



# CI1200 / CI1250 Alterra® Wood Inserts

## Owner's & Installation Manual



Tested by:



*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.

**The authority having jurisdiction (such as municipal building department, fire department, fire prevention bureau, etc.) should be consulted before installation to determine the need to obtain a permit.**



# WARNING



**HOT GLASS WILL  
CAUSE BURNS**

**DO NOT TOUCH GLASS  
UNTIL COOLED**

**NEVER ALLOW CHILDREN  
TO TOUCH GLASS**



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

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



**Wood Energy  
Technical Training**  
www.wett.org



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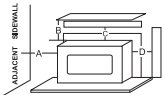
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|----------------|----|
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# SAFETY LABEL

This is a copy of the label that accompanies each **C11200 Wood 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.

|  |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |      |     |     |     |                       |                       |                       |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
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|   | <p>LISTED FACTORY BUILT FIREPLACE INSERT<br/>CERTIFIED FOR USE IN CANADA AND U.S.A.<br/>MODEL: <b>C11200</b><br/>TESTED TO:<br/>ULC S628-M93 / UL 1482-2006 / ULC S627-00</p> |    | <p>(Duplicate Serial #) <b>365</b></p> <p style="color: red; font-weight: bold;">DO NOT REMOVE THIS LABEL</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>365</b> </div> |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |      |     |     |     |                       |                       |                       |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
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| <p>DATE OF MANUFACTURE</p> <table style="display: inline-table; border: none;"> <tr> <td style="text-align: center;">2010</td> <td style="text-align: center;">2011</td> <td style="text-align: center;">2012</td> <td style="text-align: center;">JAN</td> <td style="text-align: center;">FEB</td> <td style="text-align: center;">MAR</td> <td style="text-align: center;">APR</td> <td style="text-align: center;">MAY</td> <td style="text-align: center;">JUN</td> <td style="text-align: center;">JUL</td> <td style="text-align: center;">AUG</td> <td style="text-align: center;">SEPT</td> <td style="text-align: center;">OCT</td> <td style="text-align: center;">NOV</td> <td style="text-align: center;">DEC</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> |   |   |   | 2010                     | 2011                     | 2012                     | JAN                      | FEB                      | MAR                      | APR                      | MAY                      | JUN                      | JUL                      | AUG                      | SEPT | OCT | NOV | DEC | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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CAUTION  
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DO NOT TOUCH. KEEP CHILDREN,  
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CONTACT MAY CAUSE SKIN BURNS.  
READ ABOVE INSTRUCTIONS.

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


MANUFACTURED BY:  
FPI FIREPLACE PRODUCTS INTERNATIONAL LTD.  
6988 VENTURE ST.  
DELTA, BC V4G 1H4

MADE IN CANADA 918-894

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(Duplicate Serial #) **367**



**Intertek**

LISTED FACTORY BUILT FIREPLACE INSERT  
 CERTIFIED FOR USE IN CANADA AND U.S.A.  
 MODEL: **C11250**  
 TESTED TO:  
 ULC S628-M93 / UL 1482-2006 / ULC S627-00



**REGENCY**  
FIREPLACE PRODUCTS

WN # 16600

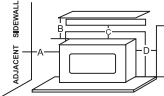
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367

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MINIMUM CLEARANCES TO COMBUSTIBLE MATERIALS (MEASURED FROM INSERT BODY)


|  |                    |                 |        |                 |            |                  |             |                    |   |  |
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|                     |                       |                       |                       |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
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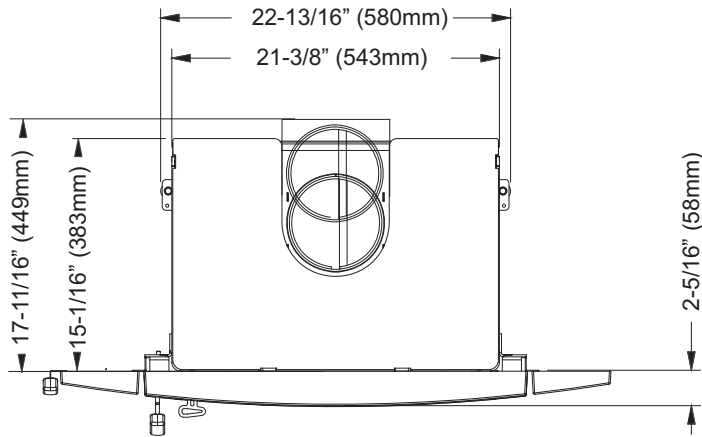
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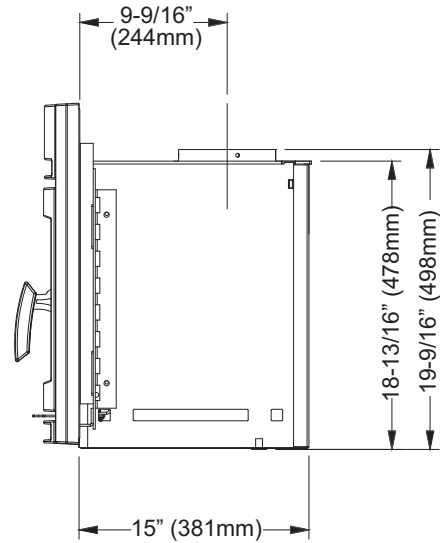
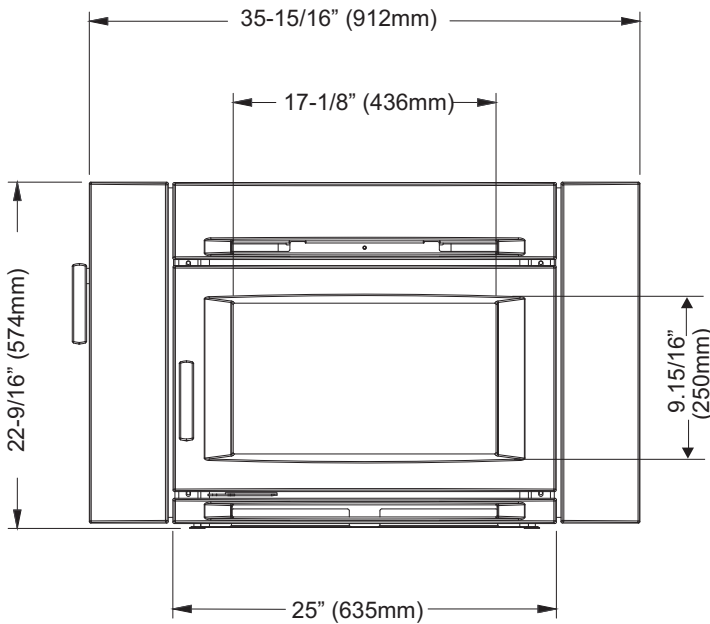
MADE IN CANADA 918-916

# DIMENSIONS

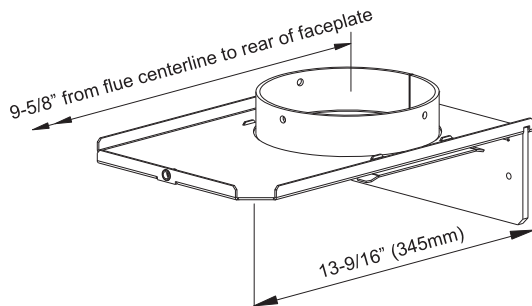
## UNIT DIMENSIONS C11200 (NO BLOWER OPTION)



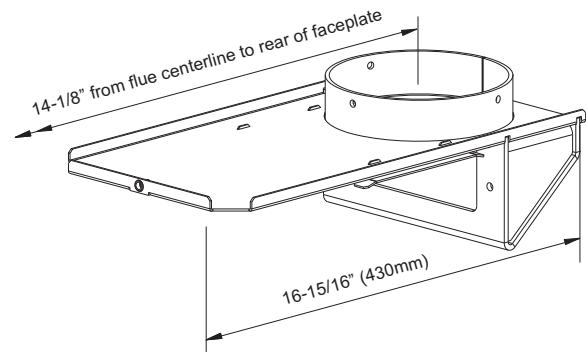
**NOTE:**  
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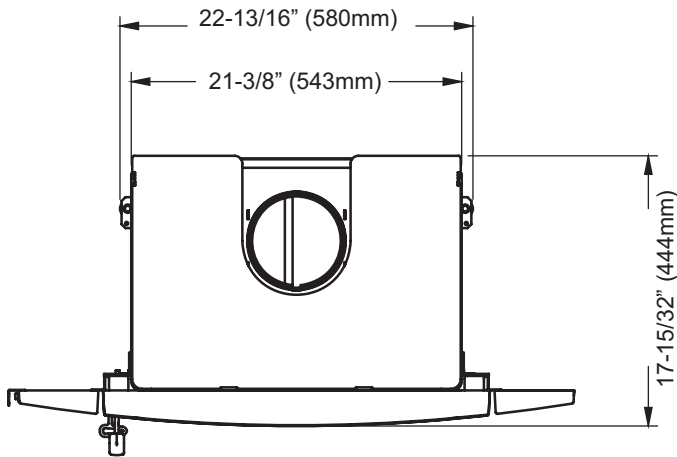
6" (152mm) Diameter  
STANDARD FLUE ADAPTOR (171-932)



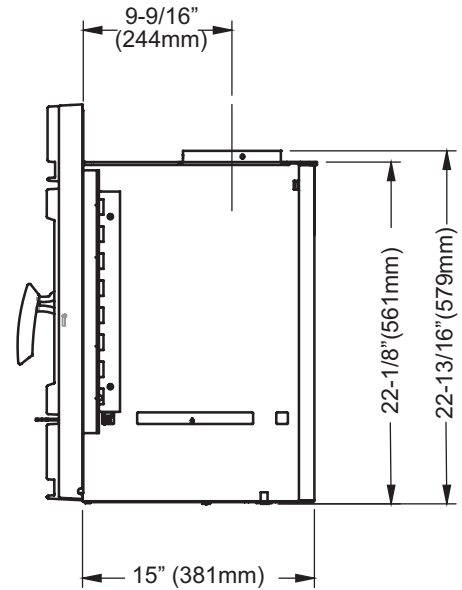
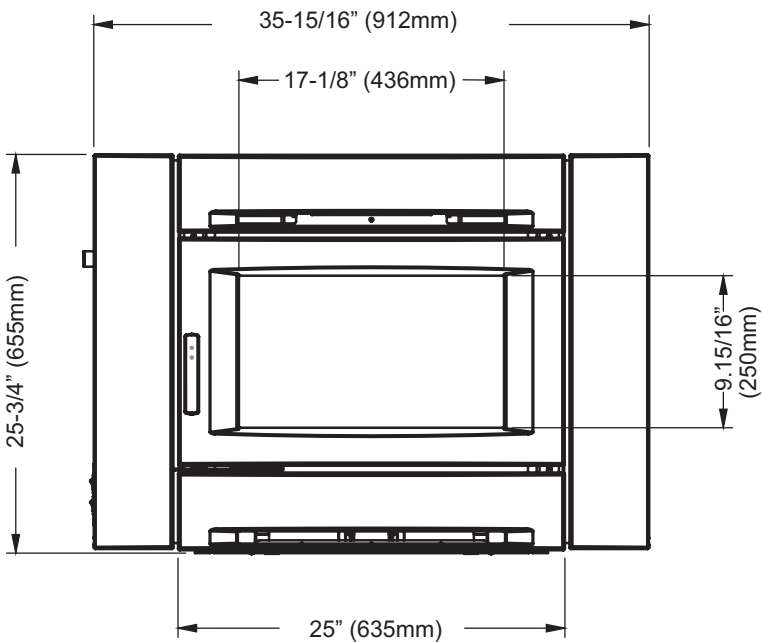
6" (152mm) Diameter  
OFFSET FLUE ADAPTOR (171-936)



