

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device.
4. **WARNING:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to 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.
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only UL Listed outlet boxes marked **FOR FAN SUPPORT**.
6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.
7. Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.
8. Avoid placing objects in the path of the blades.
9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
10. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.
11. After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
12. Electrical diagrams are reference only. Light kit that are not packed with the fan must be UL Listed and marked suitable for use with the model fan you are installing. Switches must be UL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.

**WARNING**

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED ACCEPTABLE FOR FAN SUPPORT.

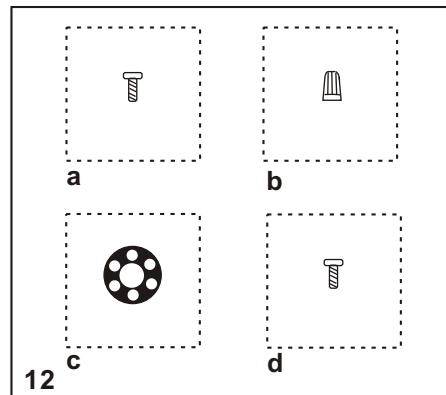
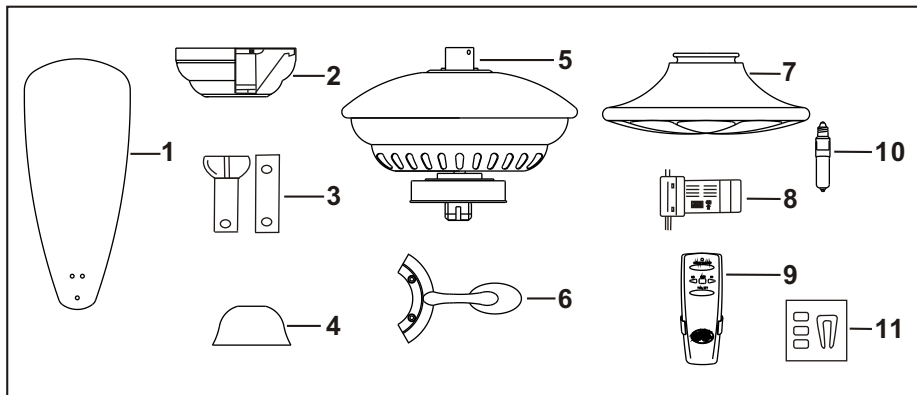
**WARNING**

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

**NOTE**

READ AND SAVE ALL INSTRUCTIONS!

# *1. Safety Rules*



Unpack your fan and check the contents. You should have the following items:

- |   |   |                                 |
|---|---|---------------------------------|
| 1. Set of blades (3)                                | 6. Set of blade bracket (3)             | 12. Loose parts bag containing: |
| 2. Canopy assembly                                  | 7. Glass shade                          | a. Blade attachment hardware    |
| 3. Ball/downrod assembly (1)<br>& extra downrod (1) | 8. Receiver+6 wire nuts                 | (10 screws)                     |
| 4. Collar cover                                     | 9. Transmitter+holder+2 mounting screws | b. Mounting hardware            |
| 5. Fan motor assembly                               | 10. 100W Halogen Bulb                   | (3 plastic wire connectors)     |
|   | 11. Balancing kit                       | c. Rubber gasket                |
|   |   | d. Light kit hardware           |
|   |   | (1 screw)                       |

**WARNING**  
DO NOT INSTALL OR USE FAN  
IF ANY PART IS DAMAGED OR MISSING.  
CALL TOLLFREE 877-898-1881

## *2. Unpacking Your Fan*

## Tools Required

Phillips screwdriver, straight slot screwdriver, adjustable wrench, step ladder, and wire cutters.

## Mounting Options

If there isn't an existing UL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs). Do not use plastic outlet boxes.

Figures 1, 2 and 3 are examples of different ways to mount the outlet box.

