

HINKLEY

54" COLLIER™

INDOOR LED FAN



**READY
TO USE.**

**CONTROL
PRE-PAIRED.**

CEILING FAN INSTRUCTION MANUAL



HINKLEY

PAIR WITH HINKLEY APP

DOWNLOAD ON APP STORE or GOOGLE PLAY

WE WANT YOU TO LOVE YOUR NEW FAN

SO WE'RE HERE IF YOU HAVE A QUESTION, NEED SOME HELP OR WANT TO CHAT ABOUT OUR PRODUCTS. SEND SUGGESTIONS OUR WAY TOO—WE'RE ALWAYS LOOKING TO MAKE YOUR EXPERIENCE WITH HINKLEY A POSITIVE ONE.

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> LET'S SEE THAT HINKLEY STYLE [@Hinkleylighting](https://www.instagram.com/Hinkleylighting)
[#HINKLEYSSTYLE](https://www.instagram.com/HINKLEYSSTYLE)

This manual contains complete instructions for the installation and operation of this fan. It has been designed to make the installation process as easy as possible. If you are unfamiliar or uncomfortable with wiring, please contact a qualified electrician. If you need additional assistance or have any questions, please reach out to us.

For warranty information, visit hinkley.com.

TABLE OF CONTENTS

02	GENERAL INSTALLATION & OPERATING INSTRUCTIONS	10	INSTALLING THE BLADES
03	IMPORTANT SAFETY PRECAUTIONS	11	INSTALLING THE MONTING PLATE
03	TOOLS & MATERIALS REQUIRED	12	INSTALLING THE LED ASSEMBLY AND GLASS SHADE
04	UNPACKING YOUR FAN	13	INSTALLING THE WALL CONTROL
05	PREPARATION	15	OPERATION
05	INSTALLING THE HANGING BRACKET	17	CARE AND CLEANING
06	HANGING THE FAN	17	TROUBLESHOOTING
08	ELECTRICAL CONNECTIONS	18	ENERGY GUIDE
09	FINISHING THE INSTALLATION	18	SPECIFICATIONS
10	REMOVE THE BOTTOM MOTOR HOUSING	19	HINKLEY APP / WIFI

**READY
TO USE.**

**CONTROL
PRE-PAIRED.**

NOTE: If **PAIRING** is necessary, refer to the control pairing instructions in the operations section of this Instructions Manual.

WARNING:

Read and follow these instructions carefully and be mindful of all warnings shown throughout.

GENERAL INSTALLATION & OPERATION INSTRUCTIONS

- 1 To ensure the success of the installation, be sure to read the instructions and review the diagrams thoroughly before beginning.
- 2 To avoid possible electric shock, be sure electricity is turned off at the main power box before wiring. All electrical connections must be made in accordance with local codes, ordinances and/or the National Electric Code. If you are unfamiliar with the methods of installing electrical wiring and products, secure the services of a qualified and licensed electrician as well as someone who can check the strength of the supportive ceiling members and make the proper installation(s) and connections.
- 3 **WARNING:** To reduce the risk of fire, electric shock, or other personal injury, mount fan only on an outlet box or supporting system marked acceptable for fan support of 35 lbs (15.9 kg) or less and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
- 4 Make sure that your installation site will not allow rotating fan blades to come in contact with any object. Blades should be at least 7 feet from floor.
- 5 Blades should be attached after motor housing is hung and in place. Fan motor housing should be kept in the carton until ready to be installed to protect its finish. If you are installing more than one ceiling fan, make sure that you do not mix fan blade sets, as each blade is part of a weighted set.
- 6 After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the common conductor and the grounding conductor on one side of the outlet box, and the "HOT" wires on the other side.
- 7 Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL listed and should be installed per the light kit's installation instructions.
- 8 After fan is completely installed, check to make sure that all connections are secure to prevent fan from falling and/or causing damage or injury.
- 9 The fan can be made to work immediately after installation - the bearings are adequately charged with grease so that, under normal conditions, further lubrication should not be necessary for the life of the fan.
- 10 To operate the reverse function on this fan, press the reverse button while the fan is running.
- 11 **CAUTION:** Do not ingest battery - Chemical burn hazard. Keep new and used batteries away from children.
- 12 The remote control supplied with a coin/button cell battery. If the coin/button cell battery is swallowed, it can cause severe internal burns in just 2 hours and can lead to death.
- 13 If the battery compartment does not close securely, stop using the product and keep it away from children.
- 14 If you think batteries might have been swallowed or placed inside any part of the body, seek immediate medical attention.

IMPORTANT SAFETY PRECAUTIONS

WARNINGS:

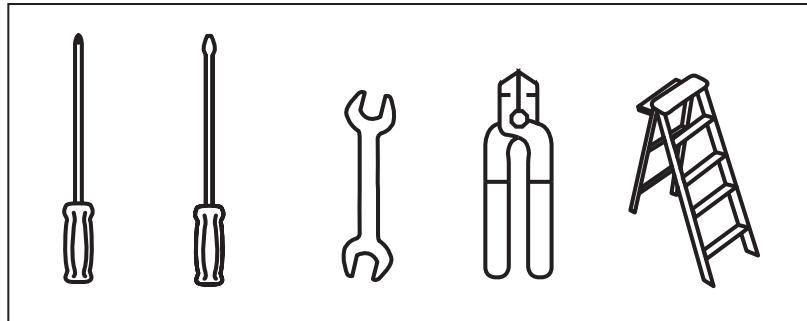
- Disconnect power by removing fuse or turning off circuit breaker before installing the fan and/or optional lighting.
- Support directly from building structure.
- To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked "acceptable for fan support" and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of lighting fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
- Do not use an incandescent light dimmer. Do not use this fan with any transformer type fan speed control device.
- To reduce the risk of personal injury, do not bend the blade arms when installing them, balancing the blades or cleaning the fan. Do not insert any objects(s) between rotating fan blades.

NOTE:

The important precautions, 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 carefulness are factors which cannot be built into this product. These factors must be supplied by the person(s) installing, caring for and operating the unit.

