

# INSTALLER'S CHOICE®



## Installation and Operation Manual

### CONTENTS

Important Information .....	2
Step 1 - Getting Ready .....	2
Step 2 - Choosing the Fan Site .....	3
Step 3 - Installing the Ceiling Plate .....	6
Step 4 - Assembling the Fan .....	6
Step 5 - Wiring the Fan .....	8
Step 6 - Assembling the Fan Blades .....	9
Step 7 - Operating Your Hunter Fan .....	10
Step 8 - Installing Light Fixture .....	11
Step 9 - Installing Light Fixture .....	11
Step 10 - Wiring the Light Fixture .....	12
Step 11 - Installing the Globes .....	12
Troubleshooting .....	14

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 \_\_\_\_\_

\_\_\_\_\_

# 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 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, 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.

### 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 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

## PREPARING THE FAN SITE

These guidelines are designed to help you select the best location for your fan and to prepare the site prior to installing the fan. Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.

## CAUTIONS

- Read this entire guide and the manufacturer's installation instructions carefully before beginning.
- To reduce the risk of personal injury, attach the fan directly to the support structure of the building according to these guidelines, and use only the hardware supplied with the fan.
- The fan mounting must be able to support the full weight of the fan and light kit.

## WARNINGS

- To avoid possible electrical shock, before inspecting and preparing the site, disconnect the power by turning off the circuit breakers to the outlet box or lead cables 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 70-1993. Anyone who is unfamiliar with wiring should contact a qualified electrician.

## STEP 2 - CHOOSING THE FAN SITE

Within the room where you want to install the fan, choose a fan site where

- No object can come in contact with the rotating fan blades during normal operation
- The fan blades are at least seven feet (7') above the floor and the ceiling is at least eight feet (8') high
- The fan blades have no obstructions to air flow, such as walls or posts, within 30 inches (30") of the fan blade tips
- The fan is directly below a joist or support brace that will hold the outlet box and the full weight of the fan

See Figure 2a for the minimum mounting distances.

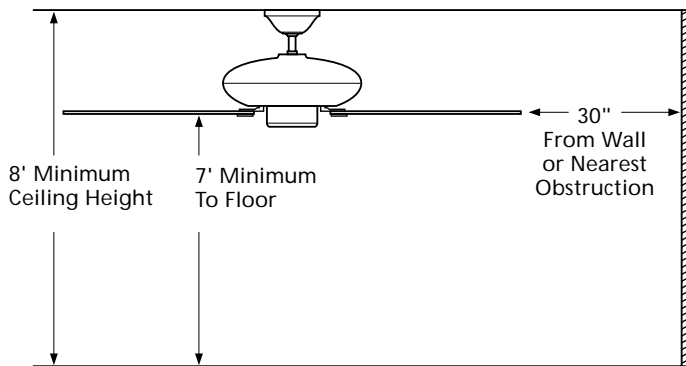


Figure 2a - Fan Clearances

## USING AN EXISTING FAN SITE

If you are preparing a new fan site, go to the next section, "Preparing a New Fan Site."

If you plan to use an existing fan site, complete the following checklist for the support brace, ceiling hole, outlet box, and wiring. If you cannot check off every item, see the next section, "Preparing a New Fan Site," for instructions on properly preparing the site for your new fan.

### FAN SUPPORT SYSTEM

- Fan must attach directly to building structure
- Fan support system must hold full weight of fan and light kit

### CEILING HOLE

- Outlet box clearance hole directly below the joist or support brace

### OUTLET BOX

- UL-approved octagonal 4" x 1-1/2" outlet box (or as specified by manufacturer)
- Outlet box secured to joist or support brace by wood screws and washers through inner holes of outlet box
- Outer holes of outlet box aligned with joist or support brace
- Bottom of outlet box recessed a minimum of 1/16" into ceiling

### WIRING

- Electrical cable secured to outlet box by approved connector
- Six inches (6") of lead wires extend from outlet box

See Figure 2b for an adequate existing fan site.

