



parcel perfect

**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



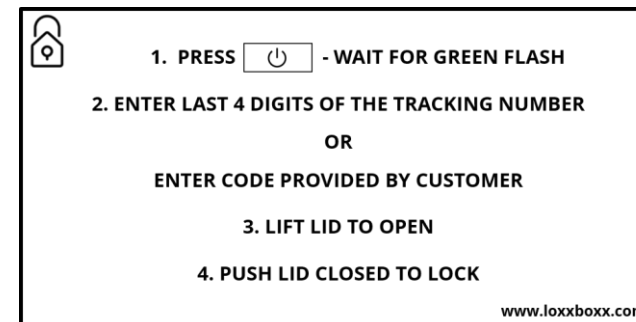
## Micro USB Charging Cable



## Mounting hardware



## 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.

# ...Initial Setup



## 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.
  - The battery indicator is solid GREEN when fully charged.
  - YELLOW at 30%-80%
  - RED shows below 30% for battery level.
- 5) Charging indicators are as follows:
  - The battery indicator will FLASH YELLOW when charging.
  - The indicator will be SOLID WHITE when fully charged.
- 6) The Boxx LED's will sleep during the charging process to check status, simply press the power button.

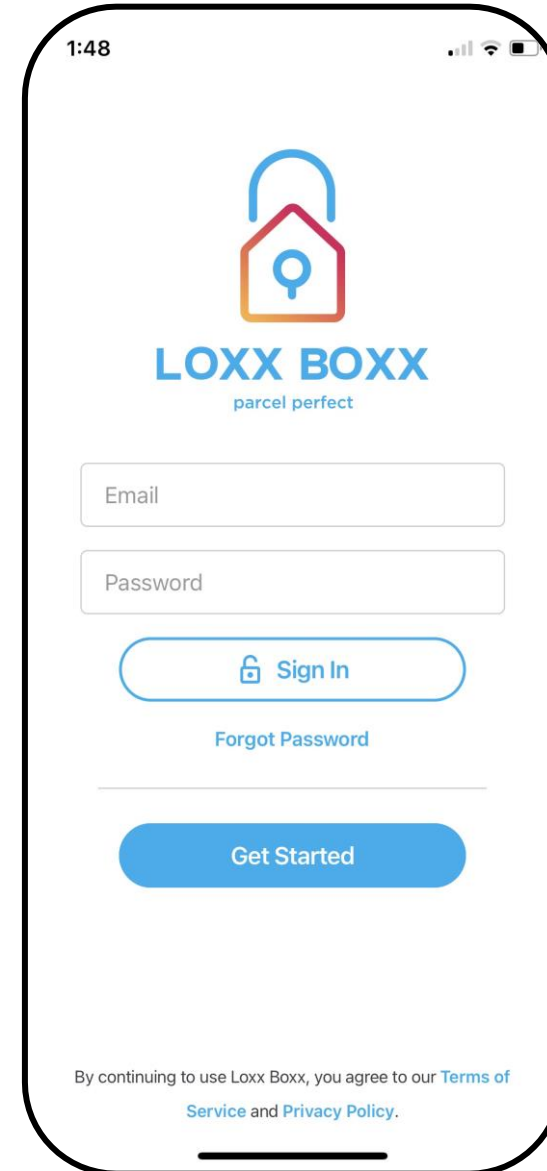
# Registration

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



# App and Boxx Setup..

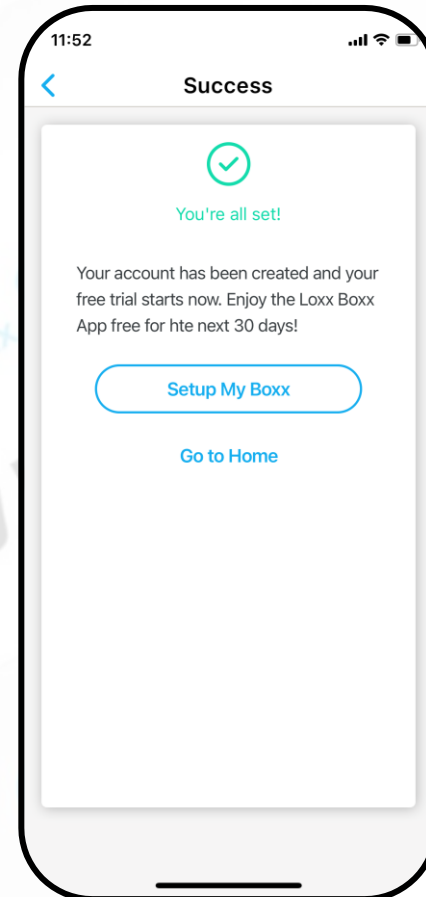
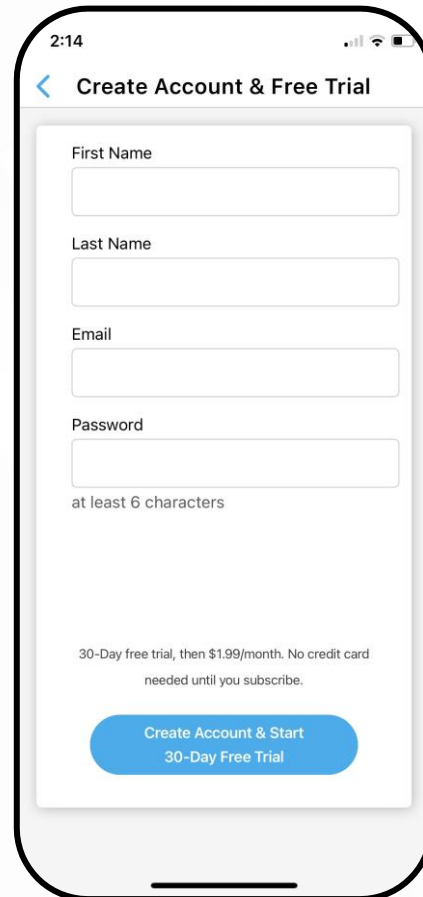
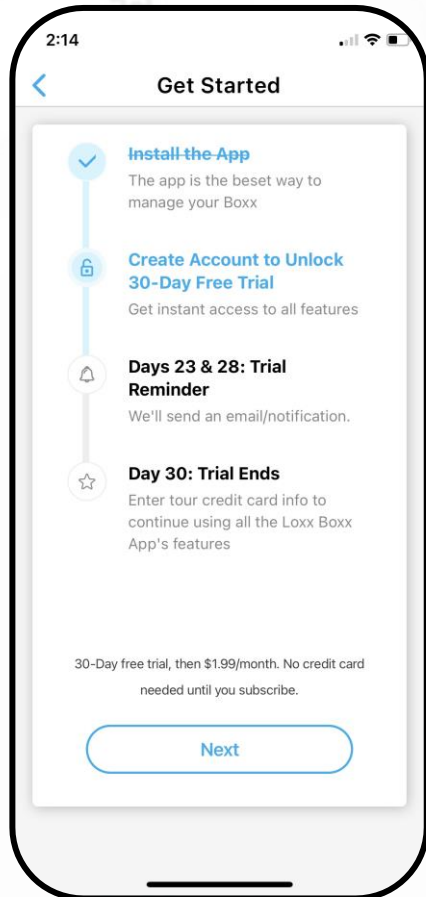
Once you have downloaded the app select "Get Started"





