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A Mailbox Company

# BARCELONA SYSTEM PIER-MOUNT ASSEMBLY INSTRUCTIONS

## IMPORTANT NOTE:

Customers are required to contact local post office before installing the mailbox to ensure its correct placement and height at street.

Generally, mailboxes are installed at a height of 41-45 inches from road surface to inside floor of mailbox or point of mail entry (locked designs) and are set back 6-8 inches from the front face of curb or road edge to mailbox door.

- 1 Bolt number plate to top of mailbox. For newspaper holder option, use 6" straps to attach newspaper holder to mailbox. Back of newspaper box and mailbox should be flush.
- 2 Bolt scroll support (A) to bottom of mailbox.
- 3 Place top two bolts in post and box, do not tighten.
- 4 Lift front of mailbox to place scroll support dowel pin onto post.
- 5 Attach lower bolts and tighten all.
- 6 Place assembled mailbox system unto concrete pad. Mark all 4 holes using the pier-mount base of the post.
- 7 Use a rotary hammer drill in the percussion mode with the correct size carbide drill bit meeting the required depth (about 0.5"). Drill all 4 holes.
- 8 Use a hand pump, compressed air or vacuum to remove debris and dust from the drilling operation.
- 9 Position the assembled system over the hole and install the anchor through the hole in the pier-mount plate. Using a hammer, drive the anchor into the hole, ensuring that it is installed to the minimum required embedment depth.



- 10 Install the washer and nut on the projecting thread, and tighten the nut to the required installation torque, using a torque wrench.



### Recommended Anchor Bolt for Pier-Mount

0.5" - 13 x 2.75"  
Ultra wedge anchor  
steel bolt



Call our experts today at (866) 685-7873.