

# 4C INSTALLATION MANUAL



4C MAILBOX SUITES (FRONT LOADING)

**POSTAL PRODUCTS  
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## GENERAL INFORMATION AND ADVISORIES

4C MAILBOX SUITES

### CAUTION: HANDLING & TRANSPORTATION

- LAY BOXES FLAT, DO NOT STAND ON END. BOX COULD FALL OVER AND CAUSE INJURY.
- BOXES ARE HEAVY. USE CAUTION WHEN LIFTING AND CARRYING TO AVOID INJURY.

### CAUTION: INSTALLATION

- 4C UNITS ARE HEAVY. USE CAUTION WHEN LIFTING AND CARRYING TO AVOID INJURY.
- A PINCH HAZARD EXISTS WHEN PLACING THE MAILBOX IN ROUGH OPENING. KEEP FINGERS AND HANDS CLEAR TO AVOID AN INJURY.

### WARNING: INSTALLATION

- 4C UNITS ARE FRONT-HEAVY. DO NOT STAND ON END 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.
- 4C UNITS ARE VERY FRONT-HEAVY WITH MASTER LOADING DOORS OPEN. UNITS MUST BE BRACED OR HELD IN PLACE UNTIL SECURED TO FRAMING. 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.

### THE NEW U.S. POSTAL SERVICE STD-4C INCLUDES THE FOLLOWING SPECIFICATIONS:

- A NEW COMPARTMENT FORM FACTOR MINIMUM SIZE REQUIREMENT OF 12"W x 15"D x 3"H.
- ELIMINATES THE VERTICAL FORM FACTOR (5"W x 6"D x 15"H) DESIGN.
- INTRODUCES A PARCEL LOCKER REQUIREMENT BASED ON A 1:10 PARCEL LOCKER TO CUSTOMER COMPARTMENT RATIO.
- STRENGTHENS SECURITY REQUIREMENTS FOR THE ENTIRE RECEPTACLE.
- STANDARDIZES AND IMPROVES TENANT COMPARTMENT LOCK DESIGN.
- ADDS TESTING REQUIREMENTS TO VERIFY ACCEPTABILITY FOR EITHER INDOOR OR OUTDOOR USE.
- INTRODUCES QUALITY MANAGEMENT SYSTEMS PROVISIONS.
- ENHANCES DESIGN FLEXIBILITY FOR CONCEPT, ERGONOMICS, AND MATERIALS.

4C MAILBOX SUITES ARE DESIGNED TO MEET OR EXCEED THE USPS SPECIFICATIONS OUTLINED ABOVE AND IN THE FEDERAL REGISTER/VOL. 69 NO. 171/SEPTEMBER 3, 2004/RULES AND REGULATIONS POSTAL SERVICE, 39 CFR PART 111, STANDARDS GOVERNING THE DESIGN OF WALL-MOUNTED CENTRALIZED MAIL RECEPTACLES. PROPER INSTALLATION IS THE RESPONSIBILITY OF THE INSTALLER. THE INSTALLATION REQUIREMENTS LISTED HEREIN ARE BASED ON THE USPS FEDERAL REGISTER PREVIOUSLY MENTIONED.

# INSTALLATION REQUIREMENTS

VERSATILE 4C MAILBOX SUITES



## USPS INSTALLATION REQUIREMENTS:

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

# PARCEL ONLY UNIT FUNCTIONALITY AND INSTALLATION INFORMATION

4C MAILBOX SUITES (PARCEL ONLY UNIT)

## 1. PREPARING FOR INSTALLATION: (PARCEL ONLY UNITS)

WHILE LOOKING AT THE BACK OF THE UNIT, SLIDE AND HOLD THE LATCH PLATE UP PAST THE LATCH HOOK AS ILLUSTRATED. THE FRONT OF THE UNIT CAN NOW BE OPENED TO GAIN ACCESS TO MOUNTING SCREW HOLES/SLOTS FOR INSTALLATION. REMOVE ALL HARDWARE LOCATED INSIDE THE UNIT AND SET ASIDE. PLACE PARCEL UNIT IN OPENING AS SHOWN IN "INDEPENDENT INSTALLATION" OR "MULTIPLE INSTALLATION" AS REQUIRED AND PROCEED WITH INSTALLATION.

### **IMPORTANT**

## 2. WHEN INSTALLATION IS COMPLETE.

MAKE SURE YOU HAVE REMOVED ALL HARDWARE LOCATED INSIDE THE UNIT. BEFORE CLOSING DOOR(S) OPEN PARCEL DOORS USING PARCEL DOOR KEYS INCLUDED WITH HARDWARE. INSTALL BOTH SLIDE LOCKS (PART NO. N1029075) USING 10-32 X .375" ONE WAY SCREWS (PART NO. N1029074).

