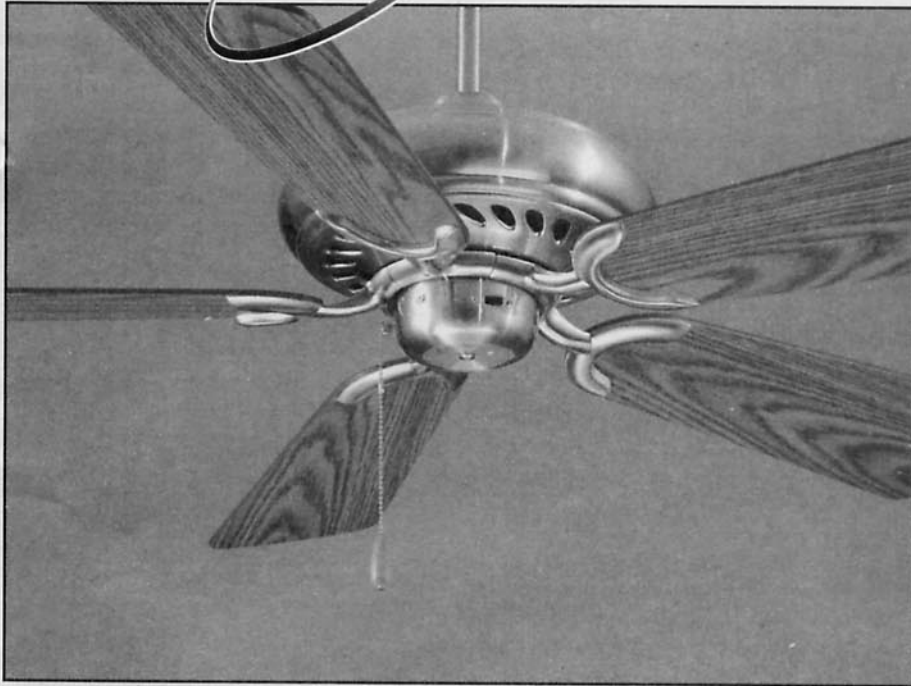


**minkaAire™**

Supra™ 52  
Model No. F568

Supra™ 44  
Model No. F563

Supra™ 32  
Model No. F562



# Instruction Manual

Please Read and Save Instructions

**Lifetime**  
WARRANTY



Congratulations on your purchase of a **Minka-Aire™** ceiling fan! Your new fan will be a beautiful addition to your home, and will keep you comfortable throughout the year.

**Minka-Aire™** offers a variety of ceiling fans: combinations of wood and brass finishes, solid designer colors, and unique glass and crystal designs. A large selection of light fixtures and light kits are also available. Ask your dealer about accessories that will allow you to customize your fan.

We're certain that your **Minka-Aire™** fan will provide you with many years of comfort, energy savings and satisfaction. To ensure your personal safety and to maximize the performance of your fan, please read this manual thoroughly.

## LIMITED LIFETIME WARRANTY

**Minka-Aire™** warrants this fan to be free from defects in material and workmanship for one year from the date of purchase, except for the motor. **Minka-Aire™** warrants to the original owner that the motor in this fan shall be free from defects in material and workmanship as long as the original purchaser owns the fan. **Minka-Aire's™** only obligation under this limited warranty is to replace, repair or refund the purchase price any fan confirmed by **Minka-Aire™** to be defective in material or workmanship after such fan is returned to **Minka-Aire™** by the original purchaser along with a proof of purchase and with shipping charges prepaid. This warranty shall not apply to fans which have been damaged as a result of improper installation, removed from the original installation or subjected to use for which the fan was not designed. The customer shall be responsible for any cost of removing the old fan, installing a new fan or any other costs. This limited lifetime warranty is in lieu of all other expressed warranties. **Minka-Aire™** shall under no circumstances be liable for any incidental or consequential damages.

Date Purchased \_\_\_\_\_

Store Purchased \_\_\_\_\_

Model No. F562, F563, F568

Serial No. \_\_\_\_\_

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**minkaAire™**

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american  
lighting  
association



# 1. SAFETY FIRST

**1.** Before you begin installing the fan, **shut the power off** at the circuit breaker or the fuse box.

**2.** Be Cautious! Read all instructions and safety information before installing your new fan. Review the accompanying assembly diagrams.

