

### CAUTION:

- **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 Toggle Hooks (B) are meant for drywall mounting only. Screw Hooks (A) are meant for direct wood or ceiling-joint mounting (or through drywall to wood joist) only. If the ceiling is made from concrete, brick or plaster, please consult your local hardware store for assistance.
- We strongly recommend that a professional electrician install all direct wire fixtures.
- Wood ceiling joist mounting is recommended. Use proper hardware for your ceiling type.
- The Toggle Hooks (B) or Screw Hooks (A) is used to engage the Plastic Clips (C) only and not the electric cord.
- For your safe, it is strongly recommended that two people install the lighting fixture.
- The 3 wire Cordset Pendant (Plug-in) lighting fixture is capable of being used as a fixed luminaire (hardwire) when used with the appropriate West Elm conversion kit, professional installation is recommended.
- Light bulb should be centred inside the pendant shade. Making sure it does not touch the shade sides.
- This fixture has been rated for up to one (1) **100-Watt maximum TYPE A standard incandescent light bulb**(not included) or one (1)**23-watt compact fluorescent light bulbs** (not included) or one (1)**9-watt SBLED LAMP** (included). To avoid the risk of fire, do not exceed the recommended lamp wattage.
- Use with approved West Elm Shades only, having a minimum opening diameter of 4 inches and a minimum lamp-to-shade spacing of 3-1/2 inches.
- **Save these instructions.**

### WARNING:

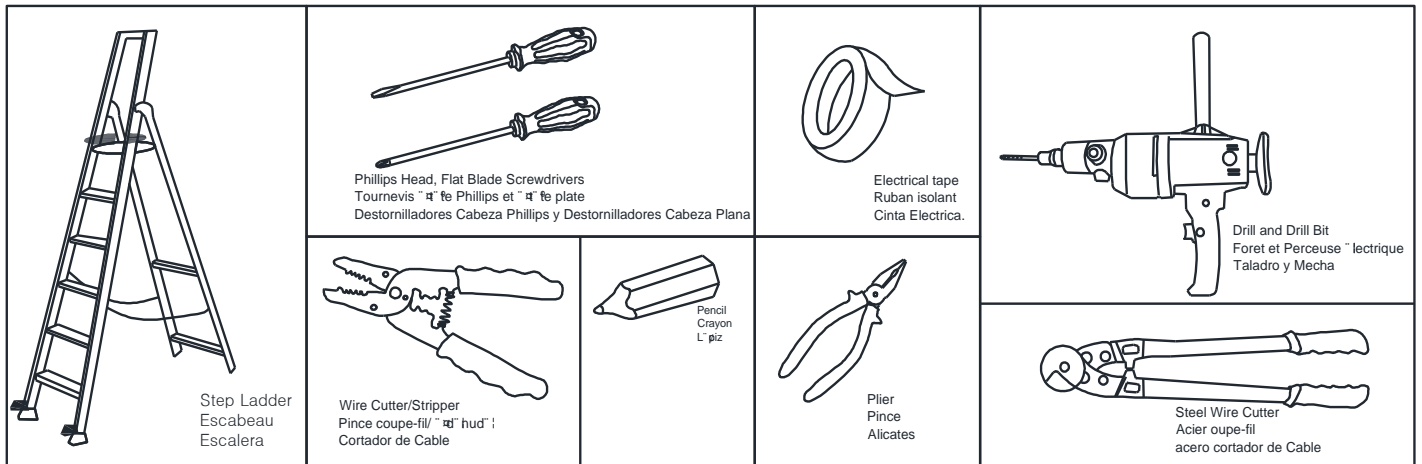
- **To reduce the risk of fire, electrical shock or personal injury, always turn off light fixture and allow it to cool prior to replacing light bulb.**
- **Do not touch bulb when fixture is turned on. Do not look directly at lit bulb.**
- **Keep flammable materials away from lit bulb.**
- **Do not install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

