

Operating instructions

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple)

Operating instructions

Mailboxes, standing mailboxes, flush-mounted and surface-mounted mailboxes and mailbox systems



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Table of contents

1 General	3
1.1 Purpose of the document.....	3
1.2 Handling this document	3
1.3 Intended use.....	3
1.4 Use of symbols and highlighting.....	3
1.5 Warranty and liability	4
2 Safety	4
2.1 General	4
2.2 General safety instructions	4
2.3 Safety instructions for installation	5
2.4 Safety instructions for the electrical connection	6
2.5 Safety instructions for commissioning	6
3 System description	6
4 Installation and electrical connection	7
4.1 Requirement for the installation area.....	7
4.2 Criteria for the electrical connection	7
4.3 Installation.....	7
4.3.1 Installing surface-mounted letterboxes	8
4.3.2 Installation flush-mounted letter box	9
4.3.3 Installing a letterbox.....	10
4.4 Electrical connection	10
5 Use	11
6 Decommissioning the product	11
7 Maintenance, cleaning, repair.....	11
7.1 Maintenance.....	11
7.2 Cleaning	11
7.3 Repair	13
8 Disposal	13
9 Declaration of conformity	13

Operating instructions

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple)

1 General

1.1 Purpose of the document

These operating and installation instructions are part of the product and contain information for the user for the safe operation and for the assembly and electrician for the safe installation of the letterbox Manufaktur Lippe GmbH letterbox, standing letterbox, flush-mounted and surface-mounted 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 letterbox (system).
- Keep these instructions handy
- Pass these instructions on to subsequent owners or users of the letterbox (system).



NOTE:

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



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 letterboxes, standing letterboxes, flush-mounted letterboxes and surface-mounted letterboxes are mailboxes for the insertion and removal of mail in accordance with DIN EN 13274 (Postal services - Insertion openings of house letterboxes - 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 degree of risk which, if not avoided, may result in a minor or moderate injury.



NOTE

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

Operating instructions

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple)

Caution

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

Faulty installation

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

Briefkasten Manufaktur Lippe GmbH letterboxes, standing letterboxes, flush-mounted and surface-mounted letterboxes are developed, manufactured, tested and documented in accordance with the relevant safety regulations and environmental regulations. Only use the installations 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

CAUTION

- Check letterboxes, standing letterboxes, flush-mounted and surface-mounted letterboxes for optical defects before use.

Check for damage. In case of damage, replace the letterbox, standing letterbox, flush-mounted and Do not use surface-mounted letterboxes.

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

The installation of a floor-standing, flush-mounted and surface-mounted letterbox may only be carried out by an installation technician.
and/or a qualified electrician.

- Do not remove markings, warning symbols and type plate from letterboxes, floor-standing letterboxes, flush-mounted letterboxes and letterboxes.
and remove the surface-mounted letterbox.

- Letterbox, standing letterbox, flush-mounted and surface-mounted letterbox never with a

Operating instructions

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple)

Clean with a high-pressure cleaner or similar device.

- Ensure that no body parts are positioned between the insertion and/or removal flap. Become, there is a risk of crushing, shearing, cutting.
- Ensure that only persons can access the letterbox, standing letterbox, flush-mounted and surface-mounted letterbox who have read these operating instructions.

2.3 Safety instructions for installation

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 letterboxes, standing letterboxes, flush-mounted and surface-mounted letterboxes be properly earthed.
- Install the letterbox Manufaktur Lippe GmbH letterbox, freestanding letterbox, flush-mounted and surface-mounted letterbox are not in a potentially explosive area (Ex zone).
- Install the letterbox Manufaktur Lippe GmbH letterbox, freestanding letterbox, flush-mounted and surface-mounted letterboxes in such a way that the system does not block or obstruct any passage.
- Install the letterbox Manufaktur Lippe GmbH letterbox, freestanding letterbox, flush-mounted and surface-mounted letterboxes in environments with ammonia or air containing ammonia.
- Install the letterbox Manufaktur Lippe GmbH letterbox, floor standing letterbox, flush-mounted and surface-mounted letterboxes in a place where they could be damaged by falling objects. can be damaged.
- The Manufaktur Lippe GmbH letterbox, floor-standing letterbox, flush-mounted and Surface-mounted letterbox is suitable for indoor and outdoor use.
- Install the letterbox Manufaktur Lippe GmbH letterbox, freestanding letterbox, flush-mounted and surface-mounted letterboxes in the vicinity of water spray systems, e.g. car washes, high-pressure cleaners or garden hoses.
- The Manufaktur Lippe GmbH letterbox, floor-standing letterbox, flush-mounted and Surface-mounted letterbox is suitable for use in areas without restricted access.
- Protect the letterbox Manufaktur Lippe GmbH letterbox, floor standing letterbox, flush-mounted and surface-mounted letterbox from direct sunlight. The operating temperature is -20 °C to +55 °C.
- The installation location of the Manufaktur Lippe GmbH letterbox, floor-standing letterbox, Flush-mounted and surface-mounted letterboxes must be selected in such a way that unintentional approach by vehicles is excluded. If damage cannot be ruled out, the following must be protective measures are taken.
- Take the letterbox Manufaktur Lippe GmbH letterbox, floor-standing letterbox, flush-mounted letterbox. and surface-mounted letterbox will not operate if it has been damaged during installation; the Unit must be replaced.

