

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.

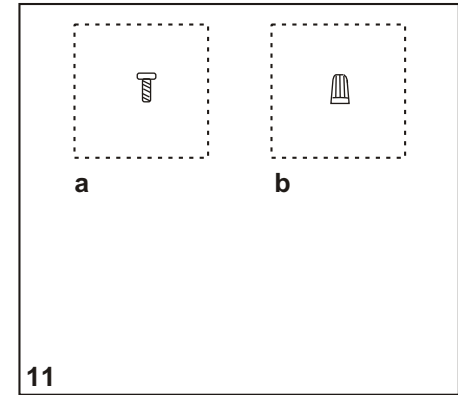
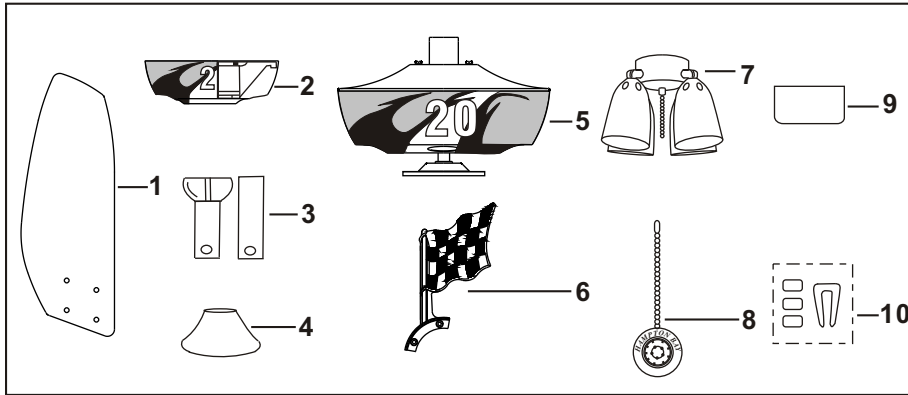
**WARNING**

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 (4)                                | 6. Set of blade holders (4) | 11. Loose parts bag containing: |
| 2. Canopy assembly                                  | 7. Light kit                | a. Blade attachment hardware    |
| 3. Ball/downrod assembly (1)<br>& extra downrod (1) | 8. Pull chain and fob (2)   | (17 screws)                     |
| 4. Collar cover                                     | 9. Extra switch housing     | b. Mounting hardware            |
| 5. Fan motor assembly                               | 10. Balance kit             | (3 plastic wire connectors)     |

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

## *Unpacking Your Fan 2.*

## Tools Required

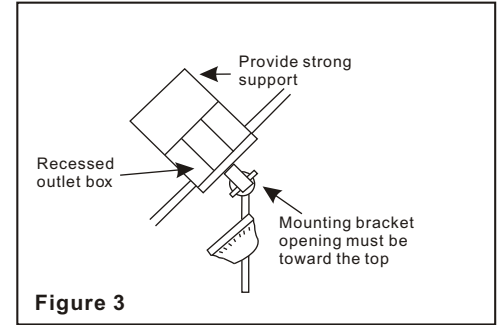
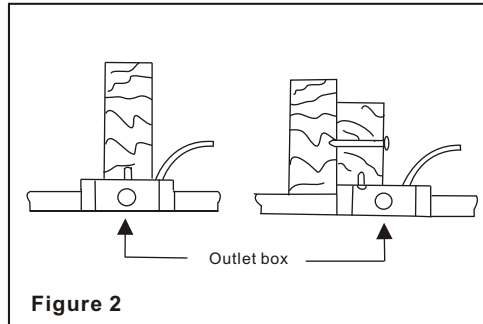
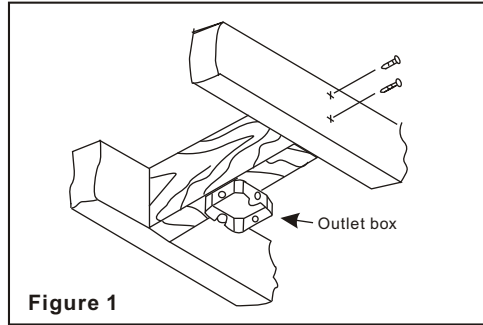
Phillips screwdriver, straight slot screwdriver, adjustable wrench, step ladder, and wire cutters.

## Mounting Options

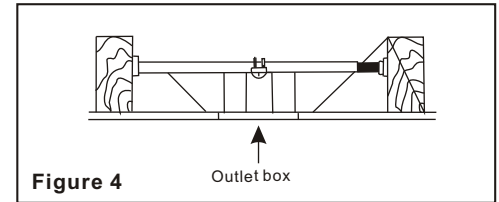
If there isn't an existing UL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

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.



