

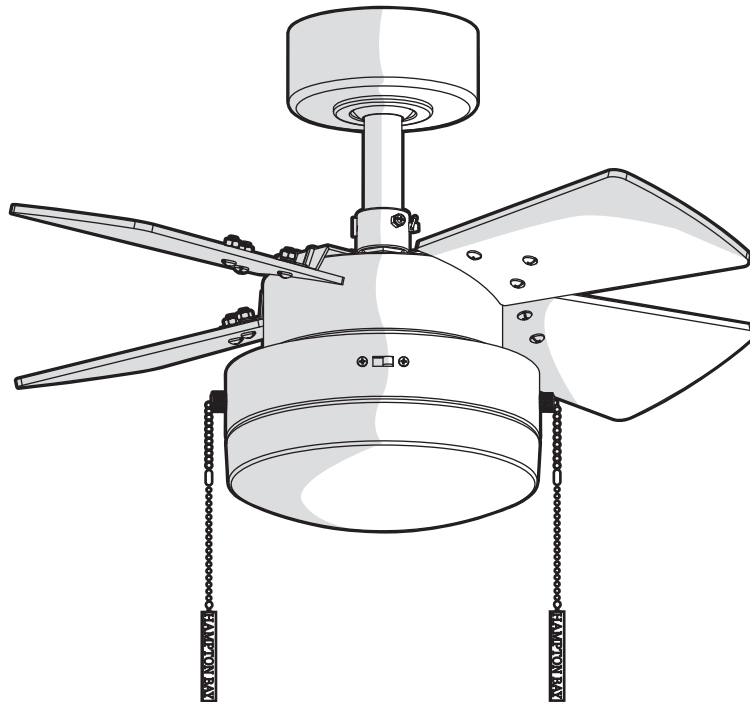
Item #1005 710 278  
1005 710 276  
Model #YG922B-BN  
YG922B-EB

# HAMPTON BAY®

## USE AND CARE GUIDE

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### METARIE II 24 IN. CEILING FAN



Questions, problems, missing parts? Before returning to the store,  
call Hampton Bay Customer Service  
8 a.m. - 7 p.m., EST, Monday-Friday, 9 a.m. - 6 p.m., EST Saturday

**1-855-HD-HAMPTON**

**HAMPTONBAY.COM**



Visual instruction of how to install this fan:  
Visit [www.homedepot.com](http://www.homedepot.com) and enter either the Item or Model number to find  
this fan and click the link of visual instruction in the product overview section.

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#### 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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**READ AND SAVE THESE INSTRUCTIONS**

# Safety Information

1. To reduce the risk of electric shock, ensure 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 "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 a minimum of 35 lbs (15.9 kg) or less. Use only UL-listed outlet boxes marked "FOR FAN SUPPORT."
4. The fan must be mounted with a minimum of 7 ft. (2.1m) clearance from the trailing edge of the blades to the floor.
5. Avoid placing objects in the path of the blades.
6. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
7. 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.
8. 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 and ungrounded conductor on the other side of the outlet box.
9. All setscrews must be checked and retightened where necessary before installation.
10. 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.

**WARNING:** Changes or modifications to this unit not expressly 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.



**WARNING:** To reduce the risk of electrical shock or fire, do not use this fan with any solid-state fan speed control device. It will permanently damage the electronic circuitry.



**WARNING:** To reduce the risk of personal injury, do not bend the blade arms (also referred to as flanges), when installing the brackets, balancing the blades or cleaning the fan.



**WARNING:** Do not insert foreign objects between rotating fan blades.



**WARNING:** To reduce the risk of fire, electric shock or personal injury, mount the fan to the outlet box marked acceptable for fan support with the screws provided with the outlet box.



**CAUTION:** To reduce the risk of personal injury, use only the screws provided with the outlet box.

## Warranty

The manufacturer warrants the fan motor to be free from defects in workmanship and material present at time of shipment from the factory for a period of lifetime after the date of purchase by the original purchaser. The manufacturer warrants the light kit (excluding any glass), to be free from defects in workmanship and material at the time of shipment from the factory for a period of three years after the date of purchase by the original purchaser. The manufacturer 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 the 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. We hereby disclaim 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. 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](http://www.hamptonbay.com).

## Pre-Installation

### SPECIFICATIONS

Fan size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
24 in.	Low	120	0.20	13.06	219	1172	4.80 kg (10.56 lbs.)	6.77 kg (14.9 lbs.)	1.39 cu. ft.
	Medium		0.25	20	253	1393			
	High		0.39	37.90	312	1713			



