

Hinge Replacement Instructions

Please follow these step by step instructions for replacing door hinges.

1. Look inside the mailbox for the two screws, one on the left and one on the right side of the frame. These screws secure the frame to the mailbox container. Remove screws and save them for later.
2. Pull frame out of column and away from mailbox container. If it does not come off easily due to silicon adhesive please use a rubber mallet (or similar tool) and tap from inside of the frame until it pops off.
3. Remove screws that secure hinges to the frame and replace with new hinges. When installing new hinges please do not tighten screws all the way but leave them a little loose.
4. Replace hinges on the door side, leave screws loose.
5. Adjust the door and frame hinge screws so the door opens and closes properly, tighten screw. Remove the old silicon adhesive around the frame and apply new silicon adhesive for water resistance.
6. Replace assembled door and frame into column and replace screws that hold the faceplate to the mailbox container.

You're all done. Please enjoy your day!

If you have any questions or concerns please don't hesitate to contact us.



Custom Home Accessories
11300 Trade Center Drive, Ste. A
Rancho Cordova, CA 95742

Toll Free: 1-800-265-0041 • Phone: 916-635-0231
Fax: 916-635-0228 • Email: info@mailboxes.info
www.customhomex.com