

Owners &  
Installation



## BERWICK FIREPLACE INSERT

Model: I100B-1

# Manual



**PLEASE KEEP THESE INSTRUCTIONS FOR  
FUTURE REFERENCE**

**WARNING:**

Improper installation, adjustment, alteration, service or maintenance can cause injury or property damage. Refer to this manual. For assistance or additional information consult an authorised installer, service agency or the distributor.

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

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

Keep those **REGENCY FIRES** burning.

**SAFETY NOTE:** If this wood fire 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.



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# SAFETY LABEL

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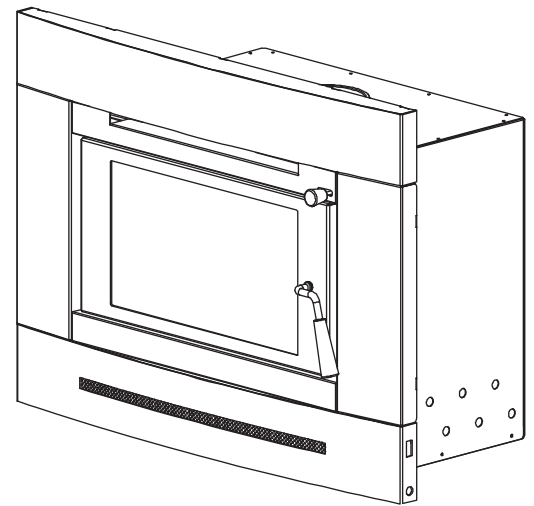
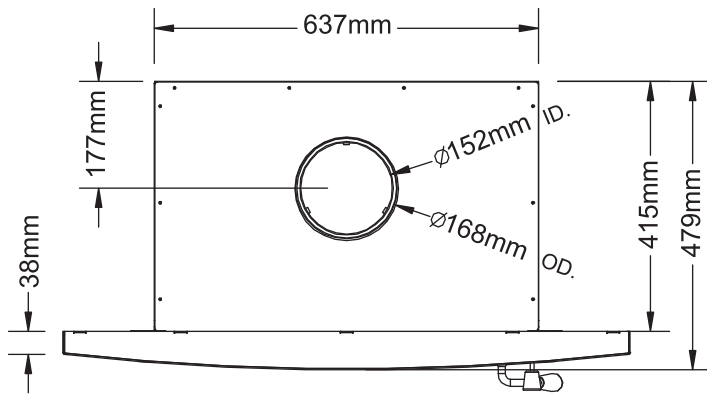
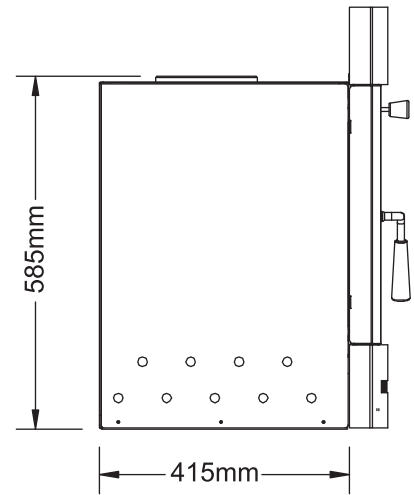
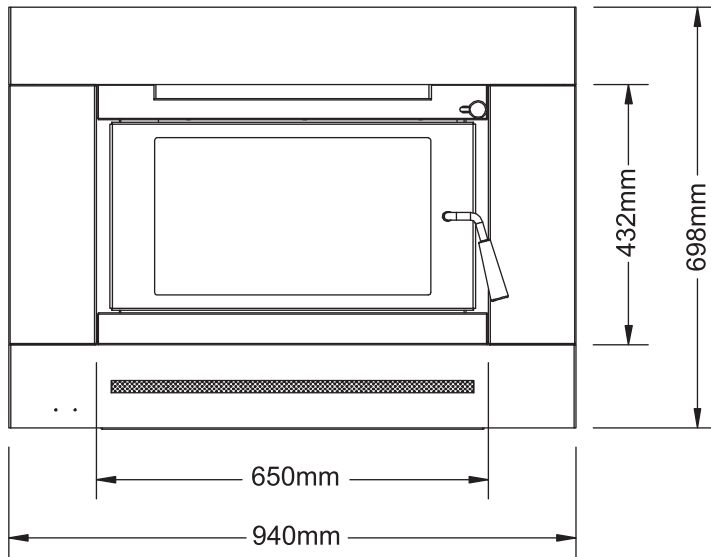
This is a copy of the label that accompanies each I100 -1 Fireplace Insert. We have printed a copy of the contents here for your review.

**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.

## Regency Fireplace Insert

<b>Model: Berwick (I100B-1)</b>	<p><b>Fireplace Products Australia Pty. Ltd. 1 Conquest Way Hallam, VIC 3803</b></p>																																
<p>TESTED TO AS/NZS 4013:1999</p> <p>TEST REPORT NUMBER:           HCMG/06/024</p> <p>TESTED BY HRL TECHNOLOGY PTY LTD. TRAMWAY ROAD MORWELL VICTORIA 3840 (2007)</p>																																	
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# UNIT DIMENSIONS



# INSTALLATION

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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 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.

