# 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._____ 394-243 _____

Serial No._____

Vendor No._____ 11289 _____

UPC _____ 792145330950 _____

# Lifetime Limited Warranty

*Table of Contents*

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.

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

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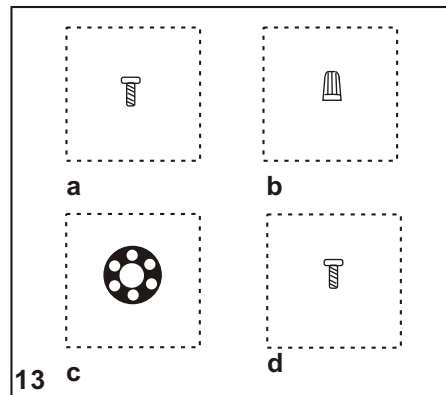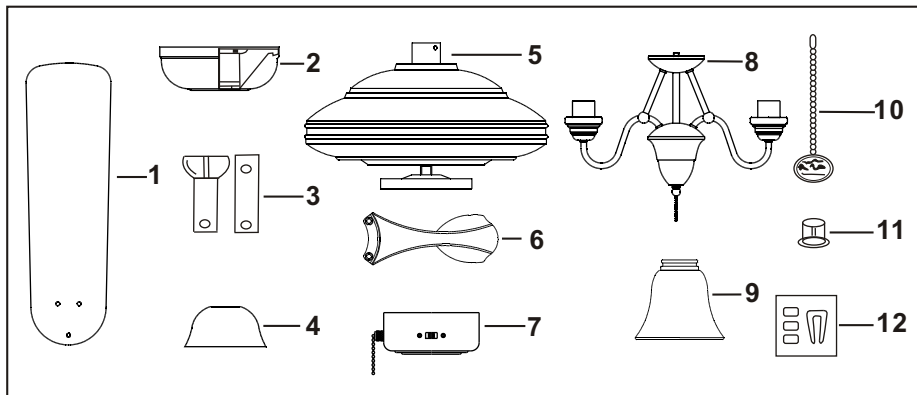
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**WARNING**
TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS FLANGES) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

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**NOTE**
READ AND SAVE ALL INSTRUCTIONS!

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# 1. Safety Rules

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

1. Set of blades (5)
2. Canopy assembly
3. Ball/downrod assembly (1)
   & extra downrod (1)
4. Collar cover
5. Fan motor assembly

6.  Set of blades brackets (5)
7.  Switch housing
8.  Light kit
9.  Glass shade (4)
10. Pull chain and fob (2)
11. Plastic plug
12. Balancing kit

13. Loose parts bag containing:
    a. Blade attachment hardware
       (16 screws)
    b. Mounting hardware
       ( 3 plastic wire connectors)
    c. Rubber gasket
    d. Light kit hardware
       (1 screw)
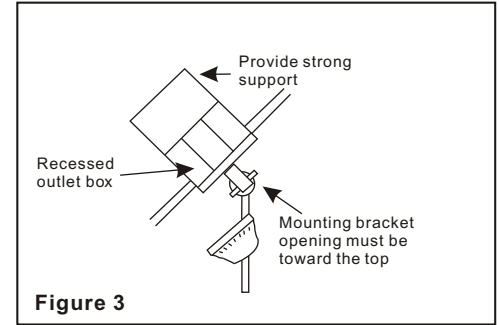
*Unpacking Your Fan 2.*
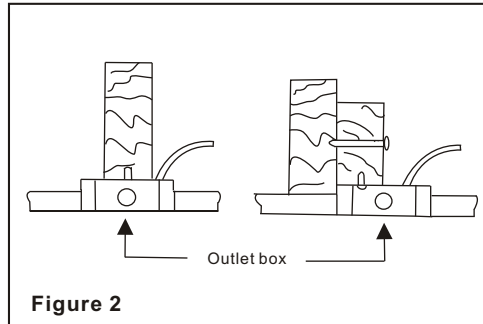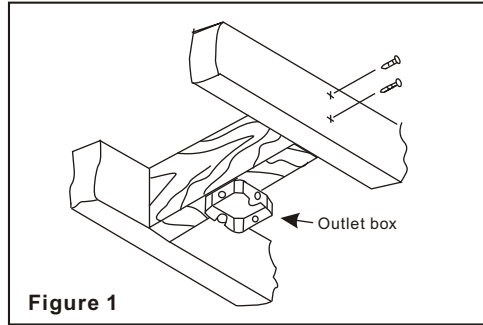
## Tools Required

