ITEM #5216230

# HAWKESBURY FAN

MODEL #CF42BNK4L

Español p. 21

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Purchase Date



**Questions, problems, missing parts?** Before returning to your retailer, call our customer service department at **800-527-1292**, 8:30 a.m. - 5 p.m., CST, Monday - Friday.

# TABLE OF CONTENTS

Safety Information 2
Package Contents
Hardware Contents
Preparation
Initial Installation
Downrod-Style Fan Mounting
Closemount-Style Fan Mounting 10
Wiring11
Wiring11 Final Installation
-
Final Installation
Final Installation
Final Installation



# SAFETY INFORMATION

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

\*NOTE: 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.

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The 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, (2) this device must accept any interference received, including interference that may cause undesired operation.

**NOTE:** Dimmable to 10%.

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# READ AND SAVE THESE INSTRUCTIONS

Please read and understand this entire manual before attempting to assemble, install or operate the product.

- Do not discard fan carton or foam inserts. Should this fan need to be returned to the factory for repairs, it must be shipped in its original packaging to ensure proper protection against damage that might exceed the initial cause for return.
- Make sure all electrical connections comply with local codes, ordinances, the National Electrical Code and ANSI/NFPA 70-1999. Hire a qualified electrician or consult a do-it-yourself wiring handbook if you are unfamiliar with installing electrical wiring.
- Make sure the installation site you choose allows a minimum clearance of 7 ft. from the blades to the floor and at least 30 in. from the end of the blades to any obstruction.
- After you install the fan, make sure all connections are secure to prevent the fan from falling.
- The net weight of this fan including the light kit is: 15 lbs.

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When using an existing outlet box, make sure the outlet box is securely attached to the building structure and can support the full weight of the fan. Failure to do this can result in serious injury or death. The stability of the outlet box is essential in minimizing wobble and noise in the fan after installation is complete.

To reduce the risk of serious bodily injury, DO NOT use power tools to assemble any part of the fan, including the blades.

# A WARNING



To reduce the risk of fire, electrical shock or personal injury, mount fan to outlet box marked "ACCEPTABLE FOR FAN SUPPORT OF 35 LBS. OR LESS" and use mounting screws provided with the outlet box. Most outlet boxes commonly used for the support of use are not acceptable for fan support and may need to be replaced. Consult a gualified

lighting fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

When mounting fan to a ceiling outlet box, use a METAL octagonal outlet box; do NOT use a plastic outlet box. Secure the outlet box directly to the building structure. The outlet box and its support must be able to support the moving weight of the fan (at least 35 lbs.).

To avoid personal injury, the use of gloves may be necessary while handling fan parts with sharp edges.

To reduce the risk of fire, electrical shock or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12-gauge or there is more than one house wire to connect to the corresponding fan lead wires, consult an electrician for the proper size wire connectors to use.



# **WARNING**

To reduce the risk of fire or electrical shock, do not use the fan with any solid state speed control device or control fan speed with a full range dimmer switch.

To reduce the risk of fire, electrical shock or personal injury, do not bend the blades when installing or balancing them or when cleaning the fan. Do not insert objects between the rotating fan blades.

To reduce the risk of personal injury, use *only* parts provided with this fan. The use of parts *OTHER* than those provided with this fan will void the warranty.

Before proceeding, be sure to shut off electricity at main switch or circuit breaker in order to avoid electrical shock.

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Be sure outlet box is properly grounded and that a ground wire (green or bare) is present.

Once installation is complete, carefully check all screws, bolts and nuts on fan motor assembly to ensure that they are secured.

Read all instructions and safety information before installing your new fan. Review the accompanying assembly diagrams.

Do NOT tamper with or attempt to repair LED component. The light source is designed for this specific application and should not be serviced by untrained personnel. If any servicing is required, call our customer service department.

