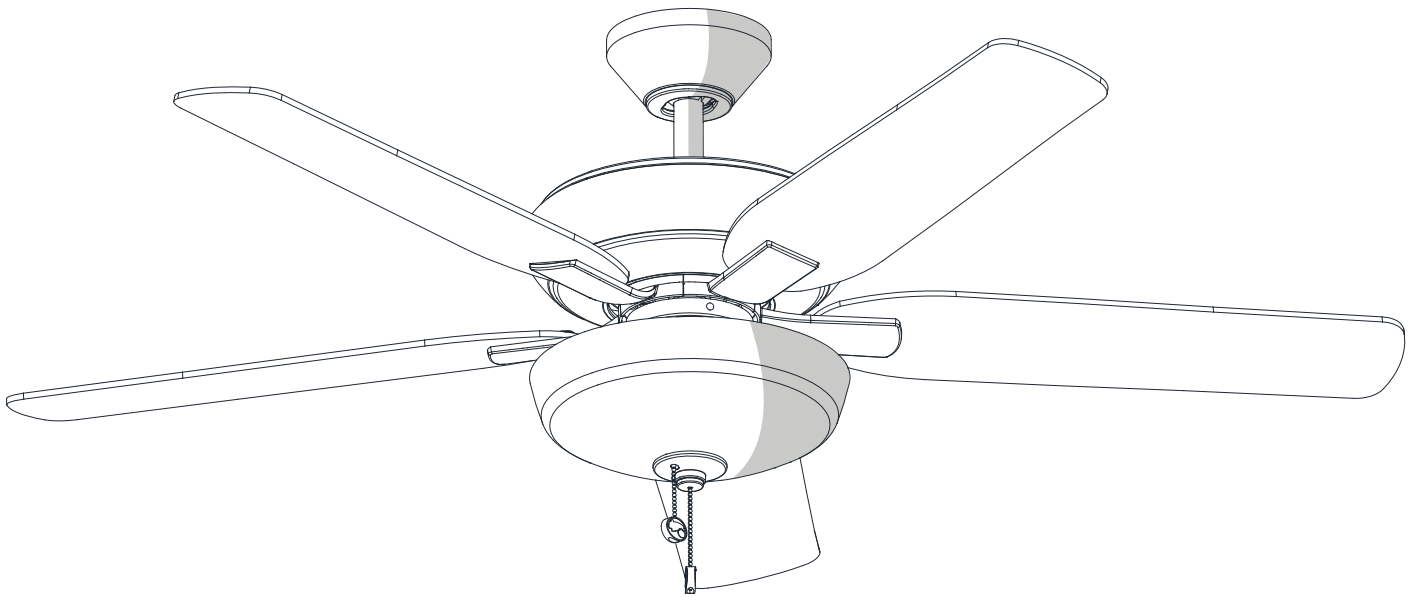




Item #XXXX XXX XXX
Model #57269, 57261, 57268
UL Model #52-COPY

USE AND CARE GUIDE

HOLLY SPRINGS 52-INCH CEILING FAN



Questions, problems, missing parts? Before returning to the store,
call Hampton Bay Customer Service
8 a.m. - 6 p.m., EST, Monday-Friday

1-855-HD-HAMPTON

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THANK YOU

We appreciate the trust and confidence you have placed in Hampton Bay through the purchase of this ceiling fan. We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of products available for your home improvement needs.

Thank you for choosing Hampton Bay!

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Safety Information

READ AND SAVE THESE INSTRUCTIONS

1. To reduce the risk of electric shock, ensure the electricity has been turned off at the circuit breaker or fuse box before you begin.
2. All wiring must be in accordance with the National Electrical Code ANSI/NFPA 70-1999 and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
3. The outlet box and support structure must be securely mounted and capable of reliably supporting 35 lbs. (15.9 kg). Use only UL Listed outlet boxes marked "Acceptable for Fan Support of 35 lbs. (15.9 kg) or less."
4. The fan must be mounted with a minimum of 7 ft. (2.1 m) clearance from the trailing edge of the blades to the floor.
5. Do not operate the reversing switch while the fan blades are in motion. You must turn the fan off and stop the blades before you reverse the blade direction.
6. Do not place objects in the path of the blades.
7. To avoid personal injury or damage to the fan and other items, use caution when working around or cleaning the fan.
8. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL-listed and marked suitable for use with the model fan you are installing. Switches must be UL General Use Switches. Refer to the instructions packaged with the light kits and switches for proper assembly.
9. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
10. All setscrews must be checked and retightened where necessary before installation.



WARNING: To reduce the risk of personal injury, do not bend the blade brackets (also referred to as flanges) during assembly or after installation. Do not insert objects in the path of the blades.



WARNING: Remove the rubber motor stops on the bottom of the fan before installing the blades or testing the motor.



WARNING: To reduce the risk of fire or electric shock, do not use this fan with any solid-state speed control device.



WARNING: To avoid possible electrical shock, turn the electricity off at the main fuse box before wiring. If you feel you do not have enough electrical wiring knowledge or experience, contact a licensed electrician.



WARNING: Electrical diagrams are for reference only. Optional use of any light kit shall be UL-listed and marked suitable for use with this fan.



WARNING: To reduce the risk of fire, electric shock, or personal injury, mount to outlet box marked "Acceptable for fan support of 35 lbs. (15.9 kg) or less," and use the screws provided with the outlet box.

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) This device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

Warranty

The supplier warrants the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a life-time after the date of purchase by the original purchaser. The supplier also warrants that all other fan parts, excluding any glass or acrylic blades, to be free from defects in workmanship and material at the time of shipment from the factory for a period of one year after the date of purchase by the original purchaser. We agree to correct such defects without charge or at our option replace with a comparable or superior model if the product is returned. To obtain warranty service, you must present a copy of the receipt as proof of purchase. All costs of removing and reinstalling the product are your responsibility. Damage to any part, such as by accident, misuse, improper installation, or by affixing any accessories, is not covered by this warranty. Because of varying climatic conditions this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing, or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. A certain amount of "wobble" is normal and should not be considered a defect. Servicing performed by unauthorized persons shall render the warranty invalid. There is no other express warranty. Hampton Bay hereby disclaims any and all warranties, including but not limited to those of merchantability and fitness for a particular purpose to the extent permitted by law. The duration of any implied warranty which cannot be disclaimed is limited to the time period as specified in the express warranty. Some states do not allow a limitation on how long an implied warranty lasts, so the above limitation may not apply to you. The retailer shall not be liable for incidental, consequential, or special damages arising out of or in connection with product use or performance except as may otherwise be accorded by law. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives specific legal rights, and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties. Shipping costs for any return of product as part of a claim on the warranty must be paid by the customer.

