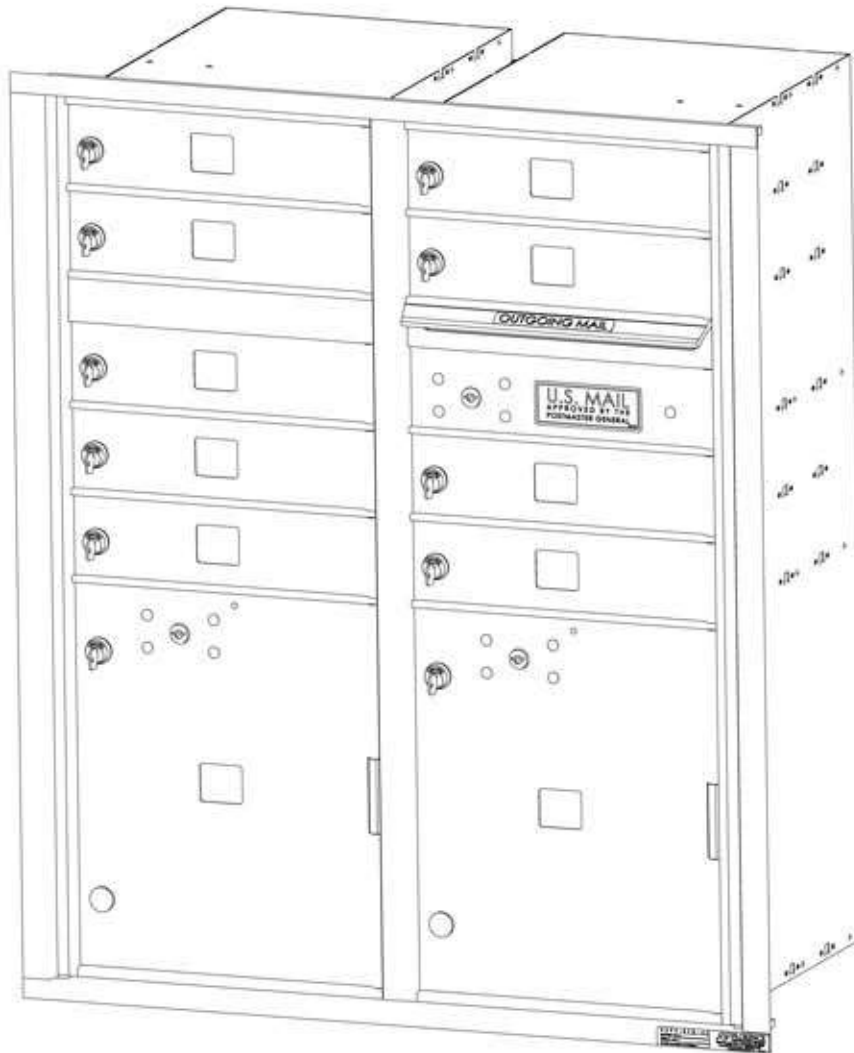


INSTALLATION MANUAL

versatile™ 4C mailbox suites

All Recessed Wall-Mount Modules

Front-Loading, Rear-Loading, Parcel-Only, Collection Box, Trash/Recycling Bin



AF FLORENCE
manufacturing company

800-824-9985

www.MailboxWorks.com

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GENERAL INFORMATION AND ADVISORIES

versatile™ 4C mailbox suites



CAUTION -- Transportation and Handling

- Florence 4C units are heavy. Use caution when lifting and carrying to avoid injury.
- Lay boxes flat. Do not stand on end as box could fall over and cause injury.
- Pinch hazard exists when placing the unit in the rough opening. Keep fingers and hands clear to avoid injury.

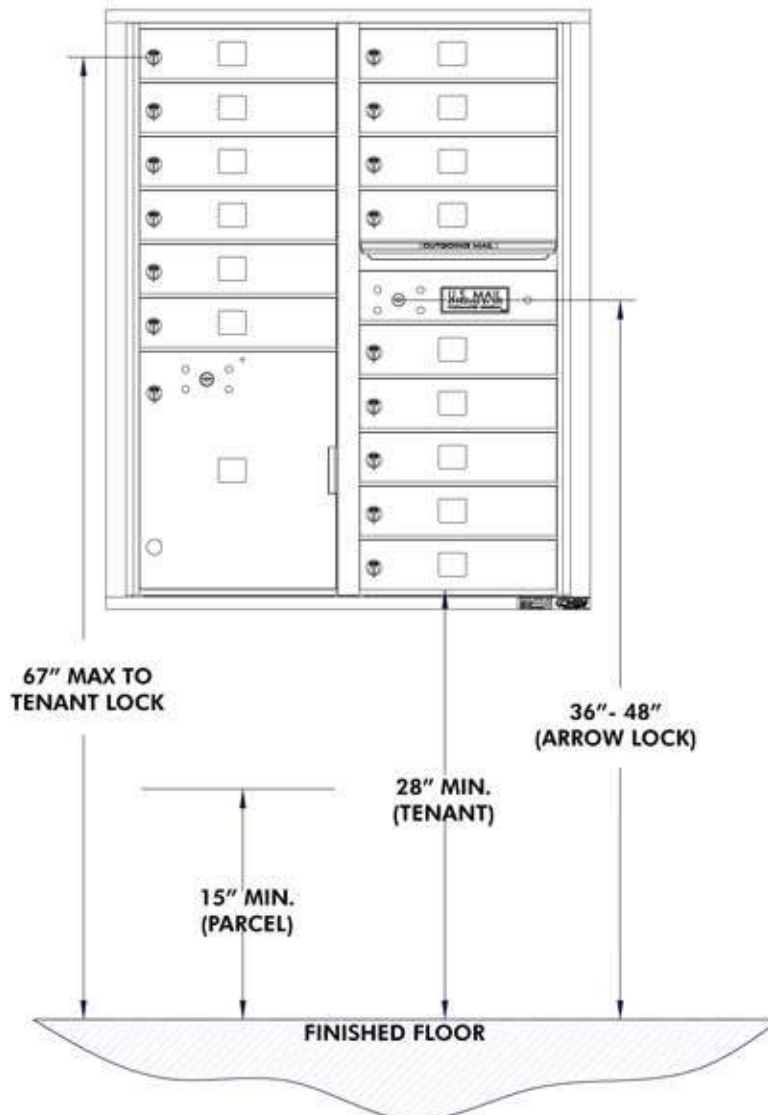
CAUTION -- Installation

- Florence 4C units are heavy. Do not stand 4C units up without support to prevent tipping.
- Mailboxes may tip out of rough opening until secured, possibly resulting in the mailbox colliding with a person and causing serious injury.
- Florence 4C units are also front-heavy when the master doors are open. Units must be braced or held in place until secured to the framing. Installer should support unit or have assistance holding the unit in place before opening the master doors. Failure to do so could result in serious injury.

USPS INSTALLATION REQUIREMENTS

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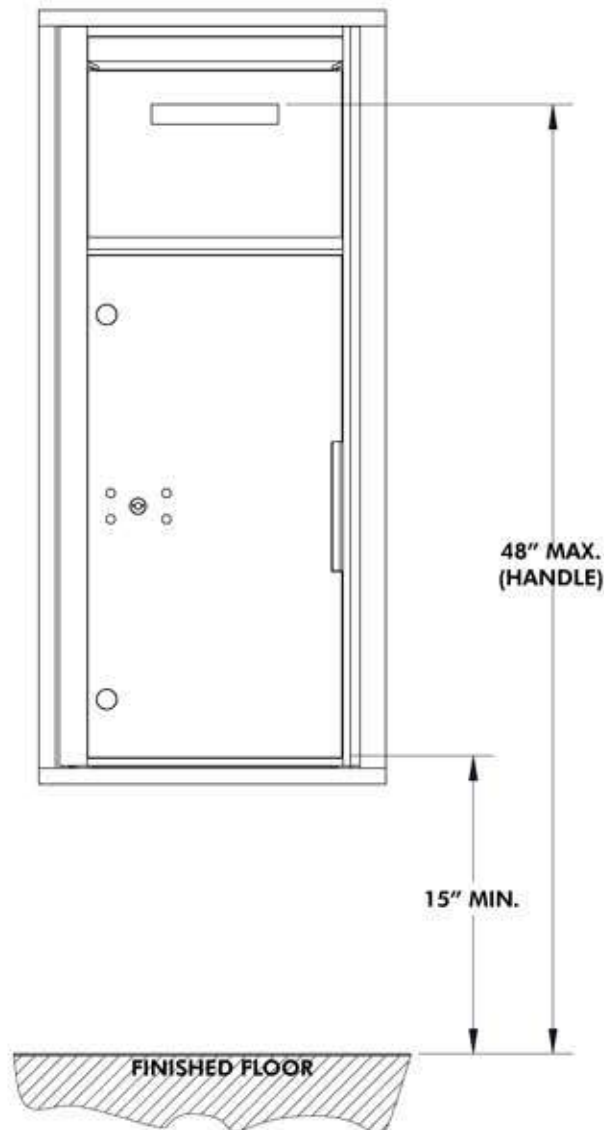
- 1.** At least one customer compartment shall be positioned less than 48" from the finished floor.
- 2.** No parcel locker compartment (interior bottom shelf) shall be positioned less than 15" from the finished floor.
- 3.** No patron (tenant) lock shall be located more than 67" above the finished floor.
- 4.** No customer compartment (interior bottom shelf) shall be positioned less than 28" from the finished floor.
- 5.** The USPS Arrow lock shall be located between 36" and 48" above the finished floor.