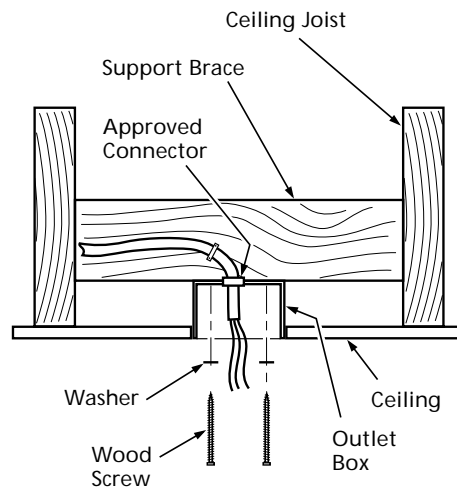


Figure 2b - Existing Fan Site

If your existing fan site is suitable, refer to the manufacturer's installation manual for instructions on how to install your ceiling fan and any attachments.

# PREPARING A NEW FAN SITE

To prepare the fan site follow four steps:

- Step 1: Cutting the Ceiling Hole
- Step 2: Installing the Support Brace (if necessary)
- Step 3: Installing the Outlet Box
- Step 4: Preparing the Wiring

## STEP 1: CUTTING THE CEILING HOLE

1. Locate the site for the hole directly below the joist or support brace that will hold the outlet box and fan.
2. Cut a four inch (4") diameter hole through the dry-wall or plaster of the ceiling as shown in Figure 2c. You will use the hole to install the support brace and outlet box.

## STEP 2: INSTALLING THE SUPPORT BRACE

If there is a ceiling joist directly above the hole which will allow the outlet box to be recessed a minimum of 1/16" in the ceiling, go to Step 3: Installing the Outlet Box.

If there is not an adequate ceiling joist available, do the following:

1. Attach a 2" x 4" support brace between two joists. The support brace must allow the bottom of the outlet box to be recessed a minimum of 1/16" into the ceiling. See Figure 2c.
2. Check the support brace to ensure it will support the full weight of the fan and light kit.

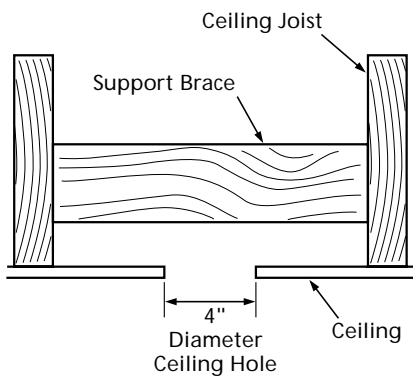


Figure 2c - Ceiling Hole and Support Brace

## STEP 3: INSTALLING THE OUTLET BOX

1. Obtain a UL-approved octagonal 4" x 1-1/2" outlet box, plus two #8 x 1-1/2" wood screws and washers, available from any hardware store or electrical supply house.

2. Orient the outlet box so that both the inner and outer holes in the box align with the joist or support brace.
3. Drill pilot holes no larger than the minor diameter of the wood screws (5/64") through the inner holes of the outlet box.
4. Attach the outlet box directly to the support brace or joist with two #8 x 1-1/2" wood screws and washers. The bottom of the outlet box must be recessed a minimum of 1/16" into the ceiling as shown in Figure 2d.

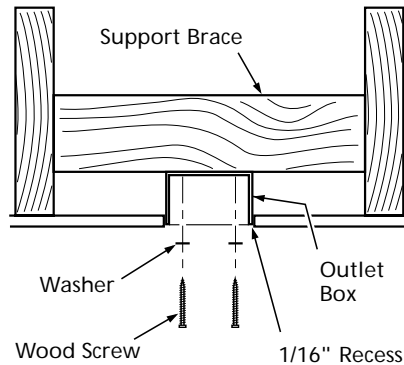


Figure 2d - Installing Outlet Box

## STEP 4: PREPARING THE WIRING

1. Make sure the circuit breakers to the fan supply line leads and associated wall switch location are turned off. 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. Thread the fan supply line through the outlet box so that the fan supply line extends at least six inches (6") beyond the box as shown in Figure 2e.
3. Attach the fan supply line to the outlet box with an approved connector, available at any hardware store or electrical supply house. Refer to Figure 2e.
4. Make certain the wiring meets all national and local standards and ANSI/NFPA 70.

