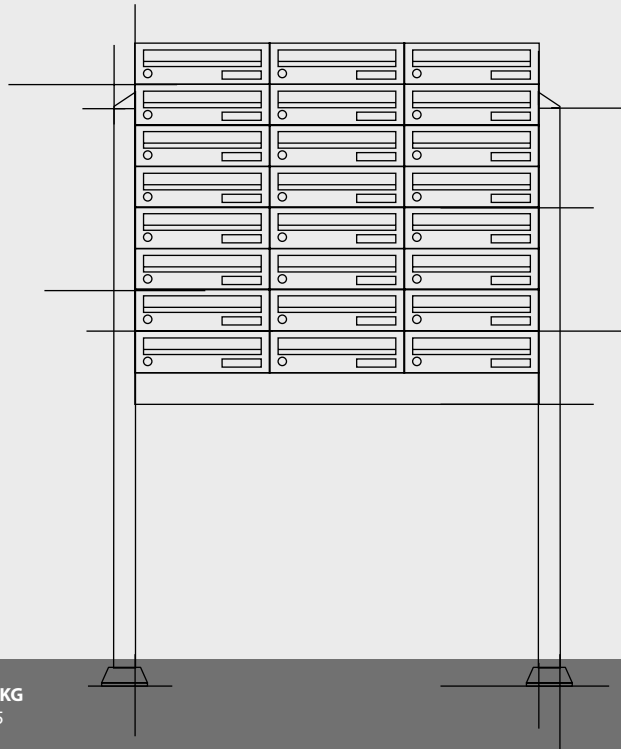




System assembly instructions

eBoXX Letterbox A-625



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Language

en English 2

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Dear Customer,

The eBoxx A-letterbox modular system facilitates a modular assembly. The assembly is carried out using the BURG-WÄCHTER Terzo posts. The Terzo posts can be cast in concrete or fixed to a concrete foundation by means of the BURG-WÄCHTER Terzo base.

The assembly instructions are to be read thoroughly prior to assembly. These assembly instructions will guide you through the following steps:

- Step 1:** Determination of the type of system required
- Step 2:** Selection of the appropriate crossbar
- Step 3:** Planning the slot height of the letterboxes in the system combination
- Step 4:** Drilling the boreholes specifically for the system being assembled
- Step 5:** System assembly

Step 1: Determination of the type of system required

Table 1: Type of assembly

Type of assembly	Accessories required
Terzo stand assembly <i>Screwed onto concrete foundation</i>	<ul style="list-style-type: none"> • 2 Terzo posts 170 • 2 Terzo bases • 1 assembly set eBoxx system • Optional: 1 Terzo T 760 or T 1140 crossbar (if required for aesthetic reasons)
Terzo stand assembly <i>Cast in concrete</i>	<ul style="list-style-type: none"> • 2 Terzo posts 170 • 1 assembly set eBoxx system • Optional: 1 Terzo T 760 or T 1140 crossbar (if required for aesthetic reasons)

Note:

These instructions describe the assembly of a system with several letterboxes. To assemble a system consisting of A-boxes and parcel boxes, follow the instructions in the relevant instructions. The number of letterboxes must not be less than six vertically mounted A-boxes when installing the A-boxes in the system combination. Please select another model for systems with less than 6 letterboxes.

Step 2: Selection of the appropriate crossbar

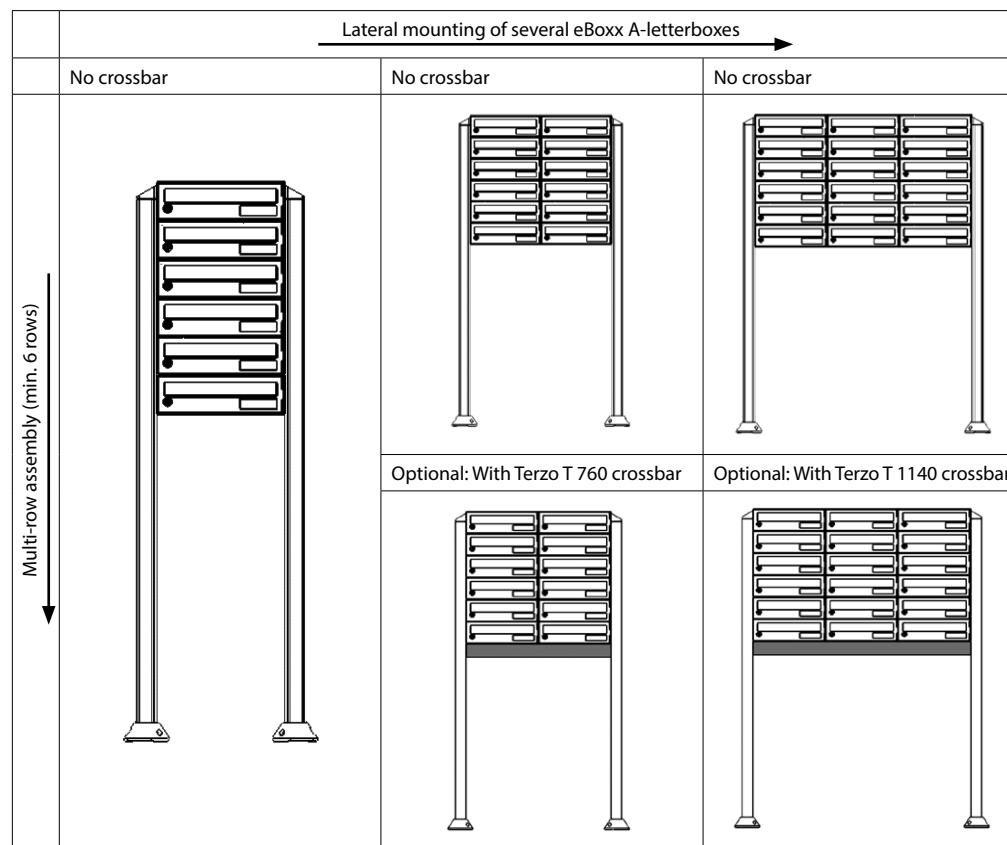
Optional crossbars are available for assembly with several A-letterboxes mounted next to each other. These complement the visual appearance of the system. Essentially, however, the systems listed here can be assembled without a crossbar.