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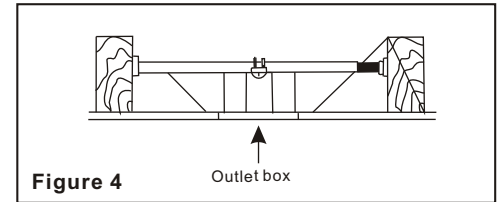
## Mounting Options

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**

Outlet box

**Figure 2**

Outlet box

**Figure 3**

Provide strong support

Recessed outlet box

Mounting bracket opening must be toward the top

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

**Figure 4**

Outlet box

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-feet 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 hanger ball.
4. Tighten the set screw firmly.

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**CAUTION**
**REMOVE 5 RUBBER PACKING MOUNTS AND DISCARD BEFORE INSTALLATION.**

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## 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. 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 downrod. Insert the locking pin through the hole in locked position, as noted in the circle inset of Figure 6A.

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

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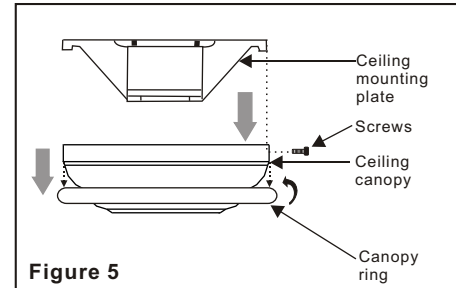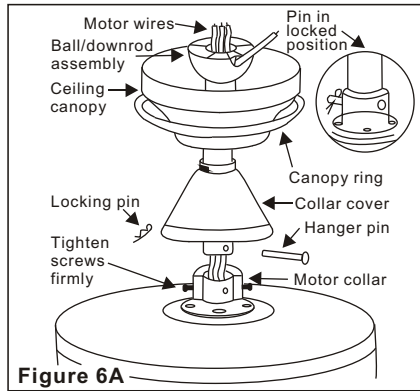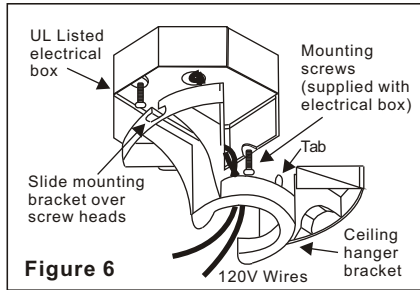11. Place the downrod ball into the hanger bracket socket.



Ceiling mounting plate

Screws

Ceiling canopy

Canopy ring

**Figure 5**

*4.*

**Figure 6**

Labels: UL Listed electrical box; Mounting screws (supplied with electrical box); Tab; Slide mounting bracket over screw heads; Ceiling hanger bracket; 120V Wires



**Figure 6A**

Labels: Motor wires; Pin in locked position; Ball/downrod assembly; Ceiling canopy; Locking pin; Canopy ring; Collar cover; Hanger pin; Tighten screws firmly; Motor collar
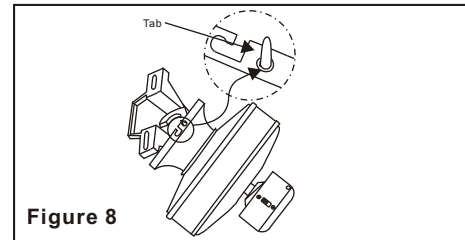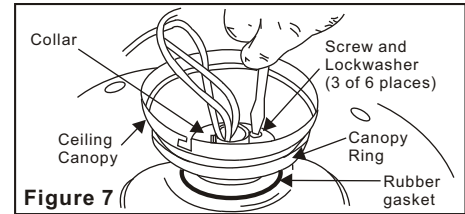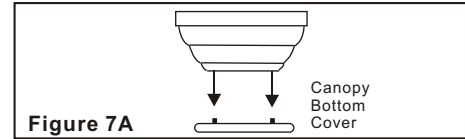
## CLOSE-TO-CEILING INSTALLATION

