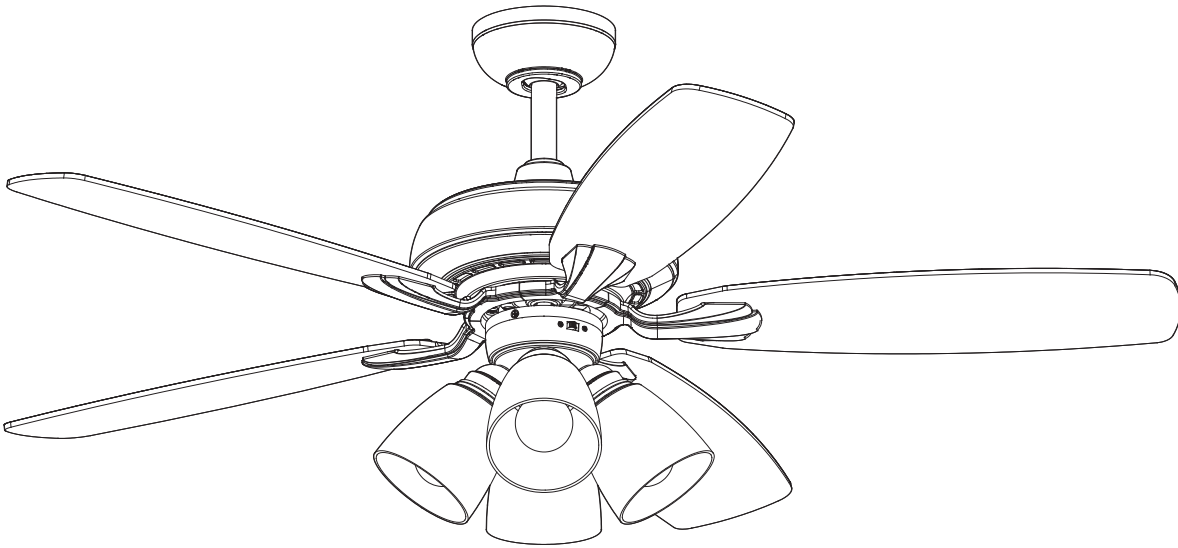


HAMPTON BAY[®]

USE AND CARE GUIDE

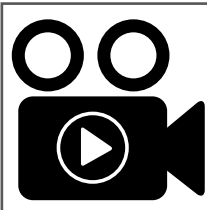
HOLLIS 52-INCH CEILING FAN



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 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!

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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. **CAUTION:** 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. Switches must be UL General Use Switches. Refer to the instructions packaged with the light kits and switches for proper assembly.
9. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into the outlet box. The wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
10. All setscrews must be checked and retightened where necessary before installation.



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



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.



WARNING: To reduce the risk of fire or electric shock, this fan should only be used with fan speed control part no. AP-3RDL manufactured by DawnSun Electronic Technology Co., Ltd. Zhongshan.



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

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 lifetime 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, misuse, improper installation, or by affixing any accessories, is not covered by this warranty. Because of varying climatic conditions this warranty does not cover any changes in brass finish, including rusting, pitting, corroding, tarnishing, or peeling. Brass finishes of this type give their longest useful life when protected from varying weather conditions. A certain amount of "wobble" is normal and should not be considered a defect. Servicing performed by unauthorized persons shall render the warranty invalid. There is no other express warranty. 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.

Pre-Installation

SPECIFICATIONS

Size	Speed	Volts	Amps	Watts	RPM	CFM	Net Weight	Gross Weight	Cube Feet
52 in.	Low	120	0.23	12	70	2811	21.16 lbs (9.6 kg)	26.9 lbs (12.2 kg)	2.21
	Medium		0.37	31	115	4258			
	High		0.51	61	165	6082			



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



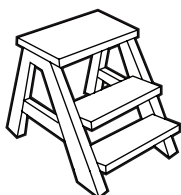
Adjustable
wrench



Electrical
tape



Wire
cutter



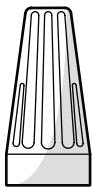
Step ladder

Pre-Installation (continued)

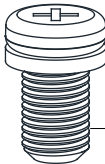
HARDWARE INCLUDED



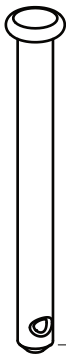
NOTE: Hardware not shown to actual size.



