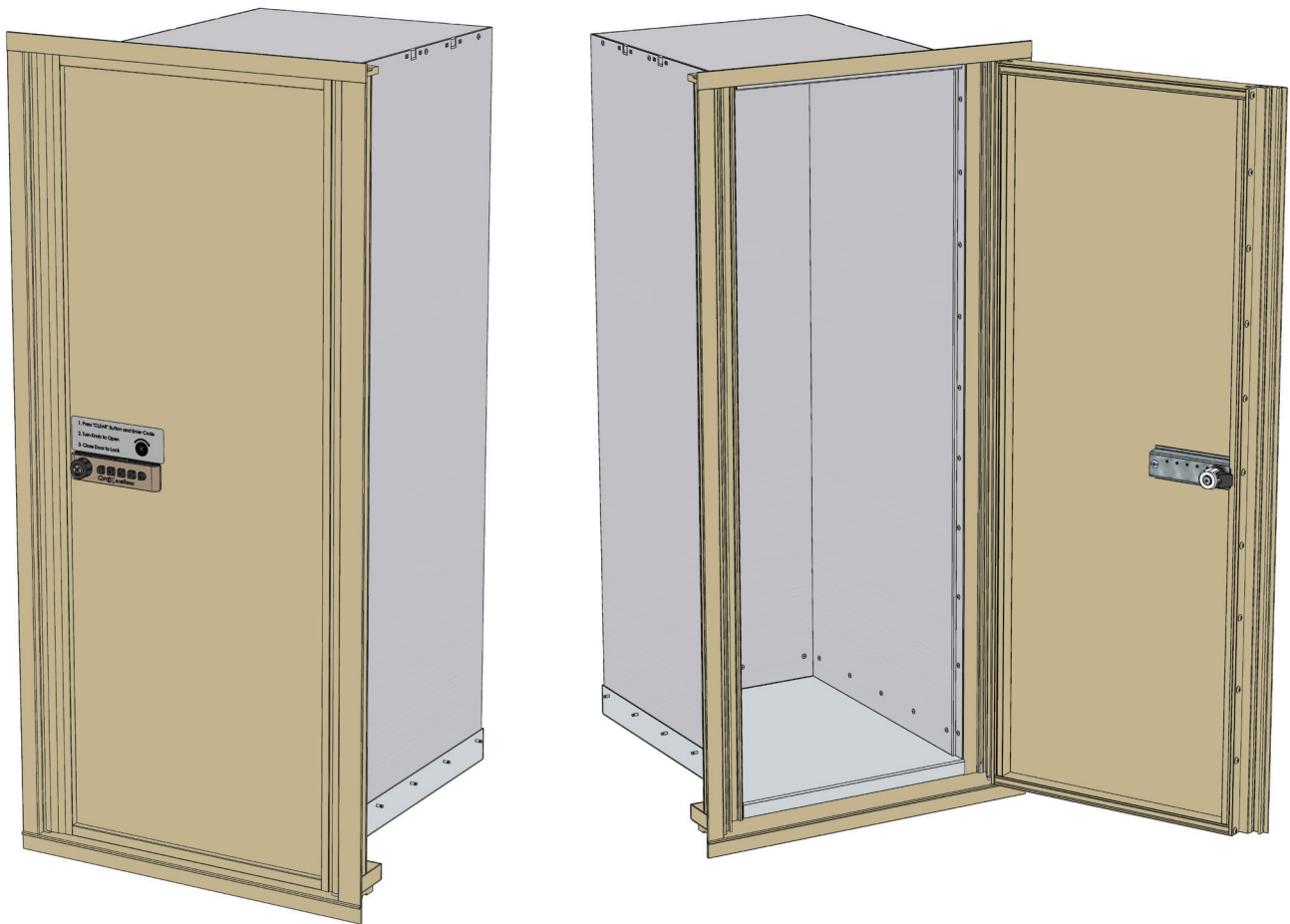
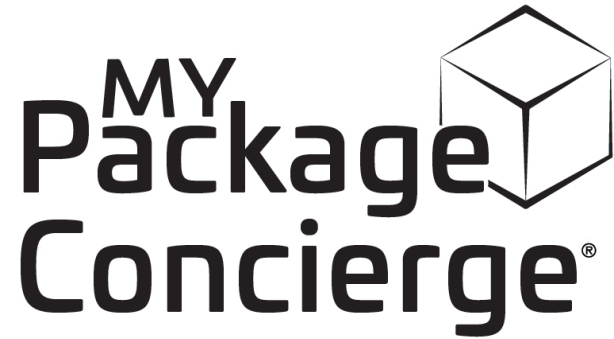


# INSTALLATION GUIDE



**FLORENCE**  
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## Supporting Technical Documents

Architectural details and other product related drawings in PDF and DWG formats are available for download from [www.MyPackageConcierge.com](http://www.MyPackageConcierge.com).

