

# PARCEL CHEST ASSEMBLY & INSTALLATION INSTRUCTIONS



Figure 1



Figure 2



Figure 3



Figure 4

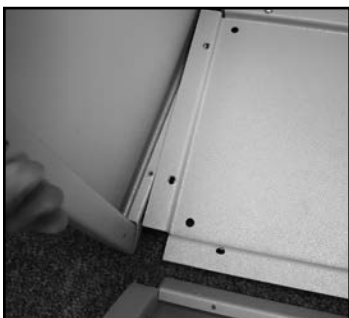


Figure 5

Thank you for your purchase of the PARCEL CHEST package delivery system. Please read these assembly instructions in full before you begin. A step-by-step assembly video is available online. Note, extra screws are included, so you may have screws remaining after assembly.

- Step 1:** Locate the front, back, sides, bottom and lid (see images below). It is important that the bottom is assembled as shown in the photos. If you reverse the bottom, the unit will not assemble properly. For best results, assemble the parcel box on a level surface.
- Step 2:** To make assembly easier, tap the holes on the inside of all the parts (except lid and top of the back panel) using the sheet metal screws. Caution: Do not pre-tap the threaded holes located on the lid and the top of the back panel or you will strip out the threads. Be careful not to over-tighten the screws. Now that the holes are tapped, remove the screws and begin assembly.
- Step 3:** Locate the back panel and insert the lip of the back panel under the lip of the bottom panel. Make sure the 3 holes in bottom panel line up with the holes in the back panel. Insert 3 sheet metal screws and thread them into the holes (do not fully tighten the screws). (Figure 1)
- Step 4:** Locate the right side panel. Make sure the 2 holes on top of this panel are pointed up (if rubber bumper is attached, it should be at the top of this panel). Slide the right side panel behind the lip of the back panel and under the lip of the bottom panel. Fasten the right side panel to the back panel with 5 sheet metal screws (do not fully tighten the screws). Do not fasten the right panel to the bottom panel yet. (Figure 2)
- Step 5:** Using the same method as Step 4, locate the left side panel and attach it to the back panel. (Figure 3)
- Step 6:** For this step, a helper is recommended. Locate the front panel. Make sure the rectangular hole on top of this panel is pointed up. Spread the left and right panels open slightly from the bottom panel. With these panels spread open, insert the front panel under the lip of the bottom panel and in behind the left and right side panels. Fasten the front panel to the left and right panels with 10 sheet metal screws (5 screws for each side panel)(do not fully tighten the screws). (Figures 4 & 5)



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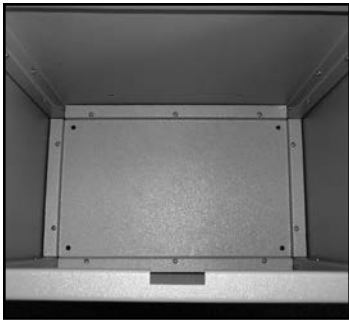


