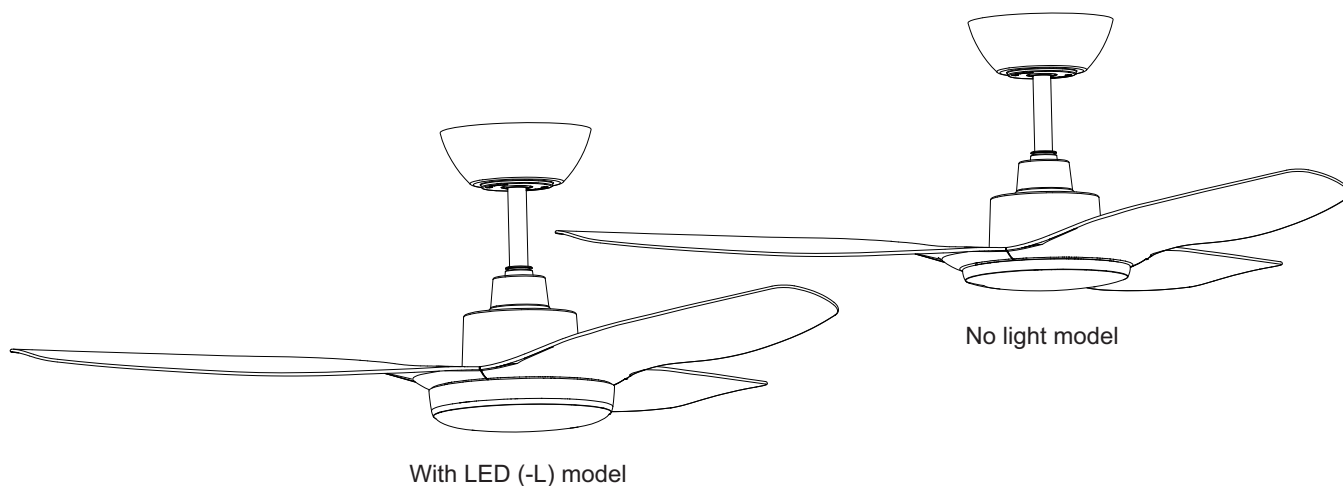




THE AIR MOVEMENT SPECIALISTS

DC 3 Blade Ceiling Fan Instruction Manual



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

Ceiling Fan Instruction Manual

MODELS:

DC31203WH, DC31203WH-L, DC31203WHWC, DC31203WH-LWC

Ceiling Fan Installation Manual Rev 2.0.2

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

IMPORTANT: A single-pole isolation switch on the active of the receiver input MUST be included in the wiring and located in the same room as the ceiling fan (see wiring diagram on page 7).

1. This 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.
5. 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.
6. For safe and effective operation, Ventair recommends the fan blades being at least 2.1m above the floor.
7. Only a licensed electrician should handle the installation.
8. **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.
9. **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.

