Congratulations on the purchase of your Mail Boss® Metro security mailbox. The Metro is designed with your security and convenience in mind. This mailbox is constructed of tough, vandal resistant, 16 and 14 gauge galvanized steel. Your Metro mailbox comes with a unique mounting bracket which makes installation fast and easy. This product is designed to be installed on an exterior wall of your home. If desired the Metro can also be mounted on a freestanding post or on an appropriate surface such as a fence rail. The Metro mailbox is designed with a large internal volume so that more than several days of mail can be securely stored inside. If this mailbox was purchased without a post and you desire to install this mailbox on a new color matched steel post, you may purchase one online at www.mailboss.com. Posts are shipped via 3-6 day service but can be rush shipped for an additional fee.

On this insert you will find a list of hardware parts as well as detailed installation instructions. Installation on wood surfaces is quite simple and requires only a Phillips head screwdriver, a drill, and some caulk. Installation on a masonry surface requires a Phillips screwdriver, a masonry drill bit, a drill, 5 masonry screws or anchors and some caulk. Installation on a metal post requires only a crescent wrench or box wrench. Installation will be most easily accomplished if you take the time to carefully sort the hardware and familiarize yourself with the function of each piece.

If you require assistance with assembly or part replacement, or for any other matter, contact the toll-free Epoch Design Service Center from anywhere in the Continental United States, Monday through Friday, 9 AM - 5 PM Pacific Standard Time at 1-800-589-7990. You may also email your request or comments to info@mailboss.com and a service representative will respond. You can also find helpful hints and tips on our website: www.mailboss.com.

Have a question?... Need a part ASAP?...1-800-589-7990

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INSTALLATION INSTRUCTIONS

Installation of Metro onto a wood post or rail

1 Locate the four mounting holes on the floor of the Metro. Position the holes over the wood surfaces so that the front door can swing open freely. Mark the hole position onto the wood with a pencil or pen.

2 Using a 1/4” drill bit, drill four pilot holes in the marked positions approximately 1 ½” deep into the wood. Attach the Metro to the post using four 1 ½” lag screws. A ½”drive socket or a ½” wrench may be used.

3 Locate the mail flag and remove the sticky sided tape shield from the back. Making sure the mailbox is clean, attach the flag as shown about ½” behind the front edge and ½” below the top edge of the box.

Installation of Metro onto a Mail Boss steel post

1 Locate the four mounting holes on the floor of the Metro. Position the holes over the Mail Boss steel post. Insert the four machine bolts (provided with post) through the base of the Metro.

2 Secure the Metro to the post using a ½”drive socket or a ½” wrench.

3 Have a question?... Need a part ASAP?...1-800-589-7990

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Parts and Hardware List

1 Metro mailbox
   Locking security mailbox

2 1/2” Mounting screws
   Connect Metro to a wooden exterior wall

3 Security key
   Used to lock and unlock your Metro

4 1 1/2” Lag screws
   Used to connect Metro to a wooden post

5 2 1/4” Mounting screws
   Connect Metro to a wooden exterior wall

6 Plastic Bushings
   Used to optimize mounting on irregular surfaces

7 Washers
   Used with 2 1/4” mounting screws.

8 Reflective adhesive house numbers
   Identify and label your mailbox

9 1/8” drill bit
   For drilling holes into wooden mailbox platforms

10 Mounting Bracket
    Mounting bracket for Metro

11 Mail Flag
    To notify postman of outgoing mail to be picked up

Please note that it is not the responsibility of mail carriers to open mailboxes that are locked, accept keys for this purpose or lock mailboxes after delivery.
Locate the carrier flag and remove the sticky sided tape shield from the back. Making sure the mailbox is clean, attach the flag as shown, about ½ inch back from the front edge, and ½" below the top edge of the box.

Using the hole template on this instruction sheet, lay out the top two holes on the wall at about 55" to 65" high. You may adjust the height up or down to your preference. If mounting onto bevel siding, position the top holes about 3/4" to 1 1/2" away from the peak of the bevel so as not to split the wood. Also adjust up or down a little to make sure bottom hole does not line up on the edge of bevel. The top two holes should be close to level. Mark the top hole locations.

Using a 1/8” drill bit, drill the top two pilot holes approximately 2 inches deep into the wall material. Attach the mounting bracket using the two 2 1/4” screws provided. Be sure to put some water resistant caulk into the holes. Now hang the Metro from the bracket as shown in figure A and mark the bottom three holes with a pencil.

We strongly recommend that you WRITE DOWN YOUR KEY NUMBER and keep it in a safe place.

Without a key number we will not be able to provide replacement keys, you will have to purchase a new lock and keys set.

For security purposes, we reserve the right to deny key replacement without proof of purchase.

Additional keys can be purchased at mailboss.com