

**WARNING:** — To Reduce The Risk of Personal Injury, Do not Bend The Balde Brackets When Installing The Brackets, Balancing The Blades, Or Cleaning The Fan. Do Not Insert Foreign Objects in Between Rotating Fan Blades.

**WARNING:** — To Reduce The Risk Of Fire, Electric Shock, Or Personal Injury, Mount To Outlet Box Marked Acceptable For Fan Support And Use Mounting Screws Provided With The Outlet Box.

**WARNING:** — To Reduce The Risk Of Fire Or Electric Shock, Do Not Use This Fan With Any Solid-State Speed Control Device.

**CAUTION:** — To Reduce The Risk Of Personal Injury, Use Only The Two Steel Screws (And Lock Washers) Provided With The Fan For Mounting To 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.

## QUORUM'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.

**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 Quorum. (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. Quorum hereby disclaims any and all implied warranties, including but not limited to those of merchantability or fitness for a particular purpose to the extent permitted by law. Quorum 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.

### EXTENDED WARRANTY SERVICE

An extended warranty which applies to all parts except the fan motor (which is covered by the lifetime warranty) is available. This coverage allows free parts replacement for any such components for the lifetime of the original owner of the fan. Indicate your desire for this added coverage on the warranty reply card and mail, along with \$11.50 to Quorum. We will acknowledge your registration for this coverage.

## 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 (817) 626-5483 - 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. Quorum 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 \_\_\_\_\_

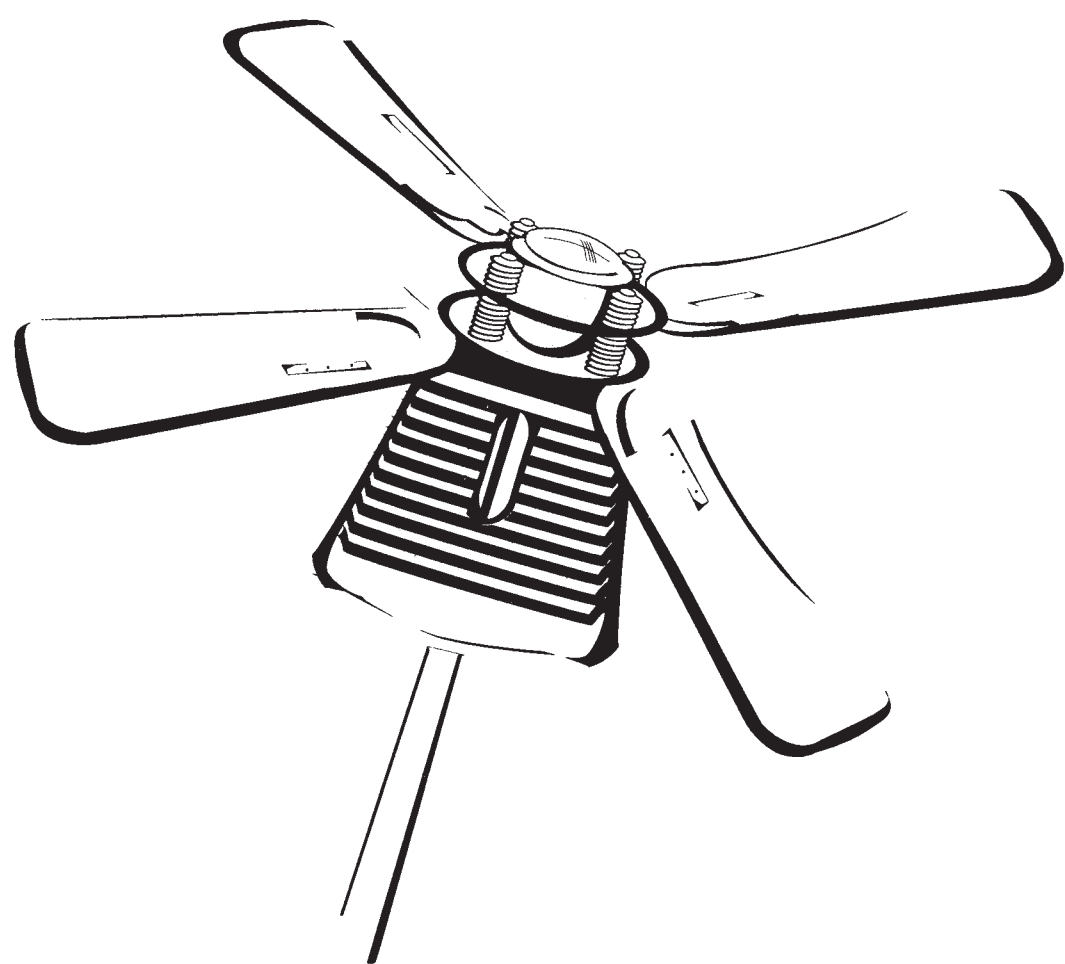
**Complete and mail the enclosed warranty card within 10 days to ensure your warranty is registered.**

