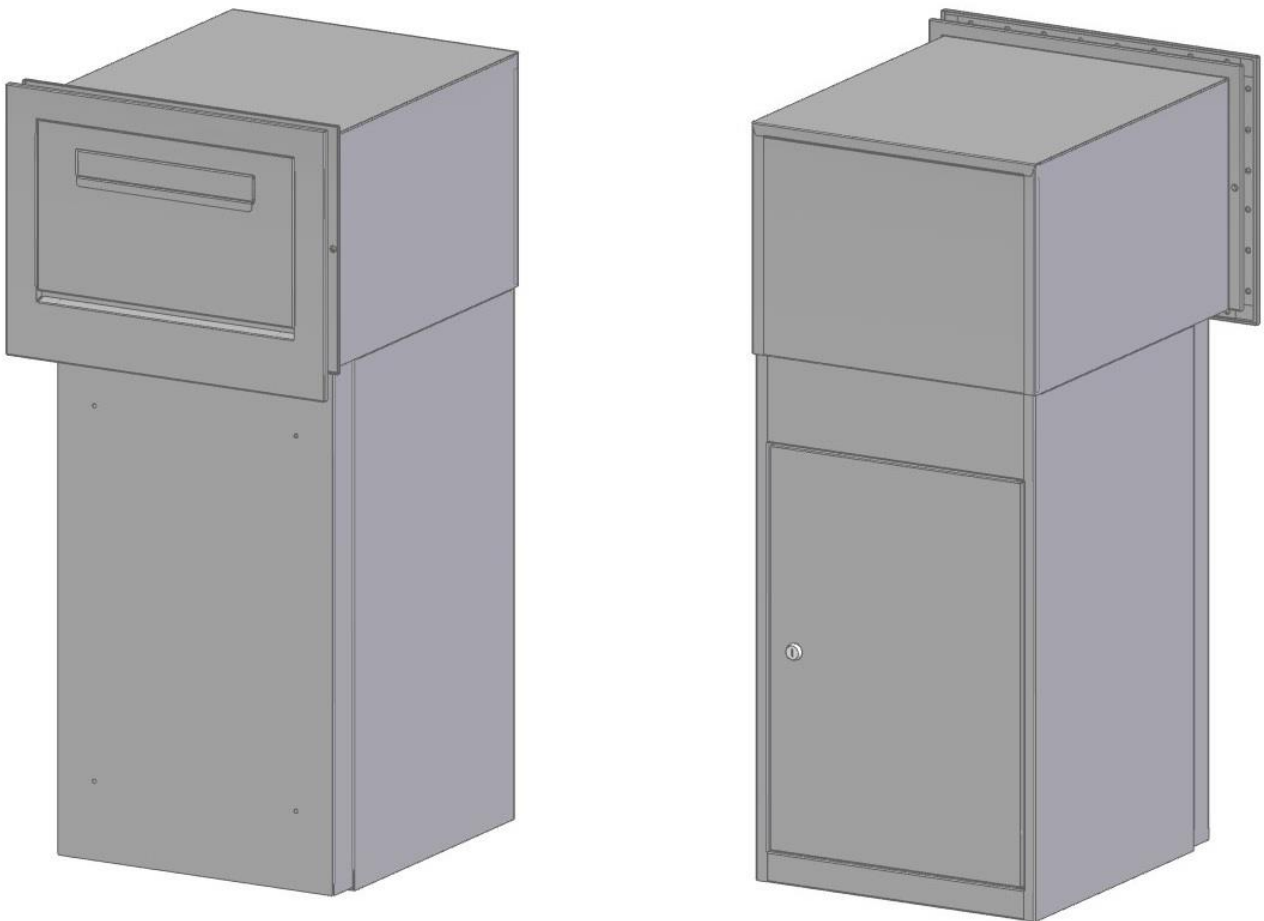


Epsilon Parcel Box – Installation Guide (Fence / Gate)



Overview

This guide explains how to install the **Epsilon parcel box** into a **thin surface such as a gate or fence panel**.

The product is adjustable and suitable for:

- **Retrofit installations** (existing gates or panels)
- **New gate or fence builds**

IMPORTANT – READ BEFORE INSTALLATION

Two-Person Installation Required

Due to the weight of the unit (**over 27 kg**) and the way the components are assembled, installation **must be carried out by two people**.

- Do not attempt installation alone
- Risk of injury or product damage if handled incorrectly

Fixings

The parcel box is delivered **pre-assembled using M5 bolts**, which must be removed during disassembly and reused during installation.

Only the M5 bolts required for fixing the front trim are supplied separately.

Fixings for mounting the unit to the gate or fence **are NOT supplied**.

This is because:

- Different materials require different fixings (timber, steel, composite, etc.)
- Required screw length depends on panel thickness

You must:

- Measure the thickness of your gate/fence
- Select appropriate screws or bolts for your material
- Ensure all fixings are sourced before starting installation

Plan Installation Before Purchase

To ensure a smooth installation, we recommend:

- Confirming panel thickness (**must be within 0–115 mm**)
 - Checking the structural strength of the gate or panel
 - Sourcing correct fixings in advance
 - Ensuring adequate clearance behind the panel
-

Structural Support Recommendation (Important)

Installation into Side Panels / Fence Panels

When installing into a **side panel, fence panel, or lightweight structure**, additional support is strongly recommended.


Due to the weight of the parcel box (**27 kg+ empty, more when loaded**), relying only on:

- The front fixing flange
- Rear fixing points

may not provide sufficient long-term support.

Recommended Method (Best Practice)

For the most secure and durable installation:

 Install the parcel box onto a **solid base**, such as:

- Concrete plinth
- Brick support
- Paving slab foundation

This ensures:

- The **weight is supported from below**
 - Reduced stress on the panel
 - Improved long-term stability
-

If No Base Is Used

If installing without a supporting base:

- Ensure the panel is **reinforced and structurally sound**
 - Use **high-quality, suitable fixings**
 - Periodically check fixings after installation
-

Temporary Support During Installation (Recommended)

When assembling the parcel box, the **collection (bottom) section must be lifted and aligned with the top section.**

👉 Even with two people, we strongly recommend using **temporary support underneath the collection box** during this stage.

