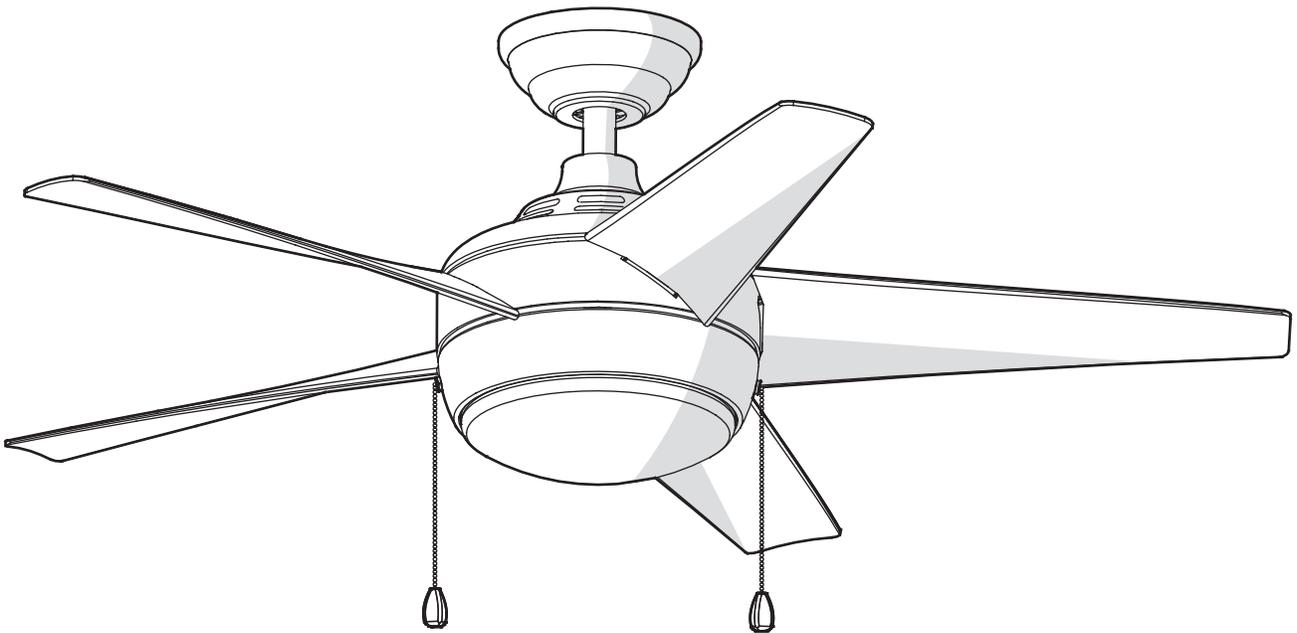


# HOME DECORATORS COLLECTION®

## USE AND CARE GUIDE

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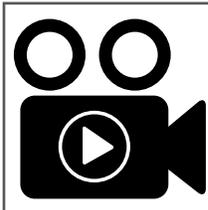
### WINDWARD 44-INCH CEILING FAN



Questions, problems, missing parts? Before returning to the store,  
call Home Decorators Collection Customer Service  
8 a.m. - 6 p.m., EST, Monday-Friday.

1-800-986-3460

[HOMEDEPOT.COM/HOMEDECORATORS](http://HOMEDEPOT.COM/HOMEDECORATORS)



To view an instructional video on how to install this product:

1. Go to [www.homedepot.com](http://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.

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#### THANK YOU

*We appreciate the trust and confidence you have placed in Home Decorators Collection 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 Home Decorators Collection!*

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# Safety Information

## READ AND SAVE THESE INSTRUCTIONS.

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. 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. 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.
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.
9. 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:** 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 screws provided with the outlet box.



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



**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.



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



**CAUTION:** To avoid personal injury or damage to the fan and other items, use caution when working around or cleaning the fan.

# 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 two years 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. Home Decorators Collection 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 1-800-986-3460 or visit [www.HomeDepot.com/homedecorators](http://www.HomeDepot.com/homedecorators).

# Pre-Installation

## SPECIFICATIONS

Size	Speed	Volts	Amps	Watts	RPM	CFM	Net Weight	Gross Weight	Cube Feet
44 in.	Low	120	0.25	13	75	1734	16.98 lbs (7.7 kgs)	19.62 lbs (8.9 kgs)	1.54 cu.ft.
	Medium		0.38	30	120	2969			
	High		0.53	65	175	4424			



**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/  
Stripper



Step ladder

# Pre-Installation (continued)

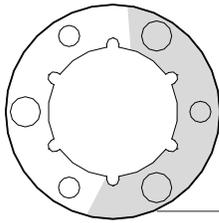
## HARDWARE INCLUDED



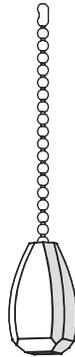
NOTE: Hardware not shown to actual size.



