



# 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.

# 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).

## Table of Contents

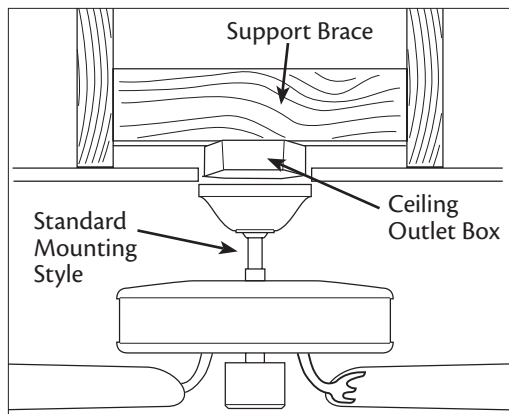
1 • Getting Ready .....	4
2 • Installing the Hanger Bracket .....	5
3 • Assembling and Hanging the Fan .....	6
4 • Wiring the Fan .....	7
5 • Installing the Canopy and Canopy Trim Ring .....	8
6 • Assembling the Blades .....	9
7 • Completing Your Installation With a Bowl Light Fixture .....	10
8 • Assembling the Remote Control and Mounting the Cradle .....	13
9 • Operating and Cleaning Your Ceiling Fan .....	15
10 • Troubleshooting .....	16

## Cautions and Warnings

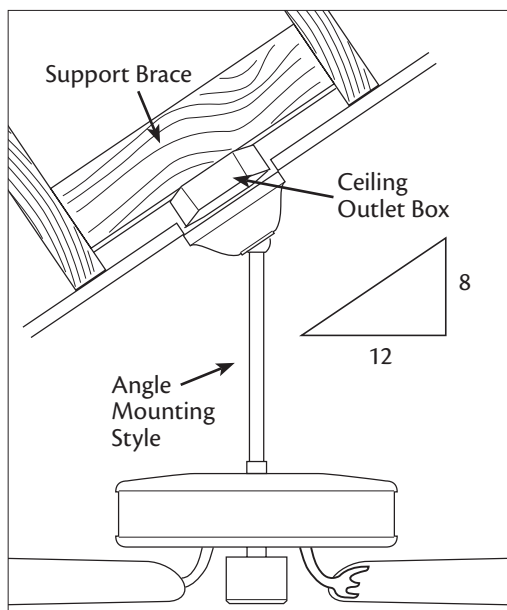
### • READ THIS ENTIRE MANUAL CAREFULLY BEFORE BEGINNING INSTALLATION. SAVE THESE INSTRUCTIONS.

- 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



**Standard Mounting** hangs from the ceiling by a downrod (included).



**Angled Mounting** recommended for a vaulted or angled ceiling

### Understanding Mounting and Installer's Choice®

Hunter's patented mounting system provides you maximum installation flexibility and ease. You can install your Hunter fan in one of two ways, depending on ceiling height and your preference: Standard or Angled mounting. The steps in this manual include instructions for both 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.

**▲ 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

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.

