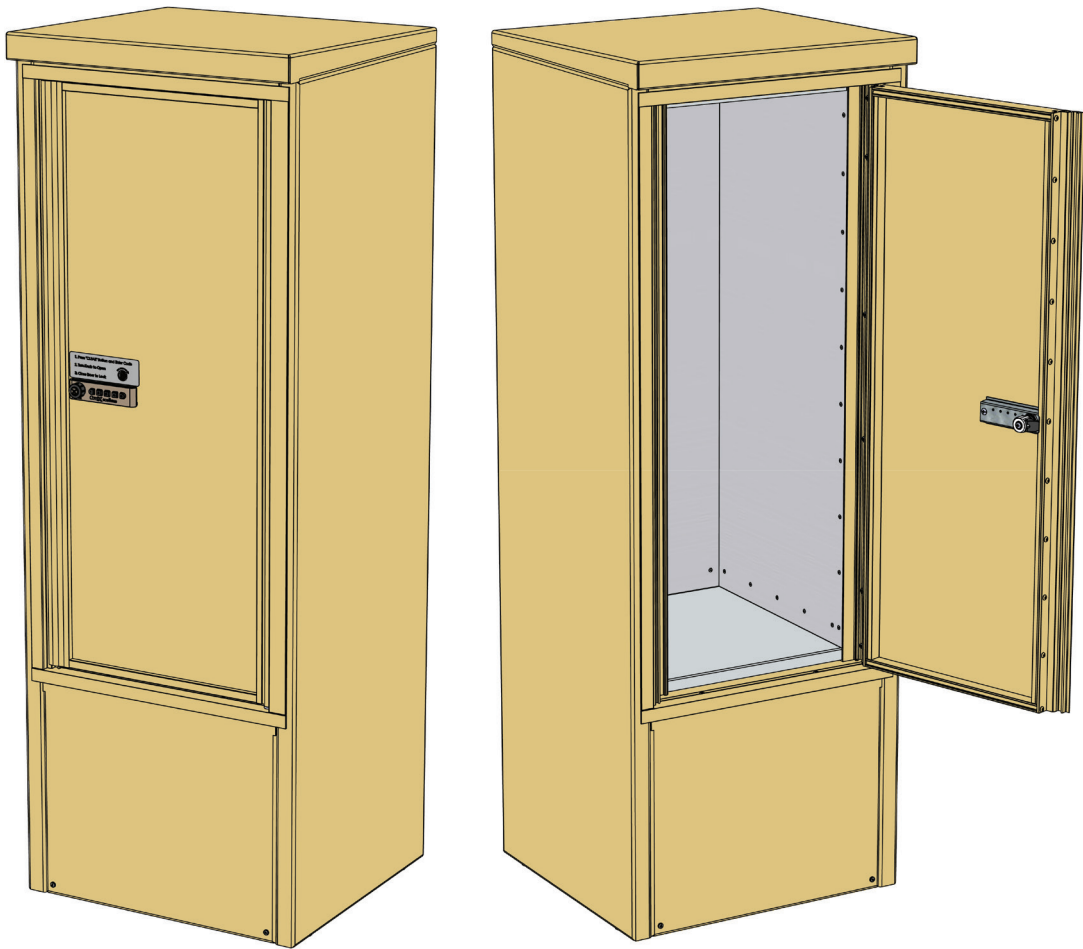


# INSTALLATION GUIDE



## Package Protector

**PORT Free-standing Package Box**



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## **CAUTION — Transportation and Handling**

- Use caution when lifting and carrying to avoid injury.
- Lay boxes flat. Do not stand on end as box could fall over and cause injury.

