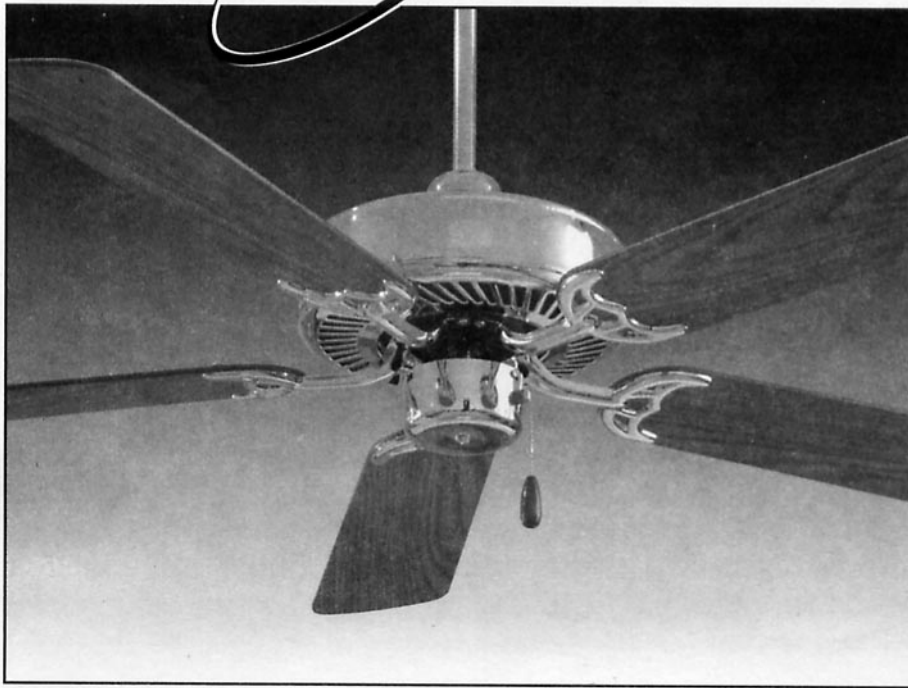


**minkaAire™** Cumberland™  
Model No.F567



# Instruction Manual

Please Read and Save Instructions

**Lifetime**  
WARRANTY



Congratulations on your purchase of a **MinkaAire** ceiling fan! Your new fan will be a beautiful addition to your home, and will keep you comfortable throughout the year. The **MinkaAire** offers a variety of ceiling fans. We offer combinations of wood and brass finishes, solid designer colors, and our unique glass and crystal designs. A large selection of light fixtures and light kits is also available. Ask your dealer about other accessories that will allow you to further customize your fan.

We're certain that your **MinkaAire** 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

**MinkaAire** warrants this fan to be free from defects in material and workmanship for one year from the date of purchase, except for the motor. **MinkaAire** 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. **MinkaAire's** only obligation under this limited warranty is to replace, repair or refund the purchase price any fan confirmed by **MinkaAire** to be defective in material or workmanship after such fan is returned to **MinkaAire** 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 express warranties. **MinkaAire** shall under no circumstances be liable for any incidental or consequential damages.

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

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

Model No. F567

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

# CONTENTS

<b>SAFETY FIRST .....</b>	<b>1</b>
<b>PACKAGE CONTENTS .....</b>	<b>2</b>
<b>BEGIN INSTALLATION .....</b>	<b>3</b>
<b>HANGING THE FAN.....</b>	<b>4</b>
<b>THE ELECTRICAL CONNECTIONS .....</b>	<b>5</b>
<b>FINISHING THE MOUNTING .....</b>	<b>6</b>
<b>ATTACHING THE FAN BLADES.....</b>	<b>7</b>
<b>ATTACHING THE SWITCH CUP.....</b>	<b>8</b>
<b>ATTACHING A LIGHT KIT .....</b>	<b>9</b>
<b>OPERATING YOUR FAN .....</b>	<b>10</b>
<b>TROUBLESHOOTING .....</b>	<b>11</b>
<b>SPECIFICATIONS .....</b>	<b>12</b>
<b>MAINTENANCE .....</b>	<b>13</b>

