

Manhattan Parcel Box

3017L-BI / 3017XL-BI

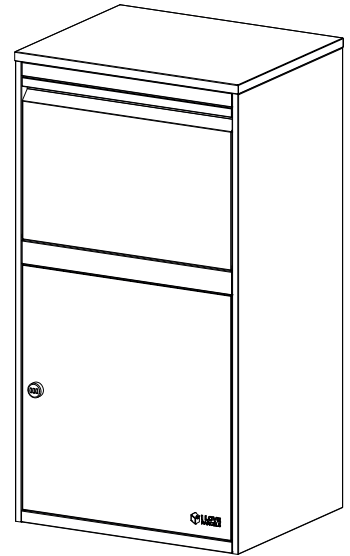
Choosing a suitable location

The Manhattan Parcel Letter box can be either mounted into a timber fence or built into a brick or block wall, with or without the optional finishing frame. Or, it can be used as a standalone unit and ground mounted. You will need to install it in a location that is easily accessible.

Contents

1 x Parcel Box

1 x Accessories Bag



Please note: If you have purchased the optional finishing frame please refer to the instructions for that product before installation.



Please note: These installation instructions are for guidance only. You may need to adapt how the item is installed to suit your situation.

Interchangeable Door

This parcel box has an interchangeable door, which can go on either the front or back of the unit.

1. To remove the door panel, from inside the box pull down the sprung clips at the top and this will release the panel.
2. To remove the door, pull down on the sprung hinge clip at the top of the door.
3. The door and the panel can now be reversed.

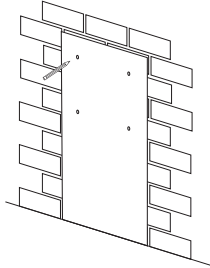
**Continue reading for
installation instructions**

Installation for Wall/Fence Mounting

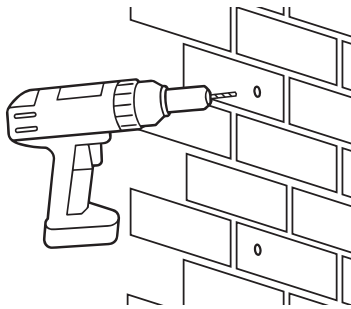
Tools required

Hammer Drill, 10mm Masonry/Wood Drill Bit, Spirit Level

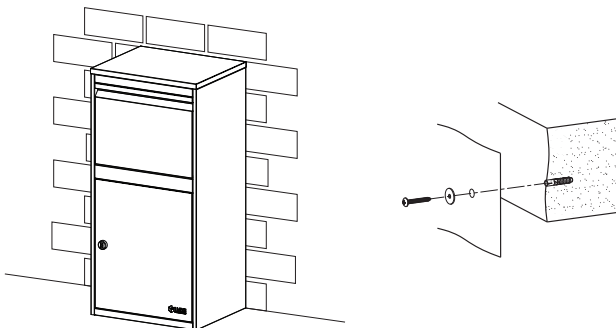
1. The product is supplied with four pre-drilled holes in the rear. Place your Parcel Box in the chosen location and mark the mounting hole with a pencil.



2. Drill the four holes (10mm diameter x 70mm deep). Clear the holes of dust and insert the anchor bolts provided. Attach the front panel by inserting the bolt you took out prior to commencing fitting.



3. Mount the box into position, and use the bolts and washers provided to secure the unit.



Please note: Installation using the expansion bolt

1. Check the nut on the expansion bolt has not been tightened, it needs to be loose.
2. Insert the expansion bolt into the wall through the hole.
3. Tap the expansion bolt fully in. If you encounter some resistance, you may need a hammer to tap the bolt further in.
4. Tighten the nut with the tube spanner provided.

**Continue reading for
floor-mounted methods**

Installation onto an existing concrete floor

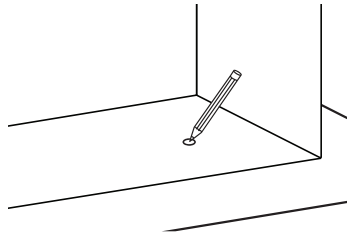
Installation onto ground

Tools required

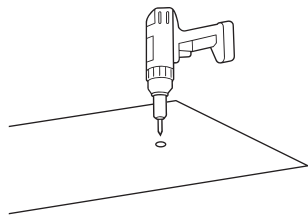
Hammer Drill, 10mm Masonry Drill Bit, Spirit Level

1. Set the parcel box in the desired location.

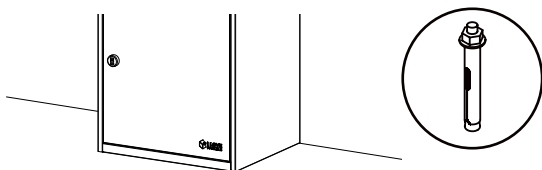
For ground fixing, open the bottom door and mark the hole locations.