**NOTE:** These are approximate measures. They do not include amps and wattage used by the light kit.



### TOOLS REQUIRED



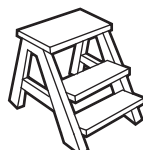
Phillips  
screwdriver



Flat blade  
screwdriver



Adjustable  
wrench



Step  
ladder




Wire  
stripper



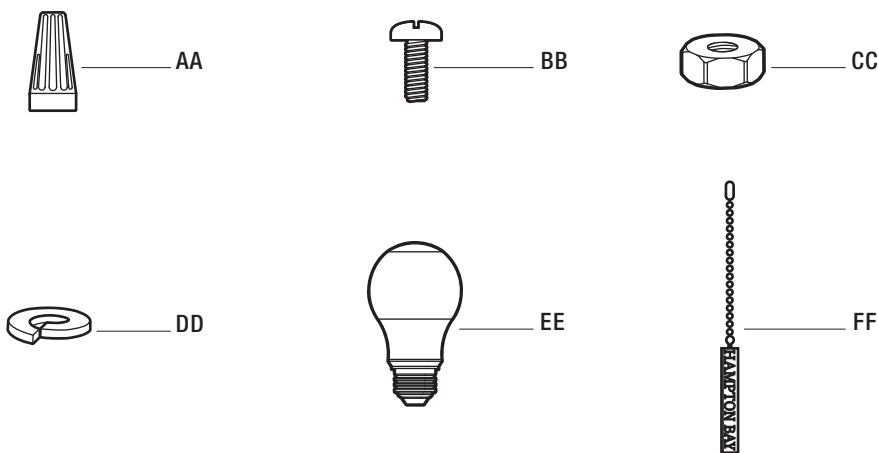
Electrical  
tape

# Pre-Installation (continued)

## HARDWARE INCLUDED



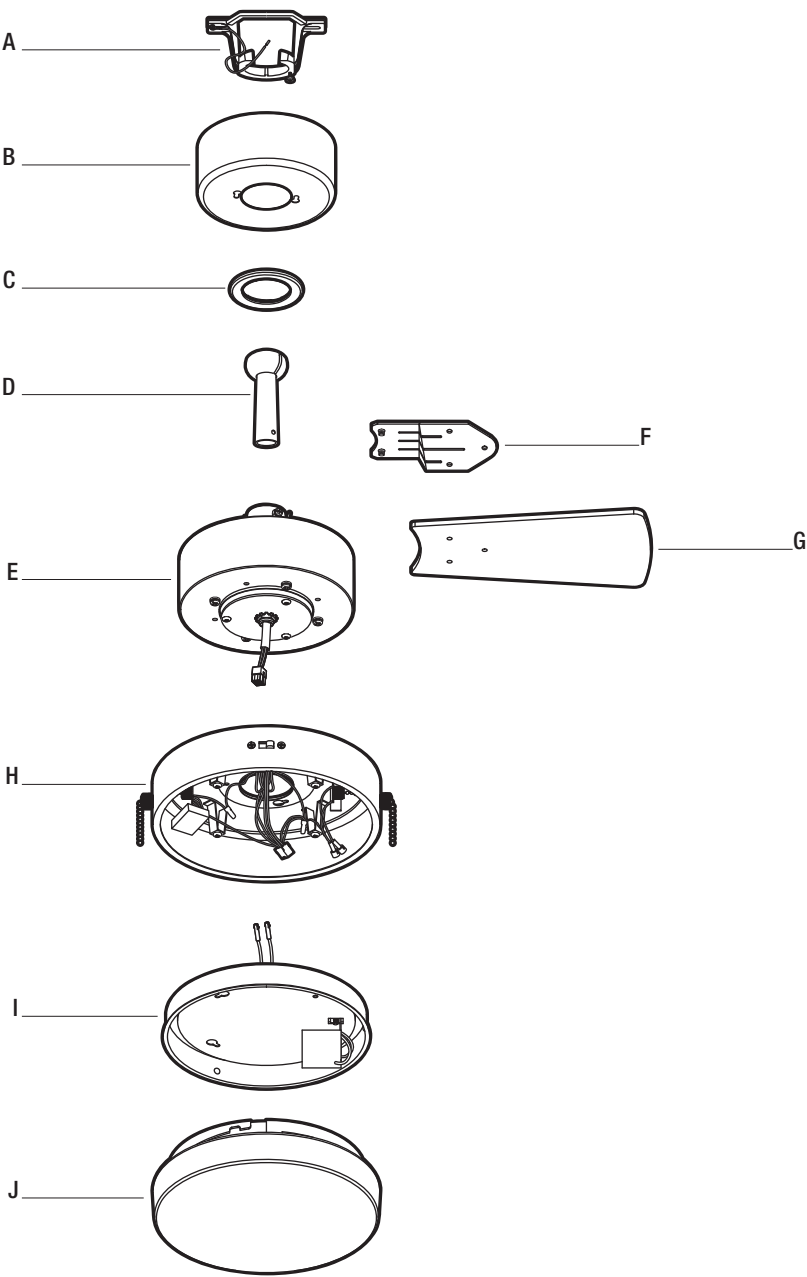
**NOTE:** Hardware not shown to actual size.



Part	Description	Quantity
AA	Plastic wire nut	3
BB	Blade attachment screw	13
CC	Blade attachment nut	13
DD	Blade attachment lock washer	13
EE	9 Watt LED bulb	1
FF	Pull chain and fob	2

Pre-Installation (continued)

PACKAGE CONTENTS



Part	Description	Quantity
A	Mounting bracket (preassembled)	1
B	Canopy	1
C	Canopy bottom cover (preassembled)	1
D	Hanger ball/downrod assembly	1
E	Fan motor assembly	1

Part	Description	Quantity
F	Blade arm	4
G	Blade	4
H	Switch housing	1
I	Light kit	1
J	Plastic shade	1

# Installation

## MOUNTING OPTIONS



**WARNING:** To reduce the risk of fire, electric shock, or personal injury, mount the fan to an outlet box marked acceptable for fan support using 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.

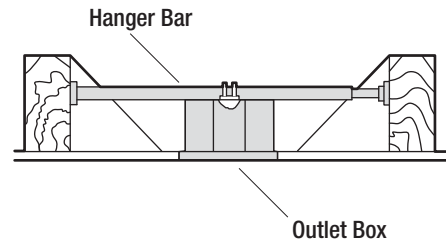
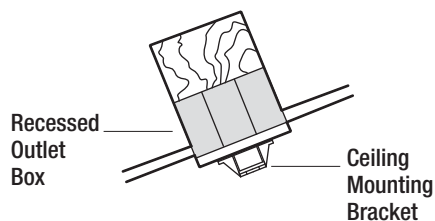
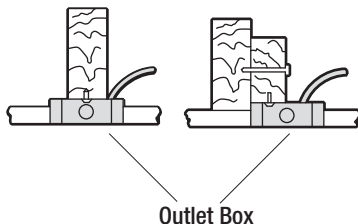
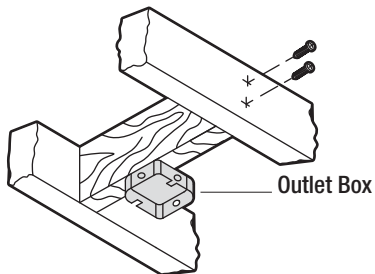


**NOTE:** You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. The maximum angle allowable is 18° away from horizontal. If the canopy (B) touches the hanger ball/downrod assembly (D), remove the decorative canopy bottom cover (C) and turn the canopy (B) 180° before attaching the canopy (B) to the mounting bracket (A).

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 (not included) directly to the building structure. Use appropriate fasteners and materials (not included). 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 (not included).

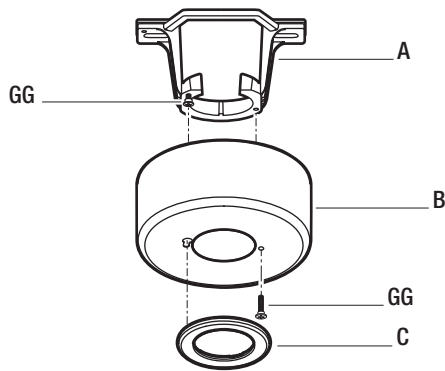


To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar (not included) as shown above.

# Assembly

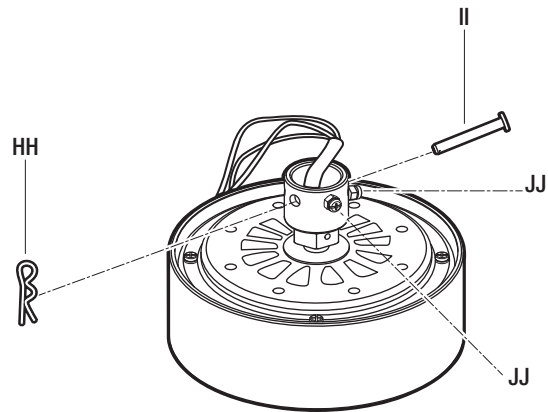
## 1 Preparing the canopy

- Remove the canopy bottom cover (C) from the canopy (B) by turning the canopy bottom cover (C) counterclockwise.
- Remove the mounting bracket (A) from the canopy (B) by removing the non-slotted canopy mounting screws (GG) from the bottom of the canopy (B) and loosening the slotted canopy mounting screws (GG) a half turn from the screw head. Next, turn the canopy (B) counterclockwise to remove the mounting bracket (A) from the canopy (B).



