

PN921 N Scale Mainline Station Series PARCELS OFFICE

CHECK LIST

This kit should contain the following:

- 1 x SHEET A. Printed components.
- 1 x THICK GREY CARD Internal parts.
- 1 x SHEET L1. Laser cut canopy parts.
- 1 x SHEET L2. Laser cut canopy roofs.
- 1 x SHEET L3. Laser cut light grey card with canopy jigs etc.
- 1 x GLAZING sheet.
- 1 x EDGING & PATCHING SHEET.
- 1 x INSTRUCTION BOOKLET.

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

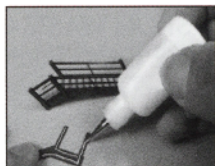
METCALFE

Ultra Fine Glue Tip Bottles.

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



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



INSTRUCTION SHEET

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

GETTING STARTED

1 EXTRACTING COMPONENTS FROM THE BASE 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 off the score and cutting the 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.

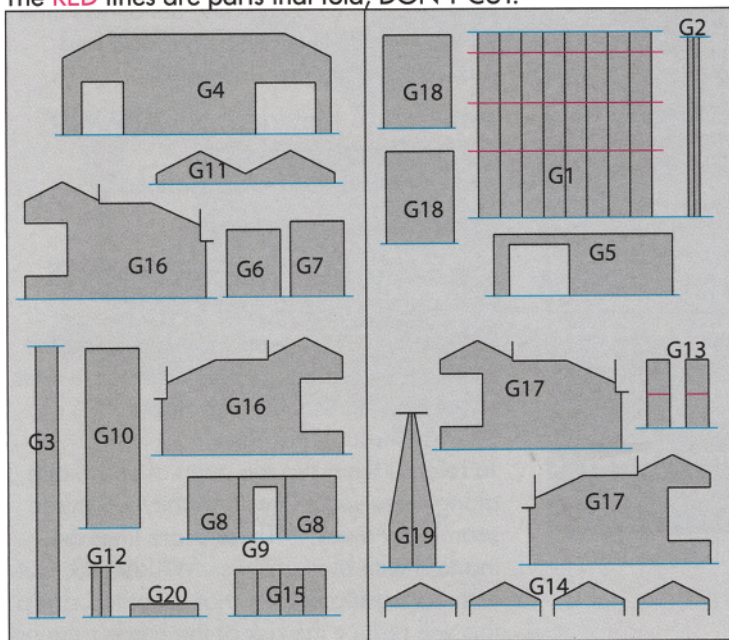
Example of builders yard.



Extract all the components from printed SHEET A. and the GREY STRENGTHENER sheet (see descriptions on page 2)
Only extract the window and door frames from laser sheet L3. Leave the rest of the laser cut components until Fig.6.

3 PLAIN GREY STRENGTHENER SHEET.

The folded thick grey card contains inner strengthening components. These are not printed so here is the key to what they are. It might be a good idea to just write the code numbers on the components before you extract them from the base sheet. The **BLUE** lines indicate the score lines you will need to cut to extract components. The **RED** lines are parts that fold, **DON'T CUT**.



KEY:

PLATFORM.

- G1. Platform strengtheners x 8
- G2. Platform edge spacers x 2.
- G3. Platform wall strengthener.

MAIN BUILDING.

- G4. Back wall inner spacer.
- G5. Inner back wall for office.
- G6. Inner side wall (short).
- G7. Inner side wall (tall).
- G8. Office ceiling supports.
- G9. Office ceiling support (door).
- G10. Office ceiling.
- G11. Office inner front wall.
- G12. Office end tiny wall spacers

They fit on to IW3. wall strips.

- G13. Roof truss guides x 2.
- G14. Roof truss x 4.
- G15. Chimney formers x 4.

RAMP BUILDING.

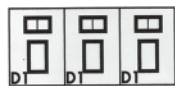
- G16. Inner side wall (tall).
- G17. Inner side wall (short).
- G18. Inner end wall x 2.
- G19. Ramp support x 2
- G20. Entrance top.

LASER CUT SHEETS. These are dealt with on page 8.

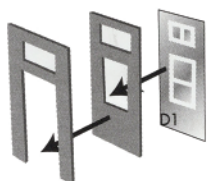
4 GLAZING, WINDOWS & DOORS



Cut out the glazings P1, P2, P3 and D1. Leave the rest until needed.



Attach the window glazings to the appropriate window frames. Matt printed side facing through the openings.



Door glazing to back of door, then door to back of laser cut frame.

Place in builders yard till needed.



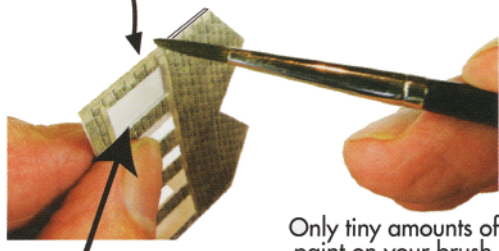
5 PAINTING CORNERS & EDGES.

The white card that shows on the corners and edges is best painted **before you build the kit**. All you need is a simple set of water colour paints and a fine brush. We use these Rowney paints and the lid is used for mixing the colours.



Mix your colour with lots and lots of water, apx. 1 part paint to 5 parts water or more. **TEST ON WASTE CARD FIRST UNTIL YOU HAVE THE CORRECT SHADE & COLOUR.** Brown with a touch of Black for the stone shade, and Warm Red with a touch of Brown for the ridge tile strips.

Fold the edges of the card back fully and gently run the end of your brush along the exposed white card.



Paint the outer edges too, and the inner edges of the window openings.

Only tiny amounts of paint on your brush. It's better to have to go over it a few times than to flood it with paint.

Then wipe away any paint that has run onto the printed surface before it dries.

Remember, you only need to just slightly tint the card with a little colour. DON'T paint a thick solid line down the edges, you will only make it look worse.

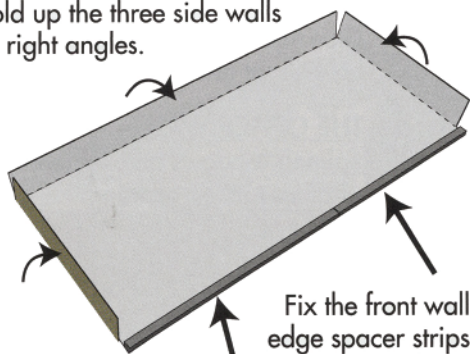
LETS START TO BUILD!

