



LETTER LOCKER IN-GROUND INSTALLATION INSTRUCTIONS

FLAG INSTALLATION:

Install the flag on the right side of the mailbox by placing the nylon washers onto the 3/4" long machine screws. Now insert the screw & washers thru the flag, thru the brass bushing, and then thru the side of the mailbox. Place nuts on the inside of box and tighten, using a 3/8" wrench and a Philips screwdriver to tighten. (Figure A)

LOCK AND KEYS:

The Letter Locker comes with 3 gold keys for standard locks and 2 silver keys with the upgrade (Medeco deadbolt) lock. **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 to lock mailboxes after delivery of the mail.**

INSTALLATION REGULATION:

* Curbside mailboxes must be placed so that they may be safely and conveniently serviced by the mail carrier, without leaving their vehicles, and must be located on the right hand side of the road in the direction of travel of the carrier. Carriers are subject to the same traffic laws and highway regulations as are other motorists.

**** 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" from the road surface to the inside floor of the mailbox or point of mail entry (locked design) and are set back 6" – 8" from front face of curb or road edge to the mailbox door.**

Contact your local USPS by calling 800-275-8777.

INSTALLING IN-GROUND POST / BOX:

Posthole Dig a hole 8" round by 24"-30" deep. Mix 1 bag of ready mix concrete with water in a wheel barrel, pour the mix into the hole. Dent the bottom of the post with a hammer. This will make the post stick in the concrete and not turn once it has set up. Place the post into hole filled with concrete. (FIGURE C) On single unit installations, you may install the box to the post before setting the post into the concrete.

CONDITIONAL LIFETIME WARRANTY:

With proof of purchase, the Letter Locker is conditionally warranted for as long as you own it. The warranty extends to manufacturing defects and any failure of moving parts under normal use. However, the warranty does not extend to deliberate or accidental damage or lock replacement. This warranty does not extend to the finish, rust, or weathering. ***We recommend you install your mailbox away from sprinklers as nature may take its course and rust the mailbox.***

