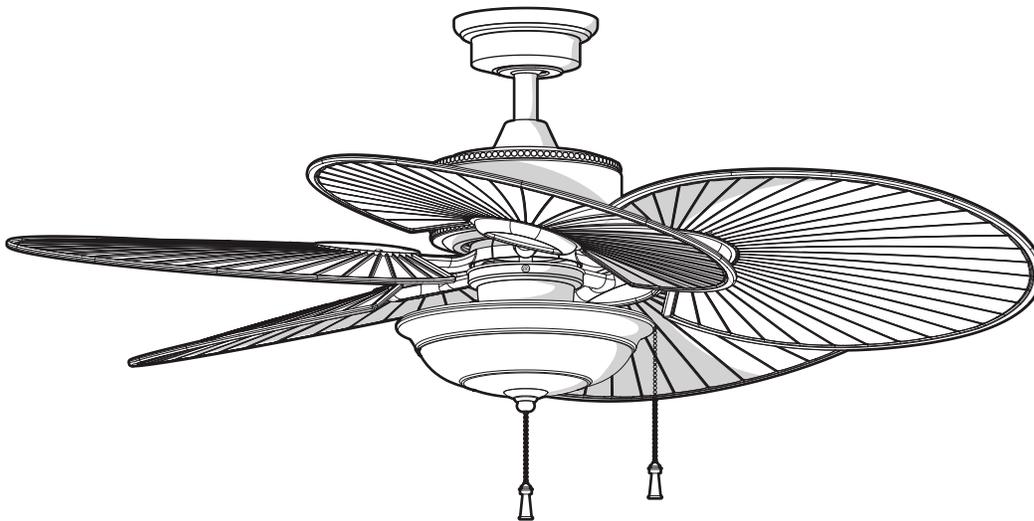




Item #1002 645 087, 1002 645 083,  
1002 645 092, 1002 645 094  
Model #91128, 91129, 91137, 91327  
UL Model #48-HVA

# USE AND CARE GUIDE

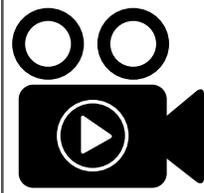
## HAVANA 48-INCH CEILING FAN



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

HAMPTONBAY.COM



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!*

# Table of Contents

Table of Contents .....	2	Assembly .....	7
Safety Information .....	2	Operation .....	12
Warranty .....	3	Care and Cleaning .....	13
Pre-Installation .....	3	Troubleshooting .....	13
Installation.....	6		

# Safety Information

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. If using this fan in a wet or damp environment, the light kit must be marked "Suitable for Use in Wet Location". Switches must be UL General Use Switches. Refer to the instructions packaged with the light kits and switches for proper assembly.
9. This product is suitable for use in wet locations when installed in a GFCI protected branch circuit.
10. All setscrews must be checked and retightened where necessary before installation.
11. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.



**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, electric shock or personal injury, mount to outlet box marked "acceptable for fan support of 35lbs. (15.9 Kg) or less" and use screws provided with the outlet box.



**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.



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

# 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	Cube Feet
48"	Low	120	0.24	14	60	1055	24.48 lbs. (11.1 kg)	29.54 lbs. (13.4 kg)	2.7'
	Medium		0.36	29	90	1714			
	High		0.52	62	130	2930			



**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



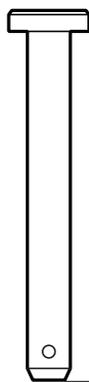
NOTE: Hardware not shown to actual size.