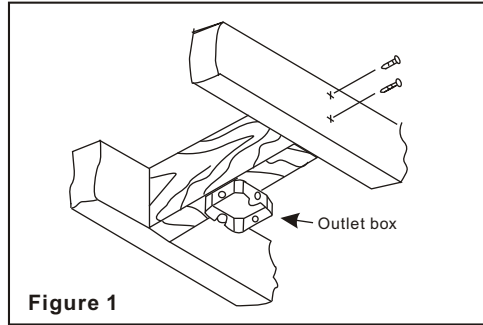


Figure 1

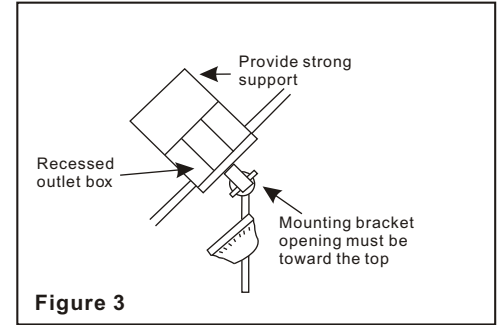


Figure 3

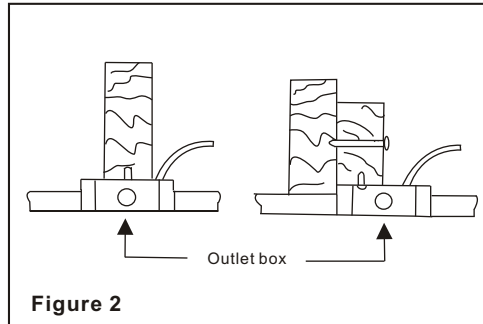


Figure 2

Note: You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling.

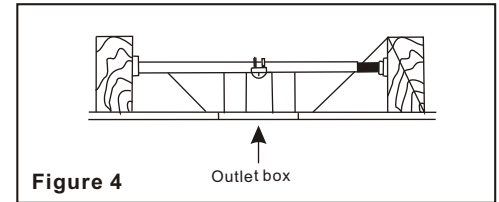


Figure 4

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4 (available at your Hampton Bay Retailer).

## 3. Installing Your Fan

# Hanging the Fan

**REMEMBER** to turn off the power. Follow the steps below to hang your fan properly. **NOTE:** This ceiling fan is supplied with two types of hanging assemblies; the standard ceiling installation using the downrod with ball and socket mounting and the "close-to-ceiling" installation. The "close-to-ceiling" installation is recommended in rooms with less than 8-foot ceilings or in areas where additional space is desired from the floor to the fan blades. When using the standard 4" downrod, the distance from the ceiling to the bottom of the fan blades will be approximately 12 inches. When using the optional 6" downrod, this distance will be 14 inches. The "close-to-ceiling" installation reduces this distance to 8-inches. Once you have selected which mounting system you will use, proceed with the following instructions. Where necessary, each section of the instructions will note the different procedures to follow for the two types of mounting.

## CHANGING THE DOWNROD (OPTIONAL)

**NOTE:** Your fan comes with a 4" downrod attached to the hanger ball. In addition you have been provided with a 6" downrod to use if desired. If you choose to use the 6" downrod, perform the following steps.

1. Remove the hanger ball from the 4" downrod by loosening the set screw at the top of the downrod which holds the hanger ball to the downrod.
2. Slide the hanger ball down the downrod and remove the support pin.

3. Insert the support pin in the holes at the top of the 6" downrod and slide the hanger ball up the 6" downrod. Make sure the support pin is properly seated in the grooves in the top of the hangerball.
4. Tighten the set screw firmly.

