

# P O T T E R Y B A R N

## Gemma Crystal Tier Chandelier

### Assembly and Installation Instructions

#### CAUTION:

- **BEFORE INSTALLING FIXTURE, MAKE SURE THE POWER TO THE CIRCUIT IS TURNED OFF AT THE MAIN FUSE BOX / CIRCUIT BREAKER UTILITY BOX.**

#### Important Safety Instructions:

- These instructions are provided for your safety. It is very important that they are read carefully and completely before beginning the assembly and installation of this lighting fixture.
- We strongly recommend that a professional electrician install this lighting fixture.
- **THIS PRODUCT MUST BE INSTALLED IN ACCORDANCE WITH THE APPLICABLE INSTALLATION CODES BY A PERSON FAMILIAR WITH THE CONSTRUCTION AND OPERATION OF THE PRODUCT AND THE HAZARDS INVOLVED.**
- The lighting fixture is meant for indoor use. It must be connected only to 3-wire, single-phase electrical supply systems (provided with Ground wire or equivalent protection system).
- For your safety, it is strongly recommended that two people install the lighting fixture.
- This fixture has been rated for up to six (6) **40-Watt maximum Type B standard (candelabra) incandescent light bulbs** (not included) or six (6) **9-Watt compact fluorescent light bulbs** (not included). To avoid the risk of fire, **DO NOT EXCEED THE RECOMMENDED LAMP WATTAGE.**
- The lighting fixture is meant for indoor use, **DRY LOCATIONS ONLY.**
- **Save these instructions.**

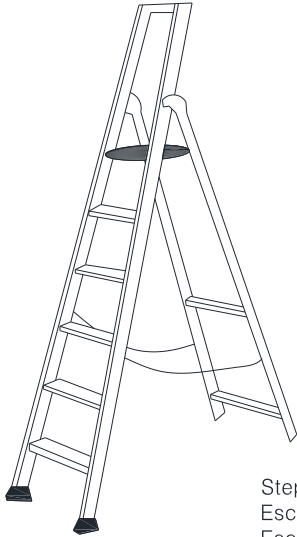
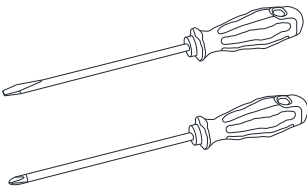
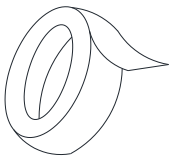
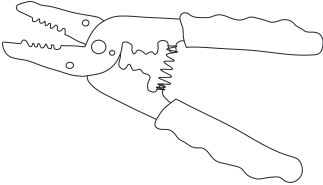
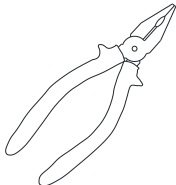
#### WARNING:

- **To reduce the risk of fire, electrical shock or personal injury, always turn off light fixture and allow it to cool prior to replacing the light bulb.**
- **Do not touch bulb when fixture is turned on; do not look directly at a lit bulb.**
- **Keep flammable materials away from lit bulb.**
- **This lighting fixture contains lead, a chemical known to the State of California to cause cancer, birth defects and other reproductive harm. Wash hands after installing, handling, cleaning or otherwise touching this light fixture.**

#### Pre-assembly:

- **Remove all parts and hardware from box along with any plastic protective packaging.**
- **Do not discard any contents until after assembly is complete to avoid accidentally discarding small parts or hardware.**
- **For your safety, it is strongly recommended that two people install the lighting fixture.**

#### TOOLS REQUIRED (not included):

|                                                                                                                               |                                                                                                                                                                                                                                                   |                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Step Ladder<br/>Escabeau<br/>Escalera</p> |  <p>Phillips Head, Flat Blade Screwdrivers<br/>Tournevis à tête Phillips et à tête plate<br/>Destornilladores Cabeza Phillips y Destornilladores Cabeza Plana</p> |  <p>Electrical tape<br/>Ruban isolant<br/>Cinta Electrica.</p> |
|                                                                                                                               |  <p>Wire Cutter/Stripper<br/>Pince coupe-fil/ à dénudé<br/>Cortador de Cable</p>                                                                                 |  <p>Plier<br/>Pince<br/>Alicates</p>                           |

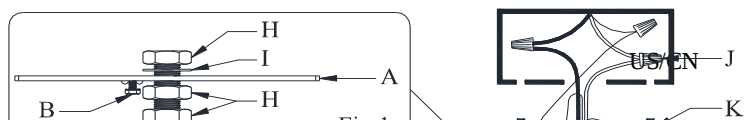
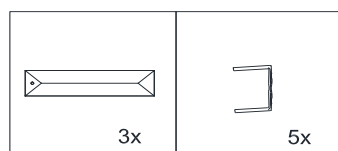
### Parts Included:

