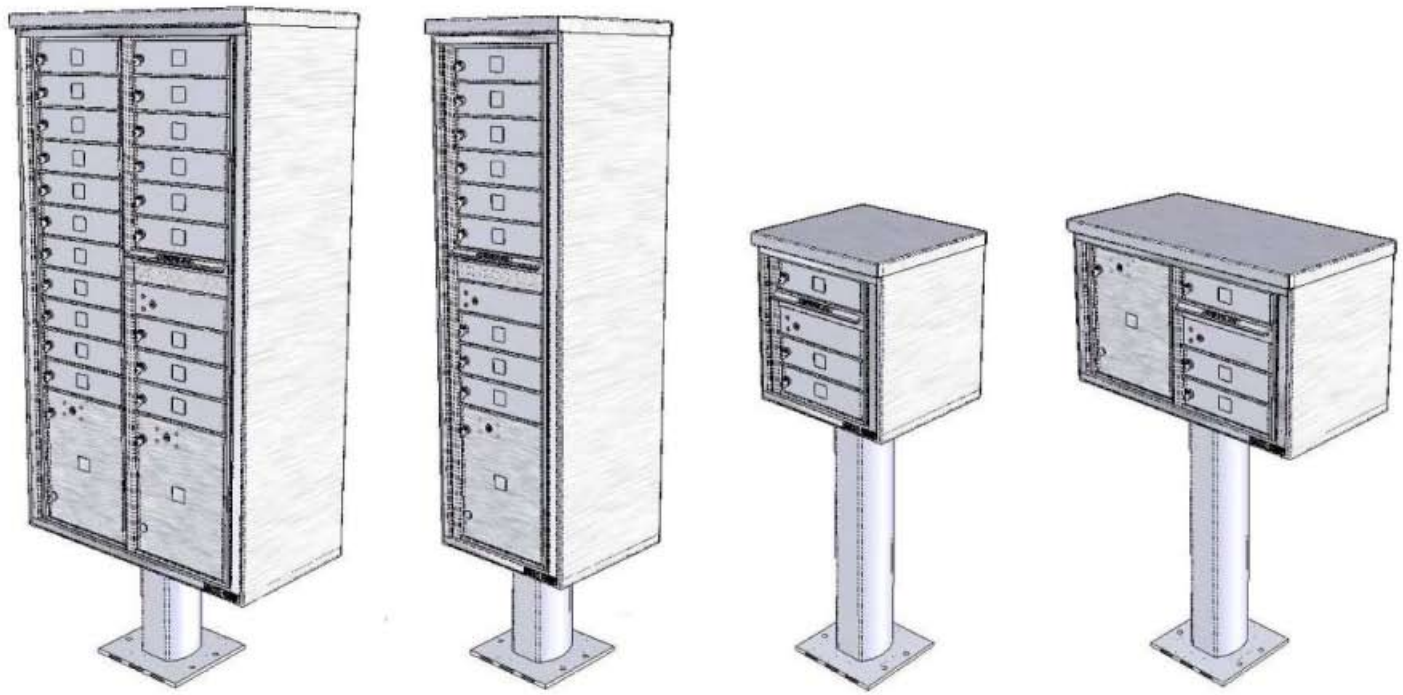


4C Pedestal Mount Units

4CPM - All Models

Installation Instructions



NATIONAL MAILBOXES

A DIVISION OF NMHP, INC.

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General Information and Advisories



ATTENTION!

CAUTION -- Handling & Transportation

- Lay boxes flat. Do not stand on end as box could fall over and cause injury.
- Large 4C units are heavy. Use caution when lifting and carrying to avoid injury.

CAUTION – Handling

- Large versatile™ 4C units are heavy. Use caution when lifting and carrying to avoid injury
- Pinch hazard exists when placing unit on foundation.
- Keep fingers and hands clear to avoid injury.

WARNING -- Installation

- Large versatile™ 4C pedestal units are heavy. DO NOT stand them up without support to prevent tipping. Units may tip off unsecured anchors, possibly resulting in the module colliding with a person and causing serious injury.
- Pedestal units are also front-heavy with master load doors open. Unit should be anchored or held in place until secured to foundation. Installer should support unit or have assistance holding the unit in place before opening the master load doors. Failure to do so could result in serious injury.

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Master Access Door Lock Installation 16

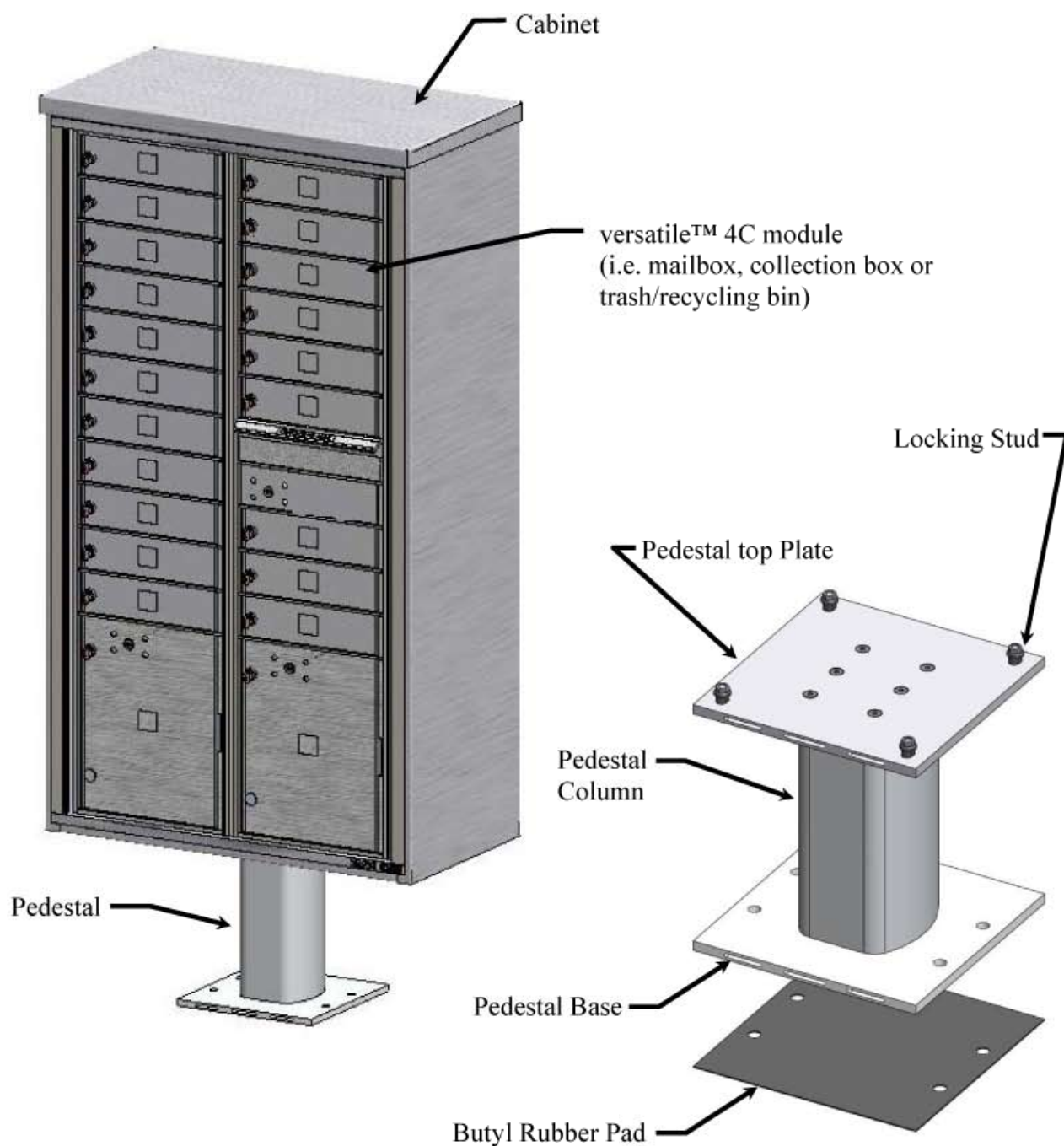
Parcel Door Master Lock Installation 18

Collection Box Master Lock Installation. 20

Technical References: Dimensions and other product details are available to download at www.florencemailboxes.com/downloads.

