



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 \_\_\_\_\_

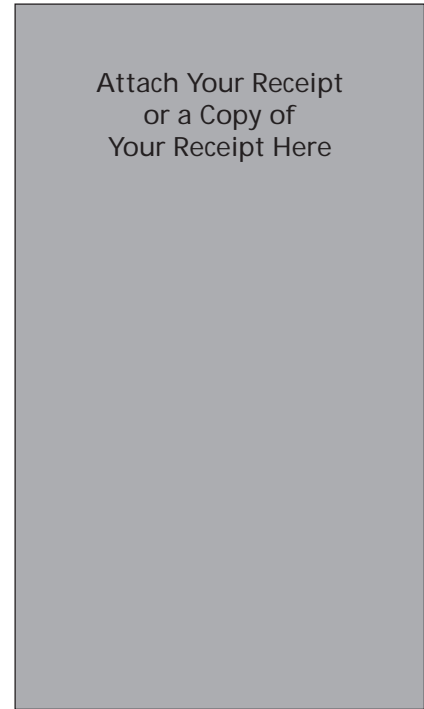
Catalog No. \_\_\_\_\_

Serial No. \_\_\_\_\_

Date Purchased \_\_\_\_\_

Where Purchased \_\_\_\_\_

\_\_\_\_\_





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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 and ANSI/NFPA 70. 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.

## **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.
- 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.



# STEP 1 - GETTING READY

## GATHERING THE TOOLS

You will need the following tools for installing the fan:

- Electric drill with 9/64" bit
- Standard screwdriver
- Phillips-head screwdriver
- Wrench or pliers

## 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.

## PREPARING THE FAN SITE

The location of a ceiling fan and how the fan is attached to the building structure are essential for reliable operation, maximum efficiency, and energy savings. For this reason, we have included a separate booklet — "Guide to Choosing and Preparing a Ceiling Fan Site" — to help you select the best location for your fan. The booklet also provides information to ensure your fan support and electric outlet box meet UL-approved safety codes for ceiling fans.

The instructions in this installation manual assume that you have used "Guide to Choosing and Preparing a Ceiling Fan Site" to pick the fan location and make certain the proper fan support and outlet box are installed.

## CHECKING YOUR FAN PARTS

Carefully unpack your fan to avoid damage to the fan parts. Check for any shipping damage to the motor or fan blades. If one of the fan blades was damaged in shipment, return all the blades for replacement.

**Hint:** If you are installing more than one fan, keep the fan blades in sets, as they were shipped.

If any parts are missing or damaged, contact your Hunter dealer or call Hunter Parts Department at 901-248-2222.

### INSTALLER'S CHOICE®

This patented 3-position mounting system provides you maximum installation flexibility and ease. You can install your Hunter fan in one of three ways. The steps in this manual include specific instructions for the fan mounting method of your choice. For a ceiling 8 feet or higher, standard mounting is recommended.

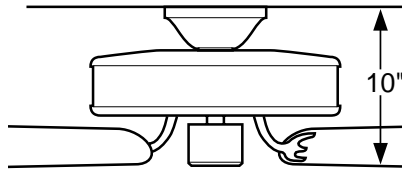


Figure 1a - Flush Mounting

**Flush Mounting** (Figure 1a) fits close to the ceiling, for low ceilings less than 8 feet high.

**Standard Mounting** (Figure 1b) hangs from the ceiling by a connector pipe (included), for ceilings 8 feet or higher. For ceilings higher than eight feet, you can purchase Hunter extension rods. All Hunter fans use sturdy 3/4" diameter pipe to assure stability and wobble-free performance.

