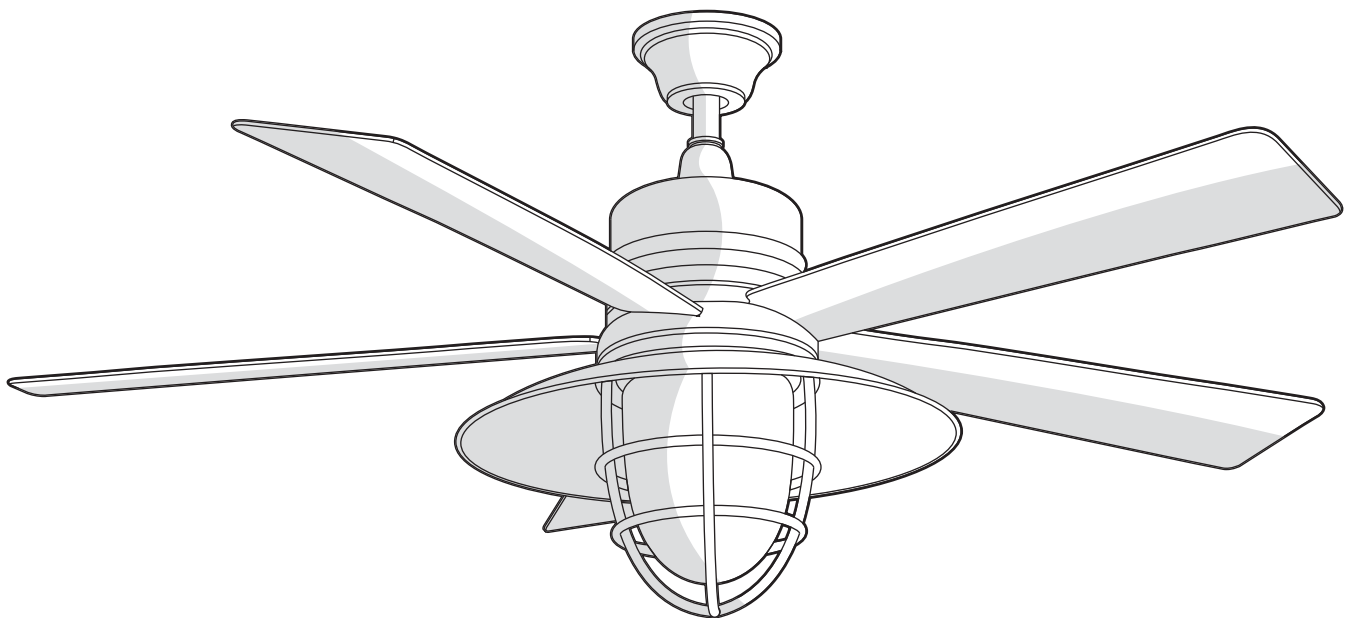


USE AND CARE GUIDE

GRAYTON 54 IN. CEILING FAN



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

1-800-986-3460

HOMEDEPOT.COM/HOMEDECORATORS

THANK YOU

We appreciate the trust and confidence you have placed in Home Decorators Collection 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 Home Decorators Collection!

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Safety Information

1. To reduce the risk of electric shock, ensure electricity has been turned off at the circuit breaker or fuse box before beginning.
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 a minimum of 35 lbs. Use only UL-listed outlet boxes marked “FOR FAN SUPPORT.”
4. The fan must be mounted with a minimum of 7 ft. clearance from the trailing edge of the blades to the floor.
5. Avoid placing objects in the path of the blades.
6. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
7. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.
8. 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 and ungrounded conductor on the other side of the outlet box.
9. All setscrews must be checked and retightened where necessary before installation.



WARNING: To reduce the risk of electrical shock or fire, do not use this fan with any solid-state fan speed control device. It will permanently damage the electronic circuitry.



WARNING: To reduce the risk of personal injury, do not bend the blade arms (also referred to as flanges), when installing the brackets, balancing the blades or cleaning the fan.



WARNING: Do not insert foreign objects between rotating fan blades.



WARNING: To reduce the risk of fire, electric shock or personal injury, mount the fan to the outlet box marked acceptable for fan support with the screws provided with the outlet box.



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

Warranty

We warrant the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a period of lifetime after the date of purchase by the original purchaser. We also warrant 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 two years 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. We hereby disclaim 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. 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 1-800-986-3460 or visit www.HOMEDEPOT.COM/HOMEDECORATORS

Pre-Installation

SPECIFICATIONS

Fan size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
54 in.	Low	120	0.32	15.79	73	2325	12.28 kg (27.02 lb)	13.96 kg (30.71 lb)	3.097 cu. ft.
	Medium		0.41	29.24	106	3412			
	High		0.51	60.35	160	5320			



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



TOOLS REQUIRED

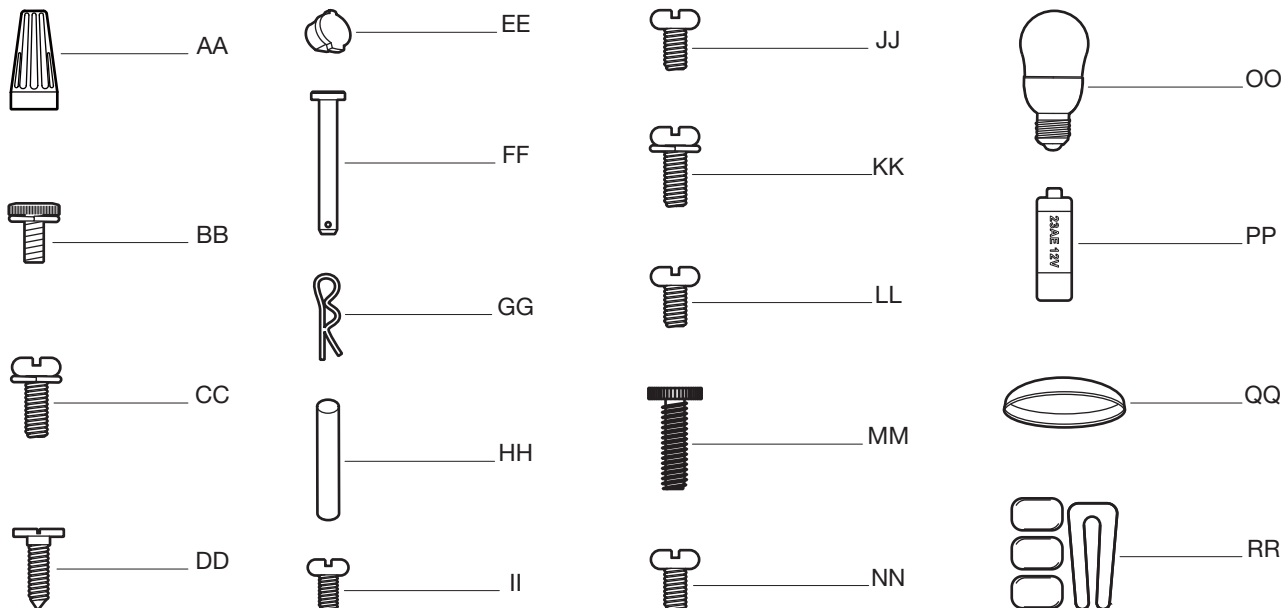


Pre-Installation (continued)