**Note:** Your fan comes with four pre-installed neoprene noise isolators.

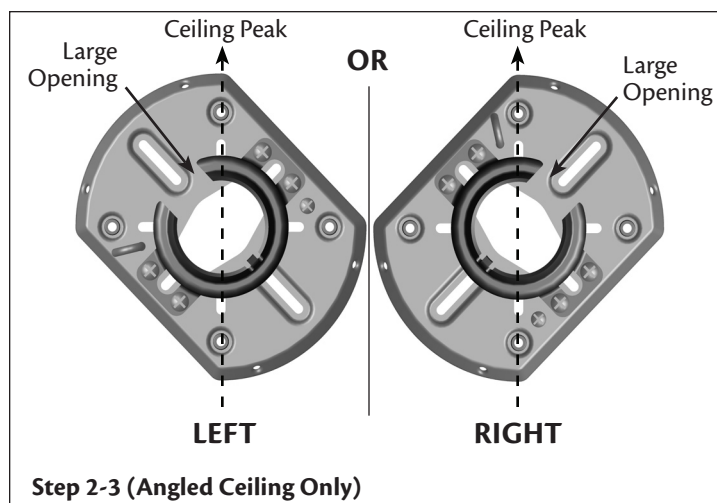
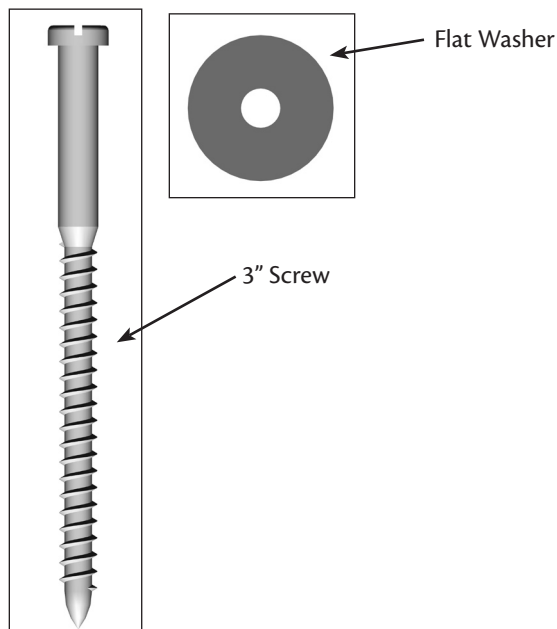
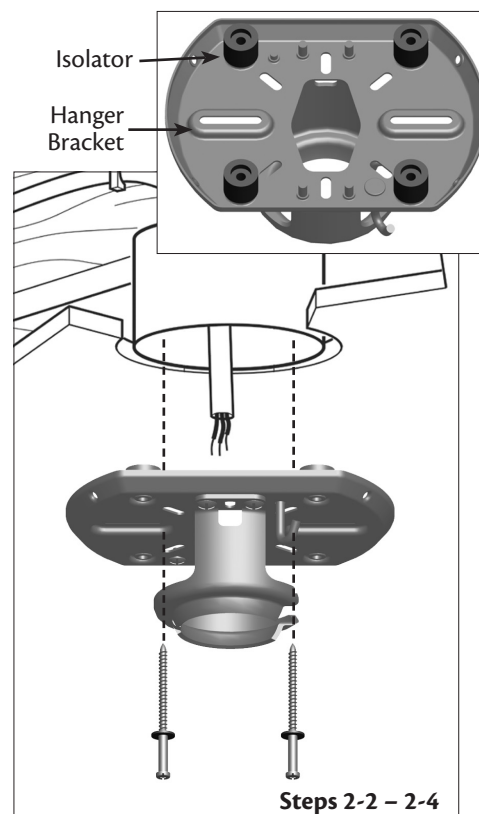
2-2. Thread the lead wires from the outlet box down through the hole in the middle of the hanger bracket.

2-3. Align the slotted holes in the hanger bracket with the pilot holes you drilled in the wood support structure. For proper alignment use slotted holes directly across from each other. If you are installing the fan on an **ANGLED** ceiling, be sure to orient the hanger bracket as shown in Illustration 2-3 (left or right view).

**Note:** The isolators should be flush against the ceiling.

2-4. Place a flat washer on each of the two 3" 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.



### 3 • Assembling and Hanging the Fan

3-1. To assemble fan to hang down from a flat or angled ceiling, place the canopy and canopy trim ring around the adapter so that they rest on the fan assembly.

3-2. Feed the wires from the fan through the downrod.

**Note:** Make sure all the wires are on the same side of the metal dowel pin inside the dowrod.

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.

**▲ 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.

**▲ WARNING:** Do not carry or lift fan by canopy.

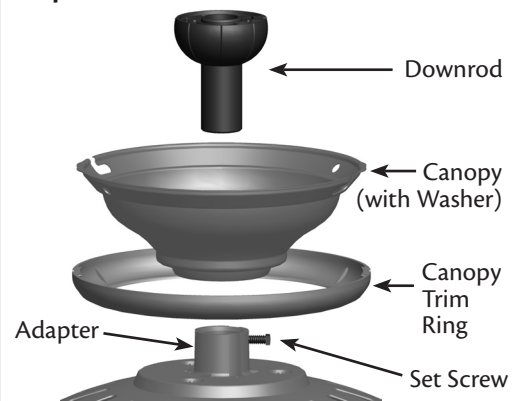
3-4. Raise the fan and place the ball into the hanger bracket.

3-5. Align the notch on the ball with the indent in the hanger bracket. (Rotate the fan until you hear the notch pop into place.)