### 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.

# 3-Wire Cord Set Assembly Instructions

## TOOLS REQUIRED (not included):

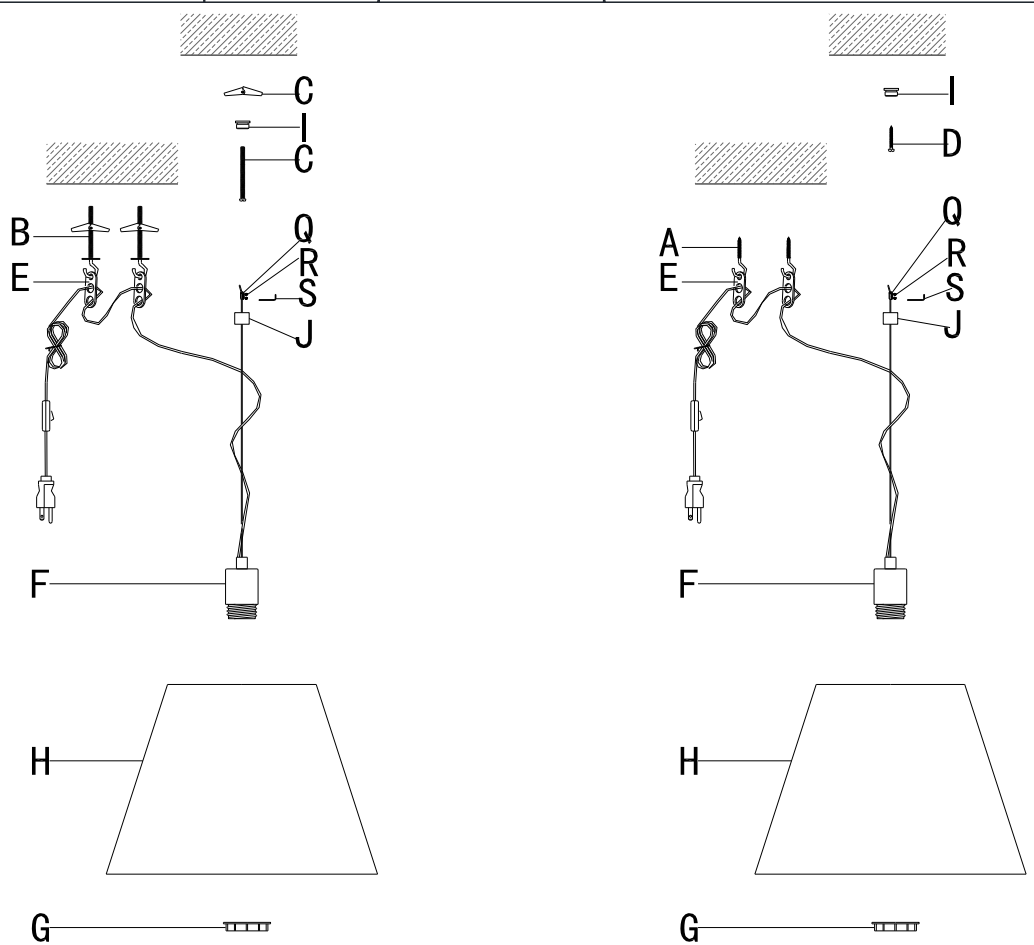


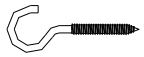
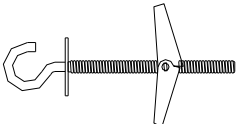
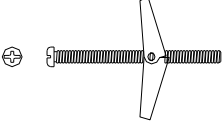


## Parts Included:

- (E) Plastic Clips (2)
- (F) Socket (1)
- (G) Socket Ring(1)
- (H) Shade (not included)
- (I) Top Cap (1)
- (J) Top Cover(1)
- (Q) Binding Collar (1)
- (R) Allen Screw (2)

## Hardware Enclosed:

- (A) Screw Hooks (2)
- (B) Toggle Hooks (2)
- (C) Toggle Bolt (1)
- (D) Screw (1)
- (S) Allen Wrench(1)

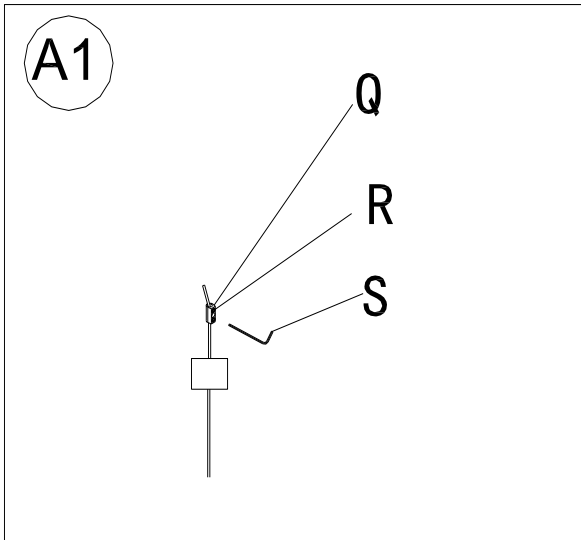


<p><b>A</b></p>  <p>Screw hook 2X</p>	<p><b>B</b></p>  <p>toggle hook 2X</p>	<p><b>C</b></p>  <p>toggle bolt 1X</p>
<p><b>S</b></p>  <p>Allen Wrence 1X</p>	<p><b>D</b></p>  <p>Screw 1X</p>	

