

P O T T E R Y B A R N

Manor Glass Pendant 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 all direct wire fixtures.
- 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 four (4) **40-Watt maximum TYPE B standard (candelabra) incandescent light bulbs** (not included) or four (4) **9-Watt compact fluorescent light bulbs** (not included). To avoid the risk of fire, do not exceed the recommended lamp wattage.
- This lighting fixture is intended for indoor or protected/covered outdoor areas. Do not expose to direct rainfall. SUITABLE FOR EITHER DRY OR DAMP LOCATIONS.
- **Save these instructions.**

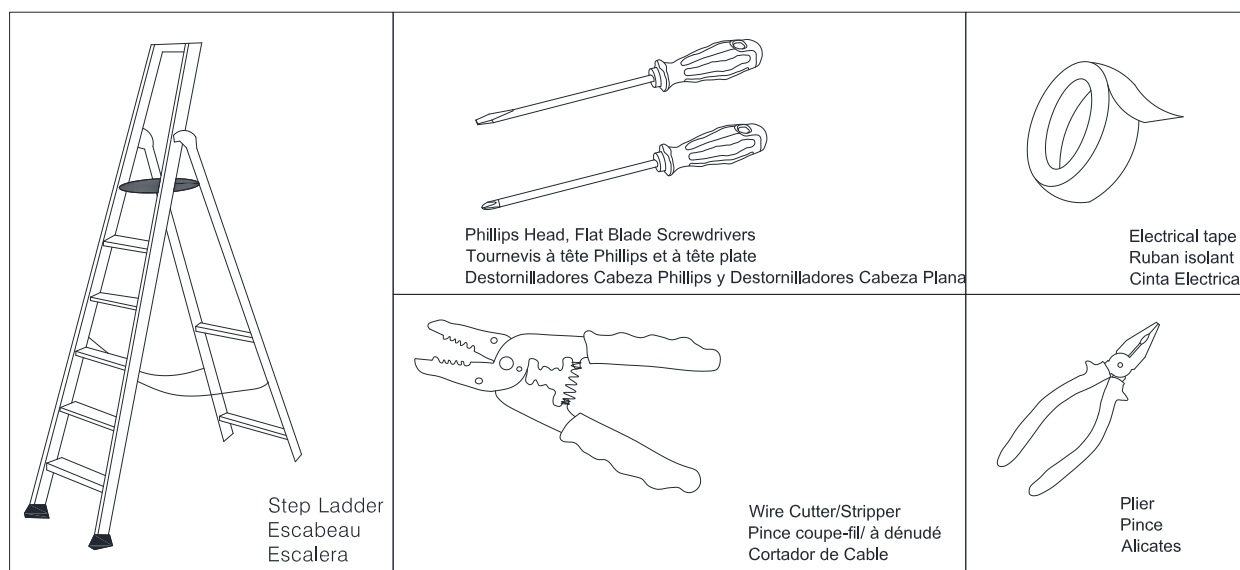
WARNING:

- **To reduce the risk of fire, electrical shock or personal injury, always turn off light fixture and allow it to cool prior to replacing light bulb.**
- **Do not touch bulb when fixture is turned on. Do not look directly at 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 and convenience, assembly by two people is recommended.

TOOLS REQUIRED (not included):

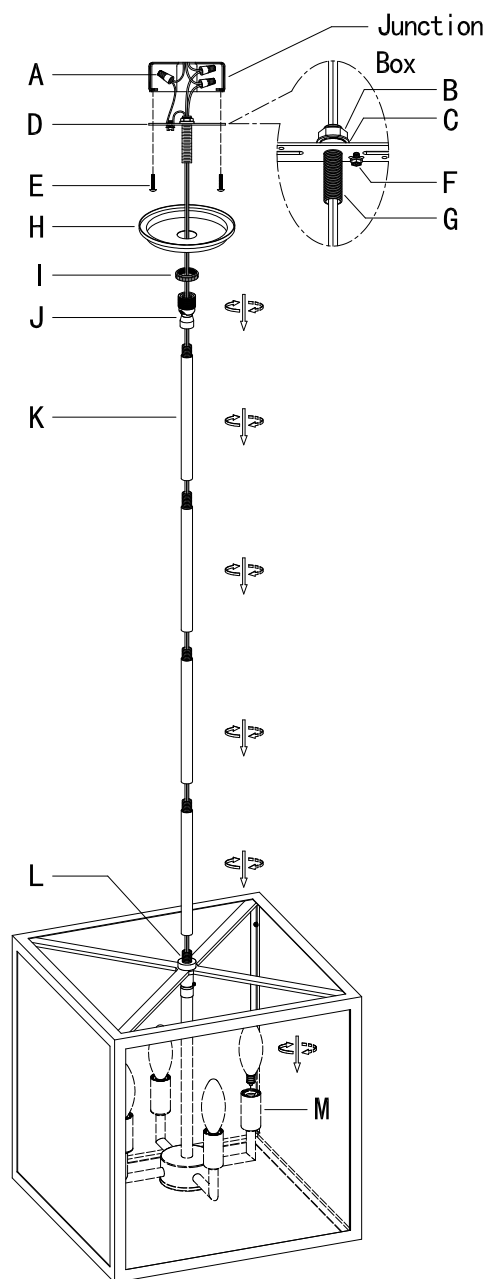
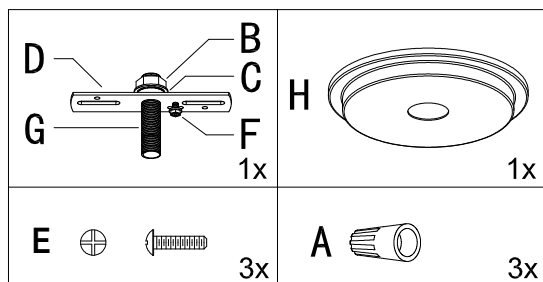


