# Multi-Mailbox Post Assembly Instructions for Tri, Quad, and Quint

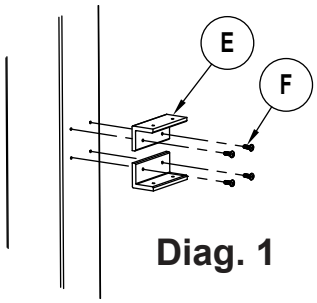
**Before installing your Whitehall MailVault post assembly, Consult MISSDIG at 811, consult your local branch of the US post office for road set-back requirement and height from roadbed or curb. Typically it is required that the front of the mailbox be 6”-8“ from the curb/street edge and the floor of the mailbox be 41” to 45” above the street level.**

## TOOLS NEEDED

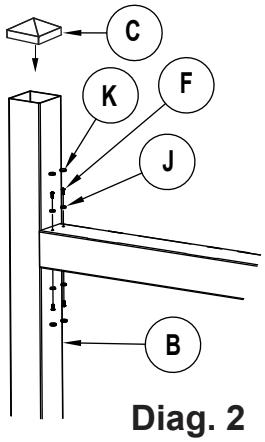
9/16” Socket plus socket wrench, pliers or 9/16” wrench,
Handled Philips screw driver, & rubber mallet

## PARTS

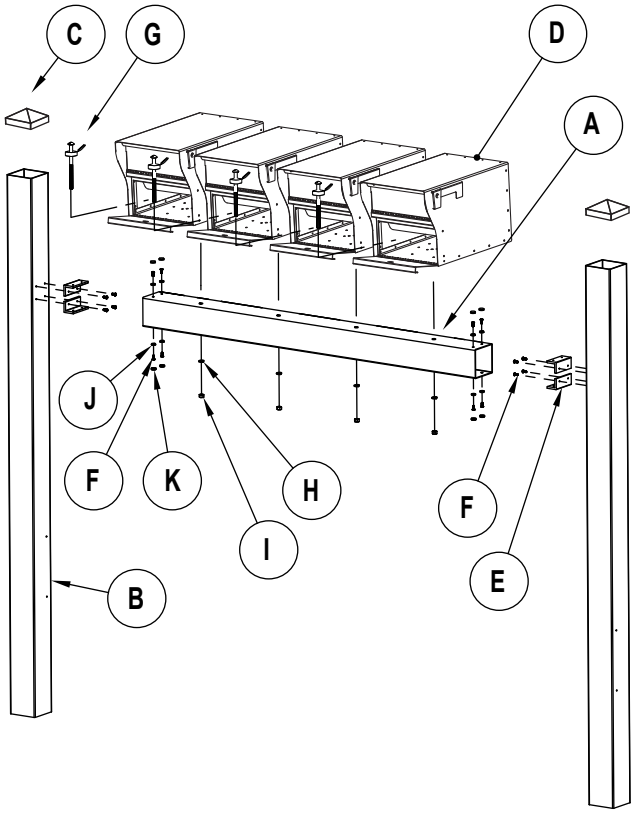
- **A** - 4”x 4”x (Tri, Quad or Quint) Cross Bar with Mailbox through holes
- **B** - 4”x 4” x 74” Vertical Posts x2
- **C** - Post Finials x2
- **D** - MailVault Mailboxes (Sold Separately)
- **E** - Angle Brackets x4
- **F** - #10 x 1/2” Pan Head PhilipsScrews x16
- **G** - 3/8-16 x 4.5” Hex Head Bolts (x3, x4, or x5)
- **H** - 3/8 Lock Washers (x3,x4, or x5)
- **I** - 3/8-16 Hex Nuts (x3,x4, or x5)
- **J** - Clear Plastic Cup Washer x 8
- **K** - Screw Caps (x8) (black)
- **L** - Hinged Bolt Head Cover (5x) - (black)




Diag. 1




Diag. 2




## POST ASSEMBLY

**1)** Attach 2 of the Angle Brackets (E) to the 4-hole configurations of a Vertical Post (B) using 4- #10 x 1/2” screws (F) provided. (See Diag. 1). The tapped holes of the Angle Brackets should be facing up and down.

