Clean down tray with Methylated Spirits or solvent to ensure foam guards stick and hold correctly.

**CGI Roof**

**Installation Instructions for TRAY**

1. Decide location for skylight by inspecting inside roof cavity for obstructions such as hanging beams, under purlins, etc. Whenever possible, locate the ceiling ring directly below the roof assembly. Also, try to locate one edge of ceiling frame next to joist/truss.

2. When satisfied with location, drill a hole in a bottom corner of throat position. Drill two holes above it to indicate direction of skylight.

3. Drill a marker hole in ceiling to indicate one corner of the ceiling frame. Place two more holes to indicate direction of skylight.

4. Using angle grinder or tin snips, cut out marked lines and remove roof sheet piece. If required, cut batten and trim out any cut rafters.

5. Weather up the corrugations on the low side of the cutout by folding the low spots with pliers.

6. Using aluminium tape shaft to zincalume shroud at bottom of roof assembly.

7. Gather up the flexi shaft, and gently lower the shaft through the opening in the roof, leaving it hanging inside the roof cavity.

8. Lifting the top edge cut, slide the soaker tray up and under the cut. Rest the soaker tray on the roof sheeting. Secure the assembly into position by driving tech-screws through soaker tray into battens. Tech screws must be sealed with silicone.

9. Lift up the corrugations on the low side of the cutout by folding the low spots with pliers.

10. Backfill extended cuts at top corners of soaker tray with silicone.

11. Using sharp knife and pliers/tin snips, cut off excess flexi shaft 2 ribs below ceiling level.

12. Gently pull excess flexi shaft through the ceiling opening.

13. Slip flexi shaft over outside of zincalume shroud. Secure with a loop of tape provided.

14. The diffuser can be installed by gently angling it and inserting up into the shaft. Let the diffuser panel rest flat inside the ceiling frame. Ensure the prisms are facing downward for maximum light efficiency.

15. Push excess flexi shaft back into ceiling cavity.

16. Secure the ceiling frame to ceiling by driving screws through ceiling frame collar into joists/trusses if available.

17. Where joists/trusses are not available, place timber blocks next to ceiling frame collar and secure ceiling frame to timber blocks.

18. Decide location for skylight by inspecting inside roof cavity for obstructions such as hanging beams, under purlins, etc. Whenever possible, locate the ceiling ring directly below the roof assembly. Also, try to locate one edge of ceiling frame next to joist/truss.

19. Drill a marker hole in ceiling to indicate one corner of the ceiling frame. Place two more holes to indicate direction of skylight.

20. From out on roof, use the inside throat as a template for cutout of skylight. Extend the top edge up 70mm. Mark a line full width of soaker tray 10-15mm each side.
1. Decide installation location by inspecting roof cavity. Try to avoid obstructions such as hanging beams, under purlins, etc.

2. Using foam supplied, create 2 water guards along either side of the flashing. 1st strip 25mm in from edge of tray and the 2nd strip 25mm closer to the window.

3. Cut tile battens out

4. Position skylight so bottom flashing is located over bottom row of tiles.

5. Where required cut battens and trim out rafters.

6. Using aluminium tape provided, secure flexi shaft to zincalume shroud at bottom of roof assembly.

7. Gather up the flexi shaft, and gently lower the shaft through the opening in the roof, leaving it hanging inside the roof cavity.

8. Slide the soaker tray up under the top and side tiles and over the bottom tiles.

9. When screwing down the shaft to the battens make sure you screw to the outside of the foam gutter. 25mm spacing between foam gutters

10. Knock off any lugs on bottom of tiles that will prevent them from sitting flat on metal flashing tray.

11. With an angle grinder trim tiles to within 40mm of skylight dome.

12. Drill a marker hole in ceiling to indicate one corner of the ceiling frame. Place two more holes to indicate direction of skylight.

13. Back inside, using the direction holes as reference, place the inner ceiling frame corner against the corner hole. Mark around the outside of the ceiling frame collar.

14. Using a plaster knife or jigsaw, cut along the marked line and remove the excess plaster.

15. Gently pull excess flexi shaft through the ceiling opening.

16. Using sharp knife and pliers/tinsnips, cut off excess flexi shaft 2 ribs below ceiling level.

17. Slip flexi shaft over outside of zincalume shroud. Secure with a loop of tape provided.

18. Push excess flexi shaft back into ceiling cavity.

19. Secure the ceiling frame to ceiling by driving screws through ceiling frame collar into joists/trusses if available.

20. The diffuser can be installed by gently angling it and inserting up into the shaft. Let the diffuser panel rest flat inside the ceiling frame. Ensure the prisms are facing downward for maximum light efficiency.

21. Clean down tray with Methylated Spirits or solvent to ensure foam guards stick and hold correctly.

22. To ensure your roof window is going to fit, remove tiles from the intended location.

23. Position skylight so bottom flashing is located over bottom row of tiles.

24. Fix roof assembly into position by driving tech-screw through soaker tray into battens.

25. Tech-screw must be sealed off with silicon.

26. The diffuser can be installed by gently angling it and inserting up into the shaft.

27. Let the diffuser panel rest flat inside the ceiling frame.

28. Ensure the prisms are facing downward for maximum light efficiency.