

GrayBrown

handcrafted metal goods

Multi-parcel drop-box installation instructions

Important

It is important that the drop-box is installed correctly. Incorrect installation may lead to instability. Consider whether children will be able to climb or swing from the cabinet and cause it to overturn!

The drop-box weighs approximately 15 kg whilst empty and could cause injury to children or animals if it is not secured sufficiently.

Tools and equipment required

- A drill suitable for drilling into the surface to which the A4-300 is to be secured. Use a hammer drill for brick or concrete or similar hard material.
- The fixings provided and the locking bar option if purchased.
- A 13mm spanner and socket (or two 13mm spanners).
- A hammer.
- A measuring tape.
- A marker suitable to write on the fixing surface.
- A small spirit level (optional).

Method

The drop-box has two pre-drilled holes in the rear of the cabinet which are accessible from inside the cabinet through the parcel collection door (the lower door). Use these holes to bolt the cabinet to the fixing surface or to fit the locking bar.

N.b. always use a washer either side of a panel.

Take care not to damage the paintwork during the installation process.

Cabinets using a locking bar

1. Fit the locking bar from the outside of the cabinet into the two cabinet holes.
2. Locate the locking bar from inside the cabinet and screw the nuts and washers onto the locking bar. Tighten firmly. **Do not lift the cabinet using the locking bar.**
3. Make sure that the ground or surface onto which you are installing the drop-box is level and flat. If you are unsure then use the small spirit level to check.
4. Fit the cabinet feet:
 - a. **Hi-leg feet:** These may come pre-fitted and no adjustment is possible. Bolt the legs through the holes from inside the bottom of the cabinet and tighten firmly.

- b. **Adjustable feet:** These may come pre-fitted but otherwise fit the feet through the holes in the bottom of the cabinet and tighten firmly.
 - i. Adjust the feet appropriately until the drop-box is level from back to front and also from side to side. Check and adjust in one direction first and then the other. If you are unsure then place the small spirit level into the bottom of the cabinet to check.
- c. **Castors/Hi-leg feet:**
 - i. These may come pre-fitted and no adjustment is possible. Fit the castors through the rear holes in the bottom of the cabinet and tighten firmly.
 - ii. Fit the hi-legs through the front holes in the bottom of the cabinet and tighten firmly.

Your drop-box is now ready to lock to any available point using a padlock/chain, D lock or security cable (not supplied). For optimum stability choose a locking point as high as possible.

Cabinets without a locking bar

1. Make sure that the ground or surface onto which you are installing the drop-box is level and flat. If you are unsure then use the small spirit level to check.
2. Fit the cabinet feet:
 - a. **Hi-leg feet:** These may come pre-fitted and no adjustment is possible. Bolt the legs through the holes from inside the bottom of the cabinet and tighten firmly.
 - b. **Adjustable feet:** These may come pre-fitted but otherwise fit the feet through the holes in the bottom of the cabinet and tighten firmly.
 - i. Try to align the cabinet holes with a brickwork joint if fixing to a brick wall by first measuring from the floor to the brickwork joint.
 - ii. Adjust the rear feet as necessary to match the measured height.
 - iii. Adjust the front feet temporarily to the same height.
 - iv. Now stand the cabinet on the ground in position where it's to be installed and check that the cabinet holes align with the brickwork joint. Adjust the feet as necessary.
 - c. **Castors/Hi-leg feet:**
 - i. These may come pre-fitted and no adjustment is possible. Fit the castors through the rear holes in the bottom of the cabinet and tighten firmly.
 - ii. Fit the hi-legs through the front holes in the bottom of the cabinet and tighten firmly.
3. Check that the drop-box is level from back to front and also from side to side. If you are unsure then use a small spirit level in the bottom of the cabinet.
4. When you're satisfied with the position and level of the cabinet then open the collection door and reach up into the cabinet to mark the position of the holes onto the fixing surface.
5. Next stand the cabinet aside and drill two **Xmm** holes where marked on the fixing surface to the same depth as the length of the wall plugs plus 5mm for clearance.
6. Insert the plugs and tap them down level with the surface.
7. Install the drop-box back into position.
8. Reach up into the cabinet and fit the supplied bolts. Tighten firmly.

Your drop-box should now be fixed securely in place and ready for use.