

3/2/2012

**DUPLO-DINAMICO, VENT-BETTINA, AR RUTHIANE**  
**& ITALO VENTANIA**

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

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

**DANGER/WARNING/CAUTION**

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
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.
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.
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.

## **SAVE THESE INSTALLATION INSTRUCTIONS**

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

- A. One ceiling fan body. The Duplo-Dinamico and Vent-Bettina total fan assembled weight is approximately 19.0 Lbs. Ar Ruthiane and Italo Ventania total fan assembled weight is approximately 21.0 Lbs.
- B. Two fan head sets (B<sub>1</sub> and B<sub>2</sub>).
1. If B<sub>1</sub> and B<sub>2</sub> are metal blades and accompanied by safety cages (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>1</sub> and B<sub>2</sub> are metal blades and accompanied by decorative cages (See Diagram III) or unguarded wooden blades: 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. Two flat ceiling canopies (C<sub>1</sub> and C<sub>2</sub>): (C<sub>1</sub>) to cover junction box and (C<sub>2</sub>) to cover attachment of support pole (D) to fan body. See page 6 for supplemental installation instructions if you have ordered the slant ceiling hanging mechanism for this fan.
- 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 heads (B<sub>1</sub> and B<sub>2</sub>) and canopies (C<sub>1</sub> and C<sub>2</sub>).

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

**Please read these instructions prior to installation.**

**Caution: 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).**
2. Remove plastic white stabilizing bushing from top of central shaft (A). Insert narrow end of bushing into end of support pole (D) with three holes, lining up the twin mounting holes in both support pole (D) and the white plastic bushing. Support pole (D) should be oriented with end of three holes to the fan body. String wires (M) through support pole (D). Shaft (A) is to enter white plastic bushing and support pole (D). Holes in both shaft (A) and support pole (D) are to be aligned. Secure support pole (D) to shaft (A) with shorter (L<sub>1</sub>) bolt set with the lock washer positioned in between washer 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. **Caution: Tighten nut and bolt set very well.**
3. Pull wires (M) taut through top of support pole (D).
4. Slide canopy (C<sub>2</sub>) and canopy (C<sub>1</sub>) down support pole (D). Canopy (C<sub>2</sub>) should be oriented with wide portion on bottom and canopy (C<sub>1</sub>) should be upside down with wide portion at top.  
**Note: if a 5" downrod is to be used, then the special, shorter canopy (C<sub>2</sub>) is utilized.**
5. **Position canopy (C<sub>2</sub>) with 1/8 - 1/4" clearance between it and top cap (I), so that fan body can rotate around its central axis. FAN WILL NOT ROTATE IF THIS CLEARANCE IS NOT GIVEN. Tighten set screws (P) well so that canopy (C<sub>2</sub>) is secure in its new and permanent position.**

**Matthews Fan Company**  
**DD/VB/AR/IV Installation Instructions**  
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6. Attach fan heads (B<sub>1</sub> and B<sub>2</sub>) to motor shafts. Line up set screws (R<sub>1</sub> and R<sub>2</sub>), located in hubs of fan heads, to the flattened sides of motor shafts. Push fan heads (B<sub>1</sub> and B<sub>2</sub>) onto motor shafts carefully. If stubborn, tap fan heads (B<sub>1</sub> and B<sub>2</sub>) lightly with the heel of your hand, striking knobs (S<sub>1</sub> and S<sub>2</sub>) in centers of fan heads (B<sub>1</sub> and B<sub>2</sub>). If metal blades were ordered, attach decorative guards to motor faceplates with nut and bolt assemblies positioned in *North* and *South* positions, above and below the motor shaft. Orient grill so that medallion is right side up. **Caution: Tighten set screws (R<sub>1</sub> and R<sub>2</sub>) very well into holes on flattened side of motor shaft while holding onto only the hubs of fan heads (B<sub>1</sub> and B<sub>2</sub>). Caution: Not tightening them well into the holes on the flattened sides of the motor shafts will result in the fan heads (B<sub>1</sub> and B<sub>2</sub>) falling off while in motion. Caution: Do not hold onto or touch fan blades or blade irons when tightening set screws, doing so can bend the blades' brackets causing vibration during operation of fan. DO NOT OPERATE FAN IF THERE IS ANY VISIBLE VIBRATION IN EITHER ARM, T1 or T2.**

