



WOOD Fireplace Insert

Owners & Installation Manual



MODELS: I2403M

Tested &
Listed By
OTI
US
OMNI-Test Laboratories, Inc.

Portland
Oregon USA

Installer: Please complete the details on the back cover
and leave this manual with the homeowner.
Homeowner: Please keep these instructions for future reference.

Thank-you for purchasing a
REGENCY FIREPLACE PRODUCT.

The pride of workmanship that goes into each of our products will give you years of trouble-free enjoyment. Should you have any questions about your product that are not covered in this manual, please contact the **REGENCY DEALER** in your area.

Keep those **REGENCY FIRES** burning.

SAFETY NOTE: If this Insert is not properly installed, a house fire may result. For your safety, follow the installation instructions, contact local building, fire officials, or authority having jurisdiction about restrictions and installation inspection requirements in your area.

The authority having jurisdiction should be consulted before installation to determine the need to obtain a permit.



! WARNING!

**HOT GLASS WILL
CAUSE BURNS**

**DO NOT TOUCH GLASS
UNTIL COOLED**

**NEVER ALLOW CHILDREN
TO TOUCH GLASS**



We recommend that our products be installed and serviced by professionals who are certified in the U.S. by the National Fireplace Institute® (NFI) or in Canada by Wood Energy Technical Training (WETT).



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ALL PICTURES / DIAGRAMS SHOWN THROUGHOUT THIS MANUAL ARE FOR ILLUSTRATION PURPOSES ONLY.
ACTUAL PRODUCT MAY VARY DUE TO PRODUCT ENHANCEMENTS.

Regency I2403M

NOTE: Regency units are constantly being improved. Check the label on the unit and if there is a difference, the label on the unit is the correct one.

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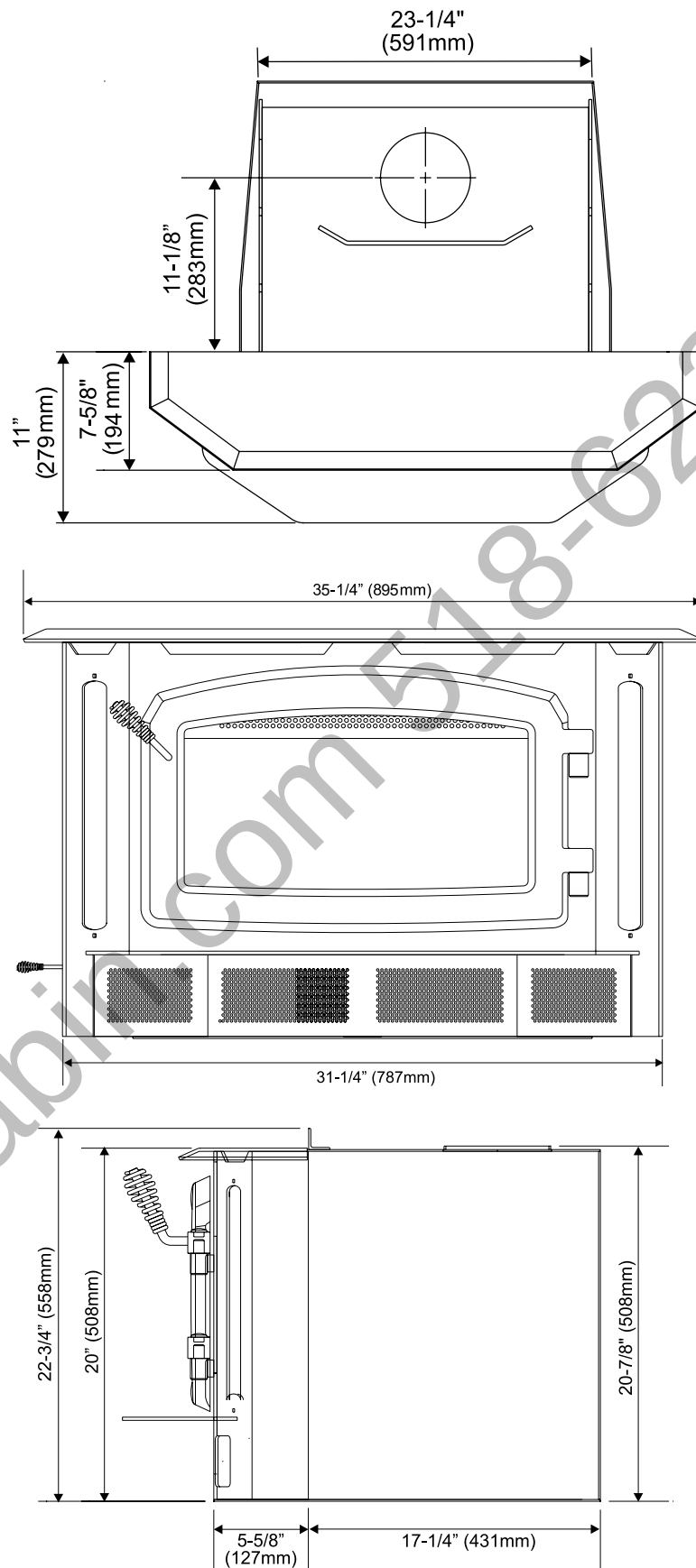
-1/2" W (file at 100%)
 grey, except for what is indicated as being printed red on grey.
 logo as per SCC requirements.
 logo
 ate of manufacture / added 5.5" liner
 dated yr of manufacture

grey, except for what is indicated as being printed red on grey.

ojo

dated yr of manufacture

L



Regency Inserts are constructed with the highest quality materials and assembled under strict quality control procedures that insure years of trouble free and reliable performance.

It is important that you read this manual thoroughly and fully understand the safe installation and operating procedures. The more you understand the way your Regency Insert operates, the more enjoyment you will experience from knowing that your unit is operating at peak performance.

BEFORE INSTALLING YOUR INSERT

- 1) Please read this entire manual before you install and use your new wood insert. Failure to follow instructions may result in property damage, bodily injury or even death. Install and use only in accordance with manufacturer's installation and operating instructions.
 - 2) Check your local building codes - Building Inspection Department. You may require a permit before installing your insert. Be aware that local codes and regulations may override some items in the manual.
- WARNING: Careless installation is the major cause of safety hazard. Check all local building and safety codes before installation of unit.**
- 3) Notify your home insurance company that you plan to install a fireplace insert or hearth heater.
 - 4) Your fireplace insert is heavy and requires two or more people to move it safely. The insert can be badly damaged by mishandling.
 - 5) If your existing fireplace damper control will become inaccessible once you have installed your Regency Insert, you should either remove or secure it in the open position.
 - 6) Inspect your fireplace and chimney prior to installing your insert to determine that it is free from cracks, loose mortar or other signs of damage. If repairs are required, they should be completed before installing your insert. Do not remove bricks or mortar from your masonry fireplace.
 - 7) **Do not connect the insert to a chimney system servicing another appliance or an air distribution duct.**

Emissions from burning wood or gas could contain chemicals known to the State of California to cause cancer, birth defects or other reproductive harm.

CHIMNEY SPECIFICATIONS

Before installing, check and clean your chimney system thoroughly. If in doubt about its condition, seek professional advice. Your Regency Insert is designed for installation into a masonry fireplace that is constructed in accordance with the requirements of "The Standard for Chimneys, Fireplaces, Vents, and Solid Fuel Burning Appliance", N.F.P.A. 211, the National Building Code of Canada, or the applicable local code requirements.

The appliance, when installed, must be electrically grounded in accordance with local codes or, in the absence of local codes, with the National Electrical Code, ANSI/NFPA 70, or the Canadian Electrical code, CSA C22.1.

Regency Inserts are designed to use either a 5.5" (140mm) or 6" (152mm) flue.

Requirements for Installing Solid-fuel Inserts in Factory-built Fireplaces.

- 1) The insert must be tested and meet the requirements of UL 1482 (U.S.) and/or ULC S628 (Canada) when tested in a masonry fireplace built per ULC S628.
- 2) The factory-built fireplace must be listed per UL 127 or ULC S610.
- 3) Clearances obtained from the masonry fireplace tests are also relevant for installation in factory-built fireplaces.
- 4) Installation must include a full height listed chimney liner type HT requirements (2100 degree F.) per UL 1777 (U.S.) or ULC S635 (Canada). The liner must be securely attached to the insert flue collar and the chimney top.
- 5) Means must be provided to prevent room air passage to the chimney cavity of the fireplace. This may be accomplished by sealing the damper area around the chimney liner, or sealing the fireplace front.
- 6) Alteration of the fireplace in any manner is not permitted with the following exceptions;
 - a. external trim pieces which do not affect the operation of the fireplace may be removed providing they can be stored on or within the fireplace for re-assembly if the insert is removed.
 - b. the chimney damper may be removed to install the chimney liner.

