

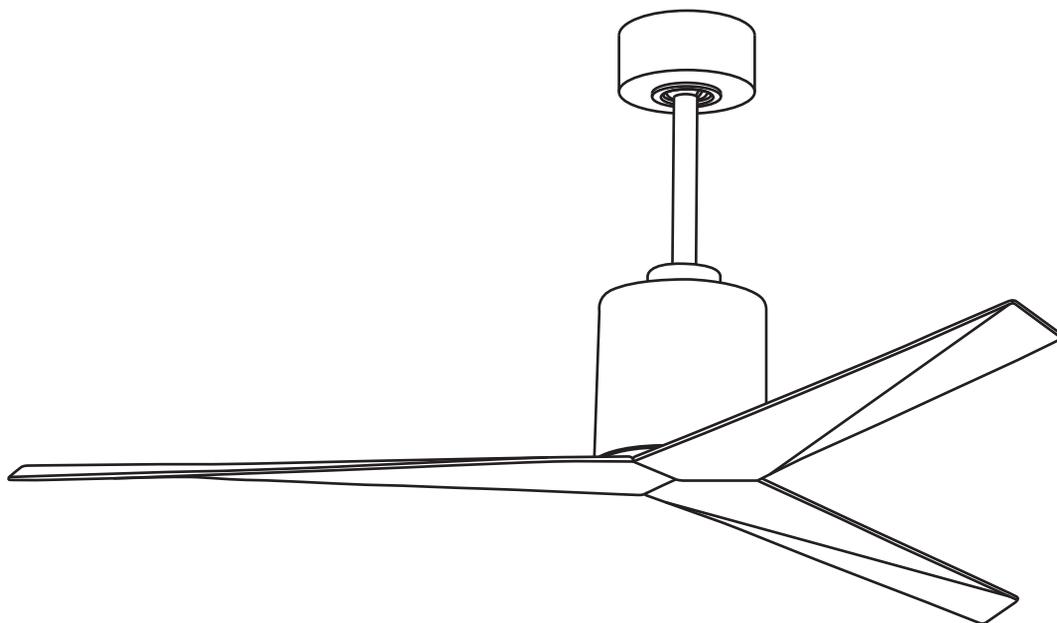


# Eliza

## 56" CEILING FAN

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**READ AND SAVE THESE INSTRUCTIONS**



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



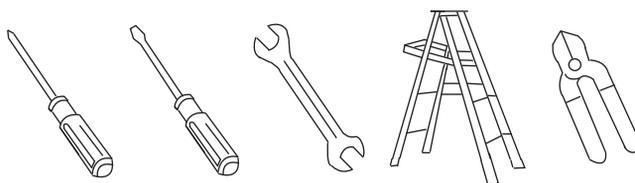
**Please do not use any electric or battery powered tools in the assembly and installation of this or any Matthews Fan Company product.**

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# 1. TOOLS AND MATERIALS REQUIRED

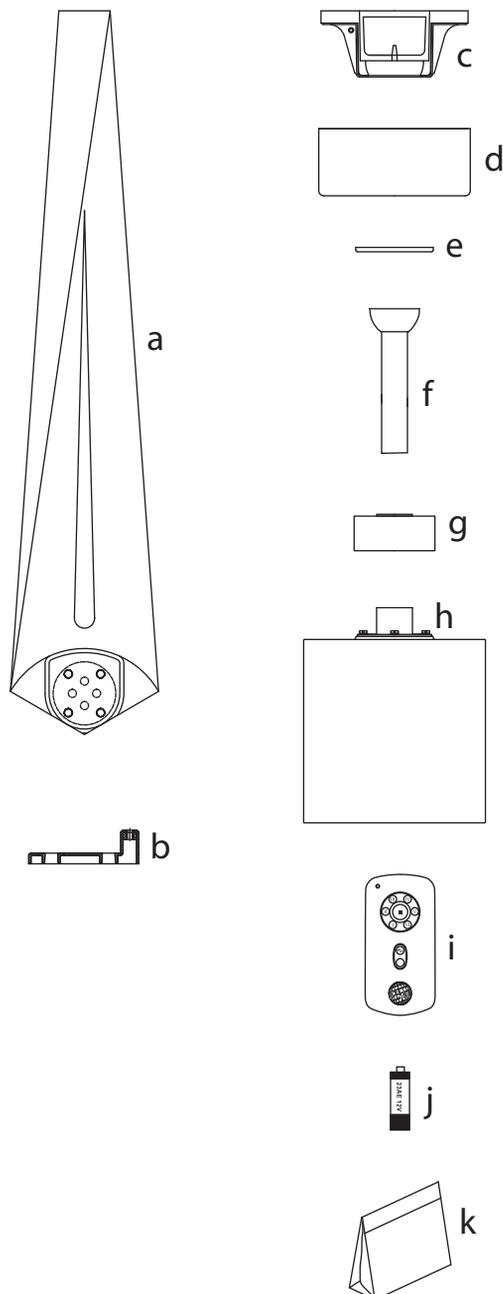
- Philips screwdriver
- Blade screwdriver
- 11 mm wrench
- Step ladder
- Wire cutters



