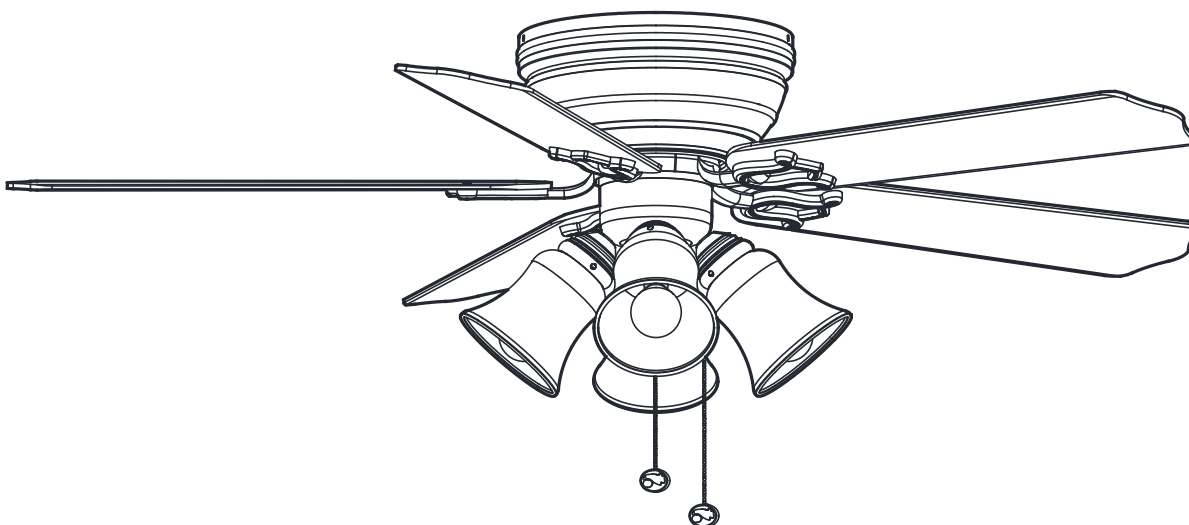




# USE AND CARE GUIDE

## CARRIAGE HOUSE 52-INCH CEILING FAN



Questions, problems, missing parts? Before returning to the store,  
call Hampton Bay Customer Service  
8 a.m. - 7 p.m., EST, Monday - Friday, 9 a.m. - 6 p.m., EST, Saturday

1-855-HD-HAMPTON

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To view an instructional video on how to install this product:

1. Go to [www.homedepot.com](http://www.homedepot.com) and enter either the Item or Model number, found in the top right corner of the cover of this instruction manual, in the search field.
2. Click on your product from the list of search results and click on the video link in the "Product Overview" section.

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



**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 screws provided with the outlet box.



**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.



**CAUTION:** To reduce the risk of personal injury, use only the screws provided with the outlet box.



**CAUTION:** To avoid personal injury or damage to the fan and other items, use caution when working around or cleaning the fan.

# 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 or misuse or 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](http://www.HamptonBay.com).

# Pre-Installation

## SPECIFICATIONS

Size	Speed	Volts	Amps	Watts	RPM	CFM	Net Weight	Gross Weight	Cu. Ft.
52 in.	Low	120	0.25	15	70	1883	20.72 lbs. (9.4 kg)	23.58 lbs. (10.7 kg)	1.83 cu. ft.
	Medium		0.38	32	115	2848			
	High		0.54	62	170	4072			



**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



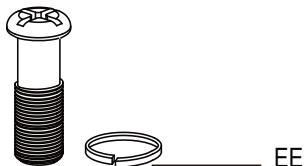
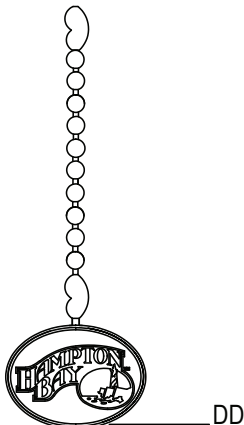
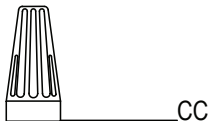
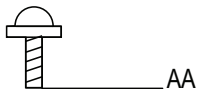
Step ladder

# Pre-Installation (continued)

## HARDWARE INCLUDED



NOTE: Hardware not shown to actual size.

