


# ANCONA

A decorative swirl graphic that starts from the left side of the page, loops around the word 'ANCONA', and continues to loop around the text below.

## USER INSTRUCTIONS

**MODEL:  
INSERTA ELITE  
28" & 36"**

### **IMPORTANT SAFETY INSTRUCTIONS**

**Carefully read the following important information regarding  
installation safety and maintenance.**

**Keep these instructions for future reference.**



# IMPORTANT SAFETY NOTICE



## READ AND SAVE THESE INSTRUCTIONS

### READ ALL INSTRUCTIONS BEFORE INSTALLING AND OPERATING THIS APPLIANCE

- The installation in this manual is intended for qualified installers, service technicians or persons with similar qualified background. Installation and electrical wiring must be done by qualified professionals and in accordance with all applicable codes and standards, including fire-rated construction.
- Range hood may have very sharp edges; please wear protective gloves if it is necessary to remove any parts for installing, cleaning or servicing.
- Activating any switch ON before completing installation may cause ignition or an explosion.
- Due to the size and weight of this range hood, two people installation is recommended.
- Before servicing or cleaning unit, unplug and disconnect the hood from the power supply.

**WARNING:** to Reduce The Risk Of Fire Or Electric Shock, Do Not Use This Fan With Any Solid-State Speed Control Device

### **WARNING: TO REDUCE RISK 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 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.

**CAUTION:** For General Ventilating Use Only. Do Not Use To Exhaust Hazardous Or Explosive Materials And Vapors.

### **WARNING: TO REDUCE RISK OF FIRE, ELECTRIC SHOCK, OR INJURY TO PERSONS, OBSERVE THE FOLLOWING:**

- a) Installation work and electrical wiring must be done by qualified person(s) in accordance with all applicable codes and standards, including fire-rated construction.
- b) Sufficient air is needed for proper combustion and exhausting of gases through the flue (chimney) of fuel burning equipment to prevent back drafting. Follow the heating equipment manufacturer's guideline and safety standards such as those published by the National Fire Protection Association (NFPA), and the American Society for Heating, Refrigeration and Air Conditioning Engineers (ASHRAE), and the local code authorities.
- c) When cutting or drilling into wall or ceiling, do not damage electrical wiring and other hidden utilities.
- d) Ducted fans must always be vented to the outdoors.
- e) If this unit is to be installed over a tub or shower, it must be marked as appropriate for the application and be connected to a GFCI (Ground Fault Circuit Interrupter) – protected branch circuit.
  - USE ONLY WITH RANGE HOOD CORD CONNECTION KITS THAT HAVE BEEN INVESTIGATED AND FOUND ACCEPTABLE FOR USE WITH THIS MODEL RANGE HOOD.

### **WARNING-TO REDUCE THE RISK OF FIRE, USE ONLY METAL DUCTWORK**

- Clean grease laden surfaces frequently. To optimize performance and to disperse air properly, make sure to vent air outside. **DO NOT** vent exhaust into spaces between walls, crawl spaces, ceiling, attics or garages.
- All electrical wiring must be properly installed, insulated and grounded.
- Old duct work should be cleaned or replaced if necessary to avoid the possibility of a grease fire.
- Check all joints on duct work to ensure proper connection and all joints should be properly taped.



# IMPORTANT SAFETY NOTICE



**READ AND SAVE THESE INSTRUCTIONS**

**READ ALL INSTRUCTIONS BEFORE INSTALLING AND OPERATING THIS APPLIANCE**

## **WARNING: TO REDUCE RISK OF A RANGE TOP GREASE FIRE:**

- a) Never leave surface units unattended at high settings. Boilovers cause smoking and greasy spillovers that may ignite. Heat oils slowly on low or medium settings.
- b) Always turn hood ON when cooking at high heat or when flambeing food (i.e. Crepes Suzette, Cherries Jubilee, Peppercorn Beef Flambé).
- c) Clean ventilating fans frequently. Grease should not be allowed to accumulate on fan or filter. Before servicing or cleaning unit, unplug and disconnect the hood from the power supply.
- d) Use proper pan size. Always use cookware appropriate for the size of the surface element.

## **WARNING: TO REDUCE RISK OF INJURY TO PERSONS IN THE EVENT OF A RANGE TOP GREASE FIRE, OBSERVE THE FOLLOWING<sup>a</sup>:**

- a) SMOTHER FLAMES with a close-fitting lid, cookie sheet, or metal tray, then turn off the burner. BE CAREFUL TO PREVENT BURNS. If the flames do not go out immediately, EVACUATE AND CALL THE FIRE DEPARTMENT.
- b) NEVER PICK UP A FLAMING PAN - You may be burned.
- c) DO NOT USE WATER, including wet dishcloths or towels - a violent steam explosion will result.
- d) Use an extinguisher ONLY if:
  - 1) You know you have a Class A, B, C extinguisher, and you already know how to operate it.
  - 2) The fire is small and contained in the area where it is started.
  - 3) The fire department is being called.
  - 4) You can fight the fire with your back to an exit.

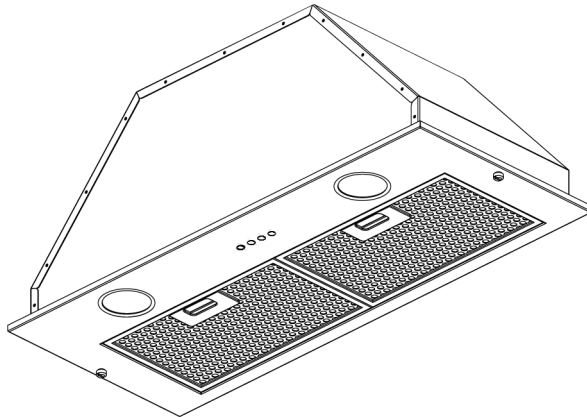
<sup>a</sup>Based on "Kitchen Firesafety Tips" published by NFPA.

## **To reduce the risk of injury to persons in the event of a gas leak:**

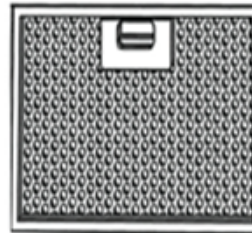
- Extinguish any open flame.
- DO NOT turn on the lights or any type of appliance.
- Open all doors and windows to disperse the gas. If you still smell gas, call the gas company and fire department.

Your safety and the safety of others is very important. We have provided many important safety messages in this manual and on your appliance. Always read and obey all safety messages. All safety messages will tell you what the potential hazard is, tell you how to reduce the chance of injury, and tell you what can happen if the instructions are not followed.