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. 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. Loose 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**

Labels: Canopy Bottom Cover



**Figure 7**

Labels: Collar; Screw and Lockwasher (3 of 6 places); Ceiling Canopy; Canopy Ring; Rubber gasket



**Figure 8**

Labels: Tab

5.

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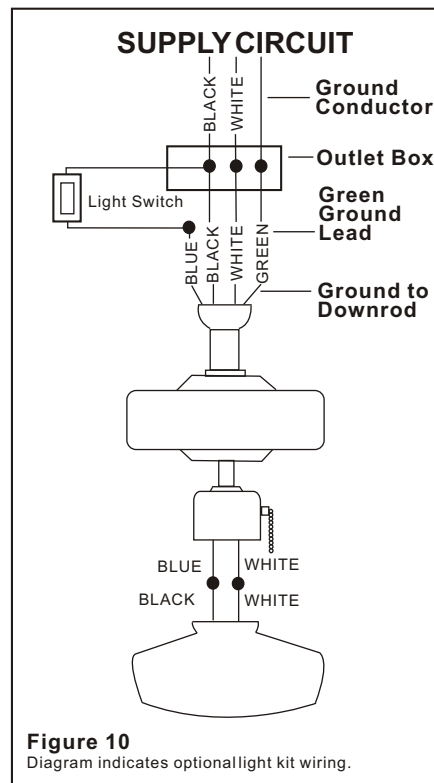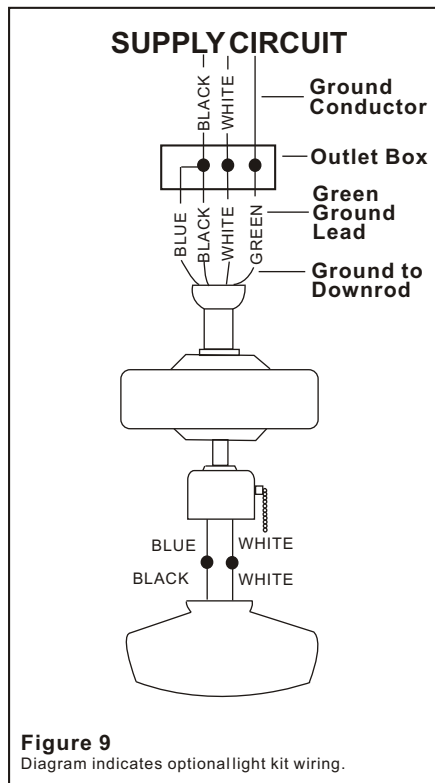
**Step 5** Turn the connecting nuts upward and push the wiring into the outlet box.

Figures 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 YOU
> 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.