AA



BB

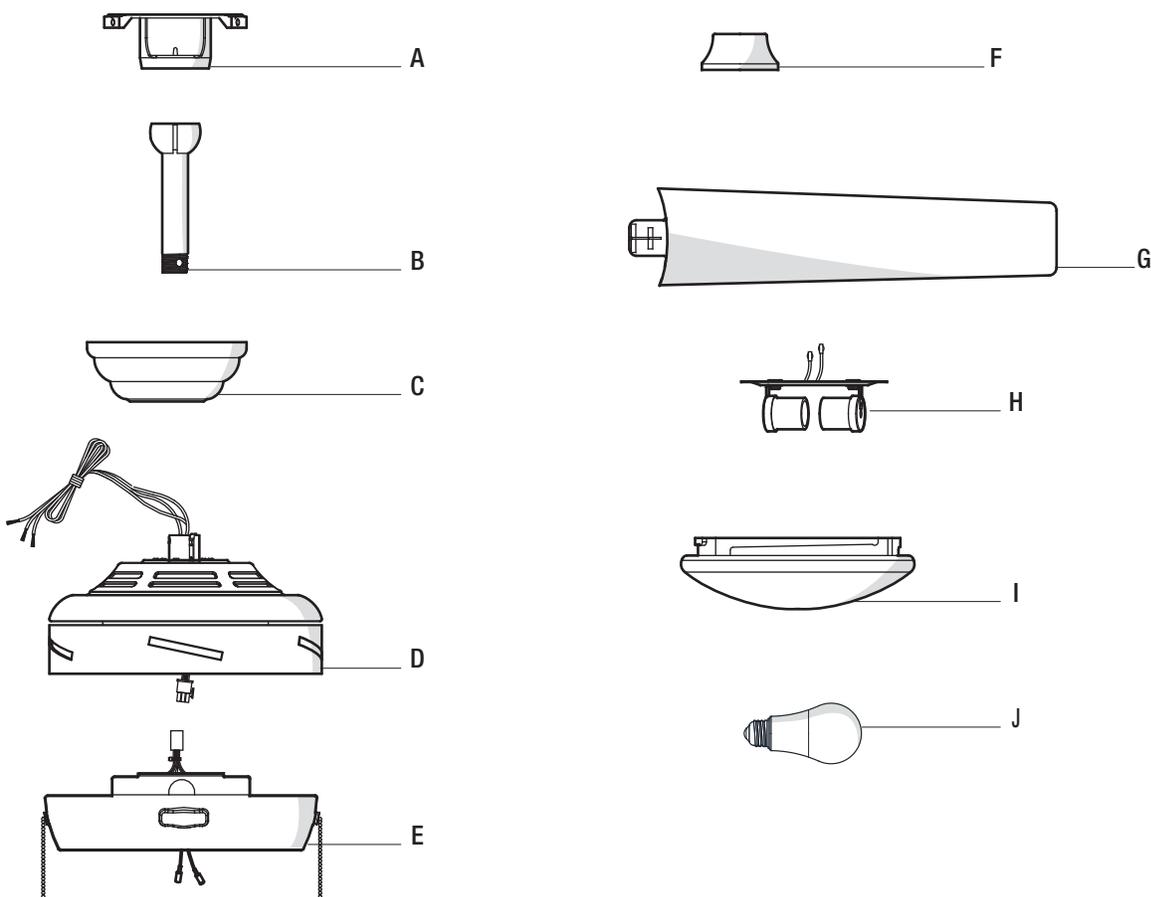


CC

Part	Description	Quantity
AA	Wire connecting nut	3
BB	Rubber Gasket	1
CC	Pull chain	2

# Pre-Installation (continued)

## PACKAGE CONTENTS



Part	Description	Quantity
A	Slide-on mounting bracket (inside canopy)	1
B	Ball/downrod assembly	1
C	Canopy with canopy ring attached	1
D	Fan-motor assembly	1
E	Light kit pan	1

Part	Description	Quantity
F	Decorative motor collar cover	1
G	Blade	5
H	Light kit fitter assembly	1
I	Glass bowl	1
J	LED Bulb, 9-watts	2