### PACKAGE CONTENTS



PART	DESCRIPTION	QUANTITY
Α	Downrod	1
В	Mounting Bracket	1
С	Canopy	1
D	Motor Housing	1
E	Shade	1
F	Switch Housing	1
G	LED Light Kit	1
Н	Pin (preassembled)	1
	Clip (preassembled)	1

PART	DESCRIPTION	QUANTITY
J	Motor Plate Screw (preassembled)	3
K	Switch Housing Screw (preassembled)	3
L	Canopy Mounting Screw (preassembled)	4
М	Blade	4
Ν	Yoke Cover	1

**IMPORTANT REMINDER:** You must use the parts provided with this fan for proper installation and safety.

# HARDWARE CONTENTS (shown actual size)



### PREPARATION

Before beginning assembly of product, make sure all parts are present. Place motor on carpet or on foam to avoid damage to finish. Compare parts with package contents list and hardware contents list. If any part is missing or damaged, do not attempt to assemble the product.

#### **Estimated Assembly Time: 120 minutes**

Tools Required for Assembly (not included): Electrical Tape, Phillips Screwdriver, Pliers, Safety Glasses, Stepladder and Wire Strippers

Helpful Tools (not included): AC Tester Light, Tape Measure, Do-It-Yourself Wiring Handbook and Wire Cutters

#### INITIAL INSTALLATION

1. Turn off circuit breakers and wall switch to the fan supply line leads.

**DANGER:** Failure to disconnect power supply prior to installation may result in serious injury or death.



2. Determine mounting method to use.

A. Downrod mount (standard or angled ceiling).
B. Closemount (standard ceiling only).
IMPORTANT: If using the angle mount, check to make sure the ceiling angle is not steeper than 19°.

\*Helpful Hint: Downrod-style mounting is best suited for ceilings 8 ft. or higher. For taller ceilings you may want to use a longer downrod (not included). Angle-style mounting is best suited for angled or vaulted ceilings. A longer downrod is sometimes necessary to ensure proper blade clearance. Closemount mounting is more suitable for ceilings lower than 8 ft. high.

 Check to make sure blades (M) will be at least 30 in. from any obstruction and at least 7 ft. above the floor.





4. Secure mounting bracket (B) to outlet box (not included) using screws, spring washers and flat washers provided with the outlet box.

\***NOTE:** It is very important you use the proper hardware when installing the mounting bracket (B) as this will support the fan.

**IMPORTANT:** If using the angle mount, make sure open end of mounting bracket (B) is installed facing the higher point of the ceiling, and ensure the ceiling angle is not steeper than 19°.

For **DOWNROD-STYLE FAN MOUNTING**, proceed to Step 1 on the following page.

For **CLOSEMOUNT-STYLE FAN MOUNTING**, skip to page 10.



## DOWNROD-STYLE FAN MOUNTING

- 1a. Remove pin (H) and clip (I) from downrod (A).
- 1b. Partially loosen preassembled set screws and nut in yoke at top of motor housing (D).



 Insert downrod (A) through yoke cover (N) and canopy (C). Thread wires from motor housing (D) up through downrod (A).





3. Slip downrod (A) into yoke, align holes and re-install pin (H) and clip (I). Tighten downrod set screws and then tighten nut.

4. Depending on the length of downrod you use, you may need to cut the lead wires back to simplify the wiring. If you decide to cut back the lead wires, it is suggested you do so in the following manner:

Take the lead wires and make sure you have pulled them all the way through the top of the downrod. Start at the TOP of the hanging ball on the downrod and measure 8 in. of lead wire, and then cut the excess wire off with wire cutters (not included).

# **NOTE:** If you do **not** cut back the lead wires, **Steps 4** and **5** are not necessary and you may proceed to Step 6 instead.



5. If you cut back the lead wires in Step 4, strip 3/4 in. of insulation from end of each wire -- white, black, green and blue (if applicable). Twist stripped ends of each strand of wire within the insulation with pliers (not included).



- 6 A Tab Slot
- Install hanging ball of downrod (A) into opening of mounting bracket (B). Align the slot in hanging ball with the tab in mounting bracket (B).

**DANGER:** Failure to align slot in hanging ball with the tab in mounting bracket (B) may result in serious injury or death.

Continue to **WIRING** on page 11.

# **CLOSEMOUNT-STYLE FAN MOUNTING**

1. Remove preassembled canopy cover from bottom of canopy (C).

**NOTE:** It may be necessary to use the handle end of a screwdriver (not included) to remove the canopy cover by tapping on the canopy cover from the *inside* of the canopy (C).

