

PO320 00/HO scale BOOKING HALL for Mainline Station

CHECK LIST

This kit should contain the following:

- 1 x SHEET A. Printed with building A. parts.
- 1 x SHEET B. Printed with building B. parts.
- 1 x SHEET C. Printed with building C. parts.
- 1 x SHEET D. Printed with platform.
- 2 x Folded plain grey cards **(E)** containing inner strengthening components.
- 1 x Plain grey card **(F)** (see below).
- 1 x Laser Cut Cream Card with canopy parts.
- 1 x Laser Cut Dark Grey Card with canopy roof components.
- 1 x Laser Cut Mid Grey Thick Card with canopy inner parts and construction jig.
- 2 x GLAZING sheets A & B.
- 1 x Edging & Patching sheet.
- 1 x Ridge tiles card.
- 3 x INSTRUCTION SHEETS.

READ THROUGH ALL THE INSTRUCTIONS BEFORE YOU START

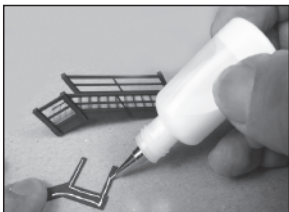
This is a complex kit that requires particular attention to detail, so proceed with care!

To construct this kit you will need the following:

- 1. A modellers knife. and a pair of sharp scissors.
- 2. A steel ruler.
- 3. Glue - See *glues below*.
- 4. Ultra Fine Tip Glue Applicator, *see below*.
- 5. A cutting surface - a sheet of card or cutting mat.
- 6. Fine point tweezers to hold smaller components.
- 7. Water colour paints and a very fine brush for painting edges and corners.

METCALFE Ultra Fine Tip Glue Bottles

These bottles are essential for gluing the smaller components in this kit.



Tiny strips or spots of glue can be accurately laid down with precision.



Always replace the pin after use and store the bottles upside down to keep the glue moist.

GLUES

UHU Solvent Free All Purpose Adhesive Glue

Works superbly well in our fine glue applicators. Dries quickly, but allows time for positioning of kit parts as described further on in the instructions.

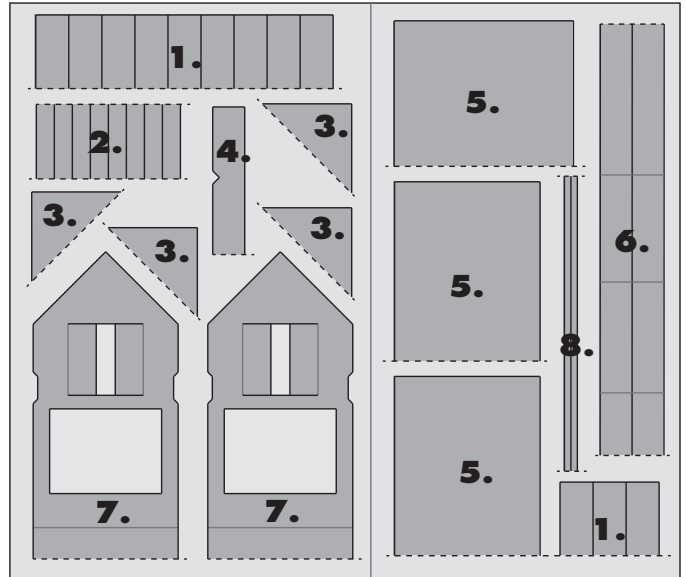
Also Deluxe Materials '**SPEEDBOND**' A fast drying PVA. see www.deluxematerials.com

INSTRUCTION SHEET 1

PLAIN GREY STRENGTHENING CARDS

These cards contains the bits that fit inside the kit to strengthen and hold it together. They are described here with numbers and a key below. To make sure you don't get them mixed up it is best if you just write these numbers on the components before you extract them.

Sheet E. There are two of these sheets.

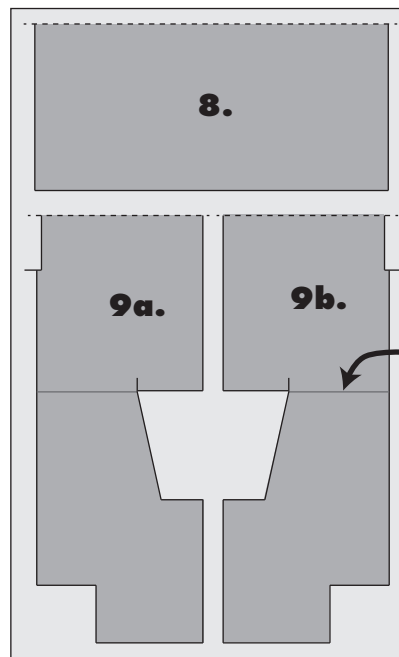


The dotted lines indicate the score lines you need to cut to extract the components from the base sheet.

Key to components:

- 1. Chimney stack inner spacers. **x24**.
- 2. Side spacers for building C columns. **x16**.
- 3. Roof trusses **x 8**.
- 4. Platform front support strips for buildings A & B. **x2**.
- 5. Inner floors for buildings A & B. **x6**.
- 6. Triangular platform supports. **x4**.
- 7. Inner gable supports for buildings A & B. **x4**.
- 8. Platform front edge spacers **x 4** (only 2 needed).

Sheet F.



- 8. Building C inner floor. **x1**.
- 9. Building C side wall joiner and roof support

Note: Lines shown in grey on both sheets are score lines that fold. Don't cut them.

GETTING STARTED

1 EXTRACTING COMPONENTS FROM SHEETS.

To stop the components from falling off the sheets, they are held secure with score lines. These are cuts that only go about 75% of the way through the card.

To release them run the point of your knife along these score lines and they will come seamlessly away.

These score lines are marked with blue arrows:

WARNING, Cut with care using a knife that is not too sharp, this will reduce the risk of the blade running out of the score and cutting into the kit components.

2 MAKE YOUR 'BUILDERS YARD'.

As you extract the components from the base sheets they need to be kept away from your working area on a thick piece of card or a tray until needed.

Example of builders yard.

Only extract the components from the sheets as instructed.

If you cut them all out at once, you will end up in a right mess and start losing things.

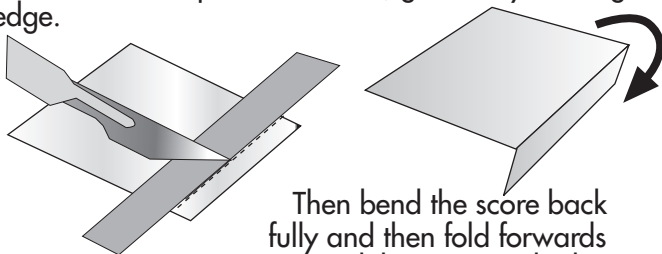
So to start with, cut out the components from **SHEET A** and all three **grey card sheets (E & F)** Place neatly in the builders yard as shown above until needed.

You can cut all the glazing parts out as well.

Keep them in a corner of the builders yard neatly sorted in piles until needed.

GLAZING

The glazing in this kit is quite thick and is easier cut to size by scoring along the outer edges of the window sections with the point of a knife, guided by a straight edge.



Then bend the score back fully and then fold forwards and the unwanted edge will snap cleanly off.

Canopy Glazing

You will end up with eight sheets of glazing like this.

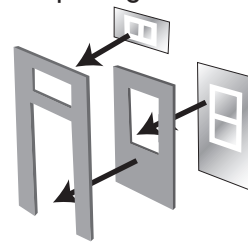


Shown here in black for identification only.

NOTE: It is important that you cut the glazing sides as indicated, otherwise the roof won't fit properly if they are cut bigger than shown.

Fig.1. BUILDING 'A' WALLS

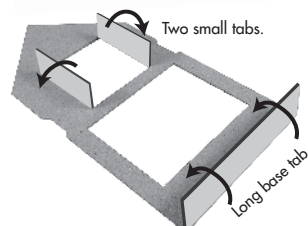
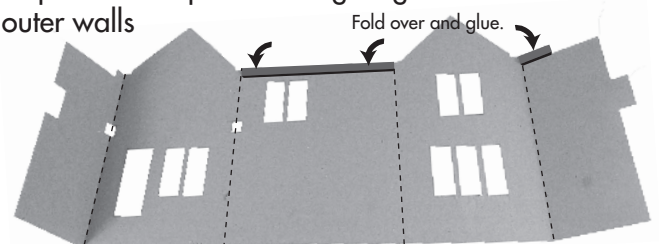
Start with the windows by attaching the glazings to the backs of the matching window frames with the matt printed side facing through the openings from behind.



Also fit the door glazings to the back of the door and the smaller one (D2-D4) to the opening at the top of the door frame. Fit door to back of door frame.

Place to one side until needed.

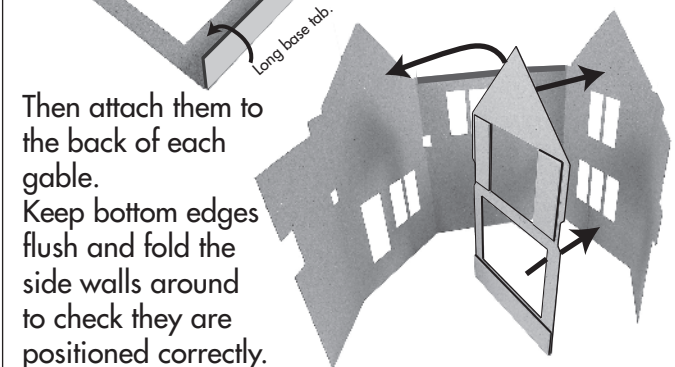
Now the main walls. Start by folding the two thin strips of wall top over and gluing to the back of the outer walls



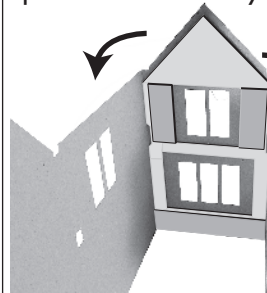
Take two of the inner gable supports (marked 7 sheet E) fold over and glue back the three tabs.