Get to Know Your versatile™ 4C Pedestal Mount Unit (4CPM)

Before the assembly process begins, please review the illustration below. The major components that you will be working with, and that are referred to in this instruction manual, are identified so as you are installing your versatile™ 4C Pedestal Mount Unit (4CPM), you will be familiar with the terms that are used.



Hardware and Component List

The 4CPM cabinet and pedestal are packaged separately. Below is a list of components and hardware you will receive in each package.

- Pedestal
 - Template – guide to locate pedestal base anchors
 - Rubber Pad - installed between ground and pedestal base
 - Pedestal
- Cabinet
 - Versatile™ mailbox or accessory module in protective cabinet
 - Hardware kit in plastic bag (shipped inside unit compartment) that includes:
 - Pedestal hardware
 - Tenant keys
 - Parcel keys & tags
 - Installation manual
 - Cleaning instruction
 - The following hardware kit will also be included if the 4CPM Master Access and Parcel doors were prepared for a Postal master lock:
 - Master Access door hardware (needed to attach Postal lock bracket)
 - Parcel door hardware (in plastic bag in Arrow Lock space) – 2 McGard & 3 two-way screws, 4 Arrow Lock nuts, PL Covers attached by temporary plastic fasteners
 - If your 4CPM unit was prepared with a private locking master door, no additional hardware will be included for the Master Access or Parcel door mechanisms.

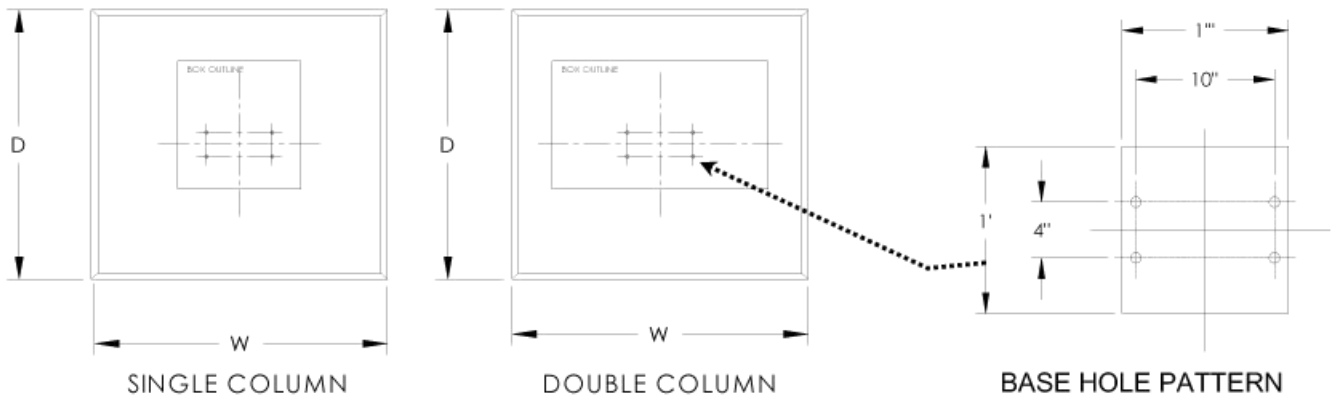
NOTE: Anchors are **NOT** included with this product. Anchoring system selection coincides with type of installation planned and is purchased separately.

- Outdoor Installation -- Anchoring systems for concrete pads are discussed in the next section - Foundation Preparation.
- Inside Installation - Anchoring system selection will depend on subfloor composition. Consult local building codes for recommendations.

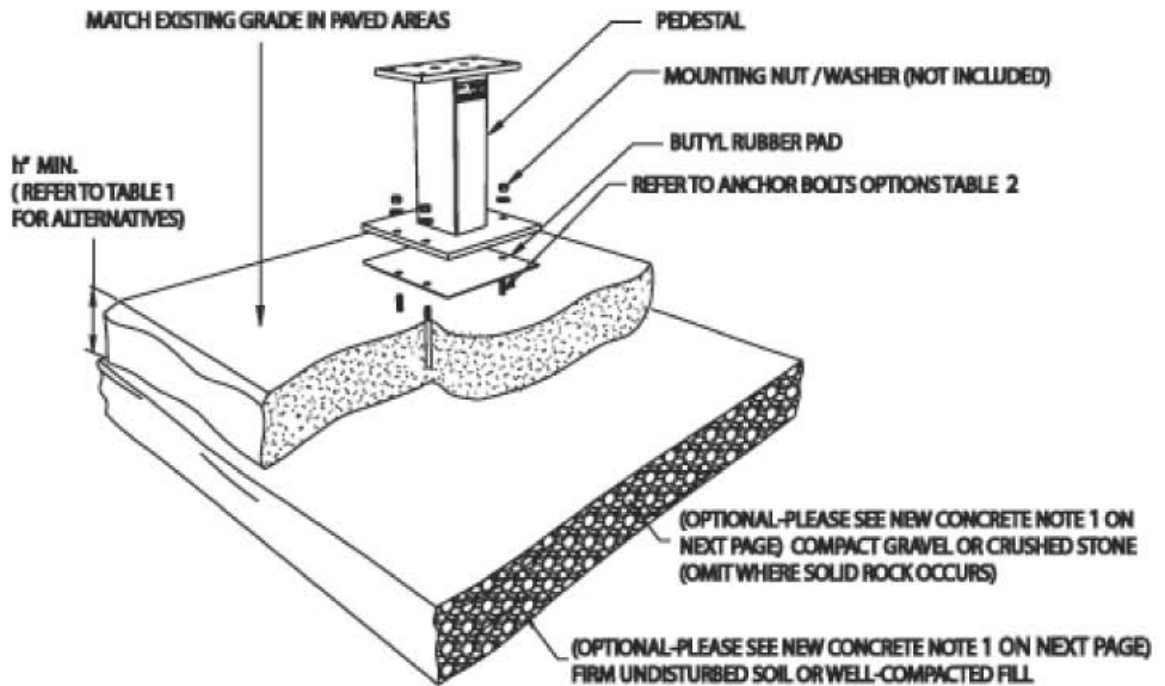
Tools Suggested for Installation

- 1/2" socket with ratchet 1/2" wrench
- 1/2", 3/4" and 15/16" wrench or large crescent wrench
- Cordless drill with proper socket adapter(s)
- Hammer drill with 1/2" masonry bit
- Air tank or vacuum to remove dust from holes that are drilled in concrete
- Hammer
- Screw driver or taper punch for aligning mating holes
- Torx-Plus driver bit - #20 (for removal of versatile™ 4C mailbox)
- Level
- 10' tape measure
- Allen wrench

Concrete Foundation Preparation 4C Pedestal Mount Outdoor Installations



Single Column and Double Column Foundations -- See Concrete Pad Recommendations Chart on page 7.



Concrete Foundation Preparation

4C Pedestal Mount Outdoor Installations

NEW CONCRETE BASE:

- 1) Depending on climatic and soil conditions in the area of installation, optional foundation material may be necessary as shown. Consult local building codes for recommendations.
- 2) Refer to Table1 for thickness (h), width (w), and depth (d) of the concrete pad alternatives.
- 3) Concrete shall have a compressive strength of 3000 psi @ 28 days, contain 4% min ~ 6% max air entrainment and be placed with a 3.50~4.50 slump in accordance to 301.
- 4) Use wire mesh as per (Standard) or fiber reinforced concrete as per (Standard).

