



## INSTALLATION INSTRUCTIONS – WALL (SLIDE-IN) PARCEL LETTERBOX (retrofitting)

1. Check the structure is in good condition and not likely to crack if a hole is cut. If conduit or power could be in the wall, turn it off and/or confirm where and avoid it.
2. Use a level and square to mark out the opening. We recommend the bottom of the opening 550-600mm from the footpath level, which makes it easy to recover mail and parcels from the rear while leaving the letter slot 1200mm from the ground per the AusPost guideline (not enforced so far as we have ever heard). Ideal cavity dimensions are 378-385mm wide x 700-705 high. The unit is 370mm wide x 691 high x 434mm deep (front to back), and is recommended for any wall up to 435mm thick.



3. Ensure you use eye, ear and lung protection, and have instruction on using the saws safely.

4. Use a demolition saw to cut the opening, stopping at the corners. A step may be required to make the top horizontal cut. Remove bricks to gain access to the corners and use an angle grinder with diamond blade to cut out the corners.



5. If there is a rear skin/layer of bricks, remove mortar or a brick from the rear so you can use a square sitting on the front brick faces to mark the location of the rear cut line in perfect alignment with the front. If in doubt, do this at a few locations to confirm the cut lines are square to the front cut out. Remove any sharp edges from the opening which could damage the parcel box's coating.



6. Grind down any bricks that sit proud at the front, as they would prevent the flange sitting neatly against the brick facings.
7. Hose down and scrub the bricks and opening to remove brick dust, etc. Dry it if possible.
8. Remove the unit from the carton and sit on timber at least 25mm thick, to avoid damaging the outer flange on the ground. Use layers of duct or masking tape to protect the rear body where it could be scratched, particularly for any area that will be visible after installation.
9. Fold the plastic bag 2-4 times and cut a section slightly larger than the bottom of the cutout as a protective base. Lay it in the cutout. If available, two strips of plastic spaghetti either side at the bottom is an even better solution than the plastic sheet.
10. Open the front door fully and carefully guide/lift the unit into position.



11. Secure the unit in position using adhesive or dynabolts, etc. We suggest it is simplest and best to use a suitable construction adhesive by moving the unit left and then right and injecting adhesive into the gaps created, at a few locations. Polyurethane (e.g. Sikaflex type) is recommended. Others may require scuffing the powder coating with 180-240 grit to give a

rough surface. Ensure the unit is sitting in the correct position. Sit bricks on the rear if necessary to hold the front in place.



12. After the adhesive is cured sufficiently (one day typically), neatly caulk the rear gap in a suitable colour.

13. Fit the corrugated floor mat and provide the instruction pack and keys to the owner.

