

P O T T E R Y B A R N

McCarthy Glass 3 Light Pendant

Assembly and Installation Instructions

CAUTION:

- **DO NOT ASSEMBLE THE GLASS SHADE BEFORE MOUNT THE CANOPY TO THE CEILING.**
- **BEFORE INSTALLING FIXTURE, MAKE SURE THE POWER TO THE CIRCUIT IS TURNED OFF AT THE MAIN FUSE BOX / CIRCUIT BREAKER UTILITY BOX.**
- **Do not install into a ceiling that contains radiant heating.**

Important Safety Instructions:

- The ceiling Toggle Bolts (D) are meant for drywall ceiling mounting only. If the ceiling is made from concrete, brick or plaster, please consult your local hardware store for assistance. Use proper hardware for your ceiling type.
- Due to the large size of the McCarthy Glass 3 Light Pendant, the fixture must be attached to the ceiling by using the 4 Toggle Bolts (D) (or other additional suitable ceiling mounting hardware, not included) which supports the Ceiling Plate(E) along with the two J-box Mounting Screws (J).
- The installation is not to be made on a radiant-heating ceiling.
- 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 Three (3) **60-watt maximum TYPE A standard incandescent light bulbs** (not included) or Three (3) **13-watt compact fluorescent light bulbs** (not included) or Three (3) **9-watt LED light bulb** (not included). To avoid the risk of fire, do not exceed the recommended wattage.
- The lighting fixture is meant for indoor use, **DRY LOCATIONS ONLY.**
- **Save these instructions.**

WARNING:

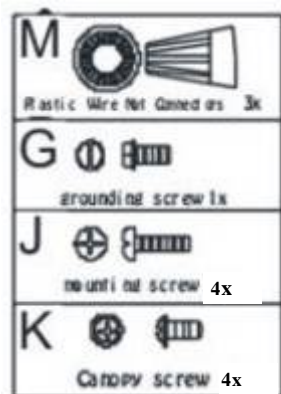
- **To reduce the risk of fire, electrical shock or personal injury, always turn off light fixture and allow it to cool prior to replacing light bulb.**
- **Do not touch bulb when fixture is turned on. Do not look directly at lit bulb.**
- **Keep flammable materials away from lit bulb.**
- **This lighting 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.

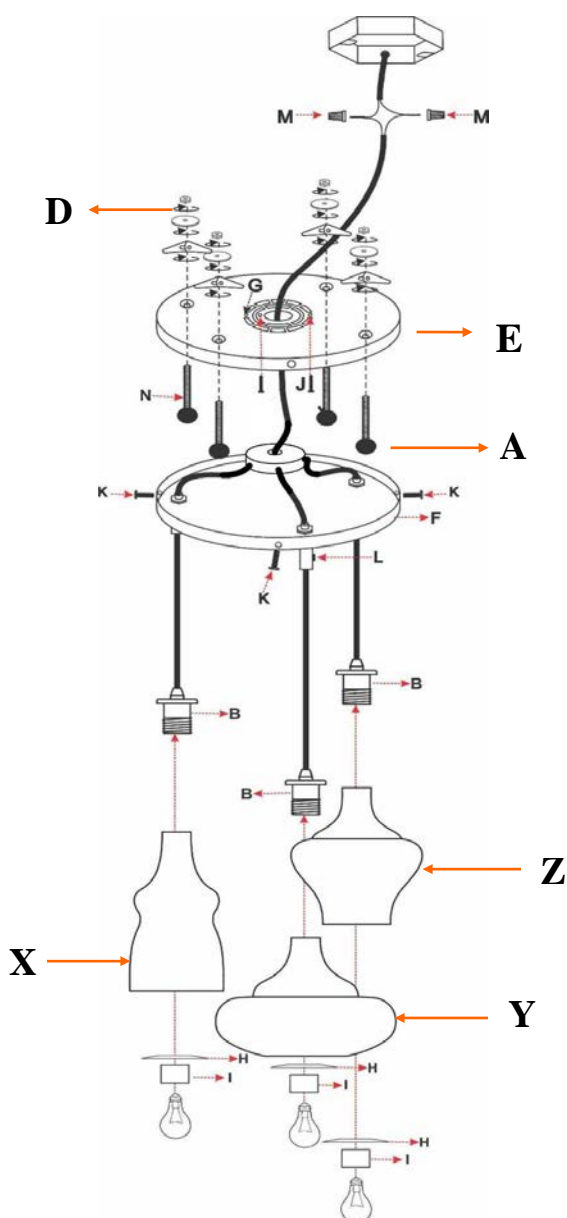
Parts Included:

- (3) Glass Shades (X, Y, Z)
- (1) Ceiling Plate (E)
- (1) Canopy (F)
- (3) Metal Cap (H)
- (3) Holder Rings (I)
- (3) Sockets (B)
- (4) Metal Balls (A)

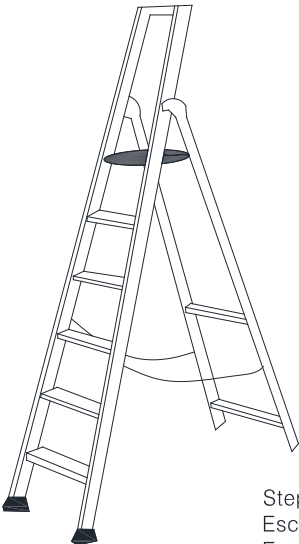
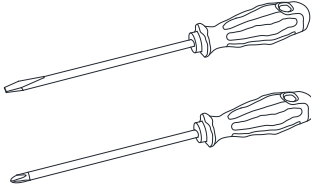
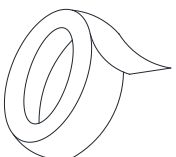
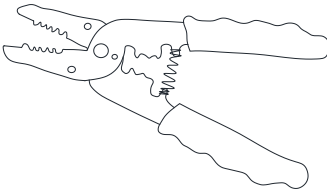
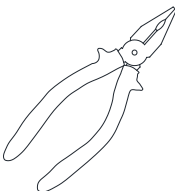


Hardware Enclosed:

- (1) Green Ground Screw (G)
- (4) Mounting Screws (J)
- (4) Canopy Screws (K)
- (3) Plastic Screws (L)
- (3) Plastic Wire Nut Connectors (M)
- (4) Toggle Bolts (D), (4) Toggle Nuts (N)

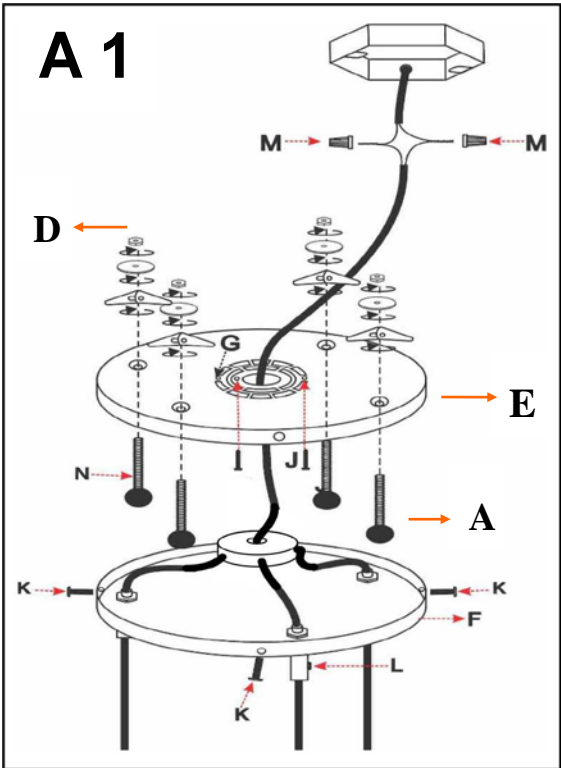


Tools Required: (not included): Step Ladder, Phillips Head & Flat Blade Screwdrivers, Wire Cutter/Stripper & Electrical Tape.

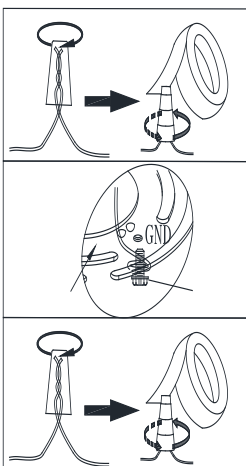
 <p>Step Ladder Escabeau Escalera</p>	 <p>Phillips Head, Flat Blade Screwdrivers Tournevis à tête Phillips et à tête plate Destornilladores Cabeza Phillips y Destornilladores Cabeza Plana</p>	 <p>Electrical tape Ruban isolant Cinta Eléctrica.</p>
	 <p>Wire Cutter/Stripper Pince coupe-fil/ à dénudé Cortador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

