MODELS:  I2400M

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

HOMEOWNER: Please keep these instructions for future reference.
Thank-you for purchasing a Regency Fireplace product.

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

Keep those Regency Fires burning.

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

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

WARNING

HOT GLASS WILL CAUSE BURNS

DO NOT TOUCH GLASS UNTIL COOLED

NEVER ALLOW CHILDREN TO TOUCH GLASS

We recommend that our products be installed and serviced by professionals who are certified in the U.S. by the National Fireplace Institute (NFI) or in Canada by Wood Energy Technical (WETT).
# The Regency I2400 Wood Insert

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Label</td>
<td>4</td>
</tr>
<tr>
<td>Unit Dimensions</td>
<td>5</td>
</tr>
<tr>
<td>Installation</td>
<td></td>
</tr>
<tr>
<td>Before Installing Your Insert</td>
<td>6</td>
</tr>
<tr>
<td>Chimney Specifications</td>
<td>6</td>
</tr>
<tr>
<td>Wood Insert Specifications</td>
<td>6</td>
</tr>
<tr>
<td>Installing Your Insert</td>
<td>7</td>
</tr>
<tr>
<td>Optional Flue Connector Kit</td>
<td>7</td>
</tr>
<tr>
<td>Masonry And Factory Built Fireplace Clearances</td>
<td>8</td>
</tr>
<tr>
<td>How To Determine If Alternate</td>
<td></td>
</tr>
<tr>
<td>Floor Protection Materials Are Acceptable</td>
<td>8</td>
</tr>
<tr>
<td>Flue Connector Bracket</td>
<td>9</td>
</tr>
<tr>
<td>Installation Into a Masonry Fireplace</td>
<td>9</td>
</tr>
<tr>
<td>Installation Into a Factory Built Fireplace</td>
<td>9</td>
</tr>
<tr>
<td>Installation of the Faceplate and Trim</td>
<td>10</td>
</tr>
<tr>
<td>Installation of the Fan/blower</td>
<td>11</td>
</tr>
<tr>
<td>Floor Protection</td>
<td>12</td>
</tr>
<tr>
<td>Firebrick Assembly</td>
<td>12</td>
</tr>
<tr>
<td>Draft Control</td>
<td>12</td>
</tr>
<tr>
<td>Flue Baffle &amp; Secondary Air Tube Installation</td>
<td>12</td>
</tr>
<tr>
<td>Door Handle</td>
<td>12</td>
</tr>
<tr>
<td>Screen Door</td>
<td>12</td>
</tr>
<tr>
<td>First Fire</td>
<td>13</td>
</tr>
<tr>
<td>Operating Instructions</td>
<td></td>
</tr>
<tr>
<td>Some Safety Guidelines</td>
<td>13</td>
</tr>
<tr>
<td>Wood Storage</td>
<td>14</td>
</tr>
<tr>
<td>Ash Disposal</td>
<td>14</td>
</tr>
<tr>
<td>Fan Operation</td>
<td>14</td>
</tr>
<tr>
<td>Creosote</td>
<td>14</td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
</tr>
<tr>
<td>Maintenance of Gold-Plated Doors</td>
<td>15</td>
</tr>
<tr>
<td>Door Gasket</td>
<td>15</td>
</tr>
<tr>
<td>Door Latch Adjustment</td>
<td>15</td>
</tr>
<tr>
<td>Glass Cleaning</td>
<td>15</td>
</tr>
<tr>
<td>Glass Replacement</td>
<td>15</td>
</tr>
<tr>
<td>Glass Removal</td>
<td>15</td>
</tr>
<tr>
<td>Annual Maintenance</td>
<td>15</td>
</tr>
<tr>
<td>Parts List</td>
<td></td>
</tr>
<tr>
<td>Main Assembly &amp; Options</td>
<td>16</td>
</tr>
<tr>
<td>Faceplates</td>
<td>17</td>
</tr>
<tr>
<td>Brick Panels</td>
<td>18</td>
</tr>
<tr>
<td>Warranty</td>
<td>19</td>
</tr>
</tbody>
</table>

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Eligible for the ecoENERGY Retrofit Program

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

---

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

CERTIFIED TO COMPLY WITH July 1990, PARTICULATE EMISSION STANDARDS.

MANUFACTURED BY FPI LTD.