EXISTING CONCRETE BASE:

- 1) Existing concrete pad must be at least 47" wide and 4" deep.
- 2) Concrete base and anchor bolts may be reused if:
 - a. existing ½" diameter expansion anchor bolts are firmly embedded in the concrete and not damaged or corroded;
 - b. concrete foundation is not damaged; and
 - c. bolt hole pattern of the new box matches the installed anchor bolts.
- 3) Additional considerations for using existing concrete include:
 - a. if concrete is only 4" thick, then option ' b.' in Table 2 below cannot be used
 - b. any unused, existing anchor bolts must be cut flush to the level of the concrete surface
 - c. if concrete is damaged, replacement of foundation pad is required

TABLE 1: Pad Recommendations

<i>h</i> (Thickness)	<i>w</i> (width) min	<i>d</i> (Depth) min
4"	47+"	47+"
5"	44"	44"
6"	42"	42"
7"	40"	40"
8"	39"	39"

TABLE 2:

Expansion Anchor Bolt Recommendations
a. <u>Hilti Kwik Bolt II (www.hilti.com)</u> - 1/2 inch diameter x 5 1/2 inches overall length - Galvanized - KB II 12-512, Stainless steel Minimum embedment in concrete must be at least 3 1/2 inches
b. <u>ITW Ramset Redhead Turbolt (www.hilti.com)</u> - 1/2 inch diameter x 7 inches overall length - Galvanized Minimum embedment in concrete must be at least 4 1/8 inches
c. <u>Rawl Stud (www.rawl.com)</u> - 1/2 inch diameter x 5 1/2 inches overall length - Galvanized Minimum embedment in concrete must be at least 4 inches

Multi-unit versatile™ 4C Pedestal Unit Installations

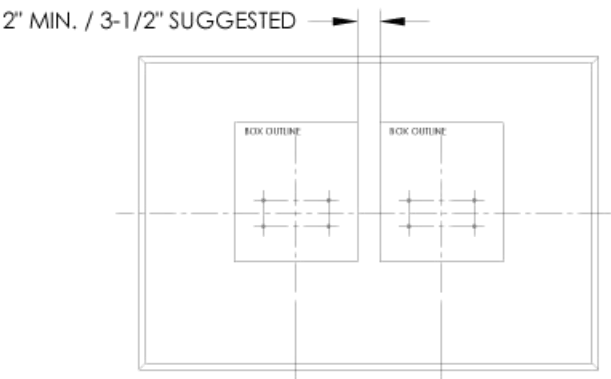


Figure 1 – versatile™ Pedestal **Single Column** Unit Next to **Single Column** Unit

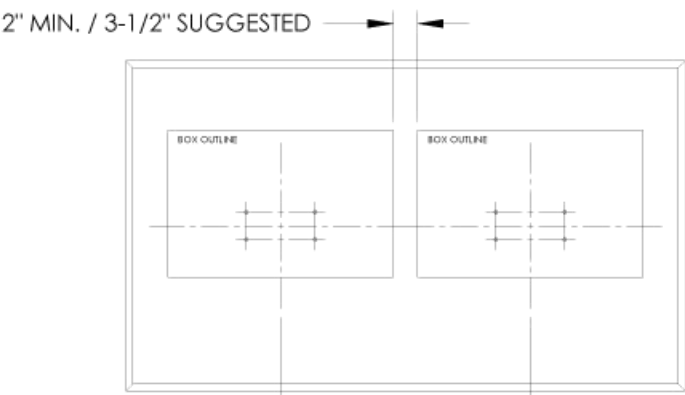


Figure 2 – versatile™ 4C Pedestal **Double Column** Unit Next to **Double Column** Unit

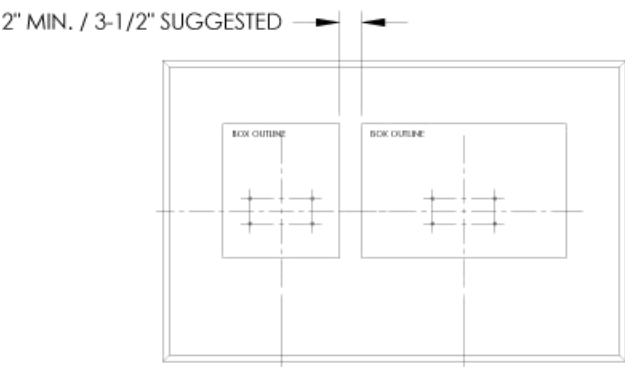


Figure 3 – versatile™ 4C Pedestal **Single Column** Unit Next to **Double Column** Unit

NOTE: To avoid units rubbing against each other, a minimum separation distance of 2" is recommended between each pedestal mounted 4C unit.

Pedestal Installation and Leveling Guide for 4CPM

In the event the concrete pad that the versatile™ pedestal unit is being installed on is not level, the pedestal may be adjusted.

There are a number of leveling techniques used by construction professionals; however, the following leveling method is being suggested as one alternative to consider.

If embedded anchors are not already in place in existing concrete, determine placement and location for anchors. See “Concrete Foundation Preparation Guide” in previous section for anchor recommendations and placement dimensions.

Step 1 – Install Anchors (Skip step if existing concrete and anchors already in place)

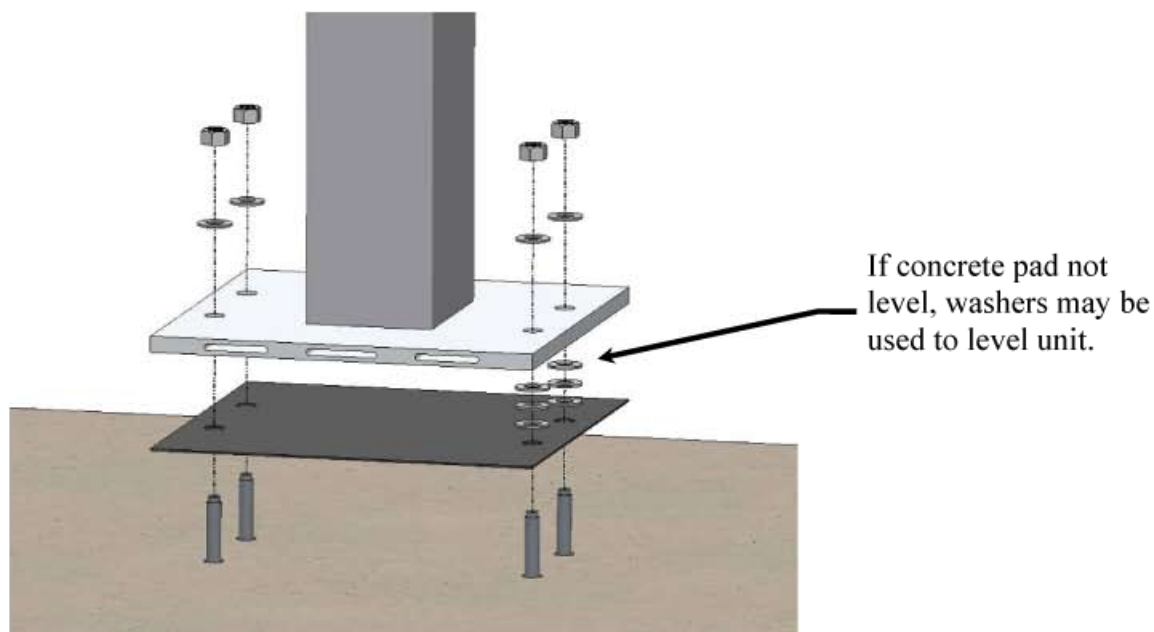
- 1) Tape pedestal base template to concrete in proper location(s).
- 2) Drill holes through template to proper depth.
- 3) Remove template and debris.
- 4) Pound anchors in place.

Step 2 – Check for Level

- 1) Place rubber pad over anchors onto concrete pad.
- 2) Place pedestal over rubber pad and check if level.
- 3) If leveling required, shim pedestal with up to 3 washers on a given bolt.
- 4) Washers, if required, should be placed between rubber pad and bottom of pedestal base.
- 5) Check for level.

