



WOOD  
Fireplace Insert &  
Hearth Heater

Owners & Installation Manual



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

MODELS: H2100 I3100L

Tested by:



Intertek

*Installer:* Please complete the details on the back cover  
and leave this manual with the homeowner.

*Homeowner:* Please keep these instructions for future reference.

Thank-you for purchasing a  
**REGENCY FIREPLACE PRODUCT.**

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

Keep those **REGENCY FIRES** burning.

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

**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.wettinc.ca



**REGENCY FIREPLACE INSERTS  
& HEARTH HEATER**

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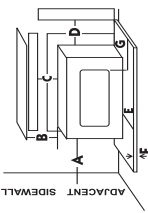
<http://oee.nrcan.gc.ca/residential/personal/retrofit-homes/retrofit-qualify-grant.cfm>

# SAFETY LABEL

This is a copy of the label that accompanies each **Regency Large Flush 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.

## SAFETY LABEL FOR I3100L

<p><b>CAUTION</b></p>  <p><b>HOT WHILE IN OPERATION DO NOT TOUCH. KEEP CHILDREN, CLOTHING AND FURNITURE AWAY. CONTACT MAY CAUSE SKIN BURNS. READ ABOVE INSTRUCTIONS.</b></p>		<p>UNITED STATES ENVIRONMENTAL PROTECTION AGENCY CERTIFIED TO COMPLY WITH JULY 1990, PARTICULATE EMISSION STANDARDS.</p>	
<p>DO NOT REMOVE THIS LABEL</p> <p><b>106</b></p> <p><b>REGENCY®</b> FIREPLACE PRODUCTS</p> <p>LISTED FACTORY BUILT FIREPLACE INSERT CERTIFIED FOR USE IN CANADA AND U.S.A. MODEL: I3100L TESTED TO: ULC S628-M83 / UL 1482-1998 / ULC S627-00 / UL 737-2000 REPORT NO. 632-323500 (MAR. 1994)</p>		<p>Manufactured by: <b>FPI FIREPLACE PRODUCTS INTERNATIONAL LTD.</b> 6988 Venture Street Delta, BC V4G 1H4 MADE IN CANADA</p>	
<p>Intertek</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 Combustibles (Measured from insert body)</p> <p>ADJACENT SIDEWALL A) 13" (330mm) MANTLE B) 19" (480 mm) TOP FACING C) 18" (455 mm) SIDE FACING D) 6.5" (165mm)</p>	
<p>INSTALL ONLY ON A NON-COMBUSTIBLE HEARTH RAISED (F) 1.5" (38mm) ABOVE AN ADJACENT COMBUSTIBLE FLOOR. COMBUSTIBLE FLOOR MUST BE PROTECTED BY NON-COMBUSTIBLE MATERIAL EXTENDING (E) 16" (405mm) TO FRONT AND (G) 8" (205mm) TO SIDES FROM FUEL DOOR.</p> 		<p>COMPONENTS REQUIRED FOR INSTALLATION: 5.5" (140mm) or 6" (152mm) STAINLESS STEEL LINER. OPTIONAL COMPONENT: FAN, ELECTRICAL RATING: VOLTS 115, 60 HZ, 0.6 AMPS, SCREEN DOOR 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. OPERATE WITH FEED DOOR CLOSED, OPEN TO FEED FIRE ONLY. REPLACE GLASS ONLY WITH CERAMIC GLASS (6mm). 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>DATE OF MANUFACTURE</p> <p>2011 2012 2013 JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC</p> <p>908-343b</p>		<p>106 (Duplicate Serial #)</p>	



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 H2100M**

(Duplicate Serial #)

103

DO NOT REMOVE THIS LABEL

103

**REGENCY®**  
FIREPLACE PRODUCT

LISTED FACTORY BUILT FIREPLACE ACCESSORY HEARTH STOVE  
CERTIFIED FOR USE IN CANADA AND U.S.A.  
MODEL: H2100M  
TESTED FOR: ULC S628-M93 / UL 1482-1998 REPORT NO. 6255 (JULY 1991)

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.

MINIMUM CLEARANCES TO COMBUSTIBLE MATERIALS (MEASURED FROM INSERT BODY)

ADJACENT SIDEWALL	A) 10 in / 255 mm
MANTEL	B) 25 in / 635 mm
TOP FACING	C) 14 in / 355 mm
SIDE FACING	D) 8.5 in / 216 mm
HEARTH EXTENSION (DEPTH)	E) 18 in / 455 mm
HEARTH EXTENSION (ELEVATION)	F) 1.5 in / 38 mm
HEARTH EXTENSION (WIDTH)	G) 6 in / 150 mm

INSTALL ONLY ON A NON-COMBUSTIBLE HEARTH RAISED (F) 1.5 IN / 38 MM ABOVE AN ADJACENT COMBUSTIBLE FLOOR. COMBUSTIBLE FLOOR MUST BE PROTECTED BY NON-COMBUSTIBLE MATERIAL EXTENDING (E) 18 IN / 455 MM FROM THE FRONT AND TO SIDES. COMPARTMENT FOR HEARTH (140mm) or 6" (150MM) STAINLESS STEEL LINER.

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. OPERATE WITH FEED DOOR CLOSED, OPEN TO FEED FIRE ONLY. REPLACE GLASS ONLY WITH CERAMIC GLASS (5 MM). 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.

DATE OF MANUFACTURE

2011	2012	2013	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
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MANUFACTURED BY  
FIREPLACE PRODUCTS INTERNATIONAL LTD.  
6885 VENTURE ST. DELTA, BC V4G 1H4  
908-389b

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY CERTIFIED TO COMPLY WITH JULY 1990, PARTICULATE EMISSION STANDARDS.