**minkaAire™**

american  
lighting  
association

© and Patents 1996  
MinkaAire  
1151 W. Bradford Court  
Corona, CA 92882



All Rights Reserved

# 1. SAFETY FIRST

1. Before you begin installing the fan, disconnect the power by removing fuses or turning off circuit breakers.
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. Center of fan must have a minimum clearance of 30" from the wall.
5. If you are mounting the fan to a ceiling outlet box, use a metal octagonal outlet box. 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 fan.
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 connections are secure 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

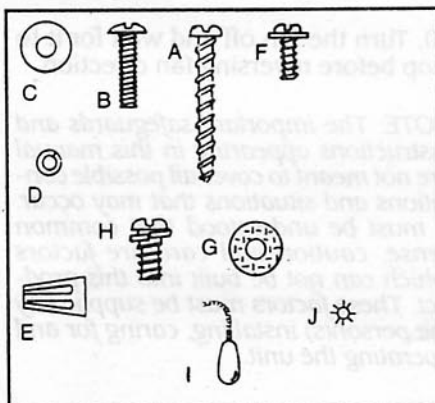
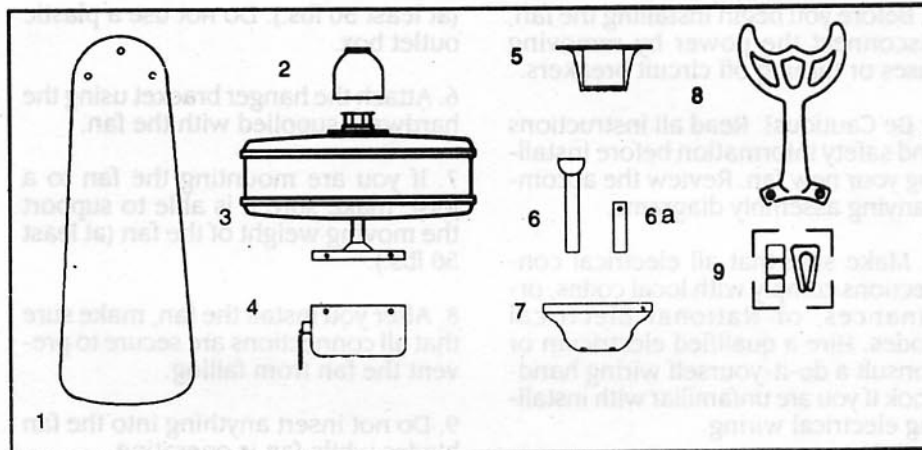
Support Directly From Building Structure.

To Reduce The Risk Of Fire, Electric Shock, Or Personal Injury, Mount To Outlet Box Marked "Acceptable For Fan Support" And Use Mounting Screws Provided With The Outlet on Most Outlet Boxes Commonly Used For The Support Of Lighting Fixtures Are Not Acceptable For Fan Support And May 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.

To Reduce The Risk Of Fire Or Electric Shock, Do Not Use This Fan With Any Solid- State Speed Control Device.

## PACKAGE CONTENTS 2.



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

1. Fan Blades (5)
2. Coupling Cover
3. Fan Motor/Housing Assembly
4. Switch Cup
5. Hanger Bracket
6. Standard Downrod Assembly
- 6a. Minimum Length Downrod (for close-to-ceiling mounting only)
7. Canopy
8. Blade Bracket (5)
9. Balancing Kit

### Mounting Hardware:

#### J-Box Mounting:

(A) 3/16" x 1-1/2" L (4.5 x 38mm) wood screws (2 pcs.)

#### Hanger Bracket Mounting

(B) 8-32 x 3/4" (8-32 x 19 mm) screws (2 pcs.)

(C) Flat Washers (2 pcs.)

(D) Spring Washers (2 pcs.)

(E) Wire Nut (3 pcs.)

(J) Lock Washers (2 pcs.)

### Blade Attachment Hardware:

(F) 3/16" x 7.5mm (3/16" - 24 x 11mm) flange

Screws (15 pcs.)

(G) Fiber Washers (15 pcs.)

### Blade Holder Hardware:

(H) 1/4" x 12.5mm screws w/lockwashers (10 pcs.)

### Switch Cup Hardware:

(I) Pull Chain Fob (1 pcs.)



### 3. BEGIN INSTALLATION

**Tools Required:** You will need a phillips screw driver, slotted screw driver, adjustable wrench, step-ladder, wire cutters, and electrical tape.

