

Mail Chests – 4350

Bolt Mounted Pedestal Installation Instructions

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Installing the Bolt Mounted Pedestal

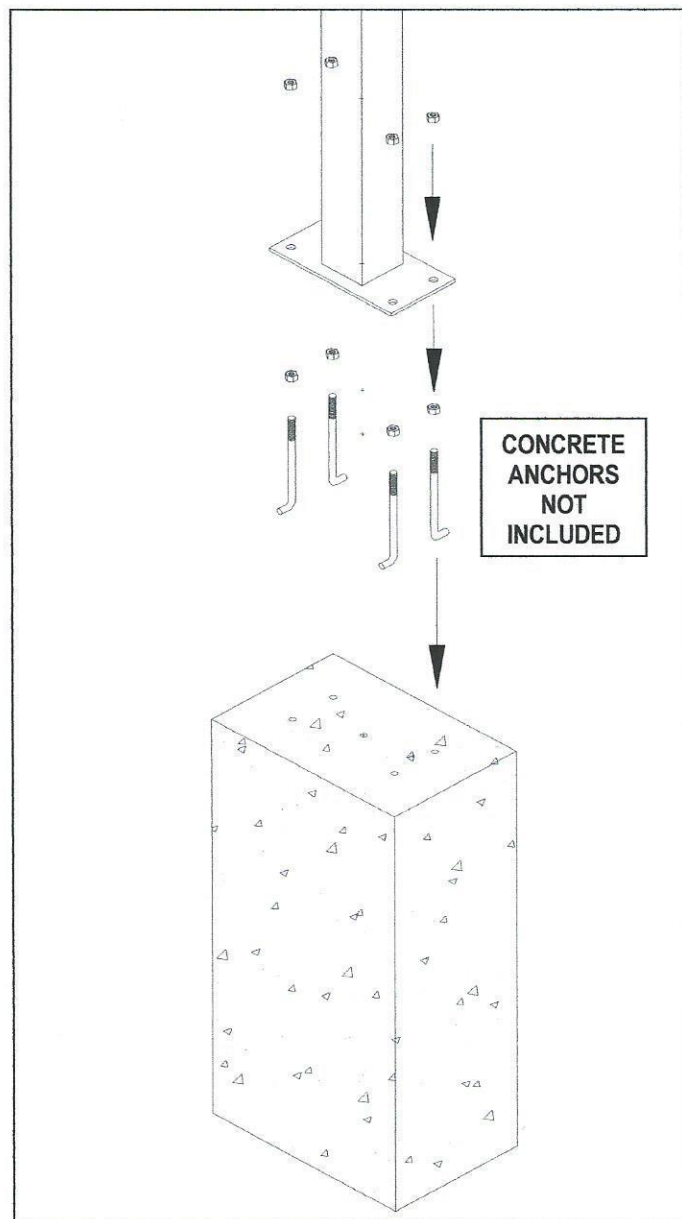
When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. 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 lock mailboxes after delivery of the mail.

To install the bolt mounted pedestal, begin by digging a hole for the concrete footing and then prepare the concrete. The top surface of the footing should be about 12" by 18". See the illustration for the relative position of the rectangular footing to the pedestal and mailbox. The concrete should extend into the ground 24" or greater if your local frost line is deeper. Installing the concrete below the frost line will prevent movement during ground freezing and thawing. The bottom of the hole for the concrete footing should be filled with a depth of about 6" of gravel to promote drainage under the post. The top of the footing should be sloped for water runoff.

When digging the hole for the footing, be careful to not puncture water, sewer, or gas lines.

Hardware for attaching the pedestal to the concrete footing is not included. J-bolts are shown in the illustration as an example. The concrete footing should include reinforcing steel and four (4) 1/2" anchor studs protruding at least 1" above the concrete surface. Place the anchor studs in a 4" x 10" pattern in the concrete to align with the holes in the pedestal base.

When the concrete has cured sufficiently, install four (4) leveling nuts on the anchor studs. Set the pedestal on the leveling nuts with the four (4) anchor studs protruding through the holes in the pedestal base plate. Adjust the leveling nuts to square up the pedestal. Install four (4) nuts and washers on the anchor studs and tighten securely.