TOOLS & MATERIALS REQUIRED

- PHILLIPS SCREWDRIVER
- FLAT SCREWDRIVER
- WRENCH OR PLIERS
- WIRE CUTTER
- STEPLADDER
- WIRING SUPPLIES AS REQUIRED BY ELECTRICAL CODE



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 packing. Remove all parts and hardware. Do not lay motor housing on its side, or the decorative housing may shift, be bent or damaged.
- Examine all parts. You should have the following:

PACKAGE CONTENT		
1	Blade Set of 4	BL903254Fxx
2	Hanging Bracket	CA902466Fxx
3	Ceiling Canopy and Trim Ring	
4	Downrod Asm.	DR94016Fxx
5	Yoke Cover	YC903254Fxx
6	Fan Housing with Motor	x
7	Blade Support Plates	BLI903254Fxx
8	Blade Arm Set of 4	
9	Adapter Plate	AP903254FXX
10	24W LED Assembly	E903254LED
11	Shade Assembly	GL903254OPET
12	Receiver Incl. 5 Wire Nuts	CWT903254
13	HIRO Wall Control w/2032 Battery, Cradle A, Wall Plate, Face Plate, 2 Mounting Screws, Cradle B (for flat wall use only)	980014FWH-R
14	Hardware Bag	
	Bracket Mounting Hardware (wood screws, screws, lock washers, star washers, flat washers, wire nuts), Blade to Blade Arm Screws w/Lock Washers, Balance Kit, Safety cable hardware (wood screw, flat washer)	MH903254Fxx

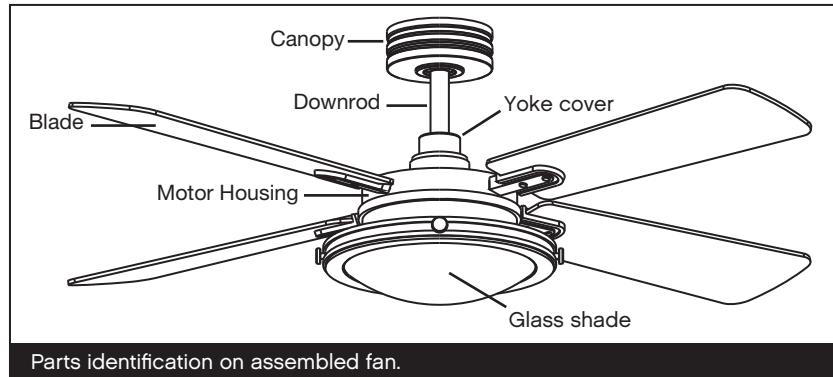
NOTE: Design of parts shown above may look slightly different for your specific model of fan.

PREPARATION

PREPARATION:

Verify you have all parts before beginning the installation. Check foam insert closely for missing parts. Remove motor from packing. To avoid damage to finish, assemble motor on soft padded surface or use the original foam inset in motor box.

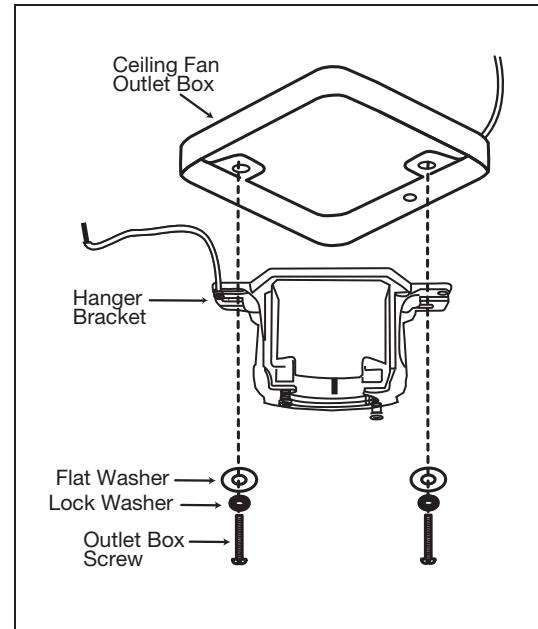
DO NOT LAY MOTOR HOUSING ON ITS SIDE AS THIS COULD RESULT IN SHIFTING OF MOTOR IN DECORATIVE ENCLOSURE.



INSTALLING THE HANGING BRACKET

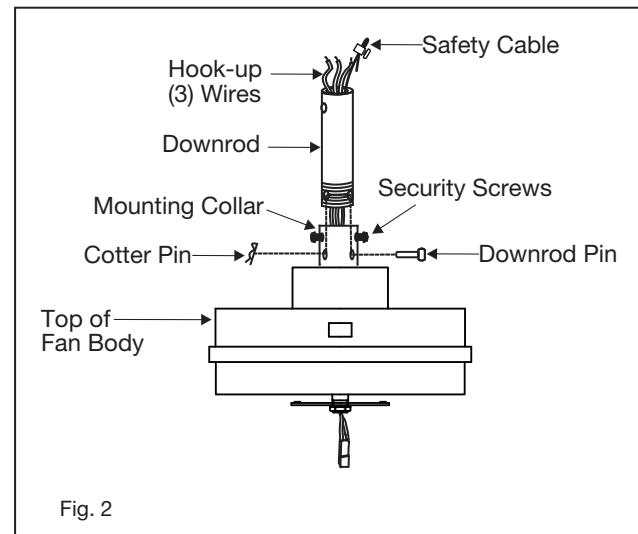
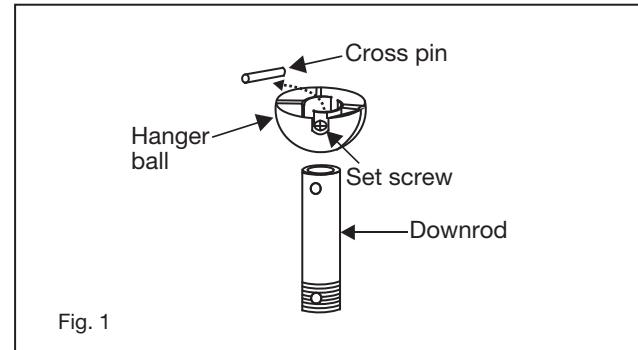
CAUTION: To avoid possible electrical shock, be sure electricity is turned off at the main power box before wiring. All wiring must be in accordance with National and Local Electrical Codes and the ceiling fan must be grounded as a precaution against possible electric shock.

