

# WESTGATE

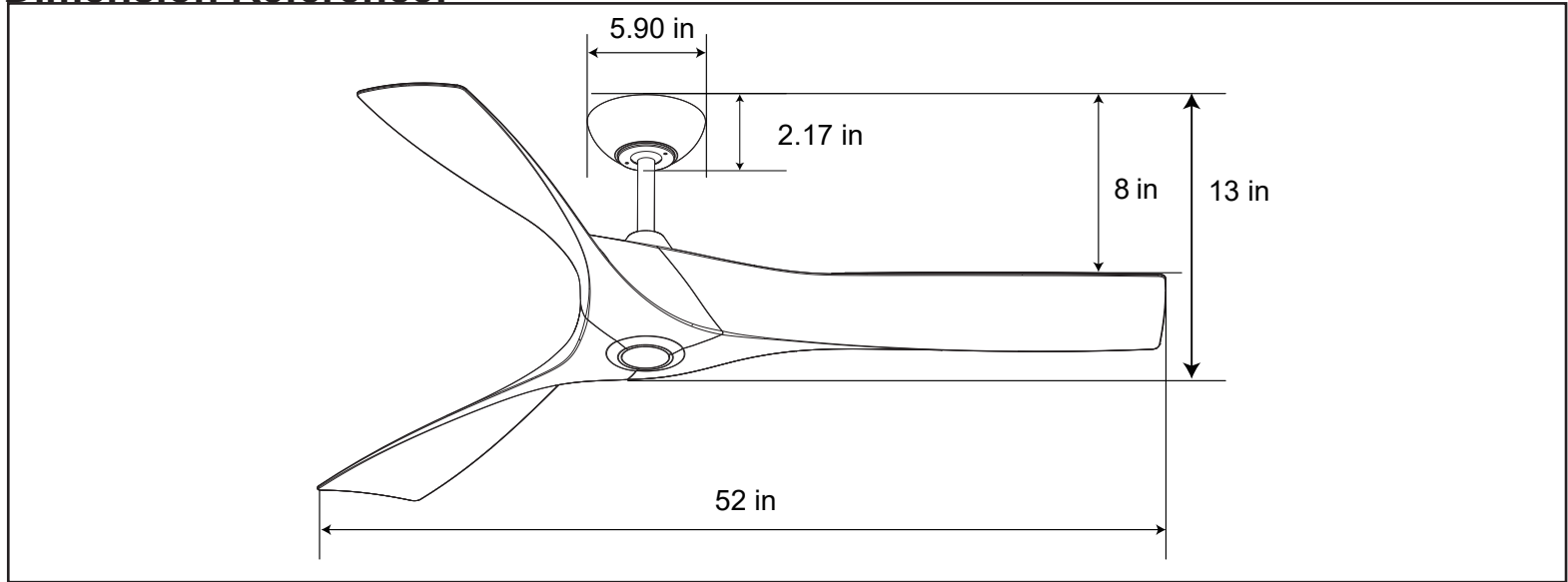
THE FUTURE IS HERE... AND IT'S QUITE BRIGHT!

PRODUCT NAME: WF-318WP-RC-3B-52-BR-WA






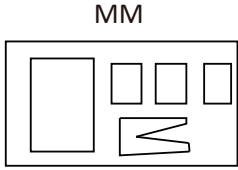







Please consult your electrician for hanging fixture and wiring.





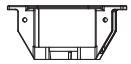
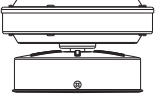


