

INSTALLATION MANUAL

CK25750

POSTAL TO PRIVATE CONVERSION KIT

POSTAL ACCESS POINT AND PARCEL LOCKER

EXCLUDING HIGH SECURITY CBU REV 4

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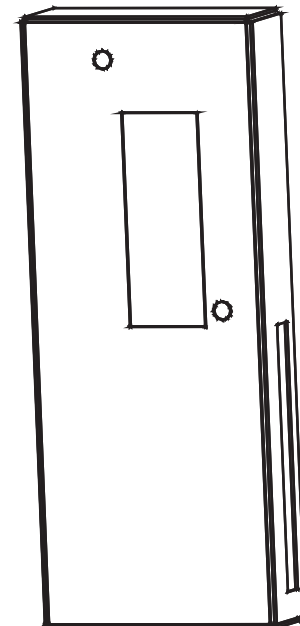
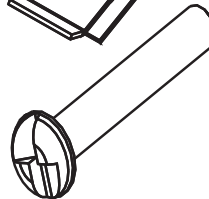
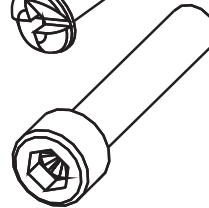
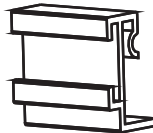
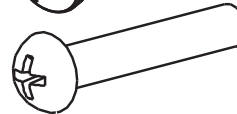
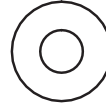
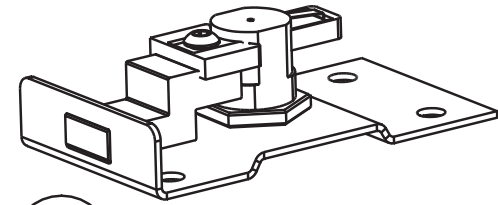
YOUR ISO 9001 MAILBOX SUPPLIER

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KIT CONTENTS LIST

CK25750

| QTY | DESCRIPTION |
|-----|---------------------------------------|
| 1 | LOCK ASSEMBLY |
| 4 | 3/16" FLAT WASHER |
| 4 | 10-32 X .25" FLAT HEAD SCREW |
| 1 | 10-32 X 1.125" PHILLIPS HEAD SCREW |
| 1 | PLASTIC SPACER |
| 5 | 10-32 X .375" ONE-WAY SCREW |
| 2 | 10-32 X 1" ALLEN HEAD SCREW |
| 2 | 10-32 TINNEMAN CLIP |
| 2 | 10-32 X 1.25" ONE-WAY SCREW |
| 4 | 10-32 LOCK NUT |
| 1 | 1400 SERIES PRIVATE PARCEL LOCK COVER |



NOTE: NOT ALL PARTS WILL BE USED FOR ALL INSTALLATIONS.

INSTALLATION OF POSTAL TO PRIVATE KIT

630 SERIES, 1250 4B+ AND NON 4B+ SERIES VERTICAL MAILBOXES

BEFORE PROCEEDING, YOU WILL NEED TO DETERMINE IF THE UNIT HAS TINNEMAN CLIPS TO RETAIN THE LOCK. IF IT DOES NOT HAVE THEM YOU WILL NEED TO HAVE THE KEY TO THE TENANT DOOR WITH MASTER LOCK HOLE.

1. OPEN VERTICAL UNIT BY TILTING FORWARD. REMOVE INSERT FROM FRAME.

FOR VERTICALS WITH TINNEMAN CLIPS INSTALLED PROCEED TO STEP 5.

2. REMOVE TWO (2) SCREWS ON TOP OF INSERT, RETAIN FOR REUSE. UNLOCK AND OPEN DOOR WITH MASTER LOCK HOLE.

3. SLIDE TWO (2) 32401 10-32 TINNEMAN CLIPS OVER SECURITY BRACKET FROM THE BOTTOM WITH THE ANGLE ON CLIP EDGE TO THE OUTSIDE.

4. REINSTALL SECURITY BRACKET WITH THE TWO (2) ORIGINAL SCREWS.

5. TURN THE LOCK TO UNLOCK POSITION. INSTALL LOCK BOTTOM FIRST THEN BRING TOP UP INTO POSITION.

6. INSTALL TWO (2) 84994 10-32 X .375" ONE-WAY SCREWS FROM THE REAR OF INSERT.

7. REINSERT UNIT INTO FRAME ENSURING THAT THE "PRESS TO CLOSE BAR" IS NOT DAMAGED. LOCK AND UNLOCK TO CONFIRM OPERATION.

DISPOSE OF REMAINING HARDWARE.

| REQUIRED TOOLS | PART # | DESCRIPTION |
|-----------------------|--------|-----------------------------|
| FLAT HEAD SCREWDRIVER | 84994 | 10-32 X .375" ONE-WAY SCREW |
| | 32401 | 10-32 TINNEMAN CLIP |
| | | |
| | | |

