**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 Plexiglas 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 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. Shipping costs for any return of product as part of a claim on the warranty must be paid for by the customer.

**Lifetime Limited Warranty**

*(Lifetime warranty on motor)*
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 "ANSI/NFPA 70-1999 " and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.

3. WARNING: To reduce the risk of electrical shock or fire, do not use this fan with any solid-state 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.

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**1. Safety Rules**
Unpack your fan and check the contents. You should have the following items:

1. Slide-On Mounting Plate (inside canopy)
2a. Downrod and Hanger Ball Assembly (12”)
2b. An Extra Downrod (6”)
3. Canopy with Canopy Ring attached
4. Decorative Motor Collar Cover
5. Fan Motor Assembly
6. Light Kit
7. Bulbs (3)
8. Decorative Downrod Pipe
9. Glass Bowl (1)

10. Blade Bracket (flange) set (5)
11. Finial
12. Blades (5)

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**IMPORTANT:** THIS PRODUCT AND/OR COMPONENTS ARE COVERED BY ONE OR MORE OF THE FOLLOWING U.S. PATENTS: 5,947,436; 5,988,580; 5,971,573; 6,010,110; 6,010,306; 6,039,541; 6,046,416 AND OTHER PATENTS PENDING.

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a. **Blade attachment hardware**
   (20 washer head screws)
b. **Mounting hardware** (1 hanger pin, 1 locking pin)
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.)
d. **Blade Bracket Hardware**
   (10 screws with lockwashers, 1 small wrench)
e. **Decorative Screw Caps (10)**
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 35 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.

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.

3. Installing Your Fan

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 fan is recommended for the standard ceiling mounting using the downrod provided with this fan. When using standard ceiling installation with an 12 inch downrod provided, the distance from the ceiling to the bottom of the fan blades will be approximately 18 inches.

THE GLASS IS FRAGILE, USE CARE WHEN INSTALLING THE FAN.

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. Loosen the two set screws on the decorative downrod pipe.
4. Route the wire exiting the top of the fan motor through the decorative motor collar cover then the decorative downrod pipe and 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).
5. Loosen, but do not remove, the set screws on the collar on the top of the motor housing.
6. Align the holes at the bottom of the downrod with holes in the collar on top

5. Changing the Downrod (Optional)

An extra 6 inch downrod is supplied with the fan for close-to-the-ceiling installation, please see following steps on changing the downrod prior to installation. NOTE: OMIT DECORATIVE DOWNROD PIPE WHEN USING THE 6 INCH DOWNROD.

1. Remove the hanger ball by loosening the set screw at the top of the 12" downrod assembly which holds the hanger ball to the downrod (This is not the screw with green wire attached). Slide the hanger ball down the downrod and remove the support pin.

2. Insert the support pin in the holes at the top of 6" downrod and slide the hanger ball up to the 6" downrod. Make sure the support pin is properly seated in the grooves in the top of the hanger ball.

3. Tighten the set screw firmly.

Installing Fan to the Electrical Box

1. Pass the 120-volt supply wires through the center hole in the ceiling mounting plate as shown in Figure 8.

2. Install the ceiling mounting plate on the electrical box, sliding the mounting plate over the two screws provided with the outlet box. Note that the flat side of the mounting plate is toward the electrical box.
3. Securely tighten the two mounting screws.
4. Carefully lift the fan assembly up to the ceiling mounting plate. 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.

**WARNING**
The hook as shown in Fig. 9 is only to balance fan while attaching wiring. Failure to hang as shown in Fig. 9 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 two green fan ground wires, located on the downrod and mounting plate, to the household ground wire.

**Step 2** Connect the fan light supply (blue) wire and the fan supply (black) wire to the black household supply wire as shown in Figure 10.

**Step 3** Connect the neutral fan (white) wire to the white neutral household 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 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.

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*Figure 10*
Diagram indicates optional light kit
Finishing the Fan Installation

ATTACHING THE FAN BLADES

1. Attach blade to blade bracket using the screws as shown in Figure 11. Please note that the rubber washers are pre-attached to the blade bracket. Start a screw into the bracket, Repeat for the three remaining screws.
2. Tighten each screw securely.

STANDARD CEILING MOUNTING

WARNING

WHEN USING THE STANDARD BALL/DOWNROD 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.

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 counter-clockwise to lock in place.
4. You may now proceed to attaching the fan blades.

3. Align the two screw holes on the blade bracket / blade assembly with the holes on the side of the fan motor assembly, securing with the head screws and lockwashers, use a small wrench (provided) to tighten the screws and lockwashers firmly (Figure 12).
4. Insert the decorative screw caps to the screw holes on the blade bracket / blade assembly.
5. Repeat steps 1, 2, 3 & 4 for the remaining blades.

7. 

Figure 11

Figure 12
Attaching the Light Kit/Glass Bowl

CAUTION- To reduce the risk of electrical shock, disconnect the electrical supply circuit to the fan before installing light kit.

THE GLASS IS FRAGILE, USE CARE WHEN INSTALLING THE LIGHT KIT AND THE GLASS SHADE.

1. Remove one of three mounting screws and lockwashers in the light kit plate and loosen the other two mounting screws and lockwashers.
2. Connect the 9-position molded adaptor plug exiting the fan motor assembly with the adaptor plug exiting the light kit (Figure 13).
3. Align the two key slots in the light kit with the two mounting screws and lockwashers in the light kit plate and place the light kit over two screws, turn the light kit clockwise until it locks, tighten the two mounting screws and lockwashers.
4. Re-install the mounting screw and lockwashers that was removed in step 1 and tighten firmly.
5. With the power off, insert the light bulbs into the light kit sockets (Max. 40W provided).
6. Pass the light switch chain through the center hole in the glass bowl and then through the hole in the finial (Figure 14). Pass the fan switch through the side hole in the glass bowl.
7. Position the glass bowl over the threaded tube of the light kit and finger tight with finial.
8. Install the fobs provided to the light switch chain and fan switch chain.
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 15. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Measurements deviation 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.

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.

NOTE
Note: Wait for fan to stop before reversing the direction of blade rotation.

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 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.

NOTE: The slide switch controls the directions forward (switch to left) or reverse (switch to right). The slide switch is located on the side of the light kit as shown on Figure 13 page 9, remove the finial and glass bowl to expose the slide switch to select the desired direction.

Warm weather – (Forward) A downward airflow creates a cooling effect as shown in Figure 16. 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 17. This allows you to set your heating unit on a lower setting without affecting your comfort.
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.

**10. Care of Your Fan**
Problem | Solution
---|---
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.

11. Troubleshooting
<table>
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<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>
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<th>C.F.</th>
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These are approximate measures. They do not include Amps and Wattage used by the light kit.

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