

Mail Post Assembly Instructions

(part #'s 5812, 5813, 5814, 5830, 5857)

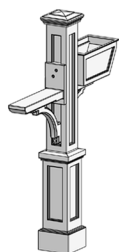
MIS001

General Information:

- Read instructions carefully before beginning assembly.
- Identify each component from material list.
- Do not use excessive force when assembling components.
- To clean this product, for best results use a soap solution and high-pressure water.
- For missing or defective parts, please call our customer service department at 1-866-363-8834 or info@gomayne.com

Customer Service Available

Weekdays 8am-5pm (EST)



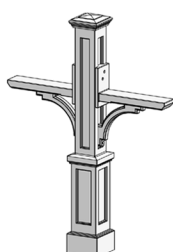
Westbrook Plus

Includes post, arm, & planter



Newport Plus

Includes post & arm



Newport Plus Double

Includes post & 2x arms



Woodhaven

Includes post & 1x arm

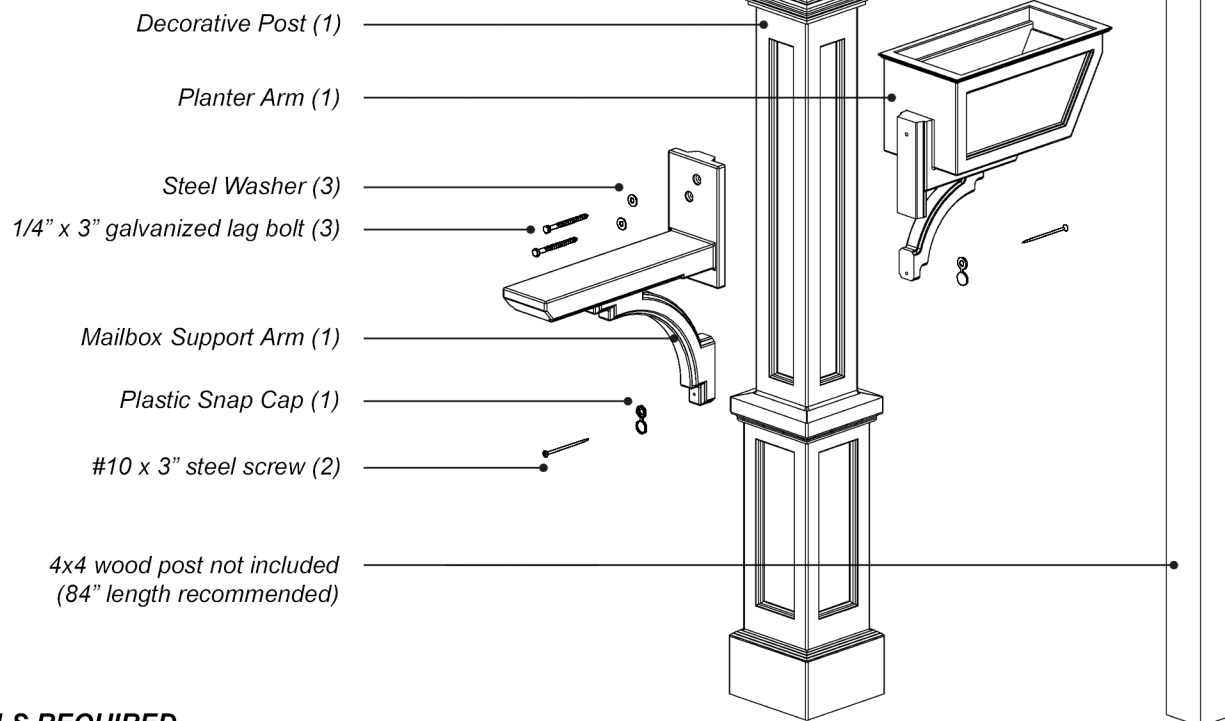


Charleston

Includes post & 1x arm

Materials List:

(Westbrook model shown)



TOOLS REQUIRED



Shovel



Cordless Drill



Tape Measure



7/16"



Phillips Bit



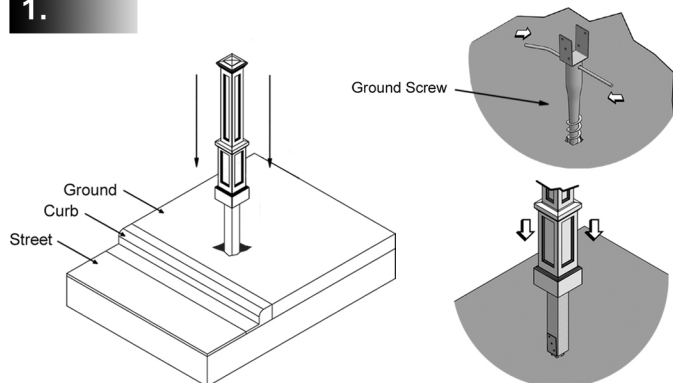
Level

IMPORTANT NOTE

- 4x4 wood post, mailbox, and mailbox mounting hardware NOT included with any Mayne mail posts
- Small mailbox recommended (approx. 2lbs-8lbs), heavier mailboxes can be reinforced by securing 2 screws through the back of the mailbox directly into the post.
- Please refer to local codes for mailbox installation height and setback from the curb.