AA



BB



CC



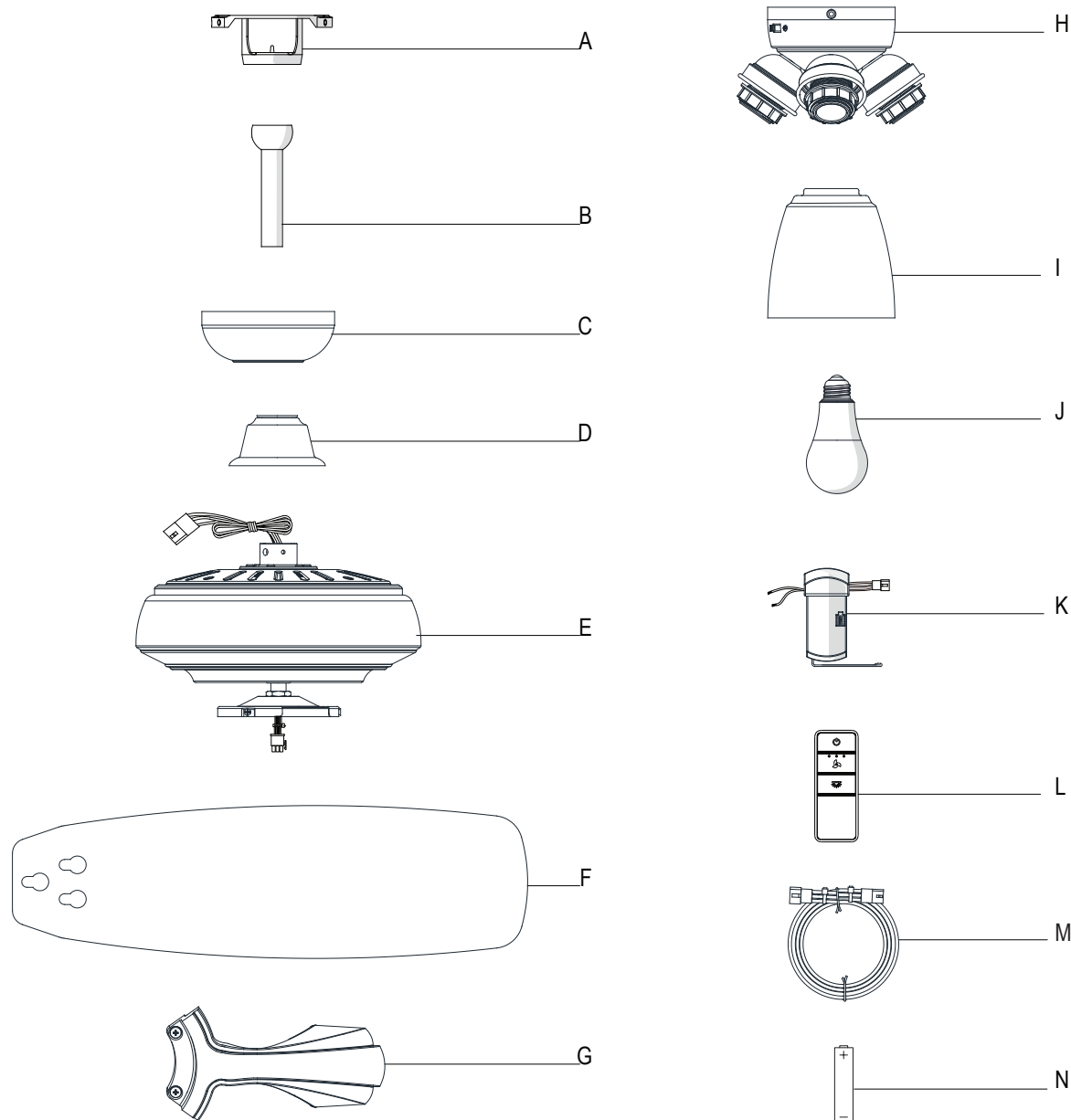
DD

Part	Description	Quantity
AA	Plastic wire connector	3
BB	Extra blade bracket screw	1

Part	Description	Quantity
CC	Hanger pin	1
DD	Locking pin	1

Pre-Installation (continued)

PACKAGE CONTENTS



Part	Description	Quantity
A	Slide-on mounting bracket (inside canopy)	1
B	Ball/downrod assembly	1
C	Canopy	1
D	Decorative motor collar cover	1
E	Fan-motor assembly	1
F	Blade	5
G	Blade bracket (with pre-installed screws)	5



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.

Part	Description	Quantity
H	Light kit fitter assembly	1
I	Glass shade	4
J	LED bulbs	4
K	Receiver	1
L	Remote control	1
M	Extension lead wire	1
N	Battery	1

Installation

MOUNTING OPTIONS

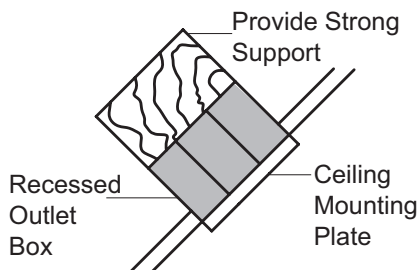


WARNING: To reduce the risk of fire, electric shock or personal injury, mount to an outlet box marked "Acceptable for fan support of 35 lbs. (15.9 kg) or less," and use the screws provided with the outlet box. An outlet box commonly used for the support of lighting fixtures may not be acceptable for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

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 its bracing must be able to fully support the weight of the moving fan (at least 35 lbs.). Do not use a plastic outlet box.

The illustrations below show three different ways to mount the outlet box.



NOTE: You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. The maximum angle allowable is 20° away from horizontal.



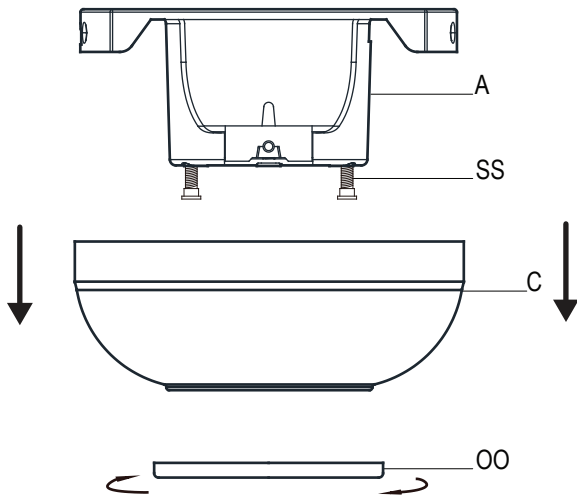
If the canopy (C) touches the ball/downrod assembly (B), then remove the decorative canopy bottom cover and turn the canopy (C) 180° before attaching the canopy (C) to the mounting plate.

