



DoorBox Operations Manual

Covers the 2015 Small, Medium and Large size editions of the DoorBox

thedorbox.com



I. Introduction

Congratulations on buying your own DoorBox. Simple, stylish and easy to use, the DoorBox gives you the freedom to shop online and not have the hassle of waiting for or missing that important delivery.

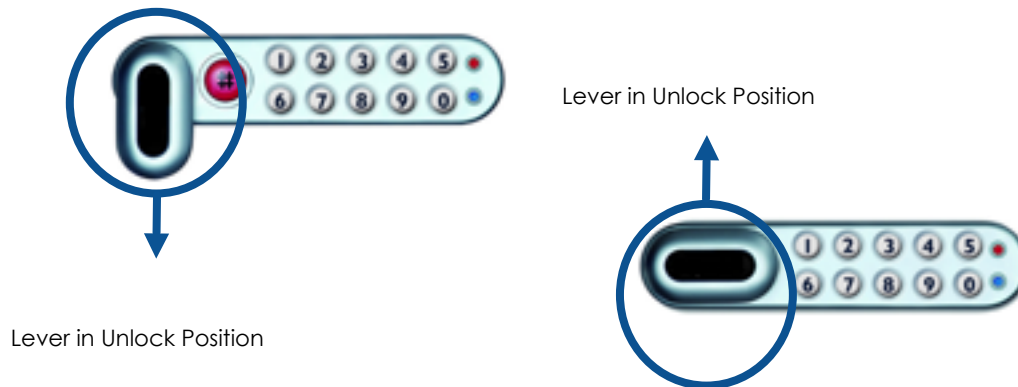
DoorBox also keeps your package safe from wind, rain and snow. As online shopping grows and unattended packages keep piling up on doorsteps the DoorBox will also help you elude theft from "porch pirates".

We have big plans for your DoorBox. We designed the DoorBox to allow you to easily swap your current lock for our planned lock upgrades offering you even more future functionality. Details about your DoorBox have been registered in our database. You can see your profile by logging onto our website www.thedoorbox/portal.com. Use the e-mail you provided as your username (see page 2 "DoorBox Profile") and your DoorBox Unique ID as your Password (also page 2 "DoorBox Profile").

We want to grow your functionality and would like to know where your DoorBox is placed. Please keep your address up-to-date on our portal which will allow us to send you future lock upgrades, allow us to offer you future services tied to your DoorBox and provide great customer service if there are problems with forgotten codes.



II. How to Receive Items in Your DoorBox



It's simple. When expecting a package you can just leave your DoorBox unlocked. Couriers recognizing the DoorBox will simply lift the lid and place your parcel in the DoorBox. The courier can record the unique code that is located on the inside of the lid as proof of signature (see image 1), and then simply turn the lever to lock the DoorBox and secure your package. When you get home simply enter your 4 digit access code to open your DoorBox to get your package.

Image 1: Proof of Delivery

Attention Couriers

Record Number as
Proof of Delivery

000004





III. About the Lock

How the lock works

The DoorBox lock has a 10 button keypad and a # button. The # button is hidden beneath the handle when in the locked position.



Simply enter your 4 digit User Code and turn the lever to unlock.

Your lock has a red light and blue light. The red light indicates that a code you have entered is incorrect. A blinking red light after you have entered a correct code indicates a low battery. The blue light will flash when the code is correct.





Codes

Your DoorBox lock has two code levels available:

1. User Code – 4 digits long
2. Master Code – 8 digits long

Your initial DoorBox codes are pre-set:

1. User Code: 9999
2. Master Code: 55 44 33 22

Once you have installed your DoorBox you should immediately change the Master Code and User Code (see "Programming Your DoorBox Lock" below).

Programming Your DoorBox Lock

To program your DoorBox your lock must be in the open position with the # button visible. Every program command must commence by pressing the # button, followed by either the Master Code or User Code.

Entering three incorrect codes will cause the lock to shut down for 10 seconds.

Change the user code

#User Code • New User Code • New User Code • •

Example: #9999 • 6688 • 6688 • •

Result: User Code now 6688.

Change the master code

#Master Code • 65 • New Master Code • New Master Code • •

Example: #55443322 • 65 • 12345678 • 12345678 • •

Result: Master Code has been changed to 12345678.



Lost Code Procedure

This procedure requires the lid of your DoorBox to be open. If the DoorBox is locked and you have lost your code you will need to contact our customer service at (416) 691-5206 or e-mail us at service@thedoorbox.com and we will help you open your DoorBox.

1. Open the lid and from the interior of the DoorBox remove the rear-fixing bolt and screw that secures the lock to the DoorBox.
2. Peel the Lock from the DoorBox and turn it over to reveal the battery compartment.
3. Remove one of the two batteries.
4. Now press and hold the 5 button, then replace the battery, the Blue LIGHT will flash twice, release the 5 button.
5. Wait three seconds and then press the 5 button three times. The Blue LIGHT will flash twice and the lock will have reverted to the factory Master Code 55 44 33 22 and all other stored settings will be erased.

