

**Owner's Manual**

**Model  
654 451**



# 52" Ceiling Fan

Quick-Connect Installation





**C**ongratulations on your purchase of a Hampton Bay ceiling fan. Your new fan will be a beautiful addition to your home, and will keep you comfortable throughout the year.

The Hampton Bay Fan Company offers a wide variety of ceiling fans. We offer combinations of wood and brass finishes, solid designer colors, and our

unique glass and crystal designs. A large selection of light fixtures and light kits is also available. Ask your dealer about other accessories that will allow you to further customize your fan.

We're certain that your Hampton Bay fan will provide you with many years of comfort, energy savings and satisfaction. To ensure your personal safety and to maximize the performance of your fan, please read this manual thoroughly.

# Quick Install by Hampton Bay

## *Lifetime Limited 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 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 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. \_\_\_\_\_

Serial No. \_\_\_\_\_

Vendor No. 654033

SKU. 654-451 UPC. 043263 127787

## *Lifetime Limited Warranty*

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1. Please read and save this manual.
2. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
3. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.
4. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device.
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only UL Listed outlet boxes marked "FOR FAN SUPPORT."

**WARNING**

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

6. The fan must be mounted with a **minimum of 7 feet clearance** from the trailing edge of the blades to the floor.

**IMPORTANT**

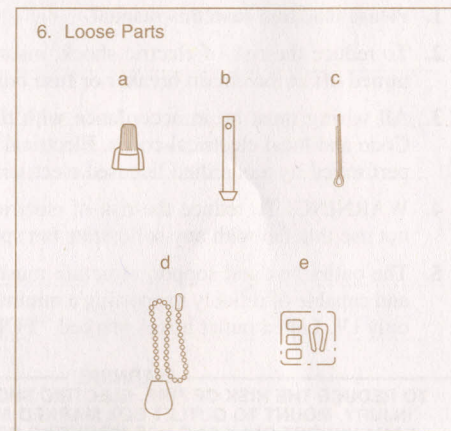
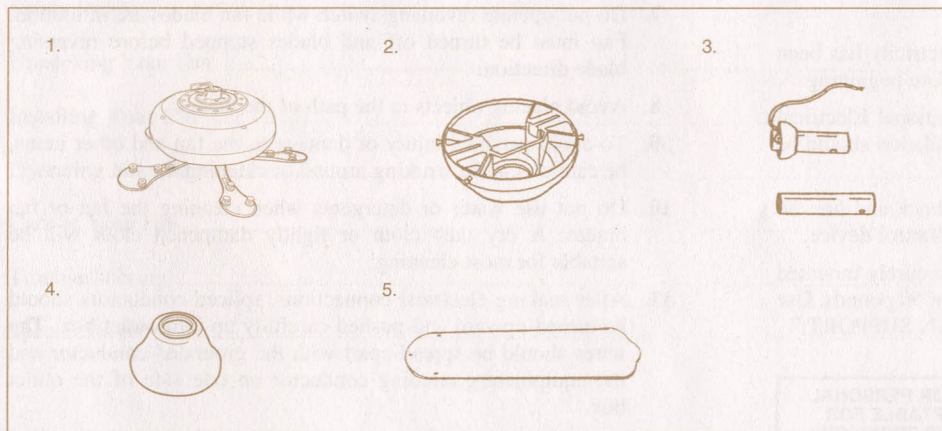
BEFORE SERVICING OR CLEANING UNIT, SWITCH POWER OFF AT SERVICE PANEL AND LOCK SERVICE DISCONNECTING MEANS TO PREVENT POWER FROM BEING SWITCHED ON ACCIDENTALLY. WHEN THE SERVICE DISCONNECTING MEANS CANNOT BE LOCKED, SECURELY FASTEN A PROMINENT WARNING DEVICE, SUCH AS A TAG, TO THE SERVICE PANEL.

7. Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.
8. Avoid placing objects in the path of the blades.
9. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
10. 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.
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.
12. 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.

