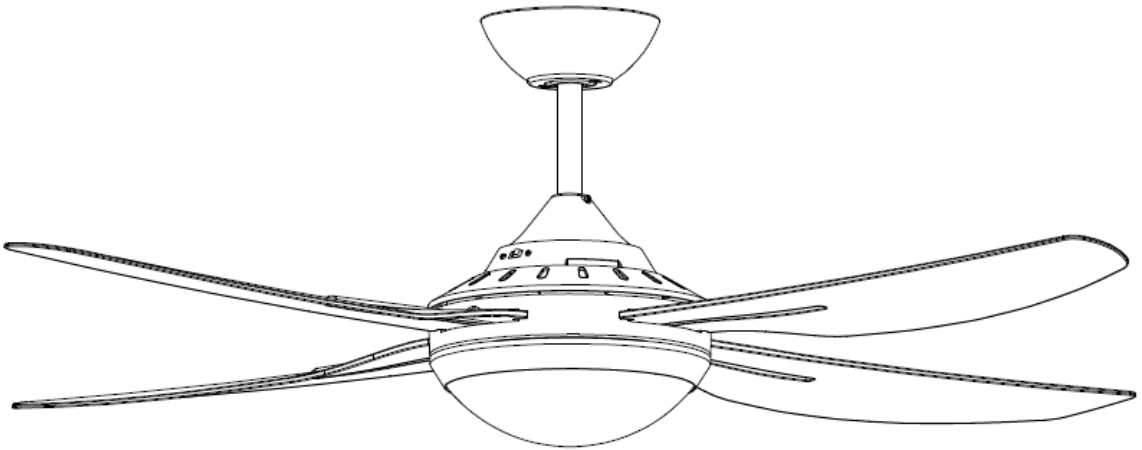
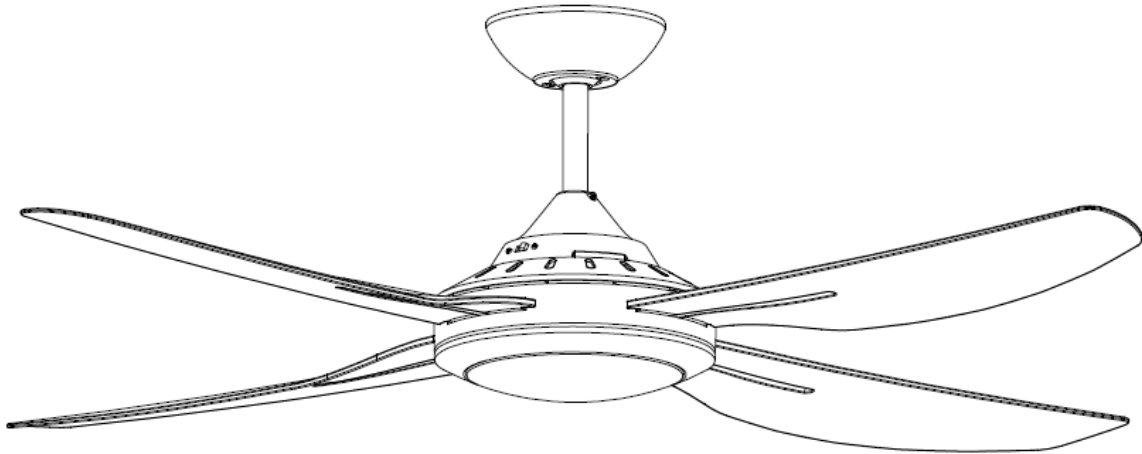


## INSTRUCTION MANUAL



(This photo is for reference only; it does not mean you are purchasing an identical product.  
Fan picture is for illustration purposes only. Styles may vary according to the model.)

Ceiling Fan Installation Manual, Rev 2

### ROYALE SERIES

Models:

ROY1304WH, ROY1304WH-L,  
ROY1304TI, ROY1304TI-L,  
ROY1304BL, ROY1304BL-L

#### CAUTION

Read Instructions Carefully  
For Safe Installation and  
Fan Operation

- INSTALLATION
- OPERATION
- MAINTENANCE
- WARRANTY INFORMATION



**MUST BE  
INSTALLED  
BY A LICENSED  
ELECTRICIAN**

## THANK YOU FOR PURCHASING

Thank you for purchasing this quality Ventair ceiling fan. To ensure correct function and safety, please read all instructions before using the product and keep all instructions for future reference.

## SAFETY PRECAUTIONS

1. The appliance is not intended for use by persons (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning the use of the appliance by a person responsible for their safety.
2. Children should be supervised to ensure that they do not play with the appliance.
3. An all-pole disconnection switch must be incorporated into the fixed wiring, in accordance with local wiring rules.

