INSTALLATION MANUAL
SURFACE MOUNT COLLAR
for
versatile™ 4C mailbox suites
(Front-Loading / All Suites)

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WARNINGS
SURFACE MOUNT COLLAR for versatile™ 4C mailbox suites
(Front-Loading / All Suites)

WARNING:
FAILURE TO ADHERE TO THE FOLLOWING INSTRUCTIONS AND WARNINGS COULD RESULT IN DEATH OR SERIOUS INJURY.

WARNING:
THE MOUNTING SCREWS INCLUDED IN THIS KIT ARE INTENDED TO BE USED TO INSTALL THE 4C COLLAR INTO A CONVENTIONALLY CONSTRUCTED WOOD-STUD WALL. IF THE 4C COLLAR IS TO BE MOUNTED TO A SURFACE OTHER THAN A CONVENTIONALLY CONSTRUCTED WOOD-STUD WALL, IT IS THE INSTALLER’S RESPONSIBILITY TO ENSURE THAT THE PROPER MOUNTING HARDWARE AND QUANTITY ARE USED.

WARNING:
IT IS THE INSTALLER’S RESPONSIBILITY TO ENSURE THAT THE WALL IS OF ADEQUATE STRENGTH TO SUPPORT THE WEIGHT OF THE 4C COLLAR, 4C MAILBOX, AND CONTENTS.

WARNING:
COLLAR MUST BE ATTACHED TO AT LEAST TWO (2) WOOD STUDS AND EACH SLOT ROW NEEDS TO HAVE TWO (2) SCREWS FOR PROPER AND SECURE INSTALLATION - ONE PER STUD. MINIMUM SCREW USAGE BY SINGLE OR DOUBLE WIDE SUITE:

- SUITE A - 16 SCREWS
- SUITE B - 8 SCREWS
- SUITE C - 20 SCREWS
- SUITE D - 8 SCREWS
- SUITE E - 12 SCREWS
- SUITE F - 20 SCREWS
- SUITE G - 20 SCREWS
- SUITE H - 16 SCREWS
- SUITE I - 16 SCREWS

WARNING:
FLORENCE versatile™ 4C UNITS ARE CONSTRUCTED FROM HEAVY GAUGE MATERIALS FOR DURABILITY AND SECURITY. OPENING THE MASTER LOAD DOORS WILL MAKE THE UNITS FRONT-HEAVY AND MAY CREATE THE TENDENCY TO TIP FORWARD. INSTALLERS SHOULD TAKE CARE TO AVOID THIS POTENTIAL HAZARD BY STABILIZING THE UNIT IN THE OPENING UNTIL FASTENING TO THE COLLAR IS COMPLETE.

CAUTION:
A PINCH HAZARD EXISTS WHEN PLACING MAILBOX IN COLLAR. KEEP FINGERS AND HANDS CLEAR TO AVOID INJURY.

THIS PRODUCT IS INTENDED FOR USE WITH THE versatile™ 4C mailbox suites (Front-Loading). IT IS NOT INTENDED FOR USE WITH THE versatile™ 4C mailbox suites (Rear-Loading).
### 4C COLLAR INFORMATION

