

## FRONT ADDRESS PLAQUE INSTALLATION

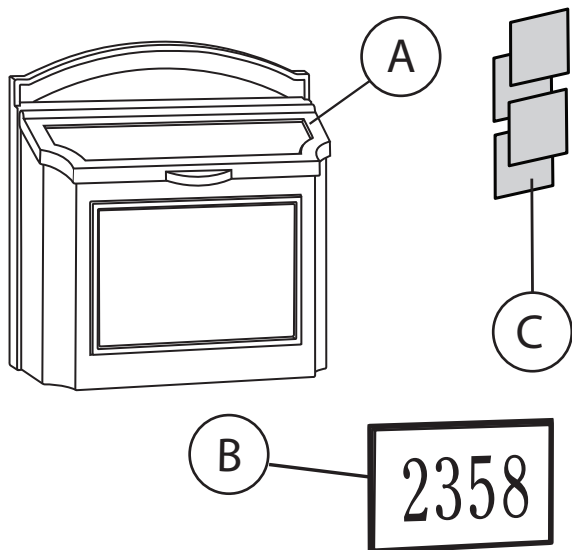
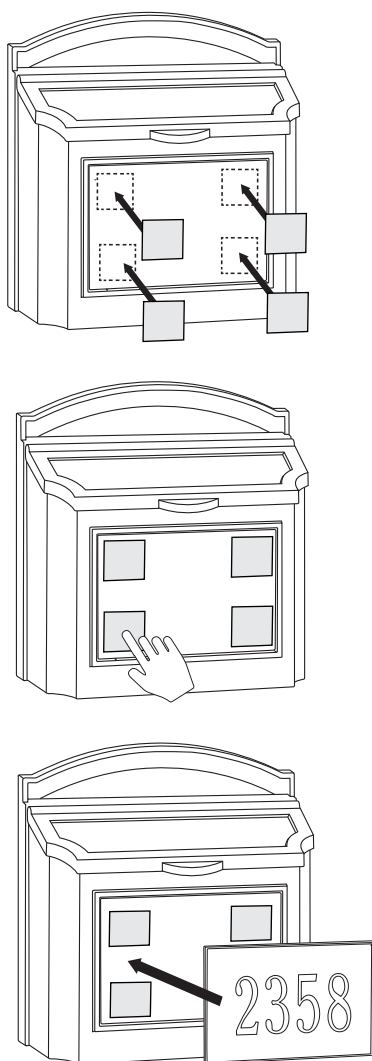


FIG. 1A



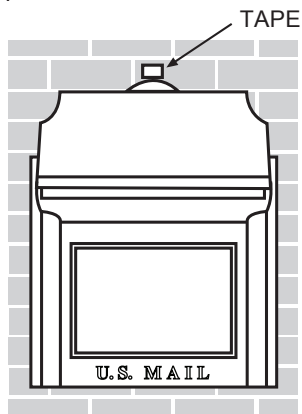
### Parts Included:

- A) Locking Wall Mailbox
- B) Front Plaque
- C) 2" x 2" Adhesive Tape Squares

### Instructions:

- 1) On a flat surface, lay down a soft clean cloth. Place Wall Mailbox (A) on its back and the Front Plaque (B) face down. With a soft cloth, wipe backside of the plaque and within the mailbox's front plaque frame to ensure proper tape adhesion.
- 2) Without removing the adhesive backing, place four (4) of the provided Adhesive Tape Squares (C) within the corners of the plaque frame (FIG. 1A) approx. 1/4"-1/2" from each border edge. Be sure to give each square enough space to avoid overlap or overhang.
- 3) Once evenly spaced, peel off one (1) plastic backer of each adhesive tape square one by one and replace **EXACTLY** with the sticky side down (**TAPE BONDS IMMEDIATELY**). Press firmly for 15 seconds to **FULLY** activate adhesive. Repeat for each tape square.
- 4) Once the tape is set, peel off the remaining plastic backers. Ensure correct plaque orientation before installation. **The adhesive bonds IMMEDIATELY and cannot be repositioned.** At a 45 degree angle, rest the bottom edge of the plaque along the inside bottom edge of the recessed front plaque frame on the mailbox (A) for level application. Tilt plaque forward and press firmly for 15 seconds over each tape location to **FULLY** activate adhesive.
- 5) Enjoy your new personalized Wall Mailbox!

