

# INSTALLATION MANUAL

## versatile™ 4C Depot Stand-alone Cabinet



**FLORENCE**  
≡ CORPORATION

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## **GENERAL INFORMATION AND ADVISORIES**



### **ATTENTION!**

#### **CAUTION -- Transportation and Handling**

- Florence 4C Depot 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 -- Installation**

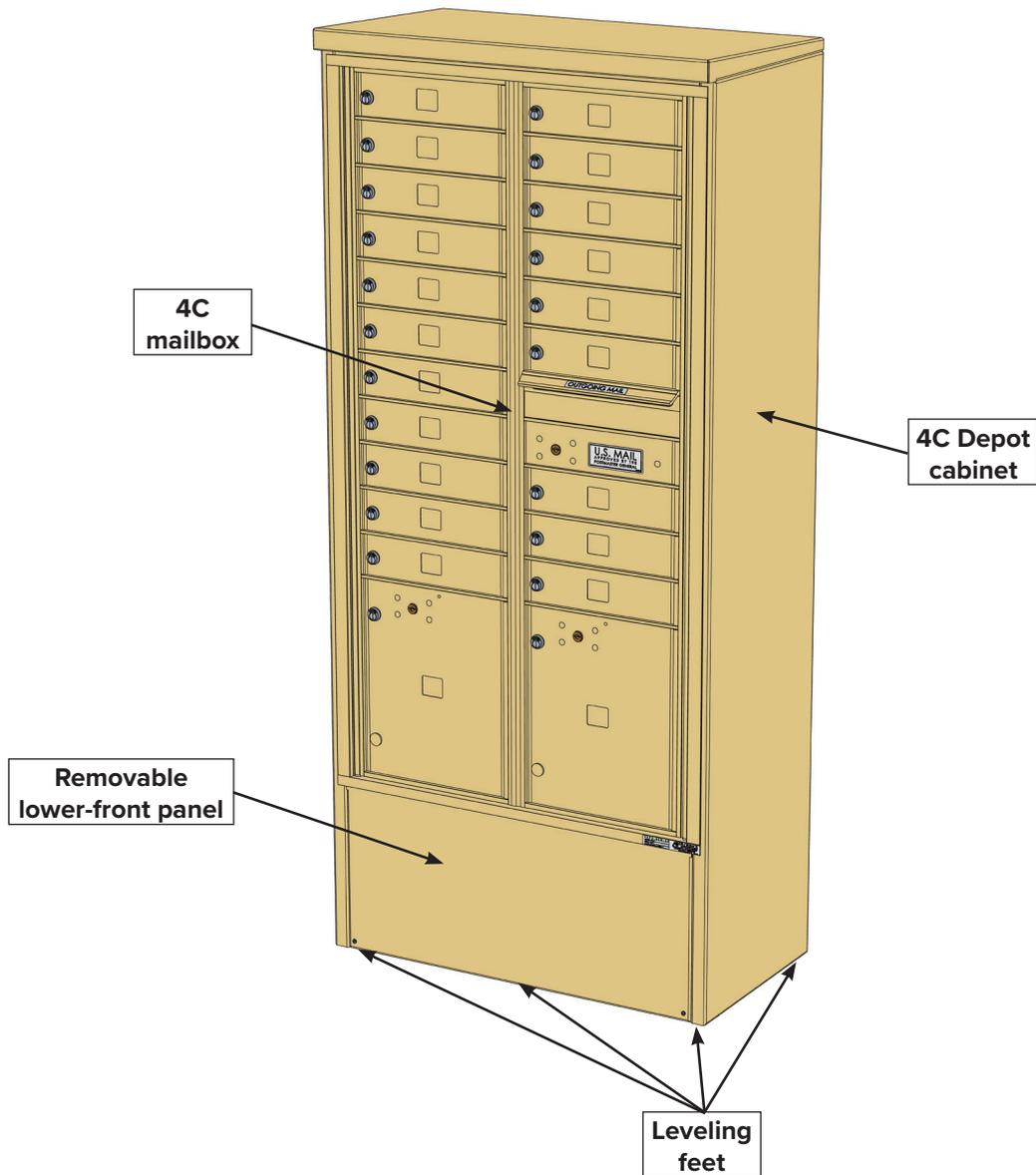
- Florence 4C units are heavy. Do not stand 4C units up without support to prevent tipping.
- Pinch hazard exists when placing cabinets next to each other. Keep fingers and hands clear to avoid injury.
- Florence 4C units are also front-heavy when the master doors are open. Units must be braced or held in place until secured to the concrete. Failure to do so could result in serious injury.

