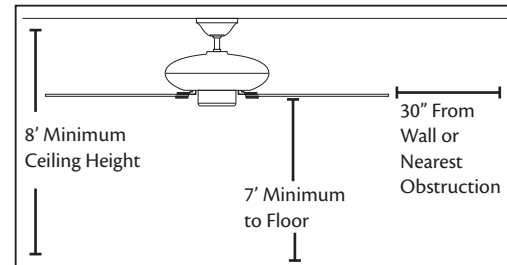


## Preparing the Fan Site

### Step 1 Choose the Fan Site

Proper ceiling fan location and attachment to the building structure are essential for safety, reliable operation, maximum efficiency, and energy savings.



#### Choose a fan site where:

- No object can come in contact with the rotating fan blades during normal operation.
- The fan blades are at least 7 feet above the floor and the ceiling is at least 8 feet high.
- The fan blades have no obstructions to air flow, such as walls or posts, within 30 inches of the fan blade tips.
- The fan is directly below a joist or support brace that will hold the outlet box and the full weight of the fan.

#### Tools and Supplies You May Need

- Drill
- Keyhole saw
- 2' x 4' support brace
- UL-approved octagonal 4" x 1-1/2" outlet box
- Two #8 x 1-1/2" wood screws and washers
- Approved connector for electrical wire

### Checklist for Existing Fan Site

If you want to use an existing fan site, complete the following checklist to determine if the site is acceptable and safe for your new Hunter fan. If you cannot check off every item, prepare a new fan site as described on this page.

#### Fan Support System

- Fan attaches directly to building structure.
- Fan support system will hold full weight of the fan and light kit.

#### Ceiling Hole

- The outlet box clearance hole is directly below the joist or support brace.

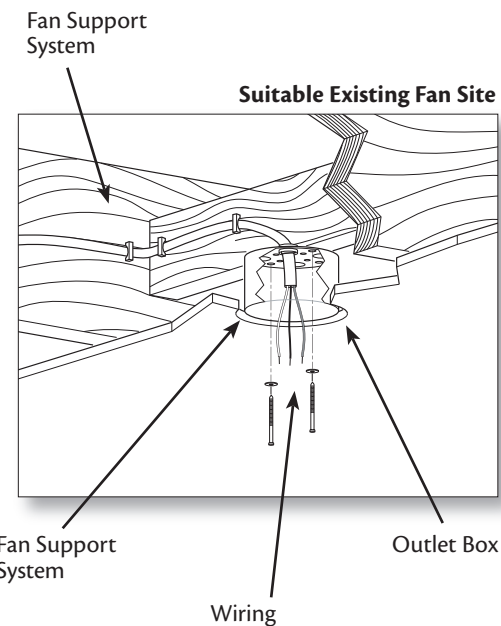
#### Outlet Box

- The outlet box is an UL-approved octagonal 4" x 1-1/2" outlet box (or as specified by the support brace manufacturer).
- The outlet box is secured to the joist or support brace by wood screws and washers through the inner holes of outlet box.
- The outer holes of the outlet box are aligned with joist or support brace.
- The bottom of the outlet box is recessed a minimum of 1/16" into ceiling.

#### Wiring

- The electrical cable is secured to outlet box by an approved connector.
- Six inches of lead wires extend from outlet box.

If your existing fan site is suitable, go to your fan manual and begin with **2 • Installing the Ceiling Plate.**



### Step 2 Cut the Ceiling Hole

- 2-1. Locate the site for the ceiling hole directly below the joist or support brace that will hold the outlet box and fan.
- 2-2. Cut a 4" diameter hole through the drywall or plaster of the ceiling. You will use the hole to install the support brace and outlet box.

### Step 3 Install a Support Brace, If Necessary

Determine if there is a ceiling joist directly above the ceiling hole. If the joist is there, determine if it is positioned to allow you to recess the outlet box a minimum of 1/16" into the ceiling. If NOT, install a support brace as follows:

- 3-1. Attach a 2" x 4" support brace between two joists. Position it to allow you to recess the bottom of the outlet box a minimum of 1/16" into the ceiling.
- 3-2. Check the support brace to ensure it will support the full weight of the fan and light kit.

