

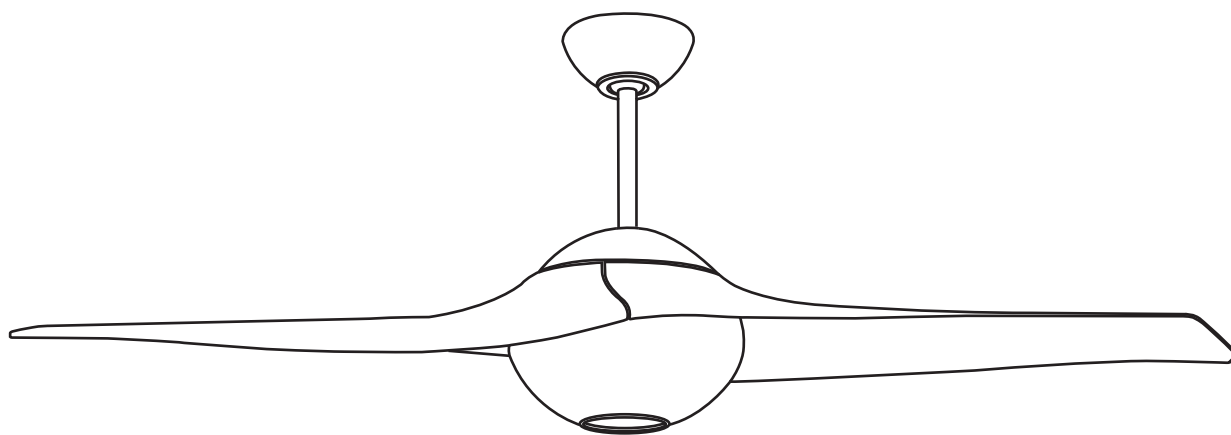


# C-IV

## 60" CEILING FAN

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**READ AND SAVE THESE INSTRUCTIONS**



FAN RATING AC 120V. 60Hz



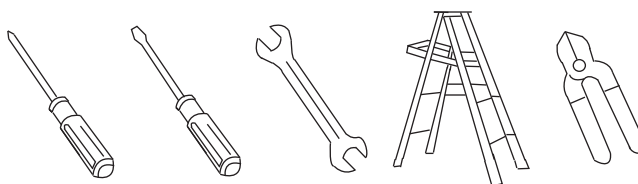
Please do not use any electric or battery powered tools in the assembly and installation of this or any Matthews Fan Company product.

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# 1. TOOLS AND MATERIALS REQUIRED

- Philips screwdriver
- Blade screwdriver
- 11 mm wrench
- Step ladder
- Wire cutters