## **ASSOCIATED TECHNICAL DOCUMENTS**

- ▶ 206362—4C Mailbox Installation Manual
- ▶ 206367—4C Mailbox Maintenance Manual

## 4C DEPOT OVERVIEW

- The 4C Depot consists of a stand-alone cabinet with a 4C mailbox installed.
- 4C Depot cabinets are of aluminum construction with a durable powdercoat finish on all exposed exterior surfaces.
- Each Depot cabinet has four (4) adjustable leveling feet for installation on uneven surfaces.
- Each Depot cabinet has a removable lower-front panel to allow easy access for leveling and anchoring the cabinet to a concrete pad.



## SUGGESTED TOOLS

### Unloading/Unwrapping:

- Tin snips
- Dolly
- Straps

### Basic Installation:

- 2-ft level
- Hammer drill
  - ▶ 7/16" masonry bit — >4" length required
- Cordless drill/driver w/clutch
- #2 Phillips driver bit
- SAE open end wrench or socket set (9/16" and 3/4" required)

### General:

- Gloves
- Safety glasses
- Steel toed shoes
- Shop vacuum
- Broom
- Waterbased cleaner, such as "Simple Green™"
- Soft chamois

## HARDWARE LIST

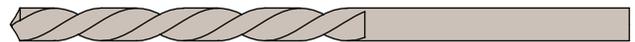
**K214614 hardware kit consisting of the following items is included:**

**(1) K214163 kit which contains:**

(15) **206727** - 10-32 x 1/2", Phillips-head self-tapping screw, Stainless Steel



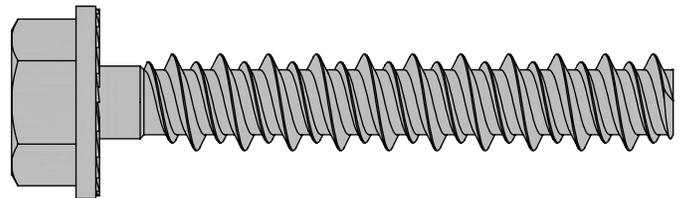
(1) **206729** - 11/64" diameter drill bit, HSS



(1) **206730** - #2 square-tip 1/4" hex-shank insert driver bit, Steel



**(4) 206725** - 1/2" x 3" hex-washer-head Tapcon® anchor bolt, Steel



# UNPACK THE 4C DEPOT

## IMPORTANT NOTE:

When accepting the shipment from the carrier, inspect, and make note of, and/or photograph, any noticeable damage that may have occurred during shipment. Report any damage found to the freight company.

1. Each 4C Depot, with 4C mailbox installed, will arrive packaged in a single cardboard carton held together by banding.

**Be extremely careful not to scratch or damage the finish on the unit when removing the packaging.**

2. Cut the banding and carefully remove the packaging from the 4C Depot.
3. A package containing the hardware needed to install the 4C cabinet is taped inside the bottom of the cabinet (refer to **“HARDWARE LIST”** on p. 4).
4. Ensure the leveling feet on the 4C Depot cabinet are adjusted up all the way.
5. Carefully move the 4C Depot to the installation/staging area.



