

# Liberty & Statesville Assembly Instructions

# MIS002 r3

## General Information:

- Read instructions carefully before beginning assembly.
- Identify each component from material list.
- Do not use excessive force when assembling components.
- To clean this product, for best results use a soap solution and high-pressure water.
- In the event of missing or defective parts, please call our customer service department.

Customer Service Hours: Weekdays from 8:00am to 5:00pm Eastern Standard time  
 Contact us by phone at 1-866-363-8834 or by email at [customerservice@gomayne.com](mailto:customerservice@gomayne.com)

## Liberty Mail Post Materials List:

Part #	Description	Quantity
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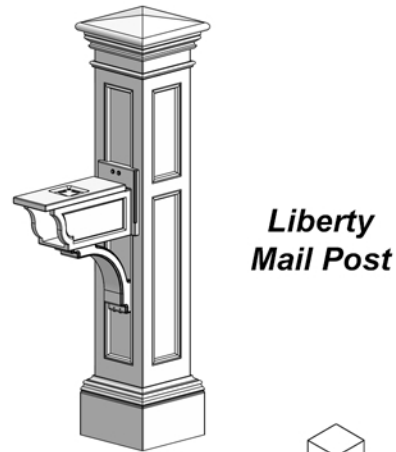
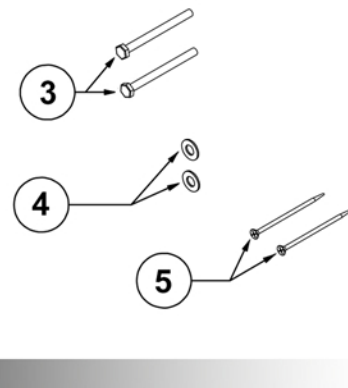
1	Decorative post	1
2	Mailbox arm	1

### Hardware Pack Includes:

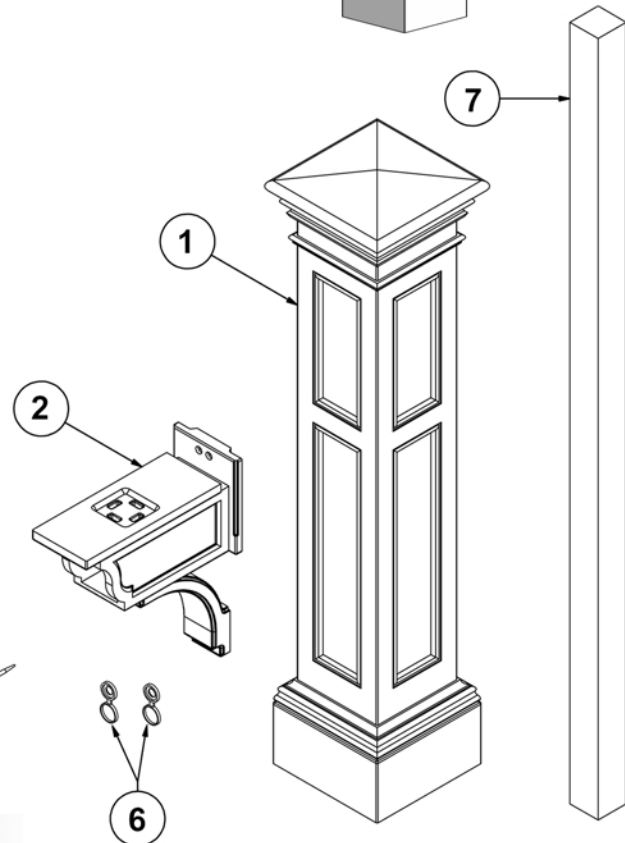
3	1/4" x 3" galvanized lag bolt	2
4	5/16" galvanized flat washer	2
5	#10 x 3" stainless steel screw	2
6	Plastic snap cap	2
7	4x4 Wood Post not included (72" length recommended)	

### Tools Required:

- Cordless drill
- Phillips drill bit
- 7/16" socket wrench
- Tape measure
- Level
- Shovel