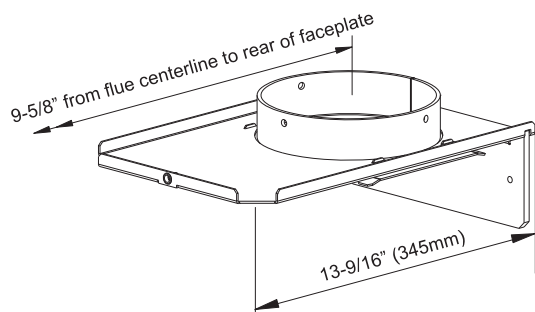
**UNIT DIMENSIONS CI1250  
(WITH STANDARD BLOWER)**



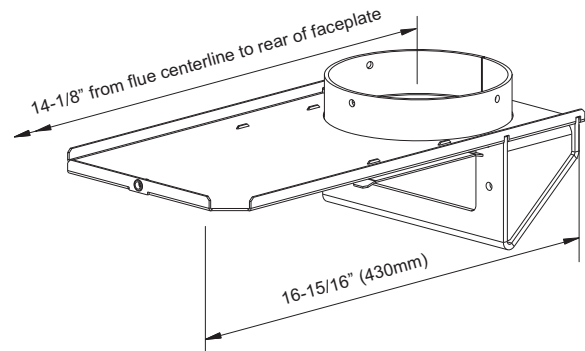
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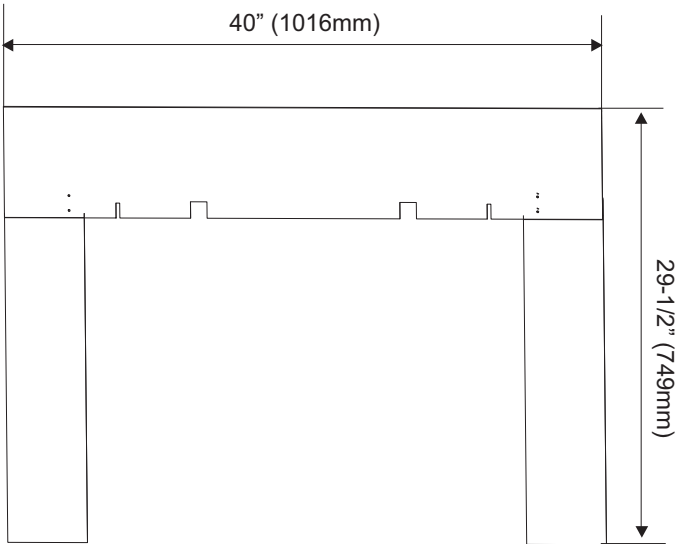


5.5" or 6" (152mm) Diameter  
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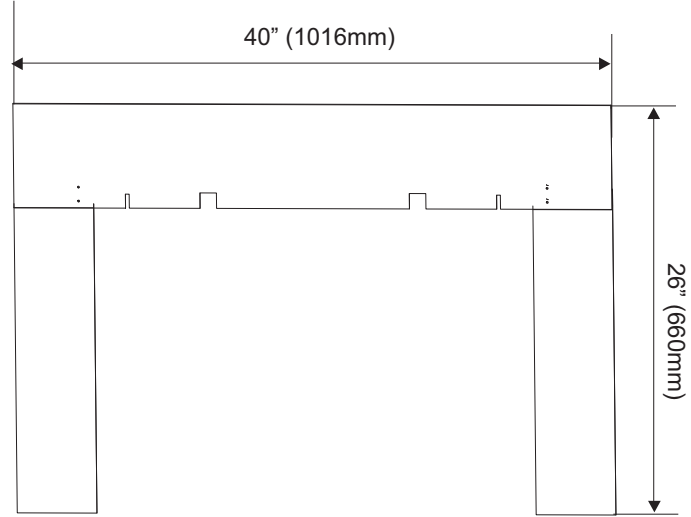


**OPTIONAL BACKING PLATE DIMENSIONS**

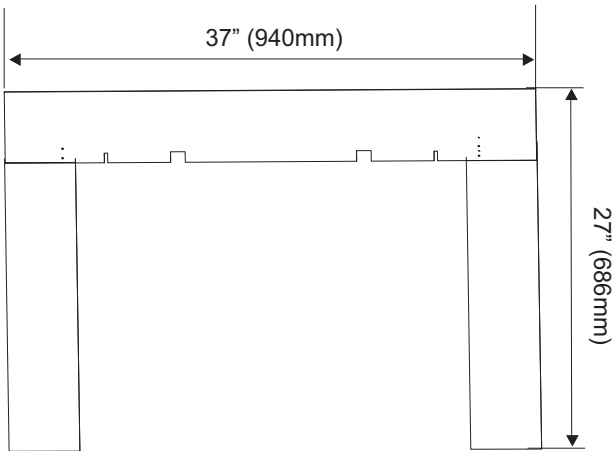
**CI1250 Standard**



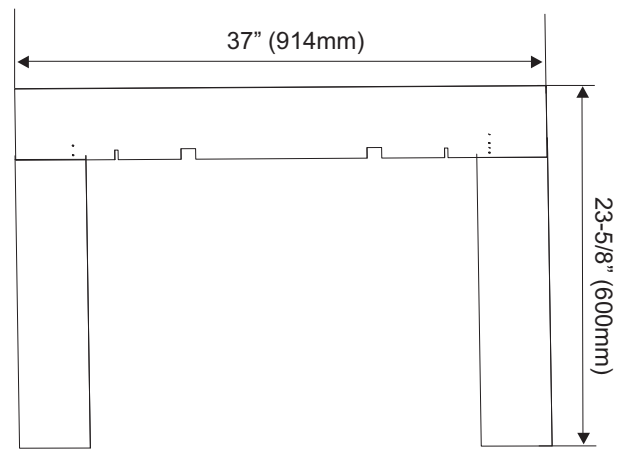
**CI1200 Standard**



**CI1250 Custom - Minimum Dimensions**



**CI1200 Custom - Minimum Dimensions**



Regency Inserts are constructed with the highest quality materials and assembled under strict quality control procedures that ensure years of trouble free and reliable performance.

It is important that you read this manual thoroughly and fully understand the installation and operating procedures. Failure to follow instructions may result in property damage, bodily injury or even death. 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

**Note:** The C11200 does not include a blower and one cannot be added to this appliance. If a blower is required, you must purchase the C11250 which comes with a standard blower. The C11250 has an increased height to accommodate the blower.

- 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.
- 4) Your fireplace insert is heavy and requires two or more people to move it safely. The insert and surrounding structure 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 flue 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" or 6" (152mm) flue.

This insert must be connected to a code-approved masonry chimney or listed factory-built fireplace chimney with a direct flue connector into the first chimney liner section.

### 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."

## FIREPLACE SPECIFICATIONS

Your fireplace opening requires the following minimum sizes:

|                            |                   |
|----------------------------|-------------------|
| <b>C11200</b>              |                   |
| Height:                    | 19-5/8" (499mm)   |
| Width:                     | 25" (635mm)       |
| Depth:                     |                   |
| (w/ standard flue adaptor) | 15-1/16" (383mm)  |
| (w/ offset flue adaptor)   | 17-11/16" (449mm) |
| <b>C11250</b>              |                   |
| Height:                    | 23" (584mm)       |
| Width:                     | 25" (635mm)       |
| Depth:                     |                   |
| (w/ standard flue adaptor) | 15-1/16" (383mm)  |
| (w/ offset flue adaptor)   | 17-11/16" (449mm) |

# INSTALLATION

## MASONRY AND FACTORY BUILT FIREPLACE CLEARANCES

The minimum required clearances to combustibles when installed into a masonry or factory built fireplace are listed below.

|                                    | Adjacent Side Wall (to Side) **A | Mantel** (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 |
|------------------------------------|----------------------------------|---------------------|-------------------------|---------------------------|-----------------------------------|-----------------------------|---------------------------------|
| CI 1200<br>CI1250                  | 15" (381mm)                      | 20" (508mm)         | 14" (356mm)             | 7-3/8" (187mm)            | US 16" (406mm)<br>CAN 18" (457mm) | 1-1/2" (38mm)               | US 6" (152mm)<br>CAN 8" (203mm) |
| ** Measured from side/top of door. |                                  |                     |                         |                           |                                   |                             |                                 |

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.

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

**Note:** Hearth Extension Width (G) is measured from edge of fuel door to side of hearth.

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

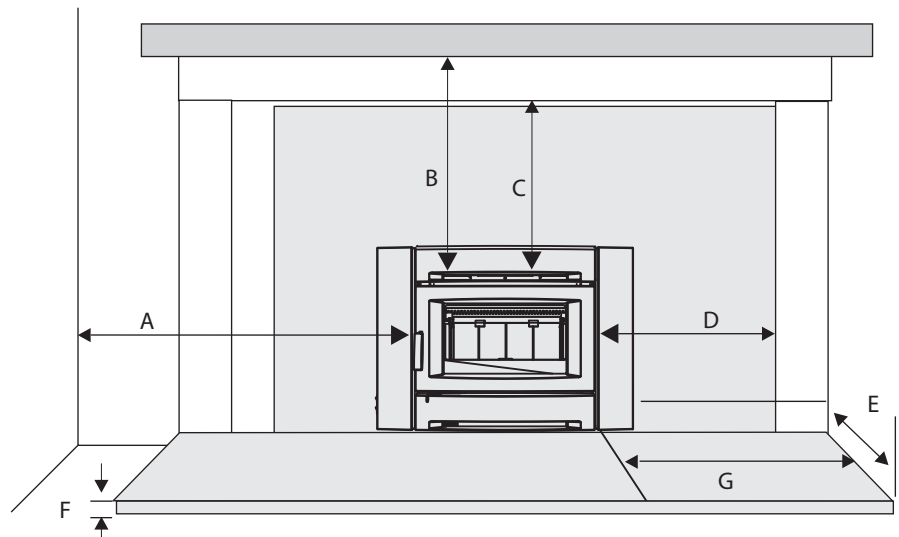
\*\*\* Mantel Depth, Maximum of 10" (254mm).

### 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.

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 non-combustible material that covers 16" (406mm) in the US and 18" (450mm) in Canada to the front of the unit and 8" (200mm) in Canada, 6" (152mm) in the US to the sides.

If the unit is not raised, thermal floor protection required is R value of 1.1 or greater.