# ...App and Boxx Setup

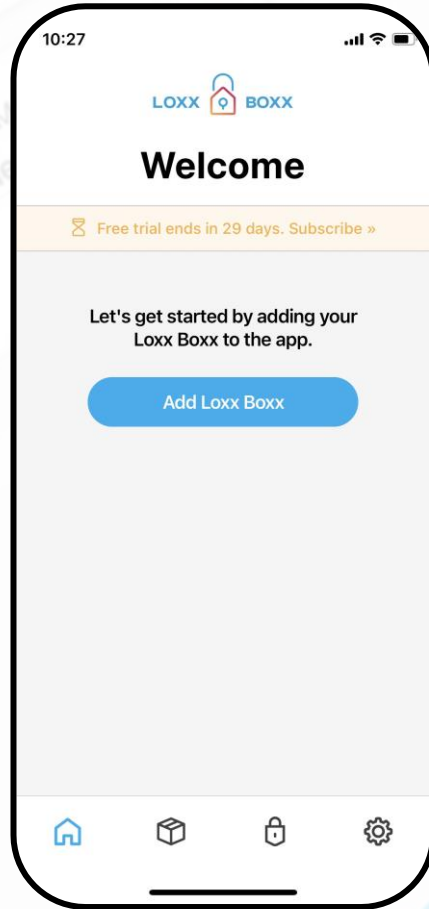
The App will guide you through the registration process.




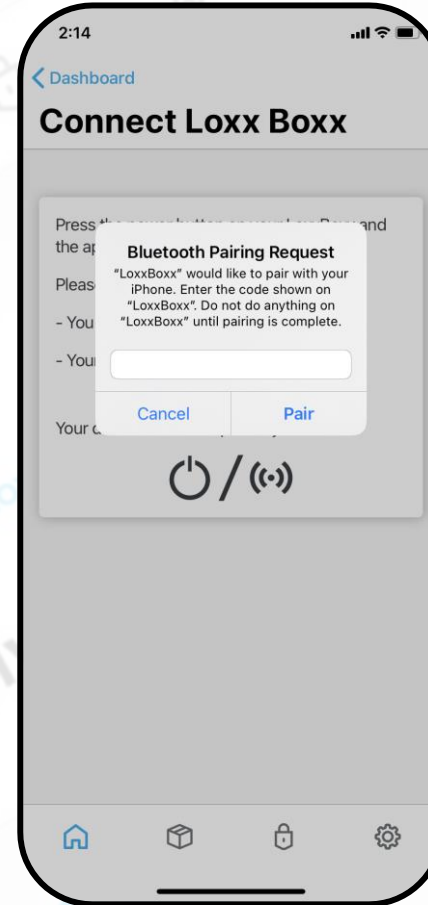


# Connecting Loxx Boxx w/ App

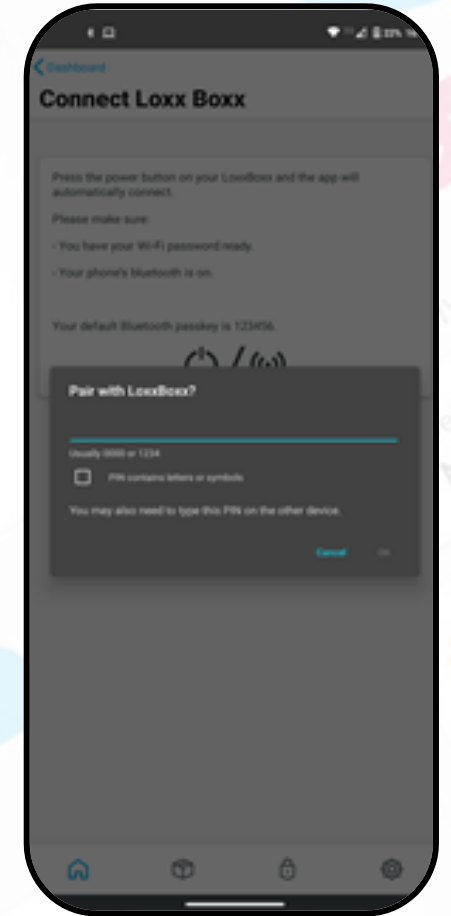
Select "Add Loxx Boxx" to configure your Boxx



