

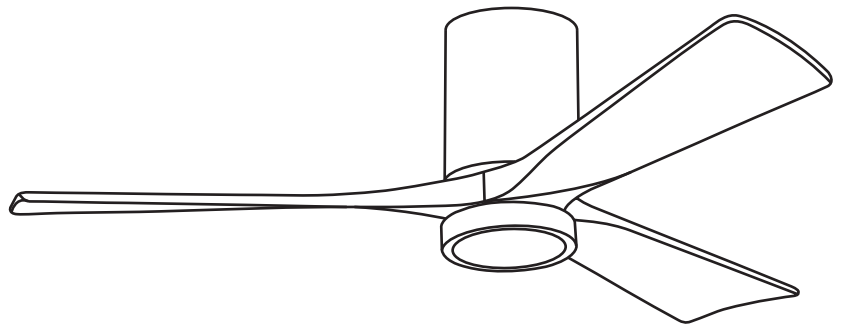


# IRENE-HLK

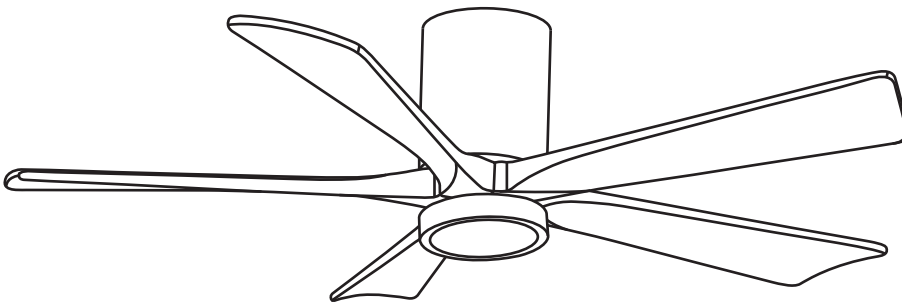
## 60", 52" or 42" CEILING FAN

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**READ AND SAVE THESE INSTRUCTIONS**



**IRENE-3HLK**



**IRENE-5HLK**



**Intertek**

For Damp Location

**FAN RATING AC 120V. 60Hz**

**QUICK ASSEMBLY NOTES:**

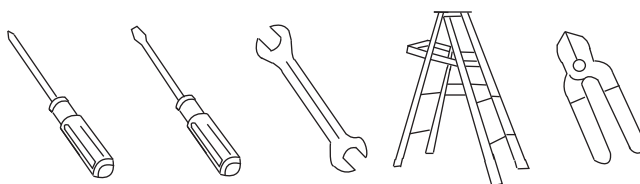
- \* Do not wire in fan while house wires are Live. Turn power off at breaker before installation begins.
- \* Do not use any controls, wall or remote, other than those provided by Matthews Fan Company.
- \* Please do not use any electric or battery powered tools in the assembly and installation of this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

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# 1. TOOLS AND MATERIALS REQUIRED

