



ASSEMBLY GUIDE

“Hazleton” Mailbox Post

MLBX1 [10.11.12]

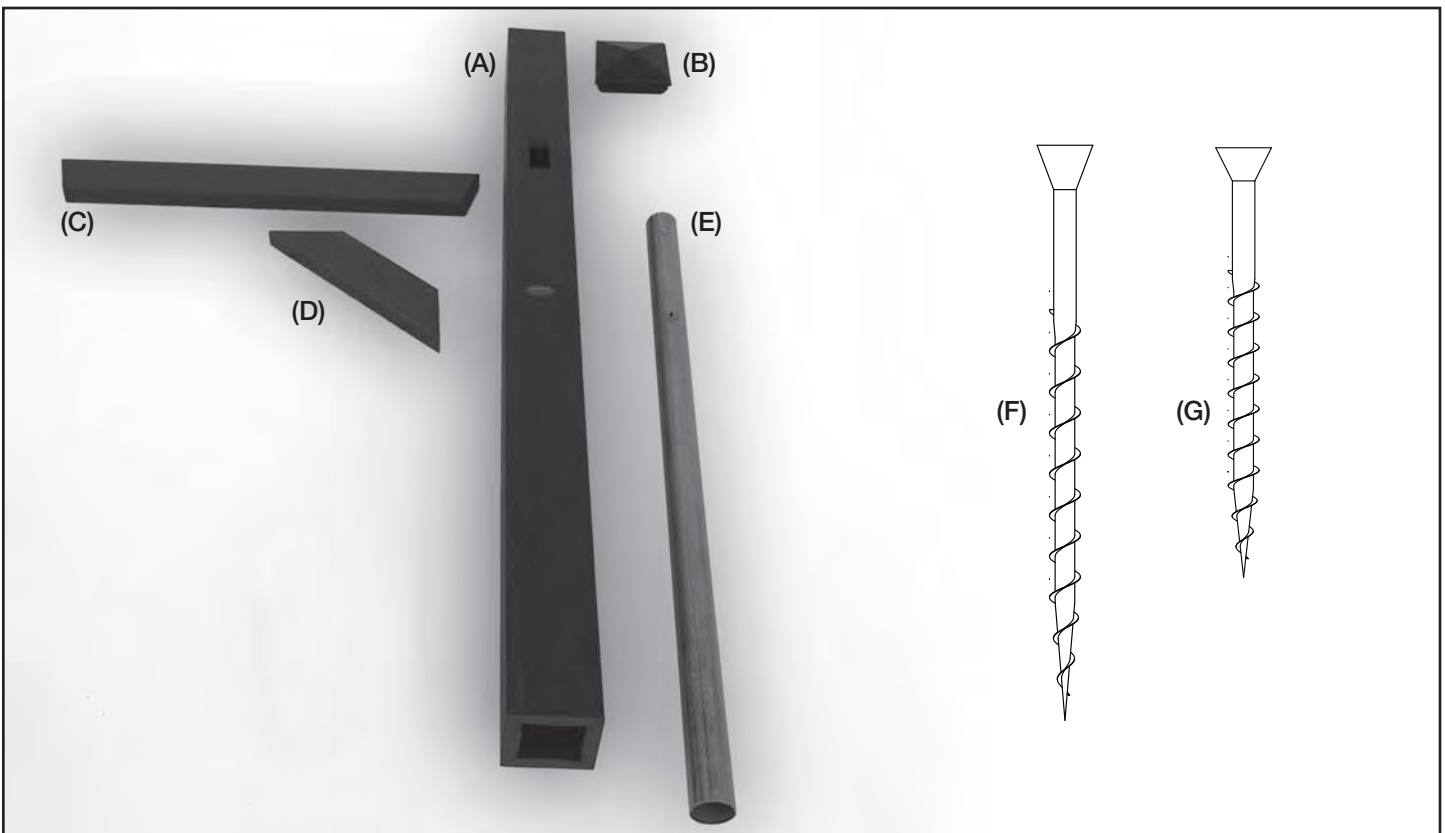


TOOLS

- Heavy duty hammer
- Screwdriver/Square bit #1
(Power screwdriver/Square bit #1 recommended)
- Level
- Flathead screwdriver or pliers
- Small block of wood

COMPONENTS

Part	Description	Qty
(A)	Mailbox post	1
(B)	Mailbox post cap	1
(C)	Crossbar	1
(D)	Corner brace	1
(E)	Metal ground stake (no dig)	1
(F)	3" stainless steel screws	1
(G)	2-1/4" stainless steel screws	2
	Square bit #1	1

