

CHALET MAILBOX DELUXE POST ASSEMBLY INSTRUCTIONS

You will need the following tools: Drill with 1/4 inch drill bit, Adjustable wrench, Level

Parts:

A - Chalet Mailbox
B - Mailbox Mounting Plate
C - 3 Inch Post
D - Post Base
E - Finial
F - Bracket
G - Post Adapter

Deluxe Post Hardware Kit:

H - 10-24 x 3/8" Carriage Screw x2
I - 10-24 x 1/2" Carriage Screw x2
J - #10 Split-Lock Washer x4
K - 10-24 Hex Nut x4
L - 1/4-20 x 1" Socket Head Screw x2
M - Large Diameter Flat Washer x2

N - 1/4-20 by 5/8 in Socket Head Screw x3
O - 1/4-20 Hex Nuts x2
P - 1/4" Split-Lock Washer x2
Q - clear plastic cup washer x1
R - Screw Cover x4 (use matching color)
Hex Wrenches

Newspaper Box Hardware Kit (provided with newspaper box):

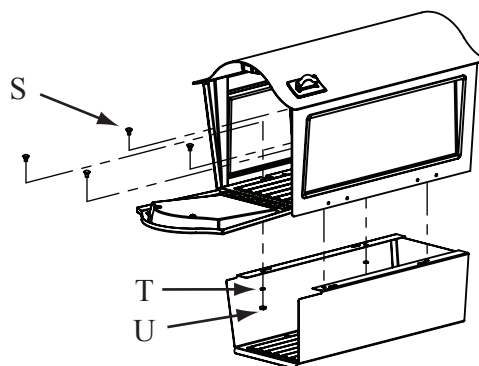
S - 5mm x 15mm Carriage Screw x4
T - 5mm Split-Lock Washer x4

U - 5mm Hex Nut x4
8mm Metric Wrench

Before installing your classic Chalet mailbox post consult your local branch of the US Post Office for the required placement and height at the street. Generally, mailboxes are installed at a height of 41-45 in. from the road surface to the inside floor of the mailbox and are set back 6-8 in from front face of curb or road edge to the mailbox door.

To attach a newspaper box to the mailbox:

- 1) Align the newspaper box onto the bottom of the Chalet mailbox so that the four square holes in the mailbox bottom align with the square holes in the top of the newspaper box.
- 2) Place the four 5mm carriage screws (S) down through the square holes in the bottom of the mailbox so that they travel through the newspaper box. Place the lock washers (T) and hex nuts (U) onto the carriage screws and firmly tighten using the 8mm wrench provided.

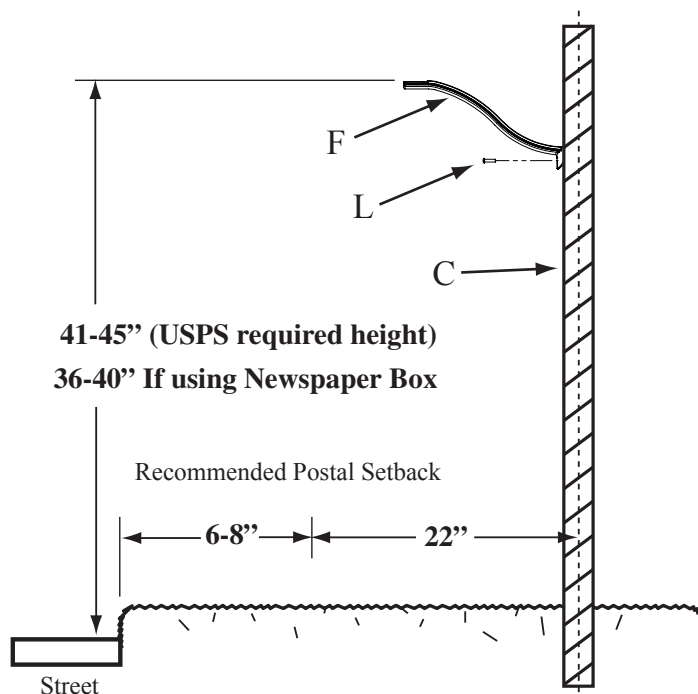


Post Installation:

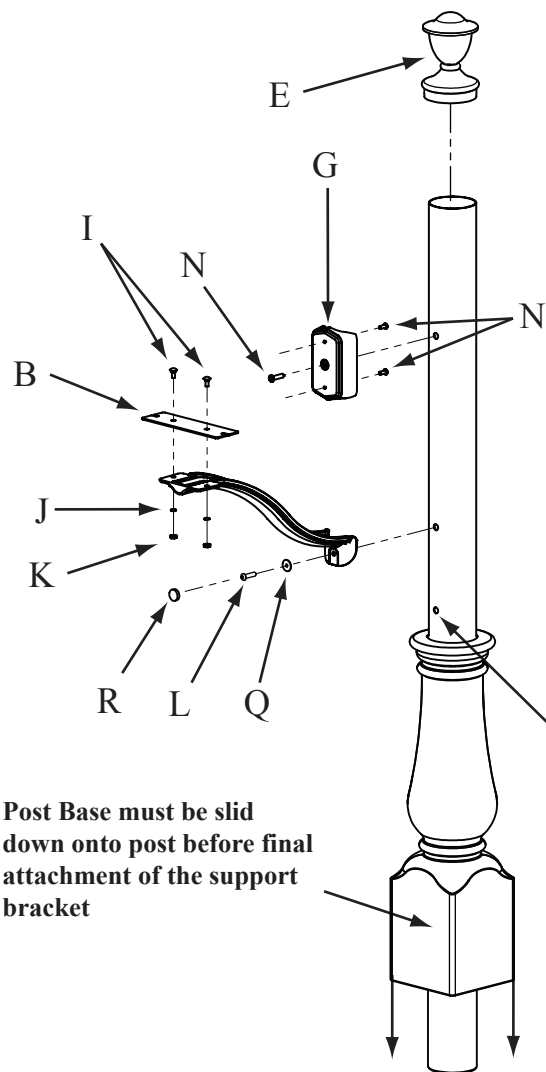
- 1) Using the 5/32 in. hex wrench provided, remove either the middle set screw (no newspaper box) or the bottom set screw (with newspaper box) from the post (C). The alternate hole is not needed and the hole should be filled with the set screw provided.
- 2) **Temporarily** attach the bracket (F) to the post as shown with the 1/4-20 X 1 inch socket head screws (L).
- 3) Add 22" to the post office recommended road setback distance (app. 28 – 30 inches total) and mark the position on the ground for the center of the post (See diagram 1). Dig a hole down at the mark so that the top of the bracket mounting plate is at the same as the height required by your local branch of the US Post Office.

Note: If you are using a newspaper box and the bracket is temporarily attached to the bottom hole in the post, the height at the top of the bracket should be 5-1/2 inches below the height required by your local branch of the US Post Office.

- 4) Use a level to make sure the post is vertical and using the minimal amount of earth to allow the post to stay in position, partially backfill the hole around the post and tamper. Pour a concrete footing around post up to ground level and recheck for vertical. Allow concrete to set 24-36 hours before continuing with assembly.



NOTE: Before using concrete to secure your mailbox post, you must first check with your local U.S. Post office and County Road Commission to ensure that it is not a violation of your local laws/guidelines.



Post Base must be slid down onto post before final attachment of the support bracket

Post Installation continued:

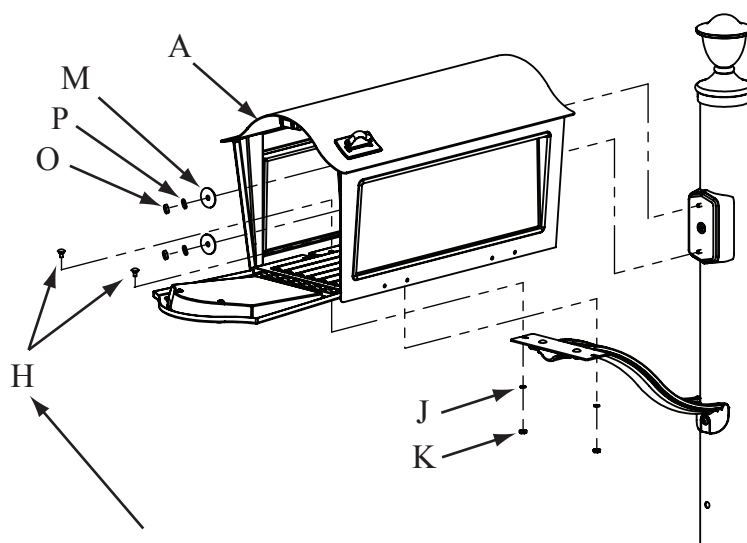
- 5) Remove the bracket from the post. Carefully slide the Post Base (D) over post until it reaches the ground. Using the hex wrench provided, tighten set screw at the top of the base.
- 6) Using the two 10-24 X 1/2 inch carriage screws (I), split-lock washers (J), and hex nuts (K), secure the mounting bracket plate (B) to the bracket (F) as shown (diag. 2). To return the bracket to the post, slide the screw (L) through the clear plastic cup washer (Q), through the hole in the bracket, and into the post threads and tighten. Select the screw cover (R) with the appropriate color and snap it onto the plastic cup washer to cover the screw.
- 7) Thread the two 1/4-20 by 5/8 inch Socket Head screws (N) through the backside of the post adapter (G) and tighten with hex wrench. Using another 1/4-20 X 5/8 inch socket head screw (N) into the top hole of the post, secure the post adapter to the post as shown.
- 8) Place the finial (E) over the top of the post and secure using the set screw with the hex wrench provided.

NOTE: If you are using a newspaper box you should attach the bracket to the bottom hole

The other hole should be filled with set screw provided

To Attach Your Mailbox To The Post:

- 1) Cut out the drilling template provided with scissors and place it on the backside of the mailbox. Using a drill and 1/4 inch drill bit (not provided) drill two holes through the back of the Chalet Mailbox (A).
- 2) Set the mailbox onto the bracket and slide it back toward the post until the two screws of the post adapter are through the holes in the back of the mailbox.
- 3) Reach inside the mailbox and place the two large diameter washers (M), Split Lock washers (P), and two hex nuts (O) onto the screws and tighten.
- 4) Place the two 1/4-20 X 3/8 inch carriage screws down through the square holes in the bottom of the mailbox or newspaper box (if used) so that they travel through the mounting plate on the bracket. Place the lock washers and hex nuts onto the carriage screws and firmly tighten.

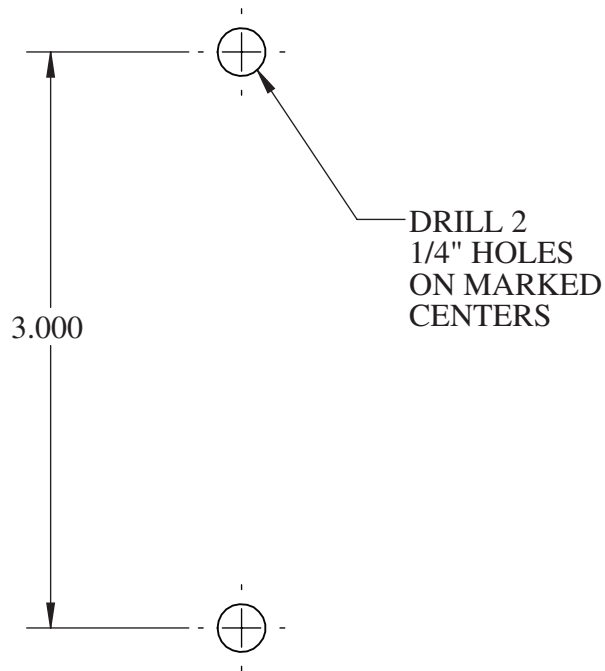


NOTE: If you are using a newspaper box the carriage bolts (H) should be down through the square holes in the bottom of the newspaper box so that they travel through the mounting plate on the bracket.

CHALET MAILBOX DRILLING TEMPLATE

FOR USE WITH DELUXE POST

WHITEHALL PRODUCTS, LLC
Customer Service: 1-800-728-2164
AW-678



cut along dotted line