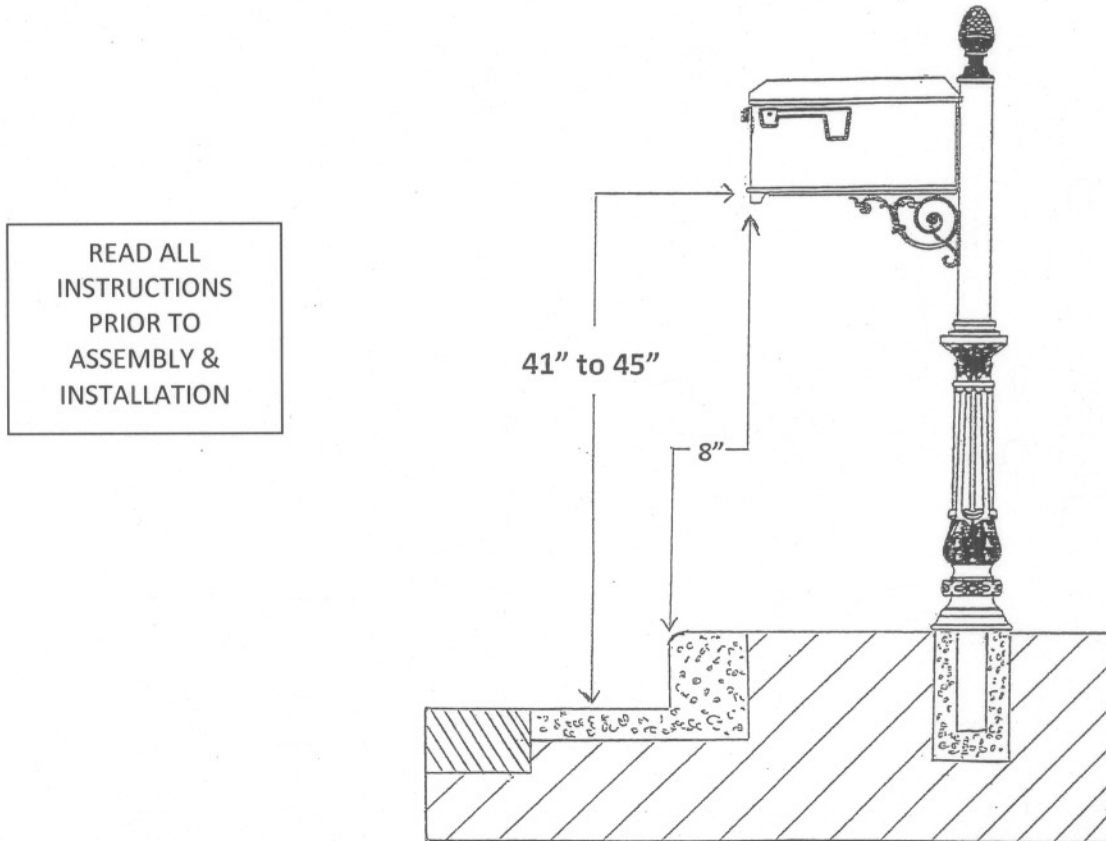


# Lewiston Mailbox Collection Assembly and Installation instructions

**Important Note:** Customers are required to contact their local post office before installing the mailbox to ensure its correct placement and height at the street. As a general rule most mailboxes are installed at a height of 41" to 45" from the top of the street surface to the bottom of the mailbox and 8" set back from front edge of curb, (see diagram). These measurements can vary per your local postal requirements so check with your local post office before installation.



**INSTALLATION:** Assemble entire mailbox unit to post with below instructions. Dig hole approximately 16" deep (this will vary due to local postal codes) with post hole diggers or small shovel. Install completely assembled post into hole and check for fit. Mix quick set style concrete and pack it in around the post in the hole. Level the mailbox post front to back, and side to side off of the round pole. Some temporary supports may be necessary until concrete dries.

**ASSEMBLY:** Attach scroll support brace to post using 2 bolts provided. Attach mailbox to top of support brace using either 2 or 4 bolts as provided. Snug bolts firmly, but do not over-tighten them. If finial (or solar light) is not attached to round pole slide it over the top of the pole and snug set screws against pole with Allen wrench. Slide decorative base onto bottom of round post, but keep it low on pole and do not tighten yet. Get a measuring tape and measure the distance from the bottom of the mailbox to the bottom of the decorative base. Gently slide the base up the pole (without scratching pole) until you have the correct measurement for your local USPS code requirement. Usually between 36"-42", this will leave you between 12" and 16" of round post extending below the decorative base. This extension is what you will put into the hole and pour concrete around. Once you have the correct decorative base adjustment snug the Allen set screw(s) at the top of the base so the base will not slide up or down. Refer to INSTALLATION instructions for complete in-ground installation.