

# **Mailbox Bollard Installation Sheet**

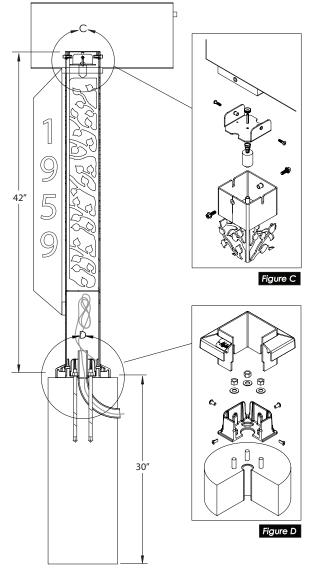
CorTen Steel Mailbox Bollard Light Mailbox Series Bollards

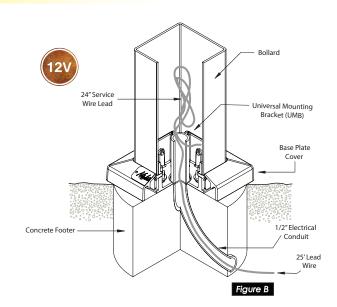
## **Mailbox Installation Instructions:**

- 1. Locate the area(s) where the Bollard(s) will be placed.
- 2. If the Bollards are not being mounted to existing concrete or a permanent surface then a footer will be needed.
- 3. Dig a hole for the footer. Refer to the Table A below for suggested footing size for mai.

BOLLARD SIZE	RECOMMENDED FOOTER
Estate Series - 6x6x42"	10" Diameter x 30" Deep

Table A





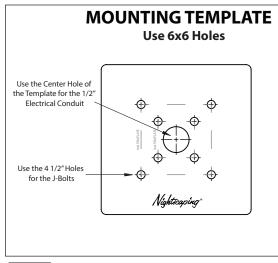
- 4. Place the 1/2" electrical conduit (shown in Figure B) into the footer. The top of the electrical conduit should be sitting at least 1" above the top of the footer hole/ground level. The base of the electrical conduit should exit into the ground. If using J-Bolts please see J-bolt installation instructions.
- Pour concrete around the 1/2" electrical conduit, filling the footer. DO NOT FILL THE ELECTRICAL CONDUIT WITH CONCRETE. Ensure that the concrete footer is level by using a Torpedo level. Allow the concrete to cure for the recommended time specified by the manufacturer.
- 6. Once the concrete has cured, position the Universal Mounting Bracket (UMB) onto the concrete footer in the desired position. Mark your pilot holes for the wedge anchor bolts (provided). If using J-bolts please see J-bolt installation instructions.
- 7. Using a carbide tipped 3/8" drill bit (sold seperately), drill pilot holes in the marked locations. After the pilot holes have been drilled, insert the wedge anchor bolts.
- Place the UMB over the anchor bolts. Once it is located in the desired position tighten the nuts until the UMB is securely fastened to the footer. Make sure to raise the Bollard about 1/2" above the ground level using the provided nuts and bolts. Not following these instructions will void all warranties.
- Run the lead wire from the luminaire through the 1/2" electrical conduit and connect it to the power supply line using lithium grease filled wire nuts.
- Place the Base Cover Plate over the Bollard then slide the Bollard over the UMB (shown in Figure D). Check to make sure that the Bollard is level and securely fasten the Bollard to the UMB using the screws provided.
- 11. Install the Mailbox Topper shown in Figure C. See page 4 for more details on installation of the mailbox and address plate.





#### Mailbox Installation Instructions: Footer/Concrete J-Bolt Mount Option - PART ONE

STEP ONE USING NIGHTSCAPING'S MOUNTING TEMPLATE



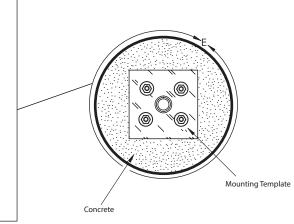
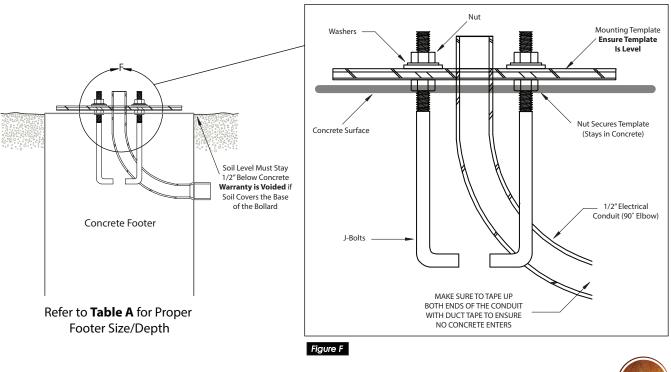


