



SINCE

1886

Installation and Operation Manual For Hunter Ceiling Fans





CONGRATULATIONS!

Your new Hunter ceiling fan is an addition to your home or office that will provide comfort and performance for many years. This 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 (located on top outside fan motor housing) for the proper information.

Model Name _____

Catalog No. _____

Serial No. _____

Date Purchased _____

Where Purchased _____

**Attach Your Receipt
or a Copy of
Your Receipt Here**



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IMPORTANT INFORMATION

⚠ CAUTIONS

- Read entire booklet carefully before beginning installation and save these instructions.
- 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.

⚠ WARNINGS

- 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 can-

not 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. 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.
- The fan blades cannot be placed lower than 2,3m from the floor.

DO YOU NEED HELP?

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

- Locate ceiling joist or other suitable support in ceiling.
- Identify and connect electrical wires.
- Lift 16 kg.

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



STEP 1 - GETTING READY

GATHERING THE TOOLS

You need the following tools to install the fan:

- Standard screwdriver
- Phillips-head screwdriver
- Wrench or pliers

PREPARING THE FAN SITE

Reliable operation, efficiency, and maximum energy savings depend upon proper placement and attachment of the fan. This fan should be installed on a previously installed J-Hook or U-Hook.

CHECKING YOUR FAN PARTS

Carefully unpack your fan parts to avoid damage. Check for shipping damage. If one of the fan blades is damaged, return all blades for replacement.

Hint: If installing more than one fan, keep the fan blades in sets, as shipped.

Standard Mounting (Figure 1)

hangs from the ceiling by a connector pipe (included), for ceilings 2.3 m or higher. For ceilings higher than 2.3 m.

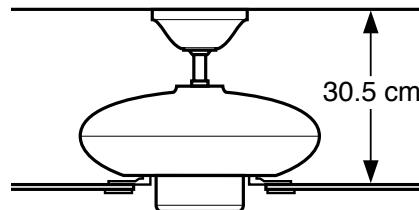


Figure 1 - Standard Mounting

STEP 2 - ASSEMBLING THE FAN

1. Feed the wires and the steel cable support from the fan through the canopy and the pipe.
2. Screw pipe into fan assembly until tight. **IMPORTANT!** Tighten pipe setscrew as shown in Figure 3.

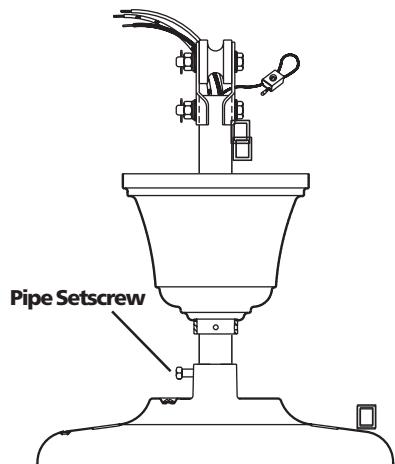


Figure 3 - Assembling The Fan

⚠ WARNING

- Failure to complete the steps above properly could result in the fan falling.

⚠ CAUTION

- The pipe adapter has a special coating on the threads. Do not remove this coating; the coating prevents the pipe from unscrewing. Once assembled, do not remove the pipe.



STEP 3 - HANGING THE FAN

Hang fan from the previously installed J-Hook or U-Hook.

SECURING FAN TO SECONDARY SUPPORT

- Find the looped end of the braided cable and insert it through the ceiling plate and one of the holes in the outlet box into the ceiling.
- Access the support brace in the ceiling. You may not be able to do this from below the ceiling depending on your installation site.
- Drive a #10 x 38 mm (1-1/2") wood screw and washer into the side of the brace that holds the outlet box. Leave 3 mm (1/8") of space between the support brace and the washer.

4. Wrap the braided cable around the support brace once creating a complete circle.

5. Hook the looped end of the cable over the wood screw so that the braided cable lies between the washer and the support brace.