Then attach them to the back of each gable.

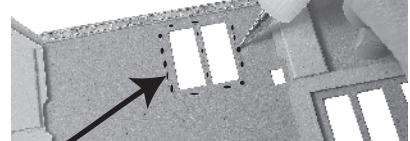
Keep bottom edges flush and fold the side walls around to check they are positioned correctly.



Fold side walls around at right angles to check the inner support is positioned exactly centred between them. Now repeat with opposite gable.



Now fit the windows and door. Just fix with tiny spots of glue around the edges.



Fit the windows into the openings from behind and position them whilst the glue is still moist.

Fig.1. Continued.

It should now look like this.

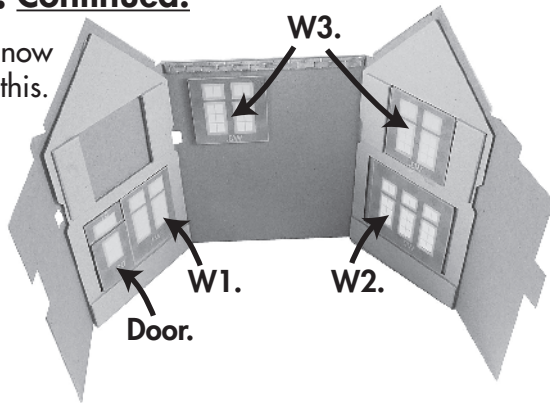
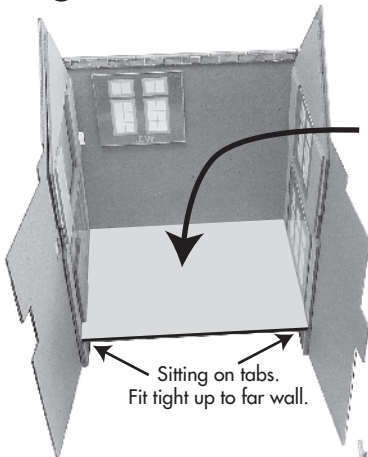
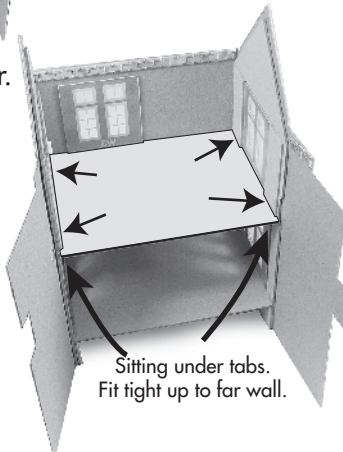


Fig.2. FIT THE INNER FLOORS

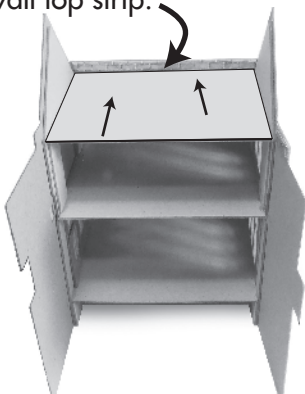


Fit the first of the three inner floors (marked 5. on grey sheet E). It sits down on the edge of the base tabs on the inner gable walls when the walls are folded around

Now fit the next (1st.) floor. This fits up against the bottom edges of the four small tabs at each side of the upper gable windows.



Followed by the top floor sitting on top of the same four tabs and pushed under the wall top strip.



Finally, fold the two halves of the open wall around so they meet butt-ended together. Hold tight till fast on a flat surface to keep the bottom and top edges lined up.

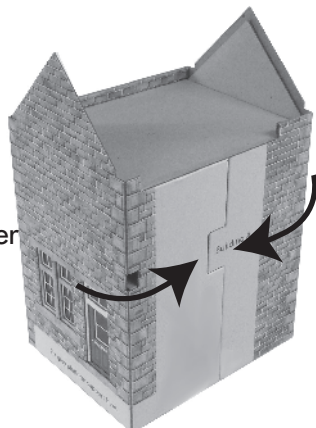


Fig.3. BUILDING 'B'

Go to SHEET 'B'

Only extract the main walls for building 'B' then the door frame and the door and the four window frames W1, W2 & W3. LEAVE ALL THE OTHER COMPONENTS ON THE SHEET FOR NOW

Building 'B' is an exact mirror image of building 'A' and fits together in just the same way.

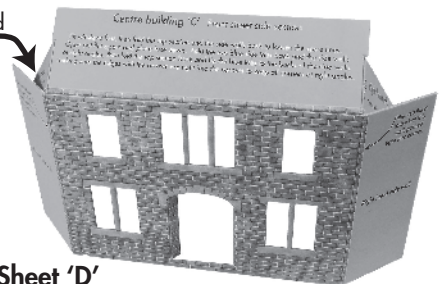
Go back to fig.1.

Fig.4. BUILDING 'C' Front Section

You may as well extract all the components from sheet 'C' and put them in the builders yard.

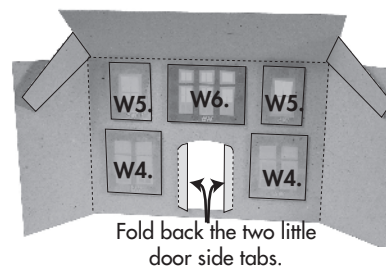
Now take the Centre building 'C' front wall and fold the side walls, the two blue tabs and the top section back to loosen up the score lines.

The blue tabs fold down behind the side walls



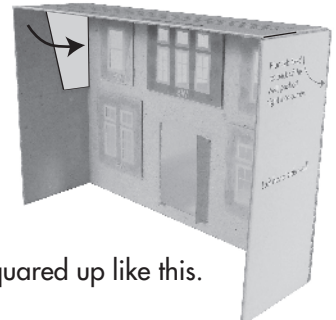
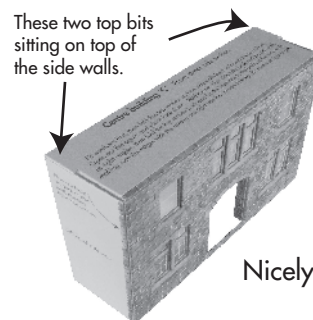
Fix the glazings W4, 5 & 6. to the backs of the corresponding window frames.

Window W6. is on Sheet 'D'



then attach the completed windows to the openings.

Fold the side walls and the top section at right angles as instructed on the kit.



Nicely squared up like this.

SIDE WALL JOINER & ROOF SUPPORTS.

These two plain grey cards numbered 9a. and 9b. on grey sheet 'F' fit inside the building tight into each corner with the cut away section fitting tight around the blue tab. Like this

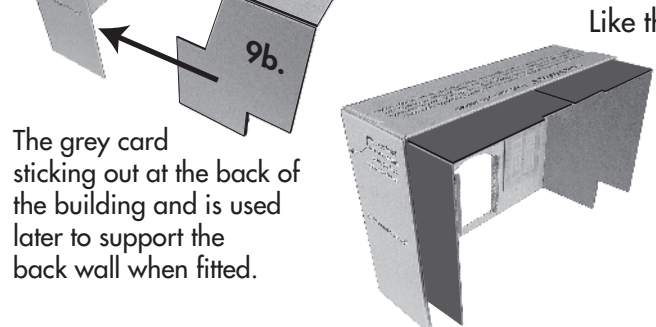


Fig.5. BUILDING 'C' Rail Side Section.

Now cut out all the components from sheet 'D' then attach glazing W7 to W7 window and fix to the wall

