# MATTHEWS

**FAN COMPANY**

# AMERICA

## *AMERICA 52" CEILING FAN*
### *INSTALLATION AND OPERATION MANUAL*

**UL LISTED**

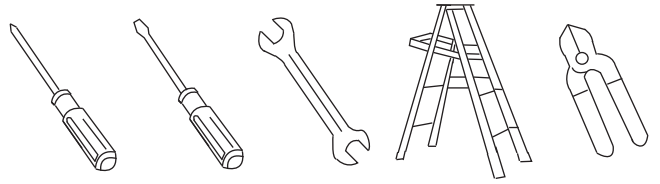**Ceiling Fan Weight Including Accessories: 21.00 Lbs.**

# READ AND SAVE THESE INSTRUCTIONS

# TABLE OF CONTENTS

# 1. TOOLS AND MATERIALS REQUIRED

● Philips screwdriver

● Blade screwdriver

● 11 mm wrench

● Step ladder

● Wire cutters

# 2. PACKAGE CONTENTS

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

a.   Blade set (5)
b.   Hanger bracket
c.   Canopy
d.   3" standard downrod assembly and
      9" extra downrod
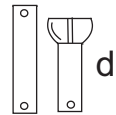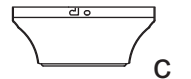e.   Fan motor assembly
f.   Blade bracket set (5)
g.   Package hardware
     1) Mounting hardware :
        wood screws (2), machine screws (2),
        lock washers (2), fiat washers (2)
        star washers (2), wire nuts (3),
     2) Blade attachment hardware:
        screws (16), fiber washers (16)
     3) Pull chain and fob
     4) Balance Kit

a

b

c

d

e

f

g
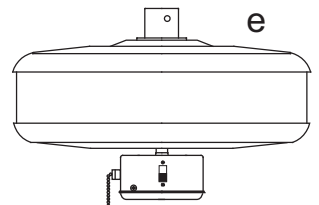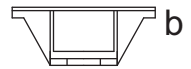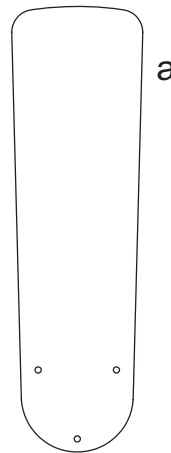
# 3. SAFETY RULES

1. To reduce the risk of electric shock, insure electricity has been turned off at the circuit breaker or fuse box before beginning.

2. All wiring must be in accordance with the National Electrical Code and local electrical codes. Electrical installation should be performed by a qualified licensed electrician.

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

4. **WARNING:** To Reduce The Risk Of Fire, Electric Shock, Or Personal Injury, Mount To Outlet Box Marked Acceptable for Fan Support of 15.9 kg (35 lbs) or less And Use Mounting Screws Provided With The Outlet Box. 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.

5. The fan must be mounted with a minimum of 7 feet clearance from the trailing edge of the blades to the floor.

6. Do not operate reversing switch while fan blades are in motion. Fan must be turned off and blades stopped before reversing blade direction.

7. Avoid placing objects in the path of the blades.

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

9. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.

10. After marking electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be spread apart with the grounded conductor and the equipment -grounding conductor on one side of the outlet box.

11. Electrical diagrams are reference only. Light kit 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.

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**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.

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# 4. MOUNTING OPTIONS

If there isn't an existing UL listed 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. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan 15.9 kgs (35lbs) or less. Do not use plastic outlet boxes.

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. (Fig. 3)

To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4.
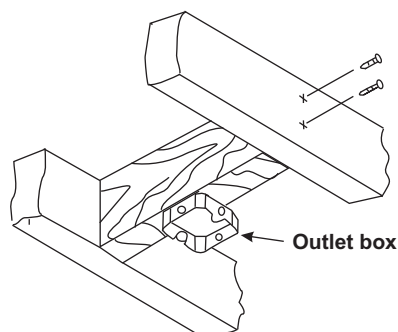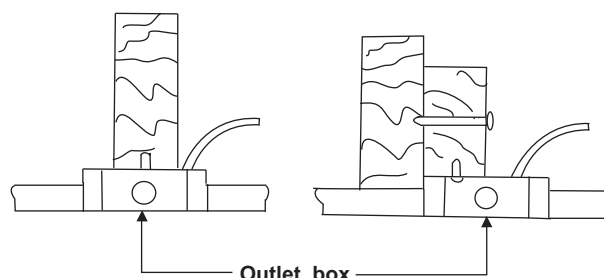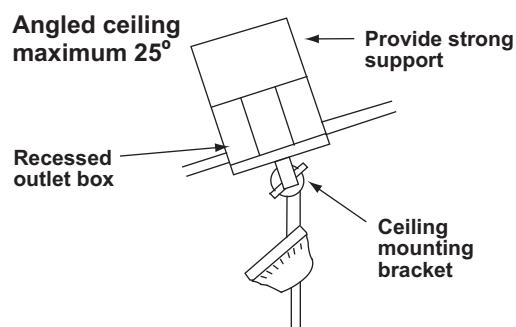