Contact the Customer Service Team at 1-855-HD-HAMPTON or visit www.HamptonBay.com.

Pre-Installation

SPECIFICATIONS

Size	Speed	Volts	Amps	Watts	RPM	CFM	Net Weight	Gross Weight	Cube Feet
52 in.	Low	120	x.XX	x	XX	XXXX	xx.xx lb (x.x kg)	xx.xx lb (x.x kg)	x.xx cu.ft.
	Medium		x.XX	XX	XXX	XXXX			
	High		x.XX	XX	XXX	XXXX			



NOTE: These are approximate measures. They do not include the amps and wattage used by the light kit.



TOOLS REQUIRED



Phillips screwdriver



Flat blade screwdriver



Adjustable wrench



Electrical tape



Wire cutter / stripper



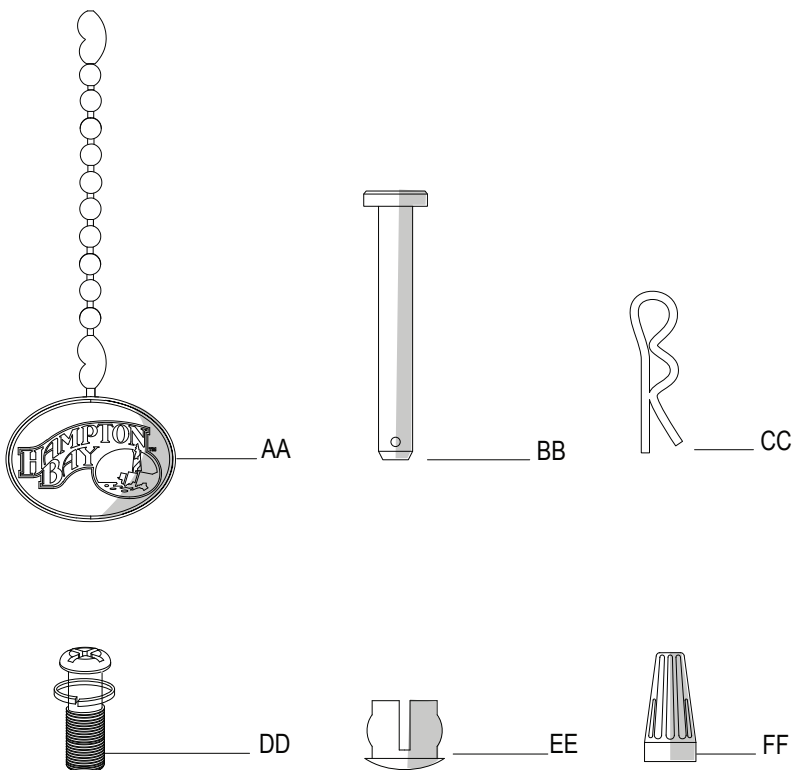
Step ladder

Pre-Installation (continued)

HARDWARE INCLUDED



NOTE: Hardware not shown to actual size.

