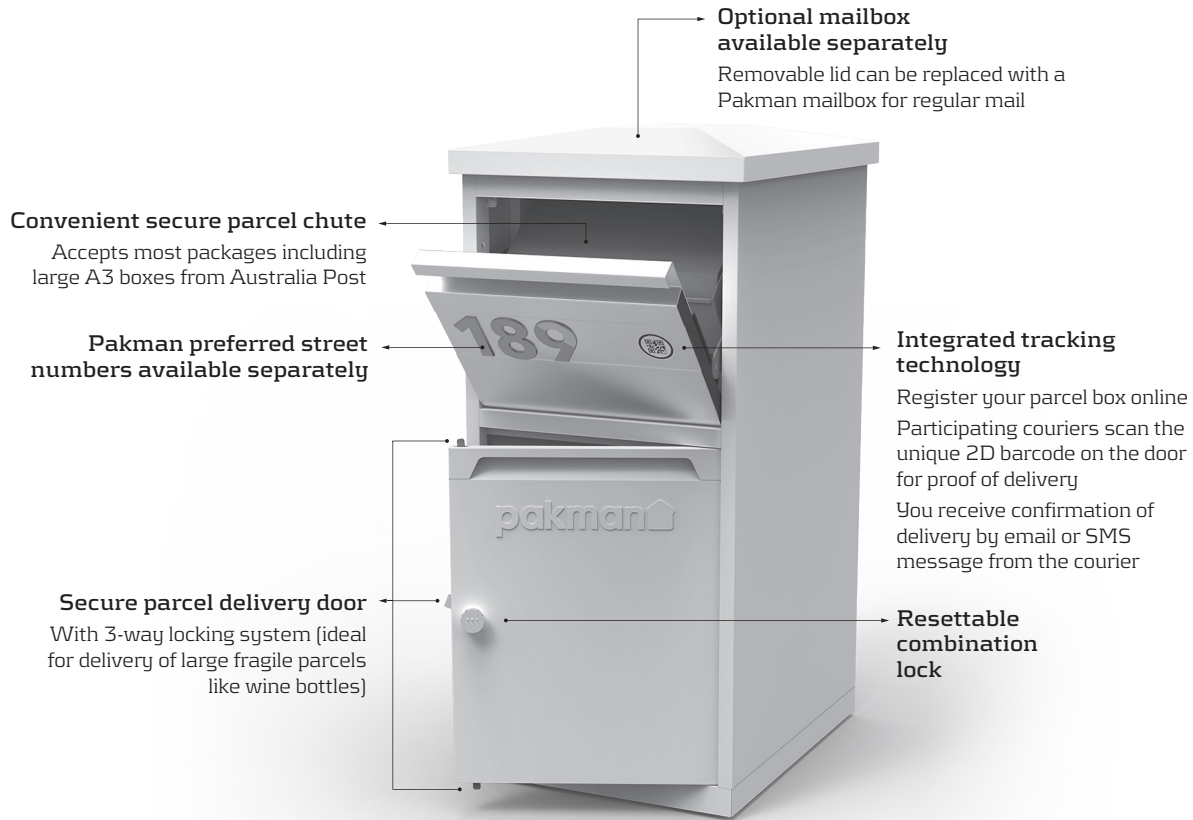# pakman
secure parcels @ home

PARCEL DELIVERY BOX USER MANUAL

Congratulations on purchasing your Pakman Parcel Delivery Box.

Pakman Parcel Delivery Boxes are a convenient way to securely accept delivery of items when you're not at home. Simply install your Parcel Delivery Box at home near your front door, at the fence line on the ground or wall mounted into a wooden, brick or concrete rendered fence.