**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.

# Installation

## MOUNTING OPTIONS

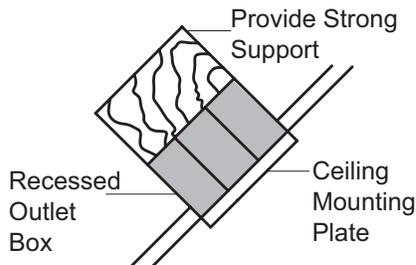
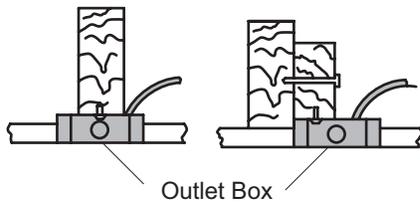
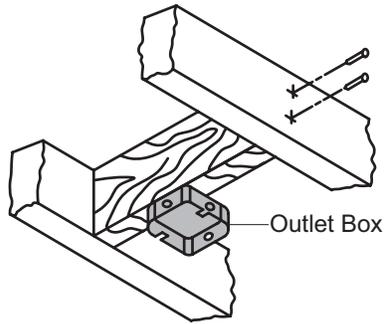


**WARNING:** To reduce the risk of fire, electric shock or personal injury, mount to outlet box marked “acceptable for fan support of 35 lbs. (15.9 Kg) or less” using the screws provided with the outlet box. An outlet box commonly used for the support of lighting fixtures may not be acceptable for fan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

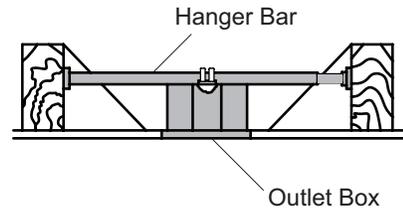
If your ceiling fan does not have an existing UL-listed mounting box, then install one using the following instructions:

- 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 30° away from horizontal.



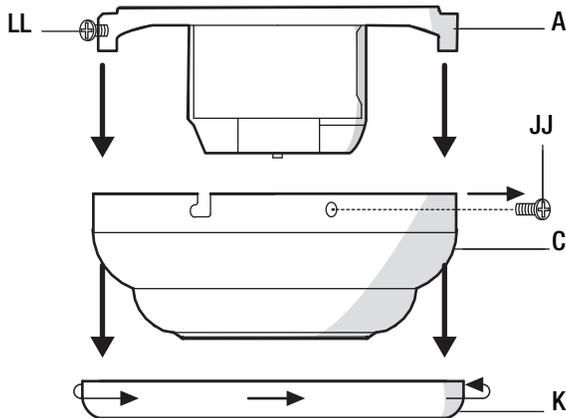
If the canopy touches the downrod, then remove the decorative canopy bottom cover, and turn the canopy 180° before attaching the canopy to the mounting plate.

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

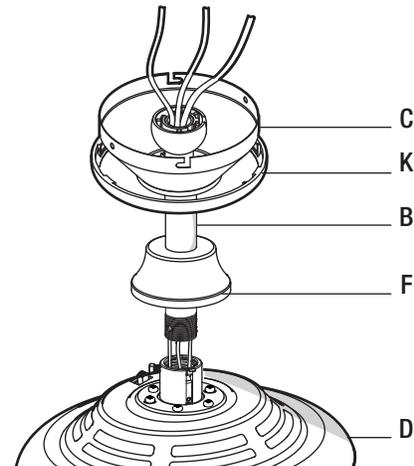
## 1 Preparing for mounting

- Remove the canopy ring (K) from the canopy (C) by turning the ring clockwise until it unlocks.
- Remove the mounting bracket (A) from the canopy (C) by loosening the two canopy screws (LL) located in the “L shaped” slots.
- Remove and save the two canopy screws (JJ) in the round holes. This will enable you to remove the mounting bracket (A).



## 2 Routing the wires

- Route the wires exiting the top of the fan-motor assembly (D) through the canopy ring (K) (make sure the slot openings for the canopy ring (K) are on top).
- Insert the ball/downrod (B) through the canopy (C) and slide the decorative motor collar cover (F) onto the end of the ball/downrod (B). Make sure the slots on the canopy (C) are on top.
- Route the wires exiting the top of the fan motor assembly (D) through the downrod (B) as shown.



## 3 Assembling the fan

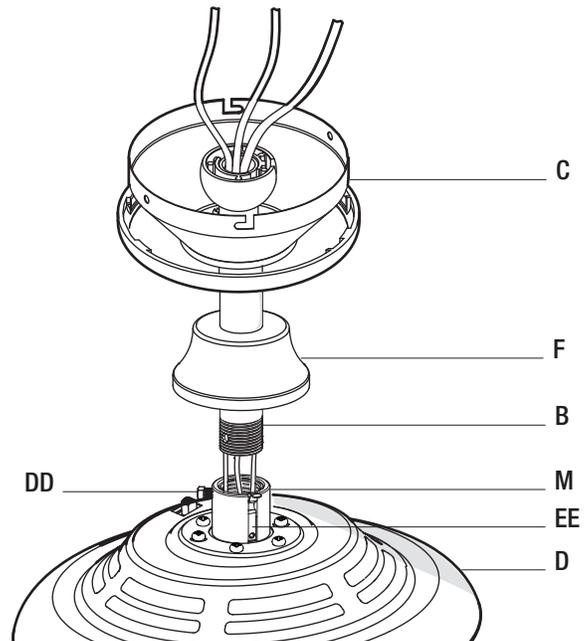


**CAUTION:** To ensure wobble-free operation and to avoid damage to the fan, the downrod (B) and the setscrew (DD) must be completely tightened



**NOTE:** This fan is equipped with a safety tab (EE). Should the setscrew (DD) ever become loose while the fan is running in reverse, the safety tab (EE) will engage and stop the fan from falling.

