

## ASSEMBLY INSTRUCTIONS

## Vivian Mini Chandelier

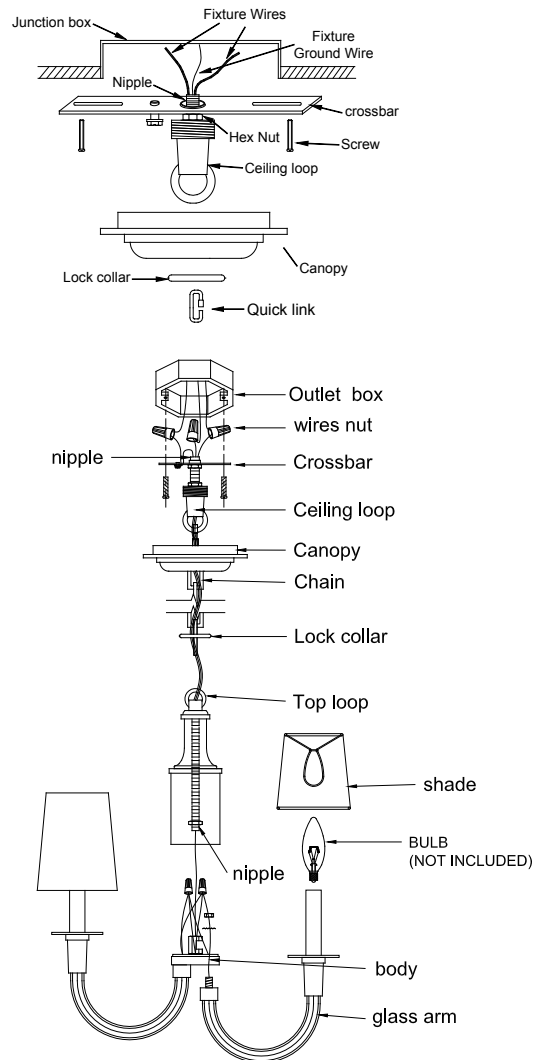
Item # TOB5031

**WE RECOMMEND INSTALLATION OF THIS LIGHTING FIXTURE BE DONE BY A LICENSED ELECTRICIAN.**

**WARNING \*\*\* SWITCH OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER BEFORE INSTALLATION.**

**INSPECT ITEM CAREFULLY BEFORE ATTEMPTING TO INSTALL. IF THERE IS ANY DAMAGE OR OBVIOUS DEFECT, DO NOT INSTALL.**

**ITEM MAY NOT BE RETURNED ONCE IT HAS BEEN INSTALLED.**



1. Install the ceiling loop into the top of the junction box. Leave the loop loose while you place the canopy and lock collar into place to set the depth of the loop. Once you have made certain that the canopy and lock collar will install easily, secure the ceiling loop, by tightening the hickey into place. Tighten all hex nuts using an adjustable wrench and a pair of pliers.
2. Install the canopy and loosely install the lock collar.
3. Using the dimensions of the fixture as a guide, shorten the chain provided using a pair of chain pliers.
4. Take into consideration that you will use the chain end link to mount the chandelier once you have cut the chain.
5. Unscrew the collar on the chain end link. Attach the chain end link to the ceiling loop.
6. Attach the chain (now desired length) to the chain end link. Close the threaded collar to secure the chain.
7. Unscrew the threaded collar on the other chain end link. Attach the chain end link to the lower end of the chain.
8. Carefully lift the Column Assembly from the box.
9. Hang the Column Assembly by the chain end link.
10. Close the threaded collar on the chain end link to secure.
11. Unwrap the wiring from the top of the Column Assembly.
12. Gently remove glass arm from the package.
13. Remove the lock nut and spring washer from the nipple at the end of the arm.
14. Slip the wires through the hole in the center plate.