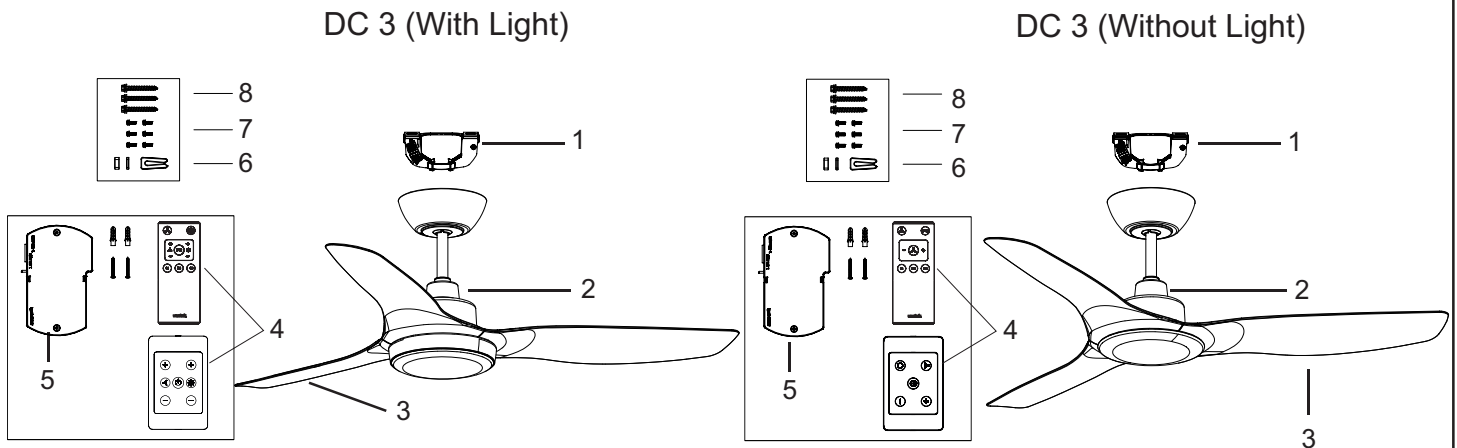


Fig 1

List of Components

With light models

1. Mounting Bracket x 1
2. Preassembled fan motor, downrod, canopy & LED light x 1 cover x 1
3. Fan Blades x 3
4. Remote Control x 1 or Wall Control x 1 (2 x LR03 1.5V AAA Batteries and Wood Screws 3.5 x 20mm x 1 included).
5. Receiver x 1
6. Balancing Kit x 1
7. Blade Screws x 6 (M5 x 16mm)
8. Wood screws for mounting bracket x 2 & safety wire x 1 (6 x 50mm)

Without light models

1. Mounting Bracket x 1
2. Preassembled fan motor, downrod, canopy & bottom cover x 1
3. Fan Blades x 3
4. Remote Control x 1 or Wall Control x 1 (2 x LR03 1.5V AAA Batteries and Wood Screws 3.5 x 20mm x 1 included).
5. Receiver x 1
6. Balancing Kit x 1
7. Blade Screws x 6 (M5 x 16mm)
8. Wood screws for mounting bracket x 2 & safety wire x 1 (6 x 50mm)

PLEASE NOTE: Check for any damage to the fan prior to installation. Physical damage such as marks and scratches are not covered by the in home warranty. In this case, please contact the Ventair support team to discuss replacement parts.

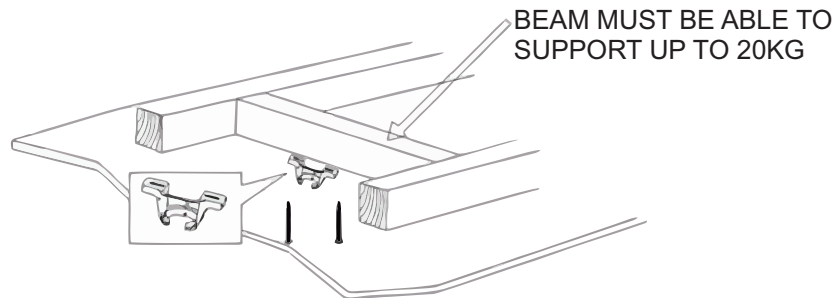
E: support@ventair.com.au

P: 1300 665 926

BEFORE INSTALLATION

MOUNTING BRACKET

- The ceiling fan must be installed in a location where 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.



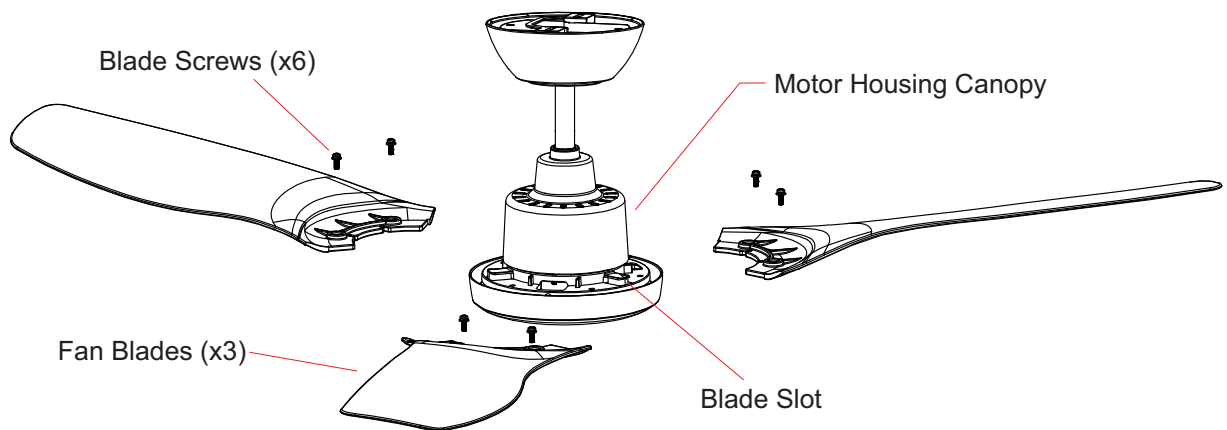
NOTE: THIS PICTURE IS FOR ILLUSTRATIVE PURPOSES ONLY AND DOES NOT REPRESENT THE ACTUAL BRACKET.