### **WARNING:**

### **FOR SAFE USE OF THIS FAN AN ALL-POLE DISCONNECTION MUST BE INCORPORATED INTO THE FIXED WIRING IN ACCORDANCE WITH THE WIRING RULES.**

As outlined in clause 7.12.2 of AS/NZS 60335-1 for meeting the minimum electrical safety of this standard.

Please note warranty will be void if installation is without an all-pole disconnection incorporated in the fixed wiring in accordance with the wiring rules.

Example: If a fan is connected to a circuit that can be isolated via an all-pole safety switch at the switchboard, then this is considered to be an all-pole disconnection to the ceiling fan electrical circuit, meeting the requirements of clause 7.12.2 of AS/NZS 60335.1.

**A single-pole switch also must be placed in the same room as the fan as per local wiring regulations AS3000**



4. Do not dispose of electrical appliances as unsorted municipal waste, use separate collection facilities. Contact your local government for information regarding the collection systems available. If electrical appliances are disposed of in landfills or dumps, hazardous substances can leak into the ground water and get into the food chain, damaging your health and well-being.
5. The structure to which the fan is to be mounted must be capable of supporting a weight of 30kg.
6. The fan should be mounted so that the blades are at least 2.1m above the floor in Australia.
7. Only a licensed electrician should execute the installation.

## BEFORE INSTALLATION

Unpack the fan and carefully identify the parts. Please refer to Fig 1.

