

# ETHAN ALLEN®

## 09-3590/09-3591 MEDIUM ALEXA CHANDELIER ASSEMBLY AND INSTALLATION INSTRUCTIONS

**PLEASE KEEP AND STORE IN SAFE PLACE.**

These instructions are provided for your safety. It is very important that you read them carefully and completely before you begin installation of this chandelier. We strongly suggest that all direct-wired fixtures be installed by a professional electrician.

**Tools Required (not included):** Ladder, drill, Phillips and flat-blade screwdrivers, wire cutter/stripper and electrical tape.

**Parts Required (not included)**

Part	Qty.	Description
(A)	1	Ceiling outlet junction box
(B)	1	Ground junction box wire
(C)	1	Hot junction box wire
(D)	1	Neutral junction box wire

**Hardware and Parts Included**

Part	Qty.	Description	Part	Qty.	Description
(E)	1	Nipple	(L)	3	Wire connectors
(F)	1	Mounting bracket	(M)	1	Canopy
(G)	2	Mounting screws	(N)	1	Threaded ring
(H)	1	Ground screw	(O)	1	Screw collar loop
(I)	1	Ground wire	(P)	1	Chain
(J)	1	Hot fixture wire	(S)	2	Hex nuts
(K)	1	Neutral fixture wire	(T)	1	Lock washer

**CAUTION:** Before you begin the installation process, make sure that the power to the circuit is turned off at the main fuse box/circuit breaker utility box.

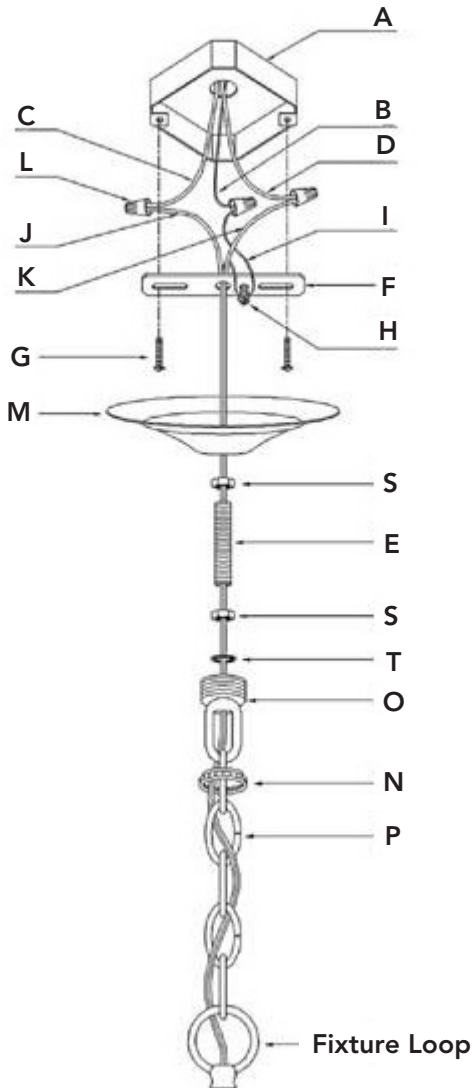
**IMPORTANT SAFETY INSTRUCTIONS**

- Do not use the power cord to support the weight of the chandelier.
- For safety, use of a two-person installation team is strongly recommended.
- This product must be installed in accordance with the applicable installation codes by a person familiar with the construction and operation of the product and the hazards involved.
- This fixture has been rated for up to four (4) 60W maximum type B candelabra incandescent lightbulbs (not included) or four (4) 9W compact fluorescent bulbs (not included). To avoid the risk of fire, do not exceed the recommended wattage.
- This chandelier is intended only for indoor use in dry locations.

# 09-3590/09-3591 MEDIUM ALEXA CHANDELIER ASSEMBLY AND INSTALLATION INSTRUCTIONS

## WARNING

- To reduce the risk of fire, electrical shock or personal injury, always turn off and unplug the chandelier and allow it to cool prior to replacing lightbulbs.
- Do not look directly at or touch the bulbs when the chandelier is turned on.
- Keep flammable materials away from lit bulbs.
- This lighting fixture contains lead, a chemical known to the State of California to cause cancer, birth defects and other reproductive harm. Wash hands after installing, handling, cleaning or otherwise touching this light fixture.



## PRE-ASSEMBLY

- Remove all parts and hardware from the box along with any plastic protective packaging.
- Do not discard any contents until after assembly is complete to avoid accidentally discarding small parts or hardware.

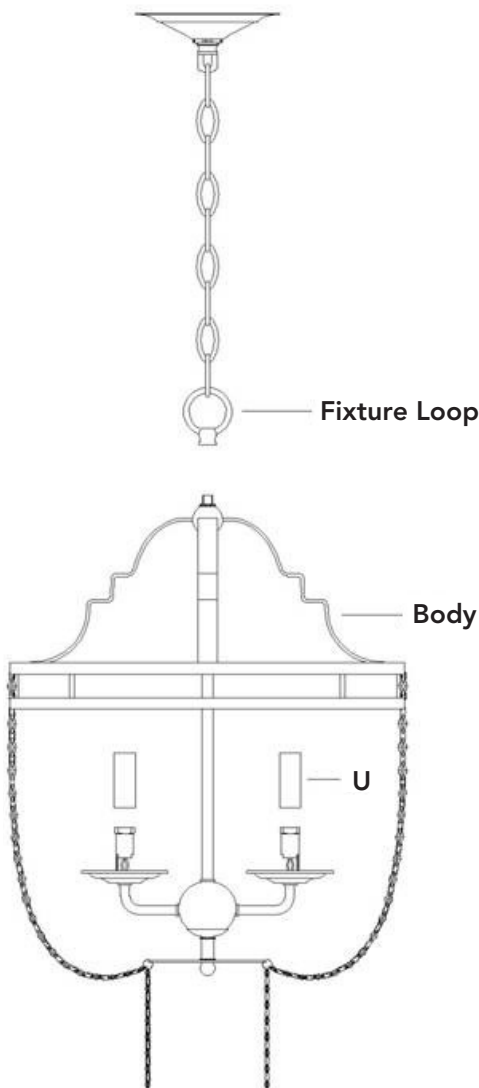
**Note:** Adjustment or shortening of the lighting fixture's suspension length is only needed if the factory-set chain (P) length is not appropriate for your installation.