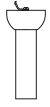







## Dimension Reference:



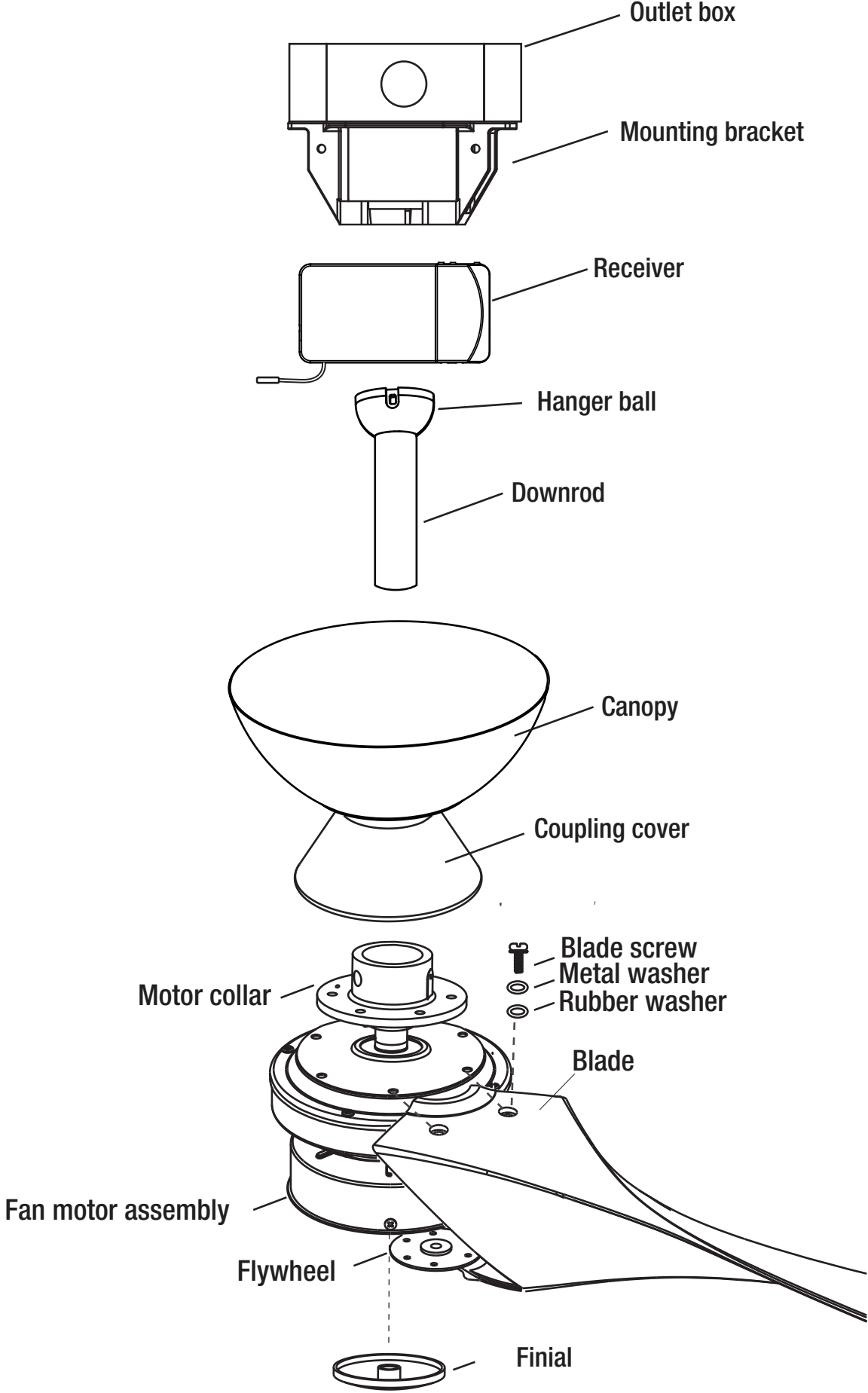
## Hardware Package Included:

| Hardware Package                                                                       |                                                                                       | Quantity |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------|
|  AA   |  KK  | 7        |
|  BB   |  LL  | 7        |
|  CC   |  MM | 7        |
|  DD   |                                                                                       | 7        |
|  EE  |                                                                                       | 6        |
|  FF |                                                                                       | 1        |
|  GG |                                                                                       | 1        |
|  HH |                                                                                       | 1        |
|  II |                                                                                       | 1        |
|  JJ |                                                                                       | 2        |
|                                                                                        |                                                                                       | 2        |
|                                                                                        |                                                                                       | 1        |

## Fan Parts Included:

| Fan Parts Included:                                                                   |                                                                                       | Quantity |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------|
|  A |  M | 3        |
|  B |  G | 1        |
|  C |  H | 1        |
|  D |  I | 1        |
|  E |  J | 1        |
|  F |  K | 1        |
|                                                                                       |  L | 2        |
|                                                                                       |  N | 1        |

# Exploded View:



# Safety Instructions:

**READ ALL SAFETY INFORMATION AND INSTALLATION INSTRUCTIONS BEFORE YOU BEGIN INSTALLING THE FAN. IF YOU ARE NOT FAMILIAR WITH NATIONAL AND LOCAL ELECTRICAL CODES AND BASIC ELECTRICAL WIRING PROCEDURES WE RECOMMEND THAT YOU HAVE A QUALIFIED ELECTRICIAN INSTALL YOUR NEW CEILING FAN. SAVE INSTRUCTIONS.**