**If you have any questions regarding the warranty, or the procedures for obtaining service, please call us at (817) 626-5483 - Monday thru Friday 8:00 a.m.-5:00 p.m. CST.**

P.O. Box 961008 • Fort Worth, TX 76161 • (817) 626-5483 • FAX (817) 626-5540

© 1998 Quorum International. All Rights Reserved.

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



Please read and save these instructions

## THE RETRO CEILING FAN INSTALLATION INSTRUCTIONS

## 1. SAFETY RULES

Model #93524-14: 39.6 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 this fan 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.** Do not operate the reverse switch until the fan has come to a complete stop.

**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 Quorum for use with its fans. Do not use solid state wall controls. The use of an unapproved control voids the fan's warranty.

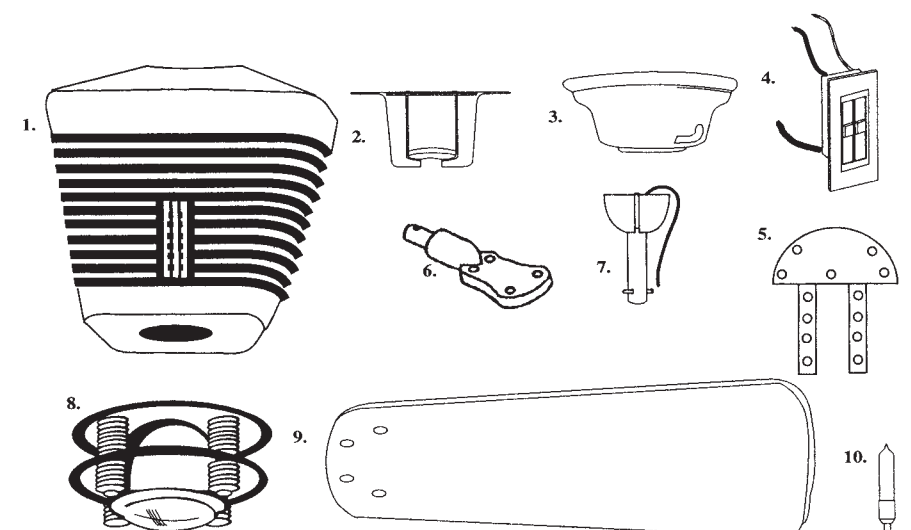
### TOOLS REQUIRED FOR INSTALLATION

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
2. Hanger/Mounting Bracket
3. Ceiling Canopy
4. Dual Function Wall Control
5. Set of Blade Decos
6. Set of Blade Arms
7. Downrod Assembly
8. Light Kit
9. Set of Blades
10. 75 watt Halogen Bulb
11. Parts Bags Containing:
  - Blade Attachment Hardware - screws/washers (washer may be attached to screws)
  - Mounting Bracket Attachment Hardware
  - Mounting Hardware (wire nuts, 2" wood screws)
  - Blade Balancing Kit



### NOTE:

Some Quorum 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.

IF YOU FIND THAT PARTS ARE MISSING, CONTACT YOUR DEALER FOR REPLACEMENT, OR CALL QUORUM DIRECTLY AND WE WILL MAIL REPLACEMENTS TO YOU IMMEDIATELY.

