

D E S I G N E R E D I T I O N



52" CEILING FAN

WINTHROP

Model
656 413



Owner's Manual

Lifetime Motor 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 parts, 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. _____ 656-413

Serial No. _____

Vendor No. _____ 14826

UPC _____ 792145353058

Lifetime Motor Warranty

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1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.
2. 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.
3. **WARNING:** To reduce the risk of electrical shock and fire, do not use this fan with any solid-state fan speed control device.
4. **WARNING:** To reduce the risk of personal injury, use only the two steel screws (and lock washers) provided with the outlet box for mounting to 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.
5. The outlet box and support structure must be securely mounted and capable of reliably supporting a minimum of 50 pounds. Use only CUL Listed outlet boxes marked FOR FAN SUPPORT.
6. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.
7. Do not operate the reverse switch while the fan blades are in motion. The fan must be turned off and the blades stopped before reversing the blades 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 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.
12. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be CUL Listed and marked suitable for use with the model fan you are installing. Switches must be CUL General Use Switches. Refer to the Instructions packaged with the light kits and switches for proper assembly.

WARNING

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK OR PERSONAL INJURY, MOUNT FAN TO OUTLET BOX MARKED ACCEPTABLE FOR FAN SUPPORT.

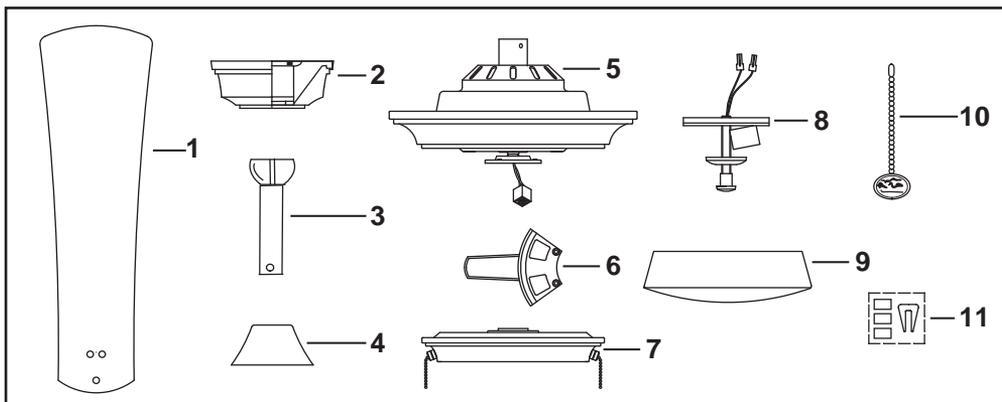
WARNING

TO REDUCE THE RISK OF PERSONAL INJURY, DO NOT BEND THE BLADE ARMS (ALSO REFERRED TO AS BRACKETS) DURING ASSEMBLY OR AFTER INSTALLATION. DO NOT INSERT OBJECTS IN THE PATH OF THE BLADES.

NOTE

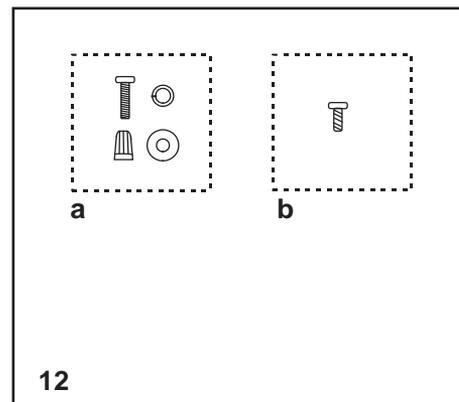
READ AND SAVE ALL INSTRUCTIONS!