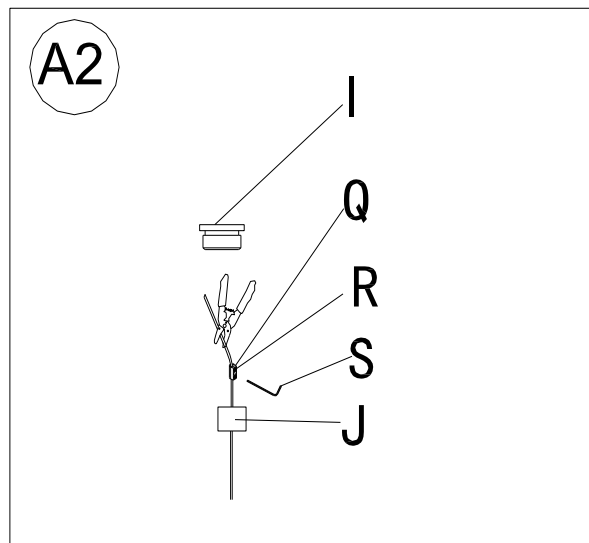
## 3-Wire Cord Set Assembly Instructions

### To adjust or shorten the cable suspension length of the fixture:

Note: The adjustment or shortening to the lighting fixture's cable length is only needed if the factory set length is not appropriate for your installation.



1. Loosen the two Allen Screws (R) from the Binding Collar (Q) using the Allen Wrench (S). Remove just the short end of the steel cable out of the binding collar hole opening. Slide the Binding collar (Q) along the cable length to the new desired fixture suspension length.

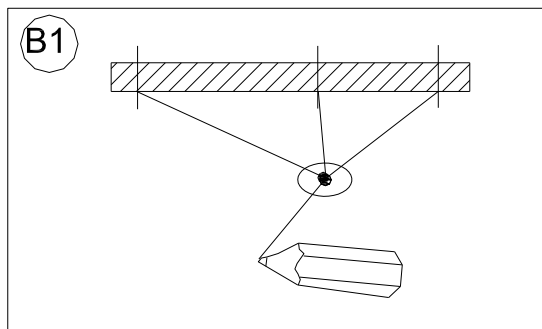


2. While holding the Binding Collar (Q) at the desired steel cable position, insert the adjusted short end of the steel cable back into the hole in the Binding Collar (Q) and fully tighten both Allen Screws (R) into the Binding Collar (Q) using the Allen Wrench (S) until tight. Ensure the repositioned cable end is fully through the collar opening (with the cable tightly lopped between Binding Collar holes) and is properly secured by Allen Screw (R) or safety will be compromised. Cut off any remaining excess steel cable using a wire cutter so the cable and Binding Collar (Q) can properly fit inside the final assembled Top Cap (I) and Top Cover (J).

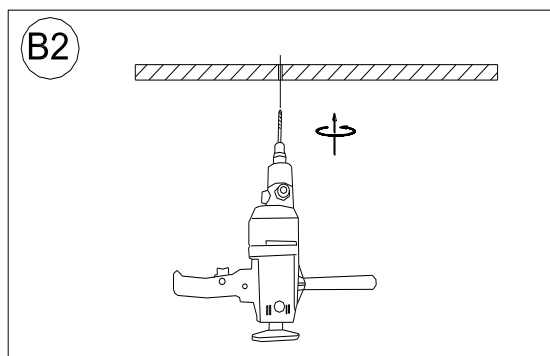
### To assemble:

1. The ceiling Toggle Bolt (C) is meant for drywall mounting only.
2. Screw (D) is meant for direct wood or ceiling – joist mounting (or through drywall to wood joist) only.
3. If the ceiling is made from concrete, brick or plaster, please consult your local hardware store for assistance.