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In-Ground Mounted Pedestal Installation Instructions

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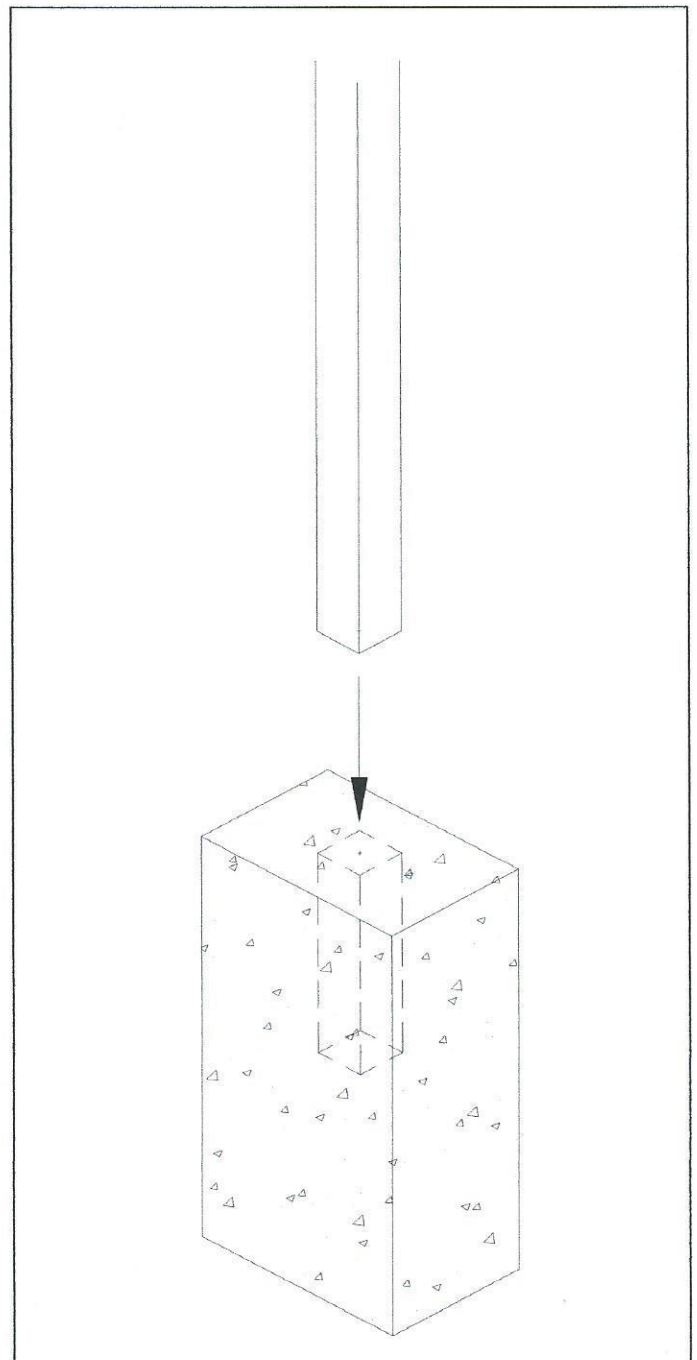
Installing the In-Ground Mounted Pedestal or Post

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. 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 lock mailboxes after delivery of the mail.

To install the in-ground mounted pedestal, begin by digging a hole for the concrete footing and then prepare the concrete. The top surface of the footing should be about 12" by 18". See the illustration for the relative position of the rectangular footing to the pedestal and mailbox. The concrete should extend into the ground 24" or greater if your local frost line is deeper. Installing the concrete below the frost line will prevent movement during ground freezing and thawing. The bottom of the hole for the concrete footing should be filled with a depth of about 6" of gravel to promote drainage under the post. The top of the footing should be sloped for water runoff.

When digging the hole for the footing, be careful to not puncture water, sewer, or gas lines.

