

MAINTENANCE MANUAL

versatile™ 4C mailbox suites

All Recessed-Mount Modules



FLORENCE
≡ CORPORATION

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General Information and Advisories

versatile™ 4C mailbox suites



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.

CAUTION—Servicing and 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. Maintenance personnel 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.
- Pinch hazard exists when placing the unit in the rough opening. Keep fingers and hands clear to avoid injury.

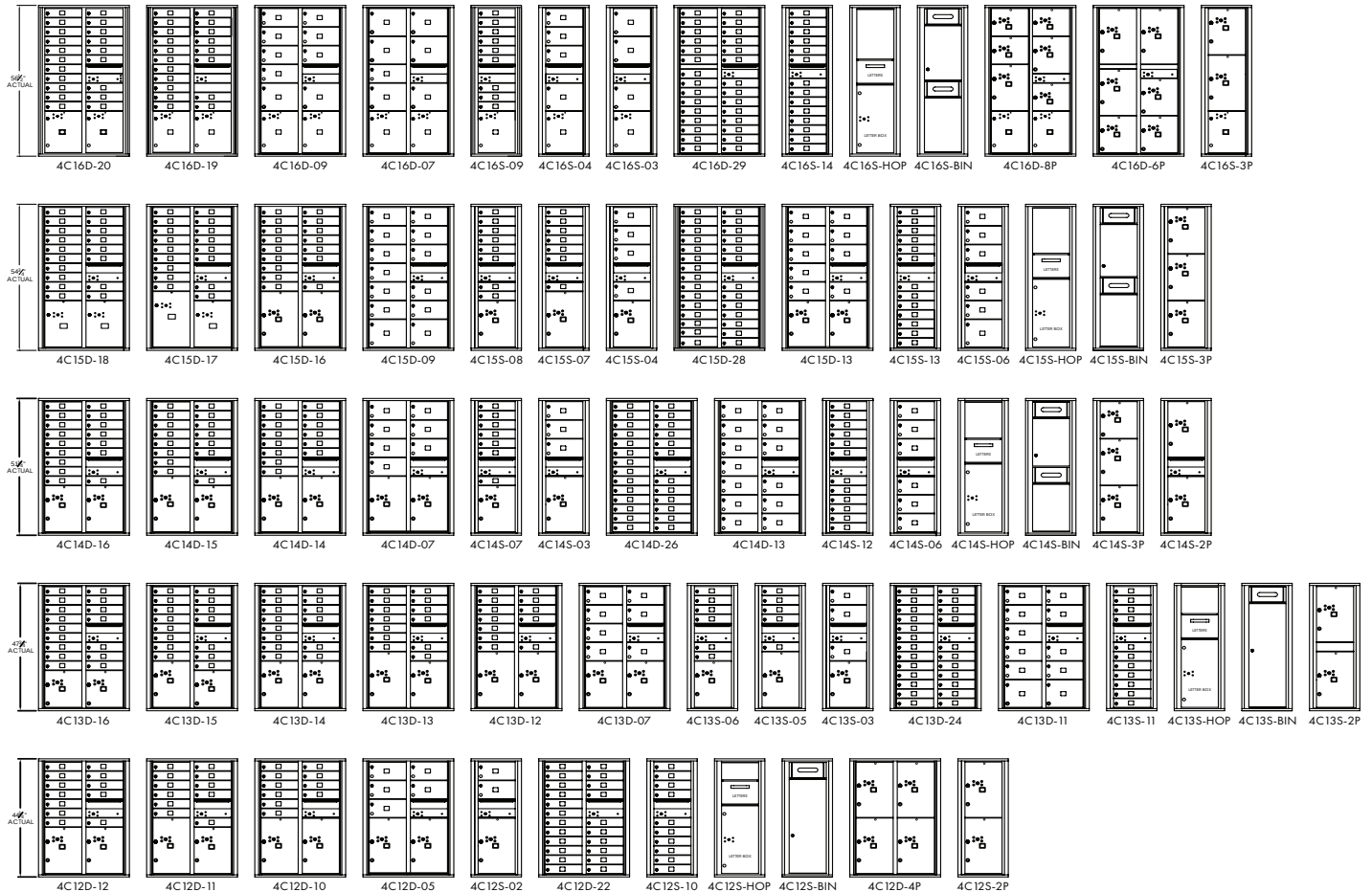
Technical References

Downloadable product information, brochures, and technical specifications can be found at www.florencemailboxes.com.

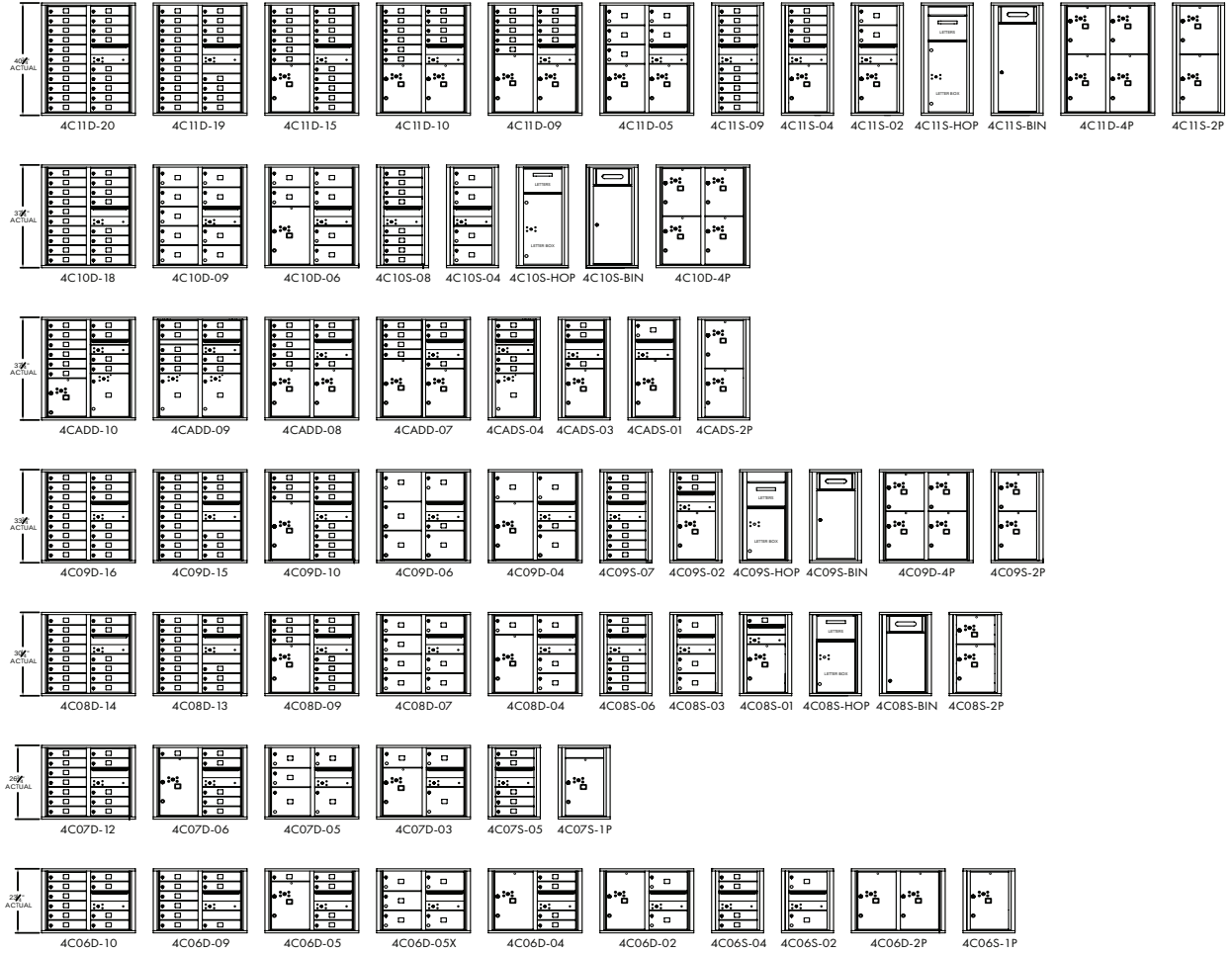
- 206362—versatile™ 4C Installation Manual
- 206363—versatile™ 4C Surface-Mount Collar Installation Manual
- 206366—versatile™ 4C Pedestal-Mount Installation Instructions

Product Information

versatile™ 4C mailbox suites



Product Information



Security Tool Requirements

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IMPORTANT NOTICE FOR USPS

USPS personnel must have a McGard Screwdriver to install and service the postal Arrow-lock cover on the Florence versatile™ 4C mailbox suites.

Note: Florence Corporation does not provide or sell the McGard Screwdriver.

McGard Screwdrivers can be ordered by USPS personnel on the eBuy2 ordering system.



(For #10-32 x 0.312" button head McGard security screws used on the postal Arrow-lock cover.

NOTE:

For USPS applications:

- A.** Arrow lock is installed by USPS personnel only. Contact your local Post Office to arrange access through the Arrow lock if service is necessary.

For Non-USPS applications:

- A.** Please disregard instructions related to the Arrow lock throughout this manual.
- B.** The master-access door and parcel-door private-lock mechanisms were installed at the factory so the property owner may need to be contacted prior to servicing the unit.
- C.** McGard Screwdriver and fasteners are not necessary for Non-USPS (private delivery) applications.

Care and Cleaning

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The surface of all Florence Corporation clear-aluminum or powder-coated products may be cleaned of dirt or grime with a soft cloth dampened with any mild detergent or properly-diluted biodegradable, water-based cleaner, such as Simple Green™¹. Wipe from top to bottom to avoid run-down. Avoid the use of abrasives, which might damage the product surface. Rinse with plain water and dry². Avoid cleaning during extreme temperature conditions.

To varying extents, depending upon the color, it may be possible to remove some spray-paint or marker-applied graffiti from powder-coated surfaces by using a stronger cleaner such as Krud Kutter³ or a mild petroleum-based solvent, such as mineral spirits. Test-clean a small area first, a few seconds at a time. Do not allow the chemical to remain on the surface for an indefinite period, as this may damage the surface of the product. Remove any residue left with a mild cleaner, followed by water rinse as noted above.

Matching paint products may be available from an Authorized Florence Dealer for products which utilize powder coating.

If a mailbox lock in outdoor equipment becomes clogged with ice due to extreme winter weather conditions, the lock manufacturer suggests using "Tri-Flow® Superior Lubricant Aerosol"⁴. Spray the Tri-Flow® Lubricant⁵ directly into the keyhole and onto the key. Slide the key in and out of the lock several times to spread the lubricant. Do not apply too much product, as a small amount is sufficient. Wipe off any excess lubricant from the lock and key.

1 Simple Green™, product #13102, is manufactured by Sunshine Makers, Inc. of California, 800-228-0709, infoweb@simplegreen.com.

2 In foggy coastal regions, frequent cycles of condensation and drying can create a heavy buildup of atmospheric salts and dirt that may adhere tenaciously. This requires that cleaning be done more frequently than in other metropolitan areas where rainfall is more frequent (AAMA Standard 609 & 610-02).

3 Krud Kutter™, product #GR32, is manufactured by Supreme Chemicals of Georgia, 800-466-7126, sales@krudkutter.com.

4 Tri-Flow® Superior Lubricant Aerosol, product #TF20009, is manufactured by The Sherwin-Williams Company of Ohio, 800-474-3794.

5 This product is a light-viscosity lube that allows for deep penetration into hard-to-reach moving parts, providing optimum lubrication under extreme temperatures (-60 to 475° F) and humidity. Product includes formulated solvents that soften and remove dirt and contaminants, and special additives that displace moisture and prevent rust and corrosion.

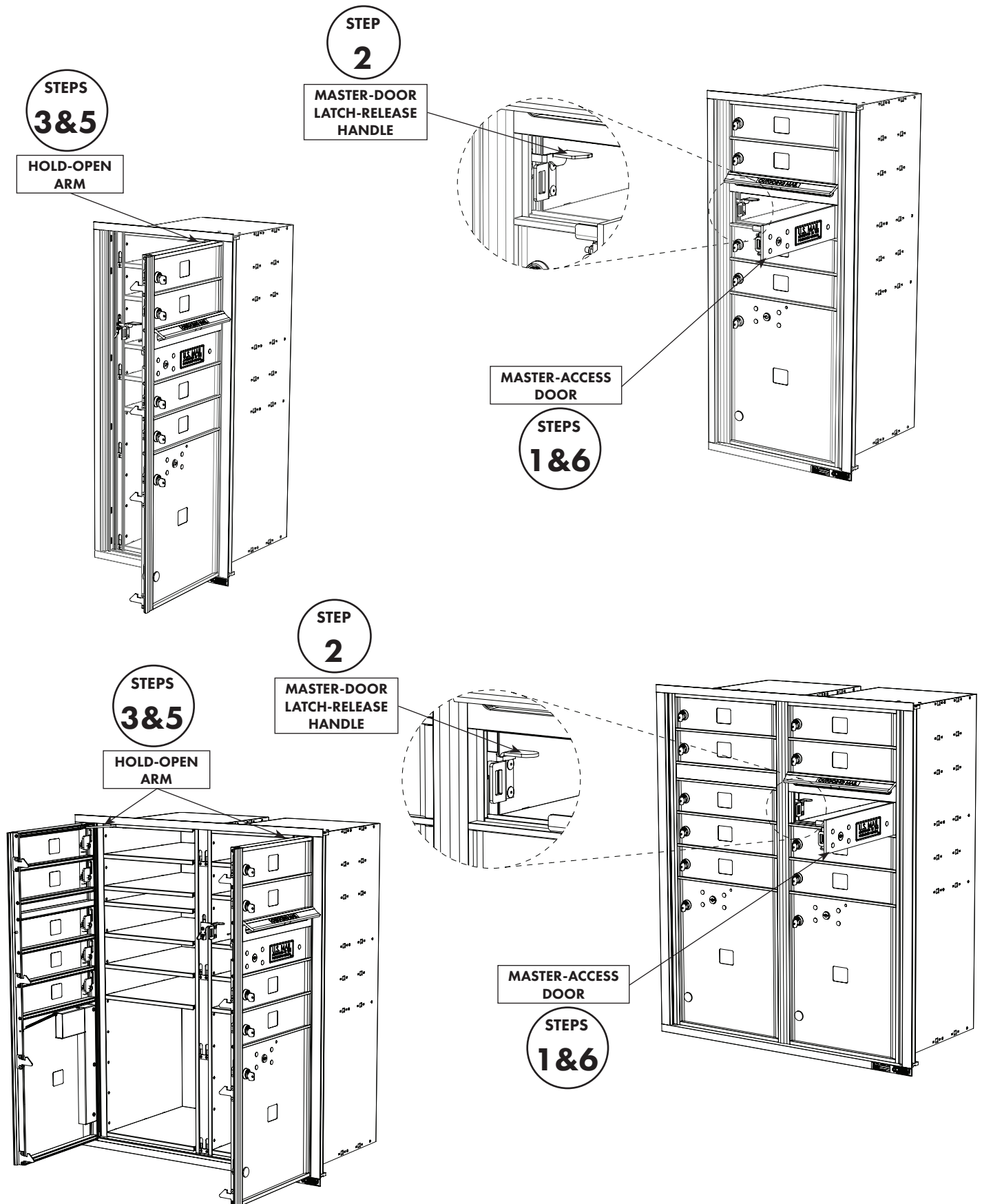
Open Master Door(s) of a Tenant or Tenant-With-Parcel Module

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NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

- 1.** Have the local postal official unlock the master-access door (units serviced by the USPS), or contact the property owner for access (private-delivery units).
- 2.** Lift up on the master-door latch-release handle.
- 3.** Open the master door(s) until the hold-open arm(s) engage(s).
- 4.** Complete all necessary repairs to the module.
- 5.** Lift up on the hold-open arm(s) and close the master door(s).
- 6.** Lock the master-access door.

Open Master Door(s) of a Tenant or Tenant-With-Parcel Module



Model #4CADS-04 & #4CADD-09 shown in illustration

Open Master Door(s) of a Parcel-Only Module

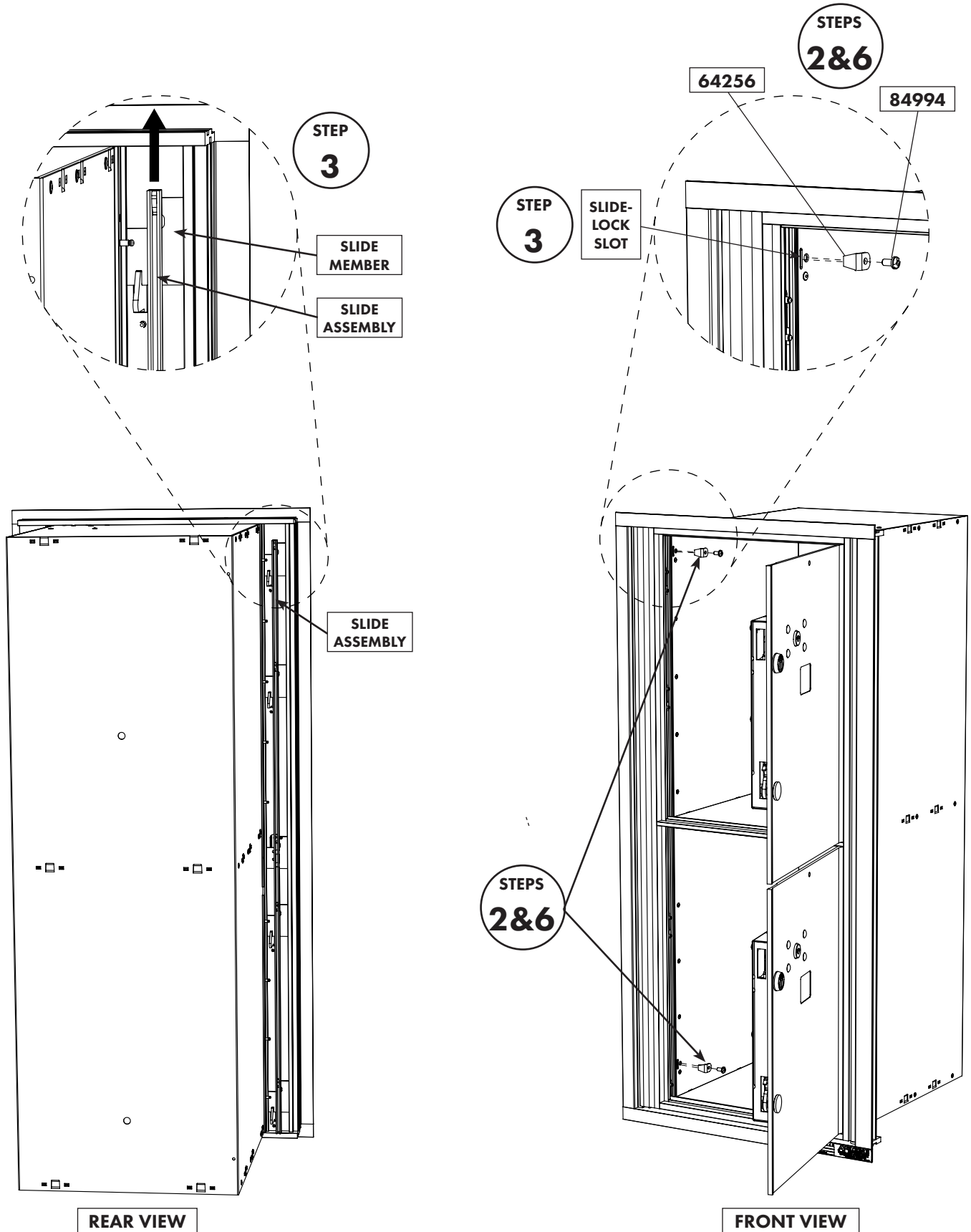
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NOTE: Contact local postal officials to gain access to units serviced by the USPS. This procedure will require opening all of the parcel-locker door(s). If any of the parcel doors are locked, they will need to be unlocked.

- 1.** Open all parcel-locker doors.
- 2.** Remove all #10-32 x 0.375" one-way SS screw(s) (**84994**) and slide lock(s) (**64256**) in each parcel locker in the module.
- 3.** Place a small allen wrench (hex key) through the slide-lock slot and lift up on the slide member, which will disengage the slide assembly, and allow the master door(s) to be pulled open.
- 4.** Complete all necessary repairs to the module.
- 5.** Close the master door(s).
- 6.** Reinstall all slide lock(s) (**64256**) and secure with #10-32 x 0.375" one-way SS screw(s) (**84994**) in each parcel locker in the module.
- 7.** Close the parcel-locker door(s).