Outlet box

**Figure 1**



Outlet box

**Figure 2**



Angled ceiling maximum 25°

Provide strong support

Recessed outlet box

Ceiling mounting bracket

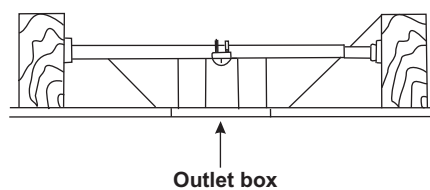**Figure 3**



Outlet box

**Figure 4**

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# 5. HANGING THE FAN

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

**NOTE:** This ceiling fan is supplied with two types of hanging assemblies; the standard ceiling installation using the downrod with ball and socket mounting and the "close-to-ceiling" installation. The "close-to-ceiling" installation is recommended in rooms with less than 8-feet ceilings or in areas where additional space is desired from the floor to the fan blades.

## STANDARD CEILING INSTALLATION

Step 1. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 5.

Step 2. Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with your outlet box.

Step 3. Remove the hanger pin, lock pin and set screws from the downrod assembly.

Step 4. Route wires exiting from the top of the fan motor through the canopy and then through the ball/downrod. (Fig. 6)

Step 5. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing. Carefully insert the hanger pin through the holes in the collar and downrod. Be careful not to jam the pin against the wiring inside the downrod. Insert the lock pin through the hole near the end of the hanger pin until it snaps into its locked position. (Fig. 6)

Step 6. Tighten two set screws on top of the fan motor firmly.

Step 7. Place the downrod ball into the hanger bracket socket. This will allow you to make the electrical connections. (Fig. 7)
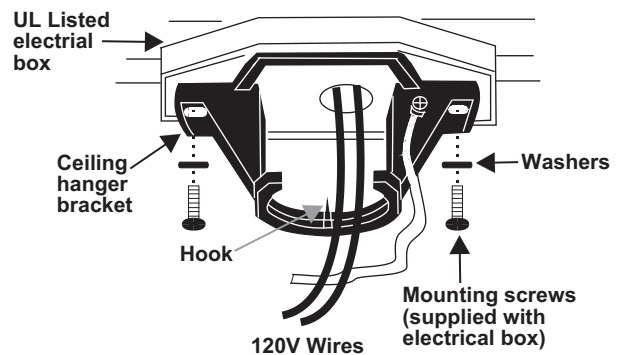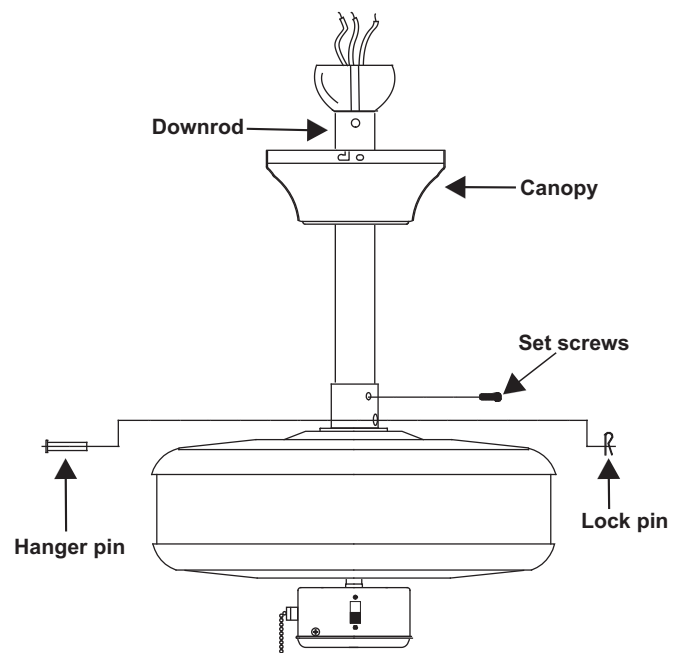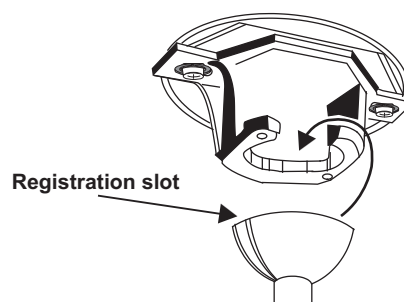


