Builder Small Room

Installation Manual

Model: 52217 Snow White
52218 New Bronze
52219 Brushed Nickel
Fan weight ±2 lbs: 15.9 lbs (7.2 kg)

Hunter

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PG3647 050718

Congratulations on purchasing your new Hunter® ceiling fan!

The ceiling fan you purchased will provide comfort and performance in your home or office for many years. This instruction manual contains complete instructions for installing and operating your fan. We are proud of our work and appreciate the opportunity to supply you with the best ceiling fan available anywhere in the world.

We are here to help!

This Instruction Manual is designed to make installation as simple as possible. While working through this Instruction Manual, keep your smartphone or tablet nearby. We have added video links to help you through the more technical sections. If you are unfamiliar or uncomfortable with wiring, contact a qualified electrician. We also provide telephone support at 1.888.830.1326 or visit us at HunterFan.com.

READ and SAVE These Instructions

⚠ WARNING

Warning

.1 - To reduce the risk of fire, electrical shock, or personal injury, mount fan directly from building structure and/or an outlet box marked acceptable for fan support of 70 lbs (31.8 kg) and use the mounting screws provided with the outlet box.

w.2 - To avoid possible electrical shock, before installing or servicing your fan, disconnect the power by turning off the circuit breakers to the outlet box and associated wall switch location. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.

w.3 – To reduce the risk of electric shock, this fan must be installed with an isolating wall control/switch.

w.4 - To reduce the risk of personal injury, do not bend the blade brackets when installing the blade brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

Caution

c.1 - All wiring must be in accordance with national and local electrical codes ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.

c.2 - Use only Hunter replacement parts.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed and used in accordance with the instructions may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

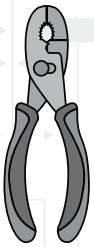
Caution: modifications not approved by the party responsible for compliance could void user's authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Here are the tools you'll need to complete your installation:

Ladder

Screwdriver



Pliers

Wire Strippers

OPTIONAL

If mounting to a support structure, you will also need these tools.

Drill

9/64" Drill Bit

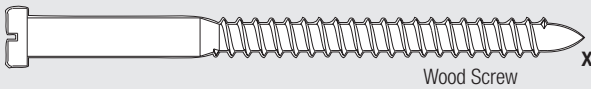
Here is what comes in your box:

We recommend that you pull everything out of the box and lay it out. We have grouped the drawn components below with the hardware you'll need for those parts. The screws below are drawn to scale to make it easier to identify what piece of hardware is needed to install each component.

Hunter Pro Tip:

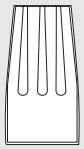
Do not discard the hardware bags or mix parts from different bags. Make note of the symbol printed on each hardware bag. The symbols can be used to identify the appropriate hardware for each step.

BAG



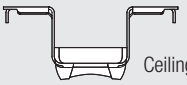
Wood Screw x2

Washer x2

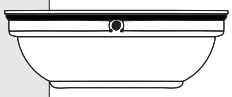


Wire Nut x4

For installing the hanger bracket and wiring the fan



Ceiling Bracket



Canopy

BAG

Canopy Screw x2

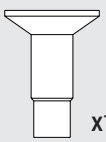
For installing the canopy

Downrod

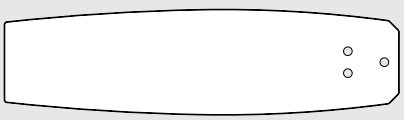
BAG

Grommet x15

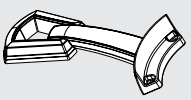
BAG



Blade Screw x15



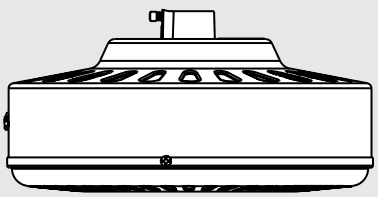
Blade x5



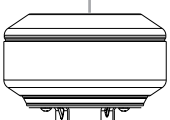
Blade Arm x5

Blade Arm Screw x10

For installing the blades

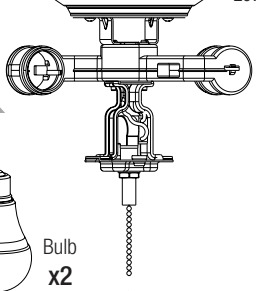


Motor



Upper Switch Housing

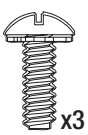
Lower Switch Housing



Bulb x2

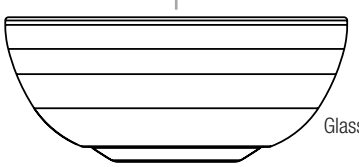
BAG

x3



x3

Light Kit Screws



Glass

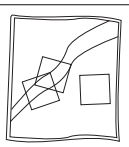
Globe Retainer

Finial Cap

Finial

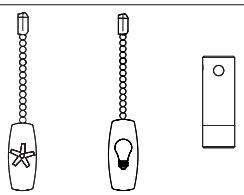
For installing the light fixture

BAG

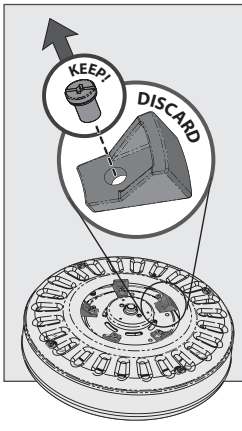


Spare Parts

For your convenience, you may receive extra fasteners.



Pullchains and extra downrod



⚠IMPORTANT

Remove the shipping blocks from the motor. **Save the screws. They will be needed for blade iron installation.**

Note: Some fans will have a shipping ring instead of shipping blocks. Please remove the ring and save the screws.

Note:

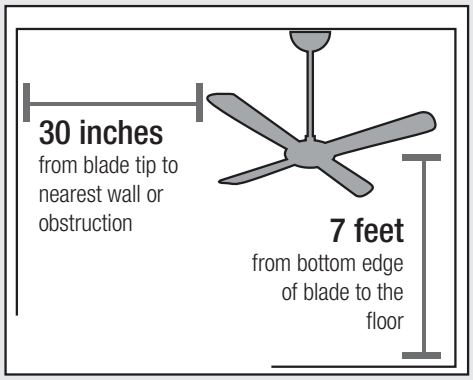
Fan style may vary.

Find a part that is missing or damaged?
Don't take it back to the store. Let us make it right. Visit us at HunterFan.com or call us at 1.888.830.1326.

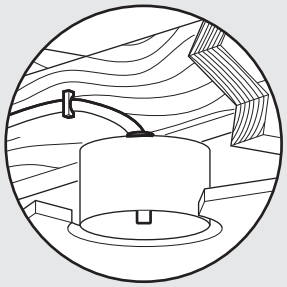
Choosing the Right Installation Location

You probably bought this fan with a location in mind. Let's check below to make sure it is a good fit.

Check the room dimensions:



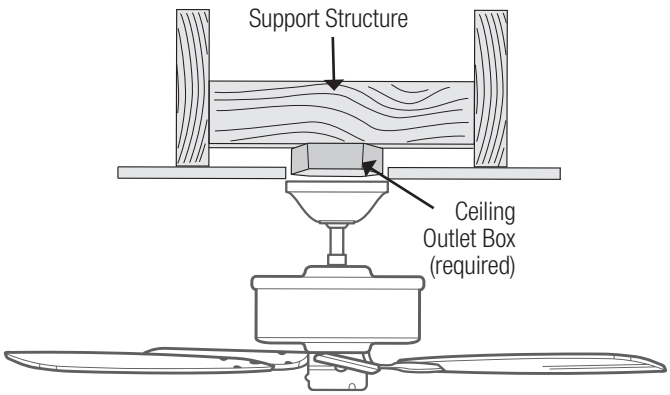
Check the outlet box:



You must be able to secure the fan to building structure or fan-rated outlet box.