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

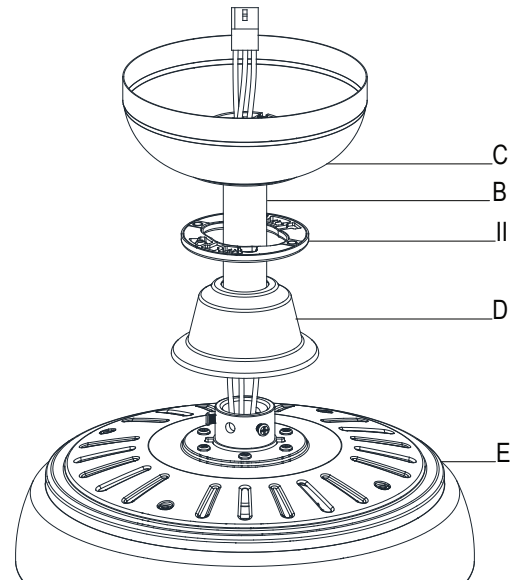
1 Preparing for standard mounting

- Remove the canopy bottom cover (OO) from the canopy (C) by turning the bottom cover counterclockwise until it unlocks.
- Loosen the two canopy screws (SS) located in the bottom of the mounting bracket (A), and turn the canopy counterclockwise to remove the mounting bracket (A) from canopy (C).



2 Routing the wires

- Route the wires exiting the top of the fan motor assembly (E) through the decorative motor collar cover (D) and then the center of the canopy bottom cover (II).
- Make sure the opening of canopy (C) is on top and insert the ball/downrod (B) through the canopy (C).
- Route the wires exiting the top of the fan motor assembly (E) through the downrod as shown.

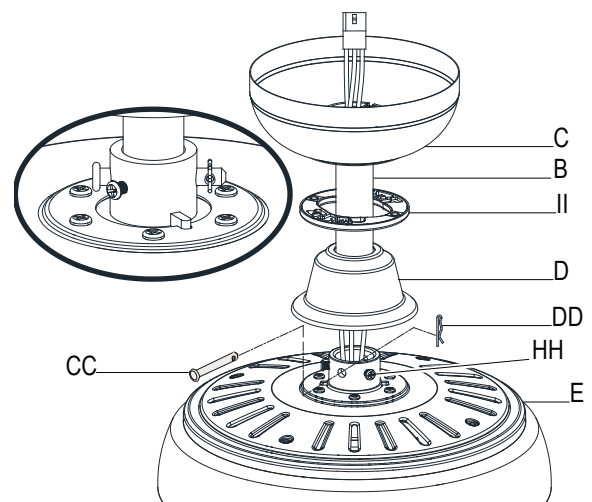


3 Assembling the fan



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

- Loosen, but do not remove, the setscrews (HH) on the collar on top of the fan-motor assembly (E).
- Align the holes at the bottom of the ball/downrod assembly (B) with the holes in the collar on top of the fan-motor assembly (E).
- Carefully inset the hanger pin (CC) through the holes in the collar 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 (HH) on the collar on top of the fan-motor assembly (E).