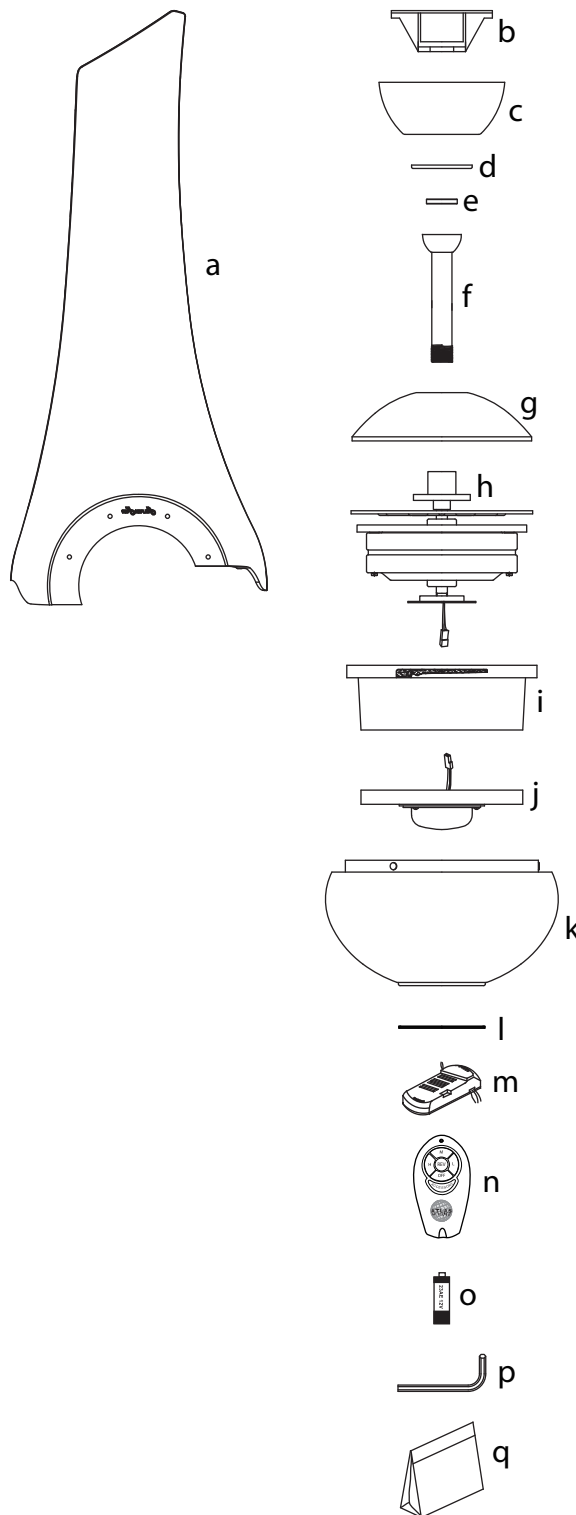


## 2. PACKAGE CONTENTS

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

- a. Blade set (2)
- b. Hanger bracket
- c. Canopy
- d. Canopy bottom cover
- e. Secure ring
- f. Ball / down rod assembly
- g. Coupling cover
- h. Fan motor assembly
- i. Mounting plate
- j. LED Light plate
- k. Decorative bottom housing
- l. Additional metal light cover
- m. Receiver with 5 wire nuts
- n. Transmitter+holder+2 mounting screws
- o. 23A/12V battery
- p. Allen wrench
- q. Package hardware
  - 1) Mounting hardware:  
wood screws (2), screws (2),  
lock washers (2), washers (2),  
star washers (2), wire nuts (3)
  - 2) Blade attachment hardware:  
screws (9), fiber washers (9)

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### 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. To operate the reverse function on this fan, press the reverse button while the fan is running.
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.

#### **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.

## 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.

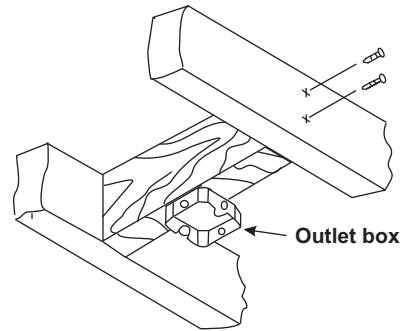


Figure 1

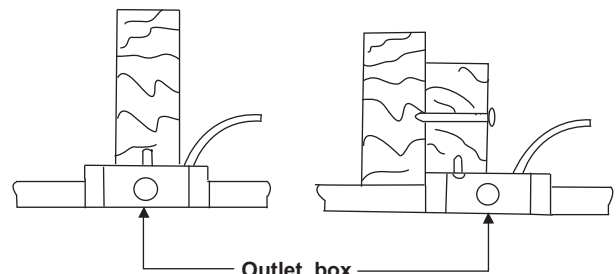


Figure 2

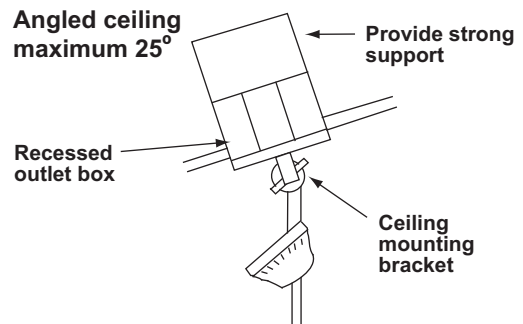


Figure 3

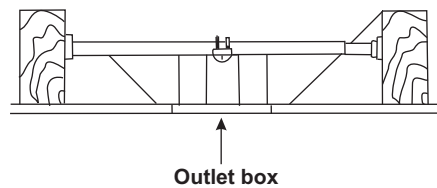


Figure 4

## 5. ATTACHING THE FAN BLADES

1. Fasten the blade assembly to the fan motor using the screws supplied. Repeat process with another blade. Tighten each screw and make sure the blade is straight. (Fig. 5 )