**WARNING: 4C Depot with 4C mailbox installed is heavy. Use two (2) or more people to move cabinets. Use caution when lifting and carrying. Failure to do so could result in serious injury.**

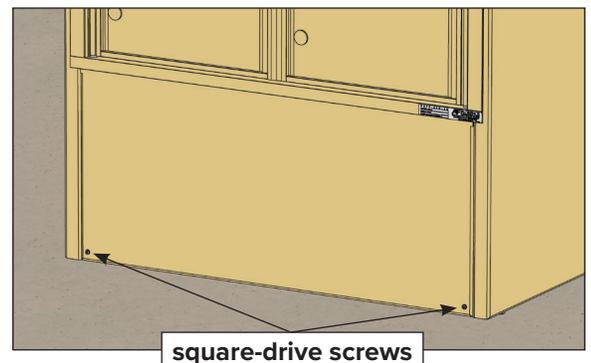
# PREPARATION AND INITIAL PLACEMENT

1. Place the 4C cabinet in the desired installation location.

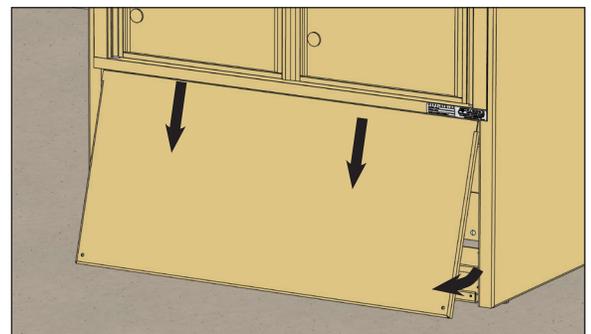


2. Remove the lower-front panel from the cabinet.

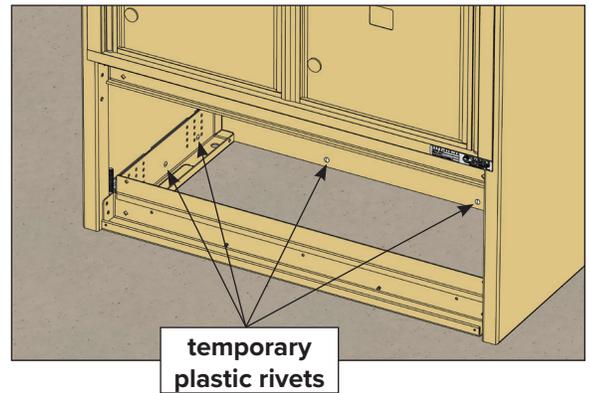
- Use the #2 square-tip 1/4" hex-shank insert driver bit supplied in the package of hardware, placed into a cordless driver, to remove the two (2) screws from the panel.



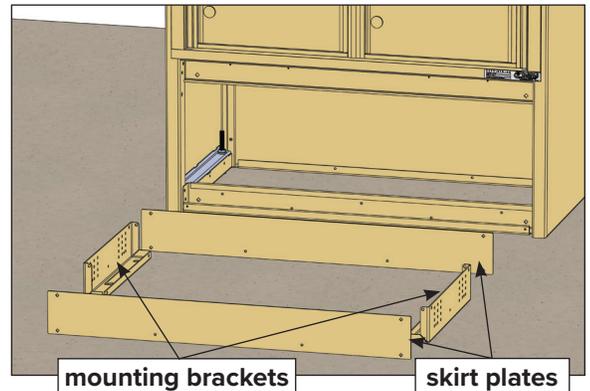
- Pull the panel out at the bottom and down from behind the 4C mailbox trim.



- 3.** Remove and discard the plastic push-in rivets which hold the two mounting brackets and two skirt plates in place inside the lower compartment of the 4C Depot cabinet.

