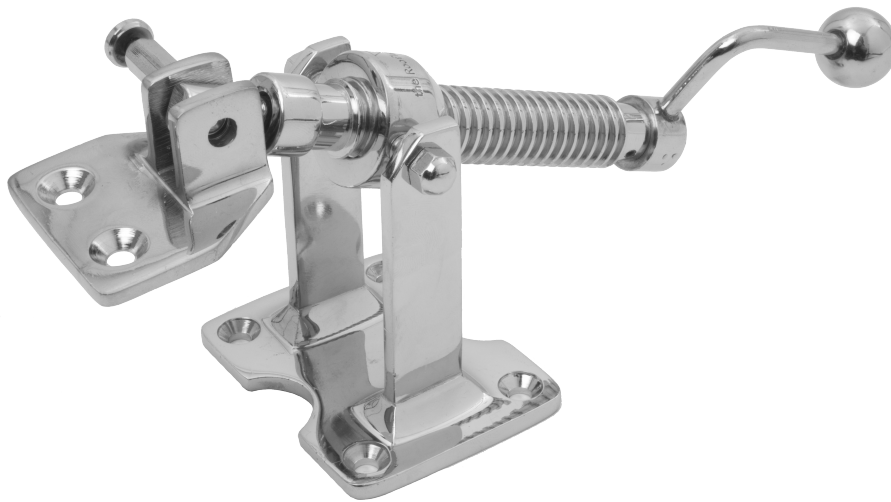


Installation Manual

Ironmongery Spindles



The Conservation Rooflight

SECTION 1 - How to use this manual

- Welcome
 - General
 - Contents
-

WELCOME

Thank you for choosing this ironmongery spindle from The Rooflight Co. We are sure that it will provide a high-quality finishing touch to your roof window. This guide is intended to assist building contractors and homeowners in installing the ironmongery. Please take the time to read and carefully follow these instructions. Particular attention should be paid to the **'CARE AND MAINTENANCE'** section at the back of this installation guide.

GENERAL

Please note: where a roof structure is shown details pertain to COLD ROOF construction and CLAY tile type installed 'on the rafters', with use of the flashing kit.

TEXT- Highlighted in **BOLD** indicates a point of special importance.

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SECTION 3 - Prior to installation	4
SECTION 4 - Installing the Ironmongery	6
SECTION 5 - Frequently Asked Questions	11

SECTION 2 - Product range

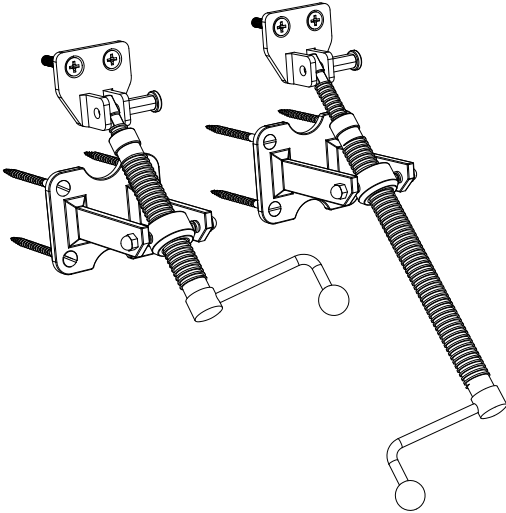
- Typical options
- Larger roof window options

PRODUCT RANGE

> Typical Options

HAND WINDER

Telescopic with hand winder for roof windows within reach.

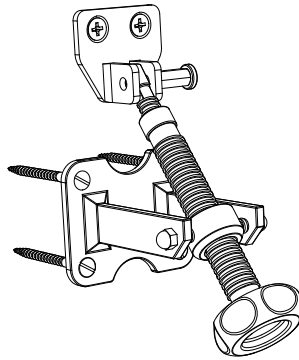


CHROME 150mm (Option J)
300mm (Option B)

BRASS 150mm (Option A)
300mm (Option E)

HAND WHEEL

Telescopic with hand wheel for roof windows within reach.

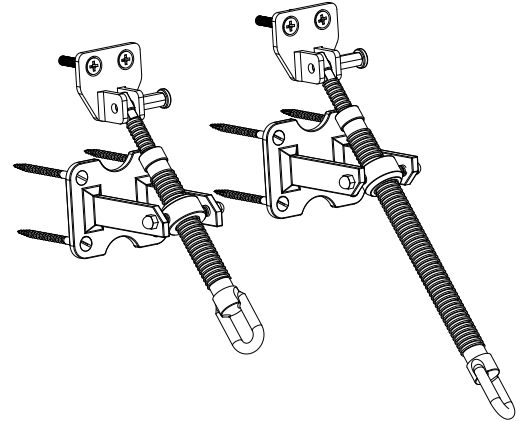


CHROME 150mm (Option W)

BRASS 150mm (Option Y)

EYELET

Telescopic with pole winder for roof windows out of reach (Additional pole is required to operate)



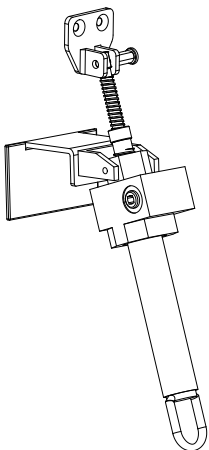
CHROME 150mm (Option L)
300mm (Option C)

BRASS 150mm (Option K)
300mm (Option D)

> Ironmongery Spindles for large roof windows

OPTION M & T

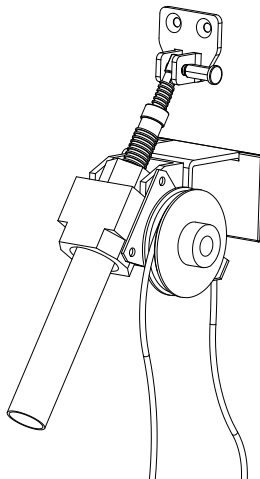
Anodised aluminium pole winder for roof windows out of reach (Additional pole is required to operate)



OPTION M 300mm
OPTION T 500mm

OPTION P

Anodised aluminium with cord operated gear for roof windows out of reach.