- (A) Mounting Plate (1)
- (C) Canopy (1)
- (D) Canopy Nut (1)
- (E) Frame (1)
- (F) Sockets (6)
- (G) Threaded Tube (1)
- (H) Hex Nuts (3)
- (I) Lock Washer (1)
- (L/L1) Closable Link with Screw Cap (1)
- (M) Fixture Loop (1)
- (N) Long Pole (1)
- (O) Short Poles (2)
- (P) Threaded Column (1)
- (Q) Crystals for Top & Second Tiers of Frame (141)
- (R) Crystals for Other Tiers of Frame (163)
- (S) Hanging Loop (1)
- (T) Steel Cable (1)
- (U) Allen Screws (4) (includes (2) extra)
- (V) Binding Collar (1)

### Hardware Enclosed:

- (B) Green Ground Screw (1)
- (J) Plastic Wire Nut Connectors (3)
- (K) Mounting Screws (3) (includes (1) extra)
- (W) Allen Wrench (1)
- (X) Threaded Joint (1)

### Part Replacement (included):



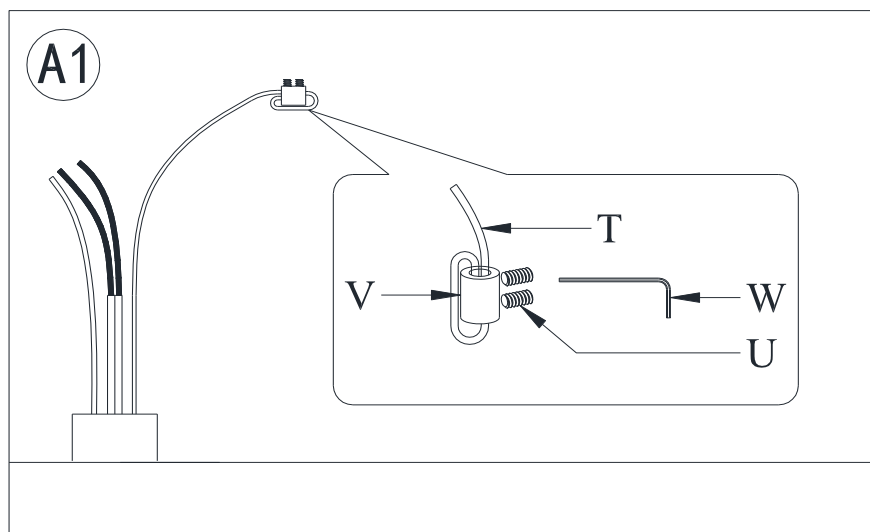
|   |                                                                                     |    |   |                                                                                     |    |   |                                                                                     |    |   |                                                                                       |      |   |                                                                                       |      |
|---|-------------------------------------------------------------------------------------|----|---|-------------------------------------------------------------------------------------|----|---|-------------------------------------------------------------------------------------|----|---|---------------------------------------------------------------------------------------|------|---|---------------------------------------------------------------------------------------|------|
| B |  | 1x | H |  | 3x | I |  | 1x | Q |  | 141x | R |  | 163x |
| K |  | 3x | U |  | 4x | J |  | 3x |   |                                                                                       |      |   |                                                                                       |      |
| X |  | 1x | W |  | 1x |   |                                                                                     |    |   |                                                                                       |      |   |                                                                                       |      |

**Note: the difference between Crystals (Q) and Crystals (R) is the hook direction. Please read the assembled steps outlined below for proper crystal assembly.**

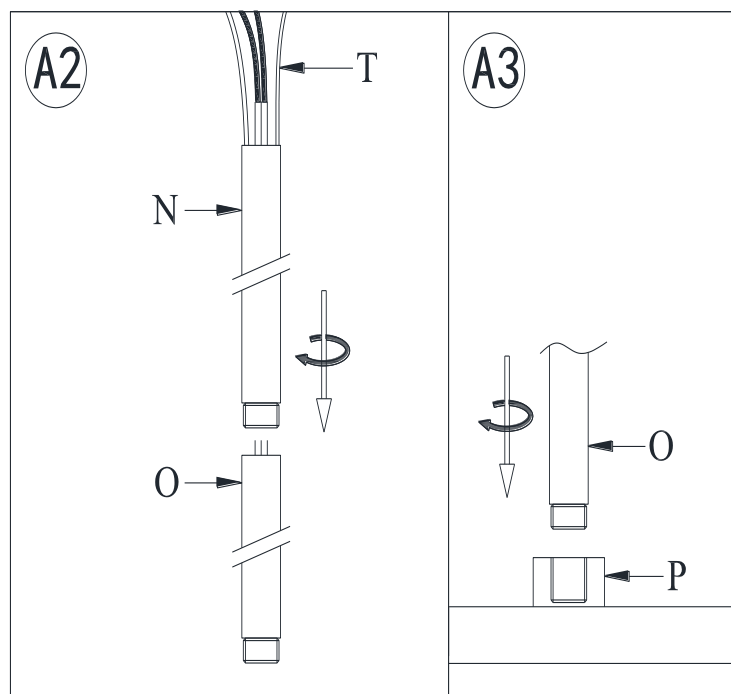
**To Adjust the Suspension Length of the Fixture:**

Note: The adjustment or shortening of the lighting fixture's suspension length is only needed if the factory set length is not appropriate for your installation. We recommend that you adjust the lighting fixture to the proper desired length before cutting the electrical cord. Determine the lighting fixture suspension length from the ceiling for the product installation, allowing the extra cord length for the outlet junction box wire connections as noted below.