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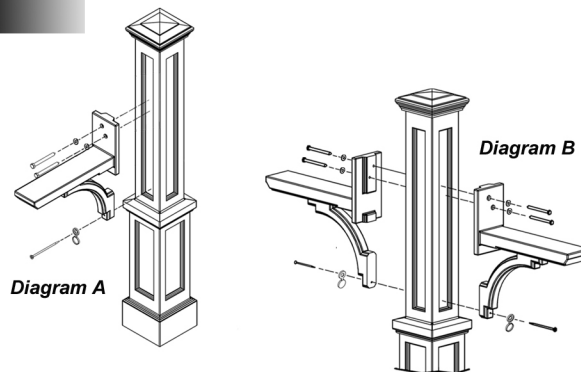
1.



Dig a 36" deep hole in the desired location and insert a 4x4 wood post. Leave 48" exposed above ground. Fill in the hole with pre-mix concrete (not included) and level the wood post. Once the concrete has been given time to cure slide the decorative post over the wood 4x4 ensuring that the base sits flush with the ground.

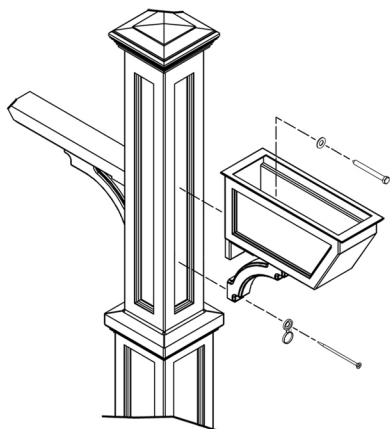
Optional Ground Screw: Twist the screw into the ground and attach a 4x4 post (approx. 48" length, not included) with the 5x lag bolts provided. Slide the decorative post over the 4x4.

2.



For the Westbrook Plus, Newport Plus, and Charleston models, the arm is installed on the front of the post. Two lag bolts with washers are required in the top holes of the arm. Secure the bottom of the arm with one 3" screw using a plastic snap cap to cover the screw head (See diagram A). For the Newport Plus Double, the arms are installed on either side of the post using two lag bolts with washers in the top holes of each arm and a wood screw with a plastic snap cap in the bottom of each arm (See diagram B).

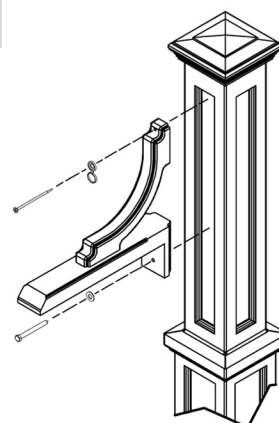
3.



Westbrook Planter Arm Installation: Fasten the planter arm to the post as shown. Use 1x 3" lag bolt with a washer for the top and 1x 3" screw with a plastic snap cap in the bottom of the arm.

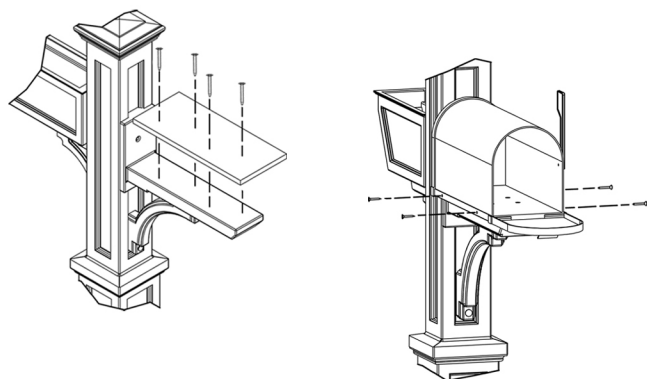
NOTE: Planter installation only applies to the Westbrook Plus model.

4.



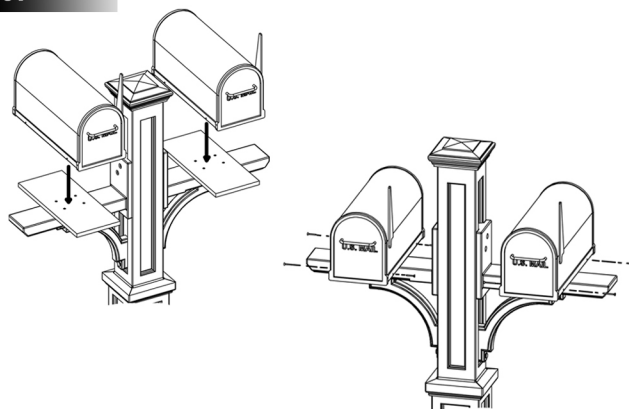
Woodhave Address Arm Installation: To install the arm for the Woodhaven Sign Post configuration flip the arm as shown and secure to the post using 1x screw with a plastic snap cap at the top and 1x lag bolt at the bottom.

5.



For the Newport Plus, Westbrook Plus, and Charleston the mailbox arm requires the use of a mounting board or bracket to secure the mailbox. Using wood screws attach the board (or bracket) to the mailbox arm. Next, attach the mailbox to the board by securing screws through the holes on each side of the mailbox. (mailbox, mailbox mounting board, and screws not included)

6.



The Newport Plus Double arms also require the use of a mounting board (or bracket) to secure the mailbox. Use wood screws to attach the board to the mailbox arm at a 90 degree angle as shown above. Next, attach the mailboxes to the boards by securing screws through the holes on each side of the mailbox. (mailbox, mailbox mounting board, and screws not included)