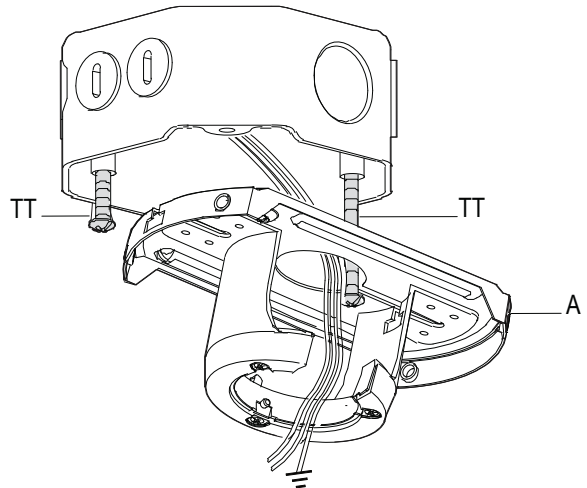
Assembly - Hanging the Fan

1 Attaching the fan to the electrical box



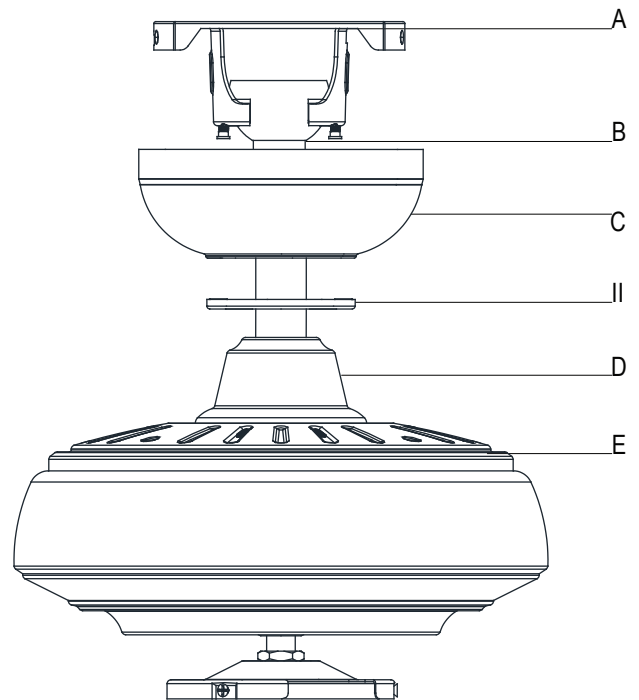
WARNING: To reduce the risk of fire, electric shock or personal injury, mount to an outlet box marked "Acceptable for fan support of 35 lbs. (15.9 kg) or less," and use the screws provided with the outlet box.

- ☐ Pass the 120-Volt supply wires through the center hole in the slide-on mounting bracket (A).
- ☐ Install the slide-on mounting bracket (A) on the outlet box by sliding the slide-on mounting bracket (A) over the two screws (TT) provided with the outlet box. If necessary, use leveling washers (not included) between the slide-on mounting bracket (A) and the outlet box. The flat side of the slide-on mounting bracket (A) should face toward the outlet box, as shown.
- ☐ Securely tighten the two mounting screws (TT).



2 Hanging the fan

- ☐ Carefully lift the fan-motor assembly (E) 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)

3 Setting the code on the remote control and receiver

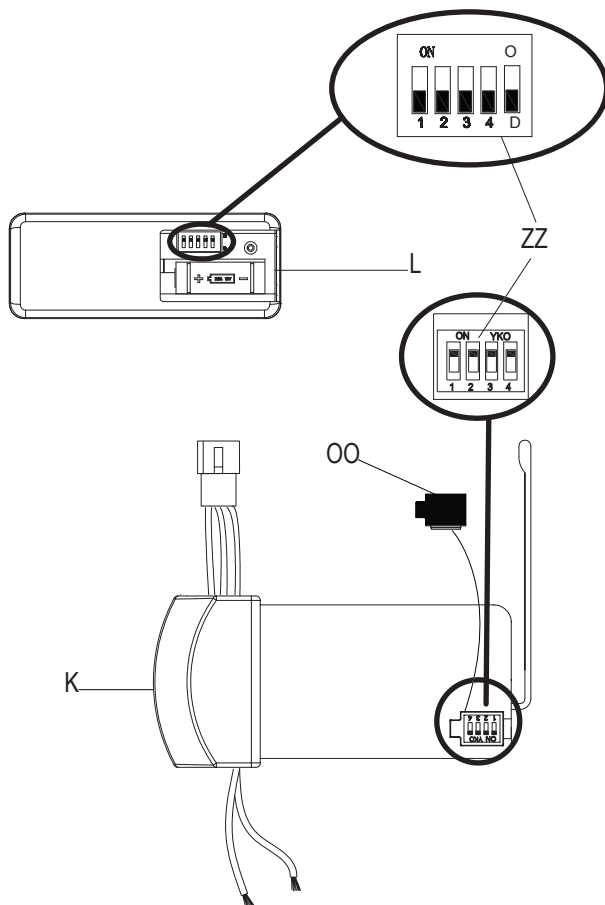


NOTE: The frequencies on your receiver and remote control have been preset at the factory. Before installing the receiver, make sure the dip switches on the receiver and remote control are set to the same frequency. The dip switches on the remote control are located inside the battery compartment.



NOTE: The battery will weaken with age and should be replaced before leaking takes place, as this will damage the remote control. Dispose of used batteries properly and keep batteries out of the reach of children.

- ☐ Remove the remote control (L) battery cover by pressing firmly on the arrow and sliding the cover off.
- ☐ Slide the dip switches to your choice of either up or down. The factory setting is up.
- ☐ Slide the dip switches on the receiver (K) to the same position as set on the remote control (L).
- ☐ Remove the protective coating from the battery.
- ☐ Install the 12-Volt battery (included) into the battery compartment of the remote control (L).
- ☐ Replace the battery cover on the remote control (L).



4 Installing the receiver



WARNING: To reduce the risk of fire or electric shock, remember to disconnect power. The electrical wiring must meet all local and national electrical code requirements. The electrical source and fan must be 110/120 volt, 60Hz. Do not use this product in conjunction with any variable wall control. Incorrect wire connection can damage this receiver.

