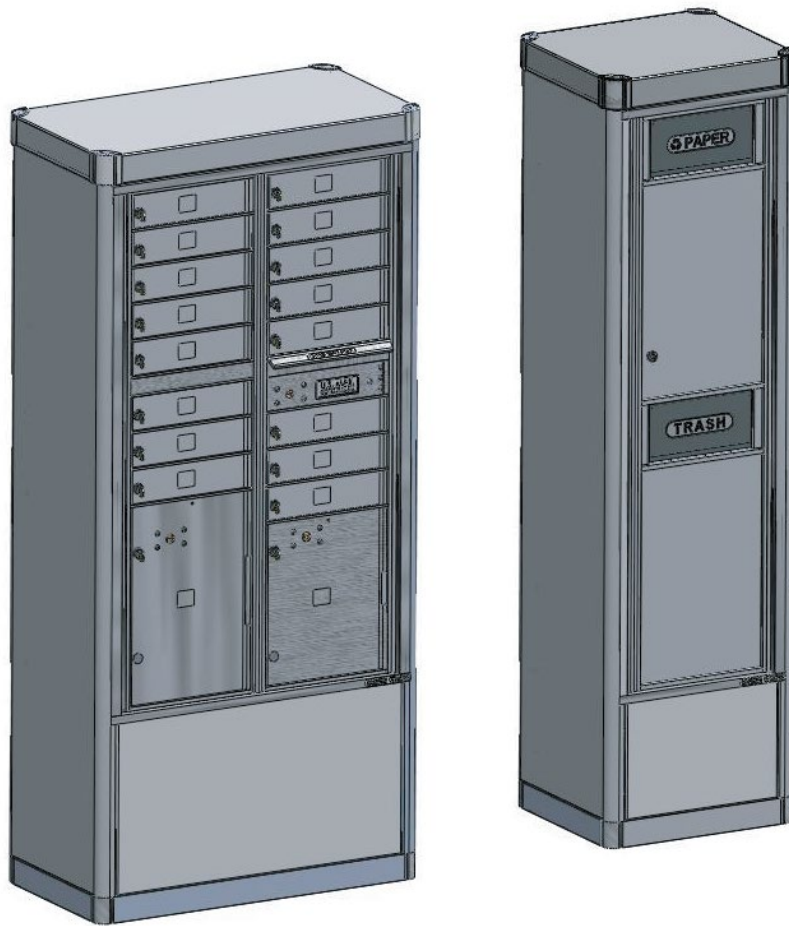


# INSTALLATION and MAINTENANCE MANUAL

vario  
**Depot**™

Mailbox Enclosure Kit  
for versatile™ 4C mailbox suites



**AF** FLORENCE  
manufacturing company

A GIBRALTAR INDUSTRIES COMPANY 

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## ADVISORIES

### **ATTENTION!**

#### **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 4C module in the vario™ Depot enclosure. Keep fingers and hands clear to avoid injury.