Attention, not permitted:

- Vertical assembly of less than 6 A-boxes.
- More than three eBoxx A-letterboxes mounted next to each other.

An overview of the permitted A-box combinations is shown in Tables 3-5; Table 12 contains additional information and images for the optional A-box combinations.

Table 2: Example application Terzo T 760/1140 crossbar (optional crossbars)



Step 3: Planning the slot height of the letterboxes in the system combination

- According to DIN EN 13724, it is recommended that at least 30 % of letterbox locks should be installed at a height of between 900 mm and 1300 mm for ergonomic and barrier-free design.
- The slot opening should be at an installation height of between 700 mm and 1700 mm, in exceptional cases between 400 mm and 1800 mm.

The dimension ranges and access zones, derived from the above specifications and recommendations, are marked in the tables below as follows:

Permitted slot height:	■ 400-1800 mm
Ideal slot height:	■ 700-1700 mm
Permitted height of lock axis: (at least 30% of all locks)	■ 900-1300 mm

The following Tables 3-5 provide overviews for A-box system combinations.

Table 3: Overview of 1-column systems in stand constructions

System assembly: 6-unit system BK-A-625 (6 rows, 1 column)	
Terzo base V11-F	Cast in concrete

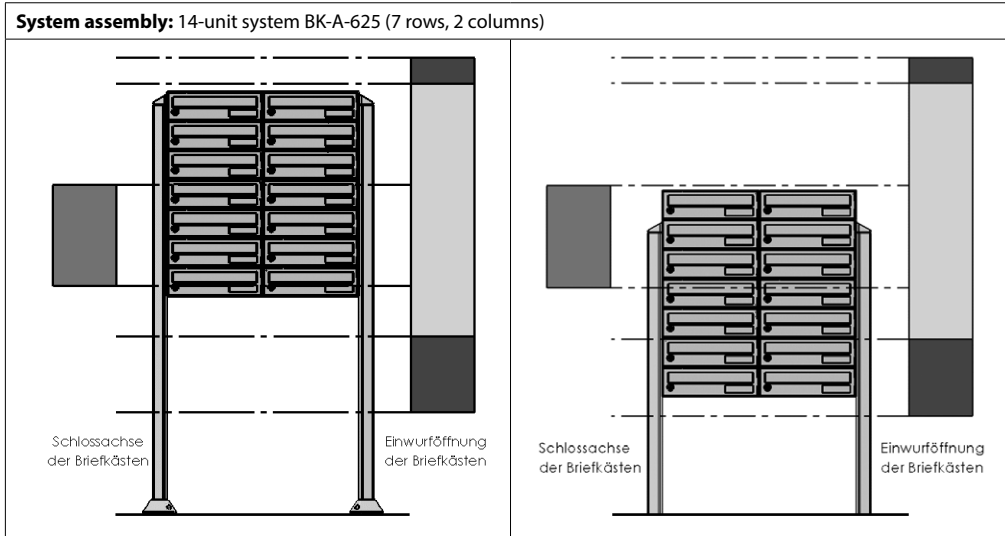
System assembly: 8-unit system BK-A-625 (8 rows, 1 column)

Terzo base V11-F	Cast in concrete

Table 4: Overview of 2-column systems in stand constructions

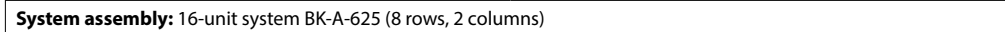
System assembly: 12-unit system BK-A-625 (6 rows, 2 columns)	
Terzo base V11-F	Cast in concrete

