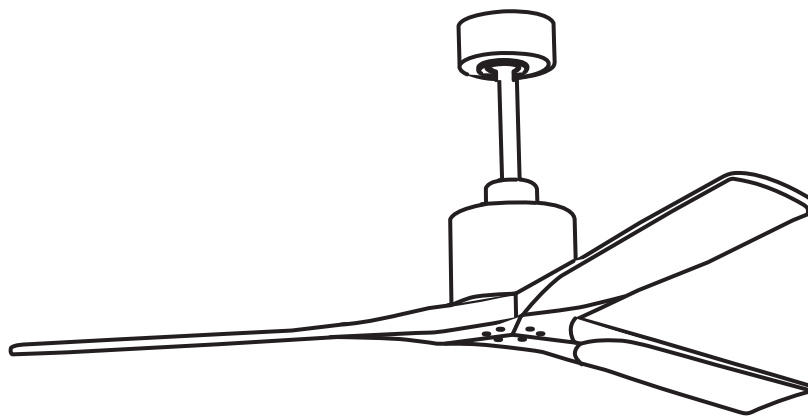




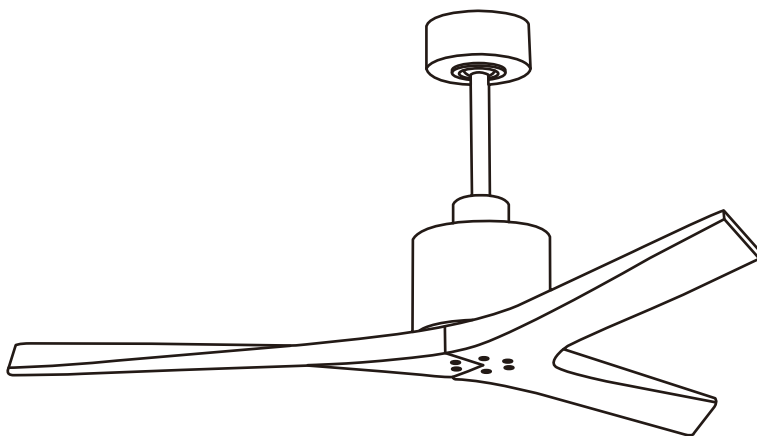
# Mollywood & Nan

## 60", 52" or 42" CEILING FANS

**READ AND SAVE THESE INSTRUCTIONS**



**Nan (NK)**



**Mollywood (MW)**



**Intertek**

**FAN RATING AC 120V. 60Hz For Damp Location**

**QUICK ASSEMBLY NOTES:**

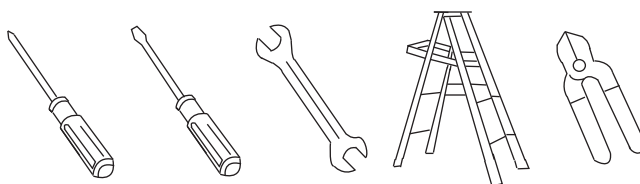
- \* Do not wire in fan while house wires are Live. Turn power off at breaker before installation begins.
- \* Do not use any controls, wall or remote, other than those provided by Matthews Fan Company.
- \* Please do not use any electric or battery powered tools in the assembly and installation of this or any other Matthews Fan Company product.

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# 1. TOOLS AND MATERIALS REQUIRED

