

INSTALLATION INSTRUCTIONS

PILLAR

These instructions are used for the following pillar letterbox:

- SP43

Tools Required:

- *Spade or Shovel*
- *Adjustable Spanner*
- *Spirit Level*
- *Damp Rag for cleaning*

Materials Required:

- *Standard Setting Concrete*
(don't use quick setting concrete - it can sometime react with metal and will void your warranty)

Into the Ground

1. Attach the Anchor Post using an adjustable spanner.
2. Dig a hole about 250mm wide and deep enough to accommodate the Anchor Post. Do not make the hole too wide, the letterbox needs to sit on the ground around the hole.
3. Clear the ground around the hole so that it is approximately level.
4. Place the letterbox over the hole. Use a spirit level on two sides to check that it sits vertically. If necessary, use the shovel to make adjustments to the ground level to ensure the box sits vertically.
5. Mix up sufficient standard setting concrete to fill the hole. We suggest pre-mixing the concrete with water (in a bucket) rather than pouring it into the hole dry and then adding water.
6. Pour the pre-mixed concrete into the hole via the rear of the letterbox. Once the hole is filled, pack the concrete down with a piece of wood or similar to ensure that it sits firmly around the post.
7. Use a damp rag to clean the concrete from the base of the letterbox and the anchor nut.
8. Double check that the pier is still vertical. If not vertical, use small packing pieces under the low sides to bring it back to vertical before the concrete sets.

Onto a Concrete Slab

1. To attach the letterbox to a concrete slab, you simply have to anchor it to the concrete through the hole at the centre of the base frame (this is the hole the Anchor Post would have gone through if it was being mounted into the ground).
2. There are various methods of fastening to concrete. Ask your hardware retailer which method is most suitable for you.
3. Choose the position where the letterbox will go (it will have to be approximately level), mark the position of the centre anchoring hole, and drill the hole (using a masonry drill bit) to the size necessary for your concrete anchor.
4. Place the letterbox on your chosen position. Use a spirit level to check if it is vertical on 2 adjacent sides. If it is not vertical, you will have to add packers (such as galvanized washers) underneath the appropriate corners until it is vertical.
5. Tighten the concrete anchor down to secure the pier letterbox.