

**LS10 Stamford fixing instructions for a single thickness brick wall or brick pier.
(For thicker walls see special section in *Italics*).**

- 1) Cut a hole all the way through the front face of the brick wall (or if building a pier, the outer front face). 250mm wide x 80mm tall. Cut a notch each side of the outer face approx. 20mm wide x 15mm deep.
This is to give clearance for the two nuts on the rear of the letter plate (**see Fig 1**).
 - 2) Take a note on how the letterbox is assembled. Now undo the four brass nuts on the back with the 4mm key supplied. Remove the back casting, unscrew the four M6 threaded studs. Replace the brass nuts including the nylon washers onto the studs. Put them safely to one side, as these will be required again on final assembly.
 - 3) The letter chute is bolted to the rear of the front casting for transportation. Undo the two 6mm bolts and nuts, these are not required and can be discarded.
 - 4) Using the two grub screws and nyloc nuts provided attach the letter plate to the chute. Making sure the hinge is at the top. **DO NOT OVERTIGHTEN THE SCREWS. (see Fig 2).**
 - 5) Note the orientation of the top and bottom tensioning angle brackets, as they will be replaced the same way later. Remove the six button head screws from the chute using the 2.5mm hex key. Put the screws aside for later re-use. It is not necessary to remove the grub screws. (**see Fig 2**).
 - 6) From the front of the wall/pier, get an assistant to push the chute through the hole until the letter plate butts up to the front face of the brickwork. (**see Fig 3**). Remain holding in place.
 - 7) From inside the wall/pier, position the back plate over the chute and mark the three securing fixing hole positions. (**see Fig 4**). Remove the back plate and drill three 8mm holes. Do not screw the back plate to the wall yet.
 - 8) On the wall side of the back plate put a generous bead of clear silicon, about 20mm in from the outer edges of the top, left and right-hand sides. (NOT THE BOTTOM EDGE) Also place a bead of silicon all around the chute hole about 5mm from the edge.
 - 9) Locate the back plate over the chute and push firmly against the wall. Now secure with the three wood screws provided. (**see Fig 5**).
 - 10) Run a small bead of clear silicon around the top and side joints of the chute and back plate. Smooth off with a wetted finger to ensure a neat watertight seal.
 - 11) Replace the tensioning angle brackets onto the chute using the six button head screws. (**see Fig 5**).
 - 12) Using the 3mm hex key, tighten the 4 grub screws up against the casting to tension the letter plate against the front face of the wall/pier. (DO NOT OVER TIGHTEN). Now run a small bead of silicon around the outer edges of the letter plate and brickwork.
 - 13) Next step is to re-assemble the case and rear casting. Ensure that the neoprene channel seals are positioned around the edges of the case. Re-assemble the rear casting and case onto the front casting using the four long threaded studs, brass nuts and nylon washers. (**see Fig 6 & 7**).
- Note if fitting the Stamford into a thicker wall the inner face of the wall will have to be recessed (**see Fig 8 & 9**).

It is important that the sheet steel case must protrude beyond the face of the brickwork by a minimum of 5mm. We recommend that a further bead of silicon be run around the top and two sides of the back plate against the brickwork (NOT THE BOTTOM EDGE)