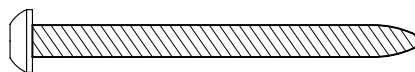
- ▶ 206563—MyPackageConcierge® Owner's Guide
- ▶ MPC1CS—MyPackageConcierge® Cut Sheet
- ▶ MyPackageConcierge® Architectural Installation Detail Drawings
  - » MPC1BLCS - 8" CMU, LAP SIDING
  - » MPC1BMCS - 8" CMU, MASONRY
  - » MPC1BSCS - 8" CMU, STUCCO
  - » MPCWLCS - WOOD FRAMED, LAP SIDING
  - » MPCWMCS - WOOD FRAMED, MASONRY
  - » MPC1WSCS - WOOD FRAMED, STUCCO

# Getting To Know Your MyPackageConcierge®

## What's Inside?

The following items are included with your MyPackageConcierge® package box:

- ▶ Installation Guide
- ▶ Owner's Guide—please retain this guide for the new Homeowner
- ▶ Mounting Hardware



**K64225 - #8 x 2" pan-head T20 Torx wood screw (qty 23)**

## Tools Required

Tools necessary to install the MyPackageConcierge® include:

- ▶ Cordless driver/drill
- ▶ T20 Torx bit & bit tip holder
- ▶ Caulking gun

Tools required for preparing the exterior of the home to accept the package box will vary, based on the type of construction, and are not covered in this installation guide.

## Prepare your MyPackageConcierge® for Installation

- A.** Remove plastic wrap and cardboard packaging from MyPackageConcierge®.
- B.** Inspect the product for any damage such as cracks, dents or scratches. DO NOT install damaged package boxes.
- C.** Read the entire installation instruction before proceeding.

# Preparing For and Installing Your MyPackageConcierge®

## Rough Opening Verification

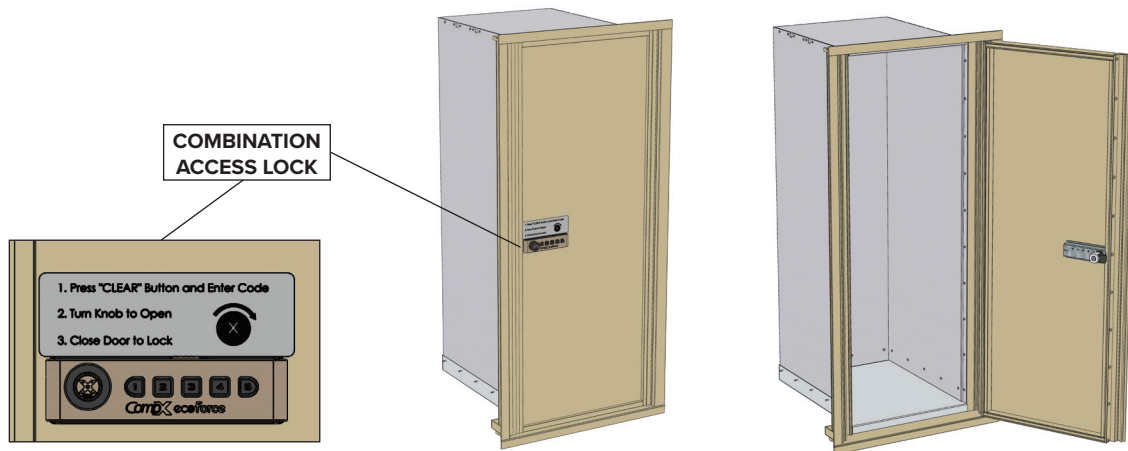
- A.** Confirm the opening is plumb and level.
    - **NOTE:** It is critical the bottom is level and it does not slope to the interior.
  - B.** Remove dirt, oil, and debris from the opening and surrounding wall surfaces.
  - C.** Confirm the MyPackageConcierge® will fit the opening.
    - **NOTE:** 1-1/2", or more, of solid wood blocking is required around the perimeter of the opening.
- 1). Measure all four sides of the rough opening to make sure it is 36-1/2" in height and 16-1/2" in width.
  - 2). Fix any problems with the rough opening before proceeding.