Go to **4 • Wiring the Fan.**

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

Steps 3-1 – 3-3



Steps 3-4 – 3-5



## 4 • Wiring the Fan

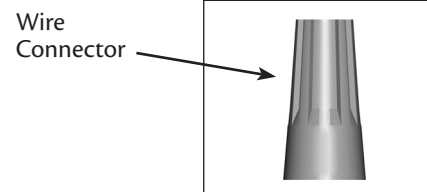
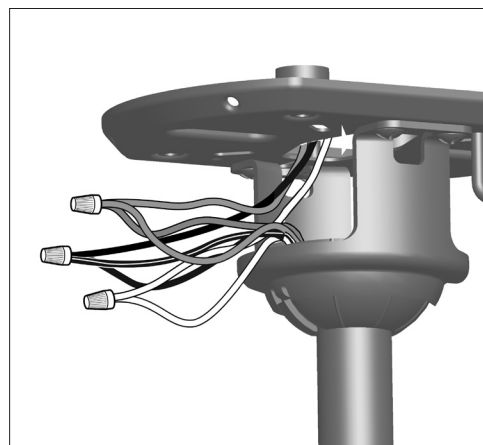
**All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.**

Wall switches are not included. Select an acceptable general-use switch in accordance with national and local electrical codes.

- 4-1. Before attempting installation, make sure the power is still off.
- 4-2. To connect the wires, hold the bare metal leads together and place a wire connector over them, then twist clockwise until tight. For all these connections use the wire connectors provided.
- 4-3. Connect the bare or green ground wire (grounded) from the ceiling to the green ground wire (grounded) from the ceiling plate and the green ground wire from the fan.
- 4-4. Connect the white wire (ungrounded) from the ceiling to the white wire (ungrounded) from the fan.
- 4-5. Connect the remaining wires as follows:
  - The black wire (ungrounded) from the ceiling to the black (ungrounded) and the black/white wire (ungrounded) from the fan

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

- 4-6. Turn the wire connectors upward and push them carefully back through the ceiling plate into the outlet box.
- 4-7. Spread the wires apart, with the grounded wires on one side of the outlet box and the ungrounded wires on the other side of the outlet box.



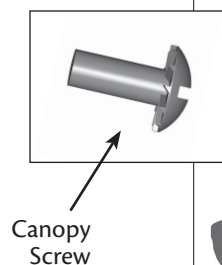
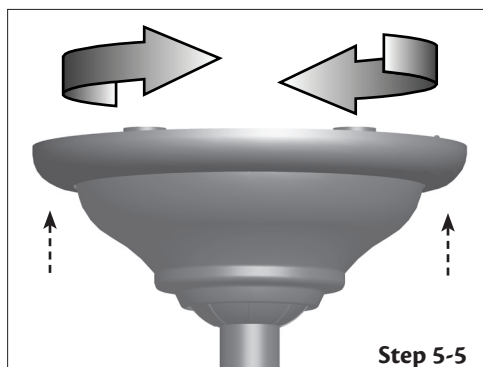
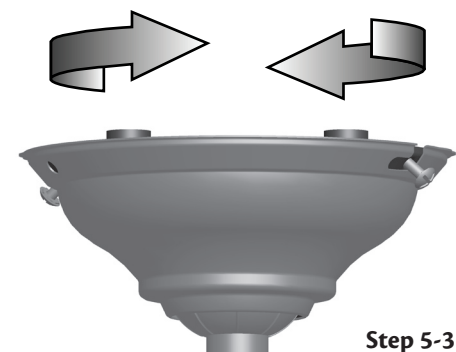
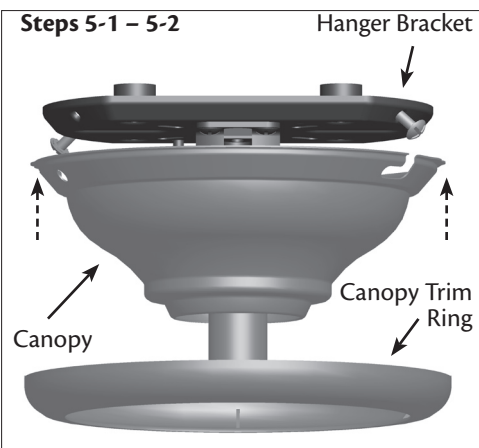
## 5 • Installing the Canopy and Canopy Trim Ring

- 5-1. Partially install two canopy screws (about 2 full turns) in the hanger bracket.
- 5-2. Raise the canopy over the hanger bracket. Align partially installed screws with key slots in canopy.
- 5-3. Twist canopy clockwise to secure.
- 5-4. Install third & fourth canopy screw in round hole on canopy. Securely tighten all four screws.
- 5-5. Using both hands, push the canopy trim ring up to the top of the canopy.
- 5-6. Twist canopy trim ring clockwise to secure the canopy.