REQUIRED TOOLS		PART #		DESCRIPTION
ONE-WAY REMOVAL SCREWDRIVER		64256		SLIDE LOCK
SMALL ALLEN WRENCH (HEX KEY)		84994		#10-32 X 0.375" ONE-WAY SS SCREW
SLOTTED SCREWDRIVER				

Open Master Door(s) of a Parcel-Only Module



Model #4C10S-2P shown in illustration

Open Access Door of a Trash/Recycling-Bin Module

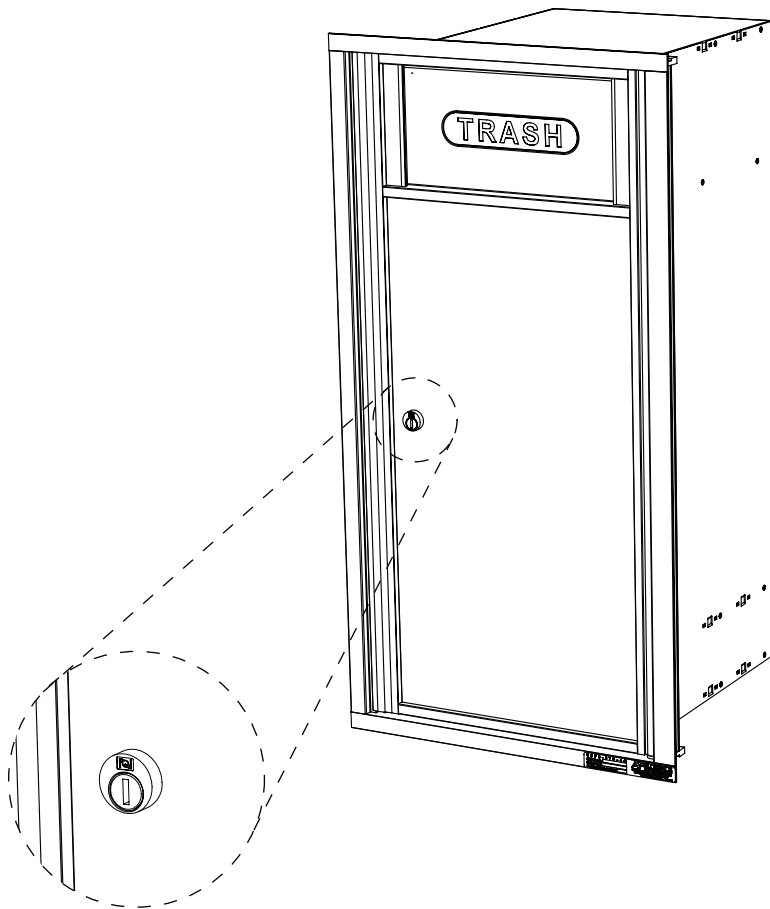
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- 1.** Unlock the access door:
 - Use the key for a standard cam lock.
 - Use a slotted screwdriver for a slotted keyless lock.
- 2.** Open the access door.
- 3.** Complete all necessary repairs to the module.
- 4.** Close the access door.
- 5.** Lock the access door.

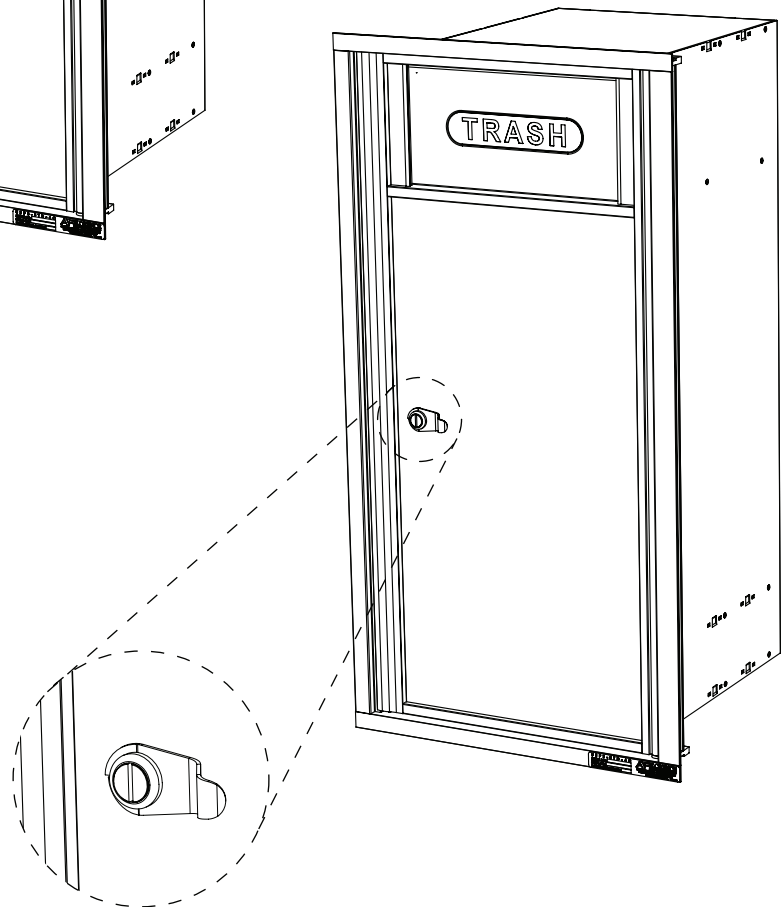
REQUIRED TOOLS

SLOTTED SCREWDRIVER

Open Master Door of a Trash/Recycling Bin Module



STANDARD CAM LOCK



SLOTTED KEYLESS LOCK

Model #4C09S-BIN shown in illustration

Removal of Module from Wall or Enclosure

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NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

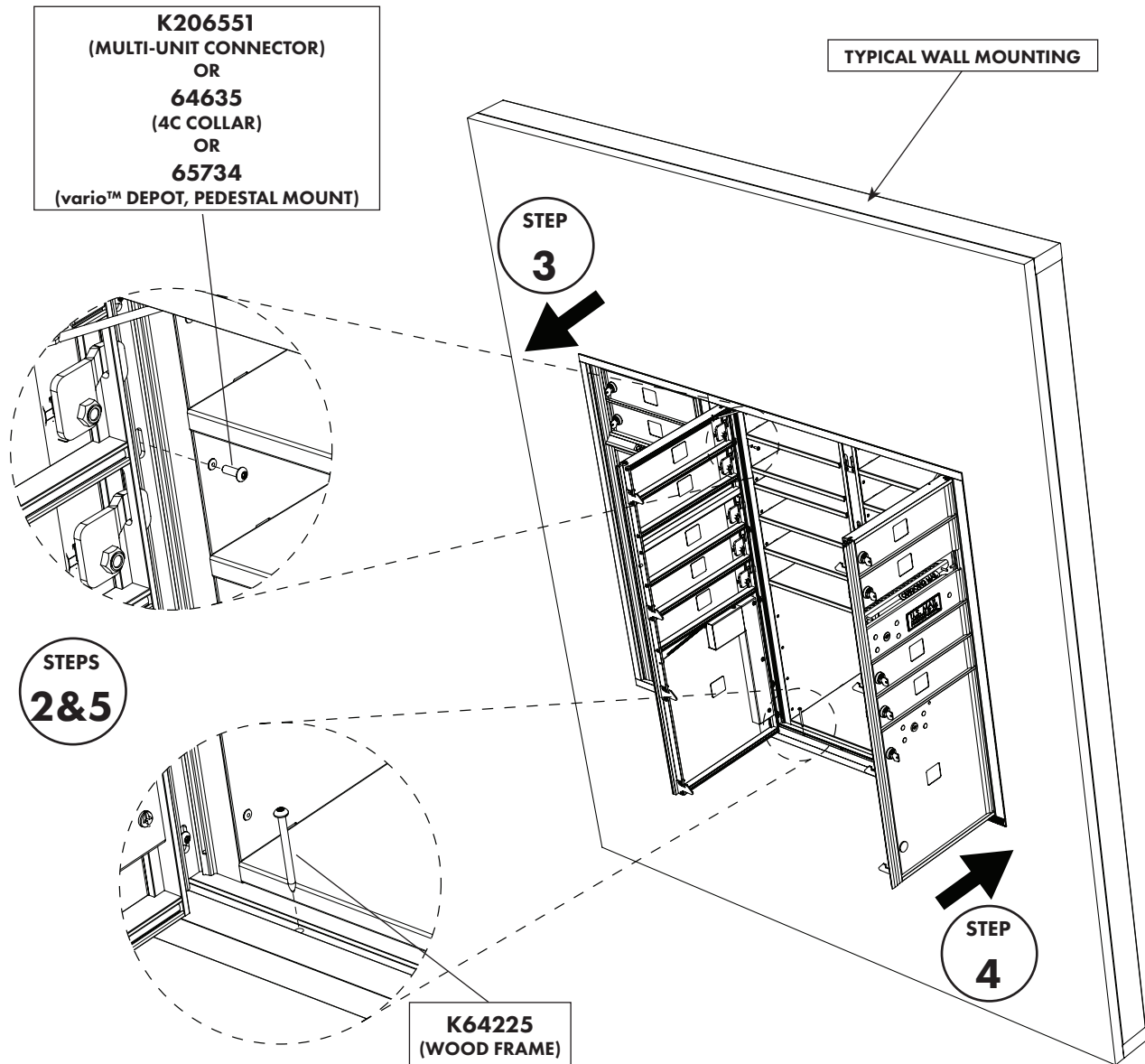
1. Open the master door(s) using procedures on pp. 8–13.
2. Remove screws from the top, bottom, and vertical side frame members. Note where different fasteners were used, and save the fasteners for reuse.
 - #8 x 2" Torx pan-head wood screws (**K64225**) in wood frame rough opening.
 - #8-18 x 1-1/4" hex-head self-drilling screws (**K206551**) in Florence's multi-unit connector.
 - #8-32 x 1" Torx+ BHMS Taptite SS screws (**64635**) in surface-mount collar.
 - #8-18 x 1.25" Torx pan-head self-tapping screws (**65734**) in vario™ Depot, and pedestal-mount cabinet.
3. Remove the 4C mailbox module from the wall or enclosure, and lay it flat on its back on a non-abrasive surface to make repairs or replacements.
4. After all necessary repairs are complete, reinstall the module in the wall or enclosure.
5. Reuse existing hardware, if applicable, along the top, bottom, and vertical side frame members. Adjust screws until they just make contact with the frame. Make sure to use the different fasteners in their original locations.

NOTE: Overtightening screws beyond initial contact with the frame could hinder functionality. If overtightening occurs, simply back out each overtightened mounting screw.
6. Close the master door(s) and lock the master-access door using procedures on pp. 8–13.

REQUIRED TOOLS
CORDLESS DRILL
1/4" NUT DRIVER
15IP TORX+ SCREWDRIVER / BIT
T20 TORX SCREWDRIVER / BIT
TOOLS FROM EARLIER STEPS

PART #	DESCRIPTION
K64225	#8 X 2" TORX PAN-HEAD WOOD SCREW
64635	#8-32 X 1" TORX+ BHMS TAPTITE SS SCREW (INCLUDED IN K64493)
65734	#8-18 X 1.25" TORX PAN-HEAD SELF-TAPPING SCREW
K206551	#8-18 x 1-1/4" HEX-HEAD SELF-DRILLING SCREW

Removal of Module from Wall or Enclosure



Model #4CADS-04 & #4CADD-09 shown in illustration

Replacement of Master Door Hold-open Device

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NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

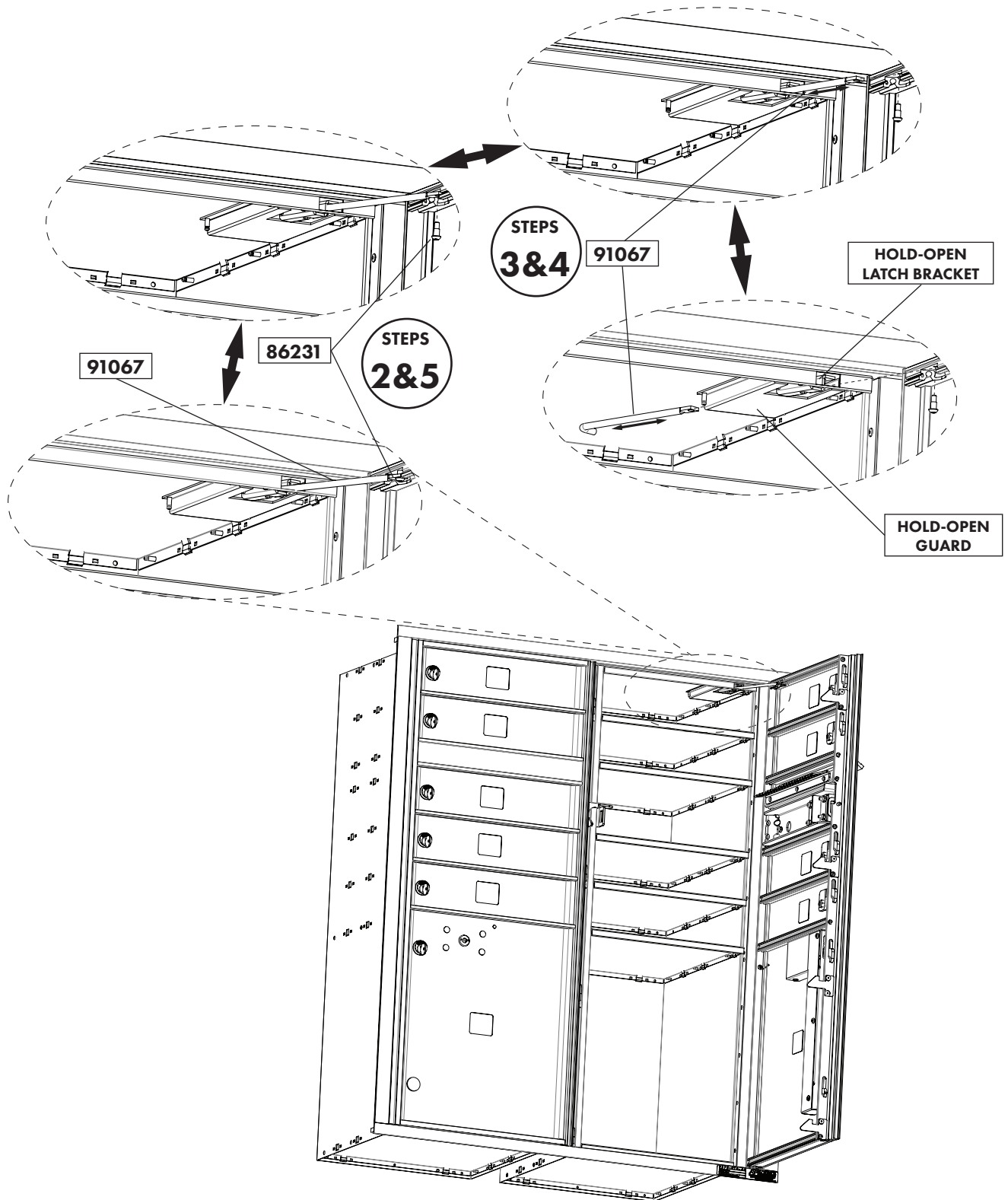
NOTE: If the hold-open latch bracket or the hold-open guard has been damaged, the top shelf assembly should be replaced using the procedures on pp. 60–61.

- 1.** Open the master door(s) using procedures on pp. 8–9.
- 2.** Disengage the left- or right-side hold-open arm(s) (**91067**) by removing one (1) #6-32 x 0.187" Torx+ Taptite SS shoulder screw (**86231**) attaching the hold-open arm(s) to the master door(s).
- 3.** Push upward on the hold-open arm (**91067**) and slide it toward the back of the module. Maneuver the hold-open arm through the hold-open latch bracket and the slot at the top back of the hold-open guard, and remove it from the module.
- 4.** Insert the new hold-open arm (**91067**) through the slot at the top back of the hold-open guard and through the hold-open latch bracket.
- 5.** Put the master door at a 90° angle and reattach the hold-open arm(s) (**91067**) to the master door(s) with one(1) #6-32 x 0.187" Torx+ Taptite SS shoulder screw (**86231**).
- 6.** Close the master door(s) and lock the master-access door using procedures on pp. 8–9.

REQUIRED TOOLS
15IP TORX+ SCREWDRIVER / BIT
TOOLS FROM EARLIER STEPS

PART #	DESCRIPTION
86231	#6-32 X 0.187" TORX+ TAPTITE SS SHOULDER SCREW (incl in K91067)
91067	HOLD-OPEN ARM (incl in K91067)
K91067	HOLD-OPEN DEVICE KIT FOR FRONT MASTER DOOR

Replacement of Master Door Hold-open Device



Model #4CADD-09 shown in illustration

Replacement of Top and/or Bottom Trim

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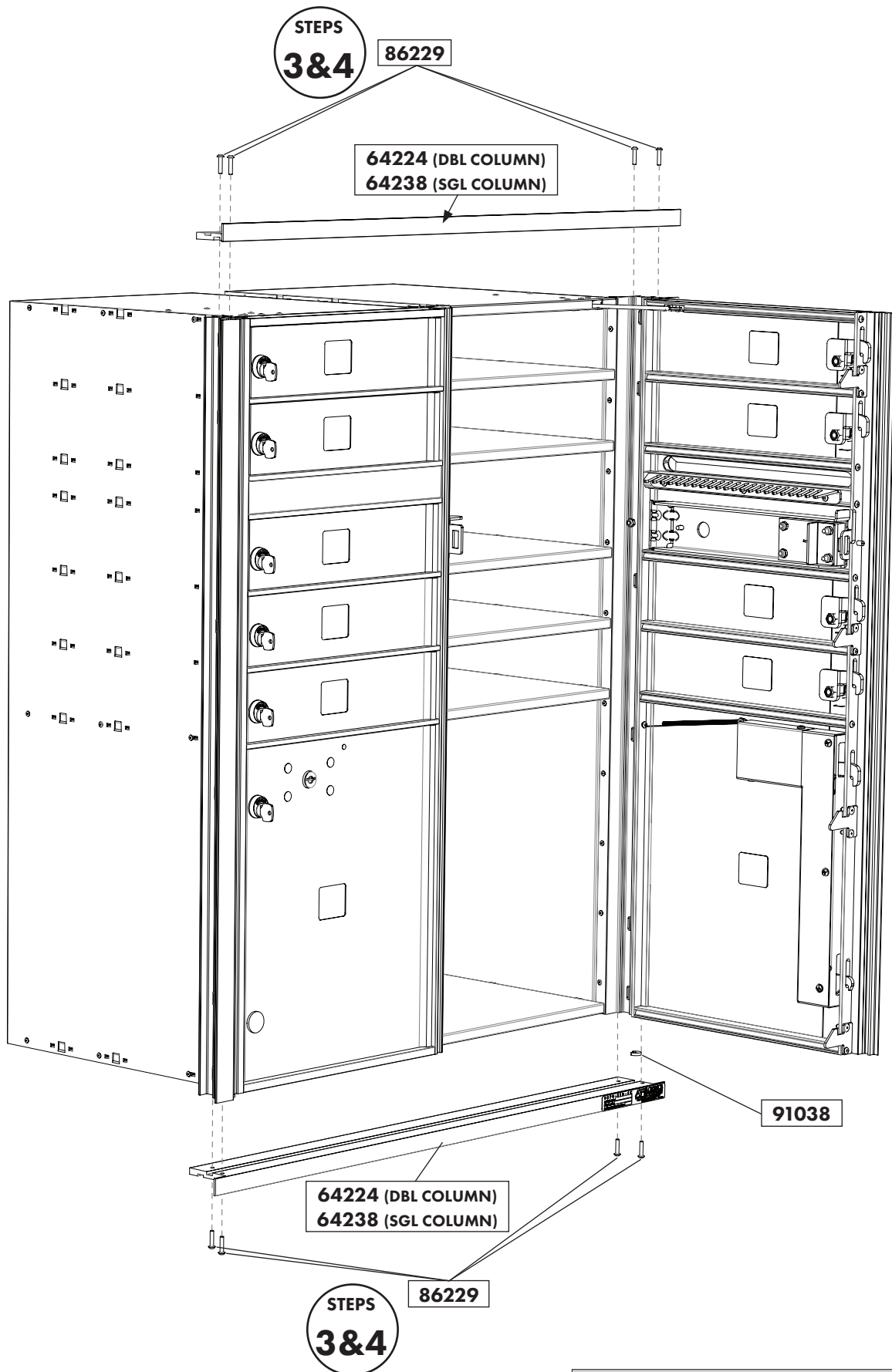
NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

- 1.** Open the master door(s) using procedures on pp. 8–13.
- 2.** Remove the 4C mailbox module from the wall or enclosure using procedures on pp. 14–15.
- 3.** Remove four (4) #8-32 x 0.75" Torx+ BHMS Taptite SS screws (**86229**) from the top and/or bottom trim piece(s). Be careful not to lose the master-door bushing(s) (**91038**). Remove the top and/or bottom trim piece(s).
- 4.** Replace the top and/or bottom trim piece(s) and secure each with four (4) #8-32 x 0.75" Torx+ BHMS Taptite SS screws (**86229**).
 - When replacing the bottom trim, be sure to reinstall the master-door bushing(s) (**91038**).
- 5.** Reinstall the module in the wall or enclosure using procedures on pp. 14–15.
- 6.** Close the master door(s) and lock the master-access door using procedures on pp. 8–13.

