

**For Your Records and
Warranty Assistance**

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

Captiva

Model Name

21318

Model No.

Date Purchased

Where Purchased

Type 5 Models

Owner's Guide and Installation Manual

English

Español

Form# 42863-01
20081114
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Hunter[®]
SINCE 1886

Welcome

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

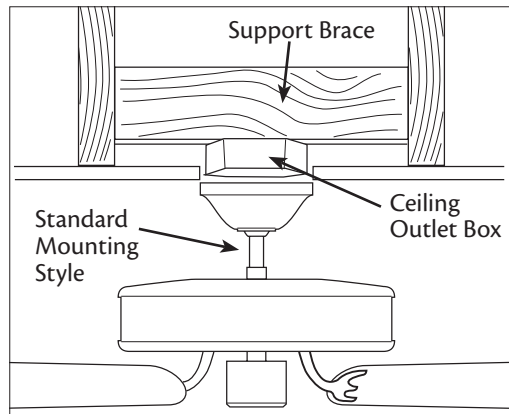
- **READ THIS ENTIRE MANUAL CAREFULLY BEFORE BEGINNING INSTALLATION. SAVE THESE INSTRUCTIONS.**

- 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.

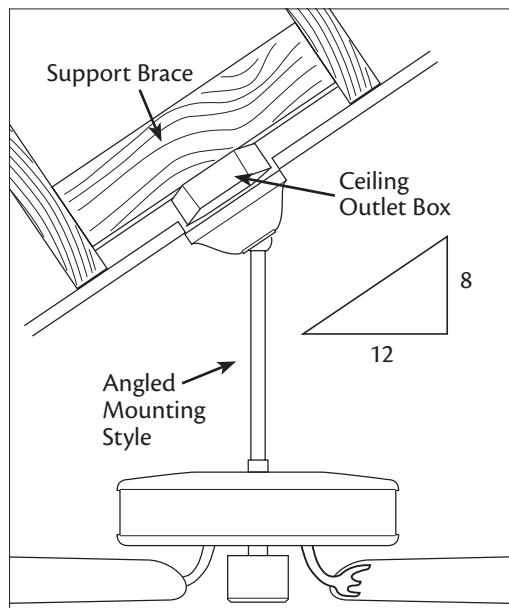
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Installer's Choice and Optional Accessories



Standard Mounting hangs from the ceiling by a downrod (included).



Angled Mounting recommended for a vaulted or angled ceiling

Understanding Mounting and Installer's Choice®

Hunter's patented 2-position mounting system provides you maximum installation flexibility and ease. You can install your Hunter fan in one of two ways, depending on ceiling height and your preference: Standard or Angled mounting. The steps in this manual include instructions for both Installer's Choice mounting methods.

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.

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.

▲ CAUTION: 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.

1 • 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 (magnetic tip recommended)
- Phillips-head screwdriver (magnetic tip recommended)
- Wrench or pliers
- Ladder (height dependent upon installation site)

Checking Your Fan Parts

Carefully unpack your fan to avoid damage to the fan parts. Refer to the included Parts Guide. Check for any shipping damage to the motor or fan blades. If any parts are missing or damaged, contact your Hunter dealer or call Hunter Technical Support 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.

Installing Multiple Fans?

