



installation and
operation manual
for Hunter
Ceiling Fans



Your new Hunter® ceiling fan is an addition to your home or office that will provide comfort and performance for many years. This installation and operation manual gives you complete instructions for installing and operating your fan.

We are proud of our work. We appreciate the opportunity to supply you with the best ceiling fan available anywhere in the world. Before installing your fan, record the following information for your records and warranty assistance. Please refer to the carton and the Hunter nameplate label (located on the top of the fan motor housing) for the proper information.

Model Name: _____

Catalog/Model No.: _____

Serial No.: _____

Date Purchased: ____ / ____ / ____

Where Purchased: _____

Please also attach your receipt or a copy of your receipt for reference.

Easy Lock™ Blade System

Your new Hunter ceiling fan includes our exclusive Easy Lock™ blade assembly which locks the blades in place without tools and eliminates up to 40 parts. It also allows easy removal of the blades for cleaning.

cautions and warnings

- **Read entire booklet carefully before beginning installation. Save these instructions.**
- **Use only Hunter replacement parts.**
- **To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these instructions, and use only the hardware supplied.**
- **To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.**
- **All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, you should use a qualified electrician.**
- **To reduce the risk of personal injury, do not bend the blade attachment system when installing, balancing, or cleaning the fan. Never insert foreign objects between rotating fan blades.**
- **To reduce the risk of fire, electrical shock, or motor damage, do not use a solid-state speed control with this fan. Use only Hunter speed controls.**

getting ready

To install a ceiling fan, be sure you can do the following:

- Locate the ceiling joist or other suitable support in ceiling.
- Drill holes for and install wood screws.
- Identify and connect electrical wires.
- Lift 40 pounds.

If you need help installing the fan, your Hunter fan dealer can direct you to a licensed installer or electrician.

gathering the tools

You will need the following tools for installing the fan:

- Electric drill with 9/64" bit
- Standard screwdriver
- Phillips-head screwdriver
- Wrench or pliers

considering optional accessories

Consider using Hunter's optional accessories, including a wall-mounted or remote speed control. To install and use the accessories, follow the instructions included with each product. For quiet and optimum performance of your Hunter fan, use only Hunter speed controls.

checking your fan parts

Carefully unpack your fan to avoid damage to the fan parts. Check for any shipping damage to the motor or fan blades. If one of the fan blades was damaged in shipment, return all the blades for replacement.

NOTE: If you are installing more than one fan, keep the fan blades in sets, as they were shipped.

If any parts are missing or damaged, contact your Hunter dealer or call Hunter Parts Department at 888-830-1326.

understanding Installer's Choice®

This patented 3-position mounting system provides you maximum installation flexibility and ease. You can install your Hunter fan in one of three ways. The steps in this manual include specific instructions for the fan mounting method of your choice. For a ceiling 8 feet or higher, standard mounting is recommended.

Flush Mounting (Figure 1) fits close to the ceiling, for low ceilings less than 8 feet high.

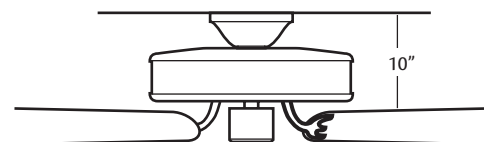


Figure 1 - Flush mounting

Standard Mounting (Figure 2) hangs from the ceiling by a downrod (included), for ceilings 8 feet or higher. For ceilings higher than 8 feet, you can purchase Hunter extension downrods. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.

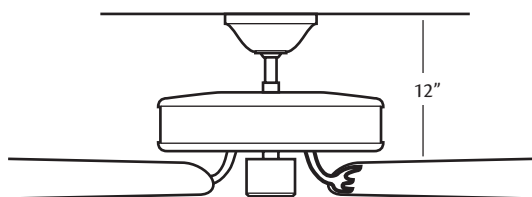


Figure 2 - Standard mounting

Angle Mounting (Figure 3) hangs from a vaulted or angled ceiling.

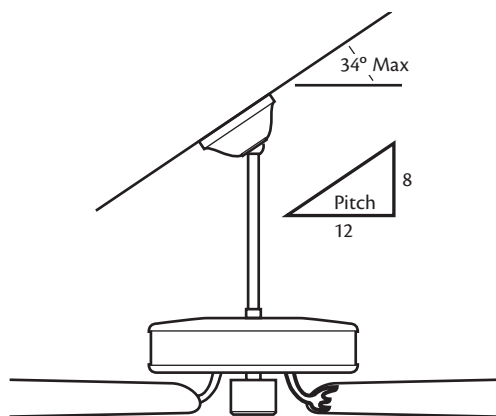


Figure 3 - Angle mounting

preparing the fan site

These guidelines are designed to help you select the best location for your fan and to prepare the site prior to installing the fan. Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

choosing the fan site

Within the room where you want to install the fan, choose a fan site where:

- No object can come in contact with the rotating fan blades during normal operation.
- The fan blades are at least 7 feet above the floor and the ceiling is at least 8 feet high.
- The fan blades have no obstructions to air flow, such as walls or posts, within 30 inches of the fan blade tips.
- The fan is directly below a joist or support brace that will hold the outlet box and the full weight of the fan.

