



# installation and operation manual for Hunter Ceiling Fans

**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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© 2005 Hunter Fan Company

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.

## Installer's Choice and Optional Accessories

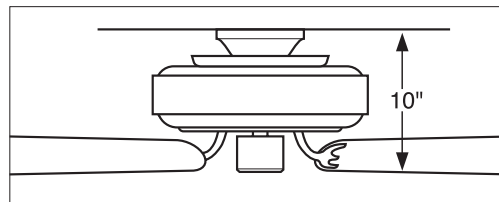
### Understanding Mounting and Installer's Choice®

Hunter's patented 3-position mounting system provides you maximum installation flexibility and ease. You can install your Hunter fan in one of three ways, depending on ceiling height and your preference: Low Profile, Standard, or Angle mounting. The steps in this manual include instructions for all three Installer's Choice mounting methods.

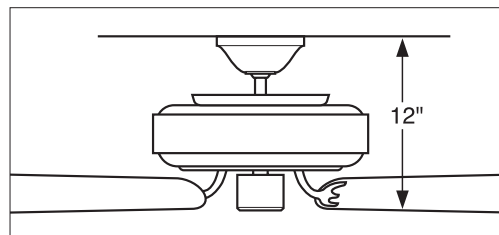
### Considering Optional Accessories

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.

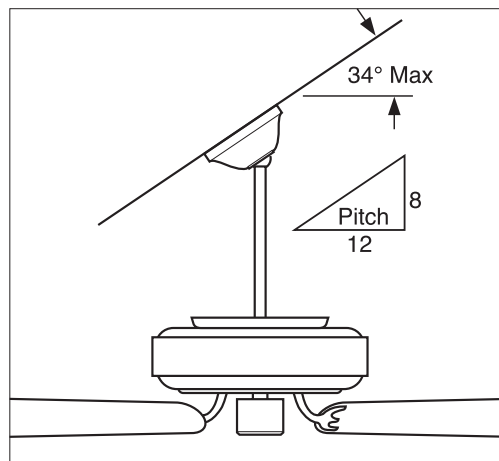
For ceilings higher than 8 feet, you can purchase Hunter extension downrods. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.



**Low Profile Mounting** fits close to the ceiling, recommended for ceilings less than 8 feet high



**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

## 1 • Getting Ready

4

### **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.

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**

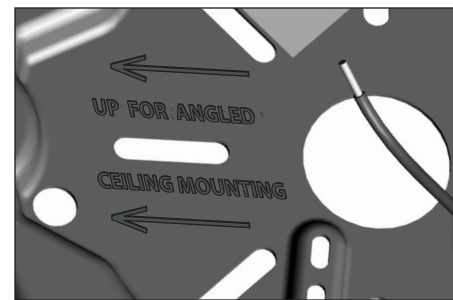
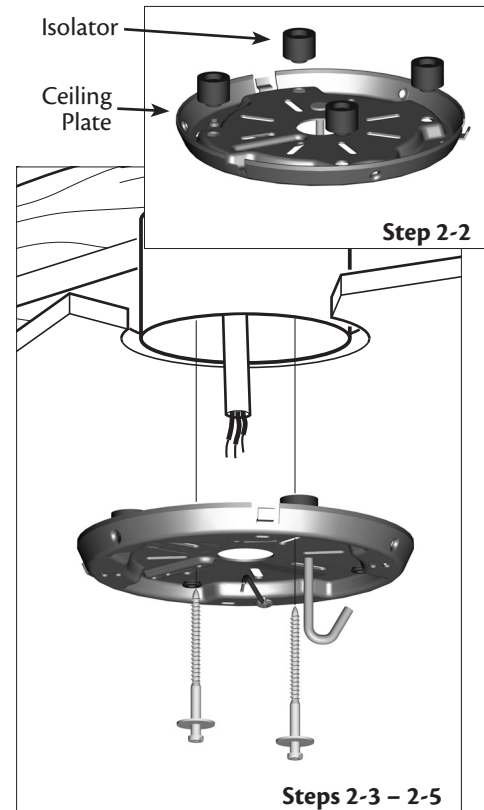
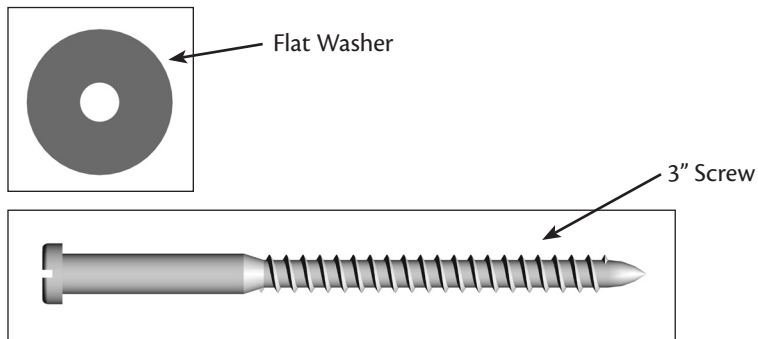
Before you begin installing the fan, follow all the instructions in the pullout sheet called "Preparing the Fan Site." Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

