



ARCHITECTURAL
MAILBOXES®

Post Mount Mailbox | Model 5100 MOUNTING INSTRUCTIONS

Hardware

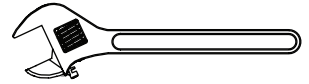
Mailbox mounting hardware is included with all new Architectural Mailboxes posts and 4x4 wood-post adapters. If you are using an existing post, not made by Architectural Mailboxes, please reference the mounting hole diameter and pattern in Option 2 to determine the hardware you will need for installation.

Tools (not included)

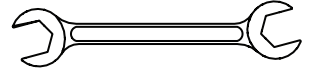
One Phillips Screwdriver



One Wrench



- or -

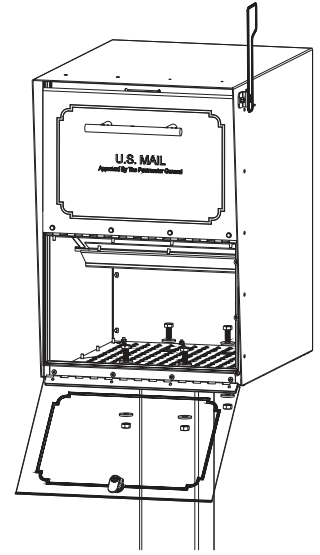


CUSTOMERS ARE REQUIRED TO CONTACT THE LOCAL POST OFFICE BEFORE INSTALLING THE MAILBOX TO ENSURE ITS CORRECT PLACEMENT AND HEIGHT AT THE STREET. GENERALLY, MAILBOXES ARE INSTALLED AT A HEIGHT OF 41-45 INCHES FROM THE ROAD SURFACE TO EITHER THE INSIDE SURFACE OF THE MAILBOX THAT THE MAIL IS PLACED ON BY THE CARRIER OR TO THE LOWEST EDGE OF MAIL ENTRY (FOR LOCKED MAIL SLOT DESIGNS) AND ARE SET BACK 6-8 INCHES FROM THE FRONT FACE OF CURB OR ROAD EDGE TO THE MAILBOX DOOR.

Option 1

For use with compatible Architectural Mailboxes posts and adapters...

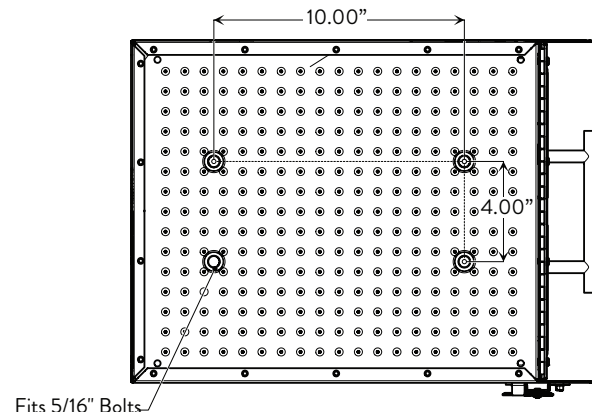
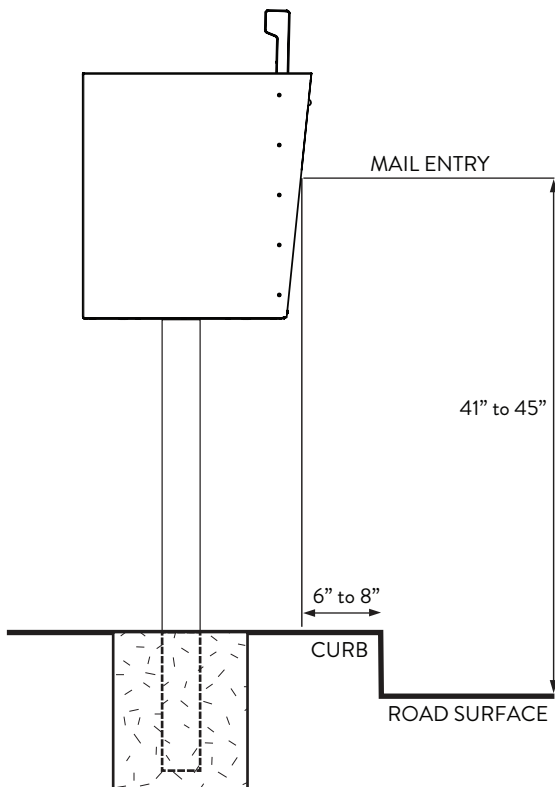
Align the mailbox mounting holes with the holes in the mounting plate. Attach the mailbox to the mounting plate using the hardware included with the Architectural Mailboxes post or adapter.



