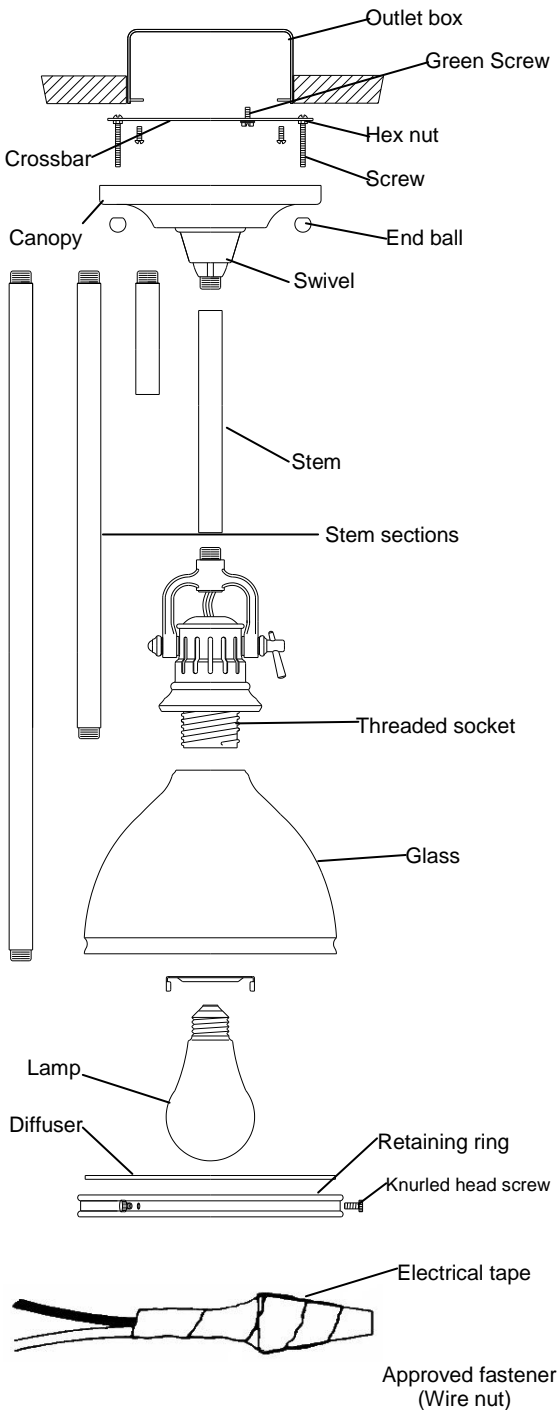


2621, 2622 & 2623



GENERAL

1. To ensure the success of the fixture installation, the following instructions and diagram(s) should be read and understood.
2. All electrical connections must be made in accordance with the National Electric code and local codes and ordinances. If you are uncertain of the methods of installing electrical wiring and lighting fixtures secure the services of a qualified licensed electrician.
3. **TOOLS NEEDED:** Blade screwdriver, phillips screwdriver, slip joint pliers or small adjustable wrench, wire cutter/stripper, electrical current tester, stepladder and electrical tape. NOTE: The important safeguards and instructions outlined on this sheet are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense, caution and care are factors that cannot be built into any product. Caution and care must be supplied by the person(s) installing, operating and maintaining this lighting fixture.

INSTALLATION PREPARATION

1. **TURN OFF THE ENTIRE ELECTRICAL CIRCUIT TO WHICH THE LIGHTING FIXTURE IS TO BE ATTACHED.** Move the appropriate circuit breaker to the "off" position or completely remove the fuse controlling the circuit.
2. If an existing fixture is being replaced, remove it and note to which of the wires in the outlet box the fixture was attached. **DO NOT SEPARATE ANY OTHER WIRES THAT MAY BE IN THE BOX. DO NOT DAMAGE THE INSULATION OF OLDER WIRING.** In regular circumstances the BLACK wire will be the "Hot" lead and the WHITE wire will be the "Neutral" or "Common" lead. A GREEN or BARE COPPER wire is the "Ground". In older buildings it is always good practice to reconfirm the polarity of the wiring.
3. This fixture is designed to be mounted on a standard round or octagon box. The box must be securely mounted to the structure of the building. The crossbar and hardware supplied should be used.
4. This fixture is supplied with a 4 – piece stem. There is one 3" section, one 6" section, one 12" section and one 18" section. This feature allows the fixture to be mounted with a stem to 39" in length in 3" increments.
5. This fixture is supplied with a swivel. By rotating the canopy the fixture may be mounted to an angled ceiling.

FIXTURE INSTALLATION

1. Remove the fixture, shades and parts bag(s) from the carton. Before discarding the carton, double check packing to make certain that all parts are found.
2. Determine the overall desired length of the fixture. For general convenience the fixture is shipped with the leads threaded through the stems. If the stems are rearranged or additional stems are added, tape the ends of the leads to a stiff wire (coat hanger) to aid in pulling them through the stems.
3. (Starting at the back), thread the 2 longest screws into the mounting ring. (The green screw is the front). Attach the mounting ring to the outlet box. (The green screw should face the floor).
4. Thread the small hex nuts onto the screws. Adjust the screws so they extend 3/16" beyond the canopy of the fixture. Lock the hex nuts against the crossbar.
5. Fasten the green fixture wire to the green or bare copper wire in the box or fasten it to the mounting plate with green screw provided.
- NEVER FASTEN THE GROUND WIRE TO THE BLACK OR "HOT" WIRE! FAILURE TO FOLLOW THIS INSTRUCTION COULD RESULT IN SERIOUS INJURY OR DEATH!**
6. Fasten the white fixture wire to the white wire in the outlet box. Fasten the wires to together with an approved fastener (wire nut). Starting about 1" below the fastener, tightly wrap connection with electrical tape so that the tape seals the end of the fastener. Make sure that there is no exposed wire or strands that could cause a dangerous short circuit !

7. Connect the black fixture wires to the black wire in the outlet box. Fasten the joined wires as in step 6.
8. Using the end balls, fasten the fixture to the outlet box. Rotate and align the canopy as necessary.
9. Remove the ring from the threaded socket. Place the glass over the socket and reinstall the ring.
10. Place the metal trim ring and round glass diffuser (if used) on the bottom of the glass and secure with the 3 knurled head screws.
11. Install the lamp (light bulbs).

NOTE: The 2621 is rated for 100 watt type A lamp

The 2622 and 2623 are rated for a 150 watt type A lamp.

DO NOT EXCEED RECOMMENDED WATTAGE !

11. Restore power to circuit at breaker or fuse box.