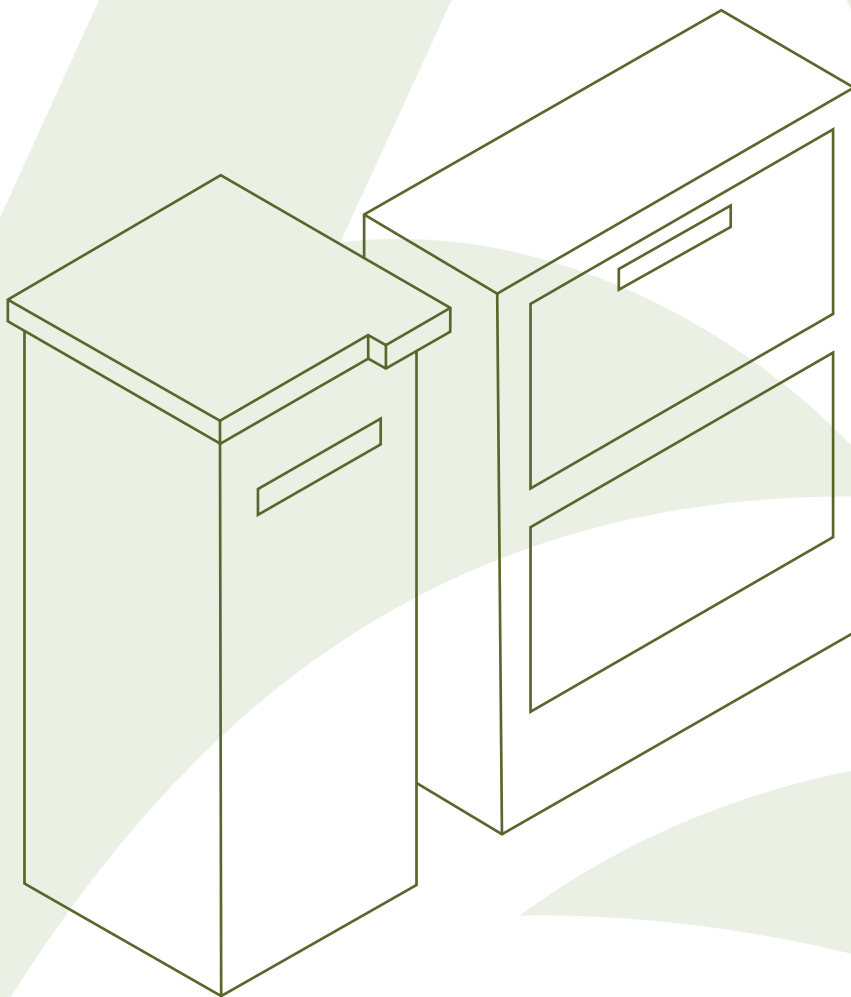# ADEZZ
DESIGN TO GROW

Manual
PARCEL LETTERBOX CASE & PACA

CASE & PACA manual for installing parcel letterboxes

A parcel letterbox is the ideal solution for receiving your parcels safely without having to be at home. Follow the steps below to easily install your parcel letterbox and get the most out of it.

REQUIREMENTS

- Drill
- Paving stone
- Optional: ADEZZ concrete base
  - o CASE concrete base item no. ACBP250
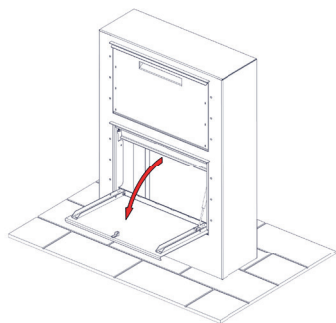 - o PACA concrete base item no. ACBP250 or ACBP600

PREPARATION

Note! The parcel letterbox must always be mounted on a paving stone, paving or concrete base. This also applies if you place the parcel letterbox below ground level. This ensures extra stability.