Parts Included:

- (I) Canopy Nut (1)
- (J) Pivot (1)
- (K) Tubes (4)
- (L) Threaded Nipple (1)
- (M) Sockets (4)

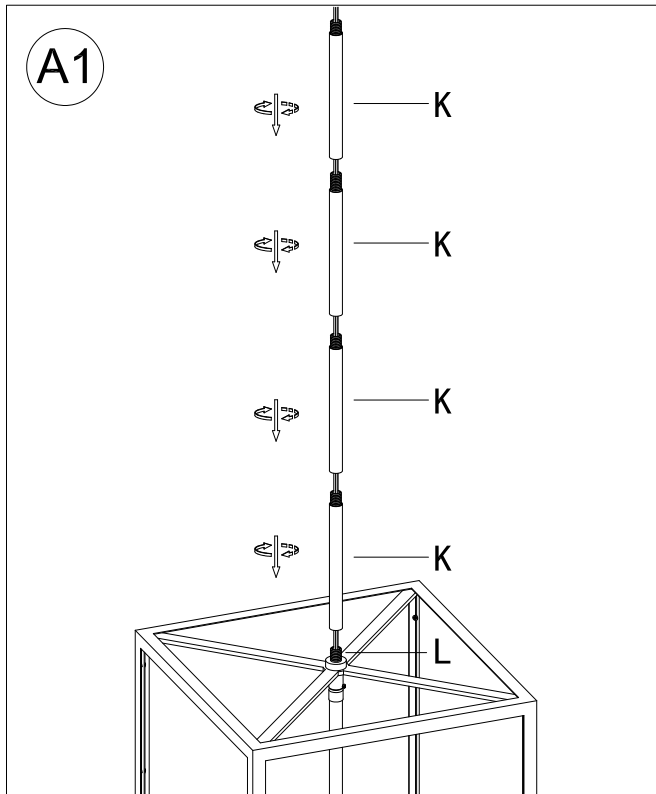
Hardware Enclosed:

- (A) Plastic Wire Nut Connectors (3)
- (B) Hex Nut (1)
- (C) Lock Washer (1)
- (D) Mounting Plate (1)
- (E) Mounting Screws (3) (includes (1) extra)
- (F) Green Ground Screw (1)
- (G) Threaded Tube (1)
- (H) Canopy (1)

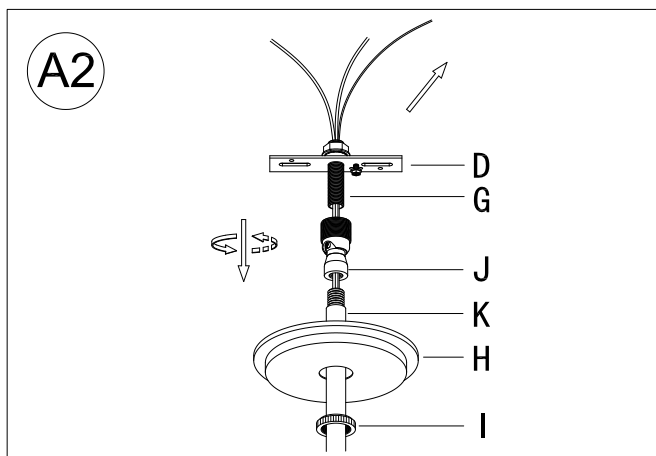


To adjust the suspension length of the fixture:

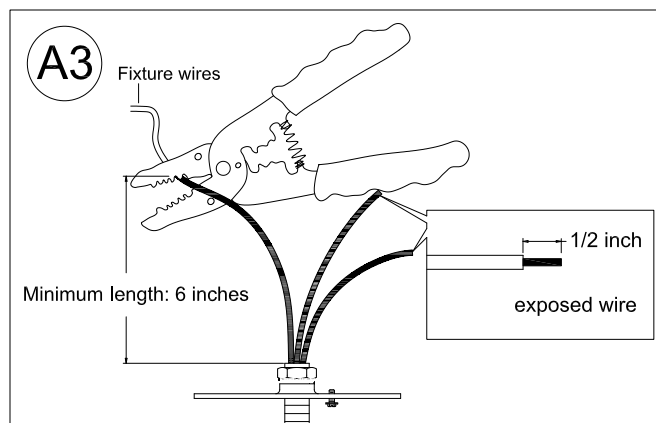
Note: The adjustment or shortening of the lighting fixture's suspension length is only needed if the factory set length is not appropriate for your installation. We recommend that you adjust the fixture to the proper desired length before cutting the electrical cord. Determine the lighting fixture suspension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



1. If you would like to use only one Tube (K) then thread the fixtures 2 wire power cord and bare ground wire through the Tube (K), making sure the threaded nipple joint end of the Tube (K) are Upward. Attach the bottom end of the Tube (K) onto the Threaded Nipple (L) by rotating clockwise direction until tightly secure.
2. Use the additional Tubes (K) as needed, to adjust the fixture's suspension length using the similar procedure as outlined as step 1 of this illustration.



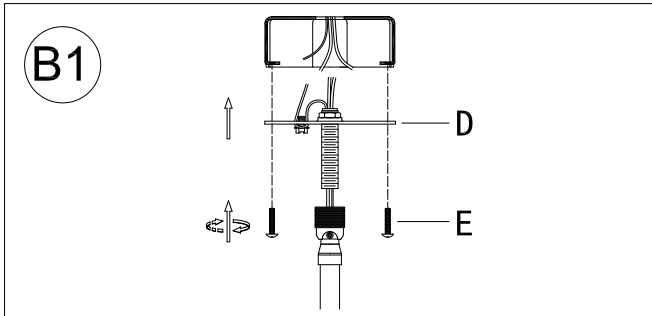
1. If needed, unscrew the Canopy Nut (I) from the Pivot (J).
2. Position the Canopy Nut (I) first and then the Canopy (H) over the top end of the installed Tubes (K)
3. Insert the fixture 2 wire power cord and bare ground wire through the wiring hole of Pivot (J) and Threaded Tube (G)
4. Assemble the Pivot (J) onto the top end of installed Tube (K), rotating two parts clockwise until tight.



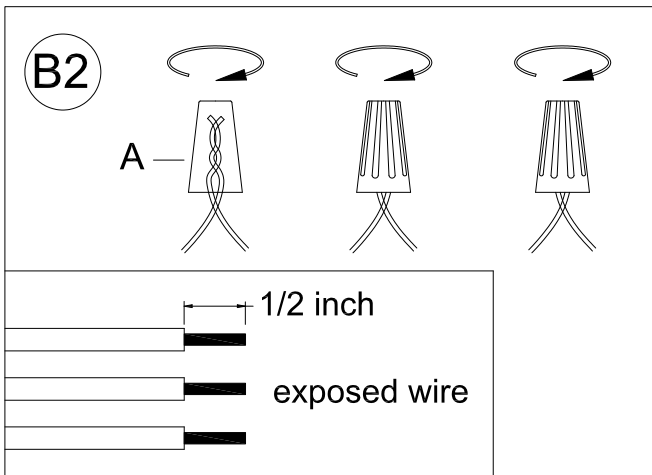
If needed, cut off the extra power cord length on the fixture 2 wire cord and bare ground wire so that they all are at least 6 inches (152.4 mm) long within the outlet junction box (J-box).

Assembly & Installation Instructions:

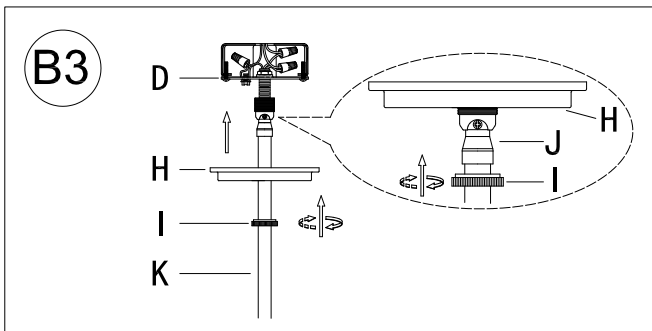
- **SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER.**
- Carefully unpack all fixture parts and hardware and lay them on a clear workspace.
- If the parts are not already preassembled or if suspension length adjustments were not made, please use the instruction section above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



