

Operating instructions

Goethe letterbox collection

Status 08/2024



Table of contents

| | |
|---|----|
| 1 General information | 4 |
| 1.1 Purpose of the document..... | 4 |
| 1.2 Handling this document | 4 |
| 1.3 Intended use..... | 4 |
| 1.4 Use of symbols and highlighting..... | 4 |
| 1.5 Warranty and liability | 5 |
| 2 Security | 5 |
| 2.1 General information | 5 |
| 2.2 General safety instructions | 5 |
| 2.3 Safety instructions for installation | 6 |
| 2.4 Safety instructions for the electrical connection | 7 |
| 2.5 Safety instructions for commissioning | 7 |
| 3 System description | 8 |
| 4 Installation and electrical connection | 8 |
| 4.1 Requirements for the installation area | 8 |
| 4.2 Criteria for the electrical connection | 8 |
| 4.3 Requirements for the foundation | 9 |
| 4.4 Note on installation | 10 |
| 4.5 Installation surface-mounted letterbox | 10 |
| 4.6 Flush-mounted letterbox installation..... | 19 |
| 4.6.1 Flush-mounted letterbox with cover frame | 20 |
| 4.6.2 Flush-mounted letterbox with shadow gap | 25 |
| 4.7 Installation of free-standing letterbox | 29 |
| 4.8 Installation of wall conduit box | 37 |
| 4.9 Stand assembly Goethe 100/200/Technology steles | 43 |
| 4.10 Stand installation Goethe parcel box steles | 47 |
| 4.11 Opening/closing the cover on the function box..... | 52 |
| 4.12 Removing/installing the push-key lock | 55 |
| 4.13 Electrical connection | 58 |
| 4.14 Maintenance and servicing | 58 |
| 5 Use | 64 |
| 6 Decommissioning the product | 64 |

page 2

Operating instructions

Letterbox collection "Goethe" (also multiple)

| | |
|--------------------------------------|----|
| 7 Maintenance, cleaning, repair..... | 64 |
| 7.1 Maintenance..... | 64 |
| 7.2 Cleaning..... | 64 |
| 7.3 Repair | 66 |
| 8 Waste disposal..... | 66 |
| 9 Declaration of conformity | 66 |


1 General information


1.1 Purpose of the document

These operating and installation instructions are part of the product and contain information for the user on safe operation and for the installation and electrical specialist on safe installation of the "Goethe" letterbox collection. This document is therefore valid for both single and multiple installations.

1.2 Handling this document

- Read the operating and installation instructions before installing and commissioning the letterbox (system)
- Keep these instructions to hand
- Pass these instructions on to subsequent owners or users of the letterbox (system)


 **NOTE:**
We would like to point out that an installation log must be created by the installer to ensure correct installation.


 **NOTE:**
People with colour vision deficiency require assistance with the assignment of any coloured cables.


1.3 Intended use

The "Goethe" letterbox collection are mailboxes for the insertion and removal of mail in accordance with DIN EN 13274 (Postal services - Mailbox openings - Requirements and tests; EN 13274:2013 and its amendments).

1.4 Use of symbols and highlighting

 **DANGER**
The signal word indicates a hazard with a high degree of risk which, if not avoided, will result in death or serious injury.

 **WARNING**
The signal word indicates a hazard with a medium level of risk which, if not avoided, may result in minor or moderate injury.

 **NOTE**
The signal word indicates a special technical feature or (if not observed) possible damage to the product

✓ Prerequisite for the following instructions

➔ Instruction for action

page 4

Caution

The signal word indicates a hazard with a low level of risk which, if not avoided, may result in minor or moderate injury.

1.5 Warranty and liability

Briefkasten Manufaktur Lippe GmbH accepts no liability for defects and damage caused by failure to observe the installation and operating instructions. This exclusion of liability applies in particular to

- Improper use
Incorrect installation
- Repairs carried out by an installation company not commissioned by Briefkasten Manufaktur Lippe GmbH.
and/or qualified electrician
- Use of non-original spare parts
- Conversion of the systems without the consent of Briefkasten Manufaktur Lippe GmbH
- Installation and commissioning by unqualified personnel (no installation and/or commissioning instructions)
qualified electrician)
- Improper disposal after decommissioning

2 Security

2.1 General information

The "Goethe" letterbox collection is developed, manufactured, tested and documented in accordance with the relevant safety and environmental regulations. Only use the systems if they are in perfect technical condition.

Faults that affect the safety of persons or the system must be rectified immediately by an installation and/or electrical specialist in accordance with the applicable national regulations.

2.2 General safety instructions

CAUTION

- Letterboxes, free-standing letterboxes, flush-mounted and surface-mounted letterboxes must be checked for visual defects before use.

Check for damage. In the event of damage, replace the letterbox, free-standing letterbox, flush-mounted and

Do not use surface-mounted letterboxes.

- The installation, electrical connection and commissioning of the letterbox,

Floor-standing letterboxes, flush-mounted and surface-mounted letterboxes may only be installed by an installation engineer.

and/or qualified electrician.

- Markings, warning symbols and type plate must not be removed from letterboxes, free-standing letterboxes, flush-mounted letterboxes and

and remove surface-mounted letterbox.

- Letterboxes, free-standing letterboxes, flush-mounted and surface-mounted letterboxes never with a
Clean with a high-pressure cleaner or similar device.
- Ensure that no body parts are positioned between the insertion and/or removal flap.
There is a risk of crushing, shearing and cutting.
- Ensure that only people can access the letterbox, free-standing letterbox, flush-mounted letterbox and
The user must be able to access the surface-mounted letterbox after reading these operating instructions.

2.3 Safety instructions for installation

CAUTION

- Observe the local legal requirements for electrical installations and fire protection, Safety regulations and escape routes at the planned installation site.
- If necessary, take appropriate precautions for ESD protection when the system is open in order to avoid electrostatic discharges.
- Installation and/or electrical specialists must be present during the installation of the letterboxes. Manufaktur Lippe GmbH letterboxes, free-standing letterboxes, flush-mounted and surface-mounted letterboxes be properly earthed.
- Install the letterbox Manufaktur Lippe GmbH letterbox, free-standing letterbox, flush-mounted letterbox and surface-mounted letterboxes are not located in a potentially explosive area (Ex zone).
- Install the letterbox Manufaktur Lippe GmbH letterbox, free-standing letterbox, flush-mounted letterbox and surface-mounted letterbox so that the system does not block or obstruct any passageways.
- Install the letterbox Manufaktur Lippe GmbH letterbox, free-standing letterbox, flush-mounted letterbox and surface-mounted letterboxes in environments with ammonia or air containing ammonia.
- Install the letterbox Manufaktur Lippe GmbH letterbox, free-standing letterbox, flush-mounted letterbox and surface-mounted letterboxes in a place where they cannot be damaged by falling objects. can be damaged.
- The Manufaktur Lippe GmbH letterbox, free-standing letterbox, flush-mounted letterbox and letterbox Surface-mounted letterbox is suitable for indoor and outdoor use.
- Install the letterbox Manufaktur Lippe GmbH letterbox, free-standing letterbox, flush-mounted letterbox and surface-mounted letterboxes away from water spray systems, such as car washes, Pressure washers or garden hoses.
- The Manufaktur Lippe GmbH letterbox, free-standing letterbox, flush-mounted letterbox and letterbox Surface-mounted letterbox is suitable for use in areas without access restrictions.
- Protect the letterbox Manufaktur Lippe GmbH letterbox, free-standing letterbox, flush-mounted letterbox

and surface-mounted letterboxes from direct sunlight. The operating temperature is -20 °C to +55 °C.

- The installation location of the Manufaktur Lippe GmbH letterbox, free-standing letterbox, Flush-mounted and surface-mounted letterboxes must be selected in such a way that unintentional start-up by vehicles is excluded. If damage cannot be ruled out, the vehicle must protective measures are taken.
- Take the Manufaktur Lippe GmbH letterbox, free-standing letterbox, flush-mounted letterbox and surface-mounted letterbox if it has been damaged during installation; the Device must be replaced.

2.4 Safety instructions for the electrical connection

WARNING

- The national legal requirements for electrical installations, fire protection, Observe safety regulations and escape routes at the planned installation site. The Observe the applicable national installation regulations.
- If necessary, each Manufaktur Lippe GmbH letterbox, free-standing letterbox, Flush-mounted and surface-mounted letterboxes with their own residual current circuit breaker and circuit breaker in the connection installation. See requirements for the Installation location.

WARNING

- Before the electrical connection of the Manufaktur Lippe GmbH letterbox, Floor-standing letterboxes, flush-mounted and surface-mounted letterboxes ensure that the electrical connections are de-energised.
- Ensure that the correct connection cable is used for the electrical mains connection.
- The Manufaktur Lippe GmbH letterbox, free-standing letterbox, flush-mounted letterbox and letterbox Do not leave the surface-mounted letterbox unattended with the installation cover open.

2.5 Safety instructions for commissioning

WARNING

- The commissioning of the Manufaktur Lippe GmbH letterbox, free-standing letterbox, Flush-mounted and surface-mounted letterboxes may only be operated by an installation and/or by a qualified electrician.
- The correct electrical connection of the letterbox, if required Manufaktur Lippe GmbH Letterboxes, free-standing letterboxes, flush-mounted and surface-mounted letterboxes must be must be checked by a qualified electrician.
- Before commissioning the Manufaktur Lippe GmbH letterbox, free-standing letterbox, Check flush-mounted and surface-mounted letterboxes for visual damage or defects. The Commissioning of a Manufaktur Lippe GmbH letterbox, free-standing letterbox, Flush-mounted and surface-mounted letterboxes are not permitted. Any defects found must be reported immediately the Briefkasten Manufaktur Lippe GmbH customer service.

3 System description

The system described in these operating and installation instructions is a letterbox from the "Goethe" collection of the 215 series.

4 Installation and electrical connection

DANGER

The safety instructions listed in Chapter 2, "Safety" must be observed at all times

4.1 Requirements for the installation area

The following points must be taken into account when selecting the installation location for a "Goethe" letterbox collection:

- The mounting surface must be solid and stable.
- The mounting surface must be completely flat (max. 2 mm difference between the individual mounting points).
- No obstruction of footpaths and escape routes.
- For optimum and trouble-free operation, we recommend an installation location without direct sunlight.
Solar radiation.
- Compliance with local building and fire protection regulations.

NOTE

The installation height (in relation to the centre line of the insertion flap) of a "Goethe" collection letterbox must be at least 700 mm above the floor. This ensures ergonomic use of the system in accordance with DIN EN 13274.

4.2 Criteria for the electrical connection

(if required)

Before starting the connection work, the requirements for the installation of the letterbox, free-standing letterbox, flush-mounted and surface-mounted letterbox must be checked by a qualified electrician.

Depending on the country, the regulations of the authorities and electricity grid operators must be observed.

The national installation regulations and standards must be applied when selecting the protective devices.

4.3 Requirements for the foundation

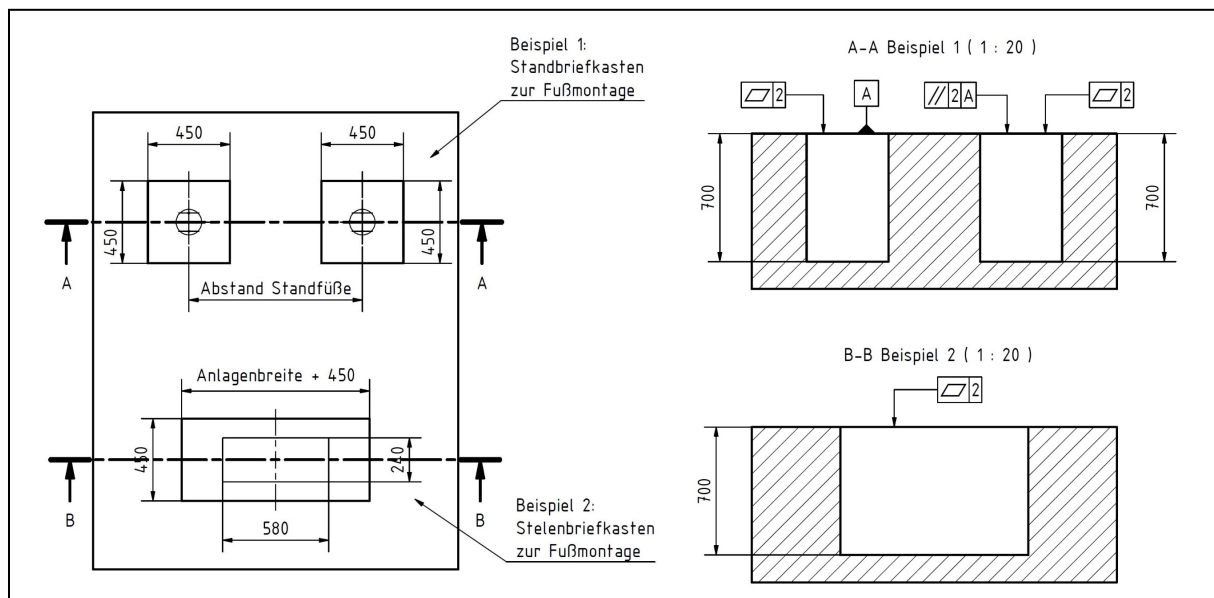
Foundations in the ground must be provided for free-standing installations and steles.

The foundation must fulfil the following requirements:

Concrete: C25/30 XF1 XC2
Reinforcing steel: BST 500 S wire-Ø 10 mm

The foundation depth should be at least 700 mm, depending on the frost line in the ground. Before excavating, it is advisable to obtain a section plan of the planned installation location from the responsible office so that pipes, electrical cables etc. are not damaged. Please ensure that the cables are pulled into an empty conduit before concreting.

The foundation must also have the following dimensions:



The dimensions of the foundation must be selected as follows:

System width + 450 mm
System depth + 450 mm

4.4 Note on installation

NOTE

All installation work must be carried out by a qualified installation technician. Care must be taken to use suitable installation materials. National installation standards must also be observed.

NOTE

Please follow the separate installation instructions that come with your Briefkasten Manufaktur Lippe GmbH letterboxes, free-standing letterboxes, flush-mounted and surface-mounted letterboxes. You can also find these on the homepage:

<https://www.briefkasten-manufaktur.de/en/manuals>

NOTE

Please note that it must always be possible to remove the system at a later date to ensure that it can be replaced. In this respect, the system must always be bolted in place. Gluing, welding or similar types of installation are not permitted.

4.5 Installation surface-mounted letterbox

Suitable brickwork or a concrete wall is required for the installation of a Manufaktur Lippe GmbH surface-mounted letterbox (system). If the surface-mounted letterbox is to be installed on wood, a sufficiently stable construction is required. Briefkasten Manufaktur Lippe GmbH always recommends using the supplied mounting rails for the installation of surface-mounted letterboxes from the 385 series. These simplify installation and ensure that the entire system is mounted flush. All existing fixing holes must be used.

→ Check

The wall to which the letterbox system is to be attached must be clean and level. It must be ensured that the wall has an appropriate load-bearing capacity. Depending on its size, a letterbox weighs between 5 and 18kg (excluding post)

→ Measuring

Measure the mounting holes on the back of the system. Transfer these dimensions to the wall. Please observe the installation height prescribed by DIN 13724. The centre line of the lowest insertion opening should not be less than 700 mm. The centre line of the uppermost throw-in opening should not be higher than 1,700 mm. Only in exceptional cases (accessibility) is a lower limit of 400 mm and an upper limit of 1,800 mm permissible.

→ Drilling

Drill holes in the wall and insert wall plugs into the holes.

→ Screwing

Open the doors of the boxes in which the fixing holes are located and insert the appropriate screws with the spacers into the dowels through these boxes. Screw the system together. This step is best carried out by three people.

Operating instructions

Letterbox collection "Goethe" (also multiple)



For fixing a surface-mounted letterbox (system), Briefkasten Manufaktur Lippe GmbH recommends Fischer connection anchors, type FAZ II 6/10 or other suitable fixing material.

The surface-mounted letterboxes are always installed using mounting rails. This multi-part rail consists of rail parts already installed on the letterbox system as well as wall mounting rails supplied loose, which must be mounted on the wall on site.

The installation is described below for a 6-fold system from the "Goethe" collection. However, it also applies in an adapted form to all other surface-mounted systems in the "Goethe" collection.

Operating instructions

Letterbox collection "Goethe" (also multiple)

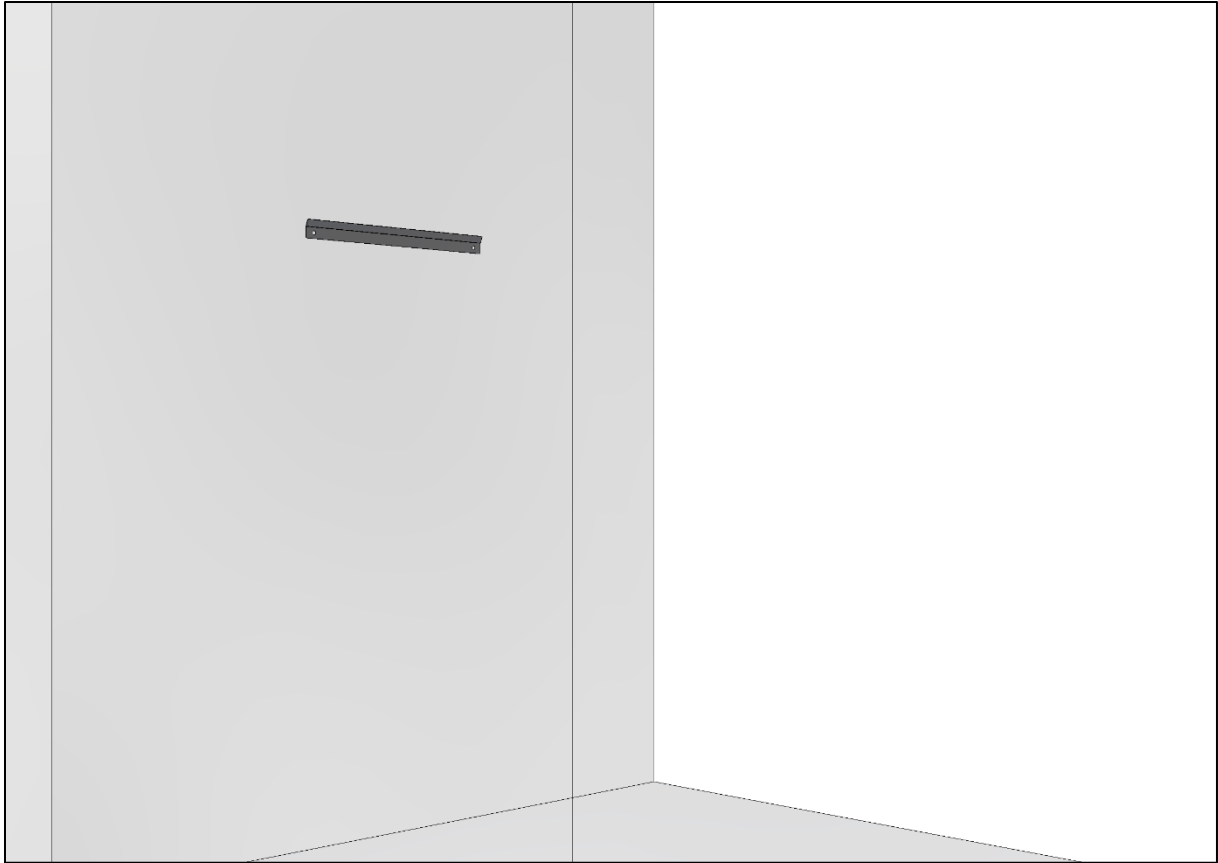


Fig. 1:

Position the supplied wall mounting rail horizontally on the wall. The holes in the rail are 95 mm below the top edge of the letterbox. These must therefore be subtracted from the desired top edge dimension of the system. Observe the guide values for the correct height of the letterbox specified in the operating instructions. Now mark the drill holes with a suitable pencil. Then use a suitable drill to drill suitable holes with a diameter of 8 mm for a Fischer FAZ II 8/10 steel anchor or other suitable fixing material. Clean the drill holes afterwards.

Operating instructions

Letterbox collection "Goethe" (also multiple)



Fig. 2:

Now hammer the steel anchors into the wall in the holes provided. Then attach the wall mounting rail.

