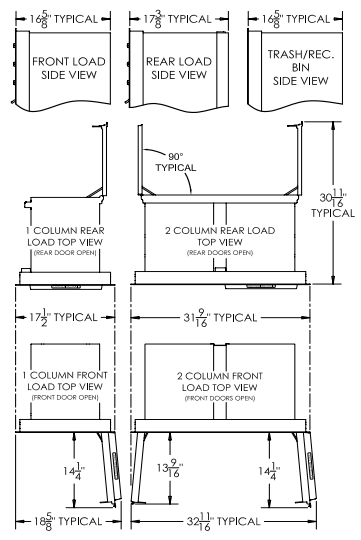
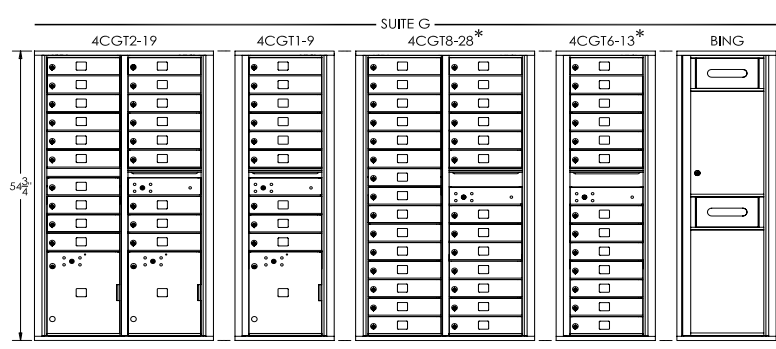
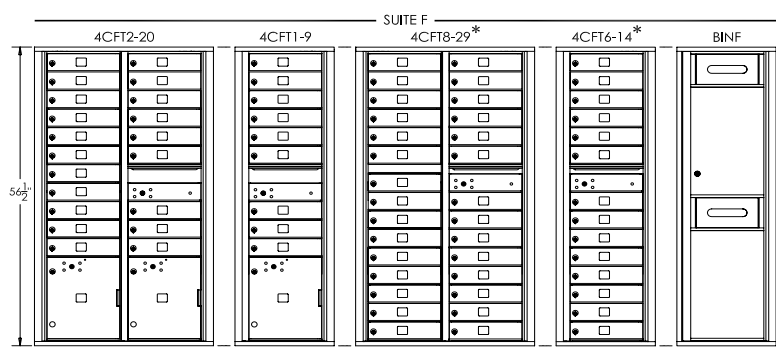
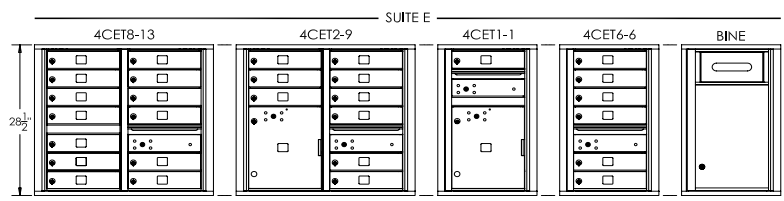
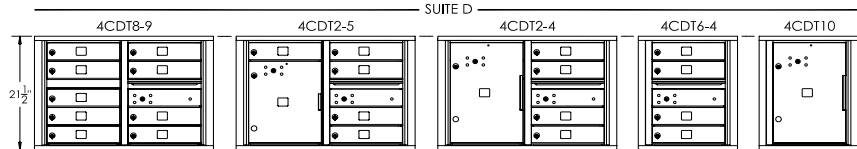
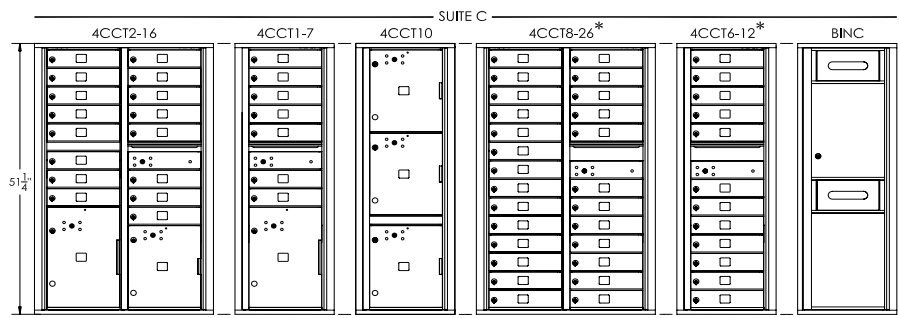
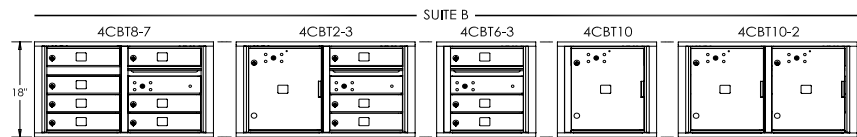
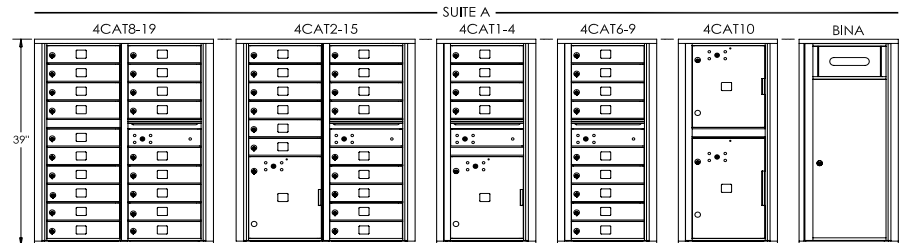


Maintenance Manual  
**versatile™ 4C mailbox suites**



[www.authenticparts.com](http://www.authenticparts.com)

1-800-229-AUTH (2884)



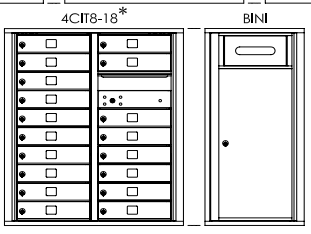
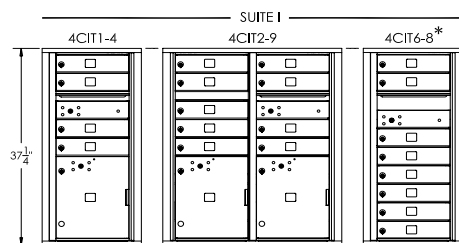
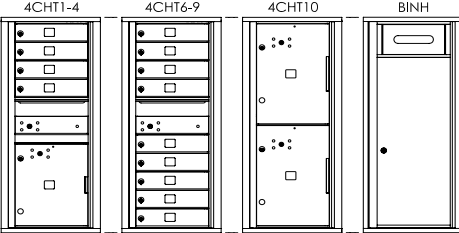
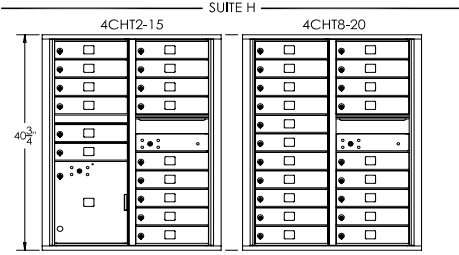
SUITE TYPE	R.O. HEIGHT	LOAD TYPE	R.O. DEPTH
A	38 1/4 +1/4	FRONT	17 MINIMUM
B	17 1/2 +1/4	TRASH/REC. BIN	
C	50 5/8 +1/4	REAR	SEE REAR LOAD TOP VIEW
D	20 5/8 +1/4		
E	27 1/2 +1/4		
F	55 1/2 +1/4		
G	53 1/2 +1/4		
H	39 1/2 +1/4		
I	36 1/2 +1/4		

COLUMN TYPE	R.O. WIDTH
1	16 1/2 +1/4
2	30 1/2 +1/4

ALL DIMENSIONS SHOWN IN INCHES

\* These noted modules do not meet USPS Installation Specification Regulations and are for Private Delivery Only unless approved by local Postal Official.



# Table Of Contents



[www.authenticparts.com](http://www.authenticparts.com)

1-800-229-AUTH (2884)

<i>DESCRIPTION</i>	<i>PAGE</i>
Surface Care and Cleaning	5
Open master loading door(s) of a front loading tenant or tenant w/ parcel module	6
Open master Loading door(s) of a front loading parcel only module	8
Open Master Loading door of a trash / recycling bin module	10
Removal of module from wall	12
Replacement of front master loading door hold open device for front loading modules only	14
Replacement of top and / or bottom trim	16
Replacement of front master loading door	18
Replacement of left or right front trim	20
Replacement of hinge rod	22
Replacement of front master load door hook	24
Replacement of tenant compartment door	26
Replacement of single high compartment standard tenant lock	28
Replacement of multi-high compartment standard tenant lock	30
Replacement of combination tenant lock	32
Reset combination for combination tenant lock	34
Replacement of trash / recycling bin access door lock	36
Replacement of access door for front loading modules only	38
Replacement of master lock in access door for front loading modules only	40
Replacement of parcel door spring	42
Replacement of parcel door	44
Replacement of parcel master lock	46
Replacement of parcel tenant lock assembly	48
Replacement of access door latch bracket / MLD release handle for front loading modules only	50
Replacement of shelf	52
Replacement of front master loading door slide	54
Replacement of front master loading door outer hinge	56
Replacement of rear master loading door(s) and their hold open device(s)	58
Replacement of number placard and parcel key tags	60
Replacement of trash / recycling bin flap	62
Service parts list and index	64

*This page intentionally left blank*



# Surface Care and Cleaning

## versatile™ 4C mailbox suites

The surface of all Florence powder coated products may be cleaned with a soft cloth dampened with any mild detergent or properly diluted biodegradable, water-based cleaner, such as Simple Green™.

The use of petroleum-based solvents, ammonia, harsh abrasive cleaners, or scrubbing sponges is *NOT* recommended, as in some cases it may damage the product.

Touch-up paint for powder coated products is available through your Authorized Florence Dealer.

# Open Master Loading Door(s) of a Front Loading Tenant or Tenant w/ Parcel Module

## versatile™ 4C mailbox suites

*(Front Loading Tenant or Tenant w/ Parcel Modules)*

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have module opened and resecured after repairs are complete.

4. Close master loading door(s).

1. Unlock Postal or private access door and lift up on master loading door release handle.

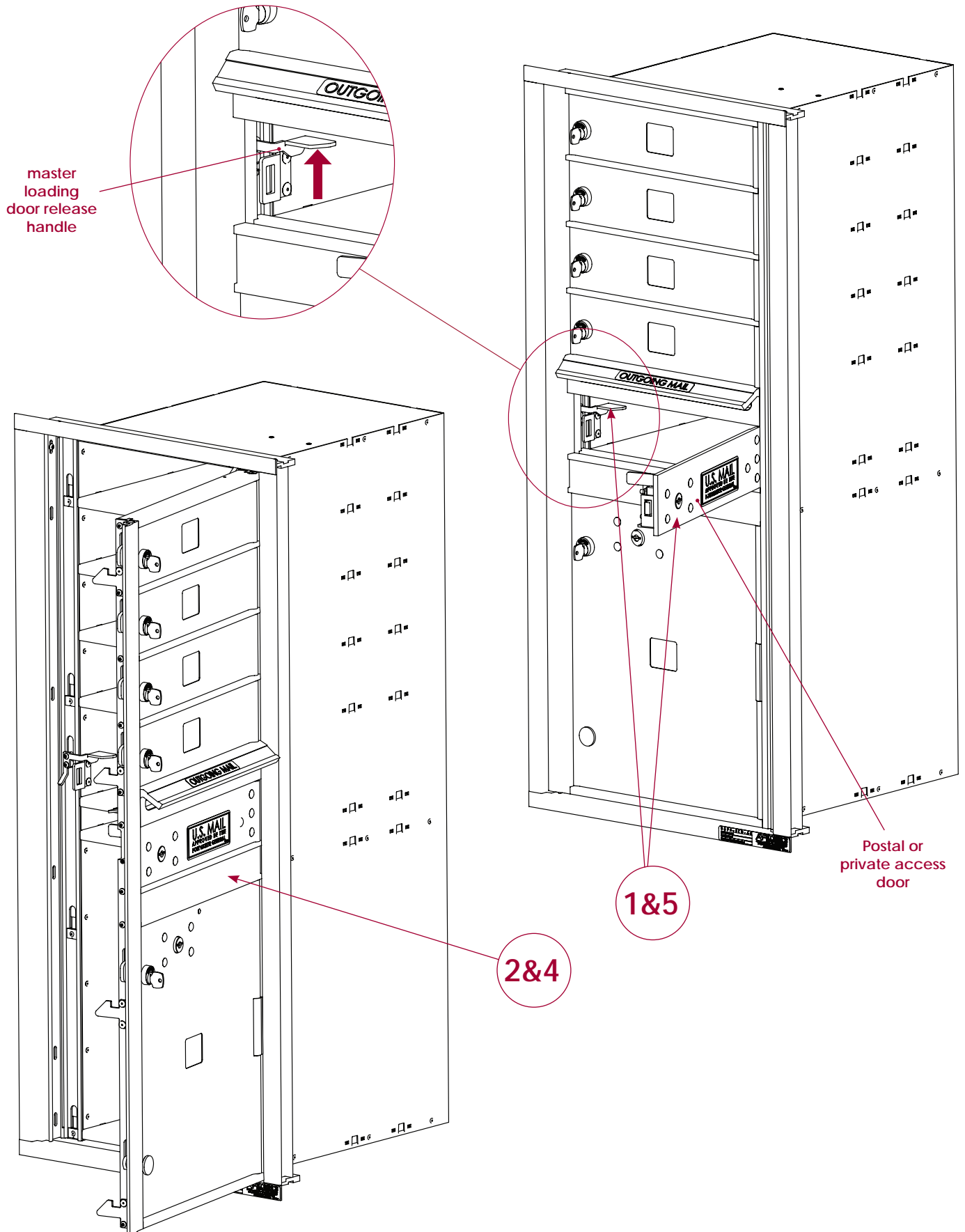
5. Lock Postal or private access door.