## 2 • Installing the Ceiling Plate

- 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. 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.
- 2-3. Thread the lead wires from the outlet box down through the hole in the middle of the ceiling plate.
- 2-4. 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.
- 2-5. 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.

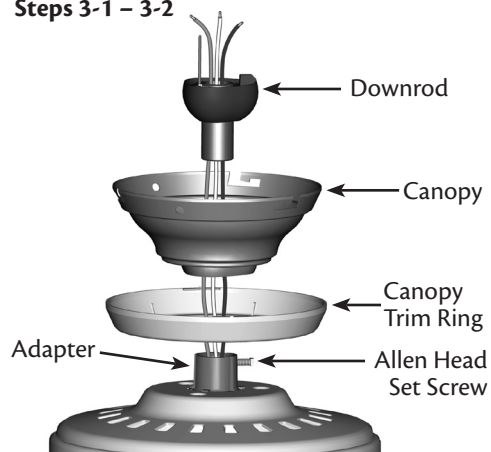
Tighten the screws into the  $9/64$ " pilot holes; do not use lubricants on the screws. Do not over tighten.



**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.

### 3 • Assembling and Hanging the Fan

Steps 3-1 – 3-2

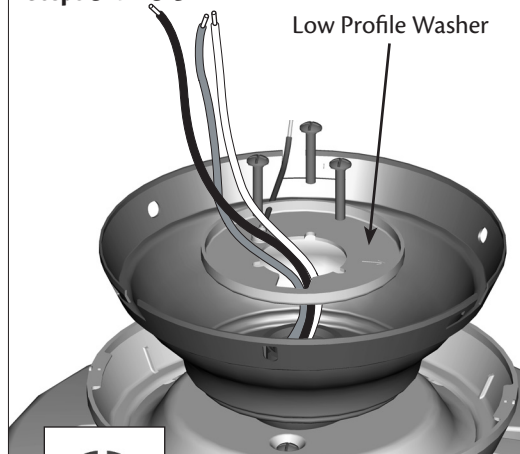


You can assemble your fan for standard mounting (steps 3-1 – 3-2) or for low profile mounting (steps 3-3 – 3-5). **Note:** For low profile mounting, the downrod is replaced with the low profile washer.

- 3-1. To assemble fan to hang down from a flat or angled ceiling, insert the downrod through the canopy and canopy trim ring. Feed the wires from the fan through the downrod.
- 3-2. Using the provided allen wrench, loosen the allen 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 on the pipe will still be visible; this is normal. Securely retighten the set screw with the allen wrench. Skip to Step 3-6.

**⚠ 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.

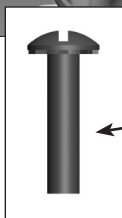
Steps 3-4 – 3-5



Low Profile Washer

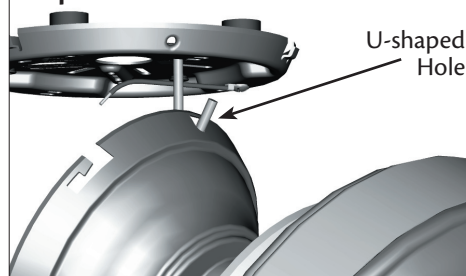
- 3-3. Remove the set screw from the adapter.
- 3-4. To assemble the fan to hang from a low ceiling, place the low profile washer (lip up) into the canopy. Be sure the green ground wire is pointing up toward the ceiling.
- 3-5. Align the holes in the washer with the holes in the adapter. Assemble securely with three #8-32 x 3/4" screws.
- 3-6. Raise the fan and place the hook on the ceiling plate through the U-shaped hole in the rim.

