



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.

Model 23347

Welcome

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).

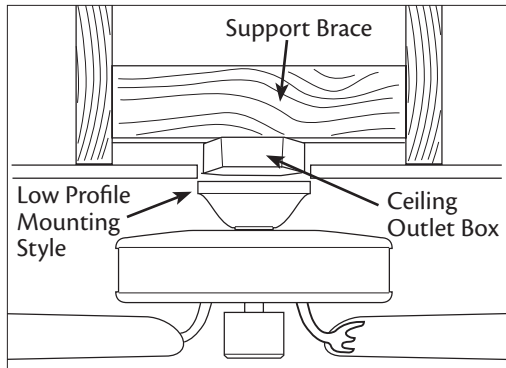
Cautions and Warnings

- **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.

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Mounting and Optional Accessories



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

Understanding Mounting

Hunter's patented mounting system provides you maximum ease in installing your fan. This fan was designed to be mounted only on flat ceilings and can be used on ceilings less than 8 feet high.

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.

▲ CAUTION: 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.

1 • Getting Ready

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.

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.

2 • Installing the Hanger Bracket

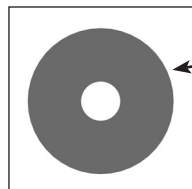
▲ CAUTION: To avoid possible electrical shock, before installing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a 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. Partially install two canopy screws in the holes on each end of the hanger bracket, as shown in the figure to the right.
- 2-3. Your fan comes with four mounting isolators. Position the isolators between the hanger bracket and ceiling by inserting the raised areas on each isolator into the holes in the hanger bracket.
- 2-4. Thread the lead wires from the outlet box down through the hole in the middle of the hanger bracket.
- 2-5. Align the slotted holes in the hanger bracket with the pilot holes you drilled in the wood support structure.

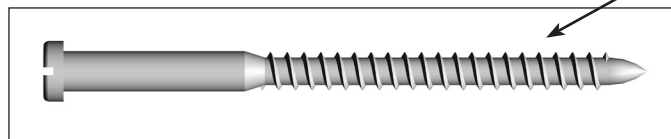
Note: The isolators should be flush against the ceiling.

- 2-6. Place a flat washer on each of the two 3" wood screws and pass the screws through the slotted holes in the hanger bracket into the pilot holes you drilled.

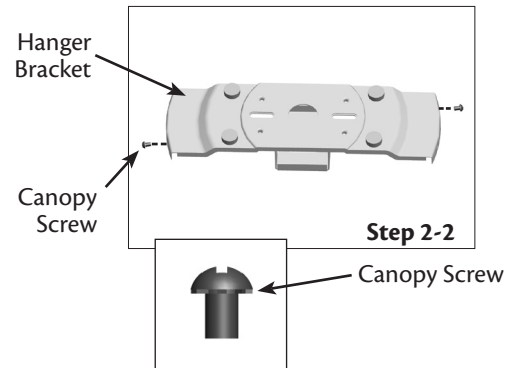
Tighten the screws into the $9/64$ " pilot holes; do not use lubricants on the screws. Do not over tighten.