Table 5: Overview of 3-column systems in stand constructions



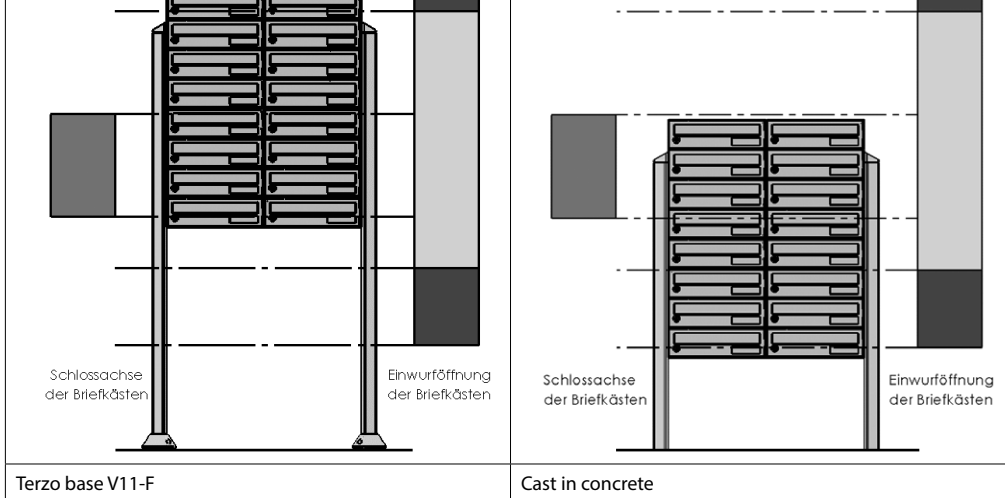
Terzo base V11-F

Cast in concrete



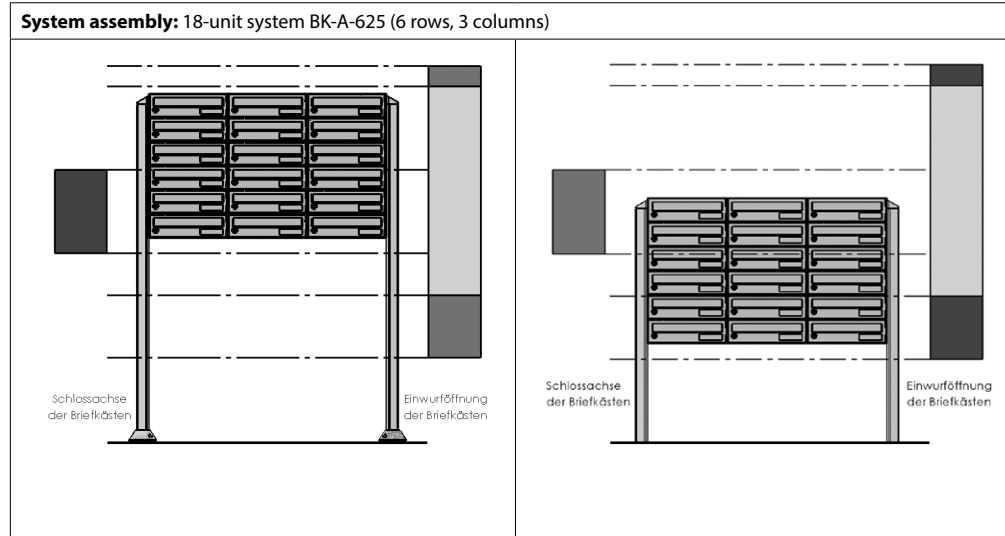
Terzo base V11-F

Cast in concrete



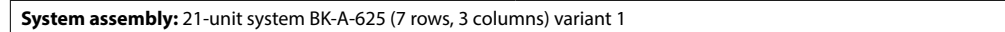
Terzo base V11-F

Cast in concrete



Terzo base V11-F

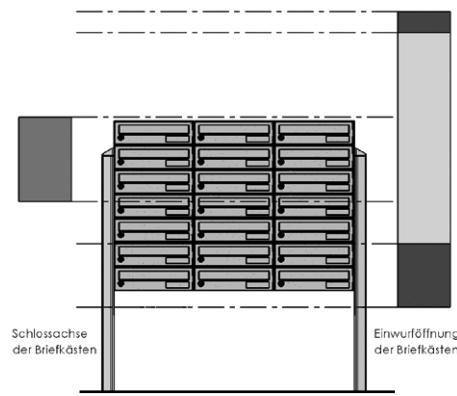
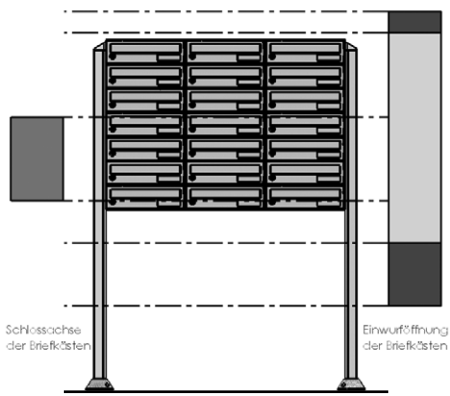
Cast in concrete



Terzo base V11-F

Cast in concrete

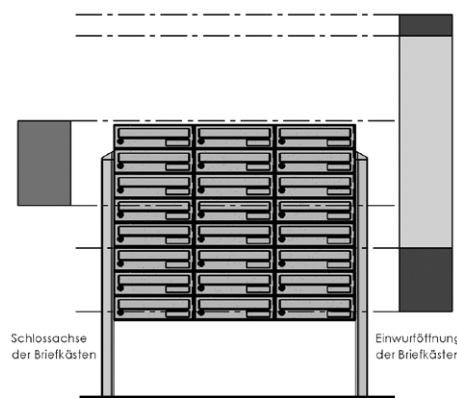
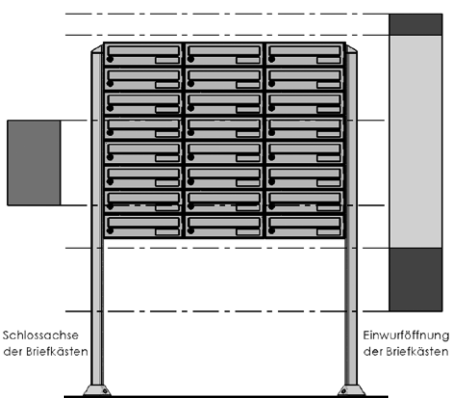
System assembly: 21-unit system BK-A-625 (7 rows, 3 columns) variant 2



Terzo base V11-F

Cast in concrete

System assembly: 24-unit system BK-A-625 (8 rows, 3 columns)



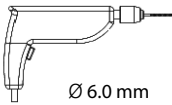

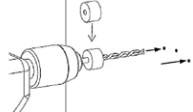
Terzo base V11-F

Cast in concrete

Step 4: Drilling the boreholes specifically for the system being assembled

Pre-drilling the system elements is required for all types of system assembly. Depending on the system combination intended, the next step is to drill the boreholes in the A-letterboxes. The following tools are required for drilling the boreholes.

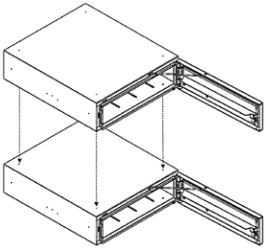
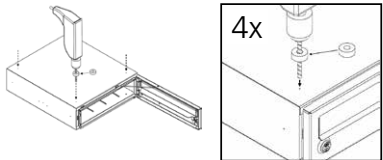
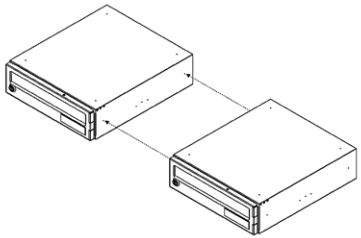
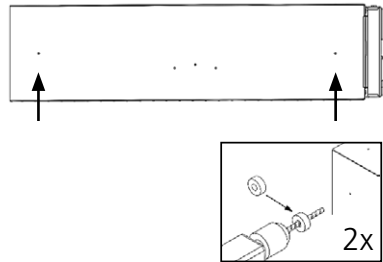
Table 6: Tool for drilling the eBoxx A-letterboxes

Not included	Supplied with the letterboxes	Application
 <p>Ø 6.0 mm</p>		

The elastic ring supplied serves as scratch protection and should be placed on the drill bit during all drilling work on the system. Refer to Table 7 for the drilling positions required for your system combination. For this purpose, the outer surfaces of the letterboxes are supplied with centre points so that you can position the drill directly without slipping.

Note: Boreholes are already pre-drilled in the bottom of the A-letterboxes at the factory. Use the rubber plugs supplied to close these holes if no other letterboxes are to be mounted below the A-letterboxes.