**2)** Being sure the mailbox through holes are facing up, slide one end of the Cross Bar (A) over the Angle Brackets (E)(See Diag. 2) Using 4- #10 x 1/2” screws (F) through the Clear Plastic Cup Washers (J), Secure the Cross Bar to the Vertical Post. Cover the clear washers and screw heads with the Screw Caps (K).

**3)** Repeat steps 1 & 2 for opposite side of Cross Post and other Vertical Post.

**4)** Place Post Finial (C) on top of Vertical Posts (B) and gently tap down into place using a rubber mallet.

## SETTING THE POST INTO THE GROUND

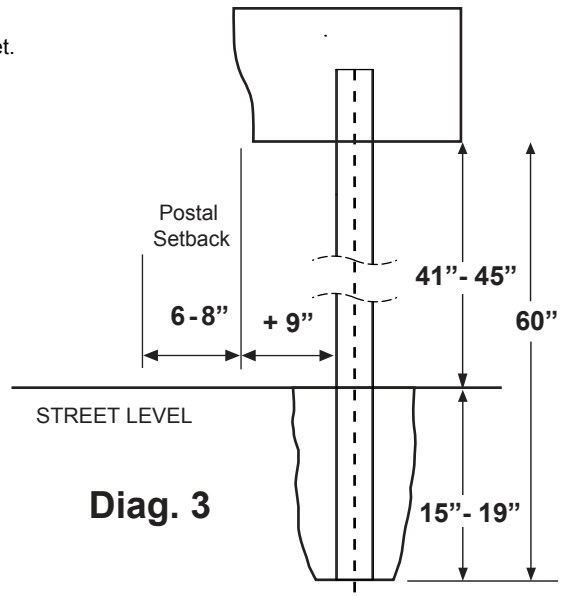
**1)** Consult **MISSDIG at 811** for possible interference with underground utilities. Also consult your local USPS post office for recommended road setback and height requirements in your area.

**2)** Establish 2 holes 6”- 8” back from road edge, add 9” and mark position on ground for front edge of post. These holes should be spaced the distance of the two posts’ total distance apart on the post center line.

**3)** Dig 15” to 19“ deep, ensure post are parallel to the road and recheck that post is 6”- 8” back from road edge plus 9”. (See Diag 3)

**4)** Place assembly into holes and partially backfill. Check to ensure cross bar is level and plumb on the vertical posts. Check and adjust to postal set back and height requirements.

**5)** Complete back-fill of post holes and pack the earth firmly.
*Note: for a permanent installation, use concrete mix to back-fill unless it is against USPS or local guidelines or laws.*




Diag. 3

***INSTRUCTIONS CONTINUED ON NEXT PAGE***



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

# Multi-Mailbox Post Assembly Instructions for Tri, Quad, and Quint

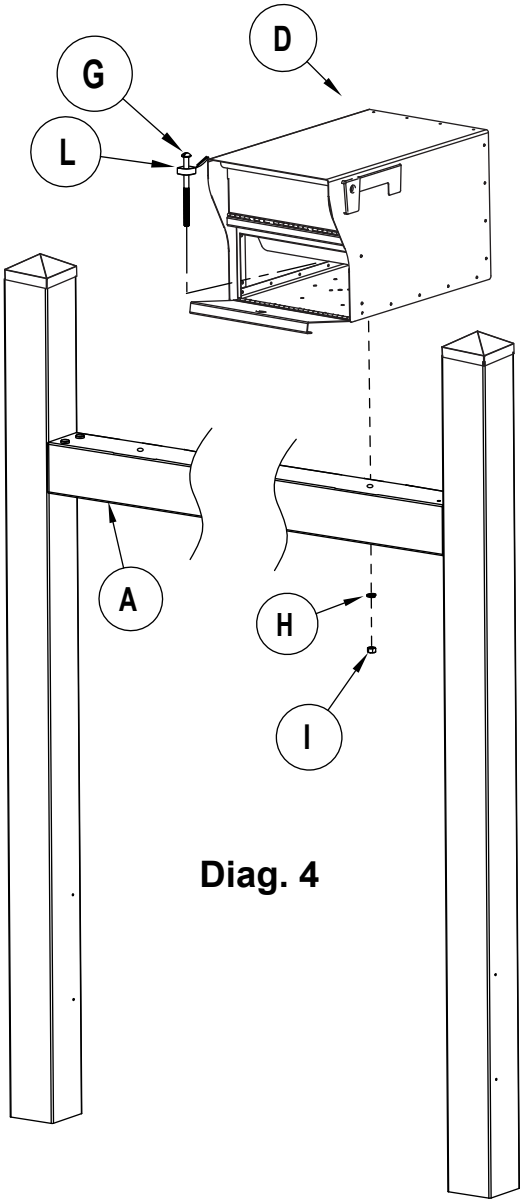
## ATTACHING MAILBOXES TO THE POST ASSEMBLY