Step 3 – Install Pedestal

- 1) Continue to next section to install pedestal to cabinet once proper leveling has been determined.



Installing Pedestal to Cabinet

- a) Lay versatile™ 4CPM cabinet on its back taking care not to damage finish.
- b) Insert pedestal locking studs in key holes in the bottom of the cabinet. (See Figure 4)
- c) Once pedestal is all the way in - push pedestal down until it locks into place. When two (2) alignment holes are in full view above the pedestal, it is locked in the proper position.
- d) Tighten the (4) locking studs to firmly secure pedestal in place before standing the unit up. (See Figure 5) **Caution!** Locking studs must be tightened to ensure proper unit stability.

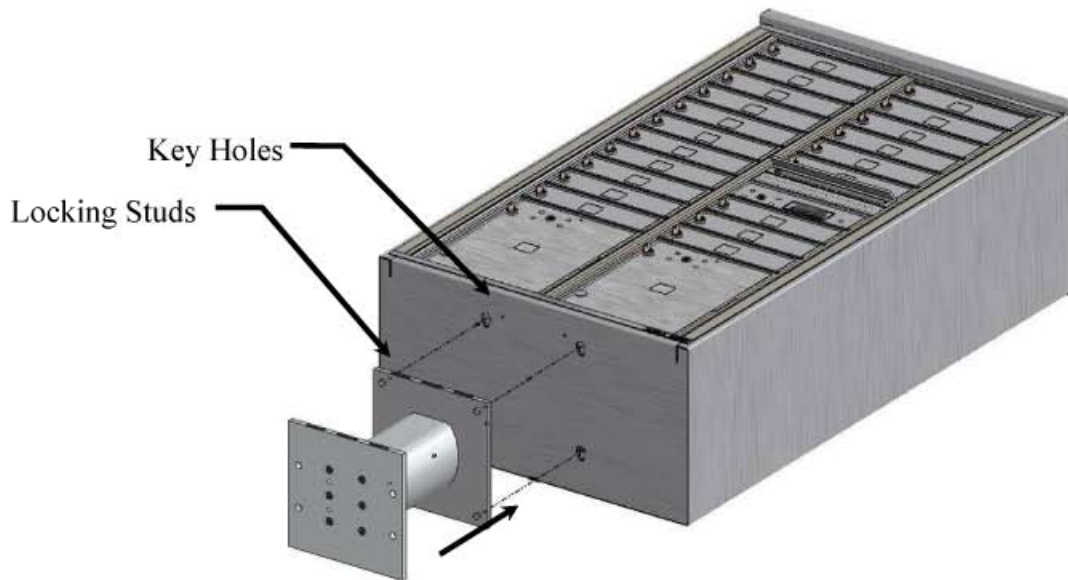
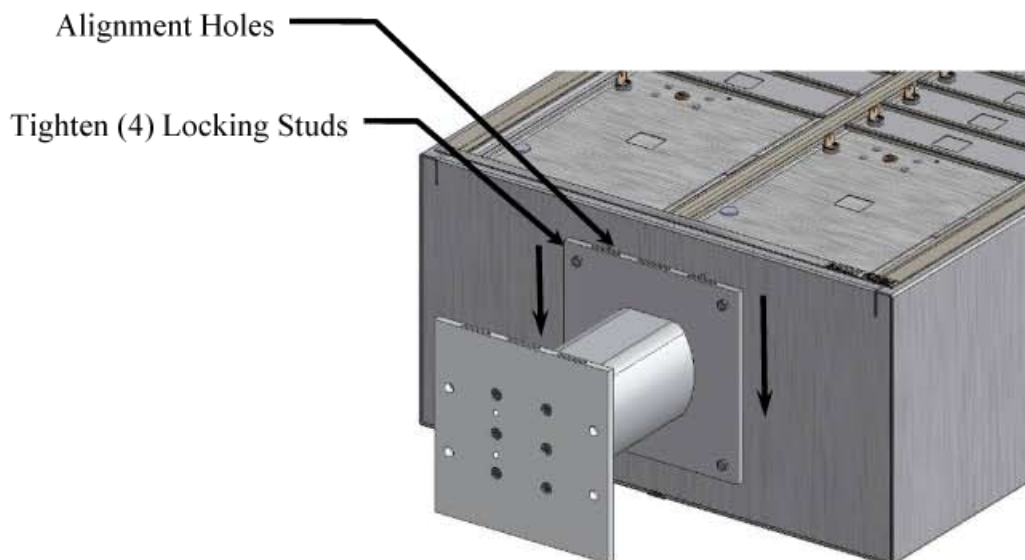


Figure 4 – Installing Pedestal to Cabinet



Important Note!

Once pedestal is securely locked into place (alignment holes are visible) it cannot be removed unless the versatile™ module is removed.

See Page 13 for instructions for replacing the pedestal or cabinet.

Figure 5 – Secure Pedestal to Cabinet by Setting Locking Studs

Installing versatile™ 4C Pedestal Unit to Foundation

- a) Lift versatile™ 4C pedestal unit and place onto the anchors.
- b) Use anchoring hardware according to manufacturer's instructions.
(Anchor hardware shown for illustration purposes - not included with unit. For anchoring system information, please see "Foundation Preparation" section on page 7.
- c) Ensure versatile™ unit is plumb before tightening anchor hardware.

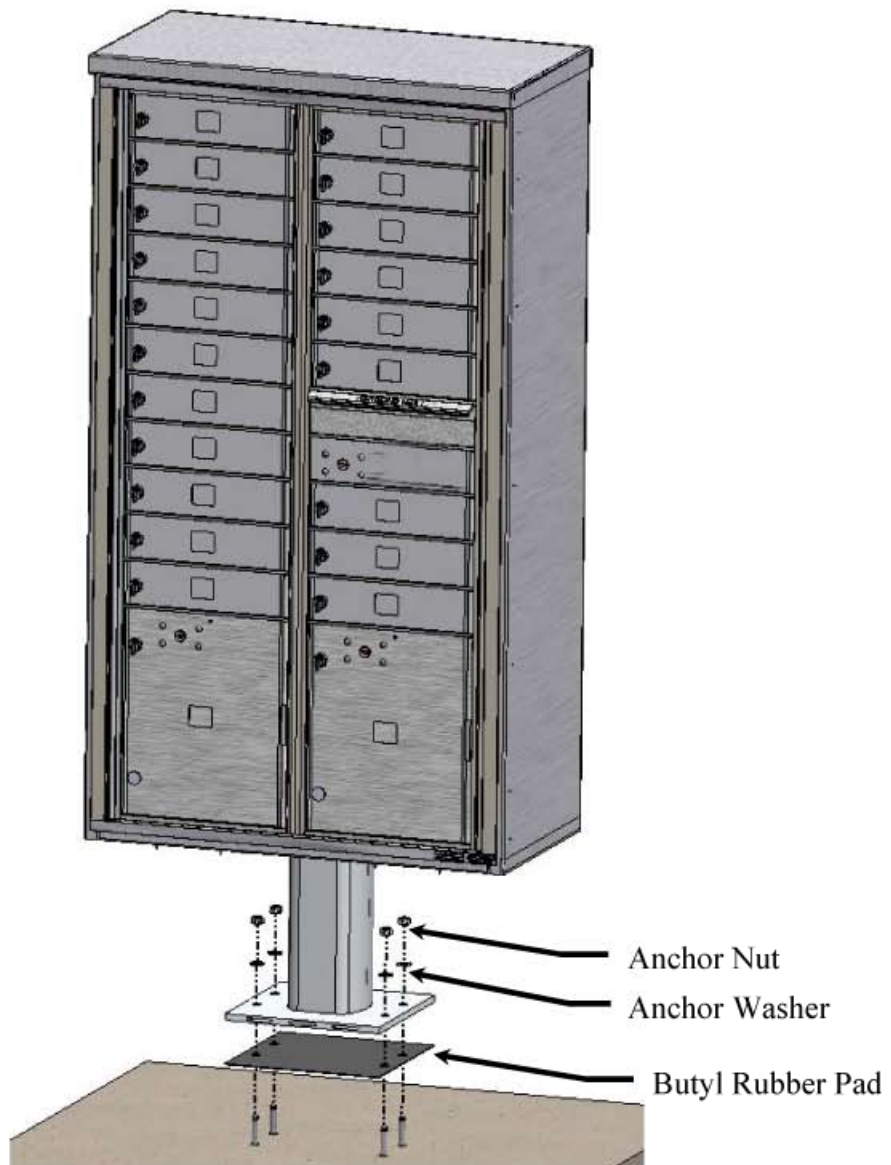


Figure 6 – Installation of versatile™ 4C Pedestal Unit to Foundation

Your new 4C pedestal mount unit is now installed!