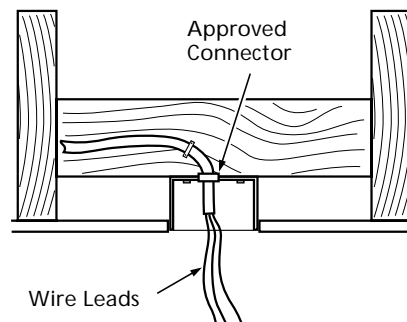


Figure 2e - Wiring for Fan

## 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.

Flush Mounting (Figure 2f) fits close to the ceiling, for low ceilings less than 8 feet high.

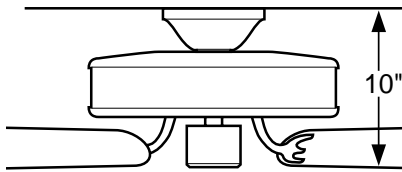


Figure 2f - Flush Mounting

Standard Mounting (Figure 2g) 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.

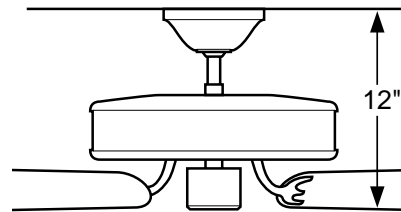


Figure 2g - Standard Mounting

Angle Mounting (Figure 2h) hangs from a vaulted or angled ceiling.

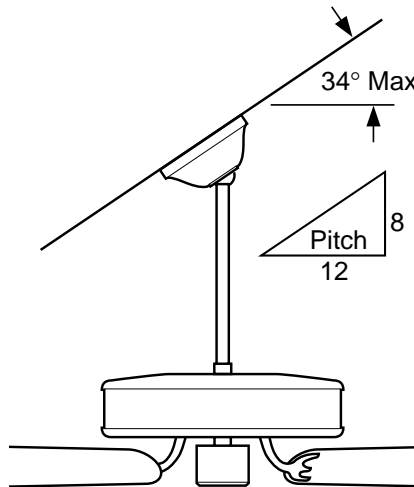


Figure 2h - Angle Mounting

## STEP 3 - 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 3a.

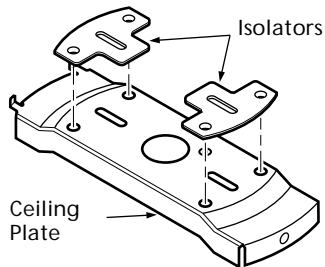


Figure 3a - Adding Isolators to Ceiling Plate

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 3b. Note: You will use the hooks to support the fan during STEP 5 - WIRING THE FAN.

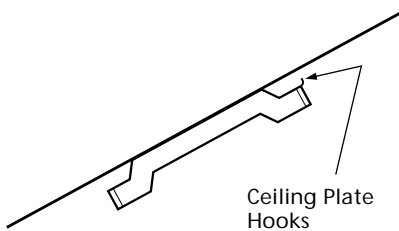


Figure 3b - Correct Position of Ceiling Plate for Angle Mounting

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 3c.
6. Tighten the screws into the 9/64" pilot holes; do not use lubricants on the screws. Do not overtighten.

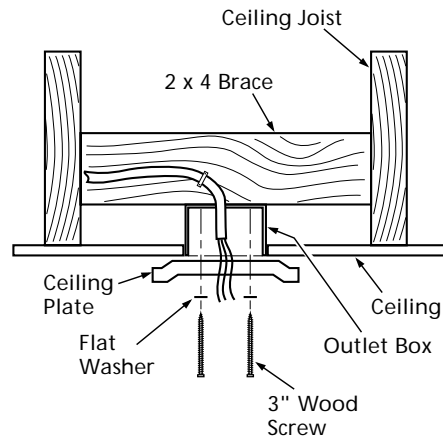


Figure 3c - Attaching Ceiling Plate to 2 x 4 Brace

## STEP 4 - ASSEMBLING THE FAN

Use the Step 4 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 4a. Feed wires from the fan through the pipe.
2. Screw pipe into fan assembly until tight. **IMPORTANT!** Tighten pipe setscrew as shown in Figure 4a.

