

4C INSTALLATION MANUAL



4C MAILBOX (FRONT LOADING)

**POSTAL PRODUCTS
UNLIMITED, INC.™**

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GENERAL INFORMATION AND ADVISORIES

4C MAILBOX

CAUTION: HANDLING & TRANSPORTATION

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

CAUTION: INSTALLATION

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

WARNING: INSTALLATION

- 4C UNITS ARE VERY FRONT-HEAVY, ESPECIALLY 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 UNIT IN PLACE BEFORE OPENING MASTER LOAD DOORS. FAILURE TO DO SO COULD RESULT IN SERIOUS INJURY.

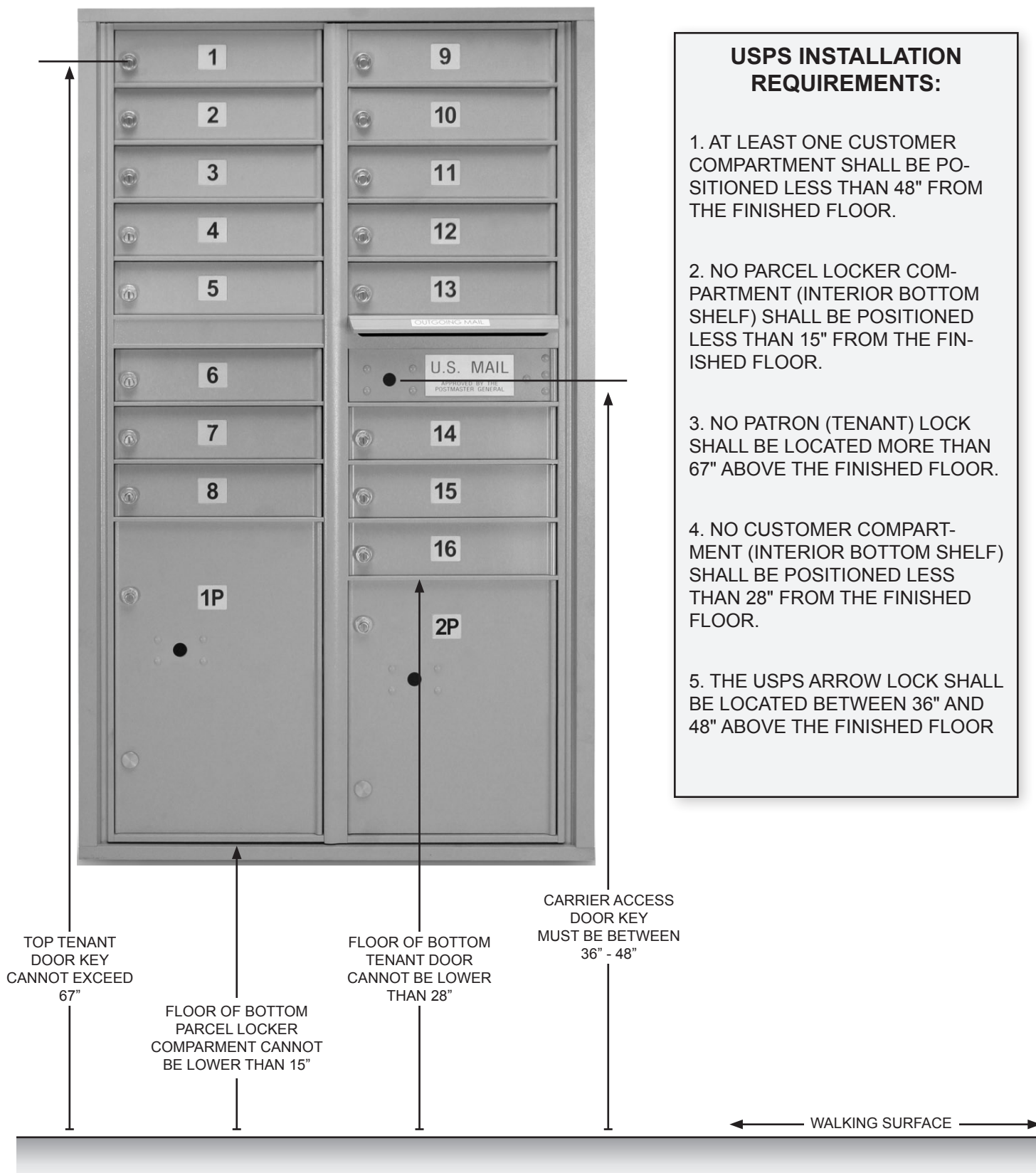
NEW U.S. POSTAL SERVICE STD-4C INCLUDES THESE SPECIFICATIONS:

- COMPARTMENT FORM FACTOR 12"W × 15"D × 3"H (MINIMUM SIZE).
- ELIMINATES VERTICAL FORM FACTOR (5"W × 6"D × 15"H) DESIGN.
- INTRODUCES PARCEL LOCKER REQUIREMENT BASED ON 1:5 PARCEL LOCKER TO CUSTOMER COMPARTMENT RATIO.
- STRENGTHENS SECURITY REQUIREMENTS FOR 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 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. INSTALLATION REQUIREMENTS LISTED HEREIN ARE BASED ON USPS FEDERAL REGISTER PREVIOUSLY MENTIONED.

