

# *Hampton Bay Lifetime Limited Warranty*

The retailer warrants the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a lifetime after the date of purchase by the original purchaser. The retailer also warrants that all other fan parts, excluding any glass or plexiglass blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of one year after the date of purchase by the original purchaser. We agree to correct such defects without charge or at our option replace with a comparable or superior model if the product is returned to the retailer. To obtain warranty service, you must present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Damage to any part such as by accident or misuse or improper installation or by affixing any accessories, is not covered by this warranty. Because of varying climatic conditions in the United States this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. A certain amount of wobble is normal and should not be considered a defect. Servicing performed by unauthorized persons shall render the warranty invalid. **There is no other express warranty. The retailer hereby disclaims any and all warranties, including but not limited to. Those of merchantability and fitness for a particular purpose to the extent permitted by law.** The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the express warranty. Some states do not allow limitation on how long an implied warranty lasts, so the above limitation may not apply to you. **The retailer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law.** Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives specific legal rights, and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties.

Date Purchased \_\_\_\_\_

Store Purchased \_\_\_\_\_

Model No. \_\_\_\_\_  
 326-722  
 326-946

Serial No. \_\_\_\_\_

Vendor No. \_\_\_\_\_ 11289

UPC \_\_\_\_\_  
 792145350644(326-722)  
 792145350651(326-946)

## *Lifetime Limited Warranty*

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.

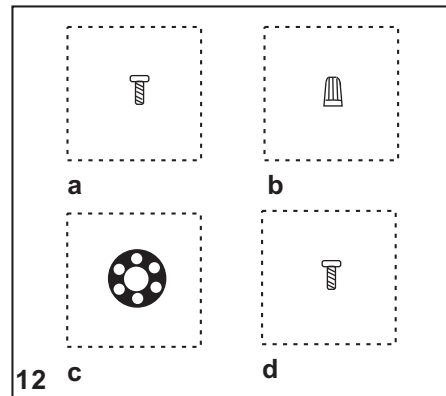
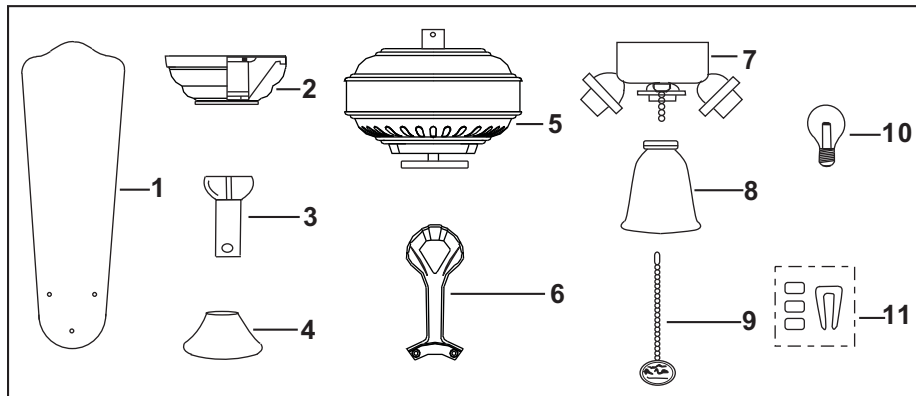
**WARNING**

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 (5)        | 7. Light fixture                  |
| 2. Canopy assembly          | 8. Glass shade (3)                |
| 3. Ball/downrod assembly    | 9. Pull chain and fob (2)         |
| 4. Collar cover             | 10. 60 Watt medium base bulbs (3) |
| 5. Fan motor assembly       | 11. Balance kit                   |
| 6. Set of blade holders (5) |                                   |

12. Loose parts bag containing:
- Blade attachment hardware (16 screws)
  - Mounting hardware (3 plastic wire connectors)
  - Rubber gasket
  - Light kit hardware (1 screw)