- 7) Circulating air chambers (i.e. in a steel fireplace liner or metal heat circulator) shall not be blocked.
- 8) Means must be provided for removal of the insert to clean the chimney flue.
- 9) Inserts that project in front of the fireplace must be supplied with appropriate supporting means.
- 10) Installer must mechanically attach the supplied label to the inside of the firebox of the fireplace into which the insert is installed.

"WARNING: This fireplace has been converted for use with a wood insert only and cannot be used for burning wood or solid fuels unless all original parts have been replaced, and the fireplace re-approved by the authority having jurisdiction."

In order for a solid-fuel insert to be certified for use in factory-built fireplaces, the above information must be clearly stated in the installation manual and appropriate markings. Final approval is contingent on the authority having jurisdiction.

WOOD INSERT SPECIFICATIONS

Your fireplace opening requires the following minimum sizes:

Height: 21.5"
Width: 25"
Depth: 17"

Two faceplates are available to seal the fireplace opening:

Standard	Oversize
40" W x 30" H	48" W x 33" H

Important:

The blower to this appliance must be turned off anytime the fuel door is opened. Prior to turning the blower back on, ensure there are no embers near the blower which may have fallen onto the hearth when the fuel door was opened. Once the fuel door is closed, the blower may be turned back on.

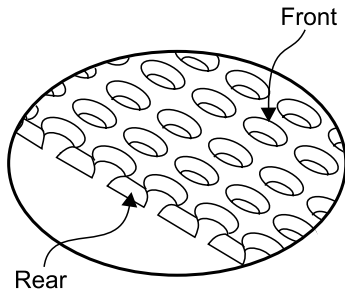
INSTALLING YOUR INSERT

Your insert is very heavy and will require two or three people to move it into position. The insert can be made a little lighter by removing the cast iron door by opening it and lifting it off its hinges. Be sure to protect your hearth extension with a heavy blanket or carpet scrap during the installation.

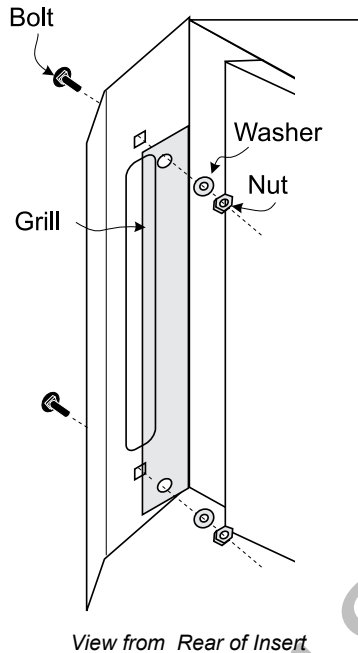
Convection Grills

The convection grills are installed **before** the unit is positioned inside the fireplace.

Position the grill on the inside bodyface side and fasten using the bolts, washers and nuts



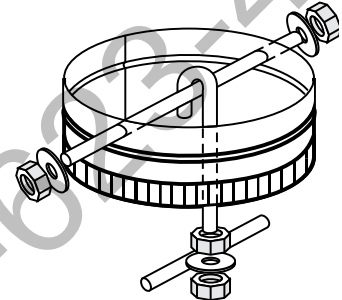
Note: The grill has a front and rear, the holes on the front side have rounded edges and the rear holes have flat edges.



provided (2 per side) as shown in the diagrams.

OPTIONAL FLUE CONNECTOR KIT

The Straight Flue Adaptor (Part #846-504) shown here, may be used to produce a secure connection between your flue connector and the insert collar. Detailed installation instructions are



MASONRY AND FACTORY BUILT FIREPLACE CLEARANCES

The minimum required clearances to combustible materials when installed into a masonry or factory built fireplace are listed below.

Unit	Adjacent Side Wall (to Side) A	Mantle ** (to Top) B	Top Facing (to Top of Unit) C	Side Facing (to Side of Unit) D	Minimum Hearth Extension* E	Minimum Hearth Thickness F	Minimum Hearth Side Extension* G	From Top of Unit H
Medium Flush Insert (I2403)	11"/280mm	20" (508mm)	12"(305mm)	8"(200mm)	18"(455mm)	1/2"(13mm)	8" (203mm)	20"(508mm)

Side and Top facing is a maximum of 1.5" thick. Floor protection must be non-combustible, insulative material with an R value of 1.1 or greater.

* **Hearth thickness of 0.5" with k value = 0.84", r value = 0.6 or greater.**

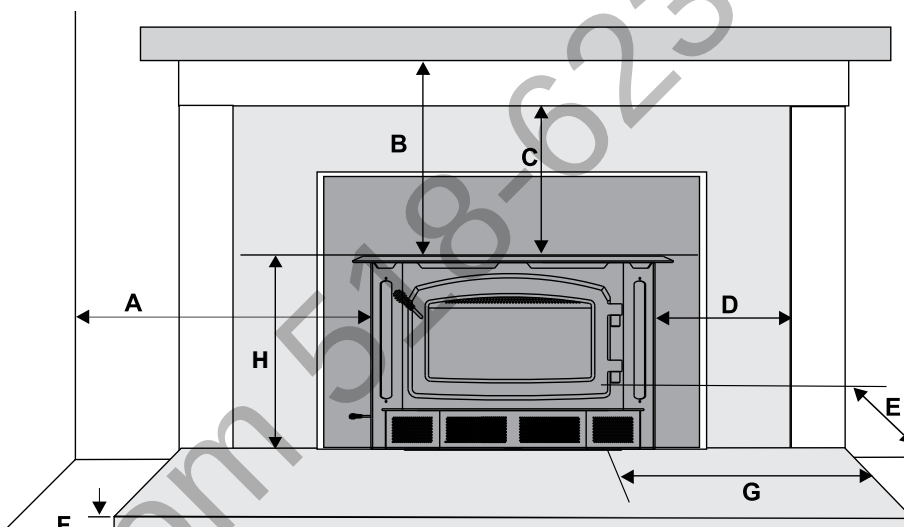
** **A non-combustible mantel may be installed at a lower height if the framing is made of metal studs covered with a non-combustible board.**

** **Max. mantle depth is 10" (254mm).**

Thermal floor protection is not required if the unit is raised 3.5" minimum (measured from the bottom of the stove). However, standard ember floor protection is required. It will need to be a non-combustible material that covers 16" (406 mm) in the US and 18" (450 mm) in Canada to the front of the unit and 8" (200 mm) to the sides.

If the unit is not raised, thermal floor protection required is 18" (450 mm) in the US and Canada.

All floor protection must be non-combustible (i.e., metals, brick, stone, mineral fiber boards, etc.) Any organic materials (i.e. plastics, wood paper products, etc.) are combustible and must not be used. The floor protection specified includes some form of thermal designation such as R-value (thermal resistance) or k-factor (thermal conductivity).



Clearance diagram for Installations

Minimum Hearth Extension for the front (E) and sides (G) are measured from the fuel door opening.

HOW TO DETERMINE IF ALTERNATE FLOOR PROTECTION MATERIALS ARE ACCEPTABLE

The specified floor protector should be 3/8" (18mm) thick material with a K - factor of 0.84.

The proposed alternative is 4" (100mm) brick with a C-factor of 1.25 over 1/8" (3mm) mineral board with a K-factor of 0.29.

Step (a):

Use formula above to convert specification to R-value.

$$R = 1/k \times T = 1/0.84 \times .75 = 0.893.$$

Step (b):

Calculate R of proposed system.

4" brick of C = 1.25, therefore

$$R_{\text{brick}} = 1/C = 1/1.25 = 0.80$$

1/8" mineral board of k = 0.29, therefore

$$R_{\text{min.bd.}} = 1/0.29 \times 0.125 = 0.431$$

$$\text{Total } R = R_{\text{brick}} + R_{\text{mineral board}} =$$

$$0.8 + 0.431 = 1.231.$$

Step (c):

Compare proposed system R of 1.231 to specified R of 0.893. Since proposed system R is greater than required, the system is acceptable.

DEFINITIONS

Thermal Conductance:

$$C = \frac{\text{Btu}}{(\text{hr})(\text{ft}^2)(^{\circ}\text{F})} = \frac{W}{(\text{m}^2)(K)}$$

Thermal Conductivity:

$$k = \frac{(\text{Btu})(\text{inch})}{(\text{hr})(\text{ft}^3)(^{\circ}\text{F})} = \frac{W}{(\text{m})(K)} = \frac{\text{Btu}}{(\text{hr})(\text{ft})(^{\circ}\text{F})}$$

Thermal Resistance:

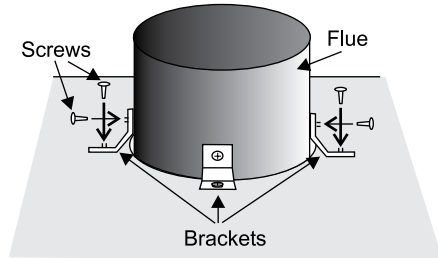
$$R = \frac{(\text{ft}^2)(\text{hr})(^{\circ}\text{F})}{\text{Btu}} = \frac{(\text{m}^2)(K)}{W}$$

included with the kit.