HARDWARE INCLUDED



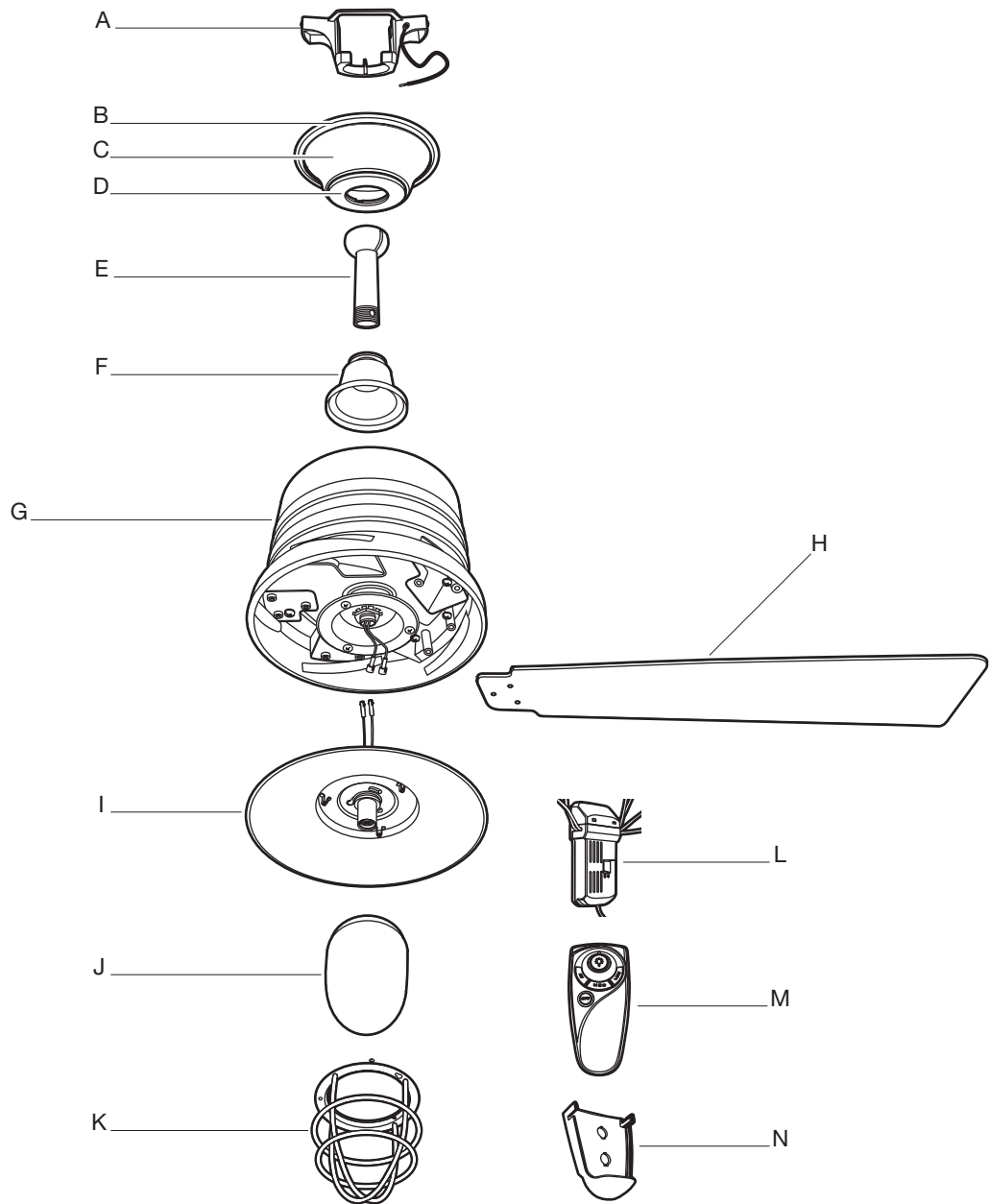
NOTE: Hardware shown to actual size unless noted otherwise in the table below.



Part	Description	Quantity
AA	Plastic wire nut	9
BB	Canopy mounting bracket screw with lock washer (preassembled)	4
CC	Blade attachment screw and rubber washer	16
DD	Remote control holder mounting screw	2
EE	Remote control holder plug (preassembled)	2
FF	Clevis pin (preassembled)	1
GG	Cotter pin (preassembled)	1
HH	Cross pin (preassembled)	1
II	Setscrew (preassembled)	1
JJ	Collar setscrew (preassembled)	2
KK	Collar mounting screw with lock washer (preassembled)	6
LL	Light kit mounting screw (preassembled)	3
MM	Glass thumbscrew (preassembled)	4
NN	Glass frame screw (preassembled)	3
OO	14 Watt medium base bulb (not to scale)	1
PP	12V MN21/A23 battery (not to scale)	1
QQ	Downrod rubber cover (not to scale)	1
RR	Balance kit (not to scale)	1

Pre-Installation (continued)

PACKAGE CONTENTS



Part	Description	Quantity
A	Mounting bracket (preassembled)	1
B	Canopy ring (preassembled)	1
C	Canopy	1
D	Canopy bottom cover (preassembled)	1
E	Hanger ball/downrod assembly	1
F	Coupling cover	1
G	Fan motor assembly	1

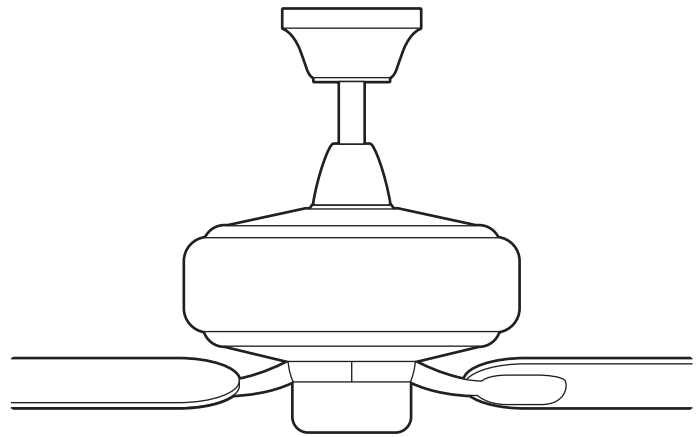
Part	Description	Quantity
H	Blade	5
I	Light kit	1
J	Glass shade	1
K	Glass frame	1
L	Receiver	1
M	Remote control	1
N	Remote control holder	1

DUAL MOUNTING INSTRUCTIONS

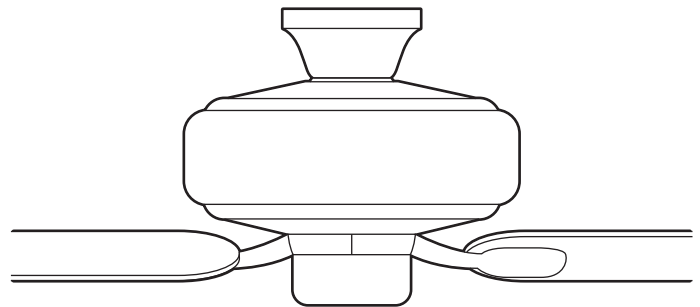
This ceiling fan is supplied with two types of hanging assemblies: the standard ceiling installation using the downrod with ball and socket mounting, and the "close-to-ceiling" mounting. The "close-to-ceiling" mounting is recommended in rooms with less than 8 ft. ceilings or in areas where additional space is desired from the floor to the fan blades.

