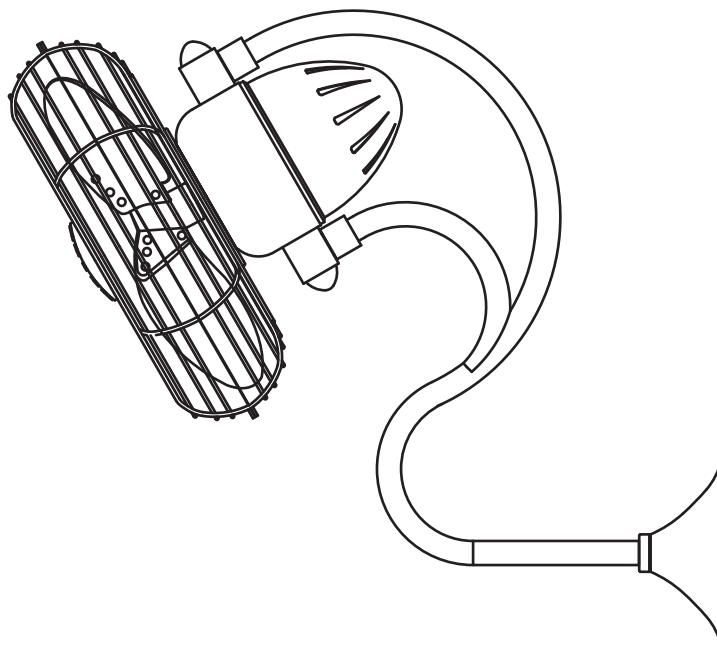




Melody

Wall Mounted Oscillating Fan

READ AND SAVE THESE INSTRUCTIONS



Intertek

FAN RATING AC 120V. 60Hz

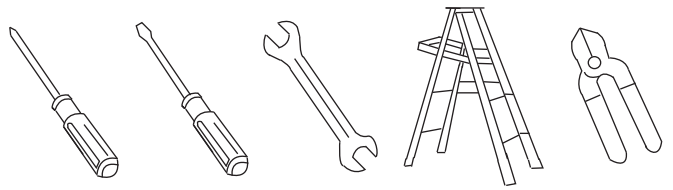
For Damp Location

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.
- * Only one wall switch per fan. Must use our wall control.
- * Please do not use any electric or battery powered tools in the assembly and installation of this or any other Matthews Fan Company product.

TOOLS AND MATERIALS REQUIRED

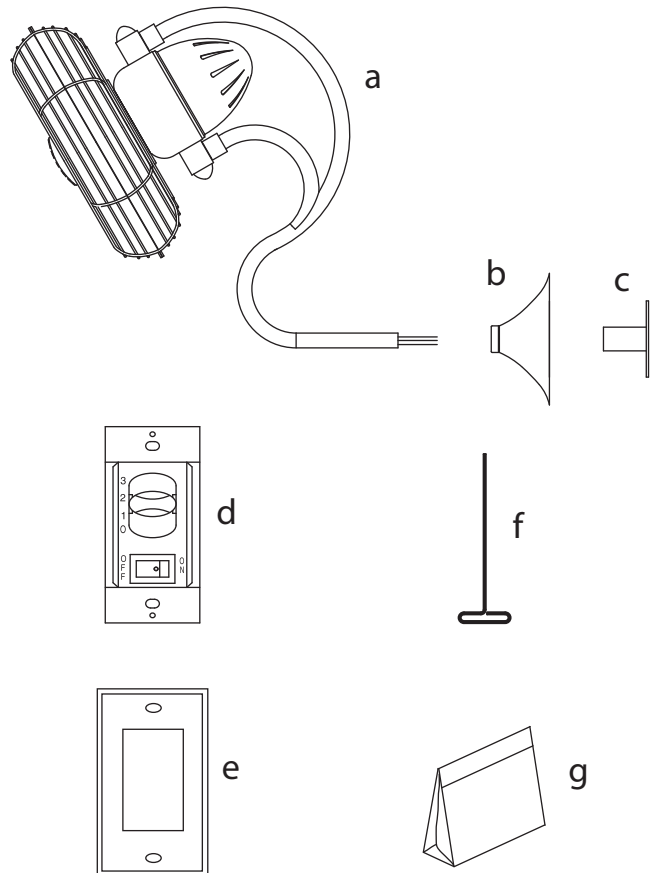
- Philips screw driver
- Standard, flat-head screw driver
- 11 mm wrench
- Step ladder
- Wire cutters



