



**Glendale
52 in Ceiling Fan
Owner's Manual**

Glendale
Ventilador de Techo de 1.32 m
Manual del Propietario



Hampton Bay Lifetime Motor 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 Number _____
 161-646
 165-474

Serial No. _____

Vendor No. _____ 11289

UPC _____
 792145352884 (161-646)
 792145352907 (165-474)

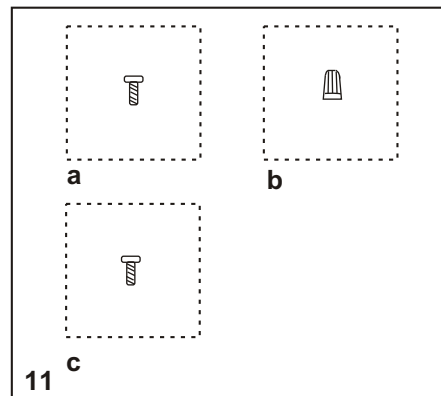
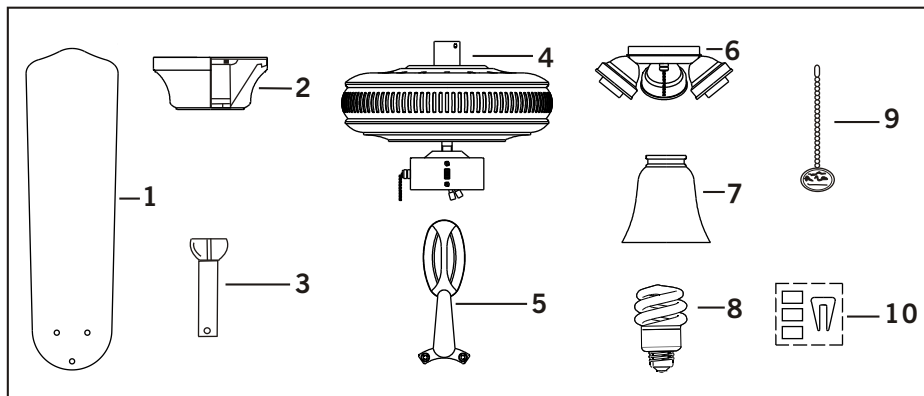
Hampton Bay Lifetime Motor Warranty

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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.
- WARNING**
TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED ACCEPTABLE FOR FAN SUPPORT.
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 the reverse switch while the fan blades are in motion. The fan must be turned off and the blades stopped before reversing the blades 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, all wired connecting nuts should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart so that the green and white wires are on one side of the outlet box and the black and blue wires are on the other side.
 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.
- WARNING**
TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE ARMS (ALSO REFERRED TO AS BRACKETS) 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. Fan blades (5) | 6. Light kit |
| 2. Canopy assembly | 7. Glass shades (3) |
| 3. Ball/downrod assembly | 8. 13 Watt compact fluorescent bulbs (3) |
| 4. Fan motor assembly | 9. Pull chain and fobs (2) |
| 5. Blade arms (5) | 10. Balancing kit |

11. Loose parts bag containing:
- a. Blade attachment hardware (16 screws)
 - b. Electrical hardware (3 plastic wire connecting nuts)
 - c. Light kit hardware (1 screw)

WARNING
DO NOT INSTALL OR USE FAN
IF ANY PART IS DAMAGED OR MISSING.
CALL TOLL FREE 1-877-902-5588

Unpacking Your Fan 2.

