

Qualarc WF-FENWOOD

Qualarc Fen Wood Mailbox User Manual

Model: WF-FENWOOD

1. INTRODUCTION

Thank you for choosing the Qualarc Fen Wood Mailbox. This adjustable rear access locking column mailbox is designed for secure and convenient mail delivery and retrieval. This manual provides essential information for the proper installation, operation, and maintenance of your new mailbox. Please read these instructions carefully before beginning installation or use.

2. SAFETY INFORMATION

- Always wear appropriate safety gear, such as gloves and eye protection, during installation.
- Ensure the mounting surface is structurally sound and can support the weight of the mailbox, especially when full.
- Keep children and pets away from the installation area.
- Do not attempt to modify the mailbox in any way, as this may compromise its security and functionality.
- Keep keys in a safe and accessible location, away from the mailbox itself.

3. PACKAGE CONTENTS

Please verify that all components are present before beginning installation. If any parts are missing or damaged, contact Qualarc customer support.

- Fen Wood Mailbox Unit
- Mounting Hardware (screws, anchors)
- Set of Keys (2)
- Installation Template (if included)

4. SETUP AND INSTALLATION

4.1 Tools Required

- Drill

- Drill Bits (appropriate for mounting surface and anchors)
- Screwdriver (Phillips head recommended)
- Level
- Measuring Tape
- Pencil

4.2 Wall Mounting Instructions

1. **Choose Location:** Select a suitable wall location that is easily accessible for mail delivery and retrieval, and complies with local postal regulations. Ensure there are no electrical wires or plumbing behind the chosen mounting spot.
2. **Mark Drilling Points:** Hold the mailbox against the wall at the desired height and use a pencil to mark the mounting holes. Alternatively, use the provided installation template if available. Use a level to ensure the marks are straight.
3. **Drill Pilot Holes:** Using the appropriate drill bit for your wall type (e.g., masonry bit for brick, wood bit for studs), drill pilot holes at the marked locations. If drilling into drywall without a stud, use wall anchors.
4. **Attach Mailbox:** Align the mailbox with the drilled holes. Insert the mounting screws through the mailbox's back panel and into the pilot holes/anchors. Tighten securely with a screwdriver, ensuring the mailbox is firmly attached to the wall. Do not overtighten.



Image 1: Illustration of the Fen Wood Mailbox being mounted to a wall. Shows the back panel with mounting holes aligned for secure attachment.

5. OPERATING INSTRUCTIONS

5.1 Front Access (Mail Delivery)

The front slot is designed for mail delivery. Simply lift the front flap to insert letters and small packages. The design helps protect contents from weather elements.



Image 2: Close-up view of the Fen Wood Mailbox's front access flap, demonstrating how mail is inserted.

5.2 Rear Access (Mail Retrieval)

To retrieve your mail, use the provided key to unlock the rear access door. Insert the key into the lock, turn it to the unlock position, and pull the door open. After retrieving your mail, close the door firmly and turn the key to the lock position to secure it. Remove the key.



Image 3: View of the Fen Wood Mailbox's rear access door, showing the lock mechanism and how to open it for mail retrieval.

6. MAINTENANCE

- **Cleaning:** Clean the exterior of the mailbox periodically with a soft, damp cloth and mild soap. Avoid abrasive cleaners or solvents that could damage the finish.
- **Lock Lubrication:** If the lock mechanism becomes stiff, apply a small amount of graphite lubricant or a silicone-based spray lubricant to the keyhole. Do not use oil-based lubricants, as they can attract dirt.
- **Inspection:** Regularly inspect the mounting hardware to ensure it remains tight and secure. Check for any signs of wear or damage to the mailbox body or doors.

7. TROUBLESHOOTING

Problem	Possible Cause	Solution
Key difficult to turn or remove	Lock mechanism is dry or dirty.	Apply graphite lubricant to the keyhole. Gently work the key in and out.
Rear door does not close securely	Obstruction in the door frame or latch mechanism.	Check for debris. Ensure the latch aligns correctly with the strike plate.
Mailbox feels loose on the wall	Mounting screws have loosened.	Retighten mounting screws. If necessary, replace wall anchors or use larger screws.

8. SPECIFICATIONS

- **Model:** WF-FENWOOD

- **Material:** Aluminum
- **Color:** Black
- **Mounting Type:** Wall Mount
- **Access Location:** Front (delivery), Rear (retrieval)
- **Security Features:** Lockable
- **Capacity:** 1204 Cubic Inches
- **UPC:** 850059803004

9. WARRANTY AND SUPPORT

Qualarc products are manufactured to high-quality standards. For specific warranty details, please refer to the warranty card included with your purchase or visit the official Qualarc website. If you require technical assistance or have questions regarding your Fen Wood Mailbox, please contact Qualarc customer support through their official channels.

For further assistance, please visit: www.qualarc.com

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ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question