



User Manual & Setup Instructions

Welcome to Loxx Boxx!

At Loxx Boxx, we protect your deliveries outside of your home.

Accessories Kit

The kit will be on top of your Loxx Boxx when you open it.



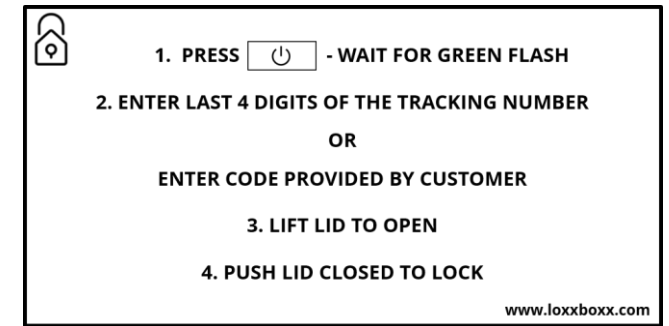
Power Bank



Mounting Hardware



Micro USB Charging Cable



Instruction Magnet

Initial Setup

Charge the Loxx Boxx power bank by placing the micro USB tip into the power bank. Then connect the USB to a wall charger*.

The indicator lights will flash while charging.

Once fully charged you can use the power bank to charge your Loxx Boxx.



**5v wall charger not included.*

Charging Your Loxx Boxx

1. Connect the power bank to the USB cord.
2. Insert the micro USB into the Loxx Boxx.
The charging port is on the left side of the panel. It can be accessed with the Boxx closed.
3. The Power button will flash green when the Boxx is awake.
4. Battery indicators are as follows:
 - GREEN: Fully charged
 - YELLOW: 30%-80% battery level
 - RED: below 30% battery level
5. Charging indicators are as follows:
 - FLASHING YELLOW: charging
 - SOLID WHITE: fully charged
6. The Boxx LED's will sleep during the charging process. To check charging status, simply press the power button.



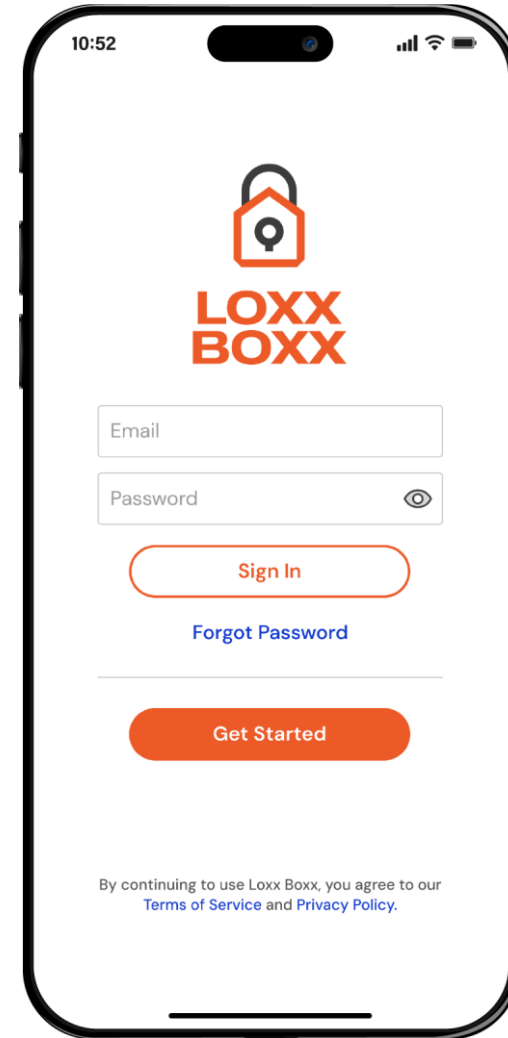
Registration

Scanning the QR Code to the right will direct you to the Apple App Store or Google Play Store to download the Loxx Boxx App.



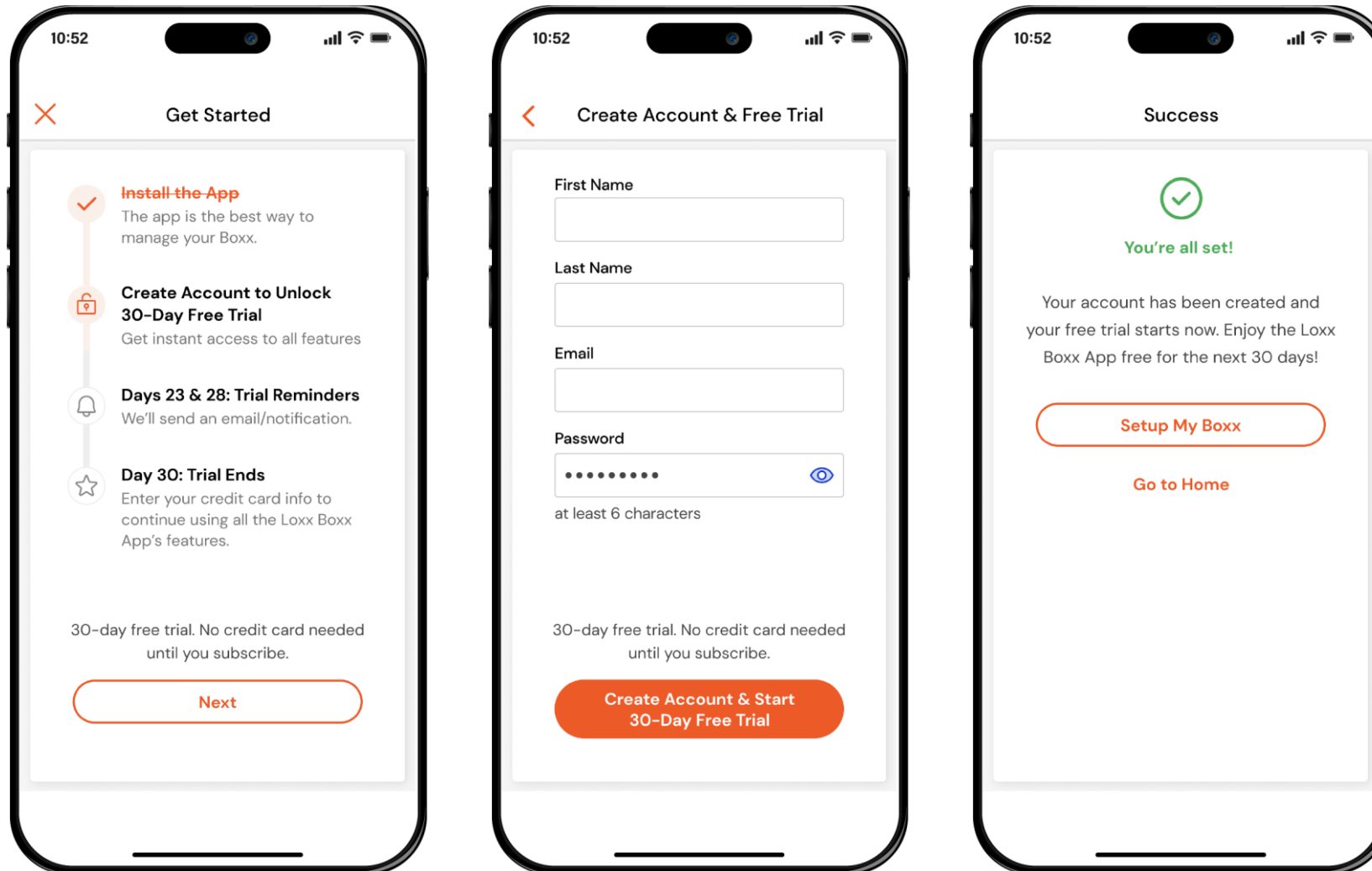
App and Boxx Setup

Once you have downloaded the app, select “Get Started” to begin.