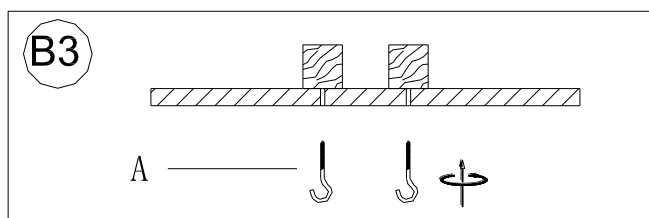
## For mounting to joist:



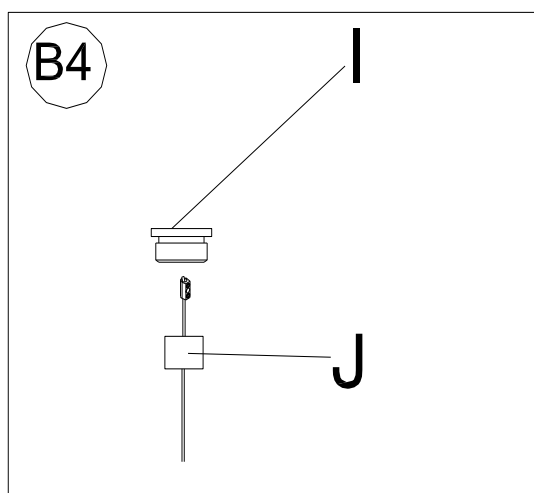
1. Determine the location of the 3 Wire Cordset Pendant on the ceiling marking sure that a ceiling out-lite junction box is located within the cut power cord's reach. If needed, use a "stud finder" (not included) to locate the ceiling wooden joists and mark their locations on the ceiling using a pencil or a piece of tape. Mark the one Screw(D) on ceiling joists at the desired locations.



2. Pre-drill pilot holes at the marked locations. This will make installing the Screw Hooks (A) and the one Screw (D) onto the wall easier.

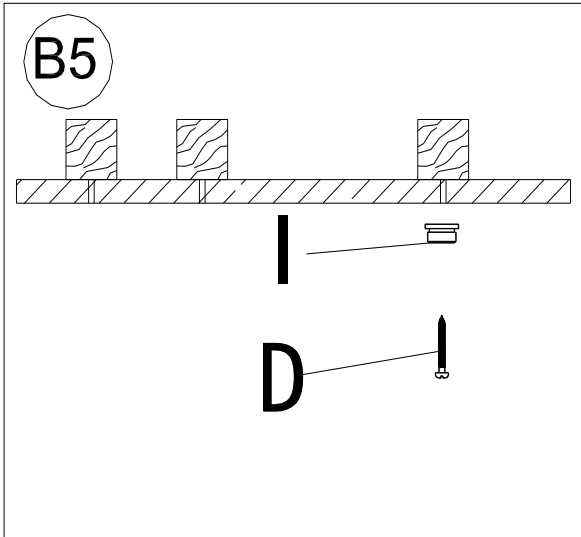


3. Insert Screw Hooks (A) into ceiling joist at the marked locations. Rotate each clockwise while firmly pressing it into the ceiling. Tighten Screw Hooks (A) securely into wood. If installing through drywall to wood joist, the threaded portion of each Screw Hook (A) will drive itself into the drywall and then into the underlying wooden ceiling joist.