## Prepare The Opening

- A.** Install a Water Resistive Barrier (WRB) prior to installation of the MyPackageConcierge® and seal around the rough opening using standard practices.
  - Under extreme wind/water exposure, incidental water that migrates behind the WRB due to penetrations, fasteners, or cladding attachment may migrate into the package box rough opening. Take steps to mitigate this potential by creating a water seal between the WRB and sheathing at the rough opening.

## Setting And Fastening Your MypackageConcierge®

- A.** Unlock the door on MyPackageConcierge®
  - 1). Input the access code into the combination lock
    - **The initial access code, when shipped from the factory, is 12345.**
  - 2). Turn the knob clockwise and pull to open the door.



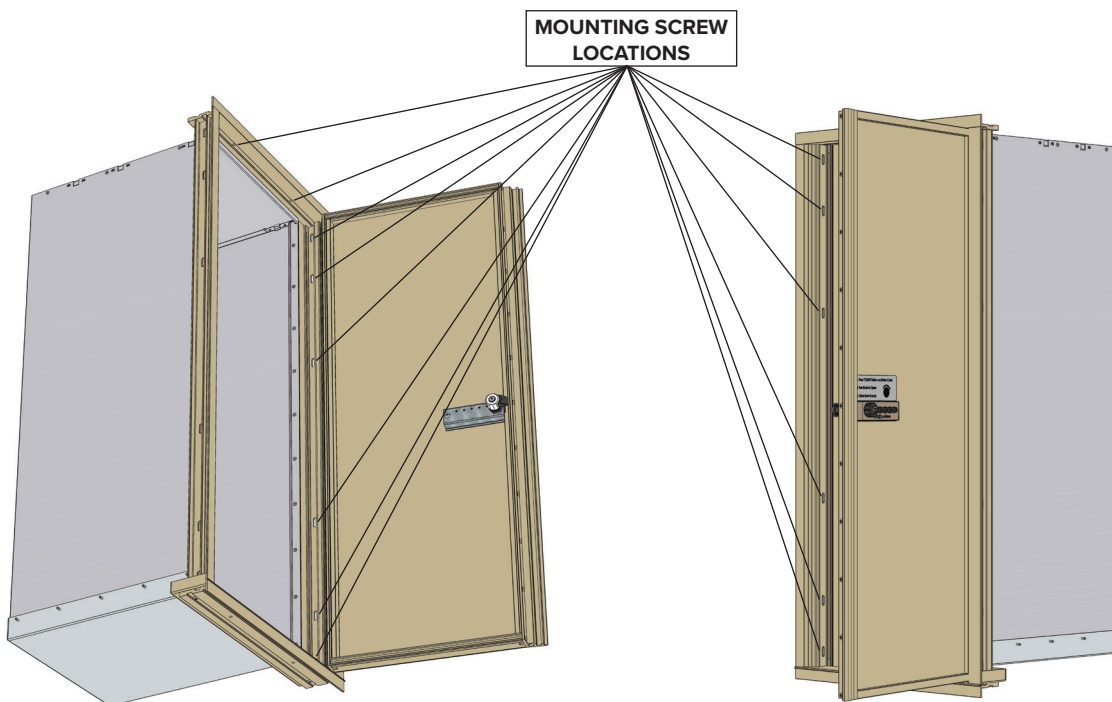
- B.** Inspect and clean the back side (interior surface) of the exterior MyPackageConcierge® integrated trim.

- C.** After cleaning the integrated trim, carefully run a continuous 3/8" diameter bead of sealant on the back surface (interior face) of the trim at the head, sill, and both jambs.
- Connect that bead of sealant across any joinery on the integrated trim at all four corners.
  - As an option, the sealant can be applied to the wall surface, as opposed to the back of the integrated trim.
- D.** Immediately place MyPackageConcierge® in the wall opening until the integrated trim is flush against the wall board.
- Ensure the cabinet is square; it may be tilted slightly forward so the bottom slopes toward the exterior, allowing incidental water to flow outward.
- E.** With the door fully open...
- 1). Install six (6) #8 x 2" pan-head T20 Torx wood screws (**K64225**) along both the left- and right-hand outer frame.
  - 2). Install two (2) #8 x 2" pan-head T20 Torx wood screws (**K64225**) along the top frame.