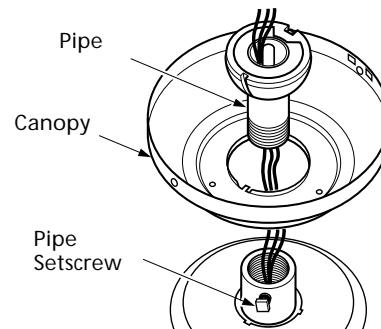


Figure 4a - Inserting Pipe through Canopy

### 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. Position the three rubber spacers over the threaded holes in the motor adapter as shown in Figure 4b

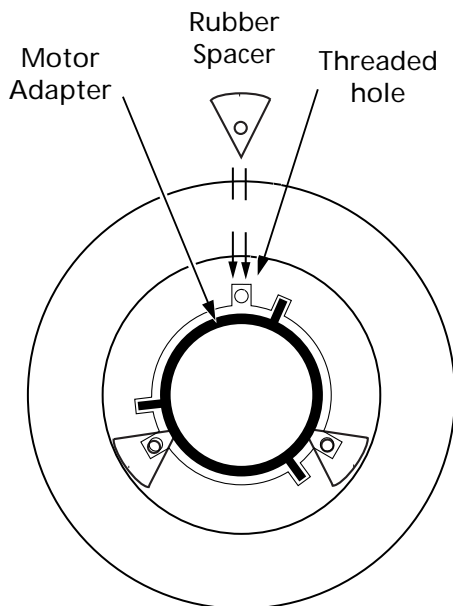


Figure 4b - Placing Rubber Spacers

2. Fit the canopy over the motor hanger adapter as shown in Figure 4c. Make sure the canopy fits snugly against the fan assembly with no space between the pieces.
3. You will find a large assembly washer included with the fan. Place the washer over the adapter and canopy as shown in Figure 4d.

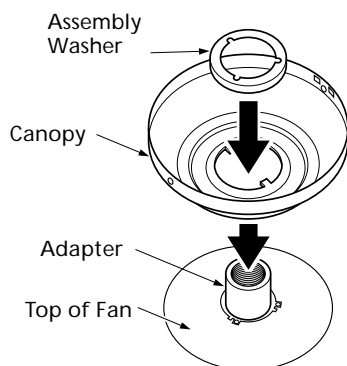


Figure 4c - Placing Canopy and Washer Over Adapter

4. Position the slots in the assembly washer over the threaded holes in the adapter as shown in Figure 4c.

NOTE: Upon completing step 3, the slots in the assembly washer, the rubber spacers and the threaded holes in the adapter should be aligned.

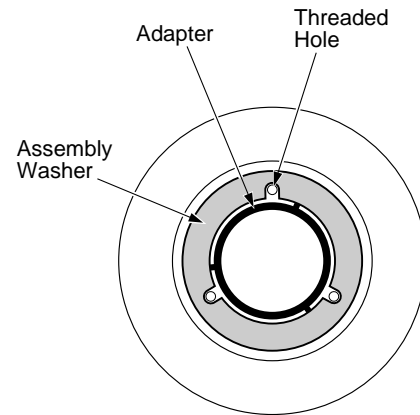


Figure 4d - Positioning Assembly Washer Slots over Threaded Holes

5. Insert the three assembly screws and lockwashers through the spacers and into the adapter.
6. Attach the canopy tightly to the fan assembly with three assembly screws and lockwashers as shown in Figure 4d.