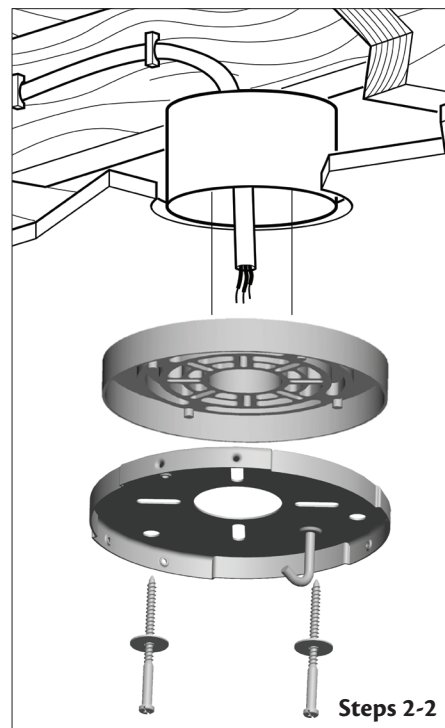
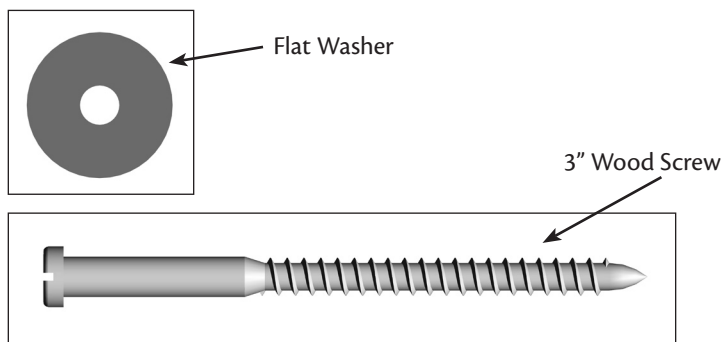
If you are installing more than one fan, keep the fan blades and blade irons (if applicable) in sets, as they were shipped.

2 • Installing the Ceiling Plate

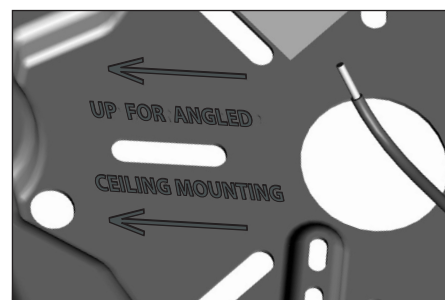
▲ CAUTION: To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.

- 2-1. Drill two pilot holes into the wood support structure through the outermost holes in the outlet box. The pilot holes should be $9/64$ " in diameter.
- 2-2. 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.
- 2-3. Place the ceiling gasket over the ceiling plate so that the slots and the raised surfaces on the ceiling gasket align with the slots and holes on the ceiling plate.
- 2-4. Use a 3" wood screw to pierce two holes in the ceiling gasket that match the pilot holes you drilled in step 2-1.
- 2-5. Thread the lead wires from the outlet box down through the hole in the middle of the ceiling gasket and ceiling plate. **Note:** The ceiling gasket should be flush against the ceiling.
- 2-6. Place a flat washer on each of the two 3" wood screws and pass the screws through the slotted holes in the ceiling plate into the pilot holes you drilled.

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



Steps 2-3 – 2-5



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

3 • Assembling and Hanging the Fan

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

3-1. Unbundle the wires from the fan.

For Standard or Angled mounting:

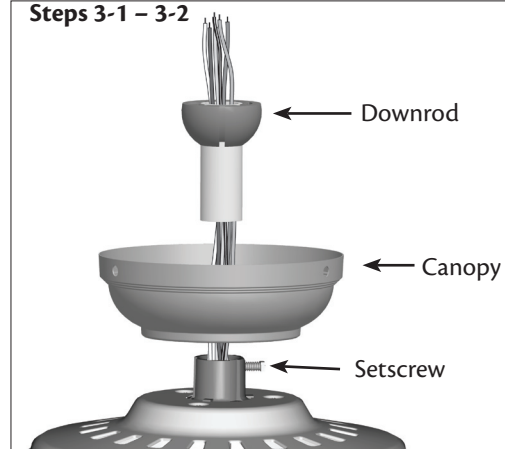
3-2. To assemble fan to hang down from a flat or angled ceiling, insert the downrod through the canopy. Feed the wires from the fan through the downrod.

3-3. Loosen the square head setscrew on the adapter to install the downrod. **Note:** When the downrod is fully installed, 2-3 threads on the pipe will still be visible; this is normal. Securely retighten the setscrew with a wrench or pliers.

