

# Sutter Place™ Premier

A Kichler® Select™ ceiling fan



Kichler® Lighting  
7711 East Pleasant Valley Road  
P.O. Box 318010  
Cleveland, Ohio 44131-8010

Customer Service  
866.558.5706  
8:30 AM to 5:00 PM EST,  
Monday - Friday

Instruction Manual



## 1. SAFETY RULES

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. **WARNING:** Suitable for use with solid-state speed controls.
4. **WARNING:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced, consult a qualified electrician if in doubt.
10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.
11. After making the electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the ground wire and white (common) wire to one side with the black (load) wire to the other side of the outlet box.
12. Electrical diagrams are reference only. Light kits that are not packed with the fan must be CUL Listed and marked suitable for use with the model fan you are installing. Switches must be CUL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.

### **WARNING**

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED "ACCEPTABLE FOR FAN SUPPORT".

5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only CUL Listed outlet boxes marked "FOR FAN SUPPORT".
6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.
7. To operate the reverse function on this fan, press the reverse button while the fan is running.
8. Avoid placing objects in the path of the blades.
9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

### **WARNING**

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

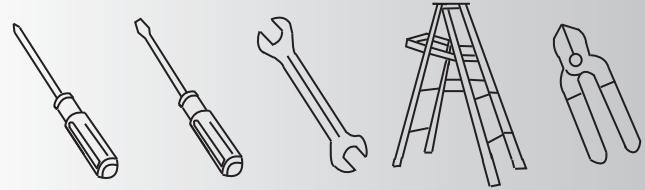
### **Special Notice**

This appliance is equipped with a "Wattage Limiting Device" required by the United States Department of Energy. The device has been installed at the factory and can not be removed.

Installing Lamps in excess of 190 total watts will disable the unit's light fixture. If this should happen, you will need to reset the lighting fixture by turning the power off to the ceiling fan and/or light fixture, reinstalling lamps totaling less than 190 watts and then turning the power back on.

## 2. TOOLS AND MATERIALS REQUIRED

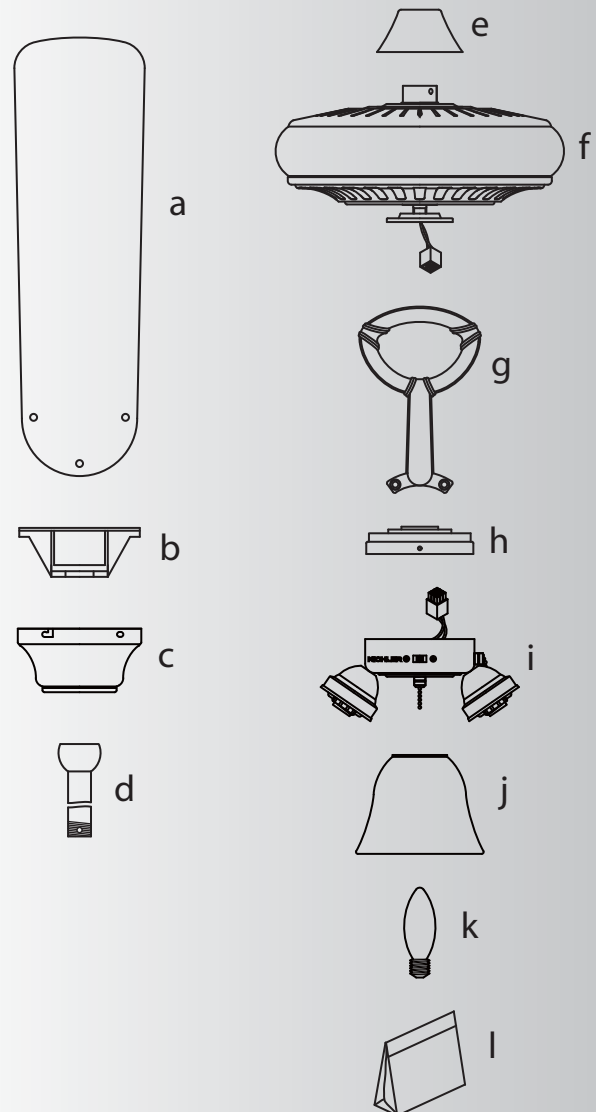
- Philips screw driver
- Blade screw driver
- 11 mm wrench
- Step ladder
- Wire cutters

