

MAILBOX CLASSIC POST ASSEMBLY INSTRUCTIONS

Before installing your classic Whitehall mailbox post, consult your local branch of the US post office for road setback requirement and height from roadbed or curb. Post is designed for a 40" average height from ground to base of mailbox.

A - Whitehall Mailbox - 1 (Sold Separately)

B - 40" Classic Post - 1

C - 1/4" Lag Bolts - 2

- 1) Purchase a 4" x 4" x 48" piece of treated lumber from your local lumber yard or home center.
- 2) From post office recommended road setback line add 9" and mark position on ground for front edge of post. (See Figure 1)
- 3) Place the 4" x 4" post into the hole so that the face of the post is at the marked line (See step 2) leaving at least 18" out of the ground. (See Figure 2)
- 4) Partially backfill the hole around the post. Using a level make sure the post is vertical.
- 5) Complete the back fill of the post hole packing the earth firmly. Recheck for vertical and adjust if necessary, then repack soil.
Note: For a more permanent installation you may use concrete mix to backfill the hole unless it is against local post office or county road commission guidelines.
- 6) Slide aluminum post (B) over the partially buried 4x4 with the two bolt holes positioned away from the road and the aluminum post resting on the ground. (See Figure 2)
- 7) Plumb the aluminum post to vertical and use 2 - 1/4" x 2" lag bolts provided (C) to secure aluminum post to treated post. (See Figure 2 - drilling pilot holes in the wood may be necessary)

Figure 1

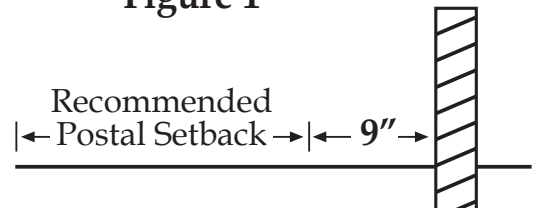
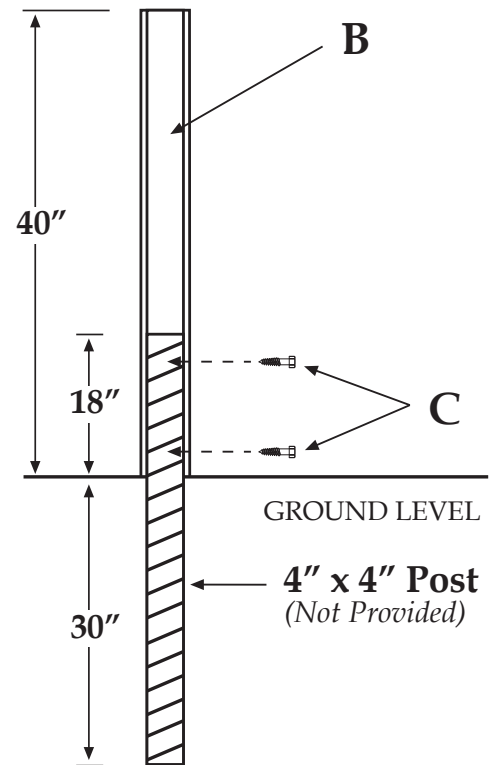


Figure 2



Attaching your mailbox to the classic post:

- 1) Set mailbox onto the post, positioning the locators on the base of the mailbox **INSIDE** the post.
- 2) Reach inside the mailbox and place the large bolt (provided) in the large center hole in the base plate of the mailbox. (See Figure 3)
- 3) Thread in by hand and use a Philips head screwdriver to tighten the box to the post.

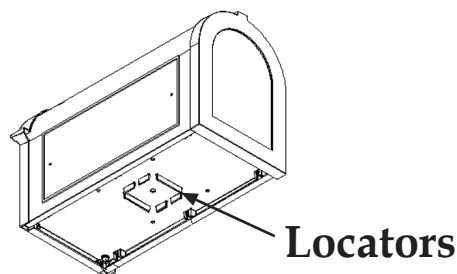
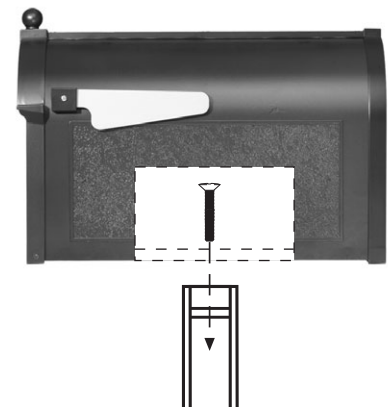


Figure 3



MAILBOX DELUXE POST ASSEMBLY INSTRUCTIONS

Before installing your deluxe Whitehall mailbox post, consult your local branch of the US post office for road setback requirement and height from roadbed or curb. Post is designed for a 40" average height from ground to base of mailbox.

