

# Assembly Instructions: 4309-SF/M3 (Mercer)

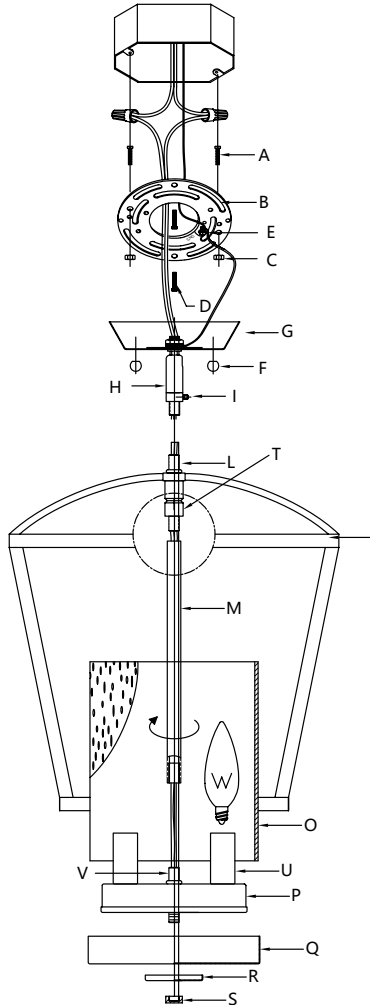
For Customer Service, please contact the place of purchase.

## 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!

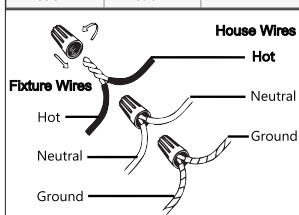
Please note that the fixture may be hung as a pendant or a semi-flush. Please decide how you would like the fixture to be installed and refer to the related instructions.

## SEMI-FLUSH INSTALLATION



### How to Identify the Fixture's Wires

Hot	Neutral	Ground
Smooth	Ribbed	Bare Metal, Green, or Green Inner Thread
Black	White	
Black Inner Thread	White Inner Thread	



## PREPARING FOR INSTALLATION

Remove all of the contents from the carton. See the important notes above. Remove the old fixture from the ceiling, including the old mounting strap. This fixture may be mounted as a pendant or flush mount. Choose how you would like to mount the fixture and follow the corresponding instructions.

1. From the parts bag remove the mounting strap assembly. Mounting strap (B) contains holes. Two of mounting screws (A) should be attached to mounting strap (B). You may need to tighten nuts (C) that hold these screws in place.
2. Place mounting strap (B) over the junction box so that mounting screws (A) are vertical, and in alignment with the locations of the holes on canopy (G).
3. Secure mounting strap (B) to the junction box with mounting screws (D) and a screwdriver. Tighten the screws securely.
4. Center rod (M) is on the wires, but not connected to lamp cluster (P). You may need to twist center rod (M) tightly onto the threads of posts (V) and (T). Thread the fixture's wires through the center of swivel (H). Connect center post (L) to swivel (H). Tighten screw (I) to secure in place. Pull the wires until taut.

## CONNECTING THE WIRES

5. Have an assistant support the fixture's weight while completing the wiring. Cut away the excess wires. Thread the fixture's wires through the canopy loop and nipple. Refer to the wiring diagram and attach the fixture's wires to the power supply wires from the junction box. Connect Hot to Hot, Neutral to Neutral, and Ground to Ground. 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 house ground wire coming from the junction box, locate ground screw (E) on the mounting bracket/mounting strap and wrap the fixture's ground wire around the ground screw. Use a screwdriver to tighten the top of ground screw (E) onto the wires and into the mounting bracket/mounting strap. Tuck the wires into the junction box.

## FINISHING THE INSTALLATION

6. Push canopy (G) up to the ceiling and tightly thread nuts (F) onto the exposed threads of mounting screws (A).
7. Slide candle sleeves (U) over the sockets. Install light bulbs (not provided) in accordance with the fixture's specifications. Do not exceed the maximum wattage.
8. Slide glass shade (O) followed by bottom cap (P) up over the socket cluster.
9. Thread spacer (Q) and bottom finial (R) onto the threads of bottom post (N) at the bottom of the lamp cluster to secure the glass in place.

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.