REQUIRED TOOLS
15IP TORX+ SCREWDRIVER / BIT
TOOLS FROM EARLIER STEPS

PART #	DESCRIPTION
64224	TOP/BOTTOM TRIM DBL COLUMN (incl in K64238)
64238	TOP/BOTTOM TRIM SGL COLUMN (incl in K64238)
86229	#8-32 X 0.75" TORX+ BHMS TAPTITE SS SCREW (incl in K64238)
91038	BUSHING
K64238	TOP OR BOTTOM TRIM KIT

Replacement of Top and/or Bottom Trim



Model #4CADD-09 shown in illustration

Replacement of Master-Door Hook

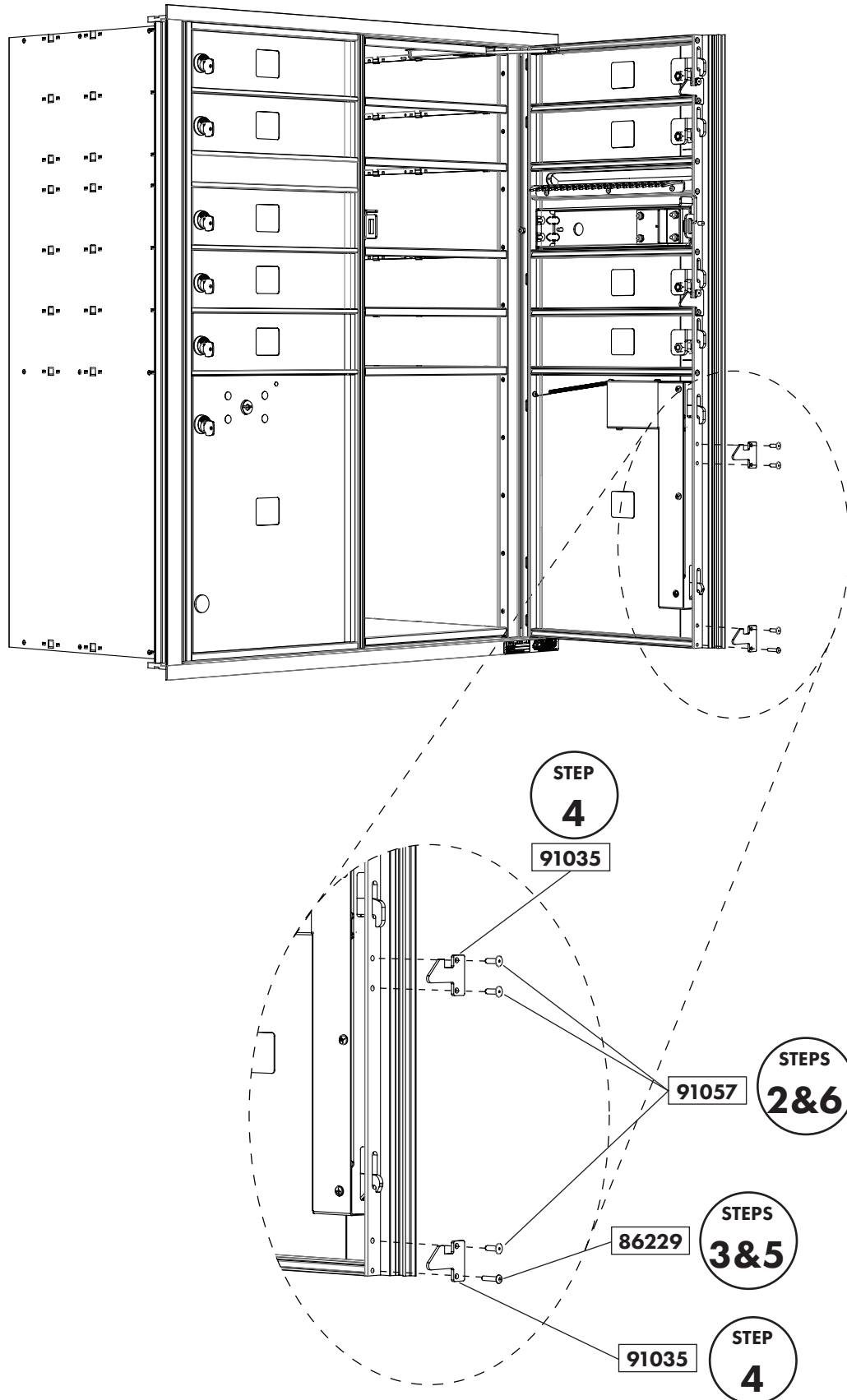
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NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

- 1.** Open the master door(s) using procedures on pp. 8–13.
- 2.** Drill out one (1) or two (2) 3/16" dia x 0.55" SS blind rivet(s) (**91057**) securing the hook to the master door.
- 3.** If only one rivet, remove one (1) #8-32 x 0.75" Torx+ BHMS Taptite SS screw (**86229**) from the crossbar.
- 4.** Remove and replace the master-door hook (**91035**), ensuring the proper orientation.
- 5.** If only one rivet, install one (1) #8-32 x 0.75" Torx+ BHMS Taptite SS screw (**86229**) into the crossbar.
- 6.** Install one (1) or two (2) 3/16" dia x 0.55" SS blind rivet(s) (**91057**) to finish securing the hook to the master door.
- 7.** Close the master door(s) and lock the master-access door using procedures on pp. 8–13.

REQUIRED TOOLS	PART #	DESCRIPTION
3/16" DRILL BIT	86229	#8-32 X 0.75" TORX+ BHMS TAPTITE SS SCREW (incl in K91035)
PNEUMATIC BLIND RIVET GUN	91035	MASTER DOOR HOOK (FOR USE WITH 2 RIVETS) (incl in K91035)
PORTABLE DRILL	91057	3/16" DIA X 0.55" SS BLIND RIVET (incl in K91035)
T15 TORX+ SCREWDRIVER / BIT	K91035	MASTER DOOR LOCKING HOOK KIT
TOOLS FROM EARLIER STEPS		

Replacement of Master-Door Hook



Model #4CADD-09 shown in illustration

Replacement of Access-Door Latch Bracket and Master-Door Latch-Release Handle

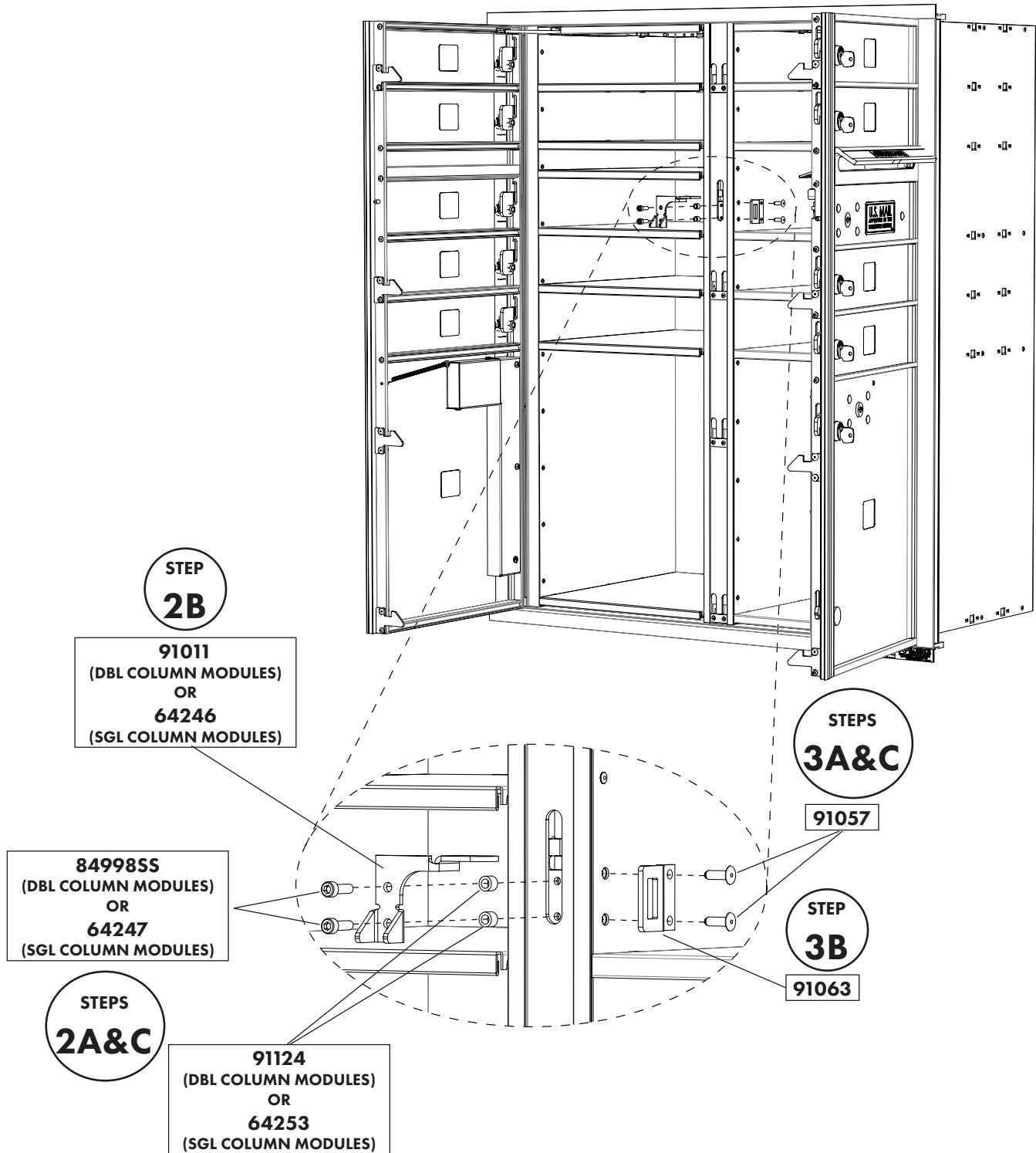
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NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

- 1.** Open the master door(s) using procedures on pp. 8–9.
- 2. To replace the latch-release handle assembly:**
 - A.** Remove two (2) screws (**64247**—sgl column; **84998SS**—dbl column) and two (2) spacers (**64253**—sgl column; **91124**—dbl column).
 - B.** Remove and replace one (1) master-door latch-release handle (**64246**—sgl column; **91011**—dbl column).
 - C.** Replace two (2) spacers (**64253**—sgl column; **91124**—dbl column) and two (2) screws (**64247**—sgl column; **84998SS**—dbl column).
- 3. To replace the master-door latch bracket:**
 - A.** Drill out two (2) 3/16" dia x 0.55" SS blind rivets (**91057**).
 - B.** Remove and replace one (1) latching bracket (**91063**).
 - C.** Replace two (2) 3/16" dia x 0.55" SS blind rivets (**91057**).
- 4.** Close the master door(s) and lock the master-access door using procedures on pp. 8–9.

REQUIRED TOOLS	PART #	DESCRIPTION
5/32" ALLEN WRENCH (HEX KEY)	64246	MASTER DOOR LATCH RELEASE HANDLE (SGL COLUMN) (incl in K64246)
3/16" DRILL BIT	64247	#8-32 x 0.75" TORX+ BHMS SS SCREW (SGL COLUMN) (incl in K64246)
PNEUMATIC BLIND RIVET GUN	64253	0.166" ID X 0.313" NYLON SPACER (SGL COLUMN) (incl in K64246)
PORTABLE DRILL	84998SS	#10-32 X 0.625" HEX SHCS SS SCREW (DBL COLUMN) (incl in K91011)
T15 TORX+ SCREWDRIVER / BIT	91011	MASTER DOOR LATCH RELEASE HANDLE (DBL COLUMN) (incl in K91011)
TOOLS FROM EARLIER STEPS	91057	3/16" DIA X 0.55" SS BLIND RIVET (incl in K91063)
	91063	LATCHING BRACKET (incl in K91063)
	91124	0.31" OD X 0.196" ID X 0.235" SS SPACER (DBL COLUMN) (incl in K91011)
	K91011	GATE RELEASE MECHANISM, DBL COLUMN KIT
	K64246	GATE RELEASE MECHANISM, SGL COLUMN KIT
	K91063	LATCHING BRACKET KIT

Replacement of Access-Door Latch Bracket and Master-Door Latch-Release Handle



Model #4CADD-09 shown in illustration

Replacement of Master Door

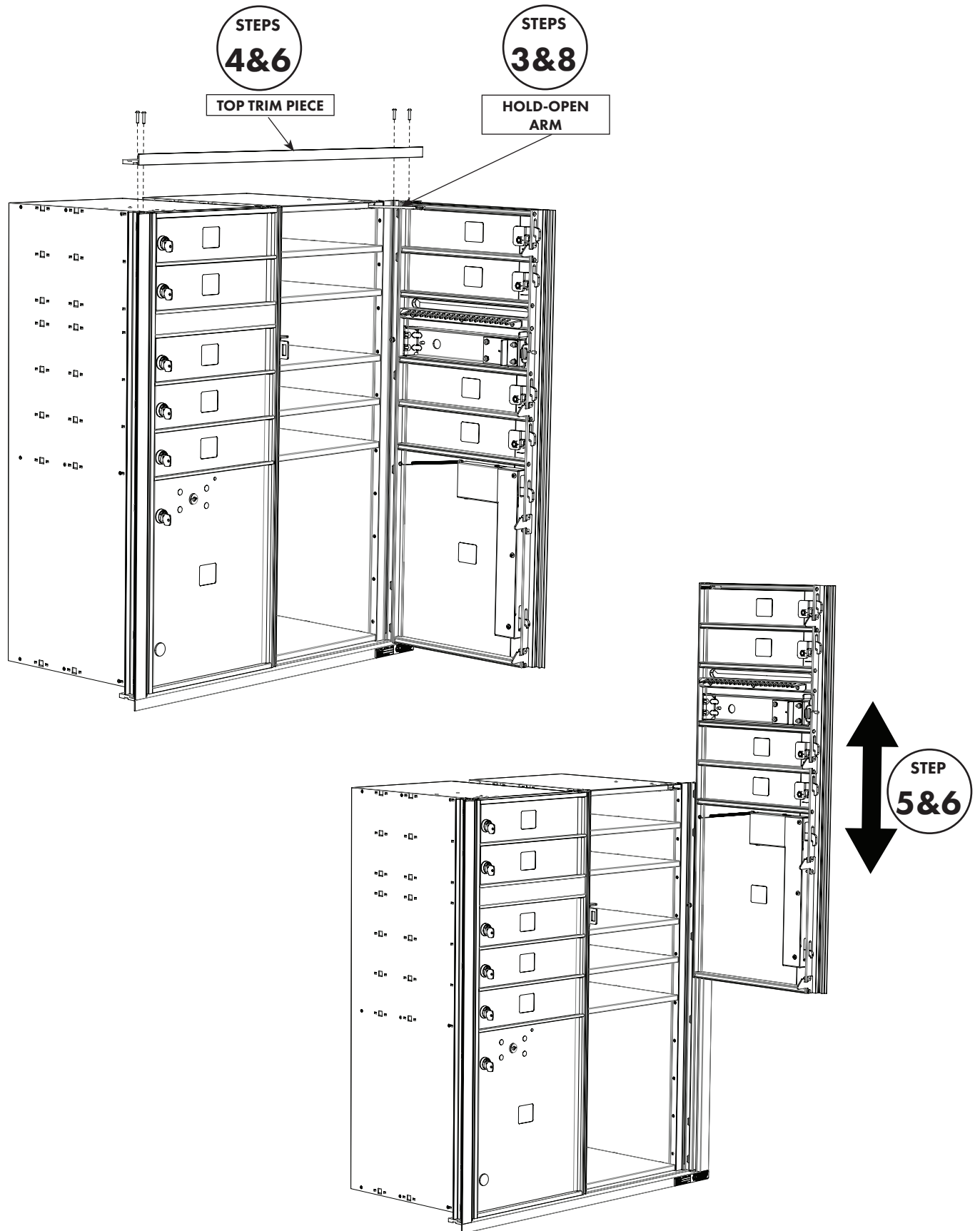
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NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

- 1.** Open the master door(s) using procedures on pp. 8–13.
- 2.** Remove the 4C mailbox module from the wall or enclosure using procedures on pp. 14–15.
- 3.** For tenant or tenant-with-parcel modules, disengage the hold-open arm(s) from the top of the master door(s) using procedures on pp. 16–17.
- 4.** Remove the top trim piece, exposing the master-door hinges using procedures on pp. 18–19.
- 5.** Remove the master door(s) by sliding it (them) up through the top of the module.
- 6.** Replace the master door(s) by sliding it (them) down from the top of the module.
- 7.** Reinstall the top trim piece using procedures on pp. 18–19.
- 8.** For tenant or tenant-with-parcel modules only, reattach the hold-open arm(s) using procedures on pp. 16–17.
- 9.** Reinstall the module in the wall or enclosure using procedures on pp. 14–15.
- 10.** Close the master door(s) and lock the master-access door using procedures on pp. 8–13.

REQUIRED TOOLS		PART #	DESCRIPTION
TOOLS FROM EARLIER STEPS		VARIES	MASTER LOAD DOOR KIT (Contact authorized Florence dealer or customer service representative)

Replacement of Master Door



Model #4CADD-09 shown in illustration

Replacement of Left and/or Right Trim

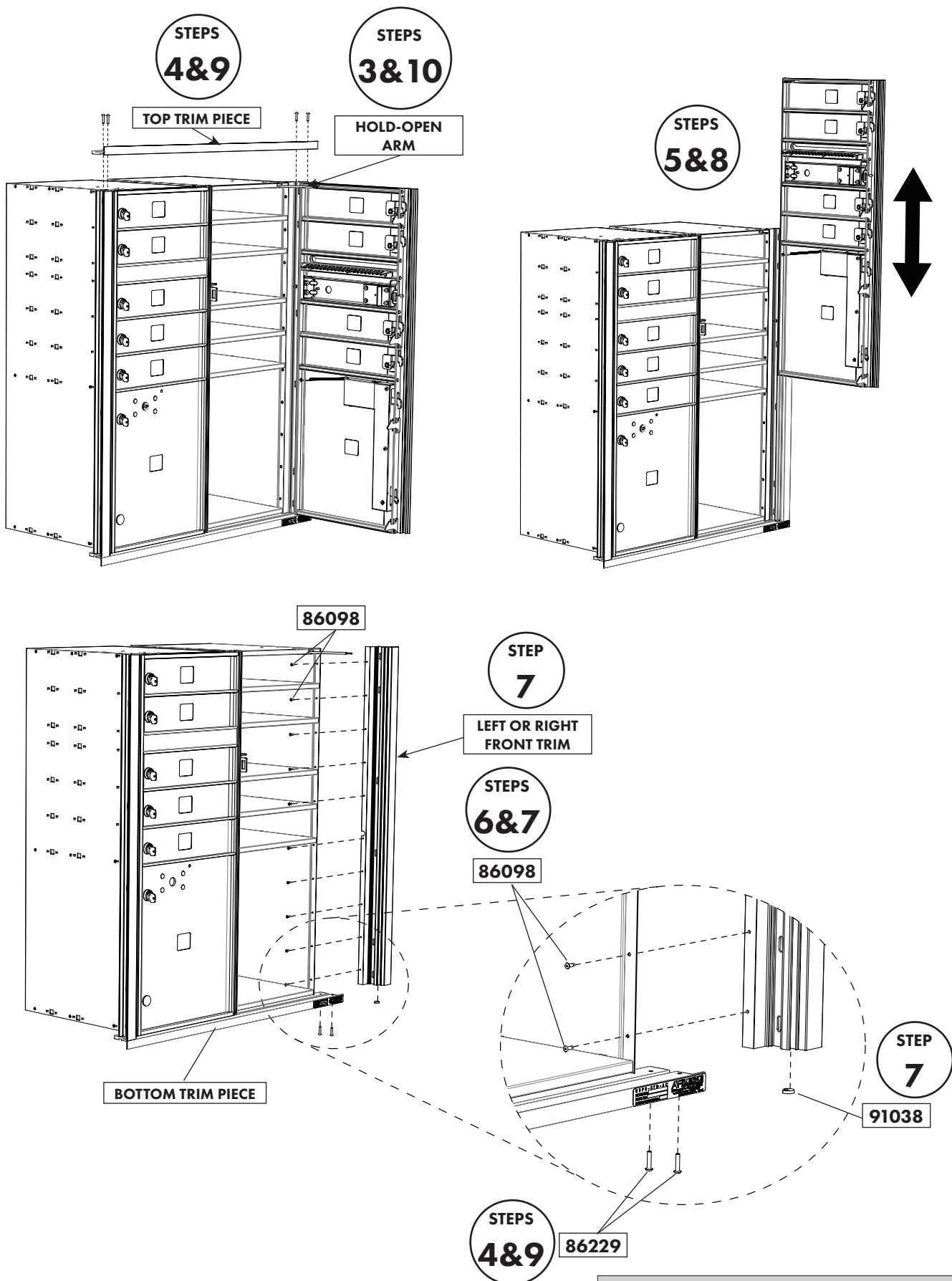
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NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

1. Open the master door(s) using procedures on pp. 8–13.
2. Remove the 4C mailbox module from the wall or enclosure using procedures on pp. 14–15.
3. For tenant or tenant-with-parcel modules, disengage the hold-open arm(s) from the top of the master door(s) using procedures on pp. 16–17.
4. Remove the top trim piece, and two (2) #8-32 x 0.75" Torx+ BHMS Taptite SS screws (**86229**) per affected side(s) from the bottom trim piece, using procedures on pp. 18–19.
5. Slide the master door(s) up through the top of the module.
6. Using a 1/8" drill bit, drill out all 1/8" dia x 0.328" SS blind rivets (**86098**) along the sides that hold the left and/or right front trim.
7. Remove and replace the left and/or right trim, securing with 1/8" dia x 0.328" SS blind rivets (**86098**).
 - Be sure to remove the master-door bushing(s) (**91038**) from the original trim and install it in the replacement trim.
8. Reinstall the master door(s) by sliding it (them) down from the top of the module.
9. Reinstall the top trim piece and two (2) #8-32 x 0.75" Torx+ BHMS Taptite SS screws (**86229**) per affected side(s) in the bottom trim piece using procedures on pp. 18–19.
10. For tenant or tenant-with-parcel modules, reattach the hold-open arm(s) using procedures on pp. 16–17.
11. Reinstall the module in the wall or enclosure using procedures on pp. 14–15.
12. Close the master door(s) and lock the master-access door using procedures on pp. 8–13.

