

# Keystone Series® Deluxe Post (KDX) Installation and Assembly Instructions

Thank you for purchasing a Keystone Series Deluxe Post. We're sure you'll enjoy your new post for many seasons to come. If you have any questions about how to install or use this post, if you need any assistance during installation, or if you require replacement parts, please phone us directly at 800-824-9985

## Tools needed:

7/16", 1/2", and 9/16"  
Socket drive or wrench



#2 Phillips head  
screwdriver



## Hardware: (Not to scale)

2x



1x



4x



2x



1x



4x



2x

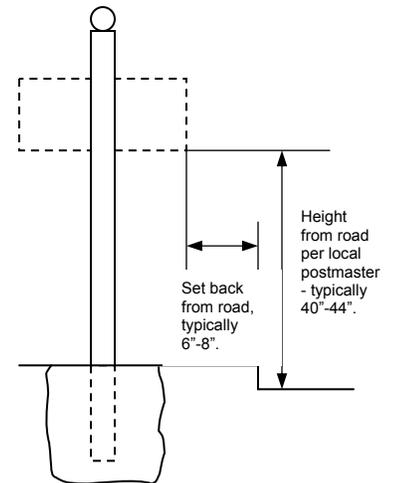


2x



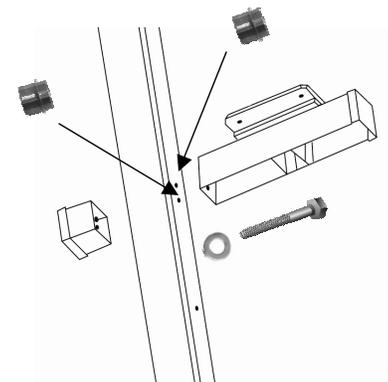
## 1 Post Installation

- Determine the proper height of the mailbox above ground. (Check with local postmaster for specific details. The height from road level is typically between 40"-44"). *To determine the appropriate amount of post to bury subtract your desired height from 55. The result will be the length of post that should be buried (Example: Desired 40" mailbox height would require 15" of post burial. (55"-40"= 15")*
- Locate site for the mailbox and dig a 12" diameter hole. The depth of the hole will depend on your desired height of mailbox. Note: If you desire additional length or stability, the Keystone Deluxe Post is designed to slide over a wood 4"x4" post (available at your local hardware store). Make sure the hole is set back from the road such that the distance from the curb to the mailbox door meets post office requirements, normally between 6 and 8 inches.
- Place the post into the hole (two larger holes should be on the top) with the end resting on the bottom of the post-hole and the holes in the post facing to either side. **(The front face of the post should not show any holes).**
- Use a spirit level to set post to true vertical position in the post hole. Be sure to align the face of the post with the driveway, sidewalk, walkway, roadway, etc.
- Pour concrete completely around the post, taking care to maintain the level of the post.



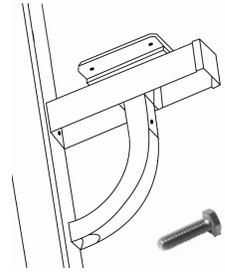
## 2 Attach Beam and End Cap to Post

- NOTE: If you purchased a Decorative Post Cuff, please install the Cuff before proceeding.
- Determine which side of the post (left or right) the beam is to be mounted on.
  - Install Bushings into the two holes on the selected side with long end into post holes (see diagram).
  - Position Beam holes over short end of Bushings. (Bushings should now be installed between beam and post.)
  - Locate washer and 5" bolt. Place washer on bolt and insert bolt through the top of the two mounting holes. The bolt should pass through the mounting face of the beam and all the way through the opposite side of the post.
  - Match one of the threaded holes in the End Cap with the protruding bolt inserted in previous step.
  - Turn machine bolt 2 or 3 turns to loosely hold Beam and End Cap in place in preparation for installation of the second 5" bolt. Be careful not to move parts as excessive movement can damage paint finish.
  - Visually align Beam and End Cap. Using wrench or socket drive, securely tighten both bolts. **DO NOT OVER-TIGHTEN.**



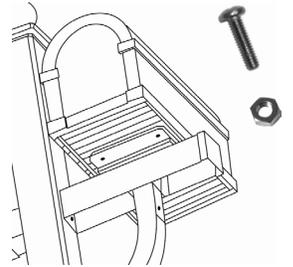
### 3 Attach Curved Arm

- A. Position the Curved Arm with square cut end pointing up and the opposite end (has 'mouse hole' cutout) facing toward the post.
- B. Push the square end of the Curved Arm into socket in the center underside of the Beam.
- C. Install 5/16" 18x1" bolt through the access 'mouse hole' in lower end of the Arm and firmly tighten to secure the Curved Arm against the post.



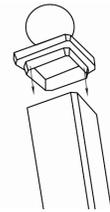
### 4 Attach Mailbox

- A. Place the Mailbox onto the mounting tray portion of the horizontal Beam.
- B. With the Mailbox door pointing in the desired direction, align the four mounting holes in the floor of the Mailbox with the corresponding holes in the tray portion of the Beam.
- C. From the inside of the Mailbox, install 4 bolts (1/4" - 20 X 1") through the 4 holes in the mailbox and mounting tray and place nuts onto the exposed end of the bolts. Using the Phillips screwdriver and the socket or wrench, tighten the nuts securely.

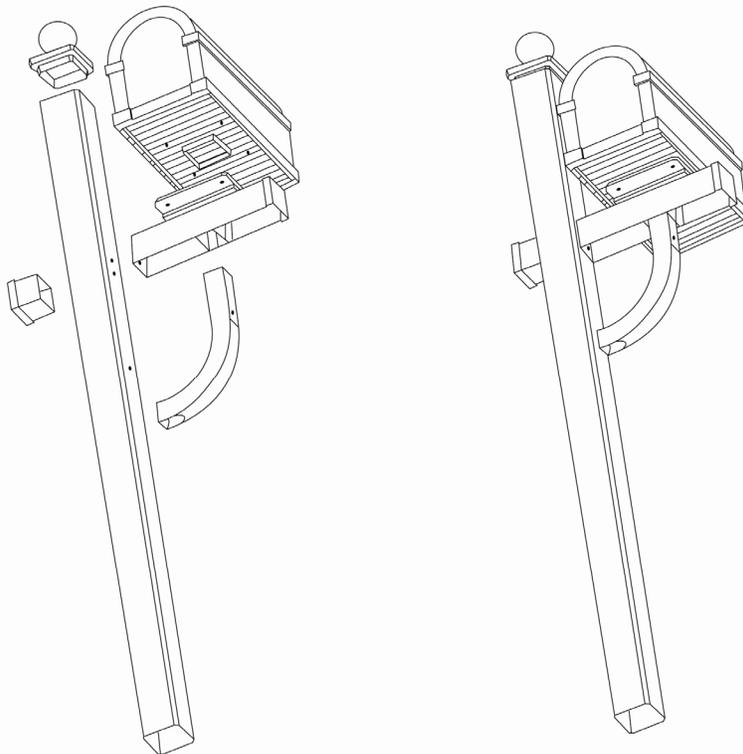


### 5 Attach Finial to Top of Post

- A. The square base of the Finial will press fit into the open square top of the post.
- B. If desired, clear exterior silicone adhesive (available at your local hardware store) may be applied to the inside walls of the post before inserting the Finial into the top of the post.



Congratulations. You have successfully completed the installation of your Gaines Keystone Series Mailbox and Post. You will enjoy many years of service from this product.



The small plastic caps are included for your convenience and may be used to cover any unused screw or bolt holes on the main post.

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