Figure E

	Table A
BOLLARD SIZE	RECOMMENDED FOOTER
Estate Series - 6x6x42"	10" Diameter x 30" Deep



STEP TWO PLACE TEMPLATE WITH J-BOLT ASSEMBLEY INTO FOOTER WITH WET CONCRETE

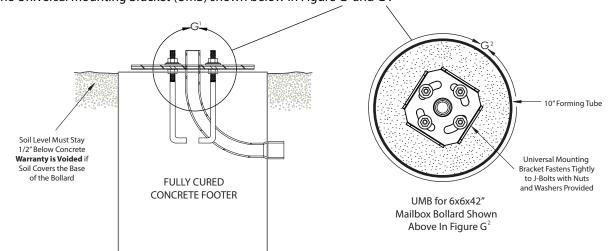




Mailbox Installation Instructions: Footer/Concrete J-Bolt Mount Option - PART TWO

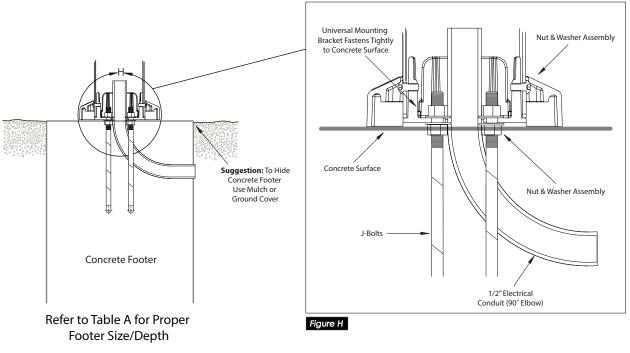
STEP THREE REMOVE THE MOUNTING TEMPLATE

Remove the Mounting Template once the concrete has cured completely and replace it with the Universal Mounting Bracket (UMB) shown below in Figure G<sup>1</sup> and G<sup>2</sup>.



STEP FOUR SECURE THE UNIVERSAL MOUNTING BRACKET (UMB) TO THE J-BOLTS

Once you have placed the UMB onto the four J-Bolts, use the nuts and washers provided in your installation kit to secure the UMB to the concrete footer. Now that the UMB is securely fastened to the concrete footer, slide the bollard tube and base cap over the UMB and securely fasten the Nightscaping 6x6x42" bollard to the UMB.





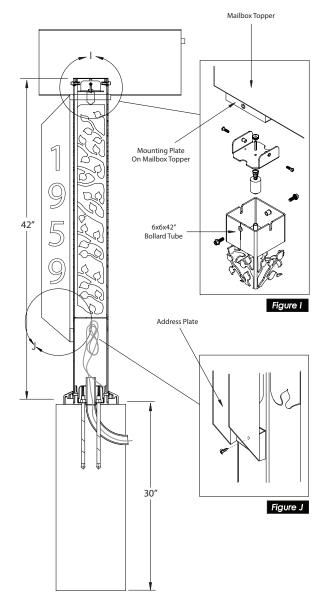


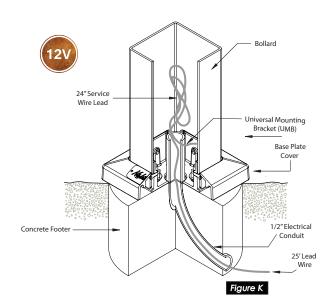
# **Mailbox Bollard Installation Sheet**

CorTen Steel Mailbox Bollard Light Mailbox Series Bollards

### **Mailbox Installation Instructions:**

- Once you have secured the bollard tube to the UMB (Shown in Figure K); now it is time to attach your Mailbox Topper and optional Address Plate.
- 2. Remove the Mailbox Topper (and Address Plate) from the protective packaging.
- 3. Place the Mailbox Topper on top of the 6x6x42" bollard tube - Shown below in Figure I. Securely fasten the Mailbox Topper with the four stainless steel screws (provided) to the top of the bollard tube.





- 4. If attaching an Address Plate to the Bollard, attach the two stainless steel screws (provided) to the top part of the Mailbox Topper's mounting plates. The two screws fasten directly to the Mailbox Topper's mounting plates. Mounting Plate shown in Figure I.
- 5. After securely fastening the two top screws on the Address Plate to the Mailbox Topper's mounting plate use a drill to attach the base of the Address Plate to the Bollard Tube using the stainless steel self-tapping screw provided - Shown in Figure J. Drill a small pilot hole before inserting the selftapping screw (This step is recommended - but not required).
- 6. After securely fastening the Address Plate to the Bollard Tube your installation process is complete!