Figure 6

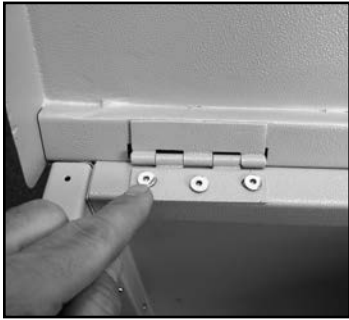


Figure 7

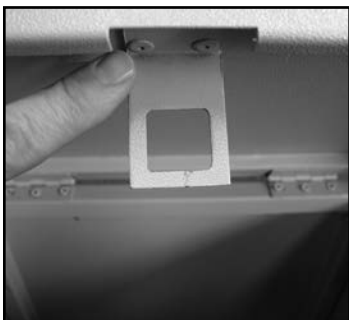


Figure 8

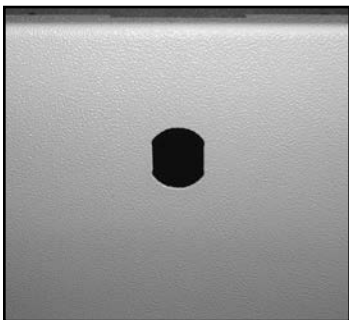


Figure 9



Figure 10

- Step 7:** Now fasten the front and side panels to the bottom panel with sheet metal screws (2 screws for the side panels and 3 screws for the front panel). Once all the screws are in place, you can fully tighten all of the screws. (Figure 6)
- Step 8:** Locate the lid and align the hinges with the 6 threaded holes in the top of the back panel. Thread the 1/4" long machine screws through the hinge and into the top of the back panel. After checking that the lid opens and closes properly, fully tighten the screws. (Figure 7)
- Step 9:** Locate the hasp. If it is not already attached, thread 4 of the 1/4" or 1/2" long machine screws through the hasp and into the threaded holes under the lid. Note that the hasp must be positioned so it clears the front panel by about 2". (Figure 8)
- Step 10:** Locate the lock with keys. Remove the brass nut from the backside of the lock. Insert the lock into the large hole in the front of the parcel box so the cone front is on the outside and the threaded body is on the inside. Reinstall the nut on the back of the lock and snug it with a crescent wrench or similar. (Figures 9 & 10)
- Step 11:** Take one of your keys and unlock the lock, so the front of the lock pops open (like a push button). Open and close the lid to make sure the hasp clears the back of the lock.
- Step 12:** With your keys on the outside of the PARCEL CHEST (do not leave them inside the PARCEL CHEST), close the lid and push the button into the lock body. This should lock the lid into place. If the lock is not lining up with the opening in the hasp, it is an indication that your PARCEL CHEST is not square. To square up your PARCEL CHEST, place your PARCEL CHEST on a level surface and then loosen some of the interior sheet metal screws that hold the panels in place. Adjust the panels until they are square and the lock lines up with the hasp opening. Re-tighten the interior sheet metal screws. On some models, the hasp may need to be adjusted left or right to line up with the lock pin. This can be done by loosening the hasp mounting screws, adjusting the hasp and then re-tightening the screws.
- Step 13:** Apply instruction label to the top of the PARCEL CHEST. This label will show delivery people how to secure your packages.

**Ground Mounting:** Select a level area for ground mounting. A covered porch area is the best location. The area must be higher than existing soil and not subject to flooding. If you do not have a concrete base (or similar material), it is recommended that you pour a small pad of concrete for the mounting pad. The pad should be at least 2" wider on all sides than the bottom of the PARCEL CHEST.

Once your concrete pad has dried sufficiently, set the PARCEL CHEST on the pad and mark the 4 mounting holes (on the bottom of PARCEL CHEST) onto the concrete. Drill 9/16" diameter holes x 2-3/8" deep into the concrete with a masonry bit and drill motor. Remove the expansion bolts from the carton. Leaving masonry anchor bolt fully assembled, gently tap masonry bolt into hole, lightly tapping on the hex head of bolt until the top of the masonry anchor is flush with top of the concrete pad. This will leave the head of the bolt above the concrete surface (do not tap the head of the bolt below the concrete surface). Once all 4 anchor bolts are in place, remove the bolt with a crescent wrench or similar tool. Set PARCEL CHEST onto pad and line up holes in the bottom with masonry anchors in the concrete. Insert the masonry bolt with washer (that you just removed) through the bottom of the PARCEL CHEST and down into the masonry anchor in the concrete. Snug each bolt down firmly with your wrench. If your unit is not level, black plastic shims are provided for leveling purposes. To operate properly, you MUST level and square the PARCEL CHEST.

**Wall Mounting** (medium-sized unit only): It is your responsibility to ensure you have a solid mounting surface. Hardware is provided for your convenience only. Make sure you mount the PARCEL CHEST properly to avoid injury.

Mount the "U" shaped mounting plate to the wall. This can be done with masonry anchor bolts for masonry walls or wood lag screws for wood surfaces. Make sure the mounting plate is flat against the wall with Phillips screws facing out. Bolt the medium-sized PARCEL CHEST to the mounting plate through the back side of the unit. Tighten all 4 screws through the back side and confirm the unit is level and square so it operates properly.