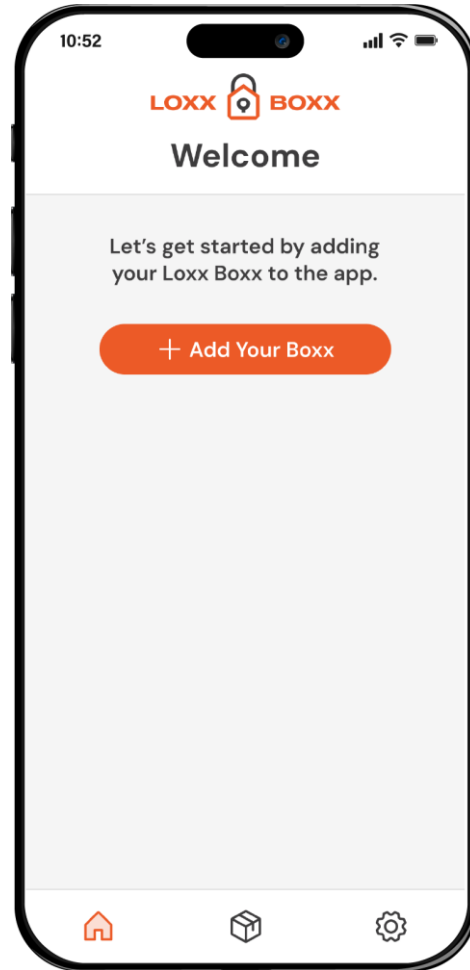


App and Boxx Setup

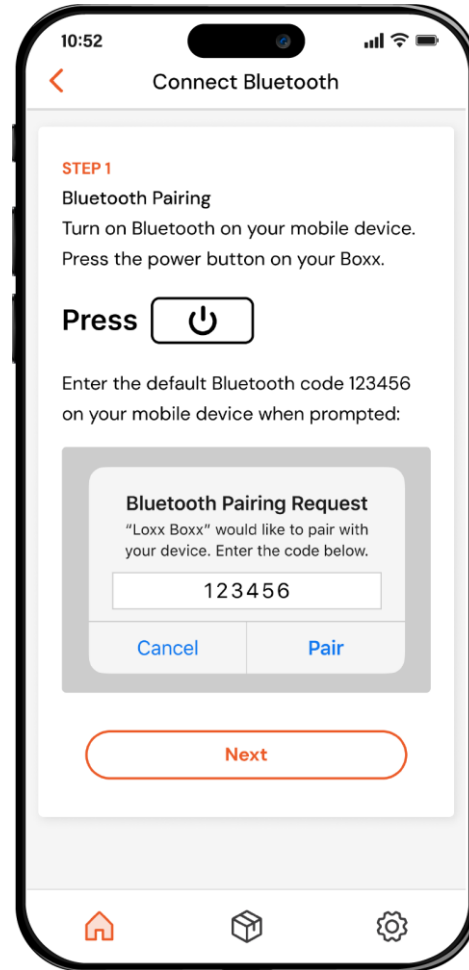
The App will guide you through the registration process.



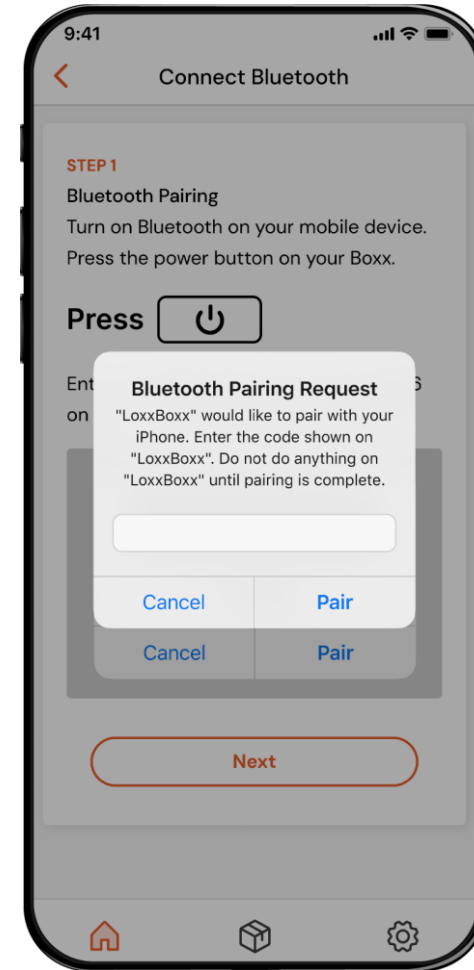
Connecting Loxx Boxx with App



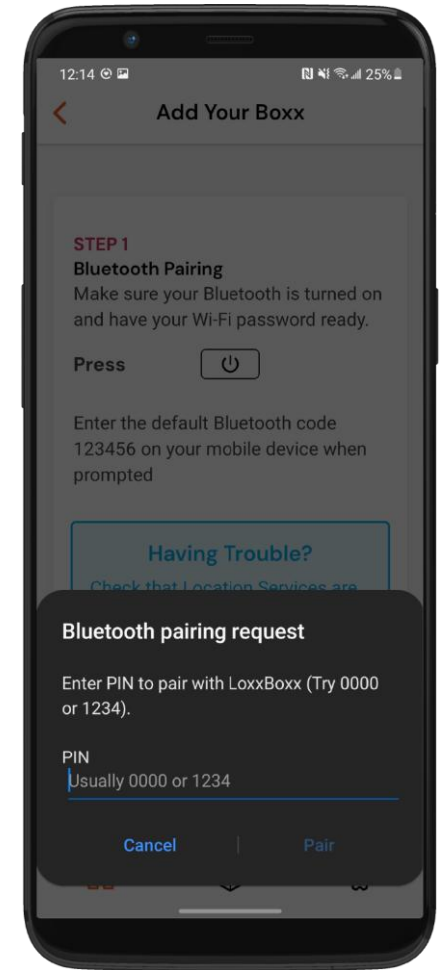
Select "Add Your Boxx" to configure your new Loxx Boxx



iOS/Apple



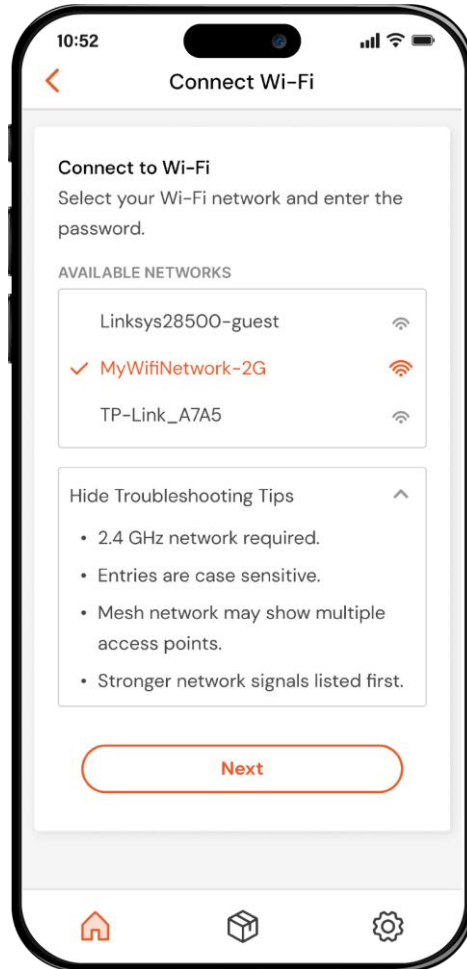
Android



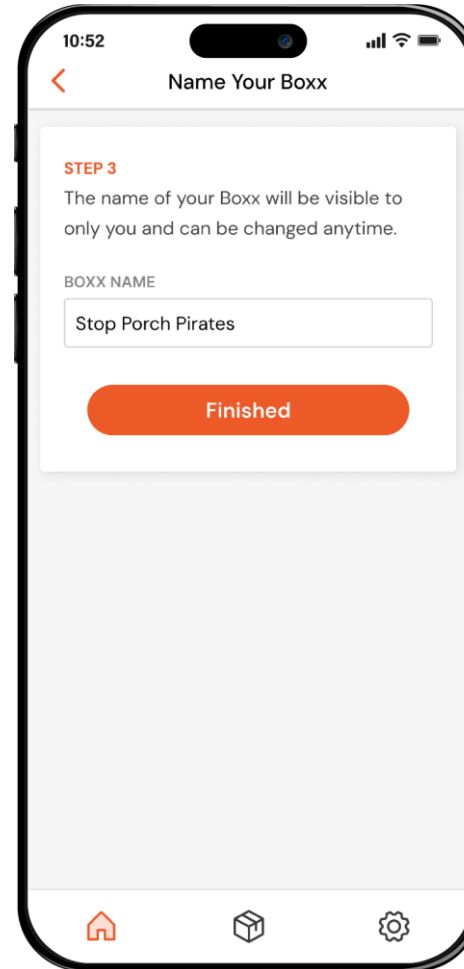
Google REQUIRES that location services be turned on to connect to a Bluetooth device.

