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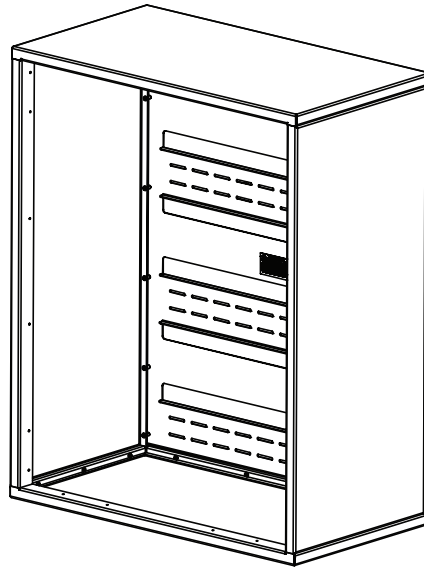

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AF FLORENCE
manufacturing company

5935 Corporate Drive • Manhattan, KS 66503
www.auth-florence.com • (800) 275-1747

A GIBRALTAR INDUSTRIES COMPANY

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).*

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4C COLLAR INFORMATION
SURFACE MOUNT COLLAR for versatile™ 4C mailbox suites
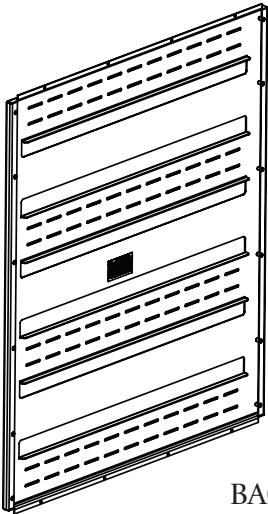### (Front-Loading / All Suites)
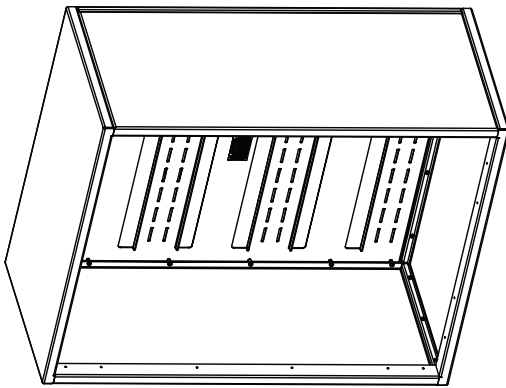
4CA1SM - 4CG2SM
(4CA2SM SHOWN)

	SUITE A	SUITE B	SUITE C	SUITE D	SUITE E	SUITE F	SUITE G	SUITE H	SUITE I
COLLAR HEIGHT	40-3/16"	19-3/16"	52-7/16"	22-11/16"	29-11/16"	57-11/16"	55-15/16"	41-15/16"	45-7/16"
DEPTH	17-11/16"	17-11/16"	17-11/16"	17-11/16"	17-11/16"	17-11/16"	17-11/16"	17-11/16"	17-11/16"
SINGLE WIDE WIDTH	18-5/16"	18-5/16"	18-5/16"	18-5/16"	18-5/16"	18-5/16"	18-5/16"	18-5/16"	18-5/16"
SINGLE WIDE WEIGHT (WITHOUT MAILBOX)	32 LBS	19 LBS	38 LBS	21 LBS	28 LBS	41 LBS	40 LBS	33 LBS	32 LBS
SINGLE WIDE WEIGHT (WITH MAX MAILBOX-NO MAIL)	99 LBS	49 LBS	114 LBS	61 LBS	86 LBS	138 LBS	137 LBS	101 LBS	87 LBS
DOUBLE WIDE WIDTH	32-3/8"	32-3/8"	32-3/8"	32-3/8"	32-3/8"	32-3/8"	32-3/8"	32-3/8"	32-3/8"
DOUBLE WIDE WEIGHT (WITHOUT MAILBOX)	45 LBS	28 LBS	52 LBS	30 LBS	39 LBS	55 LBS	54 LBS	46 LBS	44 LBS
DOUBLE WIDE WEIGHT (WITH MAX MAILBOX-NO MAIL)	165 LBS	83 LBS	197 LBS	98 LBS	125 LBS	226 LBS	225 LBS	169 LBS	150 LBS