Press  on your Boxx, then enter the default Passkey 123456 when prompted



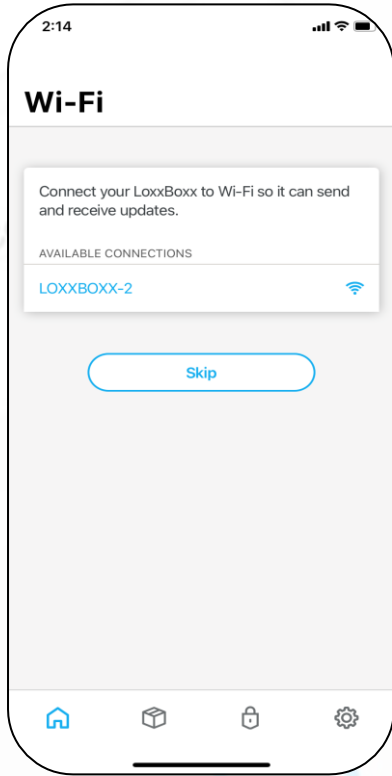
IOS/Apple



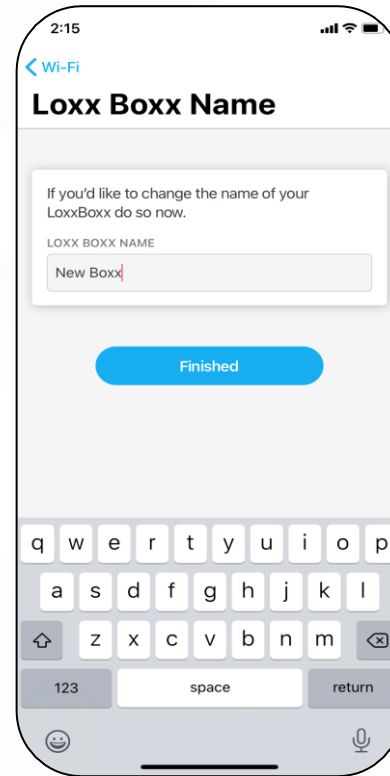
Android

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

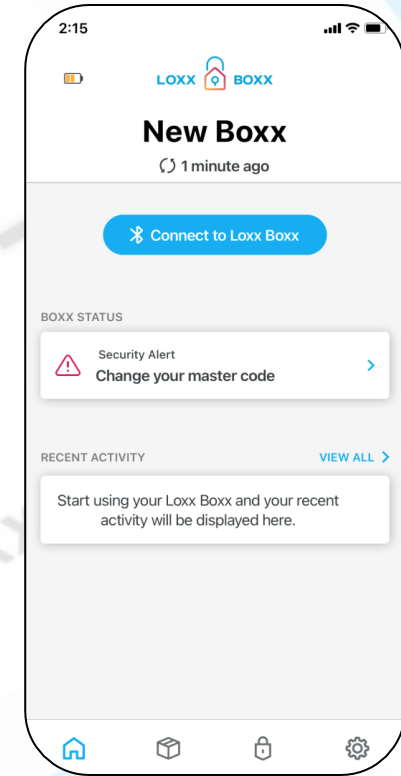
# Connecting Loxx Boxx to Wi-Fi



Give your Loxx Boxx a name

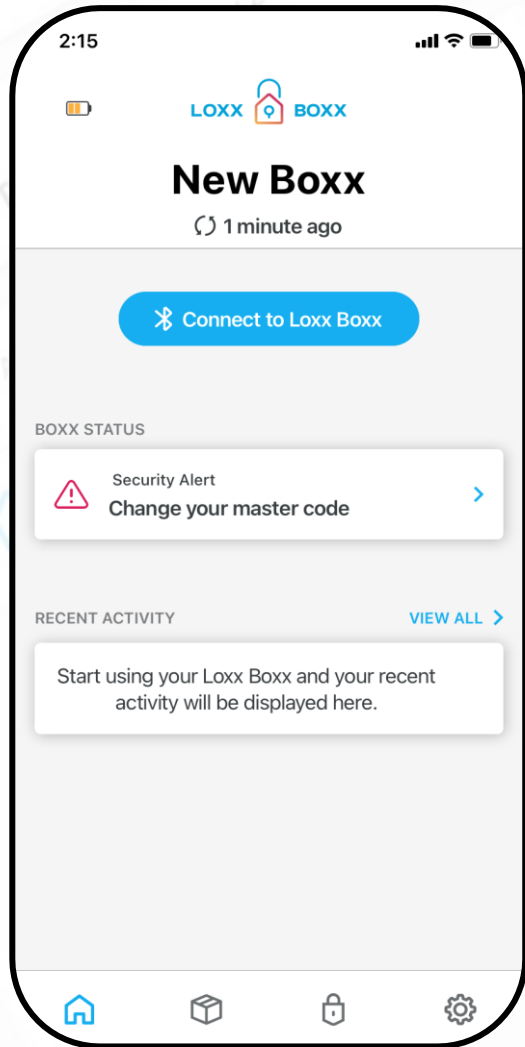


Select a Wi-Fi network and enter your network password  
Networks must be 2.4GHz and are listed in order of signal strength.



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

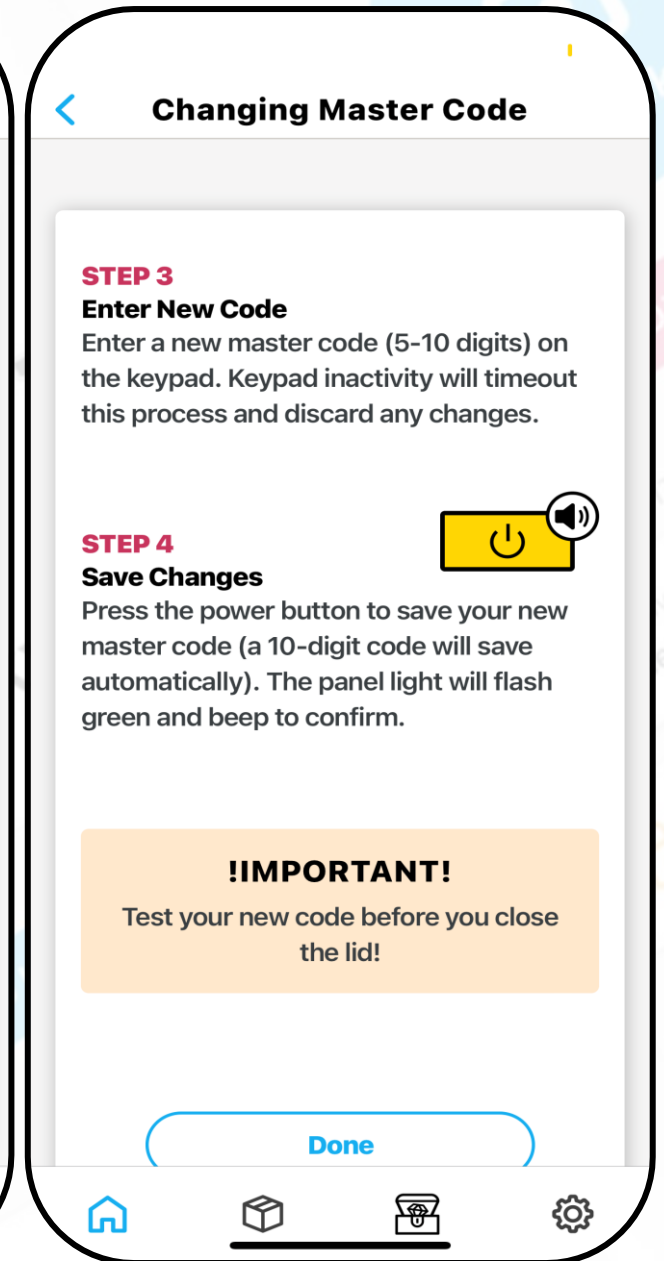
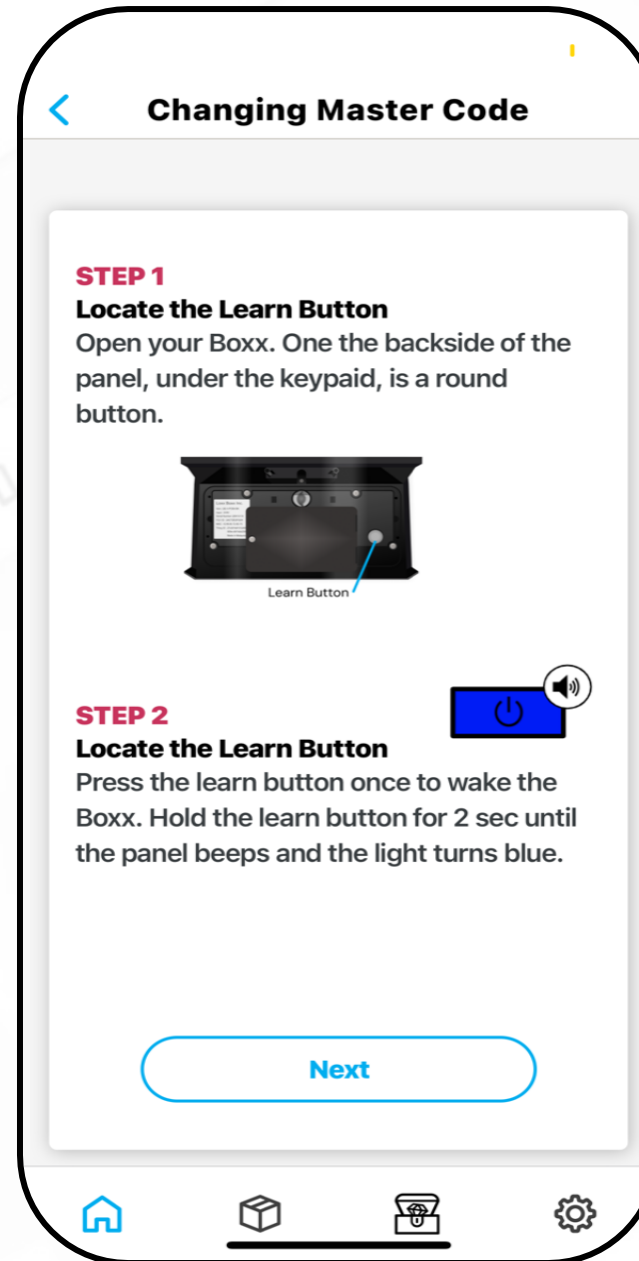
# Setting a Master Code



