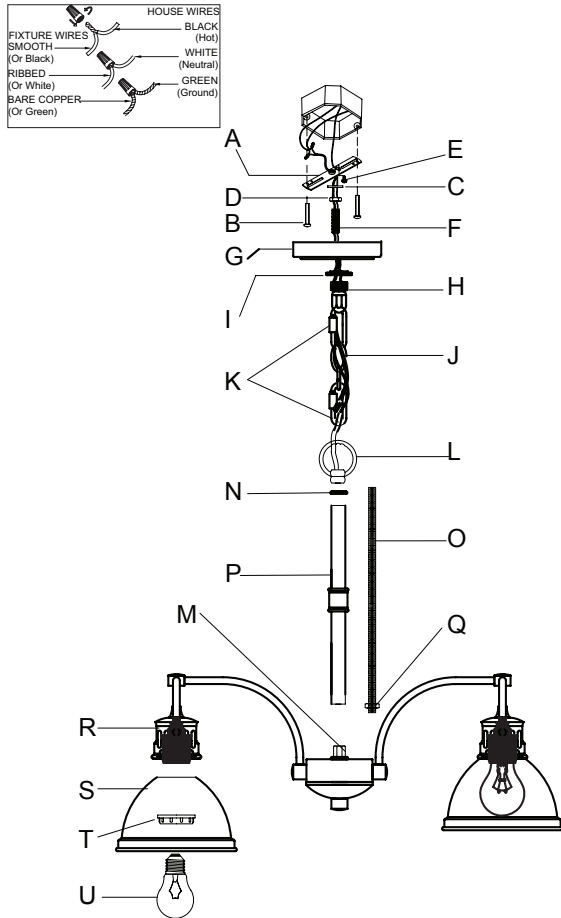


# Assembly Instructions: 3602-D4 (Duncan)

## IMPORTANT:

- ALL INSTALLATION WORK SHOULD BE DONE BY ACCREDITED PROFESSIONAL.
- SHUT OFF POWER SUPPLY AT FUSE OR CIRCUIT BREAKER!
- USE ONLY THE SPECIFIED BULBS. DO NOT EXCEED THE MAXIMUM WATTAGE!

**For Customer Service, contact the place of purchase to arrange for replacement parts.**



## 1. PREPARING FOR INSTALLATION

Remove all of the contents from the carton. See the important notes above. Shut off the power at the circuit breaker and completely remove the old fixture from the ceiling, including the old mounting strap.

From the parts bag remove the mounting strap assembly. One end of nipple (F) should be attached to mounting strap (A) with hex nut and washer (C & D) in place. The other end should have canopy loop (H) attached. Attach mounting strap (A) to the junction box using mounting screws (B) and a screwdriver. Tighten securely. Unscrew canopy loop collar (I) from canopy loop (H). Pass canopy (G) over the mounted canopy loop to test the height. Approximately half of the canopy loop's exterior threads should be exposed, and the canopy loop collar should fit snugly onto the canopy loop. Remove canopy (G) and adjust the height of nipple (F) and canopy loop (H) until the desired height is reached. Remove canopy (G) and canopy loop (H).

## 2. ASSEMBLING THE FIXTURE

Threaded rod (O) is inside center rod (P). Pull the fixture's wires through threaded rod (O) before attaching threaded rod (O) to center post (M). Top loop (L) is on the wires, but may not be attached to the fixture. If so, pull the wires until taut and screw top loop (L) onto post (M). By measuring, determine the correct number of chain links needed for proper hanging height. If necessary, use a pair of pliers to open and remove any excess chain (J). Attach one chain connector (K) to each end of chain (J). Twist the side lock to secure in place. Then connect one of chain connectors (K) to top loop (L) and close the chain connector. Feed the fixture's wires up through the chain (every three links or so), pulling the wires until taut. Use the free chain connector (K) to attach chain (J) to canopy loop (H). Untwist canopy loop collar (I) to allow canopy (G) to be added to the chain. Feed the wires up through the chain. Allow canopy (G) to drop down onto the chain/wire.

## 3. CONNECTING THE WIRES

Have an assistant support the fixture's weight while completing the wiring. Cut away any excess wire adding at least 8 to 10 inches of wire to the desired length. Thread the fixture's wires through canopy loop (H) and nipple (F). Attach the fixture's wires to the power supply wires from the junction box. Connect black to black (or smooth); white to white (or ribbed); ground to ground (green or copper). Twist the ends of the wire pairs together, and then twist on a wire connector. Make sure all twists are in the same direction. If there is no ground wire (green or copper) from the junction box, locate ground screw (E) on mounting strap (A) and wrap the fixture's ground wire around the green ground screw (E). Use a screwdriver to secure ground screw (E) onto the mounting bracket. Tuck all wires neatly into the junction box.

## 4. FINISHING THE INSTALLATION

Push canopy (G) up to the ceiling and slide canopy loop collar (I) up beneath the canopy. Tightly thread canopy loop collar (I) onto canopy loop (H) to secure canopy (G) in place.

Slide shades (S) onto sockets (R) and secure in place with socket rings (T). Install light bulbs (U - not provided) in accordance with the fixture's specifications. Do not exceed the maximum wattage.

Your installation is now complete. Turn on the power and test the fixture.

### CLEANING TIPS

Treat the fixture gently! Regular cleaning will reduce the need for deep cleaning. For regular cleaning, turn off the light and wipe down the fixture with a clean lint-free cotton or microfiber cloth. Never spray cleaner directly onto the fixture.