



# 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.

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.
- This fan is suitable for wet locations when installed in a GFCI protected branch circuit. 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.
- 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

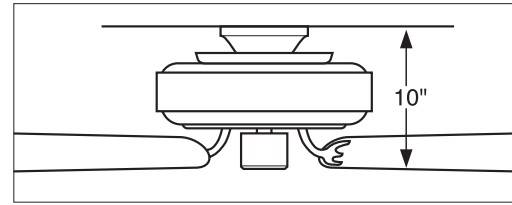
### Understanding Mounting and Installer's Choice®

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.

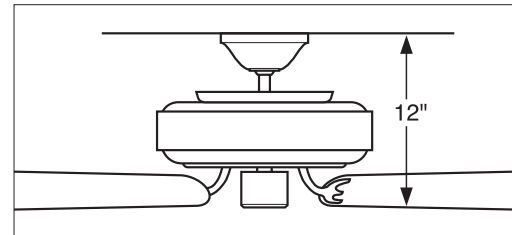
### Considering Optional Accessories

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.

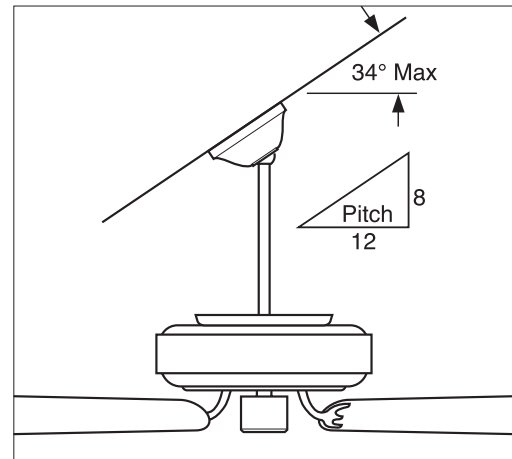
For ceilings higher than 8 feet, you can purchase Hunter extension downrods. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.



**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

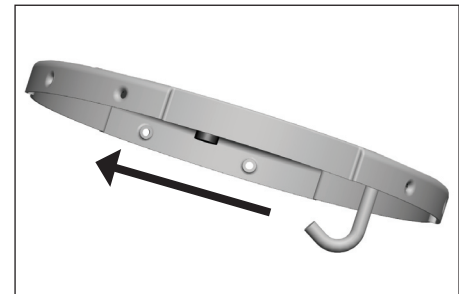
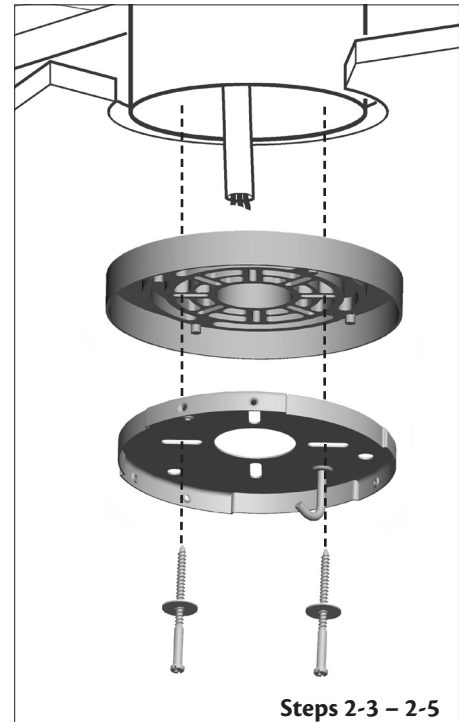
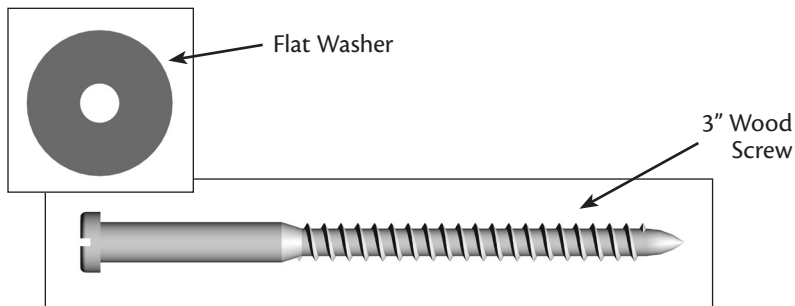
**⚠ CAUTION:** To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such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