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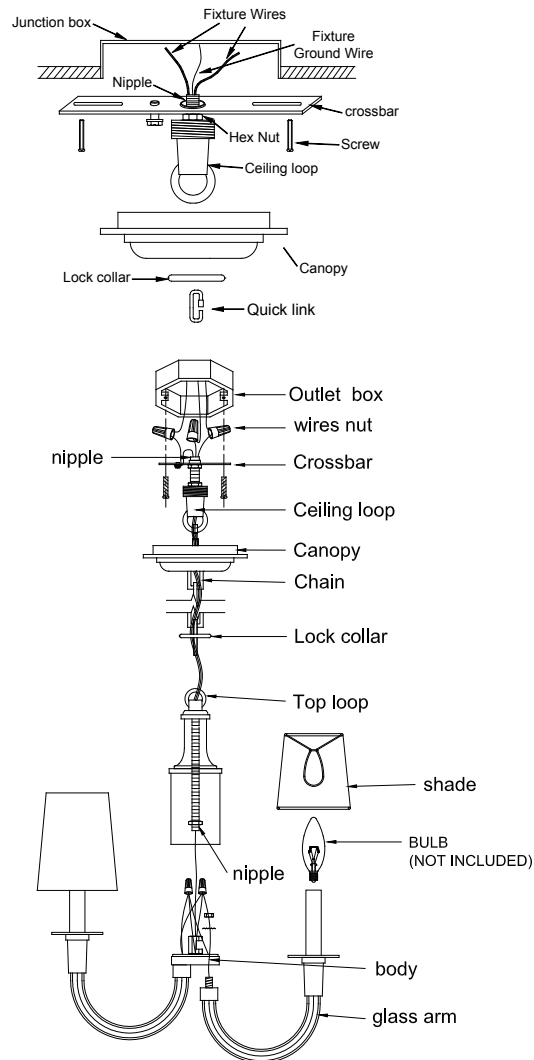
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15. Gently set the arm into place and secure using the spring washer and lock nut. IT IS VERY IMPORTANT NOT TO USE ANY LEVERAGE ON THE GLASS ARM TO TIGHTEN THE LOCK NUT. HOLD ONLY THE METAL FERRULE AT THE BASE OF THE ARM NEAR THE CENTER METAL PLATE.
16. Repeat step 16 for each arm. Check that the arms are spaced evenly before final tightening. Locate the power supply wires which come from the center plate hickey.
17. Attach the wires from the arms with Black Markings to the main wire from the center column with Black Markings.
18. Repeat step 19 using the wires which have no black markings.
19. Double check that all of your connections are correct. Wrap all connections individually with electrical tape. Neatly tuck the wires up against the center plate.
20. Install the metal bowl and secure with the lock nut. Make certain that no wires are caught by the bowl edge.
21. Using the plastic spacer provided, install the glass bowl and secure with the bottom finial. Do not Over-Tighten!
22. Locate the Power supply cord. Weave the power supply Cord through the chain.
23. When you reach the canopy and ceiling loop, measure the wires and cut. Be certain to leave enough to connect inside the canopy.
24. Strip the insulation back on the two power supply cords about 5/8".
25. Twist all of the three wires together and push through the center hole in the ceiling loop.
26. Loosen the lock collar and slip the canopy down the chain.



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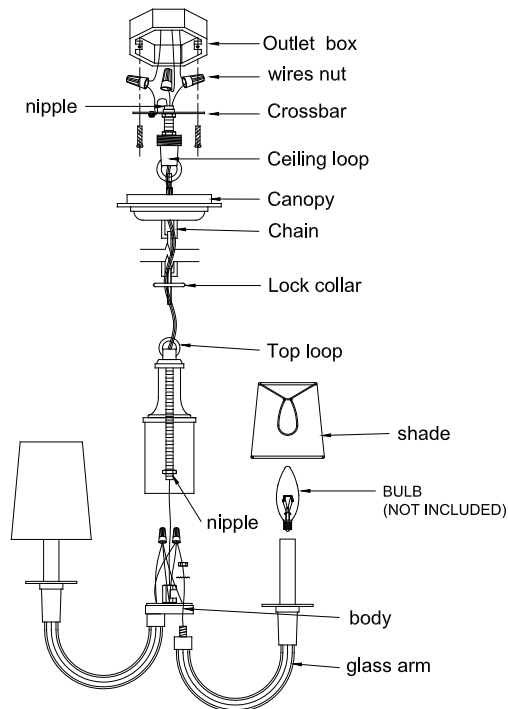
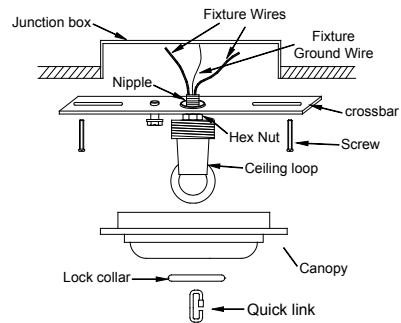
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27. Reach inside the canopy and pull the three wires through the hole in the side of the hickey. Un-twist the wires.
28. Identify the hot wire from the fixture by feeling the edges. The Hot wire is smooth and has words printed on it. The common wire is ribbed and has no words on it.
29. Attach the bare wire from the fixture to the bare wire from the building using the provided wire nut. If your house has no bare wire (Ground) attach this wire to the green grounding screw inside the junction box.  
IT IS IMPERATIVE THAT THIS FIXTURE BE GROUNDED
30. Attach the common (ribbed, no words) from the fixture to the white wire from the building using the provided wire nut.
31. Attach the hot (smooth, words) from the fixture to the black wire from the building with the provided wire nut.
32. Secure each connection by tightening and then checking that no wires can be pulled out.
33. Wrap each connection individually with electrical tape.
34. Neatly tuck the connections into the junction box.
35. Install the canopy and secure with the lock collar.
36. Install light bulbs (not included) into sockets
37. Clip the shade into socket
38. Restore Power and Enjoy.

