

**\*\*\*READ & SAVE THESE INSTRUCTIONS \*\*\***  
**ACCESS LIGHTING**  
**MODEL # 31027 / 31028 / 31029 / 31030**  
**INSTALLATION & OPERATION INSTRUCTIONS**

1) TOOLS AND MATERIALS REQUIRED

- ❖ Blade Screwdriver
- ❖ Star Screwdriver
- ❖ Wire Cutters
- ❖ Wiring supplies as required by Electrical Code

**Attention:**

**Before assembling your lighting fixture, please read the following instructions.**

(2) GENERAL

1. To ensure the success of the installation, be sure to read these instructions 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.
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. The person(s) caring for and operating the fixture must supply these factors.**

(3) UNPACKING THE FIXTURE

On checking the contents of the box you will find;

1. Fixture assembly
2. Mounting Hardware Packet
3. Crossbar
4. 1 x Top Glass
5. 1x 24W T5 HO Linear Fluorescent Tube , 2x24W or 1x39W or 2x39W (Model Dependant)

**Do not install this fixture assembly closer than 6 inches from any curtain or similar combustible material.**

(4) PREPARE THE FIXTURE

1. If you are replacing an existing fixture, disconnect and remove the old fixture. Expose the supply wiring from the outlet box.
2. Lay the un-assembled fixture on a soft surface and carefully remove all the packing material.
3. Using the fixture back plate determine positioning to drill holes on wall, relative to J-box, to provide additional support to fixture. Four **(5) Screw plugs** are provided.
4. **Option1:** Attach the supplied **Crossbar** to the **J- box**, with the supplied **(4) Mounting Screws**. Then install the **Mounting Plate**, with the supplied **(6) Washer and Nut** are provided. Use Four **(7) Screws** to secure the Mounting Plate to the ceiling. **Option2:** Attach the supplied **Mounting Plate** to the **J- box**, with the supplied **(4) Mounting Screws**. Use Four **(7) Screws** to secure the Mounting Plate to the ceiling.
5. Pull the supply wires through the Center Hole in the Crossbar.
6. Connect the **BLACK supply wire** to the **Black wire** of the fixture with supplied **(8) Wire nuts** ensuring a secure connection.
7. Connect the **WHITE supply wire** to the **White wire** of the fixture with supplied **(8) Wire nuts** ensuring a secure connection.
8. Attach the **Green/Ground wire** from the fixture to the **Electrical Supply Wire** or to the **Green Screw** located on the **Universal Crossbar**. Secure these connections with supplied **Wire Connectors** and tape these connections with U.L Listed electrical tape(not supplied). Tuck all of the wires carefully into the J-Box.
9. Put the crossbar screws through the 4 holes allocated on the **(9) Canopy**. Secure the fixture against the ceiling with the supplied **(9) nuts**.
10. Insert the **(10) Tube**. **DO NOT EXCEED THE WATTAGE AS INDICATED ON THE WARNING LABEL.**
11. Holding the **(11) Top glass with thumb screws**.
12. Restore electricity and enjoy your new lighting fixture.

**CAUTION:**

- **Ensure that the Fitting is Cool and Switched off, Before Changing Bulbs.**
- **Do Not use Bulbs Exceeding Maximum Wattage, As Per Caution Label.**
- **Do Not Touch the Bulb while fixture is in operation.**

**Warning-Risk of fire and electric shock. Important safety instructions.**

**Do not install this fixture in hazardous locations.**

**a c c e s s**

L I G H T I N G

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