FOR INSTALLATION HEIGHTS OF UNITS SEE THE 4C MAILBOX INSTALLATION MANUAL OR
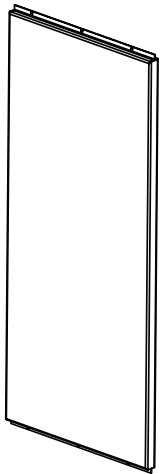*www.auth-florence.com/downloads/techdocs/AF4C_INSTALL_MANUAL.pdf*

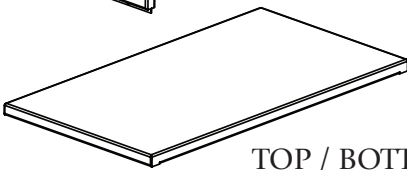*THIS PAGE INTENTIONALLY LEFT BLANK.*

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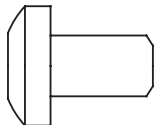### (Front-Loading / All Suites)

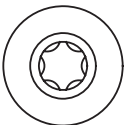| PART #	DESCRIPTION	QUANTITY
4CCOLLARPANEL*	BACK PANEL	1
4CCOLLARPANEL*	SIDE PANEL	2
4CCOLLARPANEL*	TOP / BOTTOM PANEL	2
48291	#10-32 X 1/2″ T-20 SCREW	38
64225	#8 X 2″ T-20 WOOD SCREW	20
64635	#8-32 X 1″ T-15 SCREW	22

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

BACK PANEL

SIDE PANEL

TOP / BOTTOM PANEL

48291 SCREW, #10-32 X 1/2″ T-20
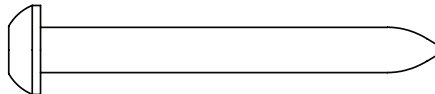
64225 WOOD SCREW, #8 X 2″ T-20
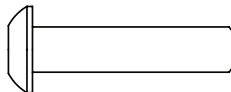
64635 SCREW, #8-32 X 1″ T-15

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.

PART #	DESCRIPTION
4CCOLLAR-PANEL*	BACK PANEL
4CCOLLAR-PANEL*	SIDE PANEL
48291	#10-32 X 1/2” T-20 SCREW

REQUIRED TOOLS
T-20 TORX HEAD SCREWDRIVER/BIT

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BACK AND SIDE ASSEMBLY

SIDE PANEL

2/4.

1.

48291

BACK
PANEL

3/5.

NOTE:
NUMBERS IN BALLOONS REFER
TO ASSEMBLY STEPS ON
OPPOSITE PAGE. EXAMPLE:

