

# 3" Round Post with Cover & Mailbox Model 950080

## ASSEMBLY INSTRUCTIONS



CONTACT YOUR LOCAL POST OFFICE BEFORE INSTALLING THE MAILBOX TO ENSURE 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 THE FRONT FACE OF CURB OR ROAD EDGE TO THE MAILBOX DOOR.

### Hardware (included)

To join the two post pieces:



x 3, large sheet metal screws

To attach the mounting plate to the post:



x 4, small hex bolts

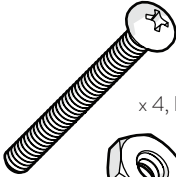


x 4, small nuts



x 8, small washers

To attach the mailbox to the top plate (using side mount holes):



x 4, long pan head screws



x 4, small hex nuts



x 4, spacers (if needed)

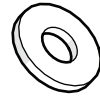
To attach the mailbox to the plate:



x 4, large hex bolts



x 4, large nuts



x 8, large washers

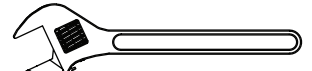
To join the two decorative covers:



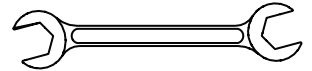
x 4, small Phillips screws

### Tools (not included)

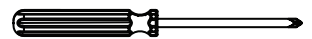
Two Wrenches



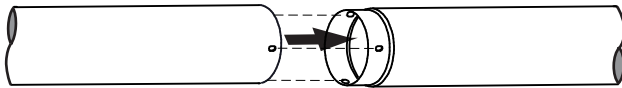
- or -



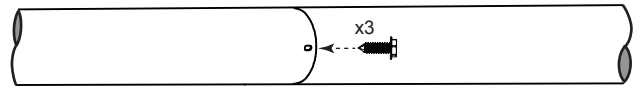
One Phillips Screwdriver




- 1a** Lay post pieces on a flat surface, making sure to align the screw holes.

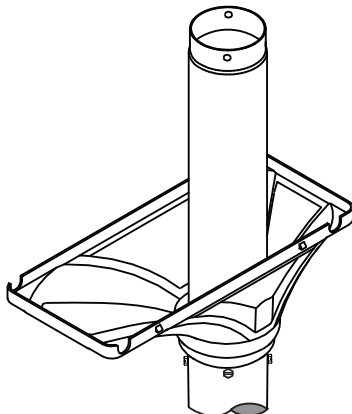


- 1b** Join the two post pieces together using the 3 sheet metal screws.



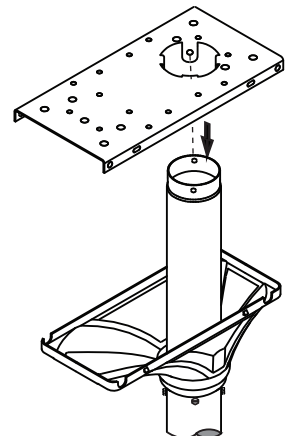
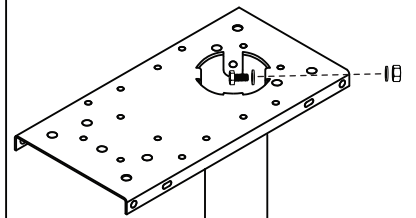
 DO NOT overtighten. Tighten only until snug.

- 2** Carefully slide the plastic bracket over the top post and let it rest on the heads of the sheet metal screws.