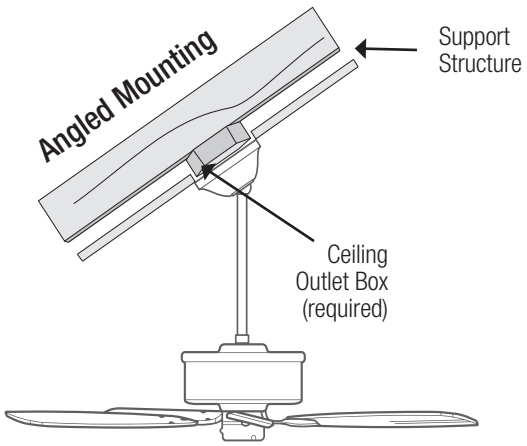
Checking the Ceiling Angle:

Standard Mounting



If you have a flat ceiling:

Hang your fan by a standard downrod. Some fans come with a shorter downrod for a Low Profile installation.



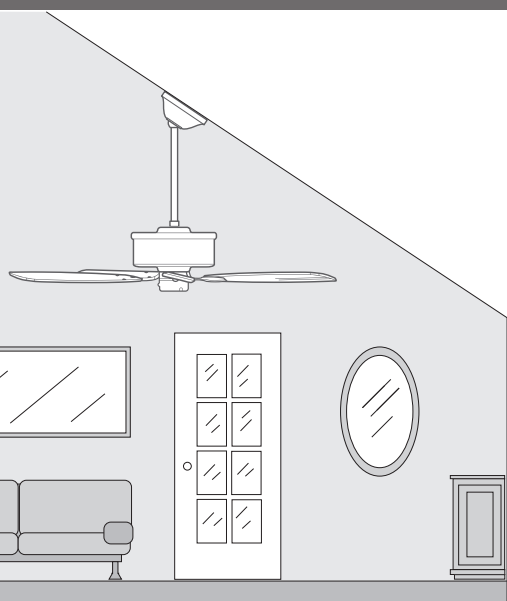
If you have an angled or vaulted ceiling:

1. You will need a longer downrod. (sold separately at HunterFan.com)
2. If your ceiling angle is greater than 34°, you will also need an Angled Mounting Kit. (Sold separately at HunterFan.com)

Angled Mounting

A little more information on Angled Mounting:

For optimum performance and appearance, a longer downrod should be used with your Hunter ceiling fan when installing on high or angled ceiling. If your ceiling is angled greater than 34° you will also need an Angled Mounting Kit. Longer downrods and the Angled Mounting Kit are sold separately at HunterFan.com.

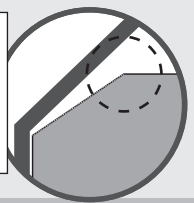


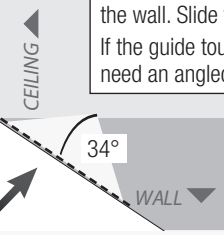
Hunter Pro Tip:

Determining if you need an Angled Mounting Kit:

Fold on the dotted line. Place against edge againts the wall. Slide towards the ceiling.

If the guide touches the wall but not the ceiling, you need an angled mounting kit.



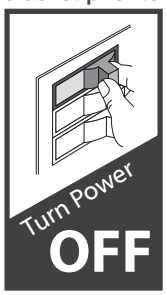


Installing the Ceiling Bracket

You have **two options** for installation. Pick which one works best for your location. Remove any existing bracket prior to installation. **Only use the provided Hunter ceiling bracket that came in your fan's box.**

Hunter Pro Tip:

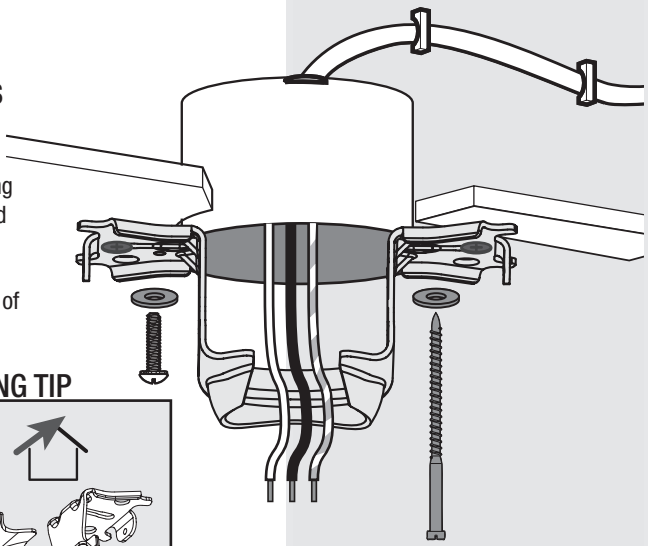
The machine screws are the ones that came with your outlet box.



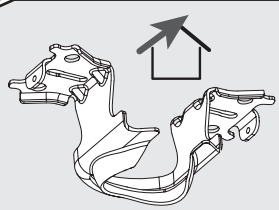
Do this first!

Option 1:
Machine Screws

Use machine screws *(provided with outlet box)* and washers when securing to existing ceiling fan-rated outlet box. Make sure it is securely installed and is acceptable for fan support of 31.8 kg (70 lbs) or less.



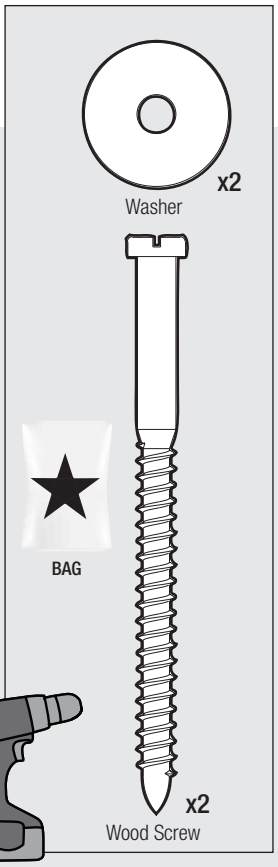
ANGLED MOUNTING TIP



For angled ceilings, point opening toward peak.

Option 2:
Wood Screws

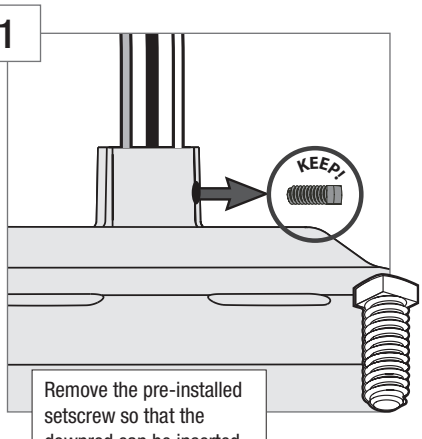
Use wood screws and washers (included) when securing to support structure with approved electrical outlet box. Drill 9/64" pilot holes in support structure to aid in securing ceiling bracket with hardware found in the ★ hardware bag.



Installing the Downrod

Follow below if you are using the downrod that came pre-assembled in your box. Need to install a longer or shorter downrod? Check out the guide at the end of this manual.

STEP 1

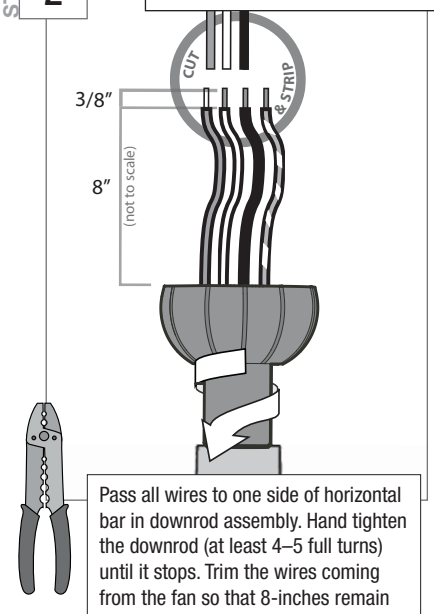


Remove the pre-installed setscrew so that the downrod can be inserted.

