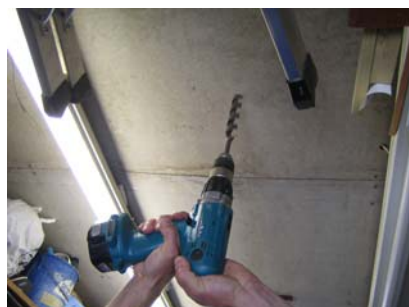


Flat Roof Suntile Installation instructions



As long as you follow our simple instructions, fitting a Suntile is simple and straight forward. The instructions might look lengthy and daunting, don't be put off, it's just plenty of detail with explanatory photos to make sure you know what we're talking about.

1 Decide the best position for your Suntile on the roof and inside, making sure that the ceiling diffuser assembly falls between any roof rafters etc. This is best done starting from inside. Once you are happy with the final position, mark the centre point and using a large, long drill bit, drill through to the outside through the top felt layer. Place the external Flange component on the external felt surface with the drilled through hole in the centre. Make sure the flange is perpendicular to the roof. Draw around the smallest square inside the Flange with a marker pen. Remove the Flange and using a sharp blade cut about 4 mm outside the marked square.



2 Remove the cut square felt to expose the boarded underneath surface. Replace the Flange to check position.

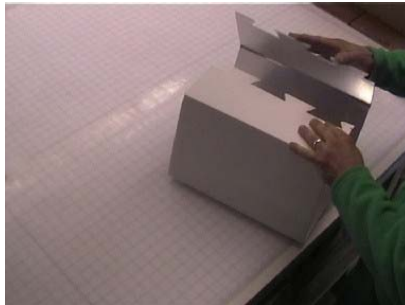
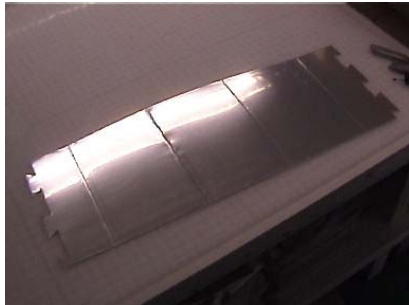


3 Using a jig saw cut through the boarded surface along the cut felt line removing a square section of board. Replace the Flange to check alignment of square and adjust as necessary.



Suntile Mirrored Ducting Assembly

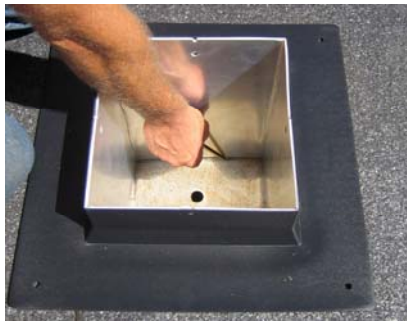
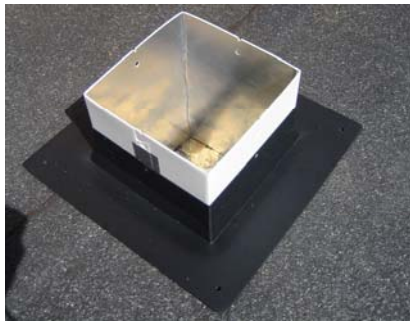
4 To assemble the mirrored ducting lay it down flat on a smooth surface with the mirror side facing up. Bend the sides up along the creases into a box tube shape - you can 'over bend' each crease to make assembly easier. Bring the two jigsaw type ends together, fitting them as you would a jigsaw making sure they fit flush with each other and do not overlap.
Please note: the mirror has a clear protective film that we recommend you leave in place until final stages of assembly.



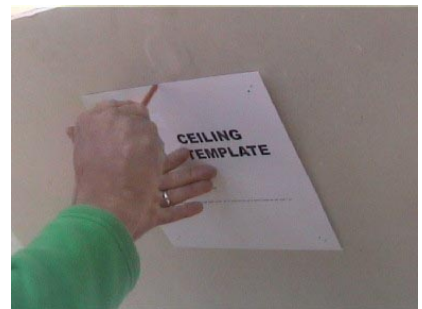
5 Cut the Silver Tape to the length of the joint, remove the backing tape and stick over the jigsaw joint. Smooth the tape down on the top surface and then flip the duct over and push firmly down from the inside along the jigsaw edge to make sure the edges are all in firm contact with the tape.