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



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:

**Step 1.** Remove the decorative canopy bottom cover from the canopy by turning the cover counter-clockwise.(Fig. 5)

**Step 2.** Remove the hanger bracket from the canopy by loosening the two screws on the bottom of the canopy in 1/4" from the screw head and turning the canopy counter-clockwise.(Fig. 5)

**Step 3.** Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 6)

**Step 4.** Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with your outlet box.

**Step 5.** Remove the hanger pin, lock pin and set screws from the top of the motor assembly.

**Step 6.** Route wires exiting from the top of the fan motor through the collar cover, canopy cover, canopy and then through the ball / downrod. (Fig. 7)

**Step 7.** Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Fig.7). 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 near the end of the hanger pin until it snaps into its locked position, as noted in the circle inset of Fig. 7.

**WARNING**  
FAILURE TO PROPERLY INSTALL LOCKING PIN AS NOTED IN STEP 7 COULD RESULT IN FAN LOOSENING AND POSSIBLY FALLING.

**Step 8.** Tighten two set screws on top of the fan motor firmly (Figure 7)

**Step 9.** Place the downrod ball into the hanger bracket socket.

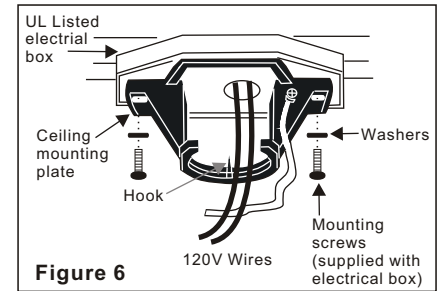
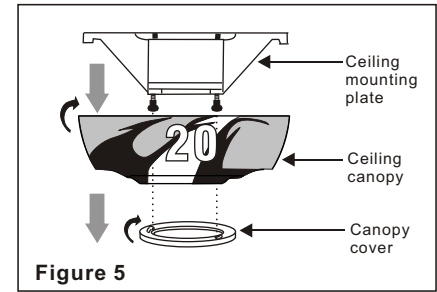
## CHANGING THE DOWNROD (OPTIONAL)

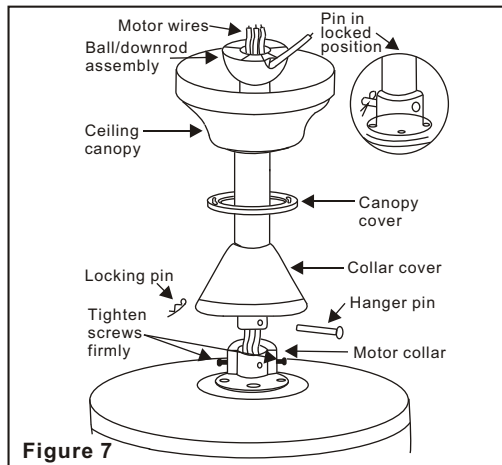
**NOTE:** Your fan comes with a 4" downrod attached to the hanger ball. In addition you have been provided with a 6" downrod to use if desired. If you choose to use the 6" downrod, perform the following steps:

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.





## 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 8.

5.

**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.

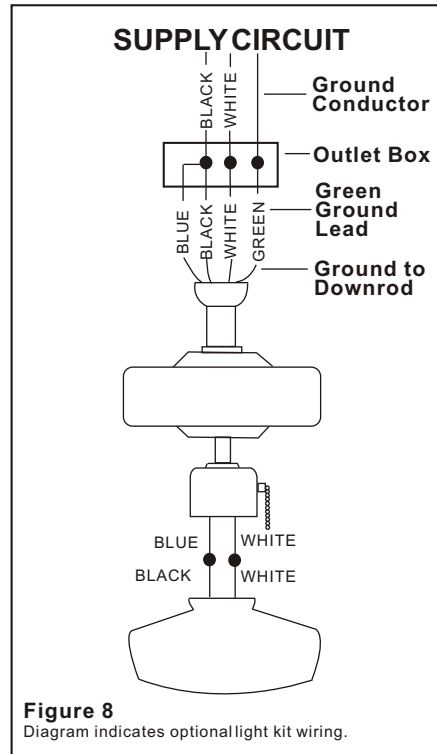
**Step 5** Turn the connecting nuts upward and push the wiring into the outlet box.

Figures 9 and 10 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.)