AA



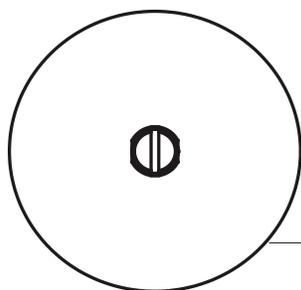
BB



CC



DD



EE



FF



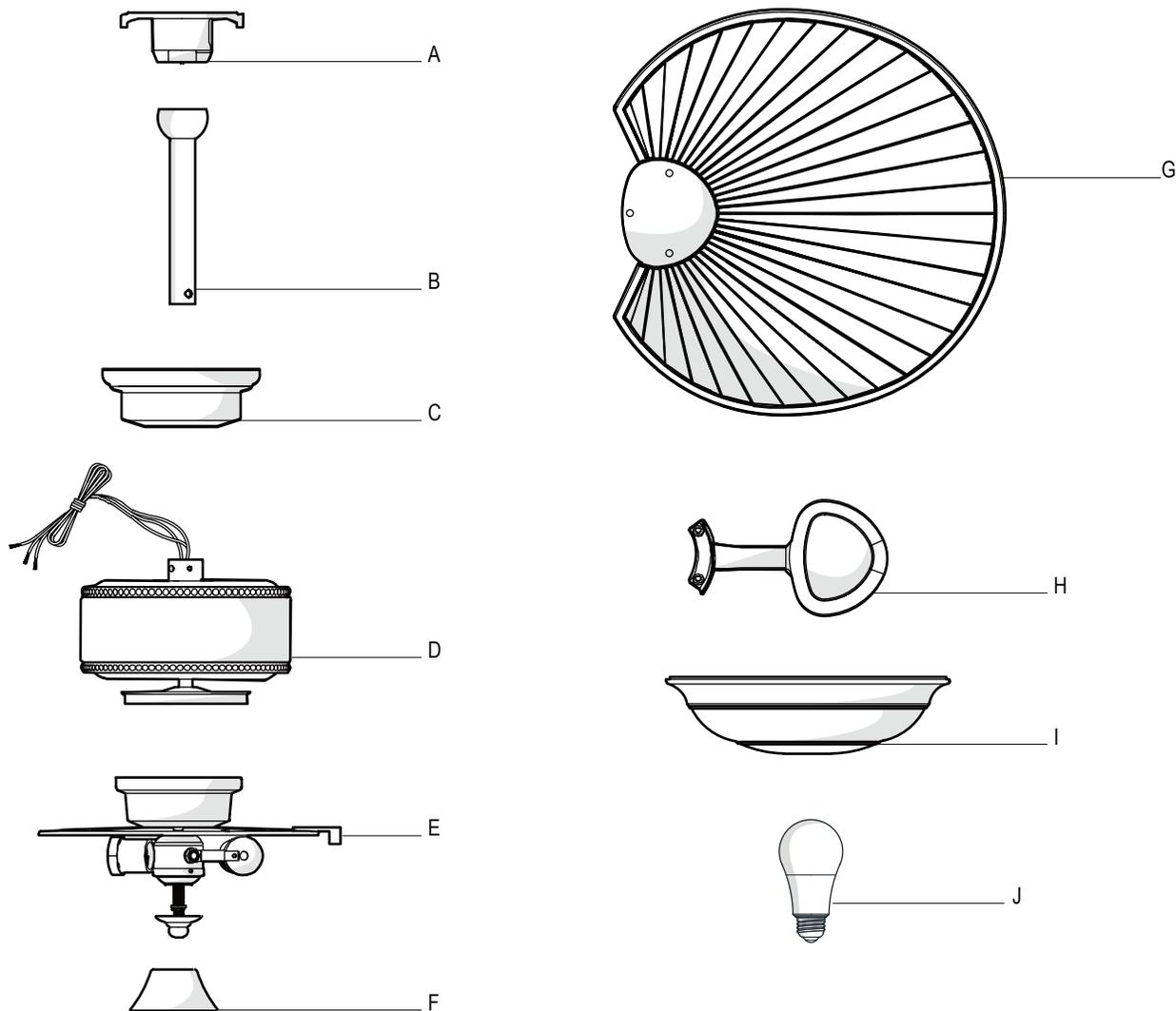
GG

Part	Description	Quantity
AA	Blade attachment hardware screw	16
BB	Plastic wire connector	3
CC	Hanger pin	1
DD	Locking pin	1

Part	Description	Quantity
EE	Extra plastic plug (to be used for fan without light kit)	1
FF	Pull chain	2
GG	Extra screw and lockwasher for blade bracket	1