1. Safety Rules



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

- | | |
|--------------------------|----------------------------|
| 1.. Fan blades (5) | 7. Switch housing |
| 2. Canopy assembly | 8. Light kit |
| 3. Ball/downrod assembly | 9. Glass shade |
| 4. Coupling cover | 10. Pull chain and fob (2) |
| 5. Fan motor assembly | 11. Balancing kit |
| 6. Blade arms (5) | |



12. Loose parts bag containing:
- Electrical hardware
Screws (2 PCs.)
Lock washers (2 PCs.)
Metal washers (2 PCs.)
3 plastic wire connecting nuts (3 PCs.)
 - Blade attachment hardware
(16 screws)

WARNING
DO NOT INSTALL OR USE FAN
IF ANY PART IS DAMAGED OR MISSING.
CALL TOLL FREE 1-877-902-5588.

Unpacking Your Fan 2.

Tools Required

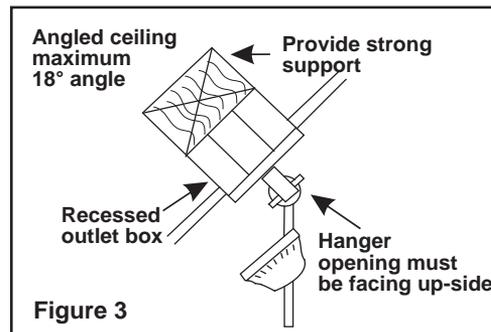
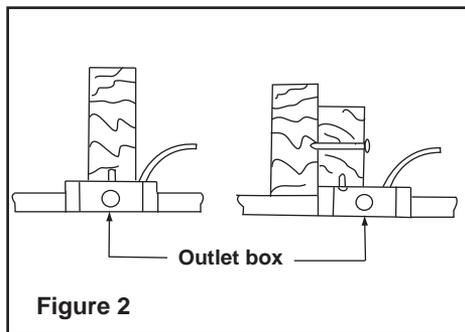
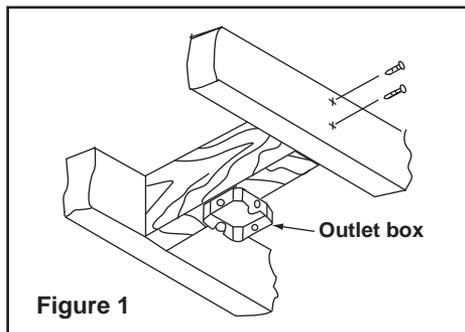
Phillips screwdriver, straight slot screwdriver, step ladder, and wire cutters.

Mounting Options

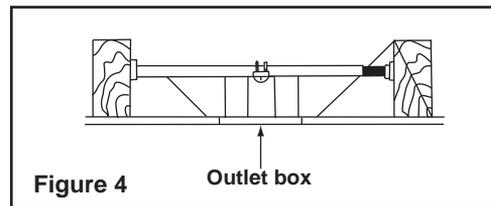
If there isn't an existing UL listed mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

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.



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).

3. Installing Your Fan

Hanging the Fan

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

Step 1. Remove the decorative canopy bottom cover from the canopy by turning the cover counter clockwise.(Fig. 5)

Step 2. Remove the hanger bracket from the canopy by loosening the two screws on the bottom of the hanging bracket a half turn from the screw head and turning the canopy counter clockwise.(Fig. 5)

Step 3. Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with your outlet box.

Step 4. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket. (Fig. 6)

Step 5. Remove the hanger pin, lock pin and set screws from the top of the motor assembly.