**3.** Make sure that all electrical connections comply with local codes, ordinances, or National Electrical Codes. Hire a qualified electrician or consult a do-it-yourself wiring handbook if you are unfamiliar with installing electrical wiring.

**4.** Make sure the installation site you choose allows the fan blades to rotate without any obstructions. Allow a **minimum clearance of 7 feet** from the floor to the lowest edge of the blades and **18 inches** from the tip of the blade to the wall.

**5.** If you are mounting the fan to a ceiling outlet box, use a U.L. Listed metal octagonal outlet box marked "Acceptable for fan support". Secure the box directly to the building structure. The outlet box and its support must be able to support the

moving weight of the fan (at least 50 lbs.). **Do not use a plastic outlet box.**

**6.** Attach the hanger bracket using the hardware supplied with the outlet box.

**7.** If you are mounting the fan to a joist, make sure it is able to support the moving weight of the fan (at least 50 lbs.).

**8.** After you install the fan, make sure that all mountings are secured to prevent the fan from falling.

**9.** Do not insert anything into the fan blades while fan is operating.

**10.** Turn the fan off and wait for it to stop before reversing fan direction.

**NOTE:** *The important safeguards and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and care are factors which can not be built into this product. These factors must be supplied by the person(s) installing, caring for and operating the unit.*

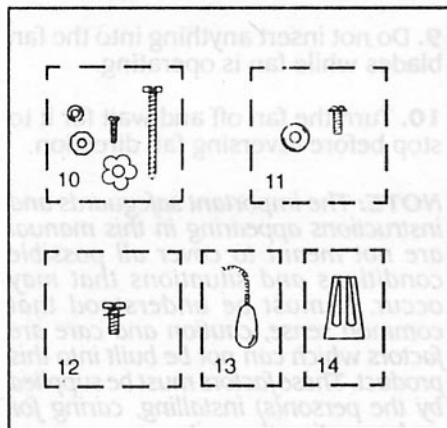
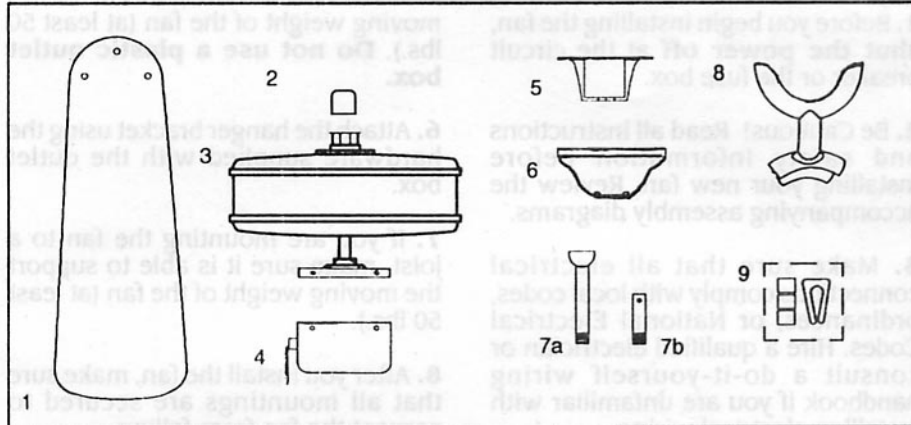
## WARNING

### SUPPORT DIRECTLY FROM THE BUILDING STRUCTURE

TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR OTHER PERSONAL INJURY, MOUNT FAN ONLY ON A U.L. LISTED OUTLET BOX OR SUPPORTING SYSTEM MARKED ACCEPTABLE FOR FAN SUPPORT AND USE THE HARDWARE PROVIDED WITH THE OUTLET BOX. MOST OUTLET BOXES COMMONLY USED FOR SUPPORT OF LIGHTING FIXTURES ARE NOT ACCEPTABLE FOR FAN SUPPORT AND NEED TO BE REPLACED. CONSULT A QUALIFIED ELECTRICIAN IF IN DOUBT.

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

## PACKAGE CONTENTS 2.



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

1. Fan blade
2. Coupling cover
3. Fan motor/housing ass'y
4. Switch Cup
5. Mounting bracket
6. Canopy
- 7a. Standard 6" downrod assembly
- 7b. Minimum 3-1/2" length downrod (for close to ceiling mounting only)
8. Blade bracket
9. Balancing kit

### 10. Mounting Hardware:

- #10 x 2-1/2" screws (2 pcs.)
- #8-32 x 3/4" machine screws (2 pcs.)
- Washers (2 pcs.)
- Lockwashers (2 pcs)
- Spring washers (2 p c s)

### 12. Bracket Attachment Hardware:

- 1/4 "-20 x 1/2" screws (10 or 12 pcs.)