REQUIRED TOOLS	PART #	DESCRIPTION
1/8" DRILL BIT	86098	1/8" DIA X 0.337" SS BLIND RIVET
15IP TORX+ SCREWDRIVER / BIT	86229	#8-32 X 0.75" TORX+ BHMS TAPTITE SS SCREW
PNEUMATIC BLIND RIVET GUN	91038	BUSHING
PORTABLE DRILL		
TOOLS FROM EARLIER STEPS	VARIES	LEFT OR RIGHT FRONT TRIM KIT (Contact authorized Florence dealer or customer service representative)

Replacement of Left and/or Right Trim



Replacement of Master-Door Latch-Slide Mechanism

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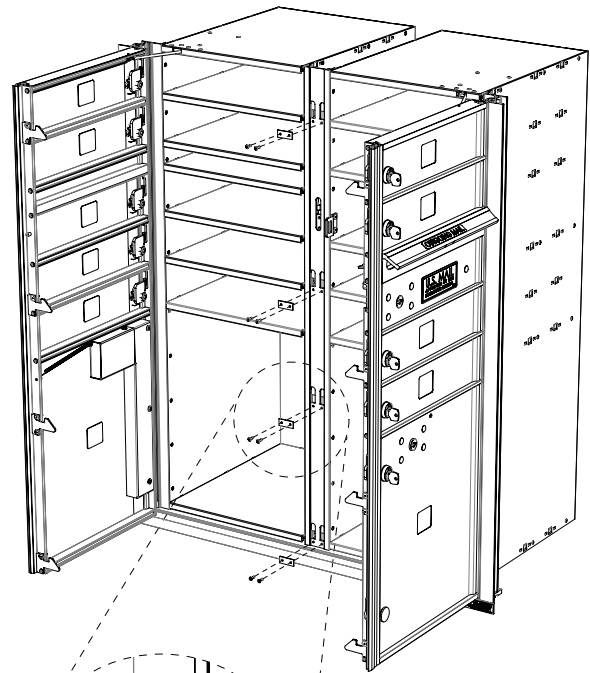
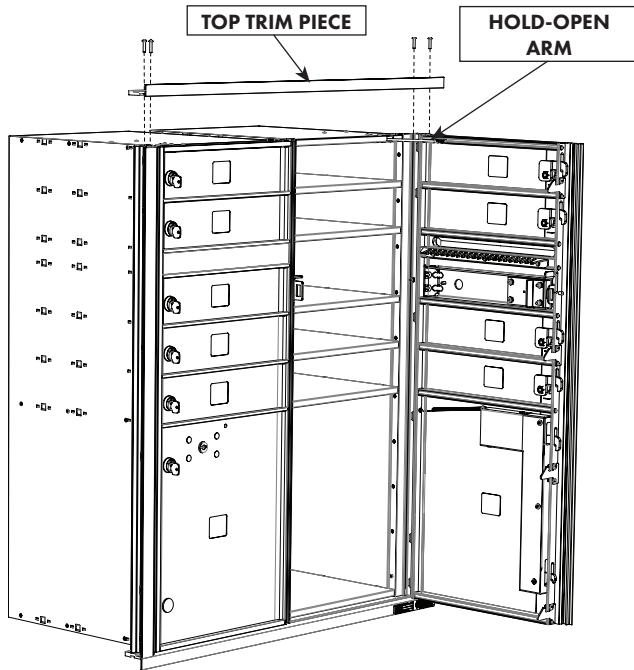
NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

1. Open the master door(s) using procedures on pp. 8–13.
2. Remove the 4C mailbox module from the wall or enclosure using procedures on pp. 14–15.
3. Remove the top trim piece using procedures on pp. 18–19.
4. For tenant or tenant-with-parcel modules:
 - A. Drill out 1/8" dia x 0.337" SS blind rivets (**86098**) from all wear plates (**64245**—sgl column; **91037**—dbl column).
 - B. Remove the master-door latch-release handle using procedures on pp. 22–23.
5. Slide the master-door slide assembly up through the top of the slide housing, and replace it.
6. For tenant or tenant-with-parcel modules:
 - A. Reinstall the master-door latch-release handle using procedures on pp. 22–23.
 - B. Reinstall all wear plates (**64245**—sgl column; **91037**—dbl column) using 1/8" dia x 0.337" SS blind rivets (**86098**).
7. Reinstall the top trim piece using procedures on pp. 18–19.
8. Reinstall the module in the wall or enclosure using procedures on pp. 14–15.
9. Close the master door(s) and lock the master-access door using procedures on pp. 8–13.

REQUIRED TOOLS		PART #	DESCRIPTION
1/8" DRILL BIT		64245	WEAR PLATE (SGL COLUMN)
PNEUMATIC BLIND RIVET GUN		86098	1/8" DIA X 0.337" SS BLIND RIVET
PORTABLE DRILL		91037	WEAR PLATE (DBL COLUMN)
TOOLS FROM EARLIER STEPS		VARIES	FRONT MLD SLIDE KIT (Contact authorized Florence dealer or customer service representative)

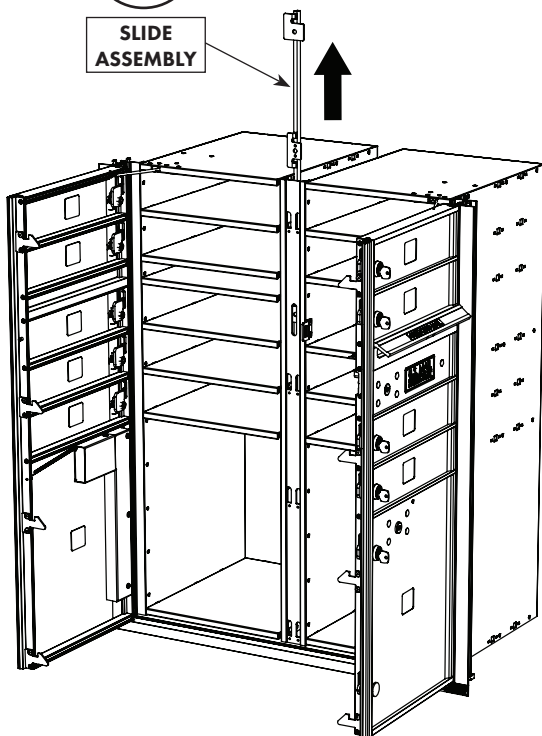
Replacement of Master-Door Latch-Slide Mechanism

STEPS
3&7



STEP
5

SLIDE
ASSEMBLY



86098

91037
(DBL COLUMN MODULES)
OR
64245
(SGL COLUMN MODULES))

STEPS
4A&6B

Model #4CADD-09 shown in illustration

Replacement of Master-Door Outer Hinge

versatile™ 4C mailbox suites

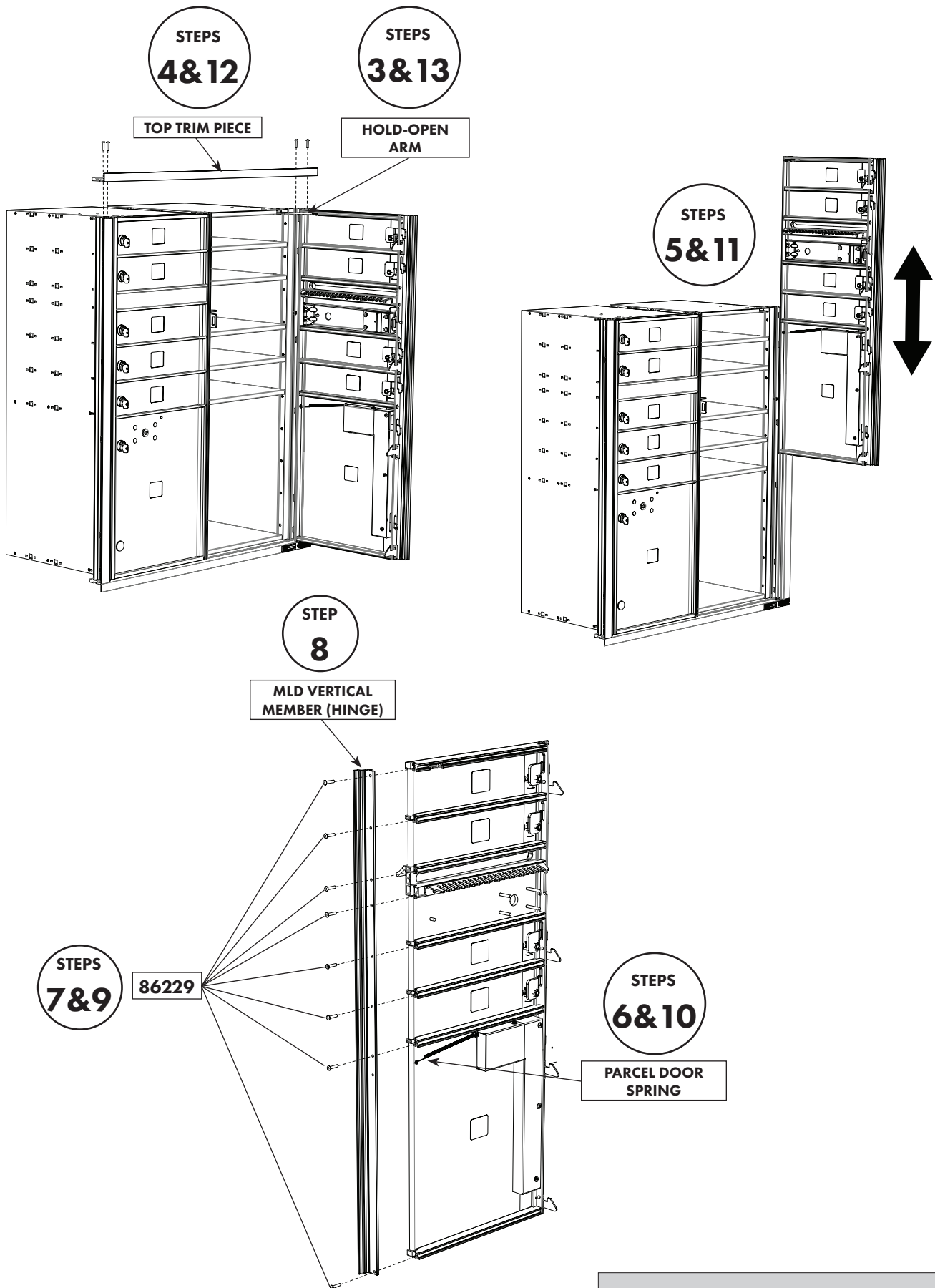
NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

- 1.** Open the master door(s) using procedures on pp. 8–13.
- 2.** Remove the 4C mailbox module from the wall or enclosure using procedures on pp. 14–15.
- 3.** For tenant or tenant-with-parcel modules, disengage the hold-open arm(s) from the top of the master door using procedures on pp. 16–17.
- 4.** Remove the top trim piece, exposing the master-door hinges using procedures on pp. 18–19.
- 5.** Slide the master door(s) up through the top of the module.
- 6.** If the master door has a parcel door, detach the parcel-door spring from the vertical frame member using procedures on pp. 44–45.
- 7.** Remove all #8-32 x 0.75" Torx+ BHMS Taptite SS screws (**86229**).
- 8.** Remove and replace one (1) vertical member (hinge) from the master door.
- 9.** Reinstall all #8-32 x 0.75" Torx+ BHMS Taptite SS screws (**86229**).
- 10.** For modules with a parcel locker, reattach the parcel-door spring to the vertical frame member using procedures on pp. 44–45.
- 11.** Reinstall the master door(s) by sliding it (them) down from the top of the module.
- 12.** Reinstall the top frame trim piece using procedures on pp. 18–19.
- 13.** For tenant or tenant-with-parcel modules, reattach the hold-open arm(s) using procedures on pp. 16–17.
- 14.** Reinstall the module in the wall or enclosure using procedures on pp. 14–15.
- 15.** Close the master door(s) and lock the master-access door using procedures on pp 8–13.

REQUIRED TOOLS
15IP TORX+ SCREWDRIVER / BIT
TOOLS FROM EARLIER STEPS

PART #	DESCRIPTION
86229	#8-32 X 0.75" TORX+ BHMS TAPTITE SS SCREW
VARIES	MLD VERTICAL MEMBER (HINGE) (Contact authorized Florence dealer or customer service representative)
VARIES	FRONT OUTER HINGE KIT (Contact authorized Florence dealer or customer service representative)

Replacement of Master Door Outer Hinge



Model #4CADD-09 shown in illustration

Replacement of Hinge Rod

versatile™ 4C mailbox suites

NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.



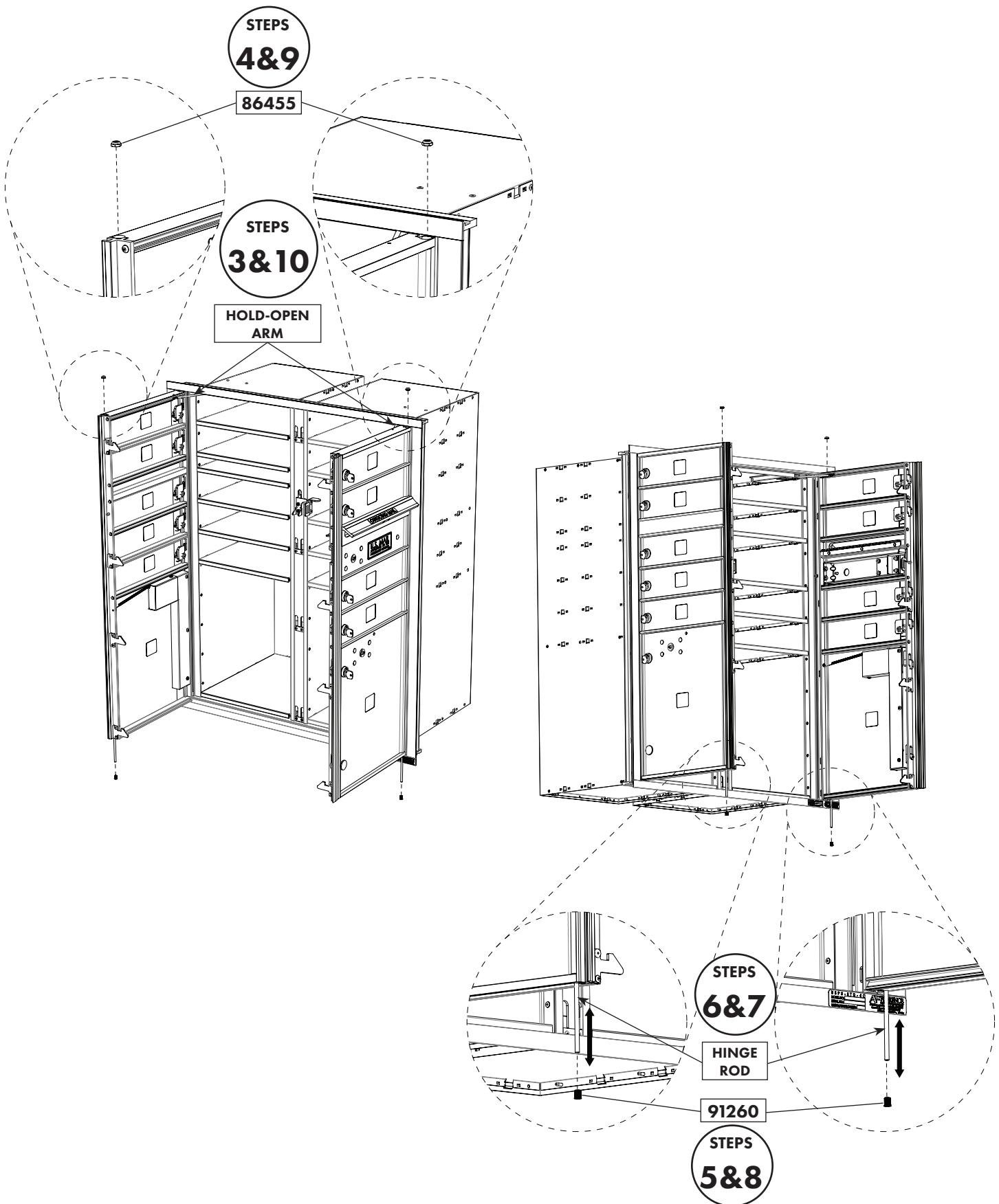
CAUTION: Once the hinge rod is removed, the doors can fall out, potentially causing injury. Ensure that each of the doors is in the locked position before removing the hinge rod.

1. Open the master door(s) using procedures on pp. 8–13.
2. Remove the 4C mailbox module from the wall or enclosure using procedures on pp. 14–15.
3. For tenant or tenant-with-parcel modules, disengage the hold-open arm(s) from the top of the master door(s) using procedures on pp. 16–17.
4. Remove one (1) #10-32 SS thin hex lock nut with nylon (**86455**) with needle nose pliers or a reduced-head-diameter 3/8" nut driver (**available from an Authorized Florence Dealer under part #64684**).
5. With a plastic mallet and a 1/8" punch, tap the hinge rod down from the top to dislodge the threaded insert (**91260**) at the bottom of the hinge rod. Remove the threaded insert.
6. The hinge rod may be pulled out of the bottom of the hinge, or be tapped up and pulled out of the top of the hinge with pliers.
7. Replace the hinge rod.
8. Reattach the threaded insert (**91260**) to the bottom of the hinge rod.
9. Reinstall one (1) #10-32 SS thin hex lock nut with nylon (**86455**) to the top of the hinge rod.
10. For tenant or tenant-with-parcel modules, reattach the hold-open arm(s) using procedures on pp. 16–17.
11. Reinstall the module in the wall or enclosure using procedures on pp. 14–15.
12. Close the master door(s) and lock the master-access door using procedures on pp. 8–13.

REQUIRED TOOLS
1/8" PUNCH
NEEDLE NOSE PLIERS
PLASTIC MALLET
REDUCED-HEAD-DIAMETER 3/8" NUT DRIVER (part #64684)
TOOLS FROM EARLIER STEPS

PART #	DESCRIPTION
86455	#10-32 SS THIN HEX LOCK NUT W/NYLON
91260	THREADED INSERT
VARIES	HINGE ROD (Contact authorized Florence dealer or customer service representative)

Replacement of Hinge Rod



Model #4CADD-09 shown in illustration

Replacement of Single-High-Compartment Standard Tenant Lock versatile™ 4C mailbox suites

NOTE: This procedure may require opening the master door(s) if the key is not available. Contact local postal officials to gain access to units serviced by the USPS.

1. Open the single-high-compartment door.

- If no key is available, open the master door(s) using procedures on pp. 8–9.

2. Remove the 5/16-24 hex lock nut (**91910N**) and tenant-lock cam (**92099-1**).

- **Remove the key from the lock before removing the lock nut to prevent damaging the internal lock mechanism.**
- **Do not use a power driver to remove the lock nut.**

3. Remove the lock clip (**30807**) with pliers (pull down) from the back of the compartment door and remove the tenant-lock body (**91910B**).

4. Replace the tenant-lock body (**91910B**)

and retain with the lock clip (**30807**).

- The original lock clip (**30807**) may be reused, if it has not been damaged.

5. Replace the tenant-lock cam (**92099-1**) and secure with the 5/16-24 hex lock nut (**91910N**).

- **Remove the key from the lock before replacing the lock nut to prevent damaging the internal lock mechanism.**
- **Do not use a power driver to replace the lock nut.**

- The original 5/16-24 hex lock nut (**91910N**) should not be reused. A new nut should be used.

6. Close the single-high compartment door.

- If opened previously, close the master door(s) and lock the master-access door using procedures on pp. 8–9.