**CAUTION**

**HOT WHILE IN OPERATION  
DO NOT TOUCH. KEEP CHILDREN,  
CLOTHING AND FURNITURE  
AWAY. CONTACT MAY CAUSE  
SKIN BURNS. READ ABOVE  
INSTRUCTIONS.**

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) 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.
- 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.

## FIREPLACE SPECIFICATIONS

Your fireplace opening requires the following minimum sizes:

	Height	Width	Depth
Large (I3100L)	25"	28"	17"
Hearth Heater (H2100M)	20.0"	--	--

Two faceplates are available to seal the fireplace opening:

Standard	Oversize
Large (I3100L) 44"W x 32"H	50"W x 34.5"H
Hearth Heater (H2100M) 40 1/4"W x 30"H	48"W x 33"H

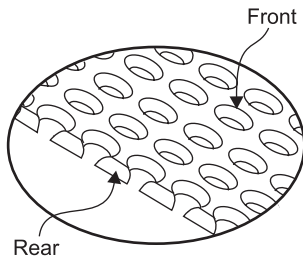
## INSTALLING YOUR INSERT

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.

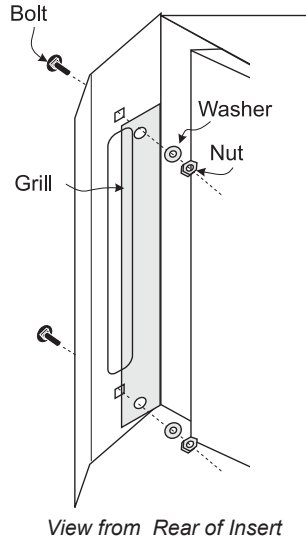
### Convection Grills for I3100L

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.

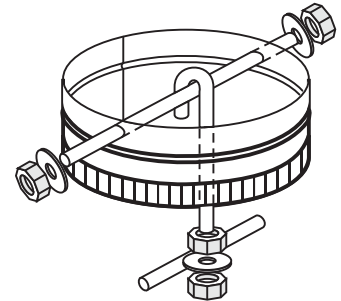


**Note:** The grill has a front and rear, the holes on the front side have rounded edges and the rear holes have flat edges.



## OPTIONAL FLUE CONNECTOR KIT

The 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.



## 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
<b>Large Flush Insert (I3100L)</b>	13"/330mm	19"/480mm	18"/455mm	6.5"/165mm	16"/406mm	1.5"/38mm	8"/205mm
<b>Hearth Heater (H2100M)</b>	10"/255mm	25"/635 mm	14"/355mm	8.5"/216mm	18"/455mm	1.5"/38mm	6"/152mm

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.

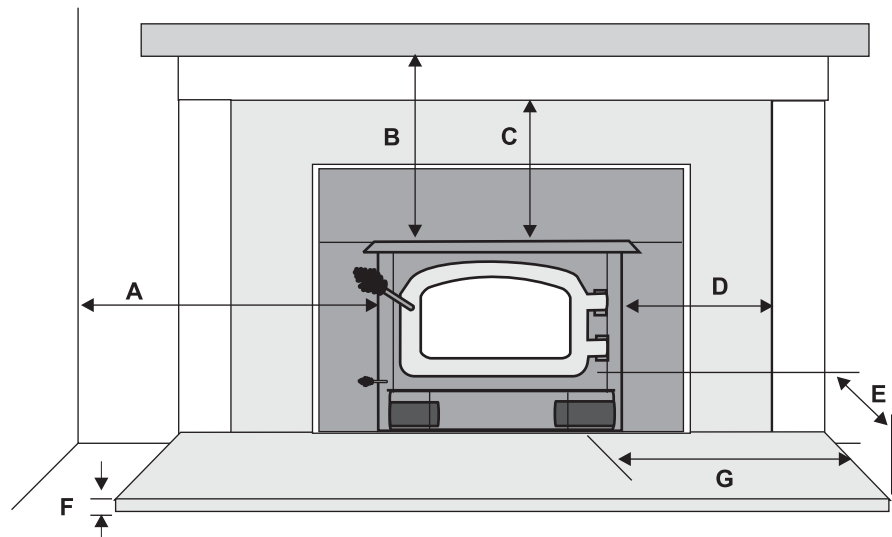
\* If the hearth extension is flush with the floor (F) it must extend 19.5" in front of the body face (E).

**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.

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.



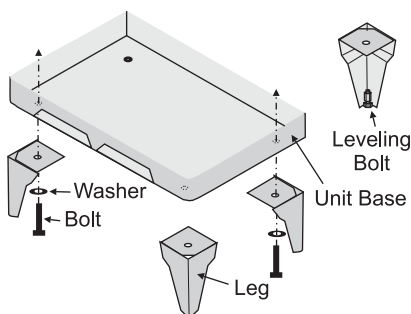
Clearance diagram for installations

## LEG OPTION ON H2100 HEARTH HEATER

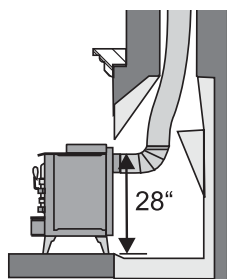
The addition of legs to the Hearth Heater does not alter its certification, it does not become a freestanding woodstove. The H2100 can only be installed as a Hearth Heater i.e. vented into a masonry or factory built fireplace.

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).

- 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.



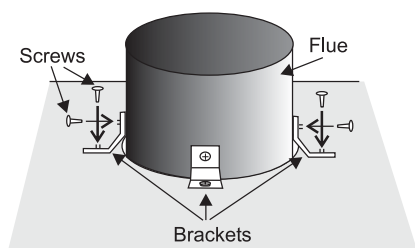
**NOTE:** Adding the legs changes the height of the unit, make sure you have sufficient clearance (min. 28") for your flue connection.



