



The Wall Mount Bin Style Locking Key Drop box is designed for your security and convenience. This drop box is constructed of heavy duty galvanized steel and is designed to be installed on a vertical wall.

Below you will find a list of hardware parts and detailed installation instructions. Please take the time to carefully sort the hardware and familiarize yourself with the function of each piece for ease of installation. Typical installation hardware has also been provided for your convenience. Since concrete is a hard surface, take proper care when installing this hardware into hard surfaces, making sure not to break the drill bit or screws provided. An electric drill may be required for hard surface installation.

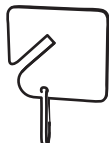
If you require assistance with assembly, part replacement, or any other matter, contact the toll-free Epoch Design Service Center from anywhere in the Continental United States, Monday through Friday, 9 AM - 5 PM Pacific Standard Time at 1-800-589-7990. You may also email your request or comments to [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

#### **50 Key Hooks**

*For Key Storage*



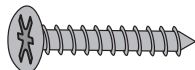
#### **4 Rubber Grommets**

*Isolates key box from wall*



#### **4 Mounting Screws**

*Connect key box to any wall*



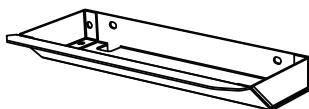
#### **3 Security Keys**

*Used to lock and unlock your key box*



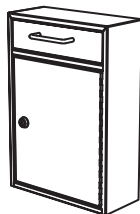
#### **1 Key Drop Bin**

*To collect deposited keys*



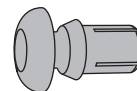
#### **1 Key Boss Drop Box**

*Locking security key storage*



#### **14 Attachment Rivets**

*Used to connect rails and shelf*



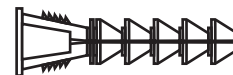
#### **4 Steel Washers**

*Used with mounting screws*



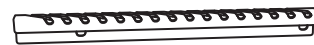
#### **4 Wall anchors**

*Used when installing into drywall*



#### **3 Short Key Rail (front)**

*Mounted to the door*



#### **3 Long Key Rail**

*Mounted to the back wall of the box*



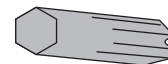
#### **1 4 mm Drill Bit**

*For drilling holes into concrete, brick, mortar or wood*



#### **1 TORX (T25) Drive Bit**

*Used to drive screws*

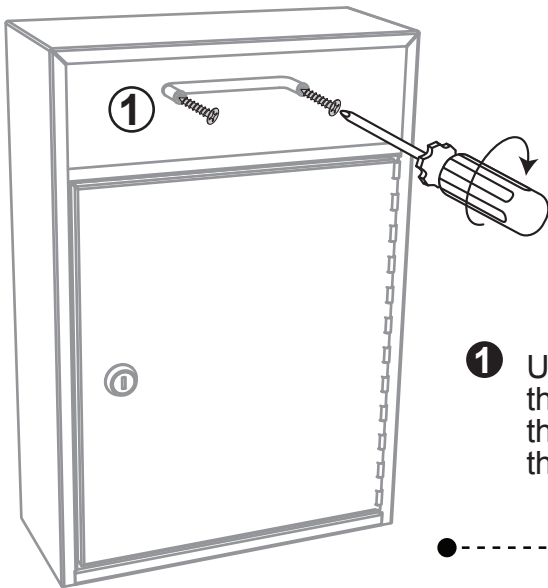


**! IMPORTANT !**

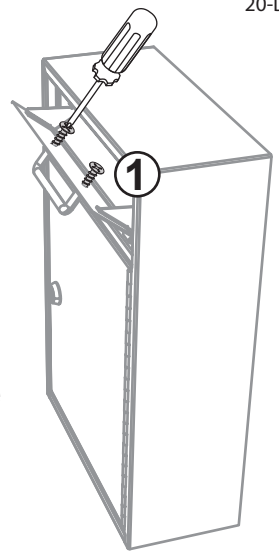
We strongly recommend that you **WRITE DOWN YOUR COMBINATION / KEY NUMBER** and keep it in a safe place other than inside your Key Boss. Without a key number we will not be able to provide replacement keys, you will have to purchase a new lock and keys set. For security purposes, we reserve the right to deny key replacement without proof of purchase. Activate your free Mail Boss lifetime warranty and register your key number at: [www.Mailboss.com/Register](http://www.Mailboss.com/Register)