INSTALLATION OF POSTAL TO PRIVATE KIT

630 SERIES, 1250 4B+ AND NON 4B+ SERIES VERTICAL MAILBOXES

4B+ VERTICAL W/O CLIPS

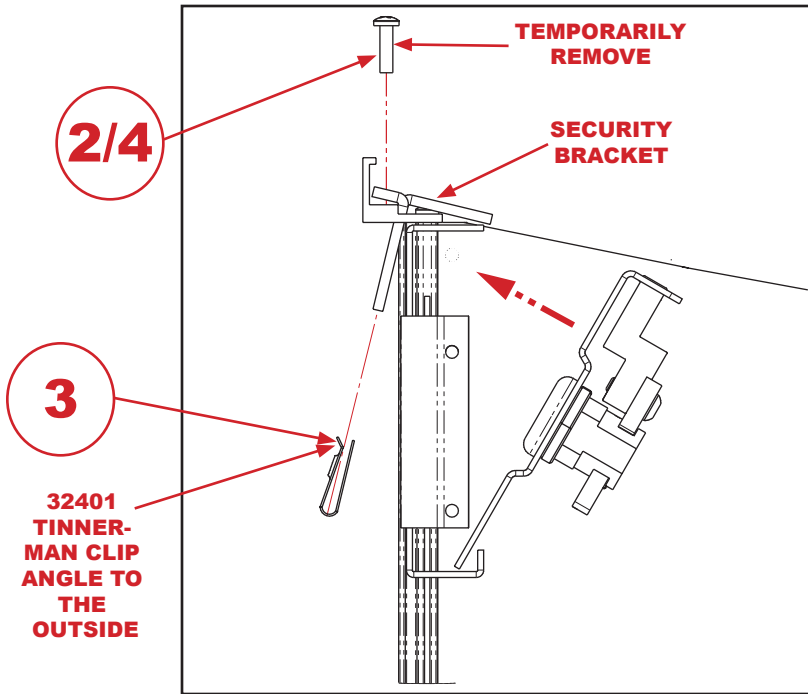


FIG. 1

4B+ VERTICAL W/O CLIPS

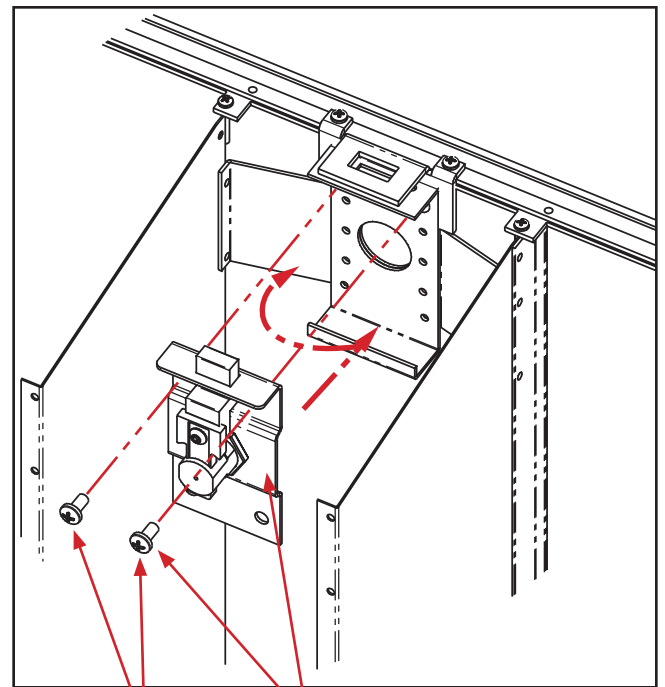
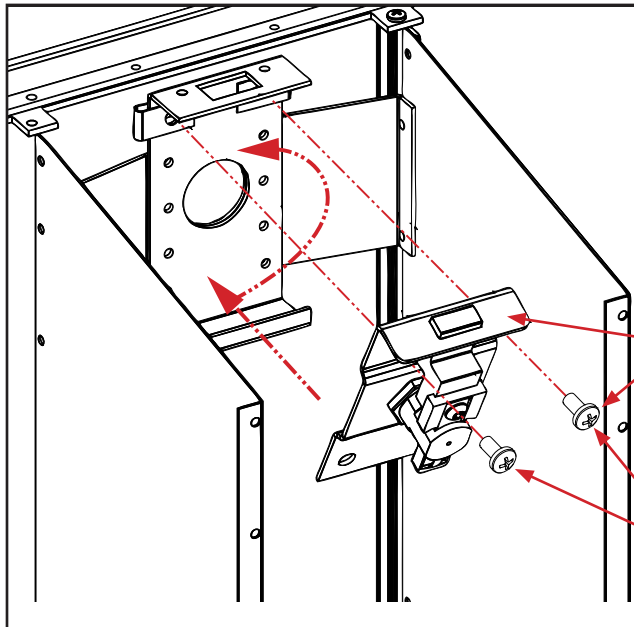


FIG. 2

84994

5/6

NON 4B+, 630 SERIES AND 4B+ WITH CLIPS



5/6

84994

INSTALLATION OF POSTAL TO PRIVATE KIT

12/120/130 COLLECTION BOXES, NON-4B+ AF AND AD HORIZONTALS, HORIZONTAL HINGED REAR COVERS, NDCBU, AND COLLECTION BUNDLE CENTERS INSTALLATION

1. OPEN UNIT TO GAIN ACCESS TO BACK OF POSTAL DOOR.

2. POSITION LOCK OVER 4 MOUNTING SCREW HOLES.

3. INSTALL AND TIGHTEN FOUR (4) 30197 10-32 X .25" FLAT HEAD SCREWS.

(NOTE: FOR COLLECTION BUNDLE CENTERS USE FOUR (4) 3/16" FLAT WASHERS BETWEEN LOCK AND DOOR).

(NOTE: FOR 2600 SERIES NON 4B+ USE FOUR (4) 3/16" FLAT WASHERS BETWEEN LOCK AND SCREWS).

4. CLOSE DOOR OR GATE. LOCK AND UNLOCK TO CONFIRM OPERATION.

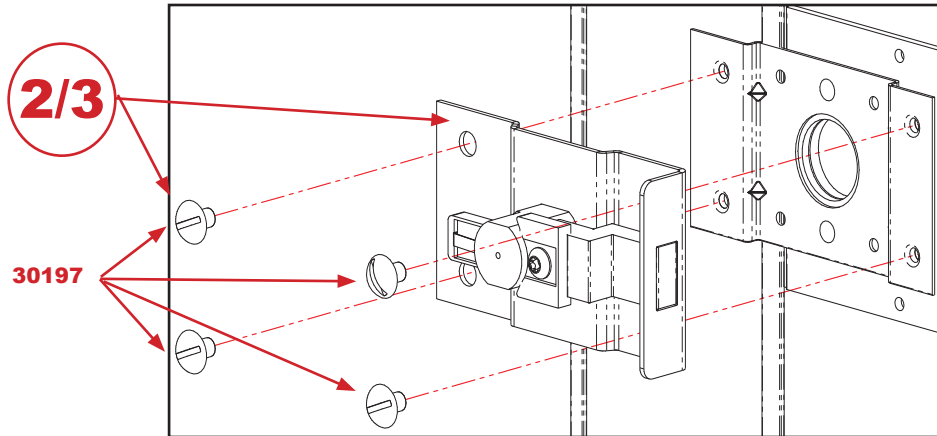
DISPOSE OF REMAINING HARDWARE.

| REQUIRED TOOLS | PART # | DESCRIPTION |
|-----------------------|--------|------------------------------|
| FLAT HEAD SCREWDRIVER | 30197 | 10-32 x .25" FLAT HEAD SCREW |
| | 30194 | 3/16" FLAT WASHER |
| | | |
| | | |