### 11. Blade Attachment Hardware: 14. Wire Nut (3 pcs.)

- 3/16 " -24x 7mm screws (16 or 19 pcs.)
- Fiber washers (16 or 19 pcs.)

### 13. Switch Cup Hardware:

- Pull Chain Fob (1 pcs.)

### 3. BEGIN INSTALLATION

Tools Required: Phillips screw driver; slotted screw driver; pliers; wire cutters; electrical tape.

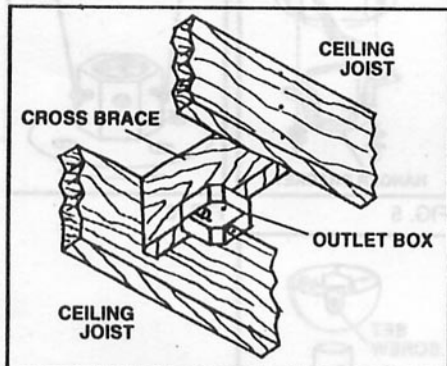


FIG. 1

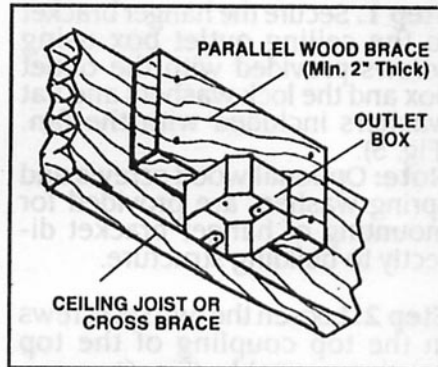


FIG. 2

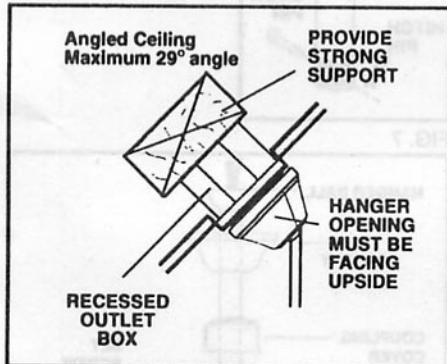


FIG. 3

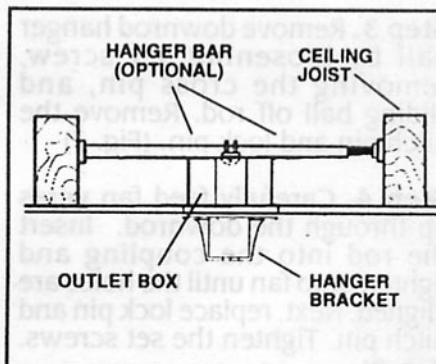


FIG. 4

### MOUNTING OPTIONS

If there isn't an existing mounting box, then read the following instructions. **Shut the power off at the circuit breaker or fuse box.**

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.). **Use a U.L. Listed metal outlet box marked "Acceptable for ceiling fan support". Do not use a plastic outlet box.**

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. Longer downrods are available from your **Minka-Aire™** dealer.

To hang your fan where there is an existing fixture but no ceiling joist, you may need to install a hanger bar as shown in Fig. 4 (available at your **Minka-Aire™** dealer).



## HANGING THE FAN 4.

**REMEMBER to shut the power off at the circuit breaker or fuse box.**

**Step 1.** Secure the hanger bracket to the ceiling outlet box using screws provided with the outlet box and the lock washers and flat washers included with the fan. (Fig. 5).

**Note:** Optional wood screws and spring washers are provided for mounting of hanger bracket directly to building structure.

