



# Mailbox Enclosure Installation Instructions



## Unpack and Verify Materials:

- 1 - Mailbox Enclosure
- 1 - Mailbox Cover
- 1 - Metal Mailbox
- 1 - Solar Collector
- 2 - Removable Brackets (1 top & 1 bottom)

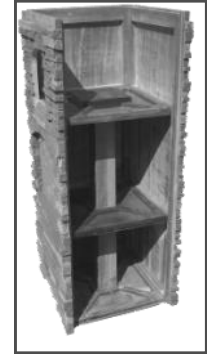
## The Hardware Package Contains:

- 4 - 2" Screws
- 4 - Butterfly Screws
- 4 - 3" Screws
- 4 - Washers
- 4 - 2 1/2" Screws
- 2 - Nuts and Bolts

## The Paint Kit Contains:

- 3 - Bottles of Paint; 1 Light, 1 Medium, 1 Dark
- 1 - Packet of Sand

Please contact the vendor if any materials are missing.



Cutaway showing the 3 Support Brackets

## Consider these Points Before Installing:

- A) Follow any USPS setback requirements.
- B) The front and side edges of the post will end up at 9" back from the finished front and sides of the mailbox enclosure when installed. Allow for a 24" x 24" overall footprint being sure that the ground is clear and level.

**Do not install in grass areas or lawn. Damage caused by lawn or garden equipment is not covered under the warranty.**

## Step 1 - Prepare the Post

- A) The mailbox enclosure is designed to fit over a standard 4" x 4" pressure treated post. Make sure the front post is EXACTLY parallel to the direction you want the mailbox to face. If the post is off the mailbox will not face the desired direction.
- B) Make sure the post is plumb in both directions. If the post is not plumb, the mailbox may appear crooked or skewed once the installation is finished.
- C) If possible leave the post long until the exact height has been measured. Set into the concrete approximately 18" with an above ground height of at least 36".

## Step 2 - Attach the Bottom Bracket

Remove the 12 screws holding the bottom bracket into the enclosure. Slide the bottom bracket over the post keeping the lip on the bottom side. Level the bracket at the desired base height and attach to the post with 1 - 2" screw per side. Secure through the inner ring of the bracket into the side of the post.



## Step 3 - Measure and Cut Post

Measure 35" up from the top of the attached bottom bracket. Use a speed square to mark all 4 sides of the post. Cut the post at this height. Be careful to make the top of the post level.

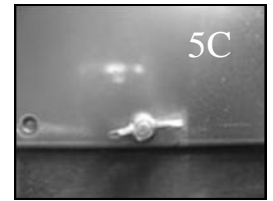
## Step 4 - Setting the Mailbox Enclosure

- A) Slide the mailbox enclosure over the post, being careful not to bind the second bracket as it slides down the post.
- B) Seat the bottom of the enclosure onto the bottom bracket. Make sure the lip is snug against the rim of the enclosure as the 3rd bracket locks down onto the top of the post.
- C) Secure the bottom of the enclosure to the bracket using the 12 - 2 1/2" screws that were removed in step 2. Drive screws through the face and into the bottom bracket.



### Step 5 - Attach to Post

- A) Remove the 12 screws holding the top bracket and remove the bracket. Slide the mailbox forward to expose the top of the third bracket. **DO NOT** remove the mailbox from the enclosure. Leave the block of foam under the mailbox attached, as this helps fill the gap between the mailbox and the enclosure..
- B) Drive 4 -2 1/2" screws through the top of the mailbox mounting plate (3rd bracket) into the top of the post. Slide the metal mailbox back over the mounting plate. Align the holes in the mailbox with the preset threads in the mounting plate.
- C) Finger tighten 4 butterfly screws and washers to secure mailbox to the mounting plate.
- D) Attach the front pull and back latch to the face of the mailbox with 2-3/4" nuts and bolts.



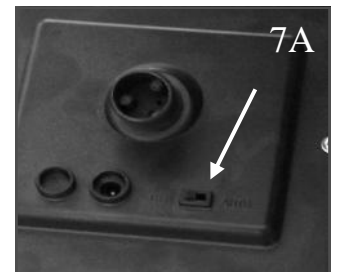
### Step 6 - Attach the Top Bracket

- A) Bring both the connector and plug wires up through the center opening of the 4th bracket. Move them off to one side. Place the bracket into the top of the enclosure. Make sure the top seats firmly down into the mailbox enclosure.
- B) Secure the top bracket into the enclosure using the 12 screws that were removed in step 5.



### Step 7 - Attach the Cap

- A) Switch the solar collector to "Auto". Place the collector in the cap with Velcro. Firmly press the collector into the cutout of the cap to secure.
- B) Attach the threaded male connector from the cap to the female connector of the address block. Hand tighten the plastic nut. Locate the remaining wire. Insert the male lead into the back of the collector to complete the circuit. For maximum battery charge, place the cap so the collector faces south.
- C) Seat the cap over the enclosure. Check for light placement prior to placing the screws or you may drill into one of the lights or the cord. Attach the cap by driving 4 -3" screws at a steep angle through the bottom lip of the cap into the enclosure. **DO NOT** drive through the top of the cap. **DO NOT** over drive the screws. **DO NOT** use sealant on the cap to secure it, as you will need to access the solar collector for periodic battery replacement..



### Step 8 - Touch Up - Optional

- A) Caulk around the metal mailbox if there are any gaps to keep out insects. Fill in any exposed screw heads.
- B) After the caulk has set, cover with the appropriate paint color and feather the paint out over the rock face. Add more texture by using the paint brush to dab a small amount of sand onto the painted surface.



Please view the complete video at [NextStone.com](http://NextStone.com). for additional help with installation.