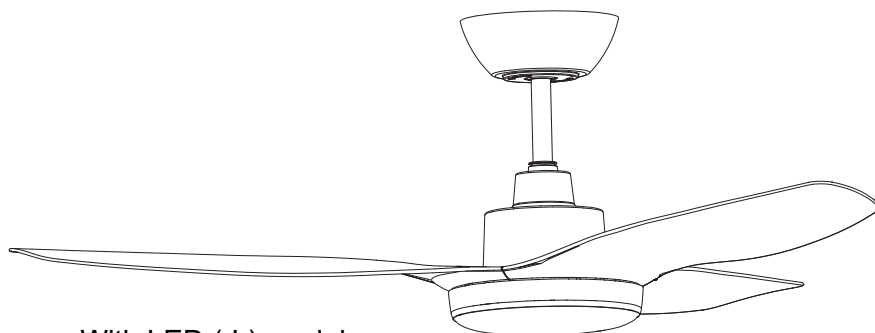
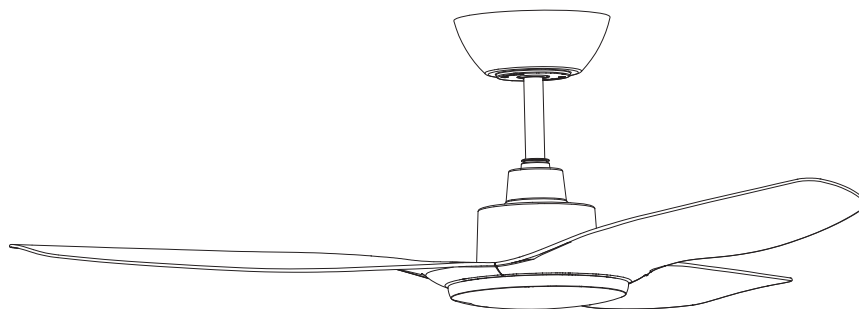




*THE AIR MOVEMENT SPECIALISTS*

## **DC 3 Blade Ceiling Fan INSTRUCTION MANUAL**



With LED (-L) model

Images are for reference only and may vary slightly from actual product.

Ceiling Fan Installation Manual

### **MODELS:**

DC31203WH, DC31203WH-L, DC31203WHWC, DC31203WH-LWC

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

#### **CAUTION**

Read Instructions Carefully  
For Safe Installation and Fan  
Operation



**MUST BE  
INSTALLED BY  
A LICENSED  
ELECTRICIAN**

## SAFETY PRECAUTIONS

### **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 on the active of the receiver input of remote control must also be included in the wiring, and located in the same room as the ceiling fan. (See wiring diagram)**

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. The structure to which the fan is to be mounted must be capable of supporting a weight of 20kg.
4. The fixing point on the ceiling, requires a solid bracing structure such as Timber noggins or joists. The bracing should be butted up firmly and securely to the back of any non structural roofing panel such as plaster or Gyprock to ensure safety and optimum performance of the fan.
5. The fan should be mounted so that the blades are at least 2.1m above the floor.
6. Only a licensed electrician should complete the installation.
7. **WARNING:** If unusual wobbling or oscillating movement is observed, immediately stop using the ceiling fan and contact the manufacturer, its service agent or suitably qualified persons.
8. **WARNING:** Light and fan must be connected to the same phase. Before servicing, ensure both light and fan circuits are disconnected.

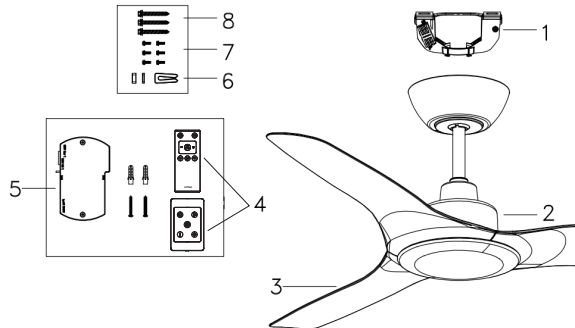


- Do not dispose of electrical appliances as unsorted municipal waste, use separate collection facilities. Contact your local government for information regarding the collection systems available. If electrical appliances are disposed of in landfills or dumps, hazardous substances can leak into the ground water and get into the food chain, damaging your health and well-being.