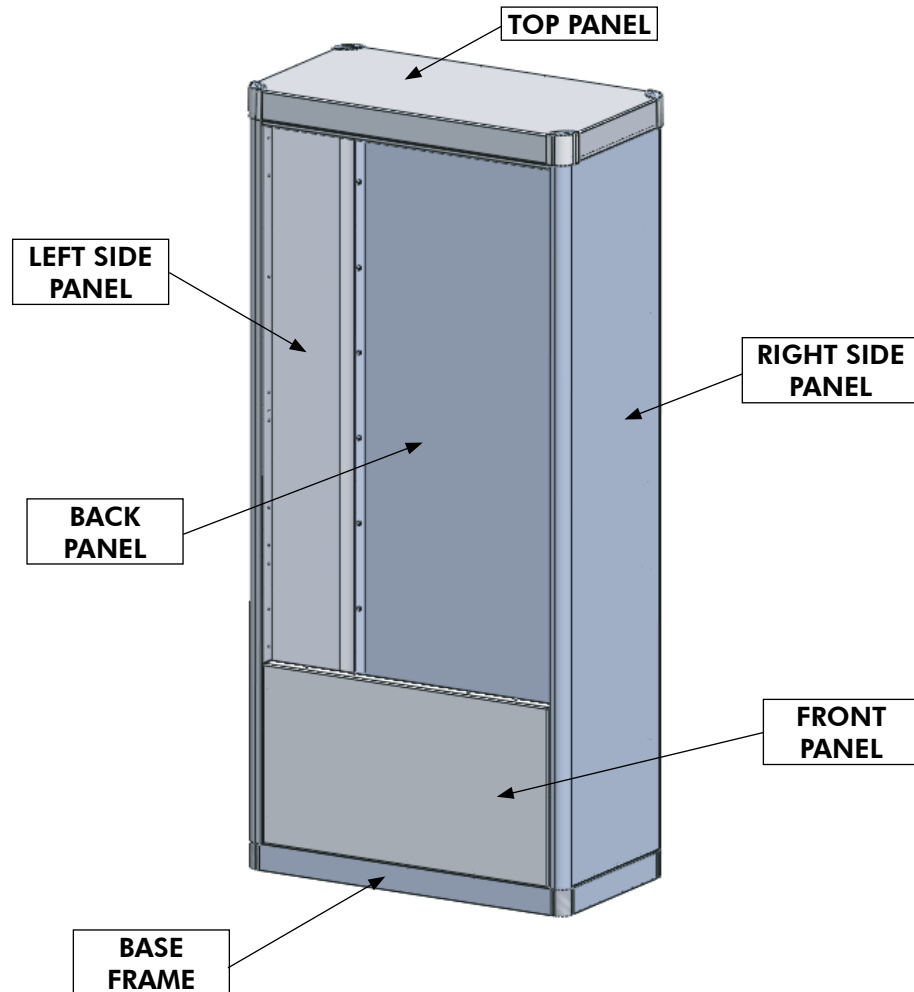
#### **WARNING -- Installation**

- Florence 4C units are heavy. Do not stand 4C units up without support to prevent tipping.
- Mailboxes may tip out of vario™ Depot enclosure 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 enclosure. 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.

# GET TO KNOW YOUR vario™ DEPOT

## vario™ Depot mailbox enclosure kit for versatile™ 4C mailbox suites

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. This will help you to become familiar with the terms that are used as you are installing your vario™ Depot mailbox enclosure.



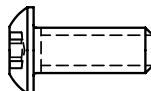
If ordering replacement parts, refer to part number **K65606SP** and specify:

- versatile™ 4C module type
- finish
- single column or double column
- panel (top, right side, left side, front) or base frame needed.

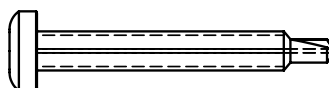
# HARDWARE LIST

## vario™ Depot mailbox enclosure kit for versatile™ 4C mailbox suites

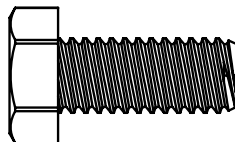
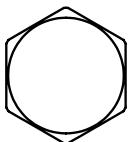
Hardware Kit (**K65187**) illustrated here is for identification purposes only. Not all hardware will be used in all applications.



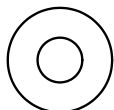
**48291 - #10-32 x 1/2" BHCS T20 Torx screw  
(45 included)**



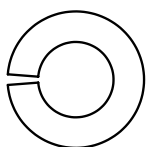
**65734 - #8-18 x 1-1/4" pan head T20 Torx screw  
(24 included)**



**34423 - 5/16-18 x 3/4" hex head cap screw  
(20 included)**



**30194 - 3/16" ID x 7/16" OD flat washer  
(20 included)**



**34428 - 5/16" split lock washer  
(20 included)**

**Above hardware images are drawn actual size.**

**Note: Anchors are NOT included – furnished by others.**

## SUGGESTED TOOLS FOR INSTALLATION

- Cordless driver/drill
- 3/8" Socket wrench or nut driver
- Phillips screwdriver
- Flat blade screwdriver
- T20 Torx screwdriver / bit
- 151P Torx+ screwdriver / bit
- level
- square