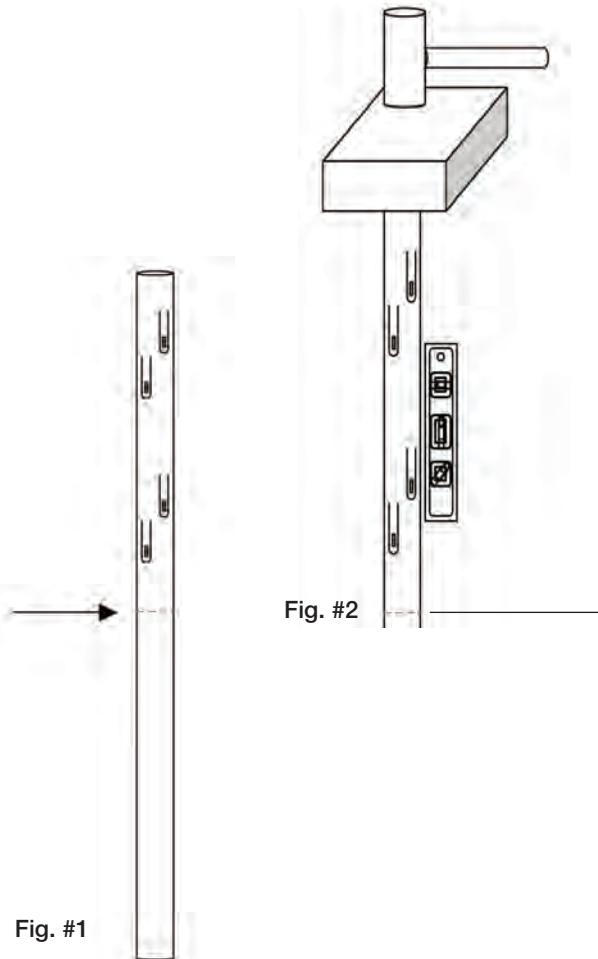


STEP 1

Install metal ground stake

IMPORTANT Check for underground services with your local authorities **BEFORE** installation of this product. They will typically mark out underground cables/gas etc at no charge.

Measure and mark the half way point on Metal ground stake (E) as shown in Figure 1 below. Place Stake (E) in desired location and carefully use a hammer to drive it into ground. Use level to make sure the stake is straight and plumb. Adjust as needed and finish driving it into the ground using a small block of wood on top of stake as shown in Figure 2 below. **Install no deeper than the half-way point.**



STEP 2

Set ground stake tabs into place

Use a flat head screwdriver and/or a set of pliers to bend the locking tabs on Metal ground stake (E) into appropriately a 45 degree angle as shown in Figure 3 below.

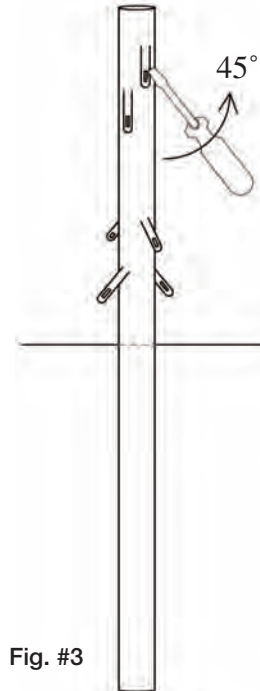


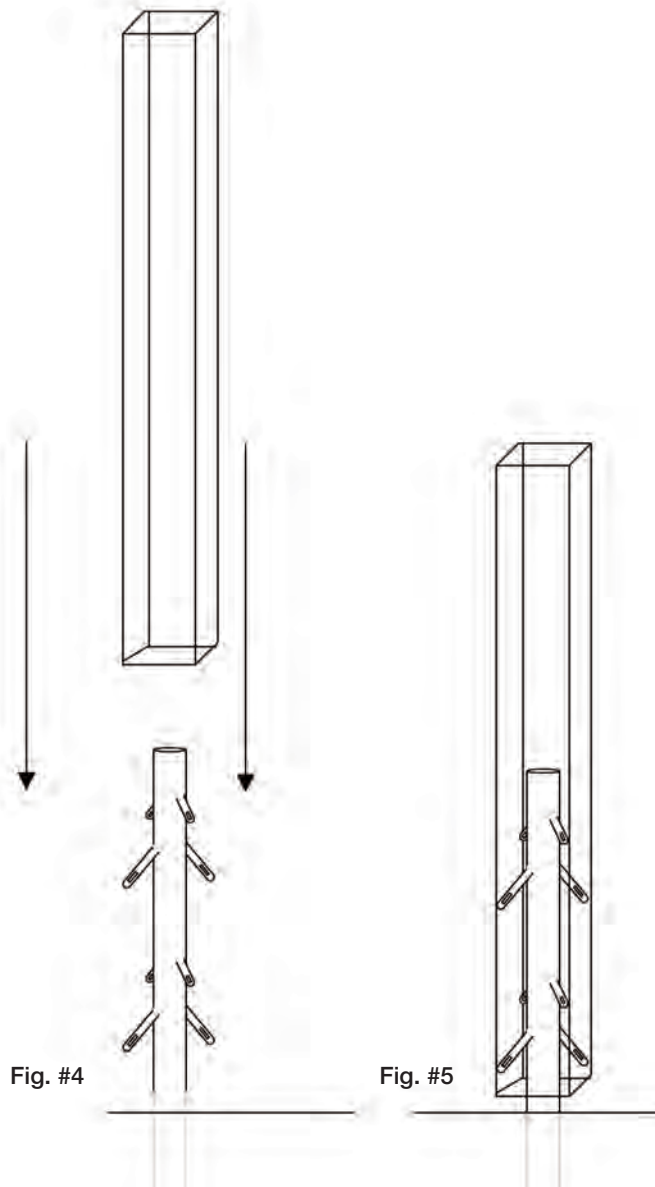
Fig. #3

STEP 3

Attach mailbox to ground stake

With the ground stake in place and the locking tabs set into position slide your *highwood*[®] Mailbox post (A) over the stake as shown in Figure 4 below.