Clearance diagram for installations

## HOW TO DETERMINE IF ALTERNATE FLOOR PROTECTION MATERIALS ARE ACCEPTABLE

The specified floor protector should be 3/8" (18mm) thick material with a K - factor of 0.84.

The proposed alternative is 4" (100mm) brick with a C-factor of 1.25 over 1/8" (3mm) mineral board with a K-factor of 0.29.

### Step (a):

Use formula above to convert specification to R-value.

$$R = 1/k \times T = 1/0.84 \times .75 = 0.893.$$

### Step (b):

Calculate R of proposed system.  
4" brick of C = 1.25, therefore  
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:

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

#### Thermal Conductivity:

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

#### Thermal Resistance:

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

## INSTALLING YOUR INSERT

**STOP! PLEASE READ CAREFULLY.**

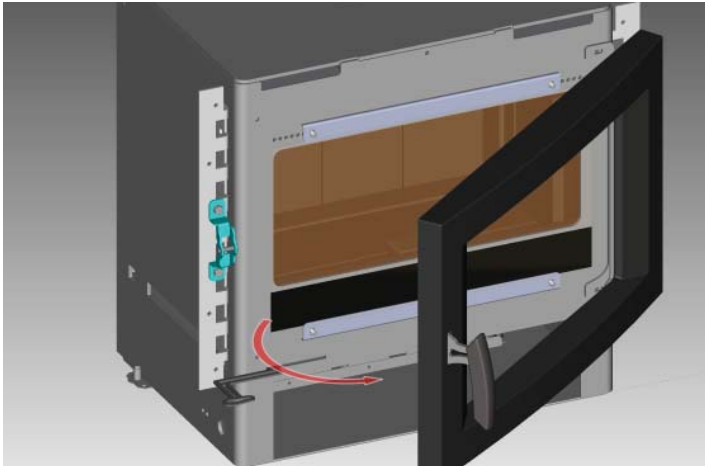
**CAST COMPONENTS ARE VERY FRAGILE.  
USE EXTREME CARE WHEN HANDLING.**

Your insert is very heavy and will require two or three people to move it into position.

**When handling cast parts, please handle with care as they can be damaged.**

- 1) Open door to a 45° angle
- 2) Holding door firmly from top and bottom - lift door up and off to remove.

**NOTE:** Door is heavy.



**NOTE:** For Masonry installation make sure that the firebox is level with the hearth using non-combustible materials and no more than 1/2 to 1 inch of the levelling bolt.

- 3) Lift the unit up onto the Hearth and slide into the fireplace opening. Be sure to leave the unit out at least 3 to 4 inches in order to make the necessary flue connections and to install the fan and faceplate.

**Be sure to protect your hearth extension during the installation, ie. with a heavy blanket.**

**NOTE:** You will be required to purchase either the standard or offset 6" diameter (152mm) flue adaptor that is best suited for the specific installation.

**List of Tools needed;**

- Pull Rod (included with insert)
- 1/2" socket / ratchet
- 3/8 open face wrench

- 4) Install flex liner into existing chimney as per liner manufacturer's specifications. See diagram 1.

- 5) Install the required flue adaptor onto the end of the flex liner. Secure the adaptor using 3 screws - 1 on the front, left and right side as shown in diagram 2.

Alignment of the flue adaptor can be critical during the install, it is recommended that the flex liner be left as compressed as possible. Before inserting the unit the adaptor should hang, when level, slightly above the required height.



Diagram 1

*Flex Liner*

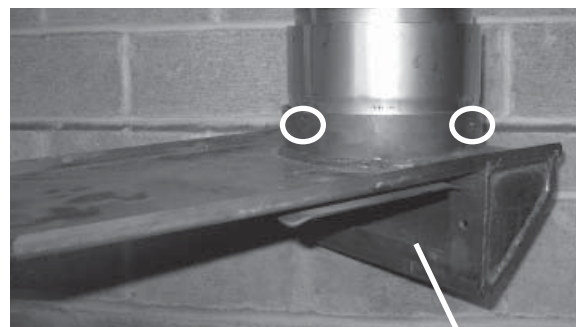


Diagram 2

*Flue Adaptor*

*Secure adaptor using 3 screws - 1 in the front and 1 each on the left and right side.*

# INSTALLATION

- 6) Install the unit by first setting the rear of the unit into the fireplace. See diagram 3. Ensure that the unit is centered in the existing fireplace and lined up with the flue adaptor.

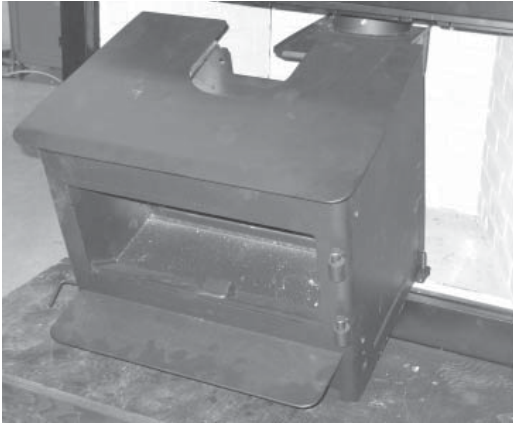


Diagram 3

- 7) Slide the unit back until the flue adaptor is slightly engaged.
- 8) At this point it is recommended to level the unit and ensure that the leveling bolts rest on the surface of the fireplace. This will keep the adaptor from binding as the unit is slid into position.
- 9) Insert the provided pull rod through the hole in the top center of the unit. Secure the threaded end into the flue adaptor as shown in diagram 4. While sliding the unit into place pull on the rod to ensure that the flue adaptor is properly engaged. See diagram 5.

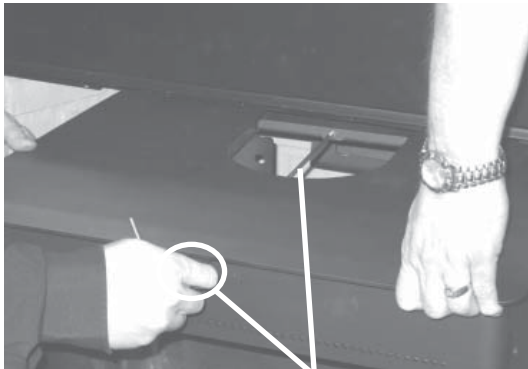


Diagram 4 Pull Rod

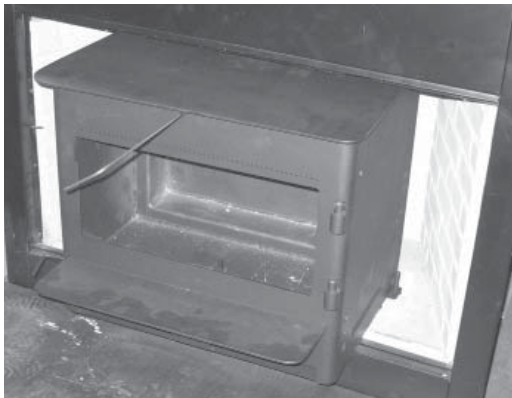


Diagram 5: Pull Rod In Place

- 10) Ensure that the unit is still level.

- 11) To complete the installation and to ensure a secure fit and connection of the flue adaptor to the insert, it is essential that the two bolts, flat washers and lock washers (supplied with packaged manual) be installed and tightened using a 1/2" socket as shown in diagram 6. This prevents the possibility of creosote drip and exhaust gas leakage.

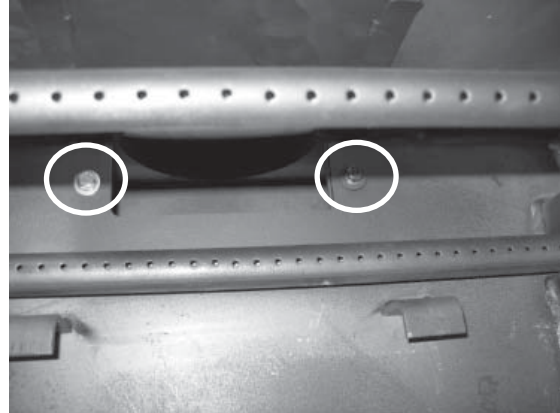
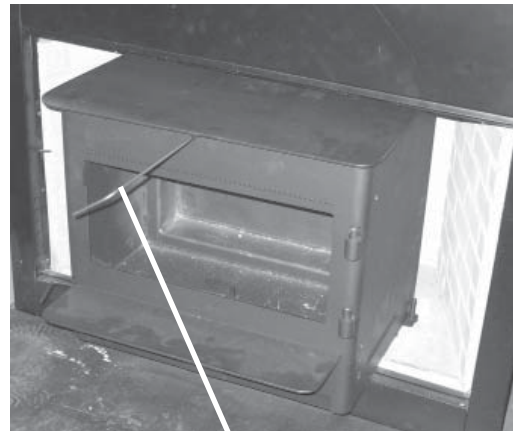


Diagram 6

- 12) Remove the pull rod from the top center of the fireplace. See diagram 7.



Pull Rod Diagram 7

**NOTE: The pull rod should not be thrown away. It should be kept if the stove is ever needed to be removed from the fireplace.**

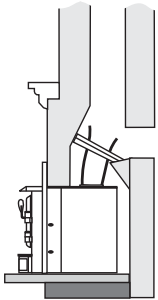
## INSTALLATION INTO A MASONRY FIREPLACE

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

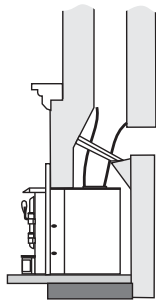
The insert must be installed as per the requirements of your local inspection authority. Three methods of flue connection are acceptable in most areas, these include:

- 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.

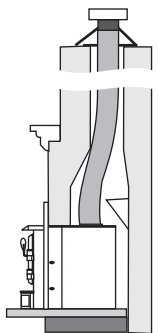
Regency highly recommends the use of a full liner as the safest installation and provides the most optimum performance. Your retailer should be able to help you decide which system would be the best for your application.



1) Positive Flue Connection with Cleanout



2) Direct Flue Connection with Cleanout



3a) Full Flue Liner (No Cleanout Required)

In Canada this fireplace insert must be installed with a continuous chimney liner of 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-S635 or 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.**

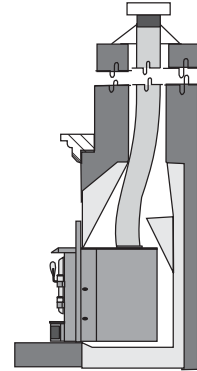
The use of one of the connection methods listed on this page not only increases the safety of your insert by directing the hot gases up the flue, but will also help increase the unit's efficiency and decrease creosote deposits in the chimney.

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

- 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 the appropriate offset adaptor in your installation.



- 6) Once the above items have been checked, slide your insert into position after first positioning and securing the flue liner to the offset adaptor.

Attach the rod to the adaptor and slide the adaptor onto the unit as the unit is slid into position. Ensure a positive connection.