**Step 2.** Loosen the two set screws in the top coupling of the top housing assembly. (Fig. 6)

**Step 3.** Remove downrod hanger ball by loosening set screw, removing the cross pin, and sliding ball off rod. Remove the hitch pin and lock pin. (Fig. 7)

**Step 4.** Carefully feed fan wires up through the downrod. Insert the rod into the coupling and tighten onto fan until the holes are aligned. Next, replace lock pin and hitch pin. Tighten the set screws. (Fig. 8)

**Step 5.** Slip coupling cover, and canopy onto downrod. Let canopy rest on top of the coupling cover. Carefully reinstall hanger ball onto rod being sure that cross pin is in correct position, set screw on hanger ball is tight and wires are not twisted. (Fig. 8)

**Step 6.** Now lift motor assembly into position and place downrod ball into hanger bracket. Rotate until the check groove has dropped into the registration slot and seats firmly. Rod should not rotate if this is done correctly. (Fig. 9)

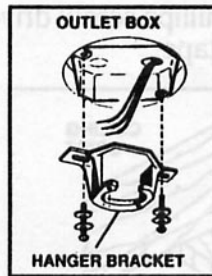


FIG. 5

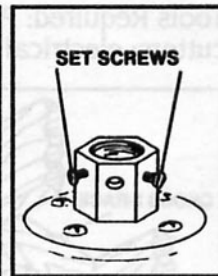


FIG. 6

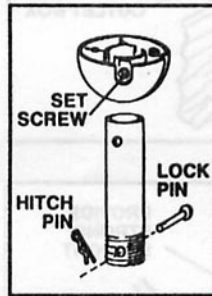


FIG. 7

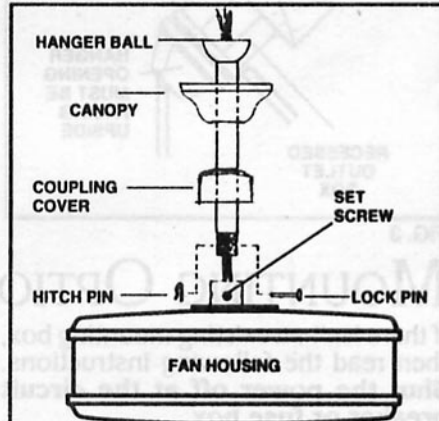


FIG. 8

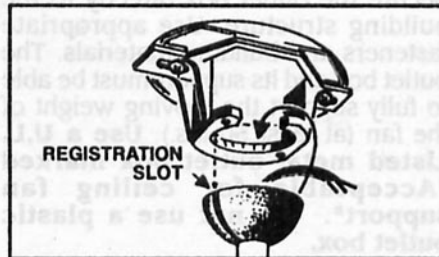


FIG. 9

## 5. ELECTRICAL CONNECTIONS

**REMEMBER** to shut the power off at the circuit breaker or fuse box.

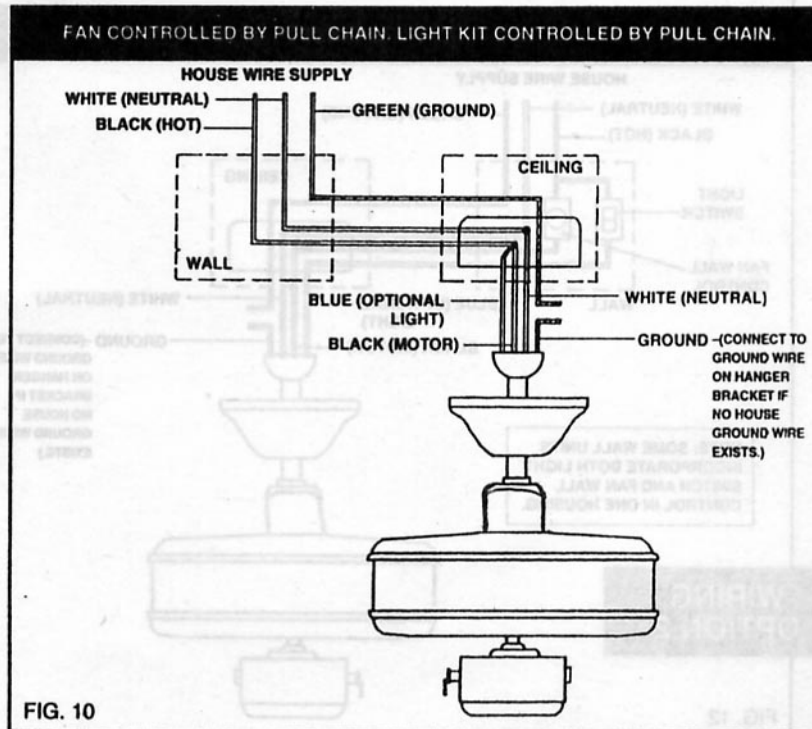
Follow the steps below to connect the fan to your house supply wires. Use the wire nuts supplied with your fan. Secure the wire nuts by wrapping the connection with electrical tape.