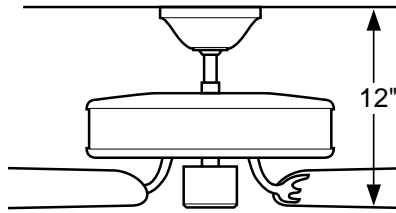


Figure 1b - Standard Mounting

**Angle Mounting** (Figure 1c) hangs from a vaulted or angled ceiling.

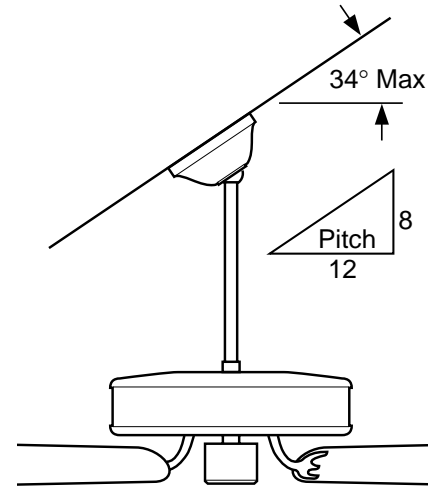
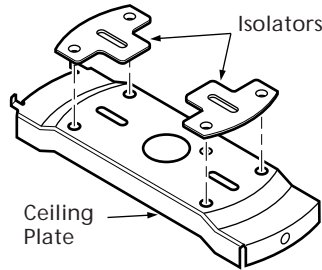


Figure 1c - Angle Mounting



## STEP 2 - INSTALLING THE CEILING PLATE

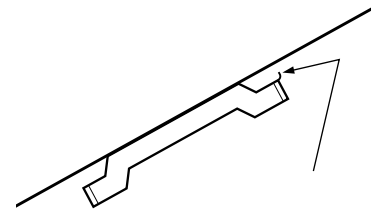
1. Drill two pilot holes into the wood support structure through the outermost holes on the outlet box. The pilot holes should be  $9/64$ " in diameter.
2. Thread the lead wires from the outlet box through the hole in the middle of the ceiling plate.
3. Your fan comes with two neoprene noise isolators. Position the isolators between the ceiling plate and ceiling by inserting the raised areas on each isolator into the holes in the ceiling plate. Refer to Figure 2a.



**Figure 2a - Adding Isolators to Ceiling Plate**

4. Align the slotted holes in the ceiling plate with the pilot holes in the wood support structure. **Note:** The isolation pads should be flush against the ceiling.

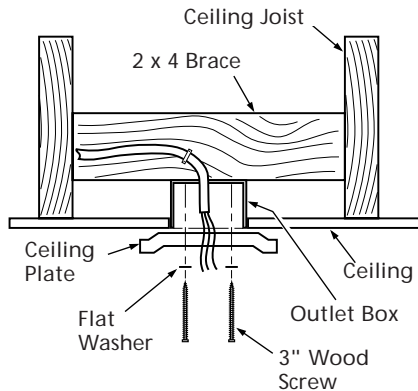
For Angle Mounting Only: Be sure to orient the ceiling plate so that the two hooks point up towards the ceiling peak as shown in Figure 2b. **Note:** You will use the hooks to support the fan during STEP 4 - WIRING THE FAN.



**Figure 2b - Correct Position of Ceiling Plate for Angle Mounting**



5. Place a flat washer on each of the two 3" screws and pass the screws through the slotted holes in the ceiling plate as shown in Figure 2c.
6. Tighten the screws into the 9/64" pilot holes; do not use lubricants on the screws. Do not over-tighten.



**Figure 2c - Attaching Ceiling Plate to 2 x 4 Brace**



## STEP 3 - ASSEMBLING THE FAN

Use the Step 3 instructions for the type of mounting you have selected: standard, angle, or flush.

### STANDARD AND ANGLE MOUNTING

For Standard 8-foot Ceilings and Higher

1. Insert the pipe through the canopy as shown in Figure 3a.

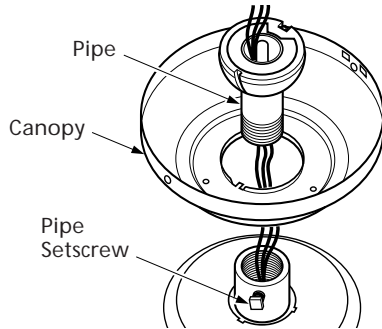


Figure 3a - Inserting Pipe through Canopy

Feed wires from the fan through the pipe.

2. Screw pipe into fan assembly until tight. **IMPORTANT!** Tighten pipe setscrew as shown in Figure 3a.

### ⚠ CAUTION

The pipe 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.

### FLUSH MOUNTING

For Low Ceilings

1. Fit the canopy over the motor hanger adapter as shown in Figure 3b. Make sure the canopy fits

snugly against the fan assembly with no space between the pieces.