Note! Always place the ventilation and drainage holes above the ground for optimal drainage.
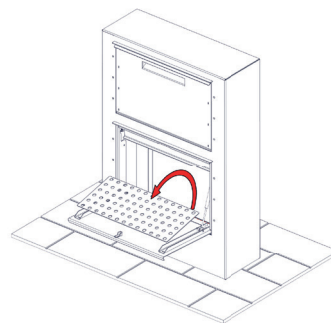
Note! Steps 4, 5 and 6 are not necessary when using an ADEZZ concrete base. This is already provided with the correct drill holes, so you can continue with the installation immediately.

1. Ensure that the surface is flat and firm (compacted). The parcel letterbox must always be level.
   Note! If this is not done carefully, tension may arise in the product. This can result in damage to the product.
2. Place the parcel letterbox in the desired location.
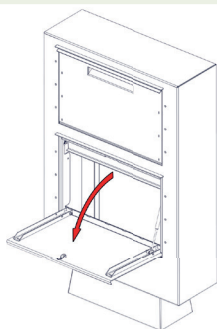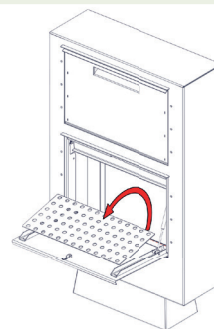3. Open the bottom flap and remove the grille from the parcel letterbox.

PAVING STONE 3.1

PAVING STONE 3.2
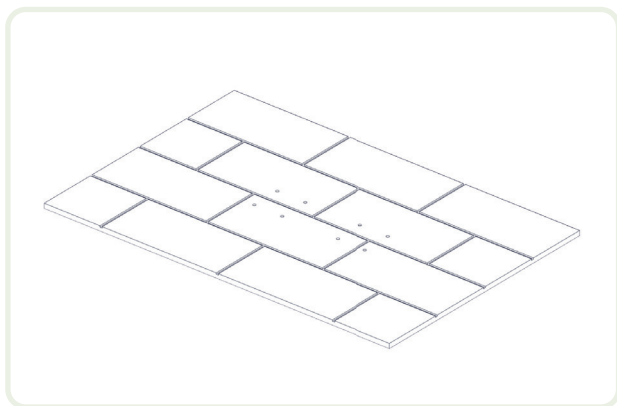

CONCRETE FOUNDATION BLOCK 3.1

CONCRETE FOUNDATION BLOCK 3.2

4. Mark the position of the holes at the bottom of the parcel letterbox on the paving slab or surface.
5. Remove the entire parcel letterbox.
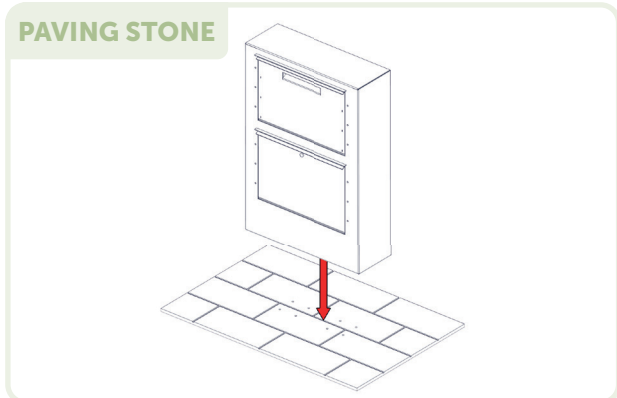6. Drill holes at the marked positions.
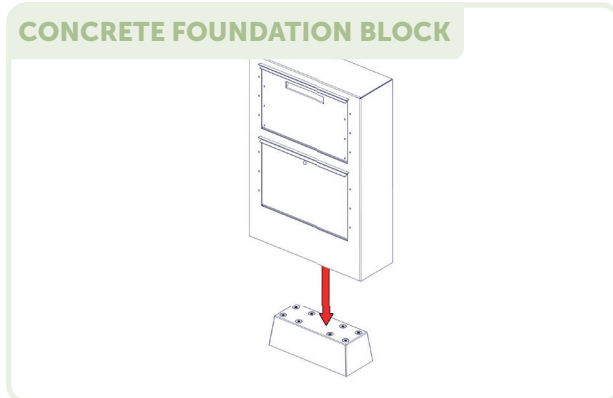   **Note!** This step is not necessary when using concrete footings, as these already have pre-drilled holes