REQUIRED TOOLS

1/2" SOCKET WRENCH

PLIERS

PART

DESCRIPTION

30807 LOCK CLIP (incl in K91910B)

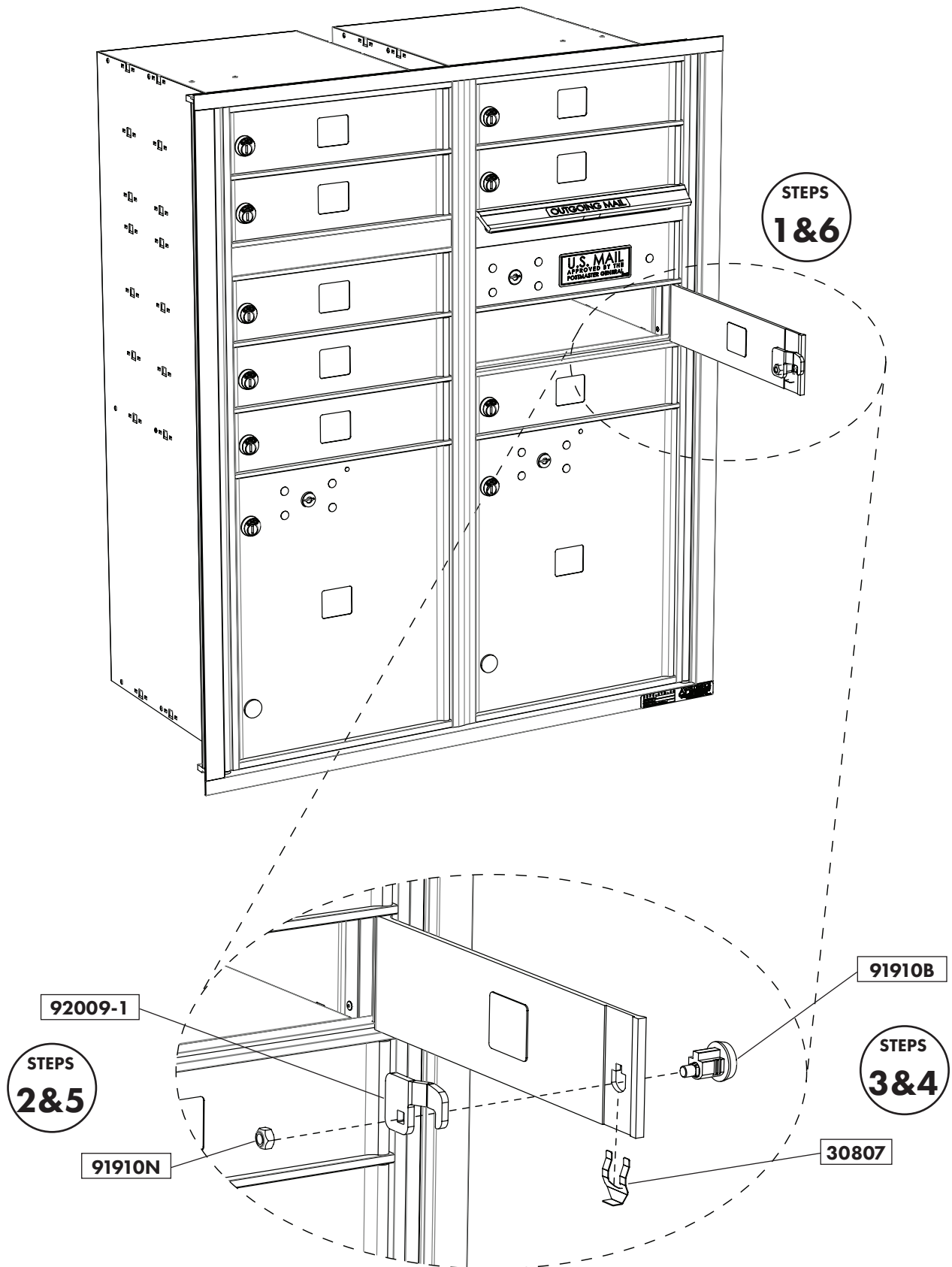
91910B STANDARD LOCK BODY ONLY (incl in K91910B)

91910N 5/16-24 HEX LOCK NUT (incl in K91910B)

92099-1 TENANT DOOR LOCK CAM

K91910B STANDARD LOCK KIT

Replacement of Single-High-Compartment Standard Tenant Lock



Model #4CADD-09 shown in illustration

Replacement of Multi-High Compartment Standard Tenant Lock versatile™ 4C mailbox suites

NOTE: This procedure may require opening the master door(s) if the key is not available. Contact local postal officials to gain access to units serviced by the USPS.

1. Open the multi-high compartment door.
 - If no key is available, open the master door(s) using procedures on pp. 8–9.
2. Remove the multi-high door-link cover; note the rib orientation.
3. Remove the 5/16-24 hex lock nut (**91910N**), 1/4-20 x 0.50" one-way SS screw (**206523**), and 0.125" THK x 9/32" ID x 5/8" OD SS washer (**206471**) so the cam-link assembly can be removed.

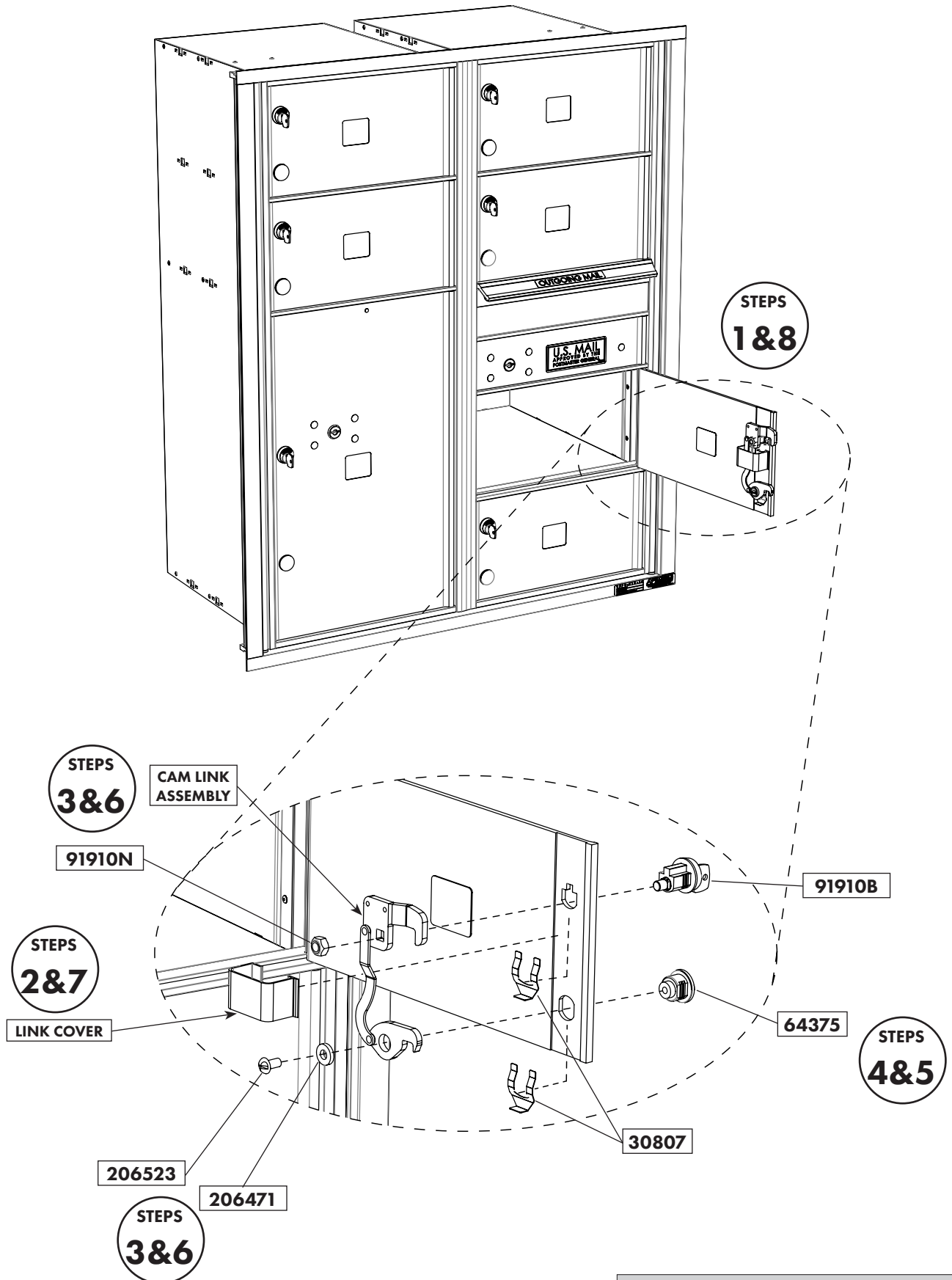
- **Remove the key from the lock before removing the lock nut to prevent damaging the internal lock mechanism.**
 - **Do not use a power driver to remove the lock nut.**
4. Remove the upper lock clip and/or the lower lock clip (**30807**).
5. Replace the standard tenant-lock body (**91910B**) and/or parcel-door cam bearing (**64375**), securing with lock clips (**30807**).
 - The original lock clip (**30807**) may be reused, if it has not been damaged.
6. Position the cam-link assembly and secure with the 5/16-24 hex lock nut (**91910N**), 0.125" THK x 9/32" ID x 5/8" OD SS washer (**206471**), and 1/4-20 x 0.50" one-way SS screw (**206523**).

- **Remove the key from the lock before replacing the lock nut to prevent damaging the internal lock mechanism.**
 - **Do not use a power driver to replace the lock nut.**
7. Place the multi-high door-link cover on the door 2.39" from the top of the door and ensure proper lock operation.
8. Close the multi-high compartment door.
 - If opened previously, close the master door(s) and lock the master-access door using procedures on pp. 8–9

REQUIRED TOOLS
1/2" SOCKET WRENCH
ONE-WAY REMOVAL SCREWDRIVER
PLIERS
SLOTTED SCREWDRIVER

PART #	DESCRIPTION
30807	LOCK CLIP (incl in K91910)
64375	PARCEL DOOR CAM BEARING
206471	0.125" THK X 9/32" ID X 5/8" OD SS WASHER
206523	1/4-20 X 0.50" ONE-WAY SS SCREW
91910B	STANDARD LOCK BODY (incl in K91910)
91910N	5/16-24 HEX LOCK NUT (incl in K91910)
VARIES	CAM LINK ASSY (Contact authorized Florence dealer or customer service representative)
VARIES	MULTI-HIGH DOOR LINK COVER (Contact authorized Florence dealer or customer service representative)
VARIES	MULTI-HIGH STANDARD PATRON LOCK KIT (Contact authorized Florence dealer or customer service representative)
K91910	STANDARD LOCK KIT

Replacement of Multi-High Compartment Standard Tenant Lock



Model #4C10D-06 shown in illustration

Replacement of Tenant Compartment Door

versatile™ 4C mailbox suites

NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

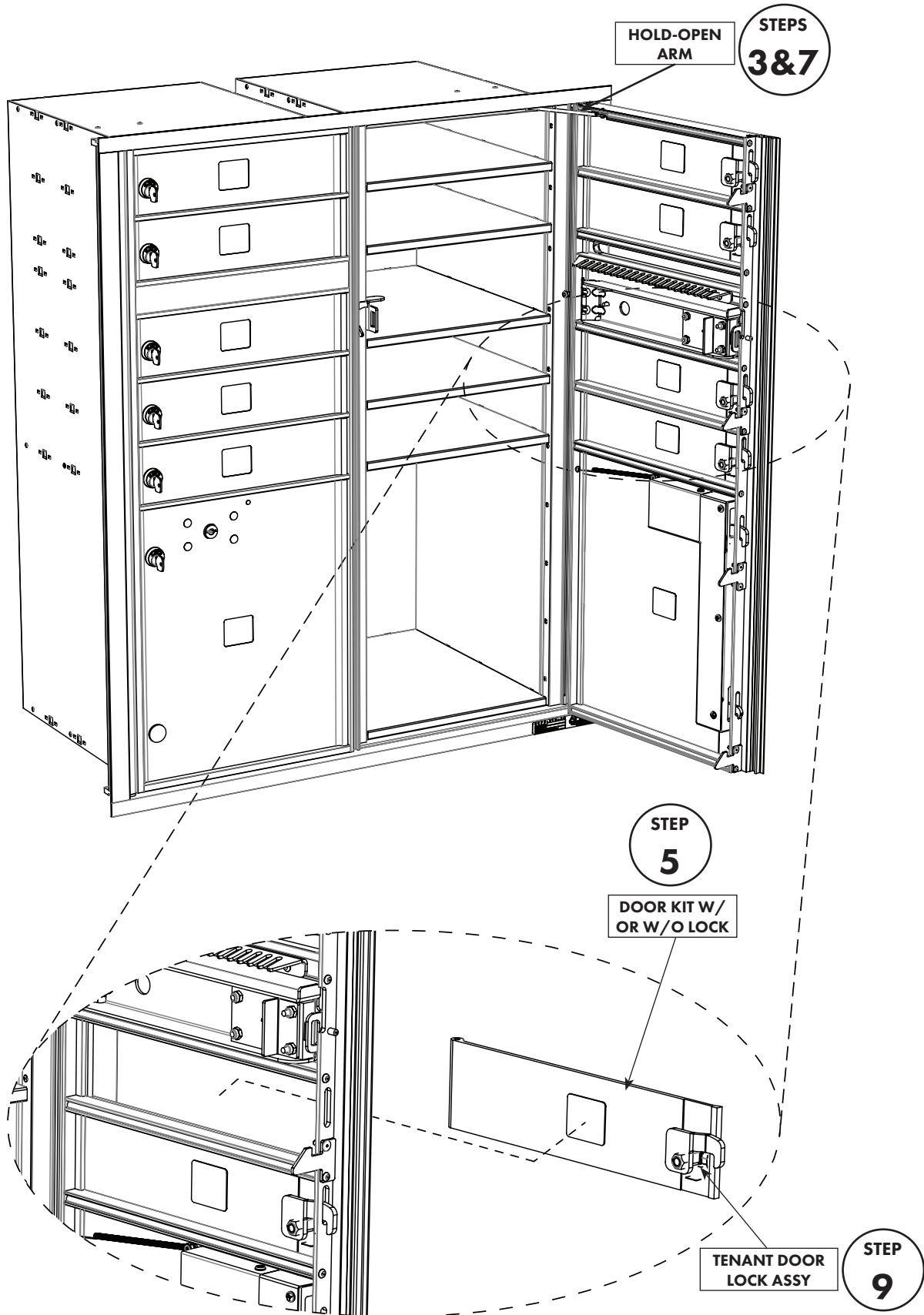


CAUTION: Once the hinge rod is removed, the doors can fall out, potentially causing injury. Ensure that each of the doors is in the locked position before removing the hinge rod.

1. Open the master door(s) using procedures on pp. 8–9.
2. Remove the 4C mailbox module from the wall or enclosure using procedures on pp. 14–15.
3. For tenant or tenant-with-parcel modules, disengage the hold-open arm(s) from the top of the master door(s) using procedures on pp. 16–17.
4. Remove the hinge rod only as far as needed to remove the affected tenant door using procedures on pp. 32–33.
5. Replace the tenant compartment door.
6. Reinstall the hinge rod using procedures on pp. 32–33.
7. For tenant or tenant-with-parcel modules, reattach the hold-open arm(s) using procedures on pp. 16–17.
8. Reinstall the module in the wall or enclosure using procedures on pp. 14–15.
9. If you are reusing an existing lock, install the tenant-lock assembly.
 - For single-high tenant lock, use procedures on pp. 34–35.
 - For multi-high compartments with standard tenant lock, use procedures on pp. 36–37.
10. Close the master door(s) and lock the master-access door using procedures on pp. 8–9.

REQUIRED TOOLS	PART #	DESCRIPTION
TOOLS FROM EARLIER STEPS	VARIES	TENANT COMPARTMENT DOOR (Contact authorized Florence dealer or customer service representative)

Replacement of Tenant Compartment Door



Model #4CADD-09 shown in illustration

Replacement of Master Lock in Access Door

versatile™ 4C mailbox suites

NOTE: This procedure will require opening the master access door. Contact local postal officials to gain access to units serviced by the USPS.

1. Have the local postal official unlock the master-access door (units serviced by the USPS), or contact the property owner for access (private-delivery units).
 - **For USPS-serviced modules, USPS personnel will be required to perform the steps below.**
2. Remove four (4) #10-32 SS hex lock nuts with nylon (86091).
3. Remove the lock-support plate (92303).
4. Replace the Arrow lock (USPS) or private lock (206550) in the access-door security bracket (64782) as shown.
5. Install the lock-support plate (92303).
6. Install four (4) #10-32 SS hex lock nuts with nylon (86091).
 - The original #10-32 SS hex lock nuts (86091) should not be reused. New nuts should be used.
 - **Tighten these nuts to ensure a snug fit. Overtightening may keep the master lock from operating correctly.**
7. Close and lock the master-access door.

REQUIRED TOOLS

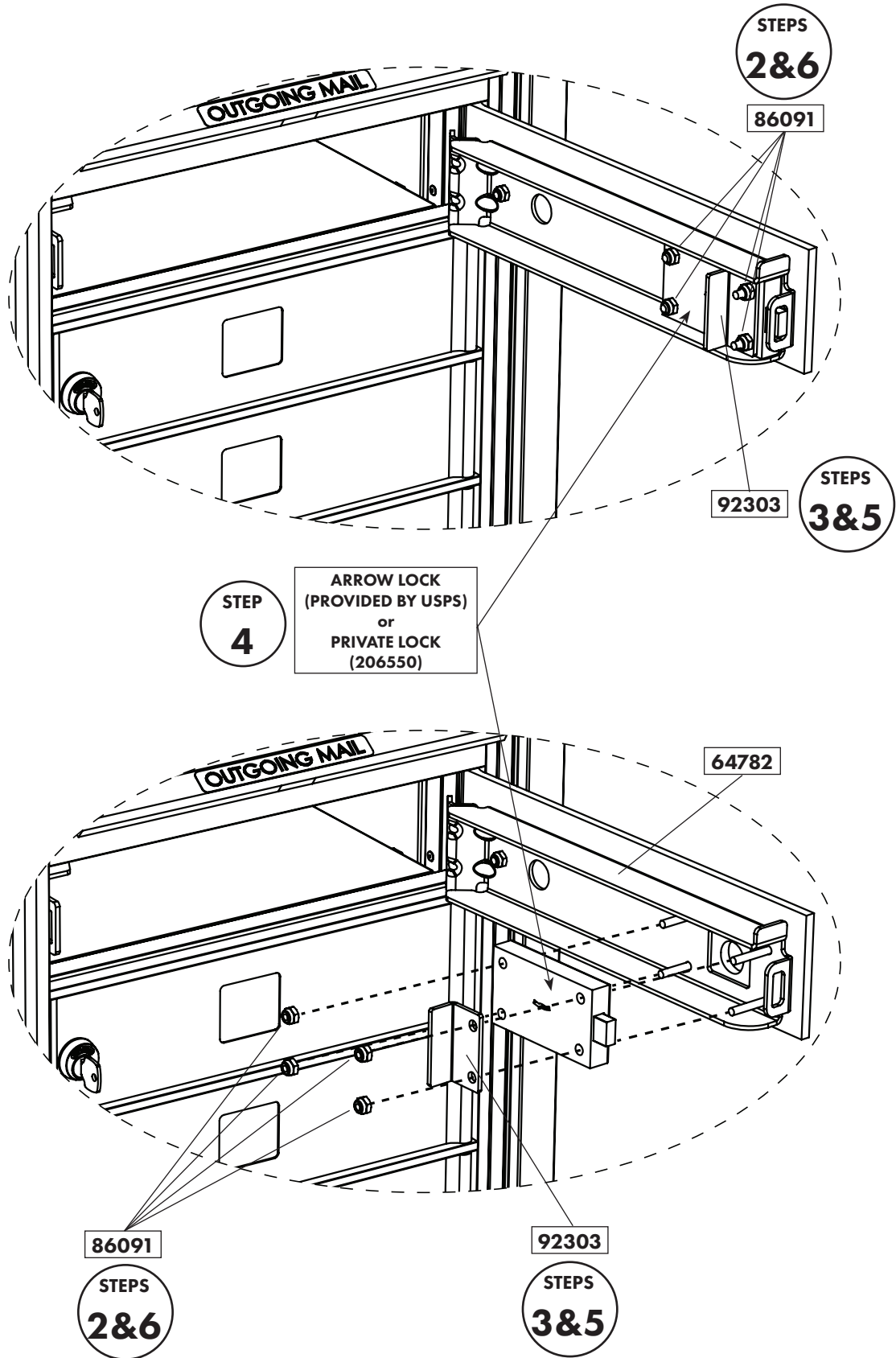
3/8" SOCKET WRENCH

PART

DESCRIPTION

64782	ACCESS DOOR SECURITY BRACKET
86091	#10-32 SS HEX LOCK NUT W/NYLON (incl in CK25750)
92303	LOCK SUPPORT PLATE
206550	PRIVATE LOCK
K92300	ACCESS DOOR MOUNTING BRACKET KIT

Replacement of Master Lock in Access Door



Model #4CADD-09 shown in illustration

Replacement of Access Door

versatile™ 4C mailbox suites

NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

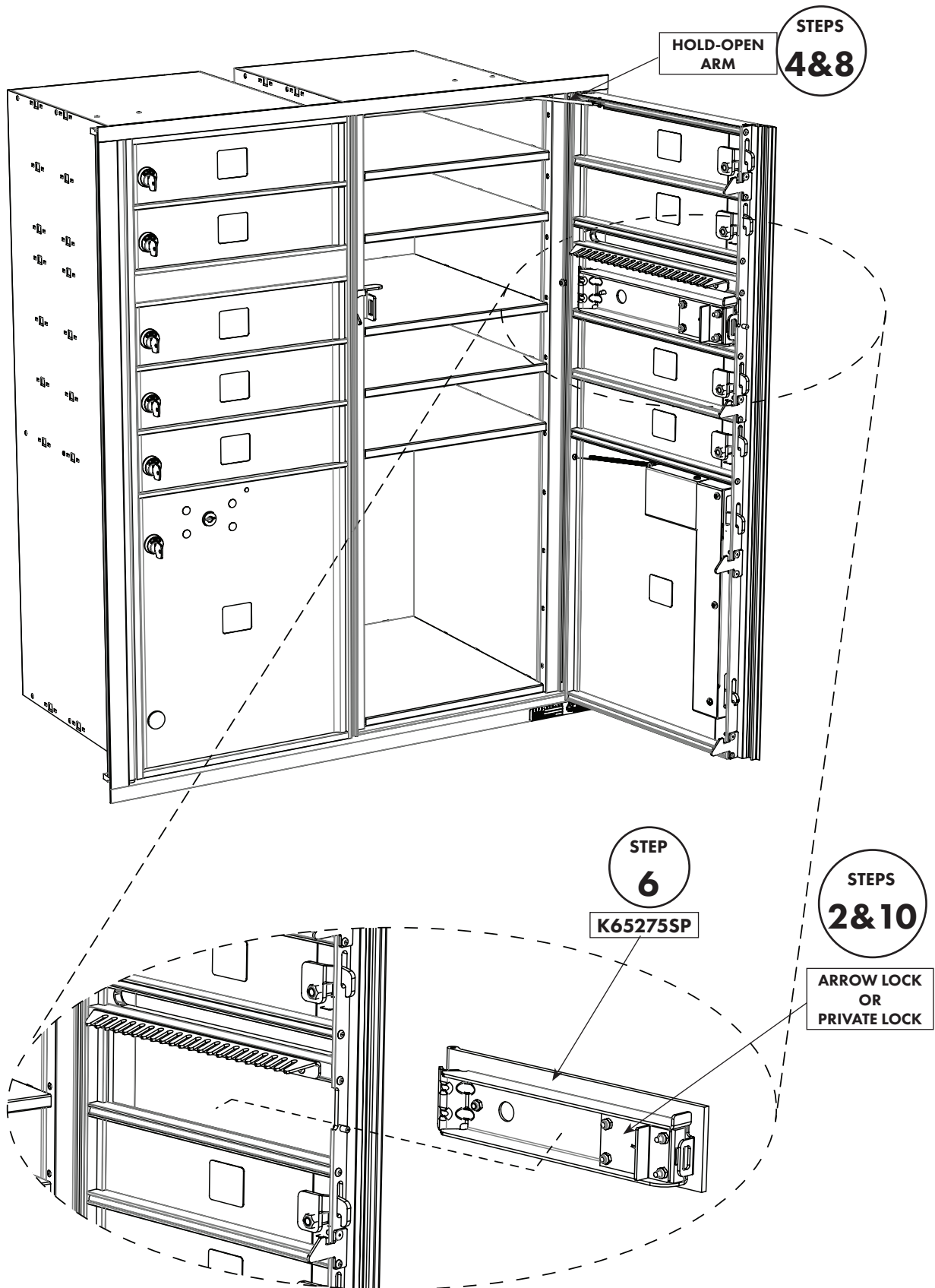


CAUTION: Once the hinge rod is removed, the doors can fall out, potentially causing injury. Ensure that each of the doors is in the locked position before removing the hinge rod.