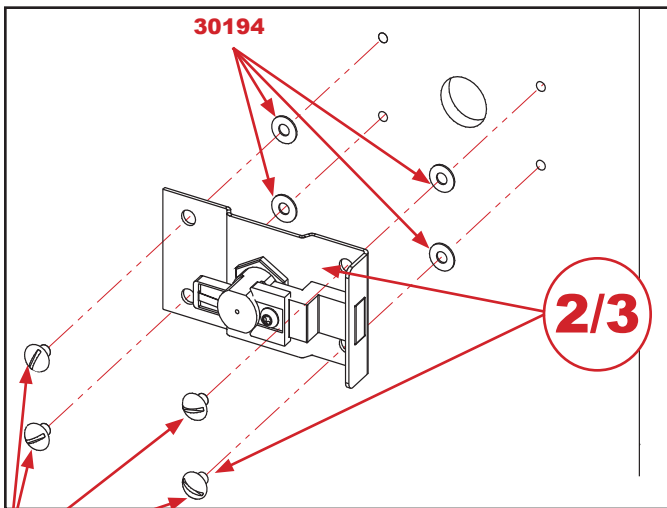
INSTALLATION OF POSTAL TO PRIVATE KIT

12/120/130 COLLECTION BOXES, NON-4B+ AF AND AD HORIZONTALS, HORIZONTAL HINGED REAR COVERS, NDCBU, AND COLLECTION BUNDLE CENTERS INSTALLATION

12/120/130 COLLECTION BOXES AND NDCBU

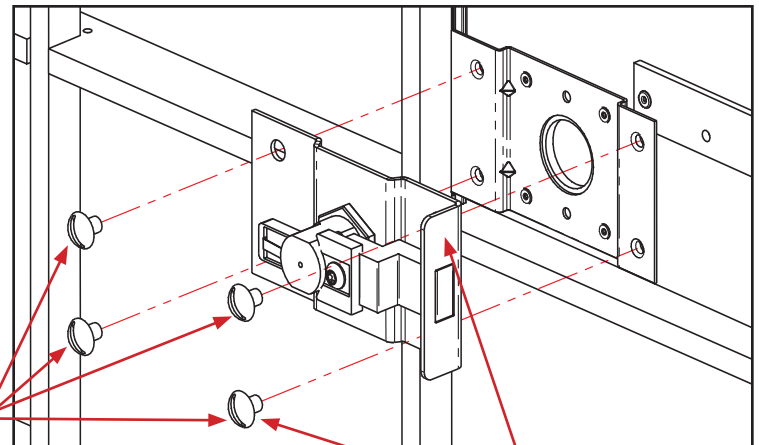


COLLECTION BUNDLE CENTERS



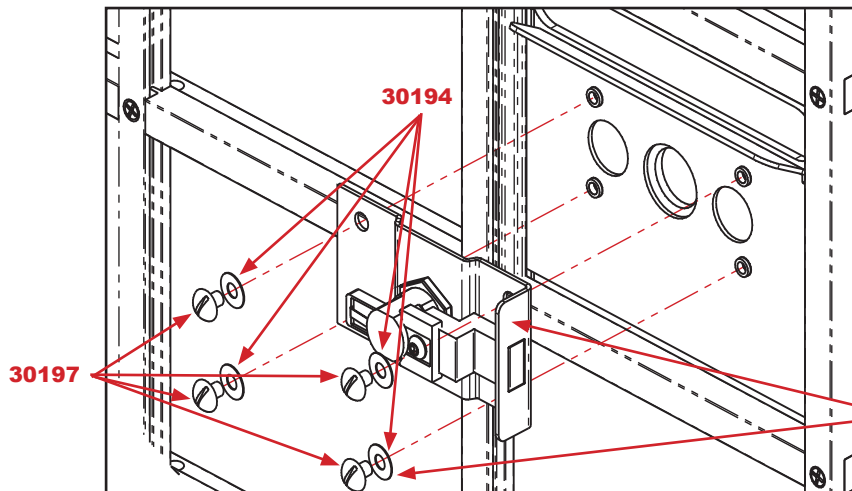
30197

1400 SERIES NON 4B+ UNITS



30197

2600 SERIES NON 4B+ UNITS



30197

INSTALLATION OF POSTAL TO PRIVATE KIT

4B+ AF AND AD HORIZONTALS AND CBU SERIES E AND F AND AF 4C POSTAL DOOR INSTALLATION

- 1.** OPEN UNIT TO GAIN ACCESS TO BACK OF POSTAL DOOR.

- 2.** POSITION LOCK OVER 4 MOUNTING CARRIAGE BOLTS.
(ON 1400 AND 2600 SERIES UNITS BE SURE TO HOLD THE CARRIAGE BOLTS IN PLACE FROM THE FRONT OF GATE.)

- 3.** INSTALL AND TIGHTEN FOUR (4) 86091 10-32 LOCK NUTS.

- 4.** CLOSE POSTAL ACCESS DOOR OR GATE. LOCK AND UNLOCK TO CONFIRM OPERATION.

