

## Loading pole with letterbox



Loading pole with letterbox



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#### 1 General

### 1.1 Purpose of the document

These operating and installation instructions are part of the product and contain information for the user on the safe operation and for the assembly and electrician on the safe installation of the Manufaktur Lippe GmbH charging pole with letterbox. In this respect, this document is valid for both single and multiple installations.

## 1.2 Handling this document

- Read the operating and installation instructions before installing and commissioning the letter and Read parcel box stele
- Keep this manual handy
- These instructions to subsequent owners or users of the charging pole with letterbox pass on

## **O**NOTE:

We would like to point out that an installation protocol must be drawn up by the installer for professional installation.

## **O**NOTE:

People with colour vision deficiencies need support in assigning any coloured cables that may be present.

#### 1.3 Intended use

Briefkasten Manufaktur Lippe GmbH charging posts with letterboxes are deposit boxes for the deposit and removal of postal items in accordance with DIN EN 13274 (Postal services - Deposit openings of house letterboxes - Requirements and tests; EN 13274:2013 and its supplements) in combination with a prepared attachment of wallboxes for charging electric and hybrid vehicles in accordance with IEC 61851-1, charging mode 3. In this charging mode, the charging stations provide:

The voltage is only switched on when the vehicle is connected correctly. The maximum current has been adjusted

### 1.4 Use of symbols and highlighting



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

### **MARNING**

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

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The signal word indicates a technical feature or (in case of non-observance) possible damage to the product.

✓ Prerequisite for the following action instruction

#### →Instruction for action



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

### 1.5 Warranty and liability

Briefkasten Manufaktur Lippe GmbH accepts no liability for defects and damage resulting from failure to observe assembly and operating instructions. This exclusion of liability applies in particular to:

Improper use

Repairs by an installation company not commissioned by Briefkasten Manufaktur Lippe GmbH. and/or electrician

Use of non-original spare parts

Modification of the installations without the consent of Briefkasten Manufaktur Lippe GmbH

 Installation and commissioning by unqualified personnel (no installation and/or Electrician)

Improper disposal after decommissioning

## 2 Safety

#### 2.1 General

The Briefkasten Manufaktur Lippe GmbH Ladestele with letterbox are developed, manufactured, tested and documented in accordance with the relevant safety regulations and environmental regulations. Only use the systems when they are in technically perfect 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 nationally applicable rules.

### 2.2 General safety instructions

# **A**CAUTION

- Check the charging pole with letterbox for visual damage before use. In case of damage, contact the Do not use the charging pole with letterbox.
- The installation, electrical connection and commissioning of the charging pole with letterbox may only be carried out by a qualified installer and/or electrician.
- Do not remove markings, warning symbols and type plate from loading ramp with letterbox.
- Never use a high-pressure cleaner or similar device on the charging pole with letterbox. cleanse.
- Ensure that no body parts are positioned between the insertion and/or removal flap. Become, there is a risk of crushing, shearing, cutting.

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- Ensure that only persons who are authorised to use the loading dock with letterbox can access it. have read the operating instructions.
- Ensure that no parts of the body are positioned between the plug and the socket. Become, there is a risk of crushing, shearing, cutting.
- Ensure that the charging pole/column can only be accessed by persons who are authorised to use it. have read the operating instructions.

#### 2.3 Safety instructions for installation

## **A**CAUTION

- Observe local legal requirements for electrical installations, fire protection, Safety regulations and escape routes at the planned installation site.
- If necessary, take professional 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 charging pole with letterbox must be properly earthed.
- Do not install the Manufaktur Lippe GmbH loading pole with letterbox in a potentially explosive area (Ex zone).
- Install the Manufaktur Lippe GmbH loading pole with letterbox in such a way that the plant does not block or obstruct any passage.
- Install the letterbox Manufaktur Lippe GmbH Ladestele with letterbox not in environments with ammonia or air containing ammonia.
- Install the letterbox Manufaktur Lippe GmbH Ladestele with letterbox not in a place where it can be damaged by falling objects.
- The Manufaktur Lippe GmbH Ladestele letterbox is designed for use in the Suitable for indoor and outdoor use.
- Install the letterbox Manufaktur Lippe GmbH Ladestele with letterbox not in the vicinity of water spray systems, e.g. car washes, high-pressure cleaners or Garden hoses.
- The letterbox Manufaktur Lippe GmbH loading pole with letterbox is designed for use in areas suitable without access restriction.
- Protect the letterbox Manufaktur Lippe GmbH Ladestele with letterbox from direct sunlight. The operating temperature is -20 °C to +55 °C.
- The installation location of the letterbox Manufaktur Lippe GmbH charging pole with letterbox must be

that an unintentional approach by vehicles is excluded. If damage cannot be ruled out, protective measures must be taken. become.

