Congratulations on the purchase of your Mail Boss® Bamboo Comment Boss. On this insert you will find a list of hardware parts included as well as detailed instructions. Installation is quite simple and requires only a #2 Phillips Head screwdriver. 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, 9AM - 5PM 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/resources/

Thank you.

### Parts and Hardware List

1. **Comment Boss® box**
   - Locking security suggestion box

2. **Security keys**
   - Used to lock and unlock your Comment Boss

3. **1 3/4" Phillips head screws**
   - Used to connect the Comment Boss to a wall or platform

2. **Wall anchors**
   - Used when installing into drywall

If you’re mounting your comment box on a wall simply hold your box in its desired position and mark the location of the mounting holes using a pencil. The use of a level is encouraged but not required.

If your wall surface is drywall, drill two 5/16” holes in the marked locations and insert the wall anchors.

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2. Insert screws into the two outer mounting holes and leave the screws protruding about 1/2" from the mounting surface.

3. Install the box to the surface by sliding it onto the two screws then down slightly. Then Secure it into place using one center screw at a steep angle.

4. For surface mount, simply secure into place using the screws provided in the holes in the bottom of the box.

MAIL BOSS
Accessory items and parts available: www.mailboss.com

- Mail Manager Available In All Colors
- Mail Boss Available In All Colors
- Flags
- Dropbox Available In All Colors
- Metro Available In All Colors
- Townhouse Available In All Colors
- HASP Lock Padlock Compatible
- Package Master Available In All Colors
- Spreader Bars Allows Mounting Of Two, Three Or Four Mailboxes On One Post Available In All Colors
- Newspaper Holders Available In All Colors
- Mounting Posts Available In All Colors
- Lock Dust Cover Protects Lock Mechanism

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