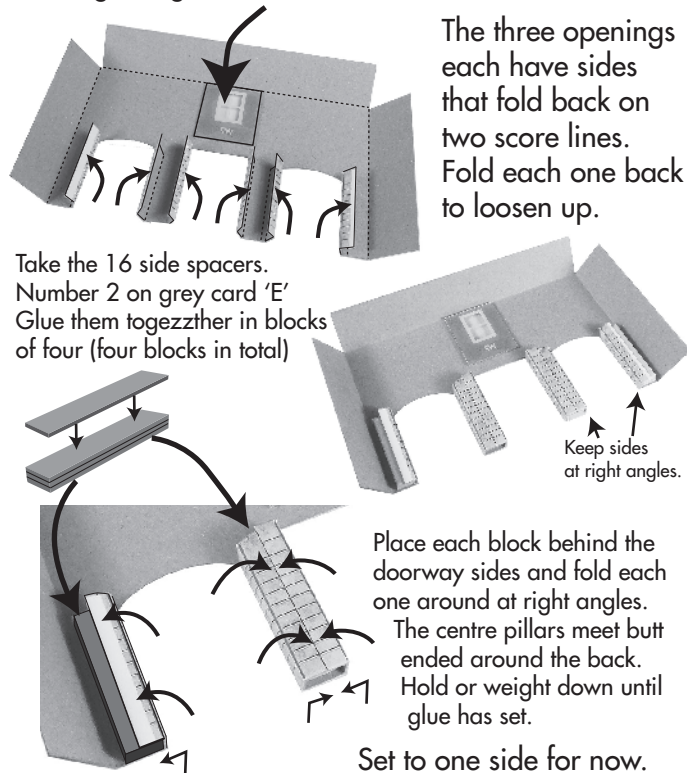
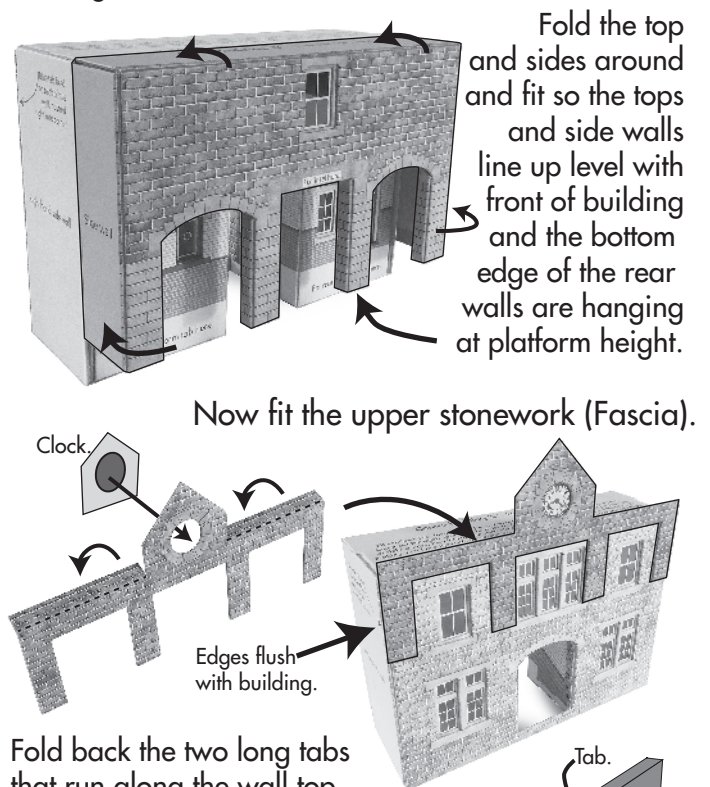


Fig.7. BUILDING 'C' FIX FRONT AND BACK SECTIONS TOGETHER.

The rear section fits around the protruding inner forming card that sticks out from inside the front wall.



Fold back the two long tabs that run along the wall top and glue them to back of wall so that the top edge is double sided. Then fit the clock face of your choice into the round opening. Now fit to the front of the building with the two long tabs sitting on top of the front wall.

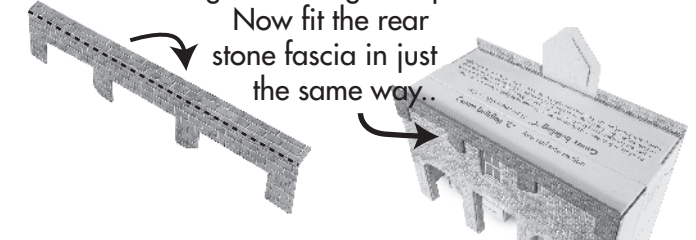


Fig.8. THE PLATFORM.

The platform is a single unit that runs the full length of the of the building. Start by folding the two rear tabs down at right angles.

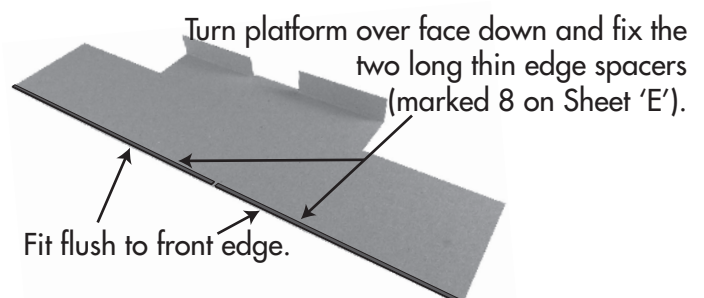


Fig.6. BUILDING 'C' INTERIOR.

The ticket office and refreshments rooms fit inside the front part of building 'C'.

Start by fixing the windows and door with their glazings to the back of the openings

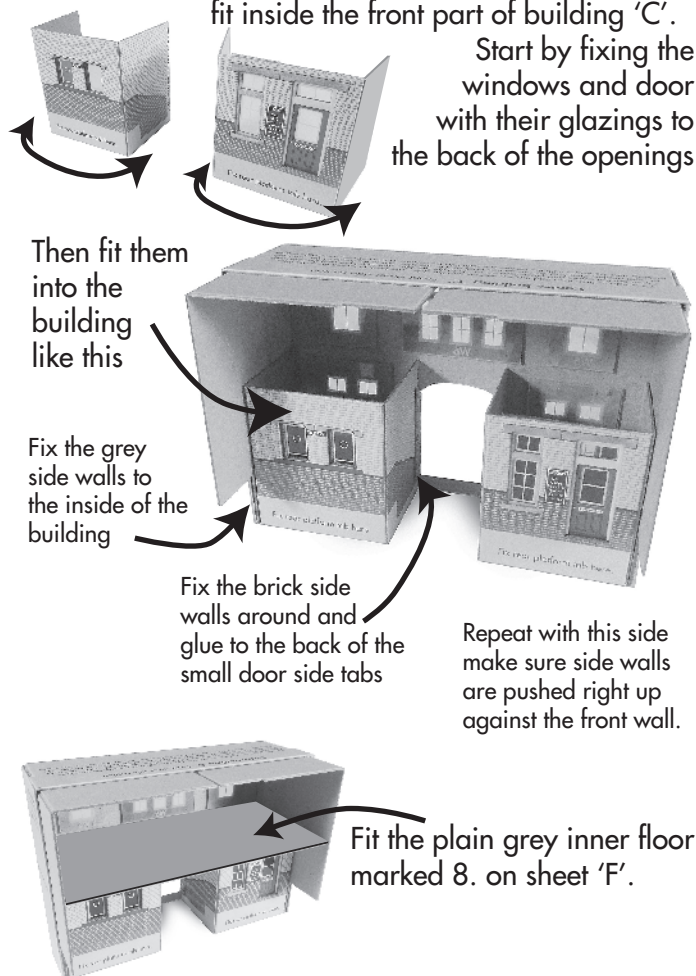
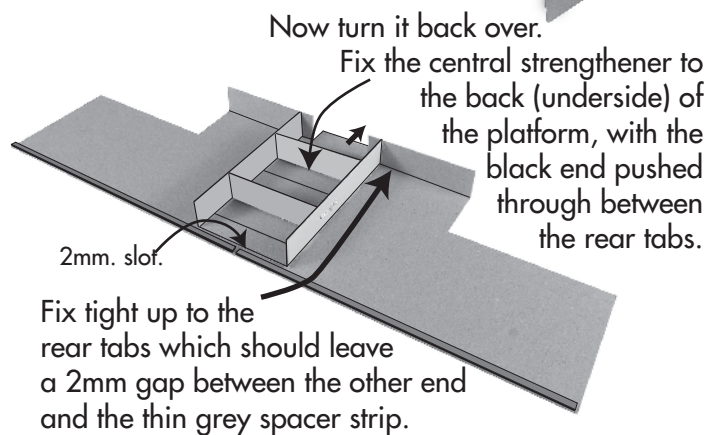
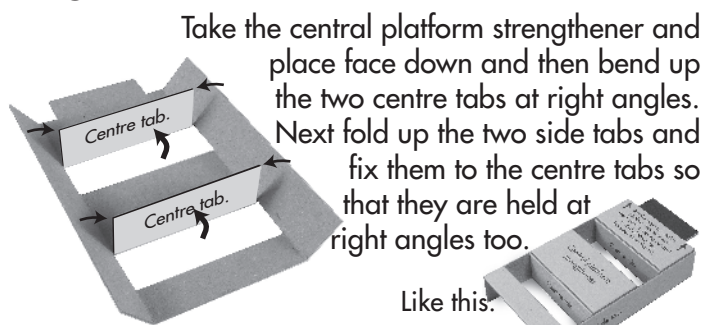
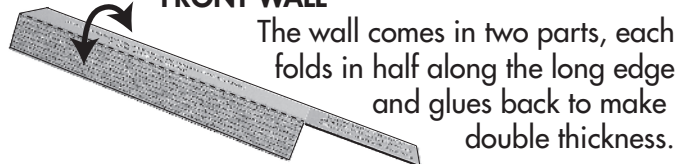


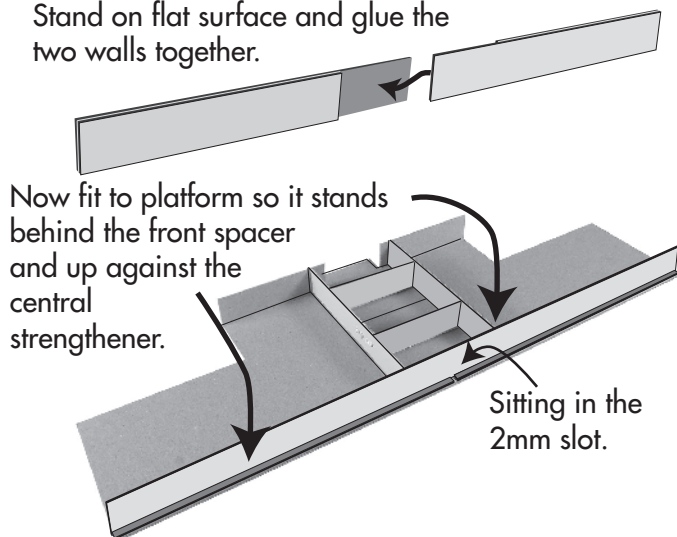
Fig.8. THE PLATFORM continued.



