

*****READ & SAVE THESE INSTRUCTIONS *****

ACCESS LIGHTING

MODEL 31012

INSTALLATION & OPERATION INSTRUCTIONS

(1) TOOLS AND MATERIALS REQUIRED

- ❖ STAR SCREW DRIVER
- ❖ WIRE CUTTERS
- ❖ WIRING SUPPLIES AS REQUIRED BY ELECTRICAL CODE

Attention:

Before assembling your lighting fixture, please read the following instructions. If you feel you do not have sufficient electrical experience, refer to a do-it-yourself wiring handbook or have your fixture installed by a qualified licensed electrician.

(2) GENERAL

1. To ensure the success of the installation, be sure to read these instructions and review the diagrams thoroughly before beginning.
2. All electrical connections must be in accordance with local codes, ordinances, or the National Electrical Code. If you are unfamiliar with methods of installing electrical wiring, secure the services of a qualified licensed electrician.
3. These fixtures are intended for mounting to a standard 4" x 2 1/4" deep metal octagon outlet box. The box must be directly supported by the building structure and U.L. Recognized.
4. Before commencing with the installation, **disconnect the power by turning off the circuit breaker** or by removing the fuse at the fuse box. Turning the power off using the light switch is not sufficient to prevent electrical shock.

NOTE:

The important safeguards and instructions appearing in this manual 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. These factors must be supplied by the person(s) caring for and operating the fixture.

(3) UNPACKING THE FIXTURE

On checking the contents of the box you will find;

- ❖ Mounting Hardware
- ❖ Universal Crossbar Plate
- ❖ Fixture Canopy
- ❖ 1 x 39W/T-5/HO Fluorescent Bulb
- ❖ 1 x Bottom Glass
- ❖ 1 x Top Glass
- ❖ 2 x End Caps
- ❖ 2 x 6"/16"/22" Rods and Swivels

(4) PREPARE THE FIXTURE

Refer to attached illustration of fixture parts and assembly.

1. If you are replacing an existing fixture disconnect and remove the old fixture. Expose the **Supply Wiring** from the outlet box.
2. Determine the desired length of the fixture. Feed the **Fixture Wires** through the desired **Rods 1, 2 and 3 (5, 6, and 7)**. Join the rods together by screwing the nipple of each top rod into the riveted section of each lower rod.
3. Now feed the wires through the **Swivel (8)**. Attach the **Swivels (8)** to the **Fixture Canopy (9)** by fitting the ends through the designated holes in the **Fixture Canopy (9)**. Use the supplied **Washers and Nuts (10)** to secure the **Swivels (8)**.
4. Remove the two **Screws (4)**, remove the **End Cap**, Insert the supplied **39W/T-5 /Fluorescent Bulb(2)**.

DO NOT EXCEED WATTAGE AS STATED ON WARNING LABEL

5. Insert the **Top Flat Glass (1)** and **Bottom Flat Glass(3)**, replace the **End Cap** and secure with the supplied **Screws (4)**.
6. Secure the **Universal Crossbar Plate** to the junction box with the supplied **Mounting Screws (12)**. In addition, **Screw Plugs (11)** and **Mounting Screws** have been provided as a source of added support.
7. Pull the **Supply Wires** through the Center Hole in the **Universal Crossbar Plate**
8. Connect the **BLACK supply wire** to the **Black wire** of the fixture with supplied **Wire Nuts(13)** ensuring a secure connection.
9. Connect the **WHITE supply wire** to the **White wire** from the fixture and secure with supplied **Wire Nuts**.
10. Attach the **ground (GREEN) wire** from the fixture to the **outlet box ground terminal** (or to the box ground wire).
11. Secure all wire nuts connections with **UL listed electrical tape**.
12. Position the **Fixture Canopy (9)** over the **Universal Crossbar Plate**, ensuring that the holes on the **sides** of the **Universal Crossbar Plate** align with the **Holes** on the sides of the **Fixture Canopy (9)**. Secure the **Fixture Canopy** to the **Universal Crossbar Plate** with the supplied **Retaining Screws (14)**.
13. Restore electricity and check the operation of your new lighting fixture.