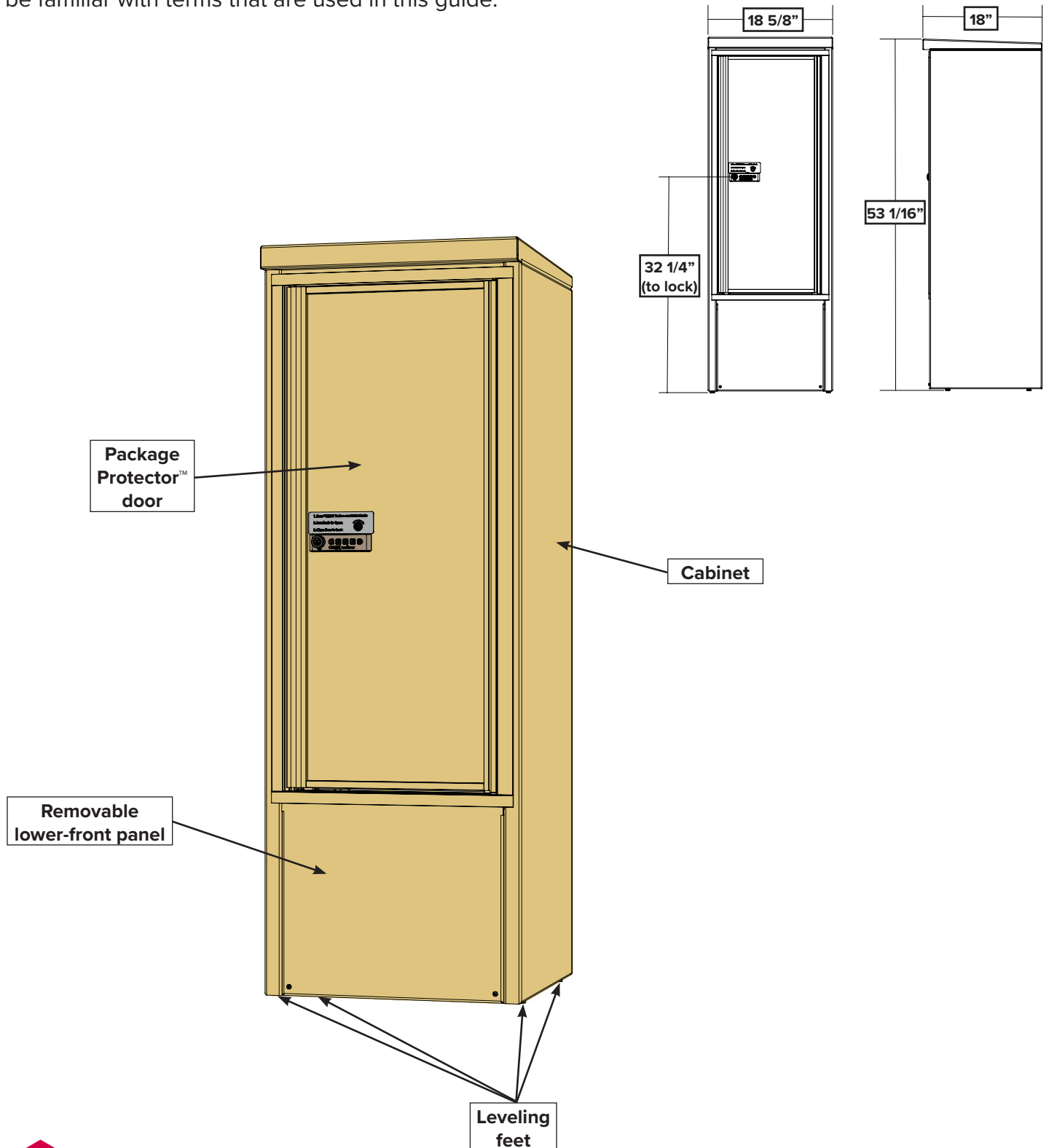
## **CAUTION — Installation**

- Package Protector™ PORT units are heavy. Do not stand the product up without support to prevent tipping.
- Pinch hazard may exist when placing cabinets. Keep fingers and hands clear to avoid injury.
- Package Protector™ PORT units are front-heavy when the door is open. Units must be braced or held in place until secured to the concrete. Failure to do so could result in serious injury.

# Getting To Know Your Package Protector™ PORT

The Package Protector™ PORT consists of a stand-alone cabinet with a package box installed.

Before the assembly process begins, please review the illustration below. The major components that you will be working with are identified. So, as you are installing your Package Protector™ PORT you will be familiar with terms that are used in this guide.