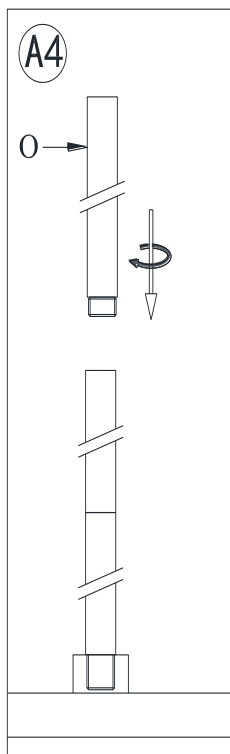
1. (See A1) if needed, separate the Binding Collar (V) from the end of the Steel Cable (T) by loosening the two Allen Screws (U) using the Allen Wrench (W), and then release the Steel Cable (T) from the Binding Collar (V) and remove the Binding Collar (V). **Do not discard these parts as they will be used later.**



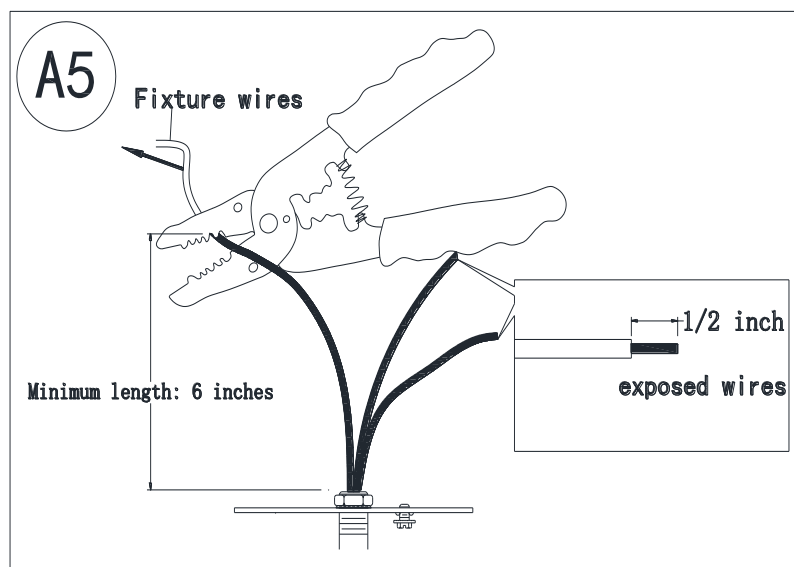
2. (See A2 & A3) If you would like to use only the Long Pole (N) with the Short Pole (O), then thread the 2 wire power cord and bare ground wire with Steel Cable (T) through the Short Pole (O) first and then the Long Pole (N), making sure the threaded end of Pole (O&N) is downward as shown in the diagram. Attach the bottom end of Long Pole (N) onto the top end of Short Pole (O) by rotating clockwise until tightly secure. Then fasten the bottom end of the assembled Short Pole (O) into the Threaded Column (P), rotating clockwise until tight.



3. (See A4) Use the remaining Short Pole (O) as needed, to adjust the fixture's suspension length by following the similar procedure as outlined above.



4. (See A5) If needed, cut off the extra power cord length on the 2 wire cord and bare ground wire so that they all are at least 6 inches (152.4 mm) long within the outlet junction box (J-box).



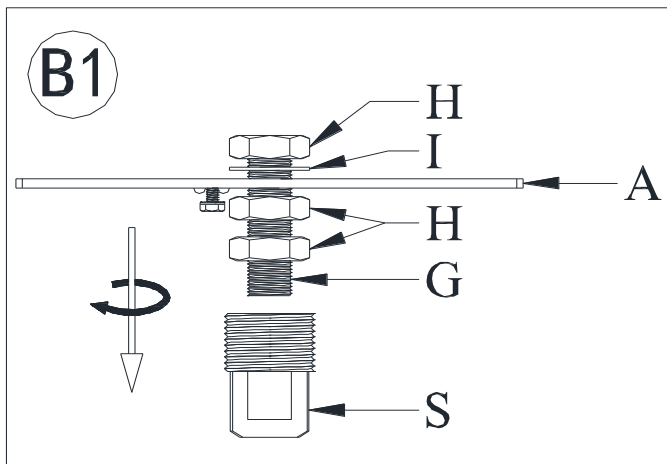
## Assembly & Installation Instructions:

- **SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER.**
- Carefully unpack all fixture parts and hardware and lay them on a clear workspace.
- **If the parts are not already preassembled or if suspension length adjustments were not made, please use the instruction section above “To Adjust the Suspension Length of the Fixture” for the proper assembly of relevant parts to the desired suspension length.**

