

P O T T E R Y B A R N

WHITNEY FLUTED GLASS PENDANT

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 one (1) **60-watt maximum TYPE A standard incandescent light bulb** (not included) or one (1) **13-watt compact fluorescent light bulb** (not included) or one (1) **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, SUITABLE FOR EITHER DRY OR DAMP LOCATIONS.
- **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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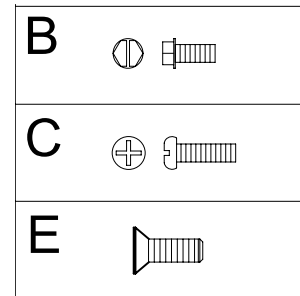
Assembly Instructions

Parts Included:

- (1) Crossbar (D)
- (1) Canopy (F)
- (1) Socket (G)
- (1) WHITNEY FLUTED GLASS (J)
- (1) Shade Ring (I)
- (1) Canopy Cord Grip Screw (K)
- (1) Canopy Collar (M)
- (1) Cord Cable (N)

Hardware Enclosed:

- (1) Green Ground Screw (B)
- (2) Mounting Screws (C)
- (2) Canopy Screws (E)



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

To Adjust the Suspension Length of the Fixture:

1. Note: The adjustment or shortening of the lighting fixtures suspension length is only needed if the factory set length is not appropriate for your installation.
2. 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.
3. Loosen the Canopy Cord Grip Screw (K), located in the Canopy Collar (M), by turning the screw counterclockwise with Small Flat Blade Screwdriver .
4. Then thread the 3-Wire Cord Cable (N) upwards through the Canopy Collar (M) to the new desired fixture suspension length.
5. Tighten the Canopy Cord Grip Screw (K) by turning it clockwise with Small Flat Blade Screwdriver to properly secure the 3-Wire Cord Cable (N) into place. Do not over tighten the screw. Double check to make sure the three-wire cord cable does not slip downward under the fixture weight.
6. If needed, (depending upon final fixture hanging position from the ceiling), cut off the extra power cord length on the 3-wire cord cable. Make sure when cutting the power cord to cut the cord so that it is at least 6 inches (152.4 mm) long within the outlet junction box (J-box). Prepare the cut power cord wires using the following steps. Carefully cut away about 3 inches of the outer protective sheath insulation of the three-wire cord cable to expose the three individually insulated wires. Use wire strippers to prepare the ends of the three wires so that there is about 1/2 inch of exposed wire for the Plastic Wire Nut Connectors (A).

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 them out on a clear workspace.
3. Gently pull existing wire down from the ceiling junction box and allow wires to hang. The HOT or LME 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. 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.

