west elm

Wood and Glass 3 Light 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.
- Light bulb should be centered inside each shade. Making sure it does not touch the shade sides.
- This fixture has been rated for up to three (3) 60-watt maximum TYPE G standard incandescent light bulbs (not included) or three (3) 13-watt compact fluorescent light bulbs (not included) or three (3) 12-watt maximum SBLED light bulbs (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:

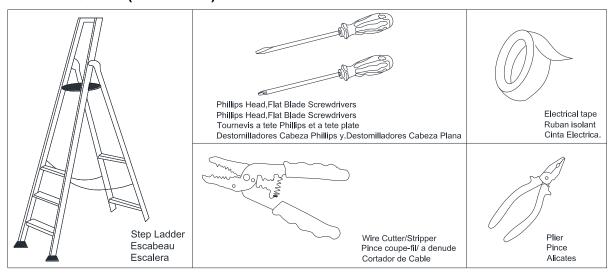
- To reduce the risk of fire, electrical shock or personal injury, always turn off light fixture and allow it to cool
 prior to replacing light bulb.
- Do not touch bulb when fixture is turned on. Do not look directly at lit bulb.
- · Keep flammable materials away from lit bulb.

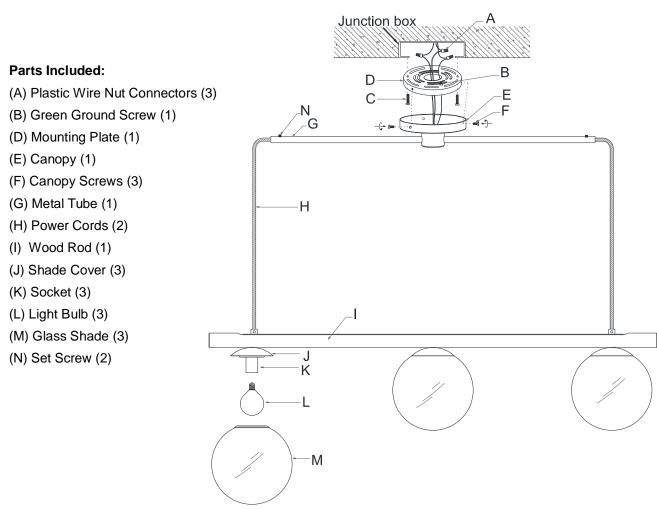
Pre-assembly:

- 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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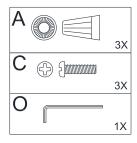
TOOLS REQUIRED (not included):





Hardware Enclosed:

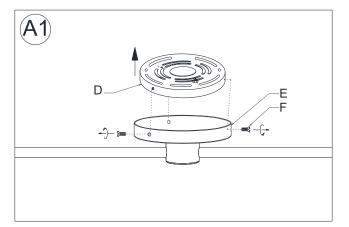
- (A) Plastic Wire Nut Connectors (3)
- (C) Mounting Screws (3) (Includes 1 extra)
- (O) Allen Key (1)



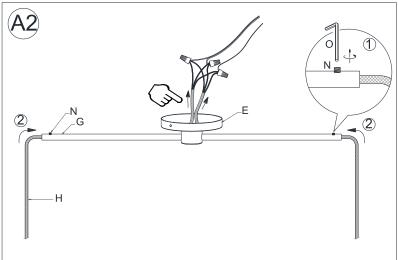
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To adjust the suspension length of the fixture:

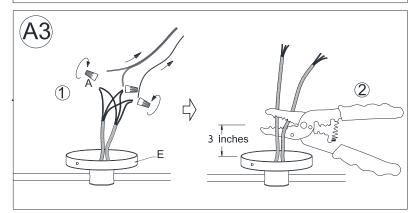
Note: The adjustment or shortening of the lighting fixture's suspension length is only needed if the factory set length is not appropriate for your installation. We recommend that you adjust the proper desired length before cutting the electrical cord. Determine the lighting fixture suspension length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



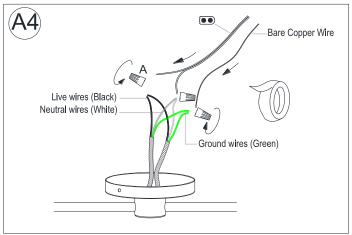
Separate the Mounting Plate (D) from the Canopy (E) by removing the 3 Canopy Screws (F). Do not discard the Canopy Screws (F) as these will be used later.