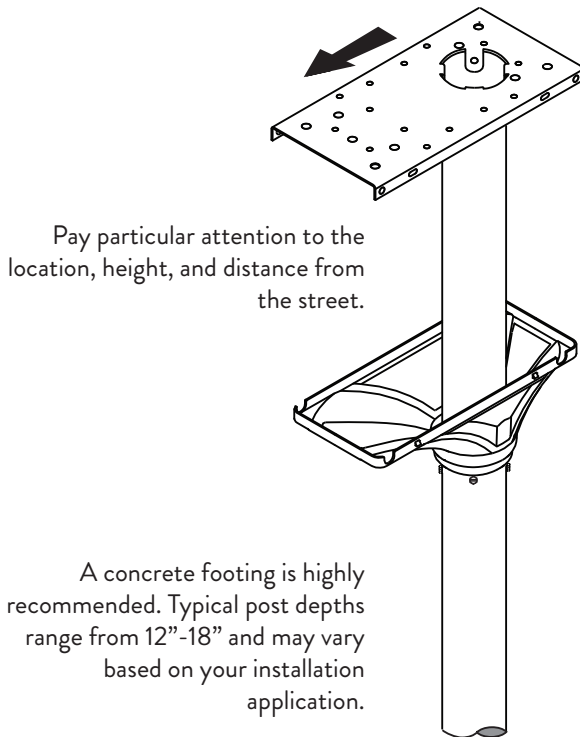


- 3** Attach the mounting plate to the post using the 4 small hex bolts, nuts and 8 small washers.

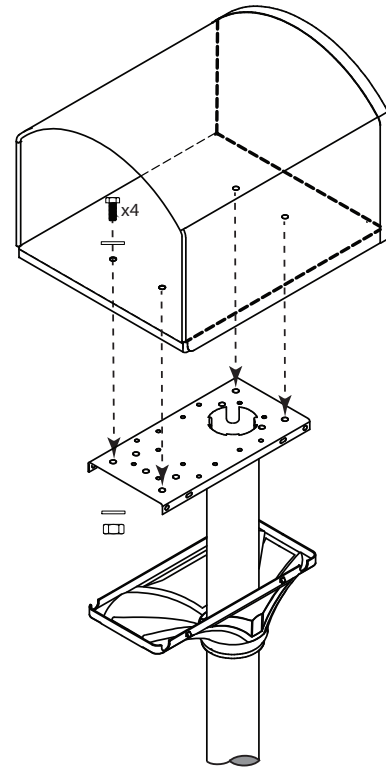
Insert the bolt and one washer through inside of the post and secure with another washer and nut from the outside.



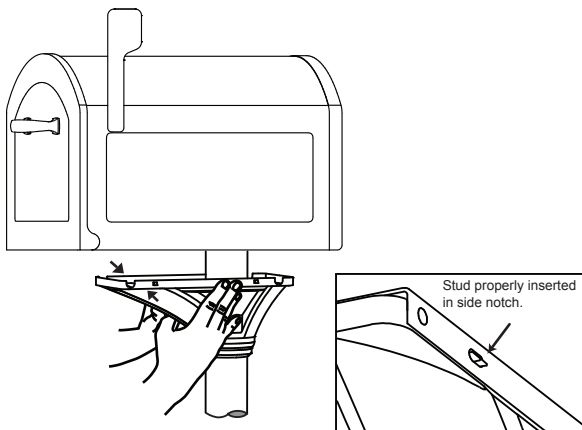
- 4** Install the assembled post into the ground. Ensure that the mounting plate is facing toward the street before installing into the ground.



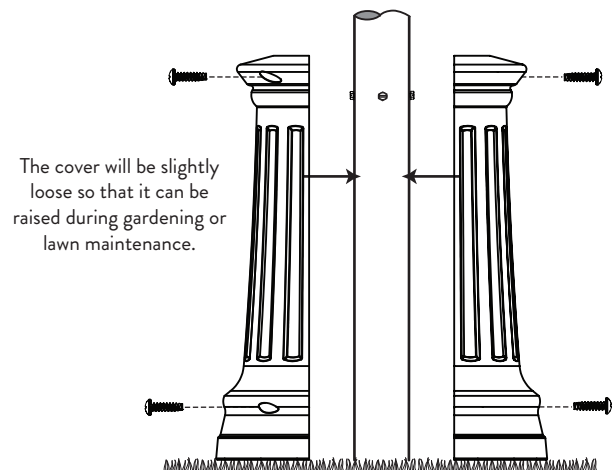
- 5** Attach the mailbox to the mounting plate using the 4 large hex bolts, 8 large washers, and 4 large nuts.





- 6** Once the mailbox is mounted, carefully push the plastic bracket up into the mailbox plate. Press the sides of the bracket inward making sure the four studs snap into the rectangular notches on the sides of the mounting plate as shown below.



- 7** Attach the two halves of the decorative post cover to each other around the post using the 4 small Phillips screws.



## Questions, Comments, Concerns?

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