After digging the hole, set the pedestal in the hole and fill the hole with the prepared concrete mix. Prod the mix with a stick while filling to reduce any air pockets. If you want to conceal the concrete, pour it to within a few inches of the top of the hole and cover with soil after the concrete has set. Use a carpenter's level on the sides of the pedestal to ensure that the pedestal is aligned vertically. Periodically check the vertical alignment of the pedestal as the concrete is curing.



Mail Chests – 4350

3-Wide Spreader with Newspaper Holders on a Pedestal Installation Instructions

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Installing Mail Chests on 3-Wide Spreader with Newspaper Holders on Pedestal

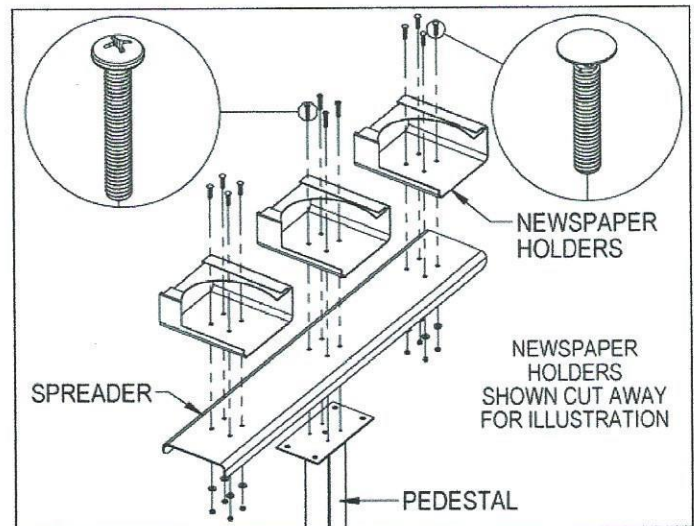
This instruction sheet is for installing 4350 mail chests on a 3-wide spreader with 4315 newspaper holders and a pedestal. A different instruction sheet is available for installing 4350 mail chests on 2-wide spreaders with 4315 newspaper holders and a pedestal. Other installation instructions are available for installing the mail chest on a pedestal, or on a deluxe post, installing the mail chest on a spreader, and installing the pedestal in a concrete footing.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. 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 lock mailboxes after delivery of the mail.

Spreader and Newspaper Holders Installation to Pedestal

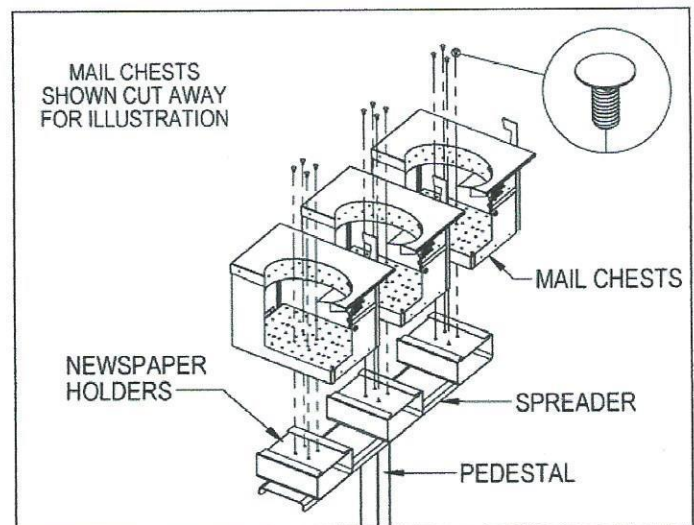
Attaching the spreader to the pedestal requires simultaneously attaching the center newspaper holder to the spreader and to the pedestal. Start by installing four (4) 5/16"-18 x 2" long pan head bolts provided with the pedestal through the four (4) square holes in the inside floor of the center newspaper holder, through the four (4) center square holes in top of the spreader, and through the four (4) tapped holes on the top plate of the pedestal. Insert a Phillips head screw driver through each square hole directly above, and in the top of the newspaper holder, to tighten the pan head bolts.

All hardware to attach the remaining two newspaper holders to the spreader is included with the spreader. To attach an additional newspaper holder, install four (4) 5/16"-18 x 1-3/4" long carriage bolts through the four (4) square holes in the inside floor of the newspaper holder and through the four (4) corresponding square holes in top of the spreader. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the bottom of the spreader. Repeat these steps for the remaining newspaper holder.



