

AUBURN LETTERBOX INSTALLATION INSTRUCTIONS

⚠ WARNING

- **Do not** install your letterbox directly into wet cement as this can affect the final condition of your letterbox later.
- **Do not** drill into the letterbox to install the letterbox numbers/letters. We recommend the use of stick-on letters or an adhesive such as liquid nails to secure the numbers/letters on the letterbox.

Before commencing the installation of your letterbox, please ensure to follow the steps of "how to set your combination lock".

CAUTION

It is recommended that safety gloves are worn during the installation of this letterbox to avoid potential injury caused by sharp surfaces.

LETTERBOX PLACEMENT & LOCATION

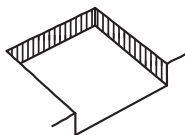
Ensure your letterbox is installed in a location that is convenient and accessible for your postal carrier.

Installation Option A

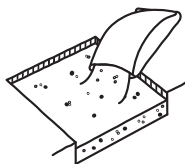
Use a paver to create a solid, level site. Then adhere your letterbox to the paver using the expansion screw provided.

Requirements

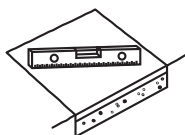
- Concrete paver (large enough to fit the base of your letterbox)
- Sand
- Spade
- Spirit level
- Hammer drill
- 10mm Masonry drill bit
- Marker
- Spanner



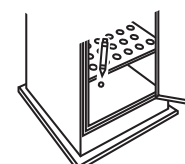
- 1.**
Prepare a level and firm site large enough to fit the width and depth of the paver. Use a spade to remove any lawn or other growth.



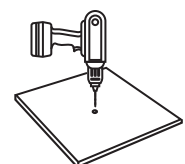
- 2.**
Pour sand into the hole to help with levelling, and smooth it out.



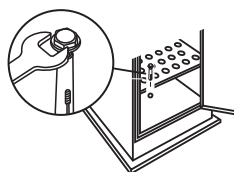
- 3.**
Place the paver into the hole and use a spirit level to ensure it's level.



- 4.**
Open the rear door of the letterbox and locate pre-drilled hole in the base. Use a marker to record hole size and required position of the drill hole on the paver.



- 5.**
Pre-drill a hole into the concrete paver for the expansion screw.



- 6.**
Place letterbox back over the paver. Please note the nut on the expansion screw needs to be loose before inserting. Insert expansion screw into the drilled hole and fasten the nut as tight as possible with a spanner.

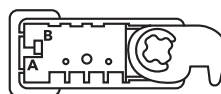
Installation Option B

Use wet cement to create a solid, level site. Place your letterbox once cement is dry, and secure with the expansion screw provided.

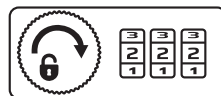
Follow the steps as per Installation Option A, but instead of using a concrete paver and sand, prepare a small concrete slab in the hole using instant cement. The slab should be large enough to fit the base of your letterbox, and approximately 4cm in depth. Ensure it is level, and then once fully dry, insert the expansion screw into the base of the letterbox as below.

How to set your combination lock

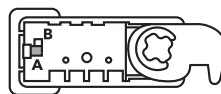
The initial password is 0-0-0; to set your own password, please follow these steps:



- 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.



- 3.**
Push the reset button back to "A". Then the setting is completed.

We hope you enjoy your letterbox for many years to come.

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