

Installation Instructions for all
LockDrop mailbox and drop box units.

1 Carton containing:	Tools & supplies needed for installation:
<ul style="list-style-type: none"> • 1 LockDrop unit with 2 keys • 1 Removable storage bin • 1 Mounting template including 4 "L" bolts & nuts • 1 Concrete form 	<ul style="list-style-type: none"> • Post hole digger or shovel • Approximately 250 pounds of concrete (quick set recommended) • Water for mixing concrete • Wheel barrel for mixing concrete • 2' Level • Trowel to smooth concrete • 9/16" Wrench for fastening unit to cured concrete

Note: This unit can also be installed on existing concrete surfaces but such hardware is not included.

Preparation

1. Break carton from staples and or tape at the bottom and slide top carton up and off unit.



2. Completely remove unit from bottom carton by lifting unit up and out of carton. Be careful, this unit weighs approximately 70 pounds.



Note:The bottom carton is used as the form for the concrete.

Installation

1. Remove existing post and concrete if necessary.



2. Dig a hole that will fit the bottom carton/concrete form. Make sure you set the front of this form 8" back from the edge of the street to allow for clearance should the door be left open.

3. Make sure the top of the form is above the soil to allow for proper water drainage & level the form in both directions. Add and removing dirt as needed and compact the dirt when the form is level.



4. Backfill dirt around the form but do not compact this dirt.



5. Pour approximately 250 pounds of mixed (quick setting) concrete into the form & smooth the top with a trowel. Note: the concrete should be mixed in a wheel barrel.



6. Remove the anchor template from inside the unit.
Important: Do NOT unscrew the nuts or the unit may not install properly. The proper length is set at our factory.



7. Press the anchor template into the center of the wet concrete until the cardboard rests on top of the wet concrete.
Do NOT press the cardboard into the concrete!



8. After the concrete has cured, remove the 4 nuts and washers & remove the cardboard template.



9. After the concrete has **fully** cured, open the rear door, remove the storage bin then place the unit on top of concrete form so that the bolts protrude through the 4 holes at each corner of the unit.



10. Place the washers & thread the nuts on the bolts. Tighten the nuts using a 9/16" wrench.
Important: Do NOT tighten the nuts until the concrete is completely cured per the concrete manufacturers instructions!



11. Install the address numbers:

Our 4-1/2" numbers are supplied with double sided tape on the back of them. This tape holds extremely well but the surface must first be cleaned with 90%+ isopropyl alcohol.

Location of Address Numbers	Quantity of Numbers that can fit
On the front door	Up to 4 numbers Horizontally
Below the front door	Up to 5 numbers Horizontally Up to 6 numbers Vertically or Diagonally
On the sides	Up to 8 numbers Vertically

12. Decorate around the unit with plants and flowers but be sure to leave room for access to the rear collection door.

How to clean your product:

Simply wash as you would your car.

This unit has a finely textured powder coat finish for maximum durability...

Do NOT apply wax to this unit!

Thank you for purchasing our product!

Please let us know if we can improve in any way.