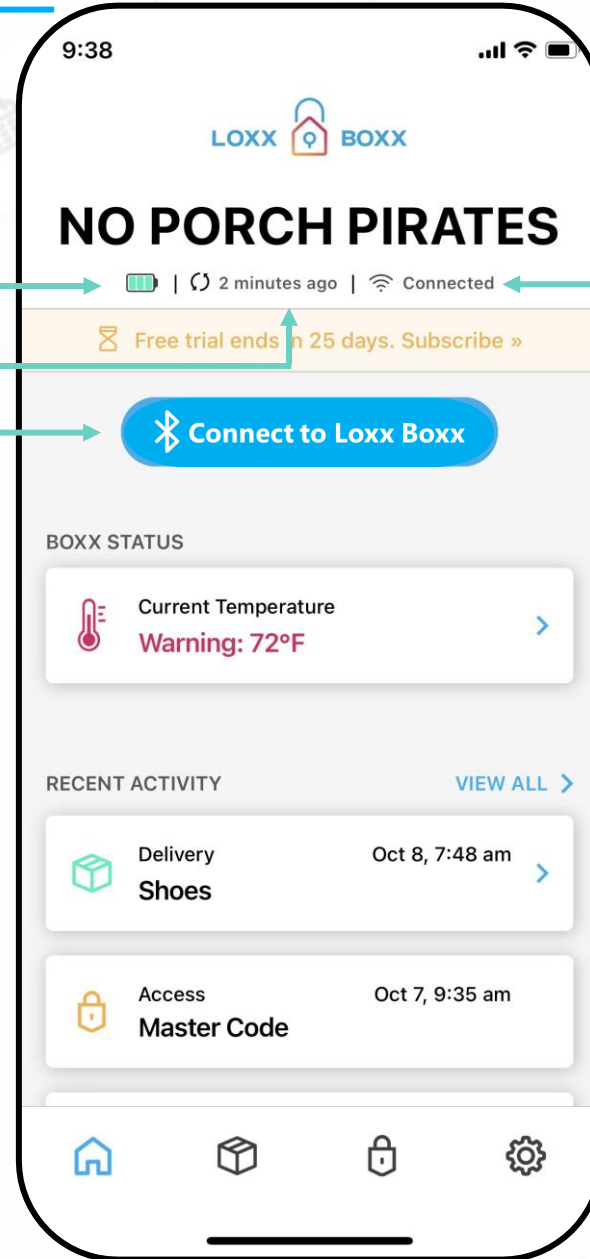
Select "Change your master code"

For First Time Set Up, Open the Boxx by Pressing

POWER, then 12345



# Loxx Boxx App Dashboard



**Boxx Name**

**Battery Indicator**

( When Charging)  
Red, Yellow, Green show  
charge level

**Last Sync - Last time the Boxx  
updated with the app**

**Allows for connection to Loxx  
Boxx via Bluetooth  
(Close proximity required)**

**Recent Boxx Activity:  
Deliveries  
Access Types**

LOXX BOXX

**NO PORCH PIRATES**

| 2 minutes ago | Connected

Free trial ends in 25 days. [Subscribe »](#)

**Connect to Loxx Boxx**

BOXX STATUS

**Current Temperature**  
Warning: 72°F

RECENT ACTIVITY [VIEW ALL >](#)

**Delivery**  
Shoes Oct 8, 7:48 am

**Access**  
Master Code Oct 7, 9:35 am

**Connection Status -  
"Connected" - Last connection  
attempt was successful  
"Not-Connected" - if last  
connection attempt fails**

**Trial Countdown - Banner is  
removed once subscription is  
active.**

**Boxx Status: Shows current  
Boxx information...  
Temperature  
Failed Connection Status  
Tamper Alerts  
Various Setup Messages**

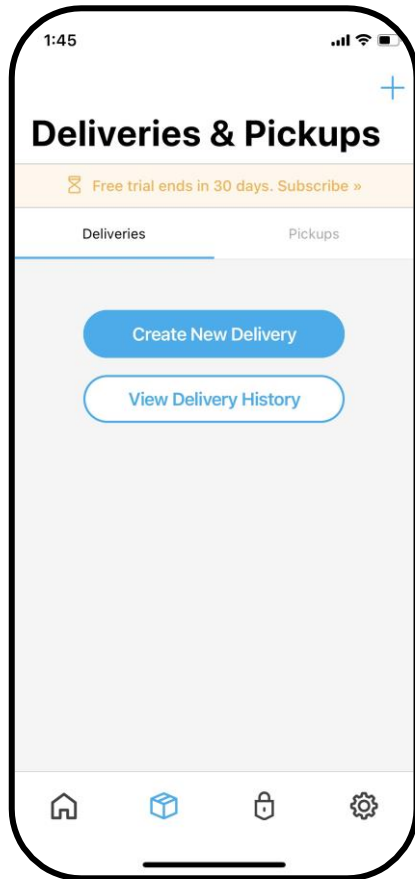
**Navigation Icons:  
Home  
Deliveries Menu  
Access Codes Menu  
Settings**

# Deliveries



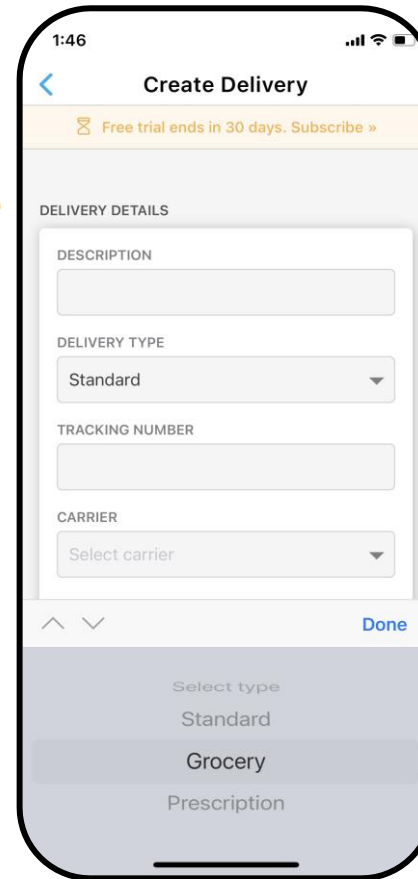
Deliveries are scheduled items coming to your Loxx Boxx. You can enter a description, designate delivery type, and add the tracking number. Items with tracking numbers are automatically tracked in the app. The app also creates a 1 time use Access Code that allows the carrier to access the Boxx. **All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

All Pending Deliveries and Pickup are displayed and Delivery History is also available.