PLEASE NOTE:

The bracket fixing screws provided are for use with wooden structures only. These screws are designed specifically for this purpose, 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 FIT' BLADE INSTALLATION

BLADE ATTACHMENT

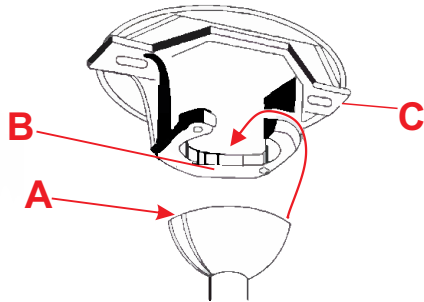


Picture for illustrative purposes only

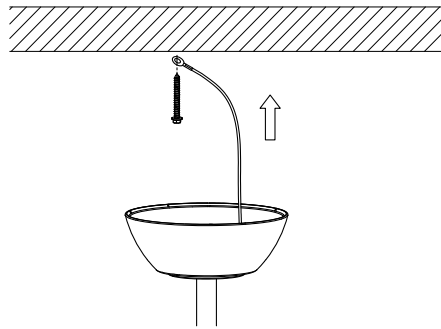
1. Insert the blades (x3) into the blade holding slots on the motor housing.
2. Install the blade screws (2 per blade), being careful not to over tighten.
3. Move motor housing canopy downward until covering the motor housing.

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)

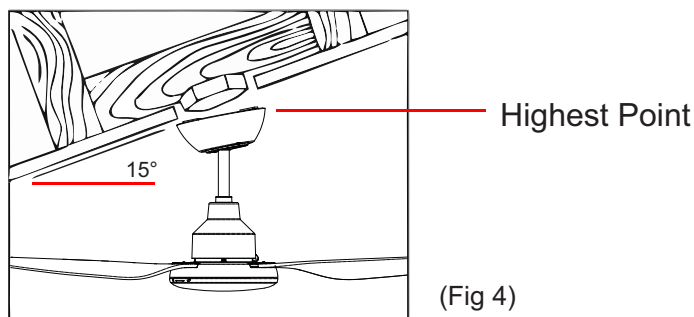


Secure the safety wire using the designated screw point on the hanging bracket or other secure point such as a ceiling joist.

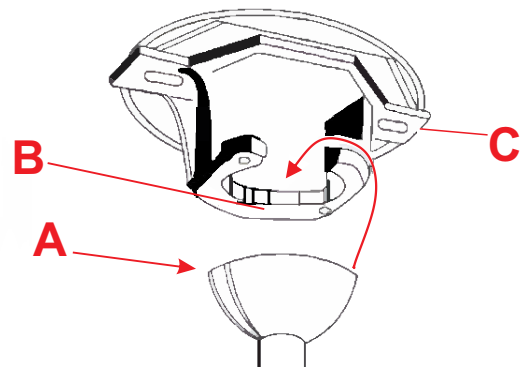
ANGLED CEILING INSTALLATION

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 and must be positioned at the highest point to ensure correct operation.