**NOTE:** The downrod (A) and canopy cover are not used in this type of installation.

2. Remove every other preassembled screw/lock washer from top of motor housing (D).

3. Pull wires up through hole in the middle of the canopy (C) and attach canopy (C) to motor housing (D) using the three screws/lock washers previously removed.







# **CLOSEMOUNT-STYLE FAN MOUNTING**

4. Temporarily hang fan on the tab on the mounting bracket (B) using one of the non-slotted holes in the canopy (C).



# WIRING

**WARNING:** To reduce the risk of fire, electrical shock or personal injury, wire connectors provided with this fan are designed to accept only one 12-gauge house wire and two lead wires from the fan. If your house wire is larger than 12-gauge or there is more than one house wire to connect to the corresponding fan lead wires, consult an electrician for the proper size wire connectors to use.

**CAUTION:** Be sure outlet box is properly grounded and that a ground (GREEN or BARE) wire is present.

**WARNING:** If house wires are different colors than referred to in the following steps, stop immediately. A professional electrician is recommended to determine wiring.

**WARNING:** Using a full range dimmer switch (not included) to control fan speed will cause a loud humming noise from fan. To reduce the risk of fire or electrical shock, do NOT use a full range dimmer switch to control fan speed.

 Choose wiring diagram (Fig. 1a, Fig. 1b or Fig. 1c) that fits your situation and make appropriate wiring connections as follows: [IMPORTANT: Use one of the wire connectors (CC) to make each wire connection, making sure to screw wire connector (CC) on in a clockwise direction.]

> 1a. **FAN AND LIGHT CONTROLLED BY PULL CHAINS:** Connect BLACK and BLUE wire from fan to BLACK wire from ceiling. Connect WHITE wire from fan to WHITE wire from ceiling. Connect GROUND (GREEN) wires from fan (on downrod (A) and mounting bracket (B)) to BARE/GREEN wire from ceiling.

> 1b. FAN CONTROLLED BY PULL CHAIN, LIGHT BY WALL SWITCH: Connect BLACK wire from fan to BLACK wire from ceiling. Connect BLUE wire from fan to the BLACK (or RED) wire from the independent wall switch for the light. Connect WHITE wire from fan to WHITE wire from ceiling. Connect GROUND (GREEN) wires from fan (on downrod (A) and mounting bracket (B)) to BARE/GREEN wire from ceiling.

> 1c. FAN AND LIGHT CONTROLLED BY TWO WALL SWITCHES: Connect BLACK wire from fan to BLACK wire from the independent wall switch for the fan. Connect BLUE wire from fan to the BLACK wire from the other independent wall switch for the light. Connect WHITE wire from fan to WHITE wire from ceiling. Connect GROUND (GREEN) wires from fan (on downrod (A) and mounting bracket (B)) to BARE/GREEN wire from ceiling.

**NOTE:** BLACK wire is hot power for fan. BLUE wire is hot power for light kit. WHITE wire is common for fan and light kit. GREEN or BARE wire is ground.

FAN AND LIGHT CONTROLLED BY PULL CHAINS







#### WIRING

2. Wrap electrical tape (not included) around each individual wire connector (CC) down to the wire.

**WARNING:** Make sure no bare wire or wire strands are visible after making connections. Place GREEN and WHITE wire connections on the opposite side of the outlet box from the BLACK and BLUE wire connections.

Turn spliced/taped wires upward and gently push wires and wire connectors (CC) into outlet box.

#### Hardware Used



Wire Connector

ector





#### FINAL INSTALLATION

 Temporarily lift canopy (C) to mounting bracket (B) to determine which two canopy mounting screws (L) in mounting bracket (B) align with slotted holes in canopy (C) and partially loosen these two canopy mounting screws (L). Remove the other two canopy mounting screws (L). Now, lift canopy (C) to mounting bracket (B) again, aligning slotted holes in canopy (C) with loosened canopy mounting screws (L) in mounting bracket (B). Twist canopy (C) clockwise to lock. Re-insert the two canopy mounting screws (L) that were just removed and tighten all canopy mounting screws (L) securely.



#### FINAL INSTALLATION

 ADANGER: To reduce the risk of serious bodily injury, DO NOT use power tools to assemble the blades (M). If screws are overtightened, blades (M) may crack and break.

