



Secure Mail Vault™  
*Your Mail is Your Identity.*

SECURE LOGIC®

USER GUIDE

Ver. 2.2

Congratulations and thank you for purchasing the Secure Mail Vault™ - the first truly secure residential mail box designed to eliminate the problem of identity theft through stolen mail. The Secure Mail Vault combines imaginative design and durable function to bring you optimal mail security. Please read through the following instruction guide before installing your Secure Mail Vault.

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7. Set Screw 5/16" (1)
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9. Positioning Ruler (1)
10. Adhesive Bubble Level (1)
11. Allen Wrench (2)
12. Keys (2)
13. Post Reinforcement Bar 8" (1)
14. Cap Head Bolt 4" (1)
15. Mail Tray (2)

**Serial Number** \_\_\_\_\_

**Version Number** \_\_\_\_\_

In order to best service your needs, please write your serial number and version number here. The serial number and version number are located on the inside flap of the exterior door.

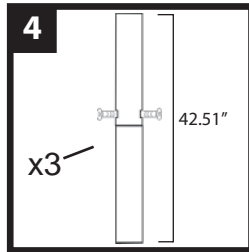
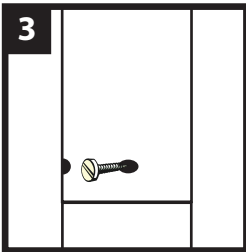
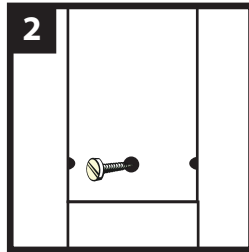
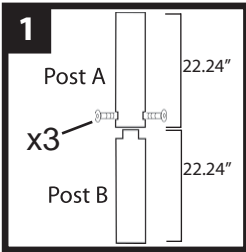
**Date of Purchase** \_\_\_\_\_

# INSTALLATION INSTRUCTIONS

**CUSTOMERS ARE REQUIRED TO CONTACT THE LOCAL POST OFFICE BEFORE INSTALLING THE MAILBOX TO ENSURE ITS CORRECT PLACEMENT AND HEIGHT AT THE STREET. GENERALLY, MAILBOXES ARE INSTALLED AT A HEIGHT OF 41-45 INCHES FROM THE ROAD SURFACE TO THE INSIDE FLOOR OF THE MAILBOX OR POINT OF MAIL ENTRY AND ARE SET BACK 6-8 INCHES FROM FRONT FACE OF CURB OR ROAD EDGE TO THE MAILBOX DOOR.**

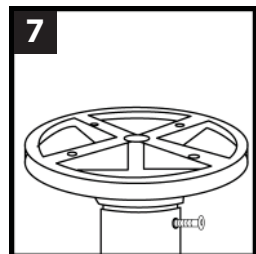
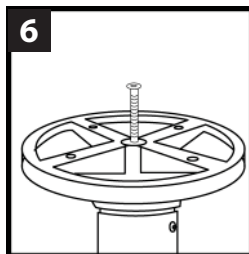
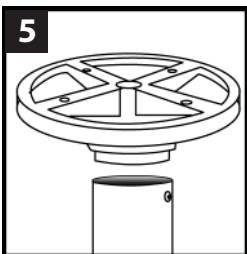
## Assembling the Post

1. Place Post B inside of Post A.
2. Align holes in Post A and Post B. (Figure 1)
3. Insert Post Mounting Bolt into the round hole and loosely tighten. (Figure 2)
4. Insert Remaining Post Mounting Bolts into the two oval holes and loosely tighten. (Figure 3)
5. Securely tighten the 3 bolts with screwdriver (not provided). \* Please be aware that once tightened the Post Mounting Bolts can not be removed. (Figure 4)



