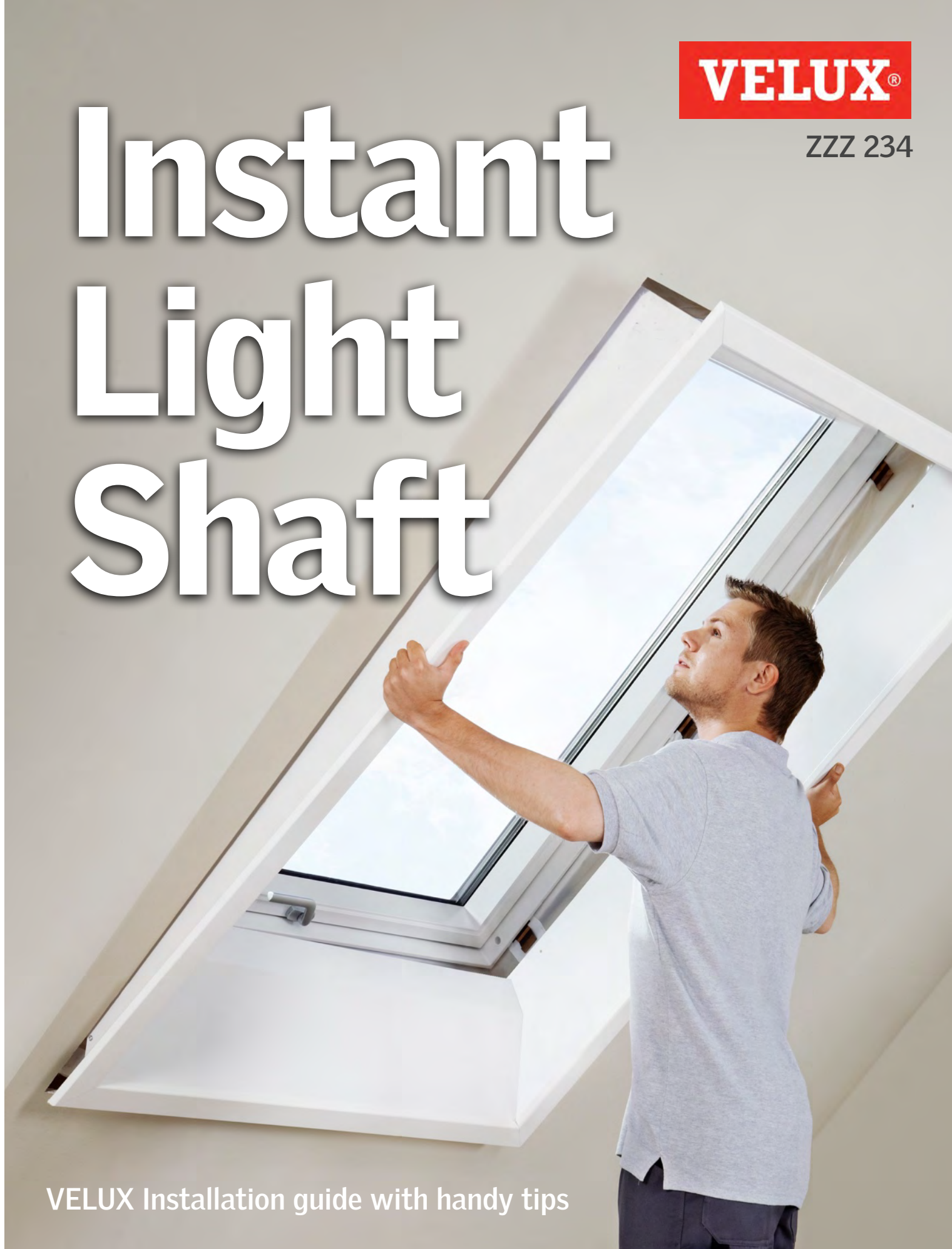


VELUX®

ZZZ 234

Instant Light Shaft

VELUX Installation guide with handy tips

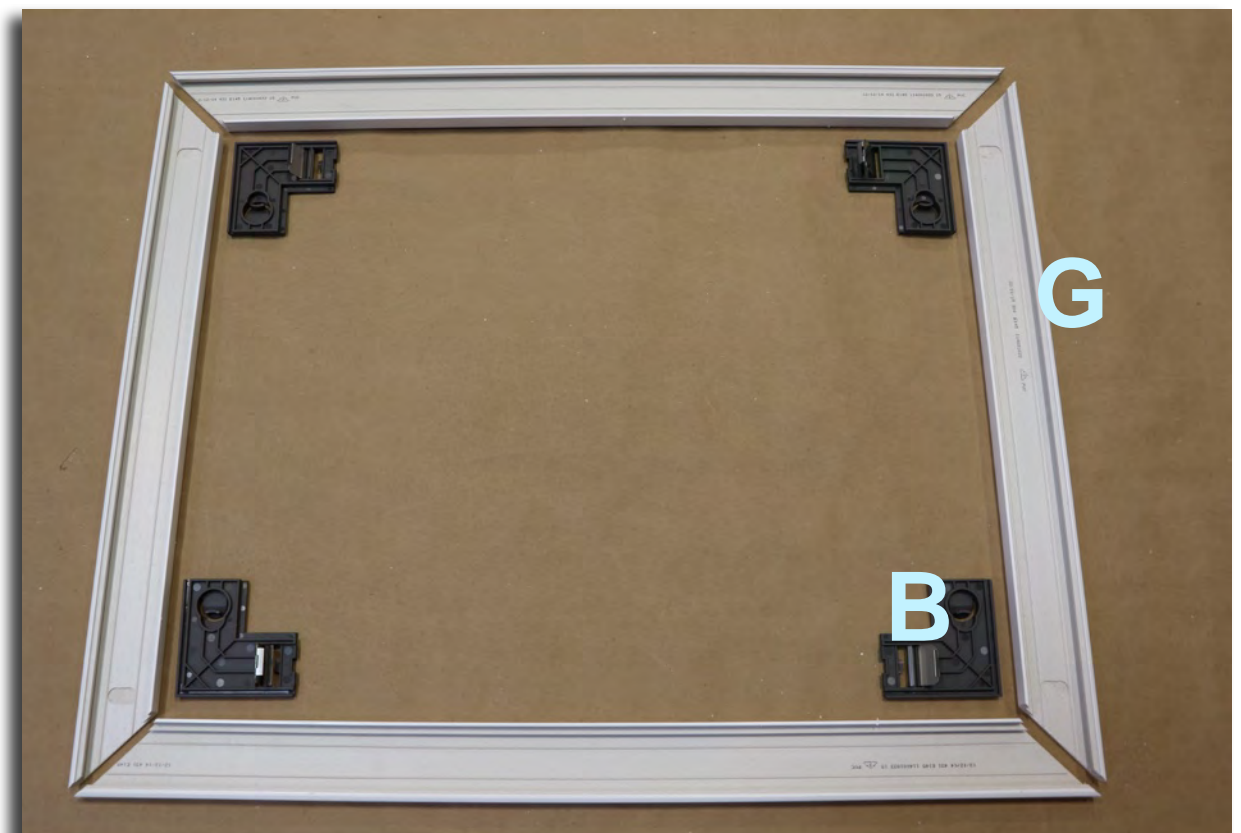


Step 1

Unpack Contents of Box

Your VELUX ZZZ 234 Instant Light Shaft assembly kit comes with the following items:

- 1 instruction manual (A)
- 4 corner keys (B)
- 8 mounting clips (C)
- 16 3/8" screws (C)
- Decorative caps (C)
- 18 1" screws (C)
- T-15 Torx bit (C)
- 32 1 5/8" screws (D)
- 12 frame clips (E)
- 4 panels (F)
- 4 molding pieces (G)



Step 2

Attach Mounting Clips to Skylight

