



[www.regency-fire.com](http://www.regency-fire.com)

# WOOD Fireplace Insert

## Owners & Installation Manual



MODELS: I2400M

Tested &  
Listed by  
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.

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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**



**NATIONAL  
FIREPLACE  
INSTITUTE**  
**CERTIFIED**  
www.nficertified.org

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).



*Wood Energy  
Technical Training*  
www.wett.org



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<http://oee.nrcan.gc.ca/residential/personal/retrofit-homes/retrofit-qualify-grant.cfm>

# SAFETY LABEL

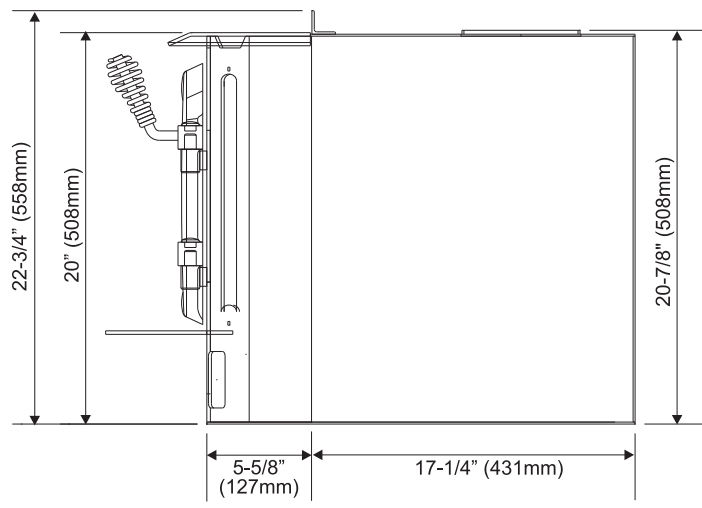
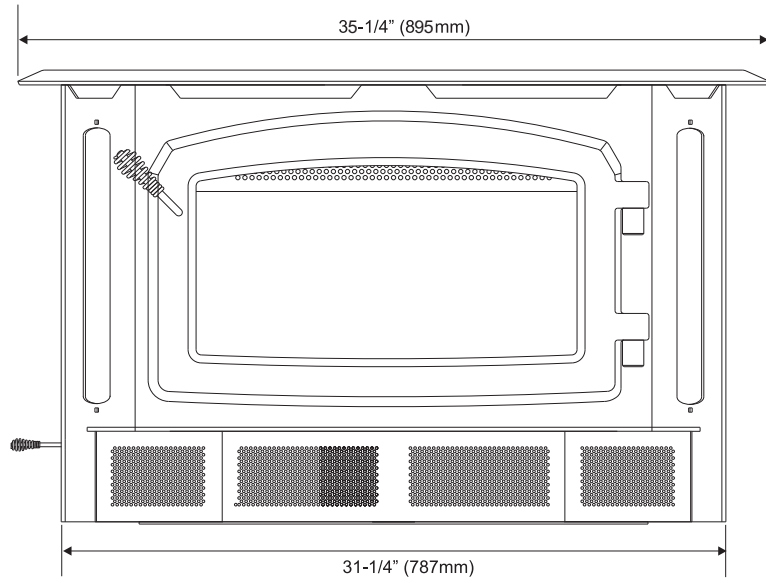
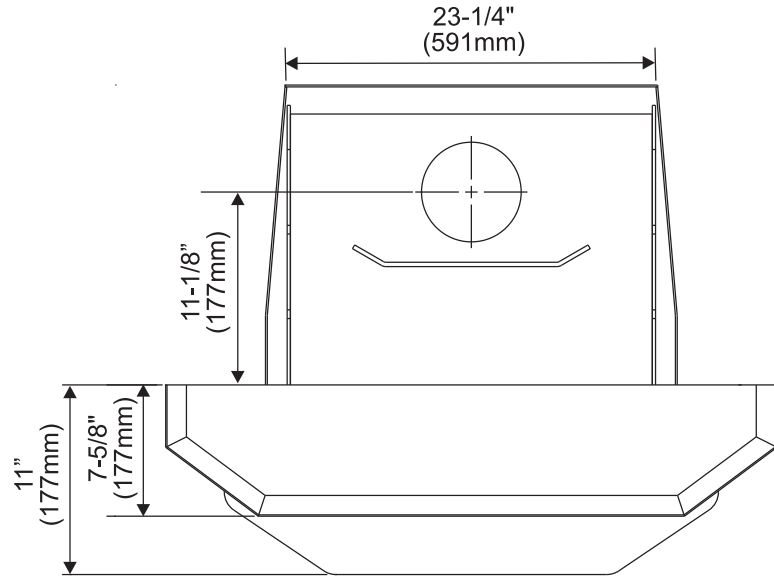
## SAFETY LABEL FOR I2400M

This is a copy of the label that accompanies your **Regency Insert**. 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.