FRONT WALL

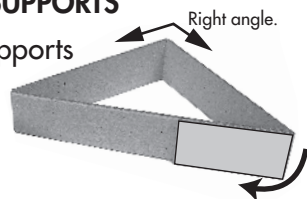


Stand on flat surface and glue the two walls together.



TRIANGULAR SUPPORTS

There are four triangular supports that fit under the platform. These are marked 6 on grey sheet 'F'



Fold the scores around and glue the short tab on the outside edge of the triangle. That way the opposite corner sits at a right angle.

Fig.8 Continued.

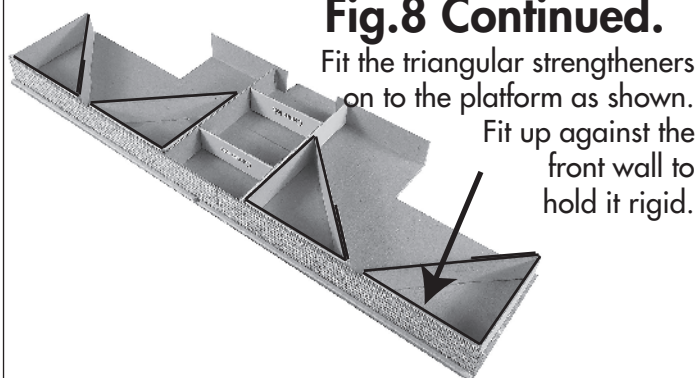
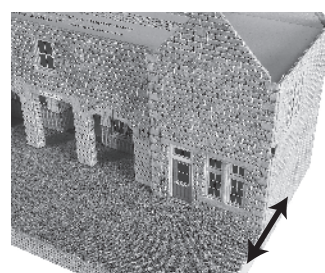
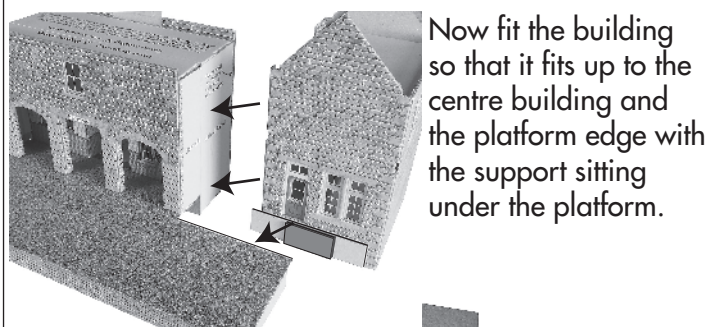
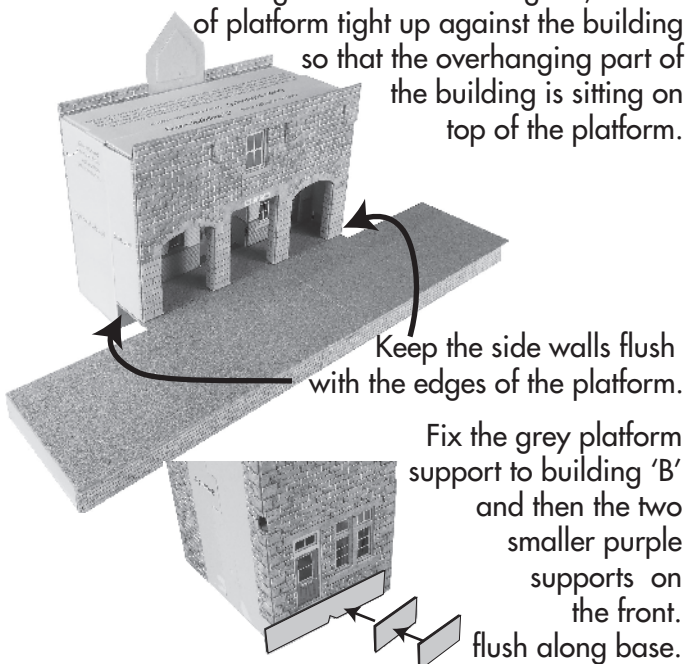


Fig.9. FIT BUILDING TO PLATFORM.

Starting with centre building 'C', fit rear of platform tight up against the building so that the overhanging part of the building is sitting on top of the platform.



Stand on end and hold firmly till set.

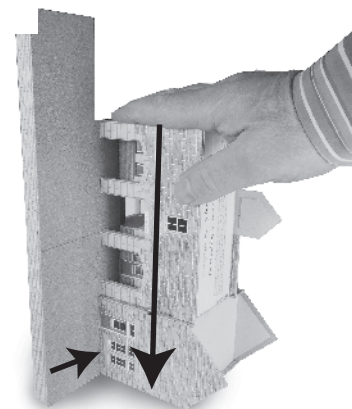
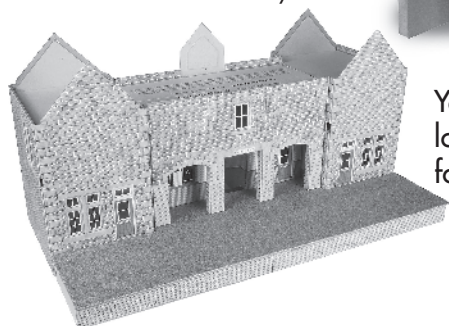


Fig.9. Continued.

After attaching building 'A' it is a good idea to stand on end like this with weights to hold the buildings together whilst the glue sets. Books are good.

Yes, we really do have a book on the history of bricks!



Your kit should now look like this, ready for the roof.

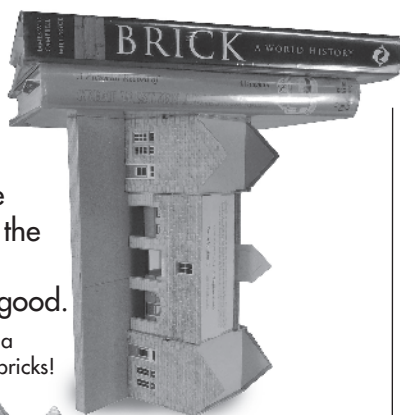
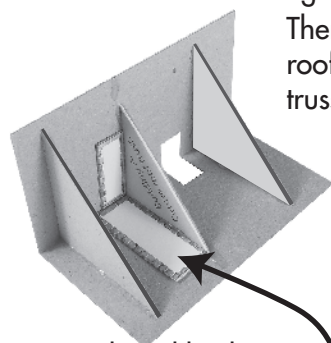


Fig.10. THE ROOF.

Starting with the two roofs for buildings A & B. These sit down inside the buildings sitting on the inner gables. But to make them more rigid you can fit the trusses.

There is a printed one for each roof and also a few plain grey trusses.

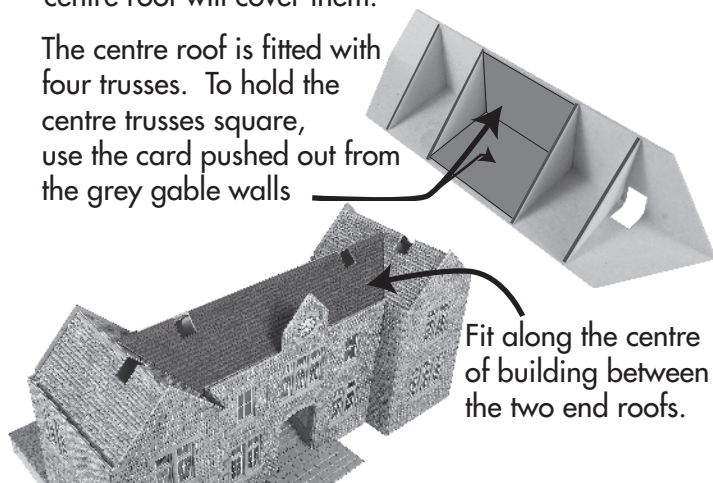


Fit something like this. You can also use waste card to hold them straight.

VERY IMPORTANT

Fit them with the chimney holes towards the street side of the building. Otherwise the centre roof will cover them.

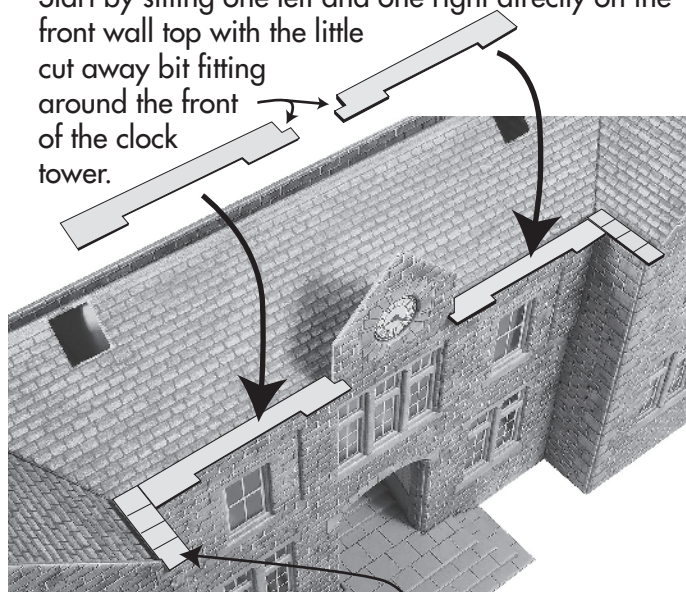
The centre roof is fitted with four trusses. To hold the centre trusses square, use the card pushed out from the grey gable walls



Fit along the centre of building between the two end roofs.