**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.

*Safety Rules 1.*



Unpack your fan and check the contents. You should have the following items:

1. Fan Motor Assembly with Pre-attached Blade Brackets
2. Canopy with "Slide-on" Ceiling Mounting Bracket
3. 4" & 6" Downrod Assembly
4. Hanger Cover
5. Set of Blades (5)

**WARNING**  
 DO NOT INSTALL OR USE FAN  
 IF ANY PART IS DAMAGED OR MISSING.  
 CALL TOLL FREE 1-800-527-3675

6. Loose Parts Bags Containing:
  - a. Wire Nuts (3)
  - b. Pivot Pin (1)
  - c. Split Pin (1)
  - d. Pull Chain Pendant (1)
  - e. Fan Blade Balancing Kit

## 2. Unpacking Your Fan

## Tools Required

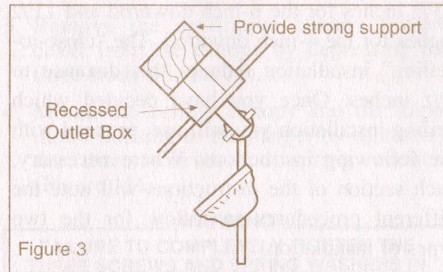
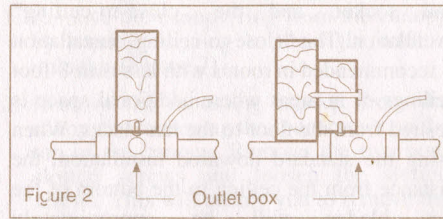
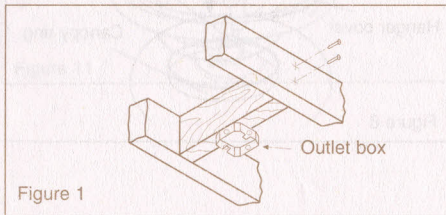
Phillips screwdriver, straight slot screwdriver, adjustable wrench, step ladder, and wire cutters.

## Installing Outlet Box

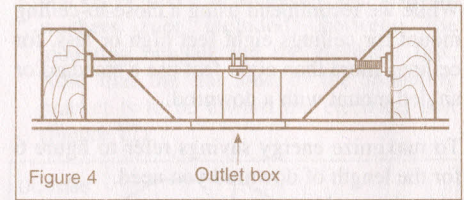
If there isn't an existing UL Listed metal mounting box, then read the following instructions. **Disconnect the power by removing fuses or turning off circuit breakers.**

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.). **Do not use plastic outlet boxes.**

Figures 1, 2, and 3 are examples of different ways to mount the outlet box.

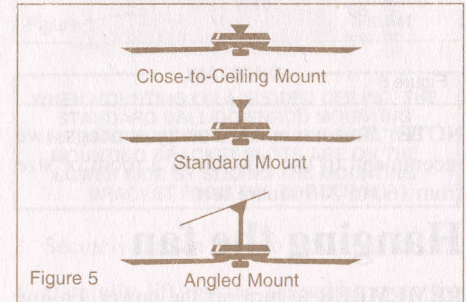


**NOTE:** You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. **The maximum angle allowable is 30°.** If the canopy touches downrod, remove the decorative canopy bottom cover and turn the canopy 180° before attaching the canopy to the mounting bracket.



To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4 (available at your Hampton Bay Retailer).

## Mounting Options



# Installing Your Fan 3.

While we recommend using a close-to-ceiling mount for ceilings eight feet high or less, for ceilings more than eight feet use a standard or angled mount with a downrod.

To maximize energy savings refer to figure 6 for the length of downrod you need.

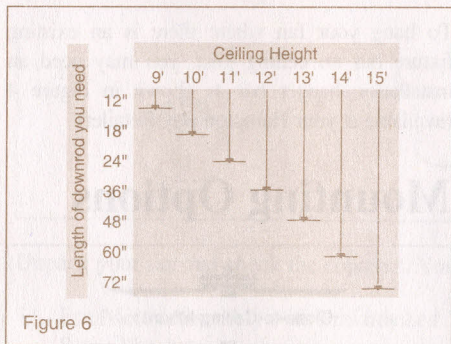


Figure 6

NOTE: To maximize energy savings, we recommend to use this fan in a room of size from 160 to 240 square feet.