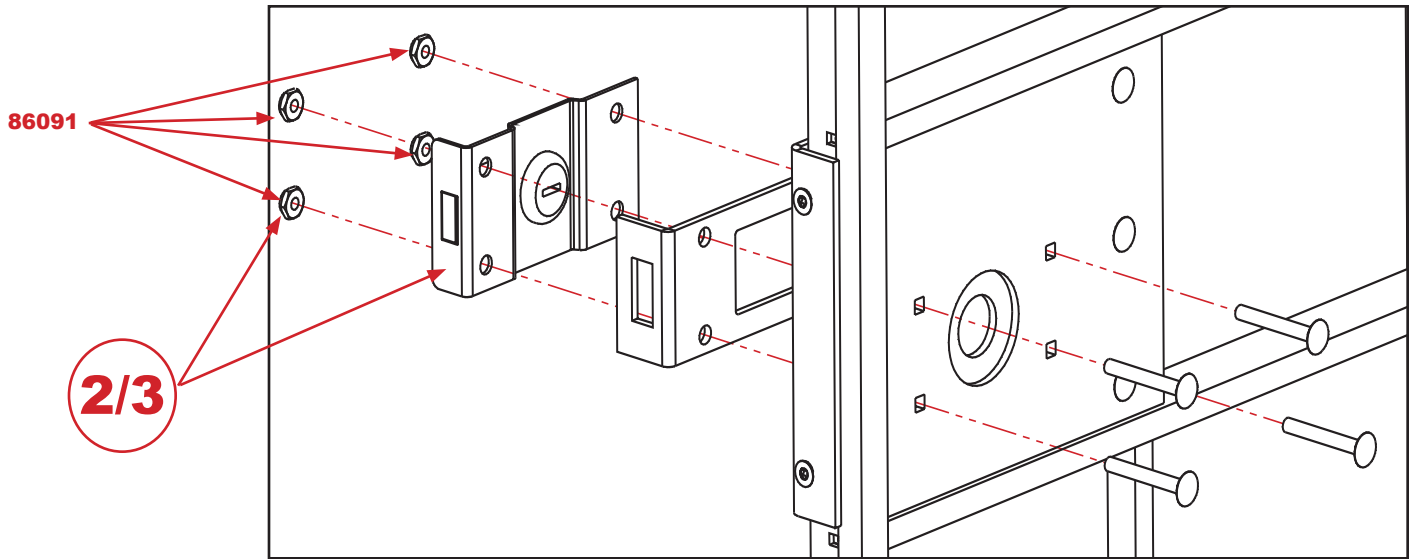
DISPOSE OF REMAINING HARDWARE.

| REQUIRED TOOLS | PART # | DESCRIPTION |
|-----------------|--------|----------------|
| 3/8" NUT DRIVER | 86091 | 10-32 LOCK NUT |
| | | |
| | | |
| | | |

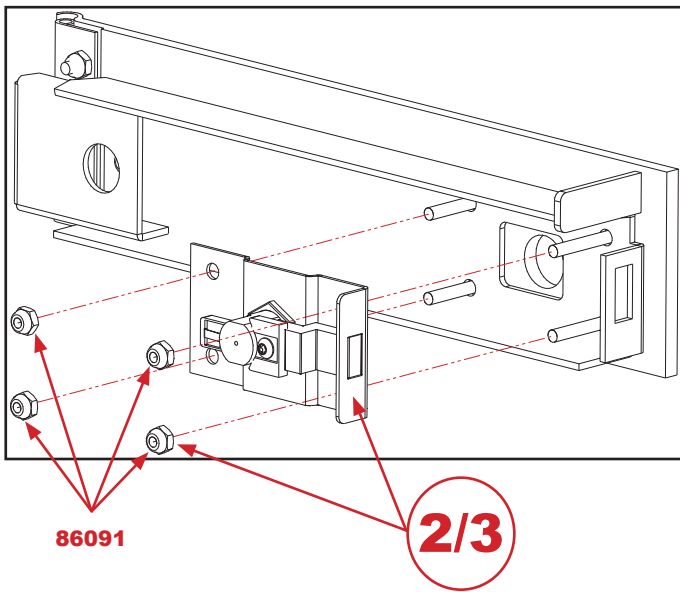
INSTALLATION OF POSTAL TO PRIVATE KIT

4B+ AF AND AD HORIZONTALS AND CBU SERIES E AND F AND AF 4C POSTAL DOOR INSTALLATION

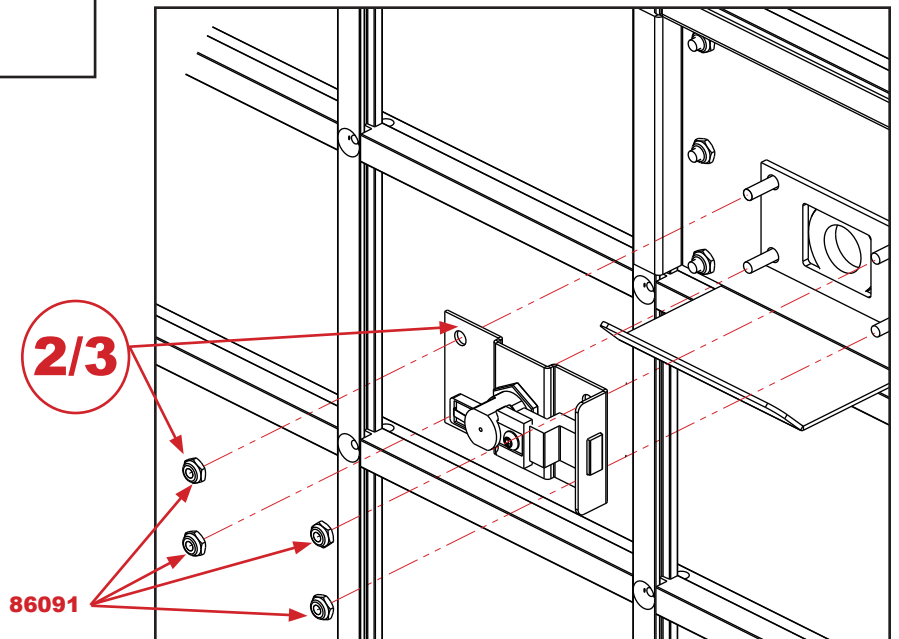
1400 SERIES 4B+



CBU E AND F*



2600 SERIES 4B+



* IMAGE IS FROM F SERIES. E SERIES MAY APPEAR DIFFERENT BUT INSTALLATION IS THE SAME.

