

WOOD Fireplace Insert & Hearth Heater

Owners & Installation Manual



MODELS: H2103 I3103L



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 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.

"This wood heater has a manufacturer set minimum low burn rate that must not be altered. It is against federal regulations to alter this setting or otherwise operate this wood heater in a manner inconsistent with operating instructions in this manual." Failure to follow the manual details can lead to smoke and CO emissions spilling into the home. It is recommended to have monitors in areas that are expected to generate CO such as heater fuelling areas.

"U.S. ENVIRONMENTAL PROTECTION AGENCY Certified to comply with 2015 particulate emission standards using crib wood". Not approved for sale after May 15, 2020."

Model Regency H2103 – 3.5 g /hr. Model Regency I3103 – 4.2 g/ hr.

SAFETY NOTE: If this woodstove 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 following statements are required by the Environmental Protection Agency:

"This manual describes the installation and operation of the **Regency H2103** wood heater. This heater meets the 2015 U.S. Environmental Protection Agency's crib wood emission limits for wood heaters. Under specific test conditions this heater has been shown to deliver heat at rates ranging from 10,800 BTU/hr. to 46,900 BTU/hr." This unit has been tested using 5G series and generates the best efficiency when operated using well-seasoned wood and installed in the main living areas where the majority of the chimney is within the building envelope and fully lined."

This manual describes the installation and operation of the **Regency I3103** wood heater. This heater meets the 2015 U.S. Environmental Protection Agency's crib wood emission limits for wood heaters. Under specific test conditions this heater has been shown to deliver heat at rates ranging from 11,900 BTU/hr. to 42,900 BTU/hr." This unit has been tested using 5G series and generates the best efficiency when operated using well-seasoned wood and installed in the main living areas where the majority of the chimney is within the building envelope and fully lined."

"It is against federal regulation to operate this wood heater in a manner inconsistent with operating instructions in this manual, or if any parts are removed. " It is against federal regulation to operate this wood heater in a manner inconsistent with operating instructions in this manual.

CAUTION: BURN UNTREATED WOOD ONLY. OTHER MATERIALS SUCH AS WOOD PRESERVATIVES, METAL FOILS, COAL, PLASTIC, GARBAGE, SULPHUR OR OIL MAY DAMAGE THE HEATER

"This heater is designed to burn natural wood only. Higher efficiencies and lower emissions generally result when burning air dried seasoned hardwoods, as compared to softwoods or to green or freshly cut hardwoods."

DO NOT BURN:

 Treated wood 	Lawn clippings or yard waste	Manure or animal remains
• Coal	Materials containing rubber including tires	 Saltwater driftwood or other previously salt water saturated materials
Garbage	Materials containing plastic	Unseasoned wood
Cardboard	· Waste petroleum products , paints or paint thinners or asphalt products	
 Solvents 	Materials containing asbestos	board. The prohibition against burning these materials does not prohibit the use of fire starters
Colored Paper	Construction or demolition debris	made from paper, cardboard, saw dust, wax and similar substances for the purpose of starting a
• Trash	Railroad ties	fire in a wood heater

Burning these materials may result in release of toxic fumes or render the heater ineffective and cause smoke.

The authority having jurisdiction (such as Municipal Building Department, Fire Department, Fire Prevention Bureau, etc.) should be consulted before installation to determine the need to obtain a permit.

This unit must be connected to either a listed factory built chimney suitable for use with solid fuels and conforming to ULC629 in Canada or UL-103HT in the United States of America or code approved masonry chimney with flue liner.

H2103 is tested and certified to ULC-S628 and UL1482 I3103L is tested and certified to ULC-S628, ULC-S627 and UL1482.