Option 2

For use with non-Architectural Mailboxes posts...

Identify if your existing post or mounting surface has a matching hole pattern with the mailbox. If there are no matching hole patterns, you will need an adapter plate or piece of wood to drill the mounting holes into. Architectural Mailboxes does **not** recommend drilling new holes in the mailbox, as that will expose untreated metal and void the product warranty. Use the drawing below for suggested bolt sizes to use with your mailbox.



Questions, Comments, Concerns?



www.architecturalmailboxes.com



support@architecturalmailboxes.com

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Find us on social media!



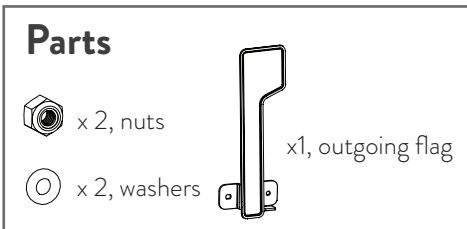
@archmailboxes

Before You Begin

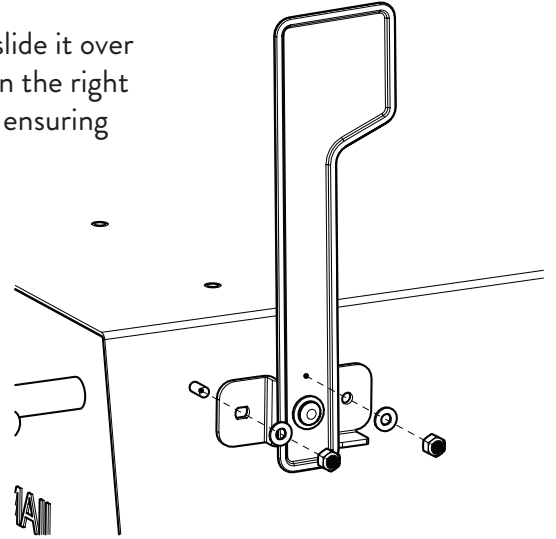
Outgoing Flag

Your new mailbox comes fully assembled with the exception of the included outgoing flag. **The outgoing flag should be attached before proceeding to mount the mailbox to its post.**

To attach the flag, slide it over the threaded rods on the right side of the mailbox, ensuring proper orientation.

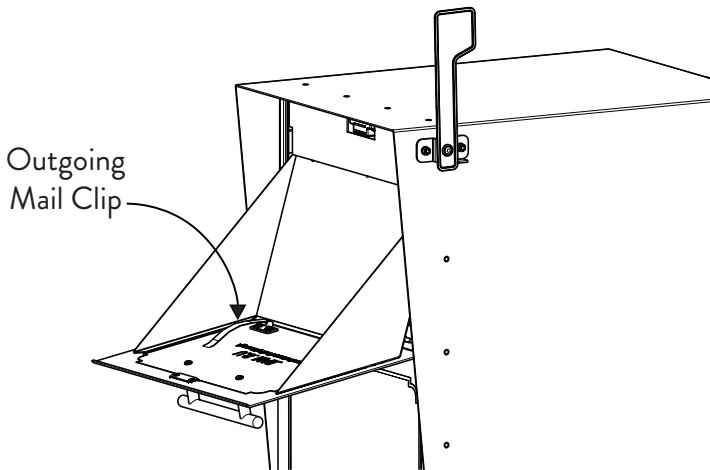


Then, place the washers over the rods and secure the flag with the nuts. Tighten the nuts with a wrench.



Outgoing Mail

To leave mail for your carrier to pick up, place it under the outgoing mail clip inside of the hopper door and raise the outgoing flag. Upon your carrier's next delivery, they will retrieve your outgoing mail and lower the flag.



Keys

Your new mailbox comes with two keys. The keys allow access to the storage compartment. To retrieve incoming deliveries, simply open the access door at the bottom of the box. **IT IS IMPORTANT TO NOTE THAT IT IS NOT THE RESPONSIBILITY OF MAIL CARRIERS TO OPEN MAILBOXES THAT ARE LOCKED, ACCEPT KEYS FOR THIS PURPOSE, OR LOCK MAILBOXES AFTER DELIVERY OF THE MAIL.**