6. Tighten the loop and secure the screw and washer all the way down to the support brace.

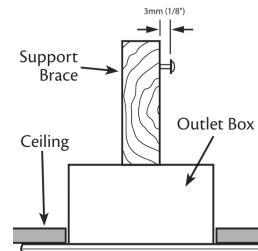


Figure 4a - Installing the Wood Screw into the Brace

7. Coil up the excess cable. Return to the fan to complete installation.

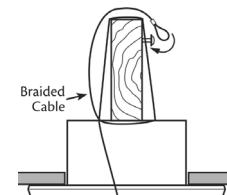


Figure 4b - Hooking the Cable

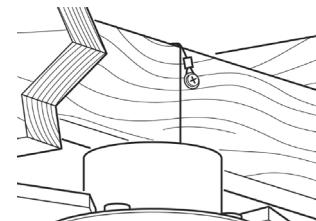


Figure 4c - Tightening the Loop

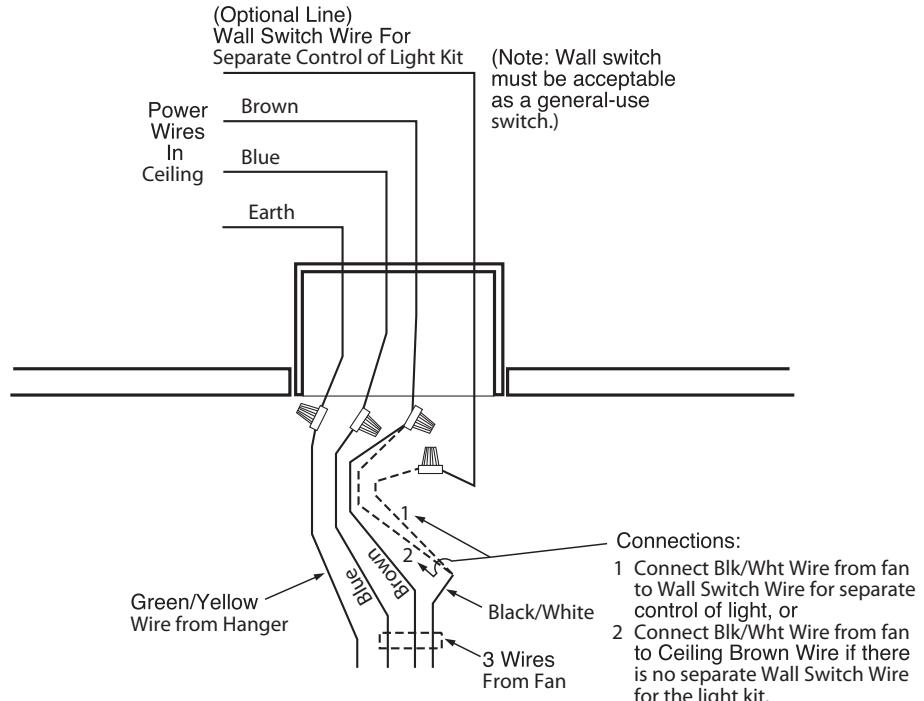


Figure 5 - Wiring Diagram

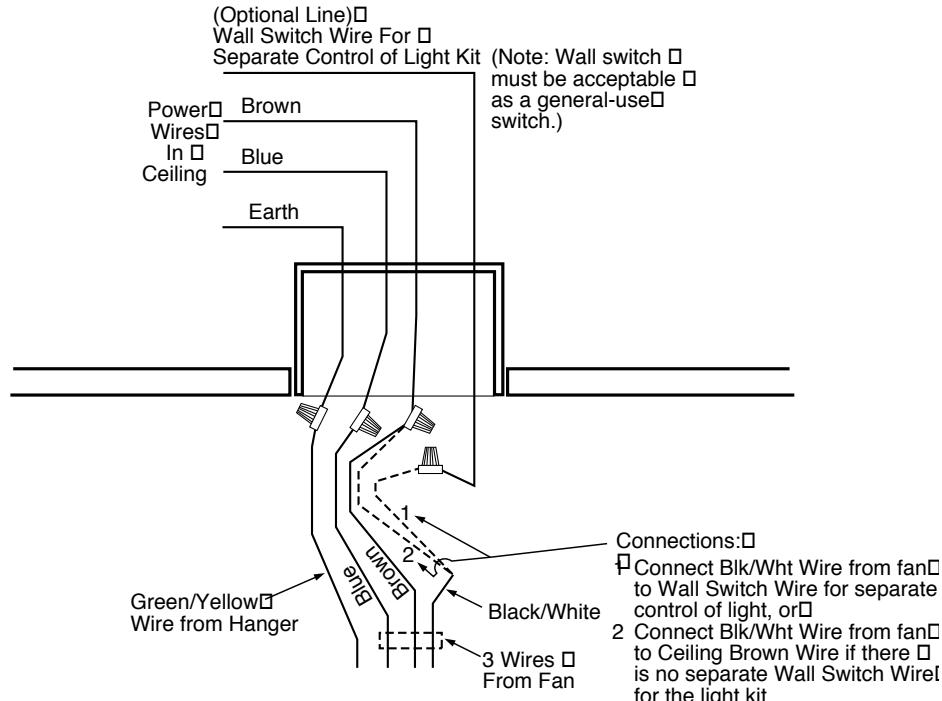


Figure 5 - Wiring Diagram

STEP 5 - INSTALLING THE CANOPY

1. Slide the canopy to where the top is within 2 mm of the ceiling. The canopy should not touch the ceiling or it will cause noise and possible wobble.
2. Insert and tighten the #6-32 canopy screw to hold the canopy in place. Refer to Figure 6.