<p>Tested &amp; Listed by <b>UL</b> (Underwriters Laboratories, Inc.)                  Portland Oregon USA                  10151 US</p>		<p><b>DO NOT REMOVE THIS LABEL</b></p>	
<p>LISTED FACTORY BUILT FIREPLACE INSERT                  CERTIFIED FOR USE IN CANADA AND U.S.A.</p>		<p><b>246</b></p>	
<p>Model: I2400M                  TESTED TO: ULC-S628-93 / UL-1482 / UL-737                  REPORT NO.: 219-S-03-2                  THE I2400M MEETS UL-737 STANDARD FOR FIREPLACE STOVES WHEN A FIRESCREEN IS PROVIDED.</p>		<p><b>REGENCY</b>                  FIREPLACE PRODUCTS</p>	
<p>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.</p>			
<p>MINIMUM CLEARANCES TO COMBUSTIBLE MATERIALS (MEASURED FROM INSERT BODY)</p>		<p>INSTALL ONLY ON A NON-COMBUSTIBLE HEARTH RAISED (E) 0.5 IN / 13 MM ABOVE AN ADJACENT COMBUSTIBLE FLOOR. COMBUSTIBLE FLOOR MUST BE PROTECTED BY NON-COMBUSTIBLE MATERIAL EXTENDING (E) 18 IN / 457 MM TO FRONT AND (E) 8 IN / 203 MM TO SIDES FROM FUEL DOOR. 0.5" FLOOR PROTECTION NEEDS TO BE WITH F-0.64.</p>	
<p>ADJACENT SIDEWALL</p>	<p>A) 11 in / 280 mm</p>	<p>MINIMUM CLEARANCES TO COMBUSTIBLE MATERIALS (MEASURED FROM INSERT BODY)</p>	
<p>MANTLE</p>	<p>B) 20 in / 508 mm</p>	<p>INSTALL ONLY ON A NON-COMBUSTIBLE HEARTH RAISED (E) 0.5 IN / 13 MM ABOVE AN ADJACENT COMBUSTIBLE FLOOR. COMBUSTIBLE FLOOR MUST BE PROTECTED BY NON-COMBUSTIBLE MATERIAL EXTENDING (E) 18 IN / 457 MM TO FRONT AND (E) 8 IN / 203 MM TO SIDES FROM FUEL DOOR. 0.5" FLOOR PROTECTION NEEDS TO BE WITH F-0.64.</p>	
<p>TOP FACING</p>	<p>C) 12 in / 305 mm</p>	<p>COMPONENTS REQUIRED FOR INSTALLATION: 5.3" (140mm) or 6" (152mm) STAINLESS STEEL LINER                  OPTIONAL COMPONENT: PAN (142-317), ELECTRICAL RATINGS: VOLTS 115, 0.1 Hz, 16 AMPS. SCREEN DOOR (646-102)                  TO A CHIMNEY FLUE SERVING ANOTHER APPLIANCE. DO NOT REMOVE BRICKS OR MORTAR IN MASONRY FIREPLACE. FOR USE WITH SOLID WOOD FUEL ONLY. DO NOT USE GRATE OR ELEVATE FIRE. BUILD WOOD FIRE DIRECTLY ON HEARTH. RISK OF SMOKE AND FLAME SPILLAGE. OPERATE ONLY WITH DOORS FULLY OPEN OR FULLY CLOSED. IF INSTALLED IN A MOBILE HOME OPERATE ONLY WITH DOORS FULLY CLOSED - OPEN FEED DOOR TO FEED FIRE ONLY. WHEN OPERATED WITH DOORS OPEN, THE MANUFACTURER SUPPLIED SCREEN MUST BE USED. REPLACE GLASS ONLY WITH CERAMIC GLASS (5MM). INSPECT AND CLEAN CHIMNEY FREQUENTLY. UNDER CERTAIN CONDITIONS OF USE CREOSOTE BUILDUP MAY OCCUR RAPIDLY. DO NOT OVERFIRE. IF INSERT GLOWS YOU ARE OVER-FIRING.</p>	
<p>SIDE FACING</p>	<p>D) 8 in / 200 mm</p>	<p>Manufactured by:                  FIREPLACE PRODUCTS INTERNATIONAL LTD.                  6988 VENTURE ST., DELTA, BC V4G 1H4                  MADE IN CANADA 918-176c</p>	
<p>UNITED STATES ENVIRONMENTAL PROTECTION AGENCY                  CERTIFIED TO COMPLY WITH                  July 1990, PARTICULAR                  EMISSION STANDARDS.                  MANUFACTURED BY FPI LTD.</p>		<p>CAUTION                    HOT WHILE IN OPERATION                  DO NOT TOUCH. KEEP CHILDREN,                  CLOTHING AND FURNITURE AWAY.                  CONTACT MAY CAUSE SKIN BURNS.                  READ ABOVE INSTRUCTIONS.</p>	
<p>SIGNATURE</p>		<p>DATE OF MANUFACTURE</p>	
<p>Jan</p>	<p>Feb</p>	<p>Mar</p>	<p>Apr</p>
<p>May</p>	<p>June</p>	<p>2011</p>	<p>2012</p>
<p>July</p>	<p>Aug</p>	<p>Sept</p>	<p>Oct</p>
<p>Nov</p>	<p>Dec</p>	<p>2013</p>	<p>(Duplicate Serial #) 246</p>

# UNIT DIMENSIONS



# INSTALLATION

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**  
40" W x 30" H

**Oversize**  
48" W x 33" H

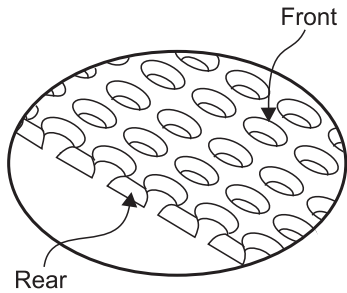
## INSTALLING YOUR INSERT

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.