# ANCHORING OPTIONS

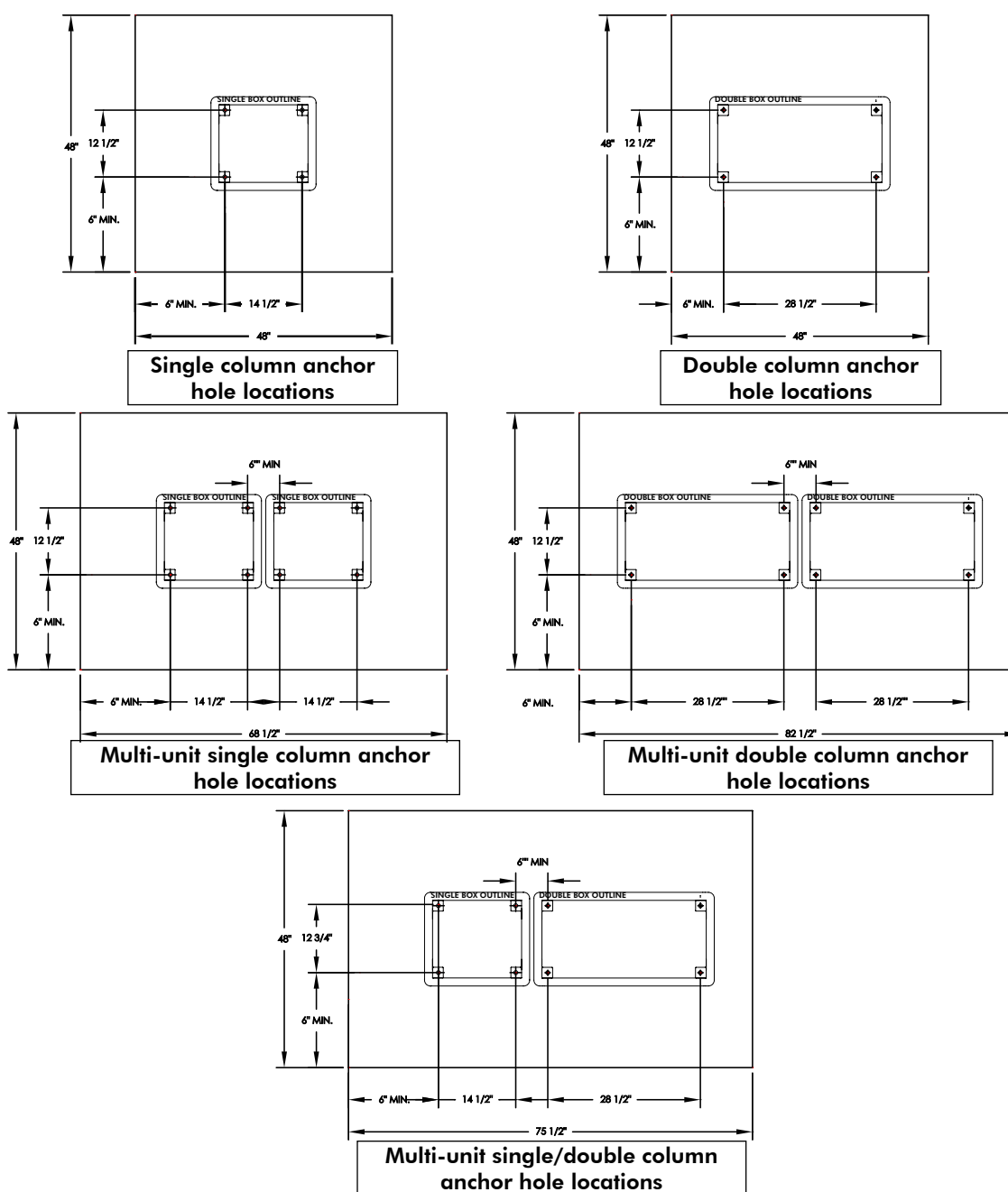
## vario™ Depot mailbox enclosure kit for versatile™ 4C mailbox suites

- Outdoor Installation Anchoring:**

To properly secure your vario™ Depot mailbox enclosure, we recommend the use of Hilti™ Kwik Bolt TZ anchors or similar anchoring systems. Locate where the base frame anchor holes are to be drilled using the foundation dimensions shown below. (Note: The base frame can be used as a template to locate the anchor holes.)

- Indoor Installation Anchoring:**

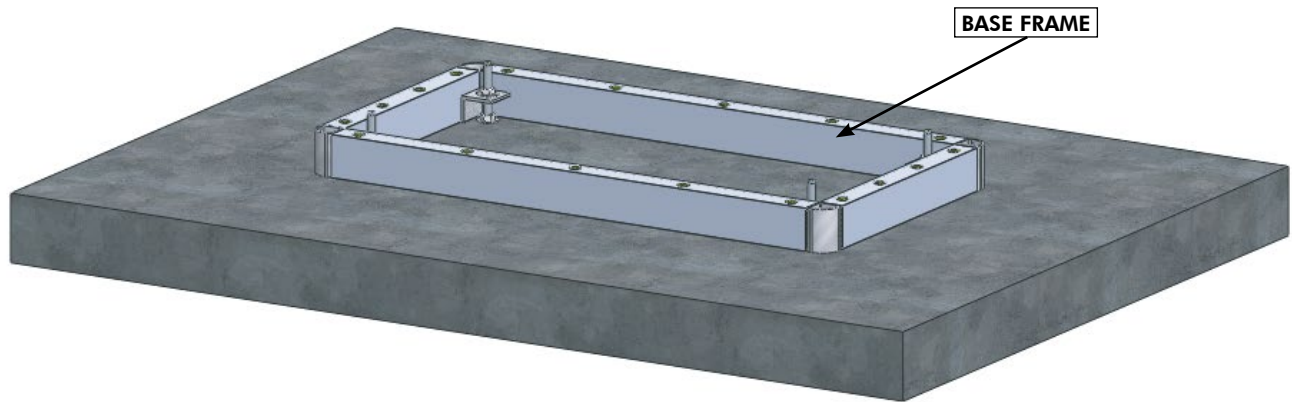
Hardware to anchor your vario™ Depot will depend on the subfloor composition and local building code requirements. Consult your local building code regulations before installing this product indoors.



