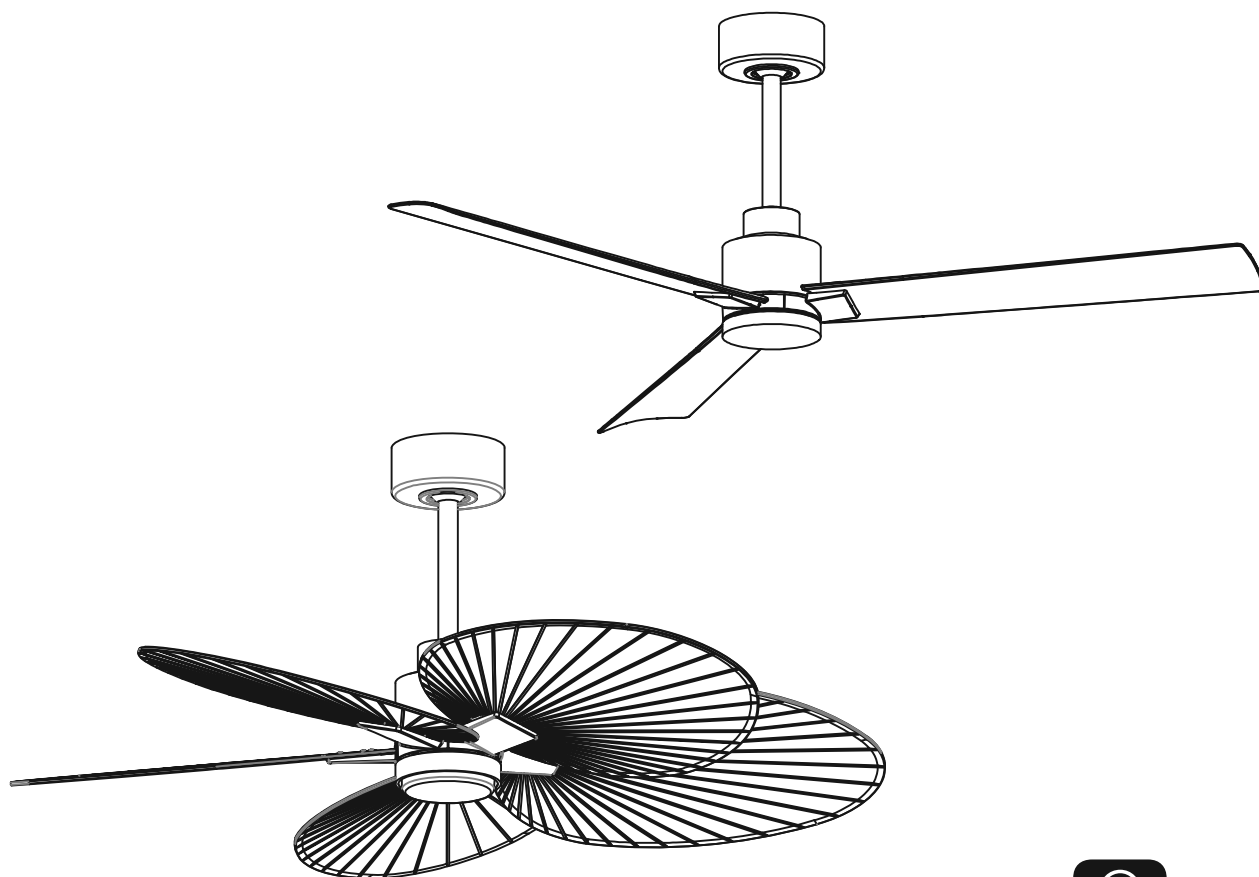




ALESSANDRA

42", 48", 56" & 72" CEILING FAN

READ AND SAVE THESE INSTRUCTIONS



Wet Location

FAN RATING AC 120V. 60Hz

QUICK ASSEMBLY NOTES:

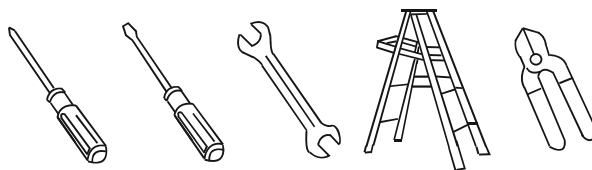
- * Do not wire in fan while house wires are Live. Turn power off at breaker before installation begins.
- * Do not use any controls, wall or remote, other than those provided by Matthews Fan Company.
- * Please do not use any electric or battery powered tools in the assembly and installation of this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

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1. TOOLS AND MATERIALS REQUIRED

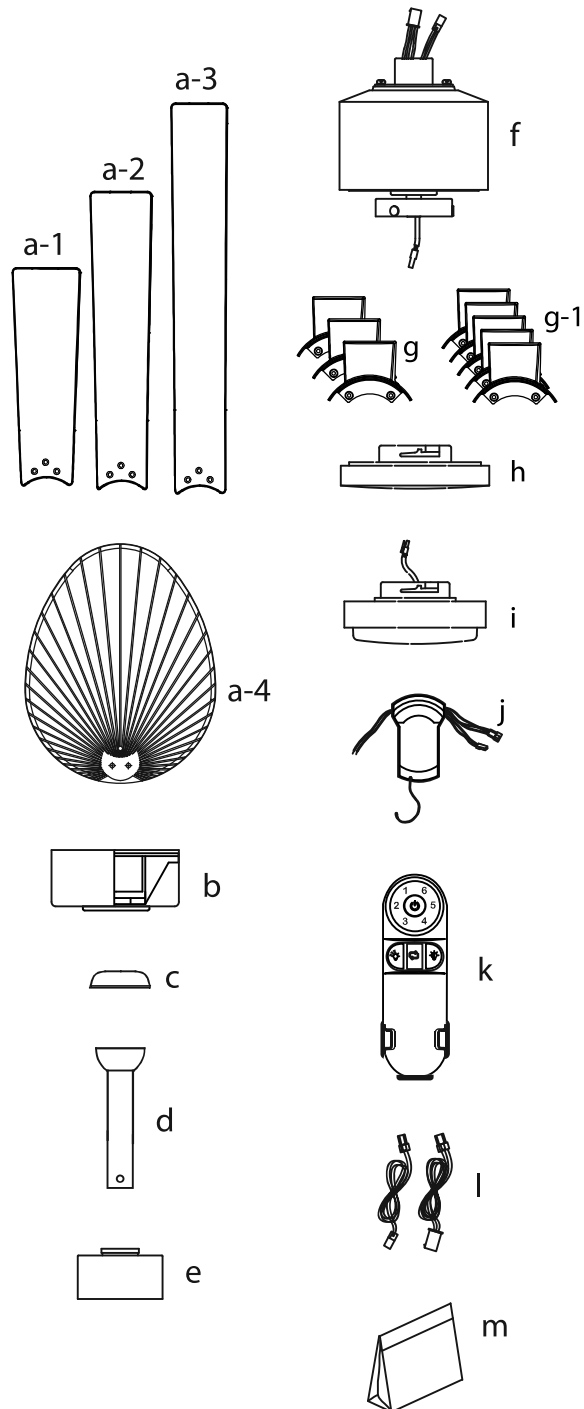
- Philips screwdriver
- Blade screwdriver
- 11 mm wrench
- Step ladder
- Wire cutters