1] Using a pencil and the red "L" shaped guide, mark the appropriate spot within the existing skylight's drywall groove for bracket attachment (A). Remember that the long dimension of the "L" guide always runs up or down (B).

2] Use the 1" screws provided to attach the four gold mounting clips to the drywall groove (C).



Step 3

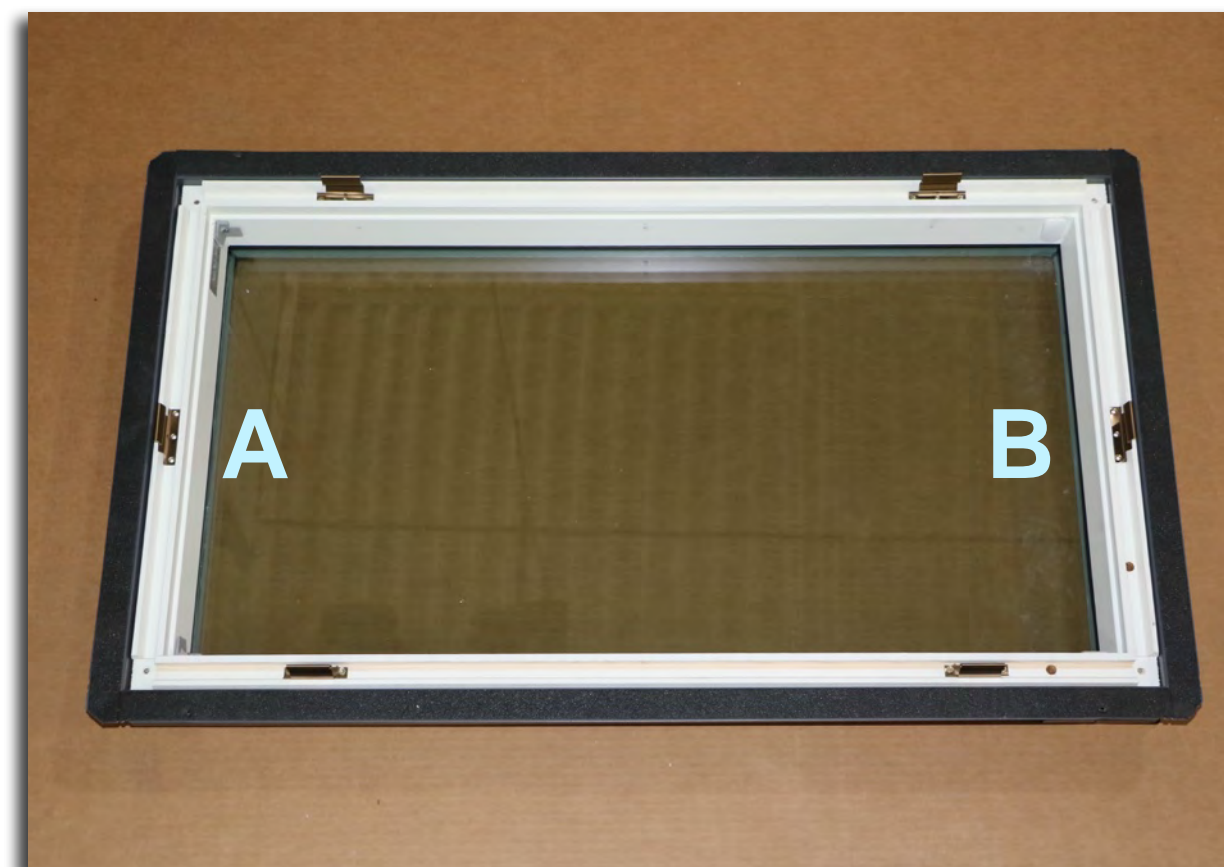
Attach Extra Mounting Clips

(optional step)

- 1] The installation kit comes with extra mounting clips that can be used for added stability and a tighter fit.
- 2] Install extra clips in the center of the top and bottom of the skylight's drywall groove (A & B).