## Tools Suggested for Installation

### Unloading/Unwrapping:

- Tin snips
- Dolly
- Straps

### Basic Installation:

- 2-ft level
- Hammer drill
  - ▶ 7/16" masonry bit — >4" length required
- Cordless drill/driver w/clutch
- #2 Phillips driver bit
- SAE open end wrench or socket set (9/16" and 3/4" required)

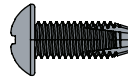
### General:

- Gloves
- Safety glasses
- Steel toed shoes
- Shop vacuum
- Broom
- Waterbased cleaner, such as "Simple Green™"
- Soft chamois

## Hardware and Component List

- ▶ Package Protector™ PORT package box mounted in cabinet
- ▶ Plastic bag placed inside the package box, containing:
  - » Owner's Manual—includes lock information and accessory parts
  - » Installation Guide
  - » Hardware kit consisting of the following items:

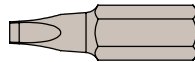
(15) 10-32 x 1/2", Phillips-head self-tapping screw, Stainless Steel



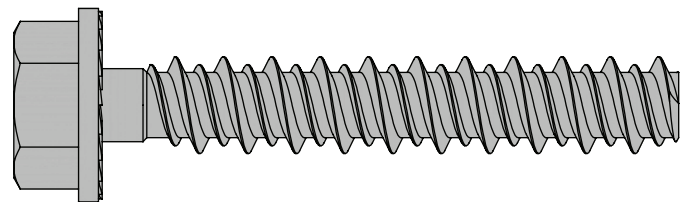
(1) 11/64" diameter drill bit



(1) #2 square-tip 1/4" hex-shank insert driver bit



(4) 1/2" x 3" hex-washer-head Tapcon® anchor bolt, Steel



- ▶ Styrofoam-wrapped package taped to the inside lower back of the PORT cabinet containing:
  - (2) PORT cabinet mounting brackets
  - (2) PORT cabinet skirt plates

# Unpack Your Package Protector™ PORT

## IMPORTANT NOTE:

When accepting the shipment from the carrier, inspect, and make note of, and/or photograph, any noticeable damage that may have occurred during shipment. Report any damage found to the freight company.

Each Package Protector™ PORT will arrive packaged in a single cardboard carton held together by banding.

**Be extremely careful not to scratch or damage the finish on the unit when removing the packaging.**

- A.** Cut the banding and carefully remove the packaging from the Package Protector™ PORT.
- B.** A plastic bag containing the hardware needed to install the PORT cabinet is located inside the package box (refer to “**Hardware and Component List**” on p. 4).
- C.** A styrofoam-wrapped package containing the cabinet mounting brackets and skirt plates is taped to the inside lower back of the PORT cabinet (refer to “**Hardware and Component List**” on p. 4).
- D.** Ensure the leveling feet on the PORT cabinet are adjusted up all the way.
- E.** Carefully move the Package Protector™ PORT to the installation area.

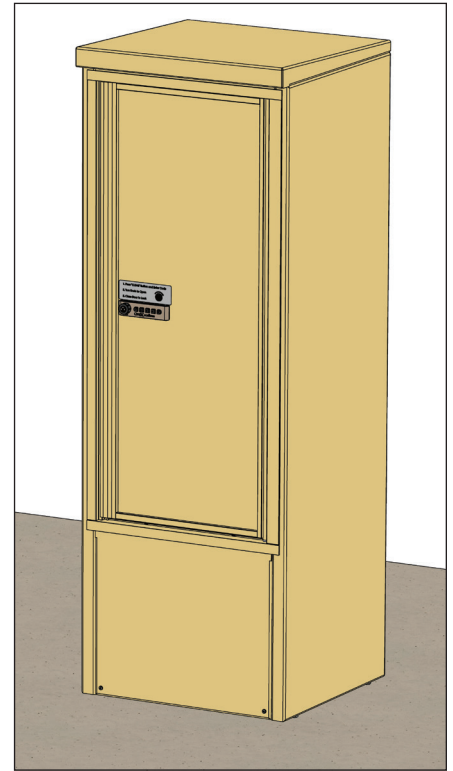


**WARNING: Package Protector™ PORT is heavy. Use caution when lifting and carrying. Failure to do so could result in serious injury.**

