Hampton Bay Lifetime Motor Warranty

The retailer warrants the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a lifetime after the date of purchase by the original purchaser. The retailer also warrants that all other fan parts, excluding any glass or plexiglass parts, 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 the retailer. 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 or misuse or improper installation or by affixing any accessories, is not covered by this warranty. Because of varying climatic conditions in the United States 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. The retailer 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 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.

Date Purchased _____

Store Purchased_____

Model No._____ 266-550 _____

Serial No._____

Vendor No._____ 219054 _____

UPC _____ 718212340059 _____

Table of Contents

1. Before you begin installing the fan, shut power off at the circuit breaker or the fuse box.

2. Be cautious! Read all instructions and safety information before installing your new fan. Review accompanying assembly diagrams.

3. Make sure that all electrical connections comply with local codes, ordinances, or National Electrical Codes. Hire a qualified electrician or consult a do-it-yourself wiring handbook if you are unfamiliar with installing electrical wiring.

4. Make sure the installation site you choose allows the fan blades to rotate without any obstructions. Allow a minimum clearance of 7 feet from the floor and 18 inches from the tip of the blades to the wall.

5. If you are mounting the fan to a ceiling outlet box, use U.L. Listed metal octagonal outlet box marked "Acceptable for fan support". Secure the box directly to the building structure. The outlet box and its support must be able to support the moving weight of the fan (at least 50 lbs.) **Do not use a plastic box.**

6. Caution: To reduce the risk of personal injury use only the screws provided with the outlet box.

7. If you are mounting the fan to a joist, make sure it is able to support the moving weight of the fan (at least 50 lbs.).

8. After you install the fan, make sure that all mountings are secured to prevent the fan from falling.

9. Do not insert anything into the fan blades while the fan is operating.

10. To change the direction of the rotation of the blades the fan must be in operation mode.

ATTENTION: The Energy Policy Act of 2005 requires this fan to be equipped with a 190 watt limiting device. If lamping exceeds 190 watts, the ceiling fan's light kit will shut off automatically.

NOTE: The important safeguards and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and care are factors which can not be built into this product. These factors must be supplied by the person(s) installing, caring for and operating the unit.

NOTE
READ AND SAVE ALL INSTRUCTIONS!

WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR OTHER PERSONAL INJURY, MOUNT FAN ONLY TO A U.L. LISTED OUTLET BOX OR SUPPORTING SYSTEM MARKED ACCEPTABLE FOR FAN SUPPORT AND USE MOUNTING SCREWS AND LOCK WASHERS PROVIDED WITH THE OUTLET BOX, MOST OUTLET BOXES COMMONLY USED FOR THE SUPPORT OF LIGHTING FIXTURES ARE NOT ACCEPTABLE FOR FAN SUPPORT AND NEED TO BE REPLACED. CONSULT A QUALIFIED ELECTRICIAN IF IN DOUBT.

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE HOLDERS WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN. DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES.

TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT USE THIS FAN WITH ANY SOLID-STATE SPEED CONTROL DEVICE

1. Safety Rules
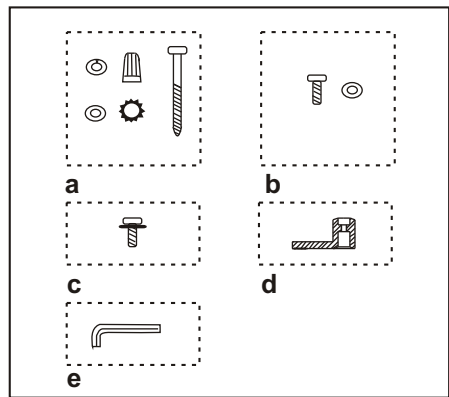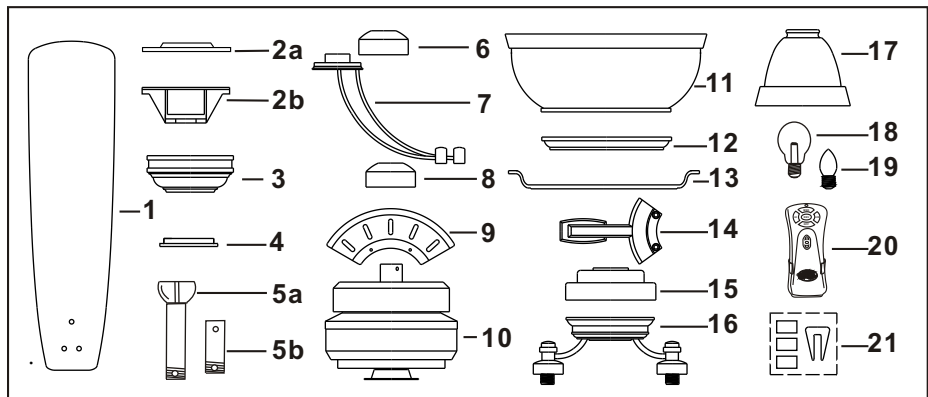
Unpack your fan and check the contents. You should have the following items;