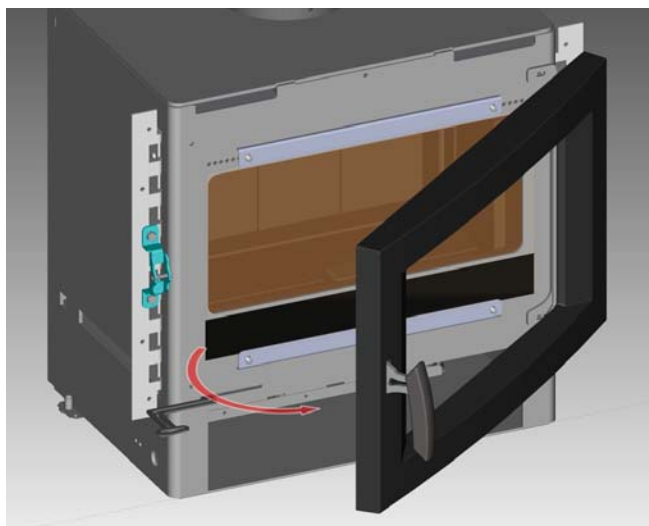
Secure the adaptor to the unit by using 2 bolts, flat washers, lock washers and one screw in the front.

Re-install raincap at completion of installation.

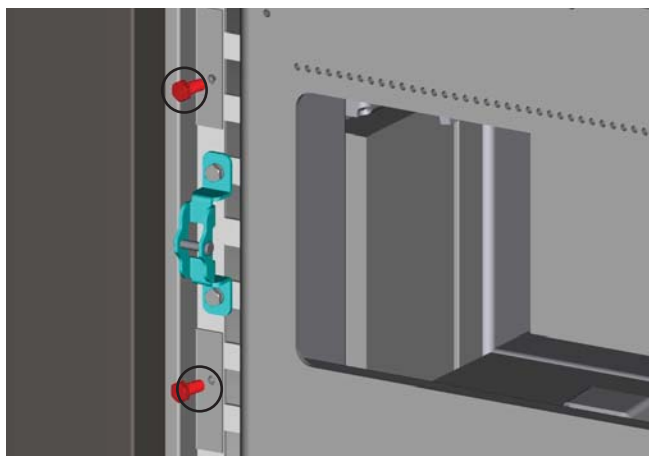
## CAST FACEPLATE INSTALLATION

**Stop! Read Carefully.**  
**Cast components are very fragile. Use extreme care when handling.**

- 1) Open the door to about 45°- then remove it from the hinge by lifting up and out. Put door to the side on a soft surface.  
**Note:** Door is heavy.



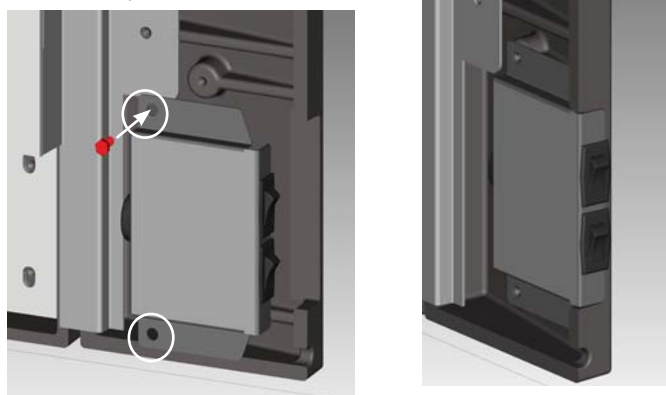
- 2) Remove two bolts from the bracket on the unit as shown below. Line up the left side casting bracket with the left side bracket on the unit.  
**Note:** the CI1200 right/left sides are reversible.



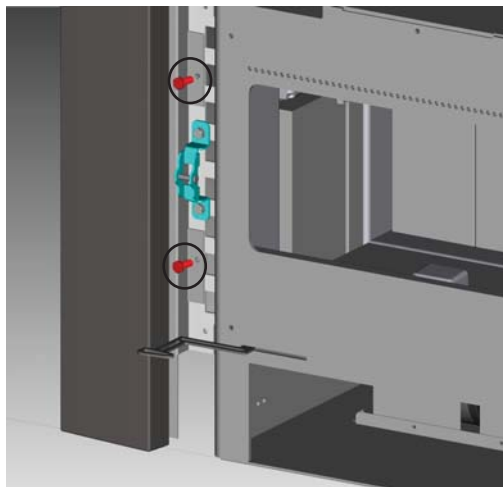
### CI1250 Only

- 3) Install fan controls into left surround with 2 screws as shown below.

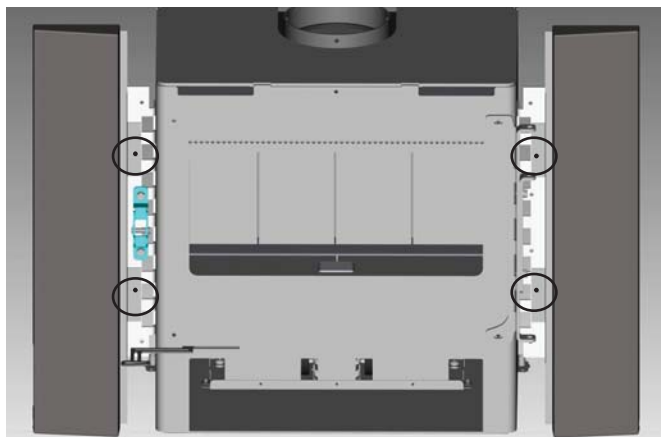
**Note:** Left side faceplate (when facing unit) will have a notch on the side as shown below. The extension cord should also be brought out to the side prior to installation.



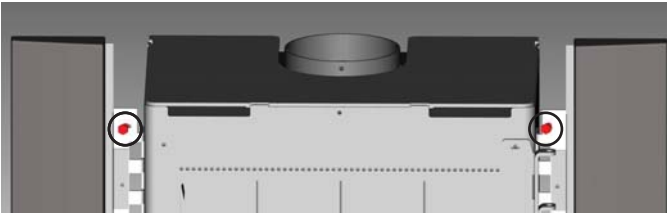
- 4) Secure the left cast surround with the two bolts removed in Step 2.



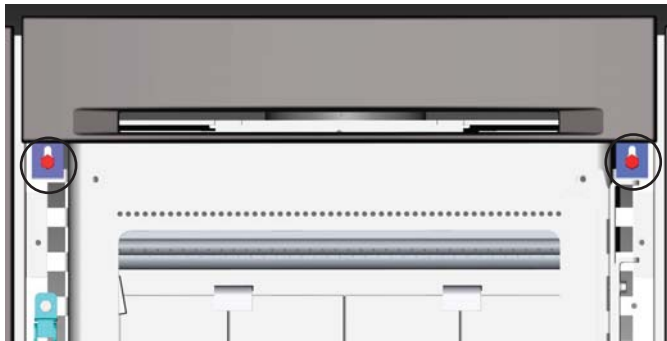
- 5) Repeat Steps 2 and 4 to install right cast surround.



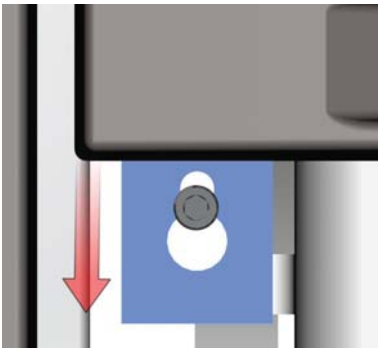
- 7) Loosen the two (2) top screws (with 3/16" allen key) on the left and right brackets on the unit as shown below.



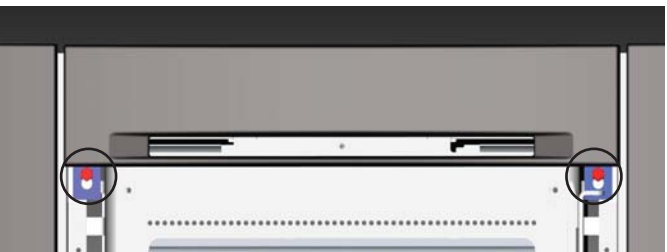
- 8) Slide the upper cast surround keyhole brackets over the loosened screws from Step 7.



- 9) Slide the upper cast surround down over the screws until it is level and in line with the side cast pieces.



- 10) Tighten both screws once all three cast pieces are level.



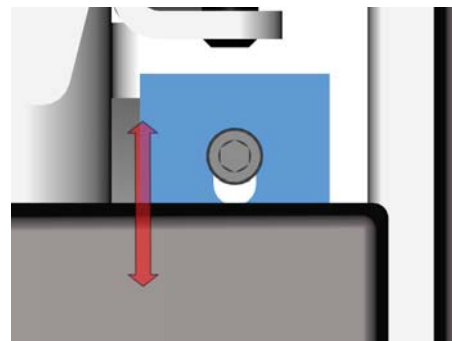
- 11) Remove the two (2) bolts from the lower part of the brackets on the unit - see diagram below.

- 12) **C11250 only** - Move the damper control lever to the right so it is out of the way.

**Note:** If the fan power cord needs to be re-routed to the right side of the unit - go to step 16, before installing the lower cast surround piece.

- 13) Line up the brackets on the lower cast surround piece with the lower holes in the bracket on the unit. Replace two (2) screws - removed in step 9.

- 14) Before tightening screws - adjust the position of the lower cast surround, until it is level - by sliding the brackets up or down. When in final and level position, tighten both screws.



C11250



C11200

# INSTALLATION

15) Reinstall door.



16) The fan cord can be re-routed to the right side of the unit if necessary. Before installing the lower cast surround - run the cord between the left cast surround and the unit. Then run the cord along the lower part of the lower cast surround and out in between the right cast and the unit.



17) With the cord re-routed, follow steps 13-15 to complete the installation.

## 3 PIECE BACKING PLATE INSTALLATION

An optional backing plate is available in either a standard or custom size.

- 1) The backing plate is packaged in three pieces and requires assembly. The legs of the backing plate are attached to the top plate with 2 screws on each side. See diagram 1 below.

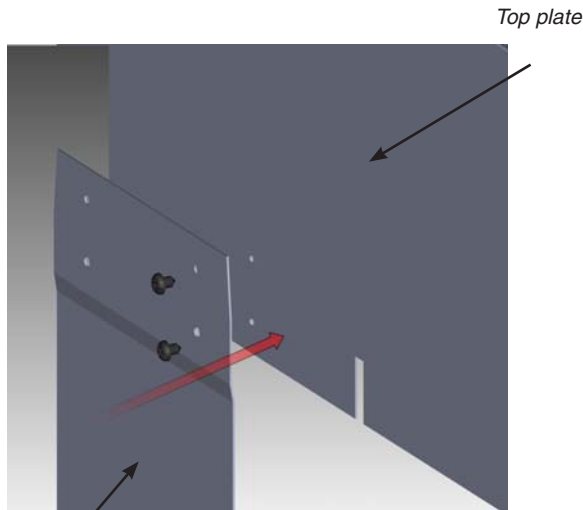


Diagram 1

Leg

- 2) The pointed end of the screws should be facing the front of the backing plate.