1. Open the master door(s) using procedures on pp. 8–9.
2. Remove the Arrow lock or private lock using procedures on pp. 40–41.
 - **For USPS-serviced modules, this will require USPS personnel.**
3. Remove the 4C mailbox module from the wall or enclosure using procedures on pp. 14–15.
4. Disengage the hold-open arm from the top of the master door using procedures on pp. 16–17.
5. Remove the hinge rod only as far as needed to remove the access door using procedures on pp. 32–33.
6. Replace the access door (**K65275SP**).
7. Reinstall the hinge rod using procedures on pp. 32–33.
8. Reattach the hold-open arm using procedures on pp. 16–17.
9. Reinstall the module in the wall or enclosure using procedures on pp. 14–15.
10. Reinstall the Arrow lock or private lock using procedures on pp. 40–41.
 - **For USPS-serviced modules, this will require USPS personnel.**
11. Close the master door(s) and lock the master-access door using procedures on pp. 8–9.

REQUIRED TOOLS	PART # DESCRIPTION	
TOOLS FROM EARLIER STEPS	K65275SP	MASTER ACCESS DOOR KIT

Replacement of Access Door



Model #4CADD-09 shown in illustration

Replacement of Parcel-Door Spring

versatile™ 4C mailbox suites

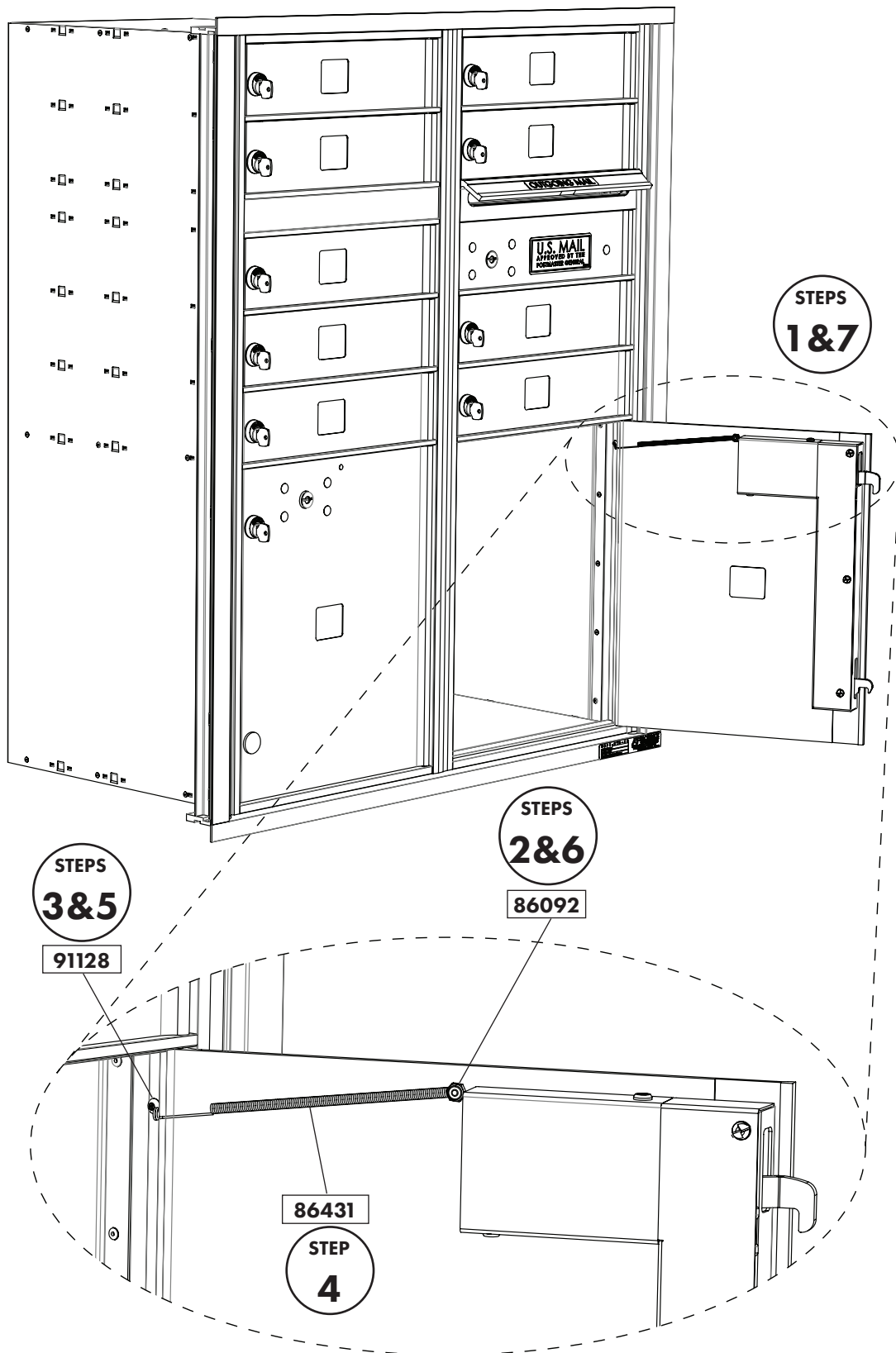
NOTE: This procedure will require opening a parcel-locker door. If the parcel door is locked, it will need to be unlocked. For USPS-serviced modules, the local USPS will need to be contacted to have the parcel door opened and secured after repairs are complete.

1. Open the parcel door.
2. Remove the #8-32 SS hex lock nut with nylon (**86092**) from the top rear of the parcel door.
3. Remove the #8-32 x 0.375" Torx+ BHCS Taptite SS screw (**91128**) from the vertical frame member.
4. Remove and replace the parcel-door spring (**86431**) with the straight end of the spring toward the master-door-frame vertical member.
5. Install the #8-32 x 0.375" Torx+ BHCS Taptite SS screw (**91128**) through the spring and into the vertical frame member.
6. Place the spring over the upper rear of the parcel-door stud and fasten down with the #8-32 SS hex lock nut with nylon (**86092**).
 - The original #8-32 SS hex lock nut (**86092**) should not be reused. A new nut should be used.
7. Close the parcel door.

REQUIRED TOOLS
11 / 32" SOCKET WRENCH
15IP TORX+ SCREWDRIVER / BIT
PLIERS

PART #	DESCRIPTION
86092	#8-32 SS HEX LOCK NUT W/NYLON (incl in K86431)
86431	PARCEL DOOR SPRING (incl in K86431)
91128	#8-32 X 0.375" TORX+ BHCS TAPTITE SS SCREW (incl in K86431)
K86431	PARCEL DOOR SPRING KIT

Replacement of Parcel-Door Spring



Model #4CADD-09 shown in illustration

Replacement of Parcel-Lock Assembly

versatile™ 4C mailbox suites

NOTE: This procedure will require opening a parcel-locker door. If the parcel door is locked, it will need to be unlocked. For USPS-serviced modules, the local USPS will need to be contacted to have the parcel door opened and secured after repairs are complete.

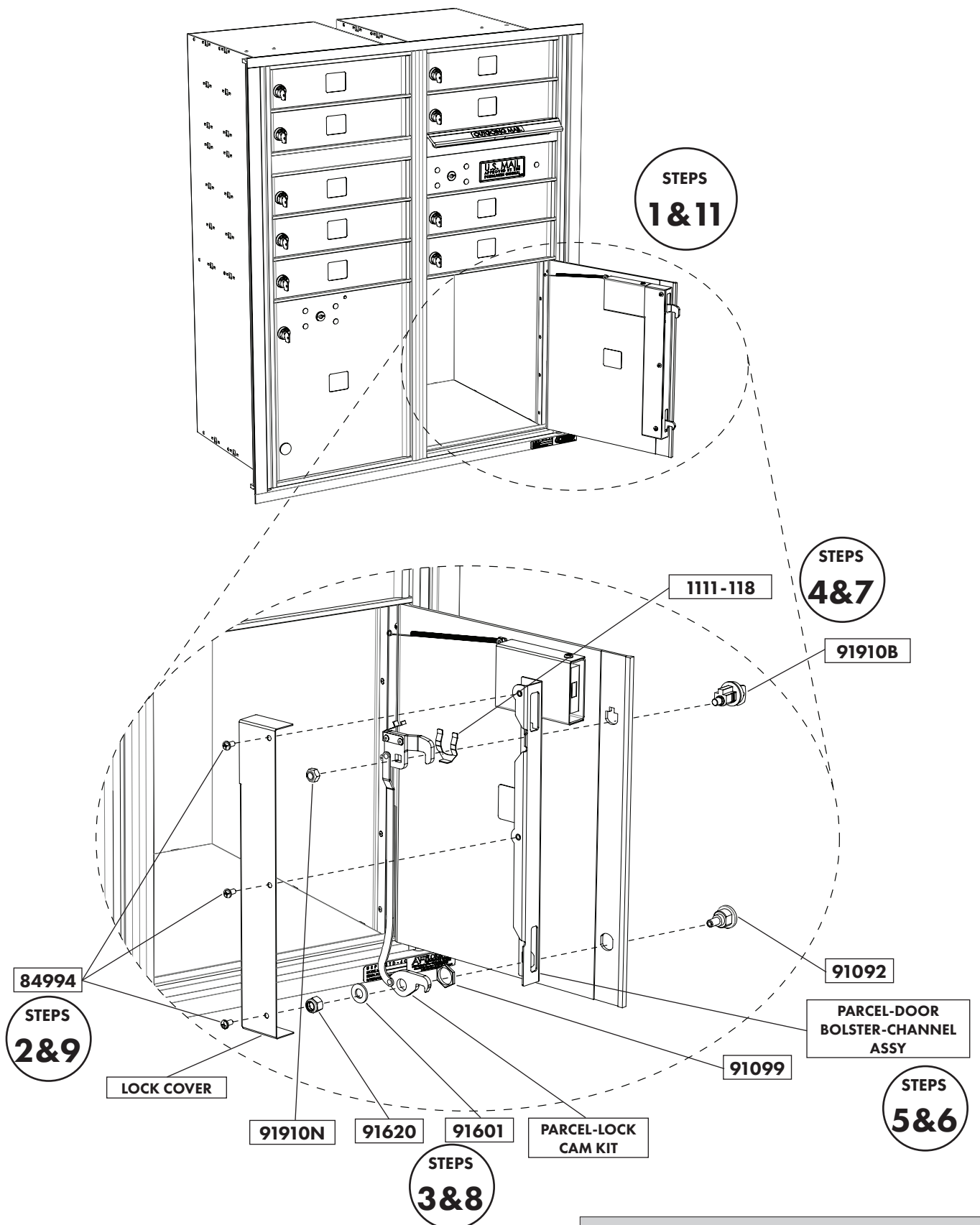
1. Open the parcel door.
2. Remove the three (3) #10-32 x 0.375" one-way SS screws (**84994**) securing the tenant-lock cover (**64215**) and remove the cover.
3. Remove the 5/16-24 hex lock nut (**91910N**), 3/8-24 lock nut (**91620**), and 0.400" ID x 0.81" OD x 0.080" THK SS flat washer (**91601**), and remove the parcel-cam assembly (**K64213-A**).
4. Remove the thick lock clip (**1111-118**) and tenant lock (**91910B**).
5. **(This step is necessary only if any of the following parts need to be replaced.)**

Remove the 3/4-27 thin hex nut (**91099**), the parcel-door bolster-channel assembly (**64043**), and the hook-cam bearing (**91092**).
6. If necessary, replace the hook-cam bearing (**91092**), the parcel-door bolster-channel assembly (**64043**), and/or the 3/4-27 thin hex nut (**91099**).
7. Replace the lock (**91910B**) and secure with the thick lock clip (**1111-118**).
8. Replace the parcel-cam assembly (**K64213-A**), and secure with the 0.400" ID x 0.81" OD x 0.080" THK SS flat washer (**91601**), 3/8-24 lock nut (**91620**), and 5/16-24 hex lock nut (**91910N**).
9. Replace the lock cover (**64215**) and secure with three (3) #10-32 x 0.375" one-way SS screws (**84994**).
10. Replace the key-tag holder and tags (see pp. 62–63).
11. Close the parcel door.

REQUIRED TOOLS
1/2" SOCKET WRENCH
9/16" SOCKET WRENCH
7/8" SOCKET WRENCH
ONE-WAY REMOVAL SCREWDRIVER
PLIERS

PART #	DESCRIPTION
1111-118	THICK LOCK CLIP
VARIES	PARCEL DOOR BOLSTER CHANNEL ASSY (Contact authorized Florence dealer or customer service representative)
VARIES	LOCK COVER (Contact authorized Florence dealer or customer service representative))
84994	#10-32 X 0.375" ONE-WAY SS SCREW
91092	HOOK CAM BEARING
91099	3/4-27 THIN HEX NUT
91601	0.400" ID X 0.81" OD X 0.080" THK SS FLAT WASHER
91620	3/8-24 LOCK NUT
91910B	STANDARD LOCK BODY ONLY
91910N	5/16-24 HEX LOCK NUT
VARIES	PARCEL LOCK CAM KIT (Contact authorized Florence dealer or customer service representative)

Replacement of Parcel-Lock Assembly



Replacement of Parcel Master Lock

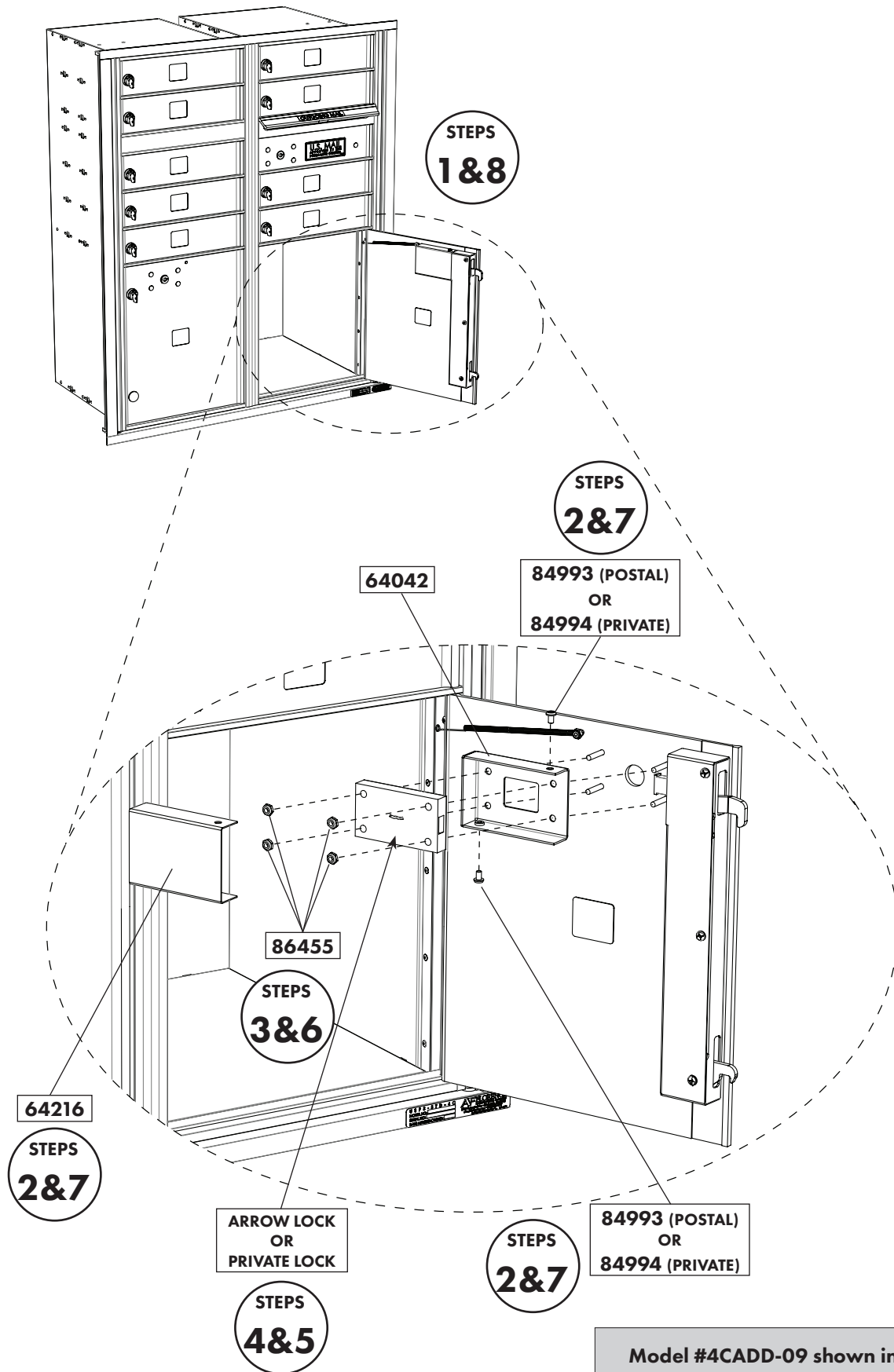
versatile™ 4C mailbox suites

NOTE: This procedure will require opening a parcel-locker door. If the parcel door is locked, it will need to be unlocked. For USPS-serviced modules, the local USPS will need to be contacted to have the parcel door opened and secured after repairs are complete.

1. Open the parcel door.
 - **For USPS-serviced modules, USPS personnel will be required to perform the steps below using a McGard Screwdriver (see p. 6).**
2. Remove two (2) #10-32 x 0.312" McGard screws (**84993—USPS**) or two (2) #10-32 x 0.375" one-way SS screws (**84994—private**) and remove the parcel-door Arrow-Lock cover (**64216**).
3. Remove four (4) #10-32 SS thin hex lock nuts with nylon (**86455**).
4. Remove the Arrow Lock (**USPS**) or private lock (**206550**).
5. Replace the Arrow Lock (**USPS**) or private lock (**206550**).
6. Secure the lock with four (4) #10-32 SS hex lock nuts (**86455**).
7. Reinstall the parcel-door Arrow-Lock cover (**64216**) and secure with two (2) #10-32 x 0.312" McGard screws (**84993—USPS**) or two (2) #10-32 x 0.375" one-way SS screws (**84994—private**).
8. Close the parcel door.

REQUIRED TOOLS		PART #	DESCRIPTION
3/8" SOCKET WRENCH		64042	ARROW LOCK STIFFENER PLATE (incl in K64216)
MCGARD SCREWDRIVER (proprietary to USPS)		64216	PARCEL DOOR ARROW LOCK COVER (incl in K64216)
ONE-WAY REMOVAL SCREWDRIVER		84993	#10-32 X 0.312" MCGARD SCREW
SLOTTED SCREWDRIVER		84994	#10-32 X 0.375" ONE-WAY SS SCREW (incl in K64216)
		86455	#10-32 SS THIN HEX LOCK NUT W/NYLON (incl in K64216)
		206550	PRIVATE LOCK
		K64216	PARCEL DOOR LOCK KIT

Replacement of Parcel Master Lock



Replacement of Parcel Door

versatile™ 4C mailbox suites

NOTE: This procedure will require opening the master door(s) and a parcel-locker door. If the parcel door is locked, it will need to be unlocked. For USPS-serviced modules, the local USPS will need to be contacted to have the parcel door opened and secured after repairs are complete. Contact local postal officials to gain access to units serviced by the USPS.