Table 7: Required boreholes for assembly with other letterboxes

Combination	Planned combination	Required boreholes
A-letterbox + A-letterbox (Vertical)		 <p>4x</p>
A-letterbox + A-letterbox (Horizontal)		 <p>2x</p>



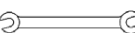



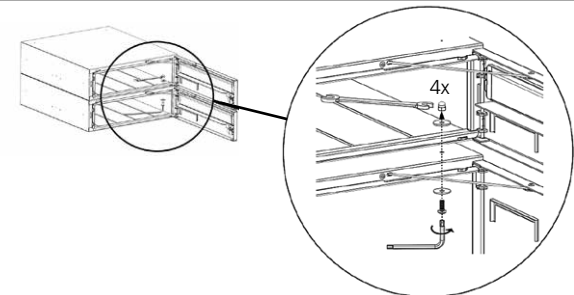
Step 5: System assembly

The system can be assembled once the individual system elements have been pre-drilled.

The assembly set supplied with the A-letterbox is required to assemble the system (see Table 8 and Appendix A) Table 8 illustrates the assembly set and the tools required. It provides an illustration of the assembly of an A-letterbox. All combinations and connection points that have been pre-drilled in accordance with Step 4 or Table 7 are screwed together in the same way.

Attention: First screw the letterboxes together vertically, i.e. one below the other. Then screw the letterboxes together horizontally, i.e. sideways to each other.

Table 8: Assembly set for connecting the A-boxes.

Assembly set (see Appendix A)/ Tools	(Example: Assembly of two A-letterboxes)
 Ø 6.0 mm  T 25  Wrench size 8  4x  4x  8x	

Step 5.1: Assembly of the system with Terzo posts

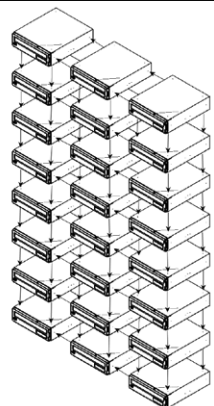
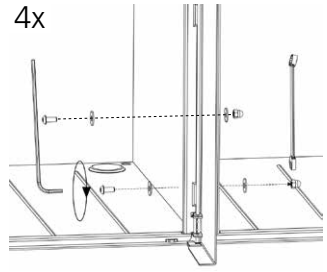
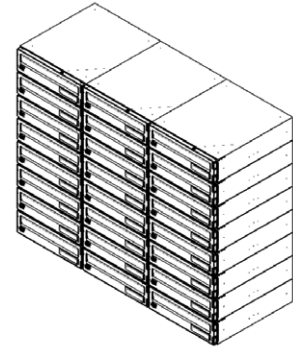
Step 5.1.1: Pre-assembly of the system

The entire system must be pre-assembled for the installation of the system with Terzo posts, cast in concrete or screwed on with Terzo bases. This assembly sequence must be observed.

Depending on the intended combination (Table 3 - 5) and after drilling the required boreholes in accordance with Table 7, the letterboxes must be screwed to a suitable underlay (cardboard or similar) using the mounting set supplied (see Table 8). The underlay is to protect the system from scratches or other damage.

The following table illustrates how to pre-assemble a 24 A-box system.

Table 9: Pre-assembly of the system

System before assembly	Detailed view of screw connection	System after assembly
	<p>4x</p> 	

Step 5.1.2: Drill Terzo posts

The Terzo posts are pre-drilled for the use of self-tapping screws. For a system assembly with several A-boxes, some boreholes must be enlarged so that the rivet nuts used for the system can be inserted. The following pages describe which of the existing rows of boreholes R1-R24 on the Terzo post must be drilled out for the intended system using a 6.0 mm drill. Table 11 provides an overview of the boreholes pre-drilled at the factory. Remember to slide the tube ring onto your drill bit to prevent damage to the post when drilling.

Note: A 6.0 mm drill bit is required for drilling on the Terzo post and a 5.0 mm drill bit is required for drilling on the system (A-letterbox).

Table 10: Tool for pre-drilling the Terzo posts for assembly in a system combination

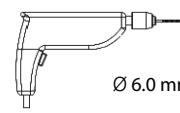

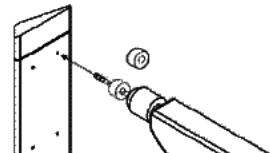
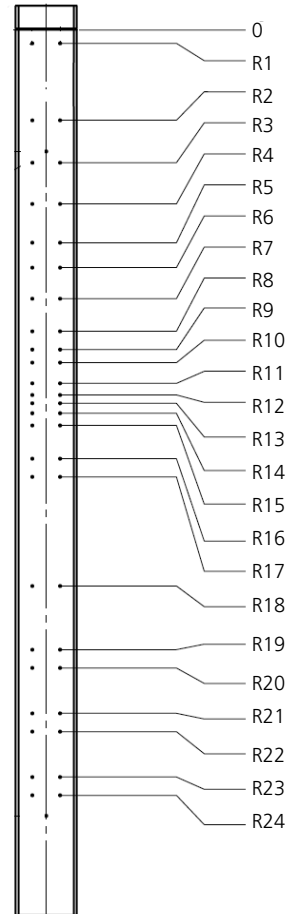
Not included	Supplied with the A-boxes	Application
 Ø 6.0 mm		

