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. **CAUTION**: To reduce the risk of personal injury, use only the screws provided with the outlet box.

5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 35 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 making 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 for reference only. Light kits 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. Use 40W max. bulbs.

1. **Safety Rules**

**WARNING**

**TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT TO OUTLET BOX MARKED ACCEPTABLE FOR FAN SUPPORT AND USE SCREWS PROVIDED WITH THE OUTLET BOX.**

**IMPORTANT**

**PLEASE REMOVE RUBBER MOTOR STOPS ON THE BOTTOM OF THE FAN BEFORE INSTALLING BLADES OR TESTING MOTOR.**
Unpack your fan and check the contents. You should have the following items:

1. Slide-On Mounting Plate (inside canopy)
2. Downrod and Hanger Ball Assembly
3. Canopy with Canopy Ring attached
4. Fan Motor Assembly
5. Light Kit
6. Cloth Cover (4)
7. Blades (5)
8. Blade Bracket (flange) set (5)
9. 6" Downrod
10. Switch Cup
11. Decorative Motor Collar Cover

a. Blade attachment hardware
   (15 washer head screws)
b. Mounting hardware (1 bolt, 1 clevis pin 1 rubber gasket)
c. Electrical hardware & Balancing Kit
   (3 plastic wire connectors, 1 Pull Chain
    for the fan, 1 pull chain for the light kit.
    blade balancing kit.)

Unpacking Your Fan 2.

IMPORTANT: THIS PRODUCT AND/OR COMPONENTS
ARE COVERED BY ONE OR MORE OF THE
FOLLOWING U.S. PATENTS: 5,047,436; 5,589,586;
5,071,573; 6,010,110; 6,010,306; 6,039,541; 8,046,419
AND OTHER PATENTS PENDING.
Tools Required

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

Mounting Options

If there isn't an existing 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 15 lbs)
Do not use plastic outlet boxes.

WARNING
TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR OTHER PERSONAL INJURY, MOUNT FAN ONLY TO AN OUTLET BOX MARKED ACCEPTABLE FOR FAN SUPPORT AND USE THE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX. OUTLET BOXES COMMONLY USED FOR THE SUPPORT OF LIGHTING FIXTURES MAY NOT BE ACCEPTABLE FOR FAN SUPPORT AND MAY NEED TO BE REPLACED. CONSULT A QUALIFIED ELECTRICIAN IF IN DOUBT.

3. Installing Your Fan

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

Note: You may need a longer down-rod to maintain proper blade clearance when installing on a steep, sloped ceiling. The maximum angle allowable is 30°. If the canopy touches downrod, remove the decorative canopy bottom cover and turn the canopy 180° before attaching the canopy to the mounting plate.

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).
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” mounting. The “close-to-ceiling” mounting 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 standard downrod installation, the distance from the ceiling to the bottom of the fan blades will be approximately 12 inches. (NOTE: An extra 6” downrod is included that will increase this distance to 15 inches. Please see page 6 for steps on changing the downrod prior to installation). The “close-to-ceiling” installation reduces the distance from the ceiling to the bottom of the fan blades to approximately 9 inches.

Once you have decided which ceiling installation 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 installation.

STANDARD CEILING MOUNTING

1. Remove the canopy ring from the canopy by turning the ring to the right until it unlocks. (Figure 5)

2. Remove the mounting plate 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 mounting plate. (Figure 6)

3. Route the wires exiting the top of the fan motor through the decorative motor collar cover then the canopy ring. Make sure the slot openings are on top. Route the wires through the canopy and then through the ball/downrod assembly (Figure 7).

4. Loosen, but do not remove, the set screw on the collar on the top of the motor housing.

5. Align the holes at the bottom of the downrod with holes in the collar on top of the motor housing (Figure 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 Figure 7.

WARNING

FAILURE TO PROPERLY INSTALL LOCKING PIN AS NOTED IN STEP 5 COULD RESULT IN FAN LOOSENING AND POSSIBLY FALLING.

Figure 5

Figure 6

Figure 7
6. Re-tighten the set screw at the top of the fan motor firmly (Figure 8).

7. Proceed to "Installing the Fan" section.

CLOSE-TO-CEILING MOUNTING

1. Remove the canopy ring from the canopy by turning the ring to the right until it unlocks. (Figure 5)

2. Remove the mounting plate 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 mounting plate. (Figure 6)

3. Remove the decorative canopy bottom cover from the canopy by depressing the three studs. (Figure 9)

4. Remove three of the six screws and lock-washers (every other one) securing the motor collar to the top of the fan motor housing (Figure 10).

5. 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 are on top), then proceed to place the ceiling canopy over the collar at the top of the motor (Figure 11).

6. Align the mounting holes with the holes in the motor and fasten, using the three screws and lock-washers provided in the close-to-ceiling mount hardware packet. (Figure 11).

