

# COTTAGE™ WET Owner's Manual

## READ AND SAVE THESE INSTRUCTIONS!

Safety and the proper operation of your Casablanca fan both require a thorough knowledge of the product and proper installation; therefore, before attempting to install and operate your Casablanca fan, read this owner's manual completely and carefully. Retain this manual for future reference.

**CAUTION:** To avoid possible electrical shock, make certain that electricity is turned off at the circuit breaker or fuse box before attempting any installation procedure.

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## INTRODUCTION BEFORE YOU START

- **CAUTION: RISK OF ELECTRICAL SHOCK!** Installation is to be in accordance with the National Electrical Code, ANSI/NFPA 70-1999, and local codes. All wiring must be performed in accordance with national and local electrical codes. If you are unfamiliar with the wiring codes, you should use a qualified electrician. To avoid overheating and possible damage to other equipment, do not install control to a receptacle, fluorescent light fixture, motor operated appliance, or transformer-supplied appliance.
- This fan is designed to be installed on an existing electrical outlet box. The outlet box must be UL Listed for ceiling fan installations, if it is not, a new box must be installed. Casablanca extension poles are available for sloped or high ceiling installations.
- This ceiling fan requires a grounded electrical supply of 120 VAC, 60 Hz and a minimum 15 amp circuit. The maximum current requirement for the fan with light fixture is 3 amps. The fan uses about 1 amp or 100 watts. Maximum light current is about 2 amps or 240 watts of lighting.
- Where wire nuts are employed, be sure all bare wires are within the connectors. When installing the canopy hatch, make sure all wires are within the canopy and that no wires are being pinched.
- **WARNING:** Do not bend the blade brackets when installing the brackets, balancing the blades or cleaning the fan. Do not insert foreign objects in between the rotating fan blades.
- **WARNING:** To reduce the risk of fire or electric shock, do not use this fan with any solid state speed control device. Use only the control provided with or recommended for this fan.

### Unpacking

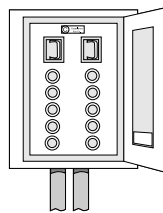
Before assembling and installing your ceiling fan, remove all parts from the shipping cartons and check them against the parts listed in the parts guide. Before discarding packaging material, be certain that all parts have been removed.

**For best performance and for your warranty to be valid,  
use only genuine Casablanca blades, light fixtures, and accessories.**

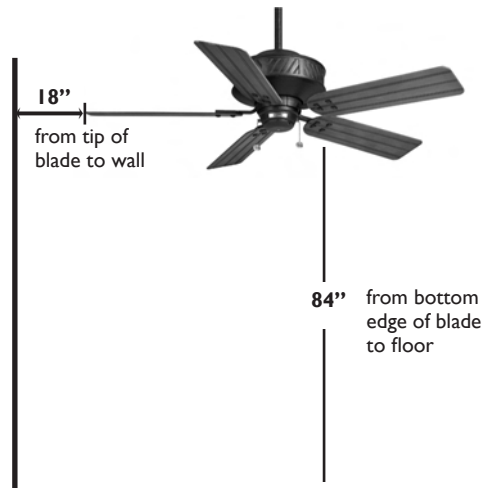
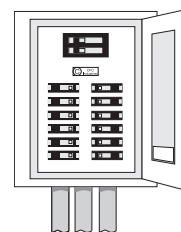
## SAFE USE

- The blades in each pack are matched for equal weight to assure smooth fan operation. If more than one fan is being installed, be careful not to mix blades from different cartons.
- Inspect the contents of your carton for possible shipping or handling damage. If parts are missing or damaged, call 1-888-227-2178.
- It is always a good idea to have an assistant to help with the installation.
- When cleaning, painting, or working near your fan, be very careful of the fan and blades. Always turn the power OFF to the ceiling fan before working on it or replacing lightbulbs.
- Never insert anything into the path of the fan blades while the fan is in operation.
- Never install a fan over a pool or spa.
- Never operate a fan that has been damaged in any way. Contact Casablanca Fan Company by calling 1-888-227-2178, or contact your local authorized Casablanca dealer for assistance in obtaining service.

**Fuse Box**  
(Remove fuse for the circuit you will be working on)



**Circuit Breaker**  
(Trip breaker for the circuit you will be working on)





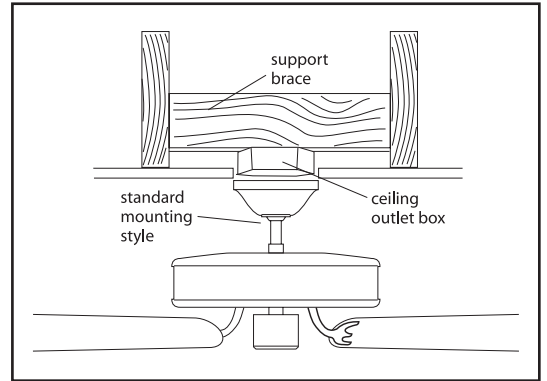
## MOUNTING RECOMMENDATIONS GENERAL GUIDELINES

Before mounting your Casablanca fan, read the following helpful recommendations. The location of the fan, air circulation, and fan size are all important factors to consider before installation.