See Figure 4 for the minimum mounting distances.

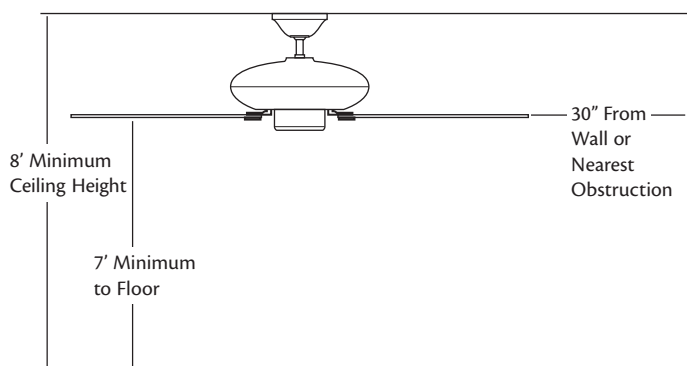


Figure 4 - Minimum mounting distances

using an existing fan site

If you are preparing a new fan site, go to the **preparing a new fan site** section.

If you plan to use an existing fan site, complete the following checklist for the support brace, ceiling hole, outlet box, and wiring. If you cannot check off every item, see the **preparing a new fan site** section for instructions on properly preparing the site for your new fan.

fan support system

- Fan must attach directly to building structure.
- Fan support system must hold full weight of fan and light kit.

ceiling hole

- Outlet box clearance hole directly below the joist or support brace.

outlet box

- UL-approved octagonal 4" x 1-1/2" outlet box (or as specified by the support brace manufacturer).
- Outlet box secured to joist or support brace by wood screws and washers through inner holes of outlet box.
- Outer holes of outlet box aligned with joist or support brace.
- Bottom of outlet box recessed a minimum of 1/16" into ceiling.

wiring

- Electrical cable secured to outlet box by approved connector.
- Six inches of lead wires extend from outlet box.

See Figure 5 for an adequate existing fan site.

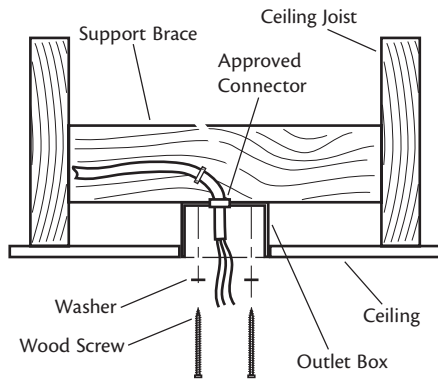


Figure 5 - Adequate existing fan site

If your existing fan site is suitable, go to the **installing the ceiling plate** section and begin installing your new Hunter fan.

preparing a new fan site

To prepare the fan site follow four steps:

- Cutting the Ceiling Hole
- Installing the Support Brace (if necessary)
- Installing the Outlet Box
- Preparing the Wiring

cutting the ceiling hole

1. Locate the site for the hole directly below the joist or support brace that will hold the outlet box and fan.
2. Cut a 4" diameter hole through the drywall or plaster of the ceiling as shown in Figure 6. You will use the hole to install the support brace and outlet box.

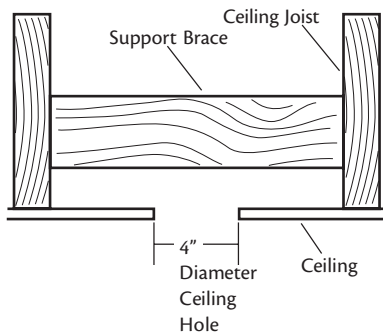


Figure 6 - Cutting the ceiling hole

installing the support brace

If there is a ceiling joist directly above the hole which will allow the outlet box to be recessed a minimum of 1/16" in the ceiling, go to **installing the outlet box** section.

If there is not an adequate ceiling joist available, do the following:

1. Attach a 2" x 4" support brace between two joists. The support brace must allow the bottom of the outlet box to be recessed a minimum of 1/16" into the ceiling. See Figure 7.
2. Check the support brace to ensure it will support the full weight of the fan and light kit.

installing the outlet box

1. Obtain a UL-approved octagonal 4" x 1-1/2" outlet box, plus two #8 x 1-1/2" wood screws and washers, available from any hardware store or electrical supply house.
2. Orient the outlet box so that both the inner and outer holes in the box align with the joist or support brace.
3. Drill pilot holes no larger than the minor diameter of the wood screws (5/64") through the inner holes of the outlet box.
4. Attach the outlet box directly to the support brace or joist with two #8 x 1-1/2" wood screws and washers. The bottom of the outlet box must be recessed a minimum of 1/16" into the ceiling as shown in Figure 7.

