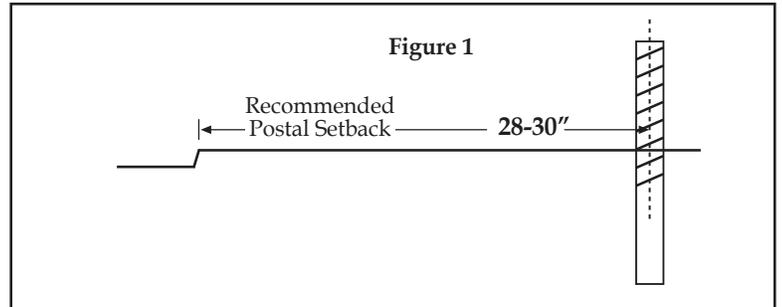
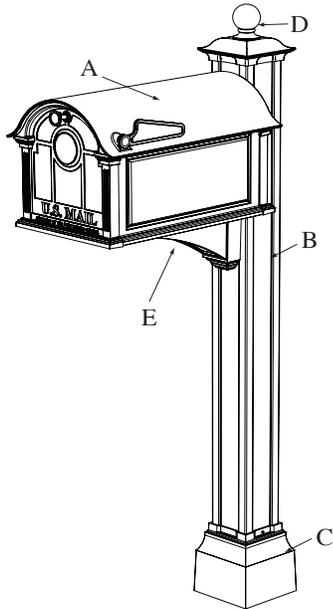


Before installing your Balmoral mailbox post consult your local branch of the US Post Office for the required placement and height at the street. Generally, mailboxes are installed at a height of 41-45 in. from the road surface to the inside floor of the mailbox and are set back 6-8 in from front face of curb or road edge to the mailbox door.

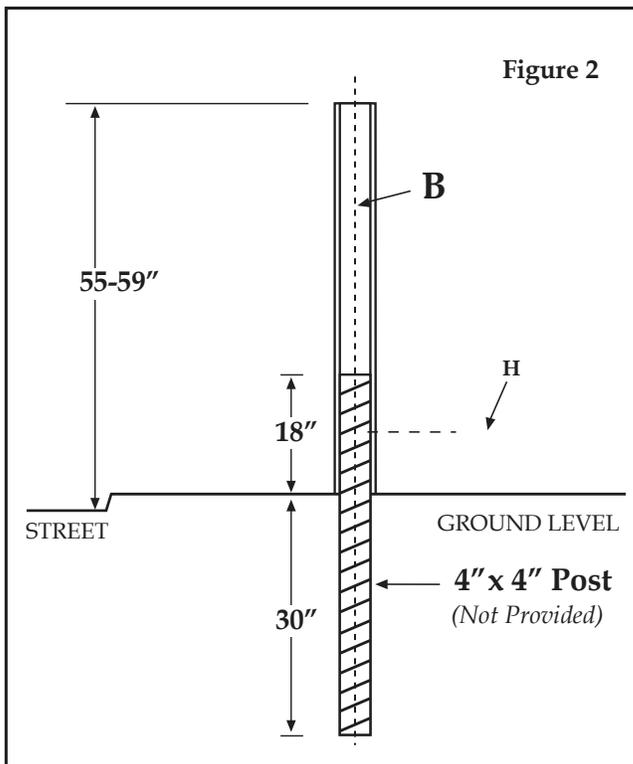


### Parts Included:

- A) Mailbox Body
- B) Post
- C) Post Base, Sold Separately
- D) Finial
- E) Bracket
- F) 1/4 x 2" lag bolt x 2
- G) 1/4 X 3/8 in. Socket Head X 7
- H) HEX Wrench

### Tools and Materials NEEDED (Not Included):

- 1) 4 x 4 x 48" piece of treated lumber
- 2) a drill with 3/16 inch drill bit
- 3) Socket Wrench or Adjustable Wrench
- 4) Level

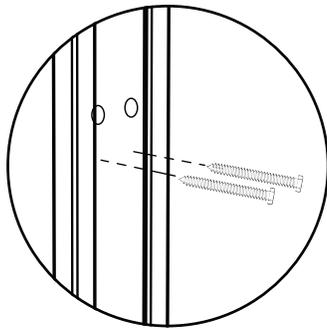


- 1) Purchase a 4" x 4" x 48" piece of treated lumber from your local lumber yard or home center .
- 2) Add 22" to the post office recommended road setback of 6-8 inches (app. 28-30 inches from the road) and mark the position on the ground for the center of the post (see Figure 1). Dig a hole down at the mark approx. 30" deep.
- 3) Place the 4" x 4" wood post into the hole leaving at least 18" out of the ground. Remeasure setback to center of the the post to ensure proper hole placement (see figure 1) then partially backfill the hole around the post. Tamp the soil and use a level to make sure the post is vertical. Complete the backfill of the post hole packing the earth firmly. Recheck for vertical and adjust as necessary.