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

**NOTE**  
FOR NON-LIGHT USE PURPOSE, THE  
SWITCH HOUSING IS AVAILABLE BY  
CALLING THE TOLL FREE NUMBER  
877-898-1881

## *Unpacking Your Fan 2.*

## 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.

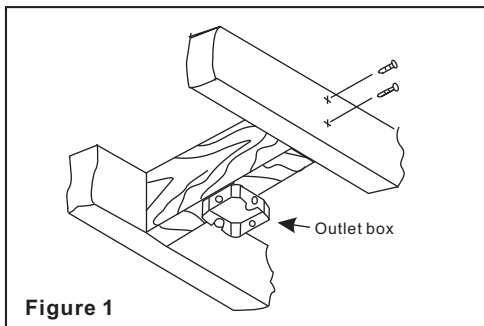


Figure 1

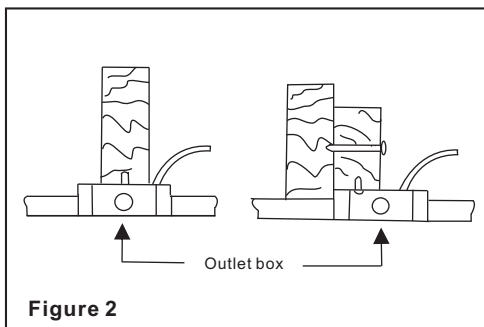


Figure 2

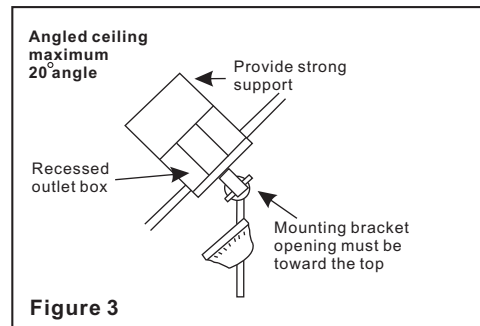


Figure 3

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

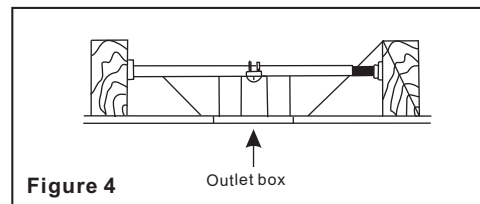


Figure 4

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 1/2" downrod, the distance from the ceiling to the bottom of the fan blades will be approximately 12 1/2 inches. The "close-to-ceiling" installation reduce 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.

## STANDARD CEILING INSTALLATION

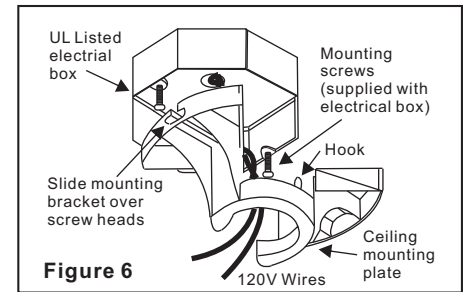
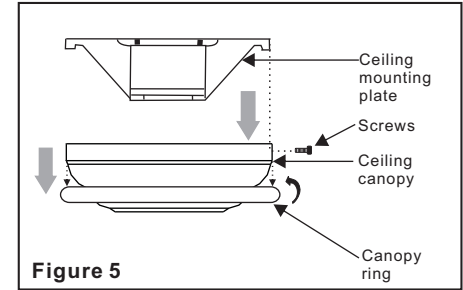
1. Remove the canopy ring from the canopy by turning the ring to the right until it unlocks. (Fig. 5)
2. Remove the hanger bracket from the canopy by loosening the four screws on the top of the canopy. Remove the two non-slotted screws and loosen the slotted screws. This will enable you to remove the 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. Loose 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 hole ins locked position, as note din 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



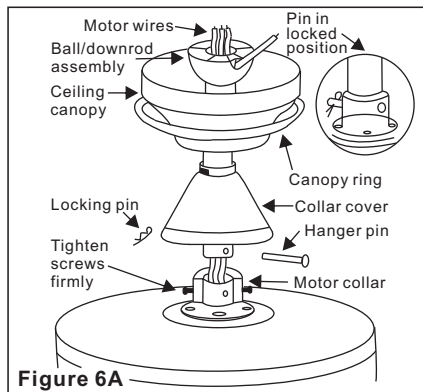


Figure 6A

### CLOSE-TO-CEILING INSTALLATION

1. Remove the canopy ring from the canopy by turning the ring to the right 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. 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)

**WARNING**  
 FAILURE TO COMPLETELY TIGHTEN  
 THE THREE SCREWS IN STEP 9 COULD RESULT IN  
 FAN LOOSENING AND POSSIBLY FALLING.

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.

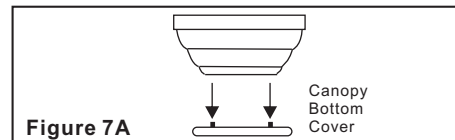


Figure 7A

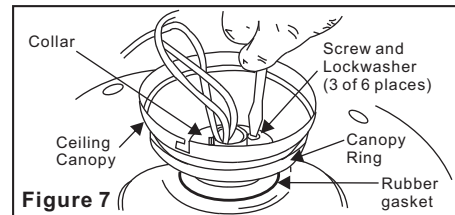


Figure 7

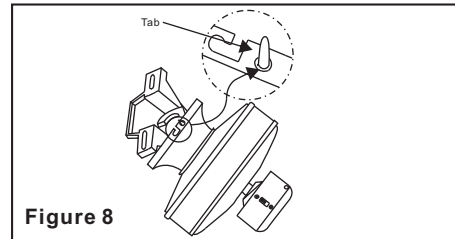


Figure 8

# Making the Electrical Connections

**Remember** to disconnect the power.

Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose strands or connections.