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



#8-32 x 3/4" Screw

Step 3-6



U-shaped Hole

## 4 • Setting the Remote Transmitter and Receiver

You must now set the jumpers in the remote transmitter and receiver so that they match.

- 4-1. Change the position of the jumpers in the transmitter and the receiver. Be sure the position of the jumper in the transmitter matches the position of the jumper in the receiver. If they don't match, the controller will not function. For instructions on how to set the jumpers, read the box below.
- 4-2. Install the included 12-volt battery into the transmitter.

### Setting Jumpers

When two or more fans are located near each other, you may desire to have the receiver/transmitter for each fan set to a different code, so that the operation of one fan does not affect the operation of the other fans.

In the transmitter you can access the jumpers from the battery compartment. The jumpers are very small. You can move them most easily using a small pair of pliers or tweezers. **IMPORTANT!** Before you change a jumper, make sure the battery is not connected to the transmitter.

**⚠ CAUTION:** The remote control device complies with part 15 of the FCC rules. Changes or modifications not expressly approved by Hunter Fan Company could void your authority to operate this equipment.

Operation is subject to the following two conditions:

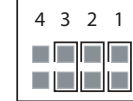
1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

**Note:** Use with a fan that incorporates an air gap switch (normal on-off wall switch).

**⚠ WARNING:** Maximum fan load is 1 Amp; maximum lamp is 100 Watts. Do not use any speed control with this product.

### Example Jumpers Settings

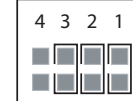
Receiver 1



Receiver 2

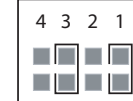


Transmitter 1



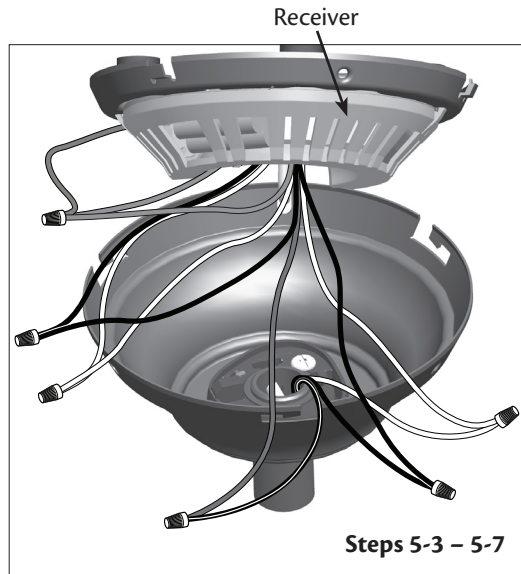
4 = off  
3 = on  
2 = on  
1 = on

Transmitter 2

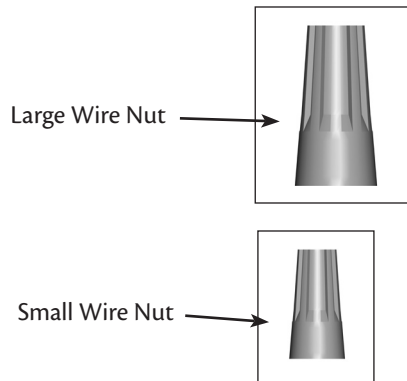


4 = off  
3 = on  
2 = off  
1 = on

## 5• Wiring the Fan



8



**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.**

- 5-1. Make sure the power is still off.
- 5-2. To connect the wires, hold the bare metal leads together and place a wire nut over them, then twist clockwise until tight. For all these connections use the wire nuts provided.

