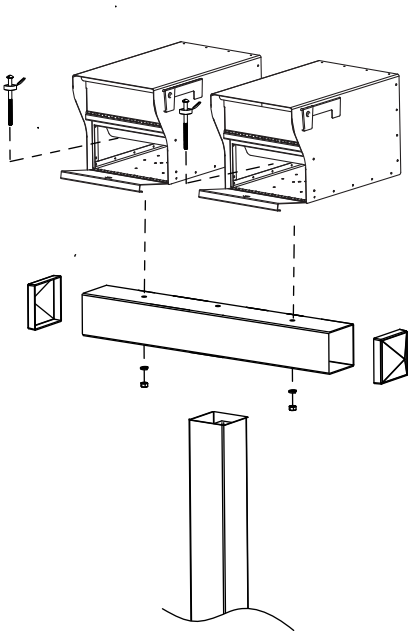
Multi-Mailbox Post Assembly Instructions for Duo

Before installing your Whitehall mailbox post, 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 1/2 wrench, and rubber mallet



PARTS

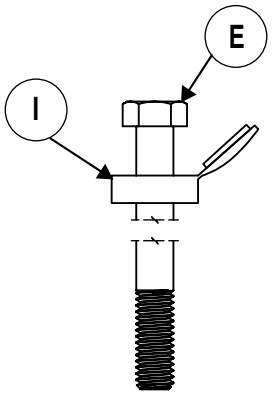
A- 4”x 4”x 30” Duo Mount Cross Bar with Mailbox through holes
B- 4”x 4” x 74” Vertical Posts x1
C- Post End Caps x2
D- MailVault x2
E- 3/8-16 x 5.5” Hex Head Bolt x1 **(longer post mount bolt)**
F- 3/8-16 x 4.5” Hex Head Bolts x2
G - 3/8 Lock Washers x2
H - 3/8-16 Hex Nuts X2
I - Hinged Bolt Head Cover (3x) - Black

POST ASSEMBLY:

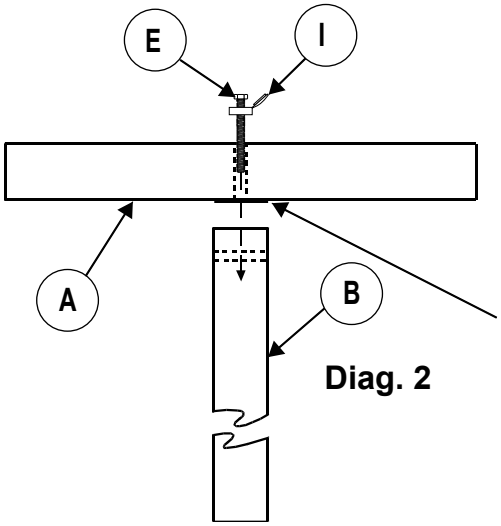
1) Slide a Hinged Bolt Head Cover (I) onto the Hex Head Bolt **(E - The longer of the 3 bolts included)** (See Diag. 1).

2) Using the Hex Head Bolt (E) with Cover, Attach the Cross Bar (A) onto the Vertical Post (B), making sure to position the cross bar with welded mounting squares facing down (see Diag. 2). Use 9/16 socket and socket wrench to tighten down. Once the Hex Head Bolt has been tightened, close the Hinged Bolt Head Cover.

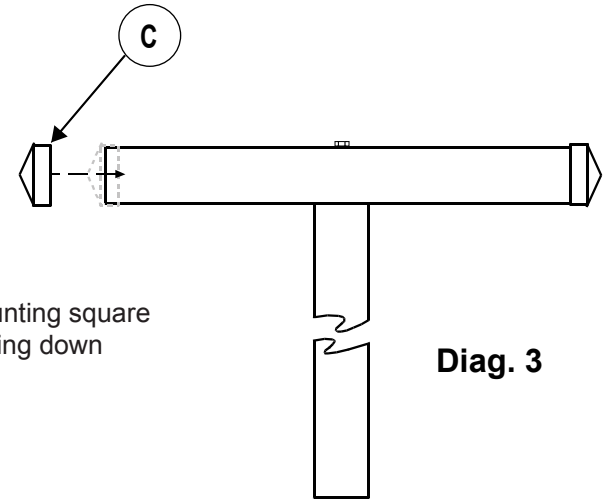
3) Attach the Post End Caps (C) onto the ends of the Cross Bar (A) by placing them over the end of the



Diag. 1



Diag. 2



Diag. 3

Instructions continued on next of page

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

Duo Mount | Capitol & Balmoral Multi-Mailbox Post Assembly Instructions

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.

