

2/14/2019

## **BIANCA DIRECIONAL – JAROLD DIRECIONAL**

**READ AND SAVE THESE SAFETY AND INSTALLATION INSTRUCTIONS.**

**Consult a licensed electrician if unsure of any point below mentioned.**

**DANGER/WARNING/AVERTISSEMENT/CAUTION/ATTENTION**

1. High voltage and moving parts around motors and motor driven equipment can cause serious or fatal injuries. Always disconnect power source at main switch before wiring, servicing or cleaning unit. Do not rely on fan control device to prevent unexpected start-up or electrical shock. In addition, power supply must have fuses or circuit breakers for short circuit protection.
2. All electrical wiring must conform to national and local electrical codes such as: NEC, OSHA, etc.
3. Fan should be secure in its electrical grounding to avoid possible electrical shock.
4. Fan should not be used in any wet or hazardous location defined by article 500 of the NEC. In addition, its ambient temperature should not exceed 104 degrees Fahrenheit.
5. Power supply should conform to voltage rating of 115V.
6. Before applying power, visually re-inspect the installation. Make sure that all guards and protective devices are securely in place and all visible screws and bolts are tightened.
7. **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 and/or Support Directly From Building Structure.  
**AVERTISSEMENT:** Pour réduire le risque d'incendie, de choc électrique ou de blessure corporelle, le bâti à la boîte de sortie peut recevoir un support de ventilateur de **15,9 kg (35 lb) ou moins** et utiliser les vis de montage fournies avec la boîte de sortie et / ou Soutenir directement à partir de la structure du bâtiment.
8. **CAUTION:** to reduce the risk of injury to persons, install fan so that bottom edges of fan blades are to be:  
In Canada, to satisfy CSA requirements: at least 8.3 Ft/2.5 M above the floor and all objects in room if safety cages are utilized. 10.0 Ft if safety cages are not utilized.  
In the US, to satisfy UL requirements: at least 7.0 Ft above the floor and all objects in room if safety cages are utilized. 10.0 Ft. if safety cages are not utilized.  
**ATTENTION:** pour réduire le risque de blessure, installez le ventilateur de sorte que les bords inférieurs des pales du ventilateur soient:  
Au Canada, pour satisfaire aux exigences de la CSA: au moins 8,3 pi / 2,5 m au-dessus du plancher et tous les objets dans la pièce si des cages de sécurité sont utilisées. 10,0 pi si les cages de sécurité ne sont pas utilisées  
Aux États-Unis, pour satisfaire aux exigences UL: au moins 7,0 pi au-dessus du sol et tous les objets dans la pièce si des cages de sécurité sont utilisées. 10,0 pi si les cages de sécurité ne sont pas utilisées.
9. To reduce the risk of personal injury, do not bend blades or any other part of fan when cleaning. Do not insert foreign objects in between rotating fan blades or in space surrounding entire rotating fan unit. Fan must be turned off at power at supply source before installation, cleaning or servicing.
10. Instructions for Supply Connections: Conductor of a fan identified as grounded conductor to be connected to a grounded conductor of a power supply, conductor of fan identified as ungrounded conductor to be connected to an ungrounded conductor of a power supply, conductor of fan identified for equipment grounding to be connected to an equipment-grounding conductor. After making the wire connections in junction box, the splices should be turned upward and pushed carefully into the outlet box. The wires should be spread apart with the grounded conductor and the fan-grounding conductor on one side of the junction box and the ungrounded conductor on the other side of the outlet box. Be sure that all wiring connections are properly insulated from each other and any surrounding metal parts. For safety and best operating results, we recommend that you have a qualified electrician assemble and install your fan.

11. To reduce the risk of personal injury, install the supplementary mounting means and use only the hardware provided with the fan.
12. **WARNING:** TO REDUCE THE RISKS 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 any questions, contact the manufacturer.
  - B. Before installing, servicing or cleaning unit, switch power off at service panel and lock service panel to prevent power from being switched on accidentally.**AVERTISSEMENT:** POUR RÉDUIRE LES RISQUES D'INCENDIE, DE CHOC ÉLECTRIQUE OU DE BLESSURES PERSONNELLES, OBSERVEZ CE QUI SUIT:
  - A. Utilisez cet appareil uniquement de la manière prévue par le fabricant. Si vous avez des questions, contactez le fabricant.
  - B. Avant d'installer, d'entretenir ou de nettoyer l'unité, éteignez le panneau de service et verrouillez le panneau de service pour éviter que l'alimentation soit accidentellement activée.
13. **WARNING: To reduce the risk of fire, electrical shock or personal injury, mount to outlet box marked acceptable for fan support and use screws provided with outlet box.**  
**AVERTISSEMENT: Pour réduire le risque d'incendie, d'électrocution ou de blessure, montez à la boîte de sortie indiquée comme support de ventilateur et utilisez les vis fournies avec la boîte de sortie**