## PARTS SUPPLIED:



Damper Flap



Filters:  
2 x 30" / 3 x 36"



**Hardware Note:** For safety reasons, range hood mounting screws and anchors will not be included due to the variation of cabinetry constructions and wall material. Please consult your installation specialist regarding the optimal type of mounting screws and wall anchors to suit your home's construction.

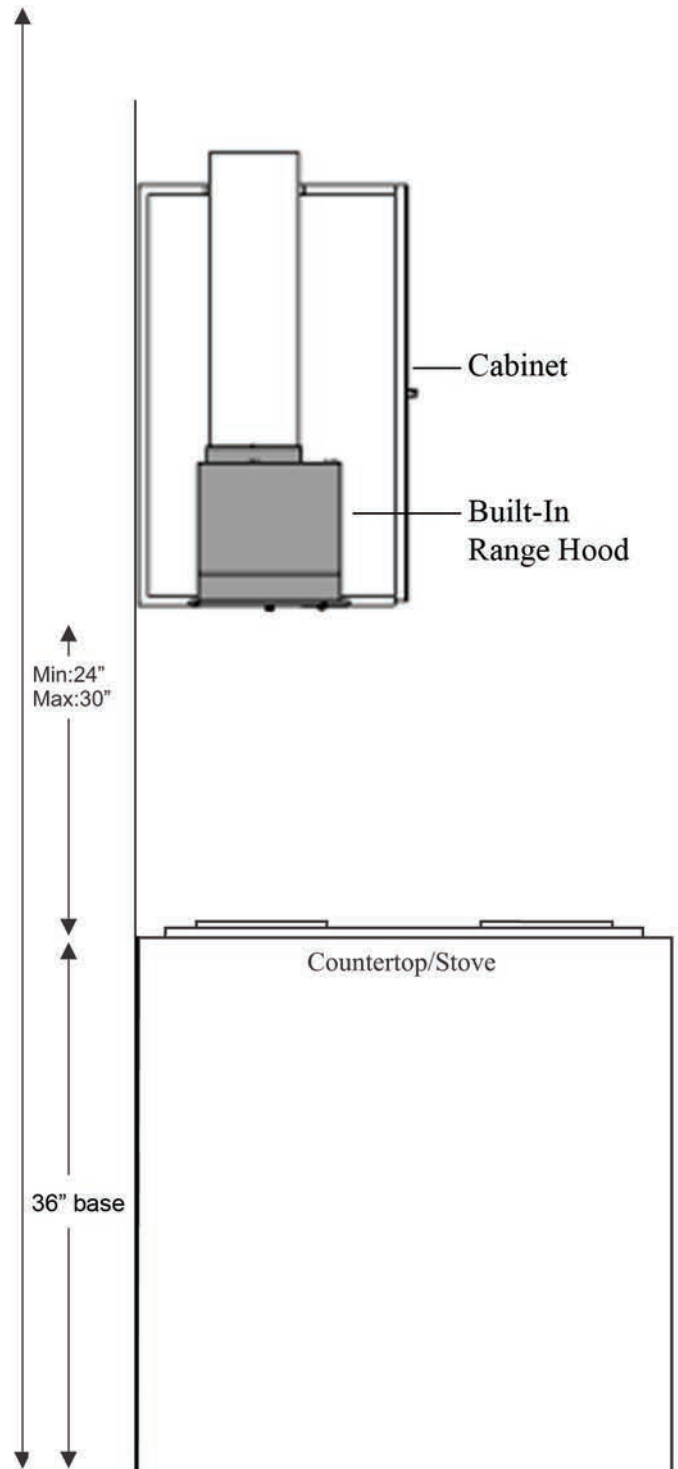
## VENTING REQUIREMENTS:

- Vent system must terminate to the outside (Roof or side wall).
- DO NOT terminate the vent system in an attic or other enclosed area.
- DO NOT use 4" (10.2 cm) laundry-type wall caps.
- Use metal/aluminum vent only. Rigid metal/aluminum vent is recommended.
- DO NOT use plastic vent.
- Always keep the duct clean to ensure proper airflow.
- Calculate the following figures before installation:
  1. Distance from the floor to the ceiling;
  2. Distance between the floor to the countertop/stove;
  3. Distance between the cooking surface to the range hood (recommend 24" to 30") minimum of 30" is required for gas cook top;
  4. Height of hood and duct cover.

### For the most efficient & quiet operation:

- A distance of 24" to 30" is recommended between stove top and the bottom of range hood. 30" minimum is required for gas stove tops.
- It is recommended that the range hood be vented vertically through the roof through 6" (15.3 cm) or bigger round metal/aluminum vent work.
- The size of the vent should be uniform.
- Use no more than three 90° elbows.
- Make sure there is a minimum of 24" (61 cm) of straight vent between the elbows if more than one elbow is used.
- DO NOT install two elbows together.
- The length of vent system and number of elbows should be kept to a minimum to provide efficient performance.
- The vent system must have a damper. If roof or wall cap has a damper, DO NOT use damper (if supplied) on top of the range hood.
- Use silver tape or duct tape to seal all joints in the vent system.
- Use caulking to seal exterior wall or roof opening around the cap.

## HEIGHT & CLEARANCE:



## IMPORTANT:

- A minimum of 6" round or 3-1/4 x 10" rectangular duct (purchased separately) must be used to maintain maximum airflow efficiency.
- Always use rigid type metal/aluminum ducts if available to maximize airflow when connecting to provided duct.
- Please use Duct Run Calculation below to compute total available duct run when using elbows, transitions and caps.
- ALWAYS, when possible, reduce the number of transitions and turns. If long duct run is required, increase duct size from 6" to 7" or 8". If a reducer is used, install a long reducer instead of a pancake reducer. Reducing duct size will restrict airflow and decrease airflow, thus reduce duct size as far away from opening as possible.
- If turns or transitions are required, install as far away from opening and as far apart, between two (2), as possible.
- Minimum mount height between stove top to hood bottom should be no less than 24-inches and no higher than 30-inches.
- It is important to install the hood at the proper mounting height. Hoods mounted too low could result in heat damage and fire hazard; while hoods mounted too high may be hard to reach and will lose its performance and efficiency.
- If available, also refer to stove top manufacturer's height clearance requirements and recommended hood mounting height above range.

## CALCULATING VENT SYSTEM LENGTH:

To calculate the length of the system you need, deduct the equivalent feet for each vent piece used in the system from the recommended maximum duct run.

