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# INSTRUCTION GUIDE

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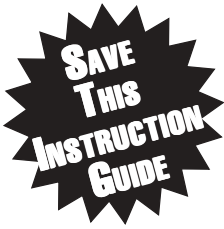
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- STEP-BY-STEP ILLUSTRATED INSTALLATION INSTRUCTIONS
  - TROUBLE SHOOTING & REPAIR TIPS
  - 20 YEAR LIMITED WARRANTY
  - PROPER FINISH CARE

⇒ Read these instructions carefully before installing your new faucet ⇐

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# Ambassador<sup>®</sup>

**FINE FAUCETS**



## 4" MINI-SPREAD LAV. Classic Ring Series

For Model:

- 303-H
- 303-R
- 303-M

With  
CERAMIC DISK  
Valves

## BEFORE YOU BEGIN

Your new Ambassador faucet will give you years of trouble-free performance. Thank you for choosing our product for your home. Please read these instructions carefully before installing your new faucet.

### Helpful items to install this faucet:

- a basin wrench
- Phillips head screwdriver
- adjustable wrench or pliers (2x)
- 2 rubber cone washers (for water supply lines)
- plumber's putty
- towel
- flashlight
- goggles

### IMPORTANT POINTS TO REMEMBER

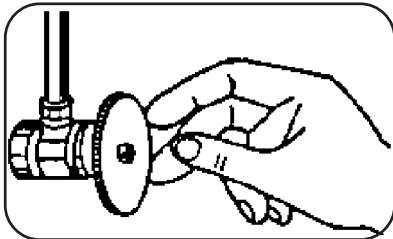
- When installing your new faucet, turn the connector nuts finger-tight, then use one wrench to hold the fitting and a second wrench to tighten the connection.  
**CAUTION:** Connections that are too tight will reduce the integrity of the system.
- Wrap all threaded connections with Teflon tape which is supplied with this faucet. Always wrap in a clockwise direction.

## PROPER FINISH CARE

### PROPER FINISH CARE

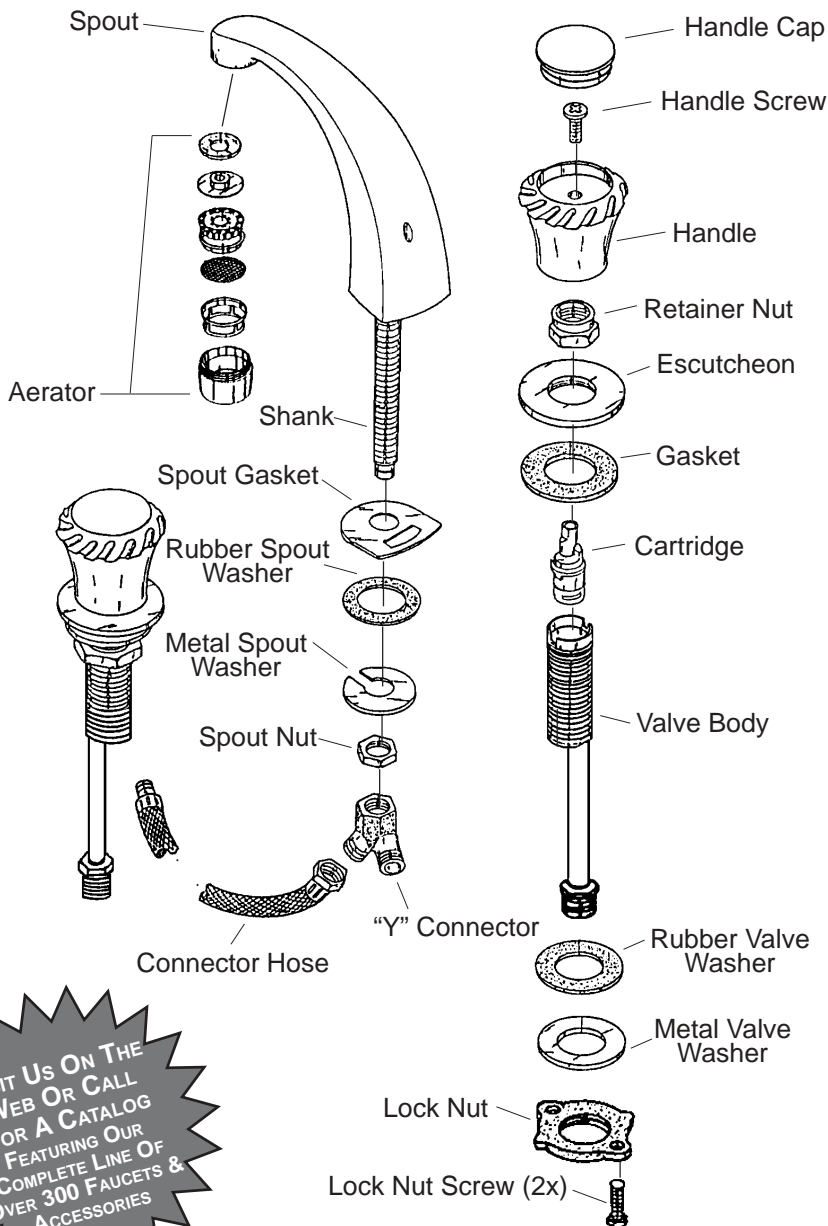
YOUR NEW FAUCET IS PROTECTED BY A CLEAR-COAT. TO CLEAN IT, YOU ONLY NEED TO WIPE IT WITH A DAMP, SOFT CLOTH. NEVER USE ANY ABRASIVE CLEANERS, STEEL WOOL, OR CHEMICALS, AS THEY WILL HARM THE FINISH AND VOID YOUR WARRANTY. FOR ADDITIONAL CLEANING HELP, CALL OUR CUSTOMER SERVICE CENTER.