HELPFUL HINT: Remember the gold mounting clips do not have matching silver clips on the panel box, but instead help to prevent gaps at top and bottom panels.

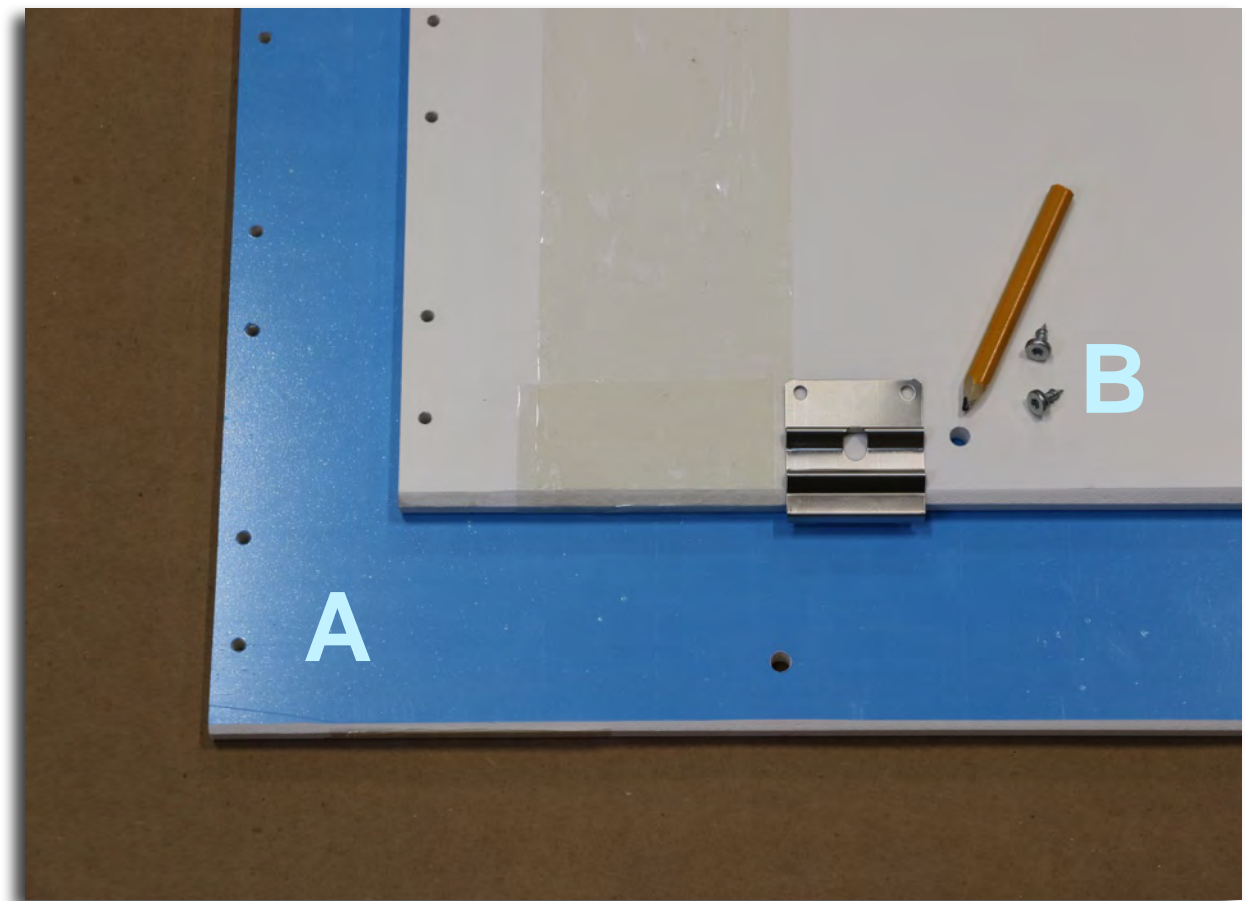


Step 4

Install Brackets to Side Panels

- 1] The blue film indicates **interior** side of the panel (A).
- 2] The silver mounting brackets should be aligned with the pre-drilled holes on **exterior** sides (B).
- 3] 3/8" silver screws should be used to attach the silver brackets (C).
- 4] Install 2 brackets on each side panel.

 **HELPFUL HINT:** It is recommended to attach the mounting brackets prior to cutting panels.



Step 5

Cutting Panels for Installation

1] Measure from the finished groove (gold bracket) to the face surface of the ceiling material (A) and then transfer the measurements to the panel (B).

2] **Alternate method:** You can also place panel into skylight groove and mark the back side of panel (C).



HELPFUL HINT: The beveled edge of the side panel always inserts into the skylight's drywall finished grove.



Step 6

Cut Panels to Proper Depth

1] Once the correct measurements are made (A), cut the Instant Light Shaft panels to the appropriate depth using your choice of cutting tools (B).



HELPFUL HINT: Be sure the beveled edges of the panels are not part of the discarded pieces.