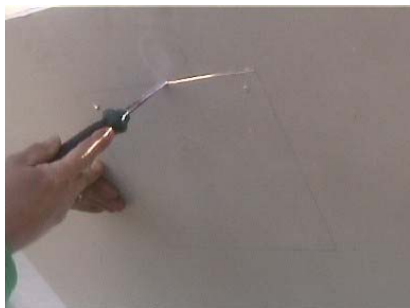
6 Push the ducting through the flange component and down through the roof section. Most flat roofs have a plaster board type ceiling that will need to be cut through. Allow the ducting to rest against the underside of the plaster board ceiling then mark around the inside of the ducting. Remove the ducting and flange component, take a bradawl and push a hole through the plasterboard ceiling in one of the corners



7 Return to the inside of the property. Take the ceiling template provided and push the bradawl through the top left hand corner at the mark "Suntile Basic Kit Ceiling Holes". Push the bradawl through the hole made in the plasterboard earlier and pivot the template until perpendicular. Hold the ceiling template firmly in position and draw around the template's outside edges



8 With a sharp knife or grip blade cut along your drawn lines and remove the plasterboard square.



9 Return to the outside and screw fix the Flange moulding to the roof all the way round.



10 Taking all the necessary precautions; torch strips of an appropriate flat roof underlay around the Flange to the existing roofing felt, sealing the Flange's edges. NB Take care not to expose the vertical surfaces of the Flange to any direct heat as the component may distort out of shape. It may be advisable to remove the ducting at this stage.



11 Cover all edges with overlapping joints. This also provides a sound surface for the top felting to stick to.



12 Take four strips of matching felt large enough to overlap and torch into place. NB Take care not to expose the vertical surfaces of the Flange to any direct heat as the component may distort out of shape.



13 Work around all sides in the same way, cutting 45 degree joints at each corner.



14 Replace the ducting and remove the protective film from all surfaces just before fitting the clear pyramid collector. Make sure the 4 holes are lined up through the pyramid, flange and ducting.



15 Using the fasteners provided push each one through the aligned holes and use a screw driver to tighten up. It may be necessary to ask someone to help by pressing the ducting flush to the pyramids surface from the inside.



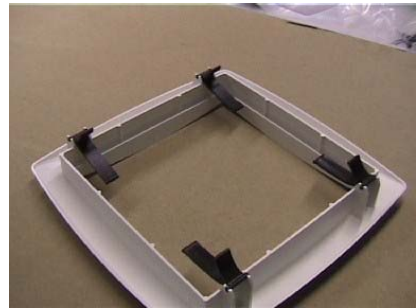
16 Back inside the ducting now needs to be trimmed to take the ceiling diffuser assembly. Use a 6mm thick piece of flat material as a spacer to mark a 6mm offset line around the outside of the ducting parallel to the ceiling. We used a small piece of 6mm thick cardboard.



17 Cut all around the ducting using a sharp blade along the offset line, remove the waste.



18 Assemble the ceiling diffuser frame and retaining clips. First, over bend each of the clips to pre-stress them before fitting to the ceiling. Push firmly down into the clips with the long leg vertical and curved outwards.



19 The ceiling diffuser frame is fitted in the same way as a standard ceiling light fitting. Position the long legs of each retaining clip between the ducting and the square hole cut in the ceiling. Make sure the short legs do not go into the same gap. As you push the ceiling diffuser frame toward the ceiling, the clips will rotate with the short legs sliding across the ceiling surface before snapping into final position. As you push the frame into position make sure that the leading edge of the ducting fits into the channel on the back of the frame. To remove the frame, simply reverse the procedure pulling the frame away from the ceiling. It is not recommended that you repeatedly take the frame in and out as the cut surface of the plasterboard will start to break up. Once the frame is in position, line up the lens with the four lugs and push fit it together.



20 Sit back and enjoy your new light filled space before clearing away your tools and putting the kettle on.