## Hanging the fan

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

NOTE: The ceiling fan is supplied with two types of hanging assemblies; the standard ceiling installation using the downrod with ball

and socket, and the “close-to-ceiling” installation. The “close-to-ceiling” installation is recommended in rooms with less than 8-foot 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 13½ inches for the 6-inch downrod and 11½ inches for the 4-inch downrod. The “close-to-ceiling” installation reduces this distance to 8½ inches. Once you have decided which ceiling installation you will use, proceed with the following instructions. Where necessary, each section of the instructions will note the different procedures to follow for the two types of installation.

### STANDARD CEILING INSTALLATION

1. Remove the canopy ring from the canopy by turning the ring to the right until it unlocks. (Figure 7)
2. Remove the mounting bracket from the canopy by loosening the four screws on the top of the canopy. Remove the two non-slotted screws and loosen the slotted screws. This will enable you to remove the mounting bracket.
3. Route the wires exiting the top of fan motor through the canopy ring. Make sure the slot openings are on top. Place the downrod assembly through the ceiling

canopy and the hanger cover and insert the motor wires through the downrod assembly (Figure 8).

4. Push the pivot pin through the hanger and downrod holes (Figure 9). Secure the pivot pin by inserting the split pin and bending the ends to prevent it from falling out of the holes (Figure 9).
5. Secure the hanger and downrod by tightening the two screws on the hanger (Figure 9).

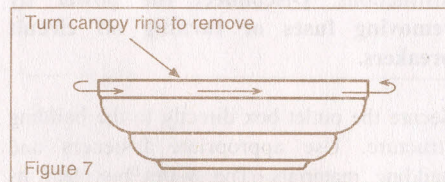


Figure 7

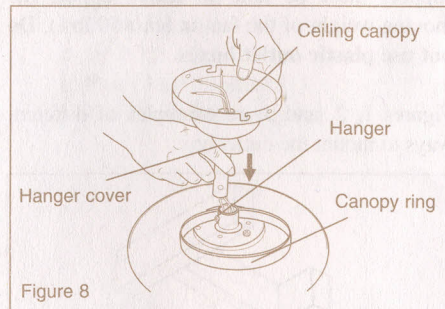


Figure 8



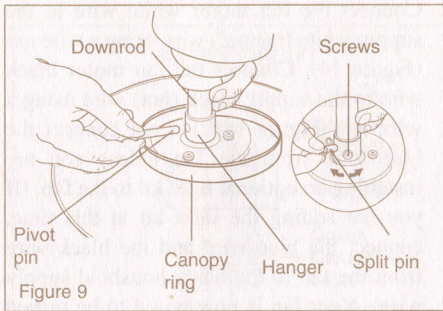


Figure 9

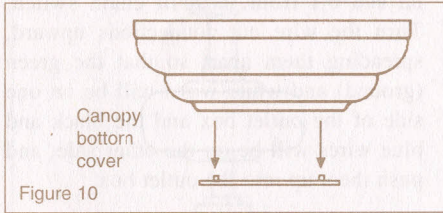


Figure 10

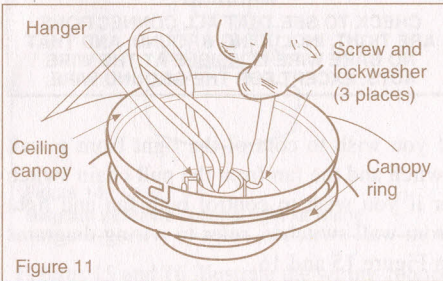


Figure 11

## CLOSE-TO-CEILING INSTALLATION

1. Remove the canopy ring from the canopy by turning the ring to the right until it unlocks. (Figure 7)
2. Remove the mounting bracket from the canopy by loosening the four screws on the top of the canopy. Remove the two non-slotted screws and loosen the slotted screws. This will enable you to remove the mounting bracket.
3. Remove the decorative canopy bottom cover from the canopy by depressing the three studs (Figure 10).
4. Mount the ceiling canopy and the upper motor housing to the hanger by tightening the three screws and spring washers (Figure 11).