Step 7

Panel Assembly

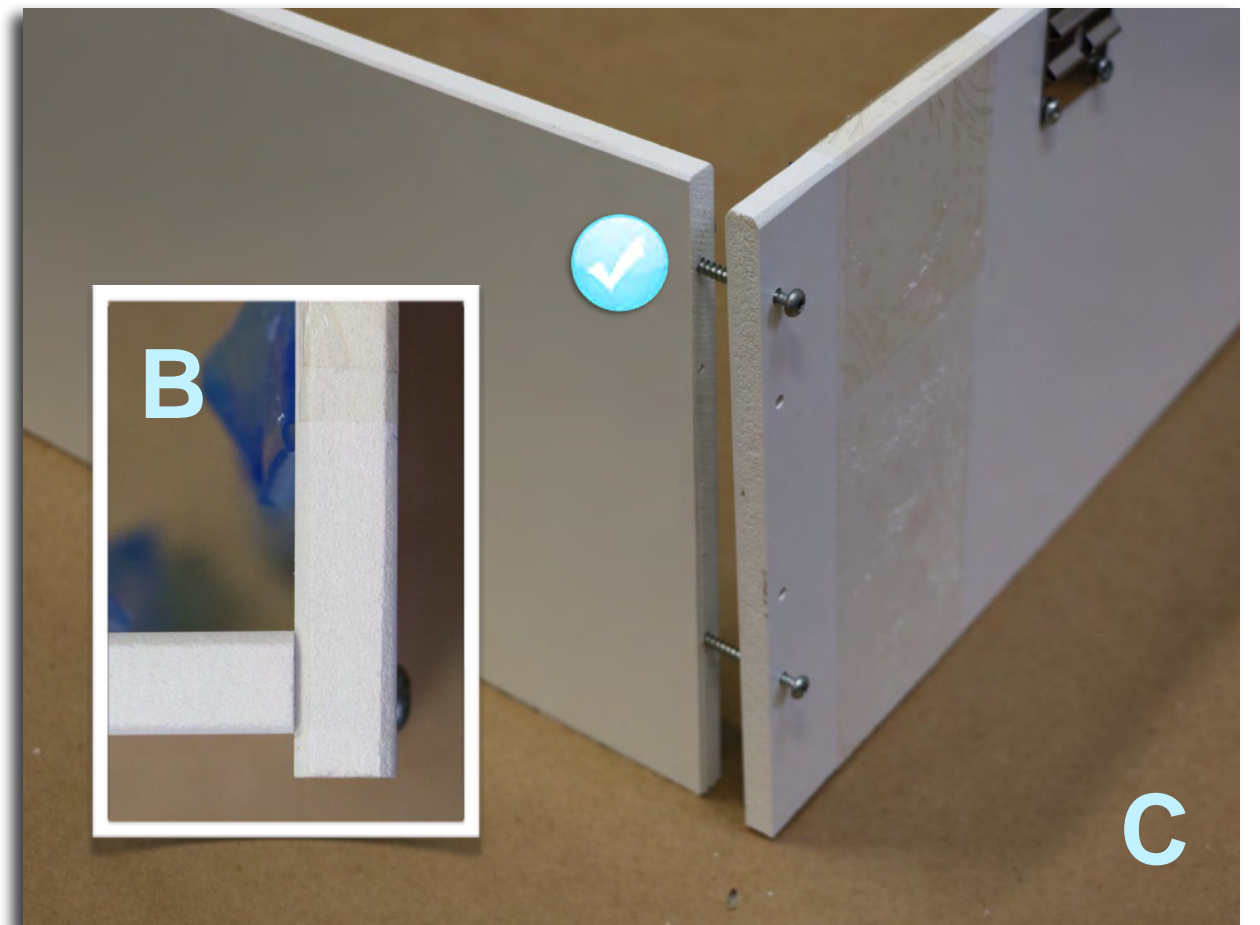
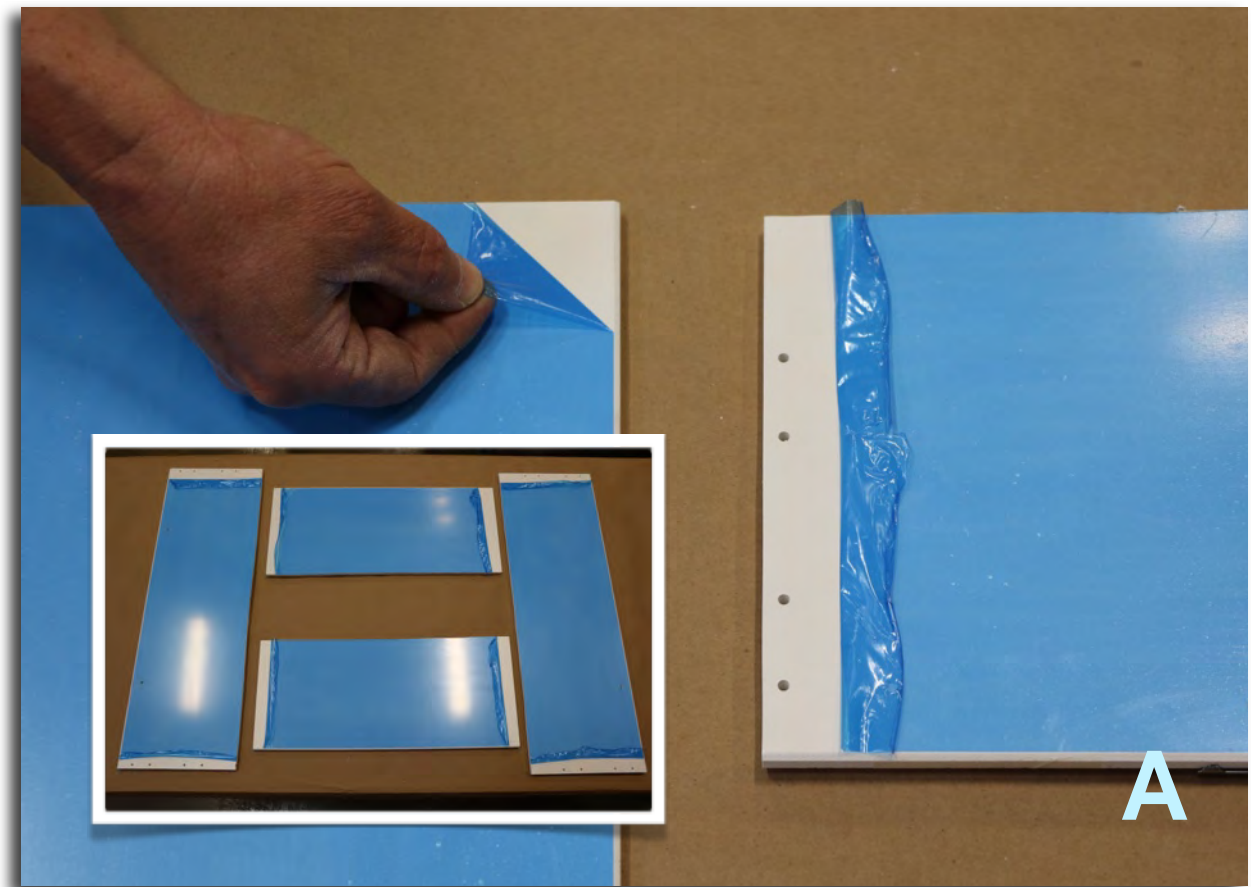
1] Peel the protective blue film back slightly from the edges of the panels prior to assembly. Do not remove the entire film (A).

