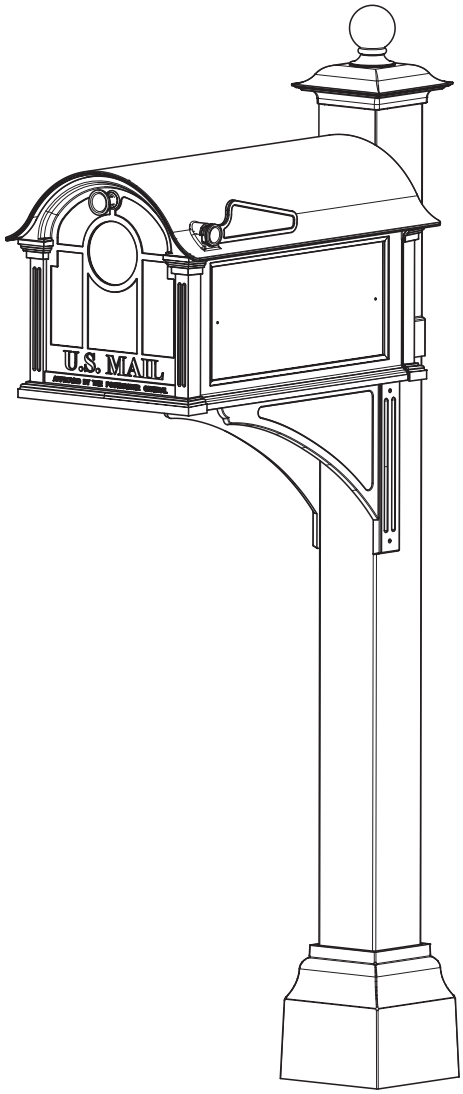
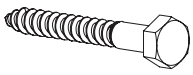
Whitehall™
HANDCRAFTED SINCE 1941

Product Name: Balmoral Mailbox Installation & Assembly Instructions
Assembled Dimensions: 13.75” x 27” x 58.5”



To prevent accidentally discarding small parts or hardware, retain all packaging and contents until assembly and installation are complete.

⚠ Assemble in location for intended use.

Ltr.	Qty.	Description	Hardware Included
A	2	Wood Lag screw	
B	8	Phillips Machine Screws	
C	2	Lag Screw Cover	*Thicker Plastic Cap - 4 colors included*
D	4	Bracket Screw Covers	*Thinner Plastic Cap - 4 colors included*
E	4	Bracket Screw Cup Washer	*Opaque Plastic*
F	2	1/4-20 Set Screw	
G	1	1/8" Allen Wrench	

REQUIRED TOOLS/ MATERIALS:

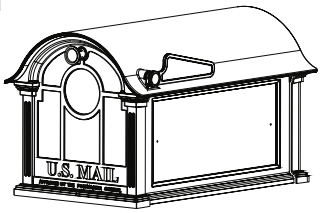
- 4" x 4" x 48" Piece of Treated Lumber
- Shovel
- Rubber Mallet
- Short-handled Philips Screwdriver
- Power drill with 3/16" drill bit
- Adjustable Wrench or Socket Wrench with 7/16" Socket
- Level

Packet of Silicone Sealer included in box

Remove all parts, hardware and protective packaging from carton and carefully arrange on a clean, level, padded surface.

Ltr.	Qty.	Components
H	1	Balmoral Mailbox
I	1	Left Bracket
J	1	Right Bracket
K	1	Post Bottom
L	1	Finial
M	1	Post Top
N	1	Optional Post Cuff
O	2	Optional Side Plaques
P	1	Optional Monogram

H



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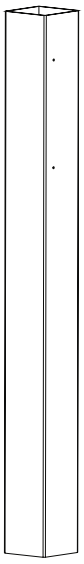

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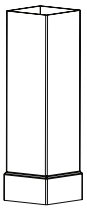

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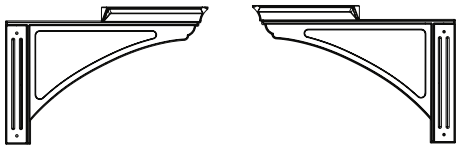

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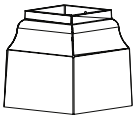