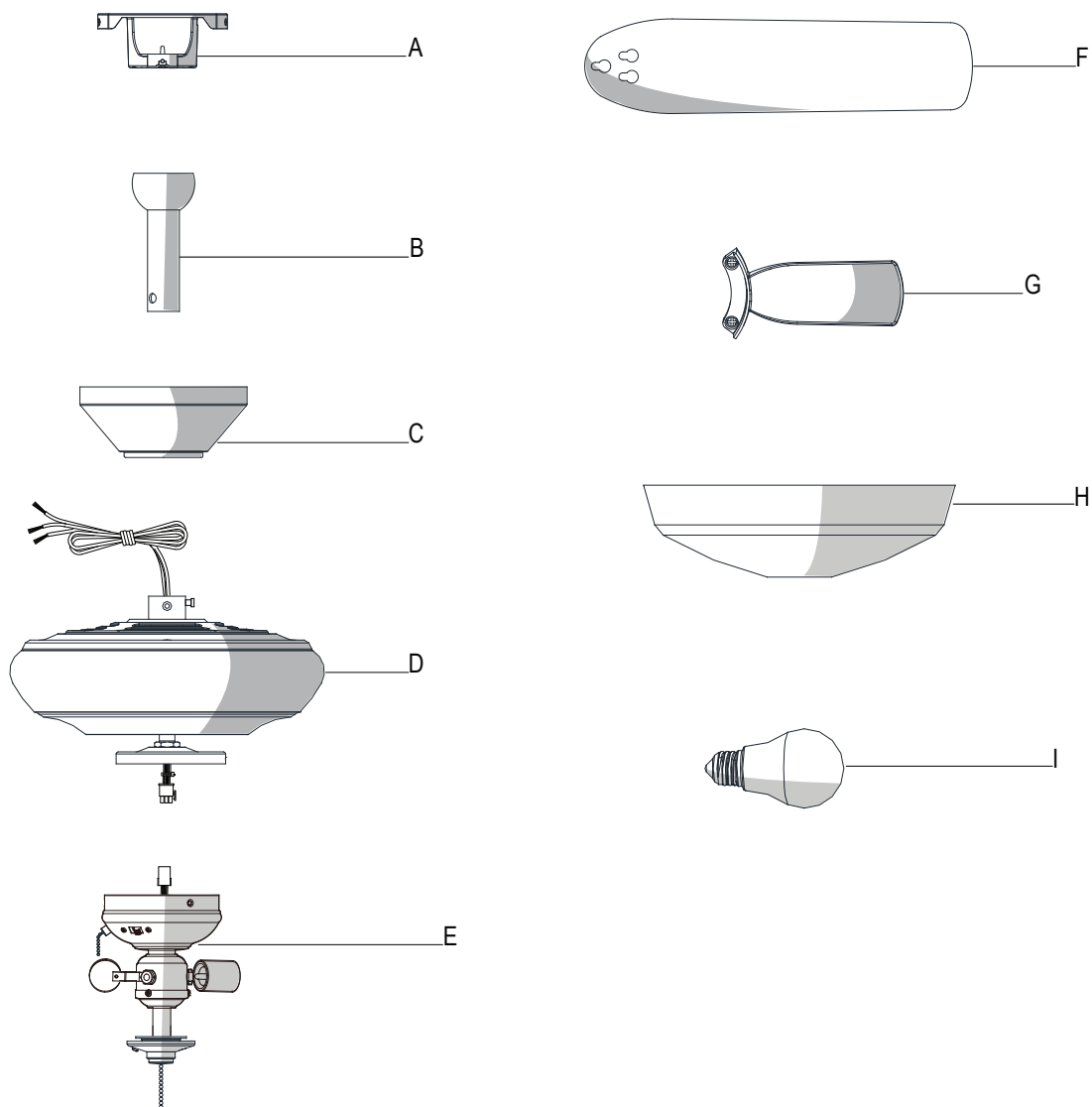


Part	Description	Quantity
AA	Pull chain	2
BB	Hanger pin	1
CC	Locking pin	1

Part	Description	Quantity
DD	Extra blade bracket screw	1
EE	Plastic Plug (to be used for fan without light kit)	1
FF	Wire connecting nut	3

Pre-Installation (continued)

PACKAGE CONTENTS



Part	Description	Quantity
A	Slide-on mounting bracket (inside canopy)	1
B	Ball/downrod assembly	1
C	Canopy	1
D	Fan-motor assembly	1
E	Light kit fitter assembly	1

Part	Description	Quantity
F	Blade	5
G	Blade bracket (with pre-installed screws)	5
H	Glass bowl	1
I	LED bulbs (9.5-Watt Max.)	3



IMPORTANT: This product and/or components are governed by one or more of the following U.S. Patents: 5,947,436; 5,988,580; 6,010,110; 6,046,416; 6,210,117 and other patents pending.

Installation

MOUNTING OPTIONS

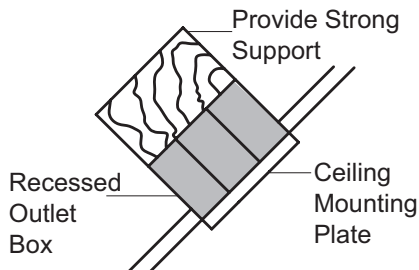


WARNING: To reduce the risk of fire, electric shock or personal injury, mount to an outlet box marked "Acceptable for fan support of 35 lbs. (15.9 kg) or less," and use the screws provided with the outlet box. An outlet box commonly used for the support of lighting fixtures may not be acceptable for fan support and may need to be replaced. If in doubt, consult a qualified electrician.

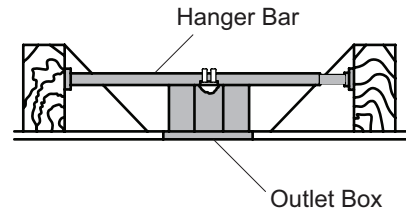
If your ceiling fan does not have an existing UL-listed mounting box, then install one using the following instructions:

- Disconnect the power by removing the fuses or turning off the circuit breakers.
- Secure the outlet box directly to the building structure. Use the appropriate fasteners and materials. The outlet box and its bracing must be able to fully support the weight of the moving fan (at least 35 lbs.). Do not use a plastic outlet box.

The illustrations below show three different ways to mount the outlet box.



NOTE: You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. The maximum angle allowable is 30° away from horizontal.



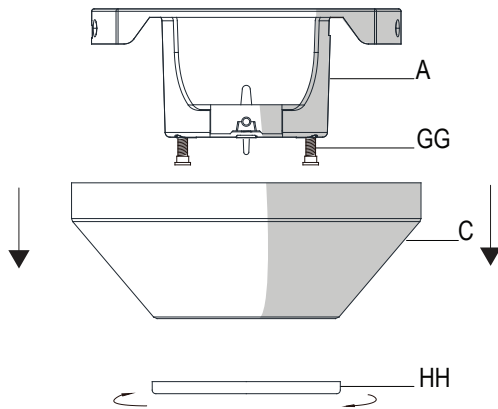
If the canopy (C) touches the ball/downrod assembly (B), then remove the decorative canopy bottom cover and turn the canopy (C) 180° before attaching the canopy (C) to the mounting plate.

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown above (available at any Home Depot store).

Assembly - Standard Ceiling Mount

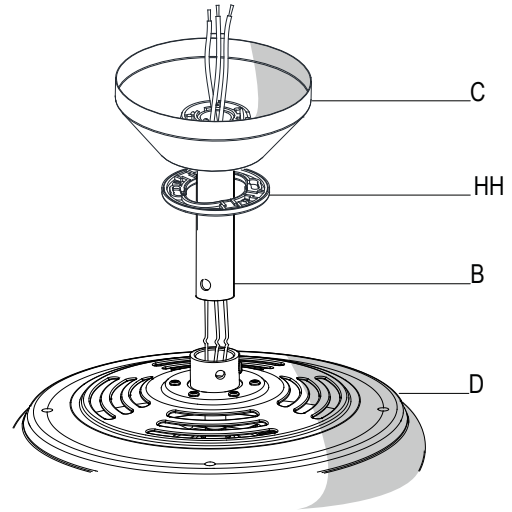
1 Preparing for standard mounting

- Remove the canopy bottom cover (HH) from the canopy (C) by turning the bottom cover counter-clockwise until it unlocks.
- Loosen the two canopy screws (GG) located in the bottom of the mounting bracket, and turn the canopy counter-clockwise to remove the mounting bracket (A) from canopy (C).



2 Routing the wires

- Route the wires exiting the top of the fan motor assembly (D) through the center of the canopy bottom cover (HH).
- Make sure the opening of canopy (C) are on top and insert the ball/downrod (B) through the canopy (C).
- Route the wires exiting the top of the fan motor assembly (D) through the downrod as shown.

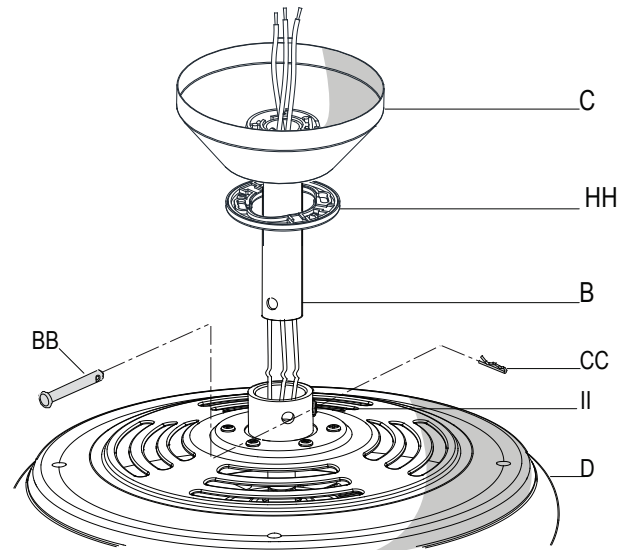


3 Assembling the fan



WARNING: Failure to properly install the locking pin (CC) could result in the fan becoming loose and possibly falling.

