

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

## PB Classic Pole Pendant Kit Assembly 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 one (1) **75-watt maximum TYPE A standard incandescent light bulb** (not included) or one (1) **18-watt maximum compact fluorescent light bulb** (not included) or one (1) **9-Watt SBLED light bulb** (not included). To avoid the risk of fire, do not exceed the recommended wattage.
- Use with approved Pottery Barn Shades only, having a minimum opening diameter of 3-1/2 inches and a minimum lamp-to-shade spacing of 2-7/8 inches.
- The lighting fixture is meant for indoor use or covered patios and covered porches that are fully protected from water, even during storms, **SUITABLE FOR EITHER DRY OR DAMP LOCATIONS**
- **Save these instructions.**

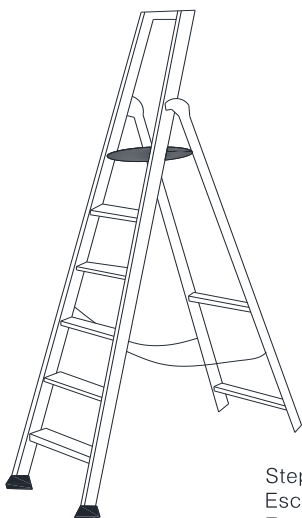
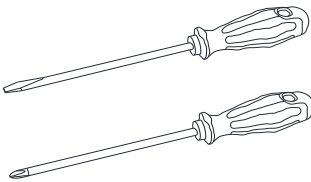
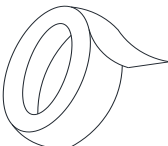
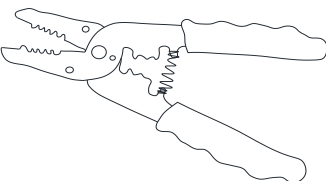
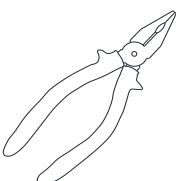
### WARNING:

- **To reduce the risk of fire, electrical shock or personal injury, always turn off the 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):

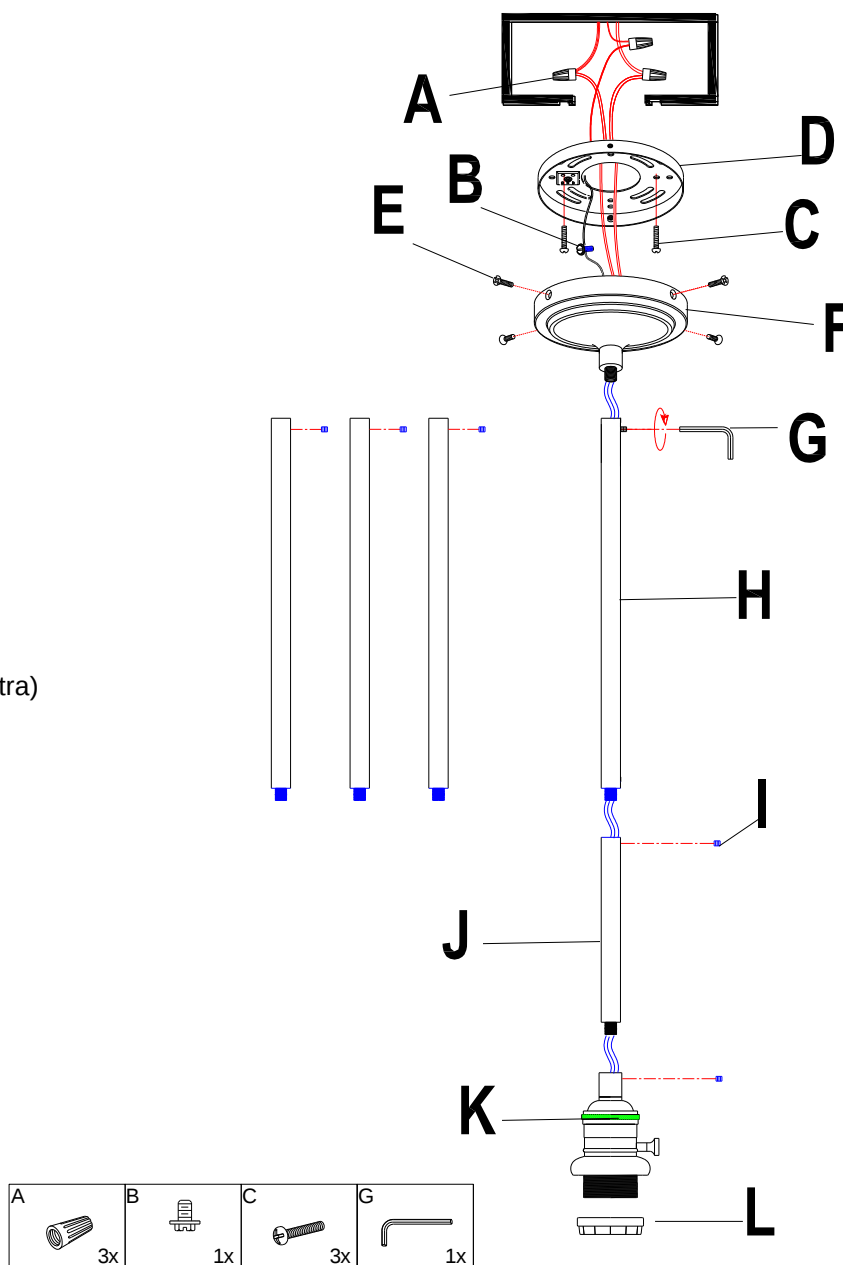
|                                                                                                                                |                                                                                                                                                                                                                                                    |                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|  <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 dénuder<br/>Cortador de Cable</p>                                                                                 |  <p>Plier<br/>Pince<br/>Alicates</p>                           |