## FLUE CONNECTOR BRACKET

Package contains: 3 brackets and 6 screws.

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



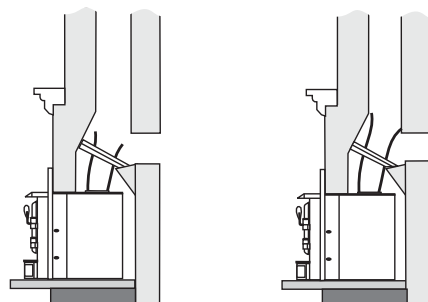
## INSTALLATION INTO A MASONRY FIREPLACE

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

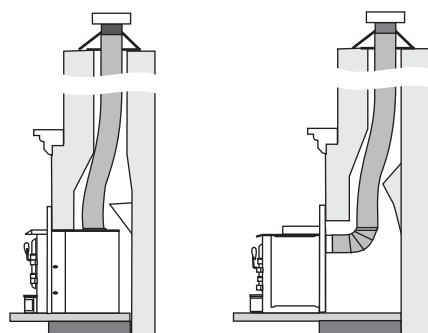
The insert must be installed as per the requirements of your local inspection authority. Three methods of flue connection are acceptable in most areas, these include:

- 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.
- 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.



- 1) Positive Flue Connection with Cleanout
- 2) Direct Flue Connection with Cleanout



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

In Canada this fireplace insert must be installed with a continuous chimney liner of either 5.5" or 6" diameter extending from the fireplace insert to the 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.

**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.

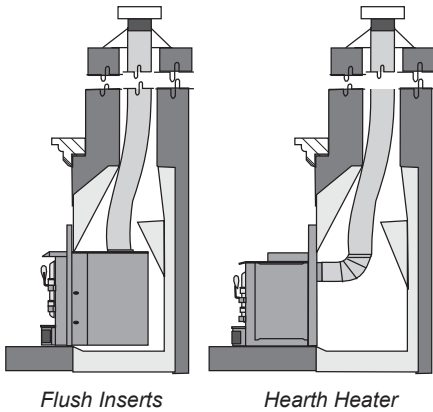
When a connected flue or liner is in use, the insert is able to "breathe" better by allowing a greater draft to be created. The greater draft can decrease problems such as, difficult start-ups, smoking out the door, and dirty glass.

## 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 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).

## 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:

### A) H2100M and I3100L 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.

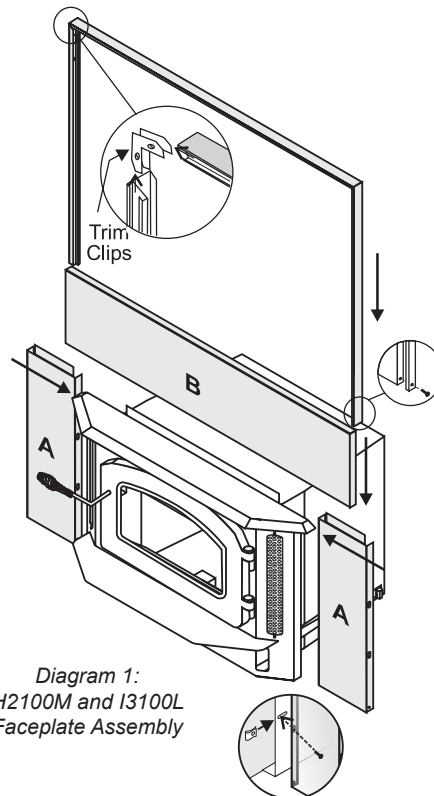


Diagram 1:  
H2100M and I3100L  
Faceplate Assembly

### 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.

**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.

# INSTALLATION

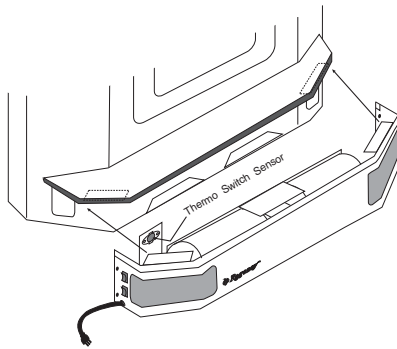
**Installer:** Please record unit serial number here before installing blower.

Serial No. \_\_\_\_\_

## 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

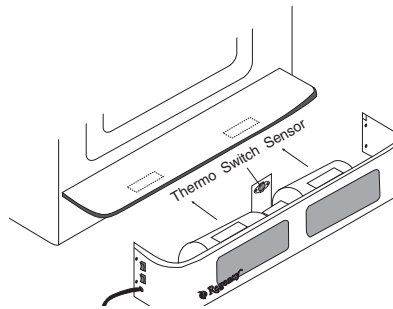
- 1) Align the fan support with the offset clip on the bottom of the ashlip.
- 2) Slide the supports into the clips. The tension holding the clips in place may be adjusted by increasing or decreasing the offset spacing



of the clips.