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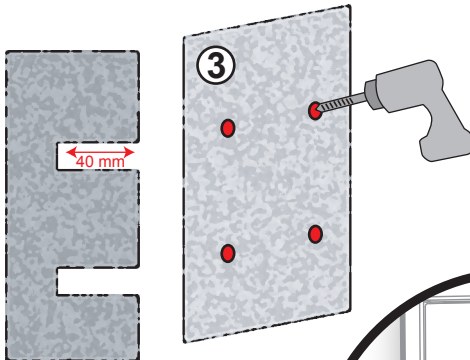
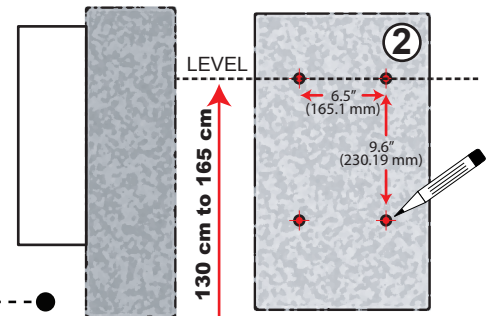
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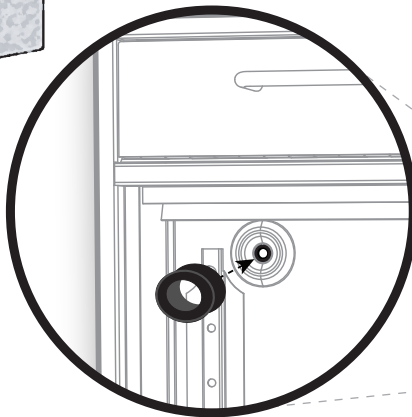
- 1** Use a Phillips Head screwdriver to remove the handle from the inside of the bin door then re-attach the handle to the outside of the bin door.



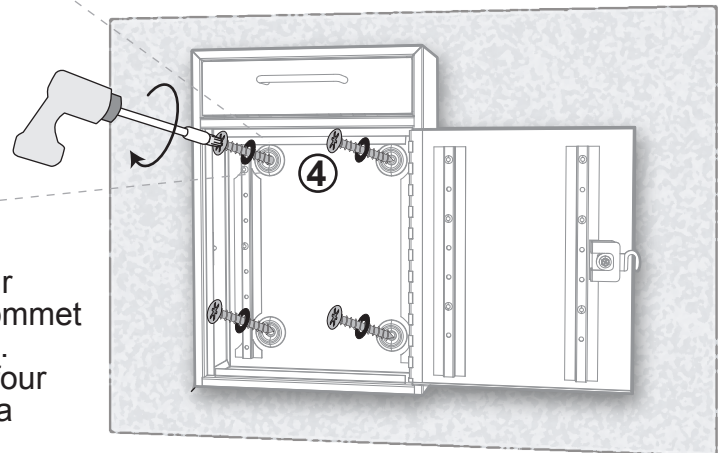
- 2** Carefully place the box on the wall at about 130 cm to 165 cm above the floor, or according to your preference. Make sure the box is completely level, then mark the center of all four mounting holes.



- 3** Using the 4 mm drill bit provided, create four pilot holes around 40 mm deep (about 10 mm deeper than screws provided). If the material is unusually hard you may need to use a rotary impact drill rather than a standard drill to make the holes. Call a handy man if needed. You may wish to put a small amount of caulk or silicone into each hole.