# 2. PACKAGE CONTENTS

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

- a. Blade set (3)
- b. Blade holders (3)
- c. Hanger bracket
- d. Canopy
- e. Canopy bottom cover
- f. Ball / down rod assembly
- g. Coupling cover
- h. Fan motor assembly
- i. Transmitter+holder+2 mounting screws
- j. 23A/12V battery
- k. Package hardware
  - 1) Mounting hardware:  
wood screws (2), screws (2),  
lock washers (2), washers (2),  
star washers (2), wire nuts (3)
  - 2) Blade holders attachment hardware:  
screws+spring washers (10)
  - 3) Blade attachment hardware:  
screws (13), fiber washers (13)



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 CUL 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.

## 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:** 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.

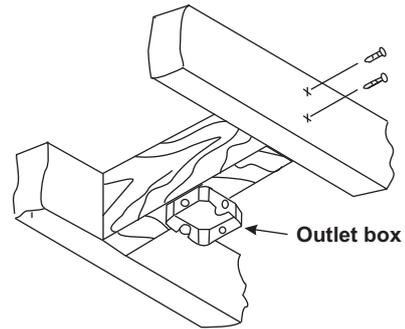


Figure 1

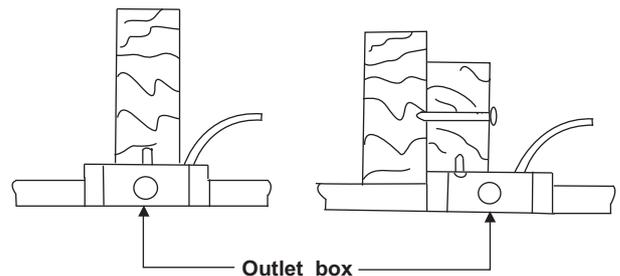


Figure 2

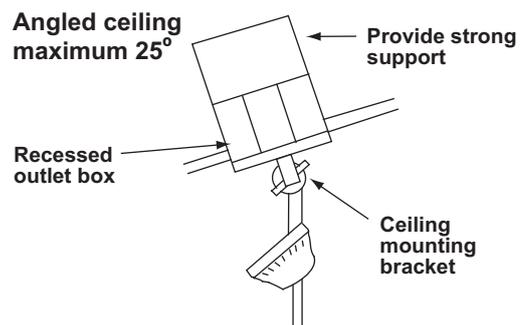


Figure 3

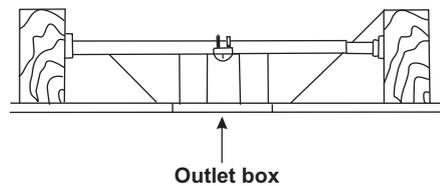


Figure 4

## 5. ATTACHING THE FAN BLADES

1. Remove the coupling cover and fan housing from the fan motor by removing the two screws from the rim of coupling cover. (Fig. 5)
2. Attach the blade holder to the blades using the screws provided. Repeat process with other blades. (Fig. 6)
3. 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. (Fig. 7)