Note: Two screws and screw holes are provided and may be used to better level the canopy.

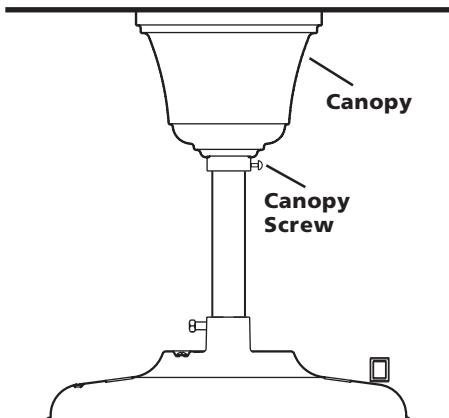


Figure 6 - Assembling the Canopy



STEP 6 - ASSEMBLING FAN BLADES

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

1. Your fan may include blade grommets. If your fan has grommets, insert them by hand into the holes as shown in Figure 7a.
2. Attach each blade to blade iron using three blade assembly screws as shown in Figure 7b. Some fans

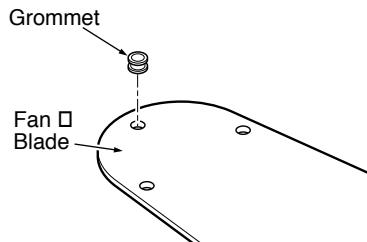


Figure 7a - Inserting Grommet into Fan Blade

feature a decorative medallion as well as a blade iron. Insert the assembly screws into the blade iron, through the blade and into the medallion, with the blade sandwiched between the blade iron and medallion as shown in Figure 7c.

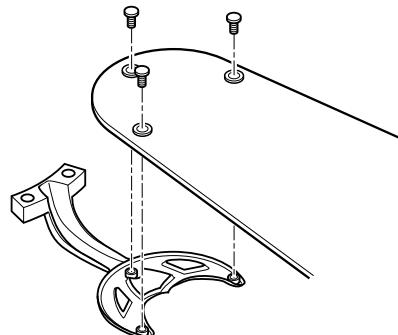


Figure 7b - Attaching Fan Blade to Blade Iron

If you used grommets, the blades may appear slightly loose after screws are tightened. This is normal.

3. Remove the blade mounting screws and rubber shipping bumpers from the motor.

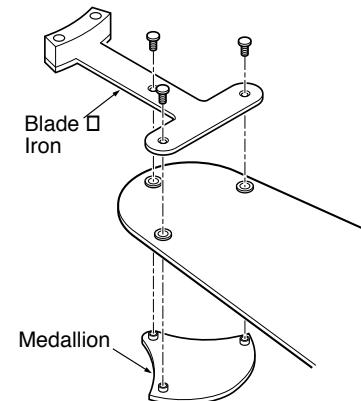


Figure 7c - Attaching Fan Blade to Blade Iron using Decorative Medallion

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4. For each blade, insert one blade mounting screw through the blade iron as shown in Figure 7d, and attach lightly to the fan. Insert the second blade mounting screw, then securely tighten both mounting screws.

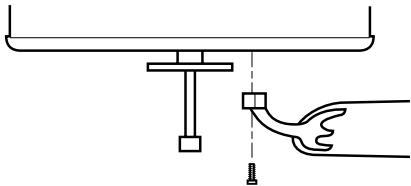


Figure 7d - Attaching Blade Irons to Hub of Fan Assembly



STEP 7 - ATTACHING THE SWITCH HOUSING

The switch housing is made up of two sections: the upper switch housing and the lower switch housing.

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 8a.

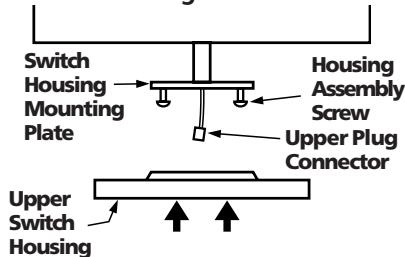


Figure 8a - Attaching Upper Switch Housing to Switch Housing Mounting Plate

2. Feed the upper plug connector through the center opening of the upper switch housing. See Figure 8a.
3. Align the keyhole slots in the upper switch housing with the housing assembly screws installed in sub-step 1.
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 8b. 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.

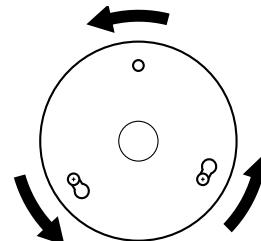


Figure 8b - Mounting the Upper Switch Housing



STEP 8 - INSTALLING ACCESSORY LIGHT FIXTURES

⚠ WARNING

- To avoid possible electrical shock, before wiring fan, disconnect power by turning off the circuit breakers both to the outlet box and to its 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. If you are unfamiliar with wiring, you should use a qualified electrician.

- Connect house wiring to the fan before attaching the light fixture to the fan.