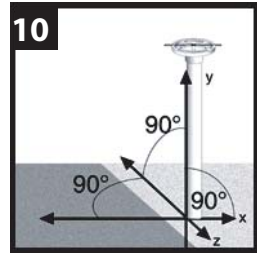
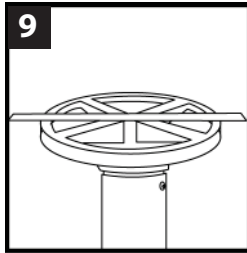
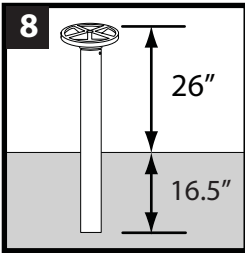
## Installing the Flange

1. Place Flange inside of Post. (See Figure 5)
2. Screw mounting bolt into middle of flange and secure tightly. (See Figure 6)
3. Place 5/16" set screw located on the upper part of the post and tighten using the supplied allen wrench onto the flange. (See Figure 7)



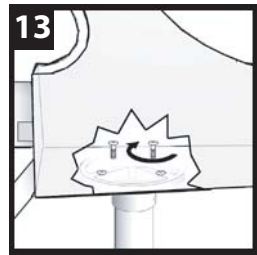
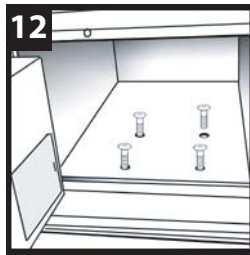
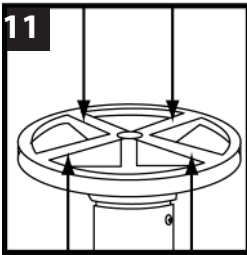
### Installing the Post (Recommended)

1. Once you have located the proper place to install the Secure Mail Vault it is time to affix the post. Dig a hole with a diameter of approximately 12" and a depth of approximately 16.5".
2. Place the post in the middle of the hole so that 16.5" is below ground and 26" is above ground. (See Figure 8)
3. Place Post Reinforcement Bar through the two holes located near the bottom of Post B.
4. Adhere the Bubble Level on the positioning ruler and place the ruler in the grooves of the flange. (See Figure 9)
5. Turn the post until the positioning ruler is perpendicular to the street. (See Figure 10)
6. Affix the post in the ground using concrete and allow to cure.



### Installing the Secure Mail Vault

1. On the top of the flange there are four mounting holes. (See Figure 11) Open the inner doors of the Secure Mail Vault, located inside there are four mounting holes. (See Figure 12)
2. Place the Secure Mail Vault on the top of the flange and align the mounting holes on the Secure Mail Vault with the mounting holes on the flange.
3. Install the four mounting bolts that came in the package. (See Figure 13)
4. Place the 2 mail trays on the interior floor of the Secure Mail Vault.



# OPERATING INSTRUCTIONS

## Setting Your Security Code

1. Pull open the inner door of the Secure Mail Vault and remove the gray plastic cover on the back of the door. Install four (4) AA batteries and replace plastic cover.
2. With the inner door open, press the program button on the back of the door (See Figure 1), the yellow light on the keypad will turn on. You will have thirty seconds to enter your 1-8 digit personal security code. Press the “ \* ” key to confirm and your security code will be set.

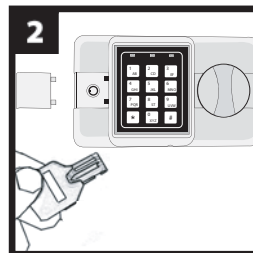
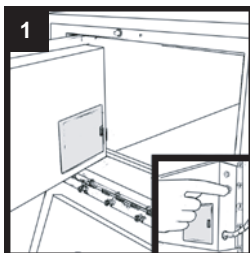
## Setting Your Emergency Security Code

The Emergency Security Code can be set and used as a back up in case the primary code is forgotten. In addition, it can be used as a secondary code so two people in the home can have their own unique code. It's also great for setting temporary codes for neighbors or relatives that check your mail while you are away.

1. With the inner door open, press the “0” button twice. The yellow light will blink twice.
2. Press the program button on the back of the door (see Figure 1), the yellow light on the keypad will turn on. You will have thirty seconds to enter your 1-8 digit emergency security code. Next, press the “ \* ” key to confirm and your emergency security code will be set.