### **CONTENTS OF BOX / See Diagrams I, II and III**

- A. One ceiling fan motor head (G<sub>2</sub>). Total fan assembled weight is approximately 7.0 Lbs.
- B. One fan head (B<sub>2</sub>).
  1. If B<sub>2</sub> is a metal blade and accompanied by a safety cage (see Diagram II): To reduce the risk of injury to persons, install fan so that blades are at least 7.0 Ft. above the floor in the US and 8.3 Ft./2.5 M above the floor in Canada.
  2. If B<sub>2</sub> is a metal blade and accompanied by a decorative cage (see Diagram III) or unguarded wooden blade: To reduce the risk of injury to persons, install fan so that blades are at least 10.0 Ft. above the floor in the US and 10.0 Ft./3.05 M above the floor in Canada.
- C. One canopy (C<sub>1</sub>) to cover junction box.
- D. One support pole (D), one hanging bracket (H) and two bolt, nut and lock washer sets (L<sub>1</sub> and L<sub>2</sub>). (L<sub>2</sub>) with longer bolt to attach support pole (D) to bracket (H). (L<sub>1</sub>) with shorter bolt to attach support pole (D) to fan body.
- E. One 1/8<sup>th</sup> set screw wrench to tighten 1/8<sup>th</sup> set screws in fan head (B<sub>2</sub>) and canopy (C<sub>1</sub>).
- F. One 3 speed proprietary wall control.

### **INSTALLATION DIRECTIONS / See Diagram I**

**Read these instructions prior to installation.**

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

1. Attach bracket (H) to junction box securely. **Caution: Tighten screws well. Junction box should be suitable for fan support and secured directly to building structure and be capable of withstanding a load of 15.9 kg (35 Lbs). Do not use power tools of any sort in the assembly and mounting of this product.**
2. String wires (M) and cable through support pole (D). Support pole (D) should be oriented with end with two three mounting holes to ceiling and two holes to fan end. Attach support pole (D) to fan motor head (G<sub>2</sub>) at top center shaft (A). Shaft (A) is to enter support pole (D). The two mounting holes in shaft (A) and the two mounting holes of support pole (D) should be aligned. Secure support pole (D) to shaft (A) with shorter (L<sub>1</sub>) bolt set with the lock

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washer positioned in between support pole (D) and nut. When pushing bolt through support pole (D) and shaft (A) make sure wires (M) are not damaged. Use set screw wrench to push the wires out of the way if necessary.

**NOTE: Tighten nut and bolt set very well.**

3. Pull wires (M) taut through top of support pole (D).

4. Slide canopy (C<sub>1</sub>) down support pole (D). Canopy (C<sub>1</sub>) should be upside down with wide portion at top.

**NOTE: Make sure that set screws in canopy are fully retracted before canopy is moved on downrod.**

5. Attach fan head (B<sub>2</sub>) to motor shaft. Tighten set-screw (R<sub>2</sub>), located in hub of fan head, well into hole on flattened side of motor shaft. Push fan head (B<sub>2</sub>) onto motor shaft carefully. If stubborn, tap fan head (B<sub>2</sub>) lightly with the heel of your hand, striking knob (S<sub>2</sub>) in center of fan head (B<sub>2</sub>). If metal blades were ordered, attach decorative guard to motor faceplate with nut and bolt assembly positioned in *North* and *South* positions, above and below the motor shaft. Orient grill so that medallion is right side up. **Caution: Tighten set screw (R<sub>2</sub>) very well onto flattened side of motor shaft and into bore hole while holding onto only the hub of fan head (B<sub>2</sub>).** **Caution: Not tightening set screw well into hole on the flattened side of the motor shaft will result in the fan head (B<sub>2</sub>) falling off while in motion.** **Caution: Do not hold onto fan blades or blade irons when tightening set screw, doing so can bend the blades' brackets causing vibration during operation of fan. DO NOT OPERATE FAN IF THERE IS ANY VISIBLE VIBRATION.**

6. Attach support pole (D) and rest of fan unit to bracket (H), which should have been already attached to your junction/outlet box. Support pole (D) is to be positioned in between the wings of bracket (H). Select the set of mounting holes which will allow you to optimally position your Bianca. Use larger bolt set (L<sub>2</sub>) and again lock washer is to be positioned in between support pole (D) and nut. When pushing bolt through support pole (D) and bracket (H) make sure that wires (M) are not damaged. Use set screw wrench to push wires out of the way if necessary.

