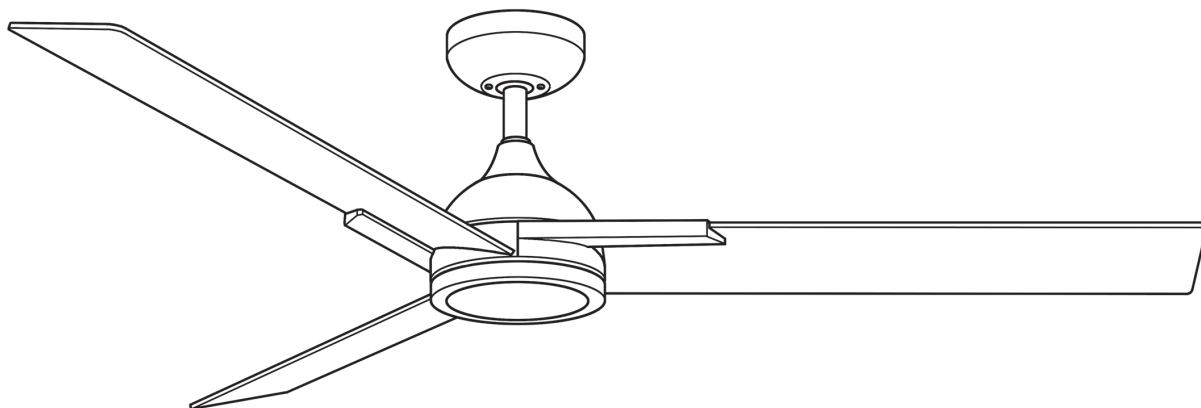


THE CODA CEILING FAN INSTALLATION INSTRUCTIONS

Please read and save these instructions



**These instructions are to be used in
the installation of the following
QUORUM INTERNATIONAL fans...**

The Coda



oxygen

The logo for oxygen Lighting, featuring the word "oxygen" in a lowercase, sans-serif font. The text is white and is set against a solid black rectangular background.

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OXYGEN'S UNIQUE LIMITED LIFETIME WARRANTY

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

WHAT IS COVERED-

Except as specified below, the manufacturer of this product warrants it to be free of all defects in workmanship and material.

WHAT IS NOT COVERED BY THIS WARRANTY-

1. All costs of removal or reinstallation of the fan.
2. Damage resulting from failure to follow instructions contained herein.
3. Damage occurring during shipment of the product (claims must be presented to the carrier).
4. Damage resulting from accident, misuse, abuse, or neglect.
5. Damage resulting from the application of any exterior coating, or by the addition of any unapproved accessories.
6. Damage resulting from repair or attempted repair by anyone other than the manufacturer.
7. Damage resulting from causes other than product defects, including lack of

technical skill, competence, or experience of the user.

8. Glass or acrylic components or accessories.

9. Minor occurrences of wobble are accepted as normal and should not necessarily be considered a defect.

WHO MAY ENFORCE WARRANTY-

This warranty may be enforced only by the original purchaser. The end user must possess a dated proof of purchase from an authorized Oxygen dealer to establish a warranty claim.

LENGTH OF THE WARRANTY -

1. For the fan motor - for the lifetime of the original purchaser.
2. For everything else, except blades and finish - one year from the date of purchase.
3. For fan blades and finish - 90 days from the date of purchase.

WHAT WE WILL PAY FOR -

We agree to correct defects outlined in the warranty without charge, or at our option replace the fan with an equivalent or

superior product if the defective unit is returned prepaid to us.

TO GET WARRANTY SERVICE -

To obtain warranty service, the product must be returned prepaid to Oxygen. (This warranty is not enforceable outside the United States.) Details regarding return shipment are explained elsewhere in this manual. Whenever warranty service is required, **you must present a copy of the original dated sales receipt as proof of coverage.**

There is no other express warranty. Oxygen hereby disclaims any and all implied warranties, including but not limited to those of merchantability of fitness for a particular purpose to the extent permitted by law. Oxygen shall not be liable for incidental, consequential, or special damages arising out of or in connection with the product use or performance except as may otherwise be accorded by law. The duration of any implied warranty which cannot be disclaimed is limited to the periods specified above in the express warranty.

WARRANTY SERVICE

1. Most problems can be handled by our customer service agents over the telephone. Customers seeking warranty repair or replacement for any fan or component are encouraged to call us for assistance. All returns must be issued a Return Goods Authorization number (RGA) prior to returning the defective unit or part. Call (877) 607-0202 - Monday thru Friday 8:00 a.m. - 5:00 p.m. CST to obtain a RGA number.
2. Arriving shipments will be refused if they do not bear a valid RGA number on the outside packaging.

