

To further support your installation, a full installation video can be viewed at www.swingclear.com.

SwingClear

Suburban Mailbox Post Installation Instructions



Components Included in Mailbox Post System:

Suburban Mailbox Post Components (Base Pipe, Bent Upright, Swivel Fitting, Boom Arm), Spade Plate, Base Driver, Hardware Kit (2 Hex Head Bolts, 2 Carriage Bolts)

Step 1: Attach Spade Plate to Base Pipe

Attach spade plate to base pipe (flattened on one end) with two hex bolts provided. Loosen set bolt (chrome) near top of base pipe.

Step 2: Attach Swivel to Boom

Attach the red swivel joint to the boom arm and tighten 5/16 bolt.

Step 3: Install Base Pipe

To determine where you want to install your base pipe, first mark the desired location for the front of your mailbox. From there, measure toward the ditch (approximately 42" for medium box, 44" for large box) and mark location for base*.

At the point of installation, and with spade plate parallel to the road, tilt the top of pipe 5 degrees off vertical away from the road. Insert provided Base Driver into Base Pipe. Pound Base Pipe into the ground until the bottom of the spade plate is level with the ground. Remove the Base Driver and install the bent upright and red swivel with attached boom to ensure that boom is level, adjust base tilt accordingly, then remove boom and upright. Place Base Driver back in place and drive the base pipe further into the ground, leaving 8-12" of the base pipe out of the ground.

**See back of page for more Base Pipe installation help as well as information on deep-ditch installations.*

Step 4: Set Upright

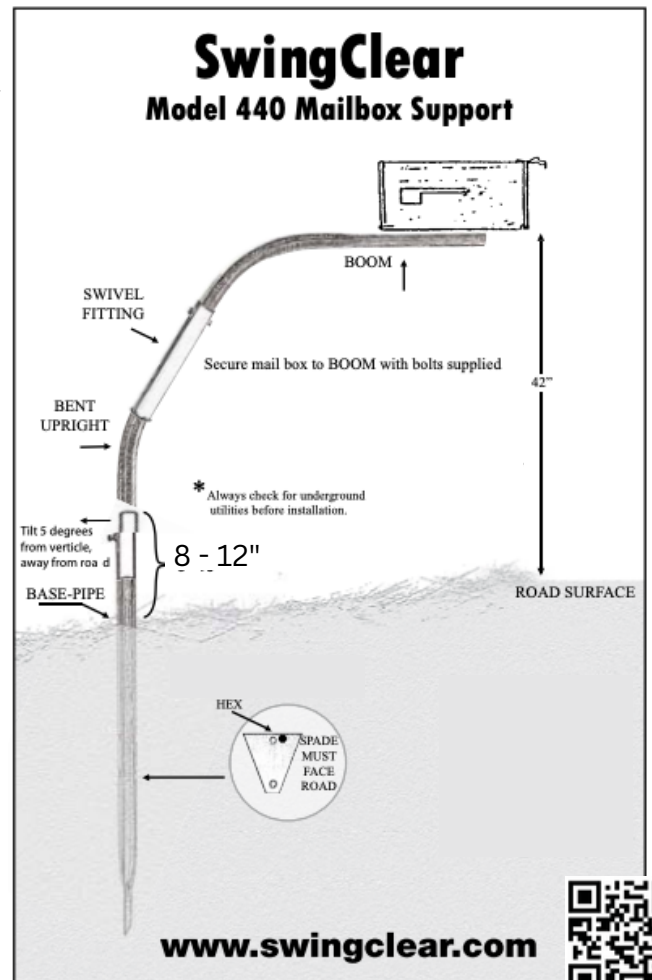
Slide bent upright into the base pipe. Using a wrench, lightly turn the set bolt to hold against the upright. Adjust the bent top to face directly toward the roadway and loosely tighten the set bolt.

Step 5: Attach Mailbox to Boom Arm

Using a custom or SwingClear Mounting Board, assemble your mailbox onto boom arm with (2) 2-1/2" carriage bolts (provided in hardware kit).

Step 6: Adjust Height to Meet Postal Requirements

Slide swivel joint end of boom onto bent upright. Adjust height above road's surface and bottom of mailbox to a minimum of 42" - 46" by loosening the set bolt at top of the base pipe and retightening when properly positioned.



Installation Help and FAQ continued on back ->

**For product questions, support, and customer service, please contact SwingClear directly:
715-209-2088 or steve@swingclear.com**

Installation Help

Additional items for installation: Hammer, Tape Measure, Adjustable Wrench

When installing into ground that is primarily clay, installation will be much easier when the ground is wet. When in drought, dry clay can be like concrete. Because of this, installing after rain will be of benefit.

How do I know the point of installation for the base pipe (step 2) if I am not using a medium or large mailbox?

When installing a custom mounting board and mailbox, install the mailbox on the boom arm first (refer to directions on front of page, step 4). Lay the boom arm down so that the front of mailbox is at desired location, with the back of boom pointing toward the ditch / away from the road. The location of the back of your boom arm is where the base pipe should be installed.

Installing your post into a ditch? When location of installation is any depth below the road's surface, a SwingClear Upright Extension (model 025) is needed. Extensions are available at www.swingclear.com or your local supplier.

Unable to find your spade plate? It is included in the hardware bag!

I think I hit a rock when installing the Base Pipe. What should I do?

If you contact a hard object like a rock, the tone/noise of the pipe will change when it is struck. Simply pull the base pipe out of the ground and reinstall it again a few inches away.

**To further support your installation, a full video installation can be viewed at
www.swingclear.com.**

Customize your Mailbox Post!

Additional accessories available at www.swingclear.com or your local retailer:

Mailbox Mounting Boards (*sizes: medium, large, ironside*)*

Upright Extension (*for installation in ditches*)

Two-Box Mounting Plate (*allows two mailboxes to be mounted on one post*)

**One can choose to make a custom mounting board to fit the base of any mailbox by using wood 1" in thickness, cut to the correct length and width.*

**SwingClear Mailbox Posts are proudly made in Ashland, WI, USA
WE APPRECIATE YOUR SUPPORT!**