



U.S. Patent(s) Pending

**ANYWHERE™**

BY  
**minkaAire®**  
A Minka Group® Co.

*INSTRUCTION MANUAL WARRANTY CERTIFICATE*

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The Minka-Aire® warranty is for one (1) year from the date of purchase from an authorized Minka-Aire® dealer. This warranty is only valid to the original purchaser or user against all defects in material and workmanship (light bulbs excluded) for one (1) full year. Additionally, Minka-Aire® warrants the motor only for the lifetime of the Minka Aire ceiling fan (excluding wall controls and electrical components), to the original purchaser or user.

- \* The warranty is voided with the use of any non- Minka-Aire® electrical devices, E.g., wall controls or electrical dimmer switches, etc...
- \* The warranty is void once the original purchaser or user ceases to own the fan or the fan is moved from its original point of installation.
- \* The warranty is void with the use of any hanger bracket (non-Minka Aire or non-fan specific) other than the hanger bracket supplied & installed with this specific fan.

## Warranty Service Information

To obtain warranty service during the warranty period, the purchaser should return the fan with the sales receipt to the original place of purchase. The authorized Minka-Aire® dealer, at its sole discretion, will either repair or replace the fan after verifying the legitimacy of the warranty claim. Replacement is subject to availability of the same model. If the model is unavailable it will be replaced by one of equal value. This is a limited warranty; the original purchaser or user is responsible for the cost of removal and reinstallation of repaired or replacement product.

To obtain the name of the Minka-Aire® authorized dealer nearest you call the Minka-Aire® customer care department at 1-800-307-3267, or contact Minka-Aire® through [www.minkagroup.net](http://www.minkagroup.net) and select FAQ to answer any questions or if you require additional assistance submit the question form found there.

Date Purchased \_\_\_\_\_ Store Purchased \_\_\_\_\_ Model Number F307 Serial Number \_\_\_\_\_

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# 1

## ***SAFETY RULES***

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

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

**CAUTION:** To avoid personal injury, the use of gloves may necessary while handling fan parts with sharp edges.

**CAUTION:** To reduce the risk of personal injury, mount the fan base to a stud, wood post or beam using the hardware provided with your fan.

3. Make sure that all electrical connections comply with local codes or Ordinances, the National Electrical Codes, and ANS/NFPA 70-1999. If you are unfamiliar with electrical wiring, please use a qualified electrician.

**WARNING:** The stud, wood post or beam on which the fan will be installed must be securely mounted and capable of supporting at least 50 pounds (22.7 kilograms). The stud or wood beam must be supported directly by the building structure.

**WARNING:** Support fan Directly Building Structure. To avoid personal injury, damage to the fan and possible electrical shock and/or fire, do NOT install fan directly to Sheetrock™ (drywall); fan must first be secured to appropriate size stud or wood beam underneath.

4. Do not insert anything between the fan blades while they are rotating.

**WARNING:** To reduce the risk of personal injury or electrical shock, the fan should be installed where it will be out of reach of children. The fan is NOT a toy--DO NOT play with the fan or allow anyone else to play with the fan.

**SUITABLE FOR USE IN  
WET LOCATIONS**

5. This product employs overload protection (fuse). A blown fuse indicates an overload or short-circuit situation. If the fuse blows, unplug the product from the outlet. Replace the fuse as per the user servicing instructions (follow product marking for proper fuse rating) and check the product. If the replacement fuse blows, a short-circuit may be present and the product should be discarded or returned to an authorized service facility for examination and/or repair.

**WARNING:** Do not run cord under carpeting. Do not cover cord with throw rugs, runners, or similar coverings. Do not route cord under furniture or appliances. Arrange cord away from traffic area and where it will not be tripped over.

**WARNING:** Risk of fire. Do not replace attachment plug. Contains a safety device (fuse, AFCI, LCD) that should not be removed. Discard product if the attachment plug is damaged.

**WARNING:** To reduce the risk of fire, DO NOT use of any extension cord.

**WARNING:** To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.

**WARNING:** To reduce the risk of personal injury, use only parts provided with this fan. The use of parts OTHER than those provided with this fan will void the warranty.

**WARNING - TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR INJURY TO PERSONS, OBSERVE THE FOLLOWING:**

a) Use this unit only in the manner intended by the manufacturer. If you have questions, contact the manufacturer.

b) Before servicing or cleaning unit, switch power off at service panel and lock the service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.