SAVE THESE INSTRUCTIONS

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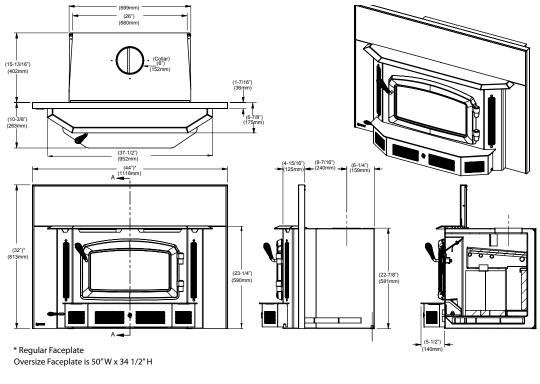


We recommend that our products be installed and serviced by professionals who are certified in the U.S. by the National Fireplace Institute® (NFI) National Fireplace model or in Canada by Wood Energy Technical Technical Training **CERTIFIED** www.nficertified.org Training (WETT).

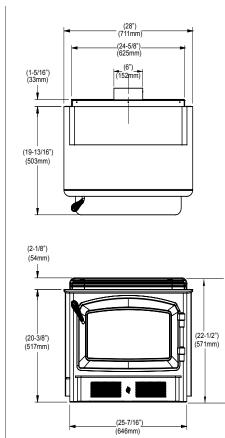
ALL PICTURES / DIAGRAMS SHOWN THROUGHOUT THIS MANUAL ARE FOR ILLUSTRATION PURPOSES ONLY. ACTUAL PRODUCT MAY VARY DUE TO PRODUCT ENHANCEMENTS.

dimensions

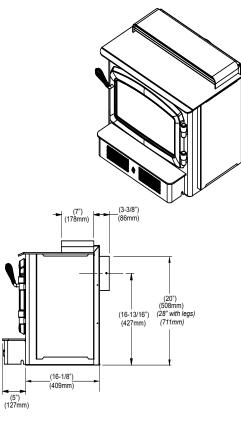
UNIT DIMENSIONS FOR I3103L



UNIT DIMENSIONS FOR H2103M



Regular faceplate is 40 1/4 W x 30" H Oversize Faceplate is 48"W x 33" H $\,$

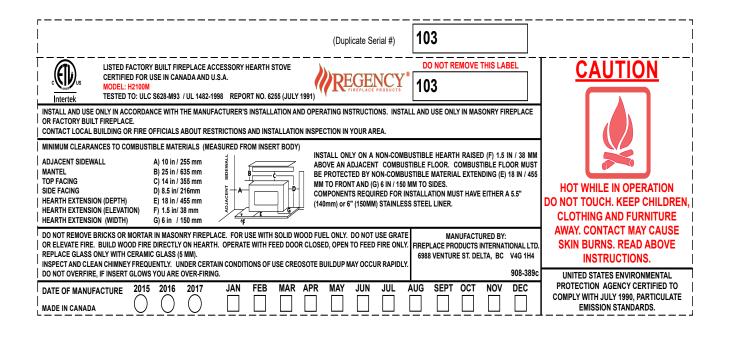


safety decal

This is a copy of the label that accompanies each **Regency Hearth Heater**. We have printed a copy of the contents here for your review.

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.

SAFETY LABEL FOR H2103M



SAFETY LABEL FOR I3103L

		TED FACTORY BUILT FIREPLACE RTIFIED FOR USE IN CANADA ANI DEL: 13100L		EGENC	ZY ^{∞ DC}) NOT REMOVI	THIS LABEL	<u>C</u>	\UT	ION	l
		STED TO: C S628-M93 / UL 1482-1998 / ULC :	S627-00 / UL 737-2000	REPORT NC	стя). 632-323500) (N	IAR.1994)				
	Install and use only in accordance with the manufacturer's installation and operating instructions. Install and use only in masonry fireplace or factory built fireplace. Contact local building or fire officials about restrictions and installation inspection in your area.										
90	Minimum Clearances to Con (Measured from insert body)	<pre></pre>		Y ON A NON-CON				1)			
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	106										

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

- Read all instructions before installing and using your fireplace insert. 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.
- 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/NFPA70, 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.

- 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.
- 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.