Assembly & Installation Instructions:

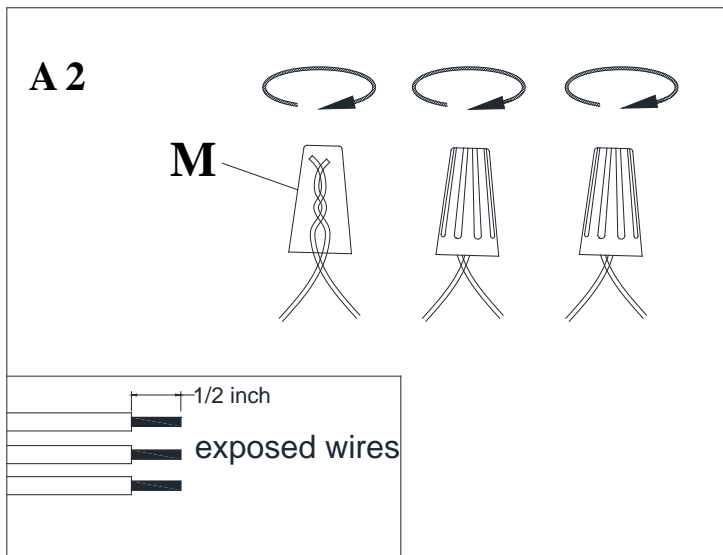
1. **SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER!**
2. Carefully unpack all fixture parts and hardware and lay out them on a clear workspace.
3. Gently pull existing wire out from the ceiling junction box and allow wires to hang. The HOT or LIVE wire is usually black. The 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.
4. If needed, separate Ceiling Plate(E) from Canopy (F) by removing the four Canopy Screws (K). Do not discard Canopy Screws (K) as these will be used later.



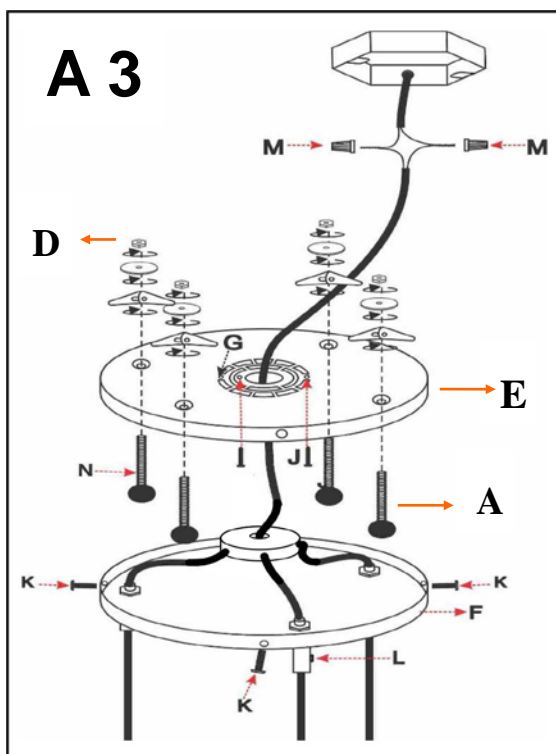
5. Determine the desired location of the McCarthy Glass Pendant and temporarily install the Ceiling Plate(E) to the ceiling J-box making sure that the "GND" (electrical ground marking) is facing upwards.
6. Attach the Ceiling Plate(E) to the ceiling outlet box only using the 2 J-box Mounting Screws (J). Tighten screws with a screwdriver.
7. Mark the 4 hole locations of the Ceiling Plate(E) on the ceiling using a pencil where holes will be drilled for the 4 Toggle Bolts (D).
8. Un-install the Ceiling Plate(E) from the marked ceiling location by loosening and removing the 2 J-box Mounting Screws (J) with a screwdriver.
9. Using the drill with the appropriate size drill bit (just large enough to make hole that will allow passage of the folded wings of each Toggle Bolt (D) assembly), drill 1 hole in the ceiling at each of the 4 marked hole locations for the Toggle Bolts (D).
10. Use the **assembled** Toggle Bolts (D) with the upper Toggle Flat Washers and Toggle Nuts & without the Metal Balls(A), inserted through each of the 4 ceiling holes, making sure the Toggle Bolts are fully inserted into the ceiling and the toggle wings are open. Rotate the upper nut on each installed Toggle Bolt (N) in a clockwise direction until the washer and nut are tight against the ceiling. Make sure enough of the exposed threaded rod of each Toggle Bolt (N) is of sufficient length to be able to secure the Ceiling Plate(E) to the ceiling using the 4 Metal Balls(A). Some adjustment of the threaded rod and nut may be needed to ensure enough of the Toggle Bolt (N) threaded rod length is exposed below the ceiling line to fully engage and tighten the 4 Metal Balls(A) against the Ceiling Plate(E), but not too long to interfere with the upper side of the Canopy (F). **NOTE: The Toggle Bolts (D) must be securely fastened to the ceiling. Then the Ceiling Plate(E) installed up against the ceiling, first secured by the 2 J-box Mounting Screws (J) and then finally the 4 Metal Balls(A) installed over the exposed threaded rods! The rods must not spin in place when the Metal Balls(A) are tightened!**
11. Attach the Ceiling Plate(E) to the ceiling outlet box using the 2 J-box Mounting Screws (J). Align the slots of the Ceiling Plate(E) with the two threaded holes located on the J-Box taking care to also align the 4 holes on the Ceiling Plate with the installed Toggle Bolts (D). Use a screwdriver to tighten each screw with a screwdriver until the Ceiling Plate(E) is firmly secured to the J-Box.
12. Secure the Ceiling Plate(E) to the drywall ceiling using the 4 Metal Balls(A) against the Ceiling Plate(E) turning each clockwise until tight.
13. Carefully inspect the pendant's fixture wires. The NEUTRAL FIXTURE WIRE is White. The HOT FIXTURE WIRE is Black, and the GROUND WIRE is Green. 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.
14. Attach the GROUND WIRE from the fixture to the GROUND JUNCTION BOX WIRE from the ceiling outlet junction box (J-box) (usually green insulation). Fasten each together with a Plastic Wire Nut Connector (M) by twisting the connector in a clockwise direction and wrap the connection with electrical tape. Be sure that no wire strands are exposed. If your outlet junction box DOES NOT have a GROUND WIRE, be sure to insert the Green Ground Screw (G) into the Ceiling Plate(E) marked as "GND", facing downward and wrap the fixture's green ground wire around the Green Ground Screw (G). Tighten screw to clamp ground wire between ground screw head and Ceiling Plate(E). **IT IS IMPERATIVE THAT THE JUNCTION BOX IN YOUR HOME BE PROPERLY GROUNDED!**



