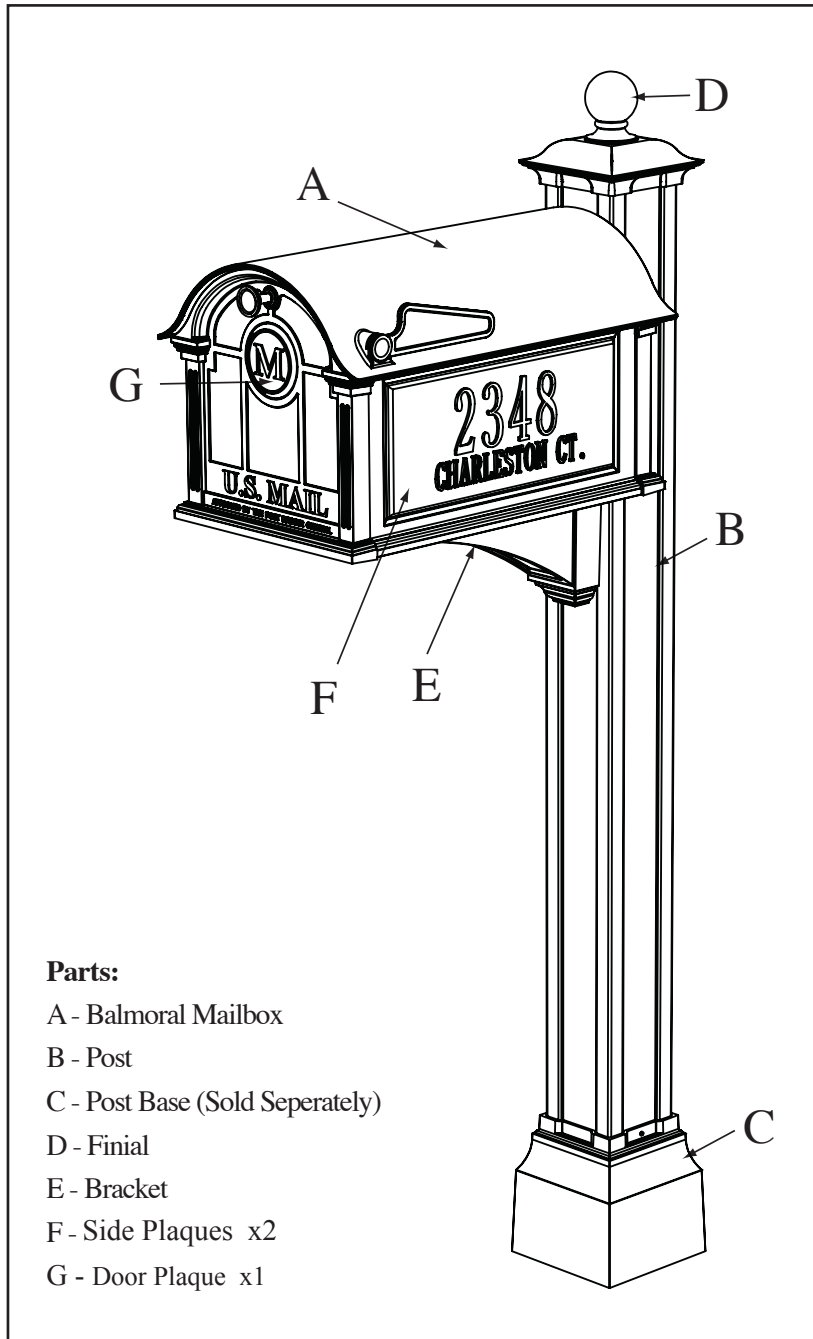
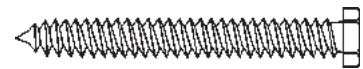


## BALMORAL MAILBOX DELUXE POST ASSEMBLY INSTRUCTIONS

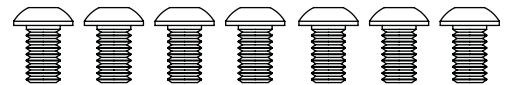
Before installing your Balmoral mailbox post consult your local branch of the US Post Office for the required placement and height at the street. Generally, mailboxes are installed at a height of 41-45 in. from the road surface to the inside floor of the mailbox and are set back 6-8 in from front face of curb or road edge to the mailbox door.



