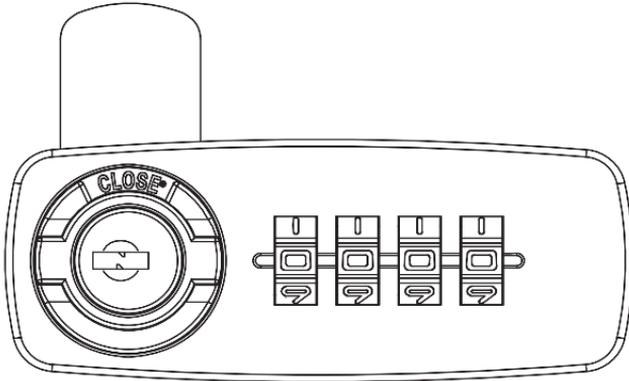




**LARGE, ULTIMATE DROP BOX**

# **WALL MOUNTED MAILBOX**



**ADI631-04/05-KC**

## **USER GUIDE**



# Thank you for your purchase.

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**AdirOffice has a commitment to  
delivering quality and stylish office  
furniture and equipment.**

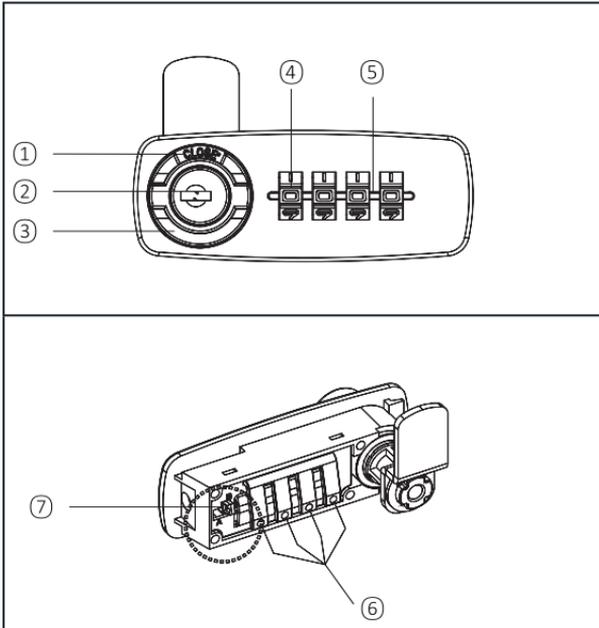
.....

We understand starting and maintaining a business is expensive enough. We can help you make it cost effective and beautiful. Plus, our expert team makes sure everything you need works as efficiently as possible.

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# Parts

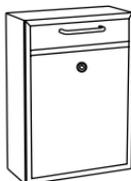


- 1. Lock Indicator
- 2. Key hole
- 3. Knob
- 4. Dial
- 5. Alignment Line

- 7. Combination Code Keys
- 6. Reset Button

## Parts

**A**



Drop Box

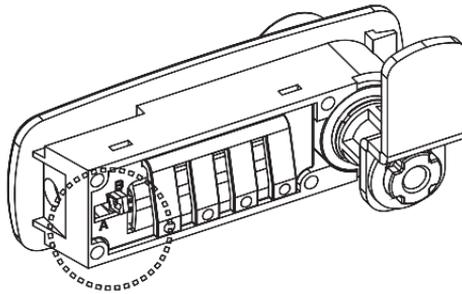
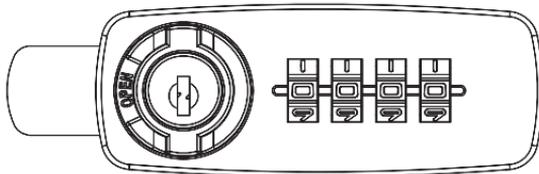
**B**



Rain Guard

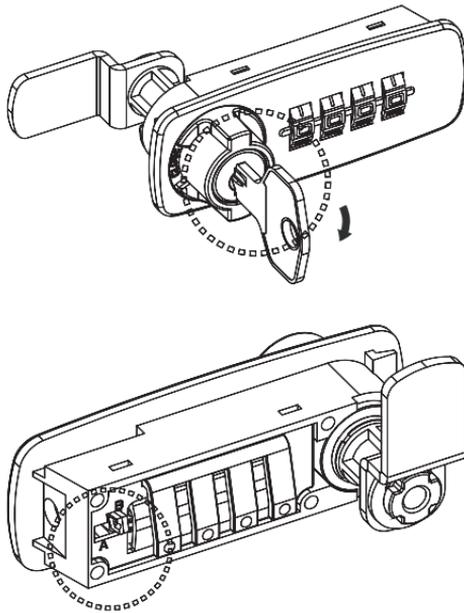
# How To Reset A New Combination Code

1. The factory original code is 0-0-0-0.
2. When you reset the combination code for the first time, dial the factory original code 0-0-0-0, then turn the knob to "Close", the door will be closed.
3. Push the reset button from position A to position B, then dial a 4-code combination code you want (for example 1-2-3-4), after that push the Reset button from position B back to position A, then a new combination code is reset successfully.