Operating instructions

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple)

2.4 Safety instructions for the electrical connection

WARNING

- 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 letterbox Manufaktur Lippe GmbH letterbox, standing letterbox, Flush-mounted and surface-mounted letterboxes with their own residual current circuit breaker and circuit breaker in the connection installation must be protected. See requirements for the Installation location.

WARNING

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

2.5 Safety instructions for commissioning

WARNING

- The commissioning of the letterbox Manufaktur Lippe GmbH letterbox, standing letterbox, Flush-mounted and surface-mounted letterboxes may only be installed by an installation and/or by a qualified electrician.
- The correct electrical connection of the letterbox Manufaktur Lippe GmbH may be required. mailbox, standing mailbox, flush-mounted and surface-mounted mailboxes must be be checked by a qualified electrician.
- Before commissioning the letterbox Manufaktur Lippe GmbH letterbox, floor-standing letterbox, Check flush-mounted and surface-mounted letterboxes for visual defects or damage. The Commissioning of a letterbox Manufaktur Lippe GmbH letterbox, standing letterbox, flush-mounted and surface-mounted letterboxes is not permitted. Defects found must be reported immediately
be reported to Briefkasten Manufaktur Lippe GmbH customer service.

3 Plant description

The system described in these operating and installation instructions is a Manufaktur Lippe GmbH letterbox, free-standing letterbox, flush-mounted and surface-mounted letterbox of the 381, 383, 385, 862, Designer, Designer BIG series.

4 Installation and electrical connection

DANGER

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

4.1 Requirement for the installation area

When selecting the installation location of a Manufaktur Lippe GmbH letterbox, standing letterbox, flush-mounted and surface-mounted letterbox, the following points must be taken into account:

- 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 letterbox, standing letterbox, flush-mounted and surface-mounted 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 prerequisites for the installation of the letterbox, 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 Installation

NOTE

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.

Operating instructions

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple)

! NOTE

Observe the separate assembly instructions that are included with your Briefkasten Manufaktur Lippe GmbH letterboxes, standing letterboxes, flush-mounted and surface-mounted letterboxes. You can also find these on the homepage:



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

! 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 surface-mounted letterbox

A suitable masonry or concrete wall is required for mounting a Manufaktur Lippe GmbH surface-mounted letterbox (system). If the surface-mounted letterbox is to be mounted on wood, a sufficiently stable construction is required. Briefkasten Manufaktur Lippe GmbH always recommends the use of the supplied mounting rails for the installation of the surface-mounted letterboxes series 385. These simplify the installation and ensure an aligned assembly of the entire system. All existing mounting holes must be used.

→ Check

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

→ Measuring

Measure the mounting holes at the back of the unit. Transfer these measurements to the wall. Please observe the mounting height prescribed by DIN 13724. The centre line of the lowest insertion opening should not be lower than 700 mm. The centre line of the top insertion opening should not be higher than 1,700 mm. Only in exceptional cases (accessibility) is 400 mm permissible as the lower limit and 1,800 mm as the upper limit.

→ Drilling

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

→ Bolting

Open the doors of the boxes where 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 done by three people.

For the fastening of a surface-mounted letterbox (system), Briefkasten Manufaktur Lippe GmbH recommends using Fischer connecting anchors, type FAZ II 6/10 or higher. These ensure secure installation and a permanent hold.

! NOTE

Always use the recommended fixing material.

Operating instructions

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple)

4.3.2 Installation flush-mounted letter box

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

Letterbox Manufaktur Lippe GmbH flush-mounted letterboxes (systems) are supplied with a surrounding frame that covers the gap between the masonry and the letterbox/system. All existing fixing holes are to be used. Our flush-mounted systems are equipped with pre-punched cable inlets on all sides, these can be removed very easily if required. We recommend that the installation of flush-mounted systems be carried out by a master craftsman's company, 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. This is important because you need the measurements without the plaster cover frame. Add a total of approx. 20 mm to these measurements in both height and width and then use these measurements to draw a rectangle on the wall where the system is to be mounted. Please observe the mounting height prescribed by DIN EN 13724. For example, the centre line of the lowest insertion opening should not be lower than 700 mm, and the centre line of the highest insertion opening should not be higher than 1,700 mm. Only in exceptional cases is 400 mm permissible as the lower limit and 1,800 mm as the upper limit.