7. 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). 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. **Caution: Tighten bolt set very well so that the wings of the bracket (H) collapse against the support pole (D).**

8. **Caution: 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 / Caution."** **Note: Green wire is always grounding wire and should be attached to the junction box for safe operation.** If you are not sure that the junction box is grounded, contact a licensed electrician for advice. **Caution: Do not turn power back on at service panel until step #10 below has been completed.**

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. Use a level to test that the support pole (D) is hanging perpendicular to floor. The level should be placed across the support rods (T<sub>1</sub> and T<sub>2</sub>) and the fan body rotated slowly one full revolution. If the fan is not hanging perpendicular, the level will tell you and the support pole (D), bracket (H) or junction box should be adjusted accordingly. **Caution: Do not operate fan if your level shows that the fan is not hanging exactly perpendicular to floor. Doing so will damage its internal gears.**

11. 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. **Caution: 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. **Caution: Do not vigorously rub the metal, finish may scratch or suffer rub marks.**

## **REGULATION OF ROTATION OF FAN UNIT / See Diagram I**

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

- 1) Regulate speed of fan at wall switch. The rotation of the fan can be sped up or slowed down by increasing or decreasing the power at the wall switch, regulating the speed of fan heads (B<sub>1</sub> and B<sub>2</sub>), and varying the position of the motor heads (G<sub>1</sub> and G<sub>2</sub>). See number 2 below. Wall switch should be rated for an appliance of 4.0 Amps or greater and must be variable. This fan is suitable for use with solid state speed control devices. We recommend the Lutron SFS5E slide and FS5E rotary wall switches. Note: These Lutron controls have trim pots and may have to be adjusted to find the lower speed of the fan.
- 2) Vary position of motor heads (G<sub>1</sub> and G<sub>2</sub>). The greater the angle (either up or down) of the motor heads (G<sub>1</sub> and G<sub>2</sub>) to the horizontal support rods, the greater the speed of rotation. The less the angle of the fan head, the less the speed of rotation. **Caution: When moving (G<sub>1</sub> and G<sub>2</sub>) do not touch fan heads (B<sub>1</sub> and B<sub>2</sub>).**

## **TROUBLE SHOOTING**

### **Contact Matthews Fan Company for any required assistance or if your fan problem does not appear below.**

#### **Caution: Turn off power at service panel before servicing fan.**

**FAN VIBRATES: DO NOT OPERATE FAN IF IT VIBRATES.** Doing so will cause damage to the fan. Vibration is caused by one or more of the fan blade brackets becoming bent and out of alignment. While fan is disconnected at power source, spin each fan head by hand, holding a finger out at the edge of the outer blade surface. Verify that all three blades contact your finger evenly. If not, find the bent blade and gently push it back into place so that all blades touch your finger evenly. Push blade back only slightly. Chances are that it is only slightly out of alignment.

**SQUEAKING FROM FAN BODY AS UNIT ROTATES:** See Diagram I  
Electrical contact brushes (I) and rings (J) are dry and need lubrication. Loosen set screw (P) in canopy (C<sub>2</sub>) and lift it up. Put fluid with Teflon onto a "Q-tip" and dab surface of rings (J) through hole in cap (I).

**CLICKING NOISES FROM INSIDE BOTTOM CAP (K):** As unit rotates at higher R.P.M.s, clicking noises are normally heard from the braking mechanism within the fan body. If the noise is bothersome, slow the unit down. To do this, see "Regulation of Rotation" section above.

**FAN UNIT IS NOT ROTATING OR DOING SO UNEVENLY:** See "Regulation of Rotation" section above and verify that bottom canopy (C<sub>2</sub>) has at least 1/8 - 1/4" clearance between it and top cap (I), otherwise canopy (C<sub>2</sub>), will act as a brake, impeding rotation.

