

# Rockport Assembly Instructions

# MIS003

## General Information:

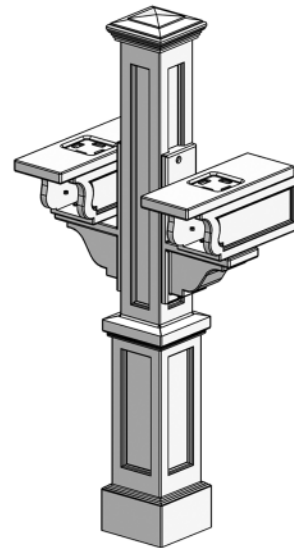
- Read instructions carefully before beginning assembly.
- Identify each component from material list.
- Do not use excessive force when assembling components.
- To clean this product, for best results use a soap solution and high-pressure water.
- In the event of missing or defective parts, please call our customer service department at 1-866-363-8834.

## Materials List:

Part #	Description	Quantity
1	Decorative post	1
2	Newspaper Holder	2
3	Mounting Bracket	2

### Each Newspaper Holder Hardware Pack Includes:

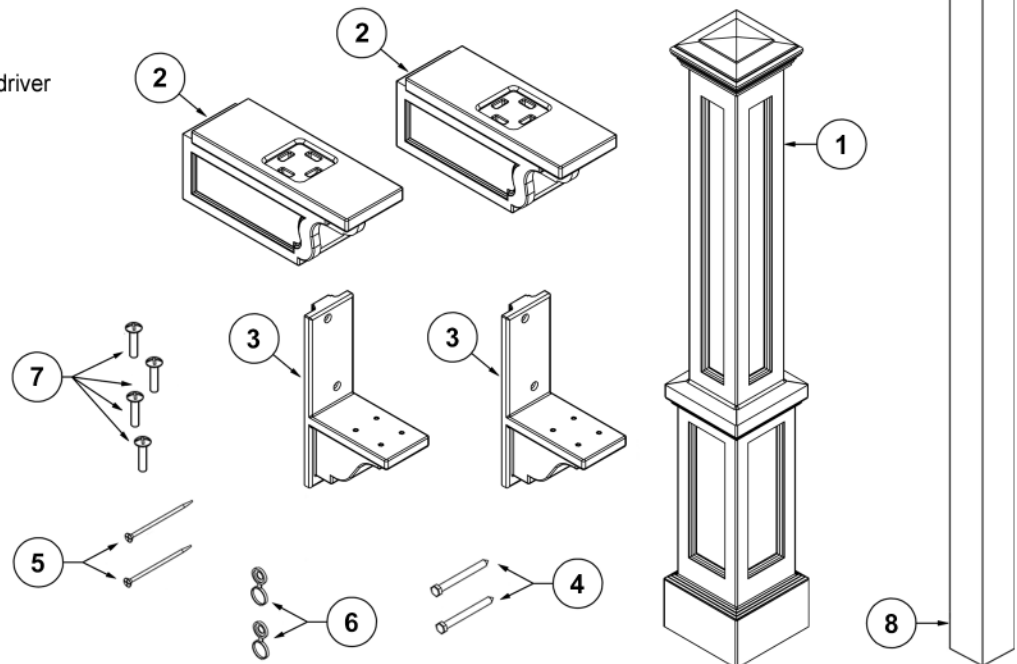
4	1/4" x 3" galvanized lag bolt	2
5	#10 x 3" stainless steel screw	2
6	Plastic snap cap	2
7	1/4" x 1 1/4" Truss Screws	4
8	4x4 wood post not included - not included (84" length recommended)	



Rockport  
Mail Post

## Tools Required:

- Cordless drill
- Phillips drill bit
- 7/16" socket wrench
- Short handled Phillips screwdriver
- Tape measure
- Level
- Shovel



## IMPORTANT NOTE:

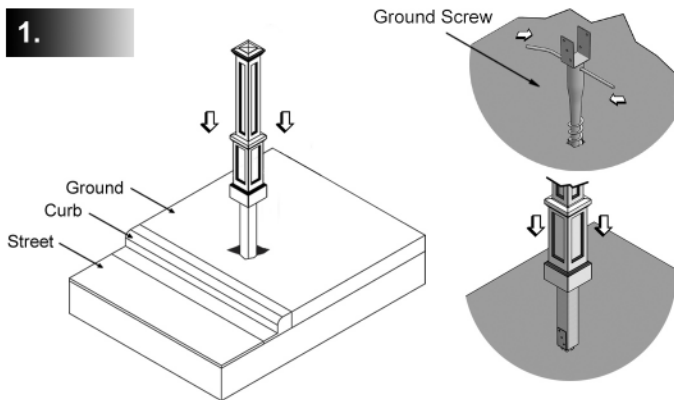
- 4x4 wood post, mailbox, and mailbox mounting hardware NOT included with any Mayne mail posts
- Medium mailbox recommended (up to 8lbs)