When using the standard downrod installation, the distance from the ceiling to the bottom of the fan blades will be approximately 12 in. The "close-to-ceiling" installation reduces the distance from the ceiling to the bottom of the fan blades to approximately 9 in.

Once you have decided which ceiling installation you will use, refer to the corresponding sections and procedures during the assembly period. Where necessary, each section of the instructions will note the different procedures to follow for the two types of installation.



Standard Ceiling Mounting



Close-to-Ceiling Mounting

Installation

MOUNTING OPTIONS



WARNING: To reduce the risk of fire, electric shock, or personal injury, mount the fan to an outlet box marked acceptable for fan support using 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.

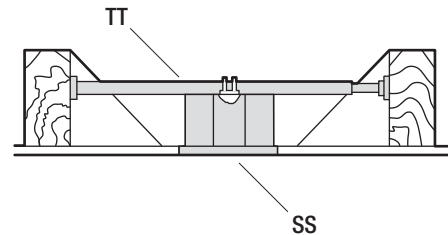
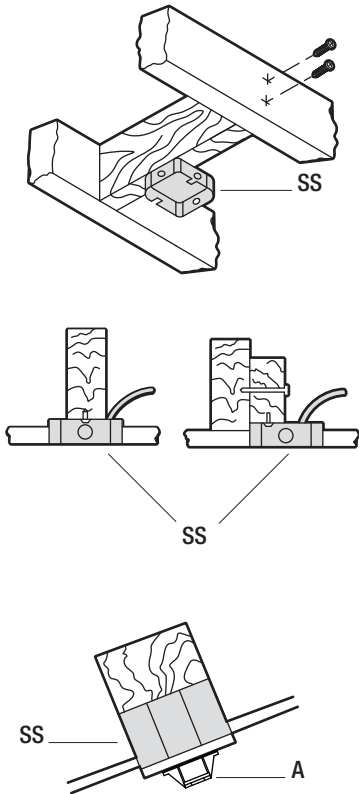


NOTE: You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. The maximum angle allowable is 18° away from horizontal. If the canopy (C) touches the hanger ball/downrod assembly (E), then remove the decorative canopy bottom cover (D) and turn the canopy (C) 180° before attaching the canopy (C) to the mounting bracket (A).

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 (SS) (not included) directly to the building structure. Use appropriate fasteners and materials (not included). 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 (SS) (not included).

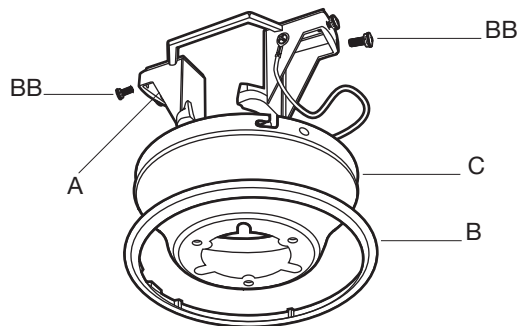


To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar (TT) (not included) as shown above.

Assembly — Standard Ceiling Mounting

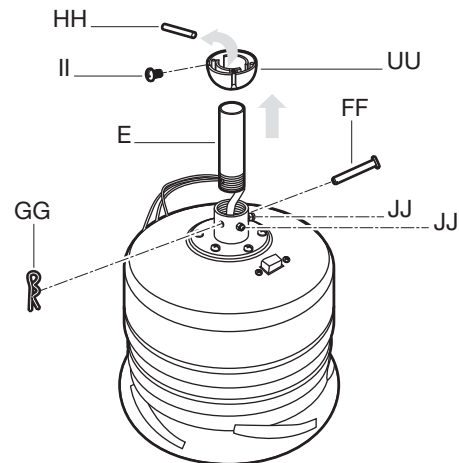
1 Preparing the canopy

- Remove the canopy ring (B) from the canopy (C).
- Remove the two non-slotted mounting bracket screws (BB) from the canopy (C), and loosen the slotted mounting bracket screws (BB) on the canopy (C).
- Remove the canopy (C) from the mounting bracket (A) by turning the canopy (C) counterclockwise.



2 Preparing the motor

- Remove the clevis pin (FF) and cotter pin (GG), and loosen the two collar setscrews (JJ) from the motor collar.
- Take out the setscrew (II) located in the hanger ball (UU), lower the hanger ball (UU) and remove the cross pin (HH). Remove the hanger ball (UU) from the hanger ball/downrod assembly (E).



3 Assembling the fan



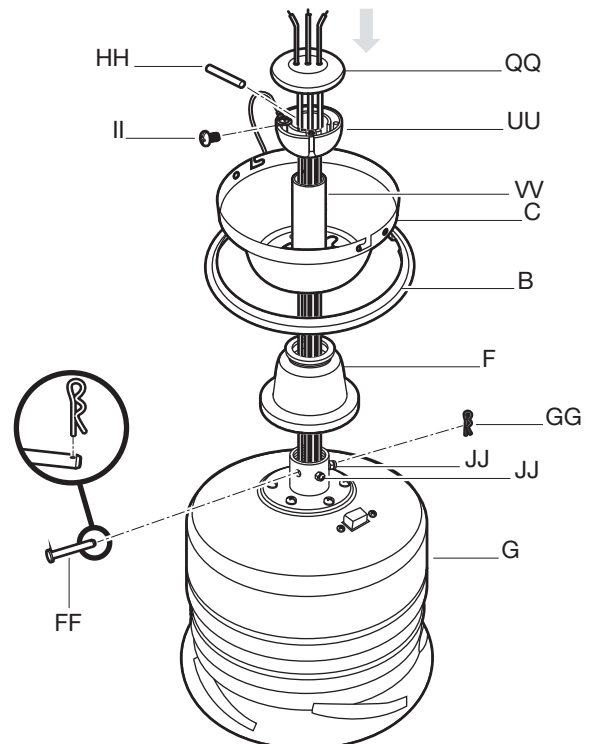
WARNING: Failure to properly install the cotter pin (GG) could result in the fan loosening and possibly falling.



NOTE: If a longer downrod (not included) is needed, take out the screw located in the hanger ball (UU), lower the hanger ball (UU) and remove the pin (HH). Remove all three pieces from the downrod and assemble them onto the new longer downrod before proceeding to the downrod installation.

- Carefully feed the motor wires up through the downrod (VV). Thread the downrod (VV) into the collar.
- Align the holes and replace the cotter pin (GG) and clevis pin (FF). Tighten the two collar setscrews (JJ).
- Slip the coupling cover (F), canopy ring (B), and canopy (C) onto the downrod (VV).
- Carefully reinstall the hanger ball (UU) onto the downrod (VV), being sure that the cross pin (HH) is in the correct position, the setscrew (II) is tightened and wires are not twisted.

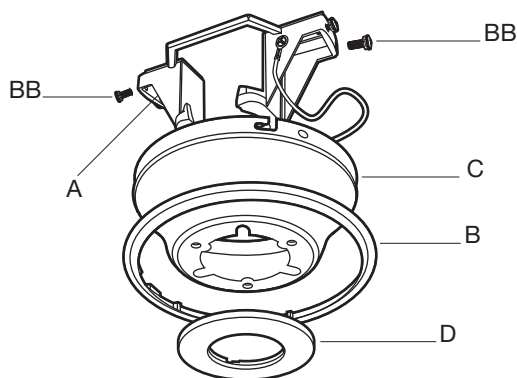
- Place downrod rubber cover (QQ) onto the hanger ball (UU).



