

# Roadside Mailboxes – 4325

## Newspaper Holder on Pedestal Installation Instructions

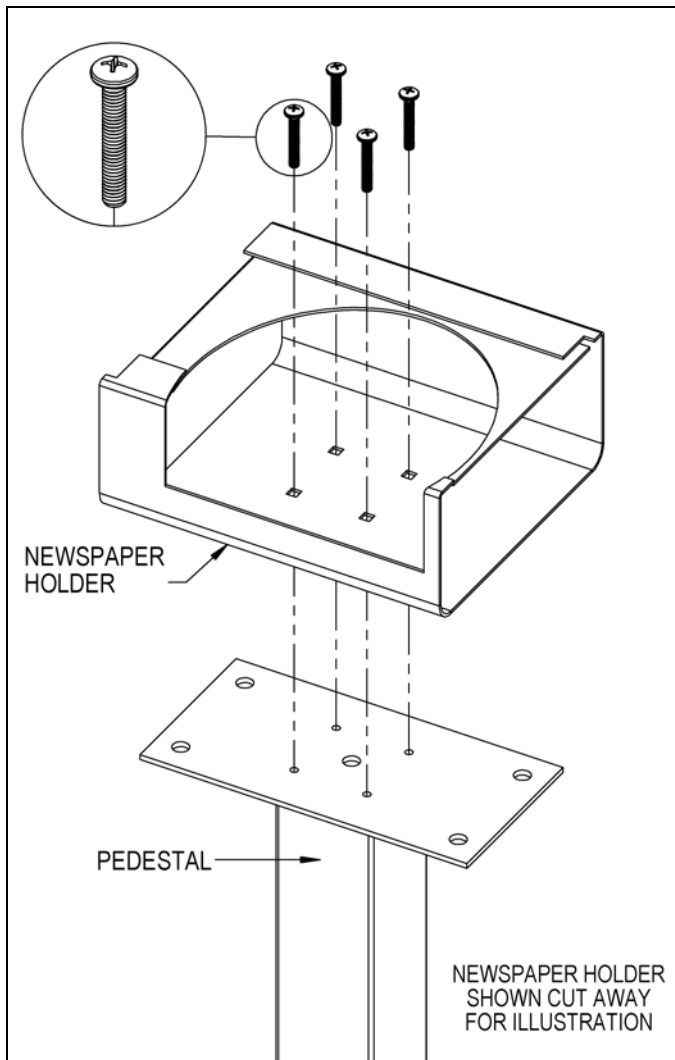
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Thank you for selecting Salsbury's 4325 roadside mailbox. This instruction sheet is for installing the 4325 mailbox along with a 4315 newspaper holder on a pedestal. Other installation instructions are available for installing the mailbox on a pedestal, or on a deluxe mailbox post, installing the mailbox on spreaders, and installing the pedestal in a concrete footing.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. It is important to note that it is not the responsibility of mail carriers to open mailboxes that are locked, accept keys for this purpose, or lock mailboxes after delivery of the mail.

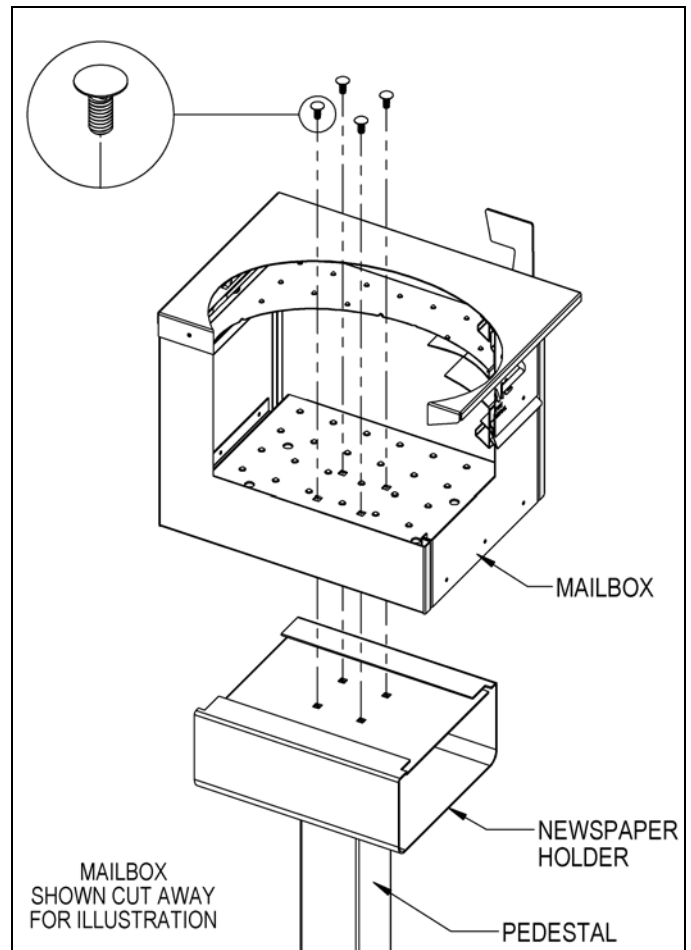
### Newspaper Holder to Pedestal Installation