### **NOTE:**

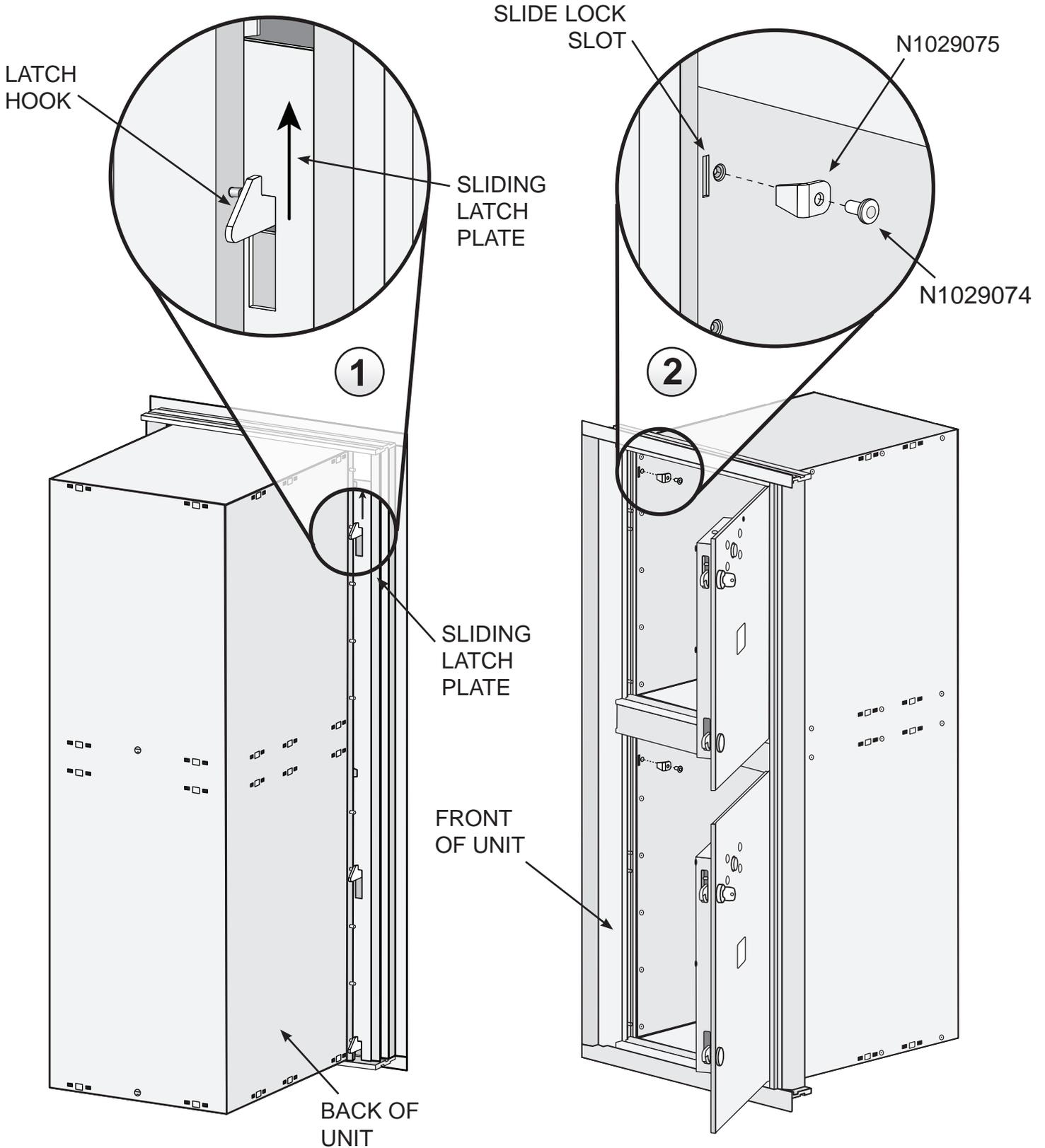
IF ACCESS TO MOUNTING SCREWS IS NECESSARY FOR INSTALLATION ADJUSTMENT, OPEN PARCEL DOORS, REMOVE 10-32 X .375" ONE WAY SCREWS AND SLIDE LOCKS. DISENGAGE LATCH PLATE BY PLACING A SMALL ALLEN WRENCH (HEX KEY) IN THE SLIDE LOCK SLOT AND SLIDE LATCH PLATE UP. THE FRONT OF THE UNIT CAN NOW BE OPENED.