COLLECTION BOX INSTALLATION GUIDELINES

versatile™ 4C mailbox suites

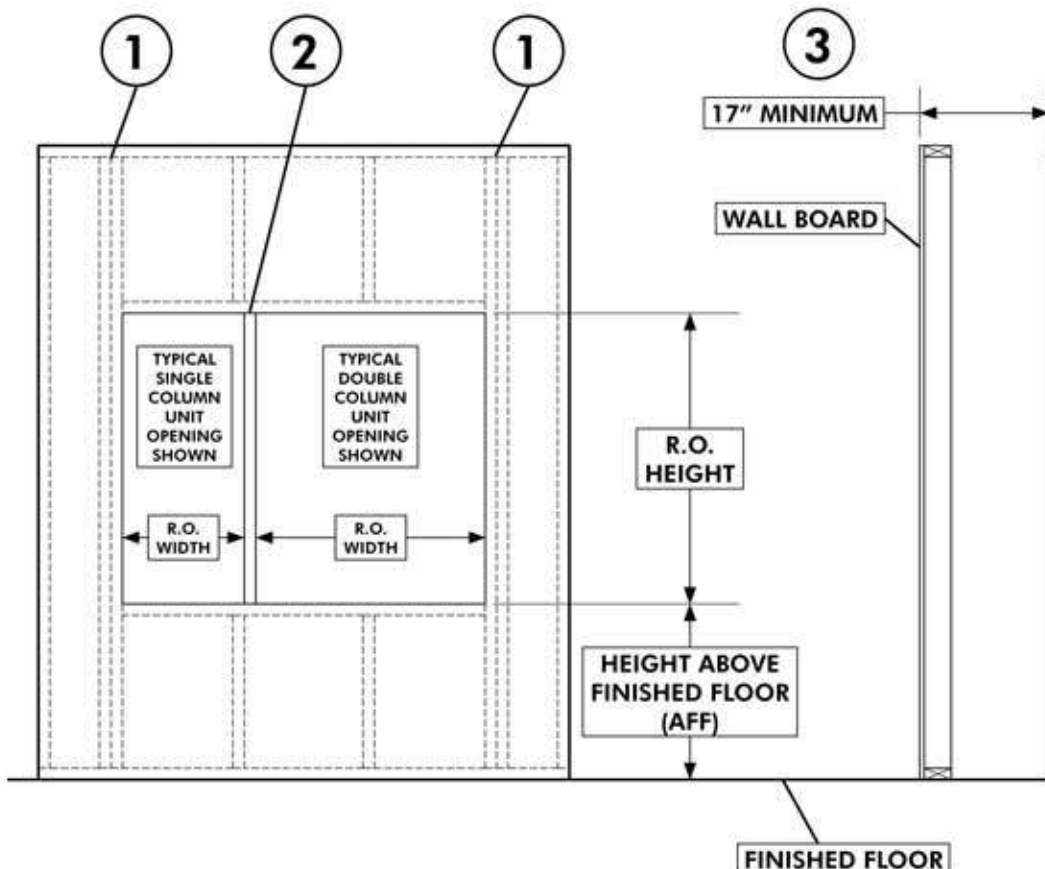
- 1.** The hopper handle height is suggested to be no more than 48" from the finished floor.
- 2.** The collection shelf (interior bottom shelf) shall be positioned no less than 15" from the finished floor if the collection box is to be used for U.S. mail collection.
- 3.** Refer to local building codes and accessibility regulations to determine proper mounting requirements.



SUGGESTIONS FOR INDIVIDUAL INSTALLATION WALL CONSTRUCTION

versatile™ 4C mailbox suites

- 1.** Wall mounting should consist of a lamination of two wood 2"x4" studs on the outer sides of the modules.
- 2.** Florence versatile™ 4C mailbox suites feature trim designed to abut one another (no gap between modules) when a single stud is used between modules. (A Florence Multi-Unit Connector Kit can be used instead of the single stud between modules.)
- 3.** The mounting wall must have a minimum depth of 17" to allow for recessed mounting of the Florence versatile™ 4C module
- 4.** Squareness and quality of wall mount opening is critical to obtain a secure and properly functioning Florence versatile™ 4C module.



NOTE: All wall frame mounting options are shown for reference only. Refer to local building codes and accessibility regulations to determine proper mounting requirements.

REQUIRED TOOLS

versatile™ 4C mailbox suites

- Cordless driver/drill
- 3/8" Drill bit
- 3/8" Socket wrench or nut driver
- Phillips screwdriver
- Flat blade screwdriver
- T20 Torx bit & bit tip holder
- 151P Torx+ screwdriver / bit

HARDWARE LIST

versatile™ 4C mailbox suites



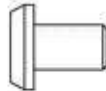
64225 - #8 x 2" pan-head T20 Torx wood screw



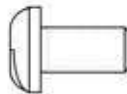
**65884 - 1/4-20 x 3/4" One-Way screw
(Collection Box Module)**



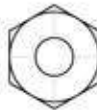
**65887 - #10-32 x 3/8" flat-head Phillips screw
(Collection Box Module)**



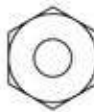
**84993 - #10-32 x 5/16" button-head McGard security screw
(Postal Arrow lock cover)**



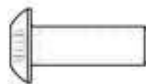
84994 - #10-32 x 3/8" One-Way screw



86091 - #10-32 lock nut w/ nylon insert



86455 - #10-32 thin lock nut w/ nylon insert

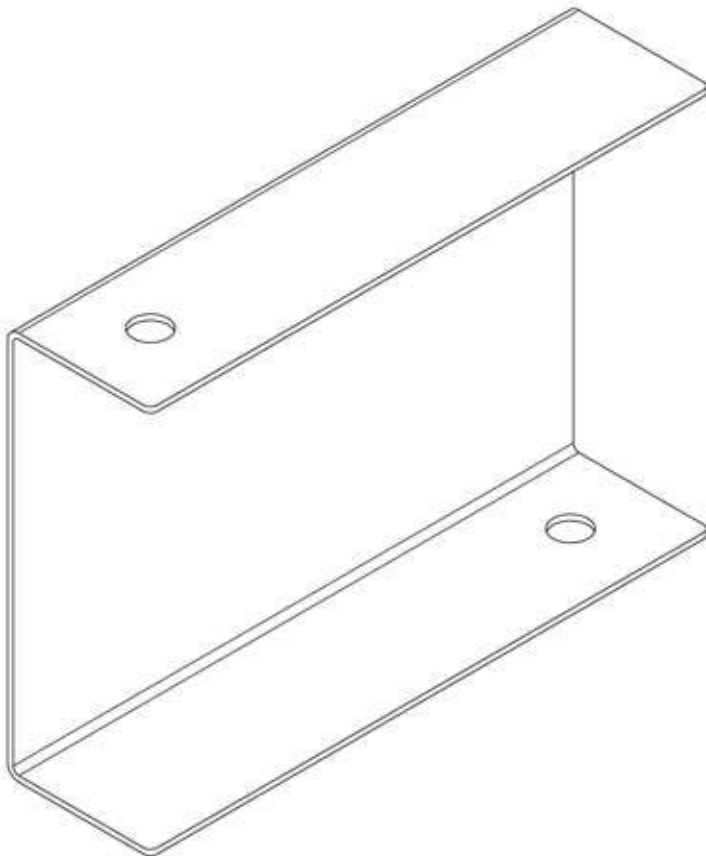


91123 - #8 x 1/2" BHCS 151P Torx+ Taptite II screw

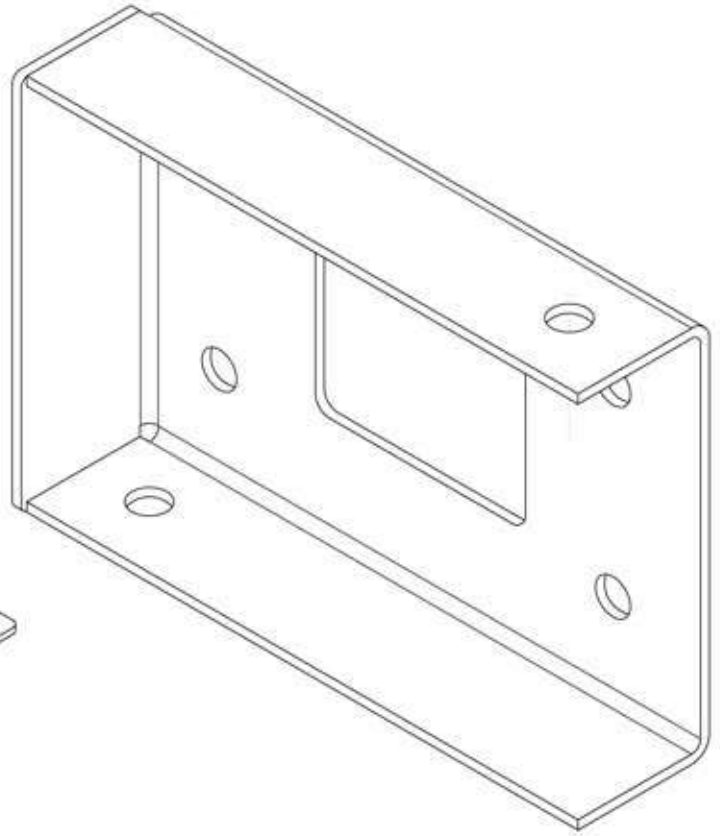
**Hardware images are drawn to scale.
Quantities vary depending on versatile™ 4C model.**

HARDWARE LIST (cont.)