NOTE: If a longer downrod is needed, take out the screw located in the hanger ball, lower the hanger ball and remove the pin, remove all 3 pieces from the downrod and assemble them onto the new longer downrod before proceeding step 6. (The longer downrod is available at any Home Depot store)

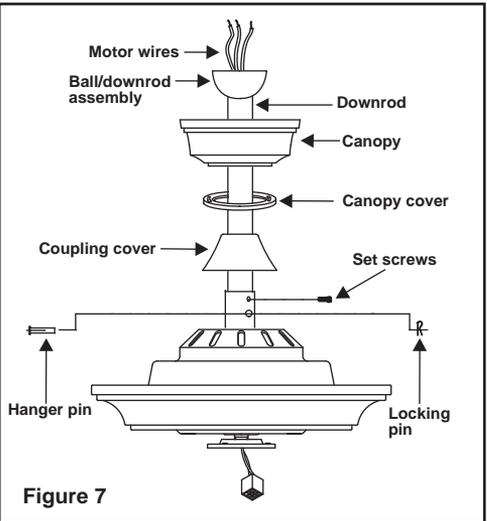
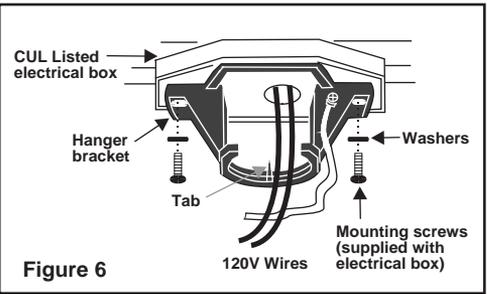
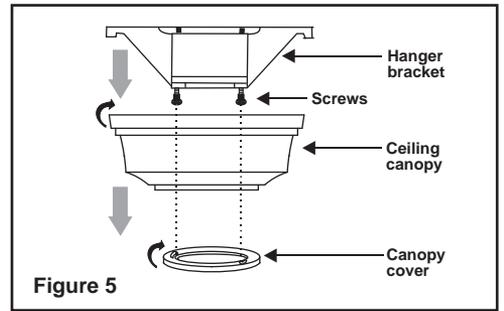
Step 6. Route wires exiting from the top of the fan motor through the coupling cover, canopy cover, canopy and then through the ball / downrod. (Fig. 7)

Step 7. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing (Fig. 7). Carefully insert the hanger pin through the holes in the collar and downrod. Be careful not to jam the pin against the wiring inside the downrod. Insert the locking pin through the hole near the end of the hanger pin until it snaps into its locked position, as noted in the circle inset of Fig. 7.

WARNING
FAILURE TO PROPERLY INSTALL
LOCKING PIN AS NOTED IN STEP 7
COULD RESULT IN FAN LOOSENING
AND POSSIBLY FALLING.

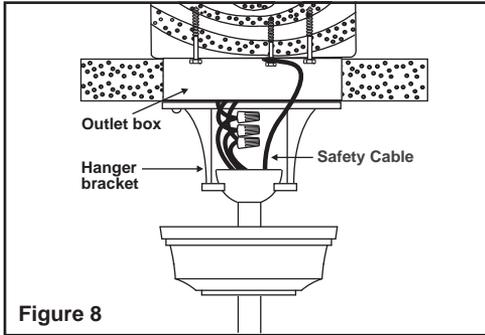
Step 8. Tighten two set screws on top of the fan motor firmly (Fig. 7)

Step 9. Place the downrod ball into the hanger bracket socket. Rotate the downrod ball until the groove of the downrod ball lines up with the hook of the hanger bracket. (This will help balance the fan.)



Installation of Safety Support

An additional safety support is provided to prevent the fan from falling. Secure the safety cable to the ceiling joist with screw and washer. (Fig. 8)



Making the Electrical Connections

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

Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose strands or connections.

Step 1 Connect the fan supply (black) wire and light supply (blue) wire to the black household supply wire as shown in Figure 9.