2. Open master loading door(s).

3. Complete all necessary repairs to module.

REQUIRED TOOLS	PART #	DESCRIPTION

Open Master Loading Door(s) of a Front Loading Tenant or Tenant w/ Parcel Module



Model # 4CAT1-4 Shown Above

# Open Master Loading Door(s) of a Front Loading Parcel Only Module

**versatile™ 4C mailbox suites**  
*(Front Loading Parcel Only Modules)*

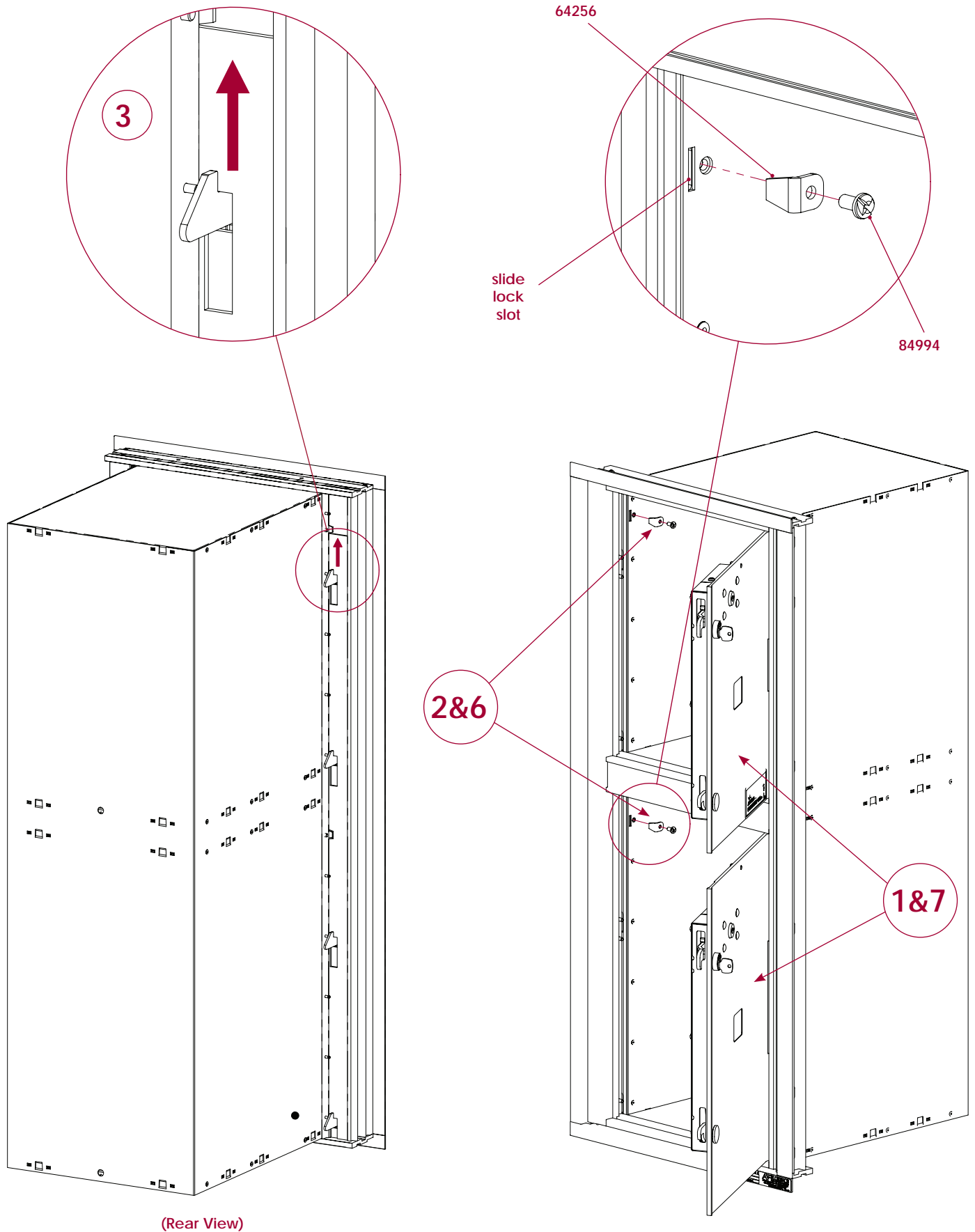
**Note:** This will require opening all of the parcel locker doors. If any of the parcel doors are locked, they will need to be unlocked. For USPS serviced modules, the local USPS will need to be contacted to have module opened and resecured after repairs are complete.

1. Open all parcel locker door(s).
2. Remove one (1) or two (2) 84994 #10-32 x .375" one-way screw(s) and the 64256 slide lock(s).
3. To disengage master loading slide, place a small allen wrench (hex key) in the slide lock slot and lift the master loading slide up. The master loading door(s) can now be pulled open.
4. Complete all necessary repairs to module.
5. Close master loading door(s).
6. Reinstall all of the 64256 slide lock(s) and secure with 84994 #10-32 x .375" one-way screw(s).
7. Close all parcel locker door(s).

## REQUIRED TOOLS

	PART #	DESCRIPTION
One-way screw removal tool		
Small allen wrench (hex key)	84994	#10-32 x .375" One-way screw
Slotted screwdriver / bit	64256	Slide lock

Open Mater Loading Door(s) of a Front Loading Parcel Only Modules



(Rear View)

Model # 4CAT10 Shown Above

# Open Master Loading Door of a Trash / Recycling Bin Module

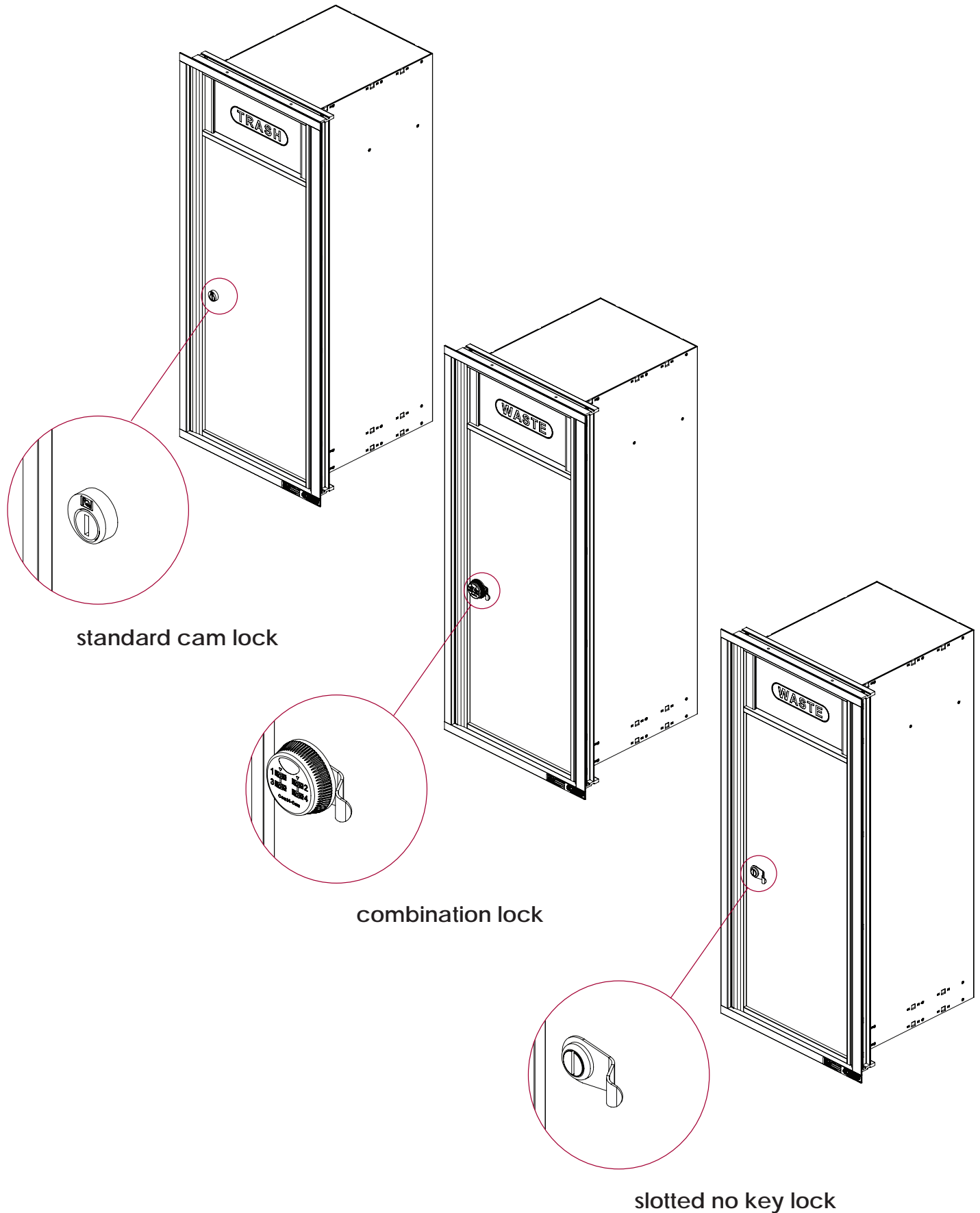
**versatile™ 4C mailbox suites**

*(Trash / Recycling Bin Modules)*

1. Unlock master loading door.
  - Use the key for standard cam lock
  - Use the combination for combination lock
  - Use a slotted screwdriver for slotted no key lock
2. Open master loading door.
3. Complete all necessary repairs to module.
4. Close master loading door.
5. Lock master loading door.

<i>REQUIRED TOOLS</i>		<i>PART #</i>	<i>DESCRIPTION</i>
Slotted screwdriver / bit			

Open Mater Loading Door(s) of a Front Loading Parcel Only Modules



standard cam lock

combination lock

slotted no key lock

# Removal of Module from Wall

## versatile™ 4C mailbox suites

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the module opened and resecured after repairs are complete for front loading modules.



**WARNING:** Florence 4C modules are front-heavy with or without master loading doors open. Do not stand on end without support to prevent tipping. Modules must be braced or held in place until secured to framing. Maintenance personnel should support module or have assistance holding the module in place before opening the master loading doors. Failure to do so could result in serious injury.

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
  - For front loading parcel only modules see page 8
  - For trash/recycling bin modules see page 10
  - For rear loading modules contact Florence customer service at (800)-275-1747

2. For installations that used our supplier hardware, remove 64225 #8 x 2" Torx head wood screws and 91123 #8-32 x .5" Torx head screws or 64635 #8-32 x 1" Torx head screws or 65734 #8-18 x 1.25" Torx head screws along the top, bottom and outer side vertical frame members. Notate where different fasteners were used and save for reuse.

3. Slide the 4C mailbox module out of wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot and lay flat on its back on non-abrasive surface to make repairs.



**WARNING:** A pinch hazard exists when placing the module in rough opening. Keep fingers and hands clear to avoid an injury.

4. After all necessary repairs are complete, reinstall module in wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (pay close attention to earlier warnings.).

5. Reuse existing hardware, if applicable, along the top, bottom and outer side frame members to the point at which they just make contact with frame. Pay close attention to use the different fasteners in original locations.

**Note:** Be sure to not overtighten screws beyond initial contact with frame. This could hinder functionality.

6. Close front master loading door(s) and lock Postal or private access door (for front loading parcel only, see instructions on page 8, steps 6 & 7).

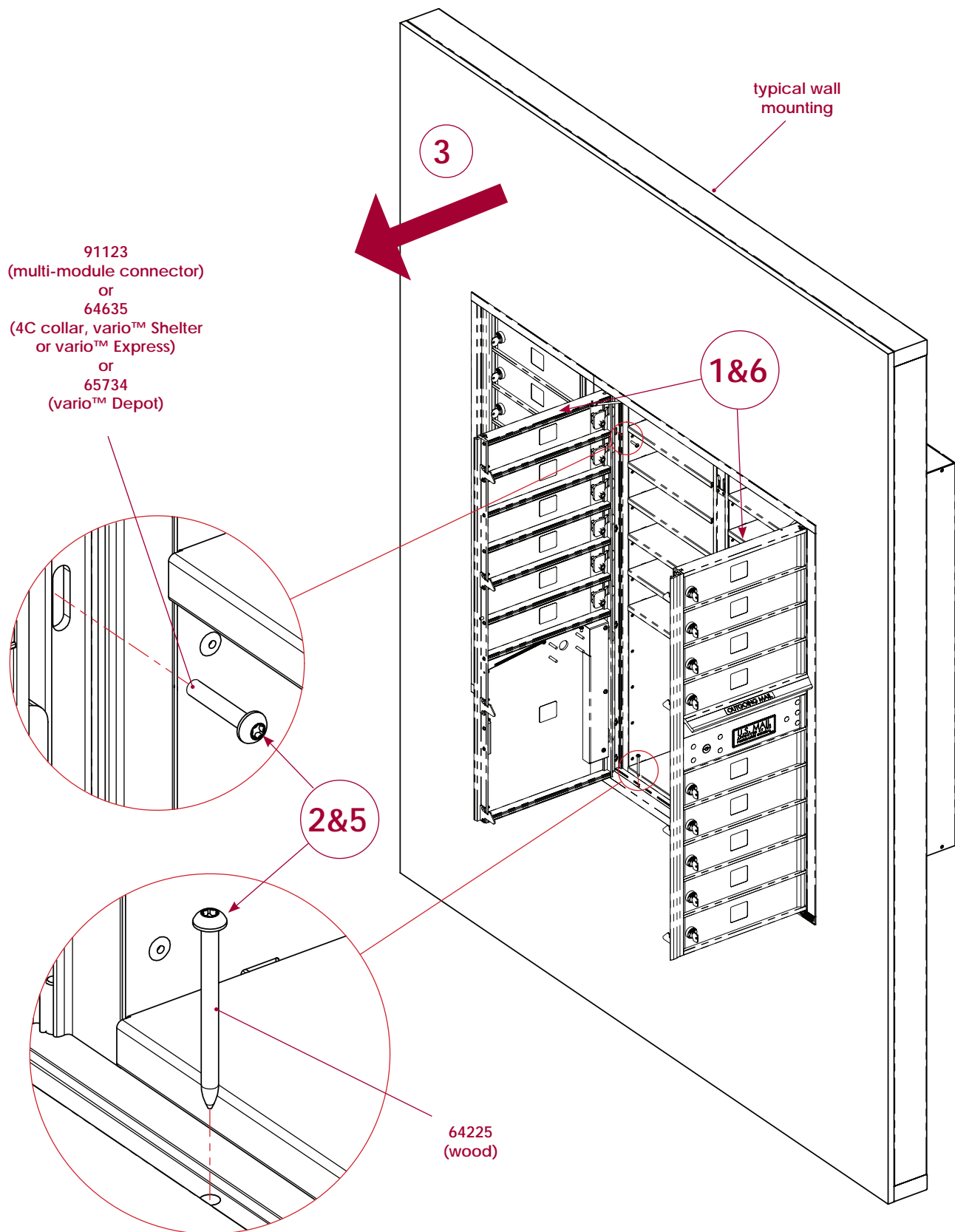
\*See page 64 for part numbers.

<i>REQUIRED TOOLS</i>
T15 Torx screwdriver / bit
T20 Torx screwdriver / bit
Tools from other steps

<i>PART #</i>	<i>DESCRIPTION</i>
64225	#8 x 2" Torx head wood screw (T20)
91123	#8-32 x .5" Torx head screw (T15)
64635	#8-32 x 1" Torx head screw (T15)
65734	#8-18 x 1.25" Torx head screw (T20)
Varies	Multi-module connector w /hardware*



Removal of Module from Wall



Model #s 4CAT1-4 & 4CAT2-15 Shown Above

# Replacement of Front Master Loading Door Hold Open Device

## versatile™ 4C mailbox suites

(Front Loading Tenant or Tenant w/ Parcel Modules)

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have module opened and resecured after repairs are complete.