Why This Helps

- Reduces strain when lifting
 - Makes alignment easier
 - Prevents accidental dropping or damage
 - Improves installation accuracy
-

Suitable Temporary Supports

- Timber blocks
 - Bricks or paving slabs
 - Adjustable supports
 - Workbench or stable platform
-

Important

If a **permanent base (plinth)** has already been installed, this will act as the support and no temporary solution is required.

Tools Required

- Drill and appropriate drill bits
- Jigsaw or angle grinder (depending on material)
- Tape measure
- Spirit level
- Screwdriver or socket set
- Allen key (for M5 bolts)
- Torch or work light (A torch or work light is recommended when working inside the unit, as visibility may be limited).

1. Cut the Opening

Cut a rectangular opening in the gate or panel:

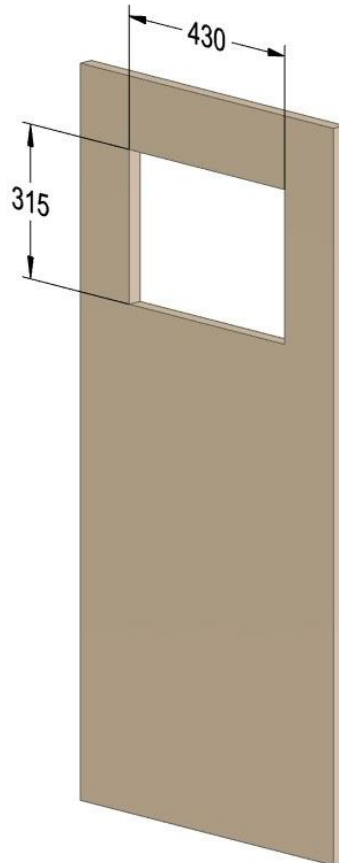
- **430 mm (W) × 315 mm (H)**

Ensure the opening is:

- Level
- Cleanly cut

👉 *Tip (retrofit): Check for internal obstructions before cutting*

👉 *Tip (new gate): Reinforce the frame around the opening if required*



2. Separate the Unit

To separate the parcel box into two sections, you must first remove the internal fixing bolts.

- There are **8 M5 bolts in total**
- All bolts are located **inside the parcel box**
- They are positioned at the **same height where the top (posting section) joins the bottom (collection section)**

👉 Important:

- The **parcel drop flap must be in the open position** to allow access to some of the bolts
- A **torch or work light may be helpful** when locating the bolts inside the unit

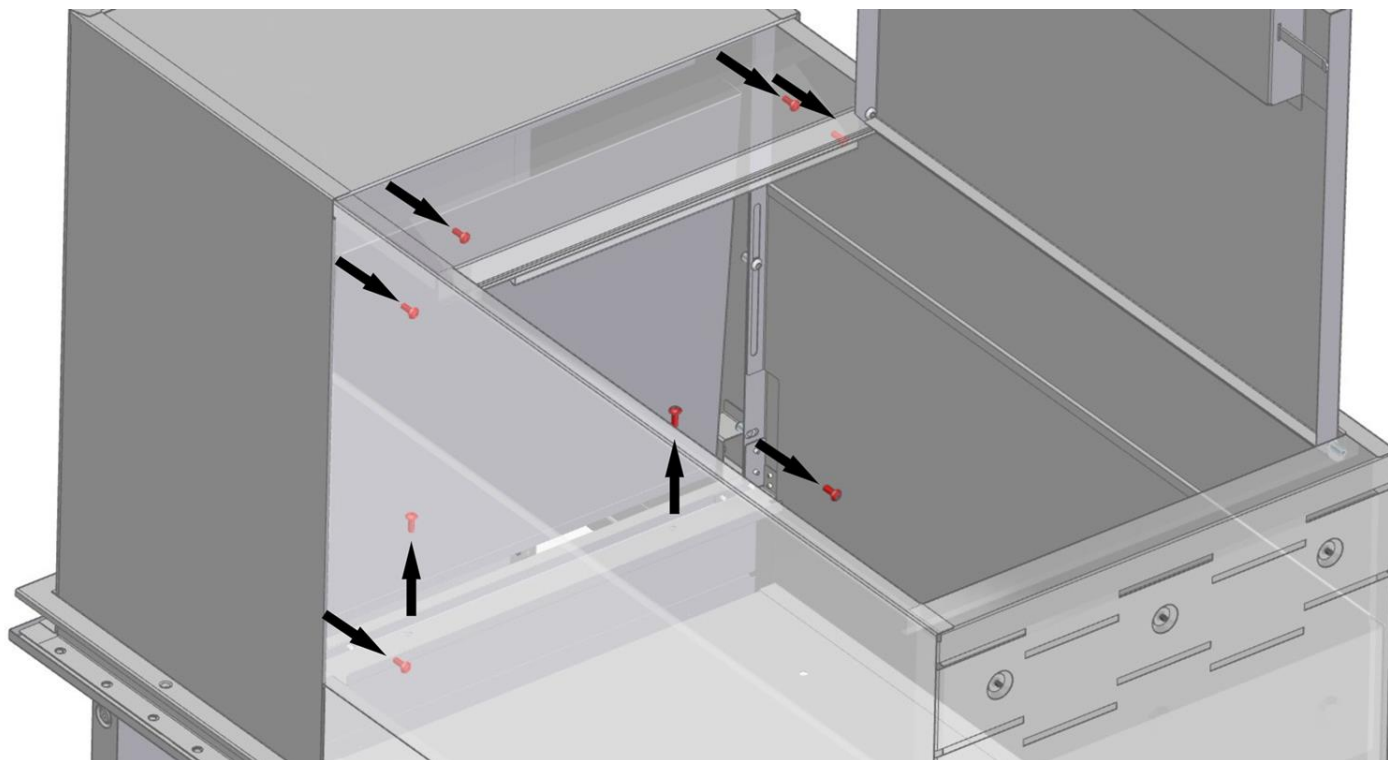
Use an **Allen key** to remove all 8 bolts.

