



installation and  
operation manual  
for Hunter  
Ceiling Fans

# Welcome

### For Your Records and Warranty Assistance

Model Name: \_\_\_\_\_

Catalog/Model No.: \_\_\_\_\_

Serial No.: \_\_\_\_\_

Date Purchased: \_\_\_\_\_

Where Purchased: \_\_\_\_\_

For reference also attach your receipt or a copy of your receipt to the manual.

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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, for your records and warranty assistance, record information from the carton and Hunter nameplate label (located on the top of the fan motor housing).

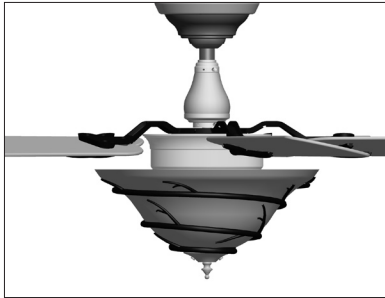
### Cautions and Warnings

- Read this entire manual 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, 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.

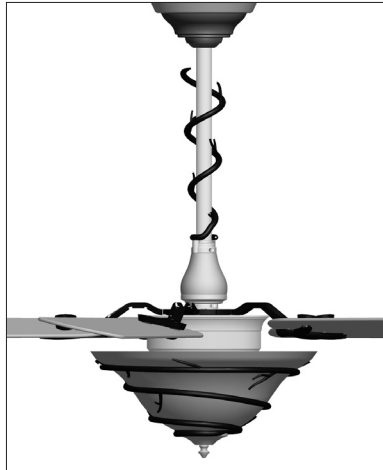
## Mounting and Optional Accessories

### Understanding Mounting

Hunter's patented mounting system provides you maximum installation flexibility and ease. You can install your Hunter fan in one of two ways, depending on your preference: Standard or Angle mounting. Your fan may only be installed on ceilings 8 feet or higher.



A standard downrod is provided for installing your fan on a ceiling 8-10 feet high. **Note:** The decorative twig attachment will not fit on the standard downrod.



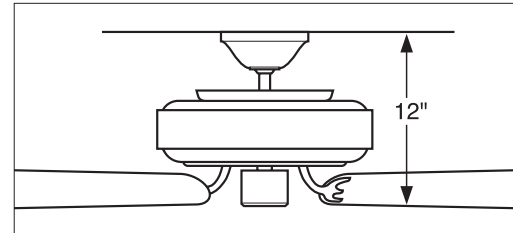
For ceilings 10 feet or higher, an extension downrod and decorative twig attachment are provided. The decorative twig cannot be added to the fan when installing on ceilings lower than 10 feet.

If you want to install on a ceiling 8-10 feet high, follow section **2 • Assembling the Fan for Ceilings 8-10 Feet High** on page 5.

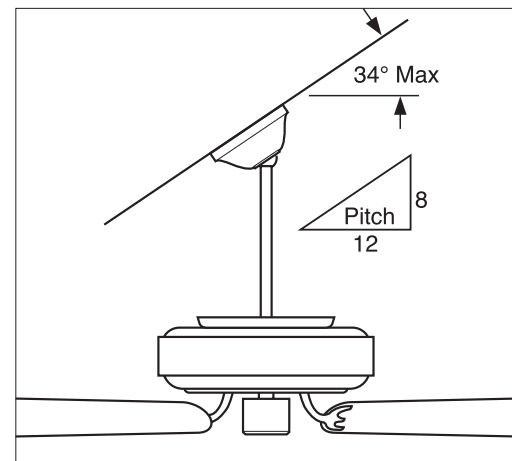
If you want to install the fan on a ceiling 10 feet or higher, follow section **3 • Assembling the Fan for Ceilings 10 Feet or Higher** on page 6.

### 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.



**Standard Mounting** hangs from the ceiling by a downrod (included), recommended for ceilings 8 feet or higher



**Angle Mounting** recommended for a vaulted or angled ceiling

Your fan includes an extension downrod, which should be used only when installing the fan on a ceiling 10 feet or higher. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.

