Standard 3" Round In-Ground Mailbox Post (Model 7516) Assembly Instructions

Thank you for purchasing this premium mailbox post. We know you'll be satisfied with the years of service it will provide. If you have any questions about how to assemble or install this product, or if you need any replacement parts, please call us directly at (310) 374-5700 or contact us at support@architecturalmailboxes.com.

Assembly Instructions

### Tools (not included)

Two Crescent or Open End Wrenches

- or -
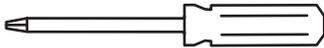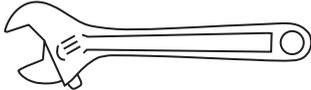
Hardware (included)

To attach the top plate to the post:

x 4, medium hex bolts

x 8, medium washers

x 4, medium hex nuts

To attach the mailbox to the top plate (using floor mount holes):

x 4, large hex bolts
(*used for holes on top of plate*)

x 8, large washers

x 4, large hex nuts
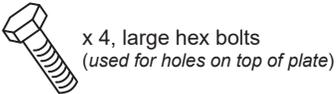
To attach the mailbox to the top plate (using side mount holes):

x 4, long pan head screws

x 4, small hex nuts

x 4, spacers
(not used for all configurations)
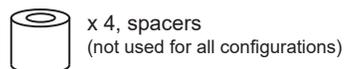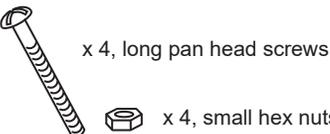
1 Attach the mounting plate into the post using the 4 small bolts, washers and nuts.
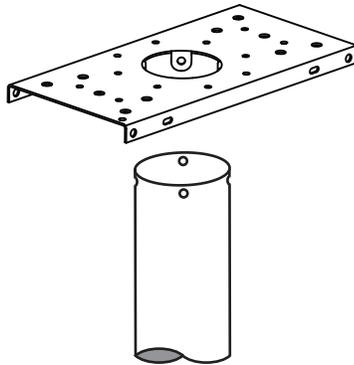
2 Install the assembled post into the ground as described in the instructions for the mailbox.

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Ensure that the mounting plate is facing toward the street before installing into the ground.

A concrete footing is highly recommended for cantilever style posts. Typical post depths range from 12"-18" and may vary based on your installation application. Pay particular attention to the location, height, and distance from the street.
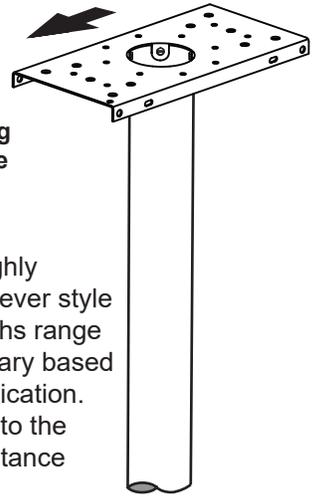
3 The method for installing the mailbox onto the post and the post into the ground depends on the type of mailbox being used. Refer to the instructions included with your mailbox for the remainder of the installation.

If your mailbox has holes in the floor, use the 4 large hex bolts, 8 large washers and 4 large hex nuts to attach the mailbox to the top of the plate.

If your mailbox has holes along its sides, use the 4 long pan head screws and 4 small hex nuts to attach the mailbox to the side of the plate. For wide mailboxes, you may want to use the 4 spacers included.

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