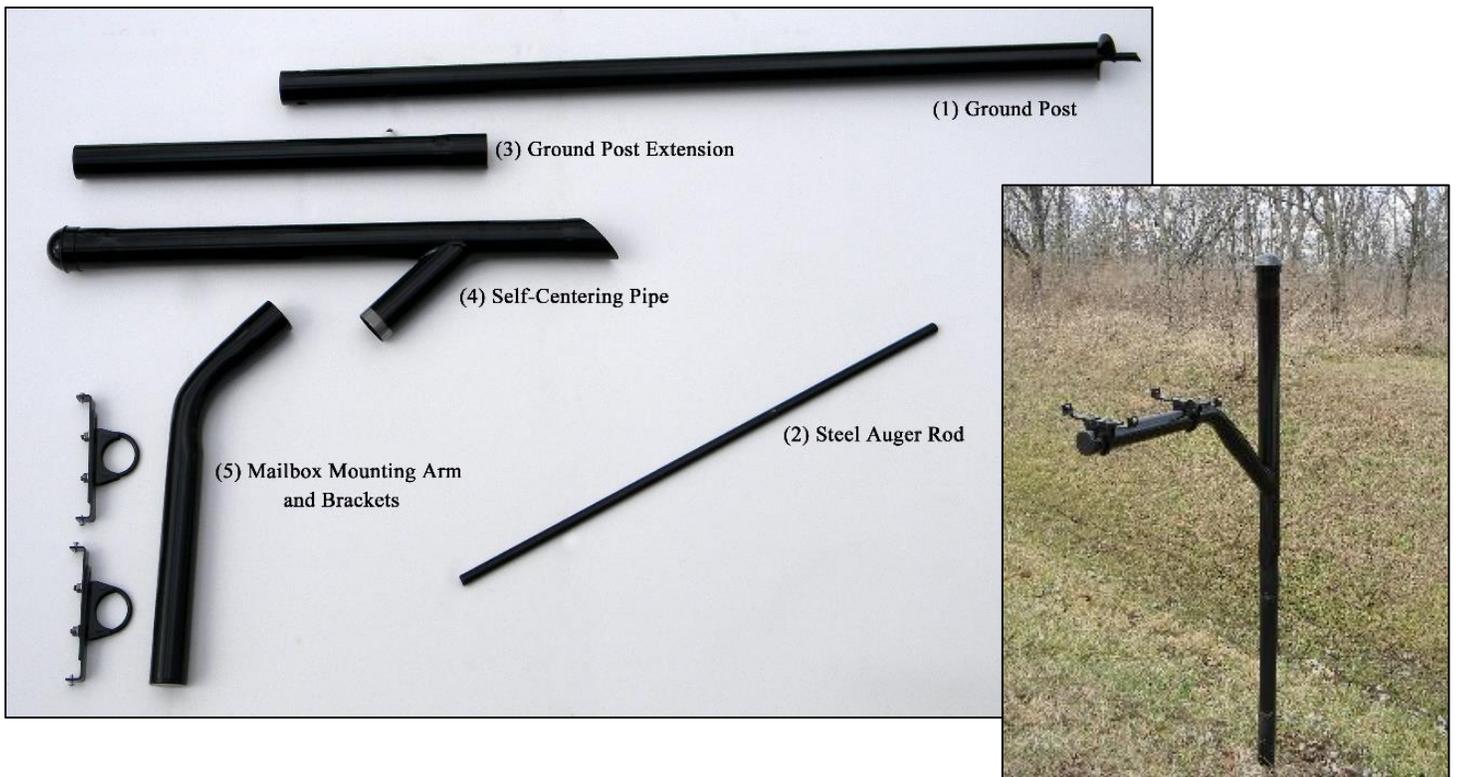


# MAILBOX POST SOLUTIONS

## Return-to-Center Mailbox Post System INSTALLATION INSTRUCTIONS



**IMPORTANT! Call 811 before installation to verify there are no underground cables, wires, or gas lines where you intend to install your mailbox post.**

### PREPARATION

- Familiarize yourself with the above diagram for identification of parts.
- Unpack and inventory items. Handle hardware items with care as sharp edges are common on cut pipe.
- Gather necessary tools: a screw driver and a rubber mallet or hammer and small board for seating the pipe parts together and a ½-inch wrench to attach the mounting brackets.
- This package contains small parts. Please keep parts out of reach of young children.
- Be observant of traffic on the roadway during installation of the mailbox post system.

## DETERMINE LOCATION FOR THE MAILBOX POST

Mailboxes must be placed so they can be safely and conveniently served by carriers without leaving their vehicles. If possible, choose a location close to your residence or business and a location that doesn't require crossing a road or street (check with local post office, if unsure). This will allow you to retrieve your mail without having to step into the street by simply rotating the mailbox toward you.



The mailbox post should be positioned so the front of the mailbox will be set back 6-8" from the face of the curb (or the edge of the road) to the mailbox door. To determine the location of the Ground Post, mark the desired set back position to the front of the mailbox and add 28-inches. This should place the Ground Post off the roadbed surface by about 34 to 36-inches. Further set back can be provided if the carrier can safely pull off and re-enter the roadway.