## Parts Included:

- (B) Green Ground Screw (1)
- (D) Mounting Plate (1)
- (E) Canopy screws (4)
- (F) Canopy (1)
- (H) Long Metal Tubes (4)
- (I) Small Allen Set Screws (6)
- (J) Short Metal Tube (1)
- (K) Socket (1)
- (L) Socket Ring (1)

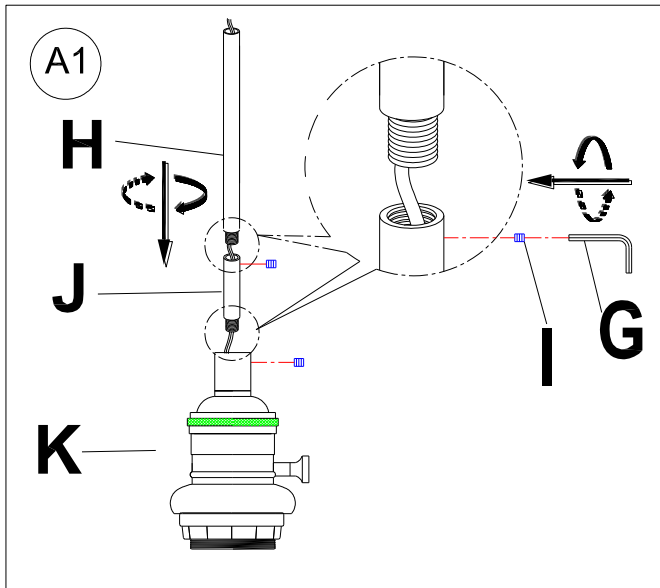
## Hardware Enclosed:

- (A) Plastic Wire Connectors (3)
- (C) Mounting Screws (3) (includes (1) extra)
- (G) Allen Wrench (1)