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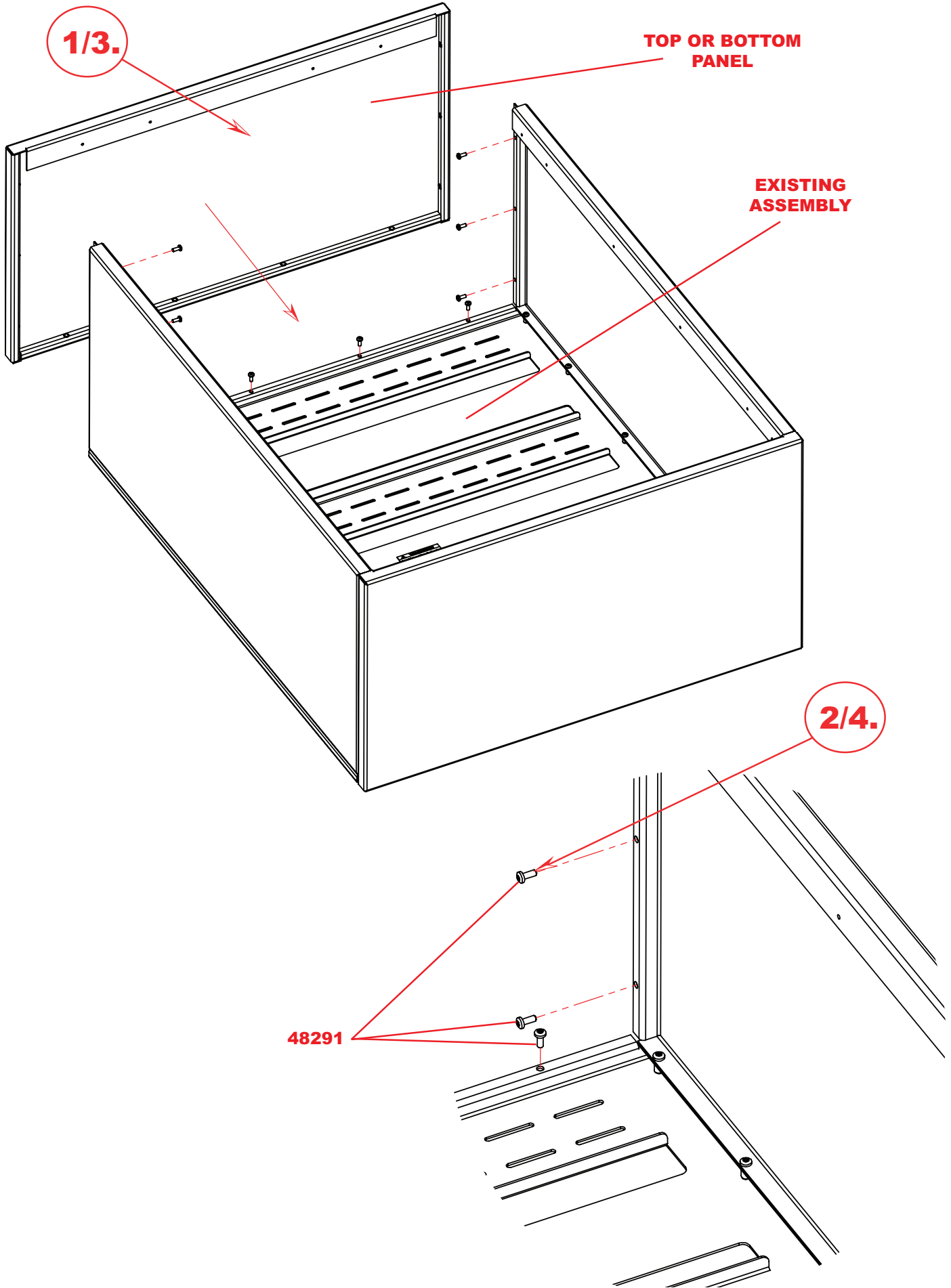
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