

Series 5500 Mailboxes Instructions

Thank you for purchasing this premium mailbox. We know you'll be satisfied with the years of service it will provide. If you have any questions about how to mount or use this mailbox, or if you need any replacement parts, please call us directly at (800) 464-7491 or contact us at www.architecturalmailboxes.com.

Mounting Instructions

Your new mailbox comes completely assembled. To begin using your mailbox, it must be properly mounted in accordance with USPS requirements to facilitate carrier access, described below. You can mount your mailbox on one of the optional mailbox posts we offer, or you can mount it to a wooden post using the optional 4X4 Adapter (Item 7540).

CUSTOMERS ARE REQUIRED TO CONTACT THE 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.



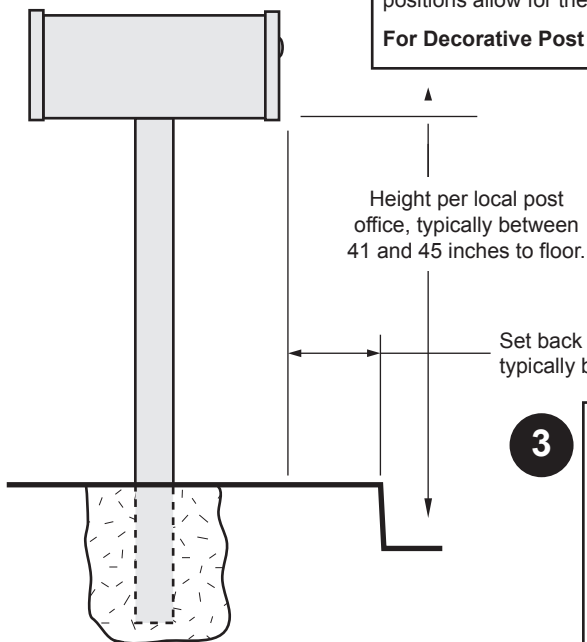
NOTE: The mounting hardware to attach this mailbox to your post is not included with this mailbox. Compatible mounting hardware is included with our posts.

1

For 3" Round In-ground Post (item 7505 or 7507) or Standard In-ground Post (item 5525): Dig a hole deep enough to allow the box to sit at the specified height, as required by your local post office. The height from the road level to the mailbox floor is typically between 41 and 45 inches. Make sure the hole is set back from the road such that the distance from the curb or the road edge to the mailbox face meets local post office requirements, typically between 6 and 8 inches.

For Standard Surface Mount Post item 5526: If using j-bolts, dig a hole deep enough to properly support the box (about 18") and to allow the box to sit at the specified height. If using concrete anchors in preexisting concrete, make sure the anchor positions allow the box to sit at the specified height. Also, make sure the bolt or anchor positions allow for the specified set-back, typically 6 to 8 inches from curb.

For Decorative Post item 5515: Refer to the instructions included with the post.



2

For 3" Round In-ground Post (item 7505 or 7507) or Standard In-ground Post (item 5525): Pour the concrete (at least 1 cubic foot recommended) completely around the post, making sure the post and mailbox are level and correctly positioned according to your local post office.

For Standard Surface Mount Post (item 5526): Pour concrete around j-bolts held in the correct pattern, or install anchors in the correct pattern into dry concrete.

For Decorative Post (item 5515): Refer to the instructions included with the post.

3

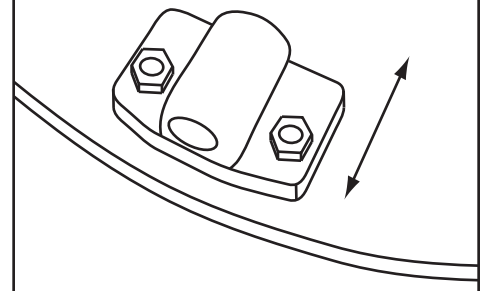
For 3" Round In-ground Post (item 7505 or 7507), or Standard Posts (items 5525 or 5526): Attach the mailbox to the post using the hardware included with the post.

For Decorative Post (item 5515): Refer to the instructions included with the post.

Note - If you are using a mounting method other than an optional post (items 7505, 7507, 5525, 5526, or 5515): The mailbox has mounting bolt patterns on the bottom that are designed to provide adequate mounting strength and stability for long term use. Do not drill new mounting holes into the mailbox floor. Instead, create a bracket to attach the mailbox to the post using the existing holes in the mailbox floor. Drilling new holes or modifying the mailbox in any way may compromise the function, strength or corrosion resistance of the product.

4

Adjusting the Door Closure: Before first use or from time to time, it may be necessary to adjust the door closure to fine tune door operation. Simply loosen the two nuts that secure the closure to the door, slide up or down as needed, and retighten the nuts.



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www.architecturalmailboxes.com (800) 464-7491