



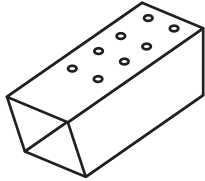
Newspaper Holder

Congratulations on the purchase of your Mail Boss newspaper holder. Our newspaper holder is constructed of 16 gauge galvanized, powder coated steel. The mounting bracket is 14 gauge galvanized, powder coated steel. The Mail Boss newspaper holder is designed to be used in conjunction with the curbside Mail Boss locking mailbox, a Mail Boss post, and/or and one of our spreaders. When mounted with a single mailbox that is mounted on an individual post, the newspaper holder can hang on either side of the post. When mounting three newspaper holders on a triple spreader, the center newspaper holder will have to sit off to one side of the post while the other holders will lie directly underneath their respective curbside Mail Boss. When using a double or quad spreader, all of the newspaper holders will mount directly centered under each box.

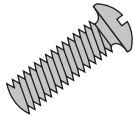
If you require assistance with assembly or part replacement, or for any other matter, contact the toll-free Epoch Design Service Center from anywhere in the Continental United States, Monday through Friday, 9 AM - 5 PM Pacific Standard Time at 1-800-589-7990. You may also email your request or comments to info@mailboss.com and a service representative will respond. You can also find helpful hints and tips on our website: <http://www.mailboss.com>.

Thank you

Parts and Hardware List



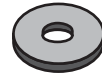
1 Newspaper Holder



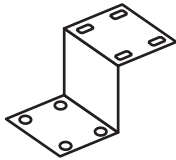
4 Screws
Used to attach mounting bracket to newspaper holder



4 Rubber Plugs
Used to seal unused mounting holes



4 Rubber washers
Used to put between the mounting bracket and the newspaper holder



1 Mounting Bracket
Connects Newspaper holder



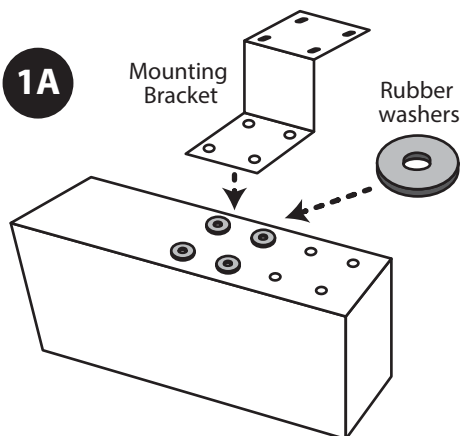
4 Nuts
Used on screws



1 Grease packet
For sealing rubber plugs

STEP 1

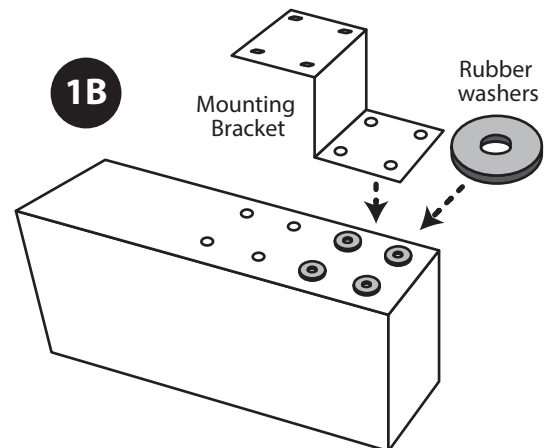
If you are mounting this newspaper holder on our post with a **SINGLE MAILBOX** or you are mounting it under the **CENTER MAIL BOX** on a **TRIPLE SPREADER**, use figure 1A.



Center the four rubber washers over the 4 holes in the top of the holder that are the closest to the front opening. Line up the circular holes in the bracket with the holes on the rubber washers as shown in figure 1A.

(Note: You can rotate the bracket 180 degrees depending on if you want your newspaper holder on the left or the right side of the post)

If you are mounting this newspaper holder underneath a **DOUBLE, QUAD SPREADER**, OR on the **OUTER EDGES** of a **TRIPLE SPREADER** use figure 1B.

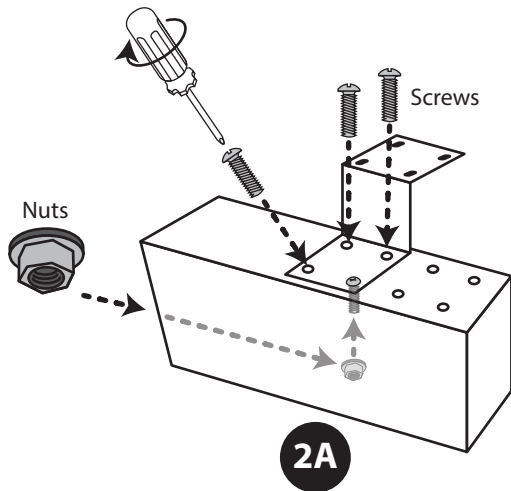


Center the 4 rubber washers over the 4 holes in the top which are closest to the **REAR** of the newspaper holder. Line up the 4 circular holes in the bracket with the holes on the rubber washers. Make sure the elongated holes in the bracket are centered over the newspaper holder as shown in figure 1B.