**FAN MAKES A BUZZING/HUMMING NOISE:** If noise seems to be electrical, verify that the wall switch is rated for an appliance of at least 4.0 Amps.

**WALL SWITCH DOES NOT REGULATE FAN SPEED:** Adjust trim pot dial on surface of wall switch body. Remove wall switch's "switch plate" and look for trim pot dial on either front or side of switch body. Dial down speed to find lower speed of switch.

**FAN MAKES GRINDING NOISE AS BLADES ROTATE:** Un-attach and re-attach the blade assembly. Make sure that the set screw in the blade hub is counter sunk into the bore hole in the motor shaft.

**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.

Duplo-Dinamico o0o Vent-Bettina o0o Ar Ruthiane o0o Italo Ventania

**MATTHEWS-GERBAR, LTD. (847) 680-9043**

**SAO PAULO, SP BRAZIL**

**CHICAGO, IL U.S.A.**

**ALTERNATE SLANT CEILING HANGING MECHANISM INSTALLATION INSTRUCTIONS**

**NOTE: MAIN FAN INSTALLATION INSTRUCTIONS ARE WRITTEN TO ACCOMMODATE A FLAT CEILING HANGER. IF A SLANT CEILING HANGER HAS BEEN SPECIFIED, PLEASE USE THESE INSTRUCTIONS FOR HANGING YOUR FAN.**

1. Secure the hanger bracket securely to the ceiling junction/outlet box using the hardware provided.
2. Attach the down rod end with 3 holes to the fan body according to the main installation instructions (down rod end with 4 holes should be oriented to top/ceiling and end with 3 holes to bottom/fan). Attach lower canopy to down rod with 1/4-1/8" clearance between fan body and canopy. Slip ceiling canopy down the down rod and rest it on the lower canopy with open/wide end upwards.
3. Carefully slide ball hanger down the down rod with flattened side upward and curved side downward. Push cross pin through 2 of the 4 upper down rod holes and then raise ball hanger until the cross pin is correctly positioned and tight in the ball hanger. Secure ball hanger onto down rod with set screw located in ball. Tighten setscrew well. Ball hanger should now be securely fastened to down rod.
4. Lift entire fan body by down rod and place ball into the socket of the hanger bracket already securely attached to junction/outlet box. Rotate the down rod until the check groove in ball meets the notch in the bracket and the ball/down rod/fan assembly is firmly positioned. The ball/down rod assembly should not rotate any longer in the bracket if this is done properly. The fan body itself should be free to rotate. The ball/down rod assembly should slide in the check groove of the bracket up and down, but it should not rotate from side to side.
5. Make all electrical connections and then tuck the wires neatly into the ceiling junction/outlet box.
6. Attach the ceiling canopy by sliding the canopy up the down rod until it meets the hanger bracket. Rotate the canopy so that the screw holes are aligned and secure with the two screws positioned on bracket.
7. Make sure that down rod is hanging perpendicular to floor.