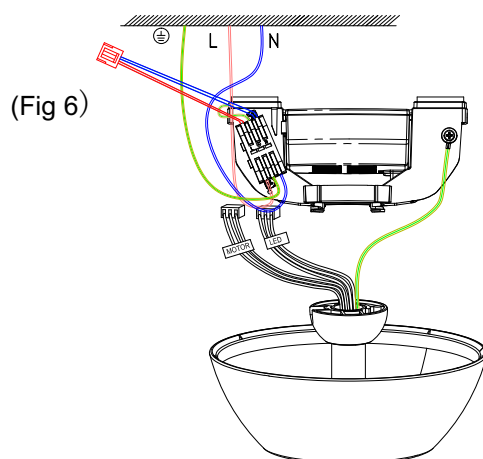
(Fig 4)



FINISHING THE INSTALLATION

- Complete the electrical connection at the mounting bracket terminal block.
- Fix the EARTH cable from motor to the mounting bracket.

NOTE: This fan is a Class I electrical product (refer to Fig 6 below).



(Fig 6)

FINISHING THE INSTALLATION

Slide receiver into position in the hanging bracket ensuring the AC input connector from the hanging bracket is aligned with the AC port on the receiver. Refer Fig 7.1 and 7.2.

- A.** For fan models without light, plug cable marked 'MOTOR' into remote control box. See Fig 7.1.
 - B.** For fan models with light, plug cable marked 'MOTOR' and 'LED' into remote control box. See Fig 7.2.
- Plug in the AC input connector from the hanging bracket into AC port on the receiver.

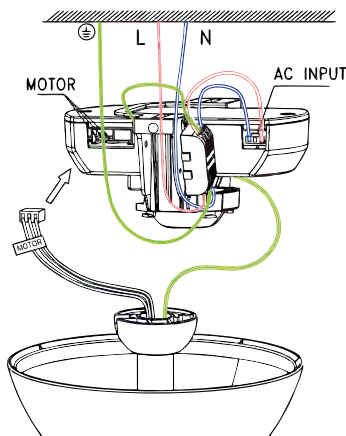


Fig 7.1

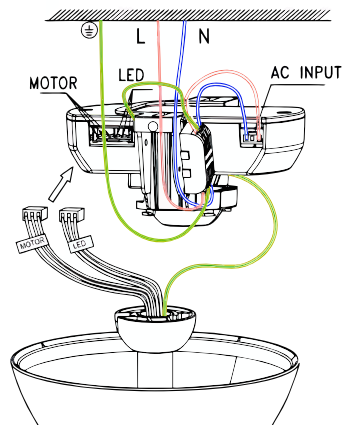
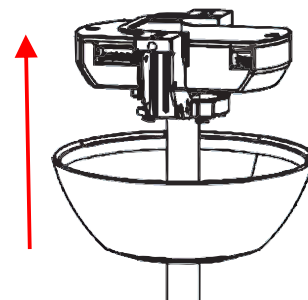


Fig 7.2

- Slide the canopy upwards into position over the mounting bracket then turn counter clockwise to twist and lock into position. Ensure all 4 tabs on the mounting bracket are located correctly into the slots on the canopy. Canopy should be sitting approx 3mm off the ceiling.



- Ensure all wires are tucked neatly into the canopy to avoid any damage.