2. You will find a large assembly washer included with the fan. Place the washer over the adapter and canopy as shown in Figure 3b.

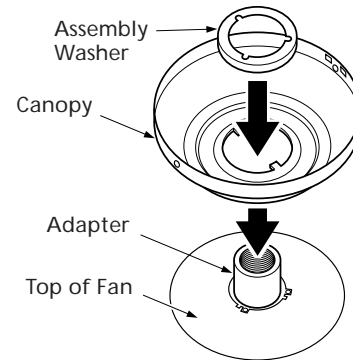
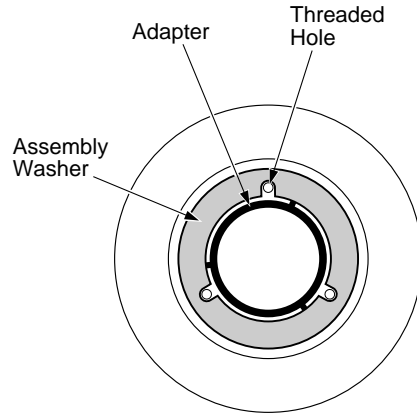


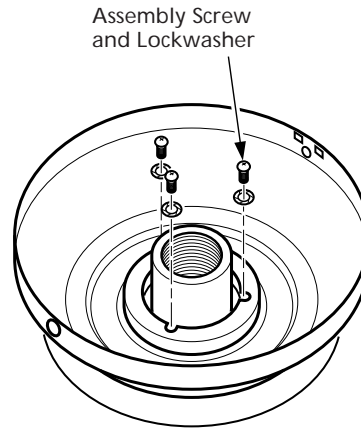
Figure 3b - Placing Canopy and Washer Over Adapter

3. Position the slots in the assembly washer over the threaded holes in the adapter as shown in Figure 3c.



**Figure 3c - Positioning Assembly Washer Slots over Threaded Holes**

4. Attach the canopy tightly to the fan assembly with three #8-32 assembly screws and lockwashers as shown in Figure 3d.



**Figure 3d - Attaching Canopy to Fan Assembly**



## STEP 4 - WIRING THE FAN

1. Disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location.
2. Tilt and hang the assembled fan from the ceiling plate hooks. Slip two rectangular canopy slots over ceiling plate hooks as shown in Figures 4a and 4b.

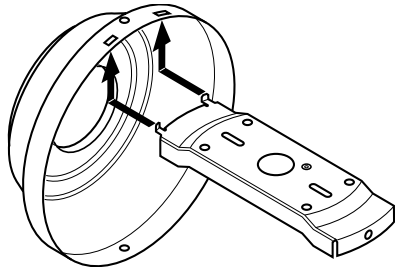


Figure 4a - Attaching Slots on Canopy to Ceiling Plate Hooks

**Note:** To hang the fan you must tilt the canopy to an almost vertical position so the canopy slots come down over the ceiling plate hooks.

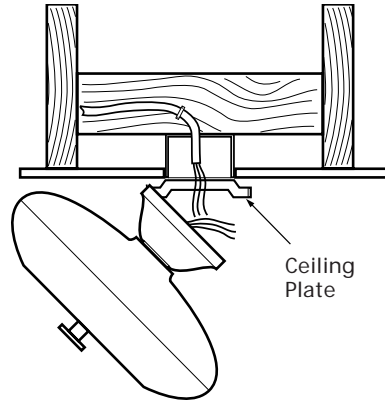


Figure 4b - Assembled Fan Hanging from Ceiling Plate Hooks

3. You can use either one or two wall switches to control the fan and/or lights separately. Use connection 1 on page 13 to

- control the light with a wall switch and the fan with a chain pull (one wall switch required)
- control the light with a chain pull and the fan with a wall switch (one wall switch required)
- control the light with one wall switch and the fan with another (two wall switches required)