Operating instructions

Letterbox collection "Goethe" (also multiple)

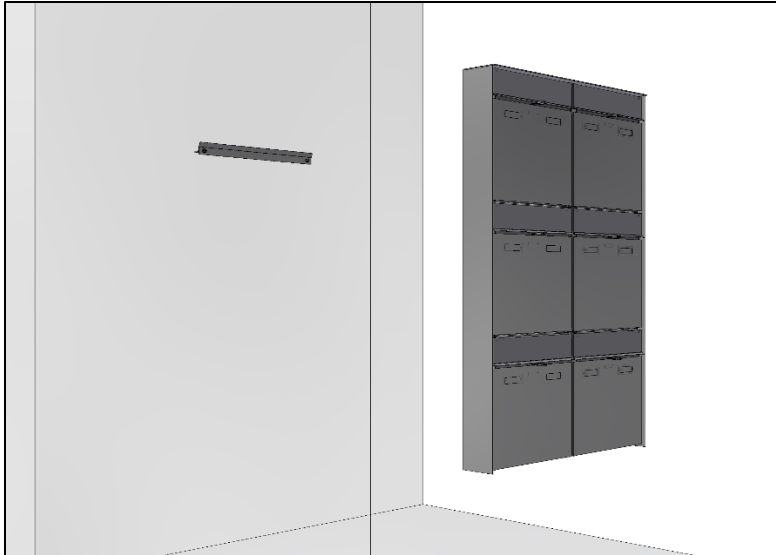


Fig. 3:

View from the front

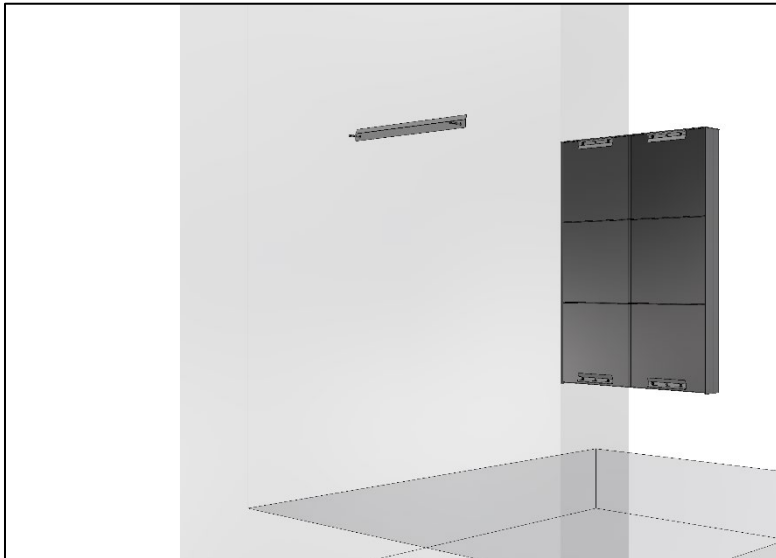


Fig. 4:

View from behind

Fig. 3 and 4:

Now guide the letterbox to the wall mounting rail and hang it with its mounting rail in the wall mounting rail. Check the system for horizontal alignment. Now mark the holes for fixing the letterbox to the wall. Remove the letterbox from the wall again and prepare the holes in the same way as you did for the wall mounting rail.

Operating instructions

Letterbox collection "Goethe" (also multiple)

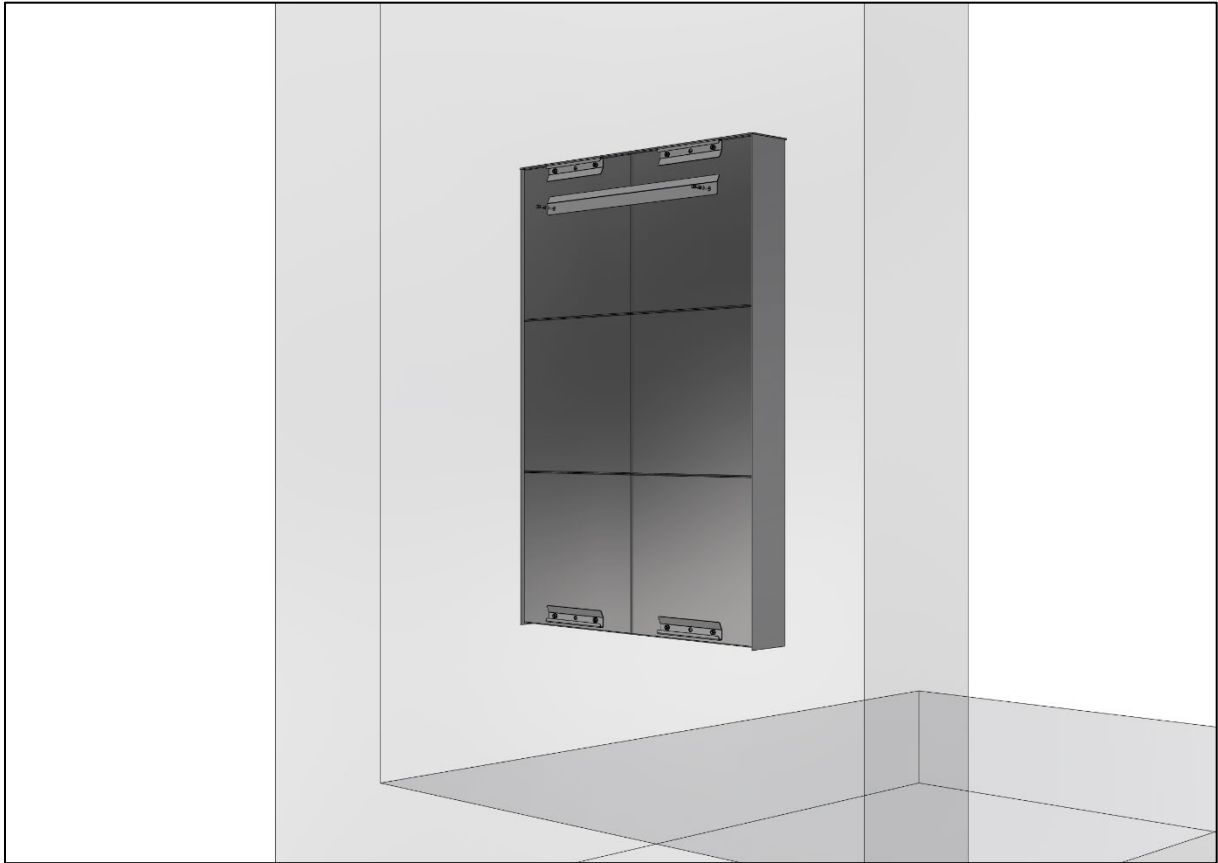


Fig. 5:

Now hang the letterbox on the wall mounting rail again.

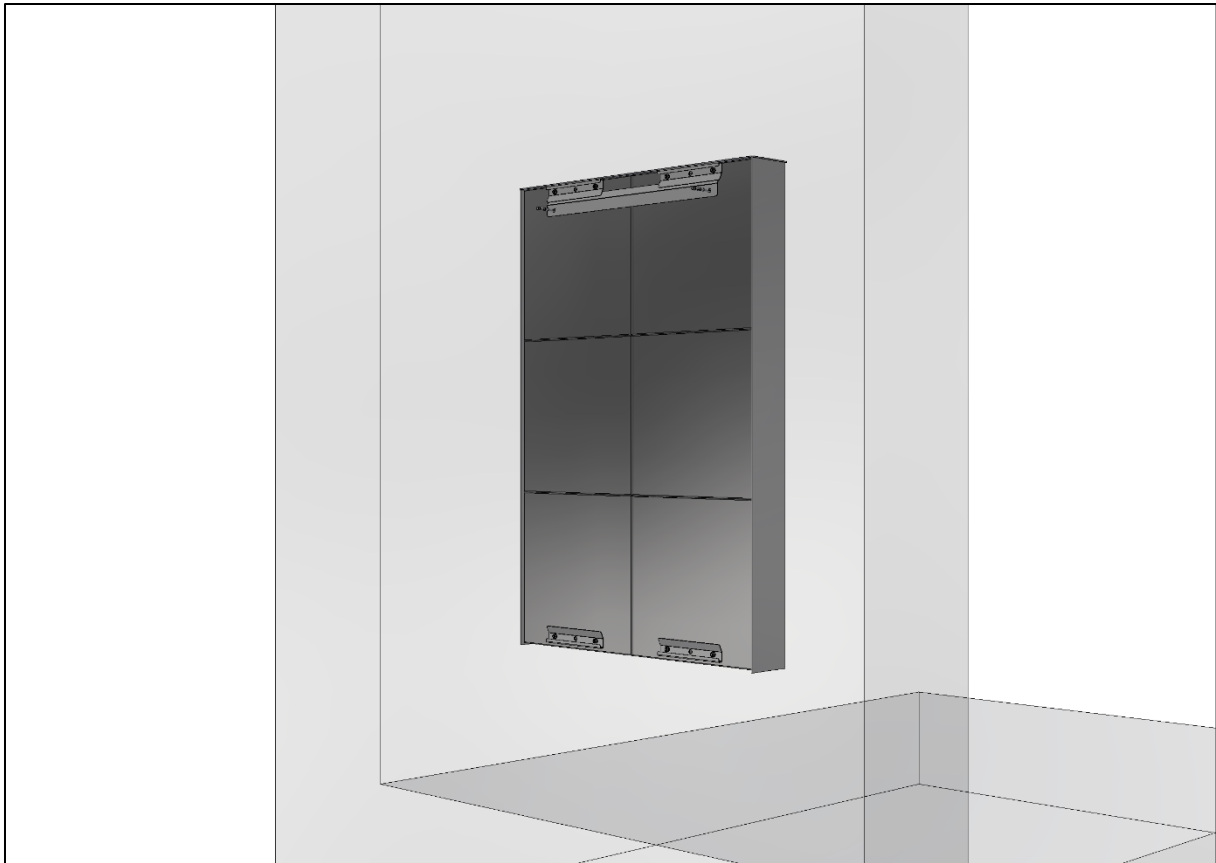


Fig. 6:

Letterbox in suspended state.



Fig. 7:

Remove the nuts from the Fischer FAZ II 8/10 steel anchors and hammer them through the letterbox into the holes provided in the wall. To do this, open the removal flaps or, if necessary, the insertion flaps. Then screw the nuts back onto the steel anchors, finalise the alignment of the letterbox and tighten the nut firmly.

Operating instructions

Letterbox collection "Goethe" (also multiple)



Fig. 8:

The system is now properly installed.

NOTE

Always use the recommended fixing material.

Operating instructions

Letterbox collection "Goethe" (also multiple)

4.6 Flush-mounted letterbox installation

For the installation of a letterbox Manufaktur Lippe GmbH flush-mounted letterbox (system), a sufficiently large recess must be provided at the installation location. Briefkasten Manufaktur Lippe GmbH recommends leaving a 10 mm gap to the building structure around the letterbox/installation. If this requires interventions in the building structure, these must be considered in advance in terms of statics and strength.

We recommend having flush-mounted systems installed by a specialised company. Flush-mounted installation poses major challenges, regardless of the specific installation location. Cold bridges and condensation are dangers that must be prevented by sufficiently dimensioned insulation on all sides (except the front) of the flush-mounted letterbox, adapted to the physical conditions on site. Your specialist company is responsible for the correct installation of the necessary insulation! If cold bridges or condensation still occur in the letterbox, these are on-site defects that do not constitute grounds for complaint.

4.6.1 Flush-mounted letterbox with cover frame

These Manufaktur Lippe GmbH flush-mounted letterboxes (systems) are supplied with a surrounding frame, which covers the gap between the masonry and the letterbox/system. All existing fixing holes must be used. Our flush-mounted systems are equipped with pre-punched cable inlets on all sides, which can be easily removed if required. We recommend that the installation of flush-mounted systems is carried out by a master craftsman, as cold bridges can occur when systems are installed in house walls if the insulation layer is interrupted during installation.

→ Measure height and width

Take the exact width and height from the back of the letterbox system. This is important as you need the dimensions without the plaster cover frame. Add a total of approx. 20 mm to these dimensions, both in height and width, and then use these dimensions to draw a rectangle on the wall in which the system is to be mounted. Please observe the installation height prescribed by DIN EN 13724. The centre line of the lowest insertion opening should not be less than 700 mm and the centre line of the uppermost insertion opening should not be higher than 1,700 mm. Only in exceptional cases is a lower limit of 400 mm and an upper limit of 1,800 mm permissible.

→ Measure depth

Now measure the total depth of the letterbox system, add at least 20 mm here.

→ Breaking out of a niche

Then break out a niche from the wall within the marked rectangle and in the depth of the installation.

→ Fitting the system

Then carefully fit the system into this niche and adjust the size of the niche if necessary.

→ Drilling

Bring the system into the final position and mark the drill holes on the wall. Remove the system from the niche and drill the corresponding holes in the rear wall of the niche and insert the plugs into the holes. The system can also be attached via the side walls.

→ Screwing

Now insert the system into the recess again, open the doors of the boxes in which the fixing holes are located and insert the appropriate screws into the plugs through these boxes. Screw the system into place. Make sure that the plaster cover frame completely covers the niche.

For fixing a flush-mounted letterbox (system), Briefkasten Manufaktur Lippe GmbH recommends connecting anchors from Fischer, type FAZ II 6/10 or other suitable fixing material.

NOTE

Always use the recommended fixing material.

It is explicitly NOT permitted to glue in the flush-mounted system or install it permanently in any other form. Replaceability must be guaranteed, also in terms of possible repairs.

Operating instructions

Letterbox collection "Goethe" (also multiple)

For flush-mounted installation of a letterbox Manufaktur Lippe GmbH letterbox system from the "Goethe" collection, it is necessary to provide a cut-out in the building structure. This may require the customer to check the building fabric and the overall structural situation.



Fig. 9:

Place your Manufaktur Lippe GmbH flush-mounted letterbox system from the "Goethe" collection on the wall. Align the system. Observe the guide values for the correct height of the letterbox specified in the operating instructions. Now mark the dimensions of the recess that must then be made in your wall. As a guideline, measure the width and height of the letterbox that will later disappear into the wall and add 20 mm to both the width and height. This results in a circumferential gap of 10 mm.

Operating instructions

Letterbox collection "Goethe" (also multiple)

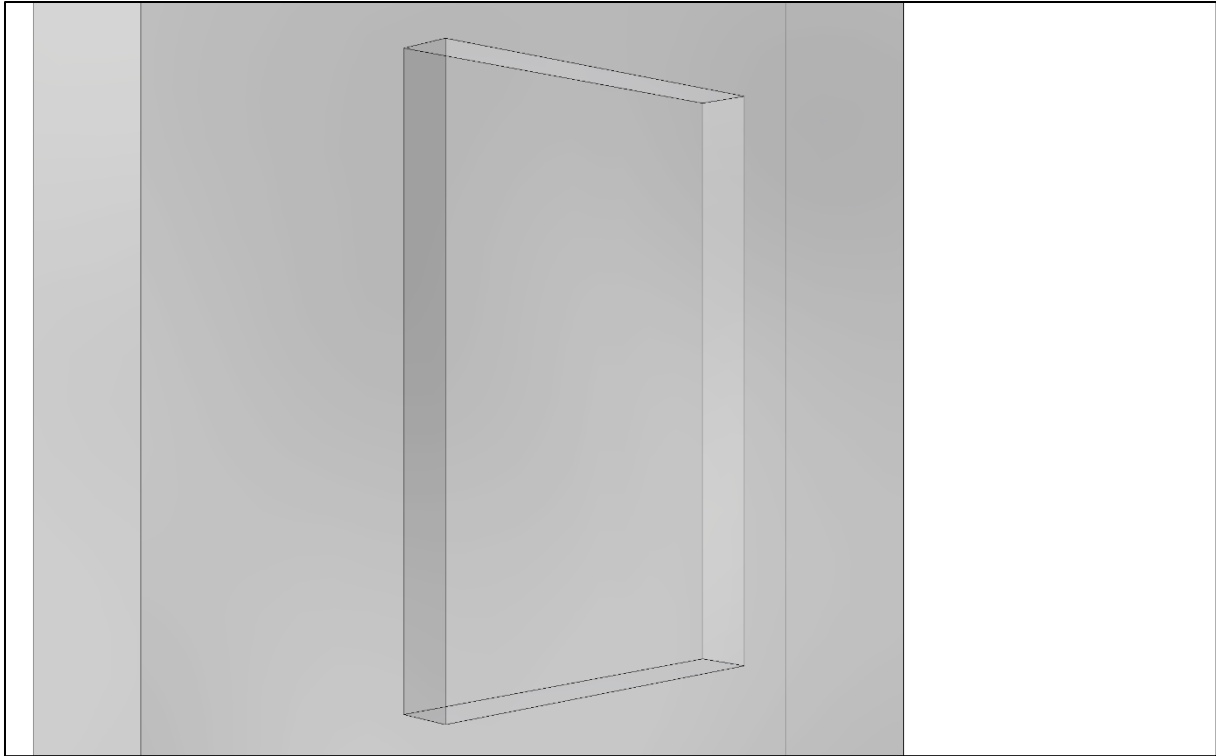
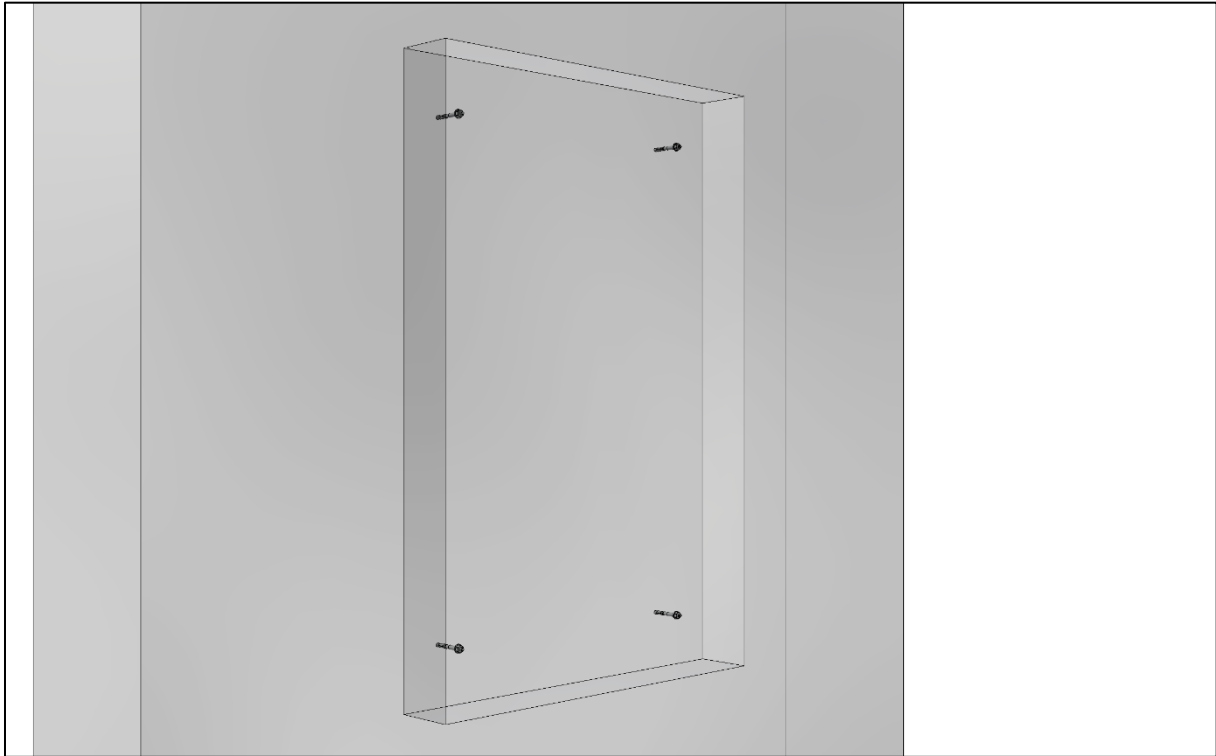


Fig. 10:

Now plan the recess in your wall. The depth should be at least 20 mm greater than the depth of the box. Make sure that you encounter suitable wall material that allows the flush-mounted system to be installed.