**SURFACE MOUNT COLLAR** for versatile™ 4C mailbox suites
(Front-Loading / All Suites)

**H4CA1SM - H4CG2SM**
(H4CA2SM SHOWN)

<table>
<thead>
<tr>
<th></th>
<th>SUITE A</th>
<th>SUITE B</th>
<th>SUITE C</th>
<th>SUITE D</th>
<th>SUITE E</th>
<th>SUITE F</th>
<th>SUITE G</th>
<th>SUITE H</th>
<th>SUITE I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLAR HEIGHT</strong></td>
<td>40-3/16”</td>
<td>19-3/16”</td>
<td>52-7/16”</td>
<td>22-11/16”</td>
<td>29-11/16”</td>
<td>57-11/16”</td>
<td>55-15/16”</td>
<td>41-15/16”</td>
<td>45-7/16”</td>
</tr>
<tr>
<td><strong>DEPTH</strong></td>
<td>17-11/16”</td>
<td>17-11/16”</td>
<td>17-11/16”</td>
<td>17-11/16”</td>
<td>17-11/16”</td>
<td>17-11/16”</td>
<td>17-11/16”</td>
<td>17-11/16”</td>
<td>17-11/16”</td>
</tr>
<tr>
<td><strong>SINGLE WIDE WEIGHT (WITHOUT MAILBOX)</strong></td>
<td>32 LBS</td>
<td>19 LBS</td>
<td>38 LBS</td>
<td>21 LBS</td>
<td>28 LBS</td>
<td>41 LBS</td>
<td>40 LBS</td>
<td>33 LBS</td>
<td>32 LBS</td>
</tr>
<tr>
<td><strong>SINGLE WIDE WEIGHT (WITH MAX MAILBOX-NO MAIL)</strong></td>
<td>99 LBS</td>
<td>49 LBS</td>
<td>114 LBS</td>
<td>61 LBS</td>
<td>86 LBS</td>
<td>138 LBS</td>
<td>137 LBS</td>
<td>101 LBS</td>
<td>87 LBS</td>
</tr>
<tr>
<td><strong>DOUBLE WIDE WEIGHT (WITHOUT MAILBOX)</strong></td>
<td>45 LBS</td>
<td>28 LBS</td>
<td>52 LBS</td>
<td>30 LBS</td>
<td>39 LBS</td>
<td>55 LBS</td>
<td>54 LBS</td>
<td>46 LBS</td>
<td>44 LBS</td>
</tr>
<tr>
<td><strong>DOUBLE WIDE WEIGHT (WITH MAX MAILBOX-NO MAIL)</strong></td>
<td>165 LBS</td>
<td>83 LBS</td>
<td>197 LBS</td>
<td>98 LBS</td>
<td>125 LBS</td>
<td>226 LBS</td>
<td>225 LBS</td>
<td>169 LBS</td>
<td>150 LBS</td>
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</tbody>
</table>

**FOR INSTALLATION HEIGHTS OF UNITS SEE THE 4C MAILBOX INSTALLATION MANUAL**

Phone: 1-800-676-5161 Web: www.NationalMailboxes.com
### PARTS LIST

**SURFACE MOUNT COLLAR for versatile™ 4C mailbox suites**

*(Front-Loading / All Suites)*

<table>
<thead>
<tr>
<th>PART #</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>4CCOLLPANEL*</td>
<td>BACK PANEL</td>
<td>1</td>
</tr>
<tr>
<td>4CCOLLPANEL*</td>
<td>SIDE PANEL</td>
<td>2</td>
</tr>
<tr>
<td>4CCOLLPANEL*</td>
<td>TOP / BOTTOM PANEL</td>
<td>2</td>
</tr>
<tr>
<td>48291</td>
<td>#10-32 X 1/2” T-20 SCREW</td>
<td>38</td>
</tr>
<tr>
<td>64225</td>
<td>#8 X 2” T-20 WOOD SCREW</td>
<td>20</td>
</tr>
<tr>
<td>64635</td>
<td>#8-32 X 1” T-15 SCREW</td>
<td>22</td>
</tr>
</tbody>
</table>

*FOR REPLACEMENT PARTS SPECIFY SUITE, FINISH, SINGLE OR DOUBLE WIDE AND TOP / BOTTOM, SIDE OR BACK.

**HARDWARE SHOWN AS ACTUAL SIZE**

DISCARD MOUNTING HARDWARE AND MULTI-UNIT CONNECTOR THAT SHIPS WITH **versatile™ 4C mailbox.**

NOT ALL PARTS WILL BE USED FOR EVERY INSTALLATION.
BACK AND SIDE ASSEMBLY
SURFACE MOUNT COLLAR for versatile™ 4C mailbox suites
(Front-Loading / All Suites)

1. PLACE BACK PANEL ON A CLEAN NON-ABRASIVE SURFACE, WITH WARNING LABEL FACING UP, TO KEEP FROM DAMAGING FINISH.

2. ALIGN ONE OF THE TWO SIDE PANELS TO THE EDGE OF BACK PANEL.

3. INSTALL ONE (1) 48291 #10-32 X 1/2” T-20 SCREW FOR EVERY HOLE IN THE EDGE OF THE SIDE PANEL.

4. ALIGN THE OTHER SIDE PANEL TO THE OPPOSITE EDGE OF THE BACK PANEL.

5. INSTALL ONE (1) 48291 #10-32 X 1/2” T-20 SCREW FOR EVERY HOLE IN THE EDGE OF THE SIDE PANEL.

*FOR REPLACEMENT PARTS, SPECIFY 4C SUITE, FINISH, SINGLE OR DOUBLE WIDE AND TOP/BOTTOM, SIDE OR BACK PANEL.