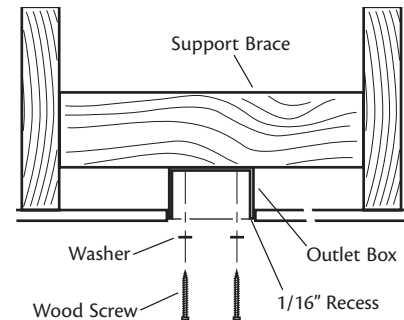


Figure 7 - Installing the outlet box

preparing the wiring

CAUTION: All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, you should use a qualified electrician.

1. Make sure the circuit breakers to the fan supply line leads and associated wall switch location are turned off. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
2. Thread the fan supply line through the outlet box so that the fan supply line extends at least 6" beyond the box as shown in Figure 8.
3. Attach the fan supply line to the outlet box with an approved connector, available at any hardware store or electrical supply house. Refer to Figure 8.
4. Make certain the wiring meets all national and local standards and ANSI/NFPA 70.

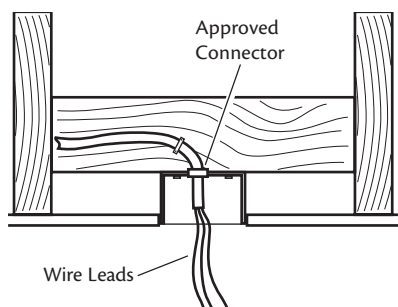


Figure 8 - Preparing the wiring

You have now successfully prepared your ceiling fan site. For instructions on how to install your ceiling fan, continue with the **installing the ceiling plate** section.

installing the ceiling plate

1. Drill two pilot holes into the wood support structure through the outermost holes on the outlet box. The pilot holes should be 9/64" in diameter.
2. Thread the lead wires from the outlet box through the hole in the middle of the ceiling plate.
3. Your fan comes with four neoprene noise isolators. Position the isolators between the ceiling plate and ceiling by inserting the raised areas on each isolator into the holes in the ceiling plate. Refer to Figure 9.

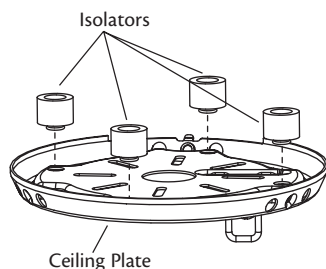


Figure 9 - Inserting the isolators into the ceiling plate

4. Align the slotted holes (refer to Figure 10) in the ceiling plate with the pilot holes in the wood support structure. Note: The isolation pads should be flush against the ceiling. For Angled Ceilings: Be sure to orient the ceiling plate so that the arrows on the ceiling plate are pointing towards the ceiling peak. Refer to Figure 10.

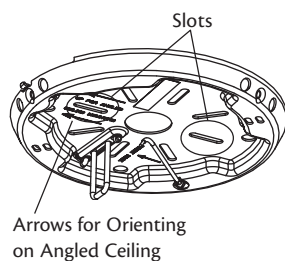


Figure 10 - Locating the slotted holes to use

5. Place a flat washer on each of the two 3" screws and pass the screws through the slotted holes in the ceiling plate as shown in Figure 11.

6. Tighten the screws into the 9/64" pilot holes; do not use lubricants on the screws. Do not overtighten.

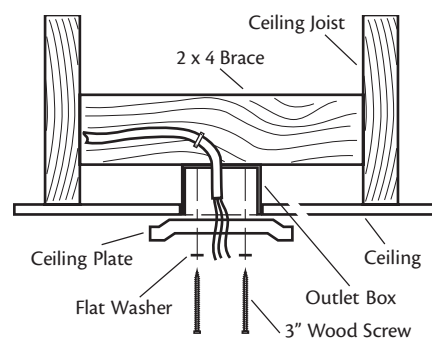


Figure 11 - Installing the ceiling plate

assembling the fan

assembling the fan for a standard or angled ceiling

1. Insert the downrod through the canopy and canopy trim ring as shown in Figure 12. Feed wires from the fan through the downrod.
2. Screw the downrod into the fan assembly until tight. **IMPORTANT!** Tighten downrod set screw as shown in Figure 12. **CAUTION: The downrod has a special coating on the threads. Do not remove this coating; the coating prevents the downrod from unscrewing. Once assembled, do not remove the downrod.**
3. Continue to the **hanging the fan** section.