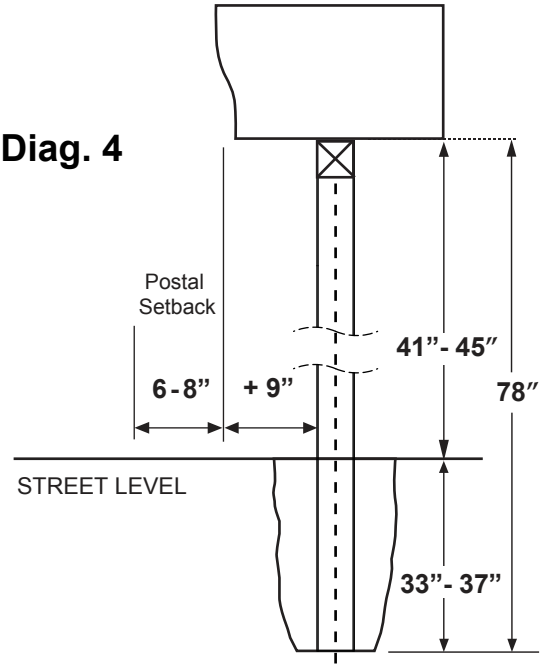
2) Establish a hole 6”- 8” back from road edge, add 9” and mark position on ground for front edge of post.

3) Dig 33” to 37“ deep, ensure post is parallel to the road and recheck that post is 6”- 8” back from road edge plus 9”. (See diag 4)

4) Place assembly into holes and partially backfill. Check to ensure cross bar is level and plumb on the vertical post. 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. 4



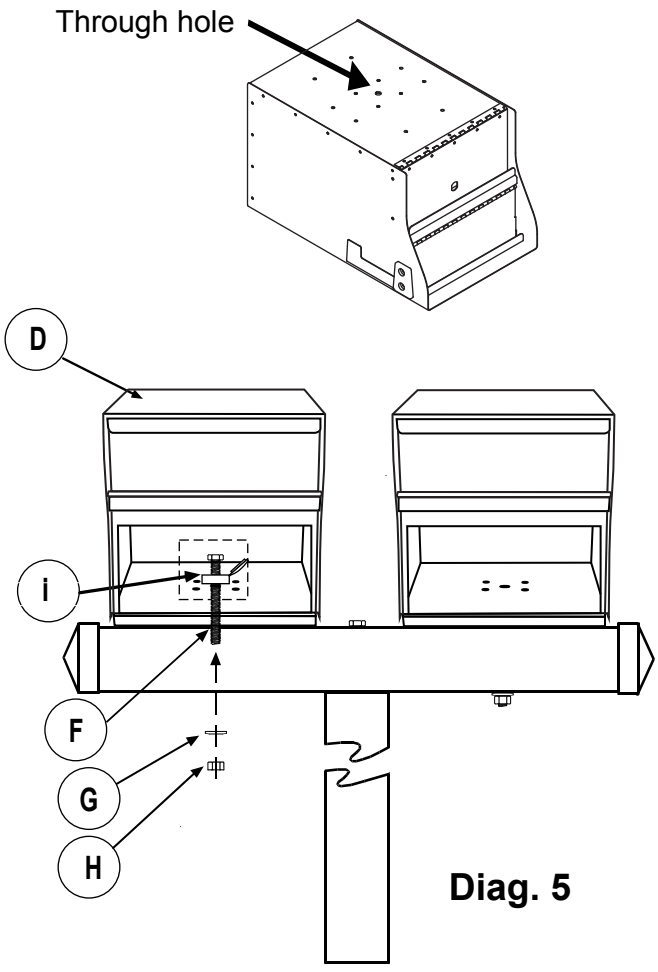
ATTACHING MAILBOXES ONTO THE POST ASSEMBLY

1) Set a mailbox (D) on the Cross Bar of the post assembly (A) so that the through holes on the bottom of the MailVault (*see image to right*) are aligned with the MailVault mounting hole on the top of the cross bar (See diag. 5).

2) Slide a Hinged Bolt Head Cover (J) onto the Hex Head Bolt **(F - the smaller 2 bolts included)** (see diag. 5)

3) Reaching inside of the MailVault, insert the 3/8-16 x 4.5” bolt (F) with Hinged Bolt Head Cover (I) through the hole in the base of the MailVault and down through the Cross Bar (A). (see diag. 5)

4) Place a Lock Washer (G) and 3/8-16 Hex Nut (H) onto the bottom of the bolt (F). Using 9/16“ wrench to keep the Hex Nut from turning, tighten the Hex Head Bolt with a 9/16” socket with socket wrench. Close the Hinged Bolt Head Cover. ***Repeat steps 1-4 for the second mailbox.***



Diag. 5

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