

The Wall Mount Bin Style Locking Drop box is designed for your security and convenience. This drop box is constructed of heavy duty galvanized steel and is designed to be installed on a vertical wall where items may be delivered.

Below you will find a list of hardware parts and detailed installation instructions. Please take the time to carefully sort the hardware and familiarize yourself with the function of each piece for ease of installation. Typical installation hardware has also been provided for your convenience. Since concrete is a hard surface, take proper care when installing this hardware into hard surfaces, making sure not to break the drill bit or screws provided. An electric drill may be required for hard surface installation.

If you require assistance with assembly, part replacement, or 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 will also find helpful hints and tips on our website: www.mailboss.com.

Thank you.

Parts and Hardware List

4 Rubber Grommets

Already inserted in the box.



4 Steel Washers

Used with mounting screws.



1 Drop Box mailbox

Locking security mailbox



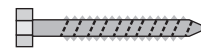
1 Rain Guard

weather shield



4 Mounting screws

Connect drop box to any wall



3 Security keys

Used to lock and unlock your Drop box



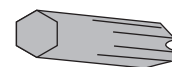
1 4 mm drill bit

For drilling holes into concrete, brick, mortar or wood



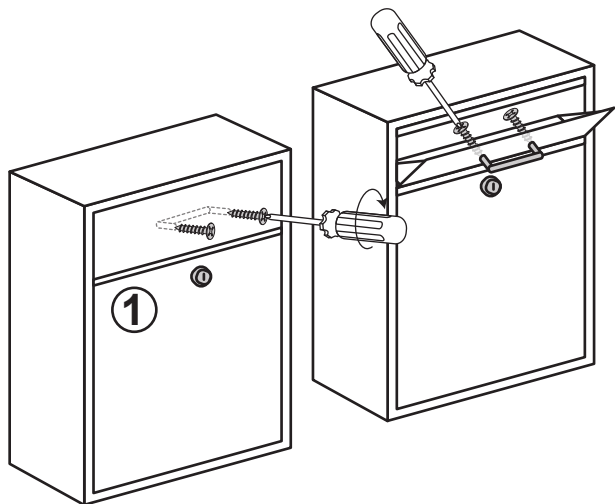
1 TORX (T25) Drive Bit

Used to drive screw into hole.



Please note that it is not the responsibility of mail carriers to open mailboxes that are locked, accept keys for this purpose or lock mailboxes after delivery.

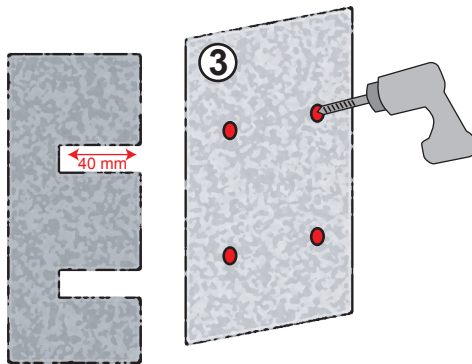
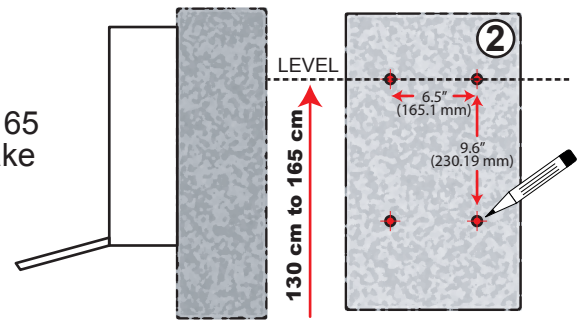
We strongly recommend that you **WRITE DOWN YOUR KEY NUMBER** and keep it in a safe place. Without a key number we will not be able to provide replacement keys, you will have to purchase a new lock and keys set. For security purposes, we reserve the right to deny key replacement without proof of purchase. Additional keys can be purchased at Mailboss.com



- 1** Use Phillips Head screwdriver to remove handle from inside of bin door and use provided screws to attach handle to outside of bin door.

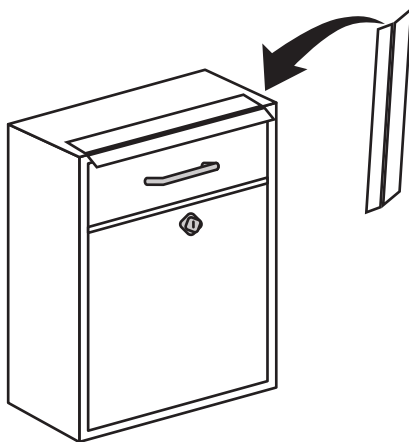
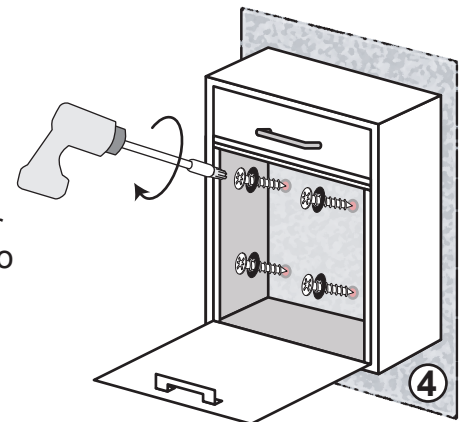
Have a question?... Need a part ASAP?... 1-800-589-7990

- 2** Carefully place the box on the wall at about 130 cm to 165 cm above the floor, or according to your preference, make sure it's level, then mark the center of all four holes.



- 3** Using the 4 mm drill bit provided, create four pilot holes at least 10 mm deeper than screws provided, or about 40 mm deep. If the material is unusually hard you may need to use a rotary impact drill rather than a standard drill to make the holes. Call a handy man if needed. Put a small amount of caulk or silicone into each hole.

- 4** Place one steel washer onto each of the four screws provided. Attach the correct socket bit for the screw onto a hand driver or an electric drill. Now carefully tighten the screws all the way into the wall. Do not over-tighten or over-torque the screws or you may break off the screws or strip out the holes.



- 5** **OPTIONAL:** If you're installing this box in a location without overhead weather protection, you may wish to install the rain guard weather shield on the top of your box for added moisture protection. Simply remove the adhesive backing from the rain guard and install upon the front of the upper ledge of the box, with the lip overhanging the upper door.

CARE AND MAINTENANCE: Your new Mail Boss mailbox is designed to withstand the elements, to help preserve the UV and weather coating apply a clear or light colored car wax to the exterior of the box 2-3 times per year. If your mailbox finish is damaged exposing the metal, we recommend prompt application of a matching protective paint such as Rust-Oleum to prevent rusting. To preserve your lock we recommend the application of "Tri-Flow" lubricant to the interior of the lock twice a year. If you live in an area where dust, debris or salt spray is prevalent, you may consider purchasing a lock dust cover from mailboss.com for added protection.