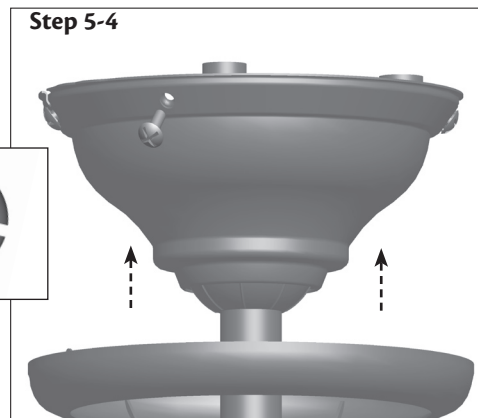
**Should you need to remove the canopy trim ring, follow these steps:**

1. Twist canopy trim ring counter clockwise until it releases from canopy.

Steps 5-1 – 5-2



Step 5-4

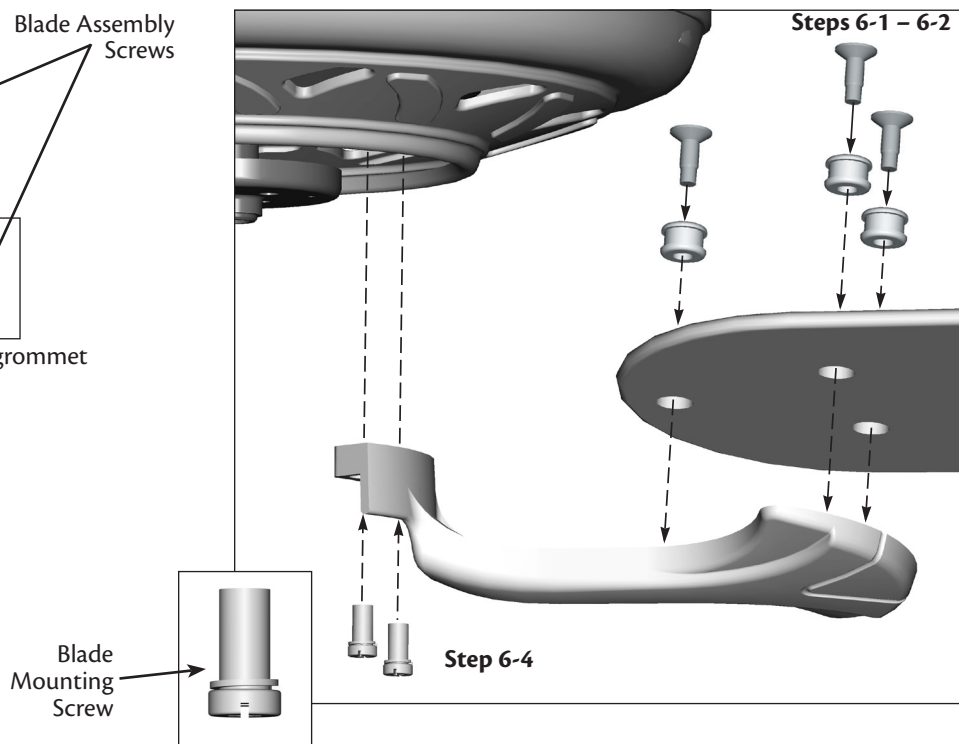
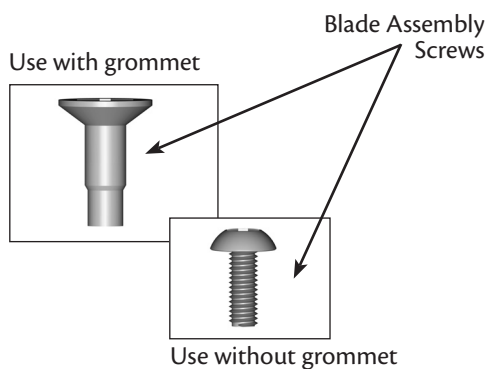
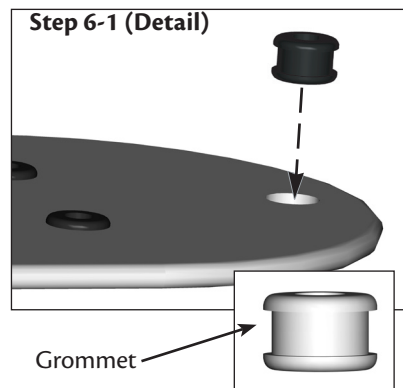




## 6 • Assembling the Blades

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.