Liberty Mail Post

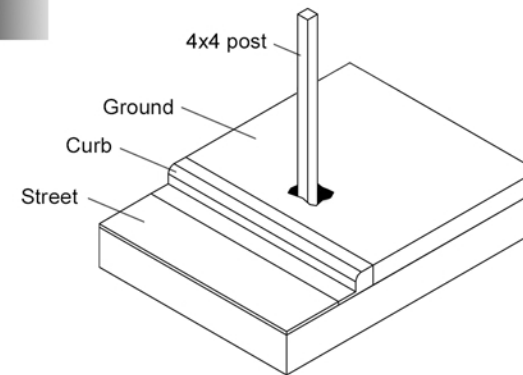


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### IMPORTANT NOTE:

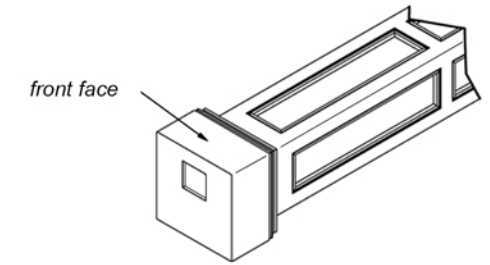
- 4x4 wood post, mailbox, and mailbox mounting hardware NOT included with any Mayne mail posts
- Medium or large mailbox recommended (up to 16lbs), heavier mailboxes can be reinforced by securing 2 screws through the back of the mailbox directly into the post.

1.



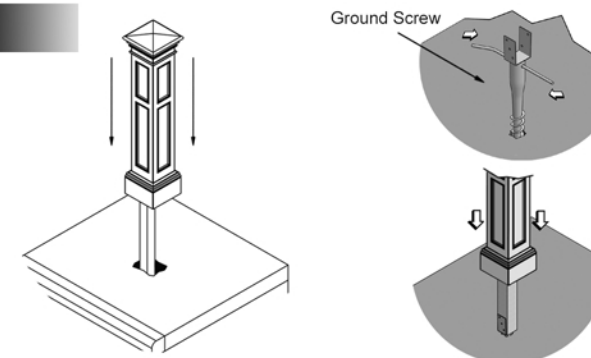
Dig a 24" deep hole in the desired location and insert a 4x4 wood post. Leave 48" exposed above ground. Fill in the hole with pre-mix concrete (not included) and level the wood post. Once the concrete has been given time to cure proceed to STEP 2.

2.



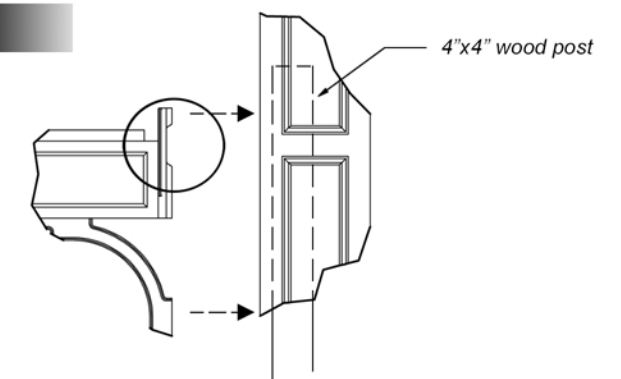
Please note that the pre-cut hole in the bottom of the post is cut closest to the front face of the mail post. This is important since the mailbox arm must be installed on this same face.

3.