WARNING: CLEANING

THE PAINT/COATING USED ON 4C MAILBOXES IS SUPERIOR AND WILL PROVIDE EXCELLENT PROTECTION AND LONGEVITY. HOWEVER, METALLIC BASED COATINGS CAN DISCOLOR IF EXPOSED TO HARSH CHEMICALS OR CLEANERS. TO CLEAN A 4C UNIT, IT IS RECOMMENDED TO USE A MILD DETERGENT SOAP WITH WATER, GENTLY WIPING, FOLLOWED BY A LIGHT RINSING.

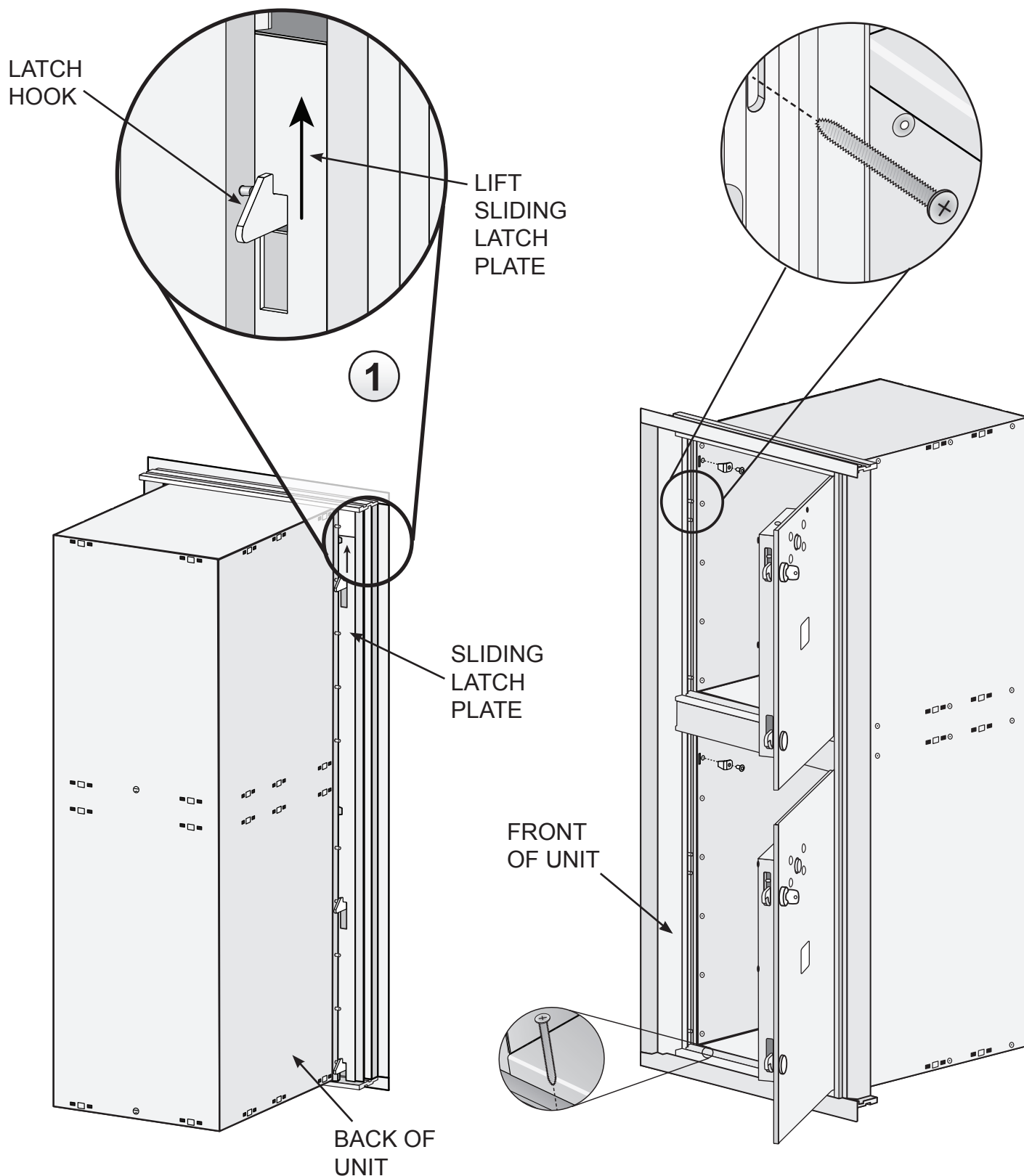


1. PREPARING FOR INSTALLATION: (PARCEL ONLY UNITS)

WHILE LOOKING AT BACK OF UNIT, LIFT AND HOLD SLIDING LATCH PLATE UP PAST LATCH HOOKS AS ILLUSTRATED ON PAGE 5. FRONT OF UNIT CAN NOW BE OPENED TO GAIN ACCESS TO MOUNTING SCREW HOLES FOR INSTALLATION. BE SURE TO REMOVE ALL HARDWARE LOCATED INSIDE UNIT AND SET ASIDE. PLACE PARCEL UNIT IN WALL OPENING AS INSTRUCTED IN "GENERAL INSTALLATION" ON PAGE 6.

