

MailCase Locking Mailboxes

Installation Instructions

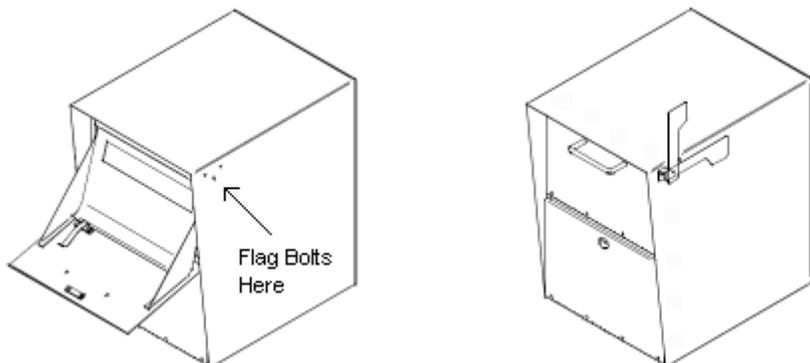
Congratulations on the purchase of your new MailCase locking mailbox.

Are you installing the MailCase inside a masonry enclosure?

- Do not bolt the flag on the mailbox
- Use a qualified contractor to install your mailbox in a masonry enclosure

Are you installing the MailCase using a steel post also from MailCase?

- Using a screwdriver, mount the flag onto the mailbox as shown using the bolts provided:



Delivery of Every Day Mail

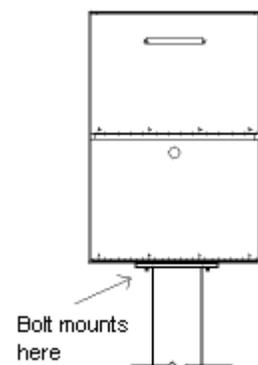


Delivery of Packages

- 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 THE INSIDE FLOOR OF THE MAILBOX OR POINT OF MAIL ENTRY (LOCKED DESIGNS) AND ARE SET BACK 6-8 INCHES FROM THE FACE OF CURB OR ROAD EDGE TO THE MAILBOX.
- Once the proper height and placement are determined install the post such that the total height of the mailbox mounted on the post meets the above requirements.
- For posts installed in the ground, dig a hole at the appropriate depth and place the post in the hole taking care to make sure it is straight up and down. Install concrete in the hole to secure the post and allow concrete to set.
- For posts installed on a hard paved surface you will need to use a qualified contractor to install the post. If you decide to install it yourself, you will need to go to your local hardware store and rent a hammer-drill and buy 4 anchor bolts of the appropriate size. You will also need to buy washers and nuts to go along with the anchor bolts.
- After your post is securely installed, then you are ready mount the mailbox onto the post. This step will require some basic wrench tools. Open the bottom door of the mailbox and line up the holes in the bottom of the mailbox with the holes in the top plate of the post. Place the four- (4) large bolts provided through the holes in the bottom of the mailbox and out through the holes in the plate on the top of the post. Fasten the mailbox securely using the washers and bolts as shown:

Are you installing the MailCase mailbox with your own wood or metal post?

- Using a screwdriver mount the flag on the mailbox as shown above.
- Use a qualified contractor to install the mailbox on a wood or a metal post that you already have.



IT IS IMPORTANT TO NOTE THAT IT IS NOT THE RESPONSIBILITY OF THE MAIL CARRIERS TO OPEN MAILBOXES THAT ARE LOCKED, ACCEPT KEYS FOR THIS PURPOSE, OR LOCK MAILBOXES AFTER THE DELIVERY OF MAIL.

See www.mailcase.com for additional installation help!