**Fig. 11:**

Now mark the drill holes with a suitable pencil. Then use a suitable drill to drill suitable holes with a diameter of 8 mm for a Fischer FAZ II 8/10 steel anchor or other suitable fastening material. Ideally, take the dimensions in width and height directly from the letterbox system. Clean the drill holes afterwards. Observe the guide values for the correct height of the letterbox specified in the operating instructions. Finally, hammer the steel anchors into the holes.

Operating instructions

Letterbox collection "Goethe" (also multiple)



Fig. 12:

Now insert the letterbox into the opening and screw it to the steel anchors. This completes the installation of the letterbox Manufaktur Lippe system from the "Goethe" collection.

4.6.2 Flush-mounted letterbox with shadow gap

These Manufaktur Lippe GmbH flush-mounted letterboxes (systems) are supplied with an all-round shadow gap. All existing fixing holes must be used. Our flush-mounted systems are equipped with pre-punched cable inlets on all sides, which can be easily removed if required. We recommend that flush-mounted systems are installed by a professional installer, as cold bridges can occur when installing systems in house walls if the insulation layer is interrupted during installation.

→ Measure height and width

Take the exact width and height from the back of the letterbox system. This is important as you need the dimensions without the plaster cover frame. Add a total of approx. 20 mm to these dimensions, both in height and width, and then use these dimensions to draw a rectangle on the wall in which the system is to be mounted. Please observe the installation height prescribed by DIN EN 13724. The centre line of the lowest insertion opening should not be less than 700 mm, the centre line of the uppermost insertion opening should not be higher than 1,700 mm. Only in exceptional cases is a lower limit of 400 mm and an upper limit of 1,800 mm permissible.

→ Measure depth

Now measure the total depth of the letterbox system, add at least 20 mm here.

→ Breaking out of a niche

Then break out a niche from the wall within the marked rectangle and in the depth of the installation.

→ Fitting the system

Then carefully fit the system into this niche and adjust the size of the niche if necessary.

→ Drilling

Bring the system into the final position and mark the drill holes on the wall. Remove the system from the niche and drill the corresponding holes in the rear wall of the niche and insert the plugs into the holes. The system can also be attached via the side walls.

→ Screwing

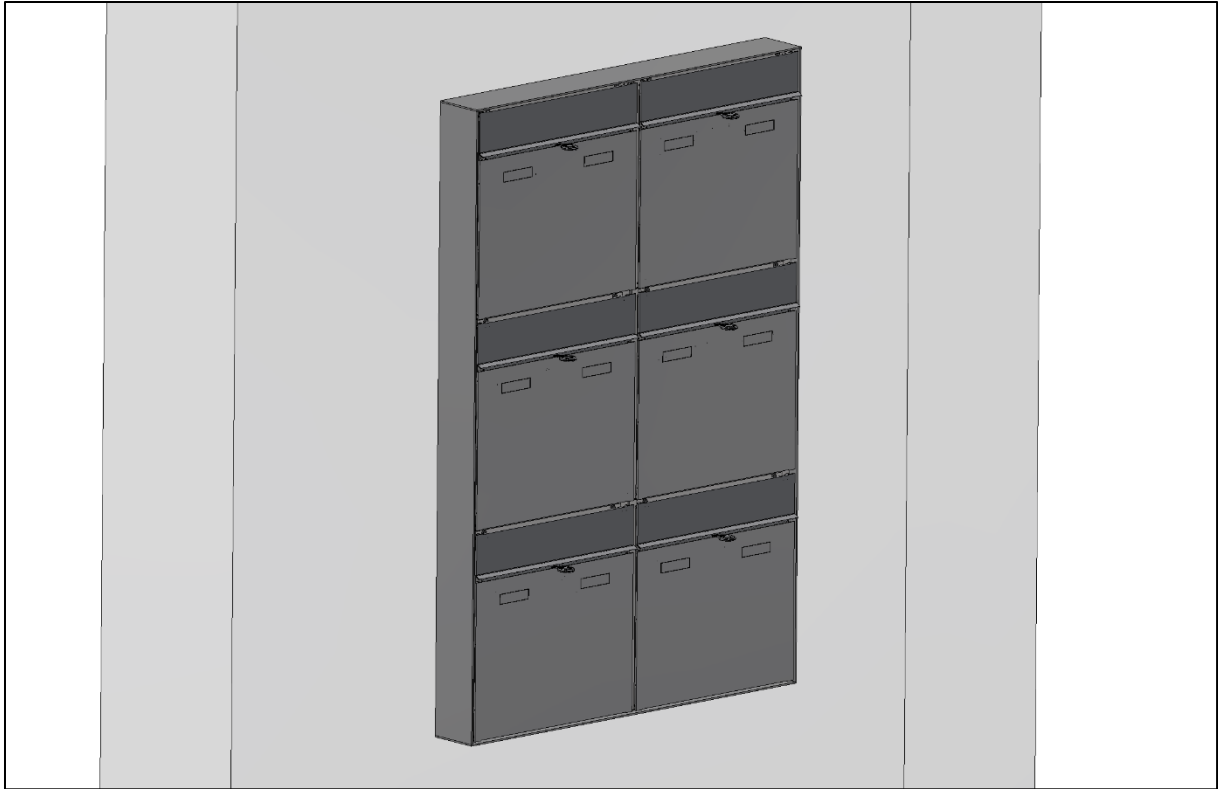
Now insert the system into the recess again, open the doors of the boxes in which the fixing holes are located and insert the appropriate screws into the plugs through these boxes. Screw the system into place. Make sure that the plaster cover frame completely covers the niche.

For fixing a flush-mounted letterbox (system), Briefkasten Manufaktur Lippe GmbH recommends connecting anchors from Fischer, type FAZ II 6/10 or other suitable fixing material.

NOTE

Always use the recommended fixing material.

It is explicitly NOT permitted to glue in the flush-mounted system or install it permanently in any other form. Replaceability must be guaranteed, also in terms of possible repairs.

**Fig. 13:**

Place your Manufaktur Lippe GmbH flush-mounted letterbox system with shadow gap from the "Goethe" collection on the wall. Align the system. Observe the guide values for the correct height of the letterbox specified in the operating instructions. Now mark the dimensions of the recess that must then be made in your wall. As a guideline, measure the width and height of the letterbox that will later disappear into the wall and add 20 mm to both the width and height. This results in a circumferential gap of 10 mm.

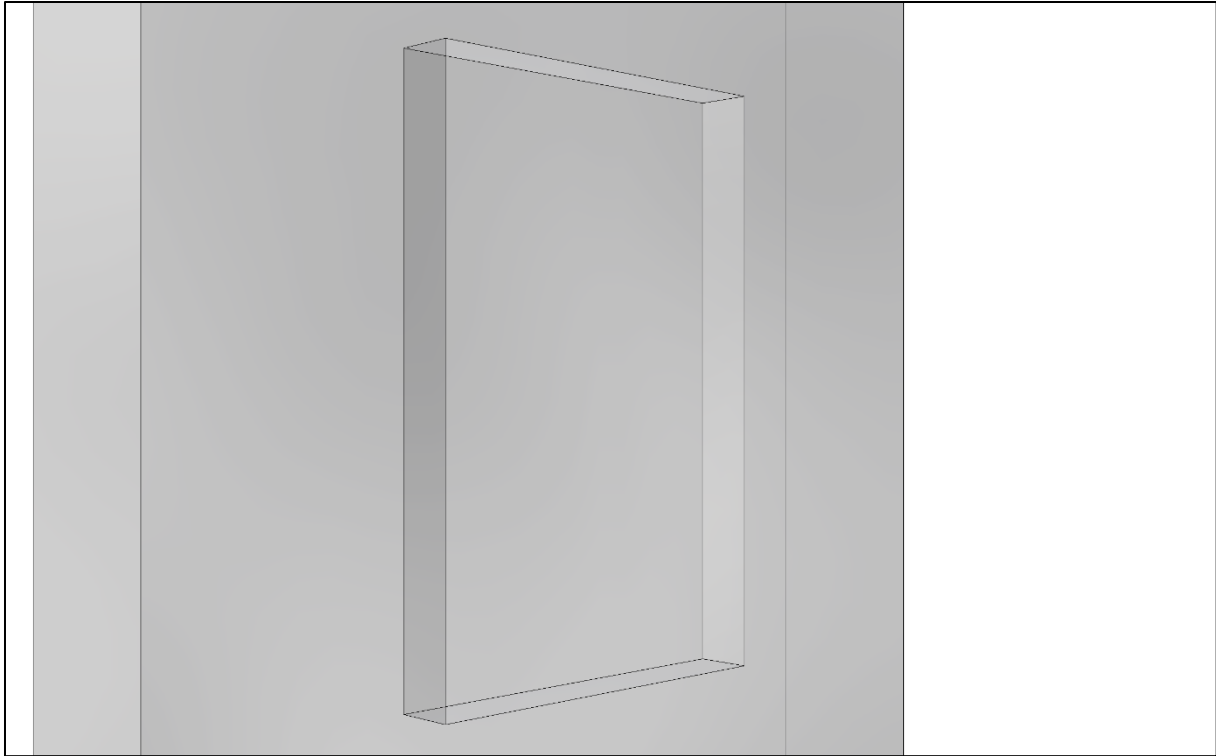


Fig. 14:

Now plan the recess in your wall. The depth should be at least 20 mm greater than the depth of the box. Make sure that you encounter suitable wall material that allows the flush-mounted system to be installed. Observe the on-site conditions. Your specialist installer must provide sufficient thermal decoupling from the building to prevent condensation, for example.

Operating instructions

Letterbox collection "Goethe" (also multiple)

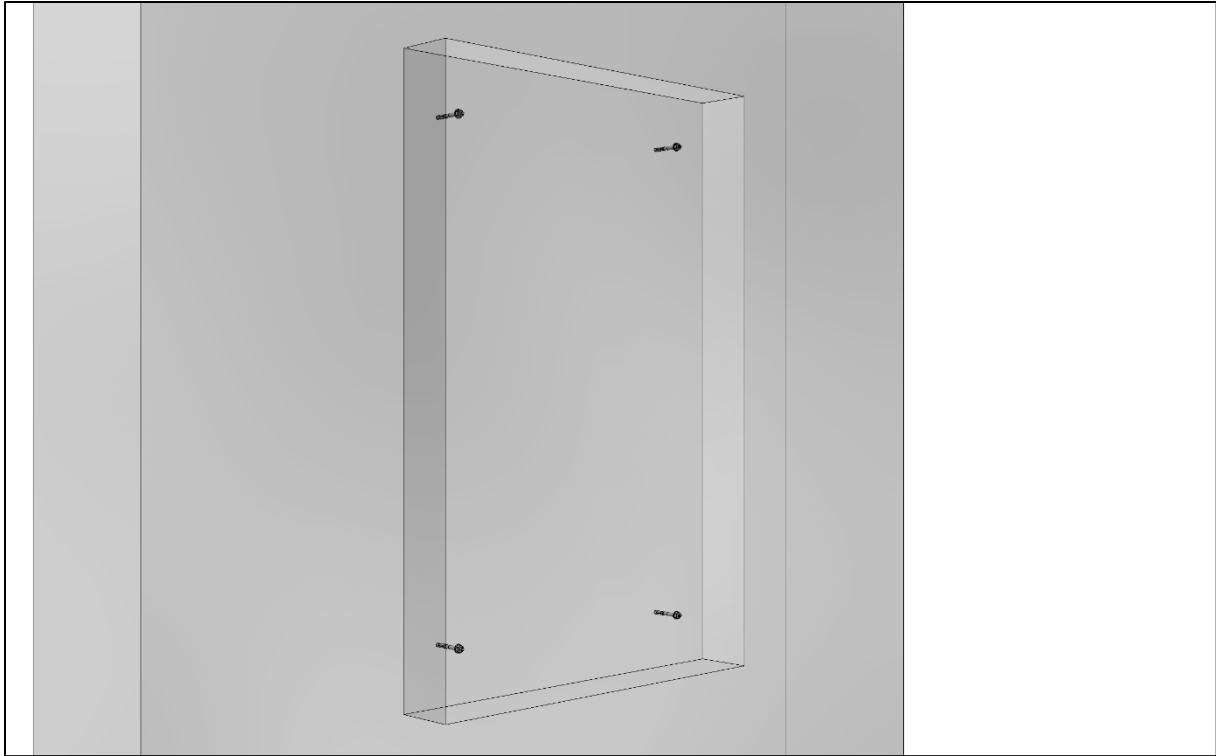


Fig. 15:

Now mark the drill holes with a suitable pencil. Then use a suitable drill to drill suitable holes with a diameter of 8 mm for a Fischer FAZ II 8/10 steel anchor or another suitable fastening material . Ideally, take the dimensions in width and height directly from the letterbox system. Clean the drill holes afterwards. Observe the guide values for the correct height of the letterbox specified in the operating instructions. Finally, hammer the steel anchors into the holes.

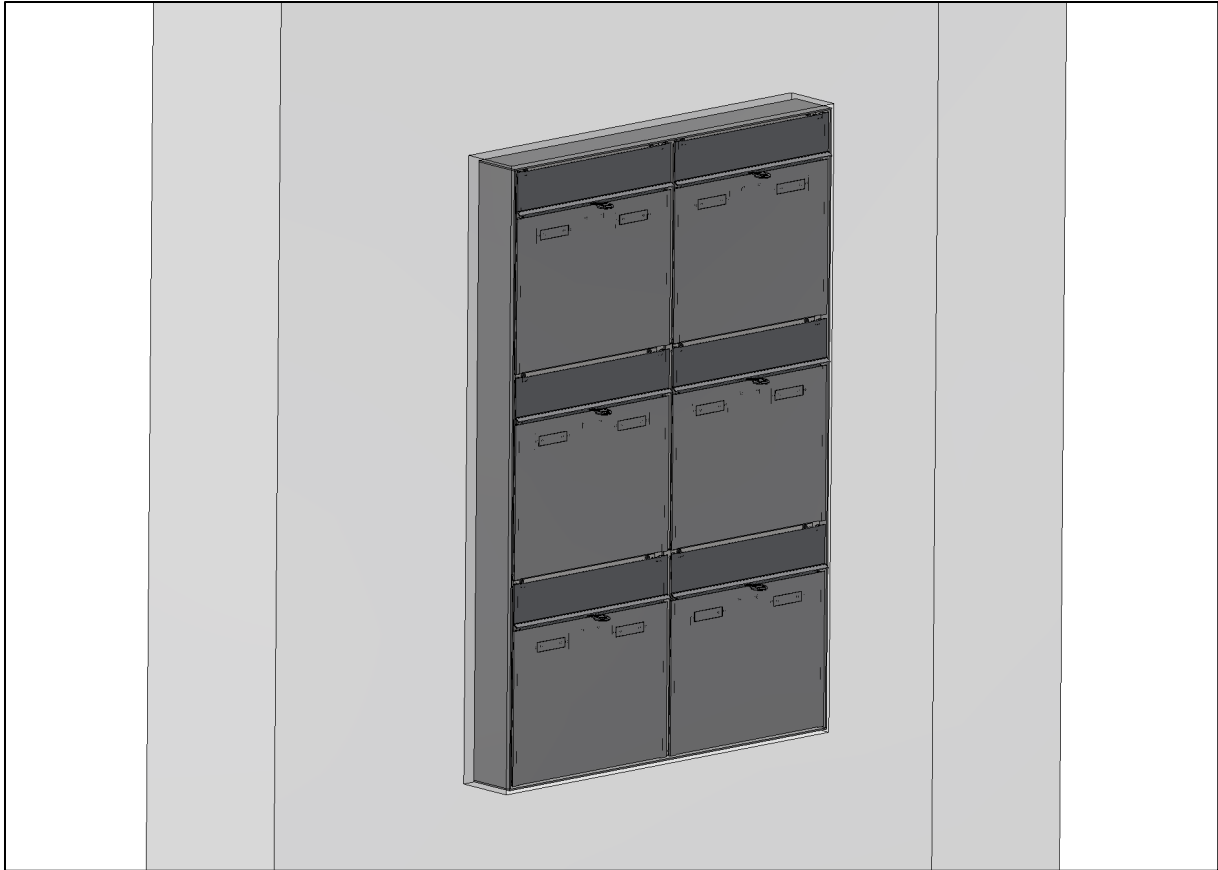


Fig. 16:

Now insert the letterbox into the opening and screw it to the steel anchors. Align the front ends of the shadow gap plates of the system flush with the wall.

The system must then be plastered in. Tape the shadow gap plates and the system completely. Depending on your on-site conditions, add a decoupling separating layer between the system and the wall/plaster to allow for different thermal expansion. Now plaster all sides of the system. Remove the masking tape.

This completes the installation of the "Goethe" collection of letterboxes from Lippe Manufaktur.

4.7 Installation of free-standing letterbox

Operating instructions

Letterbox collection "Goethe" (also multiple)

For the assembly or installation of a letterbox Manufaktur Lippe GmbH free-standing letterbox system, it is particularly important to ensure that the installation site is stable and level. The floor must be in such a condition that the Manufaktur Lippe GmbH floor-standing letterbox does not warp and sufficiently supports the mass of the Manufaktur Lippe GmbH floor-standing letterbox. The dowel holes should only be determined upon delivery of the system, as slight tolerance deviations may occur during the production process of the Manufaktur Lippe GmbH letterboxes. All existing fixing holes must be used.

We recommend concrete foundations (B25) for free-standing systems, with the dimensions per frame side 450 x 450 mm. For smaller systems, a continuous foundation with the following dimensions is required: System width + 450 x 450 mm. Depending on the ground conditions, the foundation must be enlarged. The foundation depth should be at least 700 mm, depending on the frost line in the ground. Prior to excavation, it is advisable to obtain a section plan of the planned installation site from the responsible authority to ensure that pipes, electrical cables etc. are not damaged.

! NOTE

Ensure that the cables are pulled in before concreting.

If the system is set in concrete in a concrete foundation, the inlet depth for the stand elements should be 350 mm - 500 mm.

For fixing a free-standing letterbox (system) for screw mounting, Briefkasten Manufaktur Lippe GmbH recommends Fischer FAZ II 8/10 connecting anchors or other suitable fixing material. For large systems with more than 20 parties, Fischer FAZ II 12/10 or higher quality connecting anchors are recommended.

! NOTE

Always use the recommended fixing material.

The installation of a letterbox Manufaktur Lippe GmbH letterbox system from the "Goethe" collection requires free-standing installation with prior laying of a level foundation in the ground. The system is then screwed into the foundation using its stand elements.

Operating instructions

Letterbox collection "Goethe" (also multiple)

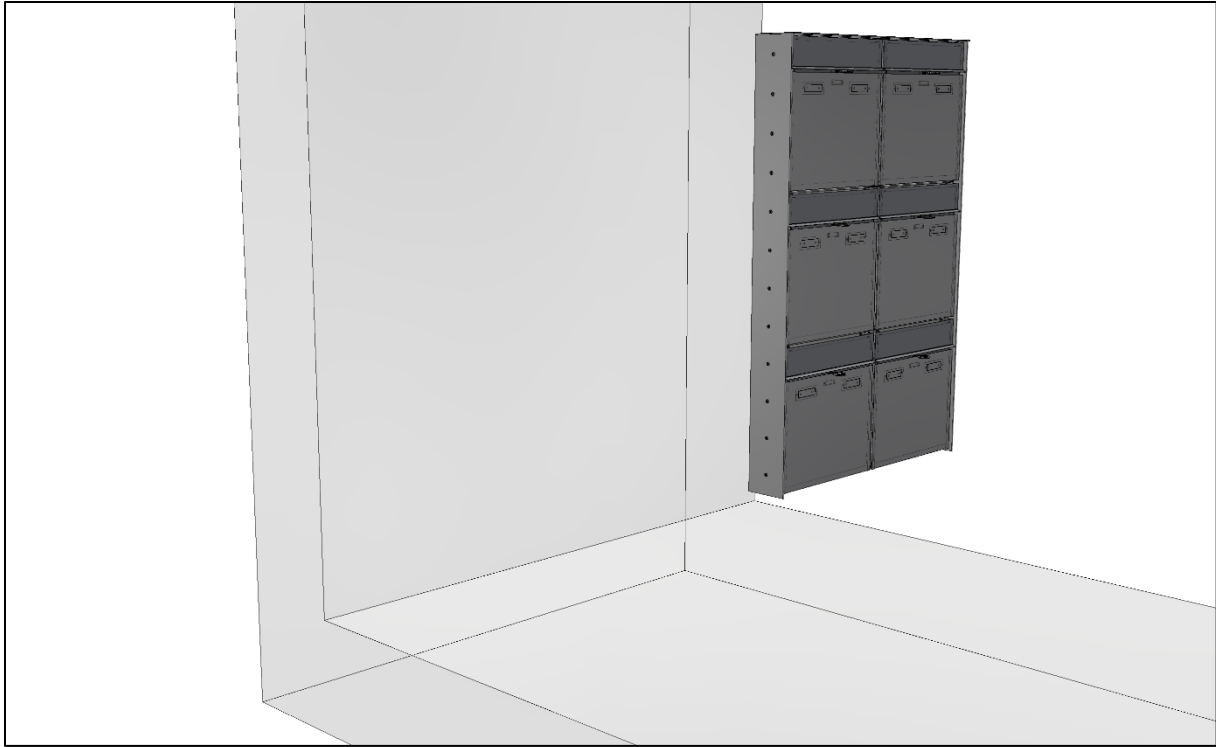


Fig. 17:

First remove all components of the letterbox system from its packaging. Before the system can be set up, it must be assembled. The required fasteners are included in the delivery.