PARCEL ONLY UNIT FUNCTIONALITY AND INSTALLATION INFORMATION

4C MAILBOX (PARCEL ONLY UNIT) CONTINUED



N1029085 - STD4C-118 REV 8

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

FRONT LOADING 4C's, OTHER THAN "PARCEL ONLY" UNITS, HAVE MASTER LOAD DOOR HOLD OPEN ARMS. WHEN INSTALLING PARCEL ONLY UNITS, FOLLOW INSTRUCTIONS 2a BELOW. HOWEVER, REFERENCES TO A HOLD OPEN ARM CAN BE IGNORED.

2. FOR DOUBLE COLUMN 4C UNITS:

NOTE: WOOD SHIMS MAY BE NEEDED BETWEEN STUDS AND UNIT TO ENSURE UNIT REMAINS SQUARE.

- OPEN RIGHT MASTER LOAD DOOR UNTIL HOLD OPEN ARM ENGAGES AND INSTALL #8 X 2" MOUNTING SCREWS ALONG RIGHT HAND OUTER FRAME MEMBER. SEE INSET IMAGES ON PAGE 7.
- 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 #8 X 2" MOUNTING SCREWS ALONG LEFT HAND OUTER FRAME MEMBER. SEE INSET IMAGES ON PAGE 7.
- OPEN BOTH LEFT AND RIGHT MASTER LOAD DOORS UNTIL HOLD OPEN ARMS ENGAGE. INSTALL #8 X 2" MOUNTING SCREWS ALONG TOP AND BOTTOM FRAME MEMBERS. SEE INSET IMAGES ON PAGE 7.
- CLOSE MASTER LOAD DOORS AND CONTACT USPS TO INSTAL ARROW LOCKS (SEE PAGES 9-12).
- UNITS OUT OF SQUARE CAN MAKE MASTER LOAD DOORS DIFFICULT TO OPEN, CAUSE EXCESSIVE RUBBING, AND DAMAGE HINGES, FRAME, AND PAINT.

2a. FOR SINGLE COLUMN 4C UNITS:

NOTE: WOOD SHIMS MAY BE NEEDED BETWEEN STUDS AND UNIT TO ENSURE UNIT REMAINS SQUARE.

- OPEN MASTER LOAD DOOR UNTIL HOLD OPEN ARM ENGAGES AND INSTALL #8 X 2" MOUNTING SCREWS ALONG LEFT, RIGHT, TOP, AND BOTTOM HAND OUTER FRAME MEMBERS. SEE INSET IMAGES ON PAGE 7.
- CLOSE MASTER LOAD DOORS AND CONTACT USPS TO INSTAL ARROW LOCKS (SEE PAGES 9-12).
- UNITS OUT OF SQUARE CAN MAKE MASTER LOAD DOORS DIFFICULT TO OPEN, CSE EXCESSIVE RUBBING, AND DAMAGE HINGES, FRAME, AND PAINT.



REQUIRED TOOLS

3/8" DRILL (PREFERABLY CORDLESS)

DESCRIPTION

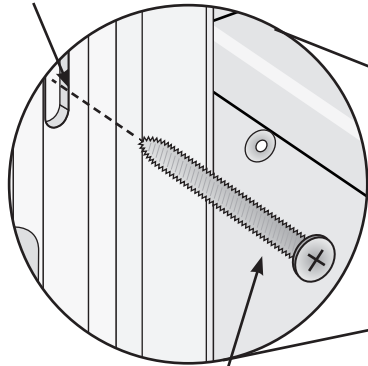
WOOD SCREW, #8 X 2", PHILLIPS HEAD
(MOUNTING SCREW NOT INCLUDED)

GENERAL INSTALLATION INSTRUCTIONS

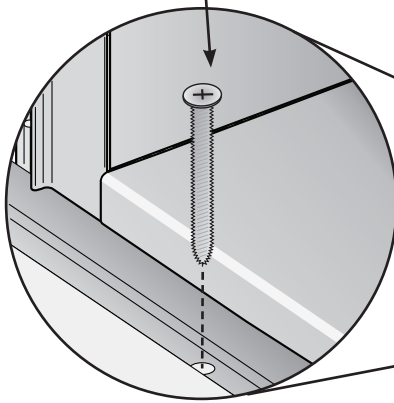
4C MAILBOX (ALL UNITS) CONTINUED

TYPICAL WALL MOUNTING

OUTER FRAME
MEMBER



2 #8 X 2"
WOODSCREW
(NOT INCLUDED)



OUTER
TRIM

1

WARNING: INSTALLATION

- 4C UNITS ARE VERY FRONT-HEAVY, ESPECIALLY 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 UNIT IN PLACE BEFORE OPENING MASTER LOAD DOORS. FAILURE TO DO SO COULD RESULT IN SERIOUS INJURY.