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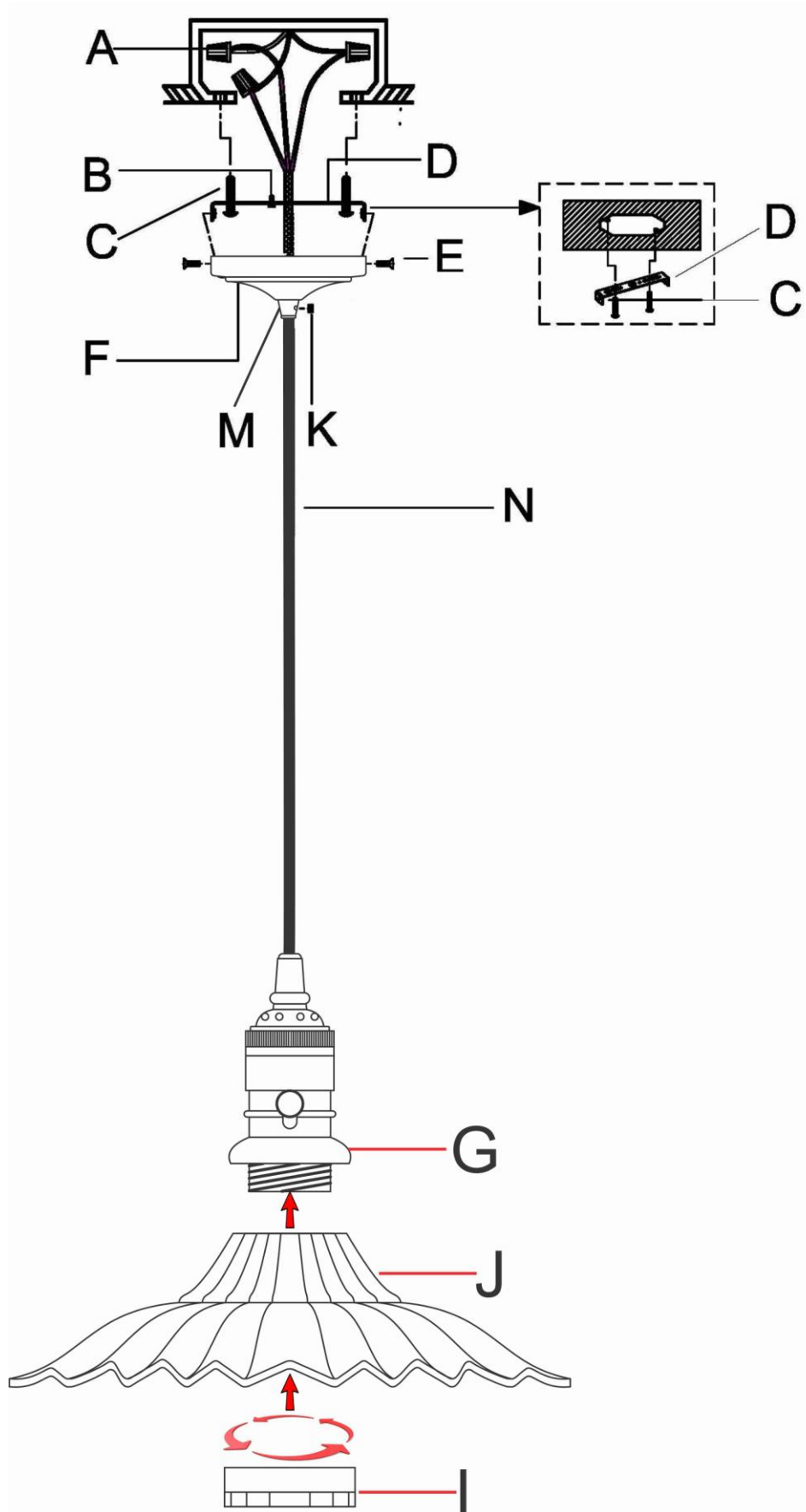
5. Attach the GROUND WIRE from the fixture to the GROUND JUNCTION BOX WIRE from the ceiling outlet junction box (J-box) (usually green insulation or bare wire). Fasten each together with a Plastic Wire Nut Connector (A) by twisting the connector in a clockwise direction and wrap the connection with electrical 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 (B) into the Crossbar (D) marked as "GND", facing downward and wrap the fixture's green ground wire around the Green Ground Screw (B). Tighten screw to clamp ground wire between ground screw head and Crossbar (D). **IT IS IMPERATIVE THAT THE JUNCTION BOX IN YOUR HOME BE PROPERLY GROUNDED!**
6. Connect the NEUTRAL FIXTURE WIRE to the NEUTRAL JUNCTION BOX WIRE (usually white insulation). Fasten each together with a Plastic Wire Nut Connector (A) by twisting the connector in a clockwise direction and wrap the connection with electrical tape. Be sure that no wire strands are exposed.
7. Connect the HOT FIXTURE WIRE to the HOT JUNCTION BOX WIRE (usually black insulation). Fasten each together with a Plastic Wire Nut Connector (A) 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.**
8. Check the wiring connections and if all looks good, gently tuck the wire connections neatly into the ceiling junction box.
9. Attach the Crossbar (D) onto the ceiling outlet box using the two J-box Mounting Screws (C). Align the slots of the Crossbar (D) with the two threaded holes located on the J-Box. Tighten each screw clockwise with a screwdriver until the Crossbar (D) is firmly secured to the J-Box.
10. With the help of another person to hold the weight of the pendant, raise the Canopy (F) up over the Crossbar (D), aligning the 2 holes on the Crossbar (D) with the 2 holes on the side of the Canopy (F).
11. Insert the 2 Canopy Screws (E) through the Canopy (F) and into the threaded holes of Crossbar (D), tighten each with a screwdriver until secure.
12. Gently insert WHITNEY FLUTED GLASS (J) in to the socket (G), and secure it by turning the shade ring (I) tighten it clockwise until shade is properly secure with the hanging socket.
13. Insert one (1) **60-watt maximum TYPE A standard incandescent light bulb** (not included) or one (1) **13-watt compact fluorescent light bulb** (not included) or one (1) **9-watt LED light bulb** (not included) into Socket (G). **DO NOT EXCEED THE SPECIFIED WATTAGE.**
14. Restore power to junction box and test fixture.
15. 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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