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## 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.**

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## RESIDENTIAL INSTALLATION

- 1) Please read this entire manual before you install and use your new wood fire. Failure to follow instructions may result in property damage, bodily injury or even death. Be aware that local Codes and Regulations may override some items in this manual. Check with your local inspector.
- 2) **THE APPLIANCE AND FLUE-SYSTEM SHALL BE INSTALLED IN ACCORDANCE WITH AS/NZS 2918:2001 AND THE APPROPRIATE REQUIREMENTS OF THE RELEVANT BUILDING CODE OR CODES.**

**APPLIANCES INSTALLED IN ACCORDANCE WITH THIS STANDARD SHALL COMPLY WITH THE REQUIREMENTS OF AS/NZS 4013 WHERE REQUIRED BY THE REGULATORY AUTHORITY.**

**ANY MODIFICATION OF THE APPLIANCE THAT HAS NOT BEEN APPROVED IN WRITING BY THE TESTING AUTHORITY IS CONSIDERED TO BE IN BREACH OF THE APPROVAL GRANTED FOR COMPLIANCE WITH AS/NZS 4013.**

**CAUTION: MIXING OF APPLIANCE OR FLUE-SYSTEM COMPONENTS FROM DIFFERENT SOURCES OR MODIFYING THE DIMENSIONAL SPECIFICATION OF COMPONENTS MAY RESULT IN HAZARDOUS CONDITIONS. WHERE SUCH ACTION IS CONSIDERED, THE MANUFACTURER SHOULD BE CONSULTED IN THE FIRST INSTANCE.**

- 3) Re-confirm the clearance from the insert to combustibles to insure that they are within the prescribed limits.
- 4) Install chimney according to chimney manufacturers instructions. The performance of your wood fire is governed to a very large part by the chimney system. Too short a chimney can cause difficult start-up, dirty glass, backsmoking when door is open, and even reduced heat output. Too tall a chimney may prompt excessive draft which can result in very short burn times and excessive heat output.
- 5) The floor protector must be of non-combustible material.
- 6) **Do not connect this unit to a chimney serving another appliance.**

## SAFETY GUIDELINES AND WARNINGS

- 1) Never use petrol, petrol type lantern fuels, kerosene, charcoal lighter fuel, or similar liquids to start or 'freshen up' a fire in your heater. Keep all such liquids well away from the heater while it is in use.
- 2) Keep the door closed during operation and maintain all seals in good condition.
- 3) Do not burn any quantities of paper, garbage, and never burn flammable fluids such as petrol, naphtha or engine oil in your stove.
- 4) If you have smoke detectors, prevent smoke spillage as this may set off a false alarm.
- 5) Do not overfire heater. If the chimney connector, flue baffle or the stove top begin to glow, you are overfiring. Stop adding fuel and close the draft control. Overfiring can cause extensive damage to your stove including warpage and premature steel corrosion. Overfiring will void your warranty.
- 6) Do not permit creosote or soot build-up in the chimney system. Check and clean chimney at regular intervals. Failure to do so can result in a serious chimney fire.
- 7) Your Regency stove can be very hot. You may be seriously burned if you touch the stove while it is operating, keep children, clothing and furniture away. Warn children of the burn hazard. For safety reasons a guard around the fire is recommended.
- 8) The stove consumes air while operating, provide adequate ventilation with an air duct or open a window while the stove is in use.
- 9) Do not use grates or andirons or other methods for supporting fuel. Burn directly on the base or bricks where supplied.
- 10) Open the draft control fully for 10 to 15 seconds prior to slowly opening the door when refuelling the fire.
- 11) Do not connect your unit to any air distribution duct.
- 12) Your wood fire should burn dry, standard firewood only. The use of cut timber, plywood, "mill ends", etc. is not allowed as this fuel can easily overheat your wood fire. Evidence of excessive overheating will void your warranty. As well, a large portion of sawmill waste is chemically treated timber, which is illegal to burn in many areas. Salt drift wood and chemically treated fire logs also must not be burned in your wood fire.
- 13) **DO NOT OPERATE WITH BROKEN GLASS.**

## 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.

The appliance, when installed, must be electrically grounded in accordance with local codes.

## WOOD INSERT SPECIFICATIONS

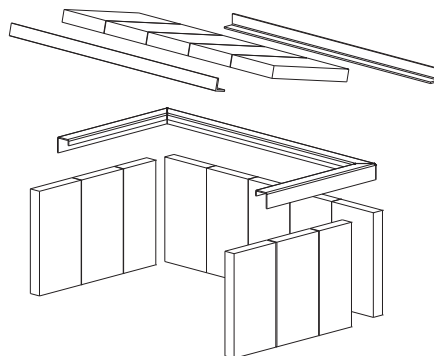
Your fireplace opening requires the following minimum sizes:

Height	589 mm
Width	640 mm
Depth	420 mm

## BRICK INSTALLATION

Firebrick comes installed in each stove and is made to extend the life of your stove and to radiate heat more evenly.