**CAUTION**  
**REMOVE 5 RUBBERPACKING MOUNTS**  
**AND DISCARD BEFORE INSTALLATION.**

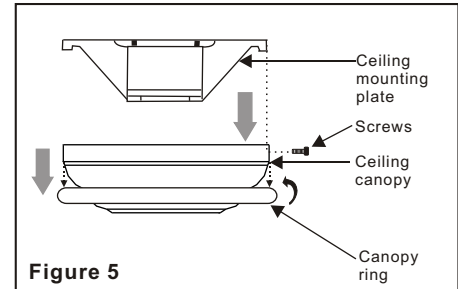
## STANDARD CEILING INSTALLATION

1. Remove the canopy ring from the canopy by turning the ring clockwise until it unlocks. (Fig. 5)
2. Remove the hanger bracket from the canopy by loosening the four screws on the top of the canopy. Remove the two non-slotted screws and loosen the slotted screws. This will enable you to remove the hanger bracket. (Figure 5)
3. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 6
4. Loosen the two screws on the outlet box in half way.
5. Attach the hanger bracket on the outlet box by sliding the hanger bracket over the screws provided with the outlet box.
6. Tighten the two screws on the outlet box securely.
7. Remove the hanger pin, lock pin and set screws from the top of the motor assembly.
8. Route wires exiting from the top of the fan motor through the collar cover and canopy ring. Make sure the slot openings of the canopy ring are on top. Route the wires through the canopy and then through the ball/downrod assembly (Figure 6A).

9. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Figure 6A). Carefully insert the hanger pin through the holes in the collar and downrod. Be careful not to jam the pin against the wiring inside the downrod. Insert the locking pin through the hole in locked position, as noted in the circle inset of Figure 6A.

**WARNING**  
**FAILURE TO PROPERLY INSTALL**  
**LOCKING PIN AS NOTED IN STEP 9**  
**COULD RESULT IN FAN LOOSENING**  
**AND POSSIBLY FALLING.**

10. Tighten two set screws on top of the fan motor firmly. (Figure 6A)
11. Place the downrod ball into the hanger bracket socket.



**Figure 5**

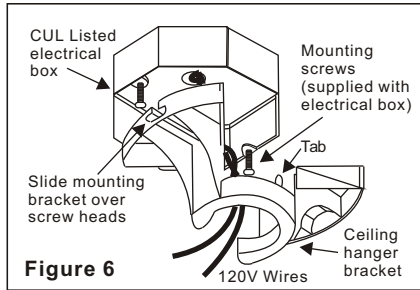


Figure 6

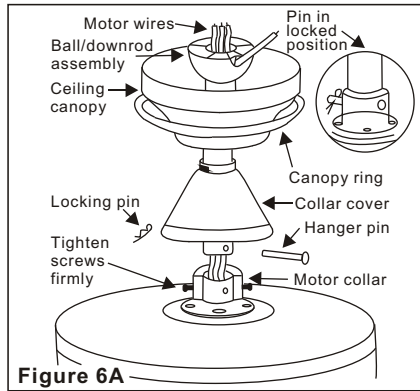
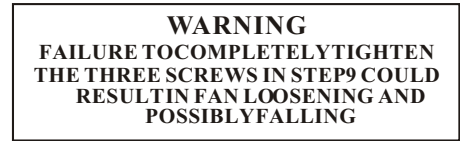


Figure 6A

## CLOSE-TO-CEILING INSTALLATION

1. Remove the canopy ring from the canopy by turning the ring clockwise until it unlocks. (Fig. 5)
2. Remove the hanger bracket from the canopy by loosening the four screws on the top of the canopy. This will enable you to remove the hanger bracket. (Figure 5)
3. Remove the decorative canopy bottom cover from the canopy by depressing the three studs (Fig. 7A)
4. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 6.
5. Loosen the two screws on the outlet box halfway.
6. Attach the hanger bracket on the outlet box by sliding the hanger bracket over the screws provided with the outlet box.
7. Tighten the two screws on the outlet box securely.
8. Remove three of the six screws and lock washers (every other one) from the collar of top motor (Figure. 7)
9. Place the rubber gasket over the remaining three screws, route the wires exiting the top of the fan motor through the canopy ring (make sure the slot openings of the ring are on top). then proceed to place the ceiling canopy over the collar at the top of the motor. Align the mounting holes with the holes in the motor and fasten using the screws and lock washers provided (Fig. 7).
10. Tighten the mounting screws securely. (Fig. 7)



11. Hang the fan on the tab of the hanger bracket. Be certain that the canopy is fully locked into tab as shown in Fig. 8. This will allow you to make the electrical connections.