## Locking and Unlocking the Secure Mail Vault

1. To lock the Secure Mail Vault close the inner door and turn the knob counter clockwise and the door is securely locked.
2. To unlock your Secure Mail Vault please enter your 1-8 digit security code and press the “#” key to confirm. It will beep and the green light on the keypad will turn on for approximately five seconds. Turn the knob clockwise and the door is unlocked. ***If the security code is entered incorrectly the keypad will beep five consecutive times indicating the wrong code has been entered. If the security code is entered incorrectly ten consecutive times, the keypad will auto lock for three minutes. Any button pressed during this time will result in a beep.***
3. If you have forgotten the security code or the batteries have failed there is an emergency lock located behind the nameplate on the inner door (See Figure 2). Slide Logo Plate to the left to reveal the emergency lock. Insert and twist the key (included), turn the knob clockwise. Remove by turning the key back to its original position and remove from the lock. To re-program the security code please refer to **Setting Your Security Code** above.

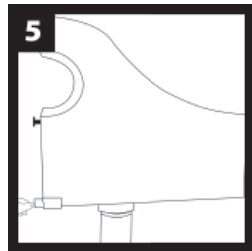
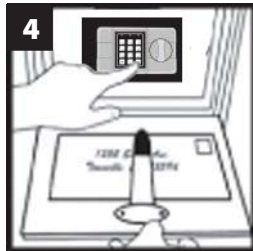


### Low Batteries

1. When a button is pressed and the red and yellow light on the keypad comes on, the batteries are low and need to be replaced.
2. To replace the batteries, open the inner door of the Secure Mail Vault and remove the plastic cover on the back of the door. Replace the four (4) AA alkaline batteries, place the plastic cover back on to the door (note: when replacing the batteries you will NOT have to re-enter the security code).
3. If the batteries fail while the inner door is locked you may open the door using the procedure described in **Locking and Unlocking the Secure Mail Vault #3** or using the temporary battery supply that came with the Secure Mail Vault. Simply plug the temporary battery supply into the keypad, it will beep and the yellow light will blink once. (See Figure 3) Enter the security code, press the “ # ” key and open the inner door. The batteries are now accessible.

### Mail Indicators

1. Although it is encouraged that outgoing mail should be taken to the post office, if you choose to leave mail for your carrier, place it in the clip inside the external door. (See Figure 4)
2. Located on the bottom of the Secure Mail Vault is the Carrier Signal Flag. (See Figure 5) This option can be used in accordance with U.S. Postal Service standards.



### Internal Light

A LED light illuminates the internal compartment for enhanced visibility when accessing your mail at night. The light turns on automatically upon entry and turns off after 10 seconds.

## **SecureLogic® 1 YEAR LIMITED WARRANTY**

The Secure Mail Vault is warranted for 1 year against manufacturer defects or malfunctions. In the event of failure ETL will, at its election, repair, replace or make appropriate adjustment where ETL inspection discloses any defects occurring in normal usage. To obtain warranty service contact ETL, either through your Dealer, Catalog, Home Center or E-Tailer, or by writing ETL at the address below or by calling 866-440-9257 within the USA. Proof of purchase from the original consumer (original sales receipt) must accompany all warranty claims. Defects or damage caused by use of other than genuine ETL parts are not covered by this warranty. Please do NOT return your product without first contacting ETL.

### **CONDITIONS**

This warranty does not cover loss or damage of any kind resulting directly or indirectly from alteration, misuse or abuse of the product, or from its installation or removal (including scratching). ETL's liability under this warranty shall not in any case exceed the contract price for the product. ETL reserves the right to make changes and improvements in its products without incurring any obligation to similarly alter products previously purchased. This warranty is in lieu of all other warranties, express or implied. No one is authorized to assume any other liability for ETL in connection with this product. This warranty gives you specific rights. You may have other rights under state law.

### **Online Auction Purchases**

Products sold through online auctions are not eligible for rebates or other special offers from ETL. Online auction confirmations are not accepted for warranty verification. To obtain warranty service, an original or copy of the sales receipt from the original retailer is required. ETL will not replace missing components from any package purchased through an online auction.

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