Hunter Pro Tip:

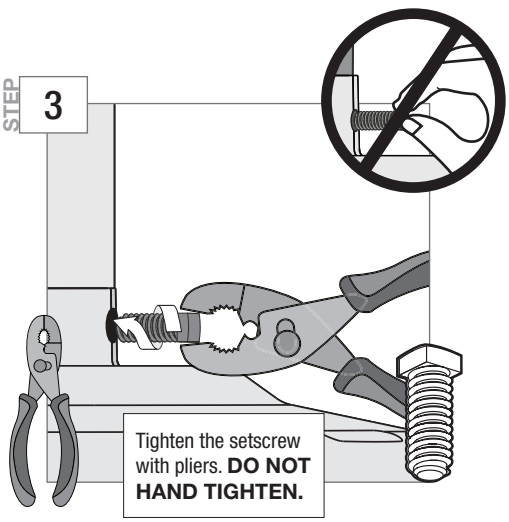
The ground wire attached to the downrod is approximately 8 inches.

STEP 2



Pass all wires to one side of horizontal bar in downrod assembly. Hand tighten the downrod (at least 4–5 full turns) until it stops. Trim the wires coming from the fan so that 8-inches remain coming from the top of the downrod.

STEP 3



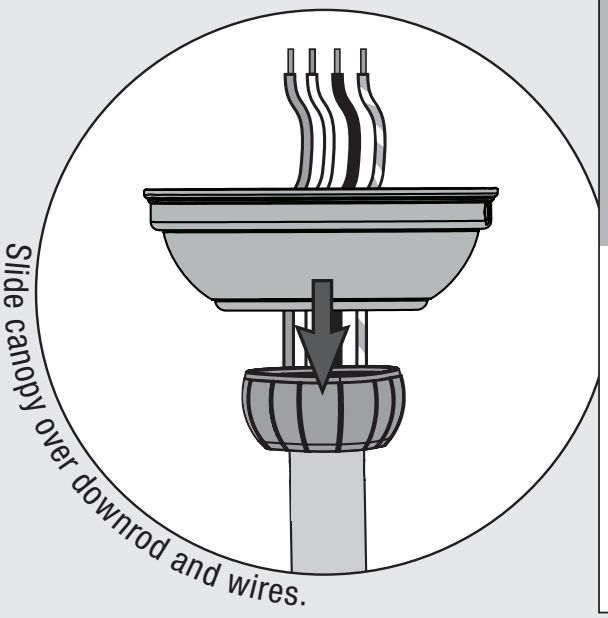
Tighten the setscrew with pliers. **DO NOT HAND TIGHTEN.**

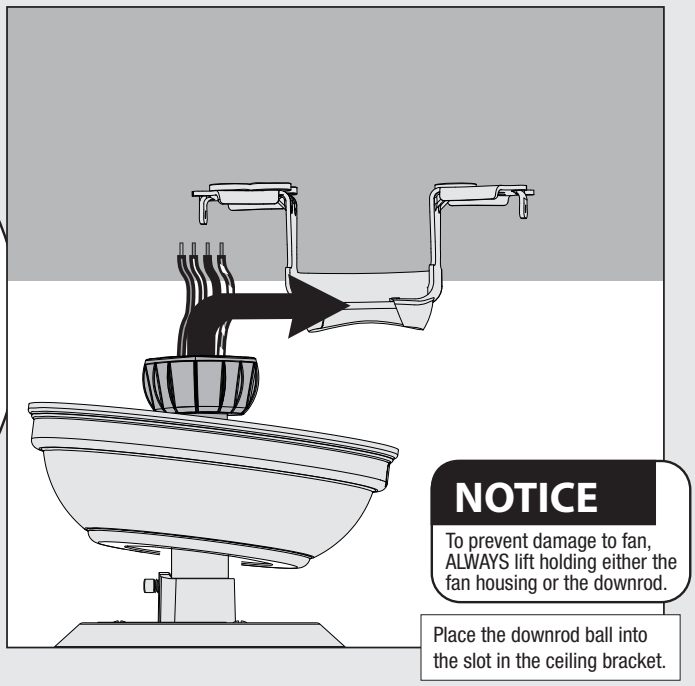
⚠ WARNING

FAN FALL HAZARD

To prevent **SERIOUS INJURY** or **DEATH:**

- **ALWAYS** tighten setscrew with pliers.
- **DO NOT** hand tighten setscrew.
- **CHECK** the setscrew is tight using pliers each time you change fan direction.





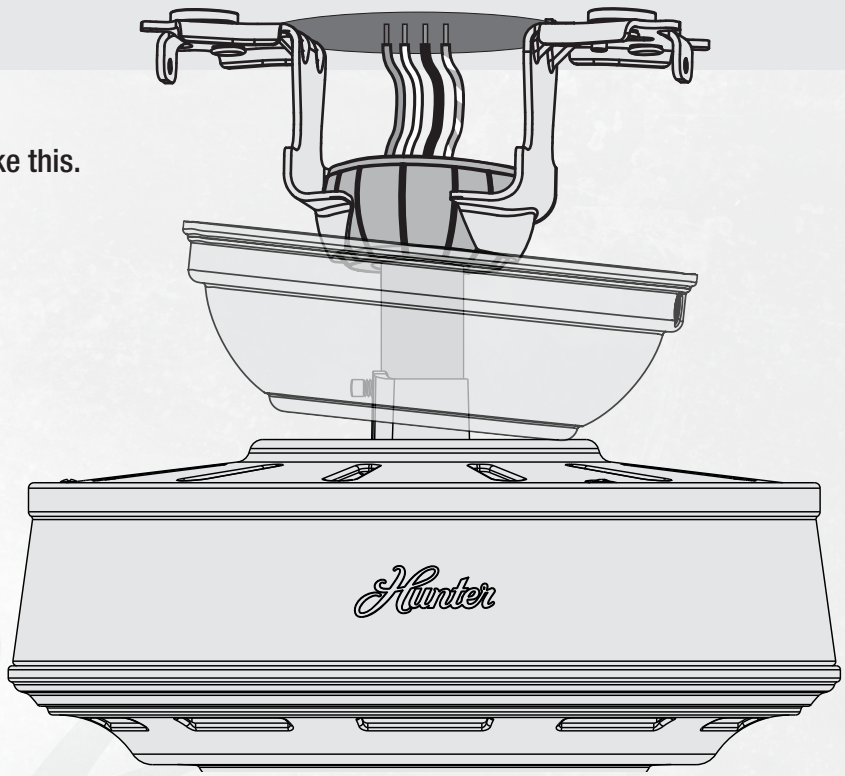
NOTICE

To prevent damage to fan, ALWAYS lift holding either the fan housing or the downrod.

Place the downrod ball into the slot in the ceiling bracket.

Progress Check:

Your fan should look like this.



We know wiring is hard. Let's make it easier.

Follow these steps to get your fan wired quickly and safely. Follow the route below that best matches your wall switch setup. If you are unfamiliar with wiring or uncomfortable doing it yourself, please contact a qualified electrician.

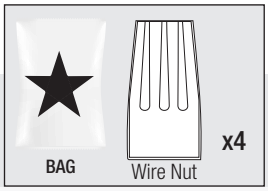
You are going to need these:

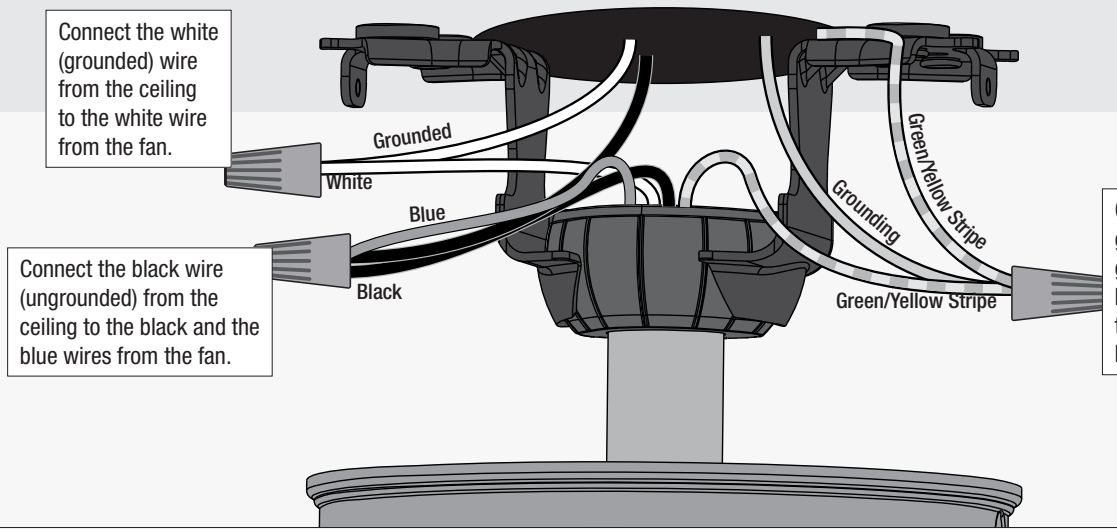
4 Wire Nuts (these are in the ★ bag)

Have a single switch?
Follow these steps:

Hunter Pro Tip:

Here is how to connect the wires:
Push the bare metal ends of the wires together and slide a wire nut over them. Then, twist the wire nut clockwise until tight. **Give it a gentle pull to make sure none of the wires are loose.**





Connect the white (grounded) wire from the ceiling to the white wire from the fan.