Low Battery

The DoorBox lock requires two standard AAA batteries to operate. These batteries are already installed when you buy your DoorBox. Your batteries will provide you well in excess of 15,000 openings.

When the lock's battery power is low the Red light will flash 3 times before the Blue light accepting the code. You need to replace the lock with new batteries as soon as this happens. Your DoorBox lock will operate for 100 times with a low battery before it stops working.



Battery Failure Override

The DoorBox has been designed so a standard PP3 (9 Volt) battery can be placed against the contact points surrounding the Blue and Red light so the lock can be opened to replace the batteries should they fail.

The procedure is as follows:

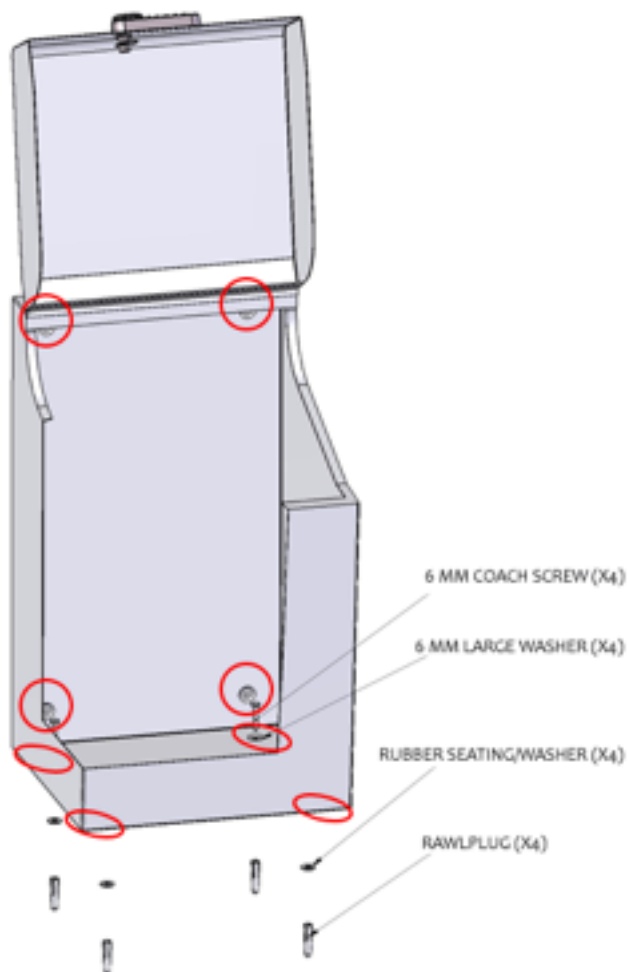
1. Place the contact points of the PP3 (9 Volt) battery against the contact points surrounding the Blue and Red light.
2. The positive + PP3 (9 Volt) terminal against the Red light contact point and the negative – PP3 terminal against the Blue light.
3. Enter the Master Code. The motor will withdraw the locking pin allowing the lock to be opened.
4. Open the lid and from the interior of the DoorBox remove the rear-fixing bolt and screw that secures the lock to the DoorBox.
5. Peel the lock from the DoorBox and turn it over to reveal the battery compartment. Simply replace the batteries and re-install the lock.
- 6.



IV. DoorBox Installation

The DoorBox is easy to install. The DoorBox comes with 8 pre-drilled holes, 4 holes located on the base and 4 holes on the back allowing you to quickly install the DoorBox to either a wall or to the ground. The DoorBox also comes with a full installation kit including:

- 4 Carriage Screws (optional use 4 Concrete Screws)
- 4 Anchors
- 4 Rubber Washers
- 4 Metal Washers





Step by Step Installation Instructions

1. When you receive your DoorBox place it in front of your home easily visible to couriers. Make sure the DoorBox is seated level to ensure proper operation of the lid and lock.
2. Once the DoorBox is in its desired place decide whether you want to secure it to the ground or the wall. Open the lid and then using a pencil mark the floor or the wall through the 4 pre-drilled holes located in the base or the back of the DoorBox.
3. Place the DoorBox aside and now drill the 4 positions you have marked using either a 8mm drill bit (use a masonry drill bit for brick, concrete or a wood drill bit for wood) to a depth of (45mm).
4. Once the holes have been drilled tap the 4 anchors into the holes so they are level to the surface of either the floor or the wall. If the installation surface is concrete then use the 4 concrete screws instead. For an installation on concrete anchors are not required.
5. Now place the DoorBox back into the desired position. You are now ready to fasten the DoorBox to the ground or wall.
6. Open the lid. For each of the 4 pre-drilled holes you will place a rubber washer over the exterior of the hole. These rubber washers will help prevent scratching of the DoorBox placed against the wall or the ground. Then from the inside you will put the screw through the metal washers provided and then push it through the pre-drilled holes, through the rubber washer and into the anchor.
7. Tighten each screw in turn until the steel washer is tight against the DoorBox. Do this for each of the 4 screws. Your DoorBox is now securely and squarely in position.

Contact Us



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