➔ Measure depth

Now measure the total depth of the letterbox system, add 5 to max. 10 mm here.

➔ Break out of niche

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

➔ Fit plant

Then carefully fit the unit into this niche and correct the niche size if necessary.

➔ Drilling

Place the unit in the final position and mark the drill holes on the wall. Remove the unit from the niche and drill the corresponding holes in the niche rear wall and insert the dowels into the holes. The unit can also be fixed via the side walls.

➔ Bolting

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

For the fastening of a flush-mounted letterbox (system), Briefkasten Manufaktur Lippe GmbH recommends using Fischer connecting anchors, type FAZ II 6/10 or higher. These ensure secure installation and a permanent hold.

Operating instructions

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple)

NOTE

Always use the recommended fixing material.

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

4.3.3 Installation of a letterbox

For the assembly or installation of a Manufaktur Lippe GmbH letterbox/standing letterbox/system, particular attention must be paid to a stable, level installation site. The ground conditions must be such that the Manufaktur Lippe GmbH letterbox/standing letterbox/system does not warp and sufficiently supports the mass of the Manufaktur Lippe GmbH letterbox/standing letterbox/system. The dowel holes should only be determined when the system is delivered, as minor tolerance deviations may occur during the production process of the letterbox Manufaktur Lippe GmbH stand-up letterbox/system. All existing fixing holes must be used.

For free-standing units, we recommend concrete foundations (B25), with a dimension of 450 x 450 mm per side of the frame. For smaller units, 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. 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.

NOTE

Pay attention to the retraction of the cables before concreting.

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

For the fastening of a free-standing letterbox (system) for screw mounting, Letterkasten Manufaktur Lippe GmbH recommends using Fischer connecting anchors, type FAZ II 8/10 or higher. These ensure secure installation and a permanent hold. For large systems with more than 20 parties, we recommend using Fischer connecting anchors, type FAZ II 12/10 or higher.

NOTE

Always use the recommended fixing material.

4.4 Electrical connection

(if required)

DANGER

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

If your Briefkasten Manufaktur Lippe GmbH letterbox, standing letterbox, flush-mounted and surface-mounted letterbox has additional electrical and/or electronic components, these may only be connected by a trained electrician.

Operating instructions

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple)

NOTE

The national regulations and standards must be observed.

The electrical supply line for a Manufaktur Lippe GmbH letterbox, standing letterbox, flush-mounted and surface-mounted letterbox must be provided on site.

5 Use

DANGER

There is a risk of crushing if 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 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 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 13.

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

DANGER

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.

Operating instructions

Letterbox, floor-standing letterbox, flush-mounted
and surface-mounted letterbox (also multiple)

→ 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, foil or adhesive residues 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 for this purpose. Please note: The cleaners must not contain hydrochloric acid, chlorides or hydrocarbons. Under no circumstances should steel wool, 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 coating. 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!

→ Lacquered surfaces

We recommend weekly cleaning and at least four times a year sealing with car wax 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 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.

NOTE

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

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



Operating instructions

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple)

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

Unauthorised repair of the letterbox, freestanding letterbox, flush-mounted and surface-mounted letterbox is prohibited. Briefkasten Manufaktur Lippe GmbH reserves the exclusive right to carry out repairs to the letterbox, freestanding letterbox, flush-mounted and surface-mounted letterbox. The only permitted repairs are those that can be 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 letterbox, standing letterbox, flush-mounted and surface-mounted 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 WEEE is intended to enable the reuse, recycling or other forms of recovery of old appliances and to avoid negative consequences for the environment and human health when disposing of hazardous substances that may be contained in the appliances.

- ➔ 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 letterboxes, standing letterboxes, flush-mounted and surface-mounted letterboxes have been developed, produced, tested and supplied in accordance with the applicable legal regulations of the specified sales regions. The complete EU declaration of conformity is attached to this document.

EU Declaration of Conformity

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple)



Briefkasten Manufaktur®
Lippe GmbH

EU - Declaration of Conformity

The manufacturer:

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

Do hereby declare that:

Letterbox, floor-standing letterbox, flush-mounted and surface-mounted letterbox (also multiple) of the following series:

Series 381
Series 383
Series 385
Series 862
Designer
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

Bad Salzuflen, 06.01.2022

Place, date



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Signature

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