FLUE CONNECTOR BRACKET

Package contains: 3 brackets and 6 screws.

These brackets are to be used to hold the flue liner (not supplied) to the Insert and keep the connection. The brackets are screwed into the top of the Insert in the pre-punched holes and then screwed into the flue liner.

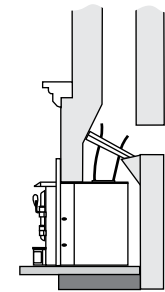


INSTALLATION INTO A MASONRY FIREPLACE

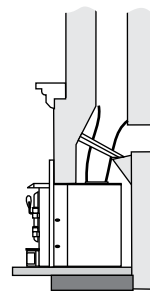
The insert must be installed as per the requirements of your local inspection authority. Three methods of flue connection are acceptable in most areas in the US, however **a full flue liner is required in Canada.**

- 1) Positive flue connection, where a large blocking plate and a short connector pipe is used.
- 2) Direct flue connection, where a smaller blocking plate and a connector pipe to the first flue liner tile is used.
- 3) Full flue liner, where a stainless steel rigid or flexible liner pipe is routed from the insert outlet collar to the top of the chimney.

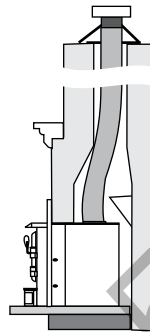
Regency highly recommends the use of a full liner as the safest installation and provides the most optimum performance. Your retailer should be able to help you decide which system would



1) Positive Flue Connection with Cleanout



2) Direct Flue Connection with Cleanout



3a) Full Flue Liner (No Cleanout Required)

be the best for your application.

Note: A clean-out door is sometimes required, by your inspector, to be installed when either the Positive flue connection or Direct flue connection method is used.

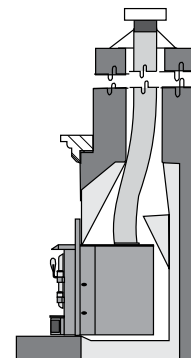
The use of one of the connection methods listed on this page not only increases the safety of your insert by directing the hot gases up the flue, but will also help increase the unit's efficiency and decrease creosote deposits in the chimney.

When a connected flue or liner is in use, the insert is able to "breathe" better by allowing a greater draft to be created. The greater draft can decrease problems such as, difficult start-ups, smoking out the door, and dirty glass.

STEP-BY-STEP INSTALLATION INTO A FACTORY BUILT FIREPLACE

- 1) When installed in a factory built fireplace, a full stainless steel rigid or flexible flue liner is mandatory, for both safety and performance purposes. When a flue or liner is in use, the insert is able to breathe better by allowing a greater draft to be created. The greater draft can decrease problems such as, difficult start-ups, smoking out the door, and dirty glass.
- 2) In order to position the flue liner, the existing rain cap must be removed from your chimney system. In most cases the flue damper should also be removed to allow passage of the liner.
- 3) In most cases opening the existing spark screens fully should give enough room for the insert installation. If it does not, remove and store.
- 4) If the floor of your fireplace is below the level of the fireplace opening, adjust the insert's levelling bolts to accommodate the difference. When additional shimming is required, use non-combustible masonry or steel shims.
- 5) Measure approximately the alignment of the flue liner with the position of the smoke outlet hole on the insert to check for possible offset. If an offset is required, use a proper stainless steel unit available with the chimney liner.
- 6) Once the above items have been checked, slide your insert into position after first positioning the flue liner and offset if required. (Re-install raincap at completion of installation).

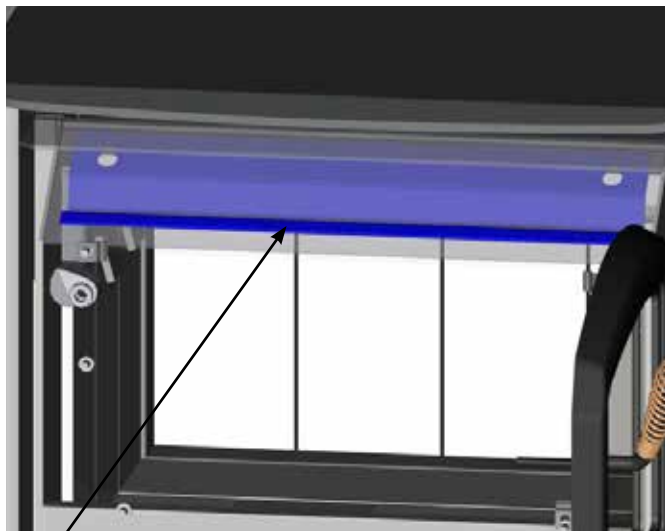
NOTE: Refer to "Requirements for Installing Solid-fuel Inserts in Factory-built Fireplaces" section for the requirements for installing solid fuel inserts in factory built fireplaces.



Flush Inserts

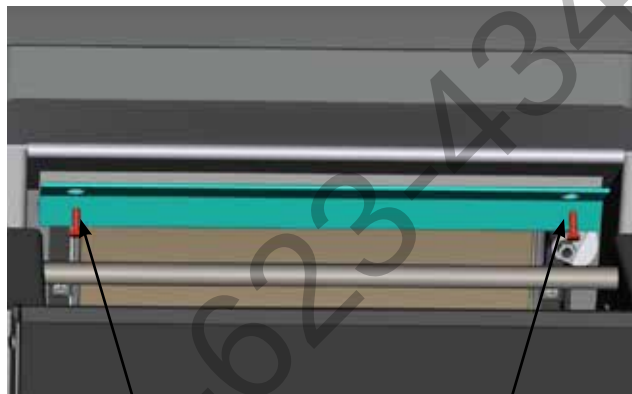
STAINLESS STEEL SMOKE DEFLECTOR INSTALLATION

The stainless steel smoke deflector is located in the upper front area of the firebox. The deflector is held in place with 2 bolts. Prior to the first fire, ensure deflector is seated properly and secured with 2 hand tightened bolts.



Smoke deflector

Smoke deflector is installed through the door opening in location shown in diagram



Smoke deflector installed with 2 bolts.

Note: This is a view from the back of the unit through the top.

To replace the deflector, loosen off both bolts and slide deflector upward and out. Install new deflector and hand tighten bolts. Ensure positive location of the deflector prior to hand tightening.

WARNING: Operation of the unit with out proper installation of smoke deflector will void warranty.



Ensure deflector is seated so bolts are situated at the top of the keyhole before tightening.

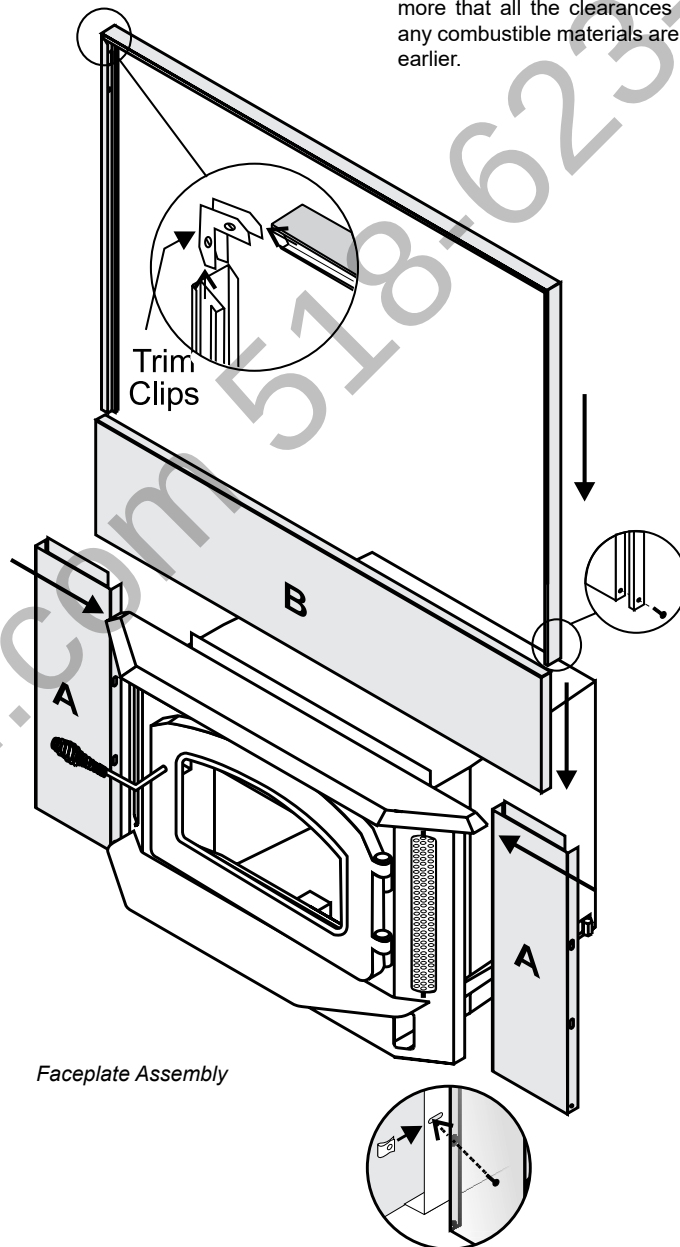
STEP-BY-STEP INSTALLATION OF THE FACEPLATE AND TRIM

Prior to sliding your insert into its final position and attaching the connector or liner pipe, the faceplate side panel plates must be installed as follows:

- 1) Slide the spring nuts (supplied) over the slots in the insert's side convection panels (the spring nuts may need to be squeezed with a pair of pliers first, to help them stay in position).
- 2) Screw the side faceplate panels, (item A in the diagram) one to each side.
- 3) Using the top panel (item B in the diagram) as a gauge, check that the side panels are within approximately 1/4" of the overall width. If the difference is greater than this, use the supplied washers to attain the required width.
- 4) The unit may now be slid into final position and attached to the connection system.
- 5) Once connection is made, the insulation strips should be installed between the insert faceplates and the fireplace face. The faceplate top may now be installed (with insulation strip behind) by aligning its brackets with the top flange on the side shields and the angle iron bar on the insert top. The faceplate trim may be installed to the edge of the faceplate at this time.

Note: It may be easier to install the insulation, faceplate top and faceplate trim with the unit pulled slightly away from the fireplace face. If this is done, be very careful not to disturb the connector when shifting the unit to its final position.

Now that your insert is installed, check once more that all the clearances from the unit to any combustible materials are correct as listed earlier.



Faceplate Assembly

STEP-BY-STEP INSTALLATION OF THE FAN/BLOWER

Installer: Please record unit serial number here before installing blower.

Serial No. _____

Your fan should only be installed once the unit is in place in order to prevent any damage to the fan. To attach, follow the instructions provided with the fan.

- 1) Align the fan support with the offset clip on the bottom of the ashlip.
- 2) Slide the supports into the clips. The tension holding the clips in place may be adjusted by increasing or decreasing the offset spacing of the clips.

- 3) Ensure that the power cord is not in contact with any hot stove surfaces.

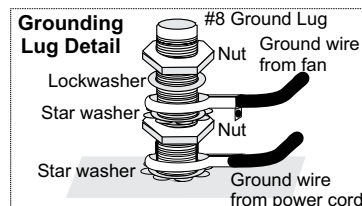
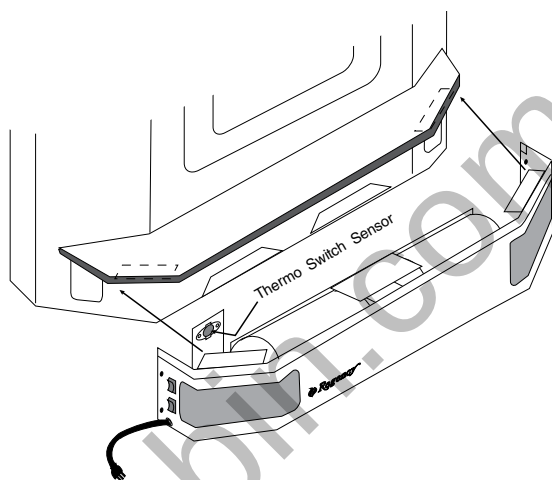
NOTE: DO NOT ROUTE POWER CORD UNDER OR IN FRONT OF UNIT.

- 4) Push the Regency logo plate into the two holes in the front bottom left corner of the fan.

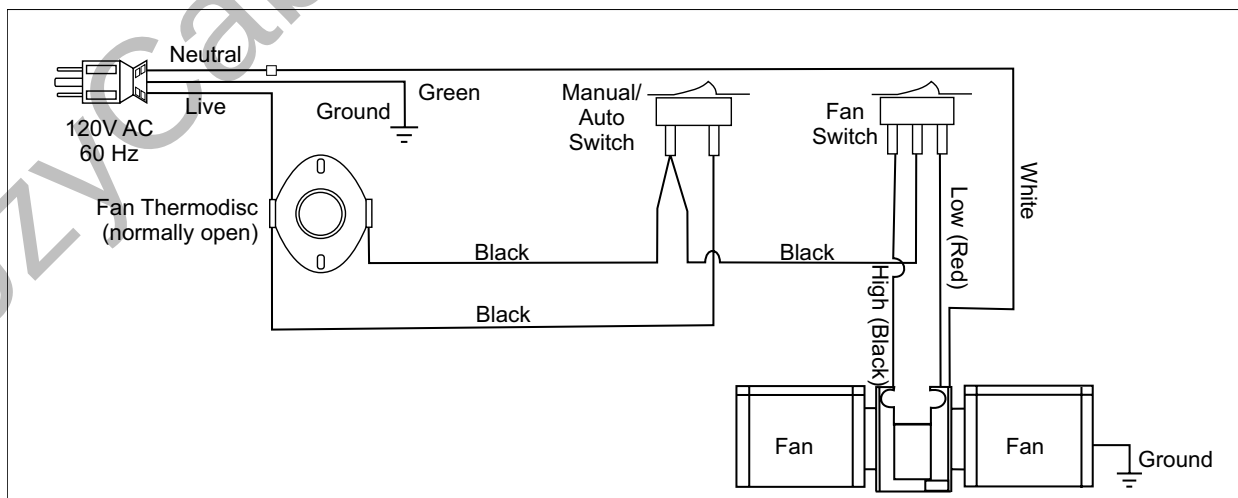
Do not turn fan ON until your insert has reached operating temperature or at least 30 minutes after starting fire.

CAUTION: Label all wires prior to disconnection when servicing controls. Wiring errors can cause improper and dangerous operation.

WARNING:
Electrical Grounding Instructions
This appliance is equipped with a three pronged (grounding) plug for your protection against shock hazard and should be plugged directly into a properly grounded three-prong receptacle. Do not cut or remove the grounding prong from this plug.



Wire98ar.eps



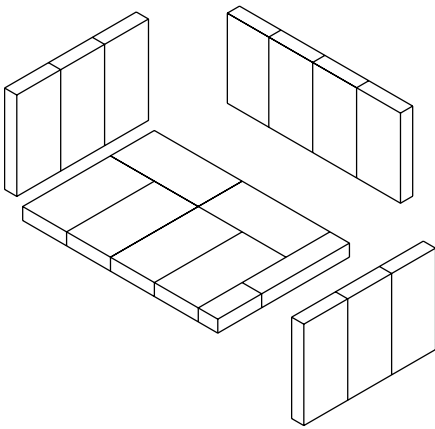
Blower/Fan Wiring Diagram

FLOOR PROTECTION

Please check to ensure that your floor protection and hearth will meet the standards for clearance to combustibles. Your hearth extension must be made from a non-combustible material.

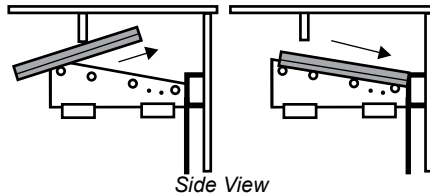
FIREBRICK ASSEMBLY

Firebrick is included to extend the life of your insert and radiate heat more evenly. Check to see that all firebricks are in their correct positions and have not become misaligned during shipping.

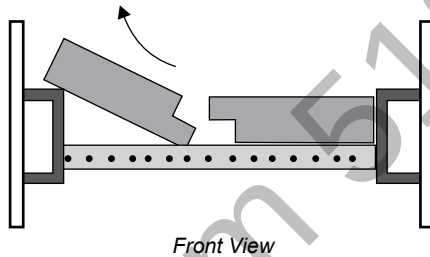


ensure the tube will not move when the unit is burning. Though there are four air tubes in the medium units.

- Slide the left baffle over the air tubes from the front and then push it to the back.

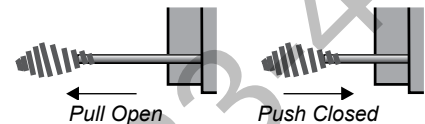


- Tilt the left baffle up on top of the side channel and it will leave enough room to position the right baffle in the same manner as Step 1) above. Then reposition the left baffle flat on the air tubes.



DRAFT CONTROL

Before establishing your first fire, it is important that your fully understand the operation of your draft control. The draft rod is on the left side of the Inserts and it controls the intensity of the fire by increasing or decreasing the amount of air allowed into the firebox. To increase your draft - pull open, and to decrease - push closed.

