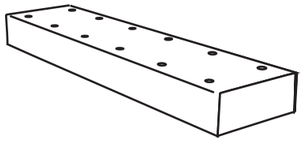
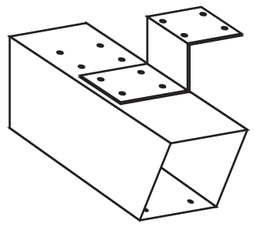
MAIL BOSS®

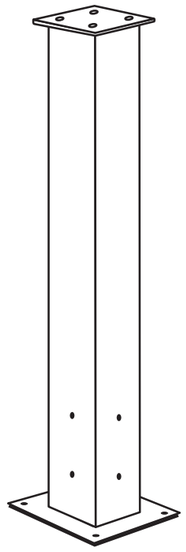
Accessory items and parts available:
www.mailboss.com



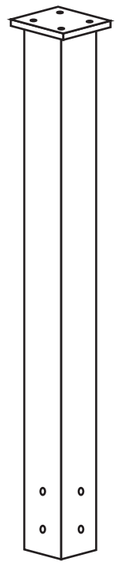
Spreader Bars
Allows Mounting Of Two, Three Or Four Mailboxes On One Post Available In All Colors



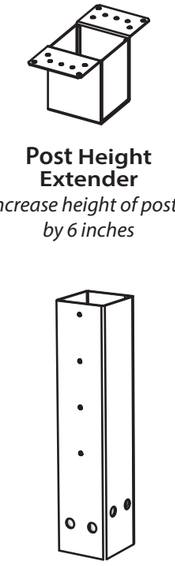
Newspaper Holder
Available In All Colors



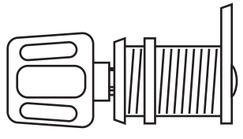
Surface Mount Post & Base Plate Pkg.
Available In All Colors



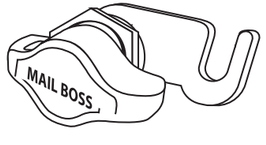
In Ground Post
Available In All Colors



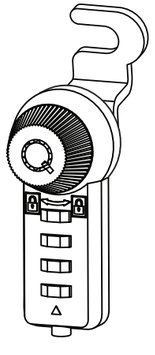
Post Depth Extender
Increase depth of posts by 9-12 inches



12 Disc High-Security Lock
Additional Keys and/or Lock



HASP Lock
Standard padlock compatible



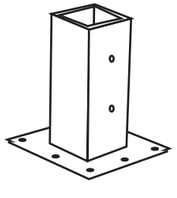
Combination Lock
Compatible with all mailboxes



Vandal Proof Flexible Flag



Lock Dust Cover
Protects lock mechanism



Surface Base Plate

Have a question?... Need a part ASAP?...1-800-589-7990

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MAIL BOSS

19-Sept-2023

Congratulations on the purchase of your Mail Boss® locking security mailbox. The Mail Boss® is designed with your security and convenience in mind. This mailbox is constructed of tough, vandal resistant, heavy gauge galvanized steel. Your Mail Boss mailbox comes with a unique Fast-Trak® mounting plate which makes installation fast and easy.
This product can be installed on the Mail Boss In Ground Steel Post or simply attached to most pre-existing mailbox stands.

The Mail Boss mailbox is designed with a large internal volume so that more than several days of mail can be securely stored inside. If this mailbox was purchased without a post and you desire to install this mailbox on a new color matched steel post, you may purchase one as well as other accessories at www.mailboss.com. Posts are shipped via standard ground service, but rushed shipping services are available.

On this insert you will find a list of hardware parts included as well as detailed instructions. Installation is quite simple and requires only a #2 Phillips Head screwdriver and a 13mm socket & ratchet, 13mm wrench or crescent wrench. (Note: If mounting onto an existing wood stand you will need a portable drill to drill four pilot holes). If you plan on installing an In Ground post then additional tools may be needed. Installation will be most easily accomplished if you take the time to carefully sort the hardware and familiarize yourself with the function of each piece.