2. PACKAGE CONTENTS

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

- a-1. Blade set (3) (for 42" fan)
- a-2. Blade set (3) (for 56" fan)
- a-3. Blade set (3) (for 72" fan)
- a-4. Tropical blade set (5) (48" fan)
- b. Hanger bracket assembly
- c. Downrod rubber cover
- d. Ball / down rod assembly
- e. Coupling cover
- f. Fan motor assembly
- g. Blade brackets (3)
- g-1. Blade brackets (5)
- h. Decorative cover
- i. Light kit assembly (optional)
- j. Receiver
- k. Transmitter+holder+2 mounting screws+2 AAA batteries
- l. 2-pin & 3-pin extension cords (6)
- 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: (Tropical blade)
 - 16 screws (white)
 - 16 screws (nickel)
 - 16 screws (gunmetal)
 - 16 screws (antique brass)
 - **use only 10 pcs screws for AK fan.**
 - 3) Blade bracket attachment hardware:
 - (Tropical blade)
 - screws with lock washers (11)
 - **use only 7 pcs screws for AK fan.**



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 10 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 DAMP LOCATION
WITH OR WITHOUT LIGHT KIT.
SUITABLE FOR WET LOCATION
WITHOUT LIGHT KIT ONLY.

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.

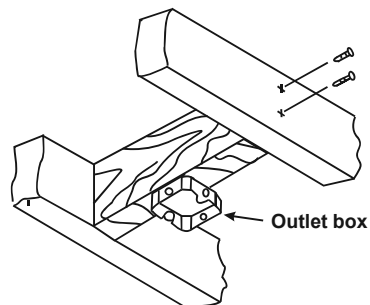


Figure 1

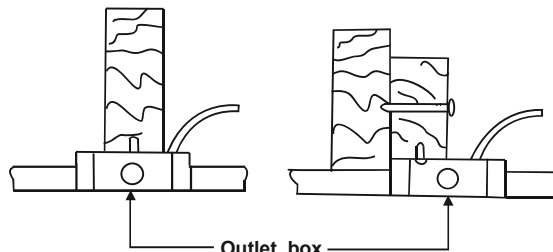


Figure 2

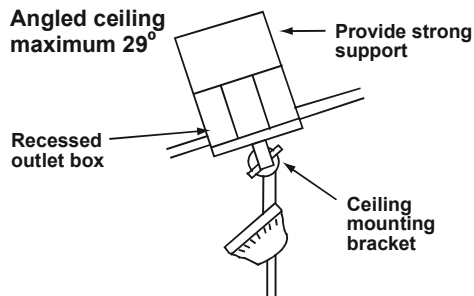


Figure 3

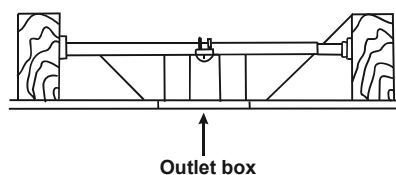


Figure 4

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. Remove hanger ball from down rod assembly by loosening set screw, removing the cross pin and sliding ball off rod. (Fig. 7)

5. 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 downrod to enter the central shaft. (Fig. 7)

6. Route wires and safety cable exiting from the top of the fan motor through the coupling cover, canopy cover and canopy and then through the ball/ downrod. (Fig. 8)

7. 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. 8)

WARNING/CAUTION: Failure to properly install lock pin as noted in step 7 could result in fan loosening and possibly falling.

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

9. Carefully reinstall the hanger ball back onto the downrod with cross pin and set screw. Place downrod rubber cover onto the hanger ball. (Fig. 8)