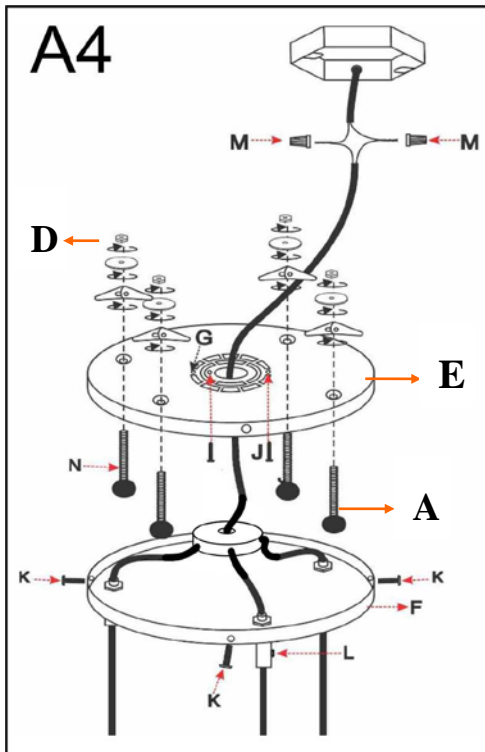
15. Connect the NEUTRAL FIXTURE WIRE to the NEUTRAL JUNCTION BOX WIRE (usually white insulation). Fasten each together with a Plastic Wire Nut Connector (M) by twisting the connector in a clockwise direction and wrap the connection with electrical tape. Be sure that no wire strands are exposed.



16. Connect the HOT FIXTURE WIRE to the HOT JUNCTION BOX WIRE (usually black insulation). Fasten each together with a Plastic Wire Nut Connector (M) by twisting the connector in a clockwise direction and wrap the connection with electrical tape. Be sure that no wire strands are exposed. **DO NOT REVERSE THE HOT AND NEUTRAL CONNECTIONS OR SAFETY WILL BE COMPROMISED.**
17. Check the wiring connections and if all looks good, gently tuck the wire connections neatly into the ceiling junction box.
18. With the help of another person to hold the weight of the pendant, raise the Canopy (F) up over the Ceiling Plate(E), aligning the four holes in the Ceiling Plate(E) with the four holes on the side of the Canopy (F).