### WARNING

**FAILURE TO COMPLETELY TIGHTEN THE THREE SCREWS AND SPRING WASHERS IN STEP 4 COULD RESULT IN FAN LOOSENING AND POSSIBLY FALLING.**

## Installing fan to the electrical box

1. Pass the 120-volt supply wires through the center hole in the mounting bracket as shown in Figure 12.
2. Attach the mounting bracket on the electrical box by sliding the mounting bracket over the screws provided with the outlet box. When using close-to-ceiling

mounting, it is important that the mounting bracket be level. If necessary, use leveling washers (not included) between the mounting bracket and the electrical box. Note that the flat side of the mounting bracket is to be toward the electrical box (Figure 12).

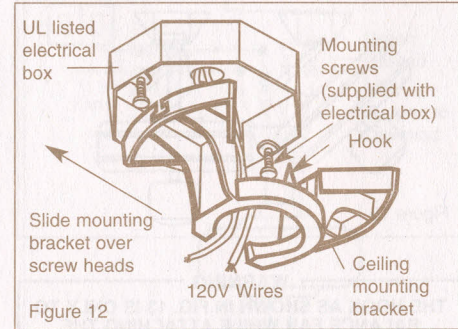


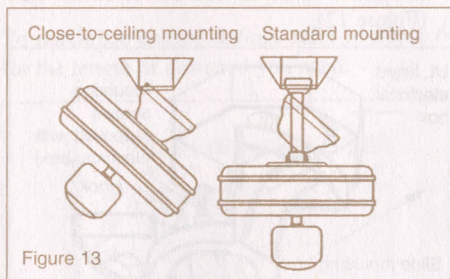
Figure 12

### WARNING

**WHEN MOUNTING ON A SLOPED CEILING, THE STANDARD BALL/DOWNROD MOUNTING METHOD MUST BE USED. MAKE SURE THE MOUNTING BRACKET SLOTS ARE ON THE LOWER SIDE BY SLIDING THE MOUNTING BRACKET FROM THE TOP DOWN.**

3. Securely tighten the two mounting screws.
4. Carefully lift the fan assembly up to the mounting bracket. If using close-to-ceiling mounting, hang the fan on the hook provided by utilizing one of the holes at the outer rim of the ceiling canopy. If

using standard mounting, seat the hanger ball in the mounting bracket socket. Make sure the tab on the mounting bracket socket is properly seated in the groove in the hanger ball. (Figure 13).



**WARNING**  
THE HOOK AS SHOWN IN FIG. 13 IS ONLY TO BALANCE FAN WHILE ATTACHING THE WIRING. FAILURE TO HANG AS SHOWN IN FIG. 11 MAY RESULT IN HOOK BREAKING CAUSING THE FAN TO FALL. HOOK MUST PASS FROM INSIDE TO OUTSIDE OF CANOPY.

## Making the electrical connections

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

# 6.

**WARNING**  
TO AVOID POSSIBLE ELECTRICAL SHOCK, BE SURE ELECTRICITY IS TURNED OFF AT THE MAIN FUSE BOX BEFORE WIRING.  
NOTE: IF YOU ARE NOT SURE THE ELECTRICAL BOX AND FAN ARE GROUNDED, CONTACT A LICENSED ELECTRICIAN FOR ADVICE. THEY MUST BE GROUNDED FOR SAFE OPERATION.

**WARNING**  
EACH WIRE NUT (WIRE CONNECTOR) 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.

1. Connect the ground conductor of the 120V supply (this may be a bare wire or a wire with green colored insulation) to the green ground lead(s) of the fan (Figure 14).