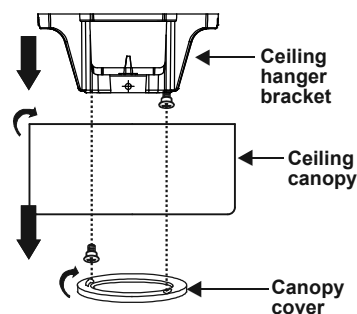


Figure 5

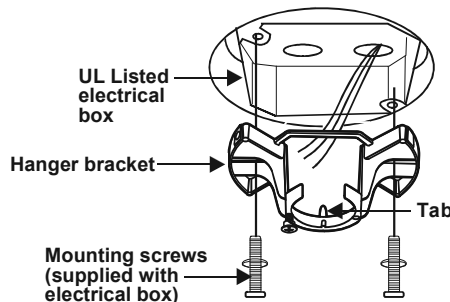


Figure 6

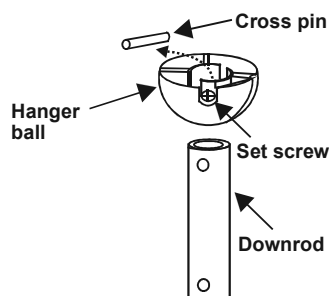


Figure 7

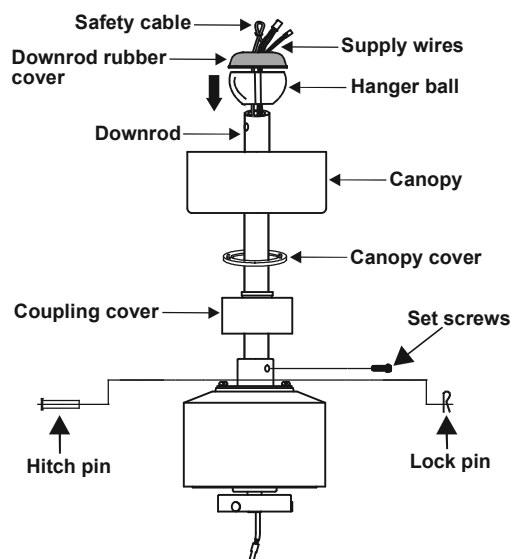


Figure 8

NOTE: If a longer downrod (not included) is needed, take out the screw located in the hanger ball, lower the hanger ball and remove the pin. Remove all three pieces from the downrod and assemble them onto the new longer downrod before proceeding to the downrod installation. Be sure to snap together the 2-pin and 3-pin connectors, the two male plugs from the fan and female plugs from the extension cord. (Fig. 9)

10. 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. 10)

11. An additional safety support is provided to prevent the fan from falling. Secure the safety cable to the ceiling joist with screw and washer.

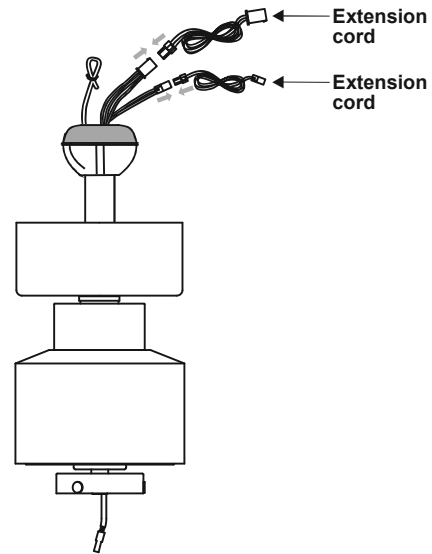


Figure 9

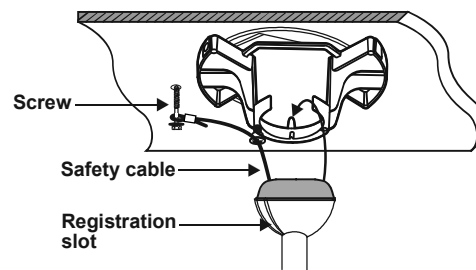


Figure 10

6. MAKE THE ELECTRIC CONNECTIONS

WARNING/CAUTION: 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.

1. Insert the receiver into the hanger bracket with the flat side of the receiver facing the ceiling. (Fig. 11)
2. Make wire connections from the fan to the receiver. (Fig. 12)

From fan	To receiver
2-pin connector-----	2-pin connector
3-pin connector-----	3-pin connector

3. Make wire connections from the receiver and fan to the outlet box as follows, using the wire nuts. (Fig. 12)

From receiver	To outlet box
Black "AC in L" -----	Black wire (Hot)
White wire "AC in N" -----	White wire (Neutral)

From fan and receiver To outlet box
Green wires *----- Green or bare wire (Ground)

* There are three green grounding leads: one from the mounting bracket, one from the hanger ball/downrod assembly and one from the receiver.