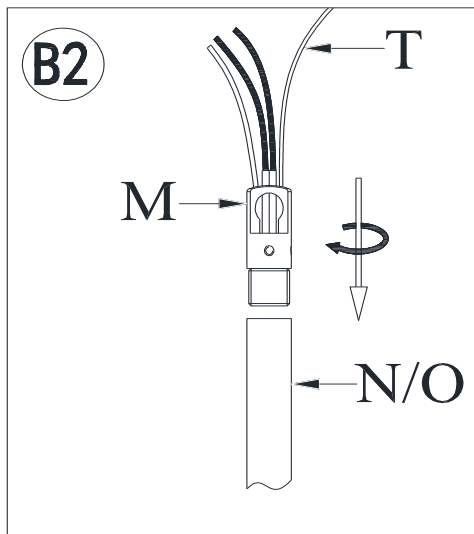
**Note:** There are optional parts included which enable the light fixture to be installed onto either level or slanted ceiling using the procedure as outlined below. Professional installation is recommended.

1. **For mounting to slanted or level ceiling:** Assemble the relevant parts using the assembled steps as outlined in Section “**FOR MOUNTING TO SLANTED/LEVEL CEILING**” below.
2. **For mounting to level ceiling:** Assemble the relevant parts using the assembled steps as outlined in Section “**FOR MOUNTING TO LEVEL CEILING**” below.

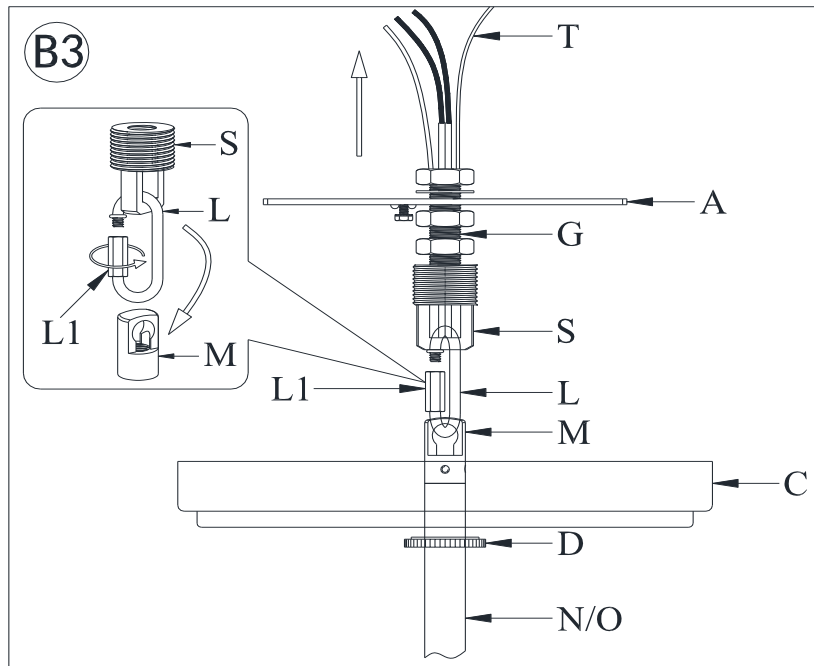
## FOR MOUNTING TO SLANTED/LEVEL CEILING



Mounting Plate (A), Hex Nuts (H), Lock Washer (I) and Threaded Tube (G) have been pre-assembled as shown. Attach the Threaded Tube (G) into the threaded bore of the Hanging Loop (S) and rotate the Hanging Loop (S) clockwise until the Threaded Tube (G) is tightly engaged within the Hanging Loop (S). Turn the lower Hex Nut (H) clockwise until it is tightly pressing against the Hanging Loop (S).

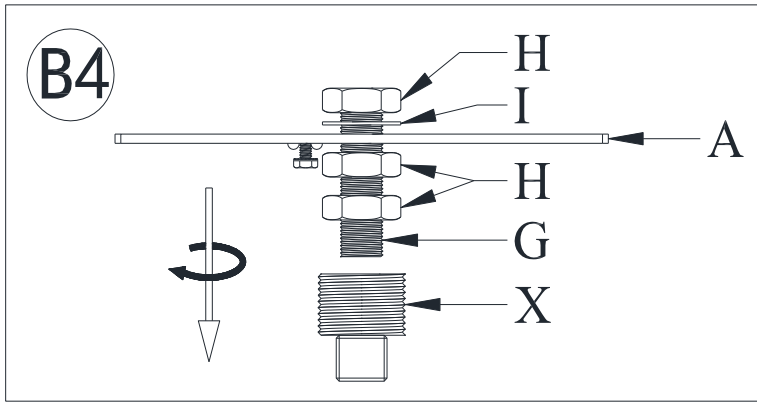


Assemble the Fixture Loop (M) onto the top end of the installed Pole (N/O) by turning clockwise until tight.

