Assembly Instructions

Please read carefully before assembly



Thank you for choosing our parcel box. If you need any help, please contact us!

Parts List

No.	Part	Quantity
1	left side panel	1
2	right side panel	1
3	back panel	1
4	front panel	1
5	top panel	1
6	bottom panel	1
7	letter flap	1
8	letter door	1
9	seperation panel	1
10	parcel entrance door	1
11	parcel exit door	1
12	inside panel	1
13	flap wings	1
14	link bar	2
15	**1*Installation package content:**	
	expansion bolt	4
	tapping screws	15
	M5*12 screws	2
	M5*20 screws	2
	plastic washer	4
	lock	2
	door shaft	2

Bills of Material

1 1× 	2 1× 	3 1× 
4 1× 	5 1× 	6 1× 
7 1× 	8 1× 	9 1× 
10 1× 	11 1× 	12 1× 

13 1×	14 2×	15
		

Assembly

1 × back panel(Part no.3)	*1 × left side panel(Part no.1)*	*3 × tapping screws*

Step 1: Screw the back panel to the left side panel with 3 tapping screws.

Tip: place the back panel flat on the floor(Please protect the paint against scratches with a blanket or soft base!)



1 × right side panel(Part no.2)	*3 × tapping screws*

Step 2: repeat step 1 for right side panel.



1 × front panel(Part no.4)	

Step 3: insert the front frame panel into side panels from down side, hold them together tightly and make sure no space between them.

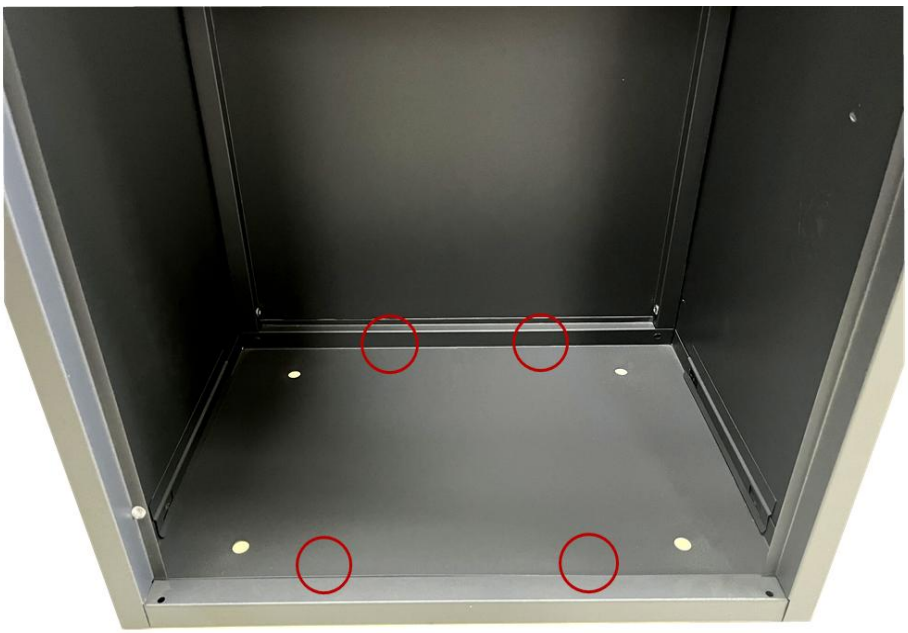


1 × bottom panel(Part no.6)	*4 × tapping screws*

Step 4: insert the bottom panel.

Then erect the body and fix the bottom with 4 self tapping screws at marked places.





1 × top panel(Part no.5)	*4 × tapping screws*

Step 5: install the top panel and press the top panel hard!

Then screw the top panel and the side panels with 4 self tapping screws at the marked places.



1 × seperation panel(Part no.9)	*1 × tapping screw*

Step 6: insert the seperation panel and press it.
Then fix it with 1 self tapping screw at the marked place.