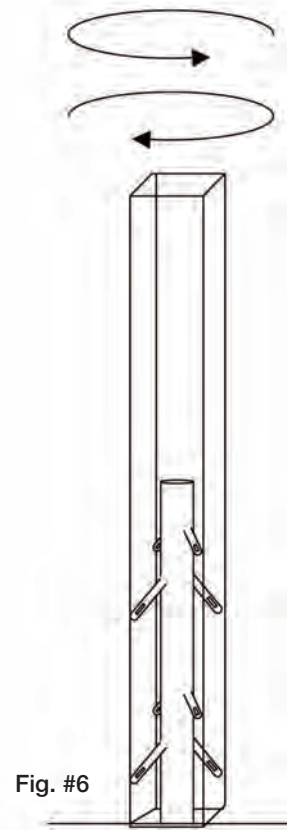
Note: Make sure to slide the post straight down so the locking tabs touch the inside wall and properly engage in the corners of the *highwood*[®] post as shown in Figure 5 below.



STEP 4

Final adjustment

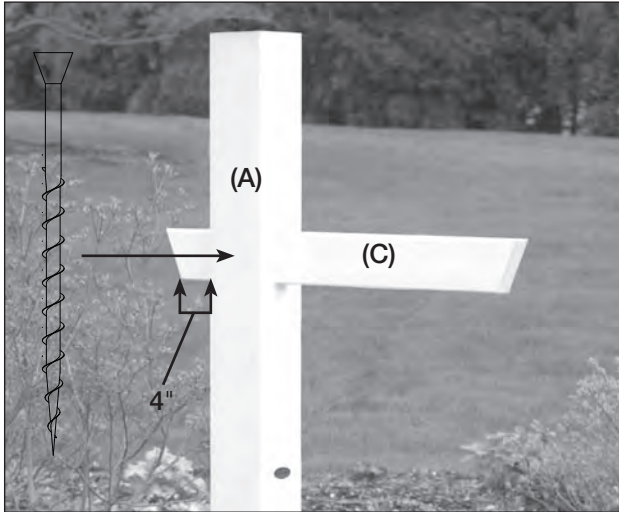
Final adjustment may require you to twist the post and ground stake so the Mailbox post (A) is positioned in the correct direction. This rotation adjustment will not disrupt the ground attachment of the stake.



STEP 5

Attach crossbar to post

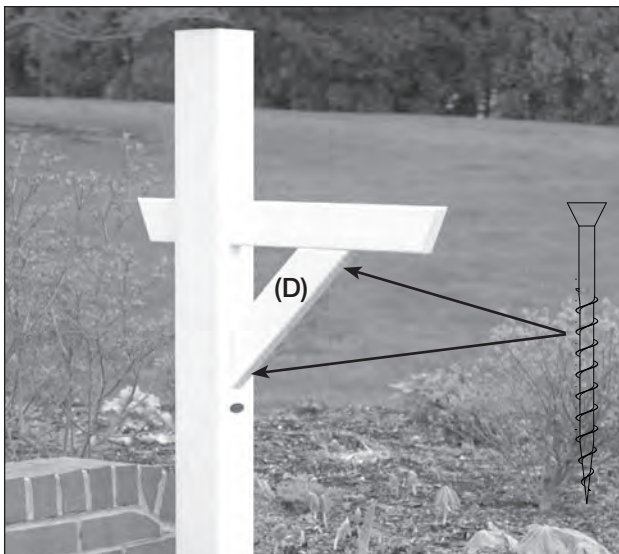
The Mailbox post (A) is pre-routed so that the horizontal Crossbar (C) can pass through. Slide crossbar (C) through post (A) so that 4 inches sit at the bottom back of the post as shown below. Insert the 3" screw (F) into the pre-drilled hole on post (A) and tightened into crossbar (C) to hold.



STEP 6

Attach corner brace

Align brace (D) so it lays flat on a 45 degree angle in the center of the post. Insert two 2-1/4" screws (G) into the pre-drilled holes on brace (D) and tightened into post (A) and crossbar (C).



STEP 7

Attach cap and mailbox

Attach Post cap (B) to top of post (A). The *highwood*[®] mailbox post will fit most standard mailboxes. Fasten your mailbox using the brackets supplied with the mailbox itself.



Enjoy your “Hazleton” mailbox post!

Care and Cleaning

Highwood products are ultra-low maintenance but for information on seasonal cleaning or to see a video that explains how to remove minor scratches visit <http://www.highwood-usa.com/care.html>

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