**Step 1.** Connect the black (hot) wire from the ceiling to the black and the blue wires from the fan. Connect the white (Neutral) wire from the ceiling to the white wire from the fan. (Fig 10)

**Step 2.** If your outlet has a ground wire (Green or Bare Copper) connect the fan ground wires (on hanger ball and hanger bracket) to it; otherwise, connect the fan ground wire on hanger ball directly to hanger bracket (Fig. 10)

**Step 3.** Figure 11 & 12 illustrate the wiring connections using optional wall unit. (Available at your **Minka-Aire™** Retailer.)

**NOTE:** If a light kit is not included with your fan, one can be purchased at you **Minka-Aire™** Retailer.





FAN CONTROLLED BY PULL CHAIN. LIGHT KIT CONTROLLED BY WALL SWITCH.

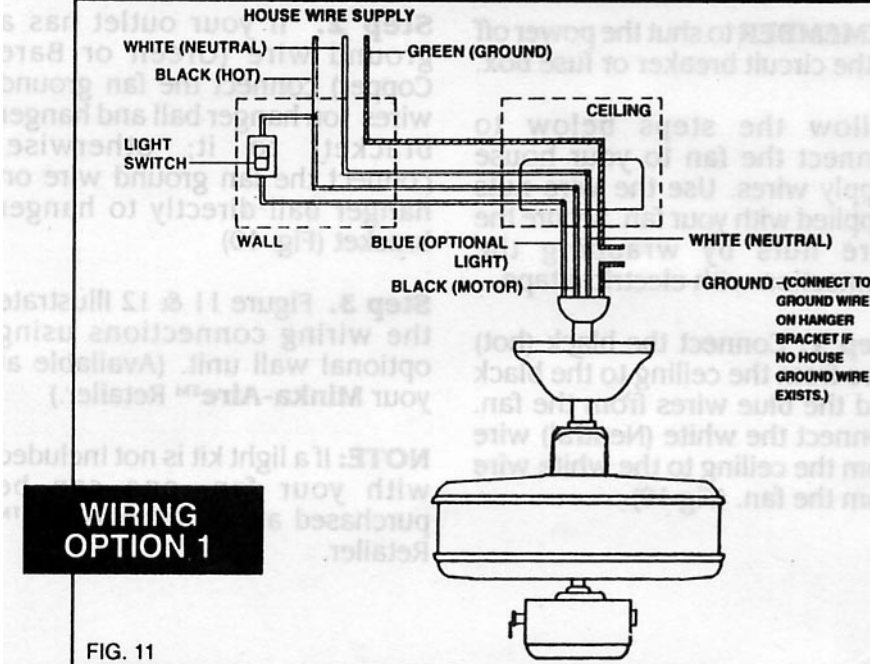


FIG. 11

FAN CONTROLLED BY WALL CONTROL, LIGHT KIT CONTROLLED BY LIGHT SWITCH.