Assembly — Close-to-Ceiling Mounting

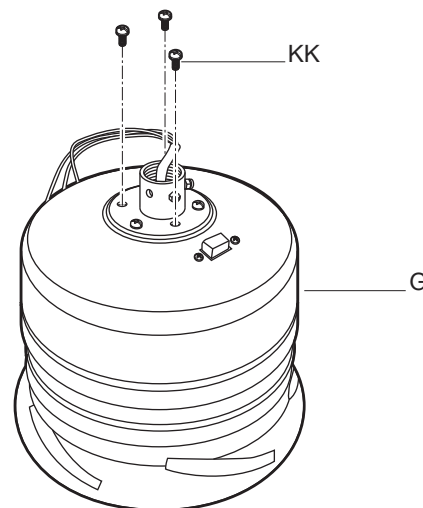
1 Preparing the canopy

- Remove the canopy ring (B) from the canopy (C).
- Remove the mounting bracket (A) from the canopy (C) by loosening the four canopy mounting bracket screws (BB) on the top of the canopy (C). Remove the two non-slotted canopy mounting bracket screws (BB) and loosen the slotted canopy mounting bracket screws (BB).
- Remove the canopy bottom cover (D) from the canopy (C).



2 Preparing the motor

- Remove three of the six collar mounting screws with lock washers (KK) (every other one) from the collar on top of the fan motor assembly (G).

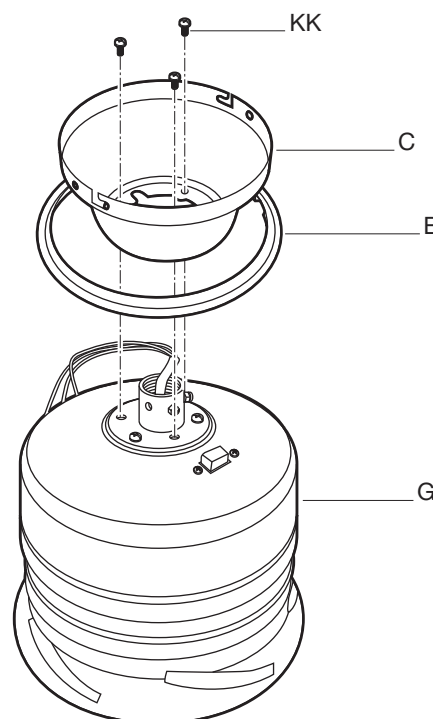


3 Assembling the fan



WARNING: Failure to completely tighten the three collar mounting screws (KK) could result in the fan becoming loose and possibly falling.

- Make sure the slot openings of the canopy ring (B) are on top, and then proceed to place the canopy ring (B) and canopy (C) over the collar at the top of the fan motor assembly (G).
- Align the mounting holes in the bottom of the canopy (C) with the holes in the top of the fan motor assembly (G). Fasten using the three collar mounting screws with lock washers (KK) previously removed.
- Tighten the collar mounting screws (KK) securely.



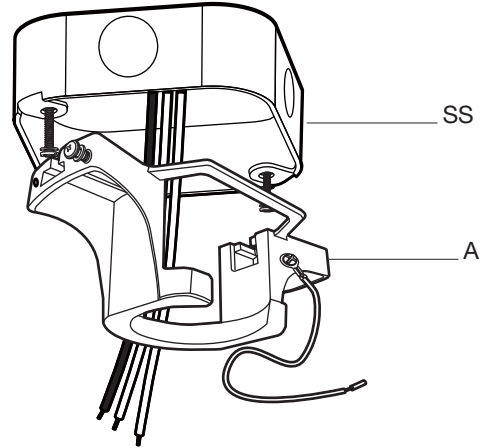
Assembly — Hanging the Fan

4 Attaching the fan to the electrical box



WARNING: To reduce the risk of fire, electric shock or other personal injury, mount the fan only to an outlet box or supporting system marked acceptable for fan support and use the mounting screws provided with the outlet box.

- Pass the 120-volt supply wires through the center hole in the mounting bracket (A).
- Attach the mounting bracket (A) on the outlet box (SS) by sliding the mounting bracket (A) over the screws provided with the outlet box. When using “close-to-ceiling” mounting, it is important that the mounting bracket (A) be level. If necessary, use leveling washers (not included) between the mounting bracket (A) and the outlet box (SS). Note that the flat side of the mounting bracket (A) is toward the outlet box (SS).
- Securely tighten the two mounting screws.

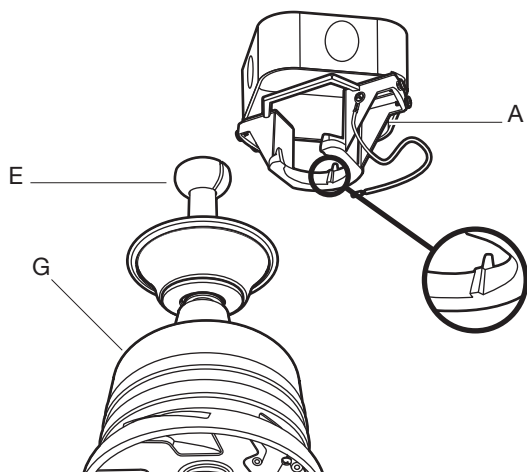


5a Hanging instructions for standard mounting



WARNING: The tab in the ring must rest in the groove of the hanger ball (E). Failure to properly seat the tab in the groove could cause damage to the wiring.

- Carefully lift the fan motor assembly (G) up to the mounting bracket (A) and seat the hanger ball (E) in the mounting bracket (A) socket. Make sure the tab on the mounting bracket (A) socket is properly seated in the groove in the hanger ball (E). This will help to balance the ceiling fan.

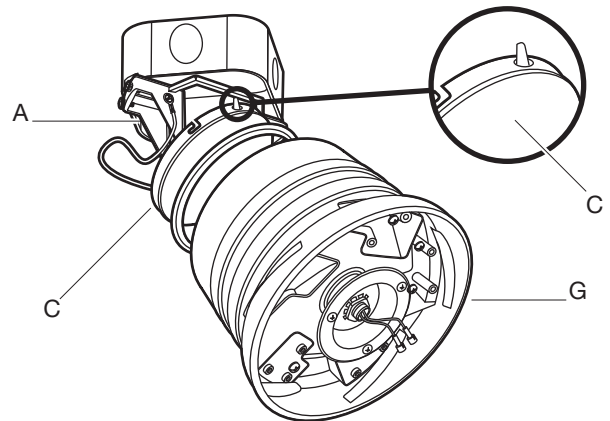


5b Hanging instructions for close-to-ceiling mounting



WARNING: The hook is only to hold the fan while attaching wiring. Failure to hang as instructed may result in the tab breaking causing the fan to fall. The hook must pass from the inside to the outside of the canopy.

- Carefully lift the fan motor assembly (G) up to the mounting bracket (A) and hang the fan on the hook provided using one of the holes at the outer rim of the canopy (C).



Assembly — Hanging the Fan (continued)

6 Preparing the receiver and remote control



WARNING: To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.



CAUTION: The frequency switches on the receiving unit are covered with a rubber cover. Remove the rubber cover, and then replace it after making any changes to the frequency switches.