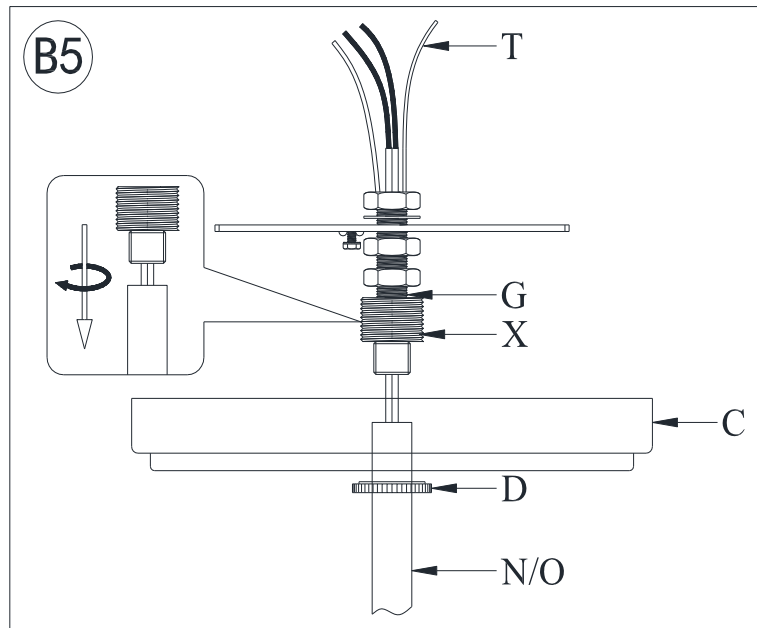


1. Slide the Canopy Nut (D) over the Fixture Loop (M) and assembled Pole (N/O).
2. Slide the Canopy (C) over the Fixture Loop (M) and assembled Pole (N/O).
3. Insert the Hanging Loop (S) and Fixture Loop (M) into the Closable Link (L), tighten the Closable Link Screw Cap (L1).
4. Insert the fixtures 2 wire power cord, bare ground wire and Steel Cable (T) through the Hanging Loop (S) and Threaded Tube (G).

## FOR MOUNTING TO LEVEL CEILING



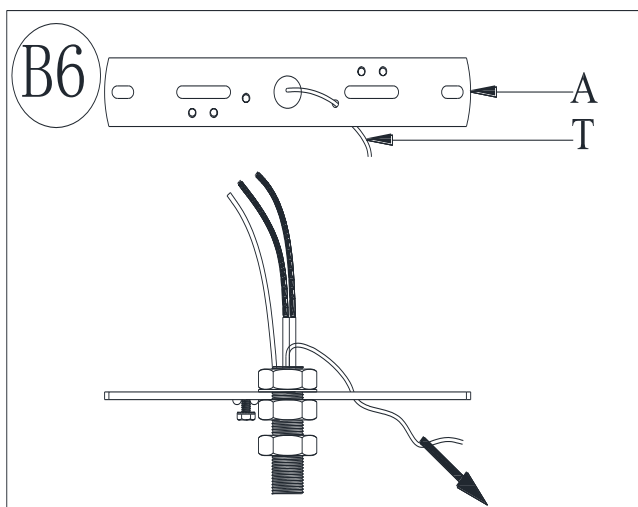
Mounting Plate (A), Hex Nuts (H), Lock Washer (I) and Threaded Tube (G) have been pre-assembled as shown. Attach the Threaded Tube (G) into the threaded bore of the Threaded Joint (X) and rotate the Threaded Tube (G) clockwise until it is tightly engaged within the Threaded Joint (X). Turn the lower Hex Nut (H) clockwise until it is tightly pressing against the Threaded Joint (X).



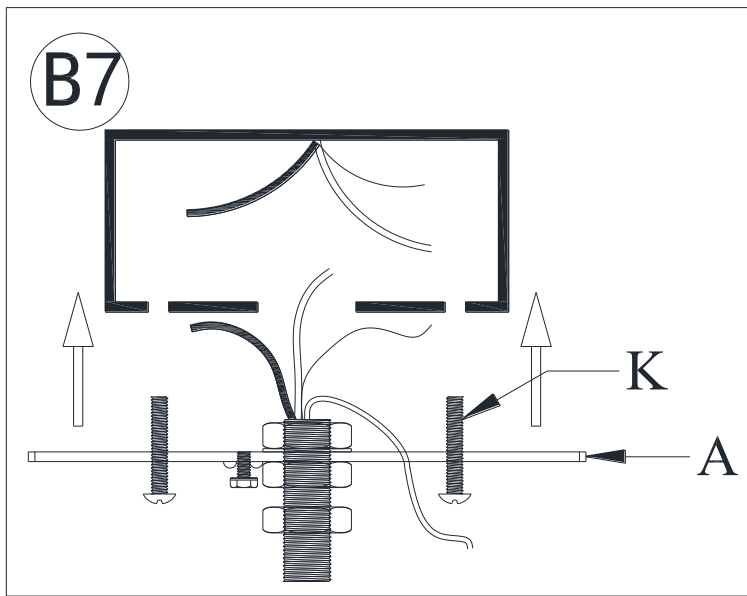
1. Slide the Canopy Nut (D) over the assembled Poles (N/O).
2. Slide the Canopy (C) over the assembled Poles (N/O).
3. Insert the fixtures 2 wire power cord, bare ground wire and Steel Cable (T) through the Threaded Joint (X) and Threaded Tube (G).
4. Attach the bottom end of the Threaded Joint (X) onto the top end of assembled Poles (N/O) by turning clockwise until tight.