1   Fan blades (5)
2a.   Hanger bracket plate
2b.   Hanger bracket
3.   Canopy
4.   Canopy cover
5a.   Standard downrod assembly
5b.   Minimum-length downrod (for close to the ceiling installation only)
6.   Metal cover
7.   Decorative scrolls
8.   Coupling cover
9.   Bulb cover (3)
10.   Fan motor assembly

11.   Glass housing
12.   Glass housing plate
13.   Decorative ring
14.   Blade holders (5)
15.   Mounting plate
16.   Light kit
17.   Glass shade (3)
18.   15 Watt candelabra bulbs (6)
19.   60 Watt intermediate base bulbs (3)
20.   Transmitter+holder+2 mounting screws
21.   Balancing kit

a. **Mounting hardware:**
    Wood screws (2). Lock washers (2)
    Wire nuts (3). Flat washers (2)
    Star washers (2)

b. **Blade attachment hardware:**
    Screws (16). Fiber washers (16)

c. **Blade holder hardware:**
    Screws with lock washers (11)

d. Decorative ring nut (3)
    (For minimum-length downrod use)

e. 4 mm Allen wrench (1)
    (For Decorative scrolls use)

Package Contents 2.

Tools Required

Phillips screw driver; slotted screw driver; step-ladder; wire cutters; electrical tape.
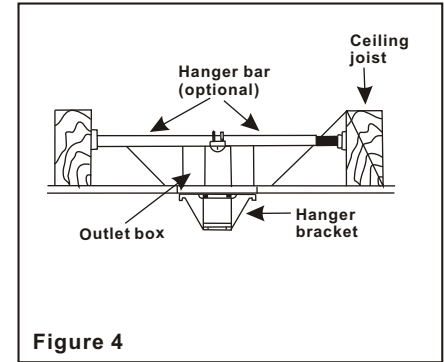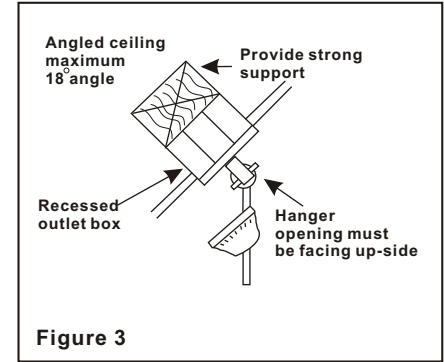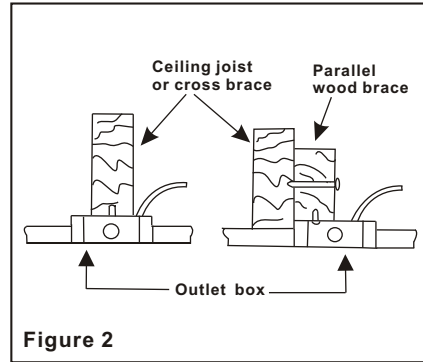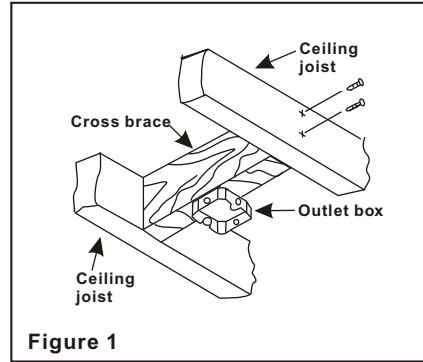
Mounting Options

If there isn't an existing mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 50 lbs.). Use a UL Listed metal outlet box. Do not use a plastic outlet box.

Figure 1, 2 and 3 are examples of 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. Longer downrods are available from your Hampton Bay dealer.