## BEFORE INSTALLATION

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

### DC 3 WITHOUT LIGHT



### DC 3 WITH LIGHT

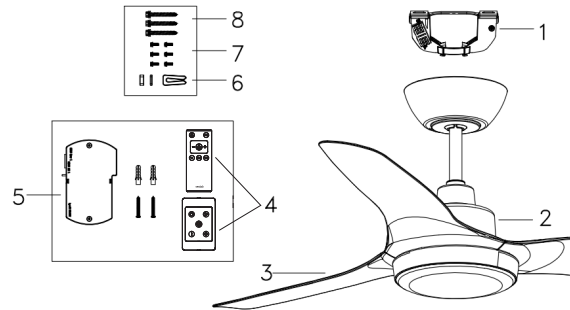


Fig 1

1. Mounting bracket x 1
2. Pre-assembled fan motor, down rod, canopy and bottom cover x 1
3. Blades x 3
4. Remote control x 1  
OR Wall control x 1 (2 pcs R03 1.5V AAA Batteries included. Wood Screws 3.5 x 20mm)
5. Receiver x 1
6. Balancing Kit x 1
7. Blade screws x 6 (5 x 16mm)
8. Wood screws for mounting bracket x 2 (6 x 50mm)  
Wood screw for safety wire x 1 (6 x 50mm)

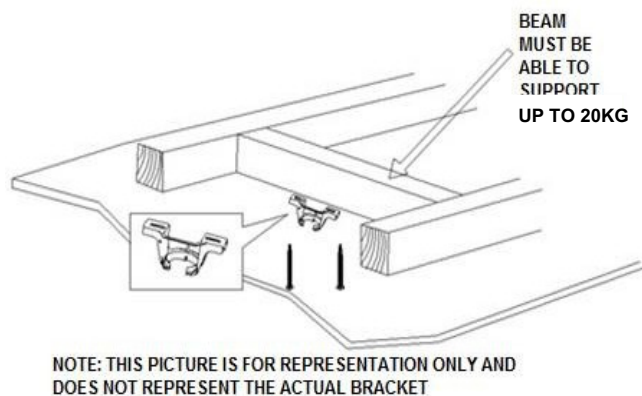
1. Mounting bracket x 1
2. Pre-assembled fan motor, down rod, canopy and LED light x 1
3. Blades x 3
4. Remote control x 1  
OR Wall control x 1 (2 pcs R03 1.5V AAA Batteries included. Wood Screws 3.5 x 20mm)
5. Receiver x 1
6. Balancing Kit x 1
7. Blade screws x 6 (5 x 16mm)
8. Wood screws for mounting bracket x 2 (6 x 50mm)  
Wood screw for safety wire x 1 (6 x 50mm)

**Please note:** Check for any damage to the fan before installation. Damage, marks or scratches are not covered by the in home warranty. In this case, product should be returned to place of purchase for a replacement.

## BEFORE INSTALLATION

### MOUNTING BRACKET

- The ceiling fan must be installed in a location so that the blades have 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 20kg, with the two Fixing screws provided. Ensure at least 30mm of the screw is threaded into the support structure.



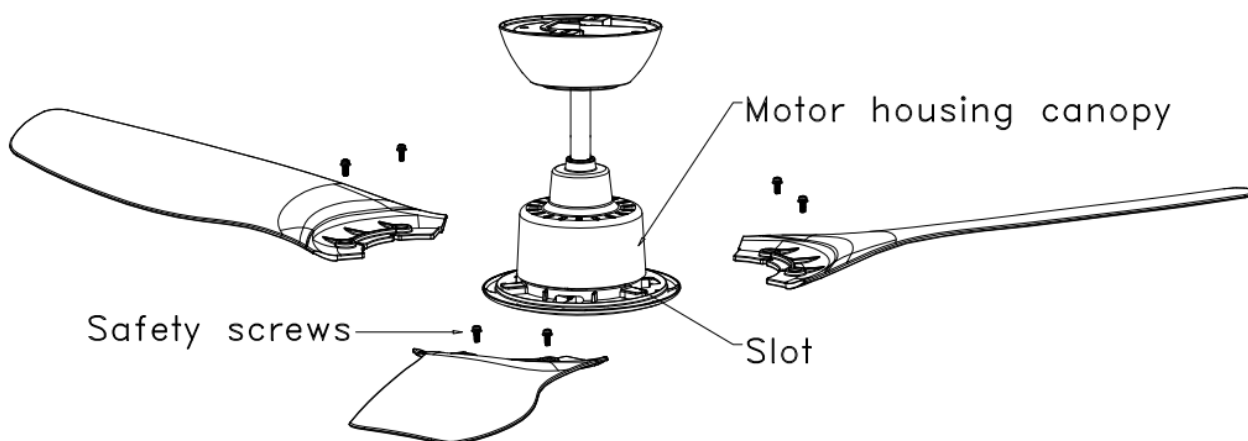
#### PLEASE NOTE:

The bracket fixing screws provided are for use with the wooden structures only. These screws are designed specifically for this purpose, and use of other types of screws, ie: Bugle headed screws may void the warranty.

For structures other than wood, the appropriate screw type **MUST** be used.

## QUICK 'CLICK' BLADE INSTALLATION

### BLADE ATTACHMENT



1. Insert the blades (x3) into the blade holding slots on the motor housing.
2. Insert the 2 safety screws ,being careful not to over-tighten
3. Move motor housing canopy downward until covering the motor housing.

## HANGING THE FAN

Lift the fan assembly onto the mounting bracket. Ensure that slot (A) of the hanger ball is fully aligned/engaged with the Tab (B) of the mounting bracket (C) to prevent the fan from rotating when in operation. Fig. 3)

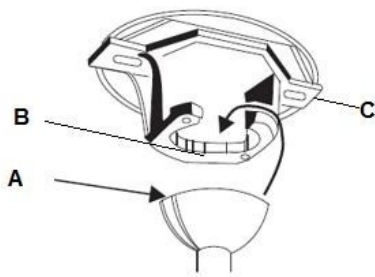
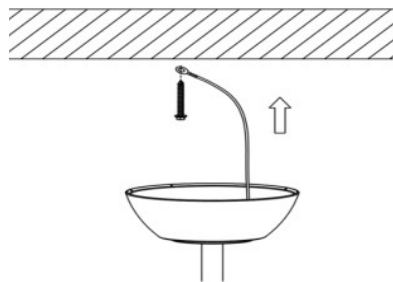


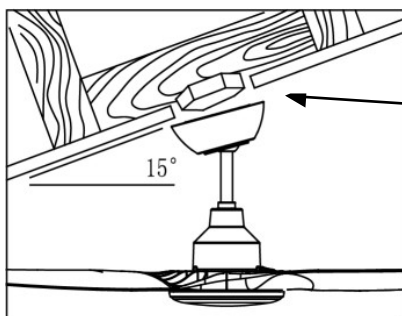
Fig. 3



Secure the safety wire to the ceiling joist or other suitable fixing point.

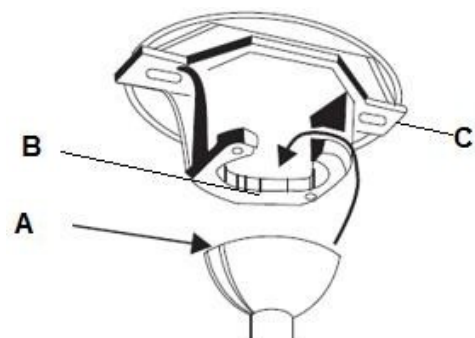
## ANGLED CEILING INSTALLATION

This fan hanging system supports a maximum 15-degree angled installation. (Fig 4)  
Please note: the Tab (B) on the hanging bracket that sits in the groove (A) on the hanging ball should be positioned at the highest point to ensure correct operation.



Highest Point

Fig 4



## FINISHING THE INSTALLATION

- Complete the electrical connection at the mounting bracket terminal block.
  - Fix the EARTH cable from motor to the mounting bracket.
- NOTE: DC 3 is a Class I electrical product.  
(Refer to Fig 6.).