⚠ **Before removing the final bolts, ensure the top section is supported by a second person.** Once the bolts are undone, the top section is no longer secured and may drop.

👉 After removal, place the top section on a **clean, soft surface (e.g. cloth or towel)** to prevent scratching or damage.

👉 Once supported and safely removed, the unit can be separated into:

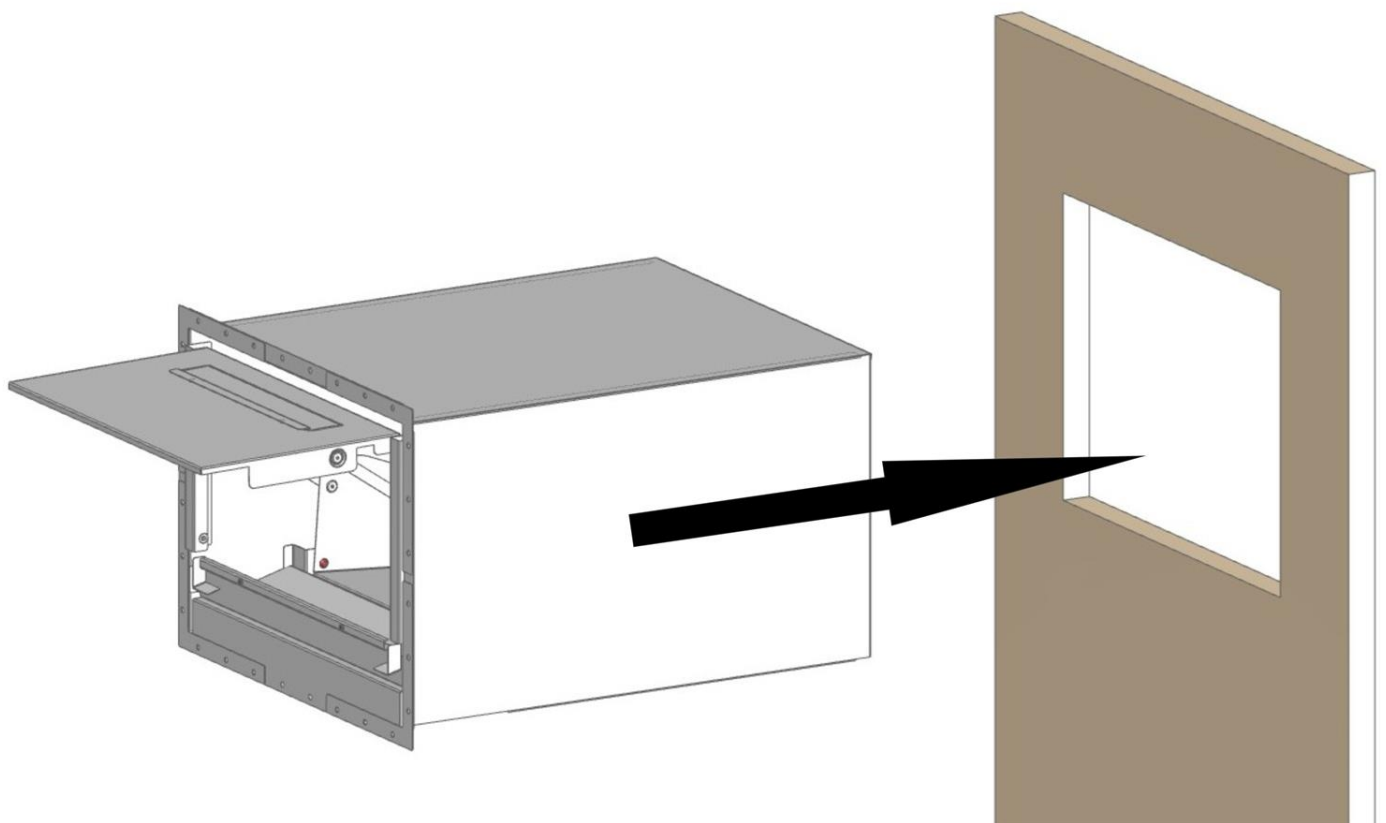
- **Top (posting section)**
- **Bottom (collection section)**



3. Insert the Top Section

Insert the top (posting) section into the cut opening from the front side of the gate or panel.

- Ensure the front flange sits flush against the surface
- Hold the unit in position ready for fixing