INSTALLATION

7. Place the parcel letterbox back so that the marked points correspond to the holes in the parcel letterbox.
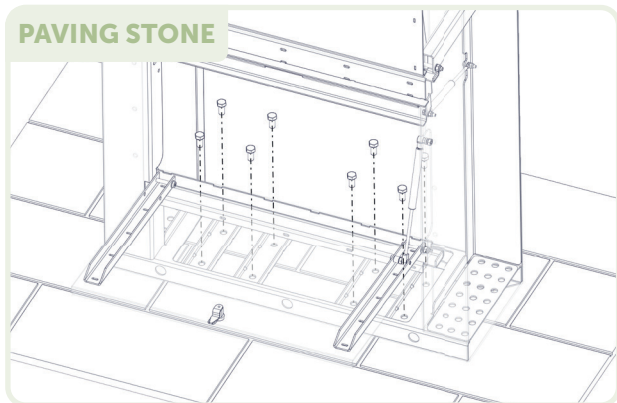
PAVING STONE

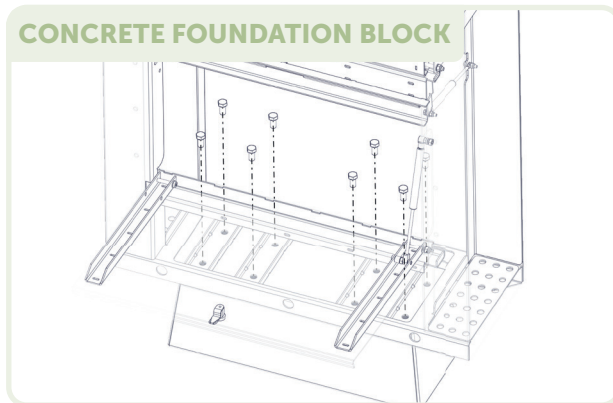

CONCRETE FOUNDATION BLOCK

8. Secure the parcel letterbox to the paving or paving stone using plugs or chemical anchors. This is not necessary when securing to a concrete base.
9. Secure all bolts in the pre-drilled holes.
   Note! First tighten all bolts loosely, then tighten them one by one.
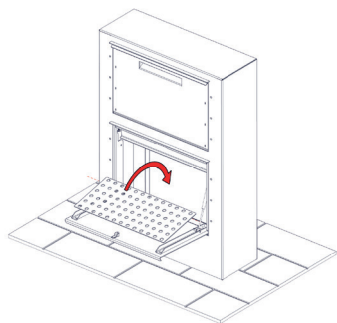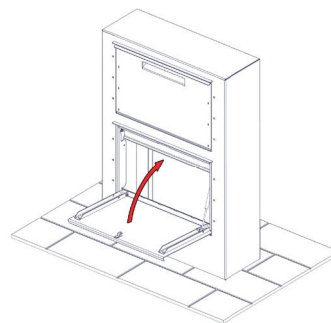
PAVING STONE

CONCRETE FOUNDATION BLOCK

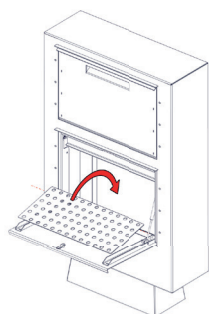**10.** Place the grille back on the bottom of the parcel letterbox.

PAVING STONE 10.1

PAVING STONE 10.2
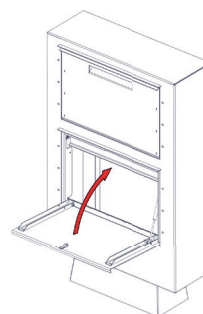

CONCRETE FOUNDATION BLOCK 10.1

CONCRETE FOUNDATION BLOCK 10.2

11. Close the flap of the parcel letterbox.

HOUSE NUMBER OR LETTER

Once the parcel letterbox is fully installed, you may choose to add a house number or letter. This can easily be applied to the parcel letterbox using an adhesive.