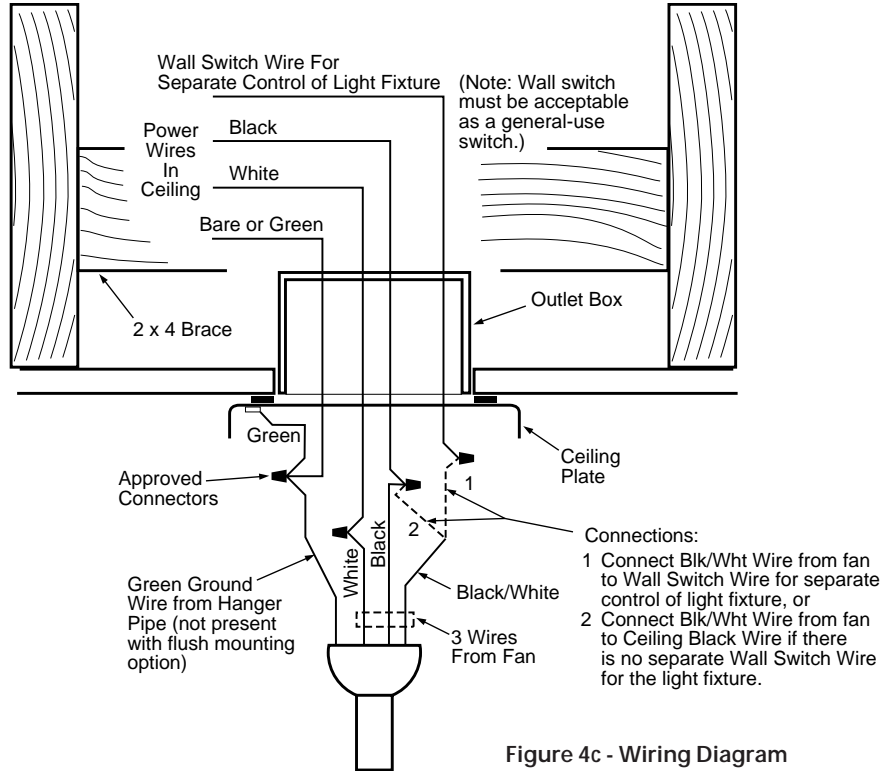
Use connection 2 on page 13 if there is no separate wall switch power wire for the light fixture.

**Note:** Wall switches not included.

4. Connect the wires as shown in Figure 4c. To connect the wires, twist the bare metal leads together. Place a wire nut over the intertwined length of wire and twist clockwise until tight as shown.

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

5. Separate the connected wires by placing the green and white wires on one side of the outlet box and the black and the black/white wires on the other side of the outlet box.
6. Turn the connectors upward. Push the wires gently into the outlet box.





## STEP 5 - HANGING THE FAN

Sub-steps 1 and 2 apply to Flush, Standard, and Angle mounting. Sub-step 3 applies to Standard and Angle mounting only.

1. Swing the fan up so as to align the canopy screw holes with the mounting holes on the ceiling plate. Refer to Figure 5a.

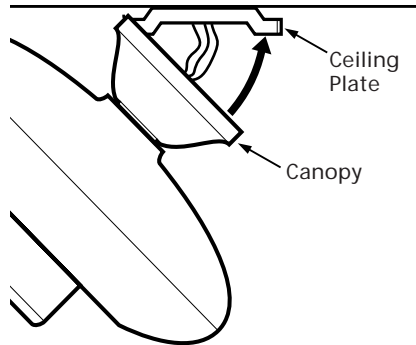


Figure 5a - Attaching Canopy to Ceiling Plate

2. Install and tighten the two #10-32 x 1/2" mounting screws.
3. For Standard and Angle Mounting only: In addition to sub-steps 1 and 2, lift the fan housing towards the ceiling and rotate the fan until each canopy tab engages a groove in the hanger ball as shown in Figure 5b.

**Note:** If the tabs are already engaged, do not rotate.

### WARNING

Failure to complete sub-steps 1 through 3 could cause fan to fall. (Sub-step 3 not applicable for flush mounting.)