## 1 • Getting Ready

4

### **Installing Multiple Fans?**

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

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

### **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.

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

### **Preparing the Fan Site**

Before you begin installing the fan, follow all the instructions in the pullout sheet called "Preparing the Fan Site." Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

## 2 • Assembling the Fan for Ceilings 8-10 Feet High

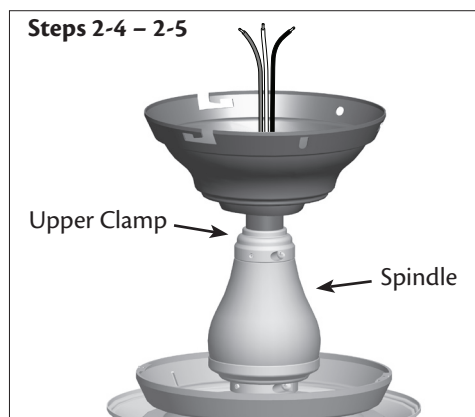
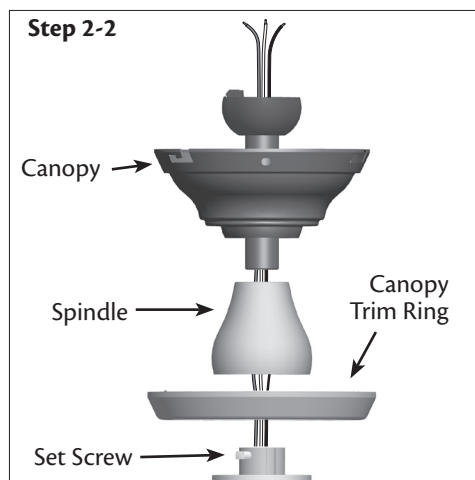
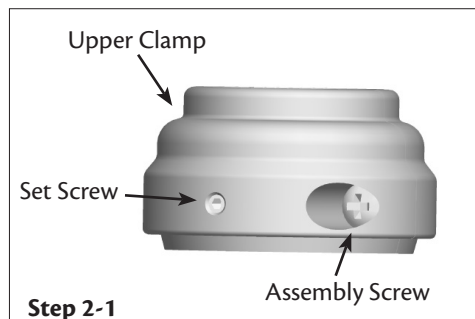
To install the fan on ceilings 8-10 feet high, follow the steps in this section. (Skip to the next section if you are installing the fan on a ceiling 10 feet or higher.)

- 2-1. Remove the two assembly screws in the upper clamp.
- 2-2. Insert the downrod through the canopy, canopy trim ring, and spindle. Feed the wires from the fan through the downrod.
- 2-3. Loosen the square head set screw on the adapter to install the pipe and ball assembly. **Note:** When the pipe and ball assembly is fully installed, 2-3 threads will still be visible; this is normal. Securely retighten the set screw with a wrench or pliers.

**▲ CAUTION:** The adapter 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.

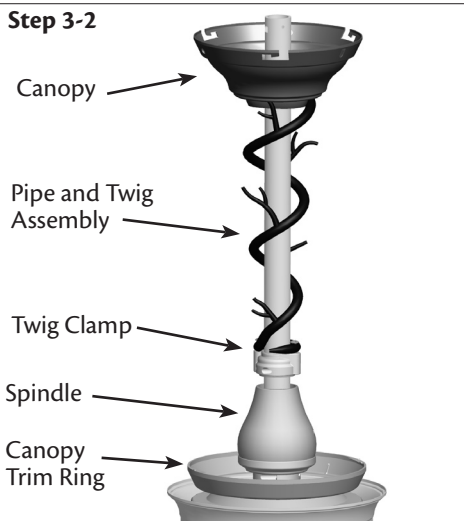
**▲ CAUTION:** Do not carry or lift fan by the canopy.

- 2-4. Lower the spindle onto the lower clamp.
- 2-5. Reassemble the upper clamp around the pipe using the two assembly screws removed in Step 2-1. Lower the clamp onto the spindle. Tighten the set screws using the provided allen wrench. **ATTENTION:** Do not overtighten the set screws; doing so will damage the wrench.
- 2-6. Go to **4 • Installing the Ceiling Plate** on page 7 to continue the installation.