Table 11: Spacing of the factory drilled boreholes

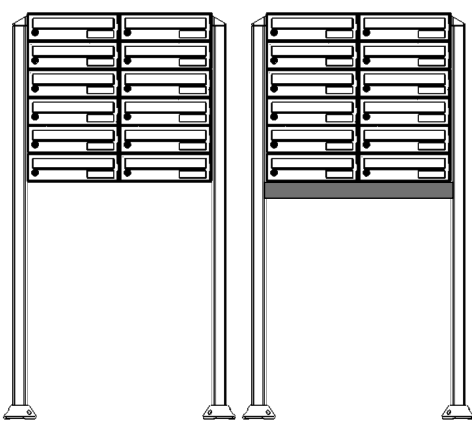
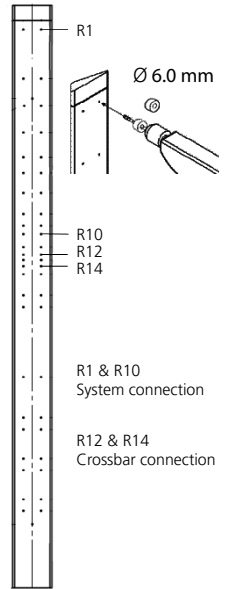
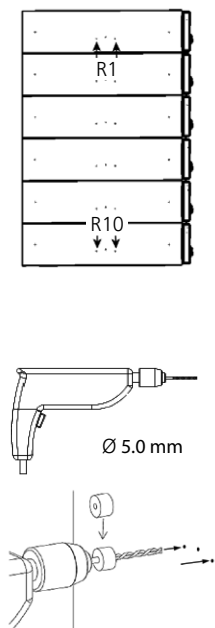
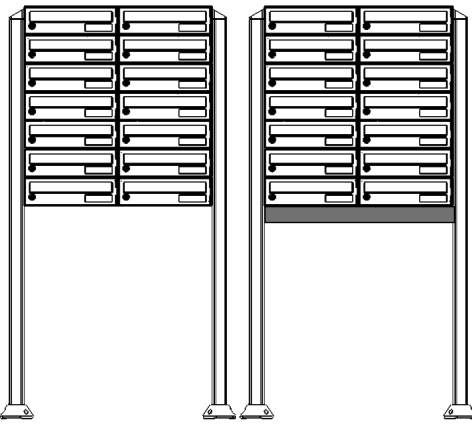
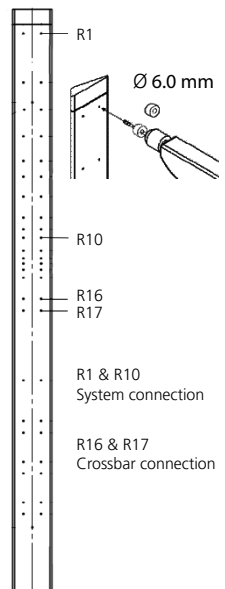
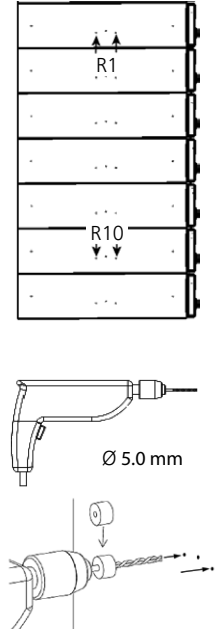
Borehole row	Dimension (mm)
R1	25
R2	164
R3	240.5
R4	315
R5	385
R6	430
R7	486
R8	545
R9	578
R10	601.5
R11	639
R12	660
R13	675
R14	693
R15	715
R16	775
R17	808
R18	1005
R19	1120
R20	1153
R21	1235
R22	1268
R23	1350
R24	1383


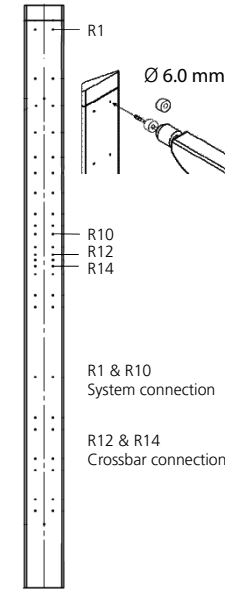
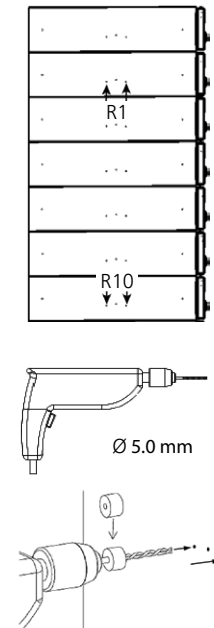
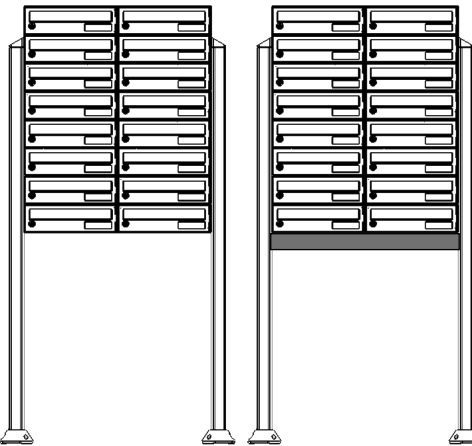
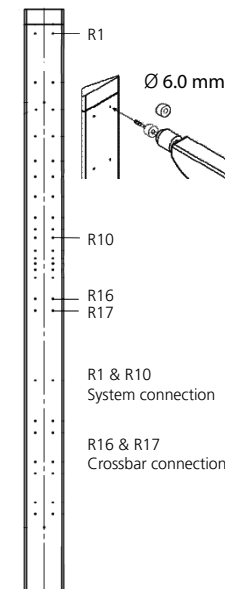
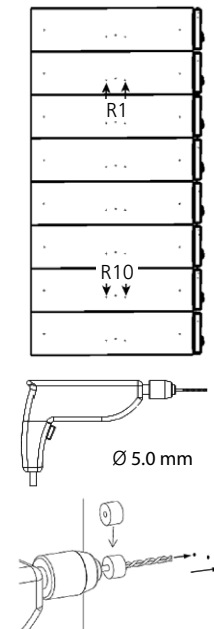