Tools Required

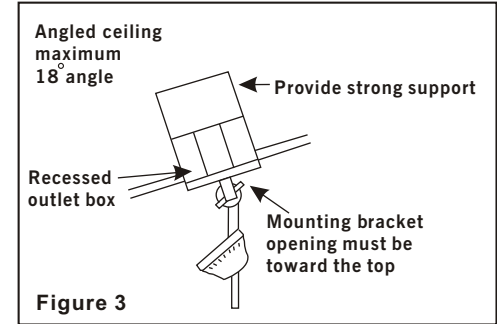
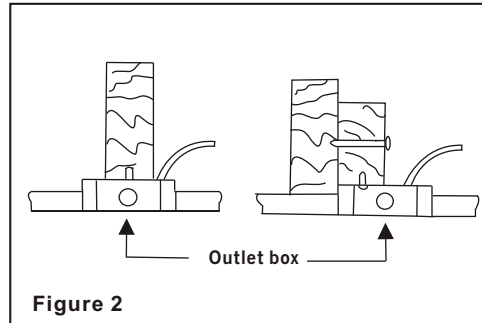
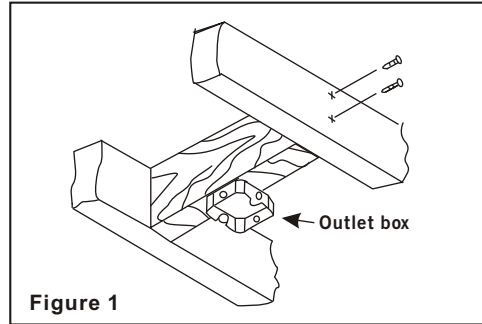
Phillips screwdriver, straight slot screwdriver, step ladder, and wire cutters.

Mounting Options

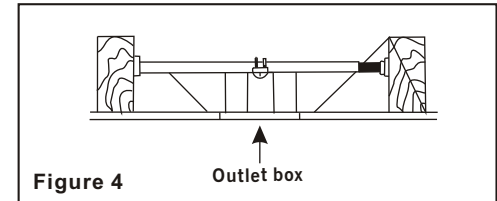
If there isn't an existing UL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

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.(Fig.4) (available at any Home Depot store).

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 "flushmount" installation. The "flushmount" 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. 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 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. (Fig. 5)

3. Loosen the two screws on the outlet box in half way.
4. Attach the hanger bracket on the outlet box by sliding the hanger bracket over the screws provided with the outlet box.
5. Tighten the two screws on the outlet box securely.
6. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket. (Fig. 6)
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 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. (Fig. 6A)
9. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Fig.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. (Fig. 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 at top of the fan motor collar firmly and evenly. (Fig. 6A)
11. Place the downrod ball into the hanger bracket socket.

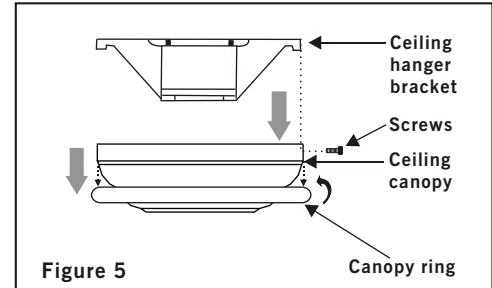
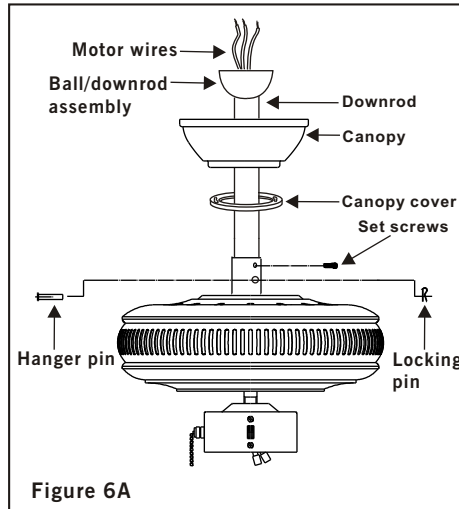
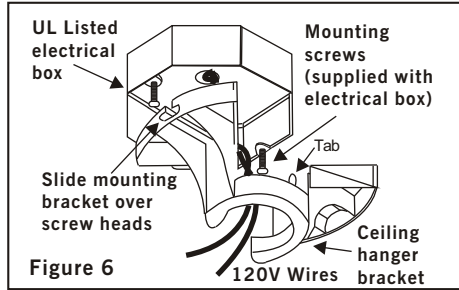