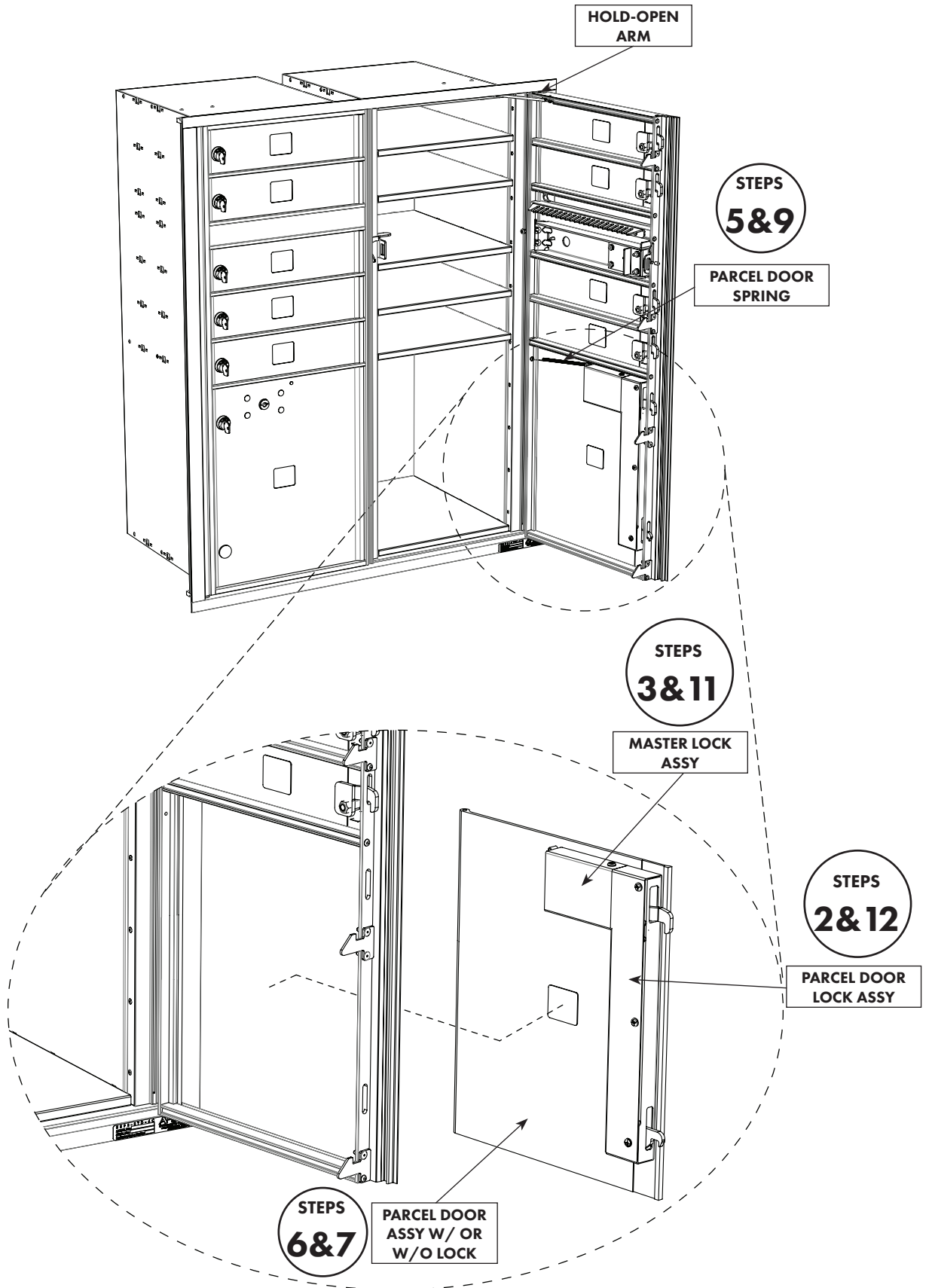


CAUTION: Once the hinge rod is removed, the doors can fall out, potentially causing injury. Ensure that each of the doors is in the locked position before removing the hinge rod.

1. Open the master door(s) using procedures on pp. 8–11.
2. Remove the parcel-lock assembly using procedures on pp. 46–47.
3. Remove the Arrow Lock or private master lock using procedures on pp. 48–49.
 - **For USPS-serviced modules, this will require USPS personnel.**
4. Remove the 4C mailbox module from the wall or enclosure using procedures on pp. 14–15.
5. Remove the parcel-door spring using procedures on pp. 44–45.
6. Remove the hinge rod only as far as needed to remove the affected parcel door using procedures on pp. 32–33.
7. Replace the parcel door.
8. Reinstall the hinge rod using procedures on pp. 32–33.
9. Reinstall the parcel-door spring using procedures on pp. 44–45.
10. Reinstall the module in the wall or enclosure using procedures on pp. 14–15.
11. Install the Arrow Lock or private master lock using procedures on pp. 48–49.
 - **For USPS-serviced modules, this will require USPS personnel.**
12. If you are reusing an existing lock, install the parcel-lock assembly using procedures on pp. 46–47.
13. Close the master door(s) and lock the master-access door using procedures on pp. 8–11.

REQUIRED TOOLS	PART #	DESCRIPTION
TOOLS FROM EARLIER STEPS	VARIES	PARCEL DOOR ASSEMBLY (Contact authorized Florence dealer or customer service representative)

Replacement of Parcel Door



Model #4CADD-09 shown in illustration

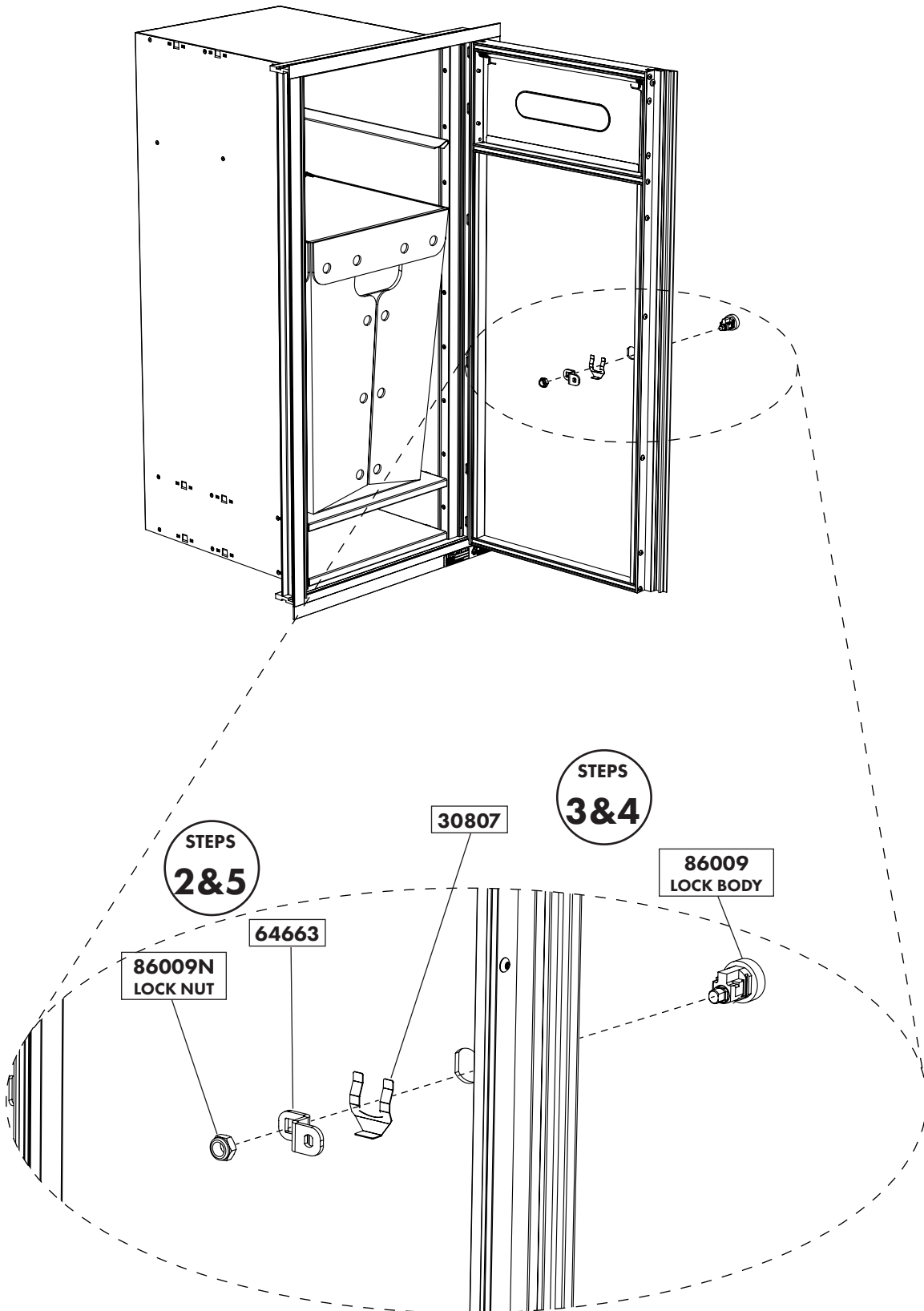
Replacement of Trash/Recycling-Bin Access-Door Lock—Standard Cam Lock versatile™ 4C mailbox suites

- 1.** Open the trash/recycling-bin access door using procedures on pp. 12–13.
- 2.** Remove the 910B lock nut (**86009N**) and 4C waste-lock cam (**64663**).
- 3.** Using pliers, pull down on the lock clip (**30807**) from the back of the access door and remove the lock body (**86009L**).
- 4.** Replace the lock body (**86009L**) and retain with the lock clip (**30807**).
 - The original lock clip (**30807**) may be reused, if it has not been damaged.
- 5.** Replace the 4C waste-lock cam (**64663**) and secure with the 910B-lock nut (**86009N**).
 - The original 5/16-24 hex lock nut (**86009N**) should not be reused. A new nut should be used.
- 6.** Close and lock the trash/recycling-bin access door using procedures on pp. 12–13.

REQUIRED TOOLS
1/2" SOCKET WRENCH
PLIERS

PART #	DESCRIPTION
30807	LOCK CLIP (incl in K65192)
64663	4C WASTE LOCK CAM (incl in K65192)
86009	910B LOCK BODY W/NUT (incl in K65192)
K65192	STANDARD CAM LOCK KIT FOR BIN

Replacement of Trash/Recycling-Bin Access-Door Lock—Standard Cam Lock



Model #4C09S-BIN shown in illustration

Replacement of Trash/Recycling-Bin Access-Door Lock—Slotted Keyless Lock

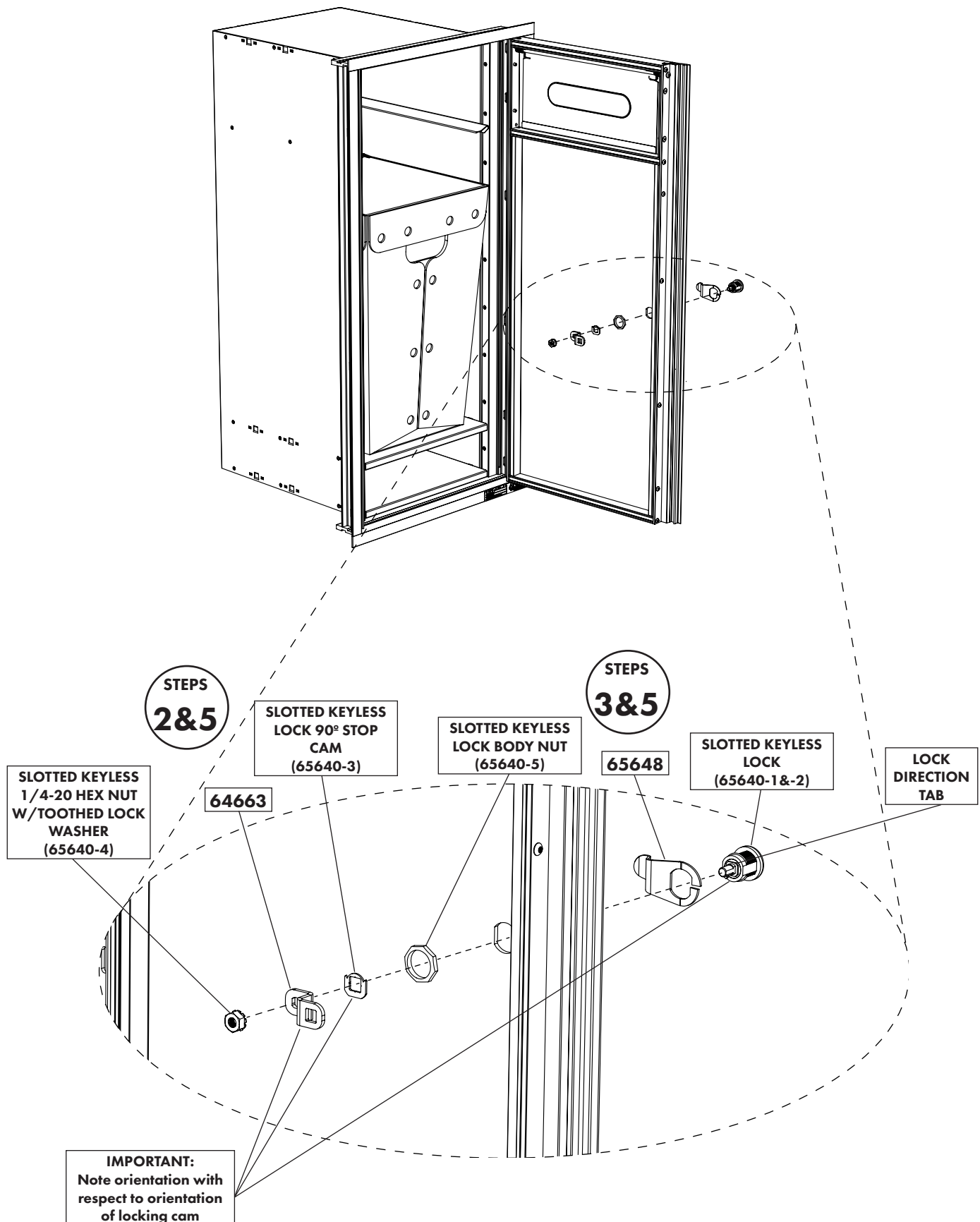
versatile™ 4C mailbox suites

1. Open the trash/recycling-bin access door using procedures on pp. 12–13.
2. Remove the 1/4-20 hex nut with toothed lock washer, 4C waste-lock cam (**64663**), and slotted-keyless-lock 90°-stop cam.
Carefully note the orientation of the slotted-keyless-lock 90°-stop cam.
3. Using a 7/8" socket wrench, remove the slotted-keyless-lock-body nut and remove the slotted keyless lock and finger-pull handle (**65648**).
4. Replace the slotted keyless lock and finger-pull handle (**65648**), taking great care to place the lock direction tab to the top of the door. Secure the lock and handle with the slotted-keyless-lock-body nut.
5. Reinstall the slotted-keyless-lock 90°-stop cam, oriented as noted when removed in Step 2 (illustration shown in lock position), and 4C waste-lock cam (**64663**). Secure with the slotted keyless lock 1/4-20 nut with toothed lock washer.
6. Close and lock the trash/recycling-bin access door using procedures on pp. 12–13.

REQUIRED TOOLS
7/16" SOCKET WRENCH
7/8" SOCKET WRENCH
SLOTTED SCREWDRIVER

PART #	DESCRIPTION
64663	4C WASTE LOCK CAM (incl in K65193)
65640	SLOTTED KEYLESS LOCK ASSY (incl in K65193)
65648	FINGER PULL HANDLE (incl in K65193)
K65193	SLOTTED KEYLESS LOCK KIT FOR BIN

Replacement of Trash/Recycling-Bin Access-Door Lock—Slotted Keyless Lock



Model #4C09S-BIN shown in illustration

Replacement of Trash/Recycling-Bin Flap

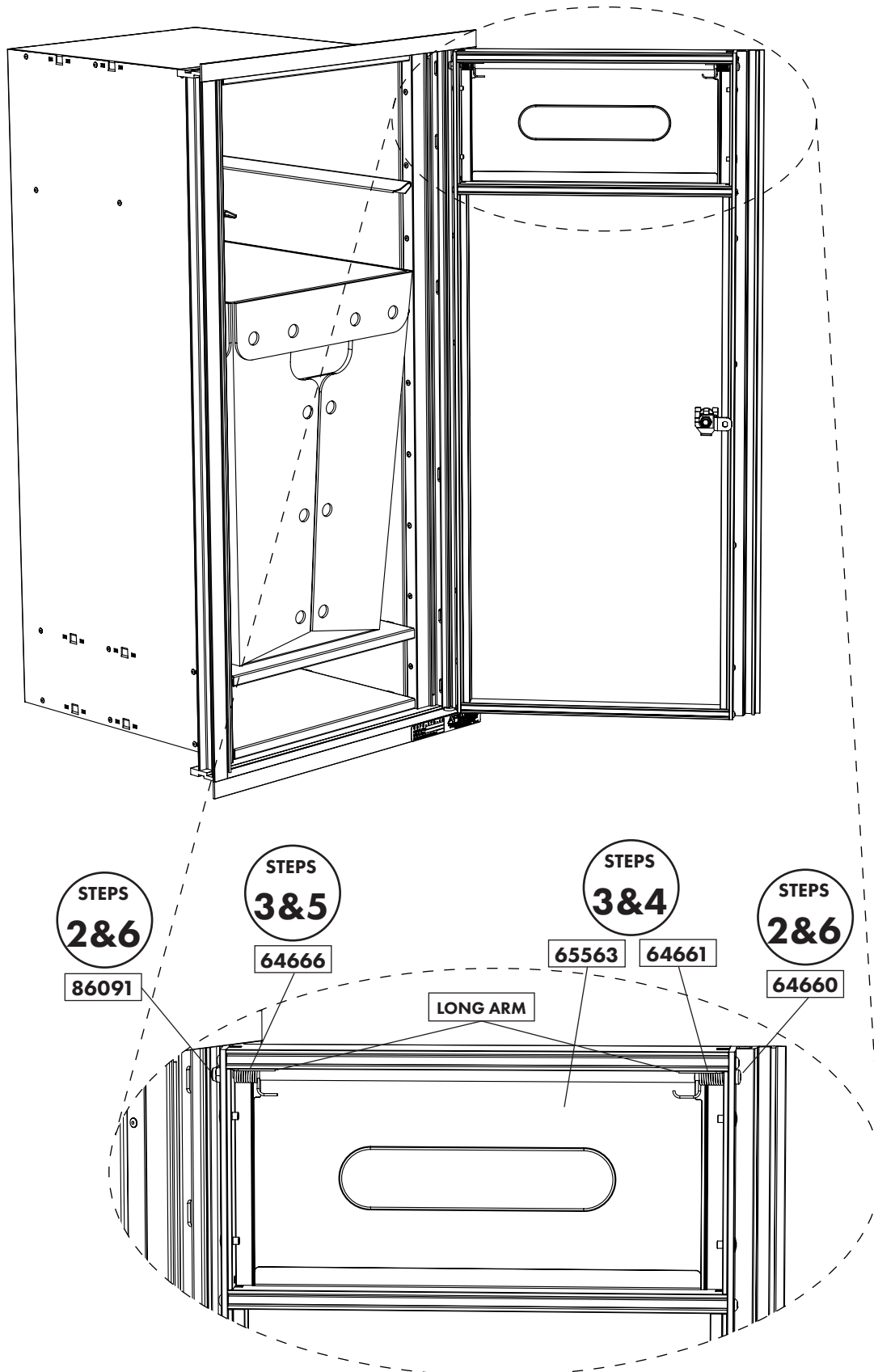
versatile™ 4C mailbox suites

1. Open the trash/recycling-bin access door using procedures on pp. 12–13.
2. Hold the #10-32 SS hex lock nut with nylon (86091) and unscrew the waste-flap-hinge pin (64660) with a Phillips screwdriver.
3. Pull the waste-flap-hinge pin (64660) out slowly and catch the waste-flap RHS spring (64666), the waste-flap door (65563), and the waste-flap LHS spring (64661) as you remove the pin.
4. Center the new flap door (65563) in place in the access door. Hold the waste-flap LHS spring (64661), long arm to the top, in place as you slide the waste-flap-hinge pin (64660) back through the spring and into the waste-flap door.
 - The waste-flap LHS spring has an additional curve on the short arm, which makes it different from the RHS spring.
5. Place the waste-flap RHS spring (64666), long arm to the top, in place and slide the waste-flap-hinge pin (64660) the rest of the way through the spring.
6. Secure the waste-flap-hinge pin with the #10-32 SS hex lock nut with nylon (86091).
7. Close and lock the trash/recycling-bin access door using procedures on pp. 12–13.