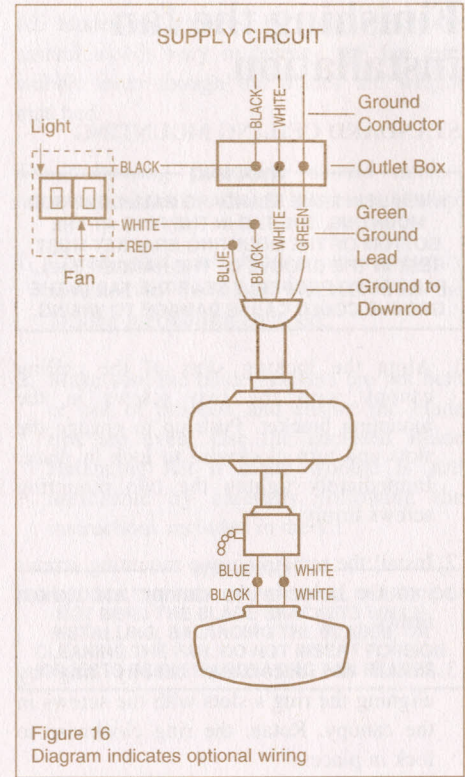
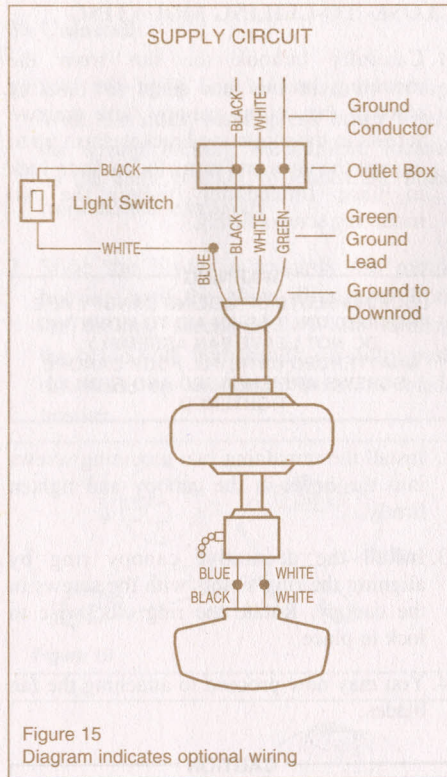
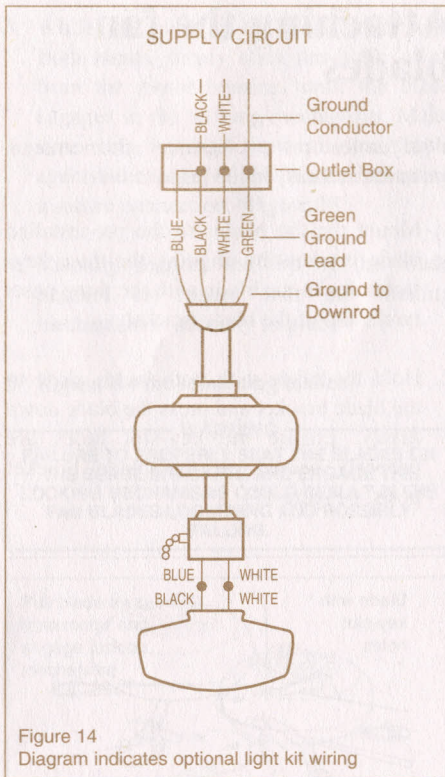
When using standard ceiling installation, there are two green grounding leads, one from the ceiling mounting bracket and one from the downrod.

When using close-to-ceiling installation, there is only one green ground lead from the ceiling mounting bracket since the downrod is not used.

2. Connect the fan motor white wire to the supply white (neutral) wire using a wire nut (Figure 14). Connect the fan motor black wire to the supply black (hot) wire using a wire nut (Figure 14). Do not connect the blue wire from the fan unless you are installing an optional light kit to the fan. (If you are adding the light kit at this time, connect the blue wire and the black wire from the fan to the black household supply wire). Your fan is now wired to be turned on and off from the pull chain switch. Turn the wire nut connections upward, spreading them apart so that the green (ground) and white wires will be on one side of the outlet box and the black and blue wires will be on the other side, and push them up into the outlet box.

**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.

If you wish to control the light from a wall switch and the fan from the pull chain switch or if you wish to control both fan and light from wall switches, refer to wiring diagrams in Figure 15 and 16.



Figures 15 and 16 illustrate the wiring connections for optional wall control (available at your Hampton Bay Retailer).

# Finishing the fan installation

## STANDARD CEILING MOUNTING

### 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 WIRING.

1. Align the locking slots of the ceiling canopy with the two screws in the mounting bracket. Push up to engage the slots and turn clockwise to lock in place. Immediately tighten the two mounting screws firmly.
2. Install the remaining two mounting screws into the holes in the canopy and tighten firmly.
3. Install the decorative canopy ring by aligning the ring's slots with the screws in the canopy. Rotate the ring clockwise to lock in place.
4. You may now proceed to attaching the fan blades.