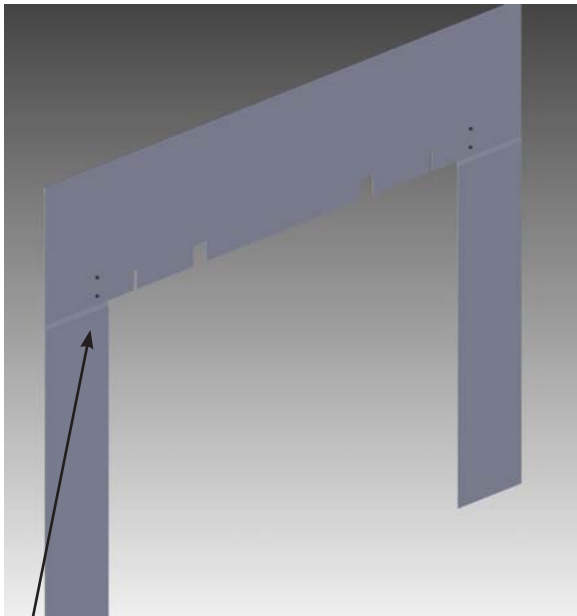
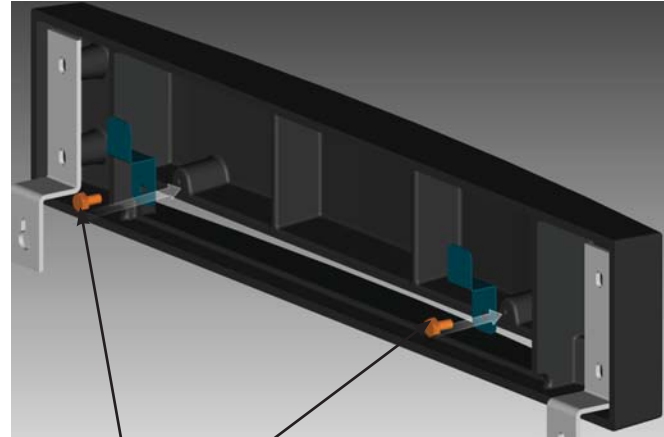


Diagram 2

Flush front face of backing plate

- 3) Install 2 clips to the back of the top cast faceplate with hex bolts. If the unit is already installed - remove the top cast faceplate from the unit if access is too difficult - see 'Cast Faceplate Installation' in the owners manual for instructions.



Hex bolts

Diagram 3

- 4) Slide the backing plate over the clips on the back of the cast top. There are notches in the backing plate where it sits on the clips. If the stove is installed - slide it out at least 6" to install the backing plate.

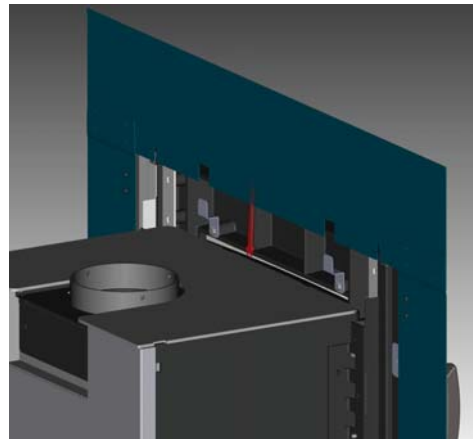


Diagram 4

- 5) Slide stove back into position after backing plate is installed.

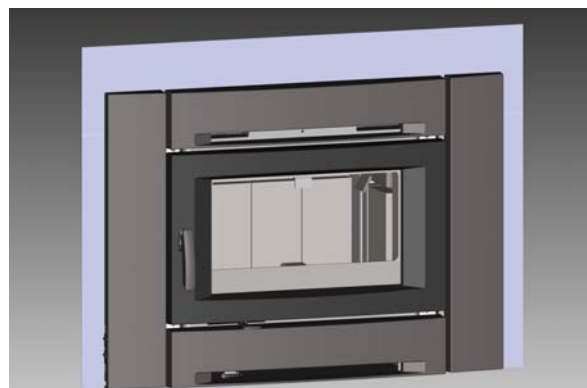
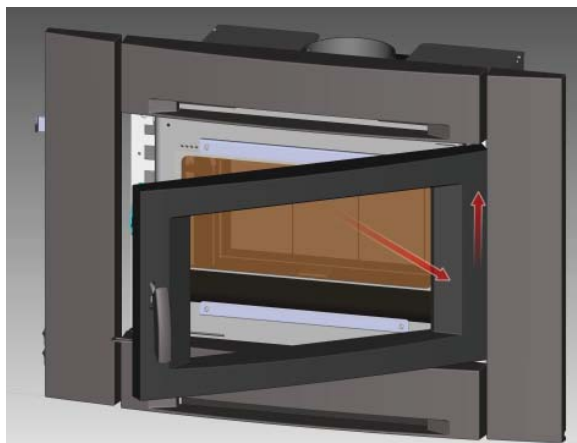


Diagram 5

Standard backing plate shown on the CI1250

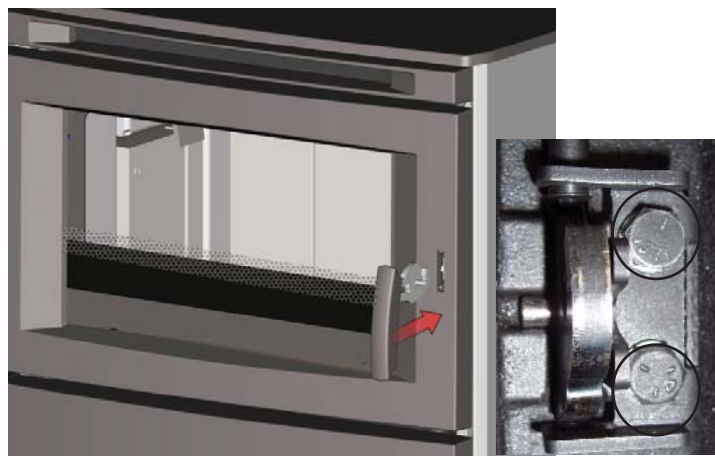
## DOOR REVERSAL

- 1) The door can be reversed - so that it will open to the left. Make sure stove has cooled to room temperature. Open the door to about 45° - then remove it from the hinge by lifting up and out. Note: Door is heavy.
- 6) Remove the glass from the door and flip it around 180° - so the painted strip is at the bottom of the door.

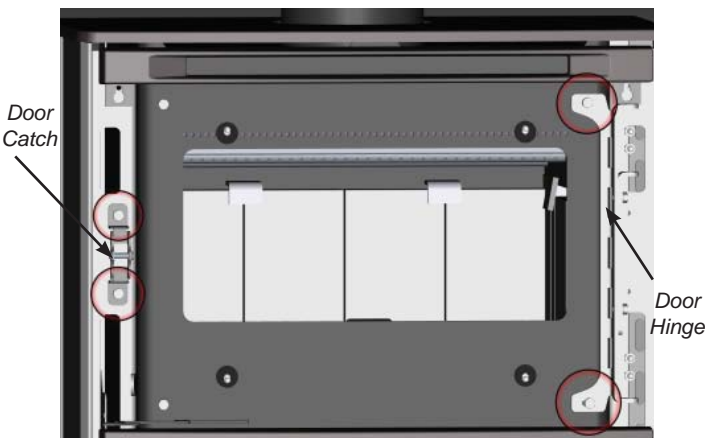


- 2) Remove the 2 bolts securing the door hinge to the unit.  
**Note:** Once hinge is removed - reinstall the bolts and ensure they are tight to prevent air leakage.
- 3) Remove the 2 bolts securing the door catch assembly to the unit.

- 7) Flip the handle around 180° and reattach to the door with 2 bolts.

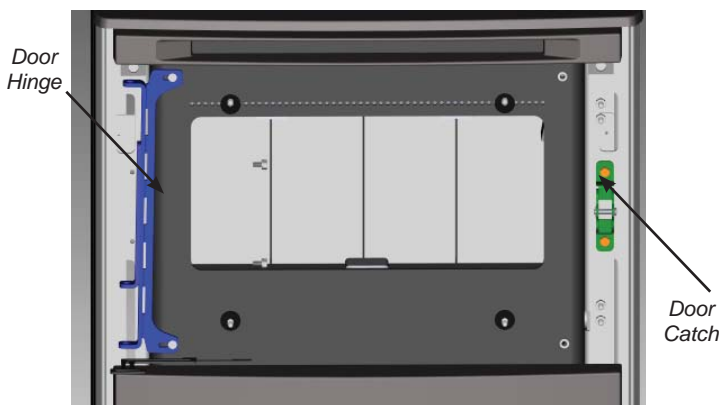


- 8) Remove door pins (2) from back side of door by removing 4 bolts. reinstall on other side of door by rotating 180° and reinstalling door pins.



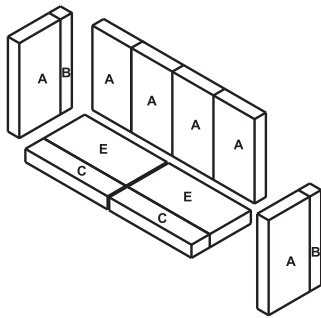
- 4) Flip the door hinge 180° - install on the left side of the unit with 2 bolts.
- 5) Reattach the door catch assembly on the right side with 2 bolts from step 3.

- 9) Reattach the door to the door hinge.

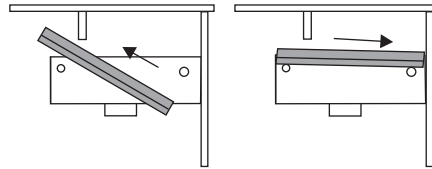


## BRICK FLUE BAFFLE & SECONDARY AIR TUBE INSTALLATION

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.

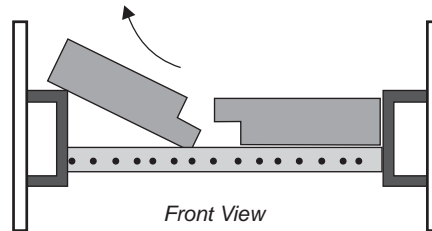


- 1) If the two air tubes are installed continue on to Step 2), if not, follow the instructions below. Install the air tube into the holes in the side channels. The notch goes on the right hand side with the air holes facing toward the door. Slide the tube into the left hand side, as far as possible and then bring it back into the hole on the right hand side until it locks into position. 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.
- 2) Slide the left baffle brick over the front air tube and then slide it back over the rear air tube.



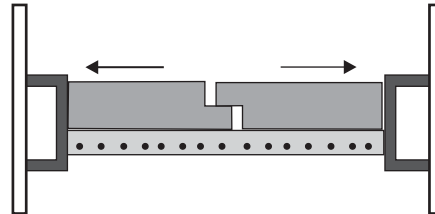
Side View

- 3) Tilt the left baffle brick up on top of the side channel and it will leave enough room to position the right baffle brick in the same manner as Step 1) above. Then reposition the left baffle brick flat on the air tube.



