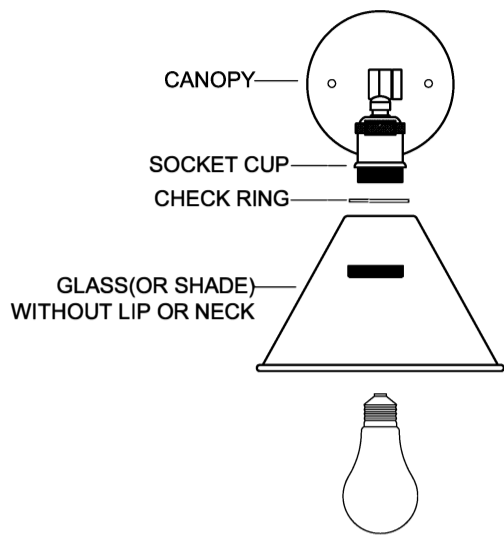


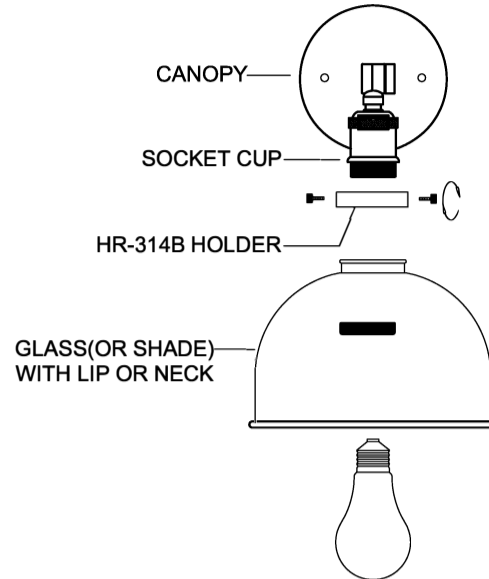
# ITEM:



**BALLSTON ASSEMBLY**  
 SLIDE DECORATIVE CHECK RING AND SHADE ONTO THREADED SOCKET CUP AND SECURE USING THREADED SOCKET RING. DO NOT OVER TIGHTEN THREADED SOCKET RING TO AVOID BREAKING THE GLASS

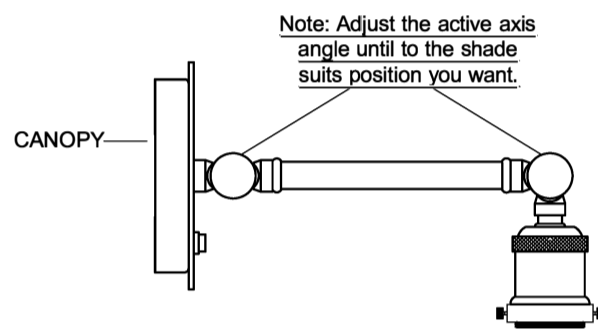
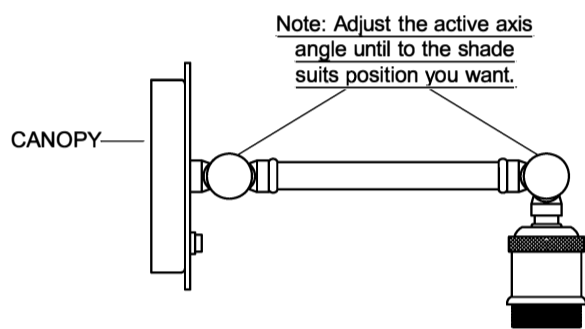
SHADE STYLE & BULB OPTIONAL  
 IF THE GLASS YOU SELECTED DOES NOT HAVE A LIP OR NECK THE HR-314B HOLDER IS NOT NEEDED TO ATTACH THE GLASS -PLEASE DISCARD IT

# ITEM:



**BALLSTON URBAN ASSEMBLY**  
 ATTACH THE HR-314B HOLDER TO THREADED SOCKET CUP USING THREADED SOCKET RING. SLIDE SHADE INTO THE HR-314B HOLDER, TIGHTEN THE (3) THUMB SCREWS EVENLY TO HOLD GLASS IN PLACE. DO NOT OVER TIGHTEN THUMB SCREWS TO AVOID BREAKING THE GLASS

SHADE STYLE & BULB OPTIONAL  
 IF THE GLASS YOU SELECTED HAS A LIP OR NECK THE HR-314B HOLDER IS NEEDED TO ATTACH THE GLASS

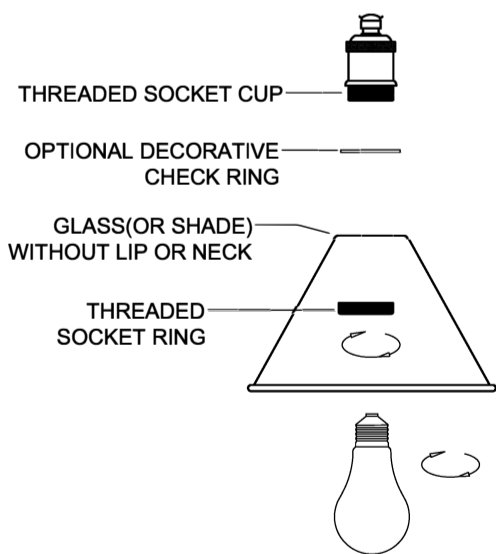


## THANK YOU FOR PURCHASING A FIXTURE FROM OUR BALLSTON COLLECTION

Please FIRST take a look at your glass/metal shade to see if it looks like A (no neck) or B (with a neck) YOU WILL FIND BOTH THE CHECK RING (for A - which might not be needed depending on the thickness of the glass) AND the HOLDER with screw (FOR B)