If you are installing an accessory light fixture, remove the plug button, the switch housing cap, and the lower switch housing as shown in Figure 9.

To install the light kit, follow the instructions included with the light kit for wiring, mounting, and assembly. After completing the light kit installation, follow sub-steps

1 and 2 of Step 8 - ATTACHING THE SWITCH HOUSING, to reattach the lower switch housing.

If you are not installing a light fixture, turn to OPERATING YOUR HUNTER FAN for additional instructions.

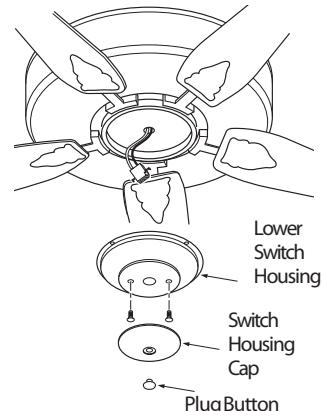


Figure 9 - Removing Plug Button and Switch Housing Cap



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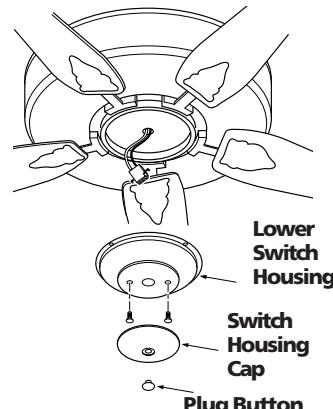


Figure 9 - Removing Plug Button and Switch Housing Cap

OPERATING YOUR HUNTER FAN

Control switches are identified by the following symbols:

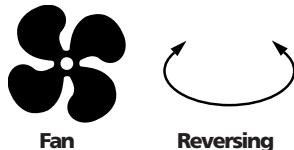


Figure 10a - Control Symbols

1. Turn on electrical power to the fan.
2. The pull chain controls power to the fan. The 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.

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.

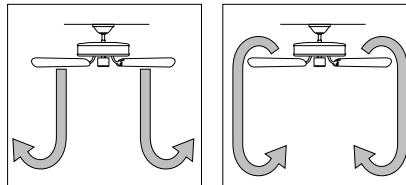


Figure 10b - Air Flow Patterns

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 10c. Restart fan.

4. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.

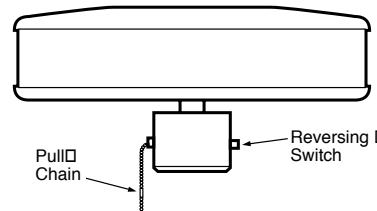


Figure 10c - Pull Chain and Reversing Switch



CLEANING AND MAINTENANCE

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.

If you need parts or service assistance contact your Hunter Fan retailer or visit our WEB site at:

<http://www.hunterfan.com>



TROUBLESHOOTING

PROBLEM

Nothing happens; fan does not move.

PROBABLE CAUSE

1. Power turned off, fuse blown, or circuit breaker tripped.
2. Loose wire connections or wrong connections.
3. Motor reversing switch not engaged.
4. Pull chain switch not "on."
5. Shipping bumpers still in place.

SOLUTION

1. Turn power on, replace fuse, or reset breaker.
- 2a. Loosen canopy, check all connections according to STEP 5 - WIRING THE FAN (turn power off before checking).
2b. Check the plug connection in the switch housing according to STEP 8 - ATTACHING THE SWITCH HOUSING.
3. Push switch firmly up or down.
4. Pull switch chain.
5. Remove shipping bumpers.

Noisy operation.

1. Blade brackets screwed loosely to motor.
2. Blade screwed loosely to blade iron.
3. Blade cracked.

1. Tighten screws until snug.
2. Tighten screws until snug.
3. Replace all blades.



PROBLEM

Noisy operation (continued).

PROBABLE CAUSE

4. Using non-approved speed control.
5. Glass screwed loosely to fixture.
6. Switch housing is loose.

SOLUTION

4. Change to approved speed control.
 5. Hand-tighten the light fixture screws. Ensure that rubber noise isolators are installed.
 6. Check and tighten screws to the switch housing mounting plate and to the upper and lower switch housing.
-

Excessive wobbling.

Note: When switching from medium to low speed, you may notice some fan wobble. When the fan stabilizes at low speed, wobble will disappear.

1. Unbalanced blades.

2. Loose blades or blade irons.
3. Fan not secure on hanger assembly.
4. Fan hanger ball not seated in Hanger Bracket.

1. Use balancing kit included with fan.

2. Tighten all screws.
3. Turn power off, support fan very carefully, loosen canopy and hang correctly.
4. Turn power off, support the fan very carefully, and check that the hanger ball is properly seated.

If you have tried these troubleshooting solutions and still have trouble visit our Web site at <http://www.hunterfan.com>.