Turn the wire nut connections upward, spreading them apart so the green (ground) and white wires will be on one side of the outlet box and the black wire will be on the other side. Carefully tuck the connections up into the outlet box.

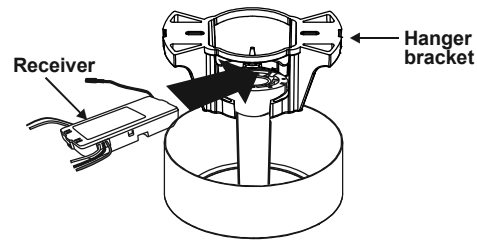


Figure 11

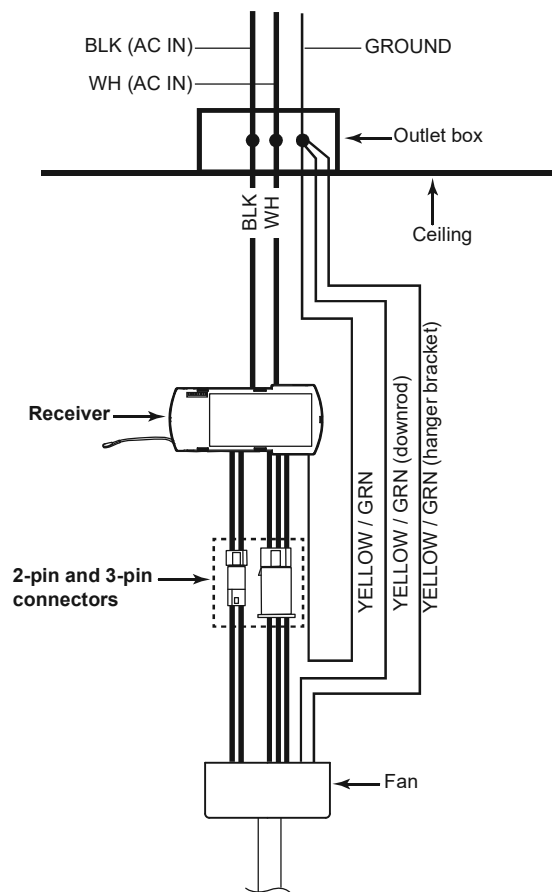


Figure 12

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. 13)
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.

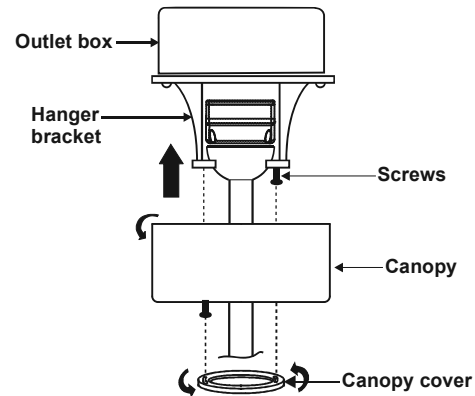


Figure 13

8. ATTACHING THE FAN BLADES

1. Attach the blade to the blade bracket using the three screws provided. Repeat process with other blades. (Fig. 14)
2. Fasten the blade assembly to the fan motor using the blade screws supplied. Repeat process with other blades. Tighten each screw and make sure the blade is straight.

NOTE: This fan includes is supplied with two types of blades installation. Please reference the important diagram (Fig. 14 A) when attaching your fan blades.

