



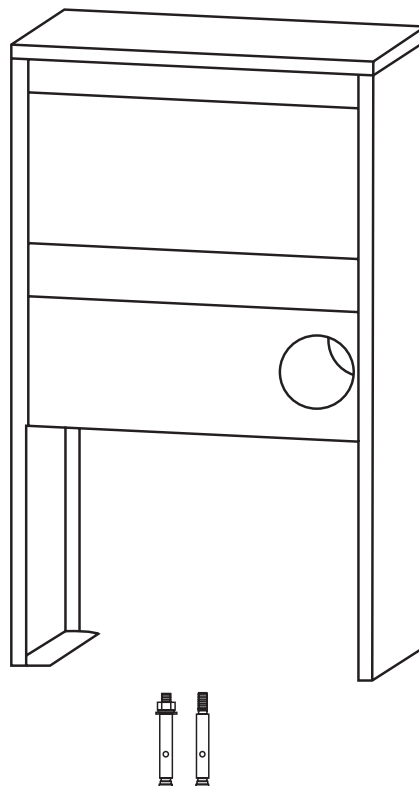
SPENCE LETTERBOX

INSTALLATION INSTRUCTIONS

Requirements:

You will require the following to install your new pillar letterbox:

- Concrete Paver (large enough to fit the base of your letterbox)
- Spade
- Spirit Level
- Screw driver
- Spanner
- Drill



Installation Option A

- 1) Prepare a level and firm site large enough to fit the width and depth of the paver. Use a spade to remove any lawn or other growth.
- 2) Pour sand into the hole to assist with levelling and smooth it out
- 3) Place the paver into the hole and use a spirit level to ensure its set in a square position.
- 4) Drill a hole into the paver to suit expansion bolts provided.
- 5) Secure expansion bolt to the paver using your spanner.

Installation Option B

Follow the steps as per the installation Option A, but instead of using a concrete paver and sand prepare a small concrete slab in the hole using instant cement. The slab should be large enough to fit the base of your letterbox and approximately 40mm in depth. Ensure it is level, and then once dry follow steps 4-5 above.

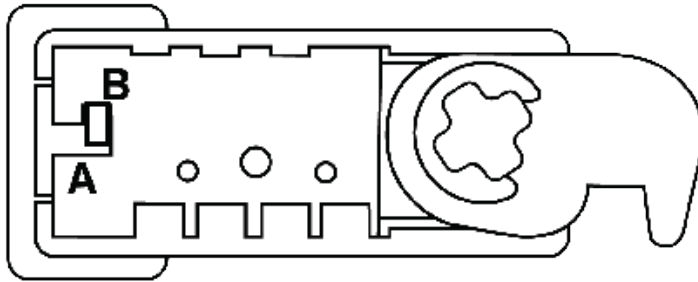
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INSTALLATION INSTRUCTIONS

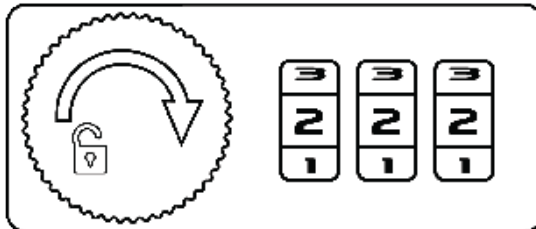
How to set your combination lock:

The initial password is 0-0-0; to set your own password, please follow these steps:

1. Push the reset button from "A" to "B".



2. Set your own password by turning dials; ensure the numbers in the middle row are evenly aligned as shown below.



3. Push the reset button back to "A". The setting is completed.