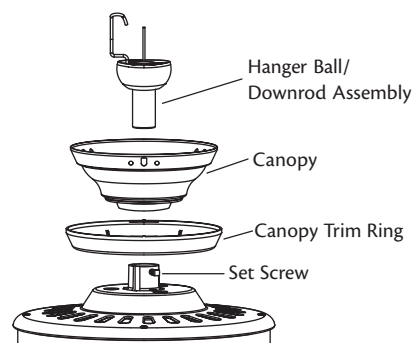


Figure 12 - Assembling the downrod

assembling the fan for a low ceiling

1. Remove the screw on the hanger ball to disassemble it from the downrod as shown in Figure 13.

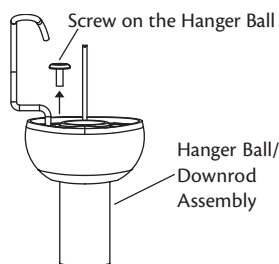


Figure 13 - Removing the screw from the hanger ball

2. Remove the hook from the assembly.
3. Completely remove the set screw (identified in Figure 12) from the fan adapter.
4. Put the set screw, previously removed, through the two black neoprene washers and the hook as shown in Figure 14. Hook must be installed in same orientation as shown in Figure 14.

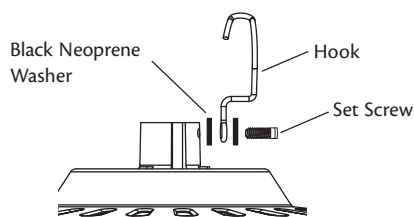


Figure 14 - Assembling the set screw for low profile assembly

5. Reassemble the set screw to the adapter as shown in Figure 14.
NOTE: The rubber washers should be tight enough to keep the hook standing straight up, but the set screw should not be completely tighten as to keep the hook from being able to swing.
6. Place the canopy trim ring then the canopy over the adapter as shown in Figure 15.
7. Place the low profile washer (lip up) into the canopy as shown in Figure 15 fitting the notch in the low profile washer over the adapter set screw and hook.

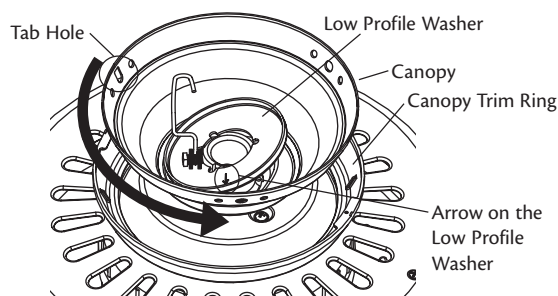


Figure 15 - Assembling canopy for low profile mounting

8. Rotate the canopy until the arrow on the low profile washer aligns with the tab hole on the canopy as shown in Figure 15.
9. Align the holes in the low profile washer with the holes in the adapter and assemble securely with the three #8-32 x 1" screws.

installing the blade irons

1. Turn the fan upside down. Use the ceiling fan package to support the fan while assembling the blade irons.
2. Slide the blade iron under the switch housing plate aligning the two notches with the two metal clips as shown in Figure 16. It may help to press down on the opposite side of the motor housing while installing.
3. Pull the blade iron forward over the metal clips to fully engage the blade iron.

NOTE: If you have difficulty installing the blade iron, you can loosen the screws and then tighten after installing.

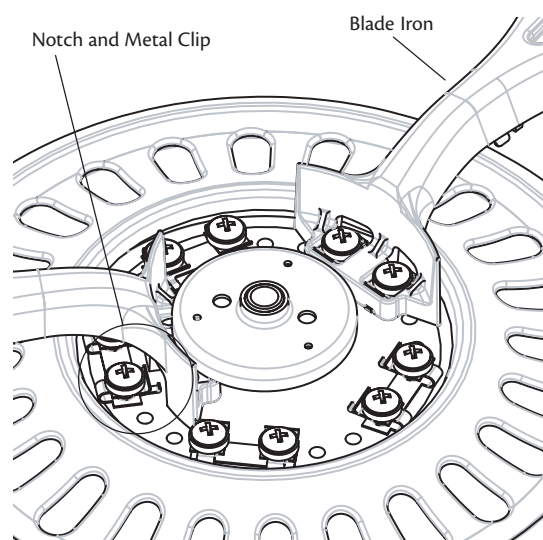


Figure 16 - Assembling the blade iron

hanging the fan

1. Raise the fan and place the hook through the loop on the ceiling plate as shown in Figure 17. Use the note and arrow engraved in the ceiling plate to assist in determining the direction to assemble.

⚠WARNING: Fan may fall if not assembled as directed in these installation instructions.