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

- 5-3. Connect the ground wire from the ceiling to the green ground wire from the ceiling plate and the green ground wire from the downrod or low profile washer.
- 5-4. Using the large wire nuts, connect the white wire and the black wire from the ceiling as follows:
  - The white (common) power wire from the ceiling to the white wire from the receiver (marked on red tag "NEUTRAL IN")
  - The black power wire from the ceiling to the black wire from the receiver (marked on red tag "LIVE IN")
- 5-5. Using the small wire nuts, connect the wires from the fan as follows:
  - The black/white wire from the fan to the red wire from the receiver (marked on white tag "LIGHT OUT")
  - The black wire from the fan to the black wire from the receiver (marked on white tag "FAN OUT")
  - The white wire from the fan to the white wire from the receiver (marked on white tag "COMMON OUT")
- 5-6. Check each connection to make sure no bare wire or wire strands are visible. Push all wires and wire nuts back through the ceiling plate hole into the outlet box.
- 5-7. Run the white antenna wire from the receiver through one of the slots in the ceiling plate so that it rests between the ceiling plate and the ceiling. Push it to the edge of the ceiling plate for clear reception.

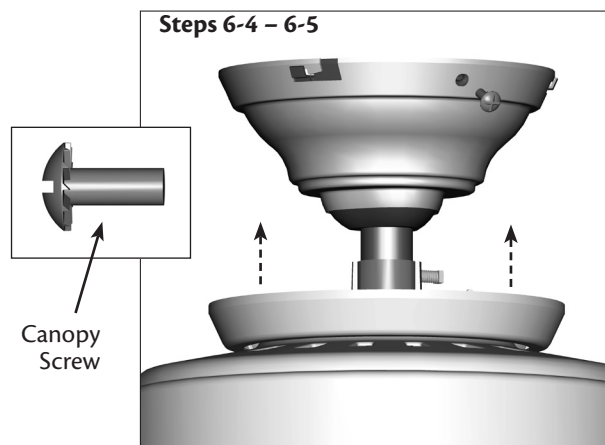
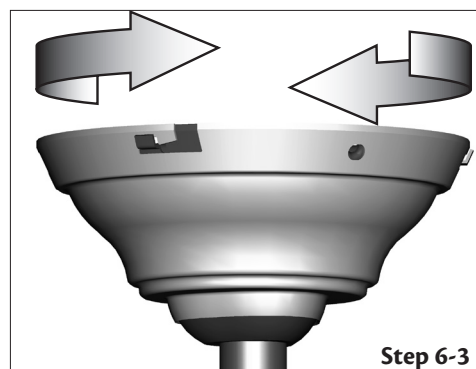
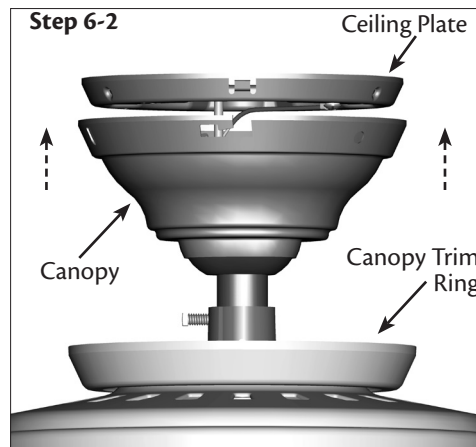


## 6 • Installing the Canopy and Canopy Trim Ring

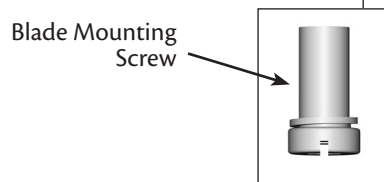
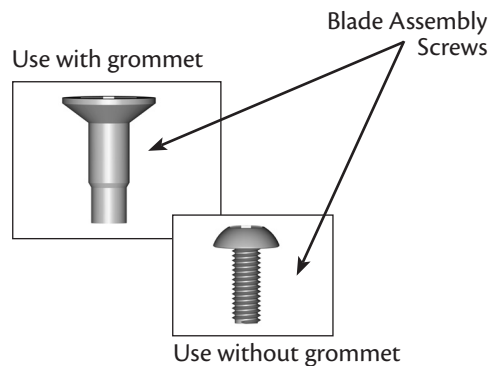
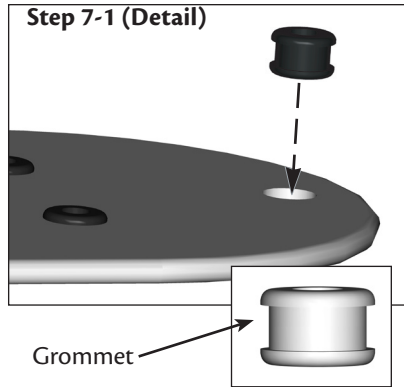
- 6-1. Holding the canopy, raise the fan off the hook.
- 6-2. Align the slots in the canopy with the tabs on the ceiling plate.
- 6-3. Raise the canopy over the ceiling plate. Rotate the canopy clockwise until the tabs on the ceiling plate totally engage with the slots in the canopy.
- 6-4. Loosely assemble the three canopy screws into the canopy one at a time. Once all three screws are in, tighten them.
- 6-5. 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.