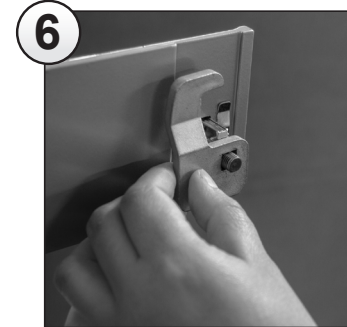
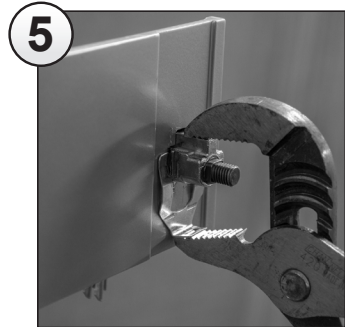
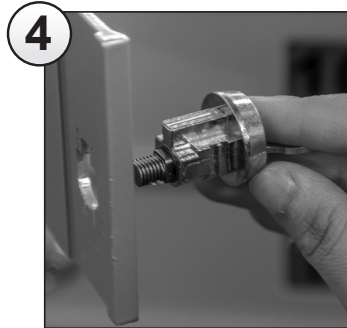
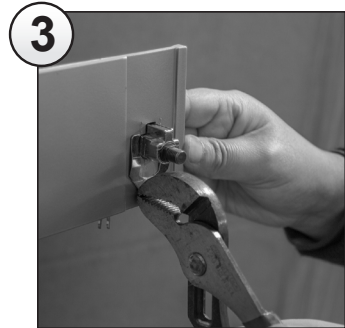
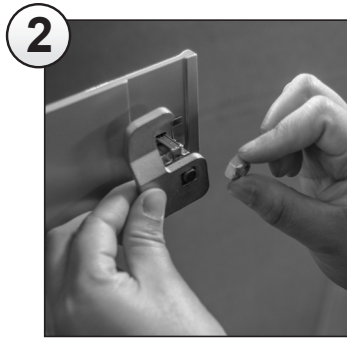
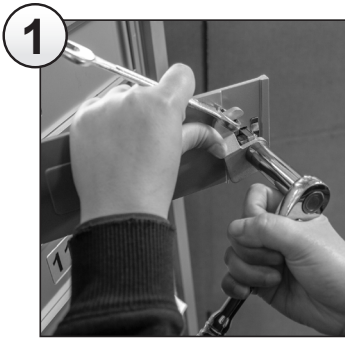
CAUTION: INSTALLATION

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

NOTE: #8 X 2" LONG WOOD SCREWS SHOULD BE TIGHTENED TO ENSURE SNUG FIT. HOWEVER, OVER TIGHTENING COULD HINDER FUNCTIONALITY. IF OVER TIGHTENED, SIMPLY BACK OUT EACH OVER TIGHTENED MOUNTING SCREW SLIGHTLY, UNTIL UNIT DOORS OPERATE PROPERLY.

TENANT DOOR LOCK REPLACEMENT

4C MAILBOX (ALL UNITS) CONT.



1. USING 1/2" SOCKET AND 1/2" COMBINATION WRENCH, REMOVE NUT ON BACK OF LOCK. (USE COMBINATION WRENCH TO PREVENT EXCESSIVE RADIAL FORCE ON LOCK, CAUSING POSSIBLE DAMAGE. PLACE CLOSED END OF WRENCH OVER HOOK OF CAM AND USE IT TO COUNTER THE FORCE USED TO LOOSEN NUT. DO THIS ENTIRE TIME REMOVING NUT TO PROTECT LOCK TUMBLERS.)
2. REMOVE NUT AND LOCK CAM.
3. USING CHANNEL LOCK PLIERS, REMOVE LOCK RETAINING CLIP. (GRAB FLANGE AT BOTTOM OF CLIP AND REST HEAD OF PLIERS ON BOTTOM SIDE OF LOCK BODY. HOLD FRONT OF LOCK WITH FREE HAND AND LIFT PLIERS HANDLE UPWARD, SLIDING CLIP DOWNWARD AND OFF.)
4. REMOVE OLD LOCK, INSERT NEW ONE.
5. REINSTALL RETAINING CLIP. (SLIDE ENDS OF CLIP IN LOWEST GROOVE ON BACK OF LOCK BODY. OPEN PLIERS SO UPPER JAW RESTS ON TOP OF LOCK BODY AND LOWER JAW IS UNDER RETAINING CLIP FLANGE. CAREFULLY SQUEEZE JAWS TOGETHER, PUSHING RETAINING CLIP UP UNTIL FULLY SEATED UNDER LOCK BODY.)
6. REPLACE LOCK CAM. (ROTATE KEY FULLY CW AND REPLACE CAM SO HOOK END IS "UP." ADD NUT AND FINGER TIGHTEN.)
7. AGAIN, USE 1/2" SOCKET AND 1/2" COMBINATION WRENCH, TO TIGHTEN NUT. (REVIEW INSTRUCTIONS OF STEP ONE. HOWEVER, NOW FORCES TO TIGHTEN NUT WILL BE OPPOSITE. HOLD COMBINATION WRENCH ON CAM SO AGAIN, FORCE APPLIED IS ON THE TWO WRENCHES, AND NOT ON LOCK MECHANISM.)

