

## HOW TO INSTALL A MAIL SLOT

Tools you may need

Ruler, Level  
Pencil  
Drill & Drill Bits  
Jigsaw  
Phillips Screwdriver

Mail Slot with Gravity Flap Interior



Sleeve (Optional)



Mail Slot with Frame Interior



Installation of a mail slot can be easy. The important and most challenging part can be accurately cutting the slot where the hardware will be installed. You may have ordered a Mail Slot with a gravity flap on the interior side of your door, or with a frame only. Installation is basically the same for either style. Both styles have the spring loaded flap for the exterior of the door.

1. Determine the location and height for the placement of your Mail Slot.
2. Use the mail slot as a template, marking the Mail Slot opening in four corners. Take the ruler and pencil to connect the corners just marked to determine the opening. This will be the required cutout for the Mail Slot opening in the door.

**\*\*NOTE: It is highly recommended you double check your measurements and location before proceeding to the next step.\*\***

3. Use a 3/8" bit to drill a hole inside each of the four corners so the edges of the hole just contact the lines inside.
4. Use a jigsaw to carefully cut the opening for the mail slot, cutting from hole to hole along the lines you made.
5. Mail slot sleeves are available to fit in the opening between the front and rear facing plates. The sleeve adds a smooth and attractive finish to your mail slot installation. If you are using a sleeve it can be installed now.
6. Next, place the Mail Slot over the exterior side of the newly cut hole and mark the screw hole locations required. Test the Mail Slot Flap to insure there are no obstructions when opening Flap. We recommend a level be used for this step to insure levelness.
7. Repeat this for the interior side also. Now you are ready to install the eight wood screws for your Mail Slot. It is recommended you pre-drill the holes since most doors are made of hard wood.

You are now ready to enjoy the beauty of your new Mail Slot!