Connecting Loxx Boxx to Wi-Fi

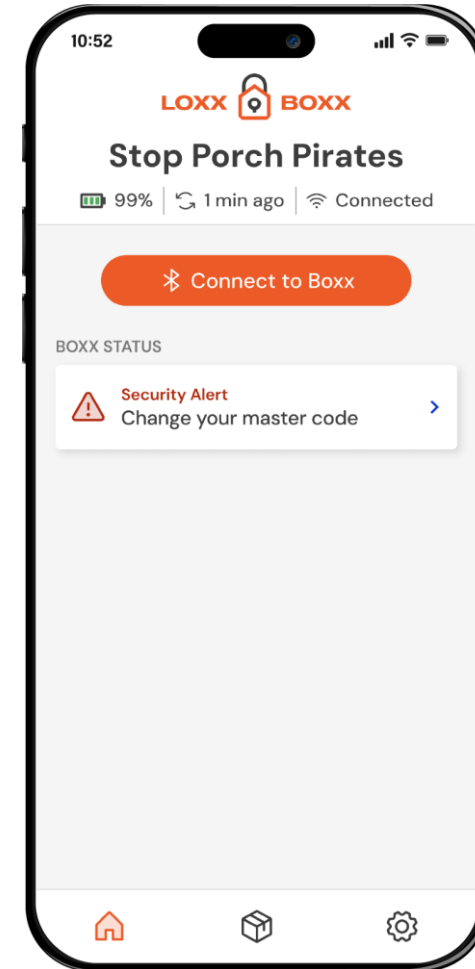
Select a Wi-Fi network and enter your network password.
(2.4 GHz network required.)



Give your Loxx Boxx a name.

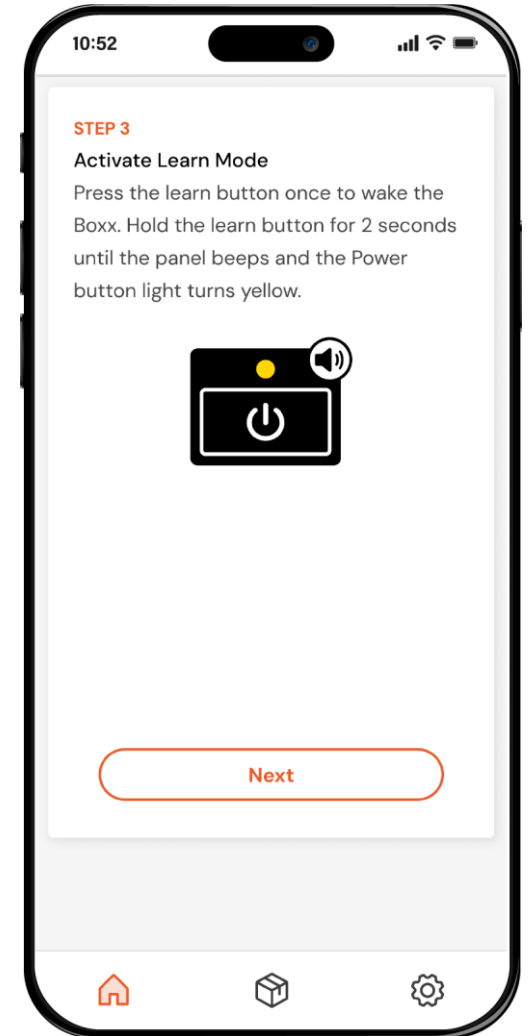
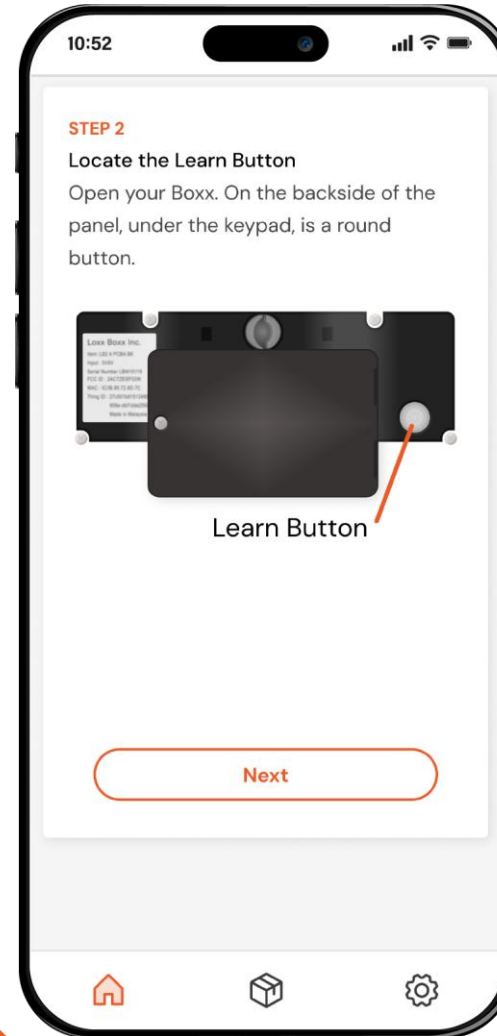
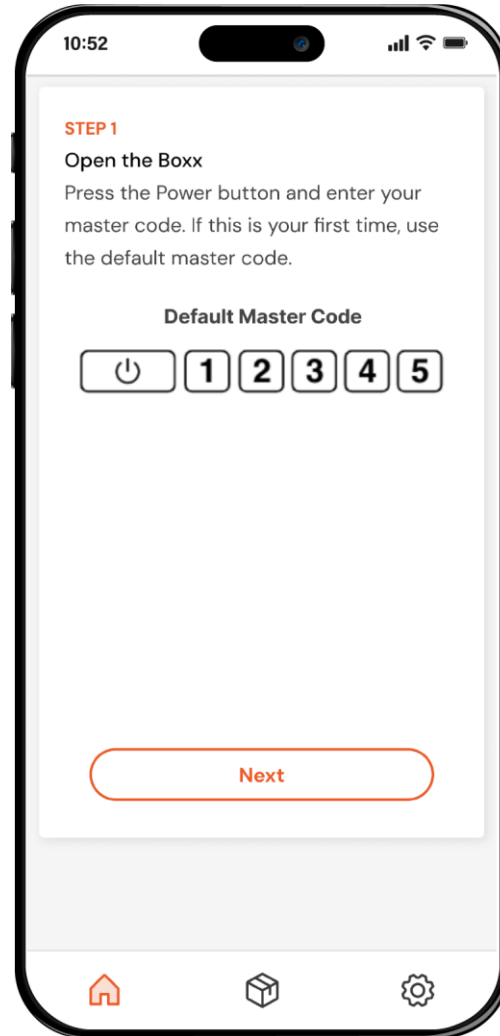
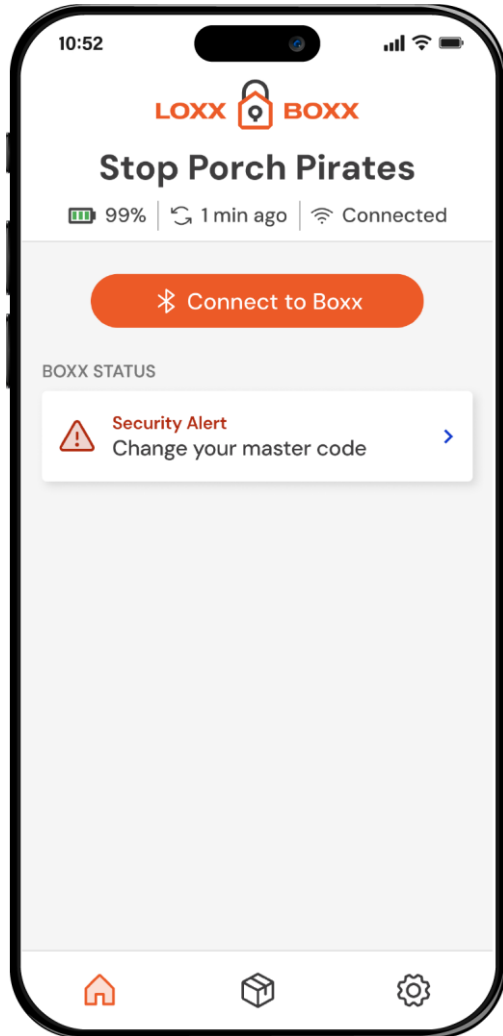


Your Loxx Boxx is now paired with Bluetooth and Wi-Fi.