OPTION P 300mm



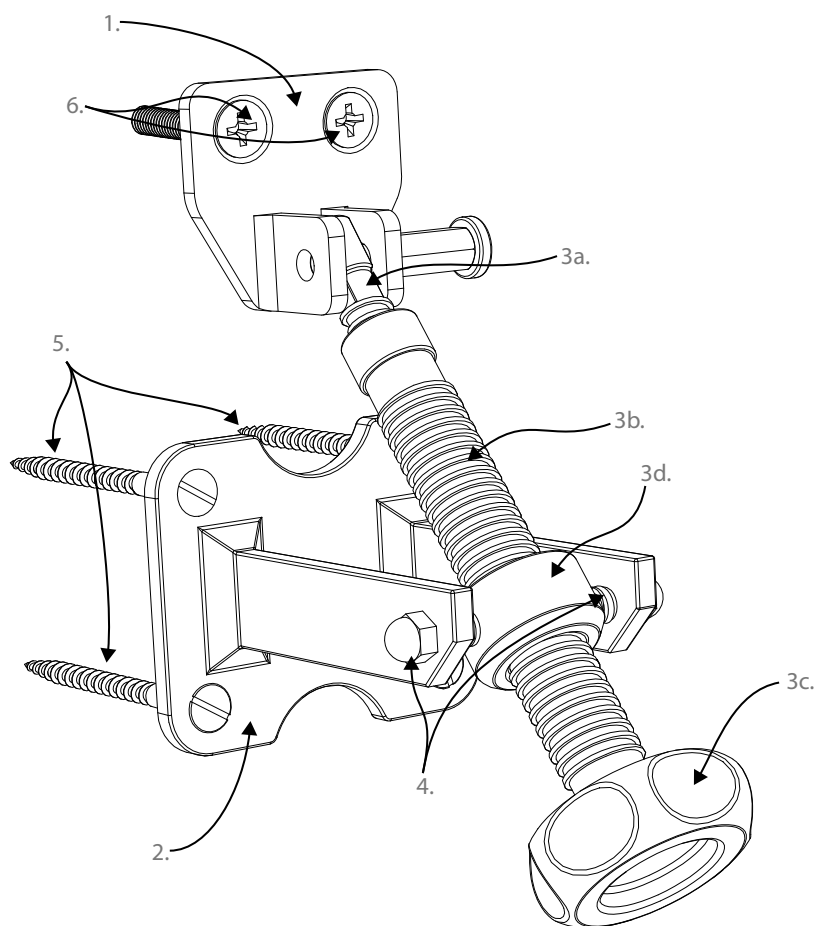
NOTE: Poles for opening out of reach roof windows can be purchased from the Rooflight Company. Please contact our commercial services team.

SECTION 3 - Prior to installation

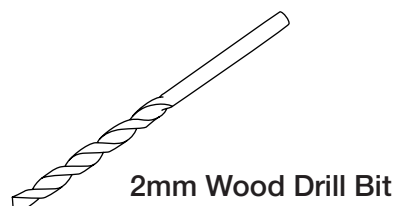
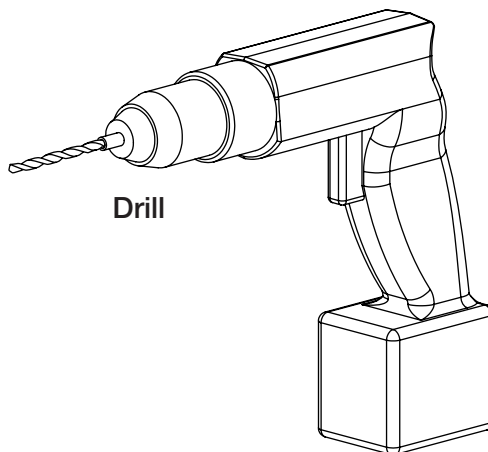
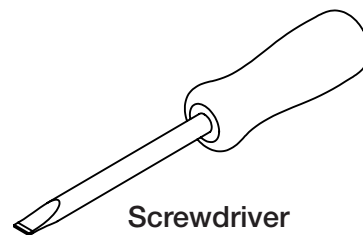
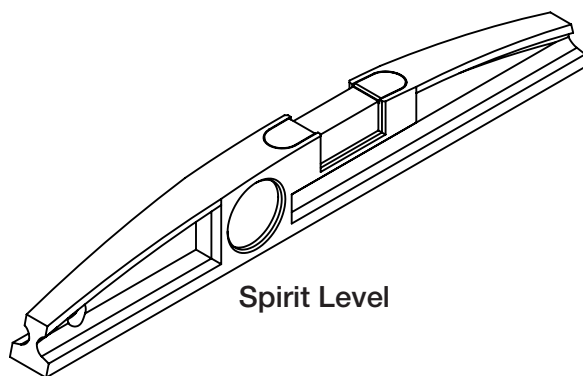
- Parts List
- Additional tools

CONTENT OF THE BOX

Parts list



Additional Tools



Part No.	Description	Quantity
1	Spring Clip (Plunger & Bracket)	1
2	Ironmongery Support Bracket	1
3	Spindle	1
	3a Inner Spindle	1
	3b Outer Spindle	1
	3c Handle	1
	3d Gimble	1
4	Spindle Retaining Screw	2
5	No. 8 Wood Screws (Ironmongery Support Bracket)	4
6	No. 9 Machine Screws (Spring Clip)	2