### To Adjust the Suspension Length of the Fixture:

1. Determine the desired lighting fixture suspension length from the ceiling, allowing extra cord length for the ceiling outlet junction box (A) wire connections as noted below.
2. Adjust the fixture's power cord from the canopy (M).
3. The chain (P) length may be shortened from the top end by using pliers to remove chain links. Use a cloth or a folded piece of paper between the pliers and each link to protect the finish on the link during this process. To remove a link, use two pairs of pliers to create an opening at the link's split line large enough for the link to be removed from the chain. To remove a length of chain, select the top link and remove it with the connected links intact. When the chain (P) is at the desired length, open up the top link and attach it to the screw collar loop (O). Re-weave the fixture's two-wire cord cable and bare ground wire through every other link in the chain (P) and then through the screw collar loop (O), the nipple (E), the canopy (M), and then into the mounting bracket (F).

# 09-3590/09-3591 MEDIUM ALEXA CHANDELIER ASSEMBLY AND INSTALLATION INSTRUCTIONS

4. If needed (depending upon final fixture hanging position from the ceiling), cut off the extra length on the two-wire cord cable and bare ground wire. When cutting the power cord and bare ground wire, be sure to cut it so that it is at least 6" (152.4mm) long inside the ceiling outlet junction box (A). To prepare the cut power cord for the installation process, use wire strippers to prepare the ends of the two wires so that there is about 1/2" of exposed wire for the plastic wire connectors (L).



## INSTALLATION INSTRUCTIONS

1. SHUT OFF THE MAIN ELECTRICAL SUPPLY FROM THE MAIN FUSE BOX/CIRCUIT BREAKER.
2. Carefully unpack all fixture parts and hardware and lay them out on a clean work surface.
3. Gently pull the ground (B), hot (C) and neutral (D) junction box wires down from the ceiling junction box (A) and allow them to hang.
4. Carefully inspect the chandelier's fixture wires. The neutral fixture wire (K) is ribbed. The hot fixture wire (J) is smooth, and the ground wire (I) is in copper.
5. Attach the ground wire (I) from the fixture to the ground junction box wire (B); it usually has green insulation around it or is bare wire. Fasten them together with a wire connector (L) and wrap the connection with electrical tape. Make sure that no wire strands are exposed. If your ceiling outlet junction box (A) does not have a ground junction box wire (B), insert the ground screw (H) into the mounting bracket (F) where it's marked "ground", and wrap the fixture's bare ground wire around the ground screw (H). Tighten the screw to clamp the ground junction box wire (B) between the ground screw (H) head and the mounting bracket (F). It is imperative that the ceiling junction box (A) in your home be properly grounded.

**DURING THE FOLLOWING TWO STEPS, DO NOT REVERSE THE HOT AND NEUTRAL CONNECTIONS OR SAFETY WILL BE COMPROMISED.**

6. Connect the neutral fixture wire (K) to the neutral junction box wire (D); it usually has white insulation around it. Fasten them together with a plastic wire connector (L) and wrap the connection with electrical tape. Make sure that no wire strands are exposed.
7. Connect the hot fixture wire (J) to hot junction box wire (C); it usually has black insulation around it. Fasten them together with a plastic wire connector (L) and wrap the connection with electrical tape. Make sure that no wire strands are exposed.

# 09-3590/09-3591 MEDIUM ALEXA CHANDELIER ASSEMBLY AND INSTALLATION INSTRUCTIONS

8. Gently tuck the wire connections neatly into the ceiling outlet junction box (A).
9. Attach the mounting bracket (F) to the ceiling outlet junction box (A) using the mounting screws (G). Tighten screws with a screwdriver until secure.
10. Attach one hex nut (S) to the top and the other hex nut (S) to the bottom of the nipple (E). Put the lock washer (T) in before attaching the screw collar loop (O) to the bottom end of the nipple (E).
11. Secure the top of nipple (E) to the mounting bracket (F) with the hex nut (S), exposing approximately 2" of its thread. Then, secure the screw collar loop (O) to the bottom end of the nipple (E) with the hex nuts (S) and lock washer (T).
12. Slide the canopy (M) and the threaded ring (N) up the chain (P).
13. Place the canopy (M) over the ceiling outlet junction box (A) and secure it in place by screwing the threaded ring (N) onto the screw collar loop (O).
14. Attach the fixture loop to the threaded tube at the top of the chandelier. Screw it in until tightened.

**IMPORTANT: Crystal strands on the chandelier body may become misaligned inside the packaging during transportation. Manual adjustments to the placement of crystal pieces and/or crystal strands may so be required.**

15. Place the candle tubes (U) over the sockets.
16. Install four (4) 60W maximum type B candelabra incandescent lightbulbs (not included) or four (4) 9W compact fluorescent bulbs (not included) in each socket. **DO NOT EXCEED THE SPECIFIED WATTAGE.**
17. Restore power to ceiling outlet junction box (A) and test the fixture.

## CARE INSTRUCTIONS

- Wipe clean with a soft, dry cloth or a static duster.
- Avoid the use of harsh chemicals or abrasive cleaners, as they may damage the fixture's finish.