# Pre-Installation (continued)

## PACKAGE CONTENTS



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

Part	Description	Quantity
F	Decorative motor collar cover	1
G	Blade	5
H	Blade bracket (flange), screws pre-installed	5
I	Glass bowl	1
J	LED bulbs, 9.5-Watt maximum	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

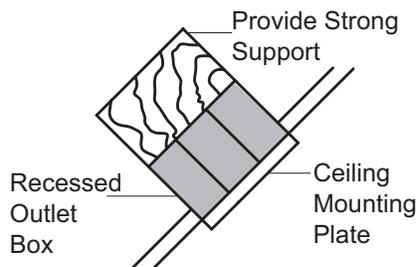
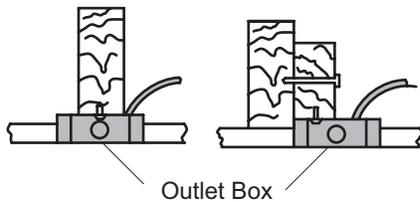
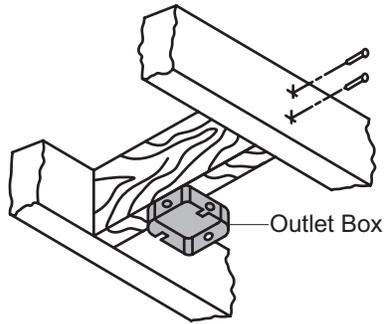


**WARNING:** To reduce the risk of fire, electric shock or personal injury, mount to outlet box marked "acceptable for fan support of 35lbs. (15.9 Kg) or less" and use screws provided with the outlet box. An outlet box commonly used for the support of lighting fixtures may not be acceptable for fan support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

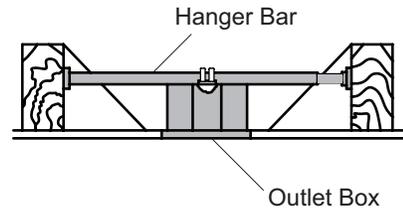
If your ceiling fan does not have an existing UL-listed mounting box, then install one using the following instructions:

- 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 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.



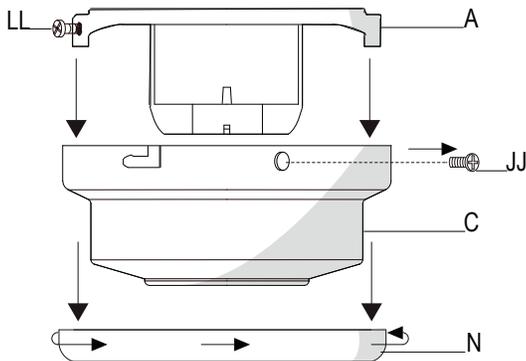
If the canopy touches the downrod, then remove the decorative canopy bottom cover and turn the canopy 180° before attaching the canopy to the mounting plate.

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

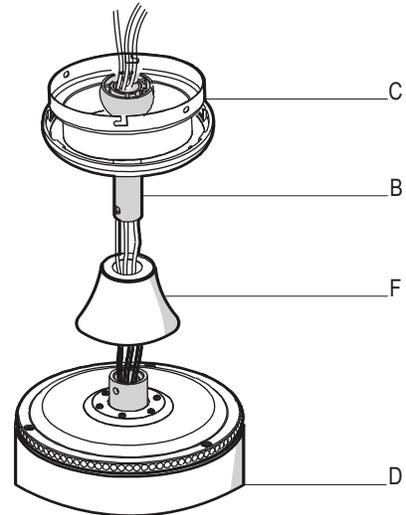
## 1 Preparation for mounting

- Remove the canopy ring (N) from the canopy (C) by turning the ring counter-clockwise until it unlocks.
- Remove the mounting bracket (A) from the canopy (C) by loosening the two canopy screws (LL) located in the “L shaped” slots.
- Remove and save the two canopy screws (JJ) in the round holes. This will enable you to remove the mounting bracket (A).



