west elm

Sarah Colson Chandelier 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 five (5) **60-watt maximum TYPE B standard incandescent light bulb** (not included) or five (5) **13-watt compact fluorescent 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:

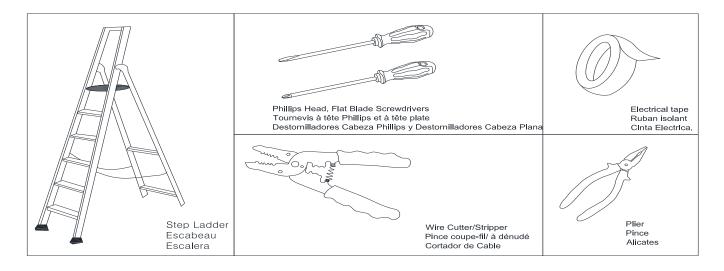
- To reduce the risk of fire, electrical shock or personal injury, always turn off light fixture and allow it to cool prior to replacing light bulb.
- Do not touch bulb when fixture is turned on. Do not look directly at lit bulb.
- Keep flammable materials away from lit bulb.
- This lighting fixture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

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TOOLS REQUIRED (not included):

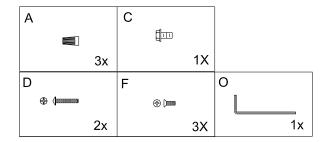


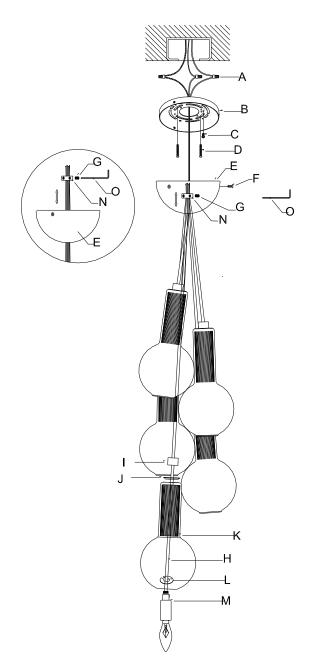
Parts Included:

- (B) Mounting Plate (1)
- (E) Canopy (1)
- (G) Set Screws (5)
- (H) Power Cord (5)
- (I) Threaded Nut (5)
- (J) Metal Washer (5)
- (K) Glass Shade (5)
- (L) Horseshoe Washer (5)
- (M) Sockets (5)
- (N) Metal Collar (1)

Hardware Enclosed:

- (A) Wire Connectors (3)
- (C) Green Ground Screw (1)
- (D) Mounting Screws (2)
- (F) Canopy Screws (3)
- (O) Allen Wrench (1)

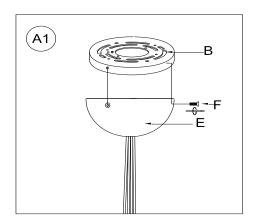




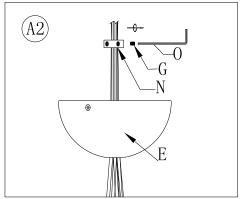
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To Adjust the Suspension Length of the Fixture:

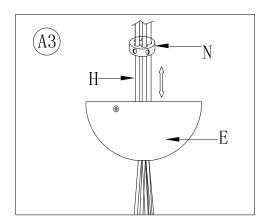
Note: The adjustment or shortening of the lighting fixture's suspension length is only needed if the factory set Power Cord (H) length is not appropriate for your installation. We recommend that you adjust the proper desired length before cutting the electrical cord. Determine the lighting fixture suspension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



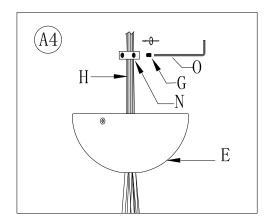
 Separate the Mounting Plate (B) from the Canopy (E) by removing the 3 Canopy Screws (F). Do not discard the Canopy Screws (F) as these will be used later.



2. Raise the Metal Collar (N) from the Canopy (E). Loosen the Set Screws (G) from the Metal Collar (N) using the Allen Wrench (O) by turning counter-clockwise.

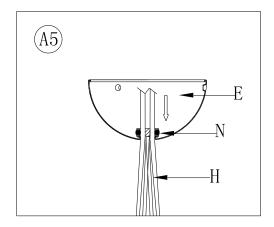


3. Adjust the Power Cord (H) upwards or downwards through the Metal Collar (N) until a new desired suspension length is determined.



Insert the Set Screws (G) to the Metal Collar (N) using the Allen Wrench (O) by turning clockwise. Do not over tighten the Set Screw (G), making sure the Power Cords (H) will not slip downwards

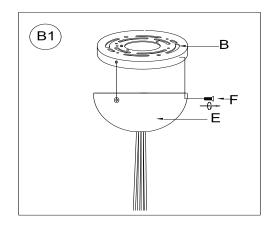
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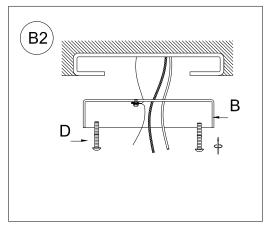
5. Put the Metal Collar (N) into the bottom of Canopy (E).