Connect the black wire (ungrounded) from the ceiling to the black and the blue wires from the fan.

Connect the three grounding wires (green, green/yellow stripe, or bare copper) coming from the ceiling, downrod, and hanging bracket.

⚠ WARNING

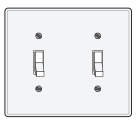
The ceiling fan must be grounded. If the ground wire for the installation site is not present, immediately **STOP** installation and consult a qualified electrician.

⚠ WARNING

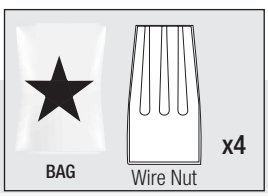
All wiring must be in accordance with national and local electrical codes ANSI/NFPA 70. If you are unfamiliar with wiring or in doubt, consult a qualified electrician.

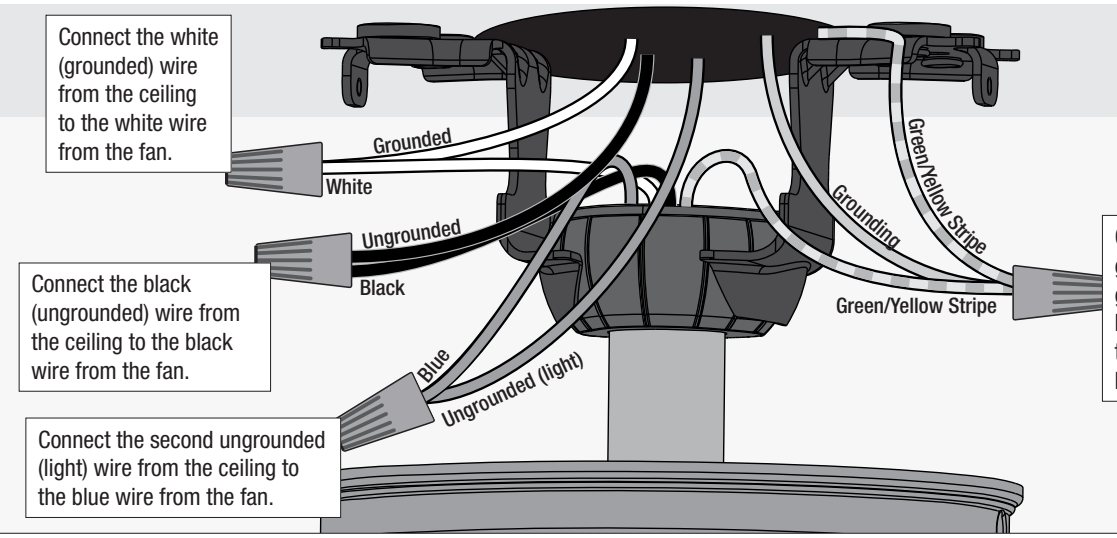
Hunter Pro Tip:

Have extra wiring?
Turn the wires upward and push them carefully back through the hanger bracket into the outlet box. Spread the wires apart, with the grounded wires on one side of the outlet box and the ungrounded wires on the other side of the outlet box. Make sure that the wires are still attached to the wire nuts.



Have dual switches?
Follow these steps:





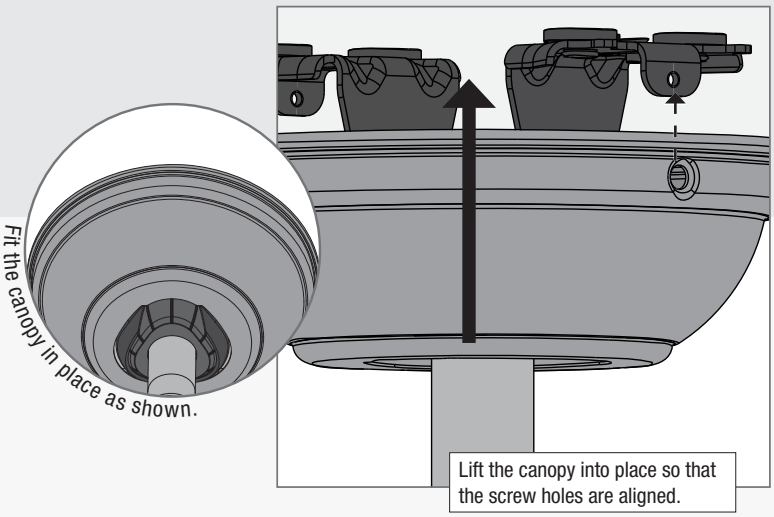
Connect the white (grounded) wire from the ceiling to the white wire from the fan.

Connect the black (ungrounded) wire from the ceiling to the black wire from the fan.

Connect the second ungrounded (light) wire from the ceiling to the blue wire from the fan.

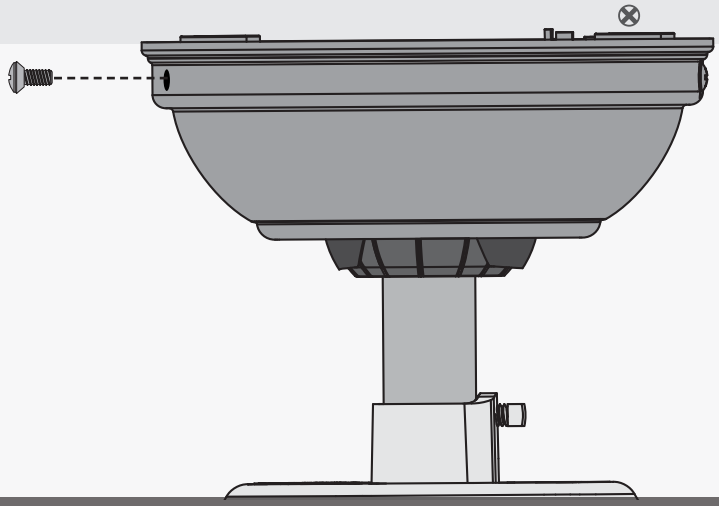
Connect the three grounding wires (green, green/yellow stripe, or bare copper) coming from the ceiling, downrod, and hanging bracket.

Installing the Canopy



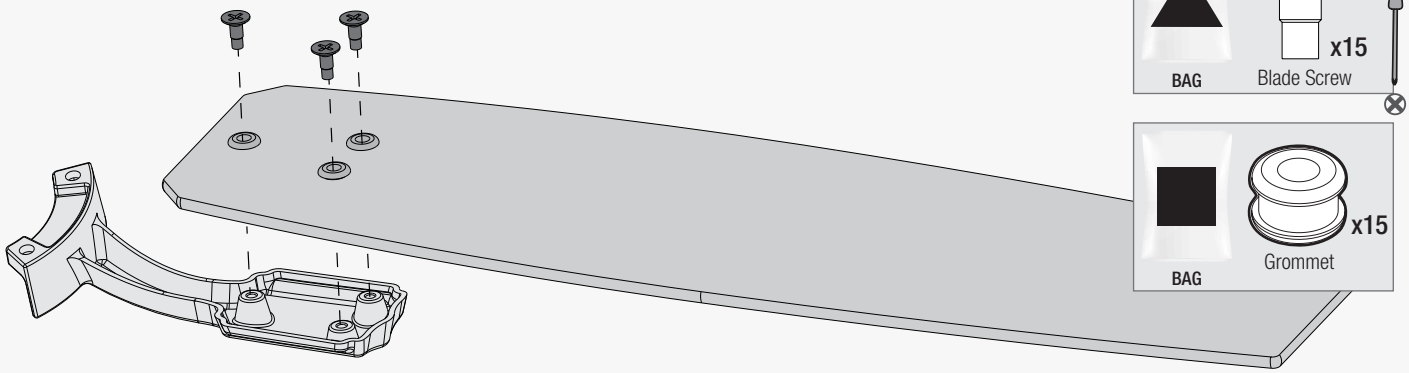
Lift the canopy into place so that the screw holes are aligned.