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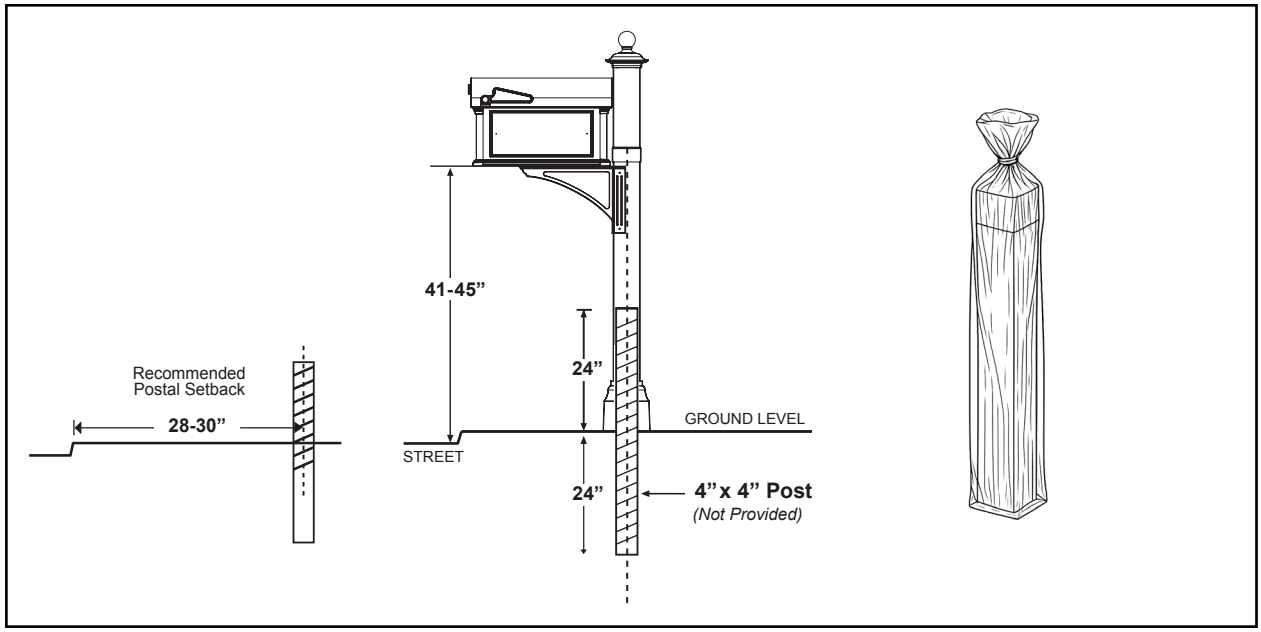
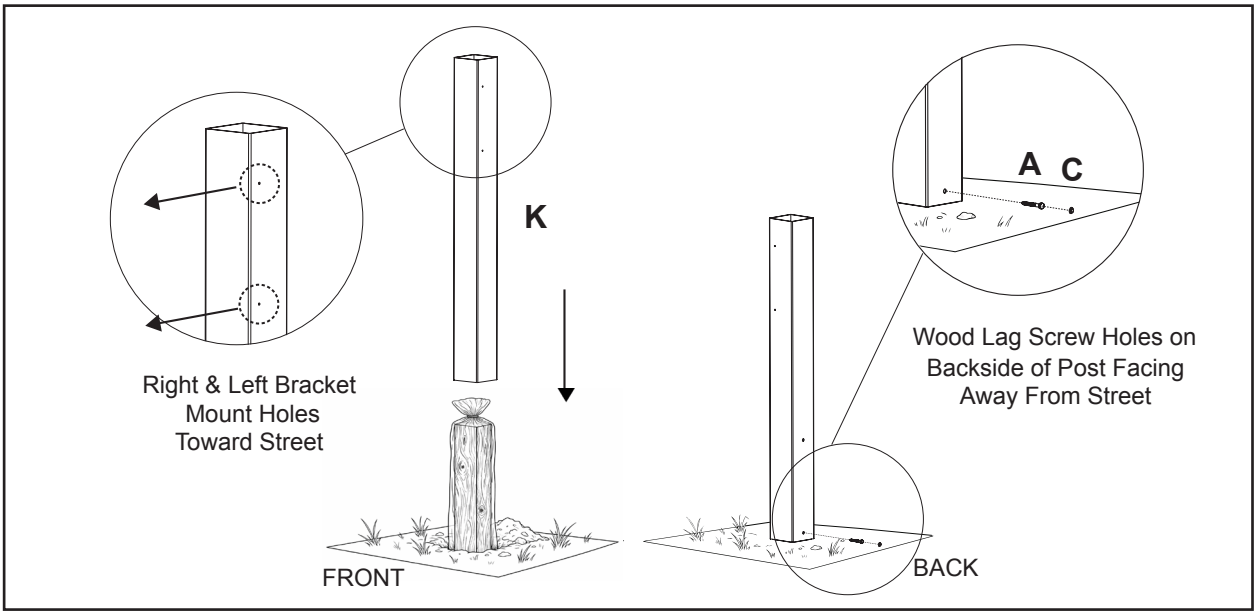
STEP 1: Purchase a 4”x 4” x 48” piece of treated lumber. Establish the spot for your mailbox by following the postal setback diagram below. Typically, the center of the post should be positioned 28”–30” from the curb. Mark the position on the ground and dig a hole approx. 24” deep. Remove and save the long plastic sleeve from the aluminum post. Slide the plastic sleeve over the treated piece of lumber to act as a moisture barrier between the lumber and aluminum. Cut off the excess plastic sleeve.