 Take the letterbox Manufaktur Lippe GmbH Ladestele with letterbox not in operation if damaged during installation; the unit must be replaced. become.

### 2.4 Safety instructions for the electrical connection



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- The national legal requirements for electrical installations, fire protection,
   Consider safety regulations and escape routes at the planned installation site. The observe the applicable national installation regulations.
- If necessary, each Briefkasten Manufaktur Lippe GmbH loading pole with letter box must be a separate residual current circuit breaker and miniature circuit breaker in the connection installation

be protected. See requirements for the installation site



- Before the electrical connection of the letterbox Manufaktur Lippe GmbH Brief- und Make sure that the electrical connections are voltage-free.
- Ensure that the correct connection cable is used for the electrical mains connection.
- Die Briefkasten Manufaktur Lippe GmbH Ladestele mit Briefkasten nicht mit geöffneter Leave the installation cover unattended.

### 2.5 Safety instructions for commissioning

## **MARNING**

- The commissioning of the Briefkasten Manufaktur Lippe GmbH charging pole with letterbox may only be

by a qualified installer and/or electrician.

- The required correct electrical connection of the letterbox Manufaktur Lippe GmbH

The charging pole with letterbox must be checked by a qualified electrician before it is put into operation.

become.

- Before commissioning the letterbox Manufaktur Lippe GmbH charging pole with letterbox on check for visual damage or defects. The commissioning of a letterbox

Manufaktur Lippe GmbH loading dock with letterbox is not permissible. Any defects found must be be reported immediately to Briefkasten Manufaktur Lippe GmbH customer service.

## 3 Plant description

The system described in these operating and installation instructions is a letterbox Manufaktur Lippe GmbH Ladestele with letterbox of the Designer BIG series.

## 4 Installation and electrical connection



It is essential to observe the safety instructions given in chapter 2, "Safety".

## 4.1 Requirement for the installation area

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The following points must be taken into account when selecting the installation location of the Manufaktur Lippe GmbH loading pole with letterbox:

- The mounting surface must be solid and stable.
- The mounting surface must be completely flat (max. 1 mm difference between the individual mounting points).
- No obstruction of walkways and escape routes.
- For optimum and trouble-free operation, we recommend an installation location without direct Solar radiation.
- Observance of local building and fire safety regulations.

## NOTE

The mounting height (in relation to the centre line of the insertion flap) of a Manufaktur Lippe GmbH loading pole with 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

Before starting the connection work, the requirements for the installation of the charging pole with 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 Installation



Any installation work must be carried out by a competent installation specialist. The use of suitable installation materials must be ensured. In addition, national installation standards must be observed.

## **Q**NOTE

Observe the separate assembly instructions which are included in your Letterbox Manufaktur Lippe GmbH Ladestele with letterbox enclosed. You can also find these on the homepage:



https://www.briefkasten-manufaktur.de/anleitungen

# **O**NOTE

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

4.3.1 Installation of charging pole with letterbox

When assembling or installing a Manufaktur Lippe GmbH loading pillar with letterbox, particular attention must be paid to a stable, level installation site. The ground conditions must be such that the letterbox Manufaktur Lippe GmbH loading pillar with letterbox does not twist and sufficiently supports

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the mass of the letterbox Manufaktur Lippe GmbH loading pillar with letterbox. The dowel holes should only be determined when the system is delivered, as minor tolerance deviations may occur during the production process of the Manufaktur Lippe GmbH letterbox support with letterbox. All existing fixing holes must be used.

For free-standing installations, we recommend concrete foundations (B25). As a rule of thumb, add 300 mm to the contact area of the loading pole with letterbox on all sides. Depending on the soil conditions, the foundation must be enlarged. The foundation depth should be at least 700 mm, depending on the frost line in the ground. Before excavation, it is advisable to obtain a division plan of the planned installation site from the responsible office so that pipelines, electric cables, etc. are not damaged.



Pay attention to the retraction of the cables before concreting.

