

The Janzer Post

Installation & Assembly

Included with Post:

1 each - Arm Clip



1 each - Side Mount Plate



10 each – 1/4-20 x 1/2 Screws



2 each - Screw Cover



1 each - Post Finial



1 each - Post Arm



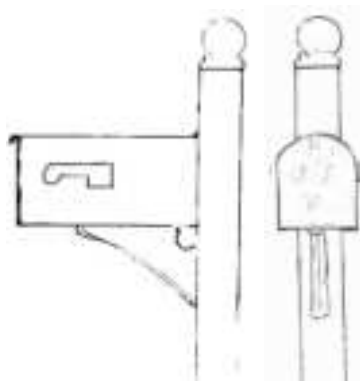
4 each - 1/4 x 1 Fender Washer



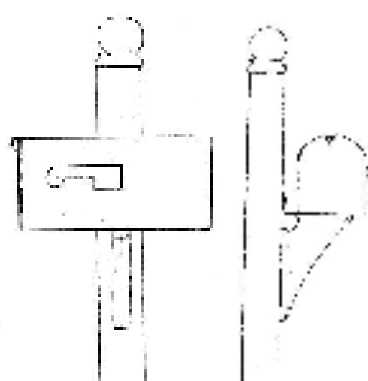
2 each - Screw Cover Retainer



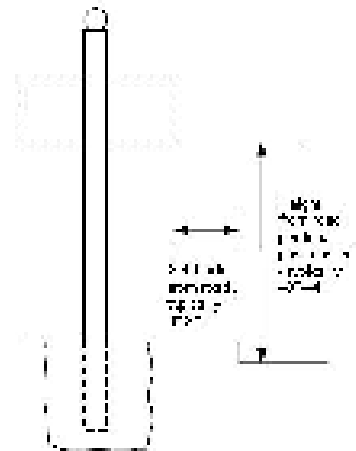
IMPORTANT – Before digging your hole you should determine whether you desire the Front Mount or the Side Mount option, as this will determine how close to the road your hole should be **AND** which side of the post will face the street.



FRONT MOUNT OPTION



SIDE MOUNT OPTION



POSITION GUIDELINES

Post Installation:

Customers are required to contact the local post office before installing the mailbox to ensure the correct placement and height. The post hole should usually be located to adhere to the following guidelines (please see diagram). The mailbox floor generally should be 40-44 inches from the road surface and front face of the mailbox is generally 6-8 inches from front face of curb or road edge.

- A. **Front Mount Option** – If this option is used the hole will be farther from the street, roughly 27”-29” from face of post to street. Once the desired post spot is determined, dig a 12” diameter hole to the depth needed. The depth of the hole will depend on your desired height of mailbox. Place the post into the hole with threaded holes on the post facing the street (the top of the post is the end that the threaded holes are closest to). Use a spirit level to set post to true vertical position in the post hole. Be sure to align the face of the post with the driveway, sidewalk, walkway, roadway, etc. Pour concrete completely around the post, taking care to maintain the level of the post. Cover concrete with top soil if desired. If you are installing a Decorative Cuff (accessory sold separately) please follow the instructions with the Cuff at this point. Once completed, please continue with these instructions.

Attach the Arm Clip to the post with two screws using the two lower center holes on post face. The slot on the Arm Clip should be on the bottom. **Do not over tighten.** Now attach the Post Arm by sliding it over the Arm Clip, with the **short** side of the Post Arm against the post. Push down firmly until the Post Arm is flush with the post. (Note: If the Post Arm will not start over the top of the clip, you can use a pair of pliers to **slightly** bend the top of the clip away from the post until the Post Arm fits over the Arm Clip in a snug manner.)

Now attach the Finial to the top of the post. The square base of the Finial will press fit into the open square top of the post. If desired, apply clear exterior silicone adhesive (available at your local hardware store) to the inside walls of the post before inserting the Finial.

At this point, please follow the instructions included with your Janzer Mailbox to attach the mailbox to the post.

- B. Side Mount Option** - If this option is used the hole will generally be 16"-18" from face of post to street. Once the desired post spot is determined, dig a 12" diameter hole to the depth needed. The depth of the hole will depend on your desired height of mailbox. Place the post into the hole with threaded holes on the post facing the side you intend to mount the mailbox on (usually on the right side as you face the post from the street). The top of the post is the end that the holes on the post are closest to. Use a spirit level to set post to true vertical position in the post hole. Be sure to align the face of the post with the driveway, sidewalk, walkway, roadway, etc. Pour concrete completely around the post, taking care to maintain the level of the post. Cover concrete with top soil if desired. If you are installing a Decorative Cuff (accessory sold separately) please follow the instructions with the Cuff at this point. Once completed, please continue with these instructions.

Attach the Arm Clip to the post with two screws using the two lower center holes on post face. The slot on the Arm Clip should be on the bottom. **Do not over tighten.** Now attach the Post Arm by sliding it over the Arm Clip attached to post, with the **long** side of the Post Arm against the post. Push down firmly until the Post Arm is flush with the post. (Note: If the Post Arm will not start over the top of the clip, you can use a pair of pliers to **slightly** bend the top of the clip away from the post until the Post Arm fits over the Arm Clip in a snug manner.) Push down firmly until the Post Arm is flush with the post.

Now take the Side Mount Plate and set it on top of the Post Arm, lining up the slots on the bottom (center) with the holes on the Post Arm, and lining up the slots on the short angle side with the holes in the post. Take two of the Phillips screws and put them through the Screw Cover Retainers and start them loosely into the post. Take two more Phillips screws with fender washers and start them loosely into the Post Arm. Tighten all four screws securely (**do not over-tighten**). Put Screw Covers over the Screw Cover Retainers on the post.

Now attach the Finial to the top of the post. The square base of the Finial will press fit into the open square top of the post. If desired, apply clear exterior silicone adhesive (available at your local hardware store) to the inside walls of the post before inserting the Finial.

At this point, please follow the instructions included with your Janzer Mailbox to attach the mailbox to the post.

Thank you for purchasing this product. Should you have any questions, please call Gaines Customer Service at 858-486-7100.



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