## 2 Preparing the motor

- Remove the cotter pin (HH) and clevis pin (II), and loosen the two collar setscrews (JJ) from the motor collar.



## 3 Assembling the fan



**WARNING:** Failure to properly install the cotter pin (HH) could result in the fan loosening and possibly falling.

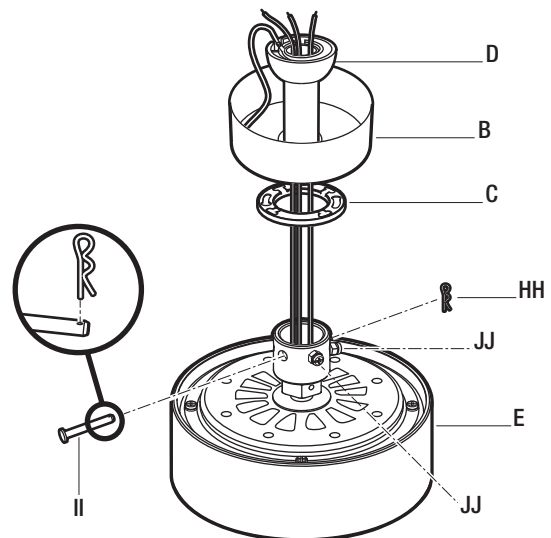


**NOTE:** If a longer downrod (not included) is needed, take out the screw located in the hanger ball, lower the hanger ball and remove the pin. Remove all three pieces from the downrod and assemble them onto the new longer downrod before proceeding to the downrod installation.

- Route the wires exiting from the top of the fan motor assembly (E) through the canopy bottom cover (C). Ensure the slot openings are on top.
- Route the wires through the canopy (B) and then through the hanger ball/downrod assembly (D).
- Align the holes at the bottom of the hanger ball/downrod assembly (D) with the holes in the collar on top of the fan motor assembly (E).
- Carefully insert the clevis pin (II) through the holes in the collar and the hanger ball/downrod assembly (D). Be careful

not to jam the clevis pin (II) against the wiring inside the hanger ball/downrod assembly (D).

- Insert the cotter pin (HH) through the hole near the end of the clevis pin (II) until it snaps into the locked position.
- Tighten the two collar setscrews (JJ) on top of the fan motor assembly (E) firmly.





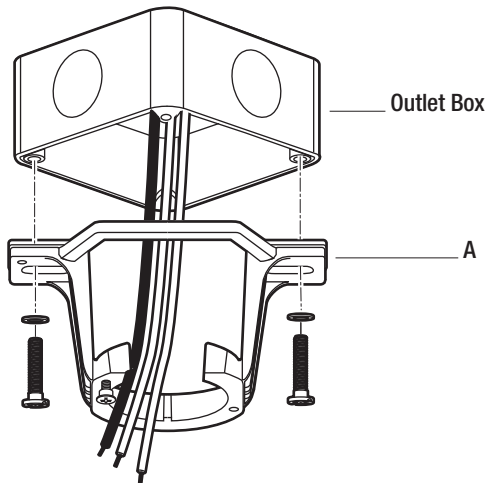
## Assembly — Hanging the Fan

### 4 Installing the mounting bracket to the electrical box



**WARNING:** To reduce the risk of fire, electric shock or other personal injury, mount the fan only to an outlet box or supporting system marked acceptable for fan support and use the mounting screws provided with the outlet box.

- Pass the 120 volt supply wires through the center hole in the mounting bracket (A).
- Install the mounting bracket (A) to the outlet box with the screws and washers provided with your outlet box.
- Securely tighten the two mounting screws.

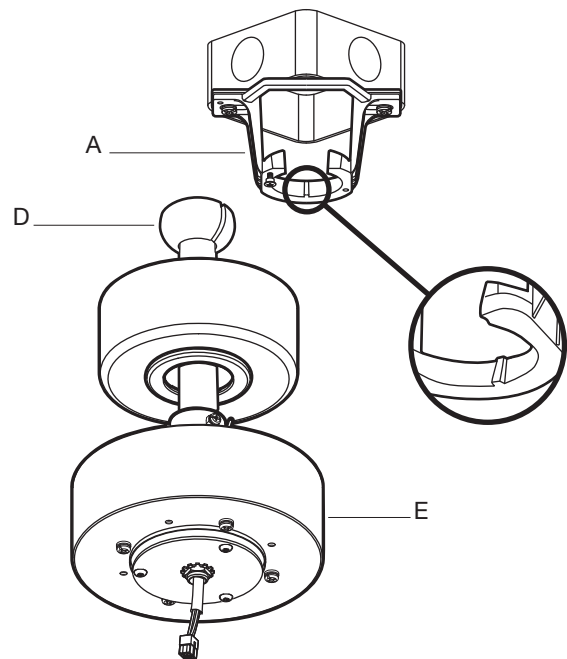


### 5 Hanging the fan to the mounting bracket



**WARNING:** The tab in the ring must rest in the groove of the hanger ball/downrod assembly (D). Failure to properly seat the tab in the groove could cause damage to the wiring.

- Carefully lift the fan motor assembly (E) up to the mounting bracket (A) and seat the hanger ball/downrod assembly (D) in the mounting bracket (A) socket. Make sure the tab on the mounting bracket (A) socket is properly seated in the groove in the hanger ball/downrod assembly (D). This will help to balance the ceiling fan.



## Assembly — Hanging the Fan (continued)

### 6a Making the electrical connections



**WARNING:** To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.



**WARNING:** Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire nuts (except for the ground wire).



**WARNING:** To reduce the risk of fire or electric shock, do not use this fan with any solid-state speed control device.