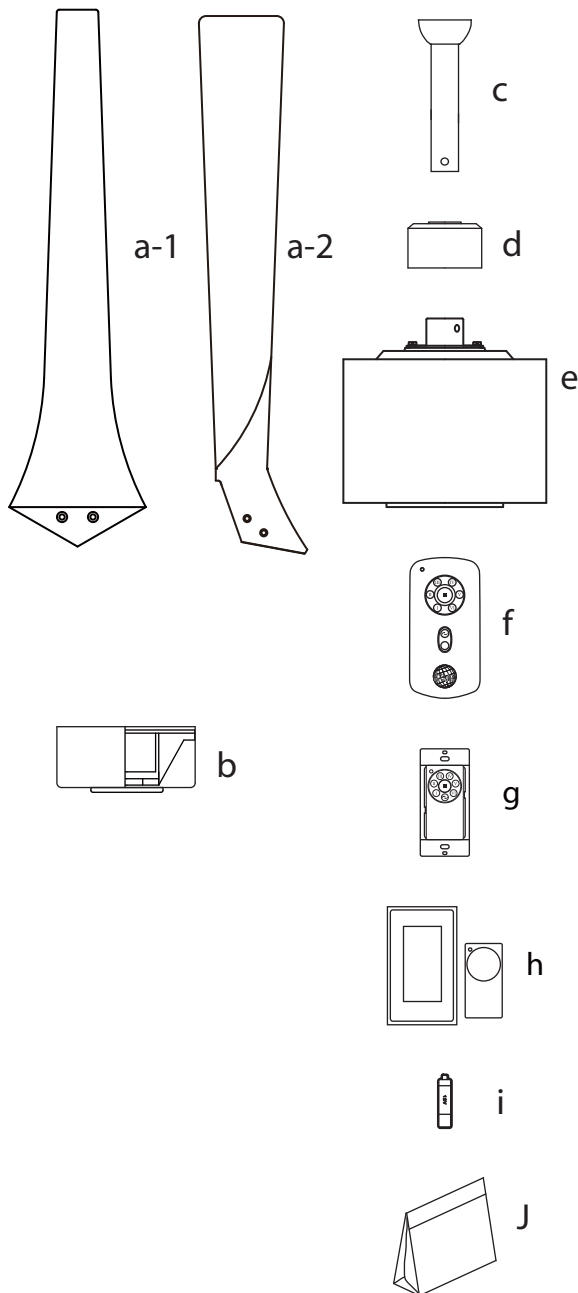
- Philips screwdriver
- Blade screwdriver
- 11 mm wrench
- Step ladder
- Wire cutters



# 2. PACKAGE CONTENTS

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

- a-1. Blade set (3) (Mollywood)
- a-2. Blade set (3) (Nan)
- b. Hanger bracket assembly
- c. Ball / down rod assembly
- d. Coupling cover
- e. Fan motor assembly
- f. Hand held transmitter+holder+2 mounting screws
- g. Wall transmitter incl. 2 mounting screws and 3 wire nuts
- h. Wall plate incl. 1 face plate and 2 mounting screws
- i. 12V batteries (2)
- J. 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 (11), lock washers (11),
    - flat washers (11)



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

### 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.

**NOTE**  
SUITABLE FOR USE IN DAMP LOCATIONS!

## 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.

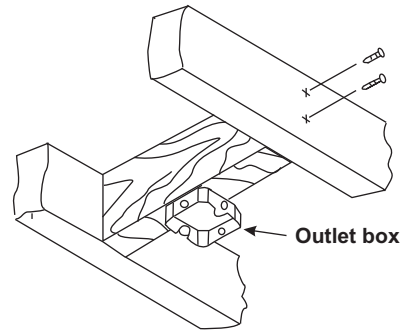
Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan 15.9 kgs (35lbs) or less. Do not use plastic outlet boxes.

Figures 1,2 and 3 are examples of different ways to mount the outlet box.

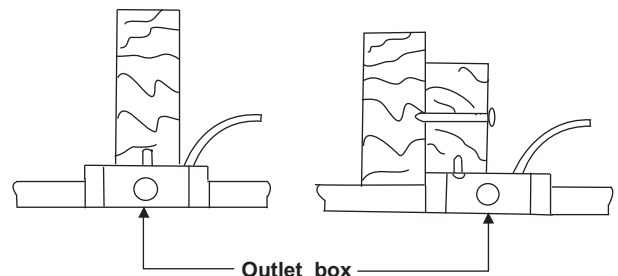
**Note:** The Fig. 3 are for use for downrod style only.