Install four (4) 5/16"-18 x 2" long pan head bolts provided with the pedestal through the four (4) square holes shown in the inside floor of the newspaper holder and through the four (4) tapped holes on the top plate of the pedestal. Insert a Phillips head screw driver through each square hole directly above, and in the top of the newspaper holder, to tighten the pan head bolts.



### Mailbox Installation on a Newspaper Holder and Pedestal

All hardware to attach the mailbox to the newspaper holder is included with the newspaper holder. To attach the mailbox to the newspaper holder, unlock and open the front door or rear door of the mailbox and install four (4) 5/16"-18 X 3/4" long carriage bolts into (4) square holes in the floor of the mailbox and through the four (4) square holes shown on the top of the newspaper holder. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the top of the newspaper holder. Cover the hex nuts with cap plugs. Installation is complete. Additional hardware provided is not needed and may be discarded.



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# Roadside Mailboxes – 4325

## Deluxe Newspaper Holders on Deluxe Mailbox Post Installation Instructions

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### Installing Newspaper Holders on Deluxe Mailbox Posts

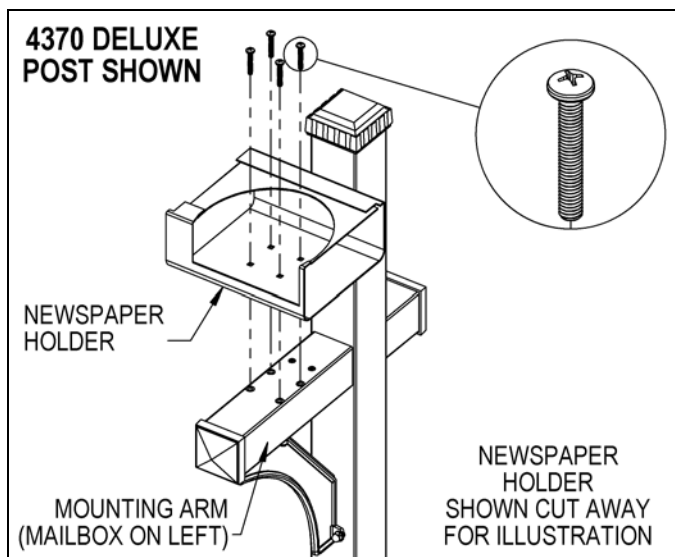
Thank you for selecting Salsbury's 4325 roadside mailbox.

This instruction sheet is for installing the 4325 mailbox along with a 4315 newspaper holder on a deluxe mailbox post. Other installation instructions are available for installing the mailbox on a pedestal, or on a deluxe mailbox post, installing the mailbox on spreaders, and installing the pedestal in a concrete footing.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. It is important to note that it is not the responsibility of mail carriers to open mailboxes that are locked, accept keys for this purpose, or lock mailboxes after delivery of the mail.