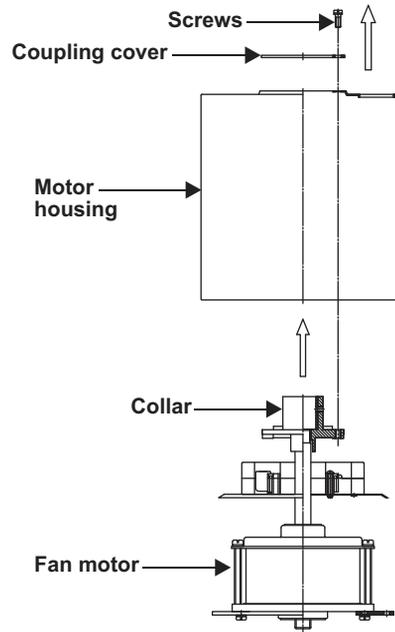


Figure 5

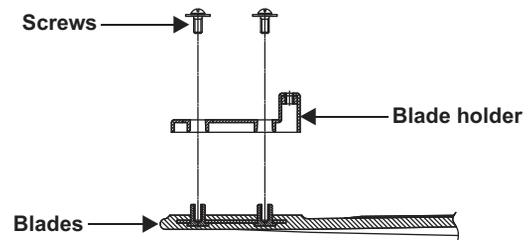


Figure 6

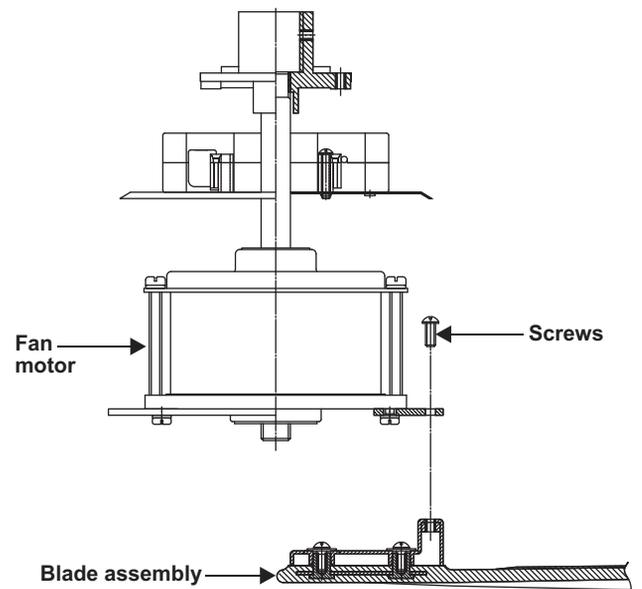


Figure 7

## 6. HANGING THE FAN

Before touching a screw driver thoroughly read these instructions.

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

1. Replace the coupling cover and fan housing to the fan motor by using the screws previously removed (Fig. 8)
2. Remove the decorative canopy bottom cover from the canopy by turning the cover counter clockwise. (Fig. 9)
3. 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. 9)
4. Secure the hanger bracket to the ceiling outlet box using screws and washers included with your outlet box. (Fig. 10)