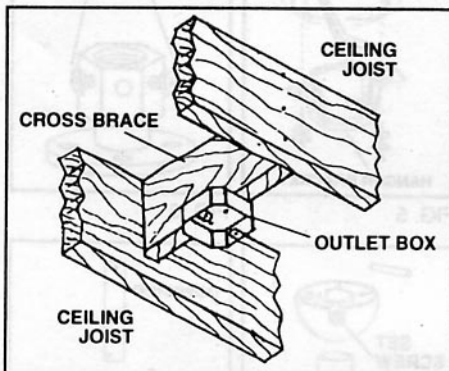


FIG. 1

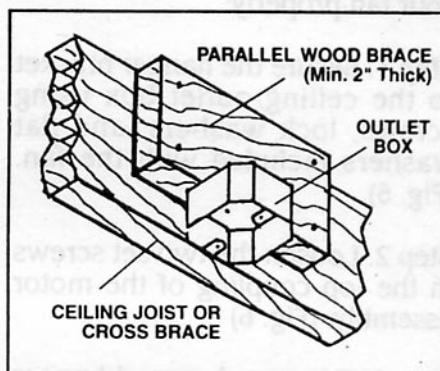


FIG. 2

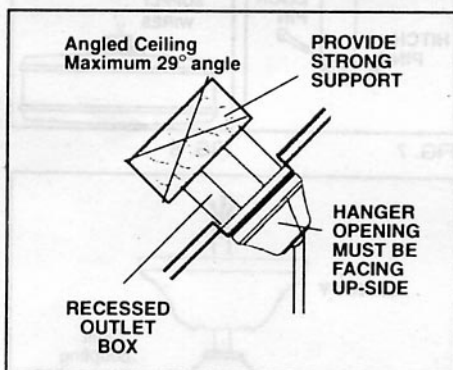


FIG. 3

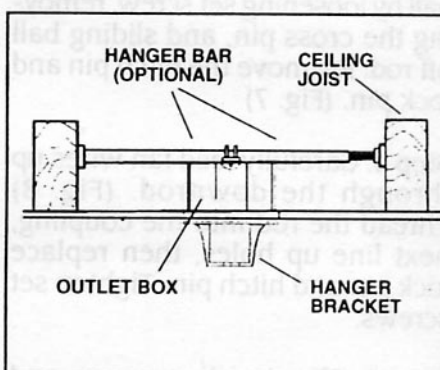


FIG. 4

### MOUNTING OPTIONS

If there isn't an existing mounting box, then read the following instructions. Disconnect the power by removing fuses or turning off circuit breakers.

Secure the outlet box directly to the building structure. 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. 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 MinkaAire 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 Figure 4 (available at your MinkaAire dealer).

## HANGING THE FAN 4.

**REMEMBER** to turn off the power. Follow the steps below to hang your fan properly:

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

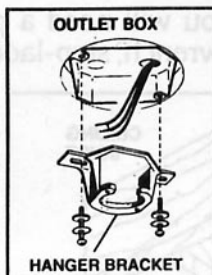


FIG. 5

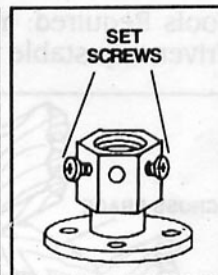


FIG. 6

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

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

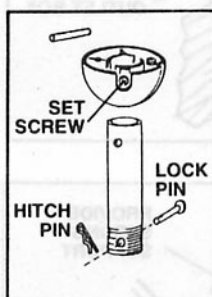


FIG. 7

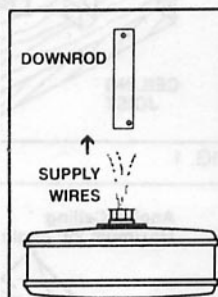


FIG. 8

Step 4. Carefully feed fan wires up through the downrod. (Fig. 8) Thread the rod into the coupling, next line up holes, then replace lock pin and hitch pin. Tighten set screws.

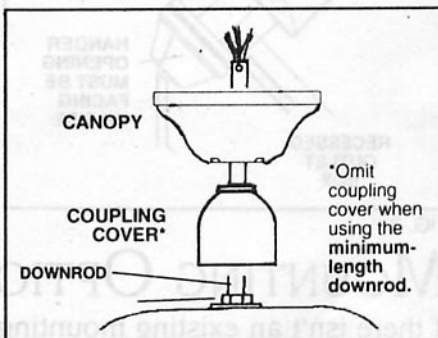


FIG. 9

Step 5. Slip coupling cover, and canopy onto downrod. (Fig. 9). Carefully reinstall hanger ball onto rod being sure that crosspin is in correct position, set screw is tight and wires are not twisted.