### Location

Ceiling fans have practical uses in almost every room in your home. We suggest you follow these mounting recommendations as you decide where to install your Casablanca fan.

- For safety reasons, the fan blades must be a minimum of 7' above the floor.
- Do not locate the fan in a doorway or above a swinging door.
- In bedrooms, fans work best when mounted above the foot of the bed.
- Over pool tables, be sure to provide plenty of clearance to avoid damage from pool cues.
- Do not install a fan close to or over a pool or spa. High humidity combined with corrosive gases will destroy the finish and warp the blades.



### Fan Size

Variable fan speed capability permits the use of a full-size 52" fan even in smaller rooms. For very large rooms, two fans may be needed.

## SLOPED CEILING INSTALLATIONS

SUGGESTED EXTENSION POLE LENGTHS	
Ceiling Height	Pole Length
8' 0"	standard
8' 6"	standard
9' 0"	6"
9' 6"	12"
10' 0"	12"
11' 0"	18"
12' 0"	24"
13' 0"	36"
14' 0"	48"

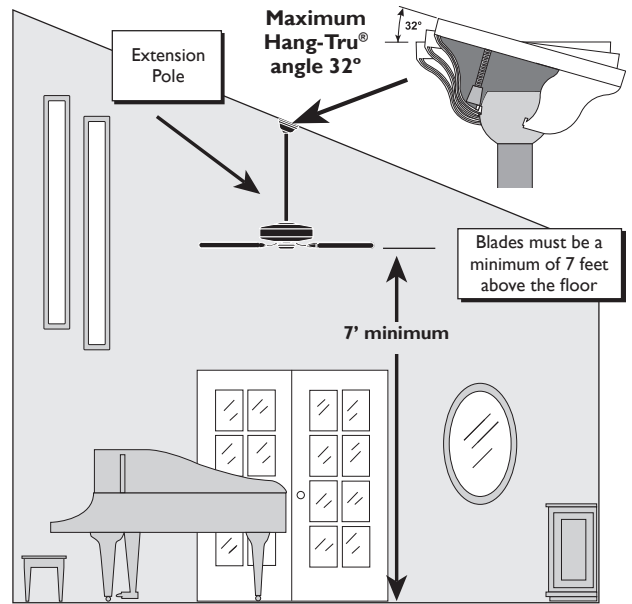
### When to Use Extension Poles

For optimum performance and appearance, an extension pole should be used with your Casablanca fan when installing on high (cathedral) ceilings or sloped ceilings. Casablanca offers standard poles in increments of 6" up to 5'. Custom poles are available in lengths up to 9'9". See your Authorized Casablanca Dealer for details.

**NOTE:** Fan may wobble or vibrate if pole length is not long enough and inside blade is too close to downslope or side wall. Extending pole length will usually solve problem.

### Calculation of Ceiling Angle

Use the tear-off *Ceiling Angle Template* card inserted in this manual. It provides you with a simple "go" or "no-go" for installing your fan on a sloped ceiling.



- EXAMPLE 1** This slope is less than 32°. It is OK to install your fan.
- EXAMPLE 2** This slope is 32°. This is the maximum slope that will allow the fan to hang straight down. It is OK to install your fan.
- EXAMPLE 3** This slope is more than 32°. Your fan will not hang straight down, an adaptor is necessary. Contact your local Authorized Casablanca Dealer in regards to purchasing a "Sloped Ceiling Adaptor."

## FAN INSTALLATION FAN PREPARATION

### PERMA•LOCK™ HARDWARE (not to scale)



Downrod Gasket



Allen Wrench



Perma•Lock™ Downrod and Ball Assembly

### IMPORTANT SAFETY INFORMATION:

Before starting the installation of your ceiling fan, install the threaded downrod into the motor coupling and lock the assembly.

Prepare for fan installation as follows:

Step 1a. Using the provided Allen wrench (attached to the paper motor warning shield), loosen the Allen set screw attached to the motor coupling.

Step 1b. Slide the downrod gasket onto the downrod as shown, pushing the gasket so that it is snug with the ball of the downrod.

Step 1c. Route the wires from the motor housing assembly through the Perma•Lock™ downrod and ball assembly. Keep all wires on one side of the pin in the ball. Insert the downrod into the motor coupling and turn it clockwise until it stops turning and 2 to 3 threads are still visible.

