

# HP-4 INSTALLATION INSTRUCTIONS

## Instucciones de instalacion

WHEN INSTALLING OVER NEW OR EXISTING 4"x4" (3.5"x3.5") POST



### STEP 1

REMOVE MAILBOXES

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

See these instructions and more at [www.thehandypost.com](http://www.thehandypost.com)

- Step 1 - If installing a new wood 4"x4" post, we recommend placing it a minimum of 24" in the ground secured by 1 bag of concrete.
- 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"x54" vinyl arm for 4 mailboxes 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 for 4 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.
- Insert the two 5" end caps into each side of the arm. A touch of PVC cement (not included) can be used for an even more secure fit.  
**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.
- Suggestion: When securing your mailbox mounting plates onto the flats of the arm, a coarser threaded screw such as a drywall screw is recommended for added strength.