Mail Chest Installation to Newspaper Holders

All hardware to attach the mail chests to the newspaper holders is included with the newspaper holders. To attach a mail chest to a newspaper holder, install four (4) 5/16"-18 X 3/4" long carriage bolts into (4) square holes in the floor of the mail chest and through the four (4) square holes on the top of the newspaper holder. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the top of the newspaper holder. Cover the hex nuts with cap plugs. Repeat these steps for the other mail chests. Installation is now complete. Additional hardware provided is not needed and may be discarded.



Mail Chests – 4350

2-Wide Spreader with Newspaper Holders on a Pedestal Installation Instructions

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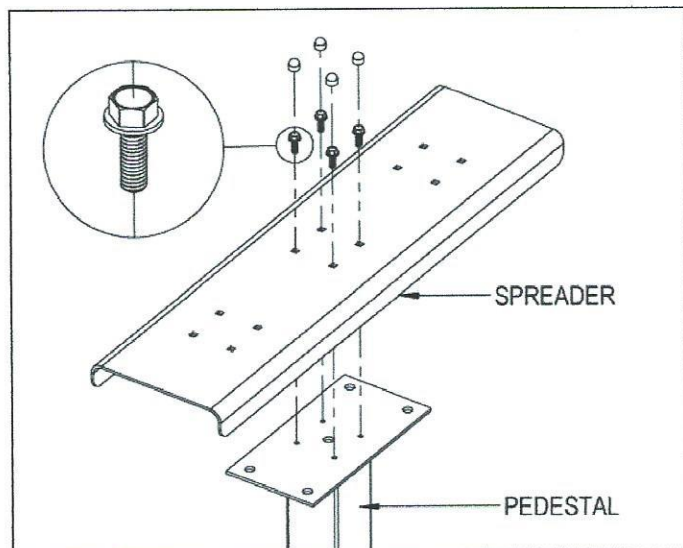
Installing Mail Chests on 2-Wide Spreader with Newspaper Holders on a Pedestal

This instruction sheet is for installing 4350 mail chests on 2-wide spreaders with 4315 newspaper holders and a pedestal. A different instruction sheet is available for installing 4350 mail chests on a 3-wide spreader with 4315 newspaper holders and a pedestal. Other installation instructions are available for installing the mail chest on a pedestal, or on a deluxe post, installing the mail chest on a spreader, and installing the pedestal in a concrete footing.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. 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 lock mailboxes after delivery of the mail.

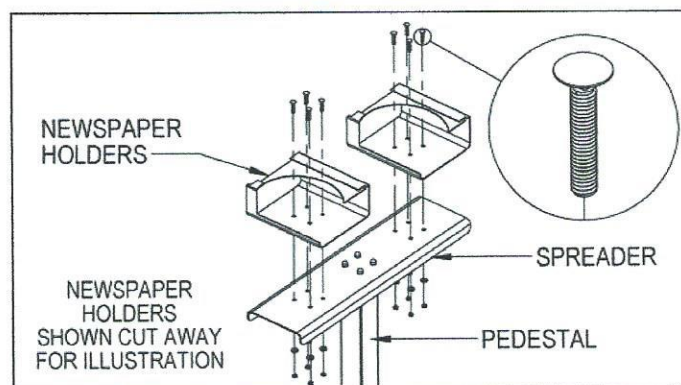
Spreader Installation to Pedestal

All hardware to attach the spreader to the pedestal is included with the spreader. To attach the spreader to the pedestal, install four (4) 5/16"-18 X 1" long hex flange head bolts through the four (4) center square holes of the spreader and through the four (4) tapped holes on the top plate of the pedestal. Cover the hex flange head bolts with cap plugs.



