

RECESSED LIGHT FORM INSTALLATION

STEP 1 Important! Read Through This Guide Before Starting

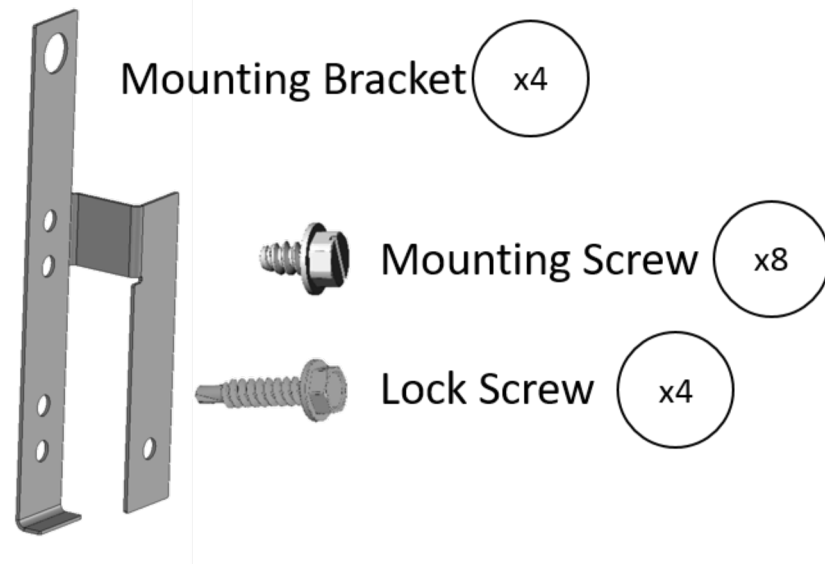
Locate the package containing these components:

- (4) Mounting Brackets
- (8) Bracket Retention Screws
- (4) Bracket Lock Screws

You will need these parts to install this SoftForm Lighting product.

Important! The protective film covering the fabric should only be removed after the space is clean.

Note: If your light form is 1 x8 (SFR18) your mounting kit will contain 6 brackets, 12 retention screws and 6



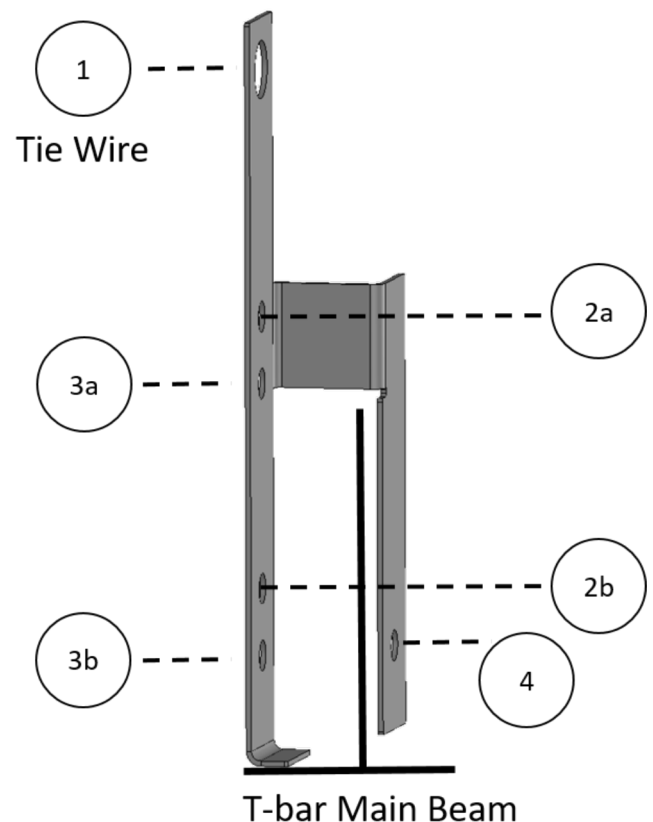
STEP 2

Important! The light form must be installed so the mounting bracket feet rest on the ceiling grid and parallel to the main T-bar beams.

