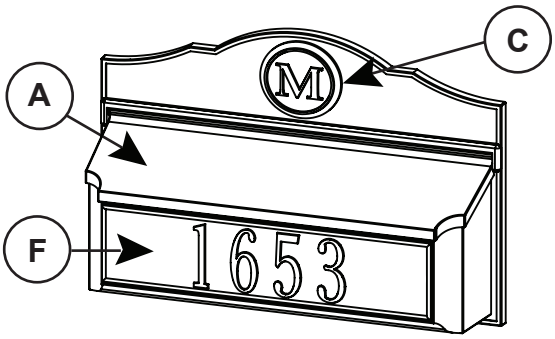
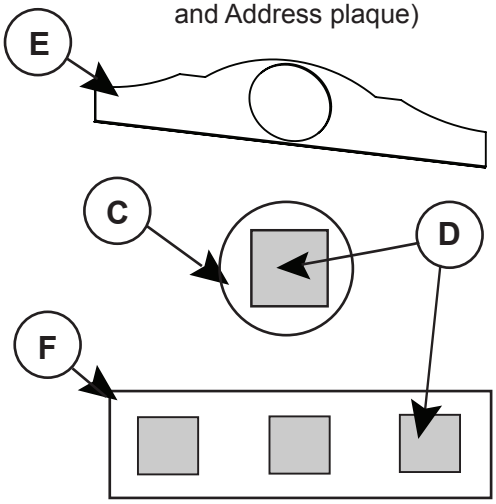
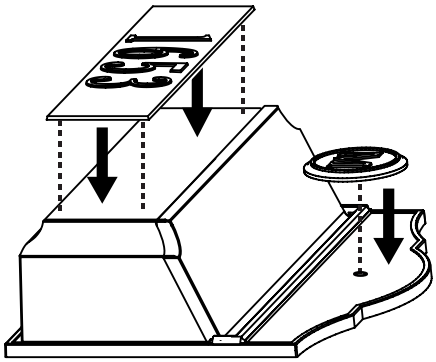
Whitehall

COLONIAL WALL MAILBOX

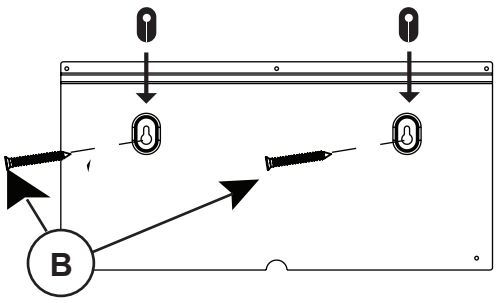


(shown with optional Monogram and Address plaque)





(place on the backside of mailbox to prevent water from entering keyhole)



Parts Included:

A) Mailbox Body

B) Mounting screws w/ rubber gaskets

Optional add-ons:

C) Monogram Plaque

D) 2" x 2" Tape Squares - 4

E) Alignment Guide

F) Address Plaque

Tools Needed (Not Included):

1) Drill & 1/8" Drill Bit

2) Level

3) Screw Driver

4) Pencil

5) Wall Anchor (if necessary)

Monogram attachment (Optional):

1) Locate optional monogram (C) and square tape (D). Remove one side of adhesive backer and apply squarely to back side of monogram.
2) Locate Alignment Guide (E). Cut out center circle and along the dotted profile. line up and place in the top portion of the mailbox.
3) Take monogram with adhesive attached, remove paper backing and align with the circle cut-out, set in place, ensuring proper alignment.
4) Press down firmly to activate adhesive

Address Plaque attachment (Optional):

1) Locate address plaque (F) and 3 tape squares (D). Remove one side of adhesive backer and apply squarely to the back side of address plaque.
2) Take address plaque with adhesive attached and align with front side of mailbox, set in place, ensuring proper alignment.
3) Press down firmly all over plaque to activate adhesive.