PACKAGE CONTENTS

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

- a. Fan motor assembly
- b. Canopy
- c. Hanger bracket
- d. Wall control with 2 mounting screws
- e. Mounting plate with 2 mounting screws
- f. Allen wrench
- g. Mounting hardware:
 - wood screws (4), screws (2),
 - lock washers (4), washers (4),
 - star washers (4), wire nuts (3)



READ AND SAVE THESE SAFETY AND INSTALLATION INSTRUCTIONS.

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

DANGER/WARNING/CAUTION

1. **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 servicing or cleaning unit, switch power off at service panel and lock the service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.
 - C. Installation work and electrical wiring must be done by qualified persons in accordance with all applicable codes and standards including fire-related construction.
 - D. When cutting or drilling into wall or ceiling, do not damage electrical wiring and other hidden utilities.
2. 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.
3. All electrical wiring must be performed by qualified persons in accordance and conform withal applicable national and local electrical codes such as: NEC, OSHA, etc.
4. Fan should be secure in its electrical grounding to avoid possible electrical shock.
5. 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.
6. Power supply should conform to voltage rating of 120V.
7. 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. All set-screws must be retightened before installation.
8. **WARNING:** To reduce the risk of fire, electric shock, or other personal injury, mount fan only on an outlet box or supporting system marked acceptable for fan support of 35 lbs (15.9 kg) 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.

9. **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. In the US, to satisfy UL requirements: at least 7.0 Ft above the floor and all objects in room.
ATTENTION: Installer de sorte que les pieces inferieures soient a au moins 2.5 metres au-dessus du plancher ou du sol.
10. 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.
11. After making the wire connections in junction 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.
12. To reduce the risk of personal injury, install the supplementary mounting means and use only the hardware provided with the fan.

MOUNTING/INSTALLATION OF THE FAN AND MAKING THE ELECTRICAL CONNECTIONS

Before touching a screw driver thoroughly read these installation instructions.

Your new wall fan will require a grounded electrical supply line of 120 volts AC, 60 Hz circuit. The junction box must be securely anchored and capable of withstanding a load of at least 45 lbs.

WARNING/CAUTION: Before installing new wall junction box turn off power at service panel.

1. Attach junction box securely to building structure. Use provided hardware. Caution: Tighten screws well. (See Figure 1)

WARNING/CAUTION: To avoid possible electrical shock, be sure that electricity to the wall junction box and to the wall switch is turned off at the main fuse box before wiring.

2. Verify that the set screws in decorative canopy are fully retracted. Not retracting them will cause unsightly scratches in the beautiful finish of the goose neck during installation. Leave the protective plastic sleeves in place on the gooseneck of the fan. Carefully push wires through the canopy and then slide the canopy up the gooseneck to the bend with wide section positioned towards wall (Fig. 2).

3. Thread wires through the barrel of the hanger bracket, pulling them taut at the flat end. Attach hanger bracket to the goose neck carefully, aligning the x4 Allen screw holes. Tighten the x4 Allen screws well.