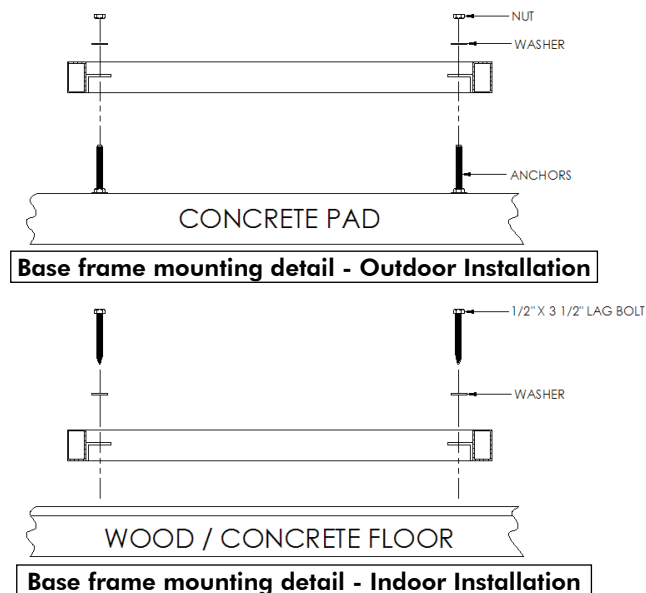
# INSTALL [REPLACE] BASE FRAME

vario™ Depot mailbox enclosure kit for versatile™ 4C mailbox suites

1. Place the base frame into the correct position. Drill holes in the concrete or subfloor while the base frame is in position.



2. Install the anchors. Anchors are NOT included with the vario™ Depot. Refer to anchor manufacturer installation instruction for proper installation.



3. Loosely install the nuts on the anchors. Level the base frame and tighten hardware. Do not over tighten hardware.
4. In the event the concrete pad is not level, refer to p. 7 for vario™ Depot leveling suggestions.

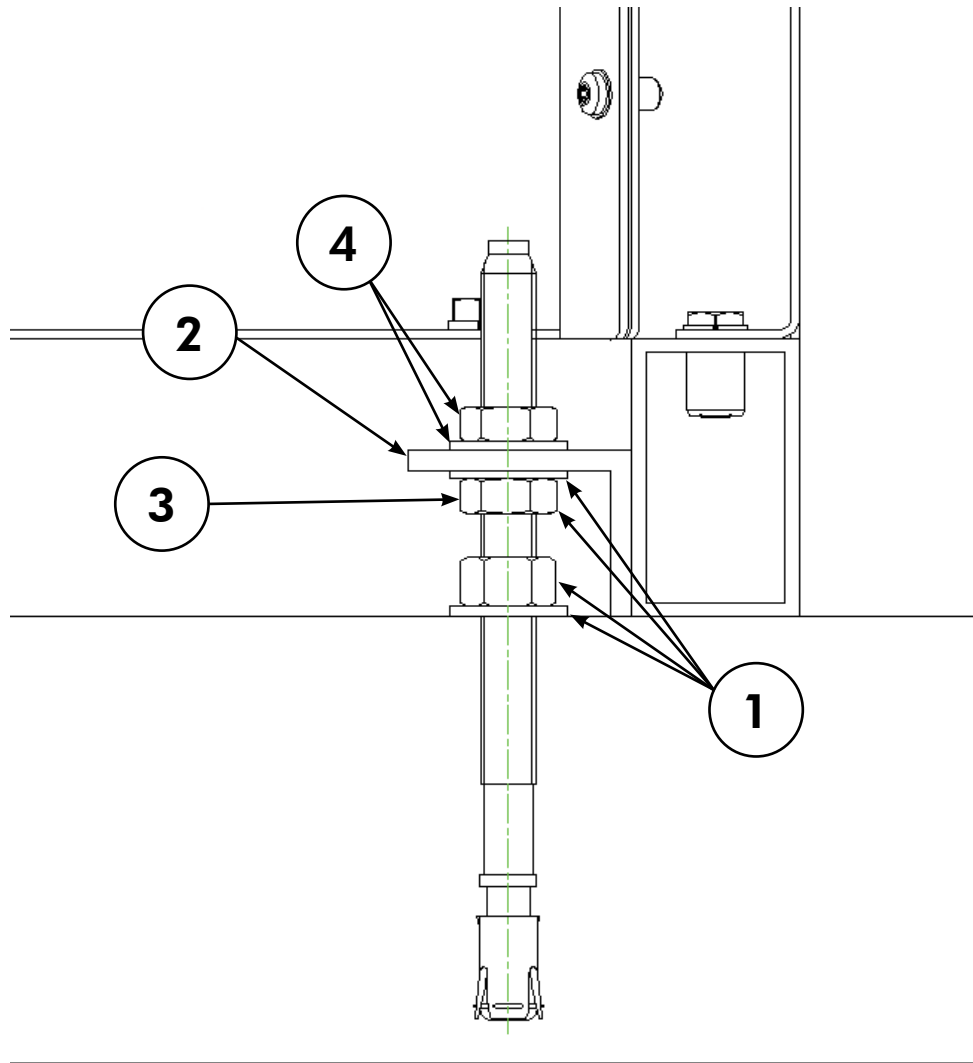
**[ To remove/replace the base frame: Remove all nuts or lag screws that anchor the base frame to the concrete pad or floor. ]**