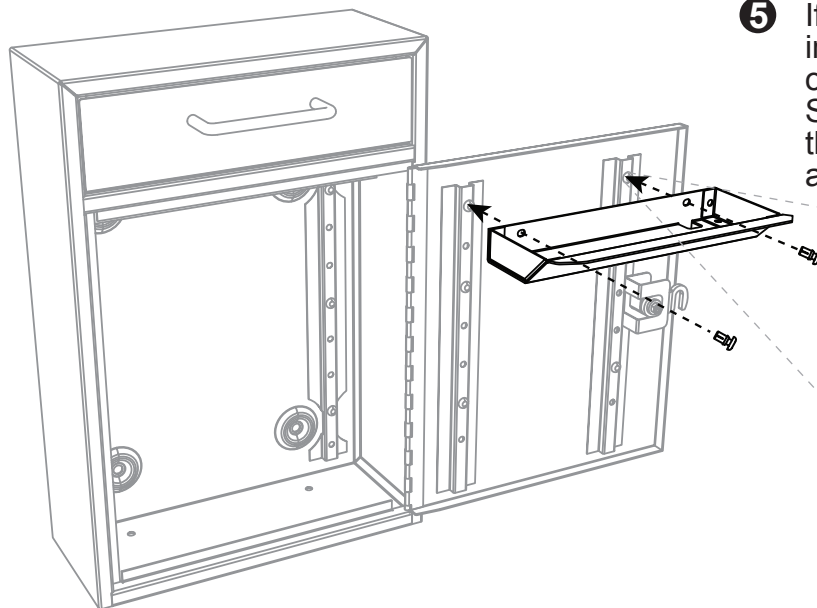
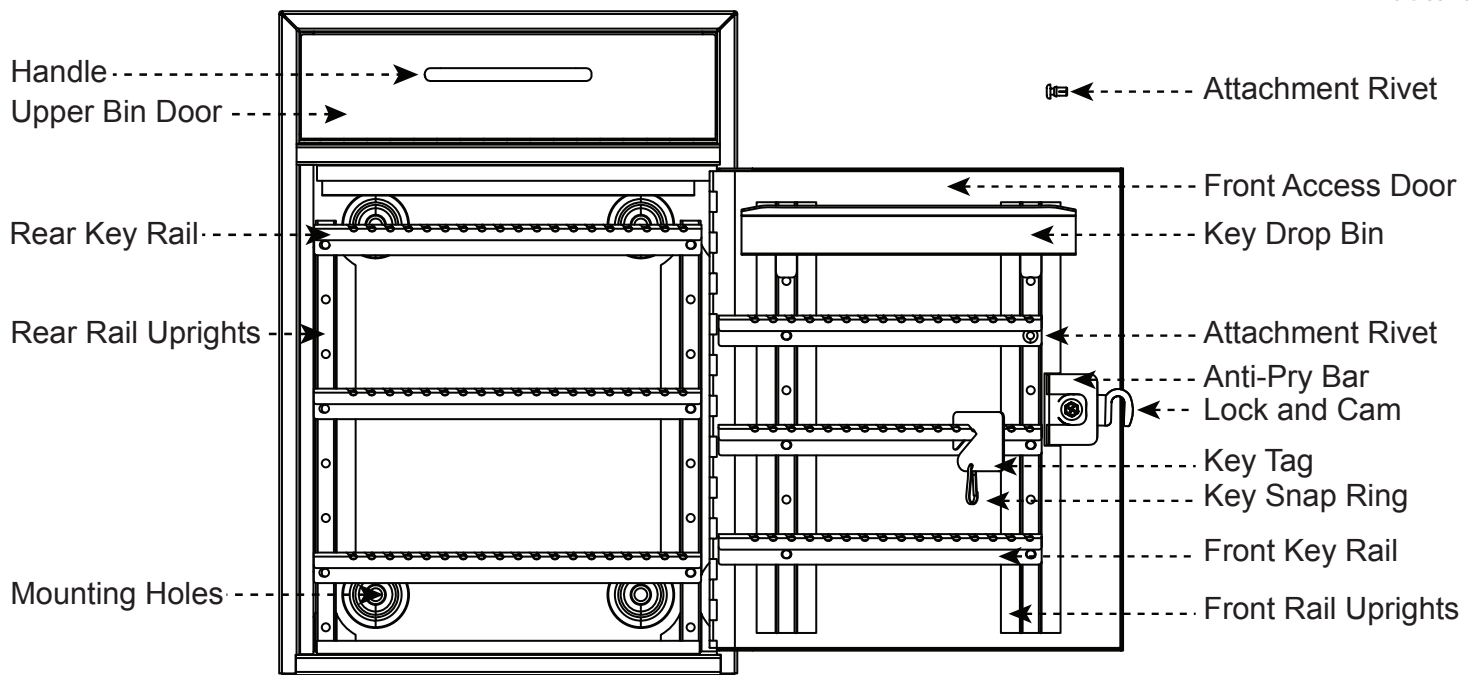
- 4** Insert the rubber grommets into each of the four mounting holes by twisting and pushing the grommet into the hole until it is centered and fully seated. Then place one steel washer onto each of the four screws provided. Attach the TORX (T25) bit to a screw driver or an electric drill (set to low) and carefully tighten the screws all the way into the wall.