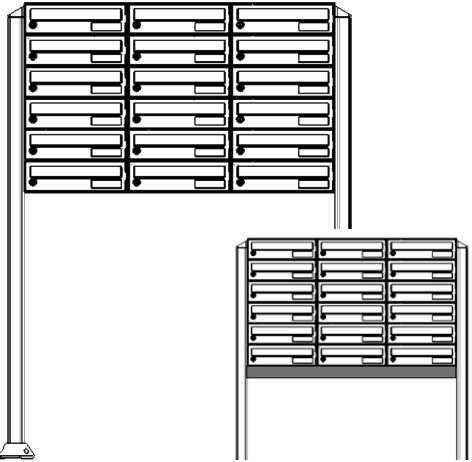
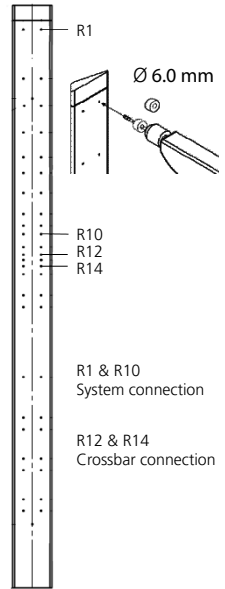
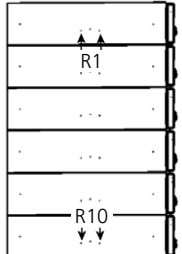
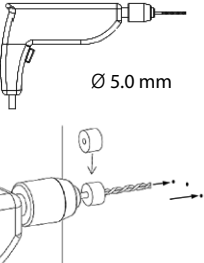
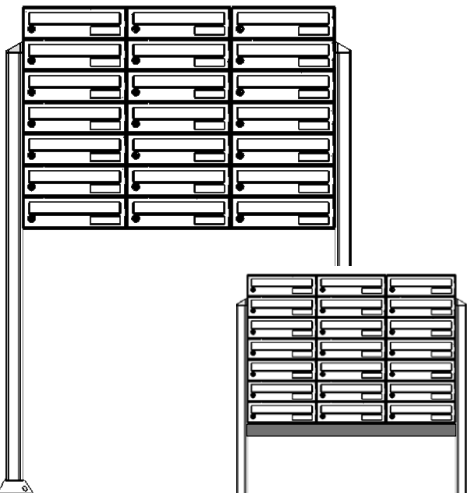
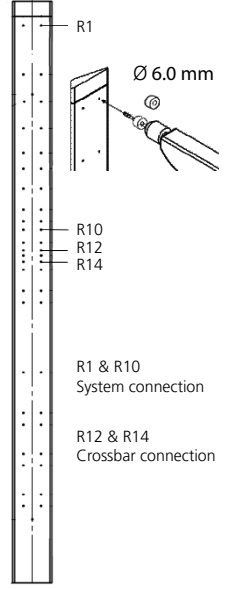
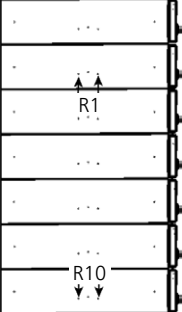
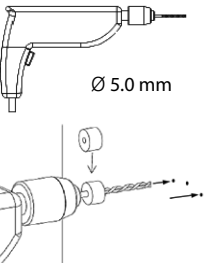
Note: Only the R1 and R10 boreholes are relevant for a system combination with A-boxes (without crossbar).

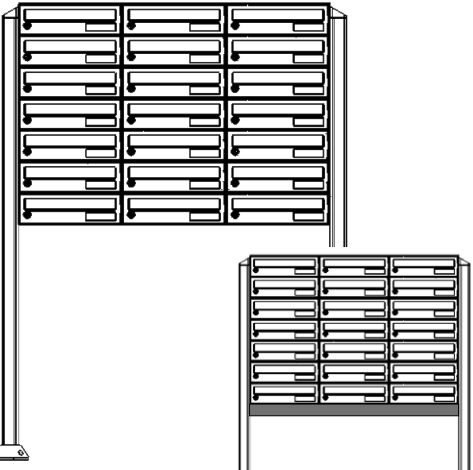
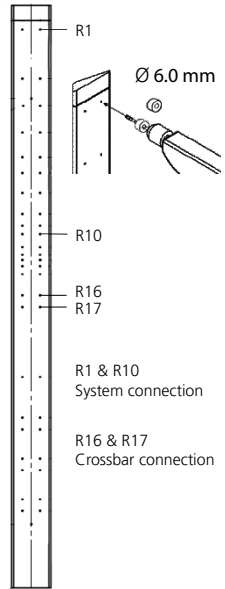
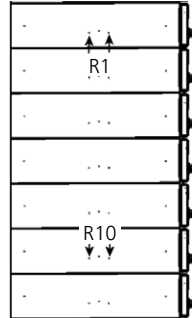
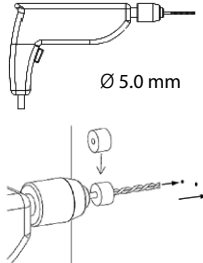
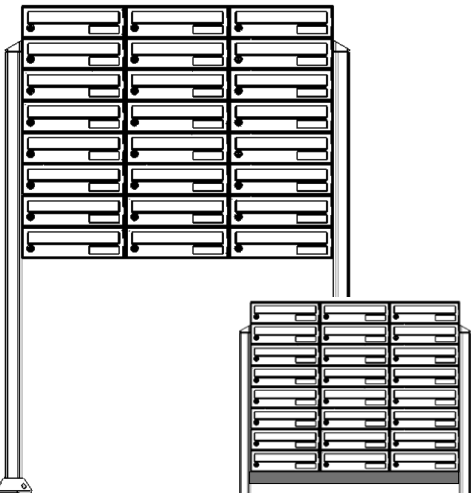
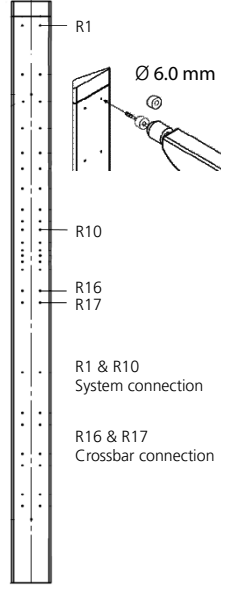
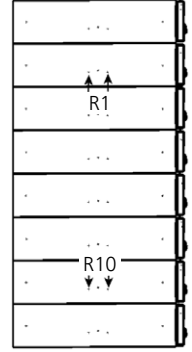
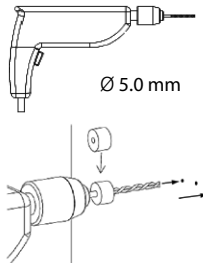
Table 12: Overview of the connection points between the intended system and the Terzo posts

System variant	Terzo boreholes	System boreholes
6-unit system (6 x 1) (Terzo base & set in concrete)		
8-unit system (8 x 1) (Terzo base & set in concrete)		

System variant	Terzo boreholes	System boreholes
<p>12-unit system (6 x 2) (Terzo base & set in concrete)</p>  <p>Assembly without crossbar Assembly with optional Terzo T 760 crossbar</p>	 <p>R1 R10 R12 R14</p> <p>R1 & R10 System connection</p> <p>R12 & R14 Crossbar connection</p>	 <p>R1 R10</p> <p>Ø 5.0 mm</p>
<p>14-unit system (7 x 2) (Terzo base)</p>  <p>Assembly without crossbar Assembly with optional Terzo T 760 crossbar</p>	 <p>R1 R10 R16 R17</p> <p>R1 & R10 System connection</p> <p>R16 & R17 Crossbar connection</p>	 <p>R1 R10</p> <p>Ø 5.0 mm</p>