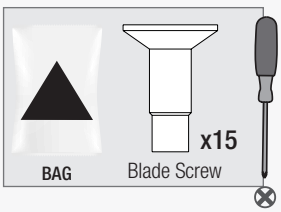
Insert the two canopy screws found in the ● hardware bag.



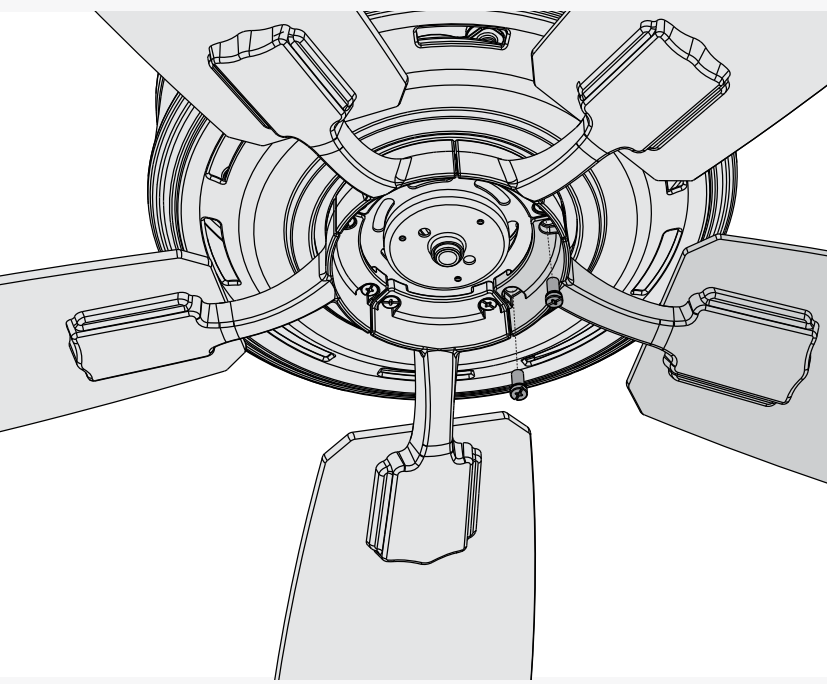
Installing the Blades:

Insert grommets found in the ■ hardware bag into the holes in the blades, then secure each blade to a blade arm with screws found in the ▲ hardware bag.



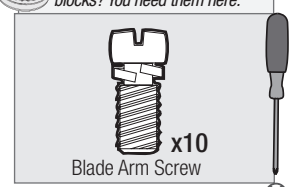


Repeat x5



Lightly attach the blade arms to the motor with the blade arm screws, then securely tighten after both screws are attached.

Remember the screws that you kept after removing the shipping blocks? You need them here.



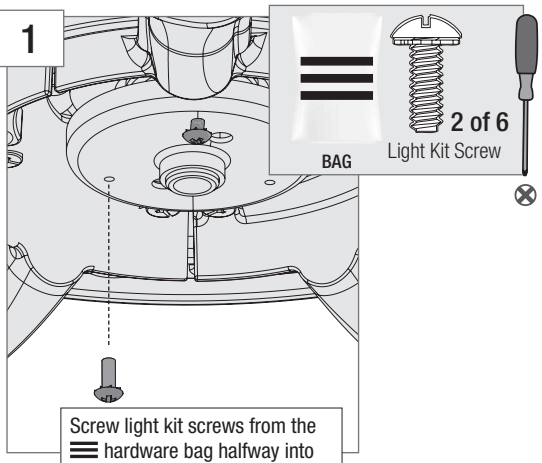
Repeat x5

Note:

Fan style may vary.

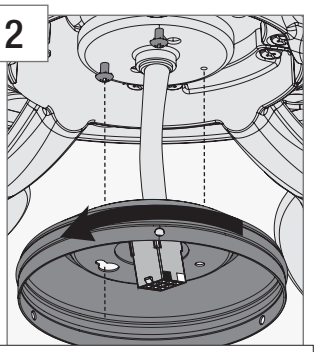
Assembling the Light

STEP 1



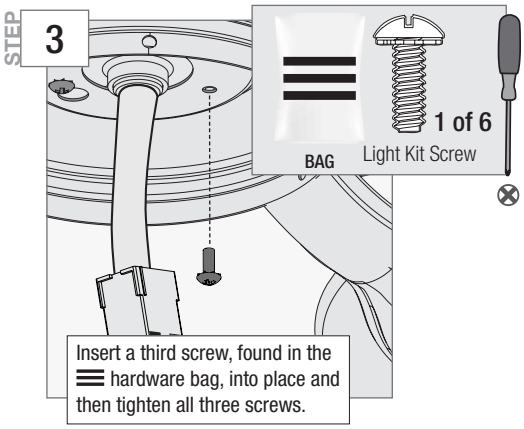
Screw light kit screws from the ≡ hardware bag halfway into the motor housing. It does not matter which two screw holes you choose.

STEP 2



Feed the wire plug through the center hole of the upper switch housing, then wrap keyhole slots around the screws and twist counterclockwise.

STEP 3

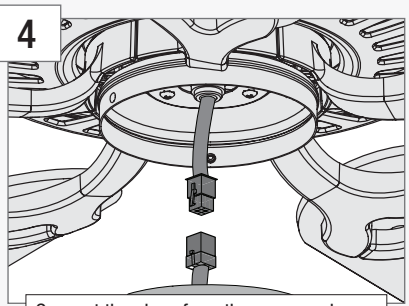


Insert a third screw, found in the ≡ hardware bag, into place and then tighten all three screws.

⚠ WARNING

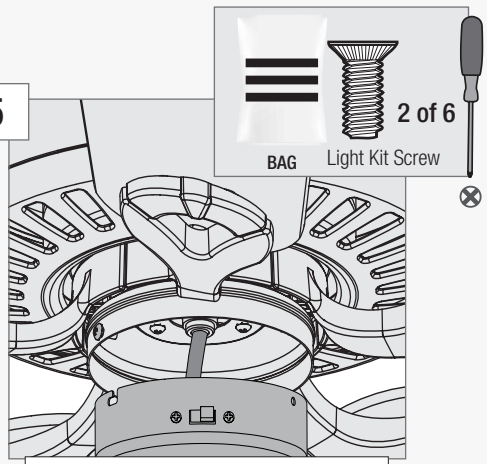
FAN FALL HAZARD
Make sure all three screws are tight to secure the upper switch housing to the mounting plate.

STEP 4



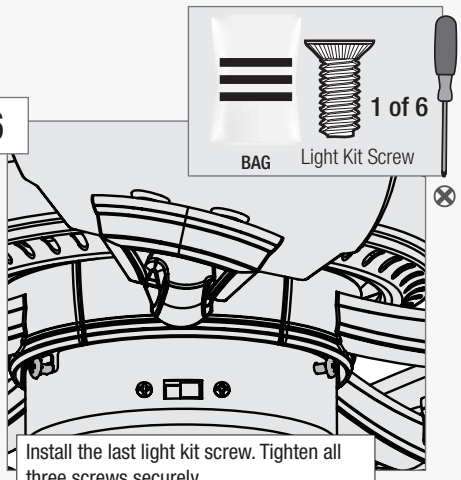
Connect the plugs from the upper and lower switch housings. Make sure to line up the colored markings on the connectors.

STEP 5



Partially install two of the light kit screws found in the ≡ hardware bag. Align the notches in the sides of the lower switch housing with the screws on the upper switch housing. Twist the lower switch housing clockwise to lock into place.