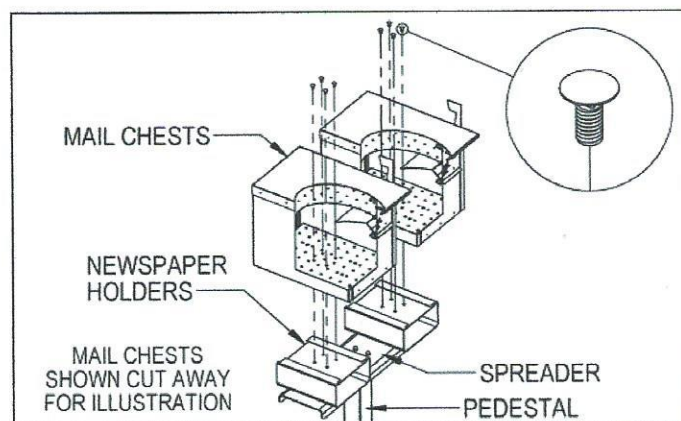
Newspaper Holders Installation to Pedestal

All hardware to attach the newspaper holders to the spreader is included with the spreader. To attach a newspaper holder to the spreader, install four (4) 5/16"-18 X 1-3/4" long carriage bolts through the four (4) square holes in the inside floor of the newspaper holder and through the four (4) corresponding holes on the spreader. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the bottom of the spreader. Repeat these steps for the other newspaper holder.



Mail Chest Installation to Newspaper Holders

All hardware to attach the mail chests to the newspaper holders is included with the newspaper holders. To attach a mail chest to a newspaper holder, install four (4) 5/16"-18 X 3/4" long carriage bolts into (4) square holes in the floor of the mail chest and through the four (4) square holes on the top of the newspaper holder. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the top of the newspaper holder. Cover the hex nuts with cap plugs. Repeat these steps for the other mail chest. Installation is now complete. Additional hardware provided is not needed and may be discarded.



Mail Chests – 4350

Spreader & Pedestal Installation Instructions

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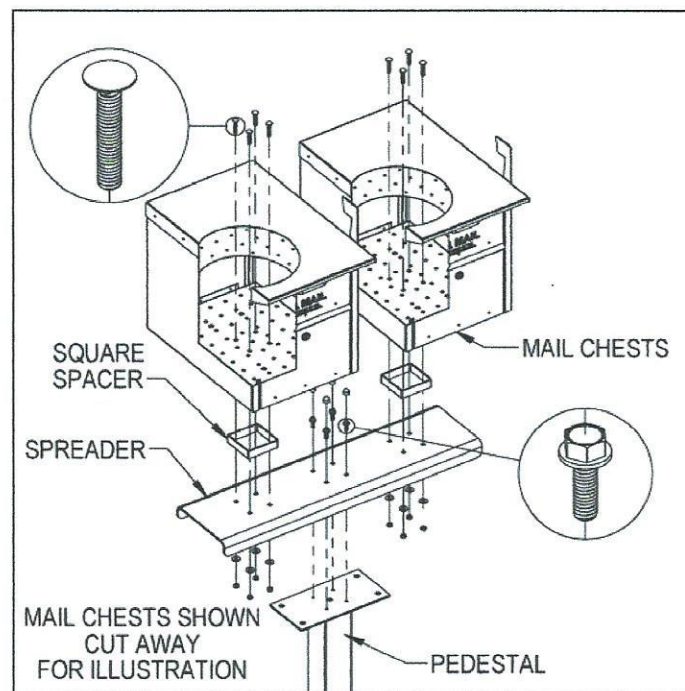
When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. 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 lock mailboxes after delivery of the mail.

Installing Mail Chests on a Spreader & Pedestal

4382 2-Wide Spreader

All hardware to attach the spreader to the pedestal is included with the spreader. To attach the spreader to the pedestal, install four (4) 5/16"-18 X 1" long hex flange head bolts through the four (4) center square holes of the spreader and through the four (4) tapped holes on the top plate of the standard mailbox post. Cover the hex flange head bolts with cap plugs.