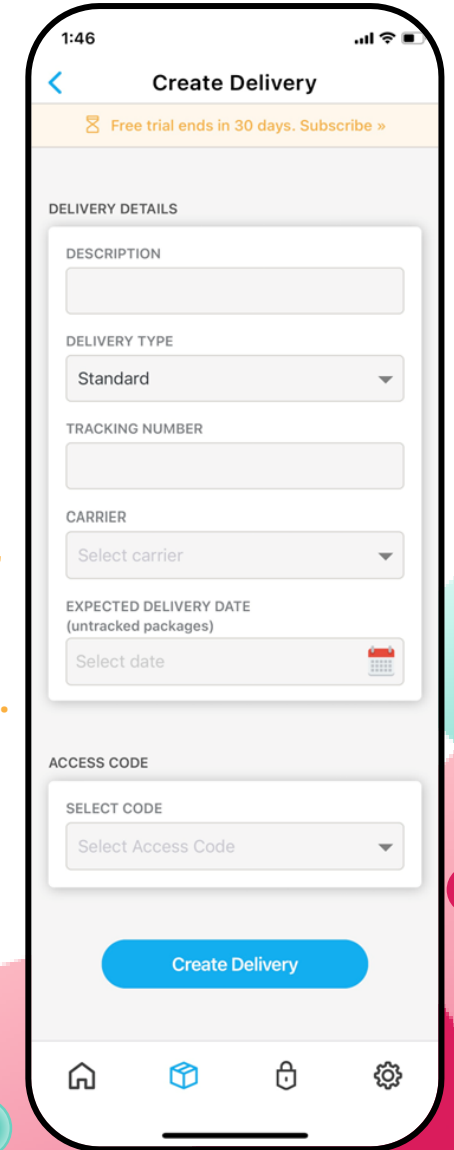
To add a new Delivery Select "Create New Delivery"

Add a Description, Select Delivery Type from dropdown menu, Insert Tracking Number



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

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





# Time-Saver

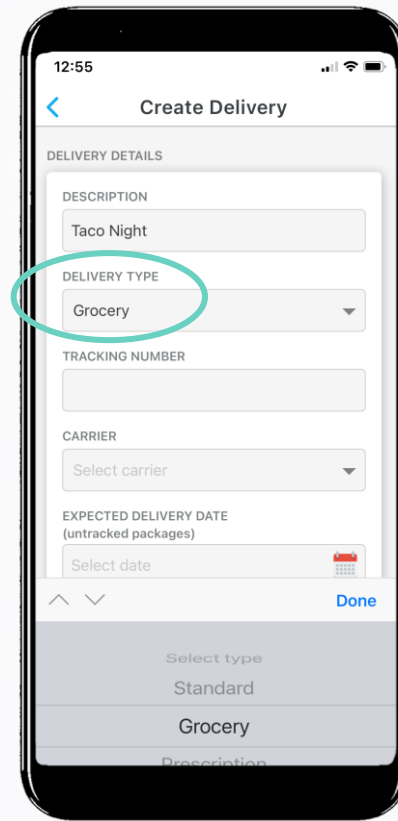
Copy Look Up **Share...**

1Z64A4A30300147775 Edit 

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.

- Select the Tracking Number
- Tap Share
- Select the Loxx Boxx App from the menu
- The tracking number will automatically be added to the Deliveries Creation screen.





**Designating the Delivery Type as Grocery or Prescription turns on 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.**

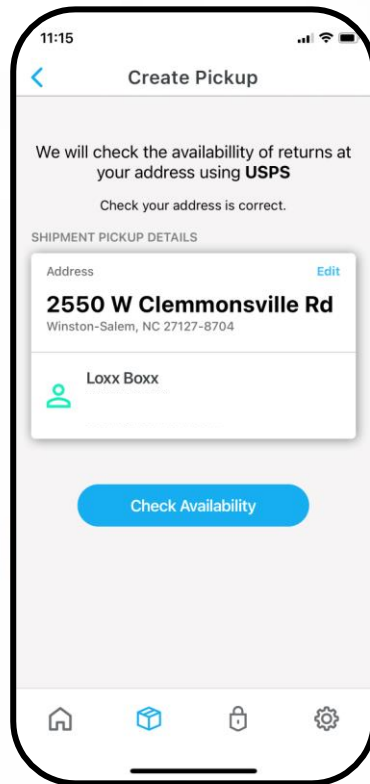
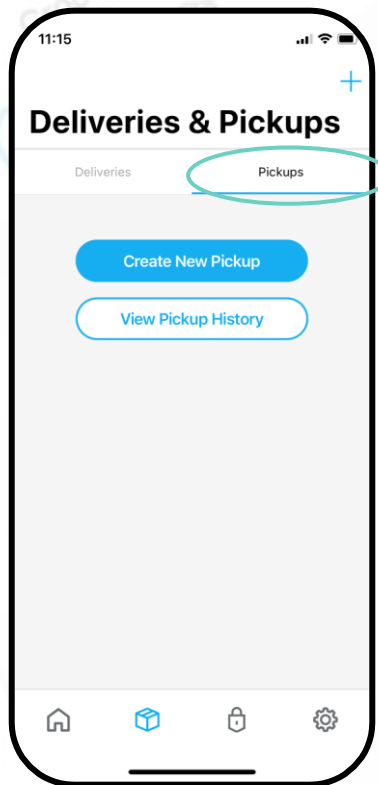


# Creating a Pickup



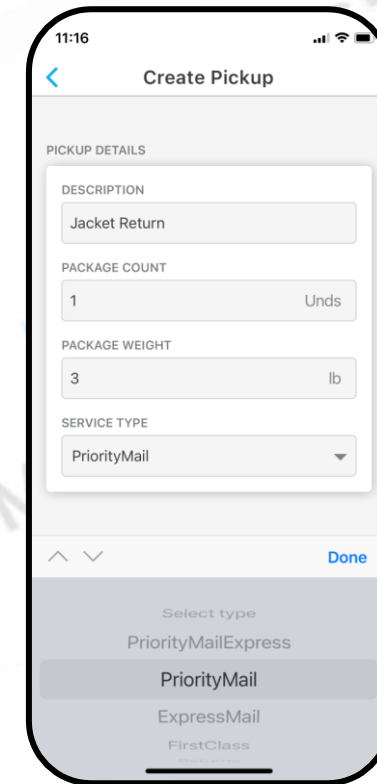
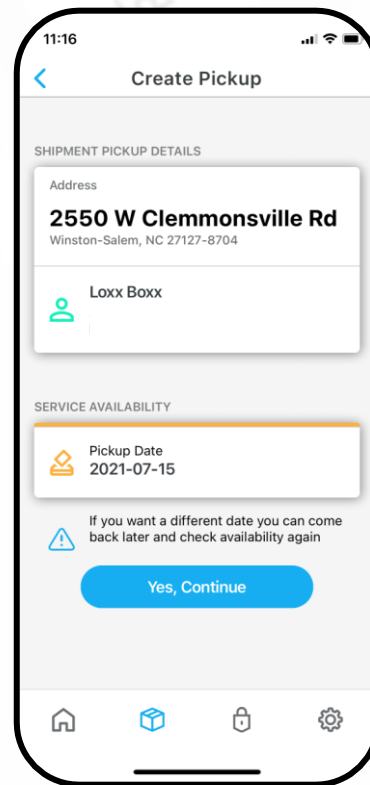
Schedule USPS to pickup directly from your Loxx Boxx. Just complete the fields in the app and USPS will be automatically sent an access code and then pickup from your Boxx the next business day.