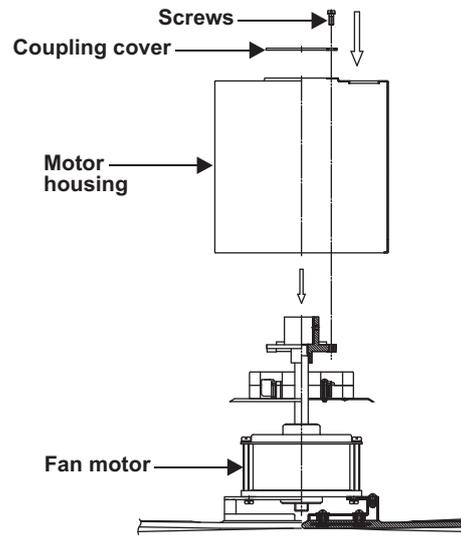


Figure 8

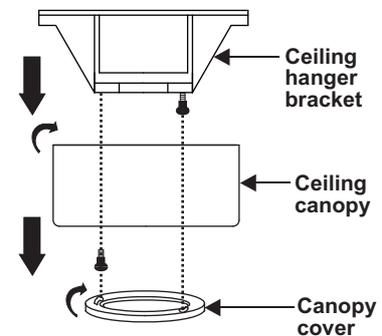


Figure 9

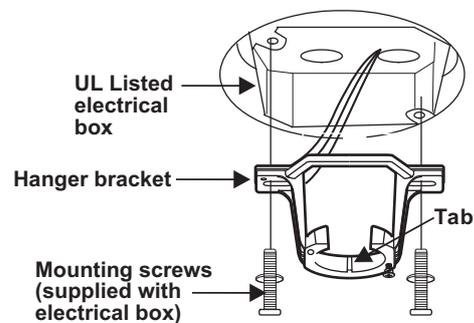


Figure 10

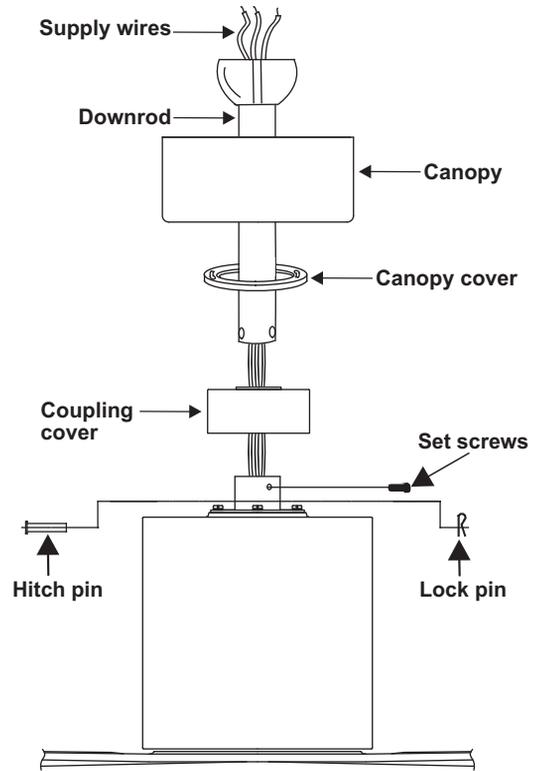
5. Loosen the two set screws and remove the hitch pin and lock pin from the central shaft/top coupling of the motor assembly. Doing so will allow the down rod to enter the central shaft. (Fig. 11)
6. Route wires exiting from the top of the fan motor through the coupling cover, canopy cover and canopy and then through the ball/downrod. (Fig. 11)
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. Insert the lock pin through the hole near the end of the hitch pin until it snaps into its locked position. (Fig. 11)

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

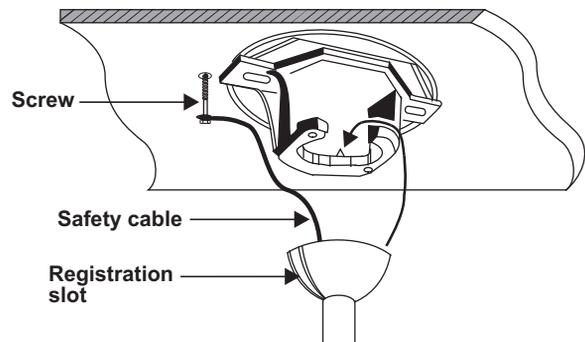
8. Tighten two set screws on top of the fan motor firmly and slide the coupling cover down.

9. Now lift the motor assembly (fan with blades) 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. 12)

10. 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. 12)



**Figure 11**



**Figure 12**

## 7. MAKE THE ELECTRIC CONNECTIONS

Remember to disconnect the power. 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. Connect the fan supply (black) wire to the black household supply wire as shown in Figure 13.
2. Connect the neutral fan (white) wire to the white neutral household wire. (Fig. 13)
3. Connect the fan ground wire (green) to the household ground wire.
4. 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.

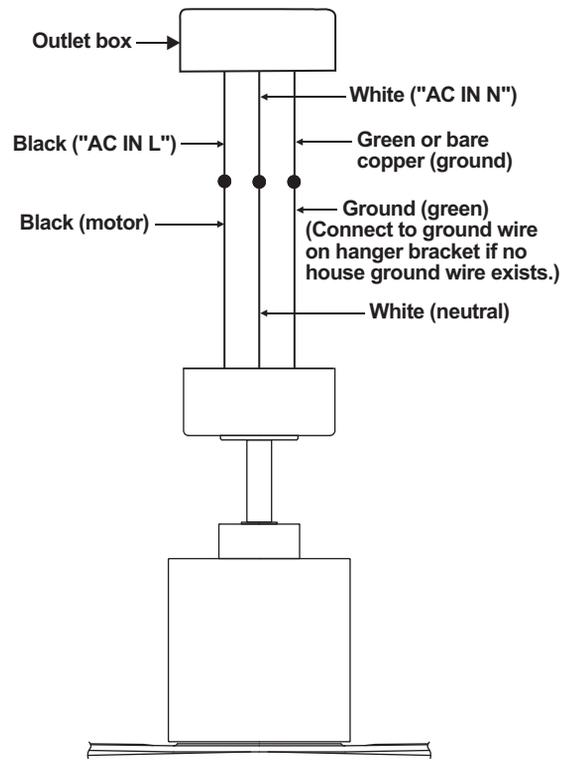


Figure 13

## 8. FINISHING THE 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. 14)
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.