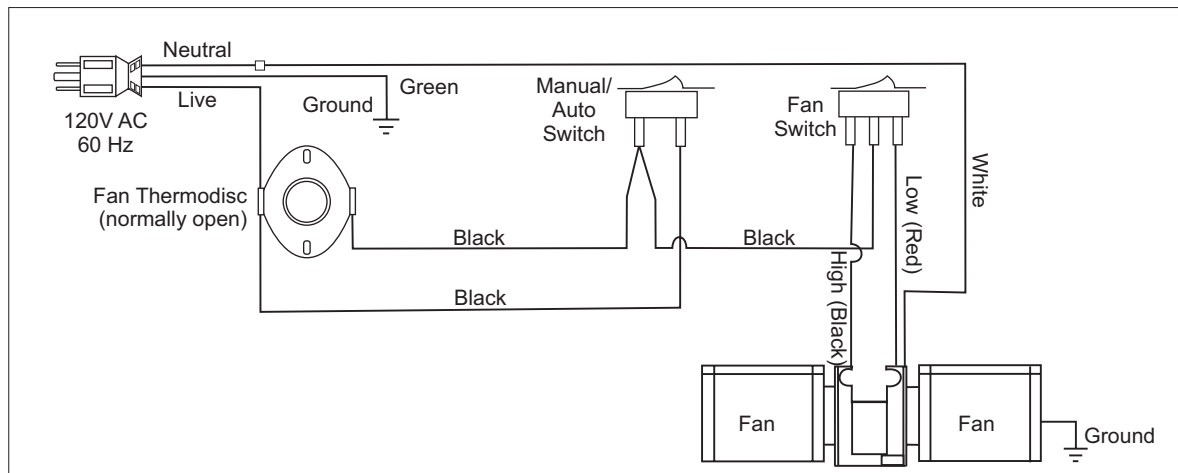
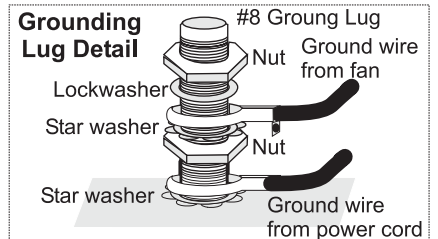
- 3) Ensure that the power cord is not in contact with any hot stove surfaces.
- 4) Push the Regency logo plate into the two holes in the front bottom left corner of the fan.

**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.



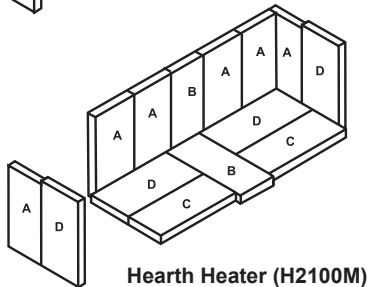
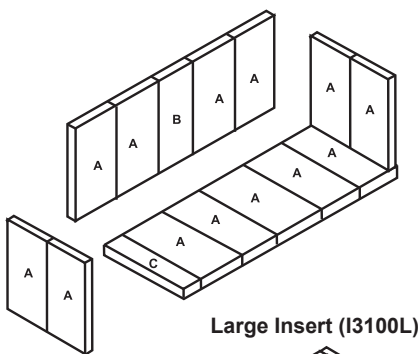
Blower/Fan Wiring Diagram

## 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



## BRICK FLUE BAFFLE & SECONDARY AIR TUBE INSTALLATION

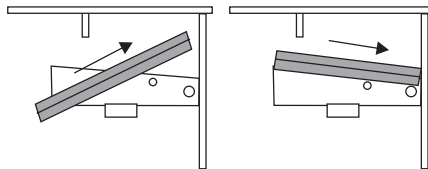
The flue baffle system located in the upper area of the firebox is removable to make cleaning your chimney system easier. The brick baffles must be installed prior to your first fire. **Smoke spillage and draft problems may occur if the baffles are improperly positioned.** Check the position of the brick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

The Large Insert I3100L 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.

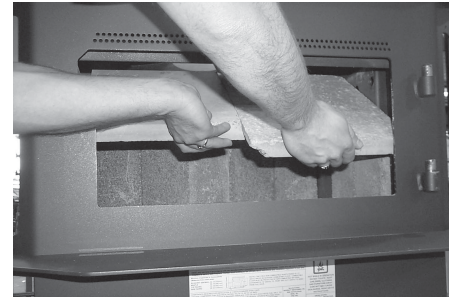
### Large Insert I3100L

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.

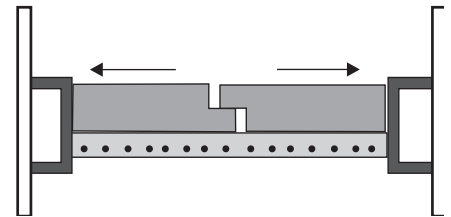
- 1) Slide the left baffle brick over the two rear air tubes and then push it all the way to the left side of the firebox.



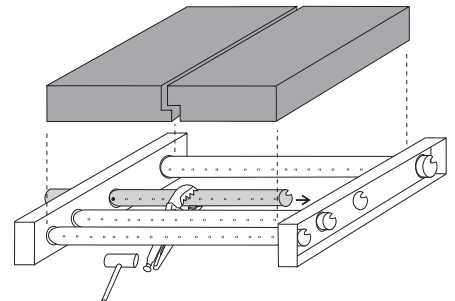
- 2) Tilt the first Baffle Brick down and then slide the 2nd Baffle Brick up and back. Reposition both baffle bricks flat on the air tubes.



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



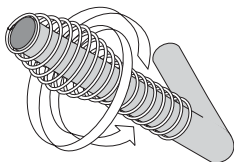
- 4) Install the third air tube into the holes on the side channels. The notch goes on the right hand side with the air holes facing forward toward the door opening. If the tube will not slide in easily, simply use a pair of vise grips or pliers and tap it into place with a hammer. A tighter fit will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

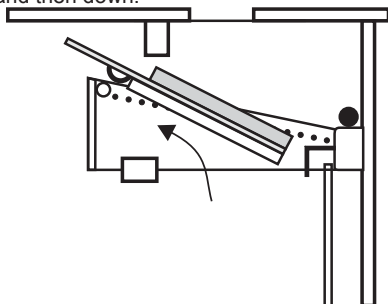


shipping.