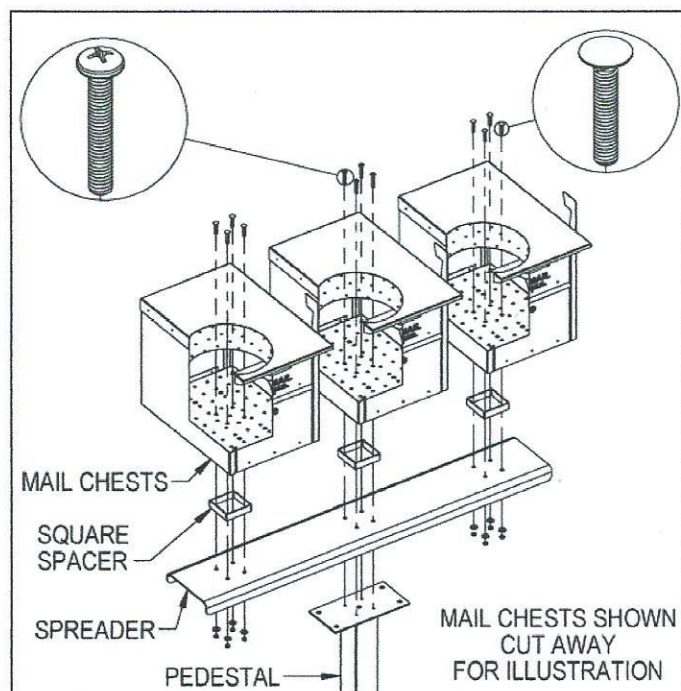
All hardware to attach the mail chests to the spreader is included with the spreader. To attach a mail chest, open the front door or rear door of the mail chest and install four (4) 5/16"-18 x 1-3/4" long carriage bolts through the four (4) square holes in the inside floor of the mail chest, through the square spacer, and through the four (4) corresponding square holes in top of the spreader. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the bottom of the spreader. Repeat these steps for the other mail chest. Installation is now complete. Additional hardware provided is not needed and may be discarded.



4383 3-Wide Spreader

All hardware to attach the spreader to the pedestal is included with the pedestal. To attach the spreader to the pedestal requires simultaneously attaching the center mail chest to the spreader and to the pedestal. Start by opening the front door or rear door of the center mail chest and install four (4) 5/16"-18 X 2" long pan head bolts through the four (4) square holes in the inside floor of the center mail chest, through the square spacer, through the four (4) center square holes of the spreader, and through the four (4) tapped holes on the top plate of the pedestal.

All hardware to attach the remaining two mail chests to the spreader is included with the spreader. To attach an additional mail chest, open the front door or rear door of the mail chest and install four (4) 5/16"-18 x 1-3/4" long carriage bolts through the four (4) square holes in the inside floor of the mail chest, through the square spacer, and through the four corresponding square holes in top of the spreader. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the bottom of the spreader. Repeat these steps for the other mail chest. Installation is now complete.



Mail Chests – 4350

Newspaper Holder on Pedestal Installation Instructions

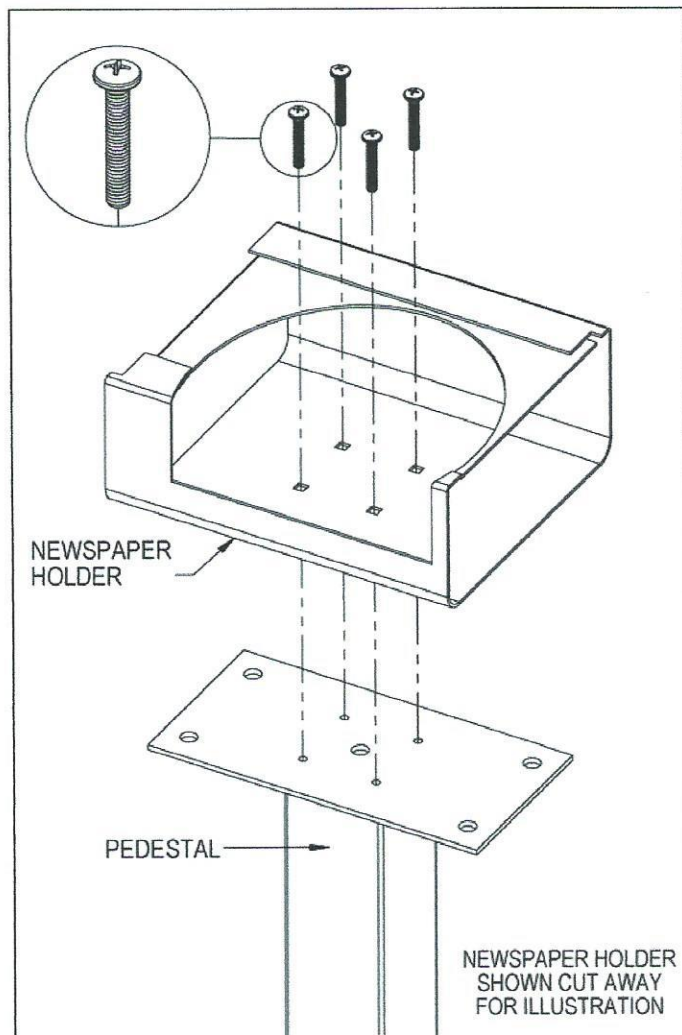
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When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. 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 lock mailboxes after delivery of the mail.