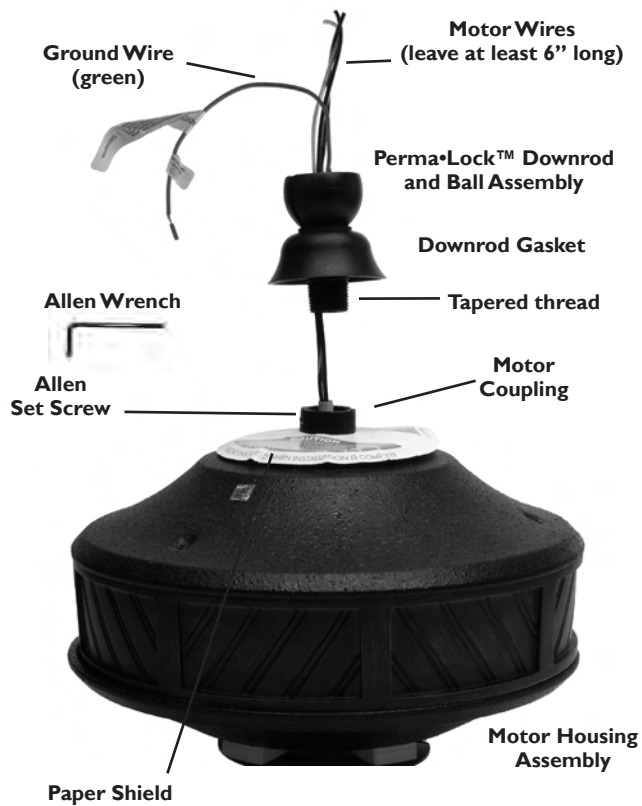
**TIP:** The downrod has a tapered thread that is designed to lock completely when installed correctly.

Step 1d. Tighten the set screw with the Allen wrench to ensure safe operation of your fan. If it is tight enough, you should not be able to turn the downrod counterclockwise with your hands. If in doubt, tighten the set screw with the Allen wrench until you cannot turn it any further.

Step 1e. Remove the paper shield from the motor.

Step 1f. Slide the downrod gasket down so that it fits snugly against the motor casing as shown.

**CAUTION:** Failure to fully lock in the downrod before securely tightening the Allen set screw may cause the fan to separate from the downrod and fall during normal operation.





## GETTING STARTED

### Installing a New Ceiling Fixture Outlet Box

If you do not have an existing fixture located where you wish to place your Casablanca fan, an approved ceiling fixture outlet box must be installed and wired.

#### WARNING!

To reduce the risk of fire, electrical shock, or personal injury, mount to outlet box marked "Acceptable Fan Support of 22.7 kg (50 lbs.) or less" using the mounting hardware provided with the outlet box.

### Using Existing Ceiling Fixture Outlet Box

After turning the power OFF at its source (either the circuit breaker or fuse box), lower the old fixture and disconnect the wiring. Check the ceiling fixture outlet box to be sure it is marked "Approved for Ceiling Fan Mounting." If it is not, a new box must be installed.

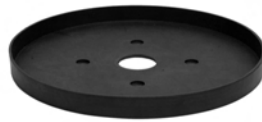
NOTE: The weight of this fan is 18 pounds.

## CEILING HARDWARE

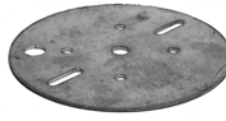
### CEILING HARDWARE (not to scale)



Crossbar Mounting Bracket



Canopy Gasket



Hanging Plate



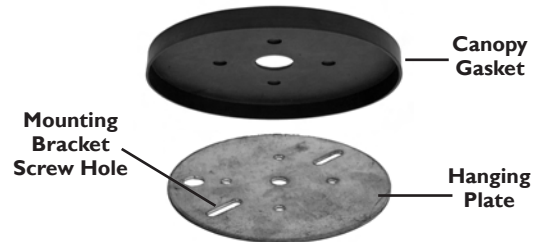
Screw Pack A:  
2 1/4" x 8-32 Roundhead Screw and Washer (2)  
1" x 8-32 Roundhead Screw and Washer (2)



Wire Nut (4)

## CANOPY GASKET PREPARATION

Step 2. Fit the hanging plate into the canopy gasket as shown. Make sure that the four holes of the hanging plate align with the four indentations on the inside of the gasket.



## CROSSBAR MOUNTING BRACKET INSTALLATION

Proceed with installation as follows:

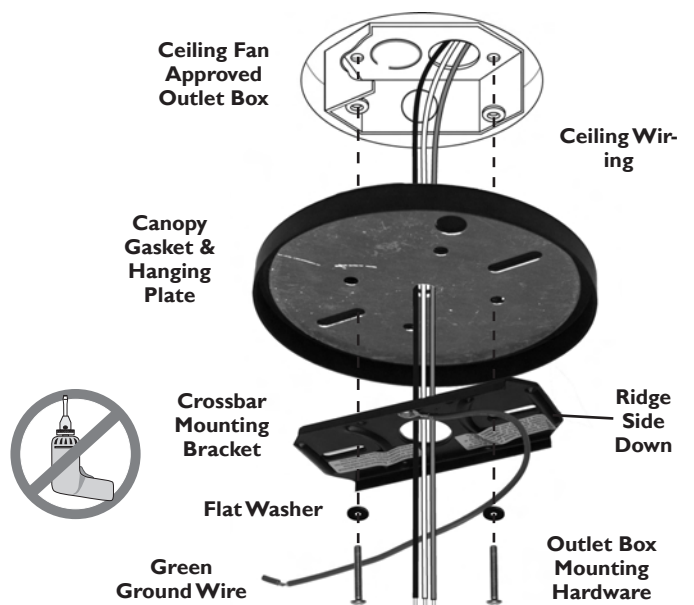
Step 3. Route the wires from the ceiling outlet box through the center hole of the canopy gasket and hanging plate and then the crossbar mounting bracket center hole.

Push the mounting hardware included with the outlet box through the rubber canopy gasket so that the screws align with the threaded holes of the ceiling fan approved outlet box.

Using the screwdriver, tighten the screws firmly by *hand* only, being careful not to bend the bracket by over-tightening.

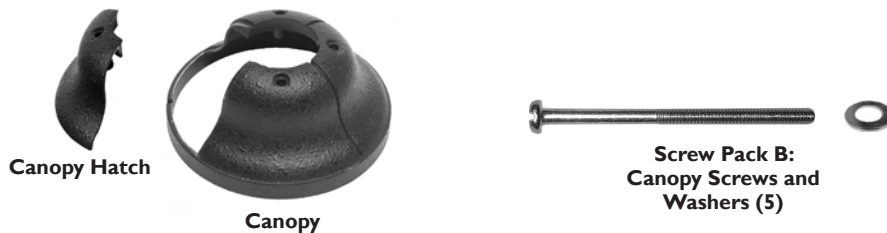
#### CAUTION:

To reduce the risk of personal injury, use only the mounting hardware provided with the approved outlet box to install the crossbar mounting bracket.



## CANOPY INSTALLATION

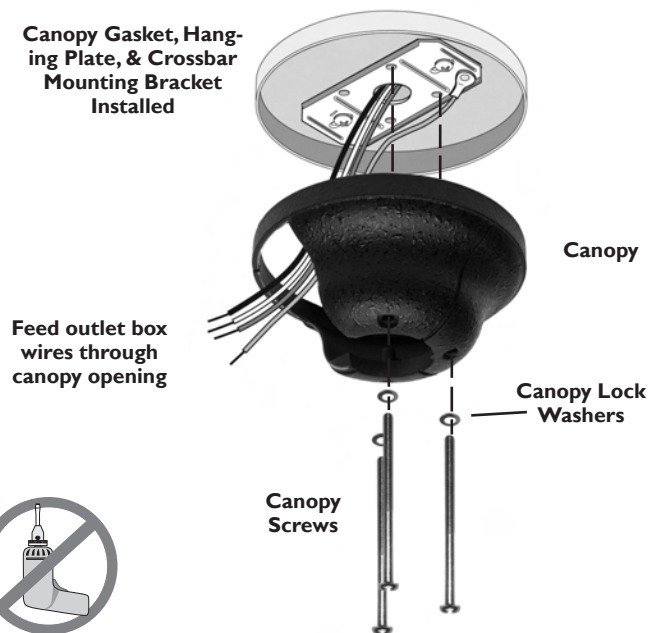
**CANOPY HARDWARE** (not to scale)



Step 4. Attach the canopy to the crossbar mounting bracket with three of the 8-32 x 2 1/2" long canopy screws (Screw Pack B) and lock washers provided with your Casablanca fan. Tighten using the provided screwdriver until snug against the ceiling.

**NOTE:** On sloped ceilings, align the canopy opening with the top or peak of the room.

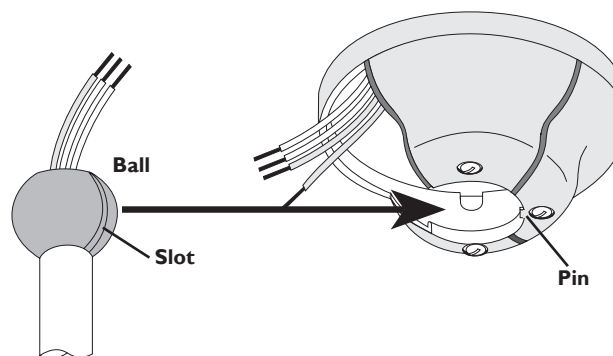
Canopy Gasket, Hanging Plate, & Crossbar Mounting Bracket Installed



## HANGING THE FAN

Step 5a. To hang the motor housing assembly in the canopy, hold the motor housing assembly firmly and insert the ball into the canopy opening. Check that no wires are pinched. Rotate the motor housing assembly until the slot in the ball fits into the pin opposite the canopy opening.

