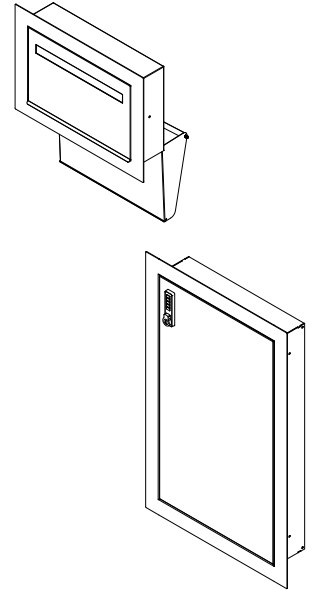


Windsor Parcel Box Chute and Door

3039 S / 3039 M / 3039 L



Choosing a suitable location

These instructions are intended as general guidance for installing your Windsor Parcel Chute and Door. Please be aware that each installation may vary depending on your specific setup and surroundings. We recommend using these steps as a helpful framework rather than definitive instructions, and always ensure you follow any local building guidelines or seek professional advice if needed.

Contents

- 1 x Parcel Chute/Door
- 1 x Rear Door
- 1 x Accessories Bag



Please note: These installation instructions are for guidance only. You may need to adapt how the item is installed to suit your situation.

Model Size Reference Table

Model/size	Dimensions	Wall openings
Small	Front door: 400 (w) x 285 (h) mm - Rear door: 426 (w) x 840 (h) mm	Front: 1.5 x 3 bricks - Rear: 1.5 x 10 bricks
Medium	Front door: 510 (w) x 360 (h) mm - Rear door: 536 (w) x 840 (h) mm	Front: 2 x 4 bricks - Rear: 2 x 10 bricks
Large	Front door: 625 (w) x 435 (h) mm - Rear door: 651 (w) x 840 (h) mm	Front: 2.5 x 5 bricks - Rear: 2.5 x 10 bricks

**Continue reading for
installation instructions**

Brick Wall Installation

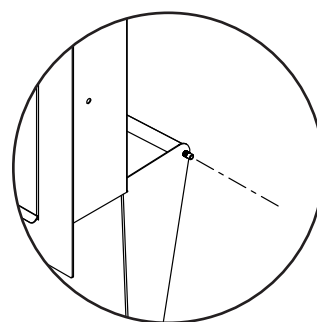
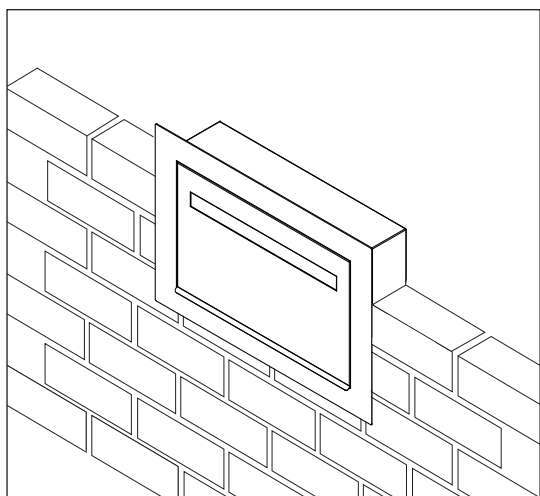
Tools required

Drill + Masonry drill bit, Tape measure, Jigsaw, Pencil, Spirit level



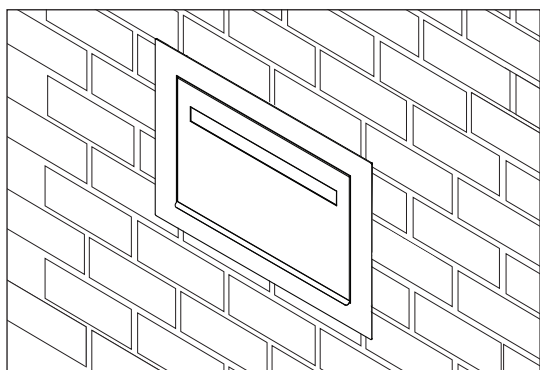
Please note: These installation instructions are for guidance only. You may need to adapt how the item is installed to suit your situation.