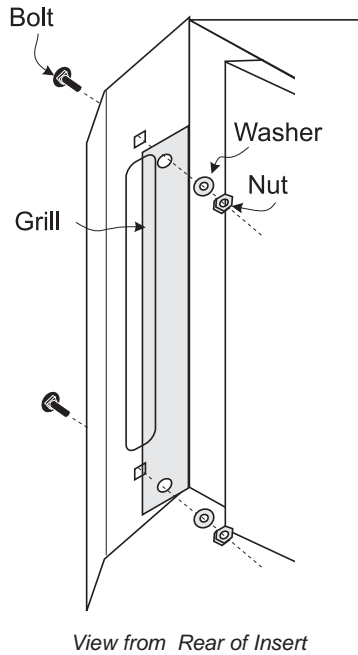
### Convection Grills

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

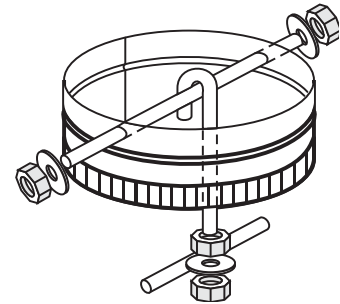


**Note:** The grill has a front and rear, the holes on the front side have rounded edges and the rear holes have flat edges.



## OPTIONAL FLUE CONNECTOR KIT

The 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.



# INSTALLATION

## 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) C	Side Facing (to Side) D	Minimum Hearth Extension* E	Minimum Hearth Thickness* F	Minimum Hearth Side Extension G
Medium Flush Insert (I2400)	11"/280mm	20"/508mm	12"/305mm	8"/200mm	18"/455mm	0.5"/13mm	8"/200mm

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.**

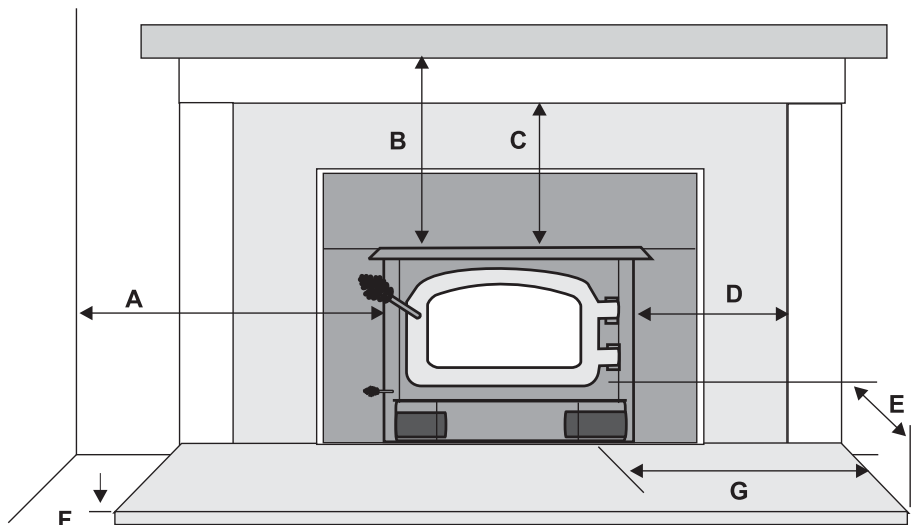
\*\* **A non-combustible mantel may be installed at a lower height if the framing is made of metal studs covered with a non-combustible board.**

\*\* **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:

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

#### Thermal Conductivity:

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

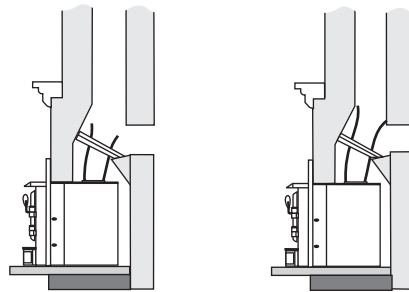
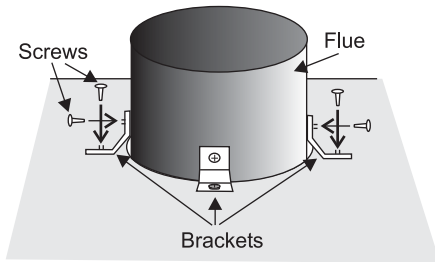
#### Thermal Resistance:

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

## FLUE CONNECTOR BRACKET

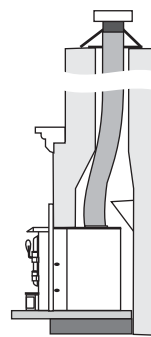
Package contains: 3 brackets and 6 screws.