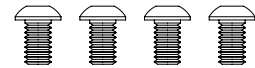
## HARDWARE KIT



H - 1/4 x 2" lag bolt x2



I - 1/4-20 X 3/8 in Socket Head Screw x 4

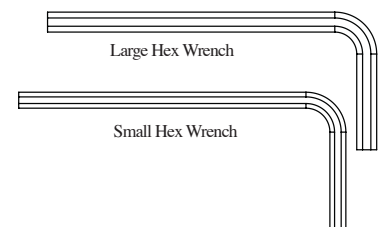


J - 10/32 X 3/8 Button Socket - 4



K - 10/32 X 1/4 Flathead Socket - 1

L - Tube of Silicone Sealer - 1



Large Hex Wrench

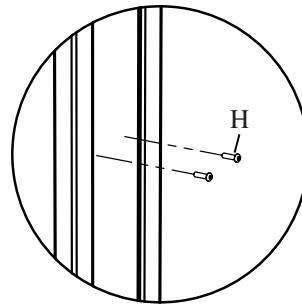
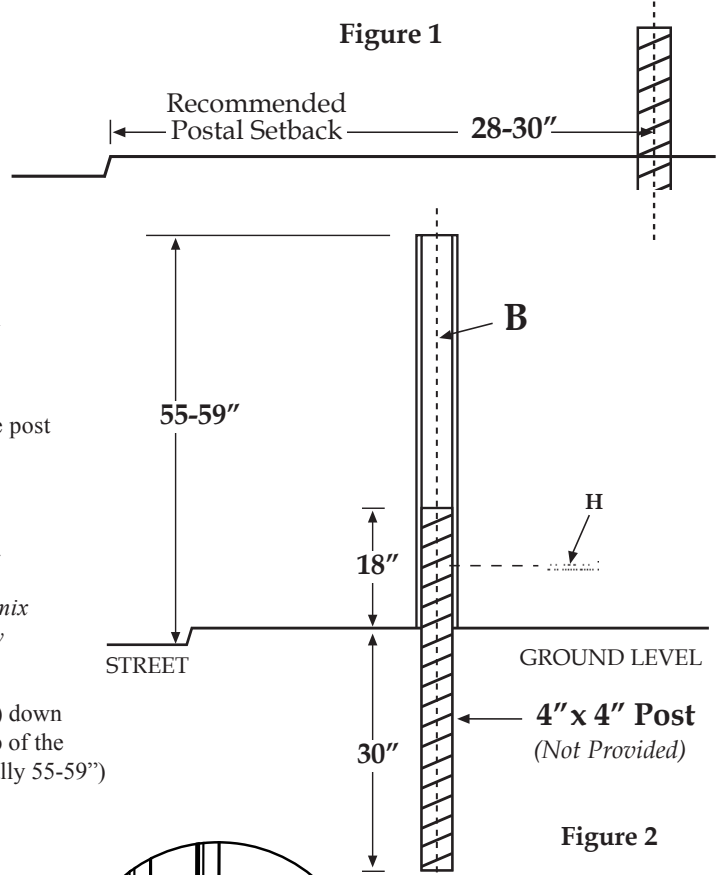
Small Hex Wrench

**You will need the following:** a 4 x 4 x 48" piece of treated lumber, a drill with 3/16 inch drill bit, socket wrench or adjustable wrench, and a level.