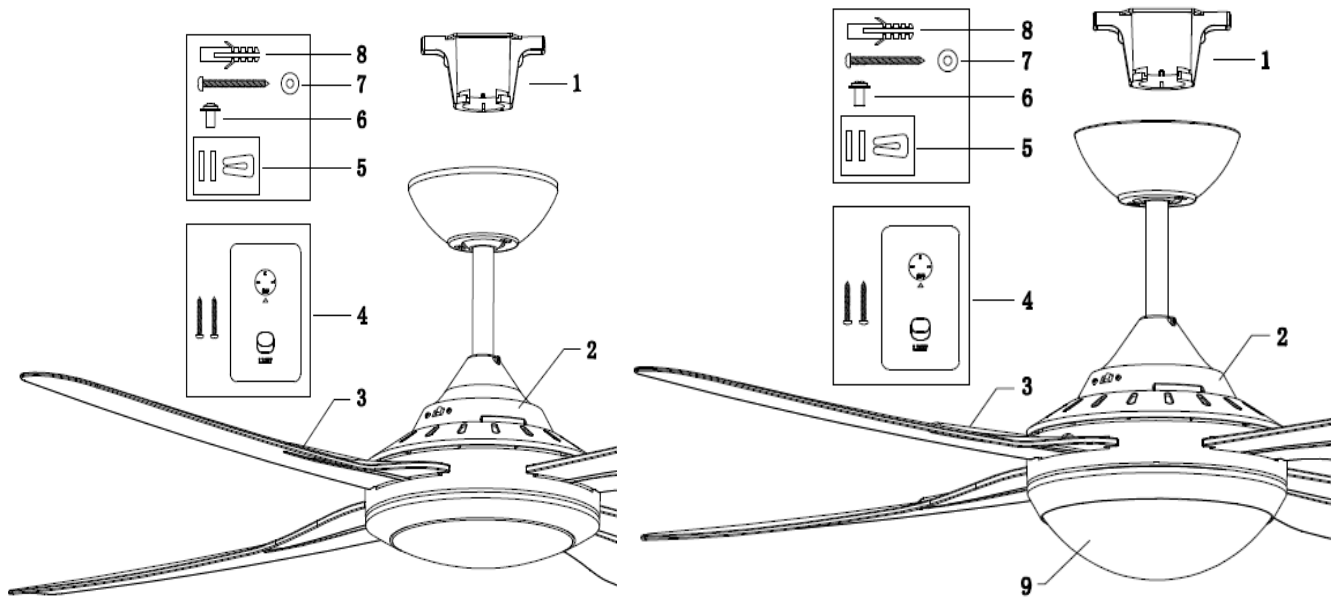


Fig. 1

### FAN WITHOUT LIGHT

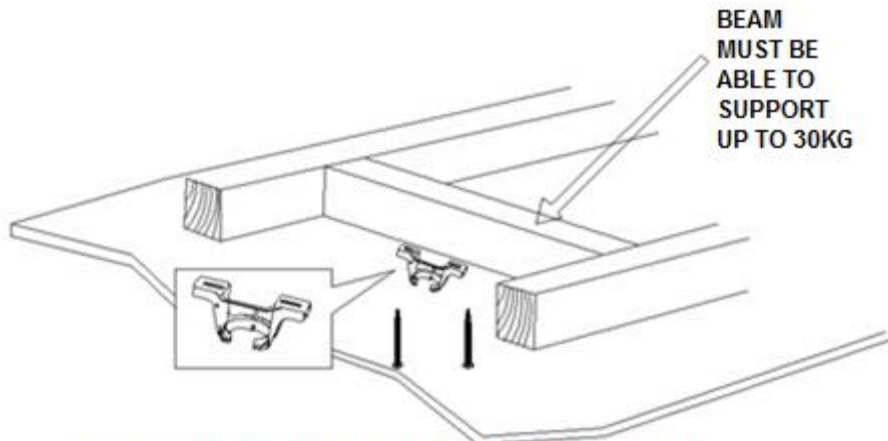
1. Mounting bracket x 1
2. Pre-assembled fan motor, down rod, canopy and bottom cover x 1
3. Blades x 4
4. Wall switch x 1
5. Balancing kit x 1
6. Blade screws x 9 (1 x spare)
7. Wooden screws for mounting bracket x 2
8. Plastic anchors x 2

### FAN WITH LED LIGHT

1. Mounting bracket x 1
2. Pre-assembled fan motor, down rod, canopy and bottom cover x 1
3. Blades x 4
4. Wall switch x 1
5. Balancing kit x 1
6. Blade screws x 9 (1 x spare)
7. Wooden screws for mounting bracket x 2
8. Plastic anchors x 2
9. Light kit x 1 –  
LED driver  
LED panel  
Plastic diffuser

## INSTALLING THE MOUNTING BRACKET

- The ceiling fan must be installed in a location so that the blades are a minimum 300mm spacing from the tip of the blade to the nearest objects or walls.
- Secure the hanging bracket to the ceiling joist or structure that is capable of carrying a load of at least 30kg, with the two long screws provided. Ensure at least 30mm of the screw is threaded into the support.



NOTE: THIS PICTURE IS FOR REPRESENTATION ONLY AND DOES NOT REPRESENT THE ACTUAL BRACKET

Fig. 2

**NOTE: The bracket screws provided are for use with wooden structures only. For structures other than wood, the appropriate screw type MUST be used.**

### Angled Ceiling Installation

This fan hanging system supports a maximum 18-degree angled ceiling installation.

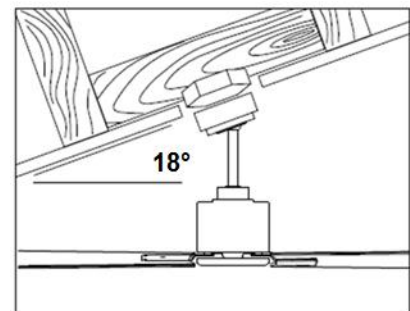


Fig. 3

## HANGING THE FAN

Lift the fan assembly onto the mounting bracket. Ensure the registration slot (A) of the hanger ball is positioned on the stopper (B) of the mounting bracket (C) to prevent the fan from rotating when in operation. (Fig.4)

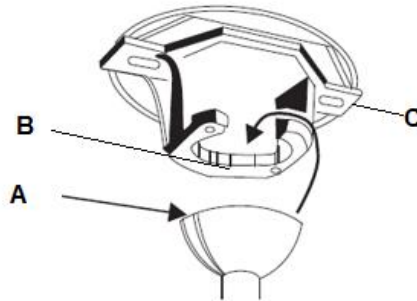


Fig. 4

## BLADE INSTALLATION

### BLADE ATTACHMENT (Fig. 5)

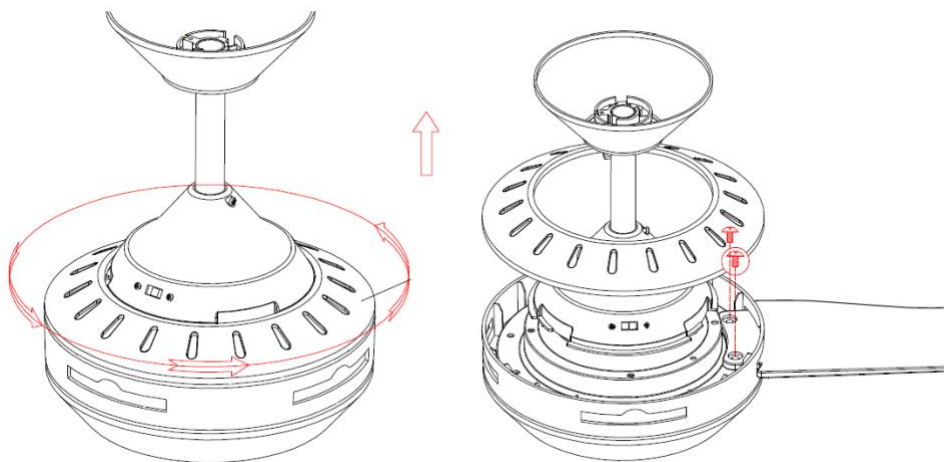


Fig. 5

1. Remove the top motor housing from the fan body by turning the top motor housing anticlockwise.
2. Insert the blade into the square slot of the motor.
3. Secure the blade on the bracket by using 2 blade screws, ensuring they are tightened simultaneously.
4. Once completed, repeat the process on the remaining blades.
5. Replace the top motor housing.