Figure 5

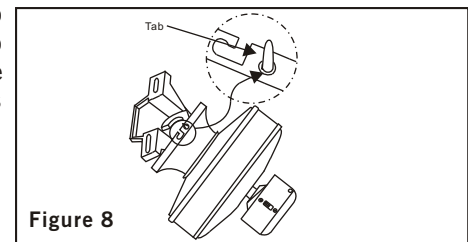
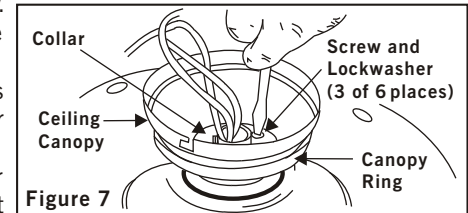
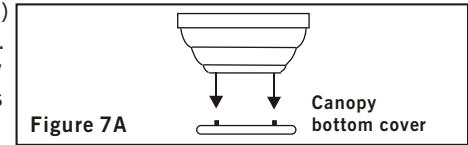


FLUSHMOUNT INSTALLATION

1. Remove the canopy ring from the canopy by turning the ring 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. (Fig. 5)
3. Remove the decorative canopy bottom cover from the canopy by depressing the three studs (Fig. 7A)
4. Loosen the two screws on the outlet box halfway.
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. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket. (Fig. 6)
8. Remove three of the six screws and lock washers (every other one) from the collar of top motor (Fig. 7)
9. 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 the tab as shown in Fig. 8. This will allow you to make the electrical connections.



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.

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.

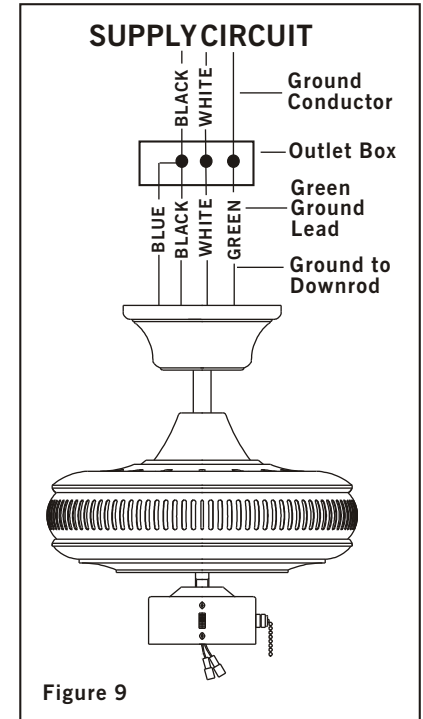


Figure 9

Finishing the Installation

STANDARD CEILING INSTALLATION

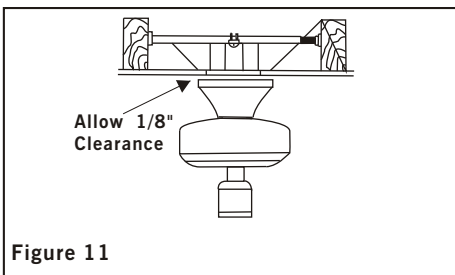
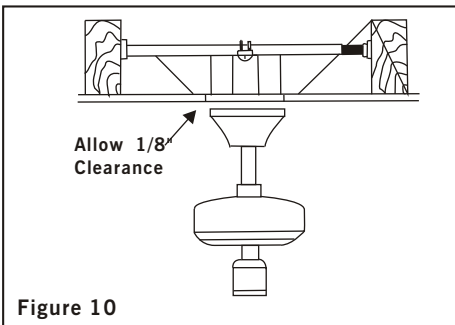
Slide the canopy up to the ceiling as shown in Fig. 10 leaving a 1/8" clearance between the canopy and the ceiling. Make sure you place the wires safely into the outlet box. Secure the canopy to the hanger bracket with the four screws with your fan. Slide the canopy ring over the canopy and tighten by turning the ring.

WARNING

Make sure the notch on the hanging bracket properly sits in the groove in the hanger ball before attaching the canopy to the bracket by turning the housing until it drops into place.