# LEVELING SUGGESTION (OUTDOOR INSTALLATION)

## vario™ Depot mailbox enclosure kit for versatile™ 4C mailbox suites

In the event the concrete pad is not level, the base frame may be adjusted. The hardware depicted is not provided with your vario™ Depot but is shown for illustration purposes.

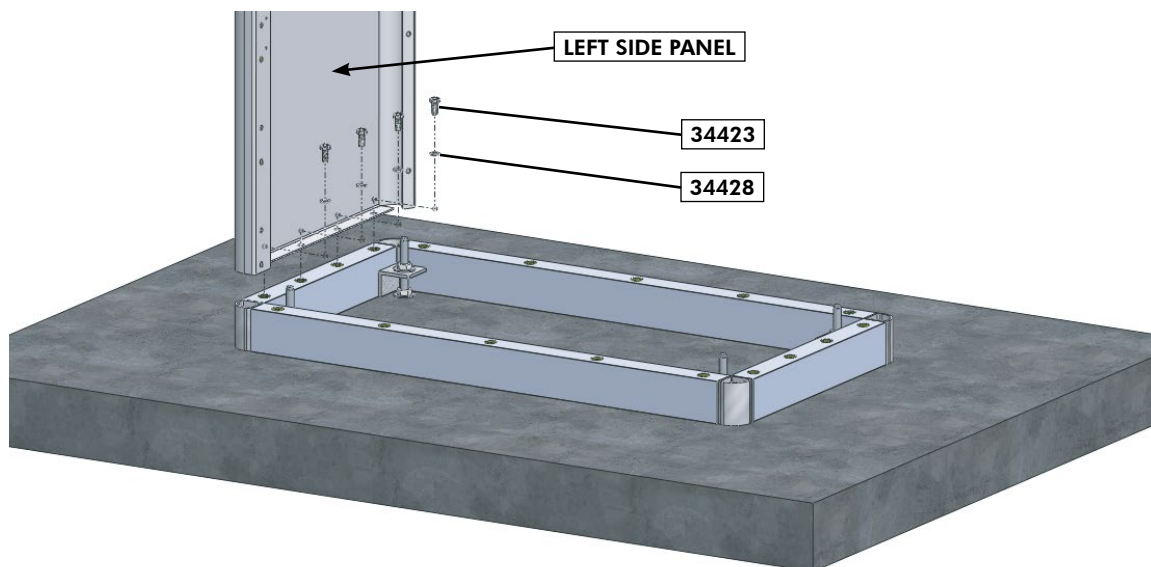
- 1.** Install the hex nuts and flat washers on the anchors as shown.
- 2.** Install the base frame onto anchors.
- 3.** Adjust hex nut up or down to achieve the desired level height.
- 4.** Secure the base frame by installing the flat washer and hex nut.