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
2. **To disengage hold open device:**  
Remove one (1) 86231 #6-32 x .187" Torx head shoulder screw to disengage hold open device from front gate.
3. **To replace hold open device:**  
Slide the 4C mailbox module out of wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12), and lay flat on back on non-abrasive surface to make repairs.
4. Using an 1/8" drill bit, drill out seven (7) 86098 1/8" x .328" SS pop rivets that secure the guard and bracket; remove the 86279 hold open guard and the 86265 right side latch hold open bracket and / or 86267 left side latch hold open bracket.
5. Remove / replace one (1) 91067 hold open arm.
6. Replace hold open guard and hold open bracket, securing with seven (7) 86098 1/8" x .328" SS pop rivets.
7. Reinstall module in wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12).
8. Put master loading door at a 90° angle and reattach 91067 hold open arm with 86231 #6-32 x .187" Torx head shoulder screw.
9. Close front master loading door(s) and lock Postal or private access door.

REQUIRED TOOLS
T15 Torx screwdriver / bit
Cordless drill
1/8" Drill bit
Portable pop rivet gun
Tools from other steps

PART #	DESCRIPTION
86098	1/8" x .328" SS Pop rivet
86231	#6-32 x .187" Torx head shoulder screw
86265	Latch hold open bracket - right side
86267	Latch hold open bracket - left side
86279	Hold open guard
91067	Hold open arm
PART #	STANDARD SERVICE PARTS
K91067	Hold open arm w/ shoulder screw

# Replacement of Top and / or Bottom Trim

## versatile™ 4C mailbox suites

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.

**Note:** be careful to not loose master loading door 91038 bushing.

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
  - For front loading parcel only modules see page 8
  - For trash/recycling bin modules see page 10
  - For rear loading modules contact Florence customer service at (800)-275-1747

2. Slide the 4C mailbox module out of wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12), and lay flat on back on non-abrasive surface to make repairs.

3. Close front master loading door(s). Remove four (4) 86229 #8-32 x .75" Torx head screws from top trim piece or bottom trim piece.

4. Remove and replace one (1) top and/or bottom trim piece(s) and secure each with four (4) 86229 #8-32 x .75" Torx head screws.

5. Reinstall module in wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12).

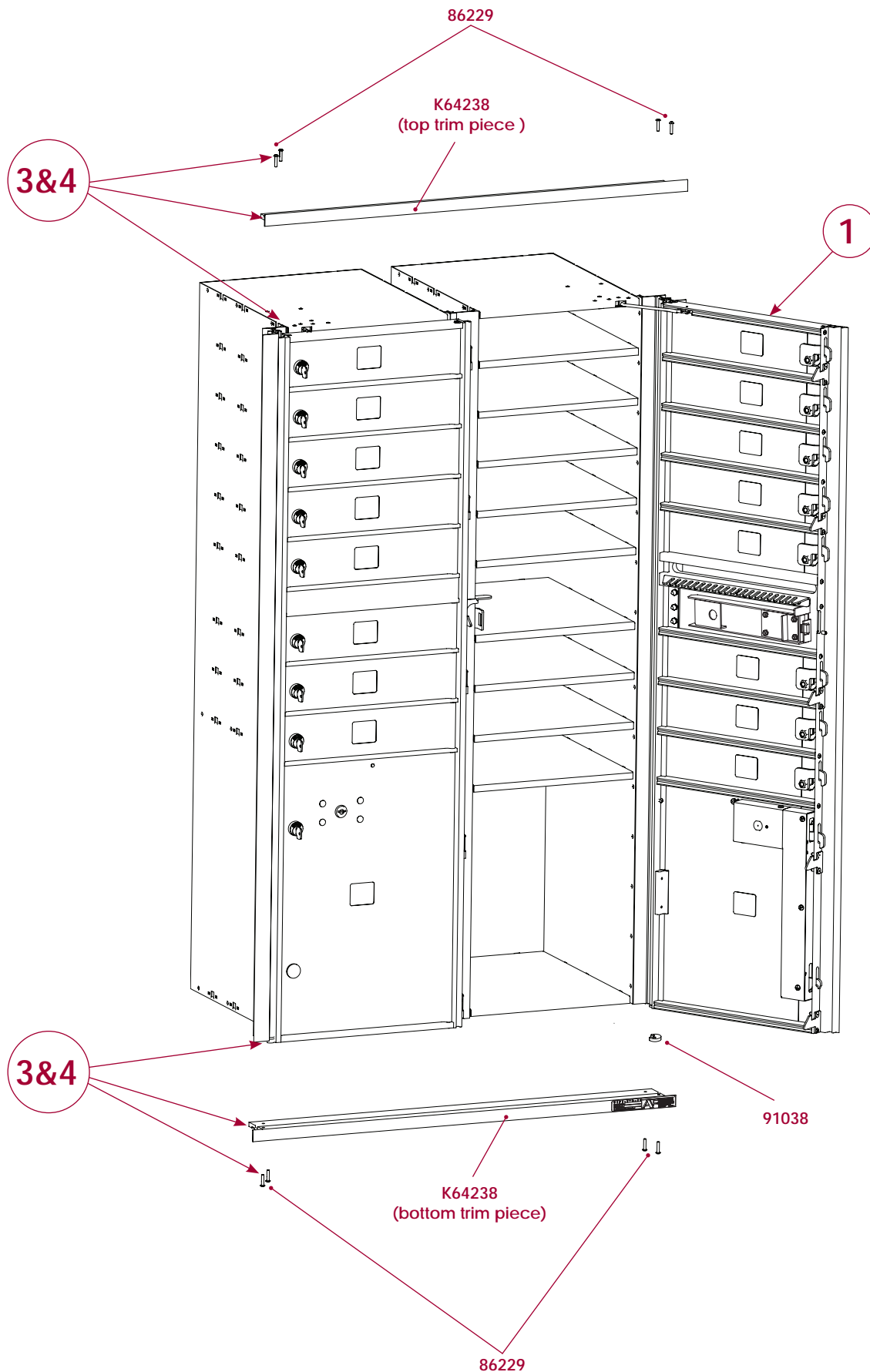
6. Close master loading doors and lock Postal or private access door (for front loading parcel only, see instructions on page 8, steps 6 & 7).

\*Specify finish, front load or rear load and top or bottom when ordering this part.

PART #	DESCRIPTION
86229	#8-32 x .75" Torx head screw (T15)
91038	Bushing
varies	Top or bottom trim piece
PART #	STANDARD SERVICE PARTS
K64238	Top or bottom trim piece kit w/hardware*

REQUIRED TOOLS
T15 Torx screwdriver / bit
Tools from other steps

Replacement of Top and / or Bottom Trim



Model # 4CCT2-16 Shown Above

# Replacement of Front Master Loading Door

## versatile™ 4C mailbox suites

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.

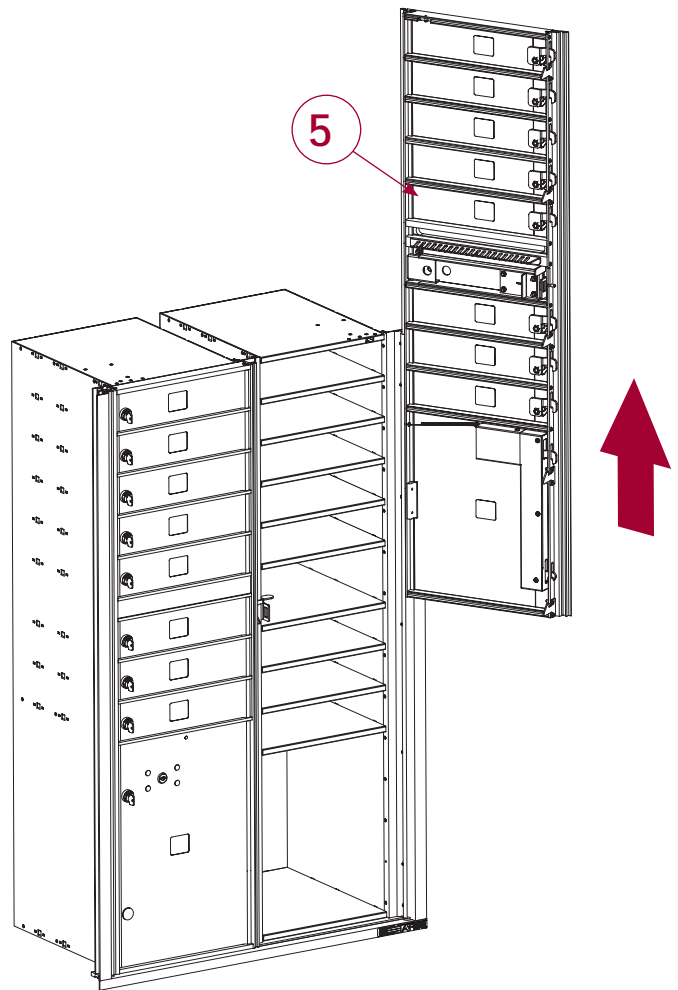
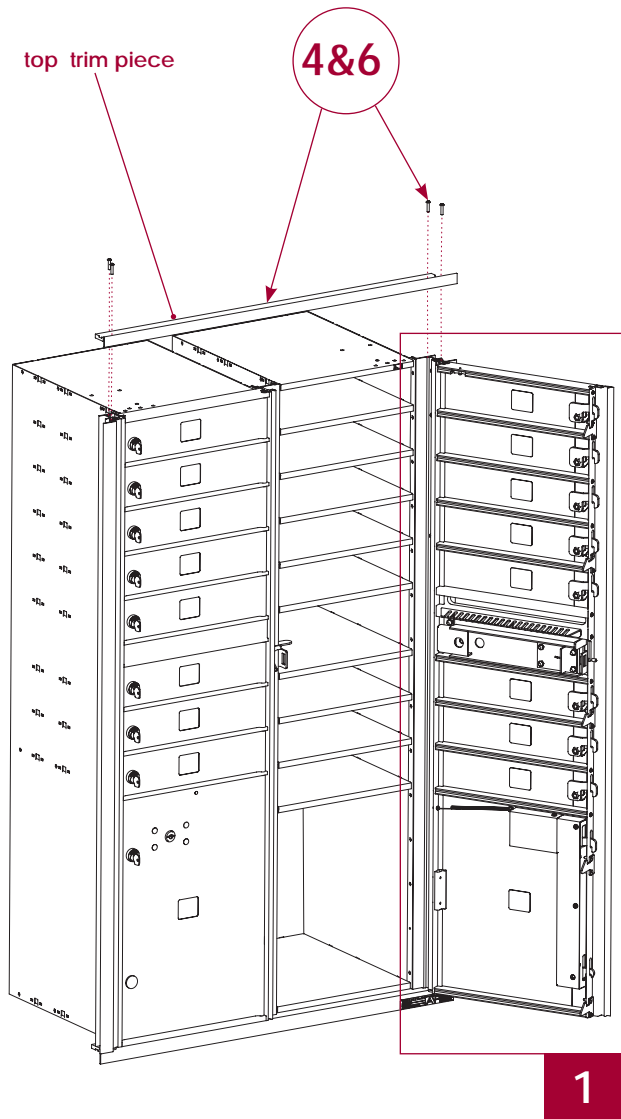
1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
  - For front loading parcel only modules see page 8
  - For trash/recycling bin modules see page 10
  - For rear loading modules contact Florence customer service at (800)-275-1747
2. For front load modules, disengage hold open device from top of master loading door, (see instructions page 14 step 2).
3. Slide the 4C mailbox module out of wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12), and lay flat on back on non-abrasive surface to make repairs.
4. Remove one (1) top trim piece exposing master loading door hinges (see instructions on page 16).
5. Remove / replace master loading door by sliding up through top of insert assembly.
6. Replace one (1) top trim piece (see instructions on page 16).
7. Reinstall module in wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12).
8. For front load modules, put master loading door at a 90° angle and reattach hold open arm (see instructions page 14).
9. Close master loading doors and lock Postal or private access door (for front loading parcel only, see instructions on page 8, steps 6 & 7).

\*Specify finish, 4C module, standard or configured, (provide drawing for configured) lock type, identification method and left or right for two wide modules.

REQUIRED TOOLS
Tools from other steps

PART #	DESCRIPTION
varies	Front master loading door
PART #	STANDARD SERVICE PARTS
K65274	Master Loading Door kit w/ doors*

# Replacement of Front Master Loading Door



right side shown

Model # 4CCT2-16 Shown Above

# Replacement of Left or Right Front Trim

## versatile™ 4C mailbox suites

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
  - For front loading parcel only modules see page 8
  - For trash/recycling bin modules see page 10
  - For rear loading modules contact Florence customer service at (800)-275-1747

2. For front load modules, disengage hold open device from top of master loading door, (see instructions page 14 step 2).

3. Slide the 4C mailbox module out of wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12), and lay flat on back on non-abrasive surface to make repairs.

4. Remove one (1) top trim piece and 2 fasteners per affected side(s) from bottom trim piece (see instructions on page 16).

**Note:** be careful to not loose master loading door 91038 bushing.

5. Slide master loading door up through top of insert assembly.

6. Drill out all 86098 1/8" x .328" SS pop rivets along sides that hold the left or right front trim.

7. Remove or replace left and / or right front trim, securing with 86098 1/8" x .328" SS pop rivets.

8. Replace master loading door (see instructions on page 16).

9. Replace one (1) top trim piece and 2 fasteners in bottom trim piece (see instructions on page 16).

10. Reinstall module in wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12).

11. For front load modules, put master loading door at a 90° angle and reattach hold open arm (see instructions page 14).

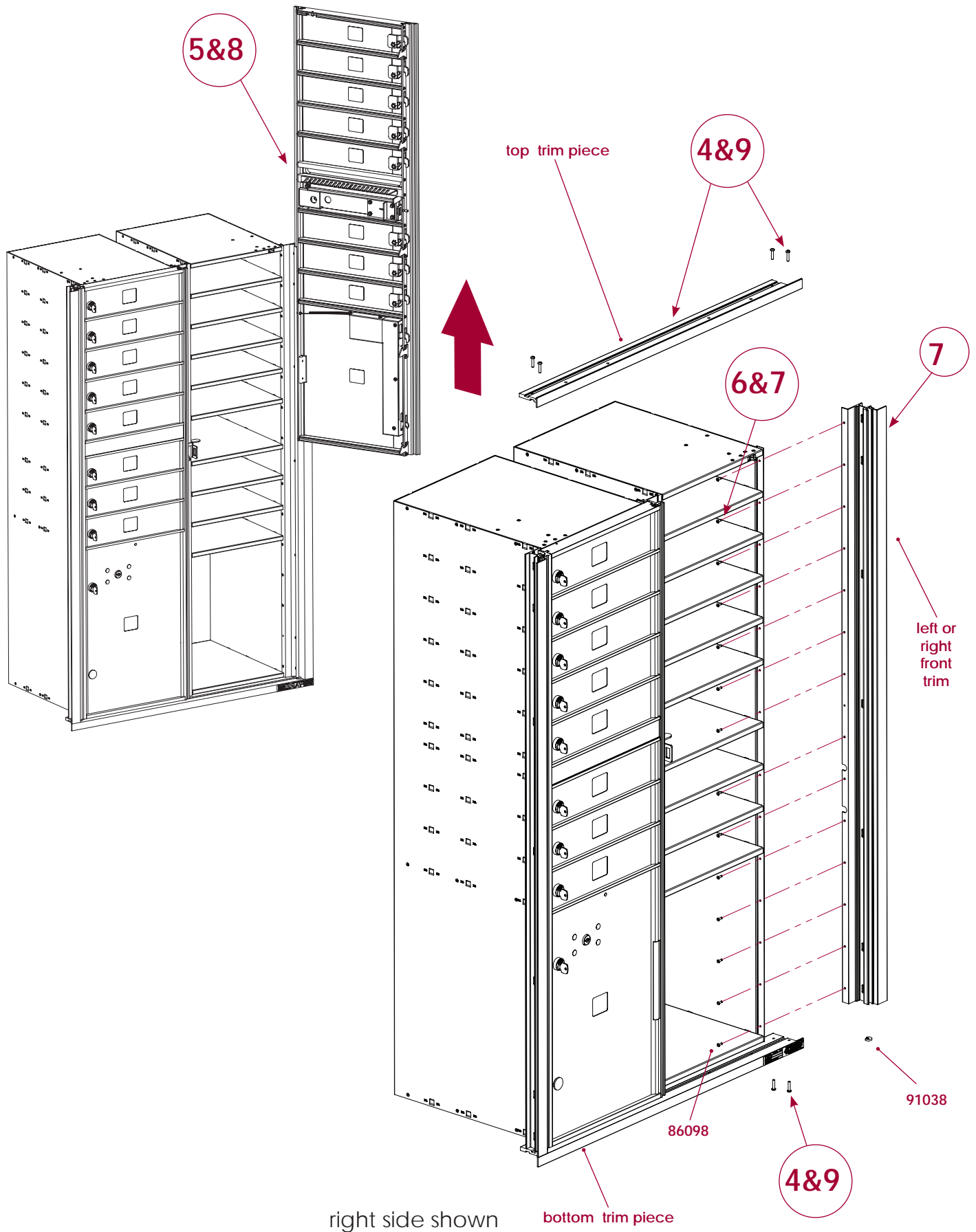
12. Close master loading doors and lock Postal or private access door (for front loading parcel only, see instructions on page 8, steps 6 & 7).