- Loosen, but do not remove, the setscrews (II) on the collar on top of the fan-motor assembly (D).
- Align the holes at the bottom of the ball/downrod assembly (B) with the holes in the collar on top of the fan-motor assembly (D).
- Carefully insert the hanger pin (BB) through the holes in the collar and ball/downrod assembly (B). Be careful not to jam the hanger pin (BB) against the wiring inside the ball/downrod assembly (B).
- Insert the locking pin (CC) through the hole near the end of the hanger pin (BB) until it snaps into its locked position.
- Re-tighten the setscrews (II) on the collar on top of the fan-motor assembly (D).



Assembly - Hanging the Fan

1 Attaching the fan to the electrical box

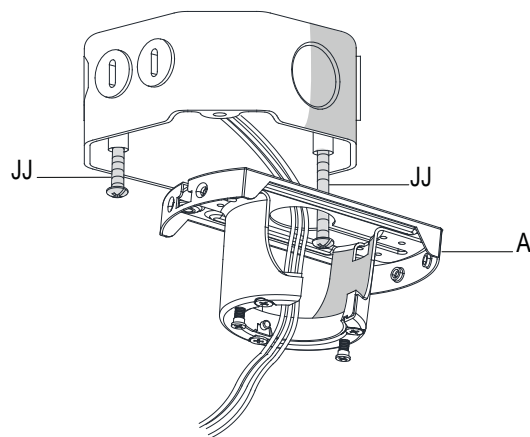


WARNING: To reduce the risk of fire, electric shock or personal injury, mount to an outlet box marked "Acceptable for fan support of 35 lbs. (15.9 kg) or less," and use the screws provided with the outlet box.



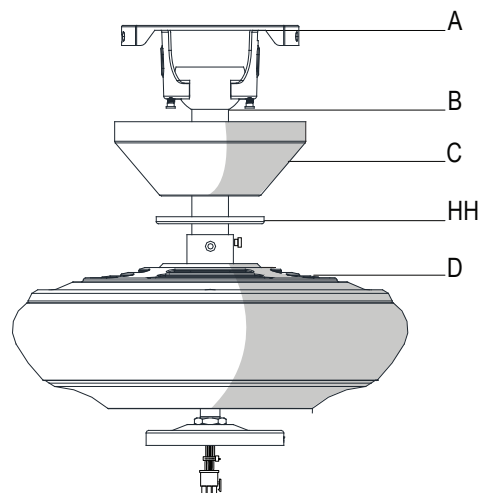
NOTE: The mounting bracket (A) is designed to slide into place on an outlet box with the outlet box screws (JJ).

- Pass the 120-Volt supply wires through the center hole in the slide-on mounting bracket (A).
- Install the slide-on mounting bracket (A) on the outlet box by sliding the slide-on mounting bracket (A) over the two screws (JJ) provided with the outlet box. If necessary, use leveling washers (not included) between the slide-on mounting bracket (A) and the outlet box. The flat side of the slide-on mounting bracket (A) should face toward the outlet box, as shown.
- Securely tighten the two mounting screws (JJ).



2 Hanging the fan

- Carefully lift the fan-motor assembly (D) up to the slide-on mounting bracket (A).
- Insert the ball portion of the ball/downrod assembly into socket of the slide-on mounting bracket (A).
- Turn the ball/downrod assembly clockwise until it is seated with the tab of the slide-on mounting bracket (A) aligned with the slot in the ball.



Assembly - Hanging the Fan (continued)

3 Making the electrical connections



WARNING: Each wire nut supplied with this fan is designed to accept up to one 12-gauge house wire and two wires from the fan. If you have larger than 12-gauge house wiring or more than one house wire to connect to the fan wiring, consult an electrician for the proper size wire nuts to use.



WARNING: Remove the rubber motor stops on the bottom of the fan before installing the blades or testing the motor.

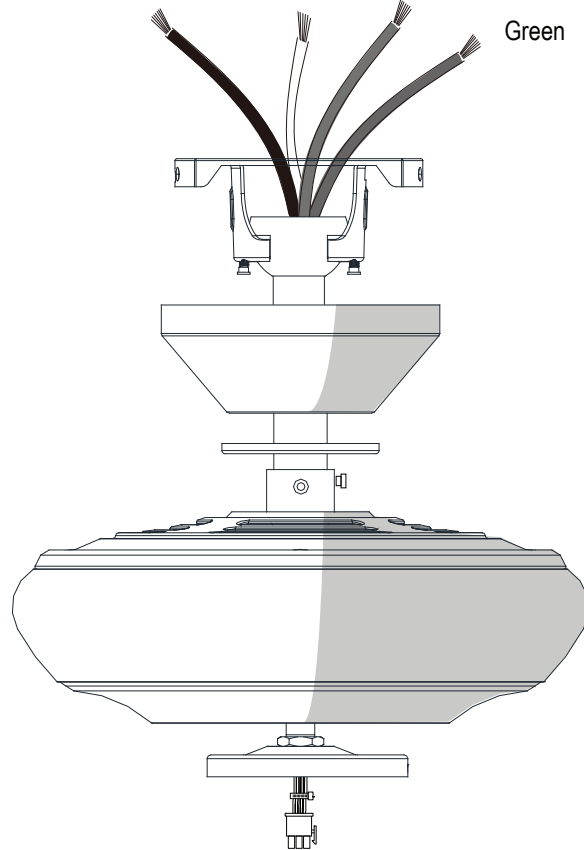
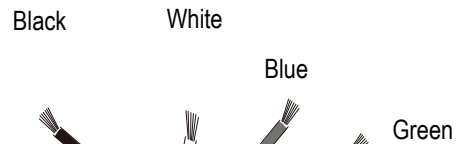
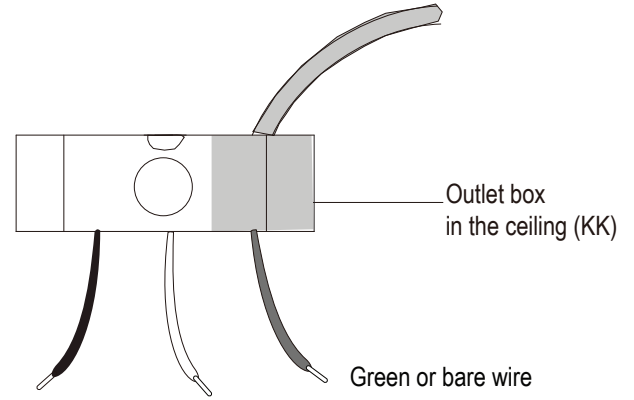


IMPORTANT: Use the plastic wire connectors (FF) supplied with your fan. Secure the connectors with electrical tape and ensure there are no loose strands or connections.