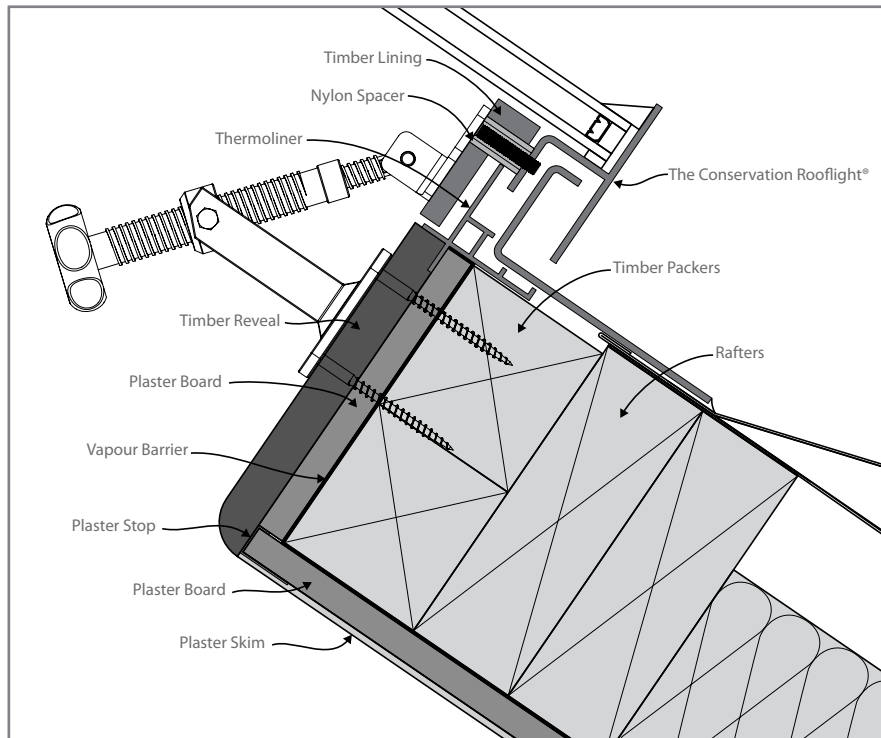
Note: If you are installing ironmongery with a chrome finish, these screws are supplied with the roof window not the ironmongery.

SECTION 3 - Prior to installation

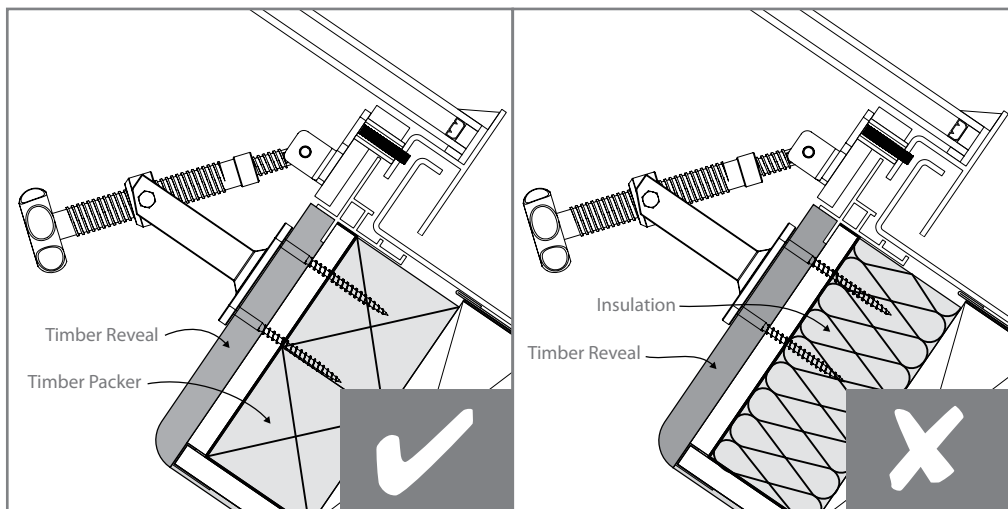
- Checking the roof window installation

CHECKING THE ROOF WINDOW INSTALLATION

Prior to commencing installation of the ironmongery the roof window should be installed per the manual provided.

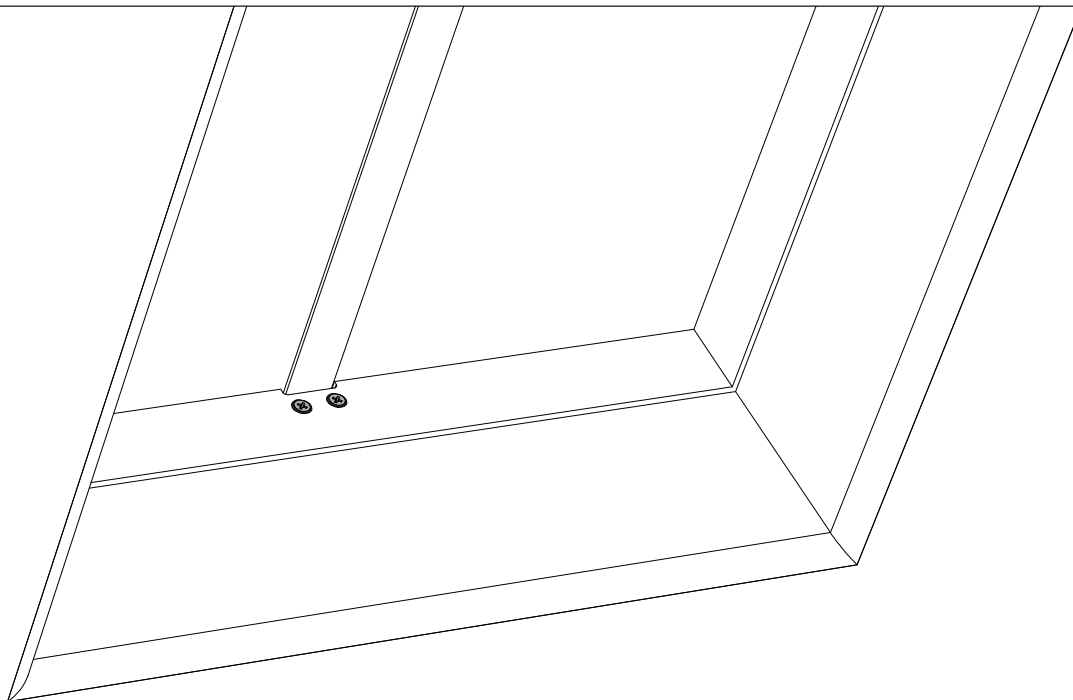


NOTE: The ironmongery needs to be fitted to a solid support, such as timber packers. Voids or insulation filled voids at the cill of the roof window should not be used. Before installing the ironmongery, check the suitability of this support.