2] Prior to assembly, make sure the beveled edges on all panels are facing up (B).

3] Assemble all 4 panels using the 1 5/8" screws (C).



HELPFUL HINT: Pre-drilled holes should always align with 2 screws. Place 1 screw in every pre-drilled hole.



Step 8

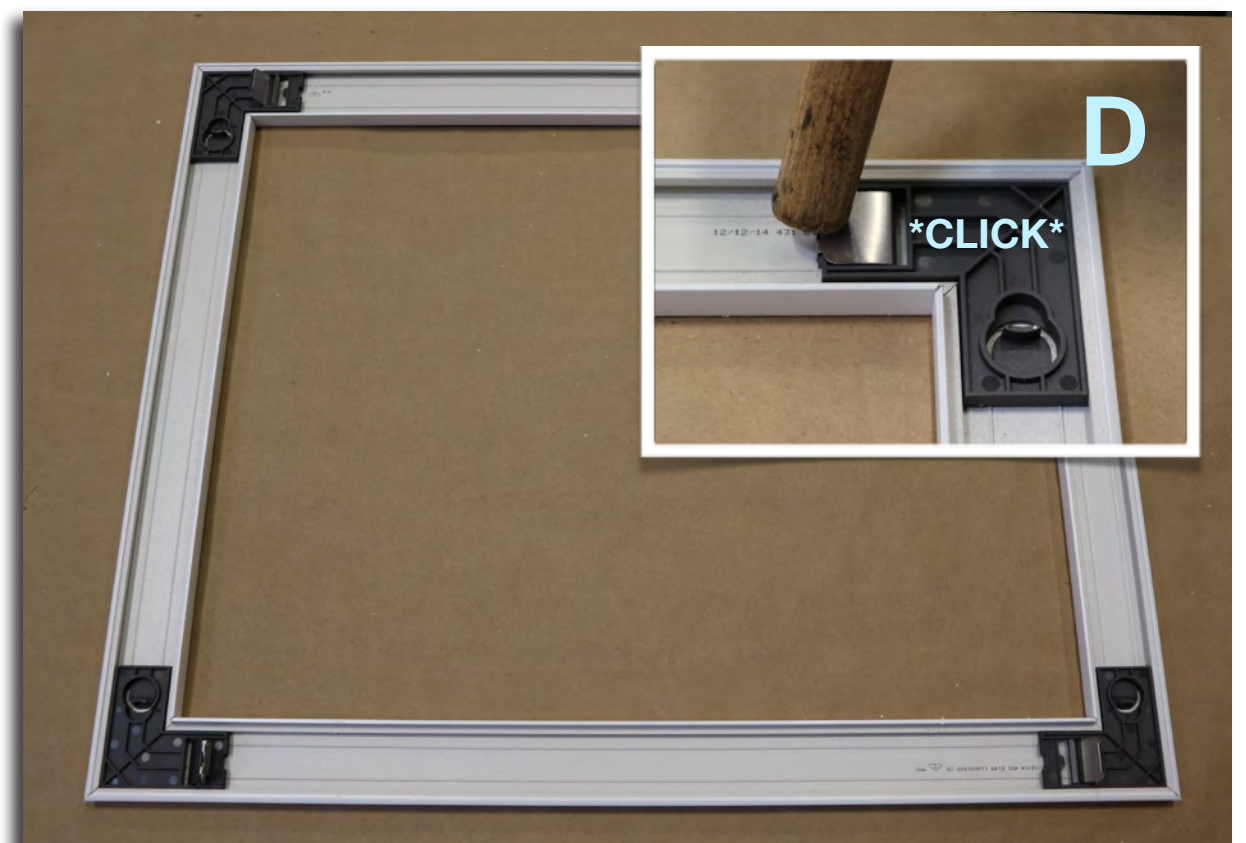
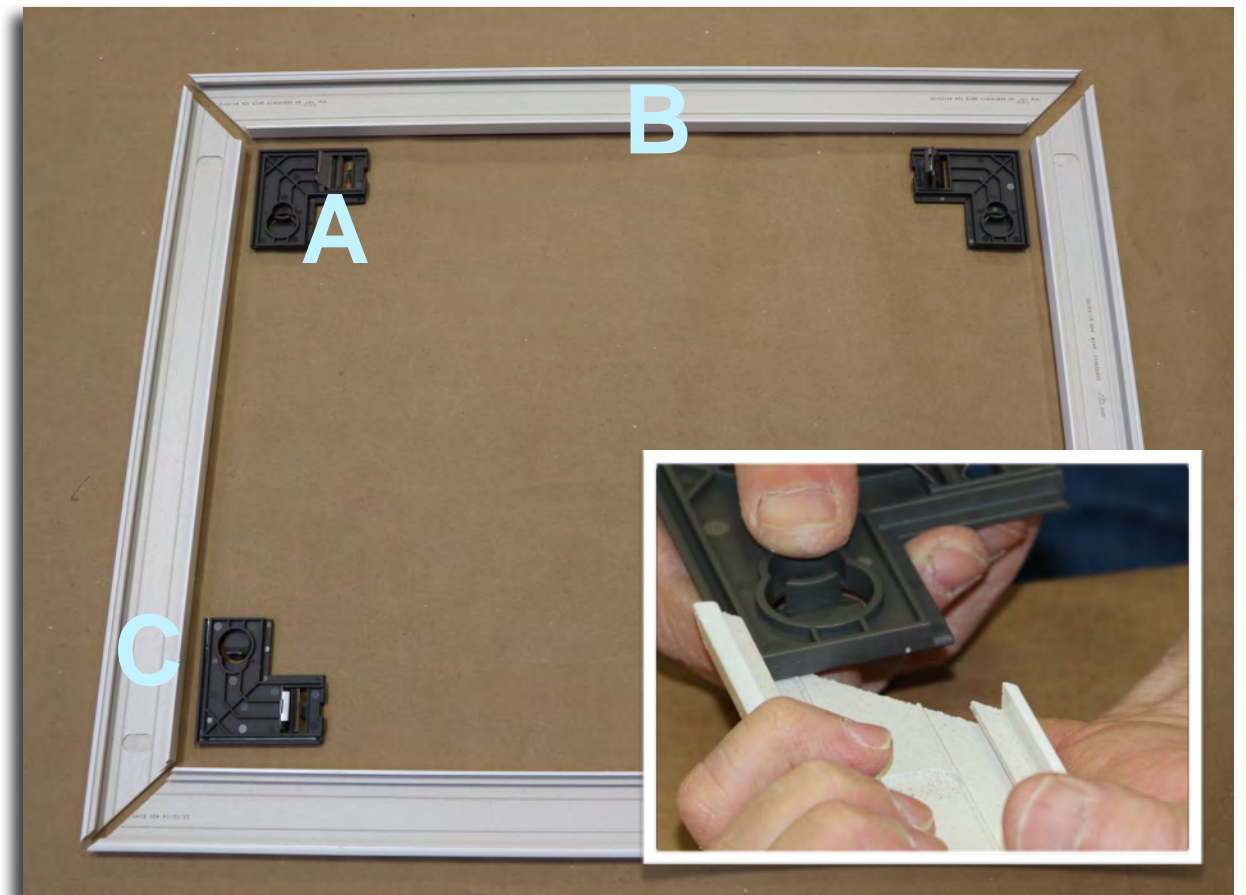
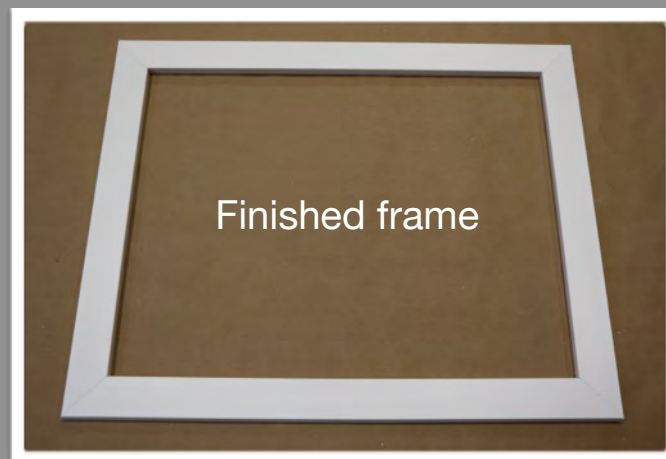
Connect Molding with Corner Keys

1] Connect the 4 corners by sliding corner keys (A) into the edges of the molding pieces (B). Be sure that the circular section of the corner key is aligned with the circular indent on the molding piece (C).

2] Apply pressure to the silver tab to engage the mechanical lock (D).



HELPFUL HINT:
A "click" sound should indicate proper assembly.