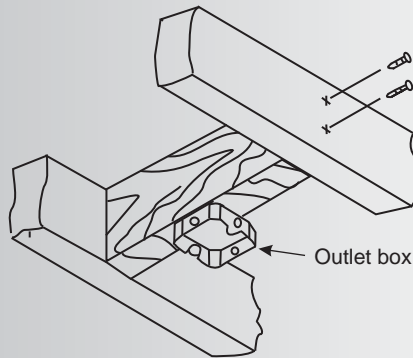
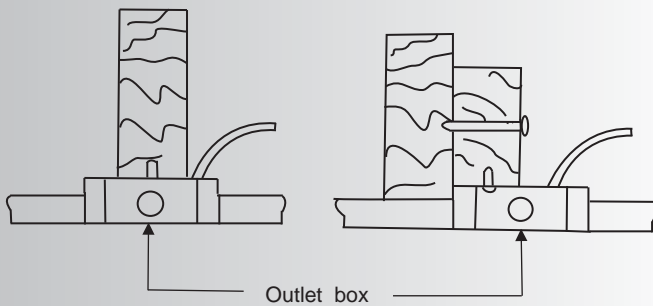
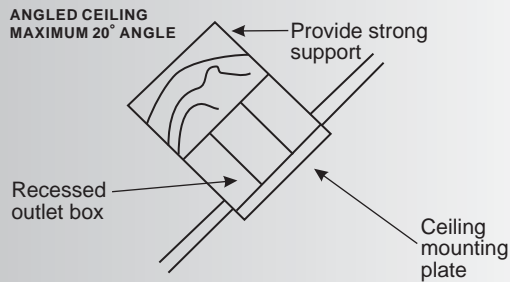
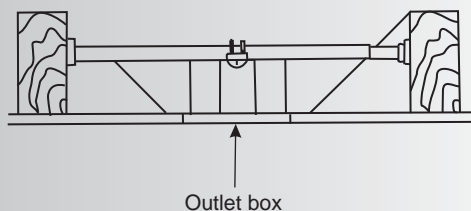


## 3. PACKAGE CONTENTS

Unpack your fan and check the contents. You should have the following items:

- a. Fan blades (5)
- b. Ceiling mounting bracket
- c. Canopy
- d. Ball/downrod assembly
- e. Coupling cover
- f. Fan motor assembly
- g. Set of 5 blade brackets and Pre-Installed mounting screws
- h. Mounting plate
- i. Light fixture
- j. Glass shades (3)
- k. 40 Watt B10.5 candelabra bulbs (3)
- l. Part bag contents
  - 1) Mounting hardware : wood screws (2), flat washers (2), star washers (2), wire nuts (3), screws (2)
  - 2) Blade attachment hardware: screws (17), washers (17), fiber washers (17)
  - 3) Safety cable hardware: wood screw, lock washer, flat washer
  - 4) Pull chains and fobs (2)
  - 5) Socket nut wrench
  - 6) Balance Kit




**Fig. 1**

**Fig. 2**

**Fig. 3**

**Fig. 4**

## 4. MOUNTING OPTIONS

If there isn't an existing UL (cUL for Canadian Installation) listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). Do not use plastic outlet boxes.

Figures 1,2 and 3 are examples of different ways to mount the outlet box.

**NOTE:** You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. (Fig. 3)

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Fig 4.

## 5. HANGING THE FAN

**NOTE:** This ceiling fan is supplied with two types of hanging assemblies; a downrod and canopy mounting system and a "close to ceiling" Canopy ONLY system. The "close-to-ceiling" installation is recommended in rooms with less than 8-foot ceilings or in areas where additional space is desired from the floor to the fan blades. Once you have selected which mounting system you will use, proceed with the following instructions. Where necessary, each section of the instructions will note the different procedures to follow for the two types of mounting.

**REMEMBER** to turn off the power before you begin.  
To properly install your ceiling fan, follow the steps below.

Step 1. Pass the 120 volt supply wires from the ceiling outlet box through the center of the ceiling mounting bracket. (Fig. 5)

Step 2. Attach the ceiling mounting bracket to the outlet box using the screws and washers included with the outlet box. (Fig. 5)

### STANDARD CEILING INSTALLATION

Step 1. Remove the hanger ball from the downrod assembly by loosening the set screw, removing the cross pin and sliding the ball off the rod. (Fig. 6)

Step 2. Loosen the two set screws and remove the hitch pin and retaining clip from the coupling on top of the motor assembly. (Fig. 7)

Step 3. Carefully feed the electrical lead wires from the fan up through the downrod. Thread the downrod into the coupling until the Hitch pin holes are aligned.