**Note:** You may need a longer downrod to maintain proper blade clearance when installing on a steep, sloped ceiling. (Fig. 3)

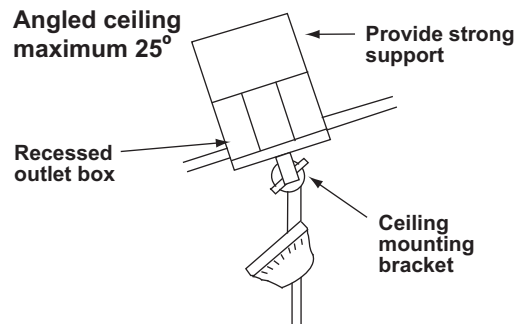
To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 4.



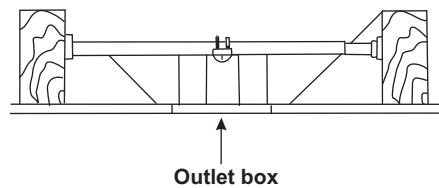
**Figure 1**



**Figure 2**



**Figure 3**



**Figure 4**

## 5. HANGING THE FAN

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

1. Remove the decorative canopy bottom cover from the canopy by turning the cover counter clockwise. (Fig. 5)

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. 5)

3. Secure the hanger bracket to the ceiling outlet box using screws and washers included with your outlet box. (Fig. 6)

4. 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. 7)

5. Route wires exiting from the top of the fan motor through the coupling cover, canopy cover and canopy and then through the ball/downrod. (Fig. 7)

6. Align the holes at the bottom of the downrod with the holes in the collar on top of the motor housing. Carefully insert the hitch 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 hitch pin until it snaps into its locked position. (Fig. 7)

**Warning/Caution:** Failure to properly install lock pin as noted in step 6 could result in fan loosening and possibly falling.

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

8. Now lift the motor assembly 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. 8)

9. Attach the lag bolt and flat washer to ceiling joist. Attach the safety cable to lag bolt. Slide cable clamp onto safety cable (from fan). Place the end of cable through the lag bolt. Pull as much cable through lag bolt as possible. Feed end of cable into clamp hole and firmly tighten screw (Fig. 8). Cut off excess safety cable.

