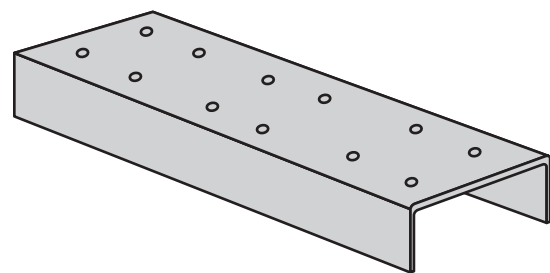
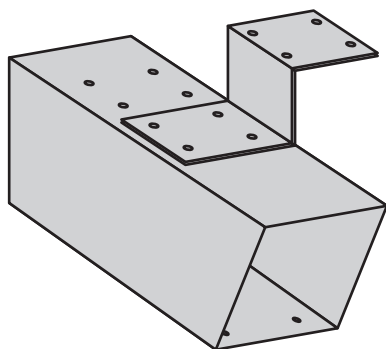


# MAIL BOSS®

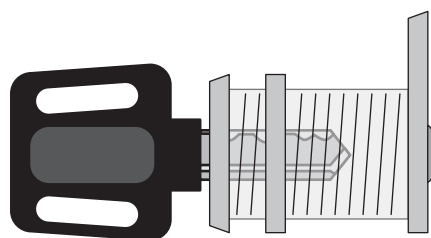
Accessory items and parts available:  
[www.mailboss.com](http://www.mailboss.com)



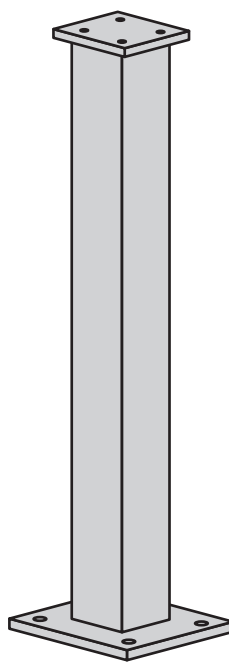
Spreader Plates  
allows mounting of two, three  
or four mailboxes on one post  
(Available in all colors)



Mail Boss Newspaper Holder  
(Available in all colors)



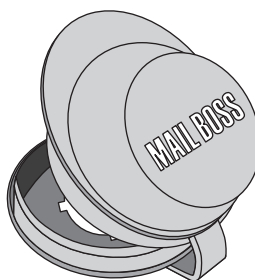
12 Disc High Security Lock  
Additional Keys and/or Lock



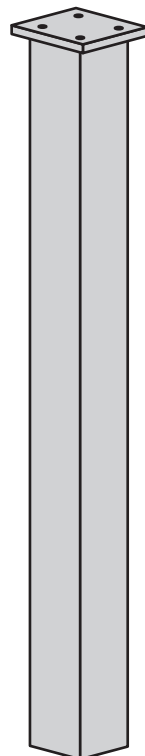
Surface Mount  
Post & Base Plate Pkg.  
(Available in all colors)



Flag



Lock Dust Cover



In Ground Post  
(Available in all colors)

EPOCH-DESIGN, LLC

## MAIL MANAGER®

Congratulations on the purchase of your Mail Boss® Mail Manager® locking security mailbox. The Mail Boss Mail Manager is designed with your security and convenience in mind. This mailbox is constructed of tough, vandal resistant, heavy gauge galvanized steel and comes with patented security features to keep your mail safe. The Mail Manager mailbox is designed with a large internal volume so that more than several days of mail can be securely stored inside. This product can be installed on a matching in ground steel post or simply attached to most pre-existing mailbox stands. If this mailbox was purchased without a post and you desire to install this mailbox on a matching steel post, you may purchase one as well as other accessories at [www.mailboss.com](http://www.mailboss.com).

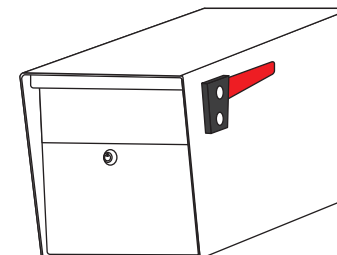
On this insert you will find a list of hardware parts included as well as detailed instructions. Installation is quite simple and requires only a 13mm socket & ratchet, 13mm wrench or crescent wrench (note: If mounting onto an existing wood stand you will need a portable drill to drill four pilot holes). 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, part replacement, or 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](mailto:info@mailboss.com) and a service representative will respond. You will also find helpful hints and tips on our website: [www.mailboss.com](http://www.mailboss.com).