Fig.1. THE PLATFORM.

The main building stands directly on top of the platform, so we will build this first.

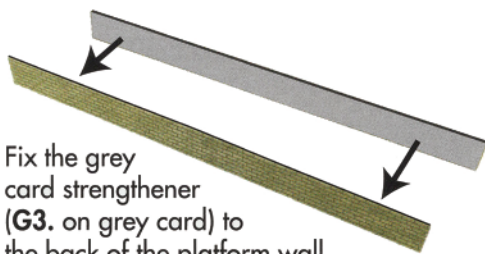
Place the platform top face down on your work surface.

Fold up the three side walls at right angles.



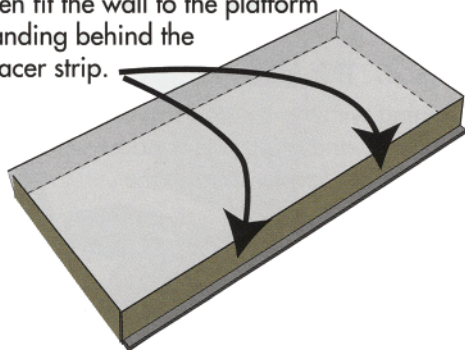
Fix the front wall edge spacer strips (G2. on grey sheet)

Fit flush along front edge of platform.

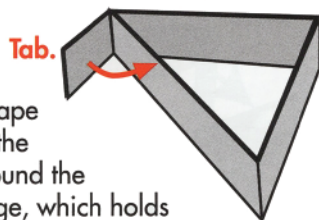


Fix the grey card strengthener (G3. on grey card) to the back of the platform wall All edges flush.

Then fit the wall to the platform standing behind the spacer strip.



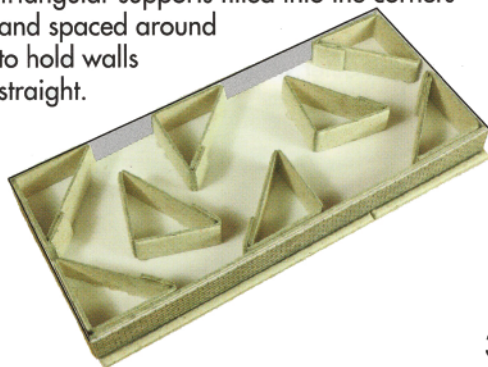
The triangular platform supports G1. are ideal for fitting underneath the platform to hold the top rigid and also for fitting against walls to hold them straight.



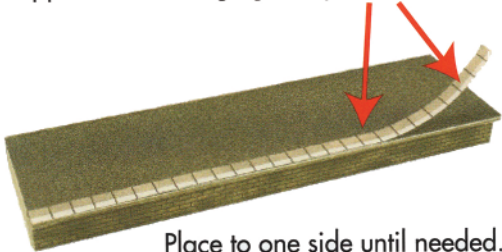
Fold into a triangular shape and then fix the small tab around the OUTSIDE edge, which holds the opposite corner at a right angle.

Fit as shown.

Triangular supports fitted into the corners and spaced around to hold walls straight.



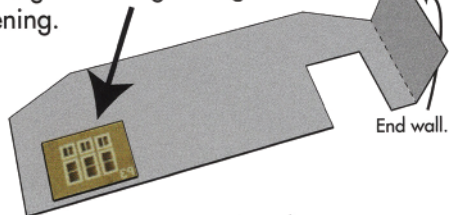
Turn over and fix the strip of platform edging supplied on the edging and patching sheet.



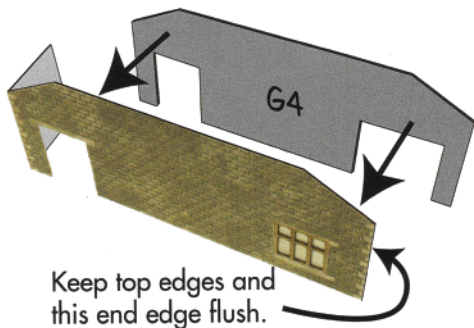
Place to one side until needed.

Fig.2. THE REAR WALL.

Starting with the outer rear wall. Fold up the end wall, and attach the window with glazing P3. facing through the opening.

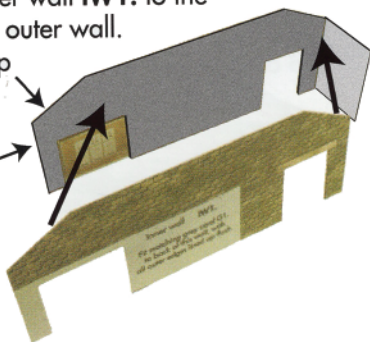


Now attach the plain grey inner wall spacer G4. to the back of the outer wall.

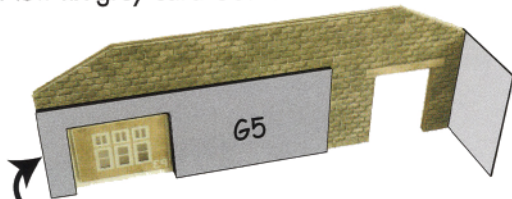


Now fit inner wall IW1. to the back of the outer wall.

Again, keep top edges and this end edge flush.

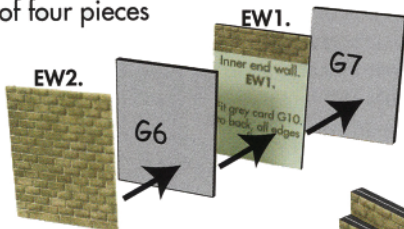


Now fix grey card G5. to the inner wall.

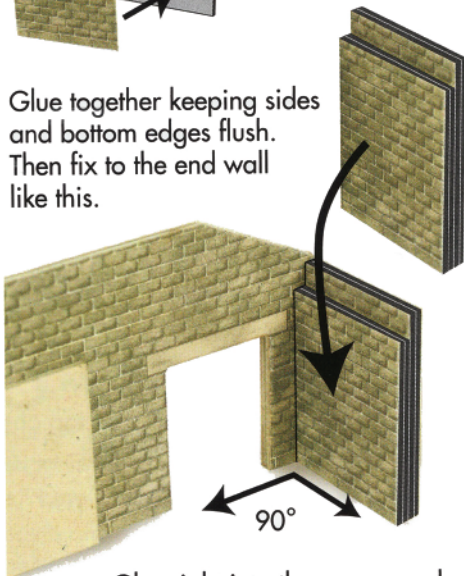


Keep this edge flush with end of rear wall.