The inner holes are for 3 blades. (Alessandra Fan)

The outer holes are for 5 blades. (48" Alessandra Tropical Blade)

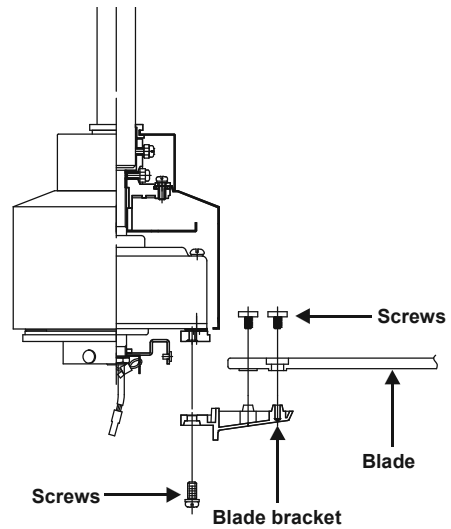


Figure 14

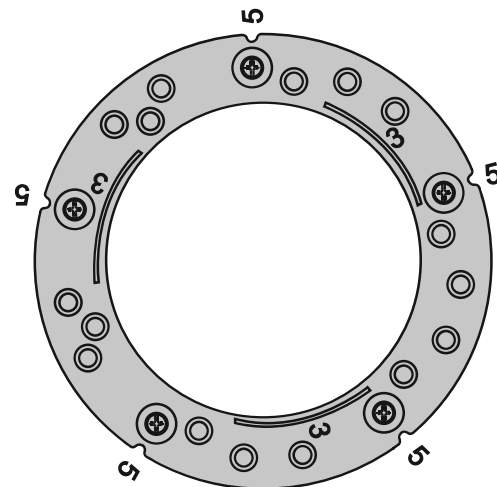


Figure 14 A

9. INSTALLING THE DECORATIVE COVER

REMEMBER to disconnect the power.

Position the notches on the inner edge of the decorative cover so they match the tabs on the outside of the rim on the mounting plate. Carefully lift the decorative cover inside the mounting plate and secure it to the fan by turning the decorative cover clockwise until snug. (Fig. 15)

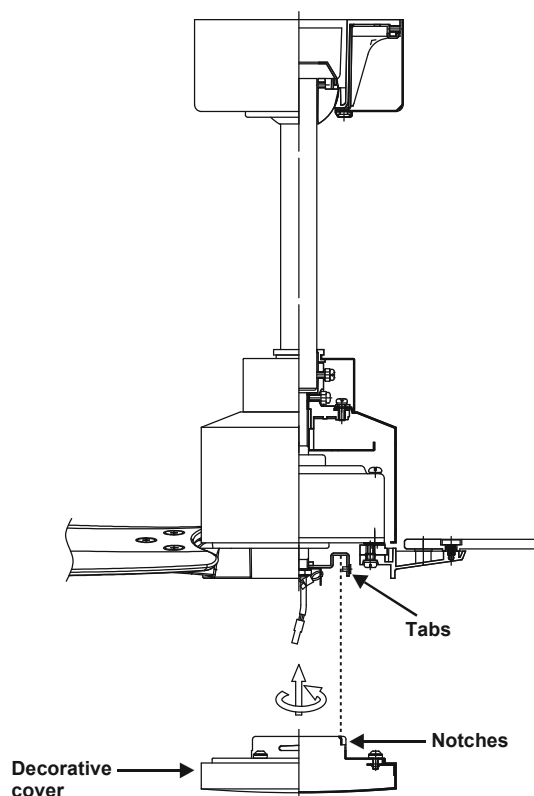


Figure 15

10. INSTALLING THE LIGHT KIT ASSEMBLY (Optional)

REMEMBER to disconnect the power.

1. While holding the light kit assembly under the fan motor assembly, snap together the wire connection plugs: (Fig. 16)

- White to white
- Black to black

Position the notches on the inner edge of the light kit assembly so they match the tabs on the outside of the rim on the mounting plate. Carefully lift the light kit assembly inside the mounting plate and secure it to the fan by turning the light kit assembly clockwise until snug.