If you require assistance with assembly or part replacement, or for any other matter, contact the toll-free Epoch Design Service Center from anywhere in the Continental United States, Monday through Friday, 9AM - 5PM Pacific Standard Time at 1-800-589-7990. You may also email your request or comments to info@mailboss.com and a service representative will respond. You will also find helpful hints and tips on our website: www.mailboss.com.

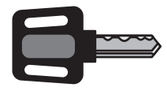
Thank you.

Parts and Hardware List

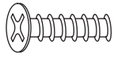
4 **1 1/2" long lag screws (13mm head)**
Connect mailbox to a wooden mailbox platform



3 **Security key**
Used to lock and unlock your Mail Boss



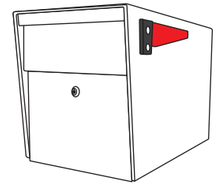
2 **3/4" stainless machine bolts (#2 Phillips Head)**
Attach Mail Boss to the Fast-Trak mounting plate



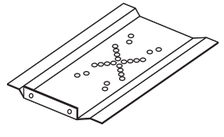
1 **1/4" pilot hole drill bit**
For drilling pilot hole into existing wooden mailbox platform



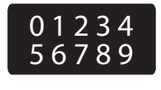
1 **Mail Boss® mailbox**
Locking security mailbox



1 **Fast-Trak Mounting Plate**
Provides easy and secure mounting of Mail Boss



1 **Reflective adhesive house numbers**
Identify and label your mailbox



Please note that it is not the responsibility of mail carriers to open mailboxes that are locked, accept keys for this purpose or lock mailboxes after delivery.

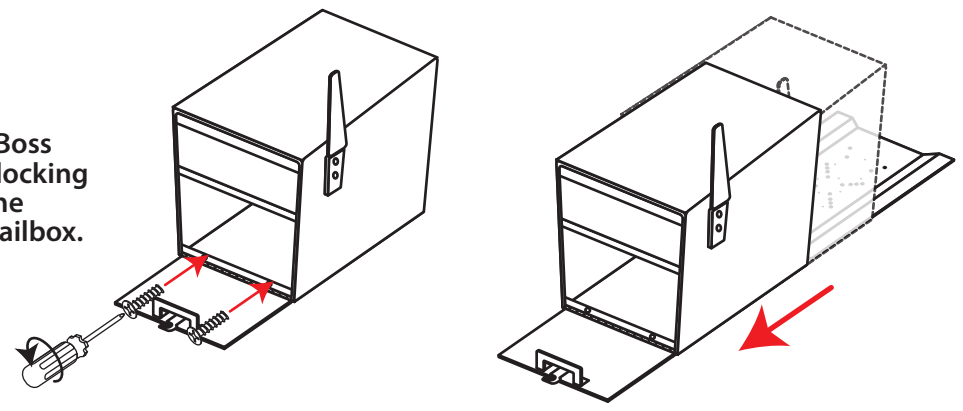
Have a question?... Need a part ASAP?...1-800-589-7990

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It is advised to contact the local post office or mail carrier before installing the mailbox to ensure its correct placement at the street. Generally, mailboxes are installed at a height of 41”- 45” from the road surface to the point of mail entry for a locking mailbox, and are set back 6“- 8” from the front face of the curb or road edge to the mailbox door.

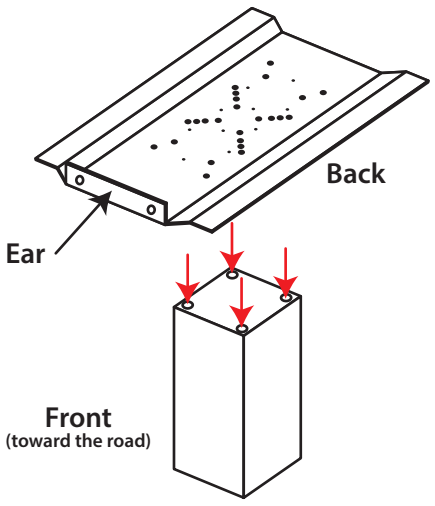
Patented Fast-Trak® Mounting Plate makes installation easy. Fits almost any post or platform.

