Caution:

1. Read entire instructions carefully before beginning installation.
2. To avoid possible electrical shock, be certain electricity is shut off at main panel before wiring.
3. All wiring must be in accordance with national and local electrical codes. If you are unfamiliar with wiring, you should use a qualified electrician.

Warning:

1. To reduce the risk of fire or electrical shock, do not use a solid state speed control with this fan. Use Hunter Control Model 22691.
2. To reduce the risk of personal injury, do not bend the blade brackets when installing the brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

Step 1: Pre-Installation Instructions

A. Select installation site. Check to make sure that in normal use no object can come in contact with the rotating fan blades. The mounting site should also meet the precautions listed in Step 3.
B. Installation hardware is included for a standard drywall or plaster ceiling. You will need a 4" x 1 1/2" or 4" x 1/2" outlet box and two (2) wire nuts which can be purchased from any hardware store or electrical supply house.
C. The fan blades must be mounted at least 7' above the floor. For maximum efficiency, they should not have any obstruction (walls, posts, etc.) within 24" of the blade tips. See Figure 1 for mounting distances.

Step 2: Inspection of Fan and Light

A. Unpack unit carefully to avoid any damage to the components.
B. Check for any shipping damage to the motor, fan blades, switch housing, and globe. If more than one fan is being installed, keep the matched and balanced fan blades in sets as they were shipped. Should one of the fan blades become damaged during shipment, return all blades in the set for replacement.
C. Check contents to be certain it contains a bag of parts.

Step 3: Installation of Outlet Box and Rough-In Wiring

Your Hunter ceiling fan with accessories can weigh up to 35 lbs. The following precautions must be taken for safety and to ensure that your fan is securely mounted to the ceiling.

- Be certain electricity is “off” at the fuse panel when inspecting or repairing installation site.
- All wiring must meet local and national electrical codes.
- Do not mount directly to an unsupported ceiling or to an electrical outlet. Mounting must support a 35 lb. fan with accessories.

A. Secure a metallic outlet box 4" x 1 1/2" or 4" x 1/2" deep to a 2 x 4 cross brace between two ceiling joists as shown in Figure 2. The outlet box must be recessed in the ceiling by 1/16" minimum. Secure the outlet box to the cross brace by drilling two (2) pilot holes no larger than the minor diameter of the woodscrews (5/64") and use two (2) #8 x 1 1/2" woodscrews and washers. Use the innermost holes for securing the box. Orient the box so the outermost holes are aligned with the 2 x 4 brace. The outermost holes will be used in Step 4.

Caution: Do not use a lubricant on screws.

Figure 1 - Mounting Distances

Figure 2 - Placement for Outlet Box
B. Bring electrical cable into the outlet box and attach with an approved connector. Make certain that wiring meets all national and local electrical codes. Wire leads should extend at least 6" beyond outlet box for ease in making connections. See Figure 3.

**Figure 3 - Length of Wire Leads**

**Step 4: Installation of Mounting Bracket**

A. Thread the lead wires through the opening in the ceiling plate and install the ceiling plate to the 2 x 4 brace which supports the outlet box. Use two (2) #10 woodscrews 3" long and two (2) flatwashers for mounting. Drill two (2) pilot holes for the mounting screws 9/64" diameter. See Figure 4.

**Figure 4 - Installation of Mounting Bracket**

**Step 5: Fan Assembly and Hanging**

**Caution:** Do not lift motor by wires. Rest fan in packaging so that lightsocket underneath the fan does not get bent or damaged. Failure to tighten the mounting screw (Step D.) could result in the fan falling.

**Note:** If your fan is supplied with a 4" diameter light fitter, proceed to Step A. otherwise go to Step B.

A. Connect the white wire from the light kit to the white wire coming from the fan that is marked “for light kit use” or similar wording. Connect the black wire from the light kit to the black wire coming from the fan that is also marked “for light kit use.” Use the wirenuts supplied.

**Caution:** No bare wire strands should be visible after making connections.

Mount the 4" fitter to the fan, using the two (2) No. 6 screws provided. See Figure 5.

B. Assemble the fan blades to the motor. Place a blade wedge with “this side up” facing upwards over two of the holes on the top edge of the motor. Place a fan blade on top of the wedge and mount to the fan with the countersunk mounting screws. The shorter screws are used in the thinner portion of the blade wedge. Be sure the correct blade color is facing downwards. Repeat for four blades. See Figure 6.

**Figure 6 - Blade Assembly**

If your fan comes with a decorative decal shaped as shown in Figure 7, proceed with following - otherwise go directly to Step D.

**Figure 7 - Decorative Decal**

C. Remove the backing from one side of the double sided adhesive “dots” and apply to the decal as shown in Figure 7. Apply to the side of the decal without any black printing. Place the decal over the motor shaft, with adhesive side up, as shown in Figure 5.

D. Insert the mounting pipe through the hole in the canopy and thread the pipe onto the threaded end of the motor shaft. Tighten the mounting screw securely to prevent the fan from falling. See Figure 8.