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

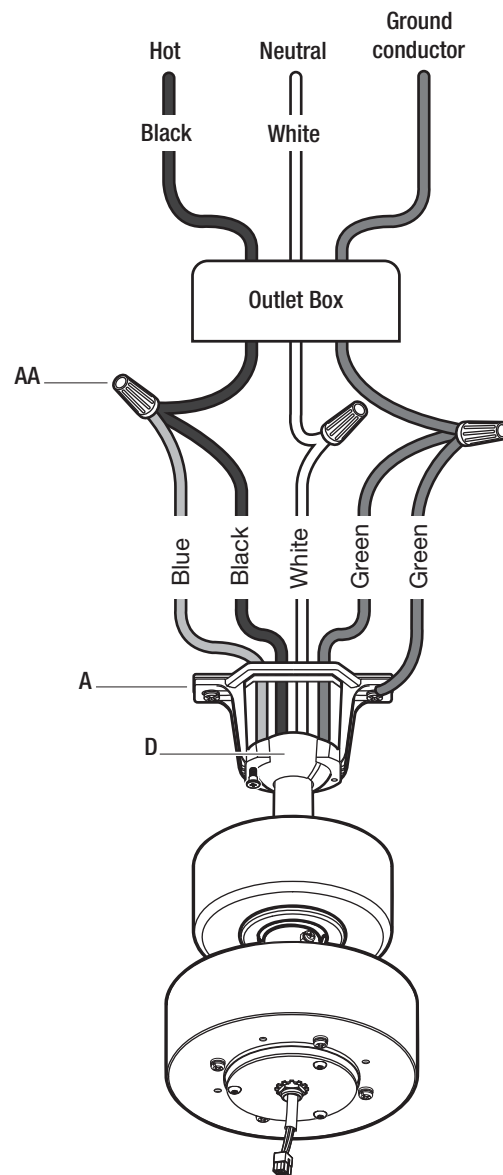
Follow the steps below to connect the fan to your household wiring. Use the plastic wire nuts (AA) with your fan. Secure the plastic wire nuts (AA) with electrical tape. Make sure there are no loose strands or connections.

- Make wire connections as follows, using the wire nuts (AA).

From Fan	To Outlet Box
Black + Blue Wires -----	Black Wire (Hot)
White Wire -----	White Wire (Neutral)
Green Wires* -----	Green or Bare Wire (Ground)

\* There are two green grounding leads: one from the mounting bracket (A) and one from the hanger ball/downrod assembly (D).

- Turn the wire nut connections upward, spreading them apart so the green (ground) and white wires will be on one side of the outlet box and the black and blue wires will be on the other side. Carefully tuck the connections up into the outlet box.

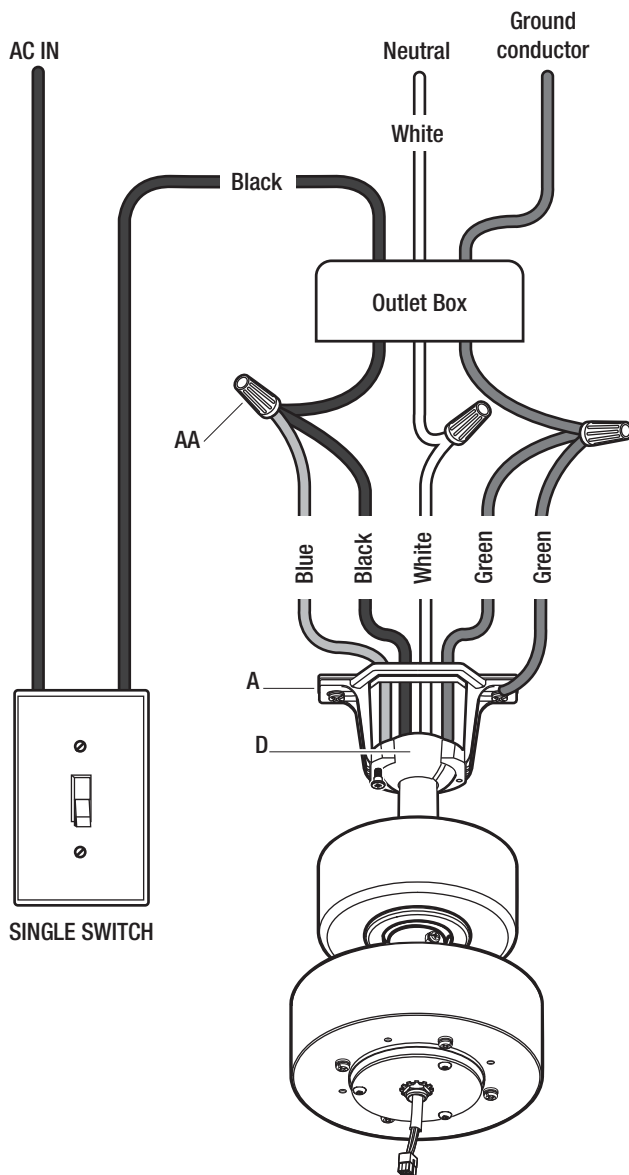


## Assembly — Hanging the Fan (optional)

### 6b Single Switch Connections

- On a single switch the fan and light can be turned on or off together. Make wire connections as follows, using the wire nuts (AA). *Wall switch not included.*

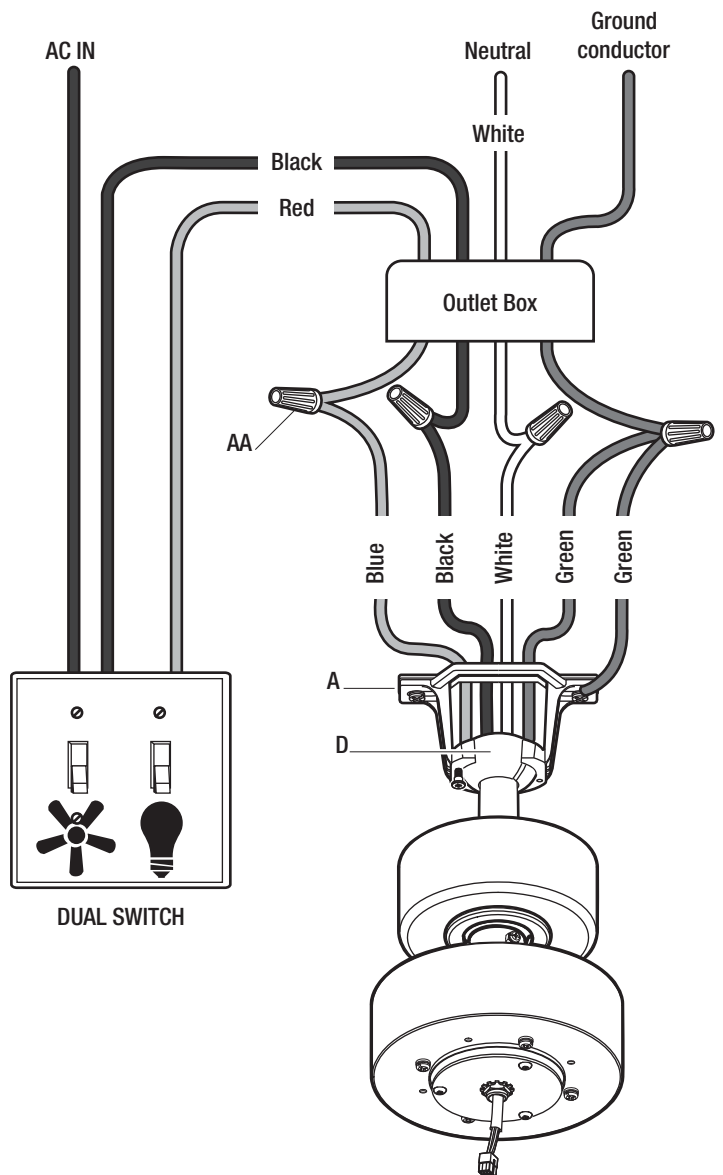
From Fan	To Outlet Box
Black + Blue Wires -----	Black Wire (Hot)
White Wire -----	White Wire (Neutral)
Green Wires* -----	Green or Bare Wire (Ground)