INSTALLATION OF POSTAL TO PRIVATE KIT

1400 SERIES PARCEL LOCKER INSTALLATION

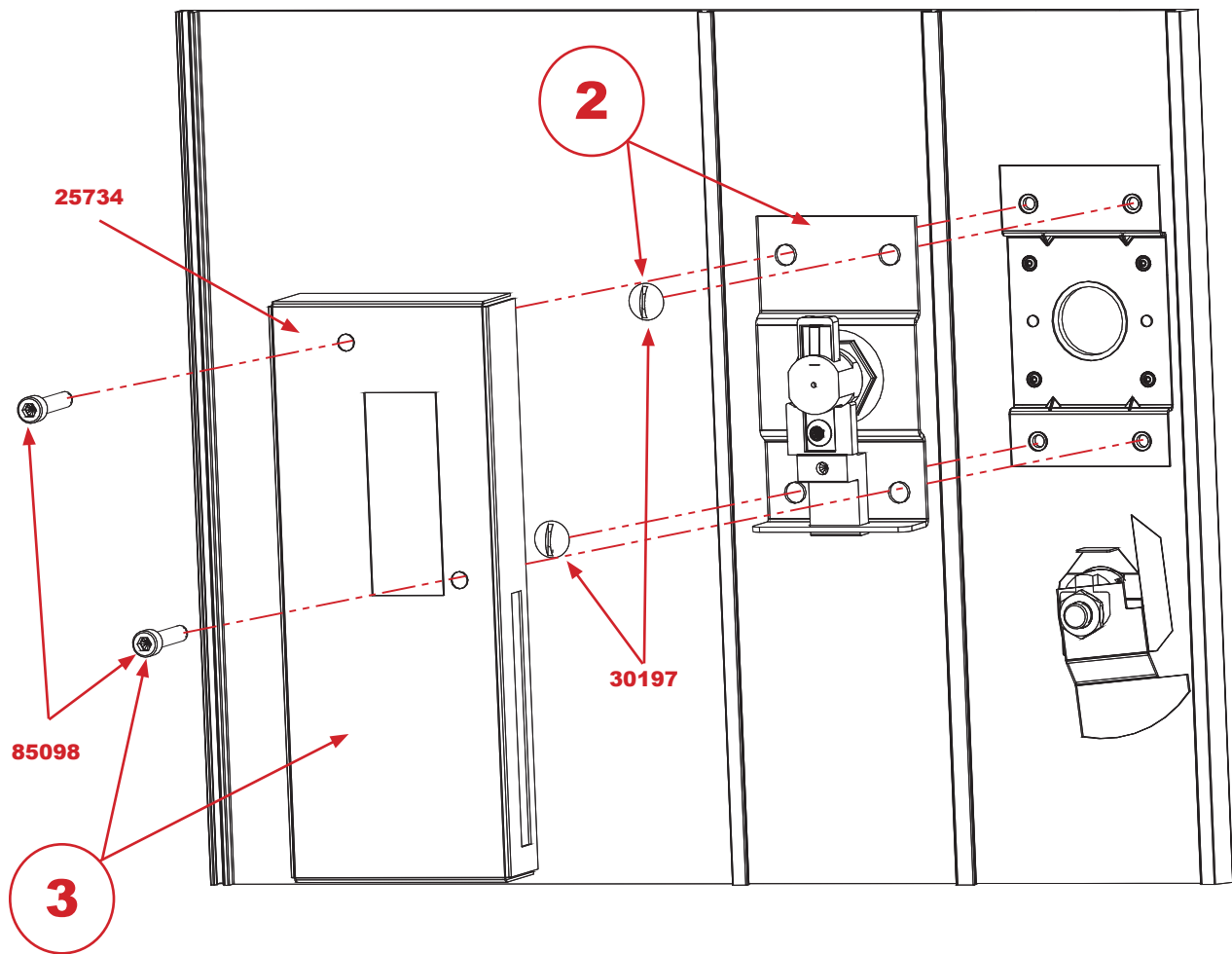
- 1.** OPEN PARCEL DOOR.
- 2.** INSTALL LOCK ASSEMBLY AS SHOWN AND SECURE WITH TWO (2) 30197 10-32 X .25" FLAT HEAD SCREWS IN THE TOP RIGHT AND BOTTOM LEFT POSITIONS.
- 3.** INSTALL ONE (1) 25734 1400 SERIES PARCEL LOCK COVER WITH TWO (2) 85098 10-32 X 1" ALLEN HEAD SCREWS.
- 4.** LOCK AND UNLOCK TO CONFIRM OPERATION.

DISPOSE OF REMAINING HARDWARE

| REQUIRED TOOLS | PART # | DESCRIPTION |
|-------------------------|--------|------------------------------|
| FLAT HEAD SCREWDRIVER | 30197 | 10-32 x .25" FLAT HEAD SCREW |
| 5/32" ALLEN HEAD DRIVER | 85098 | 10-32 X 1" ALLEN HEAD SCREW |
| | 25734 | PRIVATE PARCEL COVER |
| | | |
| | | |

INSTALLATION OF POSTAL TO PRIVATE KIT

1400 SERIES PARCEL LOCKER INSTALLATION



INSTALLATION OF POSTAL TO PRIVATE KIT 2600 SERIES AND OPL VERSION 1 PARCEL LOCKER INSTALLATION

IF THE PARCEL LOCK COVER IS HELD ON BY ONE SCREW YOU HAVE A VERSION 1 OPL.