Master Door Access and Locking Mechanisms

- a) **Private Use Applications:** If versatile™ module is for private use and was specified as such when ordered, a private master access lock will be installed at the factory. *Key will be taped to the side of the module for master door access.*
- b) **Field Installation of Private Master Lock:** If private master lock is required but was not specified at time of order, it can be installed in the field. *For reference, the Universal Private Lock Conversion Kit part number is: CK25750*
- c) **Postal Service Delivery Applications:** If versatile™ 4C pedestal mount module has been approved for use by the Postal Service (U.S. or Canada) a Postal official will install its proprietary Master Lock in the master access door. Florence prepares the master door to accept the Postal master lock but can not furnish it. Only the Postal Service can furnish and install its own master access lock if unit is to be used for Postal Mail delivery. *Contact your local Postal official to arrange master lock installation.**
- d) **Parcel Only Modules:** If a versatile™ module has been ordered that ONLY includes parcel compartments, it will NOT have a master access door. *Key(s) will be taped to the side of the module to obtain access to parcel compartments.*
- e) **Alternate Master Lock Mechanisms:** Some versatile™ modules (i.e. Trash/Recycling Bin) may be ordered with other types of master access locks. Below are two additional master locking options that may be applicable depending on versatile™ module ordered.
- **Combination Lock** – combination will be provided on removable label for initial access
 - **Slotted Keyless Lock** – coin or screw driver may be used to open master door

**Additional Master Access and Parcel Lock installation instructions and diagrams can be found in the Appendix located at the end of this manual.*

IMPORTANT!

Keys and hardware are stored in the compartments of the versatile™ module when packaged for transportation purposes.

When installation is complete – make sure you have removed all hardware located inside the module before closing door.

Replacing Pedestal or Cabinet

If the 4C module or pedestal needs to be replaced in your 4CPM unit, please follow the steps below.

Step 1- Open versatile™ 4C master load doors. (See Figure 10)

Step 2 - Remove mounting screws along both sides of the versatile™ 4C unit. (See Figure 11)

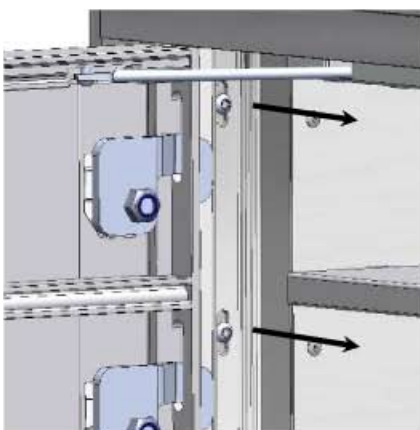


Figure 11 – Remove Left and Right Side Mounting Screws

Step 3 - Remove mounting screws along the bottom of the versatile™ 4C unit and then along the top. (See Figure 12)

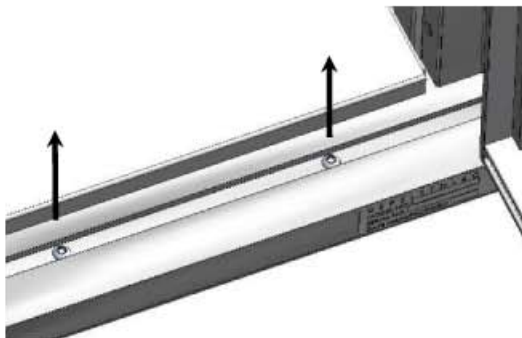


Figure 12 – Remove Bottom then Top Mounting Screws

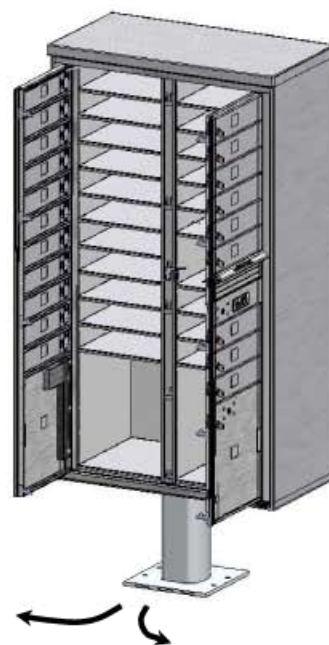
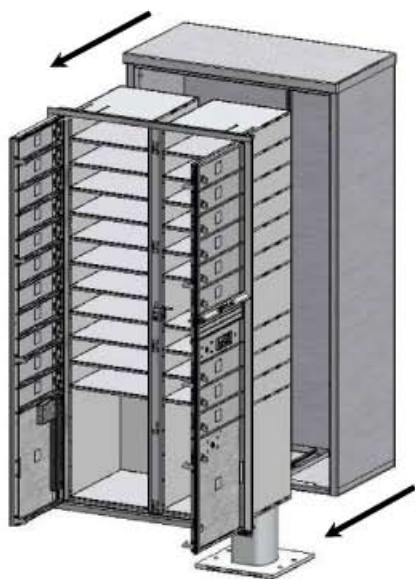


Figure 10 – Open Master Load Doors

Step 4 - Slide versatile™ 4C module out of the pedestal mount unit. (See Figure 13)



Warning!

Large versatile™ 4C modules are heavy and may require assistance to support cabinet properly while removing from cabinet. Failure to do so could result in injury.

Figure 13 – Removing versatile™ 4C Module

Step 5 – Lift locking spring by using a small screw driver or a small Allen wrench as shown below. Slide cabinet forward until the pedestal locking pins align with the hole in the cabinet. Insert screw driver to hold locking spring in place.

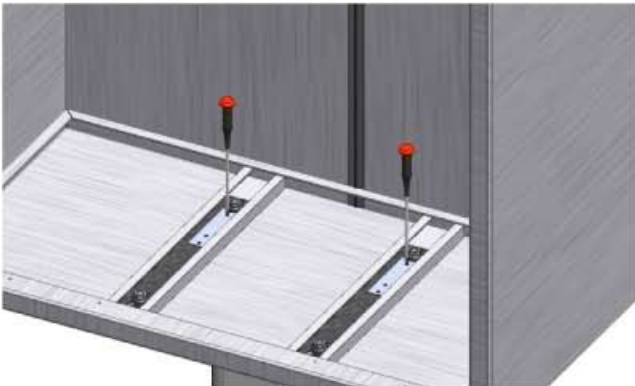


Figure 14 – Screw Drivers Inserted



Figure 15 – Bend Both Springs Back

Caution!

Do not over bend springs.

It may cause damage and prevent cabinet from locking when reinstalled.

Step 6- Slide the cabinet forward until the pedestal locking pins align with the hole in the cabinet. Lift cabinet off the pedestal.

