

## Mail slot Installation Instructions:

**\*Important:** Install mail slot after door hinge reversing process is completed, if so required.

**Step 1.** Lay the door flat on a protected surface as not to scratch the door finish.

**Step 2.** Center the supplied mail slot **template** over the designated **exterior side** of the door slot opening, and secure in place with masking or painter`s tape.

**Step 3.** With the template in place, drill 1/8" inch pilot holes at the center of the four marked locations on the template. (Careful not to drill entirely through both sides of the door)

**Step 4.** Remove the template and position the mail slot in the proper orientation and in alignment with the four pilot holes.

**Step 5.** Secure the mail slot in place with four of the supplied #8 x 1/2" self-tapping countersunk screws.

Installation is complete.