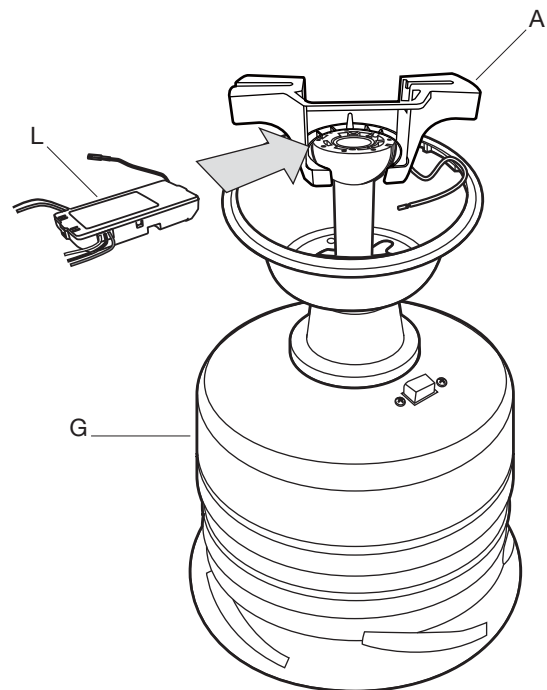
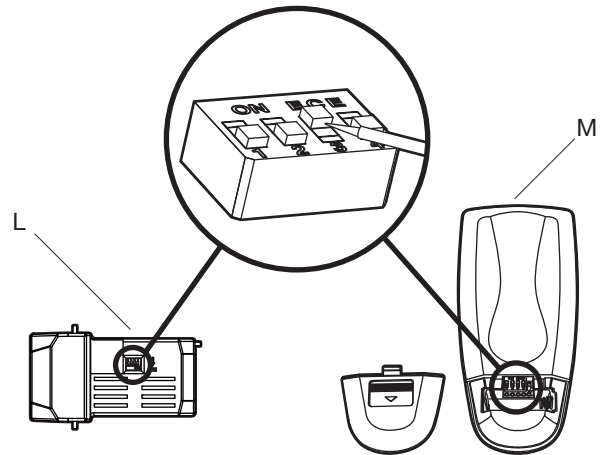


CAUTION: Do not use with a wall light dimmer switch.

If you feel you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

This remote control unit is equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your receiver (L) and remote control (M) have been preset at the factory. Please recheck to make sure the switches on the remote control (M) and the receiver (L) are set to the same position. Any combination of settings will operate the fan as long as the switches in the remote control (M) and receiver (L) are set to the same position.

- After checking the switches, insert the receiver (L) into the mounting bracket (A) with the flat side of the receiver (L) facing the ceiling.



Assembly – Hanging the Fan (continued)

7 Making the electrical connections



WARNING: Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire nuts, except for the ground wire.



CAUTION: Do not use with a wall light dimmer switch.



NOTE: The fan must be installed at a maximum distance of 20 ft. from the remote control for proper signal transmission between the remote control and the fan's receiving unit.

Follow the steps below to connect the fan to your household wiring. Use the plastic wire nuts (AA) with your fan. Secure the plastic wire nuts (AA) with electrical tape. Make sure there are no loose strands or connections.

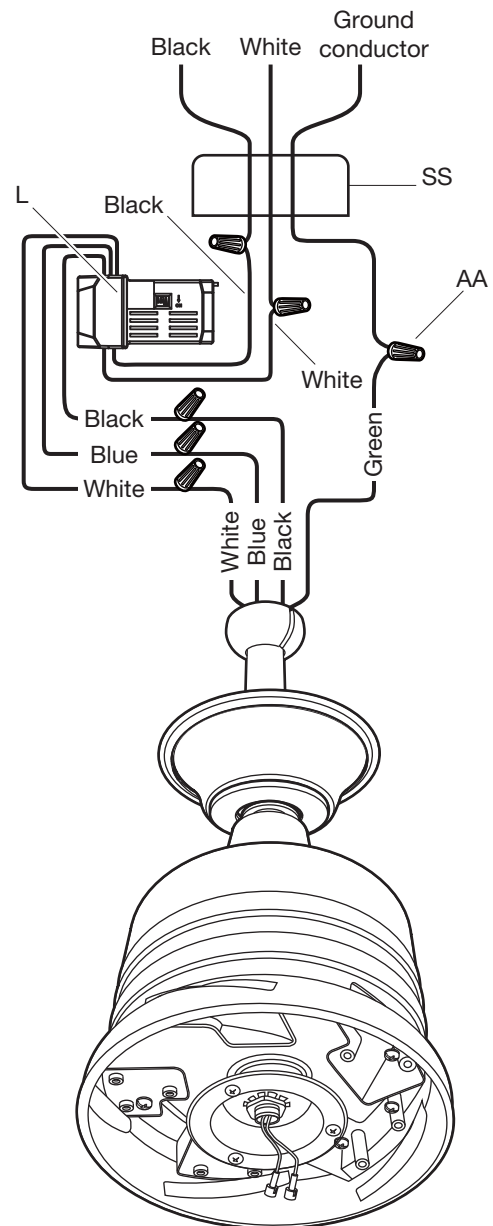
Motor to receiver electrical connections:

- Connect the black wire from the fan to the black wire marked "TO MOTOR L" from the receiver (L).
- Connect the white wire from the fan to the white wire marked "TO MOTOR N" from the receiver (L).
- Connect the blue wire from the fan to the blue wire marked "For Light" from the receiver (L).

Receiver to house supply wires electrical connections:

- Connect the black (hot) wire from the ceiling to the black wire marked "AC in L" from the receiver (L).
- Connect the white (neutral) wire from the ceiling to the white wire marked "AC in N" from the receiver (L).

- If your outlet box (SS) has a ground wire (green or bare copper) connect it to the fan ground wires; otherwise connect the hanger ball/downrod assembly (E) ground wire to the mounting bracket (A).
- Secure each wire connection with a plastic wire nut (AA) provided with the electrical hardware.
- After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box (SS) and the black and blue wires are on the other side. Carefully tuck the wire connections up into the outlet box (SS).



Assembly — Hanging the Fan (continued)

8a Standard ceiling mounting

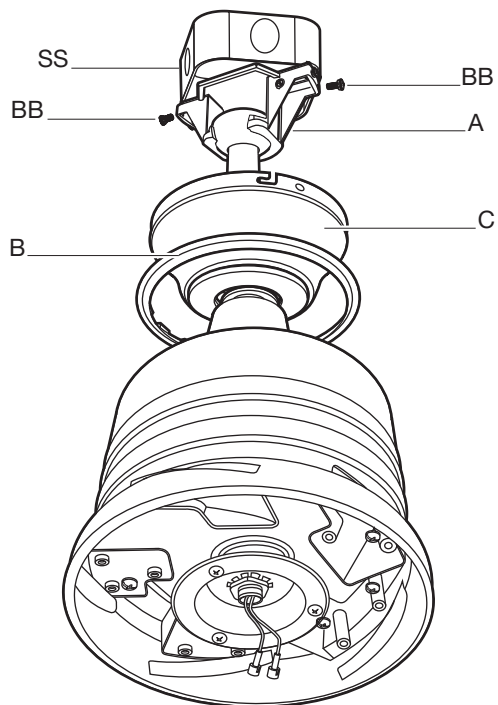


WARNING: Make sure the tab on the mounting bracket (A) properly sits in the groove in the hanger ball (E) before attaching the canopy (C) to the mounting bracket (A) by turning the canopy (C) until it drops into place.