## Assemble the remaining parts of the lighting fixture and install onto the ceiling

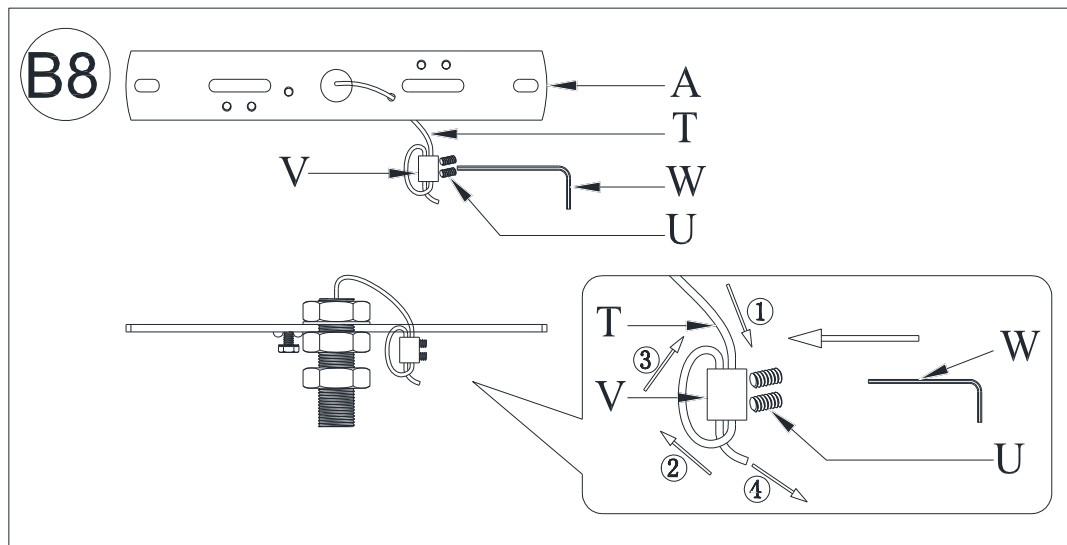
### Junction box:



Insert the top end of Steel Cable (T) into one hole of the Mounting Plate (A).

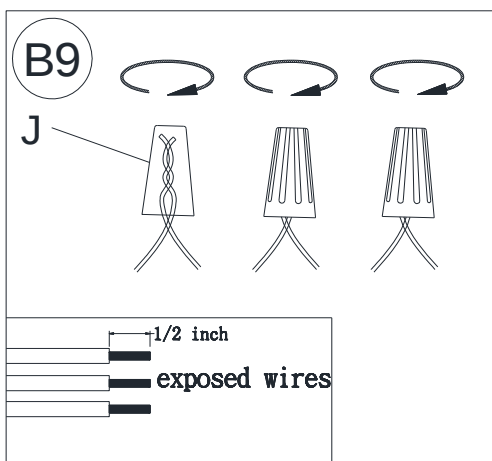


With the help of another person to hold the weight of the fixture, attach the Mounting Plate (A) onto the junction box using two Mounting Screws (K). Align the slots of the Mounting Plate (A) with the two threaded holes located on the J-box. Use a screwdriver to tighten each screw until the Mounting Plate (A) is firmly secured to the J-box.

