

# 3" Round Post with Cover and Mailbox (Model 7980) Assembly Instructions

Thank you for purchasing 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 (800) 464-7491 or contact us at [support@architecturalmailboxes.com](mailto:support@architecturalmailboxes.com).

## Assembly Instructions



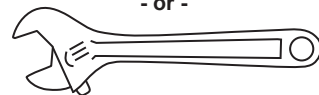
CONTACT THE LOCAL POST OFFICE BEFORE INSTALLING THE MAILBOX TO ENSURE ITS CORRECT PLACEMENT AND HEIGHT AT THE STREET. GENERALLY, MAILBOXES ARE INSTALLED AT A HEIGHT OF 41-45 INCHES FROM THE ROAD SURFACE TO INSIDE FLOOR OF THE MAILBOX OR POINT OF MAIL ENTRY (LOCKED DESIGNS) AND ARE SET BACK 6-8 INCHES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

### Tools (not included)

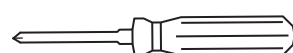
Two open end wrenches



- or -



Phillips head screwdriver



### Hardware (included)

To attach the mounting plate to the post:

- x 4, small hex bolts
- x 8, small washers
- x 4, small nuts

To join the two post pieces:

- x 3, large sheet metal screws

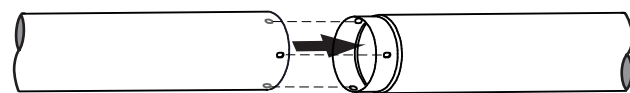
To join the two decorative covers:

- x 4, small Phillips screws

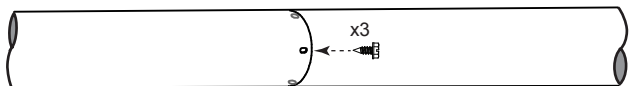
To attach the mailbox to the plate:

- x 4, large hex bolts
- x 8, large washers
- x 4, large nuts

**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.

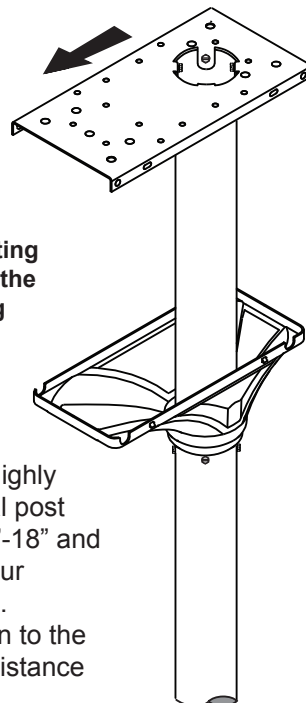


**⚠ DO NOT** overtighten. Tighten only until snug.

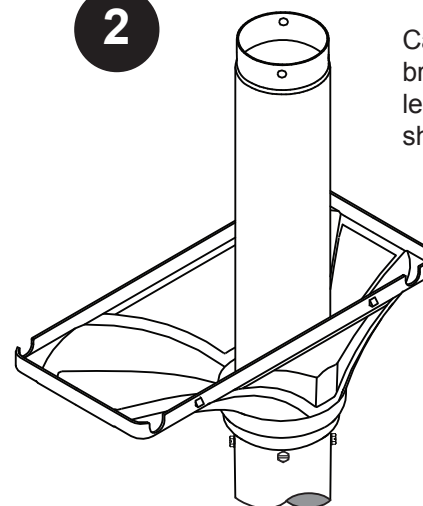
**4**

Install the assembled post into the ground. **Ensure that the mounting plate is facing toward the street before installing into the ground.**

A concrete footing is highly recommended. 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.