System variant	Terzo boreholes	System boreholes
<p>14-unit system (7 x 2) (cast in concrete)</p>  <p>Assembly without crossbar Assembly with optional Terzo T 760 crossbar</p>	 <p>R1 R10 R12 R14</p> <p>R1 & R10 System connection</p> <p>R12 & R14 Crossbar connection</p>	 <p>R1 R10</p> <p>Ø 5.0 mm</p>
<p>16-unit system (8 x 2) (Terzo base & set in concrete)</p>  <p>Assembly without crossbar Assembly with optional Terzo T 760 crossbar</p>	 <p>R1 R10 R16 R17</p> <p>R1 & R10 System connection</p> <p>R16 & R17 Crossbar connection</p>	 <p>R1 R10</p> <p>Ø 5.0 mm</p>

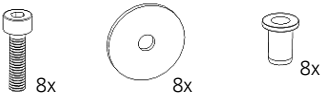

System variant	Terzo boreholes	System boreholes
<p>18-unit system (6 x 3) (Terzo base & set in concrete)</p>  <p>Assembly without crossbar Assembly with optional Terzo T 1140 crossbar</p>	 <p>R1 Ø 6.0 mm R10 R12 R14</p> <p>R1 & R10 System connection</p> <p>R12 & R14 Crossbar connection</p>	 <p>R1 R10</p>  <p>Ø 5.0 mm</p>
<p>21-unit system variant 1 (7 x 3) (Terzo base & set in concrete)</p>  <p>Assembly without crossbar Assembly with optional Terzo T 1140 crossbar</p>	 <p>R1 Ø 6.0 mm R10 R12 R14</p> <p>R1 & R10 System connection</p> <p>R12 & R14 Crossbar connection</p>	 <p>R1 R10</p>  <p>Ø 5.0 mm</p>

System variant	Terzo boreholes	System boreholes
<p>21-unit system variant 2 (7 x 3) (Terzo base & set in concrete)</p>  <p>Assembly without crossbar Assembly with optional Terzo T 1140 crossbar</p>	 <p>R1 Ø 6.0 mm R10 R16 R17</p> <p>R1 & R10 System connection</p> <p>R16 & R17 Crossbar connection</p>	 <p>R1 R10</p>  <p>Ø 5.0 mm</p>
<p>24-unit system variant 2 (8 x 3) (Terzo base & set in concrete)</p>  <p>Assembly without crossbar Assembly with optional Terzo T 1140 crossbar</p>	 <p>R1 Ø 6.0 mm R10 R16 R17</p> <p>R1 & R10 System connection</p> <p>R16 & R17 Crossbar connection</p>	 <p>R1 R10</p>  <p>Ø 5.0 mm</p>

Step 5.1.3: Assembly of the system with the Terzo posts and optional crossbar

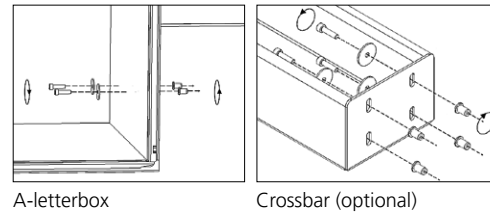
The assembly set shown in Table 13 and the corresponding tools are required to assemble the system with the Terzo posts.

Table 13: Assembly set for connecting the system to the Terzo post

Assembly set	Necessary tools
	 Wrench size 3 / M4

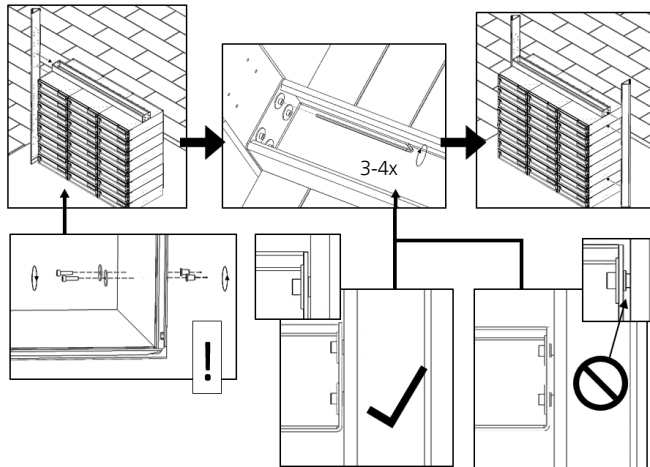
Complete the following steps to connect the pre-assembled system and the crossbar to the Terzo post:

1. Hand-tighten the cylinder screw and rivet nuts on the system and the crossbar. For this purpose, use the holes drilled on the system and the Terzo post in accordance with Table 12 in Step 5.1.2. Optionally, a crossbar can be attached to a system in accordance with Table 12. In this case, repeat these steps for the crossbar as well.



2. Place the pre-assembled system carefully on its upper surface. We recommend covering the floor with board/ cardboard beforehand to protect the system from scratches and damage. Screw the Terzo posts and, if installed, the crossbar to the system as shown. Tighten screws, be careful not to over-tighten! Over-tightening can damage parts and considerably impair the retention force.

Note: The assembly is carried out with a crossbar in the illustrations below. If you do not want to use a crossbar, please skip the corresponding steps.



When assembling the system with Terzo posts, it is essential to first screw the system together and then fit the Terzo posts to the system.


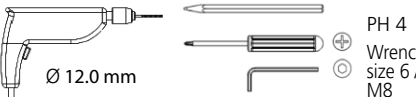
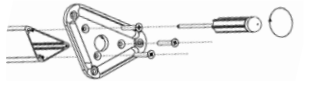
- Continue to Step 5.1.4 to install the system with the optionally available Terzo bases on a concrete foundation.
- Continue to Step 5.1.5 to assemble the system by casting the Terzo posts in concrete.

Step 5.1.4: Assembly of the system with Terzo bases on a concrete foundation

The following steps refer to the assembly of the system using the optionally available Terzo bases, which connect the system to a concrete foundation.