7. Tighten the mounting screws securely.

WARNING

FAILURE TO COMPLETELY TIGHTEN THE THREE SCREWS IN STEP 7 COULD RESULT IN FAN LOOSENING AND POSSIBLY FALLING.
Installing Fan to the Electrical Box

**CAUTION**

WHEN MOUNTING THE FAN ON A SLOPED CEILING, THE STANDARD BALL/HANGER PIPE MOUNTING METHOD MUST BE USED, THE MOUNTING PLATE MUST BE MOUNTED SO THAT THE SLOT OPENINGS ARE ON THE LOWER SIDE BY SLIDING THE MOUNTING PLATE FROM THE TOP DOWN.

1. Pass the 120-volt supply wires through the center hole in the ceiling mounting plate as shown in Figure 12.

2. Install the ceiling mounting plate on the electric box sliding the mounting plate over the two screws provided with the outlet box. (Figure 12). When using close-to-ceiling mounting, it is important that the mounting plate be level. If necessary, use leveling washers (not included) between the mounting plate and the electrical box. Note that the flat side of the mounting plate is to be toward the electrical box. (Fig 12).

3. Securely tighten the two mounting screws.

4. Carefully lift the fan assembly up to the ceiling mounting plate. If using close-to-ceiling mounting, hang the fan on the hook provided by utilizing one of the holes at the outer rim of the ceiling canopy (Figure 13). If using standard mounting, seat the hanger ball in the mounting plate socket. Make sure the tab on the mounting plate socket is properly seated in the groove in the hanger ball. (Fig. 13).

Changing the Downrod (Optional)

Please see following steps on changing the downrod prior to installation.

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. (This is NOT the screw with the green ground wire attached.)

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.

5. Return to Page 4 to continue the installation.

---

**WARNING**

WHEN USING THE STANDARD BALL/HANGER PIPE MOUNTING, THE TAB IN THE RING AT THE BOTTOM OF THE MOUNTING PLATE MUST REST IN THE GROOVE OF THE HANGER BALL. FAILURE TO PROPERLY SEAT THE TAB IN THE GROOVE COULD CAUSE DAMAGE TO WIRING.

**WARNING**

THE HOOK AS SHOWN IN FIG. 13 IS ONLY TO BALANCE FAN WHILE ATTACHING WIRING. FAILURE TO HANG AS SHOWN IN FIG. 13 MAY RESULT IN HOOK BREAKING CAUSING THE FAN TO FALL. HOOK MUST PASS FROM INSIDE TO OUTSIDE OF CANOPY.
Making the Electrical Connections

REMEMBER to disconnect the power. If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

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 to the black household supply wire as shown in Figure 14.

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

Step 3 Connect the two green fan ground wires, located on the downrod and mounting bracket, to the household ground wire. When using Close-to-Ceiling mounting, there is only one green ground wire from the ceiling mounting bracket since the ball/downrod assembly is not used.

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 wire is on the other side.

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

WARNING
TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT USE A WALL MOUNTED SOLID STATE SPEED CONTROL WITH THIS FAN. IT WILL PERMANENTLY DAMAGE THE ELECTRONIC CIRCUITRY.

WARNING
EACH WIRE NUT (WIRE CONNECTOR) SUPPLIED WITH THIS FAN IS DESIGNED TO ACCEPT UP TO ONE 12 GAUGE HOUSE WIRE AND TWO WIRES FROM THE FAN. IF YOU HAVE LARGER THAN 12 GAUGE HOUSE WIRING OR MORE THAN ONE HOUSE WIRE TO CONNECT TO THE FAN WIRING, CONSULT AN ELECTRICIAN FOR THE PROPER SIZE WIRE NUTS TO USE.

7.
Finishing the Fan Installation

STANDARD CEILING MOUNTING

WARNING


FAILURE TO PROPERLY SEAT THE TAB IN THE GROOVE COULD CAUSE DAMAGE TO WIRING.

1. Align the locking slots of the ceiling canopy with the two screws in the mounting plate. Push up to engage the slots and turn clockwise to lock in place. Immediately tighten the two mounting screws firmly.

2. Install the remaining two mounting screws into the holes in the canopy and tighten firmly.

3. Install the decorative canopy ring by aligning the ring's slots with the screws in the canopy. Rotate the ring clockwise to lock in place.

4. You may now proceed to attaching the fan blades.

CLOSE-TO-CEILING MOUNTING

1. Carefully unhook the fan from the mounting plate and align the locking slots of the ceiling canopy with the two screws in the mounting plate. Push up to engage the slots and turn clockwise to lock in place. Immediately tighten the two mounting screws firmly.

