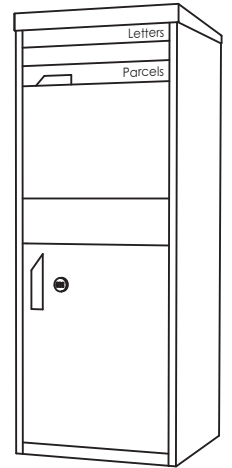


# PARCEL PAL LETTERBOX

## Installation Instruction Sheet

Congratulations on purchasing the Parcel Pal letterbox. We have designed the Parcel Pal 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 rear door with keylock offers an easy and convenient means of retrieving your mail and parcels.

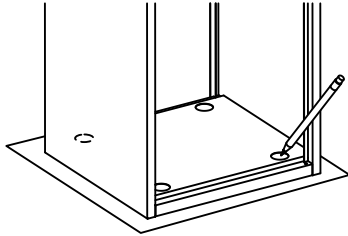


## Installation

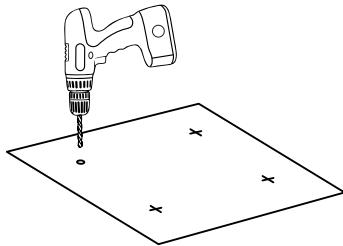
The Parcel Pal letterbox receives parcels and general mail. You will need to mount it in a location that is easily accessible to Australia Post and couriers. This will typically be at your front boundary.

### Mounting onto an existing concrete floor

1. Place your letterbox in the chosen location and mark the mounting holes with a pencil



2. Drill a hole (10mm diameter x 60mm deep) into the concrete floor for the mounting bolts

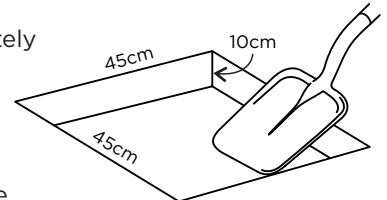


3. Bolt the letterbox to the concrete floor with the mounting bolts provided.

### Mounting onto ground

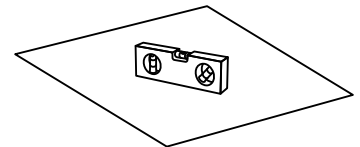
You will need to install a small concrete slab that is suitable for your parcel letterbox to be bolted onto.

1. Dig a hole approximately 45cm x 45cm x 10cm deep

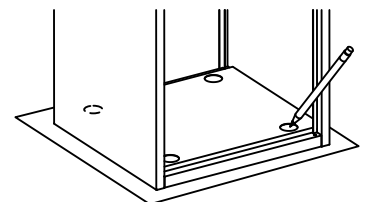


2. Fill hole with concrete

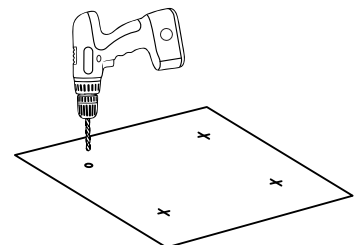
3. Use a spirit level to level the concrete and then leave it to fully dry



4. Place your letterbox onto the concrete slab and mark the mounting holes with a pencil



5. Drill a hole (10mm diameter x 60mm deep) into the concrete slab for the mounting bolts



6. Bolt the letterbox to the concrete slab with the mounting bolts provided.

## Using your Parcel Letterbox

Parcels up to 24 x 25 x 36cm can be delivered via the parcel chute. The courier simply pulls the door down, places the parcel inside and closes the door. The parcel will fall into the retrieval area at the bottom. A specially designed internal flap stops anyone from reaching into the retrieval area when the chute is opened.

Larger parcels (e.g. a box for wine) need to be delivered via the lower door with 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."

## Resetting the Combination Lock

1. The lock must be set to the unlock combination (the factory default setting is 0-0-0)
2. There is a small hole on the outside edge of the lock. Turn the face of the lock (either fully clockwise or anticlockwise) until this hole sits over the inner reset hole.
3. Push a paper clip into the hole. You should feel the spring tension of the reset button as you push down with the paper clip.
4. For the following step, **DO NOT RELEASE THE PAPER CLIP UNTIL YOU HAVE SET YOUR COMBINATION. IF YOU ACCIDENTALLY RELEASE THE PAPER CLIP, THE LOCK WILL BE SET TO THE COMBINATION AT THAT MOMENT.**
5. Whilst pushing the reset button with the paper clip, adjust the three dials to set your desired combination and then release the paper clip.