

# modbox | Mailbox Installation

## Tools



## How your modbox arrives...

- The wall mounted modbox is shipped with the Letter Box (door) installed inside the Housing.
- If you chose the optional Letter Tray, it was packed behind & below the mailbox. You will attach it later.

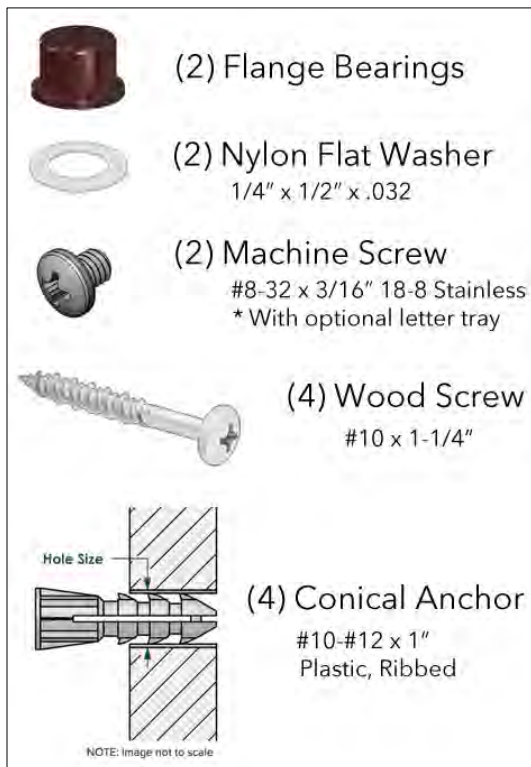
### 1 Remove the Letter Box (door)

- Set the modbox on a table and open the Letter Box (door) all the way. The Pivot and Stop Pins will align.



- Hold the back of the Housing and pull the Letter Box (door) out. The two pins will travel through the Cut Out on the floor of the Letter Box. See diagram.

## Parts (included with mailbox)



### 2 Remove the Bearing and Washer



The flat washer limits side-to-side movement of the letter box. It is used if there is no paint on the edge of the pivot pin near the housing.

### 3 Mark Top Two Holes

- With the Letter Box removed position the Housing on the wall at the desired location.
- Use a level to make sure the Housing is positioned correctly.
- Use the pencil to mark the location where you will drill the top two holes.
- Remove the Housing.



Note #1 – This step is easier with **two people**: one to hold the Housing and the other marks the location of the two holes.

Note #2 – **Siding Not Flat**: you may need to move the mailbox up or down so that it makes contact with the wall where the four screws will enter the wall. Shims may be required on either the top two or bottom two mounting locations.

Note #3 – You can mark and drill all four holes in Step 3 and 4, thus avoiding Step 5; however, it is difficult to hold the housing perfectly level while marking all four holes.

### 4 Drill Top Two Holes

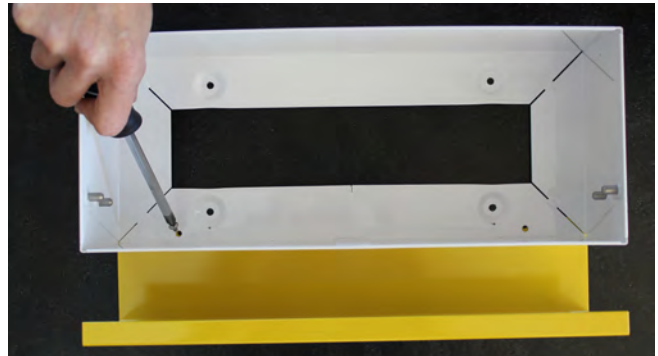
- **Wood walls** – use a 1/8" or smaller wood bit to drill two pilot holes marked in Step 3
- **Brick or other masonry walls** – use a 1/4" masonry bit to drill two pilot holes. Place a plastic Conical Anchor in each hole and tap it into the hole gently with a hammer. See parts diagram for illustration.

### 5 Mark & Drill Bottom Holes

- Mount the Housing temporarily using two screws in the top holes.
- Use the pencil to mark the location where you will drill the bottom two holes.
- Remove the Housing.
- Repeat Step 4 for the two bottom holes

### 6 Attach Optional Letter Tray

- The Letter Tray will arrive with the two #8 machine screws attached to the Letter Tray.
- Use a Phillips screwdriver to remove the two screws from the Letter Tray.
- Place the Housing & Letter Tray on a table.
- Move the Letter Tray behind the Housing.
- Align the Letter Tray holes with the two holes nearest to the Housing floor.



- Place each screw through the Housing's hole and screw it back into the Letter Tray.

### 7 Attach Housing & Letter Box

- Use a screwdriver to securely mount the Housing using all four screws.
- Place the Bushing and Nylon Washer (if provided) back onto the two Pivot Pins. See diagram in Step 2.
- Align the Letter Box's floor cut outs with the Housing's Pivot Pins and slide the Letter Box straight back. See the Step 1 diagram.