**Figure 5**



**Figure 6**



**Figure 7**

4

## CLOSE-TO-CEILING INSTALLATION

1. Remove the decorative canopy bottom cover from the canopy. (Fig. 8)

2. Pass the 120-volt supply wires through the center hole in the ceiling hanger bracket as shown in Fig. 5.

3. Secure the hanger bracket to the ceiling outlet box with the screws and washers provided with your outlet box.

4. Remove three of the six screws and lock washers (every other one) from the collar of top motor. (Fig. 9)

5. Place the ceiling canopy over the collar at the top of the motor. Align the mounting holes with the holes in the motor and fasten using the screws and lock washers provided (Fig. 9).

6. Tighten the mounting screws securely. (Fig. 9)

**WARNING:** Failure to completely tighten the three screws in step 5 could result in fan loosening and possibly falling.

7. Hang the fan on the hook of the hanger bracket. Be certain that the canopy is fully locked into hook as shown in Fig. 10. This will allow you to make the electrical connections.
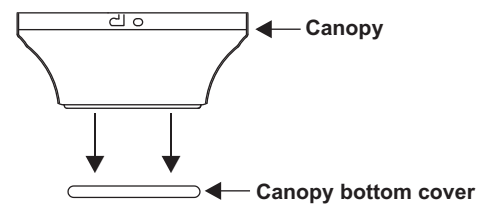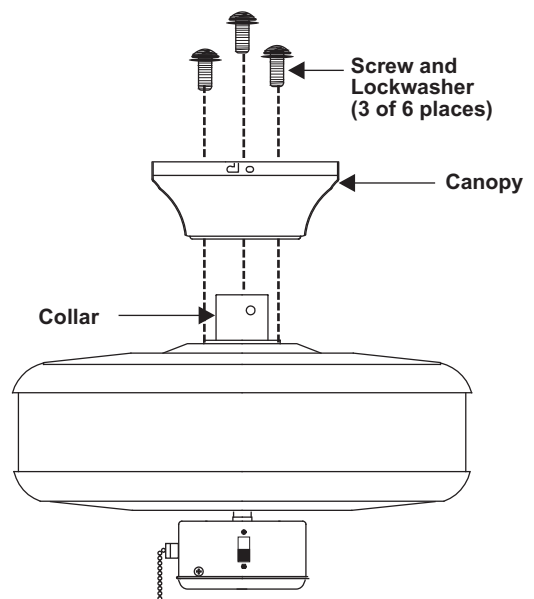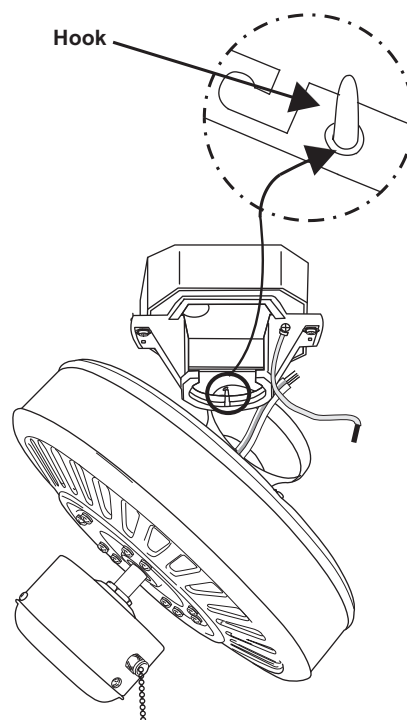
**Figure 8**

**Figure 9**

**Figure 10**

## CHANGING THE DOWNROD (Optional)

**NOTE:** Your fan comes with a 3" downrod attached to the hanger ball. In addition, a 9" downrod has been provided to be used in case the ceiling is higher, Perform the following steps for correct installation:

1. Remove the hanger ball from downrod by loosening the setscrew at the top of the downrod which holds the hanger ball to the downrod. (Fig. 11)

2. Slide the hanger ball down the downrod and remove the support pin.

3. Insert the support pin in the holes at the top of the 9" downrod and slide the hanger ball up the 9" downrod. Make sure the support pin is properly seated in the grooves in the top of the hanger ball.
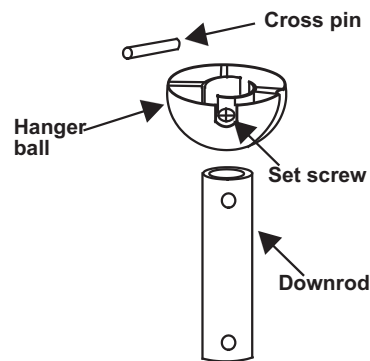
4. Tighten the setscrews firmly.



**Figure 11**

# 6. MAKE THE ELECTRIC 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.

Step 1 Connect the fan supply (black) wire to the black household supply wire as shown in Figure 12.

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

Step 3 Connect the fan ground wire (green) to the household ground 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 the blue wires are on the other side.

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

**WARNING:** TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR OTHER PERSONAL INJURY. MOUNT FAN ONLY ON AN OUTLET BOX OR SUPPORTING SYSTEM MARKED ACCEPTABLE FOR FAN SUPPORT.



**SUPPLY CIRCUIT**
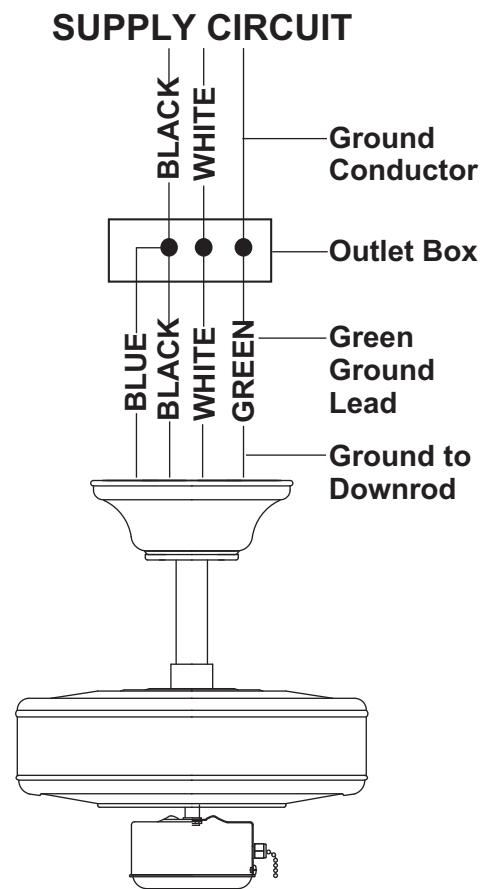
**Figure 12**

# 7. FINISHING THE INSTALLATION

## STANDARD CEILING INSTALLATION

Slide canopy up to the ceiling as shown in Figure 13. Make sure you place the wires safely into the outlet box. Secure the canopy to the hanger bracket with the four screws with your fan.

## CLOSE-TO-CEILING INSTALLATION

Remove the fan from the hook on the hanger bracket. Secure the canopy to the hanger bracket as shown in Figure 14 with four screws included with your fan.

Outlet box

Hanger bracket

Screws

Canopy

**Figure 13**

Outlet box

Hanger bracket

Screws

Canopy

**Figure 14**

7
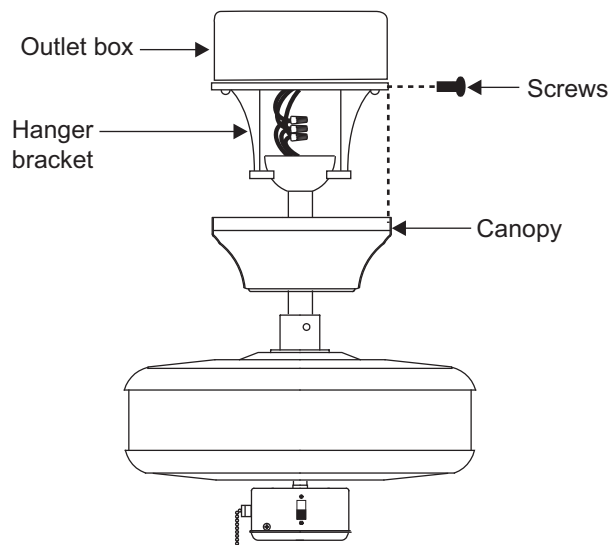
# 8. ATTACHING THE FAN BLADES

**Caution:** Remove 5 rubber packing mounts and discard before installation.

Step 1 Attach the blade to the blade bracket using the screws and fiber washers as shown in Figure 15. Start screw into bracket. Repeat for the two remaining screws.