## 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.

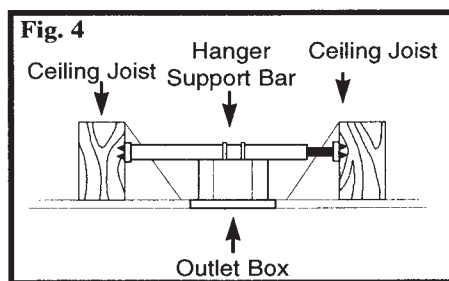
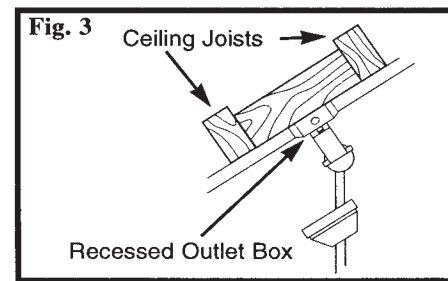
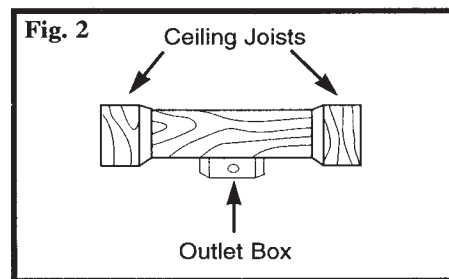
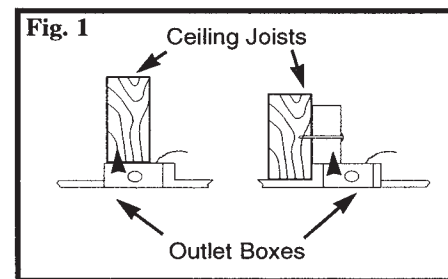
**WARNING:** Support directly from building structure

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 (Fig. 4). Quorum distributes approved hanger support bars and outlet boxes.

**CAUTION:** To reduce the risk of personal injury, install the primary mounting means and use only the hardware provided with the fan.

**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.



## 4. HANGING YOUR FAN

**WARNING** - Turn off the power!

**DO NOT fasten the blades to the fan until it is assembled and hanging from the ceiling. To do so now will likely bend the blade arms and almost certainly cause wobble.**

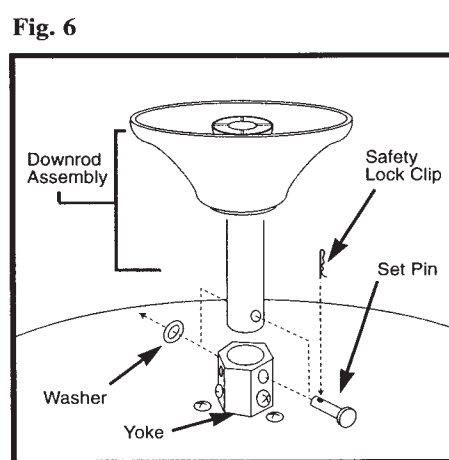
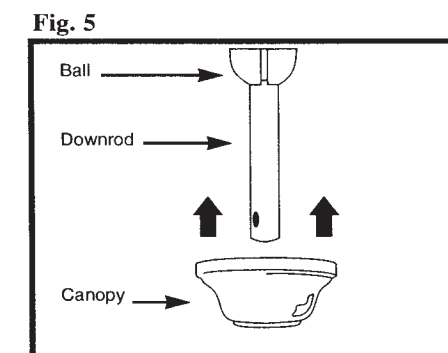
1. If not already affixed to the hanger bracket, place the rectangular rubber isolators between the hanger bracket and outlet box. Secure the hanger bracket to the outlet box using the 2 long steel screws supplied with the fan.

2. Remove the set pin and safety lock clip from the downrod/ball assembly. Slide the downrod through the canopy. (Fig. 5). Feed the wires from the motor up through the downrod.

3. (Fig. 6) Attach the downrod 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 washer and secure it with the safety lock clip. Tighten the set screws on yoke.

4. Lift the fan motor without the blades 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.



While not shown in the diagram, the fan's wires come out of the yoke.