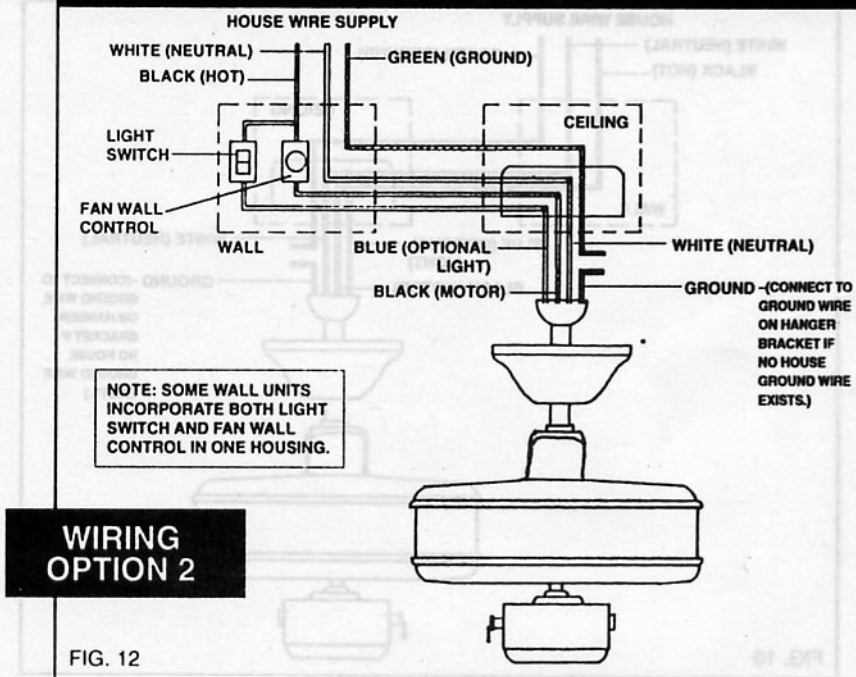


FIG. 12

## 6. FINISHING THE INSTALLATION

**Step 1.** Tuck connections neatly into ceiling outlet box.

**Step 2.** Slide canopy up to ceiling. Rotate canopy so that the screw holes are aligned and secure with the two screws provided on hanger bracket. (Fig. 13)

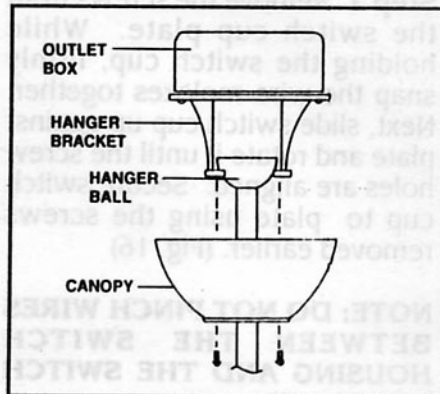


FIG. 13

## 7. ATTACHING THE FAN BLADES

**Step 1.** Attach the fan blade to the blade bracket using the screws provided. Tighten screws securely. Repeat for remaining blades. (Fig. 14)

**Step 2.** Remove the rubber stops from the motor. Rotate the motor so that the screw holes are revealed through the opening on switch cup plate. Align holes in blade bracket and motor and secure with proper screws. Repeat process with the other blade brackets. (Fig. 15)

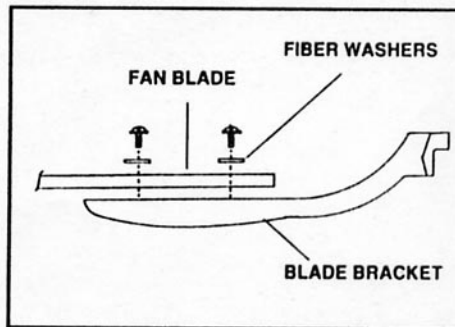


FIG. 14

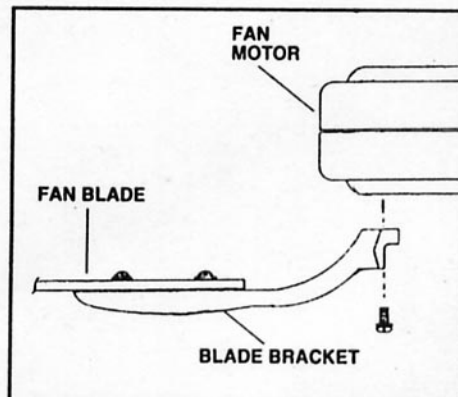


FIG. 15

## ATTACHING THE SWITCH CUP 8.

**Step 1.** Remove the screws from the switch cup plate. While holding the switch cup, firmly snap the wire molexes together. Next, slide switch cup up against plate and rotate it until the screw holes are aligned. Secure switch cup to plate using the screws removed earlier. (Fig. 16)

**NOTE: DO NOT PINCH WIRES BETWEEN THE SWITCH HOUSING AND THE SWITCH CUP PLATE.**

**Step 2.** Attach the pull chain fob to the chain on the switch cup. (Fig. 16)

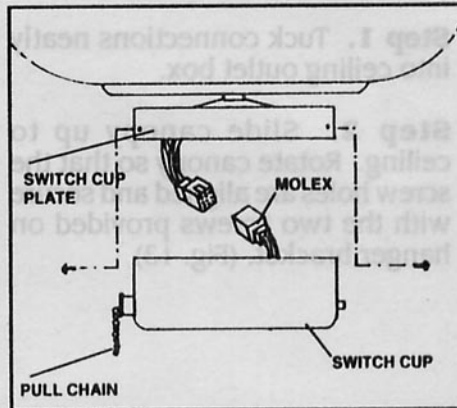


FIG. 16

## 9. OPERATING YOUR FAN

### Restore power to ceiling fan and test for proper operation.

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

The slide switch, on the switch cup, controls the forward or reverse direction of the fan. **Down** or to the **left** is for warm weather operation. **Up** or to the **right** is for cool weather operation.