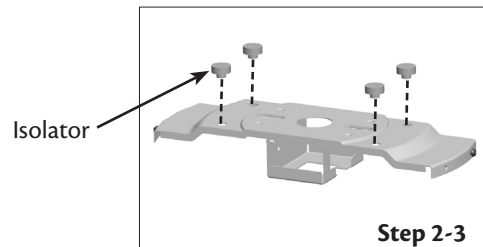
Flat Washer



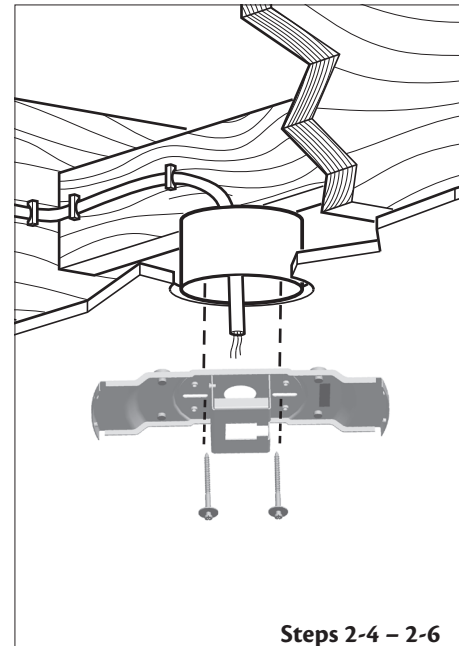
3" Wood Screw



Step 2-2



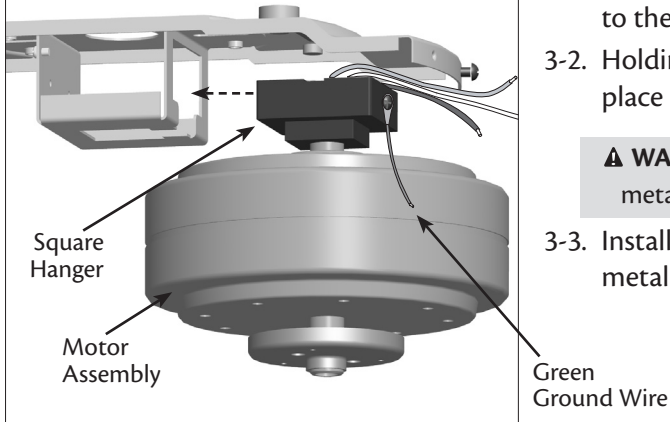
Step 2-3



Steps 2-4 – 2-6

3 • Assembling and Hanging the Fan

Step 3-1

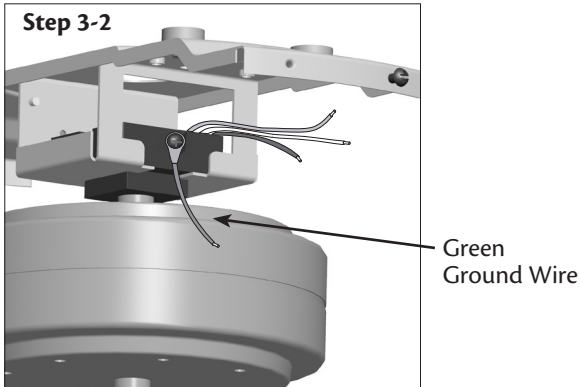


- 3-1. Position the square hanger so that the green ground wire attached to the square faces out of the large opening in the metal bracket.
- 3-2. Holding the wires out of the way, lift the motor assembly and place the square hanger into the opening in the ceiling plate.

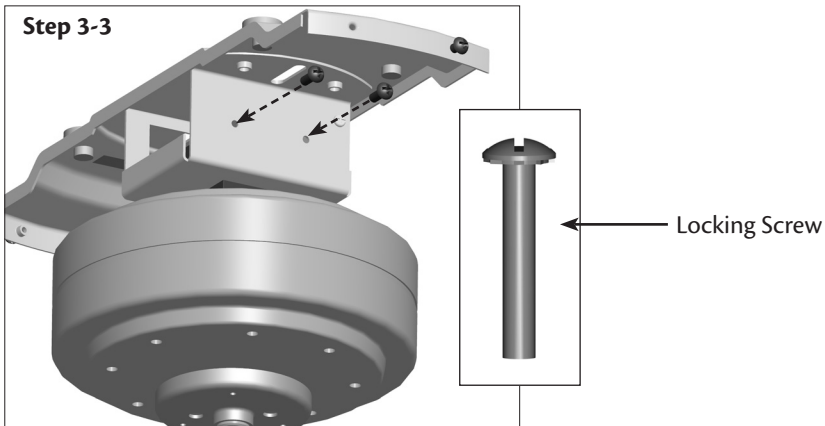
▲ WARNING: Make sure the square hanger can not rotate in the metal bracket. Failure to do so could result in the fan falling.