The mounting bracket has 4 hole locations:

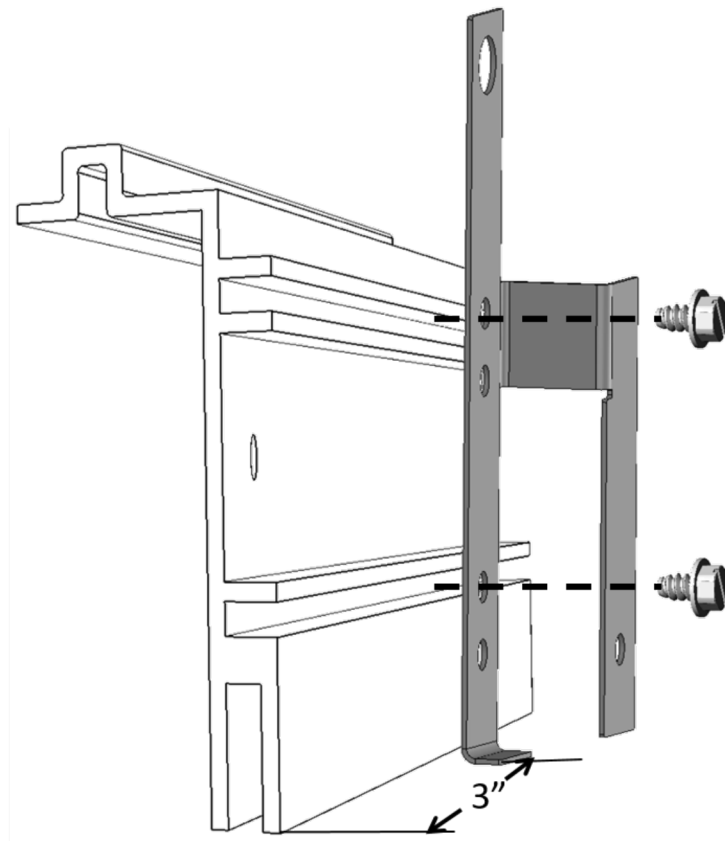
1. Tie wire to structure
2. a & b for Flush Mount
3. a & b for Tegular Mount (5/16" reveal)
4. Secure to T-grid main beam

Hole locations 2a and 2b, are used to install flush with the T-grid flange. Hole locations 3a and 3b, are used when the light form needs to install 5/16" below the T-grid flange to match adjacent "tegular" ceiling tile. Hole location 4 is used to attach the bracket to the T-grid beam with the included self-drilling screw.



STEP 2 continued

Position the mounting bracket approximately 3 inches from the frame corner and on the side of the frame that will run parallel to the T-grid main beam. **Important! Mounting brackets must rest on T-grid main beam flange.** Make sure the larger tie wire hole extending up and above the frame. Using the 1/4" blunt-end thread forming screws, attach the mounting bracket to the frame utilizing the screw channels on the frame exterior. Do this on each side of the frame that will rest on the T-grid main beam flange.



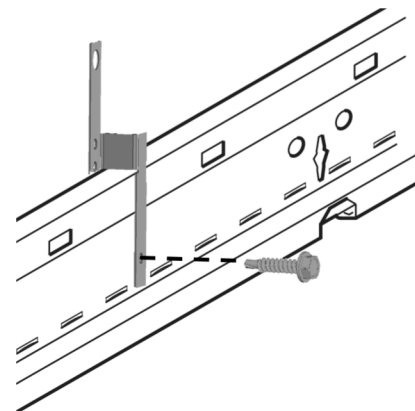
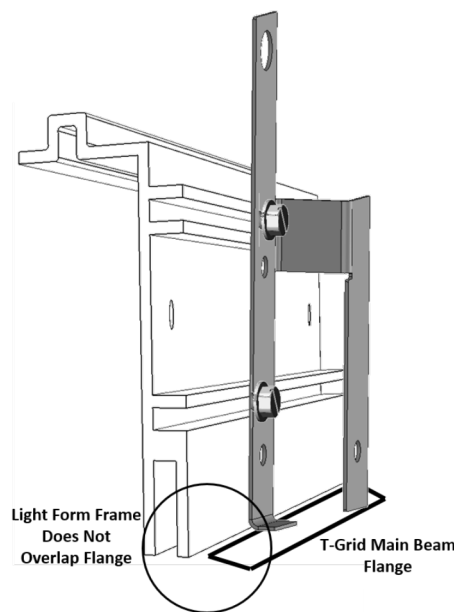
STEP 3

Lift the light form into place so that the mounting bracket feet rest on the T-grid flanges main beam and the mounting bracket arm overlaps the T-grid main beam itself. The light form frame should now be suspended inside the T-grid flange supported by the mounting brackets. The form should be either sitting flush or 5/16" below the ceiling plane.