1. To avoid potential damage, we recommend building a timber buck/template matching the size of the chute and door, as opposed to using the product itself.



Insert one-way safety screws during installation

2. Build the wall around the buck or product.
3. If using a buck, remove it and slot the product into the opening. Fix in place via the pre-drilled screw holes.



4. Complete the remaining brickwork around the Parcel Letter Box.

Repeat the process for the rear door.

Electronic Lock – Operation Instructions

1.1 Unlocking

1. Rotate the knob after entering the password: “User password + OK” to unlock.
2. Factory default password is 3.
3. User input: 3 + OK → you will hear a long beep → rotate the knob to unlock within 3 seconds.
4. User can change the password according to section 1.3.

1.2 Locking

Rotate the knob anticlockwise to the exact position to lock.

- At any time, turning the knob anticlockwise to the correct position will lock the cabinet.

1.3 Change Password

Input sequence:

Old password + OK + OK + New password (1–15 digits) + OK

- Example: to change the default password from 3 to 123, input: 3 + OK + OK + 123 + OK → you will hear a long beep, which means the new password is set successfully.

1.4 Forgot Password

1. Open the cabinet using the spare key.
2. Press the reset switch on the battery box using a toothpick for 2 seconds.
3. The user password will be restored to 3. (Refer to section 2.4)

2.1 Battery Description

1. When lock power is low, the indicator light will flash and three “beep, beep, beep” sounds will occur during or after unlocking.
2. Low power is also indicated by two continuous beeps.
3. At low power, the lock can be unlocked approximately 50 more times.
4. Please replace the battery promptly.

2.2 Sound/Light Reminder :

NO.	Name	Sound notification	Explanation
1	Button	Ti short sound	The “keypress” is effective
2	Unlocking change	Ti— long sound	Operation correct unlocking/change code successfully
4	Error	Ti Ti two sounds	Operation error,input failure
5	Low power	Ti Ti Ti three sound	Low power,replace a new battery
6	Alarm	Ti... Continuous sound	3 times wrong input will cause alarm sounds for 60 seconds
7	Reset password	Ti— Ti— Two long sounds	Reset password with sparekey

2.3 Technical Parameters

Working voltage	DC3.5-5V
Battery SPEC	3AA
Standby current	≤5uA
MAX.current	≤200mA and time of durations ≤ 4s
Battery life	1-2year(Alkaline battery) unlock > 2000 times
Operating Temp	-20°C to 70°C
Relative humidity	20% to 80%
Material	zinc alloy/ABS
Diameter of mounting	apply to diameter 19mm-23mm
Thickness of plank	Steel : 0.5-12mm Timber : 0.5-22mm
Waterproof grade	Ip65

2.4 Spare Key

2.4.1 Unlock/Lock

The spare key can unlock or lock the cabinet at any time.

2.4.2 Reset Password

1. Open the cabinet using the spare key.
2. Press the reset switch on the battery box with a toothpick for 2 seconds.
3. After hearing two long sounds (“Ti- Ti-”), the user password is restored to 3.
4. (See Figure 1 for reference.)

Figure 1:
How to reset a user password

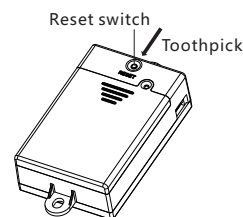


Figure 2:
How to replace the battery

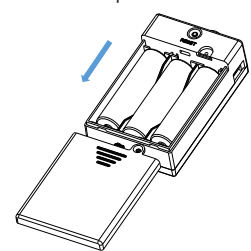


Figure 3:
How to assemble

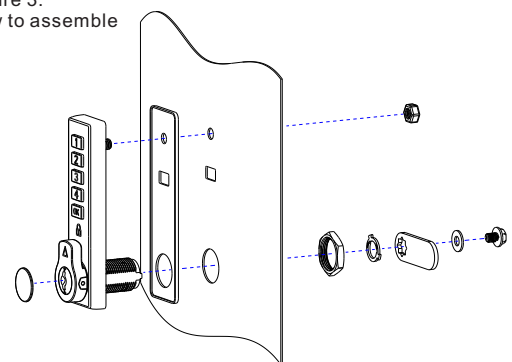


Figure 4: Size