**WARNING:** Do not operate any fan with a damaged cord or plug. Discard fan or return to an authorized service facility for examination and/or repair.

**WARNING:** If using this fan in a WET location, this fan must be connected to a supply circuit that is protected by a Ground Fault Circuit interrupter (GFCI) to reduce the risk of personal injury, electrical shock or death.

6. After install installation is complete, check that all connections are absolutely secure.

**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.

**NOTE: READ AND SAVE ALL INSTRUCTIONS!**

## **WARNING**

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

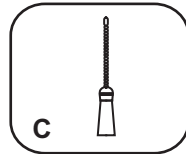
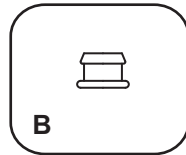
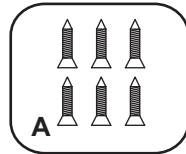
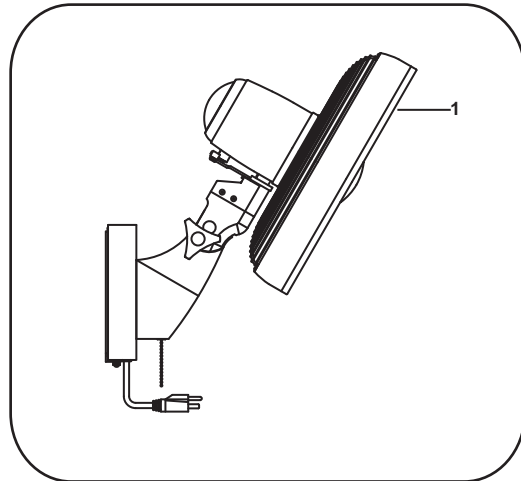
**TO REDUCE THE RISK OF FIRE OR ELECTRONIC SHOCK, DO NOT USE THIS FAN WITH ANY SOLID-STATE SPEED CONTROL DEVICE.**



## ***PACKAGE CONTENTS***

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

1. Fan motor assembly
- A. Mounting hardware:  
#10x 1.5" Mounting screws (6PCs.)
- B. Rubber cover
- C. Pull chain fob



# 3

Tools Required: Phillips screw driver; slotted screw driver; step-ladder; wire cutters; electrical tape.

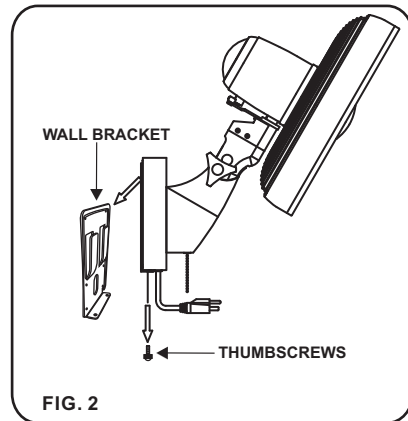
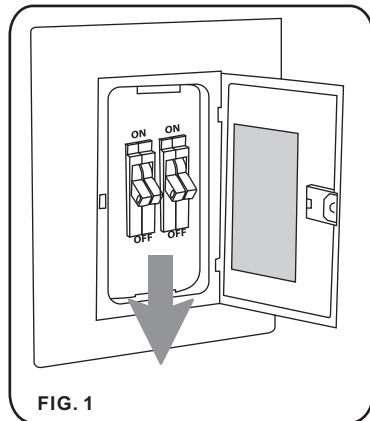
**WARNING:** All of the parts, hardware have been provided for your safety and the proper installation of your new fan. The use of other parts, hardware or components not supplied by Minka Aire® with the fan will void the Minka Aire® Warranty.

Turn off circuit breakers to current fixture from breaker panel. (Fig. 1)

**WARNING:** Failure to disconnect power supply prior to installation may result in serious injury.

Remove the wall bracket from fan assembly by remove two thumbscrews. You can keep the thumbscrews for later use. (Fig. 2)

## HANGING THE FAN



## **A. THE WALL HAS AN WALL OUTLET**

**CAUTION:** If you are going to attach the fan to a wood stud or wood post, the stud or wood post must be wide enough and thick enough to sustain the wall bracket and the weight of the fan. (Fig. 3)

1. You must use **ALL SIX** holes in wall bracket when installing wall bracket. Position wall bracket on wood stud or wood post and mark 6 hole locations. (Fig. 3)
2. Drill 6 pilot holes over holes marked into wood stud or wood post. Position wall bracket over pilot holes and install mounting screw (provided in hardware pack) into each hole. (Fig. 3)

### **ALTERNATE CONCRETE WALL INSTALLATION**

Use all 6 mounting 1/4" (6.5mm) holes when installing wall bracket on a concrete wall. The 3/16in. (5mm) concrete wall anchors necessary for this type of installation are **NOT** provided and must be purchased separately. Make sure that concrete wall anchors can support a total of 80 lbs.