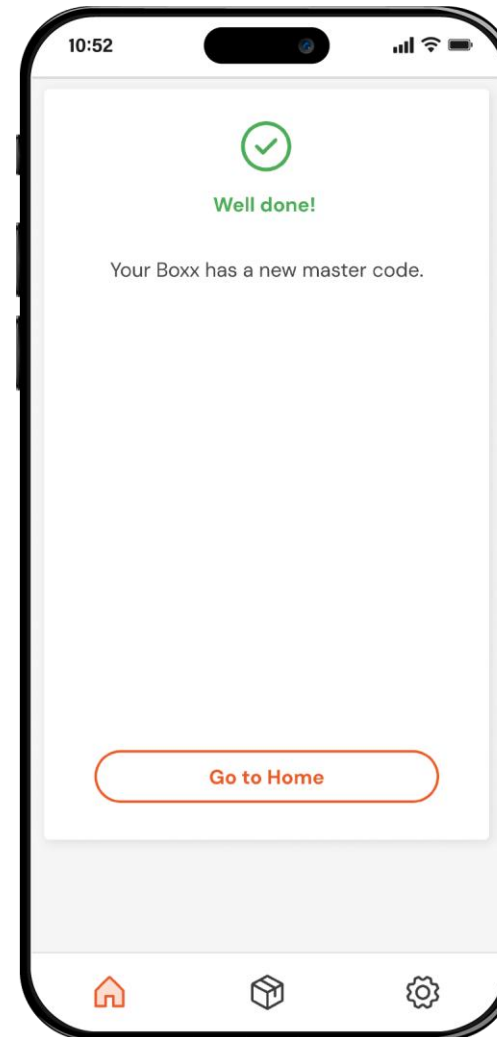
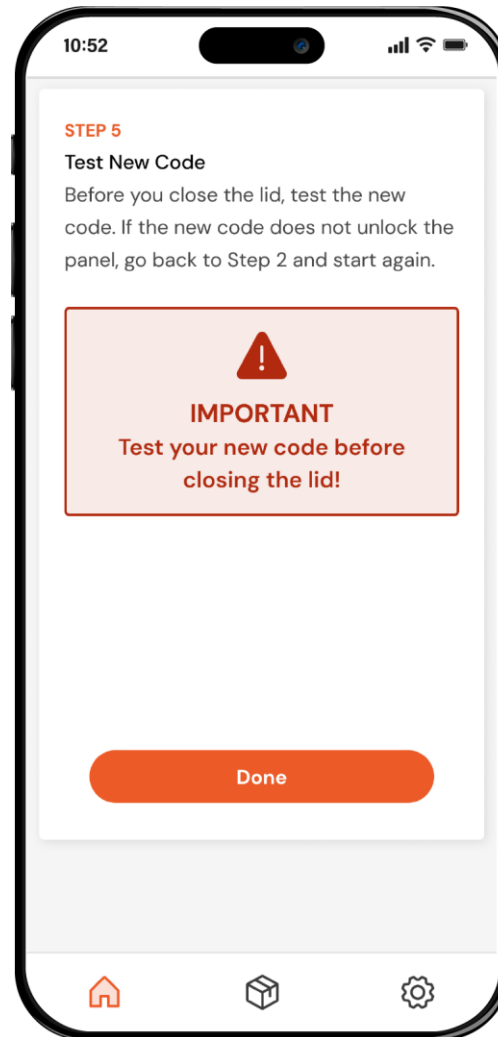
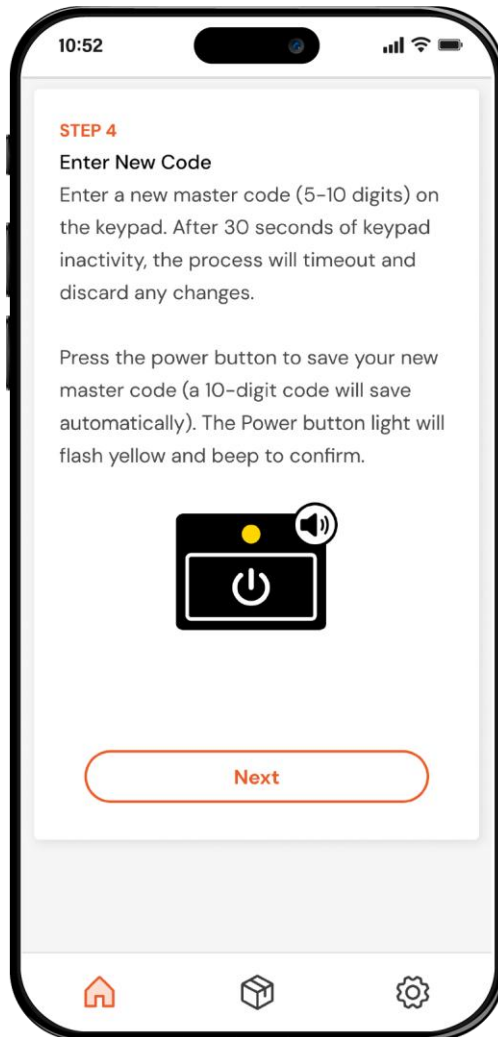


Setting a Master Code

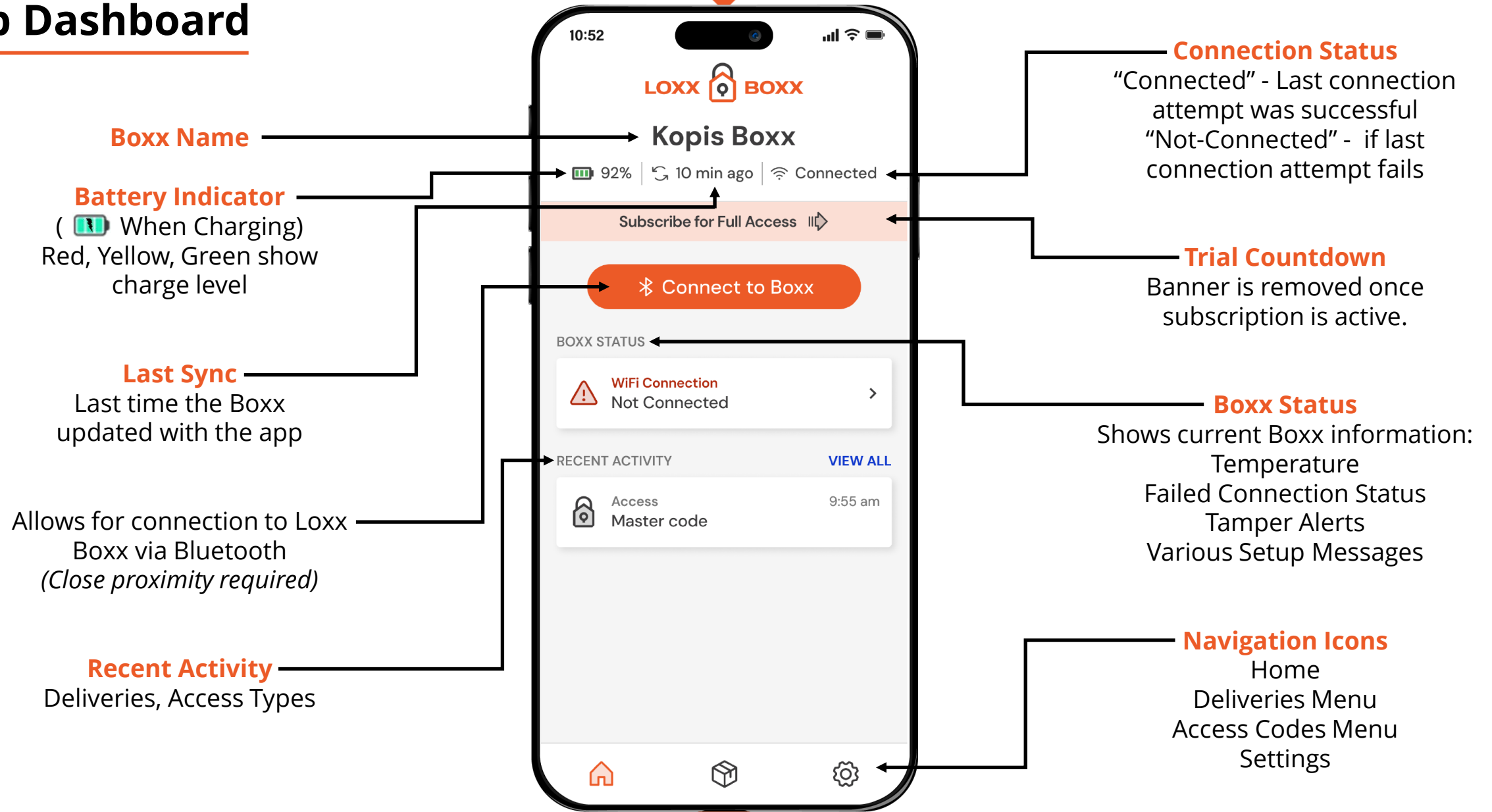
Select “Change your master code” and follow the on-screen instructions.