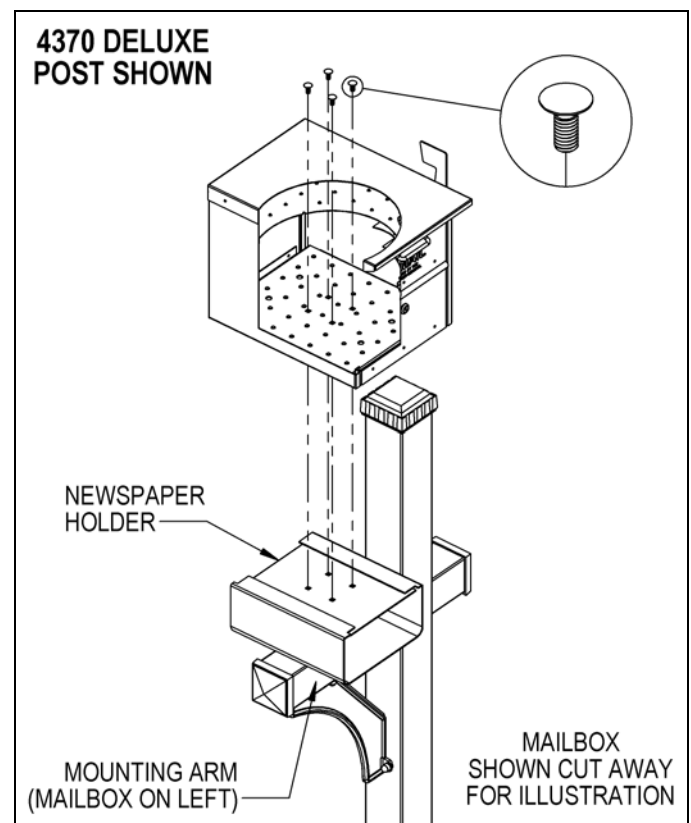
### Newspaper Holder Installation to Deluxe Post

Installation of newspaper holders to each deluxe post, 4870 one-sided, or 4872, is the same. Attach one newspaper holder to the 4870 one-sided post. Attach one additional newspaper holder to the 4872 two-sided post. All hardware required to assemble the newspaper holder(s) to the deluxe mailbox post is provided with the post. To attach a newspaper holder to the post, install four (4) 5/16"-18 x 2" long pan head bolts through the four (4) square holes shown in the inside floor of the newspaper holder and through the four (4) tapped holes in the arm of the deluxe mailbox post. Repeat these steps for the other newspaper holder(s).



### Mailbox Installation to Newspaper Holders

Installation of the mailbox to the newspaper holder on each deluxe post, 4870 one-sided, or 4872 two-sided, is the same. Attach one mailbox to the 4870 one-sided post. Attach one additional mailbox to the 4872 two-sided post. All hardware to attach the mailbox(es) to the newspaper holder(s) is included with the newspaper holder(s). To attach a mailbox to a newspaper holder, open the front door or rear door of the mailbox and install four (4) 5/16"-18 X 3/4" long carriage bolts into (4) square holes in the floor of the mailbox and through the four (4) square holes shown on the top of the newspaper holder. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the top of the newspaper holder. Cover the hex nuts with cap plugs. Repeat these steps for the other mailbox(es). Installation is now complete. Additional hardware provided is not needed and may be discarded.



Note: On the 4370 deluxe mailbox post, the longer mounting arm which accommodates the newspaper holder and mailbox can be on either the left or right side. When attaching the post to the ground, position the post so the longer mounting arm is on the side desired. Then mount the newspaper holder and mailbox on the mounting arm with the mailbox facing the street or roadway.

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# Roadside Mailboxes – 4325

## 2-Wide Spreader with Newspaper Holders on a Pedestal Installation Instructions

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### Installing Mailboxes on 2-Wide Spreader with Newspaper Holders on a Pedestal

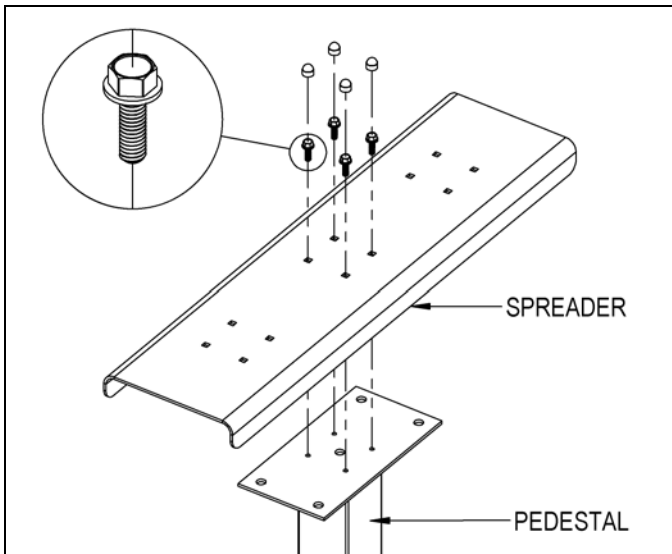
Thank you for selecting Salsbury's 4325 roadside mailbox.