- To avoid the risk of electrical shock be sure to shut off power at the main fuse or circuit breaker box before installing or servicing this fixture.
- Make sure that all wiring conforms to national and local electrical codes. If you are in question obtain a copy of the codes and wire the fan accordingly. Never leave bare wire uncovered, use wire nuts to cap all connections. Plastic electrical tape is not recommended.
- Basic requirements for a ceiling fan installed with lights are 120V AC-60Hz on a grounded circuit with a 15 amp breaker or fuse. Make sure that your electrical system and choice of location meet these requirements.
- If the location where you plan to install your fan does not already have an electrical outlet, hire a licensed electrician to run the wiring and install an outlet box designed for ceiling fans or heavy fixtures. The outlet box should be able to support a minimum moving weight of 50 pounds and marked "Acceptable for Fan Support" (*Plastic outlet boxes are not recommended for ceiling fan installation*).
- If you plan to use an existing electrical location check to make sure that the outlet box is not PLASTIC, that it is securely attached and able to support at least 50 pounds of moving weight marked "Acceptable for Fan Support". If you have any questions, outlet boxes and support systems for ceiling fans are available at most hardware and do-it-yourself centers. In most cases your URBAN33 dealer will have all the necessary products for the proper and safe installation of your ceiling fan.
- The location you choose should have a minimum clearance of 20 inches from any wall to the blade tip at any point in its rotation and a minimum of 7 feet from blade level to floor and 10 inches from the blades to the ceiling.
- This ceiling fan was not designed for installation in any location where it might be exposed to moisture or high humidity. Installation in this type of location could be UNSAFE, will most likely damage the fan and its finish...and will VOID YOUR WARRANTY.
- Every effort has been made to provide you with proper instructions for the safe installation of this ceiling fan. You could however, encounter situations or problems not covered in this manual. Should this occur, please refer to a do-it-yourself wiring handbook or hire a qualified electrician to install your fan.
- Lubrication of your new ceiling fan is not necessary. The ball bearings have been adequately charged with grease and permanently sealed at the factory so that, under normal conditions, further attention is not necessary.
- NOTE: The safeguards provided by these safety instructions and by any separate installation instructions are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and care are factors which can not be built into this product. These factors must be supplied by the person(s) installing, caring for and operating fan.

## Warning:

- To reduce the risk of fire, electrical shock, or personal injury, mount this fan to an outlet box marked “Acceptable for Fan Support of 22.7 kg ( 50 lbs )” or less and use Mounting Screws provided with the outlet box. CAUTION: Install the primary mounting means and use only the hardware provided with the fan.
- To reduce the risk of personal injury take care not to bend the blade brackets when installing the brackets, balancing the blades or cleaning the fan. Be careful not to insert foreign objects in between rotating fan blades.
- To reduce the risk of fire or electrical shock, do not use this fan with any solid-state speed control device.
- The important safeguards and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and careful attention to detail are factors which cannot be built into this product. These factors must be supplied by the person or persons installing, caring for, and operating the unit.

## Installation Instructions:

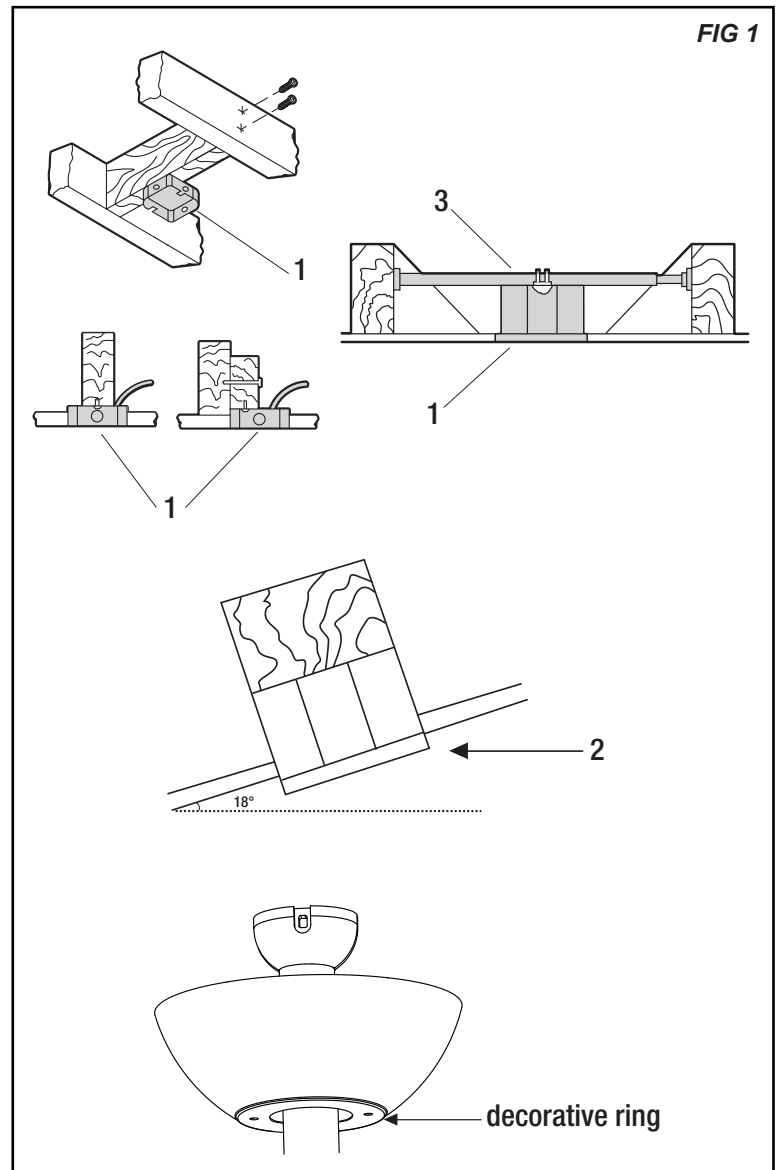
### **MOUNTING OPTIONS (see figure 1)**

**WARNING:** To reduce the risk of fire, electric shock, or personal injury, mount the fan to an outlet box marked acceptable for fan support. An outlet box commonly used for the support of lighting fixtures may not be acceptable for fan support and may need to be replaced. If in doubt, consult a qualified electrician.