- Loosen the Set Screws (N) located on the ends of Metal Tube (G) using Allen Key (O).
- Slide the fixture Power Cords (H) into the tube and simultaneously pull it out from the Canopy (E). Adjust the fixture power cords to your desired fixture suspension length, making sure the power cords on both sides are the same length for a level installation. Then retighten the Set Screws (N). Do not over-tighten.



- Unscrew the Plastic Wire Nut Connectors (A)
 on the power cords and separate the extension
 wires from fixture power cords.
- Cut off the excess power cord length on both 3-wire power cords so that they all are about 3 inches (76 mm) long in the Canopy (E). Then use a pair of wire strippers to remove about 1/2 inch of insulation from each single wire (total 6 wires).



Reattach the extension wires (clear strip wires + bare cooper wire) to the fixture power cords using the existing Plastic Wire Nut Connectors (A):

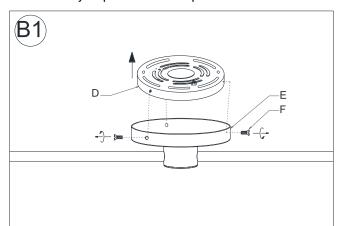
Connect the fixture <u>Live wires (Black)</u> to the clear strip wire (RIBBING EDGE) and connect the fixture <u>Neutral wires (White)</u> to the clean strip wire (SMOOTH EDGE). Connect the fixture <u>Ground wires (Green)</u> to the bare cooper wire.

Wrap each wire connection securely with electrical tape.

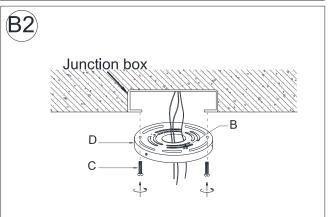
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Assembly & Installation Instructions:

- 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.

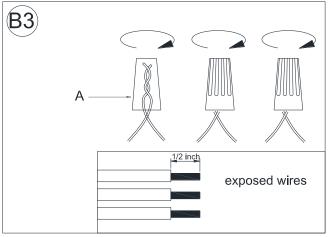


If needed, separate the Mounting Plate (D) from the Canopy (E) by removing the 3 Canopy Screws (F). Do not discard the Canopy Screws (F) as these will be used later.

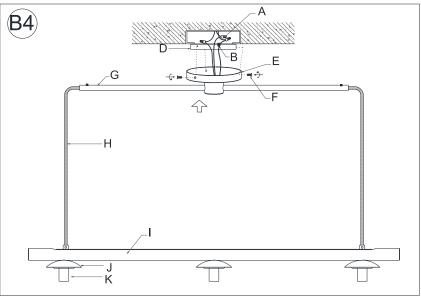


Gently pull the wires down from the ceiling junction box and insert wires through the center opening of the Mounting Plate (D).

Attach the Mounting Plate (D) to the J-box using the two Mounting Screws (C). Tighten each screw clockwise with a screwdriver until the Mounting Plate (D) is firmly secured to the J-Box.

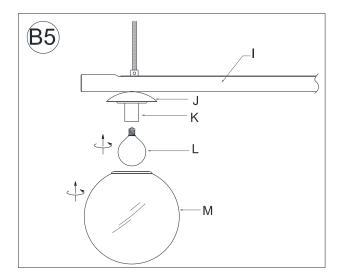


Please read the section" **To Make the Wire Connections**" Below.



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

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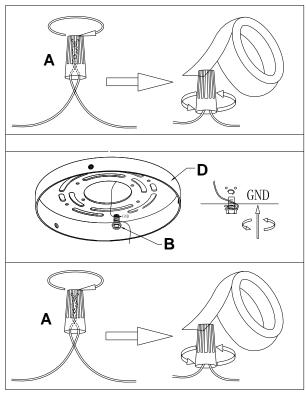


Insert there specified light bulbs into the Sockets (K). DO NOT EXCEED THE SPECIFIED WATTAGE.

Attach the Glass Shade (M) under each Shade Cover (J) by turning the Glass Shade (M) onto the threaded portion under the Shade Cover (J) until secure.

To Make the Wire Connections:

- 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 inch of insulation from each wire.
- 2. Carefully inspect the fixtures extension 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 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 (B) and insert the screw into the Mounting Plate (F), 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.

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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 finishing.

Thank you for your purchase

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