**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.

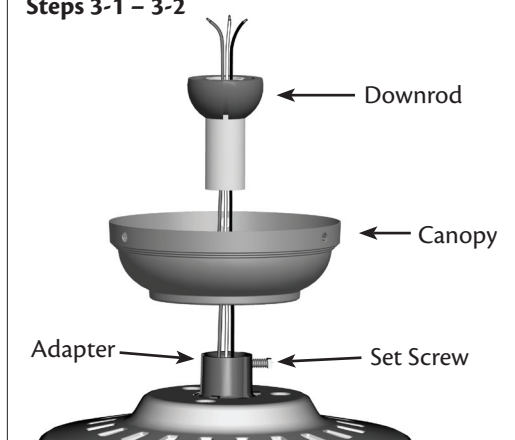
Tighten the screws into the  $9/64$ " pilot holes; do not use lubricants on the screws. Do not over tighten.



**For Angled Ceilings:** Be sure to orient the ceiling plate so that the hook and one of the threaded screw holes in the ceiling plate are on the lower side.

### 3 • Assembling and Hanging the Fan

#### Steps 3-1 – 3-2



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

3-1. Unbundle the wires from the fan.

#### For Standard or Angle mounting:

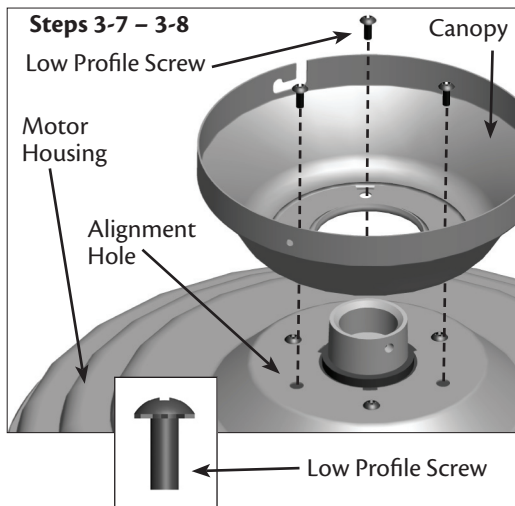
3-2. To assemble fan to hang down from a flat or angled ceiling, insert the downrod through the canopy. Feed the wires from the fan through the downrod.

3-3. Loosen the square head 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 a wrench or pliers.

3-4. Align and engage the two tabs from the bottom of the canopy and the two grooves in the hanger ball. Skip to 3-9.

**⚠ 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 3-7 – 3-8



#### For Low Profile mounting:

**Note:** For low profile mounting, the downrod is not used.

3-5. Remove the set screw from the adapter.

3-6. Using a sharp pointed tool, pierce three holes in the rubber gasket where indicated by the holes in the housing.

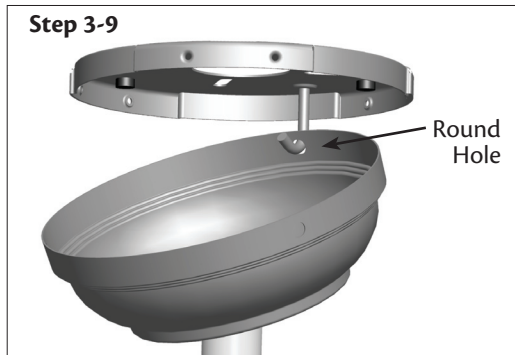
3-7. Align the holes in the bottom of the canopy with the holes in the motor housing and gasket.

3-8. Install three low profile screws to secure the canopy to the motor housing.

#### Hanging the fan:

3-9. Raise the fan and place the hook on the ceiling plate through the round hole in the rim.

#### Step 3-9



## 4 • Wiring the Fan

**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. Make sure the power to the outlet box and associated wall switch location is still OFF.