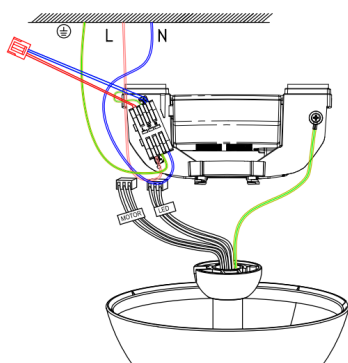


Fig 6

## FINISHING THE INSTALLATION

- Connect fan to the receiver (can be done before or after sliding receiver into place).
  - A.** For fan models without light, plug cable marked 'motor' into remote control box.  
See Fig 7.2
  - B.** For fan models with light, plug cable marked 'motor' and 'LED' into remote control box.  
See Fig 7.1
- Slide receiver into position in the hanging bracket making sure the AC input connector on the receiver is aligned with the AC port on the receiver. Refer Fig 7.1 on page 8

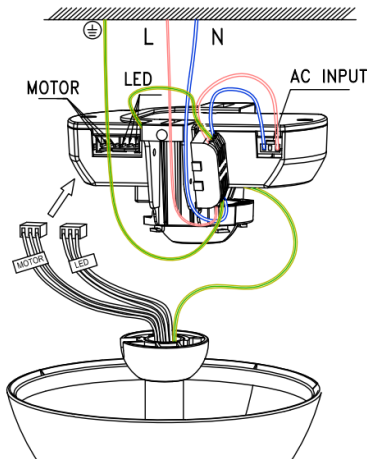


Fig 7.1

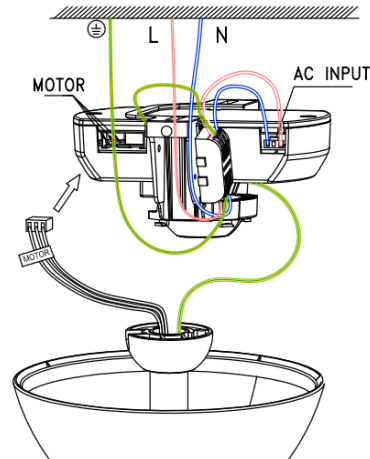


Fig 7.2

- Slide the canopy upwards into position over the mounting bracket then turn counter clockwise to twist lock into position. Ensure all 4 tabs on the mount bracket are located correctly into the slots on the canopy. Canopy should be sitting approx. -6mm off the ceiling.
- Ensure all wires are tucked neatly into canopy taking care not to cause damage.

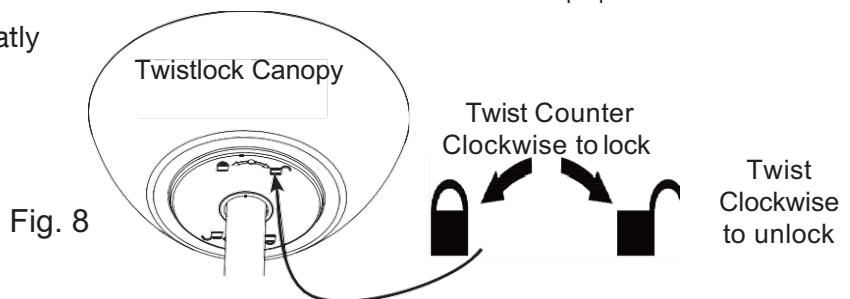
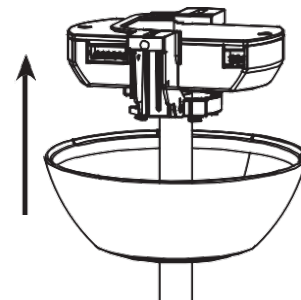