3. A dated proof of purchase must accompany any fan or component clearly indicating the name of the original purchaser.
4. To avoid damage in transit, the product should be returned in its original box and packaging. Oxygen will not bear responsibility for any shipping damage.
5. Any return of a fan or component must be shipped freight and insurance prepaid.

FOR YOUR RECORDS

Purchased From _____
City _____ State _____
Fan Model No. _____
Date Purchased _____

Complete and mail the enclosed warranty card within 10 days to ensure your warranty is registered.

If you have any questions regarding the warranty, or the procedures for obtaining service, please call us at (877) 607-0202 - Monday thru Friday 8:00 a.m. - 5:00 p.m. CST.

1. SAFETY RULES

Model 3-103-xx: 12.8 lbs

1. To avoid possible electric shock, **turn off the electricity** at the main fuse box or circuit panel before you begin the fan installation or before servicing the fan or installing accessories.
2. Read all instructions and safety information carefully before installing your fan and **save these instructions**.
3. Make sure all electrical connections comply with local codes or ordinances as well as the National Electrical Code. If you are unfamiliar with electric wiring, please use a qualified and licensed electrician.
4. Make sure you have a location selected for your fan which allows clear space for the blades to rotate, and at least seven (7) feet of clearance between the floor and the fan blade tips.
5. The outlet box and ceiling support joist used must be securely mounted, and **capable of supporting at least 50 pounds**. To reduce the risk of fire, electric shock, or personal injury, use only an outlet box clearly labeled "**Acceptable For Fan Support**".
6. To reduce the risk of personal injury use only approved hanging brackets and screws supplied with the outlet box for mounting to the outlet box.
7. After installation is complete, check that all connections are absolutely secure.
8. Do not insert anything into the fan blades while they are rotating.
9. To operate the reverse function on the fan, press the reverse button on the wall transmitter while the fan is running.

10. Do not attempt to control the operation of the fan (or an optional light kit) from any wall control that is not approved by Oxygen for use with its fans. Do not use solid state wall controls. The use of any unapproved control voids the fan's warranty.

11. Federal regulations require all ceiling fans with light kits manufactured or imported after January 1, 2009, to limit total wattage consumed by the light kit to 190W. Therefore, this fan is equipped with a wattage limiting device.

TOOLS REQUIRED FOR INSTALLATION

Phillips Screwdriver
Wire Cutters
Electrical Tape
Step Ladder

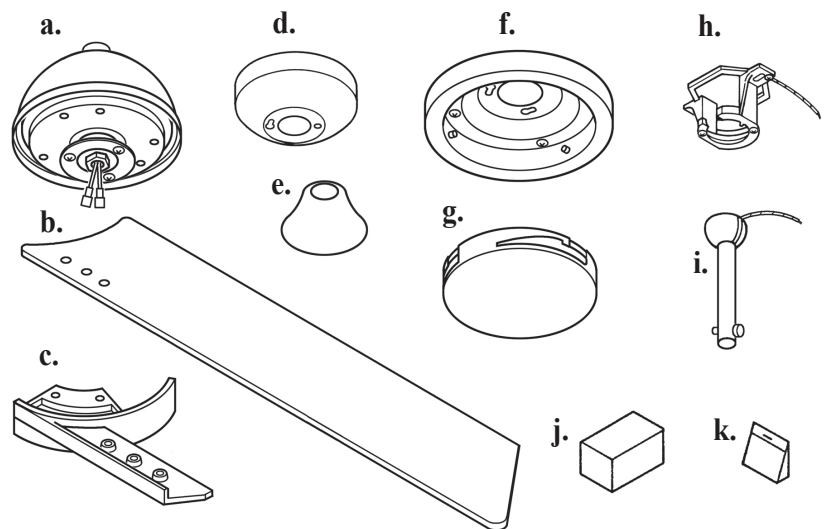
2. UNPACKING YOUR FAN

Unpack your fan and check the contents. Do not discard the carton. If warranty replacement or repair is ever necessary the fan should be returned in original packaging. Remove all parts and hardware. Do not lay motor housing on its side - because the decorative casing may shift. Check all visible screws, bolts and nuts for tightness. Examine all parts. The following parts should be included:

1. Fan motor assembly (a)
 2. Set of 3 blades (b)
 3. Set of 3 blade arms (c)
 4. Canopy (d)
 5. Yoke cover (e)
 6. Bottom plate (f)
 7. Bottom cover (g)
 8. Hanging bracket (h)
 9. Downrod assembly (4") (i)
 10. Wall transmitter incl. mounting screws and wire nuts (j)
- Parts bags (k) containing:
- Blade attachment hardware (Screws/lock washers, washers may be attached to screws)
 - Mounting hardware (wire nuts, wood screws, machine screws, lock washers, spring washers, metal washers.)