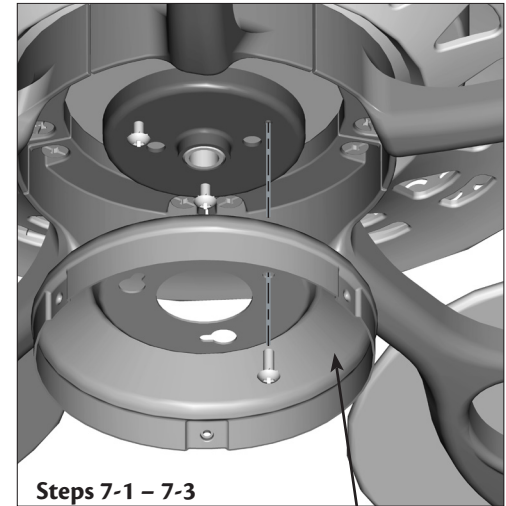
## 7 • Completing Your Installation With a Bowl Light Fixture

Your Hunter fan comes with an integrated light fixture assembly.

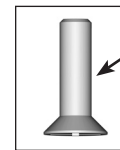
**▲ WARNING:** Use only the light fixture supplied with this fan model.

- 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 and/or light fixture falling.

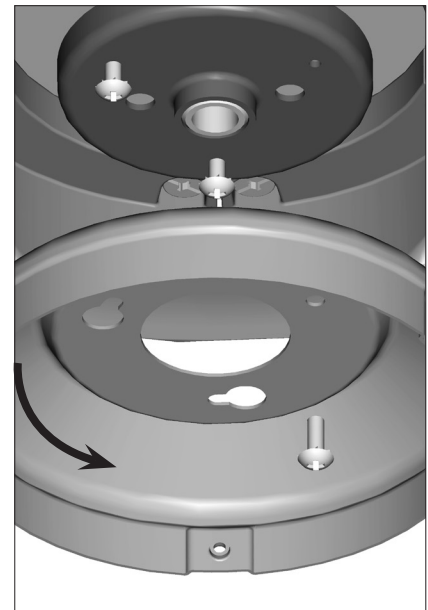


Steps 7-1 – 7-3



Housing  
Assembly  
Screw

Upper  
Switch  
Housing

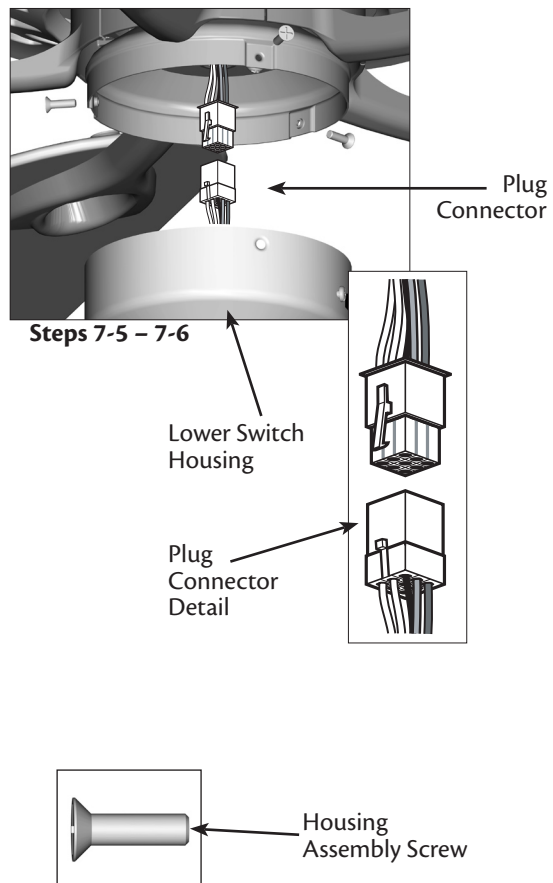


## 7 • Completing Your Installation With a Bowl Light Fixture (Continued)

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.