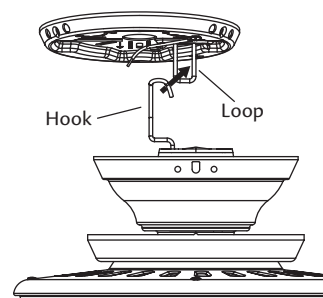


Figure 17 - Hanging the fan

wiring the fan

1. Disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location.
2. You can use either one or two wall switches to control the fan and/or lights separately. Use connection 1, as described in Figure 18, to
 - control the light with a wall switch and the fan with a pull chain (one wall switch required),
 - control the light with a pull chain and the fan with a wall switch (one wall switch required), or
 - control the light with one wall switch and the fan with another (two wall switches required).

Use connection 2, as described in Figure 18, if there is no separate wall switch power wire for the light fixture.

NOTE: Wall switches not included.

3. Connect the wires as shown in Figure 18. To connect the wires, twist the bare metal leads together. Place a wire nut over the intertwined length of wire and twist clockwise until tight as.

CAUTION: Be sure no bare wire or wire strands are visible after making connections.

All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, you should use a qualified electrician.

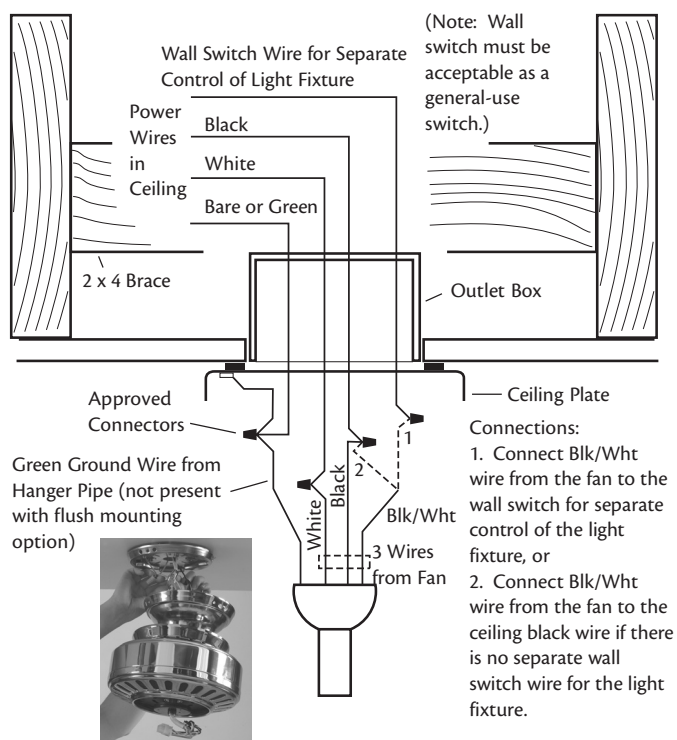


Figure 18 - Wiring the fan

installing the canopy

1. Rotate the fan 180° clockwise from the initial position when hanging the fan. The arrows on the hanger ball and on the ceiling plate should be pointing in the same direction and should be pointing towards the tab hole on the canopy. Refer to Figure 19.

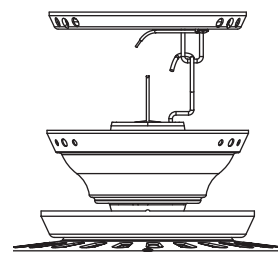


Figure 19 - Rotating the fan

For Flush Mounting: The arrows on the low profile washer and on the ceiling plate should be pointing in the same direction and should be pointing towards the tab hole on the canopy.

2. Hook the tab hole over the tab on the ceiling plate as shown in Figure 20.
3. Raise the canopy, be sure the holes in the canopy and the ceiling plate are aligned, and loosely assemble the canopy screws one at a time. When all three screws are assembled, securely tighten all three canopy screws. Refer to Figure 20.

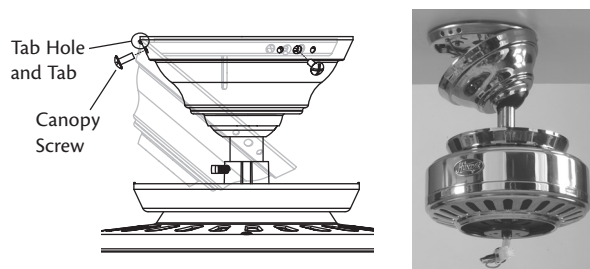


Figure 20 - Installing the canopy

installing the canopy trim ring

1. To easily install the canopy trim ring, locate the two tabs on the canopy trim ring. See Figure 21.

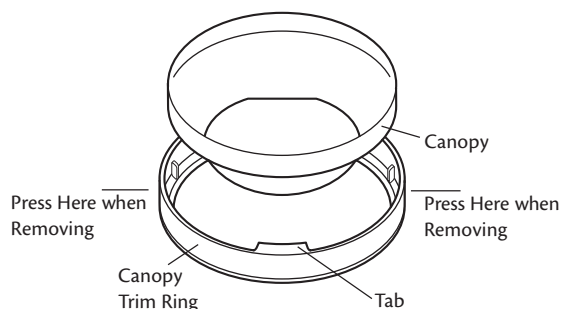


Figure 21 - Canopy trim ring

2. Take both hands and push the canopy trim ring up to the top of the canopy. See Figure 21.
3. The canopy trim ring will snap and lock into place on the canopy.