## 5. ELECTRICAL CONNECTIONS

**REMEMBER** - Turn off the power!

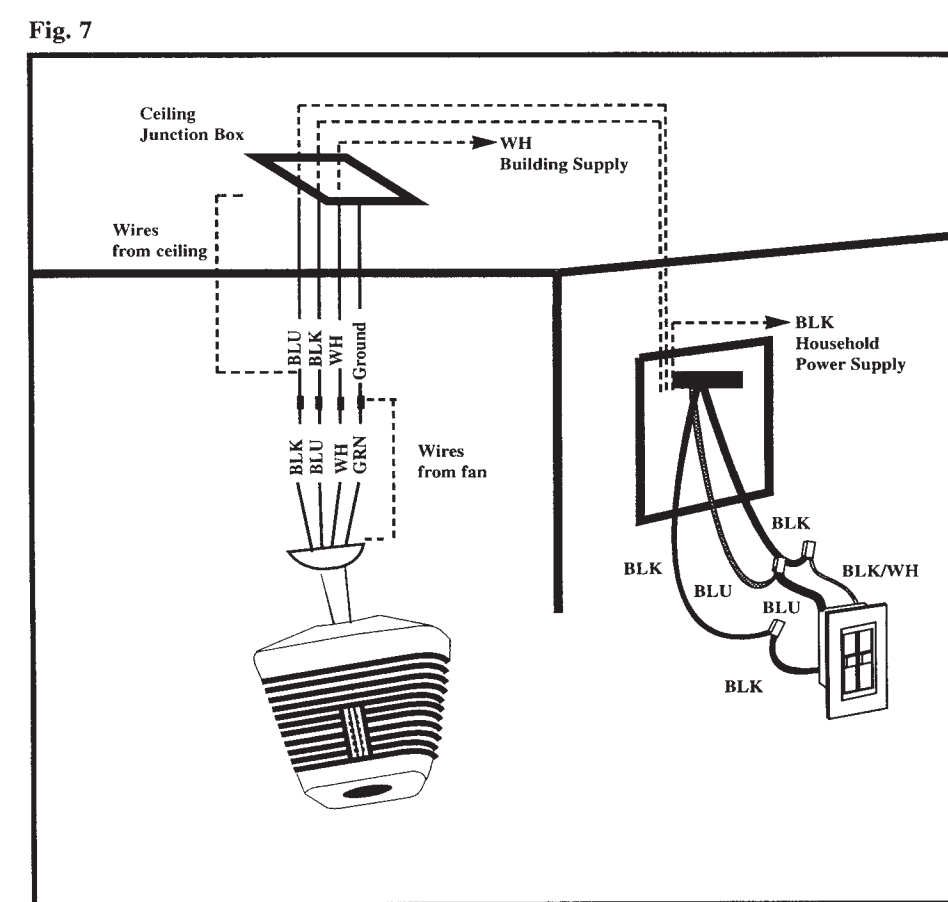
Use the wire nuts supplied with your fan when making connections. Secure the connectors with electrical tape and make sure there are no loose connections or wire strands.

**NOTE:** This fan requires a 3-wire house supply to operate the dual control wall switch.

1. Spread the wires apart so that the black and blue wires from the fan are on one side of the mounting bracket and the white wire and green ground wire are on the other side.

2. (Fig. 7) Connect the wiring from the ceiling to the fan. Secure with supplied wire nuts.

- ◆ Connect the BLACK building supply wire to the BLACK fan wire.
- ◆ Connect the BLUE building wire to the BLUE fan wire.
- ◆ Connect the WHITE fan neutral wire to the WHITE building neutral wire.
- ◆ Connect the COPPER building ground wire to the GREEN fan ground wire.



3. Connect the wiring from the wall switch receptacle to wall control unit.
- ◆ Connect the BLACK wire from the wall to the BLACK/WHITE wire from the speed control.
  - ◆ Connect the BLUE wire from the wall to the BLUE wire from the light control.
  - ◆ Connect the BLACK wire from the speed control to the BLACK wire from the wall (A/C supply source).

Use ONLY wall controls approved by Quorum. Use of unapproved wall controls will cause unacceptable humming noise, and voids the fan's warranty.

4. Inside the ceiling junction box be sure to spread the wires apart so that the black and blue connections are on one side of the outlet box and the white/white and green/copper connections are on the other side.

**WARNING:** To reduce the risk of fire or electric shock, do not use this fan with any solid-state speed control device.

