

# LETTER

- Clear plastic.
- Sight marks.
- Three sizes of letterbox plate.

To suit letter plate sizes:

220 x 50mm.

210 x 60mm.

200 x 60mm.

## Requires:

- 1/2" collet plunge router.
- 12mm x 50mm straight cutter Ref. 3/73D or C200D.
- 30mm guide bush Ref. GB30\*.

Size: 326mm x 290mm x 8mm.

\*A Unibase may be required for certain makes and models of routers.

**trend**<sup>®</sup>  
routing technology

# BOX PLATE TEMPLATE

## FOR GUIDING THE ROUTER



**Clear plastic template for use with any 1/2" shank plunge router to accurately rout apertures for three sizes of letter plate.**

TEMP/LB/A



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## LETTERBOX PLATE TEMPLATE REF. TEMP/LB/A

Thank you for purchasing this Trend product which should give lasting performance if use in accordance with these instructions. Please read instructions carefully before use.

The following symbols are used throughout these instructions.



Denotes risk of personal injury, loss of life or damage to the tool in case of non-observance of the instructions.



Refer to the instruction manual of your power tool.

This unit must not be put into service until it has been established that the power tool to be connected to this unit is in compliance with 98/37/ec (identified by the CE marking on the power tool).

### INTENDED USE

The template is intended to be used with a plunge router with suitable router cutter fitted to make a letter box plate aperture in a door.

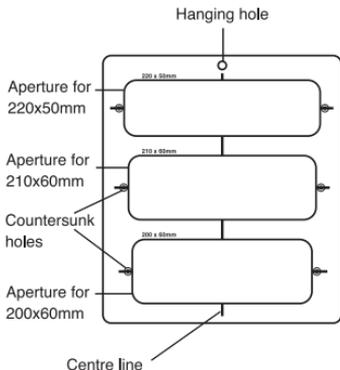
### SAFETY

Please read and understand the safety points at end of this instruction as well as the power tool instructions before use.

### ITEMS REQUIRED

- No. 2 Pozi® screwdriver.
- 1/2" plunge router.
- 30mm guide bush.
- 12mm diameter x 50mm cut router cutter with a 1/2" shank.
- 2 x trestles.
- Hand tools including a chisel.

## DESCRIPTION OF PARTS



## OPERATION



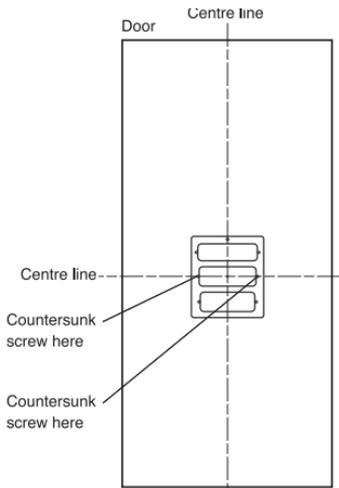
### Setting up

Fit new door following manufacturers instructions.

- Remove door from frame. Remove any obstacles that may get in the way such as the house number. Place door on trestles with the outside face of the door face down (any breakout when routing through door will be hidden by letter plate surround).
- Mark position of letterbox aperture on front of door.
- Draw centre lines on the front of the door.

The template is designed to suit the three most common sizes of letterbox plate. The size printed on the template is the finished aperture size. To calculate which size will suit the letter plate, either refer to the letter plate manufacturers instructions, or alternatively turn letter plate over to look at the back mechanism and measure the swing flap length and add 4mm. The height measurement should be taken from the base of the swing flap to the top of the hinge mechanism.

Choose the correct aperture in the template to suit the letter flap. Double check correct aperture is chosen.



### Fitting Template to Door

- Position the template over the letter plate position and align the centre lines on the template to the centre lines on the door.
- Secure the letter plate template to the door with the two countersunk screws supplied through the countersunk holes at the ends of the chosen aperture. These screw holes will be hidden by the letter plate when fitted.

Woodscrew

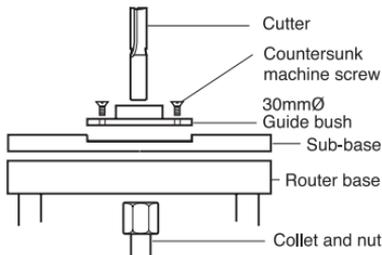


Countersunk  
4mm x 19mm Pozid<sup>®</sup>

- Check template is in correct position and that the template is secure.

### Setting up Router

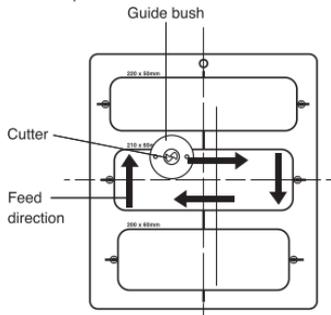
- Isolate router from power supply and fit a 30mm guide bush to the router. A universal sub-base Ref. UNIBASE may be required for some makes and model of router.
- Fit the 12mm diameter cutter into the router collet.
- Set the depth of cut for a maximum of 8mm per pass using the router depth stop.



### Routing the Letter Box Aperture

- Plug router into mains supply.
- Position router with guide bush fitted into one corner of the chosen template aperture, switch router on, plunge down to depth of cut and rout in a clockwise direction.
- After completing one circuit, adjust depth of cut to cut 8mm deeper, repeat until full depth is achieved and the letter plate aperture is routed out. Use a vacuum cleaner to remove excess wood chips in routed slot.
- Remove template fixing screws.

Following the letter plate manufacturer's instructions, position letter plate over recess and mark positions of hinge and spring mechanism and the fixing holes for the bolts. Use a chisel to remove any material in aperture to allow letter plate mechanism to function. Adjust aperture size to ensure a good fit and that the flap will swing properly and will not foul or catch in the aperture.



**Fitting of Letter Plate to Door**

Following the letter plate manufacturers instructions:-

- Drill the correct size holes in the door to fit the bolts using a suitable size drill bit in a drill.
- Fit letter plate in position.
- Re-hang door.

**MAINTENANCE**

The template has been designed to operate over a long period of time with minimum of maintenance. Continual satisfactory operation depends upon proper tool care and regular cleaning.

- **Cleaning**  
Regularly clean template with a soft cloth. Do not use solvents.
- **Lubrication**  
Template does not require lubrication.

**RECYCLING**

Template, accessories and packaging should be sorted for environmentally friendly recycling.

**GUARANTEE**

All Trend products guaranteed against any defects in either workmanship or material, except products that have been damaged due to improper use or maintenance.

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RECYCLABLE

**Safety Points**

1. Always wear eye protection such as goggles, ear protection and use effective respiratory protection.
2. Before making adjustments to the router, like changing the cutter, make sure the power is isolated correctly.
3. Before re-connecting to the mains supply, make sure the power switch on the router is in the "off" position.
4. Do not switch on the router with the cutter in contact with the workpiece.
5. Before making adjustments always allow the cutter to stop rotating.
6. When routing keep your hands, hair and clothing clear of the cutter.
7. Make sure you follow the instructions which came with your router.
8. Ensure all visors, guards and dust extraction are fitted.
9. Trial cuts should be made in waste material before starting any project.



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