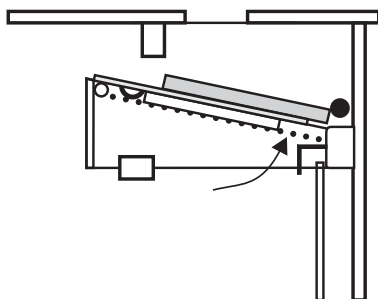
## Hearth Heater (H2100M) Steel Baffle

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 (H2100M) remove center tube by sliding it sideways first and then down.

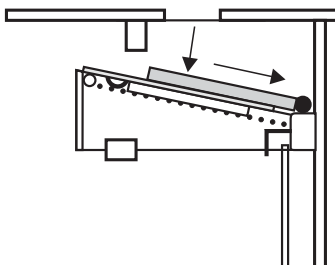


Lift the rear of the baffle, pivoting it on the air



tube, until it clears the rear air channel.

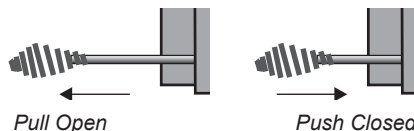
Slide the rear of the baffle on top of the rear air channel in front of the locating tabs. Make sure that the insulation is lying flat and does not obstruct the smoke from getting up the flue opening. Place hold down weights on top of



the insulation - one on each side.

## 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



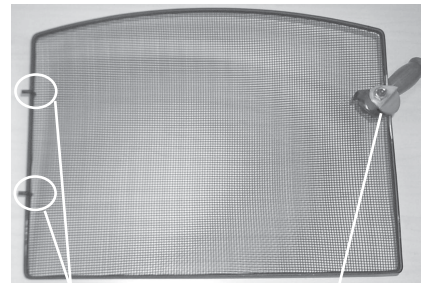
draft - pull open, and to decrease - push closed.

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.

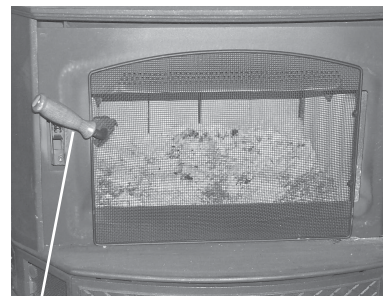
## SCREEN DOOR

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



Hooks Handle Lock  
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.



## 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!**

- 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 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.
- 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 (or in the H2100M 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

- 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 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.
- 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.

## 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

- 1) 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.
- 3) **Only burn seasoned wood!** Avoid burning wet or green wood. Seasoned wood has been dried at least one year.
- 4) A small hot fire is preferable to a large smouldering one that can deposit creosote within the system.
- 5) Check the chimney at least twice a month during the burning season for creosote build-up.
- 6) Have chimney system and unit cleaned by competent chimney sweeps twice a year during the first year of use and at least once a year thereafter or when needed.

## MAINTENANCE OF GOLD-PLATED DOORS

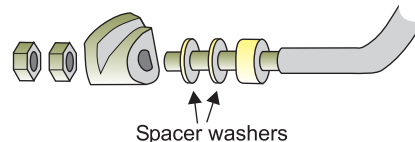
The gold electroplated finish on the doors requires little maintenance, and need only be cleaned with a damp cloth. **DO NOT** use abrasive materials or chemical cleaners, as they may harm the finish and void the warranty.

## 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.

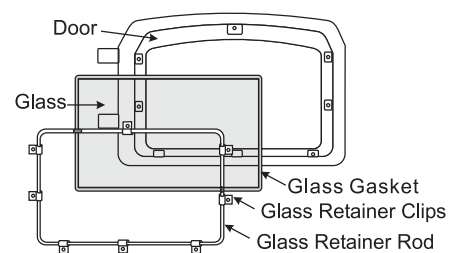
## GLASS REPLACEMENT

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



<b>Annual Maintenance</b>	
Completely clean out entire unit	Annually
Inspect air tubes, baffles and bricks	Replace any damaged parts.
Adjust door catch / latch	If unable to obtain a tight seal on the door - replace door gasket seal. Readjust latch after new gasket installed.
Inspect condition and seal of: Glass Gasket Door Gasket	Perform paper test - replace gasket if required
Paper Test	Test the seal on the loading door with a paper bill. Place a paper bill in the gasketed area of the door on a cold stove—close the door. Try to remove the paper by pulling. The paper should not pull out easily, if it does, try adjusting the door latch, if that doesn't solve the problem replace the door gasket.
Check and lubricate door hinge + latch	Use only high temperature anti seize lube. (ie. never seize)
Check glass for cracks	Replace if required.
Clean blower motor	Disconnect power supply. Remove and clean blower. <b>*DO NOT LUBRICATE*</b>
Inspect and clean chimney	Annual professional chimney cleaning recommended.

## I3100 MAIN ASSEMBLY

**Part # Description**

- 850-152 Door Assembly - Large Gold (I3100)
- 850-151 Door Assembly - Large Black (I3100)
- 850-153 Door Assembly - Large Nickel Accent (I3100)
- 850-154 Door Assembly - Large Gold Accent (I3100)

- 3) 846-304 Glass - Replacement - (I3100)
- 4) 936-243 7/8" Adhesive Tape Gasket
- 5) 846-920 Glass Retainer Clips (set of 8)
- 6) \* Screw 1/4-20 x 3/8"
- 7) 948-172/P Glass Retainer - Large (I3100)
- 9) 846-973 Door Handle Assembly
- 16) 846-570 Med. Density Door Gasket Kit
- 17) 846-918 Hinge Caps (2/set) Gold
- 948-079 Hinge Caps Nickel (each)
- 19) 948-101 Spring Handle - Large Gold
- 948-135 Spring Handle - Large Nickel
- 20) 948-132 Spring Handle - Small Gold
- 948-136 Spring Handle - Small Nickel
- 23) 820-235 Flue Brackets (Pkg)