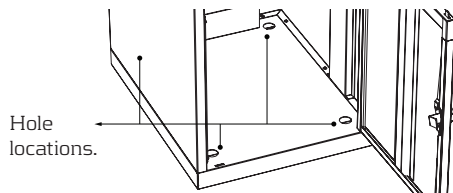**Then register your details online at www.pakmanparcelbox.com.au and you're ready to go.**

Optional mailbox available separately
Removable lid can be replaced with a Pakman mailbox for regular mail

Convenient secure parcel chute
Accepts most packages including large A3 boxes from Australia Post

Pakman preferred street numbers available separately

Integrated tracking technology
Register your parcel box online
Participating couriers scan the unique 2D barcode on the door for proof of delivery
You receive confirmation of delivery by email or SMS message from the courier

Secure parcel delivery door
With 3-way locking system (ideal for delivery of large fragile parcels like wine bottles)

Resettable combination lock

INSTALLATION

The Pakman Parcel Delivery Box should be installed in a place that the delivery couriers can easily access.

AT YOUR FRONT DOOR (On A Concrete Slab)

Tools required: Drill, 4 x masonry floor bolts (8mm diameter x 40mm and washers, not included).

1. Place the Parcel Delivery Box on the floor in the desired location. Open the bottom door and mark with a pencil the location of holes.

Hole locations.

2. Remove the Parcel Delivery Box and drill the 4 holes to correct diameter and depth.
3. Place the Parcel Delivery Box over the holes, insert the floor bolts/washers and tighten.
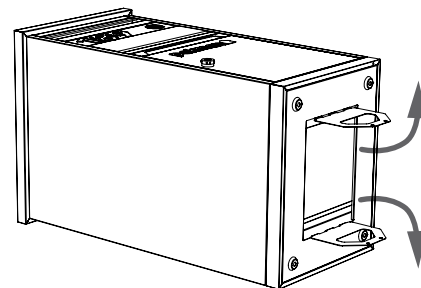4. Ensure that the Parcel Delivery Box is firmly in place.

AT YOUR FRONT FENCE (On The Ground)

Tools required: Shovel and standard setting concrete.

Note: Do not use quick setting concrete, it can sometimes react with metal.

Steps:

1. Determine the desired location for the Parcel Delivery Box and clear the ground so that its level.
2. Dig a hole approximately 28cm wide x 38cm length and 18cm deep. Do not make the hole wider than the Parcel Delivery Box and ensure the unit sits on the ground over the hole.
3. Place the Parcel Delivery Box on its back and bend both integrated mounting brackets to 90 degrees.

4. Position the Parcel Delivery Box over the hole to ensure that the hole is deep enough. If required use the shovel to make adjustments to level the ground.
5. Remove the Parcel Delivery Box from the hole and pour the pre-mixed concrete into the hole. When the hole is filled ensure that the concrete is packed down firmly with a wooden block or spade to remove any air pockets.
6. Locate the Parcel Delivery Box into place, use a spirit level to make sure it's straight and allow concrete to set.
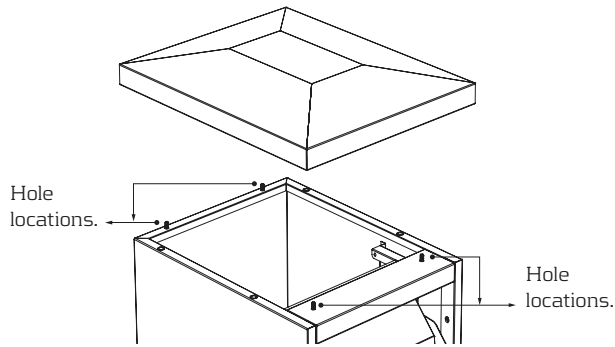
WALL MOUNTED

The Pakman Parcel Delivery Box can be wall mounted by purchasing a Wall Mounted Mailbox and Frame Kit separately.
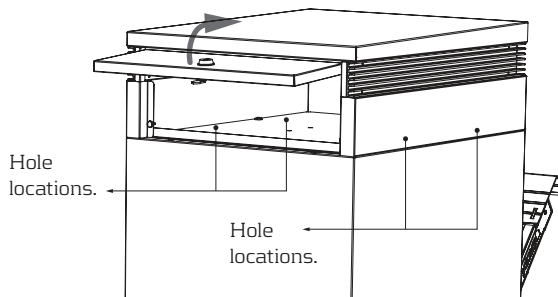
OPTIONAL MAILBOX

The roof on the Parcel Delivery Box can be removed and replaced with an optional mailbox (available separately).