Fig. 8

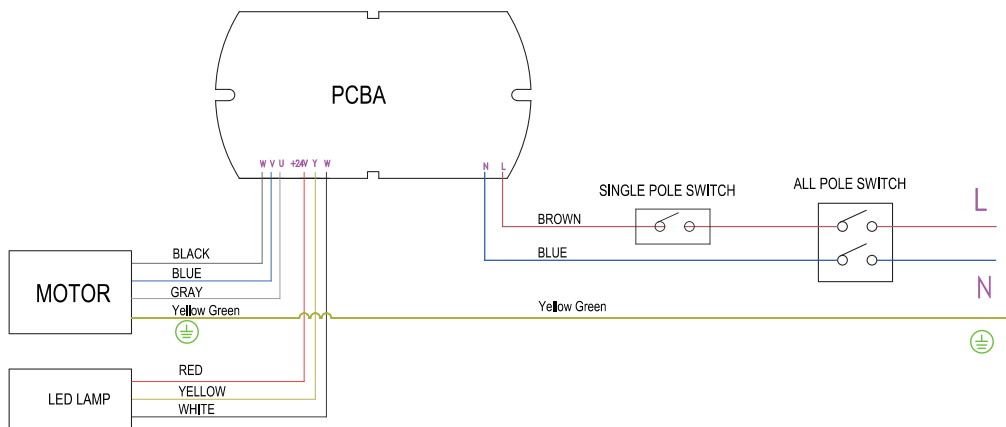
## ELECTRICAL WIRING DIAGRAM

**WARNING:** FOR YOUR SAFETY ALL ELECTRICAL CONNECTIONS MUST BE UNDERTAKEN BY A LICENSED ELECTRICIAN IN ACCORDANCE WITH AS/NZS 3000 WIRING RULES.

- Connect "LIVE" supply to the "L" of the terminal block on the mounting bracket..
- Connect "EARTH" supply to  of the terminal block on the mounting bracket..
- Connect "NEUTRAL" supply to the "N" of the terminal block on the mounting bracket.
- Screw "EARTH" cable from motor to cavity  on the mounting bracket.  
Please refer to Fig 6

**Please note:**

This is only applicable to models with LED light.



## REMOTE CONTROL OPERATION

Please note: The DC3 'Remote Handset' cannot be used either simultaneously, or in conjunction with, a DC3 'wall control' (page10-11)

1. Turn wall switch to 'ON' Fan is now in standby mode.  
A 'beep' will be heard.  
If your fan has a light, the light will illuminate in default setting of 100% brightness in (NW) Natural white light.



### Fan Models Without Light

	Fan 'ON' and 'OFF'
F/R	Forward - downdraft for cooling (summer mode) Reverse - updraft for heat circulation (winter mode)
	Increases fan speed until Max (speed 5)
	Decreases fan speed until Min (speed 1)
TIMER	Run on Timer with 3 setting options (1hr, 2hrs, 4hrs)

Note: Light will reactivate at previous brightness and colour (CCT) settings when using handset only. Once wall (isolation) switch has been turned 'OFF' Light will default back to 100% brightness (NW) Natural white light.

### Fan Models With Light



	Fan 'ON' and 'OFF'
F/R	Forward - downdraft for cooling (summer mode) Reverse - updraft for heat circulation (winter mode)
	Increases fan speed until Max (speed 5)
	Decreases fan speed until Min (speed 1)
TIMER	Run on Timer with 3 setting options (1hr, 2hrs, 4hrs)
	Switches light 'ON' and 'OFF' Press and hold for minimum 3 secs to change between: WW - NW - CW
	Increases light brightness
	Decreases light brightness





## REMOTE CONTROL OPERATION

- A remote control consists of two parts.



1. Handset (transmitter) controller.
  2. Receiver. Receives messages from the handset and is located in upper canopy of the fan.
- The DC 3 remote control comes pre-paired at the factory and is ready to use.  
Pairing will only be required in situations mentioned below.

### 1. Using 1 remote handset to control 2 or more DC 3 Blade Ceiling fans

- Choose the fan you wish to pair with your handset.
- Turn isolation switch 'ON' and **within 20 seconds** press and hold  on the remote for 3 seconds. The fan will emit a 'beep beep' sound to indicate the pairing process is activated.
- Press  and change the speed of the ceiling fan via the remote to check the operation and successful pairing.

### 2. Loss of function or control between hand piece and receiver

- Try the re-pairing process as outlined above (point 1). If the problem persists, call Ventair technical support on 1300 665 926.

### 3. Replacing an old or damaged handset

- If you are replacing a handset only (not the receiver), the repairing process (point 1) will need to be performed before operation of the fan is possible.