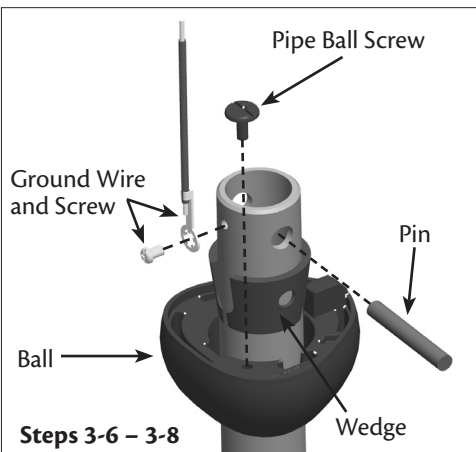
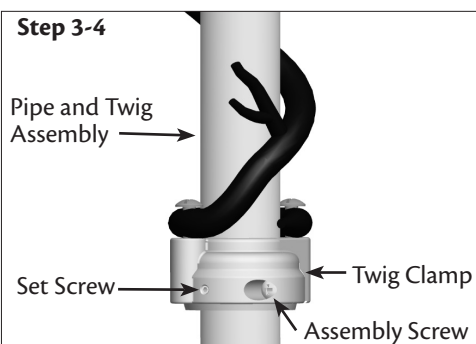


### 3 • Assembling the Fan for Ceilings 10 Feet or Higher

#### Step 3-2



#### Step 3-4



- 3-1. Loosen the square head set screw in the adapter. Loosen the set screws and the assembly screws on the twig clamp.
- 3-2. Thread the wires from the fan through the canopy trim ring and spindle. Then thread the wires through the pipe and twig assembly.
- 3-3. Install the pipe into the adapter. **Note:** When the downrod is fully installed, 2-3 threads will still be visible; this is normal. Securely retighten the set screw with a wrench or pliers.

**⚠ CAUTION:** The adapter 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.

**⚠ CAUTION:** Do not carry or lift fan by the canopy.

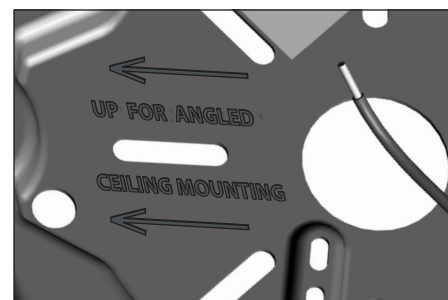
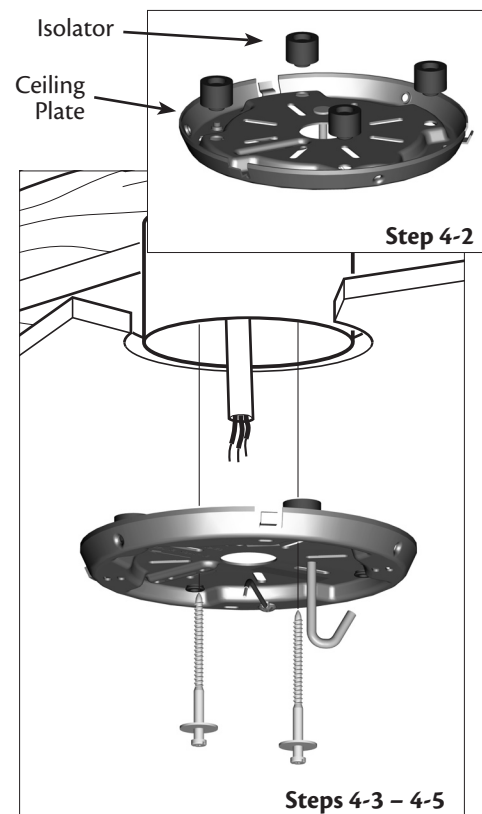
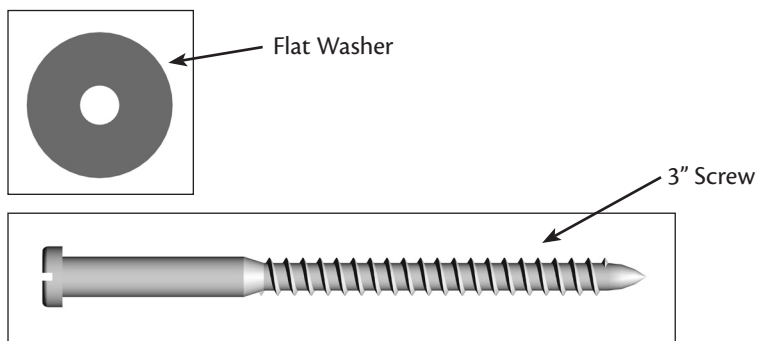
- 3-4. Lower the pipe and twig assembly onto the spindle. Tighten the set screws and the assembly screws on the twig clamp using the provided allen wrench. **ATTENTION:** Do not overtighten the set screws; doing so will damage the wrench.
- 3-5. Thread the wires from the fan through the canopy.
- 3-6. Remove the pipe ball screw from the standard downrod, then slide the ball off the pipe.
- 3-7. Remove the pin from the pipe, then slide the wedge off the pipe.
- 3-8. Remove the screw and ground wire from the pipe.
- 3-9. Reassemble the ball, wedge, pin, ground wire, and pipe ball screw, in that order, onto the long downrod.