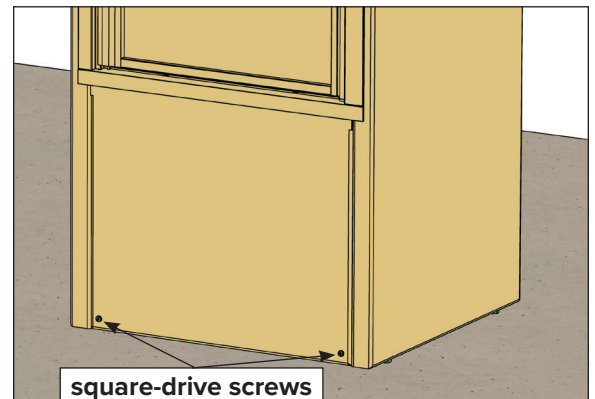
# Preparing For and Installing Your Package Protector™ PORT

## Position and Level Package Protector™ PORT

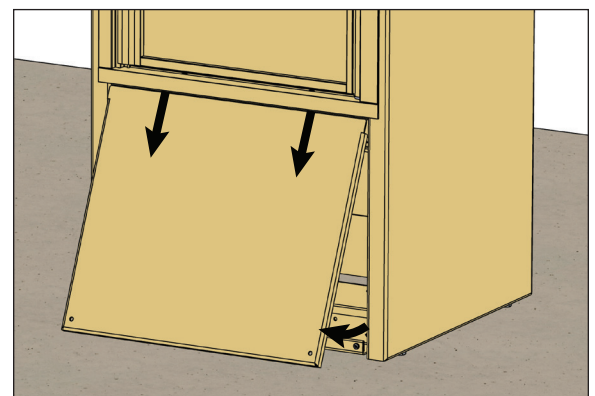
- A.** The Package Protector™ PORT may be installed on an existing concrete pad/foundation at least 4" thick.
- B.** Place the PORT cabinet in the desired installation location.



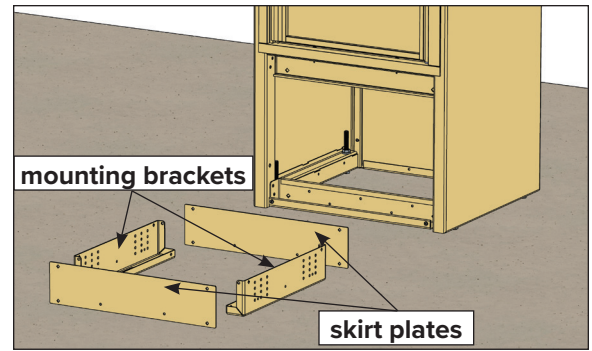
- C.** Remove the lower-front panel from the cabinet.
  - 1). Use the #2 square-tip 1/4" hex-shank insert driver bit included in the hardware kit (refer to **"Hardware and Component List" on p. 4**) placed into a cordless driver, to remove the two (2) screws from the panel.



- 2). Pull the panel out at the bottom and down from behind the PORT package-box trim.

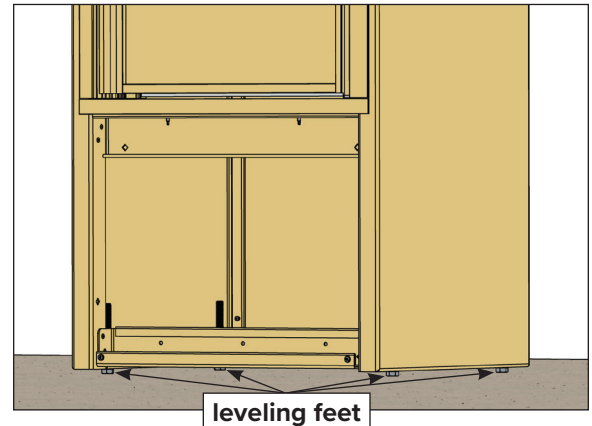
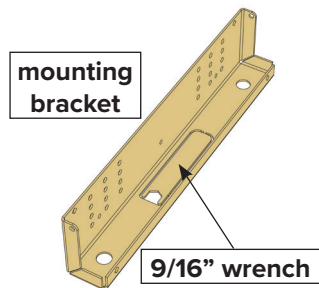


- D.** Remove the styrofoam-wrapped package, taped to the inside lower back of the PORT cabinet (containing two mounting brackets and two skirt plates), and set it aside for later installation.