❶ Separate the Fast-Trak mounting plate from the Mail Boss by removing the machine screws located behind the locking door of the Mail Boss. Then slide the Fast-Trak off of the Mail Boss by pulling the ear toward the back of the mailbox.

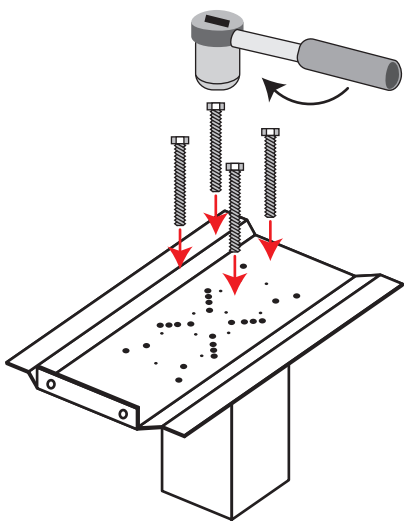


METAL POST

❷ Position the mounting plate so the four pre-drilled holes in the post line up with the holes on the mounting plate. Be sure the ear of the mounting plate is towards the front and about 1” behind the desired location of the front of the mailbox.



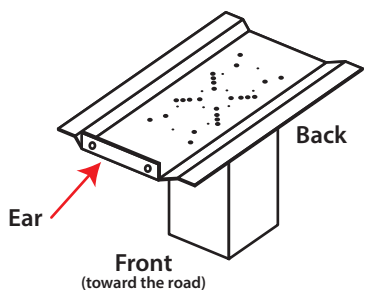
❸ Attach the mounting plate to the post using the mounting hardware that is included with the post. A drive socket, wrench or crescent wrench may be used to tighten and secure the bolts to the Fast-Trak mounting plate.



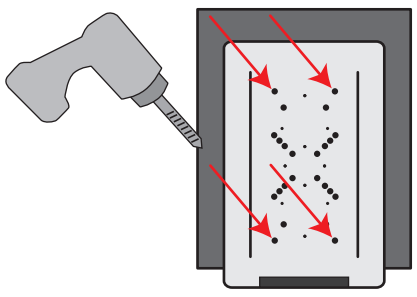
Proceed to Step 5

WOOD POST

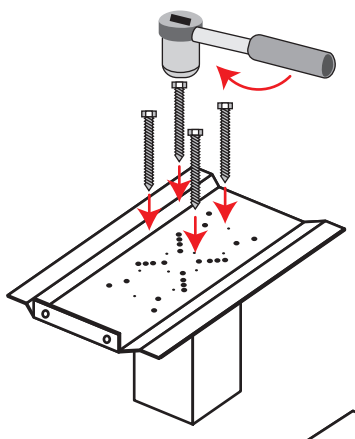
❷ Place the mounting plate so that it is centered over the wood post. Be sure the ear of the mounting plate is towards the front. Position the ear of the mounting plate about 1” behind the desired location of the front of the mail-box.



❸ Choose four holes on the mounting plate that are furthest away from each other but still on top of the wood post or platform. Mark their location on the wood. Using the drill bit provided, drill four pilot holes approximately 1 1/2" inches deep into the wood.