Insert the blade (M) through the slot on the band of the motor housing (D). Align holes in blade (M) with holes in plate on underside of motor. Attach the blade (M) with blade screws (AA) and fiber blade washers (BB). Then, tighten each blade screw (AA), starting with the one in the middle. Repeat for remaining blades (M).

#### **Hardware Used**





 Remove one motor plate screw (J) from motor plate preassembled on the underside of the motor housing (D) and partially loosen the other two motor plate screws (J).

Align slotted holes in switch housing (F) with loosened motor plate screws (J), allowing male plug to come through hole in switch housing (F). Twist switch housing (F) to lock. Re-insert the motor plate screw (J) that was removed and securely tighten all three motor plate screws (J).

Connect male plug from motor housing (D) to female plug from switch housing (F), matching up the colors on the plugs for correct fit. Make sure plugs connect tightly.



#### FINAL INSTALLATION

 Remove one switch housing screw (K) from posts on the underside of switch housing (F) and partially loosen the other two switch housing screws (K).

Connect WHITE wire from switch housing (F) to WHITE wire from LED light kit (G). Connect BLACK (or BLUE) wire from switch housing (F) to BLACK wire from LED light kit (G). Connect 2-wire plug from switch housing (F) to 2-wire plug on LED light kit (G). Make sure connections are secure.

 Carefully arrange all wires and wire connections inside switch housing (F). Align slotted holes in LED light kit (G) with loosened switch housing screws (K). Twist LED light kit (G) to lock. Re-insert the switch housing screw (K) that was removed and securely tighten all three switch housing screws (K).

**CAUTION:** Make sure no wires are being pinched before securing LED light kit (G).

6. Align slots on shade (E) with protrusions on the inside border of LED light kit (G). Turn shade (E) *clockwise* until it no longer turns.

**NOTE:** Pull down gently on the shade (E) to make sure it is completely secured.







#### FINAL INSTALLATION

7. Attach pull chain extensions (DD) or custom pull chain extensions (not included) to fan and light pull chains. Observe labels on pull chains for fan and light.

#### **Hardware Used**



Pull Chain Extension



#### **OPERATING INSTRUCTIONS**

 The fan pull chain, located to the RIGHT of the reverse switch, has four positions to control fan speed. One pull is HIGH, two is MEDIUM, three is LOW and four turns the fan OFF.



### **OPERATING INSTRUCTIONS**

2. The light pull chain, located to the LEFT of the reverse switch, is used to turn the light ON or OFF.



 Use the fan reverse switch on the switch housing (F) to optimize the fan for seasonal performance. A ceiling fan will allow you to raise your thermostat setting in summer and lower your thermostat setting in winter without feeling a difference in your comfort.

**NOTE:** Wait for fan to stop before moving the reverse switch.



3a. In **warmer** weather, setting the reverse switch in the LEFT position will result in downward airflow creating a wind chill effect.

3b. In **cooler** weather, setting the reverse switch in the RIGHT position will result in upward airflow that can help move stagnant, hot air off the ceiling area.



3c. **IMPORTANT:** Reverse switch must be set either *completely* UP or *completely* DOWN for fan to function. If the reverse switch is set in the middle position, fan will not operate.



### CARE AND MAINTENANCE

At least twice each year, lower canopy (C) to check downrod (A) assembly, and then tighten all screws on fan. Clean motor housing (D) with only a soft brush or lint-free cloth to avoid scratching the finish. Clean blades (M) with a lint-free cloth. You may occasionally apply a light coat of furniture polish to wood blades for added protection.

**IMPORTANT:** Shut off main power supply before beginning any maintenance. Do not use water or a damp cloth to clean the ceiling fan.

Total wattage for this fan is 18 watts; do not attempt to replace the LEDs.