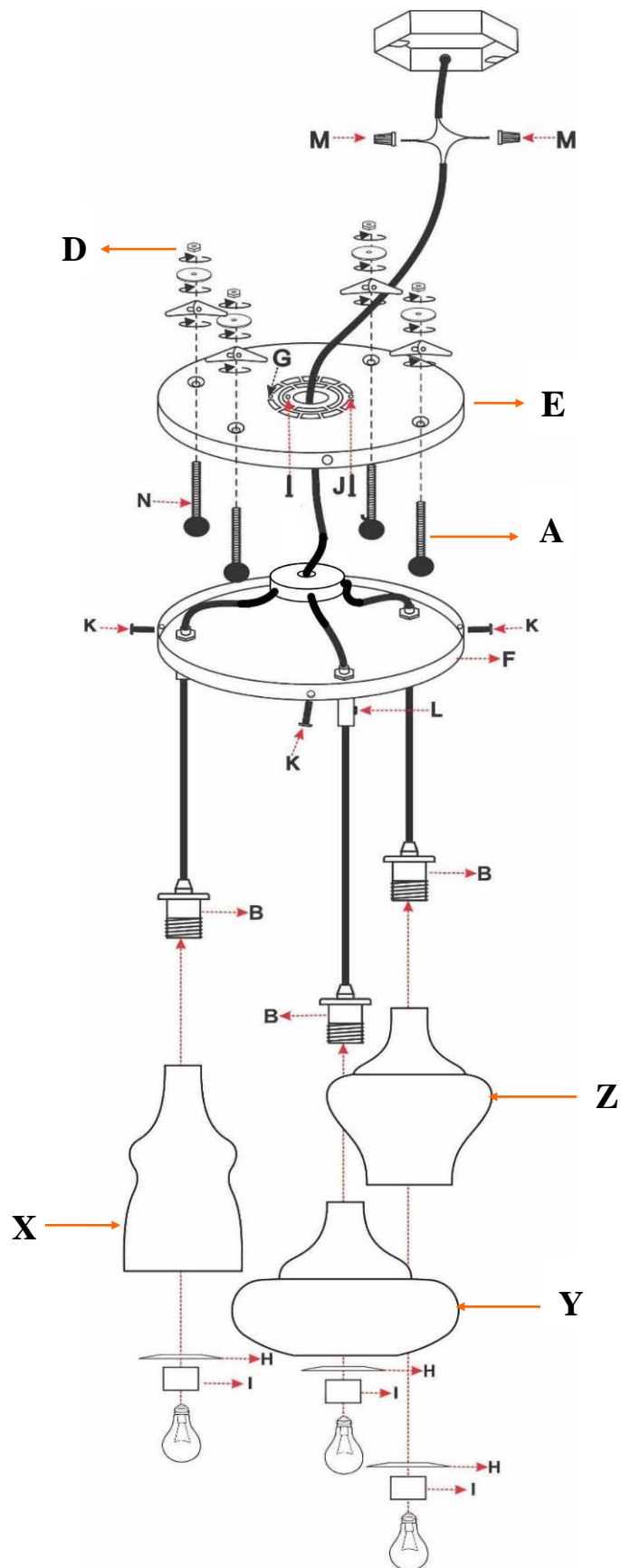
19. Insert the 4 Canopy Screws (K) through the Canopy (F) and into the threaded holes of Ceiling Plate(E), tighten each with a screwdriver until secure.



20. Unscrew all the Holder Rings (I) from each of the individual sockets by turning each in a counter-clockwise direction and remove each of the Metal Cap (H).
21. Carefully insert each individual Glass Shades(X,Y,Z) and then the Metal Cap (H) Then, secure each by turning the Holder Ring (I) onto the socket in a clockwise direction until tight. Do not over tighten.
22. Insert Three (3) **60-watt maximum TYPE A standard incandescent light bulbs** (not included) or Three (3) **13-watt compact fluorescent light bulbs** (not included) or Three (3) **9-watt LED light bulb** (not included) into the sockets(B). DO NOT EXCEED THE SPECIFIED WATTAGE.
23. Restore power to junction box and test fixture.
24. Assembly and installation is complete.

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.



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