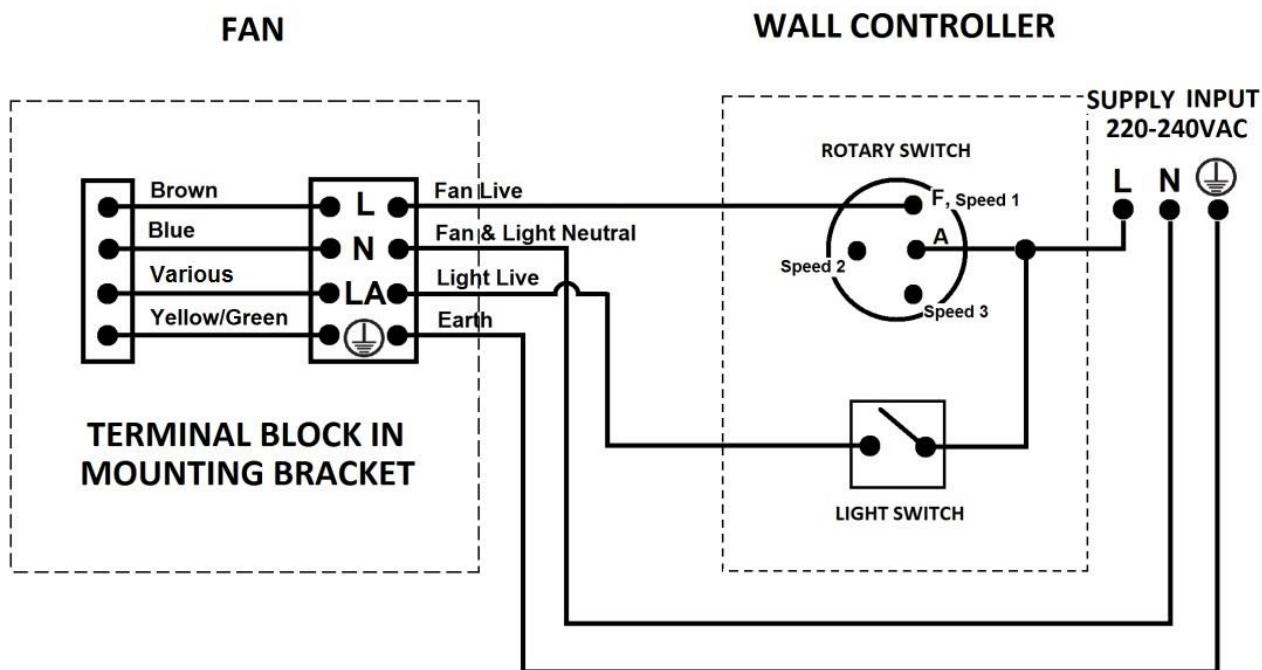
## ELECTRICAL WIRING DIAGRAM

**WARNING:** FOR YOUR SAFETY ALL ELECTRICAL CONNECTIONS MUST BE UNDERTAKEN BY A LICENSED ELECTRICIAN.

**NOTE:** AN ADDITIONAL ALL POLE DISCONNECTION MUST BE INCORPORATED IN THE FIXED WIRING IN ACCORDANCE WITH THE WIRING RULES.

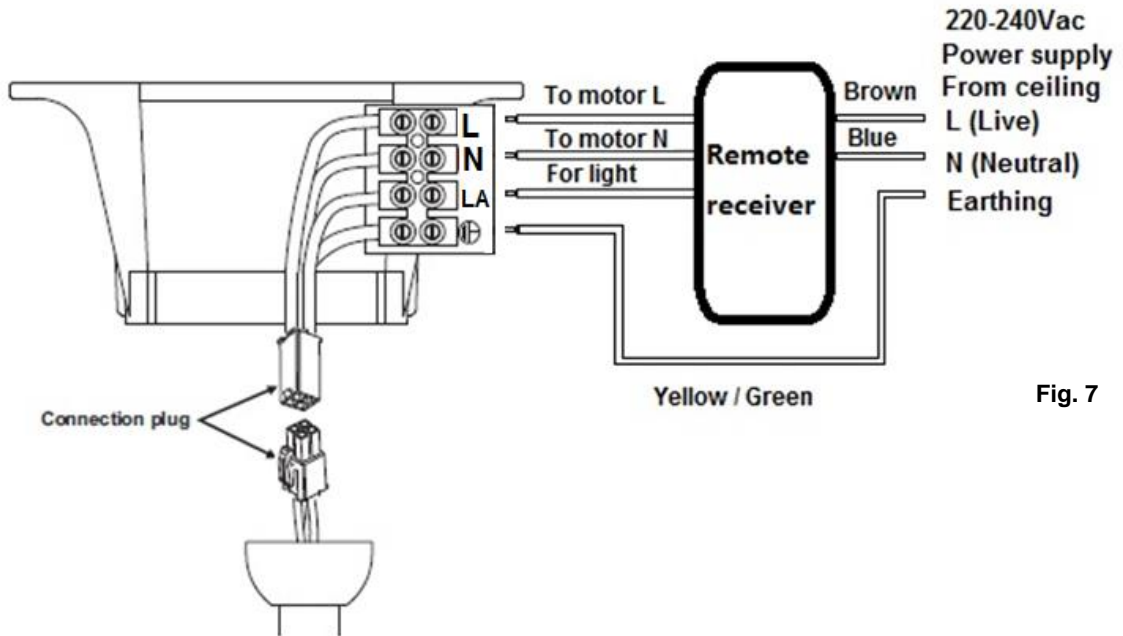
**NOTE:** Wiring diagram includes the light kit wiring. The light wiring diagram and switch is omitted when no light kit is used with the ceiling fan.

