

Always home. Even when you're not.™

elephantrunk

parcel drop

by ARCHITECTURAL
MAILBOXES®



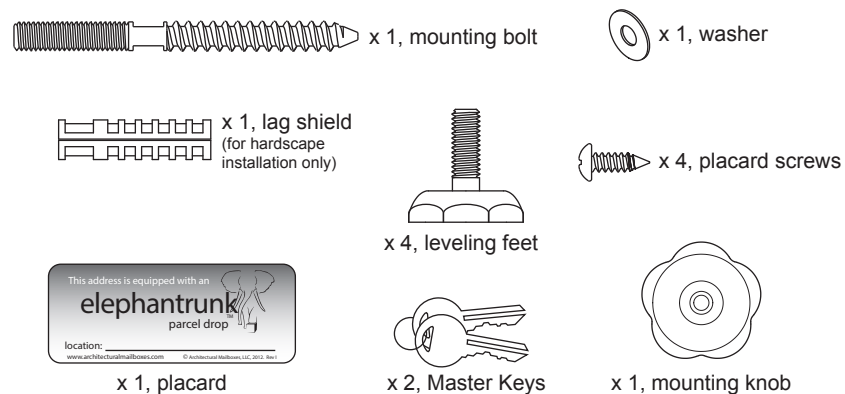
We're all ears!

Give us a call at (310) 374-5700 or email
support@architecturalmailboxes.com with any questions.

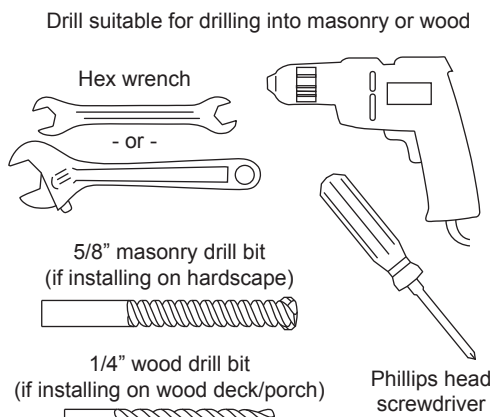
Model 6950

Carefully unpack the elephantrunk, parts and hardware.

Hardware and Parts (included)



Tools (not included)



Choose where to locate your elephantrunk

NOTE: The elephantrunk parcel drop is NOT intended to replace a mailbox. Its primary purpose is to receive parcel deliveries.

- The courier must be able to freely access your elephantrunk to make deliveries.
- Choose a protective location, such as on a porch or under an eave, and away from sprinklers.
- You can anchor your elephantrunk to a hardscaped or wooden surface. It will require drilling a hole into the surface, so make sure you pick the right location.

elephantrunk installation

1 Place your elephantrunk at the desired location with the help of another person.

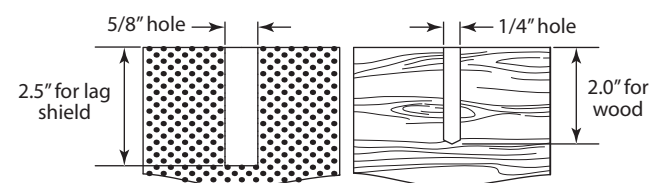
2 Open the lid and mark the ground through the hole in the floor. Make sure back of mailbox is at least 3 inches from any walls to ensure proper door operation.

3 After marking the ground, place the elephantrunk aside before continuing.

4 Drill a hole where you marked the ground:

For hardscape (for example, stone walkway or concrete pad), drill a hole 2.5" deep at the mark with a 5/8" masonry bit.

For wood (for example, deck or porch), drill a pilot hole 2" deep at the mark using a 1/4" wood bit.

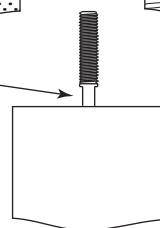


5 For hardscape: Remove any debris from the hole and insert the lag shield so it is flush with the surface. Screw the mounting bolt into the lag shield.

For wood: Screw the mounting bolt directly into the surface.

Use the hex portion at the center of the bolt to screw it into the hole.

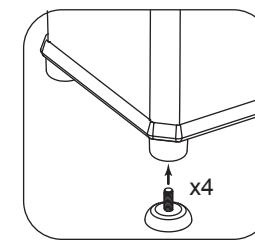
For both installations, screw it all the way so the hex portion is touching the surface.



6 Carefully screw the four leveling feet into the bottom of each leg about half way.

7 With help, lift the elephantrunk over the installed bolt, aligning the bolt through the hole in the floor. DO NOT secure in place with the mounting knob yet.

