

Installation Instructions for Vaughan's Mailbox Flag

1. Position the Base Plate in the desired location.
2. Through the top right hole in the Base Plate, use a pencil to mark a drill hole location. (Note: For easier drilling, align the holes over the mortar rather than the brick.)
3. Using a hammer drill and 5/32" masonry bit, drill a 2" deep hole.
4. Reposition the Base Plate over the hole and install a blue Tapcon screw.
5. Through the holes in the Base Plate, drill two more 2" holes.
6. Install the blue Tapcon screws.
7. Referring to the illustration, install the Washers and the Flag onto the Base Plate.
8. Install the Cover Plate over the Base Plate and install the $\frac{1}{4}$ x 20 Screw firmly without over tightening it.
9. Using an Allen Key, install the two set screws and gently snug them up against the washer.
10. Move the Flag up and down, verifying that the Flag requires an even amount of pressure as it moves through its full range of motion. If necessary, adjust the Flag as follows:
Flag is too loose? Turn one or both Set Screws slightly to the right and then verify operation.
Flag is too tight? Turn one or both Set Screws slightly to the left and then verify operation.
11. Tape the Allen Key to the back of the mailbox so it can be easily located should the flag need an adjustment in the future.