# TROUBLESHOOTING

**WARNING:** Before beginning work, shut off the power supply to avoid electrical shock.

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION
Fan does not move.	<ol> <li>Reverse switch not engaged.</li> <li>Power is off or fuse is blown.</li> <li>Faulty wire connection.</li> <li>Connections not connected properly.</li> </ol>	<ol> <li>Push switch firmly either left or right.</li> <li>Turn power on or check fuse.</li> <li>Turn power off. Loosen canopy and check all connections.</li> <li>Check that male and female plugs, 2-wire plug and molex connections in switch housing are connected properly according to instructions on pages 14 and 15.</li> </ol>
Noisy operation.	<ol> <li>Blades are loose.</li> <li>Cracked blade.</li> <li>Full range dimmer switch.</li> <li>Fan is new.</li> </ol>	<ol> <li>Tighten all blade screws.</li> <li>Replace blade.</li> <li>Replace with an approved speed control device.</li> <li>Allow fan a "break in" period of a few days, especially when running the fan at Medium and High speeds.</li> </ol>
Excessive wobbling.	<ol> <li>Blades are loose.</li> <li>Unbalanced blades.</li> <li>Fan not securely mounted.</li> <li>Fan too close to vaulted ceiling.</li> <li>Set screw(s) on motor housing yoke is (are) not tightened properly.</li> <li>Set screw on hanging ball is not tightened properly.</li> </ol>	<ol> <li>Tighten all blade screws.</li> <li>Switch one blade with a blade from the opposite side.</li> <li>Turn power off. Carefully loosen canopy and verify that mounting bracket is secure.</li> <li>Use a longer downrod or move fan to another location.</li> <li>Tighten yoke set screw(s) securely.</li> <li>Carefully loosen and lower canopy and verify that set screw on hanging ball is tightened securely.</li> </ol>
Fan operates but light fails.	<ol> <li>Wires in canopy not wired properly.</li> <li>Wall switch to fan is off.</li> <li>Wires from LED light kit not wired correctly.</li> </ol>	<ol> <li>Check wires in canopy and, if necessary, re-wire according to instructions on pages 11-13.</li> <li>Make sure that wall switch to fan is on.</li> <li>Check that male and female plugs, 2-wire plug and molex connections in switch housing are connected properly according to instructions on pages 14 and 15.</li> </ol>

**NOTE:** A small amount of "wobble" is normal and should not be considered a defect.

#### LIMITED LIFETIME WARRANTY

The distributor warrants this fan to be free from defects in workmanship and materials present at time of shipment from the factory for Lifetime limited from the date of purchase. This warranty applies only to the original purchaser. The distributor agrees to correct any defect at no charge or, at our option, replace the ceiling fan with a comparable or superior model.

To obtain warranty service, present a copy of your sales receipt as proof of purchase. All cost of removal and reinstallation are the express responsibility of the purchaser. Any damage to the ceiling fan by accident, misuse or improper installation, or by using parts not produced by the manufacturer of this fan or affixing accessories not produced by the manufacturer of this fan, are the purchaser's own responsibility. The distributor assumes no responsibility whatsoever for fan installation during the limited lifetime warranty. Any service performed by an unauthorized person will render the warranty invalid.

Due to varying climatic conditions, this warranty does not cover changes in brass finish, rusting, pitting, tarnishing, corroding or peeling. Brass finish fans maintain their beauty when protected from varying weather conditions. Any glass provided with this fan is not covered by the warranty.

Any replacement of defective parts for the ceiling fan must be reported within the first year from the date of purchase. For the balance of the warranty, call our customer service department (at **800-527-1292**) for return authorization and shipping instructions so that we may repair or replace the ceiling fan. Any fan or parts returned improperly packaged is/are the sole responsibility of the purchaser. There is no further express warranty. The distributor disclaims any and all implied warranties. The duration of any implied warranty which cannot be disclaimed is limited to the limited lifetime period as specified in our warranty. The distributor shall not be liable for incidental, consequential or special damages arising at or in connection with product use or performance except as may otherwise be accorded by law. This warranty gives you specific legal rights and you may also have other rights which vary from state to state. This warranty supersedes all prior warranties.

#### **REPLACEMENT PARTS LIST**

For replacement parts, call our customer service department at **800-527-1292**, 8:30 a.m. - 5 p.m., CST, Monday - Friday.

PART	DESCRIPTION	PART#
A	Downrod	5216230-A
В	Mounting Bracket	5216230-B
С	Canopy	5216230-C
E	Shade	5216230-E
M	Blade	5216230-M