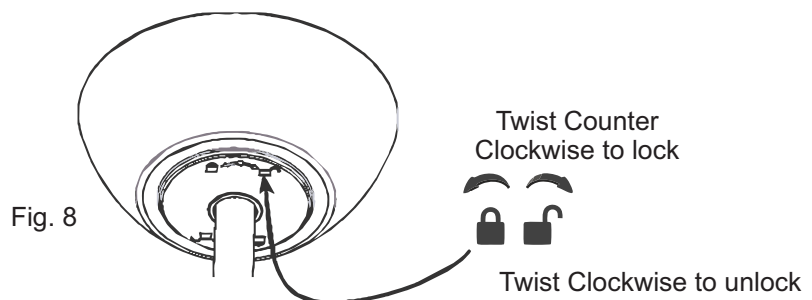


Fig. 8

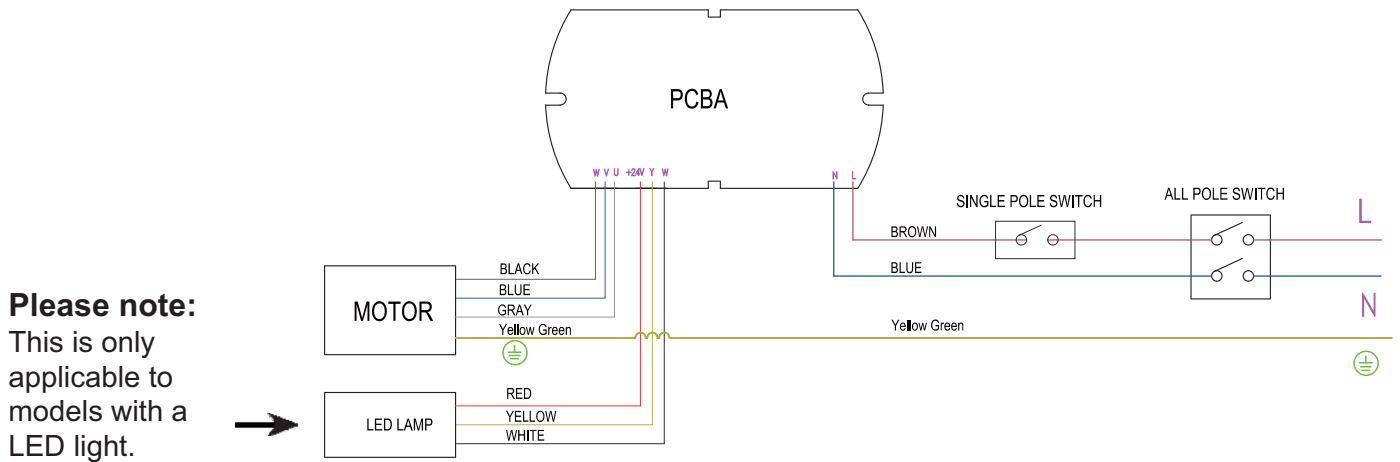
PLEASE NOTE: Ensure the Canopy has fixed fully into position by twisting firmly.

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 wire to the of the terminal block on the mounting bracket.
- Connect “NEUTRAL” supply to “N” of the terminal block on the mounting bracket.
- Screw “EARTH” cable from motor to cavity to on the mounting bracket.

Please refer to Fig 6 on page 5.



OPTIONAL ACCESSORIES

DC3WCM-2 - Ventair DC Push Button Wall Control (with light models only)

<https://ventair.com.au/product/dc3wcm>



DC3WCM - Ventair DC Push Button Wall Control (with light models only)

<https://ventair.com.au/product/dc3wcm-2>



DCFAN3SPWC - FLEXMECH - DC Fan 3 Speed Rotary Wall Control (no light model)

<https://ventair.com.au/product/dcfan3spwc>



DCFAN3SPWCL - FLEXMECH - DC Fan 3 Speed Rotary Wall Control (with light model)

<https://ventair.com.au/product/dcfan3spwcl>



REMOTE CONTROL OPERATION

PLEASE NOTE: The Remote Handset' cannot be used either simultaneously, or in conjunction with a 'Wall Controller' (DC Wall Controller available separately).

Fan models without Light



	Fan "ON" and "OFF"
F/R	Forward - Downdraft for cooling (Summer mode) Reverse - Updraft for heat circulation (Winter mode)
+	Increase fan speed until Max (speed 5)
-	Decrease fan speed until Min (speed 1)
TIMER	Fan Off timer with 3 settings (1hr, 2hrs, 4hrs)

Fan models with Light



	Fan "ON" and "OFF"
F/R	Forward - Downdraft for cooling (Summer mode) Reverse - Updraft for heat circulation (Winter mode)
+	Increase fan speed until Max (Speed 5)
-	Decrease fan speed until Min (speed 1)
TIMER	Fan Off timer with 3 settings (1hr, 2hrs, 4hrs)
	Switches the light "ON" and "OFF". Press and hold for a minimum of 3 secs to change between WW - NW - CW
+	Increases the light brightness
-	Decreases the light brightness

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

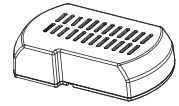
REMOTE CONTROL OPERATION

A remote control consists of two parts:

1. Handset / controller (transmitter).
2. Receiver (receives message from the handset and is located in the upper canopy of the fan).





Handset



Receiver

The DC 3 remote control comes pre-paired from the factory and is ready to use. Manual re-pairing will only be required in the situations mentioned below.

