

INSTALLATION INSTRUCTIONS

DVJR0060 SERIES SIDE-MOUNT POST SYSTEMS (DOWNLOAD PDF)

SIDE MOUNT POST SYSTEMS

Tools and/or Materials Required (not provided):

- Shovel or posthole digger
- Concrete mix and gravel (optional)
- Level,
- ½ inch open/box end wrench or socket set.
- Note: Fastening hardware is included. Other tools/materials/hardware may also be necessary depending upon actual installation.

Installation Procedure:

1. General Installation Requirements: Customers are required to contact the local Post Office before installing the mailbox to insure its correct placement and height at the street. Generally, mailboxes are installed at a height of 41–45" from the road surface to inside floor of the mailbox or point of mail entry (locked designs) and are set back 6–8" from front face of curb or road edge to the mailbox door.
2. Dig a hole for the in-ground mailbox post. Hole should be approximately 6" in diameter and 24-28" deep. Use level to straighten pole, back fill hole and tamp dirt as needed (Note: "Quick Crete" or concrete may also be used – installations at highways edge require separate instructions).
3. Periodically check the vertical alignment of the post when back filling or as the concrete is curing.
4. When back fill tamping is complete, or concrete is cured, you are now ready to mount the mailbox to the side mount post system – See Side Mount Mailbox Mounting Instructions (below)

CONCRETE MUST BE BELOW FROST LINE. TAKE CARE NOT TO PUNCTURE WATER SEWER, GAS, CABLE OR TELEPHONE LINES WHEN DIGGING HOLES.

Side Mount Mailbox Mounting Instructions:

1. Locate and place mailbox on its side.
2. Locate the knock outs on the side that will face the post and knock out the holes as shown in Figure 1.
3. Rotate mailbox and place it on its side. Locate the knock outs that will face the post bracket and knock out the holes as shown in Figure 2.
4. Install under-unit support bracket to post using two of the provided 5/16" – 18 hex bolts and lock washers. Tighten as needed
5. Locate mailbox keys and open access door in the fully open position.
6. Place and align the mailbox on the post bracket over the bottom set of holes as
7. shown below, and install two of the provided 5/16" – 18 hex bolts and lock washers through the bottom knockouts of the unit into the threaded holes of the previously installed under-unit support bracket. Tighten as needed.

8. Install two final 5/16" – 18 hex bolts and lock washers through the side of the mailbox using the side knockouts that were previously removed. Tighten as needed.



Figure 1



Figure 2

IT IS IMPORTANT TO 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 OF MAIL.