removing the canopy trim ring

1. Locate the tab indicators, small bumps on top of tabs. Refer to Figure 22.
2. To remove the canopy trim ring, press firmly on opposite sides of the ring towards the canopy as shown in Figure 22. The tabs will flex out releasing the trim ring from the canopy.

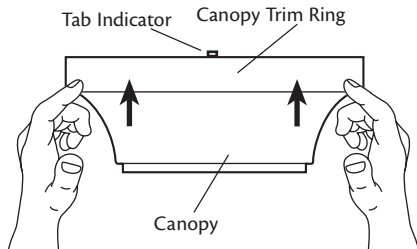


Figure 22 - Removing the canopy trim ring

installing the blades

1. Open the locking mechanism as shown in Figure 23.

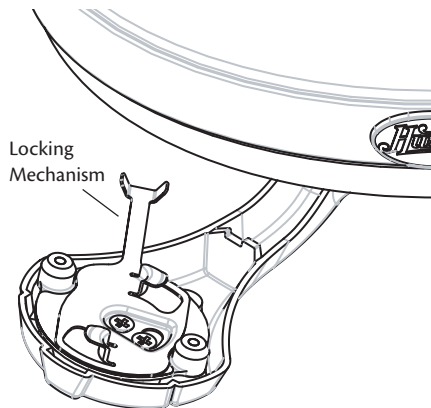


Figure 23 - Opening blade iron locking mechanism

2. Align the holes in the blade with the blade iron as shown in Figure 24.
3. Close the locking mechanism securely feeling it lock into place.

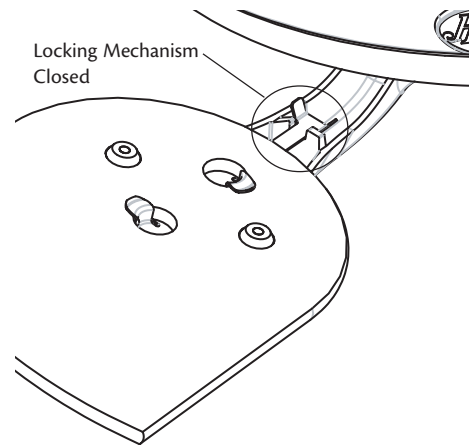


Figure 24 - Installing the blade

installing the light fixture

You can install with or without the light fixture. If you want to install without the light fixture, skip to the **installing without the light fixture** section.

WARNING: Use only the supplied light fixture for this fan model.

attaching the upper switch housing

1. Partially install two #6-32 x 3/8" housing assembly screws into the switch housing mounting plate as shown in Figure 25.
2. Feed the upper plug connector through the center opening of the upper switch housing. See Figure 25.

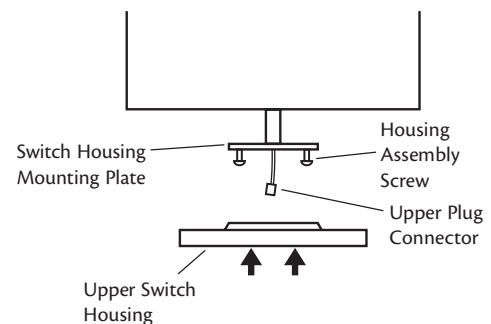


Figure 25 - Attaching the upper switch housing to the mounting plate

3. Align the keyhole slots in the upper switch housing with the housing assembly screws installed previously.
4. Turn the upper switch housing counterclockwise until the housing assembly screws are firmly situated in the narrow end of the keyhole slots as shown in Figure 26. Install the one remaining #6-32 x 3/8" housing assembly screw into the third hole in the upper switch housing. Tighten all three screws firmly.

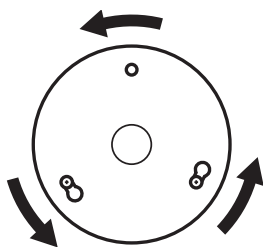


Figure 26 - Mounting the upper switch housing

CAUTION: Make sure the upper switch housing is securely attached to the switch housing mounting plate. Failure to properly attach and tighten all three housing assembly screws could result in the switch housing and light fixture falling.

attaching the lower switch housing

1. Connect the upper plug connector from the motor to the lower plug connector in the lower switch housing assembly. See Figure 27.