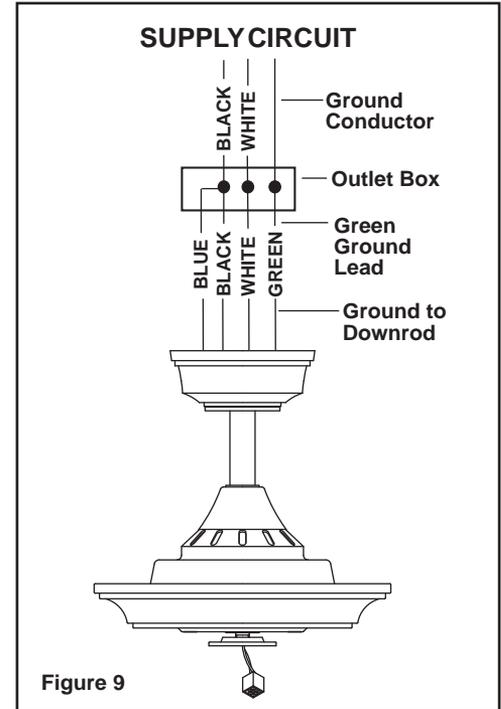
Step 2. Connect the neutral fan (white) wire to the white neutral household wire.

Step 3 Connect the two green fan ground wires, located on the mounting plate and motor, to the household ground wire.

Step 4 After connecting the wires, spread them 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.

Step 5 Turn the connecting nuts upward and push the wiring into the outlet box.

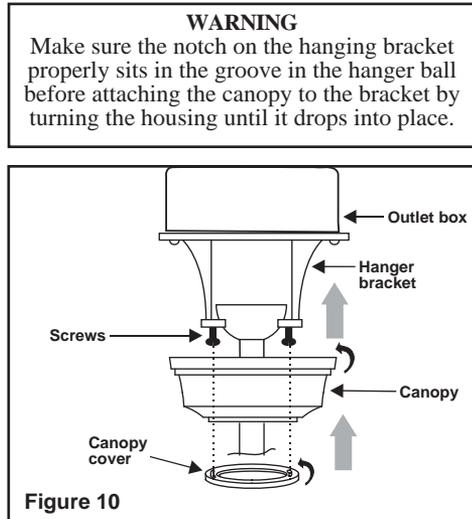
WARNING
TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT USE A WALL MOUNTED SOLID STATE SPEED CONTROL WITH THIS FAN. IT WILL PERMANENTLY DAMAGE THE ELECTRONIC CIRCUITRY.



Finishing the Installation

Step 1. Tuck connections neatly into ceiling outlet box.

Step 2. Slide the canopy up to ceiling and over the 2 screws on the hanger bracket. Rotate canopy clockwise. Next, while holding the canopy with one hand, slide the canopy cover over the screws and rotate clockwise until tight. **Note:** adjust the canopy screws as necessary until the canopy and canopy cover are snug. (Fig. 10)

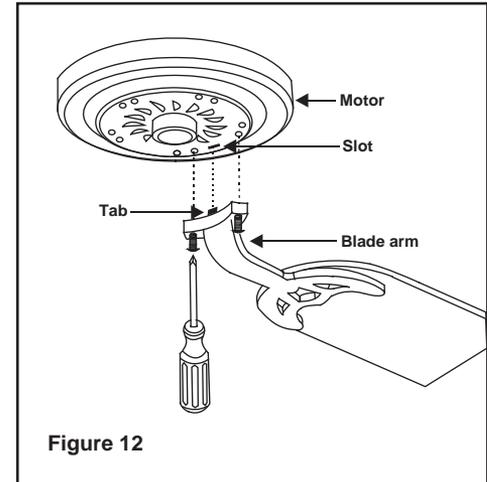
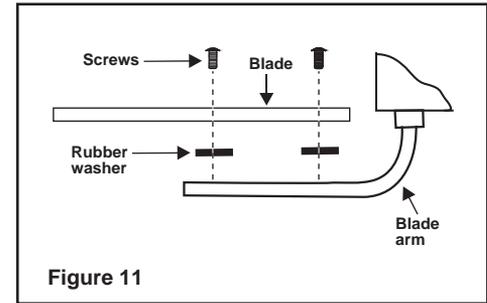
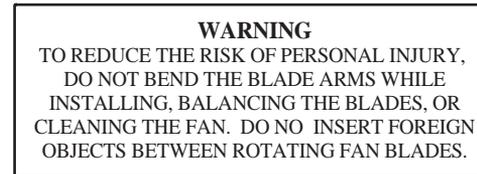


Attaching the Fan Blades

Step 1 Attach blades to blade arms using three screws and rubber washers as shown in Figure 11. Start a screw into the arm, do not tighten. Repeat for the 2 remaining screws and washers.