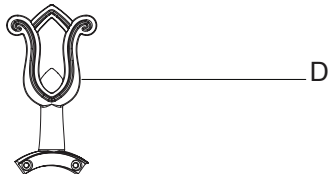
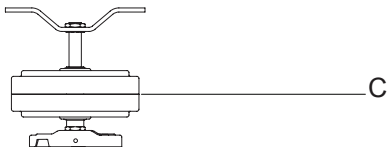
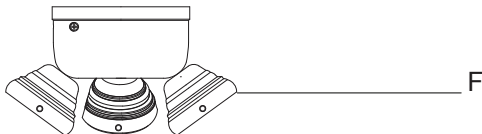
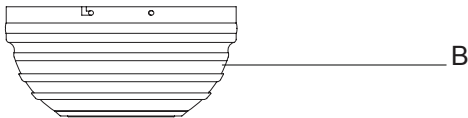
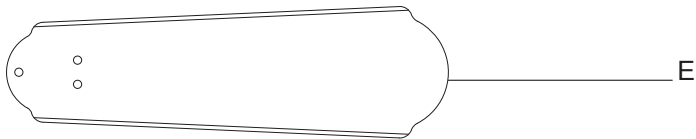
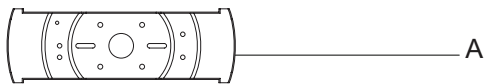


Part	Description	Quantity
AA	Blade attachment screw	16
BB	Locknut	3
CC	Plastic wire connector	3

Part	Description	Quantity
DD	Pull chain	2
EE	Extra blade bracket hardware (screw and lockwasher)	1

# Pre-Installation (continued)

## PACKAGE CONTENTS



Part	Description	Quantity
A	Mounting plate	1
B	Motor housing	1
C	Fan-motor assembly	1
D	Blade bracket (flange), screws pre-installed	5

Part	Description	Quantity
E	Blade	5
F	Light kit fitter assembly	1
G	Glass shade	4
H	LED bulbs (9.5-Watt maximum)	4



**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

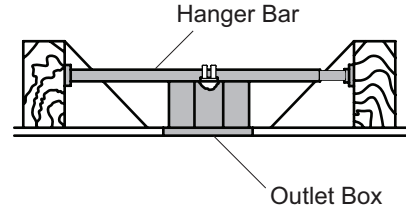
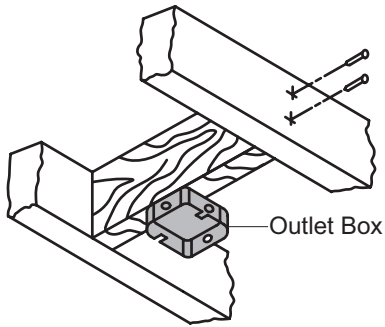


**WARNING:** To reduce the risk of fire, electric shock or personal injury, mount to outlet box marked “Acceptable for fan support of 35 lbs. (15.9 kg) or less”, and use screws provided with the outlet box. An outlet box commonly used for the support of lighting fixtures may not be acceptable for fan 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 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.” Do not use a plastic outlet box.

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



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).