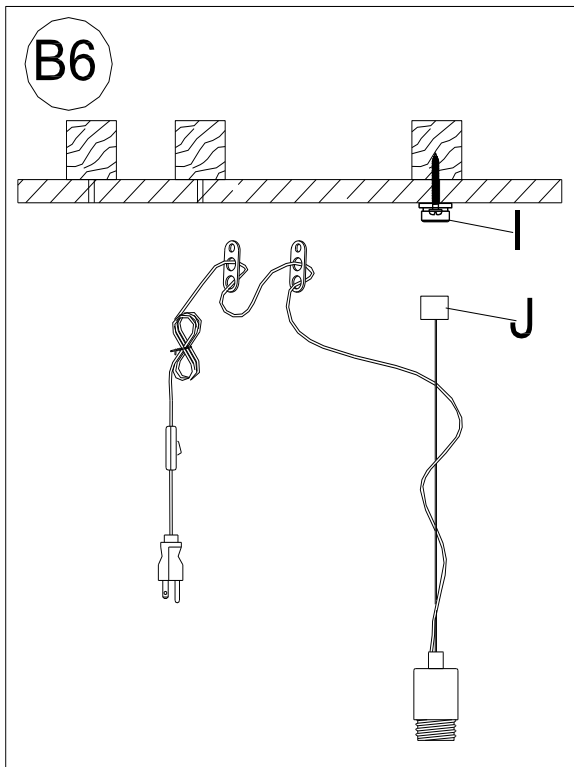


4. Unscrew Top Cap(I) from Top Cover(J).

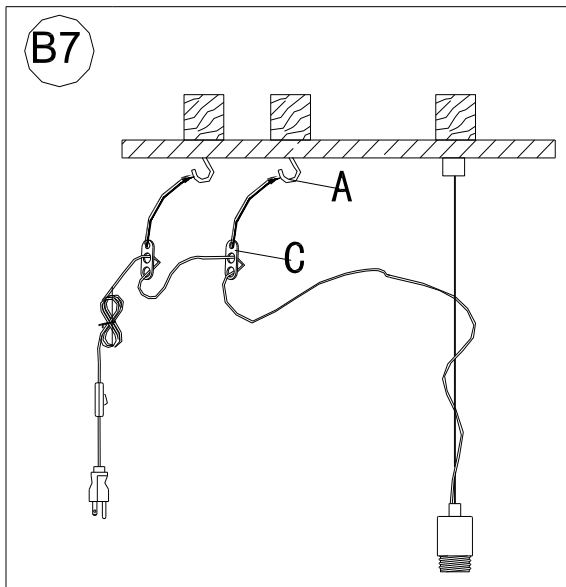
## 3-Wire Cord Set Assembly Instructions



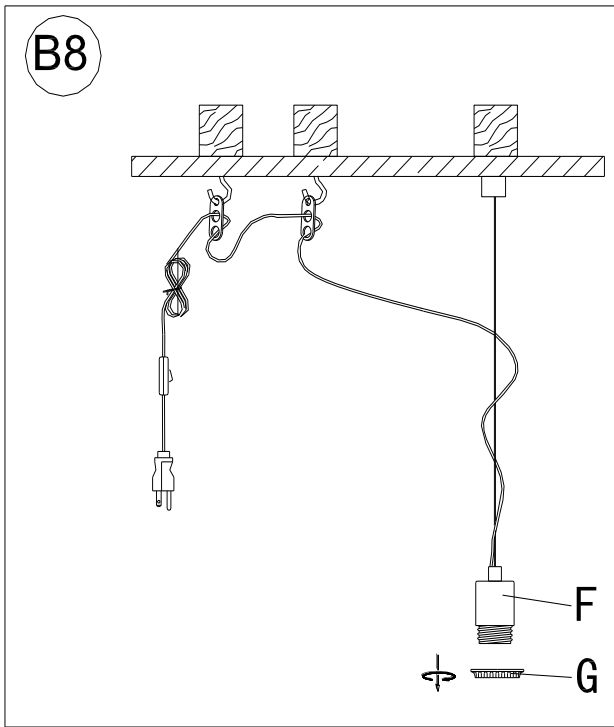
5. Fasten Top Cap (I) to ceiling using Screw (D) into ceiling joist at the marked locations. Rotate screw clockwise while firmly pressing it into wood by the Phillips head screw driver. If installing through drywall to wood joist, the threaded portion of Screw (D) will drive itself into the drywall and then into the underlying wooden ceiling joist.



6. Hang Pendant socket section with the steel cable by screwing Top Cover (J) into ceiling mounted Top Cap (I). Make sure Top Cover (J) is tight to ensure fixture is secure to ceiling.

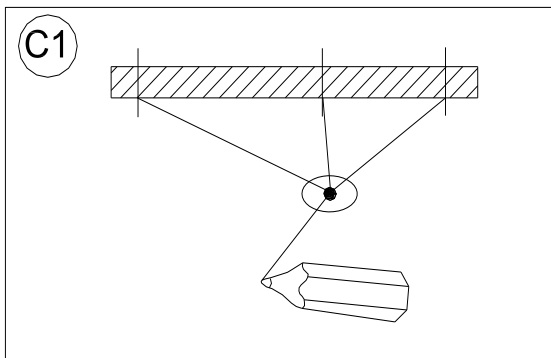


7. Position the Plastic Clips (C) along the cord so that they align with the installed Screw Hooks (A) on the ceiling and carefully fit each Plastic Clip (C) onto each Screw Hooks (A).