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

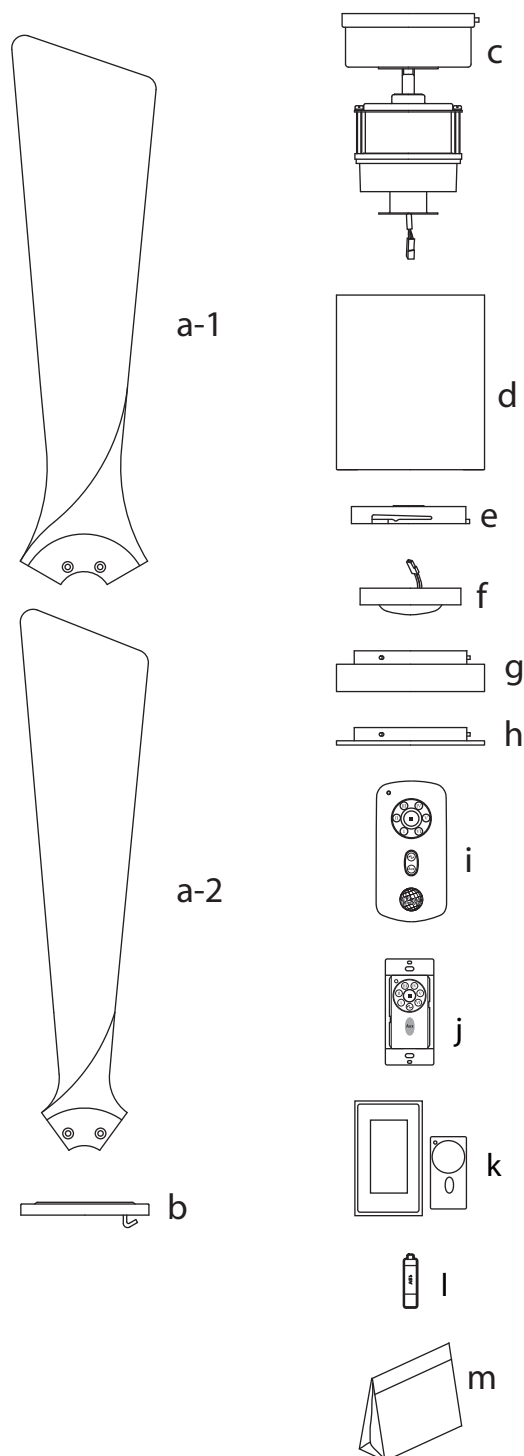


# 2. PACKAGE CONTENTS

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

- a-1. Blade set (3) (for Irene-3H)
- a-2. Blade set (5) (for Irene-5H)
- b. Mounting bracket (preassembled with fan motor assembly)
- c. Fan motor assembly
- d. Fan housing
- e. Mounting plate
- f. 16W LED light kit
- g. Glass shade assembly
- h. Additional metal light cover
- i. Hand held transmitter+holder+2 mounting screws
- j. Wall transmitter incl. 2 mounting screws and 3 wire nuts
- k. Wall plate incl. 1 face plate and 2 mounting screws
- l. 12V batteries (2)
- m. 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.
12. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

**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.

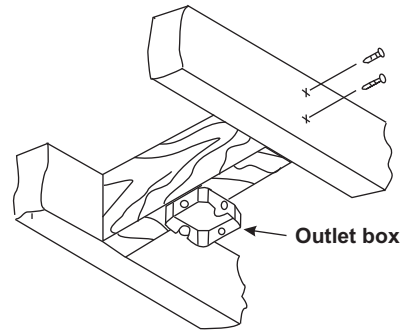
## 4. MOUNTING OPTIONS

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.

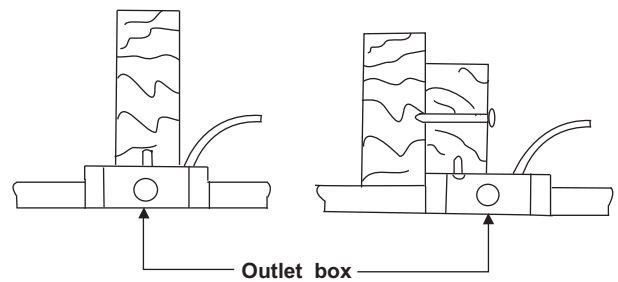
Secure the outlet box directly to the building structure. Use appropriate fasteners and building materials. The outlet box and its support must be able to fully support the moving weight of the fan (at least 35 lbs). Do not use plastic outlet boxes.

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

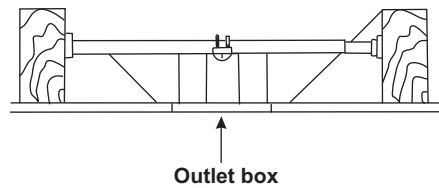
To hang your fan where there is an existing fixture but no ceiling joist, you may need an installation hanger bar as shown in Figure 3.



**Figure 1**



**Figure 2**



**Figure 3**

## 5. HANGING THE FAN

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

Step 1. Disassemble the mounting bracket from the fan motor assembly.

Step 2. Attach the mounting bracket to the outlet box using the two screws and washers provided with the outlet box. For best performance be sure the mounting bracket is level and secured firmly against the ceiling. You may need to insert additional washers (not provided) between the outlet box and mounting bracket to make it level. (Fig. 4).