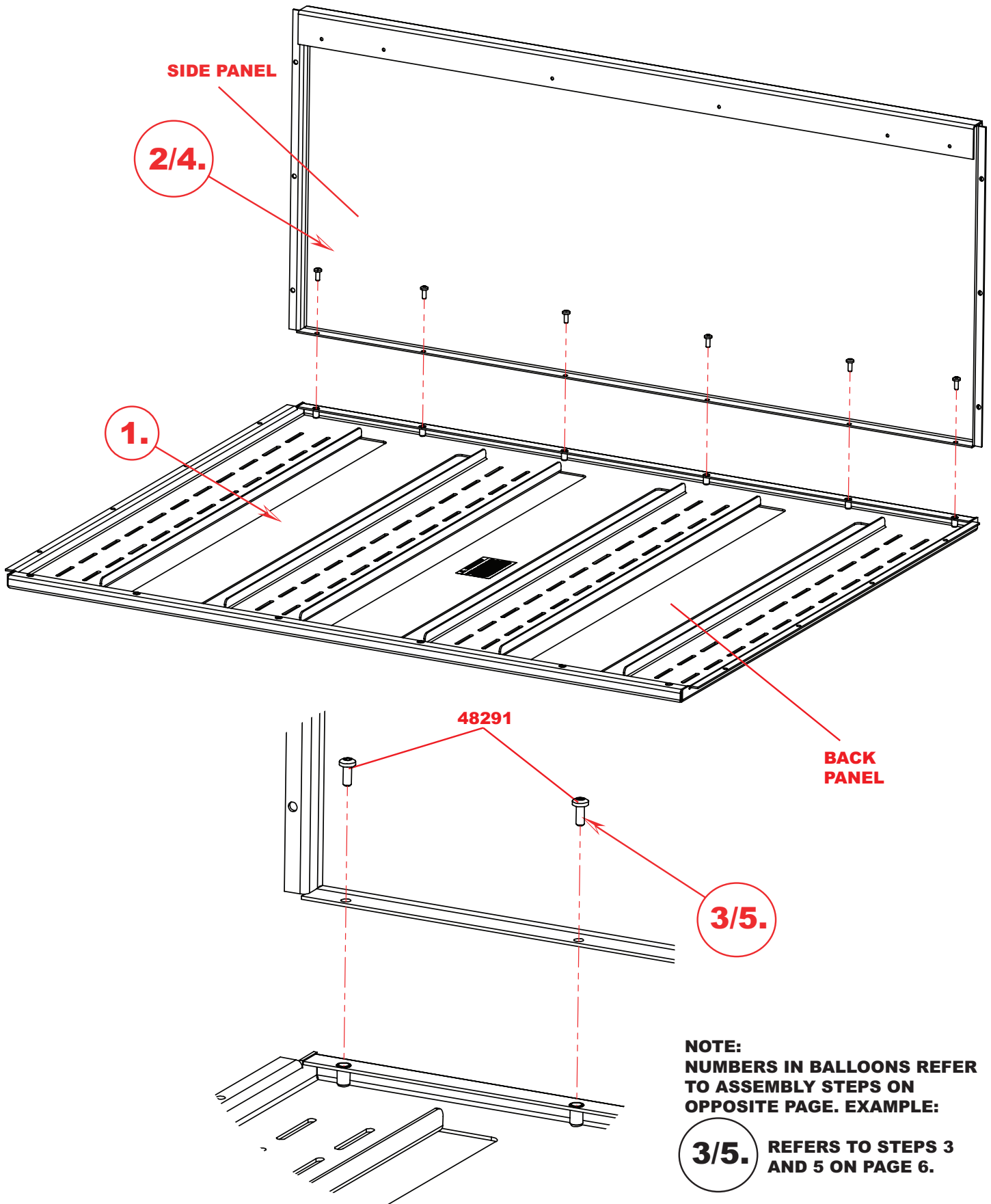
TOP AND BOTTOM ASSEMBLY
SURFACE MOUNT COLLAR for versatile™ 4C mailbox suites
(Front-Loading / All Suites)