- 163-915 I3100L Fan/Blower Assembly
- 24) 910-157/P Blower/Fan Motor
- 25) 910-678 Power Cord (120 Volts)
- 27) 910-142 Fan Thermodisc
- 28) 910-140 Fan Speed Switch
- HI/OFF/LOW (3-way)
- 29) 910-138 Switch - Auto/Manual (2-way)
- 30) \* Grommet Strain Relief

- 35) 063-954 Air Tube - 1" I3100 (Qty:1)
- 36) 063-953 Air Tube - 3/4" I3100 (Qty: 3) (each)

- 37) 063-955 Baffle (2/set) I3100

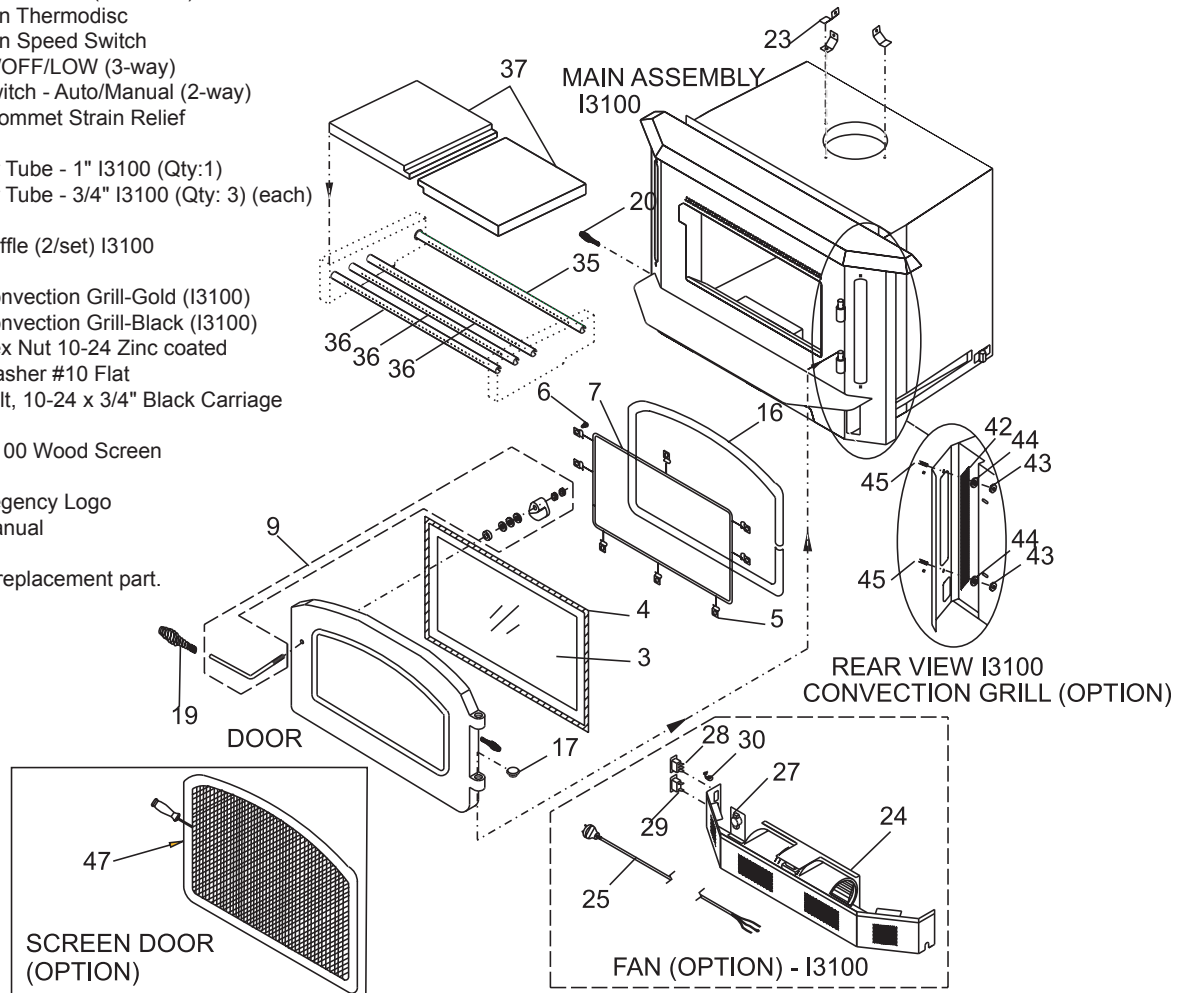
- 42) 163-932 Convection Grill-Gold (I3100)
- 163-930 Convection Grill-Black (I3100)

- 43) \* Hex Nut 10-24 Zinc coated
- 44) \* Washer #10 Flat
- 45) \* Bolt, 10-24 x 3/4" Black Carriage

- 47) 846-103 I3100 Wood Screen

- 948-216 Regency Logo
- 908-332 Manual

\*Not available as a replacement part.