Step 3. Lift fan into position by hanging the motor assembly onto the hook from the mounting bracket allowing it to hang freely (Fig. 5).

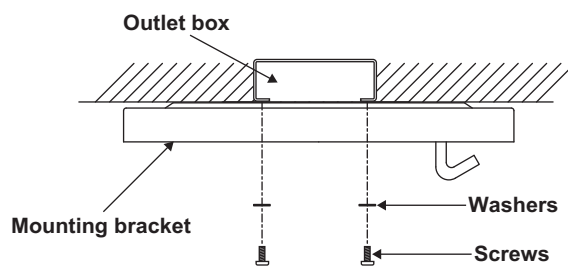


Figure 4

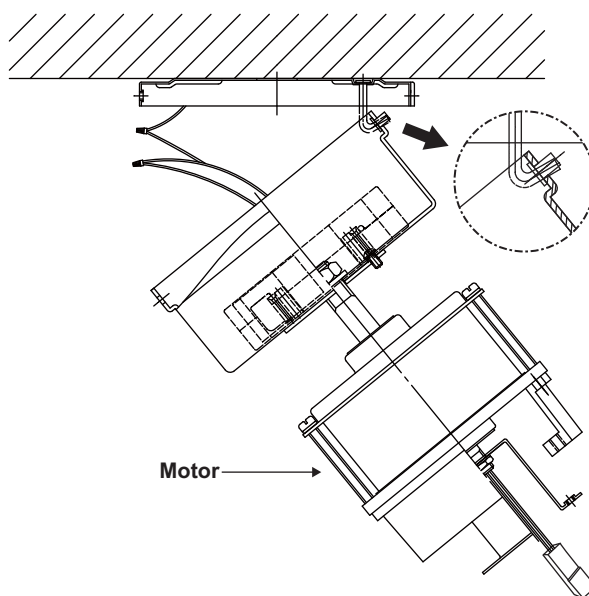


Figure 5

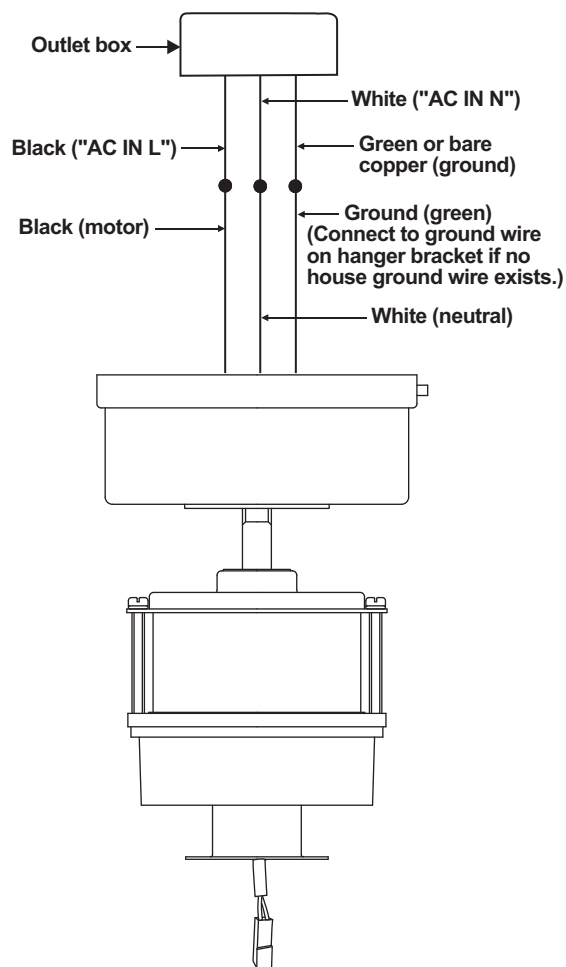
## 6. MAKE THE ELECTRIC CONNECTIONS

**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 6.
2. Connect the neutral fan (white) wire to the white neutral household wire. (Fig. 6)
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 6**