This instruction sheet is for installing 4325 mailboxes on 2-wide spreaders with 4315 newspaper holders and a pedestal. A different instruction sheet is available for installing 4325 mailboxes on a 3-wide spreader with 4315 newspaper holders and a pedestal. Other installation instructions are available for installing the mailbox on a pedestal, or on a deluxe mailbox post, installing the mailbox on a spreader, and installing the pedestal in a concrete footing.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. It is important to note that it is not the responsibility of mail carriers to open mailboxes that are locked, accept keys for this purpose, or lock mailboxes after delivery of the mail.

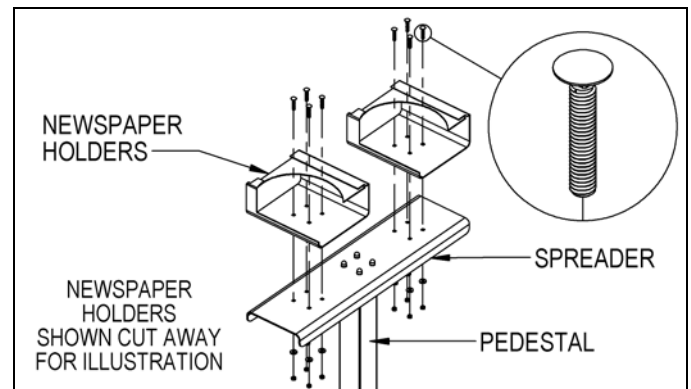
### Spreader Installation to Pedestal

All hardware to attach the spreader to the pedestal is included with the spreader. To attach the spreader to the pedestal, install four (4) 5/16"-18 X 1" long hex flange head bolts through the four (4) center square holes of the spreader and through the four (4) tapped holes on the top plate of the pedestal. Cover the hex flange head bolts with cap plugs.



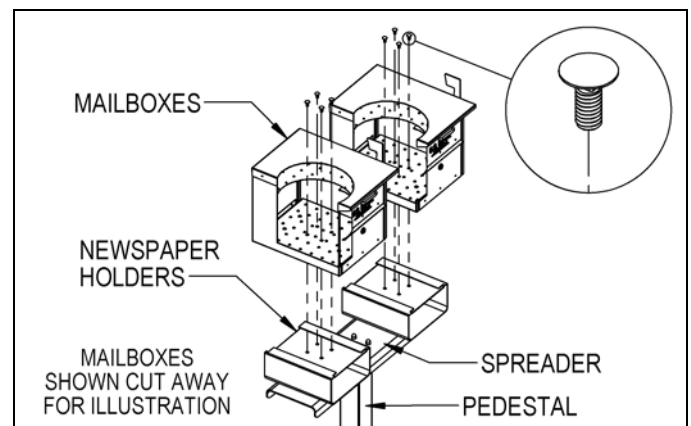
### Newspaper Holders Installation to Pedestal

All hardware to attach the newspaper holders to the spreader is included with the spreader. To attach a newspaper holder to the spreader, install four (4) 5/16"-18 x 1-3/4" long carriage bolts through the four (4) square holes in the inside floor of the newspaper holder and through the four (4) corresponding holes on the spreader. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the bottom of the spreader. Repeat these steps for the other newspaper holder.



### Mailbox Installation to Newspaper Holders

All hardware to attach the mailboxes to the newspaper holders is included with the newspaper holders. To attach a mailbox to a newspaper holder, install four (4) 5/16"-18 X 3/4" long carriage bolts into (4) square holes in the floor of the mailbox and through the four (4) square holes on the top of the newspaper holder. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the top of the newspaper holder. Cover the hex nuts with cap plugs. Repeat these steps for the other mailbox. Installation is now complete. Additional hardware provided is not needed and may be discarded.



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# Roadside Mailboxes – 4325

## 3-Wide Spreader with Newspaper Holders on a Pedestal Installation Instructions

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### Installing Mailboxes on 3-Wide Spreader with Newspaper Holders on Pedestal

Thank you for selecting Salsbury's 4325 roadside mailbox.