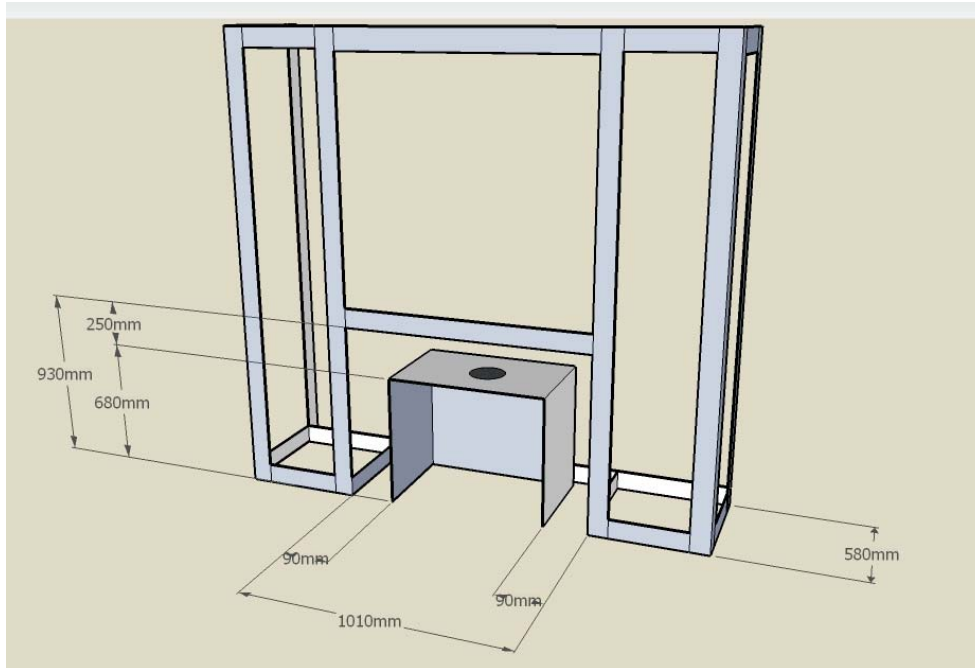
**Important:** Remove the packing material from above and below the top bricks. Check to see that all firebricks are in their correct positions and have not become misaligned during shipping.



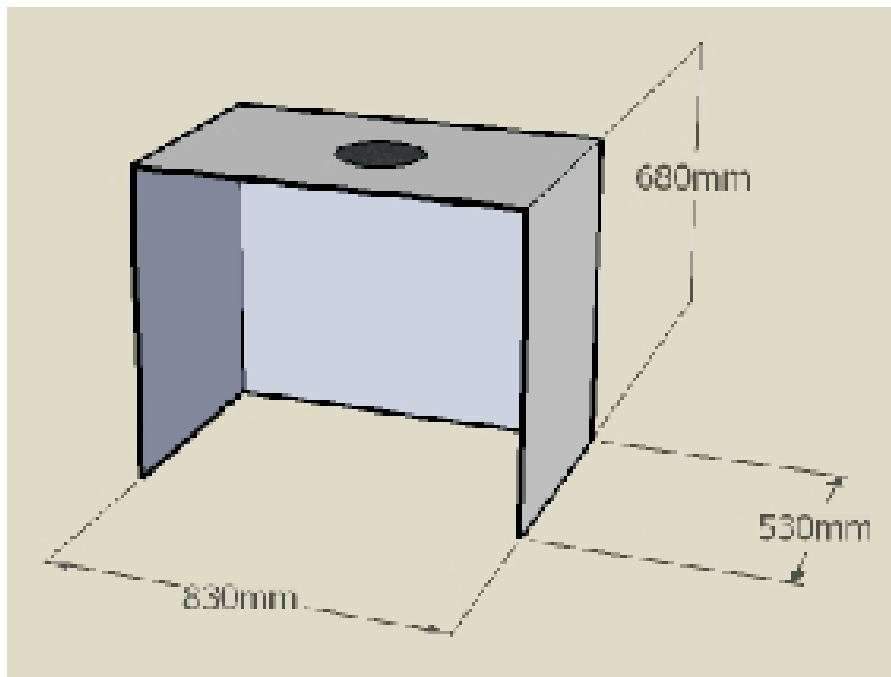
# INSTALLATION

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## ZERO CLEARANCE DIMENSIONS