NOTE: The fan comes with 54 in. lead wires for use with an extended ball/downrod assembly. If using the 4.5 in. ball/downrod assembly (B) provided, you can cut the lead wires to your desired length (no shorter than 12 in.).

- The fan comes with 54 in. lead wires for use with an extended ball/downrod assembly. If using the 4.5 in. ball/downrod assembly (B) provided, you can cut the lead wires to your desired length (no shorter than 12 in.) This will make extra room in the canopy (C), if you do not wish to cut the wires, you will need to neatly wrap them.
- Connect the fan motor green wires to the household green or bare wire using a wire connecting nut (FF).
- Connect the fan motor white wire to the household white wire using a wire connecting nut (FF).
- Connect the fan motor black and blue wires to the household black wire using a wire connecting nut (FF).
- Secure each wire connecting nut using electrical tape.
- Turn the wire connecting nut (FF) upward and push the wiring into the outlet box (KK).



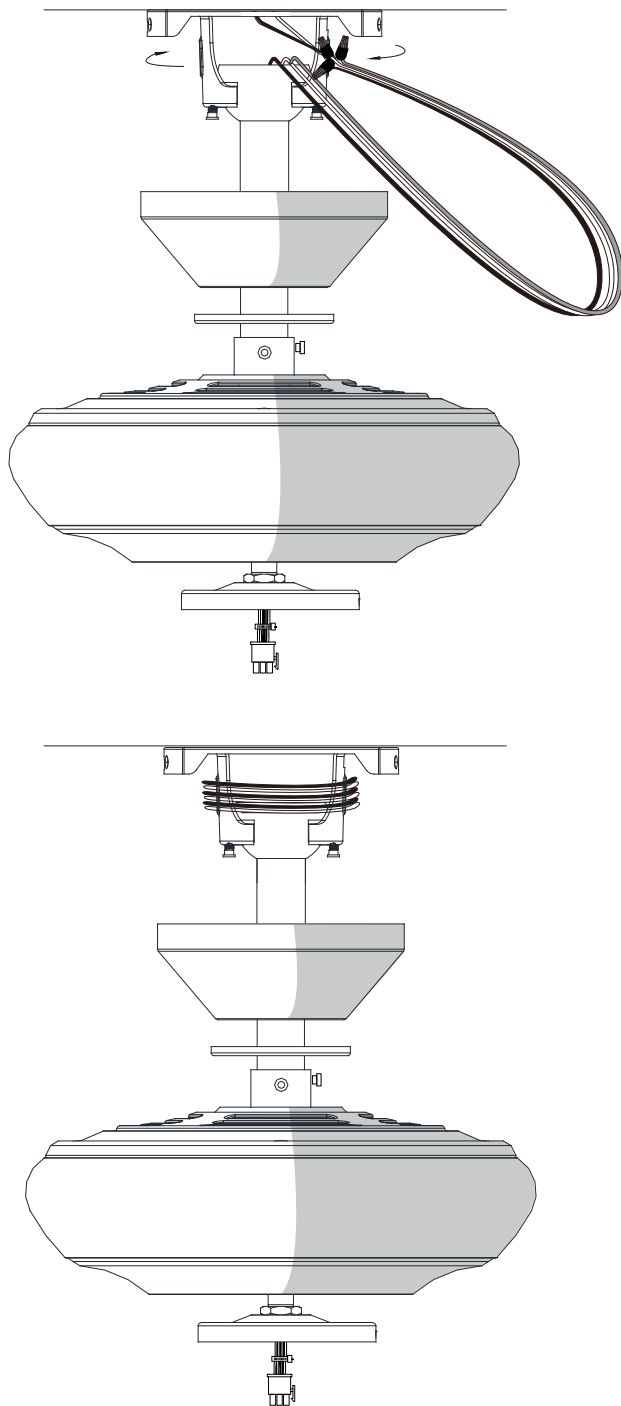
Assembly - Hanging the Fan (continued)

4 Wrapping the extra wire



NOTE: Follow this step **ONLY** if you did not cut the extra length off from the wires coming from the ceiling fan.

- Gently wrap the excess wire around the mounting bracket.
- Secure with electrical tape.



5 Mounting the fan-motor assembly (standard mount)

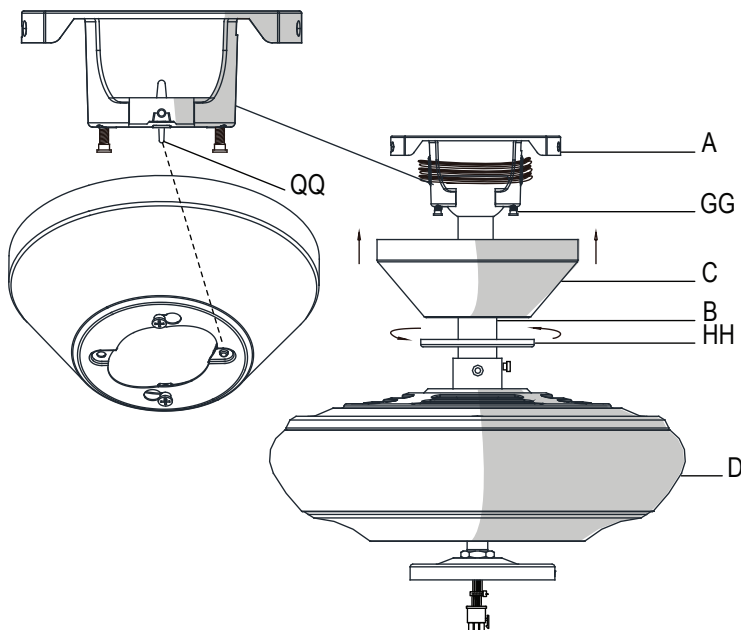


WARNING: When using the standard ball/downrod mounting, the tab in the ring at the bottom of the mounting bracket must rest in the groove of the hanger ball. Failure to properly seat the tab in the groove could cause damage to the wiring.