- 3-3. Install two locking screws through the holes in the side of the metal bracket to secure the square hanger.

Step 3-2



Step 3-3



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.

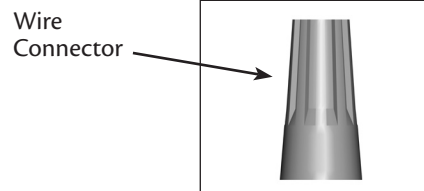
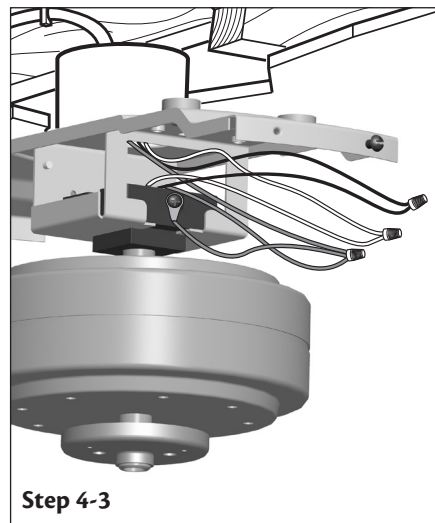
- 4-1. Disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location.
- 4-2. To connect the wires, hold the bare metal leads together and place a wire connector over them, then twist clockwise until tight.

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

- 4-3. Connect the wires as follows:

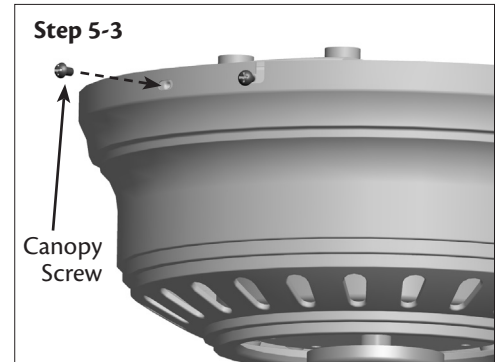
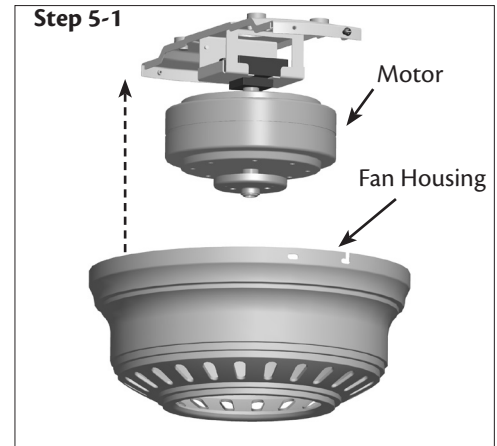
- The green or bare ground wire from the ceiling to the green ground wire from the ceiling plate and the green ground wire from the fan
- The white (common) power wire from the ceiling to the white wire from the fan
- The black power wire from the ceiling to both the black wire from the fan and the black/white wire from the fan

- 4-4. Push all wires and wire connectors back through the ceiling plate hole into the outlet box.