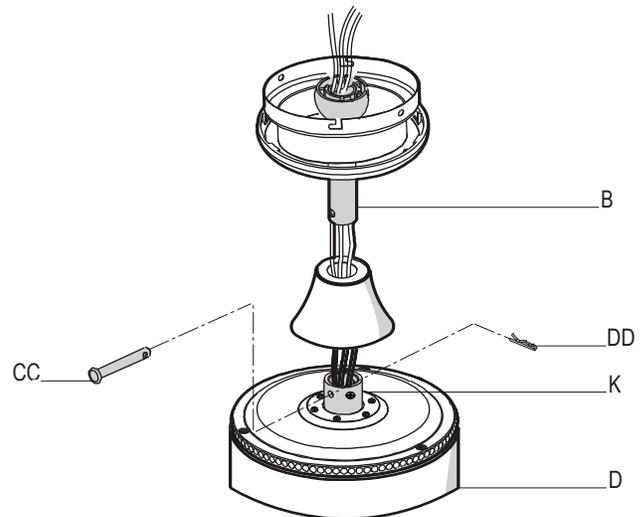
## 2 Routing the wires

- Route the wires exiting the top of the fan-motor assembly (D) into the decorative motor collar cover (F) and through the canopy ring (C).
- Make sure the slot openings are on top and route the wires through the canopy (C) and then through the ball/downrod assembly (B).



## 3 Assembling the fan

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



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

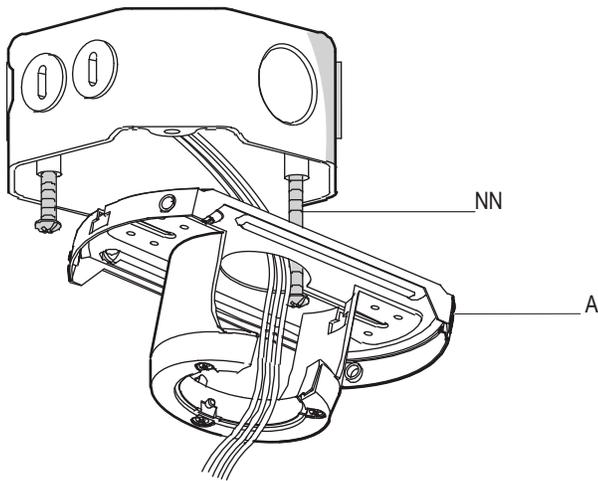
# Assembly - Hanging the Fan

## 4 Attaching the fan to the electrical box



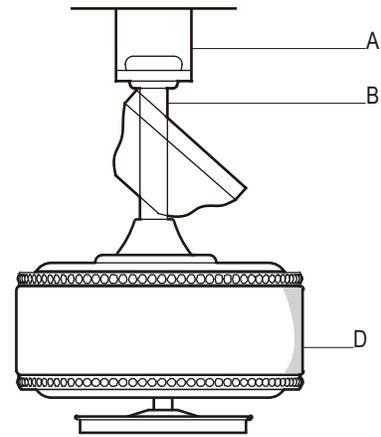
**WARNING:** To reduce the risk of fire, electric shock or personal injury, mount to outlet box marked "acceptable for fan support of 35lbs. (15.9 Kg) or less" and use screws provided with the outlet box.

- Pass the 120-Volt supply wires through the center hole in the mounting bracket (A).
- Install the ceiling mounting plate on the outlet box by sliding the mounting bracket (A) over the two screws (NN) provided with the outlet box. If necessary, use leveling washers (not included) between the mounting bracket (A) and the outlet box. Note that the flat side of the mounting bracket (A) is toward the outlet box.
- Securely tighten the two mounting screws (NN).



## 5 Hanging the fan

- Carefully lift the fan-motor assembly (D) up to the slide-on mounting bracket (A).
- Seat the hanger ball portion of the ball/downrod assembly (B) in the mounting bracket socket. Ensure that the tab on the slide-on mounting bracket (A) socket is properly seated in the groove in the hanger ball.