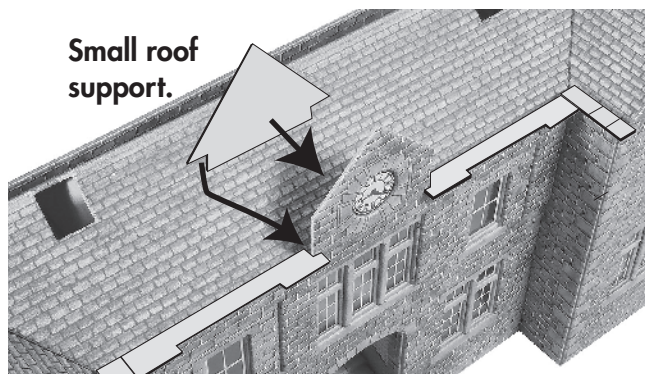
Fig.11. THE WALL TOPS.

The front upper and lower capping stones consist of two left and two right hand stone strips. Start by sitting one left and one right directly on the front wall top with the little cut away bit fitting around the front of the clock tower.

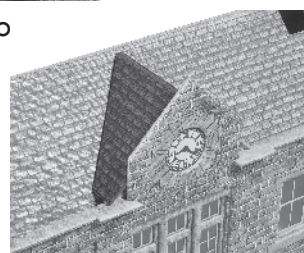


Also fit the two short wall top capping stone strips here, and other side.

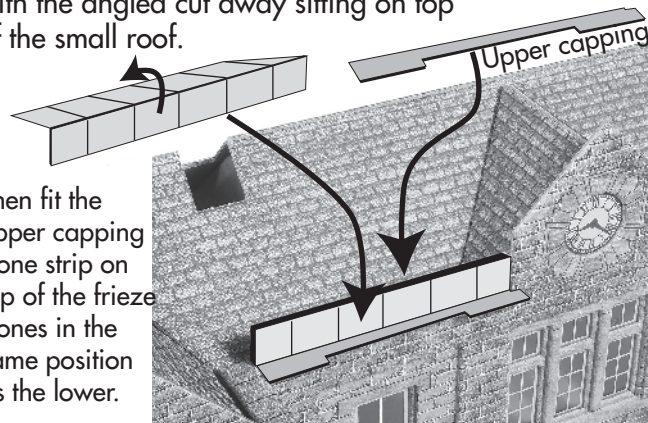
Small roof support.



The small roof support fits onto the back of the clock with the little side pointed tabs sitting directly on top of the left and right capping stones. Then fit the small gable roof sitting on top of the support.



Fold the long frieze stone strips in half and glue to double thickness. Stand on top of the capping stones with the angled cut away sitting on top of the small roof.

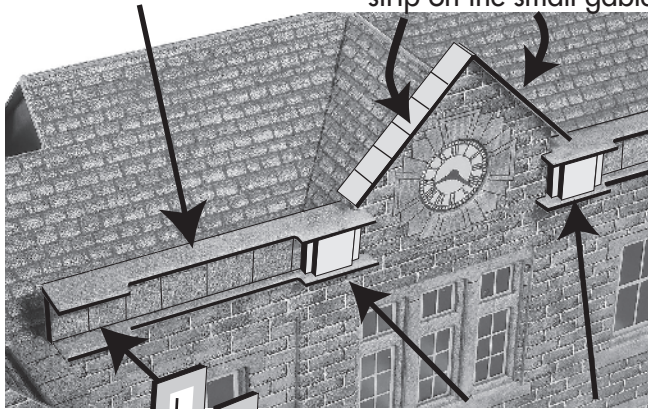


Then fit the upper capping stone strip on top of the frieze stones in the same position as the lower.

Fig.11. THE WALL TOPS Continued.

The frieze stonework now looks like this.

Repeat on the other side. Then fit the coping stone strip on the small gable.



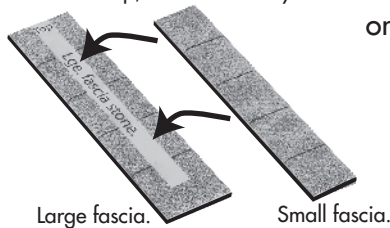
Finally fit the frieze stones marked with 'L' at each end of the long friezes with the small stones fixed over the 'L' centred

Fig.12. FASCIA STONES.

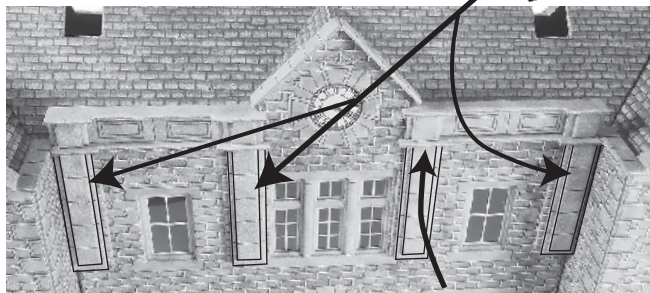
There are four sets of vertically set stone fascia strips that sit on the front wall over the entrance door.

Flush at the top, centred sideways.

Fit the small fascia strip on top of the large strip.

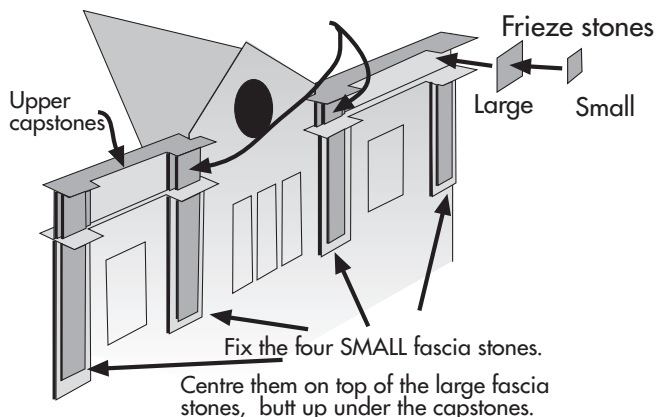


Like so.



Fit each fascia centred on the protruding stone facing and pushed up to underside of overhanging capping.

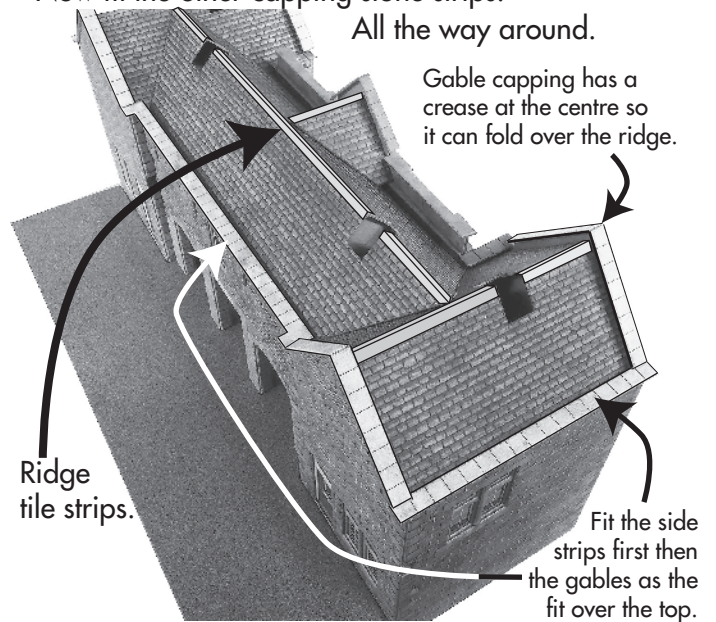
Just to recap, here is a diagram that may help.



Now fit the other capping stone strips.

All the way around.

Gable capping has a crease at the centre so it can fold over the ridge.



Now is a good time to fit the ridge tile strips as well. Simply cut to length, angle tapered ends to fit, then paint the white edges and the crease along the centre with very much watered down watercolour paints, before fitting along the roof ridges.

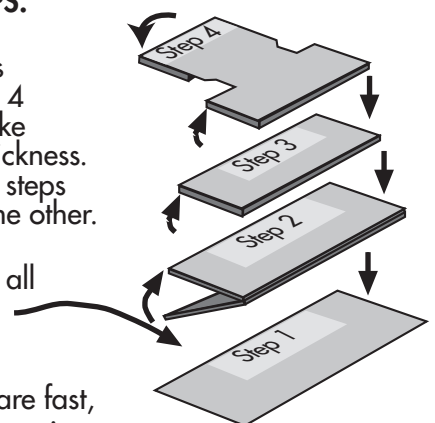
Fig.13. THE STEPS.

There are two flights of steps that go from street level to the platform. The first flight (steps 1 to 4) fit outside the building, with the top step leading through into the passage. The top flight (steps 5 to 8) then fit on top of step 4 (pushed back as far as it will go against the inner floor) with the long part of top step 8 fastened to the inner floor between the passage walls.

1. LOWER STEPS.

Start by folding around the tabs on steps 2, 3 & 4 and glue to make steps double thickness. Then attach the steps one on top of the other.

Make sure they all fit flush at the BACK edge.



When the steps are fast, take the 5 yellow stairs spacers.



Glue them one on top of the other and then fix them under the step number 4.

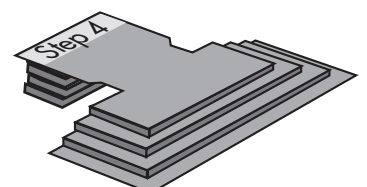


Fig.13. THE STEPS.