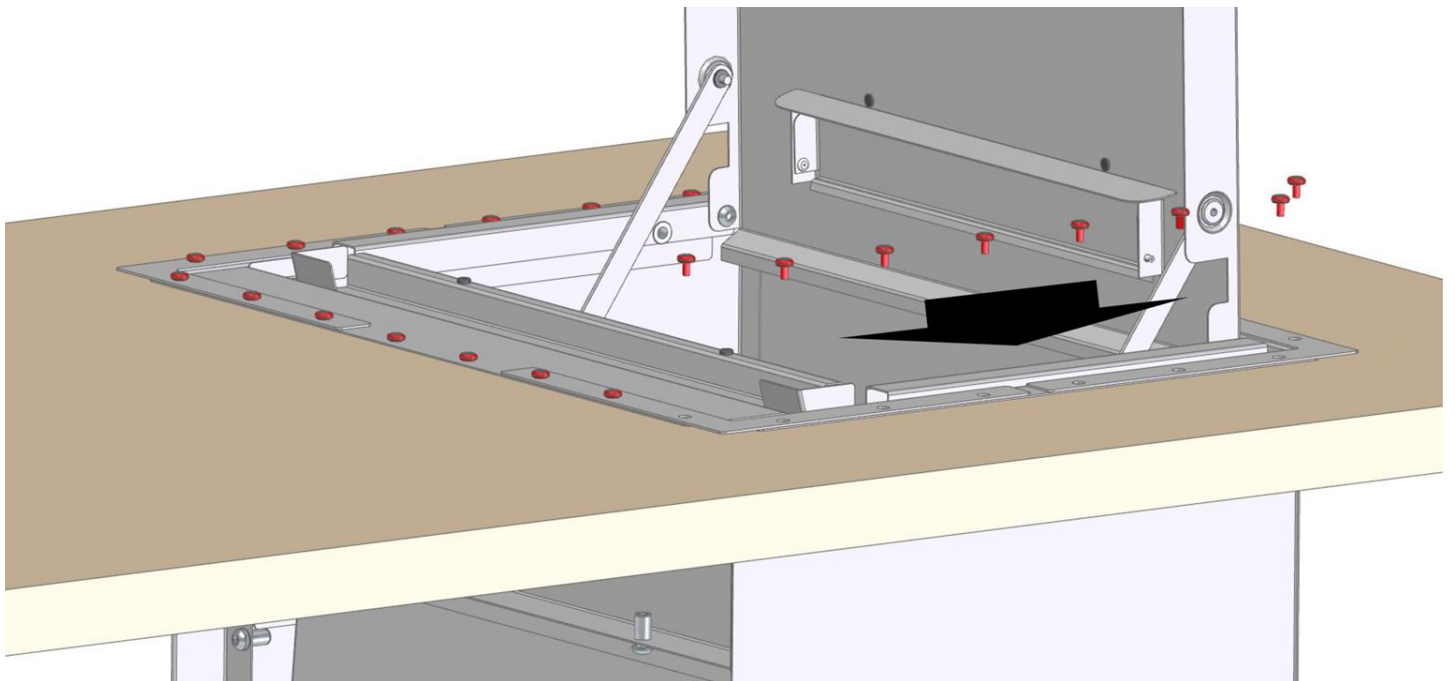
4. Fix the Top Section

Secure the top section to the gate or fence panel using suitable fixings.

- Use **screws or bolts appropriate for the material** of the panel (e.g. timber, metal, composite)
- Ensure fixings are of **sufficient length and strength** for a secure installation

⚠ *At this stage, ensure the unit is supported by a second person while positioning and fixing.*

- Check alignment (level and flush) before fully tightening



5. Adjust the Depth

Set the depth of the bottom section based on the thickness of the gate or panel:

- Adjustable range: **0–115 mm**

To adjust the depth:

- There are **4 M5 bolts in total** that control the adjustment
- **2 bolts are located at the bottom of the collection box (external underside)**
- **2 bolts are located inside the upper part of the collection box**

👉 These bolts must be **loosened (not removed)** to allow the section to slide and adjust.

Once loosened:

- Slide the bottom section to the required depth
- Re-tighten all 4 bolts securely after adjustment

Adjust the depth so that the **front face of the bottom (collection) section sits flush against the internal surface of the gate or fence panel.**

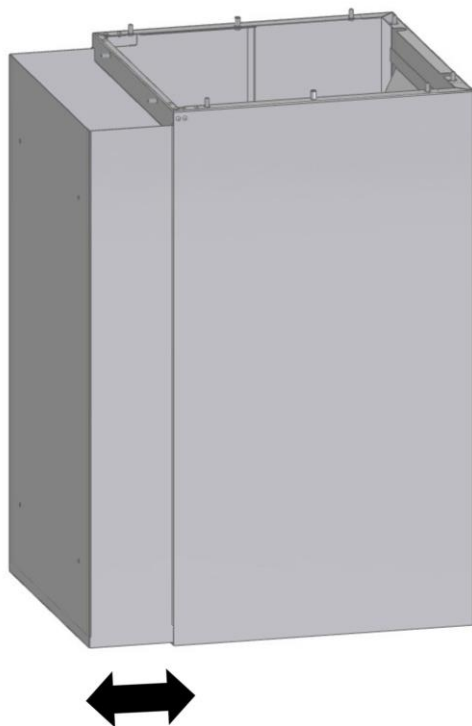
👉 Where possible, align the front section so it sits against structural elements such as:

- Timber battens
- Reinforcement bars
- Gate frame members

This is important because:

- These points will be used for **final fixing of the bottom section**
- It provides **stronger and more secure structural support**
- Reduces load on

