

## LETTERPLATE ECO FITTING INSTRUCTIONS

**These instructions apply to ABS and tricoya Letterplate Ecos with no trunking.**

### 1. Check your Letterplate Eco



Your Letterplate Eco will arrive with a fitting bar taped to the back.



Before starting work to fit the Letterplate Eco, double check that you are happy with the action of the flap, ensuring the broader part is at the top. If you have any concerns please contact us on [info@ecoflap.co.uk](mailto:info@ecoflap.co.uk)

If you plan to paint, spray or stain your tricoya Letterplate Eco or apply wax or oil, do this before fitting. Ensure the Letterplate Eco is completely dry before handling.

Please read this leaflet through completely before starting to fit your Letterplate Eco.

### 2. Remove your existing letterplate

Remove the unit completely, including bolts, screws and any draught excluder on the rear of the door.

### 3. Tidy up the aperture



Pay particular attention to making the aperture smooth and level on all planes.

The surface must be scrupulously clean. Dirt or an uneven surface can prevent the Letterplate Eco sitting flat against the door.

If your old letterplate has left marks or scratches on your door that won't be covered by the new Letterplate Eco we advise removing them and painting over the area before you begin. Make sure all paint is completely dry before you start fitting the Letterplate Eco.

### 4. Put the Letterplate Eco in position

**Without sealant**, slide the Letterplate Eco into position and try the flap action. The Letterplate Eco needs to sit completely flat against the door.

Try lifting the flap. If it doesn't move easily or slide to the top of the unit, check the door aperture for any rough edges or protrusions. Work on these and keep trying the unit in place until the flap moves easily.

### 5. Position the Letterplate Eco



**Still without sealant**, put the Letterplate Eco into the aperture with the flap pushed completely to the top of the unit and as far up in the hole in your door as it will go, ie you can't push the whole unit any higher in the aperture with the flap held open.



Holding the Letterplate Eco in place, fix the fitting bar to the door with masking tape. This provides a guide line for fitting and will support the

Letterplate Eco as the sealant sets.

With a pencil mark round the edges of the outer frame as a guide.

## 6. Apply silicone sealant



Apply a thin bead of silicone sealant on the door around the flat front edge of the aperture.

Firmly position the Letterplate Eco against the fitting bar and in line with the pencil guidelines and secure with tape. Now is the time to clean any sealant that has squeezed out.



Once cured the sealant will support and keep the Letterplate Eco in place without the tape.

## 7. Finishing



Once your Letterplate Eco is fitted and the sealant has cured, remove the fitting bar and all tape. Touch up parts of the letterbox surround as needed for a neat finish.



For more help and advice or to return your Letterplate Eco please contact us via our site at [www.ecoflap.co.uk](http://www.ecoflap.co.uk) or email us at [info@ecoflap.co.uk](mailto:info@ecoflap.co.uk)

**ECOF LAP**

1 Hathaway Court, Crownhill, Milton Keynes, MK8 0LG,  
an operating company of Keepnet Ltd, reg no 3566710