



XXX XXX



# Altura 68 in Ceiling Fan Owner's Manual

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Altura  
Ventilador de Techo de 1,72 m  
Manual del Propietario



UL model no: 68-ATR

# 68” Altura

## Ceiling Fan by Hampton Bay

Light Kit Adaptable

3-Speed Reverse Function for  
Year-Round Comfort and Savings

ENERGY STAR Certified

Dual-Mount Installation

### **QUESTIONS, PROBLEMS, MISSING PARTS:**

Before returning to your local Home Depot, please call our  
Customer Service Team at 1-877-527-0313 or visit [www.homedepot.com](http://www.homedepot.com).

Please reference your SKU (xxx-xxx oil rubbed bronze)  
or UPC (082392 610685 oil rubbed bronze).

Thank you for purchasing this Hampton Bay ceiling fan. This product has been manufactured with the highest standards of safety and quality. The finish of this fan is weather resistant, but over time will naturally weather and fade.

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## READ AND SAVE THESE INSTRUCTIONS

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 fire or electric shock, this fan should only be used with fan speed control part no. FAN28R-240W, manufactured by Chia Wei Electric Co. Ltd.
  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 50 pounds. Use only UL Listed outlet boxes marked "FOR FAN SUPPORT."
8. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
  9. 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.
  10. 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.
  11. 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.
  12. All set screws must be checked and retightened where necessary before installation.

### WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT TO A REINFORCED OUTLET BOX CAPABLE OF RELIABLY SUPPORTING 50 LBS MINIMUM (22.7 KGS) USING THE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX. NOTE: MOST OUTLET BOXES DESIGNED TO SUPPORT LIGHT FIXTURES ARE NOT ACCEPTABLE FOR SUPPORTING A FAN, AND MAY NEED TO BE REPLACED. CONSULT A QUALIFIED, LICENSED ELECTRICIAN FOR EXACT SPECIFICATIONS.

6. The fan must be mounted with a **minimum of 7 feet clearance** from the trailing edge of the blades to the floor.
7. Avoid placing objects in path of the blades.

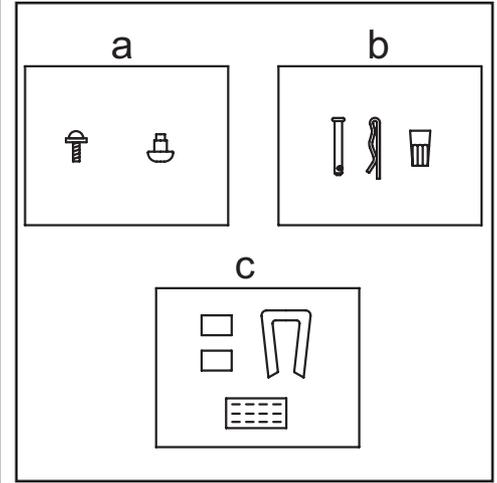
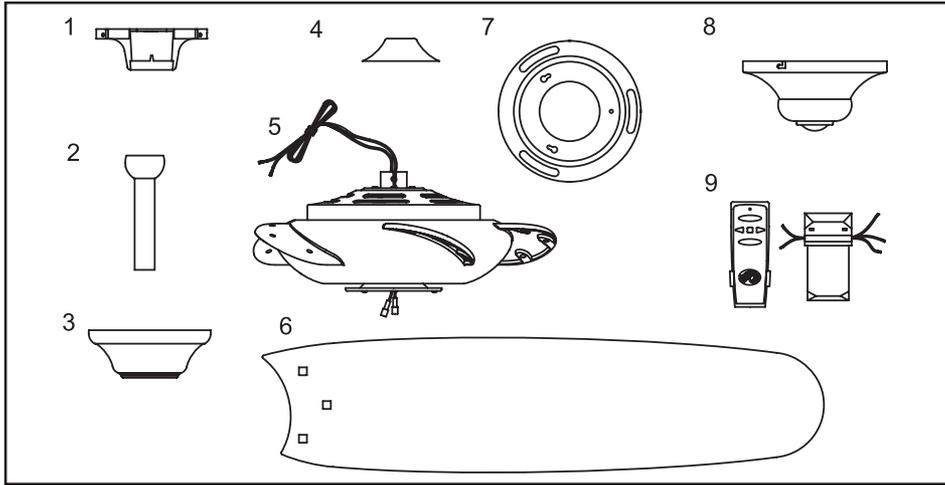
### WARNING

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE BRACKETS (ALSO REFERRED TO AS ("FLANGES") DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

### WARNING

TO REDUCE THE RISK OF SHOCK, THIS FAN MUST BE INSTALLED WITH AN ISOLATION WALL CONTROL/SWITCH.