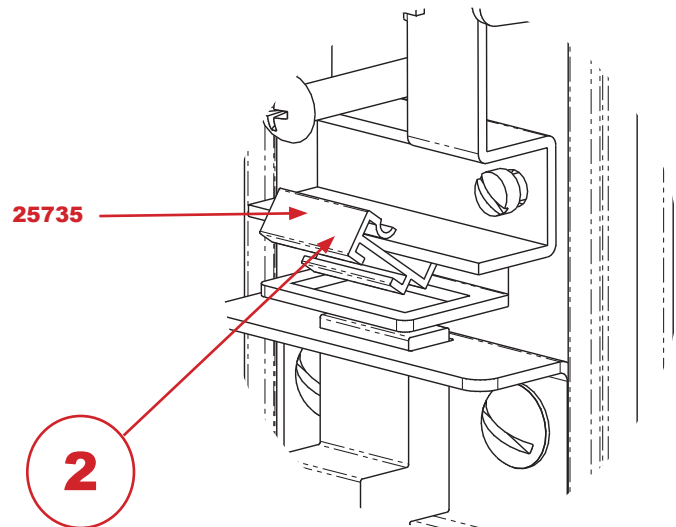
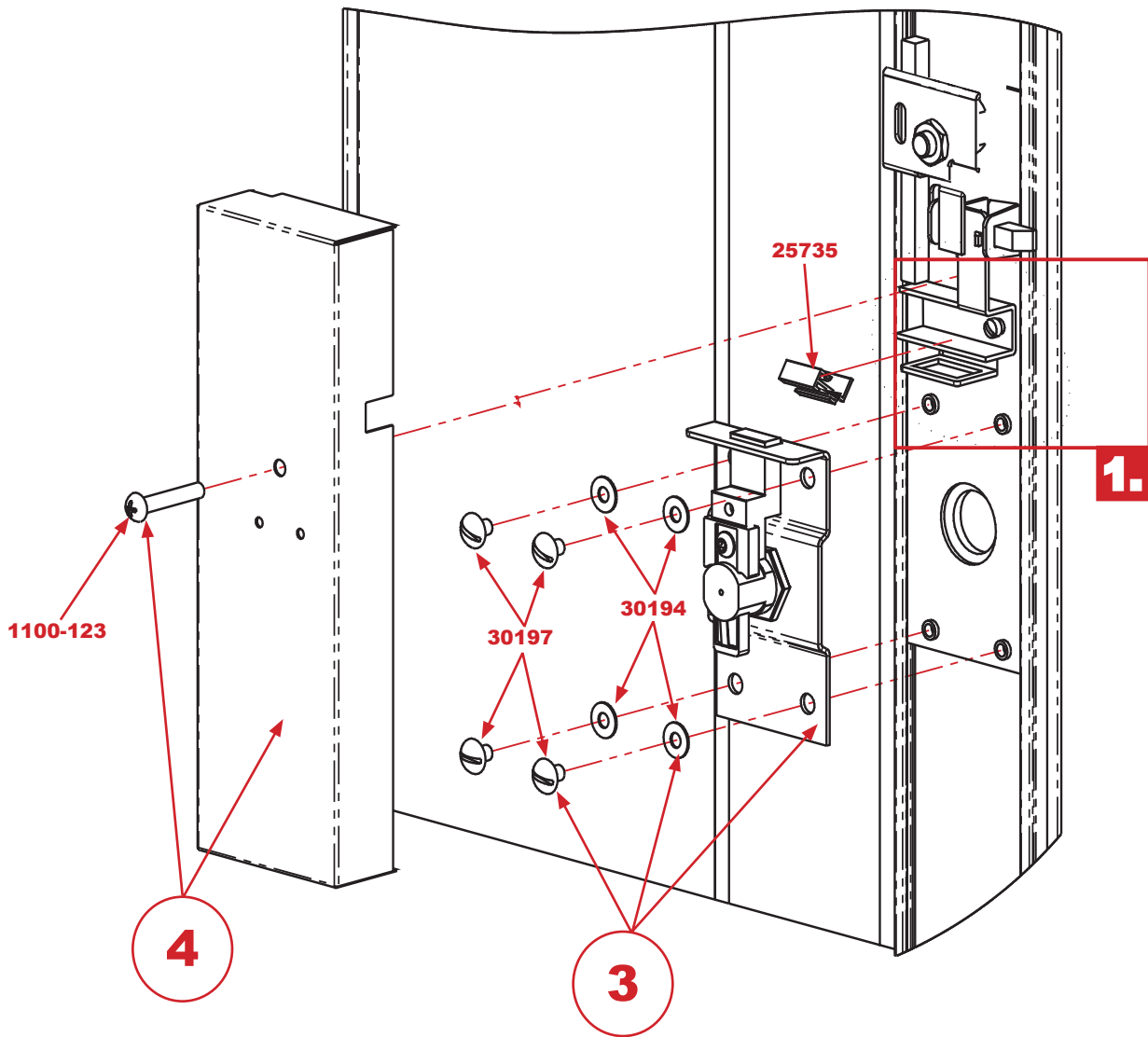
- 1.** OPEN PARCEL DOOR.
- 2.** SLIDE ONE (1) 25735 PLASTIC SPACER OVER THE LOCKING BRACKET. ENSURE SPACER IS CENTERED ALONG BRACKET.
- 3.** INSTALL LOCK ASSEMBLY AS SHOWN AND SECURE WITH FOUR (4) 3/16" WASHERS AND FOUR (4) 30197 10-32 X .25" FLAT HEAD SCREWS.
- 4.** INSTALL EXISTING PARCEL LOCK COVER, SECURE WITH ONE (1) 1100-123 10-32 X 1.125" PHILLIPS HEAD SCREW.
- 5.** LOCK AND UNLOCK TO CONFIRM OPERATION.

DISPOSE OF REMAINING HARDWARE

| REQUIRED TOOLS | PART # | DESCRIPTION |
|-------------------------|----------|-------------------------------|
| FLAT HEAD SCREWDRIVER | 30197 | 10-32 x .25" FLAT HEAD SCREW |
| #2 PHILLIPS SCREWDRIVER | 30194 | 3/16" FLAT WASHER |
| | 25735 | PLASTIC SPACER |
| | 1100-123 | 10-32 X 1.125" PHILLIPS SCREW |
| | | |

INSTALLATION OF POSTAL TO PRIVATE KIT

2600 SERIES AND OPL VERSION 1 PARCEL LOCKER INSTALLATION



INSTALLATION OF POSTAL TO PRIVATE KIT

CBU F SERIES AND AF 4C PARCEL LOCKER INSTALLATION

- 1.** OPEN PARCEL DOOR.
- 2.** INSTALL LOCK ASSEMBLY AS SHOWN AND SECURE WITH FOUR (4) 86091 10-32 LOCK NUTS.
- 3.** INSTALL EXISTING PARCEL LOCK COVERS, SECURE WITH FIVE (5) 84994 10-32 X .375" ONE-WAY HEAD SCREWS.

(NOTE: AF 4C ONLY ONE COVER AND TWO (2) 84994 10-32 X.375" ONE-WAY HEAD SCREWS REQUIRED)
- 4.** LOCK AND UNLOCK TO CONFIRM OPERATION.