Setting a Master Code



App Dashboard

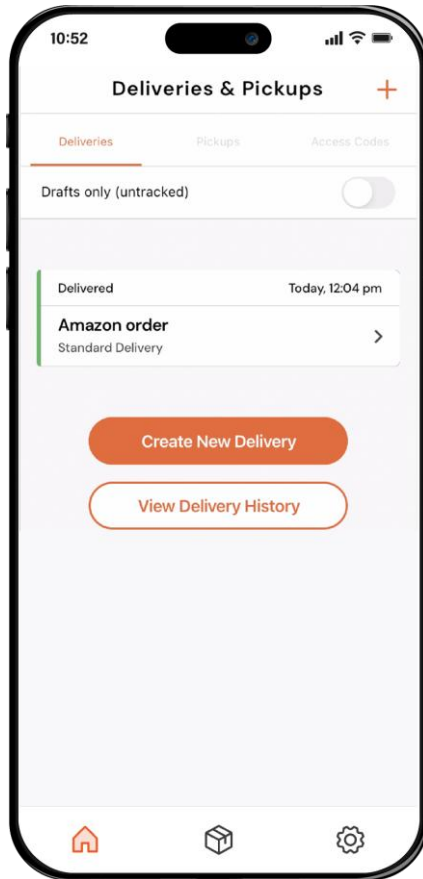


Deliveries

Deliveries are scheduled items coming to your Loxx Boxx. You can enter a description, designate delivery type, and add the tracking number. Items with tracking numbers are automatically tracked in the app. The app also creates a 1-time-use Access Code that allows the carrier to access the Boxx. **All carrier information is conveniently available in the app.**

You can view all pending deliveries and pickups, as well as Delivery History.

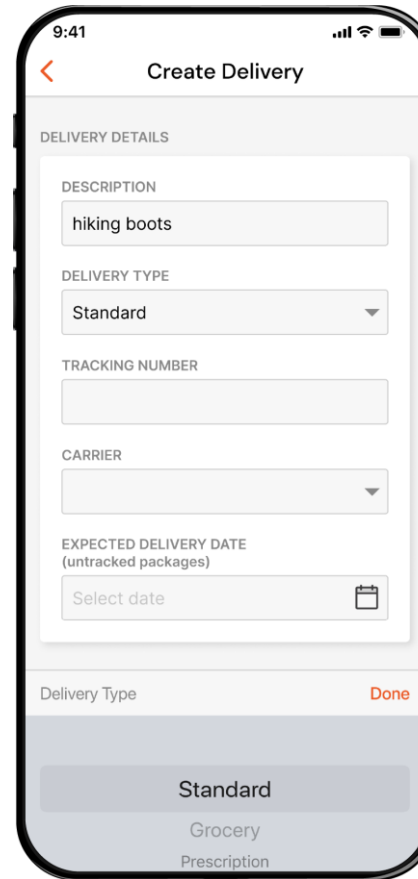
To add a new Delivery, select "Create New Delivery"



Add a description.

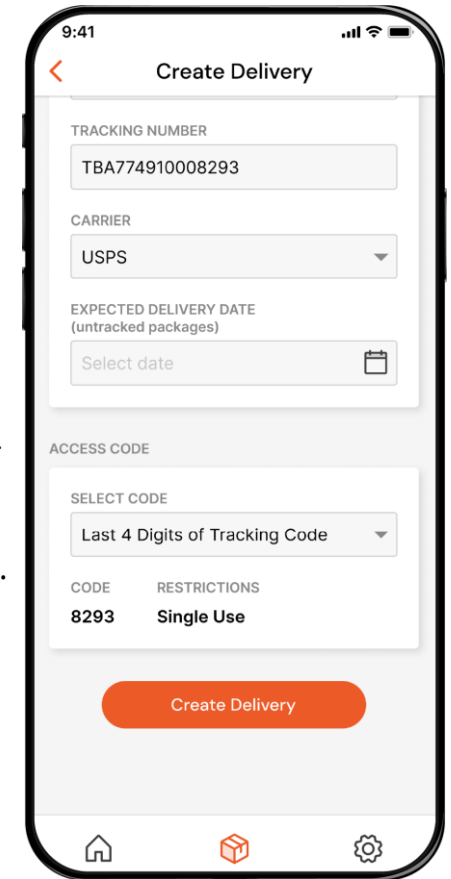
Select Delivery Type from the dropdown menu.

Insert Tracking Number.



Once Tracking Number is added, the Carrier and Delivery Date will auto-populate.

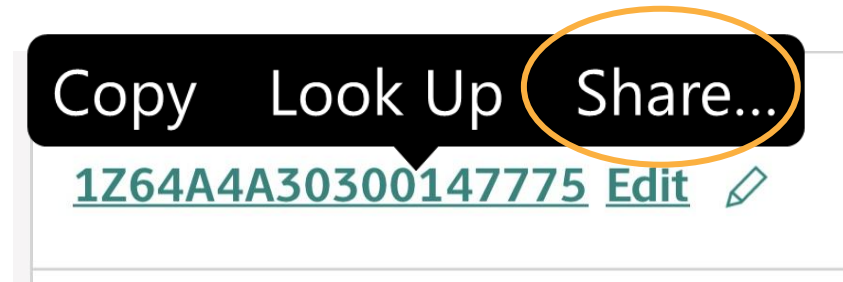
If you have a designated Access Code that you prefer to use, it can be selected at the bottom of the screen.



Time Saving Tip

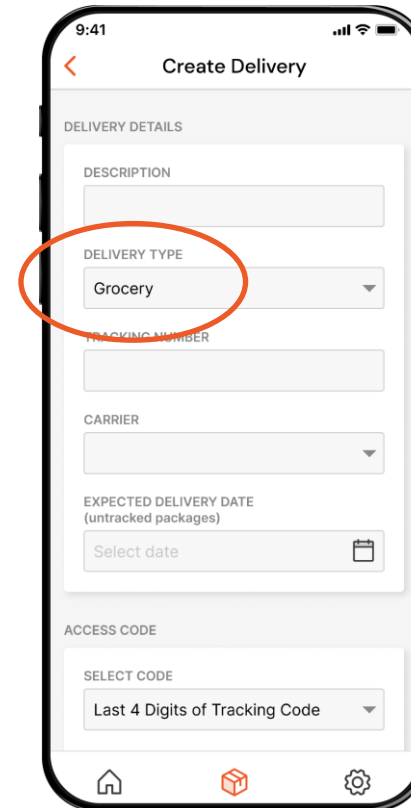
Highlighting and selecting a tracking number on your mobile device will allow you to use the SHARE feature to create a Delivery inside the App.