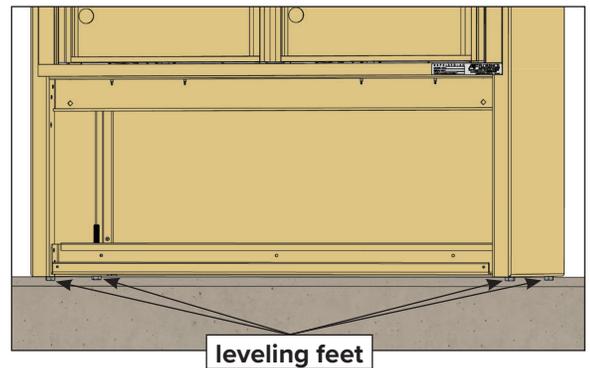
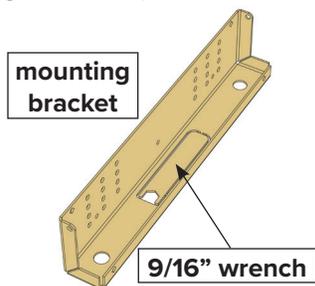


- 4.** Remove the two mounting brackets and two skirt plates from the cabinet, and set them aside for later installation.



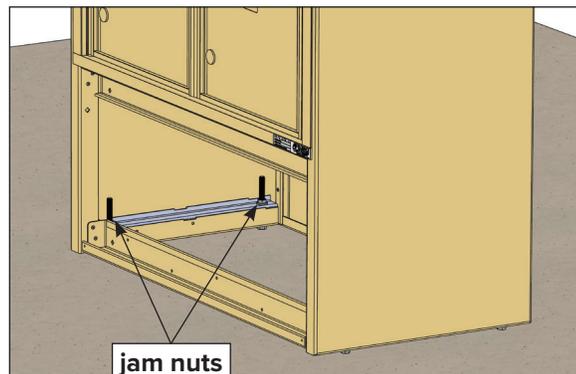
- 5.** Adjust the leveling bolts down with a 9/16" wrench until the unit is level.

**Note:** A 9/16" wrench is incorporated into each of the mounting brackets, if you need them. They can be removed by breaking the tabs holding them in place.



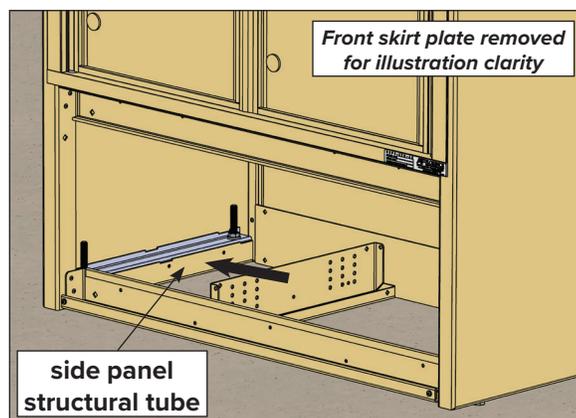
- You should only have to adjust 3 of the 4 leveling bolts. The leveling bolt that remains unadjusted is the leveling bolt located in the highest spot on the concrete slab.
- A 2-ft level with a centered bubble across the top, sides, and front ensures the cabinet is level and plumb. **A failure to do this properly will likely cause problems with the 4C mailbox operation.**

- 6.** Tighten the jam nuts on all four (4) of the leveling bolts with a 9/16” wrench to lock the leveling bolts in their leveled position.

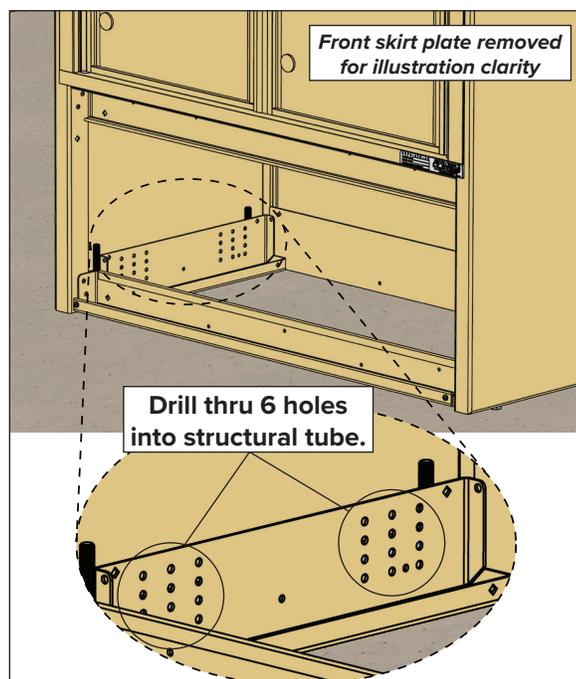


- 7.** Install the two (2) mounting brackets and two (2) skirt plates back inside the lower compartment of the 4C Depot cabinet. The skirt plates close the gap beneath the leveled cabinet and the concrete.