A - Whitehall Mailbox - 1 (Sold Separately)

B - 54" Deluxe Post - 1

C - 1/4" Lag Bolts - 2

D - Mounting Brackets - 2

E - 10/24 x 1/2" Panhead Screws - 8

F - Finial - 1

G - Threaded Stud - 1

H - Allen Wrench - 1

- 1) Purchase a 4" x 4" x 48" piece of treated lumber from your local lumber yard or home center.
- 2) From post office recommended road setback line add 20.5" and mark position on ground for front edge of post. (See Figure 1)
- 3) Place the 4" x 4" post into the hole so that the face of the post is at the marked line (See step 2) leaving at least 18" out of the ground. (See Figure 2)
- 4) Partially backfill the hole around the 4" x 4" post. Using a level make sure the post is vertical.
- 5) Complete the back fill of the post hole packing the earth firmly. Recheck for vertical and adjust if necessary, then repack soil. *Note: For a more permanent installation you may use concrete mix to backfill the hole unless it is against local post office or county road commission guidelines.*
- 6) Slide aluminum post (B) over the partially buried 4x4 with the two bolt holes positioned away from the road and the aluminum post resting on the ground. (See Figure 2)
- 7) Plumb the aluminum post to vertical and use 2 - 1/4" x 2" lag bolts provided (C) to secure aluminum post to treated post. (See Figure 2 - drilling pilot holes in the wood may be necessary)
- 8) Attach brackets (D) to deluxe post (B) facing the street using 4 screws (E) provided. (See Figure 3) DO NOT tighten screws until mailbox is attached. (if a double mailbox mount is being used, the road set back will be recommended postal set back plus 9", 2 sets of bracket are used and brackets are set parallel with the street)
- 9) Place finial (F) over top of post (B) and tighten the threaded stud (G) with the Allen wrench (H) provided to secure.

Figure 1

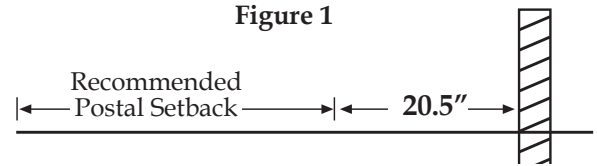
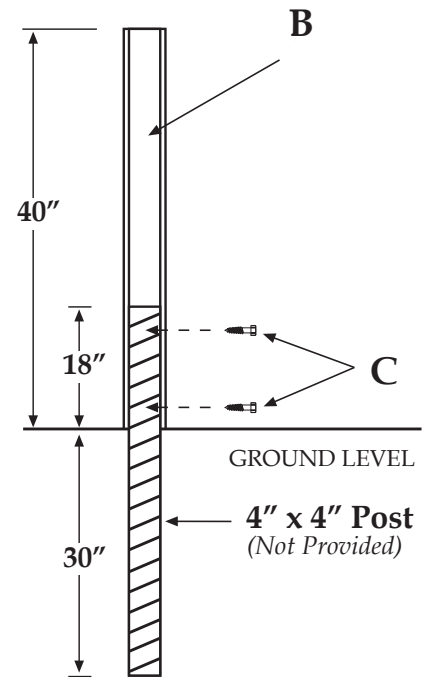


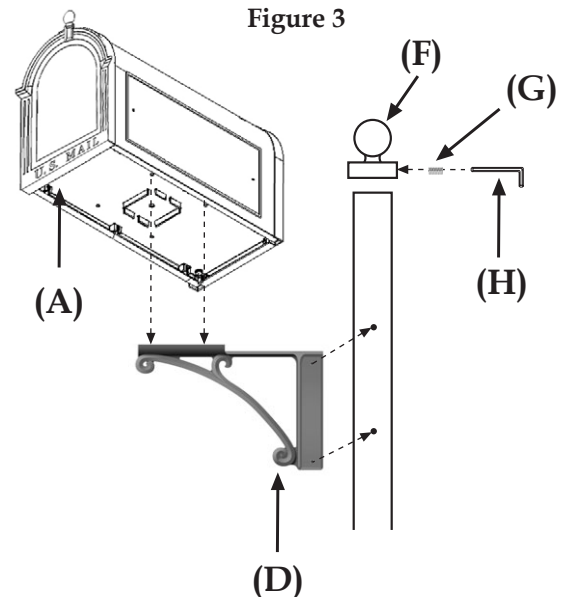
Figure 2



Attaching your mailbox to the deluxe post and brackets:

- 1) Place the mailbox (A) on top of the brackets (D) with the back of the box against the post (B) and the box centered over the brackets.
- 2) Using 4 screws (E) provided, reach inside the mailbox and place them thru the 4 holes and into the bracket (threaded holes) hand tighten. (Loosening the brackets on the post may be necessary to get alignment. If so retighten the brackets to the post once the box is secure).
- 3) Use a Phillips screwdriver to tighten the 4 screws.