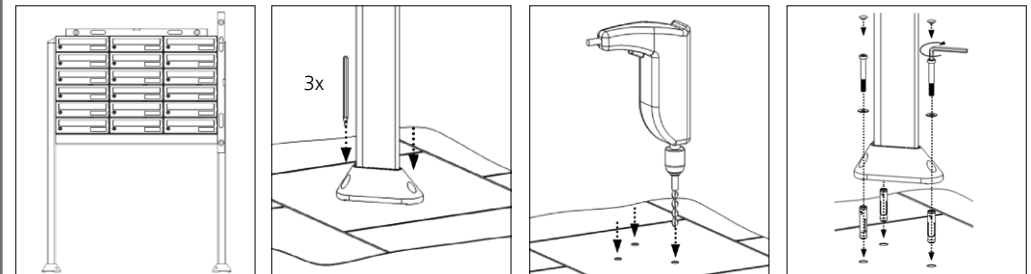
Plan an area of at least 500 x 500 mm for the concrete foundation with a depth of at least 800 mm for each Terzo post, depending on the local frost threshold. The foundation size is to be increased depending on the local condition of the soil. It is recommended to spread a layer of crushed stone underneath the concrete foundation. Backfill the excavated area with concrete and compress. Note the minimum period of time for the hardening of the concrete before the foundation and the system is fully loaded. Concrete with a minimum compressive strength class of C25/30 is recommended. Assembly of the system on an insecure foundation is not permitted. When laying the foundation, ensure that it is horizontally level. Check the evenness of the foundation with a spirit level before assembly. If the foundations are separated, also ensure that the levels are aligned with each other.

1. Mount the Terzo bases using the three M8 countersunk screws supplied:

Assembly set	Necessary tools	Assembly of the Terzo bases with the Terzo post
	 PH 4 Wrench size 6 / M8	



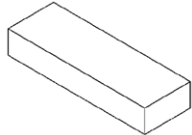
2. Set up the system with at least two people. Do not lift/carry using the Terzo posts when setting up!

Note: Align the system vertically and horizontally using a spirit level. Then mark three boreholes per base on the concrete foundation and place the system to one side again. Ensure that the system cannot fall over, otherwise lay the system on its back wall again (on cardboard or similar). Drill the marked holes at least 10 mm deeper than the dowel length. Insert the dowels so that they are flush with the surface.
3. Use at least two people to align the system over the drilled holes. Ensure that the system cannot be tilted or twisted. Tighten both bases firmly using three of the M8 cylinder screws supplied. Tighten the screws alternately to prevent tilting.

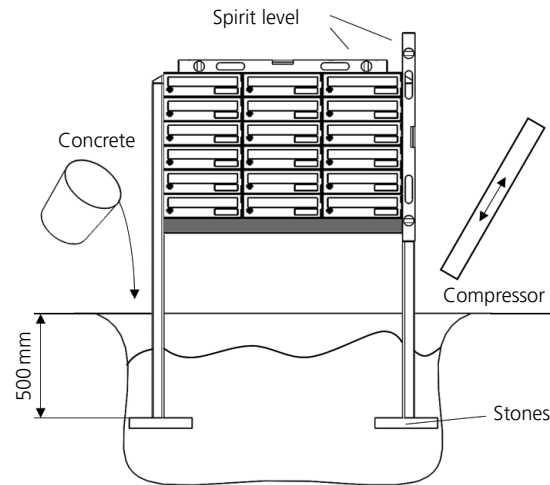


Step 5.1.5: Assembly of the system with Terzo posts - cast in concrete


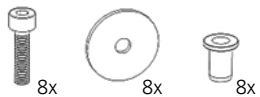
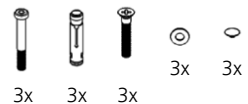
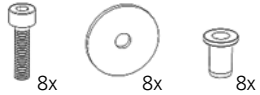
Plan an area of at least 500 x 500 mm for the concrete foundation with a depth of at least 800 mm for each Terzo post, depending on the local frost threshold. The foundation size is to be increased depending on the local condition of the soil. The following tools are required:

Spirit level	Bucket	Stones/support material/gravel
		

According to step 5.1.3, the system must always be cast in concrete after the entire system has been pre-assembled. It is not permitted to first assemble the Terzo posts with the crossbar, set them in concrete and then screw on the system. It is recommended to spread a layer of crushed stone underneath the concrete foundation. Position the Terzo posts in the ground to a depth of approx. 500 mm. Use stones if necessary and align the system vertically and horizontally using a spirit level as illustrated. Then provide sufficient support for the system. Backfill the foundation pit or hole with concrete and compress. Support the system without clearance for the time the concrete is hardening and safeguard it against falling over. Note the minimum period of time for the hardening of the concrete before the system is fully loaded. Concrete with a minimum compressive strength class of C25/30 is recommended.



Appendix A: Overview of assembly sets

Assembly set	Figure	Intended use
Scope of delivery A-letterbox <ul style="list-style-type: none"> • 5x screw M5 x 12 DIN 7985 TX25 stainless steel • 5x cap nut M5 DIN 1587 stainless steel • 10x washer 5.3 x 20 x 1.5 mm niro • 4x rubber plugs 		Connection of letterboxes; rubber plugs to close the holes drilled in the base of the A-box at the factory if no further A-boxes are mounted below the respective A-box.
Accessories: Assembly set A-letterbox <ul style="list-style-type: none"> • 8x cylinder screw DIN 912 M4 x 16 (8.8) • 8x washer 4.3 x 20 x 1.25 niro • 8x blind rivet nut M4-TP-C 		Connecting the system with Terzo post
Scope of delivery Terzo bases <ul style="list-style-type: none"> • 3x screw M8 x 60 DIN 7500 V2A • 3x screw M8 x 60 DIN 6912 V2A • 3x washer for M8 DIN 433 V2A • 3x Dowel for M8 SLM8N • 3x cover cap 		Connection Terzo base and Terzo post
Optional:		
Scope of delivery Crossbar <ul style="list-style-type: none"> • 8x cylinder screw DIN 912 M4 x 16 (8.8) • 8x washer 4.3 x 20 x 1.25 niro • 8x blind rivet nut M4-TP-C 		Connection of the crossbar with two Terzo posts



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