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


- Turn all fans you wish to operate from the one remote off at the isolation switch and leave off for a **minimum of 1 minute**.
- Turn all isolation switches on for the chosen fans and **within 4 seconds** press the  button on your chosen remote. The fans will emit a 'beep beep' sound to indicate the pairing process is complete.
- Again, press the  button on the handset to change the speed of the fans and check pairing.

PLEASE NOTE: Remote performance may not be consistent across all applications and can vary according to environmental factors, line of sight, distance or battery quality.

Troubleshooting - DC 3

Q) One remote is controlling multiple fans, how do I change this?

A) This can be changed by **re-pairing** each fan one at a time:

- Turn all fans you wish to separate off at the isolation switch and leave off for a **minimum of 1 minute**.
- Turn the isolation switch on for the first fan and **within 4 seconds** **press** the  button on the handset. The remote should now be paired, check fan functions.
- Repeat the steps above on the next fan ensuring the previous fan is left on at the isolation switch.

NOTE: Each fan must have its own isolation switch as per the instructions on page 2 and the diagram on page 7. Please contact your installing electrician to rectify if this is not the case.

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

- Try the **re-pairing** process as outlined above.
- Try pairing a hand piece from a different fan as outlined in the **re-pairing** instructions. If the problem persists, contact Ventair technical via email support@ventair.com.au or call 1300 665 926.

3. Replacing an old or damaged handset

- If you are replacing a handset or receiver, the repairing process (point 1) will need to be performed before operation of the fan is possible.

WALL CONTROL OPERATION (AVAILABLE SEPARATELY)

Please note: The DC 3 'Remote Handset' (pages 8 - 9) cannot be used either simultaneously, or in conjunction with a DC 3 'wall control'.



	Power "ON" and "OFF" (isolation switch).
	Forward - Downdraft for cooling (Summer mode). Reverse - Updraft for heat circulation (Winter mode).
	Increase fan speed until Max (speed 5).
	Decrease fan speed until Min (speed 1).
	Fan ON' and 'OFF'.



	Power "ON" and "OFF" (isolation switch).
	<ul style="list-style-type: none"> • Fan 'ON' and 'OFF' • Forward - Downdraft for cooling (Summer mode) • Reverse - Updraft for heat circulation (Winter mode).
	Increase fan speed until Max (speed 5).
	Decrease fan speed until Min (speed 1).
	<ul style="list-style-type: none"> • Light 'ON' and 'OFF' • Press and hold for minimum 3 seconds to cycle through LED colour temperatures - WW-NW-CW.
	Increase light brightness until Max.
	Decrease light brightness until Min.

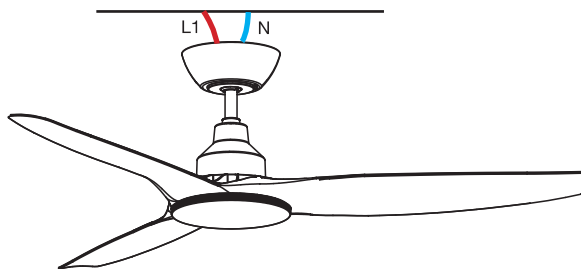
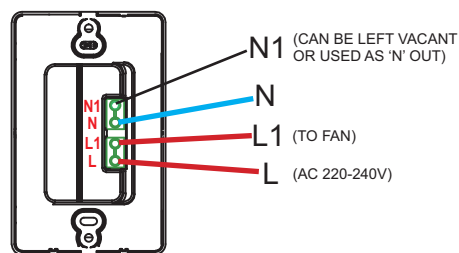
CAUTION
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 OPERATION



**MUST BE
 INSTALLED BY
 A LICENSED
 ELECTRICIAN**

ELECTRICAL WIRING DIAGRAM

Using 1 wall control to operate 1 x DC 3 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 beep' sound will be heard. Within 4 seconds press the fan button on the wall control. The fan will emit another 'beep beep' sound to indicate the pairing process is complete.