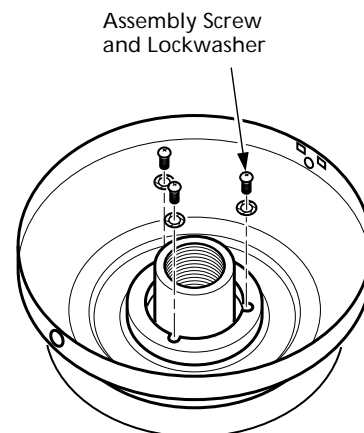


Figure 4e - Attaching Canopy to Fan Assembly

# STEP 5 - 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 5a and 5b.

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.

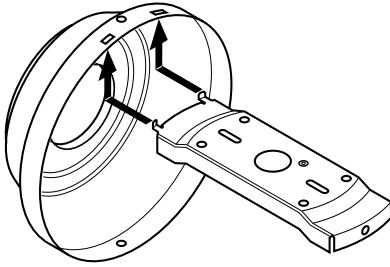


Figure 5a - Attaching Slots on Canopy to Ceiling Plate Hooks

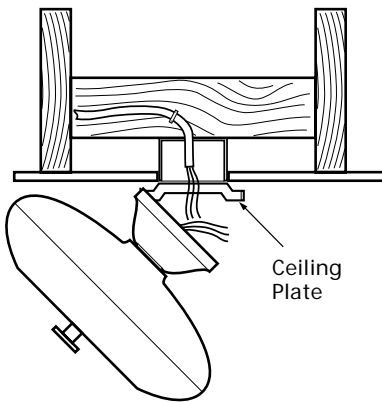


Figure 5b - Assembled Fan Hanging from Ceiling Plate Hooks

3. You can use either one or two wall switches to control the fan and/or lights separately. Use connection 1 below 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 below if there is no separate wall switch power wire for the light kit.

4. Connect the wires as shown in Figure 5c. 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.

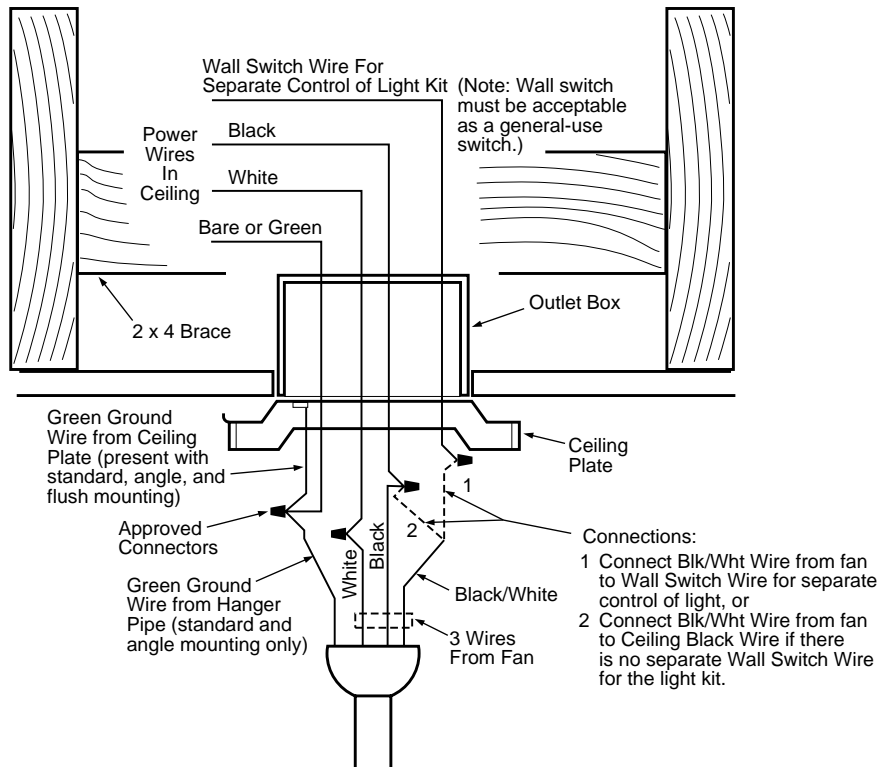


Figure 5c - Wiring Diagram

# STEP 6 - 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 6a.
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 6b.