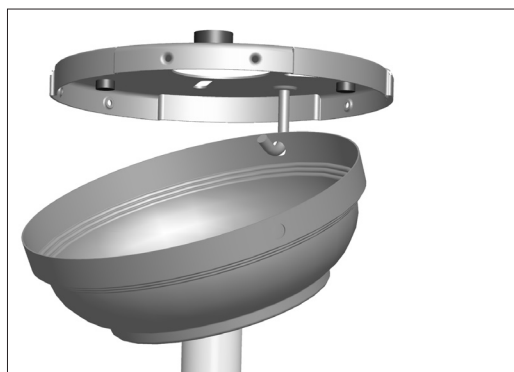
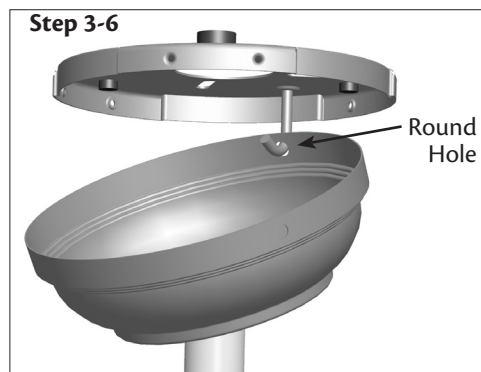
▲ CAUTION: The adapter has a special coating on the threads. Do not remove this coating; the coating prevents the downrod from unscrewing. Once assembled, do not remove the downrod.

3-4. Raise the fan and place the hook on the ceiling plate through the round hole in the rim.

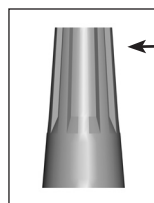
Steps 3-1 – 3-2



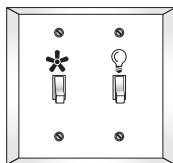
Step 3-6



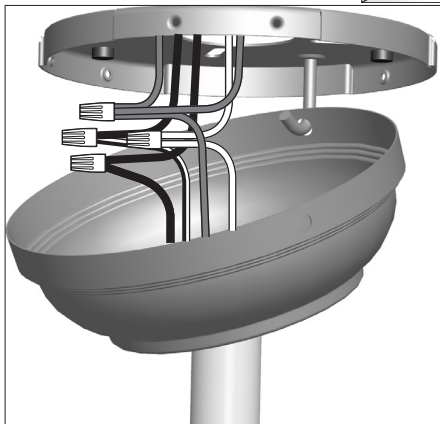
4 • Wiring the Fan



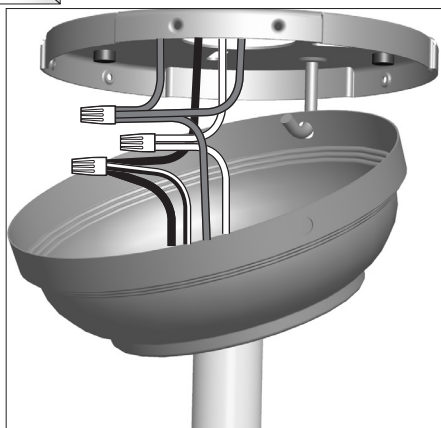
Wire
Connector



Dual Switch Wiring



Single Switch Wiring



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.

- 4-1. Before attempting installation, make sure the power is still off.
- 4-2. To connect the wires, hold the bare metal leads together and place a wire connector over them, then twist clockwise until tight. For all these connections use the wire connectors provided.
- 4-3. Connect the bare or green ground wire (grounded) from the ceiling to the green ground wire (grounded) from the ceiling plate and the green ground wire from the fan.
- 4-4. Connect the white wire (ungrounded) from the ceiling to the white wire (ungrounded) from the fan.
- 4-5. Connect the remaining wires as follows:

Dual Switch Wiring:

- The black wire (ungrounded) from the ceiling to the black wire (ungrounded) from the fan
- The black/white wire (ungrounded) from the fan to the wire (ungrounded) for the wall switch

Single Switch Wiring:

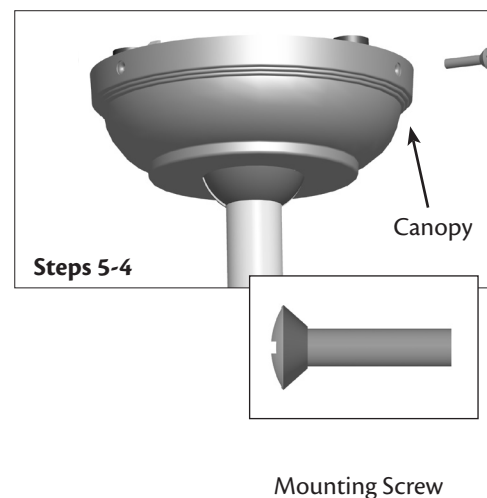
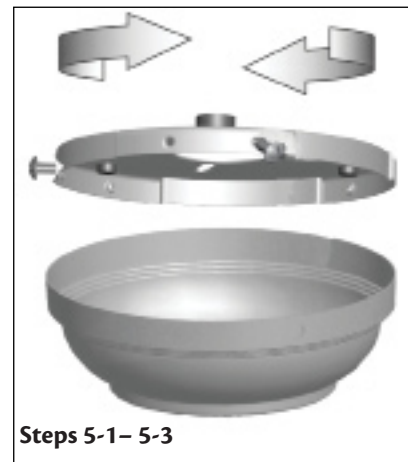
- The black wire (ungrounded) from the ceiling to the black (ungrounded) and the black/white wire (ungrounded) from the fan

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

- 4-6. Turn the splices upward and push them carefully back through the ceiling plate into the outlet box.
- 4-7. Spread the wires apart, with the grounded wires on one side of the outlet box and the ungrounded wires on the other side of the outlet box.

5 • Installing the Canopy

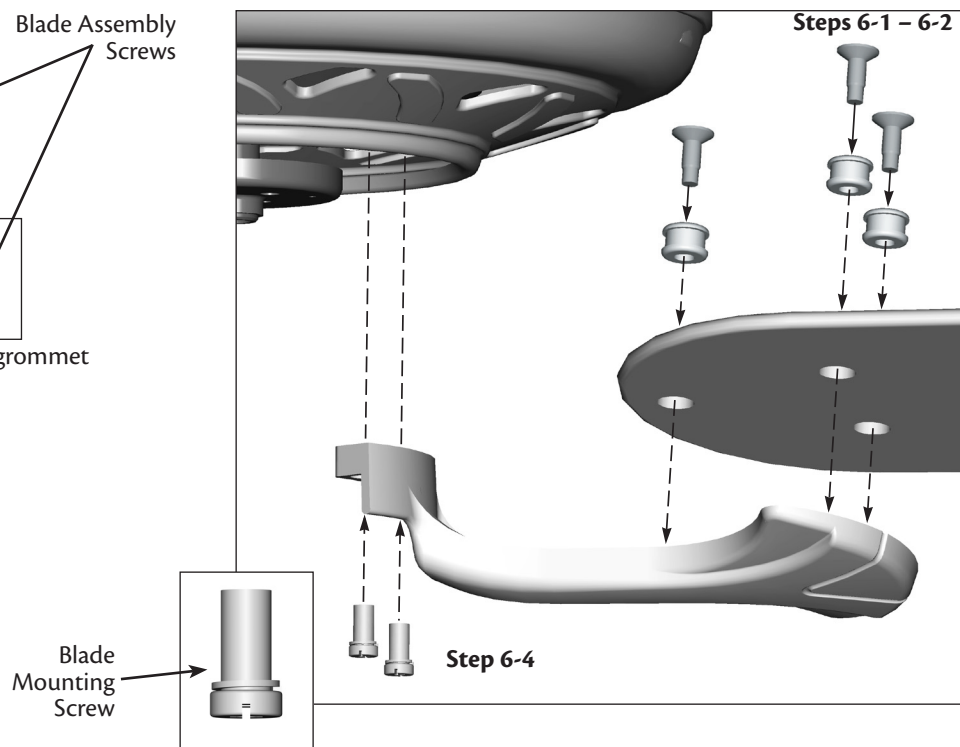
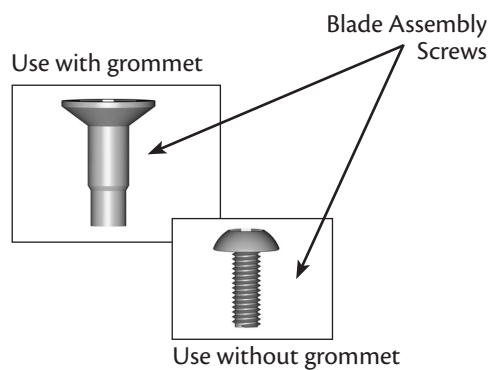
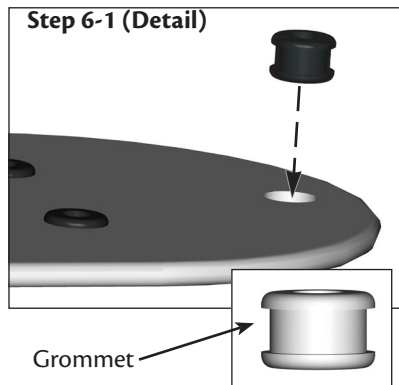
- 5-1. Partially install two canopy screws (about 2 full turns) in the hanger bracket.
- 5-2. Raise the canopy over the hanger bracket. Align partially installed screws with key slots in canopy.
- 5-3. Twist canopy counterclockwise to secure.
- 5-4. Install third canopy screw in round hole on canopy. Securely tighten all three screws.