Assembly & Installation Instructions:

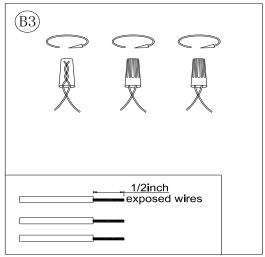
- SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER.
- Carefully unpack all fixture parts and hardware and lay them on a clear workspace.



1. Separate the Mounting Plate (B) from the Canopy (E) by removing the 3 Canopy Screws (F). Do not discard the Canopy Screws (F) as these will be used later.

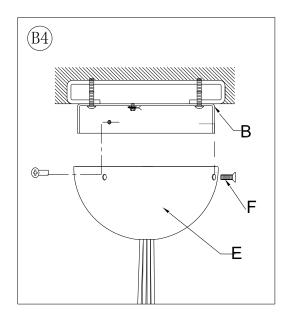


2. Gently pull existing wire down from the ceiling junction box and allow wires to hang. Attach Mounting Plate (B) to the ceiling outlet box, aligning the slots of the Mounting Plate (B) with the two threaded holes located on the J-Box. Insert and tighten 2 Mounting Screws (D) with a screwdriver.

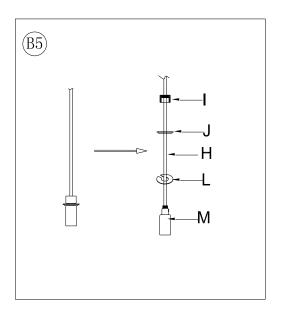


3. Please read the section" To Make the Wire Connections" Below.

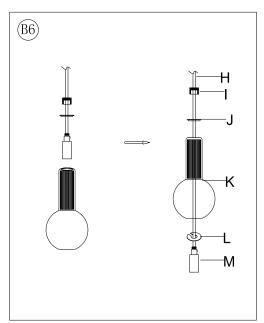
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4. With the help of another person to hold the weight of the light fixture, position the Canopy (E) over the Mounting Plate (B), aligning the 3 holes on the Canopy (E) with the 3 holes from the Mounting Plate (B). Insert the 3 Canopy Screws (F) and tighten to secure the Canopy (E) in place.

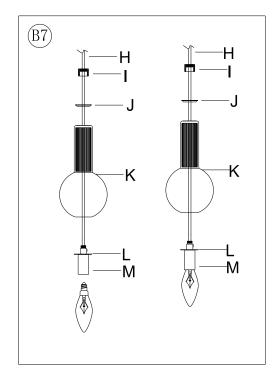


5. Unscrew the Threaded Nut (I) by turning counter-clockwise by hand. Slide the Metal Washer (J), Horseshoe Washer (L) and the Threaded Nut (I) upwards along the Power Cord (H) and holding it with the help of another people.

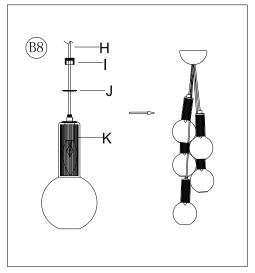


6. Take out the Horseshoe Washers (L) from the Power Cords (H). Insert the Sockets (M) into the Top opening of the Glass Shades (K). Make Sure the Sockets (M) go through the Glass Shades (K). Put the Horseshoe Washers (L) onto the Power Cords (H) under the Glass Shades (K). Slide the Horseshoe Washers (L) downwards along the Power Cords (H) until the Horseshoe Washers (L) is fully contacted with the upper of the Sockets (M).

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7. Insert the specified light bulbs (NOT INCLUED) into the Socket (M). DO NOT EXCEED THE SPECIFIED WATTAGE.

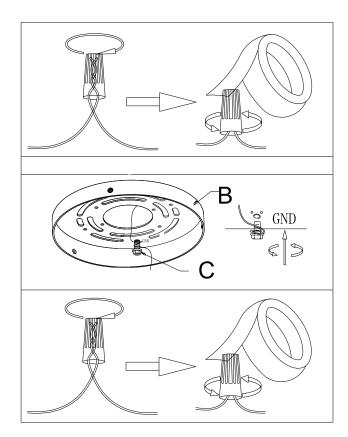


8. Raise Socket (M) with Horseshoe Washer (L), making sure the threaded portion extends Glass Shade (K). Lower the Threaded Nut (I) and Metal Washer (J) downwards along the Power Cord (H). Secure the Glass Shade (K) by turning the Threaded Nut (I) onto the threaded portion at the top of the Socket (M) in a clockwise direction by hand until tight. Do not over tighten. Completed remainding shades using step B5&B6&B7.

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 need, use a pair of wire strippers to remove about 1/2 inch of insulation from each wire.
- Carefully inspect the 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.
- 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.

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Connect the GROUND FIXTURE WIRE to the GROUND J-BOX 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 (C) and insert the screw into the Mounting Plate (B), 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 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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