NOTE: Both plug connectors are polarized and will only fit together one way. Make sure that both connectors are properly aligned before connecting them together. Incorrect connection could cause improper operation and damage to the product.

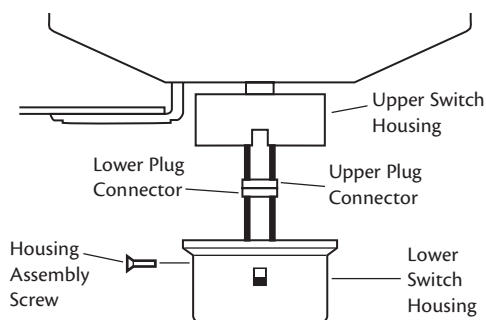


Figure 27 - Connecting the plug connectors

2. Place the lower switch housing assembly over the upper switch housing. Align the side screw holes in the upper and lower switch housings. Attach the lower switch housing to the upper switch housing with three #6-32 x 3/8" housing assembly screws. See Figure 27.

installing the glass bowl

Refer to Figure 28.

1. Install two max 60 Watt medium base incandescent bulbs.
2. Attach the extra pull chain (included in the sack parts) to the fan pull chain using the plastic breakaway connector.
3. Thread the fan pull chain through the hole in the metal disk. Then, thread the fan pull chain through the small hole beside the hole in the center of the glass bowl.
4. Thread the light pull chain through the hole in the center of the glass bowl.
5. Place the cover plate up against the glass bowl. Align the holes in the cover plate and glass bowl.

6. Thread the fan pull chain and light pull chain through the appropriate holes.
7. Thread the light pull chain through the finial and screw the finial onto the threaded rod end until tight.

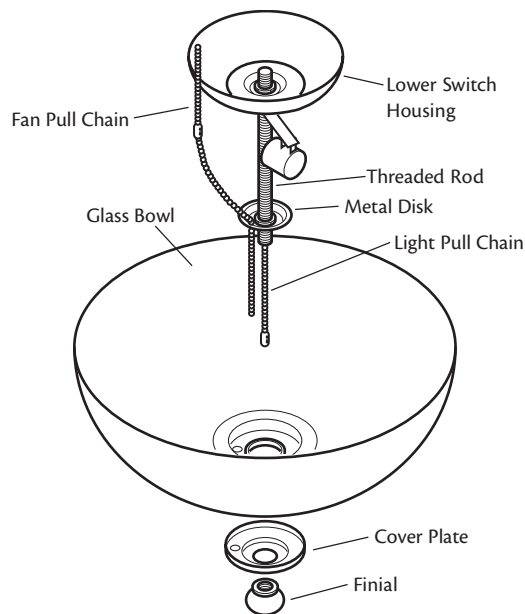


Figure 28 - Installing the glass bowl

installing without the light fixture

Your Hunter fan comes with an integrated light fixture assembly and an optional switch housing cap and finial. This feature gives you the option of installing the fan with or without the included light fixture.

If you decide to install the fan without the integrated light fixture please complete the following instructions to install the optional switch housing cap and finial.

attaching the upper switch housing

1. Partially install two #6-32 x 3/8" housing assembly screws into the switch housing mounting plate as shown in Figure 25.
2. Feed the upper plug connector through the center opening of the upper switch housing. See Figure 25.
3. Align the keyhole slots in the upper switch housing with the housing assembly screws installed previously.
4. Turn the upper switch housing counterclockwise until the housing assembly screws are firmly situated in the narrow end of the keyhole slots as shown in Figure 26. Install the one remaining #6-32 x 3/8" housing assembly screw into the third hole in the upper switch housing. Tighten all three screws firmly.

CAUTION: Make sure the upper switch housing is securely attached to the switch housing mounting plate. Failure to properly attach and tighten all three housing assembly screws could result in the switch housing and light fixture falling.

attaching the lower switch housing

uninstalling the light fixture

Refer to Figure 29.

1. Disconnect the plug connectors between the black wire and the black/white wire.
2. Disconnect the plug connectors between the two white wires.
3. Uninstall the nut and washer from the end of the light fixture inside of the lower switch housing.
4. Unscrew the threaded rod of the light fixture from the lower switch housing.
5. Remove the light fixture from the lower switch housing pulling disconnected wires through the hole in the center of the lower switch housing.

NOTE: When removing the wires, pull the thin plug connector (male) through first, and then pull the other plug connector (female) through the hole.

