

Mail Slots – 4035 and 4045

Standard Style Installation Instructions

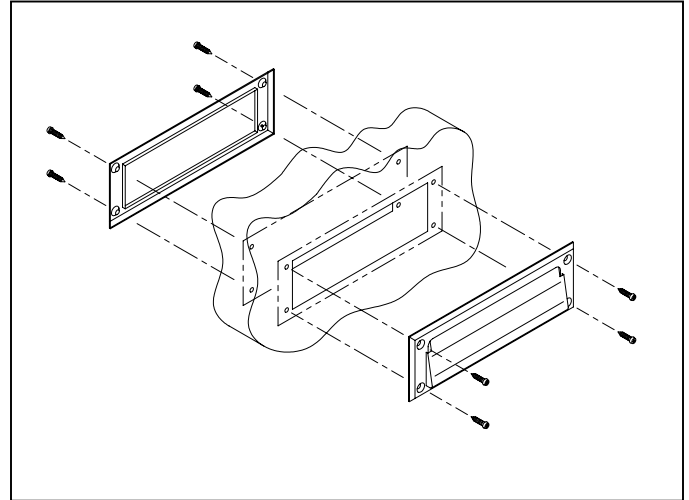
Thank you for selecting Salsbury's standard mail slot model 4035 or 4045. The two piece standard mail slots are made of brass and have a spring-loaded flap for the front of a wall or door and inside trim for the rear.

Installation

1. Position unit on flat surface in center of door at desired height and mark four screw holes and four circle centers for the rough opening.
2. Using 1/2" drill bit, drill four circle centers from front of door to a depth that allows drill bit tip to penetrate back of door, then finish hole by drilling from back of door. Mark horizontal and vertical dotted cut-out lines of rough opening from hole to hole.
3. Using a saw, cut out opening along dotted cut out lines.
4. Make sure front plate is level and centered over opening on outside of door. Ensure that the flap can be lifted and closes freely. Mark screw holes and drill 1/8" pilot holes and secure.
5. Drill pilot holes for screws with 1/8" drill bit approximately 1/2" deep. Secure inside trim.

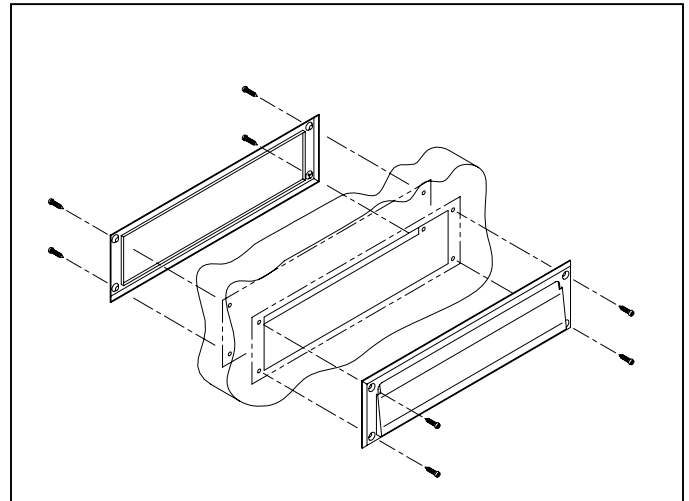
Cleaning: Polish with a soft cloth or sponge. **DO NOT** use abrasive materials on polished cast brass surface.

Model 4035 – Letter Size



Unit Overall Dimensions: 8-3/4"W x 2-3/4"H
Rough Opening Dimension: 7-1/4"W x 2-1/4"H

Model 4045 – Magazine Size



Unit Overall Dimension: 13"W x 3-1/2"H
Rough Opening Dimensions: 11-1/4"W x 2-1/2"H