To hang your fan where there is an existing fixture but no ceiling joist, you may need to install a hanger bar as shown in Fig. 4 (available at your Hampton Bay dealer).

3. Installing Your Fan

Figure 1

Ceiling joist
Cross brace
Outlet box
Ceiling joist

Figure 3

Angled ceiling maximum 18° angle
Provide strong support
Recessed outlet box
Hanger opening must be facing up-side

Figure 2

Ceiling joist or cross brace
Parallel wood brace
Outlet box

Figure 4

Hanger bar (optional)
Ceiling joist
Outlet box
Hanger bracket

REMEMBER to turn off the power. Follow the steps below to hang your fan properly:

Step 1. Remove two knock-outs from the outlet box to expose the joist. (Fig. 5)

Step 2. Use the two wood screws and washers to secure the hanger bracket plate directly to the building joist via the knockout holes from the outlet box. (Fig. 6)

CAUTION! THE HANGER BRACKET PLATE MUST BE INSTALLED DIRECTLY TO THE BUILDING JOIST USING THE TWO WOOD SCREWS AND WASHERS PROVIDED.

Step 3. Secure hanger bracket to hanger bracket plate using the two hex nuts and washers provided, make sure nuts are securely tighten. (Fig. 7)

Step 4. Loosen the two set screws and remove the hitch pin and lock pin in the top coupling of the motor assembly. (Fig. 8)
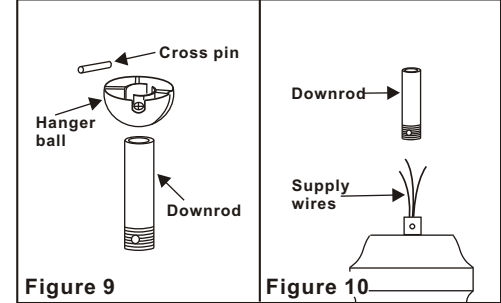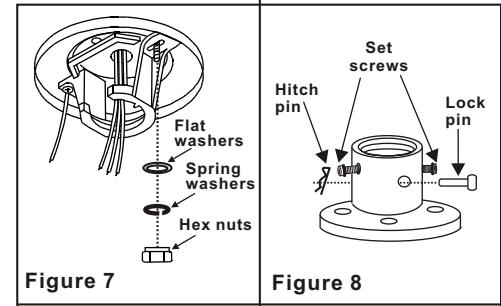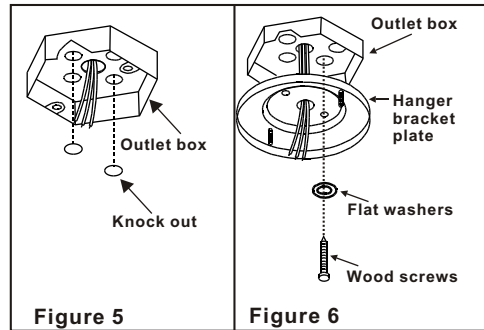
Step 5. Remove hanger ball from downrod assembly by loosening set screw, removing the cross pin, and sliding ball off rod. (Fig.9)

Step 6. Carefully feed fan wires up through the downrod. (Fig. 10) Thread the rod into the coupling. Next line up holes and replace lock pin and hitch pin. Tighten set screws.
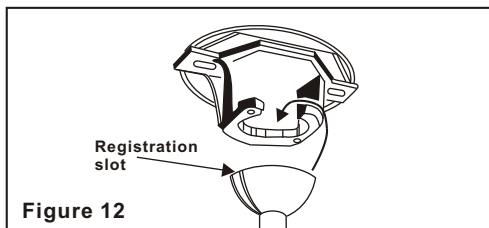
Step 7. Slip coupling cover, decorative scroll, metal cover, canopy cover and canopy onto downrod. (Fig. 11) Carefully reinstall hanger ball onto rod being sure that cross pin is in correct position, set screws are tighten and wires are not twisted.

NOTE: DO NOT INSTALL THE COUPLING COVER OR DECORATIVE SCROLL IF YOU PLAN TO USE THE MINIMUM LENGTH DOWNROD.

Step 8. Now lift motor assembly into position and place hanger ball into hanger bracket. Rotate until the check groove has dropped into the registration slot and seats firmly. (Fig. 12) Rod should not rotate if this is done correctly.