If you are missing parts or require assistance, please contact the manufacturer:

## POST INSTALLATION:

- 1) Purchase a 4" x 4" x 48" piece of treated lumber from your local lumber yard or home center.
- 2) Add 22" to the post office recommended road setback of 6-8 inches (app. 28-30 inches from the road) and mark the position on the ground from the center of the post (See diagram 1). Dig a hole down at the mark to approx. 30" deep.
- 3) Place the 4" x 4" wood post into the hole so that the center of the post is at the marked line (See step 2) leaving at least 18" out of the ground. Partially backfill the hole around the 4" x 4" post. Tampen the soil and use a level make sure the post is vertical. Complete the back fill of the post hole packing the earth firmly. Recheck for vertical and adjust if necessary.  
*Note: For a more permanent installation you may use concrete mix to backfill the hole unless it is against local post office or county road commission guidelines.*
- 4) Leaving the plastic sleeve on the aluminum post, slide the post (B) down over the buried wood 4x4 post. Check to make certain that the top of the post is 14" above the local US Postal Service requirements (typically 55-59") above street level.
- 5) Using two 1/4 x 2" lag screws (H), secure aluminum post to inner 4x4 wood post.  
*See close up on right.*



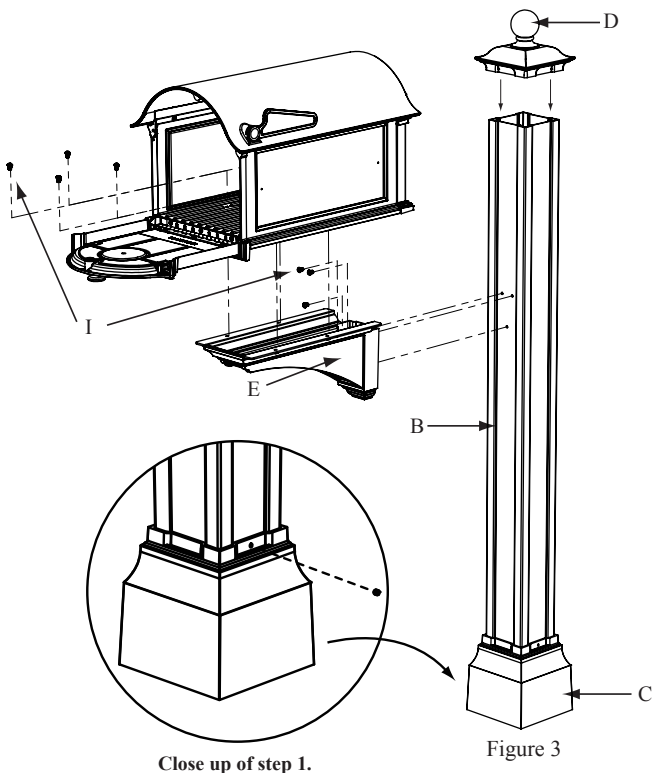
Close up of step 5

## OPTIONAL POST BASE INSTALLATION:

- 1) With the plastic sleeve still covering your aluminum post, slide the post base (C) down over the post until it reaches the ground. Using the hex wrench provided, tighten set screw.