### **WALL SWITCH WIRING DIAGRAM:**

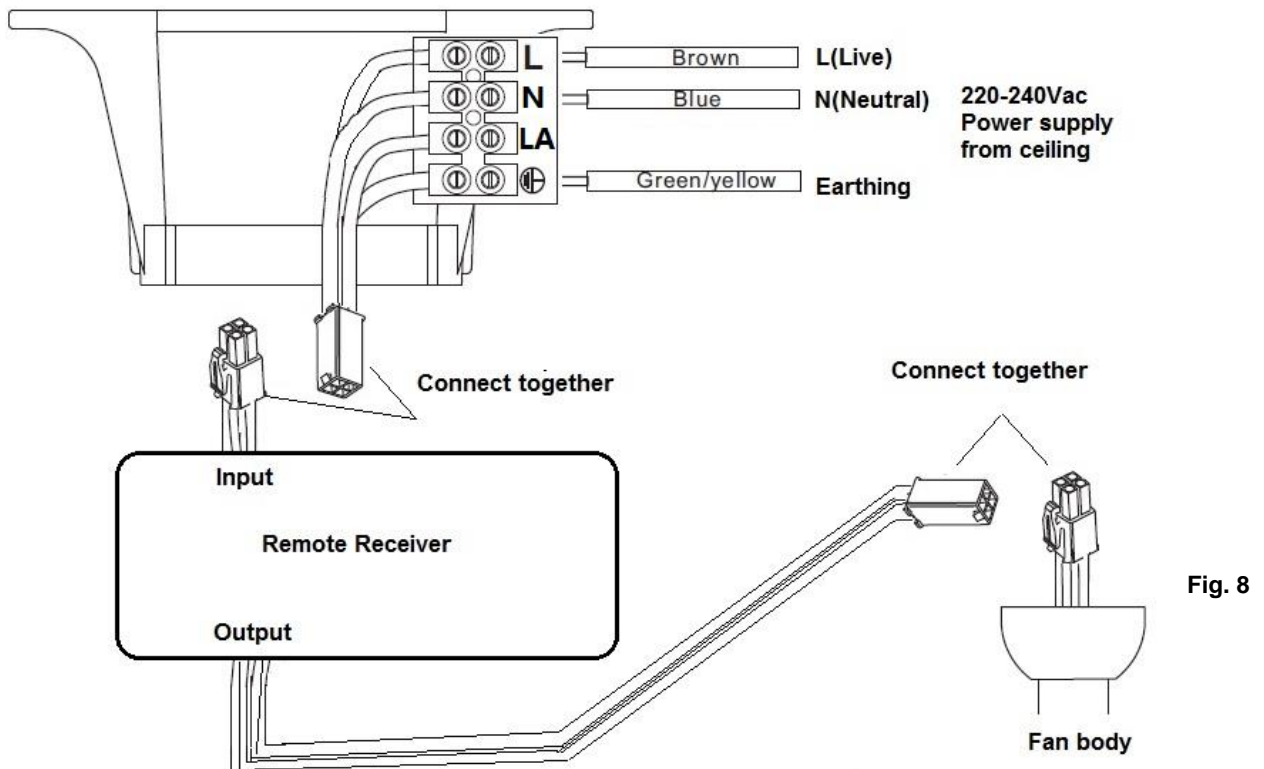


## REMOTE WIRING DIAGRAM: (REMOTE sold separately)

### 1/ Remote without plugs



### 2/ Remote with plugs



## FINISHING THE INSTALLATION

- After completing the electrical connection at the mounting bracket terminal block, connect the ceiling fan wiring by the quick connector plug.
- Cover the mounting bracket with the canopy. Ensure all electrical wiring is tucked inside the canopy and that the wires are not damaged during this step. Secure the canopy to the hanger bracket using the screws provided.