\*Specify finish, 4C module, and left or right.

REQUIRED TOOLS		PART #	DESCRIPTION
Cordless drill		86098	1/8" x .328" SS Pop rivet
1/8" Drill bit		91038	Bushing
Portable pop rivet gun		varies	Left or right front trim
Tools from other steps		PART #	STANDARD SERVICE PARTS
		K64251	Left or right front trim*



Replacement of Left or Right Front Trim



Model # 4CCT2-16 Shown Above



# Replacement of Hinge Rod

## versatile™ 4C mailbox suites

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
  - For front loading parcel only modules see page 8
  - For trash/recycling bin modules see page 10
  - For rear loading modules contact Florence customer service at (800)-275-1747
2. For front load modules, disengage hold open device from top of front master loading door(s), (see instructions page 14 step 2).
3. Remove one (1) 86455 #10-32 hex lock nut with needle nose pliers or reduced head diameter 3/8" nut driver\*.

4. With the plastic mallet and 1/8" rod, tap the hinge rod down to dislodge the 91260 threaded insert at the bottom of the module. Remove threaded insert from the bottom of hinge rod.



**Warning:** Once the hinge rod is removed, the access, tenant and parcel doors can fall out, potentially causing injury.

5. Tap the hinge rod up and pull out with pliers from the top.
6. Replace hinge rod by reversing steps 3-5.
7. For front load modules, put master loading door at a 90° angle and reattach hold open arm (see instructions page 14).
8. Close front master loading doors and lock Postal or private access door (for front loading parcel only, see instructions on page 8, steps 6 & 7).

\*Reduced head diameter 3/8" nut driver available for purchase from an authorized Florence dealer under part # 64684.

\*\*See page 64 for part numbers.

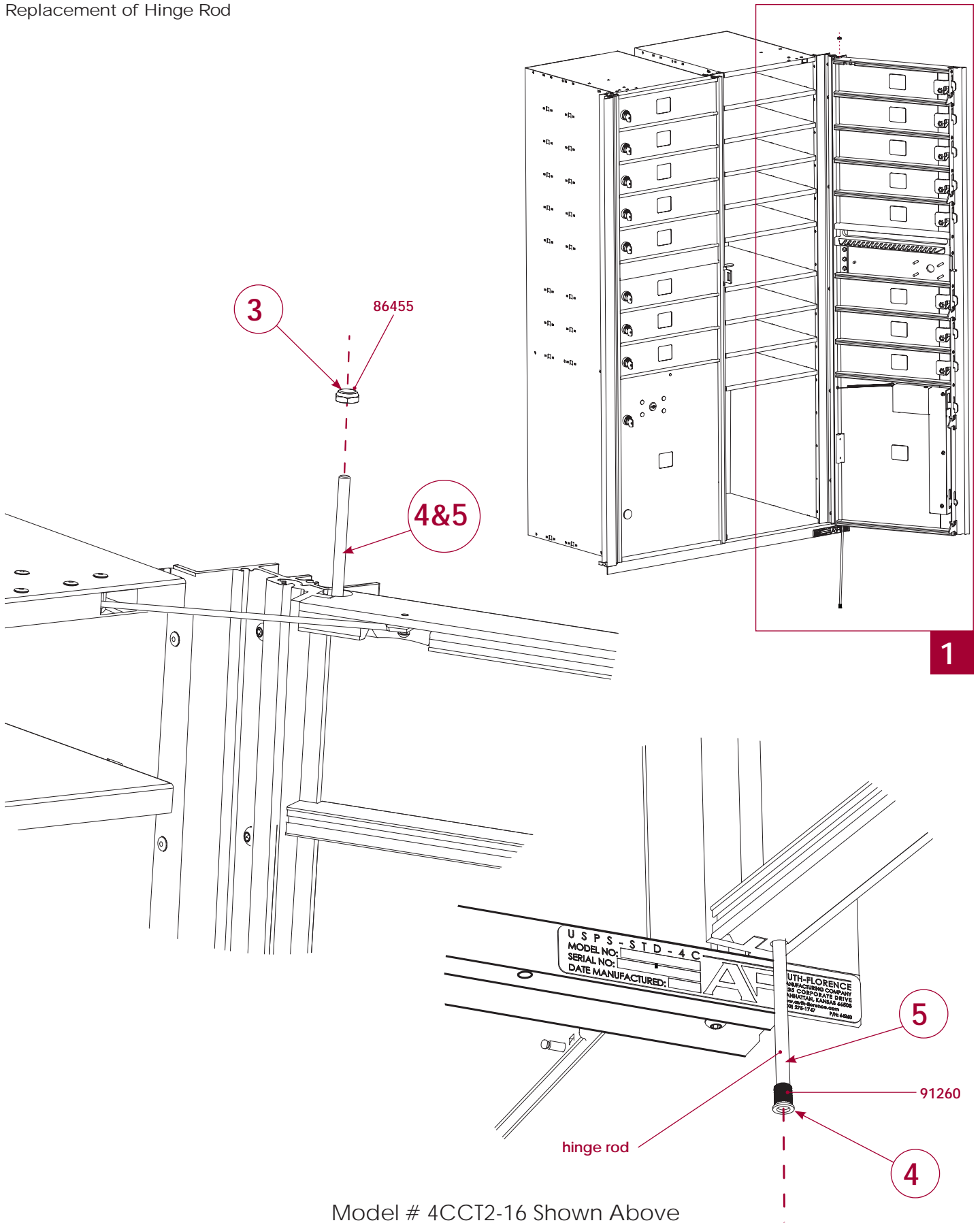
### REQUIRED TOOLS

Reduced head diameter 3/8" nut driver (# 64684)*
Needle nose pliers
1/8" Rod
Plastic mallet
Tools from other steps

### PART # DESCRIPTION

Varies	Hinge rod**
86455	#10-32 Hex lock nut
91260	Threaded insert

# Replacement of Hinge Rod



Model # 4CCT2-16 Shown Above  
right side shown

# Replacement of Front Master Load Door Hook

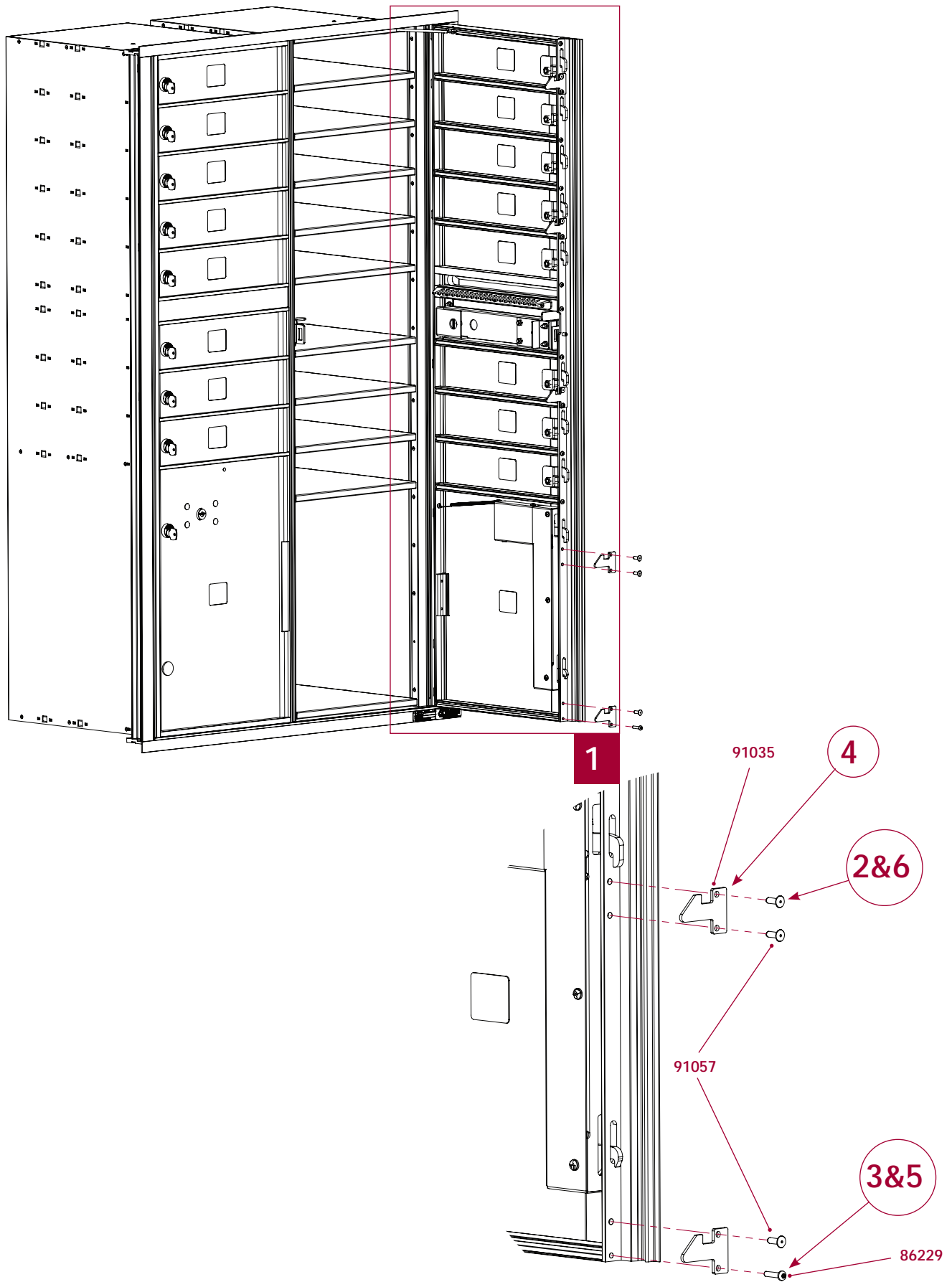
## versatile™ 4C mailbox suites

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
  - For front loading parcel only modules see page 8
  - For trash/recycling bin modules see page 10
  - For rear loading modules contact Florence customer service at (800)-275-1747
2. Drill out one (1) or two (2) 91057 3/16" pop rivet.
3. If only one rivet, remove one (1) 86229 #8-32 x .75" Torx head screw.
4. Remove / replace the 91035 master load door hook, ensuring the proper orientation.
5. If only one rivet, install one (1) 86229 #8-32 x .75" Torx head screw in to the crossbar.
6. Install one (1) or two (2) 91057 3/16" pop rivets.
7. Close and ensure proper operation of the master loading doors and lock Postal or private access door (for front loading parcel only, see instructions on page 8, steps 6 & 7).

<i>REQUIRED TOOLS</i>		<i>PART #</i>	<i>DESCRIPTION</i>
T15 Torx screwdriver / bit		91057	3/16" Pop rivet
Cordless drill		86229	#8-32 x .75" Torx head screw (T15)
3/16" Drill bit		91035	Master load door hook
Portable pop rivet gun (capable of 3/16" rivets)		<i>PART #</i>	<i>STANDARD SERVICE PARTS</i>
		K91035	Hook kit w/ hardware

Replacement of Front Master Load Door Hook



Model # 4CCT2-16 Shown Above

# Replacement of Tenant Compartment Door

## versatile™ 4C mailbox suites

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
  - For rear loading modules contact Florence customer service at (800)-275-1747

2. For front load modules, disengage hold open device from top of master loading door, (see instructions page 14 step 2).

