

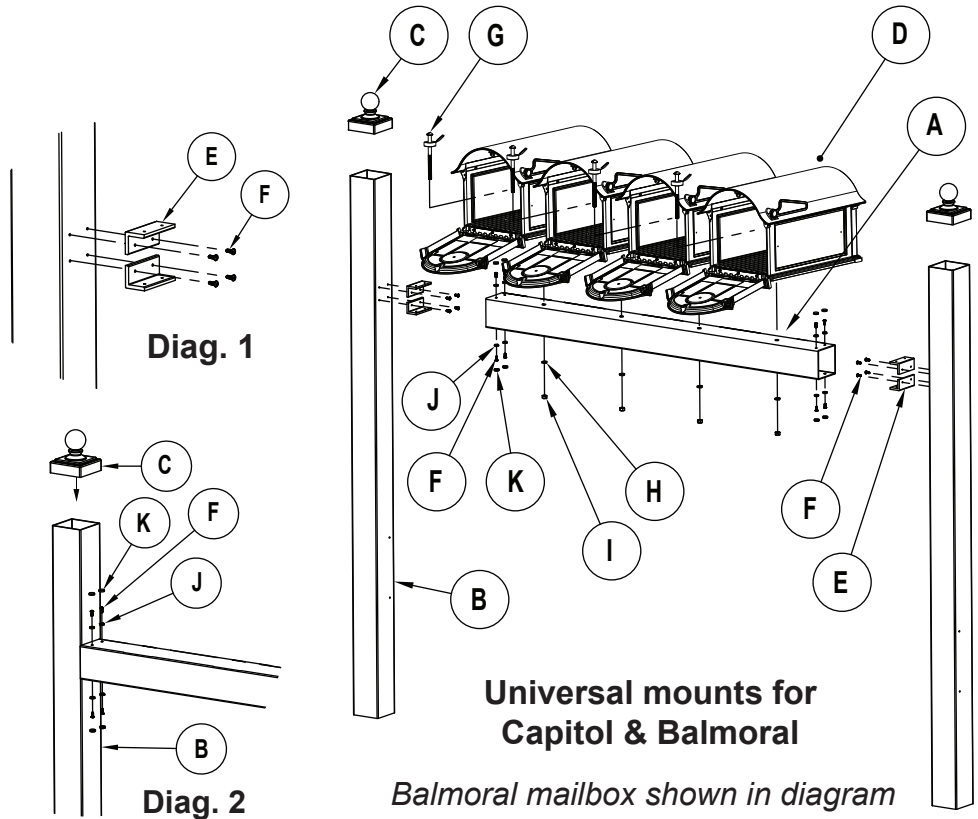
Before installing your Whitehall mailbox post, Consult MISSDIG at 811, consult your local branch of the US post office for road set-back requirement and height from roadbed or curb. Typically it is required that the front of the mailbox be 6"-8" from the curb/street edge and the floor of the mailbox be 41" to 45" above the street level.

## TOOLS NEEDED

9/16" socket plus socket wrench, pliers or 9/16 wrench,  
short handled Philips screw driver, & rubber mallet

## PARTS

- A** - 4"x 4"x (Tri, Quad or Quint) Cross Bar  
with Mailbox through holes
- B** - 4"x 4" x 74" Vertical Posts x2
- C** - Post Finials x2
- D** - Whitehall Mailboxes (Sold Separately |  
Capitol & Balmoral options)
- E** - Angle Brackets x4
- F** - #10 x 1/2" Pan Head PhilipsScrews x16
- G** - 9/16"x 5.5" Hex Head Bolts (x3, x4, or x5)
- H** - 9/16" Lock Washers (x3,x4, or x5)
- I** - 9/16" Hex Nuts (x3,x4, or x5)
- J** - Clear Plastic Cup Washer x 8
- K** - Screw Caps x 8 (*four each of several color options  
may be included*)
- L** - Hinged Bolt Head Cover (3x) - (*black & white,  
for bronze/green use black*)

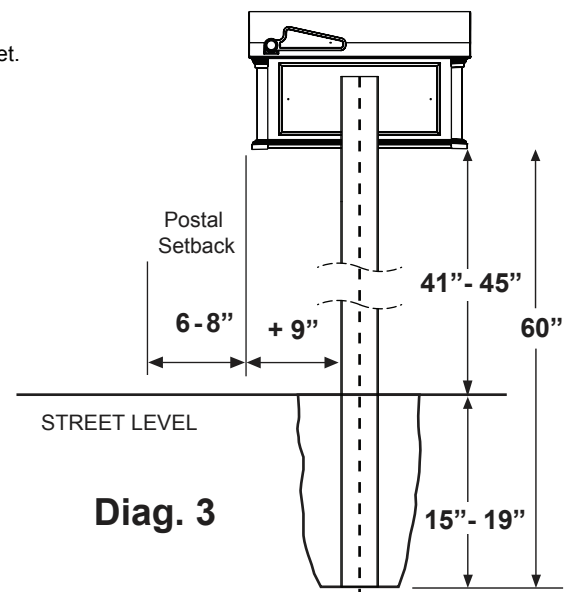


## POST ASSEMBLY

- 1) Attach 2 of the Angle Brackets (E) to the 4-hole configurations of a Vertical Post (B) using 4- #10 x 1/2" screws (F) provided. (See Diag. 1). The tapped holes of the Angle Brackets should be facing up and down.
- 2) Being sure the mailbox mounts are facing up, slide one end of the Cross Bar (A) over the Angle Brackets (E)(See Diag. 2) Using 4- #10 x 1/2" screws (F) through the Clear Plastic Cup Washers (J), Secure the Cross Bar to the Vertical Post. Cover the clear washers and screw heads with the Screw Caps (K).
- 3) Repeat steps 1 & 2 for opposite side of Cross Post and other Vertical Post.
- 4) Place Post Finial (C) on top of Vertical Posts (B) and gently tap down into place using a rubber mallet.