REQUIRED TOOLS	
SLOTTED SCREW DRIVER	
PART #	DESCRIPTION
N1029075	SLIDE LOCK
N1029074	#10-32 X .375" ONE WAY SCREW

# PARCEL ONLY UNIT FUNCTIONALITY AND INSTALLATION INFORMATION

CONTINUED



**1. PLACE 4C UNIT IN OPENING UNTIL INTEGRATED TRIM IS FLUSH WITH WALL BOARD.**

SEE PAGE 4 (PARCEL ONLY) FOR ADDITIONAL INSTALLATION INFORMATION. NOTE: ONLY FRONT LOADING UNITS HAVE A HOLD OPEN ARM. THEREFORE, WHEN INSTALLING A PARCEL ONLY UNIT, YOU MAY IGNORE ALL REFERENCES TO HOLD OPEN ARM(S) IN THE REMAINDER OF THE TEXT.

**2. FOR DOUBLE COLUMN 4C UNITS:**

- OPEN RIGHT MASTER LOAD DOOR UNTIL HOLD OPEN ARM ENGAGES AND INSTALL INCLUDED N1029076 MOUNTING SCREWS ALONG RIGHT HAND OUTER FRAME MEMBER.
- PARTIALLY OPEN LEFT MASTER LOAD DOOR UNTIL RIGHT MASTER LOAD DOOR CAN BE COMPLETELY CLOSED.
- OPEN LEFT MASTER LOAD DOOR UNTIL HOLD OPEN ARM ENGAGES AND INSTALL INCLUDED N1029076 MOUNTING SCREWS ALONG LEFT HAND OUTER FRAME MEMBER.
- WITH BOTH LEFT AND RIGHT MASTER LOAD DOORS OPEN AND HOLD OPEN ARMS ENGAGED, INSTALL INCLUDED N1029076 MOUNTING SCREWS ALONG TOP AND BOTTOM FRAME MEMBERS.
- 4C UNIT IS NOW INSTALLED.