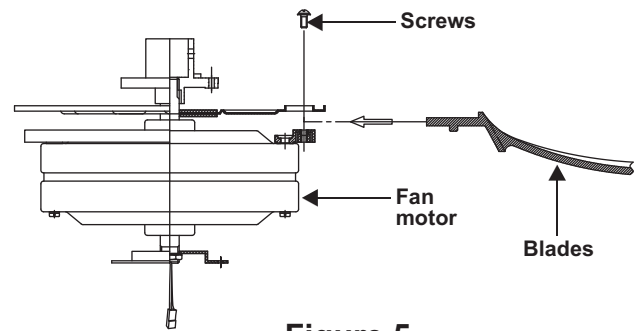


Figure 5

## 6. HANGING THE FAN

**Before touching a screw driver thoroughly read these instructions.**

**Warning/Caution:** Before installing fan, turn off power at service panel and check all visible screws and bolts for tightness.

1. Remove the decorative canopy bottom cover from the canopy by turning the cover counter clockwise. (Fig. 6)
2. Remove the hanger bracket from the canopy by removing the 1 of 2 screws from the bottom of the hanger bracket and loosening the other one a half turn from the screw head. Next, turn the canopy counter clockwise to removing the hanger bracket from the canopy. (Fig. 6)
3. Secure the hanger bracket to the ceiling outlet box using screws and washers included with your outlet box. (Fig. 7)
4. Remove hanger ball from down rod assembly by loosening set screws, removing the cross pin and sliding ball off rod. (Fig. 8)

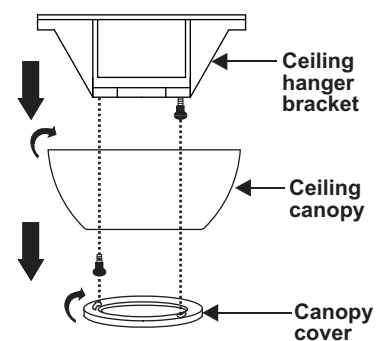


Figure 6

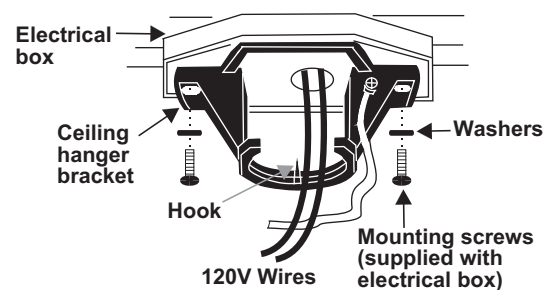


Figure 7

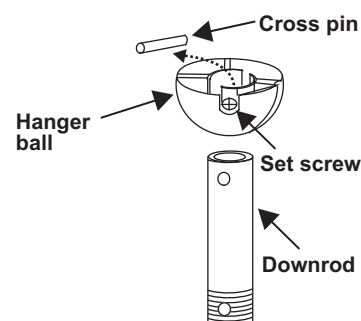
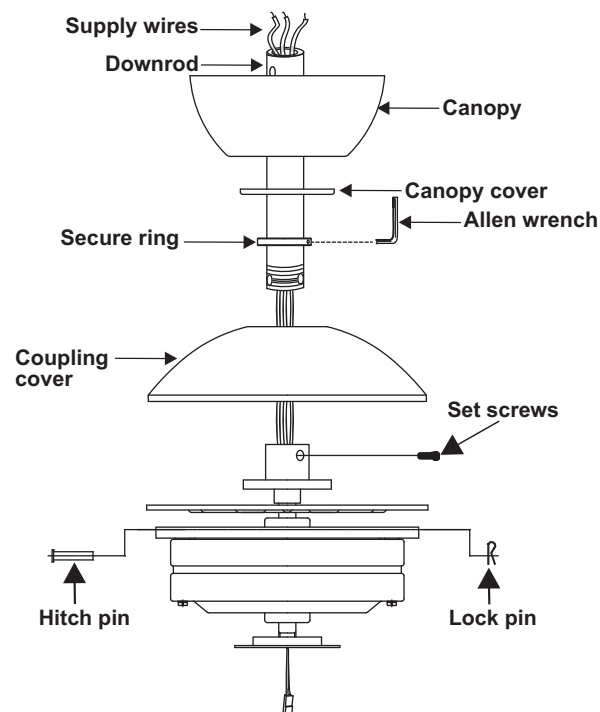
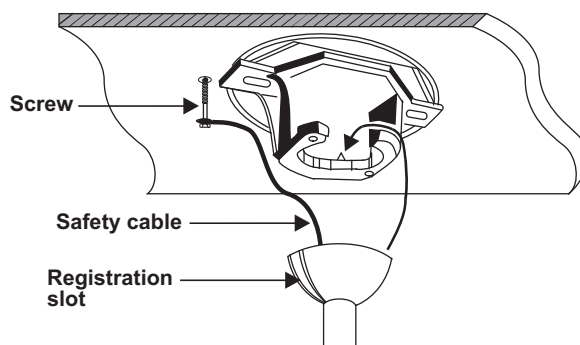