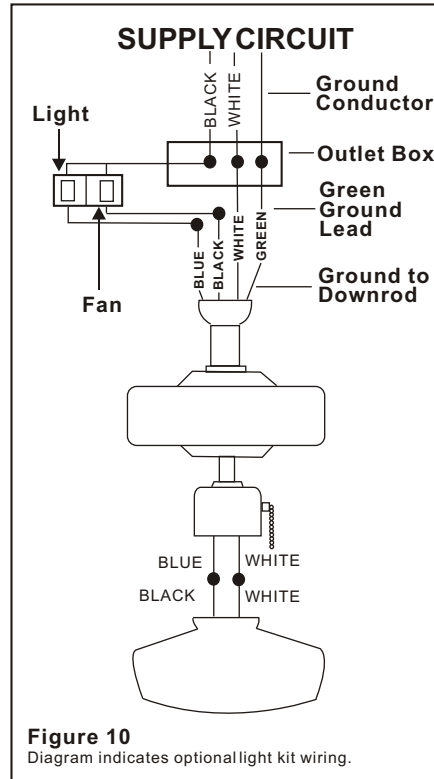
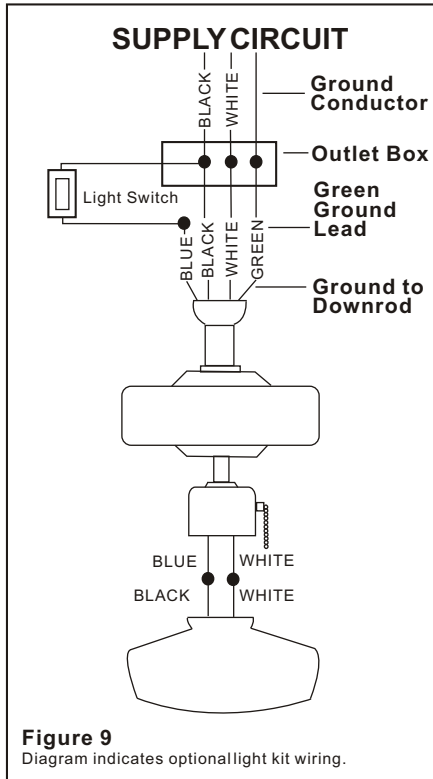
**NOTE**  
**LIGHT KITS ARE AVAILABLE AT YOUR HAMPTON BAY RETAILER. THE FAN IS ALREADY WIRED TO SUPPORT THE LIGHT KIT OPTION.**

**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.**



**Figure 8**  
 Diagram indicates optional light kit wiring.

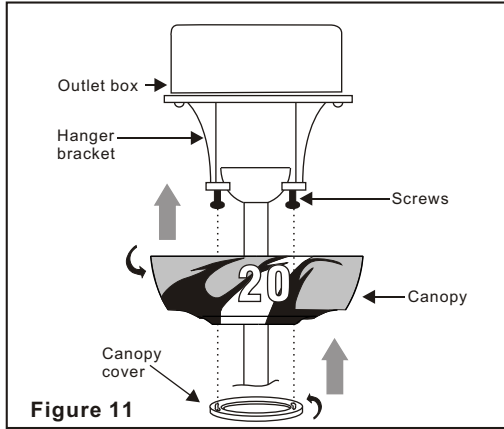


## Finishing the Installation

**Step 1.** Tuck connections neatly into ceiling outlet box.

**Step 2.** Slide the canopy up to ceiling and over the 2 screws on hanger bracket. Rotate canopy clockwise, next, while holding the canopy with one hand, slide the canopy cover over the screws and rotate clockwise until tight. **Note:** adjust the canopy screws as necessary until the canopy and canopy cover are snug. (Fig. 11)

**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.**



## Attaching the Fan Blades

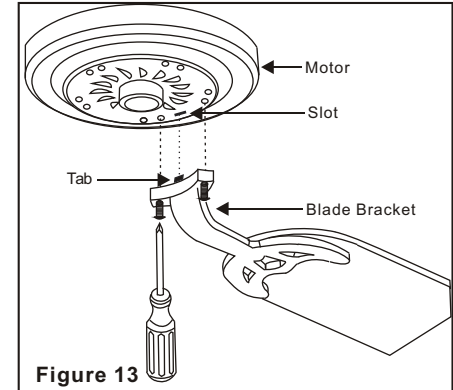
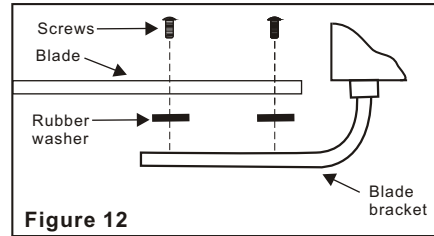
**Step 1** Attach blades to blade brackets using four screws and rubber washers as shown in Figure 12. Start a screw into the bracket, do not tighten. Repeat for the 2 remaining screws and washers.