ATTACHING THE FAN BLADES

1. Attach blade to blade bracket using the screws as shown in Figure 15. Please note that the rubber washer are pre-attached to the blade bracket. Start a screw into the bracket.

2. Tighten each screw securely.

3. Fasten the blade assembly to the motor by inserting the alignment post into the slot on the bottom of the motor and tightening the blade bracket screws. Please note that the blade bracket screws are pre-installed into the blade bracket. (Figure 15a)

4. You may now proceed to attaching the fan blades.
4. Repeat steps 1, 2 & 3 for the remaining blades.

**Attaching the Switch Housing**

1. Connect the adaptor plug exiting the bottom of the motor with the plug from the switch housing.

2. Mount the switch housing to the black plate below the motor by aligning the three screw holes and securing with the three tapered screws provided.

**Blade Balancing**

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 from a point on the center of each blade to the point on the ceiling. Measure this distance as shown in Figure 16. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Measurements should be within 1/8". Run the fan for 10 minutes.

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

Your fan comes packaged with a light kit and extra switch cup allowing you the option of utilizing your fan with or without the light kit. Once you have decided which option you will use, proceed with the corresponding instructions.

REMEMBER to disconnect the power.

FAN WITH LIGHT KIT

1. Remove the three mounting screws on the black bracket below the motor.

2. Connect the wires exiting the bottom of the motor with the light kit by connecting the molded adaptor plugs together.

3. Slide the switch cup light kit and secure it to the black bracket using the three screws that were removed in step 1. (Figure 18)

4. Put the cloth cover on the lamp receptacle.

5. With the electricity turned off, introduce the light bulbs (not included) from the top parts of the cloth cover to the socket of the light kit. Maximum 40Watts.

FAN WITHOUT LIGHT KIT

In order to use the fan without the light kit, it is necessary to remove the components from the light kit and add them to the extra switch cup. (See Figure 19)

1. Begin by carefully removing the decorative cover on the reverse switch. This will expose the (2) screws that secure the reverse switch.

2. Remove the (2) screws. The reverse switch can now be removed from the cup.

3. Unloosen and remove the knurl nut that secures the 3-speed switch. The 3-speed switch can now be removed from the cup.

4. Carefully lift the capacitor from the light kit. Please note that the capacitor is secured by double-sided adhesive tape.

5. Unloosen the connectors plugs that connect the black and white wires coming from the light sockets to the blue and white wires in the light kit.
6. You are now able to remove the reverse switch, speed switch and capacitor and attach them to the extra switch cup.

7. Insert the capacitor into the extra cup and press firmly to secure.

8. Attach the speed switch to the extra cup and secure it with the knurl nut that was removed in step 3.

9. Attach the reverse switch to the extra cup with the (2) screws removed in step 2. Attach the decorative cover removed in step 1.

10. You are now able to attach the extra cup and components to the motor.

11. Remove the three mounting screws on the black bracket below the motor.

12. Connect the wires exiting the bottom of the motor with the switch cup by connecting the molded adaptor plugs together.

13. Slide the switch cup and secure the switch cup to the black bracket using the three screws that were removed in step 11. (Figure 20)

### Operating Your Fan

**Operating Your Fan**

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

The slide switch controls direction:
- Forward (switch left) or reverse (switch right).

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

11. Operating Your Fan
Cool weather – (Reverse) An upward airflow moves warm air off the ceiling area as shown in Figure 22. This allows you to set your heating unit on a lower setting without affecting your comfort.

**Care For 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. Do not use water when cleaning. 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. 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 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 sealed ball bearings.

**WARNING**

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**

Fan will not start.

1. Check main and branch 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 are tight.
3. Make sure wire nut connections are not rattling 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 noises associated with a new fan disappear during this time.
5. If using the Ceiling Fan light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure.
6. Make sure the canopy is a short distance from the ceiling. It should not touch the ceiling.
7. Make sure your ceiling box is secure and rubber isolator pads were used between the hanger bracket and ceiling box.

**13. Troubleshooting**
<table>
<thead>
<tr>
<th>FAN SIZE</th>
<th>SPEED</th>
<th>VOLTS</th>
<th>AMPS</th>
<th>WATTS</th>
<th>RPM</th>
<th>CFM</th>
<th>N.W.</th>
<th>G.W.</th>
<th>C.F.</th>
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<td>Low</td>
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<td>0.26</td>
<td>14</td>
<td>65</td>
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<tr>
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<td>0.40</td>
<td>34</td>
<td>110</td>
<td>4200</td>
<td>12.3</td>
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</tr>
<tr>
<td></td>
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<td>120</td>
<td>0.60</td>
<td>73</td>
<td>170</td>
<td>6500</td>
<td></td>
<td></td>
<td>3.16</td>
</tr>
</tbody>
</table>

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

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*Specifications 14.*