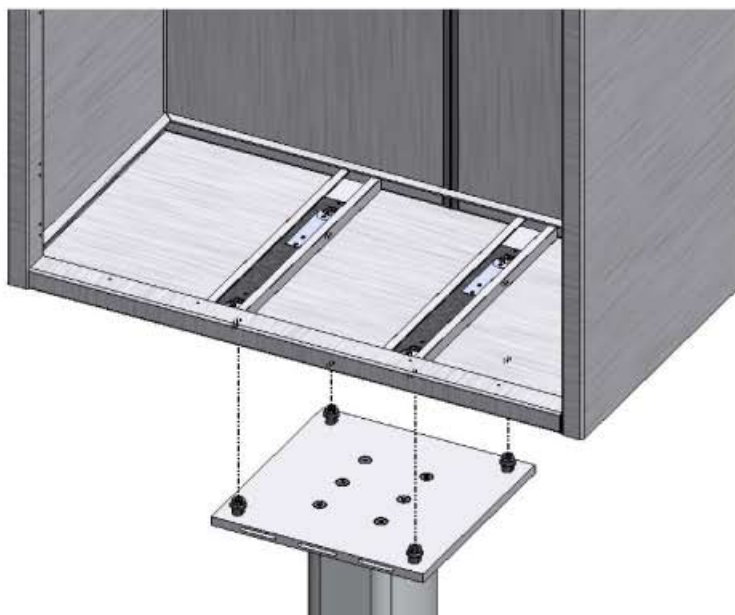


Figure 16 – Removing Cabinet from Pedestal

Warning!

*Large versatile™
4C modules are
heavy and may
require
assistance to
support cabinet
properly while
removing from
pedestal. Failure
to do so could
result in injury.*

The pedestal and cabinet are now separated and may be replaced.

To reinstall the pedestal and/or cabinet, please follow steps 6 through 1 in reverse to put the unit back together.

APPENDIX

INSTALLATION OF MASTER ACCESS DOOR ARROW LOCK

Florence versatile™ 4C mailbox suites (FRONT LOAD ONLY)

NOTE:
PRIVATE versatile™ 4C MAILBOXES - PRIVATE MASTER ACCESS LOCK INSTALLED AT FACTORY
IF FIELD INSTALLATION IS REQUIRED USE POSTAL TO PRIVATE CONVERSION KIT CK25750

ARROW LOCK INSTALLED BY U.S. POSTAL SERVICE PERSONNEL ONLY.

**CONTACT YOUR LOCAL POST OFFICE TO ARRANGE INSTALLATION OF
ARROW LOCK.**

- 1.** INSERT ARROW LOCK INTO 92300 PLATE
ASSY.-HS ARROW LOCK AS SHOWN.
- 2.** WITH THE COLLECTION DOOR OPEN,
SLIDE 92300 PLATE ASSY.-HS ARROW LOCK
WITH ARROW LOCK ONTO THE COLLECTION
DOOR BOLTS.
- 3.** INSTALL 92303 PLATE-LOCK SUPPORT AS
ORIENTED IN THE ILLUSTRATION.
- 4.** INSTALL FIVE (5) 86091 #10-32 LOCK NUTS.
THESE NUTS SHOULD BE TIGHTENED TO
ENSURE A SNUG FIT. OVER TIGHTENING
MAY KEEP ARROW LOCK FROM OPERATING
CORRECTLY.

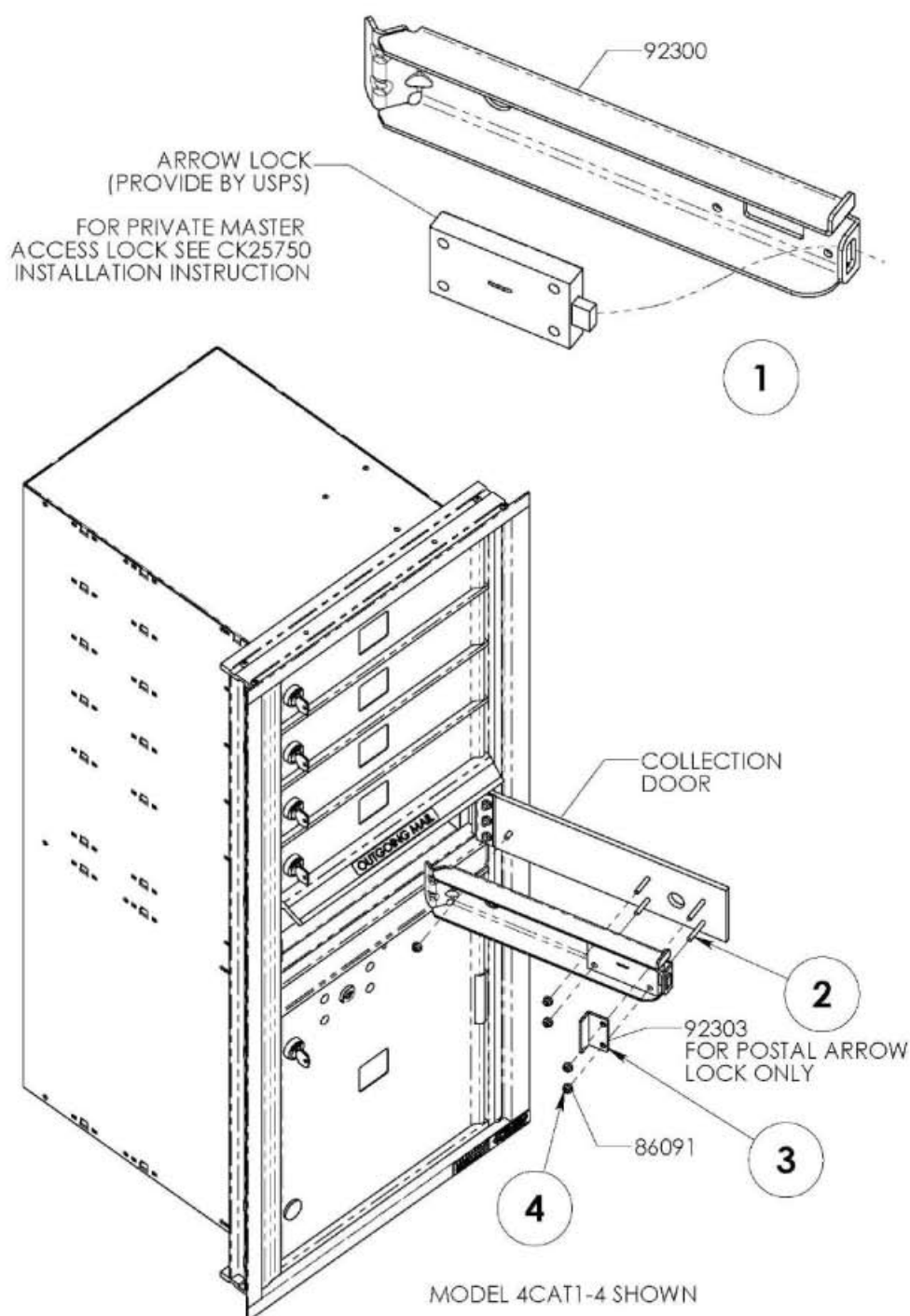
REQUIRED TOOLS
3/8" SOCKET WRENCH OR NUT DRIVER

PART #	DESCRIPTION
92300	PLATE ASSY.-HS ARROW LOCK
92303	PLATE-LOCK SUPPORT
86091	10-32 LOCK NUTS
N/A	ARROW LOCK (PROVIDED BY USPS)

Canada Post Note:
Master door preparation and instructions also applies to Canada Postal Service
installations. If unit to be used for Canada Post mail delivery, contact local Postal
officials to arrange installation of Canada Post master access lock.

Installation of Master Access Door Arrow Lock (cont...)

(FOR USPS PERSONNEL ONLY)



Canada Post Note:

Master door preparation and instructions also applies to Canada Postal Service installations. If unit to be used for Canada Post mail delivery, contact local Postal officials to arrange installation of Canada Post master access lock.

PARCEL DOOR ARROW LOCK INSTALLATION

Florence versatile™ 4C mailbox suites (ALL TYPES - FRONT AND REAR LOADING))

NOTE:

PRIVATE versatile 4C MAILBOXES - PRIVATE MASTER ACCESS LOCK INSTALLED AT FACTORY IF FIELD INSTALLATION IS REQUIRED USE POSTAL TO PRIVATE CONVERSION KIT CK25750

ARROW LOCK INSTALLED BY U.S. POSTAL SERVICE PERSONNEL ONLY.