The inner section of the end wall is made up of four pieces



Glue together keeping sides and bottom edges flush. Then fix to the end wall like this.



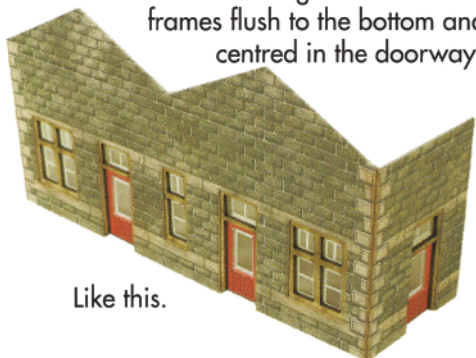
Glue tight into the corner and hold till set at a right angle.

Fig.3. THE OFFICE WALLS.

Fix the remaining windows and the three doors with frames to their openings.

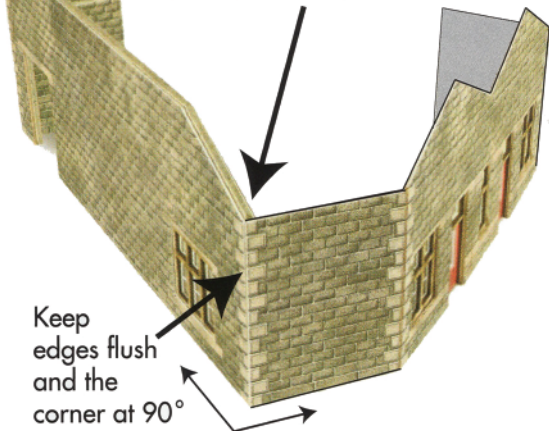


Place them in the openings so the windows are centred on all edges and the door frames flush to the bottom and centred in the doorways.



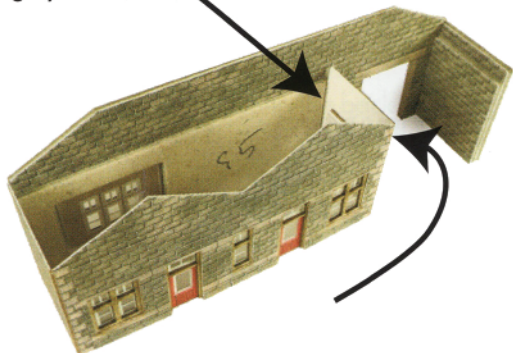
Like this.

Now fix the side wall onto the end of the rear wall at this point, with the edges of the card flush to each other.

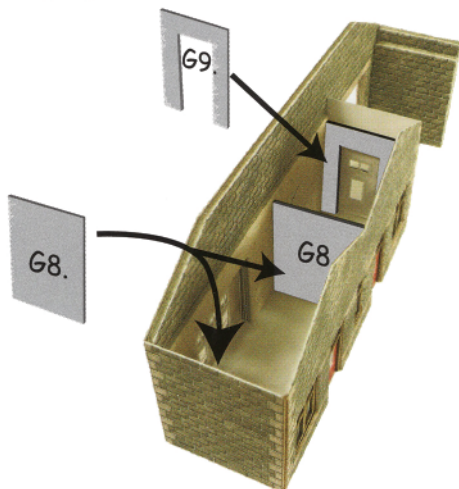


Keep edges flush and the corner at 90°

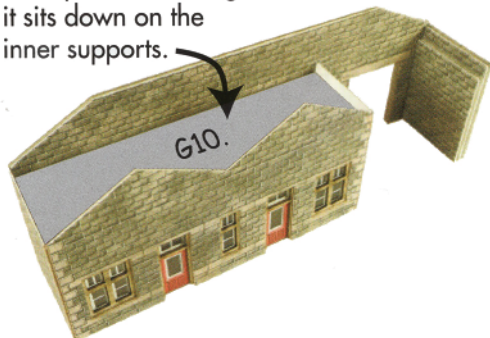
Hold the corner until the glue has FULLY SET then fold the walls around and attach the other end of the wall to the edge of the inner grey wall (G5.)



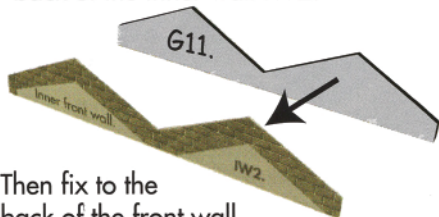
Once fast, insert the two plain grey inner ceiling supports G8. and G9. as shown.



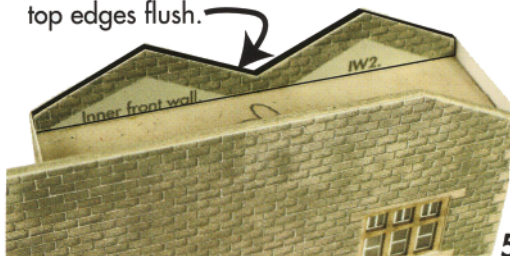
Now push the ceiling down inside so that it sits down on the inner supports.



Fix grey card inner front wall to the back of the inner wall IW2.



Then fix to the back of the front wall, top edges flush.



The tiny end walls spacers **G12**. fit onto the backs of the inner walls **EW3**. Then they fit at each end of the building to the back of the end walls, flush with the top edges.

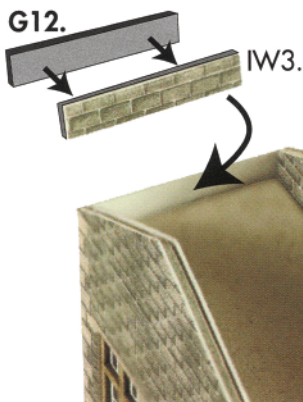
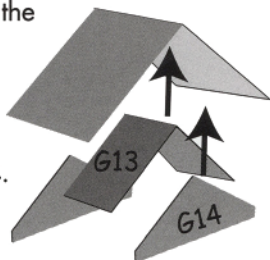
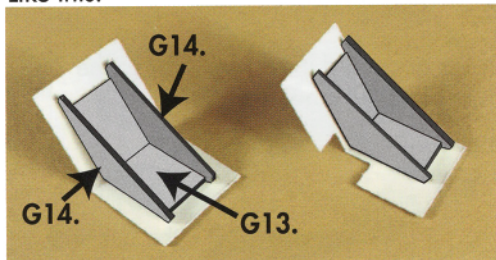


Fig.4. THE OFFICE ROOF.