**WARNING:** It is very important that you must use the proper hardware when installing the wall bracket as this will support the fan.

3. **Tip:** Seek the help of another person to hold the stepladder in place and to help lift the fan up to you once you are set on the ladder.
4. Grab the fan firmly with two hands. Align the 2 slots in the middle of the back of the fan assembly with the 2 hooks on the wall bracket and then pull down firmly on fan assembly. (Fig. 4)

**WARNING:** Make sure that all 2 hooks on the wall bracket have engaged completely with the 2 slots in the fan assembly and that the fan assembly is stable.

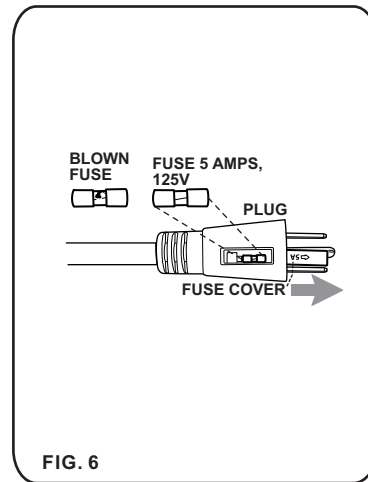
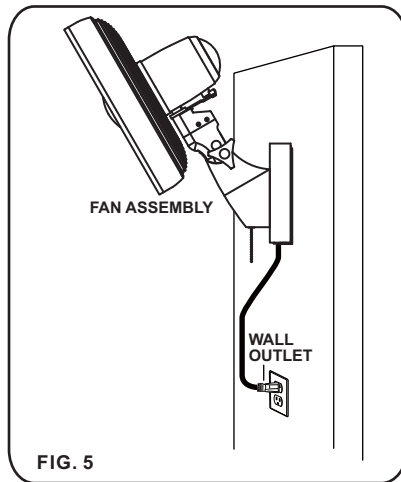
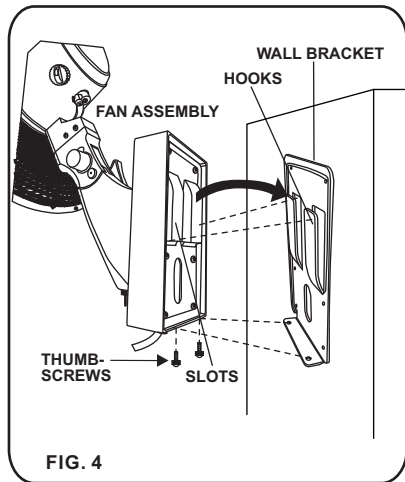
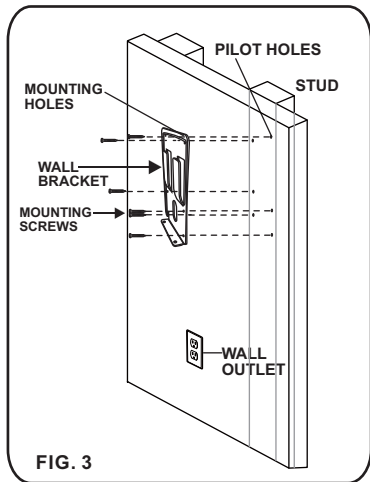
5. Replace the thumbscrews at bottom of fan assembly be sure to securely tighten thumbscrews. (Fig. 4)

6. Insert power cord securely into proper wall outlet. (Fig. 5)

**WARNING:** The power cord is equipped with a three-prong grounded plug that must be inserted into a matching receptacle. Under no circumstances must the grounding prong be cut off plug. Where a two-prong wall receptacle is encountered, it must be replaced with a properly grounded three- prong receptacle installed in accordance with the National Electrical Code (or the Canadian Electric Code) and all applicable local codes and ordinances. This work must be done only by a qualified electrician, using copper wire only. (Fig. 6)

The three-prong plug is installed with a fuse that is a vital safety device. A filament inside the fuse is designed to melt and cut the circuit if the current gets too high. This prevents damage to your fan and the person using it and stops the power cord from overheating to the point where it could catch fire.