FIREPLACE SPECIFICATIONS

Your fireplace opening requires the following minimum sizes:

	Height	Width Depth		
Large (I3103L)	25"	28"	17"	
Hearth Heater (H2	2103M) 20.0"			

Two faceplates are available to seal the fireplace opening:

Standard	Oversize
Large (I3103L)	
44"W x 32"H	50"W x 34.5"H

Hearth Heater (H2103M) 40 1/4"W x 30"H 48"W x 33"H

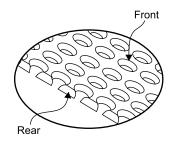
INSTALLING YOUR

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 for I3103L

The convection grills are installed **before** the unit is positioned inside the fireplace. Position the grill on the inside bodyface side

Position the grill on the inside bodyface side and fasten using the bolts, washers and nuts provided (2 per side) as shown in the diagrams.

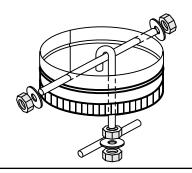


Note: The grill has a front and rear, the holes on the front side have rounded edges and the rear holes have flat edges.

Bolt Grill View from Rear of Insert

CONNECTOR KIT

The optional Flue Connector Kit (Part#846-527) and 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 included with the kit.



OPTIONAL FLUE

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.

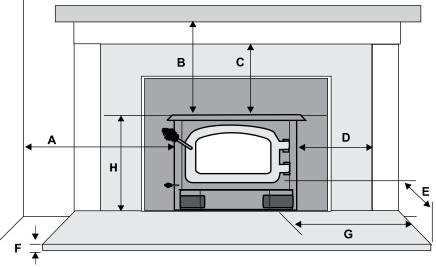
Unit	Adjacent Side Wall (to Side of Unit)	Mantle** (to Top of unit)	Top Facing (to Top of Unit)	Side Facing (to Side of Unit)	Minimum Hearth Extension	Minimum Hearth Thickness*	Minimum Hearth Extension Side	From Top of Unit
	Α	В	С	D	E	F	G	н
Large Flush Insert I3100L	13"/330mm	19"/480mm	18"/455mm	6.5"/406mm	16"/406mm	1.5"/38mm	8"/205mm	23-1/4"/603mm
Hearth Heater H2100M	10"/255mm	25"/635mm	14"/355mm	8.5"/216mm	18"/455mm	1.5"/38mm	6"/152mm	15-3/4"/400mm

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

- * If the hearth extension is flush with the floor (F) it must extend 19.5" in front of the body face (E).
- Note: Hearth Extension Width (G) is measured from edge of fuel door to side of hearth.
- ** 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.
- ** Mantel depth maximum of 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.



Clearance diagram for installations

and fasten using the bolts, washers and nuts provided (2 per side) as shown in the diagrams. Note: The grill has a front and rear, the holes on the front side have rounded edges

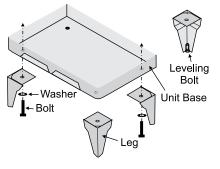
and the rear holes have flat edges.

OPTIONAL FLUE CONNECTOR KIT

The optional Flue Connector Kit (Part#846-527) and 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 included with the kit.

LEG OPTION ON H2103 HEARTH HEATER

The addition of legs to the Hearth Heater does not alter its certification, it does not become a free-



standing woodstove. The H2103 can only be installed as a Hearth Heater i.e. vented into a masonry or factory built fireplace.

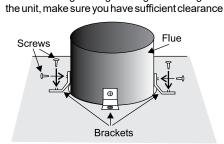
The instructions below

apply to the cast legs. It will be easier to attach the legs to the stove if it is tipped on its back (preferably on a soft surface to prevent scratching).

28'

- 1) Thread the bolt and washer through the leg, and then into the nutsert in the base of the stove and tighten.
- 2) Level the stove by adjusting the levelling bolts in the bottom of each leg.

NOTE: Adding the legs changes the height of



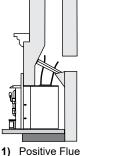
INSTALLATION INTO A MASONRY FIREPLACE

When referencing installation or connection to masonry fireplaces or chimneys, the masonry construction must or shall be code complying.

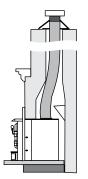
The insert must be installed as per the requirements of your local inspection authority. Three methods of flue connection are acceptable in most areas, these include:

- 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.
- 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 be the best for your application.



