

# Oasis Mailbox, Drop Box (Models 5100, 5103 & 6200) Mounting and Use Instructions


Thank you for purchasing this premium locking mailbox/drop box. We know you'll be satisfied with the years of service it will provide. If you have any questions about how to mount or use this box, or if you need any replacement parts, please call us directly at (310) 374-5700 or contact us at [support@architecturalmailboxes.com](mailto:support@architecturalmailboxes.com).

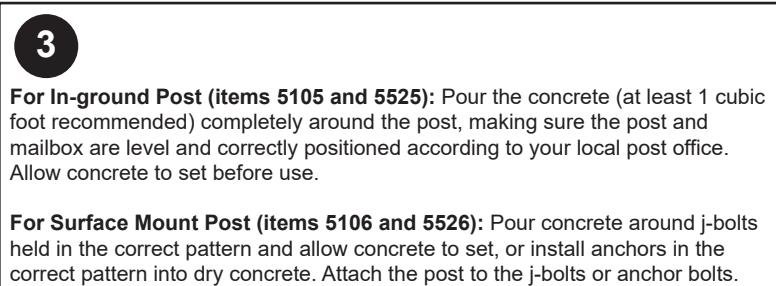
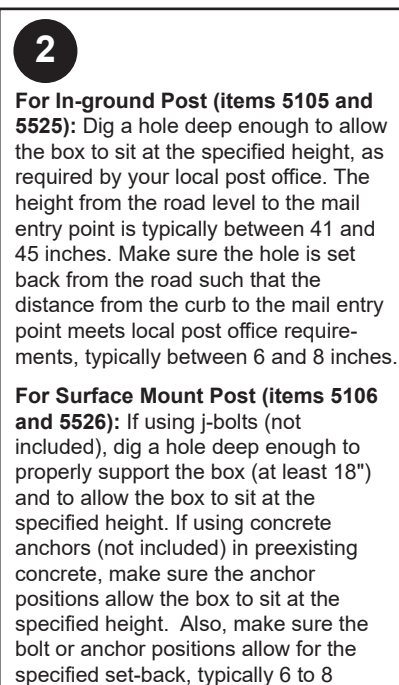
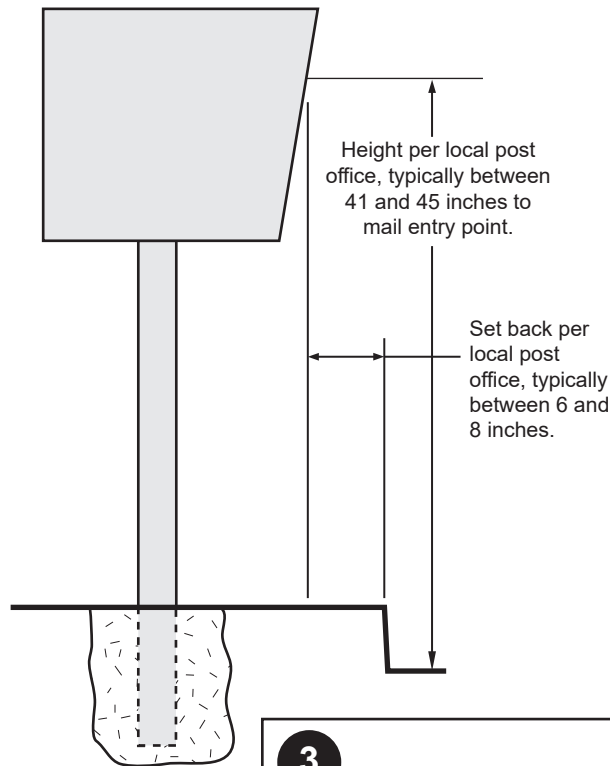
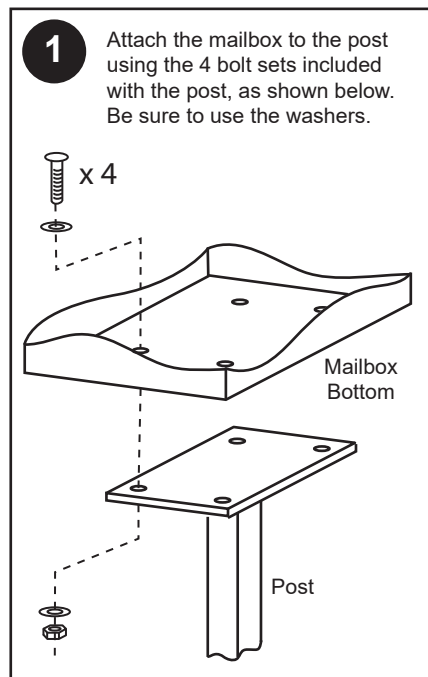
## Mounting your new mailbox or drop box

Your new mailbox or drop box comes completely assembled. To begin using your box, it must be properly mounted. If you are using your box for USPS mail delivery, you are required to mount it in accordance with USPS requirements to facilitate carrier access, described below. *If you are using your box for private use, these positioning requirements do not apply and you can mount the box to suit your needs.* Regardless of intended use, you can mount your box in one of several ways:

- 1) You can use the optional in-ground (item 5105 or 5525) or surface mount (item 5106 or 5526) post. Instructions are provided below for mounting on these posts.
- 2) You can mount your box in a masonry pilaster or on top of a masonry column. You may want to consult a qualified mason to assist with these mounting options.
- 3) You can mount your box onto a wooden post using our optional 4x4 adapter plate (item 7540). You may want to consult a qualified carpenter to assist with this mounting option.