Try to pick a location that is of similar elevation as the road bed for the Ground Post. The U.S. Postal System requires the bottom of the mailbox to be between 40 to 46-inches above the road surface (42-inches is generally preferred). If required, adjust the depth of the Ground Post to achieve the desired 42 to 44-inch height from the roadbed surface.

We recommend putting your street number on the post or mailbox so that it is visible from both directions to aid the post office and emergency response units in identifying your residence or business. The numbers should be a minimum of two (2) inches high and made of reflective material. Visit our website to view our coordinated accessories.

## INSTALLATION

1. Begin by marking the Ground Post (Part 1) 24-inches from the bottom so you can easily see when the post is deep enough into the ground (a rubber band works well). Auger the Ground Post into the ground approximately 24-inches using the 5/8-inch Steel Auger Rod (Part 2). For best results, the Ground Post should be vertical or leaning toward the road slightly as the "Return-to-Center" feature will be



impaired if the Ground Post is leaning sideways or away from road. If the base of the Ground Post is at the same elevation as the roadbed and the Ground Post was installed to the 24-inch depth, then the finished height for the system should be approximately 42-inches to the bottom of the mailbox. This assumes the use of the standard 24-inch Ground Post Extension (part 3). If the finished height is different than desired, adjust the height of the Ground Post accordingly.



**Note:** *If the ground is very dry or hard and obtaining auger penetration is difficult, you may try to pour water directly down the Ground Post and/or around the post base. This usually works well.*

2. ***IMPORTANT:*** Do not "seat" the Ground Post Extension firmly until you are satisfied that the finished height will be within the desired range as this will prevent you from adjusting the height of the Ground Post. Place the Ground Post Extension (Part 3) on top of the Ground Post with the attached Roller Collar Assembly located directly opposite (180°) the desired direction of the mailbox. Before you

seat the Ground Post Extension firmly in place, check it for proper orientation by gently placing the rotating Self-centering Pipe over the Ground Post Extension to check for desired road orientation. When satisfied with mailbox orientation and height, “seat” the Ground Post Extension.

**Note:** For best results, apply a light coat of white grease, lithium grease (included) or other suitable lubricant to the top of the Ground Post Extension where it will be in contact with the Rotating Self-Centering Pipe Assembly prior to completing step #3.

3. Now install the Rotating Self-Centering Pipe (Part 4) over the Ground Post Extension. The notch on the backside of the Rotating Self-Centering Pipe should come to rest on the Roller Collar Assembly of the Ground Post Extension (Part 3).



4. Assemble the Mailbox Mounting Arm (Part 5). Two Mailbox Mounting Brackets are included with your system. The brackets are fully adjustable to fit nearly any sized mailbox. Begin by loosening the nuts on the u-bolt portion of the brackets so that only a few threads remain. Next, line up the bracket extenders with the holes on your mailbox with one extender located at each end of the mailbox. Use the 10 x 24 x ½-inch screws to attach the brackets to the mailbox. Once you have the mailbox attached, insert the Mailbox Mounting Arm (Part 5) into the u-bolts under the mailbox. You will need to adjust it so it is level (see photo to right). Hand tighten the u-bolt nuts to the Mounting Arm. You will want to tighten them further once the Mounting Arm Assembly is attached to the Self-Centering Pipe.





5. Place the assembled Mailbox Mounting Arm (Part 5) onto the Receiver Post of the Rotating Self-Centering Pipe. Check the vertical alignment of the Mounting Arm with that of the Ground Post. When satisfied with the correct orientation, tighten the u-bolt nuts on the Mounting Arm securely and then firmly set the Mailbox Mounting Arm onto the Receiver Post of the Rotating Self-Centering Pipe Assembly using a rubber mallet or hammer and board. Firmly tighten the bolts on the Mounting Brackets.

6. Test the operation of your new Return-to-Center Mailbox Post System. If the Mailbox does not always “Return-to-Center,” check the Ground Post to be sure it is vertical or slightly forward but not leaning backwards or sideways. Adding lubrication to the contact points of the Self-Centering Pipe and Ground Post Extension will also help improve how smoothly your post rotates.

### MAINTENANCE

Your Return-to-Center Mailbox Post System was constructed with quality materials and should provide many years of trouble free service. In order to maintain your system, assess your post every spring. Any damage from snow plowing and use of sand, gravel, or road salt should be addressed/cleaned. Navel Jelly can be applied to arrest rust and or corrosion. Follow up with a glossy black Rustoleum paint. Lubricant can be applied under the rotating arm to maintain a smooth rotation.

**See our web site for more information and available accessories.**



*MAIL* Tattle-Tail



Black Border Address Sign



Newspaper Tube



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*Warning!! The Return to Center Mailbox Post System is **NOT A TOY**. Please caution children not to play with or within a five foot radius of the post.*