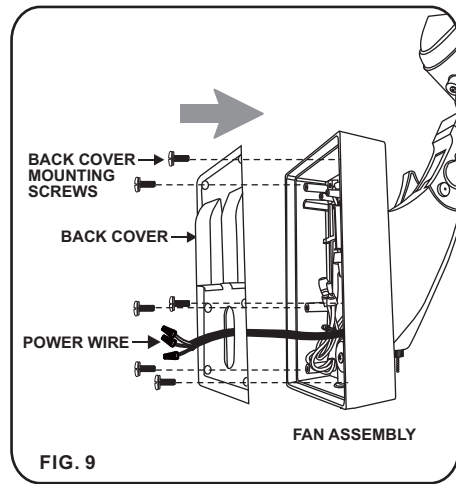
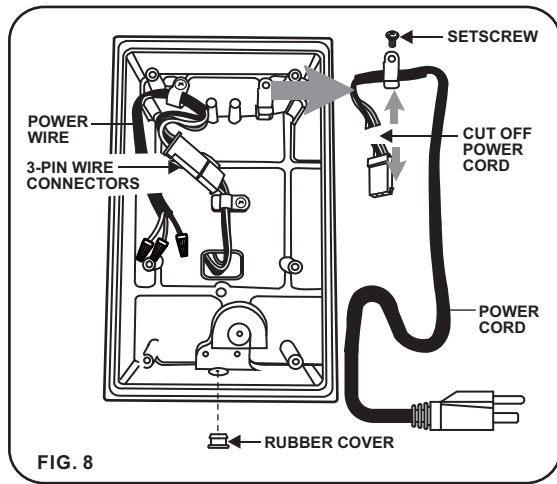
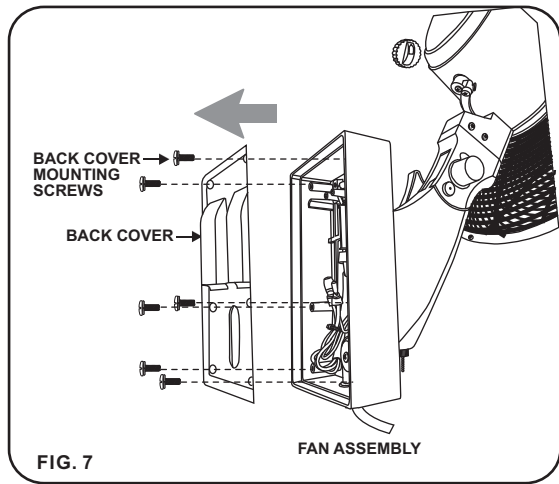
8. If you should need to replace the fuse, unplug fan. Locate the fuse cover at end of the plug on the power cord. Slide fuse cover open to expose fuse. Using needle-nose pliers, remove fuse. Inspect fuse the small glass tube with metal on each end to determine whether it will need to be replaced. (If the fuse is blown, it will look dark and smudged or the visible wire inside will be broken.) Use a replacement fuse with a rating of 5 amps, 125 volts only and insert fuse in between the metal brackets inside the fuse housing. Slide the fuse cover completely back on. (Fig. 6)



## **B. THE WALL HAS AN SIDE MOUNT WALL OUTLET BOX**

**WARNING:** If your wall are with an side mount wall outlet box only, follow the steps below to hang your fan properly:

1. Remove the back cover from fan by remove 6 back cover mounting screws. (Fig. 7)
2. Take off the 3-P wire connector and remove the setscrew on power cord, and then **CUT OFF** the power cord and take out the power cord from fan assembly. (Fig. 8)
3. Make the 3-pin wire connections from power wire to the fan assembly. Attach the rubber cover into the hole on fan body. (Fig. 8)
4. Fit the power wire through the hole on center of the back cover. Install the back cover onto the fan assembly with the six back cover mounting screws previously removed. Be sure to tighten all screws. (Fig. 9)



5. First determine the approximate position of where you want the fan to be located on the wall. You must use **ALL SIX** holes in wall bracket when installing wall bracket. Position wall bracket on wood stud or wood post and mark 6 hole locations. (Fig. 10)

6. Drill 6 pilot holes over holes marked into wood stud or wood post. Position wall bracket over pilot holes and install mounting screw (provided in hardware pack) into each hole. (Fig. 10)

#### **ALTERNATE CONCRETE WALL INSTALLATION**

Use all 6 mounting 1/4" (6.5mm) holes when installing wall bracket on a concrete wall. The 3/16in. (5mm) concrete wall anchors necessary for this type of installation are NOT provided and must be purchased separately. Make sure that concrete wall anchors can support a total of 80 lbs.