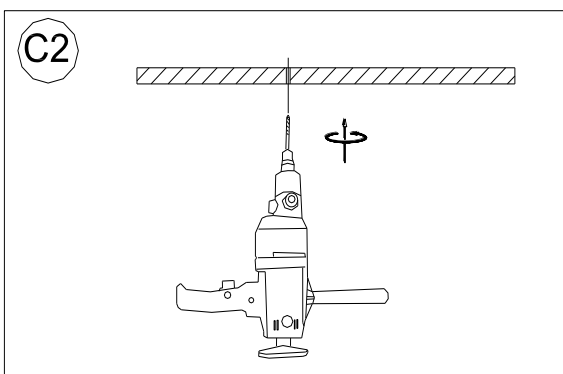


8. Unscrew Socket Ring (G) from Socket (F). Place the shade (not included) onto the Socket (F), and secure the shade by turning the Socket Ring (G) in a clockwise direction until tight. Insert the light bulb into the Socket (F). To avoid the risk of fire, do not exceed the recommended lamp wattage as outlined in page 1.

**For drywall mounting:**

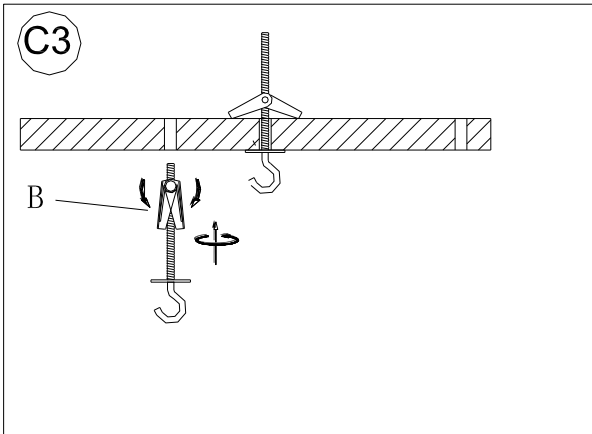


1. Mark the 2 slot locations of Screw Hooks (B) and the 1 slot locations of Toggle Bolt (C) on ceiling at the desired locations.

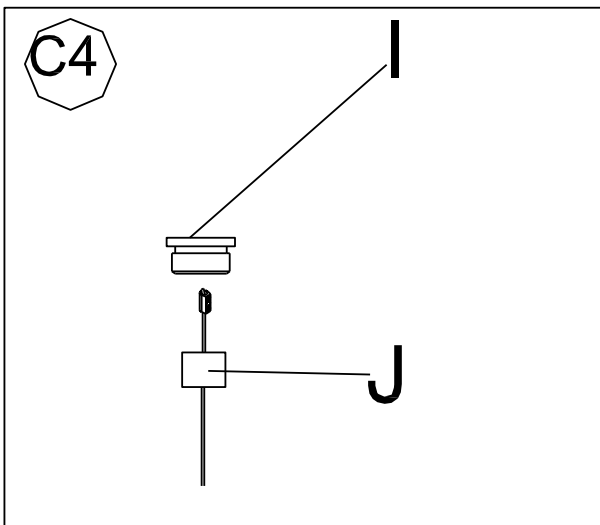


2. Using the drill with the appropriate size drill bit (just large enough to make hole that will allow passage of the folded Toggle Hooks (B) and Toggle Bolt (C).), drill 1 hole in the ceiling at each of the 3 marked slot locations for the Toggle Hooks (B) and assemblies.

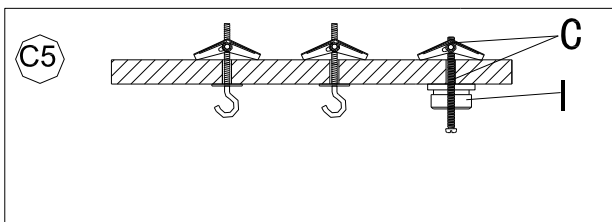
## 3-Wire Cord Set Assembly Instructions



