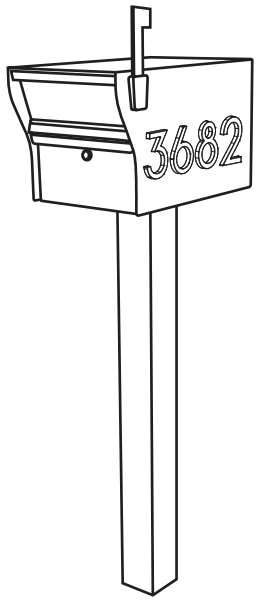
Mail Vault

Before installing your deluxe Whitehall mailbox post, consult your local branch of the US Postal Service for road setback requirement and height from roadbed or curb. Post is designed for a 40" average height from ground to base of mailbox.



TOOLS / MATERIALS NEEDED: *(not included)*

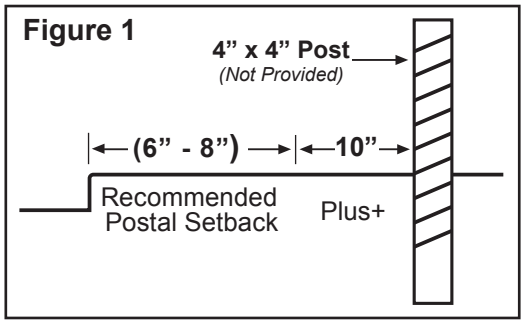
4" x 4" x 48" piece of treated lumber
Shovel
Drill with 3/16" drill bit
7/16" Socket wrench or adjustable wrench
Level

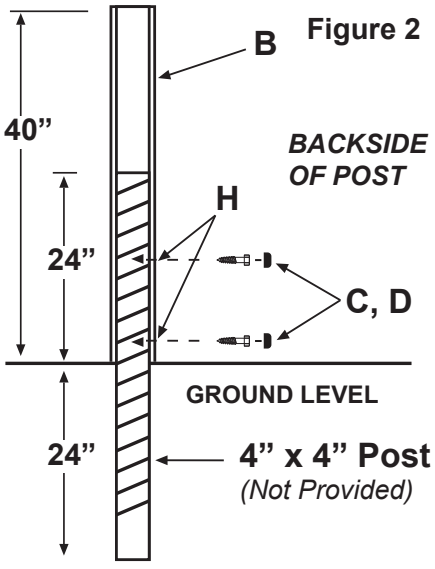
PARTS INCLUDED:

A Mail Vault Mailbox
B Mail Vault 40" Classic Post
C 2" Lag Bolts - 2
D Black Plastic Lag Bolt Covers
E 4" X 4" Adapter Plate
F 1/4"- 20 Hex head bolt - 4 w/ Allen wrench
G 5/16" - 18 Hex head bolt - 1 w/ Allen wrench
H 1 Tube Silicon Sealer

Optional Add Ons:

Modern Stand-Off Address Numbers
Magnetic Stand-Off Adapter Screws





Installation / Assembly of Post:

1 Purchase a 4" x 4" x 48" piece of treated lumber from your local lumber yard or home center.

2 From post office recommended road setback line, add 10 inches and mark position on ground for front edge of post. **(See Figure 1)**

3 Using Shovel, dig hole to a depth of 24" at marked spot. Place the 4"x 4" post into the hole so that at least 24" is sticking out of the ground. (See Figure 2)

4 Partially backfill the hole around the post. Using a level make sure the post is vertical.

5 Complete the back fill of the post hole, packing the earth firmly. Recheck to ensure it's vertical/upright and adjust if necessary, then repack soil.
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.

6 Slide plastic sleeve from post packaging to cover the exposed 4x4 wood post. Use scissors to cut excess. **This protects the wood post**

7 Slide aluminum post (B) over the partially buried 4x4 wood post and plastic sleeve ***with the two bolt holes positioned away from the road*** and the aluminum post resting on the ground. (See Figure 2)

8 Plumb the aluminum post to vertical and use 2 – 2" lag bolts provided (C) to secure aluminum post to treated post. (See Figure 2) Drilling pilot holes in the wood may be necessary. Please Note: Apply small amount of Silicon Sealer (H) in and around holes before securing the two bolts to the post. Finish tightening with 7/16 socket or adjustable wrench.