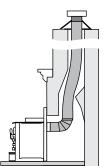
Connection with Cleanout



3a) Full Flue Liner (No Cleanout Required)



with Cleanout



top of the chimney. The chimney liner must conform to the Class 3 requirements of CAN/ULC-S640, Standard for Lining Systems for New Masonry Chimneys. (min. 28") for your flue connection.

In Canada this fireplace insert must be

installed with a continuous chimney liner

of 5.5" (140mm) or 6" (152mm) diameter

extending from the fireplace insert to the

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.

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.

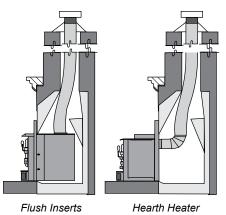
When a connected flue or liner is in use, the insert is able to "breathe" better by allowing a greater draft to be created. The greater draft can decrease problems such as, difficult start-ups, smoking out the door, and dirty glass.

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

3b) Hearth Heater with Full Flue Liner (No Cleanout Required)

- 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.



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.

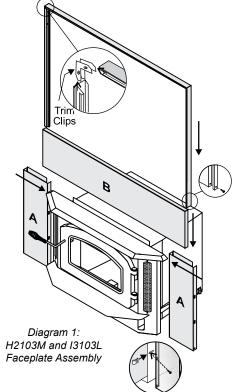
FACEPLATE AND TRIM

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:

- In most cases opening the existing spark screens fully should give enough room for the insert installation. If it does not, remove and store.
- 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).

A) H2103M and I3103L Insert

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.

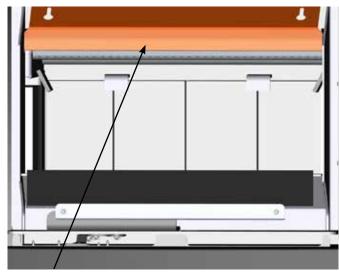
B) All units

The unit may now be slid into final position and attached to the connection system.

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.

STAINLESS STEEL SMOKE DEFLECTOR ADJUSTMENT / REPLACEMENT

The stainless 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.





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

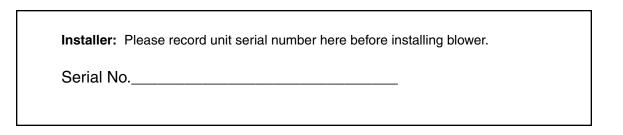


Smoke deflector is installed through the door opening in location shown in diagram

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

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

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.

FAN / BLOWER

Your fan should only be installed once the unit is in place in order to prevent any damage to the

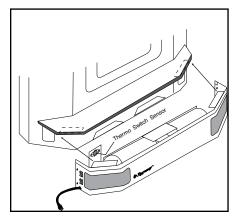
fan. To attach, follow the instructions provided with the fan $% \left({{{\left[{{T_{{\rm{s}}}} \right]}}} \right)$

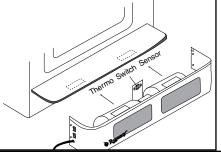
- 1) Align the fan support with the offset clip on the bottom of the ashlip.
- 2) Slide the supports into the clips. The tension holding the clips in place may be adjusted by increasing or decreasing the offset spacing of the clips.

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.



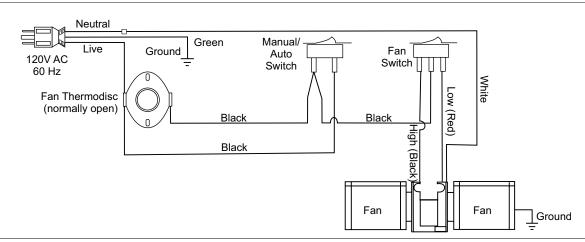


Important:

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.



Wire98ar.eps



Blower/Fan Wiring Diagram

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

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.

BRICK FLUE BAFFLE & SECONDARY AIR TUBE INSTALLATION

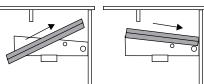
The flue baffle system located in the upper area of the firebox is removable to make cleaning your chimney system easier. The brick baffles must be installed prior to your first fire. **Smoke spillage and draft problems may occur if the baffles are improperly positioned**. Check the position of the brick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

The Large Insert I3103L is shipped with one of the secondary air tubes loose inside the firebox. It needs to be installed after the brick baffle are installed. Follow the directions below.