FLUSHMOUNT INSTALLATION

Remove the fan from the tab on the hanger bracket. Secure the canopy to the hanger bracket as shown in Fig. 11 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

CAUTION: Remove 5 rubber packing mounts from fan motor assembly and discard before installation. (Fig. 12)

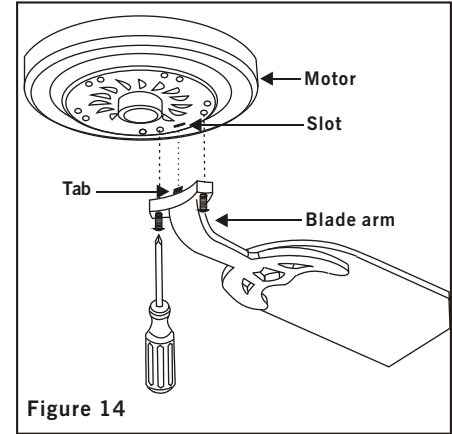
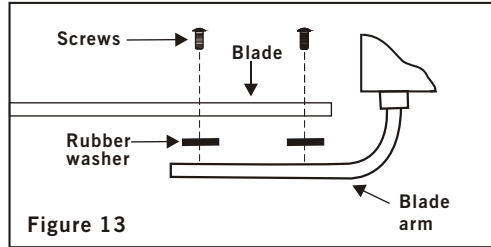
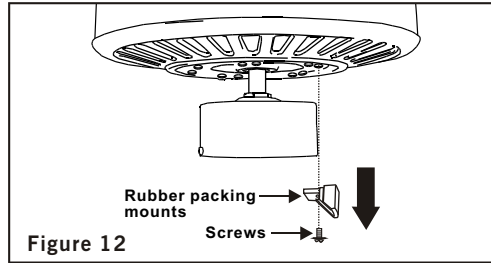
Step 1 Attach blades to blade arms using three screws and rubber washers.(Fig. 13) Start a screw into the blade arm, do not tighten. Repeat for the 2 remaining screws and washers.

Step 2 Tighten each screw securely starting with the center screw. Make sure the blade is straight. Repeat steps for the remaining blades.

Step 3 Fasten the blade arms to the motor by inserting the tab from the blade arms to the slot in the bottom motor housing, then tighten the two screws and washers already installed in the blade arms.(Fig. 14)

WARNING

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

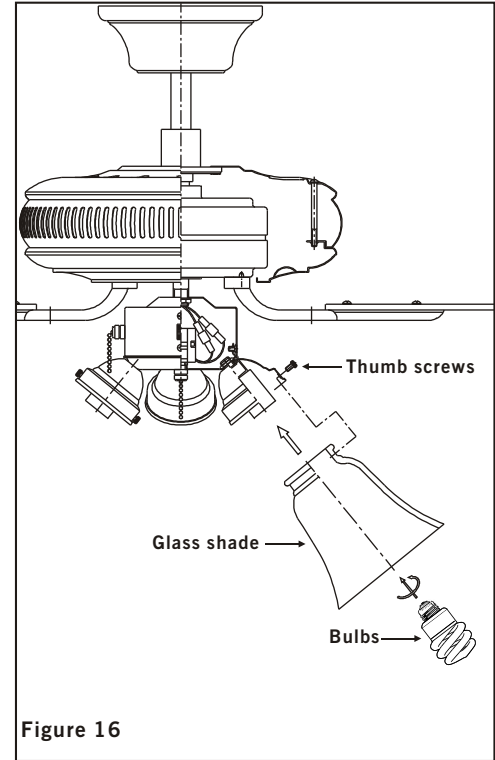
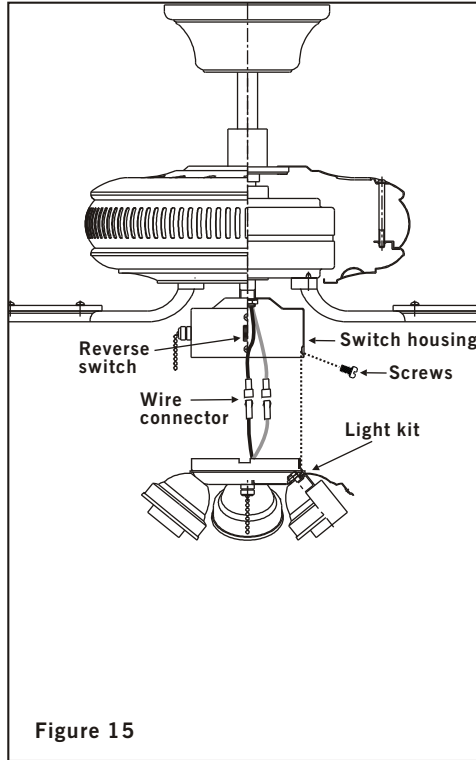


NOTE: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box.