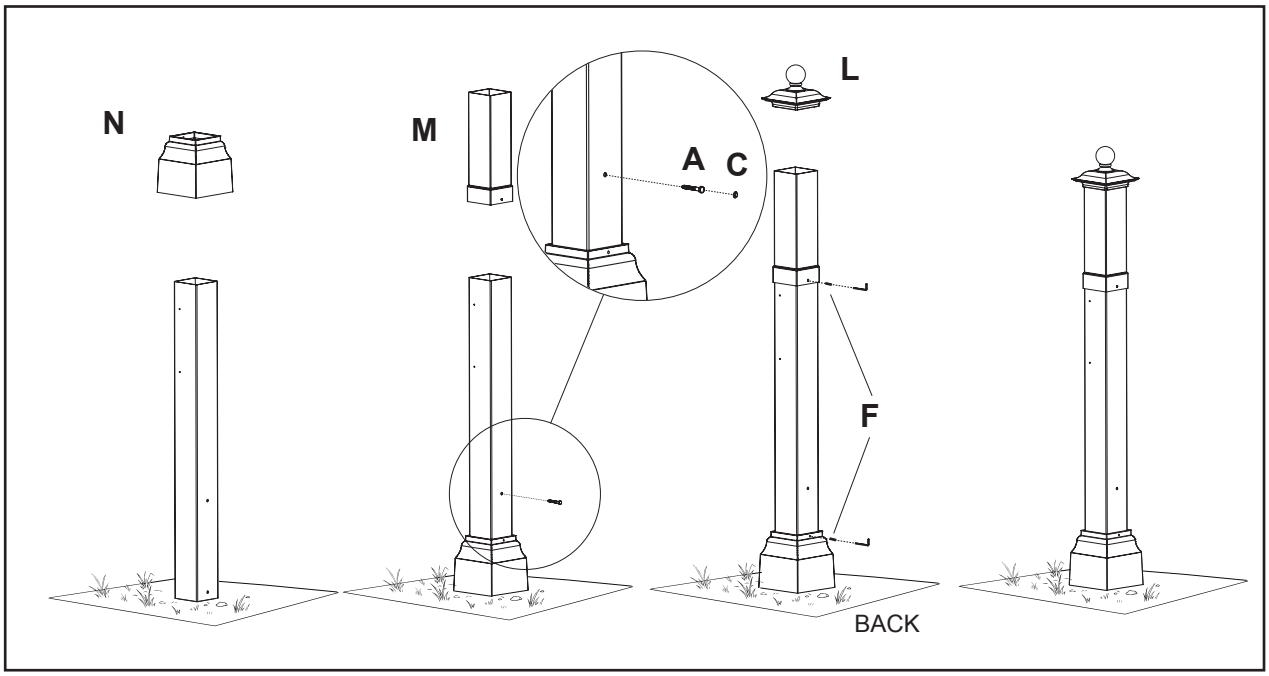


STEP 2: Place the 4”x 4” x 48” wood post into the hole leaving at least 24” out of the ground. Remeasure setback to center of post to ensure proper hole placement. Partially backfill the hole around the post. Tamp the soil and use a level to make sure the post is vertical. Complete the backfill of the post by packing the earth firmly. Recheck for vertical and adjust as necessary. ***(Continue below)***