Select Pickups  
Then "Create New Pickup"



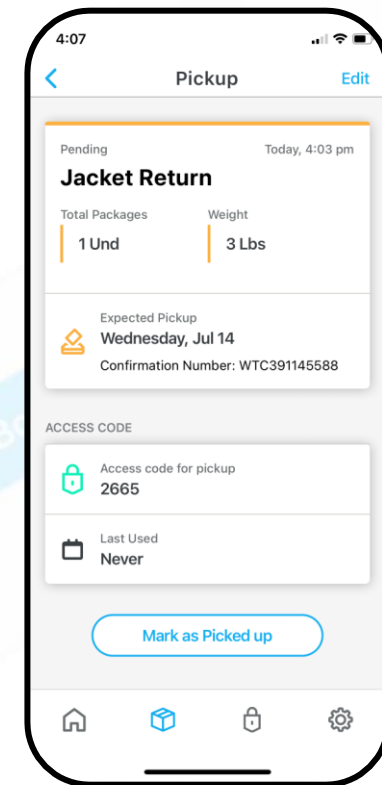
Validate your address

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,

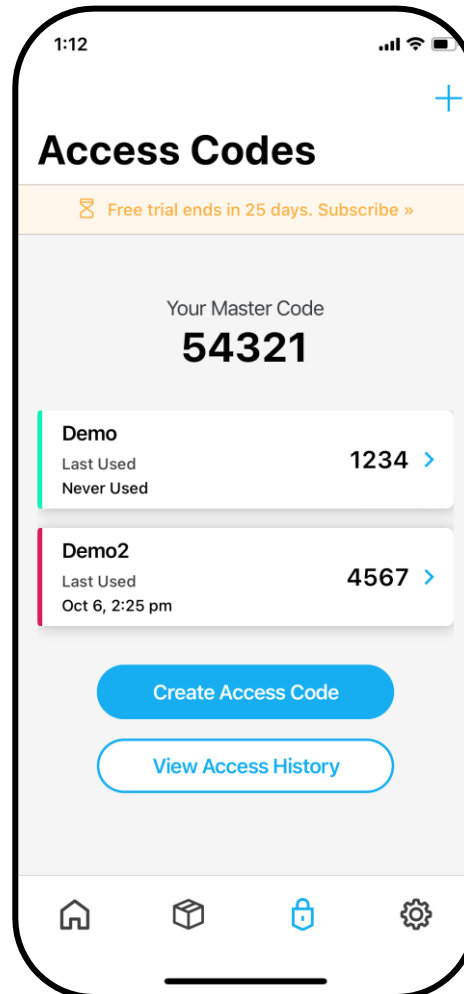


Access codes are 4 digit codes that control access to your Loxx Boxx. These can be designated as single or unlimited use. Access Codes are ideal for frequent or non-tracked deliveries.

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

**Active and Inactive Access 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**



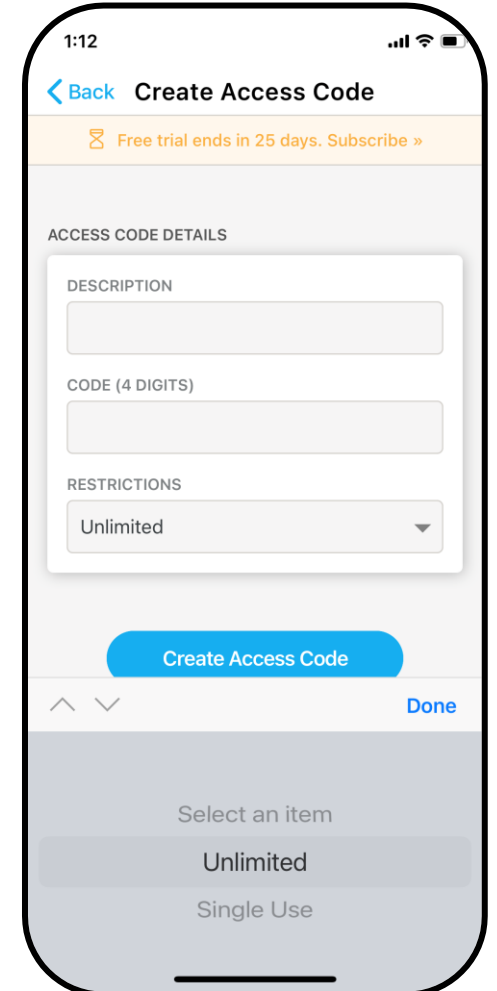
**To create an access code**

**Enter the code description**

**Chose a 4 digit code**

**Select Unlimited or Single Use**

**Click "Create Access Code"**



# Carrier Adoption

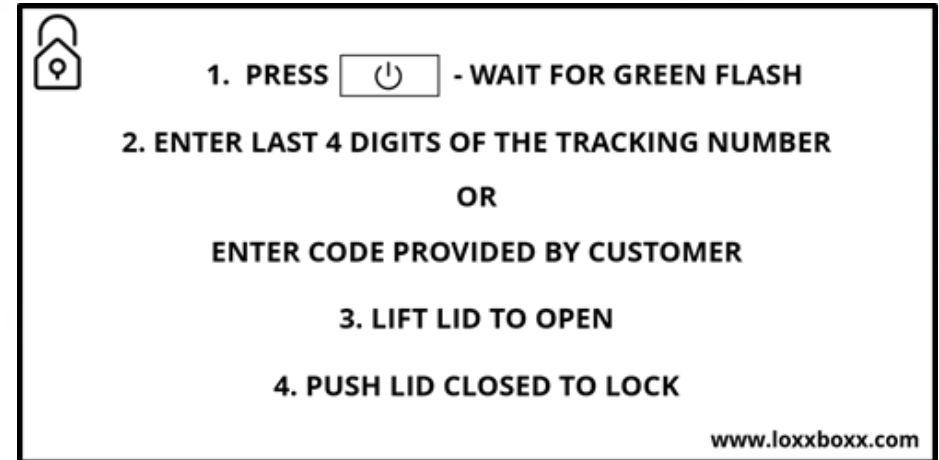
We have had great success with delivery drivers using Loxx Boxx. If you share a Tracking Number into the App, the last 4 digits of the tracking number become a one-time use code. There are instructions on the Boxx for the carrier to use the tracking number. Alternatively you can put an access code or 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  
Deliver Into Loxx Boxx  
123 No Pirates Lane  
Parcel Perfect, USA