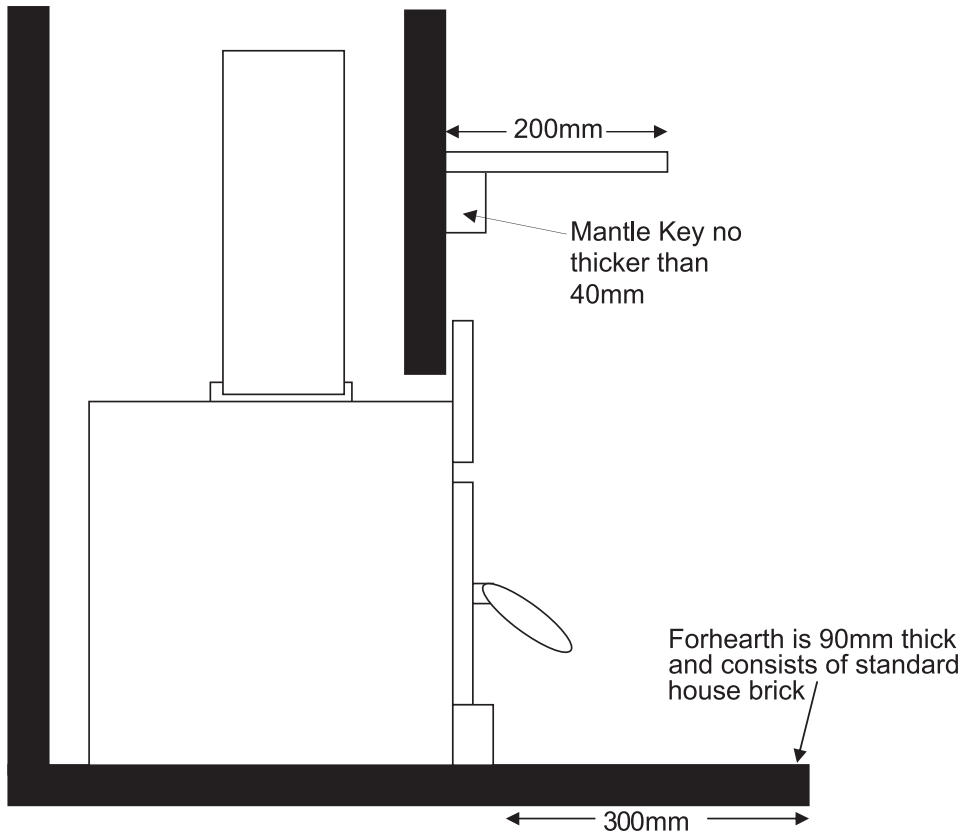
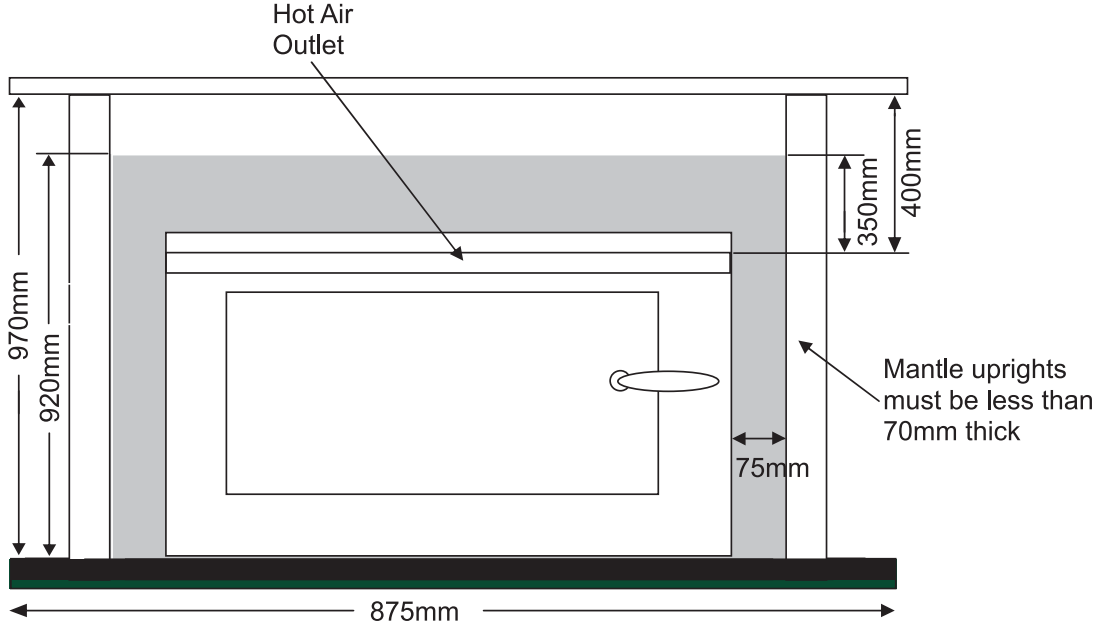


## ZERO CLEARANCE BOX DIMENSIONS





FIREPLACE CLEARANCES



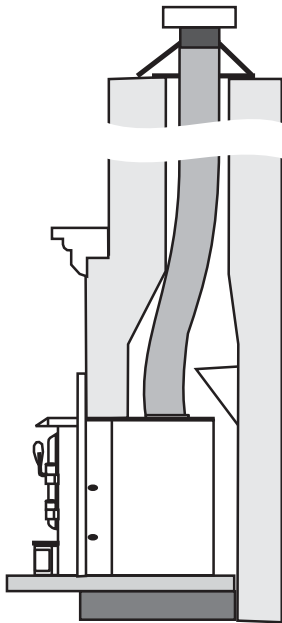
NOTE: If using 6mm cement sheet the hearth will need to be extended to 400mm.