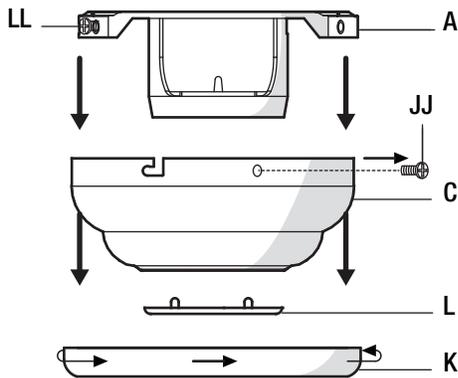
- Loosen, but do not remove the setscrew (DD) on the motor collar (M), on top of the fan-motor assembly (D) by turning it counterclockwise.
- Install the downrod (B) by inserting it into the motor collar (M), and turning it clockwise until it is tight.
- Re-tighten the setscrew (DD) on the motor collar (M) on top of the fan-motor assembly (D) by turning it counterclockwise.



# Assembly - Close-To-Ceiling Mount

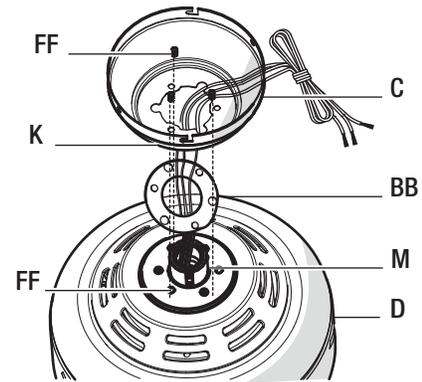
## 1 Close-to-Ceiling Mounting

- Remove the canopy ring (K) from the canopy (C) by turning the ring clockwise until it unlocks.
- Remove the mounting bracket (A) from the canopy (C) by loosening the two canopy screws (LL) located in the “L shaped” slots.
- Remove and save the two canopy screws (JJ) in the round holes. This will enable you to remove the mounting bracket (A).
- Remove the decorative canopy bottom cover (L) from the canopy (C) by depressing the three studs.



## 2 Routing the wires

- Remove three of the six screws and lock washers (FF) (every other one) securing the motor collar (M) to the top of the fan motor housing (D).
- Route the wires exiting the top of the fan-motor assembly (D) through the rubber gasket (BB) aligning the holes in the rubber gasket (BB) with the three screw holes in the fan-motor assembly (D).
- Route the wires exiting the top of the fan-motor assembly (D) through the canopy ring (K), and the canopy (C) (make sure the slot openings for the canopy ring and canopy are on top). Place the canopy (C) over the collar (M) at the top of the motor assembly (D).
- Align the mounting holes with the holes in the motor (D) and fasten, using the three screws and lock-washers (FF) removed previously. Tighten the mounting screws securely.



# Assembly - Hanging the Fan

## 4 Attaching the fan to the electrical box

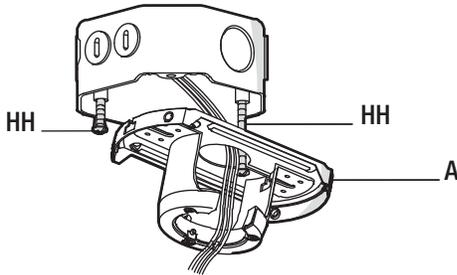


**WARNING:** To reduce the risk of fire, electric shock or personal injury, mount to outlet box marked "acceptable for fan support of 35 lbs. (15.9 Kg) or less" using the screws provided with the outlet box.



**NOTE:** The mounting bracket (A) is designed to slide into place on an outlet box with the outlet box screws (HH) installed.

- Pass the 120-Volt supply wires through the center hole in the mounting bracket (A).
- Install the ceiling mounting bracket on the outlet box by sliding the mounting bracket (A) over the two screws (HH) provided with the outlet box. If necessary, use leveling washers (not included) between the mounting bracket (A) and the outlet box. Note that the flat side of the mounting bracket (A) is toward the outlet box. When using close-to-ceiling mounting, it is important that the mounting bracket be level.
- Securely tighten the two mounting screws (HH).