## 6. COMPLETING THE INSTALLATION

**WARNING:** To reduce the risk of personal injury, do not bend the blade arms when installing the blades, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

1. Make sure the wiring is safely inside the outlet box as instructed in Step 3 - Electrical Connections. To install the hanger bracket, partially unscrew the 2 screws in the hanger bracket. Align the slotted holes in the canopy with the screws in hanger bracket. Push up the canopy so the screws slip into the slot. Turn the canopy so it locks in place. Make sure the canopy is not quite touching the ceiling.

### Blade Assembly

2. (Fig. 8) Align the four holes of the blade arm with the matching four holes in the blade and blade deco. **Be careful not to scratch the clear acrylic blades.** In some cases, the metal washer is permanently affixed to the screw head. Use all screws for each blade arm and deco. **HAND TIGHTEN ONLY-DO NOT USE POWER SCREWDRIVER**, otherwise the acrylic may crack.

3. **DO NOT bend the blade arms or decos when installing the blades.** Fasten each completed blade assembly to the bottom of the motor housing using the supplied motor screws. (Fig. 9)

4. A certain amount of wobble may be considered normal, especially if the fan is on a downrod longer than 12". If wobble is unacceptable, a balancing kit is supplied with all 52" Quorum fans. Follow the instructions supplied with the

balancing kit. Balancing kits can be obtained from your local dealer or Quorum International.

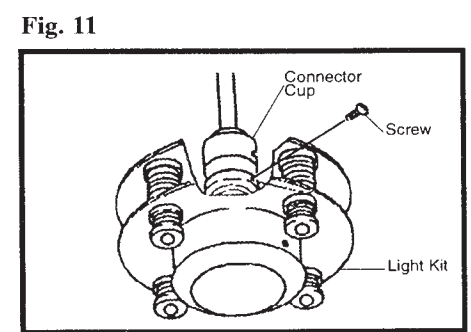
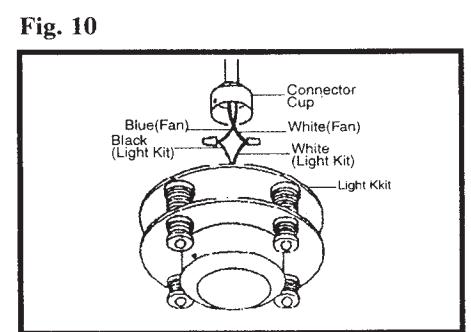
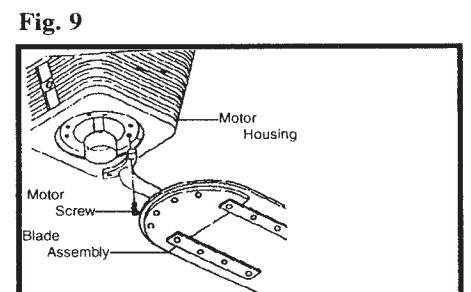
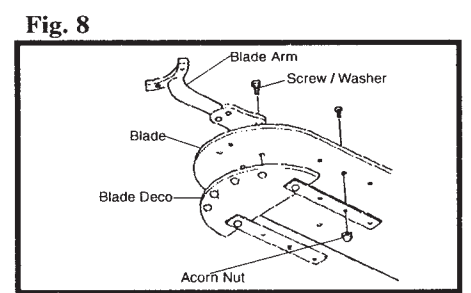
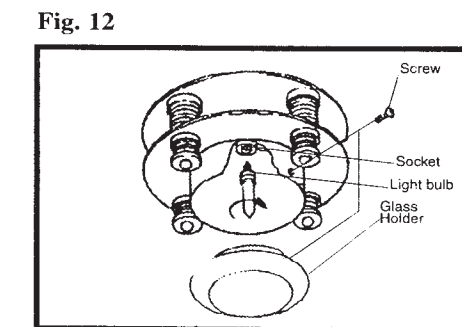
### Attaching the Light Kit

5. This step requires a pair of helping hands to hold the light kit while connecting the fan wires to the light kit wires. (Fig. 10)

- Connect the blue wire from the fan to the black wire from the light kit.
- Connect the white wire from the fan to the white wire from the light kit.
- Use UL Listed wire connectors suitable for the size, type, and number of conductors. Secure all connections with electrical tape to prevent connectors from vibrating loose.
- Carefully tuck wires into the connector cup. (Fig. 11) Insert screws and tighten securely.