**SIGNATURE**

Jan     Feb   Mar    Apr    May    June

July   Aug   Sept   Oct    Nov    Dec

2011

2012

2013

DATE OF MANUFACTURE

**INST AL L AND USE ONLY IN ACCORDANCE WITH THE MANUFACTURER’S INSTALLATION AND OPERATING INSTRUCTIONS.**

**INST AL L AND USE ONLY IN MASONRY FIREPLACE OR FACTORY BUILT FIREPLACE.**

CONTACT LOCAL BUILDING OR FIRE OFFICIALS ABOUT RESTRICTIONS AND INSTALLATION INSPECTION IN YOUR AREA.

**LISTED FACTORY BUILT FIREPLACE INSERT**

**CERTIFIED FOR USE IN CANADA AND U.S.A.**

**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.**

**DO NOT REMOVE THIS LABEL**

246

**MINIMUM CLEARANCES TO COMBUSTIBLE MATERIALS (MEASURED FROM INSERT BODY)**

**ADJACENT SIDEWALL**

A) 11 in / 280 mm

**MANTLE**

B) 20 in / 508 mm

**TOP FACING**

C) 12 in / 305 mm

**SIDE FACING**

D) 8 in / 200 mm

**COMPONENTS REQUIRED FOR INSTALLATION: 5.5” (140mm) or 6” (152mm) STAINLESS STEEL LINER.**

**OPTIONAL COMPONENT: FAN (142-917), ELECTRICAL RATING: VOLTS 115, 60 HZ, 0.6 AMPS, SCREEN DOOR (846-102)**

**DANGER: RISK OF ELECTRIC SHOCK. DISCONNECT POWER BEFORE SERVICING UNIT. DO NOT ROUTE POWER CORD UNDER OR IN FRONT OF APPLIANCE. DO NOT CONNECT THIS UNIT TO A CHIMNEY FLUE SERVICING 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 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.**

**CAUTION**

HOT WHILE IN OPERATION

DO NOT TOUCH. KEEP CHILDREN, CLOTHING AND FURNITURE AWAY.

CONTACT MAY CAUSE SKIN BURNS.

READ ABOVE INSTRUCTIONS.

**INSTALL ONLY ON A NON-COMBUSTIBLE HEARTH RAISED (F) 0.5 IN / 13MM ABOVE AN ADJACENT COMBUSTIBLE FLOOR. COMBUSTIBLE FLOOR MUST BE PROTECTED BY NON-COMBUSTIBLE MATERIAL EXTENDING (E) 18 IN / 457 MM TO FRONT AND (G) 8 IN / 205 MM TO SIDES FROM FUEL DOOR. 0.5” FLOOR PROTECTION NEEDS TO BE WITH K=0.84.**

**MANUFACTURED BY FPI LTD.**

6988 VENTURE ST., DELTA, BC    V4G 1H 4

Regency I2400M
**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.

---

**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 Appliances”. 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 ULCS628 (Canada) when tested in a masonry fireplace built per ULCS628.

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.

---

**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:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Oversize</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot; W x 30&quot; H</td>
<td>48&quot; W x 33&quot; H</td>
</tr>
</tbody>
</table>

---

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

<table>
<thead>
<tr>
<th>Unit</th>
<th>Adjacent Side Wall (to Side) A</th>
<th>Mantle** (to Top) B</th>
<th>Top Facing (to Top) C</th>
<th>Side Facing (to Side) D</th>
<th>Minimum Hearth Extension* E</th>
<th>Minimum Hearth Thickness* F</th>
<th>Minimum Hearth Side Extension G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium Flush Insert (12400)</td>
<td>11”/280mm</td>
<td>20”/508mm</td>
<td>12”/305mm</td>
<td>8”/200mm</td>
<td>18”/455mm</td>
<td>0.5”/13mm</td>
<td>8”/200mm</td>
</tr>
</tbody>
</table>

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).

**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.

\[
R = \frac{1}{k} x T = \frac{1}{0.84} x 0.75 = 0.893.
\]

**Step (b):**
Calculate R of proposed system.

4” brick of C = 1.25, therefore Rbrick = 1/C = 1/1.25 = 0.80
1/8” mineral board of k = 0.29, therefore Rmin bd. = 1/0.29 x 0.125 = 0.431
Total R = Rbrick + Rmineral 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:

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

Thermal Conductivity:

\[
k = \frac{W}{(m)(K)} = \frac{Btu}{(hr)(ft)(\circ F)}
\]

Thermal Resistance:

\[
R = \frac{(m^2)(K)}{Btu} = \frac{(ft^2)(\circ F)}{(hr)(K)}
\]
FLUE CONNECTOR BRACKET

Package contains: 3 brackets and 6 screws.

