



Recommended Installation FOR THE OFFICE & HOME

**** CAUTION** — Always wear safety glasses and keep hands safely out of the way of any blade. This acrylic plastic is designed to be scored (cut) with a utility knife.

1. Turn off light and use step ladder to reach and unlock frame safely



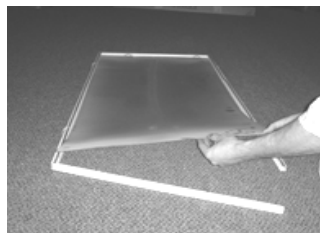
2. Carefully remove frame from light fixture



3. Using a screwdriver remove one end of the frame. There are many different types of frames and some may have tabs that hold frames together these tabs need to be bent back to allow removal.



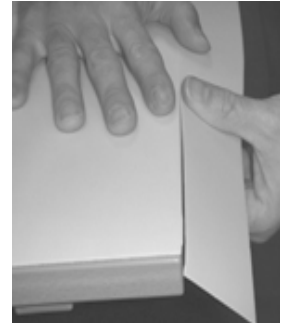
4. Slide old diffuser out carefully, the plastic and metal frame may have sharp edges.



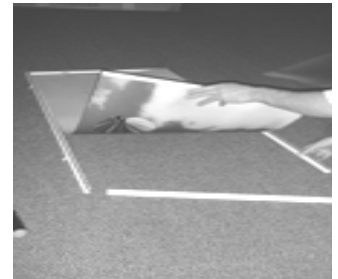
5. Place old diffuser on top of the new Skypanels. Using a utility knife with a **new blade**, score the textured excess edges of the Skypanels 5 times with moderate pressure.



6. Line the scored side with the edge of the table. Working slowly down the scored edge, gently snap the plastic down, to break off the excess. Creating a clean finished edge. This should be an easy break, if not re-score the Skypanels.



7. Slide in your new Skypanels and replace removed end of the frame.



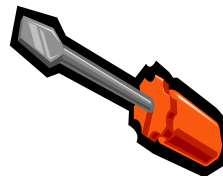
8. Skypanels Inc. recommends replacing old plastic clips with new Skypanels metal clips. Slide two clips on each side (4 sides) to ensure a snug or tight fit.



9. Carefully place frame into lighting fixture. Dust off your Skypanels and lock frame safely back into the fixture. Enjoy your new Skypanels.



Tools needed to install Skypanels:



Screwdriver



Utility Knife