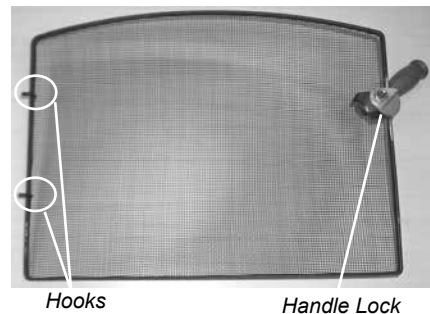


As well as a primary and glass wash air system, the unit has a full secondary draft system that allows air to the induction ports at the top of the firebox, just below the flue baffle.

WARNING: To build a fire in ignorance or to disregard the information contained in this section can cause serious permanent damage to the unit and void your warranty.

SCREEN DOOR

Hook screen to the inside on the right side of the firebox door opening. Lock in place by turning handle.



Back Side of Screen Shown

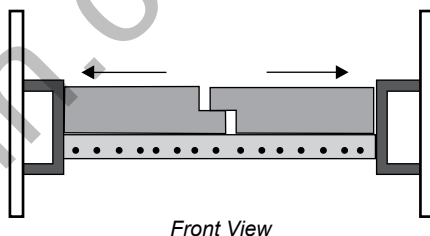
FLUE BAFFLE & SECONDARY AIR TUBE INSTALLATION

The flue baffle system located in the upper area of the firebox is removable to make cleaning your chimney system easier. The baffles must be installed prior to your first fire. **Smoke spillage and draft problems may occur if the baffles are improperly positioned.** Check the position of the baffles on a regular basis as they can be dislodged if too much fuel is forced into the firebox.

The unit arrives with the 2 baffle plates on the floor of the firebox.

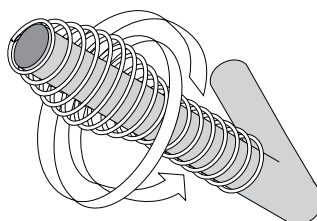
- If all 4 air tubes are installed continue on to Step 2), if not, follow the instructions below. Install the air tube into the holes in the side channels. The notch goes on the right hand side with the air holes facing toward the door. Slide the tube into the left hand side, as far as possible and then bring it back into the hole on the right hand side. Use a pair of vise grips or pliers and tap it into place with a hammer. A tighter fit will

- Important: push both baffles so they are tight against the side walls.



DOOR HANDLE

Attach spring handle by rotating counter clockwise onto rod. Ensure that the rod fits into the entire length of the spring handle.



NOTE: The handle must be positioned at 10 o'clock when closed to avoid the handle from getting hot and to ensure the screen stays in place.



Handle at 10 o'clock position.

SOME SAFETY GUIDELINES

- 1) Never use gasoline, gasoline type lantern fuels, kerosene, charcoal lighter fuel, or similar liquids to start or 'freshen up' a fire in your heater. Keep all such liquids well away from the heater while it is in use.
- 2) Keep the door closed during operation and maintain all seals in good condition.
- 3) Do not burn large quantities of paper in your insert.
- 4) If you have smoke detectors, prevent smoke spillage as this may set off a false alarm.
- 5) Do not overfire your insert. If the insert begin to glow, you are overfiring. Stop adding fuel and close the draft control. Overfiring can cause extensive damage to your stove including warpage and premature steel corrosion. Overfiring will void your warranty.
- 6) Do not permit creosote or soot buildup in the chimney system. Check and clean chimney at regular intervals.
- 7) Your Regency Insert can be very hot. You may be seriously burned if you touch the insert while it is operating. Warn children of the burn hazard.
- 8) The insert consumes air while operating, provide adequate ventilation with an air duct or open a window while the insert is in use.
- 9) Do not use grates, irons or other methods for supporting fuel. Burn directly on the bricks.
- 10) Open the draft control fully for 10 to 15 seconds prior to slowly opening the door when refuelling the fire.
- 11) Do not connect your unit to any air distribution duct.
- 12) Your insert should burn dry, standard firewood only. The use of "mill ends" is discouraged as this fuel can easily overheat your insert. Evidence of excessive overheating will void your warranty. As well, a large portion of sawmill waste is chemically treated lumber, which is illegal to burn in many areas. Chemically treated fire logs also must not be burned in your insert.

13) Do not store any fuel closer than 2 feet from your unit.

14) Do not burn salt drift wood as it will corrode your unit and void the warranty.

15) Do not operate the unit if the glass is broken or missing. Do not operate the unit if the gasketing is worn out and not sealing the door or the glass.

It is very important to carefully maintain your insert, including burning seasoned wood and maintaining a clean stove and chimney system. Have the chimney cleaned before the burning season and as necessary during the season, as creosote deposits may build up rapidly. Moving parts of your insert require no lubrication.

WARNING

Fireplace Stoves equipped with doors should be operated only with doors fully open or doors fully closed. If doors are left partly open, gas and flame may be drawn out of the fireplace stove opening, creating risks from both fire and smoke.

When operated with doors open the manufacturer supplied screen must be used.

FIRST FIRE

When your installation is completed and inspected, you are ready for your first fire.

- 1) Open draft control fully.
- 2) Open firebox door and build a small fire using paper and dry kindling on the firebrick hearth, wait a few minutes for a good updraft in the flue to establish the fire. Leaving the door slightly open will help your fire start more rapidly.

CAUTION: Never leave unit unattended if door is left open. This procedure is for fire start-up only, as unit may over-heat if door is left open for too long.

- 3) With the draft still in the fully open position, add two or three seasoned logs to your fire. Form a trench in the ash bed to allow air to reach the rear of the firebox prior to closing the door.
- 4) After about 15 to 20 minutes, when your wood has begun to burn strongly, adjust your draft control down to keep the fire at a moderate level.

WARNING: Never build a roaring fire in a cold stove. Always warm your stove up slowly!

- 5) Once a bed of coals has been established, you may adjust the draft control to a low setting to operate the unit in its most efficient mode.
- 6) During the first couple of hours, keep the combustion rate at a moderate level and avoid a large fire until the paint is cured. Only then can you operate the insert at its maximum setting, and only after the metal has been warmed.
- 7) For the first few hours, the insert will give off an odor from the paint. This is to be expected as the high temperature paint becomes seasoned. Windows and/or doors should be left open to provide adequate ventilation while this temporary condition exists. Burning the insert at a very high temperature the first few times may damage the paint. Burn fires at a moderate level the first few days.
- 8) Do not place anything on the insert top during the curing process. This may result in damage to your paint finish.

- 9) During the first few hours it may be more difficult to start the fire. As you dry out your fire brick and your masonry flue (if applicable), your draft will increase.
- 10) For those units installed at higher elevations or into sub-standard masonry fireplaces, drafting problems may occur. Consult an experienced dealer or mason on methods of increasing your draft.
- 11) Some cracking and popping noises may be experienced during the heating up process. These noises will be minimal when your unit reaches temperature.
- 12) Before opening your door to reload, open draft fully for approximately 10 to 15 seconds until fire has been re-established. This will minimize any smoking.
- 13) All fuel burning appliances consume oxygen during operation. It is important that you supply a source of fresh air to your unit while burning. A slightly opened window is sufficient for this purpose.

CAUTION: If the body of your unit starts to glow you are overfiring. Stop loading fuel immediately and close the draft control until the glow has completely subsided.

- 14) Green or wet wood is not recommended for your unit. If you must add wet or green fuel, open the draft control fully until all moisture has been dispersed by the intense fire. Once all moisture has been removed, the draft control may be adjusted to maintain the fire.
- 15) If you have been burning your insert on a low draft, use caution when opening the door. After opening the damper, open the door a crack, and allow the fire to adjust before fully opening the door.
- 16) The controls of your unit should not be altered to increase firing for any reason.

WOOD STORAGE

Store wood under cover, such as in a shed, or covered with a tarp, plastic, tar paper, sheets of scrap plywood etc., as uncovered wood can absorb water from rain or snow, delaying the seasoning process.

ASH DISPOSAL

During constant use, ashes should be removed every few days. Please take care to prevent the build-up of ash around the start-up air housing located inside the firebox, under the loading door lip.

DO NOT ALLOW ASHES TO BUILD UP TO THE LOADING DOORS.

Only remove ashes when the fire has died down. Even then, expect to find a few hot embers. Always leave 1 to 2 inches of ash in the bottom of the firebox. This helps in easier starting and a more uniform burn of your fire.

Ashes should be placed in a metal container with a tight fitting lid. The closed container of ashes should be placed on a noncombustible floor or on the ground, well away from all combustible materials, pending final disposal. If the ashes are disposed of by burial in soil or otherwise locally dispersed, they should be retained in the closed container until all cinders have thoroughly cooled. Other waste should not be placed in the ash container.