Next, replace the hitch pin and retaining clip. Tighten both set screws. (Fig. 7)

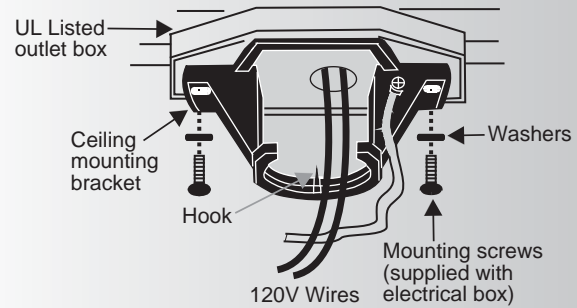


Fig. 5

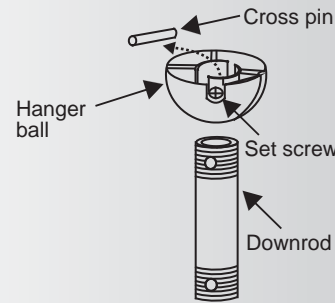


Fig. 6

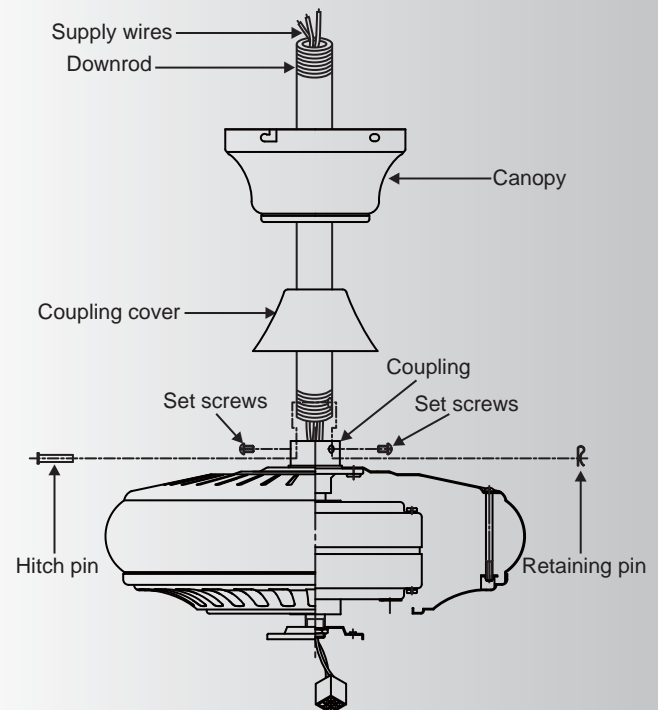
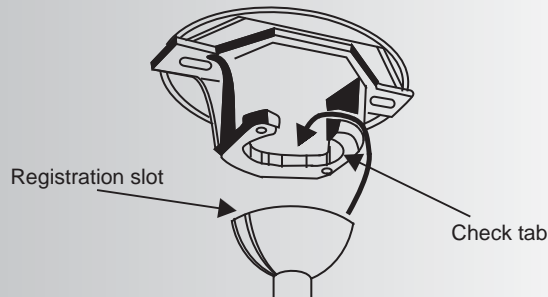
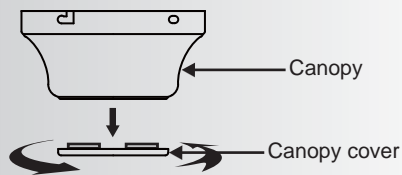
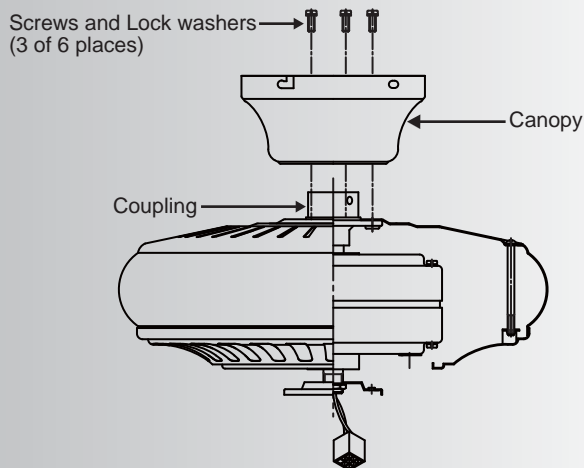
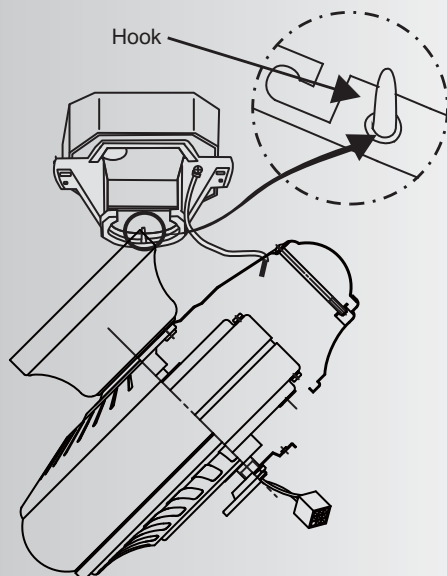