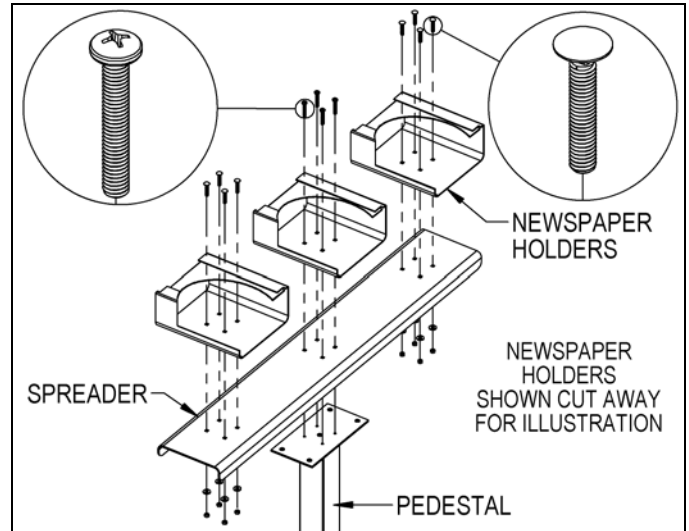
This instruction sheet is for installing 4325 mailboxes on a 3-wide spreader with 4315 newspaper holders and a pedestal. A different instruction sheet is available for installing 4325 mailboxes on 2-wide spreaders with 4315 newspaper holders and a pedestal. Other installation instructions are available for installing the mailbox on a pedestal, or on a deluxe mailbox post, installing the mailbox on a spreader, and installing the pedestal in a concrete footing.

When you install a curbside or roadside mailbox, make sure that it is easily accessible to the mail carrier. By regulation a locked mailbox should be 41" to 45" from the ground or street surface up to the point of mail entry. The door should be set back 6" to 8" back from the front face of the curb or the road edge. However, you should check with your local postmaster to ensure that the mailbox is installed according to local regulations. It is important to note that it is not the responsibility of mail carriers to open mailboxes that are locked, accept keys for this purpose, or lock mailboxes after delivery of the mail.

### Spreader and Newspaper Holders Installation to Pedestal

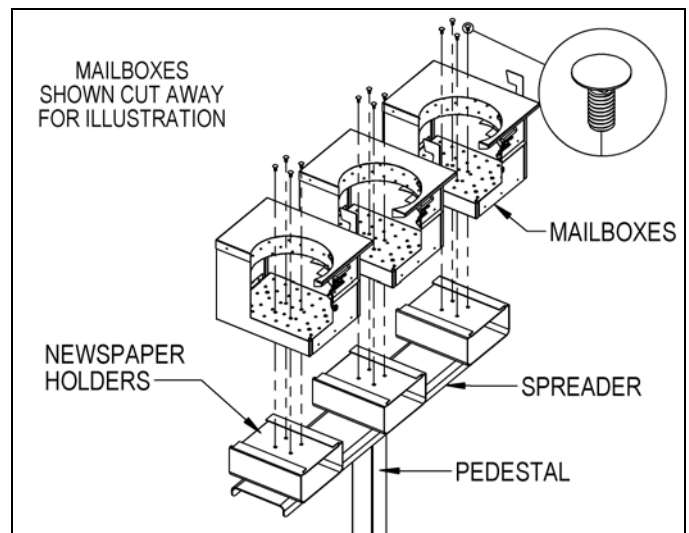
Attaching the spreader to the pedestal requires simultaneously attaching the center newspaper holder to the spreader and to the pedestal. Start by installing four (4) 5/16"-18 x 2" long pan head bolts provided with the pedestal through the four (4) square holes in the inside floor of the center newspaper holder, through the four (4) center square holes in top of the spreader, and through the four (4) tapped holes on the top plate of the pedestal. Insert a Phillips head screw driver through each square hole directly above, and in the top of the newspaper holder, to tighten the pan head bolts.

All hardware to attach the remaining two newspaper holders to the spreader is included with the spreader. To attach an additional newspaper holder, install four (4) 5/16"-18 x 1-3/4" long carriage bolts through the four (4) square holes in the inside floor of the newspaper holder and through the four (4) corresponding square holes in top of the spreader. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the bottom of the spreader. Repeat these steps for the remaining newspaper holder.



### Mailbox Installation to Newspaper Holders

All hardware to attach the mailboxes to the newspaper holders is included with the newspaper holders. To attach a mailbox to a newspaper holder, install four (4) 5/16"-18 X 3/4" long carriage bolts into (4) square holes in the floor of the mailbox and through the four (4) square holes on the top of the newspaper holder. Install 5/16" flat washers and 5/16"-18 hex nuts on the ends of the four (4) bolts protruding below the top of the newspaper holder. Cover the hex nuts with cap plugs. Repeat these steps for the other mailboxes. Installation is now complete. Additional hardware provided is not needed and may be discarded.



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