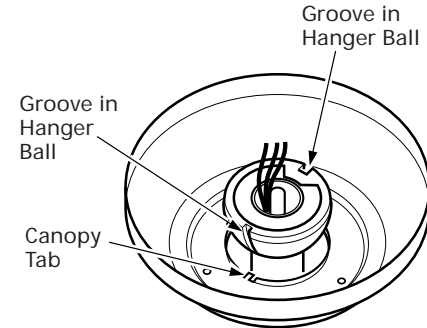
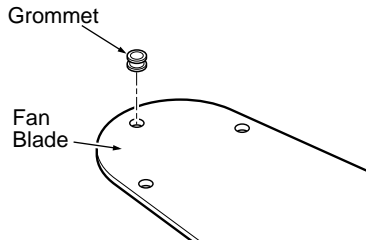


Figure 5b - Canopy Tabs and Grooves in Hanger Ball

## STEP 6 - ASSEMBLING FAN BLADES

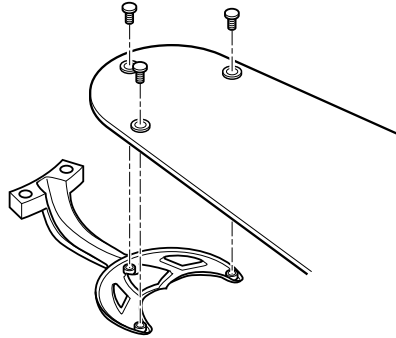
Hunter fans use several styles of fan blade irons (brackets that hold the blade to the fan).

1. Your fan may include blade grommets. If your fan has grommets, insert them by hand into the holes as shown in Figure 6a.
2. Attach each blade to blade iron using three blade assembly screws as shown in Figure 6b. Some fans feature a decorative medallion as



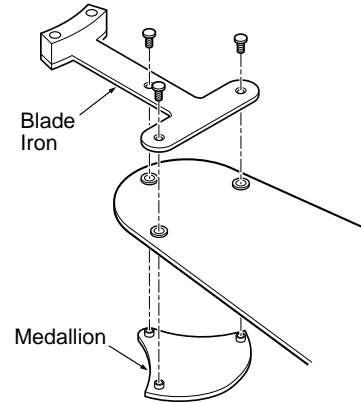
**Figure 6a - Inserting Grommet into Fan Blade**

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 6c.



**Figure 6b - 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.

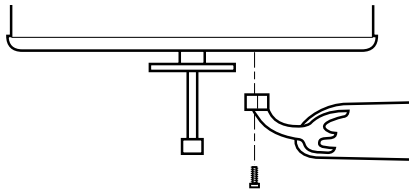


**Figure 6c - Attaching Fan Blade to Blade Iron using Decorative Medallion**

*continued*



4. For each blade, insert one blade mounting screw through the blade iron as shown in Figure 6d, and attach lightly to the fan. Insert the second blade mounting screw, then securely tighten both mounting screws.



**Figure 6d - 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 7a.

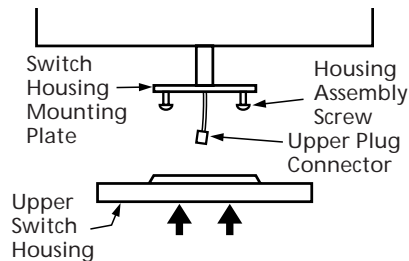


Figure 7a - Attaching Upper Switch Housing to Switch Housing Mounting Plate

2. Feed the upper plug connector through the center opening of the upper switch housing. See Figure 7a.
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 7b. 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.

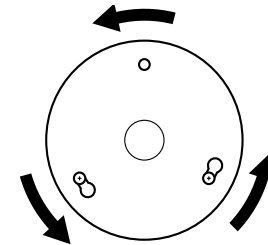


Figure 7b - Mounting the Upper Switch Housing

*continued*



## ATTACHING THE LOWER SWITCH HOUSING

Your hunter fan includes one of two lower switch housings. Both lower switch housings are shown in Figures 7c, 7d and 7e. The type of lower switch housing you have depends on whether your fan includes a light fixture, and if so, what type of light fixture it is. Use table 7-1 to assist you.