 **Warning: Once the hinge rod is removed, the access, tenant and parcel doors can fall out, potentially causing injury.**

3. Remove hinge rod only as far as necessary to remove the affected tenant door, (see instructions page 22).

4. Replace tenant compartment door.

5. Reinstall hinge rod, (see instructions page 22).

6. For front load modules, put master loading door at a 90° angle and reattach hold open arm (see instructions page 14).

7. Close the front master loading doors and lock Postal or private access door.

8. If you are reusing existing lock, install tenant lock assembly.
  - For single high tenant lock see instructions page 28
  - For multi-high compartments w/ standard tenant lock see instructions page 30
  - For combination tenant lock see instructions page 32

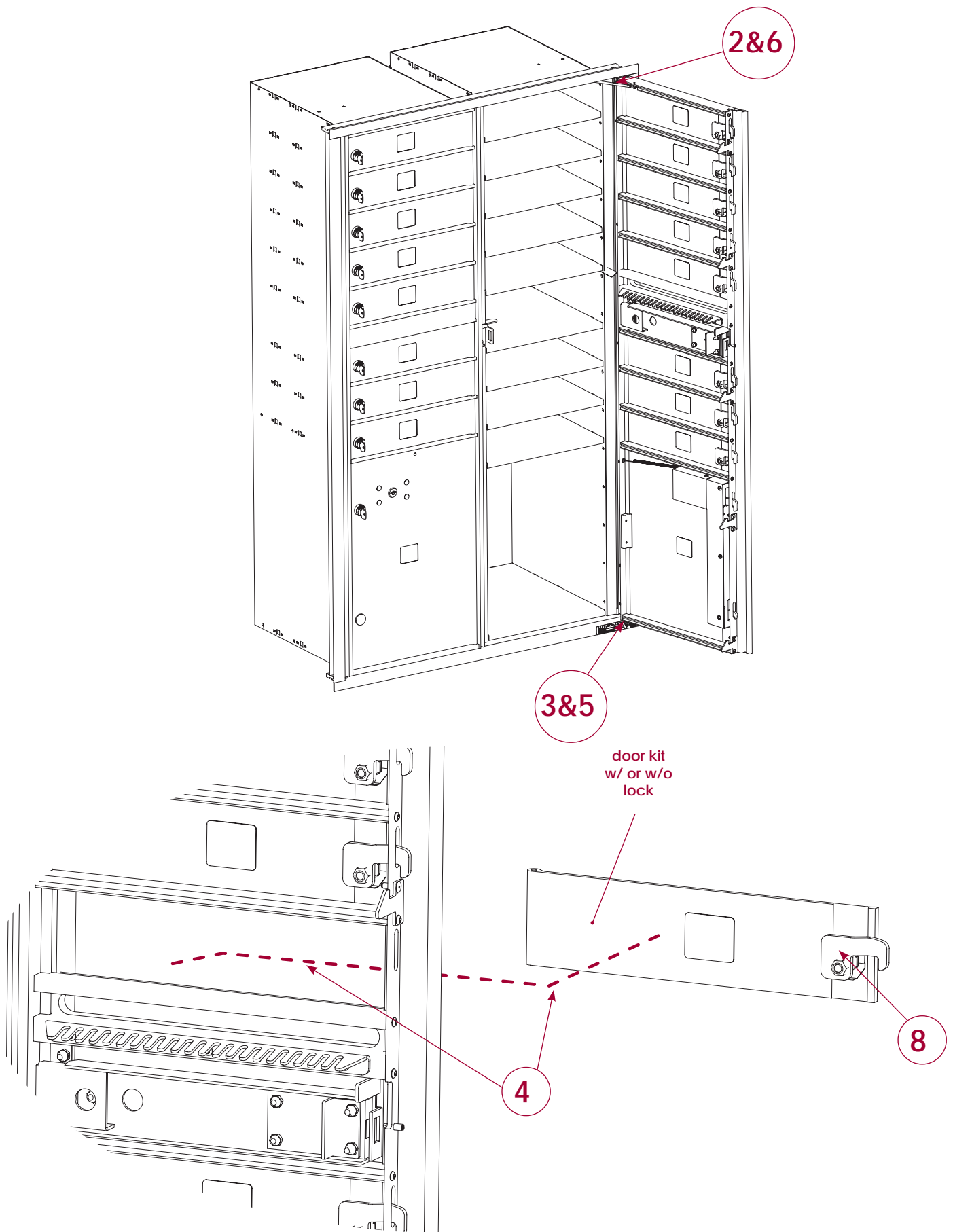
\*Specify finish, lock type and identification method.

PART #	DESCRIPTION
K91111SP	1H Tenant door w/o lock*
K64131SP	2H Tenant door w/o lock*
K64132SP	3H Tenant door w/o lock*
K64176SP	4H Tenant door w/o lock*
K65012SP	5H Tenant door w/o lock*
KL91111SP	1H Tenant door w/ lock*
KL64131SP	2H Tenant door w/ lock*
KL64132SP	3H Tenant door w/ lock*
KL64176SP	4H Tenant door w/ lock*
KL65012SP	5H Tenant door w/ lock*

### REQUIRED TOOLS

Tools from other steps

Replacement of Tenant Compartment Door



Model # 4CCT2-16 Shown Above

# Replacement of Single High Compartment Standard Tenant Lock

**versatile™ 4C mailbox suites**

**Note:** This may require opening the master loading door(s), if the key is not available. For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.

1. Open single high compartment door. If no key is available, open master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see instructions on page 6
  - For rear loading modules access 5/16-24 lock nut from access room.

4. Replace one (1) standard tenant lock and retain with one (1) lock clip.

5. Replace one (1) tenant lock cam and retain with one (1) 5/16-24 lock nut.

6. If opened previously, close the front master loading doors and lock Postal or private access door.

2. Remove one (1) 5/16-24 lock nut and one (1) tenant lock cam.

3. Remove one (1) lock clip with pliers (pull down) from back of compartment door and remove one (1) K91910 tenant lock.

Key blanks are available, see page 65 for part numbers.

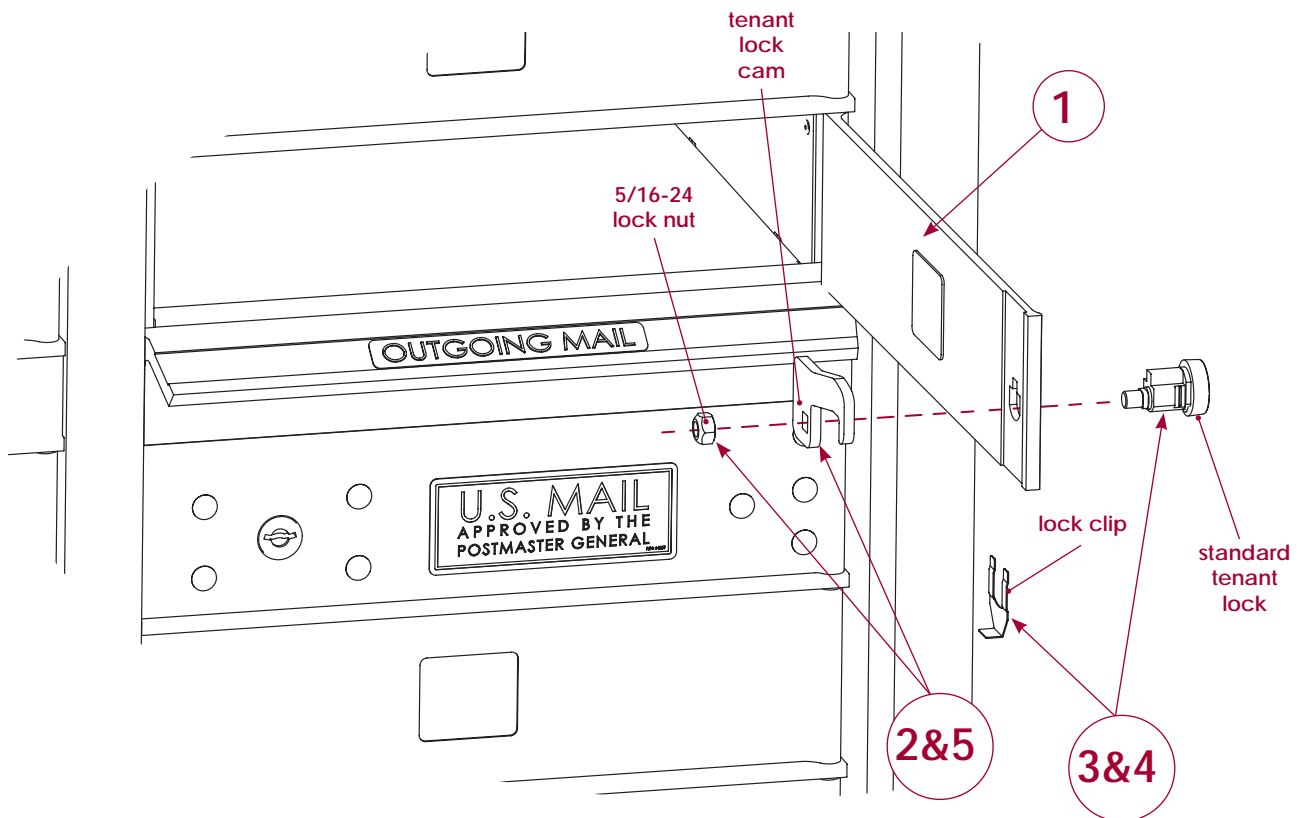
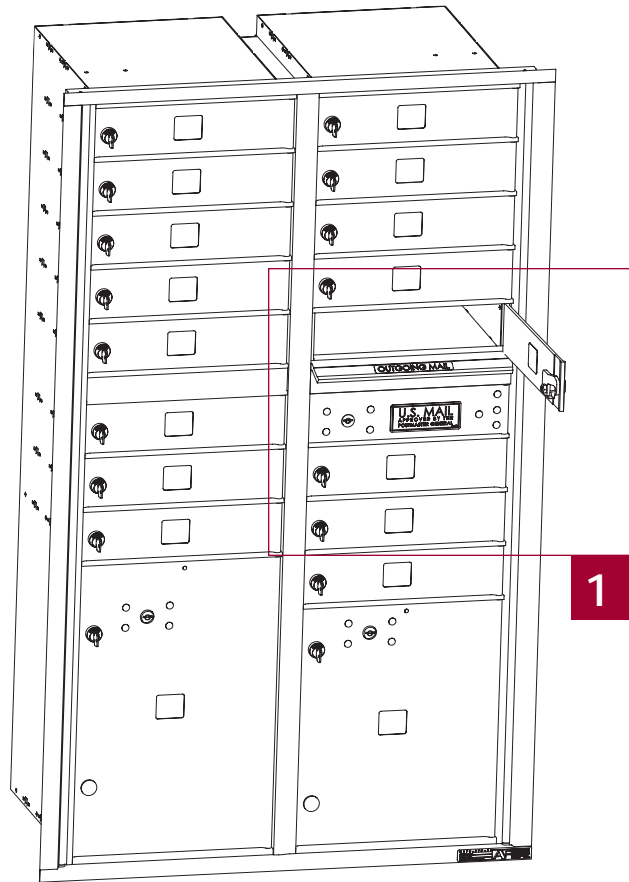
<i>REQUIRED TOOLS</i>
1/2" Socket / wrench
Pliers
Tools from other steps

<i>PART #</i>	<i>DESCRIPTION</i>
-	Standard tenant lock (part of lock kit)
-	Lock clip (part of lock kit)
-	5/16-24 Lock nut (part of lock kit)
-	Tenant lock cam (part of lock kit)

<i>PART #</i>	<i>STANDARD SERVICE PARTS</i>
K91910	Standard tenant lock kit
91910B	Standard tenant lock only
K92051	Tenant lock cam only

# Replacement of Single High Compartment Standard tenant Lock





# Replacement of Multi-High Compartment Standard Tenant Lock

**versatile™ 4C mailbox suites**

**Note:** This may require opening the master loading door(s), if the key is not available. For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.

1. Open multi-high compartment door. If no key is available, open master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see instructions on page 6
  - For rear loading modules access 5/16-24 lock nut from access room.

2. Remove linkage cover, note rib orientation.

3. Remove one (1) 5/16-24 lock nut, one (1) 1/4-20 x .50" one-way screw and 5/8" OD washer so cam assembly can be removed.

4. Remove upper lock clip and / or the lower lock clip.

5. Replace the lock and / or lower cam bearing, securing with lock clips. The K91910 kit can be used if the tenant lock is all that is to be replaced (dispose of kit's cam).

6. Position cam assembly and secure with one (1) 5/16-24 lock nut and one (1) 1/4-20 x .50" one-way screw with 5/8" OD washer.

7. Place cover on door 2.39" from top of door and ensure proper lock operation.

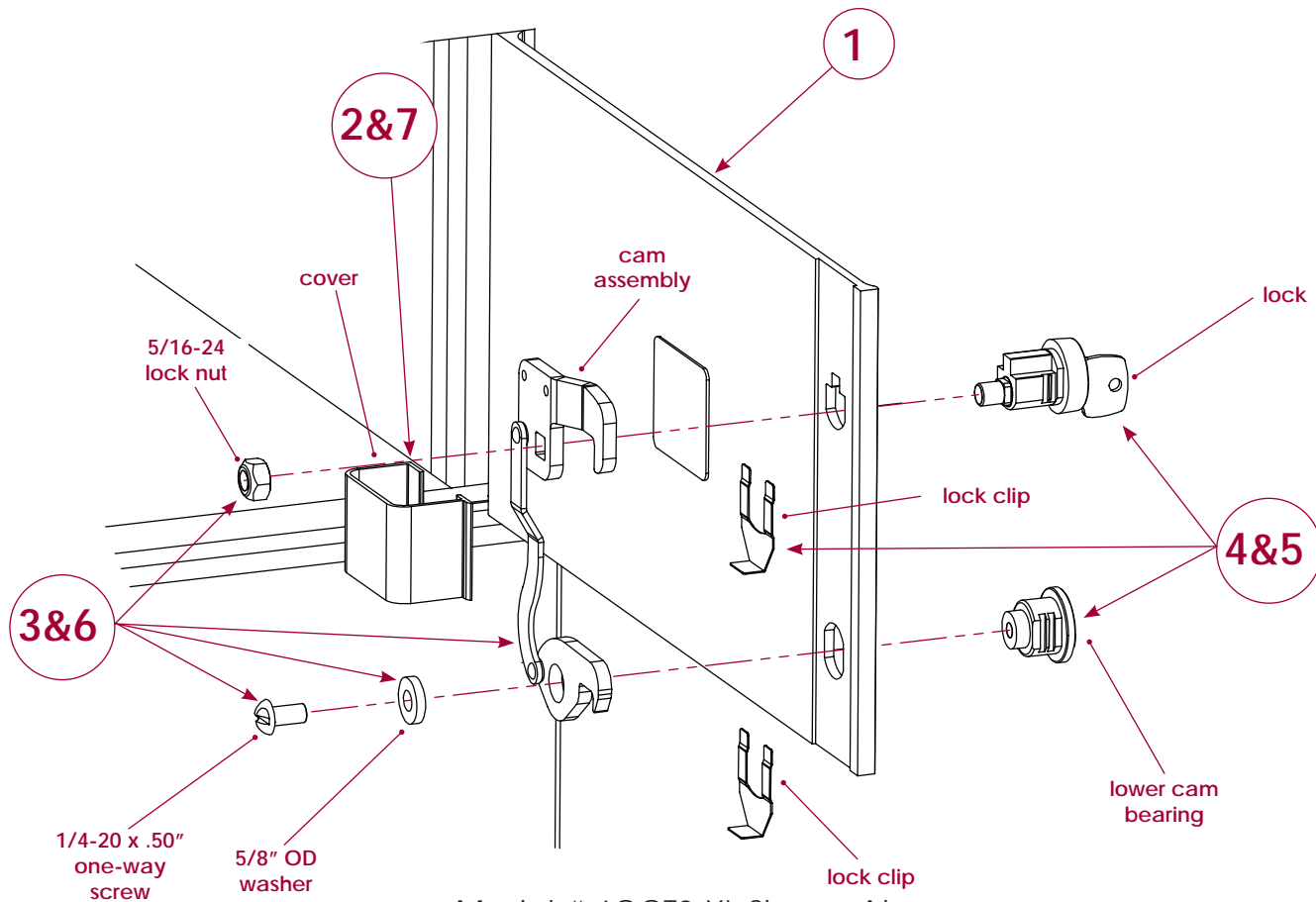
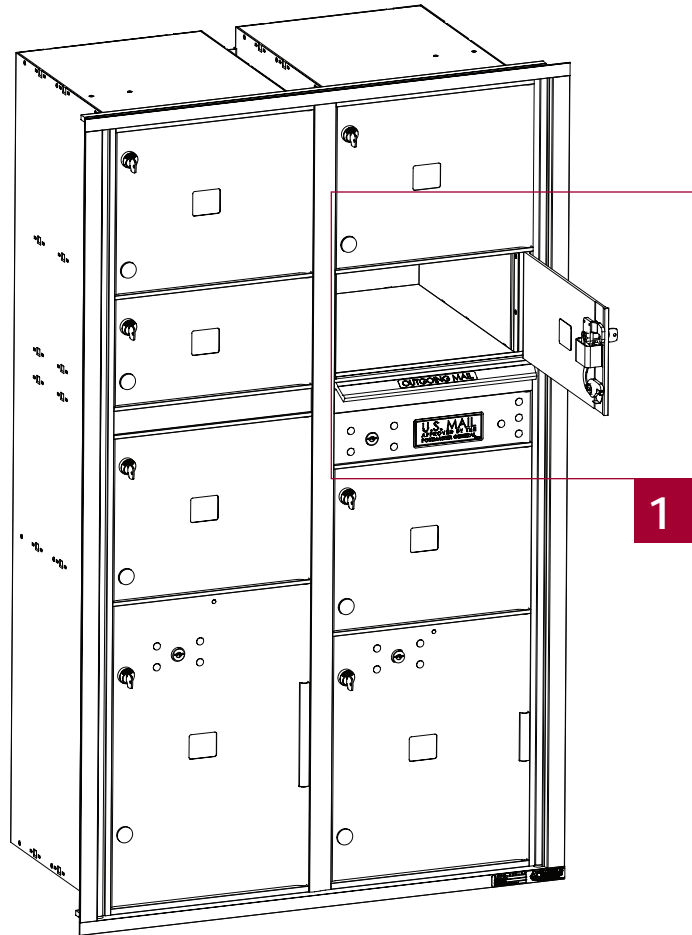
8. If opened previously, close the front master loading doors and lock Postal or private access door.