*Safety Rules 1.*



Unpack your fan and check the contents. You should have the following items:

- |                                   |                       |
|-----------------------------------|-----------------------|
| 1. Mounting Plate (inside canopy) | 7. Switch Box Adaptor |
| 2. Downrod and Ball Assembly      | 8. Switch Box         |
| 3. Canopy                         | 9. Hand Unit/Receiver |
| 4. Decorative Motor Collar Cover  |                       |
| 5. Fan Motor Assembly             |                       |
| 6. Blades (5)                     |                       |

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.

## 2. Unpacking Your Fan

- a. **Blade attachment hardware**  
(15 screws, 15 decorative screws)
- b. **Mounting & Electrical Hardware**  
(1 hanger pin, 1 locking pin,  
3 plastic wire connectors)
- c. **Blade Balancing Kit**

## Tools Required

Phillips screw driver, straight slot screw driver, adjustable wrench, step ladder, and wire cutters.



## Mounting Options

If there isn't an existing outlet 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.**

### WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT TO A REINFORCED OUTLET BOX CAPABLE OF RELIABLY SUPPORTING 50 LBS MINIMUM (22.7 KGS) USING THE MOUNTING SCREWS PROVIDED WITH THE OUTLET BOX. NOTE: MOST OUTLET BOXES DESIGNED TO SUPPORT LIGHT FIXTURES ARE NOT ACCEPTABLE FOR SUPPORTING A FAN, AND MAY NEED TO BE REPLACED. CONSULT A QUALIFIED, LICENSED ELECTRICIAN FOR EXACT SPECIFICATIONS.

Figures 1, 2, and 3 are examples of different ways to mount the outlet box.

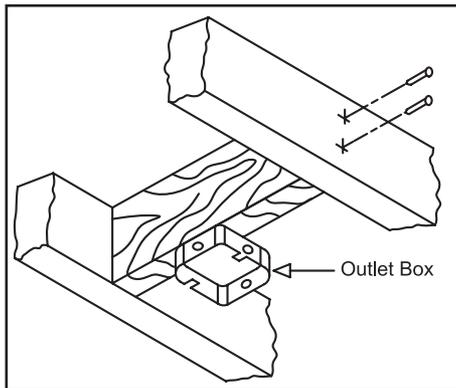


Figure 1

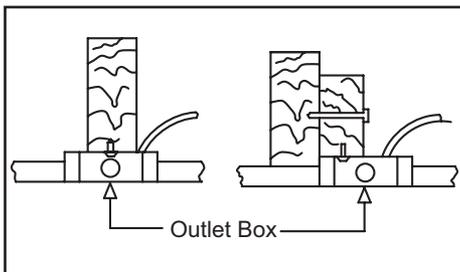


Figure 2

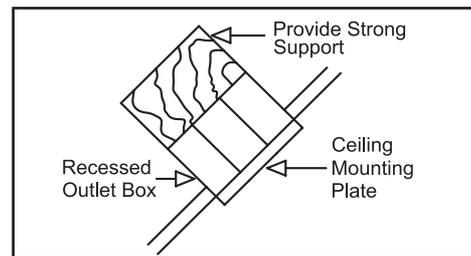


Figure 3

Note: You may need a longer downrod 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.

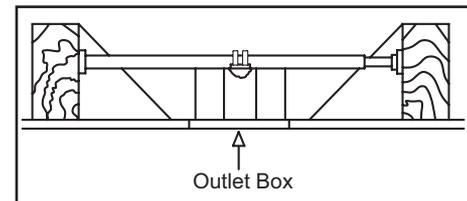


Figure 4

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).

## Installing Your Fan 3.

# 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 the 18 inch downrod provided, the distance from the ceiling to the bottom of the fan blades will be approximately 21.5 inches.

## NOTE

**THE FAN MUST BE MOUNTED WITH A MINIMUM OF 7 FEET CLEARANCE FROM THE TRAILING EDGE OF THE BLADES TO THE FLOOR.**

IF YOU FEEL THAT YOU DO NOT HAVE ENOUGH ELECTRICAL WIRING KNOWLEDGE OR EXPERIENCE, HAVE YOUR FAN INSTALLED BY A LICENSED ELECTRICIAN.

