

Rubbermaid

Georgian Manor Post™

Read instructions before proceeding with assembly. Check parts list to be sure all parts and hardware are included.

POSTAL PATRONS ARE REQUIRED TO CONTACT THE LOCAL POST OFFICE BEFORE INSTALLING THE MAILBOX TO ENSURE ITS CORRECT PLACEMENT AND HEIGHT FROM THE STREET. GENERALLY, MAILBOXES ARE INSTALLED AT A HEIGHT OF 41-45 INCHES FROM THE ROAD SURFACE TO INSIDE FLOOR OF THE MAILBOX AND ARE SET BACK 6-8 INCHES FROM THE FRONT FACE OF CURB OR ROAD EDGE TO THE MAILBOX DOOR.

TOOLS REQUIRED

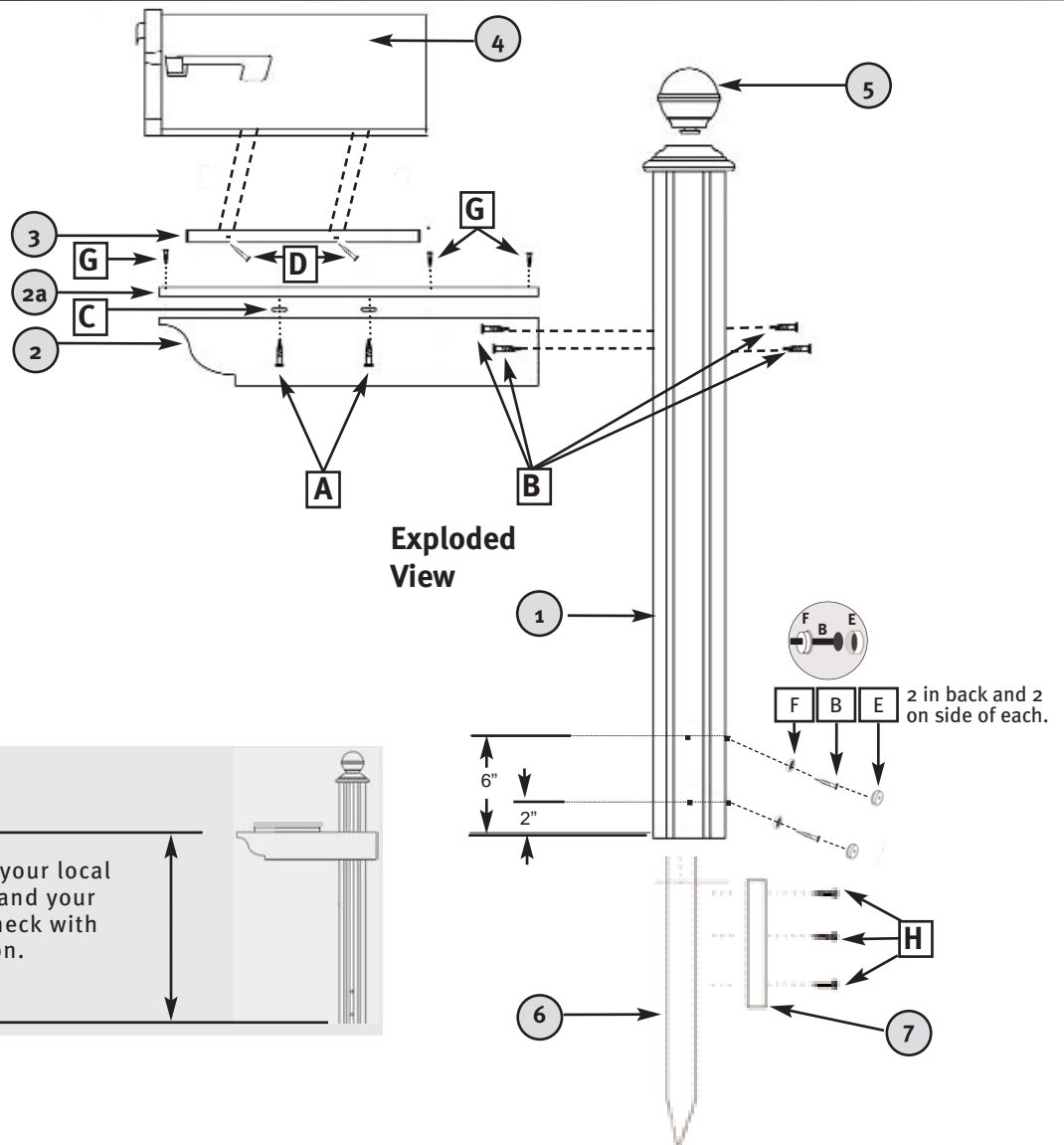
- Electric Drill
- Phillips Head Screwdriver
- 1/16" Drill Bit
- 3/16" Drill Bit