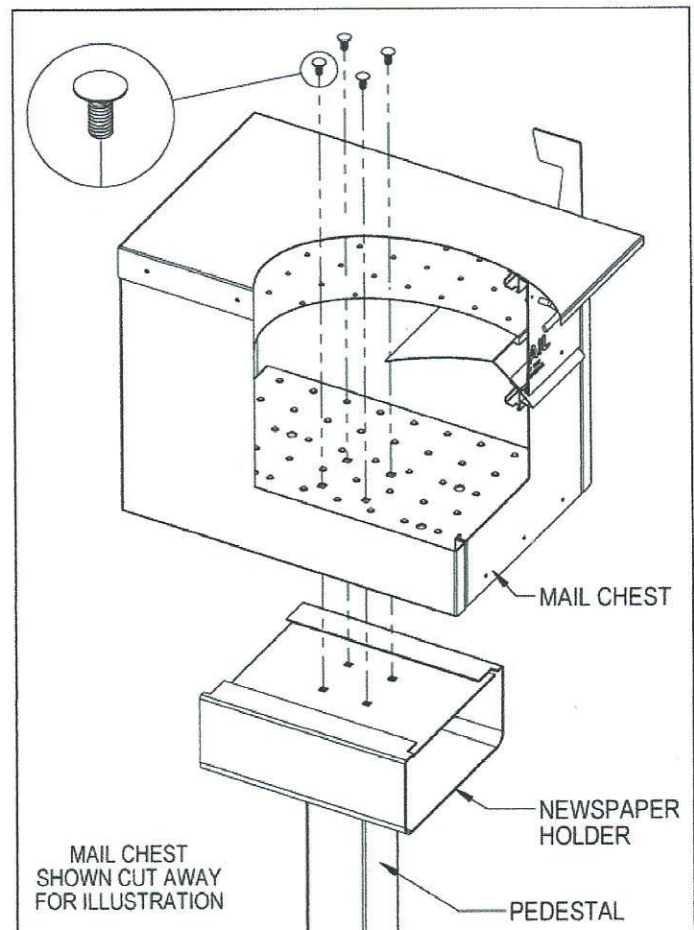
Newspaper Holder to Pedestal Installation

Install four (4) 5/16"-18 x 2" long pan head bolts provided with the pedestal through the four (4) square holes shown in the inside floor of the newspaper holder and through the four (4) tapped holes on the top plate of the pedestal. Insert a Phillips head screw driver through each square hole directly above, and in the top of the newspaper holder, to tighten the pan head bolts.



Mail Chest Installation on a Newspaper Holder and Pedestal

All hardware to attach the mail chest to the newspaper holder is included with the newspaper holder. To attach the mail chest to the newspaper holder, unlock and open the front door or rear door of the mail chest and install four (4) 5/16"-18 X 3/4" long carriage bolts into (4) square holes in the floor of the mail chest and through the four (4) square holes shown on the top of the newspaper holder. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the top of the newspaper holder. Cover the hex nuts with cap plugs. Installation is complete. Additional hardware provided is not needed and may be discarded.