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.



1) Positive Flue Connection with Cleanout

2) Direct Flue Connection with Cleanout



3a) Full Flue Liner (No Cleanout Required)

**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.

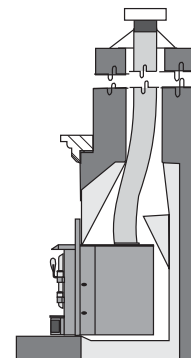
The use of one of the connection methods listed on this page not only increases the safety of your insert by directing the hot gases up the flue, but will also help increase the unit's efficiency and decrease creosote deposits in the chimney.

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

## 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 be the best for your application.

# INSTALLATION

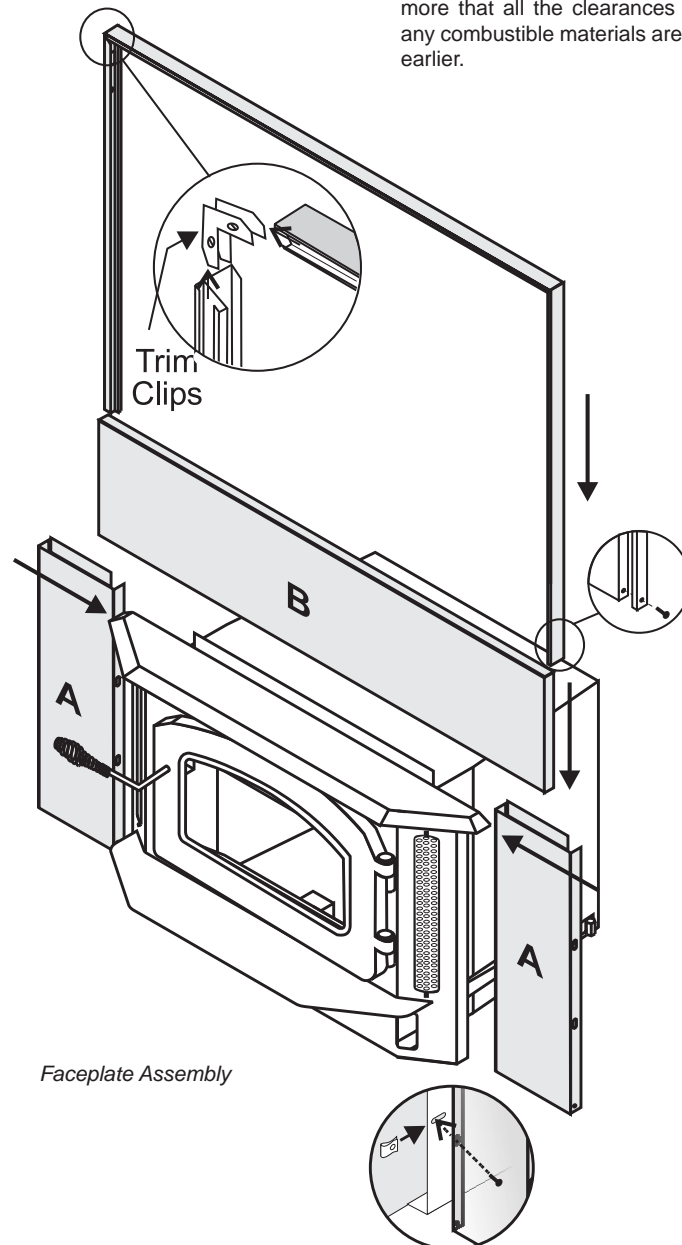
## STEP-BY-STEP INSTALLATION OF THE FACEPLATE AND TRIM

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.