CONTACT YOUR LOCAL POST OFFICE TO ARRANGE INSTALLATION OF ARROW LOCK.

- 1.** OPEN PARCEL DOOR AND LOCK PARCEL DOOR CUSTOMER LOCK. NOTE: PARCEL DOOR CUSTOMER LOCK IS IN LOCKED POSITION WHEN KEY CAN BE REMOVED.
- 2.** SLIDE 64042 PARCEL DOOR, LOCK STIFFENER ONTO THE PARCEL DOOR BOLTS, AS ORIENTED IN THE ILLUSTRATION.
- 3.** INSTALL ARROW LOCK AS SHOWN USING FOUR (4) 86455 #10-32 THIN LOCK NUTS. THESE NUTS SHOULD BE TIGHTENED TO ASSURE A SNUG FIT. OVER TIGHTENING MAY KEEP ARROW LOCK FROM OPERATING CORRECTLY.
- 4.** INSTALL 64216 PARCEL DOOR ARROW LOCK COVER USING TWO (2) 84993 #10-32x.312 UNF-2A 18-8 SS PASSIVATED MCGARD FASTENERS. NOTE: THESE FASTENERS REQUIRE A MCGARD SCREW DRIVER

FOR USPS PERSONNEL ONLY SPECIAL NOTICE!

USPS PERSONNEL MUST HAVE A MCGARD SCREW DRIVER (USPS - MAIL EQUIPMENT SHOP PART NUMBER 11050) TO INSTALL AND SERVICE THE PARCEL LOCK COVER ON Florence versatile™ 4C MAILBOX MODULES.

MCGARD SCREW DRIVERS ARE AVAILABLE ONLY TO USPS PERSONNEL BY FAXING AN "OFF CATALOG" eBUY REQUEST TO:

USPS MAIL EQUIPMENT SHOP
FAX NO. (202) 281-2643
QUESTIONS? CALL THE USPS
MAIL EQUIPMENT SHOP AT
(202) 281-2620



***FLORENCE MANUFACTURING DOES NOT
SELL THE MCGARD SCREWDRIVER**

REQUIRED TOOLS

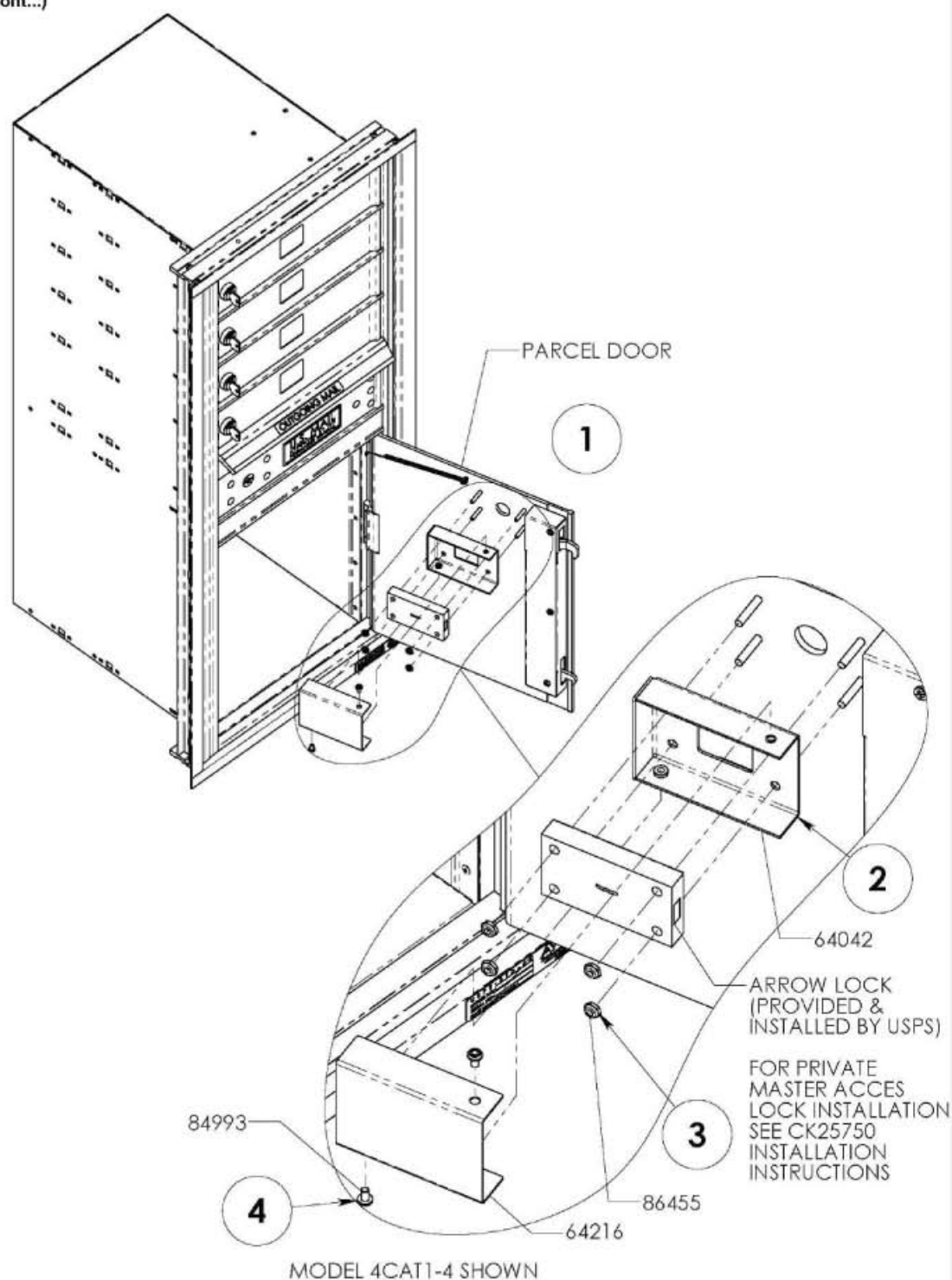
3/8" SOCKET WRENCH OR NUT DRIVER
USPS PROPRIETARY MCGARD SCREW DRIVER

PART #	DESCRIPTION
64042	PARCEL DOOR, LOCK STIFFENER
86455	10-32 THIN LOCK NUT
64216	PARCEL DOOR ARROW LOCK COVER
84993	10-32x.312 UNF-2A 18-8 SS PASSIVATED MCGARD
N/A	ARROW LOCK (PROVIDED BY U.S.P.S.)

Canada Post Note:

Master door preparation and instructions above also applies to Canada Postal Service installations. If unit to be used for Canada Post mail delivery, contact local Postal officials to arrange installation of Canada Post master access lock.

PARCEL DOOR ARROW LOCK INSTALLATION (FOR USPS PERSONNEL ONLY) (cont...)



Canada Post Note:

Master door preparation and instructions also applies to Canada Postal Service installations. If unit to be used for Canada Post mail delivery, contact local Postal officials to arrange installation of Canada Post master access lock.

INSTALLATION OF COLLECTION DOOR ARROW LOCK

(APPLICABLE IF SERVICED BY U.S. POSTAL SERVICE)

Florence versatile™ collection box module

IF COLLECTION BOX TO BE SERVICED BY U.S. POSTAL SERVICE, ARROW LOCK IS INSTALLED BY U.S. POSTAL SERVICE PERSONNEL ONLY.

CONTACT YOUR LOCAL POST OFFICE TO ARRANGE INSTALLATION OF "Y" ARROW LOCK.