Large Insert I3103L

The unit arrives with the third air tube (from the front) and the 2 baffle bricks on the floor of the firebox. The baffle bricks are positioned first and then the air tubes are installed.

 Slide the left baffle brick over the two rear air tubes and then push it all the way to the left side of the firebox.

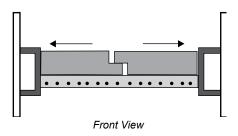




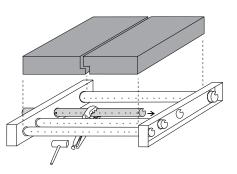
2) Tilt the first Baffle Brick down and then slide the 2nd Baffle Brick up and back. Reposition both baffle bricks flat on the air tubes.



3) Important: push both baffle bricks so they are tight against the side walls.



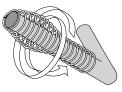
4) Install the third air tube into the holes on the side channels. The notch goes on the right hand side with the air holes facing forward toward the door opening. If the tube will not slide in easily, simply use a pair of vise grips or pliers and tap it into place with a hammer. A tighter fit will ensure the tube will not move when the unit is burning.



Note: When cleaning the chimney reverse the above procedures, removing the air tube and baffle bricks and then replace them when cleaning is completed.

DOOR HANDLE

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

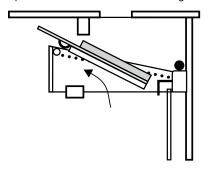


FIREBRICK ASSEMBLY

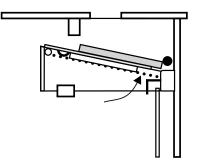
Firebrick is included to extend the life of your insert and radiate heat more evenly. Check to see that all firebricks are in their correct positions and have not become misaligned during shipping.

Hearth Heater (H2103M) Steel Baffle

Place the insulation batt on top of the baffle. Make sure that this batt is laying flat and does not obstruct the smoke from getting up the flue opening. This insulating batt may be wrapped in paper for handling purposes and does not require removal. Batt hold down weights are

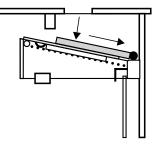


supplied with the unit and are to be placed on the insulation to either side of the flame spreader



as shown in the diagram and at the rear, directly in front of the flue opening.

Lift the front end of the baffle up and over the rear of the air tube. On Hearth Heater (H2103M) remove center tube by sliding it sideways first and then down.



Lift the rear of the baffle, pivoting it on the air tube, until it clears the rear air channel.

Slide the rear of the baffle on top of the rear air channel in front of the locating tabs. Make sure that the insulation is lying flat and does not obstruct the smoke from getting up the flue opening. Place hold down weights on top of the insulation - one on each side.



Pull Open

Push Closed

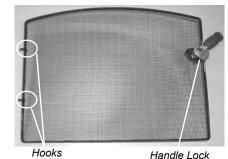
DRAFT CONTROL

Before establishing your first fire, it is important that your fully understand the operation of you 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

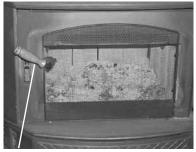
SCREEN DOOR

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

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.

WARNING

Fireplace Stoves equipped with doors should be operated only with 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.

operating instructions

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.

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, 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!

- 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 odour 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.
- 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 (or in the H2103M flue baffle) 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.

FAN OPERATION (ALL UNITS)

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.

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.

SOME SAFETY GUIDELINES

- 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 or its flue baffle 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.
- 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.

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 etc.**

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

- Burn insert with draft control wide open for about 15 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.
- Only burn seasoned wood! Avoid burning wet or green wood. Seasoned wood has been dried at least one year.
- A small hot fire is preferable to a large smouldering one that can deposit creosote within the system.
- 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 needed.

DOOR GASKET

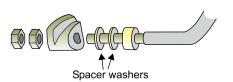
If the door gasket requires replacement, 7/8" diameter material must be used. A proper high temperature gasket adhesive is required. A gasket repair kit, Part # 846-570 is available from your local Regency dealer.