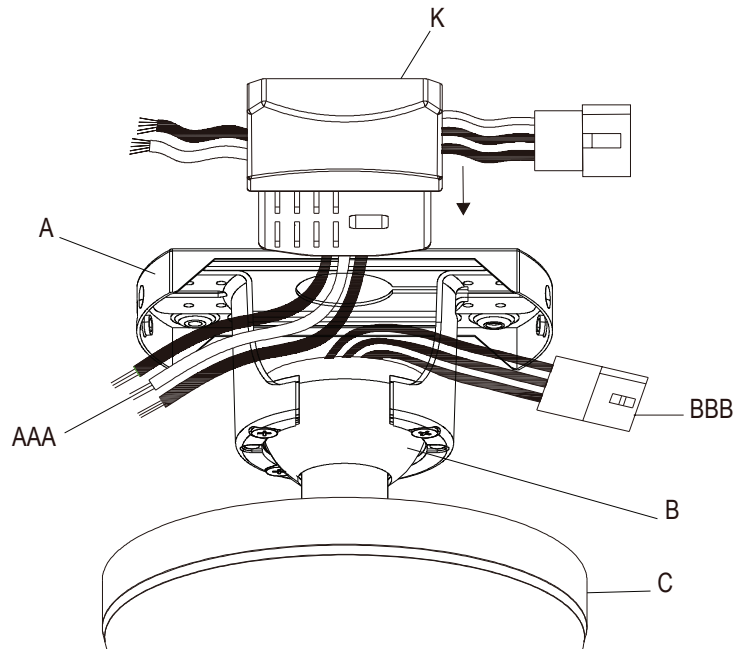


CAUTION: If other fan wires are a different color, have this unit installed by a licensed electrician.



CAUTION: Do not install the receiver in a damp location or immerse in water (For indoor use only). Do not pull on or cut the receiver leads shorter. Do not drop or bump the unit.

- ☐ Position the house supply wires (AAA) to one side of the slide-on mounting bracket (A); position the fan wires (BBB) to the opposite side.
- ☐ Insert the narrow end of the receiver (K) (as shown, flat side towards the ceiling) into the slide-on mounting bracket until it rests on top of the ball/downrod assembly.



Assembly - Hanging the Fan (continued)

5 Wiring the receiver to the household wiring



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.

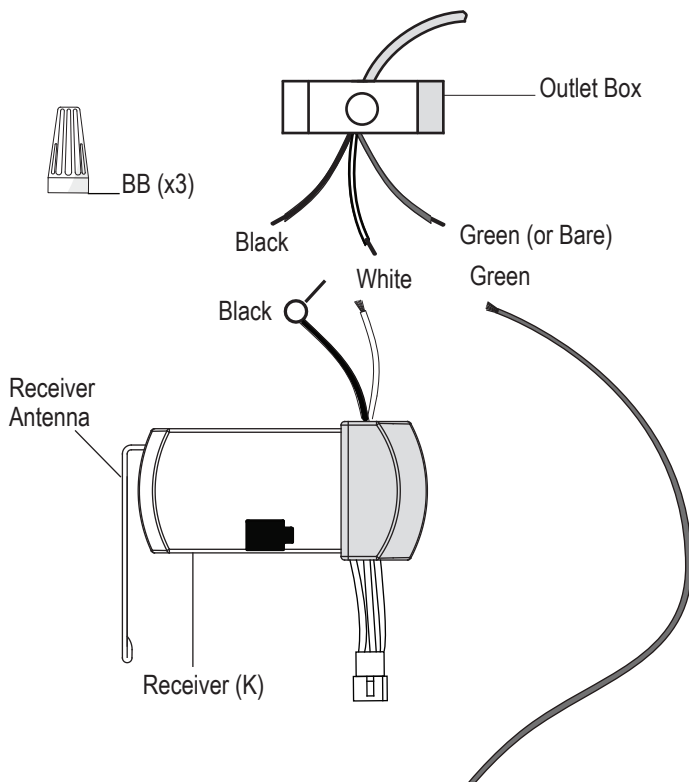


WARNING: Each wire not supplied with this fan is designed to accept up to one 12-gauge house wire and two wires from the fan. If you have larger than 12-gauge house wiring or more than one house wire to connect to the fan wiring, consult an electrician for the proper size wire nuts to use.



IMPORTANT: Use the wire connecting nuts (BB) supplied with your fan. Secure the connectors with electrical tape and ensure there are no loose strands or connections.

- Spread the wires apart so that the green and white wires are on one side of the outlet box and the black wire is on the other side.
- Connect the green fan wires to the household ground wire (this may be a green or bare wire) using a wire connecting nut (BB).
- Connect the receiver black wire to the household black wire using a wire connecting nut (BB).
- Connect the receiver (K) white wire to the household white wire (neutral) wire using a wire connecting nut (BB).
- Secure each wire connecting nut using electrical tape.