Wall Mounting:

1) Place mailbox on surface you will be mounting to, and from the inside of the mailbox locate the two keyhole cutouts. Pencil two marks for screws on wall you'll be mounting to.
2) Set mailbox aside, ensure the two points are level - then drill a hole at each pencil mark with 1/8" drill bit.
3) Place rubber gaskets on the keyhole between the mounting wall and mailbox.
4) Screw Mounting Screws (B) into pre-drilled holes leaving about .25" unscrewed. Use wall anchor (not included) if necessary.
5) Fix mailbox on to the two screws and ensure screws sit at the top of the keyhole in the mail box backplate.
6) Finish by tightening the mounting screws (E) until flush with the mailbox back plate.

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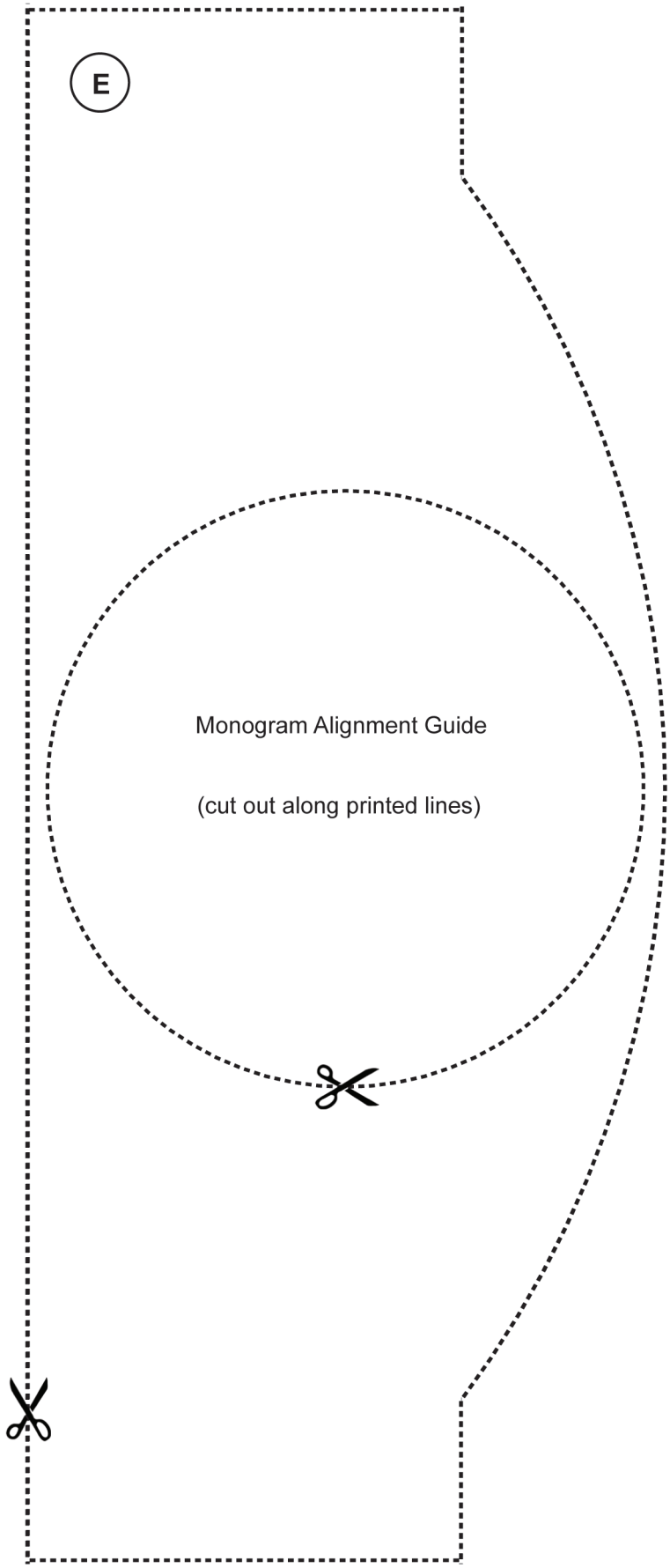
Need additional assistance? If you have questions about your mailbox you may call Whitehall Products Customer Service: 800.728.2164


E
Monogram Alignment Guide
(cut out along printed lines)