**NOTE: Tighten bolt set very well so that the wings of the bracket (H) collapse against the downrod.**

**7. NOTE: Connect fan and power source wires at junction box according to national and local electrical codes such as: NEC, OSHA etc. Re-read recommendations under heading of "Danger/Warning/Avertissement/Caution/Attention"**

**Note: Green wire is always grounding wire and should be attached to the junction box for safe operation. If you are not sure if the outlet box is grounded, contact a licensed electrician for advice.**

**NOTE: Do not turn power back on at service panel until step #9 below has been completed.**

8. Attach end of cable protruding from Support Pole (D) to building structure. Hardware to attach cable to building structure not provided.

9. Push canopy (C<sub>1</sub>) up support pole (D) until the canopy lays flat against the ceiling - covering junction box and bracket (H). Tighten setscrews (Q) in canopy (C<sub>1</sub>) well so that it is secure in its new, permanent position.

10. Matthews Fan Co fans should be cleaned every six months to remove all grime and dust. Doing so will protect its finish against premature oxidization. **NOTE: Before cleaning fan, shut off power at service panel.** Then, simply clean all metal parts with a clean, soft cloth and mild detergent mixed with water. When finished, dry all metal with another absorbent, clean, soft cloth. **NOTE: Do not vigorously rub the metal, finish may scratch or suffer rub marks.**

**REGULATION AND POSITIONING OF FAN HEAD / See Diagram /**

**NOTE: Turn off power at the service panel before servicing fan**

- 1) Regulate speed of fan at wall switch.
- 2) The fan head may be rotated in either direction 90 degrees. When positioning fan head do not allow the fan head to come in contact with support pole (D).

**TROUBLE SHOOTING**

**Contact Matthews-Gerbar, Ltd. for any required assistance or if your fan problem does not appear below.**

**NOTE: Turn off power at the service panel before servicing fan.**

1. **FAN VIBRATES: DO NOT OPERATE FAN IF IT VIBRATES.** Doing so may cause damage to the fan. Vibration is caused by one or more of the fan blade brackets becoming bent or out of alignment. Please call Matthews Fan Co for further instructions.
2. **FAN MAKES A BUZZING/HUMMING NOISE:** If noise seems to be electrical, verify that the wall switch is our control.

**CUL/CSA SAFETY CABLE INSTALLATION INSTRUCTIONS**

**Note: These instructions are for residents of Canada only.**

Attach end of cable protruding from Down Rod (D) to building structure. Hardware to attach cable to building structure not provided.

## **LIMITED LIFETIME WARRANTY**

**MATTHEWS-GERBAR, LTD. 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.

**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.

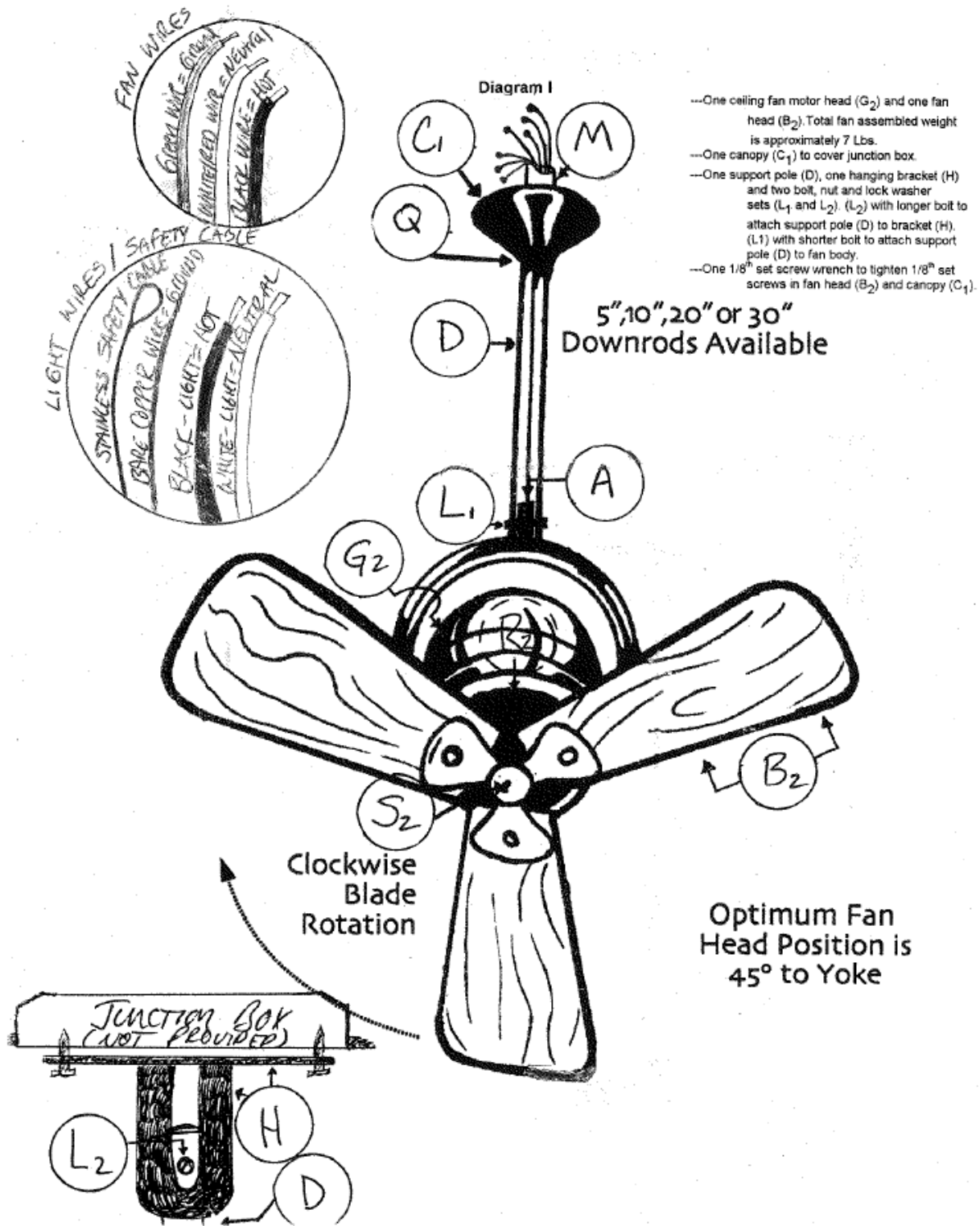
**PRODUCT SUITABILITY.** Many states and localities have codes and regulations governing sales, construction, installation and/or use of products for certain purposes, which may vary from those in neighboring areas. While Matthews-Gerbar, Ltd. attempts to assure that its products comply with such codes, 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. 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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# Safety Cage