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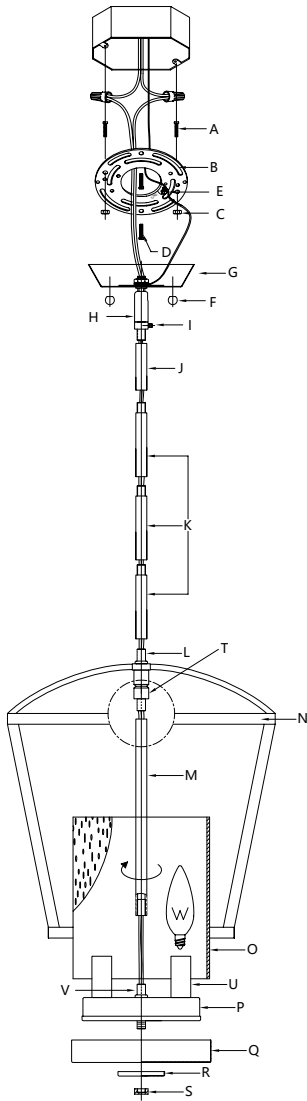
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## IMPORTANT:

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- SHUT OFF POWER SUPPLY AT FUSE OR CIRCUIT BREAKER!
- USE ONLY THE SPECIFIED BULBS. DO NOT EXCEED THE MAXIMUM WATTAGE!

Please note that the fixture may be hung as a pendant or a semi-flush. Please decide how you would like the fixture to be installed and refer to the related instructions.

## PENDANT INSTALLATION



## PREPARING FOR INSTALLATION

Remove all of the contents from the carton. See the important notes above. Remove the old fixture from the ceiling, including the old mounting strap. This fixture may be mounted as a pendant or flush mount. Choose how you would like to mount the fixture and follow the corresponding instructions.

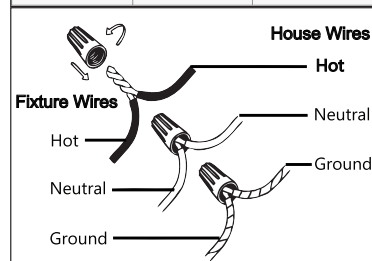
1. From the parts bag remove the mounting strap assembly. Mounting strap (B) contains holes. Two of mounting screws (A) should be attached to mounting strap (B). You may need to tighten nuts (C) that hold these screws in place.
2. Place mounting strap (B) over the junction box so that mounting screws (A) are vertical, and in alignment with the locations of the holes on canopy (G). Secure mounting strap (B) to the junction box with mounting screws (D) and a screwdriver. Tighten the screws securely.
3. Center rod (M) is on the wires, but not connected to lamp cluster (P). You may need to twist center rod (M) tightly onto the threads of posts (V) and (T). This fixture contains three 12" rods (K) and one 6" rod (J). Each rod can be connected to another by twisting the threaded end of one into the opposite end of another. Each rod may also be used alone to connect the fixture's body to swivel (H) of canopy (G). By measuring, decide the desired overall height of your fixture and determine how many rods are needed to achieve the desired height.
4. Push the fixture's wires through each rod. Thread the bottom rod onto post (L) at the center of the fixture's body. Pull the fixture's wires through the top of each rod until taut before connecting the rods together as described above. Loosen screw (I) and angle the top rod into the bottom of swivel (H). Twist the threads of the rod into swivel (H). Tighten screw (I) to hold the rod in place inside the swivel.

## CONNECTING THE WIRES

5. Have an assistant support the fixture's weight while completing the wiring. Cut away the excess wires. Thread the fixture's wires through the canopy loop and nipple. Refer to the wiring diagram and attach the fixture's wires to the power supply wires from the junction box. Connect Hot to Hot, Neutral to Neutral, and Ground to Ground. 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 house ground wire coming from the junction box, locate ground screw (E) on the mounting bracket/mounting strap and wrap the fixture's ground wire around the ground screw. Use a screwdriver to tighten the top of ground screw (E) onto the wires and into the mounting bracket/mounting strap. Tuck the wires into the junction box.

### How to Identify the Fixture's Wires

Hot	Neutral	Ground
Smooth	Ribbed	Bare Metal, Green, or Green Inner Thread
Black	White	
Black Inner Thread	White Inner Thread	



## FINISHING THE INSTALLATION

6. Push canopy (G) up to the ceiling and tightly thread nuts (F) onto the exposed threads of mounting screws (A).
7. Slide candle sleeves (U) over the sockets. Install light bulbs (not provided) in accordance with the fixture's specifications. Do not exceed the maximum wattage.
8. Slide glass shade (O) followed by cup (Q) up over the socket cluster.
9. Thread spacer (R) and bottom finial (S) onto the threads at the bottom of the lamp cluster to secure the glass in place.

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.