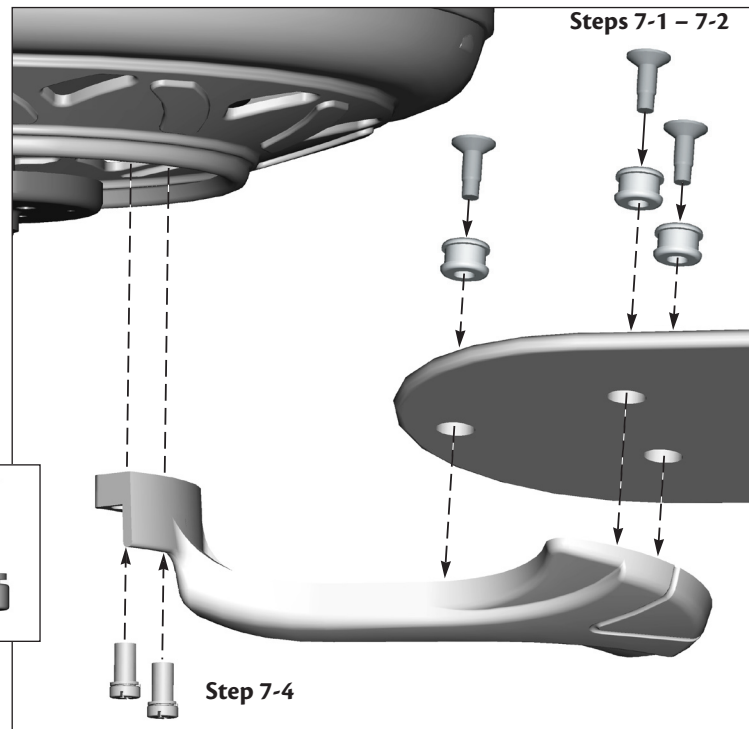


## 7 • Assembling the Blades



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

- 7-1. Your fan may include blade grommets. If your fan has grommets, insert them by hand into the holes on the blades.
- 7-2. 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.
- 7-3. Some blade mounting screws are installed in the motor to secure shipping blocks. Remove the blade mountings screws and rubber bumpers from the motor. Save the screws and discard the bumpers.
- 7-4. 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.



## 8 • Installing the Switch Housing

- 8-1. To attach the upper switch housing, partially install two housing assembly screws into the switch housing mounting plate.
- 8-2. Feed the upper plug connector through the center opening of the housing.
- 8-3. Align the keyhole slots in the housing with the housing assembly screws.
- 8-4. Turn the housing counterclockwise until the housing assembly screws are firmly situated in the narrow end of the keyhole slots. Install the remaining housing assembly screw into the housing. Tighten all three screws firmly.

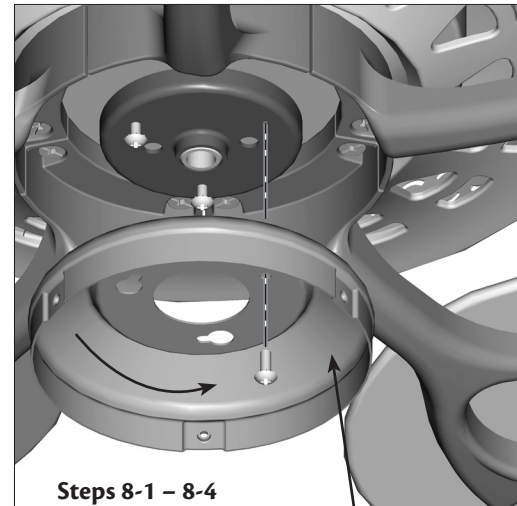
**▲ CAUTION:** Make sure the upper switch housing is securely attached to the switch housing mounting plate. Failure to properly attach and tighten all three assembly screws could result in the switch housing fixture falling.