## 5 Hanging the fan



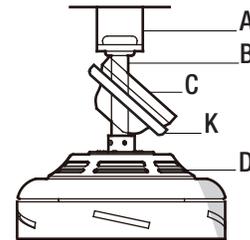
**WARNING:** The hook as shown is only to balance the fan while attaching wiring. Failure to hang as shown may result in hook breaking, causing the fan to fall. The hook must pass from inside to the outside of the canopy.



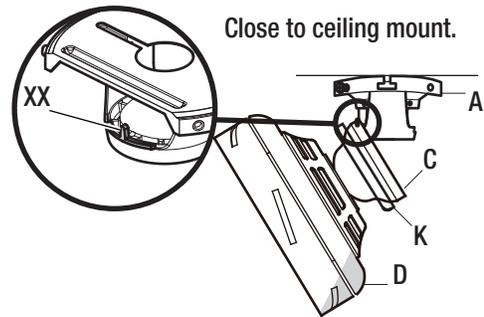
**WARNING:** When hanging the fan on the hook (XX) it is critical that you use one of the non-slotted (round) holes in the canopy (C).

- Carefully lift the fan-motor assembly (D) up to the slide-on mounting bracket (A).
- Insert the ball portion of the ball/downrod assembly into the socket of the slide-on mounting bracket.
- Turn the ball/downrod assembly clockwise until it is seated with the tab of the slide-on mounting bracket aligned with slot in the ball.
- If using close-to-ceiling mounting, hang the fan on the hook provided by utilizing one of the holes at the outer rim of the ceiling canopy (C).

Standard mount.



Close to ceiling mount.



# Assembly - Hanging the Fan (continued)

## 6 Making the electrical connection



**WARNING:** Each wire nut 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.

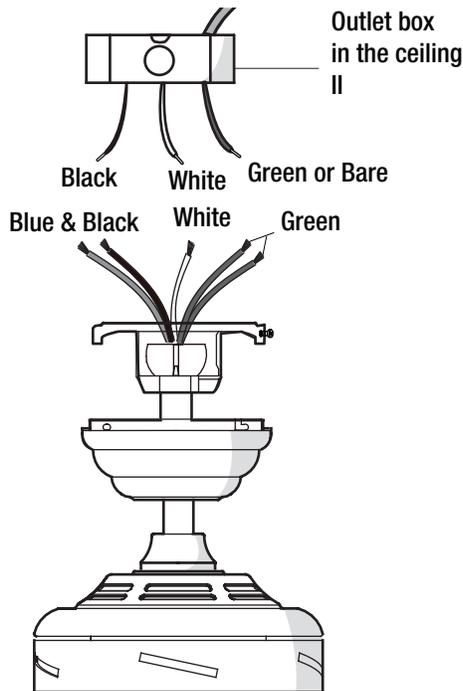


**IMPORTANT:** Use the plastic wire connectors (AA) supplied with your fan. Secure the connectors with electrical tape and ensure there are no loose strands or connections.



**NOTE:** The fan comes with 30 in. lead wires for use with an extended ball/downrod assembly. If using the 4.5 in. ball/downrod assembly (B) provided, you can cut the lead wires to your desired length (no shorter than 12 in.).

- The fan comes with 30 in. lead wires for use with an extended ball/downrod assembly. If using the 4.5 in. ball/downrod assembly (B) provided, you can cut the lead wires to your desired length (no shorter than 12 in.) This will make extra room in the canopy (C), if you do not wish to cut the wires, you will need to neatly wrap them.
- Connect the fan motor green wires to the household green or bare wire using a wire connecting nut (AA).
- Connect the fan motor white wire to the household white wire using a wire connecting nut (AA).
- Connect the fan motor black and blue wires to the household black wire using a wire connecting nut (AA).
- Secure each wire connecting nut using electrical tape.
- Turn the wire connecting nut (AA) upward and push the wiring into the outlet box (II).

