

KEYSTONE STANDARD POST INSTRUCTIONS

Install aluminum post into ground:

1. Determine the proper height of mailbox.
2. Locate site for mailbox and dig a hole 12" x 12". To determine the depth of the hole, subtract the desired height of the bottom of the installed mailbox from 55".

Example:

If the bottom of the mailbox is to be mounted 40" above the ground $55" - 40" = 15"$. For this particular installation the hole should be 15" deep.

3. Place post into hole with open end resting on the ground.
4. Use a spirit level to set post to true vertical in posthole. Be sure to align one face of post with driveway, sidewalk, walkway, roadway, etc.
5. Mix "QuickCrete" (or other brand of fast setting concrete) with water according to the directions on the package.
6. Pour concrete mixture into posthole submerging the buried end of the post.
- 7. Allow concrete to set per manufacturer instructions before proceeding.**

Attach mailbox to top of post:

1. Locate 3/8"-16 x 3" bolt on post end. Remove.
2. Position Mailbox on top of post by placing the square fitting that protrudes from beneath the floor into the end of the post. If the box does not seat all the way into the post do not be concerned.
3. Thread bolt through center of mailbox into bracket on post and tighten securely with wrench. As the screw is tightened it will pull the mailbox into the post until it seats firmly against the top of the post.

You have now successfully completed the installation of the Gaines Manufacturing Keystone Mailbox and post. You will enjoy many years of service from this product.

CUSTOMERS ARE REQUESTED TO CONTACT THE LOCAL POST OFFICE BEFORE ERECTING THE BOX TO ENSURE ITS CORRECT PLACEMENT AND HEIGHT.