HARDWARE PACK INCLUDES

- A. #6 x 1" Wood Screw (4)
- B. #12 x 1-1/2" Phillips Pan Head Screw (8)
- C. #8 Finishing Washer (4)
- D. #6 x 1-1/4" Phillips Wood Screw (8)
- E. Clear Screw Cover (4)
- F. Clear Screw Base (4)
- G. #6 x 3/4" Phillips Pan Head Screw (6)
- H. #8 x 3" Wood Screw (3)

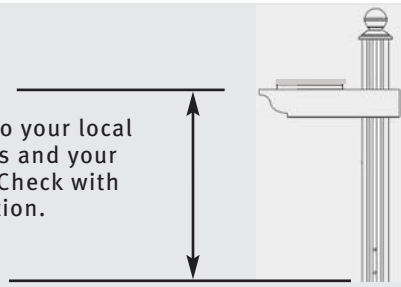
PARTS LIST

1. 51" x 5.5" x 5.5" Post
2. Crossarm Bottom
- 2a. Crossarm Top
3. Wood Mounting Board
4. Mailbox
5. Ball Top
6. 32" Ground Mount Stake
7. 12" Ground Mount Stake Spacer



Crossarm Height

This height will vary according to your local Postal Department Requirements and your particular roadside conditions. Check with your Postmaster before installation.



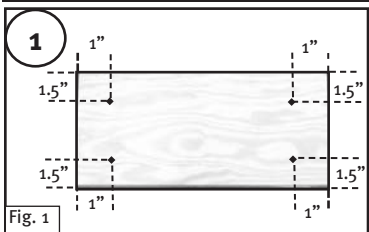
#MB150BR Made In U.S.A

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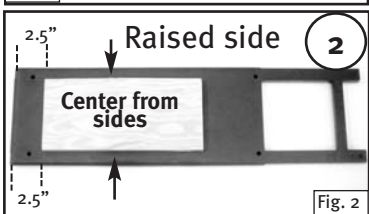
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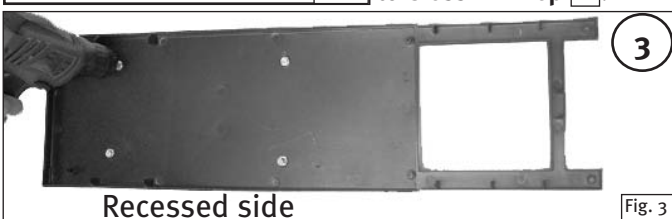
MAILBOX POST ASSEMBLY



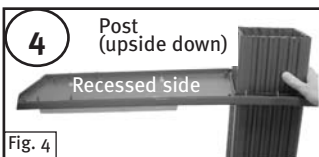
STEP 1. Mark Pre-Drill holes on **Mounting Board [3]** using the measurements shown in Fig 1.



STEP 2. Position **Mounting Board [3]** on flat raised side of **Cross Arm Top [2a]** centered side-to-side and 2.5" from front side (Fig. 2). While holding in place pre-drill (4) 1/16" diameter holes through **Mounting Board [3]** to **Cross Arm Top [2a]**.



STEP 3. Attach **Mounting Board [3]** to **Cross Arm Top [2a]** with (4) #6x1" **Wood Screws [A]** and (4) #8 **Finishing Washers [C]**. Secure from back recessed side of **Cross Arm Top [2a]** (Fig. 3).



STEP 4. Flip **Post [1]** upside down (square opening facing upward). Slide **Mounting Board [3]** / **Cross Arm Top Assembly [2a]** (recessed side facing up) down and through end of **Post [1]** (Fig. 4).