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.

PART #	DESCRIPTION
4CCOLLAR-PANEL*	TOP / BOTTOM PANEL
48291	#10-32 X 1/2" T-20 SCREW

REQUIRED TOOLS
T-20 TORX HEAD SCREWDRIVER/BIT

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TOP AND BOTTOM ASSEMBLY

1/3.

TOP OR BOTTOM PANEL

EXISTING ASSEMBLY

2/4.

48291

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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.*

67" MAX TO TENANT LOCK

36"-48" (ARROW LOCK)

28" MIN (TENANT)

15" MIN (PARCEL)
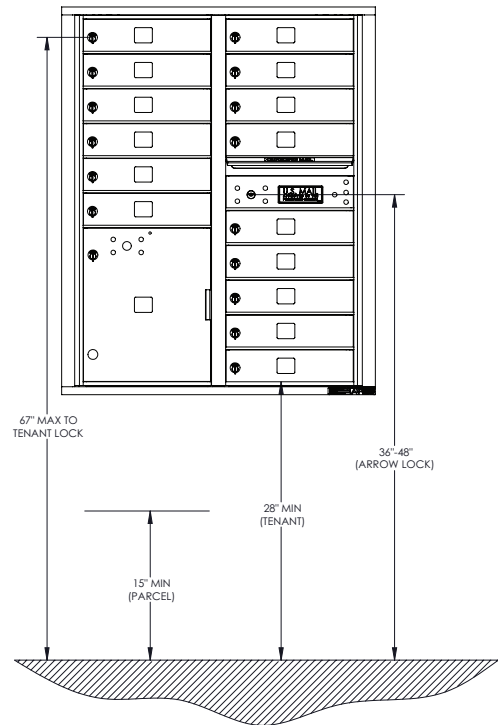
REQUIRED TOOLS	PART #	DESCRIPTION
T-20 TORX HEAD SCREWDRIVER/BIT	64225	#8 X 2" T-20 WOOD SCREW

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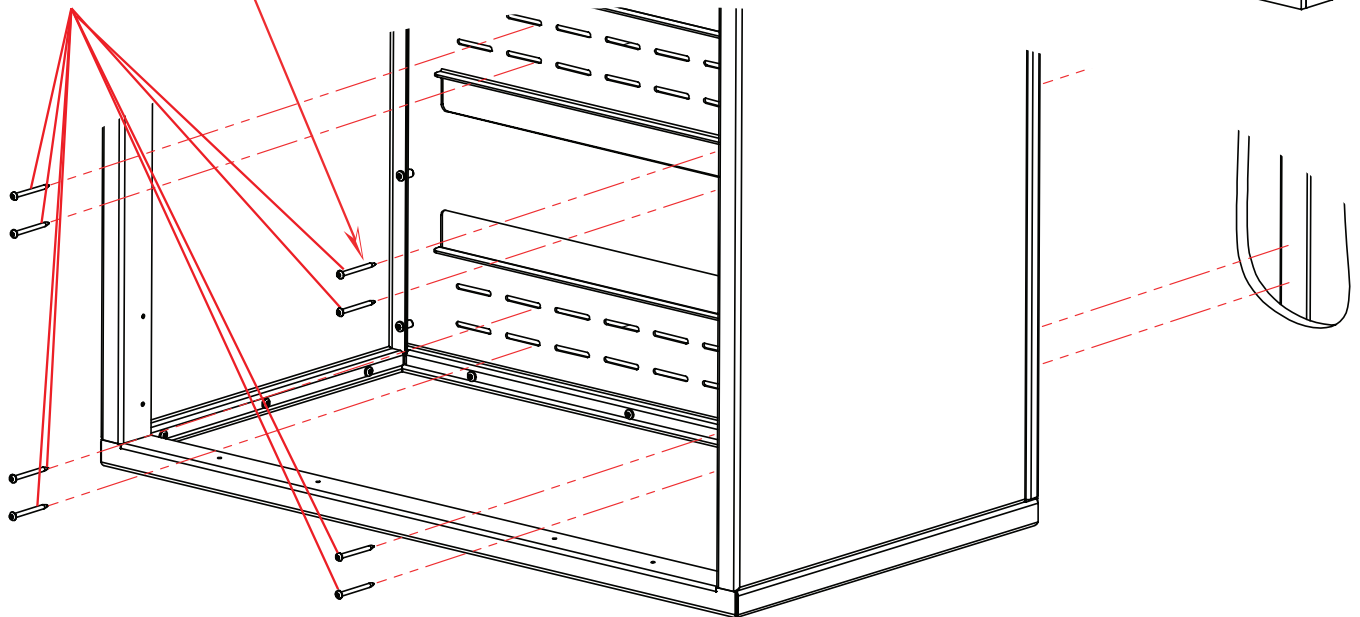
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MOUNT COLLAR TO WALL

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

1/2.