## 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).

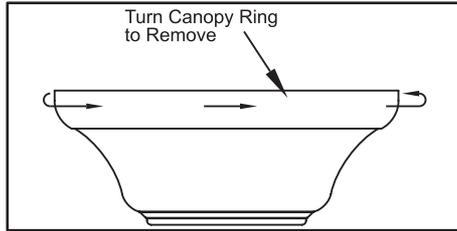


Figure 5

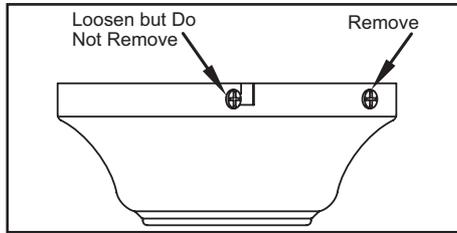


Figure 6

3. Route the wires exiting the top of the fan motor through the decorative motor collar cover then the 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).
4. Loosen, but do not remove, the set screws on the collar on the top of the motor housing.

5. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Figure 7). Carefully insert the hanger pin through the holes in the collar and downrod. Be careful not to jam the hanger pin against the wiring inside the downrod. Insert the locking pin through the hole near the end of the bolt until it snaps into its locked position, as noted in the circle inset of Figure 7.

## WARNING

**FAILURE TO PROPERLY INSTALL SET SCREWS IN STEP 6 COULD RESULT IN FAN LOOSENING AND POSSIBLY FALLING.**

6. Re-tighten the set screws on the collar on top of the motor housing.
7. Make sure the grommet is properly installed in the collar cover, then slide the collar cover on the downrod until it rests on the motor housing. Be sure that the canopy and the collar cover are both oriented correctly.
8. Proceed to "Installing the Fan" section.

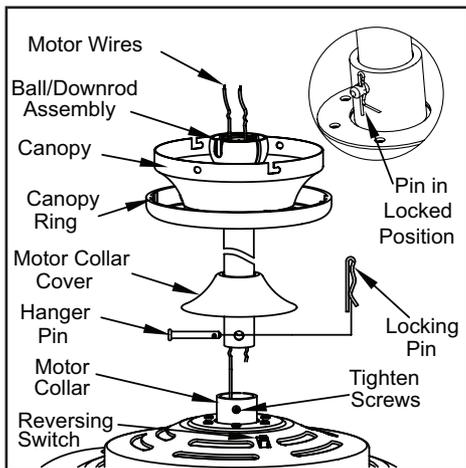


Figure 7

## Installing Fan to the Outlet Box

### CAUTION

WHEN MOUNTING THE FAN ON A SLOPED CEILING, THE STANDARD BALL/DOWNROD MOUNTING METHOD MUST BE USED. THE MOUNTING PLATE MUST BE MOUNTED SO THAT THE SLOT OPENINGS ARE ON THE LOWER SIDE BY SLIDING THE MOUNTING PLATE FROM THE TOP DOWN.

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 outlet box, by sliding the mounting plate over the two screws provided with the outlet box (Figure 8). If necessary, use leveling washers (not included) between the mounting plate and the outlet box. Note that the flat side of the mounting plate is toward the outlet box (Figure 8).
3. Securely tighten the two mounting screws.
4. Carefully lift the fan assembly up to the ceiling mounting plate. Make sure the tab on the mounting plate is properly seated in the groove in the hanger ball.

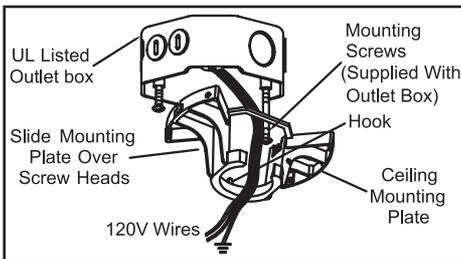


Figure 8

## Making the Electrical Connections

**REMEMBER** to disconnect the power. If you feel 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 and supplied with remote control. Secure the connectors with electrical tape. Make sure there are no loose strands or connections (Figure 9).