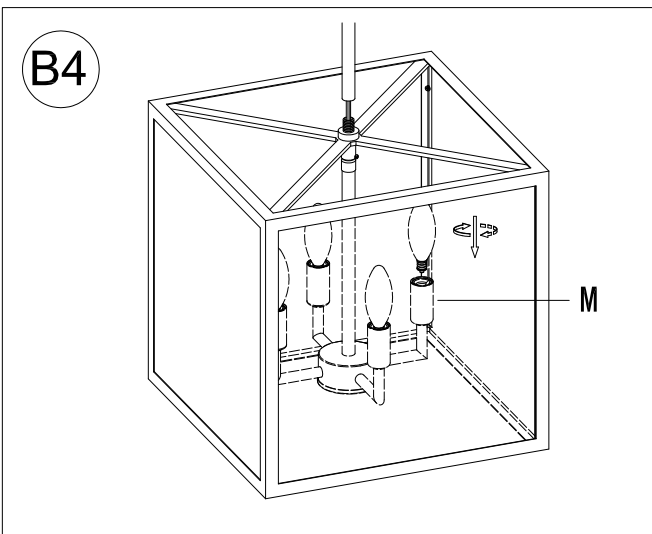
Attach the Mounting Plate (D) onto the junction box using two Mounting Screws (E) with a screwdriver.



Please read the section “**To Make the Wire Connections**” Below.



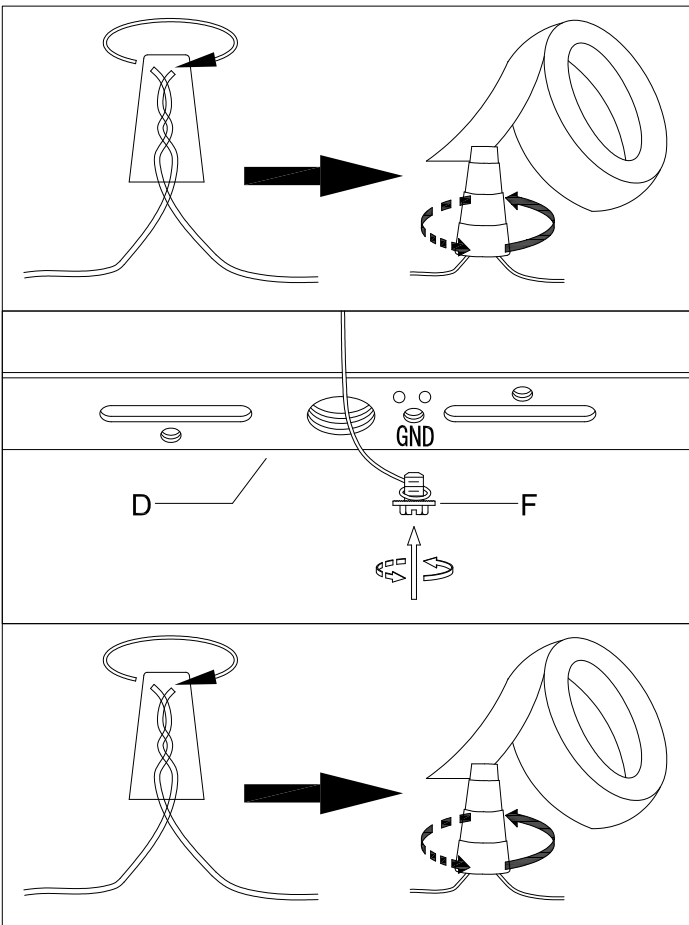
Slide the Canopy (H) upward along the Tubes (K) until the upper rim of the canopy pressed gently against the ceiling surface. Position the Canopy Nut (I) against the Pivot (J) and rotate the nut clockwise to engage it with the threaded portion of the Pivot (J) until secure. Do not over tighten this nut.



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

To Make the Wire Connections:

1. Gently pull 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 needed, 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 (usually green insulation of bare wire) using the Plastic Wire Nut Connector (A) 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 (F) and insert the screw into the Mounting Plate (D), marked as "GND", and tighten screw to secure the wire.

Connect the NEUTRAL FIXTURE WIRE to the NEUTRAL J-BOX WIRE (usually white insulation) first and then connect the HOT FIXTURE WIRE to the HOT J-BOX WIRE (usually black insulation) using the Plastic Wire Nut Connectors (A). 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 to the fixture's finish.

Thank you for your purchase

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