

LETTERBOX SENTRY

TG1 / FG1

Letterbox Security Device



USER MANUAL

© 2021 Letterbox Sentry Ltd.

Under the copyright laws, this manual may not be copied, in whole or part, without the written consent of the copyright holder.

Every effort has been made to ensure the accuracy of this manual. The instructions and descriptions are accurate at the time of publication. However, succeeding versions of the equipment and manuals are subject to change without notice.

Letterbox Sentry Ltd assumes no liability for damages incurred directly or indirectly from errors, omissions or discrepancies between the equipment described and the manual.

If you have any comments or suggestions about this manual, our products, or general feedback please contact **Letterbox Sentry Ltd** at the following address:

Letterbox Sentry Ltd
Eagle Park – Unit 23
Haslams Lane
Derby DE21 4TS

or Email us at: info@letterboxsentry.co.uk

Visit our website at <http://www.letterboxsentry.co.uk>

Letterbox Sentry™ is a registered trademark of Letterbox Sentry Ltd.

Disposal & Recycling

This electronic device should not be mixed with general household waste. For proper treatment, recovery and recycling, please take this product to designated collection points where it will be accepted free of charge.



Disposal of this product correctly will help save valuable resources and prevent any potential negative effects on human health and the environment, which could otherwise arise from inappropriate waste handling.

Contents

1 - Introduction	3
Features.....	3
What is in the box	4
2 - Functional Identification	5
Front panel	5
Rear panel	7
Catch for locking pin	7
3 - Power	8
Installing batteries	8
Battery replacement	8
DC Power Adaptor (FG1 Only)	9
4 - Installation	10
Guidance & Safety.....	10
Tools required	10
Fitting the Letterbox Sentry – TG1	11
Fitting the Letterbox Sentry – FG1	12
5 - Setup	14
Setting the Time	14
Setting the Lock Time	15
Setting the Unlock Time	16
6 - Alarms & Warnings	17
Tamper Alarm	17
Accelerant Sensor Alarm	17
Warnings	18
EU Declaration of Conformity	19-20

1 – Introduction

Thank you for purchasing the **LETTERBOX SENTRY TG1 / FG1** letterbox security device. Please read this Owner's Manual carefully in order to maximise the operation of this unit.

After you have finished reading this manual, please keep it in a safe place for future reference.

You can also download a digital copy of this manual from the Letterbox Sentry™ website (<http://letterboxsentry.co.uk>).

Features

When secured to the internal flap of the letterbox, the unit will give the homeowner piece of mind by providing the following features.

- **Scheduled lock and unlock times**
Setting the Letterbox Sentry™ to lock and unlock your letterbox automatically at desired times, protecting your home during the hours when you are not expecting legitimate mail. Stopping unwanted objects from being posted into your property and prevents 'key fishing' crime.
- **Anti-Tamper alarm**
If the letterbox is locked and an attempt is made to force it open, the unit will detect a shock force and sound the inbuilt alarm. In addition, if the unit is unable to lock due to items keeping it open, the inbuilt alarm will sound if anyone attempts to fully open it.
- **Accelerant detection alarm and automatic locking (FG1 only)**
The FG1 unit has an integrated vapour sensor which will detect flammable accelerants and other objects such as lit matches and fireworks, locking the letterbox and setting off the inbuilt alarm to warn the homeowner.

1 – Introduction

What's in the box

The Letterbox Sentry™ comes in two Variants:

- **TG1** - battery powered variant, or
- **FG1** - with built in accelerant sensor & DC power adaptor