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

7.

**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 13).

**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.

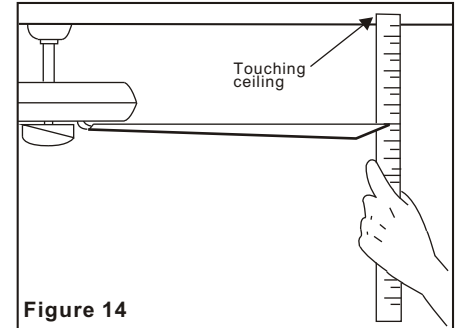
The following procedure should correct most fan wobble. Check after each step.

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 14. 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.**



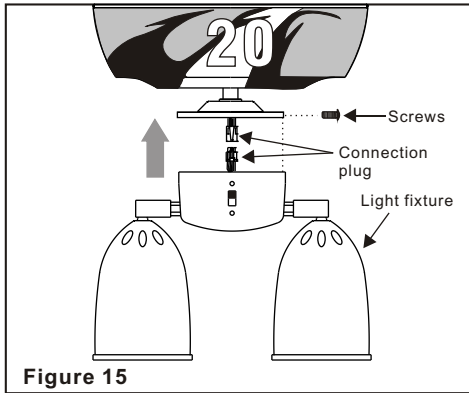
**Figure 14**



**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.

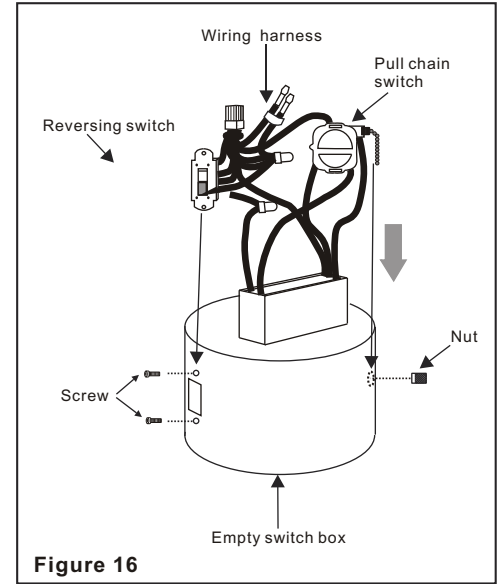
1. While holding the light fixture under your fan, snap together the wire connector plug.
2. Remove screws from mounting ring under the fan motor. Raise the light fixture body to the mounting ring until the holes in fixture and ring line up. Reinsert screws to secure in place. (Fig. 15)
3. Install 60 watt bulbs (not provided)
4. Restore power and your lightkit is ready for operation.



## Fan Without Light Kit

Your fan is designed with light kit, we also prepare a empty switch box for your choice in case you intend to install the fan without light kit. Proceed the followings for switch box assembly:

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. 16)
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.



# 9. Installing the Light Kit

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

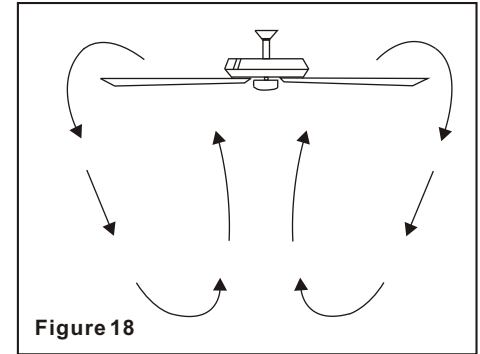
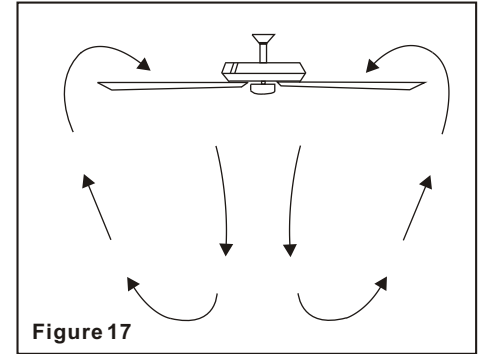
Turn on the power and check the operation of your fan. The pull chain controls the fan speed as follows: 1 pulls- High, 2 pulls-Medium, 3 pulls- Low, and 4 pulls-Off.

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 down) or reverse (switch up).

Warm weather - (Forward) A downward air flow creates a cooling effect as shown in Figure 17. 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 18. This allows you to set your heating unit on a lower setting without affecting your comfort.



*Operating Your Fan 10.*

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"

## *11. Care of Your Fan*

## 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 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.**

*Troubleshooting 12.*