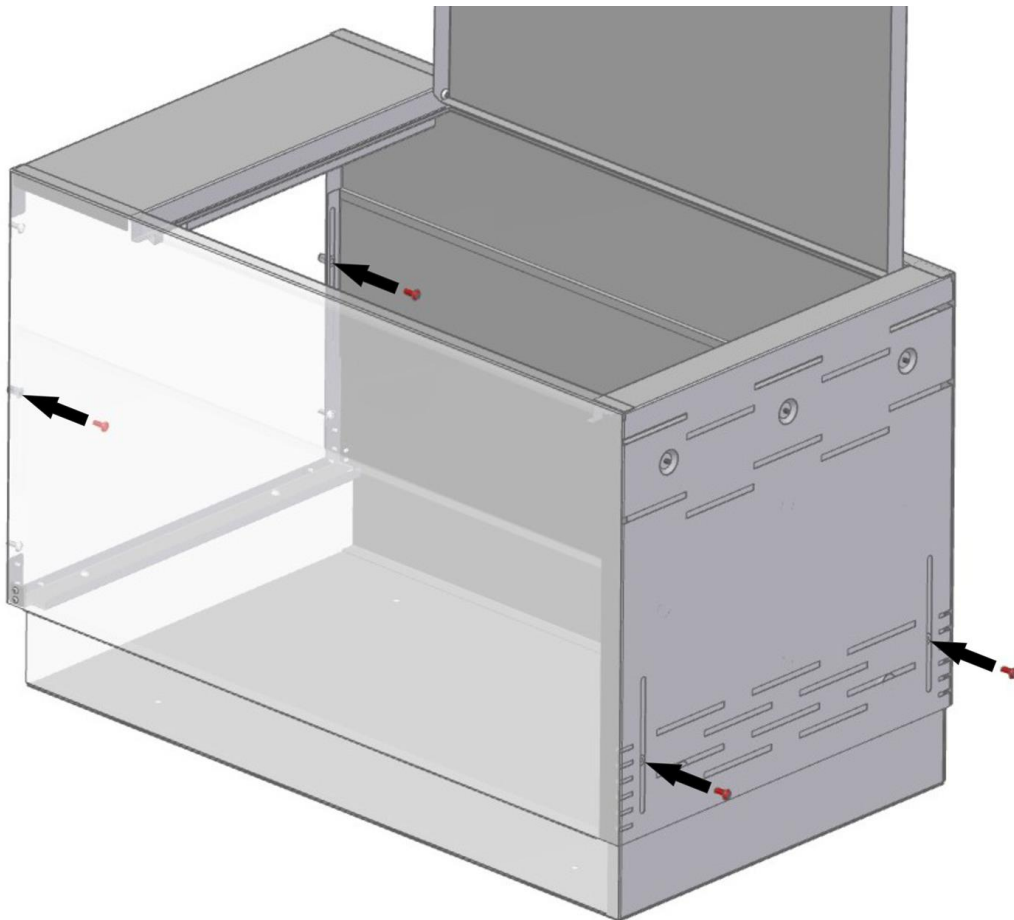
the front fixing flange



6. Pre-Assemble the Bottom Section

Loosely secure adjustable parts using 4x **M5 bolts**.

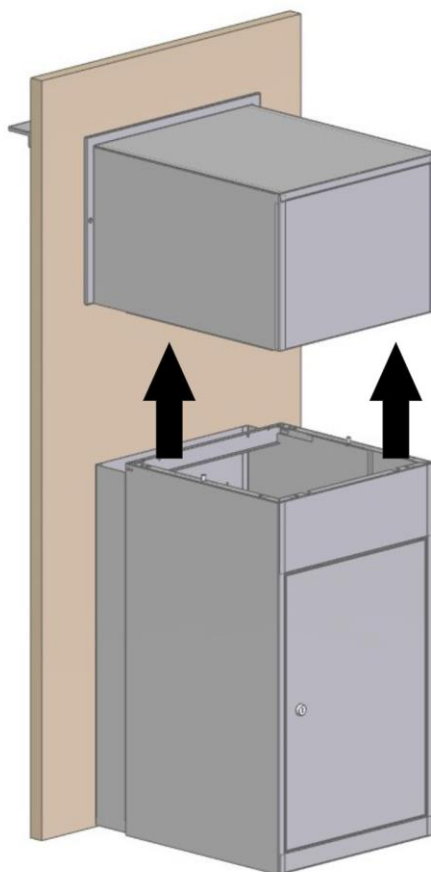
- Do not fully tighten yet



7. Position the Bottom Section

From the rear side, slide the bottom section into the top section.

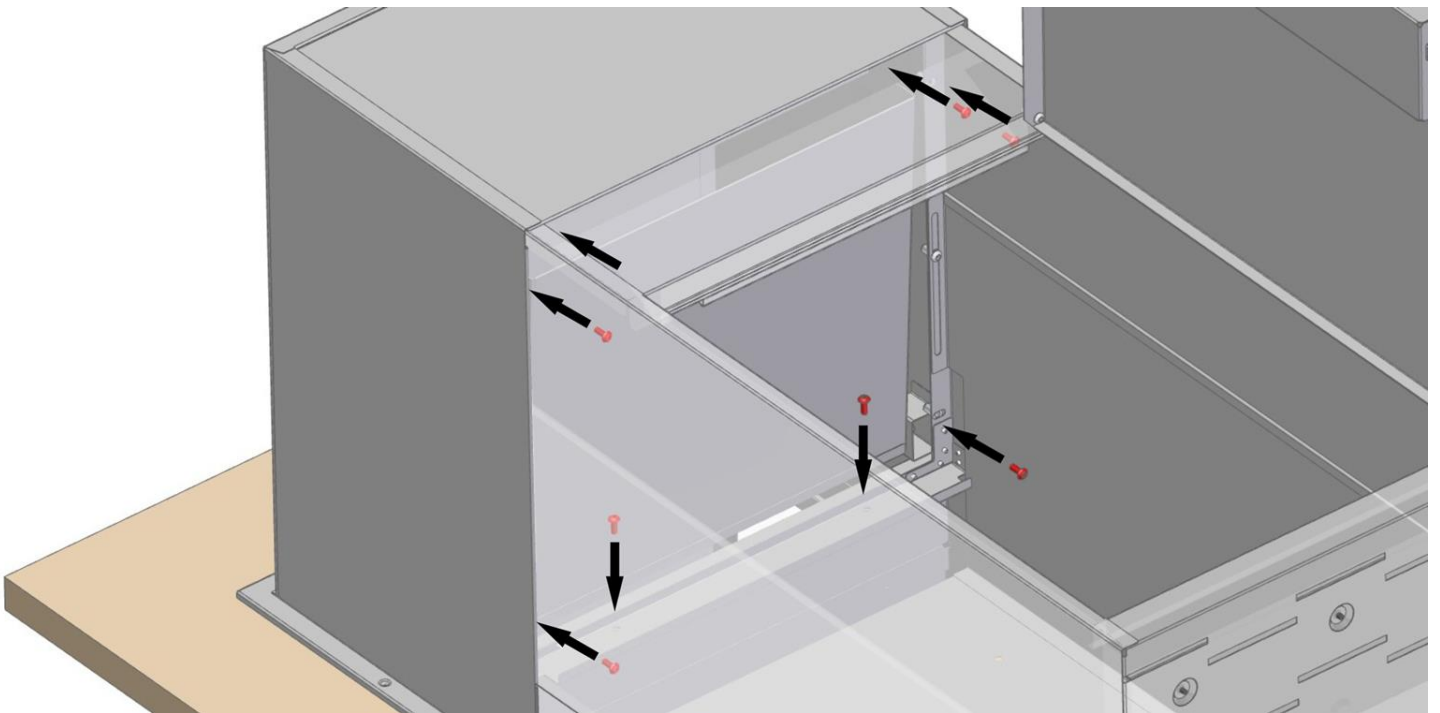
⚠ *We strongly recommend supporting the bottom section from underneath during this step to ensure safe and accurate alignment.*