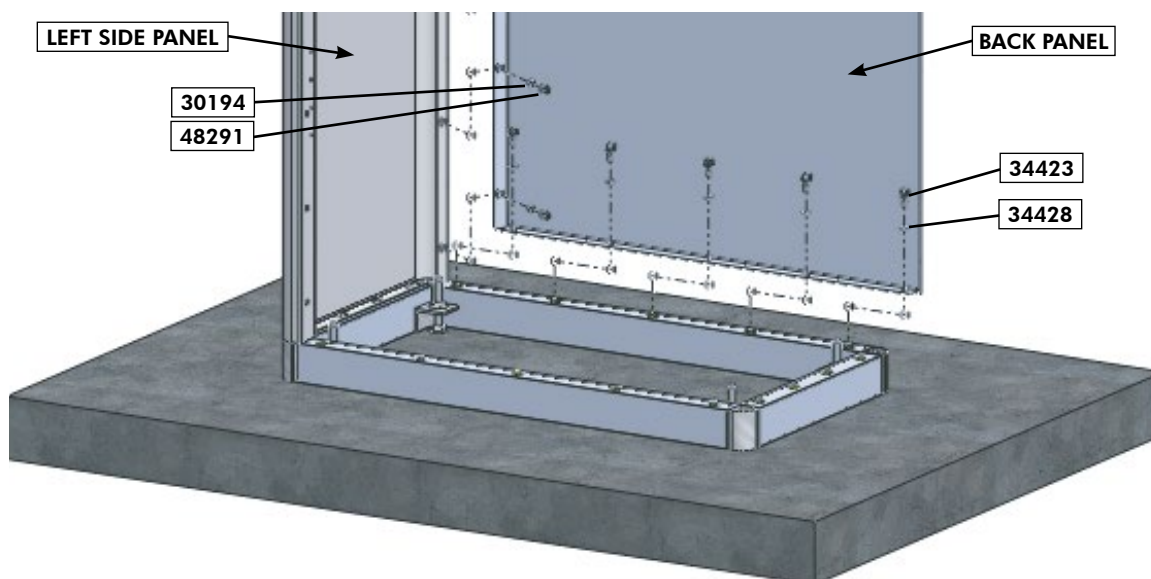
# INSTALL [REPLACE] SIDE PANELS

vario™ Depot mailbox enclosure kit for versatile™ 4C mailbox suites

1. Attach the left side panel (marked with a letter "L" on the top of the panel) to the base frame using 5/16-18 x 3/4" hex head cap screws (**34423**) and 5/16" split lock washers (**34428**). Do not fully tighten screws until the vario™ Depot is completely assembled.



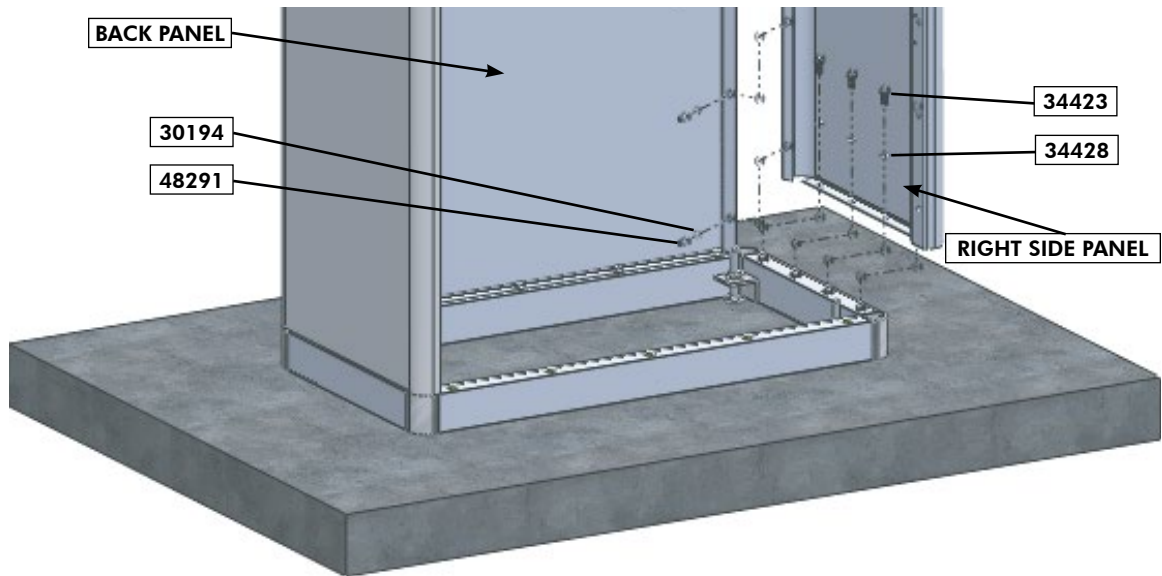
2. Attach the back panel to the left side panel using #10-32 x 1/2" BHCS T20 Torx screws (**48291**) and 3/16" flat washers (**30194**), and to the base frame using 5/16-18 x 3/4" hex head cap screws (**34423**) and 5/16" split lock washers (**34428**). Do not completely tighten hardware yet.