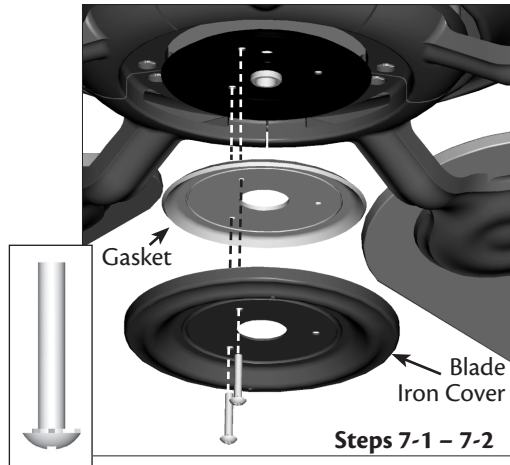
6 • Assembling the Blades

Hunter fans use several styles of fan blade irons (brackets that hold the blade to the fan).

- 6-1. Your fan may include blade grommets. If your fan has grommets, insert them by hand into the holes on the blades.
- 6-2. Attach each blade to a blade iron using three blade assembly screws. If you used grommets, the blades may appear slightly loose after screws are tightened. This is normal.
- 6-3. Remove the blade mounting screws and rubber shipping bumpers from the motor. **Note:** Some blade mounting screws are installed in the motor to secure shipping blocks.
- 6-4. For each blade, insert one blade mounting screw through the blade iron, and attach lightly to the fan. Insert the second blade mounting screw, then securely tighten both mounting screws.



7 • Completing Your Installation



Note: If you are installing a light fixture, do NOT install the switch housing without first referring to the instructions included with the light fixture.

7-1. Align the holes on the blade iron cover and gasket and stick two screws through two of the holes.

7-2. Thread the plug connector from the mounting plate through the gasket and cover. Partially install the gasket and cover to the mounting plate with the two screws.

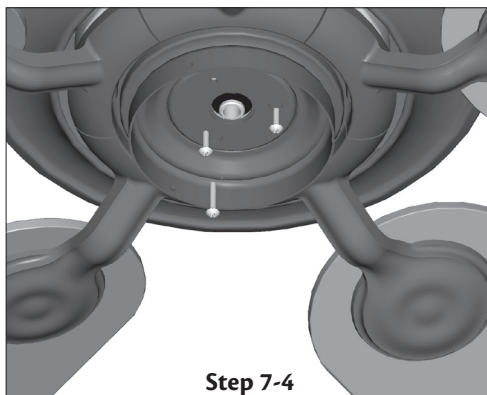
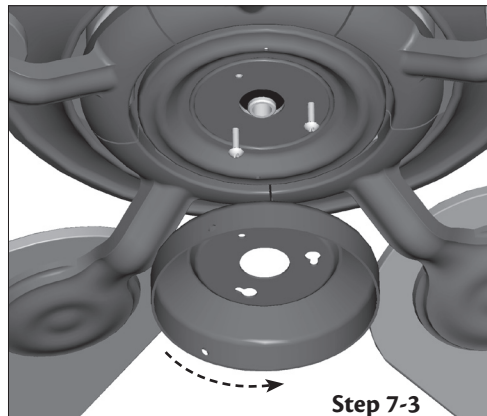
7-3. Place the upper switch housing over the two screws and turn counterclockwise so that the screws fit securely in the slots.