TG1

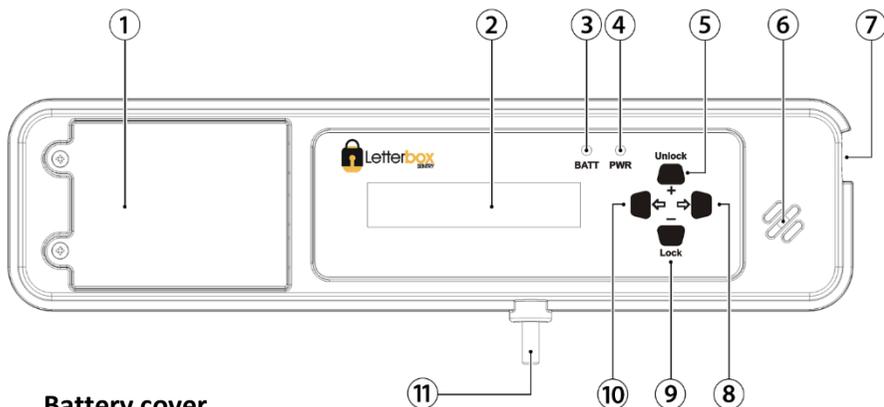
- TG1 Unit
- User manual
- 6 x AA Alkaline batteries
- Fixing template
- Locking pin catch
- 2 x M6 x 12mm Round Clutch Head One Way Slot Drive Machine Screw
- 2 x Plain Stainless-Steel Countersunk Head Self Tapping Screw, N°6 x 1/2in Long/13mm Long

FG1 (Accelerant sensing unit)

- FG1 Unit
- User manual
- 6 x AA Alkaline batteries
- Fixing template
- Locking pin catch
- 2 x M6 x 12mm Round Clutch Head One Way Slot Drive Machine Screw
- 2 x Plain Stainless-Steel Countersunk Head Self Tapping Screw, N°6 x 1/2in Long/13mm Long
- 9V 2A DC power adapter
- Adhesive cable ties for the power cable.

2 – Functional Identification

Front panel (TG1 & FG1)



1 Battery cover

The unit takes 6 x AA alkaline batteries.

2 Display

Shows a variety of information, including current time, lock time, unlock time and any warnings, such as low battery and any alarms. The display is turned off by default after 8 seconds and activated by a button press.

3 BATT LED (Red)

The red LED will flash every 15 seconds when the batteries in the unit are running low. It also briefly flashes when the unit's lock button is pressed.

4 PWR LED (Green)

The green LED periodically flashed to show that power is good and the unit is operational. It also flashes rapidly when the unit is in alarm and continues a 2 second flash to indicate an alarm activation.

5 Unlock / + Button

A short press unlocks the letterbox. Pressing and holding the unlock button for 4 seconds will allow the unit's unlock time to be modified. It is also used for adjusting time values.

2 – Functional Identification

Front panel (TG1 & FG1)

6 **Sounder**

Generates an alarm sound for 2 minutes when either the tamper alarm or accelerant sensor alarm (*FG1 only*) is triggered and beeps every 5 minutes if the batteries are running low or the DC adaptor is unplugged on the FG1 model.

7 **DC Power Socket (*FG1 Only*)**

This allows for the DC power adaptor (supplied) to be connected to the FG1 accelerant sensor model. The FG1 requires DC power to operate correctly.

8 **Right Arrow Button**

A short press will display the unit's current time. Pressing and holding the button for 4 seconds allows the unit's internal clock to be modified. It is also used to move the cursor when modifying the lock, unlock and clock times.

9 **Lock / - Button**

A short press locks the letterbox. Pressing and holding the lock button for 4 seconds allows the unit's lock time to be modified. It is also used for adjusting time values.

10 **Left Arrow Button**

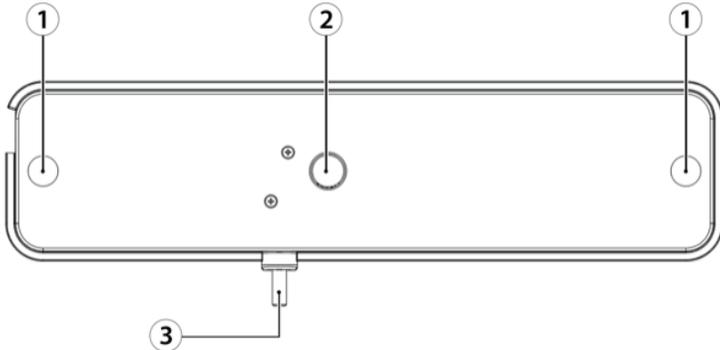
This button is used to move the cursor when modifying the lock, unlock and clock times.

11 **Locking pin**

This engages and disengages with the catch to lock and unlock the letterbox.

