










# INSTALLATION INSTRUCTIONS

## Instucciones de instalacion

### WHEN INSTALLING OVER NEW HANDY POST NO-DIG SUPPORT

1 5/8" x 72" Galvanized Steel Pipe with (2) Spacers

**Tools Required:** T-Post Driver  or 2-3lb Sledge Hammer  ; Level  ; 7/16" Open End  or Crescent Wrench  ;  
Cordless Drill w/ #3 Square Head Bit  or #3 Square Head Driver  **Optional:** Step Ladder  ; PVC Cement 

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- Step 1 - Locate the desired spot for your new Handy Post. Be fairly certain there won't be rock or roots below the ground surface.
- Step 2 - Slide your two Black Spacers together in the middle of the pipe (3ft off each end). Slightly tighten to temporarily secure.
- Step 3 - Drive the Pipe with a T-Post Driver or small Sledge Hammer (use ladder if necessary), keeping the pipe as level as possible.  
Note: It is recommended to drive the Pipe a minimum of 24" in the ground. 30" is preferred.  
Note: Make sure the Pipe is not more than 52" above ground when finished.
- Step 4 - Loosen the bolts on each Black Spacer and slide one down to 12" above the ground and the other up to 12" from top of Pipe.
- Step 5 - Square both Spacers the same so the Handy Post will face the proper direction.
- Step 6 - Tighten the bolts on each Black Spacer firmly with your wrench.
- Step 7 - Slide the vinyl 4"x4"x54" sleeve over the Pipe and Spacers until it rests on the ground.
- Step 8 - Use (1) screw from the Handy Post Kit and place it just below the lower Spacer (11.5" off ground) in the rear of the sleeve.  
Note: The screw will only be going through the vinyl, but it will keep the sleeve from up lifting by hitting the Spacer.
- Step 9 - Bring the 5"x5"x24" vinyl arm down over the vertical sleeve by inserting through both 4" square holes.
- Step 10 - You can locate the arm anywhere along the upright. Check with your local Post Office for mailbox height regulations.
- Step 11 - Use (4) screws from the Handy Post Kit to secure the arm in the pre-drilled holes. Two on each side.  
**CAUTION:** Do not over tighten the screws. Once the vinyl begins to indent, back the screw off until the vinyl is smooth.
- If you are using the Handy Post as a **Sign** or **Planter** Post, secure the additional cap (included) with a touch of PVC cement.  
**CAUTION:** Be careful not to allow cement/glue to get on the outside of the Arm or Cap, as it will turn yellow from the sun.
- Visit [www.thehandypost.com](http://www.thehandypost.com) for Optional Enhancements and photos of Handy Post installations.
- **WARNING:** When attaching a mailbox to the Handy Post arm, use screws that do not protrude over 1/4" inside the arm. This can lead to interference with objects being placed inside the arm, or can cause injury when reaching inside the arm.