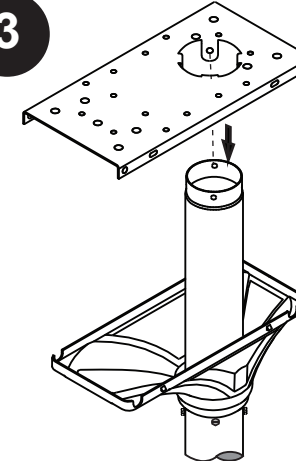


**2**

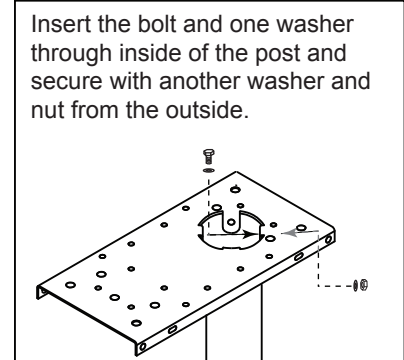


Carefully slide the plastic bracket over the top post and let it rest on the heads of the sheet metal screws.

**3**



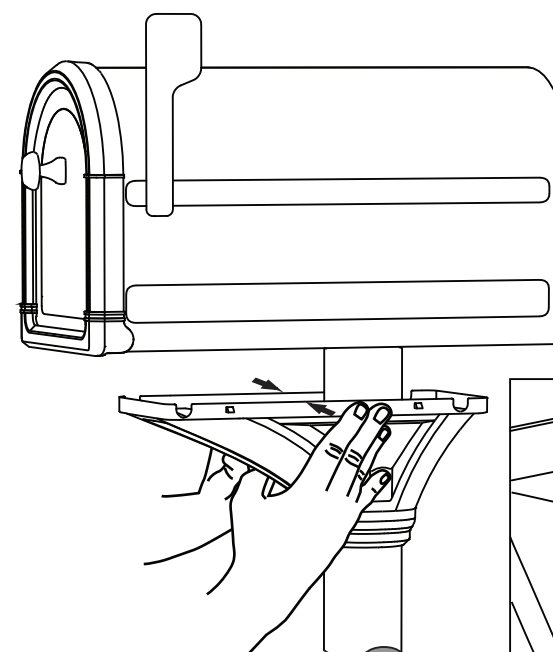
Attach the mounting plate to the post using the 4 small hex bolts, nuts and 8 small washers.



Insert the bolt and one washer through inside of the post and secure with another washer and nut from the outside.

**6**

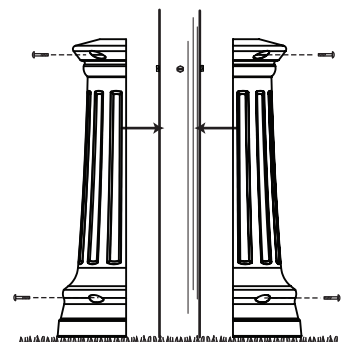
Once the mailbox is mounted, carefully push the plastic bracket up into the mailbox plate. Press the sides of the bracket inward making sure the four studs snap into the rectangular notches on the sides of the mounting plate as shown below.



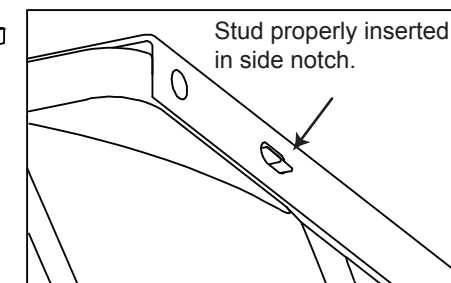
**7**

Attach the two halves of the decorative post cover to each other around the post using the 4 small Phillips screws.

The cover will be slightly loose so that it can be raised during gardening or lawn maintenance.



Stud properly inserted in side notch.



(800) 464-7491

[www.architecturalmailboxes.com](http://www.architecturalmailboxes.com)

To view an instructional video, please visit [www.architecturalmailboxes.com](http://www.architecturalmailboxes.com). Search for Model 7980.

Rev. C © 2018, Architectural Mailboxes, LLC