SECTION 4 - Installing the ironmongery

- Installation review
- Remove roof window screws

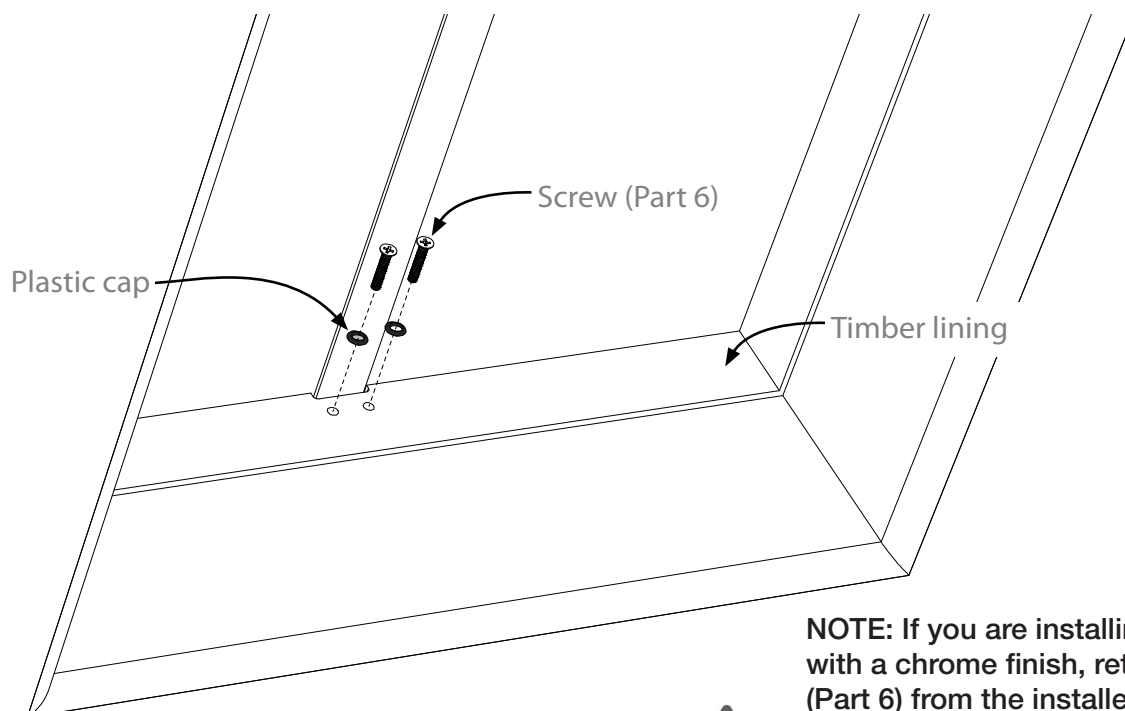


▲ Installation review

Before commencing the installation of the ironmongery, review the roof window installation and ensure it is installed in accordance with its installation instructions.

Using a screw driver, remove the two screws (Part 6) and plastic caps from the timber lining of the roof window. Retain the two screws.