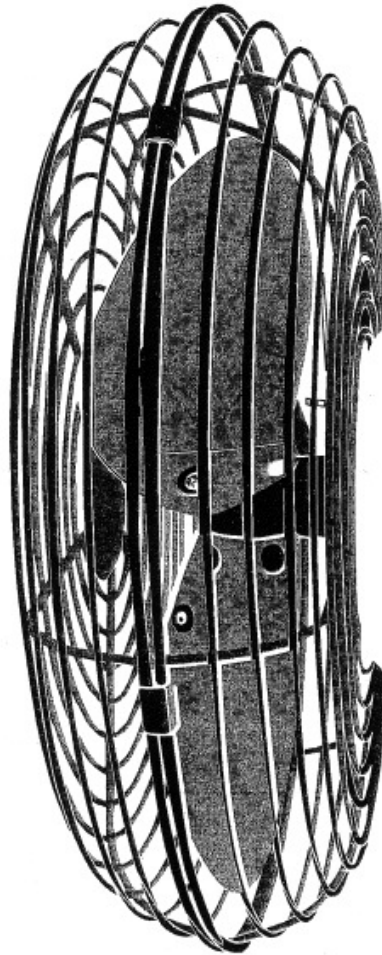


Diagram II

# Decorative Cage

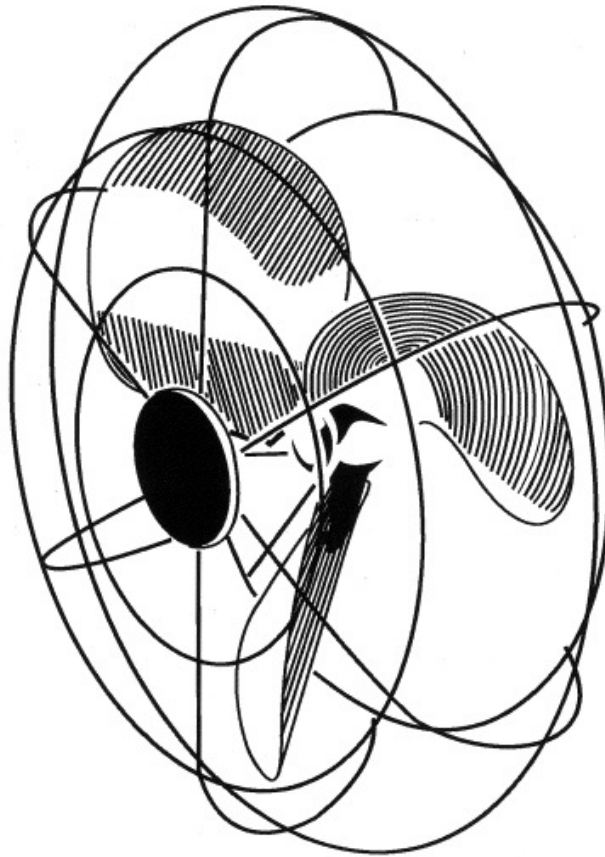


Diagram III