west elm

Staggered Glass Chandelier - 12-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.
- Do not install into a ceiling that contains radiant heating.

Important Safety Instructions:

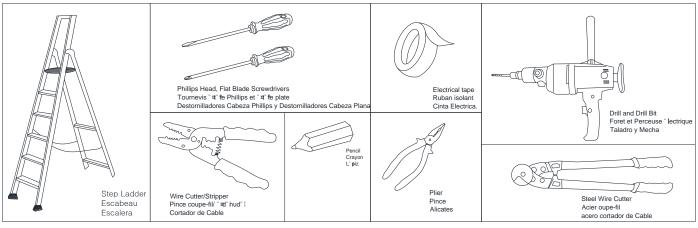
- These instructions are provided for your safety. It is very important that they are read carefully and completely before beginning the assembly and installation of this lighting fixture.
- The ceiling Toggle Bolts (E) are meant for drywall ceiling mounting only. If the ceiling is made from concrete, brick of plaster, please consult your local hardware store for assistance. Use proper hardware for your ceiling type.
- Due to the large size of this lighting fixture, the fixture must be attached to the ceiling by the use of the 2 Toggle Bolts (E) (or other additional suitable ceiling mounting hardware, not included) which supports the Mounting Plate (D) along with the two J-box Mounting Screws (C).
- The installation is not to be made on a radiant-heating ceiling.
- 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 twelve (12) **40-Watt maximum TYPE B standard (candelabra)** incandescent light bulbs (not included) or twelve (12) **9-watt compact fluorescent 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.

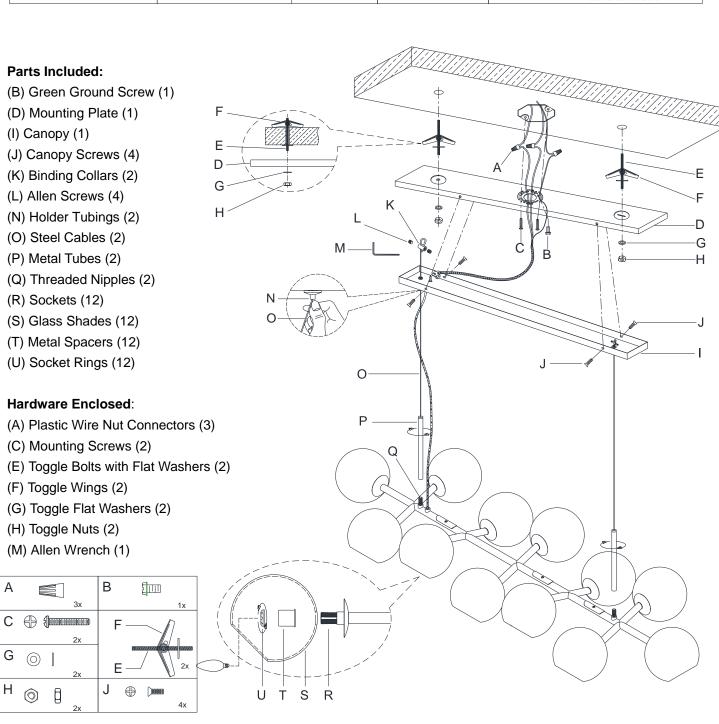
WARNING:

- 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.
- 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.

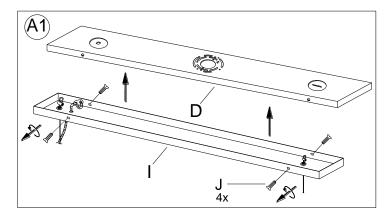




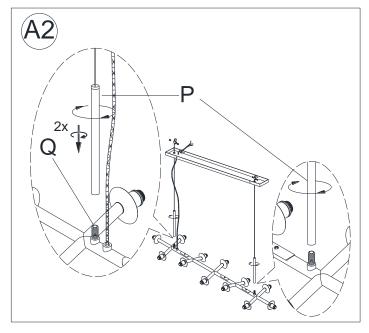
To Adjust the Suspension Length of the Fixture:

Note: this lighting fixture is supported by the Steel Cables (O), Do not use the electric cord only (without Steel Cables (O)) to support the weight of the lighting fixture.

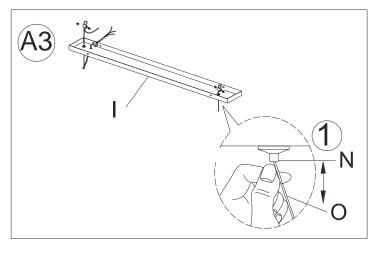
• The adjustment or shortening of the lighting fixture's suspension length is only needed if the factory set Steel Cables (O) length is not appropriate for your installation. We recommend that you adjust the Steel Cables (O) to the proper desired length before cutting the electrical cord. Determine the 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 (I) by removing the 4 Canopy Screws (J). Do not discard the Canopy Screws (J) as these will be used later.

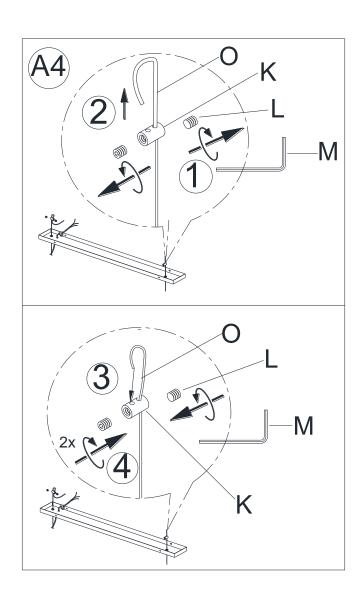


Attach bottom end of each Metal Tube (P) onto each Threaded Nipple (Q) by turning in a clockwise direction by hand until tight



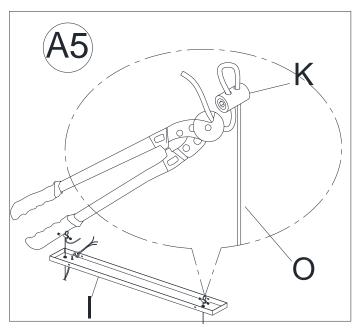
Press the Holder Tubing (N) upwards under the Canopy (I) and push the Steel Cables (O) into the Canopy (I). Loosen the Holder Tubing (N) once the desired fixture suspension length is determined.

Note: Adjust each Steel Cables (O) length same to make the pendant body hang horizontally.

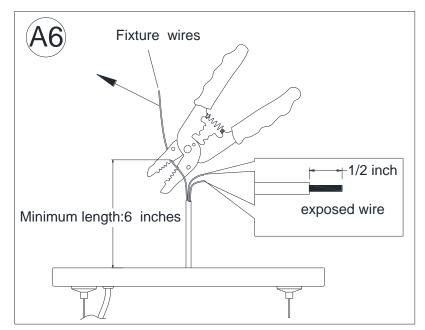


If needed, adjust the Steel Cable (O) length inside the Canopy (I) using the steps as outlined below.

- Loosen the two Allen Screws (L) from the Binding Collar (K) using the Allen Wrench (M) by turning the wrench counter-clockwise.
- Release the Steel Cable (O) by removing the short end of the Steel Cable (O) from the Binding Collar (K) hole opening. Slide the Binding Collar (K) along the cable length inside the Canopy (I) to the desired cable length position.
- Insert the short end of the Steel Cable (O) back into the hole in the Binding Collar (K).
- 4. Insert and tighten the 2 Allen Screws (L) clockwise using the Allen Wrench (M) until tight.



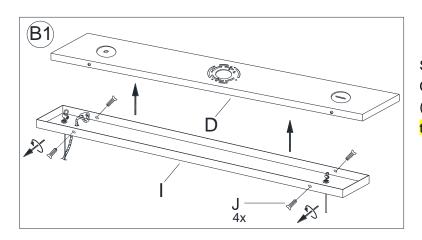
If needed, cut off any remaining excess Steel Cable (O) using a steel wire cutter so the Steel Cable (O) and Binding Collar (K) can properly fit inside the final assembled Canopy (I).



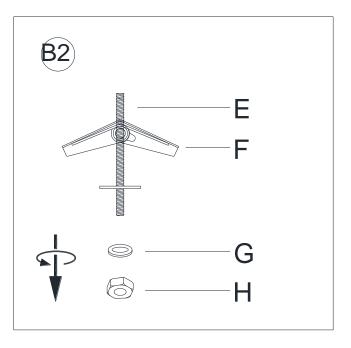
If needed, cut off the extra power cord length on the 3 wire cords so that they all are at least 6 inches (152.4 mm) long within the outlet junction box (J-box).

Assembly & Installation Instructions:

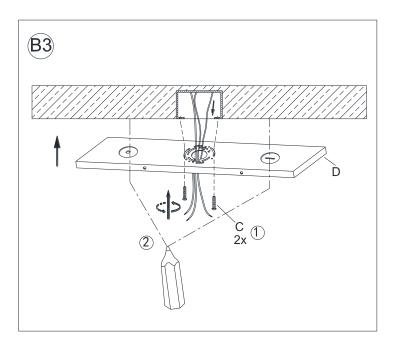
- SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER!
- Carefully unpack all fixture parts and hardware and lay them on a clear workspace.



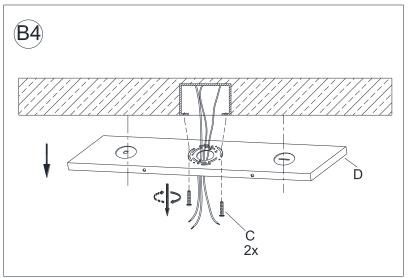
Separate the Mounting Plate (D) from the Canopy (I) by removing the 4 Canopy Screws (J). Do not discard the Canopy Screws (J) as these will be used later.



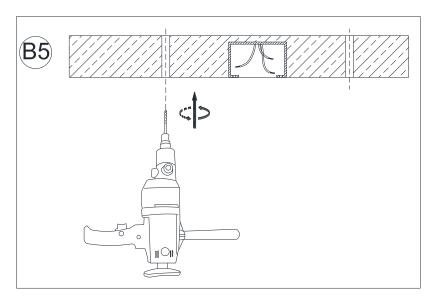
Remove Toggle Nuts (H) and Toggle Flat Washers (G) from Toggle Bolts (E) and set them aside.



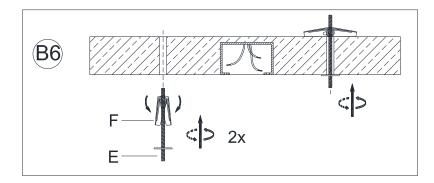
- Determine the desired location of the light fixture and temporarily install the Mounting Plate (D) to the ceiling J-box using the 2 J-box Mounting Screws (C), insert and tighten each screw until the Mounting Plate (D) is firmly secured to the J-Box.
- 2. Mark the 2 slot locations of the Mounting Plate(D) on the ceiling using a pencil



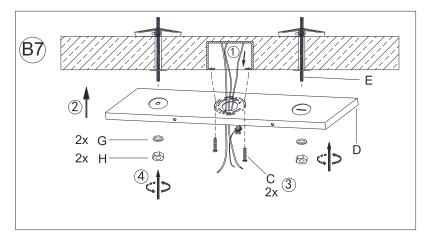
Un-install the Mounting Plate (D) from the marked ceiling outlet box location by loosening and removing the 2 J-box Mounting Screws (C) with a screwdriver.



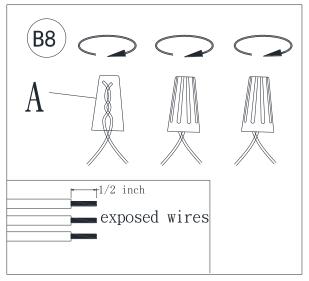
Using the drill with the appropriate size drill bit (just large enough to make hole that will allow passage of the folded Toggle Wings (F) of the Toggle Bolts (E)), drill 1 hole in the ceiling at each of the 2 marked slot locations for the toggle bolt assemblies.



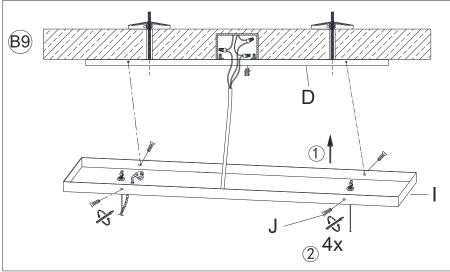
Use the **assembled** Toggle Bolts and Toggle Wings (E&F), inserted through each of the 2 ceiling holes, making sure only the Toggle Wings (F) are fully inserted into the ceiling and Toggle Wings (F) are open. Rotate each Toggle Bolt (E) clockwise until each flat washer on the Toggle Bolt (E) is tight against the ceiling.



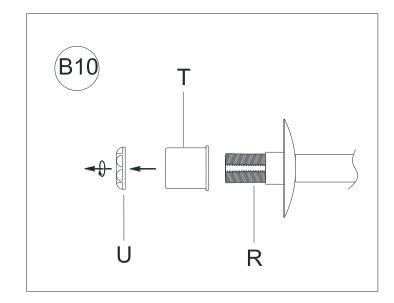
- Gently pull the existing wire down from the ceiling junction box and allow wires to hang through the center opening of Mounting Plate (D).
- 2. Attach the Mounting Plate (D) to the ceiling outlet box, making sure that the threaded portions of each Toggle Bolts (E) extend down through the holes on the Mounting Plate (D).
- Secure the Mounting Plate (D) using 2
 Mounting Screws (C). Tighten each screw with as screwdriver.
- Position the Toggle Flat Washers (G) first and then Toggle Nuts (H) onto the exposed threaded portions of each Toggle Bolts (E), , then tighten each nut until tight.



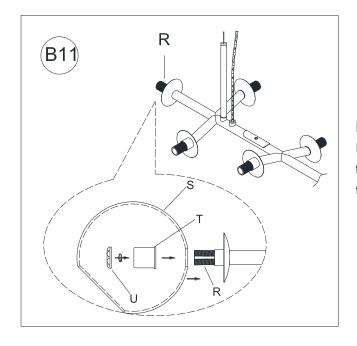
Please read the section" **To Make the Wire Connections**" Below.



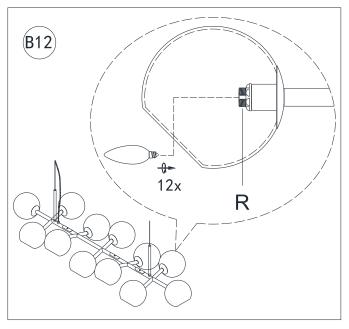
With the help of another person to hold the weight of the lighting fixture, raise the Canopy (I) up over the Mounting Plate (D), align the 4 holes from the Mounting Plate (D) with the 4 holes on the sides of the Canopy (I). Insert the 4 Canopy Screws (J) and tighten each screw with a screwdriver until secure.



Unscrew each Socket Ring (U) from each Socket (R) and remove Metal Spacers (T).



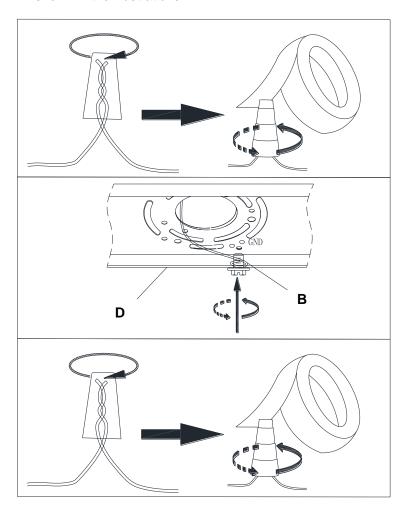
Position the Glass Shades (S) onto the Sockets (R). Place the Metal Spacers (T) over the Sockets (R) first and then attach the Socket Rings (U) to secure the Glass Shades (S) in place. Do not over tighten.



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

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 needed, use a pair of wire strippers to remove about 1/2 inch of insulation from each wire.
- 2. 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. 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 has a GROUND WIRE, wrap the fixture's bare ground wire around the Green Ground Screw (B) and insert the screw into the Mounting Plate (D), 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 the fixture's finish.

Thank you for your purchase

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