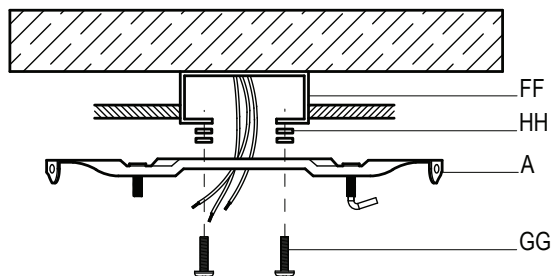
# Assembly - Hanging the Fan

## 1 Attaching the fan to the electrical box



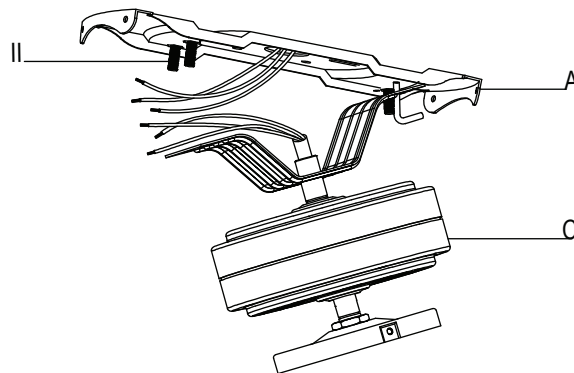
**NOTE:** For better fan performance, make sure the mounting plate is level. Additional washers (HH) (not included) may be needed to insert between the outlet box and mounting plate.

- Turn the power off.
- Securely attach the mounting plate (A) to the outlet box (FF) using the two screws (GG) supplied with the outlet box (FF). Pull the 120-volt supply wires (the black, white and ground wires) out of the outlet box (FF) and through the hole in the mounting plate (A) and lay them to the side.

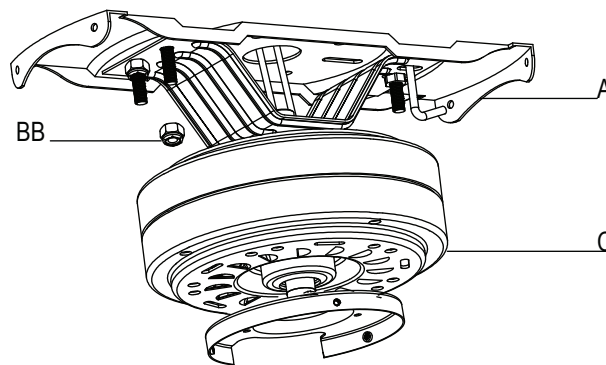


## 2 Hanging the fan-motor assembly

- Carefully lift the fan-motor assembly (C) and engage the slot in the motor bracket on the top of the fan-motor assembly (C) with the hook on the mounting plate (A) so that it is securely suspended. Then connect the wiring to your fan according to step 3 "Making the Electrical Connections".



- Once wiring is completed, lift the motor bracket on the top of the fan-motor assembly (C) so that the threaded studs (II) on the mounting plate (A) protrude through the slot in the motor bracket. Securely tighten the three locknuts (BB) onto the threaded studs (II), then try to shake the fan-motor assembly (C) to ensure that the assembly is tight.



# Assembly - Hanging the Fan (continued)

## 3 Making the electrical connection

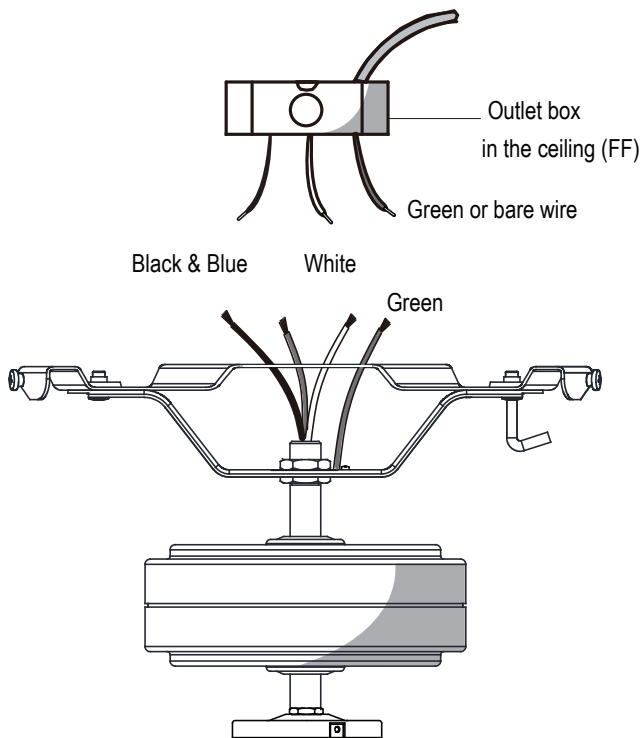


**WARNING:** Each wire nut supplied with this fan is designed to accept up to one 12-gauge house wire and two wires from the fan. If you have larger than 12-gauge house wiring or more than one house wire to connect to the fan wiring, consult an electrician for the proper size wire nuts to use.