Firstly, fit the side panels and the enclosed rain cover to the system.

Operating instructions

Letterbox collection "Goethe" (also multiple)

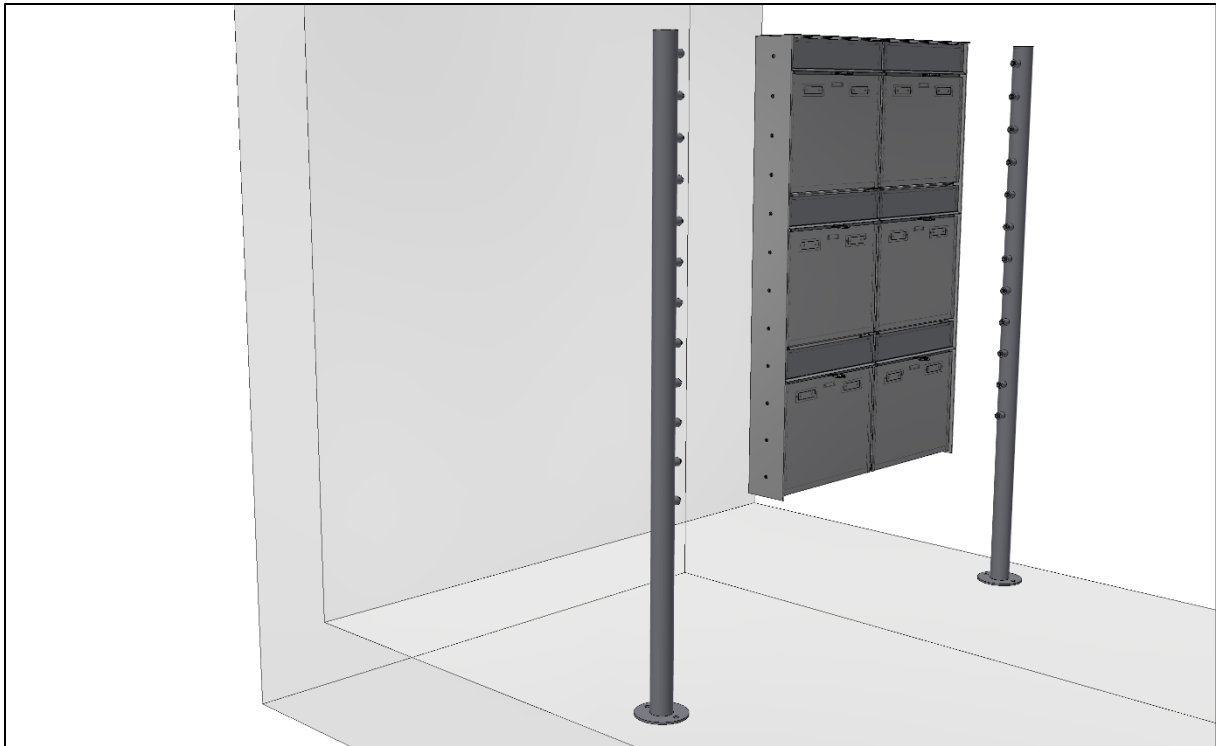


Fig. 18:

In the next step, screw the stand elements to the letterbox system from the inside.

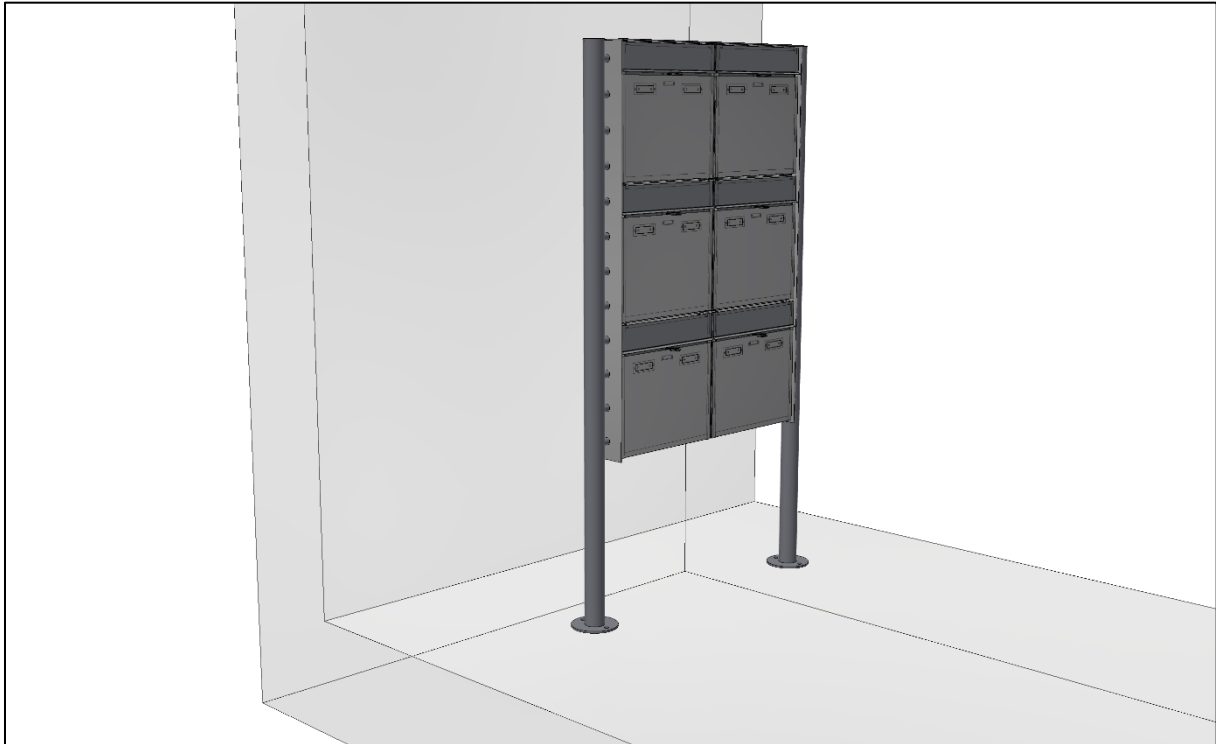


Fig. 19:

Place the letterbox system on your installation site. You can now determine the foundation dimensions. The foundation should have a length and width of 450 mm per stand element.

Operating instructions

Letterbox collection "Goethe" (also multiple)

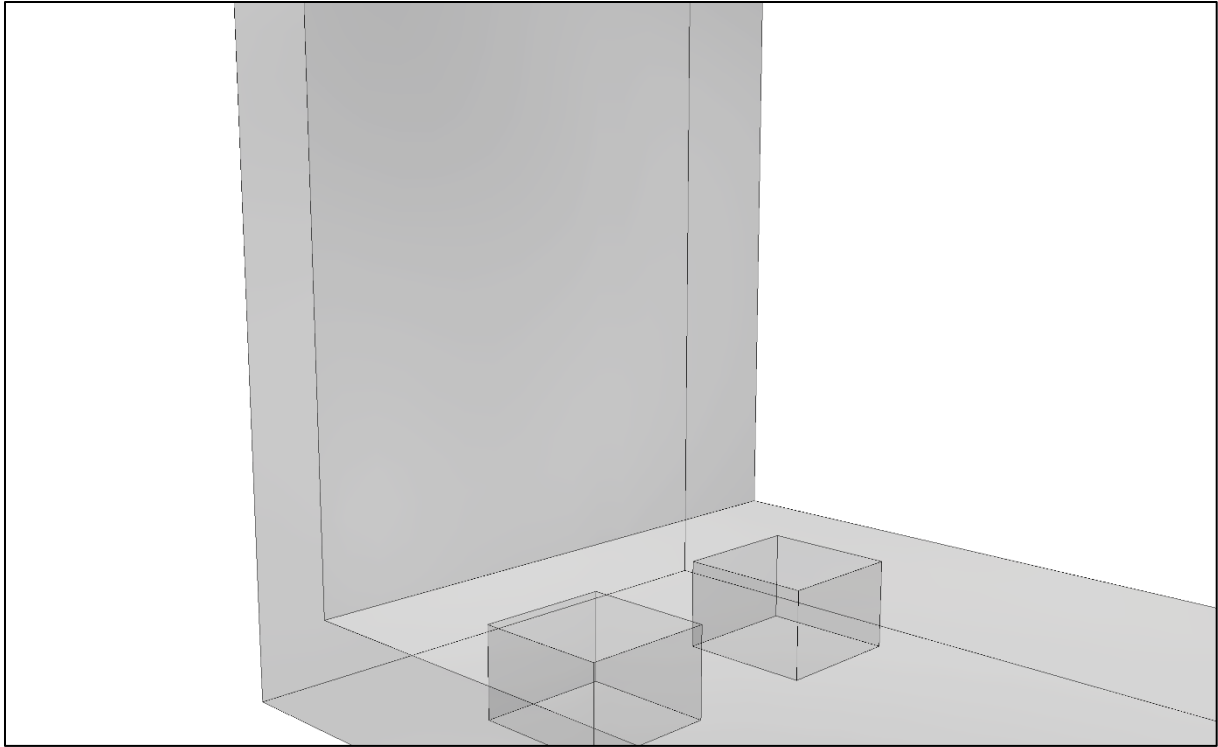


Fig. 20:

Excavate the foundation and select a depth of at least 700 mm. If your system has electrical connections, lay an empty conduit and route the electrical cables to the stand element.

The concrete used should have suitable characteristics.

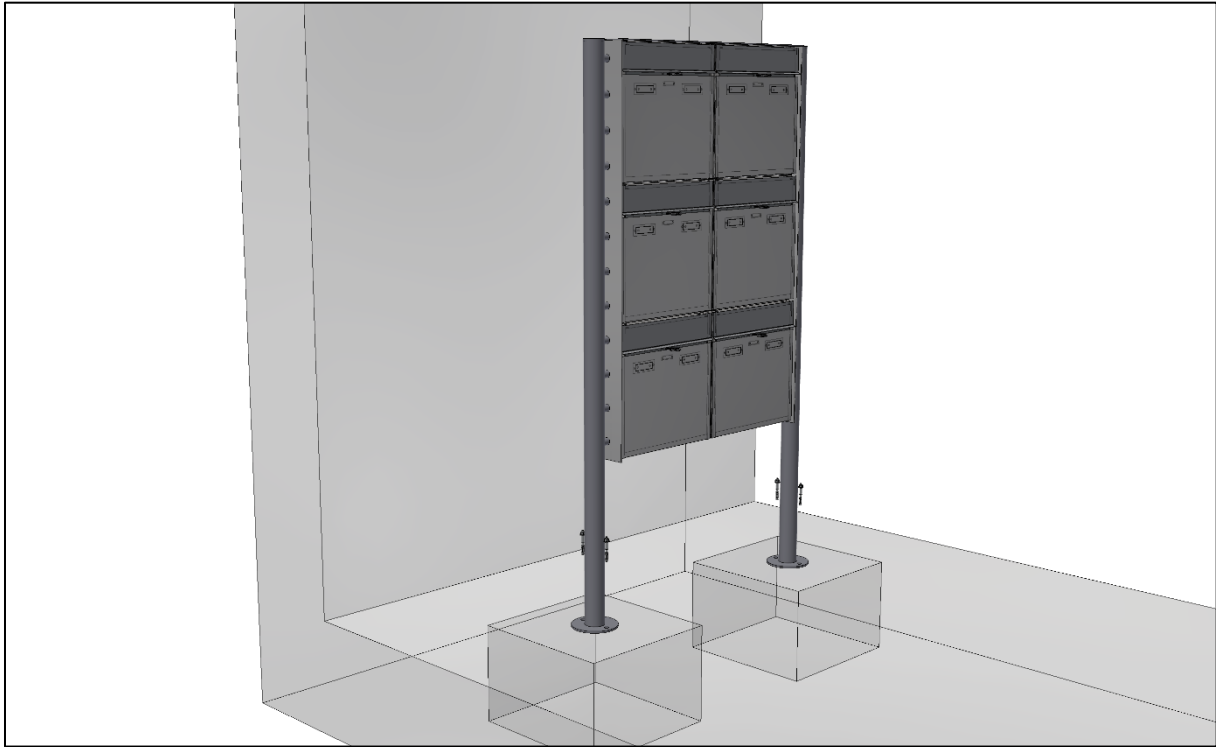


Fig. 21:

After sufficient concrete-specific curing time, mark the drill holes with a suitable pencil. To do this, slide the letterbox system onto your foundations. Then drill suitable 8 mm diameter holes for a Fischer FAZ II 8/10 steel anchor using a suitable drill. Then clean the drill holes.

Then hammer the steel anchors into the holes.

Operating instructions

Letterbox collection "Goethe" (also multiple)

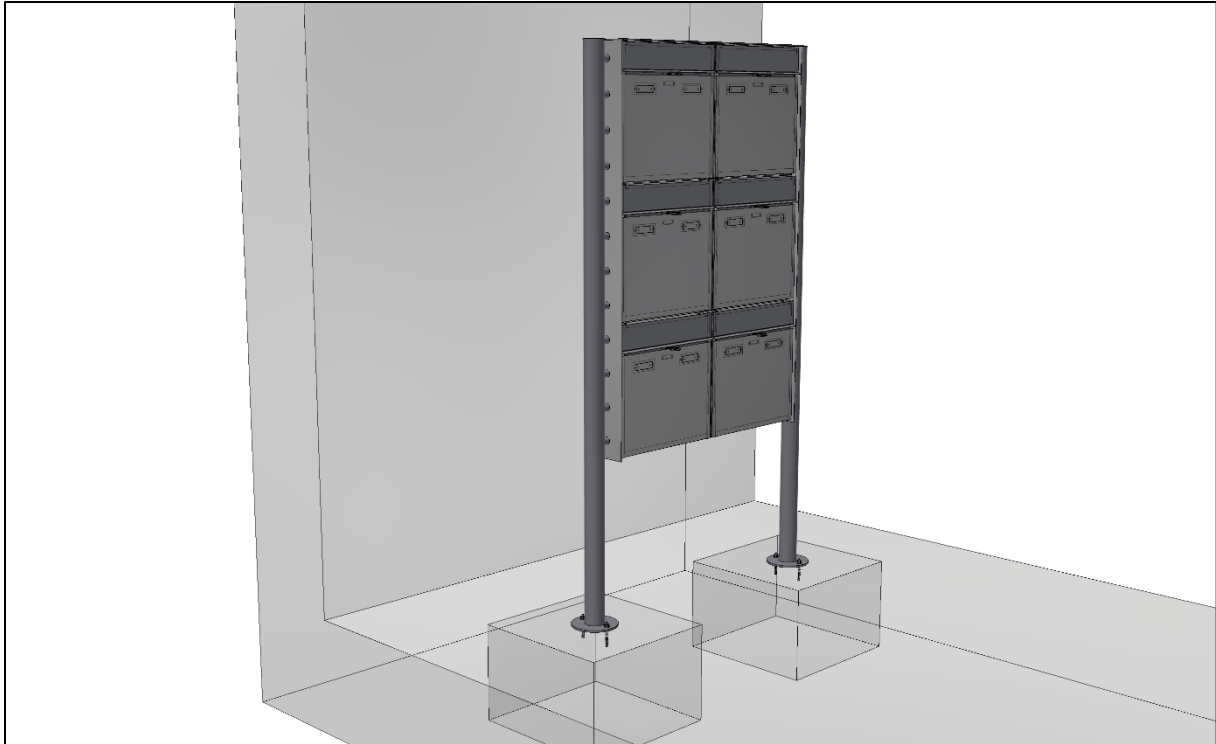


Fig. 22:

Now screw the letterbox system in place.

The installation of your letterbox Manufaktur Lippe GmbH floor-standing letterbox system from the "Goethe" collection is now complete.

4.8 Installation of wall conduit box

A sufficiently large recess must be provided at the installation site for mounting the product. Briefkasten Manufaktur Lippe GmbH recommends leaving a 10 mm gap around the letterbox/system in relation to the building structure. If this requires interventions in the building structure, these must be considered in advance in terms of statics and strength.

The product is supplied with a surrounding frame, which covers the gap between the masonry and the letterbox/system. All fixing points shown must be used. We recommend that the installation of through-the-wall letterboxes be carried out by a master craftsman. The installation of through-the-wall systems in house walls causes thermal bridges. These lead to condensation forming inside the letterbox and to heat loss from the building. Briefkasten Manufaktur Lippe GmbH expressly draws attention to these consequences and therefore does not recommend the installation of a through-the-wall letterbox system in house walls.

Take the exact width and height from the back of the individual boxes. This is important as you need the dimensions without the plaster cover frame. Add a total of approx. 20 mm to these dimensions, both in height and width, and then use these dimensions to draw a rectangle on the wall where the system is to be installed. Please observe the installation height prescribed by DIN EN 13724. The centre line of the lowest insertion opening should not be less than 700 mm, the centre line of the uppermost insertion opening should not be higher than 1,700 mm. Only in exceptional cases is a lower limit of 400 mm and an upper limit of 1,800 mm permissible.

The through-the-wall letterbox is available in two versions for different wall thicknesses:

Variant 1: Wall thickness 300 - 390 mm

Variant 2: Wall thickness 400 - 570 mm

We recommend that the installation of wall feed-through systems is carried out by a specialised company. Regardless of the specific installation location, the wall conduct poses major installation challenges. Cold bridges and condensation are risks that must be prevented by sufficiently dimensioned insulation on all sides (except the front) of the flush-mounted letterbox, adapted to the physical conditions on site. Your specialist company is responsible for the correct installation of the necessary insulation! If cold bridges or condensation still occur in the letterbox, these are on-site defects that do not constitute grounds for complaint.