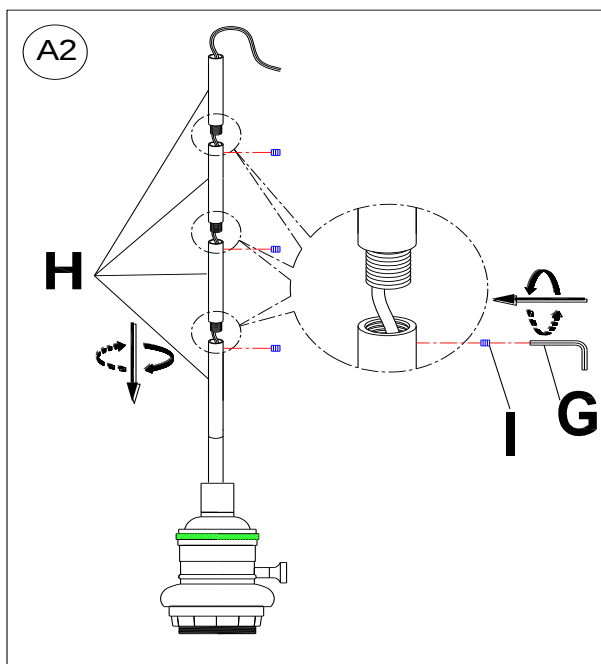


## To Adjust the Suspension Length of the Fixture:

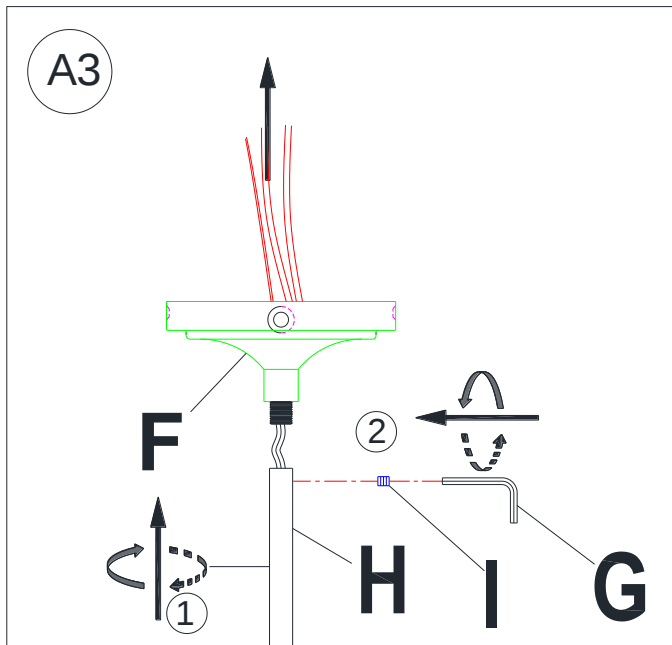
Note: The adjustment or shortening of the lighting fixture's suspension length is only needed if the factory set length is not appropriate for your installation. We recommend that you adjust the lighting fixture to proper desired length before cutting the electrical cord. Determine the lighting fixture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



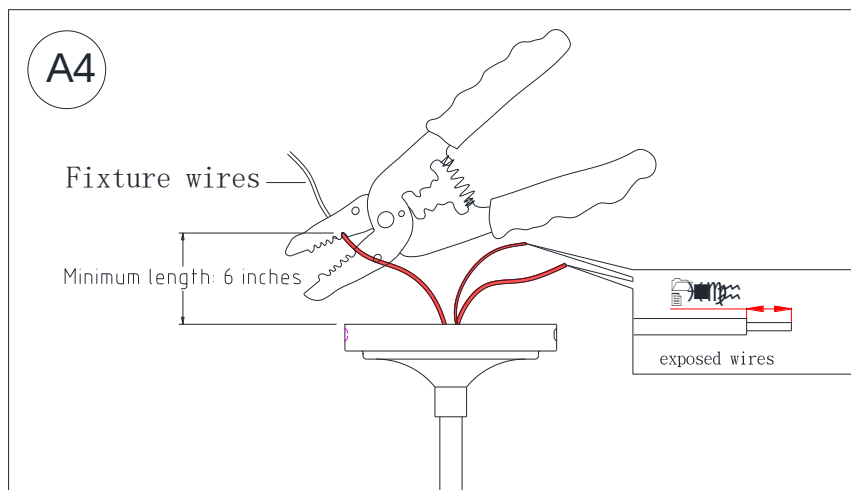
1. If needed, unscrew the Small Allen Set Screws (I) on the Socket (K) and Metal Tubes (J&H) using the Allen Wrench (G) by turning counter-clockwise.
2. If you would like to use only one Long Metal Tube (H) with the Short Metal Tube (J), then thread the fixture 2-wire power cord through the Short Metal Tube (J) first and then through one Long Metal Tube (H), making sure threaded nipple joint end of each tube is downward as shown. Attach the bottom end of Long Metal Tube (H) to the top end of Short Metal Tube (J) by rotating the two parts clockwise until tightly secure. Then fasten the bottom end of the Short Metal Tube (J) to the top threaded joint of the Socket (K) by rotating the two parts clockwise until tight.
3. Secure these threaded joints by tightening the Small Allen Set Screws (I) on the Socket (K) and upper end of Short Metal Tube (J) clockwise using the Allen Wrench (G).



Use the additional Long Metal Tubes (H) as needed to adjust the fixture's suspension length by following the similar procedure as outlined above.