**NOTE**  
Wait for fan to stop before changing the setting of the SLIDE SWITCH.

**Warm weather** – (Counter Clockwise) A downward air flow creates a cooling effect as shown in Figure 17. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

**Cool weather** – (Clockwise) An upward airflow moves warm air off the ceiling area as shown in Figure 18. This allows you to set your heating unit on a cooler setting without affecting your comfort.

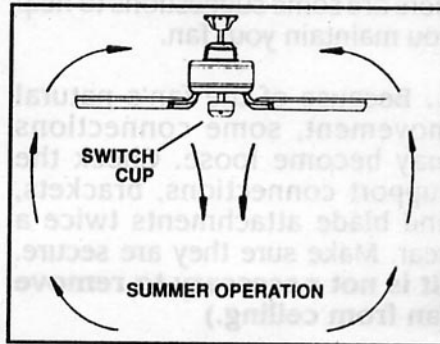


FIG. 17

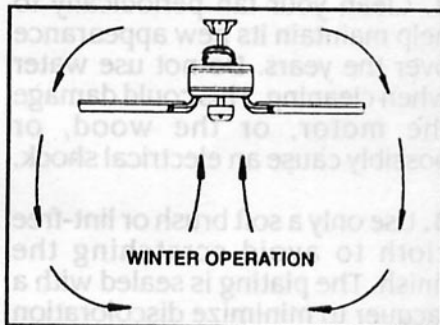


FIG. 18

The pull chain on your fan controls the speed settings as follows:

- |          |                 |
|----------|-----------------|
| 1st pull | – Highest Speed |
| 2nd pull | – Medium Speed  |
| 3rd pull | – Lowest Speed  |
| 4th pull | – Turns Fan Off |

## MAINTENANCE 10.

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. Do not use water when cleaning. This could damage the motor, or the wood, or possibly cause an electrical shock.

**3.** 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.

**4.** 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.

**5. There is no need to oil your fan.** The motor has permanently lubricated bearings.

**6.** All glass should be cleaned using lukewarm soapy water and a soft cloth or sponge. **DO NOT IMMERSE GLASS IN HOT WATER. DO NOT PUT GLASS INTO AN AUTOMATIC DISHWASHER.**

### WARNING

**Make sure the power is off at the electrical panel box before you attempt any repairs. Refer to the section, "Making Electrical Connections".**



# 11. TROUBLESHOOTING

<b>Problem</b>	<b>Solution</b>
<b>Fan will not start.</b>	<ol style="list-style-type: none"><li>1. Check fuses or circuit breakers.</li><li>2. Check line wire connections to fan and switch wire connections in switch housing. <b>CAUTION:</b> Make sure main power is off.</li></ol>
<b>Fan sounds noisy.</b>	<ol style="list-style-type: none"><li>1. Allow a 24-hour "break-in" period. Most noises associated with a new fan go away during this time.</li><li>2. Make sure all motor housing screws are snug.</li><li>3. Make sure the screws that attach the fan blade bracket to the motor hub are tight.</li><li>4. 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.</li></ol>
<b>Fan Wobble</b>	<ol style="list-style-type: none"><li>1. Check that all blade and blade holder screws are secured.</li><li>2. Use the enclosed blade balancing kit if blade wobble is still excessive. (See instructions included with the balancing kit.)</li></ol>

**NOTE:** All blade sets are grouped by weight. Because natural woods vary in density, the fan may wobble even though blades are weight matched.

## SPECIFICATIONS 12.

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	CU.
F562 32"	Low	120	0.22	9	94		14.3 lbs.	16.5 lbs.	1.005
	Med	120	0.39	30	181				
	High	120	0.53	65	261				

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	CU.
F563 44"	Low	120	0.22	9	69		18.3 lbs.	20.4 lbs.	1.223
	Med	120	0.43	33	154				
	High	120	0.64	77	224				

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	CU.
F568 52"	Low	120	0.22	9	52		19.3 lbs.	22.0 lbs.	1.751
	Med	120	0.43	33	105				
	High	120	0.64	77	170				

These are typical readings. Your actual fan may vary. They do not include amps or wattage used by the light kit.

For any additional information about your Minka-Aire™ Ceiling Fan, please write to:

**minkaAire™** 1151 W. Bradford Court  
Corona, CA 92882

For customer assistance call: 1-800-307-3267