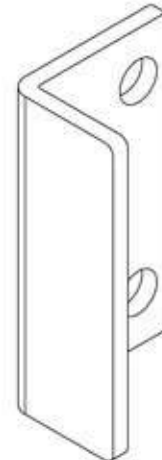
versatile™ 4C mailbox suites



64216 - parcel door Arrow lock cover



64042 - parcel door lock stiffener



92303 - lock support plate
(Postal Arrow lock)

Hardware images are drawn to scale.
Quantities vary depending on versatile™ 4C model.

REAR-LOADING MODULE INSTALLATION

versatile™ 4C mailbox suites

NOTE: USPS service will NOT be established to rear-loading wall-mount 4C units unless USPS-approved hardware is used to secure the rear mail room.



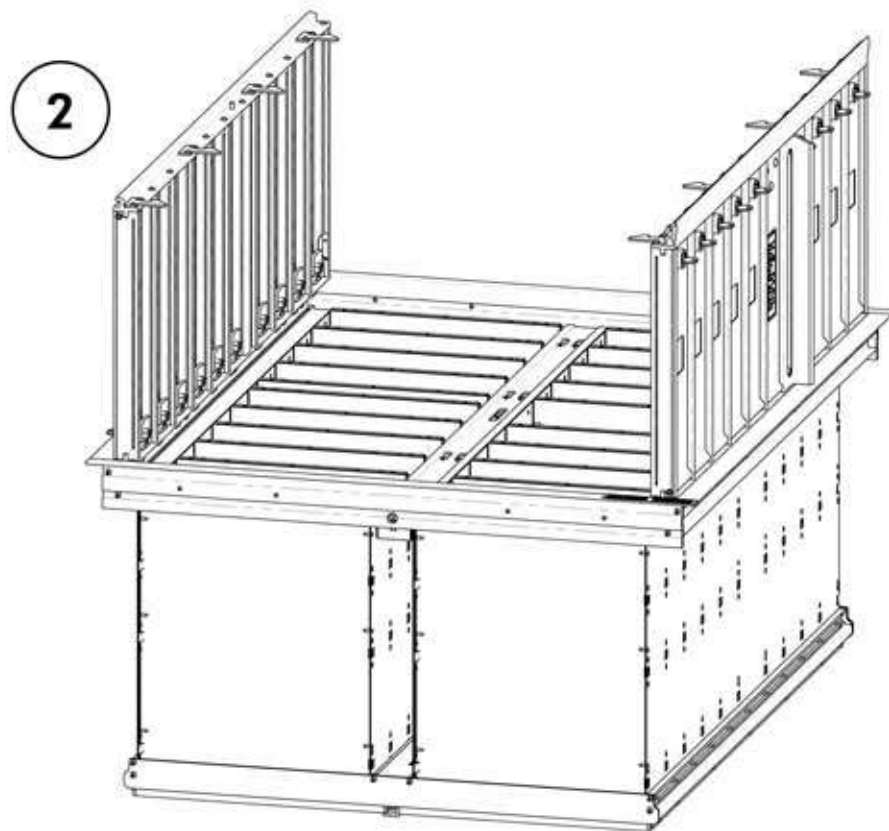
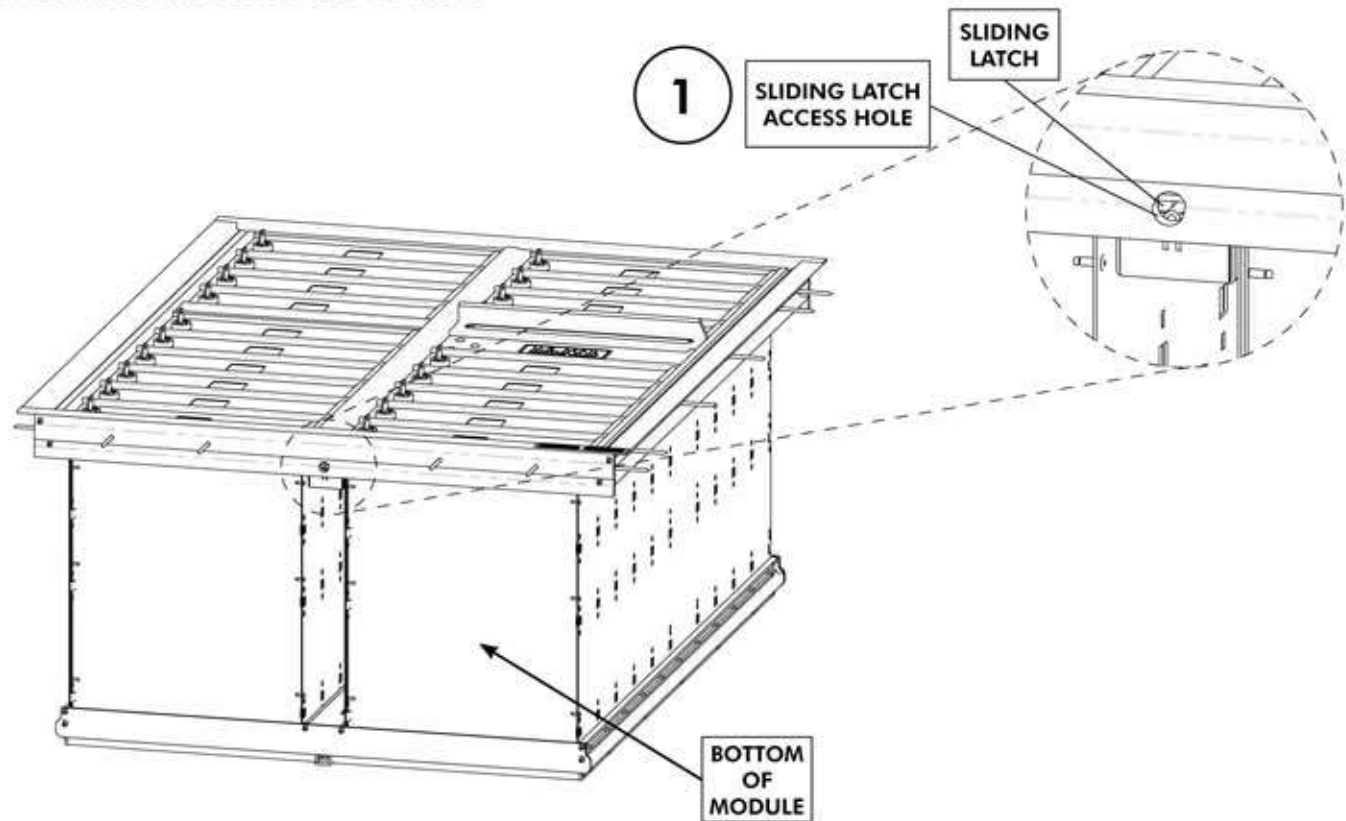
ATTENTION: Once the module is secured and mounted to the wall framing, the master door(s) must be kept **OPEN** until the installation is complete.

FAILURE TO DO SO WILL REQUIRE ACCESS TO THE SLIDING LATCH ACCESS HOLE AT THE FRONT BOTTOM OF THE MODULE IN ORDER TO RE-OPEN THE DOOR(S).

1. With the module on its back, insert a screwdriver into the sliding latch access hole at the front bottom of the module and push in on the sliding latch to release the master door(s).
2. The master door(s) can now be opened to gain access to the mounting screw holes/slots for installation.
 - **Do not close the front master door(s) until installation is complete.**
3. Carefully stand the module to the upright position, while ensuring the master door(s) remain open.
4. Remove all hardware located inside the module and set aside.
5. Place the rear-loading module in the opening until the integrated trim is flush with the wall board.
6. Refer to "Individual Installation" (p. 18) or "Multiple Installation" (p. 22), as appropriate, and proceed with installation.



IMPORTANT: When installation is complete, make sure you have removed all hardware located inside the module before closing the door(s).



PARCEL-ONLY MODULE INSTALLATION

versatile™ 4C mailbox suites

- 1.** While looking at the back of the module, slide and hold the sliding latch up past the latch hook.
- 2.** The master door can now be opened to gain access to the mounting screw holes/slots for installation.
- 3.** Remove all hardware located inside the module and set aside.
- 4.** Place the parcel-only module in the opening until the integrated trim is flush with the wall board.
- 5.** Refer to "Individual Installation" (p. 18) or "Multiple Installation" (p. 22), as appropriate, and proceed with installation.