**Make sure you are using an approved UL Listed outlet box and it is installed correctly.**

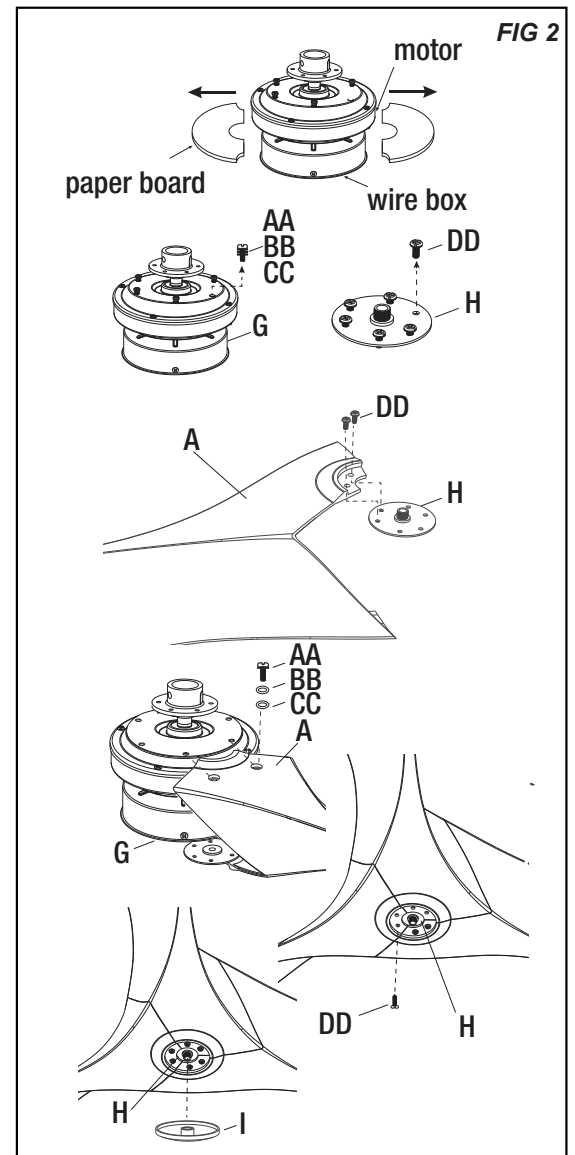
- Disconnect the power by removing the fuses or turning off the circuit breakers.
- Secure the outlet box (1) (not included) directly to the building structure. Use appropriate fasteners and materials (not included). The outlet box and its bracing must be able to fully support the weight of the moving fan (at least 35 lb). Do not use a plastic outlet box.
- The illustrations to the right show three different ways to mount the outlet box (not included).
- To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar (3) (not included), as shown.

**NOTE:** You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. The maximum angle allowable is 18°. If the canopy touches the downrod, take off and remove the decorative ring from the canopy bottom and turn the mounting bracket 180° before attaching the canopy to the mounting plate (2).



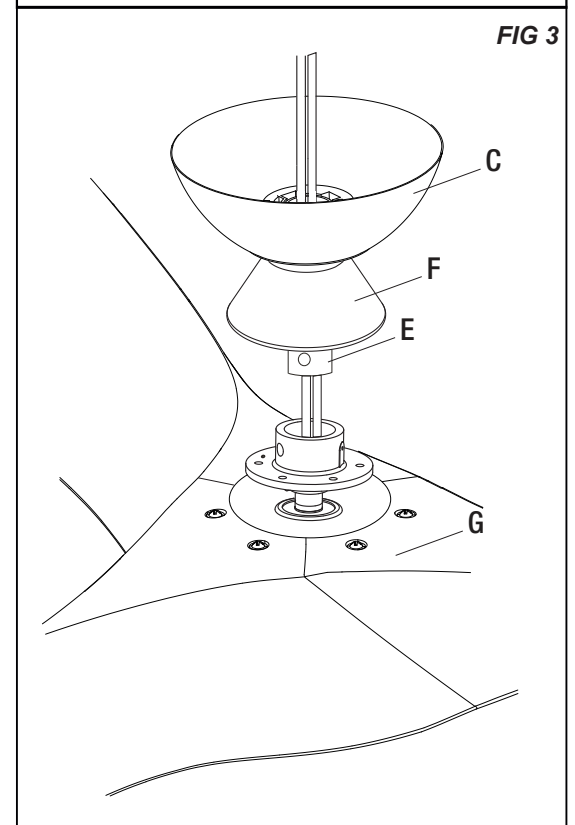
**Step 1 Fastening the blade assemblies to the fan motor assembly  
(see figure 2)**

- Please remove the paper boards between the motor and the wire box before assembly. This paper board is used for protection only.
- Remove the six flywheel screws (DD) from the flywheel (H).
- Attach the flywheel (H) to one of the three blades (A) using two flywheel screws (DD).
- Attach the blade (A) with the flywheel (H) to the fan motor assembly (G) using two blade screws with spring washers (AA), two metal washers (BB) and two rubber washers (CC).
- Attach the other blades (A) to the fan motor assembly (G).
- Reinstall the four flywheel screws (DD) to the flywheel (H).
- Screw the finial (I) to the flywheel (H). Ensure the finial (I) is tight.