**Figure 9**
Diagram indicates optional light kit wiring.



**Figure 10**
Diagram indicates optional light kit wiring.

**SUPPLY CIRCUIT**

Light

BLACK
WHITE

**Ground Conductor**

**Outlet Box**

**Green Ground Lead**

BLUE
BLACK
WHITE
GREEN

**Ground to Downrod**
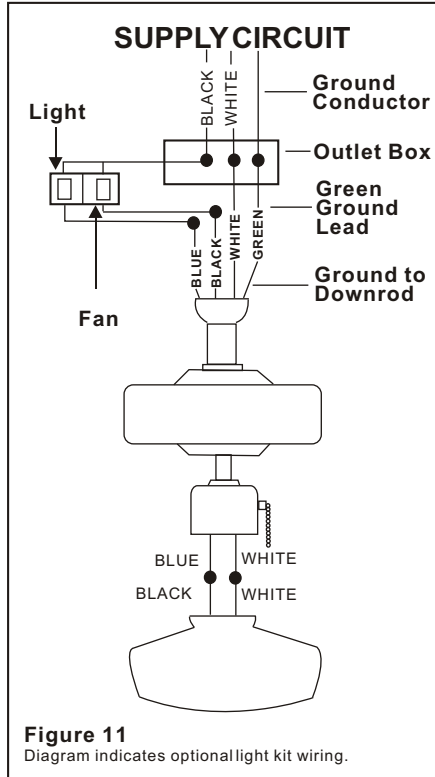
Fan

BLUE      WHITE

BLACK      WHITE

**Figure 11**
Diagram indicates optional light kit wiring.

# 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 counter-clockwise.

| 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 counter-clockwise.
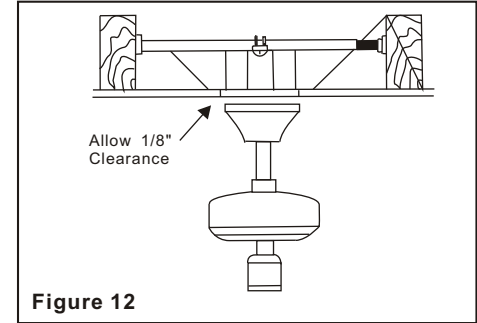


Allow 1/8" Clearance

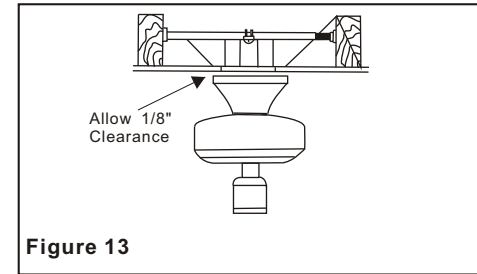**Figure 12**



Allow 1/8" Clearance

**Figure 13**

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).

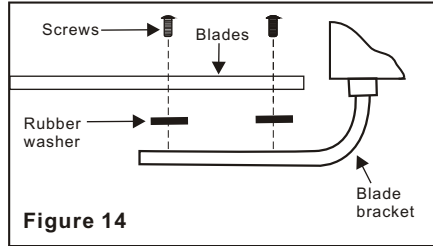**Step 4** Install an optional light kit if you wish. Follow the instructions included with the kit.
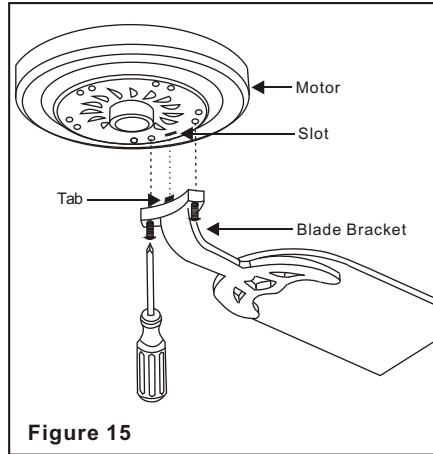


**Figure 14**



**Figure 15**

*8.*

All blades are grouped by weight. Because natural woods very 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.**
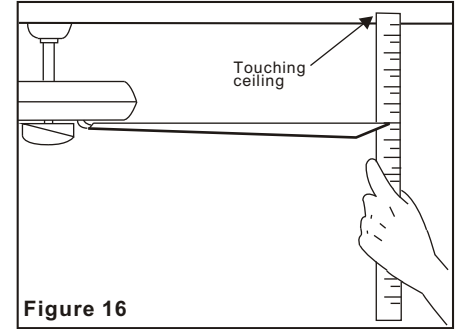
Touching ceiling