## BRACKET AND MAILBOX INSTALLATION:

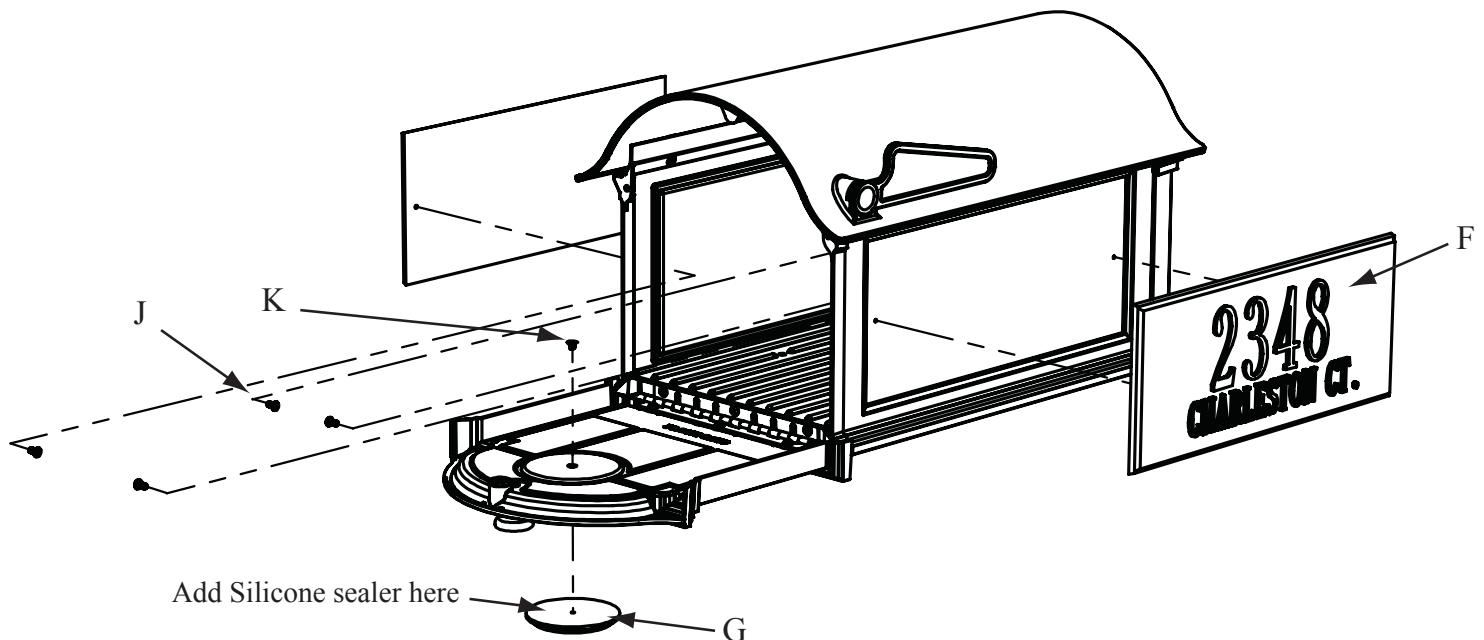
- 1) To install the bracket to the post, thread three 1/4-20 x 3/8 Socket head screws (I) through the bracket (E) and into the post threads as shown. Use the hex wrench provided to tighten.
- 2) Thread four 1/4-20 by 3/8 inch socket head screws (I) through the floor of the mailbox into the top of the bracket (E) and tighten with hex wrench as shown.
- 3) Place the finial (D) over the top of the post and pull down until tight and secure. A soft rubber mallet may be used if extra force is needed.



## SIDE PLAQUE AND MONOGRAM ATTACHMENT:

**Parts:** J - 10/32 X 3/8 Button Socket Screws x4    K - 10/32 X 1/4 Flathead Socket Screws x1    L - Silicone Sealer  
F - Side Plaques x2    G - Door Monogram Plaque x1

- 1) Locate screw position marks on side of mailbox body and on inside of door panel.
- 2) Drill holes through the mailbox walls with 3/16" drill.
- 3) Apply a small amount of silicon sealer (L) in and around the holes in the back side of the side plaques (F). Reach inside of mailbox and insert the 8/32 Button Socket screws (J) through the holes in the side and into the threaded holes of the side plaques. Use the hex wrench to tighten.
- 4) Apply a small amount of silicon sealer (L) in and around the hole in the back side of door monogram (G). Reach inside of mailbox and insert the 8/32 Flathead Socket (K) through the hole in the door and into the threaded hole of the monogram (G). Use the hex wrench to tighten.



## CLEANING INSTRUCTIONS:

mailboxes and accessories are made of hand-cast aluminum with tough finishes to withstand exposure to the elements. To clean your Product, use a non-abrasive detergent and water with a cloth, sponge, or soft brush. The simulated weathered bronze cannot be brightened by polishing. This hand-painted finish should retain its finish for many years without special attention. To protect your mailbox, we recommend regular application of car wax.