- 1 Locate ceiling joist where fan is to be mounted, being sure location agrees with the requirements in the minimum clearance section of this guide. Wood joists must be sound and of adequate size to support 35 pounds (See page 2, items 3 and 4).
- 2 If not already present, mount a UL listed outlet box marked "suitable for fan support" following the instructions provided with the outlet box. The outlet box must be able to support a minimum of 35 pounds.
- 3 Remove canopy from hanger bracket. Remove twist-lock trim ring by rotating counter-clockwise. Remove canopy screw that does not have key slot in canopy. Loosen screw with key slot and remove canopy.
- 4 Attach hanging bracket to outlet box using screws provided with the outlet box.



HANGING THE FAN

- 1 Remove ball from downrod by loosening set screw in the side of the ball. Slide ball down and remove ball pin; remove ball. (Fig. 1)
- 2 Carefully support fan body (motor) in its styrofoam packing with the mounting collar (where the wires come out) facing upward.
- 3 Loosen the two security set screws and remove the downrod pin and retaining clip from the coupling on top of the motor assembly. (Fig. 2)
- 4 Carefully feed the electrical lead wires and safety cable from the fan through the downrod. Thread downrod into coupler until holes align. Insert downrod pin through holes in mounting collar and downrod; clip cotter pin through small hole in end of downrod pin to hold downrod in place.
- 5 Tighten security set screws against downrod using a large flat blade screwdriver to ensure a tight fit against downrod. Tighten nuts against mounting collar.

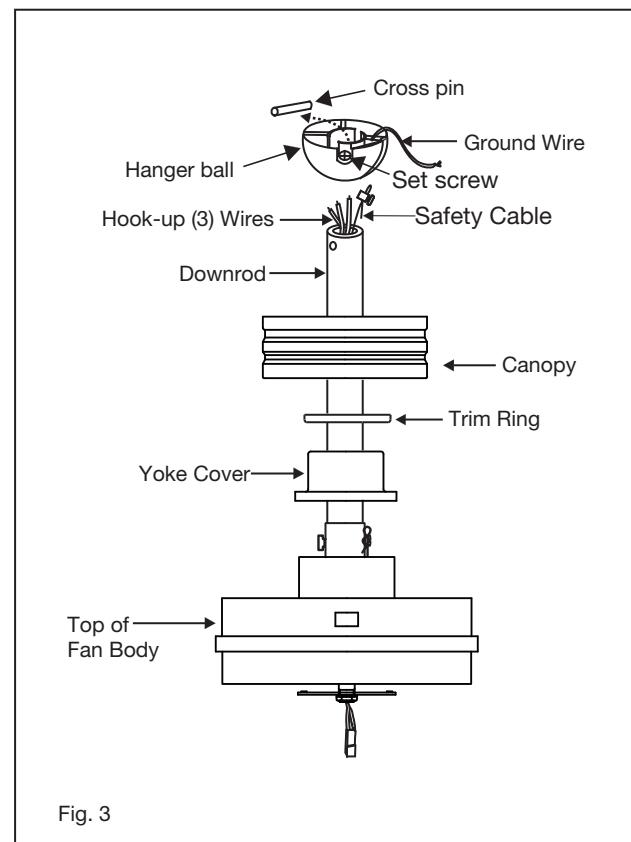


- 1 Slip the yoke cover, trim ring and canopy onto the downrod. (Fig. 3)
- 2 Slide the hanger ball onto the downrod, insert the cross pin through the downrod and tighten. Tighten the set screw.

NOTE:

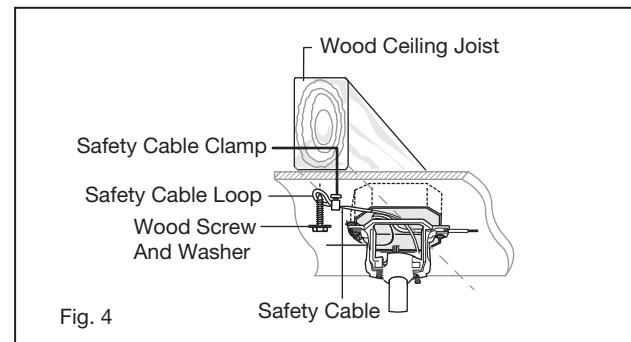
Fan has 6 feet of hook-up wire in case you are using a long extension downrod.

- 3 Lift ball/downrod/fan into hanger bracket opening. **NOTE:** The tab opposite hanger bracket opening should fit in slot on ball. (Fig. 4)



INSTALLATION OF SAFETY CABLE SUPPORT

Attach the wood screw and the flat washer to the ceiling joist as shown (do not fully tighten). Slide the cable clamp onto the safety cable from the fan. Loop the safety cable around the wood screw that was just attached to ceiling joist. Feed the end of the cable into the clamp and pull as much cable through as possible. Firmly tighten screw in the clamp. Cut off excess cable.



ELECTRICAL CONNECTIONS

REMEMBER -Turn off the power! **NOTE** - Control must be installed within 30 feet of fan.