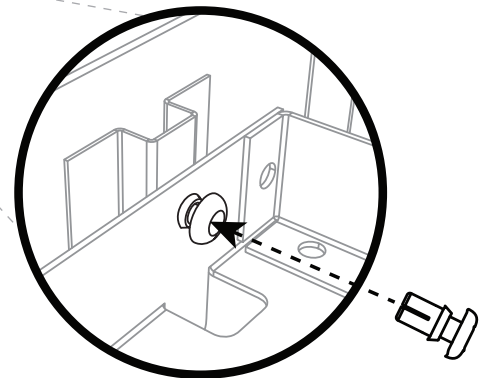
**Do not over-tighten** the screws or you may break the screws or strip out the holes.

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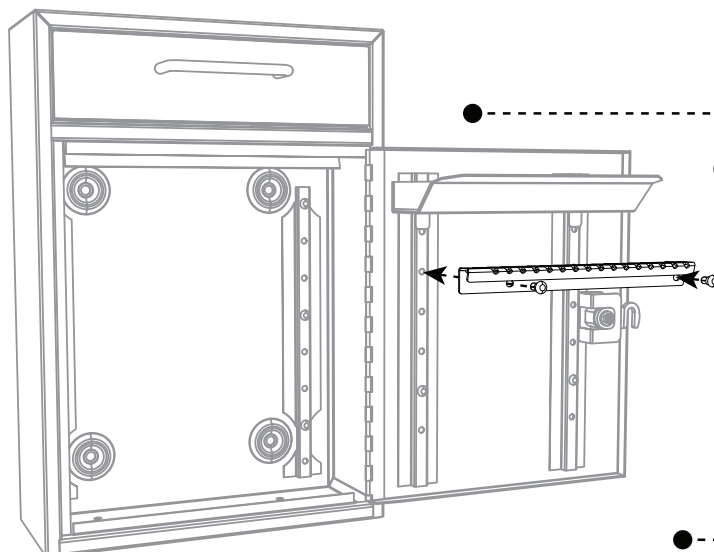
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- 5** If using the Key Boss as a deposit box, install the Key Drop Bin to the top holes of the door's Front Rail Uprights. Secure by inserting two Attachment Rivets through the holes on the Key Drop Bin and into the door's Front Rail Uprights.



Lock the Key Rail Rivets by pushing the head of the Key Rail Rivet toward the Front Rail Upright.

