

The Postal Pro Hampton Mailbox and Post Kit

Parts List

A. Mailbox	D. Newspaper Port Rear Door
B. Newspaper Port	E. (4) #10-24 x 1.5" Pan Head Phillips Bolt & Nut
C. Mailbox Post Sleeve	F. (4) #12 x 1" Pan Head Phillips Self Tapping Screw

NOTE: If this product is missing any parts, please **do not** return to store. Contact our customer service department and replacement part(s) will be shipped out to you immediately. Customer Service contact information can be found at the bottom of this sheet.

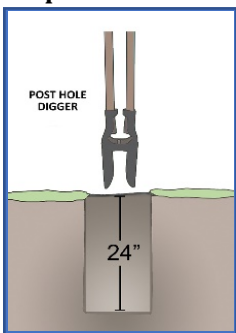
*Postal Regulations recommend that the floor (mail entry point) of the mounted mailbox be between 41" – 45" above the road surface and that the front of the mailbox be set back 6" - 8" from edge of road or front of curb. **The USPS suggests that all customers contact their local Post Office before installing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

- The Hampton Kit is designed to slip over a mounting post made from a standard 4" x 4" x 48" treated pine post (sold separately).
- Mounting Post should be set 18" – 24" into the ground thus leaving 24" – 30" above the ground.

WARNING: "Call before you dig" – Call 811. 811 is the designated "call before you dig" phone number that directly connects you to your local call center. Each state has different rules and regulations governing digging to ensure that buried utility lines will not be disturbed.

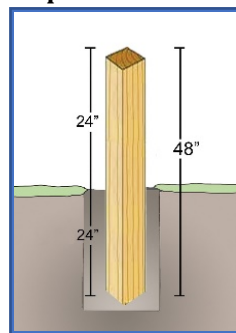
Installation Steps

Step 1:



Choose desired location of mailbox and install 4"x4"x48" pressure treated wood post into ground. (Post sold separately – actual dimensions of post are 3 3/8"x3 3/8"x48")

Step 2:



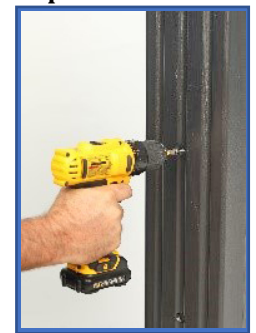
Bury the wood post 18"-24" into the ground (24" if soil is loose.) Leave at least 24" of wood post above ground.

Step 3:



Slide Mailbox Post Sleeve (part C) over wood post making sure mounting arm is pointing towards the street.

Step 4:



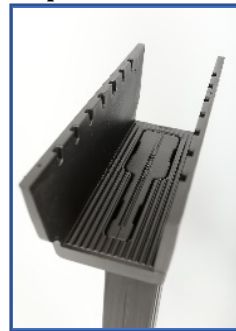
Secure Post Sleeve (part C) to wood post using the (4) #12 x 1" screws provided (part F). Screw locations are marked on the post sleeve. Screw will go through the plastic with slight pressure. Do not over tighten.

Step 5:



Attach Newspaper Port (part B) to the top of the Mailbox Post Sleeve (part C) as shown.

Step 6:



Newspaper Port (part B) will snap into place and look like the above image when installed.

Step 7:



Install Rear Door (Part D) of Newspaper Port by snapping pegs on rear door into the indentations in the rear of the Port. Installing the mailbox will create a tighter hold on the rear door.

Step 8:



Attach Mailbox (Part A) to Newspaper Port (Part B) using the (4) #10 x 1 1/2" screws/nuts provided (Part E)