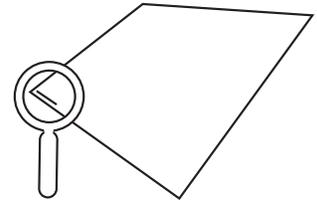


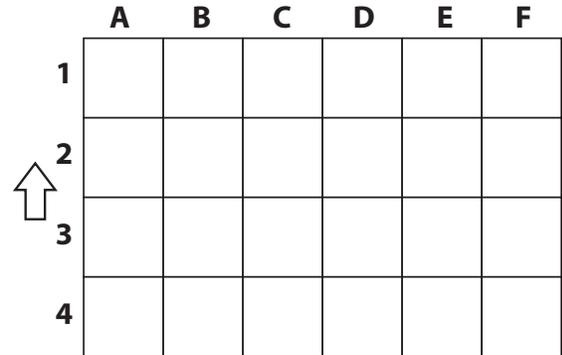
## INSTRUCTIONS

Your imagination tiles are numbered according to how they lay in the grid system. There is a small arrow followed by a letter and a number in the bottom corner. The printed numbers and letters are designed to blend with the image and may not "jump" out at first. The long number at the end is your order number. The arrow is pointing up and reflects the orientation of your approved layout from the website.



## LAYOUT

The imagination ceiling tiles are numbered according to how they lay in the grid system. There is a small arrow followed by a letter and a number in the bottom corner of each tile. The long number at the end is the order number. The example to the right, the tile in the upper left of the lay out is ▲A1 xxxxx. The first row going from top to bottom is A1 through A4. The attached layout file is a CEILING plan, not a floor plan. Hold it up to the ceiling and look at it. All the arrows will point the same way. For some reason it is easy to find the place where the tiles goes, but when moving it from below the eye-line to above the eye-line and flipping it over, the tile can quickly become disorientated. The arrow is a fast way to reference direction.

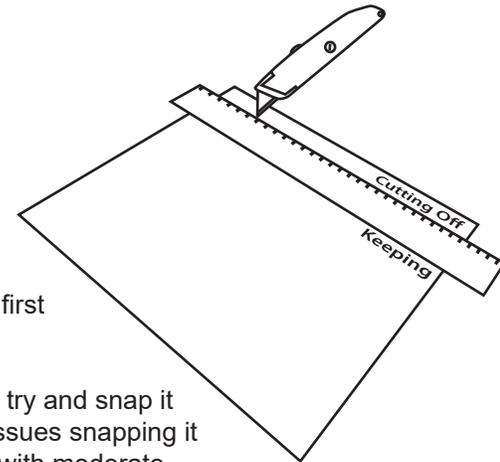


## TRIMMING THE TILES

Cutting the material is really easy, You will need a metal straightedge, a razor carpet knife and a surface to cut on. Measure the tiles and make sure you have the orientation correct before cutting them. Remember to write the numbers and orientation directions on the back if you are cutting the numbers off.

**PVC** - Hold the straightedge on your measurements and make a light scribe, making sure to keep the blade against the edge. The first 2 or 3 scribes should be light with just a little pressure. The reason these first strokes are so important is that the knife will want to follow these initial lines and it requires a lot of effort to make the knife change direction after these first grooves are established.

Once you have made 2 or 3 passes, make one with moderate pressure. Pick the tile up and try and snap it at the cut line. Bend it away from the cut. It should snap along the cut line. If you're having issues snapping it you can always lay it back down and cut through it with the knife. Just keep making passes with moderate pressure.



**LIGHT LENS** - The Light Lens material can be cut the same way. The material is a little harder to cut and extra time and care should be used when trimming the light lenses to fit. Be careful to protect the printed side of the light lens material, as any scratches in the print will be very obvious when the lights are turned on.

## TIPS

- Unless there is a reason to remove the old tiles, you can just push them up and place these new tiles below them.
- When cutting the tiles, place the straightedge on the side of the image you want to keep. If the blade goes crazy, at least it will go off onto the part of the tile that you are cutting off.
- Run some masking tape on the top and bottom of the straightedge to protect the print.
- Check orientation and measurements 3 or 4 times before cutting. Transitioning from below eye level to over your head can be disorientating.
- If you do cut into the image. Stop. Relax. Very few (if anyone) can cut through the PVC in one swipe. Put the straightedge back on the line and make a few light passes in the opposite direction to get the blade to start following the correct groove, otherwise you will keep cutting down the mistake line.
- When installing, make sure to wear goggles/glasses, dust mask and some gloves. The old tiles seem harmless, but they can be very abrasive and you tend to push them up with your knuckles when you are placing the new tiles below the existing tiles.
- Spend time organizing the stacks of tiles. All the "A's" together in order, All the "B's", etc. Then you just grab a tile and make sure the arrow is pointing the correct direction.

**If you have any questions please do not hesitate to give us a call we will do our best to assist you. 7am to 4:30pm PST 855-376-5060**