## 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.

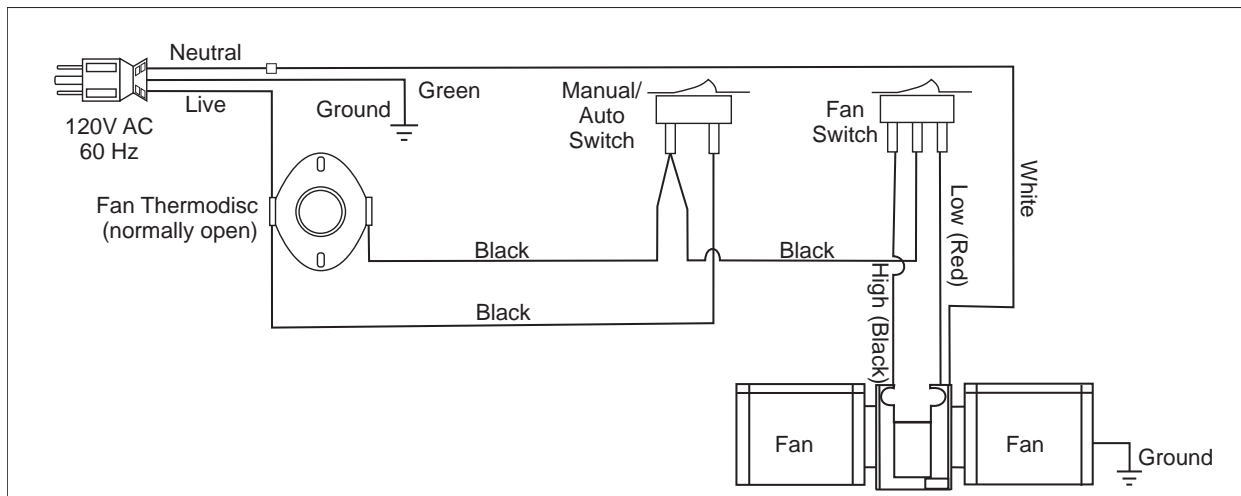
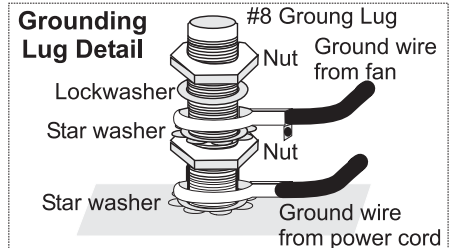
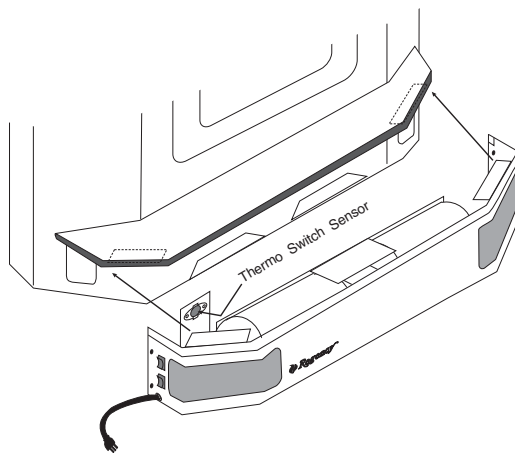
**NOTE: DO NOT ROUTE POWER CORD UNDER OR IN FRONT OF UNIT.**

- 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.



Blower/Fan Wiring Diagram

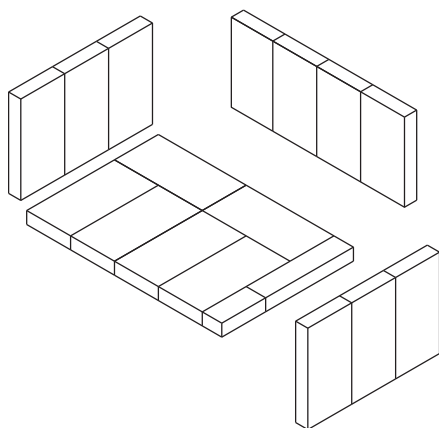
# INSTALLATION

## 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.

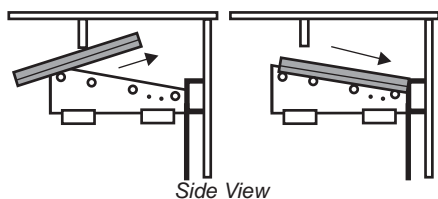
## FIREBRICK ASSEMBLY

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.

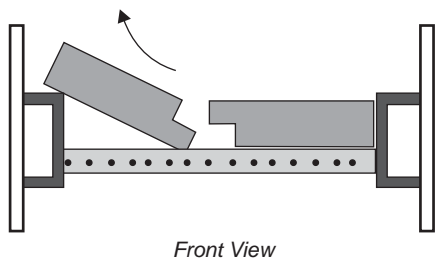


ensure the tube will not move when the unit is burning. Though there are four air tubes in the medium units.

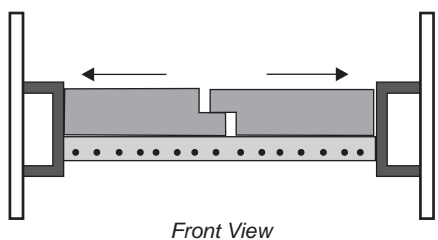
- 2) Slide the left baffle over the air tubes from the front and then push it to the back.



- 3) 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.



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



## FLUE BAFFLE & SECONDARY AIR TUBE INSTALLATION

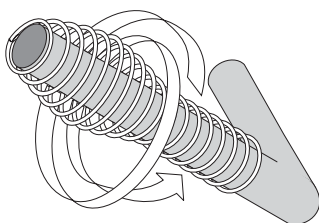
The flue baffle system located in the upper area of the firebox is removable to make cleaning your chimney system easier. The baffles must be installed prior to your first fire. **Smoke spillage and draft problems may occur if the baffles are improperly positioned.** Check the position of the baffles 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.

- 1) 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

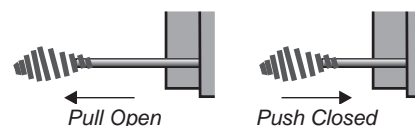
## DOOR HANDLE

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



## DRAFT CONTROL

Before establishing your first fire, it is important that you 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.