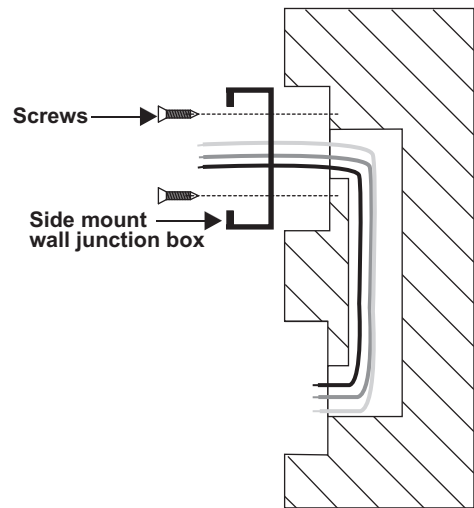


Figure 1

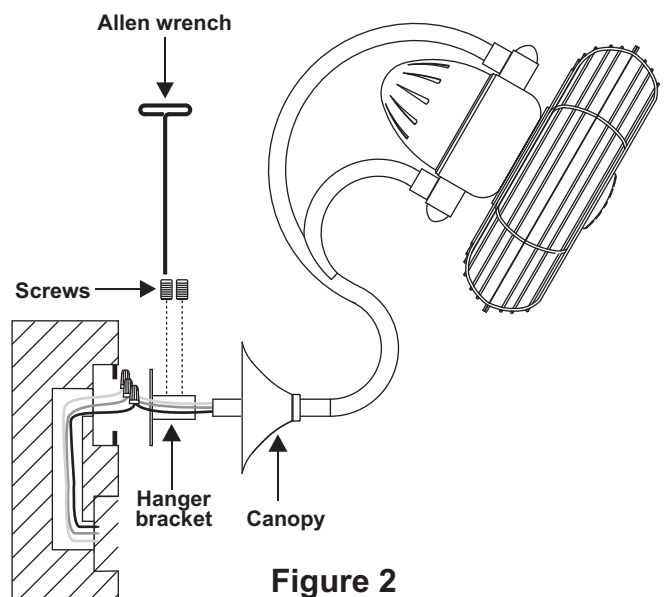


Figure 2

4. Connect the neutral fan wire to the household neutral wire. (Fig. 3)

5A. Single Circuit Connection Oscillation and fan motor action are not separate. Connect the black, hot fan blade motor wire to the blue, hot oscillating motor wire. Attach these two wires to the hot, household supply wire. (Fig. 3)

5B. Two/Dual Circuit Connection Oscillation motor can be regulated apart from fan motor. Connect the black, hot fan blade motor wire to a hot, household supply wire. Connect the blue, hot oscillating motor wire to the second hot, household supply wire. (Fig. 3)

6. Connect the green, fan ground wire to the household ground wire.

7. After connecting the wires, spread them apart so that the green, ground and neutral, white wires are on one side of the outlet box and the hot, black and blue wires are on the other side of the outlet box.

8. Attach fan/hanger bracket wall junction box using hardware provided. Tighten screws well. (Fig. 4)

9. Push canopy down goose neck toward wall until the canopy lays flat against the wall surface, covering junction box and mounting plate. Tighten set screws in canopy. (Fig. 4)