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

INSTALLATION INTO A MASONRY FIREPLACE

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

1) Positive flue connection, where a large blocking plate and a short connector pipe is used.

2) Direct flue connection, where a smaller blocking plate and a connector pipe to the first flue liner tile is used.

3) Full flue liner, where a stainless steel rigid or flexible liner pipe is routed from the insert outlet collar to the top of the chimney.

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

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: 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.

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.
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.

Grounding Lug Detail

<table>
<thead>
<tr>
<th>#8 Ground Lug</th>
<th>Ground wire from fan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nut</td>
<td></td>
</tr>
<tr>
<td>Lockwasher</td>
<td></td>
</tr>
<tr>
<td>Star washer</td>
<td></td>
</tr>
<tr>
<td>Star washer</td>
<td></td>
</tr>
<tr>
<td>Ground wire from power cord</td>
<td></td>
</tr>
</tbody>
</table>

Blower/Fan Wiring Diagram
FLOOR PROTECTION

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

FIREBRICK ASSEMBLY

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

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 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.

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.

DOOR HANDLE

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

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

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.

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.

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.

CREOSOTE

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

Removal for Cleaning

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

WARNING: Things to remember in case of chimney fire:

1) Close draft control
2) Call the Fire Department

Ways to Prevent and Keep Unit Free of Creosote

1) Burn insert with draft control wide open for about 45 minutes every morning during burning season. This helps to prevent creosote deposits within the heating system.

2) Burn insert with draft control wide open for about 10 - 15 minutes every time you add fresh wood. This allows the wood to achieve the charcoal stage faster and burns up any wood vapors which might otherwise be deposited within the system.

3) Only burn seasoned wood! Do not burn wet or green wood. Seasoned wood that has been dried at least one year must be used.

4) A small hot fire is preferable to a large smouldering one that can deposit creosote within the system.

5) A small hot fire is preferable to a large smouldering one that can deposit creosote within the system.

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.

Annual Maintenance

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completely clean out entire unit</td>
<td>Annually</td>
</tr>
<tr>
<td>Inspect air tubes, baffles and bricks</td>
<td>Replace any damaged parts.</td>
</tr>
<tr>
<td>Adjust door catch / latch</td>
<td>If unable to obtain a tight seal on the door - replace door gasket seal. Readjust latch after new gasket installed.</td>
</tr>
<tr>
<td>Inspect condition and seal of:</td>
<td>Perform paper test - replace gasket if required</td>
</tr>
<tr>
<td>Glass Gasket</td>
<td></td>
</tr>
<tr>
<td>Door Gasket</td>
<td></td>
</tr>
<tr>
<td>Paper Test</td>
<td>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.</td>
</tr>
<tr>
<td>Check and lubricate door hinge + latch</td>
<td>Use only high temperature anti seize lube. (ie. never seize)</td>
</tr>
<tr>
<td>Check glass for cracks</td>
<td>Replace if required.</td>
</tr>
<tr>
<td>Clean blower motor</td>
<td>Disconnect power supply. Remove and clean blower. <em>DO NOT LUBRICATE</em></td>
</tr>
<tr>
<td>Inspect and clean chimney</td>
<td>Annual professional chimney cleaning recommended.</td>
</tr>
</tbody>
</table>

