Milkcan
OUTDOOR DESIGNS

Vienna 2 Pillar

56 Northgate Drive,
Thomastown VIC 3074
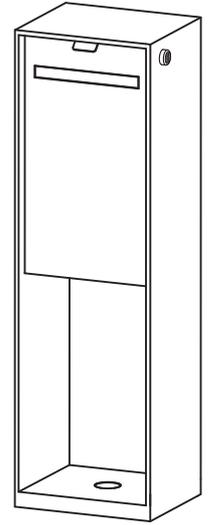www.milkcan.com.au
support@milkcan.com.au
(03) 9961 4400

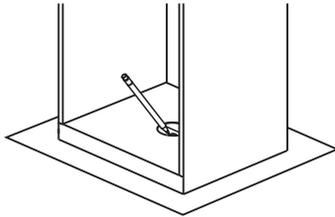## Tools

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Required

- Hammer Drill
- 10mm Masonry Drill Bit
- Spirit Level

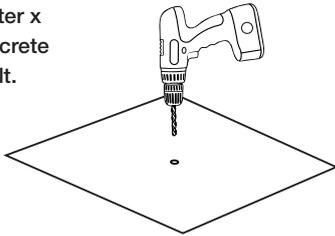## Choosing a Suitable Location

You will need to install it in a location that is easily accessible to Australia Post and couriers.

Installation onto an existing concrete floor

1. Place your letterbox in the chosen location, remove the base plug and mark the mounting hole with a pencil.

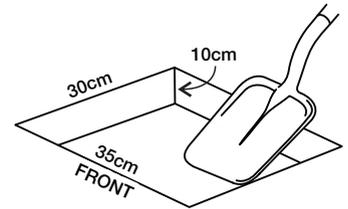2. Drill a hole (10mm diameter x 70mm deep) into the concrete floor for the mounting bolt.

3. Place the letterbox back over the concrete hole just drilled. To bolt the letterbox to the concrete floor, refer to the steps below.
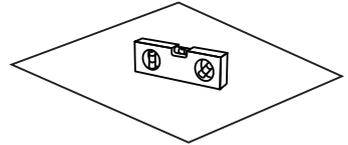
Installation onto ground

You will need to install a small concrete slab that is suitable for your parcel letterbox to be bolted onto.

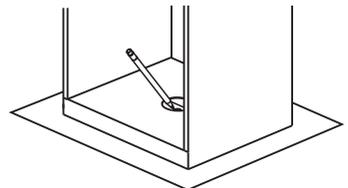1. Dig a hole approximately 30cm x 35cm x 10cm deep.
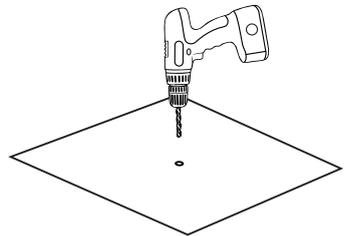
2. Fill hole with concrete.

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

4. Place your letterbox onto the concrete slab, remove the base plug and mark the mounting hole with a pencil.
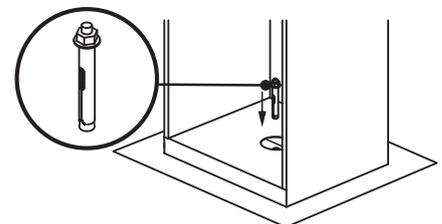
5. Drill a hole (10mm diameter x 70mm deep) into the concrete slab for the mounting bolt.

6. Place the letterbox back over the concrete hole just drilled. To bolt the letterbox to the concrete floor, refer to the steps below.

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 in the base of the letterbox.

3. Tap the expansion bolt fully down. If you encounter some resistance, you may need a hammer to tap the bolt further into the concrete.

4. Tighten the nut with the tube spanner provided. Refit the base plug.

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Using your Vienna 2

This parcel letterbox is specially designed to allow mail and parcel delivery. Parcels up to 19 x 25 x 34cm can be delivered using the combination lock. The courier simply enters the allocated combination code to unlock the front door. The courier places the parcel inside, closes the door and re-toggles the combination.

Most courier services have the provision for special delivery instructions to be included with a parcel. When you purchase an item to be delivered, let the supplier know the instruction for opening the combination lock.

For example, the delivery instruction for your parcel letterbox with the lock code set to 321 could be:
"PLACE IN LETTERBOX. USE CODE 321 TO OPEN".
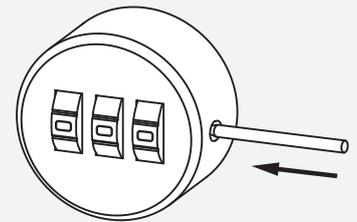
Resetting the Combination Lock

> Handy Hint
>
> For new users we recommend setting the code <u>one dial at a time</u> until you become familiar with the technique

1. Set the lock to the unlocked code (the factory default setting is 0-0-0) or your previously set personal combination.

2. There is a small hole on the side of the lock which gives access to the reset button. Push a pin or small nail into the hole.

   - If you feel the spring of the reset button you can proceed with step 3.

   - If you do not feel the spring of the reset button, rotate the lock (this will be either fully clockwise or anticlockwise depending on your product) and try again.

3. Using the pin, press and HOLD the reset button down.

> CAREFUL - DO <u>NOT</u> RELEASE THE RESET BUTTON UNTIL YOU HAVE SET AND MEMORISED YOUR CODE. IF YOU ACCIDENTALLY RELEASE THE RESET BUTTON THE LOCK WILL BE SET TO WHATEVER CODE YOU WERE AT.

THE LOCATION OF THE RESET MAY DIFFER DEPENDING ON YOUR PRODUCT

Set your desired code (new users – set one dial at a time). Release the reset button to store your new code. Your new combination code is now set.

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