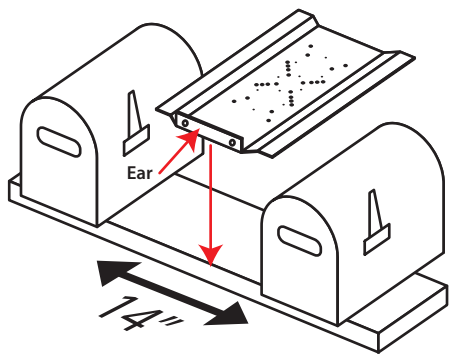


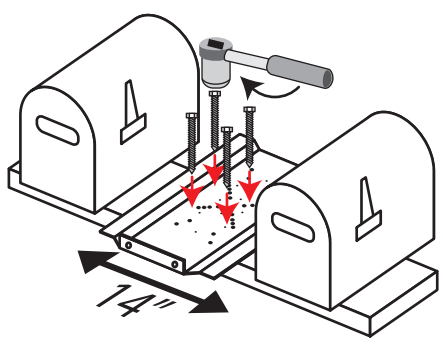
❹ Attach the Fast-Trak mounting plate to the platform using the four 1 1/2" lag screws provided. A 13mm drive socket, 13mm wrench or crescent wrench may be used. Alternatively, the mounting plate has smaller holes which may be used for attachment with generic wood screws.



WOOD GANG PLANK

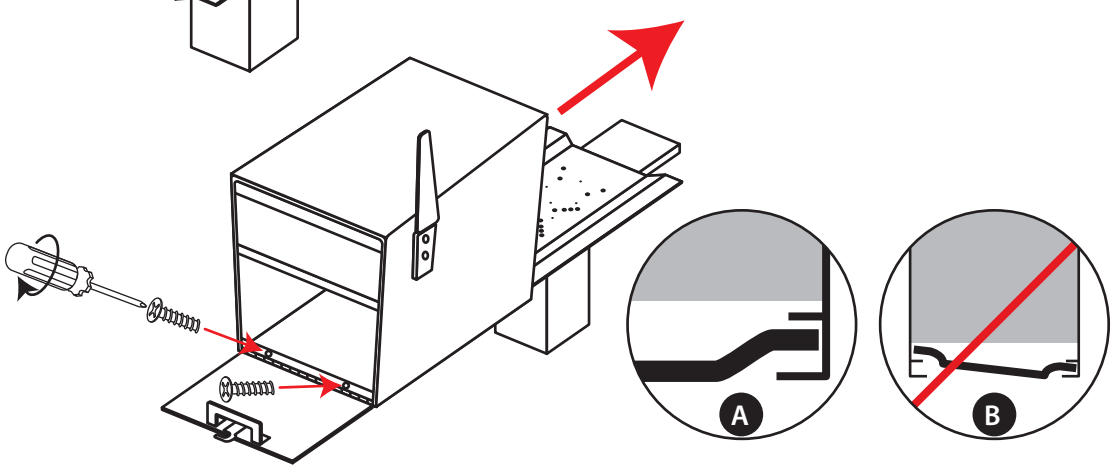
❷ Locate a space on the plank approximately 14" wide. Place the mounting plate with equal spacing on the left and right side. Be sure the ear of the mounting plate is towards the front and is approximately 1" back from the front plane of adjacent mailboxes.





❺ Simply slide the Mail Boss onto the Fast-Trak and secure the mailbox to the mounting plate with the two machine screws provided.

Ensure that the tracks are properly aligned as shown in Figure A, not as in Figure B.



! IMPORTANT !

We strongly recommend you WRITE DOWN YOUR KEY NUMBER and keep it in a safe place.

Without a key number we will not be able to provide replacement keys, you will have to purchase a new lock and keys set.

For security purposes, we reserve the right to deny key replacement without proof of purchase. Additional keys can be purchased at mailboss.com

CARE AND MAINTENANCE: Your new Mail Boss mailbox is designed to withstand the elements, to help preserve the UV and weather coating apply a clear or light colored car wax to the exterior of the box 2-3 times per year. If your mailbox finish is damaged exposing the metal, we recommend prompt application of a matching protective paint such as Rust-Oleum to prevent rusting. To preserve your lock we recommend the application of “Tri-Flow” lubricant to the interior of the lock twice a year. If you live in an area where dust, debris or salt spray is prevalent, you may consider purchasing a lock dust cover from mailboss.com for added protection.