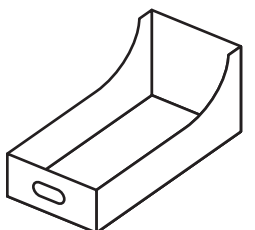
Thank you.

### Parts and Hardware List

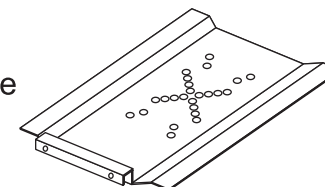
- 1** Mail Manager mailbox  
Locking security mailbox



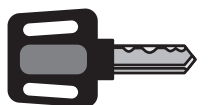
- 1** Mail tray  
Slides out for easy  
drive up access  
to mail



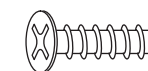
- 1** Fast-Trak Mounting Plate  
Provides easy and secure  
mounting of Mail Boss



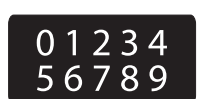
- 3** Security key  
Used to lock and  
unlock your Mail Boss



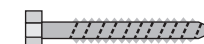
- 2** 3/4" stainless machine bolts  
(#2 Phillips Head)  
Attach Mail Boss to the Fast-Trak  
mounting plate



- 1** Sheet of reflective  
adhesive house  
numbers  
Identify and label  
your mailbox



- 4** 1 1/2" long lag screws  
(13mm head)  
Connect mailbox to a wooden  
mailbox platform



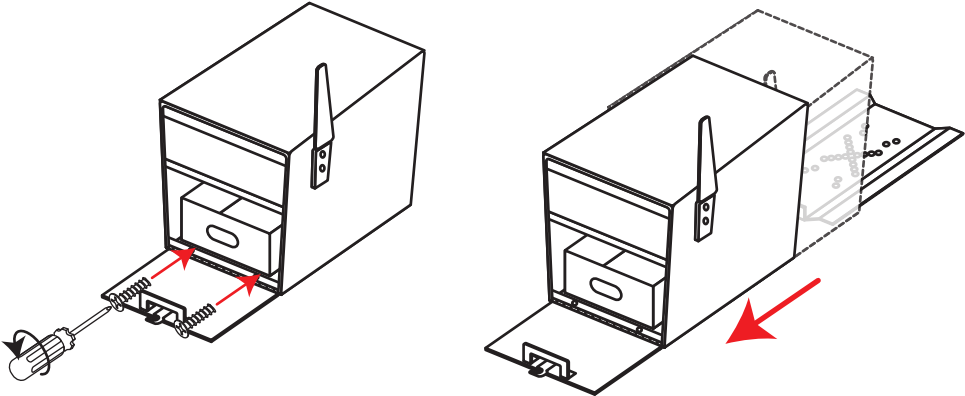
- 1** 1/4" pilot hole drill bit  
For drilling pilot hole into  
existing wooden mailbox  
platform



It is advised to contact the local post office or mail carrier before installing the mailbox to ensure its correct placement at the street. Generally, mailboxes are installed at a height of **41”- 45”** from the road surface to the point of mail entry for a locking mailbox, and are set back **6“- 8”** from the front face of the curb or road edge to the mailbox door.

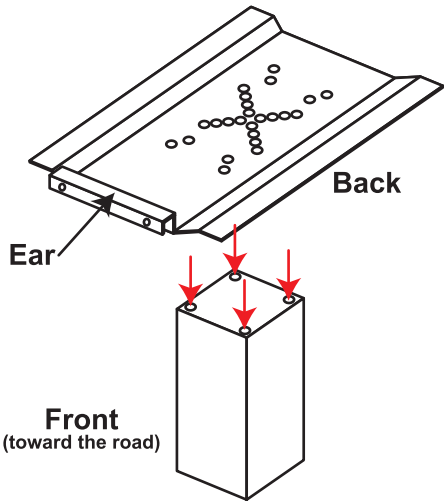
**Patented *Fast-Trak*® Mounting Plate makes installation easy. Fits almost any post or platform.**

- 1** Separate the Fast-Trak mounting plate from the Mail Boss by removing the machine screws located behind the locking door of the Mail Boss. Then slide the Fast-Trak off the Mail Boss pulling the ear toward the back of the mailbox.