FAN OPERATION

The fan is to be operated only with the draft control rod **pulled out at least 1/2" from the fully closed position**. The fan is not to be operated when the draft control rod is in the closed position (pushed in). The fully closed position is the low burn setting.

The fan unit must not be turned on until a fire has been burning for at least 30 minutes and the unit is hot enough. As well, after each fuel loading the fan must be shut off until 30 minutes has elapsed.

To operate fan automatically, push switch on side of fan housing to "Auto" and second switch to either "High" or "Low" for fan speed. The automatic temperature sensor will engage the blower when the unit is at temperature and will shut off the blower once the fire has gone out and the unit has cooled to below a useful heat output range.

To manually operate the fan system, push the first switch to "Man" and second switch to either "high" or "Low". This will bypass the sensing device and allow full control of the fan. Switching from "Auto" to "Manual" or "High" to "Low" may be done at any time.

CREOSOTE

When wood is burned slowly, it produces tar and other organic vapors, which form creosote when combined with moisture. The creosote vapors condense in the relatively cool chimney flue of a slow-burning fire. As a result, creosote residue accumulates on the flue lining. When ignited, this creosote can make an extremely hot fire.

Removal for Cleaning

Removal of your insert for cleaning purposes is usually not required if a proper installation has been done. In the event that removal is required, be sure not to damage any parts needed for re-installation. In most cases removal and replacement of the baffle system should allow full access for cleaning.

WARNING: Things to remember in case of chimney fire:

- 1) Close draft control
- 2) Call the Fire Department

Ways to Prevent and Keep Unit Free of Creosote

- 1) Burn insert with draft control wide open for about 45 minutes every morning during burning season. This helps to prevent creosote deposits within the heating system.
- 2) Burn insert with draft control wide open for about 10 - 15 minutes every time you add fresh wood. This allows the wood to achieve the charcoal stage faster and burns up any wood vapors which might otherwise be deposited within the system.
- 3) **Only burn seasoned wood!** Do not burn wet or green wood. Seasoned wood that has been dried at least one year must be used.
- 4) A small hot fire is preferable to a large smouldering one that can deposit creosote within the system.
- 5) Check the chimney at least twice a month during the burning season for creosote build-up.
- 6) **Have chimney system and unit cleaned by competent chimney sweeps twice a year during the first year of use and at least once a year thereafter or when a significant layer of creosote has accumulated (3mm / 1/8" or more) it should be removed to reduce the risk of a chimney fire.**

MAINTENANCE OF GOLD-PLATED DOORS

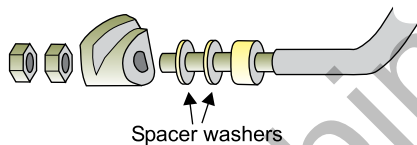
The gold electroplated finish on the doors requires little maintenance, and need only be cleaned with a damp cloth. **DO NOT** use abrasive materials or chemical cleaners, as they may harm the finish and void the warranty.

DOOR GASKET

If the door gasket requires replacement, 7/8" diameter material must be used. A proper high temperature gasket adhesive is required. A gasket repair kit, Part # 846-570 is available from your local Regency dealer.

DOOR LATCH ADJUSTMENT

The door latch may require adjustment as the door gasket material compresses after a few fires. Removal of the spacer washer, shown in the diagram below, will allow the latch to be moved closer to the door frame, causing a tighter seal. Remove and replace the nuts, washer as shown.



GLASS CLEANING

Only clean your glass window when it is cool. Your local retailer can supply you with special glass cleaner if plain water and a soft cloth does not remove all deposits.

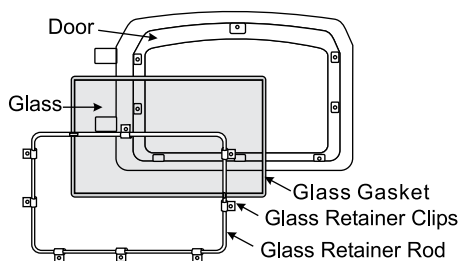
GLASS REPLACEMENT

Your Regency Insert is supplied with 5 mm. Neoceram ceramic glass (Part #846-304) that will withstand the highest heat that your unit will produce. In the event that you break your glass by impact - purchase your replacement from an authorized Regency dealer only, and follow our step-by-step instructions.

GLASS REMOVAL

Allow the stove to cool before removing or replacing glass. Remove the door from the insert and remove the glass retainer. Use caution when removing broken glass to prevent injury.

When placing the replacement glass in the door, make sure that the glass gasketing will properly seal your unit. Replace the retainer and tighten securely, but do not wrench down on the glass as this may cause breakage. Do not substitute materials. If your glass door does break, do not continue to use your unit until it has been replaced.

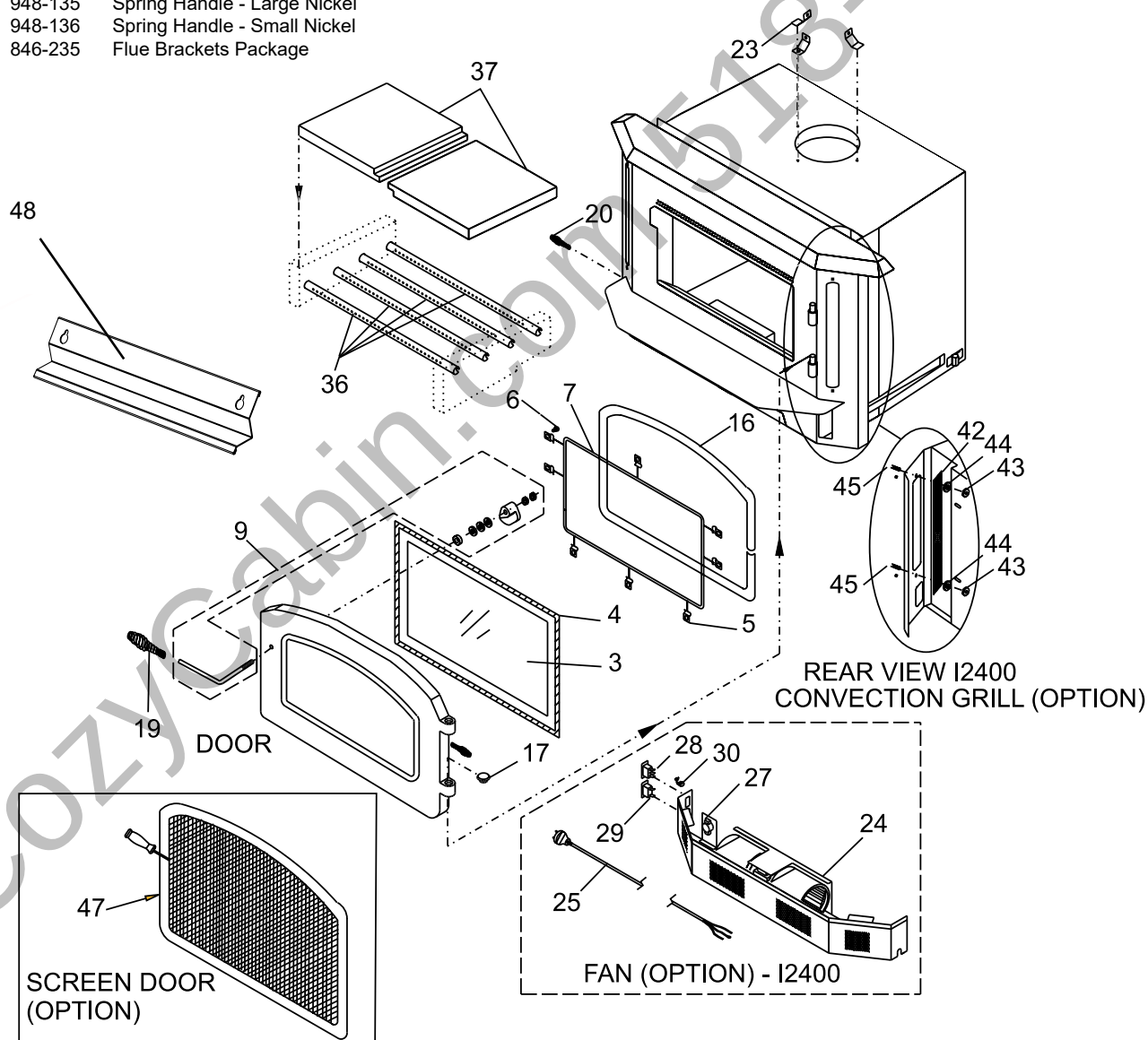


Avoid impact on glass doors such as striking or slamming shut.