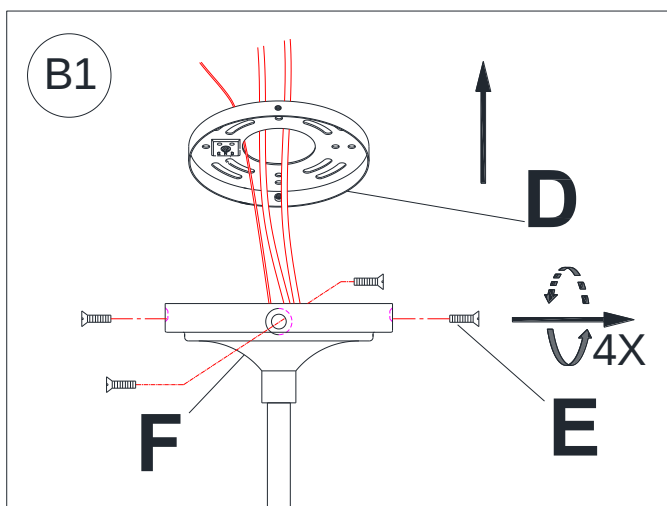
1. Thread the fixture 2-wire power cord through the Canopy (F) first and then attach the top end of the Long Metal Tube (H) to the threaded nipple below the Canopy (F) by rotating the two parts clockwise until secure.
2. Secure this threaded joint by tightening the Small Allen Set Screws (I) on the upper end of Long Metal Tube (H) clockwise using the Allen Wrench (G).



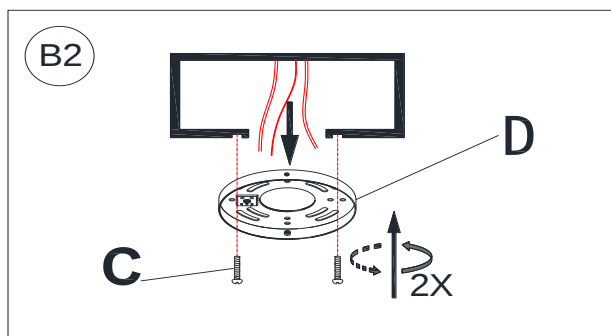
If needed, cut off the extra power cord length on the fixture 2 wire power cord so that they all are at least 6 inches (152.4 mm) long within the outlet junction box (J-box)

## Assembly & Installation Instructions:

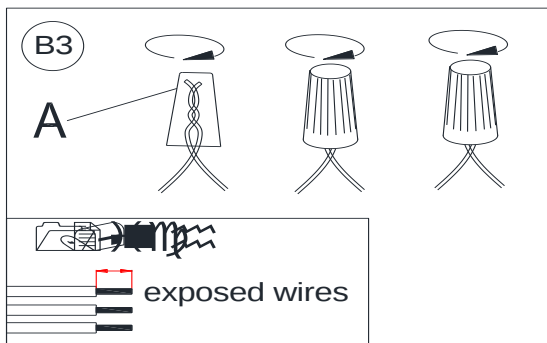
- **SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER.**
- Carefully unpack all fixture parts and hardware and lay them on a clear workspace.
- If the parts are not already preassembled or if suspension length adjustments were not made, please use the instruction section above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



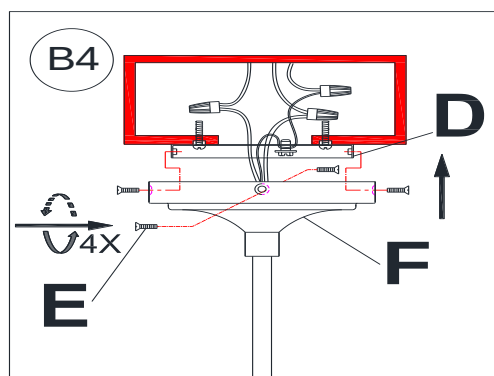
Separate the Mounting Plate (D) from the Canopy (F) by removing the 4 Canopy Screws (E). Do not discard the Canopy Screws (E) as these will be used later.