### 6c Dual Switch Connections

- On a dual switch the fan and light can be turned on or off separately. Make wire connections as follows, using the wire nuts (AA). *Wall switch not included.*

From Fan	To Outlet Box
Black Wire (for Fan) -----	Black Wire (Hot #1)
Blue Wire (for Light) -----	Red Wire (Hot #2)
White Wire -----	White Wire (Neutral)
Green Wires* -----	Green or Bare Wire (Ground)



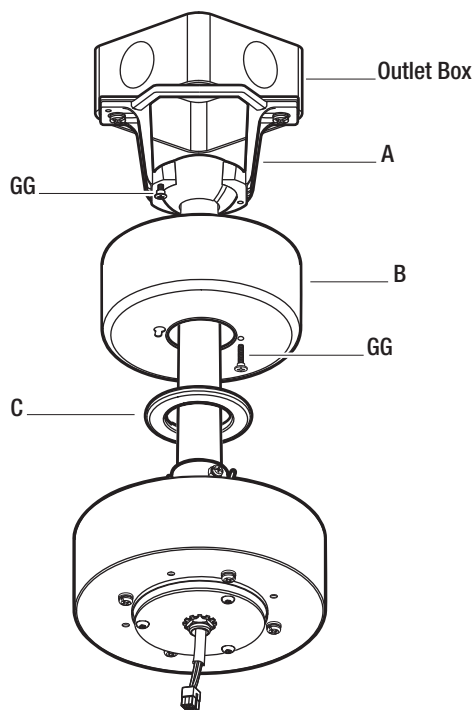
## Assembly — Hanging the Fan (continued)

### 7 Installing the canopy



**WARNING:** Make sure the tab on the mounting bracket (A) properly sits in the groove in the hanger ball (D) before attaching the canopy (B) to the mounting bracket (A) by turning the canopy housing until it drops into place.

- Make sure connections are neatly tucked into the ceiling outlet box.
- Slide the canopy (B) up to the mounting bracket (A) and place the key hole on the canopy (B) over the loose canopy mounting screws (GG) on the mounting bracket (A). Turn the canopy (B) clockwise until it locks in place at the narrow section of the key holes.
- Align the circular hole on the canopy (B) with the remaining hole on the mounting bracket (A), secure the canopy mounting screws (GG) previously removed in the hole, and tighten the two canopy mounting screws (GG).

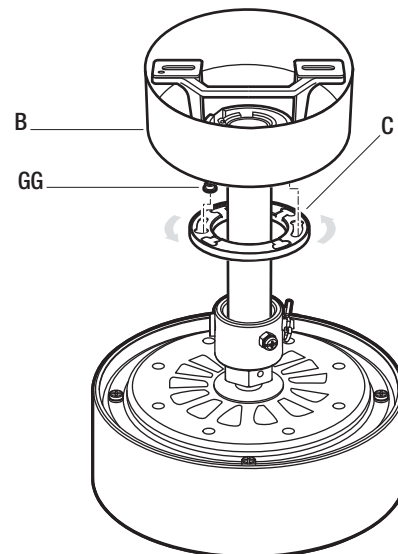


### 8 Attaching the canopy bottom cover



**NOTE:** Adjust the canopy mounting screws (GG) as necessary until the canopy (B) and canopy bottom cover (C) are snug.

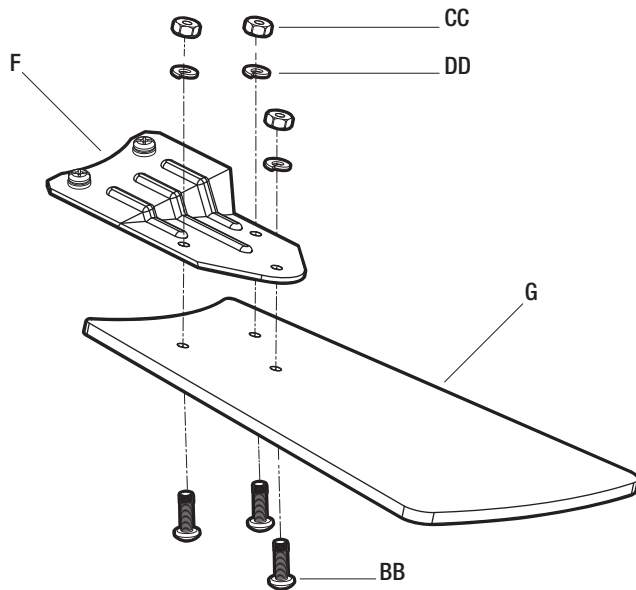
- Attach the canopy bottom cover (C) to the canopy mounting screws (GG) heads on the bottom of the canopy (B) by inserting the screw heads into the key slots in the canopy bottom cover (C) and rotating it clockwise.



## Assembly — Attaching the Fan Blades

### 9 Attaching the blades to the blade arms

- Attach the blades (G) to the blade arms (F) using the Blade screws (BB), nuts (CC), lock washers (DD). Starting a screw into the blade arm and blade, repeat for the other 2 screws, DO NOT tighten too much as the blades (G) may crack.
- Tighten each screw (BB) securely starting with the center screw (BB). Make sure the blade is straight.

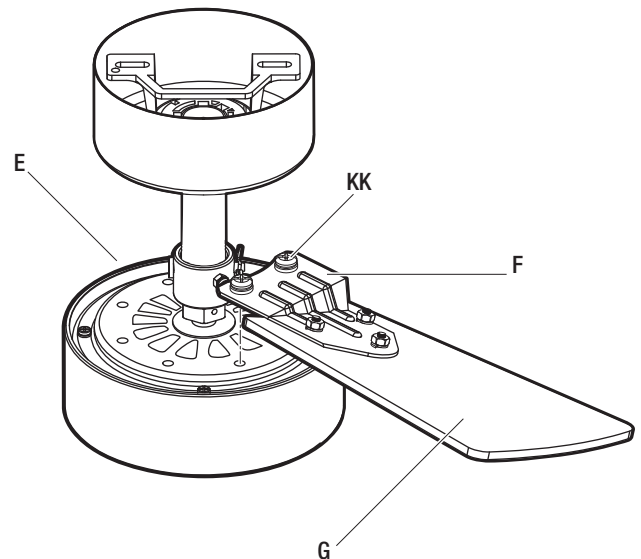


### 10 Fastening the blade assemblies to the motor



**WARNING:** To reduce the risk of personal injury, do not bend the blade arms (F) while installing, balancing the blades (G), or cleaning the fan. Do not insert foreign objects between rotating fan blades (G).