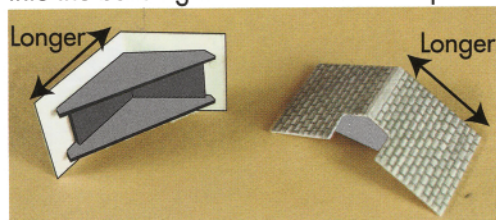
To hold the roofs at the correct pitch, fix folded grey card **G13**. under the roof, then attach the two trusses **G14**. at either side.



Like this.



Note that one side of each roof is slightly longer than the opposite side. When fitting into the building take note in the next picture.



Sit the roofs down inside the building on to the ceiling card. The longer sides of each roof need to be in the centre of the building.

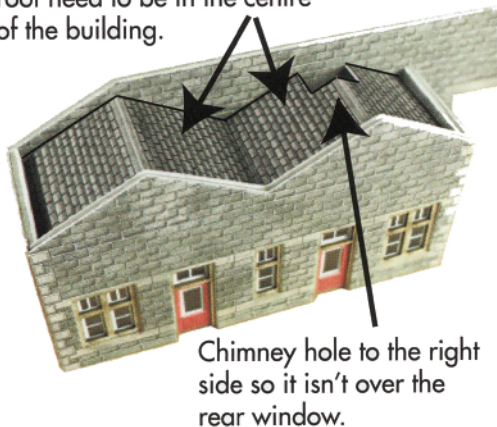
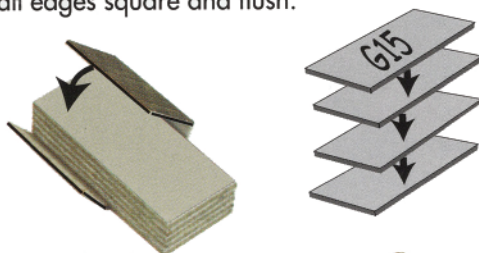


Fig.5. THE CHIMNEY.

Starting with the chimney stack inner grey spacers **G15**. Take the 4 spacers and glue them together to form a solid block keeping all edges square and flush.



Wrap the chimney stack around the block.

Like this with all top edges flush.



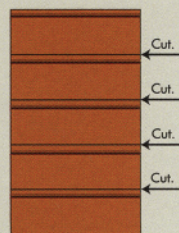
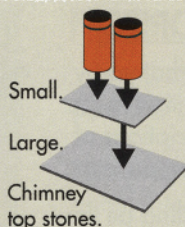
CHIMNEY POTS.

Fiddly but well worth the effort. The chimney pots make a world of difference to your finished model, with results much nicer than anything made from plastic.

Cut the terracotta coloured strips (**Top of next page**) into pieces and then carefully make each pot as described opposite.

Roll the strips of paper around a metal rod or nail. A drill bit is best used: for N scale 2mm. 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 sets.



Now slot the chimney into the hole in the roof **DON'T GLUE.**

Extra chimney pots can be downloaded from our web site www.metcalfe-models.com

Fig.6. THE RIDGE TILES & CAPPING.

Another fiddly job that makes a world of difference to the finished look of your kit. The ridge tiles are cut to the correct lengths, so work out which ones fit to the corresponding roof.



Take each strip and carefully run the point of your knife along the centre scoreline to loosen it up. Then fold each strip in half along the score and paint the white card along the fold with watered down brownish red paint. Also paint the edges.

The capping stone strips fit on the wall tops overhanging equally along each side.

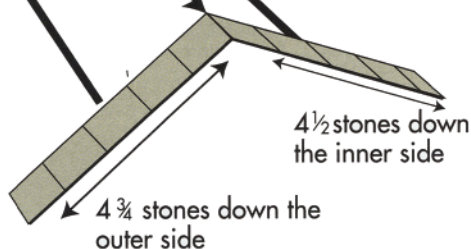
Cut to length and fit as shown opposite.

The section that fits along the back wall will need a little cutting to fit around the chimney stack.

Use sparingly, you need to keep enough back for the ramp building.



Score on a black line.



THE CANOPIES.

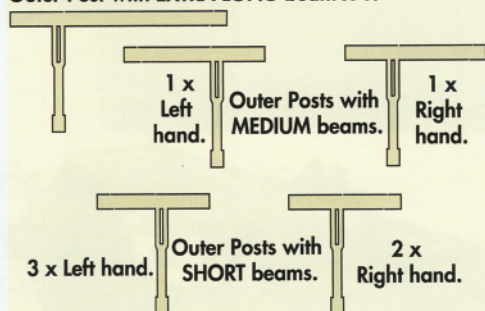
It is important that you pay close attention to the following descriptions of the laser cut components.

Start by extracting all the remaining components from laser cut sheets.

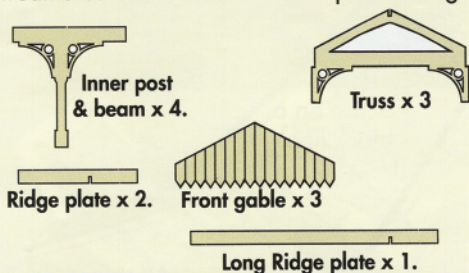
Sort them into groups as follows:

LASER SHEET L1.

Outer Post with EXTRA LONG beam x 1.

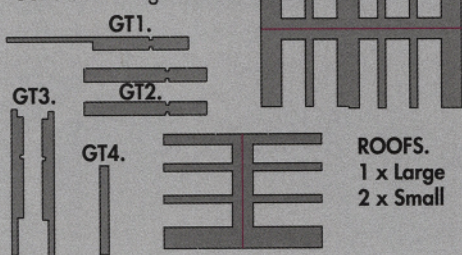


To tell right from left, if you look at them closely, one side has a slightly weathered look from the laser burns. They look better if the weathered side is used on each post see Fig.7.