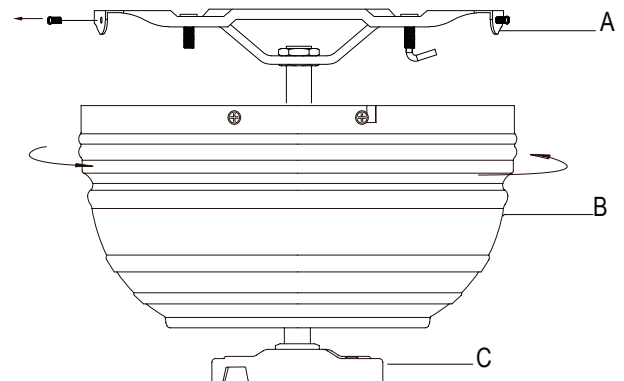
**IMPORTANT:** Use the plastic wire connectors (CC) supplied with your fan. Secure the connectors with electrical tape and ensure there are no loose strands or connections.

- Connect the fan motor green wires to the household green or bare wire using a wire connecting nut (CC).
- Connect the fan motor white wire to the household white wire using a wire connecting nut (CC).
- Connect the fan motor black and blue wires to the household black wire using a wire connecting nut (CC).
- Secure each wire connecting nut (CC) using electrical tape.
- Turn the wire connecting nut (CC) upward and push the wiring into the outlet box (FF).



## 4 Completing the fan assembly

- Remove the two screws on two diagonal sides from the top of the mounting plate (A) and loosen the other two screws.
- Align the two key slots on the top of the motor housing (B) with the two screws on the mounting plate (A). Push the motor housing (B) up and turn it clockwise to lock in the mounting plate (A). Tighten the two screws.
- Install the two screws that were removed at the beginning of this step into the remaining two holes and tighten the four screws firmly.





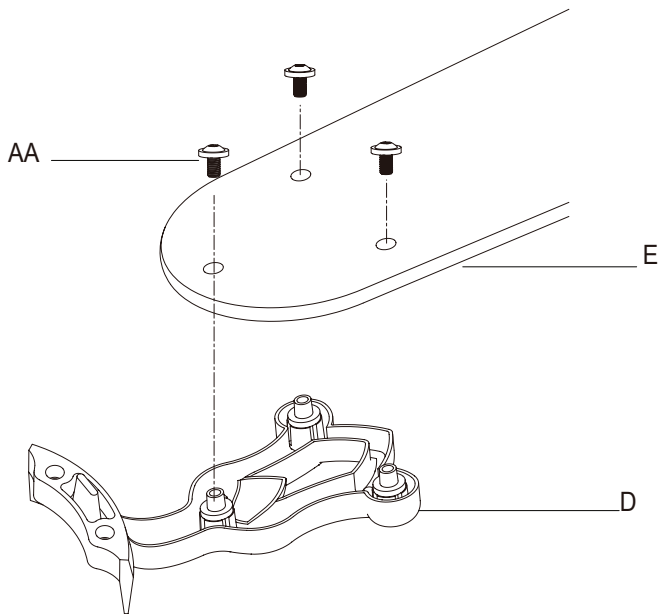
# Assembly - Attaching the Fan Blades and Brackets

