

Safepost-80 Parcel /Letter Box

Using the shelf and locking parcel box mechanism;

Using the shelf

The shelf is lying loose in the box and also contains the bolt and nuts which are used for fixing the box into concrete – see separate instructions;

Hold the shelf in your hands making sure that the end with the protruding lip and cut away sides is nearest to you , with the protruding lip facing upwards

Place the shelf into the box through the door, you will need to put it slightly on its side to get it in, making sure that you keep the protruding lip of the shelf facing towards the front (ie towards you). The front of the shelf then rests on the narrow lip which is just above the inside of the top door (the cut away edges ensure that nothing is resting on the inner lever to the left of the door which is used to operate the locking parcel door) and the back of the shelf should slope upwards and rest at an upward angle against the back of the box .

Using the self locking door of the bottom parcel box;

To use the parcel door for the first time, turn the wing nut ,which is at the end of the lever inside the bottom door,

clockwise, you will need to turn it quite a long way, until the lever springs upwards- turn it slowly , as turning too quickly you may turn it right off the end of the lever. Then with the bottom door still open – put your hand through the top door and push down on the lever, keeping it pressed down with your hand close the bottom door: Now when the postman puts in a parcel, he will open the parcel door and when he closes it again the door will lock;

When you come to retrieve your parcel, open the top door , put your hand inside the door and push the lever downwards this will enable you to open the door ;