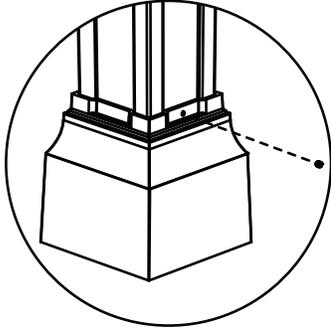
**Note:** For a more permanent installation you may use concrete mix to backfill the hole unless it is against local post office or county road commission guidelines.

continued on reverse

Close up of lag screws



Close up of post installation step 5



4) Remove and save the plastic sleeve from the aluminum post. Slide the plastic sleeve over the treated piece of lumber to act as a moisture barrier between the lumber and aluminum. Cut off the excess plastic sleeve. **Ensure the three holes for the bracket are facing the street** and the lag bolt holes are on the bottom-rear of the post, then slide the post (B) down over the buried 4" x 4" post. Check to make certain the top of the post is 14" above local US Postal Service requirements (typically 55"-59") above street level (see Figure 2).

5) Using the two 1/4" x 2" lag screws (F), secure aluminum post to inner 4" x 4" wood post.

## OPTIONAL POST BASE INSTALLATION:

1) Slide the post base (C) down over the post until it reaches the ground. Using the hex wrench provided, tighten set screw.

## BRACKET AND MAILBOX INSTALLATION:

1a) Bracket with Keyhole Cutouts 

To install the bracket (E) to the post, thread three 1/4-20 x 3/8 socket head screws (G) into the holes on the post one or two threads until they hold. Place bracket keyhole cutouts over screws and slide into place. Use the hex wrench provided to tighten screws the rest of the way.

1b) Bracket with Round Cutouts 

To install the bracket to the post, thread three 1/4-20 x 3/8 socket head screws (G) through the bracket (E) and into the post threads. Use the matching hex wrench provided to tighten.

2) Thread four 1/4-20 by 3/8 inch socket head screws (I) through the floor of the mailbox into the top of the bracket (E) and tighten with hex wrench as shown.

3) Place the finial (D) over the top of the post and pull down until tight and secure. A soft rubber mallet may be used if extra force is needed.

## Cleaning Instructions:

Whitehall Mailboxes and Accessories are made of cast aluminum with tough finishes to withstand exposure to the elements. To clean your Whitehall Mailbox, use a non-abrasive detergent and water with a cloth, sponge, or soft brush. Polishing cannot brighten the bronze color finish. The painted finish will weather naturally and maintain its beauty for many years without special attention.

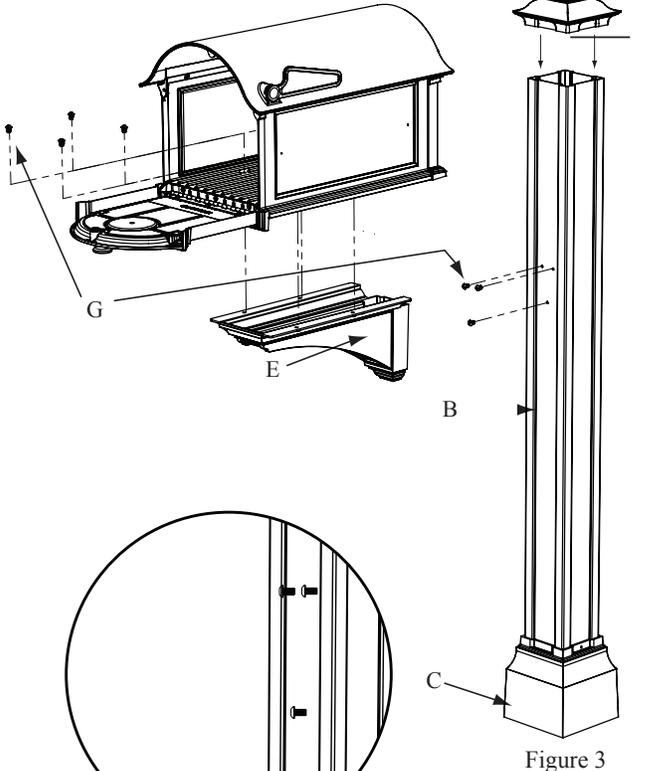
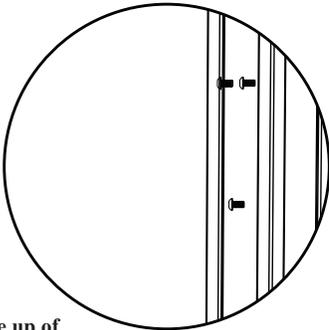


Figure 3

Close up of keyhole cutout installation



Close up of round cutout installation

