4B+ Horizontal Mailboxes – 3600 Series

FRONT LOADING Installation Instructions

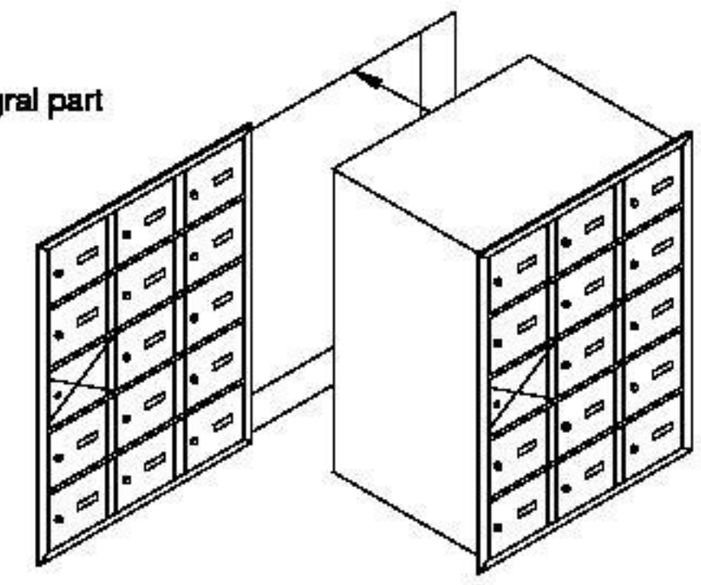
IMPORTANT NOTE FOR UNITS USING THE U.S. MAIL !

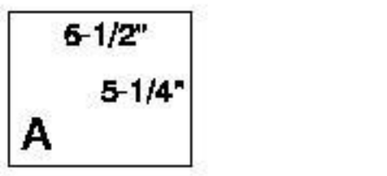
After installing the mailboxes, contact your local postmaster – the USPS will provide and install its own master lock on your mailbox unit. Hardware for installing the master lock is included in the plastic bag.

With rugged all aluminum construction, Salsbury's 4B+ horizontal 3600 series USPS approved mailboxes will provide years of maintenance free service.

FRONT LOADING

Rough opening trim is integral part of unit.







Overall Dimensions of Each Unit – FRONT LOADING

7 Doors High		Width	Height	Depth
3621FL	3 "A" Doors Wide	22-3/4"	40-3/4"	16-1/2"
3628FL	4 "A" Doors Wide	29-1/4"	40-3/4"	16-1/2"
3635FL	5 "A" Doors Wide	35-3/4"	40-3/4"	16-1/2"
3614FL	2 "B" Doors Wide	29-1/4"	40-3/4"	16-1/2"
6 Doors High				
3618FL	3 "A" Doors Wide	22-3/4"	35-1/4"	16-1/2"
3624FL	4 "A" Doors Wide	29-1/4"	35-1/4"	16-1/2"
3630FL	5 "A" Doors Wide	35-3/4"	35-1/4"	16-1/2"
3612FL	2 "B" Doors Wide	29-1/4"	35-1/4"	16-1/2"
5 Doors High				
3615FL	3 "A" Doors Wide	22-3/4"	29-3/4"	16-1/2"
3620FL	4 "A" Doors Wide	29-1/4"	29-3/4"	16-1/2"
3625FL	5 "A" Doors Wide	35-3/4"	29-3/4"	16-1/2"
3610FL	2 "B" Doors Wide	29-1/4"	29-3/4"	16-1/2"

Calculation Of Overall Dimensions of Multiple Units

Width and height of outside trim frame of each unit:
Overall Width = No. of doors wide times 6-1/2" plus 3-1/4"
("B" door units count as 4 "A" doors wide)
Overall Height = No. of doors high times 5-1/2" plus 2-1/4"

Calculation Of Rough Opening Dimensions

Width of Rough Opening = Overall Width less 1"
(For multiple units = Sum of Overall Widths less 1")
Height of Rough Opening = Overall Height less 1"

Notes

1. Wall opening and lumber frame must be square.
2. Mailboxes should be shielded from direct weather conditions.
3. Store keys in a safe place until ready for use.
4. Hardware is not included to fasten unit into rough opening.

