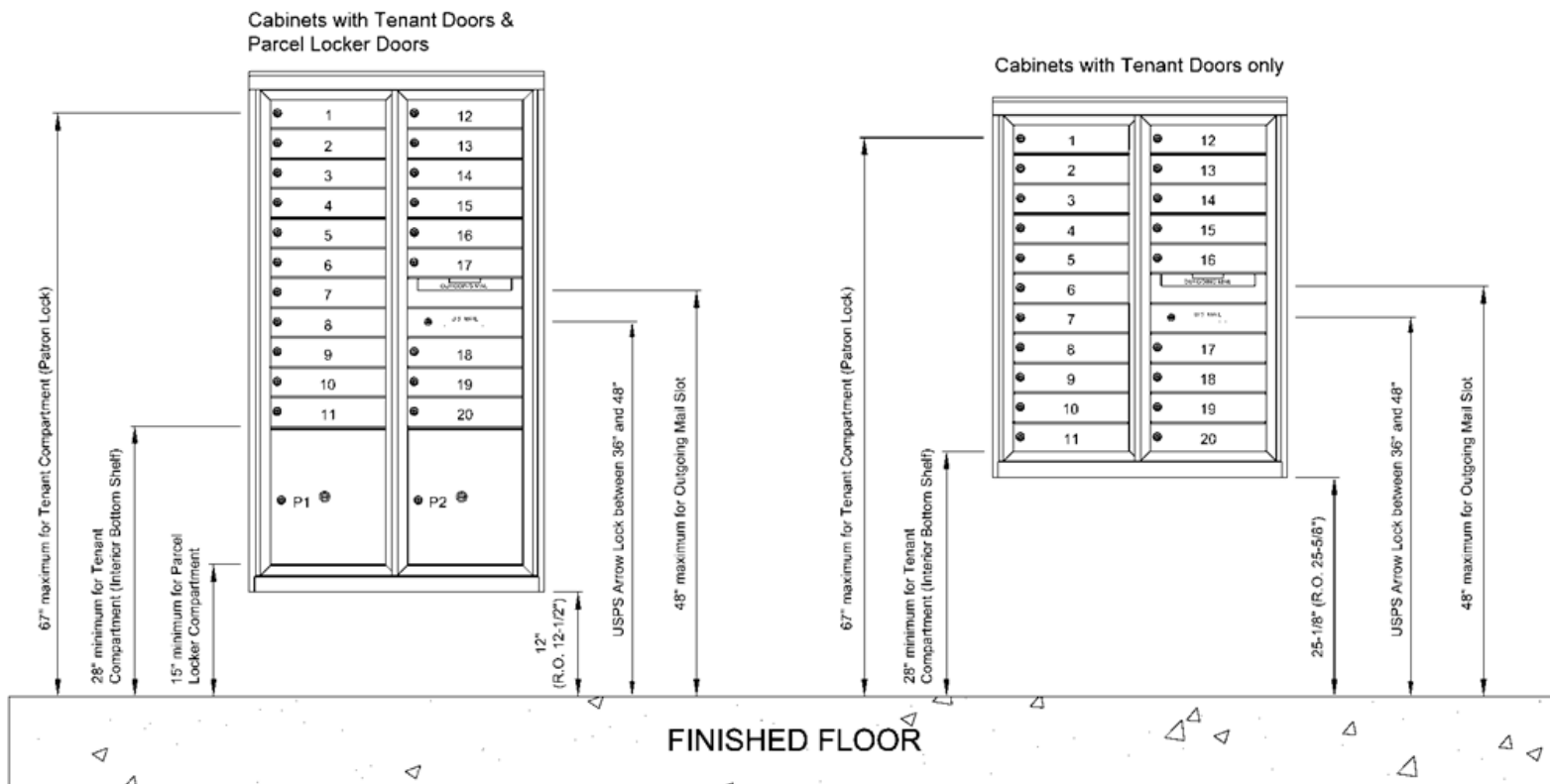


# Installation Manual for USPS-4C Horizontal Mailbox

## CAUTION

- The mailbox cabinets are heavy. Please use caution when lifting and transporting to avoid injury.
- Keep fingers and hands clear from all edges to prevent pinch hazards.
- During installation, provide proper support when master loading doors are open for they may fall forward and cause injury.