Figure 8

5. Loosen the two set screws and remove the hitch Pin and lock pin from the central shaft/top coupling of the motor assembly. Doing so will allow the down rod to enter the central shaft. (Fig. 9)
6. Carefully feed the fan wires through the down rod and pull them taut. Thread the down rod into the central shaft and tighten with the lock pin and hitch pin previously removed, re-tighten the set screws against the downrod.
7. Slide the coupling cover (with wide end oriented to floor) down the down rod.
8. Slide the secure ring, and fasten using the Allen wrench provided.
9. Slide canopy cover (with decorative side oriented to floor) and canopy (with wide end oriented to ceiling) onto down rod. Carefully reinstall hanger ball onto rod. Be sure that cross pin is in correct position, the set screw on hanger ball is tight and that the wires are not twisted.
10. Now lift the motor assembly (fan with blades) into position and place the hanger ball into the hanger bracket. Rotate down rod until the "Check Tab" has dropped into the "Registration Slot" and the down rod and ball assembly seat firmly. The down rod and ball assembly should not rotate if this is done correctly. (Fig. 10)
11. An additional safety support is provided to prevent the fan from falling. Secure the safety cable to the ceiling joist with screw and washer. (Fig. 10)



**Figure 9**



**Figure 10**

## 7. MAKE THE ELECTRIC CONNECTIONS

**Warning:** The power should have already been disconnected. Follow the steps below to connect the fan to your household wiring. Use the wire nuts supplied with your fan. Secure the wire nuts with electrical tape. Make sure there are no loose strands or connections.

**NOTE:** The Hand Held Remote Control units included with your ceiling fan are equipped with 16 code combinations to prevent possible interference from or to other remote units. The frequency switches on your Receiver and Transmitter units have been preset at the factory. Please re-check to make sure the switches on both units are set to the same positions. The frequency settings should be changed only in case of interference or if a second or more remote controlled ceiling fans are installed in the same room. Any code combination will operate the ceiling fan and light as long as the Receiver and Transmitter units are set to the same codes (Fig. 11)