- A.** Rest the mounting brackets on the concrete pad and position them directly against the side panel structural tubes.
- B.** Position the skirt plates between the ends of the mounting brackets and the front and back of the cabinet, and pushed down against the concrete pad.
- Be sure both skirt plates are in place before drilling the holes in Step C, to ensure that the mounting brackets are positioned in proper alignment.

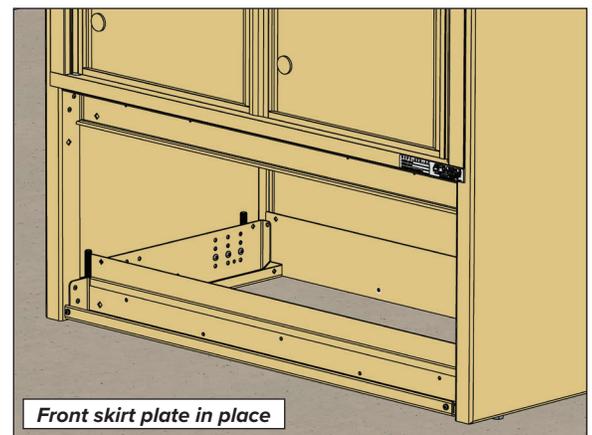
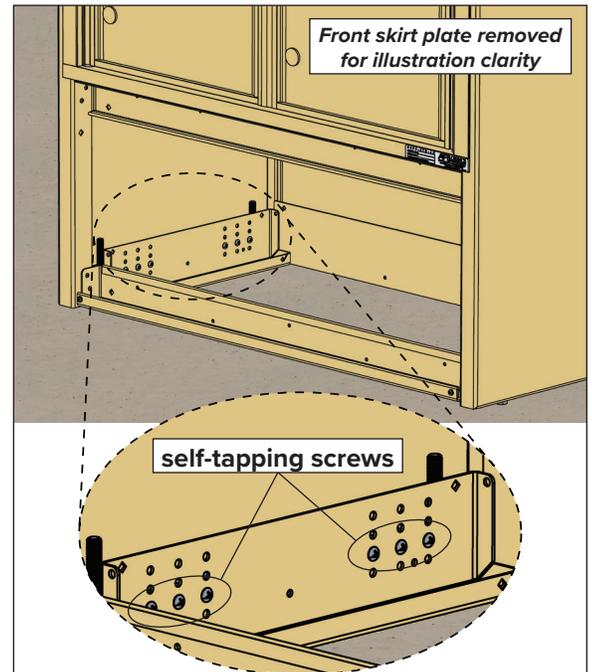


- C.** Use the 11/64” diameter drill bit (**206729**) included in the hardware kit (refer to “**HARDWARE LIST**” on p. 4) to drill through six (6) holes in each mounting bracket.
- Drill the six holes (one in each column of holes) that best align with the side panel structural tube in the side of the cabinet.
  - The holes should only be drilled through the tube wall which is directly against the mounting bracket (approximately 1/4” thick).



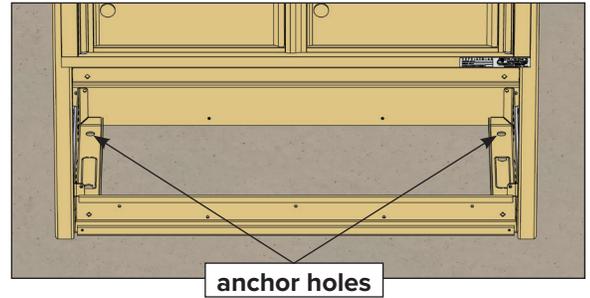
**Be extremely careful not to drill through the cabinet side panel which is about 1 1/4” from the mounting bracket.**

- D.** Secure each mounting bracket to the cabinet structural tube using six (6) 10-32 x 1/2" self-tapping Phillips-head screws (206727).