## 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. 7)
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.

### 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. 8)
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.

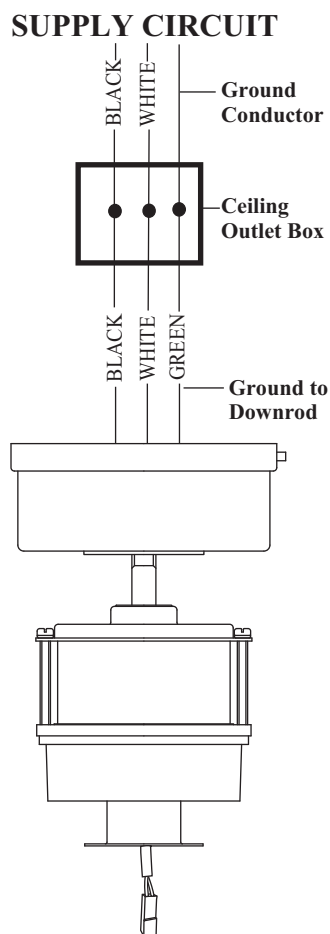


Figure 7

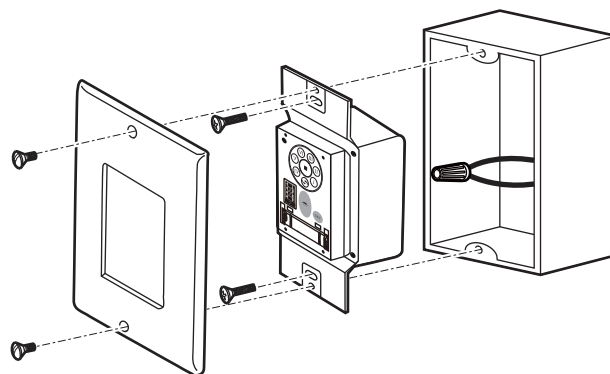


Figure 8



## 7. FINISHING THE INSTALLATION

Step 1. Move fan motor into position over the four mounting holes and secure with the four screws provided. (Fig. 9)

Step 2. 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. 9)

Step 3. Raise the fan housing up against the mounting bracket. The four supports inside the fan housing should be placed against the four studs on the mounting bracket. Twist the fan housing clockwise until snug. (Fig. 10)