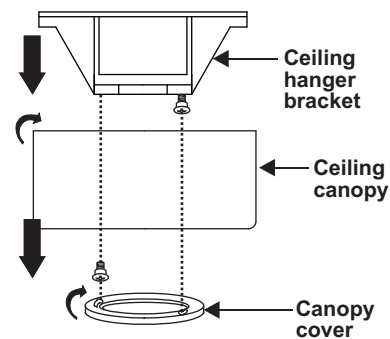


Figure 5

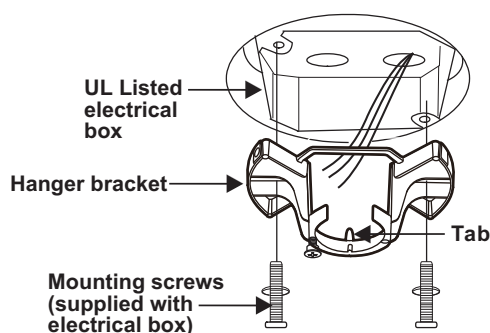


Figure 6

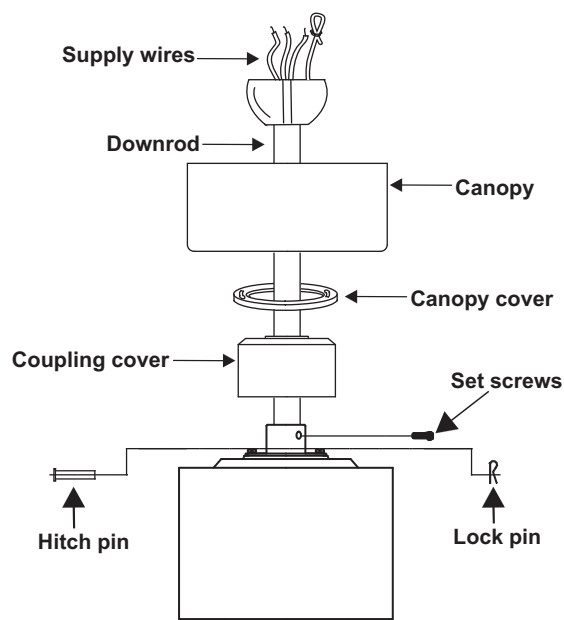


Figure 7

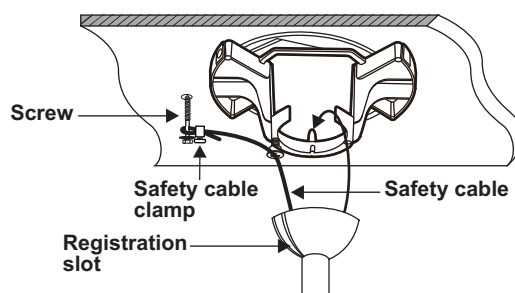


Figure 8

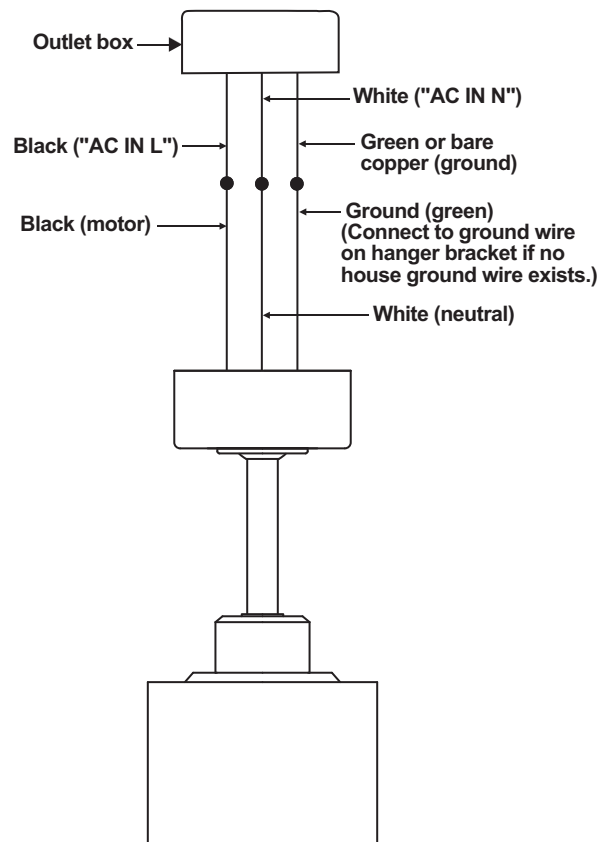
## 6. MAKE THE ELECTRIC CONNECTIONS

**NOTE:** Your fan has included as standard equipment two types of controls: a hand held remote control and a wall mounted wall control. You may use both as long as the dip switches are calibrated the same. Select one of the controls at this moment for installation and programming of your fan.

Disconnect the power at the electrical box. 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.

### A. Hand held remote control

1. Connect the fan supply (black) wire to the black household supply wire as shown in Figure 10.
2. Connect the neutral fan (white) wire to the white neutral household wire. (Fig. 9)
3. Connect the fan ground wire (green) to the household ground wire.
4. Check that the two plugs, large and small are making proper contact. One plug is small with only a single wire connection. The second plug is larger and connects multiple colored wires.
5. After all splices are made, check to make sure there are no loose strands. As an additional precaution we suggest to secure the plastic wire connectors to the wires with electrical tape.