REQUIRED TOOLS

1/2" CLOSED END WRENCH
1/2" SOCKET WRENCH
CHANNEL LOCK PLIERS

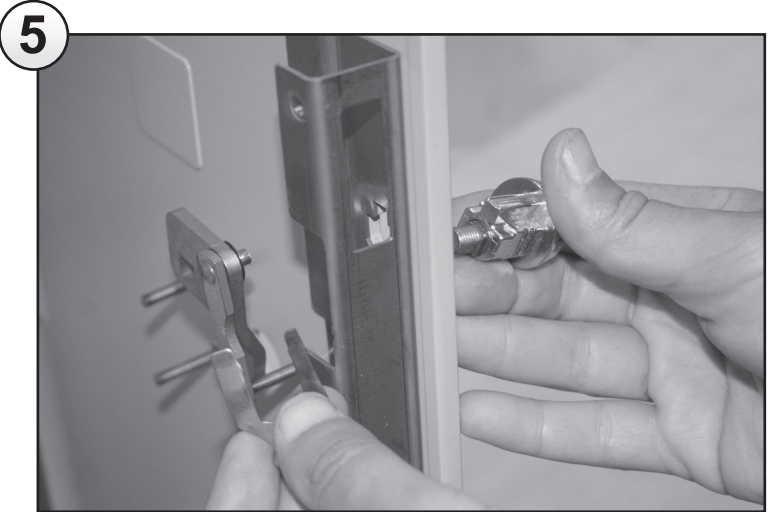
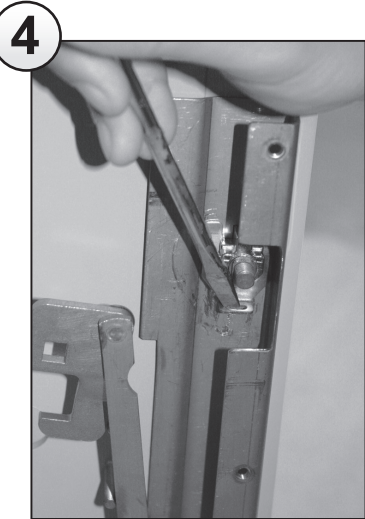
PART

DESCRIPTION

N1029586 910A REPLACEMENT LOCK

PARCEL DOOR TENANT LOCK REPLACEMENT

4C MAILBOX (ALL UNITS) CONT.



1. REMOVE THREE ONE-WAY SCREWS (*SPECIAL TOOL REQUIRED*) FROM CAM LINK COVER TO ACCESS LOCK ASSEMBLY.
2. PLACE BLADE OF FLAT BLADE SCREWDRIVER IN SPACE ABOVE LOCK CAM HOOK. THIS WILL HELP PREVENT EXCESS FORCE ON LOCK TUMBLERS WHEN REMOVING LOCK CAM NUT.
3. REMOVE LOCK CAM. (**NOTE:** CAM DOES NOT NEED TO BE DISCONNECTED FROM CAM LINK ASSEMBLY.)
4. USING CHANNEL LOCK PLIERS, REMOVE LOCK RETAINING CLIP. (GRAB FLANGE AT BOTTOM OF CLIP AND REST HEAD OF PLIERS ON BOTTOM SIDE OF LOCK BODY. HOLD FRONT OF LOCK WITH FREE HAND AND LIFT PLIERS HANDLE UPWARD, SLIDING CLIP DOWNWARD AND OFF.)
5. REMOVE AND REPLACE LOCK. THEN REINSTALL RETAINING CLIP. (SLIDE ENDS OF CLIP IN LOWEST GROOVE ON BACK OF LOCK BODY. OPEN PLIERS SO UPPER JAW RESTS ON TOP OF LOCK BODY AND LOWER JAW IS UNDER RETAINING CLIP FLANGE. CAREFULLY SQUEEZE JAWS TOGETHER, PUSHING RETAINING CLIP UP UNTIL FULLY SEATED UNDER LOCK BODY.)
6. REATTACH LOCK CAM AND TIGHTEN NUT. (**NOTE:** PLACE SCREWDRIVER BLADE BETWEEN UNDER SIDE OF LOCK CAM AND FRAME SLOT. THIS WILL REDUCE DIRECT FORCE ON LOCK TUMBLERS AND PREVENT POSSIBLE DAMAGE TO LOCK.)
7. REPLACE CAM LINK COVER WITH ONE-WAY SCREWS.

REQUIRED TOOLS	
ONE-WAY SCREW REMOVER (EX. EASYPower 88245)	
1/2" SOCKET WRENCH	
FLAT HEAD SCREWDRIVER	
CHANNEL LOCK PLIERS	
PART #	DESCRIPTION
N1029586	910A REPLACEMENT LOCK

INSTALLATION OF CARRIER ACCESS DOOR ARROW LOCK

4C MAILBOX - FOR USPS PERSONNEL ONLY

**PLEASE
NOTE:**

ARROW LOCK IS INSTALLED BY U.S. POSTAL SERVICE PERSONNEL ONLY.
CONTACT LOCAL POST OFFICE TO ARRANGE INSTALLATION OF ARROW LOCK.