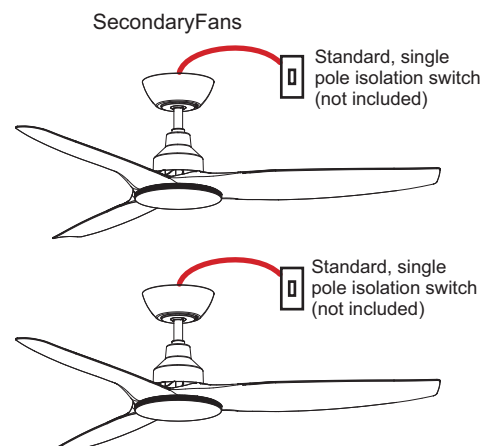
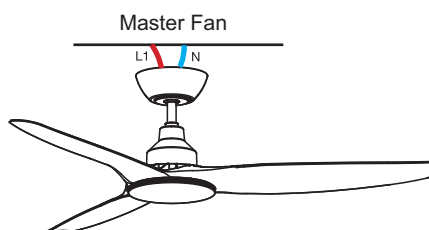
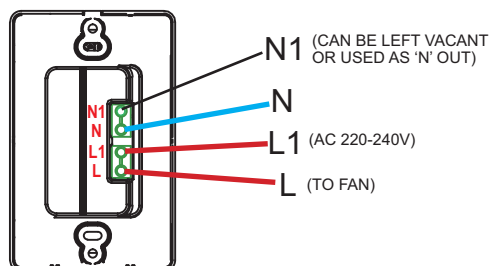
PLEASE NOTE: All fans should be within a 12m radius of the transmitter (remote / wall control).
Wireless range is influenced by various factors including distance, building materials, and interference.
Minimise distance between transmitter and receiver for optimal performance.

Using 1 wall control to operate 2 or more DC 3 Ceiling fans

IMPORTANT NOTES FOR MULTI FAN OPERATION.

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

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.



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

Pair the Master Fan

1. Ensure isolation switch off.
2. Turn isolation switch "ON".
3. Within 4 seconds press the fan button on the wall control.
4. The fan will emit a 'beep beep' sound to indicate the pairing process has succeeded.

Pair the Secondary Fan

1. Ensure secondary fan isolation switch is 'OFF'.
2. Turn Secondary fan isolation switch 'ON'.
3. Within 4 seconds press the fan button on the wall control.
4. The fan will emit a 'beep beep' sound to indicate the pairing process has succeeded.
5. Repeat this process for each additional fan.
6. Test to ensure all fans are working in unison.

IMPORTANT FACTS

Fan Operation:

The DC 3 has been designed to optimise airflow with minimal amount of energy usage. A ceiling fan rotates much slowly than traditional style wall, pedestal or desk fans; ceiling fans cool people effectively by introducing slow movement, with high airflow into the 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 affected 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 as susceptible to the noise problems that are commonly experiences with typical, higher wattage, heavier AC type ceiling fan motors. The DC 3 range is one of the quietest available and is ideal for all areas of the home especially bedrooms where noise is a crucial consideration.

MAINTENANCE

CARE AND CLEANING:

NOTE: Always turn the power OFF 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 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 blades, wipe with damp clean damp cloth only, do not use organic solvents or cleaners.
- The motor uses permanently lubricated bearings, there is no need to oil.

TECHNICAL INFORMATION

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

WARRANTY INFORMATION

- For technical assistance please contact Ventair support via email support@ventair.com.au or call 1300 665 926.
- This fan is suitable for indoor and covered outdoor areas. Please ensure the fan is adequately protected from the elements. Exposure to excessive winds, dust, water or salt air may damage the fan and will not be covered under warranty.
- The light in your fan (where applicable) is designed to provide years of trouble free usage. Please do not attempt to remove the panel as this may cause damage not covered by warranty. Should you require any assistance please contact the Ventair support team.
- If you suspect faults relating to installation, contact your installer to rectify.
- If you suspect there to be manufacturing defect, lodge a warranty by visiting www.ventair.com.au/warranty

You will need to provide the following information:

- Proof of purchase
- The nature of the fault and supporting evidence
- The brand, model number and colour of the unit
- The owners name, address and contact number
- Certificate of electrical safety (if requested)

The customer will not gain the benefit of this warranty without making a claim with Ventair. All warranty repairs or replacements require prior written approval from Ventair.

Please see www.ventair.com.au/warranty for terms and conditions.