Step 2 Tighten each screw. Make sure the blade is straight.

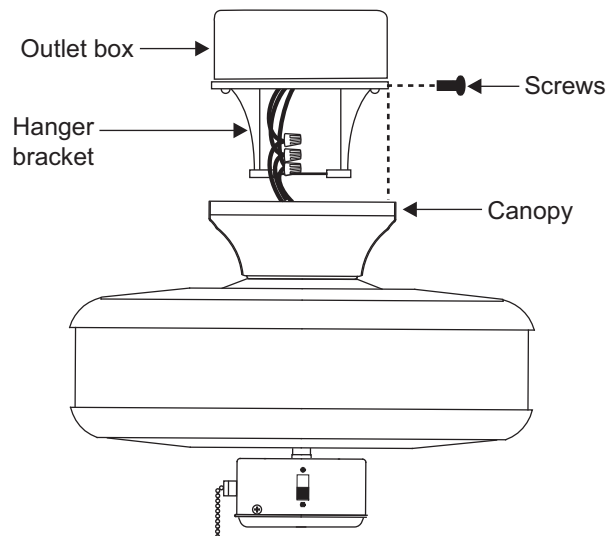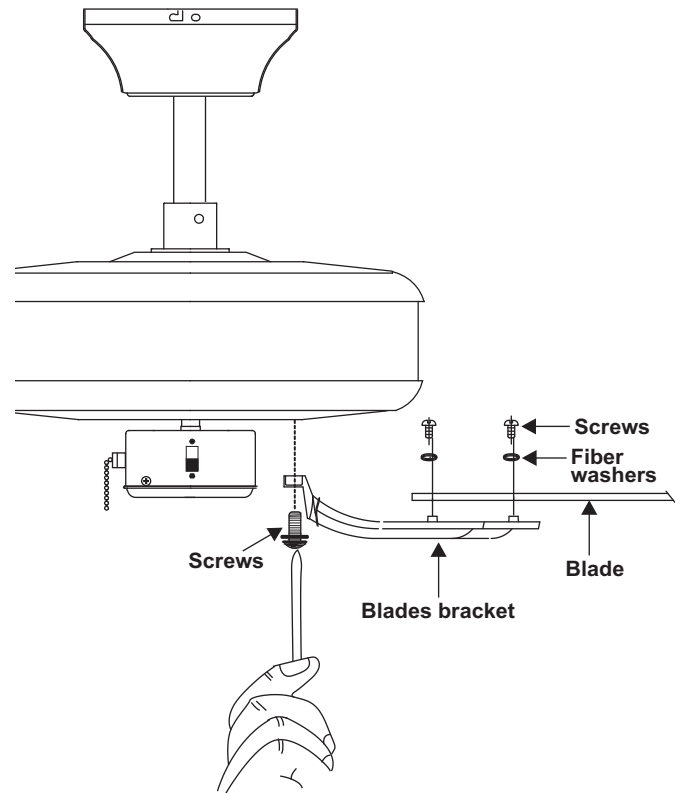Step 3 Fasten blade assembly to motor using the screws supplied. (Fig. 15)

**Figure 15**

# 9. ATTACHING THE LIGHT KIT (Optional)

1. Remove the switch housing cover from the switch housing. Remove the plug from the switch housing cover, attach the light kit to the switch housing cover by feeding the light kit wires (black and white) through the hole of switch housing cover and then screw it onto the switch housing cover by nut & lock washer provided. Be sure it is tight enough to prevent light kit from vibrating loose. (Fig. 16)

2. While holding the light kit under your fan, locate two single white and blue wires in the switch housing labeled "FOR LIGHT". Make the polarized plug connections: (Fig. 17)
   - White to white
   - Blue to black

3. Carefully push all wires back into the switch housing. Attach the light kit fitter by aligning its keyhole slots with the three screw holes and the reverse switch on the side of the switch housing. Tighten the three screws securely to prevent the light kit from vibrating loose.