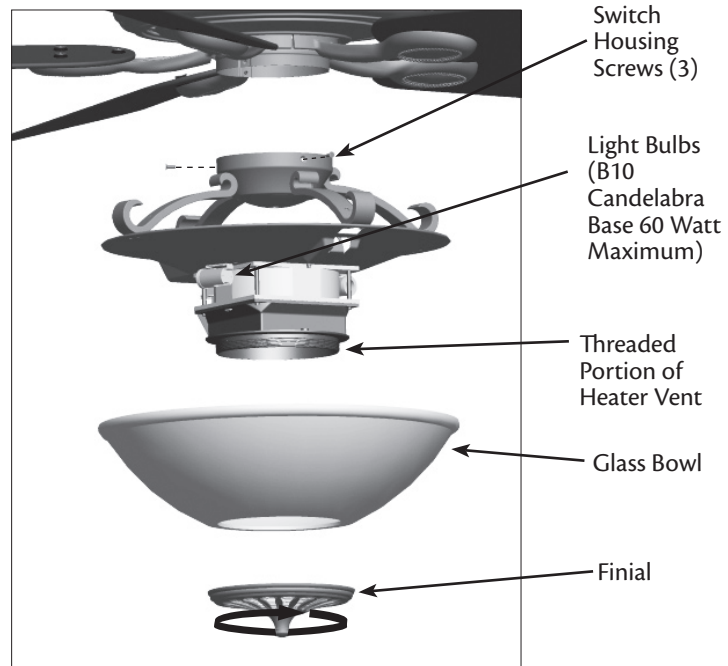
7-6. Place the lower switch housing assembly over the upper switch housing. Align the side screw holes in the upper and lower switch housings. Attach the lower switch housing to the upper switch housing with three housing assembly screws.



## 7 • Completing Your Installation With a Bowl Light Fixture (Continued)

### Installing the Glass Bowl

- 7-7. First install B10 candelabra bulbs (60 Watt Maximum) into the sockets.
- 7-8. Place the glass bowl over the heater vent, ensuring the threaded portion of the heater vent comes out of the bottom of the glass bowl.
- 7-9. Place the finial over the threaded portion of the heater vent and twist it as shown to tighten it against the glass bowl.



## 8 • Assembling the Remote Control and Mounting the Cradle

- 8-1. To install the battery, remove the back cover of the remote. Insert the included 12-volt alkaline battery (Type 23A, MN-21 or equivalent) inside the remote, matching polarity on the battery as indicated by the + and - symbols in the battery compartment. Replace the cover.

If you are using more than one remote controlled fan in the same area and want to control them separately, you must change the DIP switch settings in the remote before you install the battery. For instructions on setting the DIP switches, read the box on the next page.

- 8-2. **To install the remote cradle on a switch plate,** remove the two screws holding the switch cover plate. Do not remove the cover plate.

**Note:** If you are installing the remote cradle on a rocker light switch, first break off the two tabs by pushing outward.

Orient the control cradle by lining up the two mounting holes with those on the switch. Insert and tighten the screws (do not over tighten).

- 8-3. **To install the remote cradle on the wall,** locate a 2 x 4 wall stud in a convenient location. Orient the remote cradle over the 2 x 4 stud. Use 1" wood screws in either the inner or outer mounting holes.

Wall anchors and 6-32 x 1" screws may be used in situations where mounting to a stud is not possible. Use the inner mounting holes.

**⚠ 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:

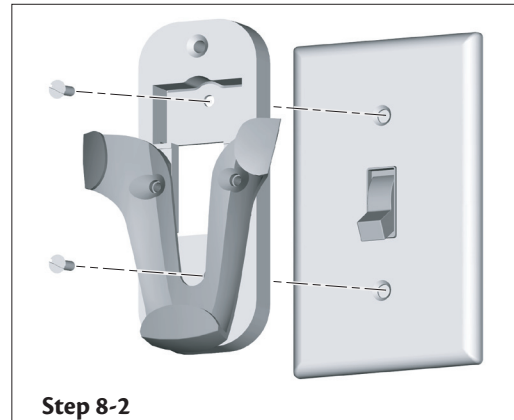
1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

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

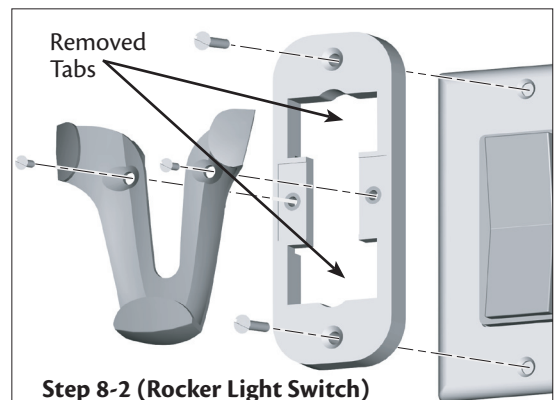
**⚠ WARNING:** Maximum fan load is 100 Watts; maximum lamp is 300 Watts. Do not use any speed control with this product.