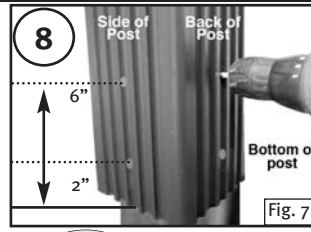
STEP 5. Next flip the **Cross Arm Bottom [2]** upside down and slide down through the bottom of **Post [1]** also (Fig. 5). Note: Final positioning & attachment of **2a** and **2** will follow in later step.

6 Installing Ground Mount Assembly

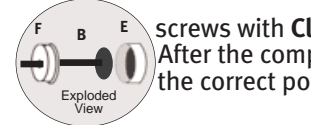
Attach **Ground Mount Stake Spacer [7]** to **Ground Mount Stake [6]** using (3) #8 X 3" **Wood Screws [H]**. Drive **Ground Mount Assembly 18"** (facing the road) into ground as shown or dig hole and set in cement until bottom of the spacer is level with ground. Using a Level check each side of stake to make sure it is straight before mounting post.



STEP 7. After installing **Ground Mount Assembly** slide **Post Assembly** down to the ground level (Fig. 6).



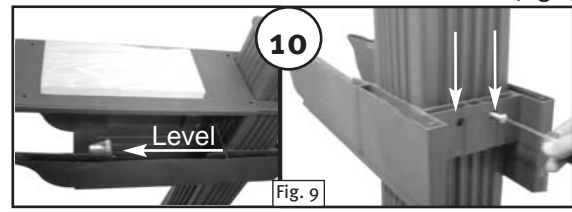
STEP 8. Drill (4) 1/16" dia. pilot holes into **Post [1]** / **Ground Mount Assembly** (Fig. 7). Center 2 holes on the back of **Post** (facing away from road) and 2 holes in the side of **Post**. Secure **Post Assembly** to the **Ground Mount Assembly** using (4) #12 1-1/2" **Phillips Screws [B]**. First slide (2) **Clear Screw Bases [F]** through each end of screws. Then screw into **Post [1]**. Cover screws with **Clear Screw Covers [E]** (See Exploded View). After the complete **Georgian Post Assembly** is secured in the correct position, you can start the next step.



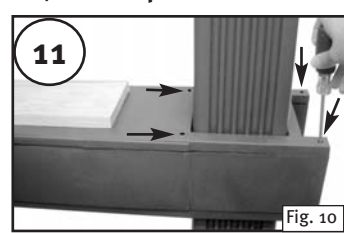
Contact your local Postmaster to determine the correct height from the road surface to the bottom of your mailbox. (This is 40 inches in most regions).



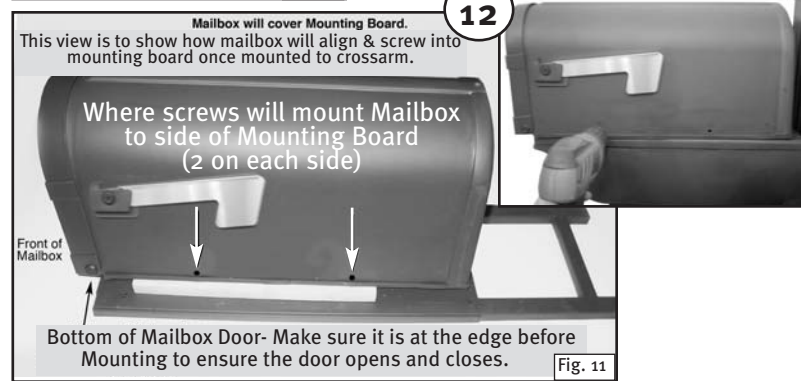
STEP 9. Once proper mailbox height measurement is determined mark it on front side of **Post [1]**. Next while holding **Cross Arm Bottom [2]** at this height drill (2) 3/16" dia. pilot holes through the pre-drilled holes into **Post [1]**. Secure **Cross Arm Bottom [2]** to **Post [1]** using (2) #12 x 1-1/2" **Phillips Pan Head Screws [B]** (Fig 8).