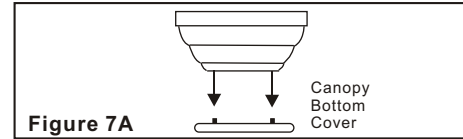


Figure 7A

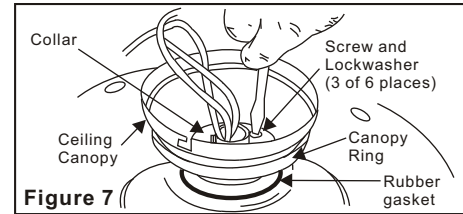


Figure 7

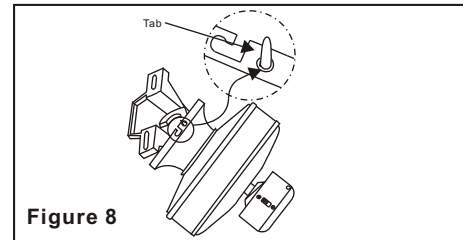


Figure 8

## Make the Electric Connections

**WARNING:** To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

**NOTE:** This remote control unit is equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your receiver and transmitter have been preset at the factory. Please recheck to make sure the switches on transmitter and receiver are set to the same position, any combination of settings will operate the fan as long as the transmitter and receiver are set to the same position. (Figure 9)

**Step 1.** (Figure 10) Insert the receiver into the mounting bracket with the flat side of the receiver facing the ceiling.

**Step 2.** (Figure 11) Motor to Receiver Electrical Connections: Connect the black wire from the fan to black wire marked "TO MOTOR L". Connect the white wire from the fan to the white wire marked "TO MOTOR N" from the receiver. Connect the blue wire from the fan to the blue wire marked "For Light" from the receiver. Secure the wire connections with the plastic wire nuts provided.

**Step 3.** (Figure 11) Receiver to House Supply Wires Electrical Connections: Connect the black (hot) wire from the ceiling to the black wire marked "AC in L" from the receiver. Connect the white (neutral) wire from the ceiling to the white wire marked "AC in N" from the Receiver. Secure the wire connections with the plastic wire nuts provided.

**Step 4.** (Figure 11) If your outlet box has a ground wire (green or bare copper) connect it to the fan ground wires; otherwise connect the hanging bracket ground wire to the mounting bracket. Secured the wire connection with a plastic nut provided. After connecting the wires spread them apart so that the green and white wires are on one side of the outlet box and black and blue wires are on the other side. Carefully tuck the wire connections up into the outlet box.

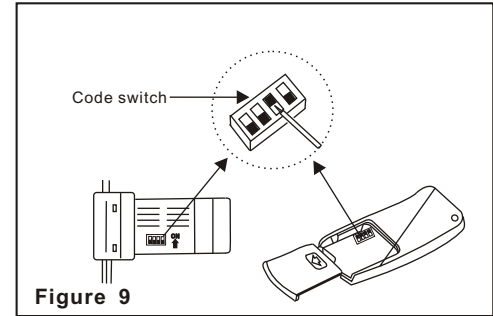


Figure 9

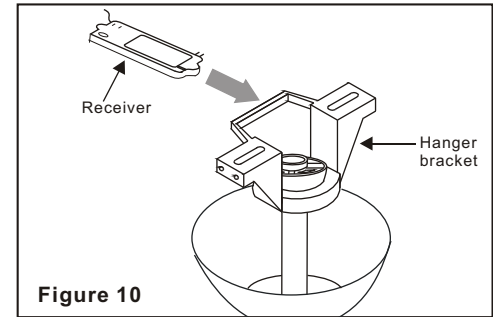
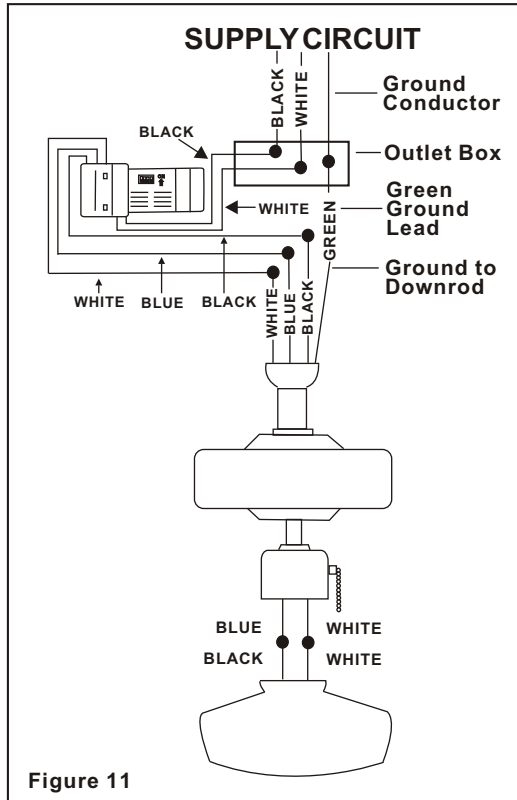


