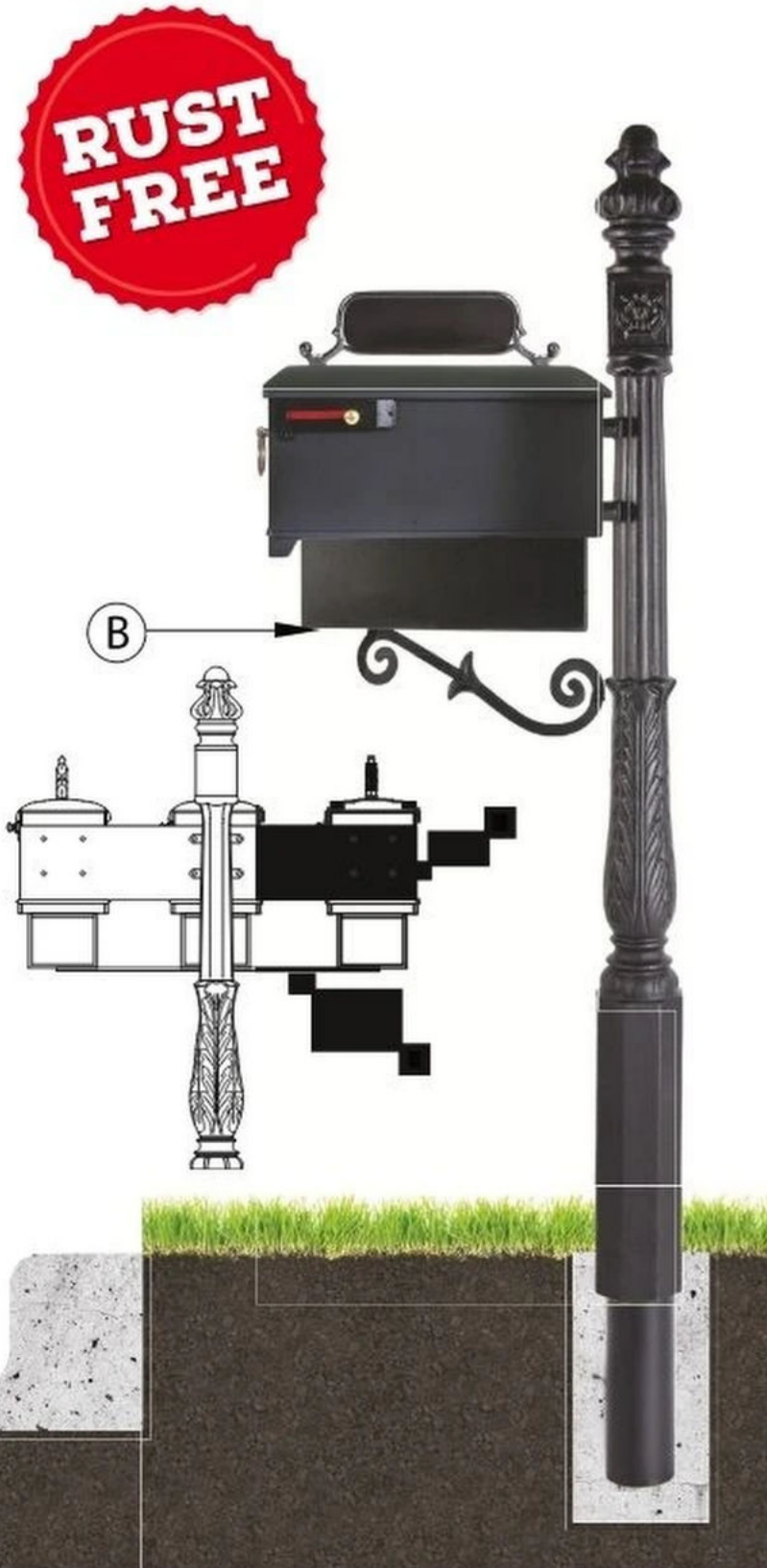
IMPERIAL
IMI MAILBOX SYSTEMS

TRIPLE SYSTEM ASSEMBLY INSTRUCTIONS

IMPORTANT NOTE:

Customers are required to contact local post office before installing the mailbox to ensure its correct placement and height at street.

Generally, mailboxes are installed at a height of 41-45 inches from road surface to inside door of mailbox or point of mail entry (locked designs) and are set back 6-8 inches from the front face of curb or road edge to mailbox door.



To Facilitate Installation:

Completely assemble entire mailbox unit. Dig hole approximately 16 in. deep with post hole digger or shovel and install box using either wet or dry mix of concrete. Level box, not post, with a slightly forward angle. Some temporary support may be necessary while concrete sets.

1 Bolt Triple Plate (A) to post, leave loose.

2 Bolt boxes to triple plate using carriage bolts and rubber washer. Leave loose. Note: if not using newspaper boxes, go to step 4.

3 Use 6” straps to attach newspaper boxes. Back of newspaper box and mailbox should be flush.

4 Attach triple bar (B), to bottom of mailboxes or newspaper boxes, leave loose. Attach scroll to bar. Lift boxes and insert scroll support dowel pin into post.

5 Starting with triple bar (B), tighten all bolts. Ensure triple bar is in the middle of the slotted hole. Next, tighten the mailboxes to triple plate (A), starting with the top bolts first, ensuring they are square to the plate. Finally, tighten triple plate (A) to post, starting with top bolts first.

6 Place assembled post into hole, line up box with curb, and add concrete.

7 If needed, drive a stake into ground 3 or 4 feet behind post. Tie a string from stake to top of post to keep unit plumb.