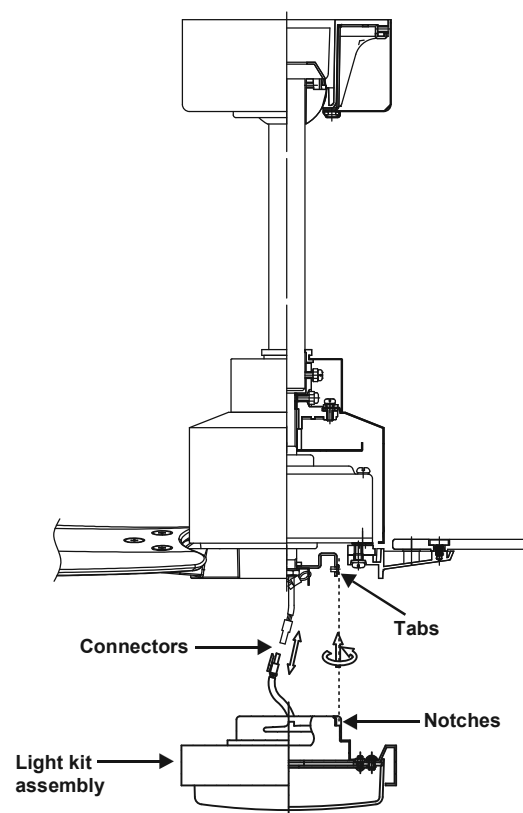


Figure 16

11. PROGRAMMING YOUR FAN AND OPERATING THE REMOTE 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.

SETTING UP THE TRANSMITTER

NOTE: Please go through remote learning process before use.

1. Remove the battery cover by pressing firmly on the arrow and sliding the cover off.
2. Install two 1.5V AAA batteries (included). Replace the battery cover on the remote control.

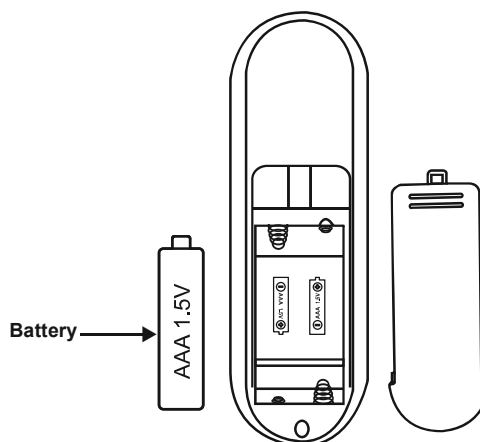


Figure 17

LEARNING PROCESS

IMPORTANT: If you have two or more fans, please follow steps below to control each fan independently. Also follow steps below to re-pair the remote and the receiver when needed.

1. Ensure AC power to the fan is OFF to begin the learning process.
2. Turn the fan's AC power ON.

3. Add this remote to the controller. Within 30 seconds of turning AC power on, press and release the "⏻" button 5-9 seconds to enter the learning function. The down light of your fan, if applicable, will blink twice, and the fan will automatically begin to operate and start to rotate in counterclockwise direction and on the highest RPM for 1 minutes. When counterclockwise rotation has finished, the fan will automatically reverse to clockwise direction again to the highest RPM for 1 minutes. Fan will shut off when the self-calibration test has finished. The total self-calibration test will last about 2 minutes. The fan will now accept commands from the added remote.

The fan will now accept commands from the added remote.

4. Optional: Within 30 seconds of turning AC power on, press and release the "⏻" button 10-14 seconds to clear other remotes memory from your fan but only keep this vary remote pairing with the fan.

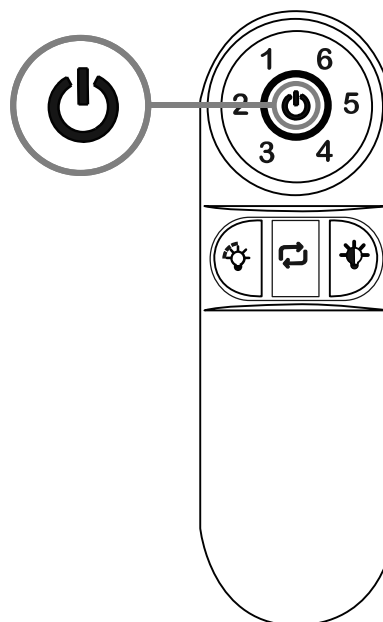


Figure 18

5. Optional: Within 30 seconds of turning AC power on, press and release the "⏻" button more than 15 seconds to set the controller to public. Other Matthews's same remotes will work with this fan.