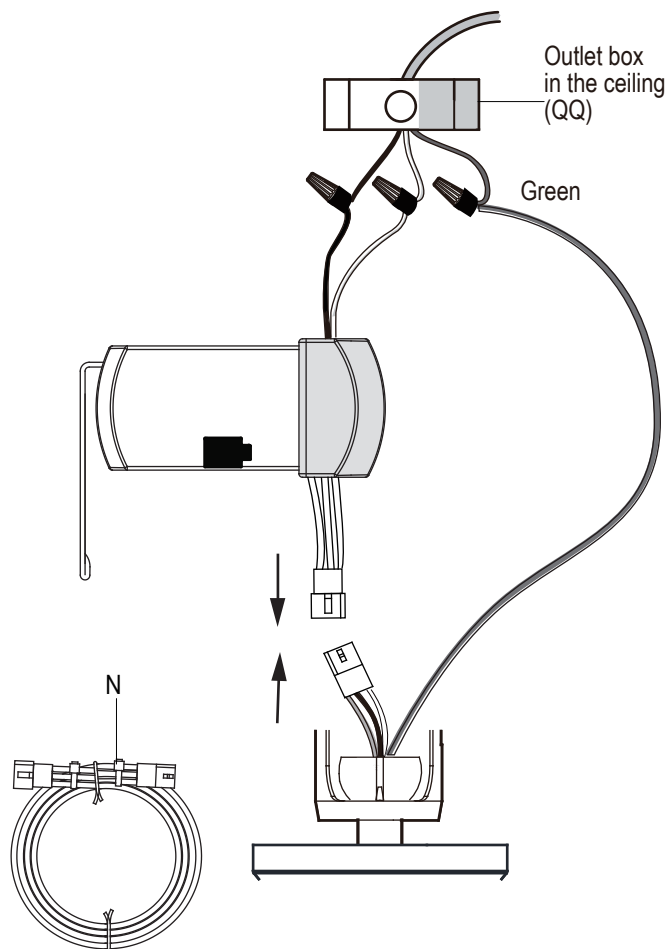


6 Wiring the fan to the receiver



NOTE: The fan comes with 12 in. lead wires for use with the provided 6 in. ball downrod assembly (B). If you wish to use longer downrod, you can use the extension lead wire (66 in.) (M) provided.

- If using the 6 in. ball downrod assembly (B) provided, wire the receiver to the fan wires by connecting the molded adaptor plug from receiver (K) with molded adaptor of the fan motor assembly (E) together.
- If you wish to use longer downrod, you can use the extension lead wire (M) provided by connecting the molded adaptor together.



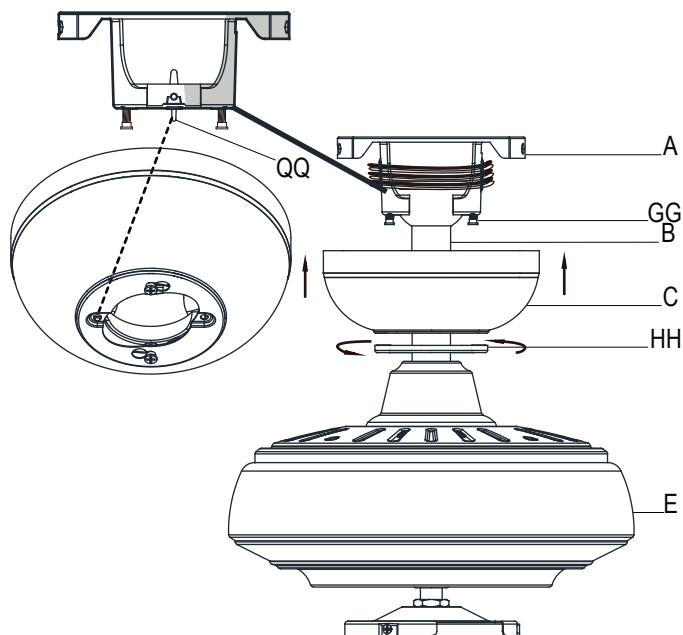
Assembly - Hanging the Fan (continued)

7 Mounting the fan-motor assembly



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 canopy (C) with the two screws (GG) and alignment post (QQ) in the mounting bracket (A).
- Push up the canopy (C) and turn clockwise until the alignment post (QQ) engages the round hole and the screws (GG) engage to the key slots.
- Firmly tighten the two mounting screws (GG). Install the decorative bottom cover (HH) by aligning the covers slots with screws in the bottom of the canopy (C). Rotate the bottom cover clockwise to lock in place.



Assembly - Attaching the Fan Blades

1 Attaching the blade brackets to the motor

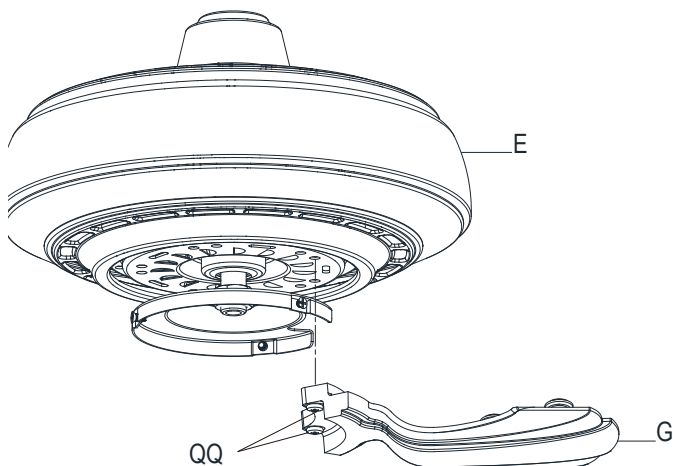


NOTE: Your fan features revolutionary advancements for quick and easy blade installation.



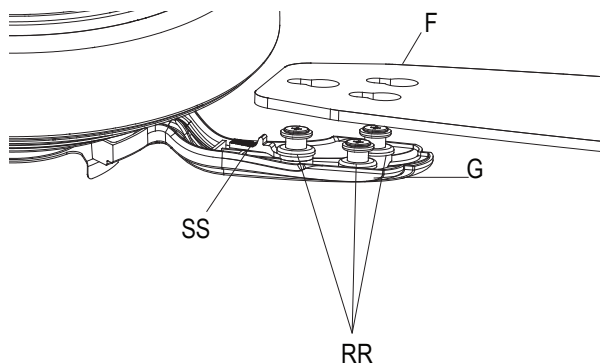
NOTE: Your fan blades are reversible. Select the blade side finish which best accentuates your decor.

