

Series 5500 Mailboxes Instructions

Thank you for purchasing this premium mailbox. We know you'll be satisfied with the years of service it will provide. If you have any questions about how to mount or use this mailbox, or if you need any replacement parts, please call us directly at (310) 374-5700 or contact us at support@architecturalmailboxes.com.

Mounting Instructions

Your new mailbox comes completely assembled. To begin using your mailbox, it must be properly mounted in accordance with USPS requirements to facilitate carrier access, described below. You can mount your mailbox on one of the optional mailbox posts we offer, or you can mount it to a wooden post using the optional 4X4 Adapter (Item 7540).

CUSTOMERS ARE REQUIRED TO CONTACT THE LOCAL POST OFFICE BEFORE INSTALLING THE MAILBOX TO ENSURE ITS CORRECT PLACEMENT AND HEIGHT AT THE STREET. GENERALLY, MAILBOXES ARE INSTALLED AT A HEIGHT OF 41-45 INCHES FROM THE ROAD SURFACE TO INSIDE FLOOR OF THE MAILBOX OR POINT OF MAIL ENTRY (LOCKED DESIGNS) AND ARE SET BACK 6-8 INCHES FROM THE FRONT FACE OF CURB OR ROAD EDGE TO THE MAILBOX DOOR.



NOTE: The mounting hardware to attach this mailbox to your post is not included with this mailbox. Compatible mounting hardware is included with our posts.

1

For 3" Round In-ground Post (item 7507 or 7516) or Standard In-ground Post (item 5525): Dig a hole deep enough to allow the box to sit at the specified height, as required by your local post office. The height from the road level to the mailbox floor is typically between 41 and 45 inches. Make sure the hole is set back from the road such that the distance from the curb or the road edge to the mailbox face meets local post office requirements, typically between 6 and 8 inches.

For Standard Surface Mount Post (item 5526): If using j-bolts, dig a hole deep enough to properly support the box (about 18") and to allow the box to sit at the specified height. If using concrete anchors in preexisting concrete, make sure the anchor positions allow the box to sit at the specified height. Also, make sure the bolt or anchor positions allow for the specified set-back, typically 6 to 8 inches from curb.

For Decorative Post (item 7510 or 7513): Refer to the instructions included with the post.

2

For 3" Round In-ground Post (item 7507 or 7516) or Standard In-ground Post (item 5525): Pour the concrete (at least 1 cubic foot recommended) completely around the post, making sure the post and mailbox are level and correctly positioned according to your local post office.

For Standard Surface Mount Post (item 5526): Pour concrete around j-bolts held in the correct pattern, or install anchors in the correct pattern into dry concrete.

For Decorative Post (item 7510 or 7513): Refer to the instructions included with the post.

3

For 3" Round In-ground Post (item 7507 or 7516), or Standard Posts (items 5525 or 5526): Attach the mailbox to the post using the hardware included with the post.

For Decorative Post (item 7510 or 7513): Refer to the instructions included with the post.

Note - If you are using a mounting method other than an optional post (items 5525, 5526, 7507, 7510, 7513, or 7516): The mailbox has mounting bolt patterns on the bottom that are designed to provide adequate mounting strength and stability for long term use. Do not drill new mounting holes into the mailbox floor. Instead, create a bracket to attach the mailbox to the post using the existing holes in the mailbox floor. Drilling new holes or modifying the mailbox in any way may compromise the function, strength or corrosion resistance of the product.



ARCHITECTURAL
MAILBOXES®

www.architecturalmailboxes.com (310) 374-5700

3" Round Mailbox Post with Cover and Finial (Model 7510)

Assembly Instructions

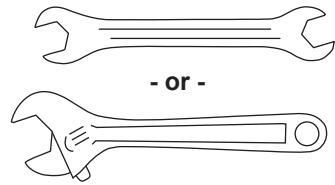
Thank you for purchase this premium mailbox post. We know you'll be satisfied with the years of service it will provide. If you have any questions about how to assemble or install this product, or if you need any replacement parts, please call us directly at (310) 374-5700 or contact us at support@architecturalmailboxes.com.