STEP 6

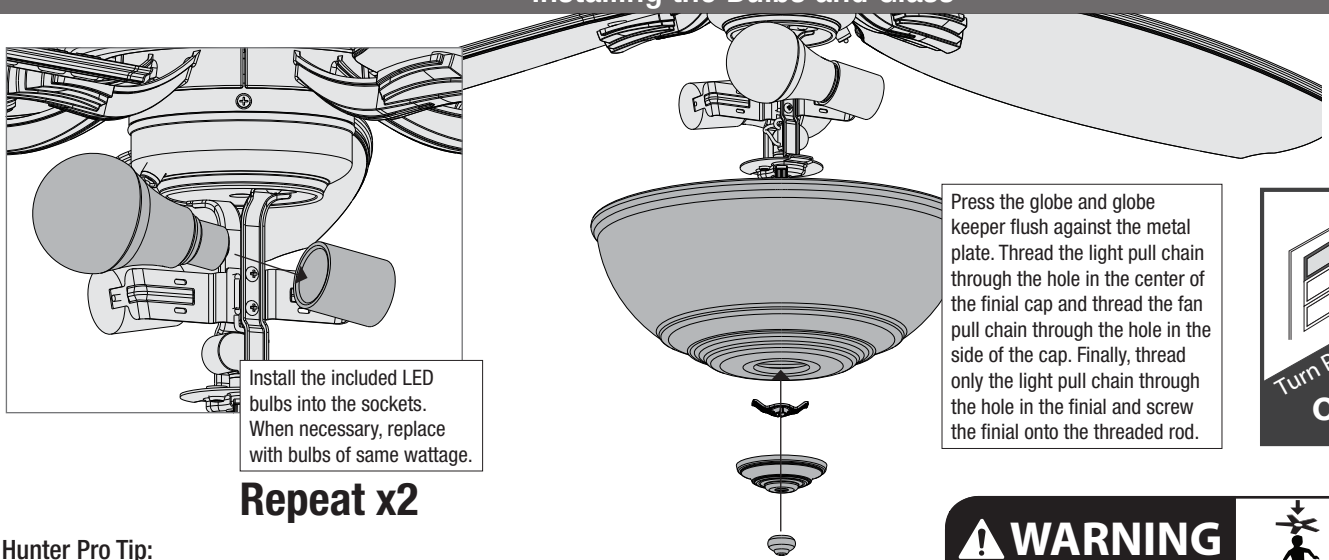


Install the last light kit screw. Tighten all three screws securely.

⚠ WARNING

FAN FALL HAZARD
Make sure all three screws are tight to secure the lower switch housing to the upper switch housing

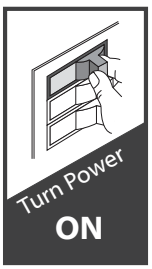
Installing the Bulbs and Glass



Install the included LED bulbs into the sockets. When necessary, replace with bulbs of same wattage.

Repeat x2

Press the globe and globe keeper flush against the metal plate. Thread the light pull chain through the hole in the center of the finial cap and thread the fan pull chain through the hole in the side of the cap. Finally, thread only the light pull chain through the hole in the finial and screw the finial onto the threaded rod.



⚠ WARNING

GLASS FALL HAZARD
To prevent **SERIOUS INJURY** or **DEATH**, make sure that glass is properly secured.

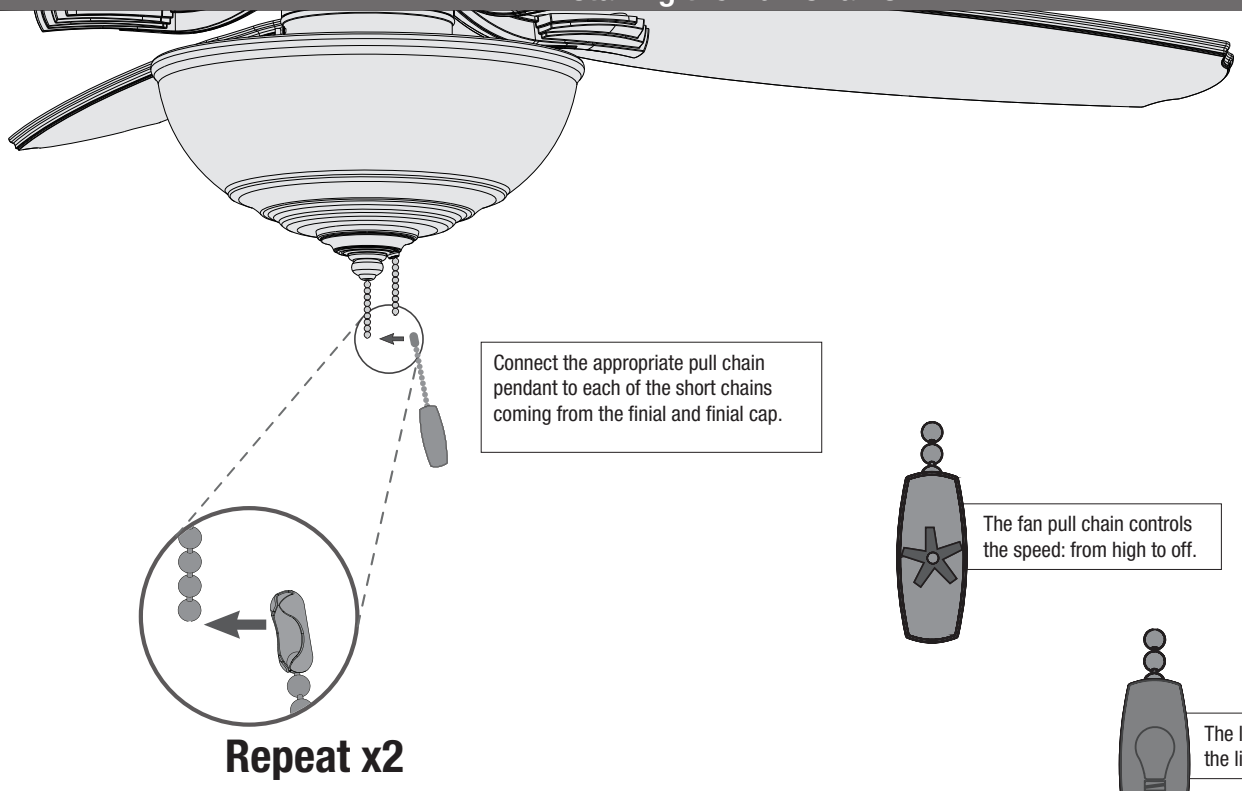
Hunter Pro Tip:

Want to install your fan without a light kit?
Go to www.HunterFan.com/FAQs and click "How do I install my fan without the light kit?"

Note:

Fan style may vary.

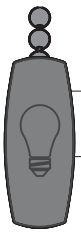
Installing the Pull Chains



Connect the appropriate pull chain pendant to each of the short chains coming from the finial and finial cap.