MAIN ASSEMBLY & OPTIONS I2403M

Part #	Description	Part #	Description	Part #	Description
1) 850-152	Door Assy - Large Gold	142-917	Fan Assembly	42) 163-932	Convection Grill - Gold (Opt)
850-151	Door Assy - Large Black	24) 910-157/P	Fan Motor 120 Volts	163-930	Convection Grill - Blk (Opt)
850-153	Door Assy - Large Nickel Accent	25) 910-678	Power Cord 120 Volts	43) *	Hex Nut 10-24 Zinc Coated
850-154	Door Assy - Large Gold Accent	27) 910-142	Fan Thermodisc	44) *	Washer #10 Flat
		28) 910-140	Fan Speed Hi/OFF/Low Switch (3-way)	45) *	Bolt, 10-24 x 3/4" Blk Carriage
2) 846-304	Glass - Replacement	29) 910-138	Auto / Manual On / OFF Switch	47) 846-102	Screen Door
4) 936-243	7/8" Adhesive Tape Gasket	30) *	Grommet Strain Relief	948-223	Regency Logo - Nickel
5) 846-920	Glass Retainer Clips (8/set)	36) 033-953	Air Tube 3/4" (Qty:4) (each)	948-216	Regency Logo - Gold
6) *	Screw 1/4-20 x 3/8"	37) 020-957	Baffle (2/set)	48) 820-482	Stainless smoke deflector
7) 948-172/P	Glass Retainer - Large			918-993	Manual
9) 846-973	Door Handle Assembly				
16) 846-570	Door Gasket Kit				
17) 846-918	Hinge Caps - Gold Plated (2/set)				
948-079	Hinge Caps - Nickel (each)				
19) 948-101	Spring Handle - Large Gold				
20) 948-102	Spring Handle - Small Gold				
948-135	Spring Handle - Large Nickel				
948-136	Spring Handle - Small Nickel				
23) 846-235	Flue Brackets Package				

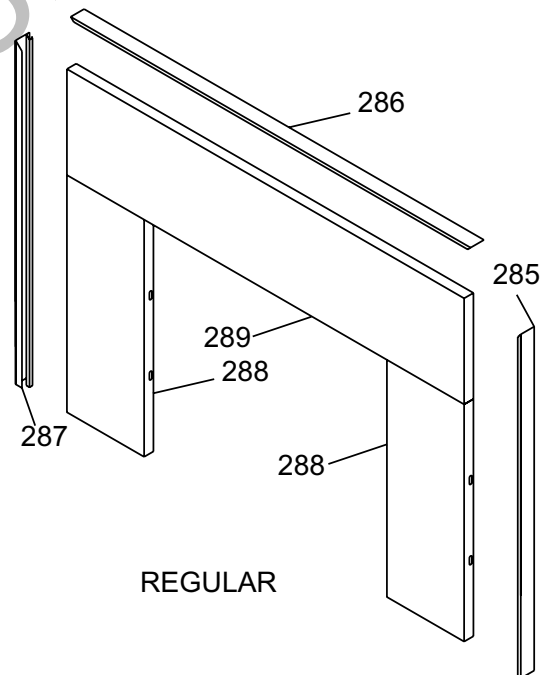
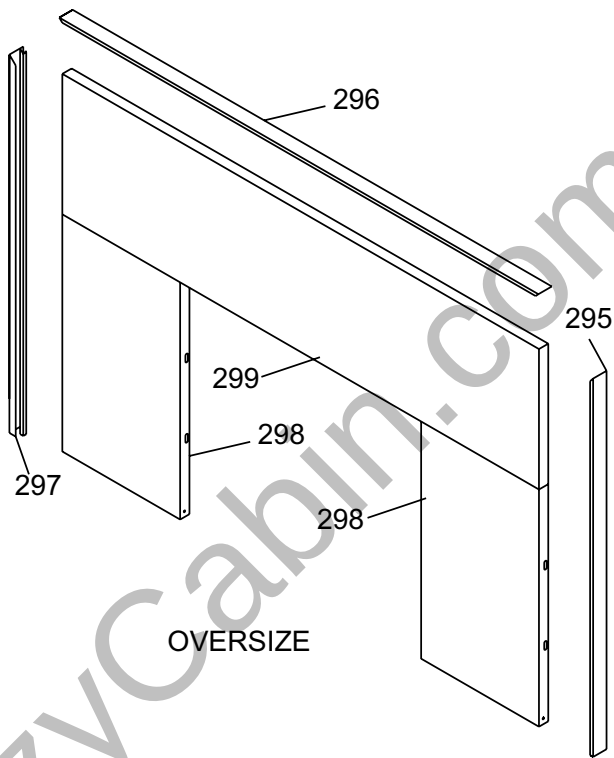
*Not available as a replacement part.



FACEPLATES I2403M

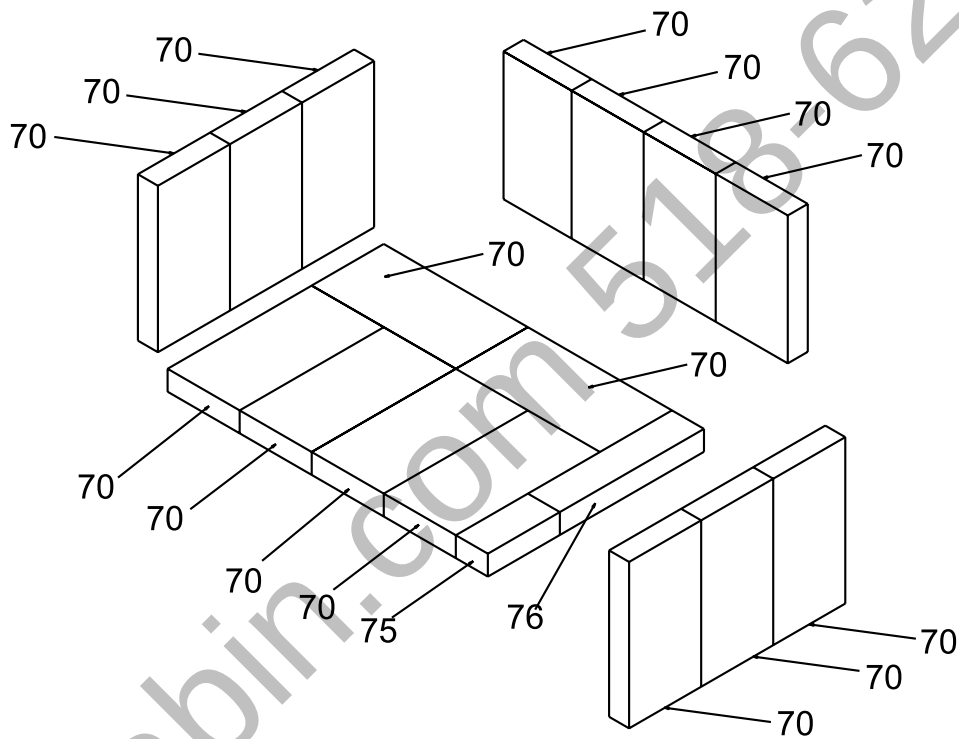
Part #	Description
140-911	Faceplate & Trim Set - Regular
180-570	Black Trim Regular (set of 3)
285) *	Trim Right Regular
286) *	Trim Top Regular
287) *	Trim Left Regular
288) *	Faceplate Side Regular
289) *	Faceplate Top Regular
140-913	Faceplate & Trim Set - Oversize
180-572	Black Trim Oversize (set of 3)
295) *	Trim Right Oversize
296) *	Trim Top Oversize
297) *	Trim Left Oversize
298) *	Faceplate Side Oversize
299) *	Faceplate Top Oversize

*Not available as a replacement part.



BRICK PANELS I2403M

Part #	Description
180-960	Firebrick - Complete Set
70) 902-111	Brick Regular Full Size: 1-1/4" x 4-1/2" x 9"
75) *	Brick Partial: 1-1/4 x 4-1/2" x 2"
76) *	Brick Partial: 1-1/4" x 2" x 9"



WARRANTY

Limited Lifetime Warranty

FPI Fireplace Products International Ltd. (for Canadian customers) and Fireplace Products U.S., Inc. (for U.S. customers) (collectively referred to herein as "FPI") extends this Limited Lifetime Warranty to the original purchaser of this appliance provided the product remains in the original place of installation. The items covered by this limited warranty and the period of such coverage is set forth in the table below.

Some conditions apply (see below).

The policy is not transferable, amendable or negotiable under any circumstances.