5 • Installing the Motor Housing

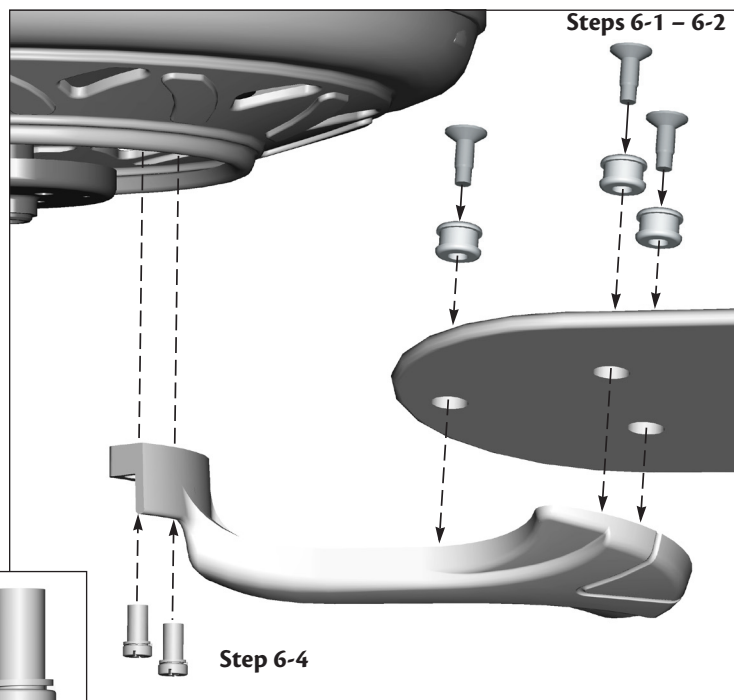
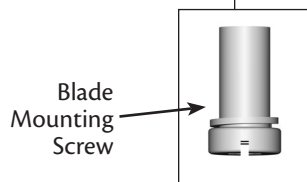
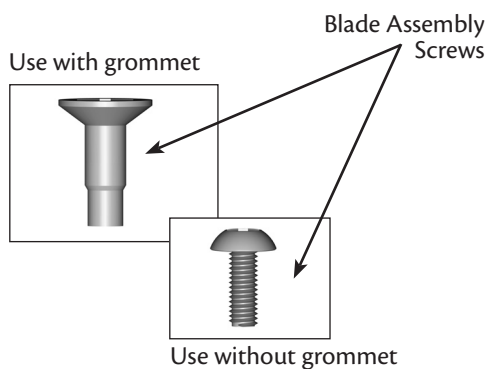
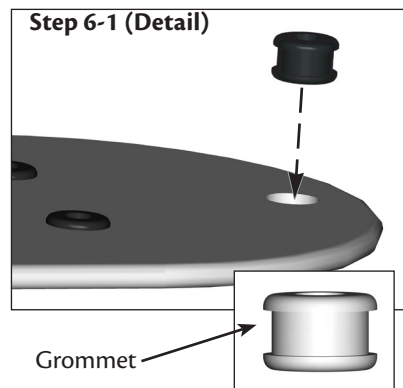
- 5-1. Place the fan housing over the motor.
- 5-2. Align the keyholes in the fan housing with the two partially installed canopy screws in the hanger bracket. Rotate the fan housing to situate the screws in the narrow ends of the keyholes.
- 5-3. Install the two remaining canopy screws into the holes in the fan housing and into the hanger bracket. Securely tighten all screws.



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.
- 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 • Installing the Switch Housing

- 7-1. To attach the upper switch housing, partially install two housing assembly screws into the switch housing mounting plate.
- 7-2. Feed the upper plug connector through the center opening of the housing.
- 7-3. Align the keyhole slots in the housing with the housing assembly screws.
- 7-4. Turn the housing counterclockwise until the housing assembly screws are firmly situated in the narrow end of the keyhole slots. Install the remaining screw into the housing. Tighten all three screws firmly.

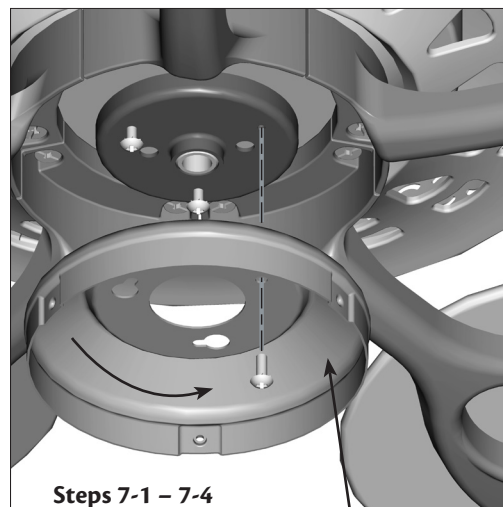
▲ CAUTION: Make sure the upper switch housing is securely attached to the switch housing mounting plate. Failure to properly attach and tighten all three assembly screws could result in the switch housing fixture falling.