After fastening the parcel-only module into the opening:

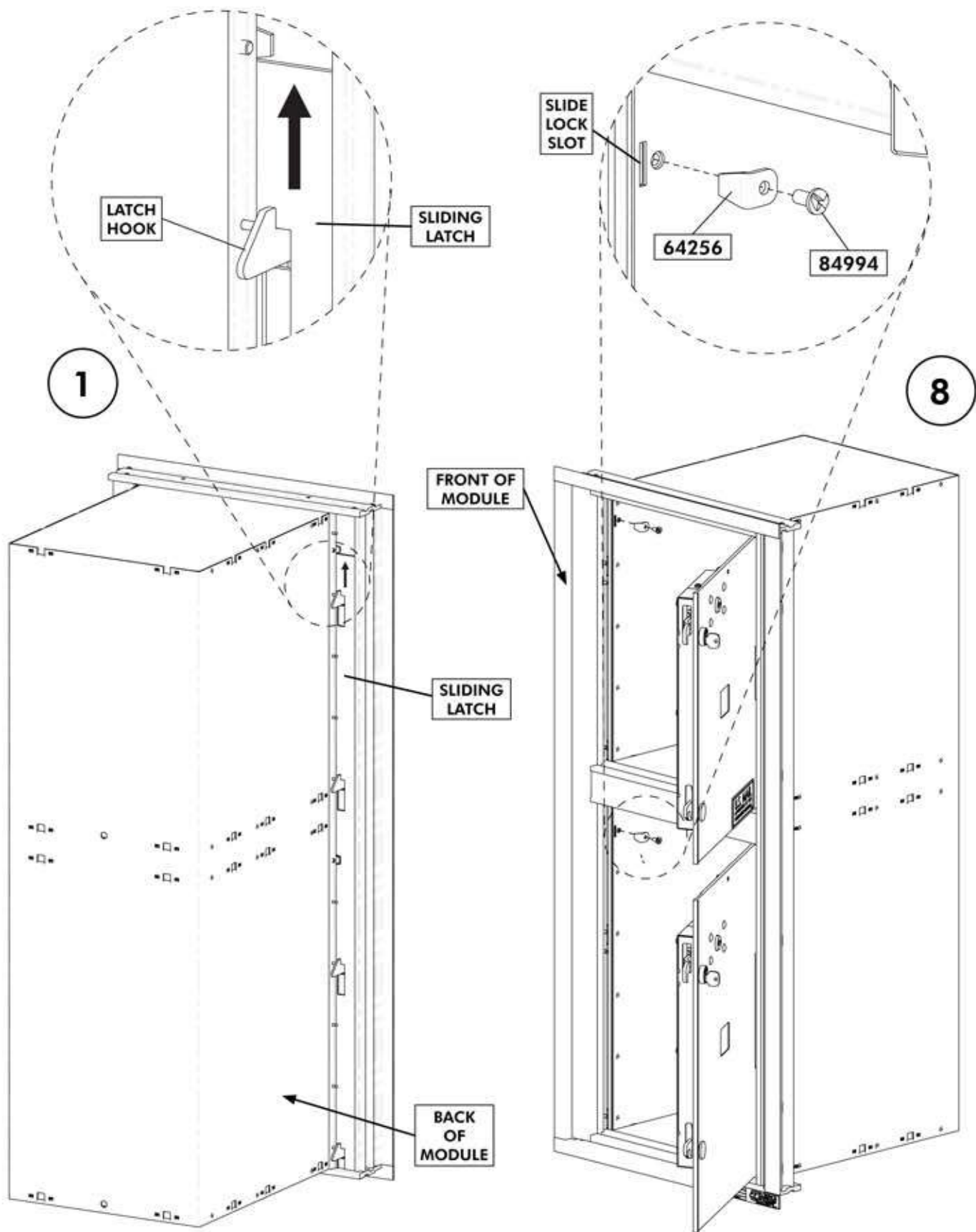
- 6.** Close the master door.
- 7.** Open the parcel doors using the parcel door keys included with the hardware.
- 8.** Install all slide lock(s) (**64256**) and secure with #10-32 x 3/8" one-way screw(s) (**84994**) in each parcel locker in the module.



IMPORTANT: When installation is complete, make sure you have removed all hardware located inside the module before closing the door(s).

ADJUSTMENT TIP: If access to mounting screws is necessary for installation adjustment, open the parcel doors and remove all #10-32 x 3/8" one-way screw(s) (**84994**) and all slide lock(s) (**64256**) per each parcel locker in the module.

- Disengage the sliding latch by placing a small allen wrench (hex key) in the slide lock slot and sliding the sliding latch upward.
- The master door can now be opened.



COLLECTION BOX MODULE INSTALLATION

versatile™ 4C mailbox suites

1. While looking at the back of the collection box module, slide and hold the sliding latch up past the latch hook.
2. The master door can now be opened to gain access to the mounting screw holes/slots for installation.
3. Remove all hardware located inside the module and set aside.

NOTE: If a factory installed private door lock was ordered, open the collection door using the keys taped to the side of the module.

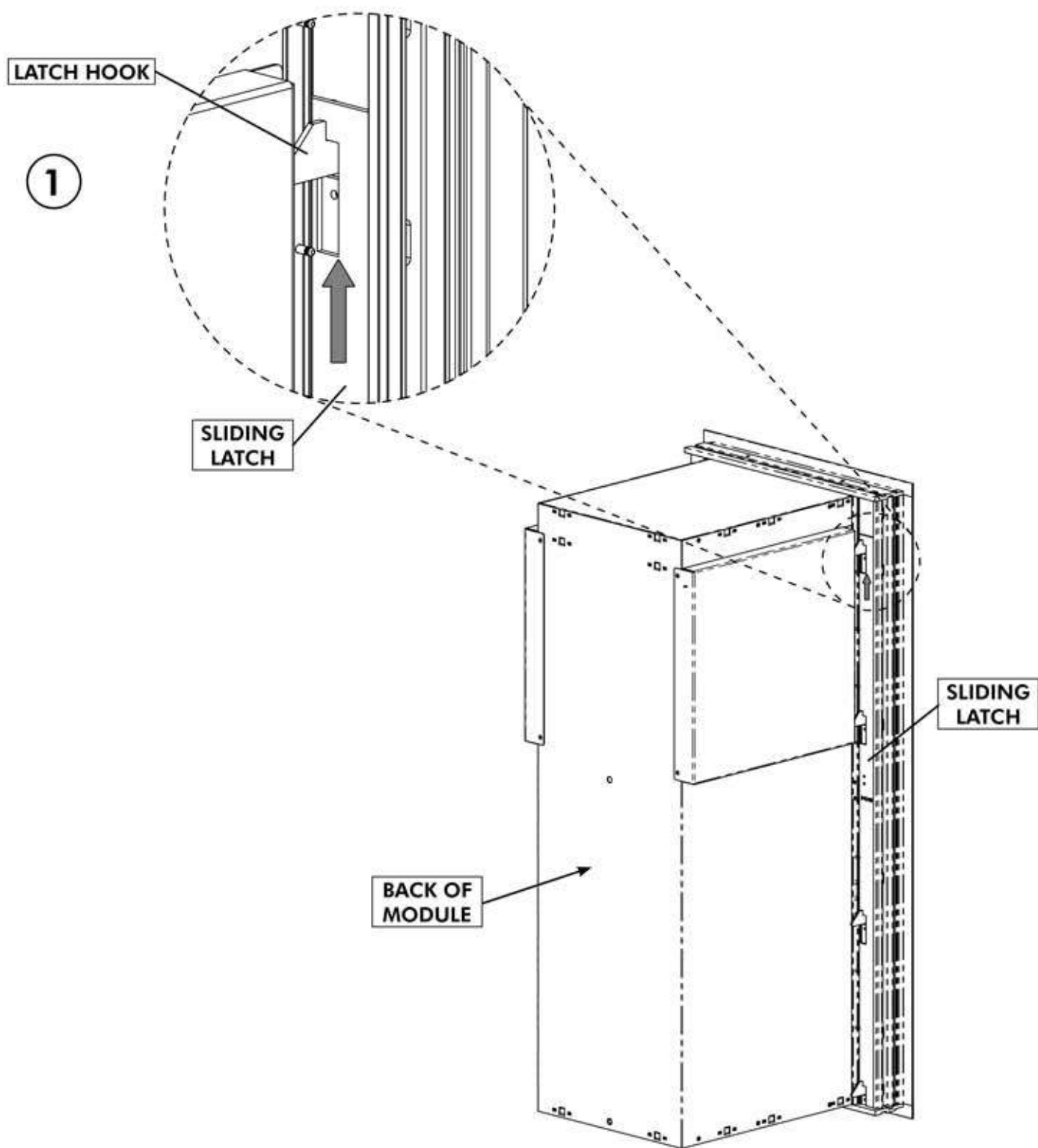
4. Place the collection box module in the opening until the integrated trim is flush with the wall board.
5. Refer to "Individual Installation" (p. 20) or "Multiple Installation" (p. 22), as appropriate, and proceed with installation.



IMPORTANT: When installation is complete, make sure you have removed all hardware located inside the module before closing the door(s).

ADJUSTMENT TIP: If access to the mounting screws is necessary for installation adjustment, open the collection door, and find a latch hook location.