2. UPPER STEPS 5-8.

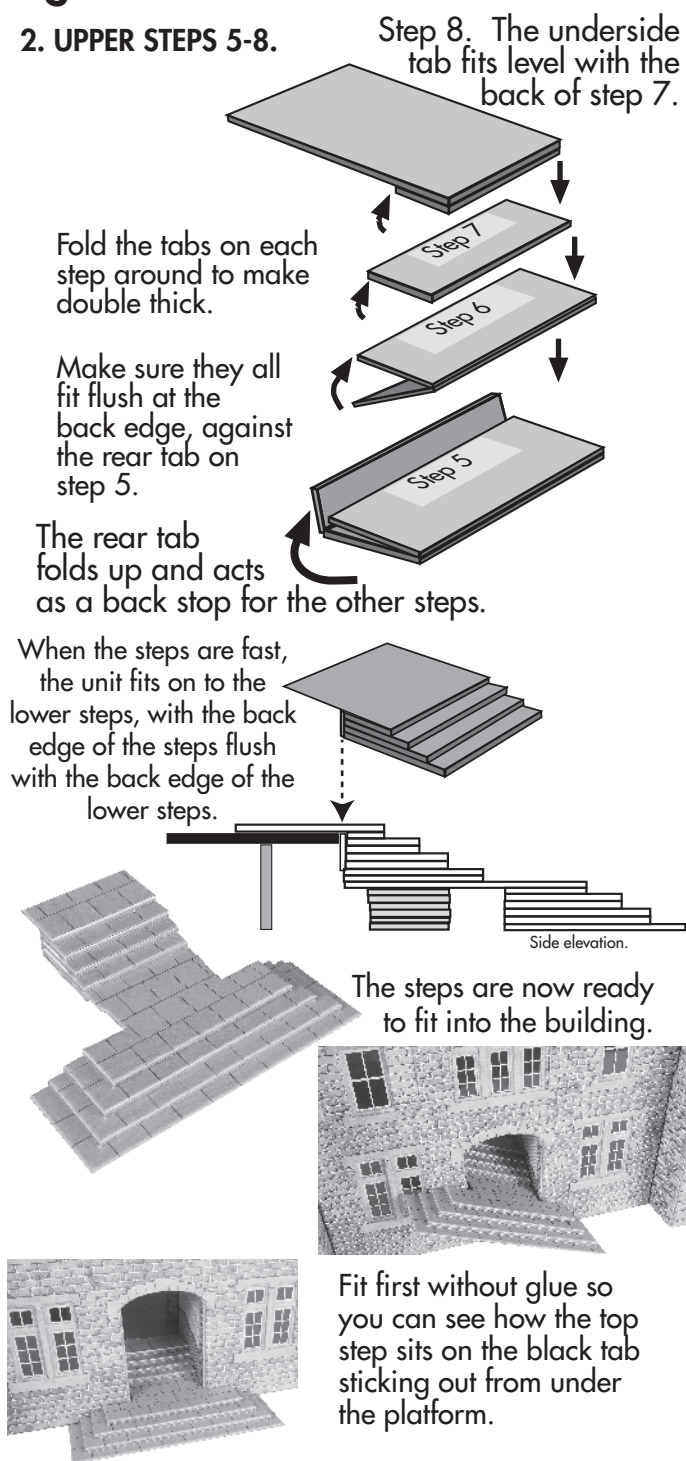


Fig.14. FRONT CANOPY.

Fix the black canopy top onto the glazing sheet.

Fit so front edges are flush and the windows centred sideways in each opening

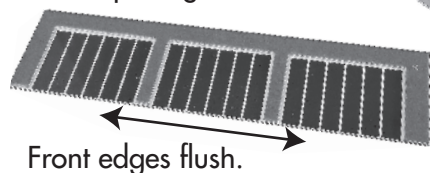
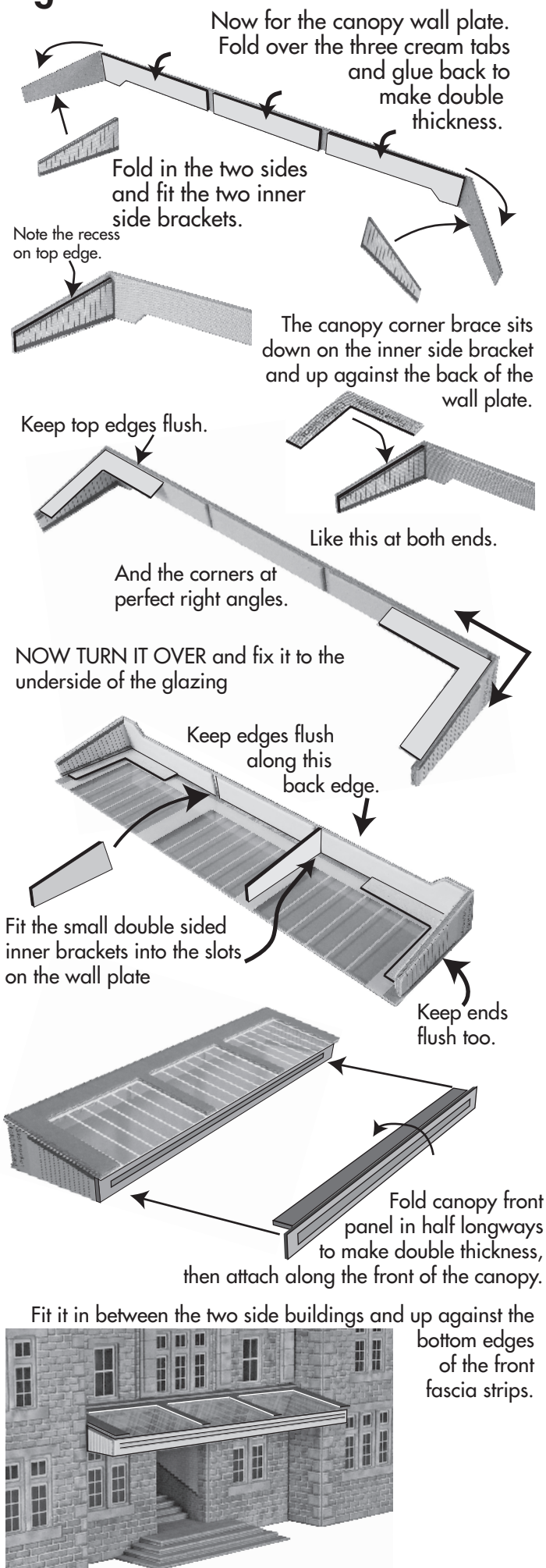


Fig.15. FRONT CANOPY Continued.



PLATFORM CANOPY.

All the components for the canopies are laser cut and come on three separate sheets. If you hold the sheets up to the light you will see tiny pips holding the components onto the base sheet. these are relatively easy to push out with a little care not to bend them.

Lets start with cream coloured sheet 'L1'

1. Inner post with beam & brackets.
There are 5 of these
2. Outers post with beam x 5 Right/hand 5 Left/hand
To tell the difference between left and right, you will notice that the facing edge has soft burn marks that give the appearance of weathering, the other side has flash back lines.
3. Post base (feet) two for each post.
4. Gable end x 4.
5. Roof truss x 4
6. Truss side beam x 8.
7. Ridge plates
2 x long and 2 x short.
8. Roof sections. 2 long and 2 short.
Note, the longer roof is just a bit longer on one edge so that it can fit into the recessed part of the building see Fig. x.
Longer on this edge.
9. Centre gutter
10. End gutters x 2.
11. Middle gutters x 2.
1 x left and 1 x right.

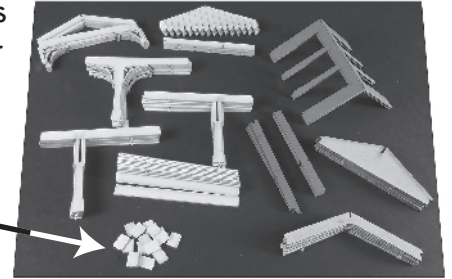
The light grey thick sheet 'L3'

12. Gable end inner x 4.
13. Wall plate x 4.
- Jig for constructing the posts x 2.

© Copyright 2016 Metcalfe Models & Toys Ltd

Carefully sort and clean out the long slots and bits from the brackets then pile up your laser cut parts into the builders yard.

Don't loose the little base feet.



LETS START BUILDING!

But first, you need to assemble the jig.

Take the two pieces of the jig and glue them together to make double thickness. Keep all edges absolutely flush with no glue oozing out on the inside edges.

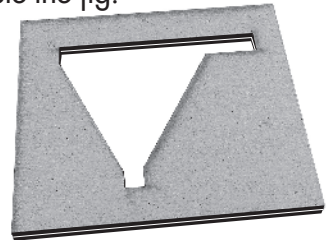
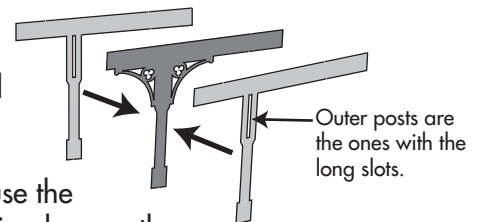


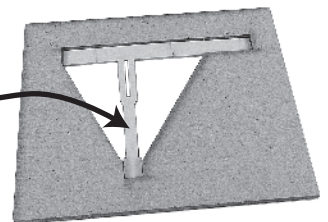
Fig. 16. POST & BEAM UNITS.

Each of the four Post & Beam units are made up with the inner post with brackets sandwiched between the two outer posts.

To ensure that all outer edges line up flush when glued together, use the jig to hold them in place as they are fixed together.

