

# INSTALLATION INSTRUCTIONS

## GENERAL

**Tools required:** Drill, Screwdriver and Level

**Fixtures included** 4 x 8mm wall plugs, 4 x washers, 4 x 50mm size 5 screws, 2 x 25mm self-tapping screws.

If the fixtures provided are not suitable for your property, alternative fixtures may need to be purchased.

\*Use size 5 hex coach screws if very heavy goods are expected.

**There will also be the key** to open your lock. Keep that in a safe place.

**Location** Preferably install the Parcel Keep Box on an area of wall where it can be seen from your front door and is easily accessible by the postal worker/courier.

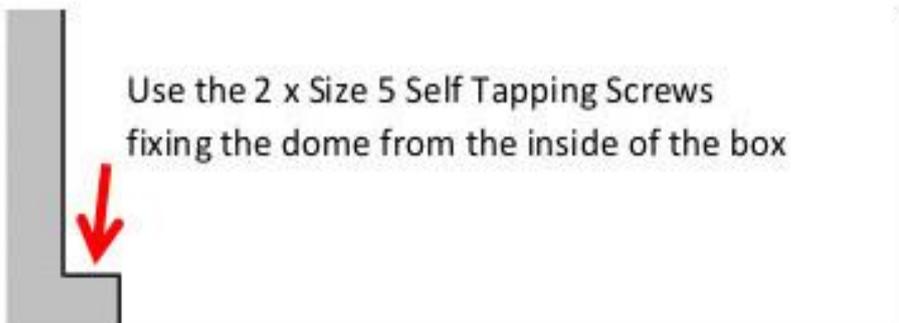
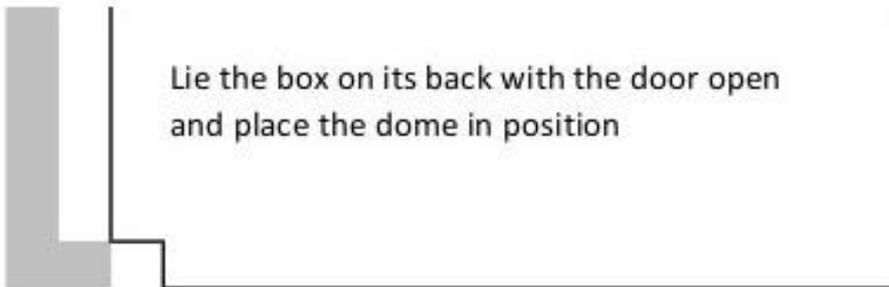
**Lock numbers** While you fit the box leave the code at 0000.

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## DOMES ATTACHMENT

Attach the dome to the parcel box with the two screws provided.

*(Note not all come with domes)*



## FITTING TO AN EXISTING HOUSE

### Step 1 Height

One metre off the ground is the preferred height for your Parcel Keep box to enable wheelchair access.

Use a tape measure

Or

Use the delivery box. Place the Parcel Keep box on top of the box it came in. Use a spirit level to ensure the Parcel Keep box is level. It will be just under a metre but still high enough for wheelchair access.

#### *Batten attachment option for weak walls*

Instead of direct attachment to brick walls, you can use battens to attach the box to weakened walls such as uPVC.

Use a tape measure and a spirit level to ensure the battens are 1 metre above the ground and are level.



### Step 2 Mark screw holes

With the box against the wall, (or against the battens if using them) mark the position of the 4 holes on the wall or battens.

Use a 3mm or 4mm to drill and leave a clear mark in the brick work/batten. *(If the pre-drilled holes on the box are not in the right place, drill the back/side of the box as needed).*

Take down the box.



### Step 3 Drill the wall/batten plug holes

This should be done where you made the marks in Step 2.

Use an 8 mm masonry bit drill to make the wall plug holes 50mm deep. (If you only have a 7mm drill bit, move it round the hole to make it a fraction wider).

### Step 4 Insert the plugs

They should go into the wall/batten plug holes. Use a hammer so they go fully in.

### Step 5 Align the box to the plugs

Put the open box back against the batten/wall and line up the holes on the back of the box with the plugs.

### Step 6 Attach the box

Attach the back of the Parcel Keep box, using the four size 5, 50mm screws. (Or size 5 hex coach screws if applicable\*). Each has a washer. Keep it a loose fitting to begin with. Then tighten all the screws.

## **Step 7 House numbers**

Fix the appropriate house numbers on the front.

## **Step 8 Direction sign**

If the parcel box cannot be seen easily from the front door of your property, fit a direction sign near the bell push to direct the postman or courier to your box.

## **FIT TO HOUSE UNDER CONSTRUCTION**

The box can be fitted within the face bricks and half of the insulation.

### **Step 1 Build the wall**

Build the wall up to 1m.

### **Step 2 Leave a gap**

Leaving a gap of two bricks **width**, plus the joining cement, lay 9 further layers of bricks either side of the hole.

### **Step 3 Calculate the alignment points of the screw holes and wall hole plugs**

When the cement has set, calculate where the box has to be drilled in the side to take the fixing screws and also mark the side of the house bricks to take 4 wall plugs.

### **Step 4 Fix the box**

Discard the dome, fix the box into the bricks and then lay the extra bricks over the top.

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## **TROUBLESHOOTING**

### **Lock opening issue**

Occasionally the lock will not open when you put in your code. This can happen if in error the pin is pressed while moving the numbers. (This sets a new code).

To rectify – open the lock with your key and then move each set of numbers in turn until they lock.

Press in the pin and move the numbers back to your code. Keeping the pin pressed close the lock and release the pin. The box will then open on your chosen code.

### **Thermal expansion**

HDPE has many excellent properties, but it is liable to high thermal expansion.

This affect how the door closes and locks.

If you find that the lock will not turn when the door is closed the left hand edge of the door frame bends inwards. Get a strong pair of pliers grip the edge in the middle and pull upwards. If door is too loose when closed the left- hand edge bends outwards. Use the pliers to bend the edge inwards.