- The hopper handle must be removed before the master door will open.
- Insert a #1 screw driver between the master door and the module frame, and slide the sliding latch up until the master door has disengaged.



TRASH/RECYCLING BIN MODULE INSTALLATION

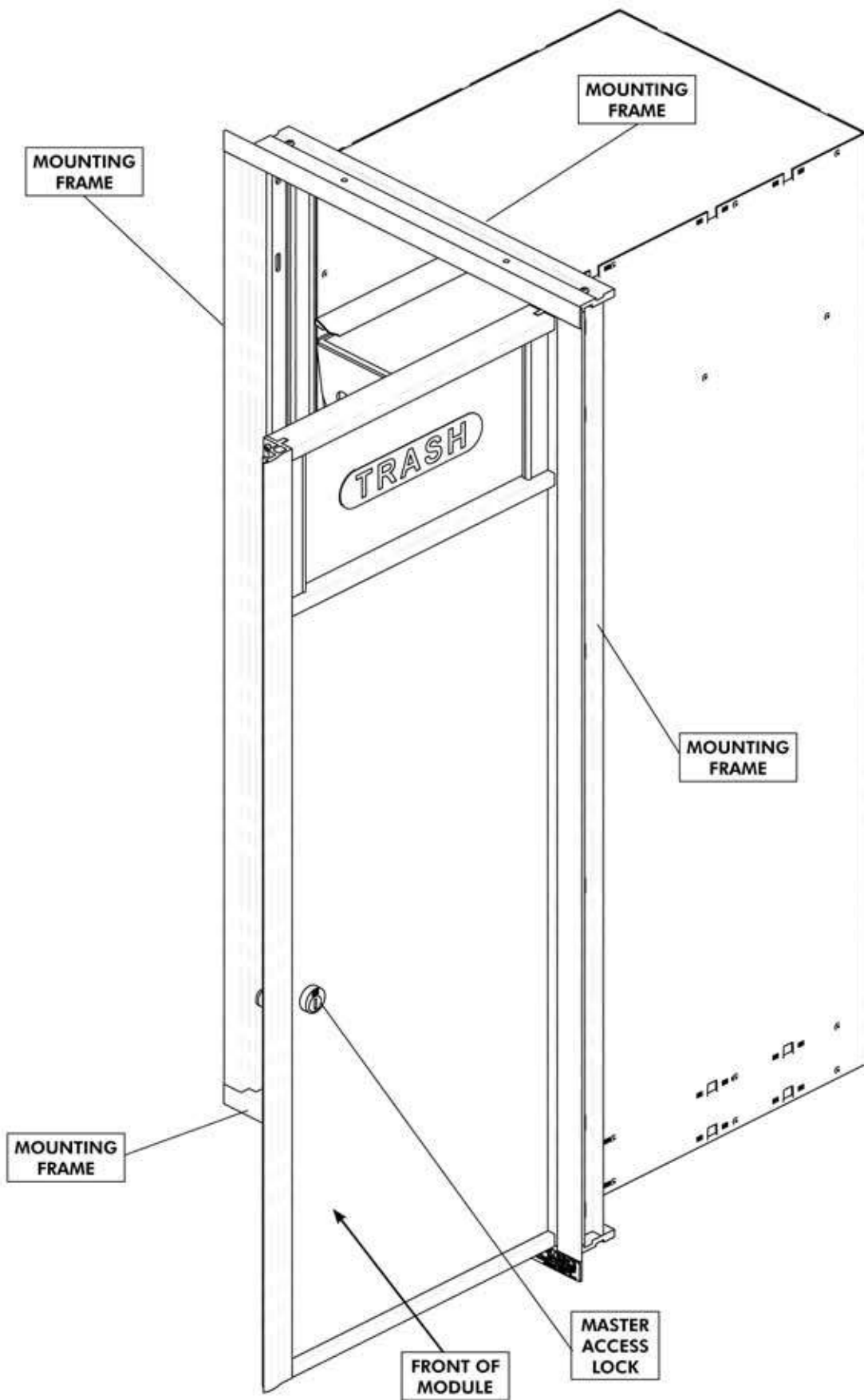
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NOTE: Trash/recycling bin modules do not require USPS service.

- 1.** Determine which master access lock your module includes before proceeding:
 - If the module has a keyed master access lock, insert the key to open the entire front of the module to gain access to the mounting frame. (The key will be taped to the side of the module).
 - If the module has a combination master access lock, arrange the dials to the proper combination to open the entire front of the module to gain access to the mounting frame. (The combination will be shown on a removable label on the front of the module or the lock will be left in the open position.)
 - If the module has a slotted keyless master access lock, insert a slotted screwdriver or coin (quarter) to open the entire front of the module to gain access to the mounting frame.
- 2.** Place the trash/recycling bin module in the opening until the integrated trim is flush with the wall board.
- 3.** Refer to "Individual Installation" (p. 20) or "Multiple Installation" (p. 22), as appropriate, and proceed with installation.



IMPORTANT: When installation is complete, make sure you have removed all hardware located inside the module before closing the door(s).



INDIVIDUAL INSTALLATION

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NOTE: Only front-loading tenant or tenant with parcel units have a hold open arm.

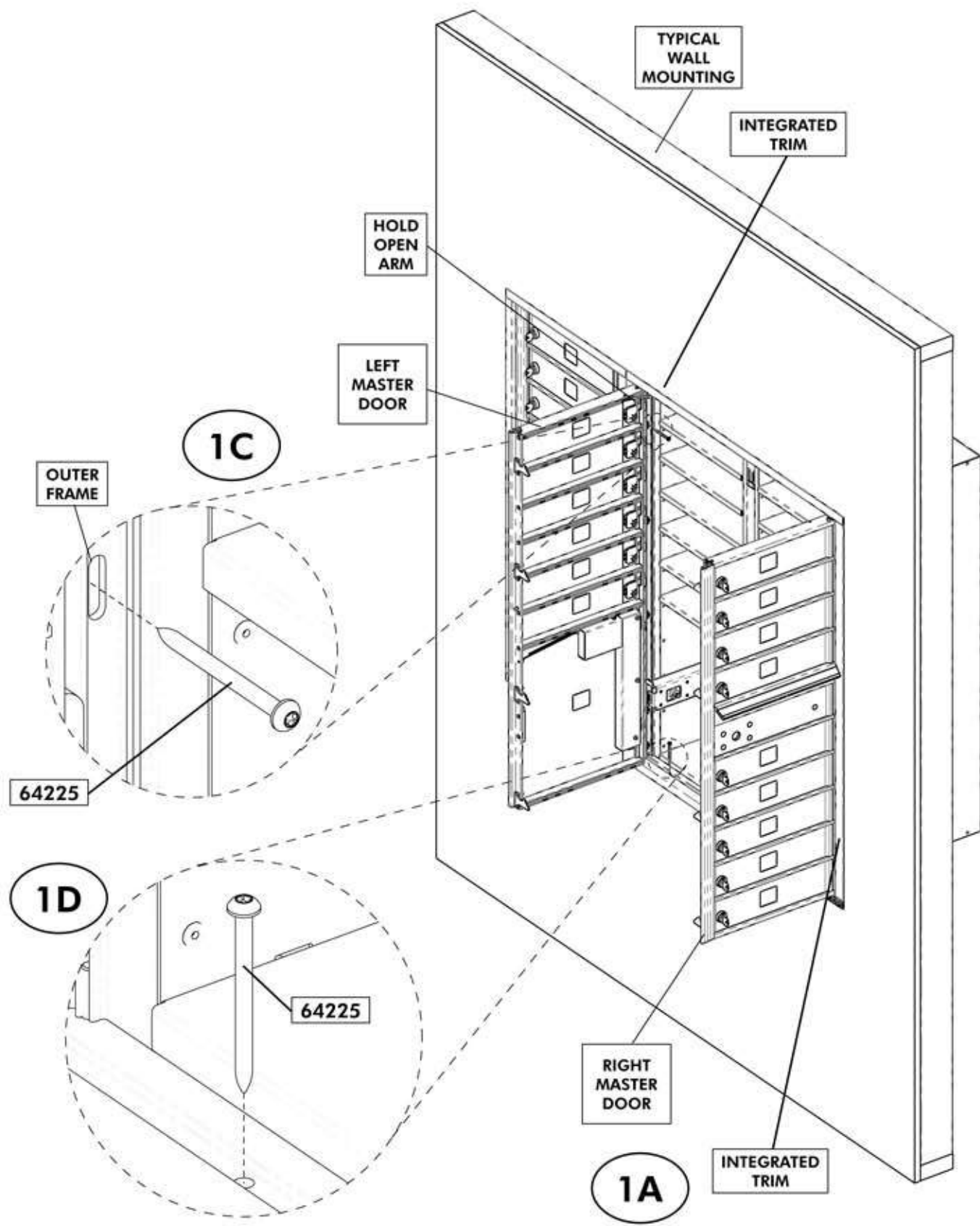
- When installing a rear-loading module, parcel-only module, collection box module, or trash/recycling bin, you may ignore all references to hold open arm(s) in the remainder of the text.