**CAUTION: DO NOT** drill through, or place fasteners through the bottom of the MyPackageConcierge®. The bottom has an integrated pan system to direct any incidental water, that may get into the box, to the outside.

**NOTE: The #8 x 2" pan-head T20 Torx wood screws should be tightened to ensure a snug fit.**

- **Overtightening beyond initial contact with the frame could hinder functionality.**
- **If overtightening occurs, simply back out each overtightened mounting screw.**



- F.** Close the door and turn the knob on the lock counter-clockwise to lock the MyPackageConcierge®.

## Install Interior Sealant

**CAUTION:** Use low pressure polyurethane window and door insulating foams. Follow the directions on the can. Do not use high pressure or latex foams.

- Backer rod (as necessary) and sealant can be used in place of the low expansion foam to create the interior seal.
- Fiberglass batt or similar insulation is not recommended as it can absorb water and does not act as an air seal.

**NOTE:** Use a low odor, paintable sealant. Re-check MyPackageConcierge® operation after foam installation. Excess foam may be removed with a serrated knife after it cures.

- A.** Insert the nozzle or straw between the rough opening and package box frame from the interior.
- Use pliers (if necessary) to compress the end of a straw tube to allow it to fit into tight openings.
- B.** Place a 1" deep bead of foam approximately 1" from the interior of the frame to allow for expansion. **DO NOT** fill the entire depth of the rough opening cavity.

## Install Exterior Sealant

**CAUTION:** Use a high quality, multi-purpose exterior sealant. Follow the directions on the cartridge.

**NOTE:** When applying siding, brick veneer, flashing, or other exterior finish materials, leave adequate space between the MyPackageConcierge® frame and the material for sealant application.

- A.** Apply a continuous bead of sealant to the exterior trim perimeter at the head, sill and both jambs of the package box.
- B.** Shape, tool, and remove excess sealant. When finished, the sealant should be the shape of an hourglass.

Refer to the "MyPackageConcierge® Architectural Installation Detail Drawings" listed on page 2 of this manual, which are available for download, for placement of interior and exterior sealants.

## **Important Product Information**

### **Care & Maintenance**

- ▶ **Exterior Finish of Existing Frame (Pocket Replacement):**
  - It is the responsibility of the homeowner, contractor or installer to ensure any exposed unfinished wood is covered or finished.
- ▶ **Factory Finished Product:**
  - Florence product that has been prefinished from the factory requires no additional finishing.
  - Clean the surface with a soft cloth dampened with any mild detergent or properly diluted biodegradable, water-based cleaner.
  - For stubborn stains, a mild petroleum-based solvent, such as mineral spirits may be used. DO NOT use abrasives.
  - DO NOT scrape or use tools that might damage the surface.
- ▶ **Cleaning Instructions:**
  - The use of unapproved finishes, solvents or cleaning chemicals may cause adverse reactions with the product.
  - Florence Corporation will not be responsible for problems caused by the use of unapproved materials or any product that is not factory-applied by Florence Corporation.
- ▶ Warranty and Care & Cleaning information is included in the Owner's Guide and also available from Florence Corporation at: [www.florencemailboxes.com](http://www.florencemailboxes.com).

### **Important Notice**

- ▶ Because all construction must anticipate some water infiltration, it is important that the wall system be designed and constructed to properly manage moisture. Florence Corporation (Florence) is not responsible for claims or damages caused by anticipated and unanticipated water infiltration; deficiencies in building design, construction and maintenance; failure to install Florence products in accordance with Florence installation instructions; or the use of Florence products in wall systems which do not allow for proper management of moisture within the wall systems.

The determination of the suitability of all building components, including the use of Florence products, as well as the design and installation of flashing and sealing systems are the responsibility of the Buyer or User, the architect, contractor, installer, or other construction professional and are not the responsibility of Florence Corporation.
- ▶ Florence products should not be used in barrier wall systems which do not allow for proper management of moisture within the wall systems, such as barrier Exterior Insulation and Finish Systems (EIFS) (also known as synthetic stucco) or other non-water managed systems.
- ▶ Product modifications that are not approved by Florence Corporation will void the warranty.



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