### ***Duct Run Calculation example:***

*One roof cap, two 90° elbows, and one 45° elbow use*

*0ft + 9ft + 9ft + 5ft = 23ft used.*

*Deduct 23ft from 30ft, 7ft maximum available for straight duct run.*

| <b>Duct Run Calculation:</b>           |       |
|--|-------|
| Recommended maximum run                |       |
| 6" or 3-1/4 x 10" duct                 | 30 ft |
| Vent piece deduction                   |       |
| Each 90° elbow used                    | 9 ft  |
| Each 45° elbow used                    | 5 ft  |
| Each 6" to 3-1/4 x 10" transition used | 7 ft  |
| Side wall cap with damper              | 0 ft  |

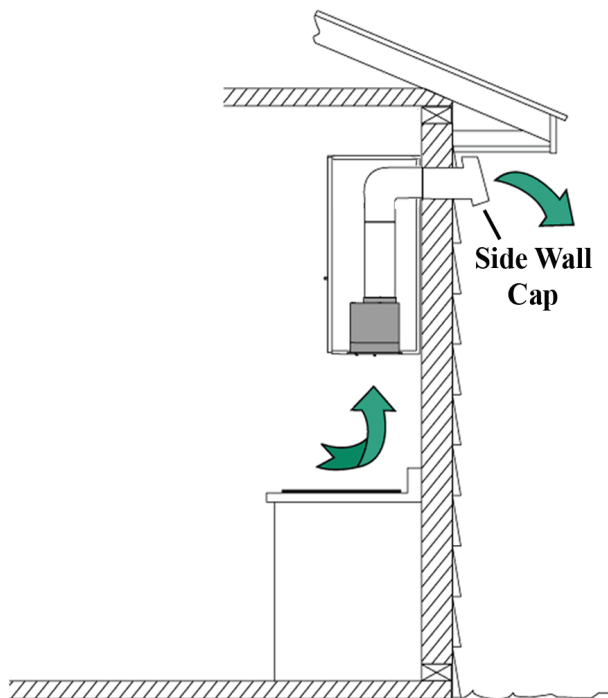
## VENTING METHODS:

- This range hood is factory set for venting through the roof or wall.
- Vent work can terminate either through the roof or wall. To vent through a wall, a 90° elbow is needed.

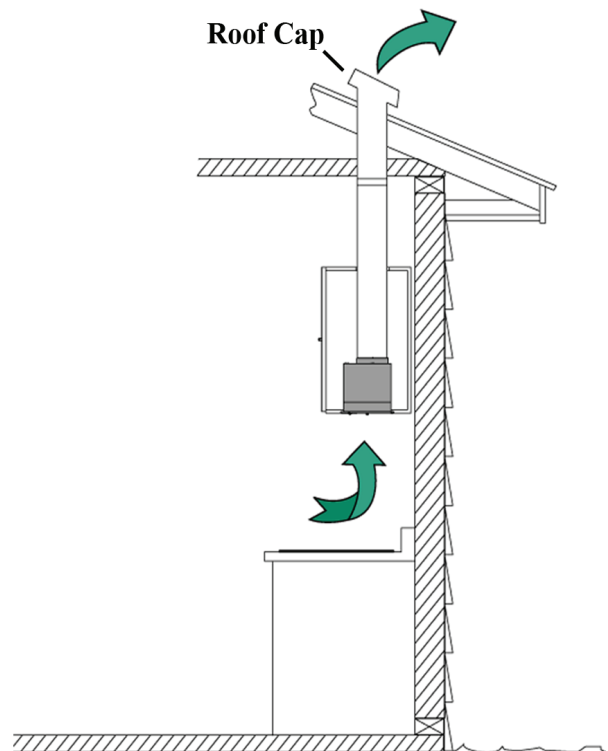
### IMPORTANT:

- NEVER exhaust air or terminate duct work into spaces between walls, crawl spaces, ceiling, attics or garages. All exhaust must be ducted to the outside.
- Use metal/aluminum duct work only.
- Fasten all connections with sheet metal screws and tape all joints with certified aluminum or foil tape. Please check the building codes in your city to learn which tape product is recommended
- Use caulking to seal exterior wall or roof opening around the cap.

### Horizontal Wall Venting



### Vertical Roof Venting





## ELECTRICAL REQUIREMENTS:

### IMPORTANT:

Observe all governing codes and ordinances.

### It is the customer's responsibility to contact a qualified electrical installer.

If codes permit and a separate ground wire is used, it is recommended that a qualified electrician determine that the ground path is adequate.

A 120-Volt, 60 Hz, AC-only, fused electrical supply is required on a separate 15-amp circuit, fused on both sides of the line.

DO NOT ground to a gas pipe.

Check with a qualified electrician if you are not sure that the range hood is properly grounded.

DO NOT have a fuse in the neutral or ground circuit.

**IMPORTANT:** Save this Installation Guide for electrical inspector's use.

The range hood must be connected with copper wire/plug only.

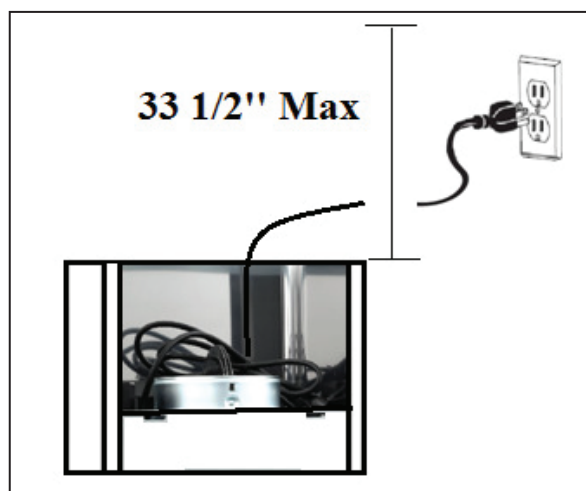
The range hood should be connected directly to the fused disconnect (or circuit breaker) box through flexible armored or non-metallic sheathed copper cable. UL/CSA listed strain relief must be provided at each end of the power supply cable.

### GROUNDING INSTRUCTIONS

This appliance must be grounded. In the event of an electrical short-circuit, grounding reduces the risk of electric shock by providing an escape wire for the electric current. This appliance is equipped with a cord having a grounding wire with a grounding plug. The plug must be plugged into an outlet that is properly installed and grounded.

**WARNING** - Improper grounding can result in a risk of electric shock.

Consult a qualified electrician if the grounding instructions are not completely understood, or if doubt exists as to whether the appliance is properly grounded. DO NOT use an extension cord. If the power supply cord is too short, have a qualified electrician install an outlet near the appliance.



Place the outlet at a maximum distance of 33 1/2" from where the cord exits on the hood



## PREPARATIONS:

### Advanced Preparations:

- Be familiar with the controls of the range hood by reading through *Range Hood Operations*, Page 14.
- Place the range hood on a flat, stable surface. Connect the range hood to a designated standard outlet (120-Volt, 60Hz, AC only) and turn on the range hood. Verify all operations of the range hood by referring to *Range Hood Operations*.
- Place all supplied parts and required hardware on a flat, stable surface and verify the existence of all supplied parts listed on Page 4.