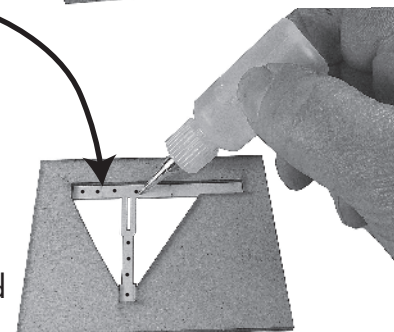


Start by pushing one of the outer post & beam units down into the jig like this.

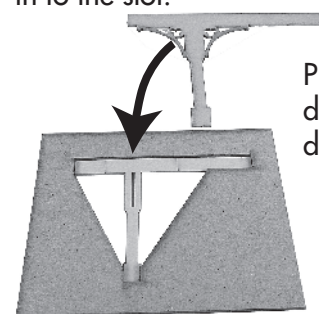


Then put tiny spots of glue along the surface of the post and beam using the ultra fine tip applicator.

No need to put any glue in the part of the post with the tiny slot in it. This will be held in place later when the truss is fixed in to the slot.



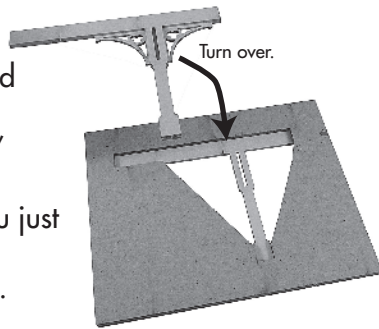
Place the inner post & beam down inside the jig so it sits directly on top of the outer post.



When glue is set push whole unit carefully out of the jig.

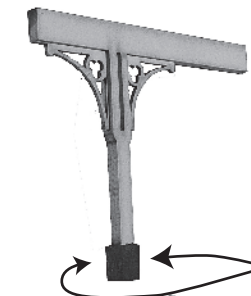
Fig. 16. Continued.

Turn the jig over and put another 'outer post & beam' inside the jig. Then fix the unit you just made, down on to the other outer post.



And now your first post & beam unit is complete.

Just one last thing: Fix two of the tiny post base sections (feet) to either side of the base of the post.



Line up the edges flush.

One good way to get them in position is to use the jig like this.

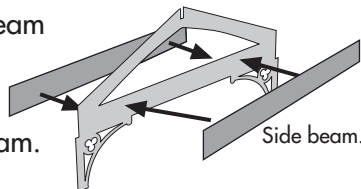
When fast paint the base black all the way around as shown here.



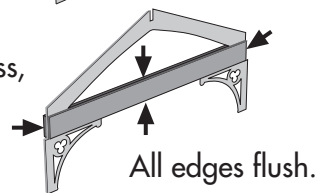
Now make up the other four post units in just the same way as this one.

Fig. 17. TRUSS & CROSSBEAM.

To strengthen the crossbeam part of the truss there are two side beams that are attached to each side of the crossbeam.



Make sure that the tops bottoms and ends all line up flush with the main truss, leaving the ends of the brackets free to fit into the slots in the posts.

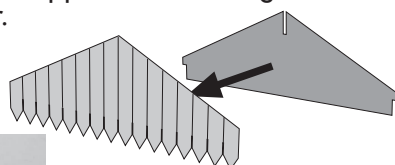
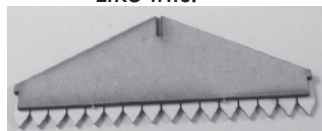


Repeat with other three trusses.

Fig. 18. GABLE END SECTIONS.

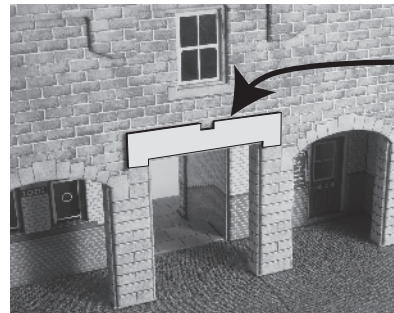
Each gable end is made of two parts. The outer cream coloured section has a grey inner card that is fixed to the back of it so that the upper and side edges are all flush with one another.

Like this.



Put to one side until needed in Fig.20

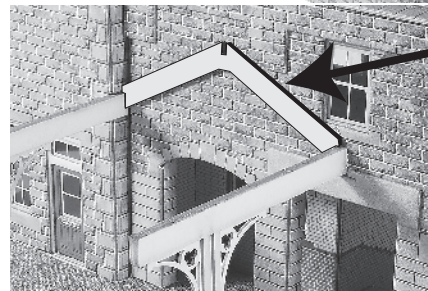
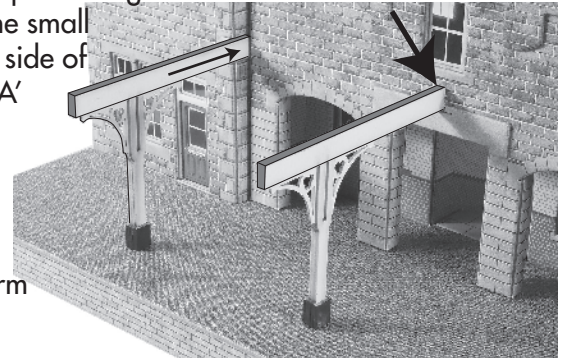
Fig. 19. FIT THE POST & BEAMS .



Start by fixing the small lintel over the central door on building 'C'. Line up with the edges of the door opening.

Fix two of your post units to the building. One with the end of the post sitting in the slot in the lintel and the other in the small slot in the side of building 'A'

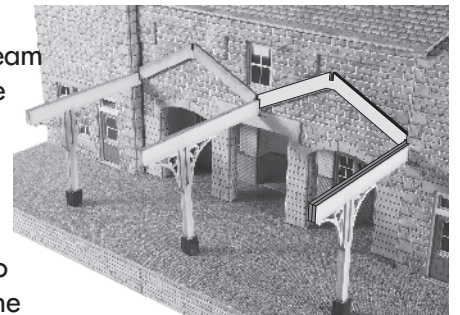
NOTE:
DO NOT fix the posts to the platform



Next fit the wall plate so it slots on the beam at each end fixed against the wall.

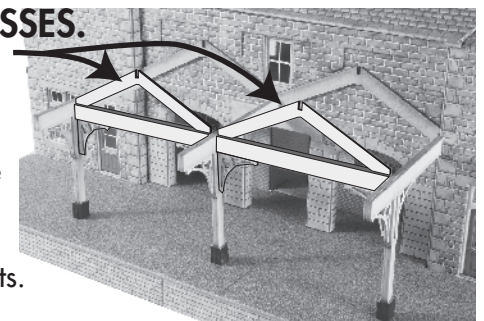
Now fit another beam unit to the opposite slot in building 'B' and then the wall plate.

Keep the beams and legs as near to right angles with the building and as vertical as possible.



FIT THE TRUSSES.

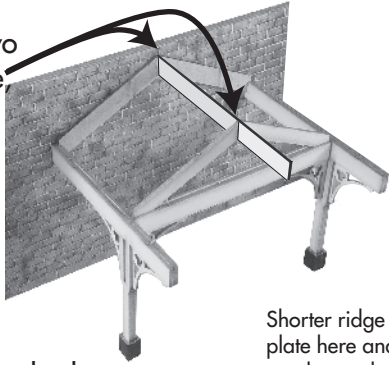
The brackets at each end of the truss have lugs that fit into the slots on the posts.



When fixing these into the slots place a tiny spot of glue, using the fine tip glue applicator, into each of the long slots in the posts. Very carefully fit the trusses making sure they are seated FULLY into the slots. Make sure posts are standing vertical. Leave alone for a while for the glue to set.

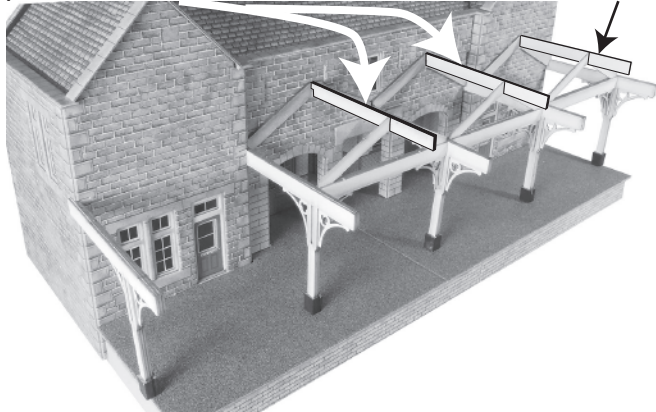
Fig. 20. FIT THE RIDGE PLATE.

The ridge plate has two slots on its under edge these fit into the corresponding slots on the wall plate and the top of the roof truss.



The two longer ridge plates fit here on the centre trusses.

Shorter ridge plate here and at other end.

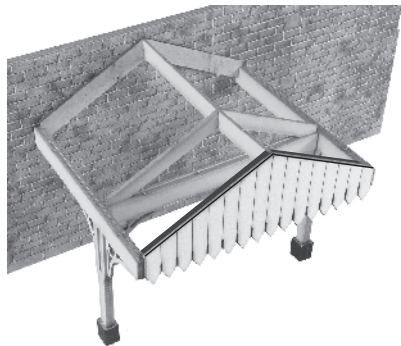


Carry on building in the same way adding beams to the end walls then the wall plates and trusses.

The two shorter ridge plates go on the end trusses.

Fig. 21. FIT GABLE ENDS.