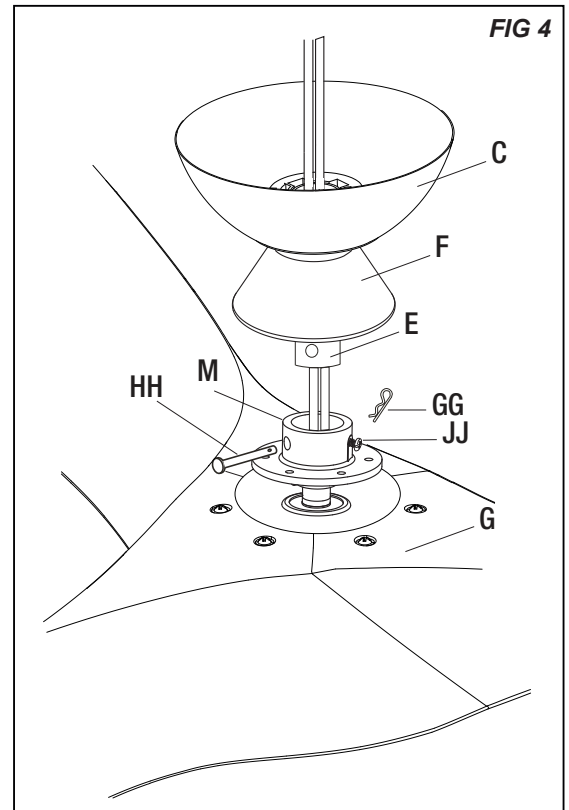
**Step 2 Attaching the coupling cover and canopy to the downrod  
(see figure 3)**

- Slip the coupling cover (F) and canopy (C) onto the downrod (E).
- Carefully feed the fan wires up through the downrod (E).



### Step 3 Attaching the downrod to the fan motor assembly (see figure 4)

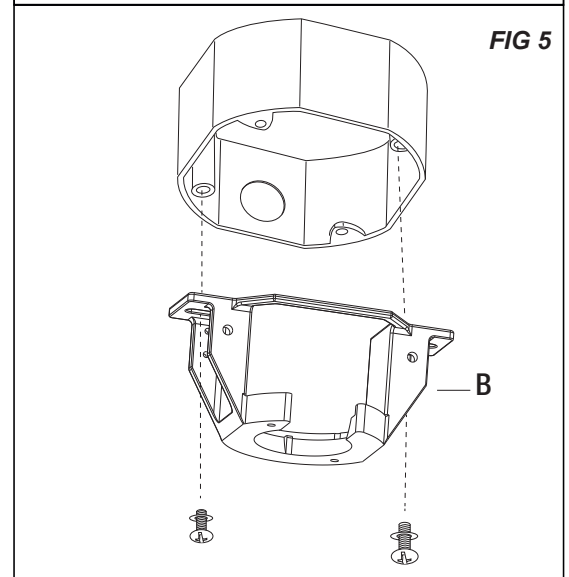
- Loosen the two fan motor assembly coupling set screws (JJ) from the fan motor assembly (G) coupling.
- Thread the downrod (E) into the fan motor assembly (G) coupling.
- Align downrod (E) and motor collar (M) holes, insert lock pin (HH) and secure it with the hitch pin (GG).
- Tighten the fan motor assembly coupling set screws (JJ)



### Step 4 Attaching the downrod to the fan motor assembly (see figure 5)

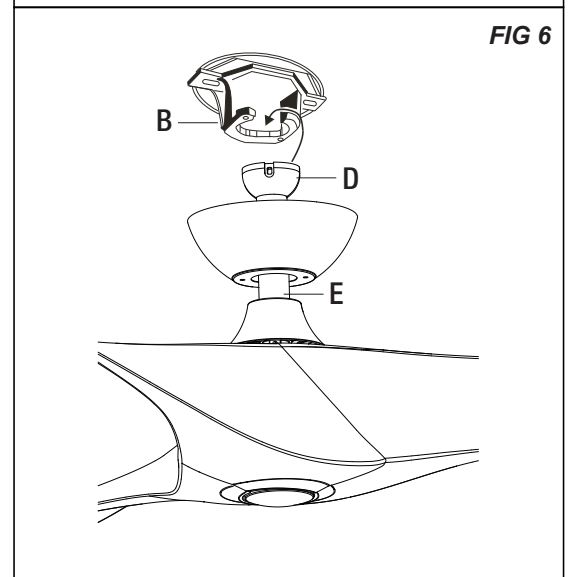
**WARNING:** To reduce the risk of fire, electric shock, or other personal injury, mount the fan only to an outlet box or supporting system marked acceptable for fan support and use the mounting screws provided with the outlet box.