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.)

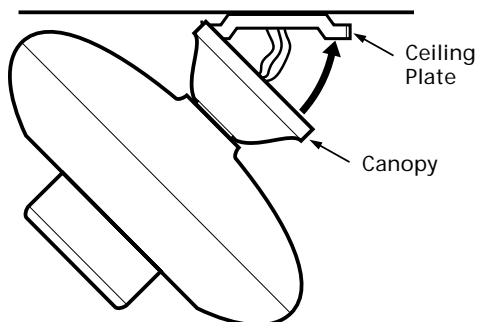


Figure 6a - Attaching Canopy to Ceiling Plate

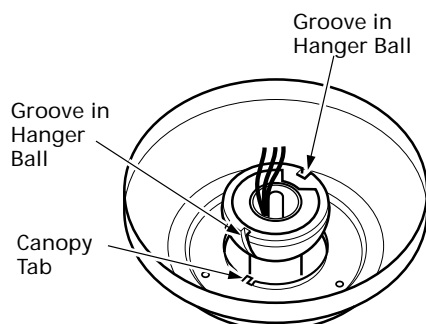


Figure 6b - Canopy Tabs and Grooves in Hanger Ball

# STEP 7 - ASSEMBLING FAN BLADES

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

1. Your fan may include blade grommets (see Parts List). If your fan has grommets, insert them by hand into the holes as shown in Figure 7a.
  2. Attach each blade to blade iron using three blade assembly screws as shown in Figure 7b. Some fans feature a decorative medallion as 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 7c.
- 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.
  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.

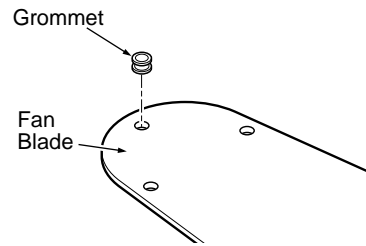


Figure 7a - Inserting Grommet into Fan Blade

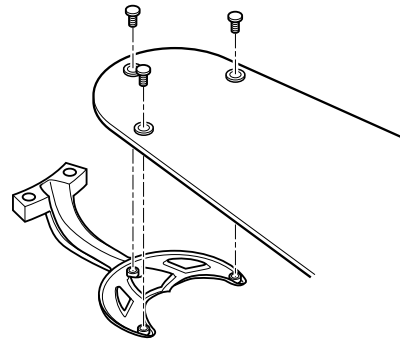


Figure 7b - Attaching Fan Blade to Blade Iron

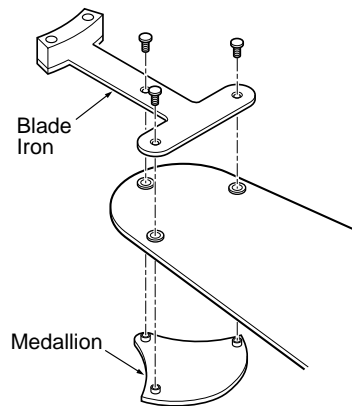


Figure 7c - Attaching Fan Blade to Blade Iron using Decorative Medallion

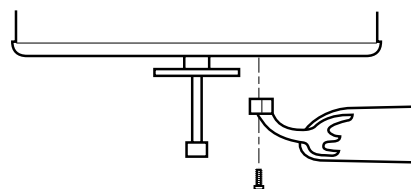


Figure 7d - Attaching Blade Irons to Hub of Fan Assembly

## STEP 8 - 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 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.
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.

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 8b. Restart fan.
4. If your fan wobbles when operating, use the enclosed balancing kit and instructions to balance the fan.