6. Remove screws which attach the glass holder to the light kit. (Fig. 12) Being careful not to touch the bulb with your bare hands, screw the 75 watt mini-can halogen bulb into the socket. Replace the glass holder and screws, tightening the screws securely.

7. Turn power on at breaker box / circuit panel. Turn on the fan and check the 3 position slider and light dimmer. Check the reverse slide switch (Fig. 15). **NOTE:** Wait for the fan to stop rotating before changing from forward to reverse.



## 7. FAN OPERATION AND CARE

1. A ceiling fan is an environmentally smart choice to cool as well as help to warm your home or office. You should see a reduction in both heating and cooling costs by regular use of your fan.

Do not hesitate to use your fan during summer and winter months. In summer, using the reverse switch, adjust the fan's direction so cool air is blown down, producing a cooling breeze. (Fig. 13) In winter, reverse the fan so that an upward airflow will push warm air off the ceiling and circulate it downwards into the living area (Fig. 14). In winter months, use the fan at a lower speed than summer.

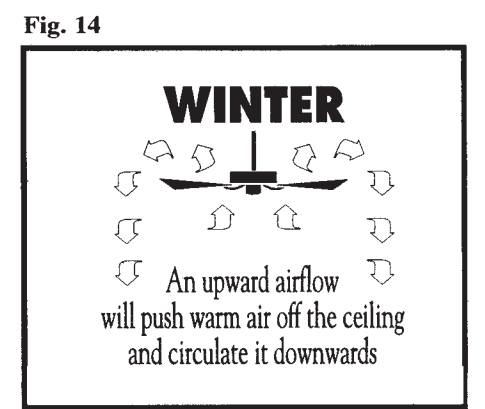
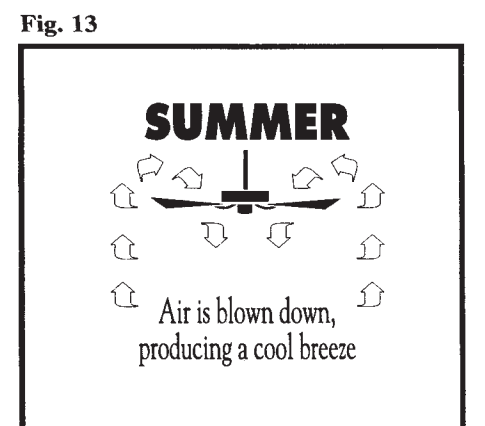
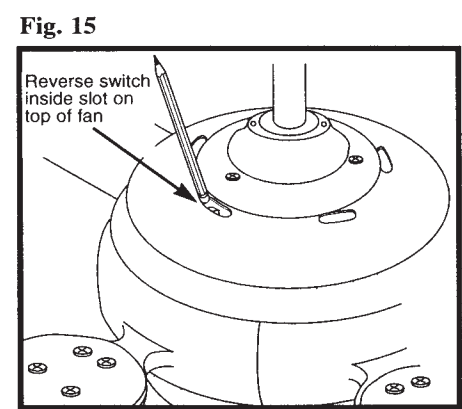
To set the reverse switch, (Fig. 15) insert the eraser end of a pencil into the slot on top of the fan where the switch is. Do not insert a screwdriver or another metal object.

2. Periodically check tightness of all screws securing the blades to the blade arm attachment points. A clicking or 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 your fan periodically using only a cloth dampened with a mild detergent solution. Never use solvents. Dust with a soft cloth or soft brush. The finish plating is lacquered to prevent tarnishing.

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.



## 8. 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.

### 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 (blades, 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. Make sure the light kit is securely attached to the fan.

3. 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.

4. 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.

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

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

7. Check that all screws on the motor housing are tight.

8. Make sure the light bulb is fully screwed in.

### FAN TURNS, BUT DOES NOT MOVE MUCH AIR

1. The fan may be running in reverse.

2. The distance from the ceiling to the blades may be too small. At least 8" are recommended.

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.

2. Use the enclosed balancing kit to balance the blades (see the instructions enclosed with the kit).

3. Check each blade root (screw end) to make sure all blade weights are within 2 grams of each other.

### REPLACEMENT PARTS AVAILABLE

A full range of genuine replacement spare parts are available at reasonable cost directly from Quorum International. Please call us at (817) 626-5483, Monday through Friday from 8:00 A.M. to 5:00 P.M. CST.