### Preparations:

**NOTE: To avoid damage to your hood, prevent debris from entering the vent opening.**

- Determine and mark the center line on the ceiling or wall where the range hood will be installed. Make sure there is proper clearance within the ceiling or wall for exhaust vent.
- Due to the weight and size of this unit, please make sure that the support system or framework being used is stable and secure in the ceiling or wall.
- Put a thick, protective covering over counter top, cook top or range to protect from damage or dirt. Remove any hazardous objects around the area when installing.

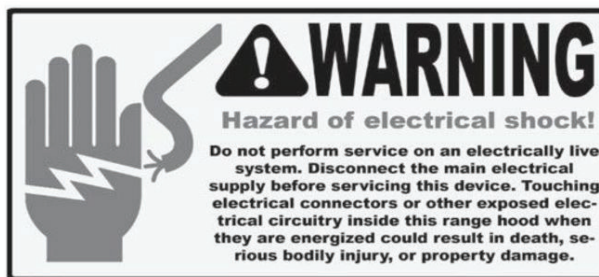


**If moving the cooking range is necessary to install the hood, turn OFF the power on an electric range at the main electrical box. SHUT OFF THE GAS BEFORE MOVING A GAS RANGE**

## INSTALLATION:

Installations (refer to Page 4 for parts):

**NOTE:** Use threaded drywall anchors only when mounting the hood on sheet rock. Mounting the hood on wall studs or lumbers is highly recommended.



**Hardware Note:** For safety reasons, range hood mounting screws and anchors will not be included due to the variation of cabinetry constructions and wall material. Please consult your installation specialist regarding the optimal type of mounting screws and wall anchors to suit your home's construction.

### Step 1: Measuring

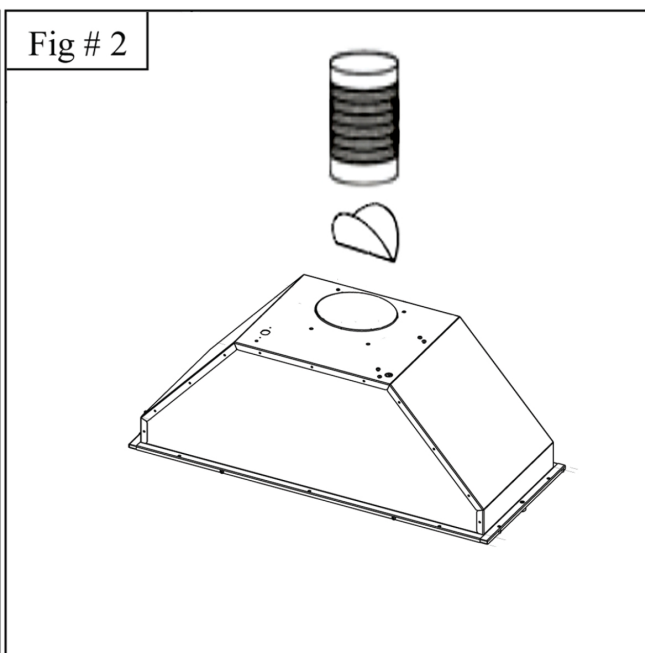
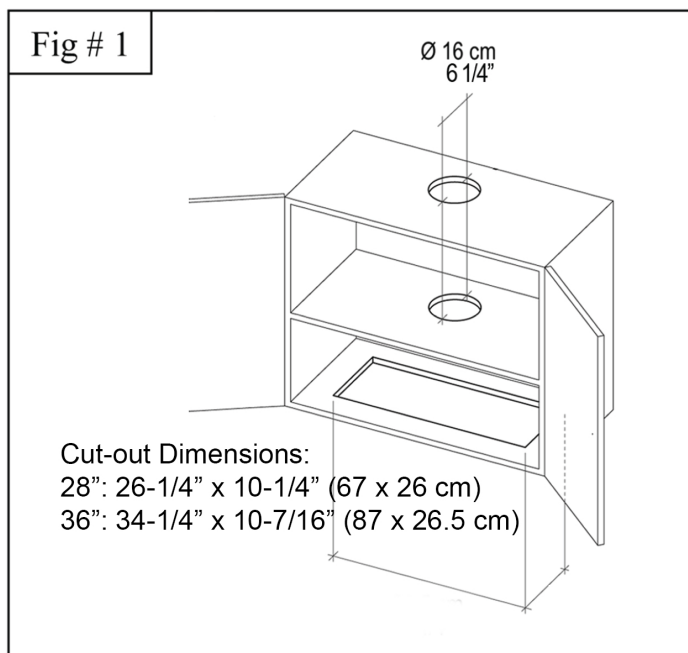
- Measure the distance between stove top and the bottom of range hood. A distance of 24" to 30" is recommended with a minimum of 30" for gas stove tops.

### Step 2: Preparing the cabinet

- Measure and cut an opening at the bottom of the cabinet to fit the motor box of the range hood. (See Fig #1)
- Measure and cut a hole in the top of cabinet to fit the duct tube. (See Fig #1)
- Note that the hole in the top of the cabinet may not be necessary depending on venting method chosen. (See Page 7)

### Step 3: Attaching damper flap

- Fix the damper flap into the damper hole on top of the range hood motor box. (See Fig #2)



## INSTALLATION:

### Step 4: Installing the hood

- Remove the filters, halogen lights and the range hood cover. (See Fig #4)
- Align range hood to the opening in the bottom of the cabinet and screw in using the screws provided. See Fig #4)

Fig #3

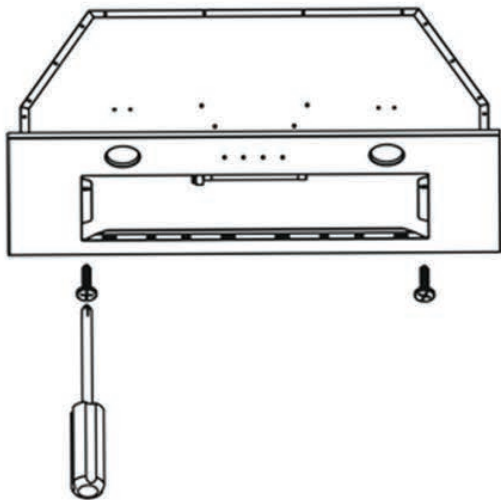
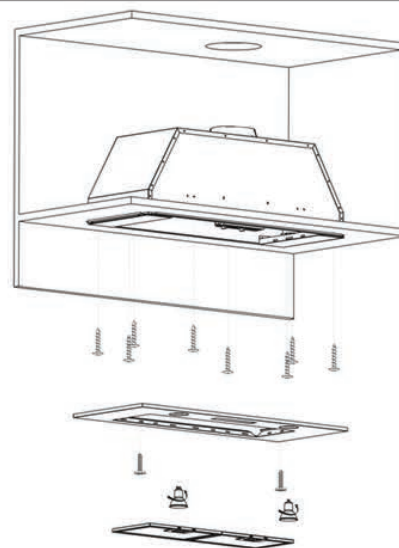


Fig # 4



### Step 5: Venting

- Depending on the exterior venting chosen (See Page 7), either exit the ducting through the ceiling or wall.
- Always use rigid type metal/aluminum duct tube (following the building codes in your area) to maximize airflow.
- Make sure that the backdraft flaps can open to allow for maximum airflow. Connect the duct tube to the vent/damper and security seal with duct tape so that it is air tight.

