

# Assembly & Installation Instructions

A322

Exos Square Shade Pendant 139625, 139630 & 139635

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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.

## Prepare the Canopy (Figure 1)

### Component Parts

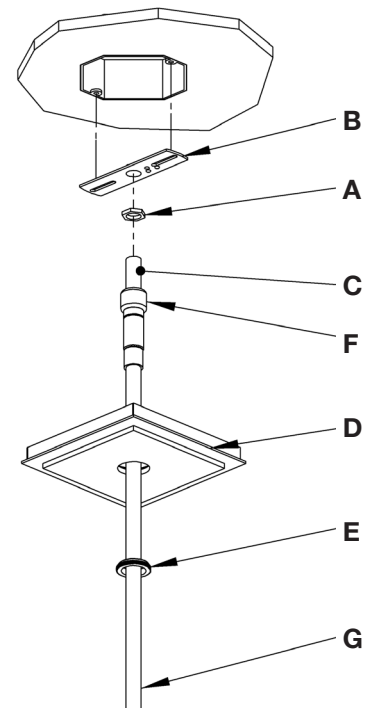
- A Jam Nut
- B Crossbar
- C Threaded Nipple
- D Canopy
- E Canopy Ring
- F Coupling
- G Canopy Pipe

**CAUTION:** BE SURE POWER IS OFF AT THE MAIN BREAKER BOX PRIOR TO INSTALLATION.

1. Carefully unpack the fixture from the carton.
2. Thread jam nut (A) and crossbar (B) onto threaded nipple (C) leave parts loose.
3. Using two machine screws (not provided), temporarily fasten the crossbar (B) 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.

4. Adjust the length of threaded nipple (C) in crossbar (B) so that canopy ring (E) will hold canopy (D) against the ceiling with no threads showing for best appearance. When the correct adjustment is established, tighten jam nut (A) against crossbar (B) to hold the adjustment.
5. Remove the crossbar and stem from the electrical box and proceed with the assembly instructions.



(Figure 1)

(Continued)

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.

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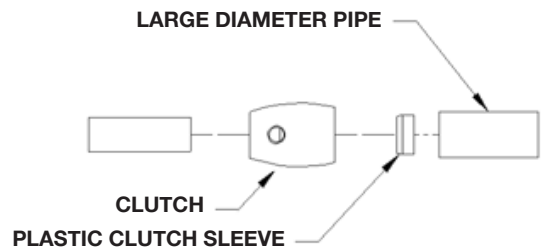
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## To Complete Assembly & Install (Figures 2 & 3)

### Component Parts

A Jam Nut	G Canopy Pipe
B Crossbar	H Fixture Pipe
C Threaded Nipple	I Plastic Clutch Sleeve
D Canopy	J Clutch
E Canopy Ring	K Set Screw



(Figure 2)

1. Slide canopy ring (E) with smaller diameter facing up followed by canopy (D) over fixture pipe (H) and gently rest against the socket washer (R).
2. Thread wires from the fixture pipe (H) through the canopy pipe (G).
3. Unscrew the clutch (J) from the canopy pipe (G); slide it across the wires and onto the fixture pipe (H). Follow this with the plastic clutch sleeve (I) as seen in Figure 3. Orient clutch sleeve so the tapered end nests in the clutch (Figure 2).
4. Slide the canopy pipe (G) as far as necessary 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 (G). There must be a minimum 1-1/2" of inner pipe inside the outer pipe. Screw clutch (J) onto canopy pipe and 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.

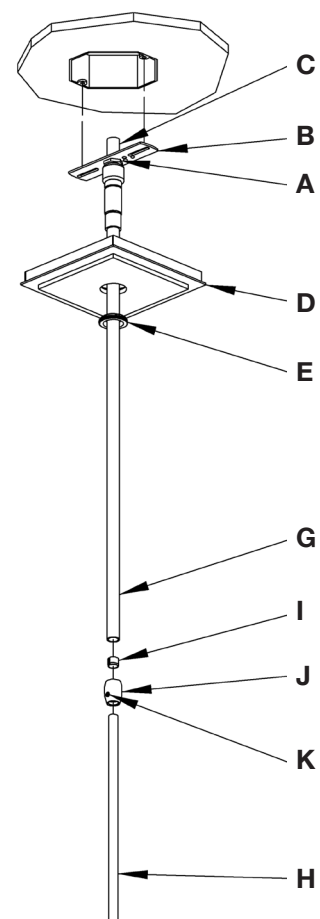
**Note:** To ensure full connection strength, be sure the tapered end of the plastic clutch sleeve is oriented toward the clutch when assembled and securely tighten set screw (Figure 2).

5. Using two machine screws (not provided), fasten the crossbar (B) 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 or ribbed side of the fixture cord, black to black or smooth side, and bare copper to bare copper or green supply). Push wires back into outlet box.