6. Install the dummy terminals (included in the sack parts) on the two disconnected wires in the lower switch housing.

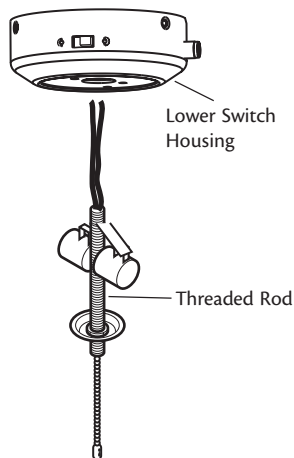


Figure 29 - Removing the light fixture

installing the switch housing cap and plug button

Install the switch housing cap and plug button to the lower switch housing as shown in Figure 30.

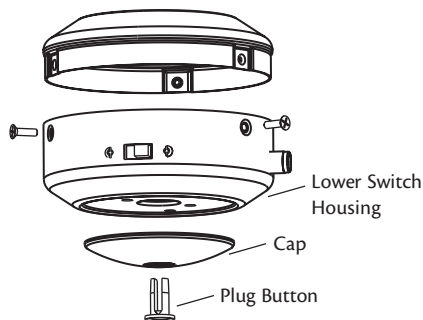


Figure 30 - Installing the switch housing cap and plug button

installing the lower switch housing

1. Connect the upper plug connector from the motor to the lower plug connector in the lower switch housing assembly. See Figure 27.

NOTE: Both plug connectors are polarized and will only fit together one way. Make sure that both connectors are properly aligned before connecting them together. Incorrect connection could cause improper operation and damage to the product.

2. Place the lower switch housing assembly over the upper switch housing. Align the side screw holes in the upper and lower switch housings. Attach the lower switch housing to the upper switch housing with three #6-32 x 3/8" housing assembly screws. See Figure 27.

operating your ceiling fan

1. Turn on electrical power to the fan.
2. The fan pull chain controls power to the fan. The pull chain has four settings in sequence: High, Medium, Low and Off.
 - Pull the chain slowly to change settings.
 - Release slowly to prevent the chain from recoiling into the blades.
 - The chain uses a breakaway connector that separates if the chain is jerked. If this happens, simply reinsert the chain into the connector.
3. The light pull chain controls power to the light. The pull chain has two settings: On and Off.
4. Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room with a direct breeze. In winter, having the fan draw air upward (clockwise blade rotation) will distribute the warmer air trapped at the ceiling around the room without causing a draft. Refer to Figure 31.

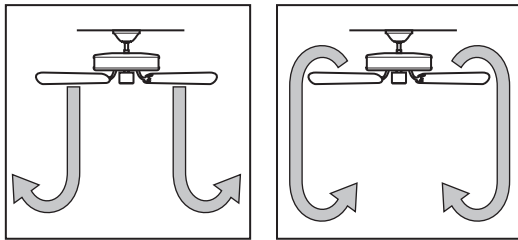


Figure 31 - Air flow patterns

To change the direction of air flow, turn the fan off and let it come to a complete stop. Slide the reversing switch on the fan to the opposite position as shown in Figure 32. Restart fan.

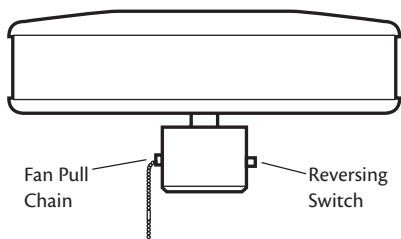


Figure 32 - Pull chain and reversing switch

cleaning your ceiling fan

caring for finishes

For cleaning, a soft brush or lint-free cloth should be used to prevent scratching the finish. A vacuum cleaner brush nozzle can remove heavier dust. Surface smudges or an accumulation of dirt and dust can easily be removed by using a mild detergent and a slightly dampened cloth. An artistic agent may be used, but never use abrasive cleaning agents as they will damage the finish.

caring for blades

Wood finish blades should be cleaned with a furniture polishing cloth. Occasionally, a light coat of furniture polish may be applied for added protection and beauty. Painted and high-gloss blades may be cleaned in the same manner as the fan finish.

troubleshooting

Problem: Nothing happens; fan does not move.

1. Turn power on, replace fuse, or reset breaker.
2. Loosen canopy, check all connections according to the **wiring the fan** section.
3. Check the plug connection in the switch housing.
4. Push motor reversing switch firmly up or down to ensure that the switch is engaged.
5. Pull the pull chain to ensure it is on.
6. Remove the shipping bumpers.

Problem: Noisy operation.

1. Check to see if the blade bracket is secure.
2. Check to see if the blade is secure.
3. Check to see if the blade is cracked. If so, replace all the blades.
4. Change to an approved speed control.
5. Be sure that the glass is secure.
6. Check and tighten the screws in the switch housing mounting plate and in the upper and lower switch housing.

Problem: Excessive wobbling.

1. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.
2. Turn power off, support fan very carefully, and check that the hanger ball is properly seated.

If you need parts or service assistance, please call 888-830-1326 or visit us at our WEB site at <http://www.hunterfan.com>.

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