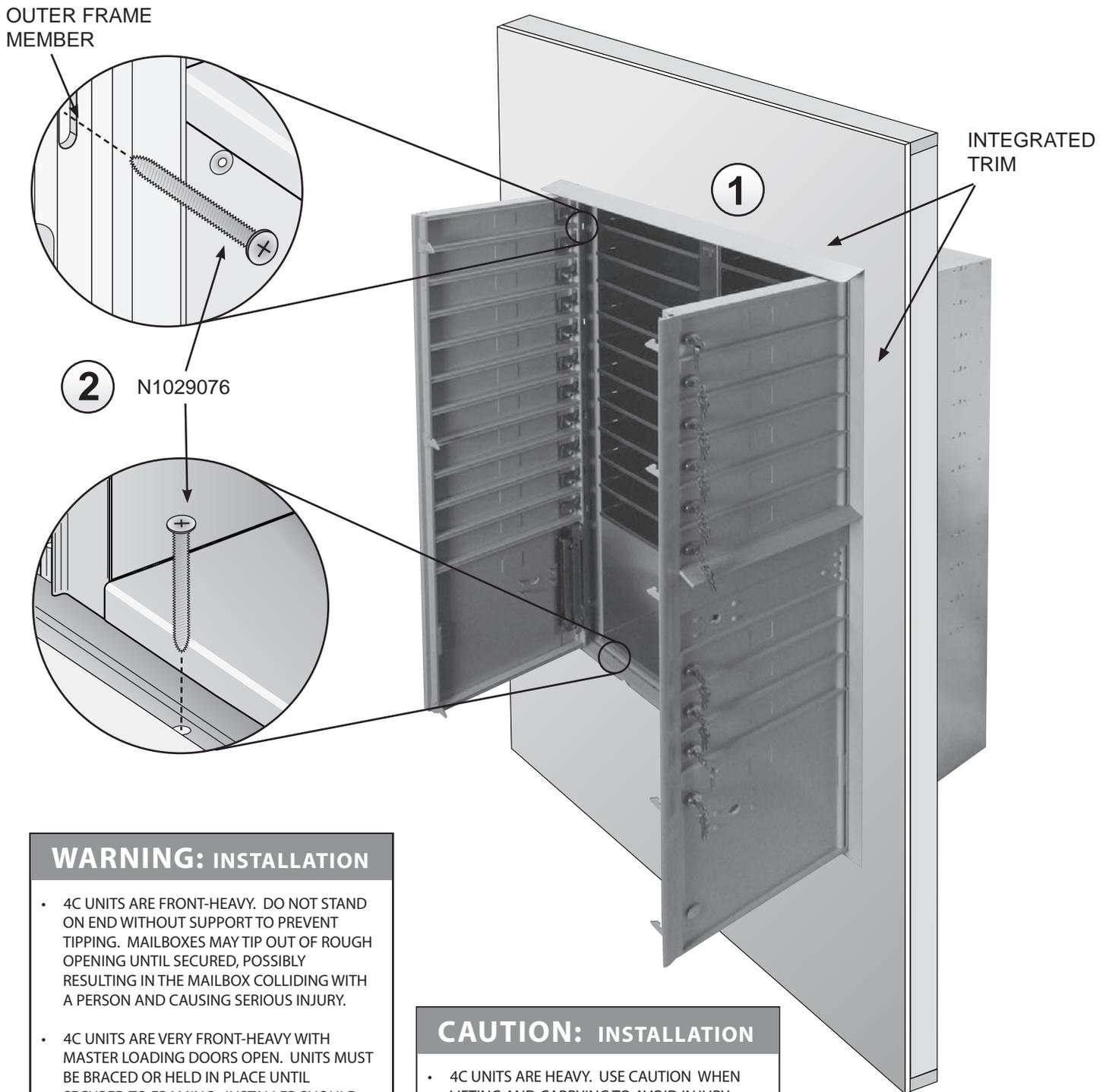
**2a. FOR SINGLE COLUMN 4C UNITS:**

- OPEN MASTER LOAD DOOR UNTIL HOLD OPEN ARM ENGAGES AND INSTALL INCLUDED N1029076 MOUNTING SCREWS ALONG BOTH LEFT AND RIGHT HAND OUTER FRAME MEMBERS.
- WITH MASTER LOAD DOOR OPEN AND HOLD OPEN ARM ENGAGED, INSTALL INCLUDED N1029076 MOUNTING SCREWS ALONG TOP AND BOTTOM FRAME MEMBERS.
- 4C UNIT IS NOW INSTALLED.



REQUIRED TOOLS	
3/8" DRILL (PREFERABLY CORDLESS)	
PART #	DESCRIPTION
N1029076	WOOD SCREW, #8 X 2", PHILLIPS HEAD (MOUNTING SCREW)

## TYPICAL WALL MOUNTING



### WARNING: INSTALLATION

- 4C UNITS ARE FRONT-HEAVY. DO NOT STAND ON END 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.
- 4C UNITS ARE VERY FRONT-HEAVY WITH MASTER LOADING DOORS OPEN. UNITS MUST BE BRACED OR HELD IN PLACE UNTIL SECURED TO FRAMING. 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.

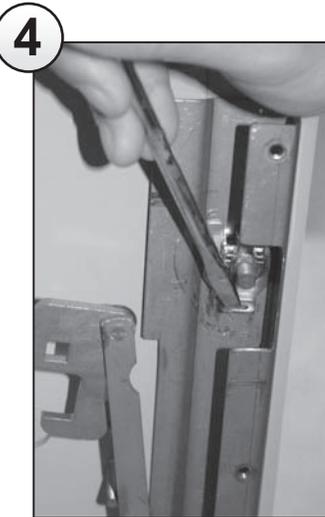
### CAUTION: INSTALLATION

- 4C UNITS ARE HEAVY. USE CAUTION WHEN LIFTING AND CARRYING TO AVOID INJURY.
- A PINCH HAZARD EXISTS WHEN PLACING THE MAILBOX IN ROUGH OPENING. KEEP FINGERS AND HANDS CLEAR TO AVOID AN INJURY.

**NOTE:** N1029076 #8x2" LONG WOOD SCREWS SHOULD BE TIGHTENED TO ENSURE A SNUG FIT. HOWEVER, OVER TIGHTENING BEYOND INITIAL CONTACT WITH FRAME COULD HINDER FUNCTIONALITY. IF OVER TIGHTENING OCCURS, SIMPLY BACK OUT EACH OVER TIGHTENED MOUNTING SCREW.

# LOCK REPLACEMENT

4C MAILBOX SUITES (ALL UNITS)



1. REMOVE THE THREE ONE-WAY SCREWS FROM THE CAM LINK COVER TO EXPOSE THE LOCK ASSEMBLY.
2. REMOVE THE 910 NUT FROM THE 910A LOCK.
3. REMOVE THE CAM LOCK FROM THE 910A LOCK. YOU DO NOT NEED TO DISCONNECT THE CAM LINK ASSEMBLY.
4. TAP THE LOCK RETAINING CLIP FREE FROM THE 910A LOCK WITH A FLAT BLADE SCREWDRIVER AND MALLET.
5. REMOVE THE LOCK AND REPLACE. REVERSE THE STEPS IN ORDER TO INSTALL THE NEW 910A LOCK.