Step 5b. Trim excess motor wires, leaving at least 6 inches above the downrod. Strip 1/2-inch insulation from the end of each wire using a wire stripper (available at your local hardware store).



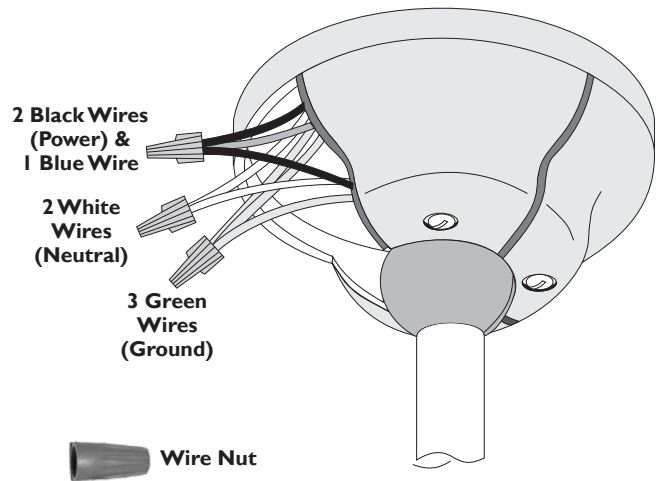


## CANOPY ELECTRICAL CONNECTIONS

Step 6. Attach the fan wires to the ceiling fixture outlet box wiring by placing the bare ends of the wires side by side and then securing with a wire nut. Test that the connection is secure by pulling on the wire nut. Connect in this order:

- GREEN leads from mounting plate and downrod assembly of fan to GROUND conductor of power source (ceiling outlet box). Secure with wire nut.
- WHITE wire from fan to white NEUTRAL wire in ceiling fixture outlet box. Secure with wire nut.
- BLACK power wire and BLUE wire from fan to black POWER wire in ceiling outlet box. Secure with wire nut.

After making the wire connections, the wires should be spread apart with the neutral (white) wire and ground (green) wire on one side of the canopy and the power (black and blue) wires on the other side.



NOTE: If the color of your ceiling wires differs from that described, consult an electrician.

## CANOPY HATCH INSTALLATION

Step 7a. Tuck the wires into the canopy and turn the wires upward and push them carefully back through the ceiling plate into the outlet box.

Step 7b. Install the canopy hatch with the canopy screw and lock washer (Screw Pack B) using the provided screwdriver. To do this, tilt the motor housing assembly away from the hatch opening. Tighten the screws firmly.

Step 7c. Straighten the fan, then check to ensure there is no movement between the canopy and the ceiling or the Perma•Lock™ downrod and the ball assembly.



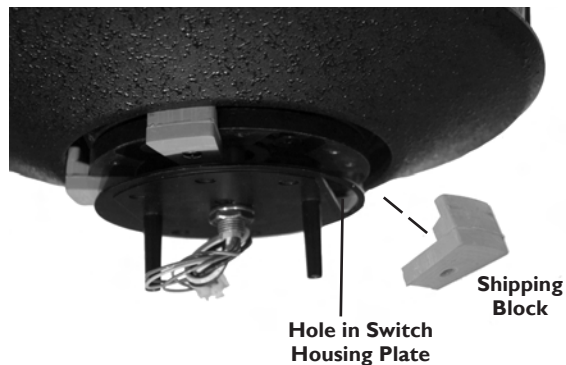
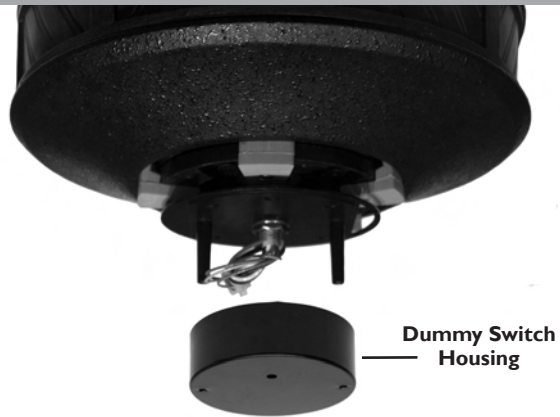
## REMOVE DUMMY SWITCH HOUSING AND SHIPPING BLOCKS

Step 8. To reach the blade holder mounting holes in the fan motor, the dummy switch housing must be removed.

Take out the two 5/32-32 x 3/8" screws securing the dummy switch housing as shown. Put the two screws aside for the moment. They will be used in Step 13a to install the switch housing after the blades are installed. The dummy switch housing is used only when shipping the fan.

**TIP:** Rotate the motor beneath the switch housing plate to access the shipping block screws through the hole in the switch housing plate.

Step 9. Unscrew and remove the five shipping blocks. Retain the five screws for use in Step 11b to install the blade/blade holder assembly. You can discard the shipping blocks. The shipping blocks are only used when shipping the fan.