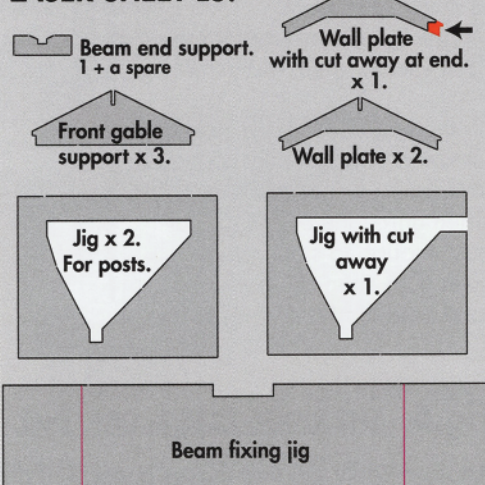


LASER SHEET L2.

Gutters. see Fig.16.



LASER SHEET L3.

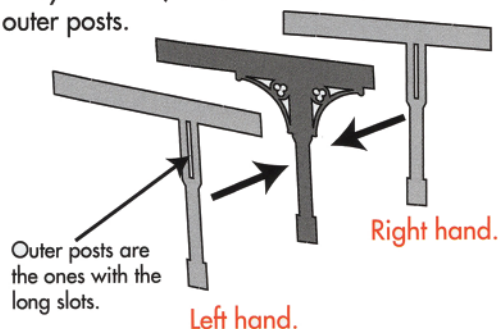


The window frames on this sheet have already been dealt with.

Lay all the laser cut parts in groups on a sheet of card and it is a good idea to write their descriptions next to each group. Especially the right and left handed items.

Fig.7. THE POST & BEAM UNITS

The first stage of constructing the canopy is to assemble each of the four Post & Beam units, with an inner post (the one with the fancy brackets) sandwiched between the two outer posts.



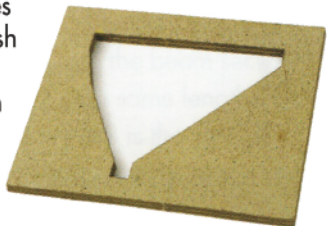
Right & Left Hand Posts

There is no real difference between right & left, just that the laser burns on the facing side give the components a weathered look.

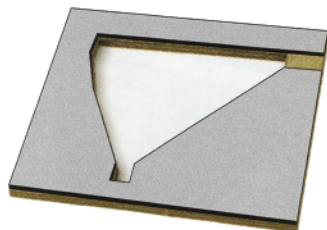
Fig.8. THE ASSEMBLY JIG.

To assist assembling the post and beam units this jig will hold the components in place as you glue them together.

Take the two identical 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.



Then glue the third jig with the cut away strip here.



Glue this way around as shown and keep all outer and inner edges flush.

BEFORE WE START TO MAKE THE

CANOPIES: The post and beam units are all slightly different. This photo of the finished building shows the description of each unit.

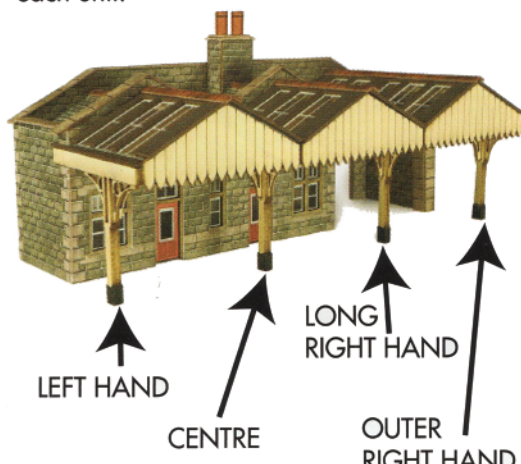


Fig.9. ASSEMBLE POST UNITS.

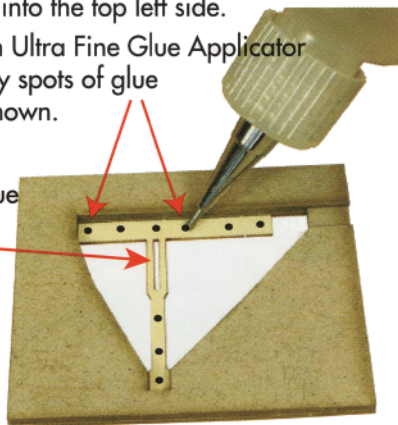
We will start with the LONG RIGHT HAND post and beam unit.

First drop a Left Hand SHORT outer post & beam into the jig. Push up into the top left side.

Using an Ultra Fine Glue Applicator Place tiny spots of glue where shown.

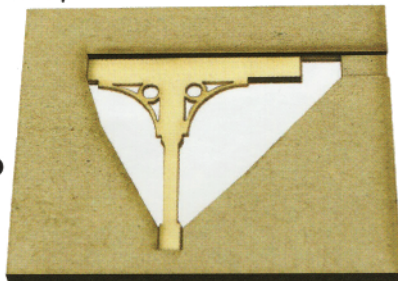
Don't glue near the slot.

9.a



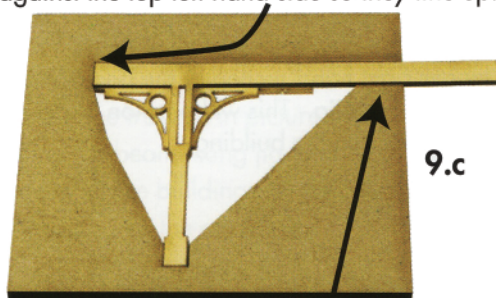
Place a Centre post & beam unit directly on top (the beam is the same length as the short outer beams).

9.b



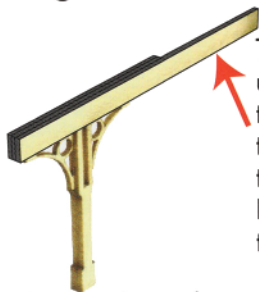
Now fix the Outer Post with EXTRA LONG BEAM directly on top, again push up against the top left hand side so they line up.