Repeat x2

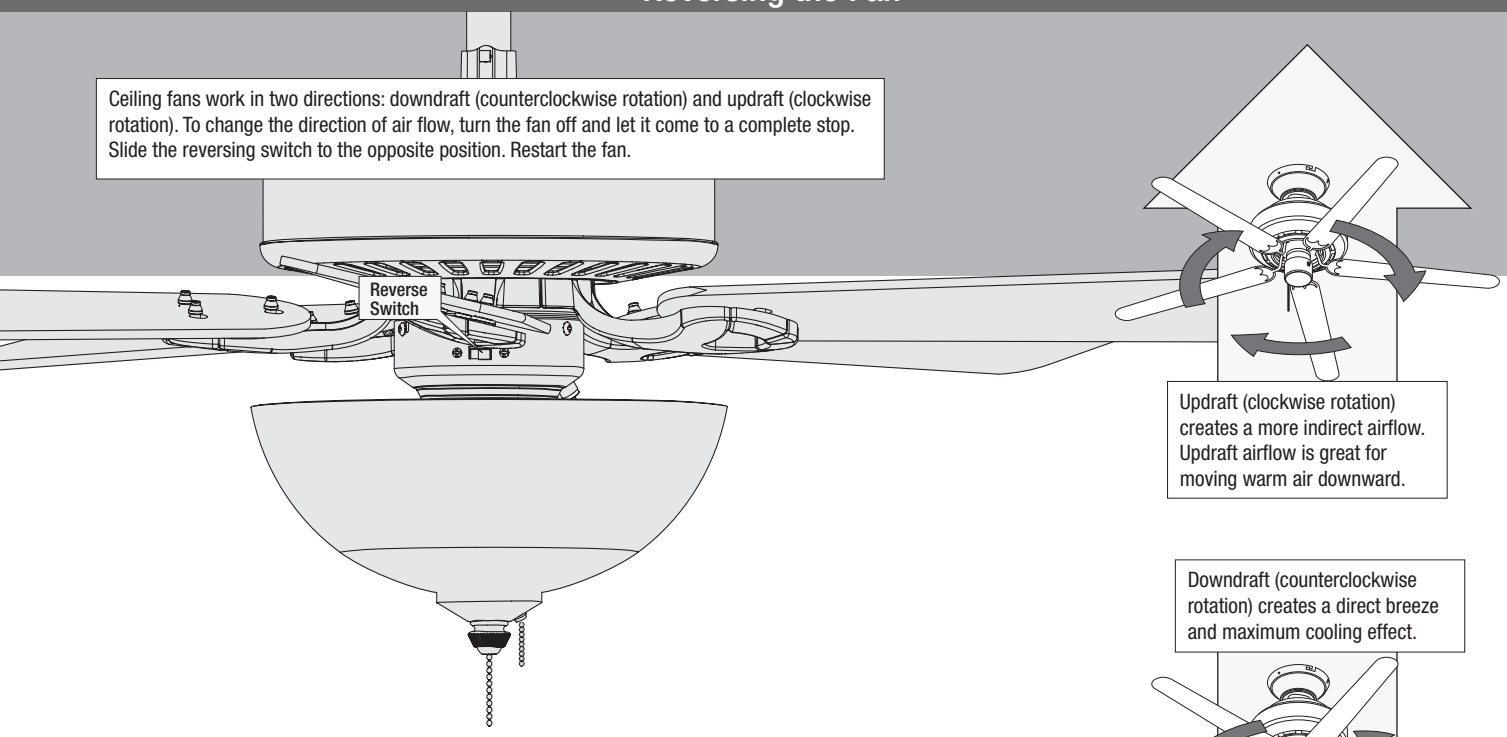
The fan pull chain controls the speed: from high to off.



The light pull chain controls the light fixture: on and off.

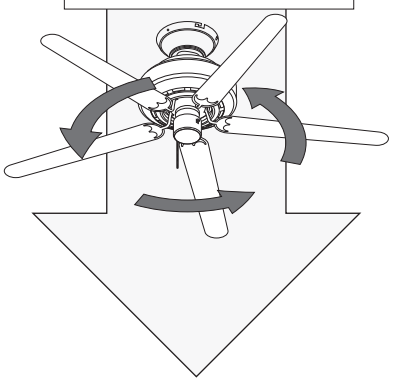
Reversing the Fan

Ceiling fans work in two directions: downdraft (counterclockwise rotation) and updraft (clockwise rotation). To change the direction of air flow, turn the fan off and let it come to a complete stop. Slide the reversing switch to the opposite position. Restart the fan.

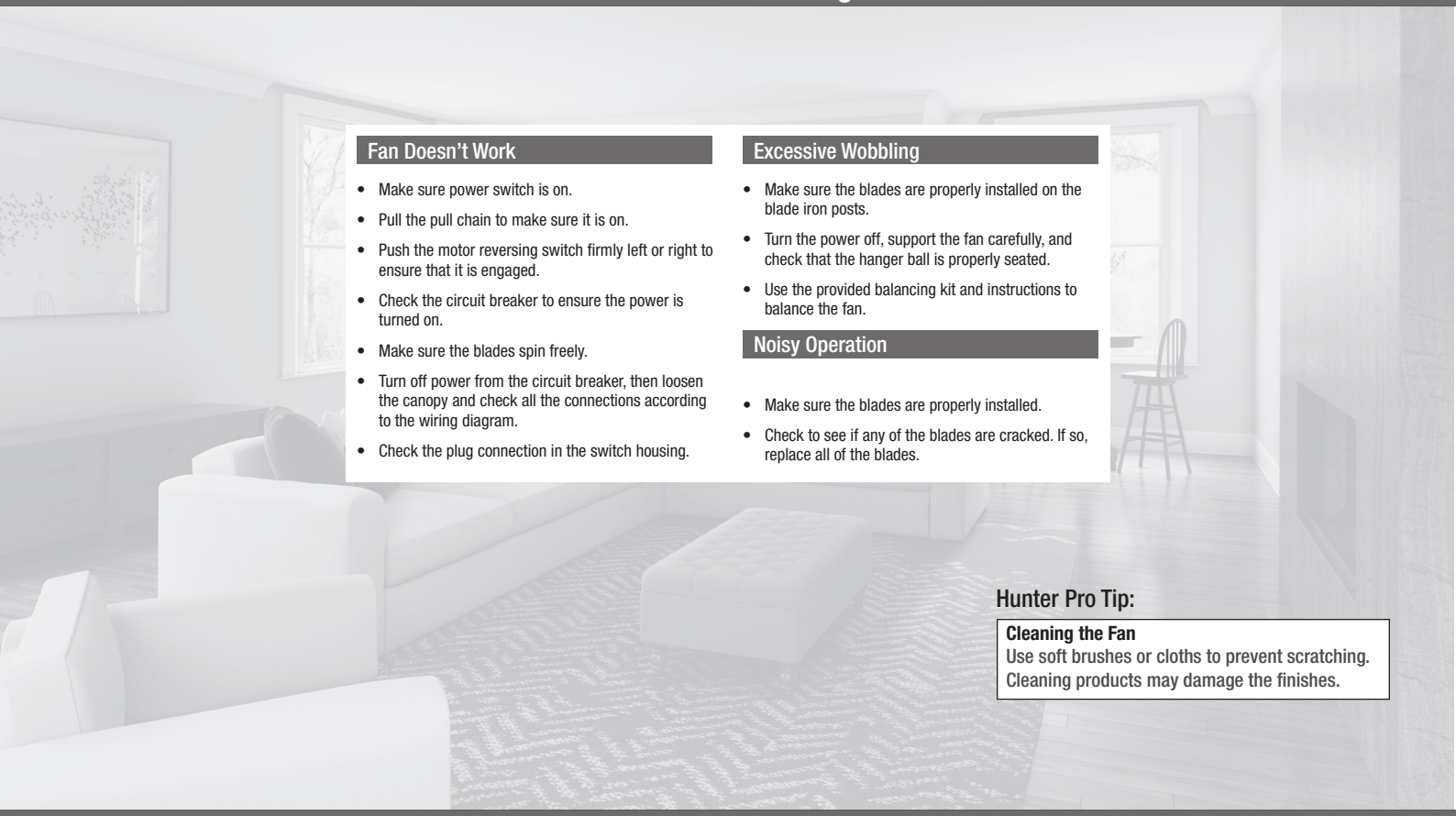


Updraft (clockwise rotation) creates a more indirect airflow. Updraft airflow is great for moving warm air downward.

Downdraft (counterclockwise rotation) creates a direct breeze and maximum cooling effect.



Troubleshooting



Fan Doesn't Work

- Make sure power switch is on.
- Pull the pull chain to make sure it is on.
- Push the motor reversing switch firmly left or right to ensure that it is engaged.
- Check the circuit breaker to ensure the power is turned on.
- Make sure the blades spin freely.
- Turn off power from the circuit breaker, then loosen the canopy and check all the connections according to the wiring diagram.
- Check the plug connection in the switch housing.

Excessive Wobbling

- Make sure the blades are properly installed on the blade iron posts.
- Turn the power off, support the fan carefully, and check that the hanger ball is properly seated.
- Use the provided balancing kit and instructions to balance the fan.

Noisy Operation

- Make sure the blades are properly installed.
- Check to see if any of the blades are cracked. If so, replace all of the blades.