## **Address example for multi-use codes:**

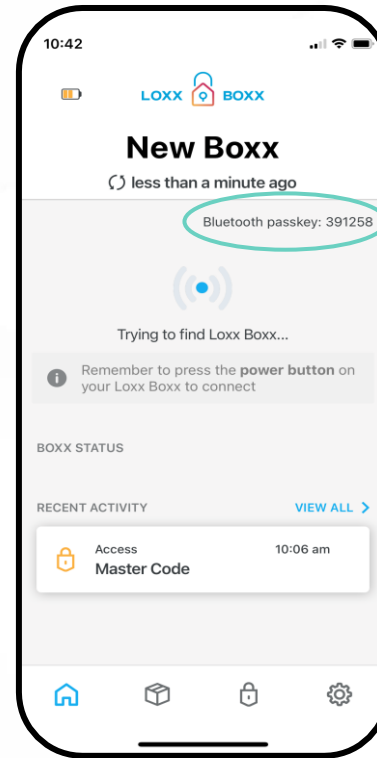
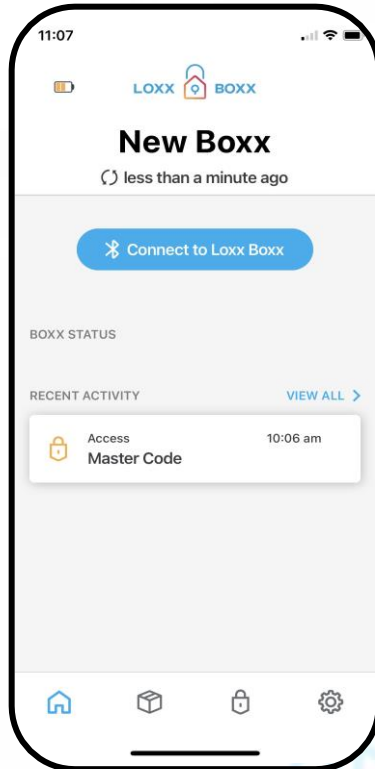
Jane Doe  
Deliver Into Loxx Boxx: Code 1234  
123 No Pirates Lane  
Parcel Perfect, USA



Carrier Magnet included with purchase.

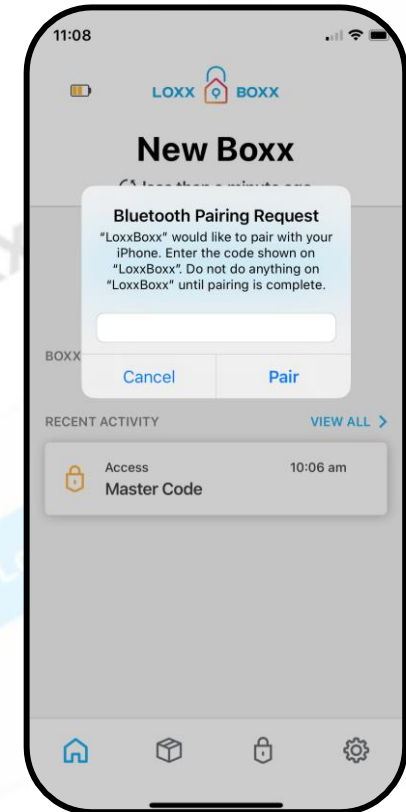
# Adding additional mobile devices

Sign in with your User Name and Password, then select 



Note the secure Passkey

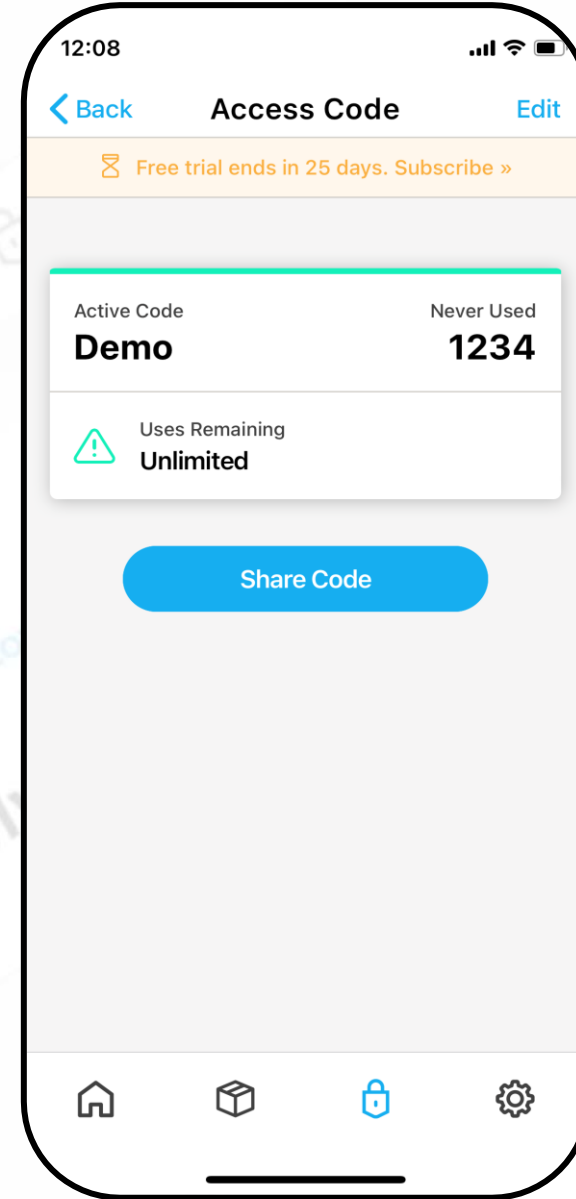
Enter the Passkey and select "Pair" to connect your device