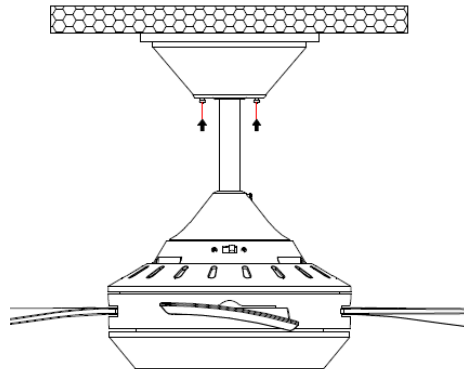


Fig. 9

### **How to replace the LED driver** (For models with light kit)

NOTE: Always turn OFF the power at the mains switch before attempting to replace the LED driver.

Loosen the screw (A) to lift the top housing (B). Replace the LED driver by unplugging the connectors (C, D). Reposition the top housing and secure it on the down rod by screw.

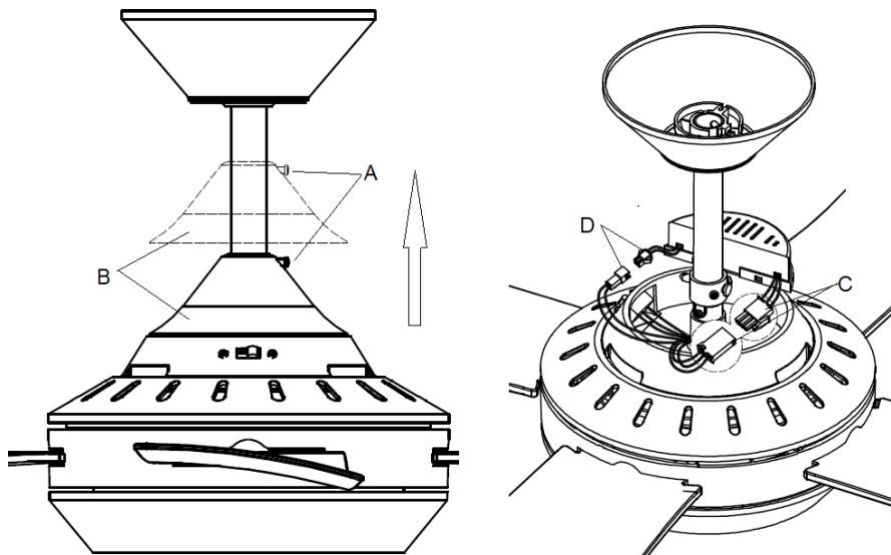


Fig. 10



## REPLACING THE LED PANEL (For models with light kit)

NOTE: Always turn OFF the power at the mains switch before attempting to replace the LED panel.

1. Use your hand to carefully dislodge the plastic diffuser.

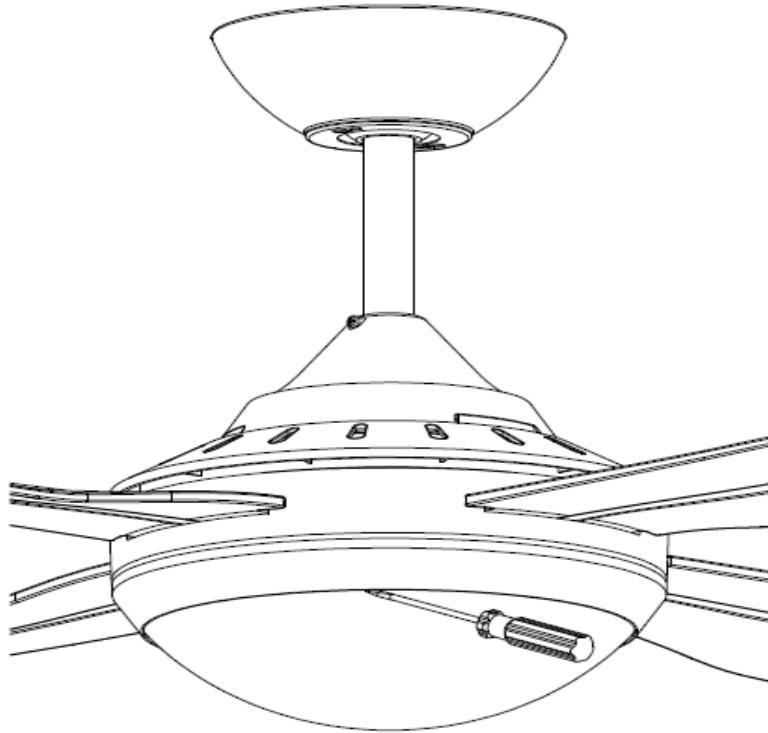


Fig. 11

2. Loosen the 4 screws (B) and keep the screws. Replace the LED panel by unplugging the connectors (A).
3. Re-tighten the 4 screws, re-assemble the plastic diffuser.