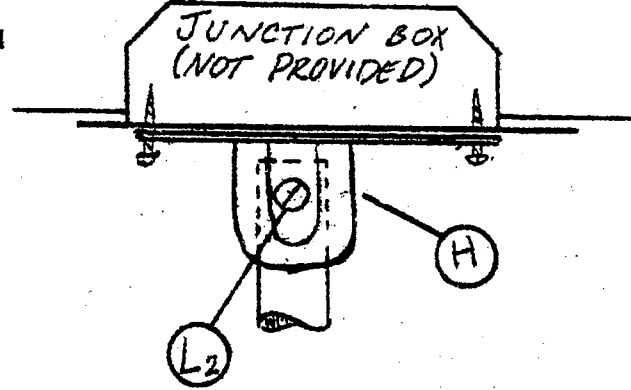
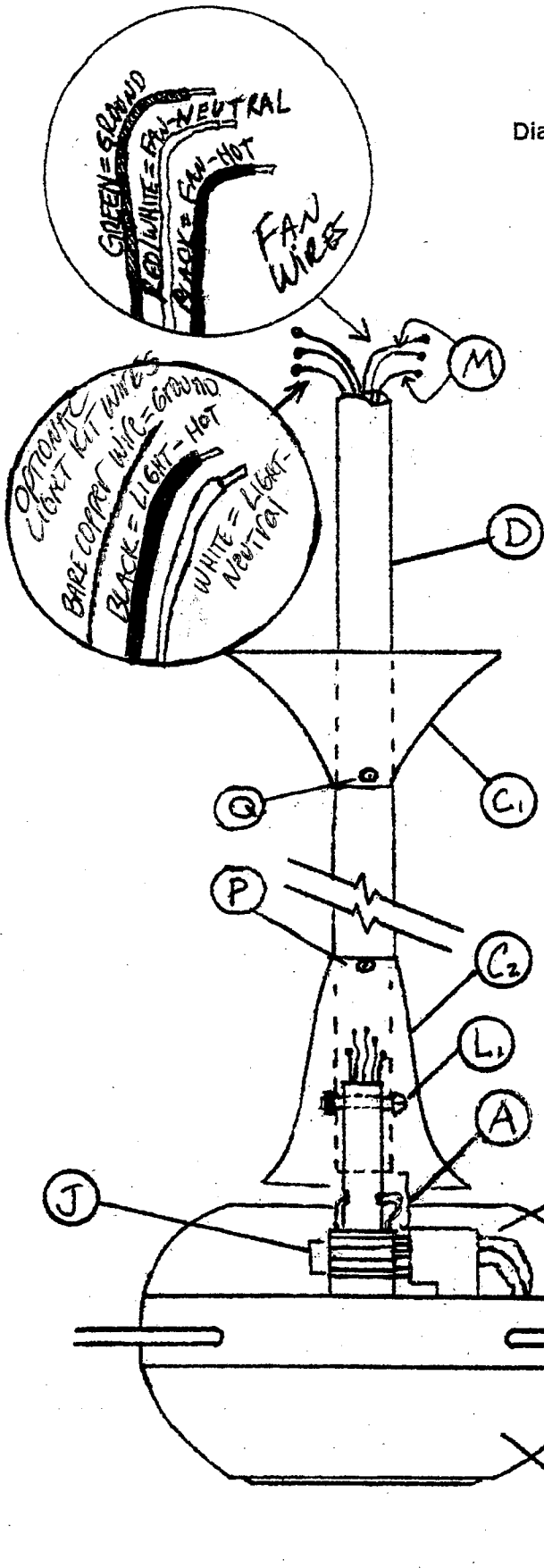
**CUL/CSA SAFETY CABLE INSTALLATION INSTRUCTIONS**

**See Diagram I**

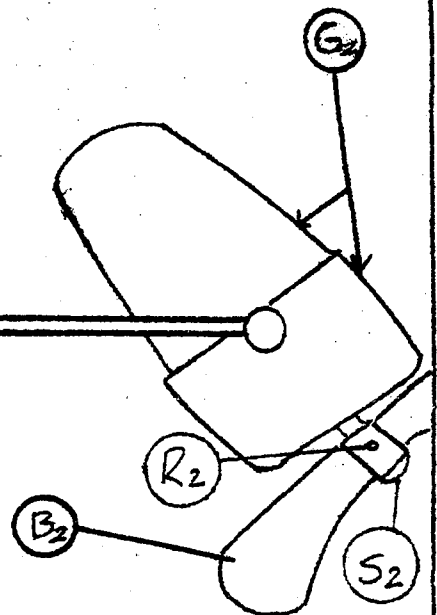
**Note: These instructions are for residents of Canada only.**

1. Thread one looped end of cable directly through both horizontal wire ports on sides of Top Shaft (A), stopping short of pulling other looped end through Top Shaft (A). You may need to flatten loop slightly to make it to pass through the shaft easily.
2. Thread other looped end of cable through the eye of first looped end and pull cable taut so that the cable is secured to the side of Top Shaft (A). Cable should be tight in an arc against one side of Top Shaft (A).
3. Down Rod (D) should now be attached to Top Shaft (A), oriented with three-holed end to bottom, closest to top Shaft (A).
4. Thread cable through Down Rod (D) by entering 3<sup>rd</sup>, upper hole in the down rod.
5. Attach end of cable protruding from Down Rod (D) to building structure. Hardware to attach cable to building structure not provided.