- Loosen the two fan motor assembly coupling set screws (JJ) from the fan motor assembly (G) coupling.
- Thread the downrod (E) into the fan motor assembly (G) coupling.
- Align downrod (E) and motor collar (M) holes, insert lock pin (HH) and secure it with the hitch pin (GG).
- Tighten the fan motor assembly coupling set screws (JJ)



### Step 5 Hanging the fan assembly into the mounting bracket (see figure 6)

- Lift the fan assembly into position, and place the hanger ball (D) into the mounting bracket (B).
- Rotate the fan assembly until the check groove drops into the registration slot and seats firmly. The downrod (E) should not rotate if this is done correctly.



## Step 6 Making the electrical connections

**WARNING:** To avoid possible electrical shock, ensure the electricity is turned off at the circuit breaker or main fuse box before wiring.

**WARNING:** Check to see that all connections are tight, including the ground, and that no bare wire is visible at the wire nuts, except for the ground wire.

Follow the steps below to connect the fan to your house supply wires. Secure the wire nuts (EE ) supplied with your fan by wrapping the connections with electrical tape.

### 1. Motor to Receiver & Receiver to house supply wires (see figure 7)

- Connect the ground wire (green) from the hanger ball/downrod (D) assembly, the ground wire (green) from the mounting bracket (B) and the ground wire (green) from the receiver (N) to the ground wire (green) from the in outlet box(1).

**WARNING:** Failure to connect ground wires could result in poor fan control functionality.

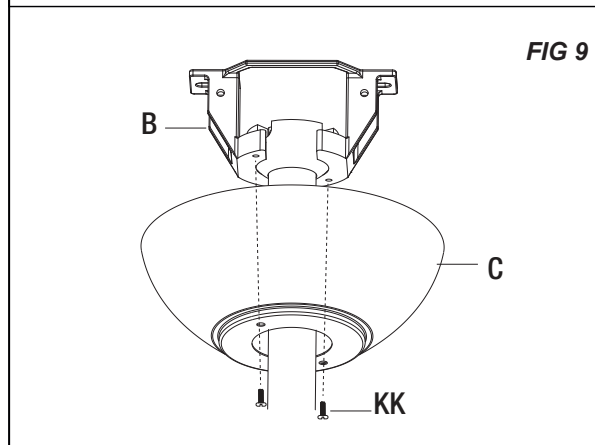
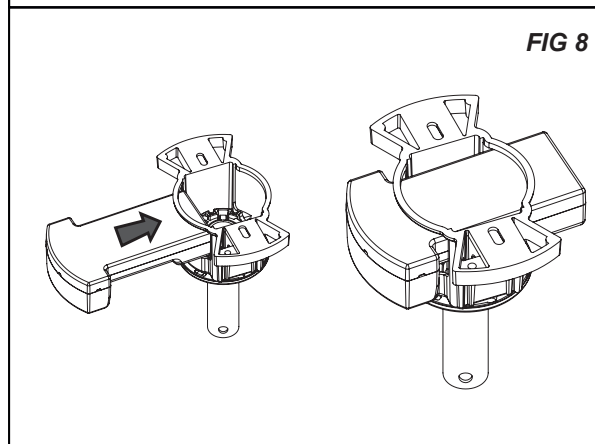
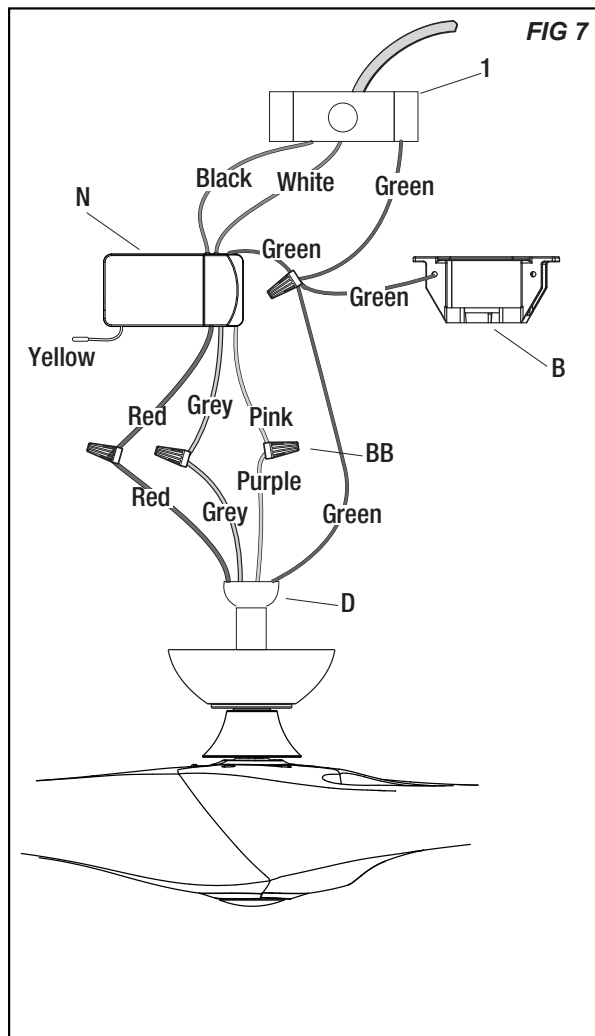
- Connect the red wire from the fan to the red wire marked "TO MOTOR" from the receiver.
- Connect the grey wire from the fan to the grey wire marked "TO MOTOR" from the receiver.
- Connect the purple wire from the fan to the pink wire marked "TO MOTOR" from the receiver.
- Connect the black (hot) wire from the ceiling to the black wire marked "AC in L" from the receiver.
- Connect the white (neutral) wire from the ceiling to the white wire marked "AC in N" from the receiver.