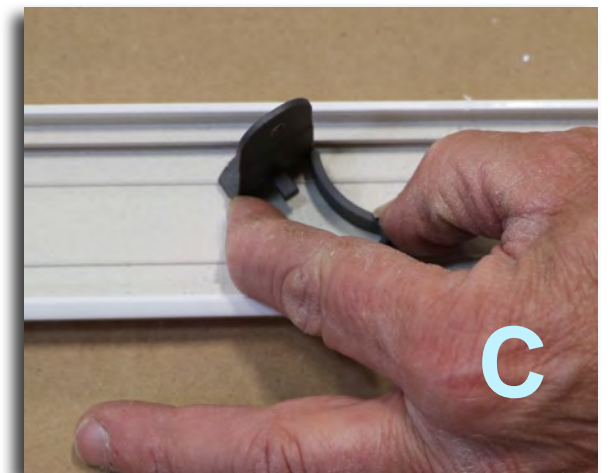
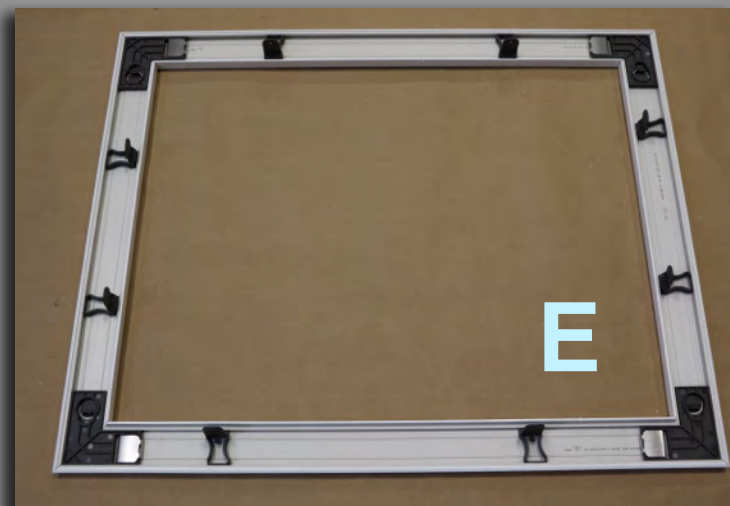
Step 9

Assemble Clips into Frame Slot

1] Prior to attaching panels to the molding, please remove protective blue film from all four sides of the panels (A).