- Fasten the blade bracket (G) to the fan-motor (E) by inserting the alignment post into the slot on the bottom of the fan-motor (E) and tightening the fan-motor screws.
- The fan-motor screws are pre-attached to the blade bracket (G). Repeat this procedure for the remaining four blade brackets (G).



2 Attaching the blades

- Mount the fan blade (F) to the blade bracket (G) by aligning the three key-slot holes in the blade (F) with the three posts on the top of the blade bracket (G).
- Hold the blade (F) with both hands close to the blade bracket (G) and press the blade (F) down firmly. Ensure the key-slot holes are properly seated on the blade bracket (G) posts.
- While still holding the blade (F) down with both hands, firmly slide the blade (F) away from the fan-motor (D) housing until the blade (F) engages in the locking mechanism. Make sure the steel locking mechanism at the rear of the blade bracket (G) springs upward and butts against the edge of the blade (F), indicating a secure connection.
- Visually inspect the top of the blade bracket (G) to ensure the locking mechanism is securely in place.
- Repeat this procedure for the remaining blades (F).



Assembly - Attaching the lights

1 Attaching the light kit fitter assembly



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

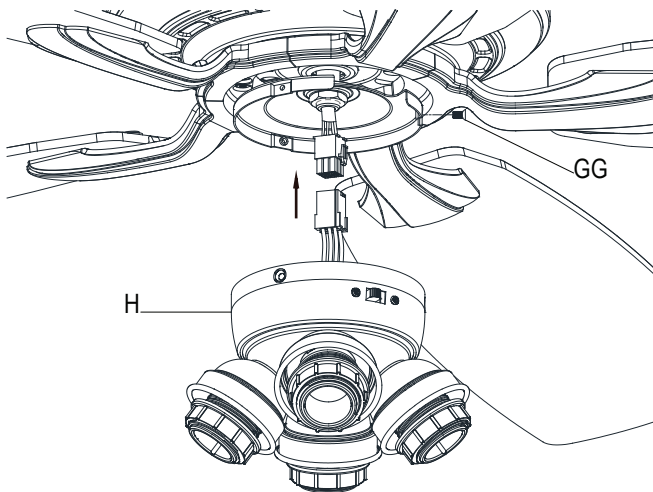


NOTE: Notice the location of the fan's slide switch. This is the switch used to change the fan's directional rotation. For more information on the operation of this switch, see *Operating Your Fan and Remote Control* on page 15.



NOTE: If you need an extra switch cup (or cover) for the non-light option, please call 1-855-HD-HAMPTON (M-F 9:00am to 4:30pm EST).

- Remove the three screws (GG) on the switch cup cover of the light kit fitter assembly (H).
- Connect the wires from the light kit fitter assembly (H) to the wires from the switch cup of the fan-motor assembly (E) by connecting the molded adaptor plugs together (blue to black, white to white). Carefully tuck all wires and splices into the switch cup.
- Align the three holes in the switch cup cover of the light kit fitter assembly (H) with the three holes in the switch cup of the fan-motor assembly (E). Make sure the notch in the switch cup cover of the light kit fitter assembly (H) clears the reversing switch in the switch cup of the fan-motor assembly (E). Position the light kit fitter assembly (H) and re-install the three screws (GG) that were removed in first step to secure the light kit fitter assembly (H).



2 Installing the glass shades and bulbs

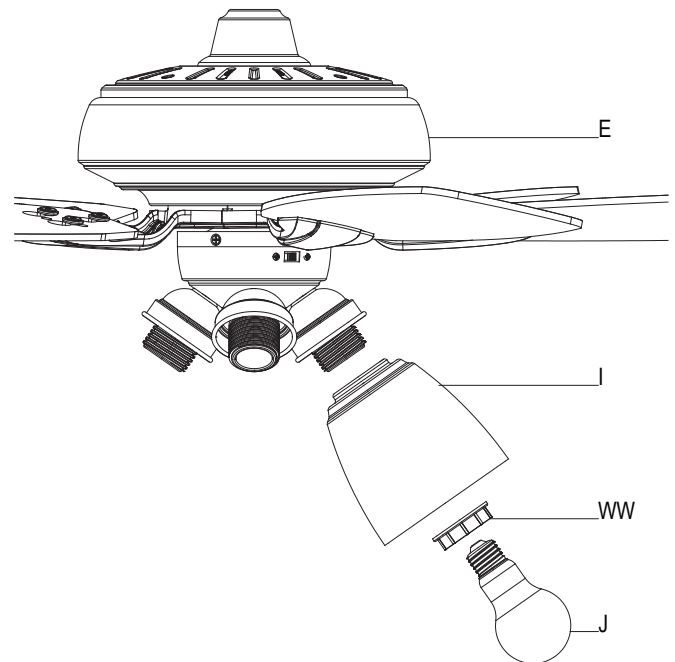


WARNING: Allow the glass shade to cool completely before removing.



CAUTION: Make sure the power is off before attaching or removing the glass shade.

- Remove the compressing ring (WW) from the threaded socket of the light kit by turning the compressing ring counter-clockwise until it unlocks.
- Insert the glass shade (I) into the light kit cowl and turn the compressing ring (WW) clockwise to tighten and secure the glass shade. Repeat for the remaining shades.
- With power off, screw the LED bulbs (J) into the sockets.



