



AUSTRALIAN  
**PARCEL BOX**

Please assemble your Parcel Box before painting.

If painting is required.

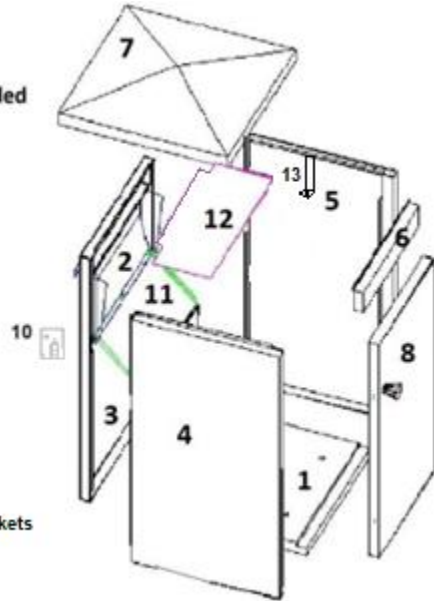
Only the outside should be painted.

Please follow these Instructions to avoid problems.

## ASSEMBLING YOUR PARCEL BOX

### Apex Oz-eBox Exploded Parts List

- |    |                       |
|----|-----------------------|
| 1  | Base                  |
| 2  | Flap                  |
| 3  | Front                 |
| 4  | Left Side             |
| 5  | Right Side            |
| 6  | Rail                  |
| 7  | Cap                   |
| 8  | Door                  |
| 9  | Axle                  |
| 10 | Bracket               |
| 11 | Lower Plate           |
| 12 | Letter Shelf          |
| 13 | Letter Shelf Brackets |



### Tools

#### Required

- Phillips screwdriver
- Spanner; 8mm (Metric) or 5/16 Inch (Imperial)
- Silicone
- Gloves (to protect hands from sharp edges or in case of pinching)
- Masking Tape, Duct Tape or similar.

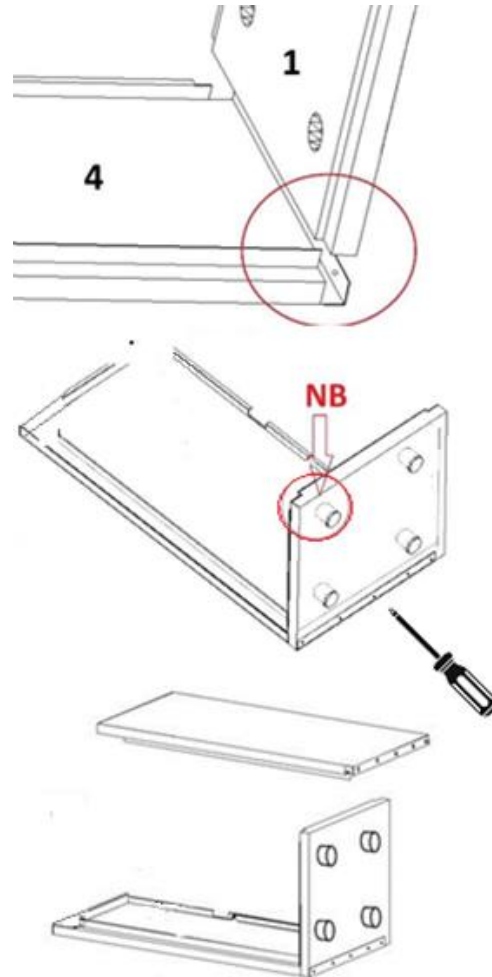
### Step 1

Prepare a flat surface to work on. Preferably carpet or a hard surface covered by a blanket.

Open the carton with care to avoid scoring the powder coating on the parts inside the carton.

### Step 2

Place the Left Side ④ onto the previously prepared flat surface. Insert the Base ① into the slot in the side as shown below and insert the screws into the 5 holes in the Base ①.

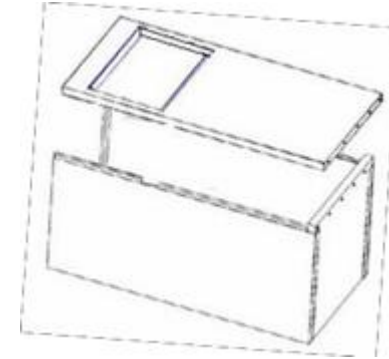


### Step 3

Place the Right Side ⑤ onto the previously prepared flat surface and into the Base ① as previously shown above and insert the screws into the 5 holes in the Base ①.

