



## MAIL SLOT

### INSTALLATION INSTRUCTIONS

Before installing, read entire Mail Slot Installation Instructions. Observe all local building and safety codes. For the following installation instructions it is assumed that any old hardware has been removed and any repairs to the door have been completed.

Unpack and inspect the product for any shipping damages. If you find damages, do not install. Contact Customer Service at 1.866.855.2284. If you need assistance or have questions while installing your mail slot, contact Customer Service.

We recommend consulting a professional if you are unfamiliar with installing hardware. Signature Hardware accepts no liability for any damage to the door or for personal injury during installation.

If a template is included, we recommend holding the template against the mail slot to verify that the exterior and interior perimeters match. If no template is included, a template can be made by tracing the rectangular outline of the mail slot onto a sheet of paper or directly onto the door.

U.S. postal regulations require a mail slot to be at least 30" from the ground so that the letter carrier can reach it comfortably.

### TOOLS AND MATERIALS:

Drill	Jigsaw	Screwdriver
Pencil	Sandpaper	Straight Edge
Level		

### INSTALLATION

1. Position the template approximately 36" from the ground on the flat surface in the center of the door.  
**Note:** The template can be downloaded at [signaturehardware.com](http://signaturehardware.com). If no template is available, use the mail slot to mark the mounting location.
2. Mark the corners of the slot opening. Connect the marks with a straight edge to outline the slot opening.
3. Drill starter holes inside each of the corners of the mail slot opening with a 3/8" drill bit.
4. Insert a jigsaw into one of the starter holes and carefully cut around the mail slot opening. Use sandpaper to smooth the inside of the slot opening.
5. Drill pilot holes as necessary and attach the front plate using the washers and large mounting screws provided.
6. If a separate rear plate is included, attach the interior mounting brackets with small screws on each side of the mail slot opening. Insert the interior flap between the brackets and fasten with medium screws.