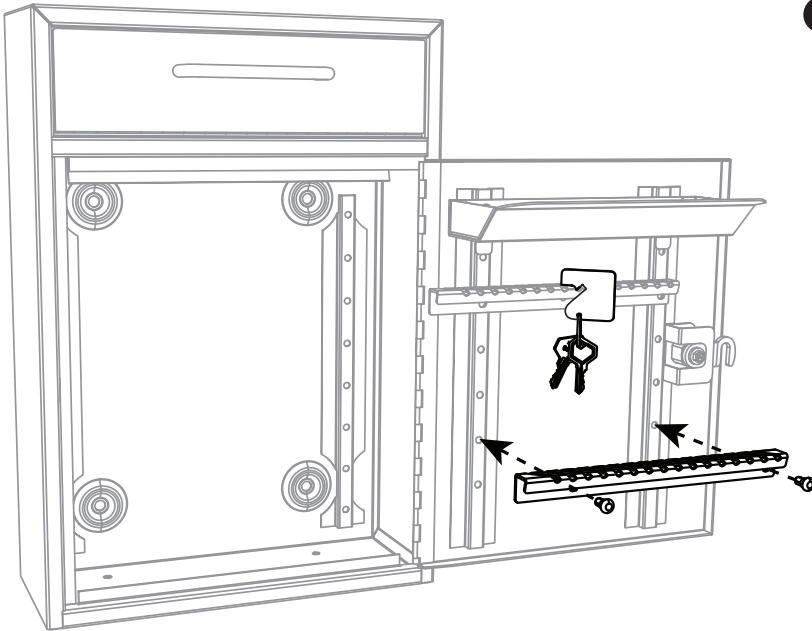


- 6** Install the Front Key Rails to any of the unused holes on the door's Front Rail Uprights.

Secure by inserting two Attachment Rivets through the holes on the Front Key Rails and into the door's Front Rail Uprights.

Lock the Attachment Rivets by pushing the head of the Attachment Rivet into the Front Rail Upright.

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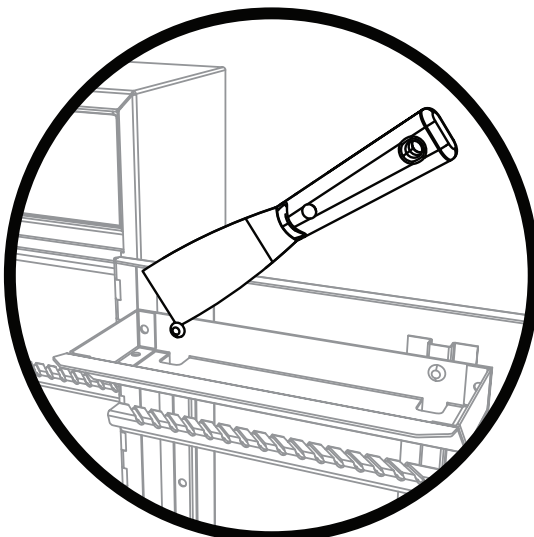
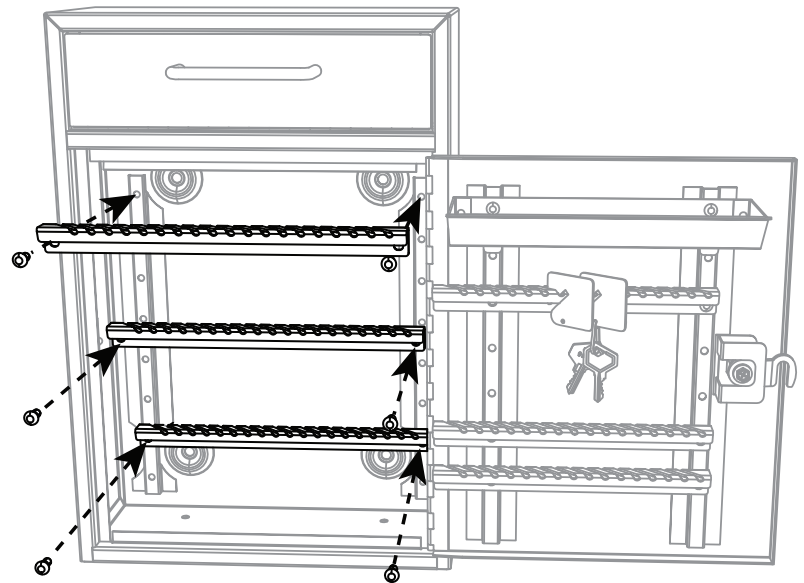


- 7** We realize keys can vary in size and shape dramatically, so where you place the next Key Rail will depend on your individual needs. We recommend attaching a key you will be storing within the Key Boss to the snap ring on a Key Tag, and hang it on the Front Key Rail (installed in step 5) where it works best for your needs. Then install the next Front Key Rail below the keys so the Front Key Rail does not make contact with the keys.

Secure with two Attachment Rivets.

If storing smaller keys and space remains under this Front Key Rail, you may wish to install the third Front Key Rail below by following the same steps.