For mailbox (models 5100 and 6200) installations intended for USPS mail delivery, CUSTOMERS ARE REQUIRED TO CONTACT THE LOCAL POST OFFICE BEFORE INSTALLING THE MAILBOX TO ENSURE ITS CORRECT PLACEMENT AND HEIGHT AT THE STREET. GENERALLY, MAILBOXES ARE INSTALLED AT A HEIGHT OF 41-45 INCHES FROM THE ROAD SURFACE TO INSIDE FLOOR OF THE MAILBOX OR POINT OF MAIL ENTRY (LOCKED DESIGNS) AND ARE SET BACK 6-8 INCHES FROM THE FRONT FACE OF CURB OR ROAD EDGE TO THE MAILBOX DOOR.

 **NOTE:** The mounting hardware to attach this mailbox to your post is not included with this mailbox. Compatible mounting hardware is included with our posts.




  
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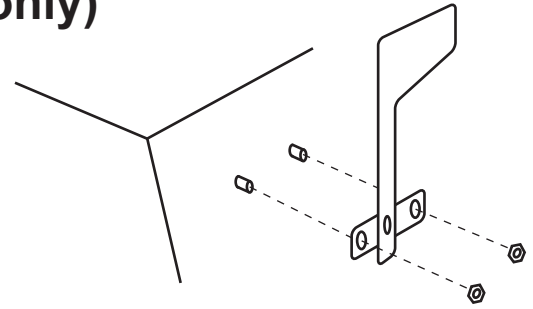
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## Attaching the flag (models 5100 and 6200 only)

Your new mailbox comes with an outgoing flag. Attach the flag to the mailbox with the two nuts as shown at right. Tighten only until snug.

 DO NOT overtighten nuts or it may damage the threaded studs.

If you plan to install your mailbox in a masonry column, the flag can be mounted directly on the outside of the column with masonry hardware (not included).



## Using your new box

**INCOMING DELIVERIES** - Your Oasis Mailbox or Drop Box is equipped with a hopper style door, designed to accept delivery of many small to medium sized parcels. This mailbox provides some security until you are able to retrieve your deliveries at the end of the day. Although this box is locking and provides a front line deterrent for thieves, it is not a safe and you should take reasonable precautions to make sure your deliveries remain secure. Here are some suggestions:

Do not leave deliveries in your box for extended periods of time. Collect your deliveries every day and don't leave them over night.

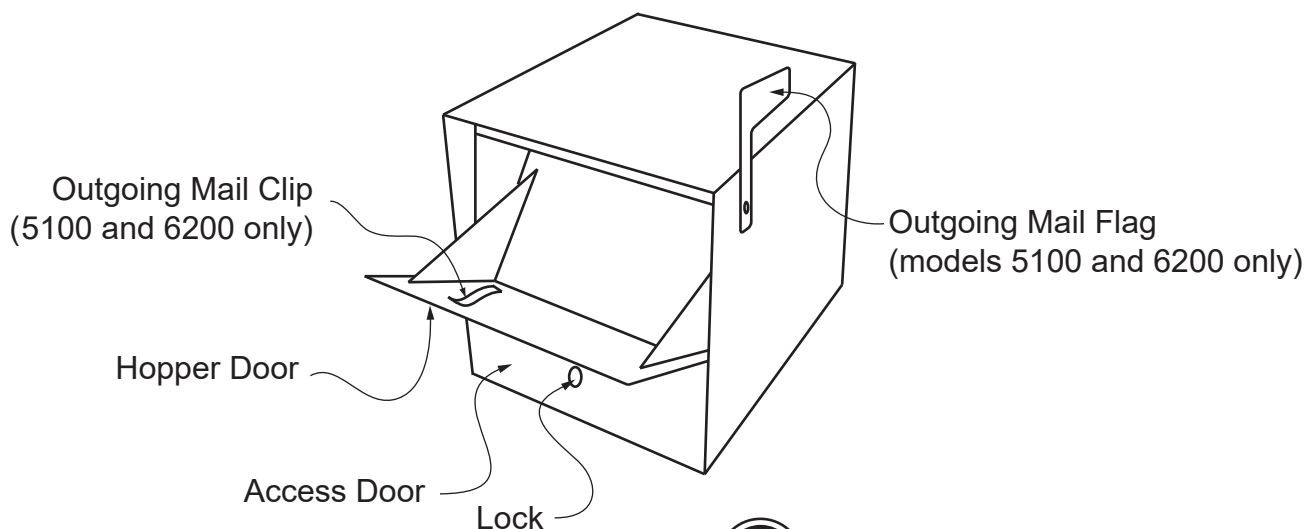
Do not let your deliveries stack up in the receptacle.

When away for an extended period of time, request your local Post Office to hold your deliveries until you return. Your mail is safest behind the walls of your local Post Office.

If you are receiving very valuable or sensitive deliveries, consider a means for their delivery consistent with their nature, such as through registered mail or a trackable courier.

**KEYS** - Your new box comes with two keys. The keys allow access to the storage compartment. To retrieve incoming deliveries, simply open the access door at the bottom of the box. IT IS IMPORTANT TO NOTE THAT IT IS NOT THE RESPONSIBILITY OF MAIL CARRIERS TO OPEN MAILBOXES THAT ARE LOCKED, ACCEPT KEYS FOR THIS PURPOSE, OR LOCK MAILBOXES AFTER DELIVERY OF THE MAIL.

**OUTGOING MAIL** (models 5100 and 6200 only) - If you want to leave mail for your carrier to pick up, place the mail under the outgoing mail clip and raise the red mail flag. Upon your carrier's next delivery, he or she will retrieve your outgoing mail and lower the flag.



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