### 2. Insert the receiver into the mounting bracket(see figure 8)

- Insert the receiver into the mounting bracket with the flat side of the receiver facing the ceiling(see figure 8).
- Motor to Receiver & Receiver to house supply wires.

## Step 7 Securing the fan motor assembly to the mounting bracket

- Remove two mounting bracket screws (KK) from the mounting bracket (B).
- Attach the canopy (C) to the mounting bracket (B) by using the two mounting bracket screws (KK) previously removed.
- Tighten the mounting bracket screws (KK).(see figure 9).





# Operating The Remote Control

## LEARNING PROCESS



- NOTE:**
1. Before the remote control (transmitter) learning process, make sure new batteries (AAA x 2) are properly installed in the battery compartment of the remote control.
  2. After the AC power is on, do not press any other button on the remote control before pressing the ( ⏻ ) button. Doing so will cause the procedure to fail.
  3. If there are other appliances with remote controls being used in the same space, turn them off before the learning process to avoid radio frequency interference.
  4. If the fan was running the last time the power was last turned off, the fan may spin automatically when the power is turned back on. This will not impact the learning process.
  5. During the learning process, stand as close to the fan as possible. It is recommended to complete the learning process within 3 feet of the fan so that the signal will be stronger.

Follow the steps below to complete the learning (pairing) process for your new remote control:

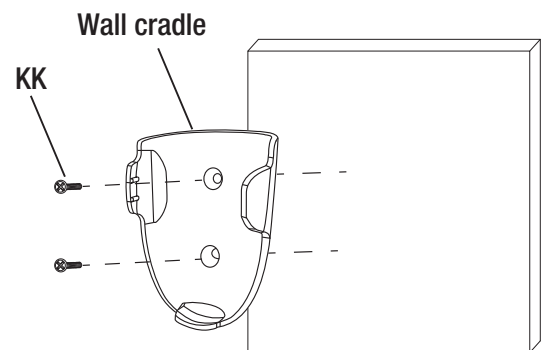
- If the emitter can not control the fan, learning code matching mode is used between emitter and receiver. Turn "ON" the supply power within 30 seconds and press the emitter's " ( ⏻ ) " button for 5 seconds, it can load normally after hearing a long sound "bee", which means learning successfully and it can work normally.  
(PS: Learning mode is not accepted after turn "ON" the supply power for 30 seconds)



- NOTE:**
1. If the remote control (transmitter) is successfully paired with the ceiling fan, the remote control can operate the ceiling fan from an approximate distance of 19 feet if there is no obstructions such as walls or windows between the remote control and the ceiling fan.
  2. When the emitter cannot control the receiver, please check the battery switch touching normally or not, correction of the positive and negative, full or empty of the power.
  3. When the emitter cannot control the receiver, please check if there is any existence of similar remote controlled products nearby, then check whether they work, because remote controlled products with the same frequency will disturb each other.
  4. Low voltage of battery will affect the sensitivity of the emitter and the signal reception accordingly (the indicated light will flash out its warning when the battery gets low voltage), must replace if the battery is getting low voltage.
  5. Please take out the battery from the emitter when leaving unused for long time.
  6. When installing the fan, the fan ceiling cover don't press the antenna (or other wire), it is easy to break down the wire and short-circuited.

## INSTALLING THE REMOTE CONTROL HOLDER

- Position the wall cradle in the desired position and attach it to the wall using the included wall cradle screws (KK).



# Operating The Remote Control (continued)

## Remote Key Functions & Usage



**NOTE:** 1. ( ⏻ ) button will not turn on the fan. Press ( | ) ~ ( ⏻ ), or ( ↻ ) button to turn on the fan.

### 1. Speed functions

( | ) ~ ( ⏻ ) button, change the fan speed

- Pressing and releasing the ( | ) ~ ( ⏻ ) button one time will select the speed of the fan.

