Thank you for selecting Salsbury’s 4325 roadside mailbox. This instruction sheet is for installing 4325 mailboxes on a 2-wide or 3-wide spreader and a pedestal. A different instruction sheet is available for installing 4325 mailboxes on a 4-wide spreader 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 newspaper holder, 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.

Installing Mailboxes on Spreader & Pedestal

4382 2-Wide Spreader
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 standard mailbox post. Cover the hex flange head bolts with cap plugs.

All hardware to attach the mailboxes to the spreader is included with the spreader. To attach a mailbox, open the front door or rear door of the mailbox and 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 mailbox, through the square spacer, 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 other mailbox. Installation is now complete. Additional hardware provided is not needed and may be discarded.

4383 3-Wide Spreader
All hardware to attach the spreader to the pedestal is included with the spreader. To attach the spreader to the pedestal requires simultaneously attaching the center mailbox to the spreader and to the pedestal. Start by opening the front door or rear door of the center mailbox and install four (4) 5/16"-18 X 2" long pan head bolts through the four (4) square holes in the inside floor of the center mailbox, through the square spacer, through the four (4) center square holes of the spreader, and through the four (4) tapped holes on the top plate of the pedestal.

All hardware to attach the remaining two mailboxes to the spreader is included with the spreader. To attach an additional mailbox, open the front door or rear door of the mailbox and 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 mailbox, through the square spacer, and through the four 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 other mailbox. Installation is now complete.
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 a 2-wide or 4-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 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.