- E.** Adjust the individual leveling bolts down with a 9/16" wrench until the unit is level.

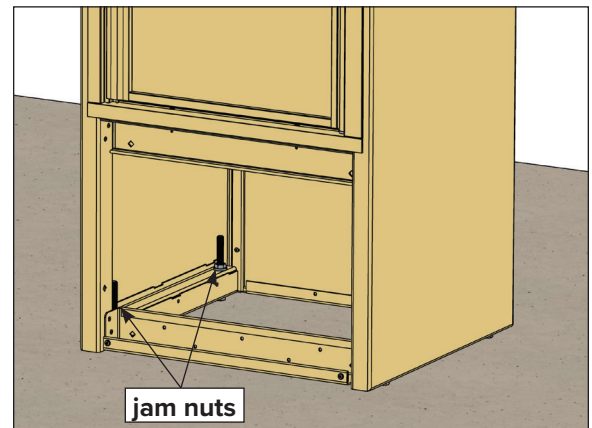
**Note:** A 9/16" wrench is incorporated into each of the mounting brackets, if you need them. They can be removed by breaking the tabs holding them in place.



- 1). You should only have to adjust 3 of the 4 leveling bolts. The leveling bolt that remains unadjusted is the leveling bolt located in the highest spot on the concrete slab.
- 2). Place a 2-ft level across the top, sides, and front and ensure the bubble is centered, indicating the cabinet is level and plumb.

**Failure to do this properly will likely cause problems with the Package Protector™ PORT operation.**

- F.** Tighten the jam nuts on all four (4) of the leveling bolts with a 9/16" wrench to lock the leveling bolts in their leveled position.

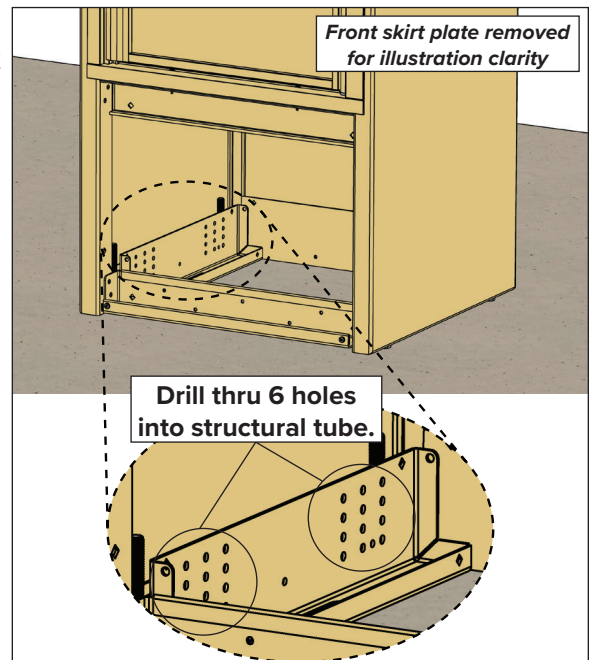
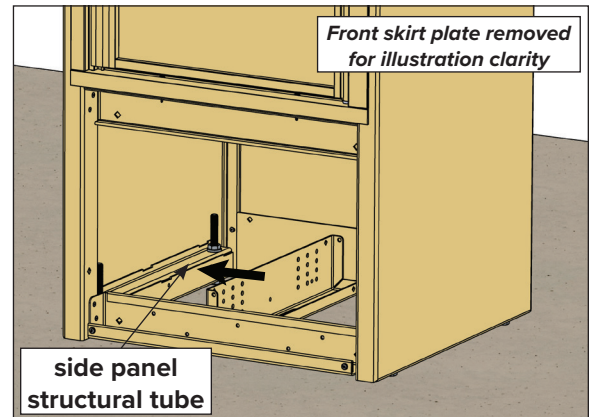


## Attach Mounting Brackets to PORT Cabinet

Install the two (2) mounting brackets and two (2) skirt plates inside the lower compartment of the PORT cabinet. The skirt plates close the gap beneath the leveled cabinet and the concrete.