8. Secure Top and Bottom Together

Fix both sections together using **M5 bolts**.

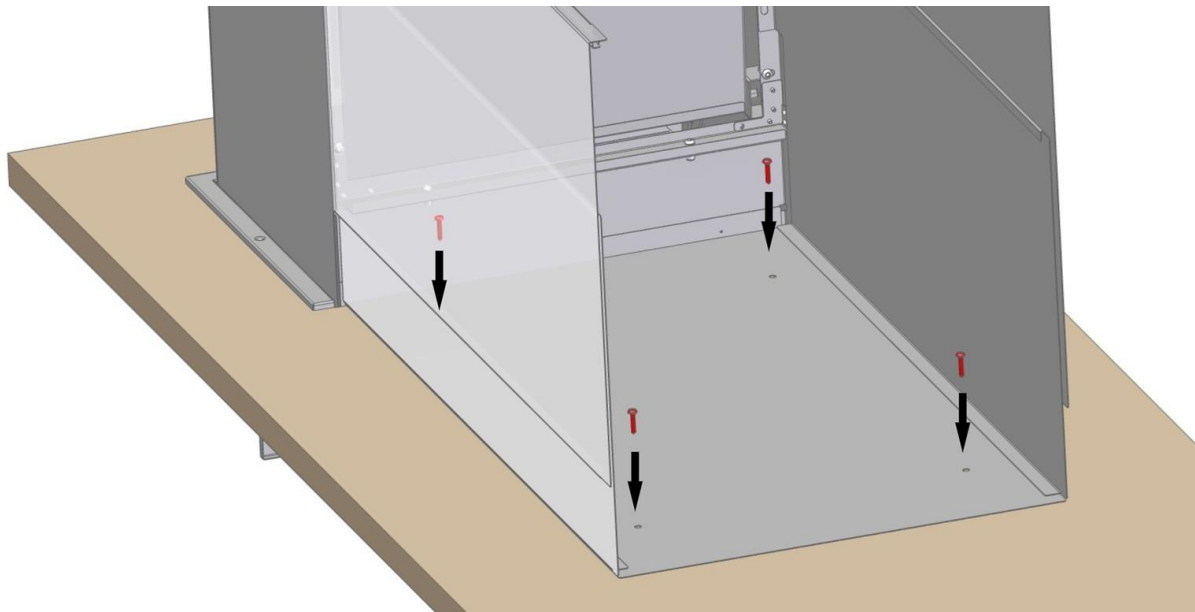
- Ensure correct alignment before tightening fully



9. Fix the Bottom Section

Secure the front section of collection box to the panel using appropriate fixings.

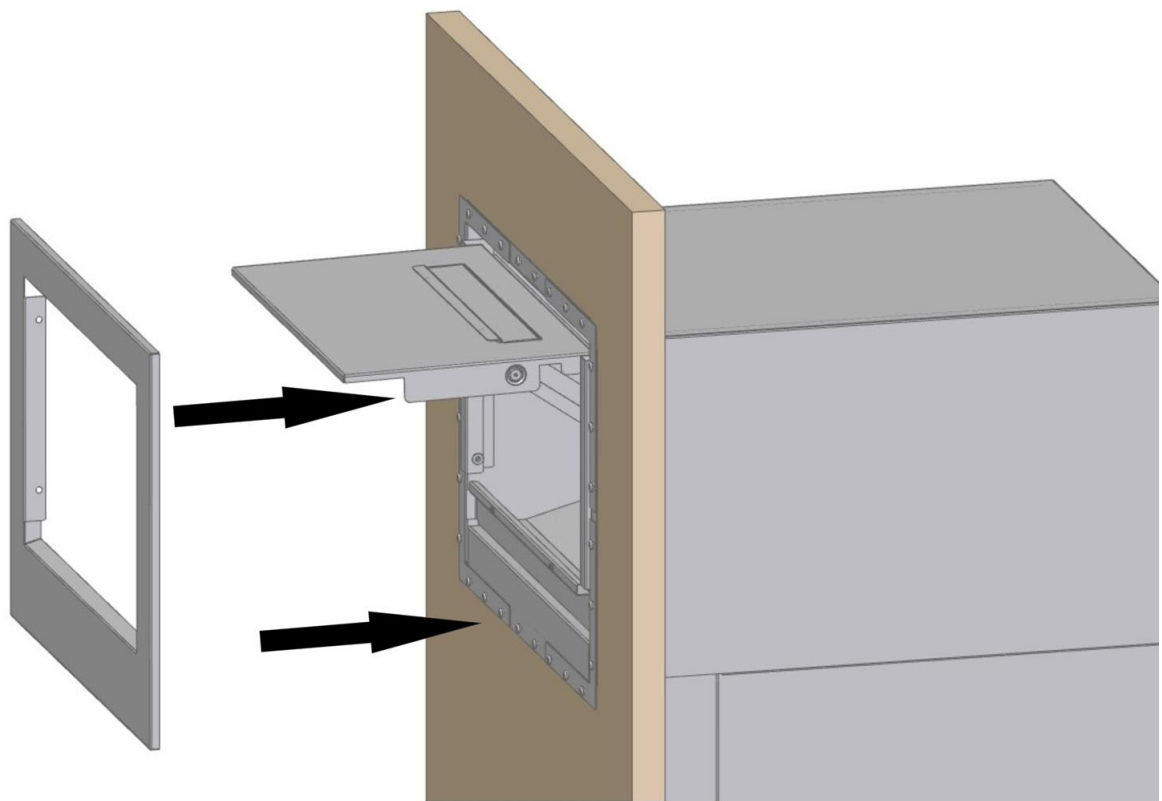
If the unit does not sit flush, re-adjust depth (repeat Steps 5–6)