NOTE:

Some Oxygen fan models will have slightly different parts than what is shown here depending upon the design you have chosen. Basic installation procedures are similar for all models.



3. MOUNTING OPTIONS

1. Disconnect the power by removing fuses or turning off circuit breakers.

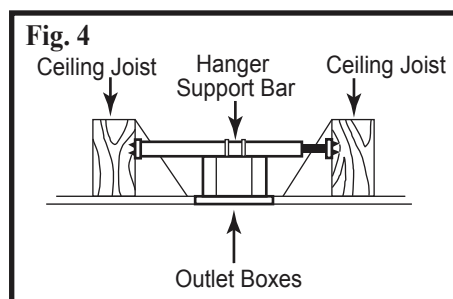
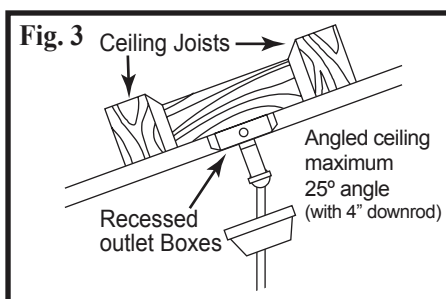
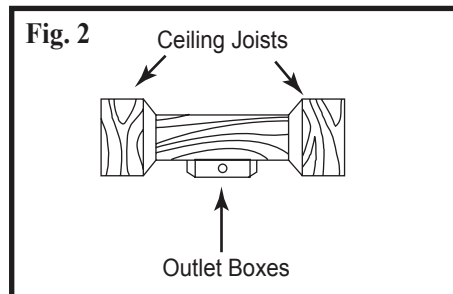
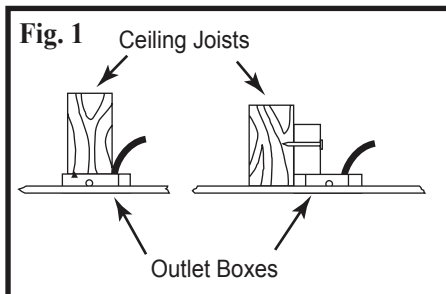
2. If there is an existing outlet box, ensure it is clearly marked "Suitable for Fan Support". If it is not so marked, it must be replaced with an approved one.

3. Secure the outlet box (or make sure the existing box is secured) directly to the building structure. Use appropriate fasteners and building materials.

4. Figures 1,2 and 3 are examples of different ways to mount the outlet box in different situations. A longer downrod may be required in sloped ceiling situations to maintain proper blade clearance.

5. To hang the fan in locations where no ceiling joist is available, a hanger support bar may be required (Figure 4). Hanger support bars are available at most area home centers.

WARNING: TO REDUCE THE RISK OF ELECTRIC SHOCK, FIRE, OR PERSONAL INJURY, MOUNT THE FAN ONLY TO AN OUTLET MARKED ACCEPTABLE FOR FAN SUPPORT AND USE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX.



CAUTION: TO REDUCE THE RISK OF PERSONAL INJURY, INSTALL THE PRIMARY MOUNTING MEANS AND USE ONLY THE HARDWARE PROVIDED WITH THE FAN.

4. HANGING YOUR FAN

WARNING - Turn off the power!

1. Secure the hanger bracket to the outlet box using the 2 long steel screws supplied with the outlet box (Fig. 5).
2. Remove the set pin and safety lock clip from the yoke on top of the motor assembly (Fig. 6a). Slide the downrod through the canopy and canopy cover. Slide the yoke cover onto the downrod (Fig. 6b). Feed the wires from the fan motor through the downrod assembly.

3. (Fig. 7) Attach the downrod assembly (downrod, yoke cover and canopy) to the motor by sliding the downrod into the yoke on top of the motor assembly. Slide the set pin through the hole in the yoke, downrod and secure it with the safety lock clip. Tighten the screws on the yoke. The yoke cover will lower down to conceal the yoke. Feed the wires through the downrod ball.

4. Lift the fan motor assembly and place into the hanger bracket, rotating the ball until the groove engages the tab on the hanger bracket. This locks the ball mount and fan motor, preventing fan rotation during operation. (Fig. 8.)