## 4 • Installing the Ceiling Plate

- 4-1. Drill two pilot holes into the wood support structure through the outermost holes in the outlet box. The pilot holes should be  $\frac{9}{64}$ " in diameter.
- 4-2. Your fan comes with four neoprene noise isolators ("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.
- 4-3. Thread the lead wires from the outlet box down through the hole in the middle of the ceiling plate.
- 4-4. Align the slotted holes in the ceiling plate with the pilot holes you drilled in the wood support structure. For proper alignment use slotted holes directly across from each other.
- 4-5. Place a flat washer on each of the two 3" screws and pass the screws through the slotted holes in the ceiling plate into the pilot holes you drilled.

**Note:** The isolators should be flush against the ceiling.

Tighten the screws into the  $\frac{9}{64}$ " pilot holes; do not use lubricants on the screws. Do not over tighten.



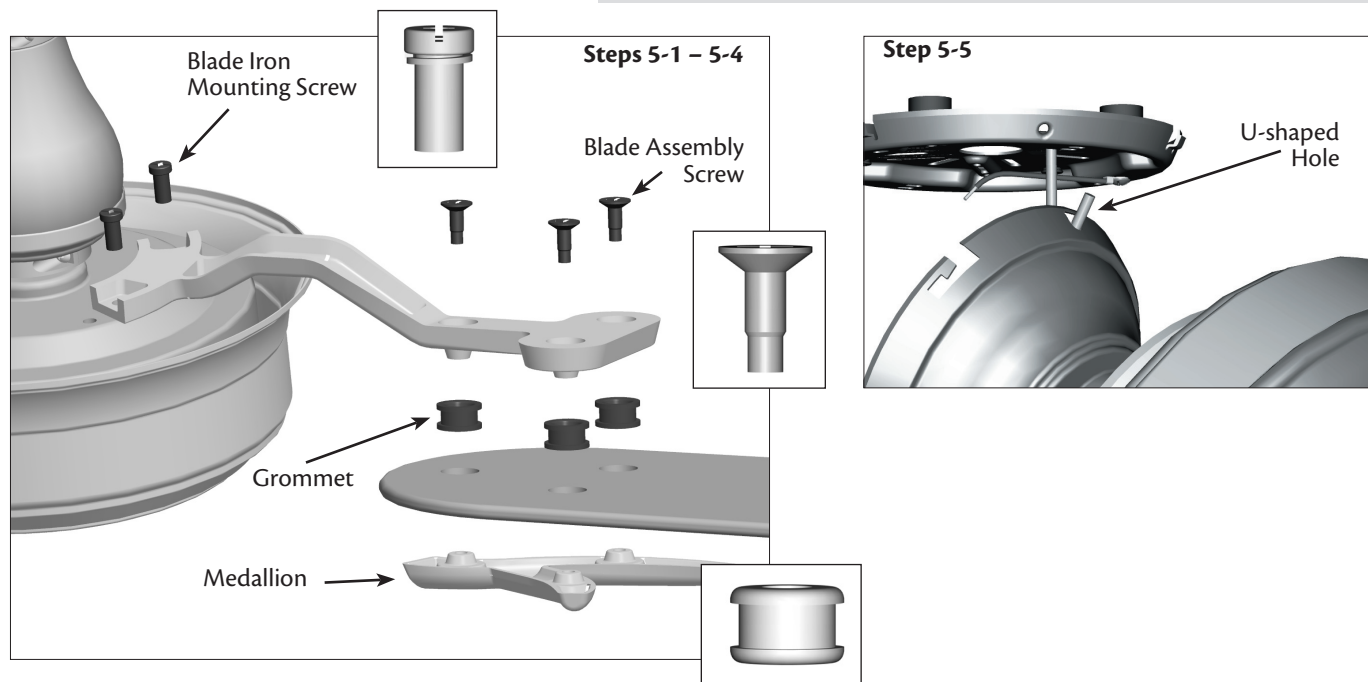
**For Angled Ceilings:** Be sure to orient the ceiling plate so that the arrows printed on the ceiling plate are pointing towards the ceiling peak.

