Assembly Instructions

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

Tools (not included)
- Two open end wrenches
- Phillips head screwdriver

Tools (included)
- Hex wrench

Hardware (included)
1. Phillips screws x4, large hex bolts
2. Large washers x8
3. Large hex nuts x4

To join the two post pieces:
- Insert the headless set screws into the hole and tighten with the hex wrench. Tighten the screw until resistance is felt. Then, tighten at least another rotation to ensure the joiner is locked in place as shown in the diagram below.

Correct Post Assembly
- Set screw is completely recessed.
- Expansion joiner is making contact with the post.

Incorrect Post Assembly
- Set screw is not making contact with the expansion joiner.
- Expansion joiner is not making contact with the post.

DO NOT install into ground until both post pieces are securely connected using the expansion joiner.

1. Lay post pieces and the metal expansion joiner on a flat surface. Then, insert the joiner into one post piece making sure to align the screw holes.

2. Insert the headless set screw into the hole and tighten with the hex wrench. Tighten the screw until resistance is felt. Then, tighten at least another rotation to ensure the joiner is locked in place as shown in the diagram below.

Concrete footing recommended.

2. Install the assembled post into the ground as described in the instructions for the mailbox. Pay particular attention to the location, height, and distance from the street. Concrete footing recommended.

If the 4”x10” top hole pattern or the 11.25” side hole pattern will be used to mount the mailbox, attach the metal braces using the 4 Phillips screws, 8 small washers, and 4 small hex nuts.

If the 5”x5” top hole pattern or the 3.75” side hole pattern will be used to mount the mailbox, do not attach the metal braces.

Lastly, insert hole plugs to fill the two joint holes.

3. This post is designed for use with many different mailbox styles. For larger mailboxes, you may need to use included braces.

To attach the mailbox to the plate:
- Phillips screws x4, large hex bolts
- Large washers x8
- Large hex nuts x4

To attach the side metal braces:
- Phillips screws x4
- Small washers x8
- Small hex nuts x4

Using the hex wrench, continue to tighten until headless set screw is *very tight* and resistance is felt. Then, tighten another rotation to ensure the expansion joiner is locked.

The headless set screw will be completely recessed.

Headless set screws must be *very tight* so that the expansion joiner is touching the post.

Insert plugs to fill the joint holes for a seamless appearance.