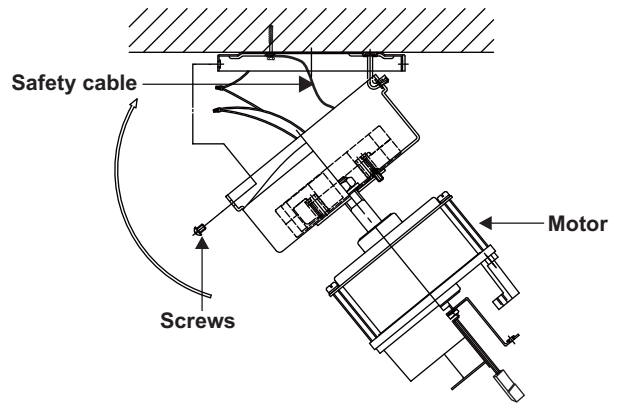


Figure 9

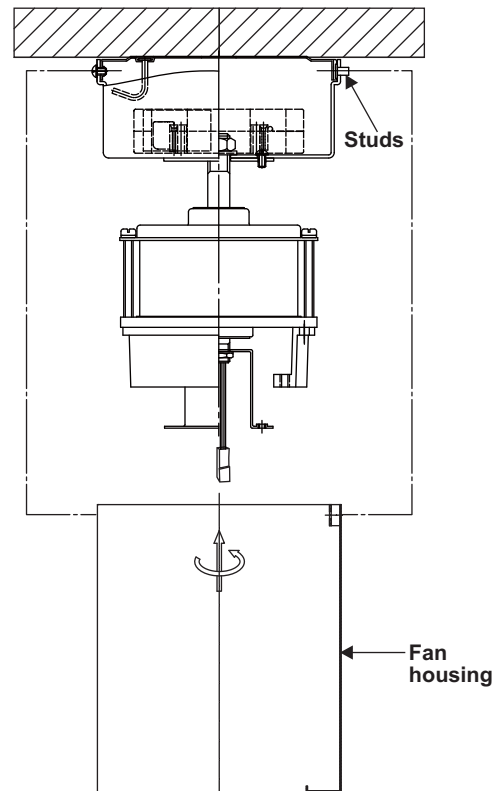


Figure 10

## 8. ATTACHING THE FAN BLADES

1. Fasten blade to motor using the flat washers, lock washers and screws supplied. (Fig. 11)

2. Repeat process with other blades. Tighten each screw and make sure the blade is straight.

**NOTE:** This fan is supplied with two types of blades for installation. Please reference the important diagram (Fig. 12) when attaching your fan blades.

The inner holes are for 3 blades. (for Irene-3HLK)

The outer holes are for 5 blades. (for Irene-5HLK)

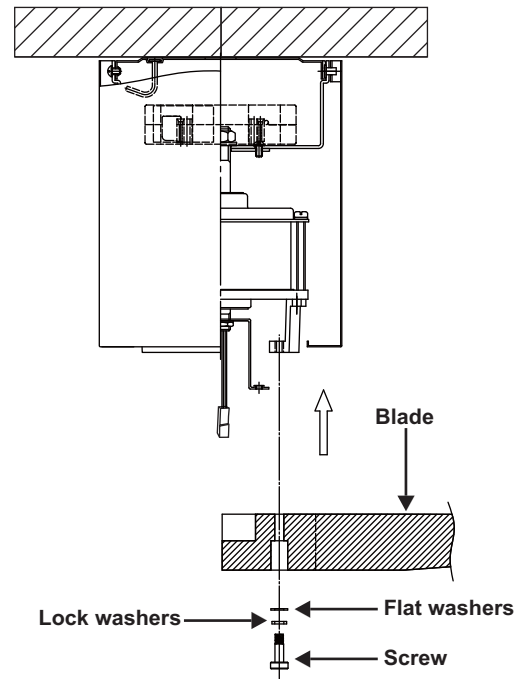


Figure 11

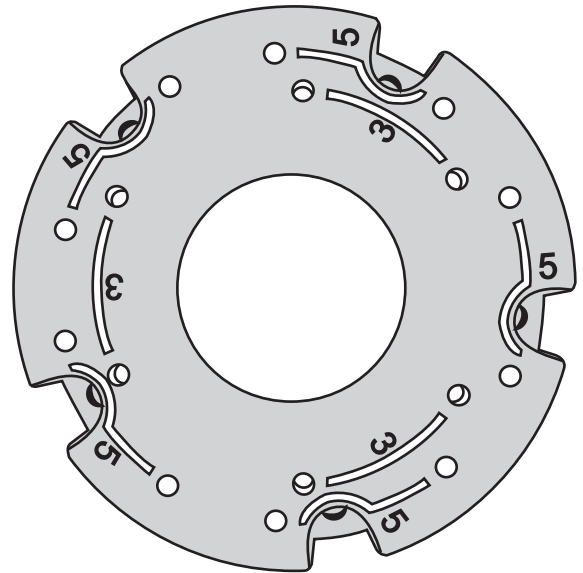


Figure 12

## 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. (Fig. 13)

## 10. INSTALLING THE LIGHT KIT

**REMEMBER:** To disconnect the power.

**If you do not plan to install the light kit with your fan at this time, skip step 1, 2, 3 & 4.**

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 kit close to the mounting plate and proceed to do the wire connections. Make the 2-pin wire connections: (Fig. 14)

- Red to white
- Black to black

3. Place the key holes from the light kit over the 2 screws previously loosened from the mounting plate, turn the light kit 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. 14)

4. Raise the glass shade assembly up against the mounting plate. The three slots inside the mounting plate should be placed against the three studs on the glass shade assembly, and secure it to the mounting plate until snug.

5. If installing the optional metal light cover, make sure is securely tighten.

**NOTE:** The metal light cover included with your fan is an option to replace the glass for the light in the event that you prefer not to use the light feature of your fan. The metal light cover is not necessary for the light operation; it can be saved for later use if desired.