**Figure 9**

## B. Wall mount remote control

### a. Fan wire connection

1. Connect the fan supply (black) wire to the black household supply wire (Conductor cable between ceiling and wall outlet box). (Fig. 10)
2. Connect the neutral fan (white) wire to the white neutral household wire.
3. Connect the fan ground wire (green) to the household ground wire.
4. Check that the two plugs, large and small are making proper contact. One plug is small with only a single wire connection. The second plug is larger and connects multiple colored wires.
5. After all connections are made, check to make sure there are no loose strands. As an additional precaution we suggest to secure the plastic wire connectors to the wires with electrical tape.

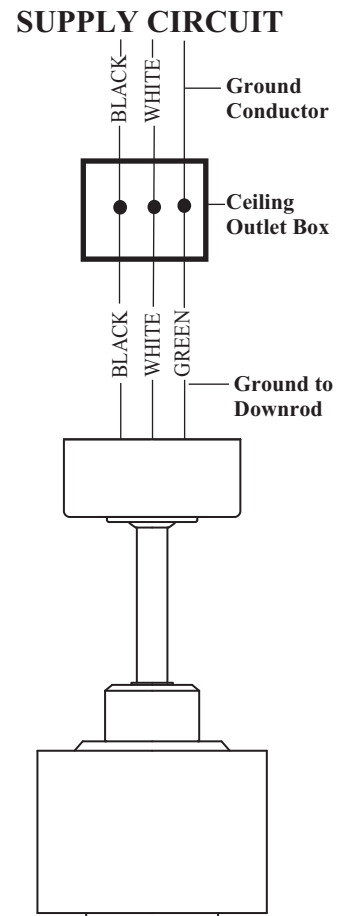


Figure 10

### b. Installing the wall control

1. Remove the existing wall plate and the old switch from the wall outlet box. Wire nut the BLACK leads (hot) together and push back inside the outlet box.
2. Carefully tuck the wire connections inside the outlet box. Secure the wall control with the two wall switch screws provided. (Fig. 11)
3. Attach the wall plate over the wall control and secure with the two wall plate screws provided.

**Disclaimer:** If a wall switch is to be used, for warranty to be valid, our included wall control needs to be installed to operate this fan.

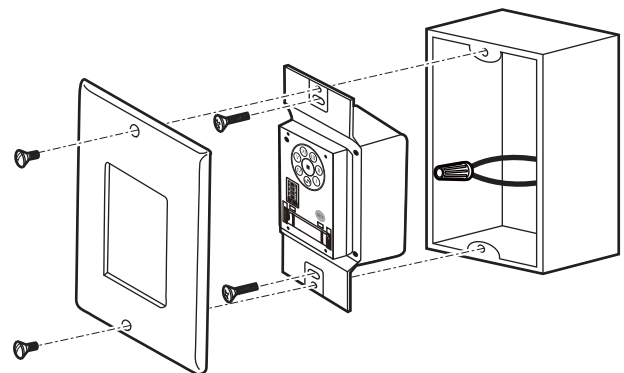


Figure 11



## 7. FINISHING THE INSTALLATION

### STANDARD CEILING 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. 11)
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.

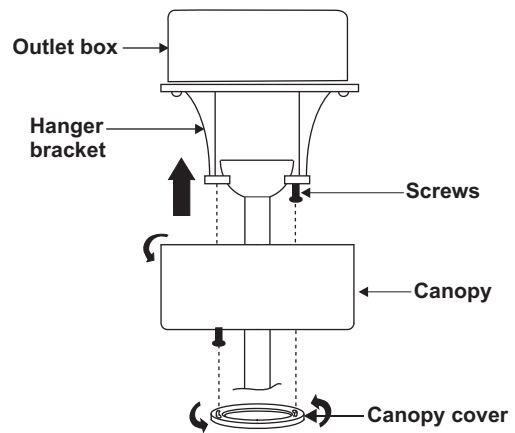


Figure 11

## 8. ATTACHING THE FAN BLADES

1. Fasten blade to motor using the flat washers, lock washers and screws supplied. (Fig. 12)
2. Repeat process with other blades. Tighten each screw and make sure the blade is straight.