Assembly Instructions

Tools (not included)

Two open end wrenches

Phillips head screwdriver



Hardware (included)

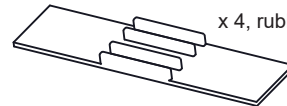
1 To join the two post pieces:

x 3, large sheet metal screws



4 To join the two support arm pieces:

x 4, rubber pads



3 To join the two decorative covers:

x 4, tapping screws



x 6, 3/8" Phillips screws



5 To attach the mailbox using the top mounting holes:

x 4, large hex bolts



x 4x large washers



To attach the mailbox using the side mounting holes:

x 4, long Phillips screws



x 4, nylon spacers (optional)



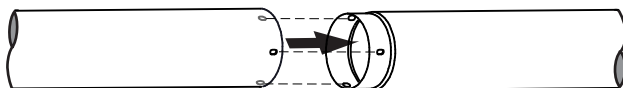
6 To attach the finial:

x 2, 12mm Phillips screws



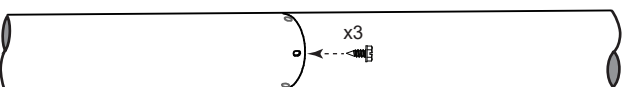
1a

Lay post pieces on a flat surface, making sure to align the screw holes.



1b

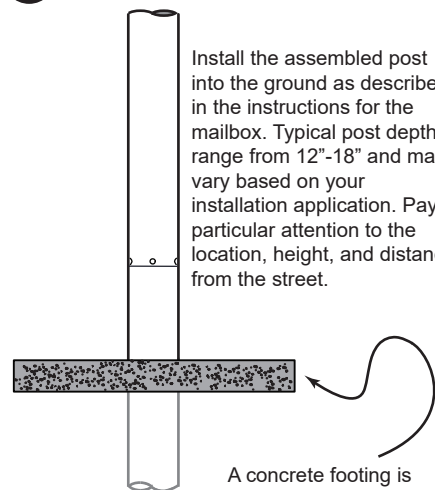
Join the two post pieces together using the 3 sheet metal screws.



 Tighten until snug.

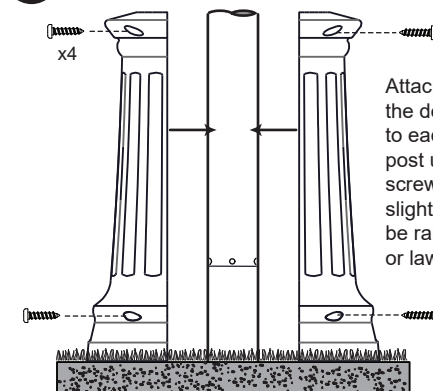
2

Install the assembled post into the ground as described in the instructions for the mailbox. Typical post depths range from 12"-18" and may vary based on your installation application. Pay particular attention to the location, height, and distance from the street.



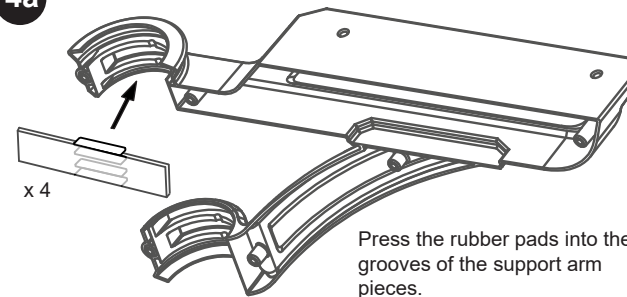
A concrete footing is highly recommended for cantilever style posts.