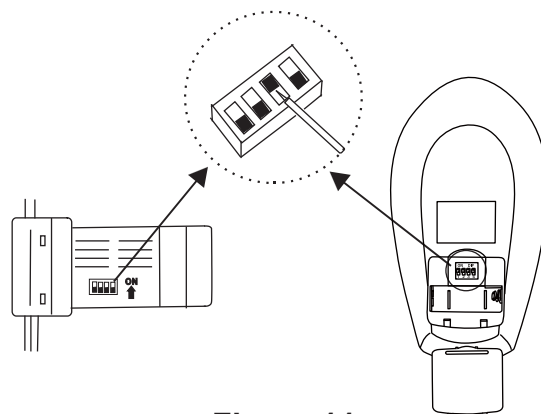


Figure 11

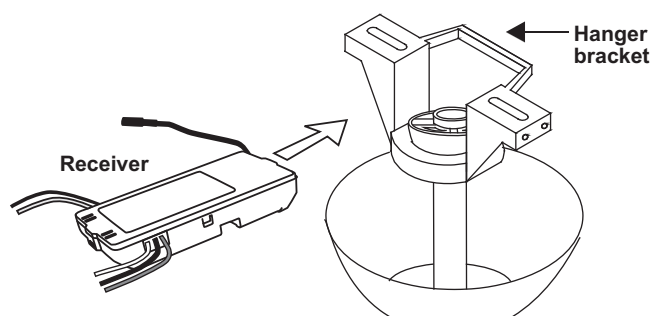


Figure 12

1. Insert Receiver into Hanger Bracket with the flat side of the Receiver facing the ceiling. (Fig. 12)

2. Motor to Receiver Electrical Connections: Connect the WHITE wire from the fan to the WHITE wire marked "TO MOTOR N" from the Receiver. Connect the BLACK wire from the fan to the BLACK wire marked "TO MOTOR L" from the Receiver. Proceed to secure all wire connections with the plastic wire nuts provided. Connect the BLUE wire from the fan to the BLUE wire marked "For Light" from the receiver. Proceed to secure all wire connections with the plastic wire nuts provided. (Fig. 13)

Note: Fan must be installed at a maximum distance of 40 feet from the transmitting unit for proper signal transmission between the transmitting unit and the fan's receiving unit.

3. Receiver to House Supply Wires Electrical Connections: Connect the WHITE wire (Neutral) from the outlet box to the WHITE wire marked "AC in N" from the receiver. Connect the BLACK wire (Hot) from the outlet box to the BLACK wire marked "AC in L" from the receiver. Secure all wire connections with the plastic wire nuts provided. (Fig. 13)

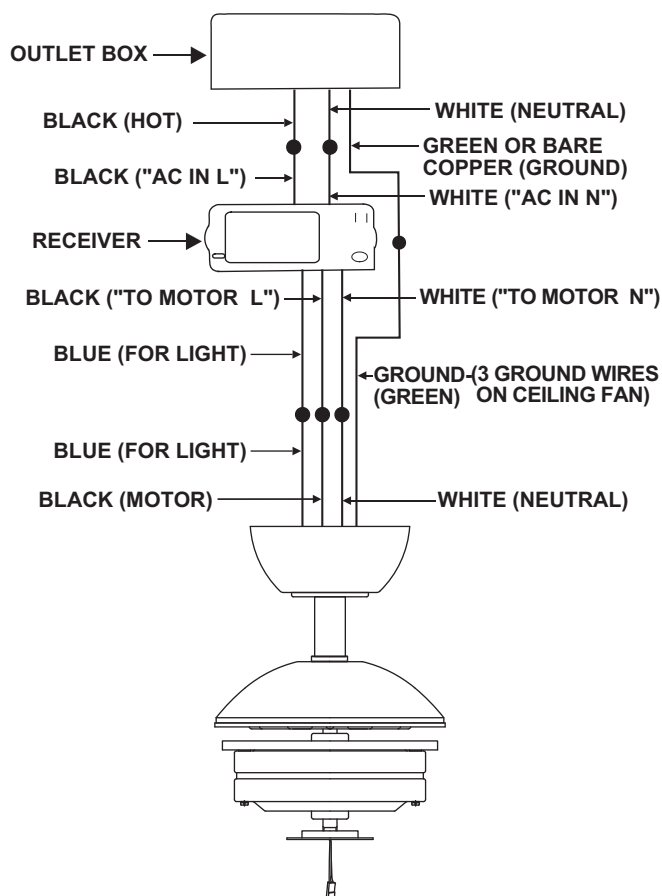


Figure 13

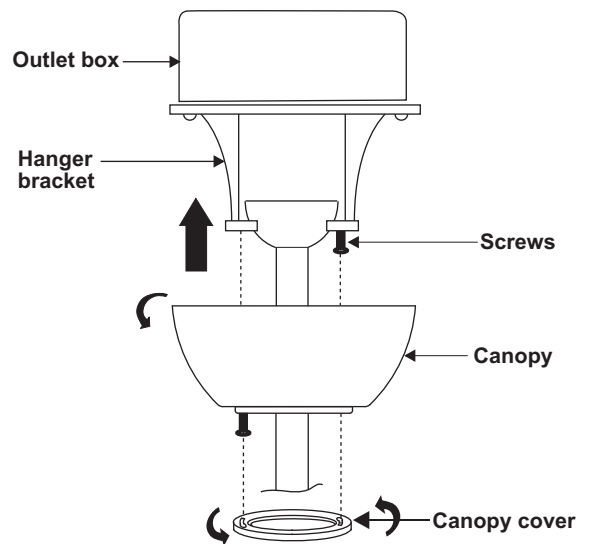


4. If your outlet box has a GROUND wire (Green or Bare Copper) connect this wire to the Hanger Ball and Hanger Bracket Ground wires. If your outlet box does not have a Ground Wire, then connect the Hanger Ball and Hanger Bracket Ground Wires together. Secure wire connection with the plastic wire nut provided. (Fig. 13)