# ANCHOR THE 4C DEPOT TO CONCRETE

1. With a hammer drill and 7/16" masonry bit, drill holes through the anchor holes in each end of the mounting brackets to a depth of 4 inches into the concrete.
  - If you successfully drill all four anchor holes to full depth, **go to Step 6.**
  - Otherwise, if you can't apply enough pressure on the drill to completely drill the holes while positioned inside the cabinet, just use the drill to mark the placement of the holes on the concrete and **proceed to Step 2.**

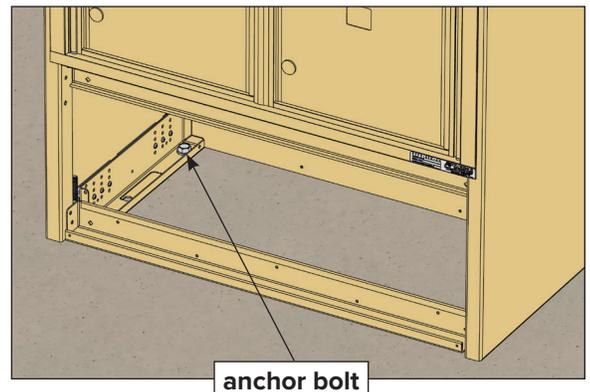


2. Move the cabinet out of the way to reveal the drill marks. Finish each hole in the concrete by drilling to full depth.

3. Move the cabinet back over the holes drilled into the concrete.
  - You only need to align one hole in one of the mounting brackets with the appropriate hole in the concrete.

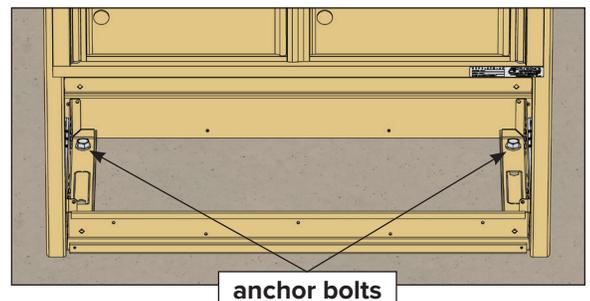
4. Install a single Tapcon® anchor bolt (206725) with an impact driver and 3/4" socket, but do not tighten all the way.

5. Rotate/pivot the cabinet around the single previously installed anchor until the rest of the holes in the mounting brackets align with the holes drilled in the concrete.



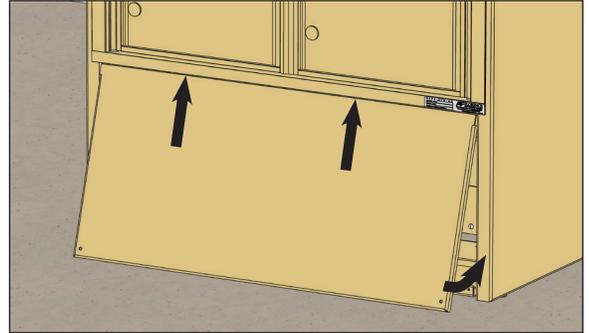
6. Install Tapcon® anchor bolts (206725) into all of the holes with an impact driver and 3/4" socket.

7. Ensure all anchor bolts are tight.



## FINISH INSTALLATION

1. Insert the top of the lower-front panel into the gap behind the lower 4C mailbox trim and push the bottom of the panel against the cabinet.



2. Secure the lower-front panel to the cabinet using a #2 square-tip 1/4" hex-shank insert driver bit and the two (2) screws removed at the start of the installation.



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