4. Install CFL bulbs (not included).

5. Remove the rubber washer, metal nut, light cap and decorative nut from the light kit. Place glass shade over the light kit stem, secure with the rubber washer, metal nut, light cap and decorative nut. Do not overtighten.

6. Restore power and your light kit is ready for operation.

**NOTE:** Make sure to leave enough space between the fan pull chain and the bulbs so the chain doesn't rub against any of the bulbs.
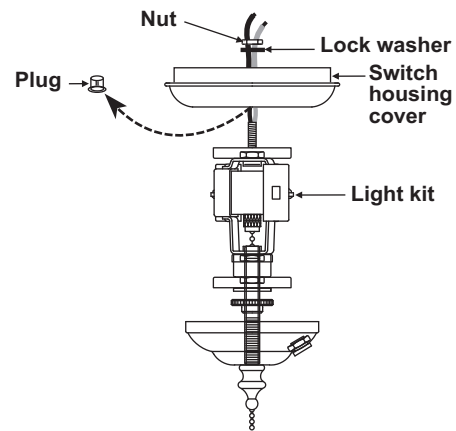


**Figure 16**
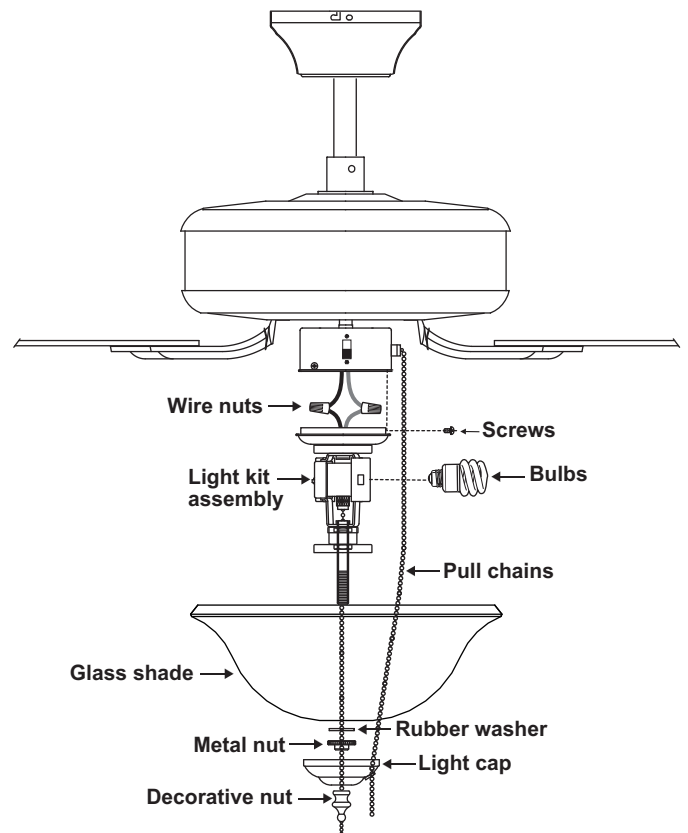


**Figure 17**

# 10. OPERATING YOUR FAN

Turn on the power and check the operation of your fan. The pull chain controls the fan speed as follows:

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

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

The slide switch controls directions: forward (switch down) or reverse (switch up).

**NOTE:** Wait for fan to stop before changing the setting of the slide switch.

Warm weather - (Forward) A downward airflow creates a cooling effect as shown in Fig. 18. This allows you to set your air conditioner on a warmer setting without affecting your comfort.

Cool weather - (Reverse) An upward airflow moves warm air off the ceiling area as shown in Fig. 19. This allows you to set your heating unit on a cooler setting without affecting your comfort.