- 8-5. To attach the lower switch housing, connect the upper plug connector from the motor to the lower plug connector in the lower switch housing assembly.

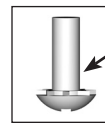
**Note:** Both plug connectors are polarized and will only fit together one way. Make sure the connectors are properly aligned before connecting them. Incorrect connection could cause improper operation and damage to the product.

- 8-6. 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 housing assembly screws.

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

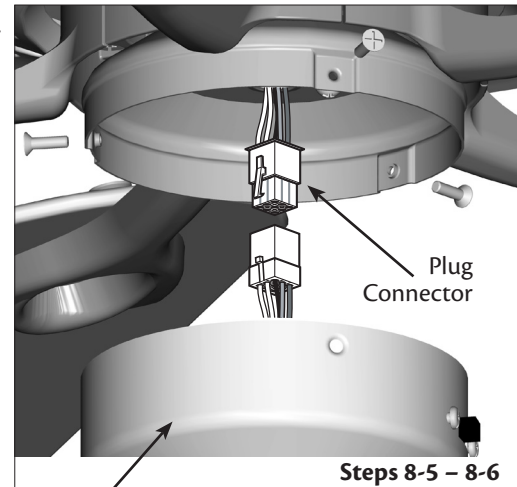


Steps 8-1 – 8-4



Housing  
Assembly  
Screw

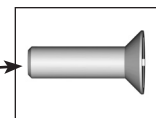
Upper  
Switch  
Housing



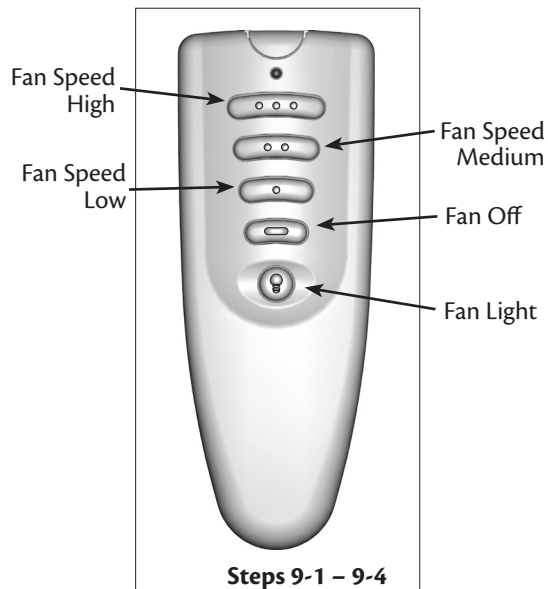
Steps 8-5 – 8-6

Lower  
Switch  
Housing

Housing  
Assembly  
Screw

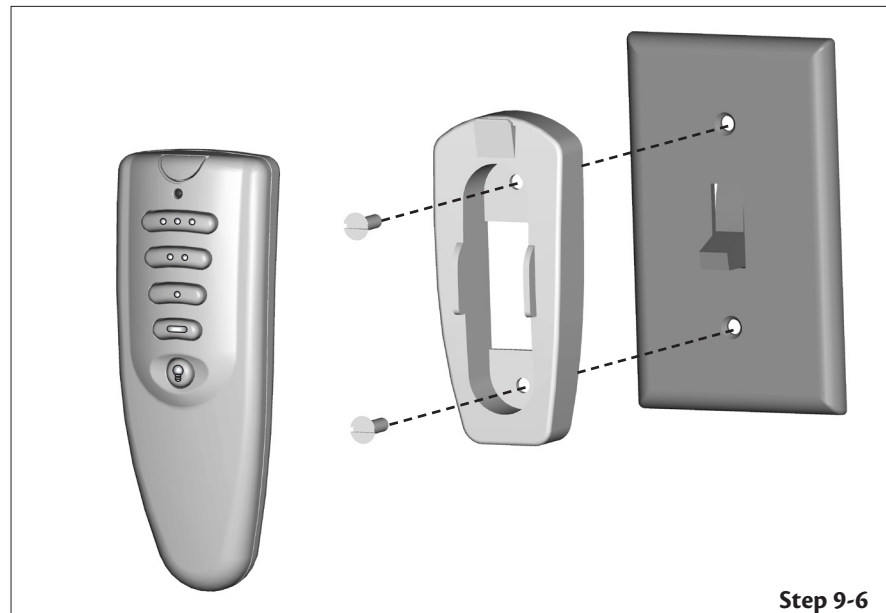
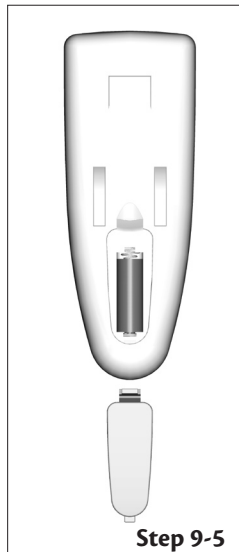