Step 8-1



Step 8-2



Step 8-2 (Rocker Light Switch)

### Setting the DIP switches

You will only have to change the DIP switch settings in the remote if you are using more than one remote controlled fan in the same area and want to control them separately. You may want to label your remotes to ensure you do not mix them up.

1. At the circuit breaker or fuse box, turn the power off for the fan you want to change. Do not turn the power off at the circuit breaker for the previously installed fan, as you may inadvertently change the DIP switch code settings for it as well.
2. Slide the cover off the back of the remote and remove the battery. The battery must be removed when changing DIP switch settings. Refer to Step 8-1.
3. Change the DIP switch settings, so that they are different from the previously installed fan.
4. Replace the battery and cover.
5. At the circuit breaker or fuse box, turn the power back on for the fan whose settings you are changing.
6. Within 20 seconds of restoring power, push the 3 (high), 2 (medium), and 1 (low) buttons (in that order) on the remote.

**Note:** The receiver (built into the fan) has a memory function that retains the last DIP switch code setting. The setting will not change in the event of power failure or if the power to the fan is inadvertently shut off.

## 9 • Operating and Cleaning Your Ceiling Fan

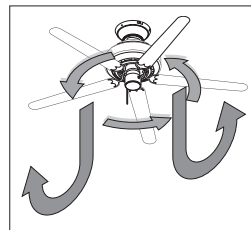
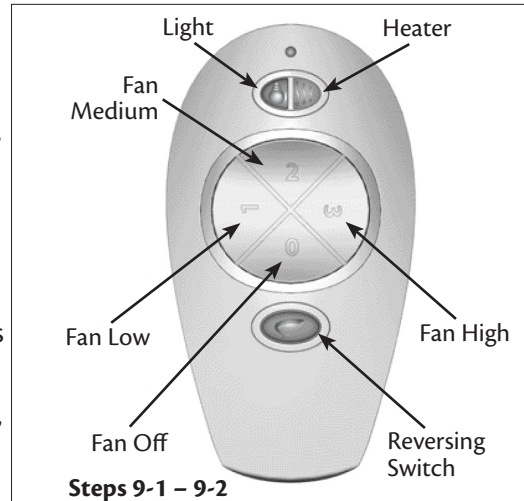
- 9-1. To start the fan, press the speed button on the remote at the level you desire: 3 for high, 2 for medium, 1 for low. To turn off the fan, press the off button on the remote.
- 9-2. Ceiling fans work best by blowing air downward (counterclockwise blade rotation) in warm weather to cool the room 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.
- 9-3. You can control the light and heater blower using separate buttons on the remote.

**Normal Operation:** For normal ceiling fan operation (low, medium, high and reverse speeds), the heater blower must be turned off.

**Heater Function:** For operation of the heater only, make sure the ceiling fan is turned OFF, and then push the heater button on the remote control. For operation of the heater and the ceiling fan at the same time, you must turn ON the ceiling fan in any speed, before turning ON the heater function.

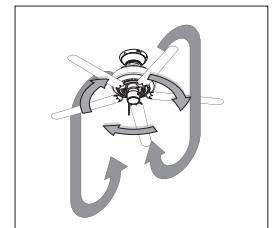
**Note:** Regardless of the speed setting, when the ceiling fan is operating while the heater function is turned ON, the ceiling fan automatically switches to low-speed updraft only and will not operate at high or medium speeds or reverse. (This assures you will get the maximum benefit of the heater function when the ceiling fan blades are rotating).

- 9-4. 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.
- 9-5. 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.



Warm Weather =  
Downward Airflow

Cold Weather =  
Upward Airflow



### To Change Airflow Direction

Turn the fan off and let it come to a complete stop. Press the reversing switch on the remote. Restart fan.

## 10 • 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. 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>.

Hunter Fan Company  
2500 Frisco Avenue  
Memphis, Tennessee 38114