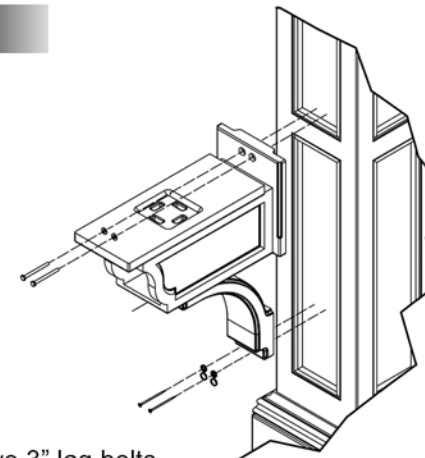
Slip the decorative post (part 1) over the wood post ensuring that the base sits flush with the ground.  
**Optional Ground Screw:** Twist the screw into the ground and attach a 4x4 post (approx. 48" length, not included) with the 5x lag bolts provided. Slide the decorative post over the 4x4.

4.



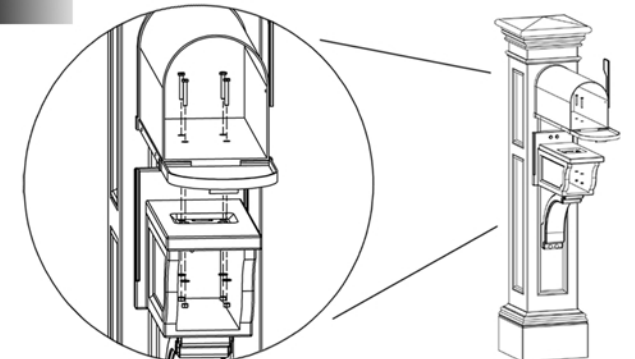
Align the mailbox arm (part 2) with the post as shown above. The arm is notched to fit flush with the inset panels. Notice the location of the wood post. As indicated in STEP 2, the wood post slips inside the decorative post closest to the front face.

5.



Use two 3" lag bolts (part 3) with flat washers (part 4) for the top and two 3" screws (part 5) in the bottom of the arm. Plastic snap caps (part 6) are provided to cover the screw heads.

6.



Pre-drill 4 holes with a 3/8" drill bit through the mailbox and paper holder arm as shown above. Using a nut, bolt, and washer combination secure the mailbox to the arm and tighten. 2" bolts are recommended (mailbox and mailbox mounting hardware not included).

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## Statesville Mail Post Materials List:

Part #	Description	Quantity
1	Decorative post	1
2	Post Cap	1
3	Mailbox arm	1

### Hardware Pack Includes:

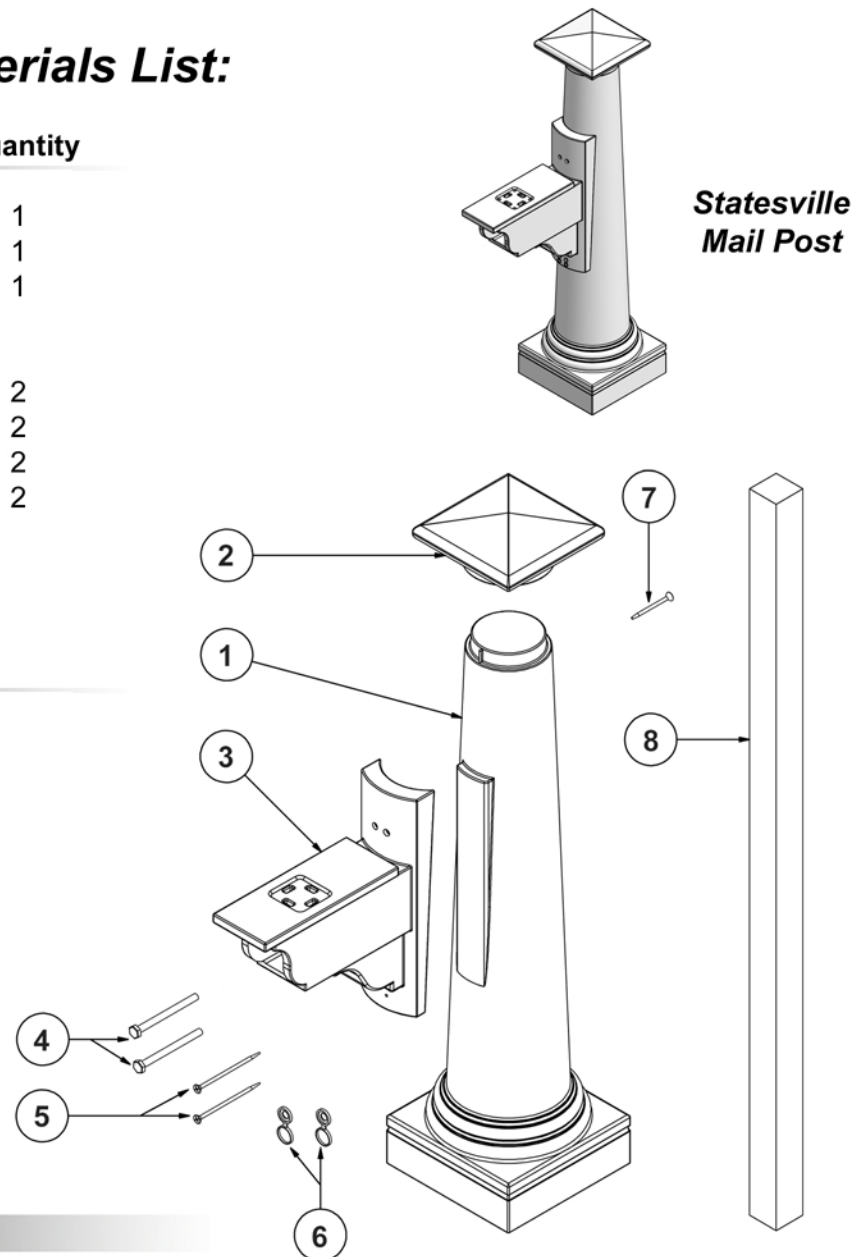
4	1/4" x 3" galvanized lag bolt	2
5	#10 x 3" stainless steel screw	2
6	Plastic snap cap	2
7	#8 x 1 1/2" stainless steel screw	2
8	4x4 Wood Post not included (70" length recommended)	

### Tools Required:

- Cordless drill
- Phillips drill bit
- 7/16" socket wrench
- Tape measure
- Level
- Shovel

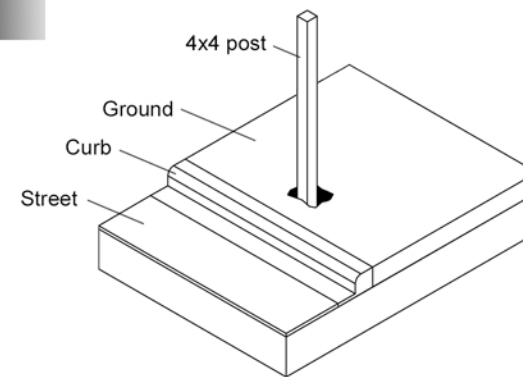
### IMPORTANT NOTE:

- 4x4 wood post, mailbox, and mailbox mounting hardware NOT included with any Mayne mail posts
- Medium or large mailbox recommended (up to 16lbs), heavier mailboxes can be reinforced by securing 2 screws through the back of the mailbox directly into the post.



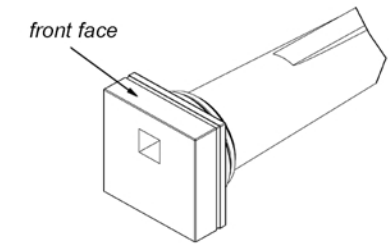
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1.



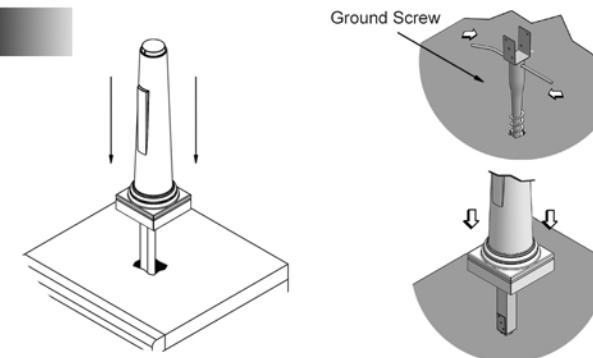
Dig a 24" deep hole in the desired location and insert a 4x4 wood post. Leave 46" exposed above ground. Fill in the hole with pre-mix concrete (not included) and level the wood post. Once the concrete has been given time to cure proceed to STEP 2.

