Always home. Even when you’re not.

We’re all ears! Give us a call at (800) 464-7491 or email at help@architecturalmailboxes.com with any questions.

Always Locked Mode: This mode locks the unit and deactivates the keypad. This is useful, for example, if you are leaving for vacation and don’t want anyone to access the unit. To set the unit into Always Locked Mode:
1) Unlock the unit using the Master Key.
2) Unscrew and remove the battery cover on the back of the lock assembly.
3) Locate the small blue switch and move it to the left of the unit as viewed from the rear.
4) Screw the battery cover back on, lock the unit and remove the Master Key.

Never Locked Mode: This mode unlocks the unit and deactivates the keypad. This is useful if you want to allow full access to the unit all the time by anyone. To set the unit into Never Locked Mode:
1) Unlock the unit using the Master Keys.
2) Unscrew and remove the battery cover on the back of the lock assembly.
3) Locate the small blue switch and move it to the right of the unit as viewed from the rear.
4) Screw the battery cover back on, lock the unit and remove the Master Key.

Model 6950

elephant trunk installation

Carefully unpack the elephant trunk, parts and hardware.

Hardware and Parts (included)
- 1 x 1, mounting bolt
- 1 x 1, lag shield (for hardscape installation only)
- 4 x 4, leveling feet
- 1 x 2, Master Keys
- 1 x 1, mounting knob

Tools (not included)
- Drill suitable for drilling into masonry or wood
- Hex wrench
- 5/16" masonry drill bit (if installing on hardscape)
- 1/4" wood drill bit (if installing on wood deck/porch)
- Phillips head screwdriver

Choose where to locate your elephant trunk

- NOTE: The elephant trunk parcel drop is NOT intended to replace a mailbox. Its primary purpose is to receive parcel deliveries.
- The courier must be able to freely access your elephant trunk to make deliveries.
- Choose a protective location, such as on a porch or under an eave, and away from sprinklers.
- You can anchor your elephant trunk to a hardscaped or wooden surface. It will require drilling a hole into the surface, so make sure you pick the right location.

elephant trunk use

Master Keys: These allow you to open the unit as well as access other features that need to be protected, such as reprogramming the keypad code, replacing batteries and changing modes of operation. MAKE SURE YOU KEEP THESE KEYS IN A SAFE PLACE AND DON’T GIVE THEM OUT TO OTHERS.

Installing Batteries (4xAA - not included):

1) Using a Master key, place the lock in unlocked (vertical) position.
2) Remove this screw to access the battery compartment.
3) Insert batteries as shown, replace battery cover, place the lock in locked (horizontal) position, and remove Master Key.

Resetting the Keypad Code:

1) Unlock the unit using the Master Key. This exposes the red programming button on the back of the lock assembly without taking the battery cover off. The lock must be in unlocked (vertical) position to reveal the red programming button.
2) Using a small implement like a pencil, depress the programming button. Within 60 seconds, enter a new 4-digit code using 0 through 9, then press #. Test your new code by closing the lid (it does not need to be locked but lid must be closed) and input your code followed by the # key. If your code works, the keypad will show the green light flash twice with two beeps. If your code does not work, the keypad will display the red light and give a long beep sound. If this occurs, try to reset code again.

Daily Operation:

To unlock the your elephant trunk using the keypad, input your 4 digit code followed by the # key. This places it in Normal Standby Mode described further below. Your elephant trunk can be used in three different modes....
Use the Master Keys to open the unit as well as access other features that need to be protected, such as reprogramming the keypad code, replacing batteries and changing modes of operation. MAKE SURE YOU KEEP THESE KEYS IN A SAFE PLACE AND DON’T GIVE THEM OUT TO OTHERS.

Install Batteries (4xAA - not included):

a) Using a Master key, place the lock in unlocked (vertical) position.

b) Remove this screw to access the battery compartment.

c) Insert batteries as shown.

d) Replace the battery cover, place the lock in locked (horizontal) position, and remove Master Key.

Reset your Code:

a) With Master Key in unlocked (vertical) position, press the red programming button.

b) Within 60 seconds, enter a new 4-digit code using 0 through 9, then press #.

Test your new code by closing the lid (it does not need to be locked but the lid must be closed) and input your code followed by the # key.

If your code works, the keypad will show the green light flash twice with two beeps. If your code does not work, the keypad will display the red light and have a long beep sound. If this occurs, try to reset your code again.

Apply Unique Serialized Barcode:

For future compatibility with virtual signature delivery systems, attach the barcode to the location shown on the inside of the lid.

Your elephantrunk is ready to use. Just put it in standby mode by closing the lid and entering your code, then let it wait for a delivery.