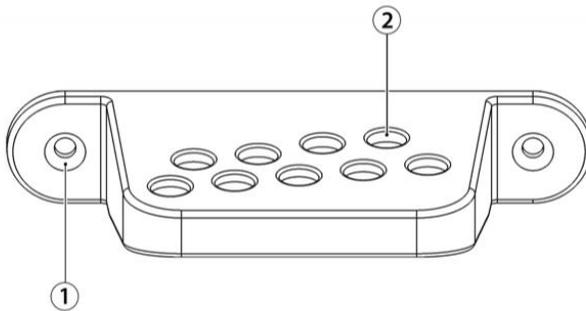
2 – Functional Identification

Rear panel (TG1 & FG1)



1. **Threaded fixing holes** - for security screws
2. **Accelerant / Vapour sensor (FG1 Only)**
3. **Locking pin**

Catch for locking pin



1. **Screw holes** - for fixing to the door
2. **Locking pin locating holes** – provided at different offsets to cater for varying letterbox flap depths. Choose the hole that best aligns with the locking pin (see installation section).

3 – Power

Powering the unit

Power sources

Both the TG1 and FG1 units require 6 AA alkaline batteries (supplied) to be installed, in addition the FG1 unit requires the connection of the supplied DC adaptor to provide power for the vapour sensing function of that unit.

Installing AA batteries (TG1 & FG1)

Remove the battery compartment cover on the front of the unit by removing the two cross head screws. Remove the battery carrier and load the 6 AA batteries into the carrier, being careful to install the batteries in the correct orientation. Replace the loaded battery carrier into the battery compartment ensuring that the contacts align with the ones on the unit. Replace the battery compartment cover and fix in place with the two screws.

Battery Replacement

When the BATT red LED flashes every 15 seconds and the sounder ‘chirps’ every 5 minutes, this indicates that the unit’s batteries need replacing. Replace all 6 batteries with good quality, high-capacity Alkaline batteries as described previously.

Once replaced, press the right arrow to display the unit’s time, and confirm that the time is correct, if not follow the procedure to set the unit’s time detailed in this manual.

IMPORTANT

Once the battery carrier has been removed, the unit will go into hibernate. You must replace the batteries within 5 minutes, otherwise the unit’s real time clock will reset.

When replacing the batteries, ensure that they are replaced with high-capacity Alkaline AA batteries purchased from a trusted supplier.

DC Adaptor (FG1 Only)

Plug in the supplied DC power adaptor into a nearby AC outlet and insert the connector into the DC socket on the side of the FG1 unit, then turn the connector clockwise to lock it in place.

If a mains power socket is not close enough, only a **single socket** mains extension should be used.

IMPORTANT

To remove the DC plug from the unit, first turn the connector anti-clockwise to unlock it before pulling it out of the unit.

In the event that the FG1 unit does not have DC power supplied, its vapour sensing functionality will be turned off, however the unit will continue to operate on its installed batteries, locking and unlocking at its scheduled times.

When replacing the batteries, ensure that they are replaced with good quality, high-capacity Alkaline AA batteries.

Do not install the battery cells backwards, do not charge, disassemble, short circuit, put in a fire or mix with used or other battery types as this may lead to explosion or leaking, causing injury.

Do not short circuit the battery pack.

CAUTION

Never use any power adaptor other than the Letterbox Sentry™ supplied adaptor. Use of a different adaptor could cause malfunction, fire or electric shock.

Children should be supervised to ensure that they do not play with the unit or the flex.

4 – Installation

Guidance & Safety

Anyone with basic DIY skills and the correct tools will be able to fit the Letterbox Sentry™ to your door.

In addition to these instructions, an installation video is available at <http://letterboxsentry.co.uk>, showing how to fit the Letterbox Sentry™ unit.

IMPORTANT

As always when undertaking any DIY work, ensure you take the necessary safety precautions such as wearing safety goggles for eye protection, and gloves for protecting the hands, also when using power tools always adhere to the manufacturer's operating guidelines.

Tools required (TG1 & FG1)

To fit the Letterbox Sentry™, you will require the following tools.