9 Use the plastic lag bolt covers (D) to cover exposed lag bolt once the silicone has dried.

CONTINUED ON BACKSIDE

©2025 Whitehall Products, LLC Customer Service: 800.728.2164 www.whitehallproducts.com AW-1143

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

Mail Vault

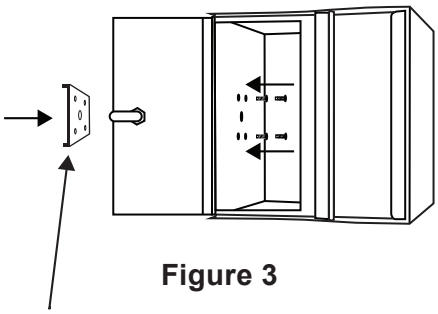
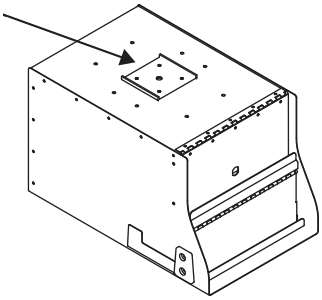


Figure 3

4” X 4” Adapter Plate



Mailbox Assembly / Installation on to Post:

1. Place Mail Vault (A) on it’s side on a clean surface, lay down soft cloth if necessary to avoid scratches.
2. Locate the (4) 1/4 hex head bolts, the 4x4 adapter plate, along with the smaller Allen wrench. Hold Plate up to the bottom side of mail vault and match up the center mounting holes. Ensure flat side of adapter plate is up against the bottom side and the adapter plates raised edges are facing out.
3. Begin threading the first hex head bolt through one of 4 mounting holes from the inside/bottom of the mail vault . Repeat with other bolts and tighten down firmly using Allen wrench. (See Figure 3)
4. Once adapter plate if firmly attached, final Mail Vault install is ready. Locate Large hex head bolt for center point mounting and large Allen wrench.
5. Bring Mail Vault to installed post. Raise into place and center adapter plate on top of 4” x 4“ post. From inside of Mail Vault begin threading large hex head bolt through center hole in mail vault and adapter plate. Use Large Allen wrench to continue tightening down, firmly tighten. (See Figure 4)

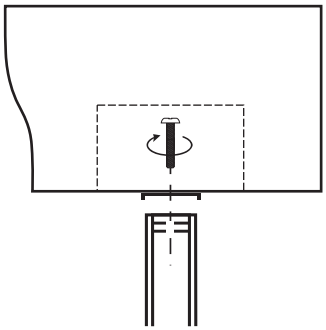


Figure 4

Magnetic Modern Stand - Off Address Assembly / Install

1. Gather your Modern Stand-Off Address numbers and included magnetic stand-off adapter screws. Remove Packaging
2. One by one begin to screw magnetic stand-off adapters into the one of two threaded holes on the backside of the Modern Stand-Off Address numbers. (See Figure 5)
3. Once all numbers have the stand-off magnets attached you’re ready to affix to your Mail Vault. The Mail Vaults Steel construction allows for the magnets to be affixed directly to the side without any additional hardware.
4. Placement of your Modern Stand-Off Address numbers is up to your discretion. Depending on how long your address is we recommend central/middle mounting. Use caution and do not drag magnets along Mail Vault surface, pull magnet away, off surface to readjust and to avoid scratches. Use an straight edge/ruler to ensure numbers are level, oriented correctly and evenly spaced (See Figure 6)

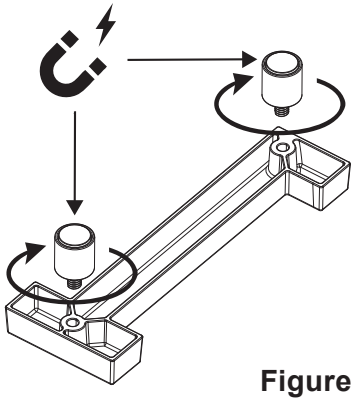


Figure 5

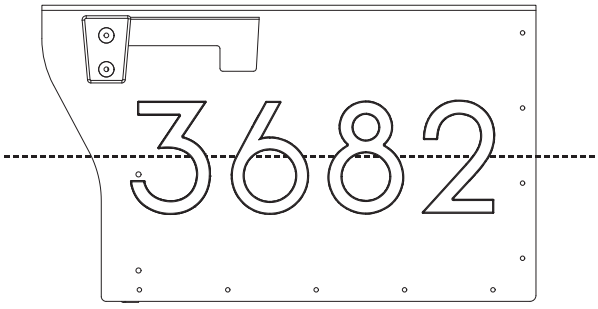


Figure 6

If you did not order Magnetic Modern Stand - Off Address numbers Please Contact Our Customer Service Team And place an Order Today

800-728-2164.

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