- Fasten the blade assemblies to the fan motor assembly (E) by lining up the hole of the motor with the hole on the blade arms (F).
- Tighten the two blade arm screws with lock washers (KK) already installed in the blade arms (F).
- Repeat this procedure for the remaining blade arms (F).



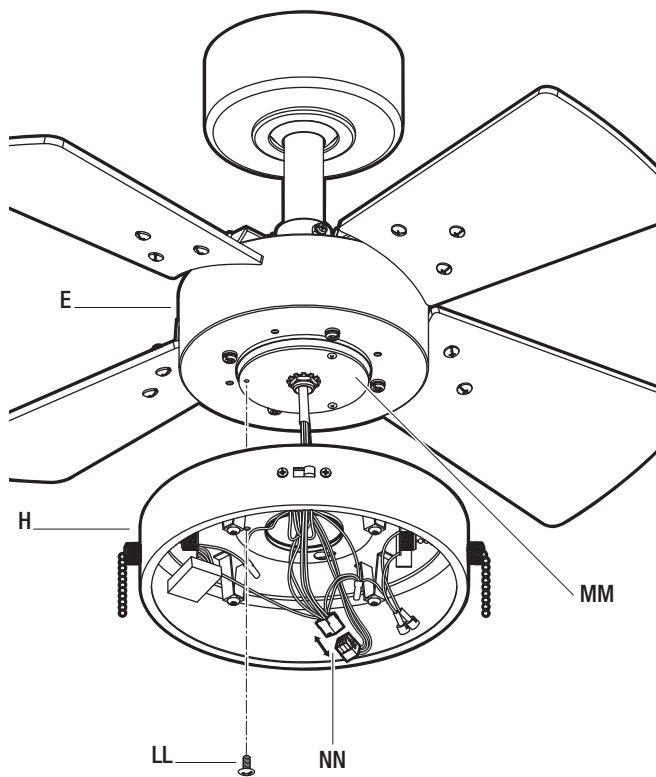
## Assembly — Installing the Light Kit

### 11 Attaching the switch housing to the mounting ring



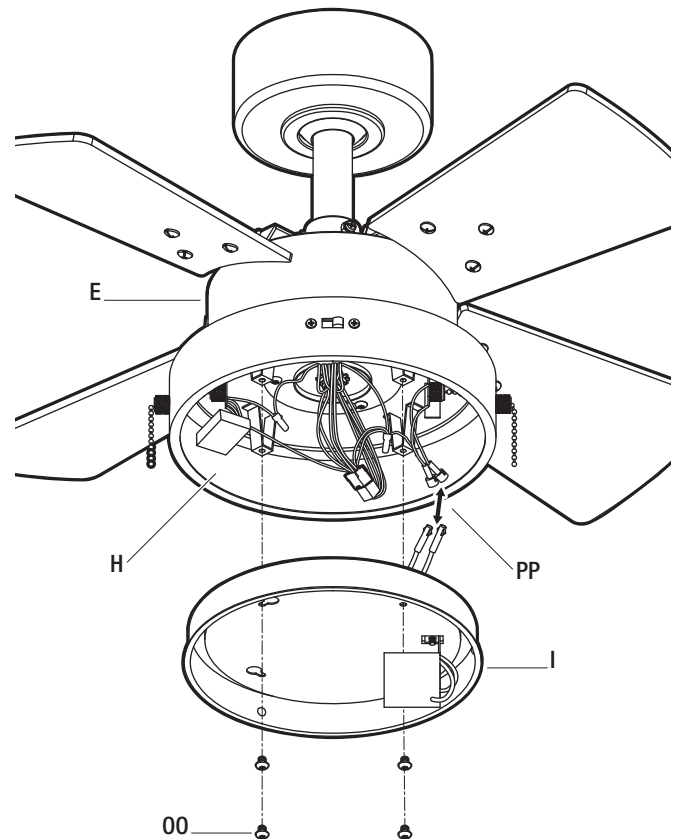
**CAUTION:** Before starting installation, disconnect the power by turning off the circuit breaker or removing the fuse at the fuse box. Turning power off using the fan switch is not sufficient to prevent electric shock.

- Remove one of the three switch housing mounting screws (LL) from the mounting ring (MM) and loosen the other two screws (LL). (Do not remove.)
- While holding the switch housing (H) under the fan motor assembly (E), snap together the wire connection plugs (NN).
- Place the key holes in the switch housing (H) over the two screws (LL) previously loosened from the mounting ring (MM). Turn the switch housing (H) until the switch housing (H) locks in place at the narrow section of the key holes.
- Securely tighten the two switch housing mounting screws (LL) previously loosened and the one previously removed.



### 12 Attaching the light kit to the switch housing

- Remove one of the four light kit mounting screws (OO) from the switch housing (H) and loosen the other three screws (OO). (Do not remove.)
- While holding the LED light kit (I) under your fan motor assembly (E), make the polarized plug connections (PP):
  - White to white
  - Blue to black
- Carefully push all wires back into the switch housing (H). Place the key holes in the LED light kit (I) over the three mounting screws (OO) previously loosened from the switch housing (H). Turn the LED light kit (I) until the LED light kit locks in place at the narrow section of the key holes. Secure by tightening the three light kit mounting screws (OO) previously loosened and the one previously removed.