- 6mm drill bit for the fixing holes
- Drill
- Flat head screwdriver
- Cross head screwdriver
- Fixing template (supplied with the unit)
- Cone cutter or 15mm drill bit for the vapour sensor hole (FG1 Only)

Fitting the Letterbox Sentry (TG1 ONLY)

1. Place the fixing template on the internal flap of the letterbox, ensuring it is aligned and level with the bottom edge of the flap.
2. Mark the position of the 2 fixing holes in the template onto the internal letterbox flap.
3. Drill the fixing holes where marked, with the 6mm drill bit.
IMPORTANT: If the unit you are fitting is the FG1 with accelerant sensor, you are required to drill an additional hole, please refer to the section specifically for fitting the FG1.
4. Fix the Letterbox Sentry™ to the internal letterbox flap using the one-way slot drive machine screws.
NOTE: The fixing screws are tamper proof, and are one way only, meaning you will not be able to unscrew them due to their design.
5. Fit the 6 AA batteries (supplied) as described in the previous section.
6. Carefully position the catch 1 – 2mm below the locking pin when it is in the unlocked position. Move the catch left or right aligning a suitable locating hole directly below the locking pin.
7. Mark the position of the catch screw holes on the door and fix in position with the two self-tapping screws provided.
8. Test that the unit securely locks the letterbox by pressing the lock button, and that it unlocks freely by pressing the unlock button, ensuring that the locking pin inserts correctly and withdraws from the catch.

4 – Installation

Fitting the Letterbox Sentry (FG1 ONLY)

1. Place the fixing template on the internal flap of the letterbox, ensuring it is aligned and level with the bottom edge of the flap.
2. With the template correctly aligned, mark the position of the 2 fixing holes and the accelerant sensor hole in the template onto the flap of the letterbox.
3. Drill the fixing holes with the 6mm drill bit.
4. Using a cone cutter or 15mm drill bit, drill the accelerant sensor hole to the size marked from the template. If using a cone cutter, also run the cone cutter in the hole on the reverse side of the flap to remove any burred metal created when making the hole.
5. Ensure the drilled holes align with those on the Letterbox Sentry™ and fix it to the letterbox flap using the one-way slot drive machine screws.
NOTE: These fixing screws are tamper proof, and are one way only, meaning you will not be able to unscrew them due to their design.
6. Fit the 6 AA batteries (supplied) as described in section 3.
7. Carefully position the catch 1 – 2mm below the locking pin when it is in the unlocked position. Move the catch left or right aligning a suitable locating hole directly below the locking pin.

Fitting the Letterbox Sentry (FG1 ONLY)

8. Mark the position of the catch screw holes on the door and fix in place with the two self-tapping screws provided.
9. Test that the unit securely locks the letterbox by pressing the lock button, and that it unlocks freely by pressing the unlock button, ensuring that the locking pin inserts and withdraws from the catch without fouling on it.
10. Insert the DC connector into the unit to supply power for the accelerant sensor operation. This connector is a locking connector, once inserted turn 90° clockwise to lock it in place.

Sensor Warming will show on the display for 30 seconds once DC power is supplied.

11. Ensure there is enough slack in the cable to allow the letterbox flap to fully open and close. Fit cable restraints to the door as required.
12. Ensure there is enough slack on the hinged side of the door to allow it to fully open and close without pulling the cable.
13. Fix cable restraints as required to ensure the cable does not get caught or trapped when opening and closing the door.

5 – Setup

Setting the Time

Follow this procedure to set the time of the unit's internal clock. You will need to do this when first setting up the unit.

Press and hold the right-arrow button  for 4 seconds until the display shows 'time' followed by the current time of the unit's clock.



time 11.08 AM

Use the left  and right  arrow buttons to move the cursor over the hour and minutes digits and use the plus  and minus  buttons to adjust the values as required. AM and PM will change automatically when changing the hour values.

Once adjusted to the correct time, press the left-arrow  button to move the cursor to left until the display clears and then shows the set time.



11.08 AM

The unit's clock has now been set to the time displayed.

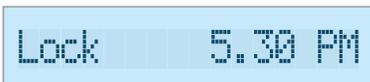
IMPORTANT

Daylight Saving: Remember to adjust the time on the Letterbox Sentry to align with changes in time, due to daylight saving.

Setting the Lock Time

Follow this procedure to change the time at which you want the unit to lock the letterbox. The initial factory setting for the lock time is set to 5:00 PM.

Press and hold the down-arrow button  for 4 seconds until the display shows 'Lock' followed by the current lock time.