## INSTALLATION (HEIGHT) REQUIREMENTS

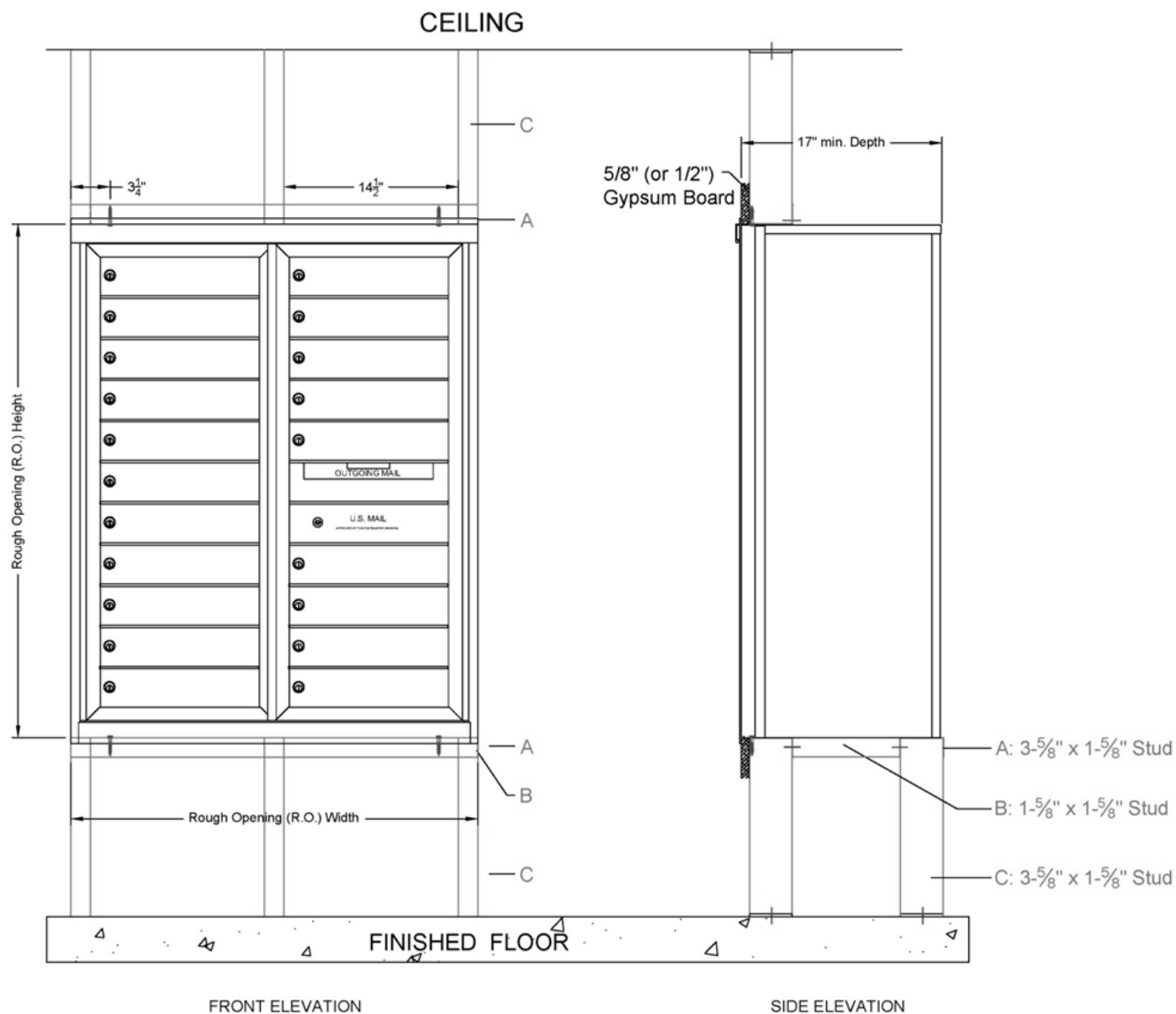


### NOTE:

1. Ratio of Parcel Locker Compartment to Tenant Compartment: 1 to 10 (round down to the nearest digit)
2. The suggested height from the floor to the bottom of the mailbox cabinet (and rough opening):
  - a. Cabinets with Tenant Doors & Parcel Locker Doors: 12" (R.O. 12-1/2")
  - b. Cabinets with Tenant Doors only: 25-1/8" (R.O. 25-5/8")