## 5 • Assembling the Blades and Hanging the Fan

**Note:** If available, use a magnetic tip screwdriver.

- 5-1. Insert the grommets into the holes in the blades.
- 5-2. Attach each blade to the blade iron and medallion using the three blade assembly screws. Insert the assembly screws into the blade iron, through the blade and into the medallion, with the blade captured between the blade iron and medallion. The blades may appear slightly loose after the screws are tightened. This is normal.
- 5-3. Remove the blade iron mounting screws from the motor. Discard the shipping blocks and save the screws.
- 5-4. Partially install one blade iron mounting screw through a blade iron and into the motor. Insert a second blade iron mounting screw, then securely tighten both screws.
- 5-5. Raise the fan and place the hook on the ceiling plate through the U-shaped hole in the rim of the canopy.

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





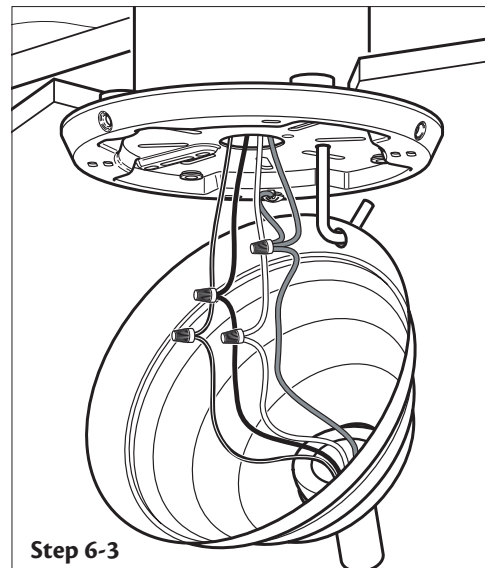
**All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.**

Wall switches are not included. Select an acceptable general-use switch in accordance with national and local electrical codes.