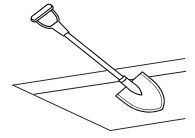
2. Remove the parcel box, and drill holes in the marked places using the correct diameter drill bit and depth.



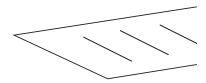
3. Re-position the parcel box and insert the bolts and washers so that it is tightly fixed to the ground, ensuring that it is securely in place.



1. Dig a hole approximately:
45cm x 37cm x 10 deep (3017L BI)
55cm x 45cm x 10 deep (3017XL BI)

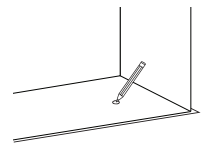


2. Fill hole with concrete.

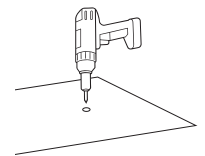


3. Use a spirit level to level the concrete and then leave it to fully dry.

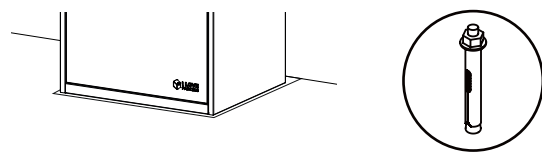
4. Place your parcel box onto the concrete slab and mark the mounting hole with a pencil.



5. Drill a hole (10mm diameter x 70mm deep) into the concrete slab for the mounting bolt.



6. Re-position the Parcel Box and insert the bolts and washers so that it is tightly fixed to the ground, ensuring that it is securely in place.



Please note: Installation using the expansion bolt

1. Check the nut on the expansion bolt has not been tightened, it needs to be loose.
2. Insert the expansion bolt into the concrete through the hole.
3. Tap the expansion bolt fully in. If you encounter some resistance, you may need a hammer to tap the bolt further in.
4. Tighten the nut with the tube spanner provided.

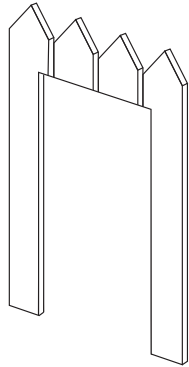
Timber Fence Installation (Built-in)

Tools required

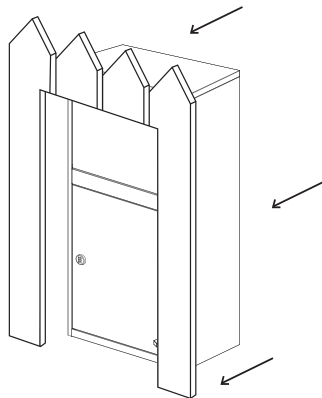
Drill + Timber drill bit (Masonry bit for brick), Tape measure, Jigsaw, Pencil, Spirit level

We recommend securing the parcel box to the floor if you are building it into a fence. Please follow the instructions in the previous section on how to secure your parcel box.

1. Measure the box parcel chute opening, mark and cut a slightly larger hole into the fence using a jigsaw.



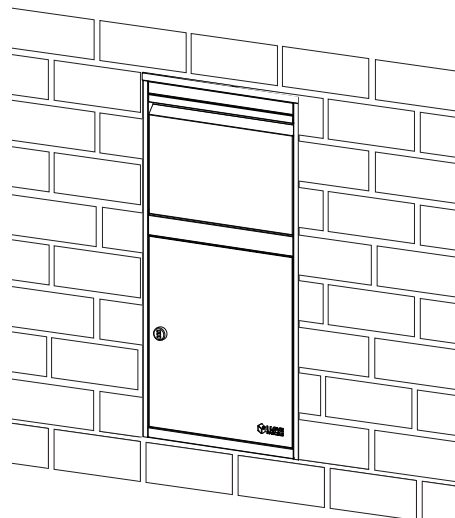
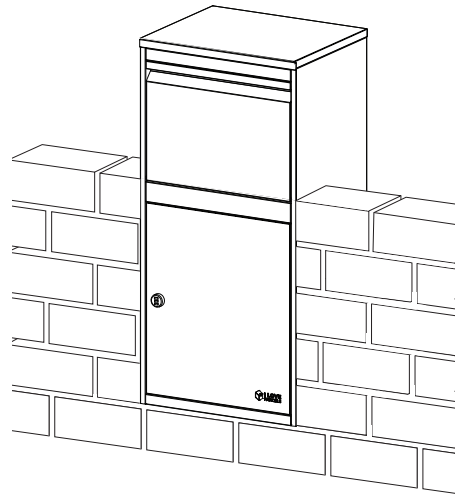
2. Slide the parcel box through the hole.



3. Attach to the floor as described in the previous section.

Brick Wall Installation (Built-in)

Please note: there is no standard installation for the Manhattan. It may be necessary to drill your own fixing holes, as appropriate. The frame (shown at the bottom of this section) is optional and can be used as a lintel, to support the wall above.



Optional frame (sold separately) shown here.