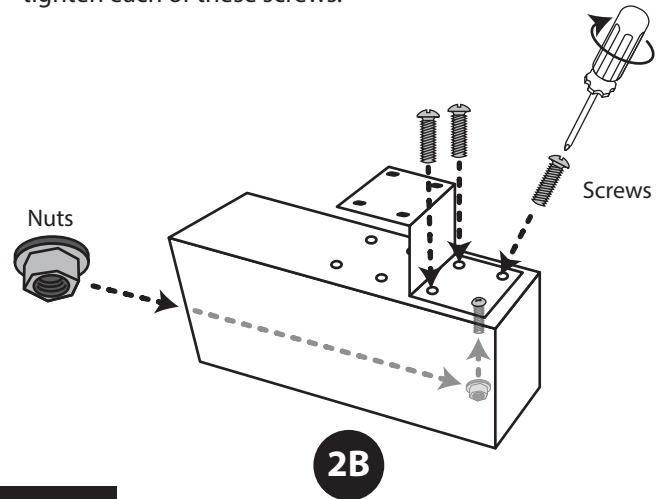
Have a question?... Need a part ASAP?... 1-800-589-7990

STEP 2

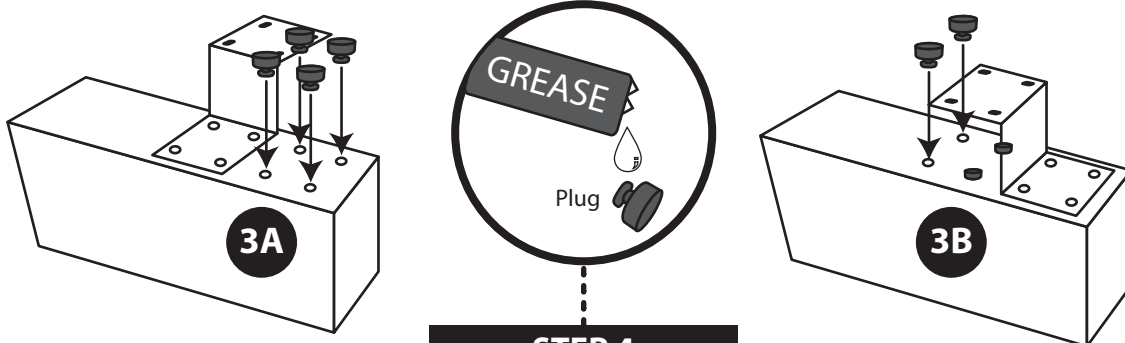
Insert the four stainless steel machine screws through the top and into the newspaper holder as displayed in figure **2A**. While pressing each screw down with your thumb, finger tighten the stainless steel nuts, flange first, on the inside of the newspaper holder. Using a #2 Phillips screw driver, tighten each of these screws.



Insert the four stainless steel machine screws through the top and into the newspaper holder as displayed in figure **2B**. While pressing each screw down with your thumb, finger tighten the stainless steel nuts, flange first, on the inside of the newspaper holder. Using a #2 Phillips screw driver, tighten each of these screws.

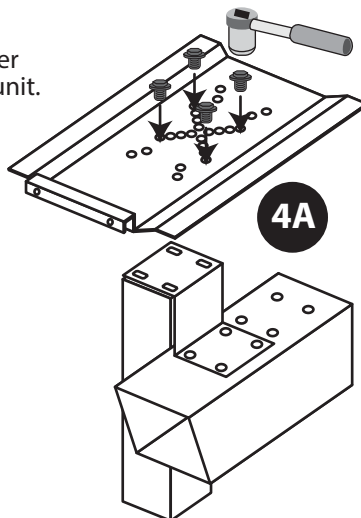
**STEP 3**

Remove the 4 rubber plugs and the tube of grease from the hardware kit. Thoroughly coat the smallest side of the plugs with grease and insert them into the holes on the top of the newspaper holder that are not being used. This will aid in preventing water from entering your newspaper holder.

**STEP 4**

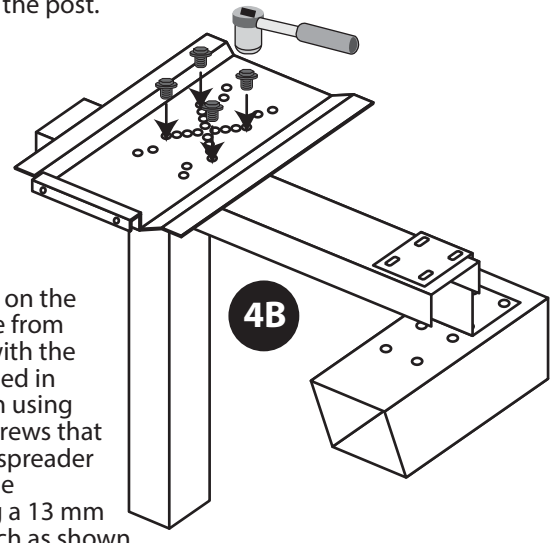
When mounting the newspaper holder on a single post, simply align the elongated holes on the newspaper bracket with the holes with the top of the post figure **4A**. Align the holes in the mounting bracket with the Mail Boss or Fast track on top. Then, secure the mailboss to the newspaper holder bracket and the post using a 13 mm socket or wrench.

Note: Use these instructions to mount the center newspaper holder on the triple spreader unit. The only difference is that the spreader unit should be placed between the mounting plate and the newspaper holder bracket.



Use these instructions to mount a newspaper holder to our Mail Boss spreader plates (with the exception of the center of a triple spreader). Mount the spreader plate to the post as described in the spreader plate installation instructions. Align the elongated holes on the newspaper holder bracket with the top of the post.

Align the holes on the mounting plate from the Mail Boss with the others as detailed in figure **4B**. Then using the machine screws that came with the spreader plate, secure the assembly using a 13 mm socket or wrench as shown.



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