Wood Products	Component Coverage					Labor Coverage
Components Covered	Lifetime	5 years	2 years	1 year	Warranty	(Years)
Welded Firebox Steel	✓					5
All Stainless Steel Components, Smoke Deflectors, Heat Shields etc.	✓					3
Air Tubes	✓					3
Airmate	✓					3
Door handle and latch assembly, all hardware	✓					3
Glass Thermal Breakage Only	✓					3
Steel Faceplates, Accessory Housings	✓					3
All Plating	✓					3
Ash Drawer, Heatshields, Pedestal	✓					
All Baffles, Steel, Ceramic, Vermiculite	✓					
All castings, firebox, surrounds, doors, panels etc.		✓				3
All Electrical, Blower, wiring, switches etc.			✓			2
Glass - Cracking				✓		1
Catalyst Assembly					6 Years Prorated	3
Venting/Chimney				✓		1
Screens				✓		1

Conditions:

Warranty protects against defect in manufacture or FPI factory assembled components only, unless herein specified otherwise.

Any part(s) found to be defective during the warranty period as outlined above will be repaired or replaced at FPI's option through an accredited distributor, dealer or pre-approved and assigned agent provided that the defective part is returned to the distributor, dealer or agent for inspection if requested by FPI. Alternatively, FPI may at its own discretion fully discharge all of its obligations under the warranty by refunding the verified purchase price of the product to the original purchaser. The purchase price must be confirmed by the original Bill of Sale.

The authorized selling dealer, or an alternative authorized FPI dealer if pre-approved by FPI, is responsible for all in-field diagnosis and service work related to all warranty claims. FPI is not responsible for results or costs of workmanship of unauthorized FPI dealers or agents in the negligence of their service work.

At all times FPI reserves the right to inspect reported complaints on location in the field claimed to be defective prior to processing or authorizing of any claim. Failure to allow this upon request will void the warranty.

All warranty claims must be submitted by the dealer servicing the claim, including a copy of the Bill of Sale (proof of purchase by you). All claims must be complete and provide full details as requested by FPI to receive consideration for evaluation. Incomplete claims may be rejected.

Replacement units are limited to one per warranty term. Airtube and baffle replacements are limited to one replacement per term.

Unit must be installed according to all manufacturers' instructions as per the manual.

All Local and National required codes must be met.

The installer is responsible to ensure the unit is operating as designed at the time of installation.

The original purchaser is responsible for annual maintenance of the unit, as outlined in the owner's manual. As outlined below, the warranty may be voided due to problems caused by lack of maintenance.

Repair/replacement parts purchased by the consumer from FPI after the original coverage has expired on the unit will carry a 90 day warranty, valid with a receipt only. Any item shown to be defective will be repaired or replaced at our discretion. No labor coverage is included with these parts

Exclusions:

This Limited Lifetime Warranty does not extend to paint, rust or corrosion of any kind due to a lack of maintenance or improper venting, combustion air provision, corrosive chemicals (i.e. chlorine, salt, air, etc.), firebrick (rear, sides or bottom), door or glass gasketing, or any other additional factory fitted gasketing.

Malfunction, damage or performance based issues as a result of environmental conditions, location, chemical damages, downdrafts, installation error, installation by an unqualified installer, incorrect chimney components (including but not limited to cap size or type), operator error, abuse, misuse, use of improper fuels (such as unseasoned cordwood, mill-ends, construction lumber or debris, off-cuts, treated or painted lumber, metal or foil, plastics, garbage, solvents, cardboard, coal or coal products, oil based products, waxed cartons, compressed pre-manufactured logs), lack of regular maintenance and upkeep, acts of God, weather related problems from hurricanes, tornados, earthquakes, floods, lightning strikes/bolts or acts of terrorism or war, which result in malfunction of the appliance are not covered under the terms of this Limited Lifetime Warranty.

FPI has no obligation to enhance or modify any unit once manufactured (i.e. as products evolve, field modifications or upgrades will not be performed on existing appliances).

This warranty does not cover dealer travel costs for diagnostic or service work. All labor rates paid to authorized dealers are subsidized, pre-determined rates. Dealers may charge homeowner for travel and additional time beyond their subsidy.

Any unit showing signs of neglect or misuse will not be covered under the terms of this warranty policy and may void this warranty. This includes units with rusted or corroded fireboxes which have not been reported as rusted or corroded within three (3) months of installation/purchase.

Units which show evidence of being operated while damaged, or with problems known to the purchaser and causing further damages will void this warranty.

Units where the serial no. has been altered, deleted, removed or made illegible will void this warranty.

Minor movement, expansion and contraction of the steel is normal and is not covered under the terms of this warranty.

Freight damages for products or parts are not covered under the terms of the warranty.

Products made or provided by other manufacturers and used in conjunction with the FPI appliance without prior authorization from FPI may void this warranty.

Limitations of Liability:

The original purchaser's exclusive remedy under this warranty, and FPI's sole obligation under this warranty, express or implied, in contract or in tort, shall be limited to replacement, repair, or refund, as outlined above. IN NO EVENT WILL FPI BE LIABLE UNDER THIS WARRANTY FOR ANY INCIDENTAL OR CONSEQUENTIAL COMMERCIAL DAMAGES OR DAMAGES TO PROPERTY. TO THE EXTENT PERMITTED BY APPLICABLE LAW, FPI MAKES NO EXPRESS WARRANTIES OTHER THAN THE WARRANTY SPECIFIED HEREIN. THE DURATION OF ANY IMPLIED WARRANTY IS LIMITED TO DURATION OF THE EXPRESSED WARRANTY SPECIFIED ABOVE. IF IMPLIED WARRANTIES CANNOT BE DISCLAIMED, THEN SUCH WARRANTIES ARE LIMITED IN DURATION TO THE DURATION OF THIS WARRANTY.

Some U.S. states do not allow limitations on how long an implied warranty lasts, or allow exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

Customers located outside the U.S. should consult their local, provincial or national legal codes for additional terms which may be applicable to this warranty.

How to Obtain Warranty Service:

Customers should contact the authorized selling dealer to obtain warranty service. In the event the authorized selling dealer is unable to provide warranty service, please contact FPI by mail at the address listed below. Please include a brief description of the problem and your address, email and telephone contact information. A representative will contact you to make arrangements for an inspection and/or warranty service.

Canadian Warrantor:

FPI Fireplace Products International Ltd.
6988 Venture St.
Delta, British Columbia
Canada, V4G 1H4

U.S. Warrantor:

Fireplace Products U.S., Inc.
PO Box 2189 PMB 125
Blaine, WA
United States, 98231

Or contact the Regency Customer Care Centre at 1-800-442-7432 (phone) / 604-946-4349 (fax)

Product Registration and Customer Support:

Thank you for choosing a Regency Fireplace. Regency strives to be a world leader in the design, manufacture, and marketing of hearth products. To provide the best support for your product, we request that you complete a product registration form at <http://www.regency-fire.com/Customer-Care/Warranty-Registration.aspx> within ninety (90) days of purchase.



Product Registration and Customer Support:

Thank you for choosing a Regency Fireplace. Regency strives to be a world leader in the design, manufacture, and marketing of hearth products. To provide the best support for your product, we request that you complete a product registration form found on our Web Site under Customer Care within ninety (90) days of purchase.

For purchases made in **CANADA or the UNITED STATES:**

<http://www.regency-fire.com/Customer-Care/Warranty-Registration.aspx>

For purchases made in **AUSTRALIA:**

<http://www.regency-fire.com.au/Customer-Care/Warranty-Registration.aspx>

You may also complete the warranty registration form below to register your Regency Fireplace Product and mail and/or fax it back to us, and we will register the warranty for you. It is important you provide us with all the information below in order for us to serve you better.

Warranty Registration Form (or Register online immediately at the above Web Site):

Warranty Details	
Serial Number (required):	
Purchase Date (required) (mm/dd/yyyy):	
Product Details	
Product Model (required):	
Dealer Details	
Dealer Name (required):	
Dealer Address:	
Dealer Phone #:	
Installer:	
Date Installed (mm/dd/yyyy):	
Your Contact Details (required)	
Name:	
Address:	
Phone:	
Email:	

For purchases made in **CANADA:**

**FPI Fireplace Products
International Ltd.**
6988 Venture St.
Delta, British Columbia
Canada, V4G 1H4

Phone: 604-946-5155
Fax: 604-946-4349

For purchases made in the **UNITED STATES:**

Fireplace Products U.S., Inc.
PO Box 2189 PMB 125
Blaine, WA
United States, 98231

Phone: 604-946-5155
Fax: 604-946-4349

For purchases made in **AUSTRALIA:**

**Fireplace Products Australia Pty
Ltd**
1- 3 Conquest Way
Hallam, VIC
Australia, 3803

Phone: +61 3 9799 7277
Fax: +61 3 9799 7822

For fireplace care and tips and answers to most common questions please visit our Customer Care section on our Web Site. Please feel free to contact your selling dealer if you have any questions about your Regency product.

CozyCabin.com 518-623-4349

CozyCabin.com 518-623-4349

CozyCabin.com 518-623-4349

Installer: Please complete the following information

Dealer Name & Address: _____

Installer: _____

Phone #: _____

Date Installed: _____

Serial No.: _____