

# INSTALLATION INSTRUCTIONS

## Instucciones de instalacion

WHEN INSTALLING OVER NEW OR EXISTING 4"X4" (3.5"X3.5") POST



**STEP 1**  
REMOVE MAILBOX  
Borrar buzón



**STEP 2**  
SLIDE VERTICAL SLEEVE  
Slide vertical en manga



**STEP 3**  
SECURE VERTICAL SLEEVE  
Asegure vertical en manga



**STEP 4**  
INSTALL ARM  
Instalar el brazo



**STEP 5**  
MEASURE LOCATION  
Medida de ubicación



**STEP 6**  
SECURE ARM  
Brazo de forma segura

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- Step 1 - If you're installing a new 4"x4x72" post or No-Dig support, it is recommended to place it a minimum of 24" in the ground.
  - Step 2 - Make sure the wood 4"x4" is not more than 52" above ground. Slide the vinyl 4"x4"x54" sleeve over the wood 4"x4".
  - Step 3 - Use (1) screw from the Handy Post Kit to secure the vertical sleeve in the rear and near the ground.
  - Step 4 - Bring the 5"x5"x24" vinyl arm down over the vertical sleeve by inserting through both 4" square holes.
  - Step 5 - You can locate the arm anywhere along the upright. Check with your local Post Office for mailbox height regulations.
  - Step 6 - Use (4) screws from the Handy Post Kit to secure the arm in the pre-drilled holes. Two on each side.  
**CAUTION:** Do not over tighten the screws. Once the vinyl begins to indent, back the screw off until the vinyl is smooth.
  - If you are using the Handy Post as a **Sign** or **Planter** Post, secure the additional cap (included) with a touch of PVC cement.  
**CAUTION:** Be careful not to allow cement/glue to get on the outside of the Arm or Cap, as it will turn yellow from the sun.
  - Visit [www.thehandypost.com](http://www.thehandypost.com) for Optional Enhancements and photos of Handy Post installations.
  - **WARNING:** When attaching a mailbox to the Handy Post arm, use screws that do not protrude over ¼" inside the arm. This can lead to interference with objects being placed inside the arm, or can cause injury when reaching inside the arm.