Operating instructions

Letterbox collection "Goethe" (also multiple)

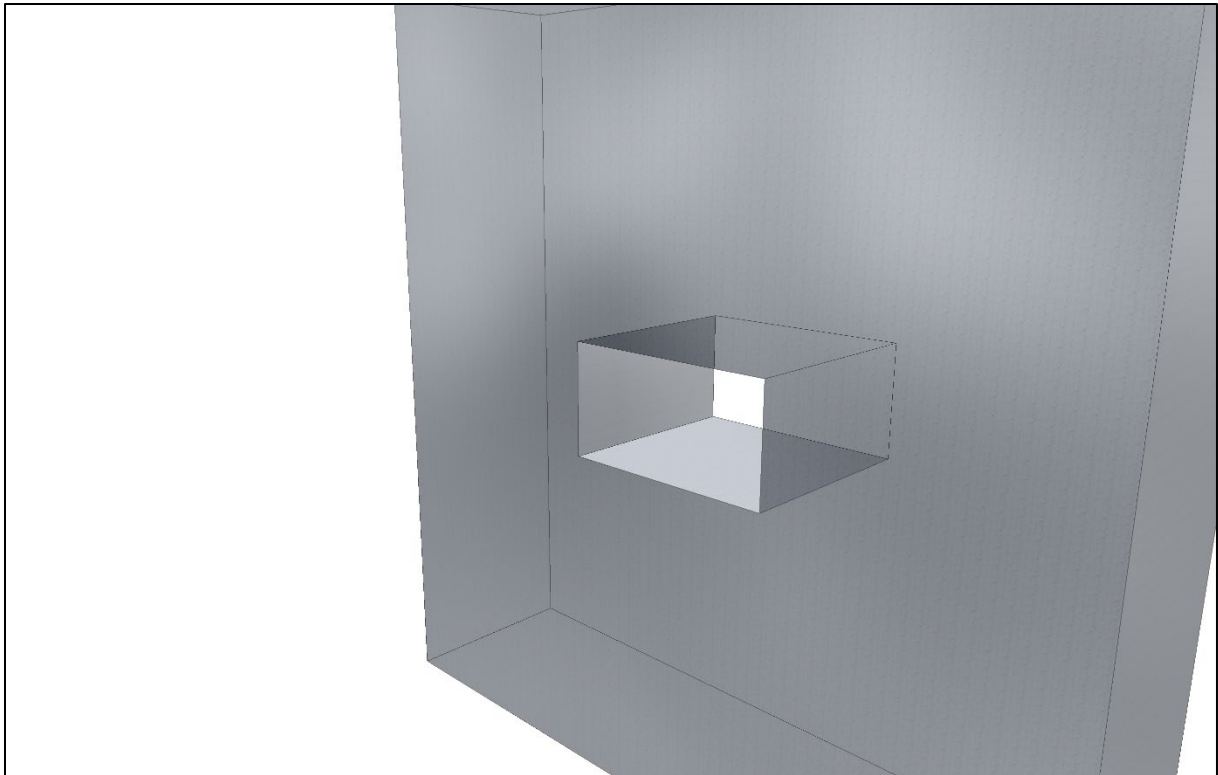


Fig. 23:

Then break out a shaft from the wall within the marked rectangle.

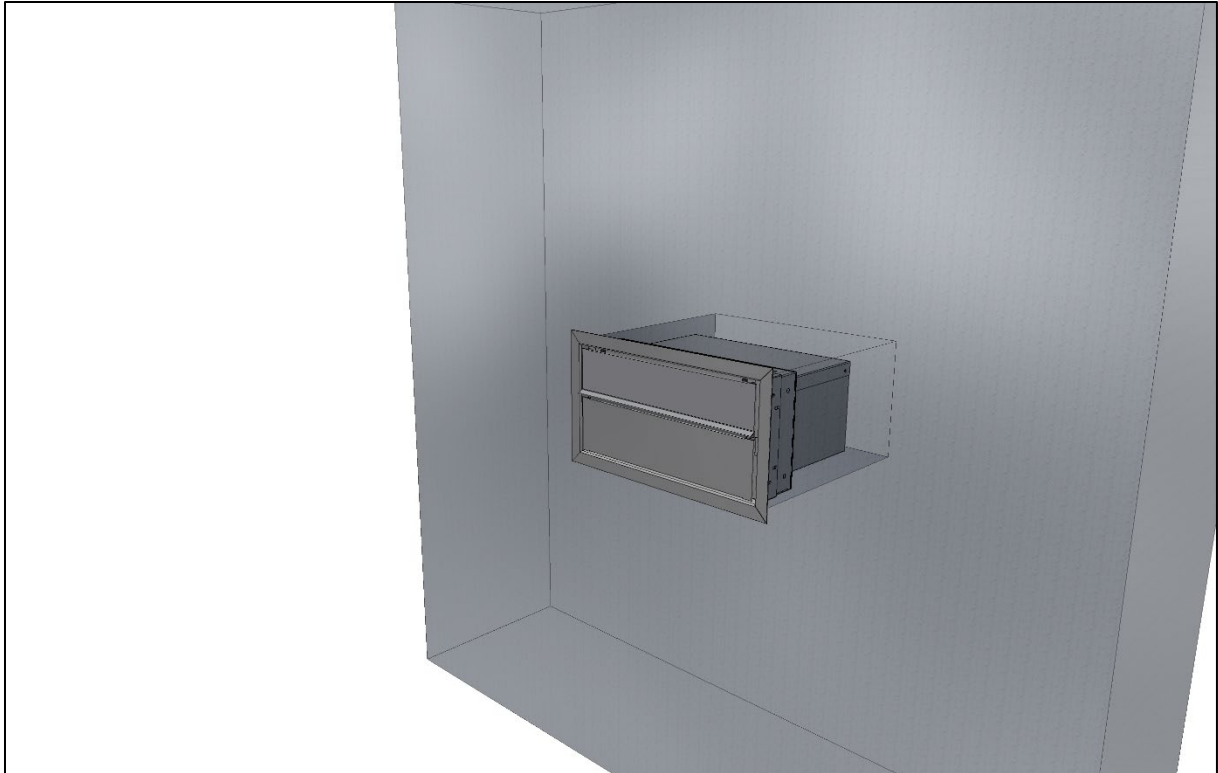


Fig. 24:

Then carefully fit the system into the shaft and adjust the shaft size if necessary.

Insert the system flush into the masonry at the front and mark the drill holes. Ensure that any construction foam used to fix the system does not come into contact with the system, otherwise it will not be possible to remove it later. Cover the box with heat-insulating, waterproof tar paper of sufficient thickness; the top side is required, but we recommend covering all sides.

Operating instructions

Letterbox collection "Goethe" (also multiple)

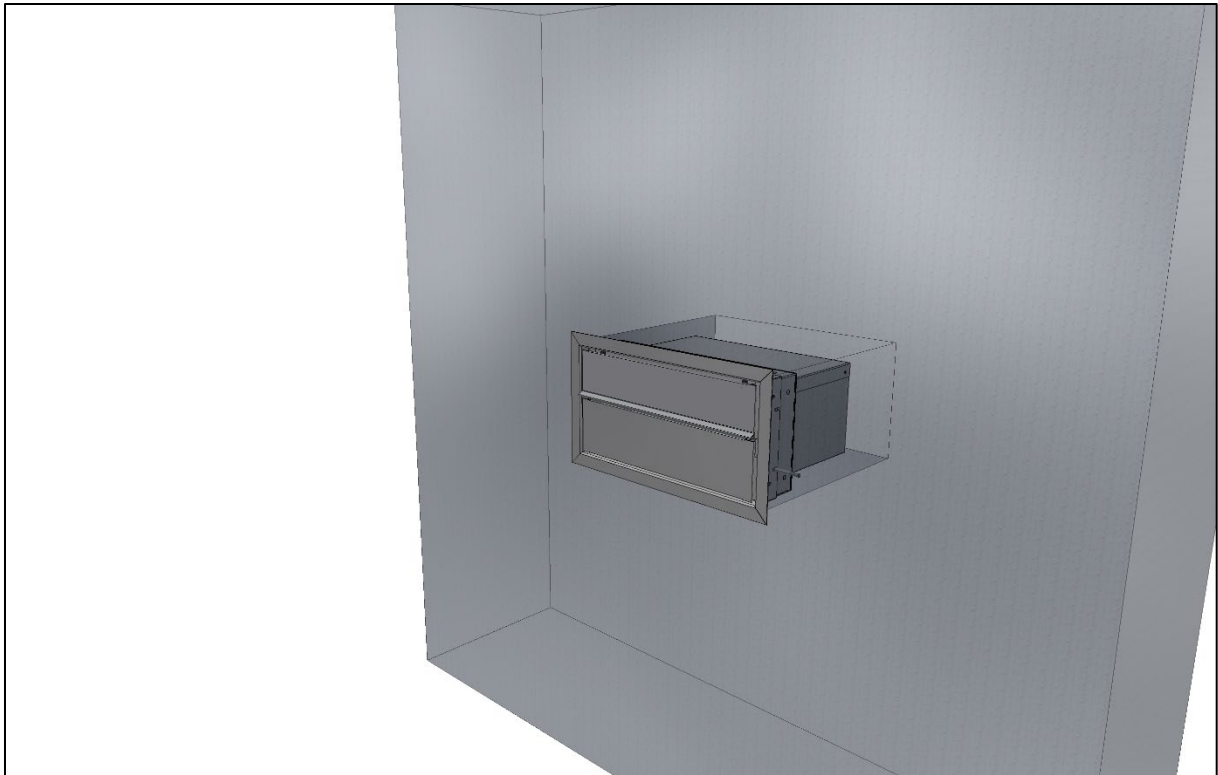


Fig. 25:

Screw the system into the wall using a suitable fastener.

Operating instructions

Letterbox collection "Goethe" (also multiple)

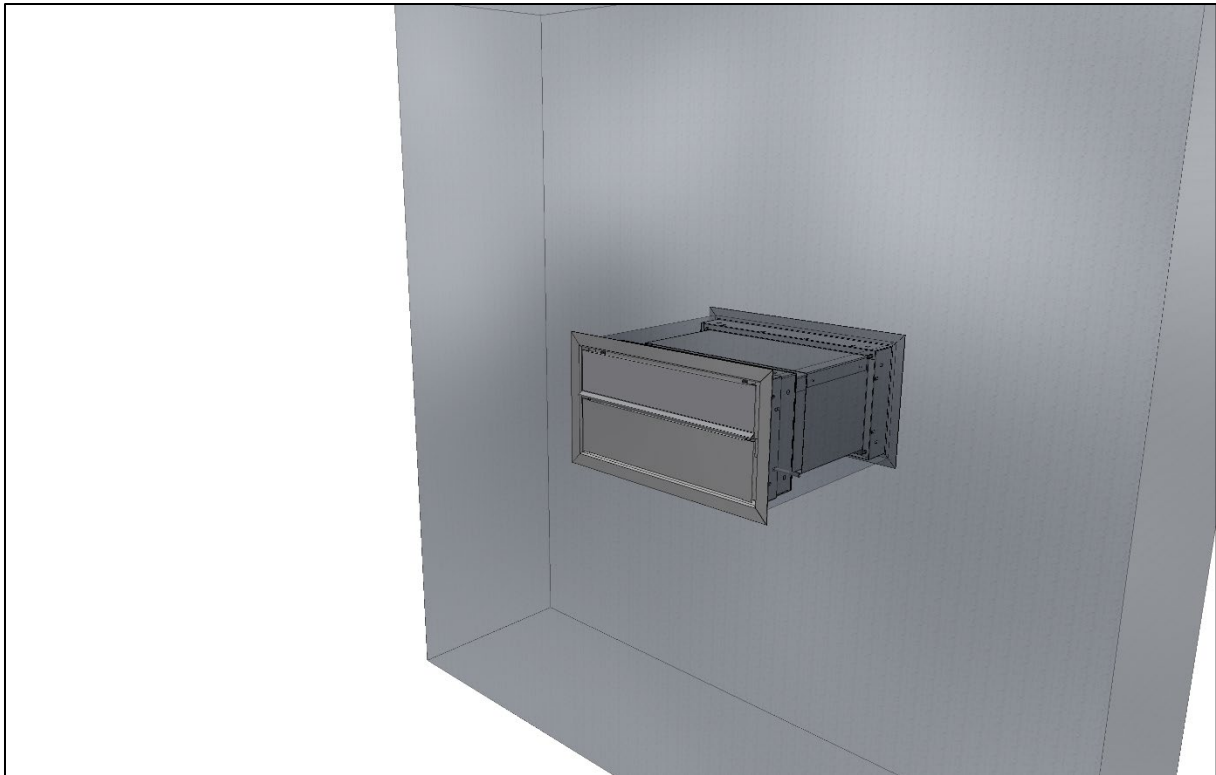


Fig. 26:

Insert the removal side, mark the drill holes, remove the system again and drill the holes.

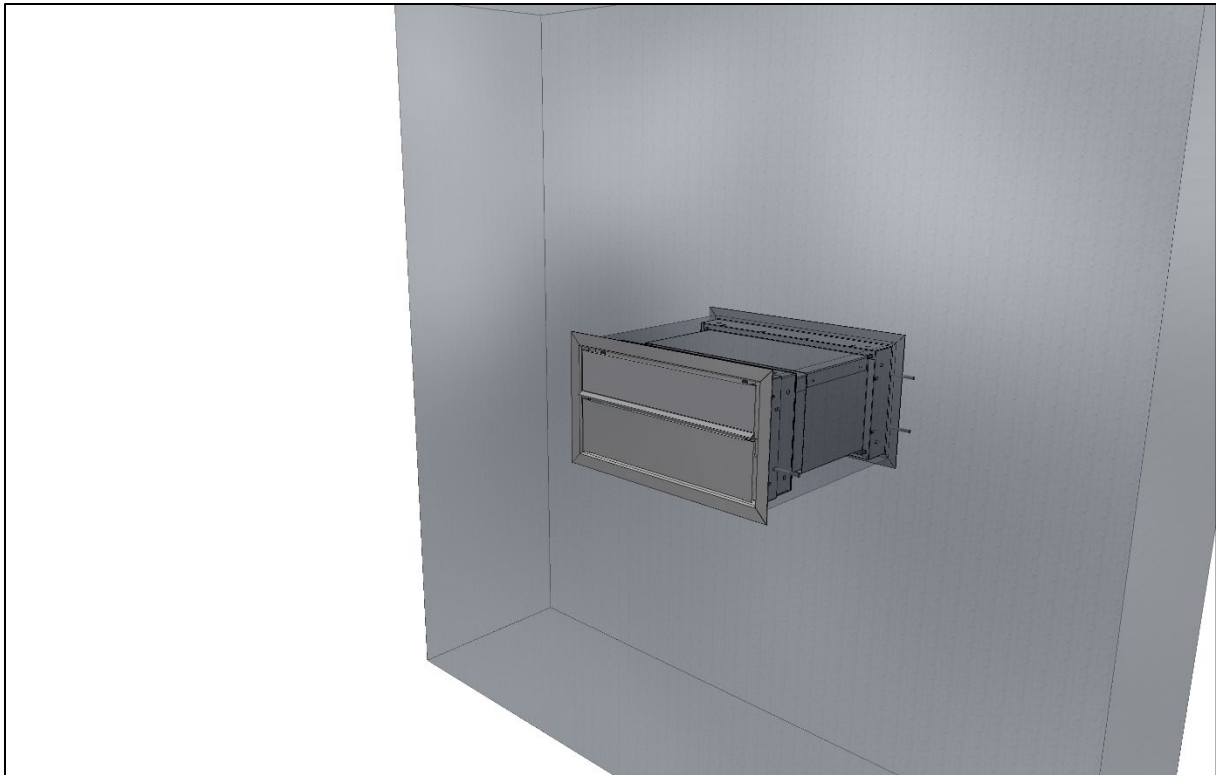


Fig. 27:

Insert the "shaft-in-shaft" removal side and secure with 4 suitable fastening screws.

NOTE:

We would like to point out that an installation protocol must be drawn up by the installer to ensure correct installation. This applies in particular to the choice of a suitable fastener. Due to the different building materials, the manufacturer can make a clear specification.

Check with the installation specialist which fastener is suitable for your application.

NOTE:

The wall letterbox must not come into contact with plaster; in particular, the wall letterbox must NOT be plastered in.

In general, it must be ensured that damage-free removal is possible in the event of a warranty claim. It is therefore essential to ensure that non-destructive disassembly is possible.

Operating instructions

Letterbox collection "Goethe" (also multiple)

4.9 Stand assembly Goethe 100/200/Technology steles

The installation of a letterbox Manufaktur Lippe GmbH Stele 100/200/Technik from the "Goethe" collection requires free-standing installation with prior installation of a level foundation in the ground. The system is then screwed into the foundation using suitable composite anchors.

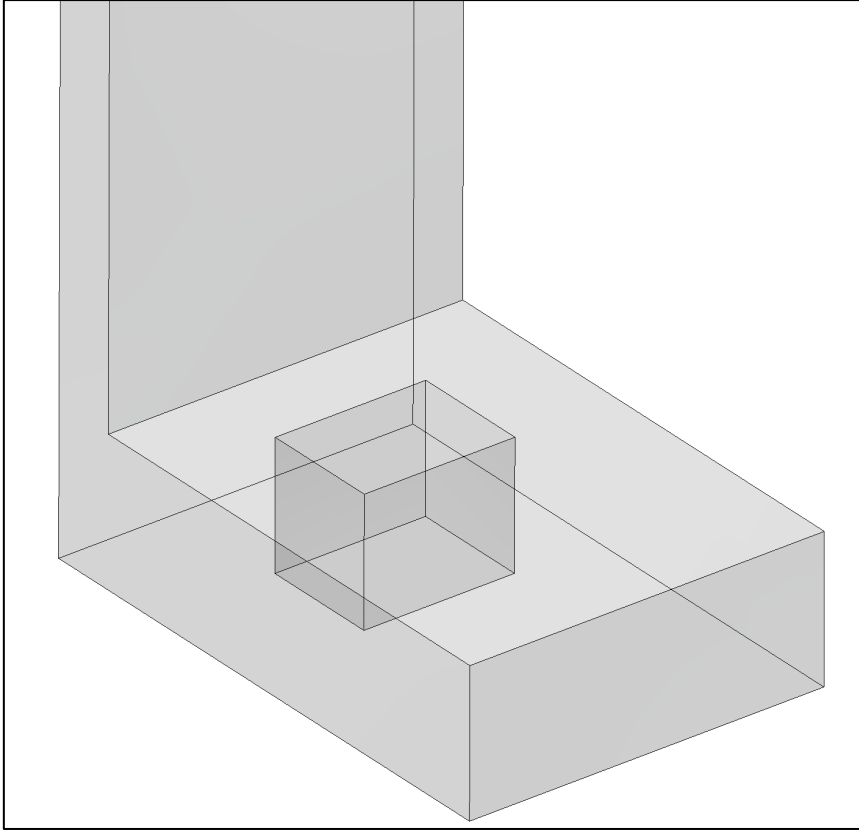


Fig. 29:

Prepare your foundation. Provide empty conduits for any existing electrical installation.

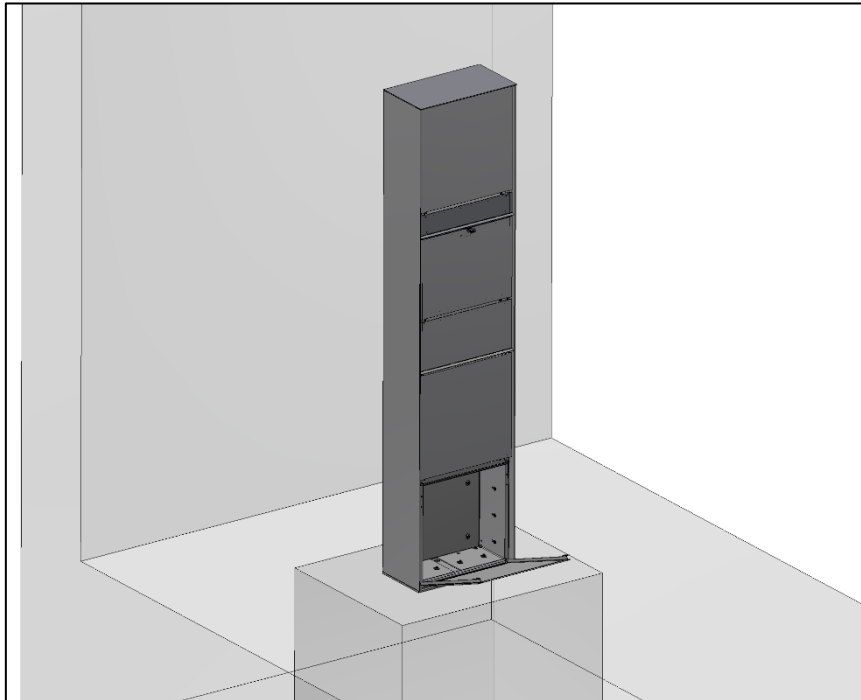


Fig. 30:

Position the system at the installation site. Open the bottom panel of the column panelling. To do this, loosen and remove the two fixing screws to gain access to the inside of the column.