Fig. 7


**Fig. 8**

**Fig. 9**

**Fig. 10**

**Fig. 11**

Step 4. Slip the coupling cover and canopy onto the downrod as Figure 7.

Thread the hanger ball onto the downrod, insert the cross pin previously removed from the ball/downrod assembly through the downrod and tighten. Now tighten the set screw previously loosened. (Fig. 6)

Step 5. Lift the motor assembly into position and place the hanger ball into the ceiling mounting bracket. (Fig. 8)

Rotate the entire assembly until the "Check Tab" has dropped into the "Registration Slot" and seats firmly. (Fig. 8)

The entire motor assembly should not rotate (left or right) when seated properly.

**WARNING:** Failure to properly seat the "Check Tab" can damage the ceiling fan during operation.

### CLOSE-TO-CEILING INSTALLATION

Step 1. Remove the decorative canopy cover from the canopy. (Fig. 9)

Step 2. Remove three of the six screws and lock washers (every other one) from the coupler on top of the motor assembly. Place the ceiling fan canopy over the coupler and align the mounting holes with the holes in the coupler. Attach the canopy with the three screws and lock washers previously removed. (Fig. 10)

**WARNING:** Failure to completely tighten the three mounting screws in step 10 could result in the fan possibly falling from the ceiling.

Step 3. Hang the fan on the ceiling mounting bracket by inserting the hook on the inside edge of the ceiling mounting bracket through one of the screw holes in the ceiling canopy (Fig. 11). This will allow you to have both hands free to make the wiring connections.

## 6. INSTALLATION OF SAFETY SUPPORT (required for Canadian installation ONLY)

A safety support cable is provided to help prevent the ceiling fan from falling, please install it as follows.

**Step 1.** Attach the provided wood screw and washers to the ceiling joist next to the mounting bracket but do not tighten. (Fig. 12)

**Step 2.** Adjust the length of the safety cable to reach the screw and washers by pulling the extra cable through the cable clamp until the overall length is correct, put the end of the cable back through the cable clamp, forming a loop at the end of the cable. Tighten the cable clamp securely. Now, put the loop in the end of the safety cable over the wood screw and under the washer. Tighten the wood screw securely.

**NOTE:** Although the safety support cable is required for Canadian installations only. It's a good idea to make the attachment with any installation.

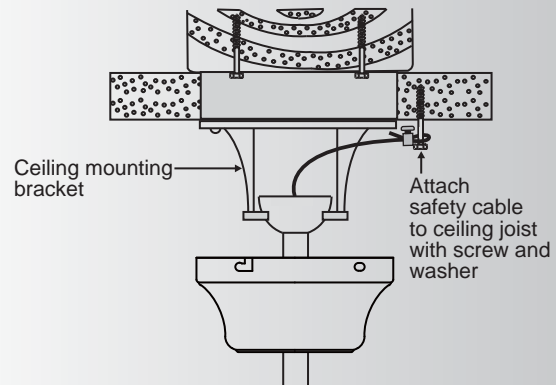


Fig. 12

## 7. ELECTRICAL CONNECTIONS

**WARNING:** To avoid possible electrical shock, be sure you have turned off the power at the main circuit panel.

Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose wire strands or connections.

**Step 1.** Connect the fan supply (black) wire and light supply (blue) wire to the black household supply wire as shown in Figure 13.

**Step 2.** Connect the neutral fan (white) wire to the neutral household (white) wire.

**Step 3.** Connect the fan ground wire (green) to the household ground wire.

**Step 4.** After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and the black and blue wires are on the other side.