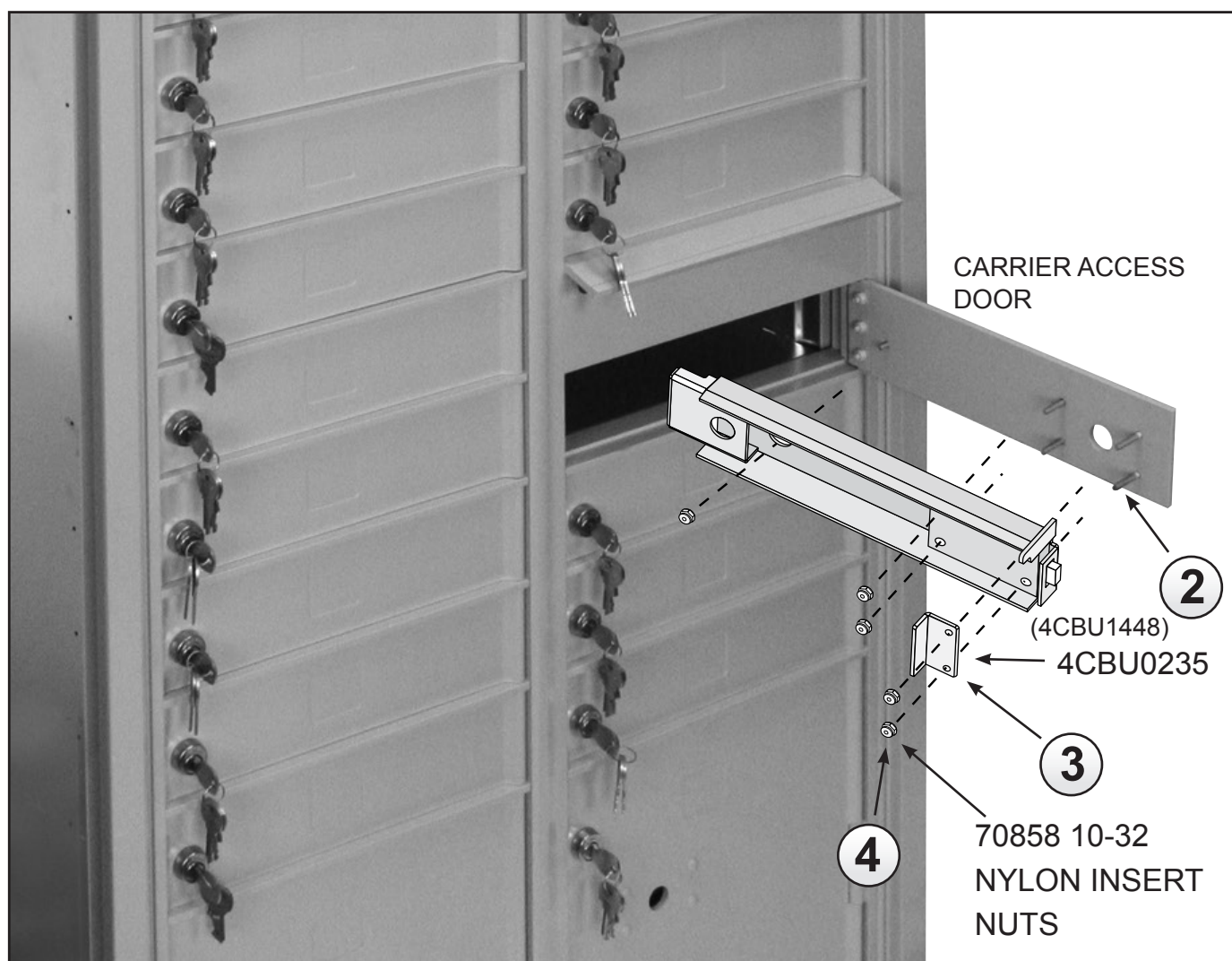
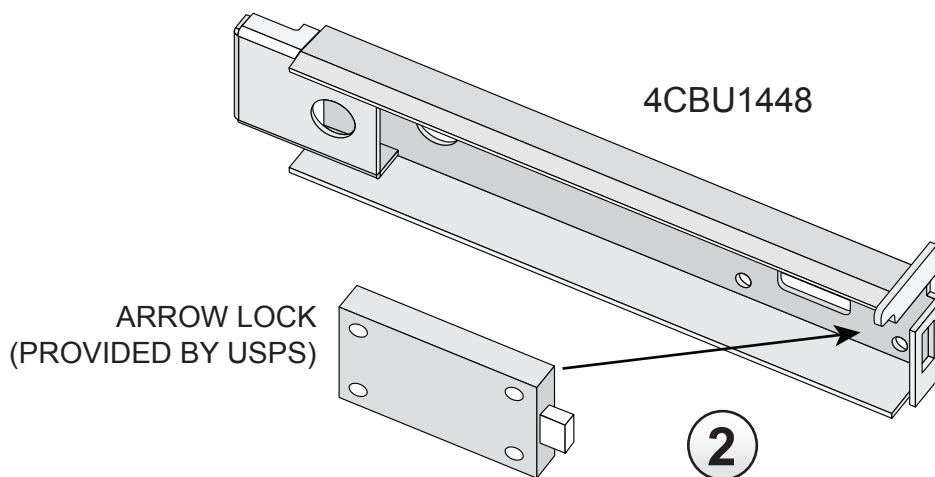
1. OPEN CARRIER ACCESS DOOR. REMOVE FIVE #10-32 NUTS HOLDING 4CBU1448 ARROW LOCK GUARD IN PLACE. REMOVE 4CBU0235 LOCK GUARD ANGLE, TWO 3/4" LONG NYLON SPACERS (these can be discarded), AND LOCK GUARD.
2. PLACE ARROW LOCK INSIDE 4CBU1448 LOCK GUARD AND PLACE BACK ON CARRIAGE BOLTS.
3. REINSTALL 4CBU0235 LOCK GUARD ANGLE. NOTE PROPER ORIENTATION IN ILLUSTRATION ON PAGE 11.
4. REINSTALL FIVE #10-32 NUTS AND TIGHTEN ONLY TO SNUG FIT. OVER TIGHTENING MAY PREVENT ARROW LOCK FROM OPERATING PROPERLY.