<table>
<thead>
<tr>
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<tr>
<td>4CCOLLAR PANEL*</td>
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<tr>
<td>4CCOLLAR PANEL*</td>
<td>SIDE PANEL</td>
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<tr>
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</table>

REQUIRED TOOLS

T-20 TORX HEAD SCREWDRIVER/BIT
NOTE:
NUMBERS IN BALLOONS REFER TO ASSEMBLY STEPS OPPOSITE PAGE. EXAMPLE:

3/5. REFERS TO STEP 3 AND 5 ON PAGE 6
TOP AND BOTTOM ASSEMBLY
SURFACE MOUNT COLLAR for versatile™ 4C mailbox suites
(Front-Loading / All Suites)

1. ALIGN TOP / BOTTOM TO EXISTING ASSEMBLY.

2. INSTALL THREE (3) 48291 #10-32 X 1/2” T-20 SCREWS PER SIDE PANEL AND ONE (1) PER HOLE ALONG THE BACK PANEL.

3. ALIGN REMAINING TOP / BOTTOM PANEL TO THE OPPOSITE END OF THE EXISTING ASSEMBLY.

4. INSTALL THREE (3) 48291 #10-32 X 1/2” T-20 SCREW PER SIDE PANEL AND ONE (1) PER HOLE ALONG THE BACK PANEL.

*FOR REPLACEMENT PARTS, SPECIFY 4C SUITE, FINISH, SINGLE OR DOUBLE WIDE AND TOP/BOTTOM, SIDE OR BACK PANEL.

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<tr>
<td>4CCOLLAR PANEL*</td>
<td>TOP / BOTTOM PANEL</td>
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<td>#10-32 X 1/2” T-20 SCREW</td>
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REQUIRED TOOLS

T-20 TORX HEAD SCREWDRIVER/BIT
MOUNT COLLAR TO WALL
SURFACE MOUNT COLLAR for versatile™ 4C mailbox suites
(Front-Loading / All Suites)

WARNING: READ NOTIFICATIONS ON PAGE 2 BEFORE MOUNTING COLLAR TO WALL.

1. USE THE USPS INSTALLATION REQUIREMENTS TO RIGHT TO DETERMINE VERTICAL LOCATION, MARK EITHER TOP OR BOTTOM ALIGNMENT POINT ON WALL.

2. LOCATE AND MARK AT LEAST TWO (2) 2X4 OR GREATER WOOD STUDS. ALIGN UNIT WITH MARKS.

3. WHILE HOLDING THE COLLAR, INSTALL TWO (2) 64225 #8 X 2” T-20 WOOD SCREWS PER SLOT ROW, ONE (1) IN EACH OF THE STUDS. SEE CHART BELOW FOR MINIMUM QUANTITIES TO BE INSTALLED PER SUITE.

   SUITE A - 16 SCREWS
   SUITE B - 8 SCREWS
   SUITE C - 20 SCREWS
   SUITE D - 8 SCREWS
   SUITE E - 12 SCREWS
   SUITE F - 20 SCREWS
   SUITE G - 20 SCREWS
   SUITE H - 16 SCREWS
   SUITE I - 16 SCREWS

USPS INSTALLATION REQUIREMENTS:

- AT LEAST ONE CUSTOMER COMPARTMENT SHALL BE POSITIONED LESS THAN 48” FROM THE FINISHED FLOOR.

- NO PARCEL LOCKER COMPARTMENT (INTERIOR BOTTOM SHELF) SHALL BE POSITIONED LESS THAN 15” FROM THE FINISHED FLOOR.

- NO PATRON (TENANT) LOCK SHALL BE LOCATED MORE THAN 67” ABOVE THE FINISHED FLOOR.

- NO CUSTOMER COMPARTMENT (INTERIOR BOTTOM SHELF) SHALL BE POSITIONED LESS THAN 28” FROM THE FINISHED FLOOR.

