

## INSTALLATION INSTRUCTIONS

### POST MOUNT SYSTEMS

#### Tools and/or Materials Required:

- Shovel or posthole digger
- Concrete mix and gravel (Above Ground Systems)
- Level, screwdriver, ½ inch open/box end wrench or socket set.
- Other tools/materials may also be necessary depending upon actual installation.

#### Installation Procedure:

1. General Installation Requirements: Customers are required to contact the local Post Office before installing the mailbox to insure its correct placement and height at the street. Generally, mailboxes are installed at a height of 41–45 inches from the road surface to inside floor of the mailbox or point of mail entry (locked designs) and are set back 6 – 8 inches from front face of curb or road edge to the mailbox door.
2. Attach top plate to post - The top plate of the mailbox post has four tapped holes. There are four 5/16"-18 C sink machine screws provided with the post to attach the mailbox to the post. Attach top plate to mailbox post and tighten as needed.

Above Ground Installation – Skip down to Step #4

3. Dig a hole for the in-ground mailbox post. Hole should be approximately 6" in diameter and 16-17" deep. Use level to straighten pole, back fill hole and tamp dirt as needed.
4. Dig a hole for the above ground mailbox post and concrete footing. You will need approximately 4 cu ft. The top surface of the footing should be about 12" by 12" and extend 20" into the ground. The bottom of the hole for the concrete footing should be filled with about 4" of gravel for drainage under the post.
5. Attach bottom plate to post - The bottom plate has four tapped holes. There are four 5/16"-18 C sink machine screws provided with the post to attach the mailbox to the post. Attach bottom plate to mailbox post and tighten as needed.
6. Attach mailbox to top plate - There are four 3/8"-16 rounded head carriage bolts, washer and hex head nuts. Install bolts from bottom up, making note of square holes in top plate unit (if properly installed, only the top of the round head bolts may be visible from the outside/underside of top plate). Open access door of mailbox and remove false bottom. Install washers and nuts on rounded head bolts and tighten as needed. Reinstall false bottom, close and lock access door.
7. Attach the 4 J-shaped anchor bolts to the base of the post with 4 nuts under and 4 nuts over the bottom mounting plate. Pour the concrete into the hole with a stick while filling to reduce any air pockets. Press the anchor bolts on the bottom of the post into the concrete until the bottom plate is resting on the top surface of the wet concrete. Use a level on the sides of the post to ensure that the post is aligned vertically. Periodically check the vertical alignment of the post as the concrete is curing.

CONCRETE MUST BE BELOW FROST LINE. TAKE CARE NOT TO PUNCTURE WATER SEWER, GAS, CABLE OR TELEPHONE LINES WHEN DIGGING HOLES.

IT IS IMPORTANT TO NOTE THAT IT IS NOT THE RESPONSIBILITY OF MAIL CARRIERS TO OPEN MAILBOXES THAT ARE LOCKED, ACCEPT KEYS FOR THIS PURPOSE, OR LOCK MAILBOXES AFTER DELIVERY OF MAIL.