1. Select the Tracking Number.
2. Tap Share.
3. Select the Loxx Boxx App from the menu.
4. The Tracking Number will automatically be added to the Deliveries Creation screen.



Pro Tip

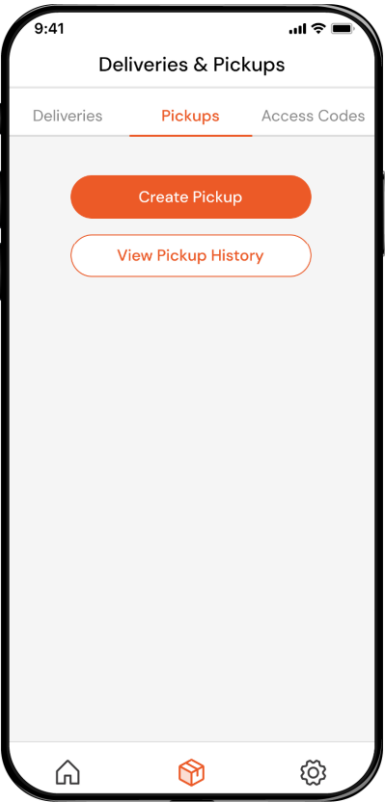
Designating the Delivery Type as **Grocery or Prescription** turns on the temperature monitoring when the delivery is made and turns off the monitoring feature when you access the Boxx via Bluetooth or with the Master Code.



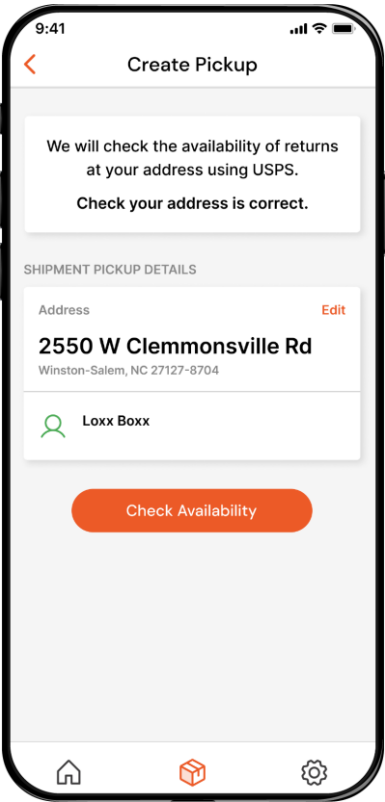
Creating a Pickup

Schedule USPS to pickup directly from your Loxx Boxx. Just complete the fields in the app and USPS will be automatically sent an access code and then pickup from your Boxx the next business day.

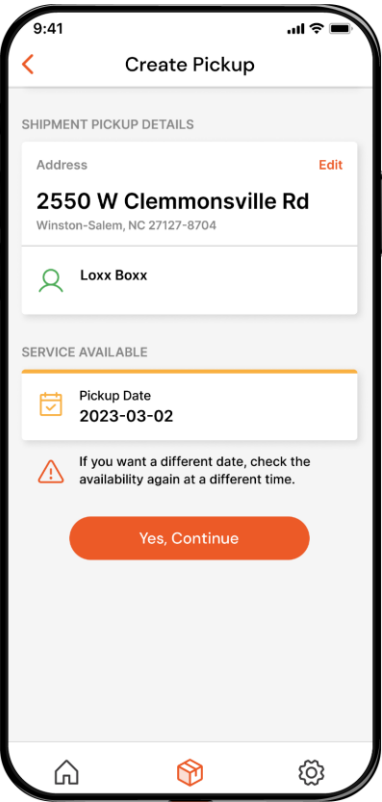
Select Pickups, then
"Create Pickup".



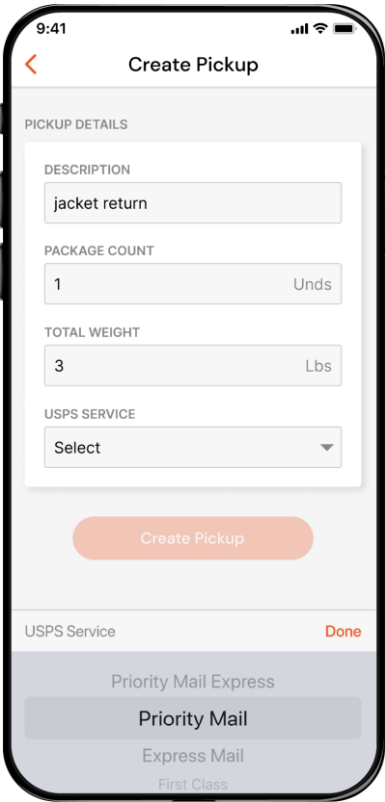
Validate your address.



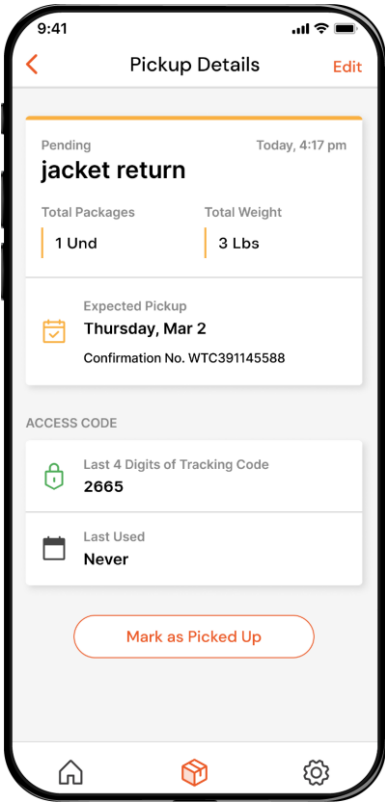
Confirm your
pickup date.



Choose the USPS
service type,
select "Done",
then "Create Pickup".



The Pickup is now
scheduled. You can select
"Edit" to cancel the pickup.



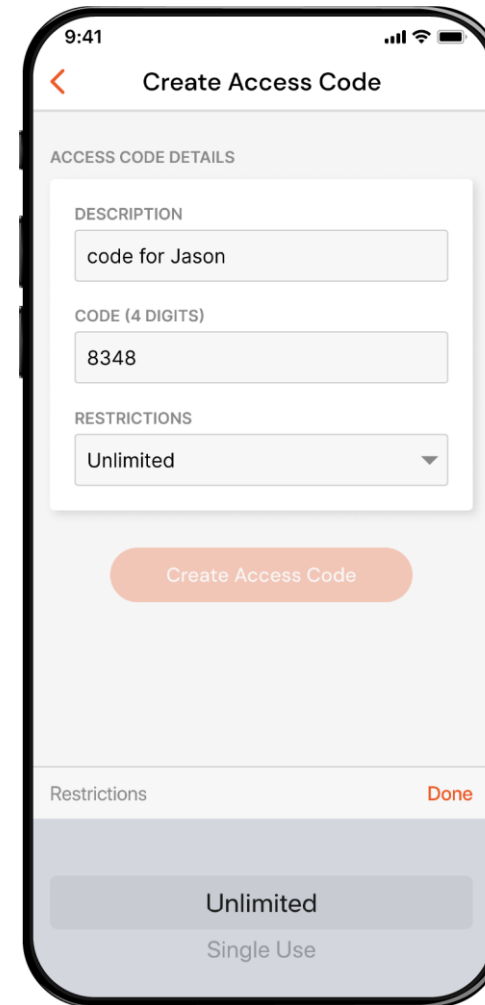
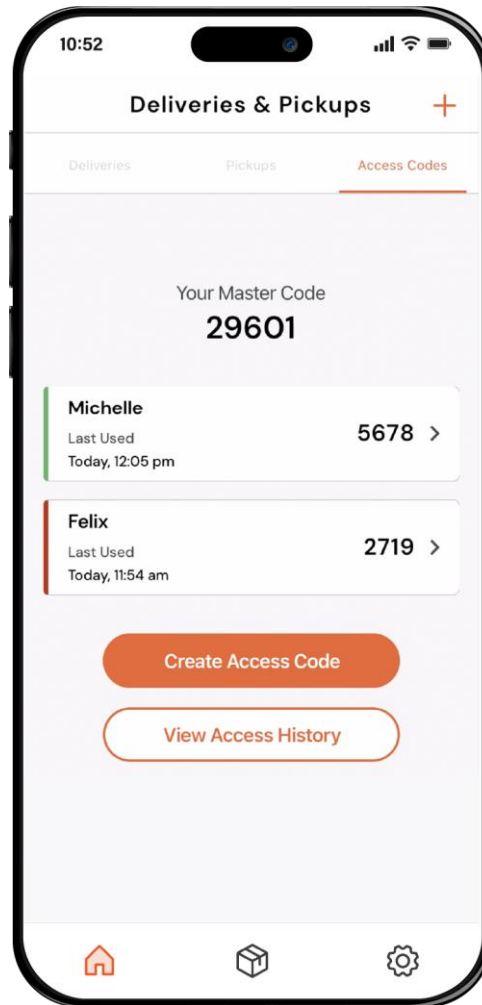
Access Codes

Access Codes are 4-digit codes that control access to your Loxx Boxx. These can be designated as single or unlimited use. Access Codes are ideal for frequent or non-tracked deliveries.