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. (Fig. 10). Rod should not rotate if this is done correctly.

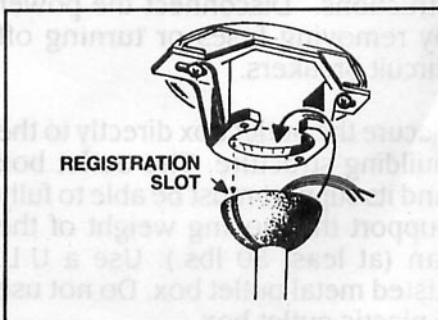


FIG. 10

## 5. THE ELECTRICAL CONNECTIONS

Remember to disconnect the power. Follow the steps below to connect the fan to your household wiring. Use the wire connecting nuts supplied with your fan. Secure the connectors with electrical tape. Make sure there are no loose strands or connections.

To operate the fan and light by the pull chain switches, follow Steps 1-5.

Step 1. Connect the fan supply (black) wire and light supply (blue) wire to the black household supply wire as shown in Fig. 11.

Step 2. Connect the neutral fan (white) wire to the white neutral household wire.

Step 3. Connect the fan grounding wire (green) to the household grounding wire.

Step 4. After connecting the wires, spread them apart so that the green and white wires are on one side of the outlet box and the black and blue wires are on the other side.

Step 5. Turn the connecting nuts upward and push the wiring into the outlet box.

To operate the fan with wall switches, follow Fig. 12 or 13 that illustrate the wiring connections for optional ceiling fan wall control (available at your MINKAORE Retailer).