1 × letter flap (Part no.7)	*1 × letter door (Part no.8)*

Step 7: install the letter flap to the letter door.
Install the letter door. Insert a hinge pin (underside of the door edge) into the hole provided in the front panel. Insert the door, press the up spring hinge and fix the door.
Install the lock on the letter door.







1 × parcel exit door(Part no.11)	

Step 8: repeat step 7 and install the parcel exit door.



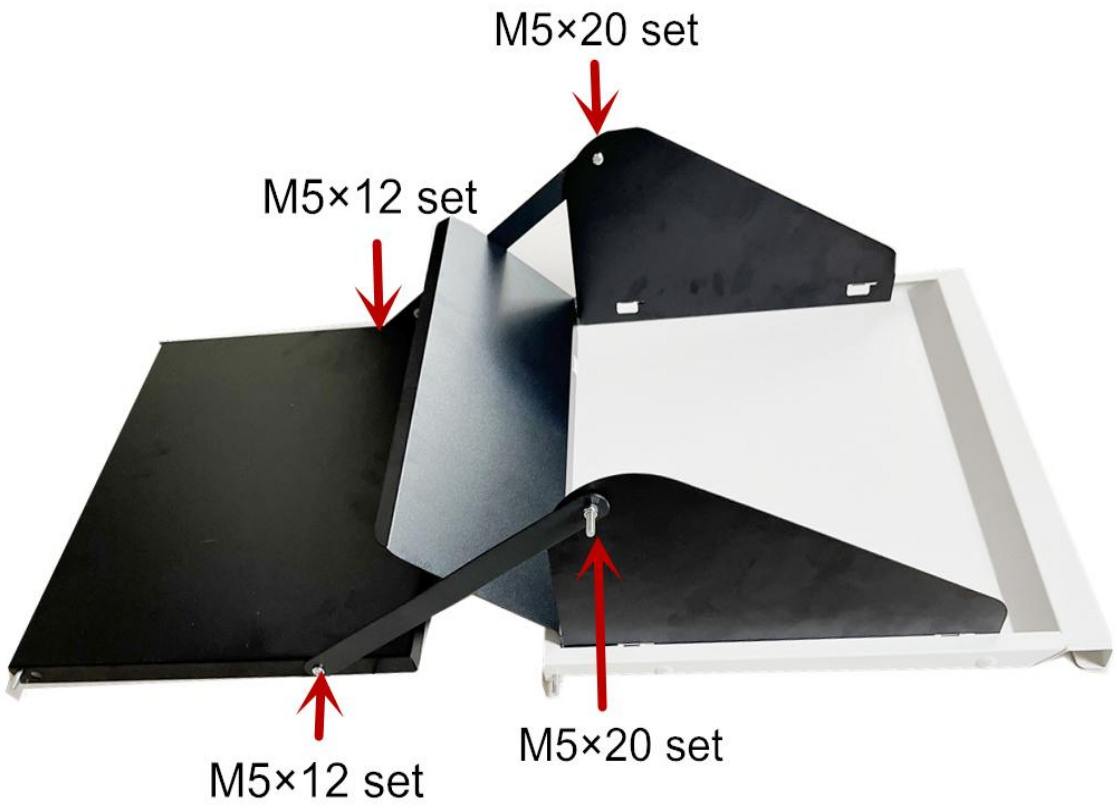
1 × parcel entrance door (Part no.10)	*1 × inside panel (Part no.12)*	*1 × flap wings (Part no.13)*	*2 × link bar (Part no.14)*

Step 9: Install the parcel entrance. Bend the wings of the flap. Guide the tabs on the parcel entrance door into the slot provided on the flap wings. Bend the tabs down on the face plate to secure the door bracket in place.





Connect flap wings and link bar by M5 × 20 screws set. Make sure the screw heads point inwards. Then connect the link bar and inside panel by M5 × 12 screws set. Make sure the screw heads point outward.



Insert the hinge pins (a,b) of the inside panel into the holes in the back panel bracket. Then insert the hinge pins(c,d) of the parcel entrance door panel into the holes provided in the side panels.



Finish Assembly







end