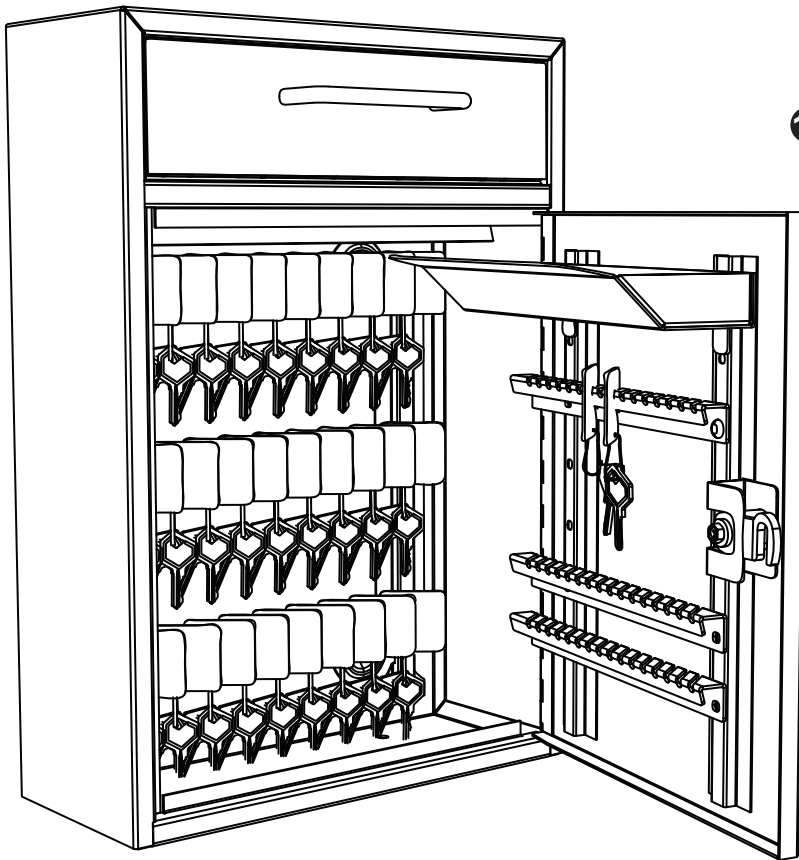
- 8** Finish assembly by repeating the process in step 7 attaching the Rear Key Rails to the Rear Rail Uprights as needed.



- 9** If you ever wish to remove the attachment rivets, or adjust the placement of any of the Key Rails, CAREFULLY, slide a putty knife or similarly sharpened object between the Rivet head and the metal part and pry the Rivet outwards.

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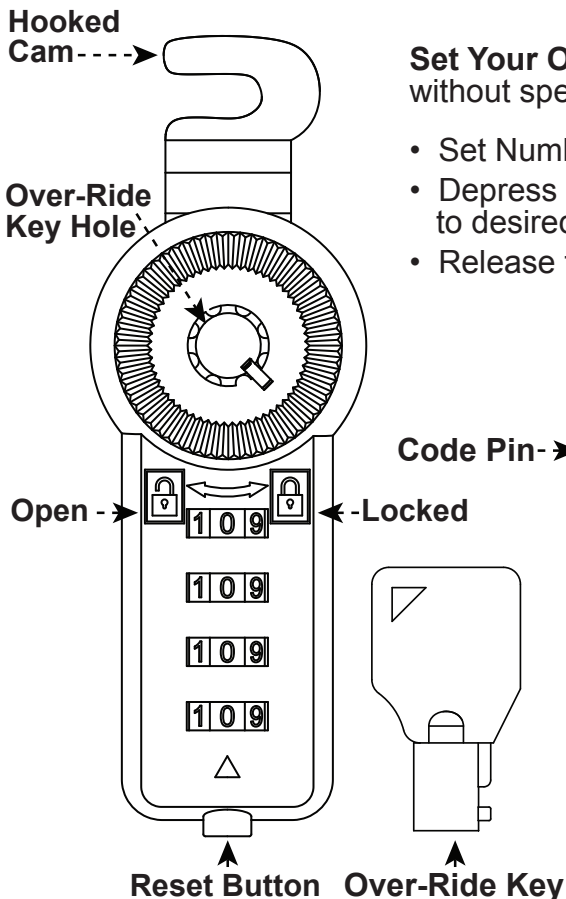
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- 10 You can now attach your keys to the Key Tags and arrange them according to your needs inside the secure locking compartment.