Figure 5

Figure 6

Figure 7

Figure 8

Figure 9

Figure 10

Hanging the Fan 4.

Figure 11

- Hanger ball
- Downrod
- Canopy
- Metal cover
- Canopy cover
- Coupling cover
  *Omit coupling cover and decorative scroll when using the minimum-length downrod. (See section 9.)
- Decorative scroll
- Set screws
- Lock pin
- Hitch pin

- Registration slot

Figure 12

5. *Electrical Connections*
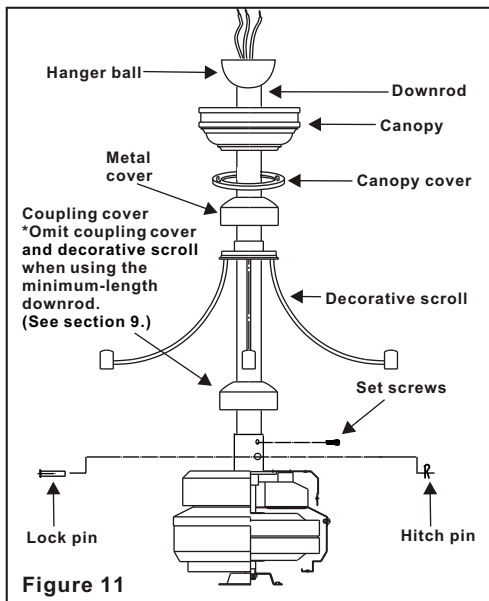
Remember to disconnect the power.
Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose strands or connections.

NOTE: (Fig. 13) The Hand Held Remote or Wall Control units included with your ceiling fan are equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your Receiver and Transmitter units have been preset at the factory, please re-check to make sure the switches on both units are set to the same positions. The frequency settings should be changed only in case of interference or if a second or more remote controlled ceiling fans are installed in the same structure. Any code combination will operate the ceiling fan and light as long as the Receiver and Transmitter units are set to the same codes.
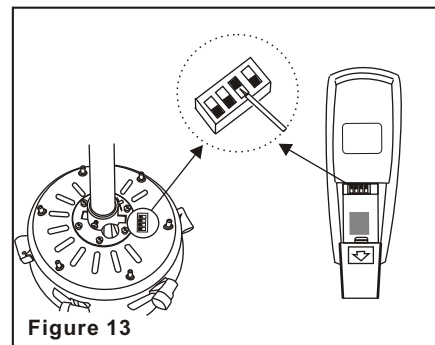
Step 1 Connect the fan supply (black) wire to the black household supply wire as shown in Figure 14.

Step 2. Connect the neutral fan (white) wire to the white neutral household wire.
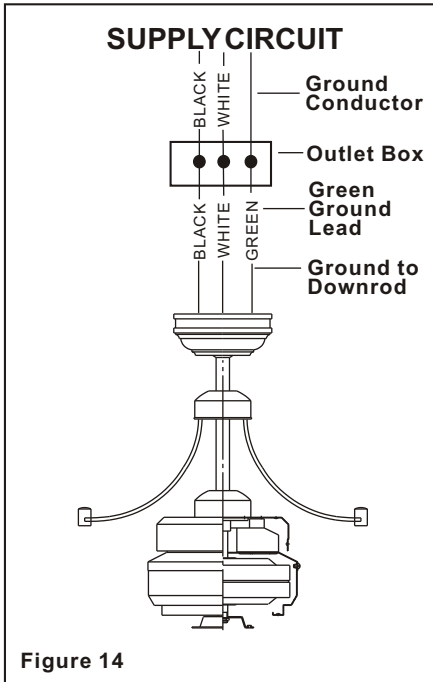
Step 3 Connect the fan ground wire (green) to the household ground wire.

Step 4 Turn the connecting nuts upwards and push the wiring into the outlet box.

**Note:** The transmitter only works within 40 feet from receiver.

Figure 13

SUPPLY CIRCUIT

BLACK
WHITE

Ground Conductor

Outlet Box

BLACK
WHITE
GREEN

Green Ground Lead

Ground to Downrod

Figure 14

6. Finishing the Installation

Step 1. Tuck connections neatly into ceiling outlet box.