1. For Double-Wide Florence 4C Modules:

- A.** Open the right master door until the hold open arm engages and install the included #8 x 2" pan-head T20 Torx wood screws (**64225**) along the right-hand outer frame.
- B.** Partially open the left master door until the right master door can be completely closed.
- C.** Open the left master door until the hold open arm engages and install the included #8 x 2" pan-head T20 Torx wood screws (**64225**) along the left-hand outer frame.
- D.** With both the left and right master doors open and hold open arms engaged, install the included #8 x 2" pan-head T20 Torx wood screws (**64225**) along the top and bottom frame.

NOTE: The #8 x 2" pan-head T20 Torx wood screws (**64225**) should be tightened to ensure a snug fit.

- Overtightening beyond initial contact with frame could hinder functionality.
- If overtightening occurs, simply back out each overtightened mounting screw.



INDIVIDUAL INSTALLATION (cont.)

versatile™ 4C mailbox suites

2. For Single-Wide Florence 4C Modules:

A. Open the master door until the hold open arm engages

- **Collection Box module:**

Remove the tape that secured the hopper for shipping, allowing the hopper to drop down out of the way to gain access to the mounting screw locations.

B. Install the included #8 x 2" pan-head T20 Torx wood screws (**64225**) along both the left- and right-hand outer frame.

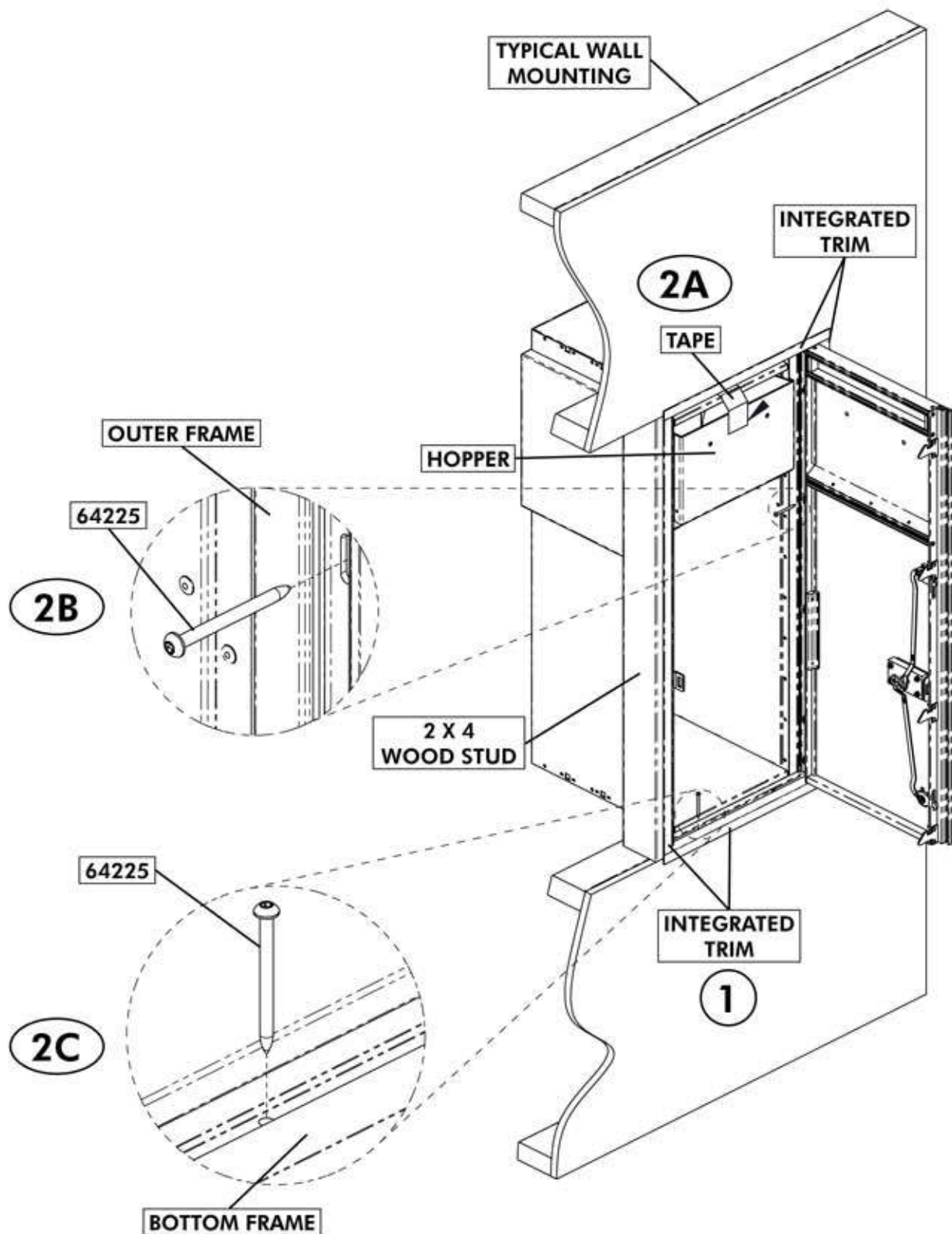
C. With the master door open and hold open arm engaged, install the included #8 x 2" pan-head T20 Torx wood screws (**64225**) along the top and bottom frame.

1). **Parcel-only module** -- Return to p. 12, Step 6 to complete the installation.

2). **Collection box module** -- Go to p. 32 to install the hopper door handle.

NOTE: The #8 x 2" pan-head T20 Torx wood screws (**64225**) should be tightened to ensure a snug fit.

- Overtightening beyond initial contact with frame could hinder functionality.
- If overtightening occurs, simply back out each overtightened mounting screw.



MULTIPLE INSTALLATION USING FLORENCE'S EXCLUSIVE MULTI-UNIT CONNECTOR KIT

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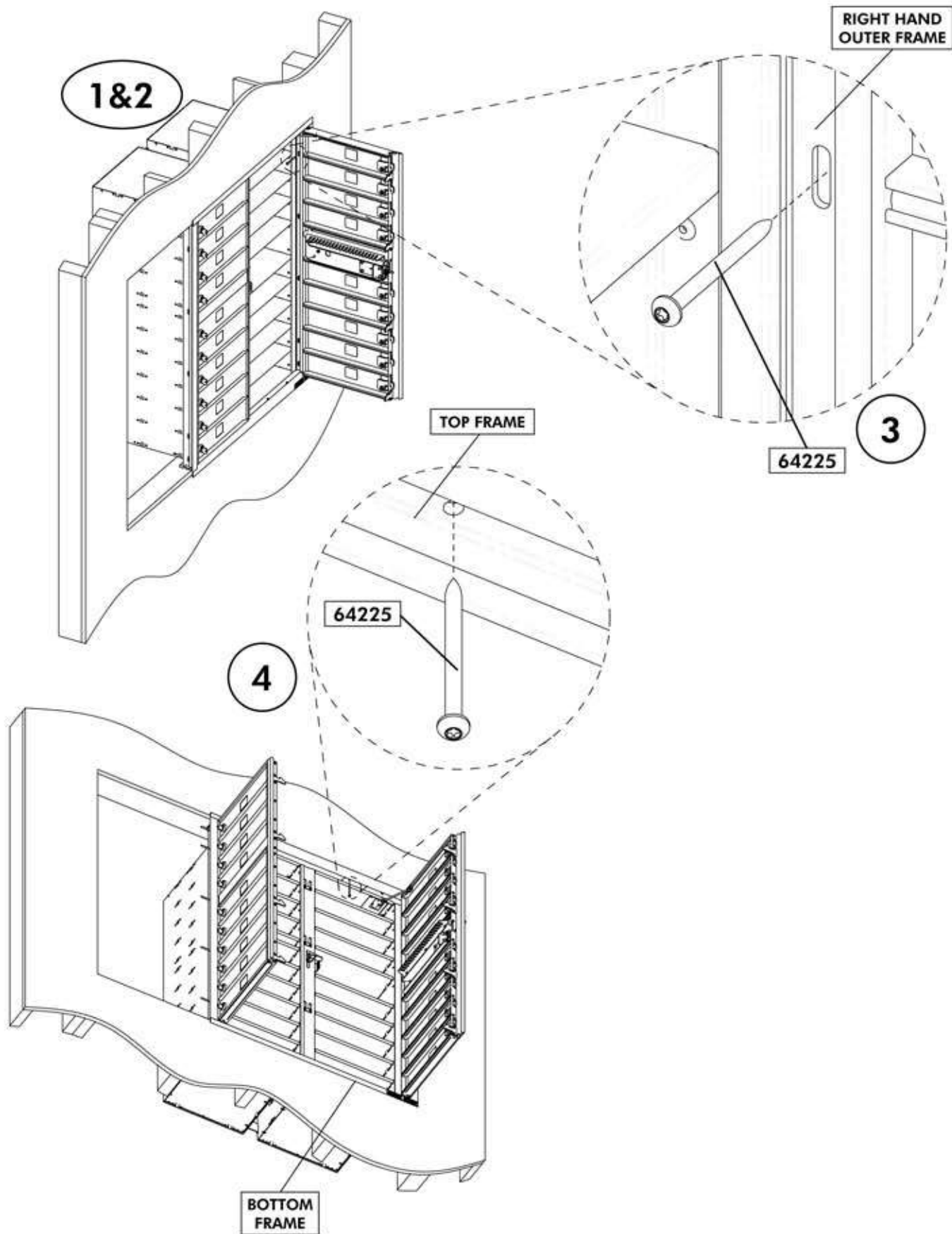
NOTE: Only front-loading tenant or tenant w/ parcel units have a hold open arm.

