

Assembly & Installation Instructions

Folio Shade Pendant 13-7685

A377

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CAUTION: FAILURE TO INSTALL THIS FIXTURE PROPERLY MAY RESULT IN SERIOUS PERSONAL INJURY OR DEATH AND PROPERTY DAMAGE. We recommend installation by a licensed electrician.

This product must be installed in accordance with applicable installation code(s), by a person familiar with the construction and operation of the product and the hazards involved.*

Caution: Do not exceed maximum wattage noted on fixture. Use only recommended bulbs with fixture.

Please Note: After installation extra hardware and accessories are possible due to our kits are used on multiple products and options.

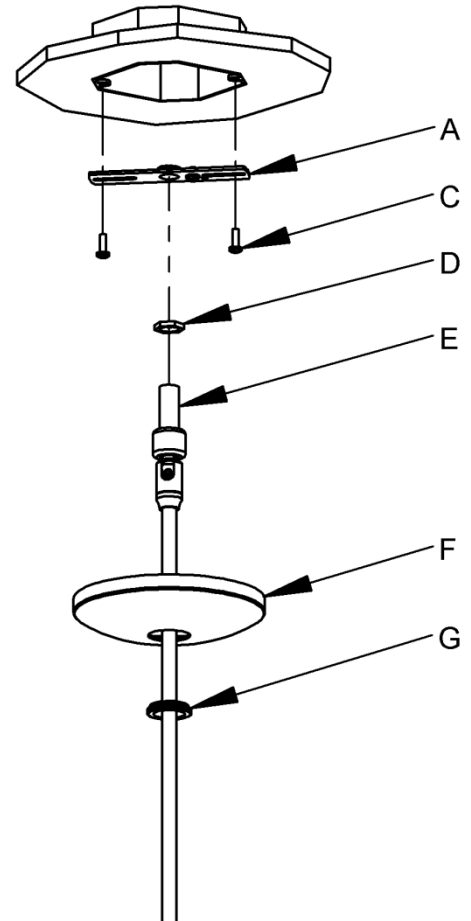
Prepare the Canopy (Figure 1)

Component Parts

A	Crossbar	E	Threaded Nipple
C	Machine Screw (not provided)	F	Canopy
D	Jam Nut	G	Canopy Ring

Caution: Be sure power is off at the main breaker box prior to installation.

1. Thread the jam nut (D) and crossbar (A) onto threaded nipple (E); leave both parts loose.
2. Using two machine screws (not provided), temporarily fasten the crossbar (A) to the electric box. **Note:** A new electric box comes with screws. When replacing a fixture, retain the existing screws for use with the new fixture.
3. Adjust the length of threaded nipple (E) in crossbar (A) so that canopy ring (G) will hold canopy (F) against the ceiling with no threads showing for best appearance. When the correct adjustment is established, tighten jam nut (D) against crossbar (A) to hold the adjustment.
4. Remove the crossbar and stem from the electrical box and proceed with the assembly instructions.



(Figure 1)

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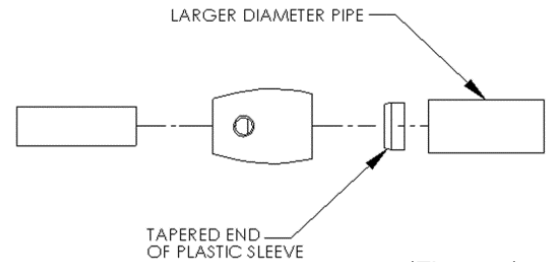
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Complete Assembly and Install Fixture (Figures 2 & 3)