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

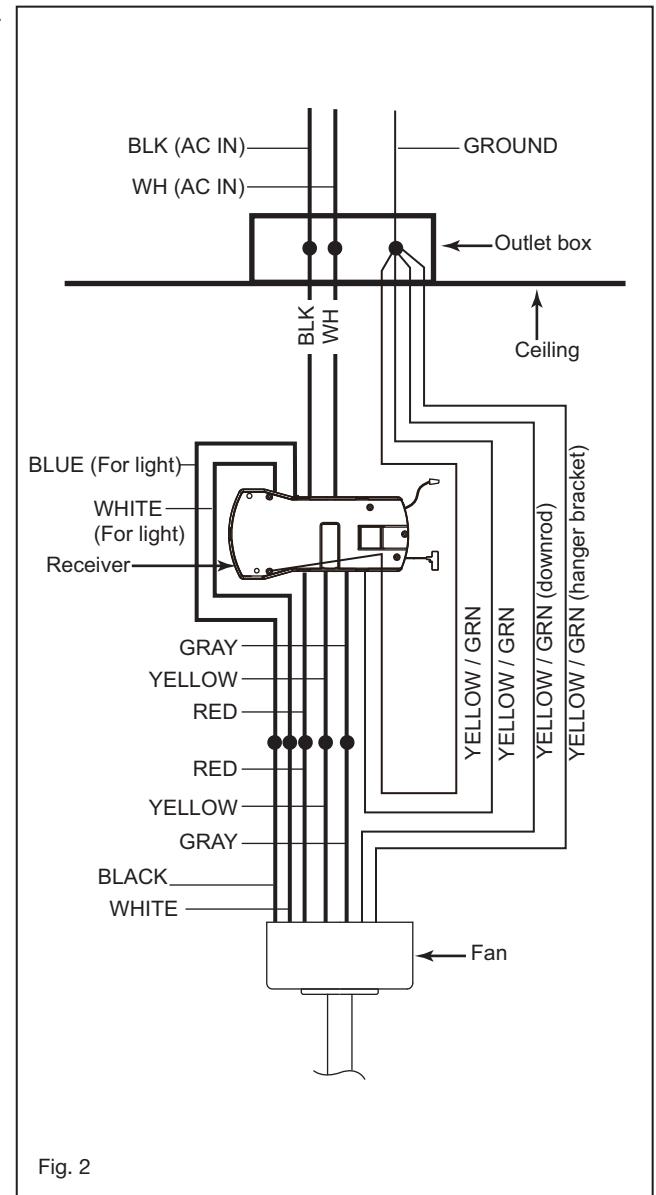
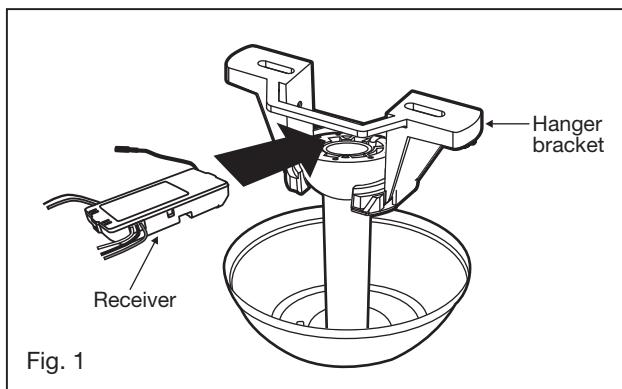
CAUTION: To reduce the risk of electric shock, this fan must be installed with an isolating wall control/switch.

1. Insert the receiver into the ceiling mounting bracket with the flat side of the receiver facing the ceiling. (Fig. 1) For best performance, make sure the Black Antenna and WIFI Antenna, on the end of the receiver, remains extended and not tangled with any of the electrical wires.
2. Make wire connections from the fan to the receiver unit. For this step use the bundle of 5 wires on the receiver. (Fig. 2)

Connect the YELLOW fan wire to the YELLOW receiver wire.
 Connect the GRAY fan wire to the GRAY receiver wire.
 Connect the RED fan neutral wire to the RED receiver neutral wire.
 Connect the WHITE neutral light kit lead from the fan to WHITE receiver lead marked "For Light".
 Connect the BLACK light kit lead from the fan to BLUE receiver lead marked "For Light".
 Wire colors out of the fan are black/white for the light kit. Light kit leads from the controller/receiver are blue/white.

3. Connect the wiring from the ceiling to the receiver unit. (Use the 2 wire bundle on the receiver.) Secure with supplied wire nuts.

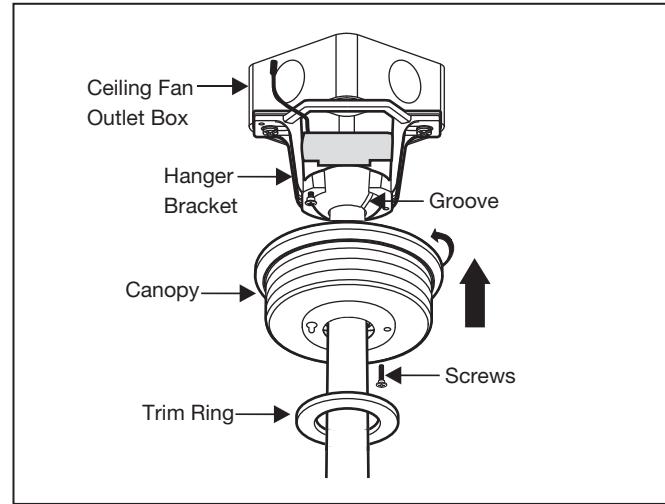
Connect the BLACK building supply wire to the BLACK receiver wire.
 Connect the WHITE receiver neutral wire to the WHITE building neutral wire.
 Connect the COPPER building ground wire to the 4 YELLOW/GREEN ground wires from the fan and receiver.



FINISHING THE INSTALLATION

- 1 Tuck connections neatly into ceiling outlet box.
- 2 Slide the canopy up to mounting bracket and place the key hole on the trim ring the screw on the mounting bracket, turn canopy until it locks in place at the narrow section of the key holes.
- 3 Align the circular hole on canopy with the remaining hole on the mounting bracket, secure by tightening the two set screws.

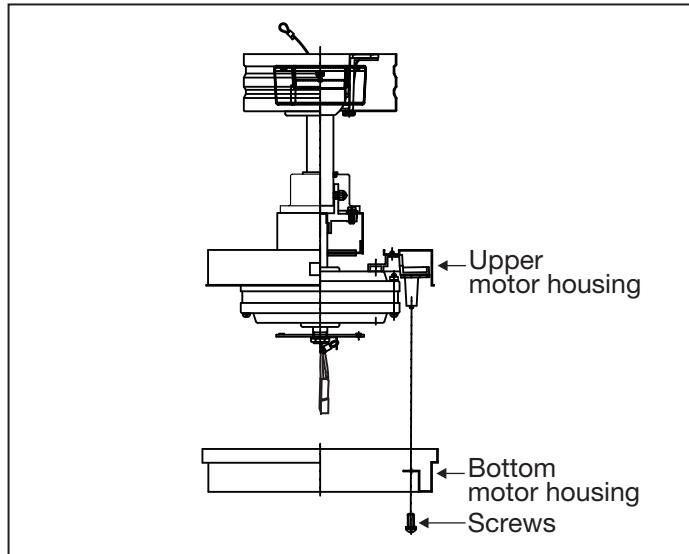
NOTE: Adjust the canopy screws as necessary until the canopy and trim ring are snug.