Diagram I



- One ceiling fan body and two fan head sets (B<sub>1</sub> and B<sub>2</sub>).  
 Total fan assembled weight is approximately 19 Lbs.
- Two canopies (C<sub>1</sub> and C<sub>2</sub>): (C<sub>1</sub>) to cover junction box. (C<sub>2</sub>) to cover attachment of support pole (D) to fan body.
- 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.
- One 1/8<sup>th</sup> set screw wrench to tighten 1/8<sup>th</sup> set screws in fan heads (B<sub>1</sub> and B<sub>2</sub>) and canopies (C<sub>1</sub> and C<sub>2</sub>).



# Safety Cage

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Diagram II



# Decorative Cage

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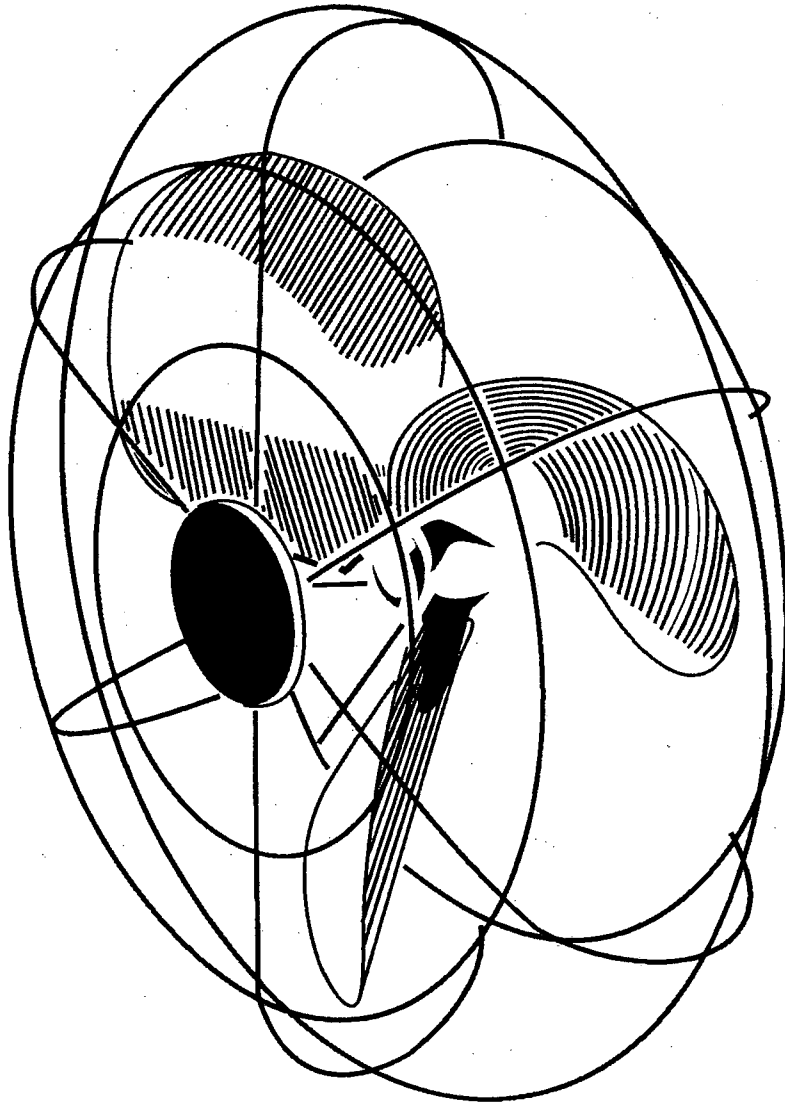


Diagram III