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.

OPERATING YOUR FAN AND REMOTE CONTROL

A. 1, 2, 3, 4, 5 and 6 button:

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


- 1 = minimum speed
- 2 = low speed
- 3 = medium low speed
- 4 = medium speed
- 5 = medium high speed
- 6 = high speed

B.  button:

This button turns the fan off.

C.  Reverse button:

This button is to control fan direction

D.  Correlated Color Temperature (CCT) changing. Push and release the button to cycle through the five color temperature options.

Option 1: 2700K ((Warm White).

Option 2: 3000K (Soft White).

Option 3: 4000K (Neutral White).

Option 4: 5000K (Bright White).

Option 5: 6500K (Daylight).

E.  light button

Press and release the light button to turn the light on or off. Press and hold to activate the dimmer function.

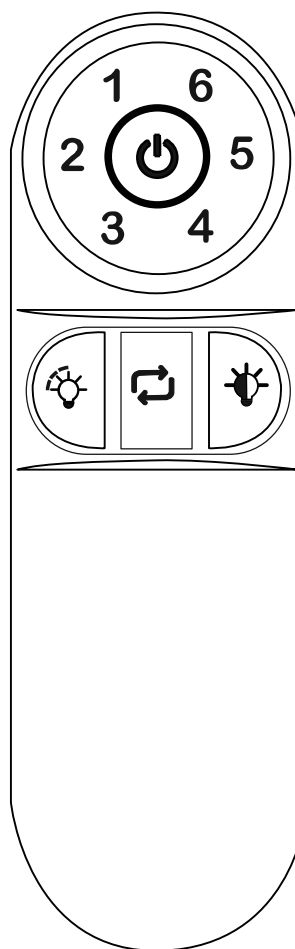


Figure 19

12. 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. 20. 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. 21. This allows you to set your heating unit on a cooler setting without affecting your comfort.

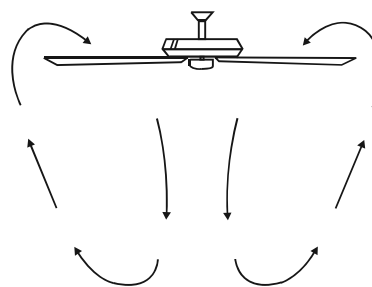


Figure 20

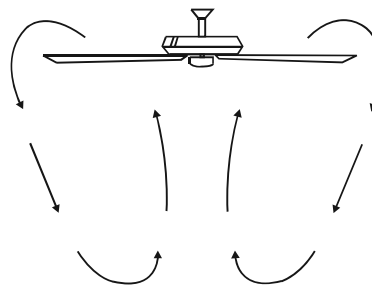


Figure 21

13. 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".

14. TROUBLESHOOTING

Problem	Solution
Fan will not start.	<ol style="list-style-type: none">1. Check circuit fuses or breakers.2. Check line wire connections to the fan and switch wire connections in the switch housing. CAUTION: Make sure main power is off.
Fan sounds noisy.	<ol style="list-style-type: none">1. Make sure all motor housing screws are snug.2. Make sure the screws that attach the fan blade bracket to the motor hub is tight.3. Make sure wire nut connections are not rubbing against each other or the interior wall of the switch housing. CAUTION: Make sure main power is off.4. Allow a 24-hour "breaking-in" period. Most noise associated with a new fan disappear during this time.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.7. Make sure the upper canopy is a short distance from the ceiling. It should not touch the ceiling.
Fan wobble.	<ol style="list-style-type: none">1. Check that all blade and blade arm screws are secure.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".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. <p>WARNING: 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>

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.

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