## REMOVAL OF EXISTING FAUCET

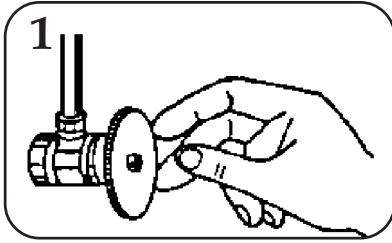


(1) Turn off water supply under sink. Cover the sink drain to prevent the loss of small parts. Remove old faucet, taking care not to damage existing water lines. If you need additional assistance with the removal of your existing faucet, consult that faucet's owner's manual or its manufacturer. Clean sink area in preparation for new faucet.

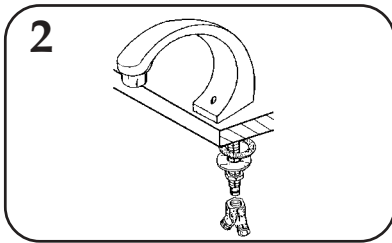
# 4" MINI-SPREAD LAV. CLASSIC RING SERIES



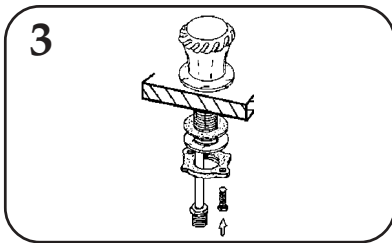
VISIT US ON THE  
WEB OR CALL  
FOR A CATALOG  
FEATURING OUR  
COMPLETE LINE OF  
OVER 300 FAUCETS &  
ACCESSORIES



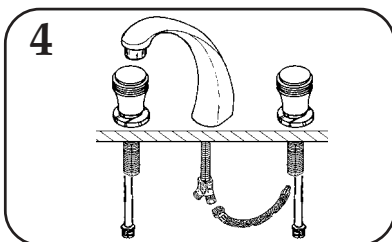
(1) Make sure water supply lines under sink are turned off. Inspect condition of supply lines. Cover the sink drain to prevent the loss of small parts. Make sure sink area is clean in preparation for new faucet.



(2) Remove rubber spout washer, metal spout washer, spout nut, and "Y" connector from the shank. Line up foam spout gasket with bottom of the spout and set it in the center hole of your sink. Slide rubber spout washer and metal spout washer onto shank and up against bottom of sink. Secure with spout nut. Attach "Y" connector to end of shank.



(3) Remove rubber valve washer, metal valve washer, and locknut from valve body. Place valve body in the left or right hole of your sink (both valve bodies are identical, either one can be used for the left or right side). Position the escutcheon so that it aligns with the top thread of the valve body. Slide rubber valve washer and metal valve washer onto valve body. Screw brass lock nut on valve body with the two screws pointing up, as illustrated. Hand tighten the lock nut. Position the valve body on the sink and tighten the lock nut screws with a screwdriver. **CAUTION: DO NOT OVERTIGHTEN THE SCREWS.** Repeat procedure for the other valve body.