# How To Find The Forgotten Combination Code

1. Open the lock by override key, then take out the key.
2. You should do it with 2 hands. One hand press the “Find the combination code keys”, the other hand rotate the dial on the opposite position, until you can't rotate the dial any more, the code on the alignment line is what you need.
3. Repeat step 2. For the remaining 3 “Find the combination code keys”, then you will find the 4-code combination code which you have forgotten..



# Important

1. Every time you dial the combination code, make it on the alignment line. If the combination code is not on the alignment line, the combination code may not open the lock.
2. Put the safe in safe place where you can find it easily when you need.

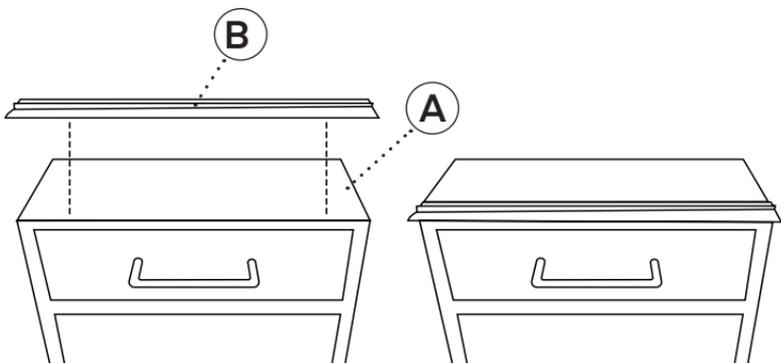
# Installing The Rain Guard

## Step 1:

- A.** Make sure the Drop Box's (A) top is clean and free of dust.
- B.** Remove the plastic backing from the adhesive on the Rain Guard (B).

## Step 2:

- A.** Align the edge of the Rain Guard (B) with the front edge of the Drop Box (A).
  - a.** Lightly place the Rain Guard (B) on the Drop Box (A).
  - b.** Before proceeding to the next step, ensure the Rain Guard (B) is properly aligned.



## Step 3:

- A.** After confirming that the Rain Guard (B) is positioned and aligns with the edge of the Drop Box (A), firmly press down on the adhesive side of the guard for one minute.

# Limited Warranty

1. Adir Corp (the "Company" or "Tiger Companies") warrants to the purchaser that the product will be free from defects in workmanship and materials for a period of 1 year from the date of purchase. The warranty period is not extended if we repair, replace, exchange, or provide a refund for the product (as determined in our sole discretion). We may change the availability of this limited warranty at our discretion, but any changes will not be retroactive.
2. These warranties are not assignable or transferable to any other person, including, without limitation, any subsequent owner or other transferee of the product.
3. This Warranty does not apply to: (a) damage caused by misuse, tampering, abuse, neglect, or accident; (b) damage caused by improper installation, modification, or service; (c) alteration of the serial number; or (d) use that violates the instructions furnished by the Company will void this warranty.
4. The sole responsibility of the Company shall be limited to (a) the repair or replacement (in its sole discretion) of any component of the product which fails to conform to this; (b) a refund the purchase price of such product (in its sole discretion), at no cost to the purchaser for the period of the warranty, or (c) an exchange for a similar product, comparable in function and price.
5. Contact the Company directly at 1-(800)-805-1790 to obtain service under this warranty. If it becomes applicable to send a defective product to the Company, a Return Authorization Number must first be obtained from the Company. In order to obtain service under this warranty, purchaser may be required to provide the Company with the following items (a) proof of purchase, (b) photographs and or videos (of the damage, and (c) a written testimonial describing the defect.
6. Products shipped without prior Return Authorization and Return Authorization Number may not be accepted, and the Company will not be responsible for their disposition and/or cost of return to the owner.
7. The Company will not assume any responsibility for any loss or damage incurred in shipping and or delivery.
8. The product(s) must be returned within 14 calendar days of receiving the return authorization from the Company and must include the original proof of purchase for the warranty to be honored.
9. Any implied warranties that the purchaser may have are limited to the duration of the warranties described above. There are no further warranties that extend or apply beyond the face hereof, and the Company expressly disclaims and excludes any and all warranties of merchantability or fitness for a particular purpose. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.
10. THE REMEDIES DESCRIBED ABOVE ARE YOUR SOLE AND EXCLUSIVE REMEDIES AND THE COMPANY'S ENTIRE LIABILITY FOR ANY BREACH OF THIS LIMITED WARRANTY. OUR LIABILITY SHALL UNDER NO CIRCUMSTANCES EXCEED THE ACTUAL AMOUNT PAID BY YOU FOR THE DEFECTIVE PRODUCT, NOR SHALL WE UNDER ANY CIRCUMSTANCES BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL OR PUNITIVE DAMAGES OR LOSSES, WHETHER DIRECT OR INDIRECT. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATIONS OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE LIMITATION MAY NOT APPLY TO YOU.
11. This warranty gives you specific legal rights, and you may also have additional rights which vary from state to state.



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