Front View

- 4) **Important: push both baffle bricks so they are tight against the side walls and to the back.**



Front View

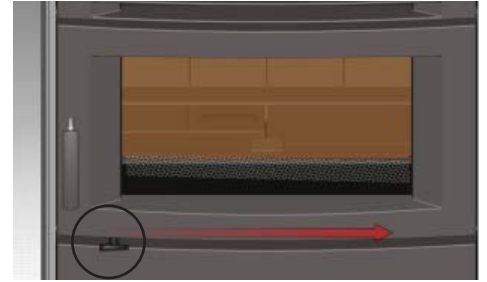
**Note: When getting the chimney cleaned, remove the baffle bricks for access to the flue, then replace them when cleaning is completed.**

## 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.

## DRAFT CONTROL

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



Left - Open

Right - Closed

The draft control rod is on the left side of the Insert and it controls the intensity of the fire by increasing or decreasing the amount of air allowed into the firebox. To increase the draft, slide the rod to the left and to decrease the draft, slide the rod to the right.

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.

# OPERATING INSTRUCTIONS

**WARNING: To build a fire in ignorance or to disregard the information contained in this section can cause serious permanent damage to the unit and void your warranty.**

## FIRST FIRE

When your installation is completed and inspected, you are ready for your first fire.

- 1) Open draft control fully.
- 2) Open firebox door and build a small fire using paper and dry kindling, wait a few minutes for a good updraft in the flue to establish the fire. Leaving the door slightly open will help your fire start more rapidly.

**CAUTION: Never leave unit unattended if door is left open. This procedure is for fire start-up only, as unit may over-heat if door is left open for too long.**

- 3) With the draft still in the fully open position, add two or three seasoned logs to your fire. Form a trench in the ash bed to allow air to reach the rear of the firebox prior to closing the door.
- 4) After about 15 to 20 minutes, when your wood has begun to burn strongly, adjust your draft control down to keep the fire at a moderate level.

**WARNING: Never build a roaring fire in a cold stove. Always warm your stove up slowly!**

- 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 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 (CS1250 ONLY)

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 must not be turned on until a fire has been burning for at least 30 minutes. Also note it is recommended that the fan be turned off before each fuel loading and again wait for 30 minutes before the fan is turned on again. This is to allow the stove to reach it's optimum temperature.

To operate fan automatically, push switch on the right side of fan housing to "Auto" and second switch, on the left 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.



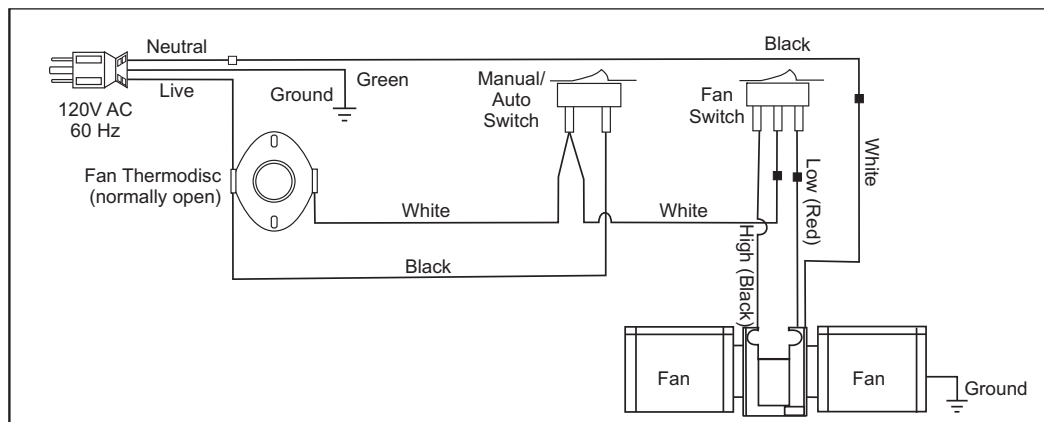
HI  
OFF  
LOW

AUTO  
MANUAL

## CORD REVERSAL

The fan cord comes out from the left hand side of the unit. if it is necessary to have the cord coming from the right side - follow these steps:

- 1) Remove the lower surround faceplate section - by removing 2 bolts.
- 2) Feed the cord along the bottom of the inside of the casting as shown below.



Fan Wiring Diagram

# OPERATING INSTRUCTIONS

## 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.

### **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 or chemicals to start or 'freshen up' a fire in your insert. Keep all such liquids well away from the heater while it is in use.
- 2) Never use alternate fuels such as charcoal that have the possibility of generating carbon monoxide.
- 3) Keep the door closed during operation and maintain all seals in good condition.
- 4) Do not burn large quantities of paper in your insert.
- 5) Do not burn garbage or flammable fluids.
- 6) If you have smoke detectors, prevent smoke spillage as this may set off a false alarm.
- 7) 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.

- 8) Do not permit creosote or soot buildup in the chimney system. Check and clean chimney at regular intervals.
- 9) 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. Keep furniture and clothing away.
- 10) The insert consumes air while operating, provide adequate ventilation with an air duct or open a window while the insert is in use.
- 11) Do not use grates, irons or other methods for supporting fuel. Burn directly on the bricks.
- 12) Open the draft control fully for 10 to 15 seconds prior to slowly opening the door when refuelling the fire.
- 13) Do not connect your unit to any air distribution duct.
- 14) 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.
- 15) Do not store any fuel closer than 2 feet from your unit.
- 16) Do not burn salt drift wood as it will corrode your unit and void the warranty.
- 17) Do not strike or slam the glass door shut as this may cause the glass to break.
- 18) 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.

**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.

**GLASS CLEANING**

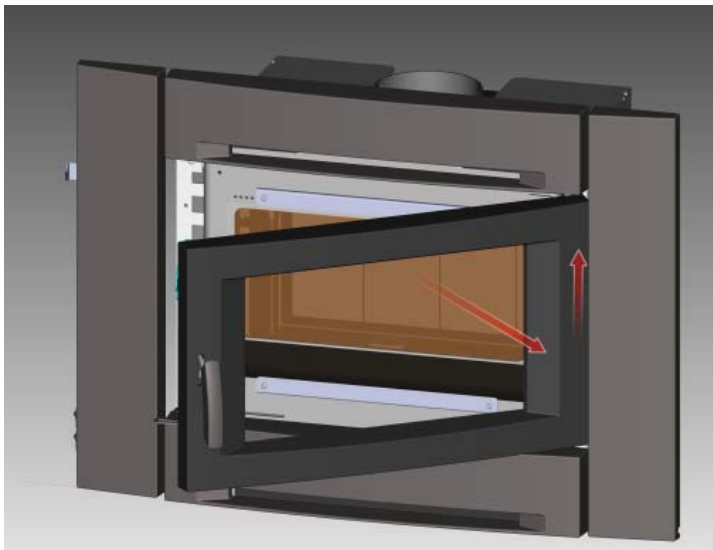
Only clean your glass window when it is cool. Your local retailer can supply you with special glass cleaner if plain water and a soft cloth does not remove all deposits.

**DOOR REMOVAL**

**When handling cast parts, please handle with care as they can be damaged.**

- 1) Open door to a 45° angle
- 2) Holding door firmly from top and bottom - lift door up and off to remove.

**Note: Door is heavy.**



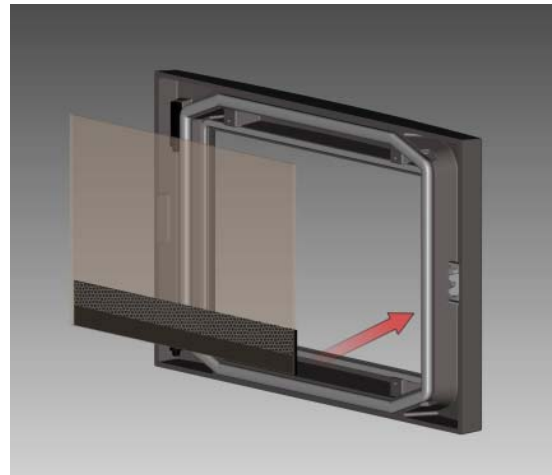
**DOOR INSTALLATION NOTE**

After re-installing the door, carefully swing open and check the clearance to the Right Hand Cast Side. If tight or rubbing, loosen the 7/16 nuts and adjust the clearance and then re-tighten.

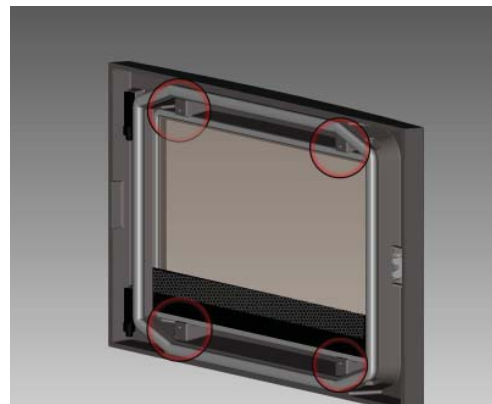
**GLASS REPLACEMENT**

Allow the stove to cool before removing or replacing glass. Remove the door from the stove and remove the glass retainer. Use caution when removing broken glass to avoid injury. When placing the replacement glass in the door, make sure that the glass gasketing will properly seal your unit. Replace the retainer, it should rest on the gasket not the glass, and tighten securely with a glass clips and screws. Do not wrench down on the glass as this may cause breakage.

Your Regency Insert is supplied with 5mm 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 replacement glass (940-366/P) from an authorized Regency dealer only. Follow the instructions to replace.



*Lower glass clip*



*Glass clip screw locations*

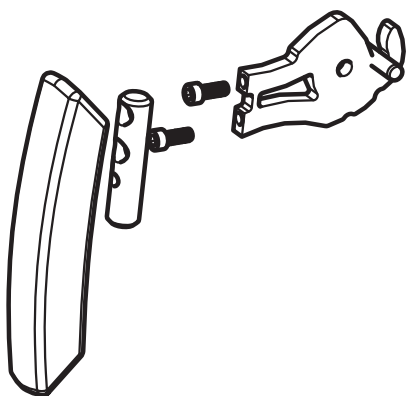
**Avoid impact on glass doors such as striking or slamming shut.**

## HANDLE REPLACEMENT

- 1) Remove handle by undoing the hex head bolt using a 7/16" socket wrench.
- 2) Fit new door handle over door latch and secure.

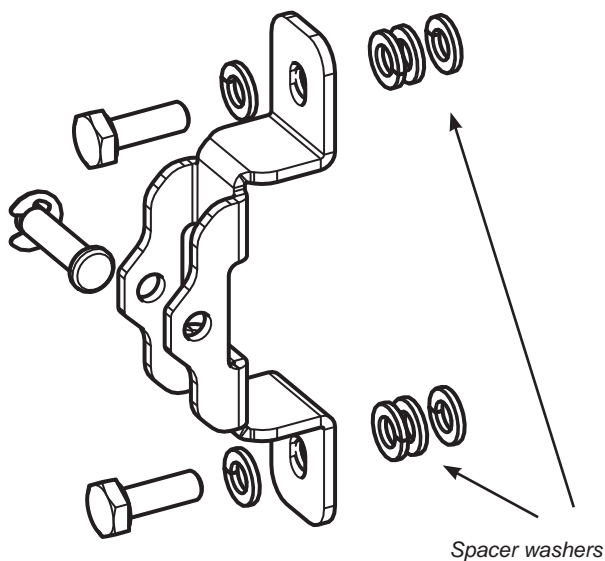
Assemble handle by:

- a) Placing lock washer and split lock washer over hex head bolt.
- b) Place hex head bolt into handle.
- c) Place spacer over hex head bolt threads.
- d) Screw handle into door latch.