**CAUTION:** MAKE SURE WIRE CONNECTORS ARE TWISTED ON SECURELY, AND NO BARE WIRE IS EXPOSED.



(Figure 3)

(Continued)

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## To Complete Assembly & Install (Figures 2 & 3)

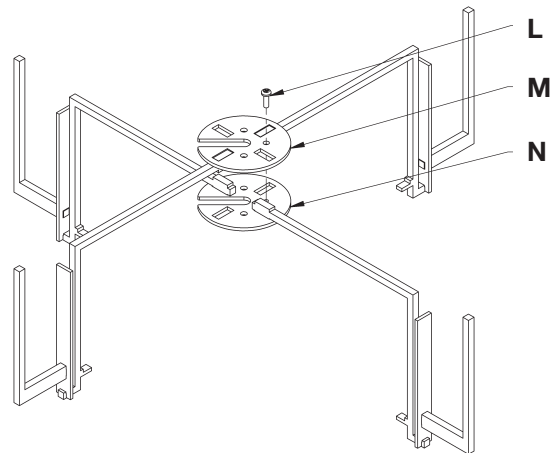
(Continued)

- Slide fixture canopy (D) against ceiling, and secure with canopy ring (E).
- Once the fixture is fastened to the ceiling, tighten the set screw (K) in clutch (J) firmly with hex wrench provided. Only after the set screw (K) is tight should you install the lower assembly.

## To Assemble Bottom (Figures 4, 5 & 6)

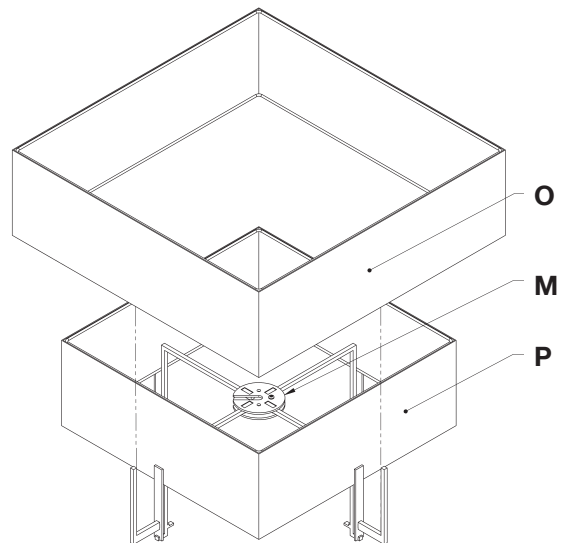
### Component Parts

L #8-32 Screw	P Internal 16" Shade
M Top Shade Bracket	Q Thumb Screw
N Bottom Shade Bracket	R Socket Washer
O External 20" Shade	



(Figure 4)

- Remove #8-32 screw (L) from bracket (N) and set aside.
- Orient top shade bracket (M) and bottom shade bracket (N) such that the slots are aligned as seen in Figure 4.
- Holding these brackets together, insert #8-32 screw (L) and tighten such that two brackets are fastened together.
- Slide the internal shade (P) into groove behind forged plates as seen in Figure 5 followed by external shade (O).
- Raise shade bracket assembly with shades installed up to the installed fixture.
- Align the slot in shade brackets (M & N) with the fixture pipe as seen in Figure 6.
- Slide the shade brackets (M & N) around fixture pipe (G) and lower until it rests upon the socket washer (R).
- Rotate until two holes in shade brackets (M & N) align with holes in the socket or socket washer (R).
- Slide thumb screws (Q) through two holes in shade brackets (M & N) and thread into socket or socket washer (R) until tight.



(Figure 5)

(Continued)

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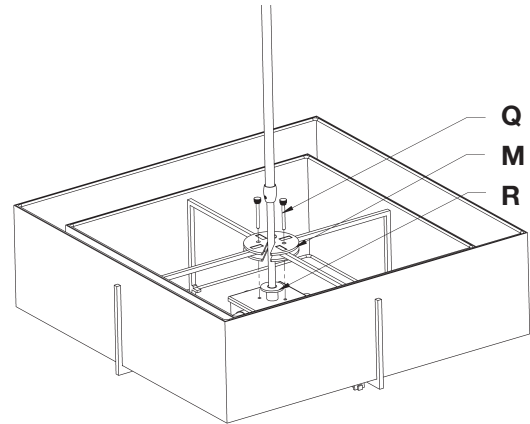
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## To Install Glass Diffuser (Figure 7)

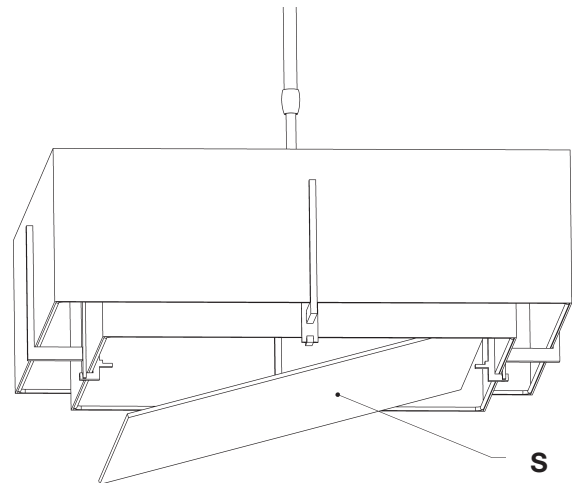
### Component Parts

S Diffuser

1. Install light bulbs. Not Included.
2. Hold diffuser (S) at a slight angle as seen in Figure 7 and raise up into fixture.
3. Level out diffuser (S) and lower down so it sits flat onto the four tabs on the fixture. Adjust position so it sits centered in the fixture.
4. Restore electricity at main breaker.



(Figure 6)



(Figure 7)

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