**Step 1** Connect the fan supply (black) wire and light supply (blue) wire to the black household supply wire as shown in Figure 9.

**Step 2.** Connect the neutral fan (white) wire to the white neutral household wire.

**Step 3** Connect the fan ground wire (green) to the household ground wire.

**Step 4** After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and the black and the blue wires are on the other side.

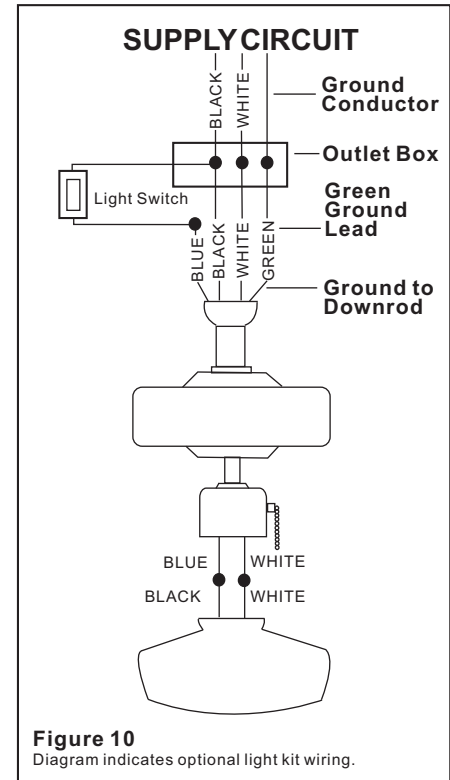
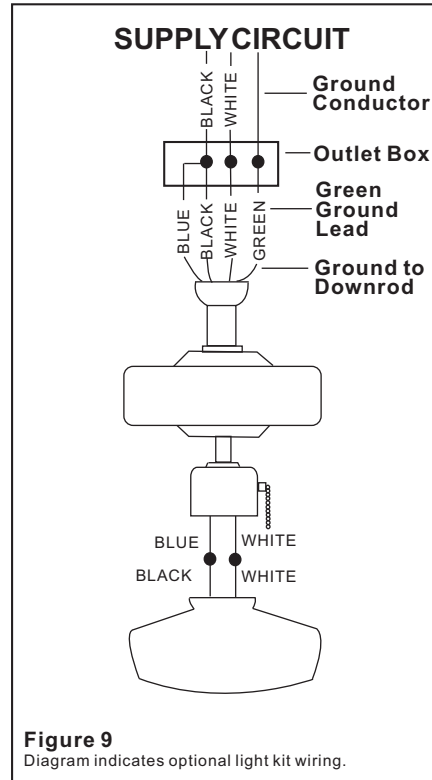
**Step 5** Turn the connecting nuts upward and push the wiring into the outlet box.

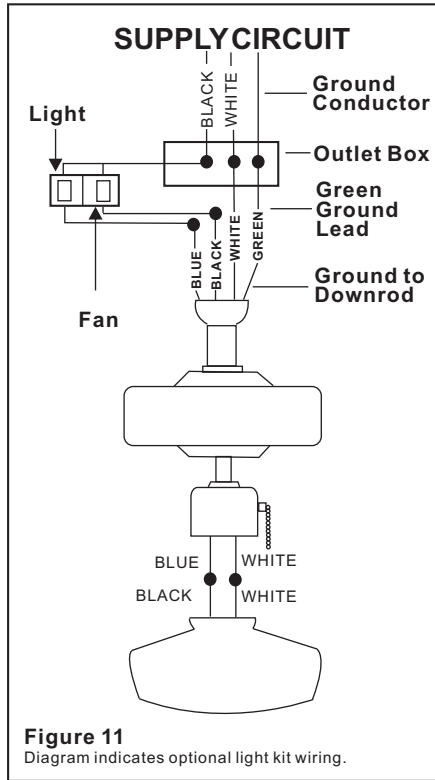
Figure 10 and 11 illustrate the wiring connections for optional wall control (available at your Hampton Bay Retailer, the wire color out of wall control may vary, see wall control's installation manual for correct wire connections.)

