



SMALL Mail Slot Installation Sheet

(See the reverse side for information on the LARGE Mail Slot)

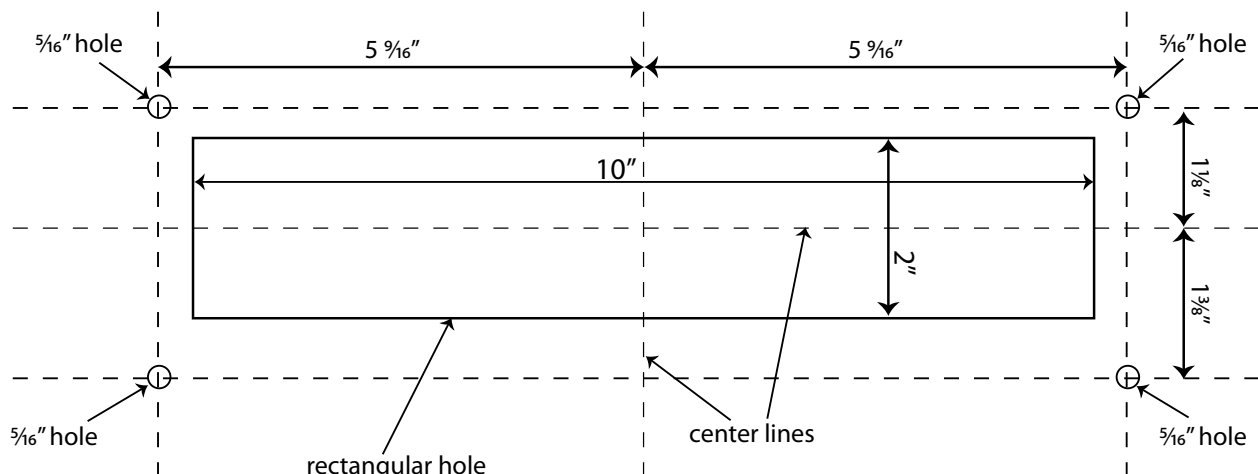
The Mail Slot is designed to cover a rectangular hole cut through a door or a wall. In addition, four mounting holes must be drilled through the door/wall. These four holes will accept the captive nuts attached to the Mail Slot and allow the Mail Slot to be fastened through the door/wall. The Mail Slot does not include a 'rear' or 'inside' plate or any mounting bolts.

Step 1. Mark the center of the installation with level and plumb center lines. All of the measurements below are taken from these lines.

Step 2. Cut a rectangular hole in the door/wall ten inches wide by two inches high (10"W x 2"H) centered on the mark made in Step 1.

Step 3. Drill a five-sixteenths inch ($5/16$ ") hole at each of the locations shown below.

Step 4. Install the Mail Slot by inserting the four captive nuts into the four holes and threading an M4 bolt of the appropriate length into each nut from the inside of the door/wall. The bolts must be provided by the installer.



SMALL ($11\frac{1}{16}$ " x $3\frac{1}{4}$ ") Mail Slot
Installation Dimensions
(do not scale)



LARGE Mail Slot Installation Sheet

(See the reverse side for information on the SMALL Mail Slot)

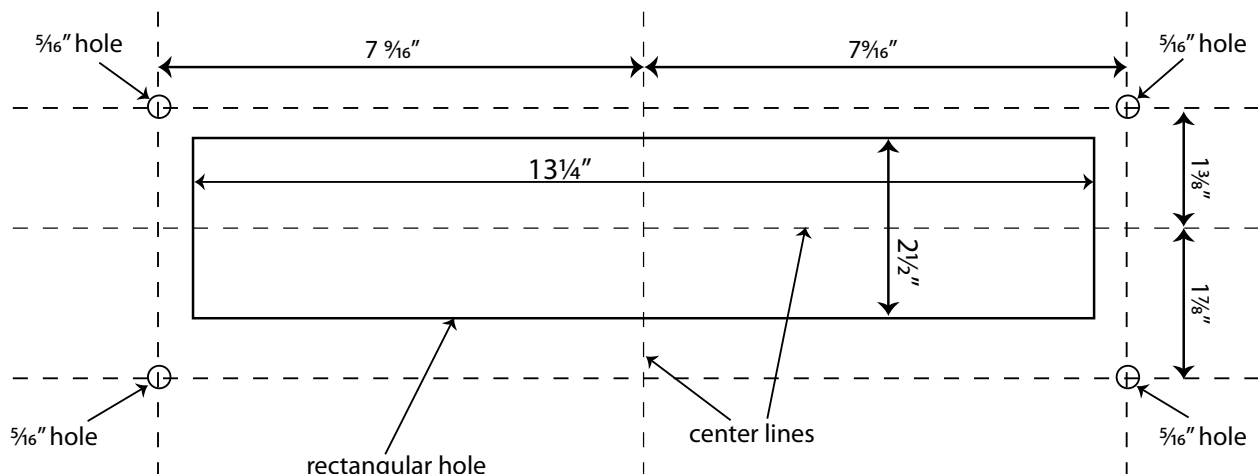
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Step 1. Mark the center of the installation with level and plumb center lines. All of the measurements below are taken from these lines.

Step 2. Cut a rectangular hole in the door/wall thirteen and one-quarter inches wide by two and one-half inches high ($13\frac{1}{4}"$ W x $2\frac{1}{2}"$ H) centered on the mark made in Step 1.

Step 3. Drill a five-sixteenths inch ($\frac{5}{16}"$) hole at each of the locations shown below.

Step 4. Install the Mail Slot by inserting the four captive nuts into the four holes and threading an M4 bolt of the appropriate length into each nut from the inside of the door/wall. The bolts must be provided by the installer.



LARGE ($15\frac{3}{4}"$ x $3\frac{15}{16}"$) Mail Slot
Installation Dimensions
(do not scale)