

modbox | Mailbox Installation

Tools



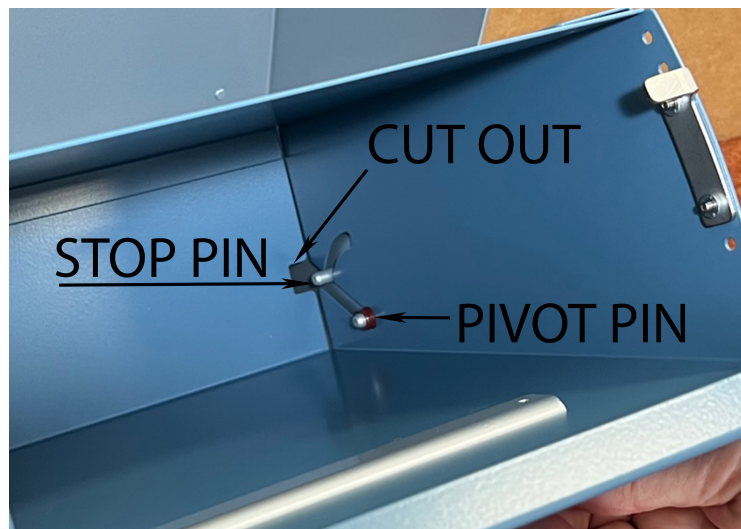
How your modbox arrives...

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

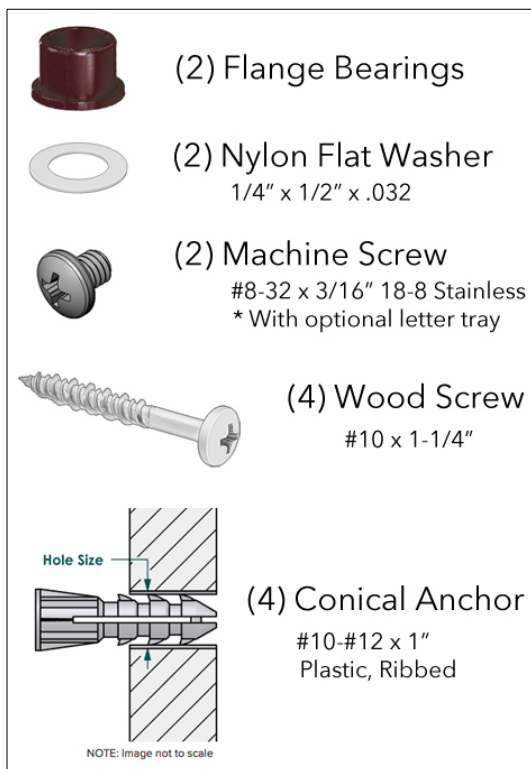
1

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.



Parts (included with mailbox)



- 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.

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 contacts the wall where the four screws will enter the wall or use shims.

4 Drill Holes

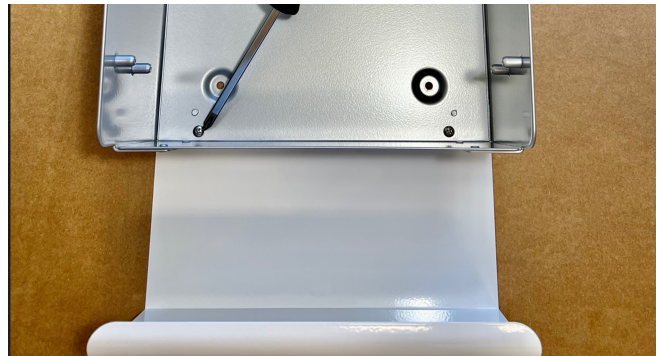
- **Wood walls** – use a 1/8" or smaller wood bit to drill two pilot holes marked in Step 3
- **Brick or other masonry walls** – use a 1/4" masonry bit to drill two pilot holes. Place a plastic Conical Anchor in each hole and tap it into the hole gently with a hammer. See parts diagram for illustration.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

5 Adjust Security Latch

- Remove the two screws with a #1 Phillips screwdriver (pre-set is a 1" security opening).
- Attaching the latch with the front screw in the first hole provides a 1/2" locked opening.
- As you move the latch back, each hole represents an additional 1/2" opening.
- Do not fully tighten the front/first screw so that you can more easily align the second screw with the security latch.

6 Attach Optional Letter Tray

- Remove the 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 and screw the Letter Tray onto the housing.



7 Attach Housing & Letter Box

- Use a screwdriver to securely mount the Housing using all four screws.
- Place the Flange Bearings and Nylon Washers onto the two Pivot Pins (*required for proper door function*). Make sure "flange" part of the bearing is between the Housing (shell) and door. 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.