In the event of difficulty please call 01493 753 288. We will be pleased to help

Fig 1
Front face of wall

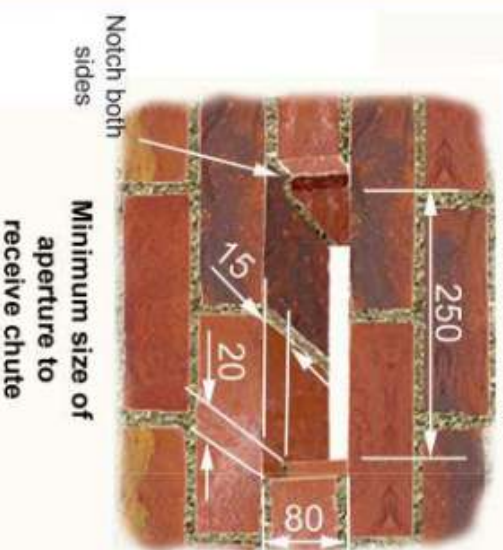


Fig 2
Chute assembly

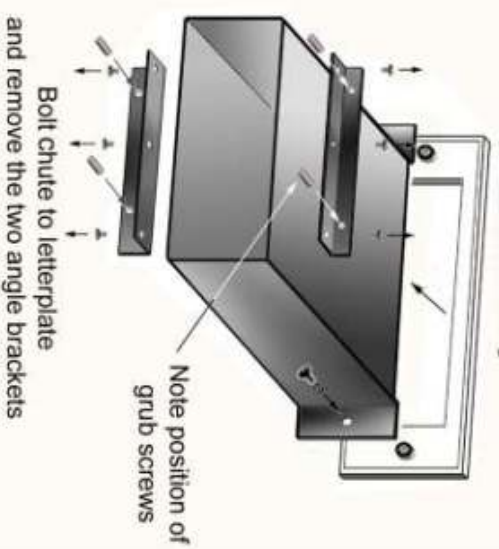


Fig 3
Front face of wall



Fig 4
Rear face of wall



Fig 5
Rear face **Angle brackets in position. Tighten grub screws.**

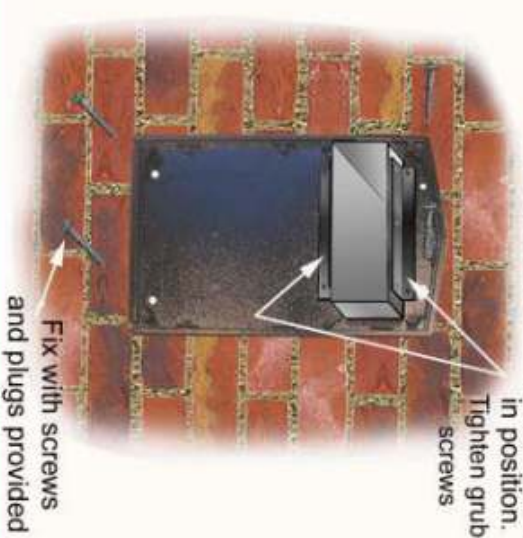
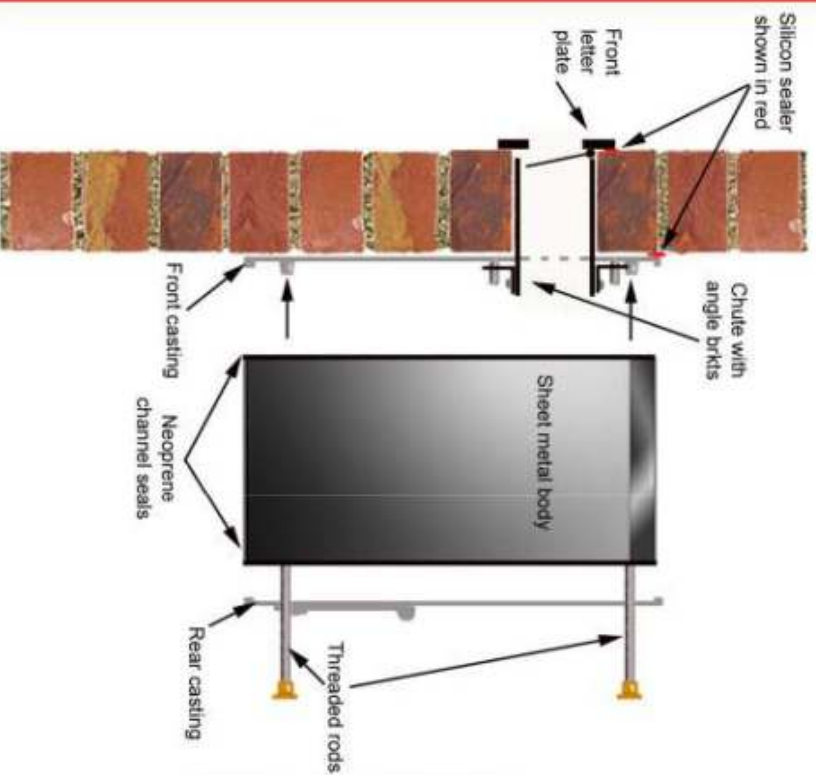


Fig 6
Front face of letter plate and chute assembly



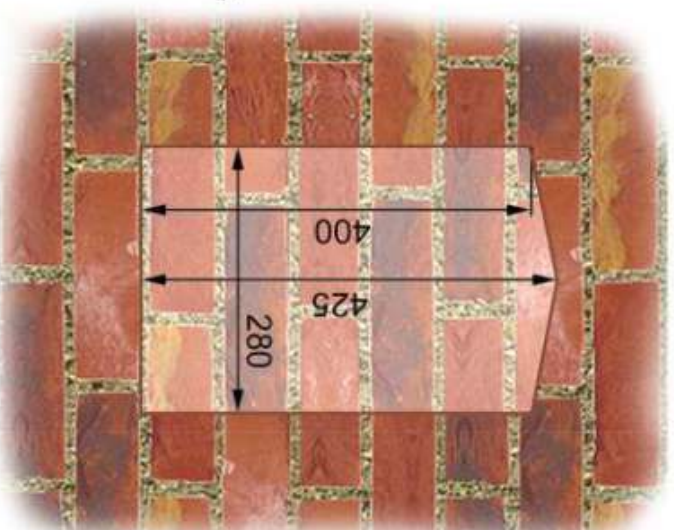
Fig 7



Section of assembly
when fitting to the rear of a
single skin of brickwork



Fig 8



View of back face.

Brickwork cut out sizes
when fitting to thicker
wall or pier.
See fig 9

Fig 9



Standard case shown
fitted to thicker walls.
Note deeper cases up to
900mm can be supplied

LS10 Stamford