# INSTALLATION

## INSTALLATION INTO A MASONRY FIREPLACE

The insert must be installed as per the requirements of your local inspection authority.

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.



Full Flue Liner

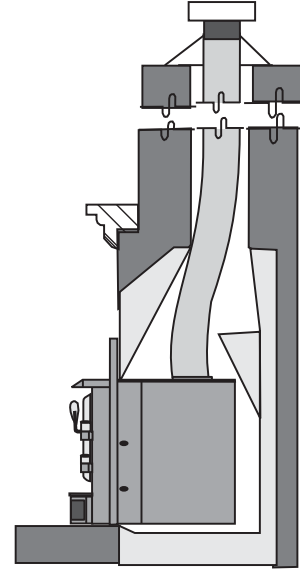
The use of this connection method not only increases the safety of your insert by directing the hot gases up the flue, but will also help increase the unit's efficiency and decrease creosote deposits in the chimney.

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

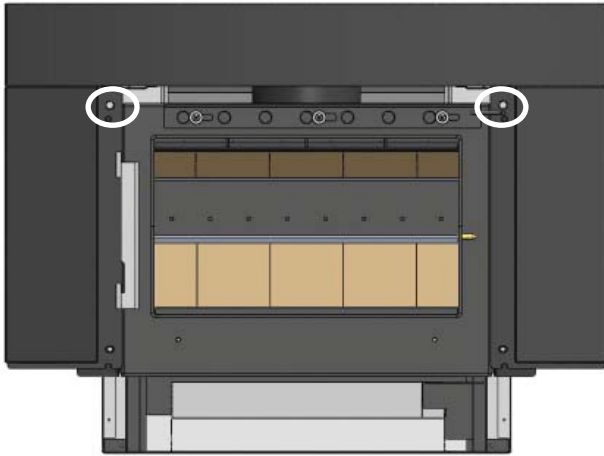
- 1) When installed in a factory built fireplace, a full stainless steel rigid is mandatory, for both safety and performance purposes. When a flue or liner is in use, the insert is able to breathe better by allowing a greater draft to be created. The greater draft can decrease problems such as, difficult 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 to accommodate the difference. When shimming is required, use non-combustible masonry or steel shims.
- 5) Measure approximately the alignment of the flue liner with the position of the flue outlet hole on the insert to check for possible offset. If an offset is required, use a proper stainless steel unit available with the chimney liner.

- 6) Once the above items have been checked, slide your insert into position after first positioning the flue liner and offset if required. (Re-install raincap at completion of installation).

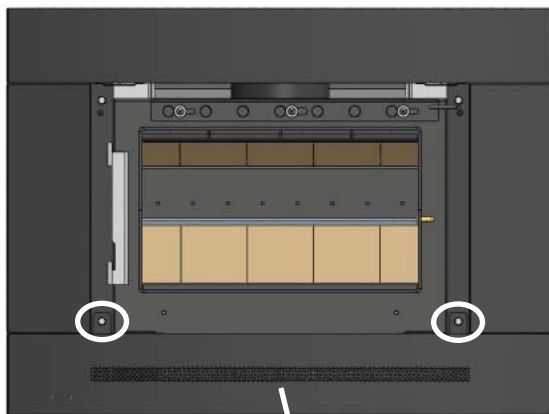


## FACEPLATE & FAN INSTALLATION

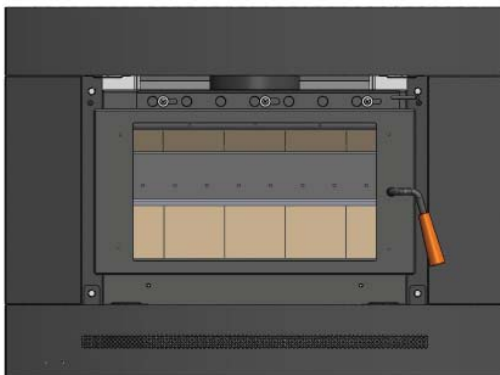
- 1) Remove the door from the unit by lifting it up off the hinges.
- 2) Position the faceplate up against the unit by sliding the left side of the fascia in behind the door hinges and align the 4 screw holes with the holes in the firebox. Secure in place using 2 screws on top.