**NOTE**  
**LIGHT KITS ARE AVAILABLE AT YOUR HAMPTON BAY RETAILER. THE FAN IS ALREADY WIRED TO SUPPORT THE LIGHT KIT OPTION.**

**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.**

**TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK. DO NOT USE THIS FAN WITH ANY SOLID-STATE SPEED CONTROL DEVICE.**



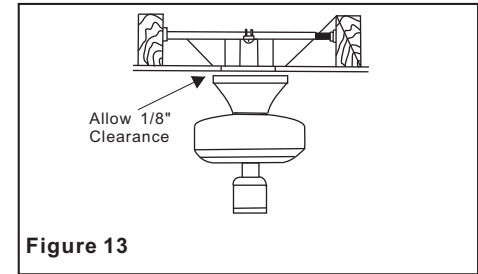
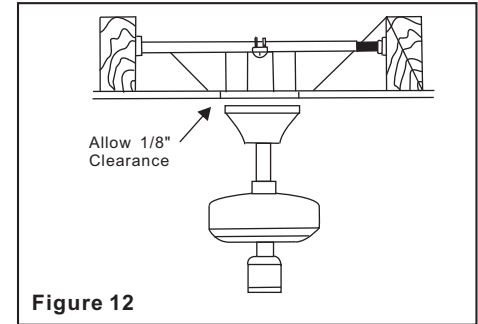


## Finishing the Installation

**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.



Remove the blade attachment screws from the fan motor assembly. Attach and adjust fan blades according to the instructions in the following section.



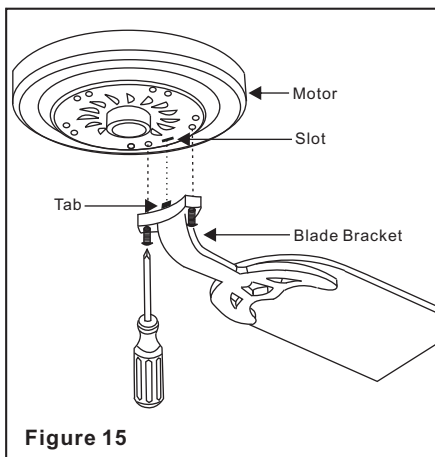
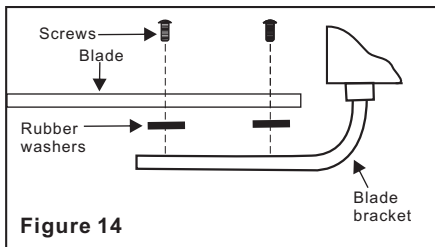
# Attaching the Fan Blades

**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 center screw. 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.

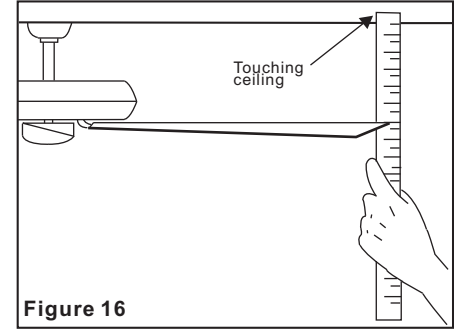
The following procedure should correct most fan wobble. Check after each step.

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. The fan blades must already be attached to the fan

Your fan and light fixture, though pre-wired, have been disassembled at the factory to ease in shipping. Please follow these steps to complete the installation of your fan.

1. While holding the light fixture under your fan, snap together the wire connection plug. (Figure 17)
2. Remove screws from mounting ring under the fan motor. Raise the light fixture body to the mounting ring until the holes in fixture and ring line up. Reinsert screws to secure in place. (Figure 17)
3. Mount the glass shades to the light fixture 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.** (Figure 17)
4. Install 60 watt bulbs (max.). (included)
5. Restore power and your light kit is ready for operation.

**NOTE:** Light bulbs have no warranty, can be purchased at local light bulb specialty store or from our service center.

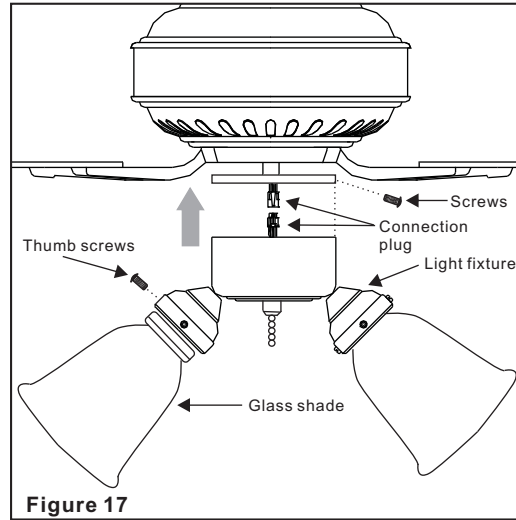


Figure 17

## Fan Without Light Kit (Optional)

1. Disassemble the wire harness from the light fixture, you can keep the light fixture for future use.
2. Install the wire harness into the empty switch box by placing the pull chain switch and reversing switch into the holes located in the empty switch box (see illustration), secure the pull chain switch and reversing switch with original nut and screws. (Fig. 18)

