

POTTERY BARN

HAILEY SEMI FLSHMNT GLSBDS WHT

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 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) **25-Watt maximum Type B standard incandescent light bulbs** (not included) or three (3) **7-Watt compact fluorescent 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 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:

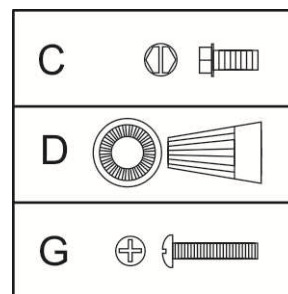
- Remove all parts and hardware from box along with any plastic protective packaging.
- Do not discard any contents until after assembly is complete to avoid accidentally discarding small parts or hardware.
- For your safety and convenience, assembly by two people is recommended.

Parts Included:

- (1) Lock Washer (a)
- (1) Hex Nut (b)
- (1) Crossbar (e)
- (1) Short Threaded Tube (f)
- (1) Hanging Loop (h)
- (1) Canopy (i)
- (1) Canopy Nut (j)
- (1) Light Fixture (k)

Hardware Enclosed:

- (1) Green Ground Screw (c)
- (3) Plastic Wire Nut Connectors (d)
- (2) Mounting Screws (g)



TOOLS REQUIRED (not included): Ladder, Phillips Head & Flat Blade Screwdrivers, Pliers, Wire Cutter/Stripper & Electrical Tape.

Assembly Instructions:

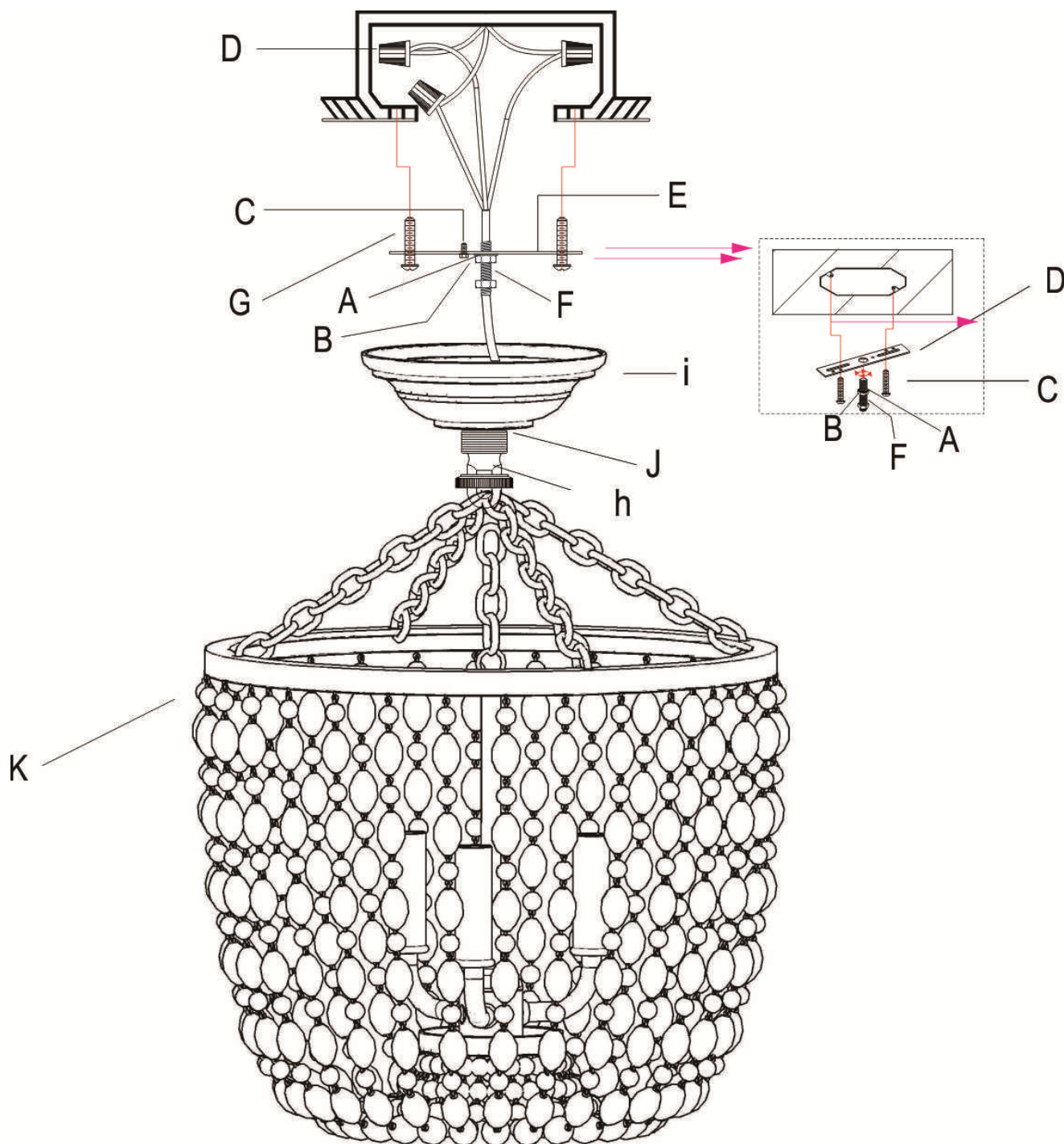
1. SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER!
2. Carefully unpack all fixture parts and hardware and lay them out on a clear workspace.
3. If not already separated, remove the Canopy Nut (j) and the Canopy (i) from the chandelier and set them aside.
4. If the parts are not already preassembled, attach the Short Threaded Tube (f) into the threaded bore of the Hanging Loop (h) and rotate the tube clockwise until it is tightly engaged within the Hanging Loop (h). If the Short Threaded Tube (f) is not yet secured to Crossbar (e) do so now so that a portion of the threaded tube extends beyond the crossbar.
5. Position the Lock Washer (a) first and then the Hex Nut (b) onto the extended upper portion of the Short Threaded Tube (f) and tighten the Hex Nut (b) until tight using a hex wrench or a pair of pliers so that the Hanging Loop (h) is now firmly secured to the middle of the Crossbar (e).
6. Lace the fixture's 2 wire power cord and bare copper ground wires through alternating chain links from the chandelier all the way up through the opening of the Canopy Nut (j) and the Canopy (i) to the Hanging Loop (h).
7. Feed the fixture wires through the bottom opening of Hanging Loop (h), and then through the hollow Short Threaded Tube (f).
8. Carefully inspect the chandelier fixture 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.
9. 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 inches of insulation from each wire.
10. Attach the GROUND WIRE from the fixture to the GROUND JUNCTION BOX WIRE from the ceiling outlet junction box (J-box) (usually green insulation or bare wire). Fasten each together with a Plastic Wire Nut Connector (d) 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 (c) into the Crossbar (e), marked as "GND", facing downward and wrap the fixture's bare ground wire around the Green Ground Screw (c). Tighten screw to clamp ground wire between ground screw head and Crossbar (e). **IT IS IMPERATIVE THAT THE JUNCTION BOX IN YOUR HOME BE PROPERLY GROUNDED!**
11. Connect the NEUTRAL FIXTURE WIRE to the NEUTRAL JUNCTION BOX WIRE (usually white insulation). Fasten each together with a Plastic Wire Nut Connector (d) by twisting the connector in a clockwise direction and wrap the connection with electrical tape. Be sure that no wire strands are exposed.
12. Connect the HOT FIXTURE WIRE to the HOT JUNCTION BOX WIRE (usually black insulation). Fasten each together with a Plastic Wire Nut Connector (d) 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.**
13. With the help of another person to hold the weight of the chandelier, attach the Crossbar (e) to the ceiling outlet box using the J-box Mounting Screws (g). Align the slots of the Crossbar (e) with the two threaded holes located on the J-Box. Use a screwdriver to tighten each screw until the Crossbar (e) is firmly secured to the J-Box. The chandelier can now be supported by the J-box.
14. Slide the Canopy (i) upward along the chain so that the central opening is received and centered by the threaded portion of the Hanging Loop (h). The hanging loop should be hanging below the canopy and the upper rim of the canopy should be pressing gently against the ceiling surface, covering the junction box. While holding the Canopy (i) firmly in place, position the Canopy Nut (j) against the hanging loop and rotate the nut clockwise to engage it with the threaded portion of the Hanging Loop (h) until secure. Do not over tighten this nut. Finger tight should be sufficient to hold the canopy firmly in place.
15. Insert three (3) **25-Watt maximum Type B standard incandescent light bulbs** (not included) or three (3) **7-Watt compact fluorescent bulbs**. DO NOT EXCEED THE SPECIFIED WATTAGE.

16. Restore power to ceiling outlet junction box and test fixture.

17. 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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