Component Parts

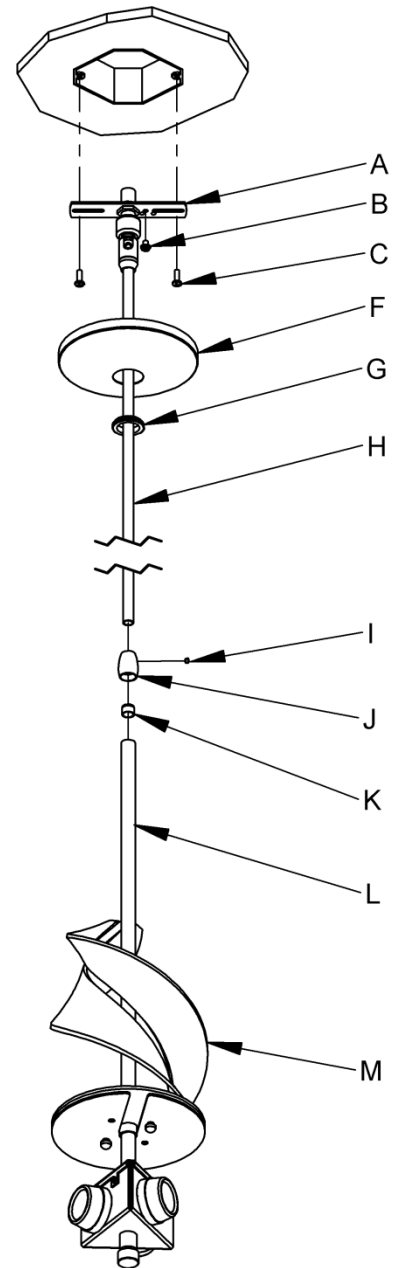
A	Crossbar	I	Set Screw
B	Ground Screw	J	Clutch
C	Machine Screw (not provided)	K	Clutch Sleeve
F	Canopy	L	Fixture Pipe
G	Canopy Ring	M	Fixture
H	Canopy Pipe		



(Figure 2)

Caution: Be sure power is off at the main breaker box prior to installation.

1. Slide canopy ring (G) and canopy (F) onto fixture pipe (L). Make sure smaller diameter side of canopy ring (G) is oriented up toward canopy (F).
2. Unscrew clutch (J) from the fixture pipe (L), move clutch (J) and plastic sleeve (K) to canopy pipe (H). Orient plastic sleeve (K) so the tapered end of the clutch sleeve (K) nests in the clutch (J) as shown in Figure 2.
3. Run wires through canopy pipe (H). Slide the canopy pipe (H) as far as necessary into fixture pipe (L) to give you the total length of the fixture which you desire. Be careful not to scratch the pipe surfaces and to pull excess wire up through the canopy pipe (H). There must be a minimum 1-1/2" of inner pipe inside the outer pipe. Hand-tighten the clutch to temporarily hold this adjustment. The clutch is not securely fastened at this point; do not depend on it to hold the fixture. **Important:** To ensure full connection strength, be sure the tapered end of the plastic clutch sleeve (K) is oriented toward the clutch (J) (Figure 2).
4. Tighten the set screw (I) on the clutch (J) firmly with hex wrench provided. Only after the set screw (I) is tight should you install to the ceiling.
5. Using two machine screws (not provided), fasten the crossbar (A) to the electric box. **Note:** A new electric box comes with screws. When replacing a fixture, retain the existing screws for use with the new fixture.
6. Using suitable wire connectors (not provided), connect fixture wires to supply wires (white to white supply, black to black supply). Run a pigtail lead from crossbar ground screw (B) to the junction box and connect all ground wires (bare copper or green to bare copper or green). Push wires back into outlet box. **Caution:** Make sure wire connectors are twisted on securely, and no bare wire is exposed.
7. Slide fixture canopy (F) against ceiling, and secure with canopy ring (G).



(Figure 3)

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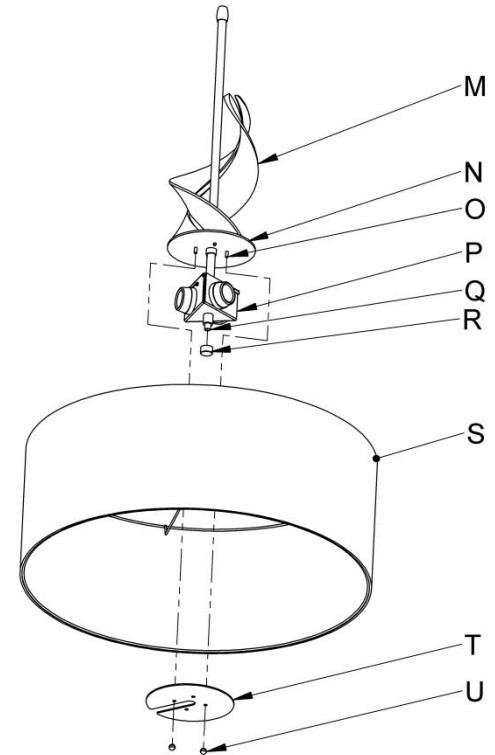
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Install Shade (Figure 4, 5 & 6)