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

- Slide the canopy (C) up to the ceiling. Make sure you have placed the wires safely into the outlet box (SS).
- Secure the canopy (C) to the mounting bracket (A) with the four canopy mounting bracket screws and lock washers (BB) included with your fan.
- Slide the canopy ring (B) over the canopy (C) and tighten by turning the ring (B).

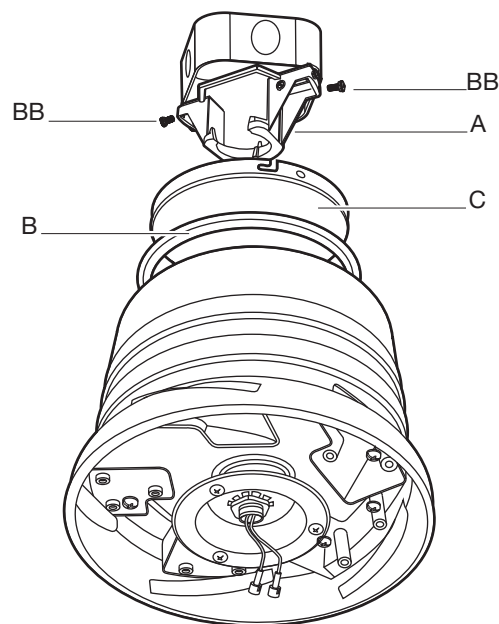


8b Close-to-ceiling mounting



WARNING: Locking slots of the canopy (C) are provided only as an aid to mounting. Do not leave the fan assembly unattended until all four canopy screws (BB) are engaged and firmly tightened.

- Remove the fan from the hook on the mounting bracket (A).
- Secure the canopy (C) to the mounting bracket (A) with the four mounting bracket screws with lock washers (BB) provided.
- Slide the canopy ring (B) over the canopy (C) and tighten by turning the ring (B).



Assembly — Attaching the Fan Blades

9 Attaching the Fan Blades

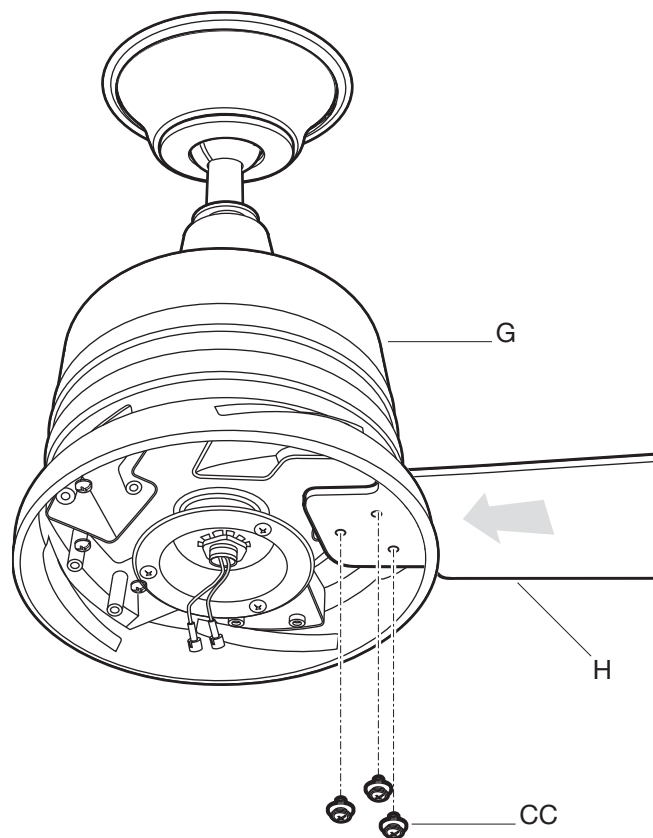


WARNING: To reduce the risk of personal injury, do not bend the blades (H) while installing, balancing the blades (H), or cleaning the fan.



WARNING: Do not insert foreign objects between rotating fan blades (H).

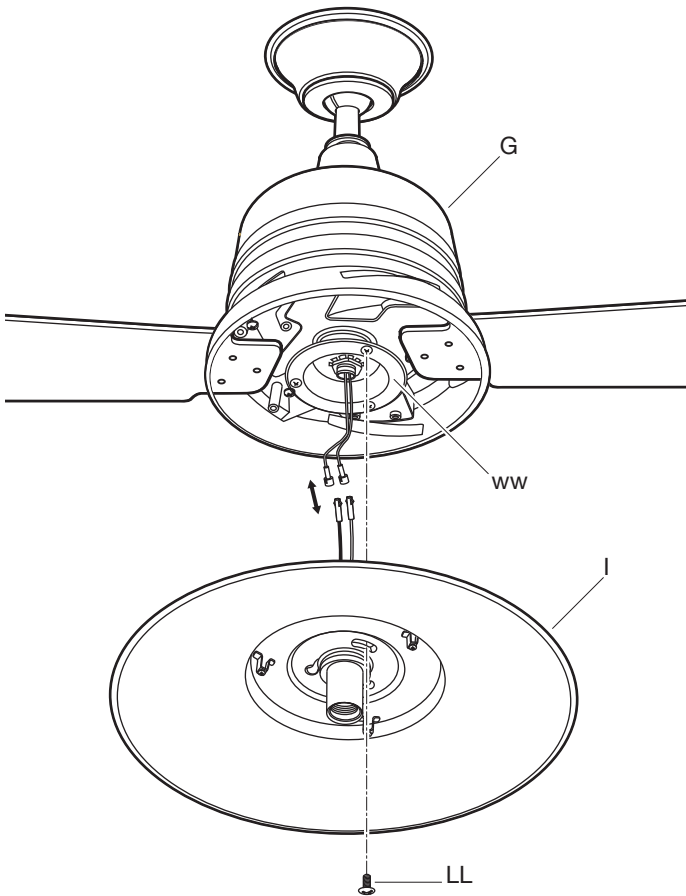
- Insert the blade (H) through the slot in the housing. Align the holes in the blade (H) and the fan motor assembly (G) and secure with a blade attachment screw and rubber washer (CC).
- Repeat this procedure with the remaining blades (H).



Assembly – Installing the Light Kit

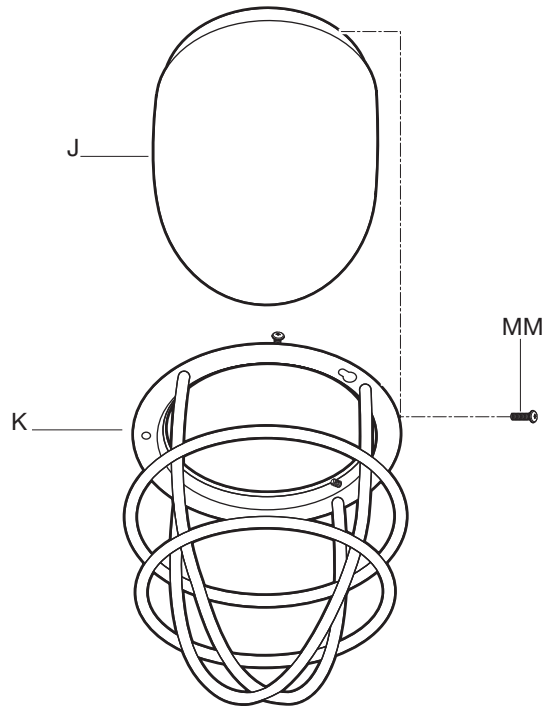
10 Attaching the light kit mounting plate to the mounting ring

- Remove one of the three light kit mounting screws (LL) from the mounting ring (WW) and loosen the other two screws. (Do not remove.)
- While holding the light kit (I) under your fan motor assembly (G), make the wire connections:
 - White to white
 - Black to black
- Place the key holes in the light kit (I) over the two screws (LL) previously loosened from the mounting ring (WW). Turn the light kit (I) until the light kit (I) locks in place at the narrow section of the key holes.
- Securely tighten the two light kit mounting screws (LL) previously loosened and the one (LL) previously removed.