For fastening a loading pole with letterbox, Letterbox Manufaktur Lippe GmbH recommends using Fischer connecting anchors, type FAZ II 8/10 or higher. These ensure secure installation and a permanent hold.



Always use the recommended fixing material. It is explicitly NOT permissible to glue the system in place or to install it in any other form that is permanently fixed. Interchangeability must be guaranteed, also in terms of possible repairs.

#### 4.4 Electrical connection



It is essential to observe the safety instructions given in chapter 2, "Safety".

If your letterbox Manufaktur Lippe GmbH charging pole with letterbox 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 letterbox Manufaktur Lippe GmbH charging pole with letterbox must be provided on site.

## 5 Use



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



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There is a risk of crushing if used improperly or not as intended. Do not place any limbs between the plug and the socket.



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



There is a danger of being cut if used improperly or not as intended. Do not place any limbs between the plug and the socket.

## 6 Decommissioning the product

Decommissioning may only be carried out by an installation and/or electrical specialist.

- → Disconnect the mains supply if necessary.
- → Electrical dismantling of the system, if necessary.
- → Disposal: see chapter 8, "Disposal" on page 11.

## 7 Maintenance, cleaning, repair

#### 7.1 Maintenance

Maintenance must only be carried out by an installation and/or electrical specialist and in accordance with local regulations.

### 7.2 Cleaning



Voltage on plant

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

At Mailbox Manufaktur, only high-quality materials are selected and processed, which guarantee durability and timeless elegance. Please bear in mind, however, that noble materials in particular need to be cared for. Even normal environmental influences can cause soiling and even surface changes. Especially in industrial conurbations or near the sea, deposits in the form of rust film can occur and attack the material. Here, systems should be cleaned and maintained more frequently.

#### → Stainless steel

Among other materials, we use stainless steel for our products. When used and cared for as intended, this steel is resistant to water, water vapour, humidity, food acids and weak organic and inorganic acids. After the letterbox has been installed, an initial cleaning should be carried out to remove any soiling caused by storage, transport or construction or installation residues. Protective layers of paper, foils or adhesive residues must be completely removed after assembly, as they can lead to corrosion. Subsequently, the system should be subjected to maintenance approx. every 3 - 4 weeks; we recommend our stainless steel maintenance oil spray for this purpose. Please note: The cleaners must not contain hydrochloric acid, chlorides or hydrocarbons. Under no circumstances should steel wool,

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steel brushes or similar be used for stainless steel cleaning, 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. Stainless steel surfaces must always be cleaned in the direction of brushing.

#### → Aluminium

Oxide-dissolving or mechanically acting cleaning agents must not be used as they attack the anodised layer. Attention! Protect aluminium parts from cement, lime, plaster, etc.

### → Glass/Plexiglass

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

### → Powder coatings

Water and small amounts of a mild cleaner 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!

### → Painted surfaces

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

### → Lock and hinges

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

## **U**NOTE

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



https://www.briefkasten-manufaktur.de/produkte/pflegemittel/

## **O**NOTE

The cleaners must not contain hydrochloric acid, chlorides or hydrocarbons. Under no circumstances may steel wool, steel brushes or similar be used for 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

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The unauthorised repair of a loading pillar with letterbox is prohibited. Briefkasten Manufaktur Lippe GmbH reserves the exclusive right to carry out repairs to loading posts with letterboxes. The only permitted 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 Manufaktur Lippe GmbH charging pole with letterbox without electrical components can be disposed of in household waste. If electronic components (bell buttons, door communication electronics, etc.) are installed, they must be disposed of separately. The separate collection of waste electrical and electronic equipment is intended to enable the reuse, recycling or other forms of recovery of old equipment and to avoid negative consequences for the environment and human health when disposing of the hazardous substances that may be contained in the equipment.

→ Packaging in accordance with the applicable national legislation in the relevant Dispose of recycling bins.



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

## 9 Declaration of conformity

The Briefkasten Manufaktur Lippe GmbH Ladestele with letterbox have been developed, produced, tested and delivered in accordance with the applicable legal regulations of the specified sales regions. The complete EU declaration of conformity is attached to this document.

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# **EU - Declaration of Conformity**

The manufacturer:

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

Do hereby declare that:

Charging pole with letterbox of the following series:

### **Designer BIG**

Comply with requirements of the following EU Directives or 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 IEC 61851-1 DIN SPEC 33402-6:2015-06

Briefkasten Manufaktur®

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Signature

Bad Salzuflen, 06.01.2022

Place, date