3. Tuck the wire harness into the switch box.
4. Remove the screws from the mounting ring under the fan motor. Raise the switch box to the mounting ring until the holes in switch box and mounting ring line up. Reinsert the screws to secure in place.

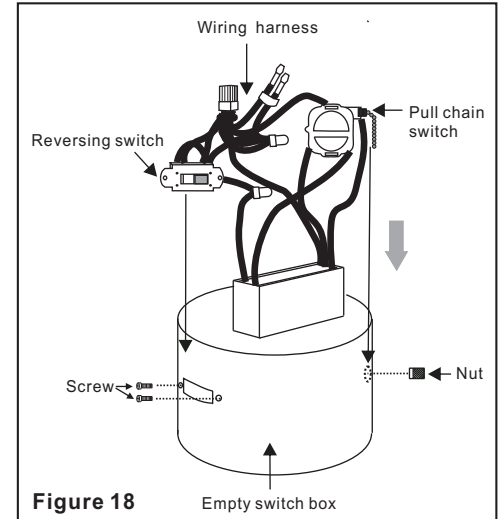


Figure 18

**NOTE**  
FOR NON-LIGHT USE PURPOSE, THE SWITCH BOX IS AVAILABLE BY CALLING THE TOLL FREE NUMBER 877-898-1881

# Installing the Light Kit 10.

**NOTE**  
**WAIT FOR FAN TO STOP BEFORE**  
**CHANGING THE SETTING OF THE**  
**SLIDE SWITCH.**

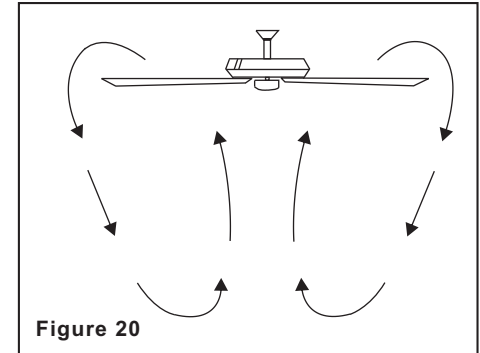
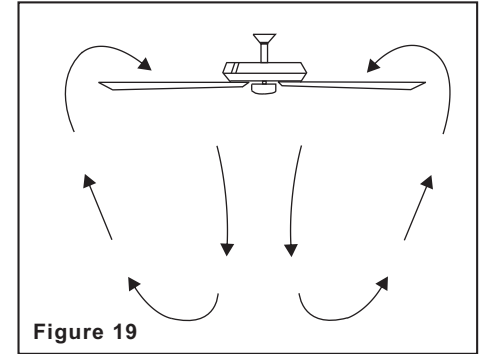
Turn on the power and check the operation of your fan. The pull chain controls the fan speed as follows: 1 pulls- High, 2 pulls-Medium, 3 pulls- Low, and 4 pulls-Off.

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

The slide switch controls directions: forward (switch left) or reverse (switch right)

Warm weather - (Forward) A downward air flow 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.



## *11. Operating Your Fan*

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.

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 disappear 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*

<b>Fan Size</b>	<b>Speed</b>	<b>Volts</b>	<b>Amps</b>	<b>Watts</b>	<b>RPM</b>	<b>CFM</b>	<b>N.W.</b>	<b>G.W.</b>	<b>C.F.</b>
<b>42"</b>	<b>Low</b>	<b>120</b>	<b>0.22</b>	<b>9</b>	<b>75</b>	<b>1500</b>	<b>8.8</b> kgs	<b>9.2</b> kgs	<b>1.86'</b>
	<b>Medium</b>	<b>120</b>	<b>0.39</b>	<b>30</b>	<b>150</b>	<b>3600</b>			
	<b>High</b>	<b>120</b>	<b>0.56</b>	<b>65</b>	<b>220</b>	<b>5700</b>			

These are approximate measures. They do not include Amps and Wattage used by the light kit.

Distributed by Home Depot U.S.A., Inc.  
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*Specifications 14.*