## 9. Operating the Remote Control and Mounting the Holder



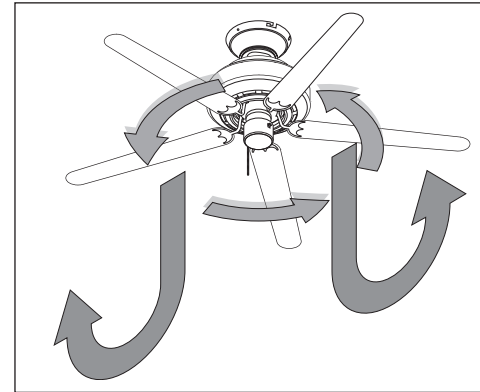
- 9-1. The remote transmitter has individual buttons for turning the fan off and on and controlling the light and fan speed.
- 9-2. For best operation, start the fan by pressing high, then select your desired speed.
- 9-3. The light button turns the light on to full brightness. To dim the light, hold the light button down until you reach your desired brightness. Push the light button again to turn off the light.
- 9-4. Press the OFF button to turn the fan off.
- 9-5. When necessary, replace the battery with a 12-volt type 23A, MN-21 battery or equivalent.
- 9-6. You can mount the remote holder to any toggle switch plate with the screws already in the switch plate. Or, you can simply mount the remote holder on the wall.

12

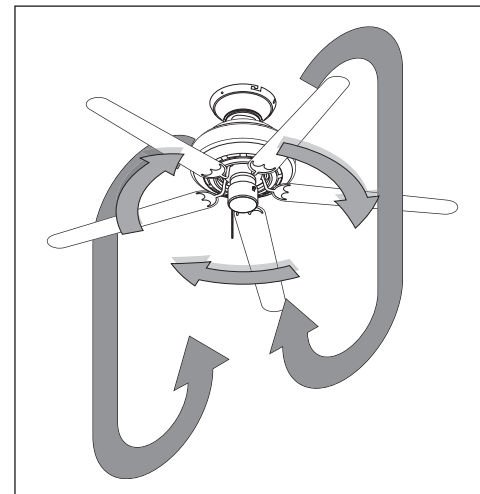


## 10 • Operating and Cleaning Your Ceiling Fan

- 10-1. Turn on electrical power to the fan.
- 10-2. Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room with a direct breeze. In cold weather, 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.
- 10-3. 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.
- 10-4. 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

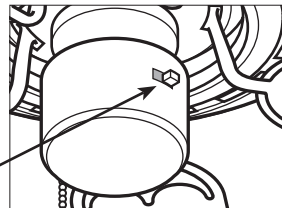


**In cold weather,** use upward air flow pattern

### To Change Airflow Direction

Turn the fan off and let it come to a complete stop. Slide the reversing switch on the fan to the opposite position. Restart fan.

Reversing  
Switch



**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.
5. Remove the shipping bumpers
6. If the transmitter LED light does not come on, replace the battery with a new 12-volt alkaline battery. If the LED light does come on but the fan will not work, check the settings in the receiver and transmitter. Refer to **4• Setting the Remote Transmitter and Receiver** 7 for more information.

**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>.

Hunter Fan Company  
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