Thank you for purchasing this premium mailbox and 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.

Assembly Instructions

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<th>Hardware (included)</th>
<th>Tools (not included)</th>
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<tr>
<td>x 1, metal expansion joiner</td>
<td>Two open end wrenches</td>
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<tr>
<td>x 2, headless set screws</td>
<td>Phillips head screwdriver</td>
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<tr>
<td>x 4, small hex bolts</td>
<td>Hex wrench</td>
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<tr>
<td>x 8, small washers</td>
<td>x 4, small hex nuts</td>
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<tr>
<td>x 2, hole plugs</td>
<td>x 2, headless set screws</td>
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</table>

**Tools (included)**
- Hex wrench
- x 2, hole plugs

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

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

**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.

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.
   - a. 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.
   - b. Repeat step 1b to properly assemble the second post piece, making sure to minimize the gap between the post pieces.

2. A concrete footing is highly recommended. Typical post depths range from 12"-18" and may vary based on your installation application.

3. Install the assembled post into the ground. Pay particular attention to the location, height, and distance from the street.
   - Install the assembled post into the ground. Pay particular attention to the location, height, and distance from the street.
   - x4

4. Mount the mailbox onto the top bracket and secure with the 4 hex bolts, 8 washers, and 4 hex nuts. Lastly, insert hole plugs to fill the two joint holes.
   - x4
   - hole plugs x2
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.