**Caution:** The mounting pipe or the motor shaft will have a special coating that should not be removed. It is to help keep the pipe from unscrewing.

**Figure 8 - Mounting the Fan**
E. Being careful not to scratch the canopy finish, hang the fan from the hook on the ceiling plate, using one of the holes in the canopy. See Figure 5.

Step 6: Final Wiring

A. Connect electrical supply leads to the leads from the motor using approved connectors. Connect black electrical supply lead to the black motor lead and the black with white stripes motor lead (see Note). Connect the white electrical supply lead to the white motor lead. Connect the ground wire to the green leads from the motor and the ceiling plate. See Figure 9.

![Wiring Diagram](image1)

**Figure 9 - Wiring Diagram**

**Note:** If a separate wall switch will be used to control the light, connect the black wire with white stripes to the wall switch lead. The wall switch must be acceptable for use as a general-use switch.

**Caution:** No bare wire or wire strands should be visible after making connections.

B. After making the wire connections, the wires should be spread apart with the white and green wires on one side of the outlet box, and the black and black/white wires on the other side of the box. The splices should be turned upward and pushed carefully up into the outlet box.

Step 7: Finish Fan Assembly

A. The ceiling plate has four (4) mounting screw holes located on the ends. Install two (2) #10-32 x 1/2” Phillips pan head screws halfway in the two holes that line up with the mating slots on the canopy as shown in Figure 10.

Remove the fan from the ceiling plate hook, make sure not to break any wire connections, line up the two slots in the canopy with the screws, and push the canopy upwards and turn it clockwise to hang the canopy from these screws.

![Positioning Canopy](image2)

**Figure 10 - Positioning Canopy**

B. Insert the remaining two mounting screws into the holes in the canopy and screw in the ceiling plate. Tighten all screws securely.

**Caution:** Failure to securely assemble the canopy screws could result in the fan falling.

**Note:** For the hanging fan configuration, rotate fan until groove in ball is positioned over tab in canopy. Make certain groove and tab are engaged before running fan. See Figure 11. Failure to do this could result in the fan falling.

![Hanging Fan Configuration](image3)

**Figure 11 - Hanging Fan Configuration**

C. Install foam decal (if supplied) by removing peel-off backing from adhesive “dots” and placing decal over canopy and pressing it onto the ceiling. See Figure 12 on the next page.

Step 8: Bulb and Globe Installation

A. Install light bulb, using guide inside light kit for max size & type of lamp. Thread the three (3) #8-32 knurled head screws halfway into the three (3) threaded holes in the side of the light housing. Secure the glass globe to the light housing by carefully tightening the three (3) screws.

**Note:** Should globe emit any sound when fan is running, readjust three (3) globe mounting screws until sound has disappeared.

B. If your fan comes with a decorative trim band, peel the backing from the trim and place it in the groove in the bottom of the light kit using the photograph shown on the carton as a guide.

Step 9: Operation of Fan

A. Turn electrical service on at main panel.

B. Switch operates in this sequence: “high,” “medium,” “low,” and “off.” Pull chain slowly to operate. Also, release the chain slowly so as to prevent chain from flying up into the blades and possibly resulting in damage to blades or pull chain. The breakaway connector is designed to separate from the chain at a predetermined force. If this separation occurs, simply reinsert the connector. It can be used through multiple separations.

C. Motor is electrically reversible. When first operating fan, determine direction of air flow. If you wish to change direction, switch fan off and allow it to stop. Slide reversing switch to the opposite position and switch fan back on.
### Troubleshooting Guide

<table>
<thead>
<tr>
<th>Problem</th>
<th>Probable Cause</th>
<th>Solution</th>
</tr>
</thead>
</table>
| 1. Nothing happens. Fan does not move. | 1. Power turned off or fuse blown.  
2. Loose wire connections or wrong connections.  
3. Motor reversing switch not engaged.  
4. Pull chain switch not “on.” | 1. Turn power on or replace fuse.  
2. Loosen canopy, check all connections (turn power off while checking).  
3. Push switch firmly to one side or the other.  
4. Pull switch chain. |

*Note: If blades will not turn by hand, contact your nearest service representative.*

<table>
<thead>
<tr>
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</table>
2. Blade screwed loosely to blade bracket.  
4. Non-approved speed control being used.  
5. Globe is vibrating and emitting noise. | 1. Tighten screws until snug.  
2. Tighten screws.  
3. Replace entire set of blades.  
4. Change to approved speed control.  
5. Re-adjust 3 globe mounting screws. |

<table>
<thead>
<tr>
<th>Problem</th>
<th>Probable Cause</th>
<th>Solution</th>
</tr>
</thead>
</table>
2. Fan too close to vaulted ceiling.  
3. Loose blades or blade brackets.  
4. Fan not secure on hanger assembly. | 1. Use balancing kit.  
2. Lower or move fan.  
3. Tighten all screws.  
4. Turn power off, support fan very carefully, loosen canopy, and hang correctly. |

When switching from medium to low speed, you may notice some fan wobble. When fan speed stabilizes at low speed, wobble will disappear. If you have checked the above problems and still have trouble, call (901) 745-9222.