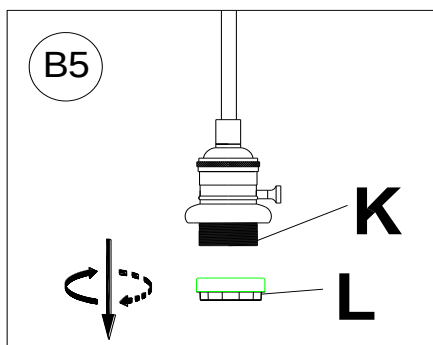
1. Insert the J-box wires through the center opening of Mounting Plate (D)
2. Attach the Mounting Plate (D) onto the J-box
3. Secure the Mounting Plate (D) by turning the 2 Mounting Screws (C) clockwise until tight using a screwdriver.



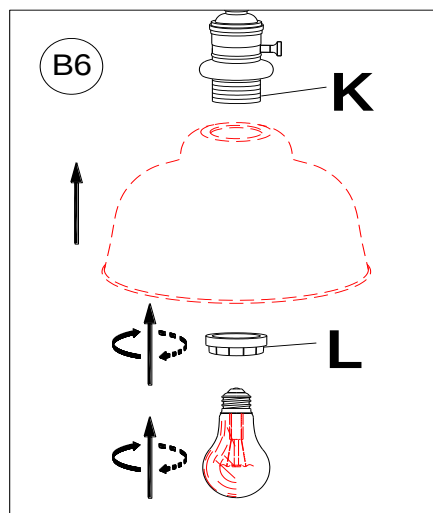
Please read the section " **To Make the Wire Connections**" Below.



Raise the Canopy (F) over the Mounting Plate (D), aligning the 4 holes on the Canopy (F) with the 4 threaded holes on the Mounting Plate (D). Insert the Canopy Screws (E) and tighten to secure the Canopy (F) with a screwdriver.



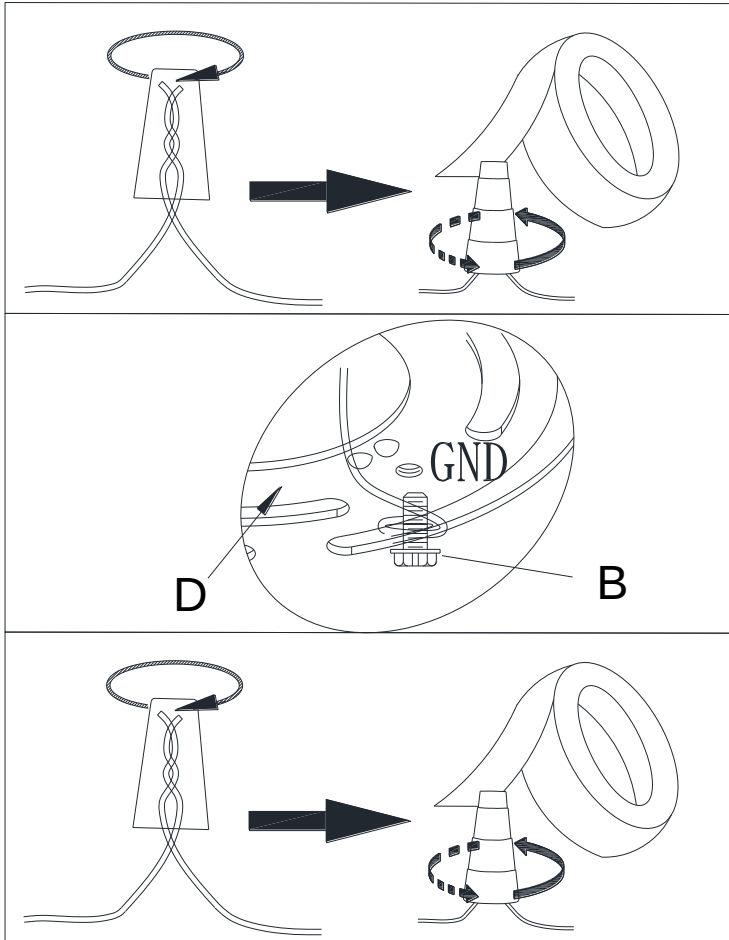
Unscrew the Socket Ring (L) from the Socket (K) by turning counter-clockwise by hand.



1. Place the lampshade (not included) onto the Socket (K) and secure in place by turning the Socket Ring (L) clockwise until tight.
2. Insert the specified light bulb into the Socket (K).  
DO NOT EXCEED THE SPECIFIED WATTAGE.

## To Make the Wire Connections:

1. Gently pull the wiring 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 using the Plastic Wire 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 (B) 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 first and then connect the HOT FIXTURE WIRE to the HOT J-BOX WIRE using the Plastic Wire 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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