(4) Attach connector hose (provided with kit) from small hole on the bottom of the valve body to one of the fittings on the "Y" connector. Be sure to wrap Teflon tape around the male end of the water line connector and the "Y" connector. Be sure not to twist or crimp the water line connector. Repeat procedure for the other valve body.

5a



(5) Connect water supply lines (not provided) to the faucet. Wrap the brass threaded valve ends with Teflon tape. Follow the appropriate steps below depending on your water supply lines.

(5a) If you have pre-assembled vinyl water supply hoses, simply connect hot supply hose to valve body. Repeat for cold side.

5b



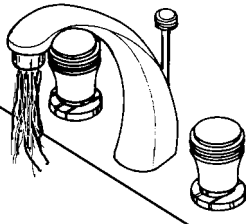
(5b) If you have plastic water lines with formed ends, you will not need to use rubber cone washers. Water lines will seat partially up into the brass valve body ends. Connect by tightening the brass coupling nuts.

5c

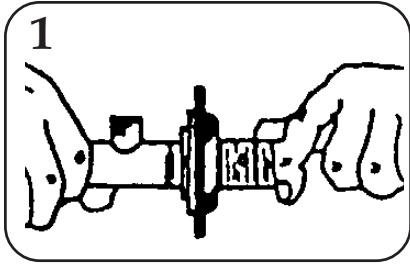


(5c) If you have 3/8" or 1/2" metal supply lines, assemble as illustrated. Slide the coupling nuts onto the lines. Place the appropriate size brass washer inside the nuts and slide the appropriate size black cone washer (not provided) onto the metal line (approx. 1/3" to 1/2" back from the end of the line). Flare the end of water supply line to avoid blow-outs. Water lines will seat partially up into the brass valve body ends. Connect by tightening the brass coupling nuts.

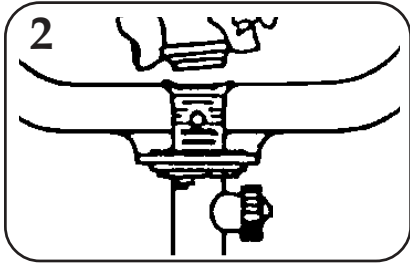
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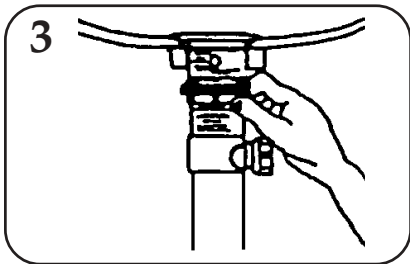
(6) After installation is complete (including pop-up drain), remove the aerator. Be careful not to scratch the gold finish. Turn the water supply back on and allow both hot and cold water to run for at least one full minute. While water is running, check all connections for leaks. Replace aerator. Nuts may need re-tightening. If leaks persist, refer to **TROUBLE SHOOTING & REPAIR TIPS**.



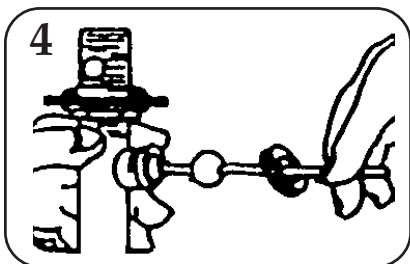
(1) Unscrew flange from drain body. Leave large black washer, white friction ring and locknut on drain body.



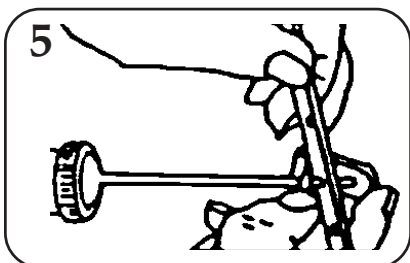
(2) Place a ring of putty around the drain hole in your sink. Insert the threaded end of the drain body up through the drain hole and attach the flange to the body, with the pivot ball nut pointing to the rear of the sink.