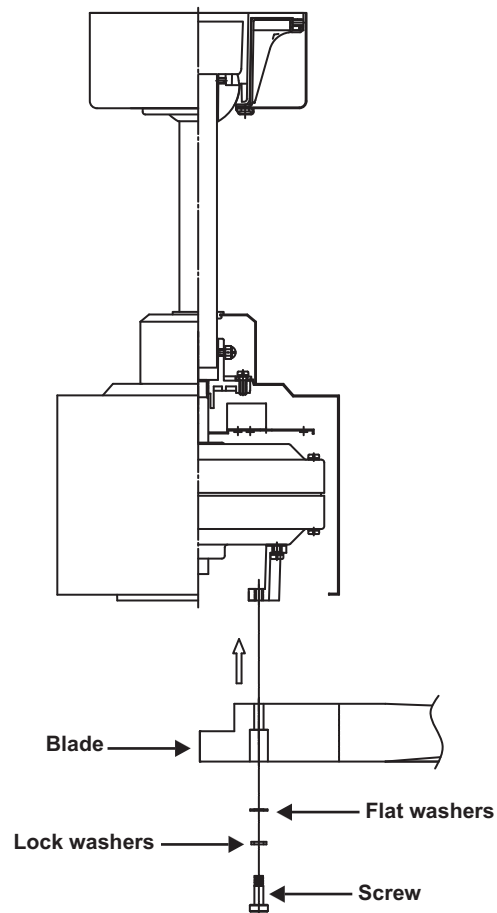


Figure 12

## 9. PROGRAMMING YOUR FAN AND OPERATING THE REMOTE CONTROL AND WALL CONTROL

Before programming takes place, fan must be fully assembled and mounted to the ceiling with blades attached. You must also choose which control you will be using for programming the fan, the remote or the wall control. No other wall control should be used with this fan but that which was included. Using another wall control other than ours will damage your fan and void your warranty.

Install one 23A/12V battery (included). To prevent damage to transmitter, remove the battery if not used for long periods of time (Fig. 12 & 13).

a) Select desired frequency from the transmitter.

Follow the below steps to set the remote control:  
The auto learning function will only mandate within 60 seconds when turning the fan's AC power ON.

b) From the wall or remote transmitter, Press and hold "SET" button for about 5 seconds and release. If optional light kit is installed, the signal light on the wall control will come on when the button is pressed. The fan has completed the pairing process with the wall control and is ready for use.

A. I, II, III, IV, V and VI button:

These six buttons are used to set the fan speed as follows:

- I = minimum speed
- II = low speed
- III = medium low speed
- IV = medium speed
- V = medium high speed
- VI = high speed

B. ■ button:  
This button turns the fan off.

C. ↻ Reverse button:  
This button is to control fan direction

D. SET code setting button:  
Your DC brushless motor is equipped with automatically learned type remote control and a wall control. If two fans or more in a house, it is recommended that you not use the factory code settings. Change codes setting to any other combination of dip switch setting to avoid fan interference issues. Please refer the "D" "SET" code setting button section.