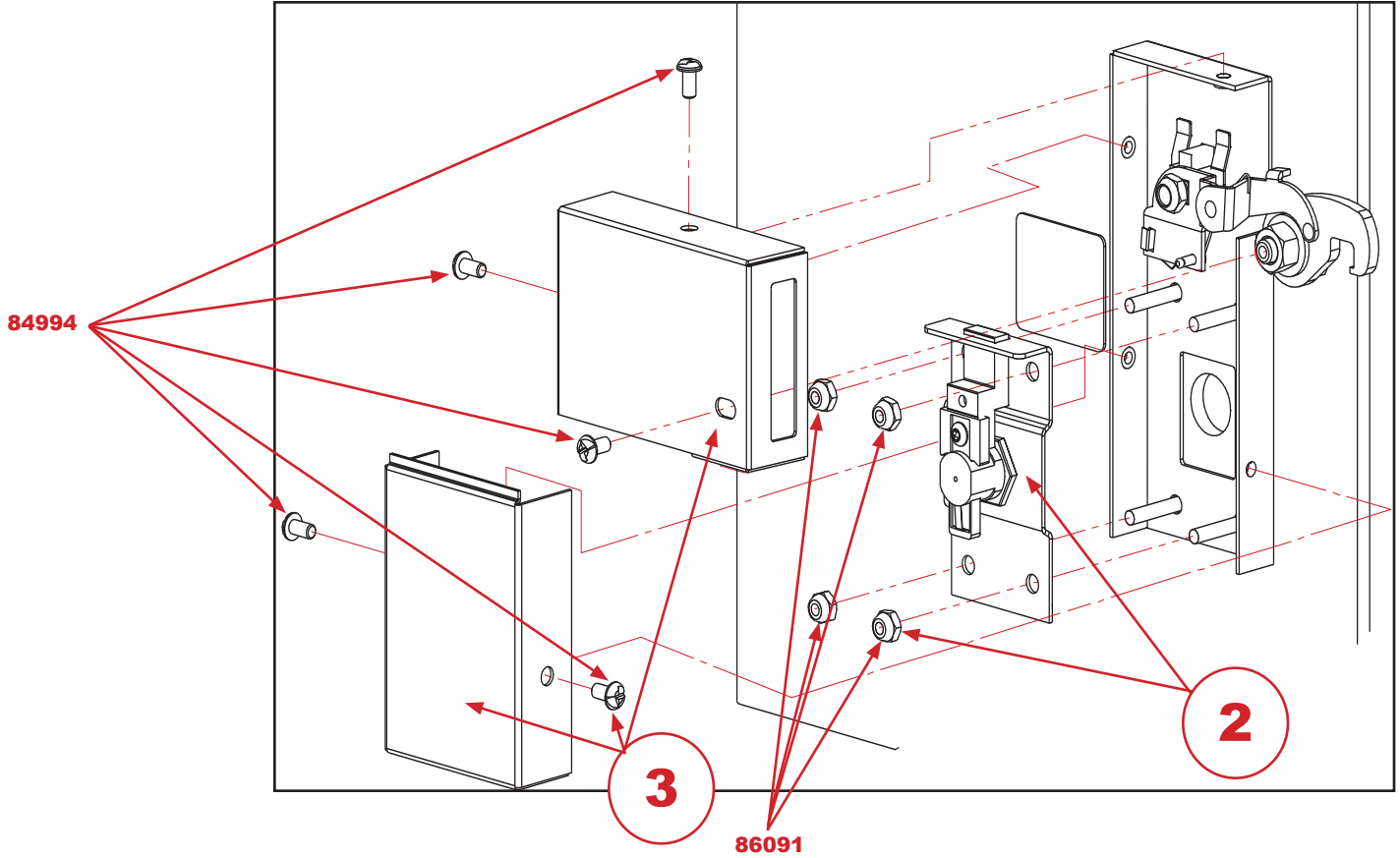
DISPOSE OF REMAINING HARDWARE

| REQUIRED TOOLS | PART # | DESCRIPTION |
|-----------------------|--------|-----------------------------|
| 3/8" NUT DRIVER | 86091 | 10-32 LOCK NUT |
| FLAT HEAD SCREWDRIVER | 84994 | 10-32 X .375" ONE-WAY SCREW |
| | | |
| | | |

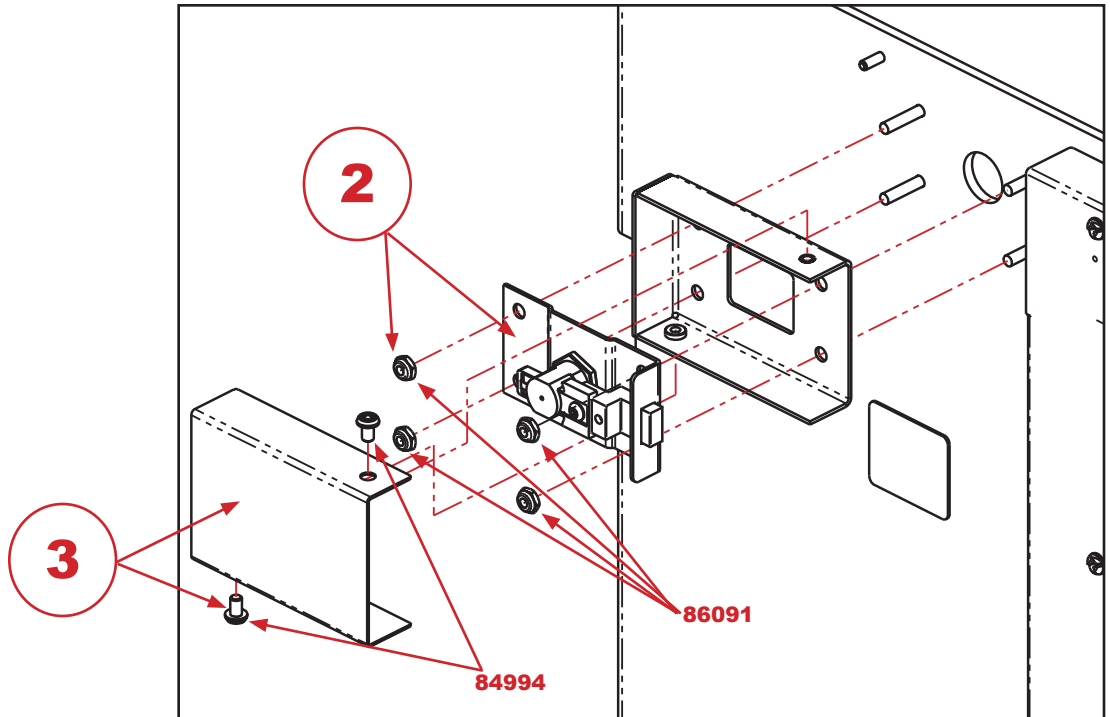
INSTALLATION OF POSTAL TO PRIVATE KIT

CBU F SERIES AND AF 4C PARCEL LOCKER INSTALLATION

CBU F PARCEL



AF 4C PARCEL



INSTALLATION OF POSTAL TO PRIVATE KIT

OPL VERSION 2 AND IPL PARCEL LOCKER INSTALLATION

IF THE PARCEL LOCK COVER IS HELD ON BY TWO SCREW YOU HAVE A VERSION 2 OPL.

