

Congratulations on the purchase of your Mail Boss® Mail Manager® locking security mailbox. The Mail Boss Mail Manager is designed with your security and convenience in mind. This mailbox is constructed of tough, vandal resistant, heavy gauge galvanized steel and comes with patented security features to keep your mail safe. The Mail Manager mailbox is designed with a large internal volume so that more than several days of mail can be securely stored inside. This product can be installed on a matching in ground steel post or simply attached to most pre-existing mailbox stands. If this mailbox was purchased without a post and you desire to install this mailbox on a matching steel post, you may purchase one as well as other accessories at www.mailboss.com.

On this insert you will find a list of hardware parts included as well as detailed instructions. Installation is quite simple and requires only a 13mm socket & ratchet, 13mm wrench or crescent wrench (note: If mounting onto an existing wood stand you will need a portable drill to drill four pilot holes). Installation will be most easily accomplished if you take the time to carefully sort the hardware and familiarize yourself with the function of each piece.

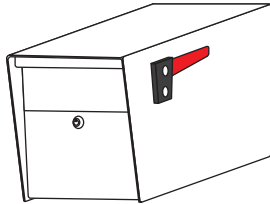
If you require assistance with assembly, part replacement, or any other matter, contact the toll-free Epoch Design Service Center from anywhere in the Continental United States, Monday through Friday, 9AM - 5PM Pacific Standard Time at 1-800-589-7990. You may also email your request or comments to info@mailboss.com 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

Quantity

1 Mail Boss Mail Manager mailbox



Use

Locking security mailbox

4 1 1/2" long lag bolt
(13mm head)



Used to connect mailbox to a wooden mailbox platform

1 1/4" pilot hole drill bit



Used to drill pilot hole into existing wooden mailbox platform

3 Keys



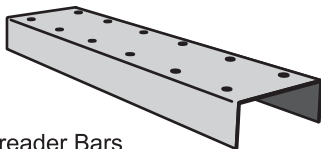
Used to lock and unlock your Mail Manager

1 Floor liner

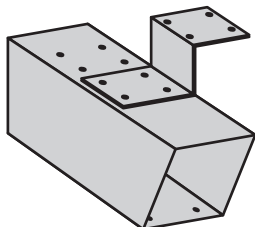


Used to receive mail smoothly and protect mailbox floor

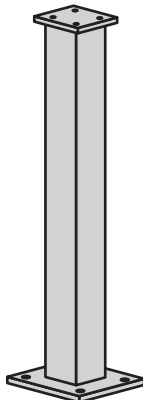
Accessory items and parts available: www.mailboss.com



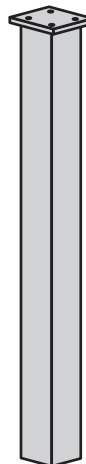
Spreader Bars
Allow mounting of up to four mailboxes on one post.