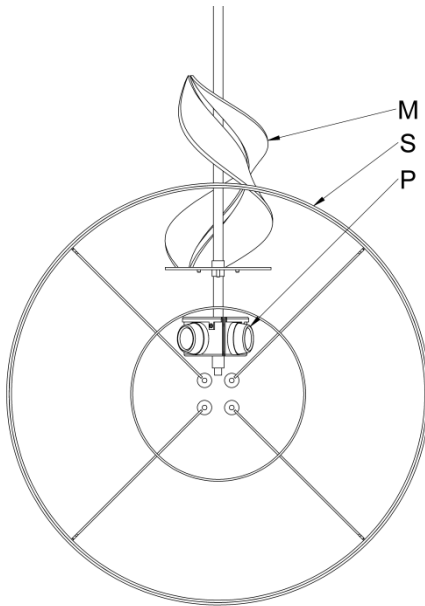
Component Parts

M	Fixture	R	Cap Nut
N	Upper Round Plate	S	Shade
O	#8-32 Stud	T	Washer
P	Socket	U	Ball Nut
Q	Nipple		

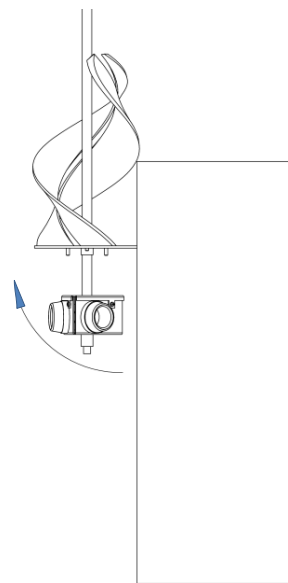
1. Remove cap nut (R) from threaded nipple (Q). Retain for later use.
2. Guide shade (S) up past socket (P) through one of the openings in the shade (S). Start in position shown in Figure 5 and rotate as shown in Figure 6 so the shade (S) passes over the socket (P).
3. Once the shade (S) is past the socket (P), center the shade (S), line up the holes in the shade (S) with the studs (O) and raise the shade (S) so it is against the upper round plate (N).
4. Install the clamping washer plate (T), followed by the ball screws (U). Tighten the ball screws (U) by hand.



(Figure 4)



(Figure 5)



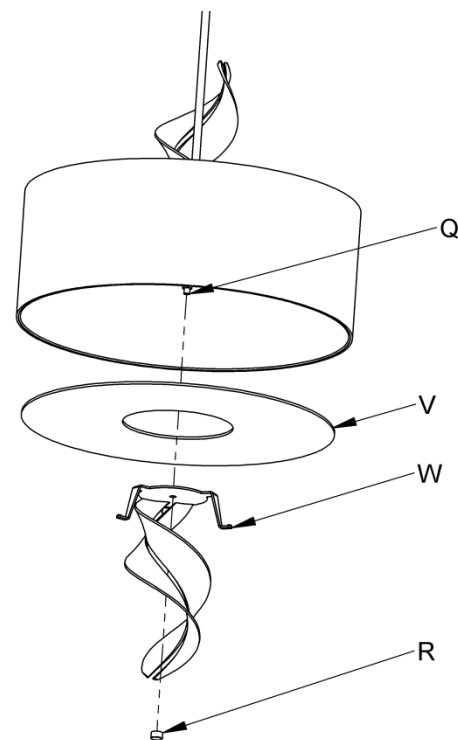
(Figure 6)

To Install Bulb (Figure 7)

Component Parts

- Q Nipple
- R Cap nut
- V Diffuser
- W Decorative Element

1. Install a light bulb (not provided) in each socket.
2. Set diffuser (V) on Lower Decorative Element (W) as shown in Figure 7 and then lift into position. Secure with cap nut (R) on the threaded nipple (Q)
3. Restore electricity at main breaker.



(Figure 7)

If you need further assistance, or find that you are missing any parts, please contact the dealer from which you purchased this product. We hope you enjoy your fixture

Hubbardton Forge will not be liable for injury or damage caused by improper installation, lamping or use of this fixture.