Key blanks are available, see page 64 for part numbers.

PART #	DESCRIPTION
-	Standard Tenant lock
-	5/16-24 lock nut (part of lock kit)
-	Lock clip (part of lock kit)
-	2H Cam assembly (part of lock kit)
-	3H Cam assembly (part of lock kit)
-	4H Cam assembly (part of lock kit)
-	5H Cam assembly (part of lock kit)
-	Cover (part of lock kit)
-	Lower cam bearing (part of lock kit)
-	1/4-20 x .50" One-way screw (part of lock kit)
-	5/8" OD Washer (part of lock kit)
PART #	STANDARD SERVICE PARTS
K91910	Standard tenant lock kit
K65188	2H Standard lock tenant lock kit
K65189	3H Standard lock tenant lock kit
K65190	4H Standard lock tenant lock kit
K65273	5H Standard lock tenant lock kit
91910B	Standard tenant lock only

REQUIRED TOOLS
Slotted screwdriver / bit
One-way screw removal tool
1/2" Socket / wrench
Pliers
Tools from other steps

Replacement of Multi-High Compartment Standard Tenant Lock



Model # 4CCT2-XL Shown Above

# Replacement of Combination Tenant Lock

## versatile™ 4C mailbox suites

**Note:** This may require opening the master loading door(s), if the combination is not available. For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.

1. Open combination lock compartment door. If no key is available, open master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see instructions on page 6
  - For rear loading modules access 5/16-24 lock nut from access room.

2. Unscrew the screw and lock washer and remove the locking cam.

3. Carefully note orientation of 90° stop cam and then remove it.

4. Using a 7/8" Socket / wrench remove the cylinder nut, large lock washer and spacer.

5. Replace the combination lock, taking great care to place the lock direction tab to the top of the door.

6. Reinstall the spacer, large lock washer and secure with the cylinder nut.

7. Change the combination if desired (see instructions page 34).

8. Reinstall the 90° stop cam (illustration shown in lock position).

9. Reinstall the locking cam and secure with screw and lock washer (illustration shown in lock position).

10. If opened previously, close the front master loading doors and lock Postal or private access door.

REQUIRED TOOLS	
PHILLIPS SCREWDRIVER / BIT	
7/8" SOCKET / WRENCH	
TOOLS FROM OTHER STEPS	

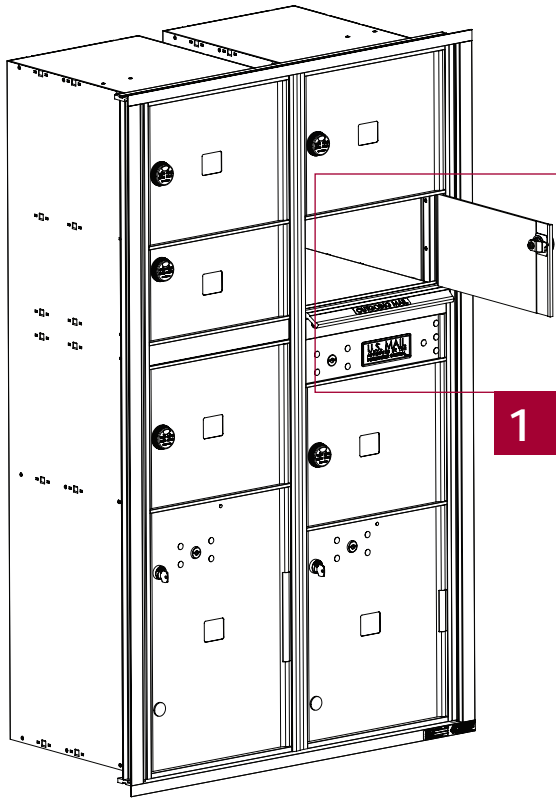
  

PART #	DESCRIPTION
-	Combination lock
-	Spacer (part of lock kit)
-	90° stop cam (part of lock kit)
-	Large lock washer (part of lock kit)
-	Cylinder nut (part of lock kit)
-	Locking cam (part of lock kit)
-	Screw and lock washer (part of lock kit)
-	Handle (part of lock kit)

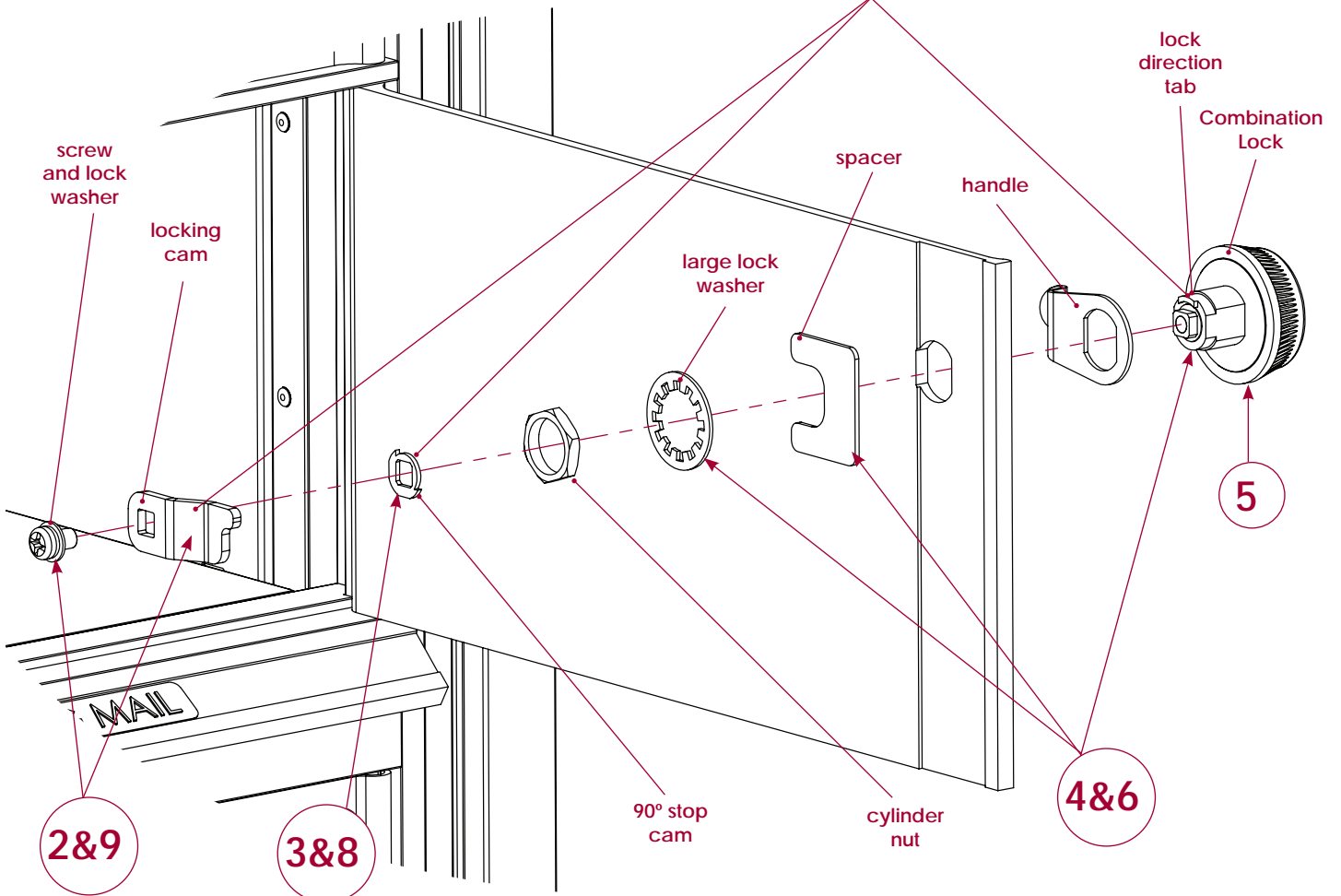
  

PART #	STANDARD SERVICE PARTS
K64653	3-Dial combination lock kit
K64654	4-Dial combination lock kit

Replacement of Combination Tenant Lock



**IMPORTANT:**  
Note orientation  
with respect to  
orientation of  
locking cam.



Model # 4CCT2-XL Shown Above

# Reset Combination of Combination Tenant Lock

## versatile™ 4C mailbox suites

**Note:** This is only possible if you know the current combination. If you do not, replace the lock (see instructions page 32).

1. Move lock to locked position.
2. Remove the screw and lock washer, locking cam and 90° stop cam. Carefully note orientation of 90° stop cam.
3. Rotate lock until reset pin access hole is on top (Combi-Cam™ name is upside down) to allow access to reset pin through the lock housing.
4. Through the lock pin access hole, press and hold the reset pin while changing the dials to your choice of combination.
5. Write down new combination.
6. Rotate lock until reset pin access hole is on the bottom (Combi-Cam™ name is right side up).
7. Reinstall the 90° stop cam (illustration shown in lock position).
8. Reinstall the locking cam and secure with screw and lock washer (illustration shown in lock position).

### REQUIRED TOOLS

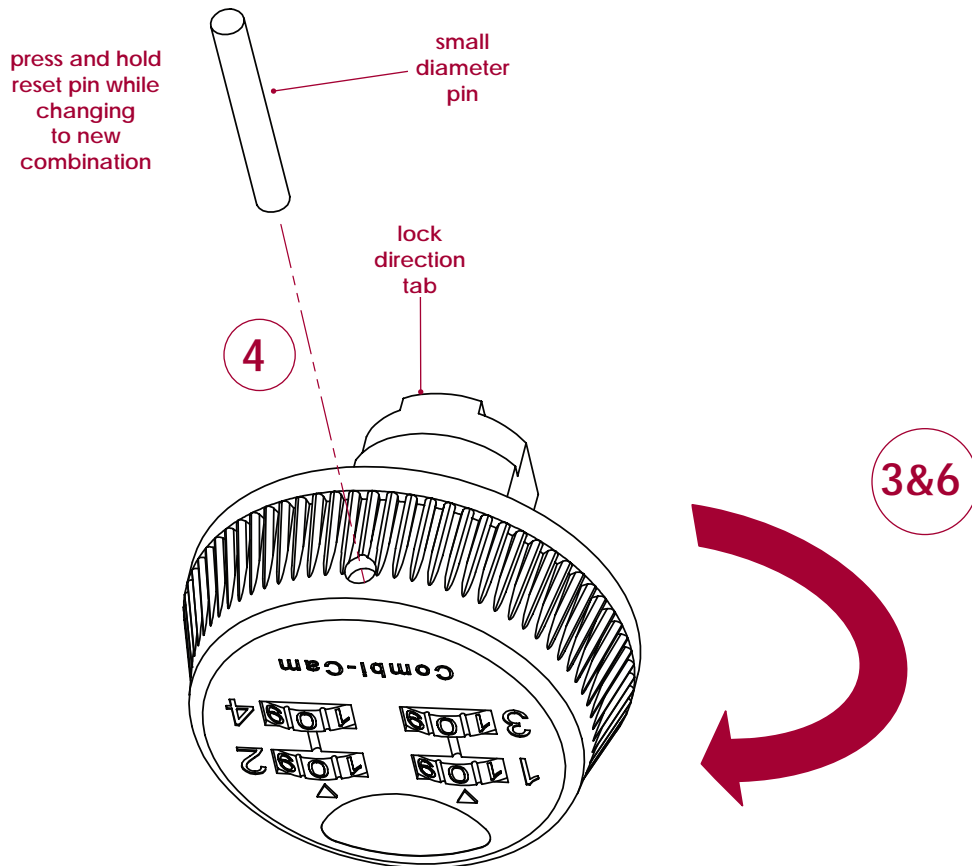
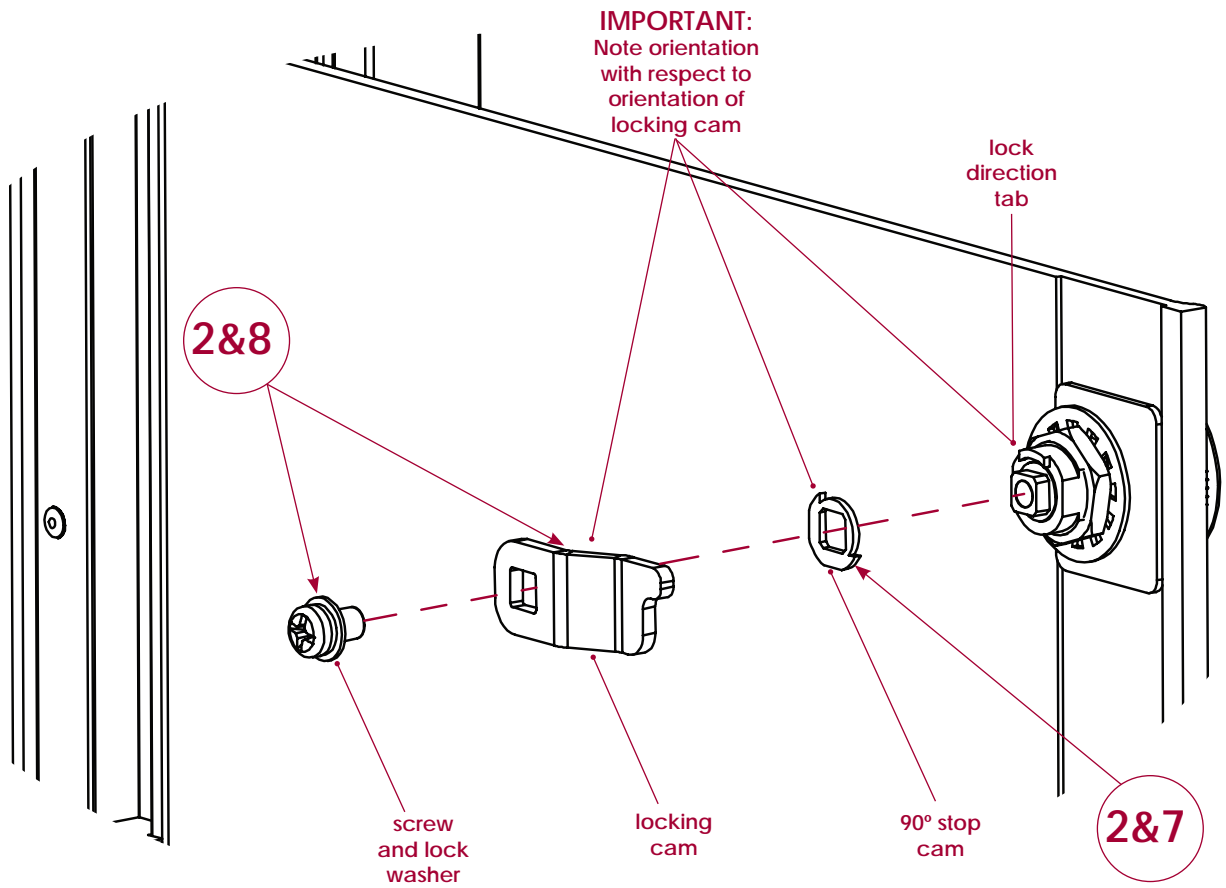
Phillips screwdriver / bit