Newspaper Holders



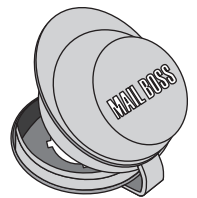
Surface Mount Post and Base Plate



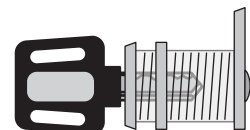
In Ground Post



Flag



Lock Dust Cover



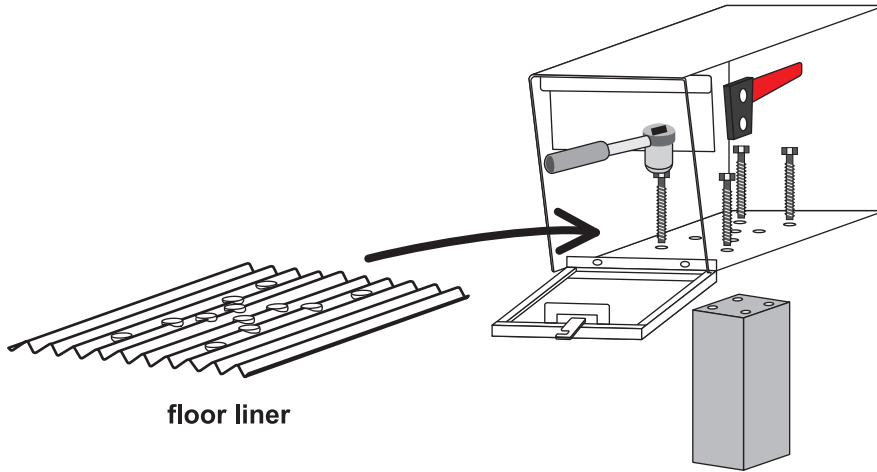
12 Disc Hi-Security Lock
Additional Keys and/or Lock

Fits almost any post or platform.

Customers should contact their local post office before installing the mailbox to ensure its correct placement and height at the street. Generally, locking mailboxes are installed at a height of **41-45 inches from the road surface** to the point of mail entry and are **set back 6-8 inches from the front face of the curb** or road edge to the mailbox door.

STEEL POST

- 1** Mounting the Mail Boss Mail Manager onto Mail Boss post.
Secure the mailbox to the top of the post using the machine screws provided with the post. Secure bolts with a 13mm socket or wrench. Place liner on floor inside of mailbox.

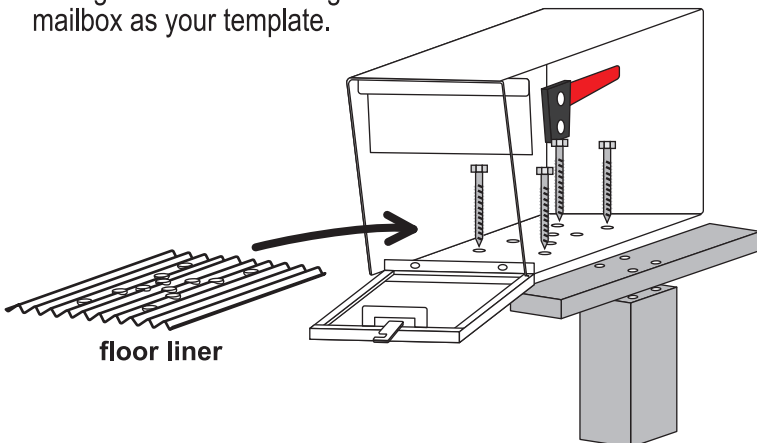


WOOD POST / WOOD GANG PLANK

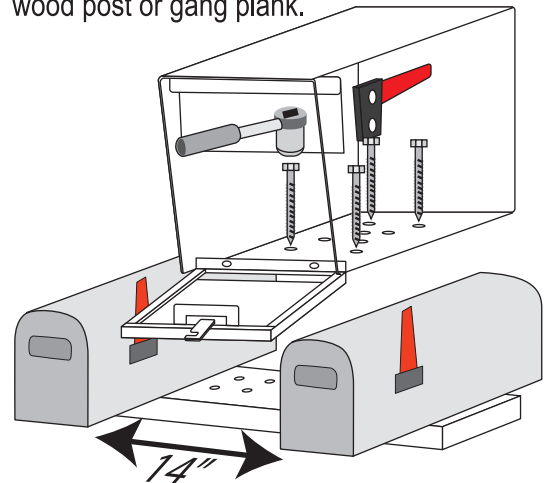
- 2** Mounting the Mail Boss Mail Manager onto a wooden structure.
We have provided 4 Lag bolts that can be used to mount this mailbox onto wood. There are many ways to do this depending on your specific needs. You may want to look at examples in your neighborhood or on the internet to give you ideas of what is best for you.



- a) Using a pen/pencil mark the holes you will be drilling into the wood using the bottom of the mailbox as your template.



- b) Use a 1/4" drill bit to pre-drill the holes into wood post or gang plank.



- c) Secure the mailbox to the wooden platform using the lag bolts provided. Place liner on floor inside of mailbox.