## REQUIRED TOOLS

1/2" SOCKET WRENCH OR NUT DRIVER

FLAT HEAD SCREWDRIVER

MALLET OR HAMMER

## PART #

## DESCRIPTION

LOC 0112

910A REPLACEMENT LOCK

# INSTALLATION OF COLLECTION DOOR ARROW LOCK

4C MAILBOX SUITES (FRONT LOAD ONLY)

**PLEASE  
NOTE:**

**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 N1029078 PLATE ASSY.-HS ARROW LOCK AS SHOWN.
2. WITH THE COLLECTION DOOR OPEN, SLIDE N1029078 PLATE ASSY.-HS ARROW LOCK WITH ARROW LOCK ONTO THE COLLECTION DOOR BOLTS.
3. INSTALL N1029079 PLATE-LOCK SUPPORT AS ORIENTED IN THE ILLUSTRATION.
4. INSTALL FIVE (5) N1029080 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

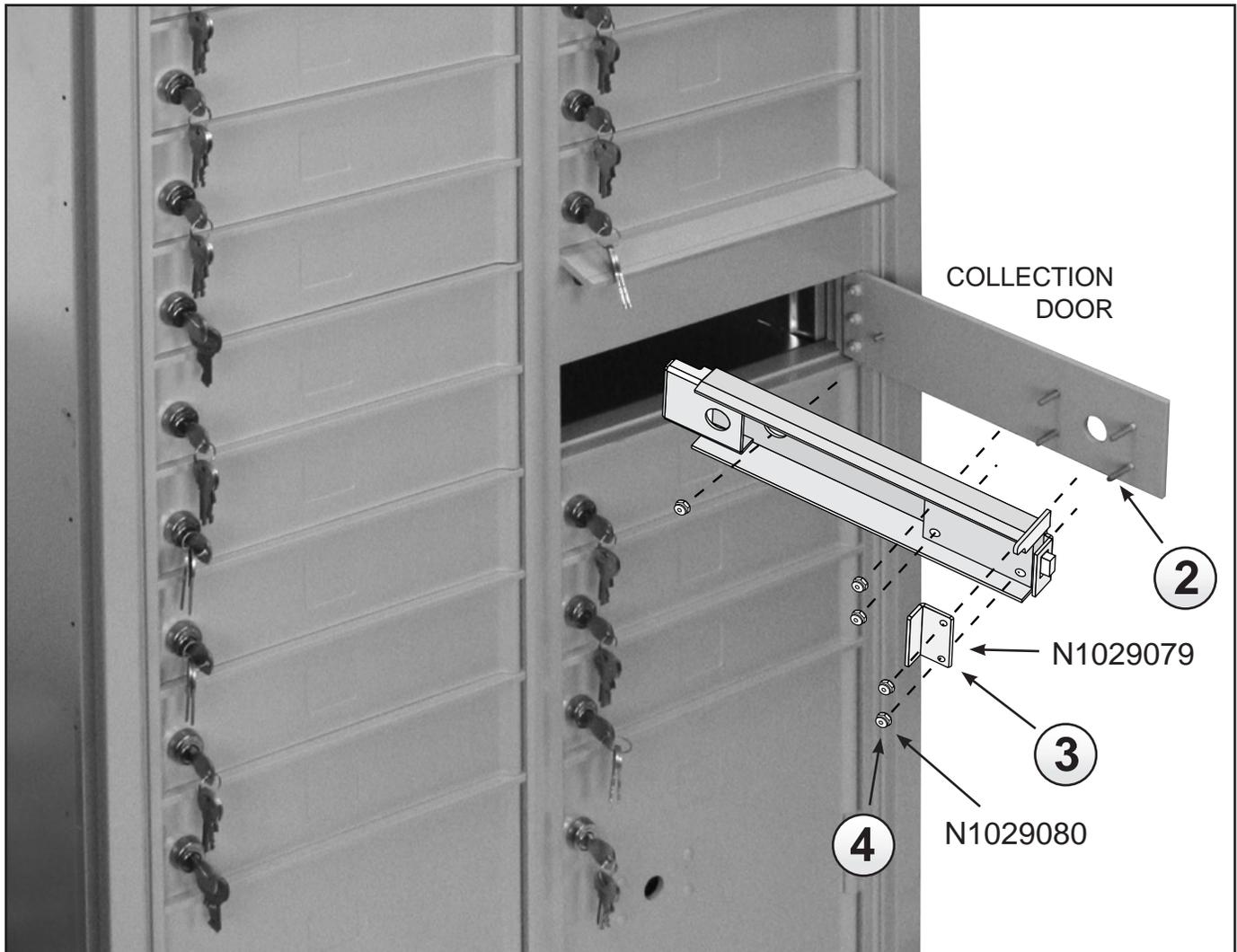
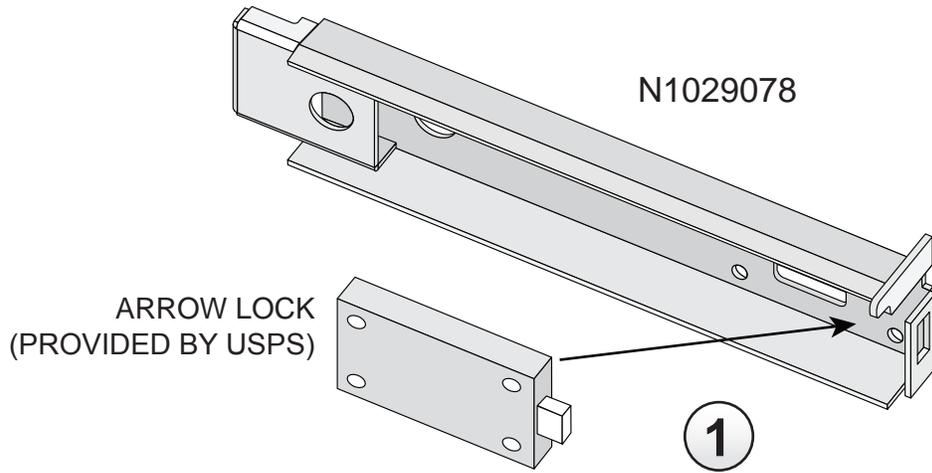
3/8" SOCKET WRENCH OR NUT DRIVER