## 8. FINISHING THE INSTALLATION

1. Tuck connections neatly into ceiling outlet box.
2. Slide the canopy up to hanger bracket and place the key hole on the canopy over the screw on the hanger bracket, turn canopy until it locks in place at the narrow section of the key holes. (Fig. 14)
3. Align the circular hole on canopy with the remaining hole on the hanger bracket, secure by tightening the two set screws. Note: Adjust the canopy screws as necessary until the canopy and canopy cover are snug.

**Warning:** Make sure tab at bottom of hanger bracket is properly seated in groove of hanger ball before attaching canopy to bracket. Failure to properly seat tab in groove could cause damage to electrical wiring.



**Figure 14**

## 9. ATTACHING THE MOUNTING PLATE

Step 1. Remove the 1 of 3 screws from the mounting ring and keep it for future use. Loosen the other 2 screws. (Do not remove)

Step 2. Place the key holes on the mounting plate over the 2 screws previously loosened from the mounting ring, turn mounting plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Figure 16)

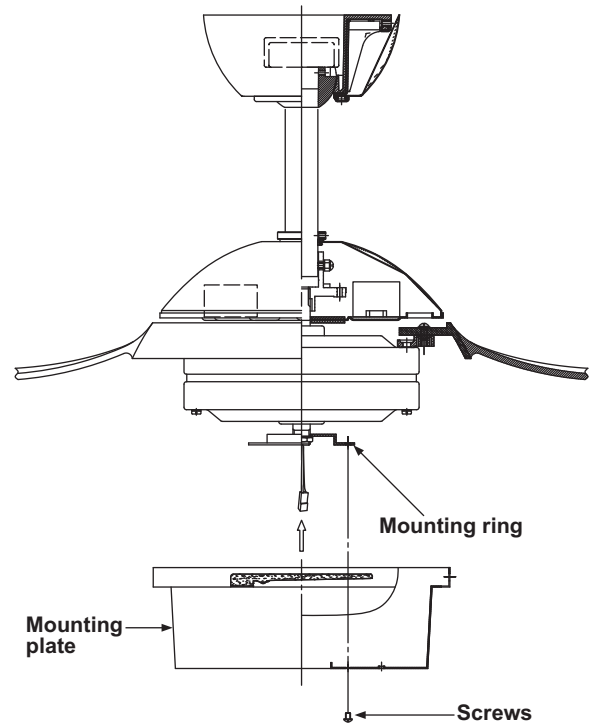


Figure 16

## 10. INSTALLING THE LED LIGHT PLATE

1. Remove 1 of 3 screws from the mounting plate and loosen the other 2 screws. (Do not remove)

2. Raise and hold the LED light plate close to the mounting plate and proceed to do the wire connections. Make the 2-pin wire connections: (Fig. 17)

- White to white
- Black to black

3. Place the key holes from the LED light plate over the 2 screws previously loosened from the mounting plate, turn the LED light plate until it locks in place at the narrow section of the key holes. Secure by tightening the 2 screws previously loosened and the one previously removed. (Fig. 17)