## WALL CONTROL OPERATION

**Please note:** The DC3 'Remote Handset' (page 8 - 9) cannot be used either simultaneously, or in conjunction with, a DC3 'wall control'



### Fan Models Without Light

	Power 'ON' and 'OFF' (isolation switch)
	Fan 'ON' and 'OFF'.
	Forward-Downdraft for cooling (summer mode) Reverse-Updraft for heat circulation (winter mode)
	Increases fan speed until Max (speed 5)
	Decreases fan speed until Min (speed 1)



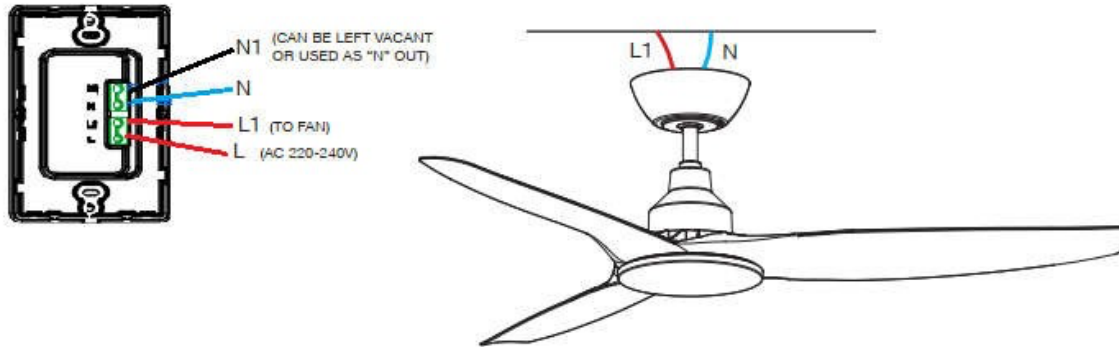
### Fan Models With Light



	Power 'ON' and 'OFF' (isolation switch)
	1. Fan 'ON' and 'OFF'. 2. Presses and holds for minimum 3 secs to change between Forward and Reverse. 'F' and 'R' will be visible on displayscreen.  Forward-Downdraft for cooling (summer mode) Reverse-Updraft for heat circulation (winter mode)
	1. Increases fan speed until Max (speed 5)
	Decreases fan speed until Min (speed 1)
	1. Switches light 'ON' and 'OFF'. 2. Presses and hold for minimum 3 secs to change colour temperatures, scrolls through colours: WW-NW-CW.
	1. Increases light brightness
	Decrease light brightness

## WALL CONTROL OPERATION

### ELECTRICAL WIRING DIAGRAM

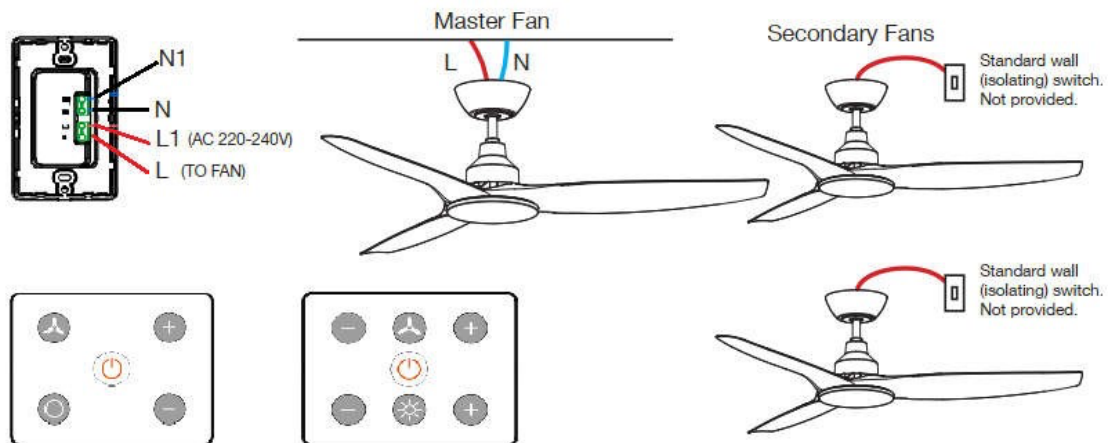
- Using 1 wall controller to control 1 DC 3 Blade Ceiling fan.