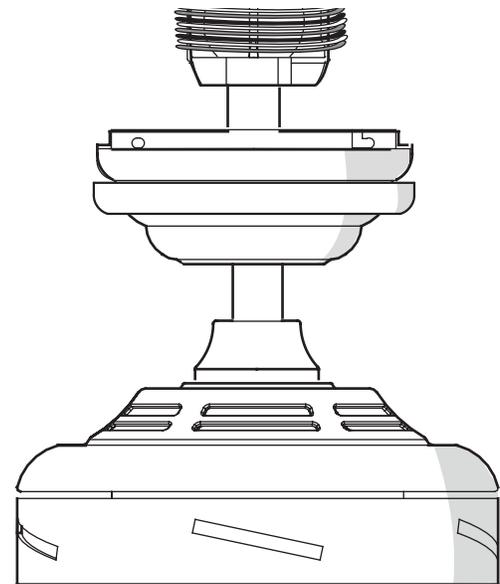
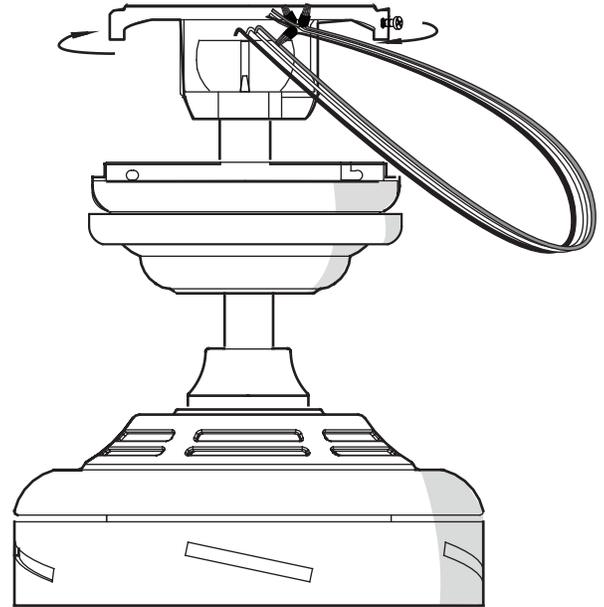


## 7 Wrapping the extra wire



**NOTE:** Follow this step ONLY if you did not cut the extra length off from the wires coming from the ceiling fan.

- Gently wrap the excess wire around the mounting bracket.
- Secure with electrical tape.



# Assembly - Hanging the Fan (continued)

## 8a Mounting the fan-motor assembly (standard mount)

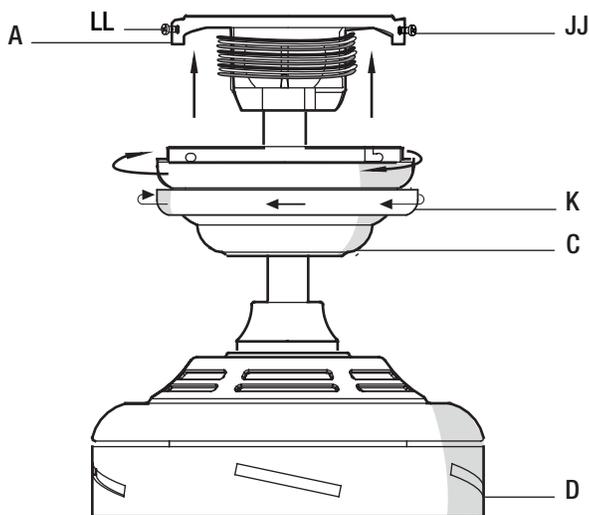


**WARNING:** When using the standard ball/downrod mounting, the tab in the ring at the bottom of the mounting bracket must rest in the groove of the hanger ball. Failure to properly seat the tab in the groove could cause damage to the wiring.



**WARNING:** The locking slots of ceiling canopy are provided only as an aid to mounting. Do not leave the fan assembly unattended until all four canopy screws are engaged and firmly tightened.

- Align the locking slots of the ceiling canopy (C) with the two screws (LL) in the mounting bracket (A). Push up to engage the slots and turn clockwise to lock in place.
- Firmly tighten the two mounting screws.
- Install the two mounting screws (JJ) (saved from Assembly Step 1 “Preparing for mounting”) into the holes in the canopy (C) and tighten firmly.
- Install the decorative canopy ring (K) by aligning the ring’s slots with the screws in the canopy (C). Rotate the ring counter-clockwise to lock in place.

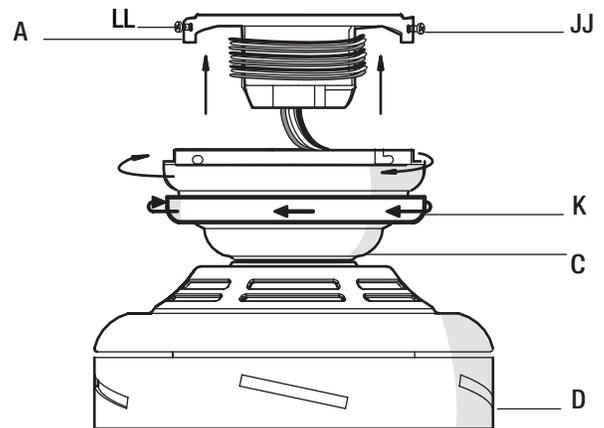


## 8b Mounting the fan-motor assembly (close-to-ceiling mount)



**WARNING:** The locking slots of the ceiling canopy are provided only as an aid to mounting. Do not leave the fan assembly unattended until all four canopy screws are engaged and firmly tightened.