WARNING:

Make sure the hook on the hanging bracket properly sits in the groove in the hanger ball before attaching the canopy to the bracket by turning the housing until it drops into place.

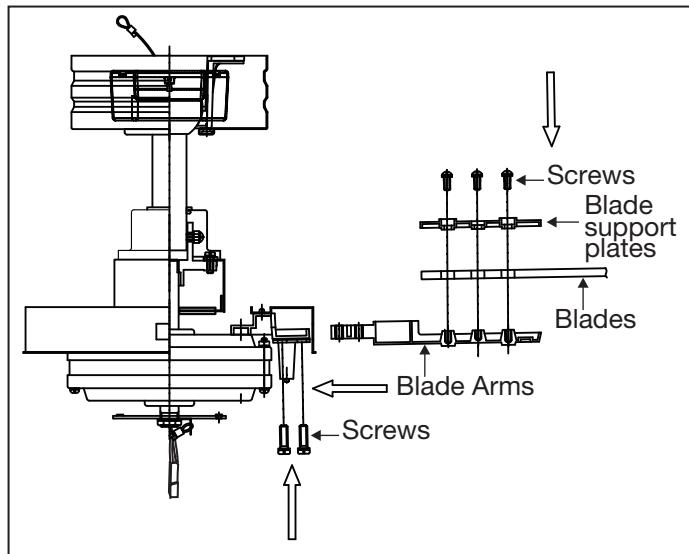
REMOVE THE BOTTOM MOTOR HOUSING



REMEMBER to turn off the power before you begin.

Remove the bottom motor housing by remove the four mounting screws on the upper motor housing.

INSTALLING THE BLADES



NOTE: Remove any rubber supports that are installed for shipping.

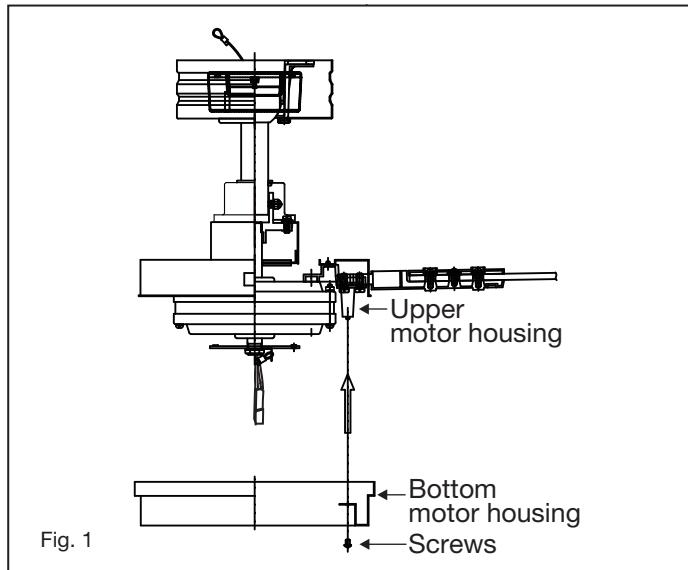
Before install the blade arms need to remove the lower bottom motor housing. Place the screws through the holes in the blade support plates. Repeat this procedure without tightening the screw until all 3 screws have been started into the blade arm.

Insert the blade through the slot on the housing. Align the holes on the blade and the fan motor assembly and secure with screws.

NOTE:

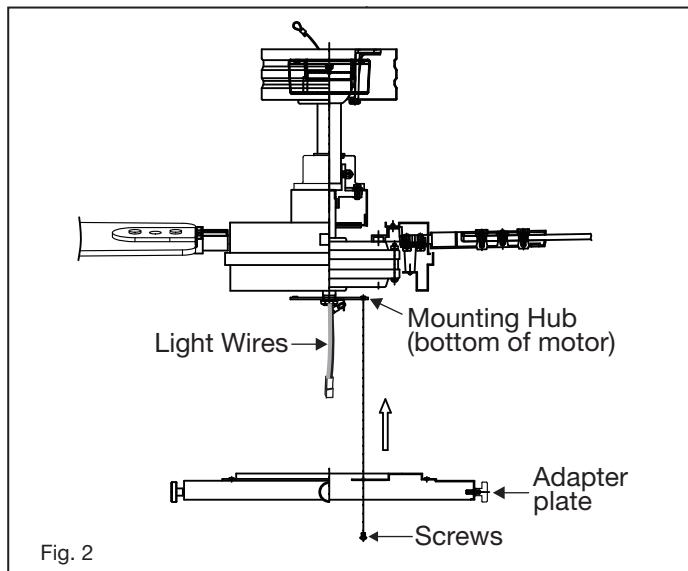
Cordless power screwdrivers are **NOT** recommended, as they usually strip the heads of the screws and usually will not fully compress the lock washers on the motor screws. Use a large flat blade screwdriver for final tightening to fully compress the washers. This will help ensure proper alignment of the blades and noise-free, wobble-free running.

INSTALLING THE MOUNTING PLATE



NOTE: Be sure the power is off before installing.