## CLOSE- TO-CEILING MOUNTING

1. Carefully unhook the fan from the mounting bracket and align the locking slots of the ceiling canopy with the two screws in the mounting bracket. Push up to engage the slots and turn clockwise to lock in place. Immediately tighten the two mounting screws firmly.

### WARNING

LOCKING SLOTS OF CEILING CANOPY ARE PROVIDED ONLY AS AN AID TO MOUNTING. DO NOT LEAVE FAN ASSEMBLY UNATTENDED UNTIL ALL FOUR CANOPY SCREWS ARE ENGAGED AND FIRMLY TIGHTENED.

2. Install the remaining two mounting screws into the holes in the canopy and tighten firmly.
3. Install the decorative canopy ring by aligning the ring's slots with the screws in the canopy. Rotate the ring clockwise to lock in place.
4. You may now proceed to attaching the fan blades.

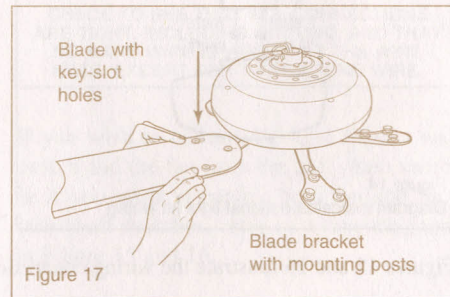
### CAUTION

DO NOT OPERATE FAN UNTIL BLADES ARE IN PLACE. NOISE AND FAN DAMAGE COULD RESULT.

# Attaching the fan blades

Your fan features revolutionary advancements for quick and easy blade installation.

1. Mount the fan blades to the pre-installed blade brackets by aligning the three key-slot holes in the blade with the three posts on the top of the blade bracket.
2. Hold the blade with both hands close to the blade bracket and press the blade down firmly. Ensure the key-slot holes are properly seated on the blade bracket posts. ( Figure 17)



3. While still pressing the blade down with both hands, firmly slide the blade away from the motor housing, until the blade engages in the locking mechanism. Make sure this springs upward and butts against the edge of the blade, indicating a secure connection. (Figure 18)
4. Visually inspect the top of the blade bracket to ensure that the locking mechanism is securely in place.
5. Repeat for the remaining blades.

**WARNING**

**FAILURE TO PROPERLY SEAT THE BLADES ON THE BLADE BRACKETS AND ENGAGE THE LOCKING MECHANISMS COULD RESULT IN THE FAN BLADES LOOSENING AND POSSIBLY FALLING.**

Pull blade away from motor and engage locking mechanism

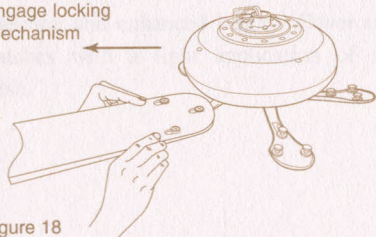


Figure 18

**To Uninstall:**

1. Hold the blade with one hand by its tip. With the other hand, press down firmly the spring locking mechanism, located on the blade bracket, to release the blade from the blade bracket.
2. Slide the blade in towards the motor housing until the blade disengages from the locking mechanism. While holding the blade with both hands, carefully push the blade up to detach from the blade bracket.

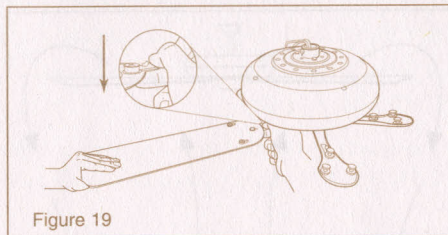


Figure 19

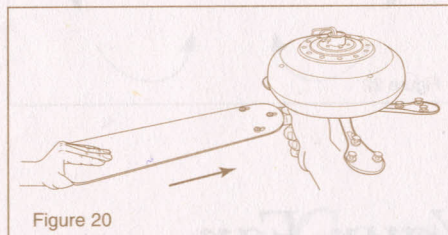


Figure 20

All blades are grouped by weight. Because natural woods vary in density, the fan may wobble even though the blades are weight matched.

The following procedure should correct most fan wobble. Check after each step.