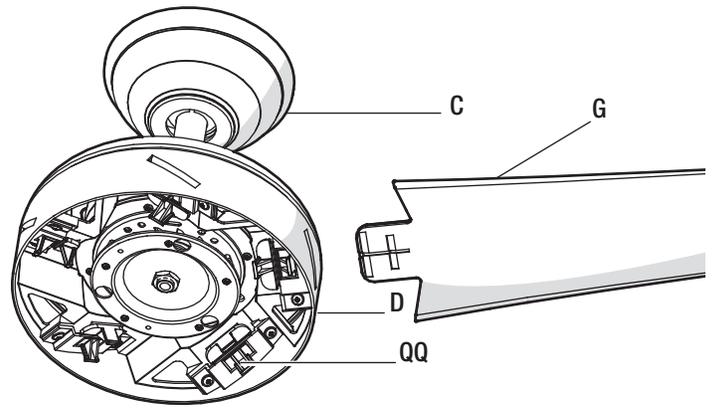
- Align the locking slots of the ceiling canopy (C) with the two screws (LL) in the mounting bracket (A). Push up to engage the slots and turn clockwise to lock in place.
- Firmly tighten the two mounting screws.
- Install the two mounting screws (JJ) (saved from Assembly Step 1 “Preparing for mounting”) into the holes in the canopy (C) and tighten firmly.
- Install the decorative canopy ring (K) by aligning the ring’s slots with the screws in the canopy (C). Rotate the ring counter-clockwise to lock in place.



# Assembly - Attaching the Fan Blades

## 9 Attaching the fan blades

- Attach a blade (G) to the fan motor housing (D) by inserting the blade (G) into the slot in the side of the fan motor housing (D) until it stops. The locking clip will click twice when the blade is correctly installed. Ensure the blade is snapped into locking clip (QQ) completely by pulling the fan blade away from the motor housing.
- Repeat these steps for the remaining blades (G).



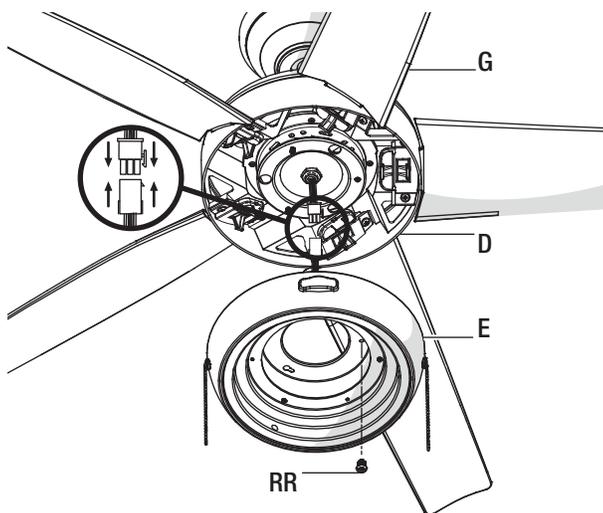
# Assembly - Installing the Light Kit

## 10 Attaching the light kit pan



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

- Remove one screw (RR) from the black bracket below the fan motor assembly (D). Loosen but do not remove the other two screws.
- Connect the 9-pin plug exiting the bottom of the fan motor to the 9-pin plug from the light kit pan (E). Be sure plugs connection snap together completely.
- Attach the light kit pan (E) to the fan motor assembly (D) by securing with the two screws (RR) loosened in first step. Push the light kit pan (E) up to engage the screw heads in the screw slots and turn to secure. Tighten each screw firmly.

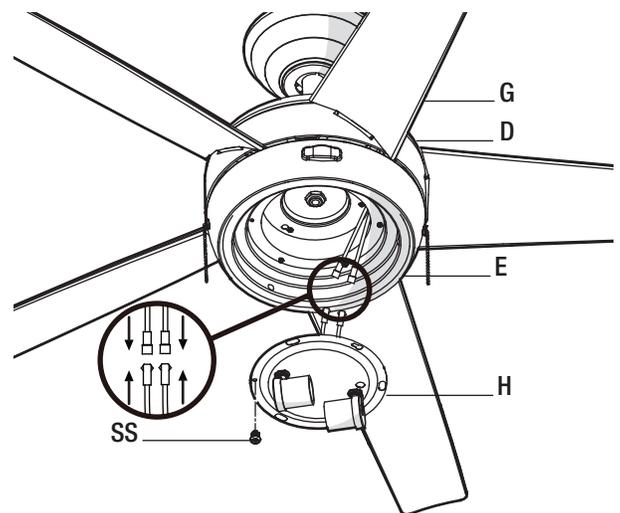


## 11 Attaching the light kit fitter assembly



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

- To attach the light kit fitter assembly (H), remove one screw (SS) from the light kit pan (E), and loosen, but do not remove the other two screws.
- Connect the blue wire exiting the bottom of the fan motor assembly (D) with the black wire from the top of the light kit fitter assembly (H).
- Connect the white wire exiting the bottom of the fan motor assembly (D) with the white wire from the top of the light kit fitter assembly (H).
- Push the light kit fitter assembly (H) up to the light kit pan (E) so that the two loosened screws heads fit into the keyhole slots. Turn the light kit fitter assembly (H) to secure. Tighten each screw firmly.