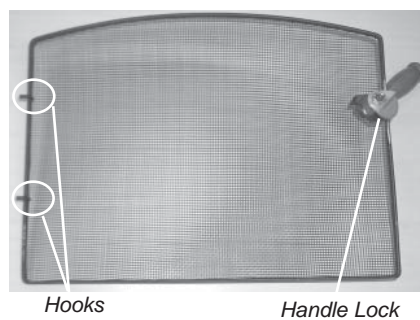


As well as a primary and glass wash air system, the unit has a full secondary draft system that allows air to the induction ports at the top of the firebox, just below the flue baffle.

**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

**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.

# OPERATING INSTRUCTIONS

## 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 begins 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.

# OPERATING INSTRUCTIONS

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- 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.

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## 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 smoldering 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

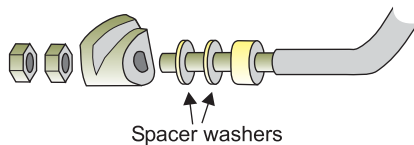
The gold electroplated finish on the doors requires little maintenance, and need only be cleaned with a damp cloth. **DO NOT** use abrasive materials or chemical cleaners, as they may harm the finish and void the warranty.

## 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.

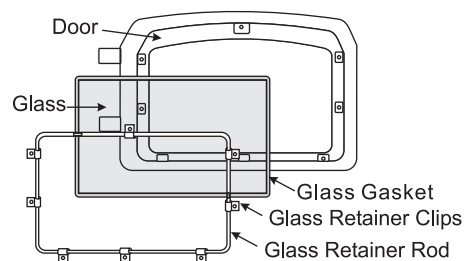
## GLASS REPLACEMENT

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.



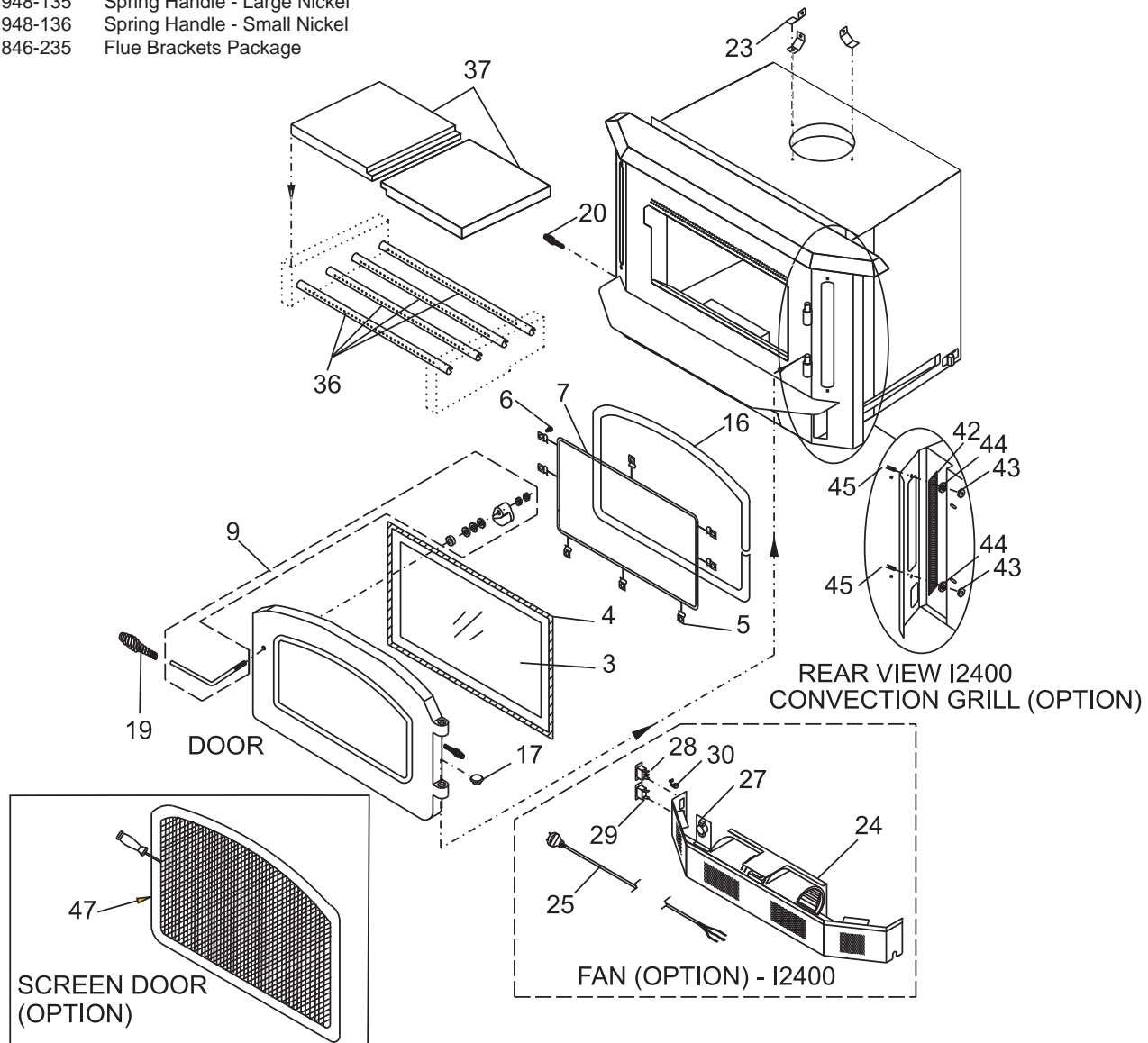
**Avoid impact on glass doors such as striking or slamming shut.**