WARNING: The locking slots of ceiling canopy are provided only as an aid to mounting. Do not leave the fan assembly unattended until all four canopy screws are engaged and firmly tightened.

- Align the locking slots of canopy (C) with the two screws (GG) and alignment post (QQ) in the mounting bracket (A).
- Push up the canopy (C) and turn clockwise until the alignment post (QQ) engage to the round hole and the screws (GG) engage to the key slots.
- Firmly tighten the two mounting screws (GG).
- Install the decorative bottom cover (HH) by aligning the covers slots with screws in the bottom of the canopy (C). Rotate the bottom cover clockwise to lock in place.



Assembly - Attaching the Fan Blades

1 Fastening the blade brackets to the motor

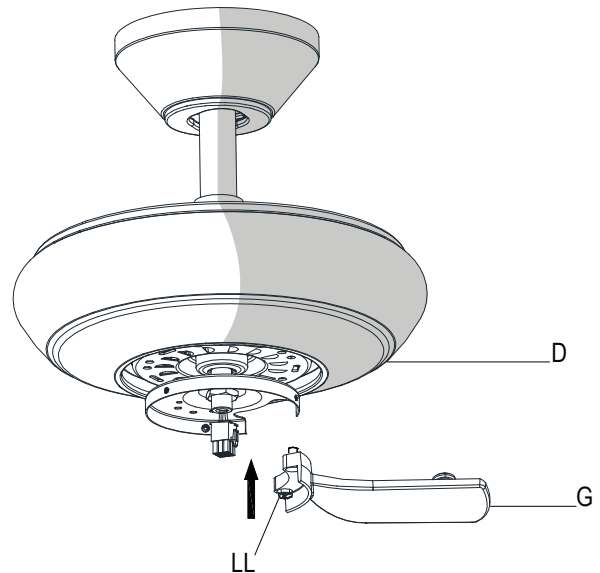


WARNING: Remove the rubber motor stops on the bottom of the fan before installing the blades or testing the motor.



NOTE: Your fan features revolutionary advancements for quick and easy blade installation. Including an alignment post and captive blade bracket screws.

- Fasten the blade brackets (G) to the fan-motor assembly (D) by inserting the alignment post into the slot on the bottom of the motor and tightening the pre-installed blade bracket screws (LL).
- Repeat this step for the remaining blade assemblies.

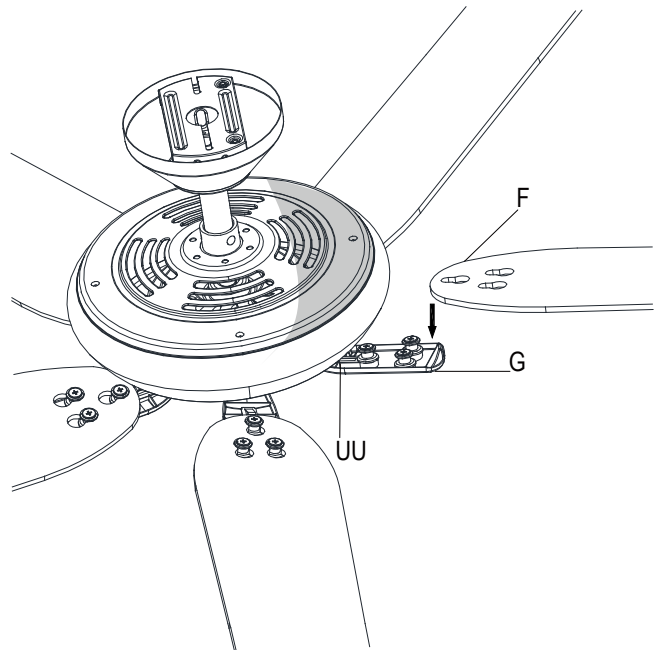


2 Attaching the blades to the blade brackets



NOTE: Your fan blades are reversible. Select the blade side finish which best accentuates your decor.

- Mount the fan blade (F) to the blade bracket (G) by aligning the three key-slot holes in the blade (F) with the three posts on the top of the blade bracket (G).
- Hold the blade (F) with both hands close to the blade bracket (G) down firmly. Ensure the key-slot holes are properly seated on the blade bracket (G) posts.
- While still holding the blade (F) down with both hands, firmly slide the blade (F) until it engages in the locking mechanism (UU). Make sure the locking mechanism (UU) at the rear of the blade bracket (G) springs upward and butts against the edge of the blade (F), indicating a secure connection.
- Visually inspect the top of the blade bracket (G) to ensure the locking mechanism is securely in place.
- Repeat this procedure for the remaining blades (F).



Assembly - Attaching the Lights

1 Attaching the light kit fitter assembly



IMPORTANT: It is critical to attach the switch cup using the quick connector. The fan will not operate unless the light kit is connected to the fan.

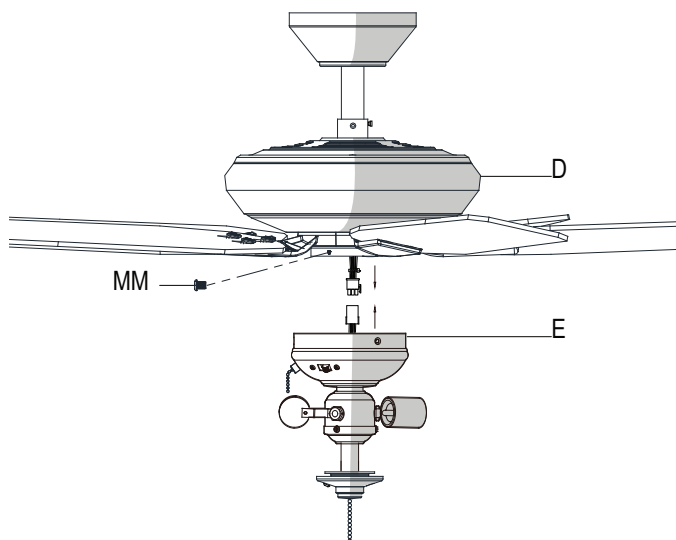


CAUTION: To reduce the risk of electric shock, disconnect the electrical supply circuit to the fan before installing the light fixture.