2] Frame clips (B) have small grooves that fit inside the molding. Place clip in frame groove sideways (C) and then rotate to lock into place (D).

3] Distribute evenly along the frame (E).

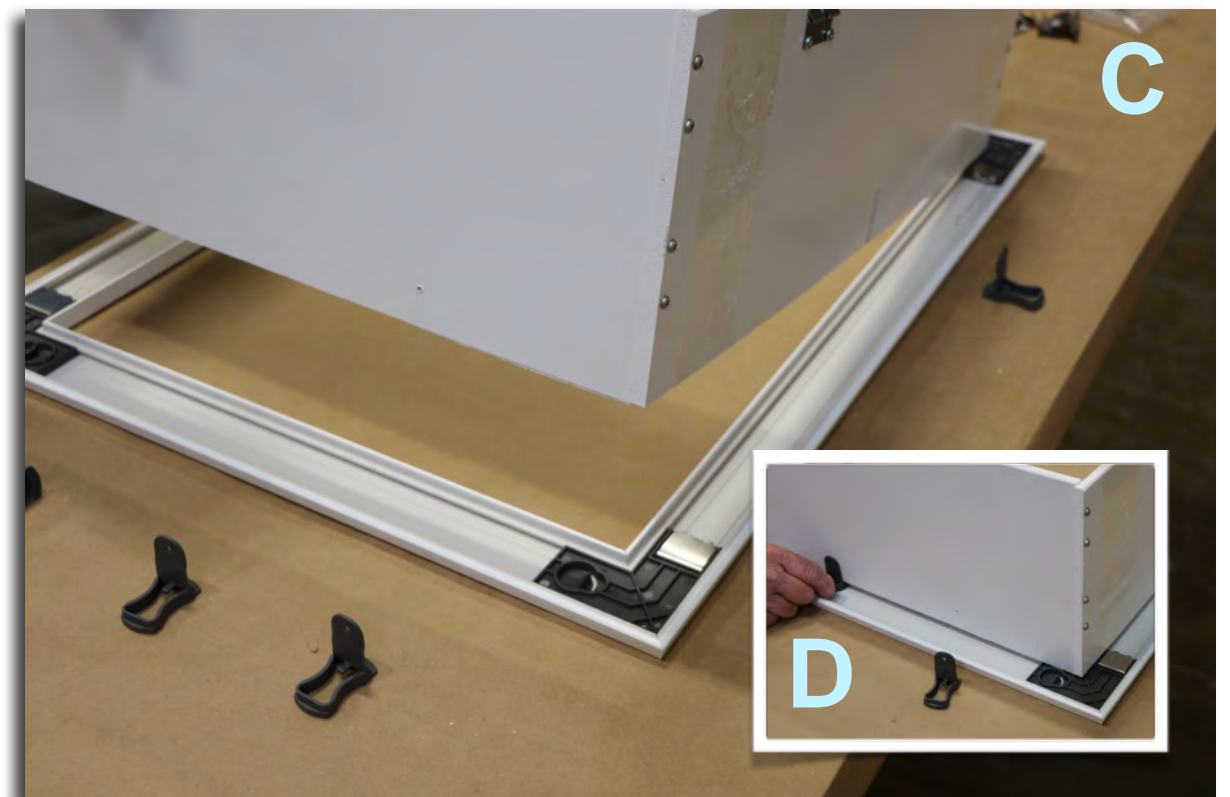
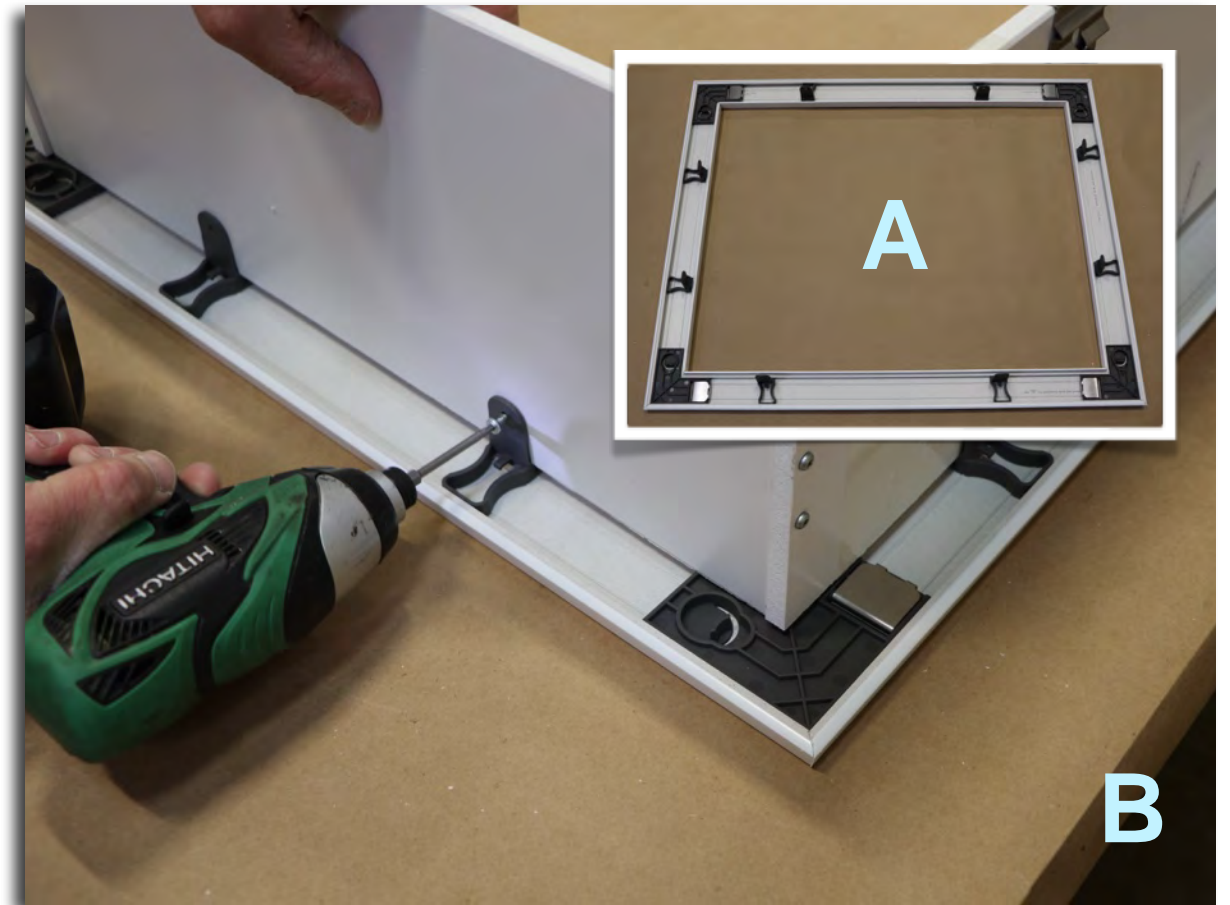


