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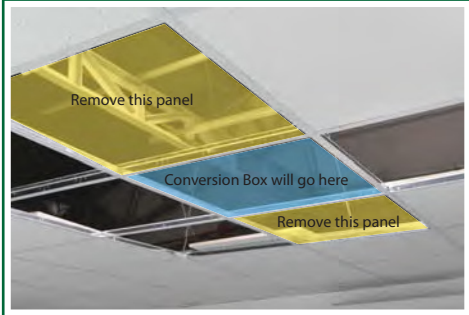TRADING AND GENERAL SERVICES CO.

Installing a Sky Tunnel™ Conversion Box into a Grid Ceiling

If unsure if this product will fit your particular Grid Ceiling, refer to the Sky Tunnel Conversion Box Specification Sheet. To be used in conjunction with the Installation Instructions for the Sky Tunnel Kit you have purchased. Before beginning the installation, please read all instructions carefully and in their entirety to ensure you understand the process.
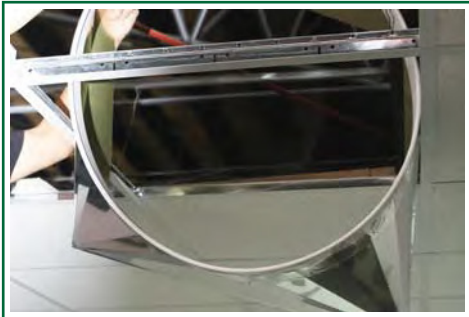
Step 1 - Remove the ceiling panel where the conversion box will be installed, and at two more on opposite sides.
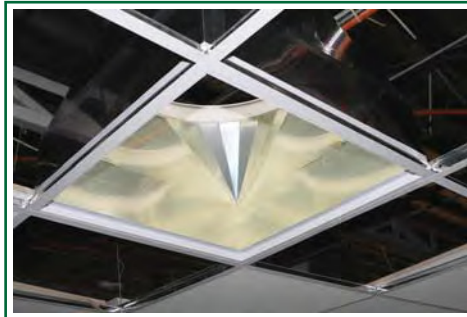
Step 2 - Insert the Conversion Box Frame into the ceiling grid.

Step 3 - From the outside drill & rivet the Conversion Box Frame to the upright of the ceiling grid on 2 opposite sides.

Step 4 - Pull the Conversion Box transition piece through the empty grid and into the roof space.

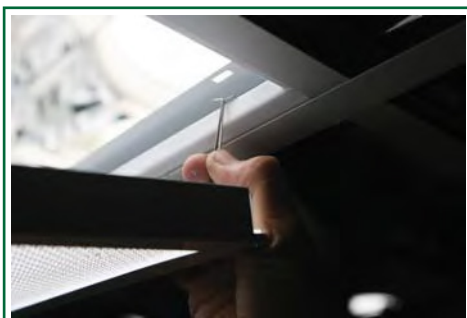**Step 5 -** The Conversion Box Transition Piece should now sit inside the Conversion Box Frame.

Step 6 - From the outside drill & rivet the Conversion Box Transition Piece to the Conversion Box Frame on 2 opposite sides.

*** Complete the attic part of your installation now, securing either the Flexi-tube or Rigid98 Tube to the Ceiling Frame that is part of the Conversion Box Transition Piece. ***

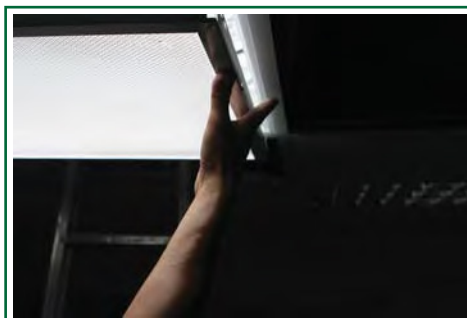**Step 7 -** Remove all the yellow protective film from the inside of the Conversion Box.

Step 8 - To install the Diffuser Holder, squeeze the spring together and put the ends through the slot in the Conversion Box Frame.

Step 9 - When you let go of the spring it should open and force itself against the edges of the slot in the Conversion Box Frame.

Step 10 - Repeat this for all four springs. Once done the DIffuser Holder should hang approx 50mm below the Conversion Box.

Step 11 - Push the Diffuser Holder into the Conversion Box Frame, the pressure from the Springs will hold it in position.

Step 12 - The finished result should look like this. You can now put the surrounding ceiling panels back in place.