## 5 Attaching the blades to the blade brackets



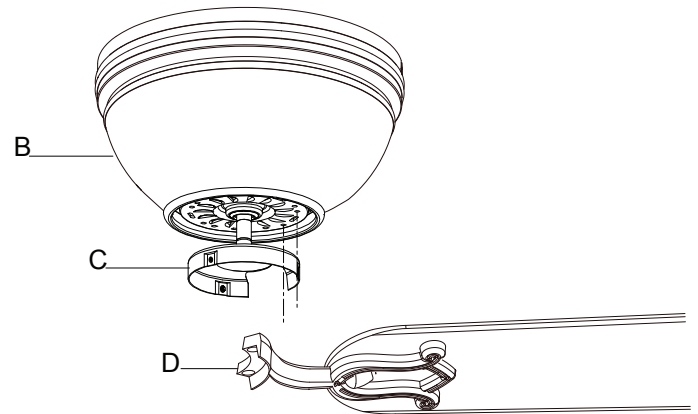
**NOTE:** Your fan blades are reversible. Select the blade side finish which best accentuates your decor.

- Attach a blade (E) to a blade bracket (D) by inserting the blade attachment screws (AA) into the holes in the blade (E) and through the blade bracket. The rubber washers are preattached to the blade bracket.
- Tighten each screw securely.
- Repeat these steps for each blade (E) and blade bracket (D).



## 6 Fastening the blade assemblies to the motor

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



# Assembly - Attaching the Light Kit Fitter Assembly

## 7 Attaching the light kit fitter assembly

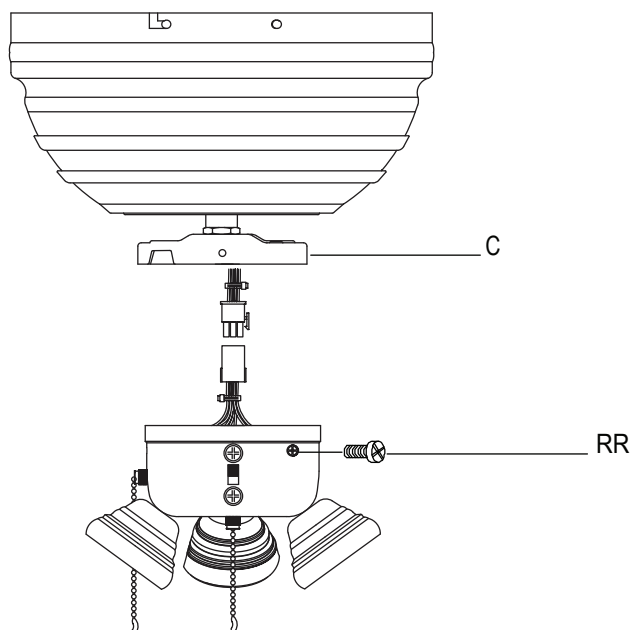


**IMPORTANT:** It is critical to attach the light kit using the quick connector. The fan will not operate unless the light kit is connected to the fan.



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

- Remove the three screws (RR) on the black bracket below the fan-motor assembly (C).
- Connect the wires from the light kit fitter assembly (F) to the wires from the black bracket below the fan-motor assembly (C) by connecting the molded adaptor plugs together.
- Carefully tuck all wires and splices in the switch cup.
- Position the switch cup of the light kit fitter assembly (F) on the black bracket below the fan-motor assembly (C) and align the three holes in the black bracket.
- Re-install the three screws removed at the beginning of this step to secure the light kit fitter assembly (F).