Operating Your Fan and Remote Control

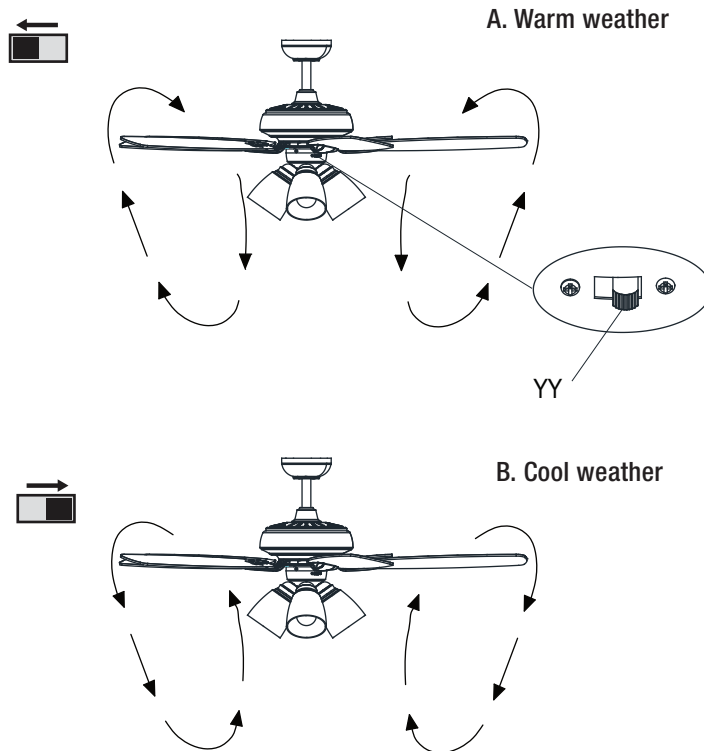
Remote control - Your fan is equipped with a remote control to operate the speed and lights of your new ceiling fan.

The speed setting for warm or cool weather depends on factors such as the room size, ceiling height, number of fans and so on.

The fan is shipped from the factory with the reversing switch (YY) positioned to circulate air downward. If airflow is desired in the opposite direction, turn your fan off and wait for the blades to stop turning, then slide the reversing switch (located on the top of the motor housing) to the opposite position, and turn the fan on again. The fan blades will turn in the opposite direction and reverse airflow.

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.



Operating Your Fan and Remote Control

1. **Power ON/OFF** - Press and release the  button to turn the fan and light on or off.

2. **Fan Speed** - LEDs on the fan speed button will illuminate to the corresponding speed.

 - Press and release 1 time - turns the fan on high speed.

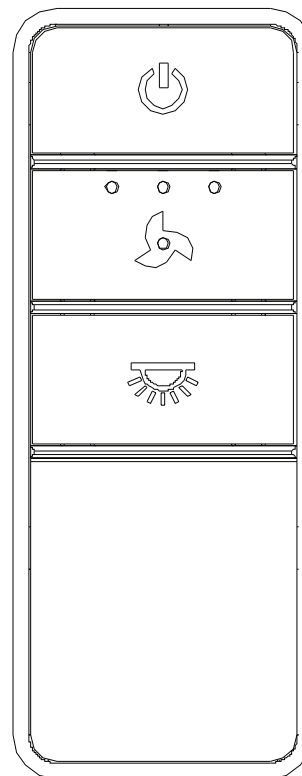
 - Press and release 2 times - turns the fan on medium speed.

 - Press and release 3 times - turns the fan on low speed.

 - Press and release 4 times - turns the fan off.

3. **Light ON/OFF/Dimmer** - Press and release the  button to turn the light on or off.

Press and hold the  button to activate the dimmer function (as long as you have not previously set O/D dip switch in your remote to the "ON" position).



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.	☐ Check the main and branch circuit fuses or breakers. ☐ Check to make sure the wall switch is in the on position, if applicable. ☐ Check the line wire connections to the fan and switch wire connections in the switch housing. ☐ Check the battery in the remote control. ☐ Ensure you are in the normal range of 10-20 feet. ☐ Ensure the dip switch settings are the same on the remote control and receiver. ☐ Remember to turn off the power supply before checking the dip switches settings.
The fan is noisy.	☐ Ensure all motor housing screws are snug. ☐ Ensure the screws that attach the fan blade bracket to the motor hub are tight. ☐ Ensure the wire nut connections are not rattling against each other or the interior wall of the switch housing. ☐ Allow a 24-hour "breaking in" period. Most noises associated with a new fan disappear during this time. ☐ 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. ☐ Ensure the canopy is a short distance from the ceiling. It should not touch the ceiling. ☐ Ensure your outlet box is secure and rubber isolator pads were used between the mounting plate and outlet box.
The fan wobbles.	☐ Check that all blade and blade arm screws are secure. ☐ 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 the blade to the point on the ceiling. Rotate the fan until the next blade is positioned for measurement, and measure from the same point on each blade to the ceiling. Repeat for each blade. Any measurement deviation should be within 1/8 in. Run the fan for ten minutes. If the fan continues to wobble please contact Hampton Bay Customer Service and a balancing kit will be sent to you at no charge.

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:

Any changes or modifications not expressly approved by the grantee of this device could void the 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.

HAMPTON BAY[®]

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.