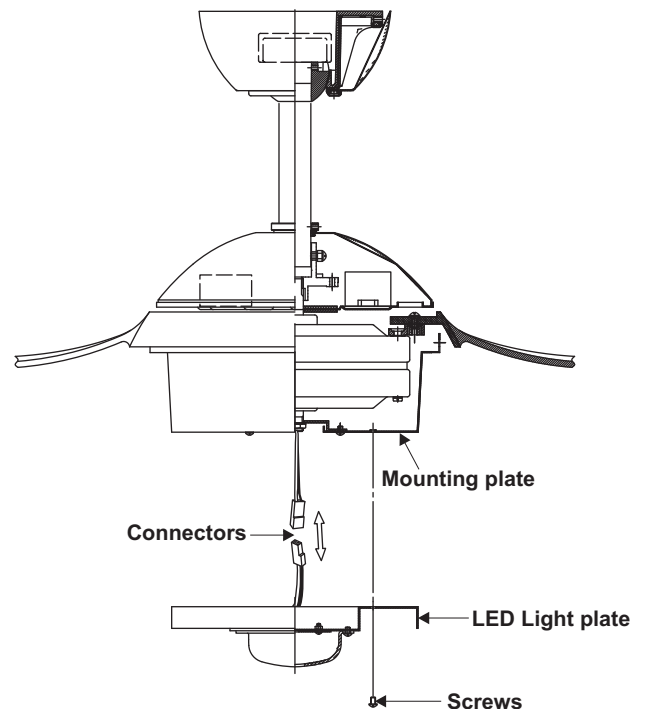


Figure 17

## 11. INSTALLING THE DECORATIVE BOTTOM COVER

1. Raise decorative bottom housing up against bottom of fan housing and secure it to the fan by turning the decorative bottom cover clockwise until snug. DO NOT OVERTIGHTEN. (Fig. 18)

**NOTE:** The additional metal light cover included with your fan is an option to replace the glass diffuser (assembled in the decorative bottom housing) in the event that you prefer not to use the light feature of your fan. (Fig. 19)

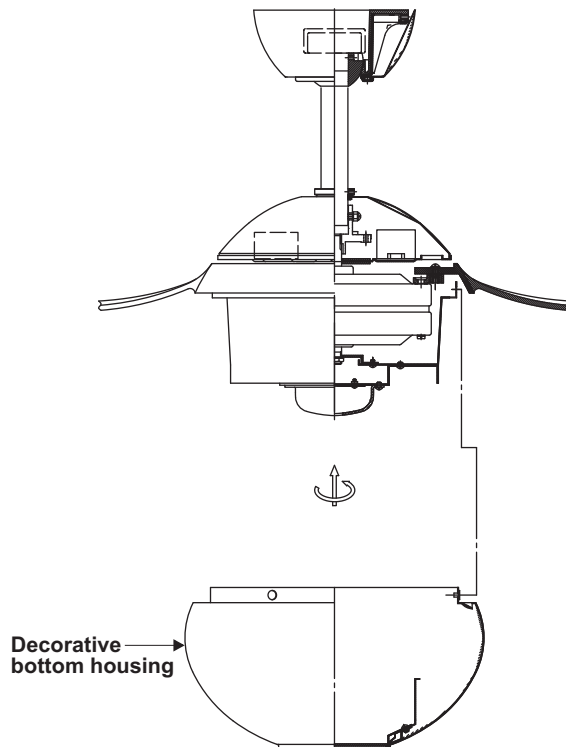


Figure 18

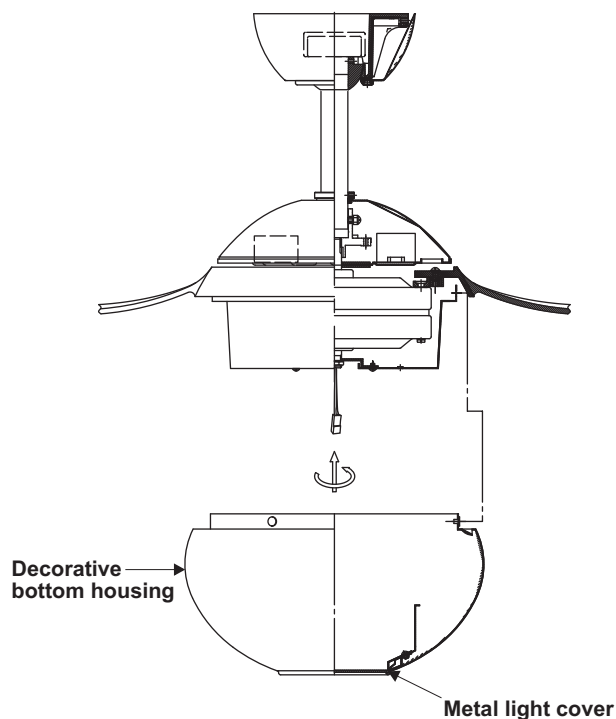


Figure 19

## 12. OPERATING THE REMOTE CONTROL

Install 12V MN21/A23 battery (included).