Step 2. Slide the canopy up to ceiling and over the two crews on hanger bracket. Rotate canopy clockwise. Next, while holding the canopy with one hand, slide the canopy cover over the screws and rotate clockwise until tight. **Note:** adjust the canopy screws as necessary until the canopy and canopy cover are snug. (Fig. 15)

Outlet box

Hanger bracket

Hanger ball

Canopy

Canopy cover

Figure 15
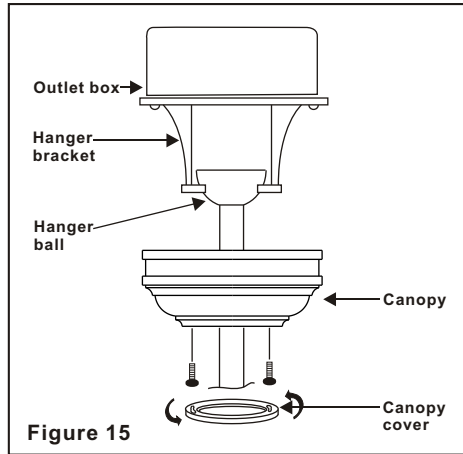
7. Installing the glass housing

Step1. Remove 1 of the 3 screws from the motor housing and loosen the other 2 screws. (Do not remove)

Step 2. Raise glass housing plate and glass housing up against bottom of motor housing, place the key holes from the glass housing plate over the 2 screws previously loosened , turn glass housing plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 16)

Motor housing

Glass housing

Glass housing plate

Screws

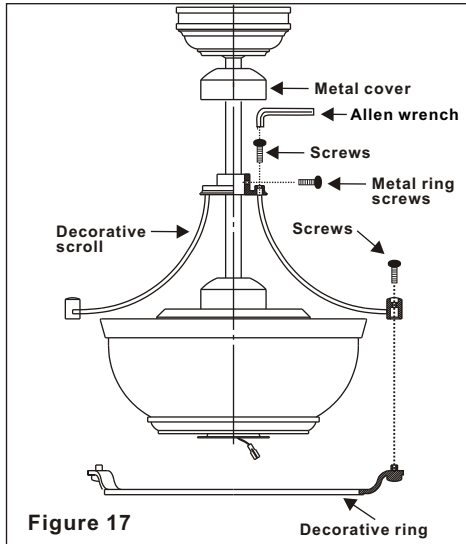**Figure 16**
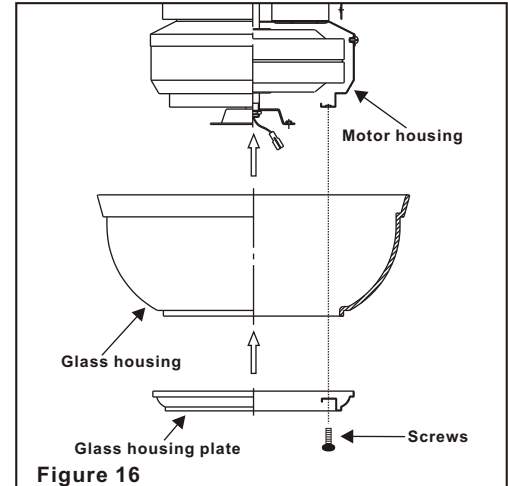
8. Installing the decorative ring

Note: Proceed to section 9. if using the minimum-length downrod.

Step 1. Raise the decorative ring over the glass housing and tighten with the 3 decorative scrolls with the screws attached. (Fig. 17)

Step 2. Tighten 3 screws attached on the top of 3 decorative scrolls securely by using the Allen wrench provided. (Fig. 17)

Step 3. Tighten the metal ring to downrod securely with the 2 metal ring screws attached.

Step 4. Slip the metal cover over the metal ring.

Metal cover

Allen wrench

Screws

Metal ring screws

Decorative scroll

Screws

Figure 17   Decorative ring

9. Installing the minimum-length downrod

Step 1. Place the decorative ring over the the glass housing and secure it in place with the decorative ring nuts and screws as shown in Figure 18.