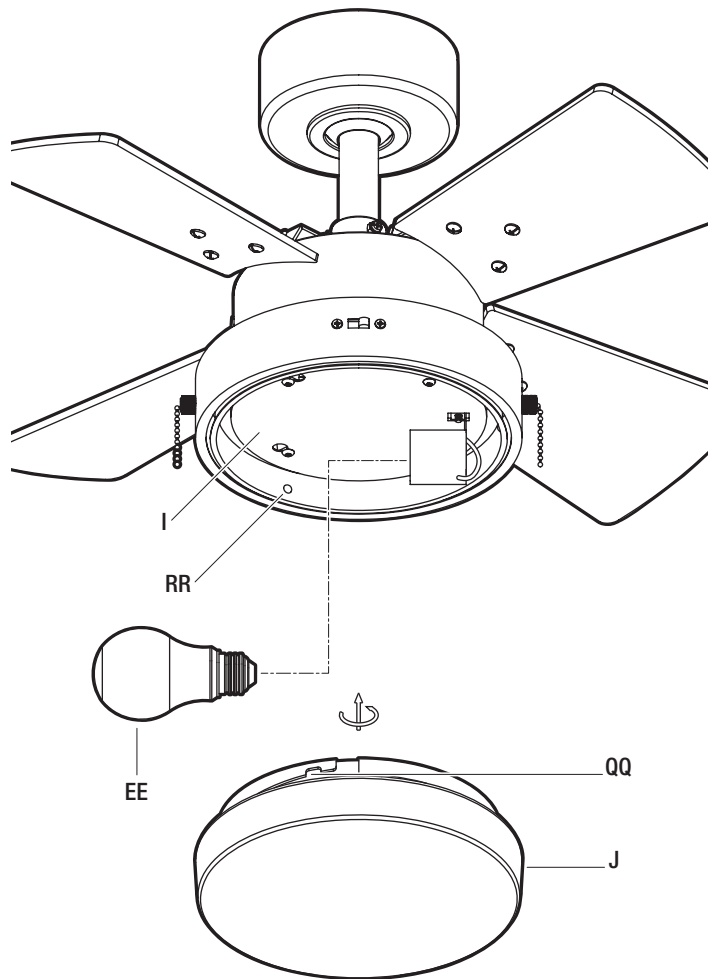
## Assembly — Installing the Light Kit (continued)

### 13 Installing the light bulbs and plastic shade



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

- Install one 9 watt LED bulbs (EE) (included).
- Position the notches (QQ) in the outer rim of the plastic shade (J) so they line up with the tabs (RR) on the inside of the rim on the light kit (I). Carefully lift the plastic shade (J) up inside the light kit (I) and secure it to the fan by turning the plastic shade (J) clockwise until snug. **DO NOT OVERTIGHTEN.**



# Operation

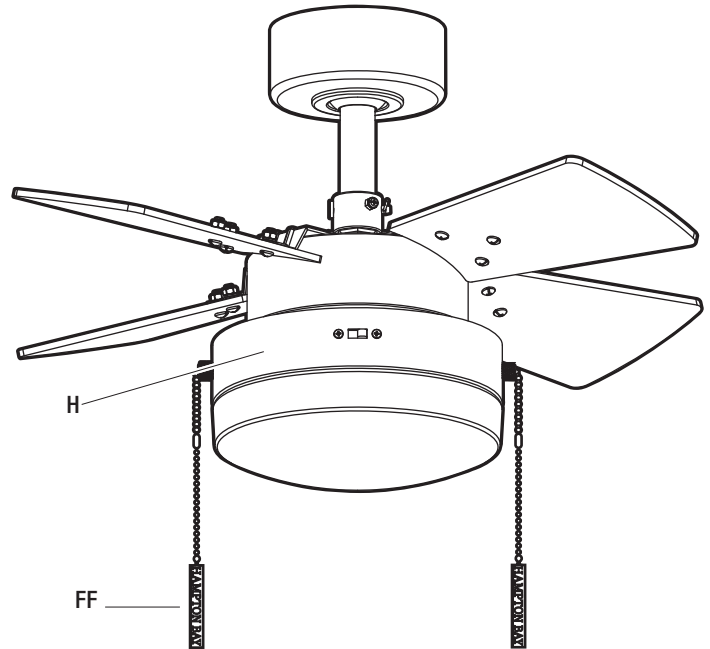
## PULL CHAIN OPERATING INSTRUCTIONS

Install the pull chains and fobs (FF) onto the pull chains located in the switch housing (H). Turn on the power and check the operation of the fan.

The pull chain controls the fan speed as follows:

1 pull - High, 2 pulls - Medium, 3 pulls - Low, and 4 pulls - Off.

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

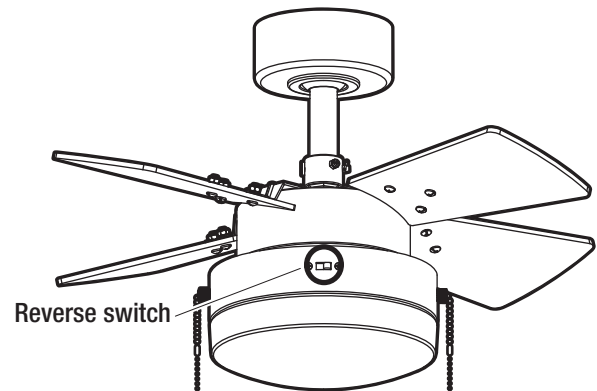


## REVERSE SWITCH OPERATING INSTRUCTIONS

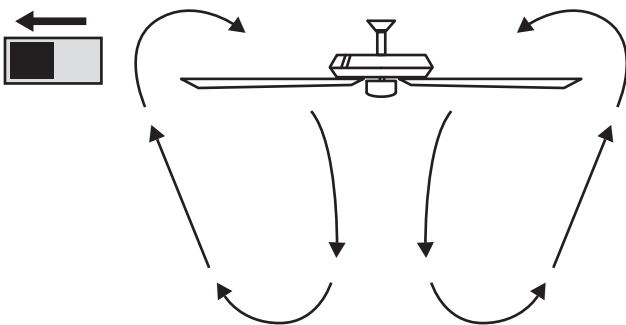
The reverse switch is located on the surface of the switch housing. Slide the switch to the left for warm weather operation. Slide the switch to the right for cool weather operation.



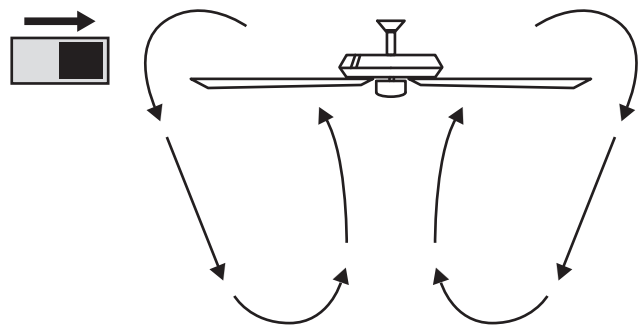
**NOTE:** Wait for the fan to stop before reversing the direction of the blade rotation.



**Warm weather - (Counterclockwise Direction)** A downward air flow creates a cooling effect. This allows you to set your air conditioner on a warmer setting without affecting your comfort.



**Cool weather - (Clockwise Direction)** An upward air flow moves warm air off the ceiling. This allows you to set your heating unit on a cooler setting without affecting your comfort.





## Care and Cleaning

### Do

- Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. Because of the fan's natural movement, some connections may become loose over time. It is not necessary to remove the fan from the ceiling.
- Clean your fan periodically. 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.
- (Optional) Apply a light coat of furniture polish to the wood blades.
- (Optional) Cover small scratches with a light application of shoe polish.

