

Instruction Manual



13W Executive Desk Lamp

OTL13DWS

TUBE INSERTION / REPLACEMENT

- 1 Make sure that the lamp is not plugged into an electrical socket.
- 2 If the lamp has been in use, allow it to cool for approximately five minutes before proceeding.
- 3 Set the lamp upright on a flat surface such as a table, desk, etc.
- 4 Rotate the shade so that the notch in the base of the shade is positioned over the tab located on the socket assembly (refer to the diagram for proper shade position).
- 5 Remove the shade by pulling it straight out from the socket assembly.
- 6 To remove a tube already installed in the lamp, grasp it firmly in your hand and pull it straight out of the socket. Do not twist or turn the tube while removing it from the socket.
- 7 To install a tube in the socket, grasp the tube firmly in your hand, position the tube so that it is aligned as pictured in the diagram above, then push the tube straight into the socket until it "snaps" into place.

- 8 To replace the shade, position it as indicated in the diagram, then push it back into the socket assembly making sure the shade "snaps" into place.
- 9 Rotate the shade to the desired position for use.
- 10 Plug the lamp into a standard 120V socket, and your lamp is ready for use.

LAMP ASSEMBLY

- 1 To adjust the tension of the side-to-side motion of the lamp head, use a coin to turn the screw labeled (A) in the diagram.
- 2 To adjust the tension of the up-and-down motion of the lamp head, use a coin to turn the screw labeled (B) in the diagram.
- 3 It should not be necessary to make adjustments to part (C), as the tension has been preset at the factory. However, if you find that the neck of the lamp is too loose, use a coin to turn the screw labeled (C) in the diagram, turning it clockwise to tighten the arm tension.

Please note that in operation, OTT-LITE bulbs are not dimmable.
Enjoy your OTT-LITE® Executive Desk Lamp!