Please continue to follow the below graphic illustration as shown WE ENCOURAGE YOU TO SAVE THE EXTRA PART. You might decide to change your glass and will need it in the future (instead of replacing the entire fixture for a new look)

### A no neck

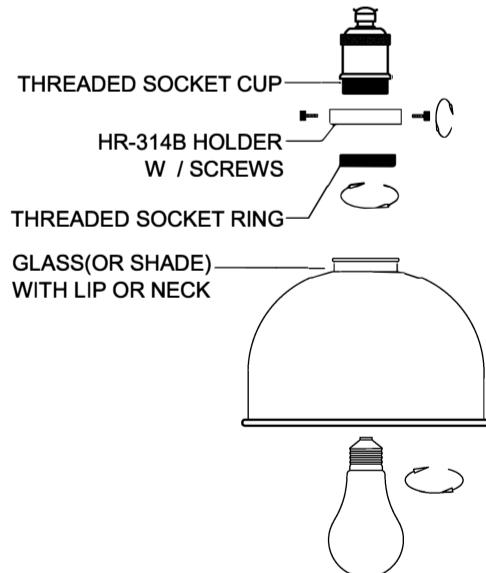


**Glass Assembly (glass without lip or neck)**  
 SLIDE OPTIONAL DECORATIVE CHECK RING AND SHADE ONTO THREADED SOCKET CUP AND SECURE USING THREADED SOCKET RING

DO NOT OVER TIGHTEN THREADED SOCKET RING TO AVOID BREAKING THE GLASS OR METAL SHADE

THIS ASSEMBLY DOES NOT USE HR-314B HOLDER.

### B neck



**Glass Assembly (glass with lip or neck)**  
 ATTACH THE HR-314B HOLDER TO THREADED SOCKET CUP USING THREADED SOCKET RING, SLIDE SHADE INTO THE HR-314B HOLDER, TIGHTEN THE (3) THUMB SCREWS EVENLY TO HOLD SHADE IN PLACE

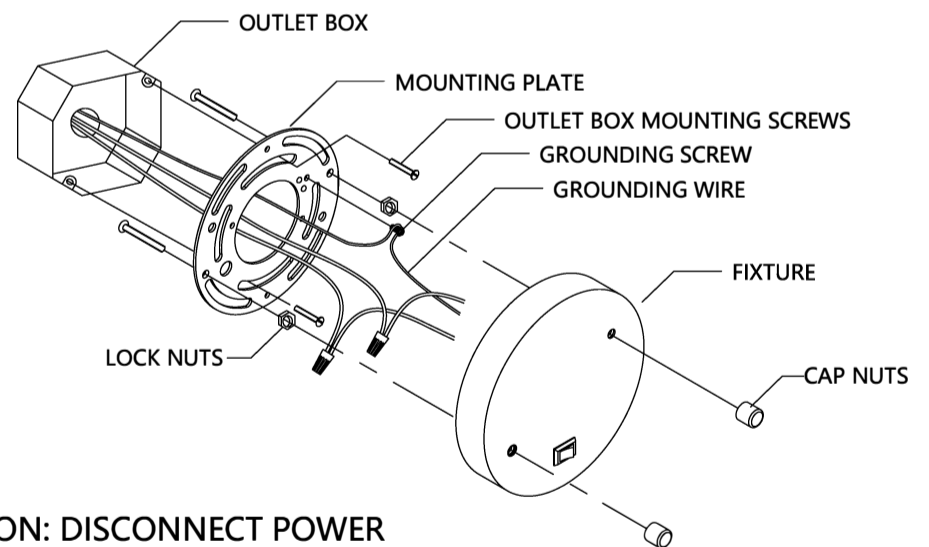
DO NOT OVER TIGHTEN THUMB SCREWS TO AVOID BREAKING THE GLASS OR METAL SHADE

THIS ASSEMBLY DOES NOT USE DECORATIVE CHECK RING (might not be needed if glass is thick)

## ITEM:

**GLASS OR METAL SHADE AND BULB STYLE OPTIONAL**

## STANDARD MOUNTING PLATE INSTALLATION INSTRUCTIONS



### CAUTION: DISCONNECT POWER DURING INSTALLATION

1. If you are replacing an existing fixture, disconnect and remove the old fixture. Expose the supply wiring from the outlet box.
2. Thread the machine screws into the opposite side of the mounting plate from the green ground screw, lock the machine screws into place with lock nuts.
3. Fasten the mounting plate to the outlet box using the two screws supplied with the outlet box.
4. Spread the electrical wires so that the black wires are on one side of the outlet box and the white wires are on the other side.
5. Grounding instructions:
  - A.) On fixtures where mounting plate is provided with a green ground screw and two raised dimples, Wrap ground wire from outlet box around green ground screw and tighten.
  - B.) On fixtures where mounting plate is provided with a green ground wire attached. Connect mounting plate ground wire to ground wire from outlet box with wire connector (not provided). If fixture is provided with ground wire. Connect fixture ground wire to ground wire from outlet box with wire connector (not provided). After following the above steps. Never connect ground wire to black or white power supply wires.
6. To make electrical connections: Connect the white wire(s) from the fixture to the white wire of this outlet box. Connect the black wire (s) from the fixture to the black wire of the outlet box. NOTE: Black outlet box wire may be red, round & smooth and/or have copper conductor. White outlet box wire may be square & ridged and/or have a silver conductor.
7. Place fixture against mounting surface allowing the machine screws to pass through the fixture canopy. Secure the cap nuts.