**Step 5.** Turn the connecting nuts upward and push the wiring into the outlet box.

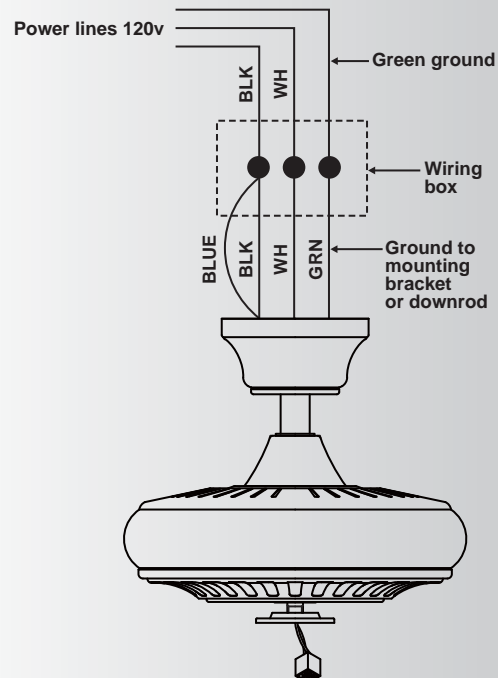
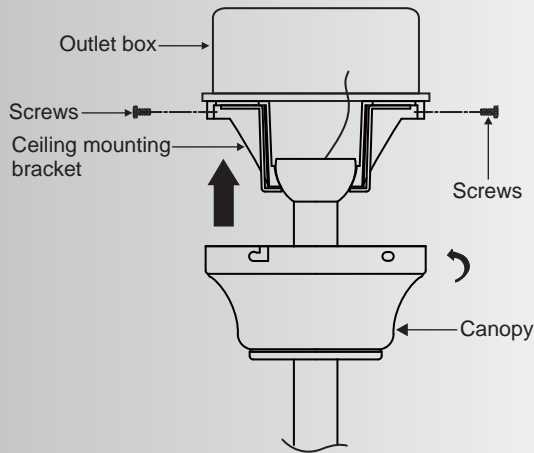
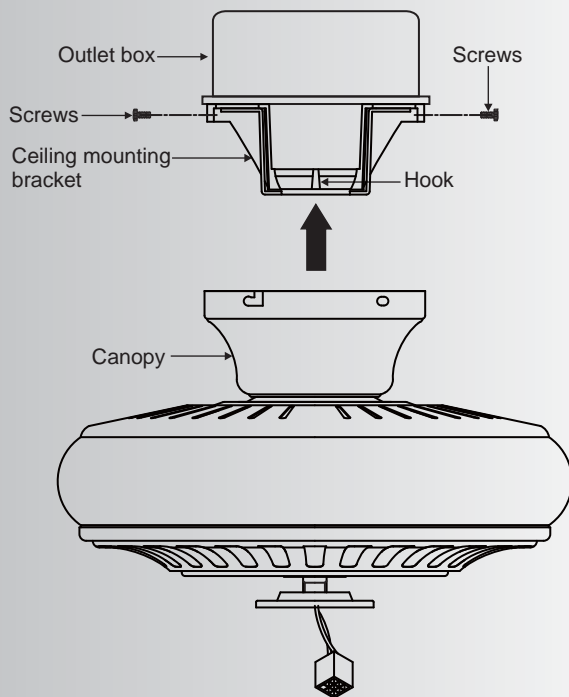


Fig. 13


**Fig. 14**

**Fig. 15**

## 8. FINISHING THE INSTALLATION

### STANDARD CEILING INSTALLATION

Step 1. Tuck all the connections neatly into the ceiling outlet box.

Step 2. Slide the canopy up to ceiling and attach the canopy to the ceiling mounting bracket using 4 screws at the top edge of the mounting bracket. Insert each screw through the canopy mounting hole and into the mounting bracket. Tighten all screws securely. (Fig. 14)

### CLOSE-TO-CEILING INSTALLATION

Step 1. Tuck all the wire connections neatly above the receiver and into the ceiling outlet box.

Step 2. Remove the fan from the hook on the ceiling mounting bracket. Attach the fan assembly to the ceiling mounting bracket using 4 screws at the top edge of the mounting bracket.

Align the keyhole slots on the canopy with the mounting screw heads on the sides of the mounting bracket. Lift up and turn the fan assembly until the heads of the mounting screws are in the narrow end of the keyhole slots.