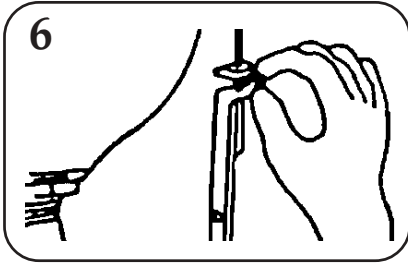
(3) Tighten the locknut from under the sink until the black rubber washer seats securely inside the sink drain hole. Wipe away excess putty. Tighten brass locknut with a wrench.



(4) Set the drain plunger in place (see "DRAIN PLUNGER" below). Unscrew the pivot ball nut from the pop-up body and remove the spring clip from the pivot ball rod. Leave the white packing ring on and slide the ball nut onto the rod covering the white packing ring. Insert the rod into the hole on the back of the pop-up body. Slide the ball nut in place and tighten securely.



(5) Slide one end of the spring clip onto the end of the pivot rod. Insert the pivot rod into one of the lower holes in the lift rod strap. Secure other end of spring clip onto pivot rod.



(6) Drop the lift rod down through hole in faucet. Insert bottom of lift rod into hole on the top of the lift rod strap (see “**ADJUSTING THE LIFT ROD**” below). Tighten with thumb screw.

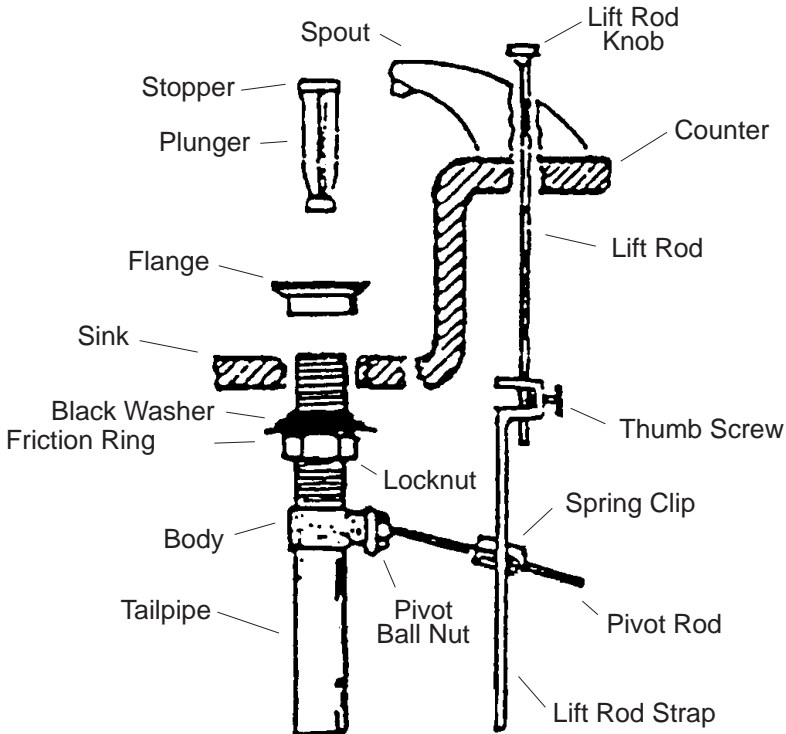
### ADJUSTING THE LIFT ROD

Adjust lift rod function by adjusting the height of the thumb screw along the lift rod (step 6) or by changing the hole that the pivot rod goes through on the lift rod strap (step 5).

Be sure to leave enough space between the lift rod knob and the faucet spout when the rod is down.

### DRAIN PLUNGER

There is a small square cutout at the bottom of the drain plunger. That square needs to go down the front of the drain body (opposite side from the pivot ball nut). The pivot rod passes through that square to lock the drain plunger in and form a tight seal when the drain is closed.



# TROUBLE SHOOTING & REPAIR TIPS

If maintenance is ever called for, you can repair your faucet in minutes. Simply identify the problem below and take these corrective steps. If your problem is not listed, or you need additional help, call our Customer Service Center. It's that easy!

## PROBLEM

Water leaks from underneath handle.

## CAUSE

Retainer nut has come loose or the o-ring on the cartridge is dirty or damaged.