### Do not

- Use water when cleaning. Water could damage the motor, or the wood, or possibly cause an electrical shock.
- Apply oil to your fan or motor. The motor has permanently-lubricated sealed ball bearings.

## Troubleshooting



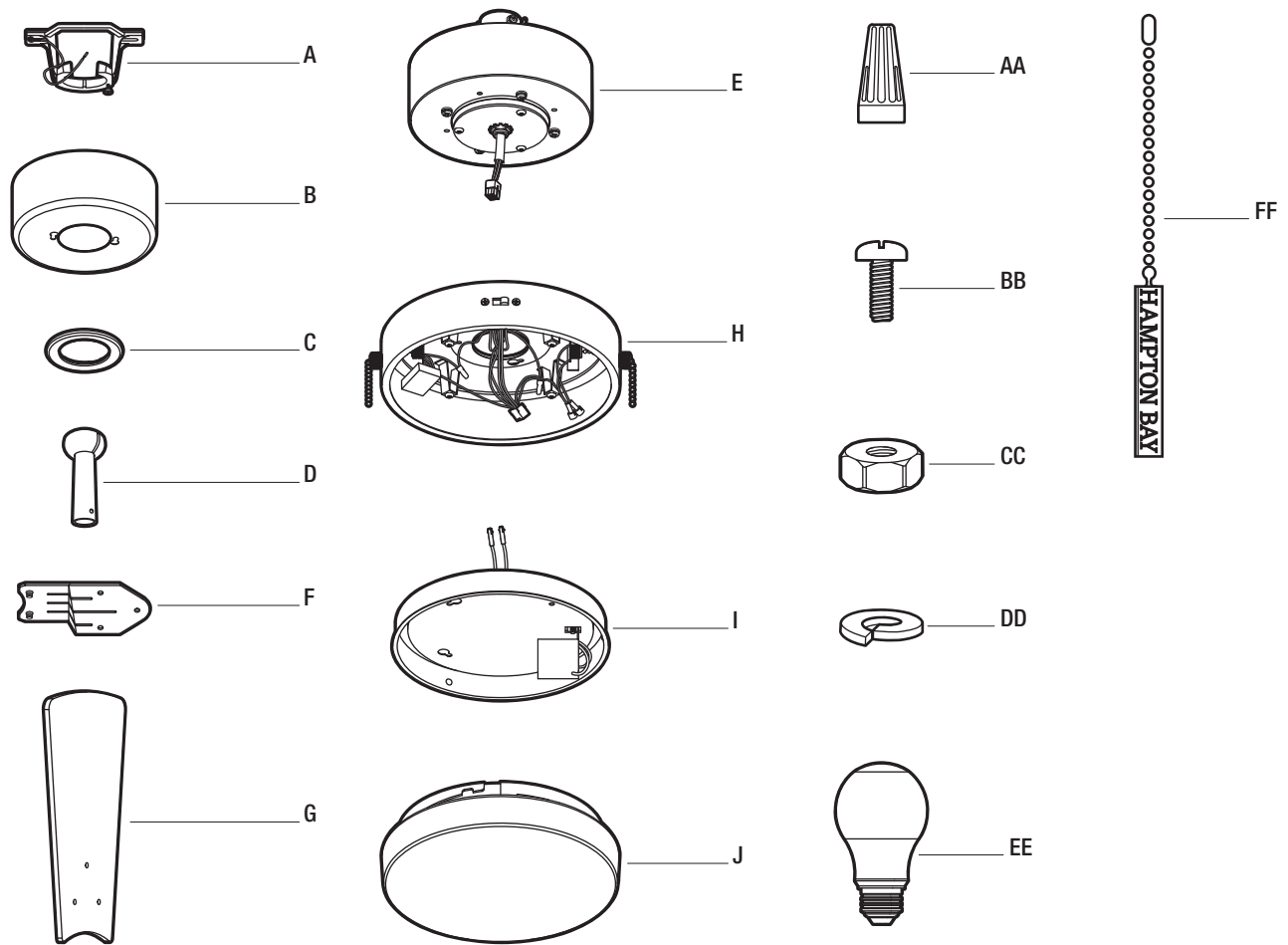
**WARNING:** Make sure the power is off at the electrical panel box before you attempt any repairs. Refer to step 6 "Making the electrical connections" on page 10.

Problem	Solution
The fan will not start.	□ Check the main and branch circuit fuses or breakers.
	□ Check the line wire connections to the fan and switch wire connections in the switch housing.
The fan sounds noisy.	□ Make sure all motor housing screws are snug.
	□ Make sure the screws that attach the fan blade to the motor hub are tight.
	□ Make sure 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 using the ceiling light kit, make sure the glassware is secured tightly.
	□ Make sure there is a short distance from the ceiling to the canopy. It should not touch the ceiling.
	□ Make sure your ceiling box is secure and rubber isolator pads are used between the mounting bracket and outlet box.

## Troubleshooting (continued)

Problem	Solution
The fan wobbles.	<ul style="list-style-type: none"><li>□ Verify that all blades and blade bracket screws are secure (most fan wobble problems are caused by loose parts). Once the fan is properly installed, run the ceiling fan for 10 minutes to let the fan self-adjust.</li></ul> <p>If wobble occurs after running the fan for 10 minutes, verify blade level using the following process:</p> <ul style="list-style-type: none"><li>- Select a point on the ceiling above the tip of one of the blades, then select any fan blade and measure from the center of the selected blade to the point on the ceiling. Rotate the fan until the next blade is positioned and repeat the measurement using the same point from the ceiling for every blade. Measurement deviations should be within 1/8 in..</li><li>- If all deviations are less than 1/8 in. and the fan continues to wobble, please call Customer Service (1-855-HD-HAMPTON) to order a complimentary Blade Balancing Kit.</li><li>- If deviation is greater than 1/8 in. , please call Customer Service (1-855-HD-HAMPTON) to order complimentary replacements of your brackets.</li></ul>

## Service Parts



Part	Description
A	Mounting bracket (preassembled)
B	Canopy
C	Canopy bottom cover (preassembled)
D	Hanger ball/downrod assembly
E	Fan motor assembly
F	Blade arm
G	Blade
H	Switch housing
I	Light kit
J	Plastic shade

Part	Description
AA	Plastic wire nut
BB	Blade attachment screw
CC	Blade attachment nut
DD	Blade attachment lock washer
EE	9 Watt LED bulb
FF	Pull chain and fob

# HAMPTON BAY®

Questions, problems, missing parts? Before returning to the store,  
call Hampton Bay Customer Service  
8 a.m. – 7 p.m., EST, Monday – Friday, 9 a.m. – 6 p.m., EST, Saturday

**1-855-HD-HAMPTON**

**HAMPTONBAY.COM**

Retain this manual for future use.