1. Remove the roof of the Parcel Delivery Box by opening the front door chute and remove the 4 screws with the hex key provided.

Hole locations.

Hole locations.

2. Place mailbox on the top of the Parcel Delivery Box, open the mailbox door and using the 4 screws and hex key provided, fasten the mail box to the Parcel Delivery Box.

Hole locations.

Hole locations.

MAILBOX STREET NUMBERS AND LETTERS

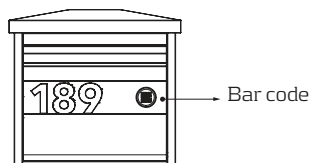Pakman preferred street numbers and letters can be purchased separately. Look for the range promoting **'Ideal for Packman'**.

Suits **pakman** *secure parcels @ home*

INTEGRATED TRACKING TECHNOLOGY

How it works:

Your Pakman Parcel Delivery Box includes a unique myLocate barcode sticker on the parcel door chute. This barcode is unique to your Parcel Delivery Box and should be registered online.

189 — Bar code

By registering your Pakman Parcel Delivery Box, you'll receive a text message or email when parcels are delivered from participating couriers and delivery companies who subscribe to the service.

Benefits for participating couriers:

- When delivering parcels, participating couriers can scan the myLocate barcode on the parcel door chute which can be used as proof of delivery.

- When scanning the myLocate barcode, they can identify the code for the combination lock giving them access to the larger storage area for delivery of larger parcels.

REGISTERING YOUR PARCEL DELIVERY BOX

There are 2 ways you can register your Pakman Parcel Delivery Box:

1. **On the internet**
   - Visit www.pakmanparcelbox.com.au to register your myLocate barcode plus your delivery details and mobile phone number for text message or email alerts when parcels have been delivered.
   - You will need to locate the unique serial number located inside the parcel box door

2. **Scanning the barcode with your mobile phone**
   - If you have a QR Reader application on your smartphone, simply scan the barcode on the parcel door chute. You'll be taken directly to a registration page where you can register your details and delivery preferences.

DELIVERY INSTRUCTIONS FOR COURIERS

When purchasing fragile or large parcels that will not fit through the parcel door chute (eg 12 bottles of wine), you will need to provide instructions for the courier to give them access to the larger parcel storage area.

Participating couriers will have access to the number for your combination lock by scanning the myLocate barcode on the parcel door chute. Other couriers will however rely on information being included in your delivery instructions so they can unlock the larger parcel door.

When making a purchase:

- Add your Pakman combination code to the start of your delivery address. For example:

  Pakman 735
  50 Walker Street,
  Sydney NSW 2000.

- Add delivery instructions where possible to advise the courier to use the parcel box and provide the code for the combination lock so they have access to the larger storage area.

RESETTING THE COMBINATION LOCK

To reset the lock follow the instructions using your personalised combination.

Code Setting Instructions

1. The combination number is set to the factory default 0-0-0.
2. Rotate the lock anticlockwise so the door is secure and the reset button is facing the ground (ie the small hole on the outer edge of the lock).
3. Push a paper clip into the hole and keep it pushed in.
4. Set your new combination code turning the dials to the desired combination.
5. Release the reset button by removing the paper clip and your new combination code is set.
6. To lock, rotate the dials.
7. To open the lock, set your personal combination and rotate clockwise.

NOTE:

- When resetting your code, update your new code on www.pakmanparcelbox.com.au

- Ensure that you record your combination in a safe and secure place away from the Pakman Parcel Delivery Box. If the combination is lost or forgotten, only a locksmith can open the box and replace the lock.

WARRANTY

Our goods come with guarantees that cannot be excluded under the Australian Consumer law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if goods fail to be of acceptable quality and the failure does not amount to a major failure.

CONTACT

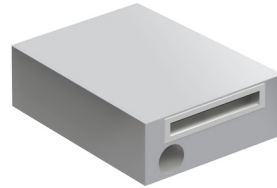For warranty and technical support email customerservice@mayohardware.com.au or call 1300 360 211.

pakman
secure parcels @ home
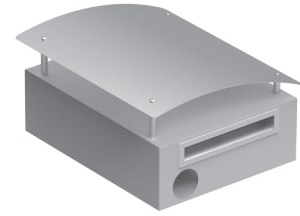
MAILBOX AND WALL MOUNT FRAME KIT USER MANUAL

Congratulations on purchasing your Pakman Mailbox or Wall Mount Frame Kit.