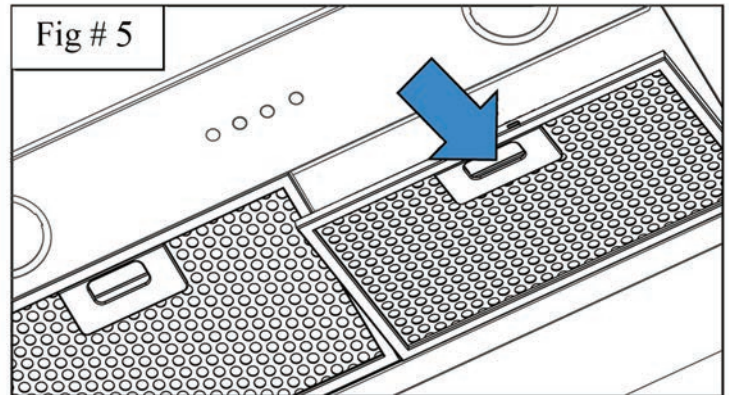
### SAFETY WARNING:

**Risk of electrical shock. This range hood must be properly grounded. Make sure this is done by a qualified electrician in accordance with all applicable national and local electrical codes. Before connecting wires, switch power off at service panel and lock service panel to prevent power from being switched on accidentally.**

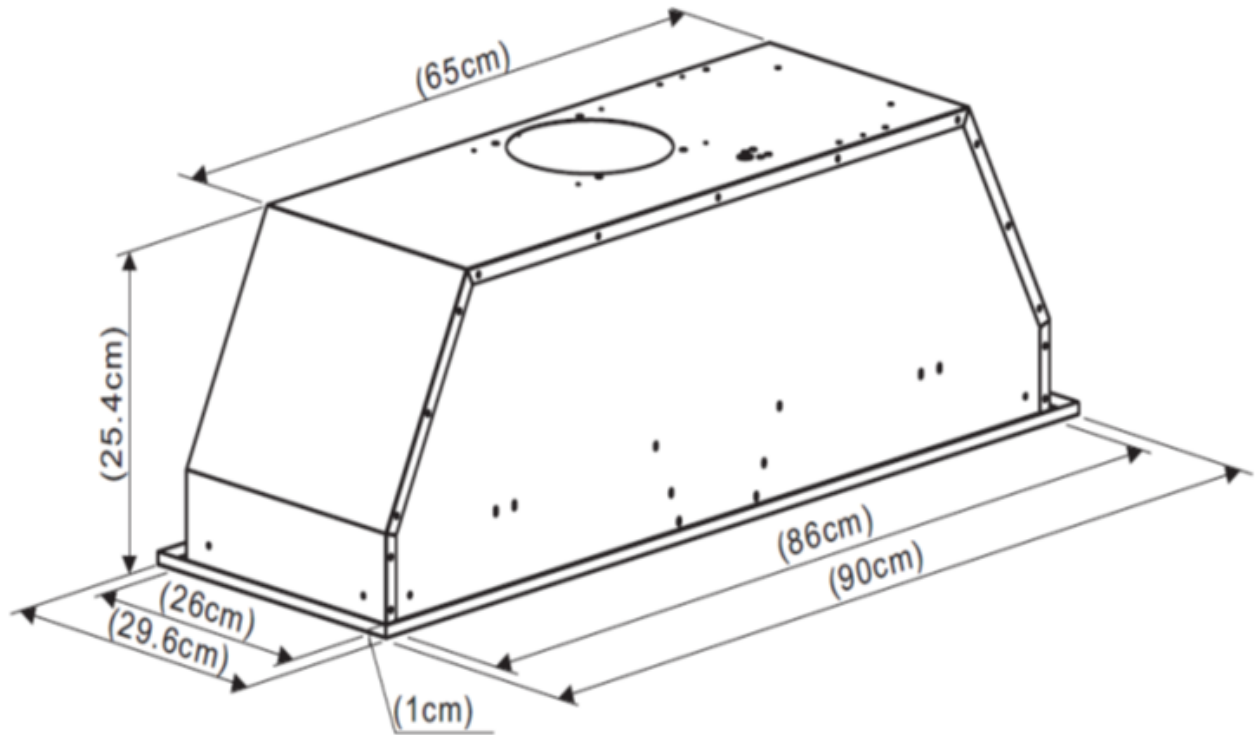
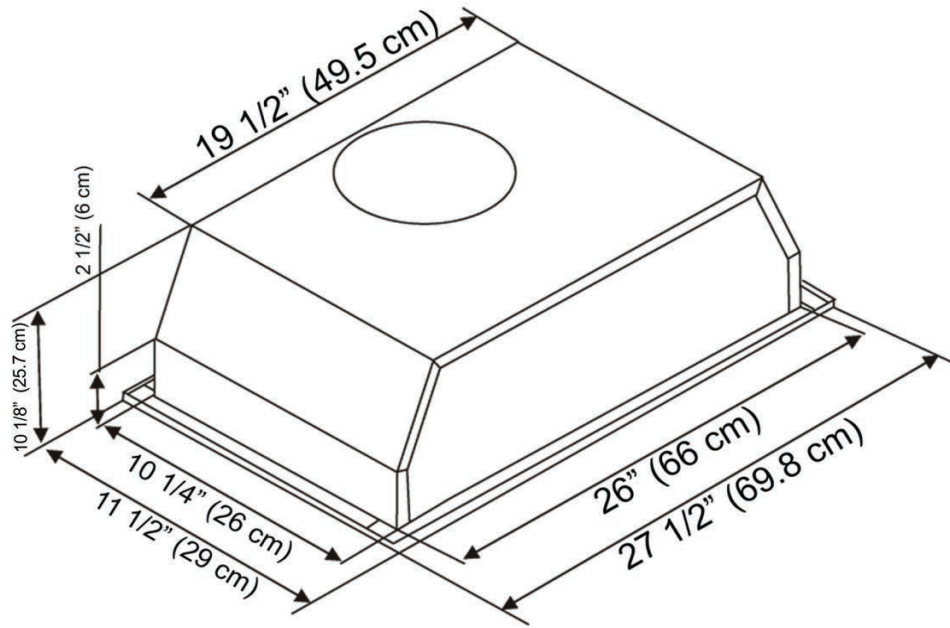
## INSTALLATION:

### Step 6: Finishing installation

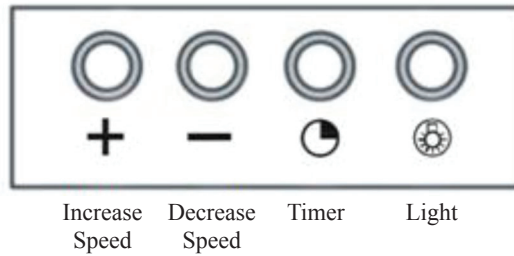
- To install the filters (See Fig # 5) follow the following steps:
  - Angle the filter into slots at the back of the hood.
  - Push the button on handle of the filter.
  - Release the handle once the filter fits into a resting position.
  - Repeat to install all filters.



## MEASUREMENTS AND DIAGRAMS:









## CONTROL PANEL OPERATION:



### Control Panel Layout and Buttons Configurations:

#### Electronic Controls with Time Delay

- Lights
  - Press the light button  to turn halogen lights on and off.
- Power settings
  - Press the button  once and the motor starts to operate at Low speed.
  - Press the button  again and the motor will reach Medium speed.
  - Press the button  once more and the motor will reach High speed.
  - Press the button  to lower speeds in succession until the motor stops working (power off).
- Timer function:
  - The control module provides the option to run the motor for a predetermined time period in order to evacuate remaining vapors from the kitchen.
  - Press the  timer button while the motor is running. The motor will shut off automatically after 10 minutes.

## TROUBLE SHOOTING:

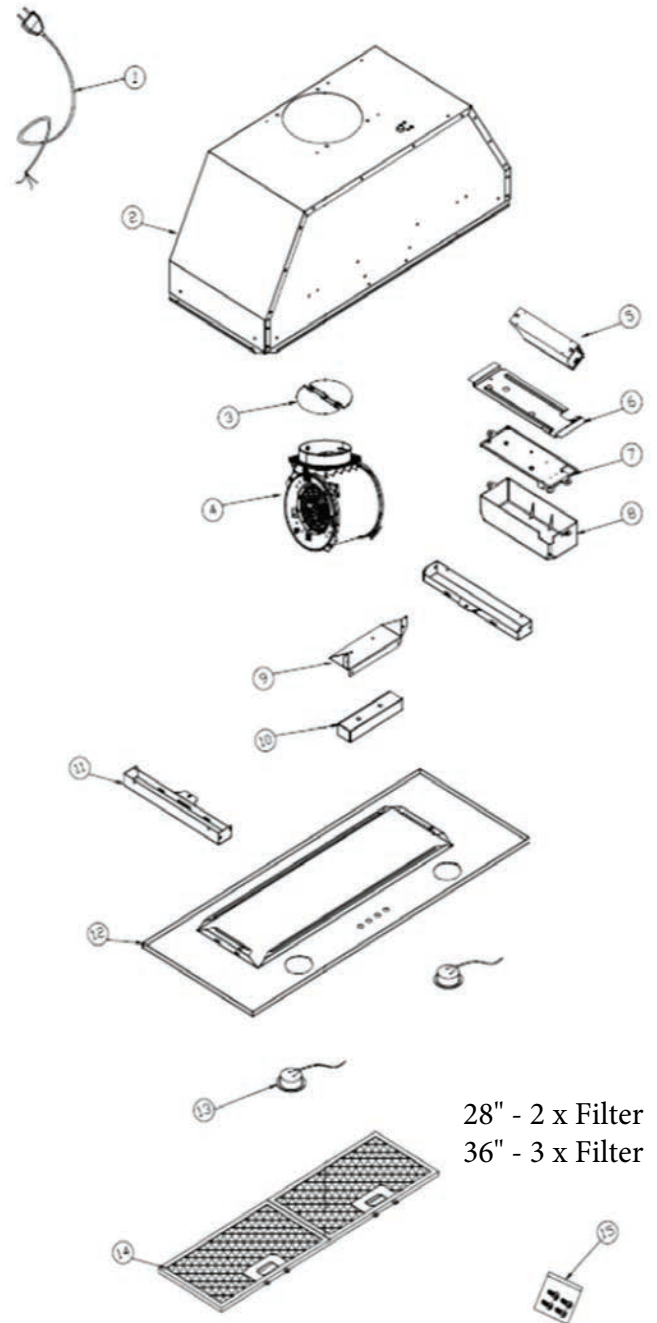


- |   |  |
|---|--|
| 1) If the range hood or halogen light does not operate after installation:      | <ul style="list-style-type: none"><li>• Check if the range hood has been plugged in, make sure that all power has been turned back ON, fused not blown and all electrical wiring are properly connected.</li></ul>   |
| 2) The range hood vibrates when the blower is on:                               | <ul style="list-style-type: none"><li>• The range hood might not have been secured properly on to the ceiling or wall.</li></ul>   |
| 3) The blower or fan seems weak:  | <ul style="list-style-type: none"><li>• Check that the duct sized used is at least 6". Range hood WILL NOT function efficiently with insufficient duct size. For example: 7" duct over 6" hole and loosely secured.</li><li>• Check if duct is clogged or if damper unit (half-circular flange) is not installed correctly or opening properly. A tight mesh on a side wall cap unit might also cause restriction to the air flow.</li></ul> |
| 4) The lights work but the fan is not spinning at all, is stuck or is rattling: | <ul style="list-style-type: none"><li>• The fan might be jammed or scraping the bottom due to shipping damage. Please contact us immediately at 1-888-686-0778.</li><li>• Make sure the distance between the stove top and the bottom of the hood is within 24" and 30" in distance; with minimum 30" for gas stove top.</li></ul>   |
| 5) The hood is not venting out properly:  | <ul style="list-style-type: none"><li>• Reduce the number of elbows and length of duct work. Check if all joints are properly connected, sealed, and taped.</li></ul>  |