10. Install Front Trim Frame

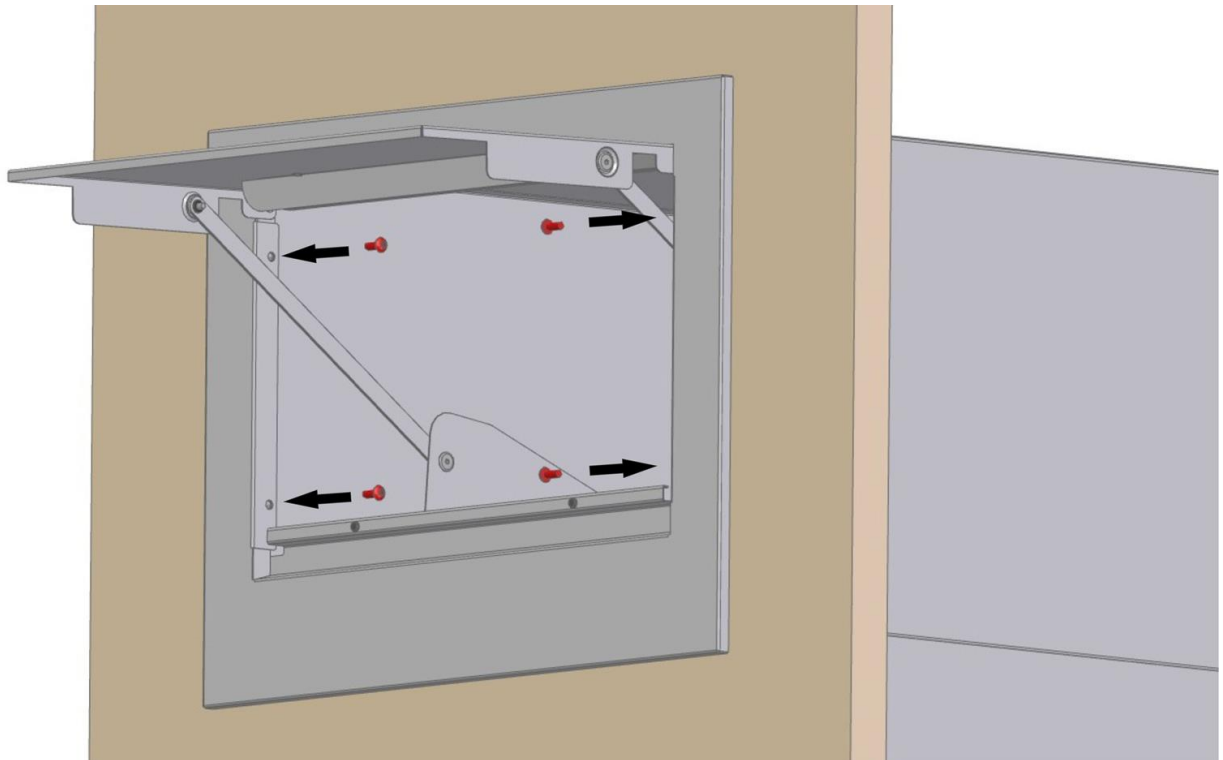
Slide the front trim panel into position.