### IMPORTANT!

Retain the five screws removed in Step 9 for use in Step 11b.

## BLADE BADGE INSTALLATION

### BLADE HARDWARE (not to scale)



Blade Badge (5)



Blade Holder (5)



Medallion Nails (20)



Screw Pack C:  
Blade Badge Screws (21)



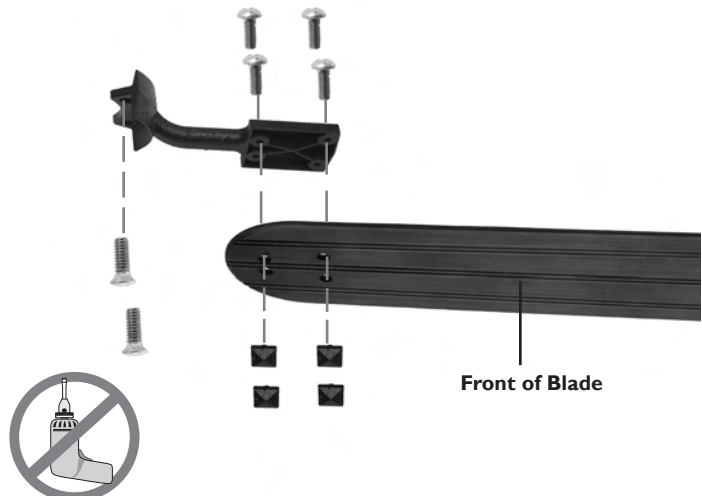
Screw Pack D:  
Blade Holder Screws (6)

### Attach Blade Holders

Step 10. Using Screw Pack C and the provided screwdriver, carefully align the Medallion Nail on the front of the blade badge and install the screw. **NOTE:** The front of the blade badge is the side with the beadboard. Tighten securely by hand. Repeat three more times per blade badge. And repeat for each blade badge. (Check installation to make sure that the Medallion Nails are aligned straight.)

### WARNING!

Do not use electric screwdriver to tighten blade screws. Hand tighten using a manual screwdriver only.





## BLADE BADGE AND BLADE HOLDER INSTALLATION

Step 11a. Carefully tilt the blade holder between the switch housing motor plate and the motor, as shown.

TIP: Rotate the motor beneath the switch housing plate to attach the blade/blade holder assembly.

Step 11b. Using the screws from Screw Pack D, the screws removed in Step 9, and the screwdriver provided, attach the blade/blade holder assembly to the motor. Tighten securely *by hand only*.

Step 11c. After all blade holders are installed, install the gasket into the switch housing mounting plate. The smooth side of the gasket should face the fan motor.

### CAUTION:

Handle the gasket carefully to avoid tearing.

TIP: For balancing purposes, loosely install all five blades to the motor before tightening the blade screws securely.

### CAUTION:

Blade screws must be tightened securely before operating the fan.



Switch Housing Gasket

## SWITCH HOUSING INSTALLATION

### Preparation

Step 12. Locate the switch housing cap assembly and remove the two 8-32 x 3/8" screws holding the cap onto the switch housing. Remove the cap and gasket.

NOTE: Save the two screws — they will be used in Step 15.



## SWITCH HOUSING INSTALLATION (CONTINUED)

Install the Switch Housing Mounting Screws

Step 13a. Locate the two dummy switch housing screws you removed in Step 8. Install them onto the motor as shown, leaving approximately 1/8" of the threads exposed for installation of the switch housing.

**IMPORTANT:**

If you are installing an optional light fixture at this time, proceed to Step 6 of **OPTIONAL LIGHT FIXTURE INSTALLATION** on page 11 now.

Step 13b. Connect the plug connector from the motor to the plug connector from the switch housing assembly.

**CAUTION:**

Both plug connectors are polarized and will only fit together one way. Make sure the connectors are properly aligned before connecting them. Incorrect connections could cause improper operation and damage to the product.



Step 13c. Line up the two keyholes in the switch housing cup with the two screws installed in Step 13a.

Step 13d. Rotate the cup so that the screws are aligned with the smaller side of the keyholes. Tighten the screws securely *by hand only*.

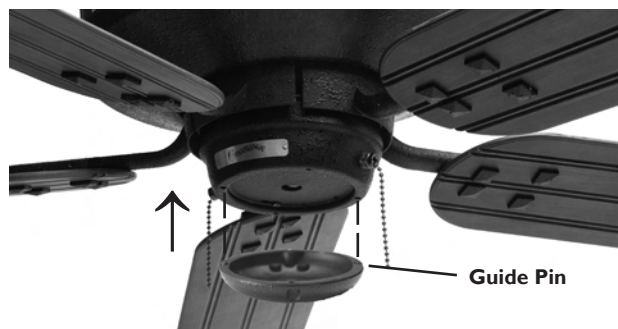
Install the Switch Housing Cap

**NOTE:** Before re-installing the cap, the gasket must be put on the cap so that the larger gasket holes go over the alignment pins.