1. Connect both green wires from the downrod and mounting plate to the bare copper (Ground) from the outlet box
2. Connect the black wire (AC IN L) from the receiver unit to the black wire from the outlet box.
3. Connect the white wire (AC IN N) from the receiver unit to the white wire from the outlet box.
4. Connect the white wire (To Motor N) from the receiver unit to the white wire from the fan assembly.
5. Connect the black wire (To Motor L) from the receiver unit to the black wire from the fan assembly.

After wires are connected, carefully tuck them into the outlet box. Insert the receiver unit into the mounting plate; make sure the black antenna wire sits on top of the receiver unit.

## NOTE

THE FREQUENCIES ON YOUR RECEIVER AND TRANSMITTER HAVE BEEN PRESET AT THE FACTORY. BEFORE INSTALLING THE RECEIVER, MAKE SURE THE DIP SWITCHES ON THE RECEIVER AND TRANSMITTER ARE SET TO THE SAME FREQUENCY. THE DIP SWITCHES ON THE TRANSMITTER ARE LOCATED INSIDE THE BATTERY COMPARTMENT.

## Setting the Code

This unit has 16 different code combinations. To set the code, perform the following steps:

- A. Setting the code on the transmitter:
  - a. Remove the battery cover. Press firmly below arrow and slide battery cover off.
  - b. Slide code switches to your choice of up or down position. (Factory setting is all up).
- B. Setting the code on the receiver.
  - a. Slide code switches to the same position as set on your transmitter.
  - b. Replace battery cover on transmitter.
- C. Setting the light function on the transmitter.
  - a. Push the black switch to the left for "No Dimmer" function.
  - b. Push the black switch to the right for "Dimmer" function.

## CAUTION:

Ceiling angle shall not exceed 30 degrees.

Controller Model: FAN28R-240W

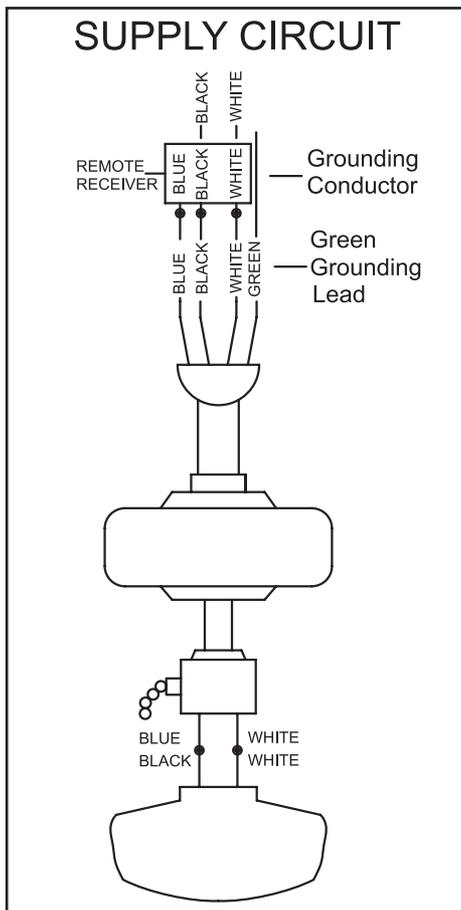


Figure 9

## 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 THIS 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.

## Finishing the Fan Installation

### 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 counterclockwise to lock in place.
4. You may now proceed to attaching the fan blades.

# Attaching the Fan Blades

1. Attach blade to blade arm using decorative screws and screws as shown in Figure 10. Start a screw into decorative screws. Repeat for the two remaining decorative screws and screws.
2. Tighten each screw securely.
3. Repeat steps 1 & 2 for the remaining blades.

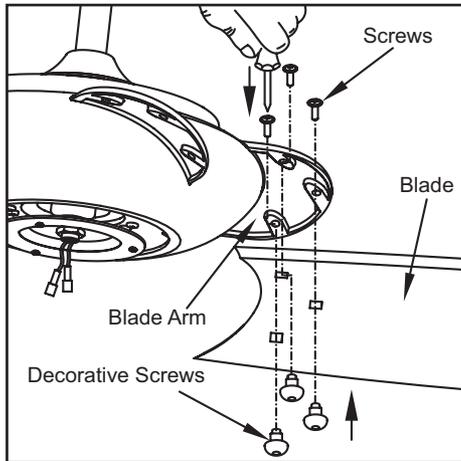


Figure 10

# 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 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 11. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Measurement deviations should be within 1/8". Run the fan for 10 minutes.
3. Use the enclosed Bladed Balancing Kit if the blade wobble is still noticeable.