3



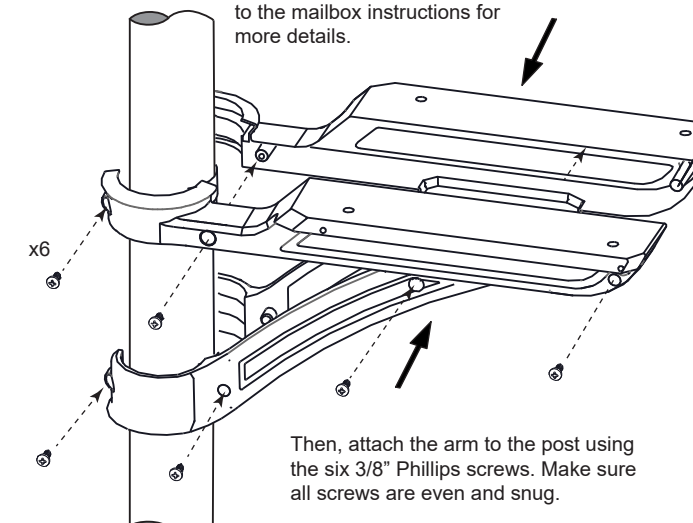
Attach the two halves of the decorative post cover to each other around the post using the 4 tapping screws. The cover will be slightly loose so that it can be raised during gardening or lawn maintenance.

4a



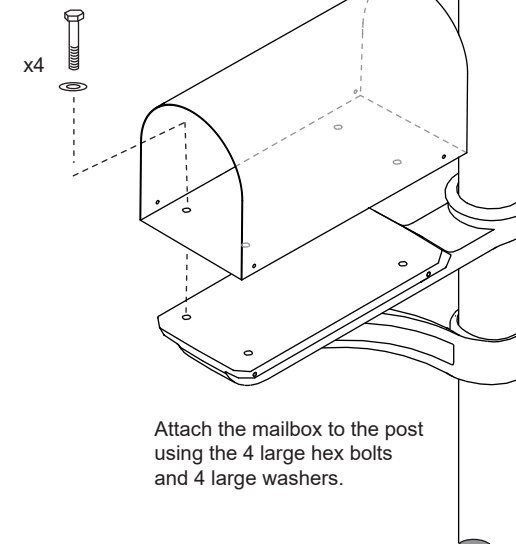
4b

Locate the correct height for the support arm. According to USPS requirements, the top surface of the arm should rest from 41" to 45" from the road surface. Refer to the mailbox instructions for more details.

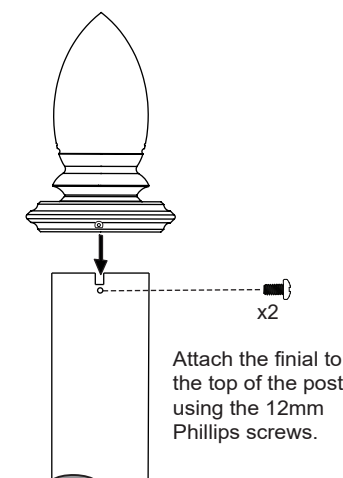


5

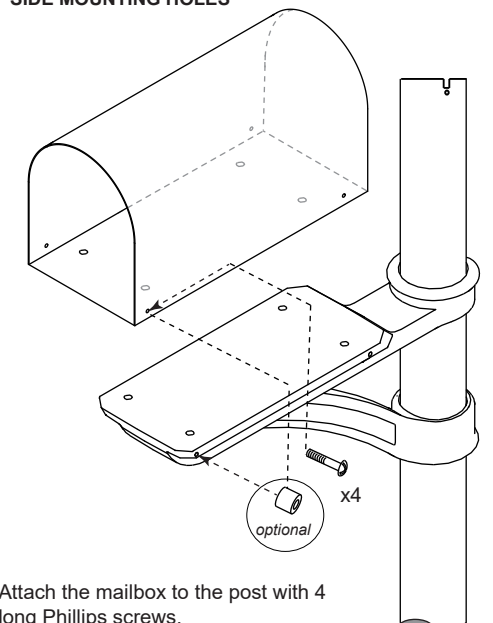
TO INSTALL USING TOP MOUNTING HOLES



6



TO INSTALL USING SIDE MOUNTING HOLES



If you are mounting a wider (T2 sized) mailbox, insert a spacer in between the mailbox and post arm at each of the side hole locations.