Small diameter pin

PART #

DESCRIPTION

Reset Combination of Combination Tenant Lock



4 dial combination lock Shown Above

# Replacement of Trash / Recycling Bin Access

## Door Lock

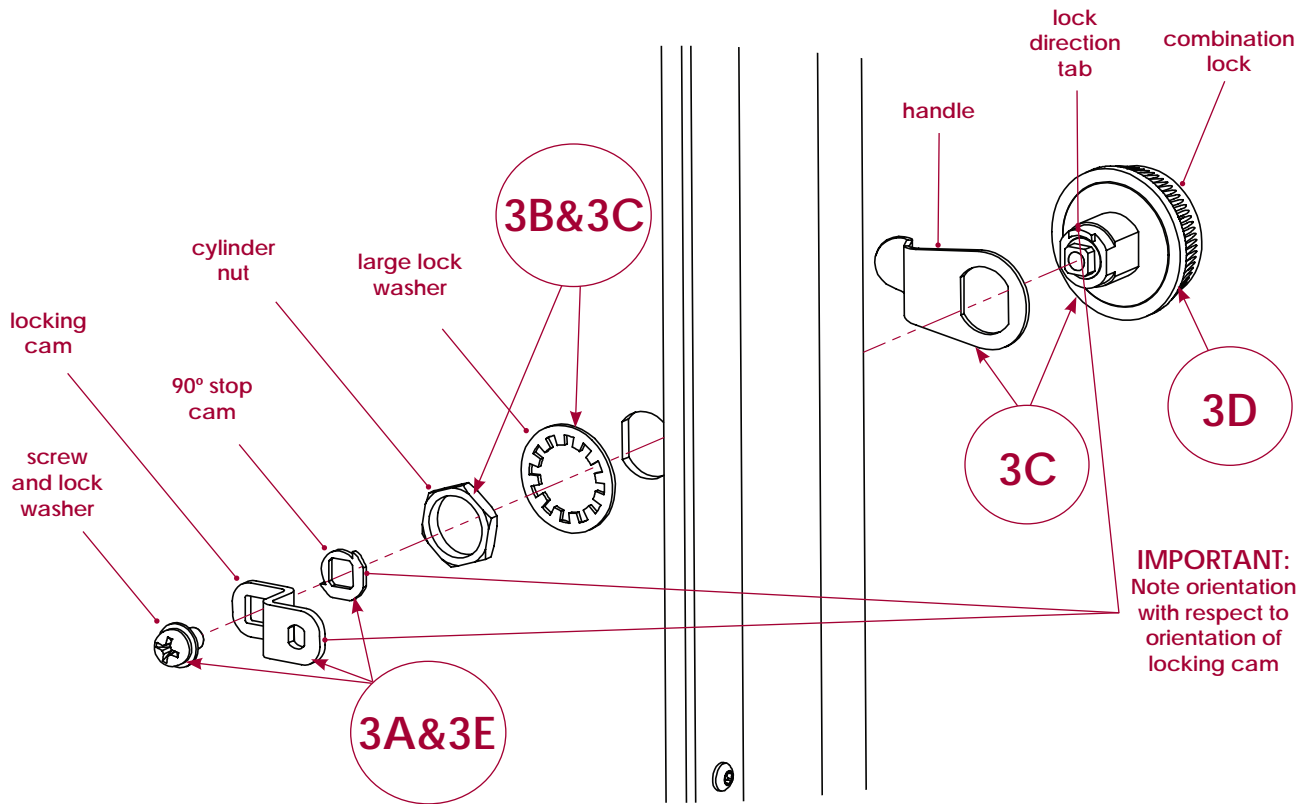
**versatile™ 4C mailbox suites**

*(Front Loading Only Modules)*

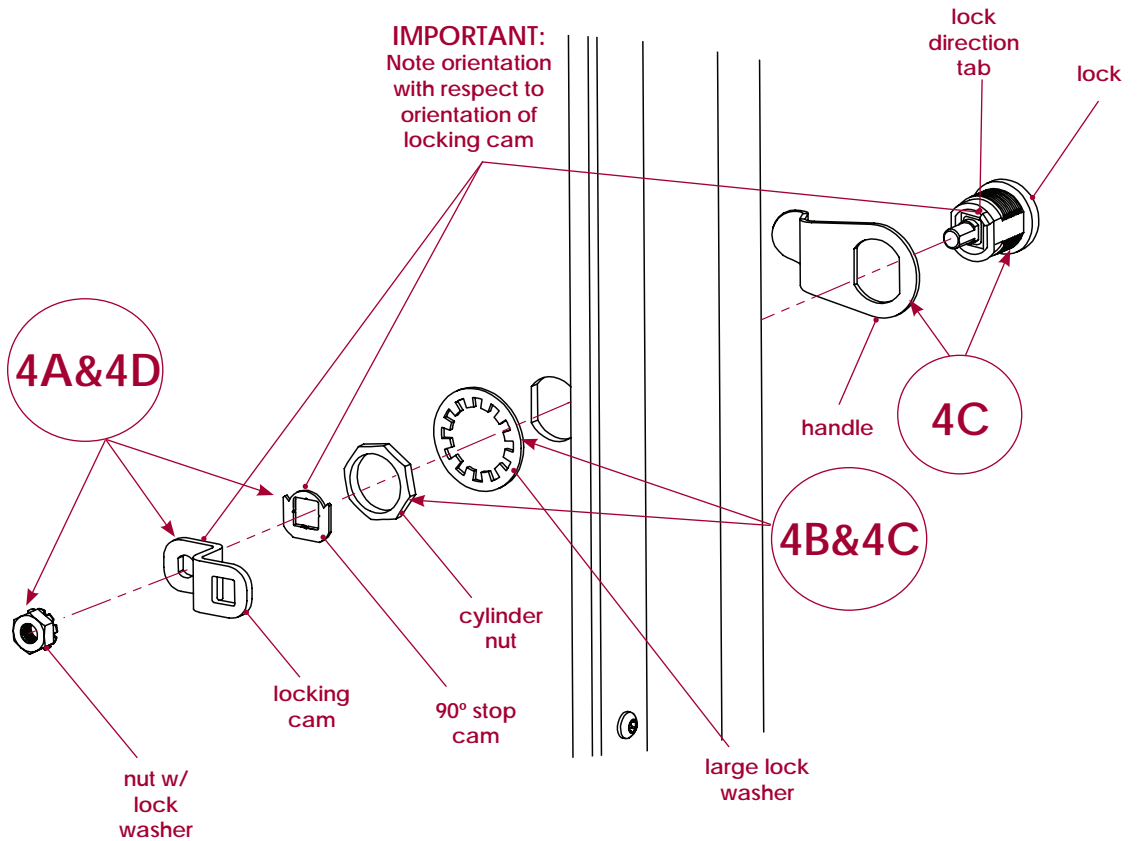
1. Open trash / recycling bin master loading door.
2. **For Standard Cam (not shown):**
  - A. Remove lock nut and locking cam (no handle is used on this lock).
  - B. Remove lock clip with pliers (pull down) from back of compartment door and secure new K65192 lock with lock clip.
  - C. Replace one (1) trash / recycling locking cam and retain with one (1) lock nut.
3. **For combination lock:**
  - A. Remove the screw w/ lock washer, locking cam and 90° stop cam. Carefully note orientation of 90° stop cam.
  - B. Using a 7/8" Socket / wrench remove the cylinder nut and large lock washer.
  - C. Replace the lock and handle, taking great care to place the lock direction tab to the top of the door and secure with large lock washer and cylinder nut.
  - D. Change the combination if desired (see instructions page 34).
4. **For slotted no key lock:**
  - A. Remove the nut with lock washer, locking cam and 90° stop cam. Carefully note orientation of 90° stop cam.
  - B. Using a 7/8" Socket / wrench remove the cylinder nut and large lock washer.
  - C. Replace the lock and handle, taking great care to place the lock direction tab to the top of the door and secure with large lock washer and cylinder nut.
  - D. Reinstall the 90° stop cam (illustration shown in lock position, locking cam and secure with screw and lock washer or nut with lock washer.
- E. Reinstall the 90° stop cam (illustration shown in lock position), locking cam and secure with screw and lock washer or nut with lock washer.

PART #		DESCRIPTION
-	-	Combination lock
-	-	90° stop cam (part of lock kit)
-	-	Large lock washer (part of lock kit)
-	-	Cylinder nut (part of lock kit)
-	-	Locking cam (part of lock kit)
-	-	Handle (part of lock kit)
-	-	Screw w/ lock washer (part of lock kit)
-	-	Standard Cam lock
-	-	Lock nut (part of lock kit)
-	-	Lock clip (part of lock kit)
-	-	Slotted no key lock
-	-	Nut w/ lock washer (part of lock kit)
PART #		STANDARD SERVICE PARTS
K65192	-	Standard Cam lock kit for bin
K65272	-	3 digit Combination lock kit for bin
K65191	-	4 digit Combination lock kit for bin
K65193	-	Slotted no key lock kit for bin

REQUIRED TOOLS
1/2" Socket / wrench
Pliers
Phillips screwdriver / bit
7/8" Socket / wrench
Slotted screwdriver / bit
7/16" Socket / wrench



### Combination Lock



### Slotted no key Lock



# Replacement of Access Door

## versatile™ 4C mailbox suites

(Front Loading Tenant or Tenant w/ Parcel Modules)

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have module opened and resecured after repairs are complete.

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
2. Disengage hold open device from top of master loading door, (see instructions page 14 step 2).
3. Remove hinge rod only as far as necessary to remove the access door, (see instructions page 22).
4. Replace access door K65275SP.
5. Reinstall hinge rod, (see instructions page 22).
6. For front load modules, put master loading door at a 90° angle and reattach hold open arm (see instructions page 14).
7. Close master loading door(s).
8. Install Arrow Lock or private lock (see instructions page 40).



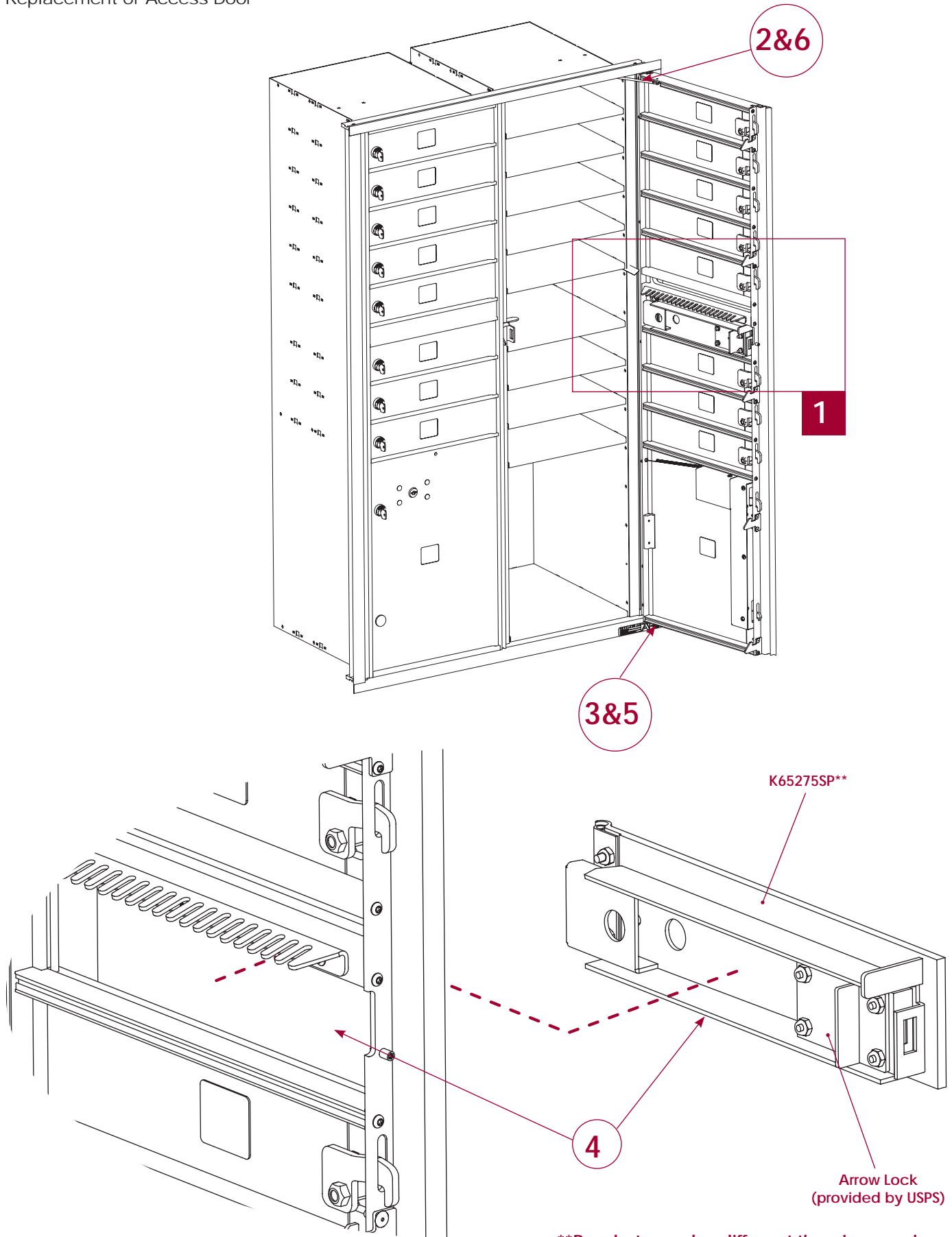
**Warning:** Once the hinge rod is removed, the access, tenant and parcel doors can fall out, potentially causing injury.

\*Specify finish.