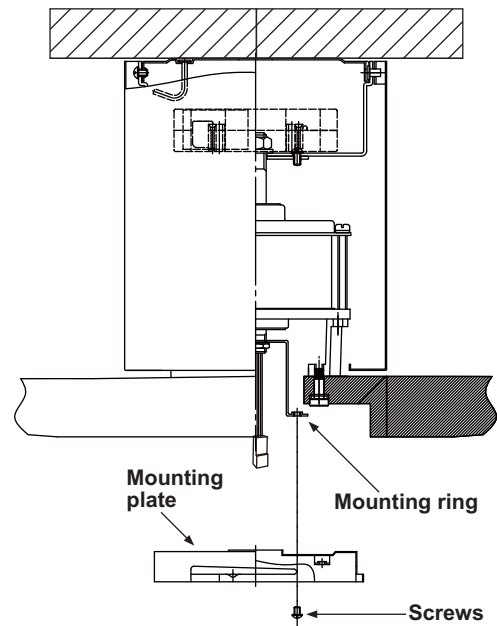


Figure 13

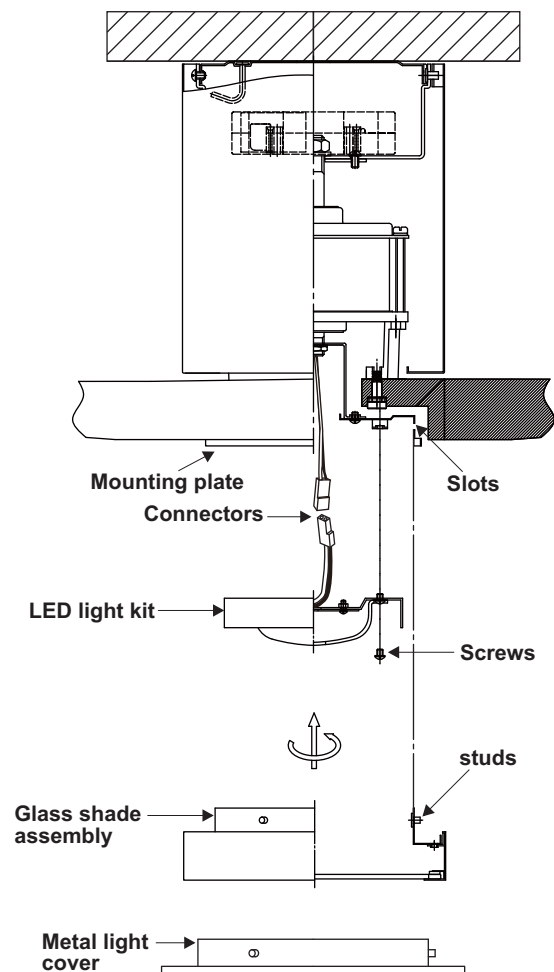


Figure 14

# 11. 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. 15 & 16)

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 the "SET" button, and hold the "SET" button for over 10 seconds. Once the receiver has detected the frequency, the light will flash twice, and the fan will automatically begin to operate and start to rotate in the counterclockwise direction and on the highest RPM for 3 minutes. When counter clockwise rotation has finished, the fan will automatically reverse to clockwise direction again to the highest RPM for 3 minutes. Fan will shut off when the self calibration test has finished. The total self calibration test will last about 6 minutes.

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. **Aux** Light button:

This button is to control light ON or OFF and also controls the brightness setting.