The Master Code is displayed at the top of the Access Codes Screen. It can be changed from the settings page.

Active and Inactive codes can be viewed on the page. To remove a code, swipe left and select Delete.

To edit, select the code to view the code detail page.



To create an access code:

Enter the code description.

Choose a 4-digit code.

Select Unlimited or Single Use.

Click "Create Access Code".

Carrier Adoption

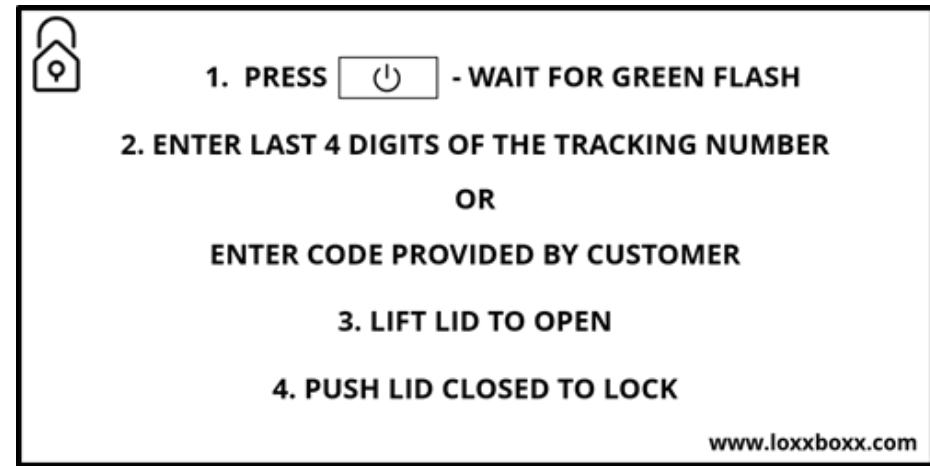
We have had great success with delivery drivers using Loxx Boxx. If you share a Tracking Number into the App, the last 4 digits of the tracking number become a one-time use code. There are instructions on the Boxx for the carrier to use the tracking number. Alternatively you can put an access code or delivery instructions in your shipping address as referenced below. It is also beneficial to explain to a postal worker or delivery person how the Boxx works and that the simple design will not slow them down on their delivery route.

Address example for one-time use codes:

John Doe
123 No Pirates Lane
Deliver Into Loxx Boxx: Code 1234
Parcel Perfect, USA

Address example for multi-use codes:

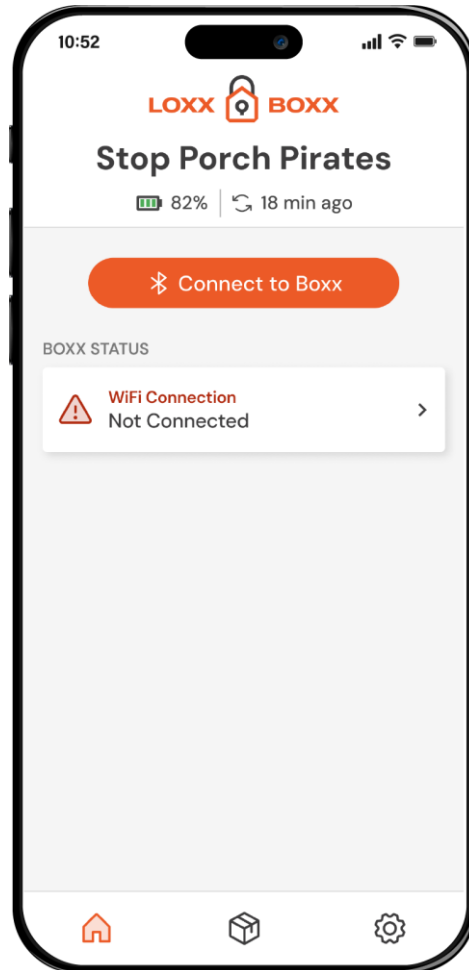
Jane Doe
123 No Pirates Lane
Deliver Into Loxx Boxx
Parcel Perfect, USA



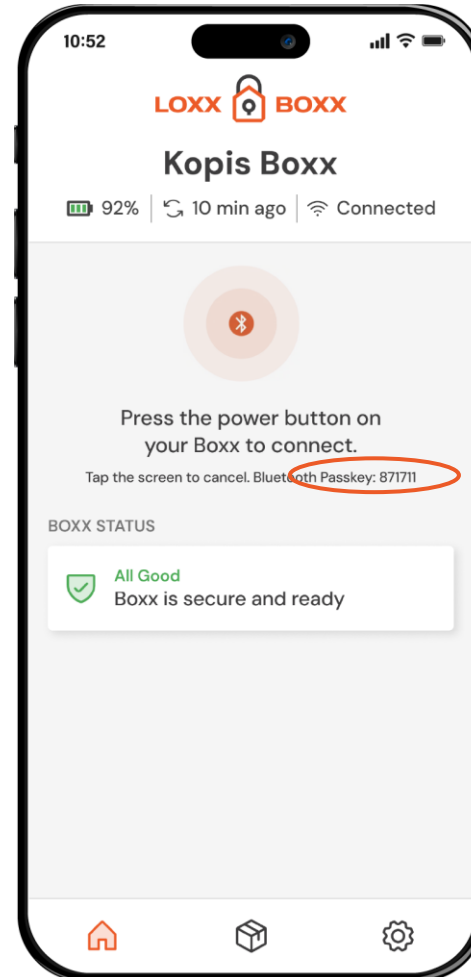
Carrier Magnet included with purchase.

Adding Additional Mobile Devices

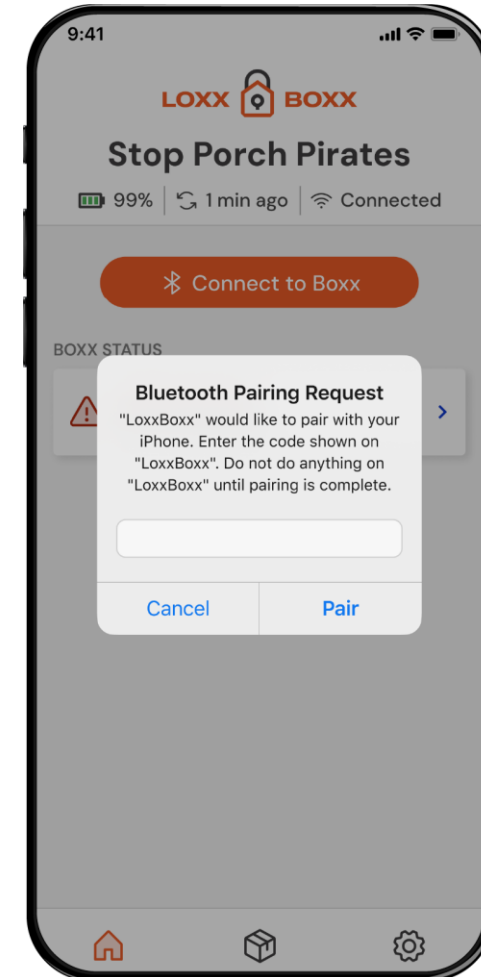
Sign in with your User Name and Password, then select "Connect to Boxx"



Note the secure Passkey.