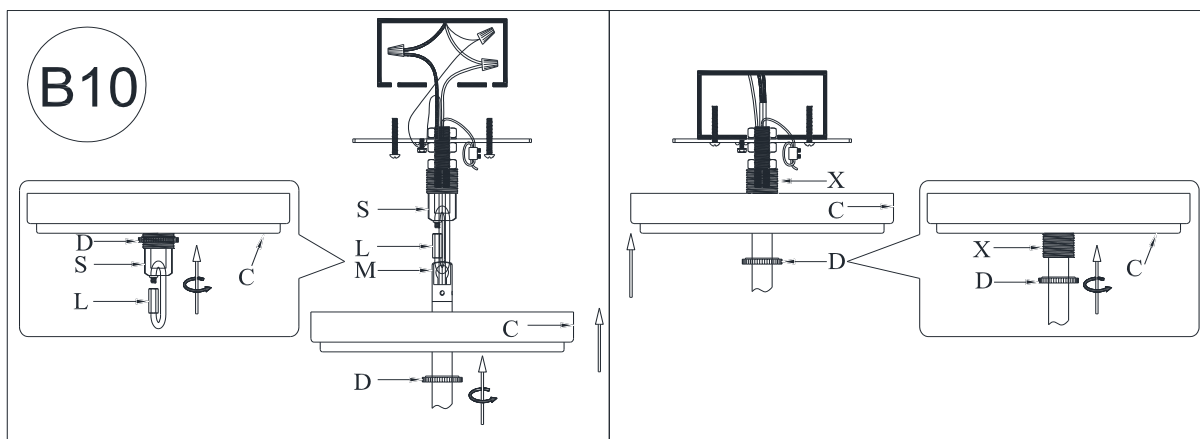


1. Insert the end of Steel Cable (T) from the Mounting Plate (A) through the hole of Binding Collar (V) and wrap the Steel Cable (T) as shown. Adjust and slide Binding Collar (V) until it is close to Mounting Plate (A) as much as possible.
2. Insert the two Allen Screws (U) into the Binding Collar (V) and rotate each screw clockwise using the Allen Wrench (W) until tight.

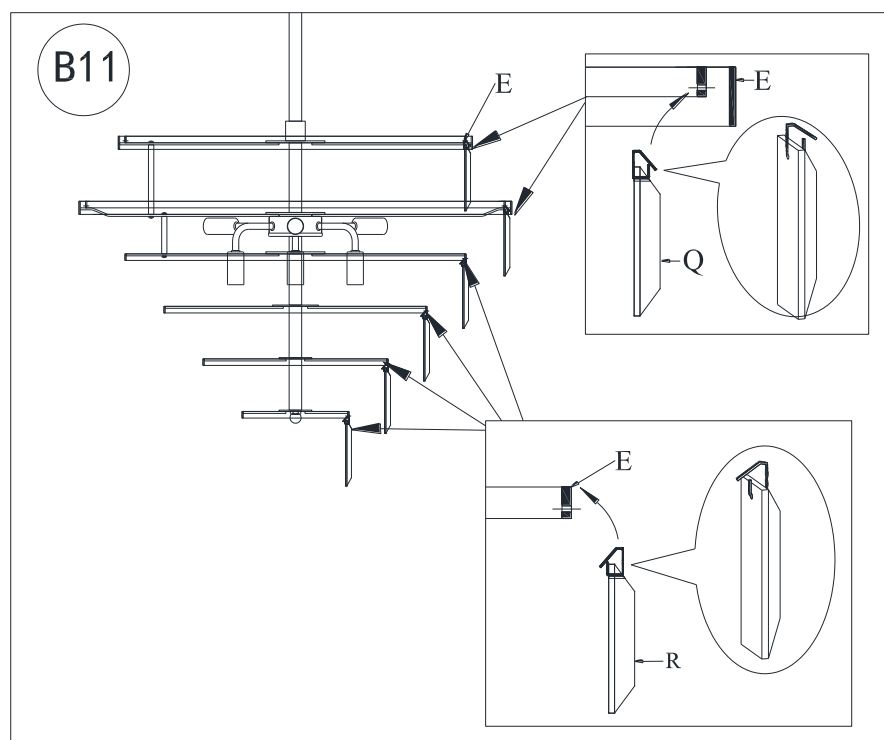
**Ensure the repositioned Steel Cable (T) tightly looped between Binding Collar (V) holes and is properly secured by the Allen Screws (U) or safety will be compromised.**



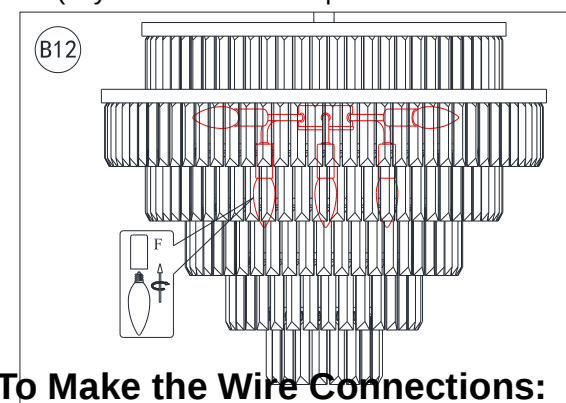
Please read the section "To Make the Wire Connections" Below.



Slide the Canopy (C) upward along the poles until the upper rim of the canopy pressed gently against the ceiling surface. Position the Canopy Nut (D) against the Hanging Loop (S) or Threaded Joint (X) depending upon mounting method as outlined above. Rotate the Canopy Nut (D) clockwise to engage it with the threaded portion of the Hanging Loop (S) or Threaded Joint (X) until secure. Do not over tighten this nut.