## RANGE HOOD ASSEMBLY:

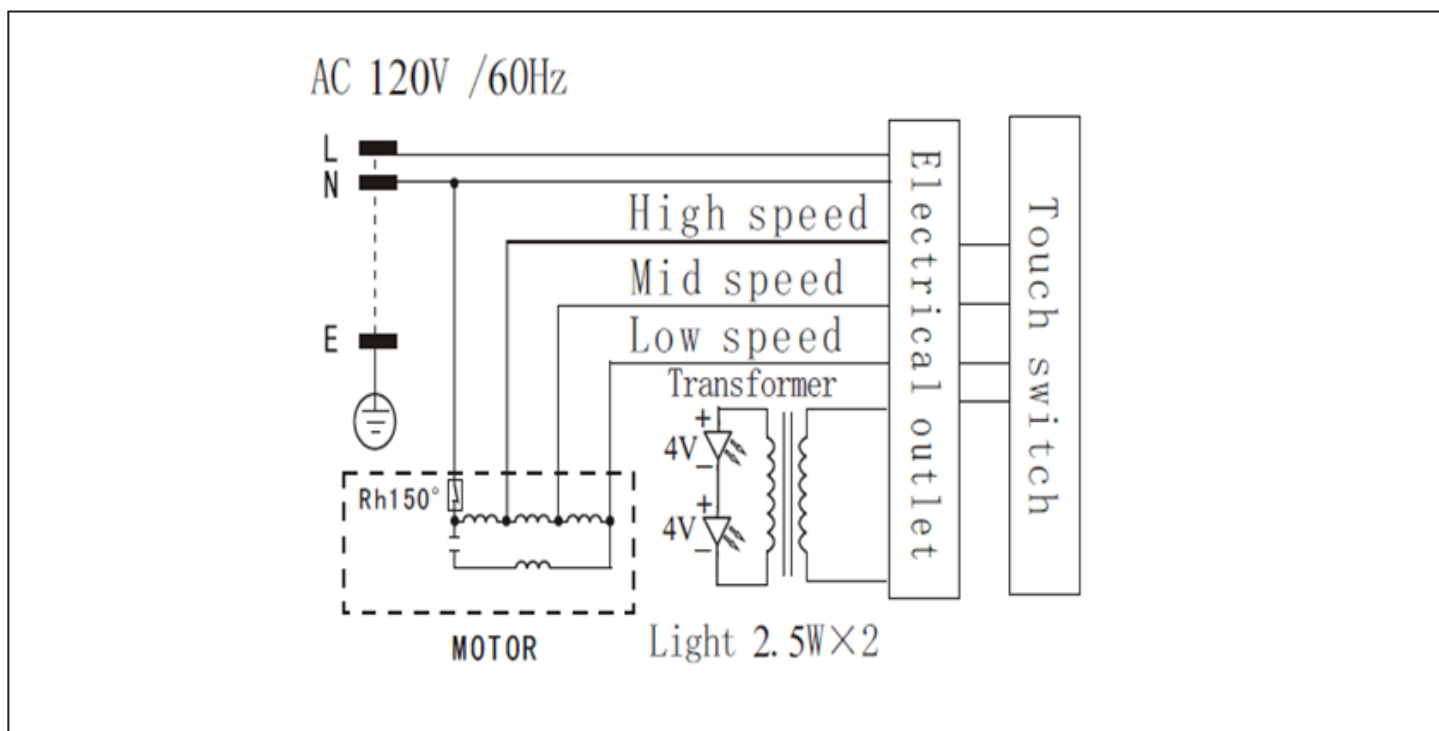
| NO. | PART NAME              | QTY |
|-----|------------------------|-----|
| 15  | Screw bag              | 1   |
| 14  | Filters                | 2   |
| 13  | Light                  | 2   |
| 12  | Panel                  | 1   |
| 11  | Panel Bracket          | 2   |
| 10  | Electronic Button      | 1   |
| 9   | Switch Bracket         | 1   |
| 8   | UL Electronic Box      | 1   |
| 7   | UL Electronic Box Base | 1   |
| 6   | Electronic Box Bracket | 1   |
| 5   | Transformer            | 1   |
| 4   | Motor                  | 1   |
| 3   | Valve                  | 2   |
| 2   | Housing                | 1   |
| 1   | Power Cord             | 1   |



## SPECIFICATIONS

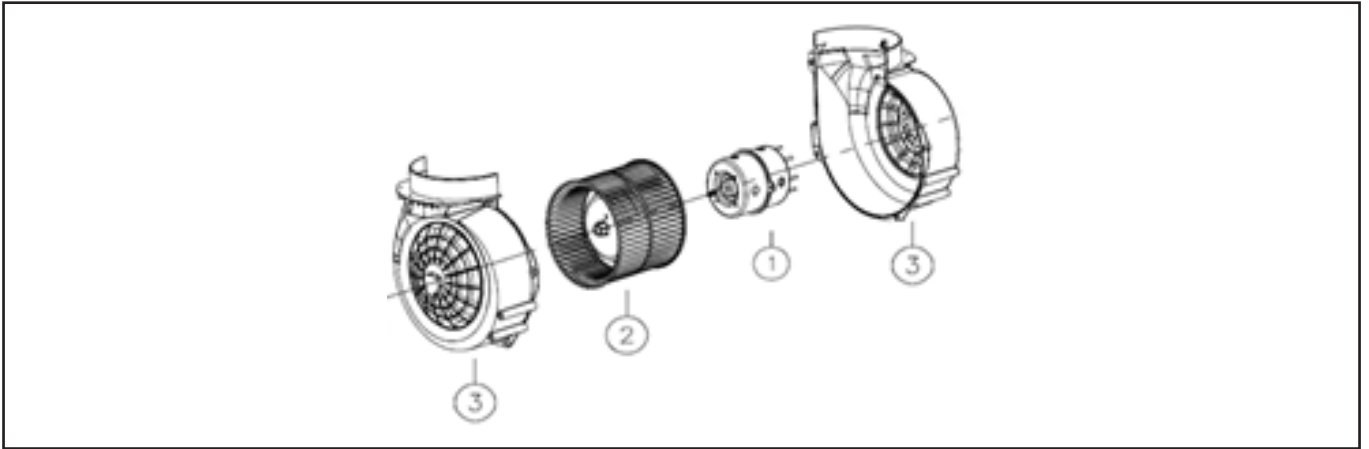
| Specifications:         |   |
|-------------------------|---|
| Body Design             | Stainless Steel 430                       |
| Power Rating            | 120V / 60Hz (USA & Canada standard) cULus |
| General Input Power     | 405 W                                     |
| Motor Input Power       | 400 W                                     |
| Ampere                  | 3.4 A                                     |
| Levels Of Speed Control | 3 Levels                                  |
| Number Of Motors        | Single Motor                              |
| Motor Type              | Single Chamber Quiet                      |
| Fan Type                | Centrifugal Squirrel Cage                 |
| Control Type            | Electronic Button Control Panel           |
| Filtration Type         | Aluminum and Stainless Steel Panel Filter |
| Illumination            | 2 x 2.5W LED                              |
| Venting Size            | Top, 6 inches Round                       |
| Interference Protection | Radio Frequency Interference Protected    |