REQUIRED TOOLS
3/8" SOCKET WRENCH
PHILLIPS SCREWDRIVER

PART #	DESCRIPTION
64660	4C WASTE FLAP HINGE PIN (incl in K65563SP)
64661	4C WASTE FLAP LHS SPRING (incl in K65563SP)
64666	4C WASTE FLAP RHS SPRING (incl in K65563SP)
65563	4C WASTE FLAP DOOR (incl in K65563SP)
86091	#10-32 SS HEX LOCK NUT W/NYLON (incl in K65563SP)
K65563SP	TRASH/RECYCLING BIN FLAP KIT

Replacement of Trash/Recycling-Bin Flap



Model #4C09S-BIN shown in illustration

Replacement of Center or Bottom Shelf

versatile™ 4C mailbox suites

NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

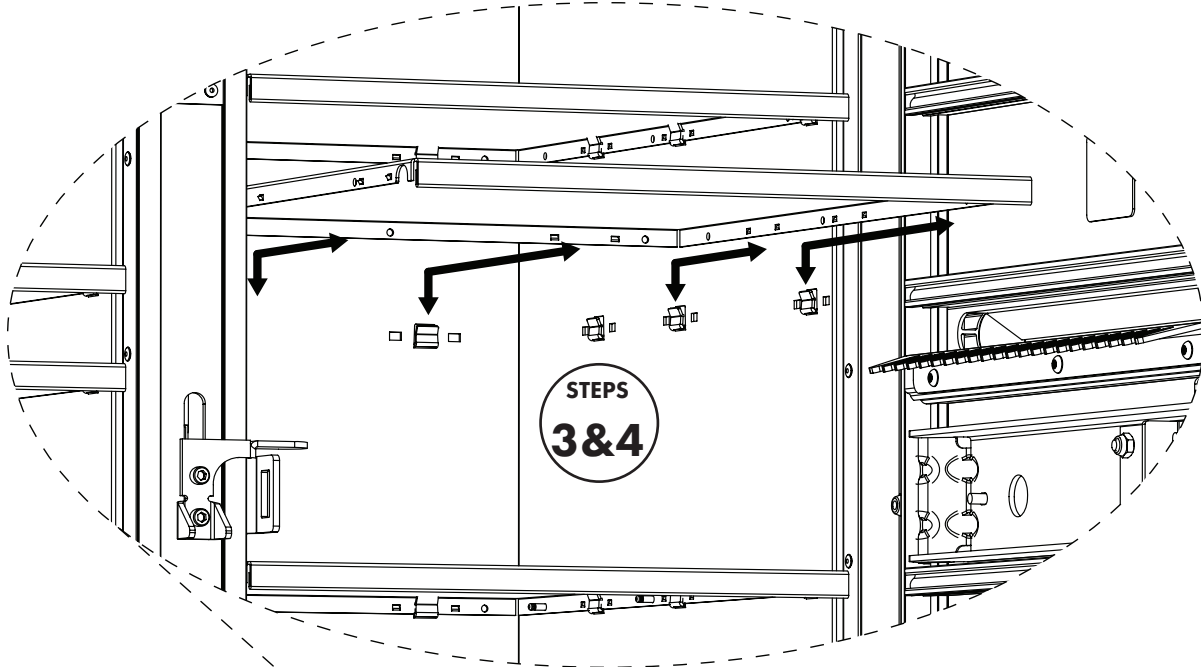
NOTE: Some front-loading module shelves are riveted in place for strength and/or security. Up to five (5) 1/8" dia x 0.337" SS blind rivets (86098) per shelf must be removed from below the shelf before replacing the shelf. This will require removing the module from the wall (see pp. 14–15).

1. Open the master door(s) using procedures on pp. 8–13.
2. If the shelf being replaced is not riveted in place, proceed to Step 3. If the shelf is riveted in place:
 - A. Remove the 4C mailbox module from the wall or enclosure using procedures on pp. 14–15.
 - B. Using a 1/8" drill bit, drill out 1/8" dia x 0.337" SS blind rivets (86098) holding the shelf in place.
3. Using a plastic mallet, apply force underneath the shelf to be removed, dislodging it from the metal snaps holding it to the insert panel.
4. To replace the shelf, place it above the metal snaps, align it front to back, and apply force with a plastic mallet to snap the shelf back into place.
5. If the original shelf was riveted in place:
 - A. Resecure the shelf with 1/8" dia x 0.337" SS blind rivets (86098) and reattach the insert panel to the slide housing for dbl column modules.
6. Reinstall the module in the wall or enclosure using procedures on pp. 14–15.
7. Close the master door(s) and lock the master-access door using procedures on pp. 8–13.

REQUIRED TOOLS
1/8" DRILL BIT
PLASTIC MALLET
PNEUMATIC BLIND RIVET GUN
PORTABLE DRILL
TOOLS FROM EARLIER STEPS

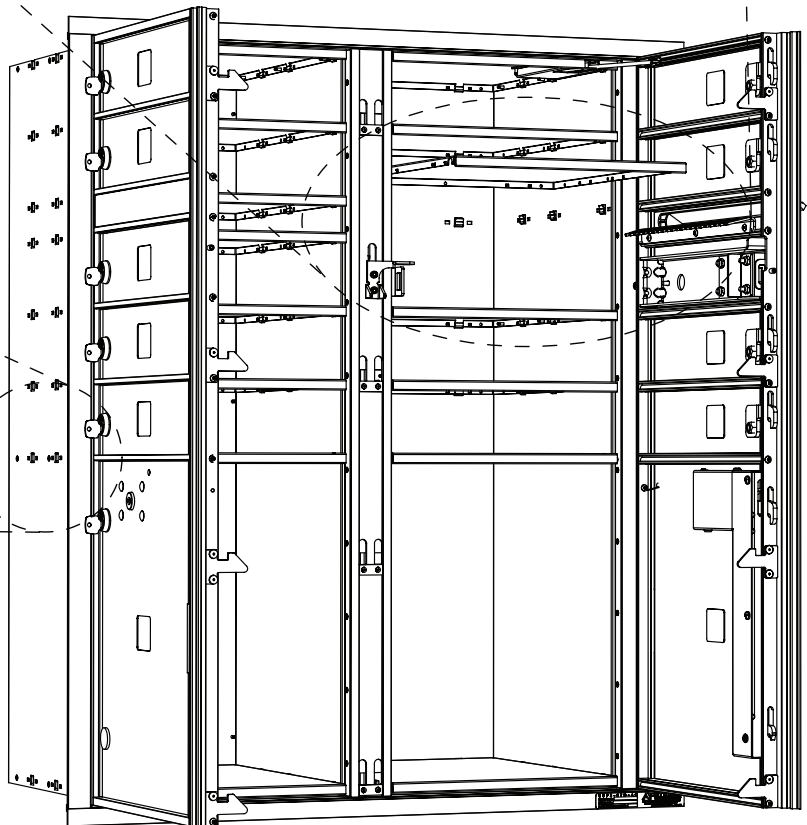
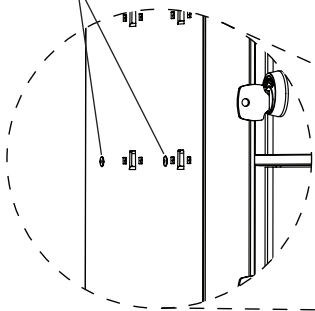
PART #	DESCRIPTION
86051M	CENTER OR BOTTOM SHELF
86098	1/8" DIA X 0.337" SS BLIND RIVET

Replacement of Center or Bottom Shelf



STEPS
2B&5A

86098



Model #4CADD-09 shown in illustration

Replacement of Top Shelf

versatile™ 4C mailbox suites

NOTE: This procedure will require opening the master door(s). Contact local postal officials to gain access to units serviced by the USPS.

NOTE: The top shelves are riveted in place for strength and/or security. Up to five (5) 1/8" dia x 0.337" SS blind rivets (86098) per shelf must be removed from below the shelf before replacing the shelf. This will require removing the module from the wall (see pp. 14–15).

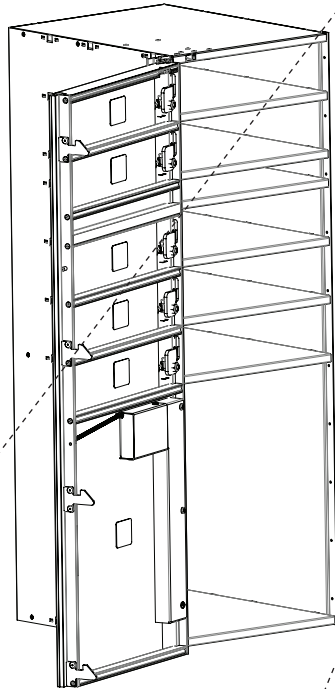
- 1.** Open the master door(s) using procedures on pp. 8–13.
- 2.** Remove the 4C mailbox module from the wall or enclosure using procedures on pp. 14–15.
- 3.** Remove the hold-open arm using procedures on pp. 16–17
- 4.** Remove the top trim (and bottom trim on dbl column modules) using procedures on pp. 18–19
- 5.** If working with a sgl column module, skip to Step 7.
- 6.** If working with a dbl column module, the two inserts will need to be separated to gain access to the rivets located between the inserts. Using a 1/8" drill bit, drill out 1/8" dia x 0.337" SS blind rivets (**86098**) holding the left-hand insert to the slide housing, and to the joiner plates on the back of the unit.
- 7.** Using a 1/8" drill bit, drill out 1/8" dia x 0.337" SS blind rivets (**86098**) holding the shelf in place.
- 8.** Using a plastic mallet, apply force underneath the shelf to be removed, dislodging it from the metal snaps holding it to the insert panel.
- 9.** To replace the shelf assembly, with hold-open latch bracket and hold-open guard attached, place it above the metal snaps, align it front to back, and apply force with a plastic mallet to snap the shelf back into place.
- 10.** Resecure the shelf with 1/8" dia x 0.337" SS blind rivets (**86098**).
- 11.** If working with a sgl column module, skip to Step 13.
- 12.** If working with a dbl column module, reattach the insert to the slide housing, and to the joiner plates on the back of the unit.
- 13.** Reinstall the top trim (and bottom trim on dbl column modules) using procedures on pp. 18–19
- 14.** Reinstall the hold-open arm using procedures on pp. 16–17
- 15.** Reinstall the module in the wall or enclosure using procedures on pp. 14–15.
- 16.** Close the master door(s) and lock the master-access door using procedures on pp. 8–13.

REQUIRED TOOLS
1/8" DRILL BIT
PLASTIC Mallet
PNEUMATIC BLIND RIVET GUN
PORTABLE DRILL
TOOLS FROM EARLIER STEPS

PART #	DESCRIPTION
86098	1/8" DIA X 0.337" SS BLIND RIVET
K86274	FRONT-LOAD UPPER RIGHT SHELF ASSEMBLY
K86275	FRONT-LOAD UPPER LEFT SHELF ASSEMBLY

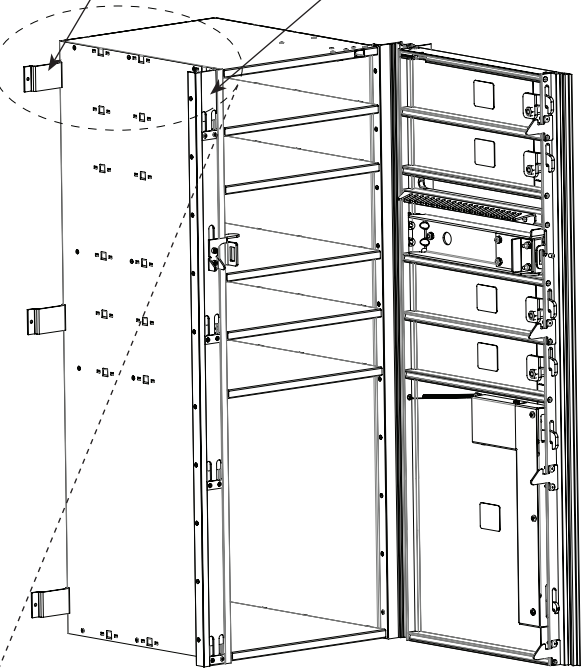
Replacement of Top Shelf

STEPS
6&12



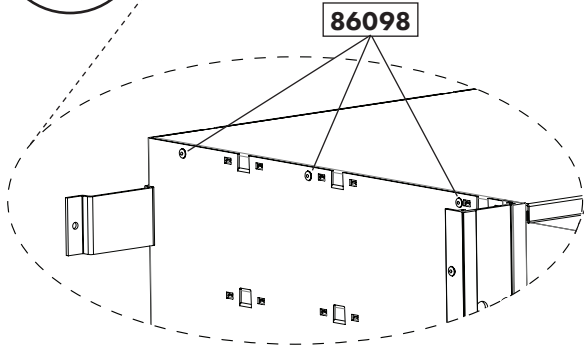
JOINER PLATE

SLIDE HOUSING

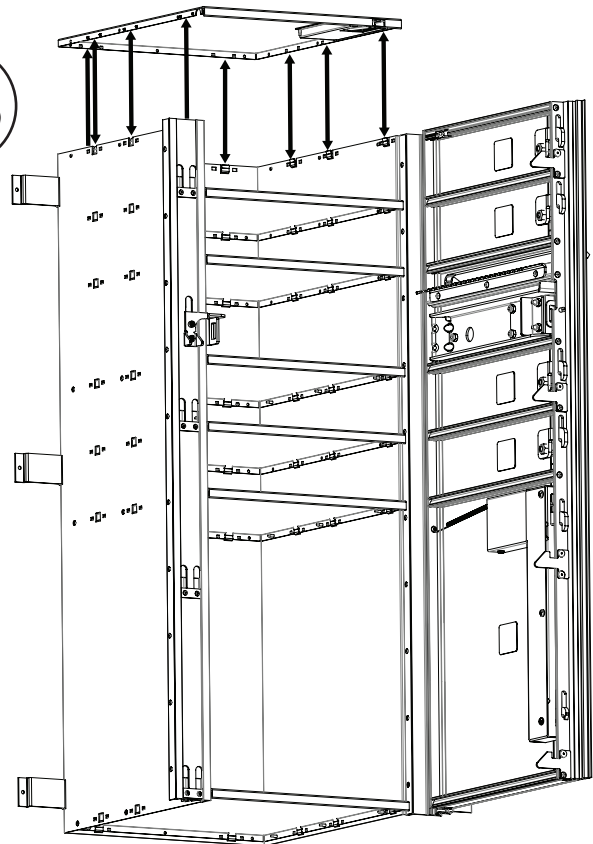


STEPS
7&10

86098



STEPS
8&9



Model #4CADD-09 shown in illustration

Replacement of Number Decal and Parcel-Key Tags

versatile™ 4C mailbox suites

NOTE: If you desire to use decals other than provided, you can order different numbers from an Authorized Florence Dealer. Decals are available in any combination of letters and numbers with a maximum of 5 characters.

NOTE: To adhere to USPS regulations, numbering should go lowest to highest from top left to bottom right.

NOTE: Florence recommends cleaning the doors and cabinet with a soft cloth dampened with any mild detergent or properly-diluted biodegradable, water-based cleaner such as Simple Green™.

The use of petroleum-based solvents, ammonia, harsh abrasive cleaners, or scrubbing sponges is NOT recommended, as this may damage the door surface.

REFER TO P. 7 FOR COMPLETE CLEANING RECOMMENDATIONS.

1. Remove the existing number decal from the door and clean any remaining adhesive from the surface.
2. Remove the adhesive cover on the back of the new number decal and place the appropriate number decal in the door emboss.
3. For each of the three (3) key tags per door (**86159**), clearly print the corresponding door number in the space indicated on the tag of the replacement key.
4. Check key operation for the door and place the marked key tags (**86159**) in each of the corresponding plastic key rings (**86160-3**) as indicated.

REQUIRED TOOLS

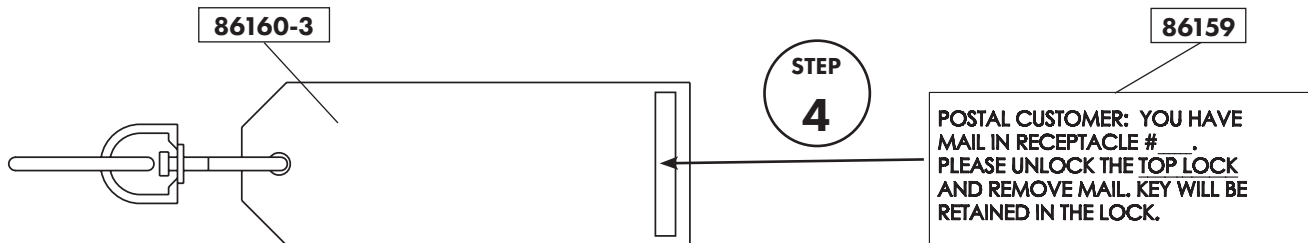
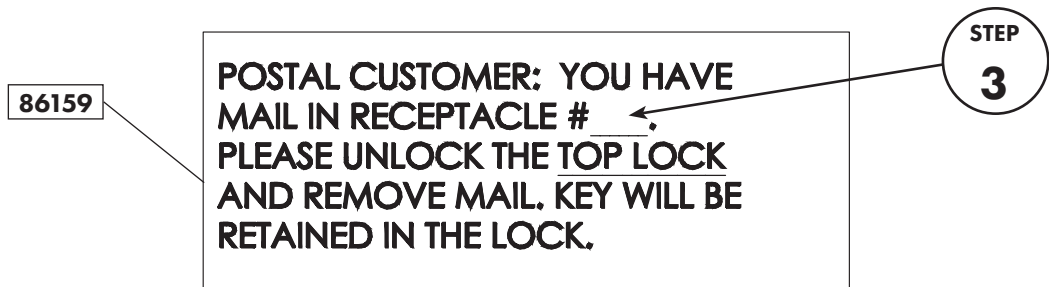
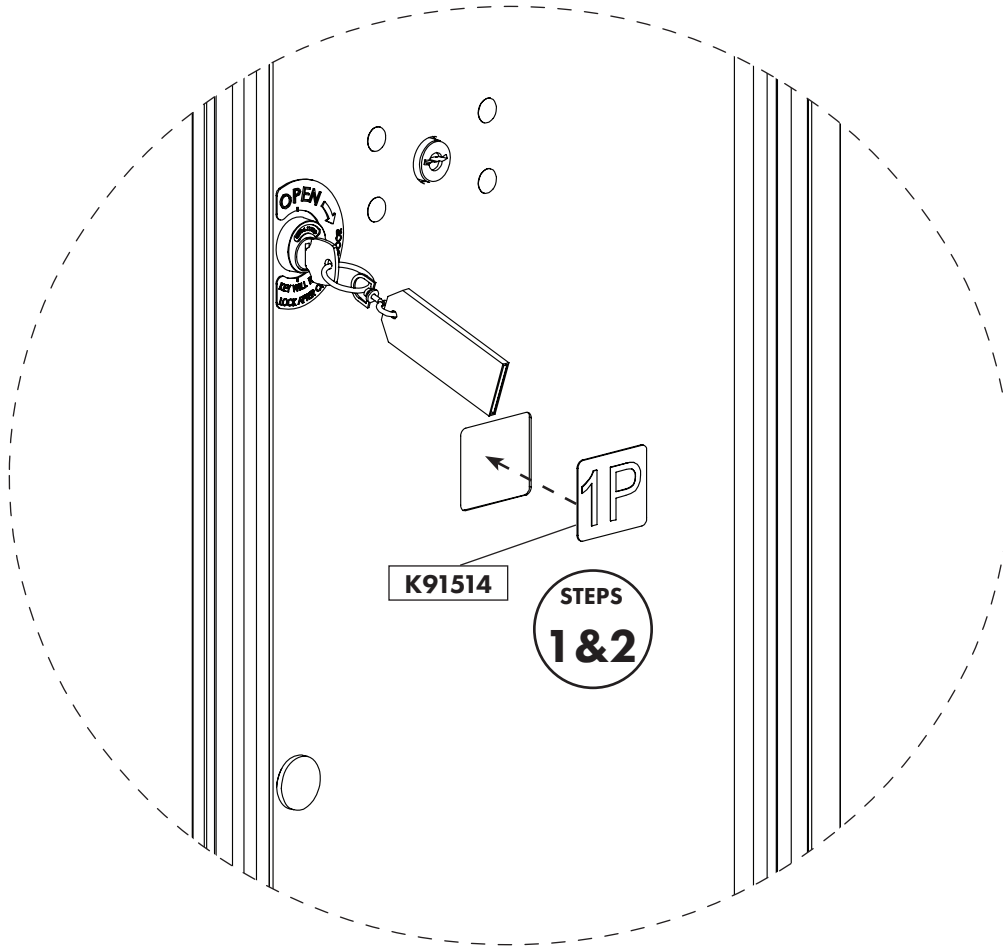
PERMANENT FINE-TIPPED PEN

PART

DESCRIPTION

86159	PARCEL LOCKER ID TAGS (3 TAGS) (incl in K86160)
86160-3	PARCEL LOCKER ID TAG HOLDERS (3 KEY RINGED TAG HOLDERS) (incl in K86160)
K91514	NUMBER DECAL KIT
K86160	3 CLEAR KEY TAGS W/CARDS KIT

Replacement of Number Decal and Parcel-Key Tags



Replacement Parts

Service parts are available for purchase through an Authorized Florence Dealer or online at www.florencemailboxes.com/store.

Thank you for purchasing Florence products!

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 CORPORATION

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