**WARNING:** It is very important that you must use the proper hardware when installing the wall bracket as this will support the fan.

7. **Tip:** Seek the help of another person to hold the stepladder in place and to help lift the fan up to you once you are set on the ladder.

8. While holding the fan assembly close the fan wall bracket, make the wire nut connections: (Fig. 11)

- White to white   - Black to black   - Green to green

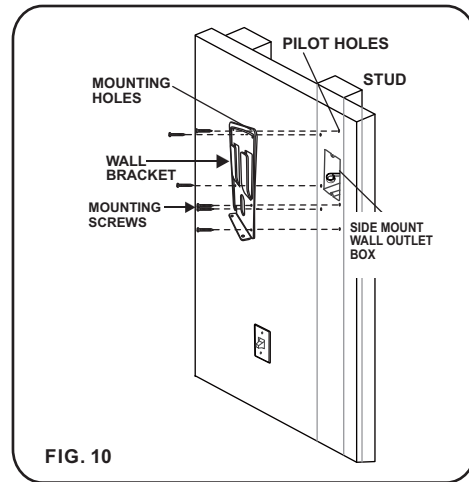


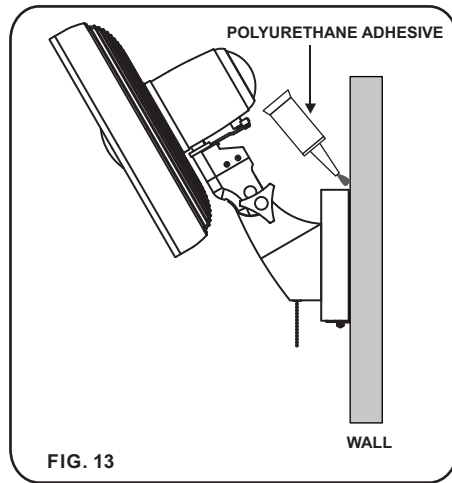
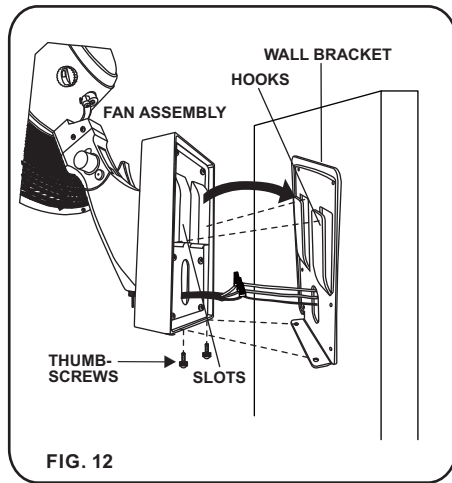
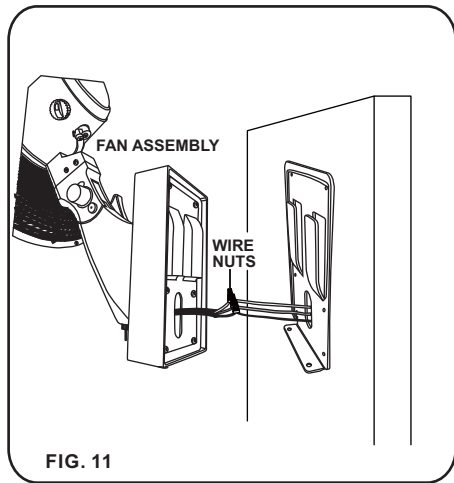
9. Grab the fan firmly with two hands. Align the 2 slots in the middle of the back of the fan assembly with the 2 hooks on the wall bracket and then pull down firmly on fan assembly. (Fig. 12)

**WARNING:** Make sure that all 2 hooks on the wall bracket have engaged completely with the 2 slots in the fan assembly and that the fan assembly is stable.