## CIRCUIT DIAGRAM:



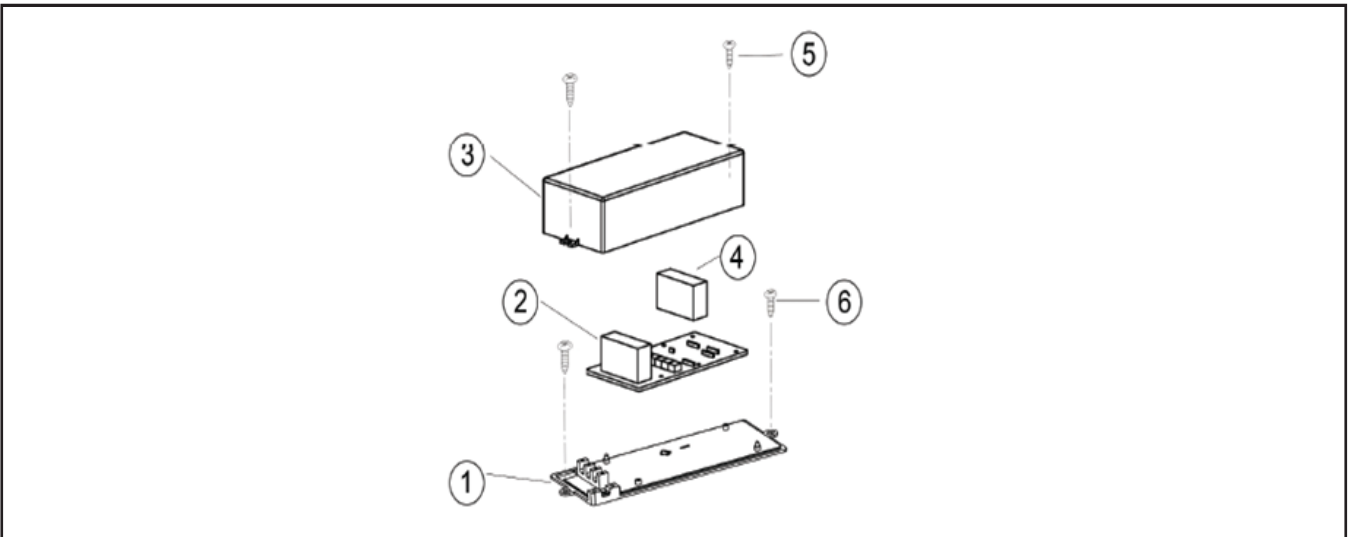
## BLOWER ASSEMBLY:

| No. | Description | No. | Description |
|-----|-------------|-----|-------------|
| 1   | Motor       |     |             |
| 2   | Impeller    |     |             |
| 3   | Blower      |     |             |
| 4   |             |     |             |
| 5   |             |     |             |



## ELECTRICAL ASSEMBLY:

| No. | Description         | No. | Description   |
|-----|---------------------|-----|---------------|
| 1   | Electrical box base | 6   | Screw (ST3*6) |
| 2   | PCB                 |     |               |
| 3   | Electrical cover    |     |               |
| 4   | Capacitor           |     |               |
| 5   | Screw (ST3*10)      |     |               |



## USE AND CARE INFORMATION:

### Operations:

- Read and understand all instructions and warnings in this manual before operating the appliance. Save these instructions for future reference.
- Always leave safety grills and filters in place. Without these components, operating fans could catch on to hair, fingers and loose clothing.
- NEVER dispose cigarette ashes, ignitable substances, or any foreign objects into fans.
- NEVER leave cooking unattended. When frying, oil in the pan can easily overheat and catch fire. The risk of self combustion is higher when the oil has been used several times.
- NEVER cook on “open” flames under the range hood. Check deep-fryers during use; superheated oil may be flammable.

### Cleaning:

- The saturation of greasy residue in the fan and filters may cause increased inflammability. Keep unit clean and free of grease and residue build-up at all times to prevent possible fires.
- Filters must be cleaned periodically and free from accumulation of cooking residue (see Cleaning Instructions below). Old and worn filters must be replaced immediately.
- DO NOT operate fans when filters are removed. Never disassemble parts to clean without proper instructions. Disassembly is recommended to be performed by qualified personnel only. Read and understand all instructions and warnings in this manual before proceeding.

### **SAFETY WARNING: Never put your hand into area housing the fan while the fan is operating!**

For optimal operation, clean range hood and all baffle/spacer/filter/grease tray/oil container regularly. Regular care will help preserve the appearance of the range hood.

### Cleaning Exterior Surfaces:

- Clean periodically with hot soapy water and clean cotton cloth. DO NOT use corrosive or abrasive detergent (e.g. Comet Power Scrub®, EZ-Off® oven cleaner), or steel wool/scoring pads, which will scratch and damage the stainless steel surface. For heavier soil use liquid degrease such as “Formula 409®” or “Fantastic®” brand cleaner.
- If hood looks splotchy (stainless steel hood), use a stainless steel cleaner to clean the surface of the hood. Avoid getting cleaning solution onto or into the control panel. Follow directions of the stainless steel cleaner. **CAUTION: DO NOT leave on too long as this may cause damage to hood finish.** Use soft towel to wipe off the cleaning solution, gently rub off any stubborn spots. Use dry soft towel to dry the hood.
- After cleaning, you may use non abrasive stainless steel polish such as 3M® or ZEP®, to polish and buff out the stainless luster and grain. Always scrub lightly, with clean cotton cloth, and with the grain.
- DO NOT allow deposits to accumulate or remain on the hood.
- DO NOT use ordinary steel wool or steel brushes. Small bits of steel may adhere to the surface and cause rusting.
- DO NOT allow salt solutions, disinfectants, bleaches, or cleaning compounds to remain in contact with stainless steel for extended periods. Many of these compounds contain chemicals, which may be harmful. Rinse with water after exposure to these compounds and wipe dry with a clean cloth.

### Cleaning Filters:

**IMPORTANT:** Drain oil from baffles, spacers, filters, oil tunnels, oil containers before oil and residue overflow!

- Remove all baffles, spacers, filters, grease tray, and oil containers and discard oil and residue.
- Wash with warm soapy water. NOTE: Stainless steel baffles, spacers and oil tunnel are top rack dishwasher safe.
- Dry thoroughly before replacing and follow directions for installation in reverse.
- Filters should be cleaned after every 30 hours of use.
- Should filters wear out due to age and prolonged use, replace with a new filter.

### LED Replacement:

- In the event the LED lights require servicing, please contact us at 1-800-350-4562 or email us at [service@anconahome.com](mailto:service@anconahome.com)