To prevent damage to transmitter, remove the battery if not used for long periods. (Fig. 20)

Restore Power to Ceiling Fan.

### A. H, M, L Buttons:

These buttons are used to set the fan speeds as follows;

- L: Low Speed
- M: Medium Speed
- H: High Speed

### B. OFF Button:

This button turns the fan off.

### C. ACCESSORY Button:

This button is used to turn on and off the light kit and also controls the brightness setting. Press and release this button to turn the light on or off. Press and hold the button to set the desired brightness. The light button has an auto-resume, it will stay at the same brightness as the last time it was turned off.

### D. REV Button:

This button is to control fan direction.

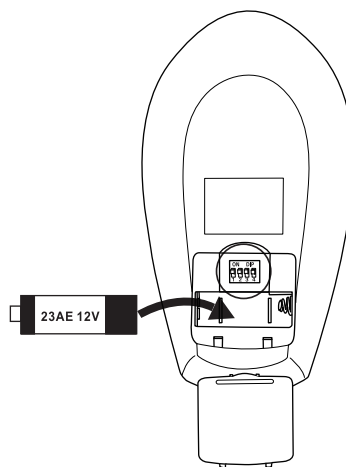


Figure 20

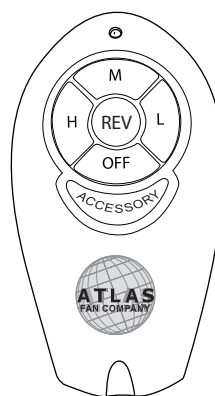


Figure 21

## 13. OPERATING YOUR FAN

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

**NOTE:** To operate the reverse function on this fan, press the reverse button while the fan is running.

Warm weather - (Forward) A downward airflow creates a cooling effect as shown in Fig. 22. 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. 23. This allows you to set your heating unit on a cooler setting without affecting your comfort.

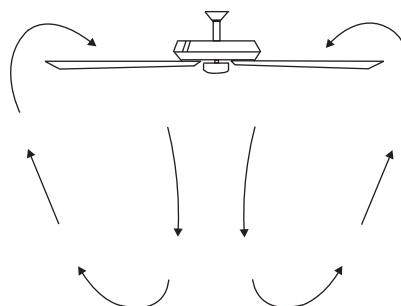


Figure 22

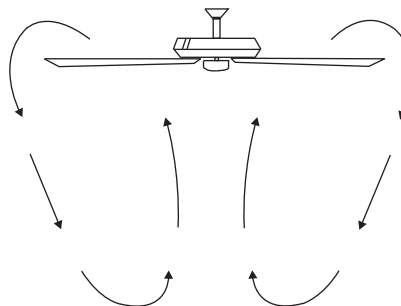


Figure 23

## 14. 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 possibly cause an electrical shock.
3. 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".

## 15. TROUBLESHOOTING

Problem	Solution
Fan will not start.	<ol style="list-style-type: none"><li>1. Check circuit fuses or breakers.</li><li>2. Check line wire connections to the fan and switch wire connections in the switch housing. <b>CAUTION:</b> Make sure main power is off.</li><li>3. Check that the battery of the remote is functional.</li></ol>
Fan sounds noisy.	<ol style="list-style-type: none"><li>1. Make sure all motor housing screws are snug.</li><li>2. Make sure the screws that attach the fan blade bracket to the motor hub is tight.</li><li>3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. <b>CAUTION:</b> Make sure main power is off.</li><li>4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time.</li><li>5. If using an optional light kit, make sure the screws securing the light plate are tight.</li><li>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.</li><li>7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.</li></ol>
Remote control malfunction.	<ol style="list-style-type: none"><li>1. Do not connect the fan with a wall mounted variable speed control(s).</li><li>2. Make sure the dip switches are set correctly.</li></ol>
Fan wobble.	<ol style="list-style-type: none"><li>1. Check that all blade and blade arm screws are secure.</li><li>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".</li><li>3. If the blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.</li></ol> <p><b>WARNING:</b> 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.</p>