Use the left  and right  arrow buttons to move the cursor over the hour and minutes digits and use the plus  and minus  buttons to adjust the values as required. AM and PM will change automatically when changing the hour values.

Once the desired lock time has been adjusted, press the left-arrow  button to move the cursor to left until the display clears and displays the current clock time.



The unit's lock time has now been stored.

5 – Setup

Setting the Unlock Time

Follow this procedure to change the time at which you want the unit to unlock the letterbox. The initial factory setting for the unlock time is set to 7:00 AM.

Press and hold the up-arrow button  for 4 seconds until the display shows 'unlock' followed by the current unlock time.



Unlock 7.15 AM

Use the left  and right  arrow buttons to move the cursor over the hour and minutes digits and use the plus  and minus  buttons to adjust the values as required. AM and PM will change automatically when changing the hour values.

Once the desired unlock time has been adjusted, press the left-arrow  button to move the cursor to left until the display clears and displays the current clock time.



11.08 AM

The unit's unlock time has now been stored.

Tamper Alarm

The tamper alarm will trigger when:

1. The letterbox is locked and someone tries to gain access by using a shock force.
2. The letterbox's internal flap is in the fully open position (because of something such as a newspaper keeping it open) and the locking pin is in the locked position, i.e., not engaged in the catch.

The tamper alarm will sound for 2 minutes and can be silenced by a button press. Pressing any button will show the cause of activation on the display.



TAMPER TRIGGERED

If the tamper alarm is not silenced by a button press, the green PWR LED will continue to flash every 2 seconds to alert the homeowner that there has been an alarm activation.

Sensor Alarm (FG1 Only)

The sensor alarm will trigger if the unit detects flammable accelerant inside the letterbox cavity. Upon activation, the alarm will sound for 2 minutes, and can be silenced by a button press.

If the sensor alarm is not silenced by a button press, the green PWR LED will continue to flash every 2 seconds to alert the homeowner that there has been an alarm activation.

Pressing any button will show the cause of activation on the display.



SENSOR TRIGGERED

6 – Alarms & Warnings

Warnings

DC POWER LOSS

Indicates that the unit has lost its DC power supply since the last key press (FG1 only). This could be the result of a power cut, or the DC adaptor not being connected or powered.

The sounder will 'chirp' every 5 minutes to alert the homeowner.

DC PWR RESTORED

Indicates that the DC power to the unit has been restored (FG1 only).

LOW BATTERY WARN

Indicates that the 6 AA batteries are running low on power and should be replaced to ensure correct operation of the unit.

The red BATT LED will flash every 15 seconds and the sounder will 'chirp' every 5 minutes to alert the homeowner.

EU Declaration of Conformity

We,

Audiotel International Ltd
25 Earlstrees Road
Corby
NN17 4AZ
United Kingdom

Tel No +44 (0)1536 464888

Declare under our sole responsibility that the product:

Model name: Letterbox Sentry

included variants:

TG1:

FG1:

and all variations specified in the annex are in conformity with the provisions of the following EU directive(s) (including all applicable amendments); and are designed and manufactured with application of the harmonized standards.

Quality Assurance: The manufacturing organization is certified according to ISO 9001

CE was initially applied in: 2021



Barry Stephen
Technical Director
18/03/2021

Annex

All devices carry the CE mark. The applied conformity assessment procedure is carried out according to Directive 2016/C 272/01, Annex IV. Conformity based on module A, Internal Production Control.

Both Letterbox Sentry variants comply with the following Directives and Standards:

Document	Short Description	Issue/Version
2014/35/EU	Low Voltage Directive (LVD)	
EN 60335-1	Household and similar electrical appliances — Safety — Part 1: General requirements	2012+A13:2017

Document	Short Description	Issue/Version
2014/30/EU	Electromagnetic compatibility (EMC)	
EN 55014-1	Electromagnetic compatibility - Requirements for household appliances, electric tools and similar apparatus - Part 1: Emission	2006/A2:2011
EN 55014-2	Electromagnetic compatibility - Requirements for household appliances, electric tools and similar apparatus - Part 2: Immunity - Product family standard	1997/AC:1997

SW versions:

Variant	Version	Displayed	Date
TG1	LetterBox_2_001	Ver 2.00 201006	20201028
FG1	LetterBox_2_001	Ver 2.00 201006	20201028



Made in the UK