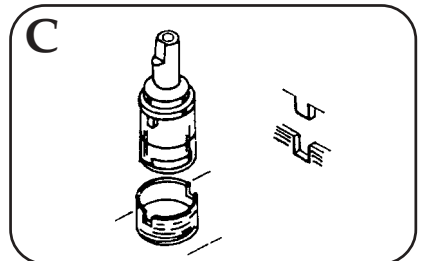
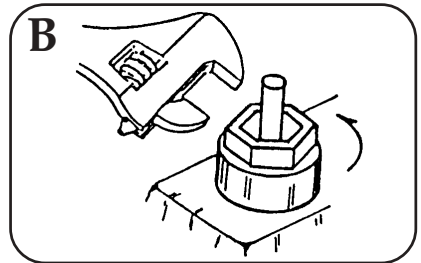
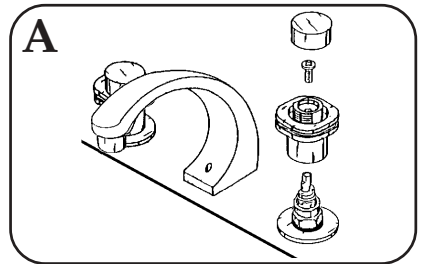
## SOLUTION

(1) Remove the handle. (Diagram A)

(2) Tighten the retainer nut by turning it clockwise. (Diagram B) Rotate the valve cartridge to the "ON" position and check for leaks.

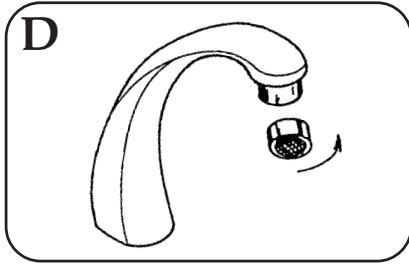
(3) If the leak continues, turn off the water supply. Remove the retainer nut by turning it counter-clockwise. Lift out the cartridge. (Diagram C) Inspect the o-ring on the outside of the cartridge. Remove any debris from the o-rings. If it is twisted, straighten it out. If the o-ring is damaged, replace the the cartridge.

(4) Place the cartridge back in the valve body. (Diagram C) Make sure the wings on the two sides of the cartridge fit into the cuts on the two sides of the valve body. Retighten the retainer nut onto the valve body. Reassemble the handle. Turn the water back on.





# TROUBLE SHOOTING & REPAIR TIPS



## PROBLEM

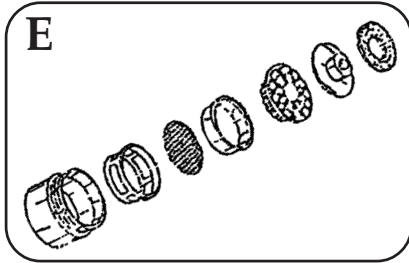
Aerator leaks from connection or has an improper flow pattern.

## CAUSE

Aerator is misseated or has debris in the assembly.

## SOLUTION

Unscrew the aerator. (Diagram D) **BE CAREFUL NOT TO SCRATCH THE FINISH.** Inspect the black rubber packing and small parts. Clear away any debris. Make sure to reassemble it as per the exploded picture. (Diagram E) Replace aerator.



## PROBLEM

Water does not completely shut off (drips).

## CAUSE

Retainer nut has come loose or the ceramic disk inside the cartridge is dirty or damaged (chipped or cracked).

## SOLUTION

(1) Turn off the cold water under the sink. If leak stops, the problem is with the cold side. If leak continues, turn off the hot side in order to determine which side is the problem. Turn the water back on under the sink.

(2) Remove the handle on the problem side. (Diagram A) Tighten the retainer nut by turning it clockwise. (Diagram B)

(3) If drip does not stop, turn off the water under the sink. Remove the retainer nut by turning it counter-clockwise. (Diagram B) Lift out the cartridge. (Diagram C)

(4) Inspect the ceramic disks on the bottom of the cartridge. If there is debris or brass scrap on the disks, remove it. If the disks are chipped or cracked, replace it with a new one.

(5) Place the cartridge back in the valve body. (Diagram C) Make sure the wings on the two sides of the cartridge fit into the cuts on the two sides of the valve body. Retighten the retainer nut onto the valve body. Reassemble the handle. Turn the water back on.