Figure 10

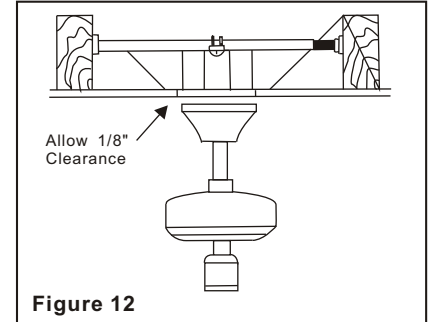


7.

## Finishing the Installation

### STANDARD CEILING INSTALLATION

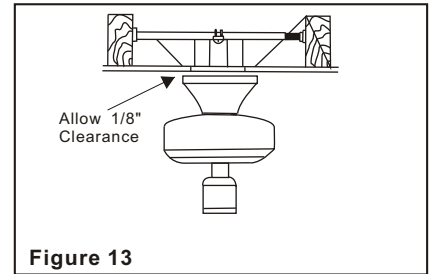
Slide canopy up to the ceiling as shown in Figure 12 leaving a 1/8" clearance between the canopy and the ceiling. Make sure you place the wires safely into outlet box. Secure the canopy to the hanger bracket with the four screws with your fan. Slide the canopy ring over the canopy and tighten by turning the ring.



**WARNING**  
 MAKE SURE TAB AT BOTTOM OF HANGER BRACKET IS HANGER PROPERLY SEATED IN GROOVE OF HANGER BALL BEFORE ATTACHING CANOPY TO BRACKET. FAILURE TO PROPERLY SEAT TAB IN GROOVE COULD CAUSE DAMAGE TO ELECTRICAL WIRING

### CLOSE-TO-CEILING INSTALLATION

Remove the fan from the tab on the hanger bracket. Secure the canopy to the hanger bracket as shown in Figure 13 with four screws included with your fan. Slide the canopy ring over the canopy and tighten by turning the ring.



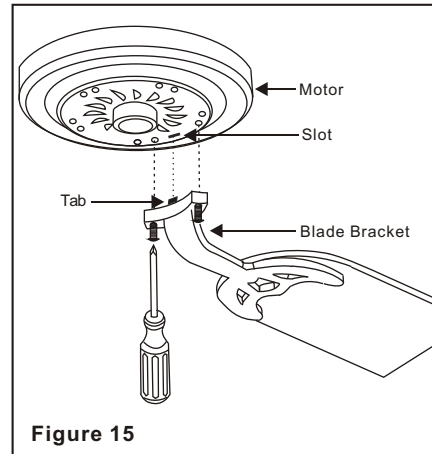
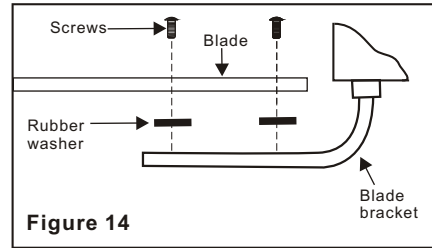
# Attaching the Fan Blades

**Step 1** Attach the blades to the blade brackets using the screws and rubber washers provided as shown in Figure 14. Start a screw into the bracket, but do not tighten. Repeat for the other 2 screws and washers.

**Step 2** Tighten each screw securely starting with the centerscrew. Make sure the blade is straight.

**Step 3** Fasten the blade assemblies to the motor by insert the tab from the blade brackets to the slot in the bottom motor housing, then tighten the two screws and washers already installed in the blade brackets (Figure 15).

**Step 4** Install an optional light kit if you wish. Follow the instructions included with the kit.





All blades are grouped by weight. Because natural woods vary in density, the fan may wobble even though the blades are weight matched.