Re-install the bottom motor housing. (Fig. 1)

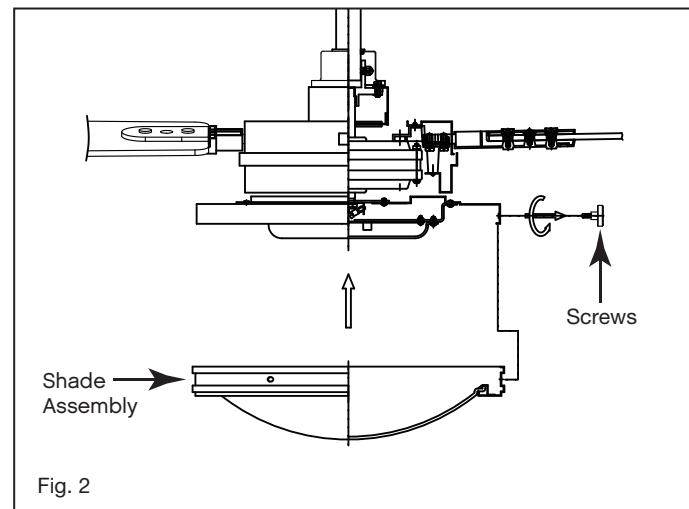
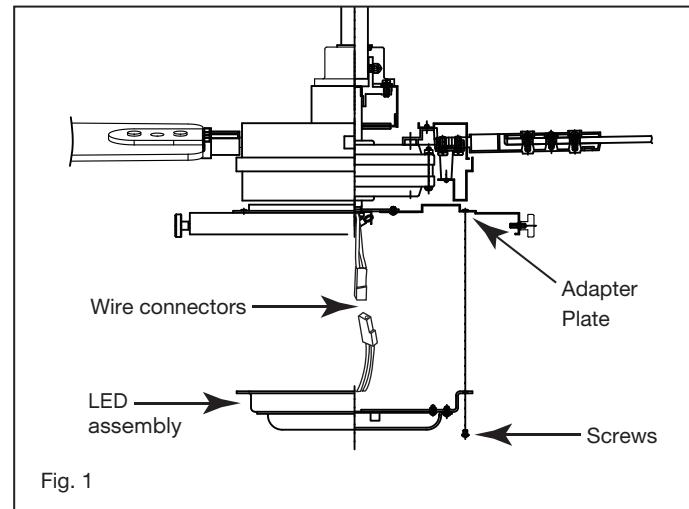


- 1 Remove one of the three screws on the mounting hub located on the fan motor. Loosen the other 2 screws. (Do not remove) (Fig. 2)
- 2 Pass the light wires through the center hole of the adapter plate.
- 3 Place the key holes on the adapter plate over the 2 screws previously loosened, turn the adapter plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed.

INSTALLING THE LED ASSEMBLY AND GLASS SHADE

NOTE: Be sure the power is off before installing.

- 1 Remove one of the three screws on the adapter plate located on the fan motor. Loosen the other 2 screws. (Do not remove)
- 2 While holding the LED assembly under your fan, make the polarized plug connections: (Fig. 1)
 - Red to white
 - Black to black
- 3 Tuck connections neatly into adapter plate. Place the key holes on the LED assembly over the 2 screws previously loosened, turn the LED assembly until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 1)
- 4 Remove the 4 decorative knobs from the Adapter plate. Raise the shade assembly against the adapter plate and secure using the four decorative knobs previously removed. (Fig. 2)
- 5 Restore power and your LED assembly is ready for operation.



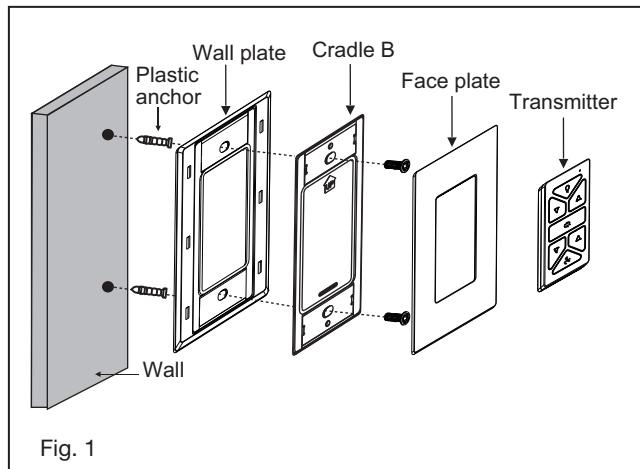
INSTALLING THE WALL CONTROL

REMEMBER to turn off the power before you begin.

NOTE - Secures to any surface or application: flat wall, single gang box, multi gang box.

Option 1. Flat Surface Installation

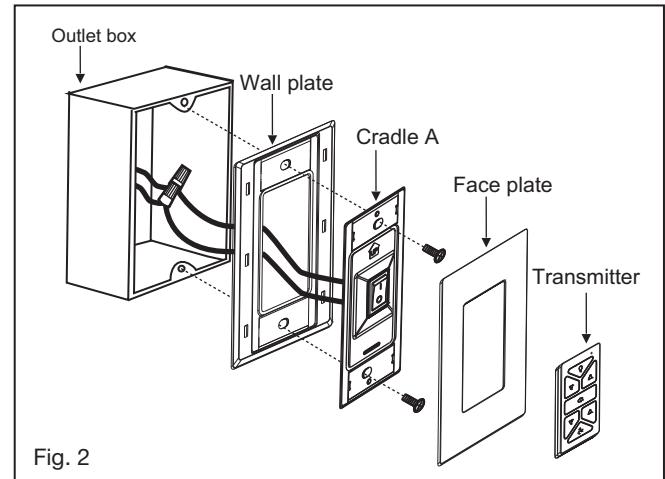
- 1 Select a desired location. Use the wall plate to mark the location of the mounting holes. Plastic wall anchors or mounting screws are needed for this application. (Fig. 1)
- 2 Seat the cradle B into the wall plate. Secure the wall plate to the wall using the provided hardware.
- 3 Snap the face plate cover onto the wall bracket.
- 4 Remote transmitter will be held in place with built in magnets.