7-4. Partially install the third screw and then tighten all three screws securely.

7-5. Connect the upper plug connector from the motor to the lower plug connector in the switch housing assembly.

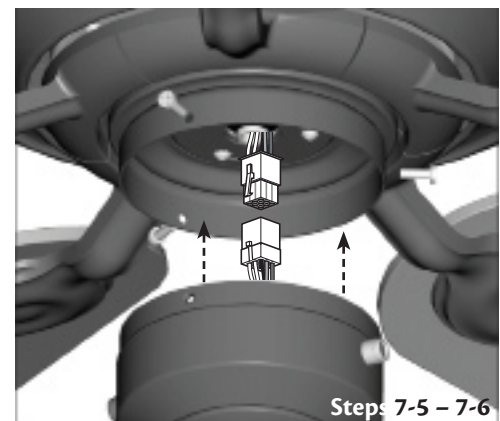
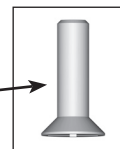
Note: Both plug connectors are polarized and will only fit together one way. Make sure the connectors are properly aligned before connecting them. Incorrect connection could cause improper operation and damage to the product.

7-6. To attach the lower 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 housing assembly screws.



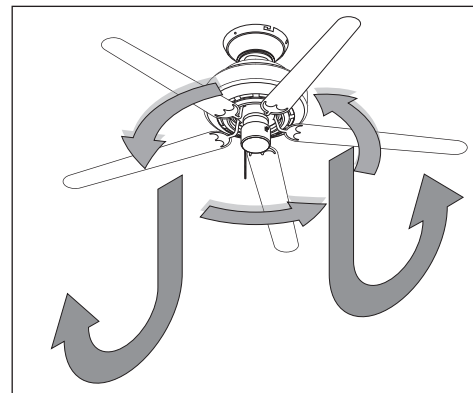
Note: You can customize your Hunter fan with a number of accessory light kits.

Housing
Assembly
Screw

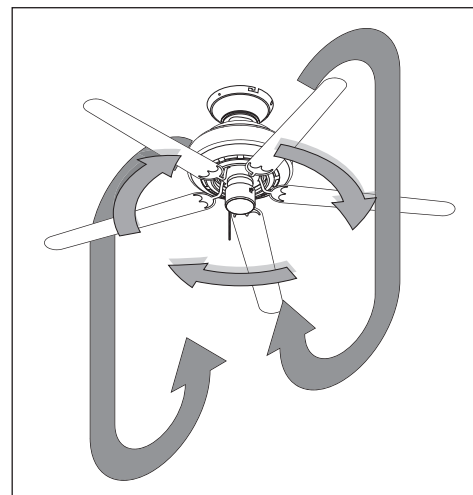


8 • Operating and Cleaning Your Ceiling Fan

- 8-1. Turn on electrical power to the fan.
- 8-2. 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.
- 8-3. 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.
- 8-4. 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.
- 8-5. 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.



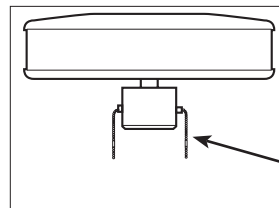
In warm weather, use downward air flow pattern



In cold weather, use upward air flow pattern

To Change Airflow Direction

Turn the fan off and let it come to a complete stop. Pull the reversing switch pull chain. Restart fan.



Reversing Chain

9 • 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. Pull the pull chain to ensure it is on.
5. Remove the shipping bumpers.

Problem: Noisy operation.

1. Tighten the blade assembly screws and blade iron armature screws until snug.
2. Check to see if the blade is cracked. If so, replace all the blades.

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 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>.

Hunter Fan Company
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