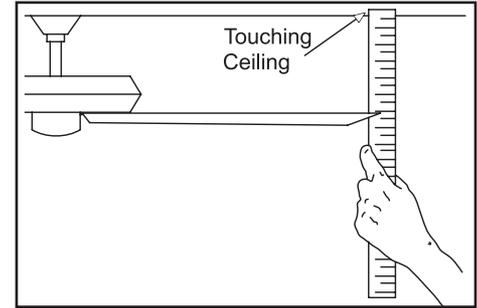


Figure 11

## 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 BLADES.

# Installing the Switch Box

**CAUTION** - To reduce the risk of electrical shock, disconnect the electrical supply circuit to the fan before installing the switch box.

1. Remove one serrated head screw from the black bracket below the fan motor assembly. Loosen, but do not remove the other two serrated head screws (Figure 12).

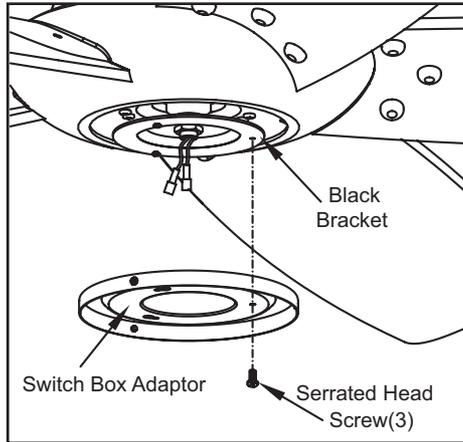


Figure 12

2. Align the key hole slots in the switch box adaptor with the two serrated head screws in the black bracket.
3. Turn the switch box adaptor clockwise until the two serrated head screws are situated in the narrow end of the keyholes.
4. Re-install the one serrated head screw that was removed in step 1. Tighten all three serrated head screws firmly.
5. Remove one serrated head screw from the switch box adaptor. Loosen but do not remove the other two serrated head screws (Figure 13).
6. Aligning the “L” shape holes on the switch box with the serrated head screw on the switch box adaptor. Turn the switch box to hold in position.
7. Install the other serrated head screw that was removed in step 5. Tighten all 3 serrated head screws securely.

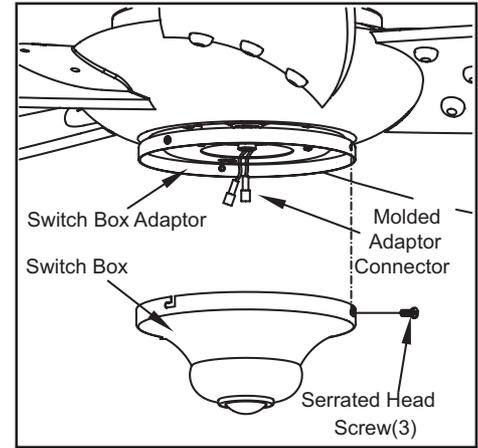


Figure 13

Remote Control - Your fan is equipped with a remote control to operate the speed and lights of your new ceiling fan. For more information on how to install the remote control, see the remote control instruction along with the remote control components.

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

The fan shipped from the factory with the reversing switch positioned to circulate air downward. If airflow is desired in the opposite direction, turn your fan off and wait for the blades to stop turning, then slide the reversing switch (located at the top of the motor housing, refer to figure 7 on page 5) to opposite position, and turn fan on again. The fan blades will turn in the opposite direction and reverse the airflow.

1. **Speed** - The remote features Low, Med, Hi and Off buttons to select the desired speed of operation and turn the fan On or Off.
2. **Lights** - To control the light kit, the remote features a light/Dimmer button.

**Warm weather** - (Forward) A downward air flow creates a cooling effect as shown in Figure 14. This allows you to set your air conditioner on a higher setting without affecting your comfort.

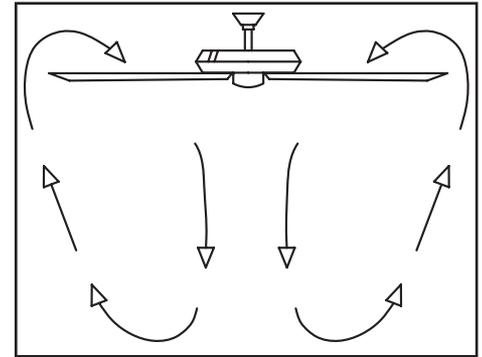


Figure 14

**Cool weather** - (Reverse) An upward air flow moves warm air off the ceiling as shown in Figure 15. This allows you to set your heating unit on a lower setting without affecting your comfort.