Step 14. Line up the two guide pins in the cap with the two alignment holes of the switch housing. **NOTE:** The alignment holes are the larger, non-threaded holes in the raised rim of the switch housing. Press the cap onto the switch housing to seat the guide pins into the alignment holes of the switch housing.

Step 15. Re-install the two screws removed in Step 12 to tighten the switch housing cap and switch housing.

Step 16. Attach a fandangle to each of the pull chains using the breakaway connectors.





### 3-SPEED • OPERATION

Pull-chain switches on the fan control the fan and blade rotation.

Using the fan control pull-chain switch:

Fan off at start.

- *First pull:* fan ON, low speed
- *Second pull:* medium speed
- *Third pull:* high speed
- *Fourth pull:* fan OFF

Using the blade rotation (reversing) pull-chain switch:

Blade rotation controls the airflow direction. Each pull of the pull-chain switch toggles the blade rotation.

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NOTE: Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room with a direct breeze. In cold weather, having the fan draw air upward (clockwise blade rotation) will distribute the warmer air trapped at the ceiling around the room without causing a draft.

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### 3-SPEED • OPTIONAL LIGHT FIXTURE INSTALLATION

If you are installing a light kit to an existing fan, follow all instructions below.

If you are installing the light kit with the fan, skip Steps 1-5.

1. Remove the switch housing cap by loosening the two 8-32 screws that attach it to the switch housing.
2. Loosen the screws securing the switch housing to the motor. NOTE: You do not need to remove these screws, just loosen them enough to turn the housing.
3. Rotate the switch housing so that the screws are aligned with the larger side of the keyholes.
4. Pull the switch housing away from the motor assembly.
5. Disconnect the switch housing plug connector from the motor plug connector by pressing down on the handle of the small clasp and pulling apart.
6. Remove the plug from the switch housing.
7. Install the pull-chain switch as follows:
  - Remove the collar from the switch
  - Thread the pull chain through the hole in the switch housing
  - Place the switch so that the neck protrudes from the hole
  - Thread the collar back over the chain and hand-tighten the collar on the neck of the switch
8. Thread the two wires from the light kit through the hole in the center of the switch housing.
9. Connect one wire from the pull-chain switch to the BLUE D1-Option wire. Secure the splice with a wire nut.
10. Connect the other wire from the pull-chain switch to the BLACK wire from the light kit. Secure the splice with a wire nut.

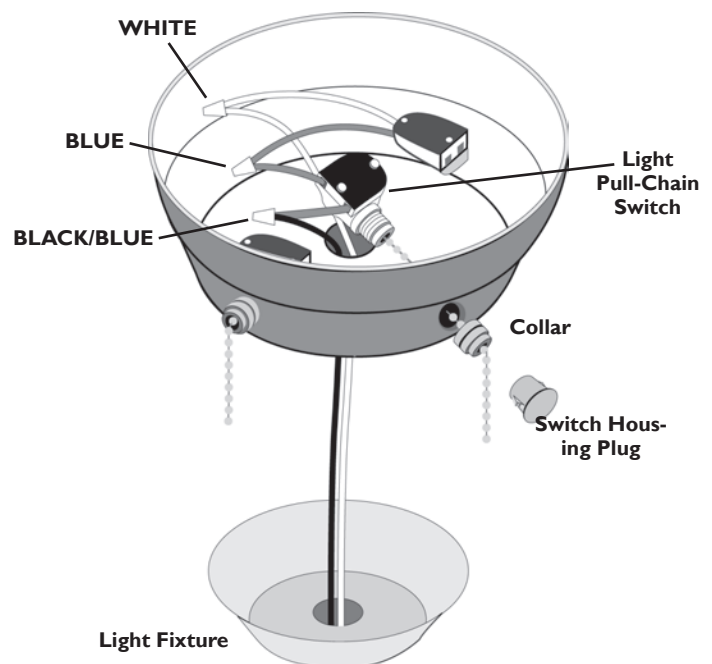
11. Connect the WHITE wire from the switch housing to the WHITE wire from the light kit. Secure the splice with a wire nut.

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NOTE: If a separate circuit is used to control the lights from a wall control, the BLUE D1-Option wire in the canopy should be connected to that switch leg with the BLACK fan power wire.

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Return to Steps 13b-15 (SWITCH HOUSING INSTALLATION) to attach (or re-attach) the switch housing to the motor assembly. Refer to your light kit instructions to assemble and attach the rest of your light kit correctly.



## TROUBLESHOOTING TIPS

Please refer to this troubleshooting guide before requesting service or contacting your dealer for assistance.