Fig. 5

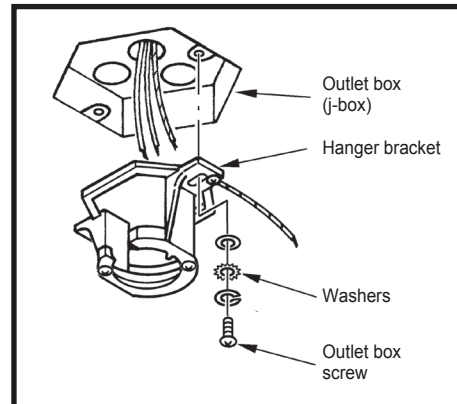


Fig. 7

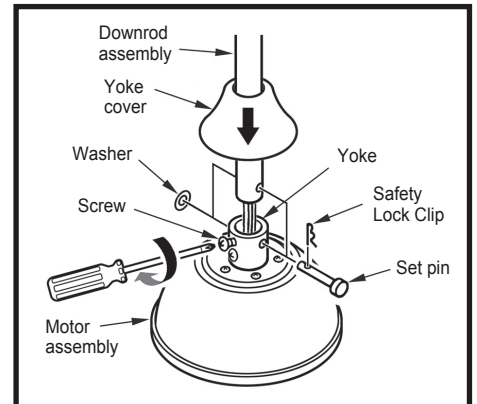


Fig. 6a

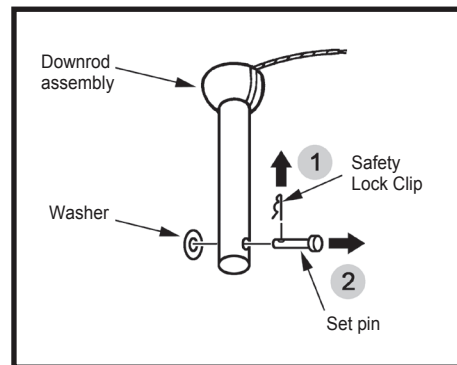


Fig. 8

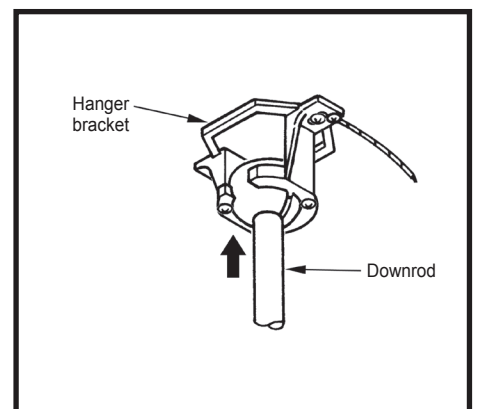
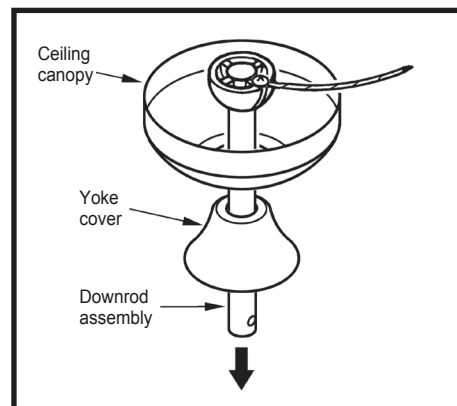


Fig. 6b



5. ELECTRICAL CONNECTIONS

WARNING! SHUT OFF THE POWER WITH FUSE OR CIRCUIT BREAKER.

1. SAFETY PRECAUTIONS

- Disconnect electric power source by removing fuse or switching OFF circuit breaker.
- Do not use with solid state fans.
- Electrical wiring must meet all local and national electrical code requirements.
- Electrical source and fan must be 115/120 vold, 60Hz.
- Maximum fan motor 40W. Maximum light watts; 60W LED only.

2. CONNECTING THE RECEIVER (Fig. 9a & 9b)

Use the wire nuts provided and make electrical connections as follows:

- Connect Green wire from fan to the bare copper (ground) from the junction box.
- Connect Black wire (AC IN L) from the receiver to the White wire from the junction box.
- Connect White wire (AC IN N) from the receiver to the White wire from the junction box.
- Connect Red wire (MOTOR 1) from the receiver to the Red wire from fan.
- Connect Purple wire (MOTOR 2) from the receiver to the Purple wire from fan.
- Connect Grey wire (MOTOR 3) from the receiver to the Grey wire from fan.
- Connect the Blue wire (FOR LIGHT) from the receiver to the Blue wire from fan.
- Connect White wire (FOR LIGHT) from the receiver to the White wire from fan.
- After wires are connected, carefully tuck them into the junction box.
- Lay the Black antenna wire on top of the receiver and insert into the mounting bracket.