9.c



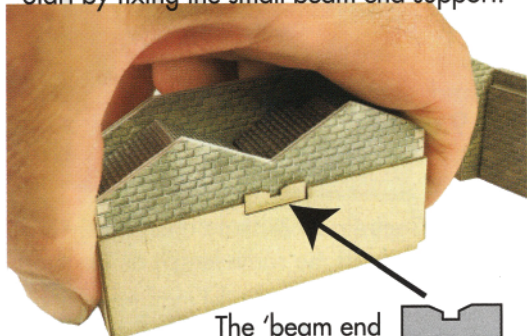
The extra long beam sits in the slot.

.Fig.10. FIX TO BUILDING.

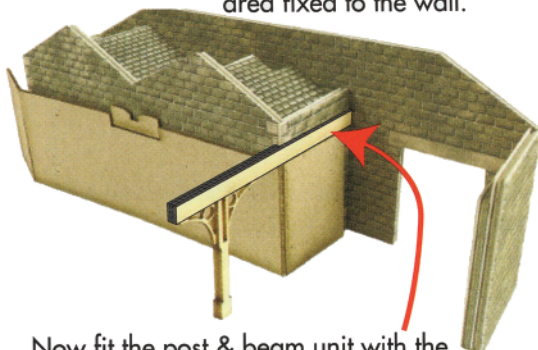


This first post & beam unit looks like this, with the right hand part of the beam much longer than the rest. It can now be fixed to the building.

The grey beam fixing jig fit around the whole building like this with the sides folded at right angles, and the bottom edges flush. Start by fixing the small beam end support.



The 'beam end support' sits in the cut away area fixed to the wall.

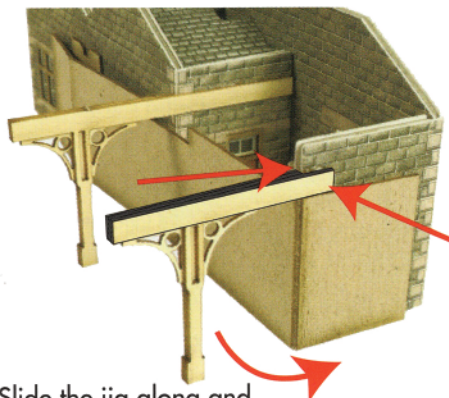


Now fit the post & beam unit with the longer right hand section of the beam sitting on top of the jig. This will position it correctly as you fix it to the building.

Next, make the OUTER RIGHT HAND post & beam unit. Repeat steps 9.a and 9.b then fix the Right Hand outer post with a MEDIUM beam in the same way as you did with the extra long beam in 9.c.

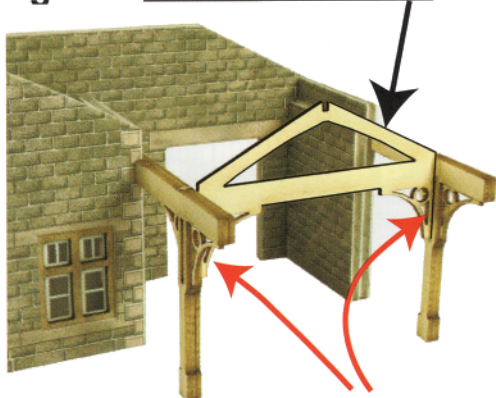


You now have a post & beam unit with this right hand outer beam just slightly longer than the rest. This fixes to the side of the end wall.



Slide the jig along and fold around the end wall and then sit the beam on top with the outer part fixed to the side of the wall and the rest of the beam tight up to the wall end.

Fig.11. FIX THE FIRST TRUSS.



The two lugs on either side of the truss fit into the slots in the posts. Make sure they are fully seated into the slots hold till set.

Fig.12. FIX THE CENTRE POST & BEAM WITH TRUSS.

Next, make the CENTRE post & beam unit. Repeat steps 9.a and 9.b then fix a Right Hand outer post with a SHORT beam in the same way as you did with the extra long beam in 9.c.



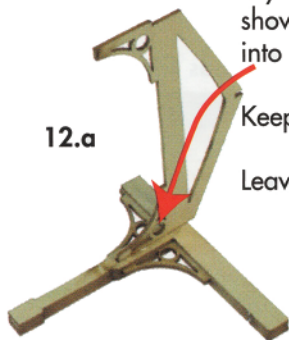
The result is this with all the beam sections the same length. This is the shortest of them all.

Lay on its side as shown and fix a truss into the slot on the post.

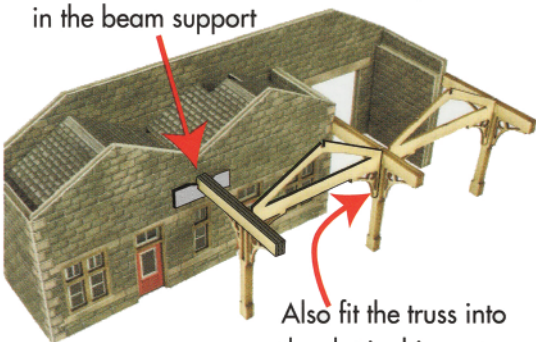
Keep it at a right angle.

Leave it to set fully.

12.a

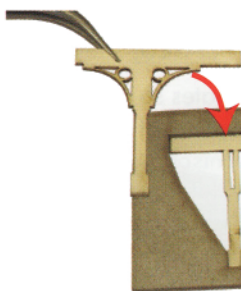


Sit the end of the beam into the tiny slot in the beam support

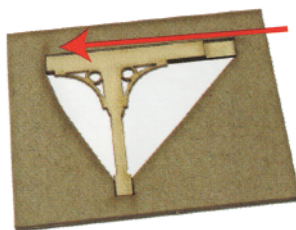


Also fit the truss into the slot in this post.

And now for the last post, that fits at this end of the building. Using the jig again as in picture 9.a, drop in the remaining Left Hand MEDIUM outer post & beam.