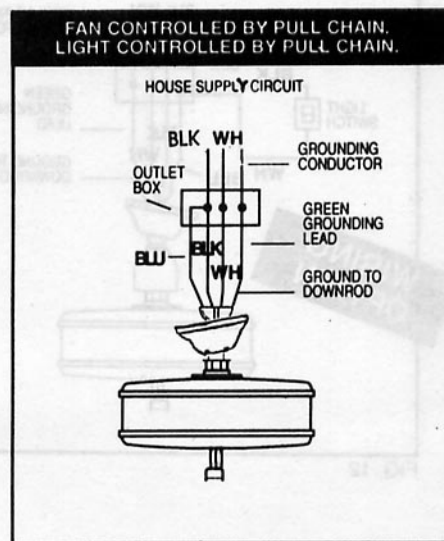


FIG. 11



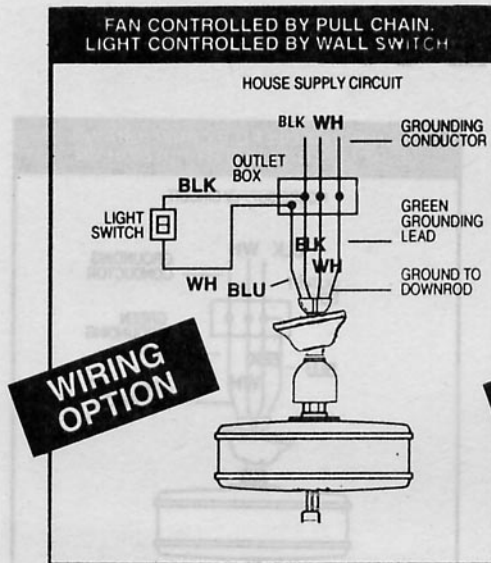


FIG. 12

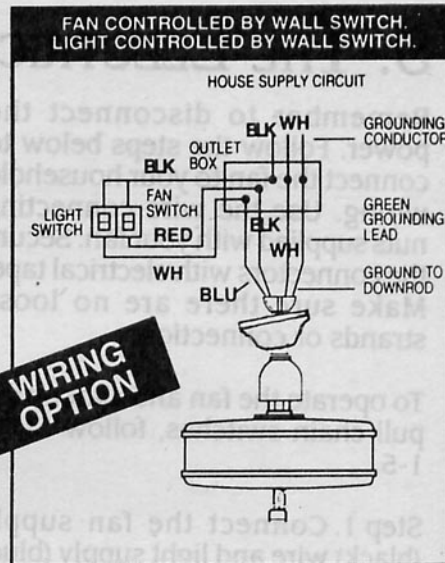


FIG. 13

## FINISHING THE MOUNTING 6.

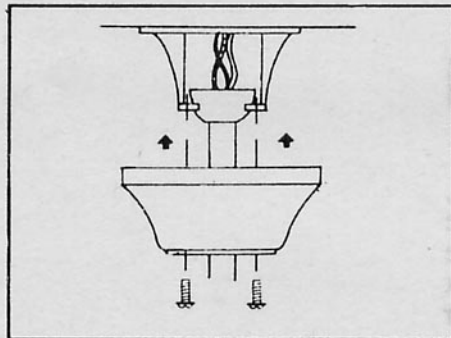


FIG. 14

Step 1. Slide the canopy up to ceiling as shown in Figure 14. Make sure you place the wires safely into outlet box. Secure the canopy to the hanger bracket with the two screws provided on the bracket.

Attach and adjust fan blades according to the instructions in the following section.

## 7. ATTACHING THE FAN BLADES

THE FOLLOWING OPERATIONS MUST BE ACCOMPLISHED BEFORE CONNECTING THE SWITCH CUP OR A LIGHT FIXTURE.

Step 1. Attach the fan blades to the blade brackets using the 4.5mm screws and fiber washers provided as shown in Figure 15. Tighten screws securely.

step 2. Remove motor stops from bottom of motor. Insert screws with lock washers through blade holder. Tighten screws securely to motor (Figure 15)

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

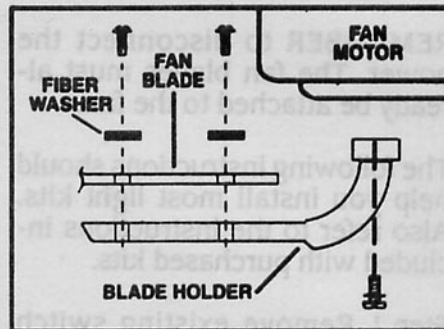


FIG. 15

The following procedure should correct most fan wobble. Check after each step.

A. Check that all blade and blade bracket screws are secure.

B. Use the enclosed Blade Balancing Kit (Balancing Kit bag) if blade wobble is still excessive. (See instructions included with balancing kit )

## 8. ATTACHING THE SWITCH CUP

Step 1. Remove screws in switch cup ring. While holding the switch cup under your fan, snap the wire connector plugs together. (Figure 16). Then push the switch cup up to the switch cup ring and position so holes line up. Reinstall screws and tighten.

Step 2. Attach the pull chain fob to the chain on the switch cup.

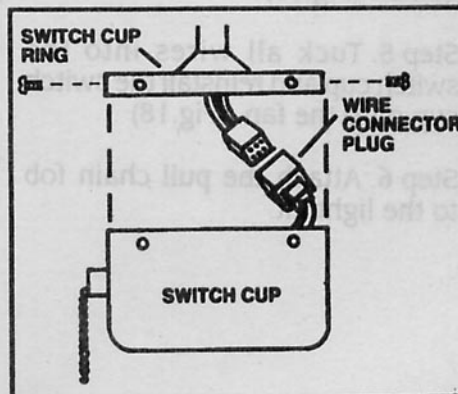


FIG. 16

## CONNECTING A LIGHT FIXTURE 9.

**REMEMBER** to disconnect the power. The fan blades must already be attached to the fan.

The following instructions should help you install most light kits. Also refer to the instructions included with purchased kits.

Step 1. Remove existing switch cup from bottom of fan. (Fig.17)

Step 2. Remove plug screw in bottom of switch cup. (Fig.17)

Step 3. Feed black and white wires from light kit through hole in bottom of switch cup and thread stem of light kit into same hole until snug. (Fig.18)

Step 4. Locate the Blue and White wires inside the switch cup marked "for light" and remove the plastic wire nuts. Connect the blue wire to the black wire from the light kit using the plastic wire nuts. Next connect the white wires together. (Fig.18)

Step 5. Tuck all wires into the switch cup and reinstall the switch cup onto the fan. (Fig.18)

Step 6. Attach the pull chain fob to the light kit.