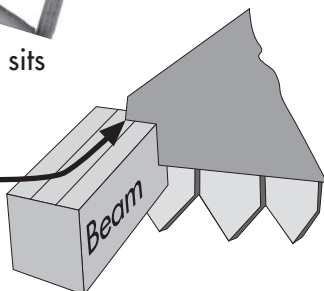
This can be tricky and requires patience and a light fingered approach to the job.



Top notch fits over the end of the ridge plate.

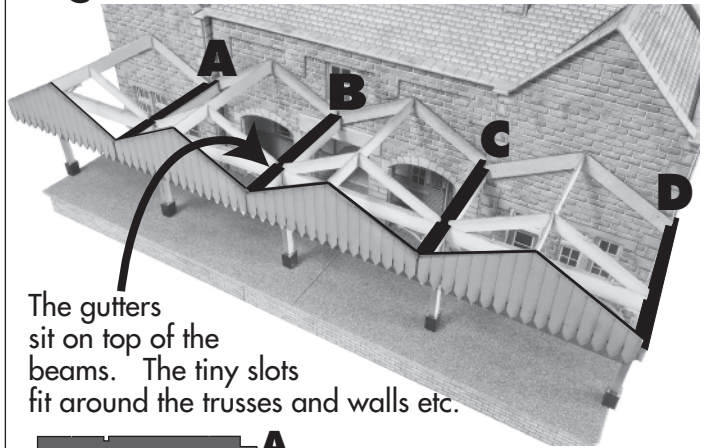
The two notched bits at the ends of the grey strengthener slot over the beam ends.

The upper edge of the notch sits on top of the beam and extends to half way across allowing room for the next gable to fit along side.



Fit them all as seen in next photo Fig.21.

Fig. 22. GUTTERS.



The gutters sit on top of the beams. The tiny slots fit around the trusses and walls etc.

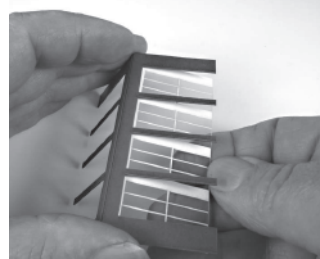


Here is a guide to shapes and where they fit.

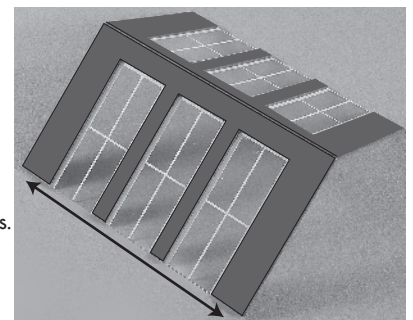
Test without glue first and fit with care.

Note: If you are adding more buildings on to the side of this one, you may need to make alterations to the end gutters. This is best planned before fitting.

Fig. 23. ROOFS.



Fit the glazing sheets from underneath so that you can see where it is to be positioned. Test without glue first so that you can see where it fits.

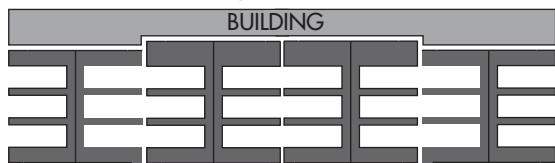


Glazing flush with card edges.

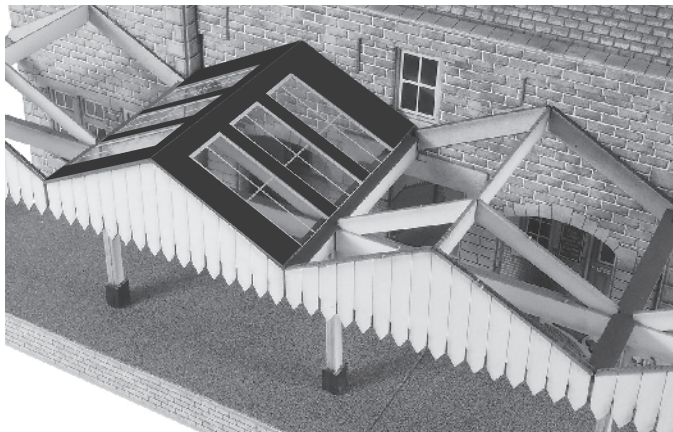
The glazing should be flush along the bottom edges of the grey roof. Use tiny spots of glue placed on the underside of the card to fix the glazing. Centre the glazing frames sideways in the openings

Fig. 24. FITTING ROOFS.

Two of the roof sections are longer on one edge. These longer roofs fit on the central canopies that are recessed into the building.

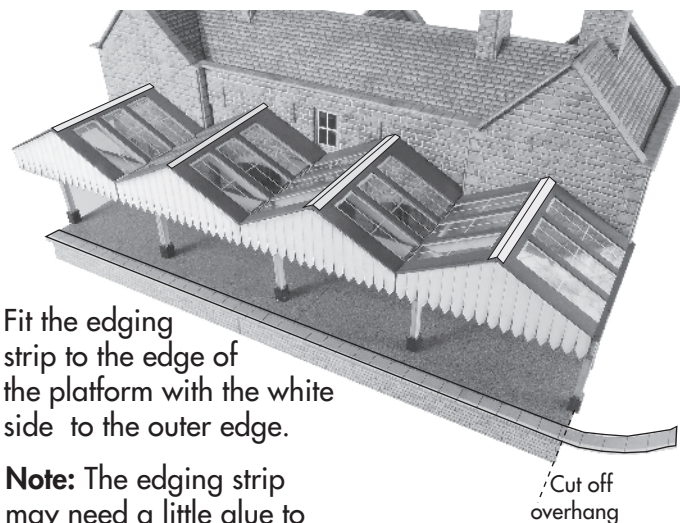


Starting with a centre roof, fit it so it sits on top of the wall plate and the front gable.



Check that it is firmly seated down on both. If the main framework has been constructed slightly out of square then it will not be seated properly.

You may have to re-align slightly to allow the roof to sit correctly on both front gable and rear wall plate. Hold the roof down until the glue has set. Once fast it will hold the whole canopy at the correct angles so you can continue with the other roofs.

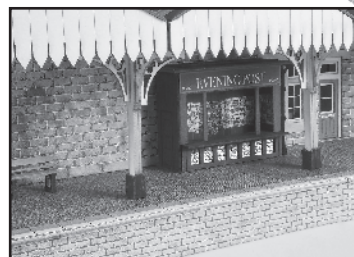
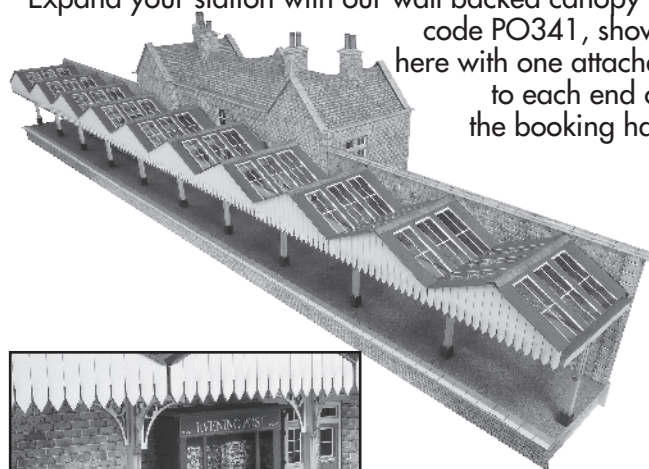


Fit the edging strip to the edge of the platform with the white side to the outer edge.

Note: The edging strip may need a little glue to hold it down permanently.

Finish off the canopy roofs with ridge tile strips.

Expand your station with our wall backed canopy kit code PO341, shown here with one attached to each end of the booking hall.

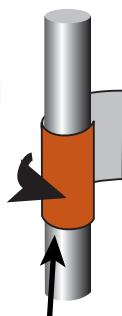
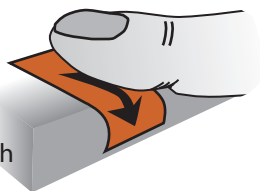


Add extra detail with our PO517 Platform Kiosk kit.

CHIMNEY POTS & CHIMNEY STACKS

Cut out the terracotta coloured strips below and roll tightly around a metal rod to form a cylindrical shape. Drill bits, nails or even knitting needles can be used for this job.

Curl the strip slightly first by dragging it over the edge of your worktop underneath your thumb



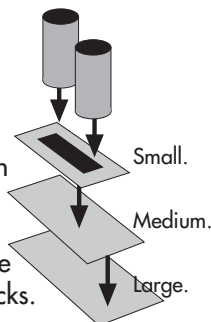
Keep edges straight.

Then roll the strip of pre curled paper around the metal rod. A drill bit is best used: for OO scale 3 or 4mm. diameter.

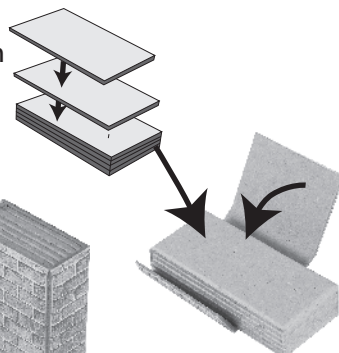
Roll up tight and keep rolling until the paper is fully curled around.

Then unroll the end back out just enough to smear with a little glue, then roll back up and hold tight until the glue has set.

Mount the pots on to the chimney capping stones before fixing to the main chimney stacks.



Take 6 of the chimney stack inner spacers and glue them together in a block with all edges squared up.



Wrap chimney stack around block flush on top edge.



Completed chimneys ready to fit into the holes in the roof tops.