# Installation Manual for USPS-4C Horizontal Mailbox

## SUGGESTED WALL INSTALLATION CONSTRUCTION

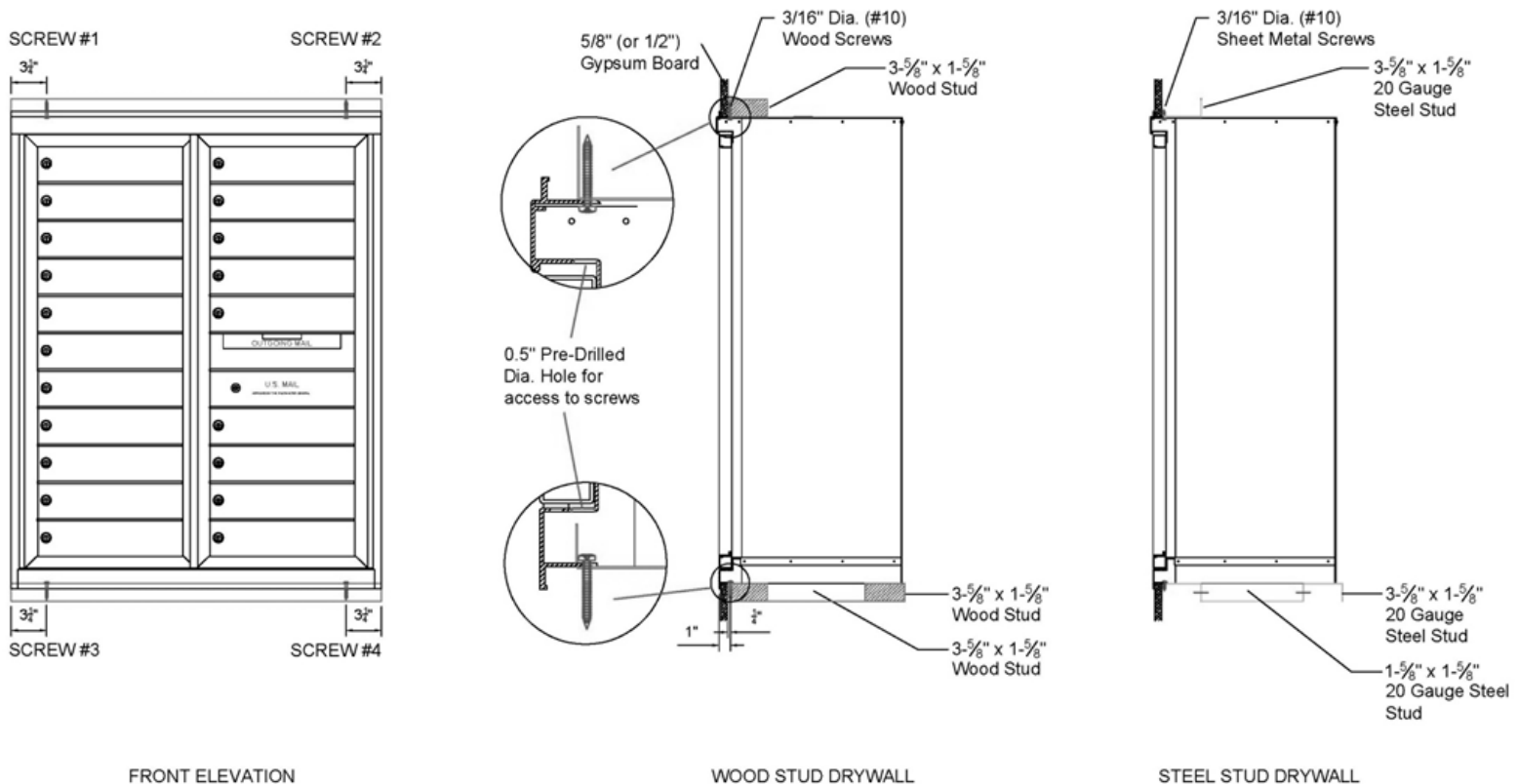


### NOTE:

- Above wall construction should serve as a guide only. Please comply with local building codes.
- Wall opening must maintain proper squareness and level in order for mailbox cabinets to function properly.

