



Certified Service Key Drop Box

Installation Instructions

Contents:

- (1) 17.62"W x 18.18"H Key Drop Box with pen
- (4) #10 x 1.25" sheet metal mounting screws with hollow wall anchors

Note: Mounting screws with anchors have been included; however, fasteners to fasten Key Drop Box to the wall should be specified and purchased by an installer or general contractor to be correct for the wall construction.

Suggested placement: This Key Drop Box is intended to mount to an outside wall that has through-wall access to an inside key drop container of your choice. If through-wall access is not available, Key Drop Box also may be mounted next to an existing mail slot in a door or wall. (**See Illustration 2.**) With either method of installation, a qualified installation contractor is recommended.

1. If installing Key Drop Box on an exterior wall with through-wall access, the Key Drop Box should be positioned so that the top of the envelope slot in the back of the unit is no higher than 54" from the ground. The envelope door in the back of the unit should have unrestricted room to open and close to allow for envelopes to pass through the wall that the unit is being mounted on.
2. Drill four holes into the wall, making sure the holes line up with the mounting holes on the Key Drop Box. Insert anchors into the wall. Use the four fasteners provided to mount the unit to the wall. (**See Illustration 1.**) Installer should verify suitability of supplied fasteners for the wall material being fastened to. It may be necessary to purchase alternate fasteners that are more suitable.
3. If installing on an outside wall without through-wall access, see Step #2 above.

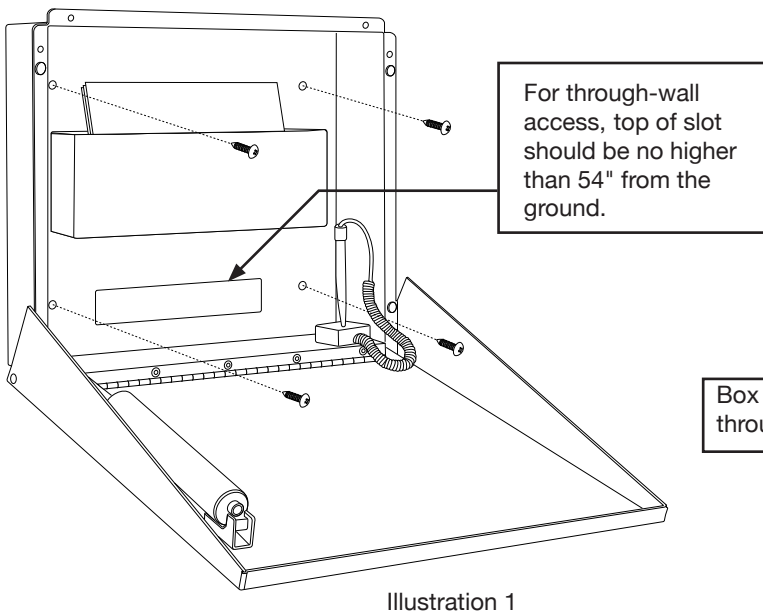


Illustration 1



Box on wall without through-wall access

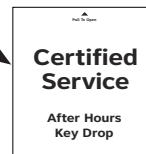
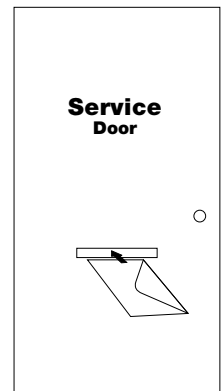


Illustration 2



Call DCI Marketing at
800-766-5660 with any questions.