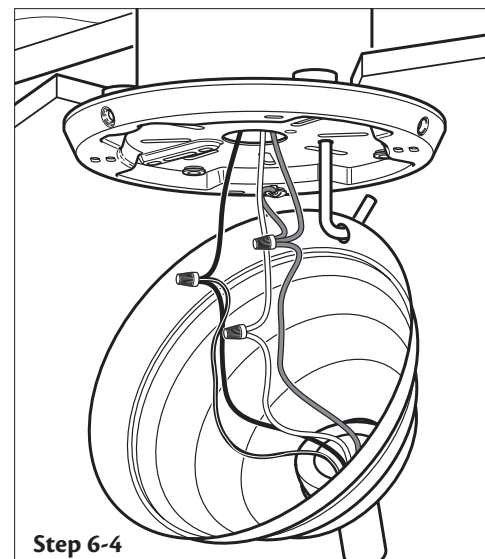
- 6-1. Disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location.
- 6-2. Decide how you want to set up the fan and light controls. You can control the fan and/or lights together or separately using one or two wall switches. Follow Step 6-3 **OR** Step 6-4, depending on what you decide.
- 6-3. If you want to, you can control the fan and light separately using two wall switches, connect the wires as follows:
  - The bare or green ground wire from the ceiling to the green ground wire from the ceiling plate and the green ground wire from the fan
  - The white wire from the ceiling to the white wire from the fan
  - The black wire from the ceiling to the black wire from the fan
  - The black/white wire from the fan to the wire for the wall switch
- 6-4. Alternatively, you can control both fan and light with one switch. To do so connect the wires as follows:
  - The bare or green ground wire from the ceiling to the green ground wire from the ceiling plate and the green ground wire from the fan
  - The white wire from the ceiling to the white wire from the fan
  - The black wire from the ceiling to the black and the black/white wire from the fan
- 6-5. To connect the wires, hold the bare metal leads together and place a wire nut over them, then twist clockwise until tight.

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

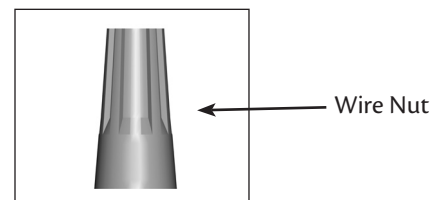
- 6-6. Push all wires and wire nuts back through the ceiling plate hole into the outlet box.



Step 6-3

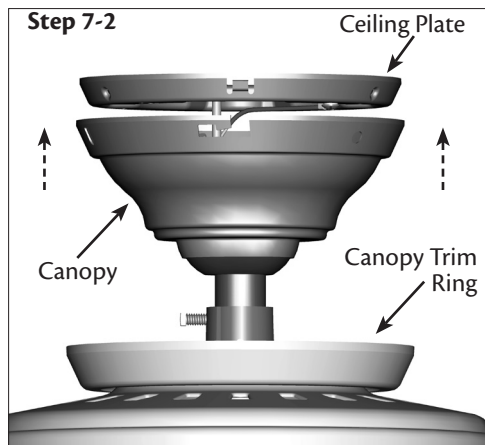


Step 6-4



## 7 • Installing the Canopy and Canopy Trim Ring

Step 7-2



7-1. Holding the canopy, raise the fan off the hook.

7-2. Align the slots in the canopy with the tabs on the ceiling plate.

7-3. Raise the canopy over the ceiling plate. Rotate the canopy clockwise until the tabs on the ceiling plate totally engage with the slots in the canopy.

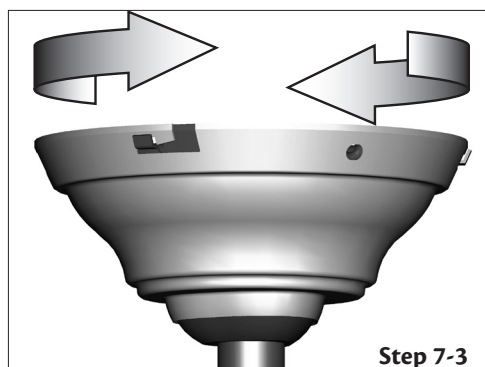
7-4. Partially install the three canopy screws into the canopy one at a time. Once all three screws are in, tighten them.

7-5. Using both hands, push the canopy trim ring up to the top of the canopy. The canopy trim ring will snap and lock into place.