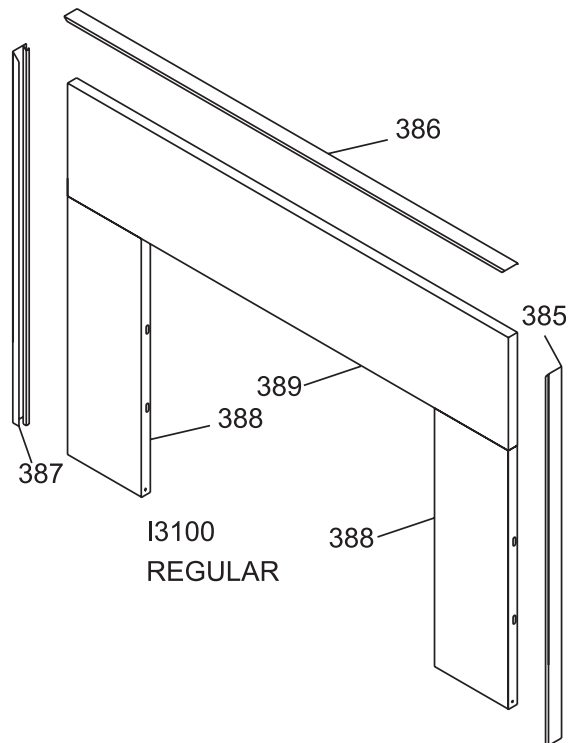
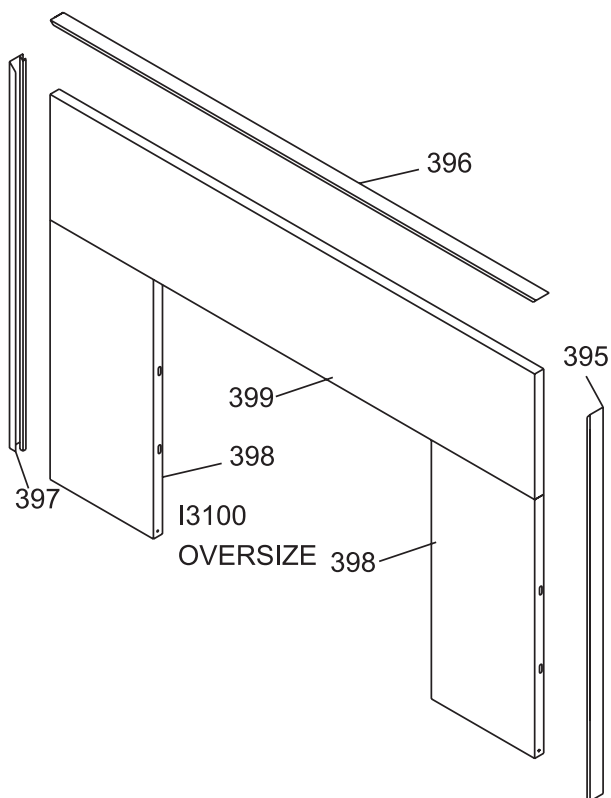




## I3100 FACEPLATES

Part #	Description
<b>Faceplate: I3100L</b>	
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
<b>Faceplate: I3100O</b>	
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

\*Not available as a replacement part.



## H2100 MAIN ASSEMBLY

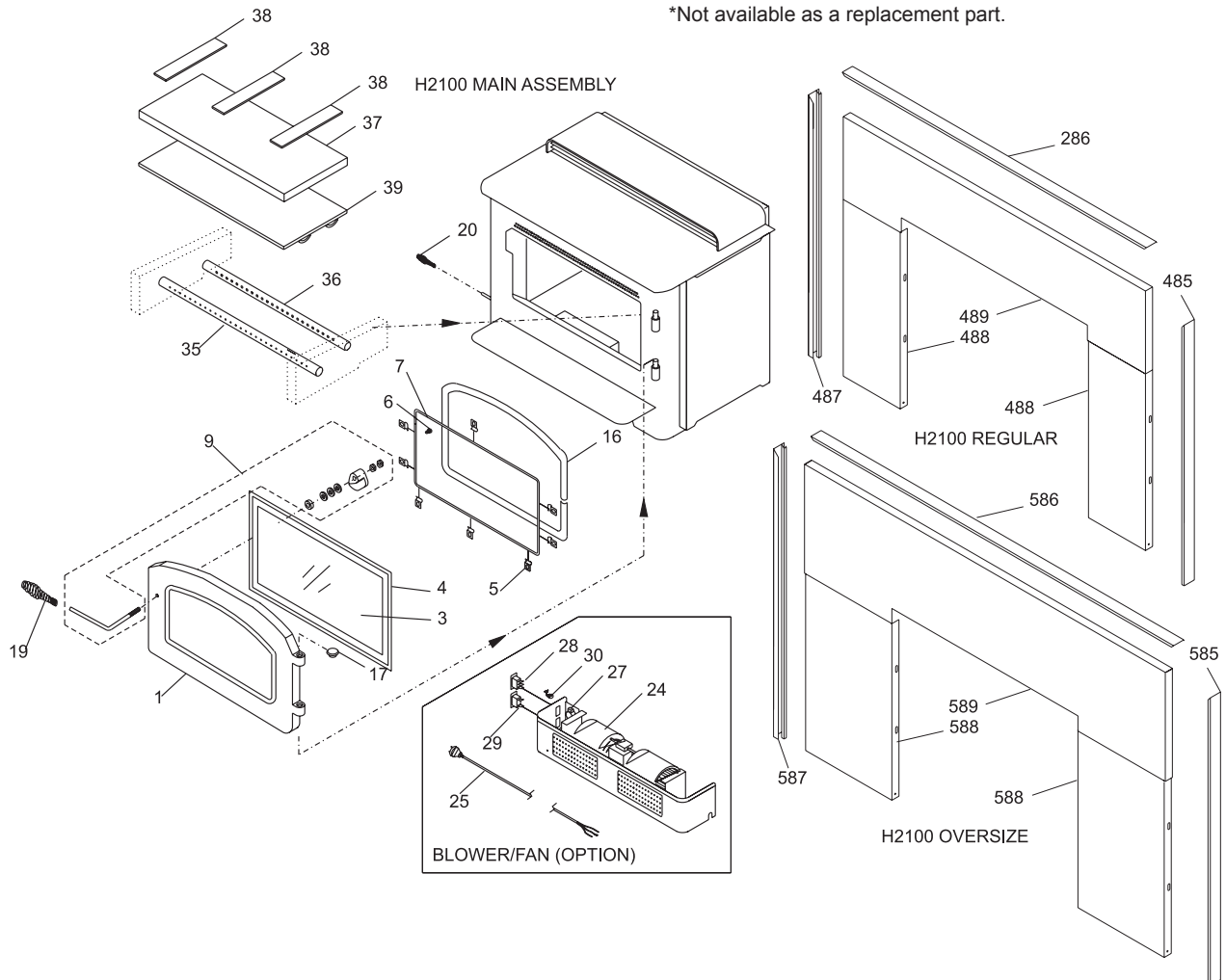
Part #	Description
1) 850-152	Door Assembly - Large Gold
850-151	Door Assembly - Large Black
850-153	Door Assembly - Large Nickel Accent
850-154	Door Assembly - Large Gold Accent
3) 846-304	Glass - Replacement
4) 936-243	7/8" Adhesive Tape Gasket
5) 846-920	Glass Retainer Clips (set of 8)
6) *	Screw 1/4-20 x 3/8"
7) 948-172/P	Glass Retainer - Large
9) 846-973	Door Handle Assembly
16) 846-570	Med. Density Door Gasket Kit
17) 846-918	Hinge Caps (2/set) Gold
19) 948-101	Spring Handle - Large Gold
20) 948-102	Spring Handle - Small Gold
120-915	H2100M Fan/Blower Assembly
24) 910-157/P	Blower/Fan Motor (120 Volts)
25) 910-678	Power Cord (120 Volts)
27) 910-142	Fan Thermodisc
28) 910-140	Fan Speed Switch HI/OFF/LOW (3-way)
29) 910-138	Switch - Auto/Manual (2-way)
30) *	Grommet Strain Relief
35) 120-954	Air Tube Front
36) 120-953	Air Tube Rear