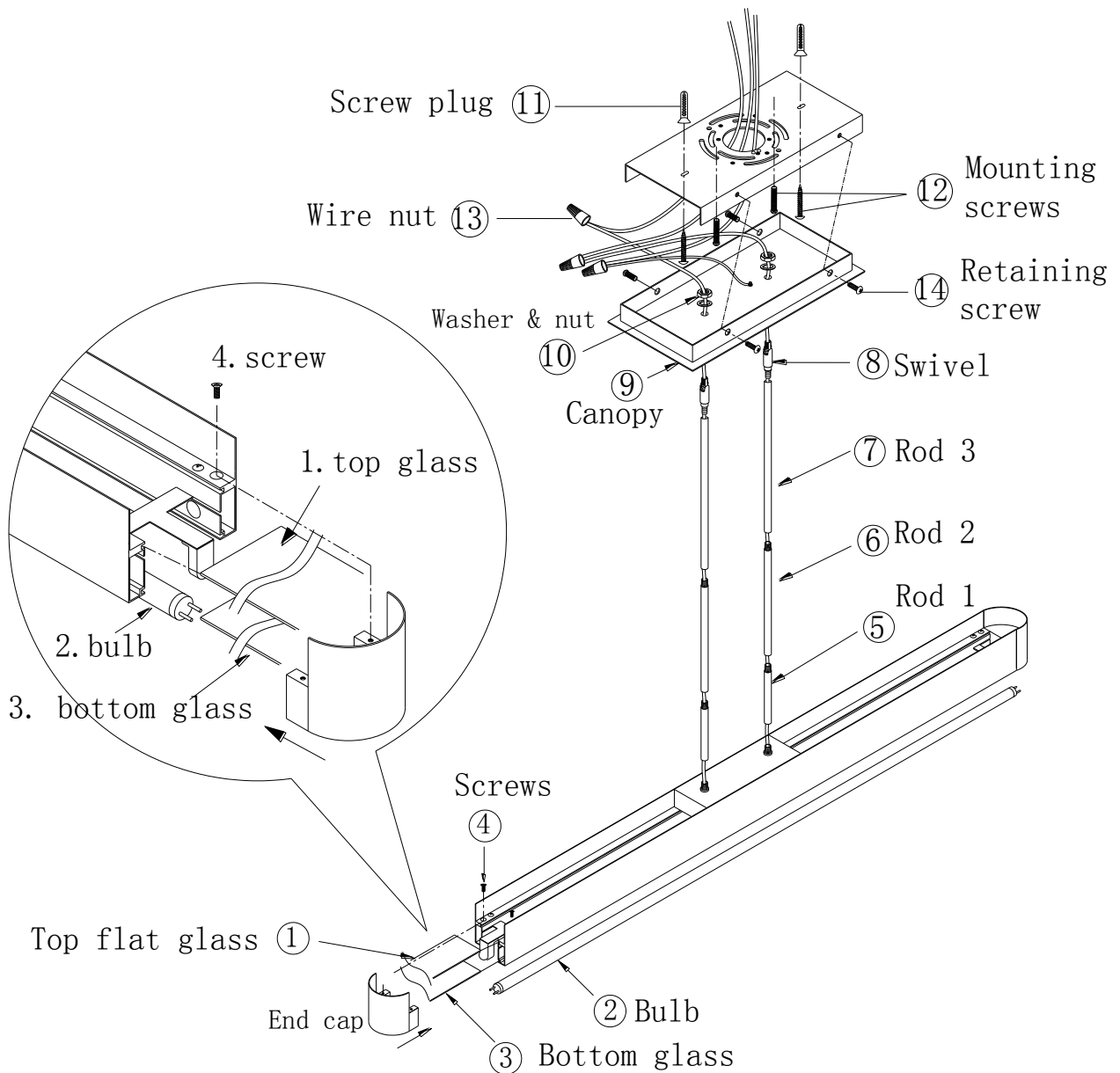
CAUTION:

- **Ensure that the Fitting is Cool and Switched off, Before Changing the Bulb.**
- **Do Not use Bulbs Exceeding Maximum Wattage, As Per Caution Label.**
- **Do not Place the Fixture in Close Proximity to Combustible Material**

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