- When installing a rear-loading module, parcel-only module, collection box module, or trash/recycling bin, you may ignore all references to hold open arm(s) in the remainder of the text.

1. Place the first module at the right-hand side of the rough opening until the integrated trim is flush with the wall board.
2. Open the master door(s) until the hold open arm(s) engage(s).
 - **Collection Box module:**
Remove the tape that secured the hopper for shipping, allowing the hopper to drop down out of the way to gain access to the mounting screw locations (see p. 21).
3. Install the included #8 x 2" pan-head T20 Torx wood screws (**64225**) along the right-hand outer frame.
4. Install the included #8 x 2" pan-head T20 Torx wood screws (**64225**) along the top and bottom frame.
 - 1). **Parcel-only module** -- Return to p. 12, Step 6 to complete the installation before going on to Step 5.
 - 2). **Collection box module** -- Go to p. 32 to install the hopper door handle before going on to Step 5.

NOTE: The #8 x 2" pan-head T20 Torx wood screws (**64225**) should be tightened to ensure a snug fit.

- Overtightening beyond initial contact with frame could hinder functionality.
- If overtightening occurs, simply back out each overtightened mounting screw.



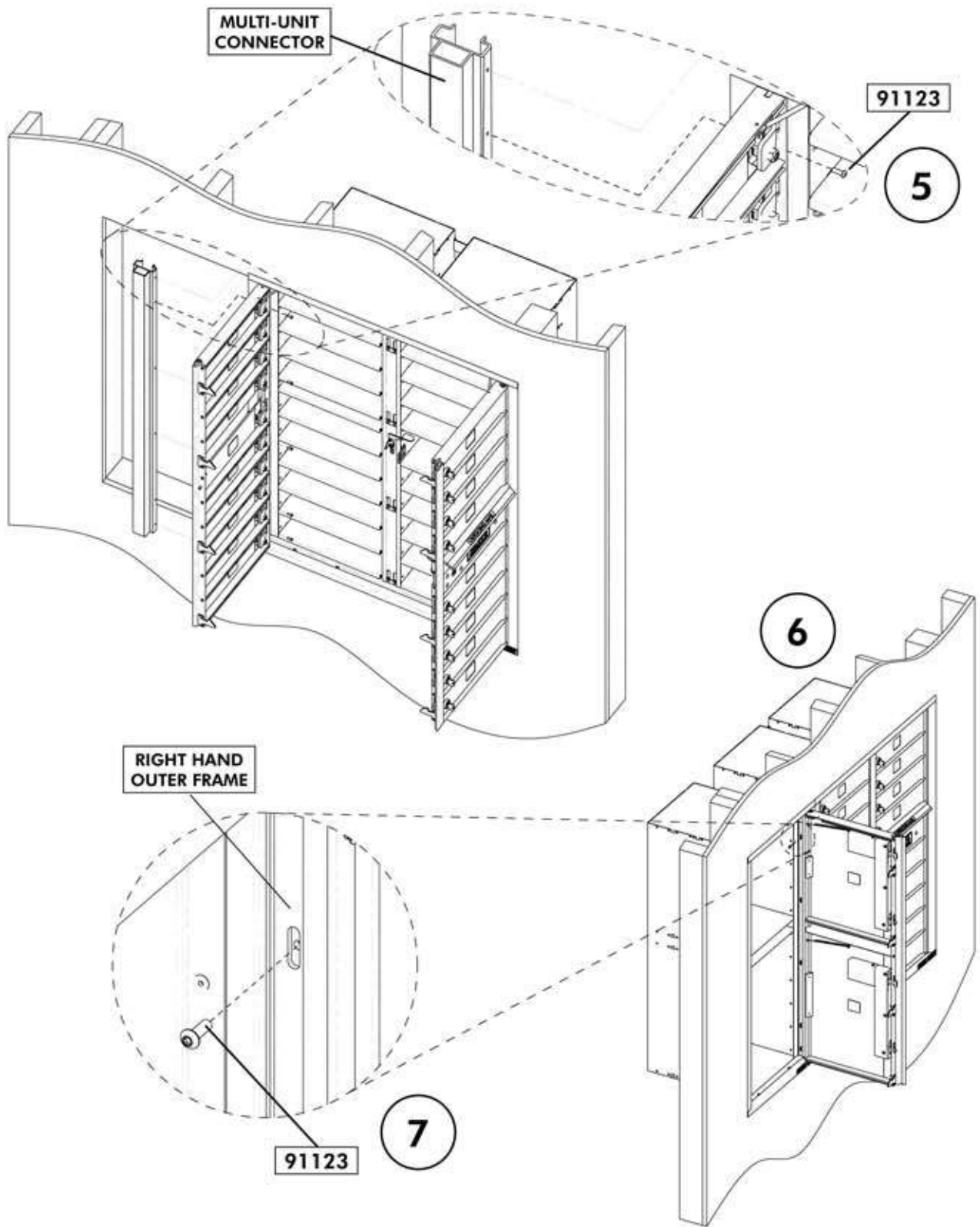
MULTIPLE INSTALLATION USING FLORENCE'S EXCLUSIVE MULTI-UNIT CONNECTOR KIT (cont.)

versatile™ 4C mailbox suites

- 5.** Fasten the multi-unit connector to the module using the included #8-32 x 1/2" button-head 151P Torx+ screws (**91123**).
 - **If installation and wall layout design does not require a multi-unit connector, the kit may not be included with the module.**
- 6.** Place the next module in the opening until the integrated trim is flush with the wall board. Slide the module to the right until the trim is against the previously installed unit.
- 7.** Install the included #8-32 x 1/2" button-head 151P Torx+ screws (**91123**) along the right-hand outer frame.

NOTE: The #8 x 2" pan-head T20 Torx wood screws (**64225**) should be tightened to ensure a snug fit.

- **Overtightening beyond initial contact with frame could hinder functionality.**
- **If overtightening occurs, simply back out each overtightened mounting screw.**