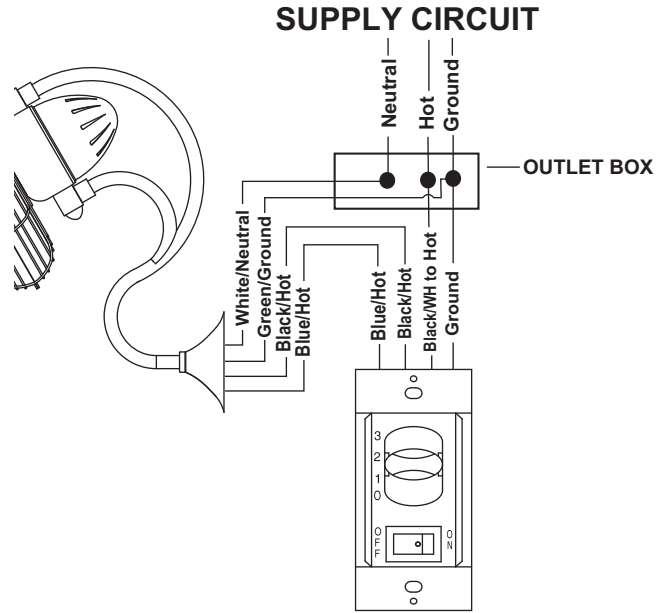


Figure 3

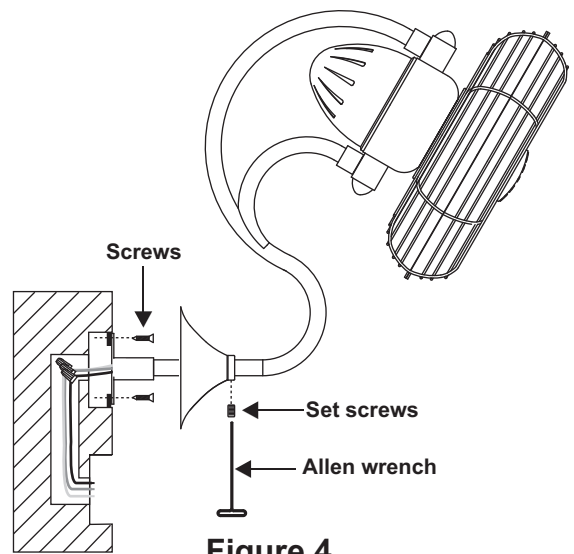


Figure 4

MOUNTING/INSTALLATION OF THE WALL CONTROL

1. Remove the existing wall plate and switch. (Fig. 5)
2. Set knobs on the new, wall control in the "0" position.
3. Make speed control wire connections (Fig. 6). Ensure that bare wires are fully inserted into their terminals with no loose strands and that terminal screws are fully tightened.

- Hot wire from fan blade motor to wall speed control port labeled "Fan."
- Hot wire from oscillation motor to wall speed control labeled "Oscillation". **Note:** Perform this step if yours is a two/dual circuit installation. If this is a single circuit application, this step will be ignored and the blade motor and oscillation motor will not be operated independently.
- Hot, household supply wire to wall speed control port labeled "To Hot."

4. Connect, if present, the wall speed control's ground wire directly to one of the screws from the outlet box. (Fig. 7)
5. Attach the wall control to the outlet (wall) box and secure with 2 outlet box screws. (Fig. 7)
6. Attach the wall plate to the wall speed control and secure with 2 mounting screws. (Fig. 7)