Screws

Decorative ring nuts

Figure 18   Decorative ring
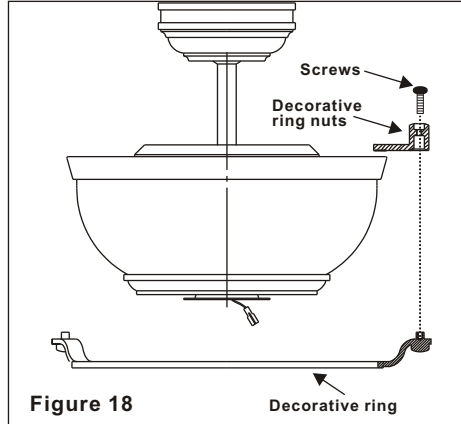
10. Installing the bulb cover

Step 1. Install the 6 x 15W bulbs (provided) into the sockets of the bulb holder assembly. (Fig. 19)

Step 2. Remove the two thumb screws from the top of the motor housing. Place the bulb cover over the two screw holes and secure with the two thumb screws previously removed. (Figure 19)

Thumb screws

Bulb cover

15W bulbs

Figure 19
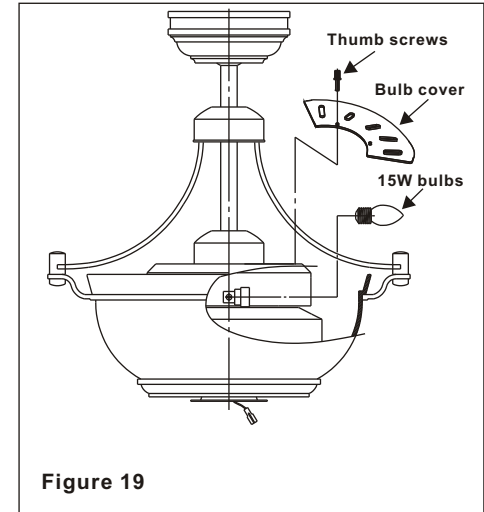
11. Blade installation

Step 1. Attach the fan blades to the blade holders using the screws and fiber washers provided, tighten screws securely. (Fig. 20)

Step 2. Remove rubber stops from motor. Rotate motor so that the screw holes are revealed through the opening on switch cap plate. Align motor holes to blade holders and secure with screws provided, tighten screws securely. (Fig. 20)

Figure 20
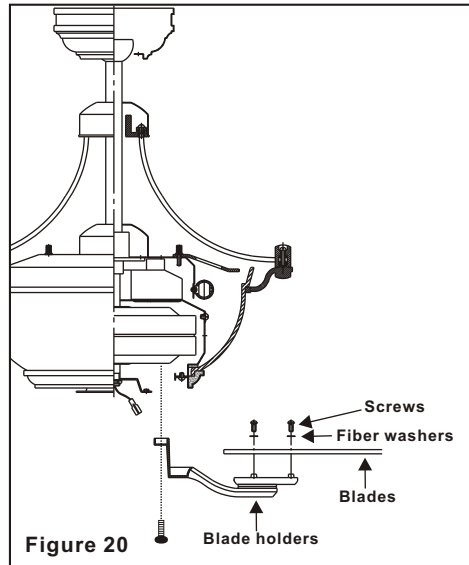
12. Installing the light kit

NOTE: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box.

ATTENTION: The Energy Policy Act of 2005 requires this fan to be equipped with a 190 watt limiting device. If lamping exceeds 190 watts, the ceiling fan's light kit will shut off automatically.

1. Remove 1 of the 3 screws from the mounting ring and loosen the other 2 screws. (Do not remove)

2. Place the key holes on the mounting plate over the 2 screws previously loosened from the mounting ring, turn mounting plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 21)

3. Raise and hold the light kit close to the mounting plate and proceed to do the wire connections. Connect the white wire connectors from the light plate and fan, follow the same procedure with the black wire connectors. (Fig. 21)

4. Carefully push all wires back into the switch housing, then install the light kit onto the mounting plate with 4 screws provided. Be sure to tighten all screws. (Fig. 21)
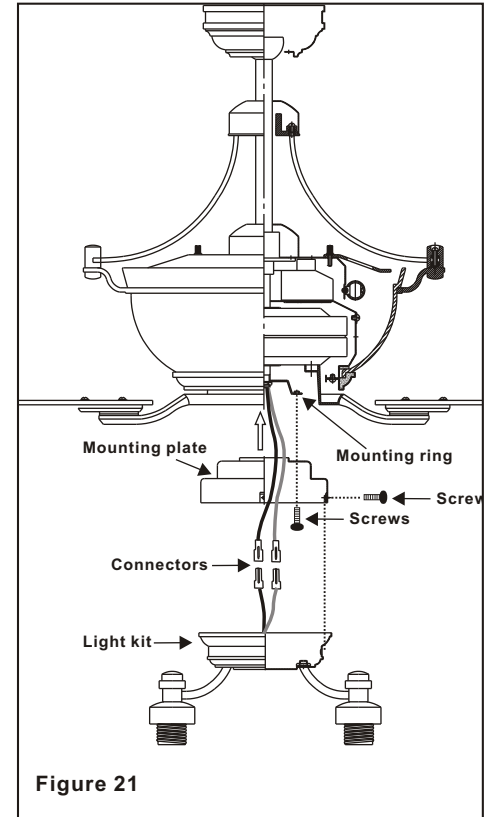