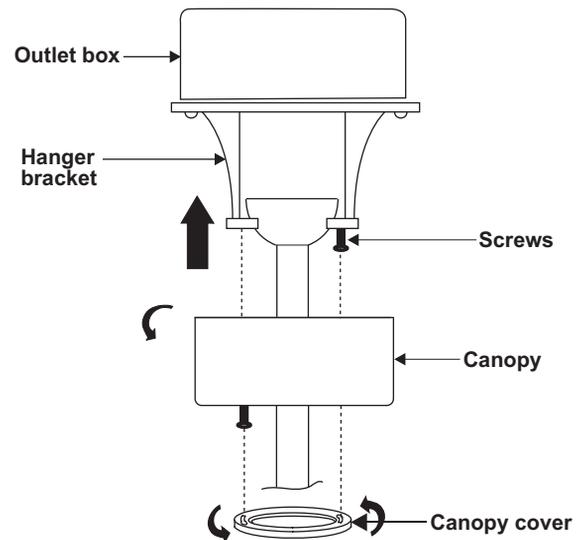


Figure 14

## 9. PROGRAMMING YOUR FAN AND OPERATING THE REMOTE CONTROL

Your DC brushless motor is equipped with a automatically learned type remote control.

Install one 23A/12V battery (included). To prevent damage to transmitter, remove the battery if not used for long periods of time (Fig. 16)

### Restore power to ceiling fan and test for proper operation.

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. SET code setting button:

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.

a) Select desired frequency from the back of transmitter.

b) From the back of the transmitter, press the "SET" button, and hold the "SET" button for over 5 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 counterclockwise 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.

**NOTE:** If the self calibration test failed, turn the AC power off; restore power and process the self calibration test again.

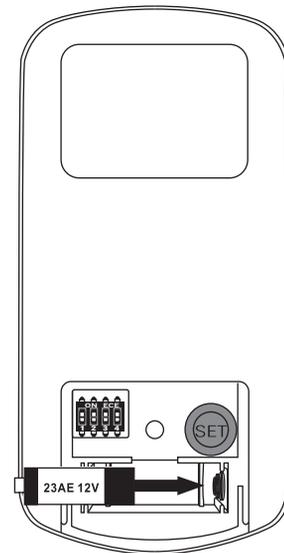


Figure 16

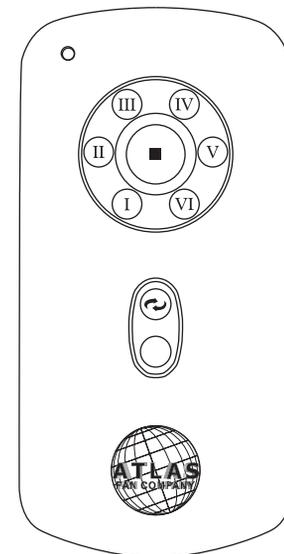


Figure 17

**NOTE:** During self calibration test, the remote is 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.

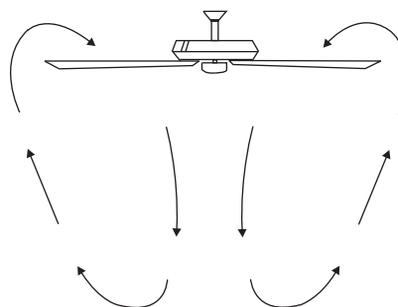
## 10. OPERATING YOUR FAN

Speed settings for warm or cool weather depend on factors such as the room size, ceiling height, number of fans and so on.

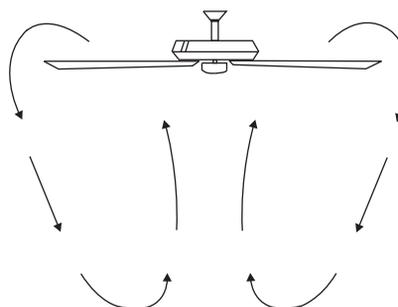
**NOTE:** To operate the reverse function on this fan, press the reverse button while the fan is running.

Warm weather - (Forward) A downward airflow creates a cooling effect as shown in Fig. 18. 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. 19. This allows you to set your heating unit on a cooler setting without affecting your comfort.



