



**TRADEMARK  
HARDWARE**

WORLD OF QUALITY HARDWARE

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## **INSTALLATION INSTRUCTIONS**

**TOOLS REQUIRED:** Phillips screwdriver.

### **For Existing Mail Slot Installations:**

1. Remove mail slot plate from inside door.
2. Insert sleeve through door cutout. Secure with two screws provided.
3. Replace and secure front plate over sleeve.

### **For New Mail Slot Installations:**

1. Follow mail slot installation instructions.
2. Insert sleeve through door cutout and secure.
3. Secure front plate over sleeve.