Figure 21

13. Installing the glass shade & light bulbs

Step 1. Remove the socket ring from the socket. Insert the glass into the glass holder and secure to socket with the socket ring previously removed, repeat with remaining glass. (Fig. 22)

Step 2. With the power off, insert the intermediate base bulbs (included) into the light kit sockets. Max. 60 watts.

Step 3. Restore power, your light kit is ready for operation.

Glass shade

Lock ring

Bulbs

Figure 22
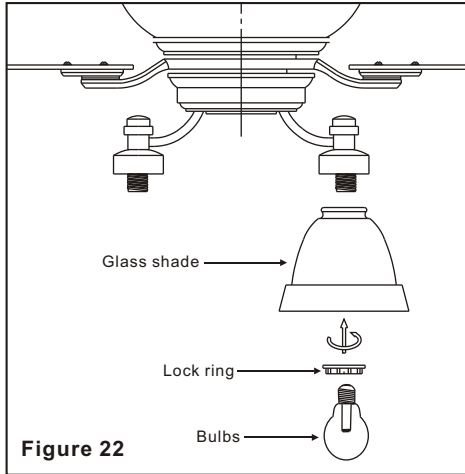
Installing the battery:

Install 9 volt battery (not included), to prevent damage to transmitter, remove the battery if not used for long periods. (Fig. 23)

9 Volt Battery

Figure 23
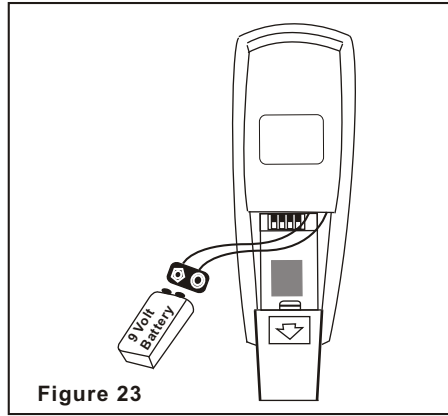
Restore power to ceiling fan and test for proper operation.

1. **"LO. MED, HI"** buttons:
   These three buttons are used to set the fan speed as follows:
   LO=Low speed **MED**= Medium speed
   HI=High speed

2. **"OFF"** button:
   This button turns the fan off.

3. **LIGHT** Button :
   This buttons turn the light ON or OFF and also control the brightness settings of the light. The following instructions apply to ceiling fans that feature a DOWN light (LIGHT button) only or ceiling fans that feature an UP light (button) and a DOWN light (button) that are controlled independent of each other; Press and release the button for the desired light to turn the light ON or OFF. Press and hold the button to set the desired light brightness. The light will cycle between bright and dim settings as long as the button is pressed. The light key has an automatic auto-resume feature that allows the light to remain at the same brightness as the last time it was turned off.

Operating your Transmitter 14.

4. **REV** Button: This button is used to change the direction of the rotation of the blades; forward for warm weather or reverse for warm weather.

Speed settings for warm or cold weather depend on factors such as room size, ceiling height and number of fans.

NOTE: to change the direction of the rotation of the blades the fan must be in operation mode.

Warm Weather (forward) A DOWNWARD airflow creates a cooling effect as shown in Figure 25. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool Weather (Reverse) An UPWARD airflow moves warmer air off the ceiling area as shown in Figure 26. This allows you to set your heating unit on a cooler setting without affecting your comfort.