HIRO HIRO Control System

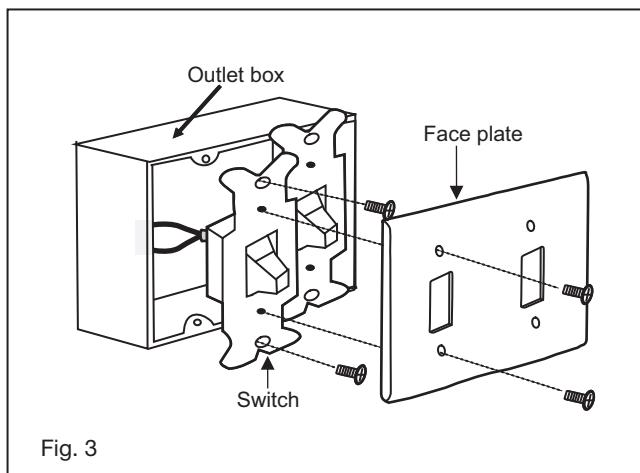
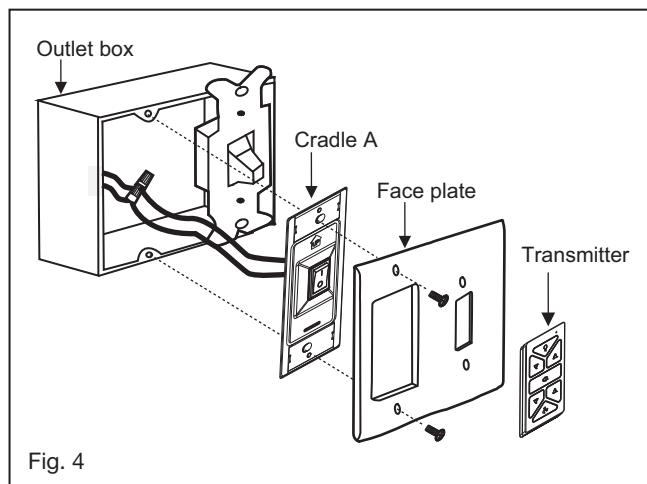
Option 2. For single gang box

- 1 Remove the existing wall plate and the old switch from the wall outlet box.
- 2 Seat the cradle A into the wall plate. (Fig. 2)
- 3 Connect the black lead wires from the switch in the cradle A to the black wires in the switch box. Hot input wire to one of the cradle A switch leads. Power lead to the fan is connected to the remaining switch lead.
- 4 Connect the wall plate / cradle A assembly to the wall outlet box using the supplied hardware.
- 5 Snap the face plate cover onto the wall bracket.
- 6 Remote transmitter will be held in place with built in magnets.



Option 3. Multi Gang Wall Switch Box Installation

- 1 Remove the existing wall plate and old switch from the wall outlet box. (Fig. 3)
- 2 Connect the black lead wires from the switch in the cradle A to the black wires in the switch box. Hot input wire to one of the cradle switch leads. Power lead to the fan is connected to the remaining switch lead. (Fig. 4)
- 3 Attach the cradle A to the wall switch box using the supplied hardware.
- 4 Attach the multi-gang faceplate to the switch set in the wall outlet box. Cradle A of Hinkley switch will fit in any standard decora face plate.
- 5 Remote transmitter will be held in place with built in magnets.



HIRO HIRO Control System

OPERATION

Your DC brushless motor is equipped with an automatically learned type remote control. There is no frequency switches on the receiver or transmitter. The fan can start to use once the pairing process is done.

Remove the panel from the transmitter and then install one 2032 battery (included). You need to use a coin to open or close the battery cover. To prevent damage to transmitter, remove the battery if not use for long periods of time (Fig. 1)

WARNING: Chemical Burn Hazard. Keep batteries away from children.

This product contains a lithium button/coin cell battery. If a new or used lithium button/coin cell battery is swallowed or enters the body, it can cause severe internal burns and can lead to death in as little as 2 hours. Always completely secure the battery compartment. If the battery compartment does not close securely, stop using the product, remove the batteries, and keep it away from children. IF you think batteries might have been swallowed or placed inside any part of the body, seek immediate medical attention.

The batteries shall be disposed of properly, including keeping them away from children; Even used cells may cause injury.

- 1**  button:
Press this button and release instantly to turn on or off the light.
- 2**  button:
Press and hold to dim or brighten lights to the desired level and release.
- 3**  button:
Press this button to set fan wind direction up or down.
- 4**  button:
Press button for turn on and setting 1-6 fan speed.
- 5**  button:
Press this button to turn the fan off.
- 6** Signal light (Fig. 2)

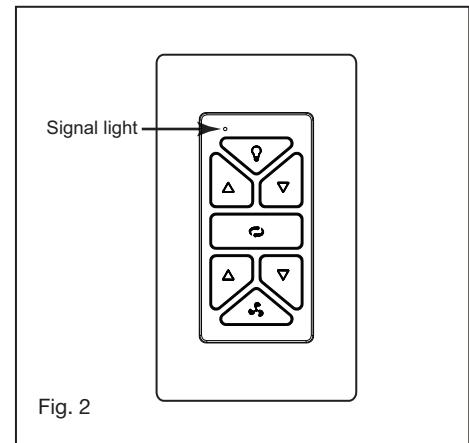
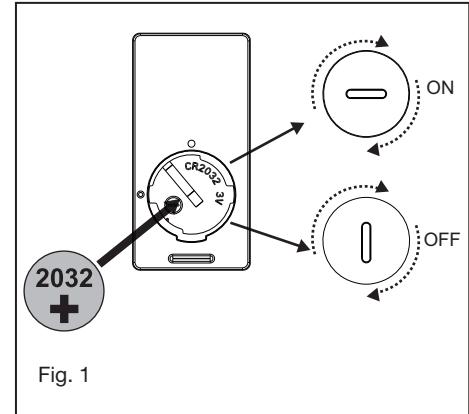
Pairing Process

NOTE: If installing/pairing more than one fan in an area, the power must be disconnected from all fans except the one fan being paired.

NOTE: Fan must be fully installed with the blades prior to pairing the controls.

With the fan's power off, restore power to the fan. Press and hold "" button for about 5 seconds and release. If optional light kit is installed, the light kit will flash three times and the motor spin up for 10 seconds on low speed. The fan has completed the pairing process with the wall control and is ready for use.