The following procedure should correct most fan wobble. Check after each step.

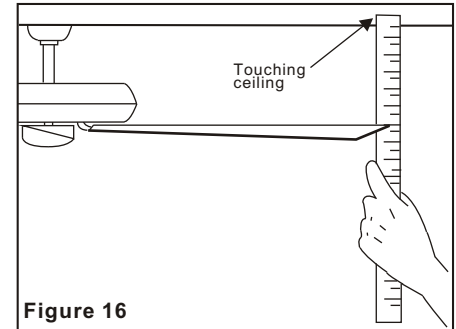
1. Check that all blade and blade bracket screws are secure.

2. Most fan wobble problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure this distance as shown in Figure 16. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance should be equal within 1/8".

3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable.

4. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.

**WARNING**  
**TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE HOLDERS WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.**

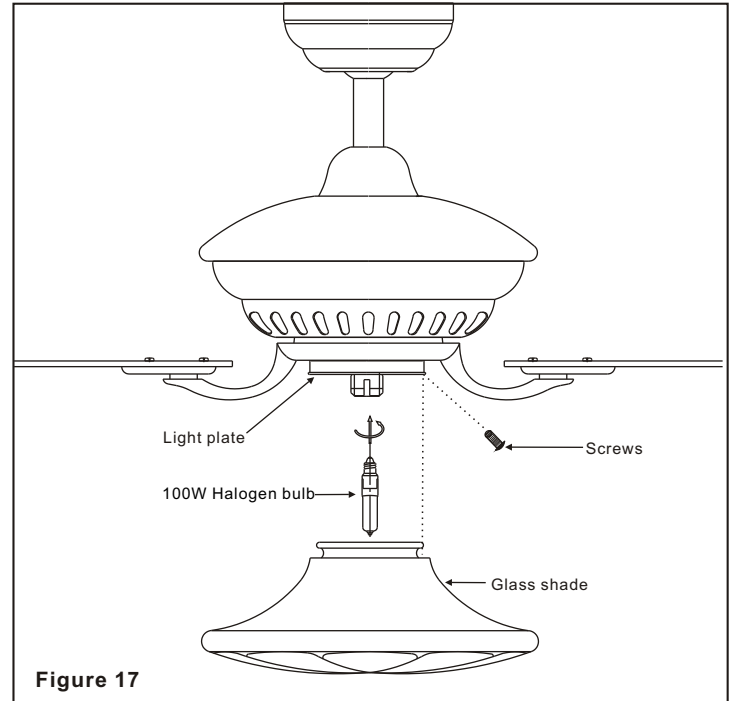


**Figure 16**

**REMEMBER:** To disconnect the power.

**Step 1.** Install 100w halogen bulb(included). (Fig. 17)

**Step 2.** Mount the glass shades to the light plate by unscrewing partway the thumbscrews on the glass holders, inserting the glass, then gently tightening the thumbscrews by hand evenly to the glass. **DO NOT OVER TIGHTEN.**



*Installing the Glass Shade 10.*

## Restore power to ceiling fan and test for proper operation.

1. "**LO, MED, HI**" buttons:  
These three buttons are used to set the fan speed as follows:  
**LO**= Low speed **MED**= Medium speed  
**HI**= High speed
2. "**FAN OFF**" button:  
This button turns the fan off.
3. The "**LIGHT/DIMMER**" button turns the light ON or OFF and also controls the brightness setting. Press and release the button to turn the light ON or OFF. Press and hold the button to set the desired brightness. The light key has an auto-resume, it will stay at the same brightness as the last time it was turned off.

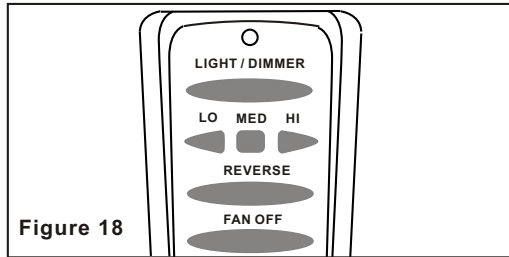


Figure 18

4. The "**REV**" button is used to set the fan forward or reverse, press the button forward (for warm weather) or reverse (for cool weather):

Speed settings for warm or cold weather depend on factors such as room size, ceiling height and number of fans, etc.