Hunter Pro Tip:

Cleaning the Fan
Use soft brushes or cloths to prevent scratching. Cleaning products may damage the finishes.

Limited Lifetime Warranty

Hunter Fan Company grants this limited warranty to the original purchaser of this Hunter ceiling fan. This document can be found at www.HunterFan.com.
Thank you for choosing Hunter!

How Can Warranty Service Be Obtained?

Proof of purchase is required when requesting warranty service. The original purchaser must present a sales receipt or other document that establishes proof of purchase. Hunter, at its sole discretion, may accept a gift receipt. To obtain service, contact Hunter Fan Company online or by phone.

www.HunterFan.com/Support/Contact-Us/
1-888-830-1326

Please do not ship your fan or any fan parts to Hunter. Delivery will be refused.

What Does This Warranty Cover?

Motor — Limited Lifetime Warranty
If any part of your ceiling fan motor fails during your ownership of the fan due to a defect in material or workmanship, as determined solely by Hunter, Hunter will provide you with a replacement fan free of charge.* The foregoing limited warranty applies only to the motor itself and does not apply to electronic controls – such as remote control transmitters, remote control receivers, or capacitors – used in conjunction with the motor. Such electronic control items are included in the one-year limited warranty below.

Other — One-Year Limited Warranty
Except as otherwise indicated throughout this warranty, if any part of your Hunter ceiling fan fails at any time within one year of the date of purchase due to a defect in material or workmanship, as determined solely by Hunter, Hunter will provide a replacement part free of charge.*

Light Kits — Warranty May Vary
Light kits are included in the one-year limited warranty. However, you may qualify for additional warranty coverage if your fan includes one of the following:

- **LED Light Kits — Three-Year Limited Warranty**
  If your LED light kit module (not including glass components) or LED bulb fails at any time within three years of the date of purchase due to a defect in material or workmanship, as determined solely by Hunter, Hunter will provide a replacement part free of charge.*

** If no replacement product/part can be provided for your fan, we will provide a comparable or superior replacement product/part at the sole discretion of Hunter.*

What Does This Warranty NOT Cover?

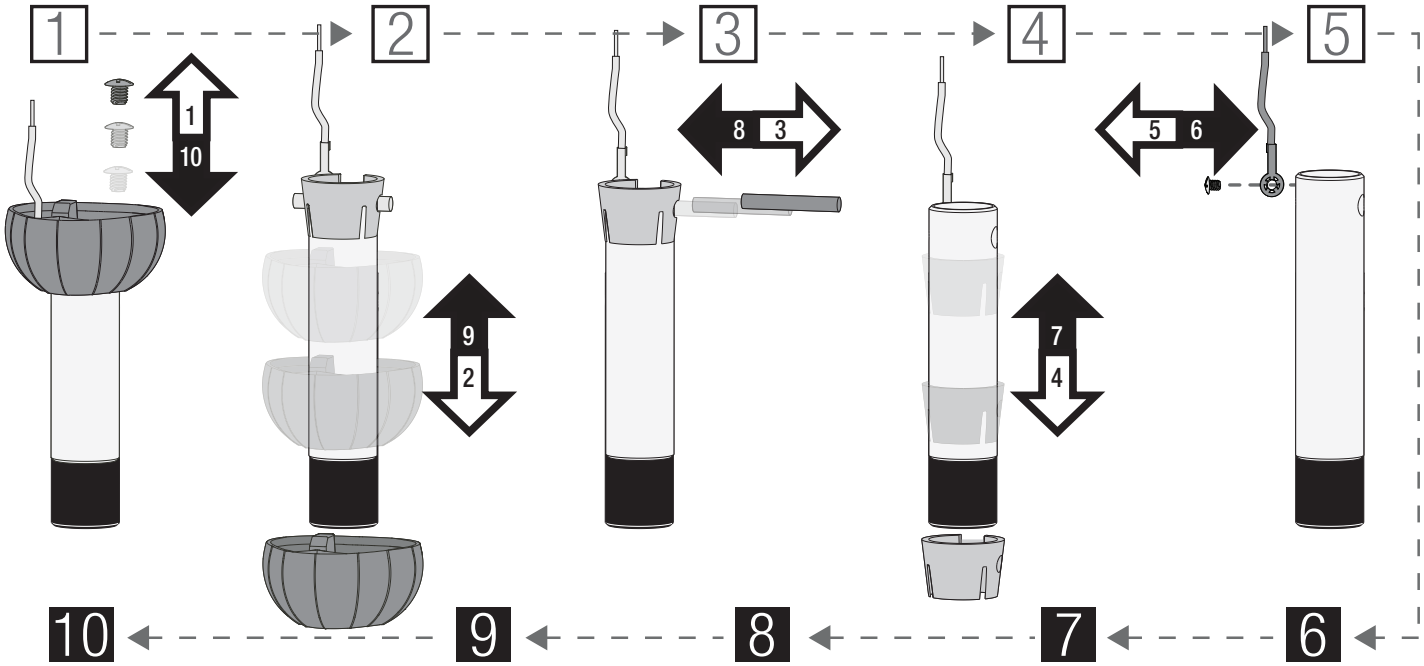
Labor Excluded. This warranty does not cover any costs or fees associated with the labor (including electrician's fees) required to install, remove, or replace a fan or any fan parts. There is no warranty for light bulbs (except where otherwise noted); remote control batteries; fans purchased or installed outside the United States; fans owned by someone other than the original purchaser; fans for which proof of purchase has not been established; fans purchased from an unauthorized dealer; ordinary wear and tear; minor cosmetic blemishes; refurbished fans; and fans that are damaged due to any of the following: improper installation, misuse, abuse, improper care, failure to follow Hunter instructions, accidental damage caused by the fan owner or related parties, modifications to the fan, improper or incorrectly performed maintenance or repair, improper voltage supply or power surge, use of improper parts or accessories, failure to provide maintenance to the fan, or acts of God (e.g. flood).
ORIGINAL PURCHASER'S SOLE AND EXCLUSIVE REMEDY FOR A CLAIM OF ANY KIND WITH RESPECT TO THIS PRODUCT SHALL BE THE REMEDIES SET FORTH HEREIN. HUNTER FAN COMPANY IS NOT RESPONSIBLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, DUE TO PRODUCT FAILURE, WHETHER ARISING OUT OF BREACH OF WARRANTY, BREACH OF CONTRACT, OR OTHERWISE. Some States do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.
ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE APPLICABLE TO THIS PRODUCT ARE LIMITED IN DURATION TO THE PERIOD OF COVERAGE OF THE APPLICABLE LIMITED WARRANTIES SET FORTH ABOVE. Some States do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

How Does State Law Affect Warranty Coverage?

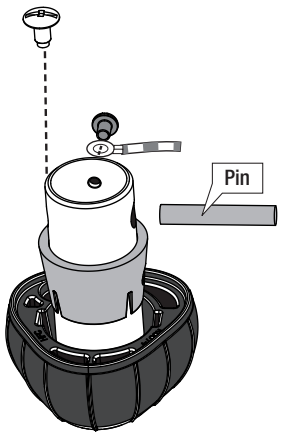
This warranty gives you specific legal rights. You may also have other rights which vary from state to state.

If you need a different downrod length follow these steps:

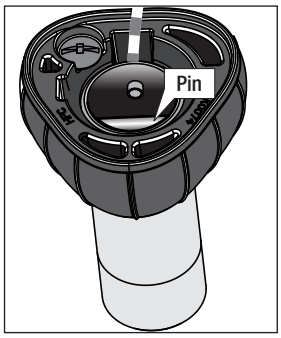
Follow steps 1-5 to remove standard downrod pipe



Follow steps 6-10 to reassemble with new downrod



Here is another view of the downrod assembly unassembled.



Assembled downrod should look like this

⚠ WARNING

FAN FALL HAZARD

To prevent **SERIOUS INJURY** or **DEATH:**

- **ALWAYS** follow the downrod assembly instructions exactly.
- **VERIFY** the downrod is assembled correctly by firmly pulling on the hanger ball.
- **Pin must be reinserted to secure downrod assembly.**