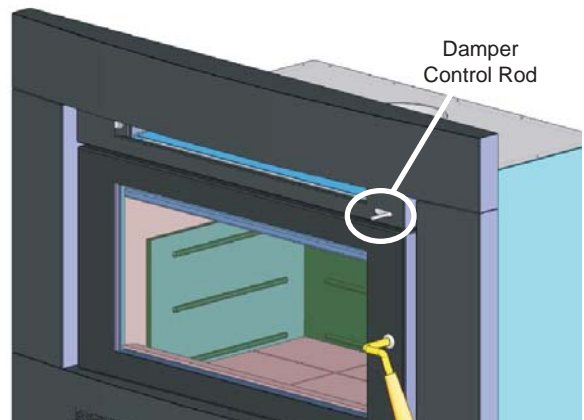
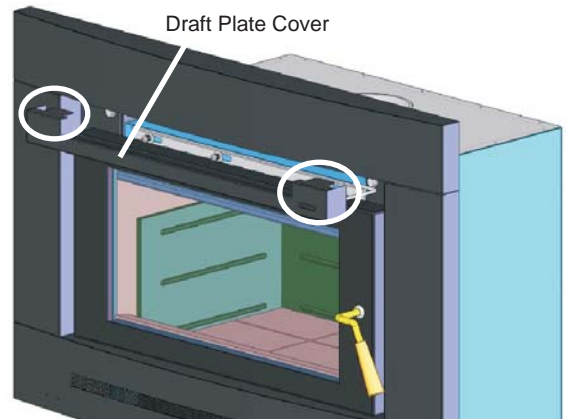
- 3) Install the fan fascia by aligning the bottom screw locations with the bottom faceplate. See page 13 for fan wiring diagram.



- 4) Re-install door.



- 5) Install the draft plate cover by sliding the tabs into the tab brackets on the inside top of the firebox, ensure the damper control rod fits thru the opening in the draft plate cover.



- 6) Install knob on damper control rod.



# OPERATING INSTRUCTIONS

## OPERATING INSTRUCTIONS

With your unit now correctly installed and safety inspected by your local authority, you are now ready to start a fire. Before establishing your first fire, it is important that you fully understand the operation of your draft control.

**CAUTION: THIS APPLIANCE MUST BE MAINTAINED AND OPERATED AT ALL TIMES IN ACCORDANCE WITH THESE INSTRUCTIONS.**

**CAUTION: THE USE OF SOME TYPES OF PRESERVATIVE-TREATED WOOD AS A FUEL CAN BE HAZARDOUS.**

**WARNING: ANY MODIFICATION OF THE APPLIANCE THAT HAS NOT BEEN APPROVED IN WRITING BY THE TESTING AUTHORITY IS CONSIDERED AS BREACHING AS/NZS 4013.**

**WARNING: DO NOT USE FLAMMABLE LIQUIDS OR AEROSOLS TO START OR REKINDLE THE FIRE.**

**WARNING: DO NOT USE FLAMMABLE LIQUIDS OR AEROSOLS IN THE VICINITY OF THIS APPLIANCE WHEN IT IS OPERATING.**

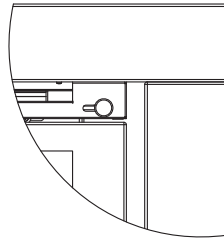
**WARNING: DO NOT STORE FUEL WITHIN HEATER INSTALLATION CLEARANCES.**

**WARNING: OPEN AIR CONTROL AND DAMPER WHEN FITTED BEFORE OPENING FIRING DOOR.**

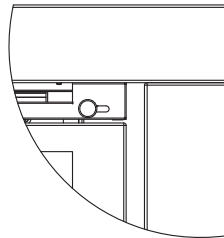
**For safety reasons and in order to avoid over firing of your unit do not burn your fire with the door open or ajar.**

## AIR SLIDE CONTROL

Both the primary and air wash drafts are controlled by the control rod located on the right side of the unit (when facing the unit). To increase your draft - pull open, and to decrease - push closed. All units have a secondary draft system that continually allows combustion air to the induction ports at the top of the firebox, just below the flue baffle.



Pull - Open



Push - Closed

**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 control fully.
- 2) Open firebox door and build a small fire using paper and dry kindling on the firebox base. Secure door on the firebox and 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 overheat 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 45 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 on the base of the firebox, you may adjust the draft control to a low setting to operate the unit at its most efficient mode.
- 6) During the first few fires, keep the combustion rate at a moderate level and avoid a large fire. Only after 5 or 6 such fires can you operate the stove at its maximum setting, and only after the metal has been warmed.
- 7) For the first few days, the stove 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 stove 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 stove top during the curing process. This may result in damage to your paint finish.
- 9) During the first few days it may be more difficult to start the fire. As you dry out your firebrick and your masonry flue, 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 the purpose. If you also have a fireplace in your home, a downdraft may be created by your Regency Stove causing a draft down your chimney. If this occurs, slightly open a window near your unit.

**CAUTION: If the body of your unit, flue baffle or any part of the chimney connector 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 stove 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 or the air supply passages should not be altered to increase firing for any reason.
- 17) If you burn the unit too slowly or at too low a setting your unit will not be operating as efficiently as it can. An easy rule of thumb says that if your glass is clean, then your flue is clean and your exhaust is clean. Burn the stove hot enough to keep your glass clean and you won't need to clean your flue as often.

## CREOSOTE

When wood is burned slowly, it produces tar and other organic vapours, which when combined with moisture, form creosote. The creosote vapours 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 result in an extremely hot fire.

