
HOLTKÖTTER INTERNATIONAL, INC.

155 Hardman Avenue South, South St. Paul, MN 55075

fax: (888) 552-8661 • phone: (800) 899-5444

www.holtkoetter.com

e-mail: customerservice@holtkoetter.com

Please make sure that the following parts for your fixture are enclosed:

- A. Backplate and hanging hardware
- B. Fixture
- C. Large Frosted Glass
- D. Small Frosted Glass

IT IS FIRMLY RECOMMENDED THAT A LICENSED ELECTRICIAN INSTALL THIS FIXTURE.

Small Glass Installation

1. Prepare the fixture for installation by assembling the small glass to the fixture.
2. Remove the finished nut from the front of the fixture.
3. Remove the reflector.
4. Remove one nut and one small white plastic washer from the center stem.
5. Place the glass over the center stem of the fixture on top of one small white plastic washer. Place one small white plastic washer over the glass and one small nut on the stem. Tighten hand-tight.
6. Place the reflector back on the fixture over the glass. Tighten the finished nuts hand-tight.

Fixture Installation

1. Loosen the two screws that secure the hanging hardware to the fixture. Twist/unlock the backplate and hanging hardware from the fixture.
2. Place the large frosted glass over the fixture.
3. Make the necessary wire connections in the outlet box according to generally accepted electrical standards.
4. Mount the universal crossbar strap to the electrical box.
5. Attach the mounting backplate to the crossbar strap and secure with the nuts provided.
6. Twist/lock the fixture into the finished backplate. Tighten the screws on either side of the fixture hand-tight to secure the fixture.
7. Your fixture is now operational.

ASSEMBLY INSTRUCTIONS FOR

Ceiling Fixture No. 12004/1



finished nut

reflector

Care Instructions

Use only a soft, dry cloth to clean. If necessary, a slightly damp, soft cloth can be used to spot clean. Do not use common household cleaners on lamps or fixtures, as the lacquer on the outside of the brass may be damaged as a result.

Enjoy your new Holtkötter fixture.