Pakman Parcel Delivery Boxes are a convenient way to securely accept delivery of items when you're not at home.
Optional mailboxes can be installed on your Parcel Delivery Box so they can accept regular mail as well as parcels.
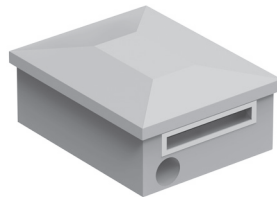
The Wall Mount Frame kits can also be used to install your Parcel Delivery Box on a wooden, brick or concrete rendered fence.
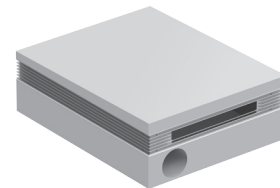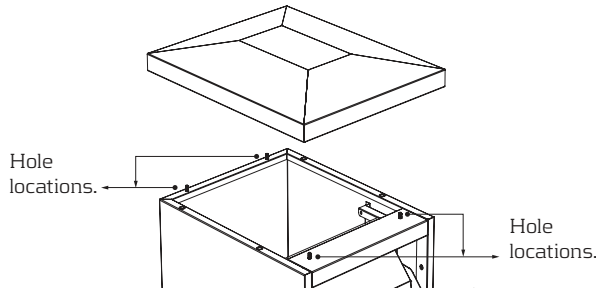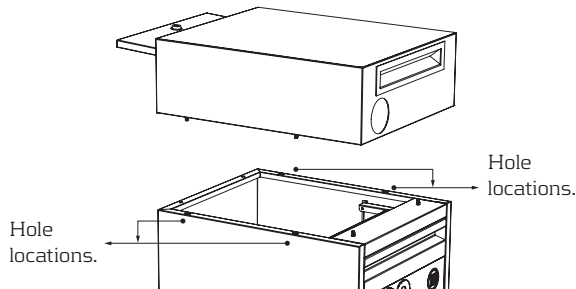
Wall Mount

Orbis

Tempus

Quatro

MAILBOX INSTALLATION

Steps:

1. Remove the roof of the Parcel Delivery Box by opening the front door chute and removing 4 screws with the hex key provided.

Hole locations.

Hole locations.

2. Place mailbox on the top of the Parcel Delivery Box, open the mailbox door and using the 4 screws and hex key provided, fasten the mailbox to the Parcel Delivery Box.

Hole locations.

Hole locations.

Note:

- If you are going to wall mount the Pakman Parcel Delivery Box, the Wall Mount Mailbox must be used.
- Pakman mailboxes can also be used on their own without the Parcel Delivery Box. They can be secured on top of a brick fence or secured to a post with bolts.

WALL MOUNT INSTALLATION

The Pakman Parcel Delivery Box can be wall mounted by using a Wall Mount Mailbox and Frame Kit.

Steps:

1. Attach the Wall Mount Mailbox to the Parcel Delivery Box.
2. Make a hole in your wall that is 410mm (wide) 1015mm (high).
3. Slide the Parcel Delivery Box half way through the hole so it's well balanced.
4. Place the front frame over the Parcel Delivery Box so it's flush with the front.
5. Secure the frame to the parcel delivery box by using the self-tapping screws supplied.
6. Once the front frame is secured to the Parcel Delivery Box, push it into the wall as far as it will go.
7. With the assistance of another person applying pressure to keep the Parcel Delivery Box firmly in place from the front, place the rear frame over the back of the Parcel Deliver Box and slide it forward so it's flush against the wall.
8. Secure the frame to the wall using the masonry bolts supplied.
9. Secure the frame to the Parcel Delivery Box by using the self-tapping screws supplied.

WARRANTY

Our goods come with guarantees that cannot be excluded under the Australian Consumer law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if goods fail to be of acceptable quality and the failure does not amount to a major failure.

CONTACT

For warranty and technical support email customerservice@mayohardware.com.au or call 1300 360 211.