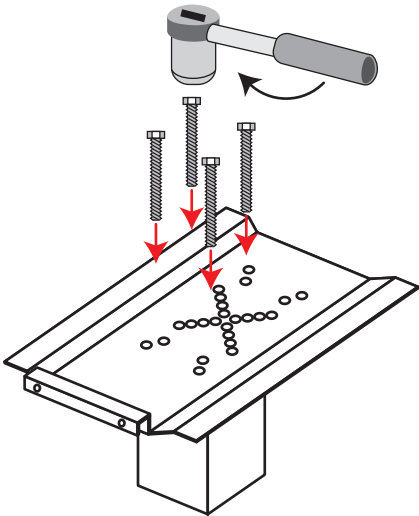


**METAL POST**

- 2** Position the mounting plate so the four pre-drilled holes in the post line up with the holes on the mounting plate. Be sure the ear of the mounting plate is towards the front and about 1” behind the desired location of the front of the mailbox.

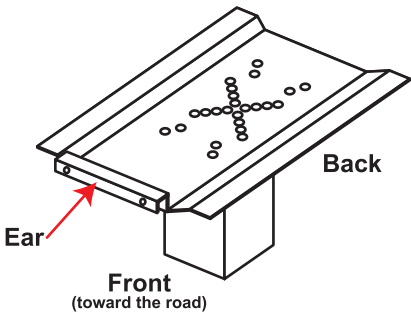


- 3** Attach the mounting plate to the post using the mounting hardware that is included with the post. A drive socket, wrench or crescent wrench may be used to tighten and secure the bolts to the Fast-Trak mounting plate.

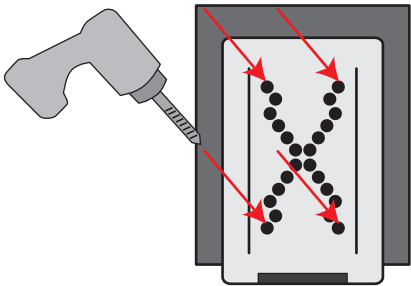


**WOOD POST**

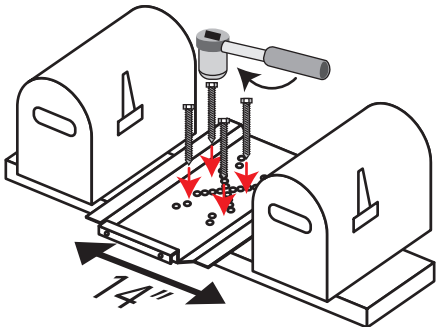
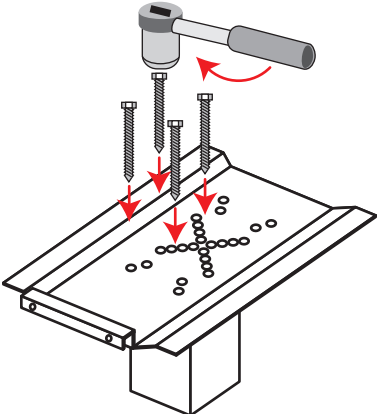
- 2** Place the mounting plate so that it is centered over the wood post. Be sure the ear of the mounting plate is towards the front. Position the ear of the mounting plate about 1” behind the desired location of the front of the mailbox.



- 3** Choose four holes on the mounting plate that are furthest away from each other and yet are still on top of the wood post or platform. Mark their location on the wood. Using the drill bit provided, drill four pilot holes approximately 1 1/2" inches deep into the wood.



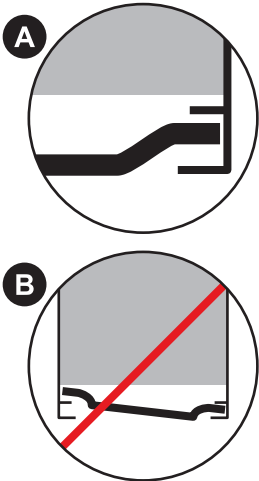
- 4** Attach the Fast-Trak mounting plate to the platform using the four 1 1/2" lag screws provided. A 13mm drive socket, 13mm wrench or crescent wrench may be used. Alternatively, the mounting plate has smaller holes which may be used for attachment with generic wood screws.



**Proceed to Step 5**

- 5** Simply slide the Mail Boss onto the Fast-Trak and secure the mailbox to the mounting plate with two machine screws provided.

Ensure that the tracks are properly aligned as shown in Figure A, not as in Figure B.



- 6** Mail tray included can be pulled in and out for easy access to mail from vehicle. To remove tray, open upper door and tilt out tray as shown.