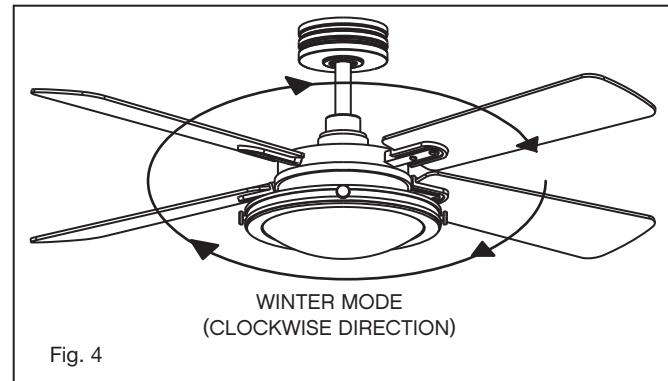
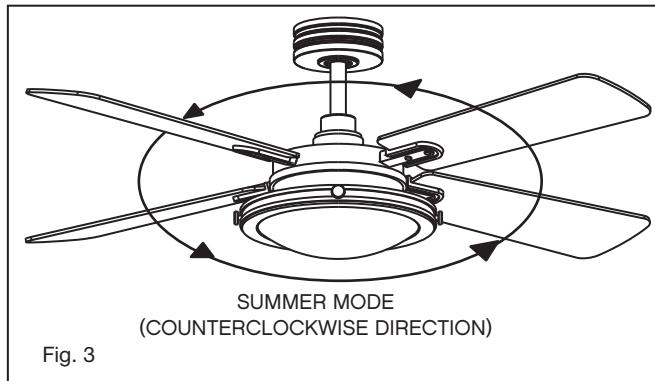
NOTE: A single fan can be controlled with as many as 3 wall controls in one room. Every control will need to repeat the pairing process based on instructions above and all controls must be within 30 feet of the fan.



HIRO HIRO Control System

Summer Mode and Winter Mode Operation

- 1** **IMPORTANT:** To prevent damage or cause injury, be sure that fan is switched to off and blades have stopped moving completely before attempting to change direction of rotation.
- 2** Summer Mode (forward):
A DOWNWARD airflow creates a cooling effect as shown in Figure 3. This allows you to set your air conditioner on a warmer setting without affecting your comfort.
- 3** Winter Mode (Reverse):
An UPWARD airflow moves warmer air off the ceiling area as shown in Figure 4. This allows you to set your heating unit on a cooler setting without affecting your comfort.



CARE AND CLEANING

Periodically it may be necessary to re-tighten blade to blade arm screws or blade arm to motor screws to prevent clicking or humming sound during operation. This is especially true in climates with broad temperature and humidity ranges.

When dusting the blades, you must support the blade to prevent bending - no pressure should be applied to the blades. If you experience any flaws in the operation of your fan, please check the following points.

TROUBLESHOOTING

CAUTION:

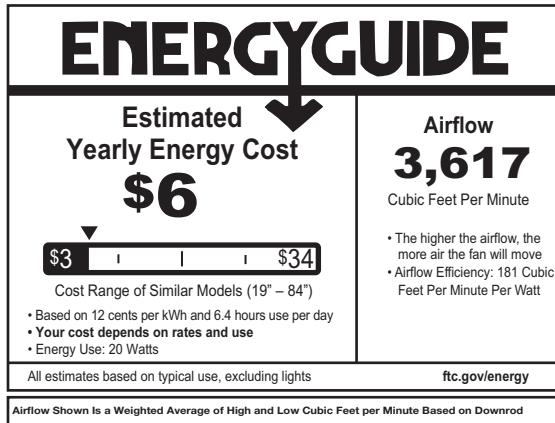
Switch off power supply before carrying out any of these checks.

PROBLEM	SOLUTION
FAN WILL NOT START	<ol style="list-style-type: none">1. Check to assure that a new batteries is installed in the remote or wall control. Check circuit fuses or breakers.2. Check wall control LED indicator light. If LED is not illuminated when pushing a button, it is not transmitting a signal. Please check power to wall control/circuit breaker and all electrical connections.3. Assure there are no more than 2 fans operating on a circuit through the wall control. Assure that there are no more than 12 fans operating on a circuit through an on/off wall switch or a breaker (not through a wall control).4. Assure that the fan is within range of the WiFi (150 ft.) or wall control (30 ft.).
FAN SOUNDS NOISY	<ol style="list-style-type: none">1. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan will disappear during this time.2. Make sure all motor housing screws are securely fastened.3. Make sure the screws that attach the fan blade to the fan are tight.4. Make sure your ceiling box is secure and rubber isolator pads are used between the mounting bracket and outlet box.
FAN WOBBLER	<ol style="list-style-type: none">1. Check that all blade and blade arm screws are secure.2. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.3. Check to assure all dowrods to motor hardware and/or hanger ball are tight.4. Make sure ceiling box is secure.

ENERGY GUIDE

SPECIFICATIONS

AVERAGE PERFORMANCE AND ENERGY INFORMATION



PERFORMANCE SPECIFICATIONS	STANDARD	
	HIGH SPEED	LOW SPEED
Airflow (CFM)	5426	1567
Energy Use (Watts)	34.0	2.1
Airflow Efficiency (CFM/W)	159	736
Energy Costs (Yearly)	\$6	\$1
Amps	0.46	0.05
RPMs	154	46

DOWNLOADING THE HINKLEY APP

HINKLEY APP INSTRUCTIONS:

In addition to the included wall control, you can control your Hinkley fan through the Hinkley app.

- To use the **Hinkley app**, download it for free from the App Store or Google Play.
- Open the **Hinkley app** where you will be prompted to create an account.
- Enter all necessary information to create an account.
- After account is created you will receive a verification code email to finish setting up the **Hinkley app** (Check spam folder if email is not received.)
- Confirm Bluetooth is enabled to allow the fan and **Hinkley app** to connect to each other.
- Click add a device on the home screen and select desired fan.
- The **Hinkley app** will then have you enter in WiFi name and password.
- Click done on **the Hinkley app** to complete connecting the fan.
- The **Hinkley app** will have options on the main screen for fan speeds, dimming and setting timers
- Scan the QR code below for more information on the **Hinkley app** operation.



SCAN FOR ADDITIONAL DETAILS

HINKLEY IS PROUD TO PROVIDE YOU WITH CEILING FAN PRODUCTS THAT ENHANCE YOUR SPACE WITH COMFORT, PURPOSE AND STYLE. AS A FAMILY COMPANY, WE ARE COMMITTED TO DESIGN, PERFORMANCE AND QUALITY, AND WHAT'S IMPORTANT TO YOU IS PARAMOUNT TO US.

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