**MAYNE**<sup>®</sup>  
Mail Posts of Distinction  
[www.mayneposts.com](http://www.mayneposts.com)

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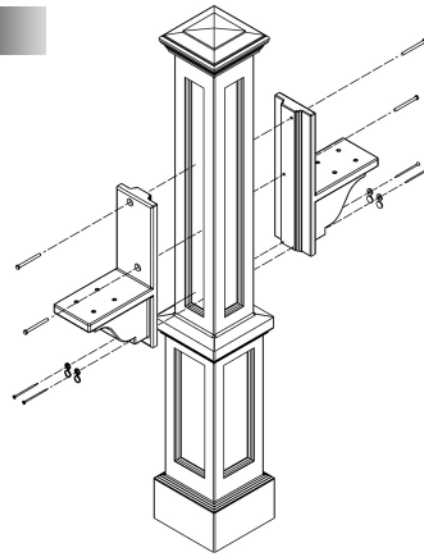
1.



Dig a 36" deep hole in the desired location and insert a 4x4 wood post. Leave 48" exposed above ground. Fill the hole with pre-mix concrete (not included) and level the wood post. Once the concrete has cured, slide the decorative post (part 1) over the wood 4x4 ensuring that the base sits flush with the ground.

**Optional Ground Screw:** Twist the screw into the ground and attach a 4x4 post (approx. 48" length, not included) with the 5x lag bolts provided. Slide the decorative post over the 4x4.

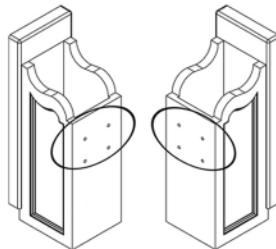
2.



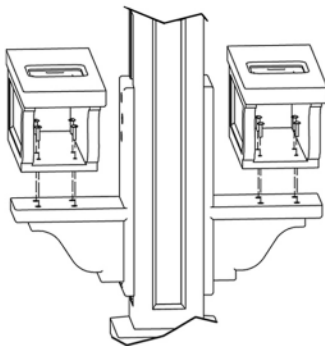
Fasten the two brackets (part 3) to the post as illustrated above. Use two 3" lag bolts (part 4) in the top 2 holes on each bracket and two 3" screws (part 5) on the bottom. Plastic snap caps (part 6) are provided to cover the screw heads.

3.

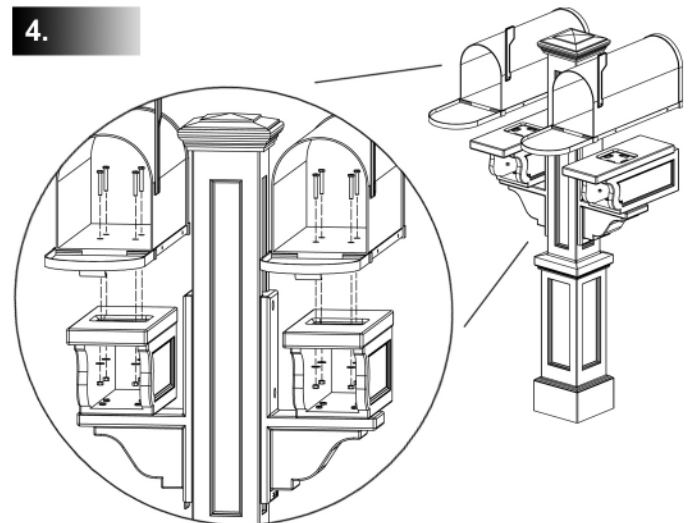
On the bottom of the each Paper Holder (part 2) there are 4 starter holes. For Rockport installations pre-drill the top four holes on both Paper Holders using a 5/16" drill bit.



For each Newspaper Holder Insert 4 truss screws (part 7) through the drilled holes and into the nuts already molded in place on the brackets. A short handled screw driver is recommended to tighten the truss screws inside the newspaper holder.



4.



Pre-drill 4 holes with a 3/8" drill bit through the mailbox and paper holder arm as shown above. Using a nut, bolt, and washer combination secure the mailbox to the arm and tighten. 2" bolts are recommended (mailbox and mailbox mounting hardware not included).

## Questions?

If you have any questions concerning the assembly or installation of this product and require assistance, please call our Customer Service Department at 1-866-363-8834, Weekdays from 8:00am to 4:00pm Eastern standard time. If you have any comments or suggestions about our product or service, please let us know! Call: **1-866-363-8834**, or Email: [info@mayneposts.com](mailto:info@mayneposts.com)

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