MAIL SLOTS
FOR USE ON EXTERIOR AND INTERIOR DOORS OF HOMES, CONDOMINIUMS, APARTMENTS AND OFFICES. FEATURES A SPRING-LOADED FRONT PLATE WITH INTERLOCKING FLAP AND FRAME ASSURING WEATHERTITE® CLOSING, AND A COVERED BACK PLATE WHICH COVERS DOOR CUTOUT, REDUCES DRAFT, PROVIDES ADDED SECURITY AND ENHANCES PRODUCT APPEARANCE.

INSTALLATION INSTRUCTIONS

TOOLS REQUIRED: Drill, ½" spade bit and ¼" drill bit, sabre saw, Phillips screwdriver and pencil.

1. Position template on flat surface in center of door approximately 36" from bottom of door and mark four circle centers (A) and four screw holes (B).
2. Using ½" spade bit, drill four circle centers (A) from front of door to a depth that allows spade bit tip to penetrate back of door, then finish hole by drilling from back of door. Mark horizontal and vertical dotted cut-out lines of opening from hole to hole.
3. Using sabre saw, cut out opening. *
4. Drill pilot holes for screws with ¼" drill bit approximately ½" deep. Secure front plate.
5. Place back plate over opening on inside of door. Make sure that flap can be lifted, and closes freely. Mark screw holes and drill pilot holes with ¼" drill bit and secure.

*Ask for IVES #600 sleeve to cover rough edges of cutout on solid or hollow core wood and/or metal doors.

MAINTENANCE INSTRUCTIONS

H.B. IVES Solid Brass products have a clear protective lacquer coating which helps prevent discoloration. Do not use abrasive waxes or cleaners.

ASK FOR OTHER FINE DECORATIVE HARDWARE BY H.B. IVES

626, 627, & 628 MAIL SLOTS