Step 3. Make sure all four mounting screws are tight. (Fig. 15)



## 9. ATTACHING THE FAN BLADES

**CAUTION:** Remove the five rubber shipping blocks attached to the face of the motor. These blocks keep the motor from shifting during shipping and **MUST** be removed during installation.

Step 1. Attach a blade to a blade bracket using the screws, metal washers and fiber washers provided. (Fig. 16)

Make sure the blade is straight when set on the blade bracket. Tighten each mounting screw until the fiber washer is slightly compressed. Repeat this procedure for each blade.

Step 2. Attach each blade assembly to the motor using the "Pre-Installed" mounting screws in the blade bracket. (Fig 16)

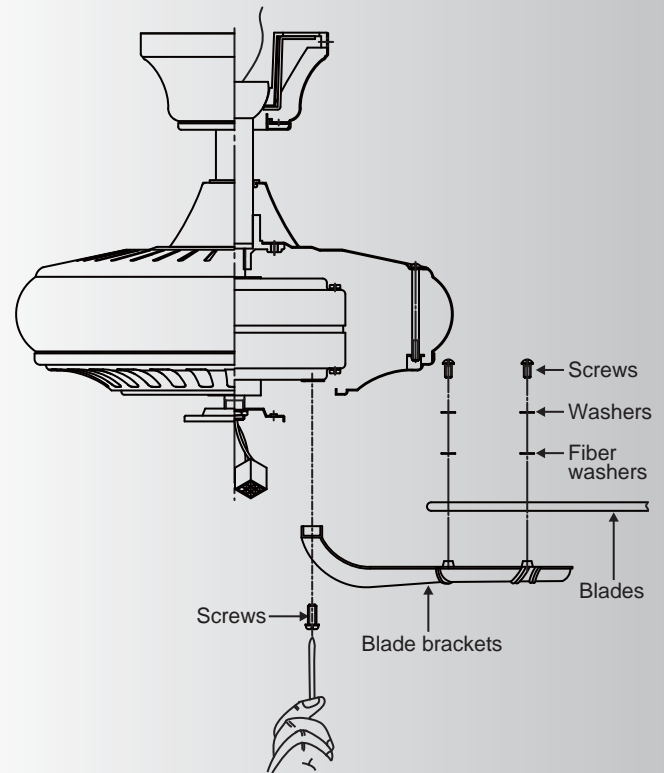


Fig. 16

## 10. INSTALLING THE MOUNTING PLATE

Step 1. Loosen the two screws on the mounting ring attached to the motor shaft and "remove" and save the third screw. (Fig. 17)

Step 2. Place the key hole slots on the mounting plate over the two screws previously loosened on the mounting ring.

Turn the mounting plate until it locks in place at the narrow section of the key hole slots.

Tighten both key hole screws and replace the third screw previously removed and tighten securely.