# Installation Manual for USPS-4C Horizontal Mailbox

## MAILBOX CABINET INSTALLATION



### STEPS:

- I. Place mailbox cabinet in the wall opening with the integrated trim resting against the wall.
- II. Open the master loading door until hold open device engages. (For parcel locker cabinet P1 and P2, skip this step. Instead, open parcel locker door)
- III. Through the 1/2" hole openings, fasten four 3/16" screws (provided) along the top and bottom frame as shown in the diagram above. Use wood screws (provided) for wood studs and sheet metal screws (provided) for steel studs. A powered drill is recommended for this operation.
- IV. Repeat Step I to III for the remaining mailbox cabinets.
- V. Installation is complete

### NOTE:

- I. For custom fitting, please use minimum 3/16" screws and four fasteners along any two opposite frame members. Each screw position is to be as close to the corner as possible.

# Installation Manual for USPS-4C Horizontal Mailbox

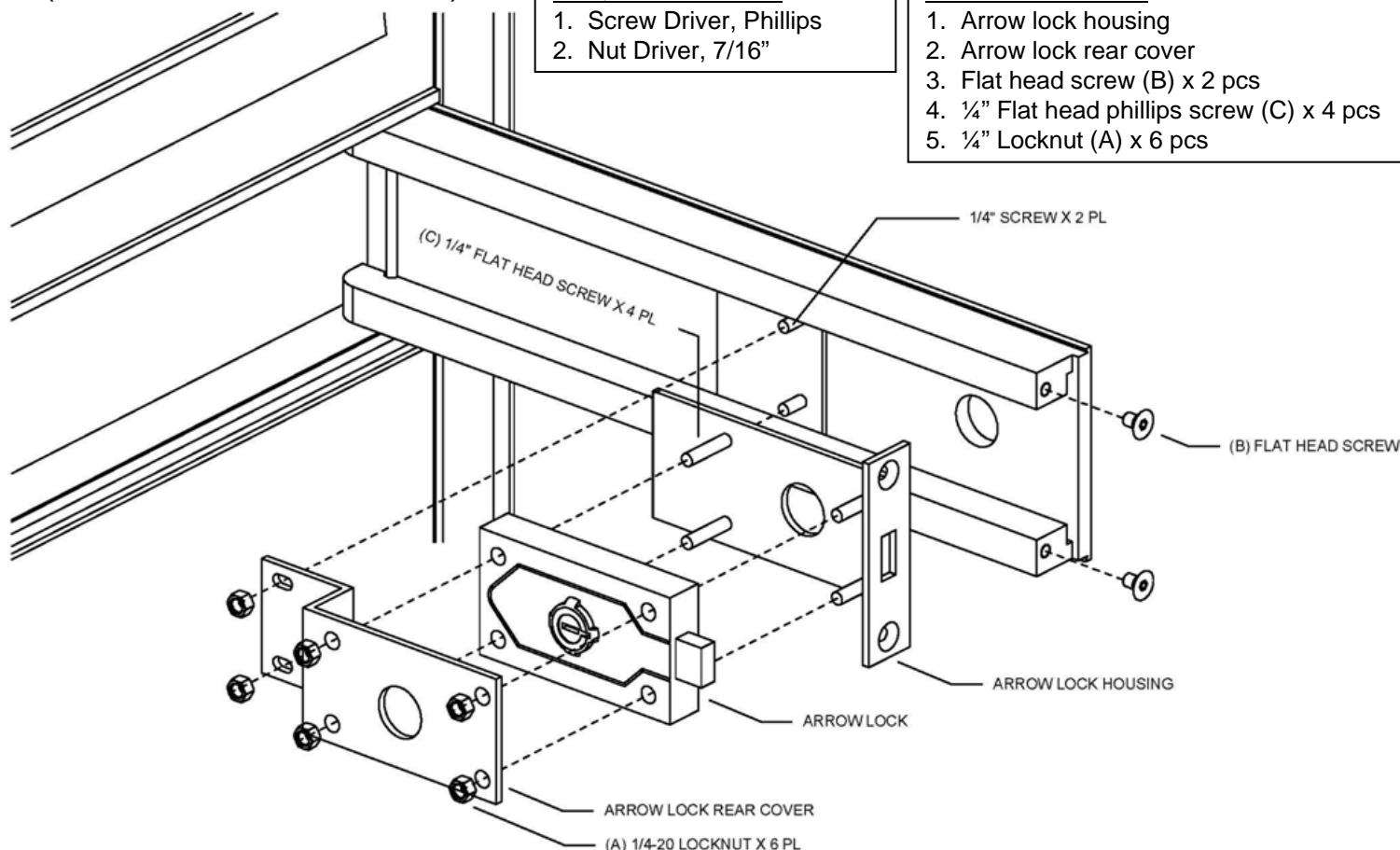
## ARROW LOCK INSTALLATION FOR CARRIER ACCESS DOOR (FOR U.S.P.S. USE ONLY)