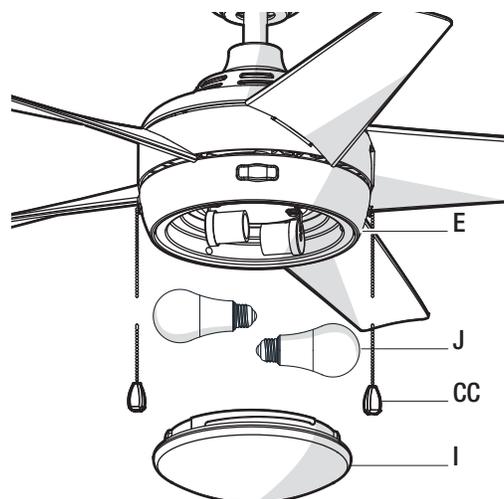
# Assembly - Installing the Light Kit (continued)

## 12 Installing the light bulbs and glass bowl



**WARNING:** Do not overtighten when installing the glass shade into the light kit assembly. Allow the glass shade to cool completely before removing.

- With the power off, install the two LED bulbs (J) (9W, included) into the light bulb sockets.
- Place the glass bowl (I) into the light kit assembly (E), aligning the three flat areas on the top flange of the glass bowl (I) with the three raised dimples in the light kit assembly. Turn the glass bowl (I) clockwise until it stops.
- Attach the pull chain extensions (CC) to the fan pull chains.



## Operation of your fan



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

The pull chain controls the fan speed as follows:

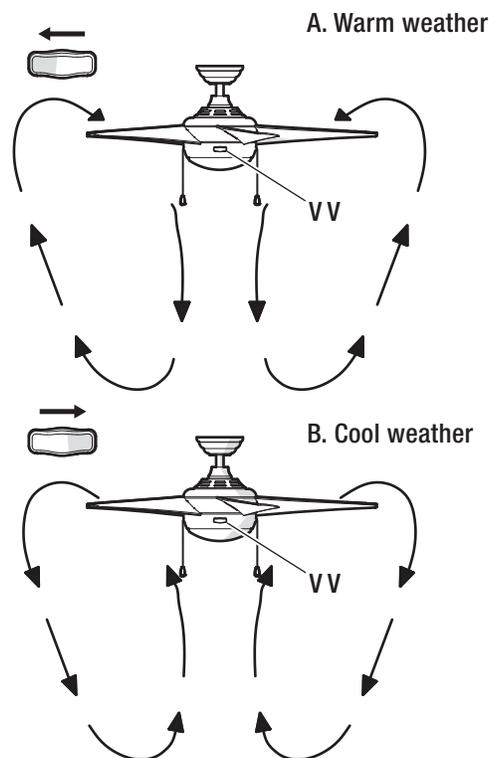
1 pull -High, 2 pulls -Medium, 3 pulls -Low, and 4 pulls -Off

Speed setting for warm or cool weather depend on factors such as room size, ceiling height, number of fans, and so on.

The slide switch (V V) controls the direction: forward (switch left) or reverse (switch right).

**A. 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.

**B. 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.



# 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	<ul style="list-style-type: none"><li>□ Check the main and branch circuit fuses or breakers.</li><li>□ Check the line wire connections to the fan and switch wire connections in the switch housing.</li><li>□ Check the battery in the remote control.</li><li>□ Ensure you are in the normal range of 10-20 feet.</li><li>□ Turn the power off and ensure that the dip switch settings are the same on the remote control and receiver.</li></ul>
The fan is noisy	<ul style="list-style-type: none"><li>□ Ensure all motor housing screws are snug.</li><li>□ Ensure the screws that attach the fan blade bracket to the motor hub are tight.</li><li>□ Ensure the wire nut connections are not rattling against each other or the interior wall of the switch housing.</li><li>□ Allow a 24-hour "breaking in" period. Most noises associated with a new fan disappear during this time.</li><li>□ 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.</li><li>□ Ensure the canopy is a short distance from the ceiling. It should not touch the ceiling.</li><li>□ Ensure your outlet box is secure and rubber isolator pads were used between the mounting plate and outlet box.</li></ul>
The fan wobbles	<ul style="list-style-type: none"><li>□ Check that all blade and blade arm screws are secure.</li><li>□ 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.</li></ul>

# HOME DECORATORS COLLECTION®

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Retain this manual for future use.

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.