**Figure 16**

*9.*

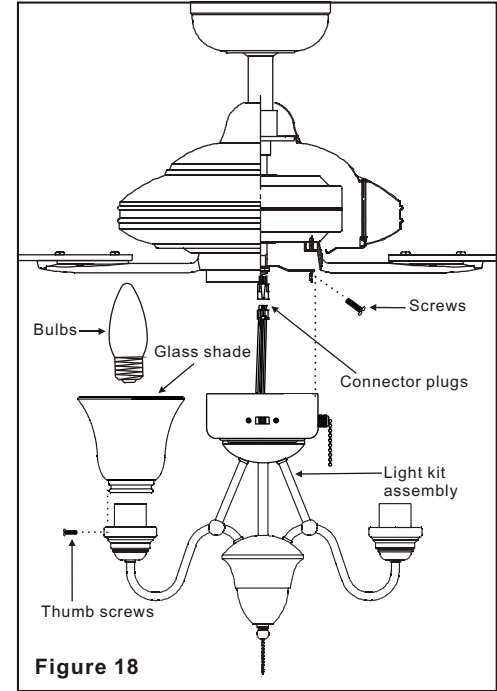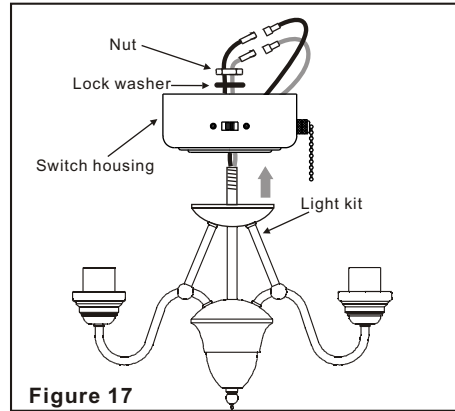**NOTE**: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box. **Turning power off using the fan switch is not sufficient to prevent electric shock.**

1. Attach the light kit to the switch housing by feeding the light kit wires (black and white) through the hole of switch housing and then screw it onto the switch housing by nut & lock washer. Be sure it is tight enough to prevent light kit from vibrating loose. (Fig. 17)

2. Locate two single white and blue wires in the switch housing labeled FOR LIGHT

3. Make the polarized plug connections:
   - White to white
   - Blue to black

4. While holding the light fixture under your fan, snap together the wire connector plug .

5. 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.(Fig. 18)

6. 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.

7. Install 60 watt bulbs (not provided)

8. Restore power and your light kit is ready for operation.

**Figure 17**

**Figure 18**
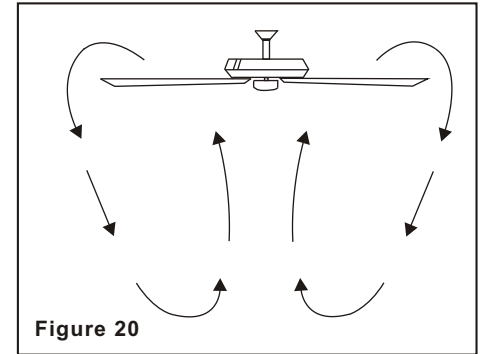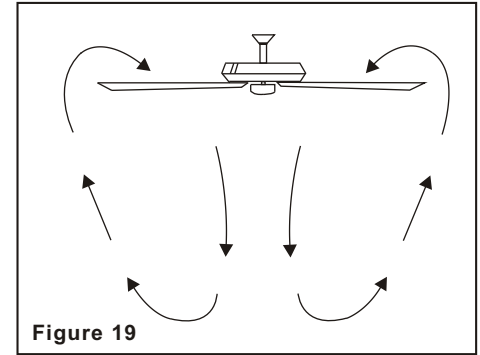
*Installing the Light Kit 10.*

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 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.

# 11. Operating Your Fan

**Figure 19**

**Figure 20**

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.

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**IMPORTANT**

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

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*Care of Your Fan  12.*

| Problem | Solution |
|---------|----------|

**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 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

| Fan Size | Speed | Volts | Amps | Watts | RPM | CFM | N.W. | G.W. | C.F. |
|----------|-------|-------|------|-------|-----|-----|------|------|------|
| **52"** | **Low** | **120** | | | | | | | |
| | **Medium** | **120** | | | | | **kgs** | **kgs** | **2.52'** |
| | **High** | **120** | | | | | | | |

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.*