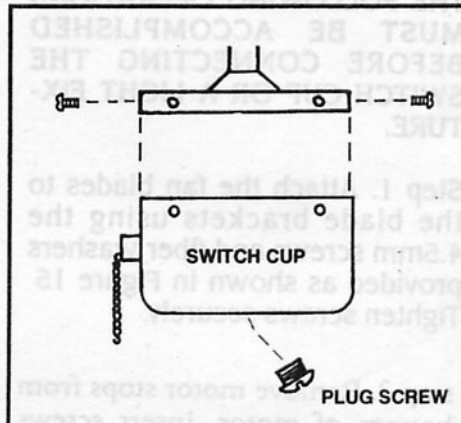


FIG. 17

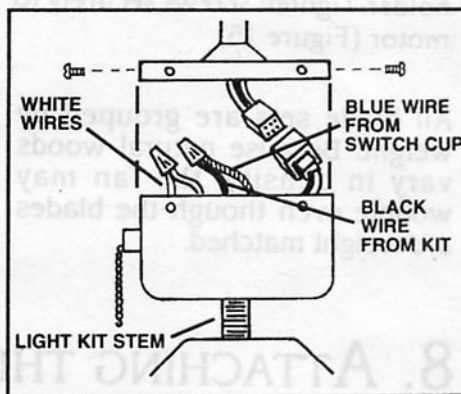


FIG. 18

## 10. OPERATING YOUR FAN

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

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 "Forward" for summer operation. Up or to the right is "Reverse" for winter operation.

Warm weather – (Forward) A downward air flow creates a cooling effect as shown in Fig. 19. This allows you to set your air conditioner on a higher setting without affecting your comfort.

Cool weather – (Reverse) An upward airflow moves warm air off the ceiling area as shown in Fig. 20. This allows you to set your heating unit on a lower setting without affecting your comfort.

Check the operation of the fan. The pull chain controls the fan speed as follows:

1st pull	– High
2nd pull	– Med.
3rd pull	– Low
4th pull	– Off

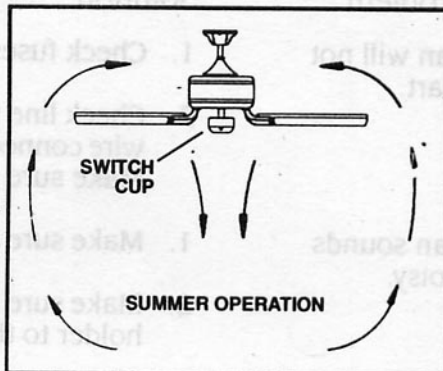


FIG. 19

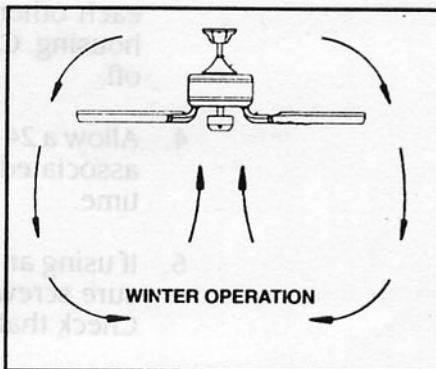


FIG. 20

## TRROUBLESHOOTING 11.

### Problem

### Solution

Fan will not start.

1. Check fuses or circuit breakers.
2. Check line wire connections to fan and switch wire connections in switch housing. CAUTION: Make sure main power is off.

Fan sounds noisy.

1. Make sure all motor housing screws are snug.
2. Make sure the screws that attach the fan blade holder to the motor hub are tight.
3. Make sure wire nut connections are against each other or the interior wall of the switch housing. CAUTION: Make sure main power is off.
4. Allow a 24-hour "break-in" period. Most noises associated with a new fan go away during this time.
5. If using an optional Ceiling Fan light kit, make sure screws securing the glassware are tight. Check that light bulb is also secure.
6. 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.
7. Make sure upper canopy is a short distance from the ceiling. It should not touch the ceiling.

## SPECIFICATIONS 12.

Fan Size	Speed	Volts	Amps	Watts	RPM	CFM	N.W.	G.W.	C.F.
52"	Low	120	0.20	10	68	1,000			
	Med	120	0.38	28	113	2,900	6.0 kg	7.0 kg	1.24
	High	120	0.53	68	175	4,800			

These are typical readings. Your actual fan may vary. They do not include Amps and Wattage used by the light kit.



## 13. MAINTENANCE

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".

For any additional information about your MinkaAire Ceiling Fan, please write to:



1151 W. Bradford Court  
Corona, CA 92882

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