Locate the lock screw hole near the bottom of the mounting bracket arm. Drive the self-tapping lock screw through the hole and into the T-grid main beam web. This will lock the light form to the ceiling grid. Do this for all mounting brackets on both sides of the light form.

Important! Failure to secure the light form mounting brackets to the T-grid main beam will make the removal and installation of the fabric light diffuser very difficult.

If required, install tie wire through the provided holes at the top of each mounting bracket and secure the light form to the structure.

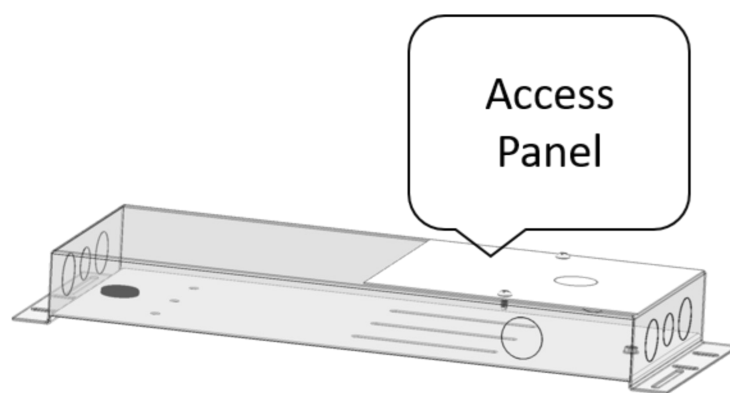


STEP 3

All wiring (normal power and 0-10v control) leads are located under the wire access panel. The access panel is retained by two screws. Remove one or both to make your wiring connections.

Note: It's advisable to select the KO on or close to the access panel for easy access to normal power and control wire leads.

Once you have made your power and control connections the installation is complete.

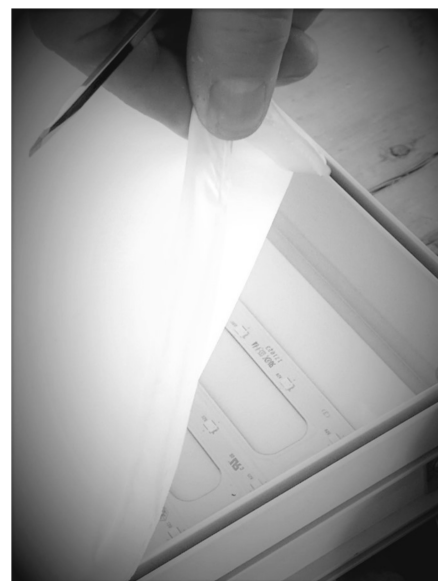


Important! The protective film covering the fabric to be re-

Fabric Panel

To Remove There should be no need to remove the fabric from the light form. However, if it is necessary to access the interior of the form itself, follow the steps below:

1. Make sure your hands are clean and/or you are wearing clean gloves.
2. Insert the blade of a small flat blade screw driver into the retention channel in one corner of the frame. Gently pry the silicone band and fabric out of the retention channel.
3. Grasp the material with your thumb and forefinger.
4. Pull the fabric from the retention channel.



To Reinstall Important! As the fabric is inserted into the frame it will be stretched and become very tight. Following the steps in the order listed below will make fabric installation process easier.

1. Make sure your hands are clean and/or you are wearing clean gloves.
2. Begin by inserting about 2 - 3 inches of the fabric into each corner.
3. Next, press about 2 - 3 inches of the fabric into the middle of each side of the frame.
4. Lastly, starting from the middle of each side and working to the corner, press the remaining fabric into the chan-



Washing Should the fabric get dirty it can be washed. Remove the fabric from the frame and place it in a solution of cold water, laundry detergent and Oxyclean. Allow the fabric to soak overnight. Rinse the fabric thoroughly with cold water. Air

Final Step

If the space has received its final cleaning, the plastic protective film covering the fabric panel can be removed.