**Figure 18**



**Figure 19**

## 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 possibly cause an electrical shock.
3. 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. Re-do steps for programming on page 8.</li></ol>
Fan sounds 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 with a wall mounted variable speed control(s).</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 8.</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 8.</li><li>2. Do not turn off fan from wall switch. Use only remote to regulate fan.</li></ol>

# **LIMITED LIFETIME WARRANTY**

## **MATTHEWS-GERBAR, LTD. DBA MATTHEWS FAN COMPANY LIFETIME LIMITED WARRANTY.**

Ceiling fans are warranted by Matthews-Gerbar, Ltd. to the original user against defects in workmanship or materials under normal use and inside installation for: Motors: Lifetime of original purchaser: Labor & Component parts: (lights, finish, blades, etc...): one year after date of purchase, Light Bulbs: no warranty. Any part, which is determined by Matthews-Gerbar, Ltd. to be defective in material or workmanship and returned to an authorized service location, as Matthews-Gerbar, Ltd. designates, shipping costs prepaid, will be, as the exclusive remedy, repaired or replaced at Matthews-Gerbar Ltd.'s option providing that proof of purchase is provided. For limited warranty claim procedures, see PROMPT DISPOSITION below. This limited warranty gives purchasers specific legal rights, which may vary from state to state.

**LIMITATION OF LIABILITY.** To the extent allowable under law, Matthews-Gerbar, Ltd.'s liability for consequential and incidental damages is expressly disclaimed. Matthews-Gerbar, Ltd.'s liability in all events is limited to, and shall not exceed, the purchase price paid.

**WARRANTY DISCLAIMER.** Matthews-Gerbar, Ltd. has made a diligent effort to illustrate and describe the products in this literature accurately: however, such illustrations and descriptions are for the sole purpose of identification, and do not express or imply that the products will necessarily conform to the illustrations or descriptions. **Furthermore, there is no express warranty derived from any viewed sample or model. Matthews-Gerbar, Ltd. disclaims any expressed warranty and implied warranty of merchantability and fitness for a particular use.**

Except as provided below, no warranty or affirmation of fact, expressed or implied, other than as stated in "Limited Lifetime Warranty" above is made or authorized by Matthews-Gerbar, Ltd.

**PRODUCT SUITABILITY.** Many states and localities have codes and regulations governing sales, construction, installation and/or use of products for certain purposes, which may vary from those in neighboring areas. While Matthews-Gerbar, Ltd. attempts to assure that its products comply with such codes, it cannot guarantee compliance and cannot be responsible for how the product is installed or used. Before purchase and use of a product, please review the product application and national and local codes and regulations, and be sure that the product, installation, and use will comply with them. **Matthews-Gerbar, Ltd. disclaims any expressed warranty and implied warranty of merchantability and fitness for a particular use if any modifications are made to the original manufacturer's product.**

Certain aspects of disclaimers are not applicable to consumer products: e.g.(a) some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you: (b) also, some states do not allow limitations on how long an implied warranty lasts, consequently the above limitation may not apply to you.

**OTHER EXCLUSIONS.** This warranty does not cover defects caused by: exposure to extremes of heat and humidity, neglect, modification, alteration, repair or service of the enclosed product by anyone other than an authorized Matthews-Gerbar, Ltd. service center; physical abuse to, or misuse of, the product or operation of it in a manner contrary to the accompanying instructions; or shipment of the product to a Matthews-Gerbar, Ltd. dealer or service center for service. This warranty also excludes all costs arising from adjustment of user controls, products purchased outside of the U.S.A., and costs for initial technical adjustments (set-up). Matthews-Gerbar assumes no liability for labor costs, installation costs or other losses. Consult the operating instructions included with the product for information regarding user controls.

**PROMPT DISPOSITION.** Matthews-Gerbar, Ltd. will make a good faith effort for prompt correction respect to any product, which proves to be defective within limited lifetime warranty. For any product believed to be defective within limited lifetime warranty, first call or write dealer from whom the product was purchased. Dealer will give additional directions. If unable to resolve satisfactorily, call Matthews-Gerbar, Ltd. at the phone number below, giving the dealer's name, address, date and number of dealer's invoice, and describe the nature of the defect. Title and risk of loss pass to buyer on delivery to common carrier. If product was damaged in transit to you, file claim with the carrier.

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