REQUIRED TOOLS	
3/8" SOCKET WRENCH OR NUT DRIVER	
PART #	DESCRIPTION
4CBU1448	ARROW LOCK GUARD
4CBU0235	LOCK GUARD ANGLE
70858	10-32 NYLON INSERT NUTS
n/a	ARROW LOCK (PROVIDED BY USPS)

INSTALLATION OF CARRIER ACCESS DOOR ARROW LOCK

4C MAILBOX - FOR USPS PERSONNEL ONLY (CONTINUED)



PARCEL DOOR ARROW LOCK INSTALLATION

4C MAILBOX - FOR USPS PERSONNEL ONLY (CONTINUED)

PLEASE NOTE:

ARROW LOCK IS INSTALLED BY U.S. POSTAL SERVICE PERSONNEL ONLY.
CONTACT LOCAL POST OFFICE TO ARRANGE INSTALLATION OF ARROW LOCK.

1. USE APPROPRIATE KEY TO OPEN PARCEL LOCKER DOOR. THEN TURN KEY CCW AND PUT LOCK BACK IN "LOCK" POSITION.

2. MOUNT 4CBU1453 SUPPORT BRACKET ASSY ON BOLTS.

3. INSTALL ARROW LOCK AND FASTEN FOUR (4) 70858 10-32 NYLON INSERT LOCK NUTS. NUTS SHOULD BE TIGHTENED TO SNUG FIT. OVER TIGHTENING MAY PREVENT ARROW LOCK FROM OPERATING CORRECTLY.

4. INSTALL AND SECURE 4CBU0224 PARCEL DOOR ARROW LOCK COVER USING TWO (2) 1055292 10-32x.312 MCGARD SCREWS. NOTE: MCGARD SCREWS REQUIRE A MCGARD SCREWDRIVER. IT IS RECOMMENDED A DROP OF THREAD LOCKING LIQUID (EXAMPLE: LOCKTITE BLUE) BE ADDED TO MCGARD SCREW 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 SER-
VICE 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

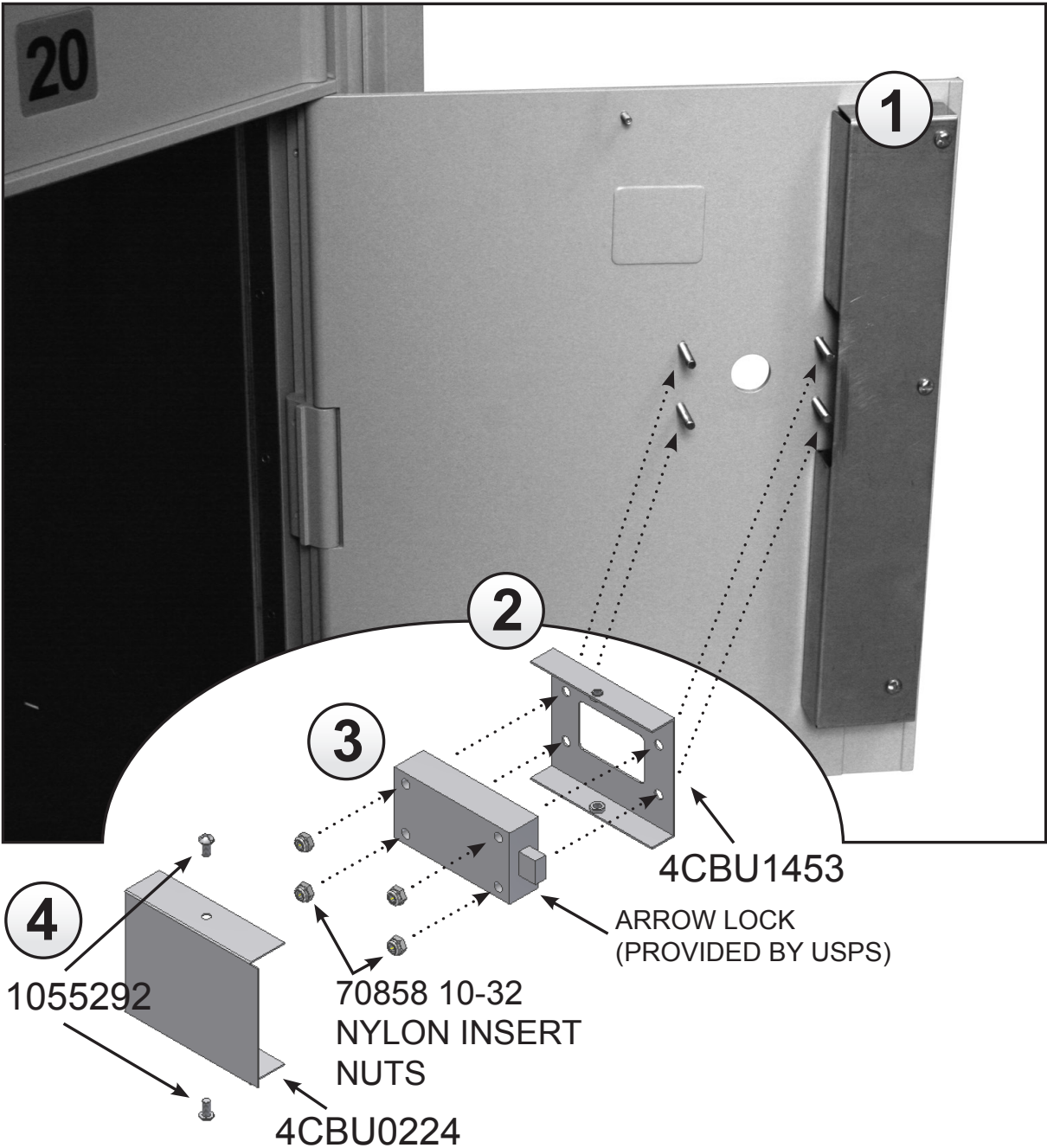
REQUIRED TOOLS

3/8" SOCKET WRENCH OR NUT DRIVER
USPS PROPRIETARY MCGARD SCREW DRIVER
THREAD LOCKING LIQUID (NOT INCLUDED)