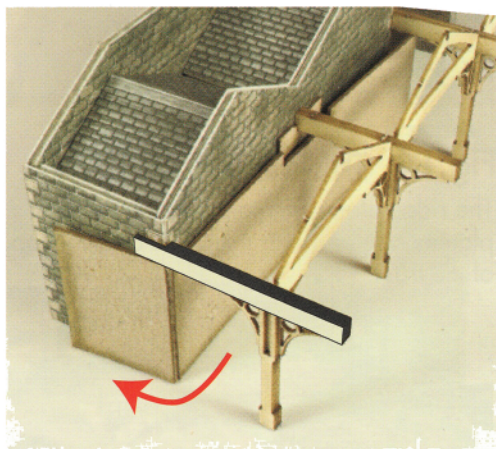
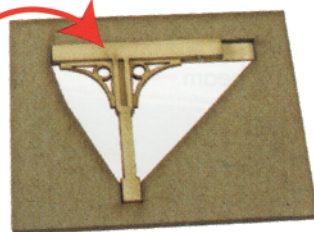


Now fit a SHORT centre post on top.



Push the top over into the corner so that it lines up with the post below.

Then place a **SHORT right hand outer post** on top.

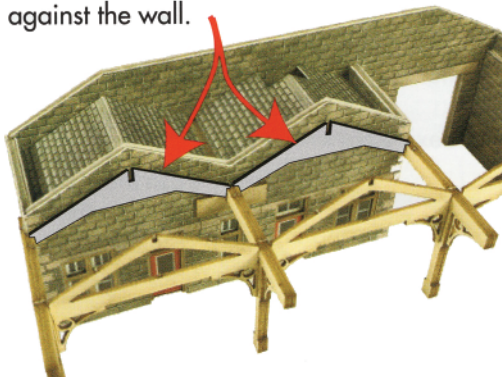


Attach the truss as in picture 12.a then using the beam fixing jig folded around the corner of the building, fix the beam in the same way as the other end.

We are now ready to fix the wall plates.

Fig.13. THE WALL PLATES.

Fix the two identical wall plates so each end slots over the beams and fixed flat up against the wall.



Then fit the wall plate with the cut away section.

This end sits on the long beam.

The cut away end sits on top of the wall.

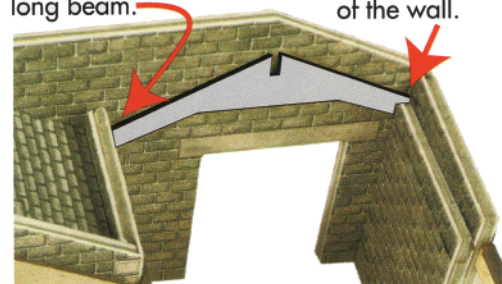
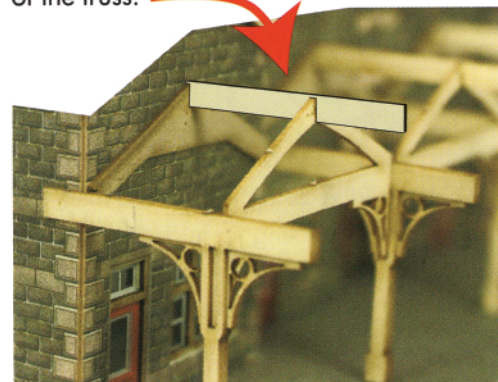


Fig.14. THE RIDGE PLATES.

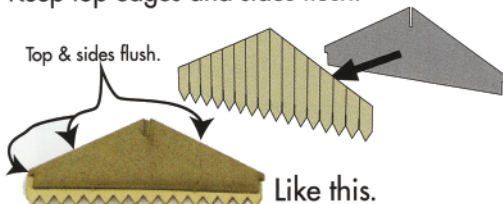
The ridge plates fit into the slot in the wall plate at one end and then slots over the top of the truss.



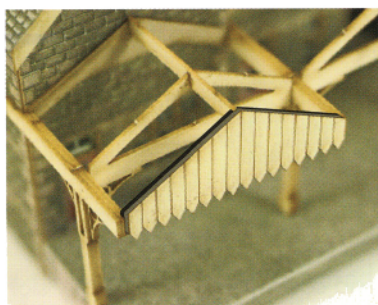
Make sure they push down fully into the slots. The two short plates fit either end of the canopy and the longer ones fit on to the two centre canopies.

Fig.15. THE FRONT GABLES.

Each gable end is made of two parts. The outer cream coloured section has a grey support fixed to the back. Keep top edges and sides flush.

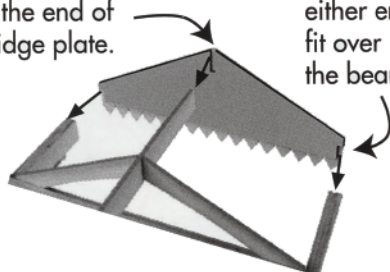


Fit them onto the beam ends like this.



Top notch fits over the end of the ridge plate.

The notches either end fit over the beams.



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.

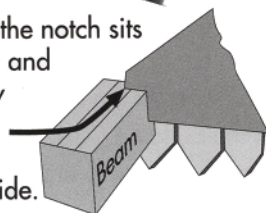
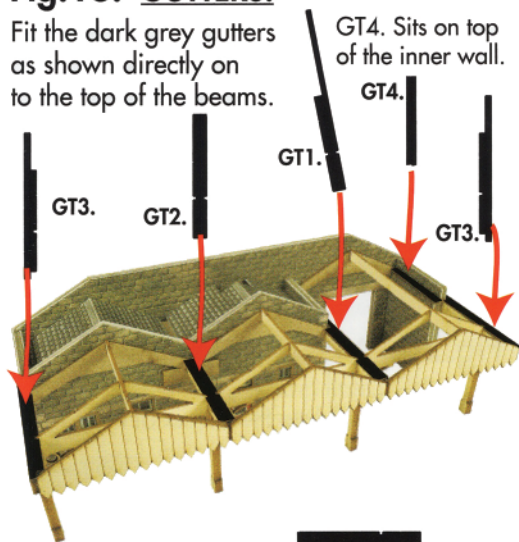


Fig.16. GUTTERS.

Fit the dark grey gutters as shown directly on to the top of the beams.



GT4. Sits on top of the inner wall.

GT4.

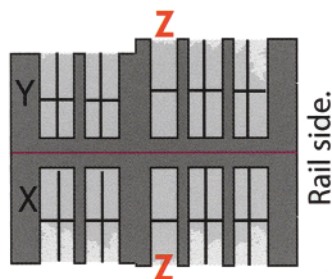
GT1.

GT3.

GT2.

GT3.