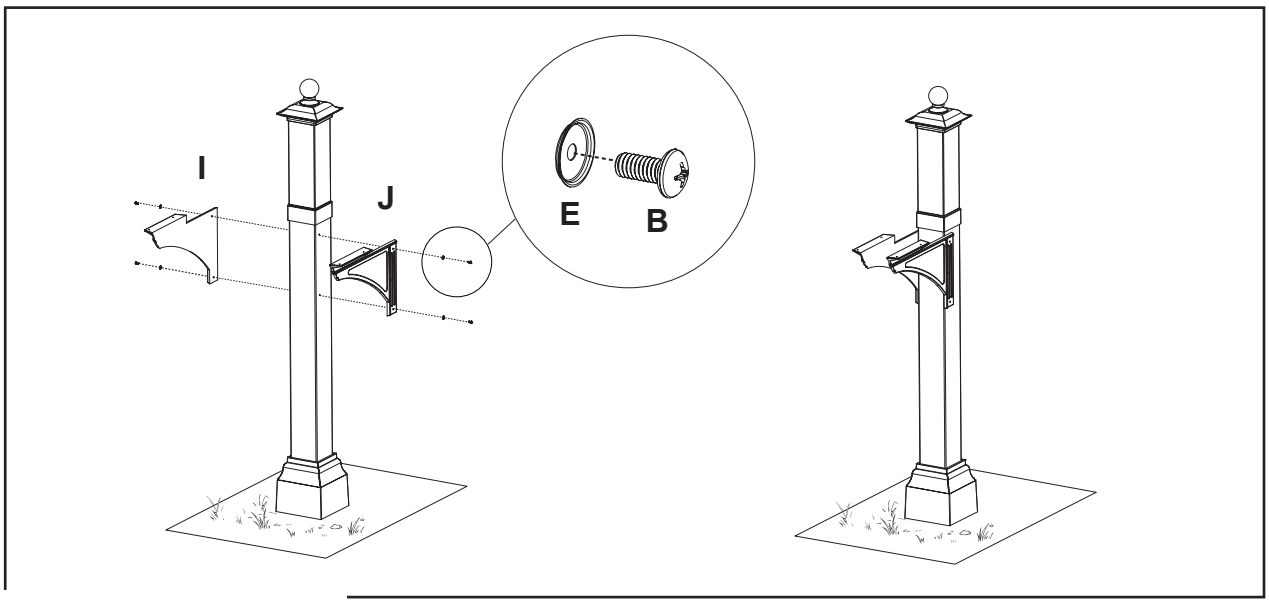
(Continued) Orient the aluminum post with the two bracket mounting holes facing the street and the two lower lag screw holes facing away from the street. Slide aluminum post over the 4” x 4” post until flush with the ground. Using a **3/16”** drill bit, predrill through both lower mounting holes and into the wood post. Using a **7/16”** socket wrench or adjustable wrench, fasten the first wood lag screw **(A)** through the aluminum post and into the inner wood post. Cover with lag bolt cover **(C)** in corresponding color.

STEP 3: Locate the optional post cuff (N) and orient it with the threaded set-screw hole facing the back, away from the street. Slide the cuff down over the post until it reaches the ground. Using a **7/16"** socket wrench or adjustable wrench, install the second wood lag screw **(A)** through the aluminum post and into inner wood post. Install the corresponding lag screw cover **(C)**. Locate the post top **(M)** and orient the threaded set-screw hole toward the back of the post. Slide the post top into place, tapping gently with a rubber mallet if necessary. Install set screws **(F)** into the treaded holes in the post cuff and post top and tighten using included **1/8"** Allen wrench **(G)**. Place the finial **(L)** onto the post top and tap it into place with a rubber mallet.

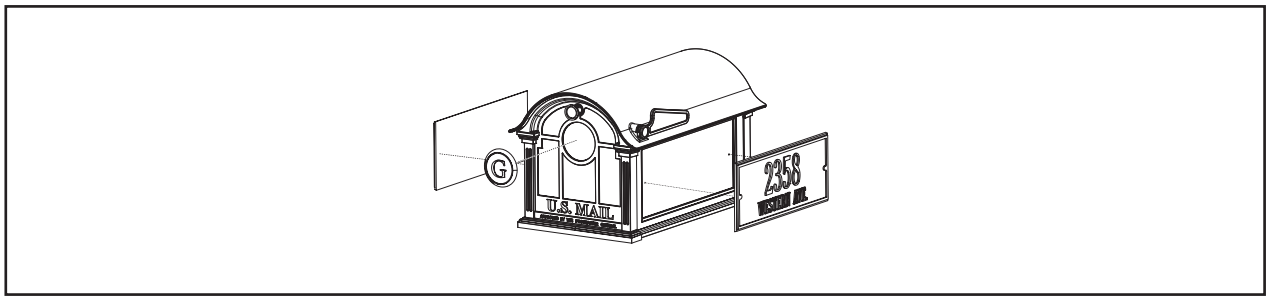


STEP 4: Apply a small amount of silicone sealer in and around the threaded bracket-mounting holes on both side of the mailbox post. Attach the left and right brackets **(I&J)** using 4 machine screws **(B).** Insert each screw through a plastic cup washer **(E),** then through the bracket and into the threaded holes in the post. Hand-tighten the screws. Repeat for the opposite bracket.