**Figure 18**

**Figure 19**

# 11. CARE OF YOUR FAN

Here are some suggestions to help you maintain your fan

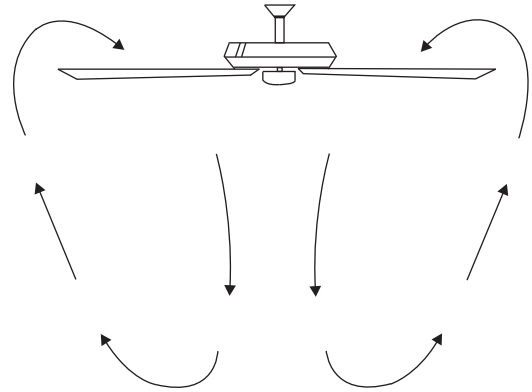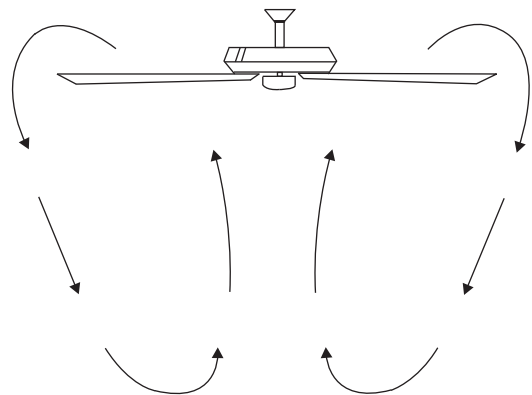1. Because of the fan's natural movement, some connections may become loose. Check the support connections, brackets, and blade attachments twice a year. Make sure they are secure. (It is not necessary to remove fan from ceiling.)

2. Clean your fan periodically to help maintain its new appearance over the years. 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. Do not use water when cleaning. This could damage the motor, or the wood, or possibly cause an electrical shock.

3. You can apply a light coat of furniture polish to the wood blades for additional protection and enhanced beauty. Cover small scratches with a light application of shoe polish.

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

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

# 12. TROUBLESHOOTING

| Problem | Solution |
|---|---|
| Fan will not start. | 1. Check circuit fuses or breakers.<br>2. Check line wire connections to the fan and switch wire connections in the switch housing. **CAUTION:** Make sure main power is off. |
| Fan sounds noisy. | 1. Make sure all motor housing screws are snug.<br>2. Make sure the screws that attach the fan blade bracket to the motor hub is tight.<br>3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. **CAUTION:** Make sure main power is off.<br>4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time.<br>5. If using an optional light kit, make sure the screws securing the glassware are tight. Check that the light bulb is also secure.<br>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.<br>7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling. |
| Fan wobble. | 1. Check that all blade and blade arm screws are secure.<br>2. Most fan wobbling 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 this distance.Rotate the fan until the next blade is positioned for measurement. Repeat for each blade. The distance deviation should be equal within 1/8".<br>3. Use the enclosed Blade Balancing Kit if the blade wobble is still noticeable.<br>4. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.<br>**WARNING:** TO REDUCE THE RISK OF PERSONAL INJURY,  DO NOT BEND THE BLADE ARM WHILE INSTALLING, BALANCING THE BLADES, OR CLEANING THE FAN.  DO NOT INSERT FOREIGN OBJECTS BETWEEN ROTATING FAN BLADES. |

# LIMITED LIFETIME WARRANTY

**MATTHEWS-GERBAR, LTD. DBA MATTHEWS FAN COMPANY LIFETIME LIMITED WARRANTY.** Ceiling fans are warranted by Matthews-Gerbar, Ltd. to the original user against defects in workmanship or materials under normal use and inside installation for: Motors: Lifetime of original purchaser: Labor & Component parts: (lights, finish, blades, etc…): one year after date of purchase, Light Bulbs: no warranty. Any part, which is determined by Matthews-Gerbar, Ltd. to be defective in material or workmanship and returned to an authorized service location, as Matthews-Gerbar, Ltd. designates, shipping costs prepaid, will be, as the exclusive remedy, repaired or replaced at Matthews-Gerbar Ltd.'s option providing that proof of purchase is provided. For limited warranty claim procedures, see PROMPT DISPOSITION below. This limited warranty gives purchasers specific legal rights, which may vary from state to state.

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**PROMPT DISPOSITION.** Matthews-Gerbar, Ltd. will make a good faith effort for prompt correction respect to any product, which proves to be defective within limited lifetime warranty. For any product believed to be defective within limited lifetime warranty, first call or write dealer from whom the product was purchased. Dealer will give additional directions. If unable to resolve satisfactorily, call Matthews-Gerbar, Ltd. at the phone number below, giving the dealer's name, address, date and number of dealer's invoice, and describe the nature of the defect. Title and risk of loss pass to buyer on delivery to common carrier. If product was damaged in transit to you, file claim with the carrier.

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