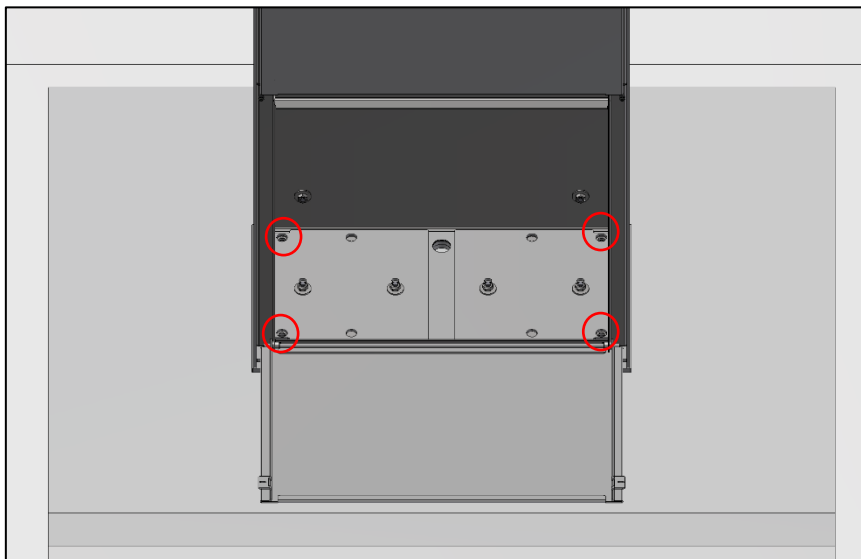


Fig. 31:

Mark the drill holes with a suitable pencil. Move the system to the side and drill holes with a suitable drill bit with a diameter of 10 mm for a Fischer FAZ II 10/10 steel anchor. Then clean the drill holes.

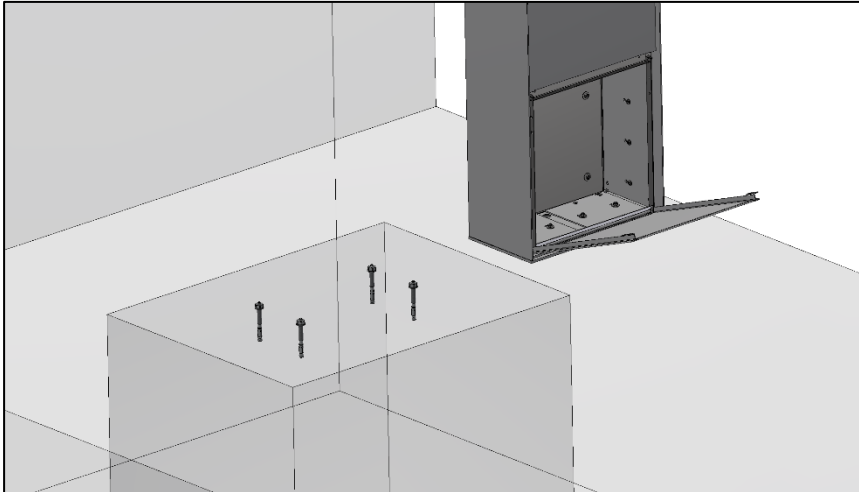


Fig. 32:

Then hammer the bolt anchors into the holes provided. Remove the nuts from the bolt anchors.

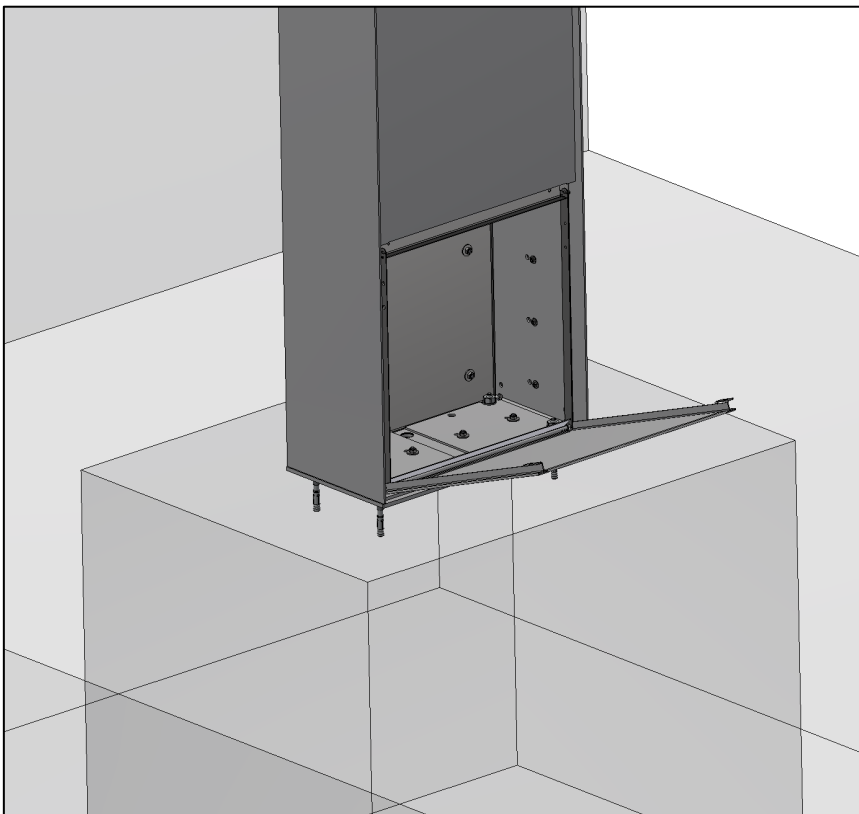


Fig. 33:

Feed the cable of any existing electrical installation through the cable opening provided and place the pedestal on the bolt anchors. Secure the pedestal using the nuts.

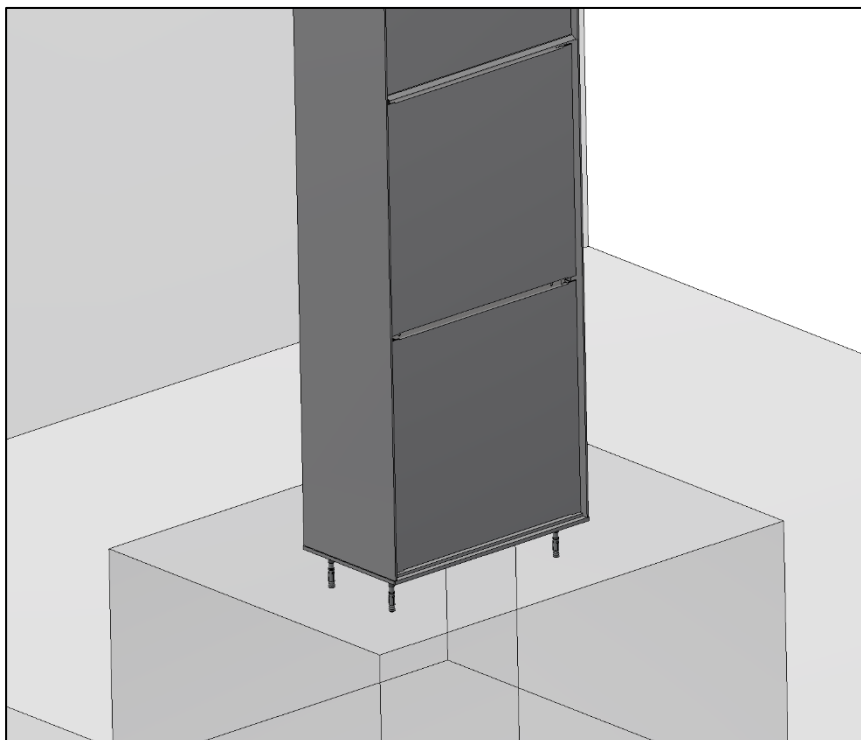


Fig. 34:
Close the open cover and lock it in place with the two screws.

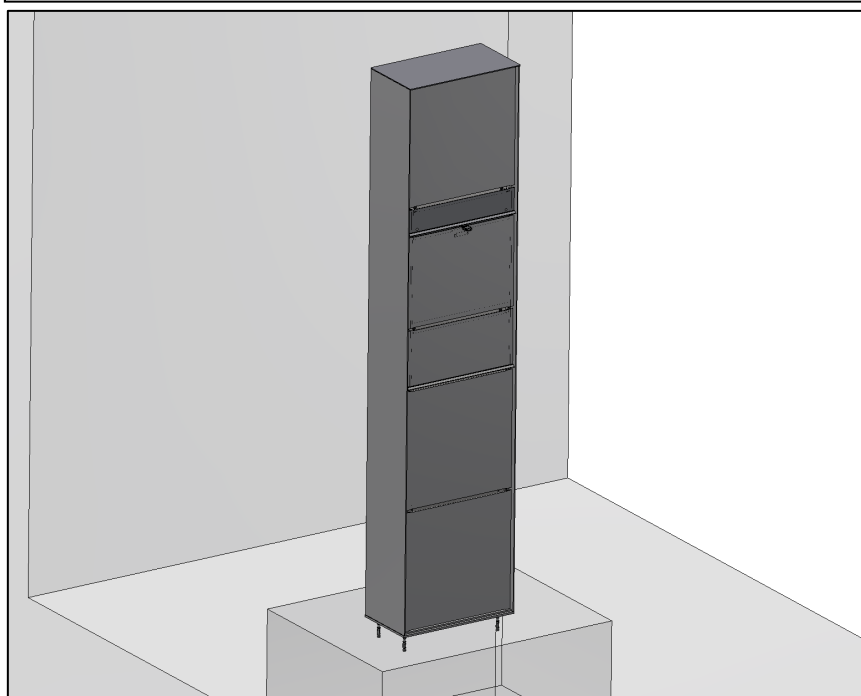


Fig. 35:
The installation of your Goethe 100/200/Technik Stele is complete.

4.10 Stand installation Goethe parcel box steles

The installation of a letterbox Manufaktur Lippe GmbH parcel box pedestal from the "Goethe" collection requires free-standing installation with prior installation of a level foundation in the ground. The system is then screwed into the foundation using suitable composite anchors.

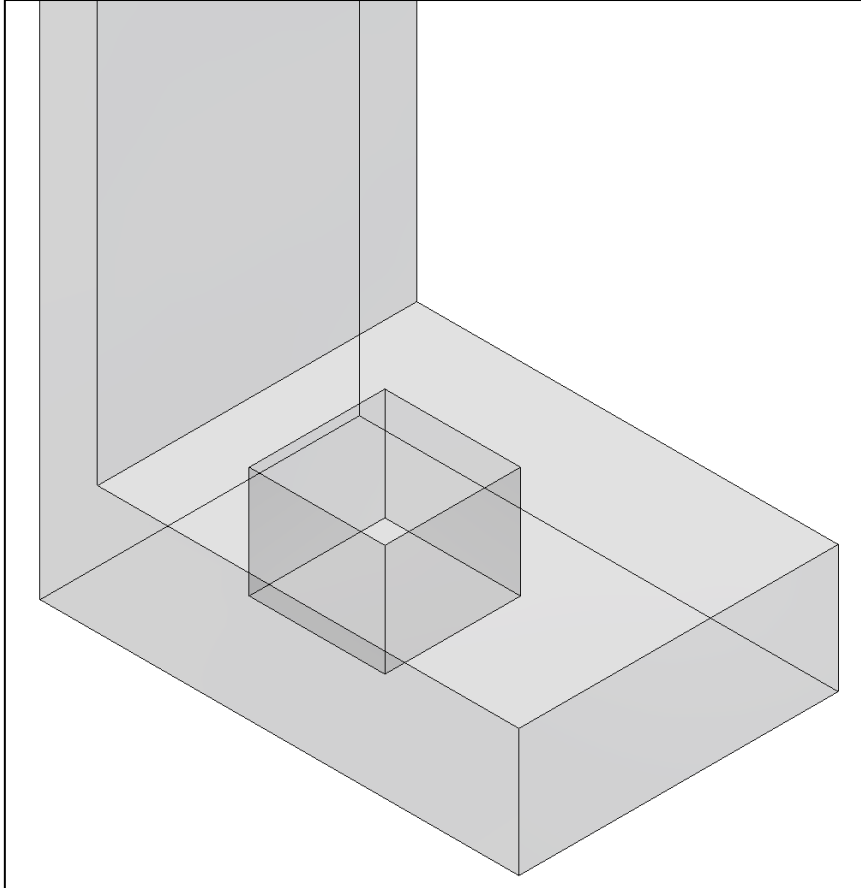


Fig. 36:

Prepare your foundation. Provide empty conduits for any existing electrical installation.

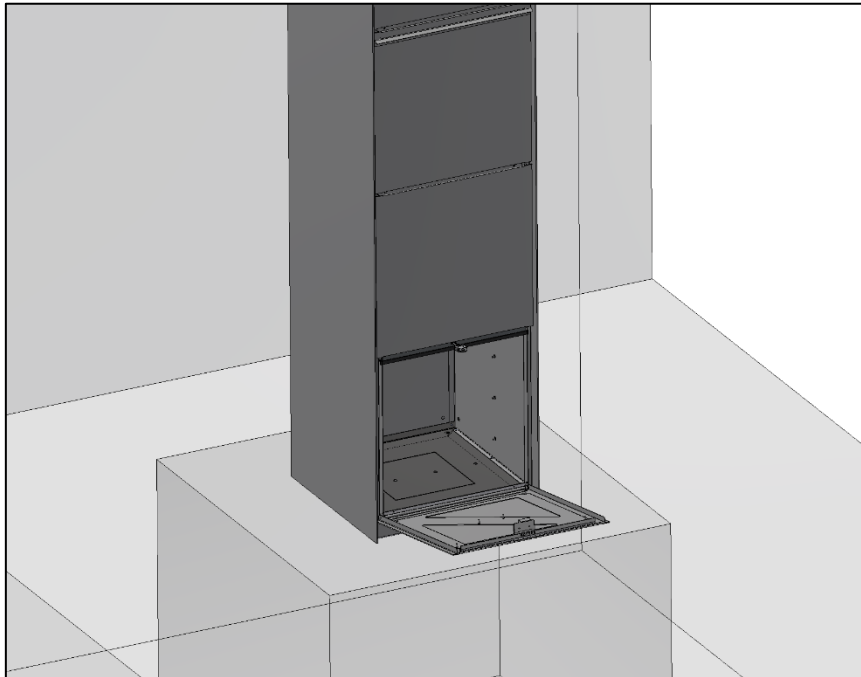


Fig. 37:

Position the system at the installation site. Open the removal flap of the parcel compartment and remove the inserted parcel impact protection to gain access to the inside of the pedestal.

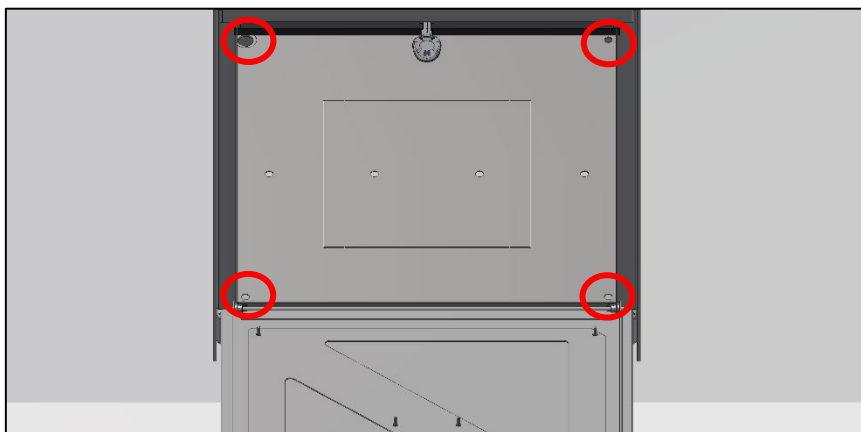


Fig. 38:

Mark the drill holes with a suitable pencil. Move the system to the side and drill holes with a suitable drill bit with a diameter of 10 mm for a Fischer FAZ II 10/10 steel anchor. Then clean the drill holes.

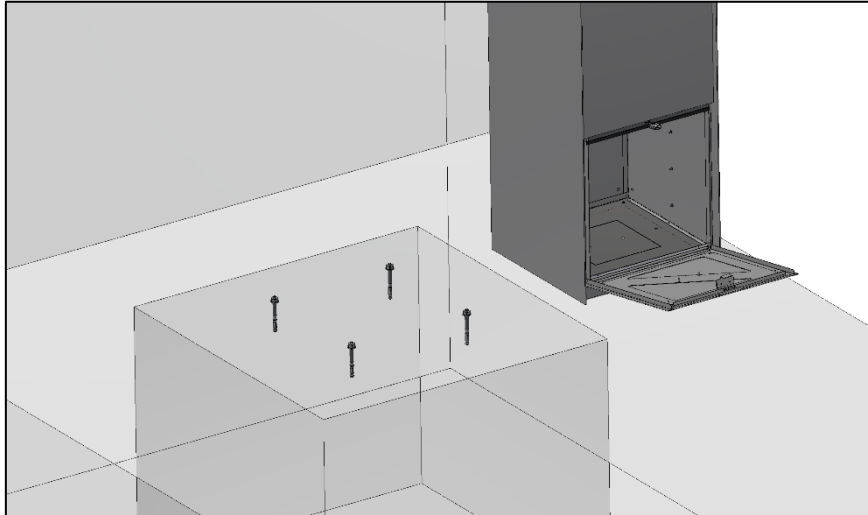


Fig. 39:

Then hammer the bolt anchors into the holes provided. Remove the nuts from the bolt anchors. Ensure that the bolt anchors are long enough, taking into account the frame of the Goethe Paket pedestal.

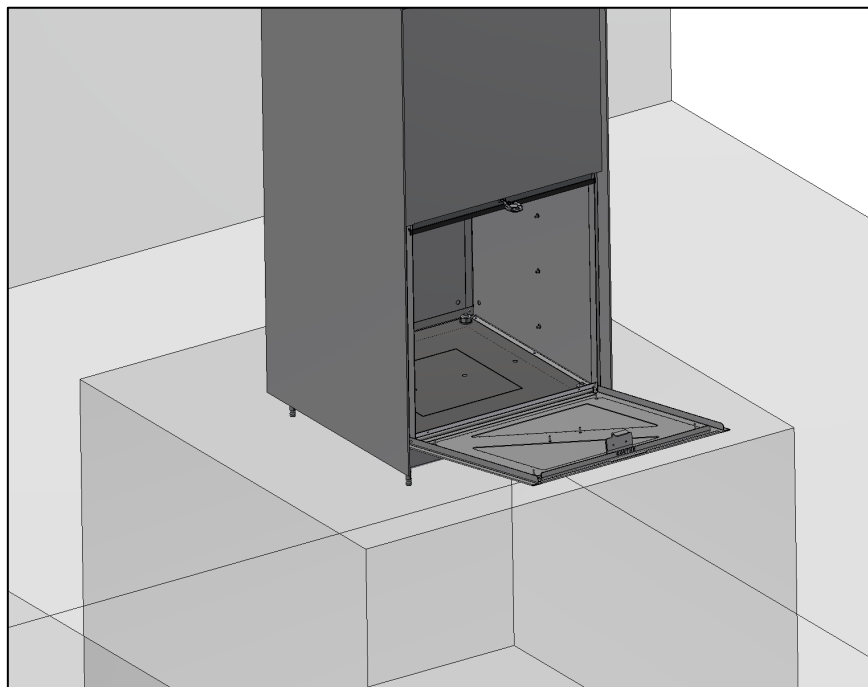


Fig. 40:

Feed the cable of any existing electrical installation through the cable opening provided and place the pedestal on the bolt anchors. Secure the pedestal using the nuts.