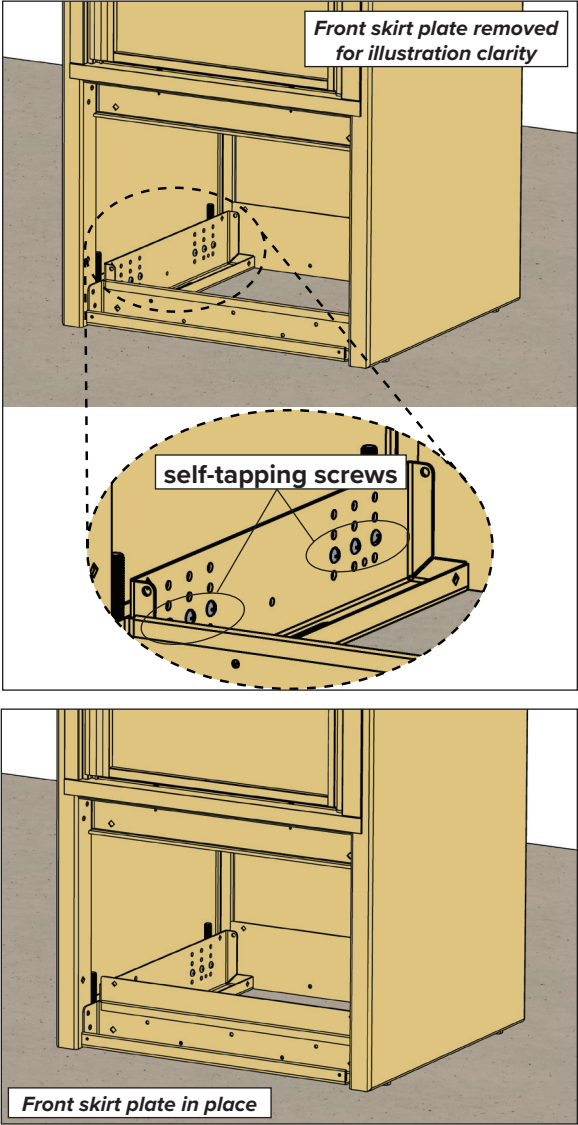
- A.** Rest the mounting brackets on the concrete pad and position them directly against the side panel structural tubes.
- B.** Position the skirt plates between the ends of the mounting brackets and the front and back of the cabinet, and push the plates down against the concrete pad.
  - Be sure both skirt plates are in place before drilling the holes in **Step C**), to ensure that the mounting brackets are positioned in proper alignment.
- C.** Use the 11/64" diameter drill bit included in the hardware kit (refer to "**Hardware and Component List**" on p. 4) to drill through six (6) holes in each mounting bracket.
  - Drill the six holes (one in each column of holes) that best align with the side panel structural tube in the side of the cabinet.
  - The holes should only be drilled through the tube wall which is directly against the mounting bracket (approximately 1/4" thick).

**Be extremely careful not to drill through the cabinet side panel which is about 1 1/4" from the mounting bracket.**



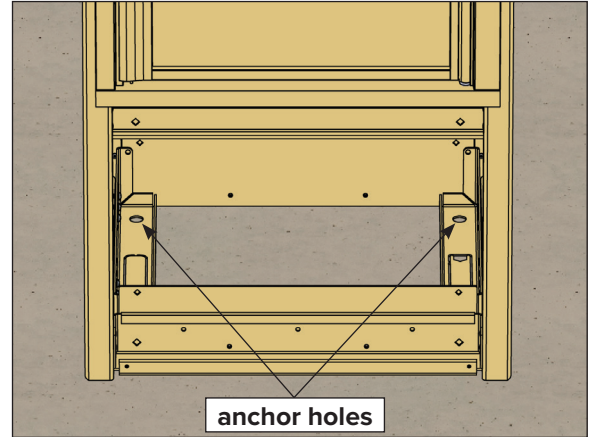


**D.** Secure each mounting bracket to the cabinet structural tube using six (6) 10-32 x 1/2" self-tapping Phillips-head screws included in the hardware kit..