Step 2 Tighten each screw securely starting with the center screw. Make sure the blade is straight. Repeat steps for the remaining blades.

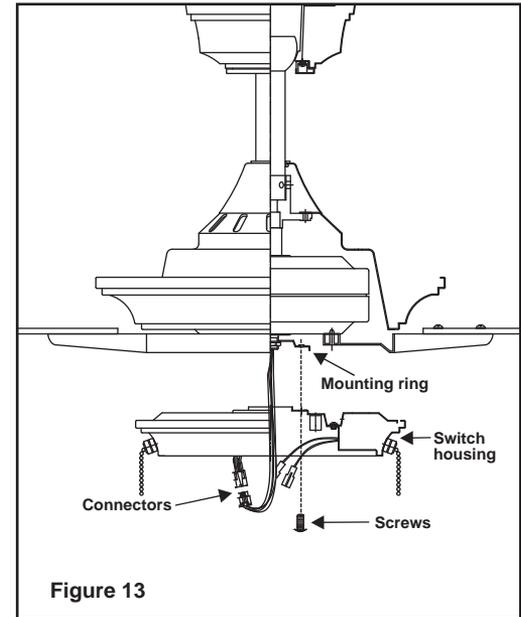
Step 3 Fasten the blade arms to the motor by inserting the tab from the blade arms to the slot in the bottom motor housing, then tighten the two screws and washers already installed in the blade arms (Fig. 12).



Attaching the Switch Housing

NOTE: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.

1. Remove the 1 of 3 screws from the mounting ring and keep it for future use. Loosen the other 2 screws. (Do not remove)
2. Place the key holes on the switch housing over the 2 screws previously loosened from the mounting ring, turn switch housing until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 13)
3. Snap together the wire connection plugs.



WARNING: Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at fuse box.

1. Remove the 1 of 3 screws from the switch housing and keep it for future use. Loosen the other 2 screws. (Do not remove)

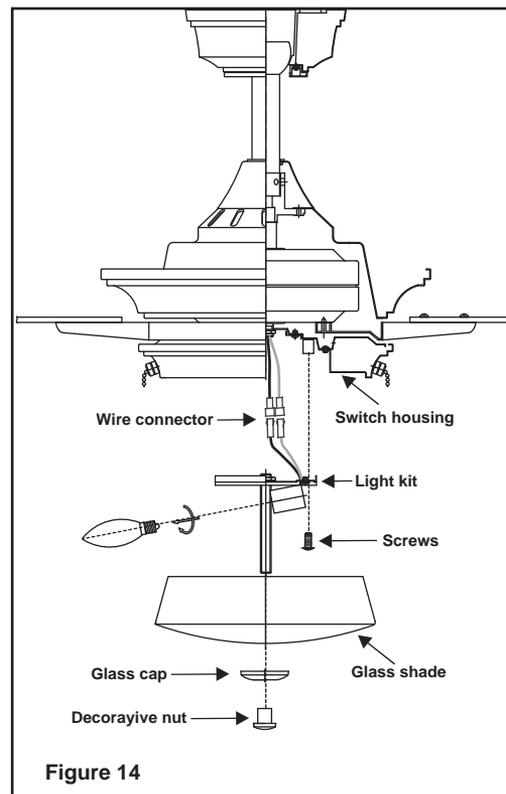
3. While holding the light kit under your fan, locate two single white and blue wires in the switch housing labeled "FOR LIGHT". Make the polarized plug connections:

- White to white
- Black to black

4. Carefully push all wires back into the switch housing. Place the key holes on the light kit over the 2 screws previously loosened from the switch housing, turn light kit until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 14)

5. Install 3 x 40W candelabra bulbs (not included).

6. Remove the glass cap and decorative nut from the light kit. Place glass shade over the light kit stem, secure with the glass cap and decorative nut. Do not overtighten. (Fig. 14)



Installing the Light Kit 8.