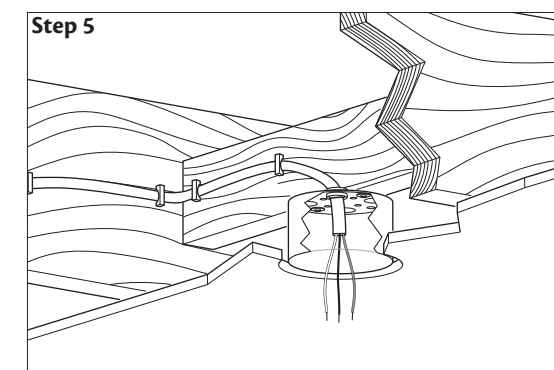
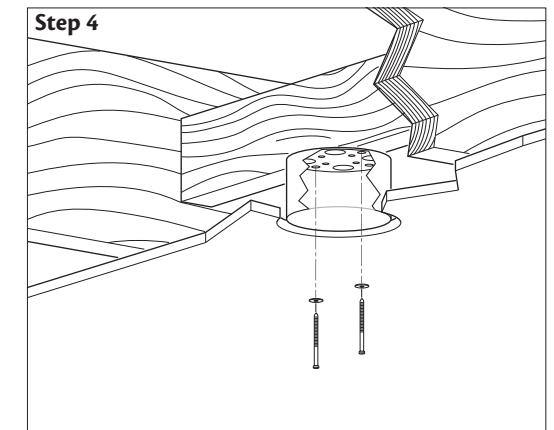
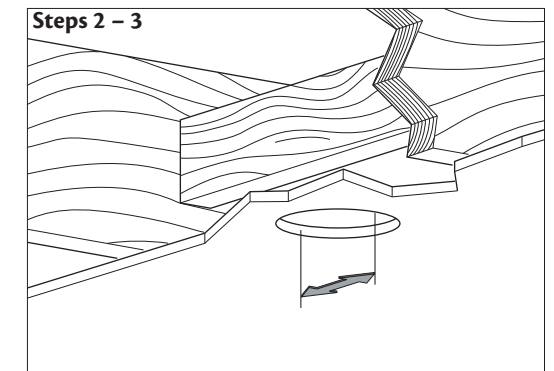
### Step 4 Install the Outlet Box

- 4-1. Obtain a UL-approved octagonal 4" x 1-1/2" outlet box, plus two #8 x 1-1/2" wood screws and washers, available from any hardware store or electrical supply house.
- 4-2. Orient the outlet box so that both the inner and outer holes in the box align with the joist or support brace.
- 4-3. Drill pilot holes no larger than the minor diameter of the wood screws (5/64") through the inner holes of the outlet box.
- 4-4. Attach the outlet box directly to the support brace or joist with two #8 x 1-1/2" wood screws and washers. The bottom of the outlet box must be recessed a minimum of 1/16" into the ceiling.

### Step 5 Prepare the Wiring

- 5-1. Make sure the circuit breakers to the fan supply line leads and associated wall switch location are turned off. If you cannot lock the circuit breakers in the off position, securely fasten a prominent warning device, such as a tag, to the service panel.
- 5-2. Thread the fan supply line through the outlet box so that the fan supply line extends at least 6" beyond the box.
- 5-3. Attach the fan supply line to the outlet box with an approved connector, available at any hardware store or electrical supply house.
- 5-4. Make certain the wiring meets all national and local standards and ANSI/NFPA 70.

You have now successfully prepared your ceiling fan site. For instructions to install your ceiling fan, go to your fan manual and continue with **2 • Installing the Ceiling Plate.**



**⚠ CAUTION:** All wiring must be in accordance with national and local electrical codes and ANSI/NFPA 70. If you are unfamiliar with wiring, use a qualified electrician.