- THE USPS ARROW LOCK SHALL BE LOCATED BETWEEN 36” AND 48” ABOVE THE FINISHED FLOOR.

 REQUIRED TOOLS | PART # | DESCRIPTION
-----------------|--------|------------------------
 T-20 TORX HEAD SCREWDRIVER/BIT | 64225 | #8 X 2” T-20 WOOD SCREW

North America’s Commercial & Residential Mailbox Leader!
MOUNT COLLAR TO WALL

ONE 64225 PER SLOT PER STUD (SUITE B MIN 8 SUITE F MIN 20) *SEE CHART FOR MINIMUMS

64225

1/2.

EXISTING ASSEMBLY

3.

ONE 64225 PER SLOT PER STUD (SUITE B MIN 8 SUITE F MIN 20) *SEE CHART FOR MINIMUMS

Phone: 1-800-676-5161  Web: www.NationalMailboxes.com
INSTALL 4C MAILBOX INTO COLLAR
SURFACE MOUNT COLLAR for versatile™ 4C mailbox suites
(Front-Loading / All Suites)

WARNING: READ NOTIFICATIONS ON PAGE 2 BEFORE MOUNTING 4C MAILBOX IN COLLAR.

SEE 4C MAILBOX INSTALLATION MANUAL*, INCLUDED WITH YOUR FLORENCE 4C MAILBOX, FOR HOW TO OPEN MAILBOX.

FOR DOUBLE WIDE versatile™ 4C mailbox:

1. PLACE 4C MAILBOX INTO COLLAR OPENING UNTIL TRIM IS FLUSH WITH COLLAR SURFACE.
2. OPEN RIGHT MASTER LOAD DOOR UNTIL HOLD OPEN ARM ENGAGES AND INSTALL 64635 #8-32 X 1” T-15 SCREWS ALONG RIGHT HAND OUTER FRAME MEMBER IN EACH HOLE.
3. PARTIALLY OPEN LEFT MASTER LOAD DOOR UNTIL RIGHT MASTER LOAD DOOR CAN BE COMPLETELY CLOSED.
4. OPEN LEFT MASTER LOAD DOOR UNTIL HOLD OPEN ARM ENGAGES AND INSTALL 64635 #8-32 X 1” T-15 SCREWS ALONG THE LEFT HAND OUTER FRAME MEMBER INTO EACH HOLE.
5. WITH BOTH LEFT AND RIGHT MASTER LOAD DOORS OPEN AND HOLD OPEN ARMS ENGAGED, INSTALL FOUR (4) 64635 #8-32 X 1” T-15 SCREWS ALONG THE TOP AND FOUR (4) 64635 #8-32 X 1” T-15 SCREWS ALONG THE BOTTOM OF THE UNIT INTO EACH HOLE.
6. FOR “PARCEL ONLY” UNITS SEE LOCK BRACKET INSTALLATION IN 4C INSTALLATION MANUAL*. FOR ALL OTHERS CLOSE MASTER LOAD DOORS; YOUR 4C MAILBOX IS NOW INSTALLED IN THE COLLAR.

FOR SINGLE WIDE versatile™ 4C mailbox:

1a. PLACE 4C MAILBOX INTO COLLAR OPENING UNTIL TRIM IS FLUSH WITH TOP AND BOTTOM PANELS OF COLLAR.
2a. OPEN MASTER LOAD DOOR UNTIL HOLD OPEN ARM ENGAGES AND INSTALL 64635 #8-32 X 1” T-15 SCREWS ALONG RIGHT HAND AND LEFT HAND OUTER FRAME MEMBERS.
3a. WITH MASTER LOAD DOOR OPEN AND HOLD OPEN ARMS ENGAGED, INSTALL TWO (2) 64635 #8-32 X 1” T-15 SCREWS ON TOP AND TWO (2) 64635 #8-32 X 1” T-15 SCREWS ON BOTTOM.
4a. FOR “PARCEL ONLY” UNITS SEE LOCK BRACKET INSTALLATION IN 4C INSTALLATION MANUAL*. FOR ALL OTHERS CLOSE MASTER LOAD DOOR; YOUR 4C MAILBOX IS NOW INSTALLED IN THE COLLAR.

*SEE 4C MAILBOX INSTALLATION MANUAL

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<td>#8-32 X 1” T-15 SCREW</td>
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