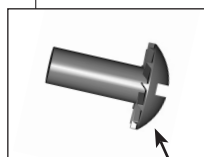
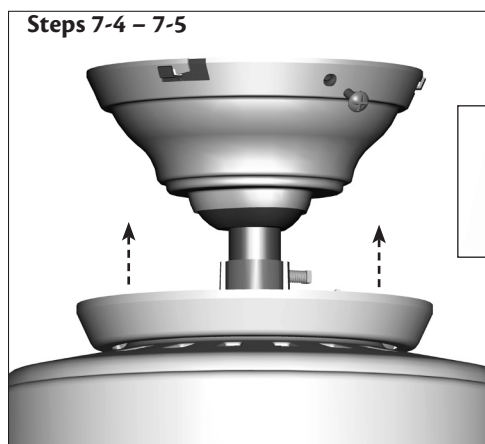
### Should you need to remove the canopy trim ring, follow these steps:

1. Locate the tab indicators, small bumps on top of tabs.
2. Press firmly on opposite sides of the ring towards the canopy. The tabs will flex out releasing the trim ring from the canopy.

Step 7-3



Steps 7-4 – 7-5



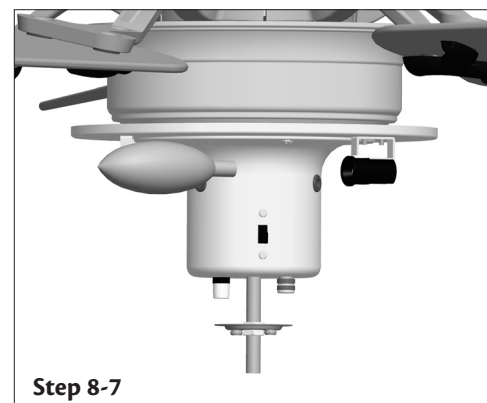
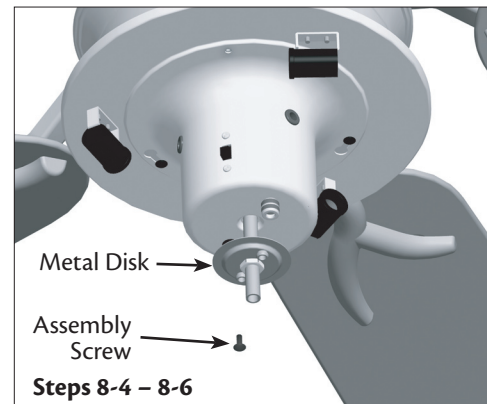
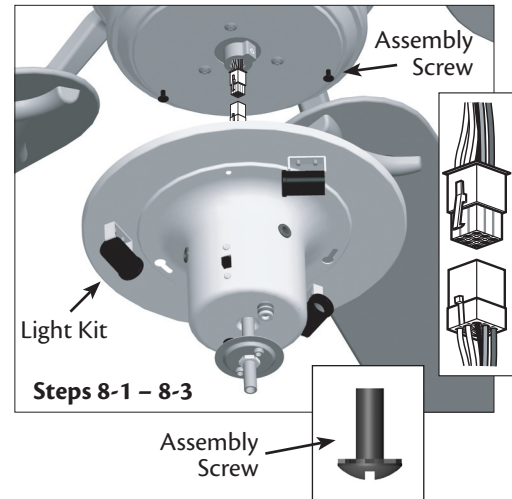
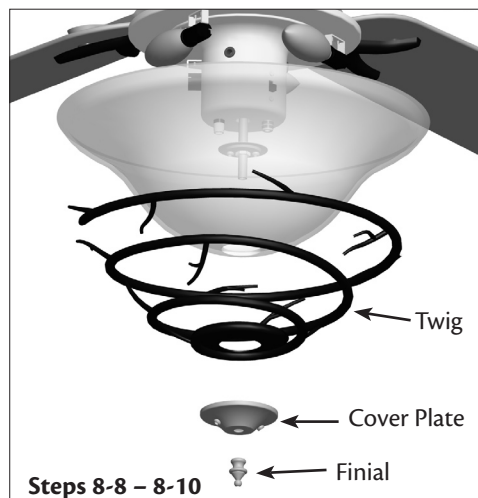
Canopy Screw