NOTE: Fan is not supplied with a light kit, but wiring instructions above show connecting all light wires for a light kit. This wiring is ok if the fan does not have the light kit installed.

3. INSTALLING THE BATTERY

- Remove the small panel on the front of the transmitter and insert the battery provided and install provided.
- NOTE:** Use 12V (23A) battery. If control is not being used for an extended length of time, remove the battery to prevent possible damage to transmitter (See Fig. 10)

4. INSTALLING THE WIRELESS TRANSMITTER

- Remove the existing wall plate and switch. Be sure to complete the electrical circuit within the junction box by-passing the wall control. Connect Black to Black, White to White and Green to Green. Carefully push wires into junction box.
- Attach wall control unit to the junction box using the two #8-32 screws provided.
- Attach the wall plate to the switch control face using the two small screws provided (Fig. 10)

5. SETTING THE FREQUENCY

- With the power OFF to your ceiling fan, use a small tool to set the frequency in the wall transmitter (Fig. 11). Note at least one of the switches 1-4 must be in the "ON" position.
- Return power to the unit - Within 60 seconds of restoring AC power, press and hold the transmitter's "ON/OFF" and "Light" buttons together for 5 seconds.
- Once the receiver detects the set frequency, the light of the fan (if applicable) will blink three times (there is no indication if the fan does not have a light).
- The receiver has not learned the selected frequency of the transmitter. After completing the steps above, you should be able to operate the ceiling fan (and light). If the fan is not responding to the transmitter, turn power off to the unit and repeat the process.

Fig. 9a

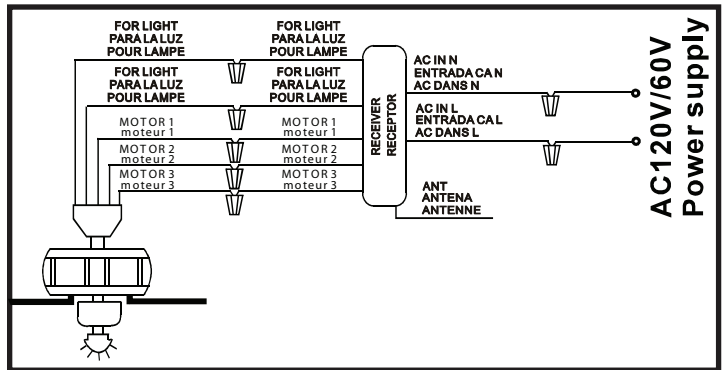


Fig. 9b

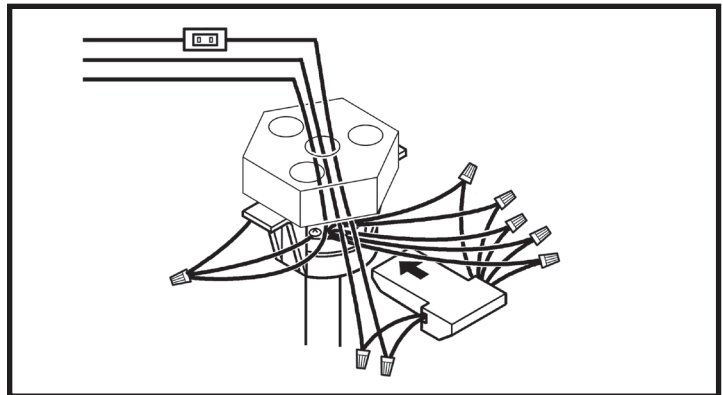


Fig. 10

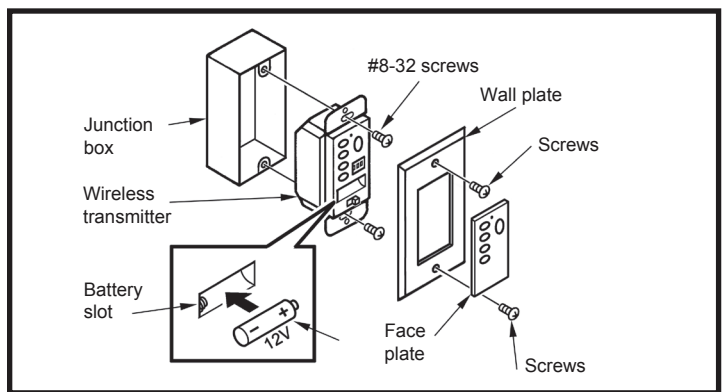
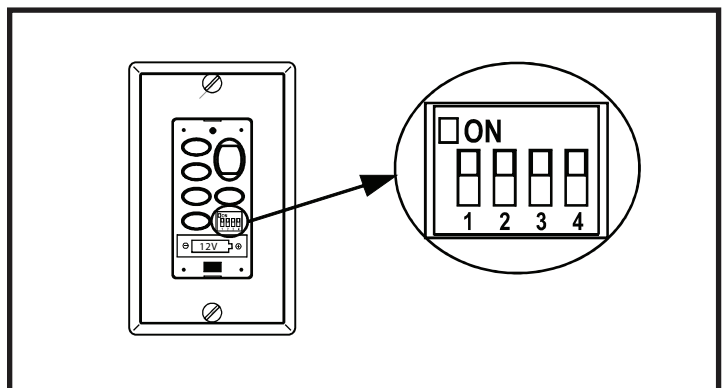