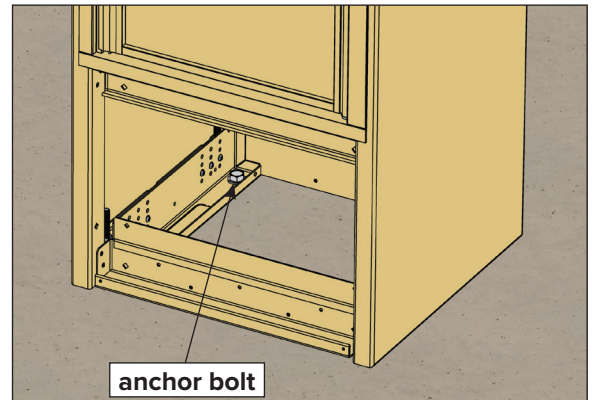


## Drill Anchor Holes and Attach PORT to Concrete

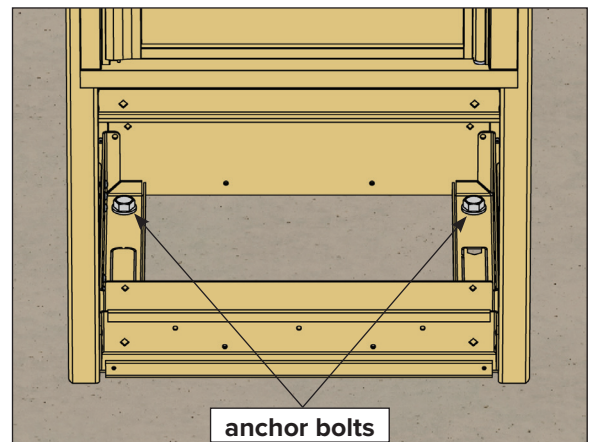
- A.** With a hammer drill and 7/16” masonry bit, drill holes through the anchor holes in each end of the mounting brackets to a depth of 4 inches into the concrete.
- If you successfully drill all four anchor holes to full depth, **go to Step F.**
  - Otherwise, if you can't apply enough pressure on the drill to completely drill the holes while positioned inside the cabinet, just use the drill to mark the placement of the holes on the concrete and **proceed to Step B.**



- B.** Move the cabinet out of the way to reveal the drill marks. Finish each hole in the concrete by drilling to full depth.
- C.** Move the cabinet back over the holes drilled into the concrete.
- You only need to align one hole in one of the mounting brackets with the appropriate hole in the concrete.
- D.** Install a single Tapcon® anchor bolt with an impact driver and 3/4” socket, but do not tighten all the way.
- E.** Rotate/pivot the cabinet around the single previously installed anchor until the rest of the holes in the mounting brackets align with the holes drilled in the concrete.

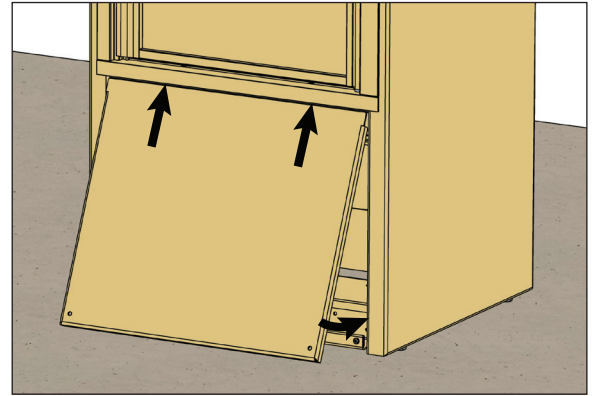


- F.** Install Tapcon® anchor bolts into all of the holes with an impact driver and 3/4” socket.
- G.** Ensure all anchor bolts are tight.



## Finish Installation

- A.** Insert the top of the lower-front panel into the gap behind the lower PORT package-box trim and push the bottom of the panel against the cabinet.



- B.** Secure the lower-front panel to the cabinet using a #2 square-tip 1/4" hex-shank insert driver bit and the two (2) screws removed at the start of the installation.



***Your new Package Protector™ PORT is now installed.  
Thank you!***

### **IMPORTANT!**

Your **Package Protector™ Owner's Guide** is inside the cabinet.  
To open the door input the access code into the combination lock.

**The factory default code is 12345.**

See your Owner's Guide for details about setting up and using  
your new Package Protector™.



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