NOTE: COLLECTION BOXES REQUIRE A DIFFERENT LOCK THAN STANDARD MAILBOX MODULES

- 1.** INSERT ARROW LOCK INTO 65893 LOCK SUPPORT BRACKET, AS SHOWN.
- 2.** WITH THE COLLECTION DOOR OPEN, SLIDE 65893 LOCK SUPPORT BRACKET ASSEMBLY, WITH PSIN 1035-Y ARROW LOCK ONTO THE COLLECTION DOOR BOLTS. YOU WILL HAVE TO MOVE LOCK LINKAGE FRONT OR BACK OF COLLECTION DOOR TO INSTALL.
- 3.** INSTALL FOUR (4) 86091 #10-32 LOCK NUTS. THESE NUTS SHOULD BE TIGHTENED TO ENSURE A SNUG FIT. OVER TIGHTENING MAY KEEP ARROW LOCK FROM OPERATING CORRECTLY.
- 4.** INSTALL LOCK LINK CAM ONTO ARROW LOCK AS SHOWN. USE WASHER AND SCREW SUPPLIED IN THE PSIN 1035-Y ARROW LOCK KIT. (DISCARD CAM PLATE THAT CAME WITH THE KIT). SCREW SHOULD BE TIGHTENED TO ENSURE A SNUG FIT. OVER TIGHTENING MAY DAMAGE THE ARROW LOCK FROM OPERATING CORRECTLY.

SPECIAL NOTE FOR USPS PERSONNEL ONLY

A "Y" STYLE ARROW LOCK (USPS-MAIL EQUIPMENT SHOP PART NUMBER PSIN 1035Y ARROW LOCK) IS REQUIRED TO INSTALL AND SERVICE THE LOCK COVER ON Florence versatile™ COLLECTION BOX MODULES.

THE PSIN 1035Y ARROW LOCK IS AVAILABLE ONLY TO USPS PERSONNEL BY FAXING AN eBUY REQUEST TO:

USPS MAIL EQUIPMENT SHOP
FAX NO. (202) 281-2643
QUESTIONS? CALL THE USPS MAIL EQUIPMENT SHOP AT (202) 281-2620



FLORENCE MANUFACTURING CAN NOT PROVIDE THE Y STYLE ARROW LOCK

FOR PRIVATE USE:

IF COLLECTION BOX IS FOR PRIVATE USE, PRIVATE MASTER ACCESS LOCK WILL BE INSTALLED AT THE FACTORY; IF FIELD INSTALLATION IS REQUIRED, THE POSTAL TO PRIVATE CONVERSION KIT ITEM NUMBER CK25750 SHOULD BE ORDERED. SEE PAGE 4 FOR MORE INFORMATION.

REQUIRED TOOLS

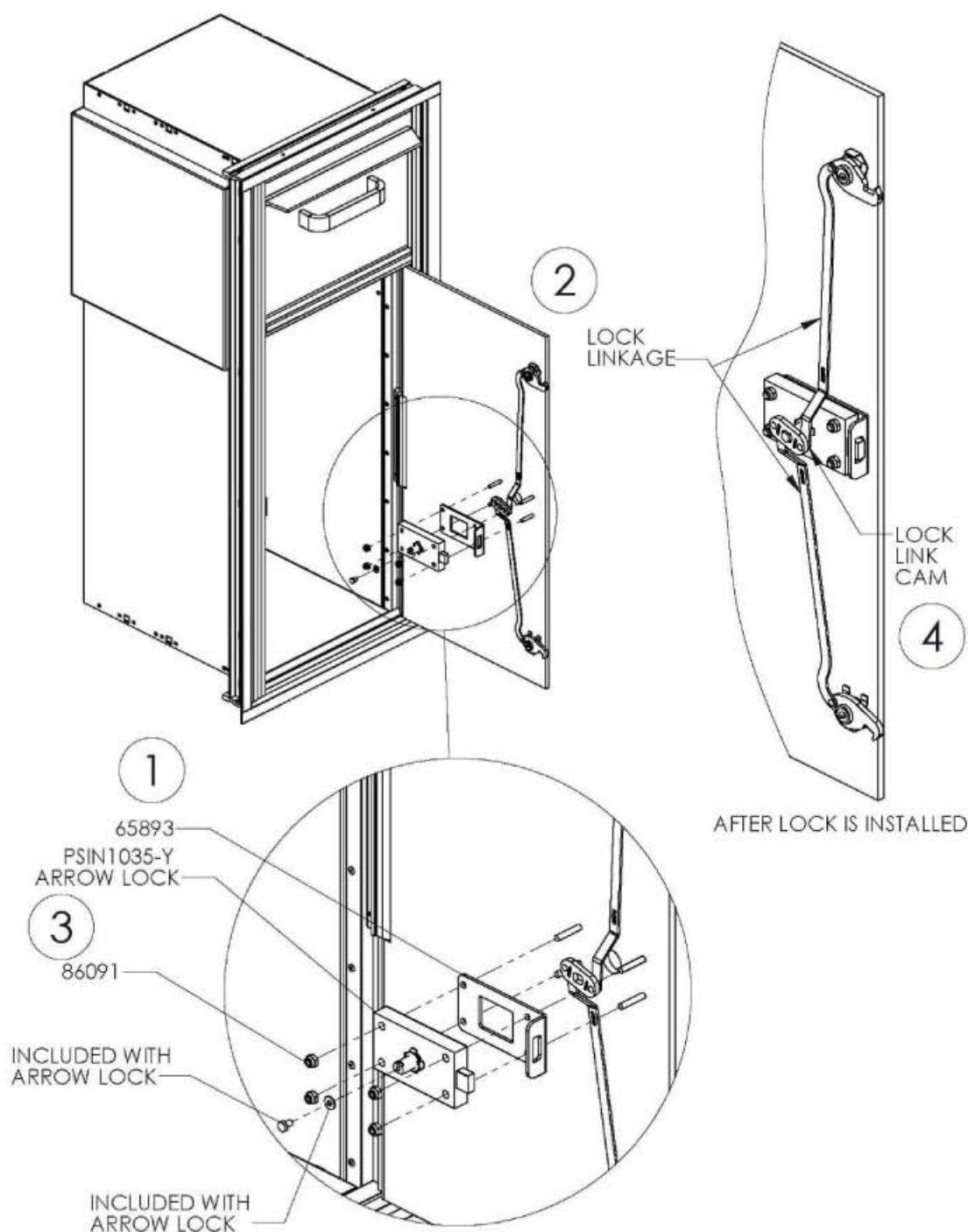
3/8" SOCKET WRENCH OR NUT DRIVER

PART #	DESCRIPTION
65893	PLATE ASSY-HS ARROW LOCK
86091	10-32 LOCK NUTS
PSIN 1035-Y	ARROW LOCK (PROVIDED BY USPS)

Canada Post Note:

Canada Post master lock will fit the versatile™ collection box. However, master door preparation for Canada Postal Service lock mechanism will be different in that the door will have a single locking point and will omit the two cam lock mechanism shown above. If unit to be used for Canada Post mail delivery, contact local Postal officials to arrange installation of Canada Post master access lock.

INSTALLATION OF COLLECTION DOOR ARROW LOCK



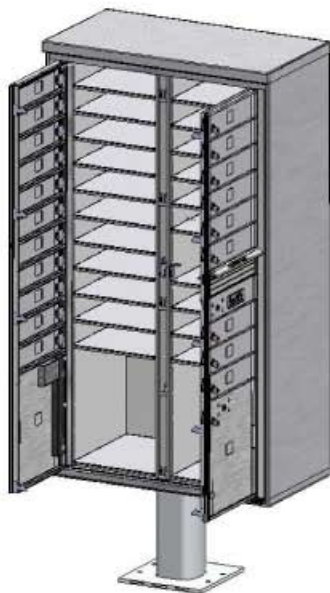
Canada Post Note:

If collection box order specifies Canada Postal Service master lock preparation, the master lock mechanism will have a single locking point and will omit the two cam lock mechanism indicated above. Contact local Postal officials to arrange installation of Canada Post master access lock.

More versatile™ Product Information Available Online!

Any versatile™ 4C mailbox or accessory module can be purchased as a pedestal mount unit.

For more detailed information about each of the specific versatile™ modules please refer to the product technical specifications or installation instructions found on the applicable product pages online.



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