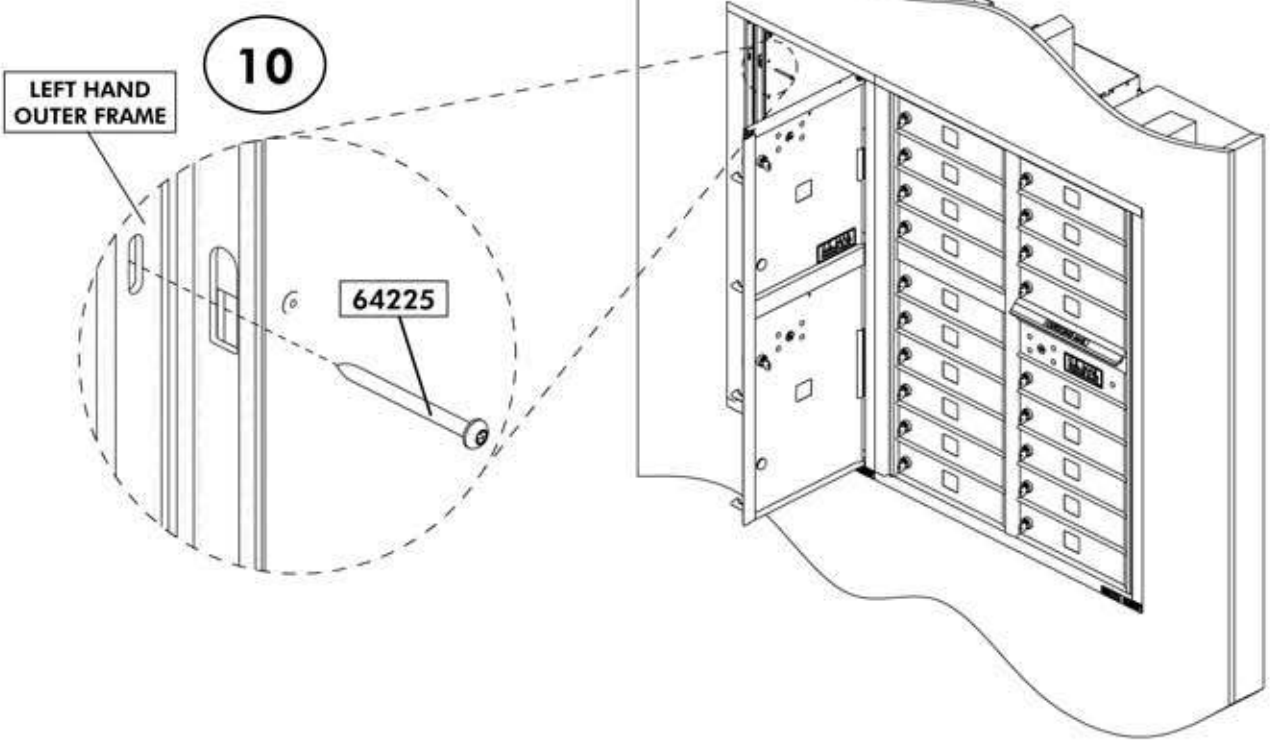
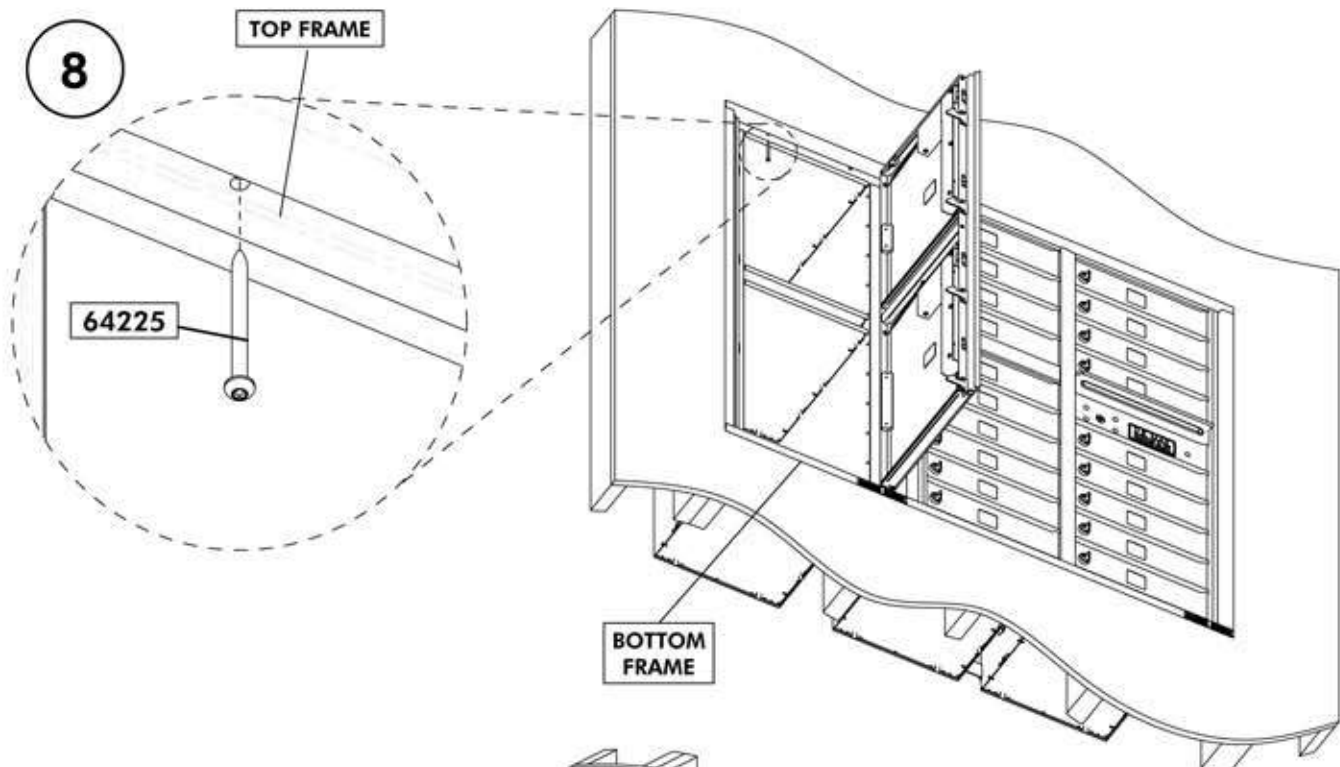
MULTIPLE INSTALLATION USING FLORENCE'S EXCLUSIVE MULTI-UNIT CONNECTOR KIT (cont.)

versatile™ 4C mailbox suites

- 8.** Open the master door(s) until the hold open arm engages and install the included #8 x 2" pan-head T20 Torx wood screws (**64225**) along the top and bottom frame.
- 9.** Repeat steps 4 - 8 for any additional modules that will be mounted to a multi-unit connector, otherwise proceed to Step 10.
- 10.** Install the included #8 x 2" pan-head T20 Torx wood screws (**64225**) along the left-hand outer frame.

NOTE: The #8 x 2" pan-head T20 Torx wood screws (**64225**) should be tightened to ensure a snug fit.

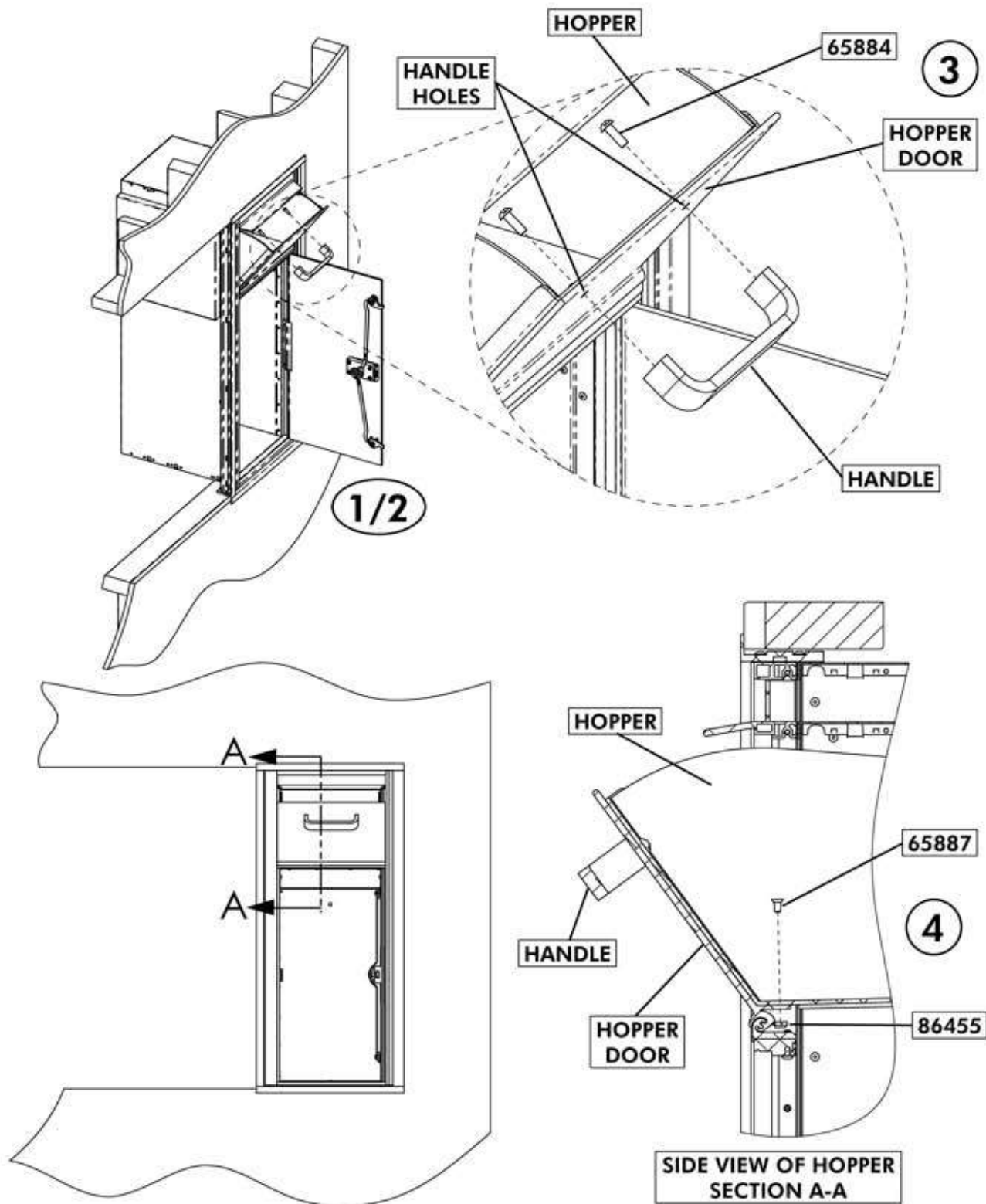
- However, overtightening beyond initial contact with frame could hinder functionality.
- If overtightening occurs, simply back out each overtightened mounting screw.



INSTALLATION OF COLLECTION BOX HOPPER DOOR HANDLE

versatile™ 4C mailbox suites

- 1.** Make sure the hopper door is in the upright closed position and the collection door is open. Close the master door.
- 2.** Push up on the hopper from underneath to lift it into the operating position, and let it rotate forward.
 - Both the hopper and hopper door should open.
- 3.** Align the hopper handle with the handle holes through the hopper and hopper door, and install two (2) 1/4-20 x 3/4" one-way screws (**65884**) through the holes into the handle. (Loosely tighten only, at this time.)
- 4.** With the hopper open, install three (3) #10-32 x 0.375" flat head Phillips screws (**65887**) through the hopper bottom and the bottom of the hopper door and secure using three (3) #10-32 thin lock nuts (**86455**). (Loosely tighten only, at this time.)
- 5.** Verify that the hopper door opens and closes freely.
 - The hopper door should close by itself from the open position when the handle is released. (Adjust as necessary.)
- 6.** Tighten all screws and nuts from Steps 3 and 4.



Thank you for purchasing Florence products!