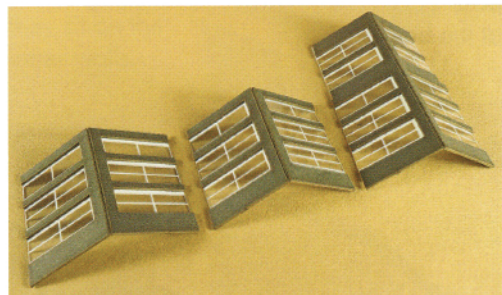
On the large roof fit the glazings marked 'X & Y' as shown



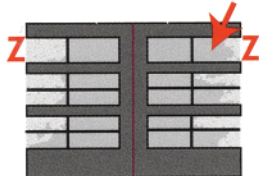
Note: There are two GT2. gutters, the extra one replaces GT3, if you are fixing this kit to another.

Fig.17. CANOPY ROOF.

Cut out the eight pieces of glazing and fit to underside of grey roof sections.



Note: The slightly narrower windows with no vertical white frame (marked **Z**). These fit into the slightly narrower windows at this end of the roofs.



Fit roofs to the canopies.



Sit your finished building on top of the platform. Also fit the small corner stone strip CS4, which folds around the end wall to cover card ends.

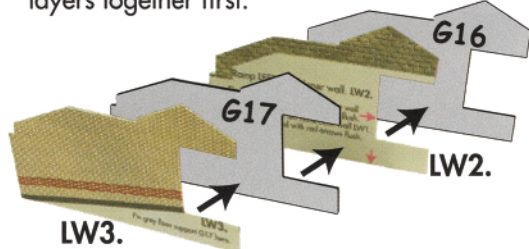


The other corner stone strips are optional CS3. strips fit on the front corners of the building and CS1. & 2. fit the back corners.

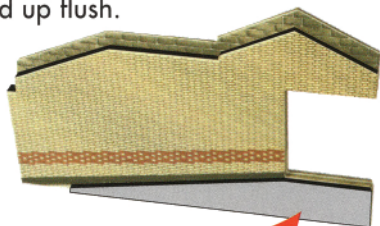
THE RAMP BUILDING

Fig.18. SIDE WALLS.

Start with the left hand wall which is made up of 5 layers of card. Glue the 4 inner layers together first.

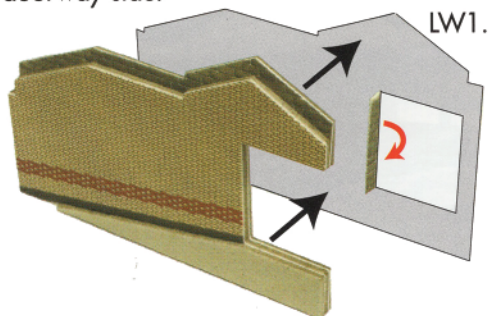


Like this with the bottom and side edges all lined up flush.



Then attach the grey ramp support **G19**.
Flush to the bottom and back edge.

Attach the outer wall LW1. to the back of the inner wall. As you fit, the small side strip of stone folds inwards. and fixes to the doorway side.



That's the left hand wall finished, go on and make the right hand wall, which goes together in exactly the same way.

Fig.19. BACK WALL.

The end wall RE2. and RE1. are sandwiched between the two grey cards G18. All edges flush.

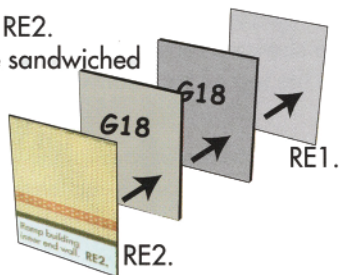

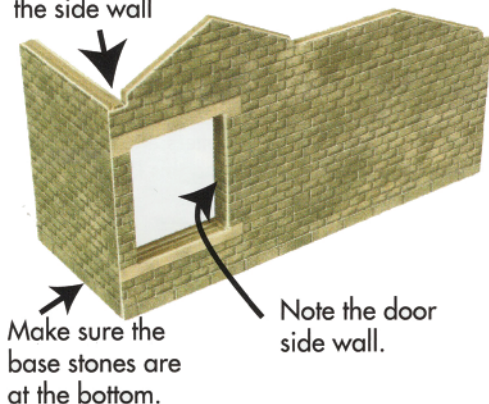


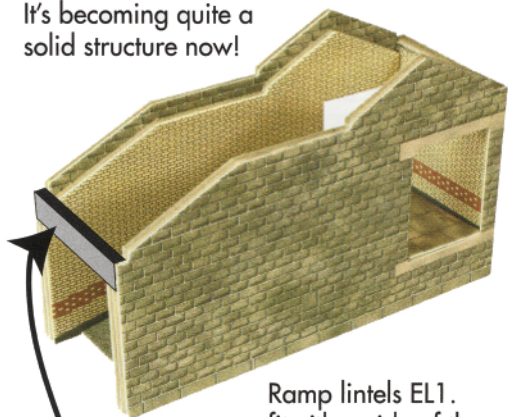
Fig.20. ASSEMBLE WALLS.

Fit the end wall into the recess at the end of the side wall



Fit the ramp so it sits on the sloping support and the top part sitting inside the doorway.

Next, fit the right hand wall as shown here. It's becoming quite a solid structure now!



Ramp lintels EL1. fit either side of the grey card strip **G20**.

All edges flush, then it sits in the slots either side of the entrance door.

Now fix the glazings to the underside of the two roof sections and slot them down into the building so they sit on the inner walls.

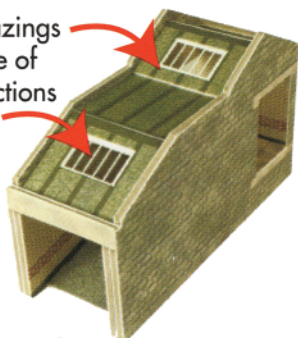


Fig.21. CORNER STONE STRIP.

Starting with the entrance, the wall ends need the corner stone strips CS6 & CS7. Which wrap around the wall ends.



You will need to cut a small section out on the inside wall so it fits into the corridor at the top. same at the other side.

there are two longer corner stone strips for the back wall. Also the top capping stone strip which is slightly wider than the rest. (the shortest of the capping strips)



Finish off by fitting the two ridge tile strips followed with the capping stone strips.

NOTE whichever side is to stand up against the main building will need the overhang reducing so the ramp can fit flush.