11 Attaching the glass shade to the glass frame

- Mount the glass shade (J) to the glass frame (K) using the glass thumbscrew (MM) that already installed in the glass frame (K), then gently tighten the glass thumbscrew (MM) by hand evenly to the glass shade (J). Do not overtighten.



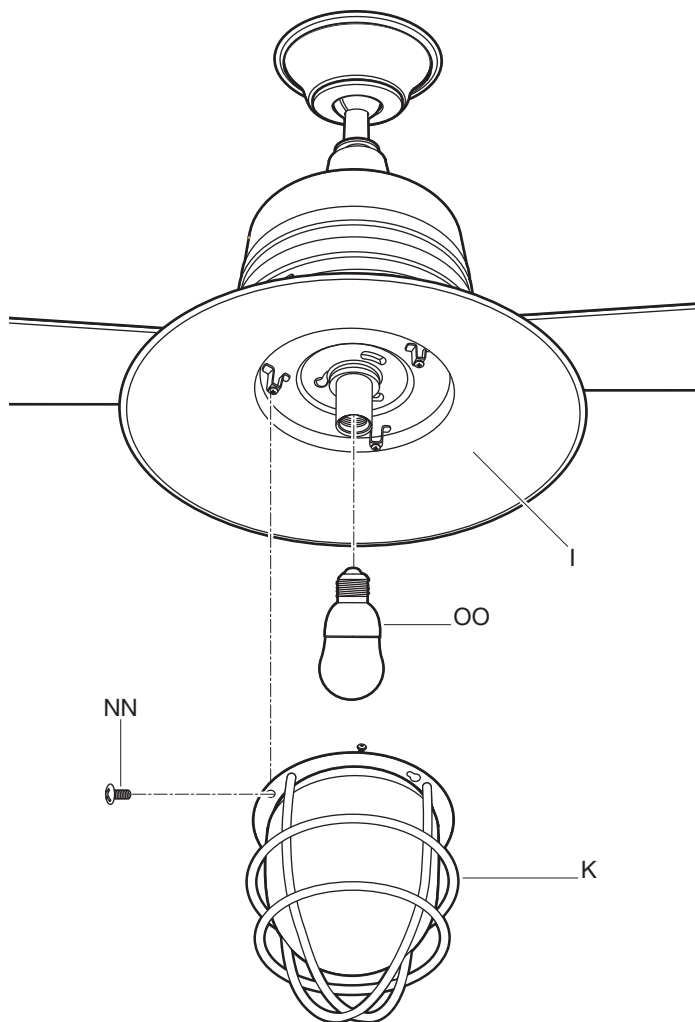
Assembly – Installing the Light Kit (continued)

12 Installing the light bulb and glass frame/glass shade assembly



CAUTION: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at the fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.

- Install 14 watt medium base bulb (OO) (included).
- Remove one of the three glass fram screws (NN) from the light kit (I), and loosen the other two screws (NN). (Do not remove.)
- Place the key holes in the glass fram (K) over the two mounting screws (NN) previously loosened from the light kit (I). Turn the glass frame (K) until it locks in place at the narrow section of the key holes.
- Secure by tightening the two glass frame screws (NN) previously loosened and the one (NN) previously removed.




Operation

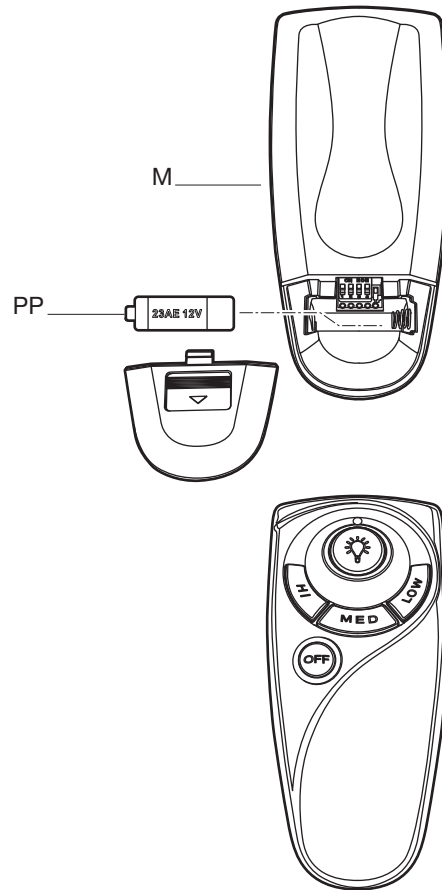
REMOTE CONTROL OPERATING INSTRUCTIONS

- Install the 12V MN21/A23 battery (PP) into the remote control (M). To prevent damage to the remote control (M), remove the battery if not used for long periods.
- Restore power to the ceiling fan and test for proper operation.

HI, MED, LOW buttons: Sets the fan speed.

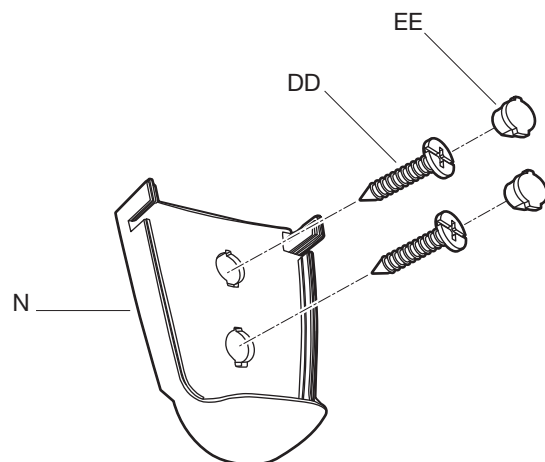
OFF button: Turns the fan off.

 button: Turns the light on or off.



INSTALLING THE REMOTE CONTROL HOLDER

- Remove the two remote control holder plugs (EE) from the remote control holder (N). Note that the plugs have unique tabs that allow them to fit only in one hole.
- Attach the remote control holder (N) with the two remote control holder mounting screws (DD).
- Replace the two remote control holder plugs (EE) each into its own hole.



Operation (continued)

REVERSE SWITCH OPERATING INSTRUCTIONS

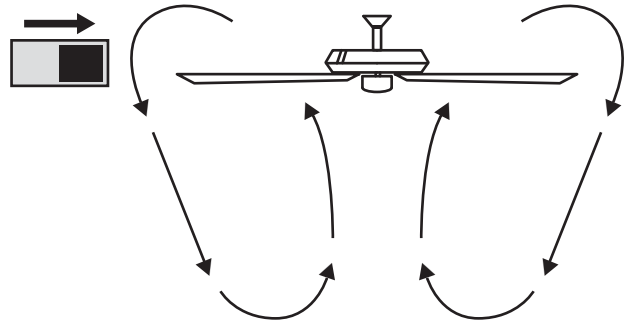
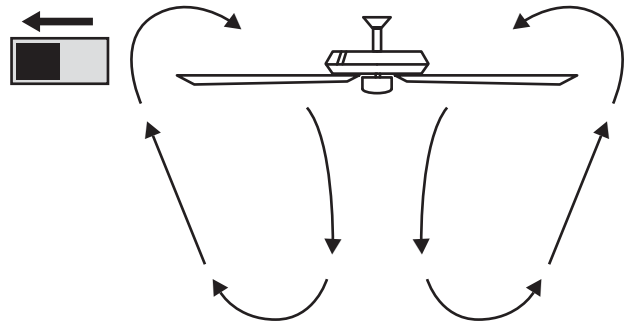
The reverse switch is located on the top of the motor housing. Slide the switch to the left for warm weather operation. Slide the switch to the right for cool weather operation.



