

NITE DROP ZONE™
INSTALLATION GUIDE



Nite Drop Zone™ Part# SC3985CS

Tools and Hardware required for installation of the Nite Drop Zone™:

- ❑ Measuring Tape
- ❑ Level
- ❑ Drill Motor
- ❑ Drill Bit (for mounting bolts long enough to go through the wall)
- ❑ Pencil
- ❑ Socket Set
- ❑ Adjustable wrench or wrench the correct size for the mounting nuts
- ❑ (2) Mounting bolts (3/8" or 1/2" diameter) to go through the wall
- ❑ (2) Lock washers, (2) nuts, (2) flat washers
- ❑ Tube of silicon caulk

STEP 1

Determine the best location for the Nite Drop Zone™. When choosing a location consider the following:

- A well lit and covered area
- Near the service drop off and pick up area (Preferably next to the Service Express 24™)
- The open writing surface should be approx. 40" off the ground.
- Easy access for the dealership service staff to open the vault lock and door on the left rear side.

STEP 2

After carefully unpacking the Nite Drop Zone™, inspect it and make sure to find the two square washers in the bottom of the package, the stainless steel mesh on the floor of the vault and the keys for the vault.

STEP 3

Unlock the door and open the vault. Find the eight nuts that connect the writing surface to the vault. Using a 7/16" wrench or socket, carefully loosen the nuts and separate the writing surface module from the vault. Put the bolts and lock nuts inside the writing module for use later in the installation.

STEP 4

Two people are required for this step. Hold the vault in the desired location. Make sure the unit is level and that when the writing surface is open it will be approx. 40" off the ground. Mark the location of the two top 9/16" diameter mounting holes on the wall.

STEP 5

Drill the holes for the mounting bolts through the wall. It is recommended that the mounting holes be 1/16" – 1/8" larger in diameter than the mounting bolts.

STEP 6

Two people will be required to mount and secure the vault to the wall. Place one flat washer on each of the mounting bolts and insert the treaded end of the bolts through the back wall of the vault. Carefully lift the vault into position on the wall while feeding the mounting bolts through the mounting holes.

While a person holds the vault into position the second person should go inside the mounting wall, locate the mounting bolts, place the square washers provided on the bolts, place the purchased flat washers next, then the lock washers and finally the nuts.

STEP 7

Place a bead of silicon caulk on the mating surfaces of the vault and writing surface module. Using the eight bolts and lock nuts from inside the writing surface module, reattach the writing surface module to the vault.

STEP 8

Complete the final inspection:

- Check the vault floor for the stainless steel wire mesh
- Make sure the vault locks and unlocks properly
- Test the writing surface for ease of use
- Fill the envelope holder
- Make sure the pen works
- Test the vault by inserting an envelope into the vault slot
- Let the customers try the Nite Drop Zone™ and get their feedback

Any questions call customer service at 800-359-9855.