1. Connect "LIVE" supply to "L" of the wall controller.
2. Connect fan to "L1" of the wall controller.
3. Connect "NEUTRAL" to "N" of the wall controller.
4. Turn isolation switch  "ON", a 'beep' sound will be heard, and **within 20 seconds**, press and hold  on the wall controller for 3 seconds. The fan will emit another 'beep beep' sound to indicate the pairing process is activated.

- Using 1 wall controller to control 2 or more DC 3 Blade Ceiling fans.

**Note: ONLY 1 (MASTER) FAN CAN BE CONNECTED TO CONTROL BOX. MAX 80 WATTS.**





1. Connect "LIVE" supply to "L1" of the wall controller.
2. Connect master fan to "L" of the wall controller.
3. Connect "NEUTRAL" to "N" of the wall controller.



## WALL CONTROL OPERATION

### ELECTRICAL WIRING DIAGRAM CONTINUED


- **Pair the Master fan.**

Pair the master fan first. Turn isolation switch  "ON", a 'beep' sound will be heard. **Within 20 seconds**, press and hold  on the wall controller for 3 seconds. The fan will emit another 'beep beep' sound to indicate the pairing process has been successful.

- **Pair the Secondary fan.**

Turn secondary fan isolation  "ON", a 'beep' sound will be heard. **Within 20 seconds**, press and hold  on the master wall controller for 3 seconds. The fan will emit another 'beep beep' sound to indicate the pairing process has been successful. Repeat this process for each of the secondary fans.

### **IMPORTANT NOTES FOR MULTI FAN OPERATION.**

- All secondary fans should be within a 12m radius of the Master Wall controller to ensure reliable connectivity.
  - The Multi fan wiring format is different from the Single fan format. This allows the isolation switch  to cut power to the Master fan while still being able to operate the other secondary fans.
  - It is possible to pair multiple secondary fans at once, as long as all fans can be paired **within the 20 second** pairing time restriction.
- All secondary fans should have their own isolating switch (not supplied).

## IMPORTANT FACTS

### **Fan Operation:**

DC 3 has been designed to optimise airflow with minimal amount of energy usage.

A ceiling fan rotates much slowly than a traditional style wall, pedestal or desk fans; ceiling fans cool people effectively by introducing slow movement, with high airflow into otherwise still, hot air of a room, creating a natural evaporative cooling effect. Fans never actually cool air, like air conditioning equipment, but use significantly less power.

### **Normal Wear and Tear**

Over time, moving parts may become slightly loose or worn creating small increases in noise or movement. Fan operation may also be effected by accidental contact by person or foreign objects. These conditions are not covered under warranty, but a little care and maintenance can reduce or prevent these problems from arising.

### **Night Noise**

All electric motors, including fan motors make some noise, however the DC 3 fan motor is not susceptible to the noise problems that are commonly experiences with typical Higher wattage, heavier AC type ceiling fan motors. The DC 3 range are one of the quietest fans available and are ideal for all areas of the home especially bedrooms where noise is a crucial consideration.

## MAINTENANCE

### **CARE AND CLEANING:**

NOTE: Always turn OFF the power at the mains switch before performing any maintenance or attempting to clean your fan.

- Every 6 months, periodic cleaning of your ceiling fan is the only maintenance required. Use a soft brush or lint free damp cloth to avoid scratching or marking the surface. Please turn off electricity power when you do so.
- Do not soak or immerse your ceiling fan in the water or other liquids. It could damage the motor or the blades and create the possibility of an electrical shock.
- Ensure that the fan does not come in contact with any organic solvents or cleaners.
- To clean the fan blade, wipe with only a damp clean cloth with NO organic solvents or cleaners.
- The motor has a permanently lubricated ball bearing so there is no need to oil.

## TECHNICAL INFORMATION

Ceiling Fan Model	Rated Voltage	Rated Power (Motor)	Rated Power (Lamp)	Fan Weight (Kg)
DC31203WH	220-240 VAC	26W	N/A	3.64
DC31203WH-L	220-240 VAC	26W	20W, LED, 3000K, 4000K, 5000K	4.10
DC31203WHWC	220-240 VAC	26W	N/A	3.66
DC31203WH-LWC	220-240 VAC	26W	20W, LED, 3000K, 4000K, 5000K	4.12

## 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 submit a warranty claim 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 (on motor housing)
- 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.

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