PART #	DESCRIPTION
N1029078	PLATE ASSY.-HS ARROW LOCK
N1029079	PLATE-LOCK SUPPORT
N1029080	10-32 LOCK NUTS
n/a	ARROW LOCK (PROVIDED BY USPS)

# INSTALLATION OF COLLECTION DOOR ARROW LOCK

FOR USPS PERSONNEL ONLY (CONTINUED)



# PARCEL DOOR ARROW LOCK INSTALLATION

4C MAILBOX SUITES (FRONT LOAD ONLY)

**PLEASE  
NOTE:**

**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 N1029081 PARCEL DOOR, LOCK STIFFENER ONTO THE PARCEL DOOR BOLTS, AS ORIENTED IN THE ILLUSTRATION.
3. INSTALL ARROW LOCK AS SHOWN USING FOUR (4) N1029083 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 N1029082 PARCEL DOOR ARROW LOCK COVER USING TWO (2) N1029084 10-32x.312 UNF-2A MCGARD FASTENERS. NOTE: MCGARD FASTENERS REQUIRE A MCGARD SCREWDRIVER AND ARE SECURED WITH STANDARD PEM NUTS (FAS 0312). IT IS RECOMMENDED THAT A DROP OF THREAD LOCKING COMPOUND (EXAMPLE: DRI-LOK STS LIGHT BLUE) BE APPLIED TO ONE SIDE OF THE MCGARD SCREW'S THREADS PRIOR TO INSTALLATION.

## FOR USPS INSTALLERS ONLY SPECIAL NOTICE!

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



MCGARD SCREW DRIVERS ARE AVAILABLE BY FAXING AN "OFF CATALOG" eBUY REQUEST TO: USPS MAIL EQUIPMENT SHOPFAX NO. (202) 281-2643