# Assembly - Hanging the Fan (continued)

## 6 Making the electrical connection

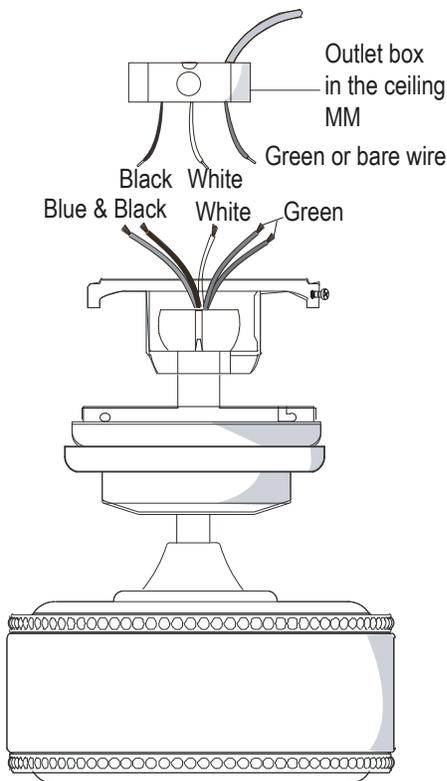


**WARNING:** Each wire nut supplied with this fan is designed to accept up to one 12-gauge house wire and two wires from the fan. If you have larger than 12-gauge house wiring or more than one house wire to connect to the fan wiring, consult an electrician for the proper size wire nuts to use.



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

- The fan comes with 54 in. lead wires for use with an extended ball/downrod assembly. If using the 4.5 in. ball/downrod (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 wire to the household green or bare wire using a wire connecting nut (BB).
- Connect the fan motor white wire to the household white wire using a wire connecting nut (BB).
- Connect the fan motor black and blue wires to the household black wire using a wire connecting nut (BB).
- Secure each wire connecting nut using electrical tape.
- Turn the wire connecting nut (BB) upward and push the wiring into the outlet box (MM).

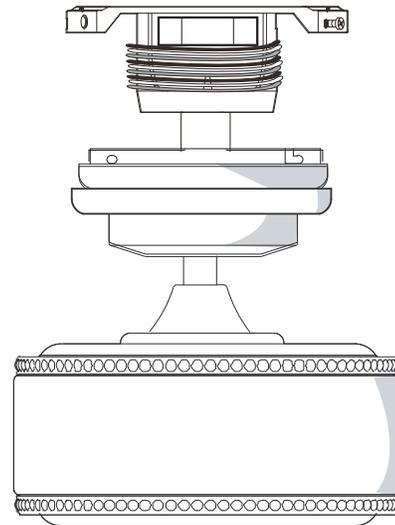
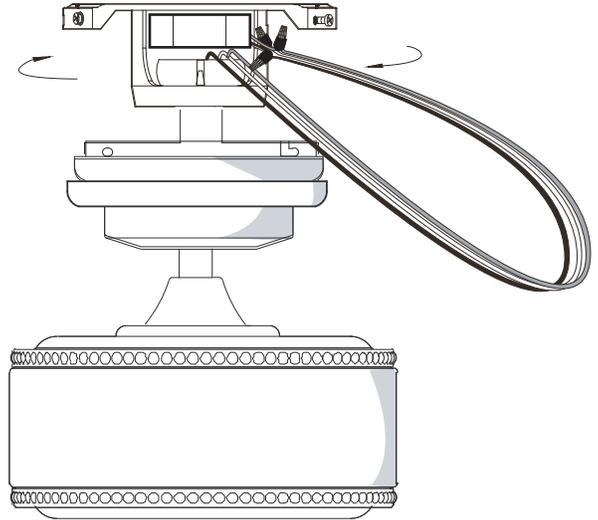