10. Replace the thumbscrews at bottom of fan assembly be sure to securely tighten thumbscrews. (Fig. 12)

**WARNING:** To reduce the risk of fire, electric shock or personal injury, apply polyurethane adhesive (polyurethane adhesive not included) on the back side between the fan body and the wall after you are finish to install. (Fig. 13)





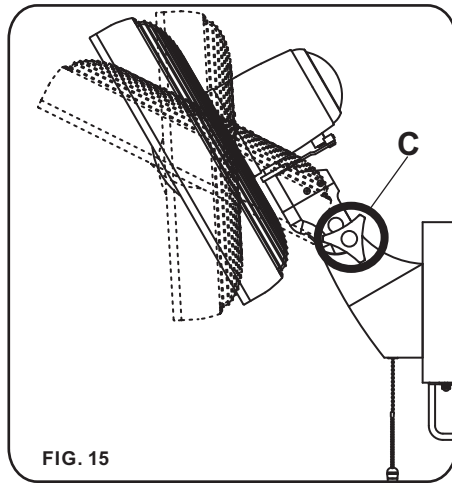
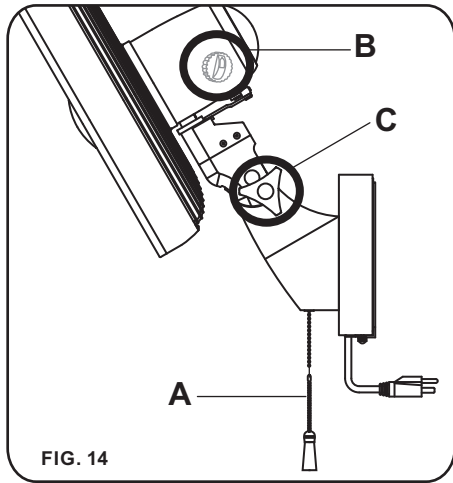
## OPERATING YOUR FAN

Install the pull chain and fob onto the pull chain located in bottom of the fan. Turn on the power and check the operation of the fan. (Fig. 14)

A. The pull chain controls the fan speed as follows: 1 pull - High, 2 pulls - Medium, 3 pulls - Low, and 4 pulls - Off.

B. Rotating Switch: This switch is used to regulate the oscillating operation.

C. Screw Knob: Loosen Screw Knob before rotating the fan head back to a desired head angle. (Fig. 15)



# 5

## CARE OF YOUR FAN

Here are some suggestions to help 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.
2. Clean your fan periodically to help maintain its new appearance over the year. **CAUTION;** many common household cleaning products contain chemicals that could damage the finish of your fan. Use only a soft lint free cloth and soapy water.
3. If you need to disassemble the fan for any reason such as cleaning, please take off the two guard setscrews and to secure the screws after cleaning the blades. (Fig. 16)
4. Use a lint free lightly damp cloth or duster to remove dust from the blades.
5. There is no need to oil your fan. The motor has permanently lubricated bearings.

**WARNING: MAKE SURE THE POWER IS OFF AT THE ELECTRICAL PANEL BOX BEFORE YOU ATTEMPT ANY REPAIRS. REFER TO THE SECTION, "ELECTRICAL CONNECTIONS".**

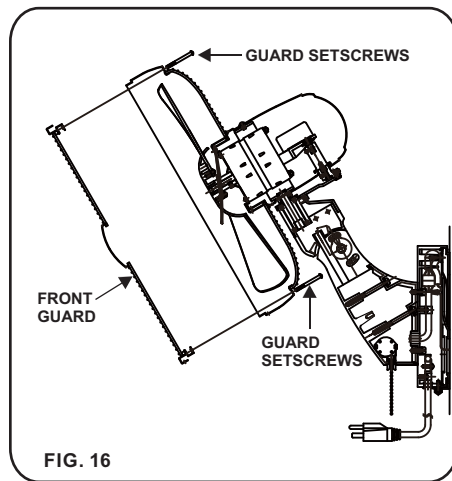


FIG. 16

## *TROUBLESHOOTING*

6

### SYMPTOM

Fan will not start

### SOLUTION

- Check the main and branch circuit fuses or breakers.
- Check the line wire connections to the fan.
- Remove back cover and check wire connections.

### SYMPTOM

Fan Sounds Noisy

### SOLUTION

- Make sure all screws on fan motor assembly and fan guards are snug.
- Make sure the safety guard are securely in place.
- Allow a 24-hour "breaking-in" period. Most noises associated with a new fan disappear during this time.

## 7

**SPECIFICATIONS**

These are typical readings. Your actual fan may vary. They do not include amps and wattage used by the light(s).

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
13.5"	Low	120	0.218	25.1	666	605.7	7.38 kgs	9.18 kgs	4.023'
	Medium	120	0.284	33.8	975	889.69			
	High	120	0.363	43.2	1256	1122.09			

*For any additional information about your Minka Aire® Ceiling fan, please write to;*



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