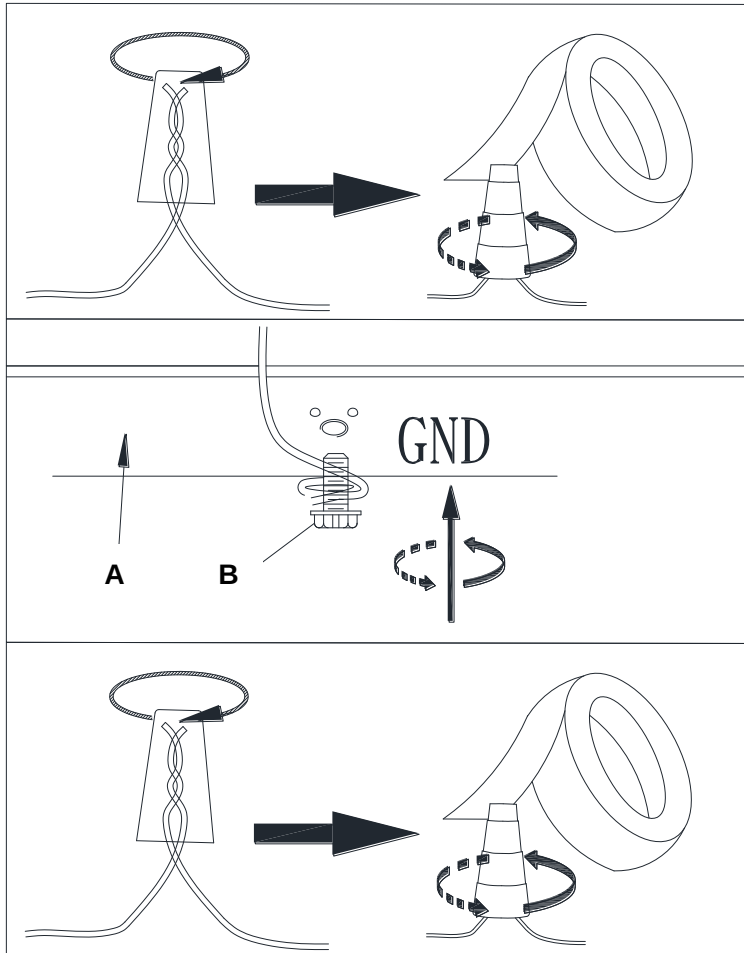
1. Pick and identify the Crystals (Q), making sure the hook on each Crystal (Q) is facing to direction as shown in this illustration.
2. Gently attach the hook of each Crystal (Q) onto each hole on the top tier of Frame (E) until secure.
3. Gently attach the hook of each Crystal (Q) onto each hole on the second tier of Frame (E) until secure.
4. Pick and identify the Crystals (R), making sure the hook on each Crystal (R) is facing to direction as shown in this illustration.
5. Gently attach the hook of each Crystal (R) onto each hole on the remaining tiers of Frame (E) until secure. (Crystal installation sequence is recommended from upper to the bottom).



Insert the specified light bulbs into the Sockets (F).  
DO NOT EXCEED THE SPECIFIED WATTAGE.

**To Make the Wire Connections:**

1. Gently pull the existing wire down from the ceiling junction box and allow wires to hang. The HOT or LIVE wire is usually black. The NEUTRAL wire is usually white. Check to see if there is a ground wire that is usually green or green with a yellow stripe or exposed copper metal wire. If need, use a pair of wire strippers to remove about 1/2 inch of insulation from each wire.
2. Carefully inspect the fixtures wires. The NEUTRAL FIXTURE WIRE has FINE LONGITUDINAL RIDGES running along its length. The HOT FIXTURE WIRE is SMOOTH and the BARE COPPER WIRE is the GROUND WIRE. If you have any doubt and cannot identify the power-supply wires with confidence, then we recommend that you ask an electrician and that you not continue with the installation.
3. With the help of another person to hold the weight of the fixture, attach the fixture wires to the junction box wires as shown in the illustrations.



Connect the GROUND FIXTURE WIRE to the GROUND J-BOX WIRE using the Plastic Wire Nut Connector (J) and wrap the connection with electrical tape. Be sure that no wire strands are exposed.

If the junction box DOES NOT have a GROUND WIRE, wrap the fixture's bare ground wire around the Green Ground Screw (B) and insert the screw into the Mounting Plate (A), marked as "GND", and tighten screw to secure the wire.

Connect the NEUTRAL FIXTURE WIRE to the NEUTRAL J-BOX WIRE first and then connect the HOT FIXTURE WIRE to the HOT J-BOX WIRE using the Plastic Wire Nut Connectors (J). Wrap these connections with electrical tape. Be sure that no wire strands are exposed.

**NOTE:**

**IT IS IMPERATIVE THAT THE JUNCTION BOX IN YOUR HOME BE PROPERLY GROUNDED!  
DO NOT REVERSE THE HOT AND NEUTRAL CONNECTIONS OR SAFETY WILL BE COMPROMISED.**

4. Check the wiring connections and if all looks good, gently tuck the wire connections neatly into the ceiling junction box.

**Care Instructions:**

- Wipe clean with a soft, dry cloth or static duster.
- Always avoid the use of harsh chemicals or abrasive cleaners as they may cause damage the fixture's finish.

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