## DOOR CATCH ADJUSTMENT

The door catch 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 catch to be moved closer to the door frame, causing a tighter seal. Remove and replace the nuts, washer and spacer as shown.



## FAN MAINTENANCE

### TO REMOVE THE FAN

- 1) See next page.

**Maintenance:** The sealed bearings are lubricated, there is no need to lubricate them further. (Extra lubricant will cause more lint and dust buildup - causing the bearings to prematurely fail). Regular cleaning and vacuuming of the fan area will add to the life of the motor.

### IMPORTANT:

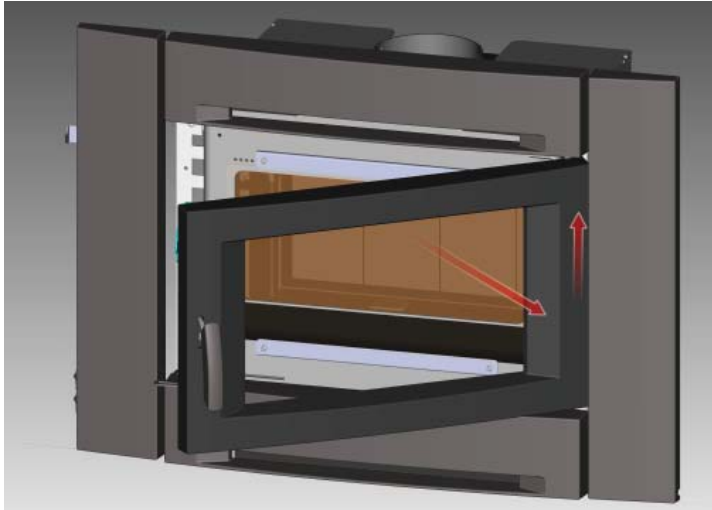
These fans collect a lot of dust from within your home. Ensure you maintain these fan motors on a regular basis by vacuuming the fan blades and housing using a soft brush nozzle.

## FAN REMOVAL

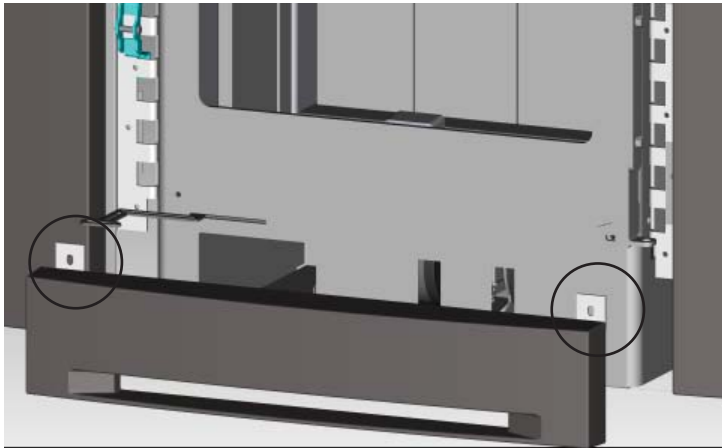
### CI1250 ONLY

Prior to removing fan, disconnect / unplug power source to fan

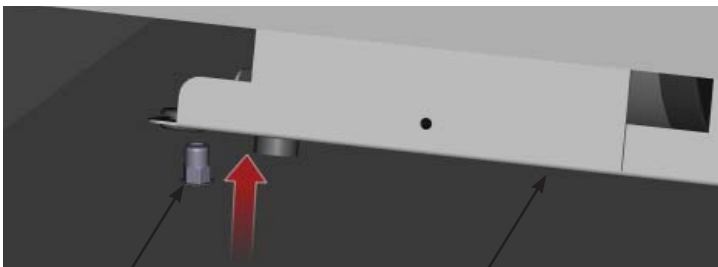
- 1) Open door to a 45° angle
- 2) Holding door firmly from top and bottom - lift door up and off to remove.  
**Note:** Door is heavy.



- 3) Remove two (2) screws (with 3/16" Allen Key) to remove lower cast surround - set aside on a soft surface.



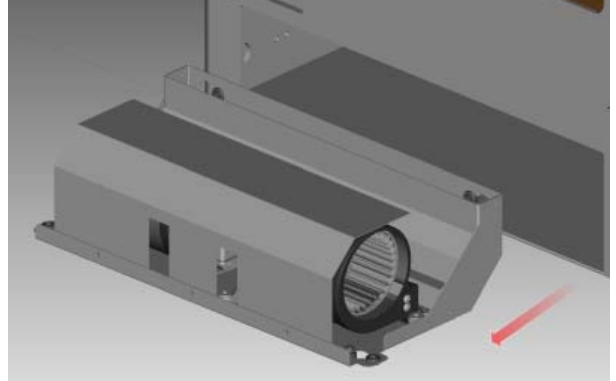
- 4) Lift fan housing up off pins on floor of unit.



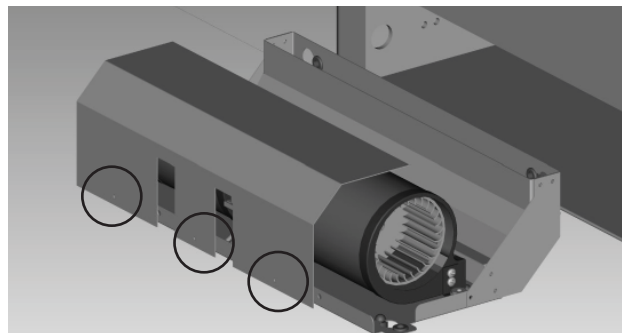
Pins on unit floor

Fan Housing

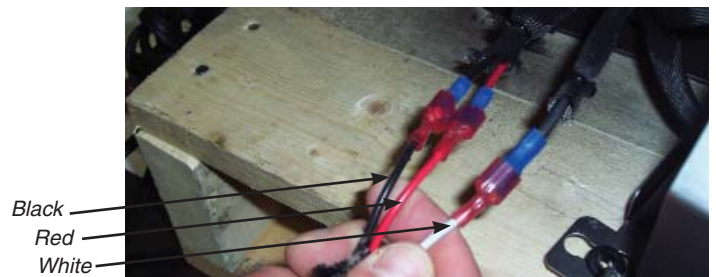
- 5) Remove fan from unit.



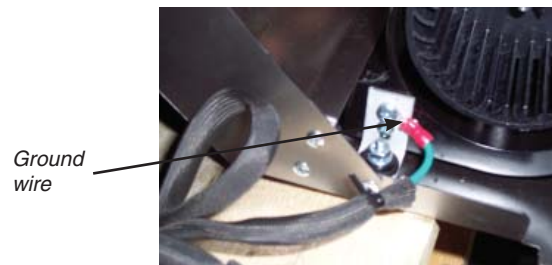
- 6) Remove 3 screws to remove fan heat shield.



- 7) Slide back the protect sheath on the wiring - disconnect the black, red and white wires.



- 8) Disconnect the ground wire located on the left side of the fan housing.



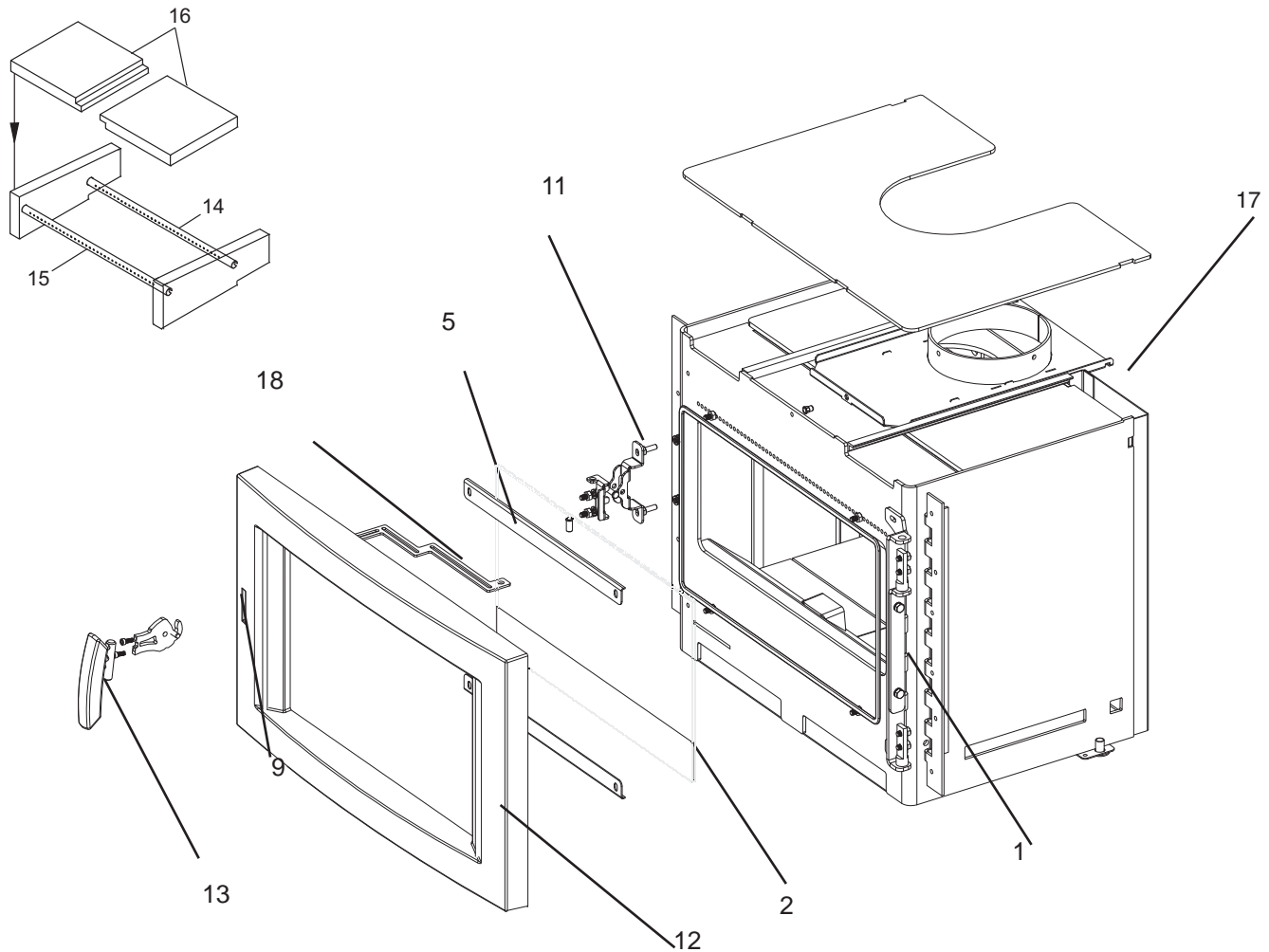
- 9) To install fan - reverse Steps 8-1.