1. Check that all blades are securely mounted to the blade brackets with the locking mechanism engaged.
2. Make sure the blade brackets are not bent or out of position and ensure the blade tips are even. Use the enclosed Blade Balancing Kit if blade wobble is still noticeable by carefully following the instructions included in the kit.

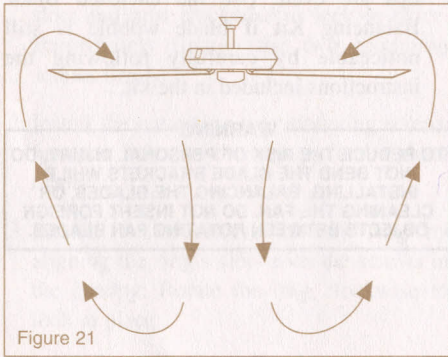
**WARNING**

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

Turn on the power and check the operation of the fan. The pull chain controls the fan speed as follows: 1 pull – High, 2 pulls – Medium, 3 pulls – Low, and 4 pulls – Off.

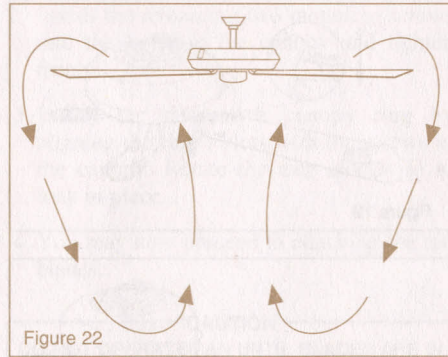
Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans, and so on.

The slide switch controls direction: forward (switch down) or reverse (switch up).\*



**Warm weather** – (Forward) A downward air flow creates a cooling effect as shown in Figure 21. This "wind-chill" effect makes you feel as much as 7° cooler. This allows you to set your air conditioner on a higher setting without affecting your comfort and can help reduce cooling costs up to 20%.

**Cool weather** – (Reverse) An upward airflow moves warm air off the ceiling area as shown in Figure 22. This allows you to set your heating unit on a lower setting without affecting your comfort and can help reduce heating costs up to 20%.



**\*NOTE**  
WAIT FOR FAN TO STOP BEFORE CHANGING THE SETTING OF THE SLIDE SWITCH.

## 10. Operating Your Fan

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. 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.

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

**IMPORTANT**

**MAKE SURE THE POWER IS OFF AT THE ELECTRICAL PANEL BOX BEFORE YOU ATTEMPT ANY REPAIRS. REFER TO THE SECTION "MAKING ELECTRICAL CONNECTIONS"**

*Care of Your Fan 11.*

## Problem

## Solution

Fan will not start.

1. Check circuit fuses or breakers.
2. Check line wire connections to fan and switch wire connections in switch housing.  
**CAUTION:** Make sure main power is off.

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 are 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 noises associated with a new fan disappear during this time.
5. If using an optional Ceiling Fan light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure.
6. Some fan motors are sensitive to signals from solid-state variable speed controls. If you have installed this type of control, choose and install another type of control.
7. Make sure the ceiling canopy is a short distance from the ceiling. **It should not touch the ceiling.**

# 12. Troubleshooting



FAN SIZE	SPEED	VOLTS	AMPS	WATTS	RPM	CFM	N.W.	G.W.	C.F.
52"	Low	120	0.21	9.5	64	1546	8.7kg	10.2kg	2.4
	Med.	120	0.36	26	114	3351			
	High	120	0.60	65	185	5970			

These are approximate measures. They do not include Amps and Wattage used by the light kit.

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 2455 Paces Ferry Road  
 Atlanta, Georgia 30339  
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*Specifications 13.*

# NEED HELP



This particular model of ceiling fan is serviced by us.  
**THIS MODEL ONLY!**

We provide answers to installation questions.

We ship parts within 1 working day of your order and/or payment.

Try us first before the hassle of returning this fan to your retailer.

Please have the model number and Instruction Manual ready and call 1-800-966-3267 (966-FANS)

## **SMC MARKETING CORP.**

**Hours: 9 a.m. - Noon**

**1 p.m. - 5 p.m.**

**(Central time - weekdays)**