Figure 3



PERSONALIZED TOPPER ASSEMBLY INSTRUCTIONS

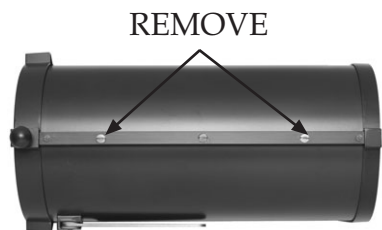


Figure 1

- A - Personalized Topper - 1
- B - 1 - 1/4" Threaded Studs - 2
- C - Allen Wrench - 1
- D - Cork Washers - 2
- E - Wing Nuts - 2

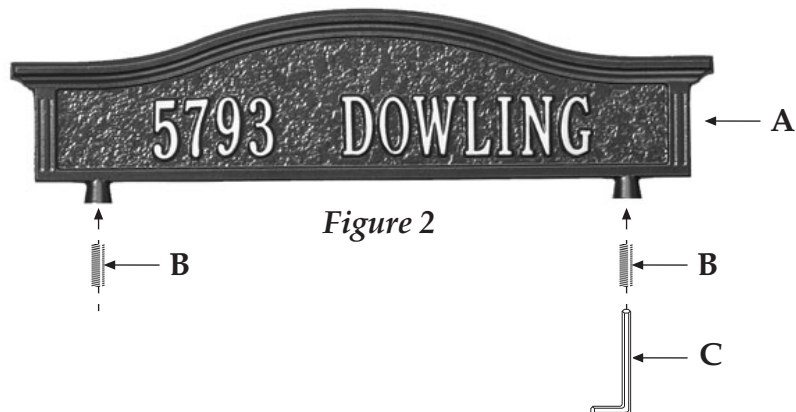


Figure 2

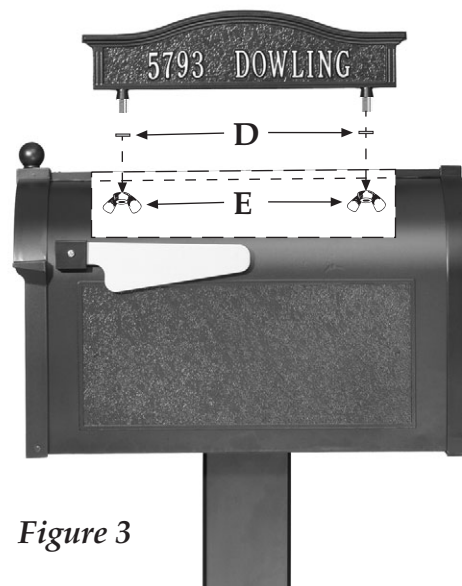


Figure 3

To attach your Personalized Address Topper to your Whitehall Mailbox:

- 1) Locate and remove two large screws on the top rib of the mailbox. *(See Figure 1)*
(To remove screws for topper mounting, take off nuts from inside the mailbox with pliers or a socket wrench. Tap out the screws from inside the mailbox with a hammer.)
- 2) Insert threaded studs (B) into the Topper legs (A) . Tighten with allen wrench (C). *(See Figure 2)*
(Shorter studs may be used on other brand mail boxes)
- 3) Place Cork Washers (D) over the studs on the Topper plaque (A). *(See Figure 3)*
- 4) Position the Topper plaque (A) so the studs are pushed through the holes in the top rail of mailbox. *(See Figure 3)*
- 5) Using the wing nuts provided (E), secure the plaque from the inside of the mailbox. *(See Figure 3)*

Cleaning Instructions:

Whitehall Mailboxes and Accessories are made of hand-cast aluminum with tough finishes to withstand exposure to the elements. To clean your Whitehall Product, use a non-abrasive detergent and water with a cloth, sponge, or soft brush. The simulated weathered bronze cannot be brightened by polishing. This hand-painted finish should retain its finish for many years without special attention.

PERSONALIZED PLAQUE ASSEMBLY INSTRUCTIONS

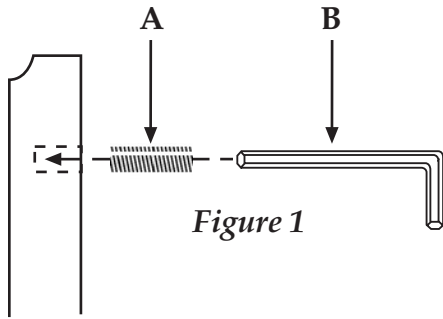


Figure 1

- A - Threaded Studs - 7
- B - Allen Wrench - 1
- C - Door Plaque - 1
- D - Side Plaques - 2
- E - Acorn Nuts - 7