Keeping the brackets loose on the post may be necessary to get alignment of the mailbox.

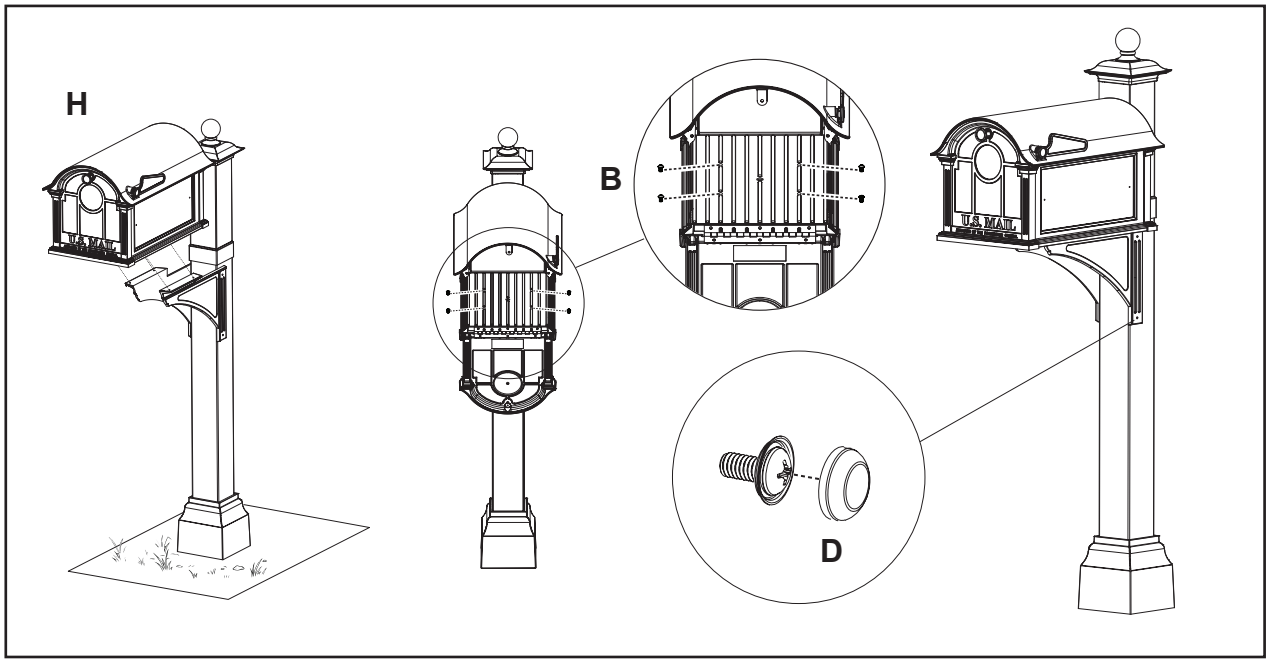


STEP 5: If you purchased optional side plaques or a monogram, refer to instruction sheet AW-1098, included with the optional side-plaque hardware kit, for installation instructions.



STEP 6: Apply a small amount of silicone sealer in and around the 4 holes on top of the brackets. Place the Balmoral mailbox **(H)** on top of the brackets with the back of the mailbox against the post. Center the mailbox over the brackets. From inside the mailbox, install the remaining four machine screws **(B)** through the holes in the bottom of the mailbox and into the threaded bracket holes. Hand-tighten the screws. **(Continued Below)**

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).



(Continued) Use the short-handled phillips screwdriver to tighten the 4 screws inside the mailbox and 4 screws on the bracket if necessary. Snap the four bracket screw covers **(D)** onto the corresponding cup washers **(E)** to conceal the screw heads.

Care Instructions:
Clean the mailbox by using water and a soft rag. Do not use harsh detergents or abrasives as this may damage the painted finish.

Please contact our Customer Service Department for assembly assistance or questions at 1-800-728-2164 or email customerservice@whitehallproducts.com
Specialists are available weekdays 8:30am to 5:00pm EST