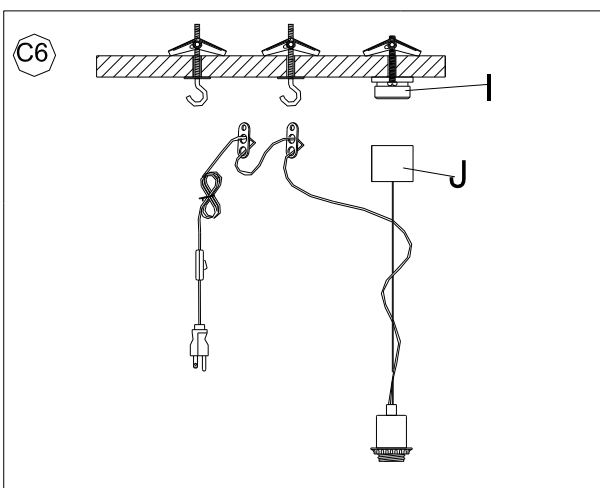
3. Use the Toggle Hooks (B), inserted through each of the 2 ceiling holes, making sure only the Toggle Hooks (B) are fully inserted into the ceiling and toggle wings are open. Rotate each Toggle Hook (B) clockwise until each flat washer on the Toggle Hook (B) is tight against the ceiling.



4. Unscrew Top Cap(I) from Top Cover(J).

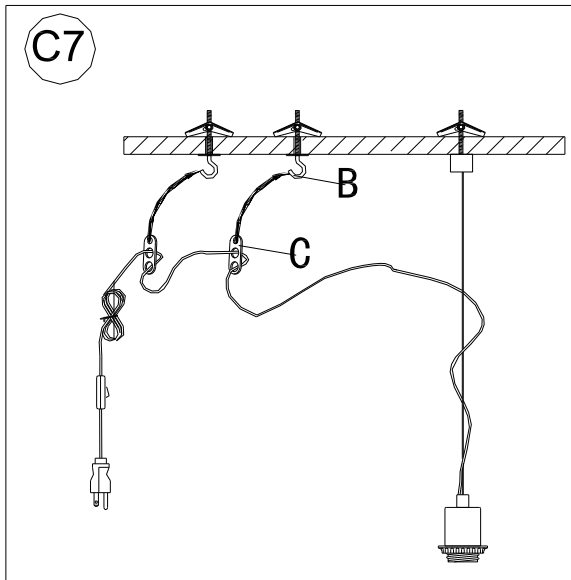


5. Use Toggle Bolt (C) assembled with Top Cap(I) inserted through a predrilled ceiling hole using the drill with appropriate size drill bit. Make sure the Toggle Bolt (C) is fully inserted into the ceiling and the toggle wings are open. Using a Phillips head screwdriver, rotate the Toggle Bolt (C) in a clockwise direction until tight against ceiling.

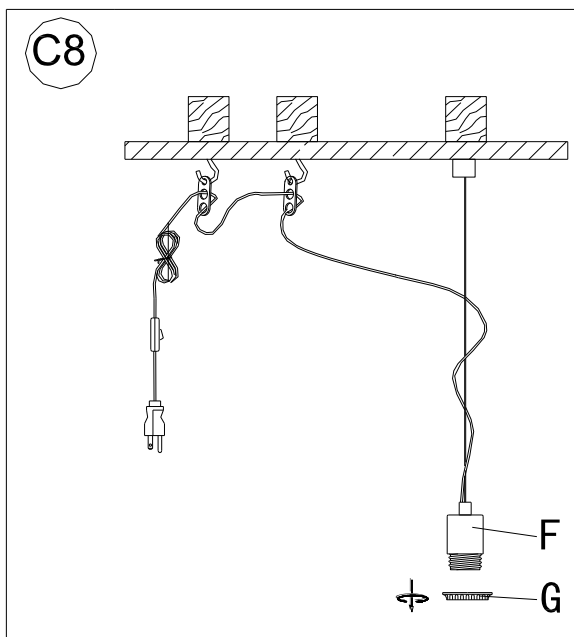


6. Hang Pendant socket section with the steel cable by screwing Top Cover (J) into ceiling mounted Top Cap(I). Make sure Top Cover (J) is tight to ensure fixture is secure to ceiling.

## 3-Wire Cord Set Assembly Instructions



7. Position the Plastic Clips (C) along the cord so that they align with the installed Toggle Hooks (B) on the ceiling and carefully fit each Plastic Clip (C) onto each Toggle Hooks (B).



8. Unscrew Socket Ring (G) from Socket (F). Place the shade (not included) onto the Socket (F), and secure the shade by turning the Socket Ring (G) in a clockwise direction until tight. Insert the light bulb into the Socket (F). To avoid the risk of fire, do not exceed the recommended lamp wattage as outlined in page 1.

### 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  
Stores | catalog | [www.westelm.com](http://www.westelm.com)  
USA 888-922-4119