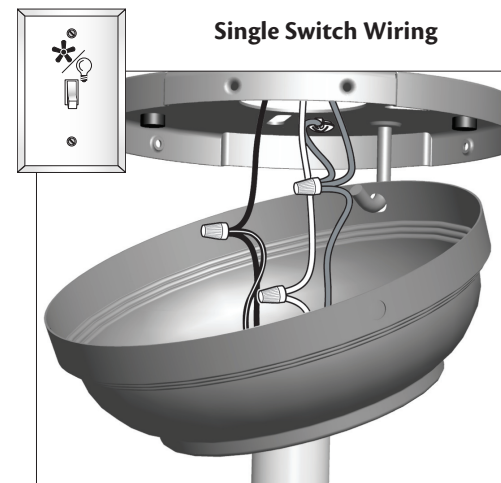
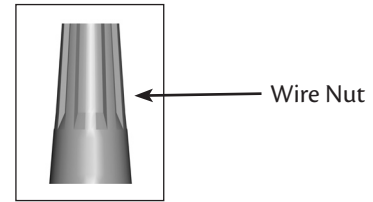
To connect the wires, hold the bare metal leads together and place a wire nut over them, then twist the wire nut clockwise until tight.

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

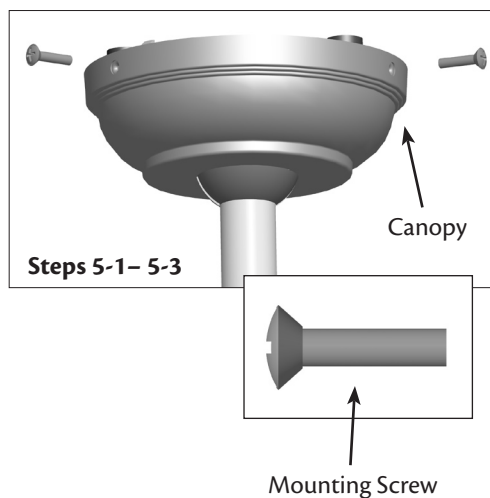
Connect the wires as follows:

- 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

4-2. Push all wires and wire nuts into the outlet box.



## 5 • Installing the Canopy



5-1. Holding the canopy, raise the fan off the hook.

5-2. Align the holes in the canopy with the mounting holes on the ceiling plate.

5-3. Insert and tighten the mounting screws securely.

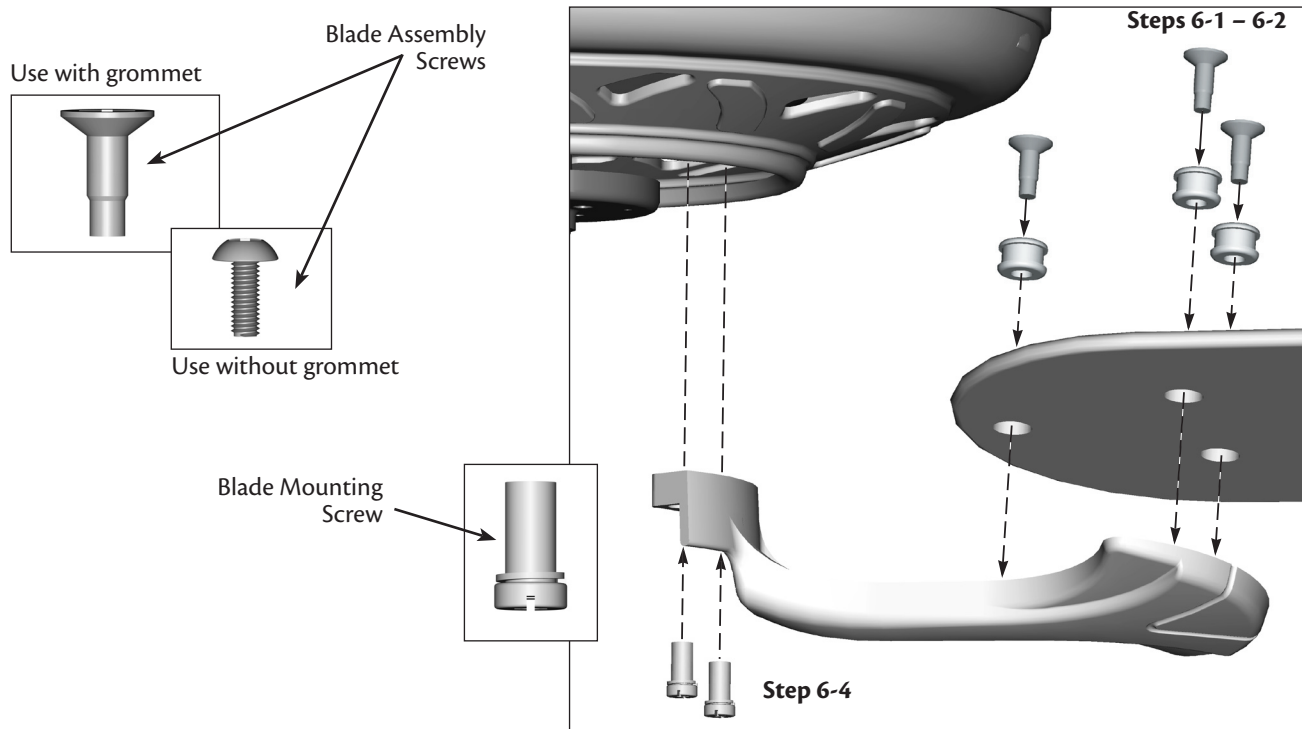
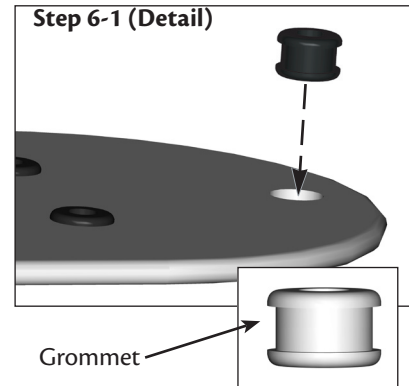
**Note:** If necessary, lift the side of the gasket to insert the screws into the mounting holes on the ceiling plate.