Fig. 11



6. COMPLETING THE INSTALLATION

1. Make sure the wiring is safely inside the outlet box as instructed in **Step 5 - Electrical Connections**. Install the canopy by sliding up to hanger bracket and place the key hole on the canopy over the screw on the hanger bracket, turn canopy until it locks in place at the narrow section of the key holes. (Fig 12) Align the circular hole on canopy with the remaining hole on the hanger bracket, secure by tightening the two set screws. **Note:** Adjust the canopy screws as necessary until the canopy is snug (Fig. 12).

2. Attach blades to blade arms using supplied screws (Fig. 13).

3. Attach blades to blades to the fan motor assembly using the supplied blade arm screws (Fig. 14).

4. **Attach bottom plate and cover**
Removing one of the three screws from the bottom of the fan motor assembly and loosen the other two screws (Fig. 15). Attach the bottom plate to the motor assembly using the screws just removed and loosened from the motor assembly (Fig. 16 & 17).

5. Line the teeth inside the bottom plate with the slots in the bottom cover. Insert cover and turn clockwise to secure (Fig. 18).

Fig. 12

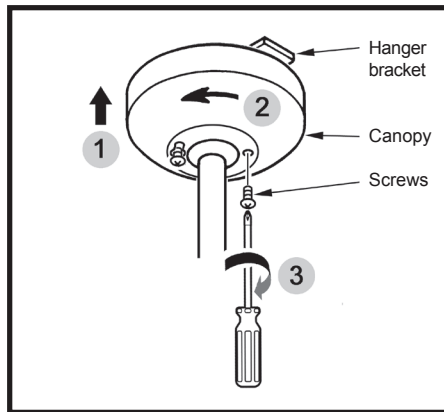


Fig. 15

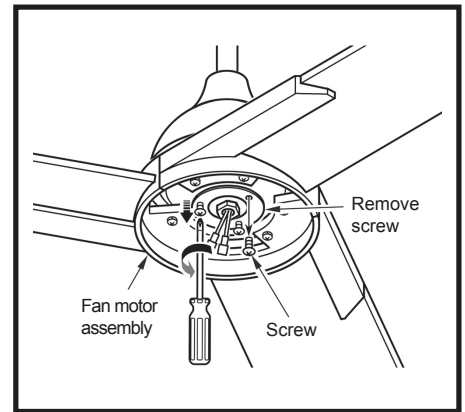


Fig. 13

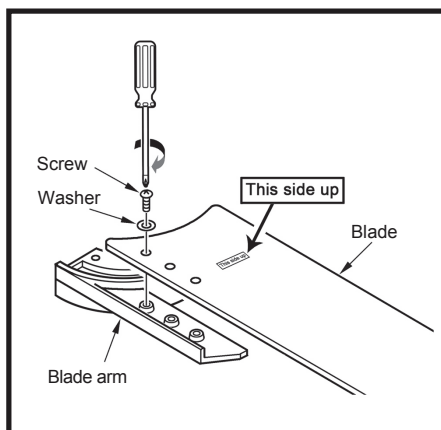


Fig. 16

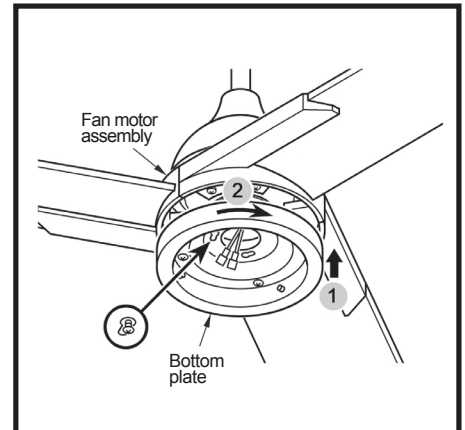


Fig. 14

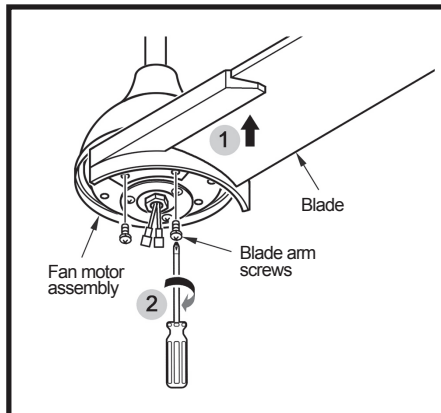


Fig. 17

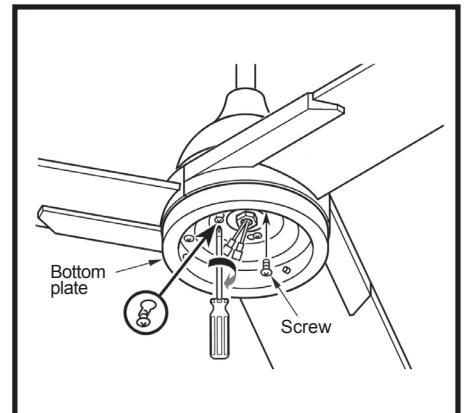
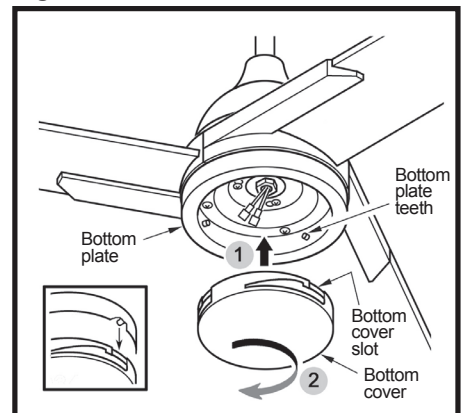


Fig. 18



7. OPERATING YOUR TRANSMITTER

1. WALL AND FACE PLATES

- This fan is supplied with two finish wall and face plates for the control - White and Almond.
- Select finish plates and attach to the control after installing the battery and setting the frequency. (Fig. 19)