## 8 Installing the glass shades and bulbs

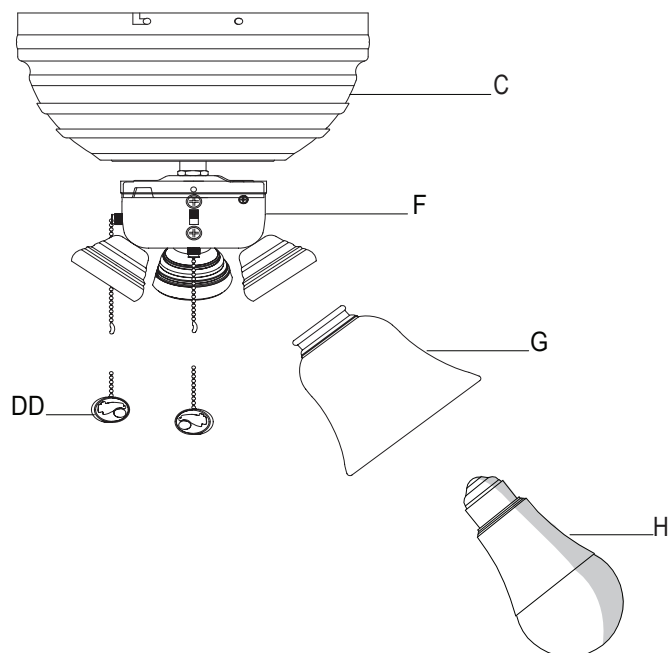


**WARNING:** Allow the glass shades to cool completely before removing.



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

- Loosen, but do not remove, the three knurled screws on the glass shade holder.
- Slide the glass shade (G) into the glass shade holder, then finger tighten the knurled screws until the three screws touch the glass shade (G) and hold it in place.
- With the power off, screw the light bulbs (H) into the light sockets, Max. 9.5W.
- Attach the pull chain extensions (DD) to the light pull chain and the fan pull chain.



# Operation

Turn on the power and check the operation of the fan. The pull chain controls the fan speeds 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.

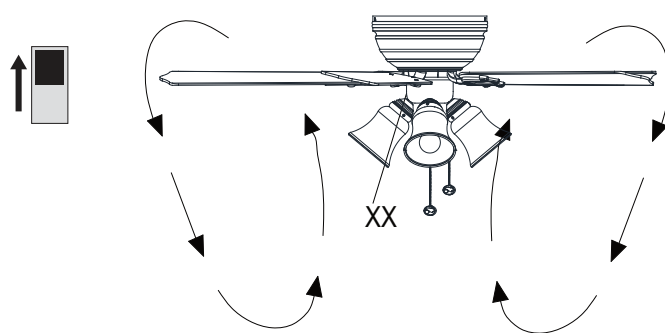
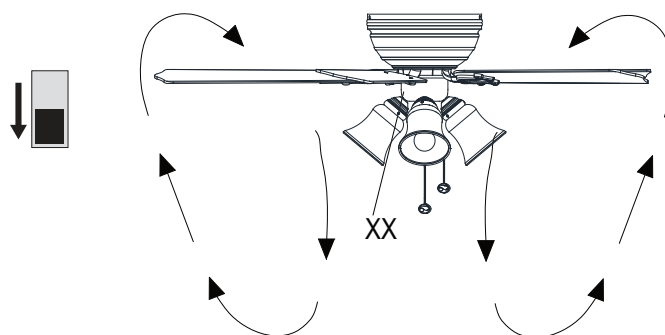
The slide switch (XX) controls the direction of the blades: forward (switch down) or reverse (switch up).



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

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

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



# 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"><li><input type="checkbox"/> Check the main and branch circuit fuses or breakers.</li><li><input type="checkbox"/> Check the line wire connections to the fan and switch wire connections in the switch housing.</li></ul>
The fan is noisy.	<ul style="list-style-type: none"><li><input type="checkbox"/> Ensure all motor housing screws are snug.</li><li><input type="checkbox"/> Ensure the screws that attach the fan blade bracket to the motor hub are tight.</li><li><input type="checkbox"/> Ensure the wire nut connections are not rattling against each other or the interior wall of the switch housing.</li><li><input type="checkbox"/> Allow a 24-hour "breaking in" period. Most noises associated with a new fan disappear during this time.</li><li><input type="checkbox"/> Ensure your outlet box is secure and rubber isolator pads were used between the mounting plate and outlet box.</li></ul>
The fan wobbles.	<ul style="list-style-type: none"><li><input type="checkbox"/> Check that all blade and blade arm screws are secure.</li><li><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 the blade to the point on the ceiling. Rotate the fan until the next blade is positioned for measurement, and measure from the same point on each blade to the ceiling. Repeat for each blade. Any measurement deviation should be within 1/8 in. Run the fan for ten minutes.</li></ul>



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Retain this manual for future use.