## 7 Wrapping the extra wire



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

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



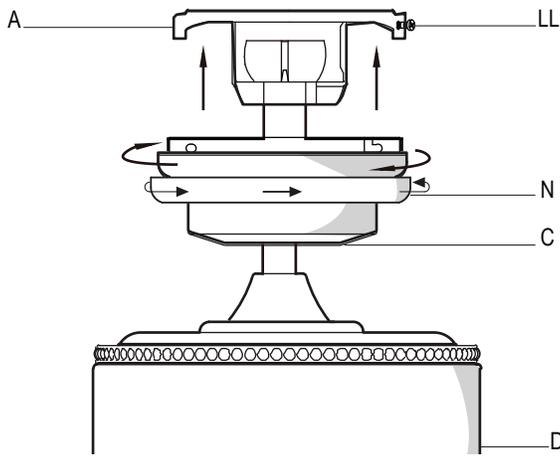
# Assembly - Attaching the Fan Blades

## 8 Mounting the fan



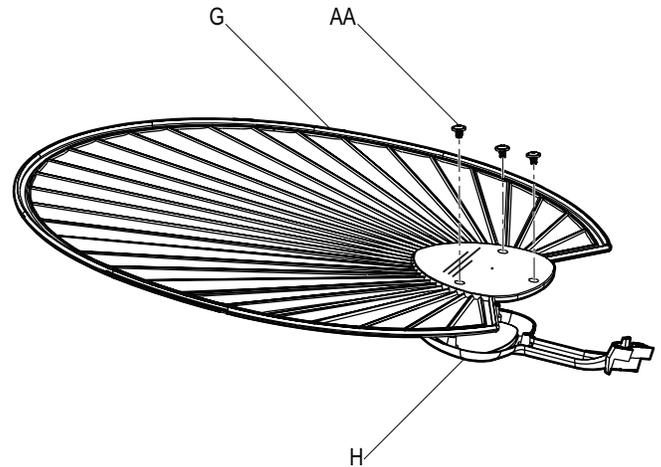
**WARNING:** When using the standard ball/downrod mounting, the tab in the ring at the bottom of the mounting bracket must rest in the groove of the hanger ball. Failure to properly seat the tab in the groove could cause damage to the wiring.

- Align the locking slots of the ceiling canopy (C) with the two screws (LL) in the slide-on mounting bracket (A). Push up to engage the slots and turn clockwise to lock in place.
- Firmly tighten the two mounting screws (LL).
- Install the remaining two mounting screws (JJ) into the holes in the canopy (C) and tighten firmly.
- Install the decorative canopy ring (N) by aligning the ring's slots with the screws in the canopy (C). Rotate the canopy ring (N) clockwise to lock in place.



## 9 Attaching the blades to the blade brackets

- Attach a blade (G) to a blade bracket (H) by inserting blade attachment screws (AA) into the holes in the blade (G) and through the blade bracket (H). Note that the rubber washers are preattached to the blade bracket.
- Tighten each screw securely.
- Repeat these instructions for each blade (G) and blade bracket (H).



## 10 Fastening the blade assemblies to the motor

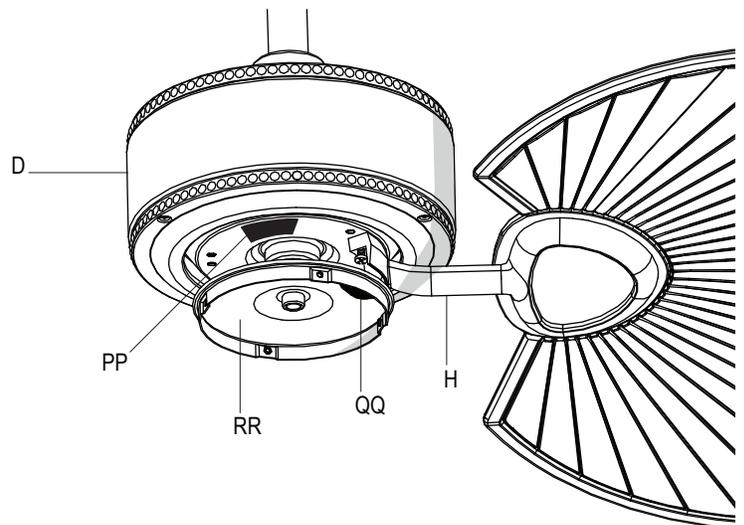


**WARNING:** Remove the rubber motor stops (PP) on the bottom of the fan before installing the blades or testing the motor.



**WARNING:** Remove the rubber plug (QQ) on the black bracket (RR) below the motor in order to attach the blade assembly to the motor. Replace the rubber plug (QQ) to prevent water from entering the switch housing and to reduce the risk of fire, electric shock, or other personal injury.

