

# Assembly Instructions: 3604-M1L (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, please contact the place of purchase.

## 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.

1. From the parts bag remove the mounting strap assembly. Mounting screws (B) are attached to mounting strap (A) with hex nuts (C). Place the mounting strap assembly on top of canopy (G) so that mounting screws (B) protrude through the holes in the canopy and deco nuts (F) can comfortably be screwed onto the exposed threads of mounting screws (B). Unscrew the deco nuts and adjust hex nuts (C) on mounting screws (B) until this is possible. Once achieved, remove the deco nuts and place the canopy and deco nuts aside.
2. Use mounting screws (D) to attach mounting strap (A) to your junction box.

## ASSEMBLING THE FIXTURE

3. Measure to determine the correct number of rods needed for hanging height. Rods (H, I, J and K) are on the fixture's wires. By measuring, determine the correct number of rods needed for proper hanging height. There are 3 optional 12 inch rods (I, J, and K) and one 6 inch rod (H) included. You must use at least the 6 inch rod or one 12 inch rod.

4. To shorten the fixture, trim the wires to the desired length adding at least 8 to 10 inches of wire to the desired length. Discard excess rods. To lengthen the fixture, add additional rods. If additional rods are needed, contact the place of purchase to order.

5. Thread the fixture's wires through the rods and pull the wires until taut before threading the rods together.

6. Thread the bottom rod onto into the top cap (L). Twist the top rod into the threads of swivel post of canopy (F).

## CONNECTING THE WIRES

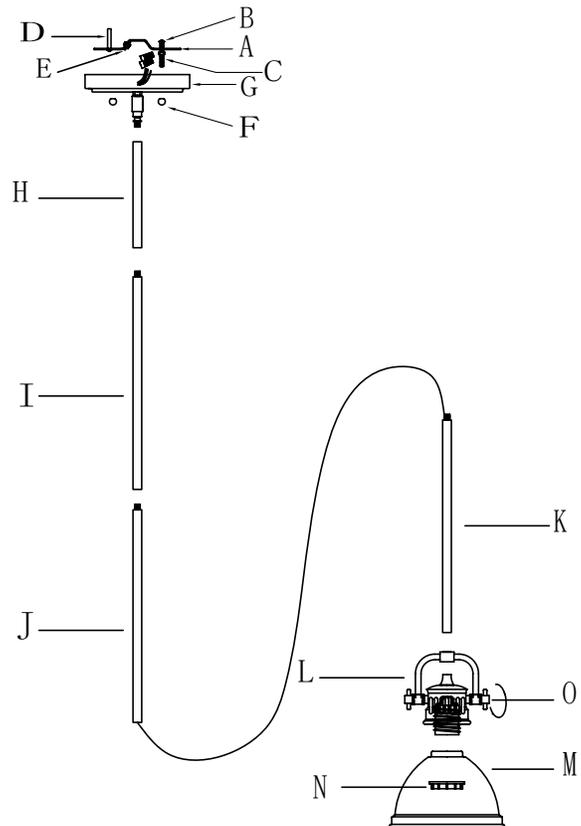
6. Have an assistant support the fixture's weight while completing the wiring. Refer to the wiring diagram and attach the fixture's wires to the power supply wires from the junction box. Connect Hot to Hot, Neutral to Neutral, and Ground to Ground. Twist the ends of the wire pairs together, and then 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.

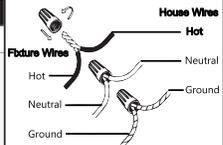
## FINISHING THE INSTALLATION

7. Push canopy (G) up to the to the mounting strap so that mounting screws (B) protrude through the holes in the canopy and tightly twist deco nuts (F) onto the exposed threads of mounting screws (B).

8. Slide shade (M) over the socket and lock in place with socket ring (N). Install a light bulb (not provided). Do not exceed the maximum recommended wattage.

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



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	Thread	

## 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.