# Share with Friends

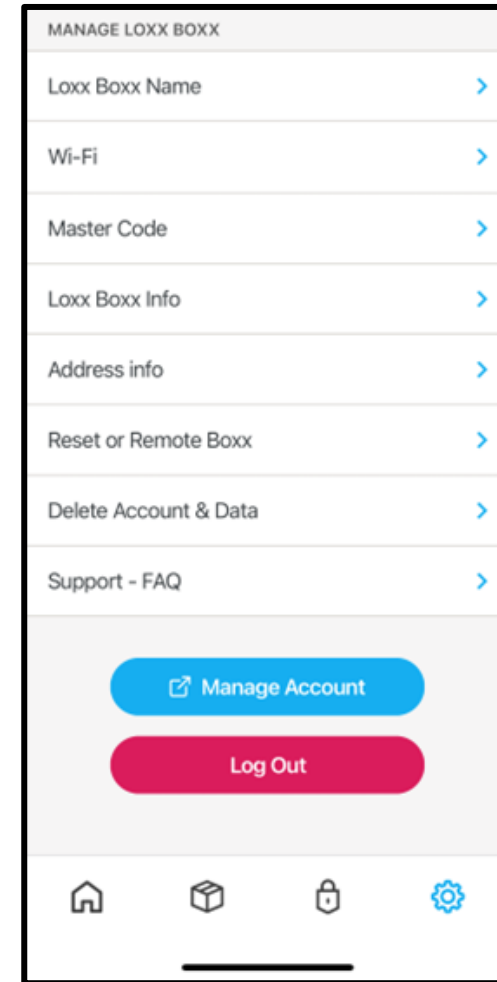
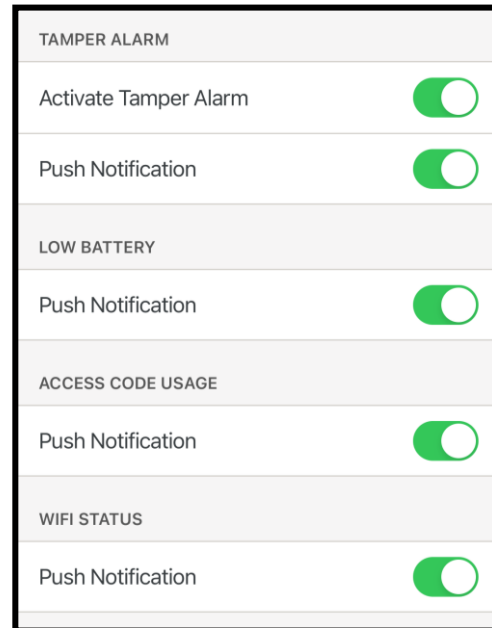
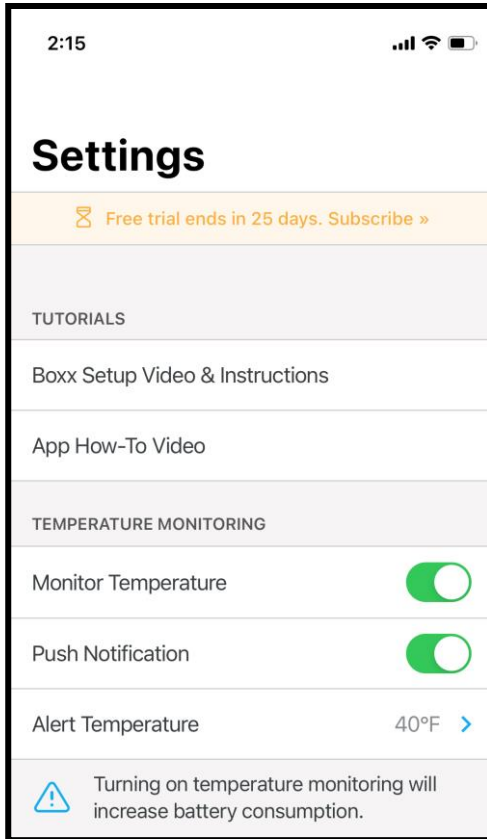
You can send your friends an Access Code directly from the Access Code screen in the app.

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



# Settings

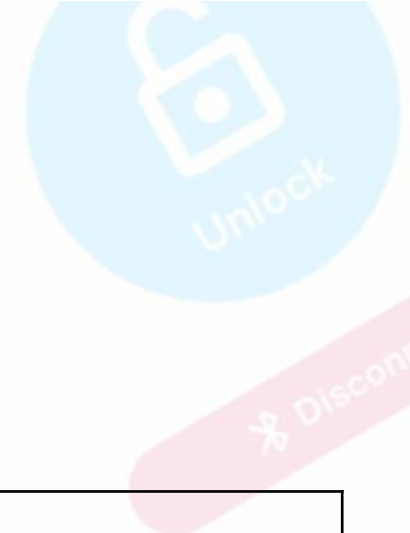
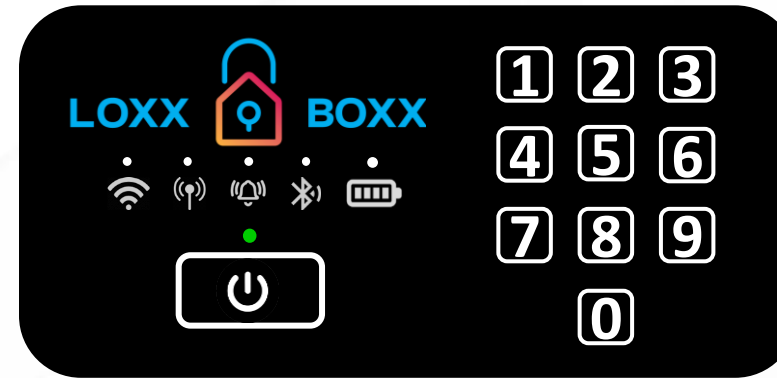
The setting page hosts: Set Up and Feature Videos, Notifications options, Temperature Settings, and Account Information.







# Boxx Indicators


(indicators are only on when Boxx is awake)



	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	Fast Teal Flash
Software Update in Progress	Solid Purple	



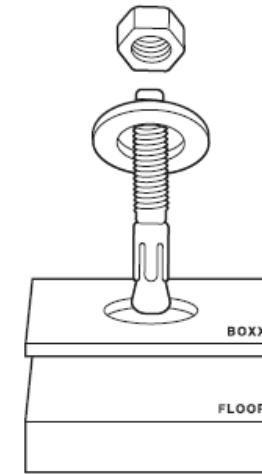
# Mounting a Loxx Boxx

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

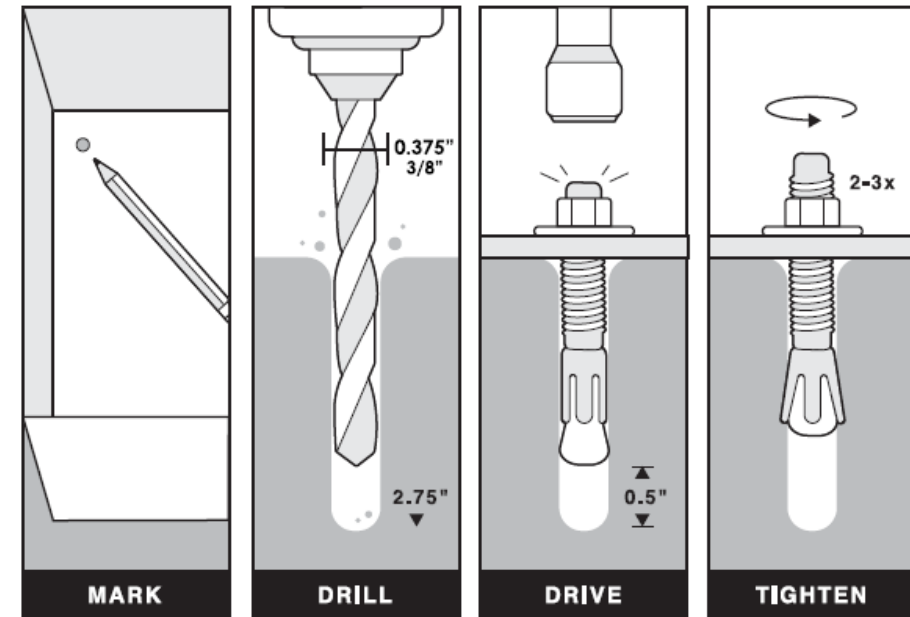
Find more helpful information at <https://loxxboxx.com/pages/install-support>

## floor mount INSTRUCTIONS

Bolting  
Sequence



not to  
scale



# Master Reset

To fully reset your device you must delete the Loxx Boxx above 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](mailto:customersupport@loxxboxx.com) to address in billing issues.

# Need Help?



**Loxx Boxx Inc**  
2550 W. Clemmons Rd.  
Winston-Salem, NC 27127

**www.loxxboxx.com**  
336.891.2559  
customersupport@loxxboxx.com