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.



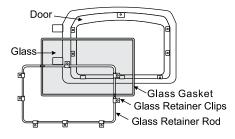
GLASS REPLACEMENT

Your Regency Insert is supplied with 5 mm. Neoceram ceramic glass 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

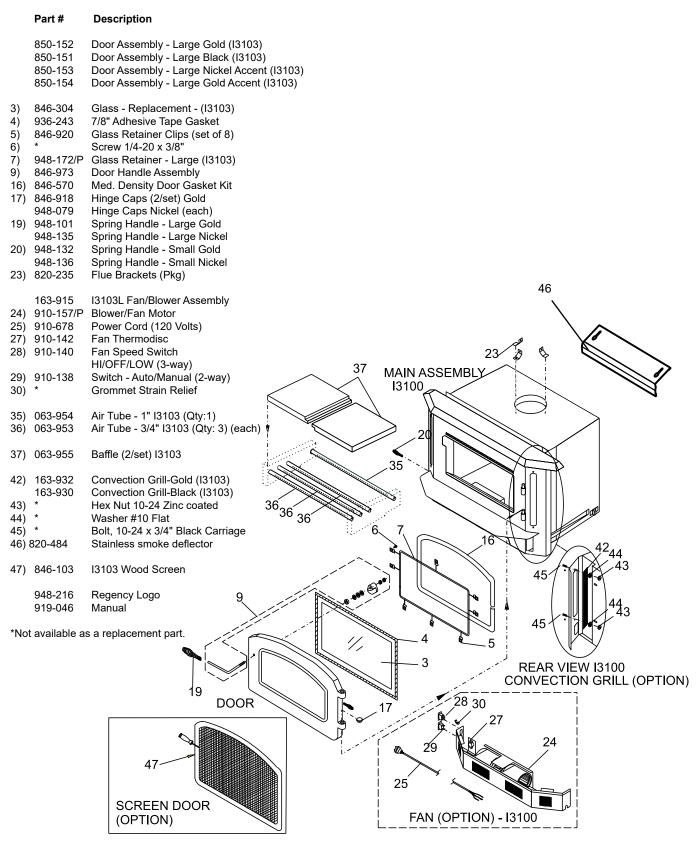
Allow the stove to cool before removing or replacing glass. Remove the door from the insert and remove the glass retainer. Use caution when removing broken glass to prevent injury.

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.



parts list

I3103 MAIN ASSEMBLY



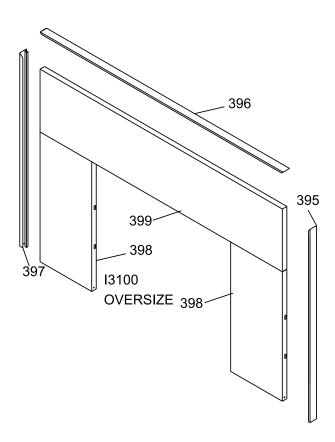
I3103 FACEPLATES

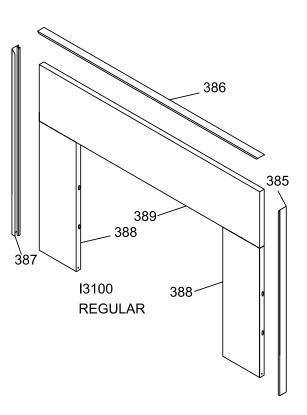
Part # Description

Faceplate: I3103L

163-910	Faceplate & Trim Set - Regular				
163-570	Black Trim Regular (Set of 3)				
385) *	Trim Right Regular				
386) *	Trim Top Regular				
387) *	Trim Left Regular				
388)*	Faceplate Side Regular				
389) *	Faceplate Top Regular				
163-912	Faceplate & Trim Set - Oversize				
163-572	Black Trim Oversize (Set of 3)				
395) *	Trim Right Oversize				
396) *	Trim Top Oversize				
397) *	Trim Left Oversize				
398) *	Faceplate Side Oversize				
399) *	Faceplate Top Oversize				
399) *	Faceplate Top Oversize				