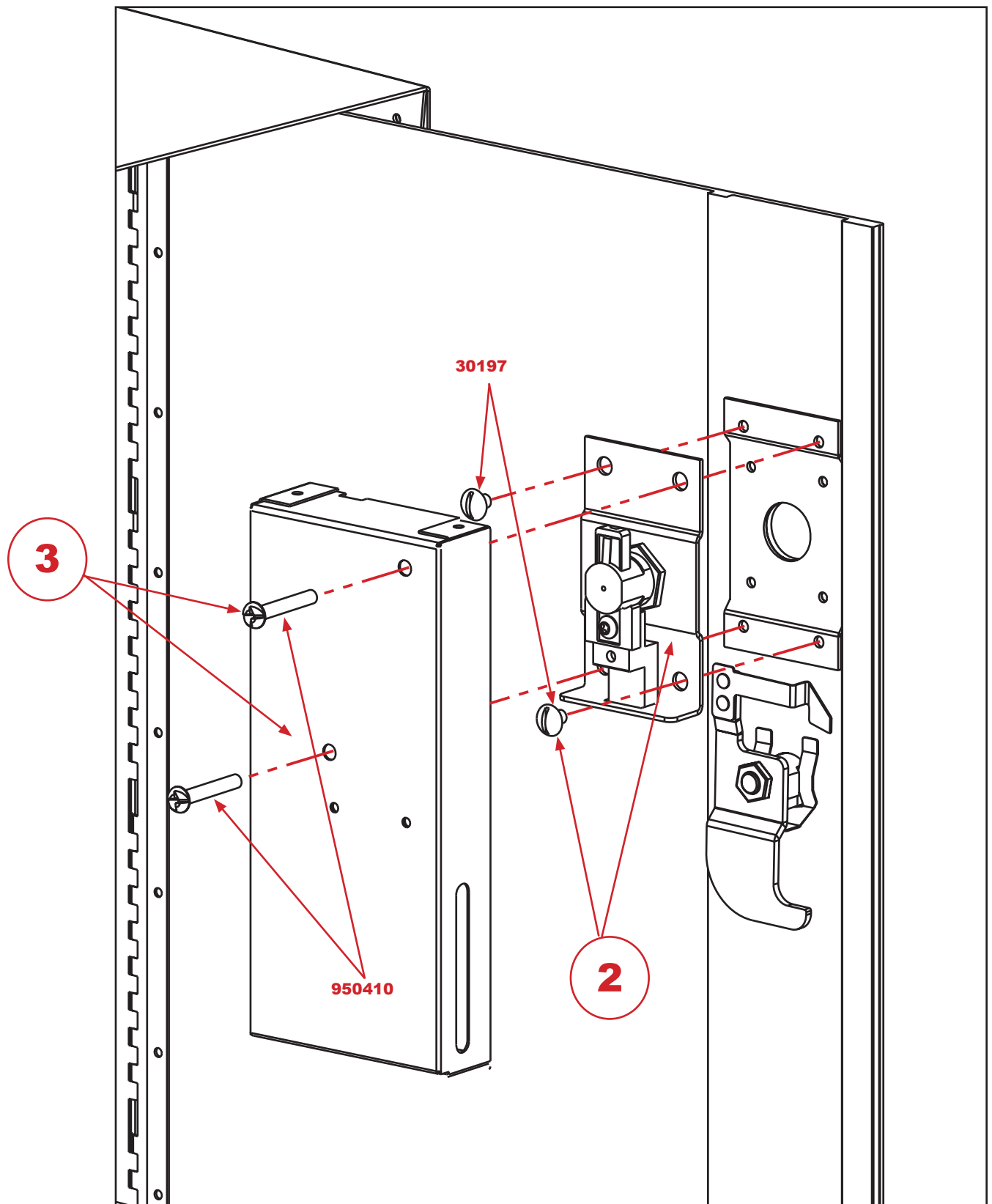
- 1.** OPEN PARCEL DOOR.
- 2.** INSTALL LOCK ASSEMBLY AS SHOWN AND SECURE WITH TWO (2) 30197 10-32 X .25" FLAT HEAD SCREWS IN THE UPPER LEFT AND LOWER RIGHT POSITIONS.
- 3.** INSTALL EXISTING PARCEL LOCK COVER, SECURE WITH TWO (2) 950410 10-32 X 1.25" ONE-WAY HEAD SCREWS.
- 4.** LOCK AND UNLOCK TO CONFIRM OPERATION.

DISPOSE OF REMAINING HARDWARE

| REQUIRED TOOLS | PART # | DESCRIPTION |
|-----------------------|--------|------------------------------|
| 3/8" NUT DRIVER | 30197 | 10-32 X .25" FLAT HEAD SCREW |
| FLAT HEAD SCREWDRIVER | 950410 | 10-32 X 1.25" ONE-WAY SCREW |
| | | |
| | | |

INSTALLATION OF POSTAL TO PRIVATE KIT

OPL VERSION 2 AND IPL PARCEL LOCKER INSTALLATION



INSTALLATION OF POSTAL TO PRIVATE KIT KK AND K26 SERIES KEY KEEPER INSTALLATION

FOR KK SERIES KEY KEEPERS

FOR K26 SERIES KEY KEEPER

1. INSTALL LOCK ASSEMBLY AS SHOWN AND SECURE WITH FOUR (4) 30197 10-32 X .25" FLAT HEAD SCREWS.

1a. INSTALL LOCK ASSEMBLY AS SHOWN AND SECURE WITH FOUR (4) 86091 10-32 LOCK NUTS.

2. LOCK AND UNLOCK TO CONFIRM OPERATION.

2a. LOCK AND UNLOCK TO CONFIRM OPERATION.

DISPOSE OF REMAINING HARDWARE

DISPOSE OF REMAINING HARDWARE

| REQUIRED TOOLS | | PART # | DESCRIPTION |
|-----------------------|--|--------|----------------------------------|
| 3/8" NUT DRIVER | | 86091 | 10-32 LOCK NUT |
| OR | | OR | |
| FLAT HEAD SCREWDRIVER | | 30197 | 10-32 X .25" PHILLIPS HEAD SCREW |
| | | | |
| | | | |

INSTALLATION OF POSTAL TO PRIVATE KIT

KK AND K26 SERIES KEY KEEPER INSTALLATION

