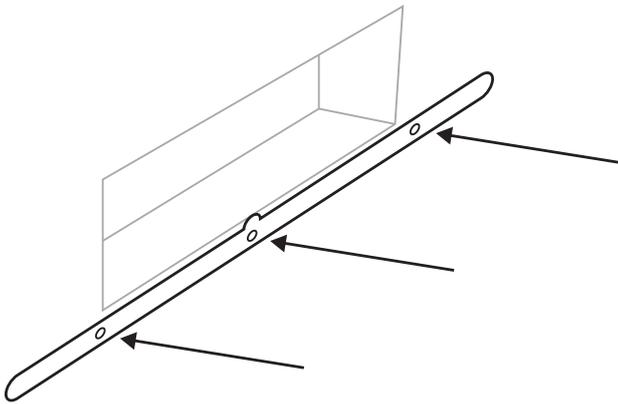


Installation

Find the centre point of your post slot and mark it. The best method of fixing is by screws. Place the alignment tool - provided - centred to your mark and mark the hole centres through the alignment tool.



Use the supplied 3 dome-headed screws if your door is made from wood. Screw home and then unscrew about 1mm. Slot the MailScoop to the letter box opening. If you have difficulty locating the screw heads, undo their covering flap, locate the screw heads and then re-close the flap.

If your door is made from materials other than wood, e.g. uPVC, use a suitable alternative screw, preferably 8 gauge 20mm.

Specification and Modification Details

mailSCOOP is made from polypropylene and will take a fair amount of squashing, for example against a hall lobby wall, returning to its original shape when released.

However care must be taken not to 'pinch' the material against itself as this will cause a 'whitened' mark.

mailSCOOP will handle mail up to and slightly over A4 lengthwise, and most packets that can pass through a standard letterbox. Occasional failures can occur, for example if long letters are posted diagonally, or if items are deliberately posted in an over vigorous manner. Newspapers posted lengthwise are likely to pass over the scoop.

mailSCOOP can be modified slightly if required, for example if a lot of heavy packages cause failures, or for aesthetic reasons. On the leading edge of the scoop there is a scored line along which the user can bend the edge downward to give a lip.

Securing mailSCOOP Using the Adhesive Strip

The best and most secure way to fix mailSCOOP is with screws; however you also have the option of using the supplied double-sided adhesive tape. If you do, keep the following in mind -

- The adhesive tape is very strong, and may well damage the door finish if it is removed at a later date.
- The tape is adhesive, so must be applied firmly - if possible in a single action.
- If you use the adhesive tape on the mailSCOOP **you will not be able to return the item to us for any refund.**

To fix using the adhesive strip

1. Clean the surface to which the strip is to be applied, and ensure that the door-side surface is smooth and grease-free and any paintwork is stable and not flaky.
2. Mark the centre points on the strip and the door's postbox opening.
3. Remove the oversized backing material from the strip.
4. Align both centre points and apply the strip 3mm below the postbox opening, firmly rubbing it smooth.
5. Remove the backing from the strip using a sharp pointed blade.
6. Align the mailSCOOP with the centre point of the postbox using the notch in the rear top of the mailSCOOP, and position the mailSCOOP level with the bottom of the postbox opening.
7. Press home and firmly rub on the strip to ensure complete adhesion.

If you initially used the adhesive strip to fix mailSCOOP and later decide to use the screw fixings, then do as follows -

Carefully ease the mailSCOOP from the door taking care not to crease the polypropylene - which will cause 'whitening'. De-activate the glue on the strip by rubbing talcum powder onto the adhesive, and then cut or punch out the strip where it covers the screw-hole slots.