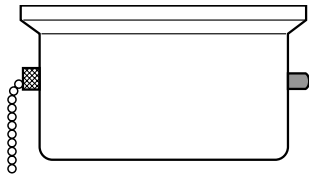


Figure 7c

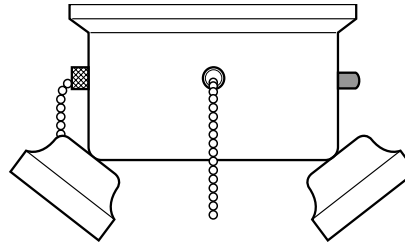


Figure 7d

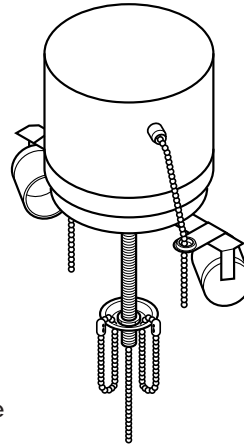


Figure 7e

Table 7-1

Fan with no light fixture included	See Figure 7c
Fan with single-globe light fixture included	See Figure 7c
Fan with multi-light light fixture included	See Figure 7d
Fan with integrated single globe	See Figure 7e

If your fan has a lower switch housing as shown in Figure 7c, and you ARE installing an accessory light kit or single-globe light fixture included with your fan, go directly to STEP 8 - INSTALLING LIGHT FIXTURE.

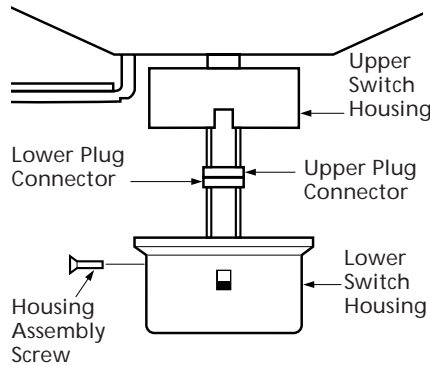
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If your fan has a lower switch housing as shown in Figure 7c and you ARE NOT installing a light fixture, or if your fan has a lower switch housing as shown in Figure 7d or 7f, complete the following steps:

1. Connect the upper plug connector from the motor to the lower plug connector in the lower switch housing assembly. See Figure 7f.

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



**Figure 7f - Plug Connection and Lower Switch Housing Installation**

2. 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 #6-32 x 3/8" housing assembly screws. See Figure 7f.

**Note:** If your fan does not include a light fixture, you may purchase an accessory light kit separately. See STEP 8 - INSTALLING LIGHT FIXTURE.



## STEP 8 - INSTALLING LIGHT FIXTURE

Your fan may include a light fixture. Information for wiring and installing all included Hunter light fixtures follows.

**Note:** If you purchased a fan without a light fixture, you may purchase an accessory light kit separately. For best performance and beauty, use only Hunter-brand light kits, Type A-Z. Hunter light kits are designed, tested, and UL approved for all Hunter fans, and are available at most Hunter dealers. To install the light kit, follow the instructions included with the kit.

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

### WARNING

- To avoid possible electrical shock, before installing light fixtures, 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.
- Connect house wiring to the fan before attaching the light fixture to the fan.
- All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, you should use a qualified electrician.

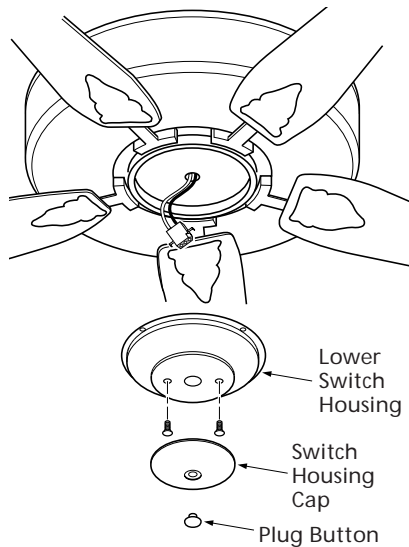


Figure 8a - Removing Plug Button and Switch Housing Cap

## INSTALLING INCLUDED SINGLE-GLOBE LIGHT FIXTURE

1. Remove the plug cap from the lower switch housing.

**Note:** Do not discard the plug cap. You will need this if you remove the light fixture in the future.

2. Locate the two wires in the lower switch housing labeled "Connect Light Here" or "For Light Use". One will be white, the other black/white. Unscrew the wire nuts counterclockwise to expose the bare metal leads.
3. Locate the white wire and the black wire coming from the light fixture.
4. Thread the two wires from the light fixture through the center hole in the lower switch housing.