# PARTS LIST

## MAIN ASSEMBLY C11200

| Part # | Description   |
|--------|---|
| 1)     | 156-004 Door Hinge  |
| 2)     | 940-366/P Neoceram Glass  |
| 3)     | 948-155 Hinge Pin Lower   |
| 4)     | 936-238 Adhesive Tape Gasket  |
| 5)     | 156-054 Glass Retainer Clips / Screws (set of 2)  |
| 6)     | * Screws - 10-24 x 3/8"   |
| 9)     | 156-514 Door Handle Assembly  |
| 11)    | 156-513 Door Catch  |
| 12)    | 156-201 Door Assembly Metallic Black (no glass)<br>846-570 Med. Density Door Gasket Kit |
| 13)    | 156-241 Cast Handle   |
| 14)    | 074-954 Air Tube - 1" (Qty: 1)  |
| 15)    | 033-953 Air Tube - 3/4" (Qty: 1)  |
| 16)    | 073-955 Baffle (2/set)  |
| 17)    | 171-932 Standard Flue Adaptor<br>171-936 Offset Flue Adaptor                            |
| 18)    | 156-060N Draft plate arm  |

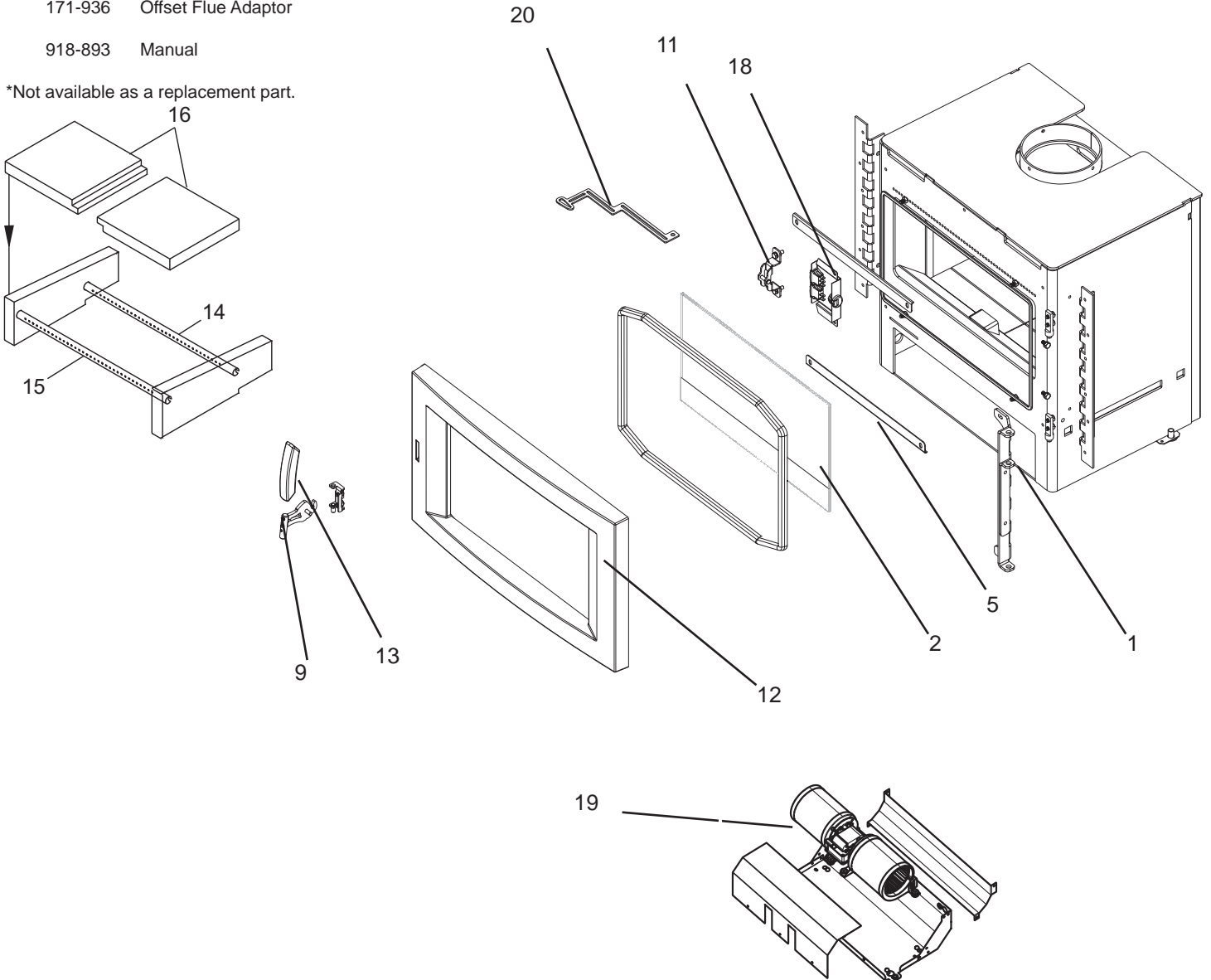
\*Not available as a replacement part.



MAIN ASSEMBLY CI1250

| Part # | Description                                      |
|--------|--|
| 1)     | 156-004 Door Hinge                               |
| 2)     | 940-366/P Neoceram Glass                         |
| 3)     | 948-155 Hinge Pin Lower                          |
| 4)     | 936-238 Adhesive Tape Gasket                     |
| 5)     | 156-054 Glass Retainer Clips / Screws (set of 2) |
| 6)     | * Screws - 10-24 x 3/8"                          |
| 9)     | 156-514 Door Handle Assembly                     |
| 11)    | 156-513 Door Catch                               |
| 12)    | 156-201 Door Assembly Metallic Black (no glass)  |
|        | 846-570 Med. Density Door Gasket Kit             |
| 13)    | 156-241 Cast Handle                              |
| 14)    | 074-954 Air Tube - 1" (Qty: 1)                   |
| 15)    | 033-953 Air Tube - 3/4" (Qty: 1)                 |
| 16)    | 073-955 Baffle (2/set)                           |
| 17)    | 171-932 Standard Flue Adaptor                    |
|        | 171-936 Offset Flue Adaptor                      |
|        | 918-893 Manual                                   |

\*Not available as a replacement part.



# PARTS LIST

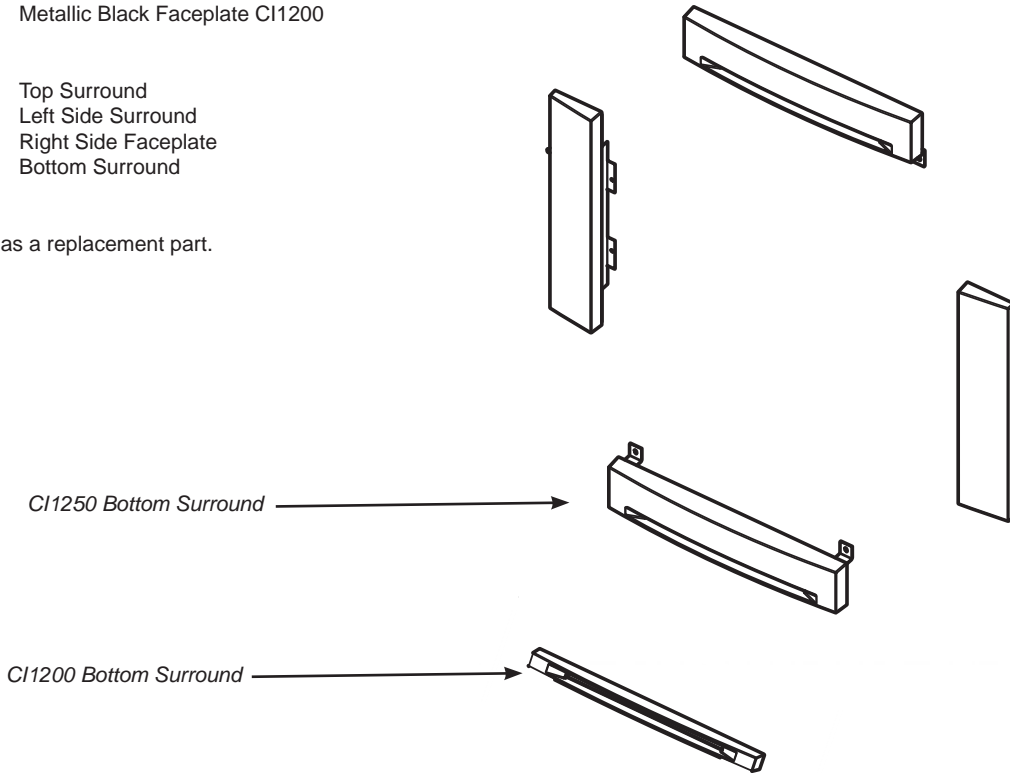
## CAST FACEPLATE

**Part # Description**

156-951 Metallic Black Faceplate CI1250  
 156-921 Metallic Black Faceplate CI1200

- 1) \* Top Surround
- 2) \* Left Side Surround
- 3) \* Right Side Faceplate
- 4) \* Bottom Surround

\* Not available as a replacement part.



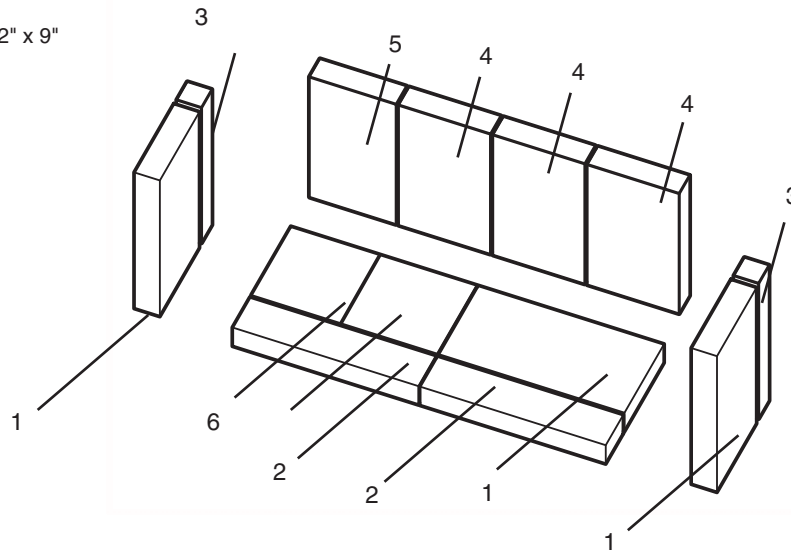
## FIREBRICK

**Part # Description**

156-960 Complete Brick Set

- 1) \* Brick Regular Full Size: 1-1/4" x 4-1/2" x 9"
- 2) \* Brick Partial: 1-1/4" x 2" x 9"
- 3) \* Brick Partial: 1-1/4" x 1-1/4" x 9"
- 4) \* Brick Partial: 1-1/4" x 4-1/2" x 8"
- 5) \* Brick Partial: 1-1/4" x 4-1/4" x 8"
- 6) \* Brick Partial: 1-1/4" x 4-1/2" x 4-1/2"

\*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), 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 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.:** \_\_\_\_\_