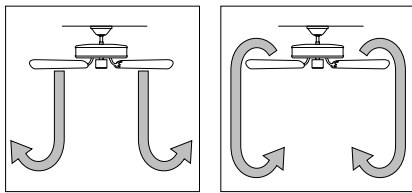


Figure 8a - Air Flow Patterns

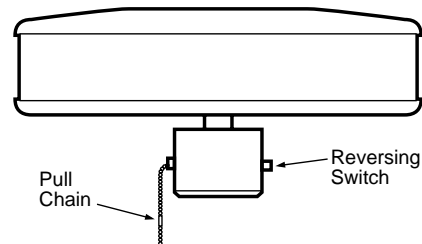


Figure 8b - Pull Chain and Reversing Switch

## STEP 9 - INSTALLING LIGHT FIXTURE

Your Hunter fan may include an integrated light fixture. If you are not installing a light fixture, turn directly to OPERATING YOUR HUNTER FAN for additional instructions.

Information for wiring and installing all included Hunter light fixtures are included in the following section "Attaching Light Fitter to Switch Housing," .

### ATTACHING LIGHT FITTER TO SWITCH HOUSING

Note: Refer to Figures 9a and 9b for the steps below.

1. Remove the switch housing cover from the switch housing by removing the three #6-32 housing assembly screws from the sides of the switch housing. See Figure 9b.

Note: Do not discard the screws or cap. You will need the screws later in the installation. You will need the cap if you remove the light fixture in the future.

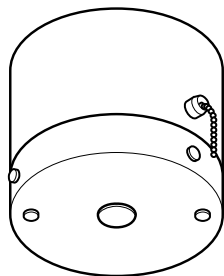


Figure 9a - Fan Switch Housing

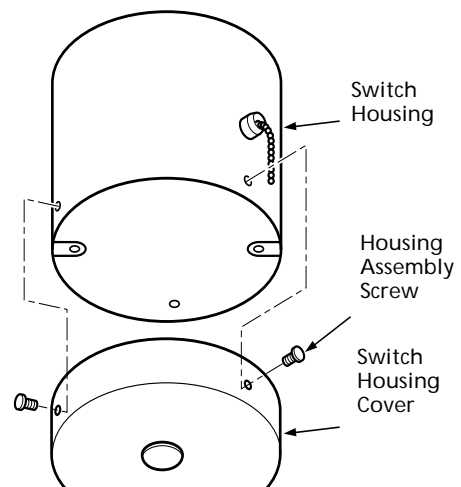


Figure 9b - Removing Switch Housing Cover

# STEP 10 - WIRING THE LIGHT FIXTURE

## ⚠ 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.

### INSTALLING INCLUDED INTEGRAL LIGHT FIXTURE

1. In the switch housing assembly you will find a plug connector: One two-wire connector. The connector will have a black with white stripe wire and a white wire.
2. Locate the white wire and the black wire coming from the light fixture.
3. Connect the upper plug connector from the motor to the lower plug connector in the light assembly. See Figure 10a.

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.

4. 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 light to the upper switch housing with three #6-32 housing assembly screws.

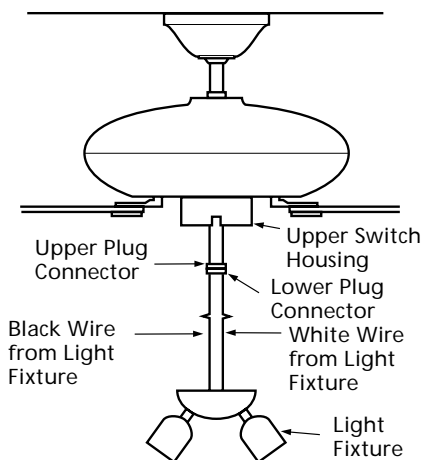


Figure 10a - Wiring Light Fixture to Fan

### 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 sems 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 10b.

Connect the white wire from the light fixture to the white wire from the lower switch housing. See Figure 10b.

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.

7. Connect the upper plug connector from the motor to the lower plug connector in the lower switch housing assembly. See Figure 10a.

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 10a.