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

Turn on the power and check the operation of your fan. There are two pull chains available in your fan:

1. 3-speed pull chain- it controls the fan speed as follows:

- 1-Pull = High Speed
- 2-Pulls = Medium Speed
- 3-Pulls = Low Speed
- 4-Pulls = Fan Off

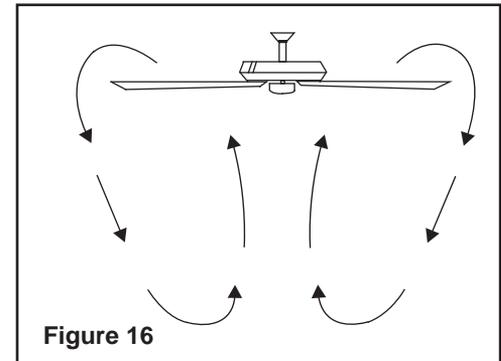
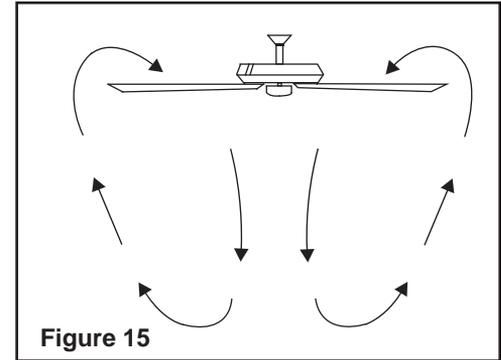
2. Light kit pull chain- it controls the light kit in "ON" or "OFF".

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 directions: forward (switch down) or reverse (switch up).

Warm weather - (Forward) A downward air flow creates a cooling effect as shown in Figure 15. 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 the ceiling area as shown in Figure 16. This allows you to set your heating unit on a lower setting without affecting your comfort.



9. 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".

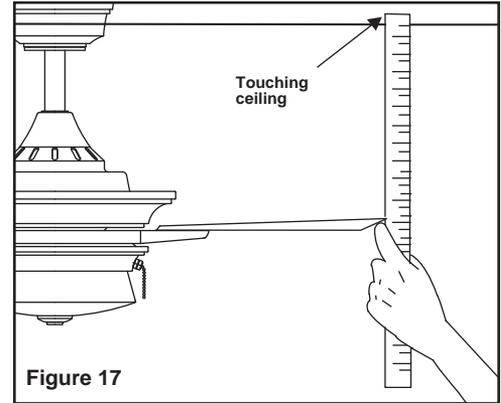


Figure 17

Care of Your Fan 10.

Problem

Solution

Fan will not start.

1. Check circuit fuses or breakers.
2. Check line wire connections to the fan and switch wire connections in the 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 is 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 noise associated with a new fan disappear during this time.
5. If using an optional 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 upper canopy is a short distance from the ceiling. It should not touch the ceiling.

Fan wobble.

1. Check that all blade and blade arm screws are secure.
2. Most fan wobbling 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 this distance.(Fig. 17) Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8".
3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable.
4. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.

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

11. Troubleshooting

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
52" (1.32 m)	Low	120	0.22	11	57	1356.96	9.0 kgs (19.82 lbs)	10.24 kgs (22.55 lbs)	2.30'
	Medium	120	0.39	33	108	3025.48			
	High	120	0.59	69	160	4920.39			

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

Distributed by:
Home Depot of Canada Inc.
900-1 Concorde Gate
Toronto, Ontario
M3C 4H9

Specifications 12.