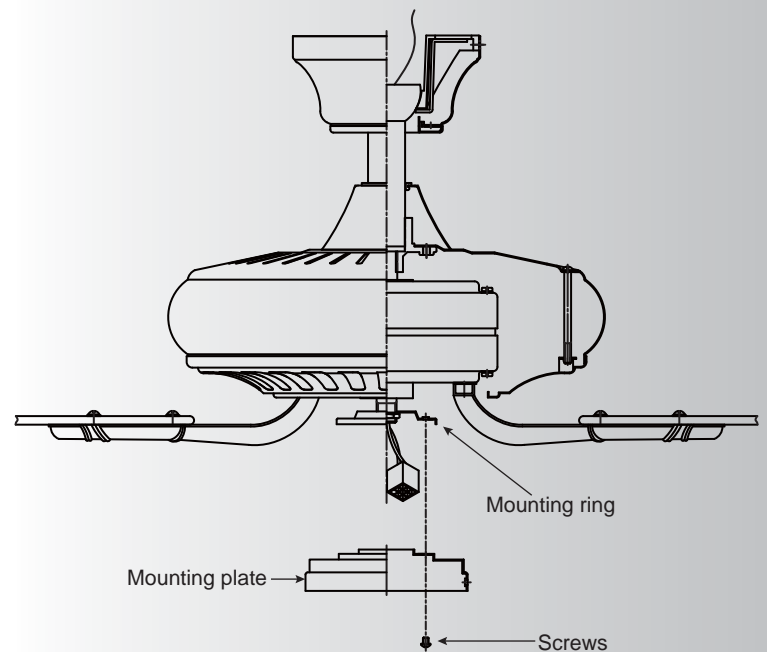
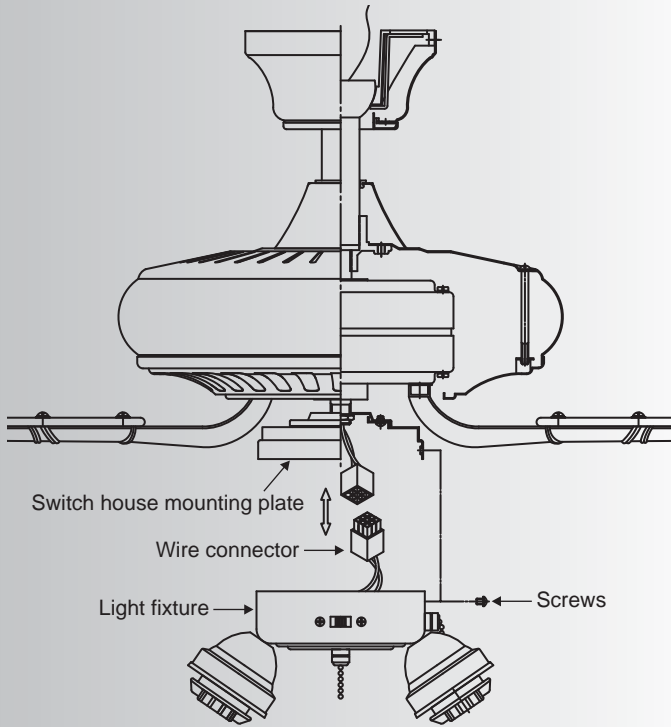
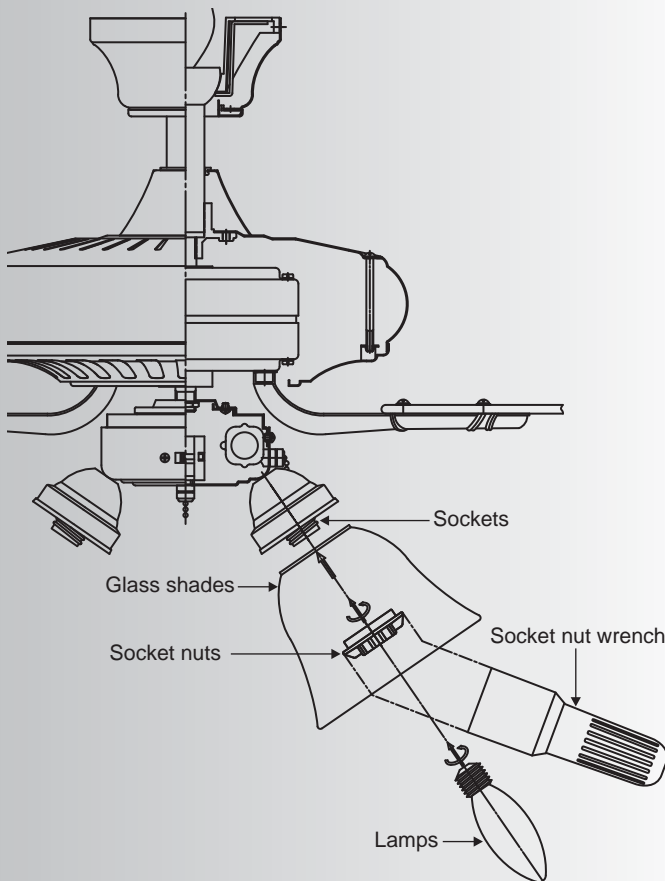


Fig. 17


**Fig. 18**

**Fig. 19**

## 11. INSTALLING THE LIGHT FIXTURE

1. While holding the light fixture assembly under your ceiling fan, push the square wire connectors together. One from the fan and one from the light fixture. (Fig.18)

**NOTE:** These connectors are color coded and will ONLY engage when the colored strips are matched (aligned).

2. Carefully push all the wires into the switch housing assembly.

Attach the switch housing assembly to the switch house mounting plate with the three screws provided. Make sure each screw is tight. (Fig. 18)

3. Remove the socket nuts from each socket. Insert a glass shade into the glass holder, then replace and tighten the socket nut until it is tighten firmly. Repeat this procedure for the remaining glass shades. (Fig. 19)

**NOTE:** A Socket Nut Wrench has been provided to help in this installation.

4. Install 3, 40 Watt E-12 candelabra lamps (included). (Fig. 19)

5. Attach two pull chain fobs to each of the beaded pull chains.

## 12. OPERATING INSTRUCTIONS

Turn the power on and check the operation of your ceiling fan.