Figure 25

Figure 26

Figure 24
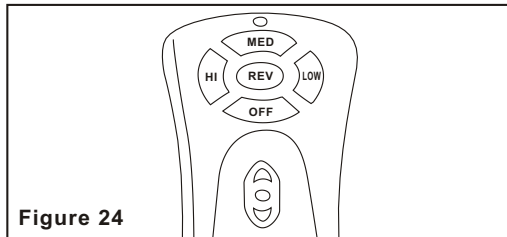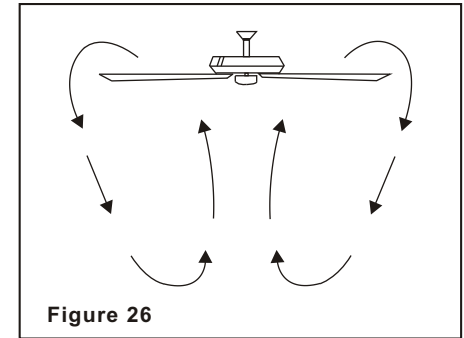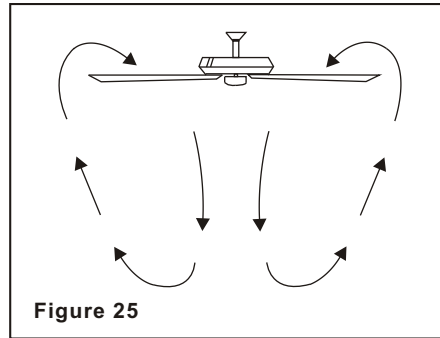
Here are some suggestions to help you maintain your fan

1.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 fan from ceiling.)

2. Clean your fan periodically to help maintain its new appearance over the years. 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. Do not use water when cleaning. This could damage the motor, or the wood, or possibly cause an electrical shock.

3. 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.

4. You can apply a light coat of furniture polish to the wood blades for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.

5. There is no need to oil your fan. The motor has permanently lubricated bearings.

6. All glass should be cleaned using lukewarm soapy water and a soft cloth or sponge.

DO NOT IMMERSE GLASS IN HOT WATER. DO NOT PUT GLASS INTO AN AUTOMATIC DISHWASHER.

WARNING: Make sure the power is off at the electrical panel box Before you attempt any repairs. Refer to the section, "Making Electrical Connections".

For any additional information on your Hampton Bay Ceiling Fan, please write to:

THE HAMPTON BAY FAN & LIGHTING CO.
P. O. Box 395
Norco, CA 92860

Call toll free 1-800-527-0998

15. Care of Your Fan

Problem	Solution
Fan will not start.	1. Check circuit fuses or breakers. 2. Check line wire connections to the fan and switch wire connections in the switch housing. **CAUTION**: Make sure main power is off. 3. Check to make sure the dip switches from the transmitter and receiver are set to the same frequency.
Fan sounds noisy.	1. Make sure all motor housing screws are snug. 2. Make sure the screws that attach the fan blade bracket to the motor hub is tight. 3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. **CAUTION**: Make sure main power is off. 4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time. 5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure. 6. Do not connect the fan with a wall mounted variable speed control (s) 7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.
Remote control malfunction.	1. Do not connect the fan with a wall mounted variable speed control (s). 2. Check to make sure the dip switches from the transmitter and receiver are set to the same frequency.
Lights shut off and will not come back on.	1. This unit is equipped with a wattage limiting device. Lamping in excess of 190 watts will disable your ceiling fan's light kit. To reset your light kit you must turn the power off and re lamp, keeping the wattage under 190 watts. Restore power to your ceiling fan and continue normal operation.
Fan Wobble.	**NOTE:** All blade sets are grouped by weight. Because wood and plastic blades vary in density, the fan may wobble even though blades are matched. 1. Make sure all blade attachment screws are tight. 2. Make sure Outlet box is secured to building structure, if necessary use the wood screws provided to further secure outlet box to joist. 3. Make sure Hanger Bracket is secure to the outlet box, screws are tight. 4. Use the balancing kit provided if the wobble is excessive (follow instructions included with balancing kit)

Troubleshooting 16.

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
52"	**Low**	120	0.25	13	60	1567	16.44 kgs (36.2 lbs)	19.58 kgs (43.12 lbs)	4.08'
	Medium	120	0.45	35	110	2870			
	High	120	0.60	73	165	4310			

These are typical readings. Your actual fan may vary. They do not include Amps and Wattage used by the light kit.

Distributed by
Your Other Warehouse, LLC
12100 Little Cayman Dr.
Baton Rouge, LA 70809

17. Specifications