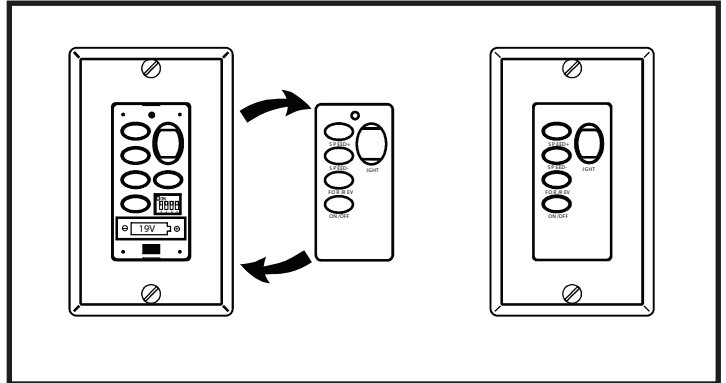
2. OPERATING TRANSMITTER

- “SPEED+” button - Is used to select fan speed. Press and release the button of desired speed setting (speeds 1 through 6). Press the button to increase the fan’s speed. A buzzer will beep when pressing the button and will beep twice when highest speed is reached.
- “SPEED-” button - Is used to select fan speed. Press and release the button of desired speed setting (speeds 1 through 6). Press the button to decrease the fan’s speed. A buzzer will beep when pressing the button and will beep twice when lowest speed is reached.
- “FOR/REV” button - Is used to change the rotation direction of the fan.
- “ON/OFF” button - Is used to turn the fan on and off.
- “LIGHT” button - Is used to turn the light on, off or to control the brightness of the light. If the fan has no light kit, simply ignore the light button.

To work the light, press and release the button and the light will turn on or off. Press and hold the button for the desired brightness. The light will cycle continuously between bright and dim settings as long as the button is held down. The light key has auto resume; it will stay the same brightness as the last time the fan/light was turned off.

- Memory function - If the fan and/or light are turned off by the wall control, it will memorize and recover automatically to the same fan speed and light brightness as it was the last time the fan/light was turned off.
- This remote control is equipped with 16 code combinations to prevent possible interference from other remote units such as garage door openers, car alarms or security systems. If the fan or light kit turns on or off without using the control, simply change the combination code in your transmitter.