## 8 • Assembling the Light Fixture

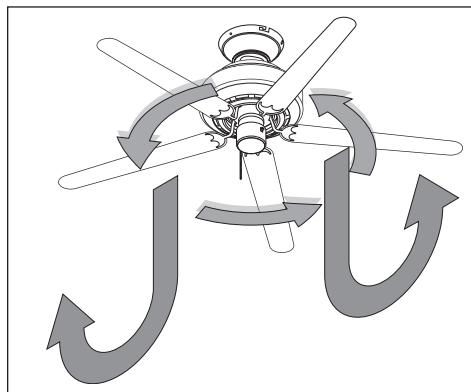
- 8-1. To attach the light fixture, partially install two #6-32 x 3/8" assembly screws.
- 8-2. Connect the 9-pin plug from the fan housing to the connector from the light kit.
- 8-3. Place the keyhole slots in the light fixture over the partially installed screws.
- 8-4. Turn the light fixture counterclockwise until the assembly screws are firmly situated in the narrow end of the keyhole slots.
- 8-5. Install the remaining #6-32 x 3/8" screw into the light fixture. Tighten all three screws firmly.

**⚠ CAUTION:** Make sure the light fixture is securely attached. Failure to properly attach and tighten all three assembly screws could result in the light fixture falling.

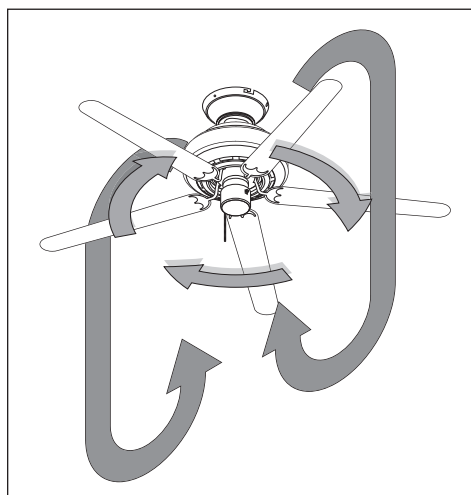
- 8-6. Thread the pull chains through the metal disk at the bottom of the light kit.
- 8-7. Install three candelabra bulbs (40 Watts maximum each).
- 8-8. Thread pull chains through the hole in the center of the glass bowl and the center of the lower twig.
- 8-9. Thread the pull chains through the holes in the cover plate.
- 8-10. Install the finial to secure the cover plate, twigs, and bowl.



## 9 • Operating and Cleaning Your Ceiling Fan



**In warm weather,** use downward air flow pattern



**In cold weather,** use upward air flow pattern

- 9-1. Turn on electrical power to the fan.
- 9-2. 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.
- 9-3. The light pull chain controls power to the light. The pull chain has two settings: On and Off.
- 9-4. 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.
- 9-5. For cleaning finishes, use a soft brush or lint-free cloth to prevent scratching. A vacuum cleaner brush nozzle can remove heavier dust. Remove surface smudges or accumulated dirt and dust using a mild detergent and a slightly dampened cloth. You may use an artistic agent, but never abrasive cleaning agents as they will damage the finish.
- 9-6. Clean wood finish blades with a furniture polishing cloth. Occasionally, apply a light coat of furniture polish for added protection and beauty. Clean painted and high-gloss blades in the same manner as the fan finish.

### To Change Airflow Direction

Turn the fan off and let it come to a complete stop. Press the reversing switch on the fan. (You will need to remove the light kit glass to do so.) Restart fan.

**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 left or right to ensure that the switch is engaged. (You will need to remove the light kit glass to do so.)
5. Pull the pull chain to ensure it is on.
6. Remove the shipping bumpers.

**Problem: Noisy operation.**

1. Tighten the blade bracket screws until snug.
2. Tighten the blade screws until snug.
3. Check to see if the blade is cracked. If so, replace all the blades.
4. Be sure that the glass is secure.

**Problem: Excessive wobbling.**

1. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.
2. Tighten all blade and/or blade iron screws.
3. 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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