## POTTERYBARN

Mercer Triple Ceiling Light. Assembly Instructions

Important Safety Instructions:

- These instructions are provided for your safety. It is important that they are read carefully and completely before installing fixture.
- We strongly recommend that a professional electrician install all direct-wired fixtures.
- This fixture has been rated for up to (3) 60-watt max. Type B candelabra bulbs (not included). To avoid the risk of fire, do not exceed the recommended wattage.

## Pre-assembly:

- For your safety and convenience, assembly by two people is recommended.
- 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.

Parts Enclosed:

- (1) Socket ring (A)
- (3) Glass shades (B)
- (3) Threaded socket covers (C)
- (3) Glass covers (D)
- (1) Light fixture (E)
- (1) Fixture base (F)
- (1) Back plate (G)

## To Install:

- 1. SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER!
- 2. Remove back plate (G) from fixture base (F) by unscrewing base screws (a).
- 3. Gently pull wiring from ceiling outlet box and allow the wires to hang.
- 4. IT IS IMPERATIVE THAT THE OUTLET BOX IN YOUR HOME BE PROPERLY GROUNDED. If your outlet box does not have a GROUND WIRE, be sure to insert the green ground screw into the back plate (G) facing DOWN, and wrap the fixture's ground wire around the ground screw on the back plate. If your outlet box DOES have a ground wire, follow step 8.
- 5. Carefully inspect the pendant's two fixture wires. One has very fine ridges molded into the plastic covering this is the NEUTRAL WIRE. The second wire's covering is smooth this is the HOT WIRE.
- 6. Connect the NEUTRAL WIRE from the fixture to the NEUTRAL JUNCTION BOX WIRE from the outlet box (usually white). Fasten each together with a plastic wire connector (c) and wrap the connection with electrical tape. Be sure that no wire strands are exposed.
- 7. Connect the HOT WIRE from the fixture to the HOT JUNCTION BOX WIRE from the outlet box (usually black). Fasten each together with a plastic wire connector (c) 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.

- 8. If your outlet box has a GROUND WIRE (green or bare wire) attach this wire to the bare copper GROUND WIRE of the fixture. Fasten with a plastic wire connector (c) and wrap with electrical tape.
- 9. Tuck the wire connections neatly into the ceiling outlet box.
- 10. Attach back plate (G) to the ceiling outlet box with the back plate screws (b). Tighten with a screwdriver.
- 11. Attach fixture base (F) to the affixed back plate (G), inserting base screws. Tighten with a screwdriver.
- 12. Remove socket rings (A) from threaded socket cover (C).
- 13. Insert glass shades (B) over socket and into shade cover (D). While holding shade, replace socket ring (A) to secure in place. Do not over-tighten as this can cause glass to break. Repeat with second and third shade.
- 14. Insert light bulbs (not included) into sockets. Restore power to outlet box and test fixture. Assembly is complete.

## Care Instructions:

- Wipe with a soft, dry or slightly damp cloth.
- Avoid the use of harsh chemicals and abrasives as they may damage the finish.

Hardware included: • (3) Base screws (a)

- (3) Base screws (a)
  (2) Back plate screws (b)
- (3) Plastic wire connectors (c)

To Install You Will Need:

- Screwdriver
- Electrical tape