Fig. 19



8. FAN OPERATION AND CARE

1. A ceiling fan is an environmentally smart choice to cool as well as to help warm your home or office. Adjust your HVAC thermostat during fan use to save additional energy and money on your air conditioning and heating utility bills. You should see a significant reduction in both your heating and cooling costs by regular use of your fan.

Do not hesitate to use your fan during summer and winter months. In summer, (Fig. 20) using the reverse switch, adjust the fan's direction so cool air is blown down, producing a cooling breeze. In winter, (Fig. 21) reverse the fan so that an upward airflow will push warm air off the ceiling and circulate it downwards into the living area. In winter months, use the fan at a lower speed than summer.

2. Periodically check tightness of all screws securing the blades to the blade arm attachment points. A clicking or a rattling noise is a sure indication of loosening screws. Since screws will invariably work loose over time, at least once a year, tighten all the screws attaching blades to blade arms. **Do not bend blade arms when cleaning or servicing the fan.**

3. Clean you fan periodically using only a cloth dampened with a mild detergent solution for all hardware - never use solvents. The finish plating is lacquered to prevent tarnishing. Use a lint-free cloth with clean water to clean blades.

4. You will never need to oil or lubricate your fan. Its permanently sealed bearings will provide trouble free, silent operation for many years.

5. If repairs or servicing are ever required, to avoid possible electric shock, **turn off the electricity** at the main fuse or circuit panel before you begin.

Fig. 20

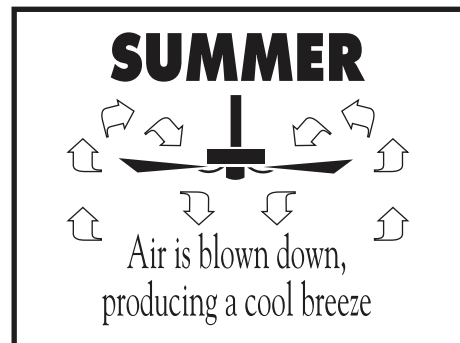
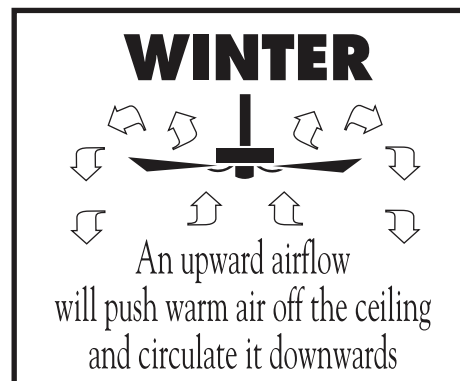


Fig. 21



9. TROUBLESHOOTING

FAN WILL NOT START

1. Check that the electricity has been turned on at the circuit breaker which had probably been turned off during installation.
2. Turn off the electricity. Check all connections in the wiring of the fan at the ceiling and make sure it follows the wiring instructions outlined in this manual.
3. Be sure ON/OFF power switch on the wall control is in ON position.

NOISE

Note: Always allow a day or two "run-in" time for any new fan at medium or high speed. When attempting to diagnose noise, listen carefully from several sides to try and isolate the location of the noise (blade, upper end, motor, light kit, etc.)

1. Tighten all screws attaching blades to blade arms. Remember to tighten these screws at least once a year because they may loosen slowly over time and cause a clicking noise.
2. Turn off the power. Loosen the canopy and check that the wiring and/or wire nut connectors are not resting against the canopy, possibly vibrating while the fan is on.

3. Use of a standard light rheostat or an unapproved fan wall control to control the fan speed will always cause an annoying "hum". Many fan motors do not work quietly with solid state variable speed controls.

4. Check that the rubber gasket on the mounting bracket has been installed if called for in the installation instructions.

5. Check that the canopy is not touching the ceiling.

6. Check that all screws on the motor housing and the bottom housing are tight.

FAN TURNS, BUT DOES NOT MOVE MUCH AIR

1. The fan may be running in reverse. Press the reverse button on transmitter to set the fan in forward operation.
2. The distance from the ceiling to the blades may be too small. For downrod fans, optimal placement would be 8-9 feet from the floor.
3. The room may contain items which obstruct the air flow.
4. The fan may be too small for the size of the room.

EXCESSIVE WOBBLE

Note: A small amount of wobble is considered acceptable and should not be considered a defect.

1. Make certain all blades are tightly attached to each blades' respective blade arm.

REPLACEMENT PARTS AVAILABLE

A full range of genuine replacement spare parts are available at reasonable cost directly from Oxygen Lighting. Please call us at (877) 607-0202, Monday through Friday from 8:00 A.M. to 5:00 P.M. CST.