## OPTIONAL COMBINATION LOCK

If your Key Boss came with the optional combination lock, refer below for instructions on how to use:



**Set Your Own Combination:** The combination can be changed in seconds without special tools or disassembly.

- Set Numbered Dials to opening combination (factory default all 0's)
- Depress Reset Button and hold down while changing Numbered Dials to desired combination.
- Release the Reset Button and the new combination is set.

### Finding unknown Combinations:

- Open the lock by using the Master Over-Ride Key.
- Remove the lock from the door by unscrewing the small nut on the back side of the lock and removing the Hooked Cam. Then remove the large nut holding the lock to the door.
- With the lock removed from the box, insert the code pin into one of the four holes on the back side of the lock behind the Numbered Dials.
- Turn the dial associated with that inserted pin until it stops.
- Repeat this step with the remaining three holes.
- When finished the numbers on the Dials will show your combination, please write this combination down and keep it safe yet accessible.

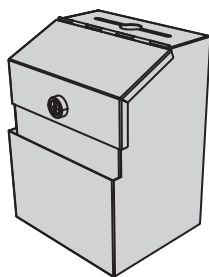
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# MAIL BOSS®

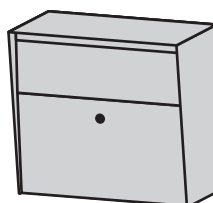
**Accessory items and parts available:**  
**[www.mailboss.com](http://www.mailboss.com)**



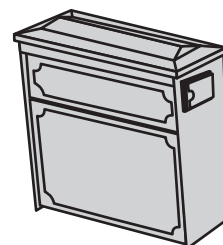
**Comment boss**



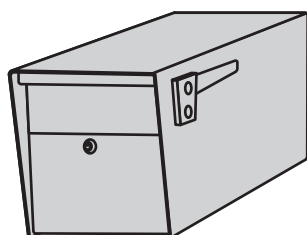
**Drop box**  
*Available In All Colors*



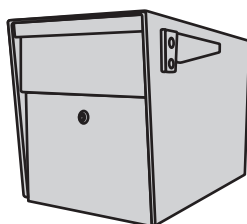
**Metro**  
*Available In All Colors*



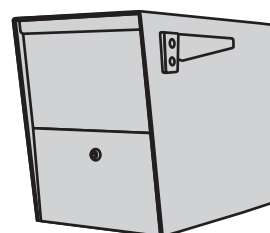
**Townhouse**  
*Available In All Colors*



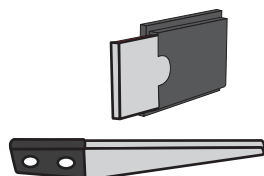
**Mail Manager**  
*Available In All Colors*



**Mail Boss**  
*Available In All Colors*



**Package Master**  
*Available In All Colors*



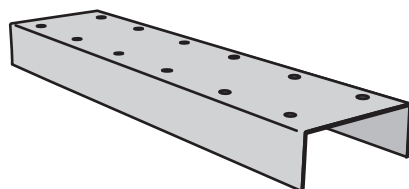
**Flags**



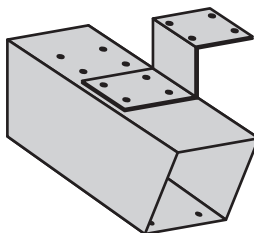
**Replacement  
 Keys**



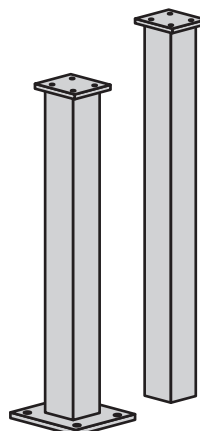
**HASP Lock**  
*Padlock Compatible*



**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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