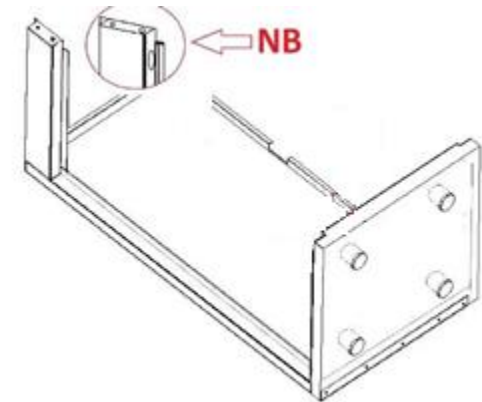
### Step 4

Turn the box over with the open side facing up and place the Front ③ onto the open side. Push the bottom edge properly onto the Base ① before inserting the screws.



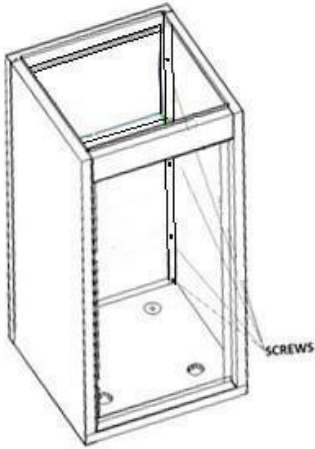
### Step 5

Screw the Rail ⑥ into the holes provided as shown below.



## Step 6

Stand the box up and insert 6 screws into the two sides of the box as depicted below. Do this by reaching through the inside of the box through the open side.



## Step 7

Before fitting the cap, if you purchased Insulation insert the insulation piece supplied into the cap area behind the flange. This piece does not need to be stuck on to the caps as it is advantageous to leave an air pocket above the interior

To protect your Parcel Box from water, squeeze a bead of silicone on each corner, as shown below. And around each screw hole.



## Step 8

Place the Cap ⑦ onto the top of the box. If a Wedge Cap, decide which way you would prefer it to slope. As before, insert the screws into the Cap ⑦ by reaching through the open side of the box, insert screws at opposite sides to ensure holes line up correctly. Clean off any excess silicone which may have squeezed out as it may spoil paint or render.

**Tip:** if the holes do not line up use a sharp awl or such to stick into the hole to maneuver the cap over to line up with the corresponding holes.

## Step 9

Attach the envelope shelf guides ⑬ provided on the centre screw of the cap. **This should be done before insulation is installed**



## Step 10

The Door ⑧ has a locating pin in the bottom which should be inserted into the corresponding hole in the corner of the door frame ①. A spring loaded bolt is located in the other corner of the Door ⑧ to be inserted into the corresponding hole of the door frame.

**Use the Nylon washers supplied on the pin or bolt to raise the door so it does not scrape on the bottom frame.**



A "Crazy cabinet makers Tip" on door Assembly

If the rear door is catching at the left top edge then remove the door.

Now drop the box onto a concrete slab on the same bottom left corner with sufficient force to fix the problem by squaring the frame. (Must be the corner not the side)

If the rear door is catching at the left bottom edge then remove the door then drop the box onto a concrete slab on the bottom right door corner with sufficient force to fix the problem by squaring the frame. (Must be the corner not the side)

(It is caused by a slight play in the screw holes when the box was assembled or handling in transit causing the frame to be out. Watch out your toes don't get in the way.)

## Step 11

### PAINTING YOUR PARCEL BOX

Only paint the outside of the Parcel Box and inside the Flap frame.

Gently scuff the powder coat surface with a green pot scourer or fine sandpaper. Remove any silicone or grease which may prevent paint from sticking.

### Render Finish

Apply 2 coats of the special render paint supplied, using a roller. Allow approx. 4 hours between coats. To change the colour use an exterior UV resistant paint. Example DULUX Weathershield on top of the Render finish. Apply after render finish is dry using a roller. Clean up with a wet cloth.

OR

### Smooth Finish

If you want to change the colour but retain the smooth powder finish. This requires a little more skill and should only be done if you are confident. Use Dulux Metalshield Premium tinted to your preference on the Powder coat finish. Use a roller with a micro texture. (or a spray can) Clean up with turps. Allow 24 hours to dry.