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



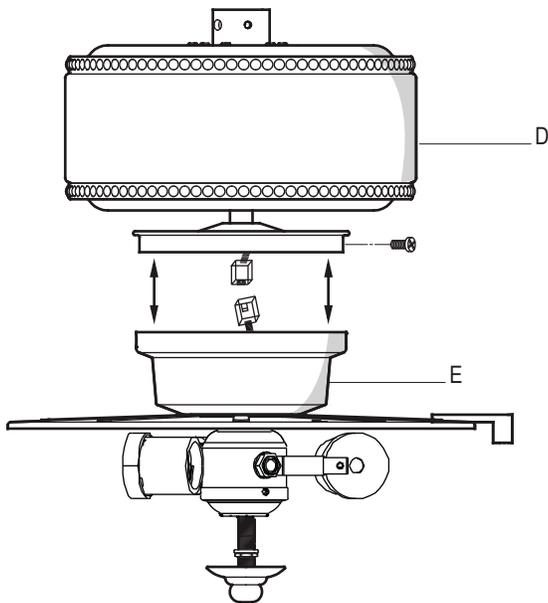
# Assembly - Attaching the Light Kit

## 11 Attaching the light kit



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

- Remove the four screws on the black bracket of the fan-motor assembly (D).
- Connect the wires exiting the bottom of the black bracket with the light kit fitter assembly by connecting the molded adaptor connectors together.
- Secure the light kit fitter assembly to the black bracket using the four screws that were removed in the first step above.

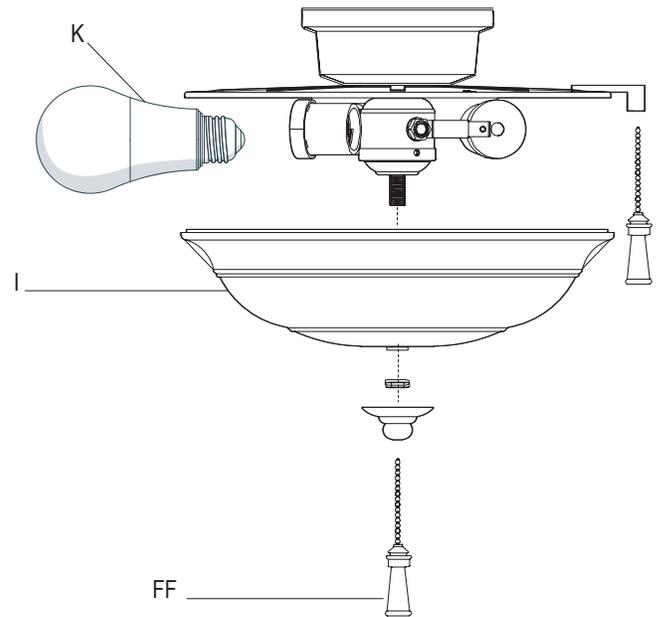


## 12 Installing the bulbs and attaching the glass bowl

- Remove the finial and hex nut from the light kit fitter assembly.
- With power off, install the three LED bulbs (K) (Max. 9.5W, included) by screwing into the light bulb sockets.
- Position the glass bowl (I) over the threaded nipple and pass the pull chain (FF) for the fan through the pull chain guide on the side of the light kit fitter assembly to avoid the chain from touching the glass bowl.
- Re-install the hex nut to the threaded nipple to secure the glass bowl (I) properly.
- Re-install the finial.



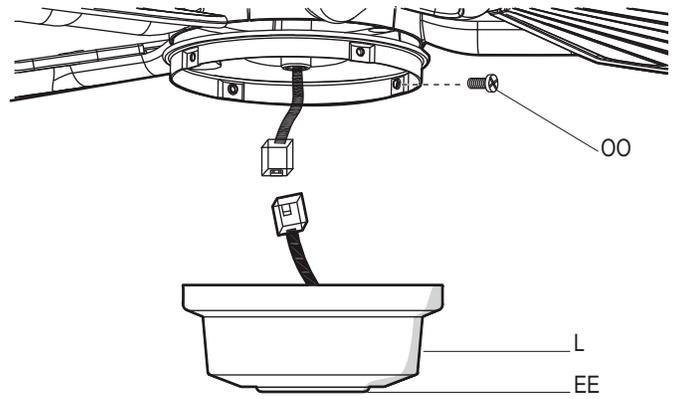
**CAUTION:** Do not over tighten the hex nut, overtightening the hex nut may cause the glass to break.