PART #	DESCRIPTION
4CBU1453	SUPPORT BRACKET ASSY
70858	FOUR NYLON INSERT NUTS
4CBU0224	PARCEL DOOR ARROW LOCK COVER
1055292	TWO 10-32 x .312 UNF-2A MCGARD SCREWS
N/A	ARROW LOCK (PROVIDED BY U.S.P.S.)

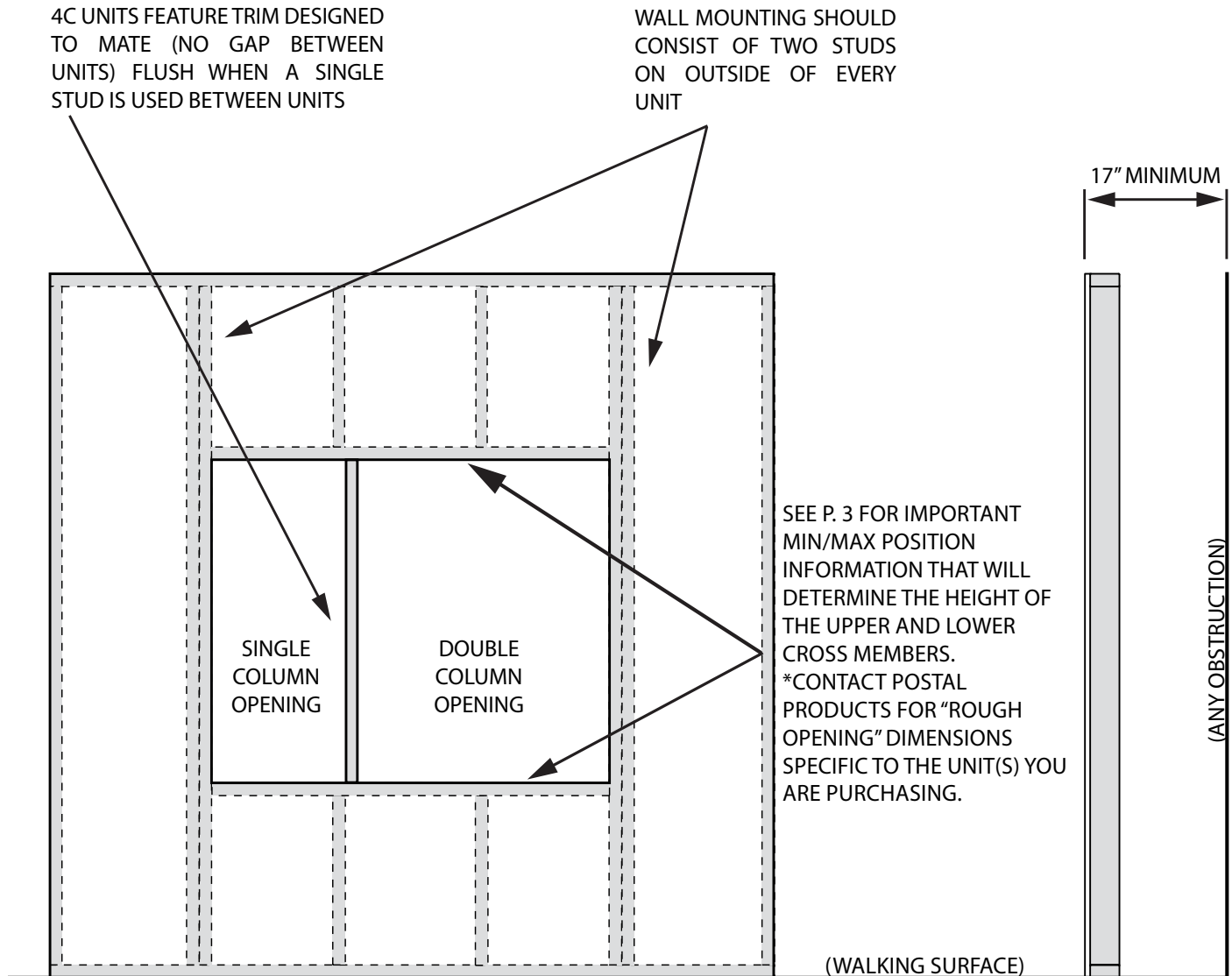
PARCEL DOOR ARROW LOCK INSTALLATION

4C MAILBOX - FOR USPS PERSONNEL ONLY (CONTINUED)



SUGGESTED WALL CONSTRUCTION

4C MAILBOX



NOTES:

1. ALL WALL MOUNTING MEMBERS ARE MADE OF 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.