QUESTIONS? CALL THE U.S.P.S. MAIL EQUIPMENT SHOP AT (202) 281-2620

### REQUIRED TOOLS

3/8" SOCKET WRENCH OR NUT DRIVER

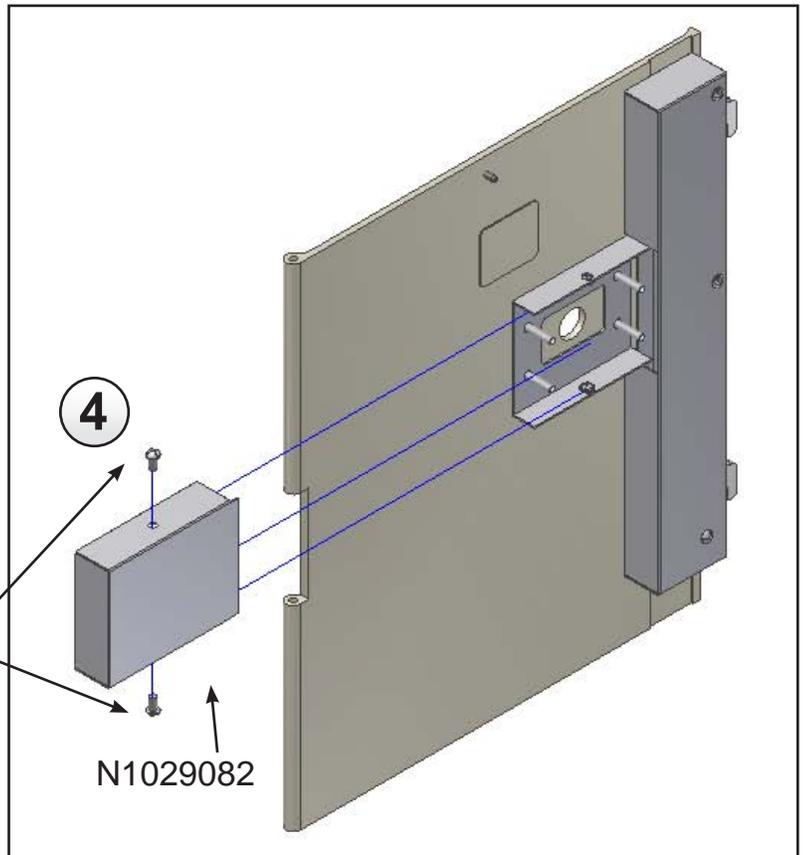
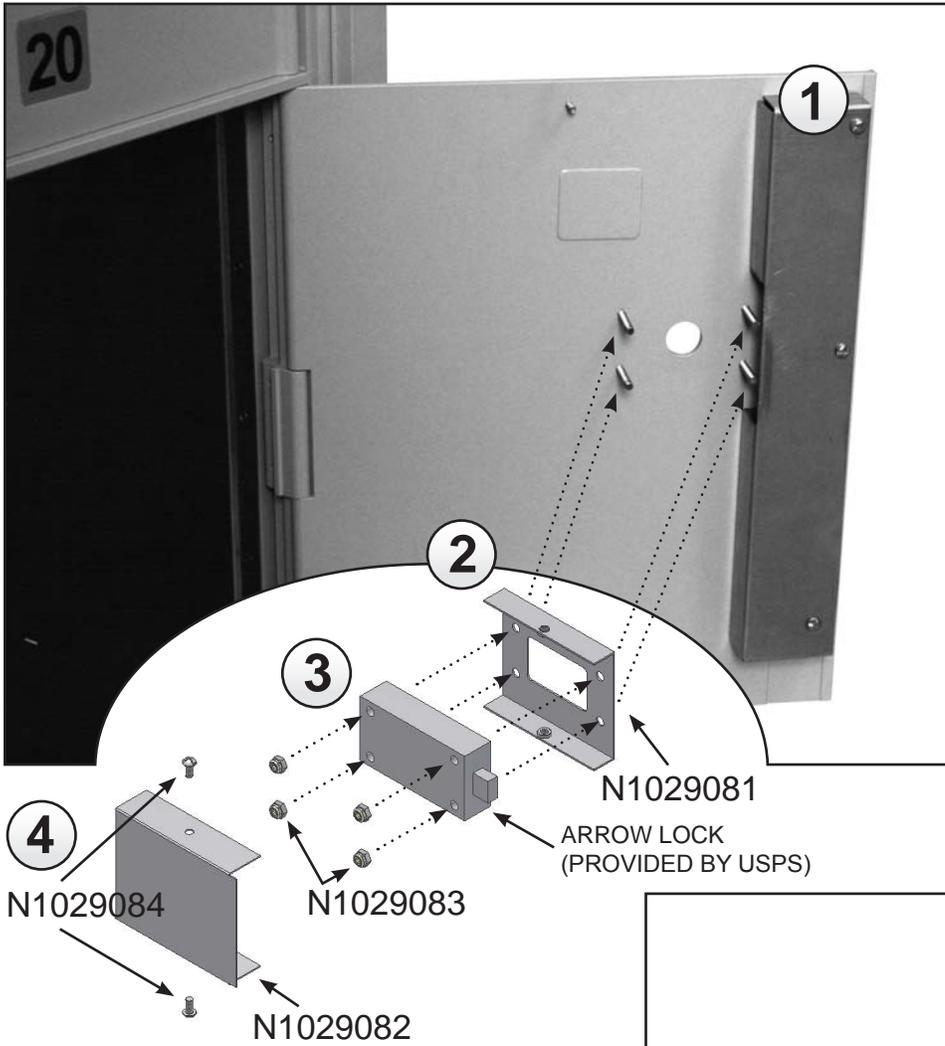
USPS PROPRIETARY MCGARD SCREW DRIVER

PART #	DESCRIPTION
N1029081	PARCEL DOOR, LOCK STIFFENER
N1029083	10-32 THIN LOCK NUT
N1029082	PARCEL DOOR ARROW LOCK COVER
N1029084	10-32 x .312 UNF-2A MCGARD
N/A	ARROW LOCK (PROVIDED BY U.S.P.S.)