## INSTALL [REPLACE] SIDE PANELS (CONT.)

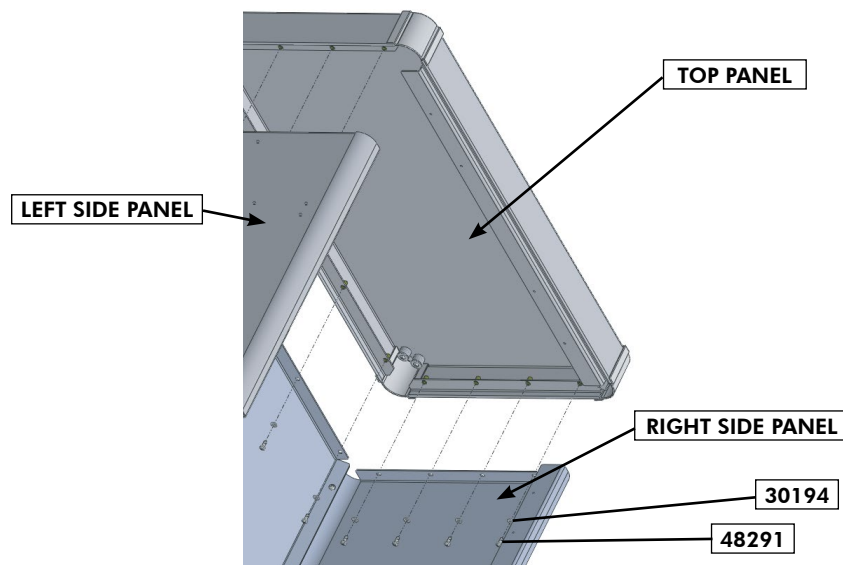
3. Attach the right panel to the back panel using #10-32 x 1/2" BHCS T20 Torx screws (**48291**) and 3/16" ID x 7/16" OD flat washers (**30194**), and to the base frame using 5/16-18 x 3/4" hex head cap screws (**34423**) and 5/16" split lock washers (**34428**). Do not completely tighten hardware yet.



[ To remove/replace the side and back panels: Reverse procedures 1 to 3 above. ]

## INSTALL [REPLACE] TOP PANEL

1. Attach the top panel to the left and right side panels and the back panel using #10-32 x 1/2" BHCS T20 Torx screws (**48291**) and 3/16" ID x 7/16" OD flat washers (**30194**). Do not completely tighten hardware yet.



[ To remove/replace the top panel: Remove the screws described above. ]

# ADJUST vario™ DEPOT AND TIGHTEN HARDWARE

## vario™ Depot mailbox enclosure kit for versatile™ 4C mailbox suites

Ensure that all vario™ Depot components are plumb and square, and seams are aligned, and then tighten all hardware.

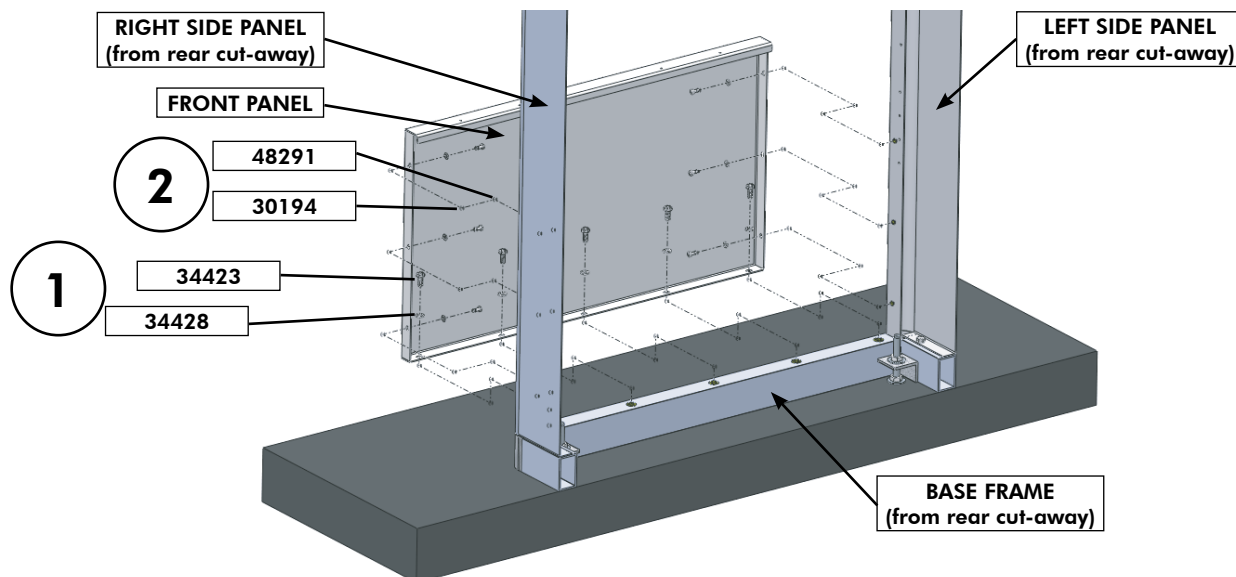
**Be careful not to strip the threads of the bolts and screws when tightening!  
Do not over tighten!**

Tighten hardware in the order listed below:

- 1). Align and tighten sides and back panel to base.
- 2). Tighten all screws on the top panel.

