

Postal Pro PP200 Post Kit - Instructions

Parts List

- A. Vertical Post: 4x4 Square PVC Post – 50.75-inch length
- B. Cross Arm: 3.5" x 3.5" PVC – 26-inch length
- C. Top Finial Fits on top of Vertical Post
- D. End Caps (2) Fits on end of cross arm

E. Mailbox Mounting Kit

- (4) 10-24 x 1 ¼ length threaded screw
- (4) #8 Self Drill Screw – 1-inch Length
- (6) #12 White Self Drill Screw – 1 inch
- (4) 10-24 Nuts
- (2) Metal U-Brackets
- (6) Post Cap Clips

*Postal Regulations recommend that the floor (mail entry point) of the mounted Mailbox be between 41"-45" above the road surface and that the front of the mailbox be set back 6-8" from the edge of road or front of curb. **The USPS suggests that all customers contact their local Post Office before installing your Mailbox/Post to ensure correct placement and height at the street.***

Install Ground Mounting Post – Not Included

- The PP200 Post is designed to slip over a Mounting Post made from a standard 4x4 wooden post (actual dimensions are 3.5 x 3.5.) Two 2x4 boards can be combined to provide an alternative Mounting Post.
- Mounting Post should be set 18 inches in to the ground and between 18-24 inches above ground.

Assemble PP200 Post

- 1) Slide **Cross Arm** in to the opening in the **Vertical Post**. (See Figure 1)
- 2) Leave 17" of the **Cross Arm** extending in front (mailbox side) of the **Vertical Post**.
- 3) Secure the **Cross Arm** into place using (2) #12 x 1 Self Drilling Screws where it intersects with **Vertical Post**. (1 screw on each side) (See Figure 2)
- 4) (6) Post Cap clips have been included in the hardware kit for installation of End Caps and Top Finial to the Post and Cross Arm. Attach Clips as shown (See Figures 3 and 4) below with barb side on outside of PVC posts. Use (2) Clips per post end application. **NOTE: Clips are to be centered between corners as shown in pictures.** After clips are in place, slip on End Caps and Finial caps for secure installation.
- 5) You can now slip Assembly over Ground Mounting Post. Use (4) of #12 x 1 Self Drilling Screws with white heads to secure PP200 Assembly to Mounting Post.

Figure 1



Figure 2



Figure 3

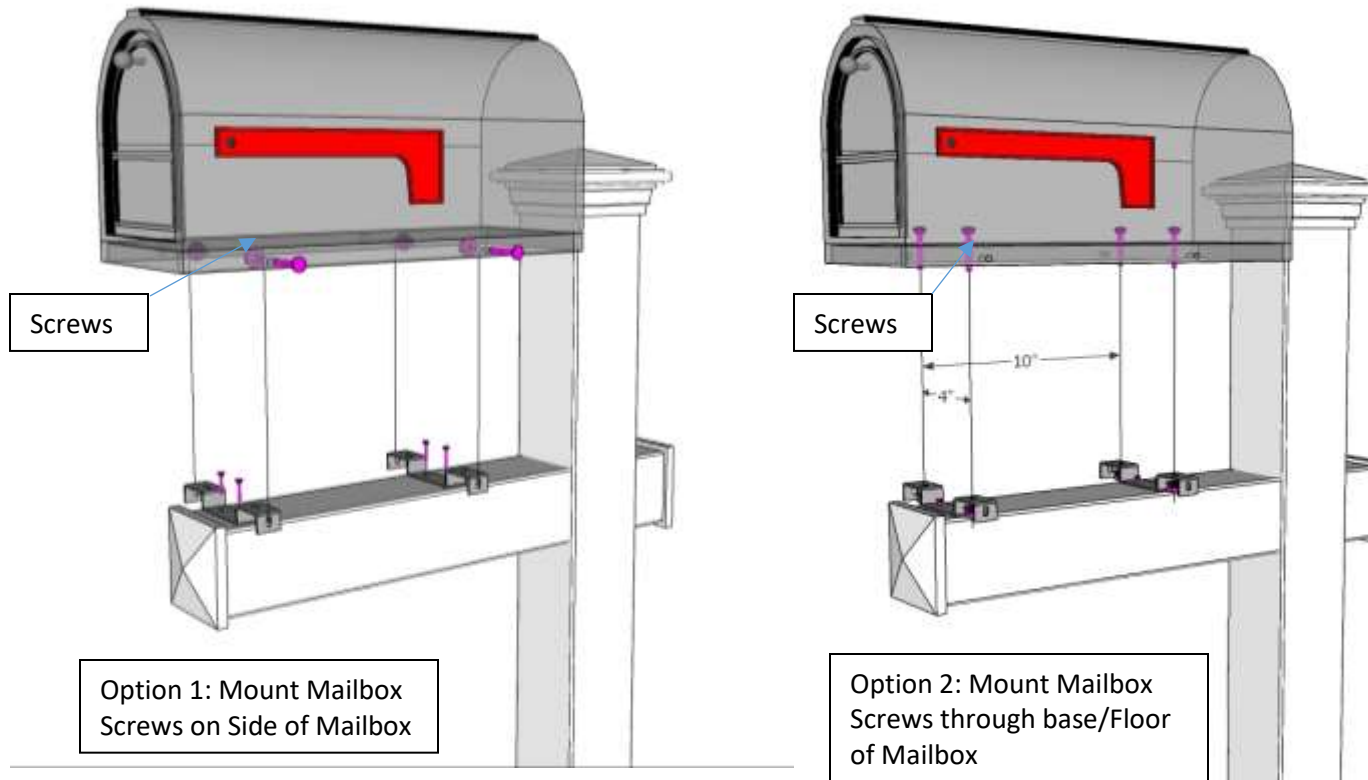


Figure 4



Mailbox Mounting Brackets and Mailbox

- 1) Align your Mailbox on top of **Cross Arm** and mark front and back locations of mailbox mounting holes (See Figure 5).
- 2) Remove mailbox and center **U-brackets** where marks were made for location of mounting holes.
- 3) Secure **Brackets** to **Cross Arm** at pre-marked locations with # 8 Self Drilling screws. Use (2) screws for each U-Bracket.
- 3) Set Mailbox on top of **U-Brackets** and align Mailbox holes with U-Bracket holes on Side of Mailbox or through Base/Floor of mailbox.
- 4) Secure Mailbox to U-brackets with #10-24 threaded screws and nuts.



Double Mount Option

The PP200 Post Kit can be used to Support (2) Mailboxes. Simply push the Cross Arm through the Vertical Post so that approximately **12 inches** extend on both sides.

A separately purchased Mailbox Mounting Board will be needed for each mailbox for a double mount configuration. Wooden or Plastic Mounting boards are available at most Home Improvement Centers.

IF YOU HAVE ANY PROBLEM WITH THIS PRODUCT, PLEASE DO NOT RETURN TO RETAILER. CALL OR EMAIL OUR CUSTOMER SERVICE DEPARTMENT AND WE WILL PROVIDE IMMEDIATE ASSISTANCE.

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