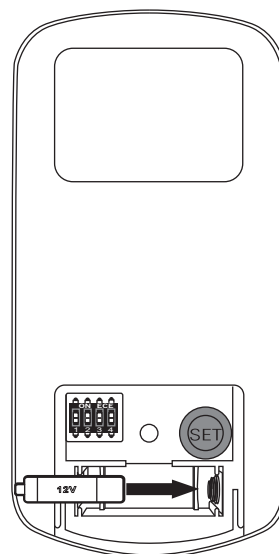


Figure 12

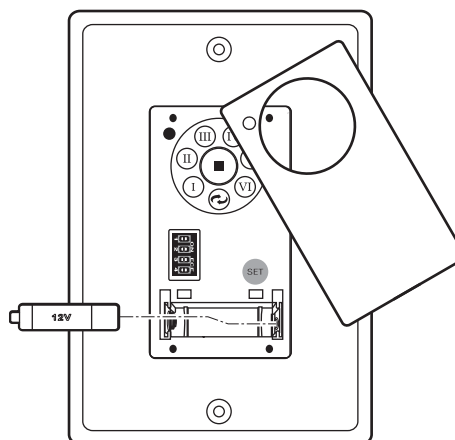


Figure 13

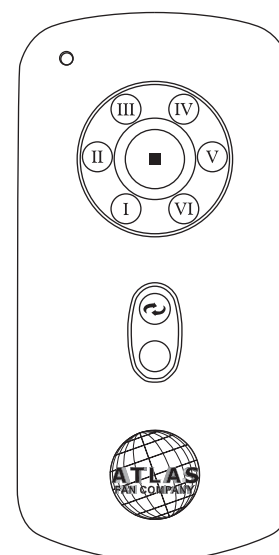


Figure 14

**NOTE:** If the self calibration test failed, turn the AC power off; restore power and process the self calibration test again.

**NOTE:** During self calibration test, the remote and the wall control are non-functional.

**NOTE:** The learning frequency function and self calibration test will continue to retain the last set frequency and calibration set even when the AC power is shut off. If the frequency is changed the self calibration test will occur again.

This receiver provides the following protective function:

1. Lock Rotor Position: The DC motor has a built-in safety against a stalled or locked rotor condition (stalled blade rotation). If there is an obstruction or fault with the motor, the current monitoring function will automatically turn power off to the motor after 30 seconds. Remove the obstruction and turn the AC power off. Restore power and re-start fan motor.

2. Over 80W protection: When the receiver detects motor power consumption which is greater than 80W, the receiver power will be stopped and operation will immediately discontinue. Wait for 5 seconds and then turn the receiver power back on.

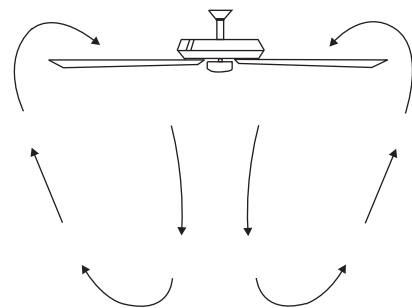
## 10. OPERATING YOUR FAN

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

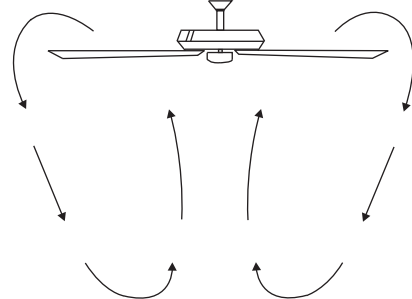
**NOTE:** To operate the reverse function on this fan, press the reverse button while the fan is running.

Warm weather - (Forward) A downward airflow creates a cooling effect as shown in Fig. 15. 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. 16. This allows you to set your heating unit on a cooler setting without affecting your comfort.



**Figure 15**



**Figure 16**

## 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. | <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></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>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>  |
| 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> |