8 Level the elephantrunk by adjusting the feet up and down.



9 Place the washer over the bolt and screw on the mounting knob. The knob only needs to be hand tightened.

! Over tightening with a tool may damage the floor and invalidate your warranty.

10 Place the cushion onto the floor over the mounting knob.

11 Remove protective plastic coating from the placard and write the location of your elephantrunk onto the placard with a permanent marker.

12 Attach the placard to your front entry in a conspicuous location so the courier knows where to deliver your items.

elephantrunk use

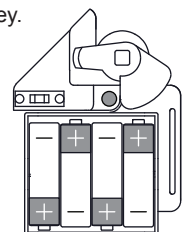
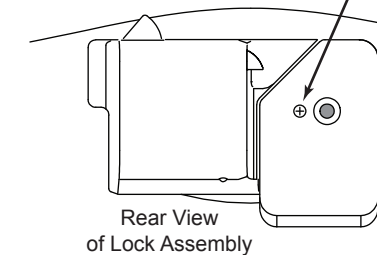
Master Keys: These allow you to open the unit as well as access other features that need to be protected, such as reprogramming the keypad code, replacing batteries and changing modes of operation. **MAKE SURE YOU KEEP THESE KEYS IN A SAFE PLACE AND DON'T GIVE THEM OUT TO OTHERS.**

1 Installing Batteries (4xAA - not included):

a Using a Master key, place the lock in unlocked (vertical) position.

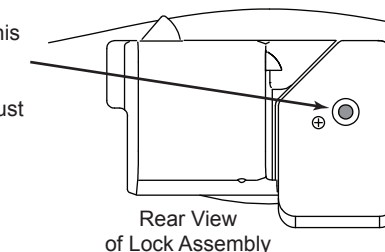
b Remove this screw to access the battery compartment.

c Insert batteries as shown, replace battery cover, place the lock in locked (horizontal) position, and remove Master Key.



2 Resetting the Keypad Code:

a Unlock the unit using the Master Key. This exposes the red programming button on the back of the lock assembly without taking the battery cover off. The lock must be in the unlocked (vertical) position to reveal the red programming button.



b Using a small implement like a pencil, depress the programming button. Within 60 seconds, enter a new 4-digit code using 0 through 9, then press #. Test your new code by closing the lid (it does not need to be locked but lid must be closed) and input your code followed by the # key. If your code works, the keypad will show the green light flash twice with two beeps. If your code does not work, the keypad will display the red light and have a long beep sound. If this occurs, try to reset code again.

3 Daily Operation:

To unlock the your elephantrunk using the keypad, input your 4 digit code followed by the # key. This places it in Normal Standby Mode described further below. Your elephantrunk can be used in three different modes....

Normal Mode (factory setting)

If you are expecting a delivery, enter the keypad code when leaving for the day. This will unlock the unit and tell it to wait for a delivery. When the carrier opens the lid and delivers the parcel, the unit senses this activity and will automatically engage the lock so your delivery is safe until you return home.

Alternatively, you can give your keypad code to carriers so they can enter it and gain access to the unit. This is useful if you are expecting more than one delivery during the day and want to allow delivery of all of them, limited only by the capacity of the storage compartment. You can give out the code by entering it into the address line when you order goods (e.g., "Parcel Box Code 1234"). Some carriers also allow you to enter a "Gate Code" into your online profile that can be stored and updated at any time. Check in your online profile if you subscribe to these carriers' services.

After delivery, you can retrieve your parcel(s) from the unit by entering your keypad code or by using your Master Key.

You can also leave outgoing return-service parcels in the unit for retrieval by the carrier.

Always Locked Mode

This mode locks the units and deactivates the keypad. This is useful, for example, if you are leaving for vacation and don't want anyone to access the unit. To set the unit into Always Locked Mode:

- 1) Unlock the unit using the Master Key.
- 2) Unscrew and remove the battery cover on the back of the lock assembly.
- 3) Locate the small blue switch and move it to the left of the unit as viewed from the rear.
- 4) Screw the battery cover back on, lock the unit and remove the Master Key.

Never Locked Mode

This mode unlocks the unit and deactivates the keypad. This is useful if you want to allow full access to the unit all the time by anyone. To set the unit into Never Locked Mode:

- 1) Unlock the unit using the Master Keys.
- 2) Unscrew and remove the battery cover on the back of the lock assembly.
- 3) Locate the small blue switch and move it to the right of the unit as viewed from the rear.
- 4) Screw the battery cover back on, close the unit and remove the Master Key.

Always Locked Mode (blue switch in left position) → Normal Mode (blue switch in center position) → Never Locked Mode (blue switch in right position)