**WARNING: Things to remember in case of a chimney fire:**

1. Close all draft and damper controls.
2. CALL THE FIRE DEPARTMENT.

### Ways to Prevent and Keep Unit Free of Creosote

- 1) Burn stove with the draft control wide open for about 10-15 minutes every morning during burning season.
- 2) Burn stove with draft control wide open for about 10 - 15 minutes every time you apply fresh wood. This allows the wood to achieve the charcoal stage faster and burns up any unburned gas vapours 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) The chimney and chimney connector should be inspected at least once every two months during the heating season to determine if a creosote buildup has occurred.
- 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 (3 mm/1/8" or more) it should be removed to reduce the risk of a chimney fire.**

## 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.

## MAINTENANCE

It is very important to carefully maintain your fireplace insert, including burning seasoned wood and maintaining a clean fireplace 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 stove require no lubrication.

## GLASS MAINTENANCE

Your Regency stove is supplied with Neoceram ceramic glass that will withstand the highest heat that your unit will produce. In the event that you break your glass by impact, purchase your replacement from an authorized Regency dealer only, and follow our step-by-step instructions for replacement.

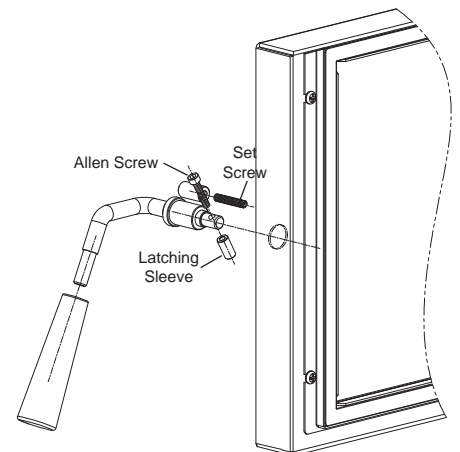
Allow the stove to cool down before cleaning the glass, do not clean the glass when it is hot. Do not use abrasive cleaners.

## DOOR LATCH ADJUSTMENT

The door latch may require adjustment as the door gasket material compresses over time.

Follow the steps below to allow the latch to be moved closer to the door frame, causing a tighter seal;

- 1) Unscrew latching sleeve.
- 2) Remove allen screw.
- 3) Spin door handle clockwise to desired depth.
- 4) Re-install allen screw and latching sleeve.
- 5) Adjust set screw to proper depth to ensure that the handle does not rotate 360 degrees.

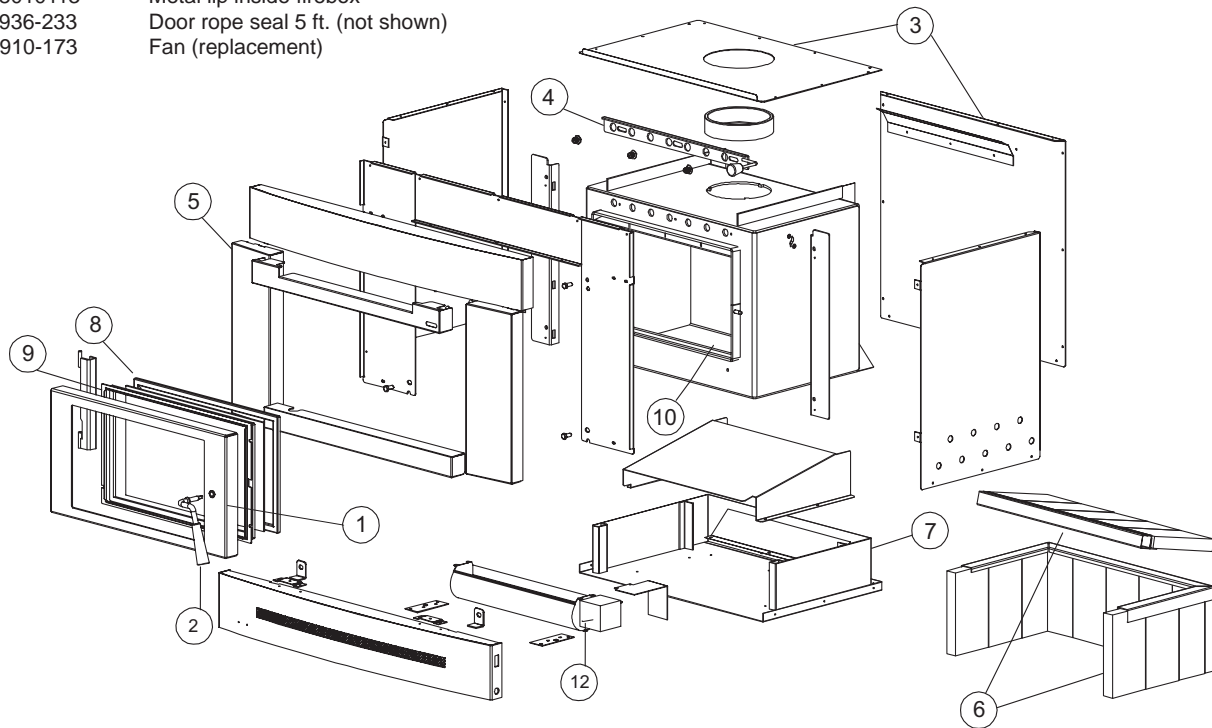
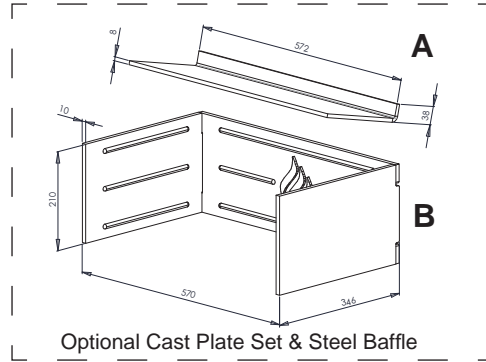