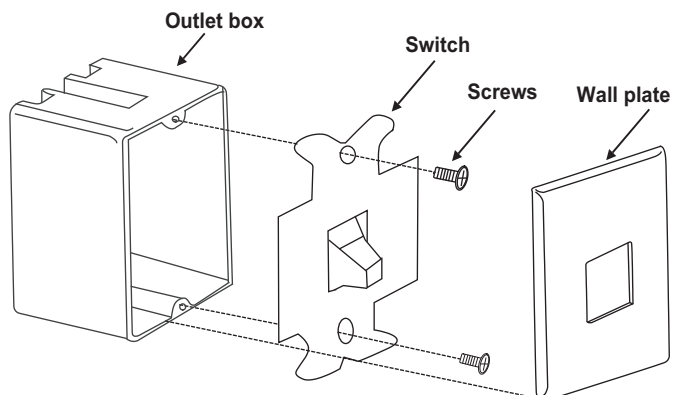


Figure 5

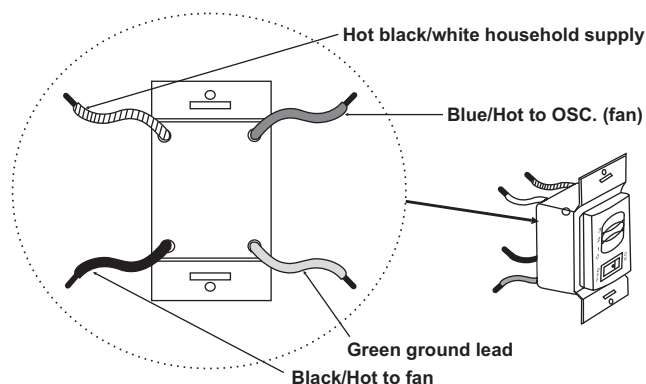


Figure 6

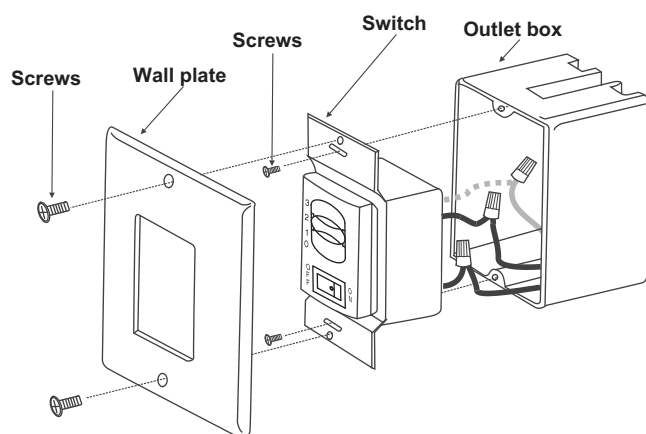


Figure 7

OPERATING THE WALL CONTROL

Restore Power to Wall Fan.

The fan 3-speed control knob is used to control the fan blade speed as follows:

- 0= Turns the fan off
- 1= High Speed
- 2= Medium Speed
- 3= Low Speed

B. ON-OFF Button:

This button is used to regulate the oscillating operation.

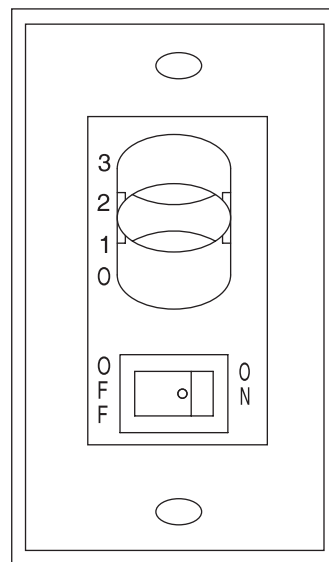


Figure 8

CARE OF AND TROUBLESHOOTING YOUR FAN

1. **Check hardware bi-yearly.** Because of the fan's natural movement some connections may become loose over time. Check the support connections, brackets and blade attachments twice a year. Make sure they are secure. It is not necessary to remove fan from the wall.
2. **Clean your fan periodically.** This will help to help maintain its new appearance over the years. Use only a lightly water-moistened, lint free cloth to avoid scratching the finish. Plated finishes are sealed with lacquer to minimize discoloration or tarnishing. Do not let rain or running water to come in contact with the fan. Rain or running water 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.
4. **Fan makes a vibration noise.** Check to see that all screws are tight in the fan cage connection to the motor face plate.
5. **Fan vibrates or makes grinding noise as blades rotate.** Uninstall and reinstall the blades. Make sure that your fan head's set screw is counter-sunk into the bore hole in the flat part of the motor shaft. Be careful that the blade brackets themselves are not bent in this process. Do not operate your fan if it continues to vibrate. Contact your Atlas Fan Co purveyor if the re-installation of the blades does not resolve the problem.

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.

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PROMPT DISPOSITION. Matthews-Gerbar, Ltd. will make a good faith effort for prompt correction respect to any product, which proves to be defective within limited lifetime warranty. For any product believed to be defective within limited lifetime warranty, first call or write dealer from whom the product was purchased. Dealer will give additional directions. If unable to resolve satisfactorily, call Matthews-Gerbar, Ltd. at the phone number below, giving the dealer's name, address, date and number of dealer's invoice, and describe the nature of the defect.

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