- 7-5. 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.

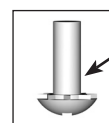
Note: Both plug connectors are polarized and will only fit together one way. Make sure the connectors are properly aligned before connecting them. Incorrect connection could cause improper operation and damage to the product.

- 7-6. 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.

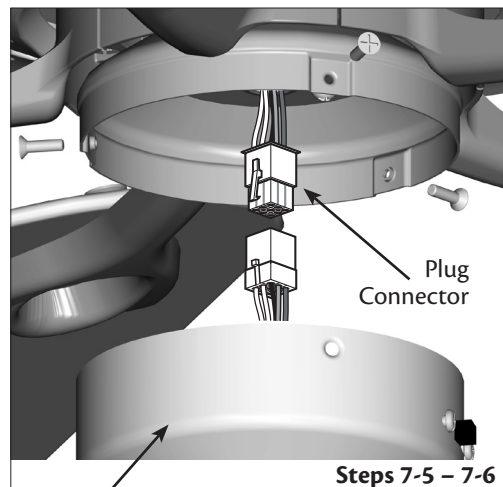


Steps 7-1 – 7-4



Housing Assembly Screw

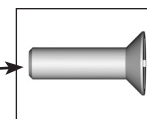
Upper Switch Housing



Steps 7-5 – 7-6

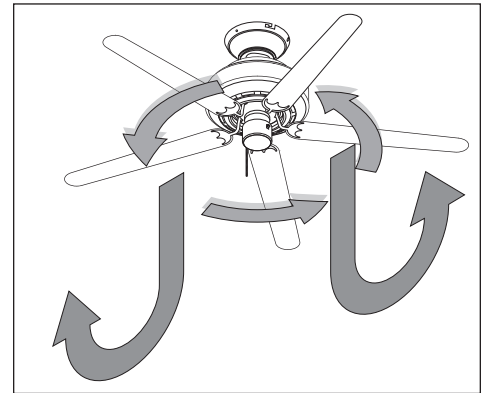
Lower Switch Housing

Housing Assembly Screw

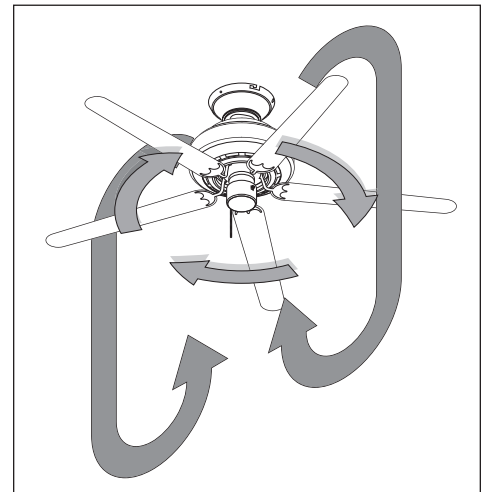


8 • Operating and Cleaning Your Ceiling Fan

- 8-1. Turn on electrical power to the fan.
- 8-2. The fan pull chain controls power to the fan. The pull 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.
 - The chain uses a breakaway connector that separates if the chain is jerked. If this happens, simply reinsert the chain into the connector.
- 8-3. 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.
- 8-4. 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.
- 8-5. 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

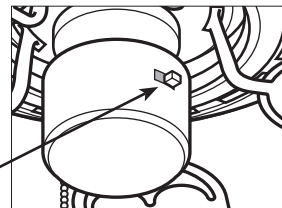


In cold weather, use upward air flow pattern

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



9 • Troubleshooting

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. 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. Tighten the blade screws until snug.
3. Check to see if the blade is cracked. If so, replace all the blades.
4. Change to an approved speed control.
5. Be sure that the glass is secure.
6. Check and tighten the screws in the switch housing mounting plate and in the upper and lower switch housing.

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.

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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