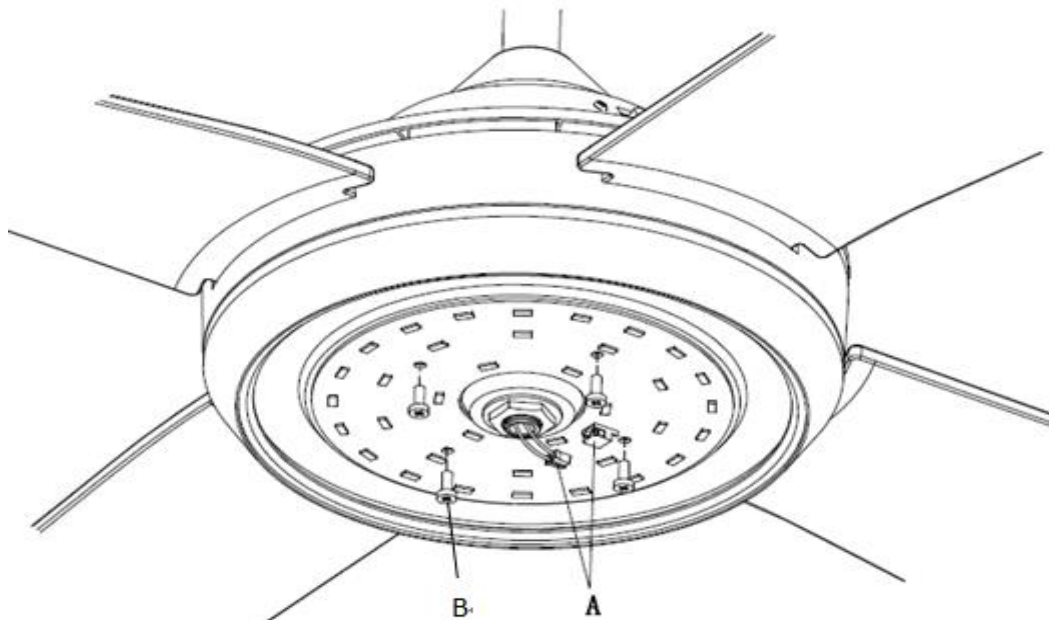


Fig. 12

## USING YOUR CEILING FAN

## **FAN WALL CONTROL**

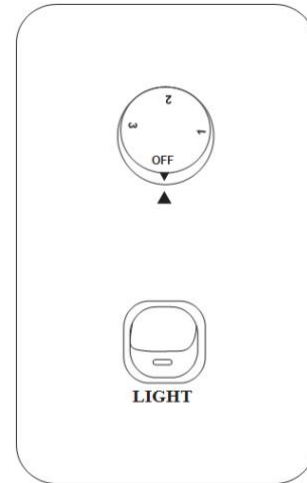
Turn on the power and check the operation of the fan.

- OFF Position – Fan off
- 3rd Position – Low fan speed
- 2nd Position – Medium fan speed
- 1st Position – High fan speed

## **Light Control**

- Toggle Switch – On/off

Fig. 13



## **REVERSE FUNCTION**

Your ceiling fan can operate either in fan mode or reverse fan mode.

**SUMMER** Mode: The reverse switch should be in the “left” (SUMMER) position to rotate the fan in an anticlockwise direction. The airflow will be directed downwards, for cooling in summer.

**WINTER** Mode: The reverse switch should be in the “right” (WINTER) position to rotate the fan in a clockwise direction. The airflow will be directed upwards, for energy conservation in winter.

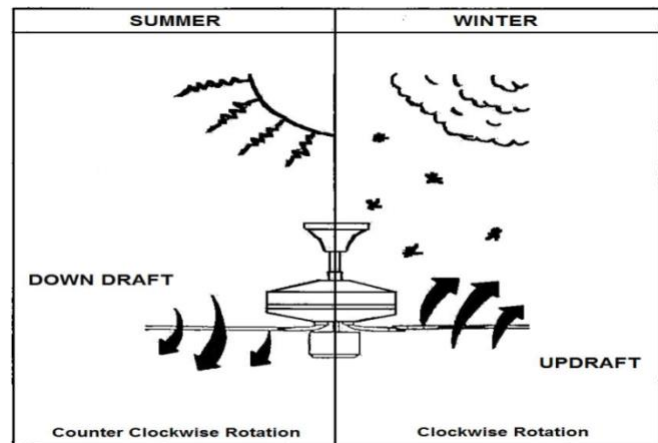
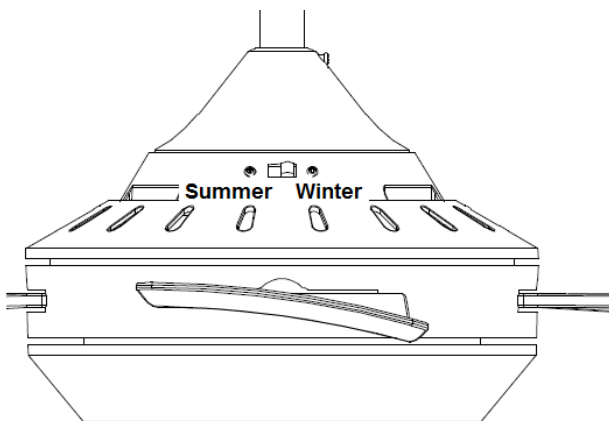