The "center" pull chain turns the light fixture On and Off.

The "outside" pull chain controls the 3 speeds of your ceiling fan.

1 pull = High, 2 pulls = Medium, 3 pulls = Low and the 4th pull turns the motor off.

The Black Slide Switch on the side of the switch housing controls the direction of the blades "Forward and Reverse".

Warm weather - Forward (counter clockwise)  
A downward airflow creates a cooling effect as shown in Fig. 20. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - Reverse (clockwise)  
An upward airflow moves warm air off the ceiling area as shown in Fig. 21. This allows you to set your heating unit on a cooler setting without affecting your comfort.

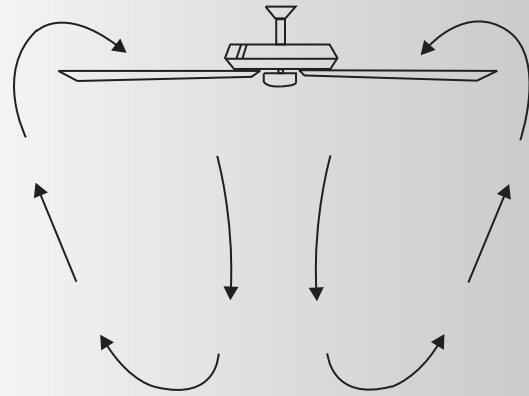


Fig. 20

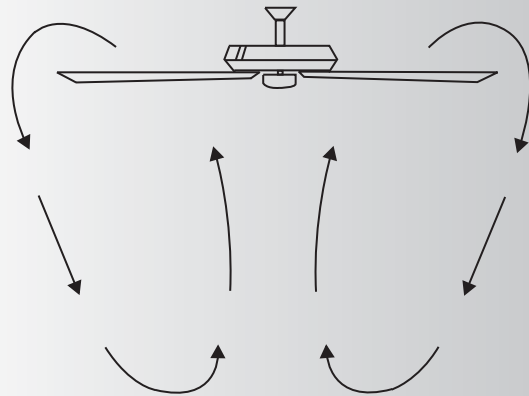


Fig. 21

## 13. TROUBLESHOOTING

Problem	Solution
Fan will not start.	<ol style="list-style-type: none"> <li>1. Check that all fuses or circuit breakers are installed or in the ON position.</li> <li>2. Check all electrical connections to insure proper contact. <b>CAUTION:</b> Make sure the main power is OFF when checking any electrical connection.</li> </ol>
Fan sounds noisy.	<ol style="list-style-type: none"> <li>1. Make sure all motor housing screws are snug.</li> <li>2. Make sure the screws that attach the fan blade bracket to the motor hub is tight.</li> <li>3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. <b>CAUTION:</b> Make sure main power is off.</li> <li>4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time.</li> <li>5. If using an optional light kit, make sure the screws securing the glassware are tight. Make sure the light bulbs are not touching any other component.</li> <li>6. Some fan motors are sensitive to signals from solid-state variable speed controls. If you have installed this type of control, choose and install another type of control.</li> <li>7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.</li> </ol>
Fan wobble.	<ol style="list-style-type: none"> <li>1. Check that all blade and blade arm screws are secure.</li> <li>2. Most fan wobbling problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure this distance. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8".</li> <li>3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable.</li> <li>4. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.</li> </ol> <p><b>WARNING:</b> TO REDUCE THE RISK OF PERSONAL INJURY AND TO INSURE THE PROPER OPERATION OF YOUR CEILING FAN. NEVER ATTACH THE BLADE ASSEMBLIES UNTIL THE CEILING FAN HAS BEEN MOUNTING ON THE CEILING. DO NOT BEND THE BLADE ARMS WHILE INSTALLING, BALANCING OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.</p>

## 14. SPECIFICATIONS

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	CFM/W	N.W.	G.W.	C.F.
52"	Low	120	0.49	59.0	160	4500	76	8.46 kgs	9.46 kgs	1.93'
	Medium	120	0.35	28.0	113	3196	114			
	High	120	0.20	9.50	62	1602	169			

These are approximate measures. They do not include Amps and Wattage used by the light kit.