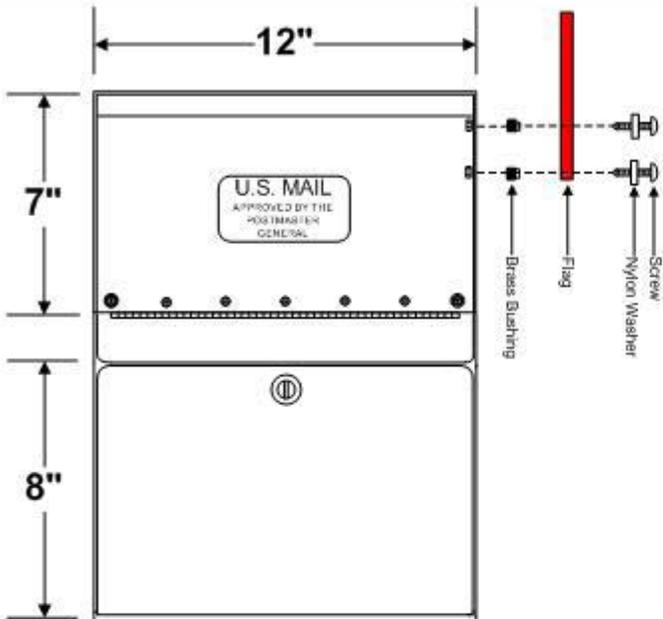


FIGURE A - Flag Installation

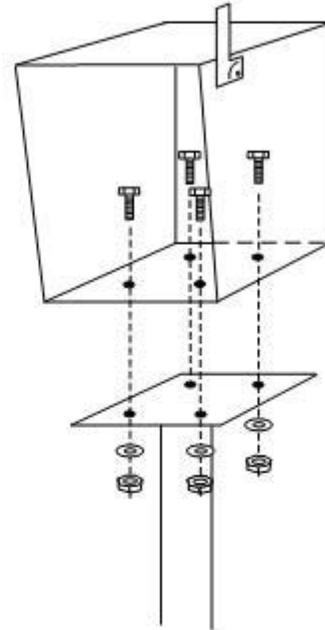


FIGURE B - Post to Box

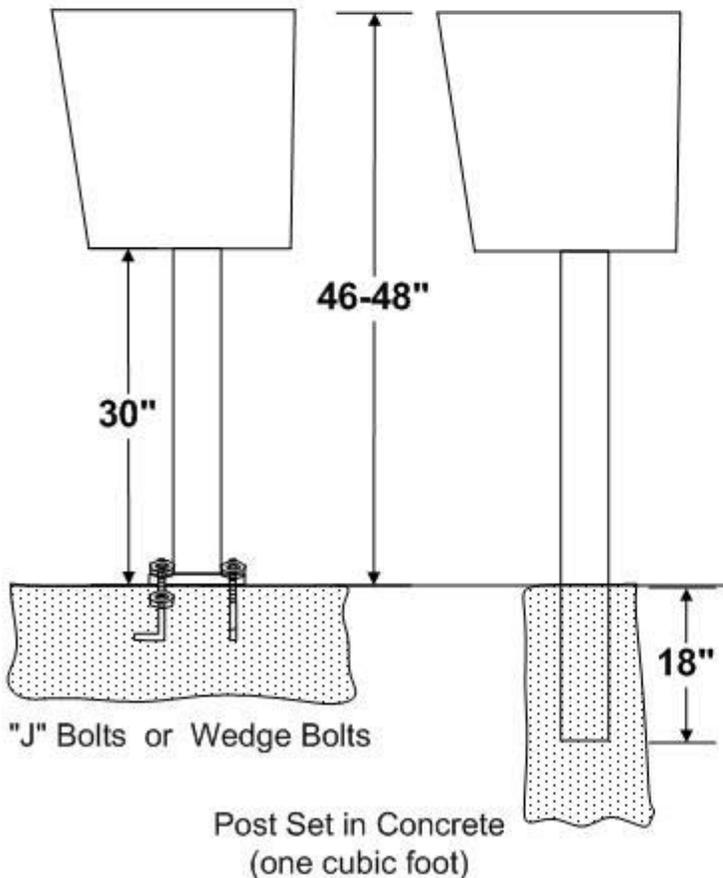


FIGURE C - Ground Installation

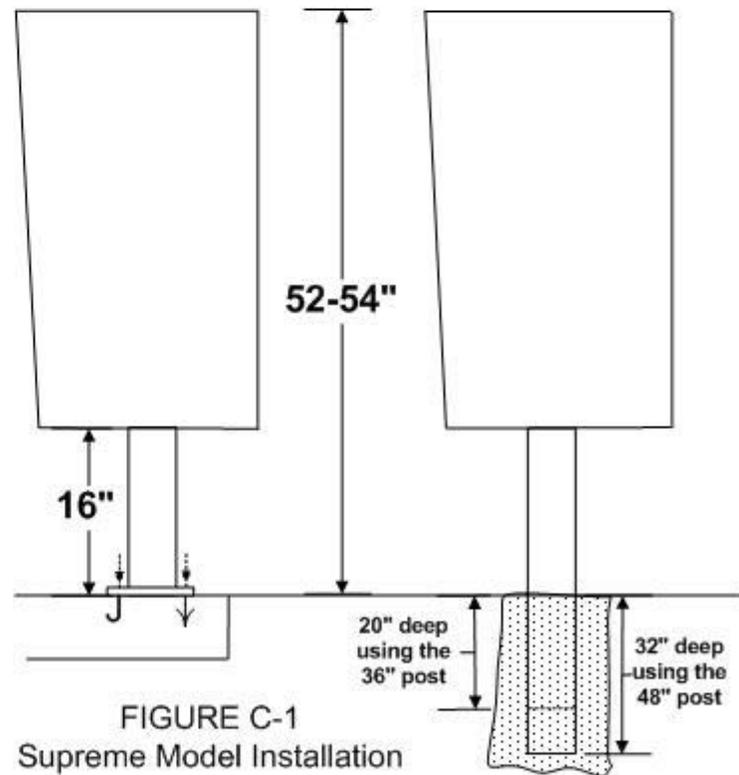


FIGURE C-1
Supreme Model Installation

NOTE: All installations should be unobstructed and clear of driveways to allow safe curbside service of the mailbox by the carrier. Installations should be located on property lines on the right side of the road, in the direction of travel of the carrier. Consult with your postmaster for local instructions