

Letterbox Jig

The letterbox jig is designed to help the routing out of the letterbox opening in a door. Most common letterbox sizes have been included in this jig. Just select the appropriate opening, place it where the hole is required, clamp in place then cut out the aperture.

Whether you have used a jig or not previously, please take time to read through this booklet carefully. We have designed this letterbox jig to be as easily as possible to use. We recommend that you practice with the design and with the jig on some suitable off-cuts prior to working on the first installation.

A 30 mm guide bush and a 12 mm cutter are used as well as two G-clamps to hold the jig rigidly in place.

SAFETY FIRST

- 1. Make sure all cables are clear of the router.**
- 2. Make sure the work piece is correctly supported.**
- 3. Always use protective goggles when using the router.**
- 4. Do not switch router on with blade touching the work piece.**
- 5. Never remove the router from the jig when it is switched on.**
- 6. Make sure there are no obstructions to the path of the router.**
- 7. READ INSTRUCTIONS CAREFULLY BEFORE STARTING THE WORK.**

MARKING OUT

1. Add 3 mm on to the length and width of the letterbox dimensions. These will be the dimensions you mark on the door. This allows for the off set of the router bush and cutter.
2. Mark out the position of the letterbox on to the door.
3. Select the correct window of the jig, overlay this onto the marked door surface and clamp firmly in position. Make sure the clamps do not interfere with the router route.

CUTTING

1. Always work clockwise.
2. Start in the centre of the area to be cut and work towards the edge.
3. Never cut more than 10 mm depth at one cut.
4. Increase depth by 10 mm or less until aperture is cut.
5. Always switch router off and allow to stop before removing from the jig.
6. Never remove the router from the jig when it is switched on.