

# Assembly Instructions: 4855-3 (Galveston)

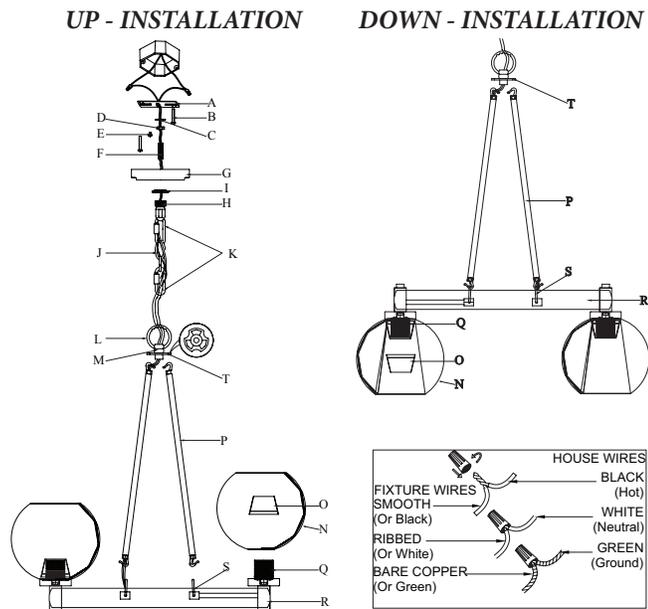
## IMPORTANT:

- 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.**

## PLEASE NOTE:

This fixture may be mounted with the sockets and glass facing up or down. Please decide how you would like the fixture to be hung and follow the corresponding instructions.



## 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 washer and hex nut (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.

## 2. ASSEMBLING THE FIXTURE

Determine whether you would like the sockets and glass to be mounted facing up or down.

If you would like the glass to face **up**, turn fixture frame (R) so that rings (S) sit close to the top of the frame and the sockets are pointed up. *Gently* place the fixture on a flat surface.

If you would like the glass to face **down**, turn fixture frame (R) so that rings (S) sit close to the bottom of the frame and the sockets are pointed down. One of rods (P) has the fixture's wires running through it. You will also need to adjust the fixture's wires to create enough slack to maneuver the rod through the frame to change the orientation. *Gently* place the fixture on a flat surface.

Top loop (L) may be on the fixture's wires, but not threaded onto the fixture's frame at post (M) of plate (T). If it is not connected, pull the fixture's wires through top loop (L) before twisting 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. Attach chain connectors (K) to each end of chain (J) before attaching one end of the chain connector/chain to top loop (L). Close the chain connector. Connect the other chain connector (K) to canopy loop (H).

Have an assistant hold the top loop assembly. Attach one end of rods (P) to rings (S) of the fixture frame. Then attach the free end of rods (P) to plate (M).

Feed the fixture's wires up through top loop (L) then through chain (J) (every three links or so). Slide canopy loop collar (I) and canopy (G) onto the chain/wire.

## 3. CONNECTING THE WIRES

Have an assistant support the weight of the fixture while completing the wiring. Cut away excess wire. 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) coming 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 glass shades (N) over sockets (Q) and secure in place with socket rings (O). Install light bulbs (not provided) in accordance with the fixture's specifications. Do not exceed the maximum recommended 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.