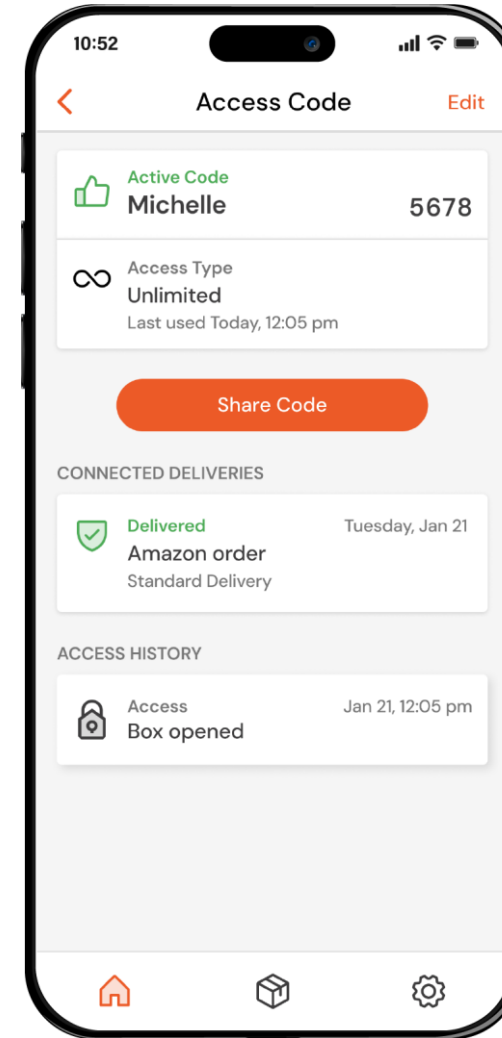
Enter the Passkey and select "Pair" to connect your device.



Share with Friends





You can send your friends an Access Code directly from the Access Code screen in the app.





Select “Share Code” and the App will open your messaging apps and allow you to choose how you share.



Settings

The settings page hosts: Setup and Features Videos, Notification options, Temperature Settings, and Account Information.

Settings		
FEATURES		
	Notifications & Alerts	>
	Voice Assistant	>
	Connect Your Inbox	>
	Forward Tracking Numbers	>

RESOURCES		
	Tutorial Videos	>
	Lights & Sounds Guide	>
	Shop Accessories	>
	FAQs & Customer Support	>

ACCOUNT DETAILS	
Boxx Name & ID	>
Personal Info & Address	>
Bluetooth & Network Connection	>
Master Code	>
Reset or Remove Boxx	>
Delete Account & Data	>
Manage Account	
Log Out	
Version 2.9.0	

Boxx Indicators

Indicators are only on when Boxx is awake.
Press Power button to wake up the Boxx.



Tamper Alarm	LED & Alert Response
Tamper Alert	Flashing Red, Beeping



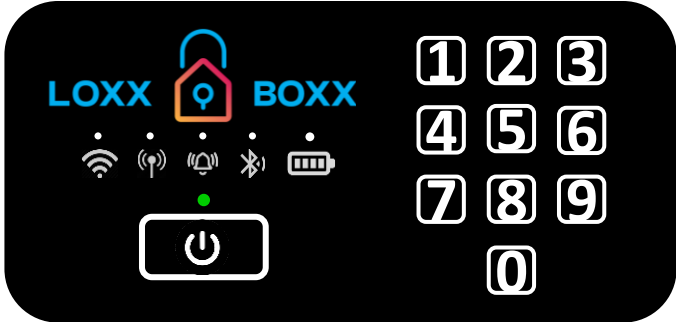
Wi-Fi	LED Response
Connected to Wi-Fi	Solid Green
Failed to Connect	Solid Red



LTE	LED Response
Connected to Carrier Signal	Solid Green
Failed to Connect	Solid Red



Bluetooth	LED Response
Bluetooth Available to Pair	Slow Blue Flash
Bluetooth Connected	Solid Blue



Battery	Light and Audible Alert
Charging	Slow Yellow Flashing
Charging Complete	Solid White
Battery Above 80% Capacity	Slow Green Flash
Battery Between 30% to 80% Capacity	Slow Yellow Flash
Battery Below 30% Capacity	Slow Red Flash



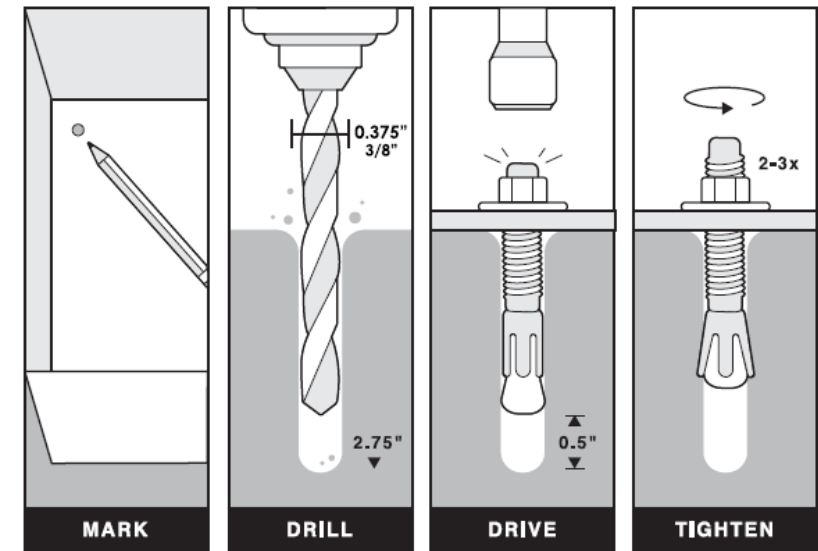
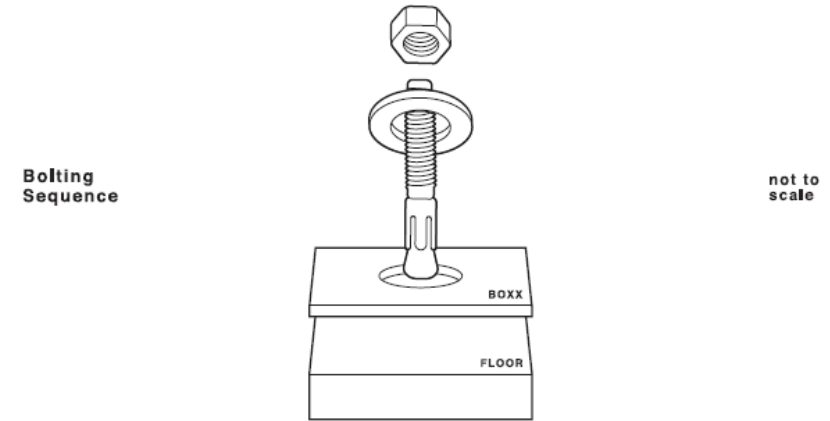
Power Button:	LED & Alert Response
Awake/Ready for Keypad Input	Flashing Green
Checking Server for Access Code Validity	Solid Teal
Code is Valid	Single Green Flash, Single Beep, Boxx Unlocks
Code is Invalid	Red Flash / Beep
Software Update in Progress	Solid Purple

Mounting a Loxx Boxx

Mounting instructions are included with your mounting hardware in the accessories kit. They can also be found on our website under support.

Find more helpful information at <https://loxxboxx.com/pages/install-support>

floor mount INSTRUCTIONS



Master Reset

To fully reset your device, you must delete the Loxx Boxx in the app and then follow these directions:

1. Use your Master Code to open the Loxx Boxx.
2. Hold both the Power and Learn buttons simultaneously for 10 seconds.
3. The Boxx will beep and the power button will flash red to confirm reset.

This will remove all access codes and configuration options from the Loxx Boxx.

This will not stop any recurring billing. Please contact customersupport@loxxboxx.com to address any billing issues.

Need More Help?

Don't hesitate to reach out to us!

www.loxxboxx.com

336.891.2559

customersupport@loxxboxx.com



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