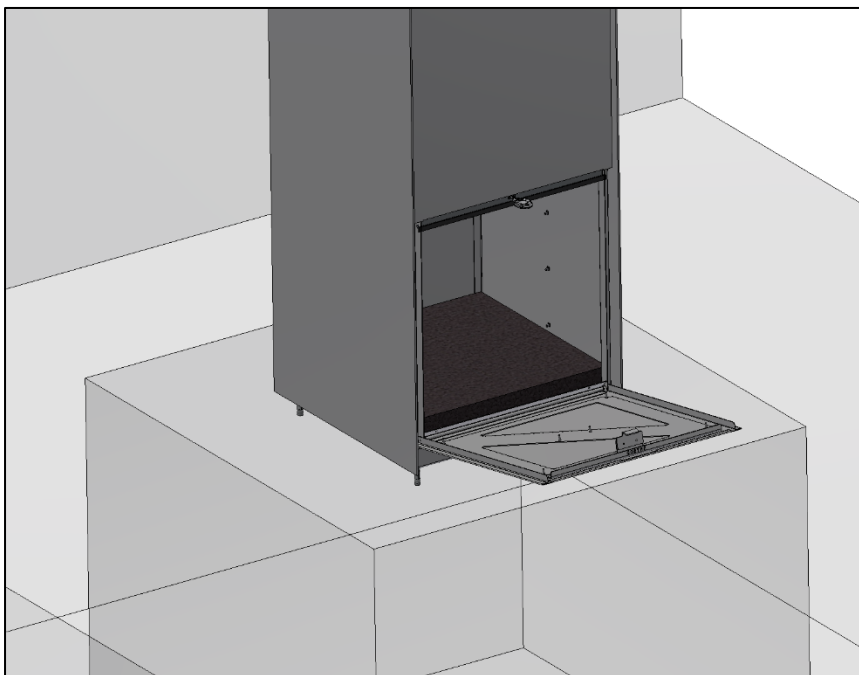


Fig. 41: Place the package impact protection back in the column

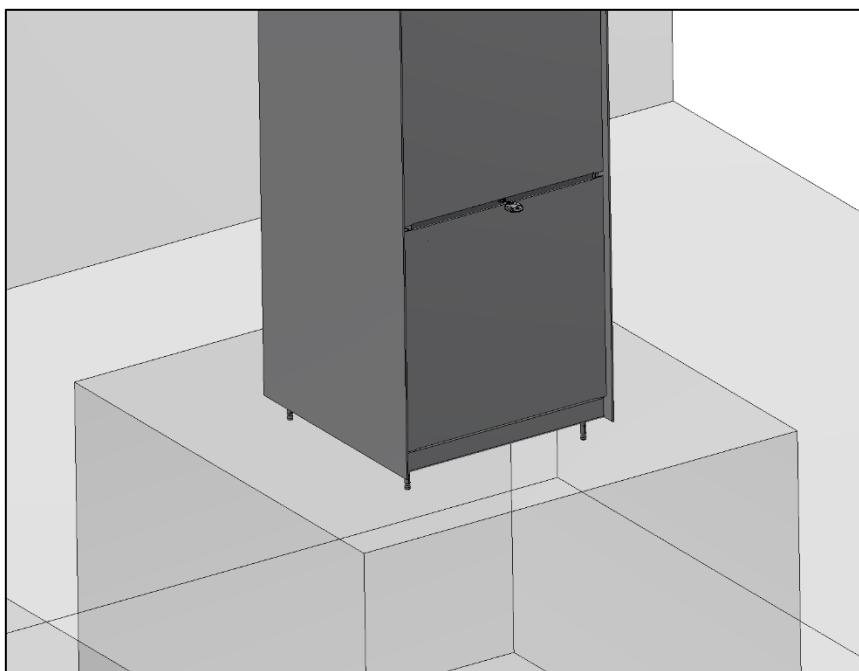


Fig. 42:
Close the open removal flap.

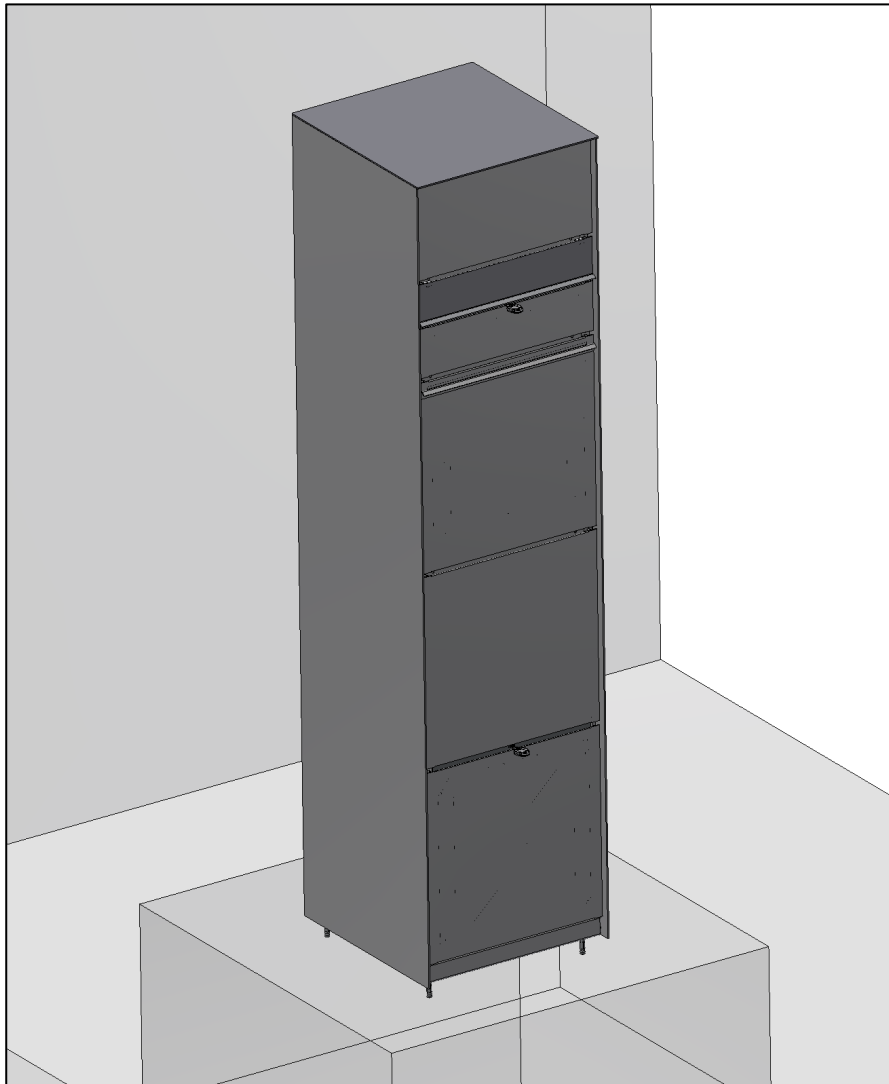


Fig. 43:
The installation of your Goethe Paket pedestal is complete.

Operating instructions

Letterbox collection "Goethe" (also multiple)

4.11 Opening/closing the cover on the function box

For various reasons, it may be necessary to open and close the cover of the Goethe function boxes.

Examples of this include

- When commissioning the letterbox system to establish the electrical connection for door communication, bell buttons, etc. (may only be carried out by a qualified electrician)
- Replacement of the above components in the event of damage
- When decommissioning the letterbox system to disconnect the electrical connection of the door communication, bell buttons, etc. (may only be carried out by a qualified electrician)

The disassembly of the removal flap is described below.



Fig. 44:

Goethe function box 400x400 without installation elements.

Function boxes of other sizes and with built-in appliances can be opened and closed in the same way.

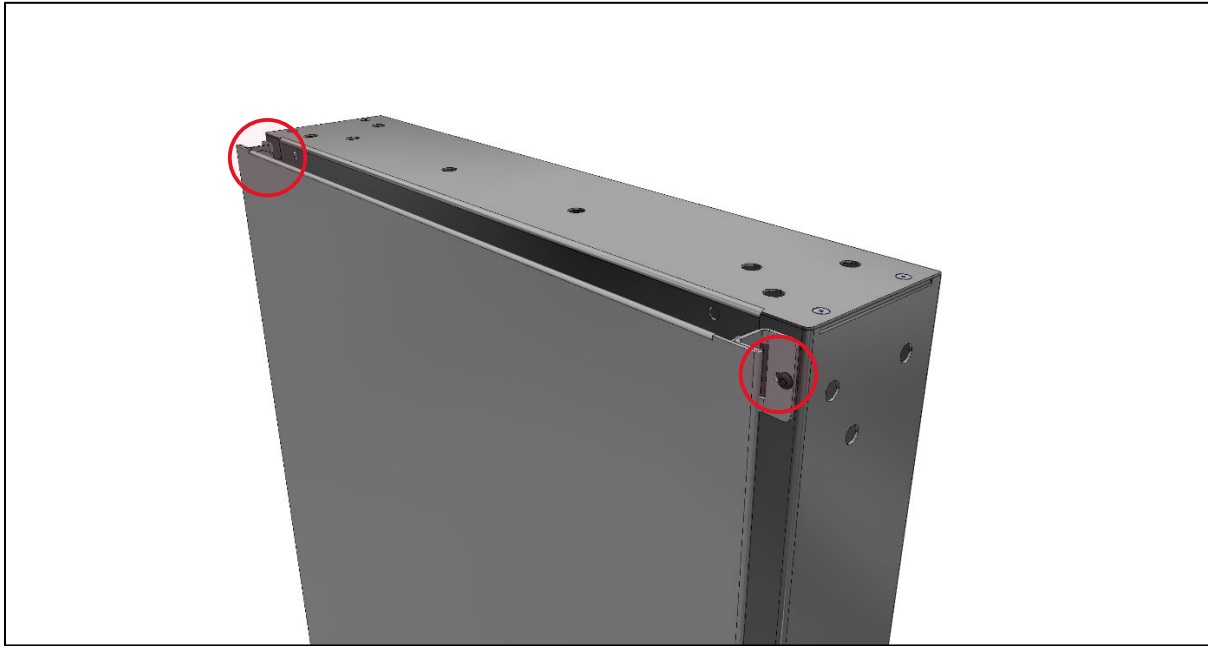


Fig. 45:

There are two tabs at the top end of the cover, each of which fixes the cover to the body with the help of a screw.



Fig. 46:

Remove these two screws using the tool supplied. Make sure that the screws are not lost.

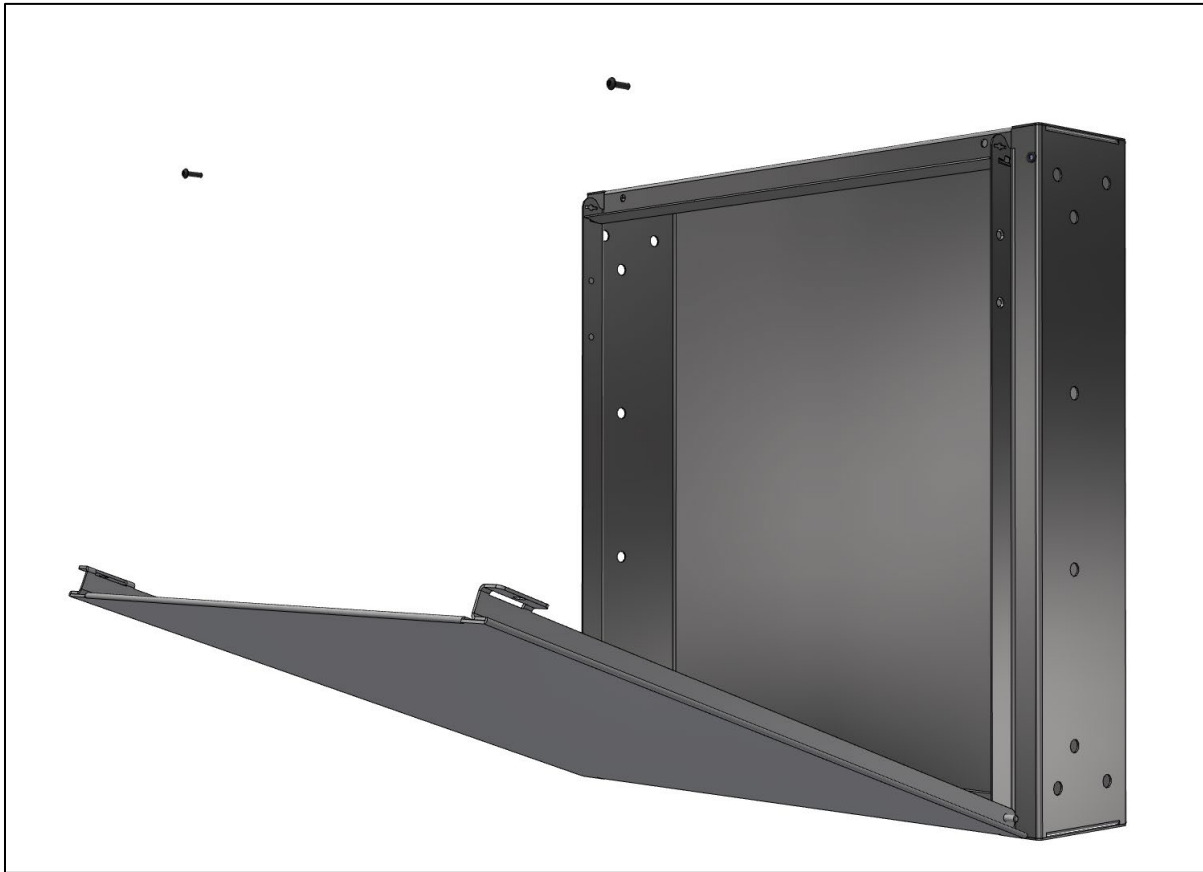


Fig. 47:

The cover can now be opened. Close the cover in reverse order.

4.12 Removing/installing the push-key lock

If the removal flap can no longer be closed properly due to transport or wear and tear after a long period of use, a possibly defective lock can be replaced as described below.

Error description:

Key is difficult to insert into the lock:

- ➔ Remedy: Lubricate the inside of the lock with multifunctional oil by pouring oil into the key opening

Despite re-lubricating the lock, the lock still does not work as desired

- ➔ Remedy: Dismantle the lock and relubricate the locking wedge with multifunctional oil

Operating instructions

Letterbox collection "Goethe" (also multiple)

A completely defective lock must be dismantled and returned to Briefkasten Manufaktur Lippe GmbH. You will receive a replacement free of charge in the event of a warranty claim.

The lock is dismantled as follows:



Fig. 48:

Open your letterbox Goethe collection

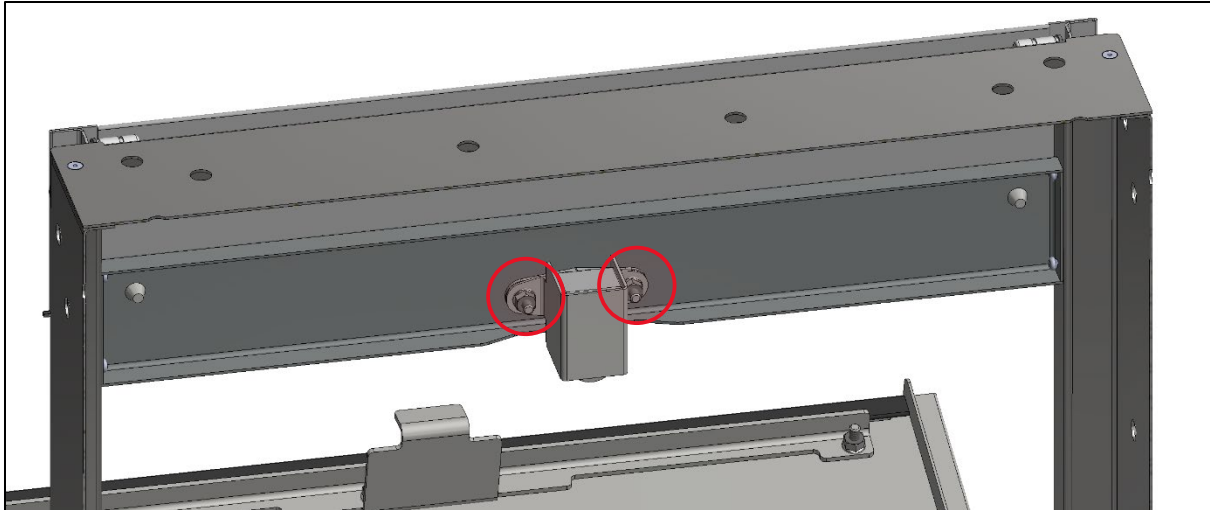


Fig. 49 (sectional view from behind)

Loosen the two hexagon nuts (marked in red). These screws are used to lock the lock cover and lock, remove both components.

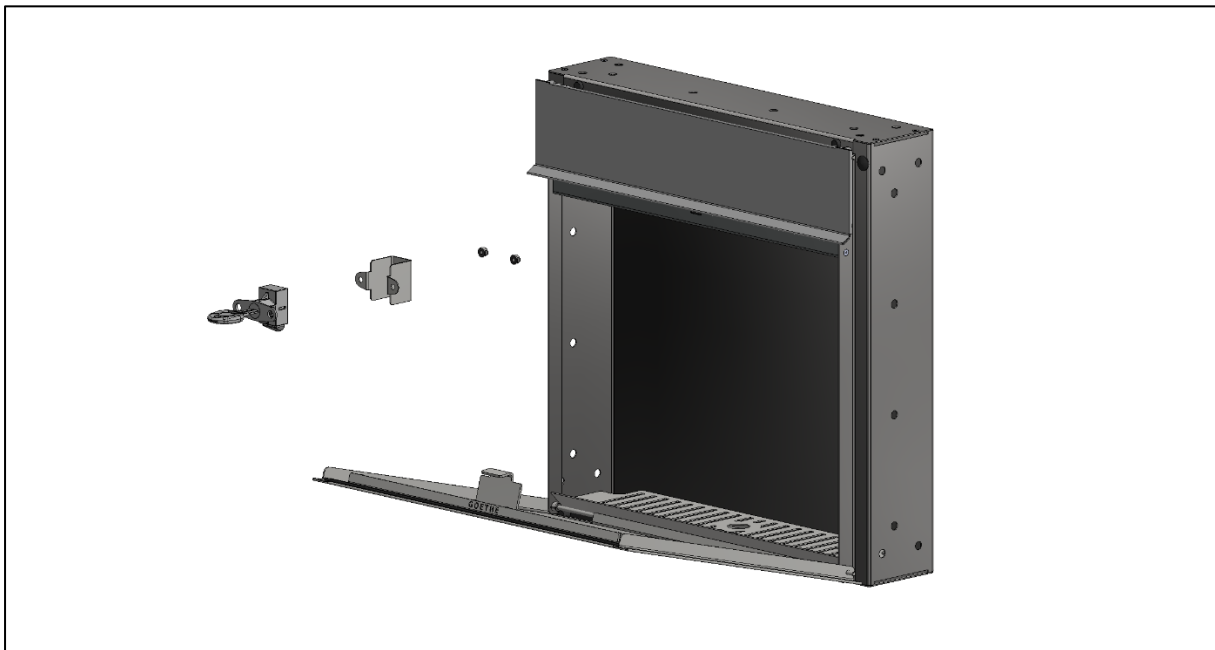


Fig. 50

You are now holding both the lock cover and the lock in your hands.

To install (reinstall) the lock and lock cover, first place the lock on the weld studs provided in the box body, then insert the lock cover and secure both components again with the two hexagon nuts.

Operating instructions

Letterbox collection "Goethe" (also multiple)

4.13 Electrical connection

(if required)



The safety instructions listed in Chapter 2, "Safety" must be observed at all times

If your "Goethe" letterbox collection has additional electrical and/or electronic components, these may only be connected by a trained electrician.



The national regulations and standards must be observed.

The electrical supply line for a "Goethe" collection letterbox must be provided by the customer.

4.14 Maintenance and servicing

Strike plate alignment

If the removal flap can no longer be closed properly due to transport or wear and tear after a long period of use, the responsible striking plate can be readjusted manually.

Error description:

Removal flap is not locked:

Strike plate too short, strike plate does not engage behind lock

➔ Remedy: Push the striking plate apart

Removal flap has play, does not sit flush in the box, can be moved forwards and backwards:

Strike plate too long:

➔ Remedy: Push the striking plate together

Ensure that the strike plate engages firmly behind the lock. The removal flap should be closed with slight pressure until the lock engages audibly.