NOTE: Notice the location of the fan's slide switch. This is the switch used to change the fan's directional rotation. For more information on the operation of this switch, see *Operating Your Fan* on page 14.

- Remove and save the three light kit mounting screws (MM) on the black bracket below the fan-motor assembly (D).
- Connect the wires from the light kit fitter assembly (E) to the wires from the fan motor assembly (D) by connecting the molded adaptor plugs together. Carefully tuck all wires and splices into the switch cup.
- Align the three holes in the black bracket below fan motor assembly (D) with the three holes in the switch cup of the light kit fitter assembly (E). Position the light kit fitter assembly (E) and re-install the three screws (MM) that were removed in first step to secure the light kit fitter assembly (E).



2 Installing the bulbs and glass bowl



WARNING: Allow the glass bowl to cool completely before removing.



CAUTION: Over lamping the fan will result in the fan lights shutting down until the proper wattage bulbs are installed. Reset the lights by turning off the power, replacing the bulbs with the correct wattage bulbs, and turn the power on.

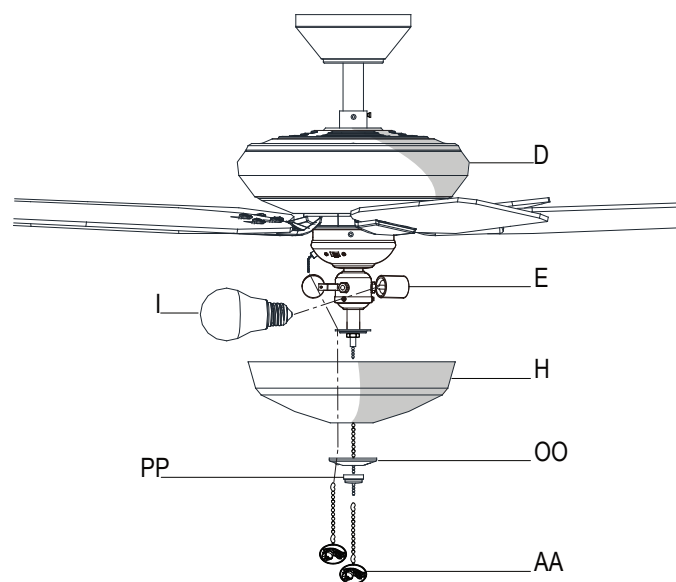


CAUTION: Make sure the power is off before attaching or removing the glass bowl.



CAUTION: Do not over tighten the hex nut, overtightening the hex nut may cause the glass bowl to break.

- Remove the finial and the bottom cover from the threaded nipple of the light kit fitter assembly (E).
- With the power off, install the three LED bulbs (I) by screwing them into the light bulb sockets.
- Position the glass bowl (H), re-install the bottom cover over the threaded nipple, and direct the fan pull chain through the side hole of the bottom cover.
- Re-install the finial over the threaded nipple and direct the light pull chain through the hole of the finial, and tighten the finial securely.
- Attach the pull chain extensions (AA) provided to the light pull chain and fan pull chain.



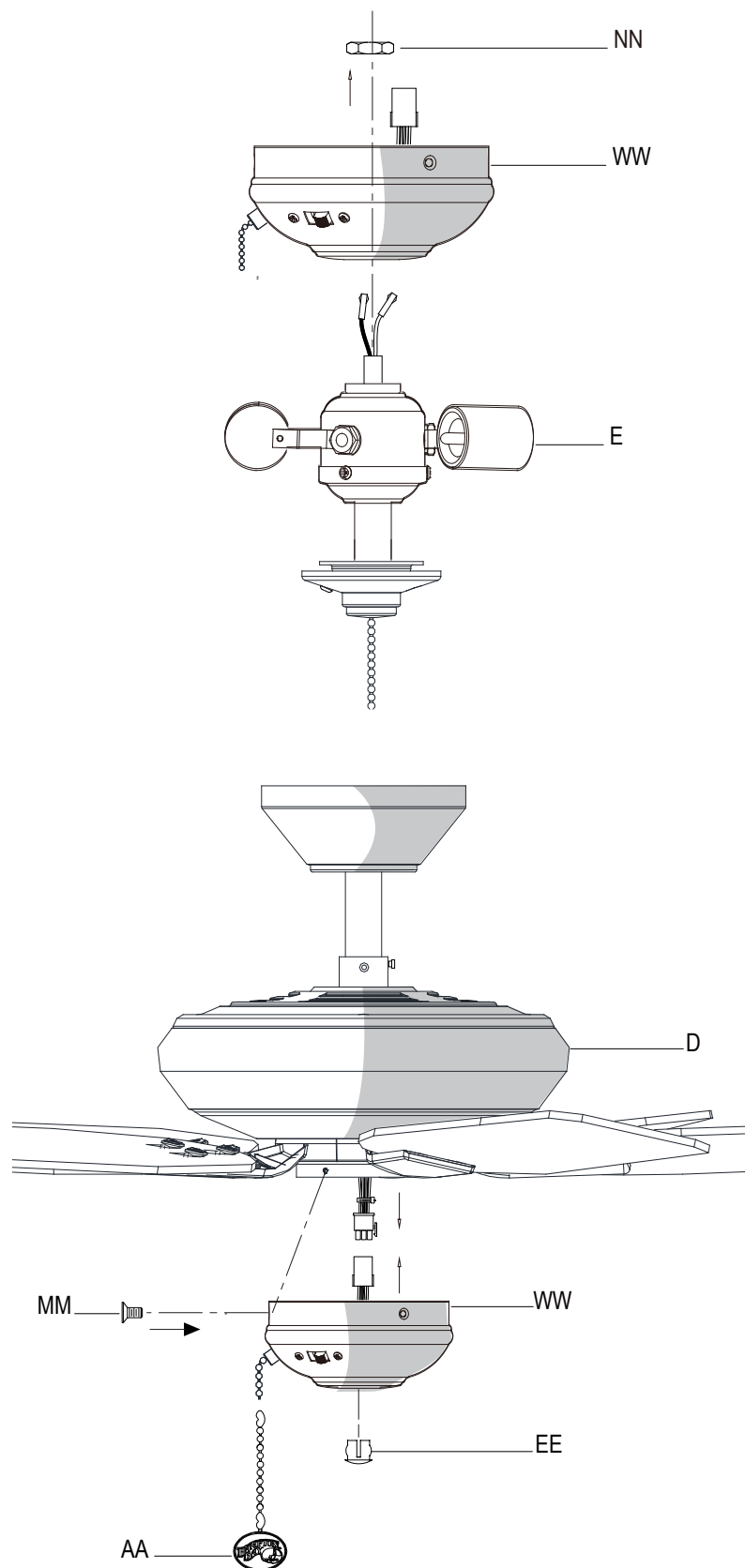
Assembly - Assembling the Fan Without the Light Kit

1 Assembling the fan without the light kit



IMPORTANT: It is critical to attach the switch cup using the quick connector. The fan will not operate unless the light kit is connected to the fan.