Turning power off using the fan switch is not sufficient to prevent electric shock.

1. While holding the light kit under your fan, locate two single white and blue wires in the switch housing labeled "FOR LIGHT". Make the polarized plug connections:
 - White to white
 - Blue to black
2. Carefully push all wires back into the switch housing. Attach the light kit fitter by aligning its keyhole slots with the three screw holes and the reverse switch on the side of the switch housing. Tighten the three screws securely to prevent the light kit from vibrating loose. (Fig. 15)
3. Mount the glass shades to the light fixture by unscrewing partway the thumbscrews on the glass holders, insert the glass, then gently tighten the thumbscrews by hand evenly to the glass. **DO NOT OVER TIGHTEN.** (Fig. 16)
4. Install 3 x 13 Watt compact fluorescent bulbs (included). **NOTE:** CFL bulbs are **NOT** dimable.

NOTE: Light bulbs have no warranty; can be purchased at any Home Depot store.



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. There are two pull chains available in your fan:

1. 3-speed pull chain- it controls the fan speed as follows: 1 pull- High, 2 pulls- Medium, 3 pulls- Low, and 4 pulls- Off.

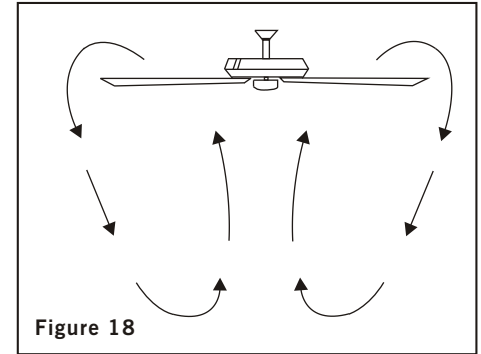
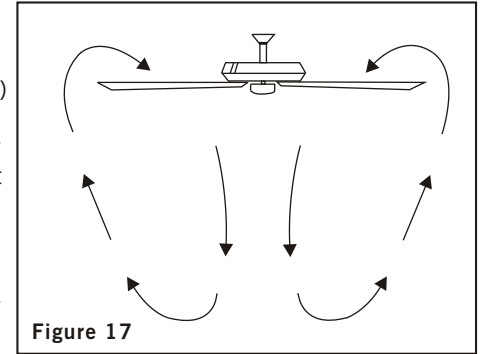
Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans, and so on.

2. Light kit pull chain- it controls the light kit in "ON" or "OFF".

The slide switch controls directions: forward (switch down) or reverse (switch up).

Warm weather -(Counter-Clockwise direction) A downward air flow creates a cooling effect.(Fig. 17) This allows you to set your air conditioner on a higher setting without affecting your comfort.

Cool weather- (Clockwise direction) An upward airflow moves warm air off the ceiling area. (Fig. 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"

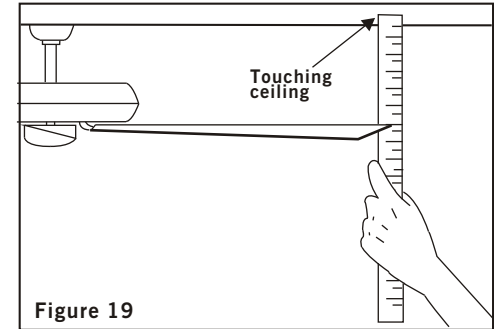


Figure 19

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 disappear during this time.
5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that the 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.

Fan wobble.

1. Check that all blade and blade arm screws are secure.
2. Most fan wobbling 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.(Fig. 19) Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation 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 ARM WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.

Troubleshooting 12.

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
52"	Low	120	0.21	12	65	1800	xx kgs (xx lbs)	9.18 kgs (20.2 lbs)	1.71'
	Medium	120	0.38	34	115	3700			
	High	120	0.51	63	160	5450			

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

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2455 Paces Ferry Rd. N.W.
Atlanta, Georgia 30339

13. Specifications