E. 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.

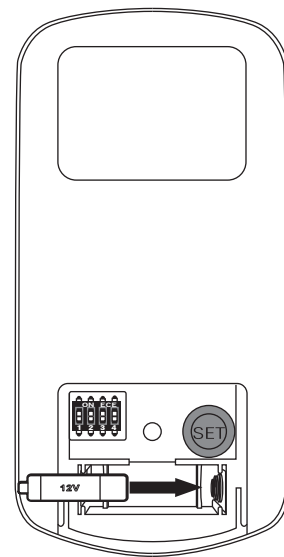


Figure 15

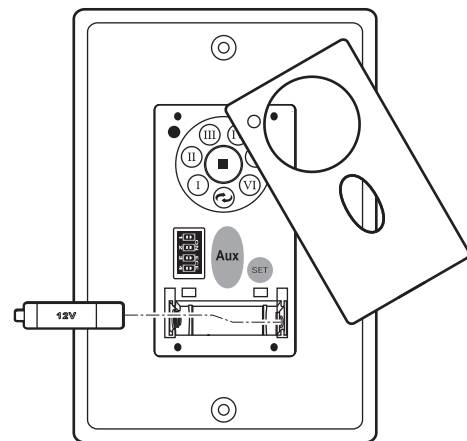


Figure 16

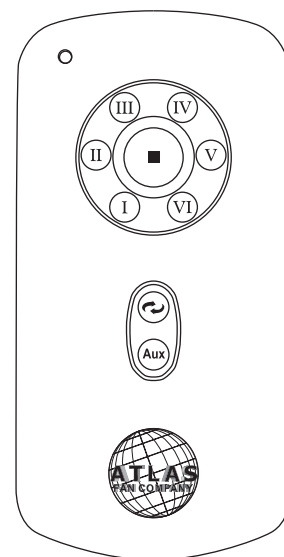


Figure 17

# 11. 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. 15 & 16).

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. **Aux** Light button:  
This button is to control light ON or OFF and also controls the brightness setting.

E. 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.

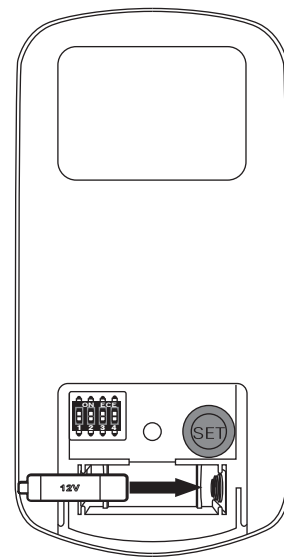


Figure 15

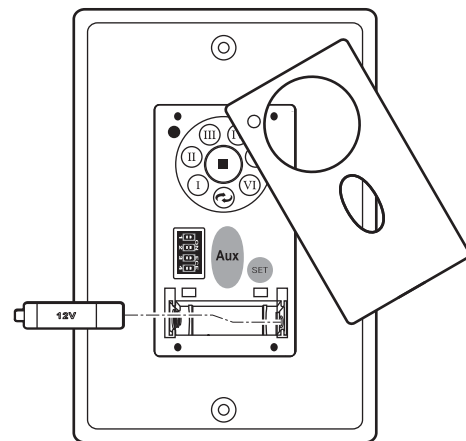


Figure 16

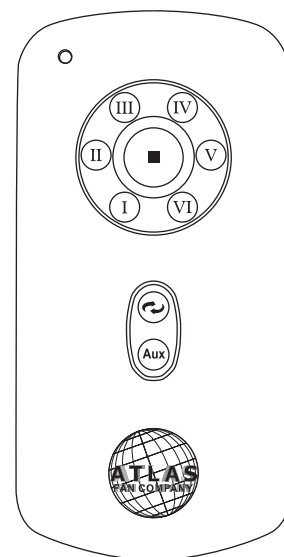


Figure 17

# 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><li>3. Check that the battery of the remote is functional.</li><li>4. Check to make sure all receiver plugs are connected at top of motor.</li><li>5. Re-do steps for programming on page 9.</li></ol>
Fan is 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. 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>6. 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 to a wall mounted variable speed control. Use our proprietary provided wall control.</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. <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.</li></ol>
Fan has jerky movement	<ol style="list-style-type: none"><li>1. Turn the AC power off to fan, and re-do steps for programming on page 10.</li><li>2. If fan still has jerky movement, verify that both motor wire plugs are properly connected.</li></ol>
Fan has lost its programming repeatedly	<ol style="list-style-type: none"><li>1. Turn the AC power off to fan, and re-do steps for programming on page 10.</li><li>2. Do not turn off fan from wall switch. Use only remote to regulate fan.</li></ol>

## **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.

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**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.

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