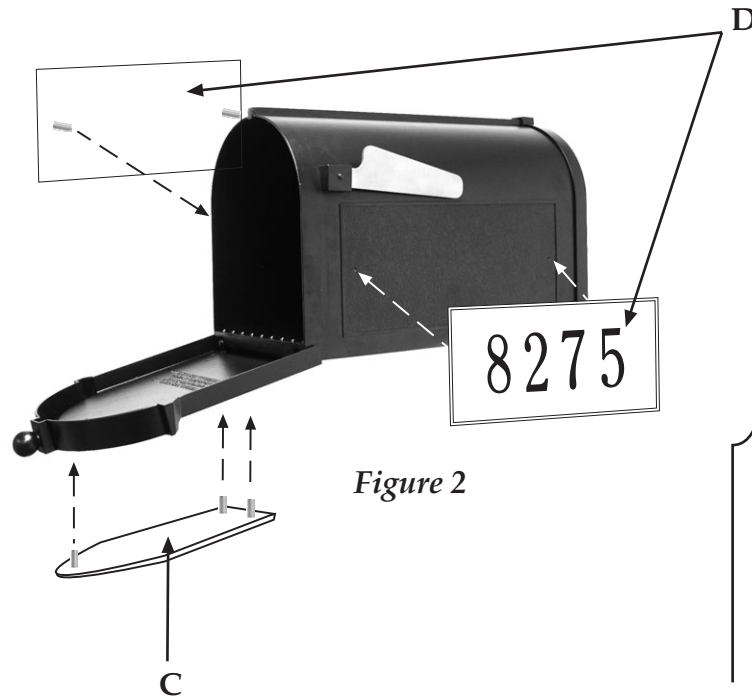


Figure 2

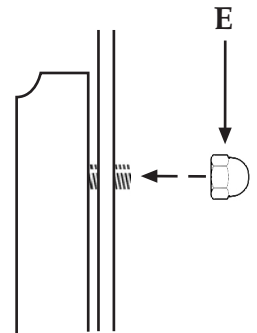


Figure 3

To attach your Personalized Address Plaques to your Whitehall Mailbox:

- 1) Locate screw position marks on side of mailbox body and on inside of door panel.
- 2) Drill holes through the mailbox walls with No. 7 or 3/16" drill.
- 3) Insert threaded studs (A) into the back side of the door and side plaques. Tighten with allen wrench (B). *(See Figure 1)*
- 4) Position the side plaques (D) so the studs are pushed through the holes in the mailbox wall and the plaque is located within the border. *(See Figure 2)*
- 5) Repeat Step 4 for the door plaque (C). *(See Figure 2)*
- 6) Using the acorn nuts provided (E), secure the plaques from the inside of the mailbox. *(See Figure 3)*
(Pliers or a small socket wrench are helpful)

Cleaning Instructions:

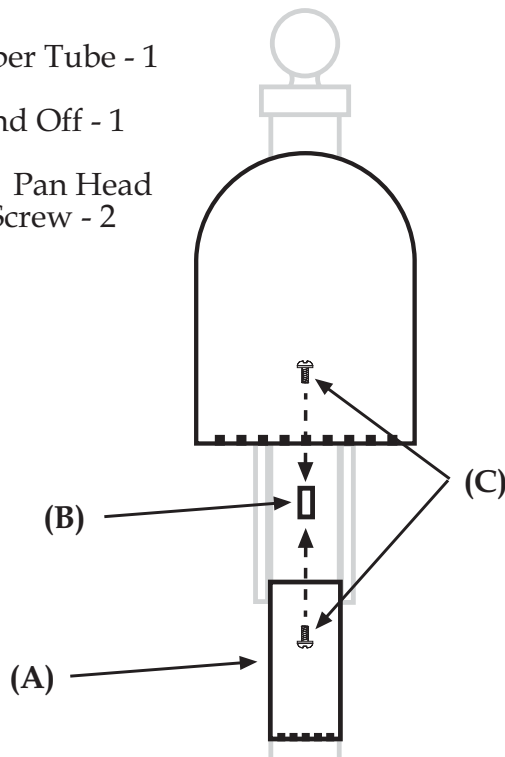
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NEWSPAPER TUBE INSTALLATION INSTRUCTIONS

(A) Newspaper Tube - 1

(B) 3/4" Stand Off - 1

(C) 3/8" - 16 Pan Head
Phillips Screw - 2



To install the newspaper tube to your Whitehall Mailbox and Deluxe Post:

- 1) Reach inside the newspaper tube (A) using one of the screws provided (C) and attach the 3/4" Stand Off (B) to the top of the newspaper tube. Tighten with a short phillips screwdriver.
- 2) Place the newspaper tube (A) between the Mailbox support brackets so the Stand Off (B) lines up with the hole in the mailbox floor. *(Brackets may need to be loosened temporarily at Post to insert box)*
- 3) Reach inside the mailbox with the other screw (C) and thread through the mailbox into the Stand Off (B). Tighten with a short phillips screwdriver.

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