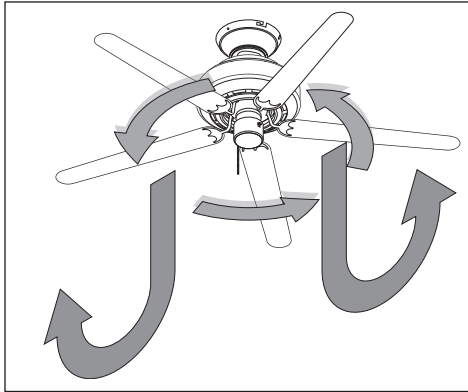
## 6 • Assembling the Blades

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

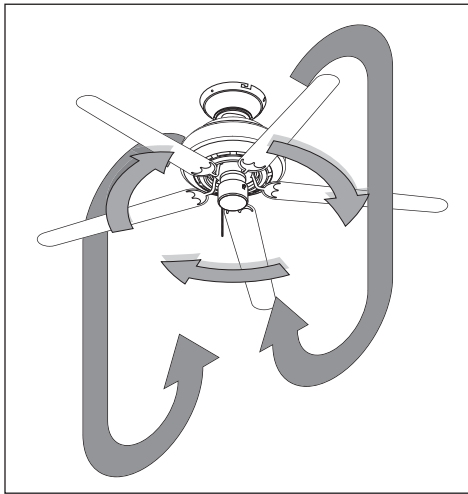
- 6-1. Your fan may include blade grommets. If your fan has grommets, insert them by hand into the holes on the blades.
- 6-2. Attach each blade to a blade iron using three blade assembly screws. If you used grommets, the blades may appear slightly loose after screws are tightened. This is normal.
- 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 during shipment.
- 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 • Operating and Cleaning Your Ceiling Fan



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



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

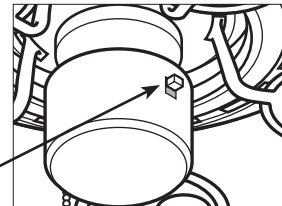
- 7-1. Turn on electrical power to the fan.
- 7-2. Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room with a direct breeze. In cold weather, having the fan draw air upward (clockwise blade rotation) will distribute the warmer air trapped at the ceiling around the room without causing a draft.
- 7-3. 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.
- 7-4. 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.

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### 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 up or down to ensure that the switch is engaged.
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. 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>.

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