▼ Remove roof window screws

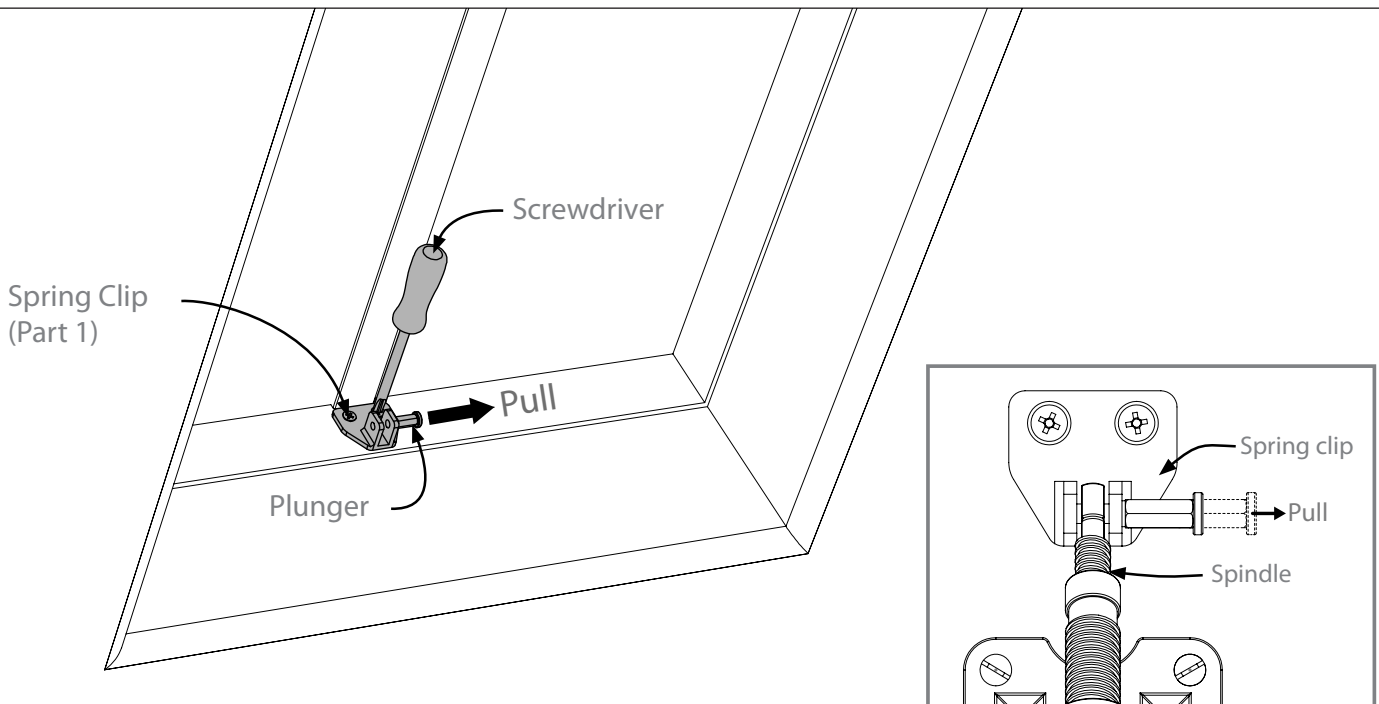


NOTE: If you are installing ironmongery with a chrome finish, retain the screws (Part 6) from the installed roof window to attach to the ironmongery support bracket.



SECTION 4 - Installing the ironmongery

- Spring clip
- Attach ironmongery

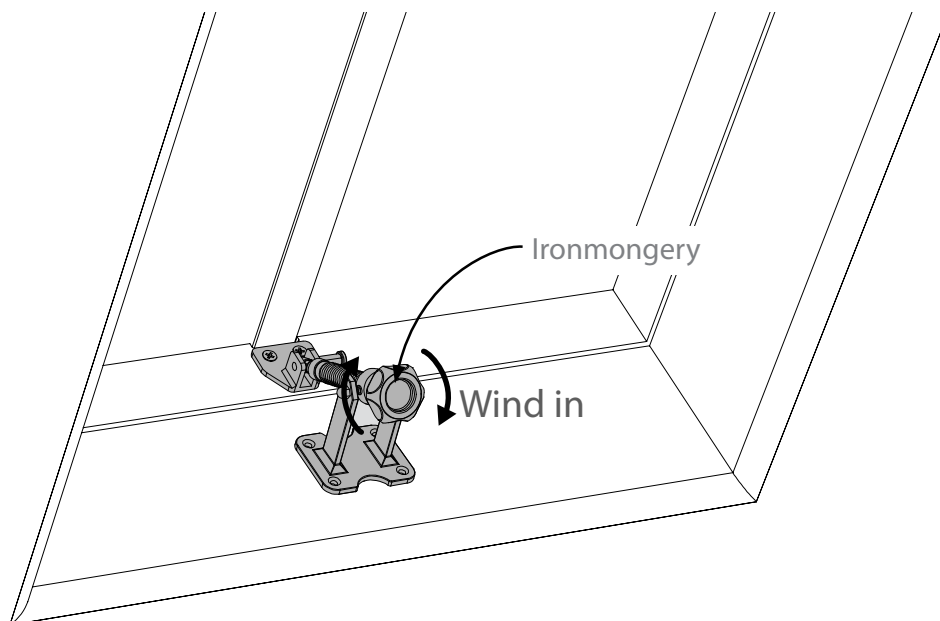


▲ Spring clip

Remove the spring clip (Part 1) from the ironmongery by pulling the plunger out. Fit the spring clip into the timber lining holes with the two screws (Part 6) that had previously been removed.

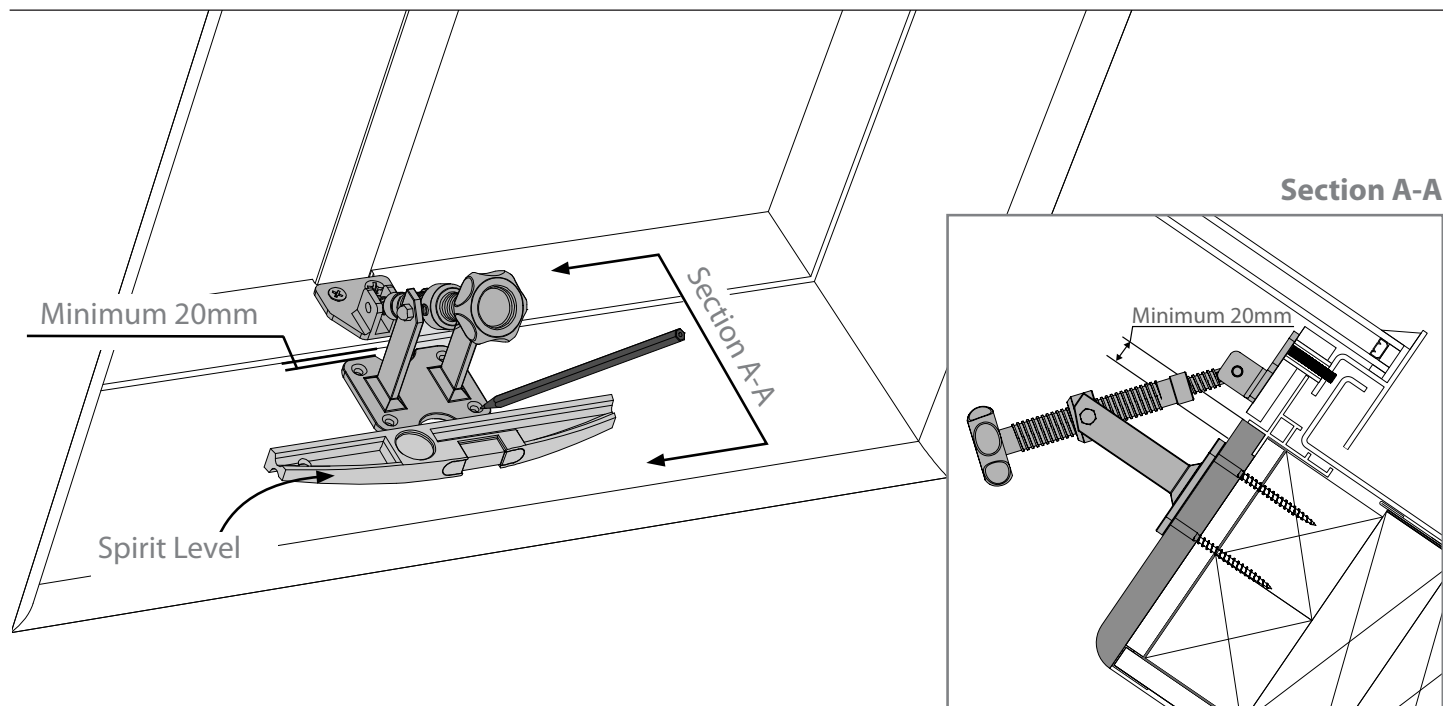
Re-attach the ironmongery (Part 3) to the spring clip (Part 1). Ensure that majority of the spindle is wound in.