The striking plate is aligned as follows:

Operating instructions

Letterbox collection "Goethe" (also multiple)



Fig. 51:

Open your letterbox Goethe collection

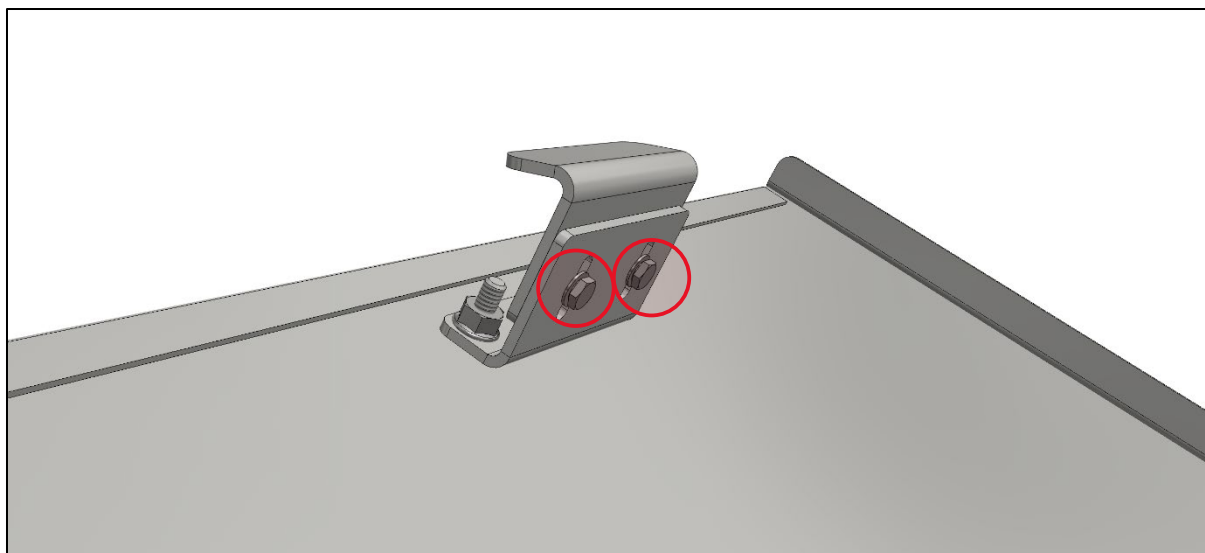


Fig. 52:

Loosen the two hexagon head screws (marked red).
These screws are used to lock the correct strike plate length.

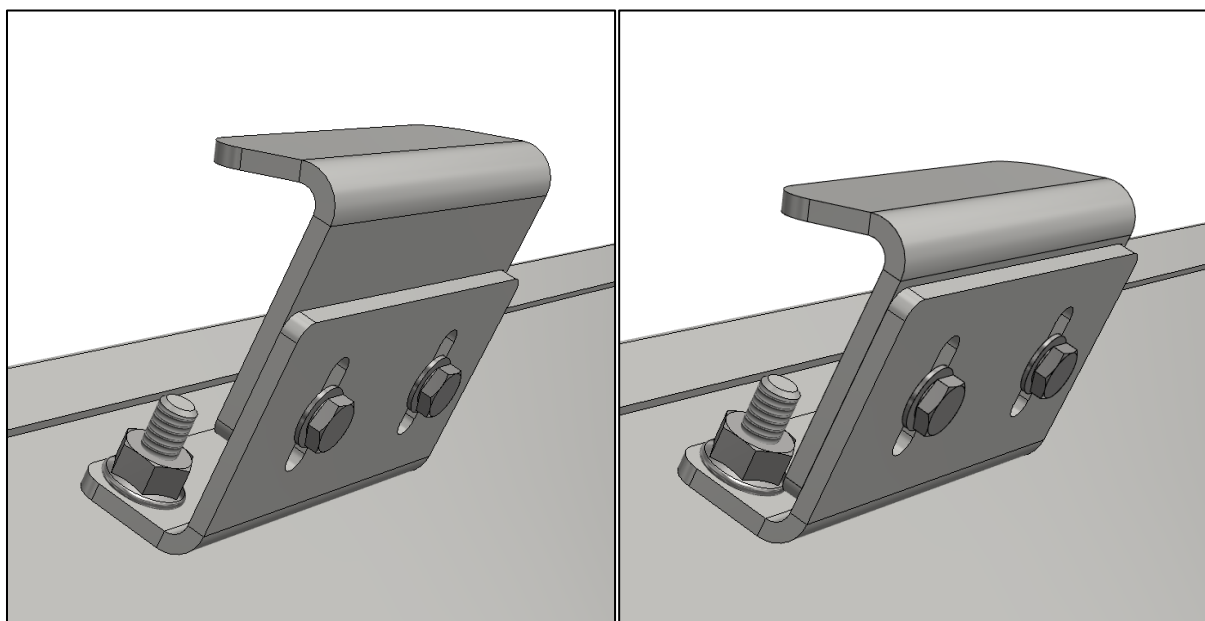


Fig. 53 + 54:

Adjustment range of the striking plate. Depending on the error described above, push the striking plate together or apart.

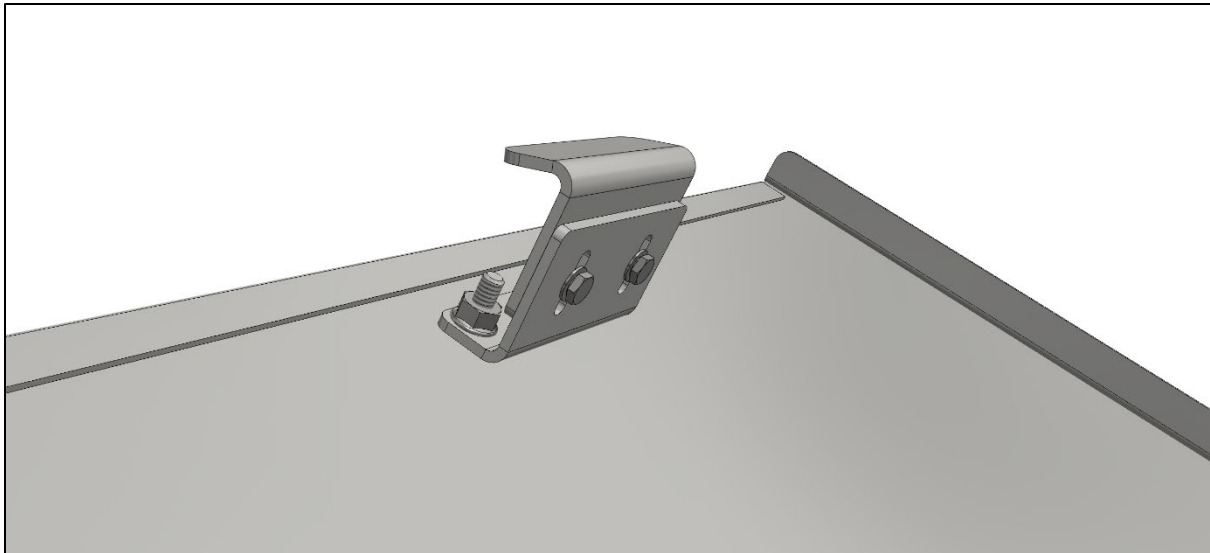


Fig. 55:

Tighten both hexagon head screws and check for correct closing. If the result is still unsatisfactory, repeat the procedure.

Replacement removal flap



Fig. 56:

Open your letterbox

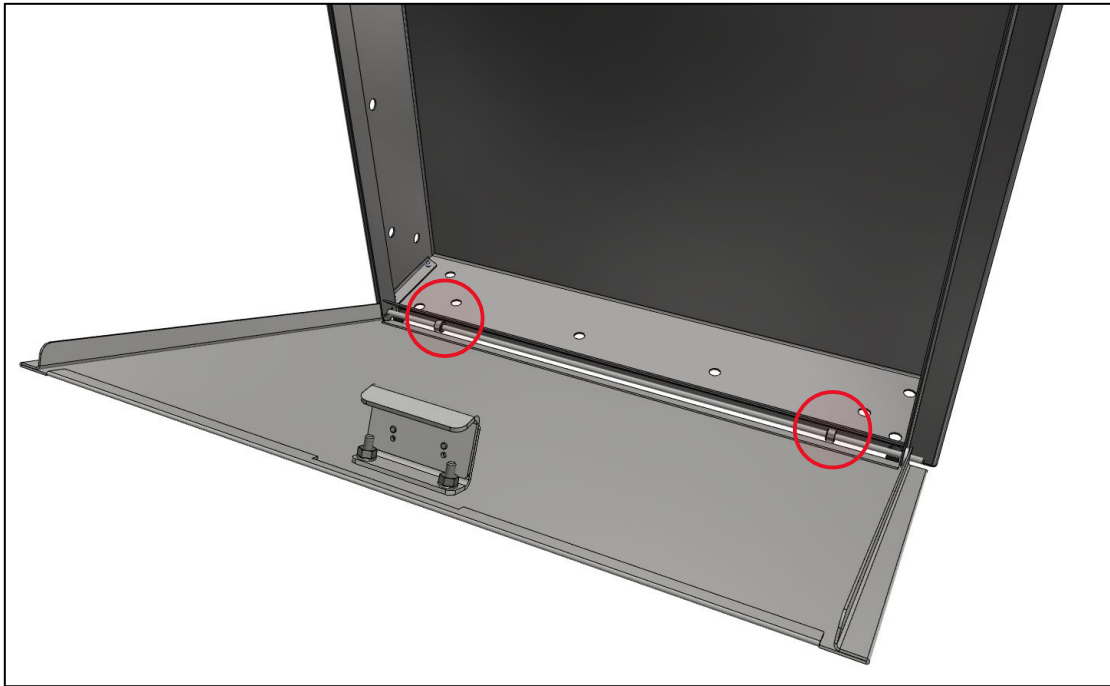


Fig. 57:
Loosen the two adjusting rings and slide them inwards.

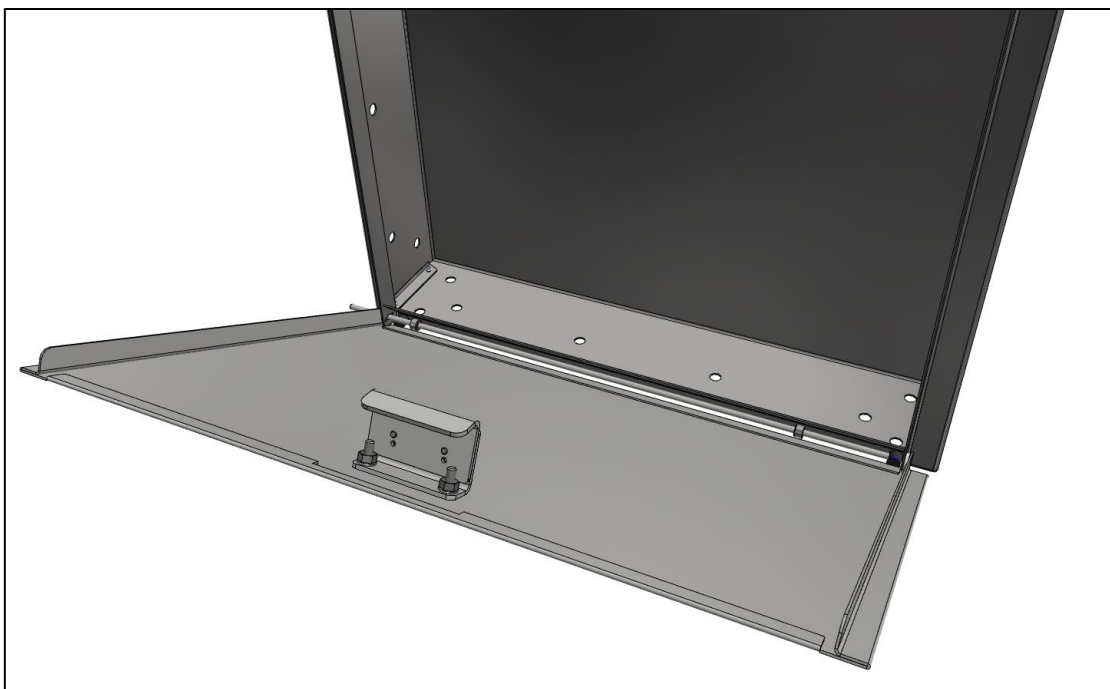


Fig. 58:
Now push the axle with the two adjusting rings to the side so that one end of the axle hangs freely out of the box. ATTENTION: Pay attention to the spacer discs and their original positioning. These must be installed in exactly the same position during assembly



Fig. 59:

Close the box and swivel the axle downwards with the adjusting rings

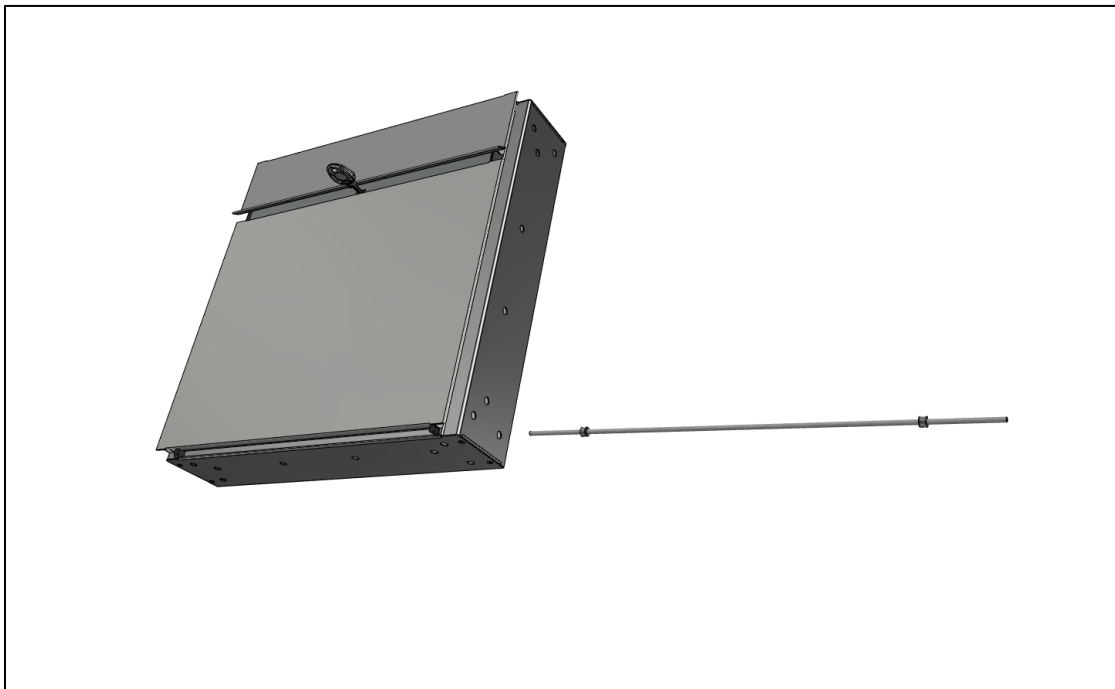


Fig. 60:

Now pull the axle completely out of the side of the box.

CAUTION: Hold the removal flap firmly so that it does not fall out of the box.

The removal flap can be removed. Assembly in reverse order.

5 Use

DANGER

There is a risk of crushing if the appliance is used improperly or not as intended. No limbs may be positioned in the insertion or removal flap

DANGER

There is a risk of cutting if the device is used improperly or not as intended. No limbs may be positioned in the insertion or removal flap

6 Decommissioning the product

Decommissioning may only be carried out by a qualified installer and/or electrician.

- Disconnect the mains supply if necessary.
- Electrical dismantling of the system if necessary.
- Disposal: see chapter 8, "Disposal" on page 37.

7 Maintenance, cleaning, repair

7.1 Maintenance

Maintenance may only be carried out by a qualified installer and/or electrician and in accordance with local regulations.

7.2 Cleaning

DANGER

Voltage on system

Risk of electric shock. The system must not be cleaned with a high-pressure cleaner or similar device.

At Briefkasten Manufaktur, only high-quality materials are selected and processed, guaranteeing durability and timeless elegance. Please bear in mind, however, that high-quality materials need to be cared for. Even normal environmental influences can cause soiling and even surface changes. Particularly in industrial centres or near the sea, deposits in the form of flash rust can occur and the material can be attacked. Here, systems should be cleaned and maintained more frequently.

→ **Stainless steel**

One of the materials we use for our products is stainless steel. This steel is characterised by its resistance to water, water vapour, humidity, food acids and weak organic and inorganic acids when used and cared for as intended. After installing the letterbox, an initial cleaning should be carried out to remove any soiling caused by storage, transport or construction or installation residues. Protective layers of paper, film or adhesive residue must be completely removed after assembly, as they can lead to corrosion. The letterbox should then be maintained approx. every 3 - 4 weeks; we recommend our stainless steel maintenance oil spray. Please note: The cleaners must not contain hydrochloric acid, chlorides or hydrocarbons. Under no circumstances should steel wool, steel brushes or similar be used

Operating instructions

Letterbox collection "Goethe" (also multiple)

when cleaning stainless steel, as such aids damage the protective surface and allow the formation of extraneous rust through abrasion. Corrosion caused by flash rust is excluded from the warranty. Stainless steel surfaces must always be cleaned in the direction of brushing.

→ Aluminium

Oxide-dissolving or mechanical cleaning agents must not be used as they attack the anodised coating. Caution! Protect aluminium parts from cement, lime, plaster, etc.

→ Glass/Plexiglass

Acrylic glass (Plexiglas) must not come into contact with organic solvents such as thinners, alcohols, fuels, etc. Glass cleaners also usually contain alcohols. Glass cleaners also usually contain alcohols. Only use clear water with a few drops of washing-up liquid and a soft sponge for cleaning. Dust must never be wiped off dry.

→ Powder coatings

Water and small amounts of a mild detergent can be used to clean the surface of the powder coating. If absolutely necessary, a small amount of turpentine substitute can also be used. Then rinse with water and a mild cleaner!

→ Lacquered surfaces

We recommend weekly cleaning and sealing with car wax at least four times a year for painted surfaces! Only use clear water with a few drops of washing-up liquid and a soft sponge for cleaning. Painted surfaces must also be dried and sealed with car polish. Caution: Do not use any cleaning agents containing vinegar.

→ Lock and hinges

Please only maintain the cylinder lock with a special lock care spray. This will ensure that you can enjoy a functioning letterbox lock for a long time. It is best to clean and maintain letterbox door hinges twice a year.

NOTE

You can find care and cleaning products in our care guide:

<https://www.briefkasten-manufaktur.de/en/products/care-products/>

! NOTE

The cleaners must not contain hydrochloric acid, chlorides or hydrocarbons. Under no circumstances should steel wool, steel brushes or similar be used when cleaning stainless steel, as such aids damage the protective surface and enable the formation of extraneous rust through abrasion. Corrosion caused by flash rust is excluded from the warranty.

7.3 Repair

Unauthorised repair of the letterbox, free-standing letterbox, flush-mounted and surface-mounted letterbox is prohibited. Briefkasten Manufaktur Lippe GmbH reserves the exclusive right to carry out repairs to the letterbox, free-standing letterbox, flush-mounted and surface-mounted letterbox. The only authorised repairs are those carried out by an installation and/or electrical specialist in accordance with the original spare parts offered by Briefkasten Manufaktur Lippe GmbH.

8 Disposal

A "Goethe" letterbox collection without electrical components can be disposed of with household waste. If electronic components (bell buttons, door communication electronics, etc.) are installed, these must be disposed of separately. The separate collection of waste electrical and electronic equipment is intended to enable the reuse, material recycling or other forms of recycling of old appliances and to avoid negative consequences for the environment and human health when disposing of the hazardous substances that may be contained in the appliances.

- Packaging in accordance with the applicable national legislation in the relevant Dispose of recycling containers.



According to the German Battery Ordinance, every consumer is legally obliged to return all used or exhausted batteries or accumulators. Disposal in household waste is prohibited. Old batteries and accumulators can be returned free of charge to the public collection points of the municipality and wherever batteries and accumulators of the relevant type are sold

9 Declaration of conformity

The "Goethe" letterbox collection has been developed, produced, tested and supplied in accordance with the applicable legislation in the specified sales regions. The complete EU Declaration of Conformity is attached to this document.

EU - Declaration of Conformity

The manufacturer:

Briefkasten Manufaktur Lippe GmbH, Werler Straße 60, 32105 Bad Salzuflen

hereby declares that:

Letterbox collection "Goethe" (also multiple) of the following series:

215 series

Comply with the requirements of the following EU directives and EU regulations:

2009/125/EC Ecodesign Directive
2011/65/EU RoHS Directive
2014/30/EU EMC Directive
2014/35/EU Low Voltage Directive

Applied standards and technical specifications:

DIN EN 13274:2013-07

Bad Salzuflen, 01.07.2022

Place, date

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