Step 10

Assemble Molding to Panel Box

1] With frame clips inserted into place (A), position panel box on molding frame, being careful that all clips remain on the exterior of the panel box. Then screw all clips securely into place with the 3/8" screws (B).

2] Alternate method: It is also possible to place panel box on top of frame first (C) and then insert frame clips into place with the same rotating motion (D). Then screw all clips securely into place with the 3/8" screws (B).



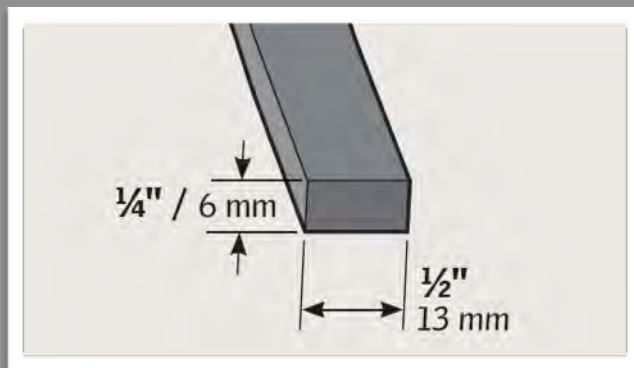
Step 11

Apply Insulating Foam Tape

11 Prior to installing your Instant Light Shaft, it is recommended to apply insulating foam tape (A) to the skylight's finished groove (B).



HELPFUL HINT: The foam tape is not provided in the kit. Installer must purchase foam tape locally. Recommended foam tape dimensions below.



Step 12

Insert the Instant Light Shaft

With the Instant Light Shaft completely assembled, it is now ready to be inserted into place.

11 Align the Instant Light Shaft clips (A) to the interior skylight clips and push firmly. You should hear two “clicks” to confirm that shaft is securely in place (B).



Step 13

Add Decorative Caps

11 Small holes will be visible on the interior of the Instant Light Shaft panels. These can be sealed with the small decorative caps (A) by pushing them into place with thumb (B).



Step 14

Seal the Molding Edge

(optional step)

11 In most cases, the exterior sides of the Instant Light Shaft molding should be tight to the drywall. However, a caulking sealant can be used to create a seamless edge if small gaps are visible (A).



*Your VELUX Instant Light Shaft
is now complete!*