Postal Regulations

Mailboxes must be installed according to Postal Regulations. There shall be no less than 28 inches from the finished floor level to the bottom of the lowest row of mailboxes and no more than 67 inches from the finished floor level to the tenant locks of the top row of mailboxes. The postal access door shall be allowed to open a minimum of 90 degrees with no obstruction. The master lock opening must be a minimum of 30" and a maximum of 58" above the finished floor.

Installation Instructions

1. It is recommended that the mailbox units be unpacked and reviewed before construction of the rough opening and support framing. These mailbox units are shipped fully assembled.
2. Units must be securely supported by a frame constructed of 2"x4" or 2"x6" lumber. Cut a hole in the wall according to the Rough Opening Dimensions. Construct support framing as shown in the installation drawings.
3. Place unit in rough opening and securely fasten to the support framing. **Caution: Do not deform, force, or twist the frame to fit an incorrect rough opening or against an irregular surface.**

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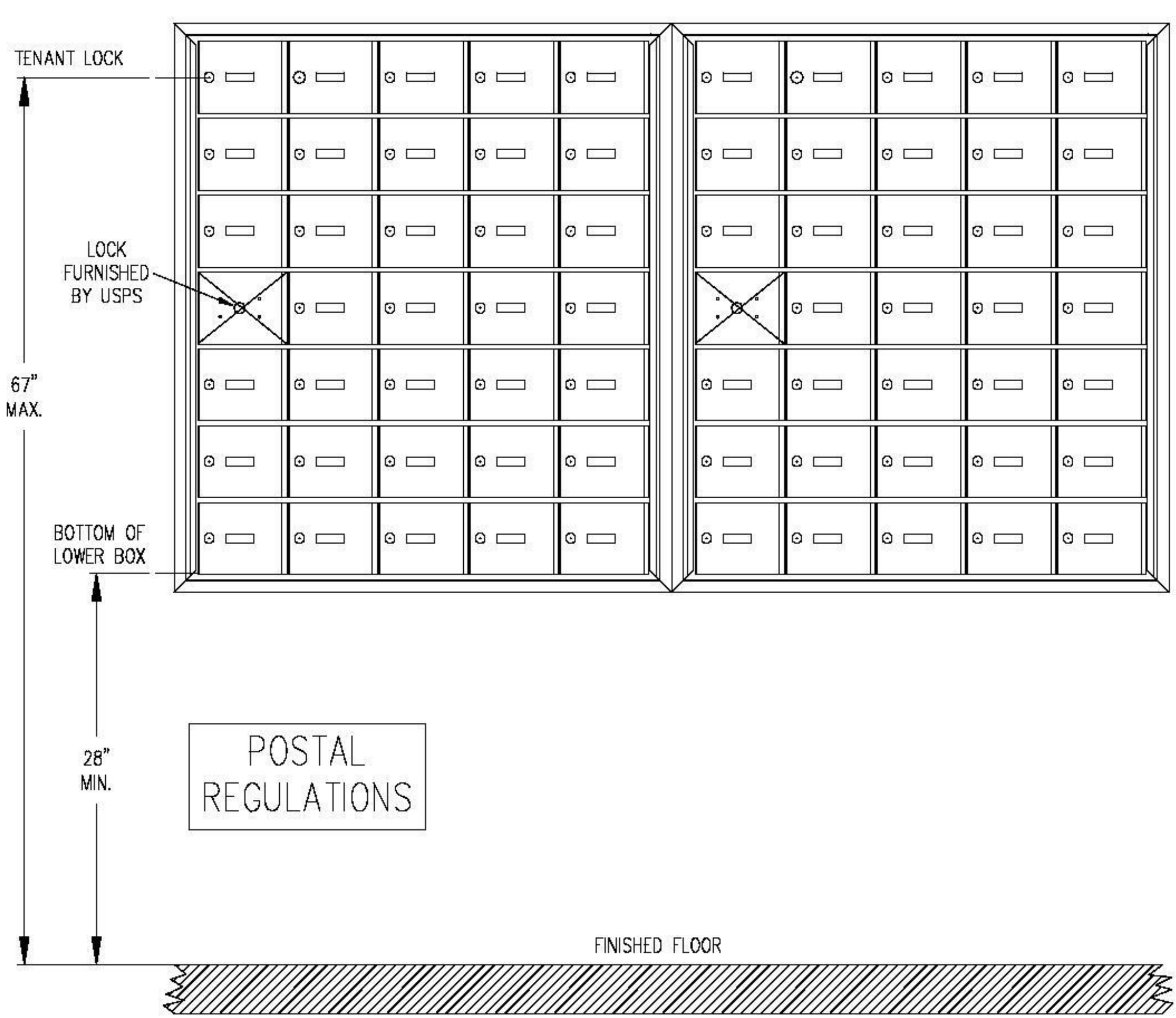
Front View of Mailboxes In Wall