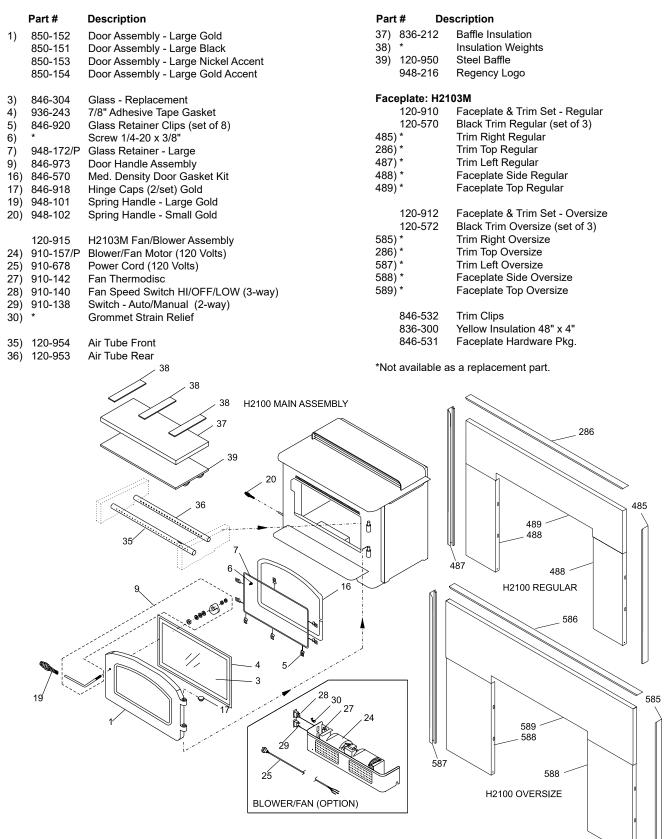
*Not available as a replacement part.





parts list

H2103 MAIN ASSEMBLY



I3103 & H2103 FIREBRICK

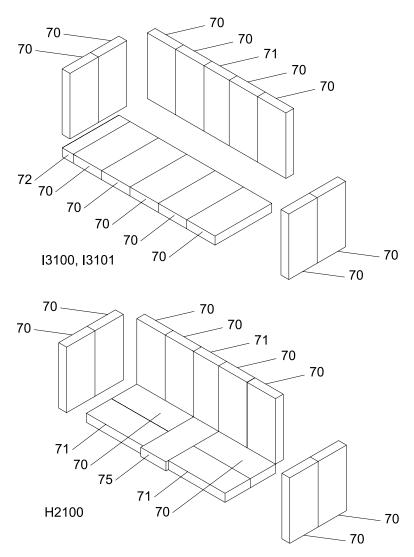
120-960	H2103 Brick Set Complete
163-960	I3103 Brick Set Complete

70)	902-111	Brick Regular Full Size: 1-1/4" x 4-1/2" x 9"

71)	*	Brick Partial: 1-1/4" x 4" x 9"
72)	*	Brick Partial: 1-1/4" x 1-3/4" x 9"
75)	*	Brick Partial: 1-1/4" x 4" x 8-3/4"
76)	*	Brick Partial: 1-1/4" x 2" x 9"

- Brick Partial: 1-1/4" x 2-1/4" x 2-1/4" 78) *
- Brick Partial: 1-1/4" x 1-1/4" x 9" Brick Partial: 1-1/4" x 4-1/2" x 8" 81) *
- 84⁾ *
- 85[°] * Brick Partial: 1-1/4" x 4-1/4" x 8"

* Not available as a replacement part



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 - Crazing				✓		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 premanufactured 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.

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.

<u>Canadian Warrantor:</u>	U.S. Warrantor:			
FPI Fireplace Products International Ltd.	Fireplace Products U.S., Inc.			
6988 Venture St.	PO Box 2189 PMB 125			
Delta, British Columbia	Blaine, WA			
Canada, V4G 1H4	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:

For purchases made in the UNITED STATES:

FPI Fireplace Products

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

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

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.

otes			

Installer: Please complete the following information	
Dealer Name & Address:	
Installer:	
Phone #:	
Date Installed:	
Serial No.:	