

# DUO MOUNT MAILBOX POST ASSEMBLY INSTRUCTIONS

**IMPORTANT!** Before installing your Whitehall mailbox posts, consult your local branch of the US Post Office for road set back and height requirements from roadbed or curb. See Figure 1.

A - 4" x 4" x 23.67" Cross Bar with Welded Mounts - 1

B - 4" x 4" x 70" Vertical Post - 1

C - Post End Caps - 2

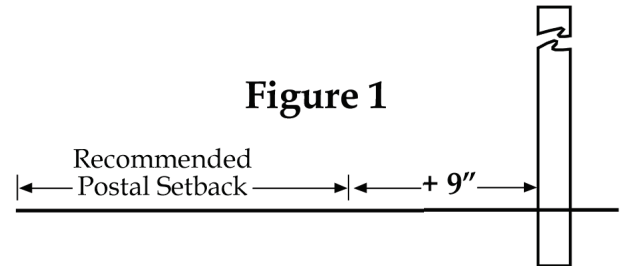
D - Whitehall Mailboxes - 2 (Sold Separately)

E - Newspaper Tubes - 2 (Sold Separately)

F - 3/8"-16 x 5.5" Black Panhead Bolts - 3

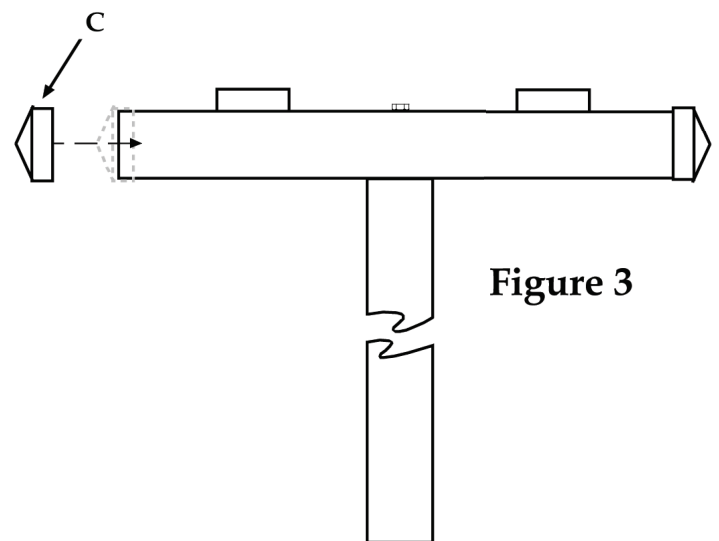
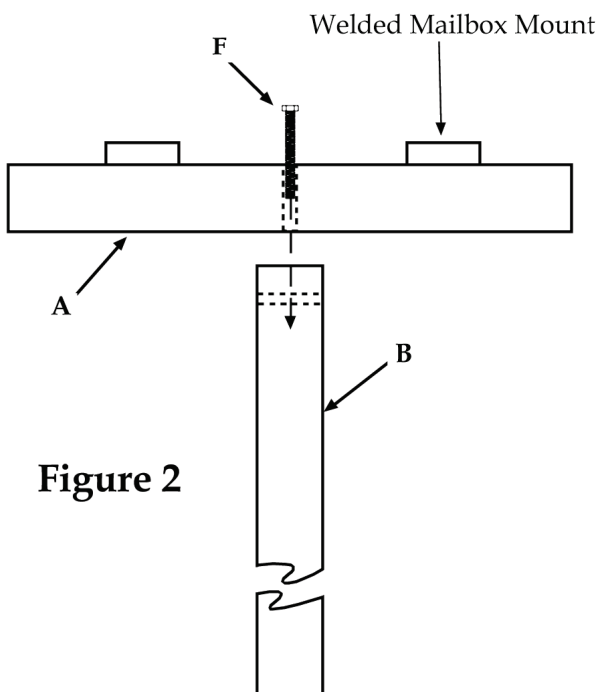
G - 3/8"-16 Black Panhead Nuts - 3

H - Washers - 3



## Post Assembly:

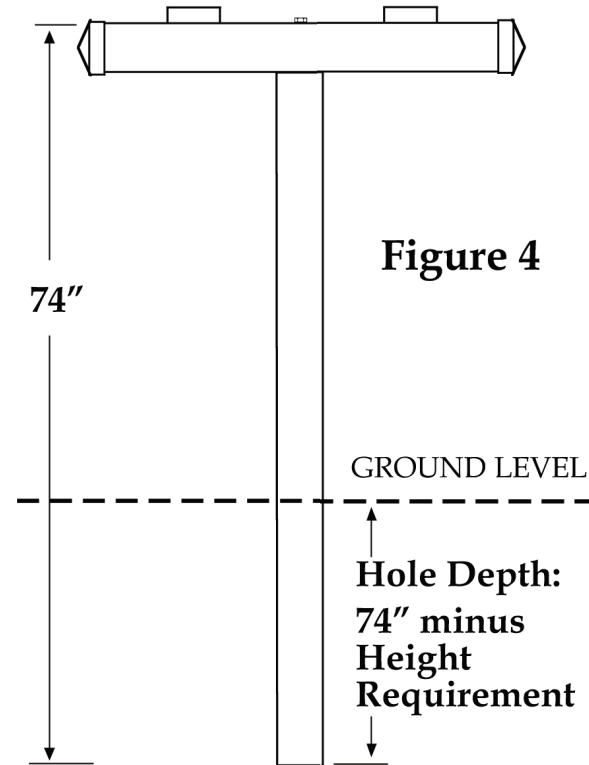
- 1) Attach the Cross Bar (A) to the Vertical Post (B) using one 3/8" -16 x 5.5" Panhead Bolt (F) provided, making sure to position welded mailbox mountings up. (See Figure 2)
- 2) Attach Post End Cap (C) to one end of the Vertical Post (B) by placing the cap over the end of the post and gently tapping into place with a rubber mallet. Repeat for opposite end of post. (See Figure 3)



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## *Installing the Duo Post in the ground:*

- 1) Consult your local post office for recommended road setback and height requirements. Add 9" and mark position on ground for front edge of post. (See Figure 1)
- 2) Consult MISDIG for possible interference with underground utilities.
- 3) Determine depth of holes using the Post Office height requirement (X), subtracting the height from the top of the cross bar to the bottom of the post. I.E...74" - X = Hole Depth. (See Figure 4)
- 4) Place Duo Post assembly in hole and partially backfill. Position for level on cross bar and plumb on vertical post. NOTE: Double check set back measurement.
- 5) Complete back fill of the post holes packing the earth firmly. Note: For permanent installation, use concrete mix to backfill unless it is against local post office or county road commission guidelines.



## *Attaching your Whitehall Mailboxes to the Duo Mount Post Assembly:*

- 1) Attach your personalized door plaque to the mailbox using the instruction sheet provided. (AW341)
- 2) Set the mailbox on the crossbar aligning the locators on the bottom of the box to the welded locators on the crossbar.
- 3) Place the 3/8"-16 x 5.5" bolt (F) inside the mailbox, through the hole in the base of the box, through the crossbar and into the newspaper tube (E). Reach inside the tube with a small socket wrench and attach the washer (G) and nut (H) to the end of the bolt (F).
- 4) Make sure both units are square to the post assembly and tighten bolts.