## ⚠ CAUTION

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

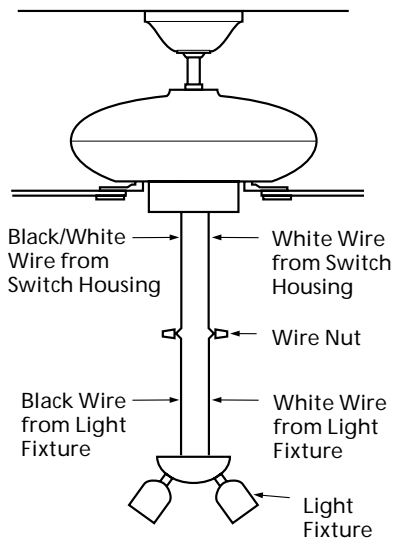


Figure 10b - Wiring Light Fixture to Fan

## STEP 11 - INSTALLING THE GLOBES

Instructions follow for installing globes for all included light fixtures.

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

Refer to Figure 11a.

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.

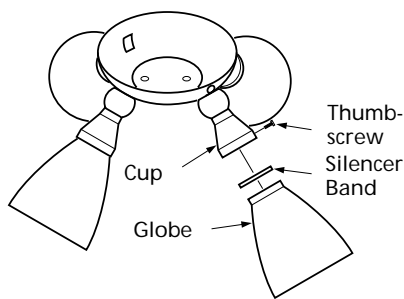


Figure 11a - Multi-Light Fixture

### INSTALLING SINGLE-GLOBE FIXTURE BULB AND GLOBE

Refer to Figure 11b.

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

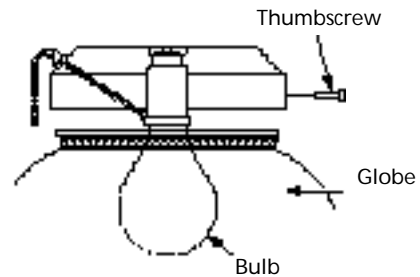


Figure 11b - Single-Globe Fixture

# TROUBLESHOOTING

PROBLEM	PROBABLE CAUSE	SOLUTION
Nothing happens; fan does not move.	<ol style="list-style-type: none"> <li>1. Power turned off, fuse blown, or circuit breaker tripped.</li> <li>2. Loose wire connections or wrong connections.</li> <li>3. Motor reversing switch not engaged.</li> <li>4. Pull chain switch not "on."</li> <li>5. Shipping bumpers still in place.</li> </ol>	<ol style="list-style-type: none"> <li>1. Turn power on, replace fuse, or re-set breaker.</li> <li>2. Loosen canopy, check all connections according to STEP 5 - WIRING THE FAN (turn power off before checking).</li> <li>3. Push switch firmly up or down.</li> <li>4. Pull switch chain.</li> <li>5. Remove shipping bumpers.</li> </ol>
Noisy operation.	<ol style="list-style-type: none"> <li>1. Blade brackets screwed loosely to motor.</li> <li>2. Blade screwed loosely to blade iron.</li> <li>3. Blade cracked.</li> <li>4. Using non-approved speed control.</li> <li>5. Glass screwed loosely to fixture.</li> <li>6. Switch housing is loose.</li> </ol>	<ol style="list-style-type: none"> <li>1. Tighten screws until snug.</li> <li>2. Tighten screws until snug.</li> <li>3. Replace all blades.</li> <li>4. Change to approved speed control.</li> <li>5. Hand-tighten the light kit screws. Ensure that rubber noise isolators are installed.</li> <li>6. Check and tighten screws to the switch housing mounting plate and to the upper and lower switch housing.</li> </ol>
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.	<ol style="list-style-type: none"> <li>1. Unbalanced blades.</li> <li>2. Loose blades or blade irons.</li> <li>3. Fan not secure on hanger assembly.</li> <li>4. Fan hanger ball not seated in canopy tabs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use balancing kit included with fan.</li> <li>2. Tighten all screws.</li> <li>3. Turn power off, support fan very carefully, loosen canopy and hang correctly.</li> <li>4. Turn power off, support the fan very carefully, and check that the hanger ball is properly seated.</li> </ol>

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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