### REQUIRED TOOLS:

1. Screw Driver, Phillips
2. Nut Driver, 7/16"

### ARROW LOCK KIT:

1. Arrow lock housing
2. Arrow lock rear cover
3. Flat head screw (B) x 2 pcs
4. 1/4" Flat head phillips screw (C) x 4 pcs
5. 1/4" Locknut (A) x 6 pcs



### STEPS:

- I. Open carrier access door and remove the Arrow lock kit from the compartment.
- II. Insert Arrow lock onto the Arrow lock housing, insert first of four screws (C), insert Arrow lock rear cover and fasten one locknut (A) until almost snug fit. Repeat for other three screws (C) and locknuts (A). Tighten all four locknuts (A) to snug fit. Check for proper operation of Arrow lock bolt.  
**CAUTION: OVER-TIGHTENING THE LOCKNUTS WILL PREVENT THE ARROW LOCK BOLT FROM SLIDING IN/OUT FREELY.**
- III. Insert Arrow lock housing (with Arrow lock and Arrow lock rear cover) onto the back of the carrier access door and fasten two screws (B), and two locknuts (A) until snug fit.
- IV. Re-check for proper operation of Arrow lock before closing carrier access door.
- V. Installation is complete.

### NOTES:

- I. Arrow lock is provided and installed by U.S.P.S. personnel only.