2.



Please note that the pre-cut hole in the bottom of the post is cut closest to the front face of the mail post. This is important since the mailbox arm must be installed on this same face.

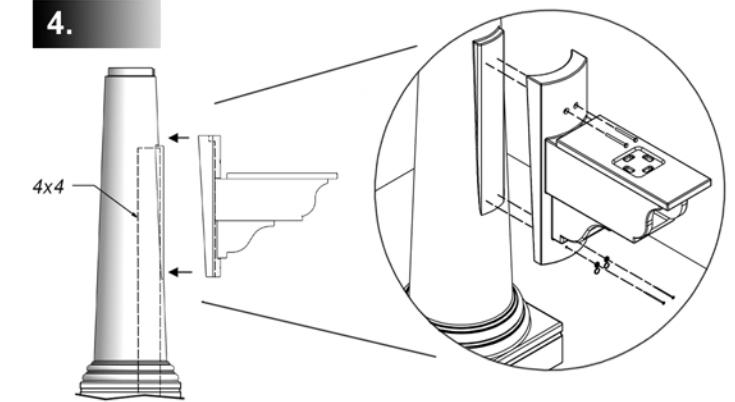
3.



Slip the decorative post (part 1) over the wood post ensuring that the base sits flush with the ground.

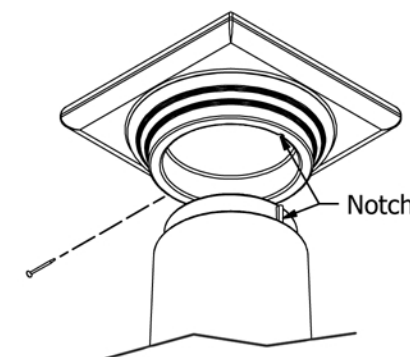
**Optional Ground Screw:** Twist the screw into the ground and attach a 4x4 post with the 5x lag bolts provided (top of 4x4 should measure about 46 inches above ground). Slide the decorative post over the 4x4.

4.



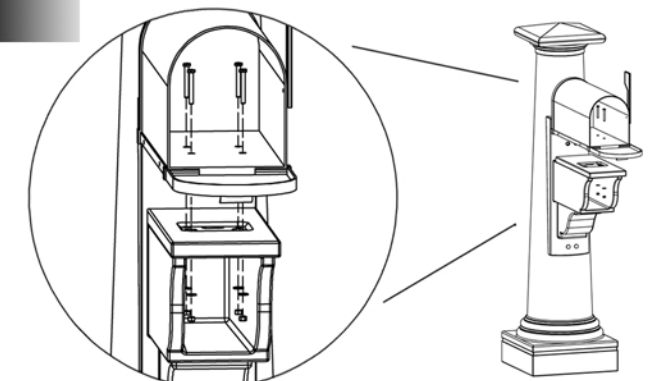
Align the mailbox arm (part 2) with the post as shown above. Secure the arm with two 3" lag bolts (part 4) at the top and two 3" screws (part 5) in the bottom. Plastic snap caps are provided to cover the screw heads.

5.



Install the post cap (part 2) by aligning the notches. Use the 2" screw (part 7) to secure the cap in place. A starter hole is molded on the rim of the cap to indicate the proper screw location.

6.



Pre-drill 4 holes with a 3/8" drill bit through the mailbox and paper holder arm as shown above. Using a nut, bolt, and washer combination secure the mailbox to the arm and tighten. 2" bolts are recommended (mailbox and mailbox mounting hardware not included).