# PARTS LIST

## MAIN ASSEMBLY & OPTIONS - I2400M

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
2)	846-304 Glass - Replacement	28)	910-140 Fan Speed Hi/OFF/Low Switch (3-way)	45)	* Bolt, 10-24 x 3/4" Blk Carriage
4)	936-243 7/8" Adhesive Tape Gasket	29)	910-138 Auto / Manual On / OFF Switch	47)	846-102 Screen Door
5)	846-920 Glass Retainer Clips (8/set)	30)	* Grommet Strain Relief		948-223 Regency Logo - Nickel
6)	* Screw 1/4-20 x 3/8"	36)	033-953 Air Tube 3/4" (Qty:4) (each)		948-216 Regency Logo - Gold
7)	948-172/P Glass Retainer - Large	37)	020-957 Baffle (2/set)		918-171 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				

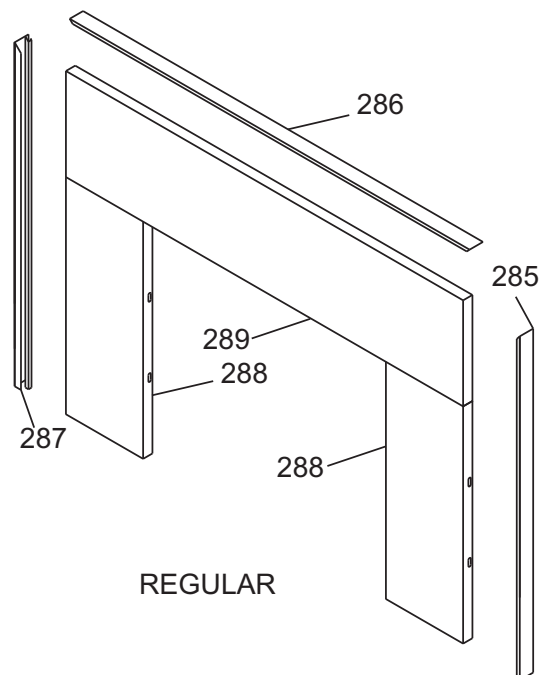
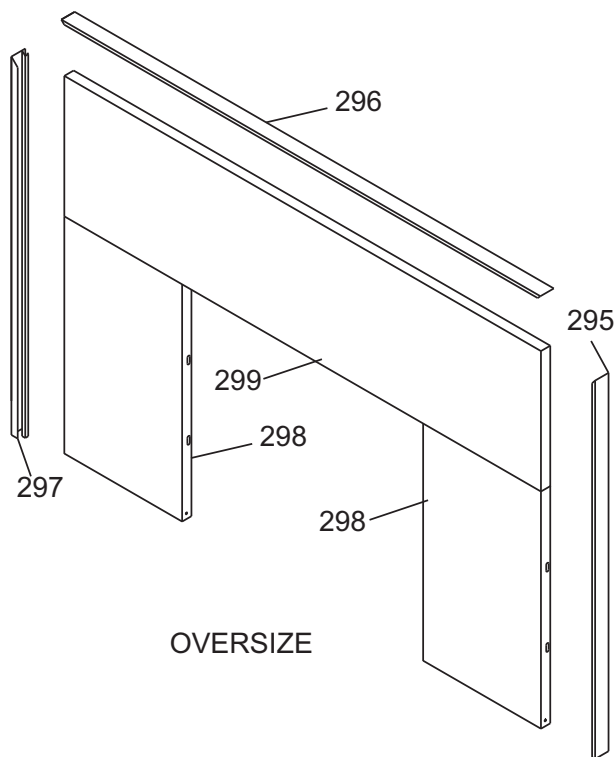
\*Not available as a replacement part.