**NOTE:** Wait for the fan to stop before changing the setting of the "**REV**" button.

Warm weather - (Forward) A downward airflow creates a cooling effect as shown in Figure 19. This allows you to set your air conditioner on a higher setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown in Figure 20. This allows you to set your heating unit on a lower setting without affecting your comfort.

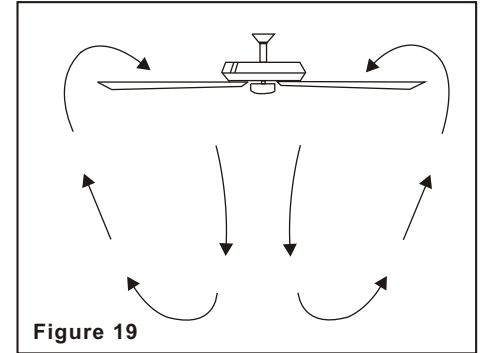


Figure 19

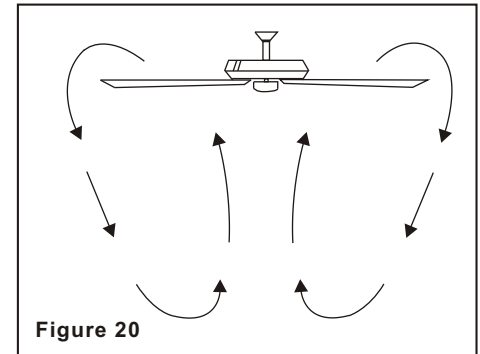
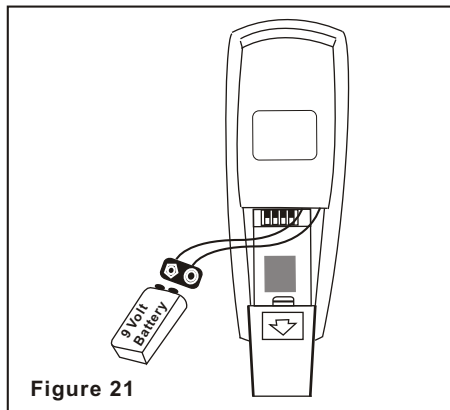


Figure 20

# 11. Operating Your Transmitter

## Installing the battery:

Install 9 volt battery (not included), to prevent damage to transmitter, remove the battery if not used for long periods. (Fig. 21)



Here are some suggestions to help you maintain your fan

1. Because of the fan's natural movement, some connections may become loose. **Check the support connections, brackets, and blade attachments twice a year.** Make sure they are secure. **(It is not necessary to remove fan from ceiling.)**

2. Clean your fan periodically to help maintain its new appearance over the years. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing. Do not use water when cleaning. This could damage the motor, or the wood, or possibly cause an electrical shock.

3. You can apply a light coat of furniture polish to the wood blades for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.

4. **There is no need to oil your fan.** The motor has permanently lubricated bearings.

### IMPORTANT

MAKE SURE THE POWER IS OFF AT THE ELECTRICAL PANEL BOX BEFORE YOU ATTEMPT ANY REPAIRS. REFER TO THE SECTION "MAKING ELECTRICAL CONNECTIONS"

*Care of Your Fan 12.*

## Problem

## Solution

Fan will not start.

1. Check circuit fuses or breakers.
2. Check line wire connections to the fan and switch wire connections in the switch housing.  
**CAUTION:** Make sure main power is off.
3. Check to make sure the dip switches from the transmitter and receiver are set to the same frequency.

Fan sounds noisy.

1. Make sure all motor housing screws are snug.
2. Make sure the screws that attach the fan blade bracket to the motor hub is tight.
3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing.  
**CAUTION:** Make sure main power is off.
4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappears during this time.
5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that light bulb is also secure.
6. Some fan motors are sensitive to signals from solid-state variable speed controls.  
If you have installed this type of control, choose and install another type of control.
7. Make sure the upper canopy is a short distance from the ceiling. **It should not touch the ceiling.**

# *13. Troubleshooting*