N1029085 - STD4C-118 REV 3

# PARCEL DOOR ARROW LOCK INSTALLATION

FOR USPS PERSONNEL ONLY (CONTINUED)

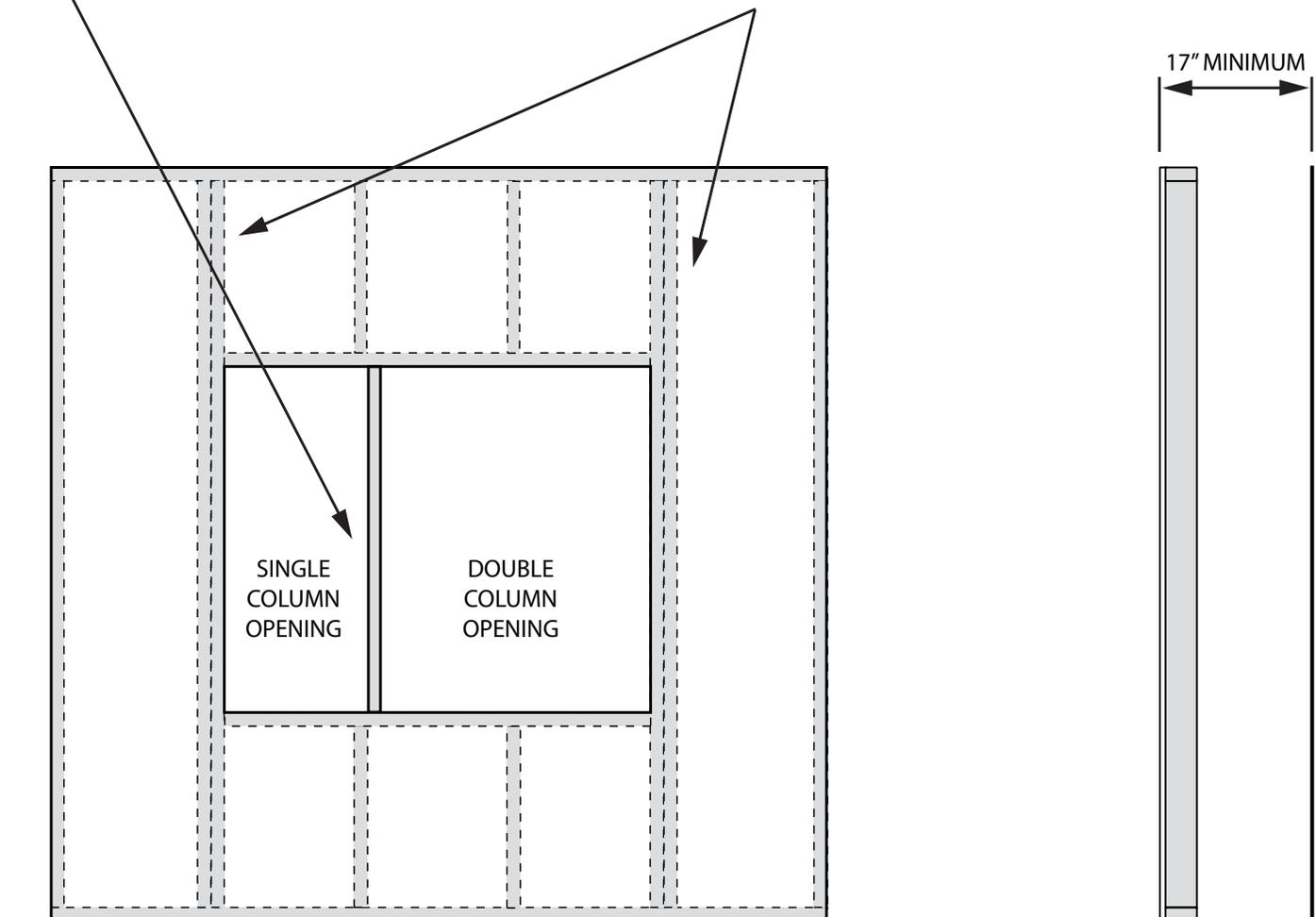


# SUGGESTIONS OF INDEPENDENT INSTALLATION WALL CONSTRUCTION

4C MAILBOX SUITES (FRONT LOAD ONLY)

4C UNITS FEATURE TRIM DESIGNED TO MATE (NO GAP BETWEEN UNITS) FLUSH WHEN A SINGLE STUD IS USED BETWEEN UNITS

WALL MOUNTING SHOULD CONSIST OF A LAMINATION OF TWO STUDS ON OUTSIDE OF EVERY UNIT



## NOTES:

1. ALL WALL MOUNTING MEMBERS ARE MADE FROM WOOD 2"x 4" (STUDS).
2. ALL WALL FRAME MEMBERS OTHER THAN THOSE DISCUSSED ON THIS PAGE ARE SHOWN FOR REFERENCE ONLY AND SHOULD COMPLY WITH LOCAL BUILDING CODES.
3. SQUARENESS AND QUALITY OF WALL MOUNT OPENING IS CRITICAL TO OBTAIN A SECURE AND PROPERLY FUNCTIONING 4C MAILBOX UNIT.

N1029085 - STD4C-118 REV 3