Figure 1



## Parts Included:

- A - Wall Mailbox - 1
- B - Screws - 2
- C - Allen Wrench
- D - Short Shoulder Bolts - 2

## Tools and Materials NEEDED (Not Included):

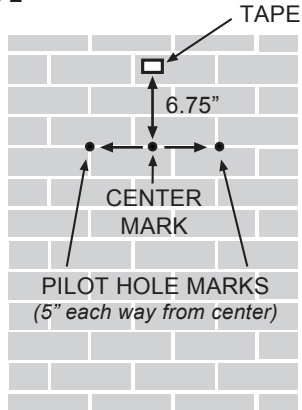
- a) Drill and 3/16 Drill bit
- b) Tape
- c) Level

- 1) Position the mail box (A) on desired location with lid open (to assure clearance when lid is open).
- 2) Apply a piece of tape onto the wall and mark the top, center of the mailbox door (B) (See Figure 1)
- 3) Using a level, align the template on the backside of this sheet to the center mark of the tape. Mark the wall at locations A and B.

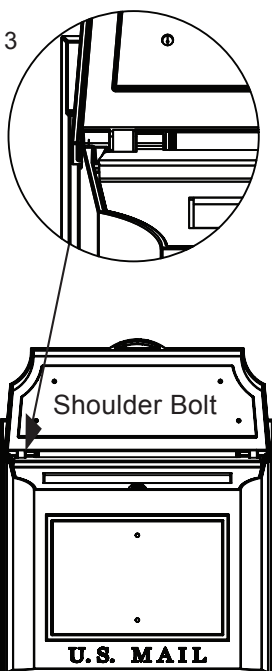
## If you are unable to use the template:

- a) Measure down 6.75 inches and place a mark on the wall. (use a level to make sure the mark is at the center line of the mailbox located in step 2)
- b) Draw a horizontal line through the mark on the wall, again using a level to ensure a straight line. Measuring out 5 inches on both sides of center mark, place pilot hole marks on level line with center mark. (See Figure 2)
- 4) Drill pilot holes for each for each screw location and insert masonry anchors if needed.
- 5) Install the screws (B) included with this mailbox in each hole location leaving approximately 1/2" of the end of each screw head exposed.
- 6) Align the large openings of the keyholes on the back panel of the mailbox over the exposed screw heads and lower the mailbox to secure the screws onto the keyhole slots.

Figure 2



Detail  
Figure 3



## Instructions for Removing Locking Lid

If you do not wish to use the locking lid, you may remove it by following these simple steps:

- 1) Using the Allen Wrench (included with the hardware kit), remove each of the 2 long shoulder bolts that secure the hinge areas of the inner locking lid and outer cover lid to the mailbox body.
- 2) After removing the long shoulder bolts remove the inner locking lid from the mailbox.
- 3) Using the Allen Wrench, install the 2 short shoulder bolts (included with the hardware kit) and nylon washers to attach the hinge areas of the outer lid to the mailbox.

## Cleaning Instructions

Whitehall Mailboxes and Accessories are made of cast aluminum with tough finishes to withstand exposure to the elements. To clean your Whitehall Mailbox, use a non-abrasive detergent and water with a cloth, sponge, or soft brush. Polishing cannot brighten the bronze color finish. The painted finish will weather naturally and maintain its beauty for many years without special attention.

Fold along this dotted line



A

Align top of this line to center mark of tape

B

Place level along this line

Mark or drill at locations A and B