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

Regency I2400M
## MAIN ASSEMBLY & OPTIONS - I2400M

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) 850-152</td>
<td>Door Assy - Large Gold</td>
<td>Fan Assembly</td>
<td>42) 163-932</td>
<td>Convection Grill - Gold (Opt)</td>
</tr>
<tr>
<td>850-151</td>
<td>Door Assy - Large Black</td>
<td>Fan Motor 120 Volts</td>
<td>163-930</td>
<td>Convection Grill - Blk (Opt)</td>
</tr>
<tr>
<td>850-153</td>
<td>Door Assy - Large Nickel Accent</td>
<td>Power Cord 120 Volts</td>
<td>*</td>
<td>Hex Nut 10-24 Zinc Coated</td>
</tr>
<tr>
<td>850-154</td>
<td>Door Assy - Large Gold Accent</td>
<td>Fan Thermodisc</td>
<td>43)</td>
<td>Washer #10 Flat</td>
</tr>
<tr>
<td>4) 936-243</td>
<td>7/8&quot; Adhesive Tape Gasket</td>
<td>Fan SpeedHi/Off/Low Switch (3-way)</td>
<td>44)</td>
<td>Bolt, 10-24 x 3/4&quot;</td>
</tr>
<tr>
<td>5) 846-920</td>
<td>Glass Retainer Clips (8/set)</td>
<td>Auto/Manual On/OFF Switch</td>
<td>45)</td>
<td>Blk Carriage</td>
</tr>
<tr>
<td>6) *</td>
<td>Screw 1/4-20 x 3/8&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) 948-172/P</td>
<td>Glass Retainer - Large</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>9) 846-973</td>
<td>Door Handle Assembly</td>
<td></td>
<td></td>
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<tr>
<td>16) 846-570</td>
<td>Door Gasket Kit</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>17) 846-918</td>
<td>Hinge Caps - Gold Plated (2/set)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>948-079</td>
<td>Hinge Caps - Nickel (each)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19) 948-101</td>
<td>Spring Handle - Large Gold</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20) 948-102</td>
<td>Spring Handle - Small Gold</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>948-135</td>
<td>Spring Handle - Large Nickel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>948-136</td>
<td>Spring Handle - Small Nickel</td>
<td></td>
<td></td>
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<tr>
<td>23) 846-235</td>
<td>Flue Brackets Package</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2) 846-304</td>
<td>Glass - Replacement</td>
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</tr>
<tr>
<td>25) 910-678</td>
<td>Power Cord 120 Volts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27) 910-142</td>
<td>Fan Thermodisc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28) 910-140</td>
<td>Fan SpeedHi/Off/Low Switch (3-way)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29) 910-138</td>
<td>Auto/Manual On/OFF Switch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30) *</td>
<td>Grommet Strain Relief</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36) 033-953</td>
<td>Air Tube 3/4&quot; (Qty:4) (each)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37) 020-957</td>
<td>Baffle (2/set)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37) 020-957</td>
<td>Baffle (2/set)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Not available as a replacement part.</td>
<td></td>
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</tr>
</tbody>
</table>

### Diagrams

- **REAR VIEW I2400 CONVECTION GRILL (OPTION)**
- **SCREEN DOOR (OPTION)**
- **FAN (OPTION) - I2400**
## FACEPLATES - I2400M

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>140-911</td>
<td>Faceplate &amp; Trim Set - Regular</td>
</tr>
<tr>
<td>180-570</td>
<td>Black Trim Regular (set of 3)</td>
</tr>
<tr>
<td>285) *</td>
<td>Trim Right Regular</td>
</tr>
<tr>
<td>286) *</td>
<td>Trim Top Regular</td>
</tr>
<tr>
<td>287) *</td>
<td>Trim Left Regular</td>
</tr>
<tr>
<td>288) *</td>
<td>Faceplate Side Regular</td>
</tr>
<tr>
<td>289) *</td>
<td>Faceplate Top Regular</td>
</tr>
<tr>
<td>140-913</td>
<td>Faceplate &amp; Trim Set - Oversize</td>
</tr>
<tr>
<td>180-572</td>
<td>Black Trim Oversize (set of 3)</td>
</tr>
<tr>
<td>295) *</td>
<td>Trim Right Oversize</td>
</tr>
<tr>
<td>296) *</td>
<td>Trim Top Oversize</td>
</tr>
<tr>
<td>297) *</td>
<td>Trim Left Oversize</td>
</tr>
<tr>
<td>298) *</td>
<td>Faceplate Side Oversize</td>
</tr>
<tr>
<td>299) *</td>
<td>Faceplate Top Oversize</td>
</tr>
</tbody>
</table>

*Not available as a replacement part.

![Regular Faceplate Diagram](image1)

![Oversize Faceplate Diagram](image2)
# BRICK PANELS - I2400M

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>180-960</td>
<td>Firebrick - Complete Set</td>
</tr>
<tr>
<td>70) 902-111</td>
<td>Brick Regular Full Size: 1-1/4&quot; x 4-1/2&quot; x 9&quot;</td>
</tr>
<tr>
<td>75) *</td>
<td>Brick Partial: 1-1/4 x 4-1/2&quot; x 2&quot;</td>
</tr>
<tr>
<td>76) *</td>
<td>Brick Partial: 1-1/4&quot; x 2&quot; x 9&quot;</td>
</tr>
</tbody>
</table>
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), convector 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 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

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.: ___________________________________________________________