# Assembly - Assembling the Fan Without the Light Kit

## 13 Assembling the fan without the light kit

- In order to use the fan without the light kit, remove the switch cup (L) from the top of the light kit fitter assembly by removing the center hex nut inside the switch cup (L).
- Thread the switch cup (L) off of the threaded nipple on the top of the light kit fitter assembly.
- Remove the four screws (00).
- Press the plastic plug (EE) into the center hole of the switch cup (L).
- Align the four screw holes in the switch cup (L) with the four screw holes in the switch cup cover.
- Position the switch cup (L) onto the black bracket and install the screws (00) that were removed in the first step.



## Operating Your Fan

The pull chain controls the fan speed as follows:

1 pull - High, 2 pulls - Medium, 3 pulls - Low, and 4 pulls - Off

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

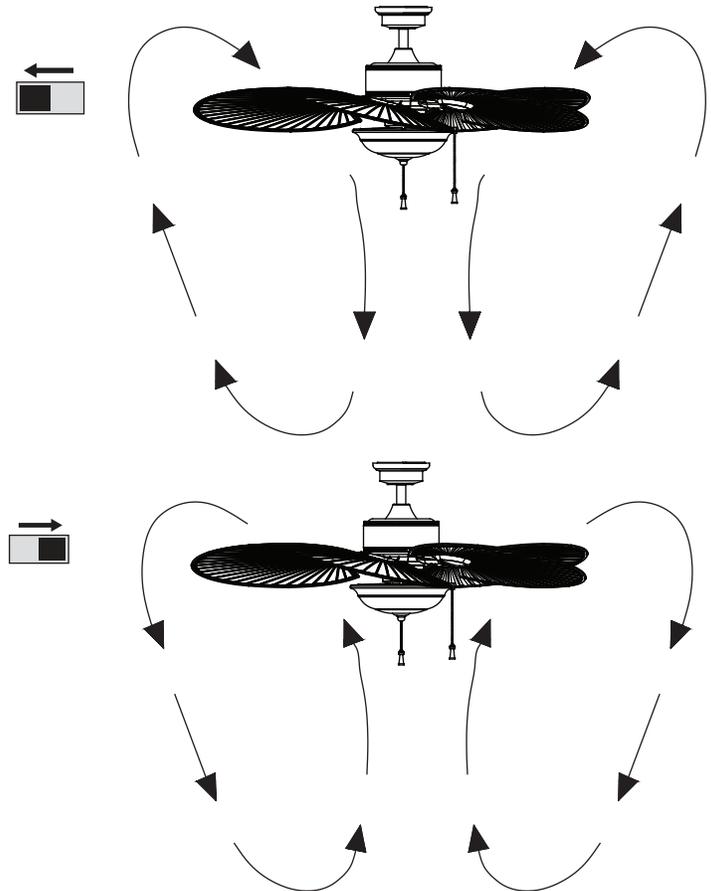


**NOTE:** Wait for the fan to stop before reversing the direction of the blade rotation.

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

**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.

**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.



# 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>□ Check the main and branch circuit fuses or breakers.</li><li>□ 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>□ Ensure all motor housing screws are snug.</li><li>□ Ensure the screws that attach the fan blade bracket to the motor hub are tight.</li><li>□ Ensure the wire nut connections are not rattling against each other or the interior wall of the switch housing.</li><li>□ Allow a 24-hour "breaking in" period. Most noises associated with a new fan disappear during this time.</li><li>□ 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.</li><li>□ Ensure the canopy is a short distance from the ceiling. It should not touch the ceiling.</li><li>□ 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>□ Check that all blade and blade arm screws are secure.</li><li>□ 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". 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.</li></ul>



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**

**HAMPTONBAY.COM**

Retain this manual for future use.