### 2. Fan ( ⏻ ) button.

- Pressing and releasing the ( ⏻ ) button to turn the fan off.

### 3. Timer (1H, 4H, 8H)

- Pressing the (1H/4H/8H) button will automatically turn the fan off after 1, 4 or 8 hours.

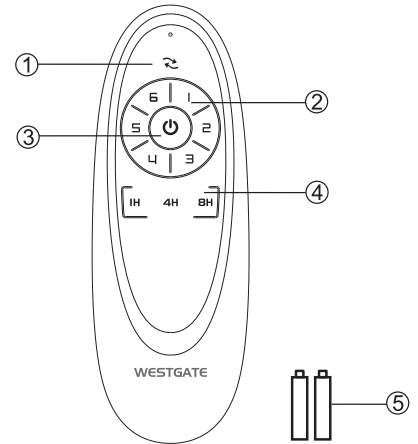


**NOTE:** The timer function only works when the fan is on.

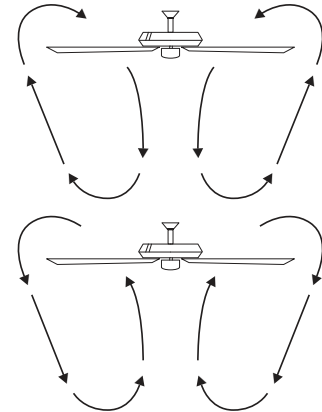
4. Pressing the button ( ↻ ) will change air flow direction. The buttons must be pressed when the fan is in operation.

- (Counterclockwise Direction) A downward air flow creates a cooling effect. This allows you to set your air conditioner on a higher setting without affecting your comfort.
- (Clockwise Direction) An upward air flow moves warm air off the ceiling. This allows you to set your heating unit on a lower setting without affecting your comfort.

Remote control / Emitter



- ① Direction of the fan (reverse switch)
- ② Speed of the fan
- ③ OFF the fan
- ④ Timing control of the fan
- ⑤ 1.5V AAA battery X 2pcs



## Care and Cleaning



**WARNING:** Make sure the power is off before cleaning your fan.

### Do

- Check the support connections, brackets, and blade attachments twice a year. Ensure they are secure. Because of the fan's natural movement, some connections may become loose over time. It is not necessary to remove the fan from the ceiling.
- Clean your fan periodically. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing.
- (Optional) Apply a light coat of furniture polish to the blades.
- (Optional) Cover small scratches with a light application of shoe polish.

### Do not

- Do not use water when cleaning. Water could damage the motor, or possibly cause an electrical shock.
- Do not apply oil to your fan or motor. The motor has permanently lubricated, sealed ball bearings.

# Troubleshooting



**WARNING:** Ensure the power is off at the electrical panel box before you attempt any repairs.

| Problem                                              | Solution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The fan will not start.                              | <ul style="list-style-type: none"> <li><input type="checkbox"/> Check main and branch circuit fuses or breakers.</li> <li><input type="checkbox"/> Check line wire connections to the fan and switch wire connections in the switch housing.</li> <li><input type="checkbox"/> Check to make sure the remote control and receiver are set to the same frequency after the learning process.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| The fan sounds noisy.                                | <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure all motor housing screws are snug.</li> <li><input type="checkbox"/> Make sure the screws that attach the fan blade arm to the motor flywheel are tight.</li> <li><input type="checkbox"/> Make sure wire nut connections are not rattling against each other or the interior wall of the switch housing.</li> <li><input type="checkbox"/> Allow a 24-hour "breaking-in" period. Most noises associated with a new fan disappear during this time.</li> <li><input type="checkbox"/> Make sure there is a short distance from the ceiling to the canopy. It should not touch the ceiling.</li> <li><input type="checkbox"/> Make sure your outlet box is secure and rubber isolator pads are used between the mounting bracket and outlet box.</li> </ul> |
| The remote control is not working.                   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Do not connect the fan with wall mounted variable speed control(s).</li> <li><input type="checkbox"/> Check to make sure the remote control and receiver are set to the same frequency after the learning process.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| The fan wobbles.                                     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Check that all blades and blades screws are secure.</li> <li><input type="checkbox"/> Most fan wobble 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 from a point on the center of each blade to the point on the ceiling. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Measurements deviation should be within 1/8 in. Run the fan for 10 minutes.</li> <li><input type="checkbox"/> Use the enclosed blade balancing kit (MM) if the blade wobble is still noticeable.</li> </ul>                                                                                                                                |
| The fan moves backwards and forwards when turned on. | <ul style="list-style-type: none"> <li><input type="checkbox"/> This is normal start-up procedure for DC motor fans. The partial movement during start-up is the result of the DC motor aligning the internal magnetic poles for proper motor operation. This design saves electricity and allows the fan to operate more quietly than standard AC motor fans.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |