### west elm

### Terrene Glass Orb 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 40-Watt maximum TYPE A standard incandescent light bulb or 13W self-ballasted bulb or 4W LED bulb (not included). To avoid the risk of fire, do not exceed the recommended lamp wattage.
- The lighting fixture is meant for indoor use, SUITABLE FOR DRY LOCATIONS ONLY.
- Save these instructions.

### **WARNING:**

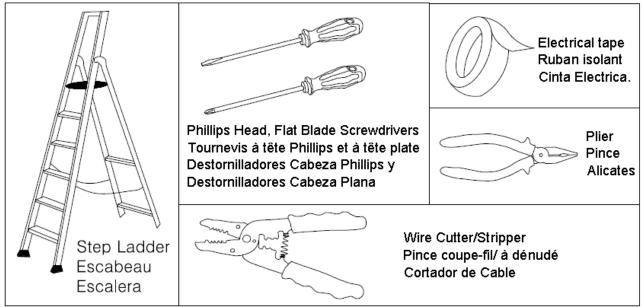
- To reduce the risk of fire, electrical shock or personal injury, always turn off light fixture and allow it to cool
  prior to replacing light bulb.
- Do not touch bulb when fixture is turned on. Do not look directly at lit bulb.
- Keep flammable materials away from lit bulb.
- This lighting fixture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

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### **TOOLS REQUIRED (not included):**

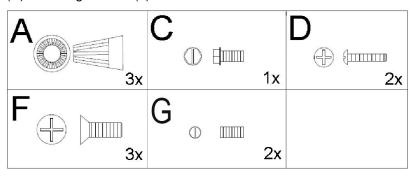


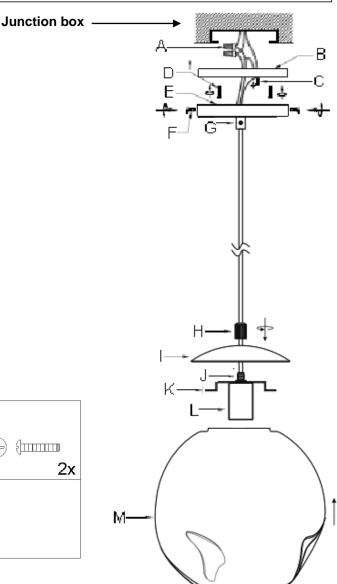
### Parts Included:

- (B) Mounting Plate (1)
- (C) Green Ground Screw (1)
- (E) Canopy (1)
- (F) Canopy Screws (3)
- (G) Cable Screws (2)
- (H) Pipe nut (1)
- (I) Lid (1)
- (J) Threaded Pipe (1)
- (K) Hanging board (1)
- (L) Socket (1)
- (M) Glass Shape (1)

#### **Hardware Enclosed:**

- (A) Plastic Wire Nut Connectors (3)
- (D) Mounting Screws (2)

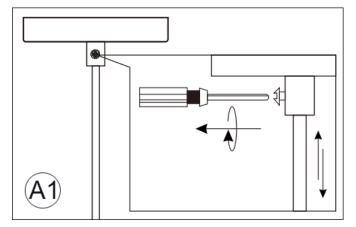




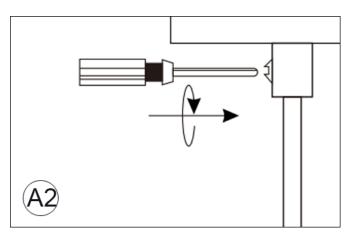
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### To Adjust The Suspension Length Of The Fixture:

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.

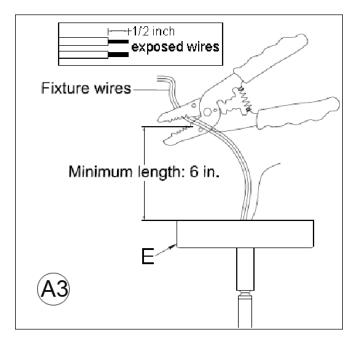


Unscrew the Cable Screw (G) and adjust the length of the cable.



Finish the adjustment of the cable length, then tighten the Cable Screw(G).

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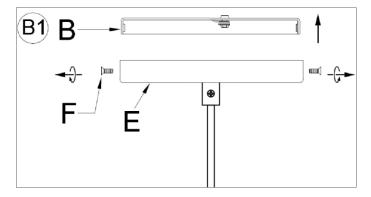


If needed, cut off the extra power cord length on the 2 wire cords and bare ground wire so that they all are at least 6 inches (152.4 mm) long within the outlet junction box (J-box).

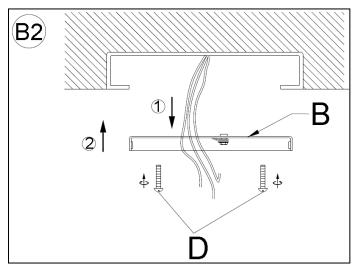
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### **Assembly & Installation Instructions:**

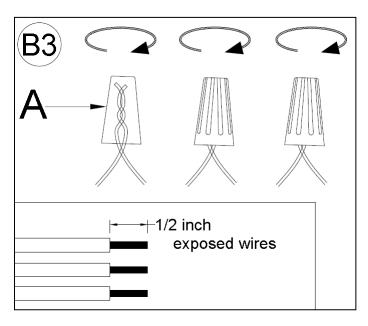
- SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER.
- Carefully unpack all fixture parts and hardware and lay them on a clear workspace.
- If the parts are not already preassembled or if suspension length adjustments were not made, please use the instruction section above "To Adjust the Suspension Length of the Fixture" for the proper assembly of the lamp to the desired suspension length.



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.

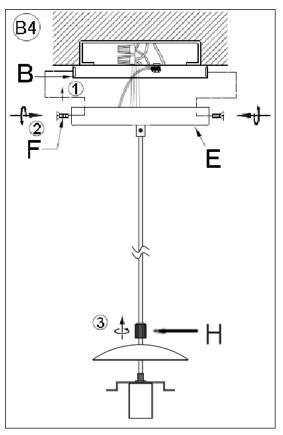


- Insert the J-box wires through the center opening of the Mounting Plate (B)
- Attach the Mounting Plate (B) to the outlet box using the two J-Box Mounting Screws (D). Tighten each screw clockwise until the Mounting Plate (B) is firmly secured to the J-Box.

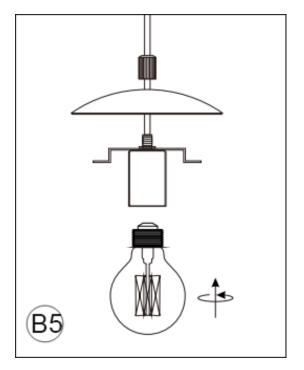


Please read the section" **To Make the Wire Connections**" Below.

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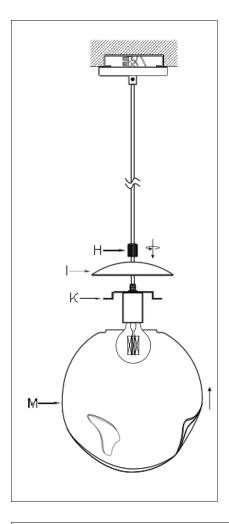


- 1. With the help of another person to hold the weight of the light fixture, position the Canopy (E) over the Mounting Plate (B), aligning the 2 holes on the Canopy (E) with the 2 holes from the Mounting Plate (B).
- 2. Insert the 3 Canopy Screws (F) and tighten to secure the Canopy (E) in place.
- 3. Unscrew another Cable Screw (G) on Pipe Nut (H), then unscrew the Pipe Nut (H).

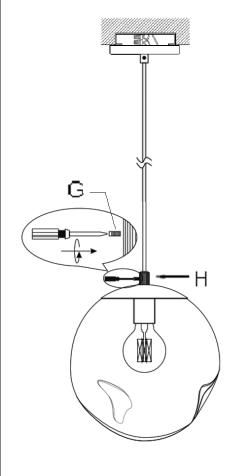


Insert the specified light bulbs into the Socket. DO NOT EXCEED THE SPECIFIED WATTAGE.

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- 1. Attach the Glass Shade (M) onto the Hanging board (K).
- 2. Place the Lid (I) onto the Glass Shade (M).
- 3. Secure Lid (I) and Glass Shade (M) by rotating the Pipe nut (H) in a clockwise direction until tight.



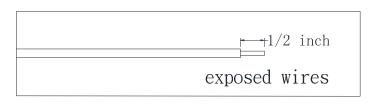
Tighten the Cable Screw (G).

After finishing the installation, confirm all components tight and in place.

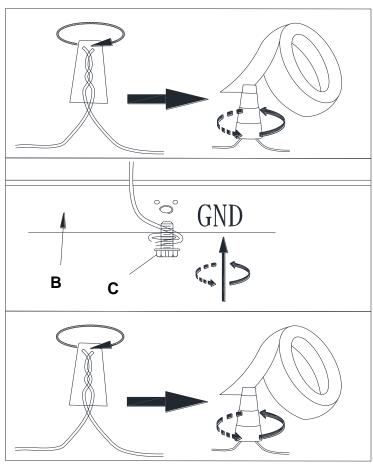
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### To Make the Wire Connections:

 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 wires. The color of NEUTRAL FIXTURE WIRE (N) is WHITE. The color of LIVE WIRE (L) is BLACK. And the color of GROUND WIRE (G) 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 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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