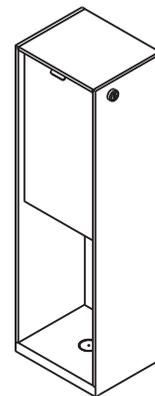


VIENNA PARCEL LETTERBOX

785

Congratulations on purchasing the Vienna parcel letterbox. We have designed the Vienna to offer a stylish, efficient and convenient way to have parcels delivered securely to your home. It also receives large A4 envelopes and offers excellent security for your mail and parcels. The front door with combination lock offers an easy and convenient means of retrieving your mail and parcels.



Using your Vienna Letterbox

This parcel letterbox is specially designed to allow mail and parcel delivery. When locked, the door is still able to be opened a small amount for mail delivery. This feature stops anyone from reaching into the parcel retrieval area.

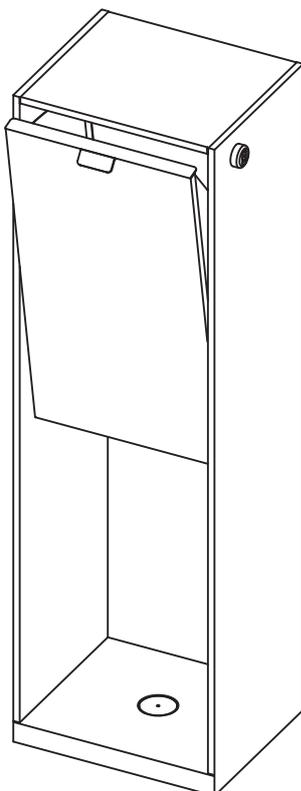
Parcels up to 18 x 25 x 31cm can be delivered using the combination lock. The courier simply enters the allocated combination code to unlock the front door. The courier places the parcel inside, closes the door and re-toggles the combination.

Most courier services have the provision for special delivery instructions to be included with a parcel. When you purchase an item to be delivered, let the supplier know the instruction for opening the combination lock.

For example, the delivery instruction for your parcel letterbox with the lock code set to 321 could be: "PLACE IN LETTERBOX. USE CODE 321 TO OPEN".

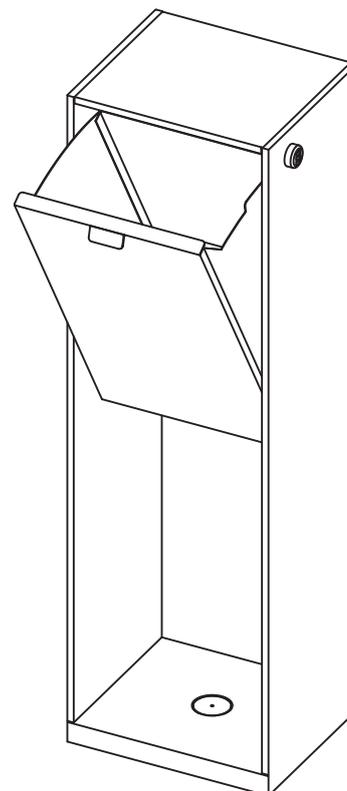
Mail Delivery

Door can be pulled partially open to allow for mail delivery



Parcel Delivery & Mail Retrieval

Use the combination lock to fully open the door for parcel delivery and mail retrieval

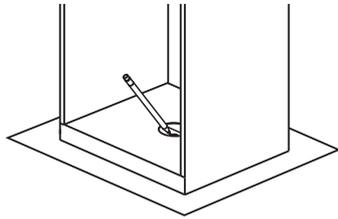


Installation

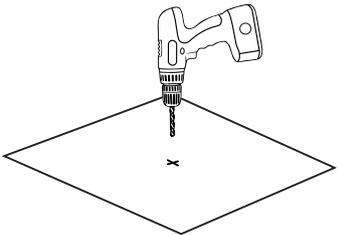
The Vienna parcel letterbox receives parcels and general mail. You will need to mount it in a location that is easily accessible to Australia Post and couriers. This will typically be at your front boundary.

Mounting onto an existing concrete floor

- Place your letterbox in the chosen location, remove the base plug and mark the mounting hole with a pencil



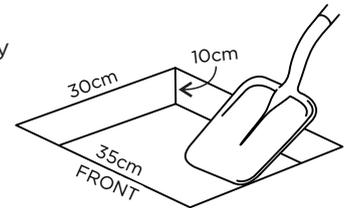
- Drill a hole (10mm diameter x 60mm deep) into the concrete floor for the mounting bolt



Mounting onto ground

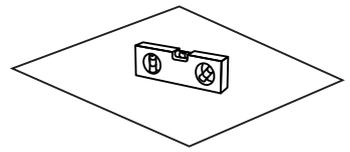
You will need to install a small concrete slab that is suitable for your parcel letterbox to be bolted onto.

- Dig a hole approximately 30cm x 35cm x 10cm deep

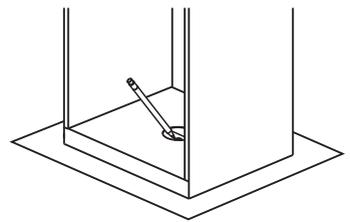


- Fill hole with concrete

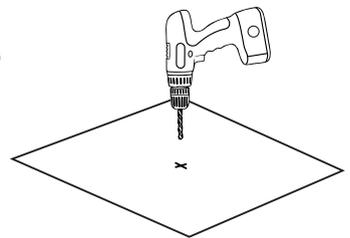
- Use a spirit level to level the concrete and then leave it to fully dry



- Place your letterbox onto the concrete slab, remove the base plug and mark the mounting hole with a pencil



- Drill a hole (10mm diameter x 60mm deep) into the concrete slab for the mounting bolt



- For this next step, leave the expansion bolt supplied as is, don't remove the nut. Also check that the nut has not been tightened, it needs to be a bit loose so that the bolt is not pre-expanded.

- Place the letterbox back over the concrete hole just drilled. Insert the expansion bolt into the concrete through the hole in the base of the letterbox.

- Tap the expansion bolt fully down until its nut is touching the metal base of the letterbox. You may need a hammer to tap the bolt into the concrete.

- Tighten the nut with the tube spanner provided. Replace the base plug.