**1)** Set the mailbox on the Cross Bar of the post assembly (A) so that the through hole on the bottom of the mailbox (see detail) is aligned with the through holes on the cross bar (See diagram 4).

**3)** Slide a Hinged Bolt Head Cover (L) onto the Hex Head Bolt (G)(see Diag. 5).

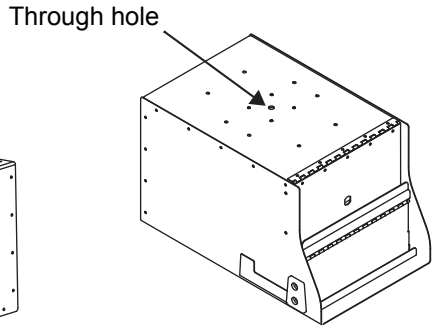
**4)** Reaching inside of the mailbox, insert the 3/8-16 x 4.5" bolt (G) with Hinged Bolt Head Cover (L) through the hole in the base of the mailbox and down through the Cross Bar (A).

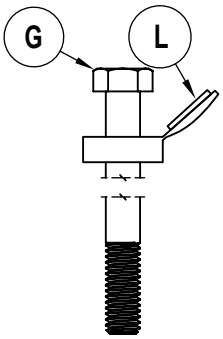
**5)** Place a Lock Washer (H) and Hex Nut (I) onto the bottom of the bolt (G). Using one wrench to keep the Hex Nut from turning, tighten the Hex Head Bolt with a second wrench. Ensure MailVault is facing forward and sitting squarely on cross bar (A). Firmly tighten down to prevent movement of MailVault. Repeat steps 1-5 for all additional mailboxes.




Diag. 4

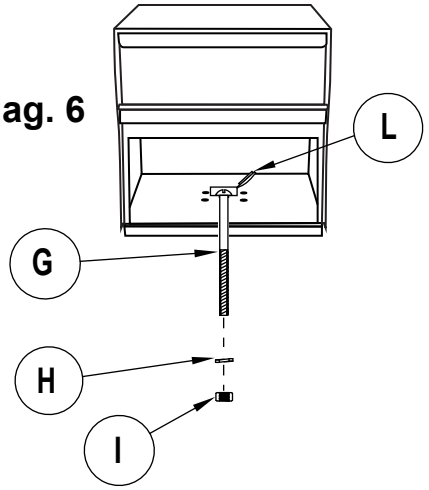
**DETAIL**

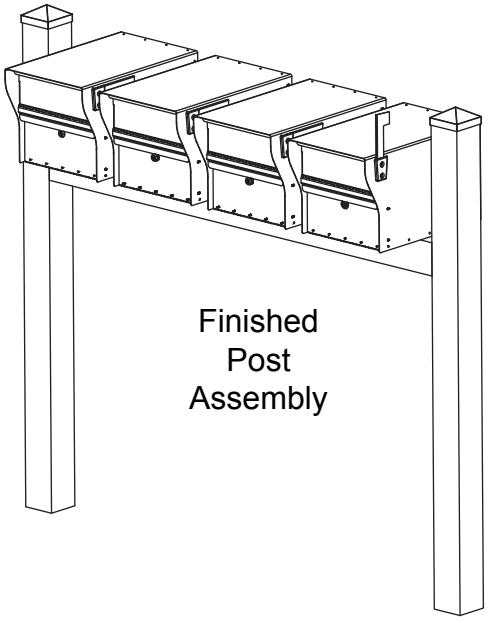



Diag. 5

Diag. 6



Finished Post Assembly

**IMPORTANT NOTE: Not all parts will be used depending on number of mailboxes mounted**



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