

## EMPIRE LETTERBOX INSTALLATION INSTRUCTIONS

### ⚠ WARNING

- **Do not** install your letterbox directly into wet cement as this can affect the final condition of your letterbox later.
- **Do not** drill into the letterbox to install the letterbox numbers/letters. We recommend the use of stick-on letters or an adhesive such as liquid nails to secure the numbers/letters on the letterbox.

Before commencing the installation of your letterbox, please ensure to follow the steps of "how to set your combination lock".

### CAUTION

It is recommended that safety gloves are worn during the installation of this letterbox to avoid potential injury caused by sharp surfaces.

### LETTERBOX PLACEMENT & LOCATION

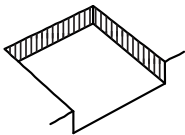
Ensure your letterbox is installed in a location that is convenient and accessible for your postal carrier.

## Installation Option A

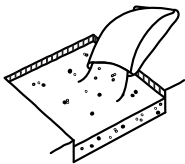
Use a paver to create a solid, level site. Then adhere your letterbox to the paver using the expansion screws provided.

### Requirements

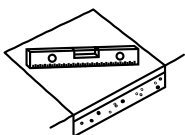
- Concrete paver (large enough to fit the base of your letterbox)
- Sand
- Spade
- Spirit level
- Hammer drill
- 10mm Masonry drill bit
- Marker
- Spanner



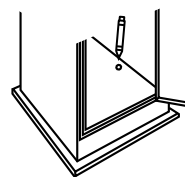
- 1.**  
Prepare a level and firm site large enough to fit the width and depth of the paver. Use a spade to remove any lawn or other growth.



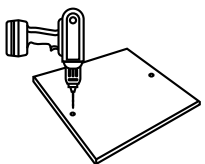
- 2.**  
Pour sand into the hole to help with levelling, and smooth it out.



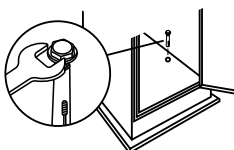
- 3.**  
Place the paver into the hole and use a spirit level to ensure it's level.



- 4.**  
Open the rear door of the letterbox and locate the two pre-drilled holes in the base. Use a marker to record hole sizes and required position of the drill hole on the paver.



- 5.**  
Pre-drill two holes into the concrete paver for the expansion screws.



- 6.**  
Place letterbox back over the paver. Please note the nut on the expansion screws need to be loose before inserting. Insert expansion screws into the drilled holes and fasten the nuts as tight as possible with a spanner.

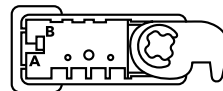
## Installation Option B

Use wet cement to create a solid, level site. Ensure it is level, and then once fully dry, insert the expansion screws into the base of the letterbox as below.

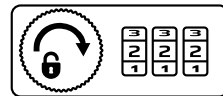
Follow the steps as per Installation Option A, but instead of using a concrete paver and sand, prepare a small concrete slab in the hole using instant cement. The slab should be large enough to fit the base of your letterbox, and approximately 4cm in depth. Ensure it is level, and then once fully dry, insert the expansion screws into the base of the letterbox as below.

### How to set your combination lock

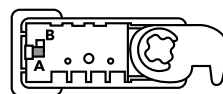
The initial password is 0-0-0; to set your own password, please follow these steps:



- 1.**  
Push the reset button from "A" to "B".



- 2.**  
Set your own password by turning dials; ensure the numbers in the middle row are evenly aligned as shown.



- 3.**  
Push the reset button back to "A". Then the setting is completed.

**We hope you enjoy your letterbox for many years to come.**

@northcotepottery  
[www.northcotepottery.com](http://www.northcotepottery.com)

AMES Australasia Pty Ltd (AMES) guarantees that this product will be free from defects in workmanship and materials for 12 months from the date of purchase. If such a defect becomes evident during that period, AMES will, at its option, either repair or replace the product. To claim under this guarantee, the product should be returned to the place of purchase, together with proof of purchase, for repair or replacement. Any handling and transportation (and other expenses incurred in claiming under this guarantee) are not covered by this guarantee and will not be borne by AMES. The obligation of AMES under this guarantee is limited to the circumstances set out above and is subject to: the product not having been altered, tampered with or otherwise dealt with by any person in a manner other than as intended in respect of the relevant product; and the product not having been used or applied in a manner that is contrary to customary usage or application for the relevant product or contrary to any stated instructions or specification of AMES. In addition to other rights and remedies that may be available under law, our goods come with guarantees that cannot be excluded under the Australia consumer law (for consumers in Australia) and the Consumer Guarantees Act (for consumers in NZ). If you are a consumer in Australia, you are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure. If you are a consumer in New Zealand, we will comply with our obligations to you under the Consumer Guarantees Act. Call: (Australia) 1300 254 395 E-mail: [northcotepottery@amesau.com](mailto:northcotepottery@amesau.com) Address: Ames Australasia Pty Ltd, 1/660 Doncaster Road, Doncaster, Victoria, Australia, 3108.