Rear View of Door shown

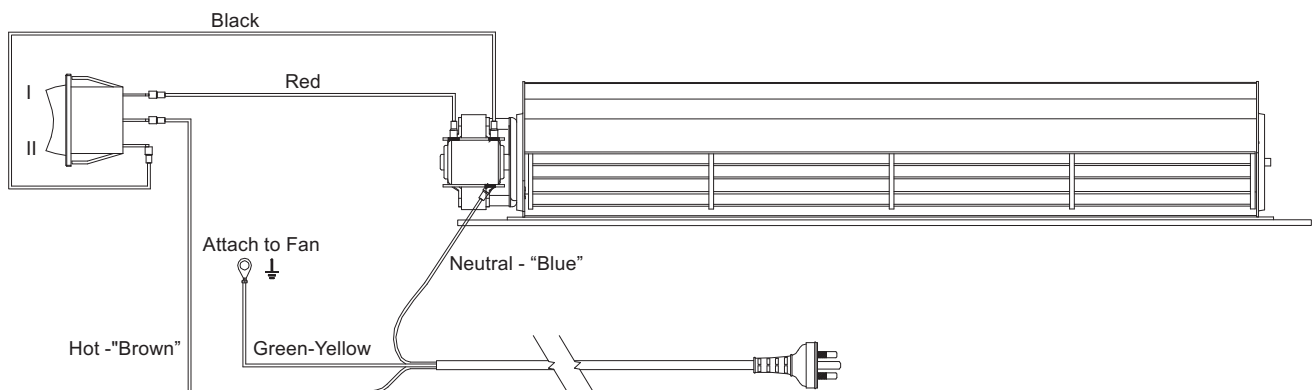
# PARTS LIST

## STOVE ASSEMBLY

Part #	Description
1)	8010503 Door Assembly (without handle)
2)	8010114 Door Handle Set
3)	1194003 Back Heat Shield
	1194007 Top Heat Shield
4)	8010501 Air Slide
5)	1100-910 Faceplate & Fan
6)	8010108 Firebrick Set (16 pcs)
7)	1193003 Back Fan Guide Deflector
8)	8010106 Glass Neoceram W/Gasket
	1141704 Firebrick Retaining Bracket
	8010104 Secondary Air Tube
	8010611 Steel baffle (optional) <b>(A)</b>
	7510206 Cast Plate Set (optional) <b>(B)</b>
9)	8010115 Glass Retainer Bracket
10)	8010113 Metal lip inside firebox
11)	936-233 Door rope seal 5 ft. (not shown)
12)	910-173 Fan (replacement)



Internal Blower Wiring Diagram (240V)





**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. Fireplace Products Australia Pty. Ltd. is pleased to extend this warranty to the original purchaser of a Regency Product. This warranty is not transferable.**

**The Warranty:**

Covered under the agreement against manufacturer's defects from the date of purchase are the following components:

The Firebox for 15 years; **(Parts & labour for the first 5 Years and parts only thereafter)**  
Steel Baffles for 12 months;  
Cast Iron Liners / Baffles for 2 years;  
Electrical components (ie. fans, switches) for 12 months. **(Parts & labour from the invoiced purchase date)**

Regency Fireplace Products is not liable for freight or labour on any wood burning appliance replaced in field.

**Repair/replacement parts purchased by the consumer from Regency Fireplace Products 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 labour 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 Regency Fireplace Product's option, through an accredited distributor or agent provided that the defective part be returned to the distributor or agent **Transportation Prepaid**, if requested. In areas where there is not an approved service agent or the closest approved service agent is situated more than thirty (30) kilometres from the installation, Regency is not obliged to arrange warranty repairs and travel and/or additional labour charges will apply.

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

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

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

All claims must be submitted to Regency Fireplace Products 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 warranty does not extend to or include paint, door or glass gasketing, neo-ceramic glass, 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 flueing or ventilation, excessive offsets, negative air pressures caused by mechanical systems such as furnaces, fans, clothes dryers etc.

At no time will Regency Fireplace Products be liable for any consequential damages which exceed the purchase price of the unit. Regency Fireplace Products has no obligation to enhance or modify any unit once manufactured. ie. as products evolve, field modifications or upgrades will not be performed.

Regency Fireplace Products 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.

Regency Fireplace Products 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 authorisation from Regency Fireplace Products may nullify your warranty on this product.

# Register your Regency® warranty online

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



### 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.
- Help assure you get the most out of your warranty.
- Eliminate confusion and frustration if warranty\*\* service is required in the future.

\*\* Proof of purchase required at time of warranty request.

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

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

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

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

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

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