

# Keystone Series® Standard Post (KSP) Installation and Assembly Instructions

Thank you for purchasing a Keystone Series Standard Post. We're sure you'll enjoy your new post for many seasons to come. If you have any questions about how to install or use this post, if you need any assistance during installation, or if you require replacement parts, please phone us directly at (858) 486-7100 or visit our FAQs and customer service area at [www.gainesmfg.com](http://www.gainesmfg.com).

## Tools needed:

9/16" socket drive  
or 9/16" box wrench



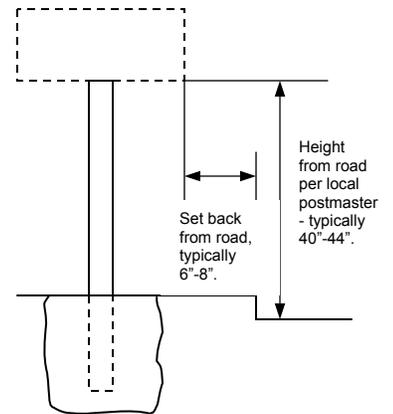
## Hardware:

1x,  
9/16" hex bolt



## 1 Post Installation

- Determine the proper height of the mailbox above ground. (Check with your local postmaster for specific details. The typical height from road level is normally between 40" and 44").
- Locate the site for the mailbox and dig a 12" diameter hole. The depth of the hole will depend on your desired height of mailbox. Note: If you desire additional length or stability, the Keystone Deluxe Post is designed to slide over a wood 4"x4" post (available at your local hardware store). Make sure the post hole location is set back from the road such that the distance from the curb to the mailbox door meets post office requirements, normally between 6 and 8 inches.
- Place the post into the hole, **mounting plate end up**, with the bottom of the post resting on the bottom of the post-hole.
- Use a spirit level to set post to true vertical position and plumb the post in the post-hole. Be sure to align the face of the post with the driveway, sidewalk, walkway, roadway, etc.
- Pour concrete completely around the post, taking care to maintain the true vertical level of the post.
- Allow concrete to set per manufacturer instructions before proceeding.



## 2 Attach Mailbox

- Locate the 3/8" - 16x3" bolt on the post end. Remove the bolt.
- Position the Mailbox on top of the post by placing the square fitting that protrudes from beneath the floor into the top of the post. The Mailbox may not seat entirely into the top of the post at this point.
- Thread the bolt through the large hole in the center of the mailbox floor into the hole in the bracket of the post and, using a wrench or socket drive, tighten the bolt securely. As the bolt tightens it will pull the mailbox in to the post until it seats snugly on the top of the post.



Congratulations. You have successfully completed the installation of your Gaines Keystone Series Mailbox and Post. You will enjoy many years of service from this product.

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