# MATCHING ITEMS (SEE CATALOG OR INTERNET FOR DETAILS)



**4" CENTER SET**



**4" MINI-SPREAD**



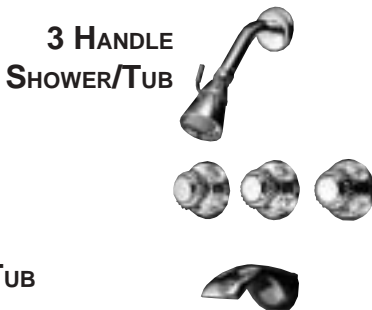
**6-12" WIDESPREAD**



**1 HANDLE SHOWER/TUB  
(PRESSURE BALANCE)**



**2 HANDLE  
SHOWER/TUB**



**3 HANDLE  
SHOWER/TUB**



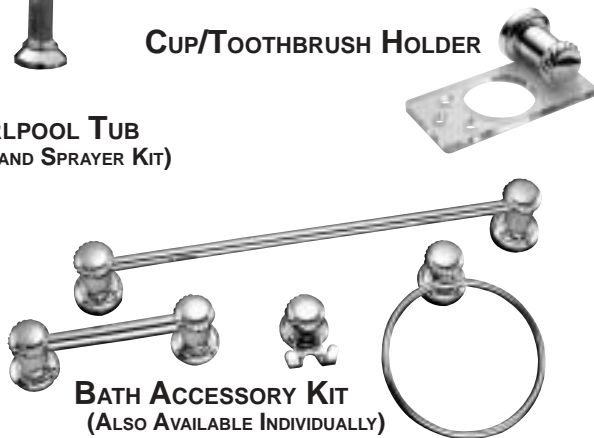
**ROMAN/WHIRLPOOL TUB  
(SHOWN WITH HAND SPRAYER KIT)**



**SOAP DISH**



**WET BAR**



**BATH ACCESSORY KIT  
(ALSO AVAILABLE INDIVIDUALLY)**

# 20 YEAR LIMITED WARRANTY

## LIMITED WARRANTY

The manufacturer warrants its control cartridges to the original purchaser to be free from defects in material or workmanship for a period of 20 years from the date of purchase found on the retail sales receipt, a copy of which is required for any warranty claims. The warranty on the finish of this product is for one year from date of purchase. Do not attempt to clean your faucet with any kind of chemical or abrasive cleaner. Any abrasive will mar the finish and void your warranty. All that is necessary is to wipe it with a clean, damp cloth.

**IF YOU NEED MORE INFORMATION CONCERNING  
PARTS OR SERVICE DO NOT CONTACT YOUR  
RETAILER, PLEASE CONTACT:**

**AMBASSADOR CUSTOMER SERVICE  
1-800-270-4AMC**

Please be advised that this warranty does not cover labor, or other costs of installation, removal, repair, freight to or from the manufacturer, or reinstallation of faucets or parts. Further, this warranty is void when a defect or failure results from misuse, neglect, accident, improper installation, or modification of the faucet or parts, or as a result of work performed by other than the manufacturer.

This warranty is in lieu of all other expressed warranties. The sole and exclusive remedy against the maker hereunder shall be for repair or replacement of the faucet or parts, exclusively at the option of the manufacturer. Further, the manufacturer cannot issue refunds for products not purchased directly from the manufacturer. In no event will the maker or its agents be liable for incidental or consequential damages arising out of the purchase or use of this faucet.

If your state does not allow the exclusion or limitation of incidental or consequential damages the above limitations may not apply to you. This warranty gives you certain legal rights which may vary from State to State.



# Ambassador<sup>®</sup>

## FINE FAUCETS

IF YOU HAVE ANY PROBLEMS,  
DO NOT CONTACT YOUR RETAILER  
FOR SERVICE OR PARTS.

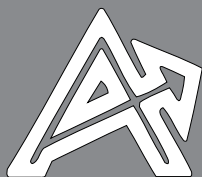
CALL OUR CUSTOMER SERVICE CENTER.

FOR QUESTIONS, SERVICE,  
OR REPLACEMENT PARTS CALL:

**1-800-270-4AMC**

9:00 AM - 5:00 PM Pacific Time

Monday - Friday



ASSOCIATED MARKETING CONCEPTS  
CUSTOMER SERVICE WAREHOUSE  
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CHATSWORTH, CA 91311-4123  
[www.ambassador-amc.com](http://www.ambassador-amc.com)