## **INSTRUCTIONS ON HOW TO PROGRAM MULTIPLE FANS ON SINGLE CIRCUIT BREAKER.**

1. Turn the power off at the breaker/service box.
2. Hang all fans by convenience cable located in top of motor to hook in ceiling bracket. This will allow you to easily access the leads from house and the leads of the fan. Do not connect house and fan leads, yet.
3. Make house lead connections to those of first fan, but do not install blades or motor cover.
4. Turn the breaker on.
5. Hold down the "set" button in battery compartment of one of the remote controls in close proximity to fan to be programmed first.
6. Let the first fan fully program. It will run forward and backward for about 5 minutes.
7. Once first fan is fully programmed, turn the power off from the breaker and disconnect the leads from the house to the fan just programmed.
8. Make house lead connections to second fan, but do not install blades or motor cover.
9. Change the dip switch positions on the second remote to a different position/frequency than those of the first fan's remote.
10. Repeat steps 4 to 6.
11. Now, fully reconnect the leads of the first fan and fully install the blades and motor covers on both fans. Turn the breaker back on.
12. All your fans should now be installed and programmed to different remotes on the same circuit breaker.
13. Finally, with each remote and for each fan, hold down the "VI" button and let the fans program themselves again, but to the weight of the blades.

**Please Call Matthews Fan Company for questions: 847-680-9043**

# **LIMITED LIFETIME WARRANTY**

**MATTHEWS-GERBAR, LTD. DBA MATTHEWS FAN COMPANY LIFETIME LIMITED WARRANTY.** warranted by Matthews-Gerbar, Ltd. to the original user against defects in workmanship or materials under normal use and inside or outside damp location 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.

**LIMITATION OF LIABILITY.** To the extent allowable under law, Matthews-Gerbar, Ltd.'s liability for consequential and incidental damages is expressly disclaimed. Matthews-Gerbar, Ltd.'s liability in all events is limited to, and shall not exceed, the purchase price paid.

**WARRANTY DISCLAIMER.** Matthews-Gerbar, Ltd. has made a diligent effort to illustrate and describe the products in this literature accurately: however, such illustrations and descriptions are for the sole purpose of identification, and do not express or imply that the products will necessarily conform to the illustrations or descriptions. **Furthermore, there is no express warranty derived from any viewed sample or model. Matthews-Gerbar, Ltd. disclaims any expressed warranty and implied warranty of merchantability and fitness for a particular use.**

Except as provided below, no warranty or affirmation of fact, expressed or implied, other than as stated in "Limited Lifetime Warranty" above is made or authorized by Matthews-Gerbar, Ltd.

**PRODUCT SUITABILITY.** Many states and localities have codes and regulations governing sales, construction, installation and/or use of products for certain purposes, which may vary from those in neighboring areas. While Matthews-Gerbar, Ltd. attempts to assure that its products comply with such codes, it cannot guarantee compliance and cannot be responsible for how the product is installed or used. Before purchase and use of a product, please review the product application and national and local codes and regulations, and be sure that the product, installation, and use will comply with them. **Matthews-Gerbar, Ltd. disclaims any expressed warranty and implied warranty of merchantability and fitness for a particular use if any modifications are made to the original manufacturer's product.**

Certain aspects of disclaimers are not applicable to consumer products: e.g. (a) some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you: (b) also, some states do not allow limitations on how long an implied warranty lasts, consequently the above limitation may not apply to you.

**OTHER EXCLUSIONS.** This warranty does not cover defects caused by: exposure to extremes of heat and humidity, neglect, modification, alteration, repair or service of the enclosed product by anyone other than an authorized Matthews-Gerbar, Ltd. service center; physical abuse to, or misuse of, the product or operation of it in a manner contrary to the accompanying instructions; or shipment of the product to a Matthews-Gerbar, Ltd. dealer or service center for service. This warranty also excludes all costs arising from adjustment of user controls, products purchased outside of the U.S.A., and costs for initial technical adjustments (set-up). Matthews-Gerbar assumes no liability for labor costs, installation costs or other losses. Consult the operating instructions included with the product for information regarding user controls.

**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.

**MATTHEWS-GERBAR, LTD**  
**1881 INDUSTRIAL DRIVE – LIBERTYVILLE, IL 60048**  
**TEL: 847-680-9043 FAX: 847-680-9043 WWW.MATTHEWSFANCO.COM**