Mail Chest – 4350

Wall or Column Mounted Installation Instructions

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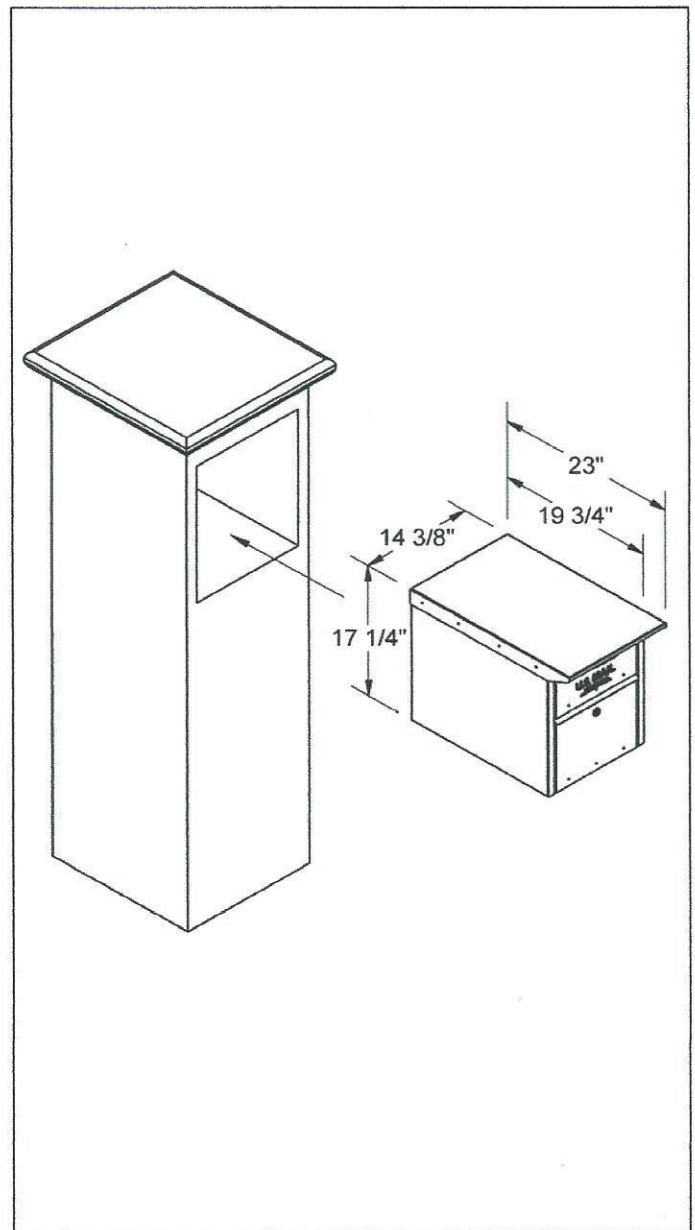
Installing Mail Chest in a Wall or Column

This instruction sheet is for installing the 4350 mail chest in a hole in a wall or column. Other installation instructions are available for installing the mail chest on a pedestal, installing the mail chest on a deluxe post, installing the mail chest on spreaders, mounting a newspaper holder, and mounting a pedestal in a concrete footing.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. 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 lock mailboxes after delivery of the mail.

It is recommended to have the unit present before starting the wall or column construction to obtain the best possible installation. The rough opening should be sized approximately 1/2" larger than the outside dimensions of the unit.

Due to construction variations and method of fastening the unit in the installation, the fastening hardware is not included. Choose fasteners that are appropriate for the construction method. Note: remove flag from mail chest before installing into column or wall.



Mail Chests – 4350

Pedestal Mounted Installation Instructions

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Installing Mail Chest on a Pedestal

This instruction sheet is for installing the 4350 mail chest on a pedestal. Other installation instructions are available for installing the mail chest on spreaders, mounting a newspaper holder, and mounting the pedestal in a concrete footing.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. 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 lock mailboxes after delivery of the mail.

All hardware to install the mail chest is provided with the pedestal. To install the mail chest, unlock and open the front or rear door of the mail chest and install four (4) 5/16" - 18 x 2" long pan head bolts through the four (4) square holes in the inside floor of the mail chest and through the four (4) tapped holes on the top plate of the pedestal. Installation is now complete.

Additional hardware provided is not needed and may be discarded.