Fig. 14

## **AFTER INSTALLATION**

**WOBBLE:**

NOTE: CEILING FANS TEND TO MOVE DURING OPERATION DUE TO THE FACT THAT THEY ARE MOUNTED ON A RUBBER GROMMET. IF THE FAN WAS MOUNTED RIGIDLY TO THE CEILING IT WILL CAUSE EXCESSIVE VIBRATION. MOVEMENT OF A FEW CENTIMETRES IS QUITE ACCEPTABLE AND DOES NOT SUGGEST ANY PROBLEM.

**TO REDUCE THE FAN WOBBLE:** PLEASE CHECK THAT ALL SCREWS WHICH FIX THE MOUNTING BRACKET AND DOWN ROD ARE SECURE.

NOTE: This fan has been precision balanced at the factory and may need re-balancing. Balancing kit supplied can used if required.

**NOISE:**

When it is quiet (especially at night) you may hear occasional small noises. Slight power fluctuations and frequency signals superimposed in the electricity for off-peak hot water control, may cause a change in fan motor noise. This is normal. Please allow a 24-hour “breaking-in” period, most noises associated with a new fan disappear during this time. Please note that this is not a product fault and as such is not covered under warranty – All electric motors are audible to some extent.

**CARE AND CLEANING:**

- Periodic cleaning of your ceiling fan is the only maintenance required. Use a soft brush or lint free cloth to avoid scratching the paint finish. Please turn power off when you do so.
- Do not use water when cleaning your ceiling fan. It could damage the motor or blades and create the possibility of an electrical shock.
- The motor has a permanently lubricated ball bearing so there is no need to oil.

NOTE: Always turn off the power at the main switch before attempting to clean your fan.

**TECHNICAL INFORMATION**

Ceiling Fan model	Rated Voltage	Rated Power (motor)	Rated Power (lamp)
ROY1304	220 - 240 VAC	75W	N/A
ROY1304 -L	220 - 240 VAC	75W	18W, LED, 4000K

## IMPORTANT FACTS

All electric motors, including fan motors make some noise and may feel hot if touched – this is NOT A FAULT. Ceiling fans tend to move during operation as they are not generally rigid-mounted. Rigid mounted ceiling fans generate excessive vibration (which leads to noise) and stress on their mountings. Movement in a ceiling fan is not uncommon and does not suggest the fan will fall down. Some fans wobble more than others, even in the same model.

Fan lights can rattle; if they are not supplied with a fan, they are not covered by warranty.

### **Fan Operation:**

A ceiling fan rotates much more slowly than an electric desk fan; it cools people effectively by introducing slow movement into the otherwise still, hot air of a room, inducing natural evaporative cooling. Fans never actually cool air, unlike air-conditioning equipment, but use significantly less power.

### **Normal Wear and Tear**

Threaded components working slightly loose, or blade carriers becoming slightly bent due to vigorous cleaning or bumping can cause extra wobble and noise. This is not covered under warranty, but a little care and maintenance can reduce or prevent this problem.

### **Night Noises**

This is the biggest cause of service calls, which are outside the manufacturer's warranty. If a fan has a fault, then it would be noticeable at ALL TIMES. Obviously when everything is quiet at night you will be more inclined to hear small noises, which may not be noticeable at other times. Even slight signals super imposed in your electricity supply for off peak hot water control may cause a change in the fan motor noise, which is deemed normal.

## WARRANTY INFORMATION

- If you consider there are faults relating to the installation, contact your installer to rectify.
- If you consider there is a manufacturer defect to the fan motor, contact the warranty service line on 1300 665 926, or log the warranty at [www.ventair.com.au/warranty](http://www.ventair.com.au/warranty)

You will need to provide the following information:

- The name and contact details of the licensed electrician installer
- The brand, model number and serial number (located on top of the motor)
- The date and place of purchase of the unit.
- The owners name, address and telephone contact numbers
- The nature of the fault

The cost of a service person will only be paid for manufacturer defect. Once a service person has been out, if any fault is found to be an installation or user fault, the charges will be applied to the fan owner.