## FACEPLATES - I2400M

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

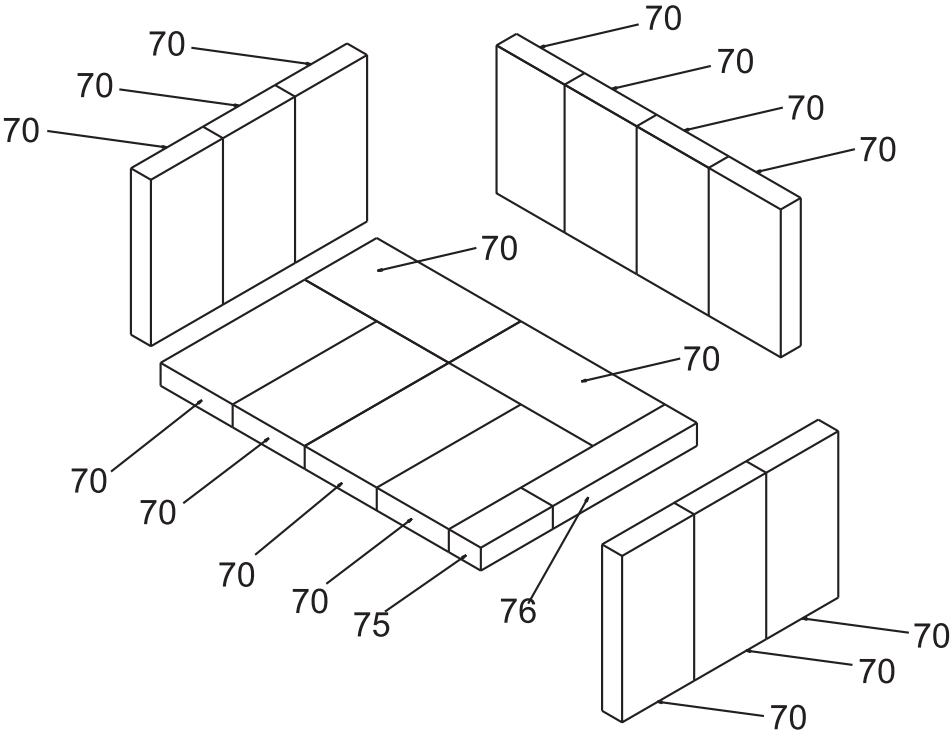
\*Not available as a replacement part.



# PARTS LIST

## BRICK PANELS - I2400M

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"





Regency Fireplace Products are designed with reliability and simplicity in mind. In addition, our internal Quality Assurance Team carefully inspects each unit thoroughly before it leaves our door. FPI Fireplace Products International Ltd. is pleased to extend this limited lifetime warranty to the original purchaser of a Regency Product. This warranty is not transferable.

**The Warranty:** Lifetime

Covered under the agreement are the following components:

Firebox, ceramic baffle, vermiculite baffle, steel baffles (H2100), convactor airmate, castings, ashdrawer, glass (thermal breakage), gold plating (against defective manufacture), airtubes (against warpage) and door handles.

The above will be covered for parts and subsidized labour for the first five years and parts only thereafter with the exception of the fireboxes (see below).

FPI is not liable for freight or labor on any wood burning appliance replaced in field.

Electrical components such as blowers, switches and thermodisc's are covered for two years parts and one year subsidized labour\* from date of purchase.

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.

**Conditions:**

Any part or parts of this unit which in our judgement show evidence of such defects will be repaired or replaced at FPI's option, through an accredited distributor or agent provided that the defective part be returned to the distributor or agent Transportation Prepaid, if requested.

It is the general practice of FPI to charge for larger, higher priced replacement parts and issue credit once the replaced component has been returned to FPI and evaluated for manufacturer defect.

The authorized selling dealer is responsible for all in-field service work carried out on your Regency product. FPI will not be liable for results or costs of workmanship from unauthorized service persons or dealers.

At all times FPI reserves the right to inspect product in the field which is claimed to be defective.

All claims must be submitted to FPI by authorized selling dealers. It is essential that all submitted claims provide all of the necessary information including customer name, purchase date, serial #, type of unit, problem, and part or parts requested, without this information the warranty will be invalid.

**Exclusions:**

This limited Lifetime Warranty does not extend to or include paint, door or glass gasketing, firebrick or trim. It does not cover installation and operational related problems such as over-firing, use of corrosive driftwood, downdrafts or spillage caused by environmental conditions, nearby trees, buildings, hilltops, mountains, inadequate venting or ventilation, excessive offsets, negative air pressures caused by mechanical systems such as furnaces, fans, clothes dryers etc.

At no time will FPI be liable for any consequential damages which exceed the purchase price of the unit. 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.

FPI will not be liable for travel costs for service work.

Installation and environmental problems are not the responsibility of the manufacturer and therefore are not covered under the terms of this warranty policy.

Any unit which shows signs of neglect or misuse is not covered under the terms of this warranty policy.

The warranty will not extend to any part which has been tampered with or altered in any way, or in our judgment has been subject to misuse.

Freight damage to stoves and replacement parts is not covered by warranty and is subject to a claim against the freight carrier by the dealer.

FPI will not be liable for acts of God, or acts of terrorism, which cause malfunction of the appliance.

Performance problems due to operator error will not be covered by this warranty policy.

Products made or provided by other manufacturers and used in conjunction with the operation of this appliance without prior authorization from FPI, may nullify your warranty on this product.

\* Subsidy according to job scale as predetermined by FPI.

# Register your Regency® warranty online [www.regency-fire.com](http://www.regency-fire.com)

## Reasons to register your product online today!

- View and modify a list of all your registered products.
- Request automatic email notification of new product updates.
- Stay informed about the current promotions, events, and special offers on related products.

***Installer: Please complete the following information***

**Dealer Name & Address:** \_\_\_\_\_  
\_\_\_\_\_

**Installer:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date Installed:** \_\_\_\_\_

**Serial No.:** \_\_\_\_\_