- This covers the cut edges for a clean finish

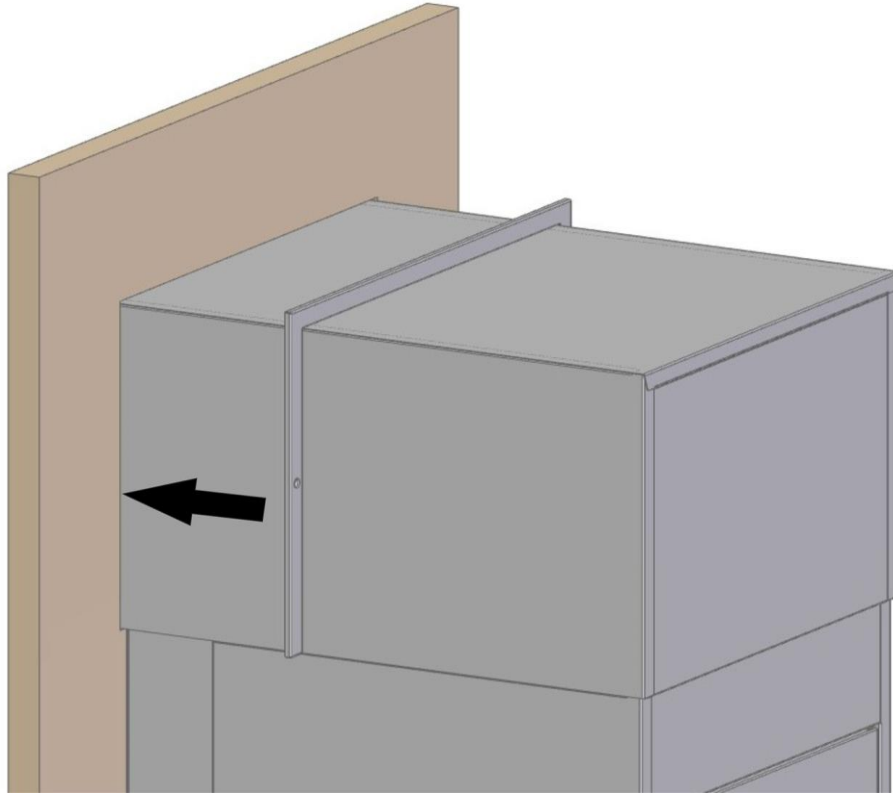


11. Fix Front Trim

Secure using 4 x M5 bolts

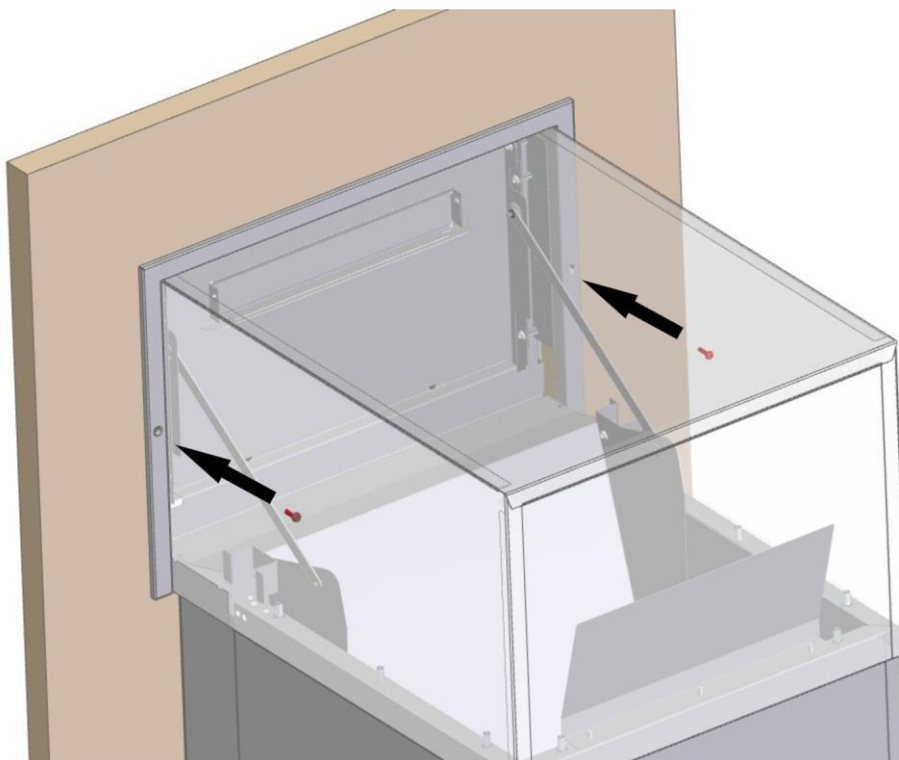


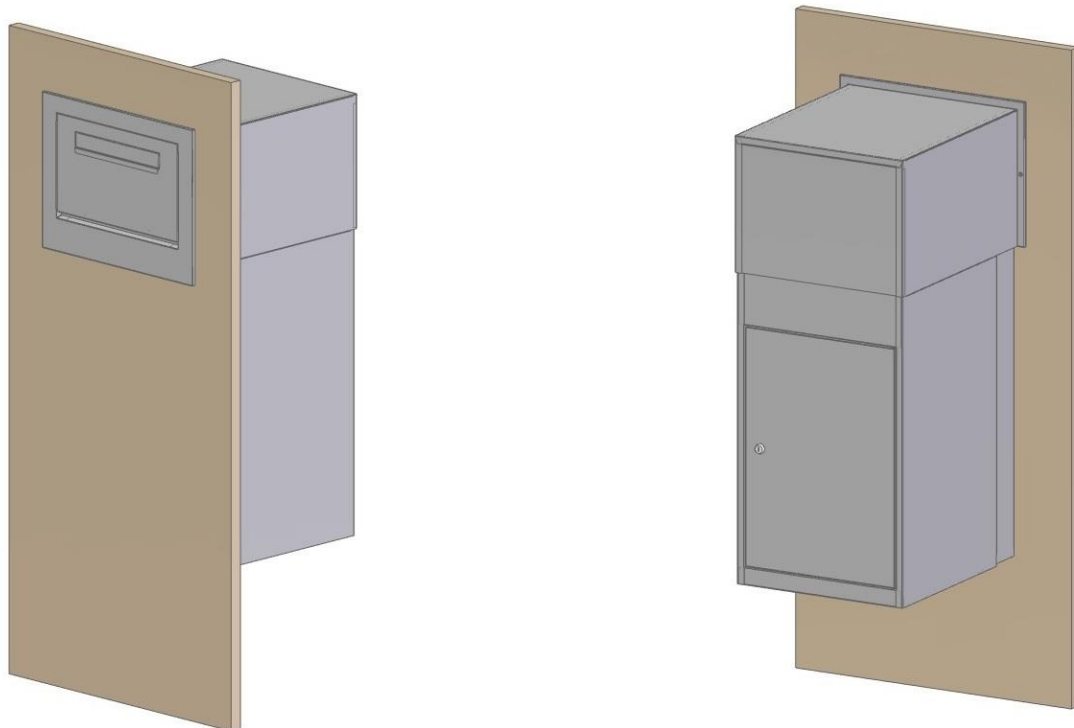
12. Install Rear Trim Frame



13. Fix Rear Trim

Secure the rear trim using appropriate fixings for your material





Installation Disclaimer

This guide is provided as general guidance only. Installation methods and requirements may vary depending on the structure and materials used. The installer is responsible for selecting appropriate fixings and ensuring the product is installed safely and securely. Letterbox4you Limited accepts no liability for issues arising from incorrect installation or use of unsuitable fixings.