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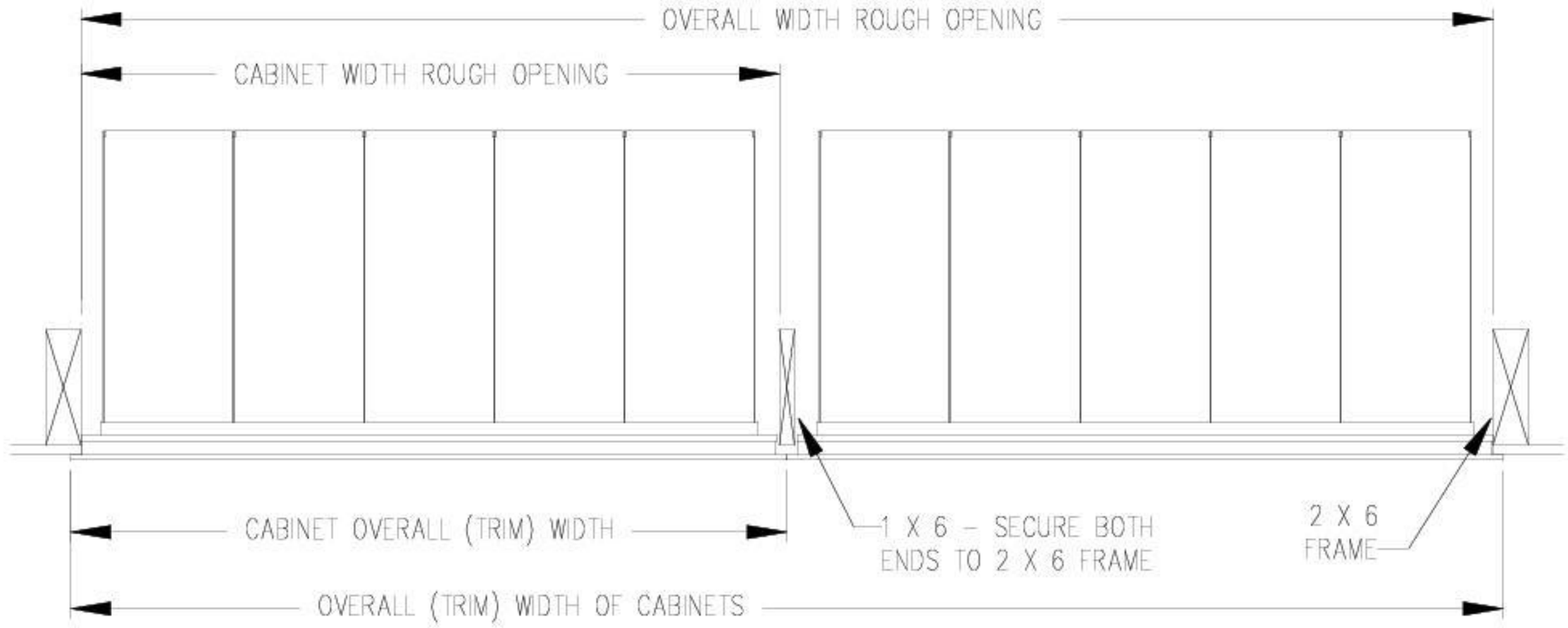
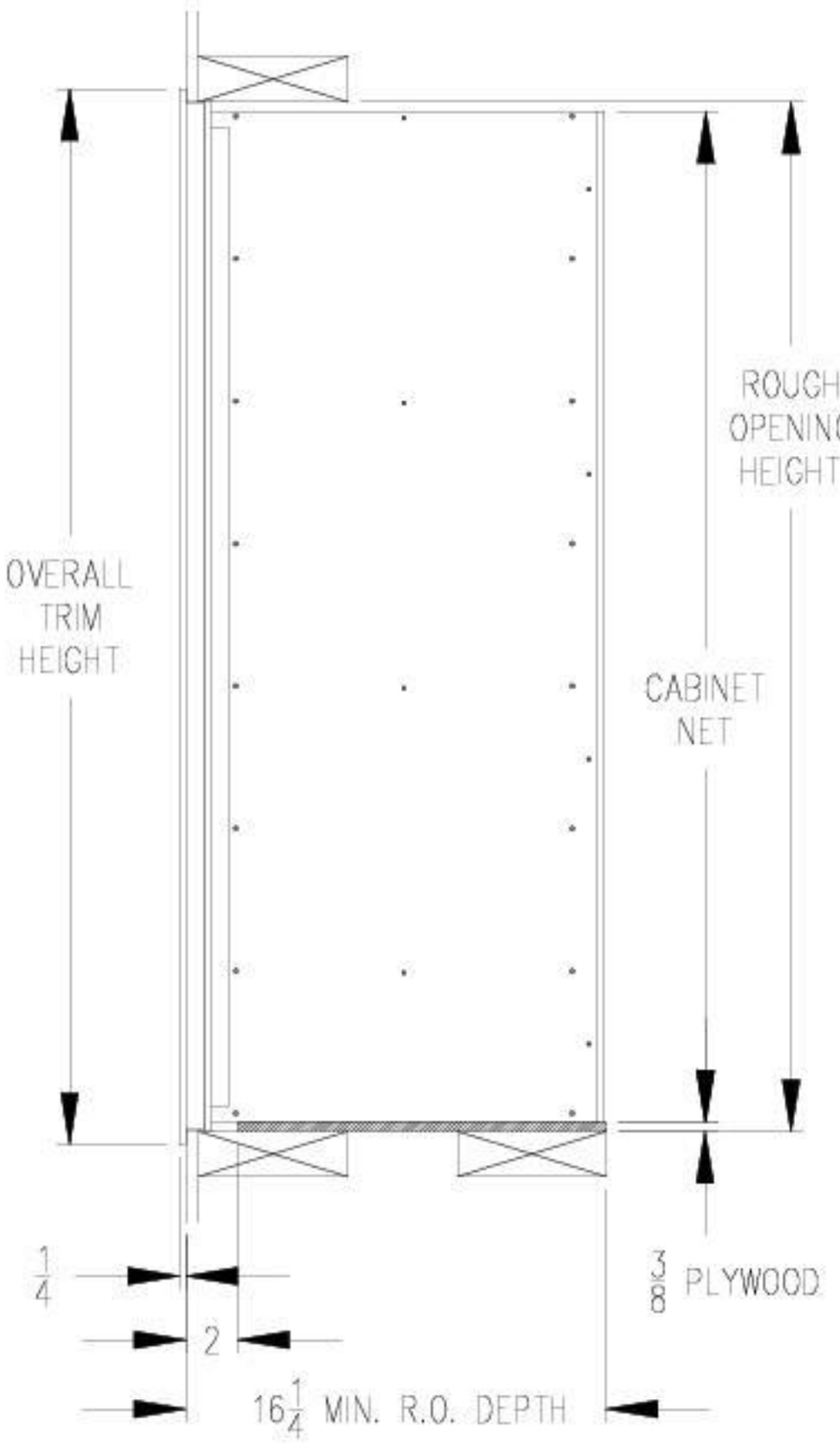
FRONT LOADING Installation Instructions

Top View of Mailboxes In Wall



Side View of Mailboxes In Wall



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Installation of Identification Window

Identification labels, clear plastic windows, and metal window backup plates are provided, separately bagged, for use in marking the user's identity on each mailbox door. The steps below are numbered according to the picture to the right.

1. Mark the user's name or other appropriate identity on one of the ½" x 2" labels provided. Tear the label from the card.

2. Insert the label into the clear plastic window so that the marking will be visible from the front of the mailbox door.

3. Place the clear plastic window into the rectangular hole in the door so that the identity is visible from the front of the door.

4. Slide metal window backup plate down into grooves at top of door. Slide plate down until it covers the plastic window and the bent lip of the plate rests on the top edge of the plastic window. At this point the identification installation is complete.

