

# OFFICE

User Manual

Model Code: 4643

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## Suggestion Box

# Safety Instructions

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### Notice: Ensure you read and fully understand instructions before use





While every attempt is made to ensure the highest degree of protection in all equipment, we cannot guarantee freedom from injury. The user assumes all risk of injury due to use. All merchandise is sold on this condition, which no representative of the company can waive or change.

- This product should only be used for its designated purpose.
- Make sure all bolts are secured before using this product. The user is fully responsible for ensuring the safe is mounted securely before use.
- This product is intended for indoor use only.
- This product is not a toy, and is only to be used for its designated purpose.
- Do not carry out alterations or modifications to this product.
- This product contains small parts that could be a choking hazard if swallowed. Keep these items away from children.
- Do not discard any of the packaging until you have checked that you have all the parts and fittings required.
- If the product is damaged or has any defects, please contact [cservice@oypla.com](mailto:cservice@oypla.com).

## Assembly Instructions

### Parts List:

- If you are missing any of the below parts, please contact [cservice@oypla.com](mailto:cservice@oypla.com)
- Please be aware that you will be referring to this parts list throughout the assembly process.

Part	Photo
<b>1</b> Suggestion Box	
<b>2</b> Screw x2	
<b>3</b> Plug x2	
<b>4</b> Key x2	

If you wish to mount your Suggestion Box to a wall or surface, please follow the instructions on the next page.

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1) Open the lid of the **Suggestion Box** using the **Key**, before holding the **Suggestion Box** up against the mounting surface you wish to attach it to. Then, using a pencil or other marker, mark the positions of the two holes onto the wall or mounting surface. (The holes can be found inside the **Suggestion Box** once it is open).

2) Move the **Suggestion Box** away from the wall/surface, and proceed to drill the two marked holes deep enough for the **Plugs** to fit all the way in. Choosing the correct drill bit is important, do not use a drill bit with a diameter that is larger than the **Plug's** diameter.

3) Insert the **Plugs** into the mounting surface.

4) Like you did in step 1, hold the **Suggestion Box** up against the mounting surface – ensuring that the two holes align with the holes you have now drilled and entered plugs into.

5) Whilst the holes are aligned, proceed to drill/screw in the **Screws** into the holes – aim to enter them fully to prevent any instability whilst using the product.

6) You can now move the **Suggestion Box** away from the mounting surface. It can now be locked using the **Key**, and it is ready to use.

## HAVE A QUESTION ABOUT YOUR PURCHASE?

Our dedicated customer services team are happy to help. Contact them via:

**Telephone:** 020 3600 22 55  
**Email:** [cservice@oypla.com](mailto:cservice@oypla.com)  
**Live Chat:** [WWW.OYPLA.COM](http://WWW.OYPLA.COM)

## CONSIDER THE ENVIRONMENT!

In the United Kingdom, approximately 5 billion corrugated boxes are used per year, amounting to around 83 per person! By recycling the cardboard box in which this product was packed, you contribute to the preservation and sustainability of the environment.

If you see a recycling logo on the packaging of your product, such as the below examples, that piece of packaging is recyclable. If there is not a recycling logo, please check with your local authorities before recycling.



PLEASE RETAIN A COPY OF THESE INSTRUCTIONS FOR FUTURE CONSULTATION

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AN OFFICIAL OYPLA BRANDED PRODUCT