▼ Attached ironmongery



SECTION 4 - Installing the ironmongery

- Positioning the ironmongery
- Pilot holes

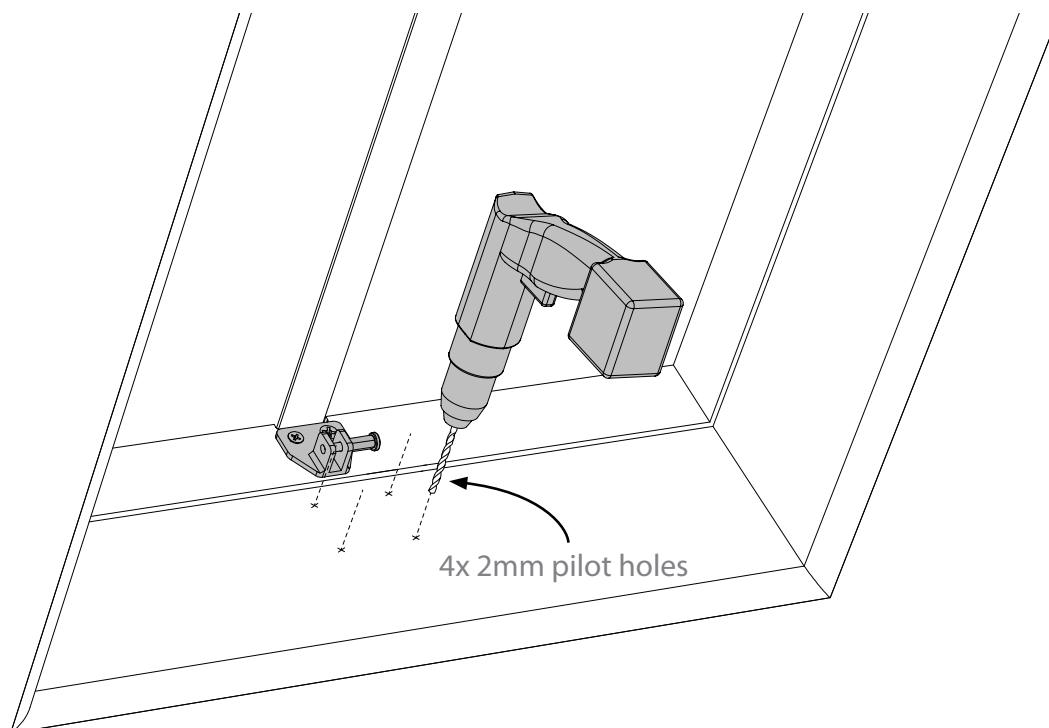


▲ Positioning the ironmongery

Position the ironmongery supporting bracket (Part 2). As shown, use a spirit level to ensure it is level. The aim is to position the ironmongery so it provides as much travel as possible. Once you are happy with the position, mark the four holes to be drilled.

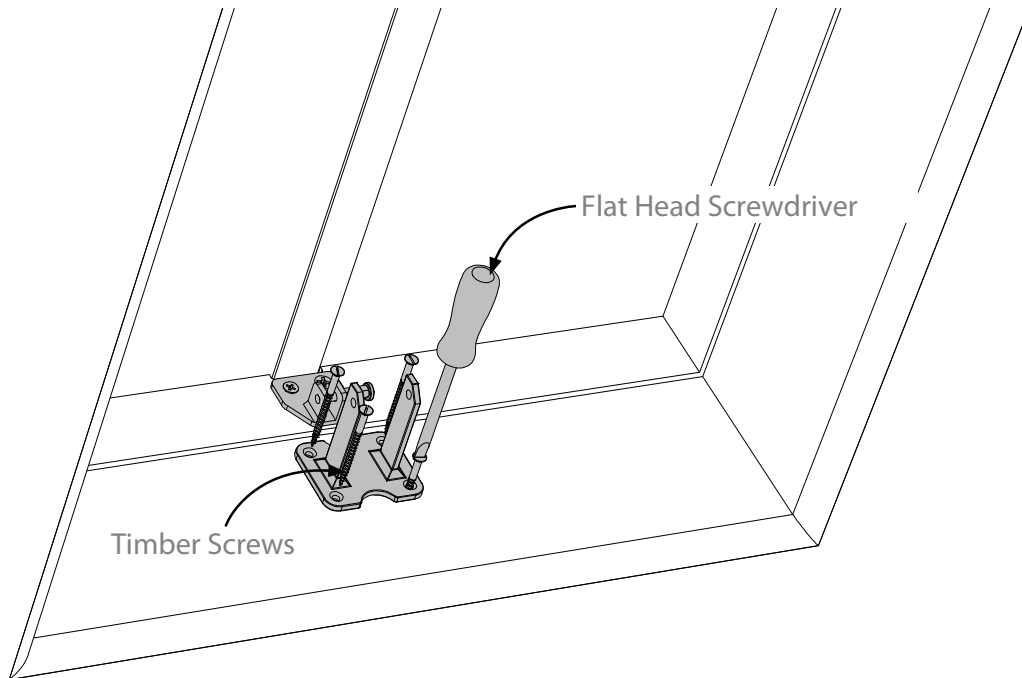
Remove the spindle (Part 3) from the spring clip (Part 2) and drill 4 pilot holes using a 2mm drill bit.