## INSTALL [REPLACE] FRONT PANEL

1. Install the 5/16" split lock washers (**34428**) and 5/16-18 x 3/4" hex head cap screws (**34423**) first. Do not tighten screws.
2. Install 3/16" ID x 7/16" OD flat washers (**30194**) and #10-32 x 1/2" BHCS T20 Torx screws (**48291**).



3. Align the front panel to the left and right side panels and tighten all screws.

**[ To remove/replace the front panel: Reverse procedures 1 and 2 above. ]**

Your vario™ Depot mailbox enclosure kit is now fully assembled and ready for your Florence versatile™ 4C module.

# INSTALL [REMOVE] versatile™ 4C MAILBOXES OR ACCESSORY MODULES

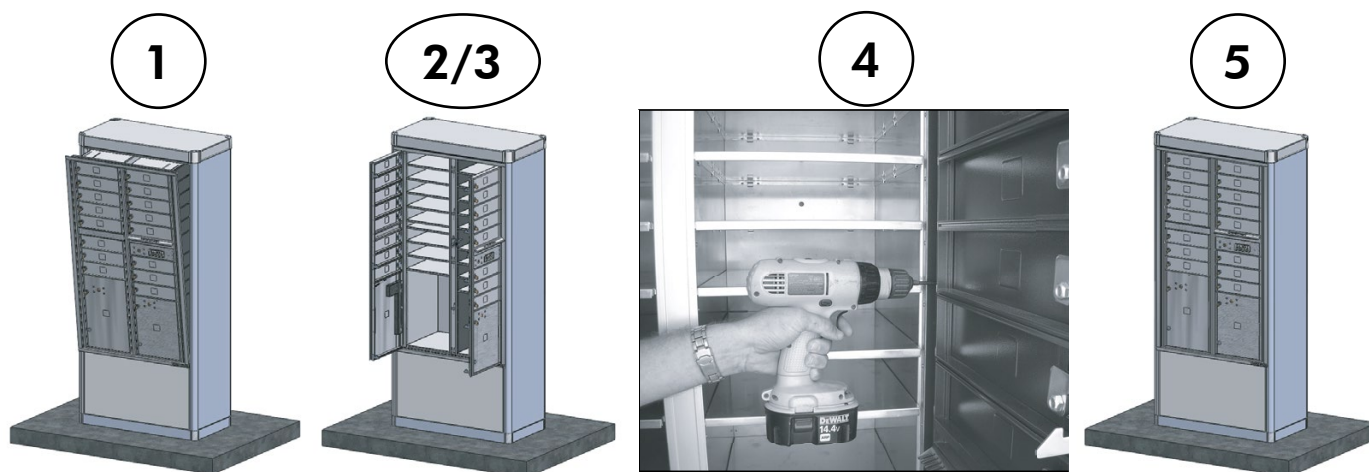
## vario™ Depot mailbox enclosure kit for versatile™ 4C mailbox suites

The following steps are used to install your Florence versatile™ 4C module into the vario™ Depot mailbox enclosure. For more product detail, please refer to the installation instructions included with your Florence versatile™ 4C product module.

1. Place the bottom of the versatile™ 4C module into the vario™ Depot.
2. Tilt the top of the module completely into the vario™ Depot, ensuring the mailbox trim is flush against the front of the vario™ Depot enclosure.
3. Open the master door(s) of the versatile™ 4C module so the hold-open arms secure the door(s) in the open position.
4. Secure the module into the vario™ Depot using the #8-18 x 1-1/4" pan head T20 Torx screws (64734) provided with the vario™ Depot.

**NOTE: Number of screw locations will vary depending on size and style of versatile™ 4C module being installed. Please consult the product installation guide included with your versatile™ 4C module for information specific to your unit.**

5. Close the master door(s) by lifting the hold-open arms and shutting the gates.



[ Reverse procedures 1 to 5 above to remove the versatile™ 4C module from the vario™ Depot enclosure for repair/replacement of vario™ Depot components. ]

# REPLACEMENT PARTS / MAINTENANCE

For a complete listing of all available replacement parts and/or maintenance procedures for the versatile™ 4C Mailbox Suites by Florence, please refer to the versatile™ 4C Mailbox Suites Maintenance Manual which may be downloaded from [www.florencemailboxes.com/downloads](http://www.florencemailboxes.com/downloads).

Service parts are available for purchase through an Authorized Florence Dealer and online at [www.florencemailboxes.com/store](http://www.florencemailboxes.com/store).

*Thank you for purchasing Florence products!*