STEP 10. Use a Level to level **Cross Arm Bottom [2]** on **Post [1]**, then drill (2) 1/16" dia. pilot holes through back panel into **Post [1]** as shown. Secure **Cross Arm Bottom [2]** to back of **Post [1]** using (2) #12 x 1-1/2" **Phillips Pan Head Screws [B]** (Fig 9).



STEP 11. Place the **Cross Arm Top [2a]** over the **Cross Arm Bottom [2]** and secure together using (6) #6 x 3/4" **Phillips Pan Head Screws [G]** (Fig. 10). **DO NOT OVER TIGHTEN!**



STEP 12. After complete **Georgian Post Assembly** is secured in correct position, you can attach your mailbox. Place mailbox on the **Mounting Board [3]** (Be sure mailbox is forward enough so door opens all the way) then install (4) #6 x 1-1/4" **Wood Screws [D]** into each side. (Fig 11)



STEP 13. Insert **Ball Top [5]** into top of **Post [1]**. Align tabs on **Ball Top [5]** with cutout in top of **Post [1]**. Turn 1/4 turn to secure.

Rubbermaid®

5 Year Limited Warranty

**Warranty Applies to Model:
Georgian Manor Mailbox/Post: # MB 150BR**

This warranty applies to the mailbox post and not to the mailbox it has been mounted to where damage may occur from the installation process.

This warranty covers defects in materials and workmanship for the models listed above from the original date of purchase. During the warranty period, we will replace any part which in our opinion is defective, if the mailbox has not been subjected to tampering, vandalism, alteration, accidental damage after installation, roadside hazards, or improper use after delivery, damage from ultraviolet rays, and has not been repaired by anyone except us. Our obligation does not include the cost of transportation. We are not responsible for damage in transit, and claims for such damage should be presented to the carrier by the customer. This mailbox is not warranted against misuse, use in extreme temperature conditions, exposure to damaging chemicals, or use in a commercial operation.

WE MAKE NO WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF FITNESS OR MERCHANTABILITY EXCEPT AS EXPRESSLY SET FORTH ABOVE. WE SHALL NOT BE LIABLE FOR ANY ANTICIPATED OR LOST PROFITS, INCIDENTAL DAMAGES, CONSEQUENTIAL DAMAGES, COSTS, TIME CHARGES OR OTHER LOSSES INCURRED IN CONNECTION WITH THE PURCHASE, INSTALLATION, REPAIR OR OPERATION OF THE MAILBOX, AND WE DO NOT AUTHORIZE ANYONE TO ASSUME FOR US ANY LIABILITY IN CONNECTION WITH THE MAILBOX OR ANY PART THEREOF.

For servicing under this warranty, return any defective part to the address listed below within 5 years from date of purchase.

POST OFFICE REQUIREMENTS FOR INSTALLATION OF RURAL MAILBOX

This mailbox must be located on the right-hand side of the road in the direction of travel of the rural carrier. The box must be placed to conform with state laws and highway regulations and must be accessible for delivery and collection of mail by the carrier without leaving the vehicle. Where box numbers are assigned, they must be painted or inscribed in contrasting color, neat letters, and numerals not less than one inch high on the side of box that is visible to the carrier as the box is approached or on the door if boxes are grouped. Where the use of street names and house numbers has been authorized, only the house number need be shown on the box. If the box is located on a street other than the one which the customer resides, the street name and house number will be inscribed on the box. In all instances, painting, inscribing, using a nameplate, or placing the owner's name on the box are optional. The post or support for the box should be of neat design, adequate size and strength, and must be designed to not represent effigies or caricatures that would tend to disparage or ridicule any person. It may be round, square, plain or ornamental. Advertising on boxes or supports is prohibited.

CUSTOMERS ARE REQUESTED TO CONTACT THE LOCAL POST OFFICE BEFORE ERECTING THE BOX TO ENSURE ITS CORRECT PLACEMENT AND HEIGHT AT THE STREET.

Information & Assistance

Call our toll free customer service center for prompt attention to your questions about assembly, installation, replacement parts, or for faster service on returns. We can take care of your needs right over the phone. If you are dissatisfied with your purchase Home Impressions can arrange to have your product refunded and picked up at no charge to you.

Product returns must be in original carton unassembled.

Customer Service Center
828-328-1142
Monday-Friday 9am-5pm EST

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