## SETTING THE POST INTO THE GROUND

- 1) Consult **MISSDIG at 811** for possible interference with underground utilities. Also consult your local USPS post office for recommended road setback and height requirements in your area.
- 2) Establish 2 holes 6"- 8" back from road edge, add 9" and mark position on ground for front edge of post. These holes should be spaced the distance of the two posts' total distance apart on the post center line.
- 3) Dig 15" to 19" deep, ensure post are parallel to the road and recheck that post is 6"- 8" back from road edge plus 9". (See Diag 3)
- 4) Place assembly into holes and partially backfill. Check to ensure cross bar is level and plumb on the vertical posts. Check and adjust to postal set back and height requirements.
- 5) Complete back-fill of post holes and pack the earth firmly.  
*Note: for a permanent installation, use concrete mix to back-fill unless it is against USPS or local guidelines or laws.*



INSTRUCTIONS CONTINUED ON NEXT PAGE

### ATTACHING MAILBOXES TO THE POST ASSEMBLY

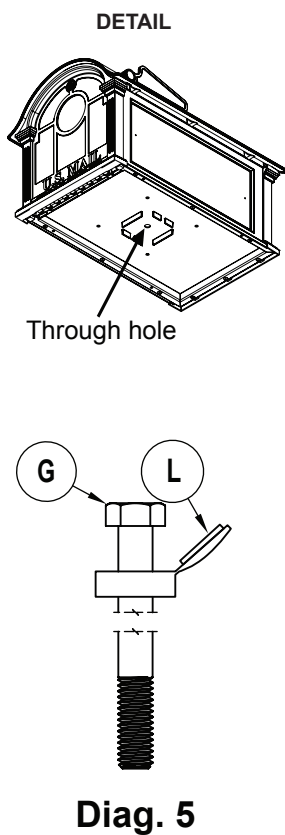
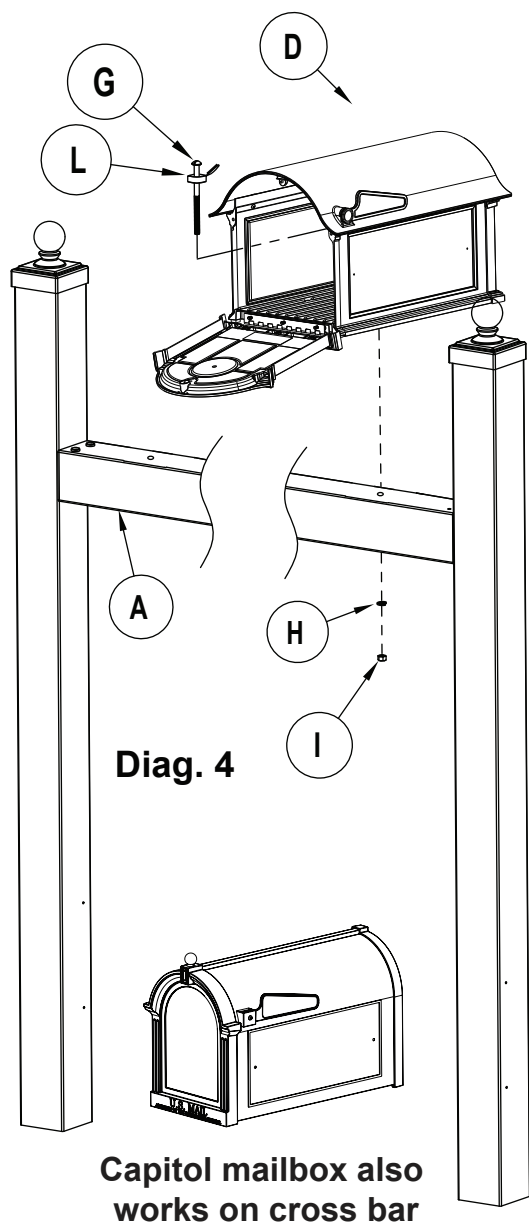
- 1) Attach your personalized door plaque and/or side plaques to the Mailbox (D) using the separate instruction sheet provided with plaques.
- 2) Set the mailbox on the Cross Bar of the post assembly (A) so that the through hole on the bottom of the mailbox (see detail) are aligned inside of the mailbox mounts on the top of the cross bar (See diagram 4).
- 3) Slide a Hinged Bolt Head Cover (L) onto the Hex Head Bolt (G)(see Diag. 5).
- 4) Reaching inside of the mailbox, insert the 9/16" x 5.5" bolt (G) with Hinged Bolt Head Cover (L) through the hole in the base of the mailbox and down through the Cross Bar (A).

**Note:** if you are installing optional newspaper boxes, follow steps 5 & 6. If not, proceed to step 7.

- 5) From inside of the newspaper box, thread a pan head screw (F) into the small tapped hole until tight (see Diag. 6).

- 6) Push the newspaper box onto the Bolt (G), align the threads of the pan head screw with the appropriate hole in the bottom of the Cross Bar (A) and hold the newspaper box and Cross Bar together (The screw will prevent the newspaper box from rotating).

- 7) Place a Lock Washer (H) and Hex Nut (I) onto the bottom of the bolt (G). Using one wrench to keep the Hex Nut from turning, tighten the Hex Head Bolt with a second wrench. Repeat steps 1-7 for all additional mailboxes.



**IMPORTANT NOTE:**  
Not all parts will be used depending on number of mailboxes mounted