▼ Pilot holes



SECTION 4 - Installing the ironmongery

- Fix the ironmongery support bracket
- Re-attach the spindle

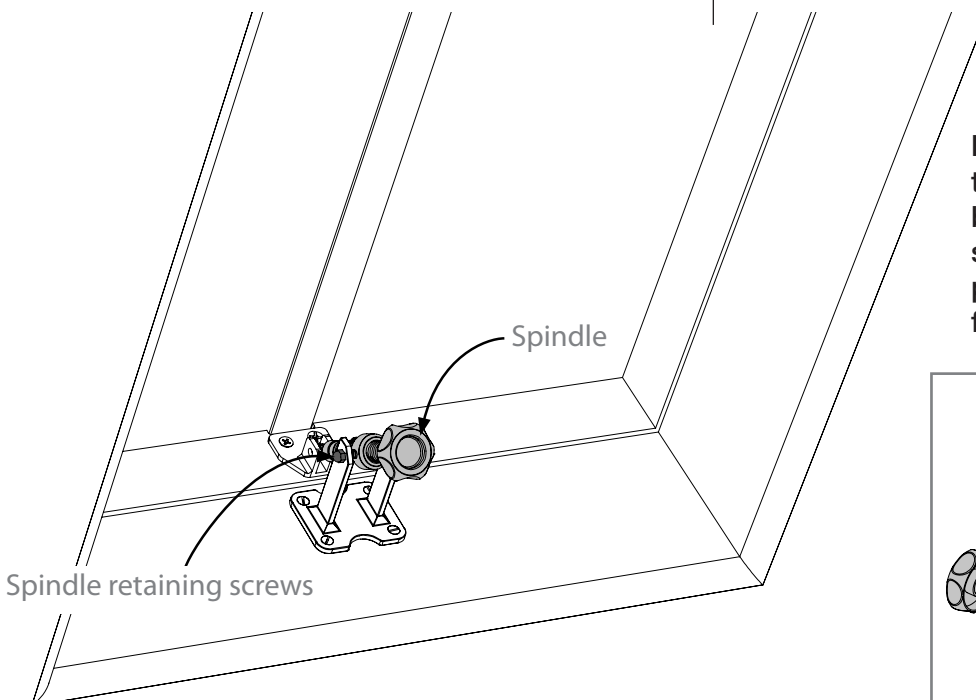


▲ Fix the ironmongery support bracket

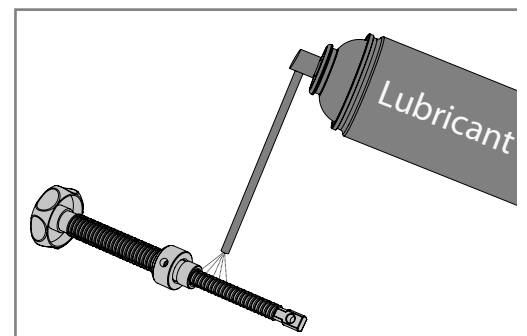
Remove the spindle sub-assembly (Part 3) from the ironmongery support bracket (Part 2) by unscrewing the two spindle retaining screws (Part 4). Fix the bracket in place with the four wood screws (Part 5).

Apply a water-displacing spray (such as WD 40) to the spindle (Part 3a & 3b) to ensure it is lubricated and runs freely. Re-attach the spindle (Part 3) to the ironmongery support bracket (Part 2) using the spindle retaining screws (Part 4) and spring clip (Part 1) by pulling back the plunger.