# Installation Manual for USPS-4C Horizontal Mailbox

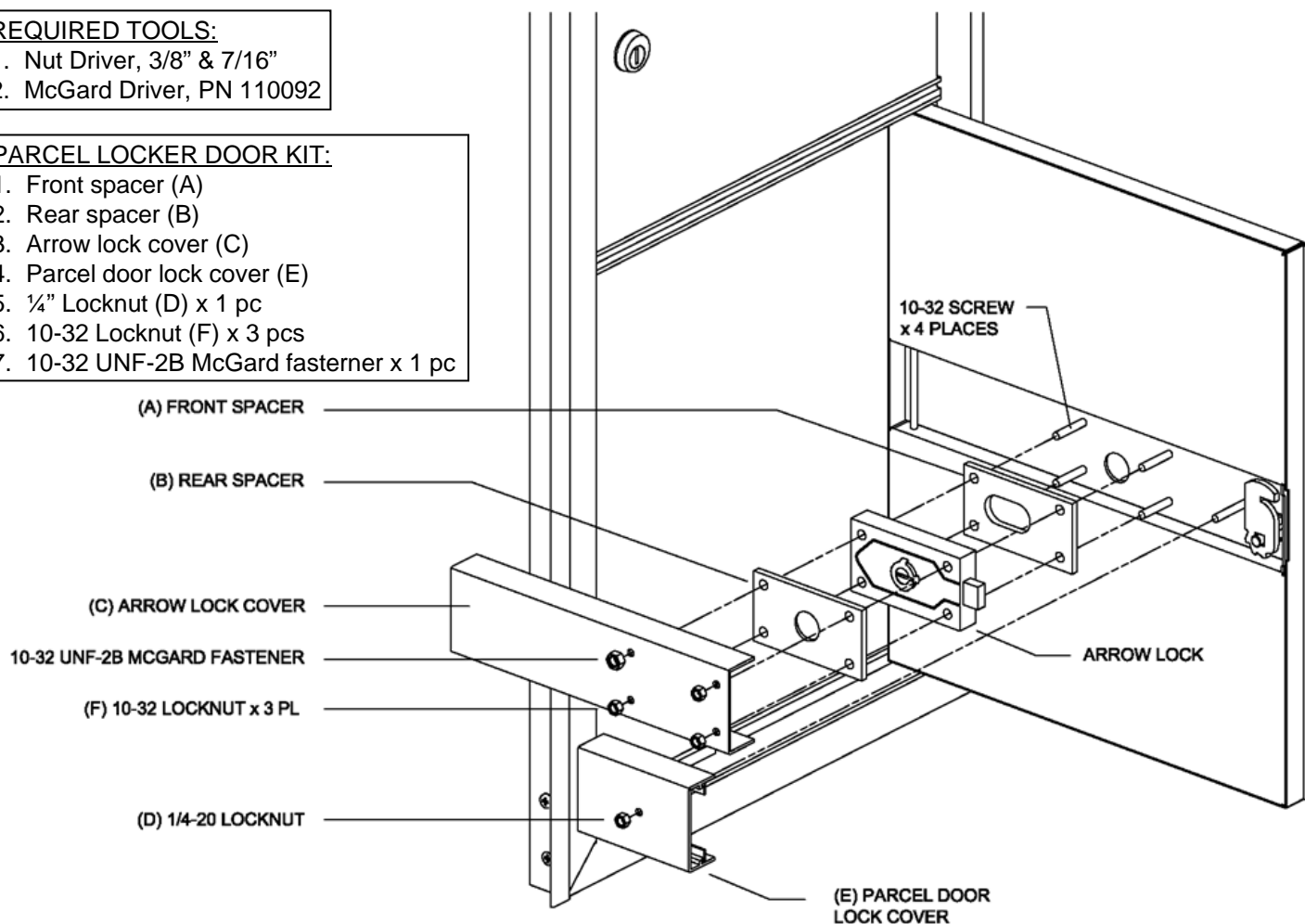
## ARROW LOCK INSTALLATION FOR PARCEL LOCKER DOOR (FOR U.S.P.S. USE ONLY)

### REQUIRED TOOLS:

1. Nut Driver, 3/8" & 7/16"
2. McGard Driver, PN 110092

### PARCEL LOCKER DOOR KIT:

1. Front spacer (A)
2. Rear spacer (B)
3. Arrow lock cover (C)
4. Parcel door lock cover (E)
5. 1/4" Locknut (D) x 1 pc
6. 10-32 Locknut (F) x 3 pcs
7. 10-32 UNF-2B McGard fastener x 1 pc



### STEPS:

- I. Open carrier access door and remove the Parcel Locker Door Kit from the compartment
- II. Insert front spacer (A) through the bolts, insert Arrow lock, insert rear spacer (B), insert Arrow lock cover (C) and fasten three 10-32 locknuts (F) and one 10-32 UNF-2B McGard fastener until snug fit. A 1/4" square drive socket (USPS Mail Equipment Shop Part Number 110092) is required for the 10-32 UNF-2B McGard fastener. Check for proper operation of Arrow lock bolt.  
**CAUTION: OVER-TIGHTENING THE LOCKNUTS WILL PREVENT THE ARROW LOCK BOLT FROM SLIDING IN/OUT FREELY.**
- III. Unlock Arrow lock, install parcel door lock cover (E) and fasten one 1/4" locknut (D).
- IV. Installation is complete

### NOTES:

- I. Arrow lock is provided and installed by U.S.P.S. personnel only.
- II. The special drive socket (USPS Mail Equipment Shop Part Number 110092) is available from the USPS Mail Equipment Shops (MES). Please contact USPS MES at 202.281.2620 or fax 202.281.2643 for any questions.