<b>PROBLEM</b>	<b>POSSIBLE REMEDIES</b>
Fan will not start	<ul style="list-style-type: none"> <li>• Check the main circuit fuses, circuit breakers, and wall switch position. Check all wire connections. Make sure the power is turned off during this inspection.</li> <li>• Check that reverse switch is not set in center of throw.</li> </ul>
Fan wobbles or shakes excessively	<ul style="list-style-type: none"> <li>• Be sure the canopy pin is set properly into the slot on the ball.</li> <li>• Check that the bladeholders have not been bent during installation and the blades are balanced.</li> <li>• Screws for bladeholders to motor are tight.</li> <li>• The hanger bracket and/or the ceiling outlet are attached too loosely. Make sure the hanger bracket is attached tightly to the ceiling outlet box and the downrod assembly is secured firmly.</li> <li>• The downrod is attached to the downrod base too loosely. Make sure all the screws are securely tightened.</li> <li>• Screws for blades are tight.</li> </ul>
Fan is noisy during operation	<ul style="list-style-type: none"> <li>• Check and tighten the light fixture retaining screws, glass shade screws, and/or lightbulb(s).</li> <li>• Tighten the canopy screws and mounting plate assembly. Make sure the wire nuts inside the canopy and switch housing are not touching the metal parts and that they have not fallen off the wire splices. Tighten as necessary.</li> <li>• Tighten the blade holders to the flywheel (or direct drive motor) and the blade to the bladeholder screws.</li> <li>• Make sure all the screws in the motor housing are snug but not overly tight.</li> </ul>
Fan does not run on low speed	<ul style="list-style-type: none"> <li>• If fan is new, it may need to be “broken in.” Run at high speed for several days.</li> </ul>
Light works, but fan does not work	<ul style="list-style-type: none"> <li>• The fan wires are not connected properly. Follow the instructions in Step 7.</li> </ul>
Fan works, but light does not work	<ul style="list-style-type: none"> <li>• The light socket is broken. Replace the socket.</li> <li>• A lightbulb is defective. Replace the lightbulb.</li> </ul>
Fan will not operate at proper speeds or will not operate at any speed	<ul style="list-style-type: none"> <li>• Defective three-speed pull-chain switch assembly</li> <li>• Defective capacitor; replace three-speed pull chain switch assembly or replace PCB assembly</li> </ul>
Fan runs slowly in either direction if rotation is started by hand; will not reverse	<ul style="list-style-type: none"> <li>• Defective reverse switch</li> <li>• Defective capacitor</li> <li>• Open motor winding: replace reverse switch assembly, PCB assembly, or motor unit</li> </ul>



## CARE RECOMMENDATIONS

### Fan Finishes

- For cleaning, a soft brush or lint-free cloth should be used to prevent scratching the finish.
- A vacuum cleaner brush nozzle can remove heavier dust.
- Surface smudges or an accumulation of dirt and dust can be removed easily using a mild detergent and slightly dampened soft cloth. An antistatic agent may be used, but *never use abrasive cleaning agents* as these will damage the finish.

### Blades

- Wood-finish blades should be cleaned with a furniture polishing cloth. Occasionally, a light coat of furniture polish may be applied for added protection and beauty.
- For painted, high-gloss or plastic blades (ABS), surface smudges or an accumulation of dirt and dust can be removed easily using a mild detergent and slightly dampened soft cloth. An antistatic agent may be used, but *never use abrasive cleaning agents* as these will damage the finish.

### No Need for Lubrication

- *Never lubricate this fan!* The precision motor at the heart of your Casablanca fan features sealed bearings that are lubricated for life.
- Do not attempt to oil the motor.

### Changing Lightbulbs

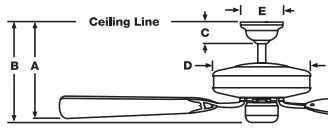
- Be sure to turn the power to OFF at the wall switch or circuit breaker before changing lightbulbs.
- Replace bulbs with the same type as you removed from the light fixture.
- The maximum wattage rating for this fan's light kit is 240 watts.

For questions or to locate the nearest Casablanca Authorized Service Center call toll free: 1-888-227-2178 or visit us on the Web at: [www.casablancafanco.com](http://www.casablancafanco.com)

## PRODUCT SPECIFICATIONS

Model Name:	Cottage™ Wet	Motor:	188 x 20mm Direct Drive™
Model Number:	C12DXXD	Blade Span:	52"
Dimensions:	A = 12"	Blade Iron Pitch:	15°
	B = 13"	No. of Blades:	5
	C = 3"	Technology:	3-Speed
	D = 13.3"	<b>Airflow:</b>	6,361 cfm
	E = 5.6"	<b>Electricity Use*:</b>	85 watts
Weight:	18 lbs.	<b>Airflow Efficiency*:</b>	77.3 cfm/watt

\* Performance data is for fan only. No lighting wattage is included.



NOTE: Dimension B includes light fixture and glass.