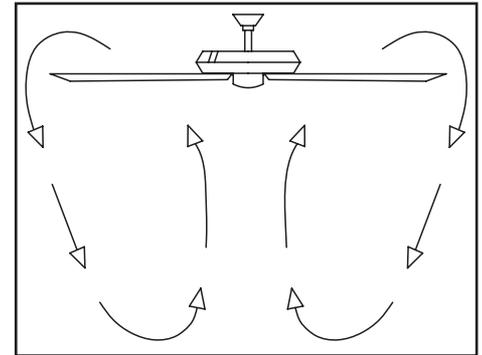


Figure 15

## *Operating Your Fan 9.*

## Remote Control

Your fan is equipped with a remote control to operate the speed and lights of your new ceiling fan. For more information on how to install the remote control, see the remote control instruction along with the remote control components.

## Transmitter Operation

NOTE: This remote is equipped with 16 code combinations. To prevent possible interference from or to other remote units such as garage door openers, car alarm or security system, simply change the combination code but be sure that the code on both the hand held transmitter and receiver in the fan are matched.

Install a 9 volt battery (not included).

## Operating the Fan:

Hi Key - High Speed

Med Key - Medium Speed

Low Key - Low Speed

Off Key - Power Off

Light Key - Light On/Off and Dimmer  
(available when an optional light kit is installed)

Reverse key - Fan Reversing Function

Fan Off Key - Fan Off

# *10. Operating Your Remote Control*

# Care of Your Fan

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, this could damage the motor, or the wood or possibly cause an electrical shock. 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. **Warning - Make sure the power is off before cleaning your fan.**
3. You 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.

# Troubleshooting

## 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.**
3. Check batteries in the transmitter. Does the red LED light come on? Are you standing close enough to the fan? (Normal range is 10-20 feet.) Are the dip switch settings the same on the transmitter (hand unit) and receiver? **REMEMBER TO TURN OFF POWER SUPPLY BEFORE CHECKING THE DIP SWITCH SETTINGS IN RECEIVER.**

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 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 outlet box is secure and rubber isolator pads were used between the mounting bracket and outlet box.

## WARNING

MAKE SURE THE POWER IS OFF AT THE ELECTRICAL PANEL BOX BEFORE YOU ATTEMPT TO MAKE ANY REPAIRS. REFER TO THE SECTION, "MAKING ELECTRICAL CONNECTIONS."

# *Care of Your Fan and Troubleshooting 11.*

| FAN SIZE | SPEED | VOLTS | AIRFLOW<br>CFM | FAN POWER<br>CONSUMPTION<br>(WITHOUT<br>LIGHTS) WATT | AIRFLOW EFFICIENCY<br>(HIGHER IS BETTER)<br>CFM/WATT | N.W.        | G.W.        | C.F. |
|----------|-------|-------|----------------|--|--|-------------|-------------|------|
| 68"      | Low   | 120   | 3780           | 16   | 225  | 33.9<br>Lbs | 37.8<br>Lbs | 3.34 |
|          | Med   | 120   | 5453           | 36   | 148  |             |             |      |
|          | High  | 120   | 8752           | 95   | 91   |             |             |      |

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

Distributed by Home Depot U.S.A., Inc.  
2455 Paces Ferry Rd. N.W. Atlanta, Georgia 30339

Vendor Number: 11688



## *Specifications 12.*

# *Hampton Bay Lifetime Limited Warranty*

## *Lifetime Warranty on Motor*

Hampton Bay 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. Hampton Bay also warrants that all other fan parts, excluding any glass or acrylic blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of two years 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 Hampton Bay. 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, this warranty does not cover any changes in plated finishes, 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. Hampton Bay 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. Hampton Bay 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 by the customer.

### IMPORTANT NOTE:

To ensure warranty service, if ever necessary, please register your fan at:  
[gpwarranty.com](http://gpwarranty.com)

You must present a copy of the original purchase receipt to obtain warranty service.

G.P. WARRANTY SERVICE CENTER, INC.  
WARRANTY SECTION  
1951 N.W. 22nd STREET  
FORT LAUDERDALE, FLORIDA 33311

Attach receipt here for  
easy location.

## *Warranty Information 13.*