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

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

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



Care and Cleaning

Do

- Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. Because of the fan's natural movement, some connections may become loose over time. It is not necessary to remove the fan from the ceiling.
- Clean your fan periodically. 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.
- (Optional) Apply a light coat of furniture polish to the wood blades.
- (Optional) Cover small scratches with a light application of shoe polish.

Do not

- Use water when cleaning. Water could damage the motor, or the wood, or possibly cause an electrical shock.
- Apply oil to your fan or motor. The motor has permanently-lubricated sealed ball bearings.

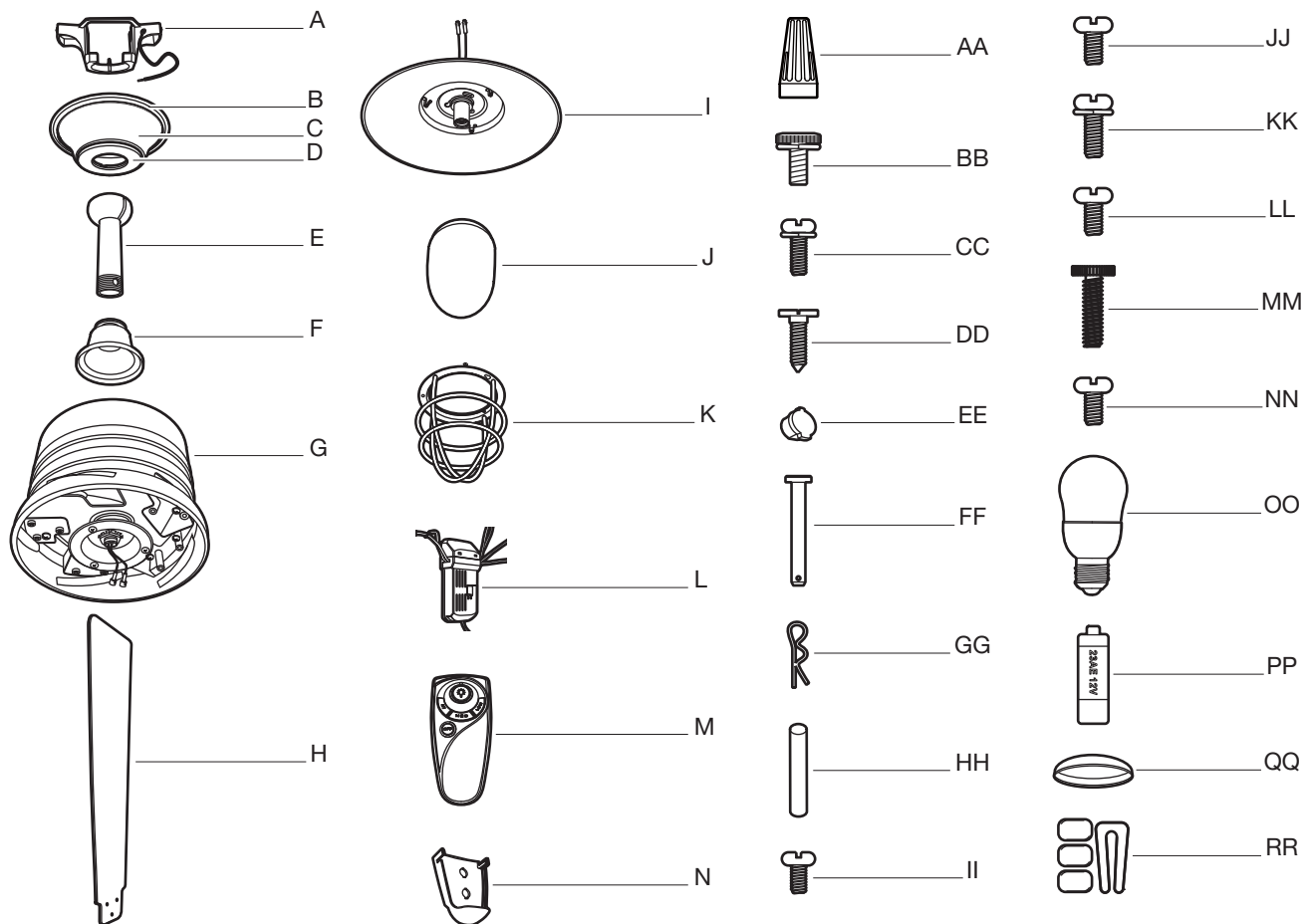
Troubleshooting



WARNING: Make sure the power is off at the electrical panel box before you attempt any repairs. Refer to step 7 "Making the electrical connections" on page 13.

Problem	Solution
The fan will not start.	<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.
	<input type="checkbox"/> Check to make sure the dip switches from the remote control and receiver are set to the same frequency.
The fan sounds noisy.	<input type="checkbox"/> Make sure all motor housing screws are snug.
	<input type="checkbox"/> Make sure the screws that attach the fan blade arm to the motor hub are tight.
	<input type="checkbox"/> Make sure 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 using the ceiling light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure.
	<input type="checkbox"/> Make sure there is a short distance from the ceiling to the canopy. It should not touch the ceiling.
The remote control is not working.	<input type="checkbox"/> Do not connect the fan with wall mounted variable speed control(s).
	<input type="checkbox"/> Check to make sure the dip switches from the remote control and receiver are set to the same frequency.
The fan wobbles.	<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. Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. Measurements deviation should be within 1/8 in. Run the fan for 10 minutes.
	<input type="checkbox"/> Use the enclosed blade balancing kit if the blade wobble is still noticeable.

Service Parts



Part	Description
A	Mounting bracket (preassembled)
B	Canopy ring (preassembled)
C	Canopy
D	Canopy bottom cover (preassembled)
E	Hanger ball/downrod assembly
F	Coupling cover
G	Fan motor assembly
H	Blade
I	Light kit mounting plate
J	Glass shade
K	Glass frame
L	Receiver
M	Remote control
N	Remote control holder

Part	Description
AA	Plastic wire nut
BB	Canopy mounting bracket screw with lock washer (preassembled)
CC	Blade attachment screw and rubber washer
DD	Remote control holder mounting screw
EE	Remote control holder plug (preassembled)
FF	Clevis pin (preassembled)
GG	Cotter pin (preassembled)
HH	Cross pin (preassembled)
II	Setscrew (preassembled)
JJ	Collar setscrew (preassembled)
KK	Collar mounting screw with lock washer (preassembled)
LL	Light kit mounting plate screw (preassembled)
MM	Glass thumbscrew (preassembled)
NN	Glass frame screw (preassembled)
OO	14 Watt medium base bulb
PP	12V MN21/A23 battery
QQ	Downrod rubber cover
RR	Balance kit

HOME DECORATORS COLLECTION

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

1-800-986-3460

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Retain this manual for future use.

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