5. Screw the fixture into the lower switch housing. Thread the lockwasher and nut provided over the wires. Making sure the light fixture mounting screw holes are aligned; hold the light fixture and tighten the nut on the inside of the lower switch housing. Insert and tighten the two #6-32 semi light fixture mounting screws.

6. Connect the black wire from the light fixture to the black/white wire from the lower switch housing. See Figure 8b.

Connect the white wire from the light fixture to the white wire from the lower switch housing. See Figure 8b.

To fasten the wires, twist the two bare leads together. Place a wire nut over the intertwined length of wire and twist clockwise until tight.

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

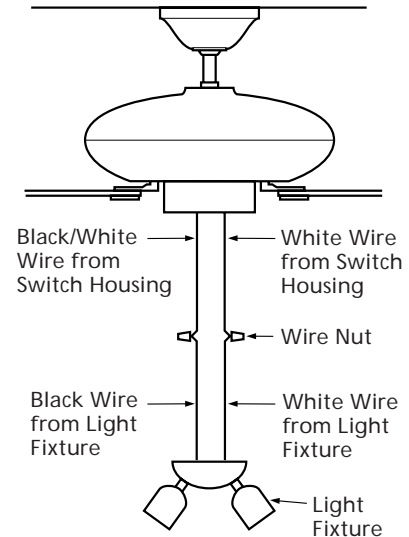


Figure 8b - Wiring Light Fixture to Fan

*continued*



7. Connect the upper plug connector from the motor to the lower plug connector in the lower switch housing assembly. See Figure 7f.

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

8. 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 #6-32 x 3/8" housing assembly screws. See Figure 7f.

### INSTALLING SINGLE-GLOBE FIXTURE BULB AND GLOBE

Refer to Figure 8c.

1. Install light bulbs.
2. Insert the globe around the bulb and into the fixture. Install and tighten thumbscrews manually. Do not overtighten.

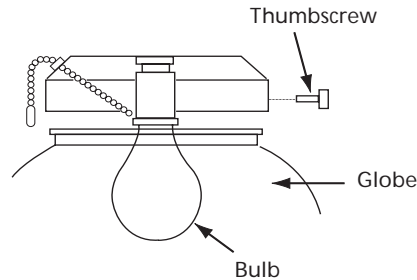


Figure 8c - Single-Globe Fixture

### INSTALLING INTEGRATED MULTI-LIGHT FIXTURE BULBS AND GLOBES

Refer to Figure 8d.

1. Place silencer band around the neck of each globe.
2. Insert globe in cup.
3. Install and tighten thumbscrews manually. Do not overtighten.
4. Install bulbs.

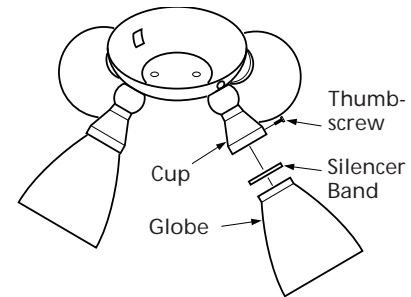


Figure 8d - Multi-Light Fixture

## AURORA AND TIFFANY LIGHT FIXTURES

Thread the fan switch pull chain through the grommetted hole in the light fixture bracket. Unfasten the extra chain looped through the hole in the lower mounting cap and attach it to the fan switch pull chain. Repeat for light switch pull chain.

Refer to Figures 8e and 8f.