### TIP

**To Save wasting paint don't clean the roller between coats. Instead wrap the roller in plastic or stretch wrap until the next coat**

### TIP

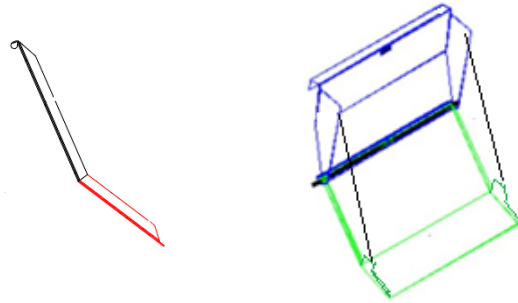
Apply a thin first coat to get started.

### TIP

Use Masking Tape around the lock, or remove the lock prior to painting. In case you do remove the lock, see the last page for the correct way to re-assemble and fit the mechanical code lock.

**Step 12**

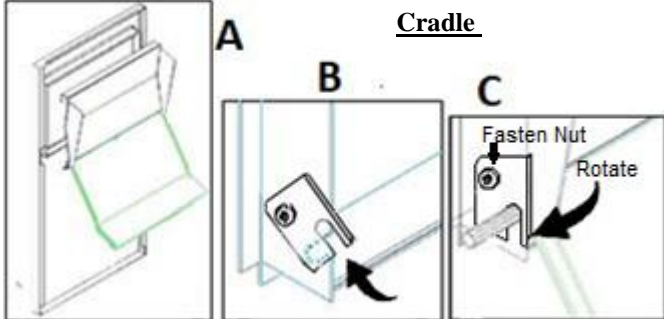
Join the stainless-steel Flap ② to the lower plate ⑪. Using the 6mm axle supplied. (Metal Rod) and put a fiber distance washer at each end. (use Vaseline or silicone to hold the washers against the side of flap while installing.



To fit the Flap Assembly clean or scrape any dry paint obstructions out of the Cradle first as it may prevent the axle from seating correctly in the cradle.

Watch the 30 second video on the website on the bottom of the website page. <https://www.australianparcelbox.com.au/>

Push the axle up into the Bracket fig B while keeping the fiber washer spacers on the inside of the window. Swivel/rotate the bracket and axle into the hanger slot fig C. see below.



Make sure the stainless-steel flap and axle are seated fully down, in the cradle otherwise, the SS handle will foul the top of the window frame, while tightening the nuts shown in Fig C with a no 8 spanner.

**Insulation Step B**

After installing the Flap and the envelope shelf all the side pieces of aluminium foam insulation can be installed but please Test the piece of aluminium foam fits in the recesses before removing the sticker backing.

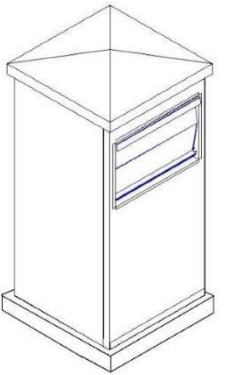
**Insulation Step C**

Locate the 1 aluminium foam piece sized '433mm x 400mm'. and stick the aluminium foam to the Base Only after installing your parcel box

**INSTALLING YOUR PARCEL BOX**

- If the box is to be mounted on a concrete base, the concrete pad should be a minimum of 500 mm x 500 mm x 100mm. Ensure the base is level. (Bolts which are supplied require a 10mm hole).
- If you have not purchased the bolts from Australian Parcel Box, the best bolts to use would be 10mm diameter and approx. 100mm long.
- Do not over tighten the bolts as it could result in distortion of the box.
- If the box is installed skew or twisted, the doors will not close properly. Shims can be used under the legs for leveling.
- If the box is being installed through a wall, right angled metal strips can be used to hide any gaps between the box and the brickwork. Right angled metal strips can be purchased from your local hardware. A flexible sealer can be used between the box and the wall.
- Concrete Pad please Increase size if a corner façade is being installed

Completed Parcel Box



## The Slam electronic code lock

Discard test batteries Insert 3 AA alkaline batteries into rear lock box. Good batteries should last in excess of approx. 12 months.