▼ Re-attach the spindle

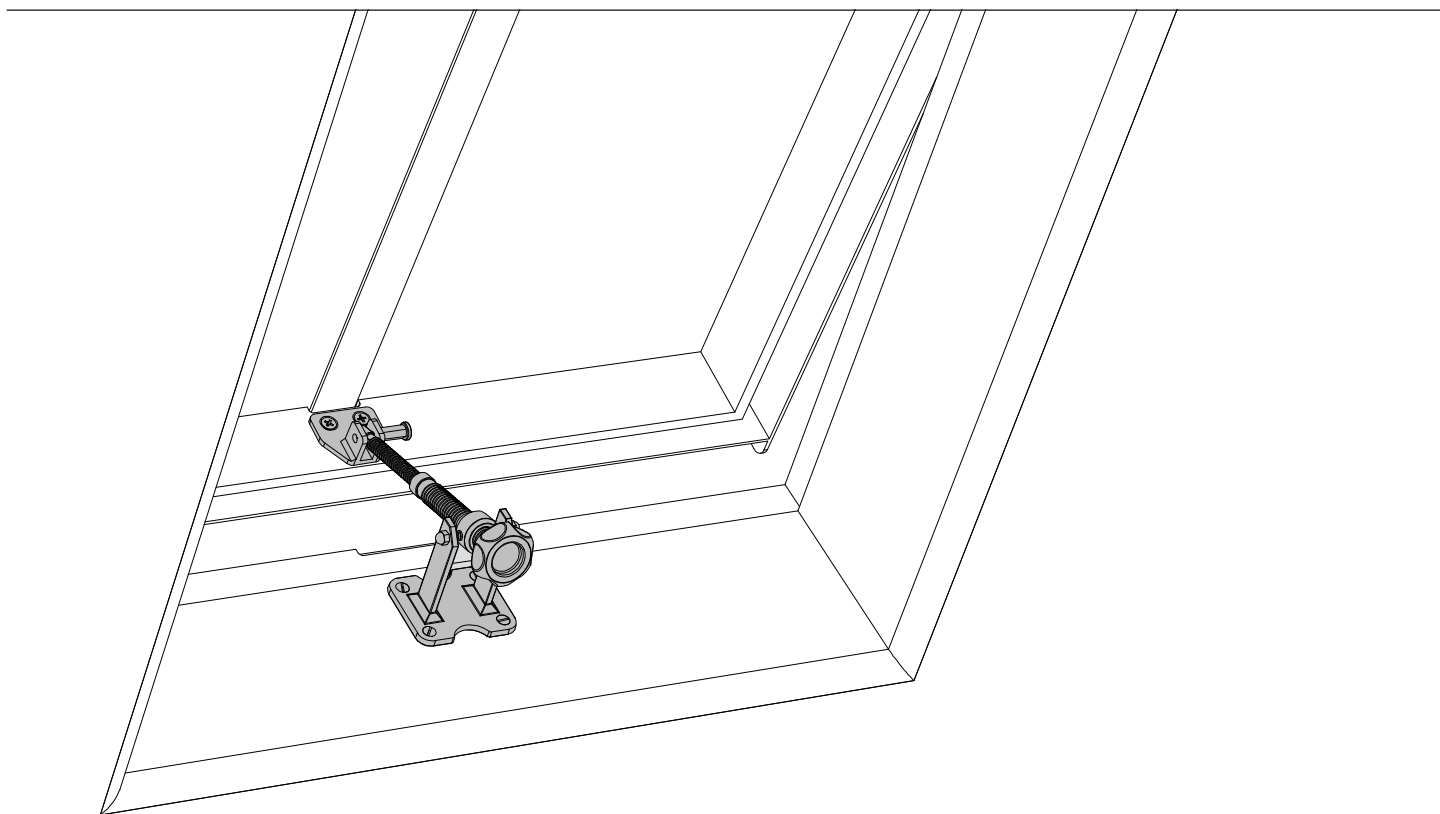


NOTE: If the spindle is attached to the ironmongery support bracket when lubricating the spindle, ensure the paint work is protected to avoid damaging the finish.



SECTION 4 - Installing the ironmongery

- Test



▲ Test

Test the spindle (Part 3) to ensure it runs freely by turning the handle. Ensure the roof window opens level and the fixings are all secure. This then completes the installation of the ironmongery.

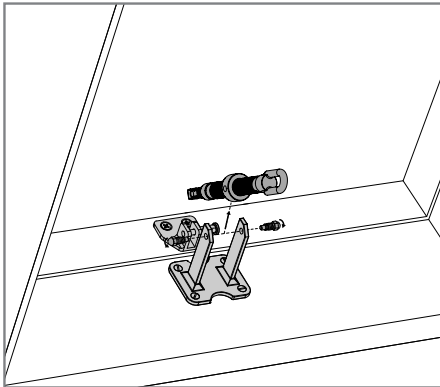
SECTION 4 - Installing the ironmongery

- Care & maintenance

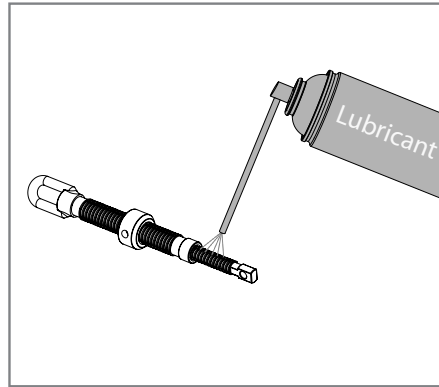
CARE & MAINTENANCE

To achieve the maximum service life from the ironmongery it is important that scheduled care and maintenance is undertaken. Please note that the guarantee may become void if the procedures outlined are not adhered to.

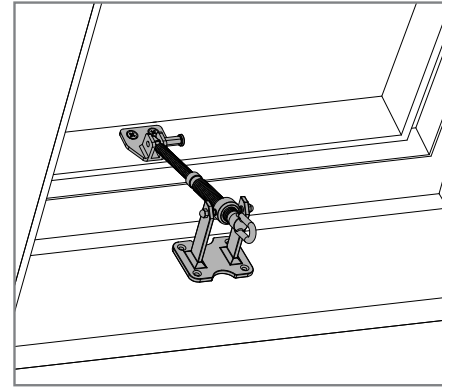
Servicing the ironmongery



Detach the inner spindle (Part 3a) from the spring clip (Part 1) by pulling back the plunger. Remove the spindle from the ironmongery support bracket (Part 2) by unscrewing the retaining screws (Part 4).



Fully unwind the spindle (Part 3). Apply a water-displacing spray (such as WD 40) to the spindle. Fully wind the spindle out to ensure all of the thread is lubricated.



Re-attach the spindle (Part 3) to the ironmongery supporting bracket (Part 2) and spring clip (Part 1). Test the ironmongery is operating.

FURTHER INFORMATION

All of the images in this guide are diagrammatic (with some components omitted for clarity). They should be used as a reference and may not be a true representation of the installation.

Installation instructions are regularly reviewed and we reserve the right to update or amend these details without alteration to this guide.

Installation Manual Ironmongery Spindles

for The Conservation Rooflight

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COTSWOLDS



Assessed to ISO 9001:2015 Cert/LPCB ref E 929

In the interest of continuous product development, it may be necessary to amend specification without alteration to technical literature.

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