Part #	Description
37) 836-212	Baffle Insulation
38) *	Insulation Weights
39) 120-950	Steel Baffle
948-216	Regency Logo

### Faceplate: H2100M

120-910	Faceplate & Trim Set - Regular
120-570	Black Trim Regular (set of 3)
485) *	Trim Right Regular
286) *	Trim Top Regular
487) *	Trim Left Regular
488) *	Faceplate Side Regular
489) *	Faceplate Top Regular
120-912	Faceplate & Trim Set - Oversize
120-572	Black Trim Oversize (set of 3)
585) *	Trim Right Oversize
286) *	Trim Top Oversize
587) *	Trim Left Oversize
588) *	Faceplate Side Oversize
589) *	Faceplate Top Oversize
846-532	Trim Clips
836-300	Yellow Insulation 48" x 4"
846-531	Faceplate Hardware Pkg.

\*Not available as a replacement part.

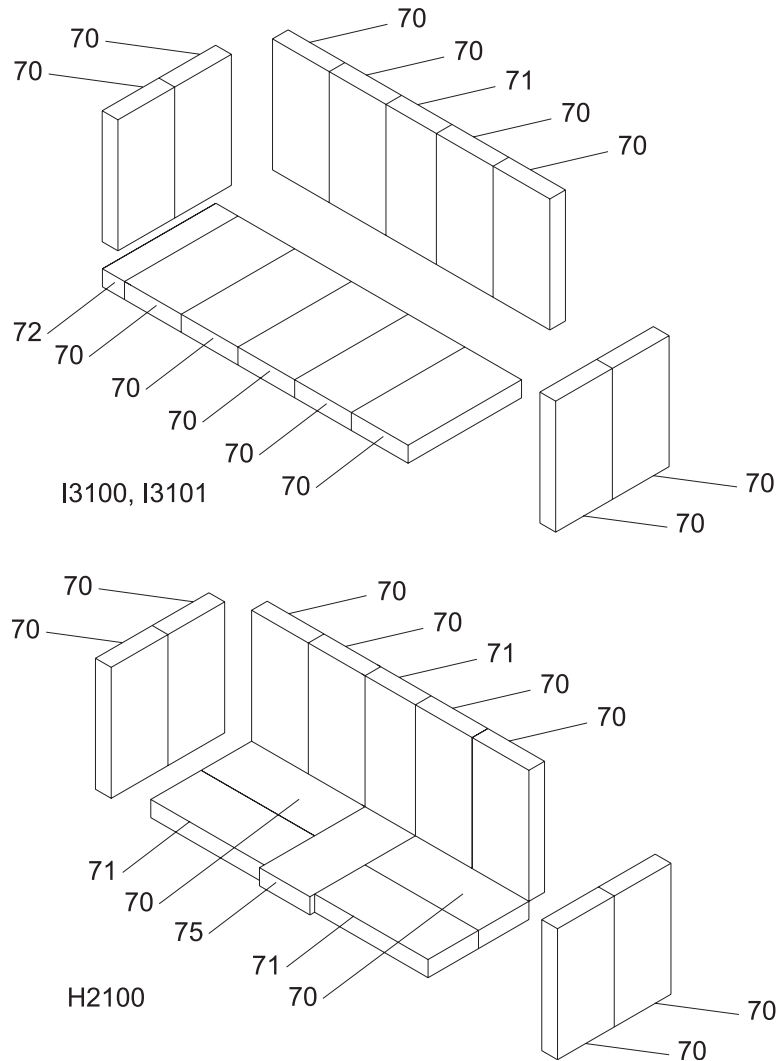


### I3100 & H2100 FIREBRICK

Part #	Description
120-960	H2100 Brick Set Complete
163-960	I3100 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"
- 78) \* Brick Partial: 1-1/4" x 2-1/4" x 2-1/4"
- 81) \* Brick Partial: 1-1/4" x 1-1/4" x 9"
- 84) \* Brick Partial: 1-1/4" x 4-1/2" x 8"
- 85) \* Brick Partial: 1-1/4" x 4-1/4" x 8"

\* Not available as a replacement part













**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. ie. 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.: \_\_\_\_\_