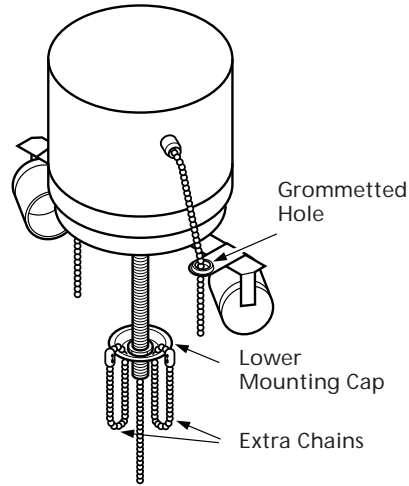


Figure 8e - Threading Fan Switch Pull Chain through Grommet

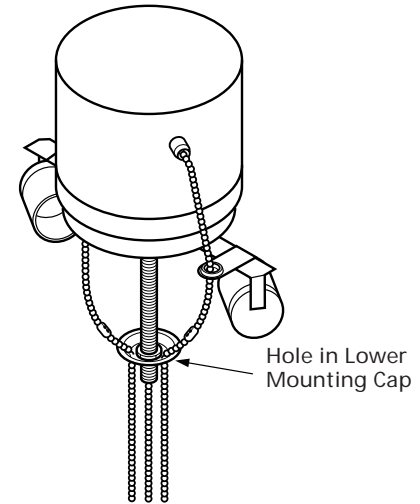


Figure 8f - Attaching Fan Switch Pull Chain Extension (Aurora/Tiffany)



## AURORA AND TIFFANY LIGHT FIXTURES *(continued)*

**Note:** Sub-step 1 applies to all light fixtures. Sub-steps 2-7 apply to Tiffany and Aurora light fixtures. Refer to Figures 8g.

1. Install bulbs.
2. Thread the fan switch pull chain through the hole in the metal disk.
3. Place globe on pipe until flush against metal disk.
4. Thread the light switch pull chain through the large center opening of the globe.
5. Thread the fan switch pull chain through the small center opening in the globe.
6. Place the cover plate up against the underside of the globe. Pass light and fan switch pull chains through the appropriate holes.

7. Thread the light switch pull chain through the finial and screw the cap onto the pipe end until tight.

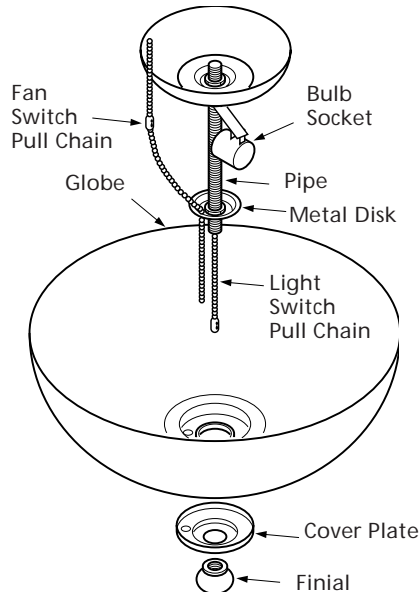


Figure 8g - Aurora Fixtures

## INSTALLING ACCESSORY LIGHT KITS

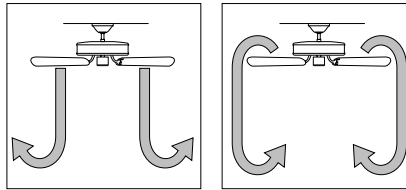
To install the light kit, follow the instructions included with the kit for wiring, mounting, and assembly. After completing the light kit installation, follow sub-steps 1 and 2 on page 19 to reattach the lower switch housing.



# OPERATING YOUR HUNTER FAN

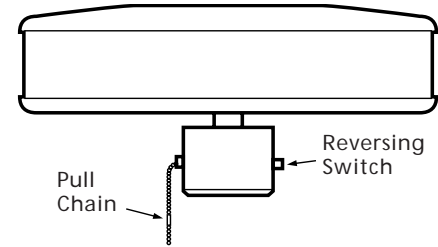
1. Turn on electrical power to the fan.
2. The pull chain controls power to the fan. The chain has four settings in sequence: High, Medium, Low and Off.
  - Pull the chain slowly to change settings.
  - Release slowly to prevent the chain from recolling into the blades.
  - The chain uses a breakaway connector that separates if the chain is jerked. If this happens, simply reinsert the chain into the connector.
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 9a - 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 9b. Restart fan.



**Figure 9b - Pull Chain and Reversing Switch**

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



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## 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.

### **MANUFACTURER'S PHONE NUMBER**

If you need parts or service assistance, please call 901-248-2222 or visit us at our WEB site at:

<http://www.hunterfan.com>



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# 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 4 - WIRING THE FAN (turn power off before checking).
- 2b. Check the plug connection in the switch housing according to STEP 7-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.

*continued*



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**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 canopy tabs.

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, call 901-248-2222 or visit our Web site at <http://www.hunterfan.com>.

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