- ❑ Remove the three light kit mounting screws (MM) on the black bracket below the fan-motor assembly (D).
- ❑ In order to use the fan without the light kit, remove the switch cup (WW) from the top of the light kit fitter assembly (E) by removing the center hex nut (NN) inside the switch cup (WW), and then thread the switch cup (WW) off of the threaded nipple on the top of the light kit fitter assembly (E).
- ❑ Press the plastic plug (EE) into the center hole of the switch cup (WW).
- ❑ Connect the quick connect couplers. (The fan will not start without this connection).
- ❑ Position the switch cup (WW) onto the black bracket and reinstall the light kit mounting screws (MM).



Operation

OPERATING YOUR FAN

Turn on the power and check the operation of the fan. The fan pull chain controls the fan speed as follows:

1 pull - High, 2 pulls - Medium, 3 pulls - Low, 4 pulls - off

The appropriate speed settings for warm or cool weather depends on factors such as the room size, ceiling height, and number of fans.

The slide switch (YY) controls the direction of the blades: forward (switch left) or reverse (switch right).

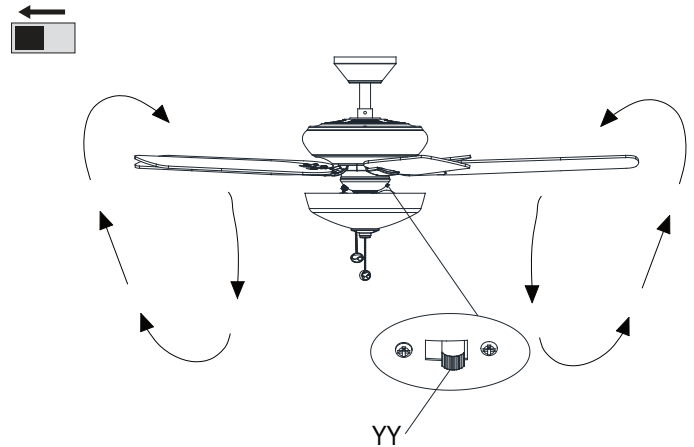


NOTE: Wait for the fan to stop before reversing the direction of the blade rotation.

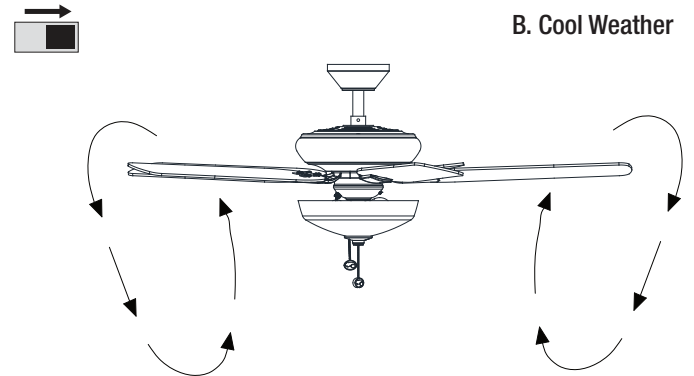
A. Warm weather - (Forward) A downward airflow creates a cooling effect. This allows you to set your air conditioner on a higher setting without affecting your comfort.

B. Cool weather - (Reverse) An upward airflow moves warm air off of the ceiling. This allows you to set your heating unit on a lower setting without affecting your comfort.

A. Warm Weather



B. Cool Weather



Care and Cleaning



WARNING: Make sure the power is off before cleaning your fan.

- Because of the fan's natural movement, some connections may become loose. Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. It is not necessary to remove the fan from the ceiling.
- Clean your fan periodically to help maintain its new appearance over the years. Do not use water when cleaning, as this could damage the motor or the wood, or possibly cause an electrical shock. Use only a soft brush or lint-free cloth to avoid scratching the finish. The plating is sealed with a lacquer to minimize discoloration or tarnishing.
- You can apply a light coat of furniture polish to the wood for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.
- You do not need to oil your fan. The motor has permanently-lubricated sealed ball bearings.

Troubleshooting

Problem	Solution
The fan will not start.	<ul style="list-style-type: none"><input type="checkbox"/> Check the main and branch circuit fuses or breakers.<input type="checkbox"/> Check the line wire connections to the fan and switch wire connections in the switch housing.
The fan is noisy.	<ul style="list-style-type: none"><input type="checkbox"/> Ensure all motor housing screws are snug.<input type="checkbox"/> Ensure the screws that attach the fan blade bracket to the motor hub are tight.<input type="checkbox"/> Ensure the wire nut connections are not rattling against each other or the interior wall of the switch housing.<input type="checkbox"/> Allow a 24-hour "breaking in" period. Most noises associated with a new fan disappear during this time.<input type="checkbox"/> If you are using the Ceiling Fan light kit, ensure the screws securing the glassware are tight. Check that the light bulbs are also secure.<input type="checkbox"/> Ensure the canopy is a short distance from the ceiling. It should not touch the ceiling.<input type="checkbox"/> Ensure your outlet box is secure and rubber isolator pads were used between the mounting plate and outlet box.
The fan wobbles.	<ul style="list-style-type: none"><input type="checkbox"/> Check that all blade and blade arm screws are secure.<input type="checkbox"/> Most fan wobble problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure from a point on the center of each blade to the point on the ceiling. Measure this distance. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Any measurement deviation should be within 1/8 in. Run the fan for ten minutes. If the fan continues to wobble please contact Customer Service and a balancing kit will be sent to you at no charge.



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8 a.m. - 6 p.m., EST, Monday-Friday

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Retain this manual for future use.