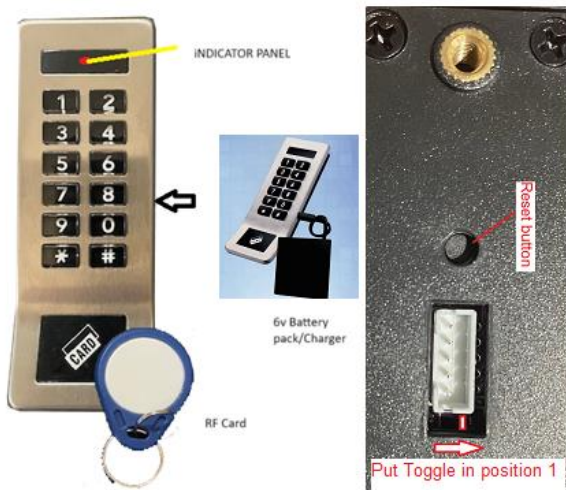
To set the new permanent lock code touch the Master RF card twice within a few seconds. The lock bolt will retract then the lock bolt will protrude again and the red light will flash. Within a few seconds while the red light is flashing enter the new user code. (2 digits minimum-9 digits maximum followed by #.) *While the red light is flashing a User RF card can be programmed this RF card will not be a Master RF card and can be used by a daily user.*

**RF CARD > > New code #** All previous user codes are deleted.

**The Rf Master Card can be used to unlock the lock in an emergency. Keep the card somewhere safe.** *Beware accidentally touching the master touch card 3 times will delete all user codes and cards. A User RF card can be purchased and set for user use only. (Maximum 120 user cards) A 6v battery pack can also be purchased if required for emergency purposes.*

To delete the user code touch the RF card three times while the red light is flashing. If the batteries are low then the red light will flash and beep 8 times when opening suggesting you replace the batteries. Replacing Batteries does not reset codes and Rf user card.

In an emergency use a 6V charger/ battery pack to power and open the lock using the user code or RF card.



\*\*\*\*In case of problems.

See Video to set lock pin <https://www.australianparcelbox.com.au/image/catalog/Video/Set-Slam-Lock-Pin.mp4>

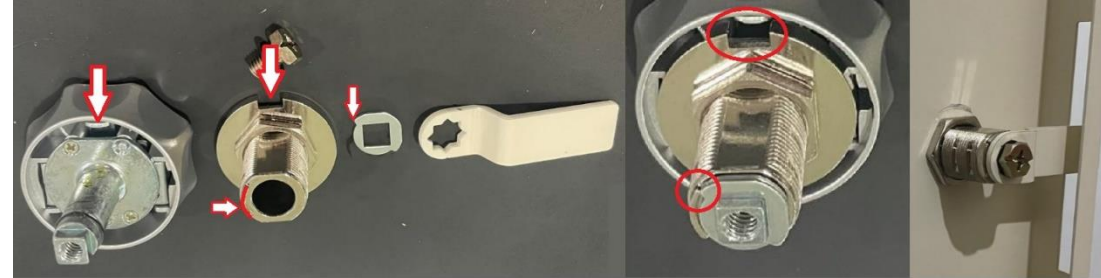
Reset Button = 3 long beeps = all cards, passwords deleted.

Make sure Function Toggle is in Position 1 on RH side.

Scan the RFID card = 3 long beeps sound Green light = lock and card are initialized. RFID card is now Master.

## Mechanical Lock Operation Instructions

This is the correct way to re-assemble and fit the mechanical code lock. Cam can be Left or Right with door. Please note the orientation of parts and washers below. (Note Arrows and red arcs or circles)



**The Lock code is factory set to "000"**

**Changing the code on a mechanical code lock**

- First set the lock to factory open code (000).
- Push and **HOLD** the reset pin (located on the right-hand side of the cam lock) with the tool supplied or a sharp object.
- Select the code of your choice. Now let the reset pin go.

**Keep this new code safely stored.**

## General Access by non-participating Couriers and Delivery Drivers

- It is a good idea to change your address with any online retail outlet who you regularly receive deliveries from. Your address should be changed to include the Parcel Box Code so that the driver can read the code on the Parcel once he arrives at your residence.

See the example below

Mr John Citizen

**Parcel box code 123**

270 Smith Street

Melbourne

Vic 3000

**Thank you for your patronage and we hope you have many years of successful parcel/post.**

**Australian Parcel Box Team**