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

EXISTING
ASSEMBLY

3.

64225

FLORENCE
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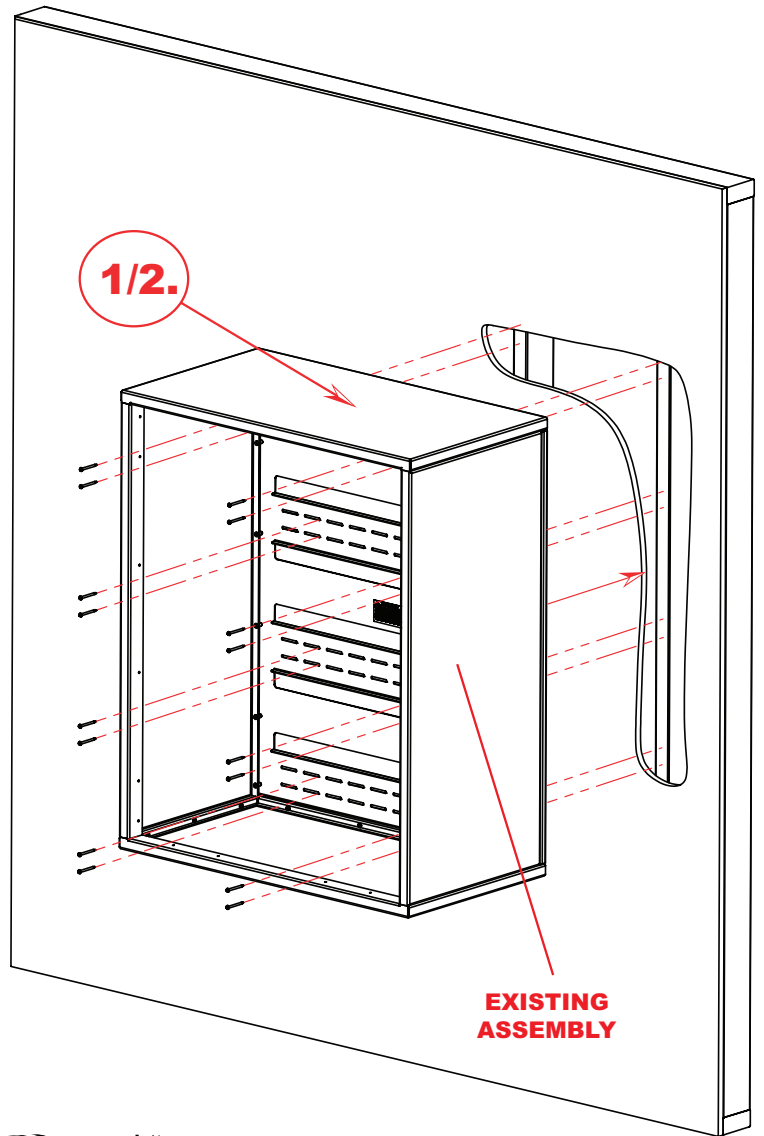
INSTALL 4C MAILBOX INTO COLLAR
SURFACE MOUNT COLLAR for versatile™ 4C mailbox suites
(Front-Loading / All Suites)

⚠️ *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 MAILBOX 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 OR www.auth-florence.com/ downloads/techdocs/AF4C_INSTALL_MANUAL.pdf

REQUIRED TOOLS	PART #	DESCRIPTION
T-15 TORX HEAD SCREWDRIVER/BIT	64635	#8-32 X 1" T-15 SCREW

INSTALL 4C MAILBOX INTO COLLAR

1/1a.

2/2a.

5/3a.

4/2a.

64635

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