

How To Install Luminous SkyTiles

Please read these instructions **completely** before unpacking or beginning your installation.

Important Information

- Unpack with care! **Lift** SkyTiles out of the box. **Do not drag the corner of a SkyTile across the surface of another.** The corners can scratch the laminated surface.
- SkyTiles should be removed from their shipping carton **at least 24 hours before installation** and allowed to adjust to the interior conditions of the environment where the installation will take place.
- SkyTiles must be installed in ceiling grid systems only.
- Anything, like loose fill or bat insulation, that rests directly on the back of the SkyTile will cause a shadow.
- Never install SkyTiles or other ceiling tiles below an existing ceiling that contains radiant-heat coils.
- **Keep hands clean** during SkyTile installation to avoid fingerprints and smudges on the finished installation. For maximum protection, use the clean cotton gloves provided with the SkyTiles
- **SkyTiles must be handled carefully** to protect the face and edges of the tile from irreparable damage.

Step 1: Using the Luminous SkyTile Layout Diagram

Before inserting the SkyTiles in the elevators, review the **Luminous SkyTile Layout Diagram** included. The diagram has a picture of your SkyCeiling as seen when **looking up** at the ceiling. Note the row of letters along the top and the column of numbers on the left side. The letters and numbers combine to designate the appropriate SkyTile for a given opening, ie. A1, B1, etc. Hold the diagram over your head with the image down and compare it to the grid opening. Rotate the image until it is oriented properly with the grid system. Note where the row of letters and column of numbers fall in relation to the grid

system. It may be helpful to make a mark on a corner or side of the diagram which corresponds to an obvious landmark in the room.

Step 2: Determining Where Each SkyTile Goes

The corresponding letter and number for a SkyTile on the diagram is both written on a piece of quick-release tape on the back side of the appropriate SkyTile and printed along one edge of the image. Using this information, match the tile to an opening in the grid. Using the Layout Diagram, orient the tile to match **exactly** the picture on the diagram. **Be sure to remove the tape before installing the tile. It will create a shadow in the image.**

It may be helpful to lay the SkyTiles out on the floor or elsewhere in the room so that you know exactly where each tile belongs in the ceiling. If you do so, make sure the tiles rest on a **soft, clean surface** so they don't get scratched or smudged.

The SkyTiles also have small colored triangles printed in the corners of the image. These triangles match the colored diamonds on the Layout Diagram and can help to orient the tiles. Two or more corners coming together will **always have the same color of triangle.**

Step 3: Inserting the Luminous SkyTiles

Once the location and orientation of a SkyTile has been determined, insertion is simple:

1. turn the tile on edge,
2. lift it up through the diagonal of the grid opening,
3. flatten the tile above the grid so that it is in the same plane as the ceiling,
4. rotate the SkyTile into the proper orientation,
5. gently lower one edge into the elevator and then
6. lower the rest of the SkyTile into place.

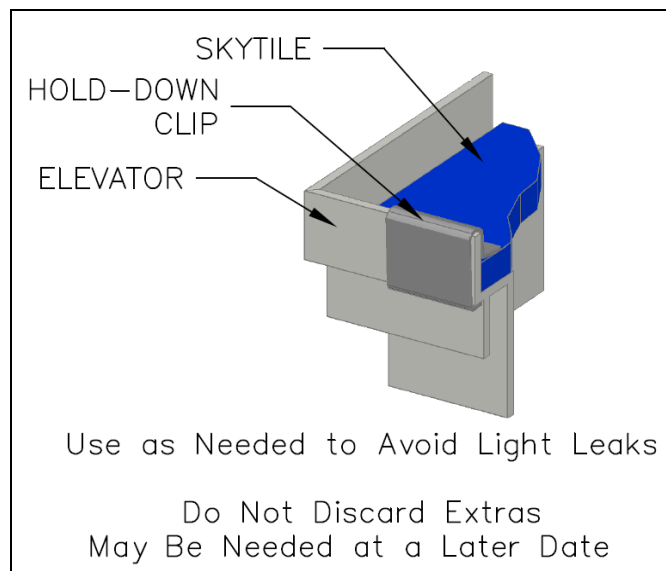
Never force a SkyTile into place! There is always an easier way! If the tile does not fit easily into the elevator, it can be carefully modified. Please call The Sky Factory at 1.866.759.3228 for instructions on how to do so.

Step 4: Using Hold-Down Clips

Occasionally a SkyTile has a slight warp to it and therefore does not sit down flush in the elevator. This can cause a light leak around the edge of the tile. Use the provided hold-down clips as needed to prevent light leaks.

WARNING: THE HOLD-DOWN CLIPS ARE FERROUS. DO NOT USE THEM IN AN MRI ENVIRONMENT.

Do not discard any extra clips. They may be needed at a later date.



Care and Cleaning

- Avoid scratching or jamming the SkyTiles during installation and cleaning. Once the SkyTiles are installed, we recommend that cleaning be done with them in place.
- Always use a non-abrasive micro-fiber cloth. The cloth may be dampened with isopropyl alcohol to reduce static and for more difficult smudges.
- Do not get the edges of the tiles wet. **Water may cause the image to delaminate.**

For technical support please call us toll free at 866-759-3228. We want your installation to go as smoothly as possible. Thank you for choosing The Sky Factory.