REQUIRED TOOLS
Tools from other steps

PART #	DESCRIPTION
-	Access door w/ security bracket
PART #	DESCRIPTION
K65275SP	Access door w/ security bracket*

Replacement of Access Door



**\*\*Bracket may be different than image shown, the designs are functionally interchangeable.**

Model # 4CCT2-16 Shown Above

# Replacement of Master Lock in Access Door

## versatile™ 4C mailbox suites

(Front Loading Tenant or Tenant w/ Parcel Modules)

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have module opened and resecured after repairs are complete.

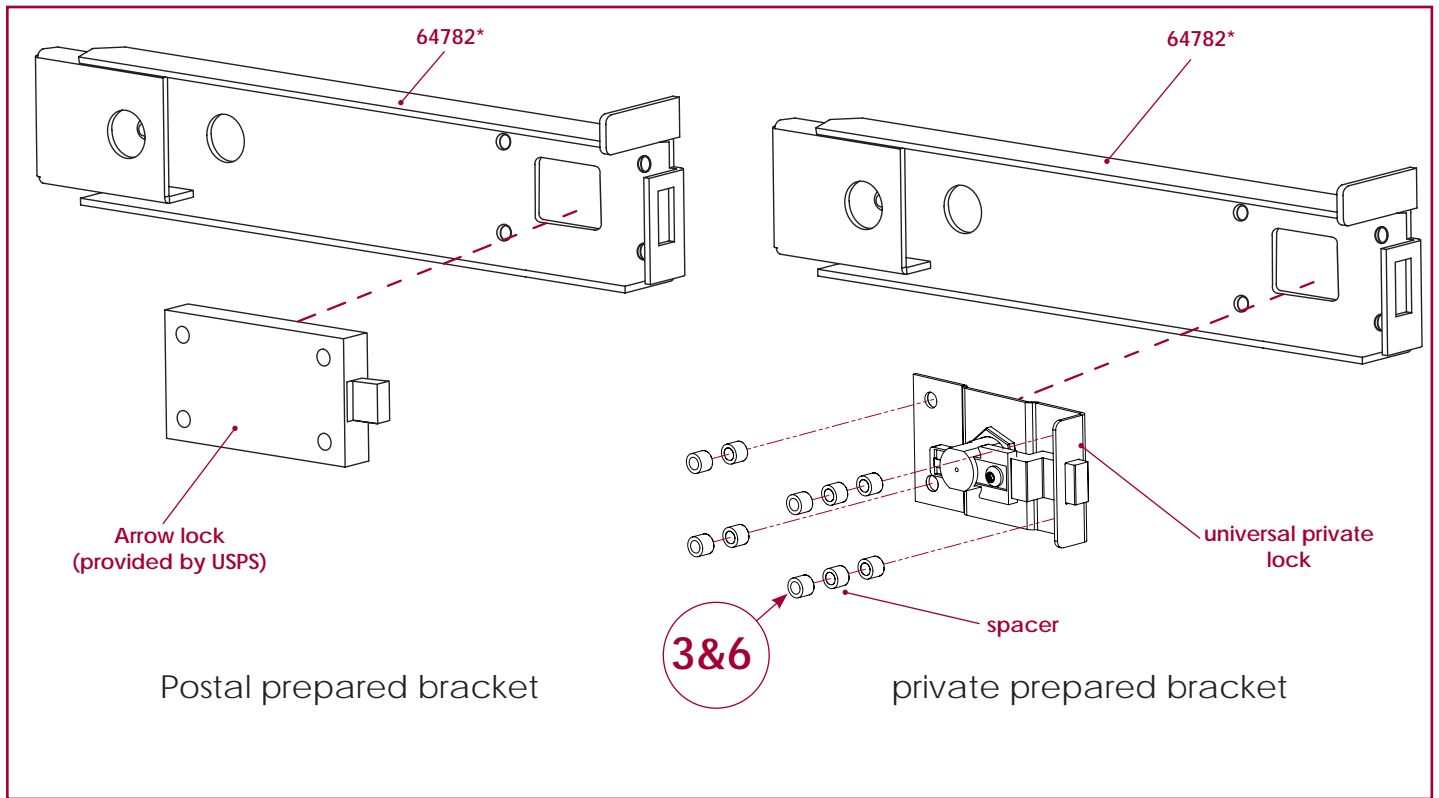
1. Unlock Postal or private access door.
2. Remove five (5) 86091 #10-32 lock nuts, along with 92303 lock support plate.
3. For private lock install only, remove ten (10) spacers.
4. Replace Arrow lock or private lock in 64782 access door security bracket as shown.
5. Slide 65782 access door security bracket with Arrow Lock or private lock onto the access door studs.
6. For private lock install only, replace ten (10) spacers, three per stud toward end of bracket and two per stud on inner studs.
7. For Postal lock install only, install 92303 lock support plate as shown in the illustration.
8. Install five (5) 86091 #10-32 lock nuts. These nuts should be tightened to ensure a snug fit. Over tightening may keep arrow lock from operating correctly.
9. Lock Postal or private access door.

PART #		DESCRIPTION
86091	#10-32 Lock nut	
64782	Access door security bracket	
92303	Lock support plate (part of bracket kit)	
-	Arrow Lock (Provided by USPS)	
-	Universal private lock	
-	Spacer (part of Universal kit)	
PART #		STANDARD SERVICE PARTS
K64782	Access door security bracket w/ plate & hardware	
CK25750	Universal Postal to private conversion kit	

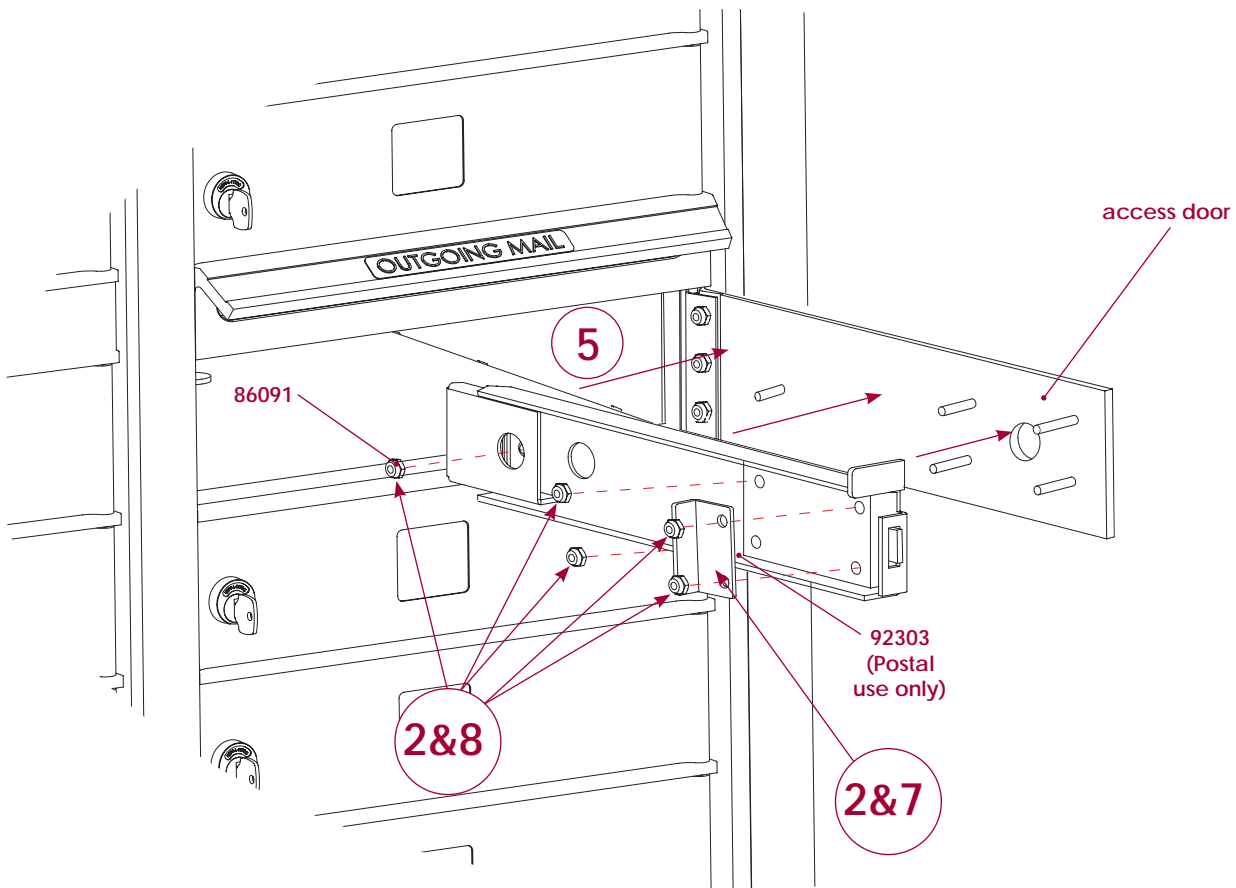
### REQUIRED TOOLS

3/8" Socket / wrench

Replacement of Master Lock in Access Door



4



\*Bracket may be different than image shown, the designs are functionally interchangeable.

# Replacement of Parcel Door Spring

## versatile™ 4C mailbox suites

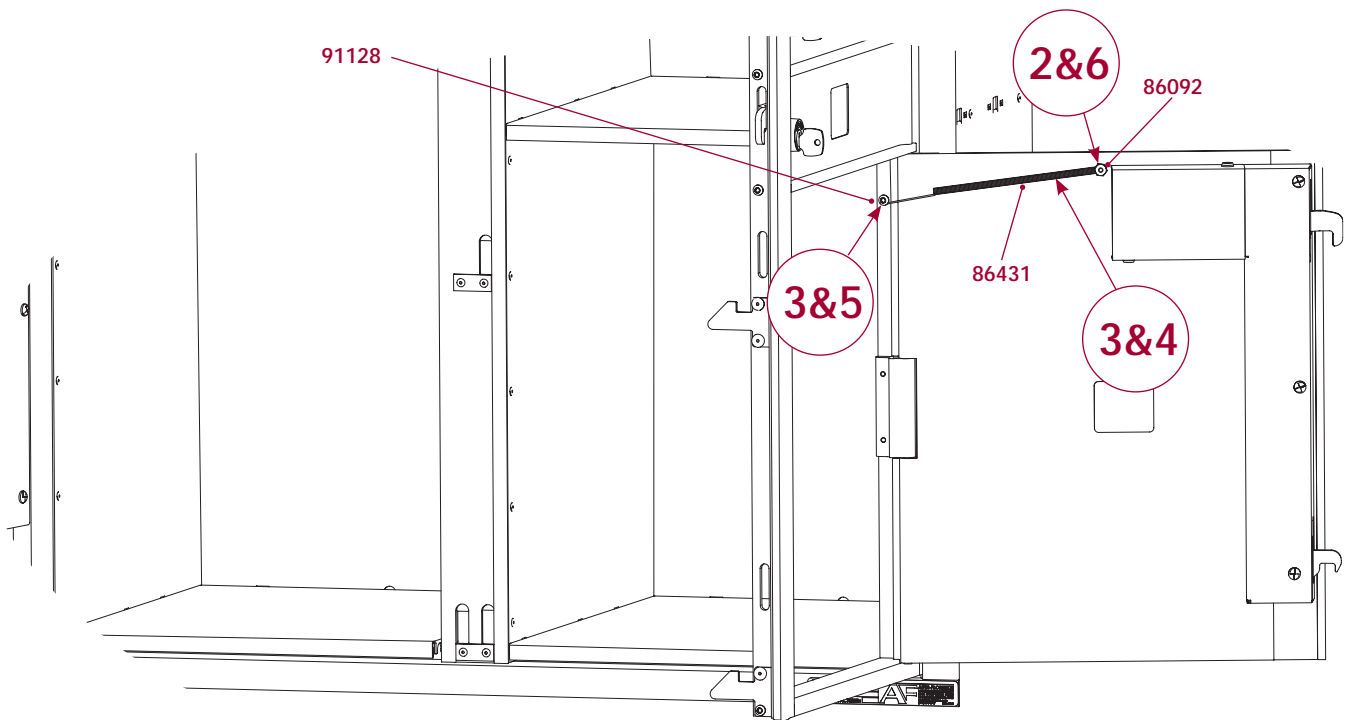
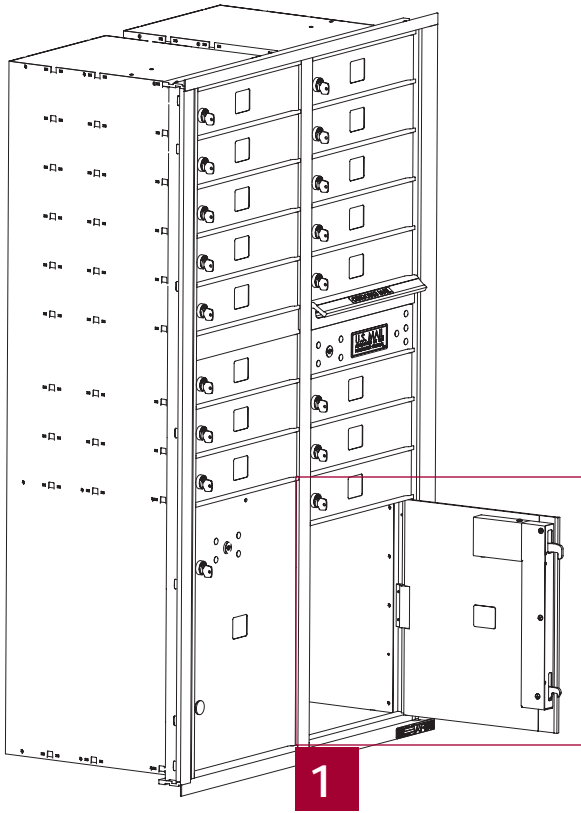
**Note:** This will require opening a parcel locker door. If the parcel door is locked, it will need to be unlocked. For USPS serviced modules, the local USPS will need to be contacted to have parcel door opened and resecured after repairs are complete.

1. Open parcel door.
2. Remove one (1) 86092 #8-32 lock nut from top rear of parcel door.
3. Remove one (1) 91128 #8-32 x .375" Torx head screw from vertical frame member and remove one (1) 86431 parcel door spring.
4. Replace one (1) 86431 parcel door spring with straight end of spring toward the master loading door frame vertical member.
5. Install one (1) 91128 #8-32 x .375" Torx head screw through spring and into the vertical frame member.
6. Place spring over the upper rear of parcel door stud and fasten down with one (1) 86092 #8-32 lock nut.
7. Close parcel door.

<i>REQUIRED TOOLS</i>
11/32" Socket / wrench
T15 Torx screwdriver / bit
Pliers

<i>PART #</i>	<i>DESCRIPTION</i>
86092	#8-32 Lock nut
86431	Parcel door spring
91128	#8-32 x .375" Torx head screw
<i>PART #</i>	<i>STANDARD SERVICE PARTS</i>
K65276	Parcel spring kit w/ hardware

# Replacement of Parcel Door Spring



Model # 4CCT2-16 Shown Above

# Replacement of Parcel Door

## versatile™ 4C mailbox suites

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.



**Warning:** Once the hinge rod is removed, the access, tenant and parcel doors can fall out, potentially causing injury.

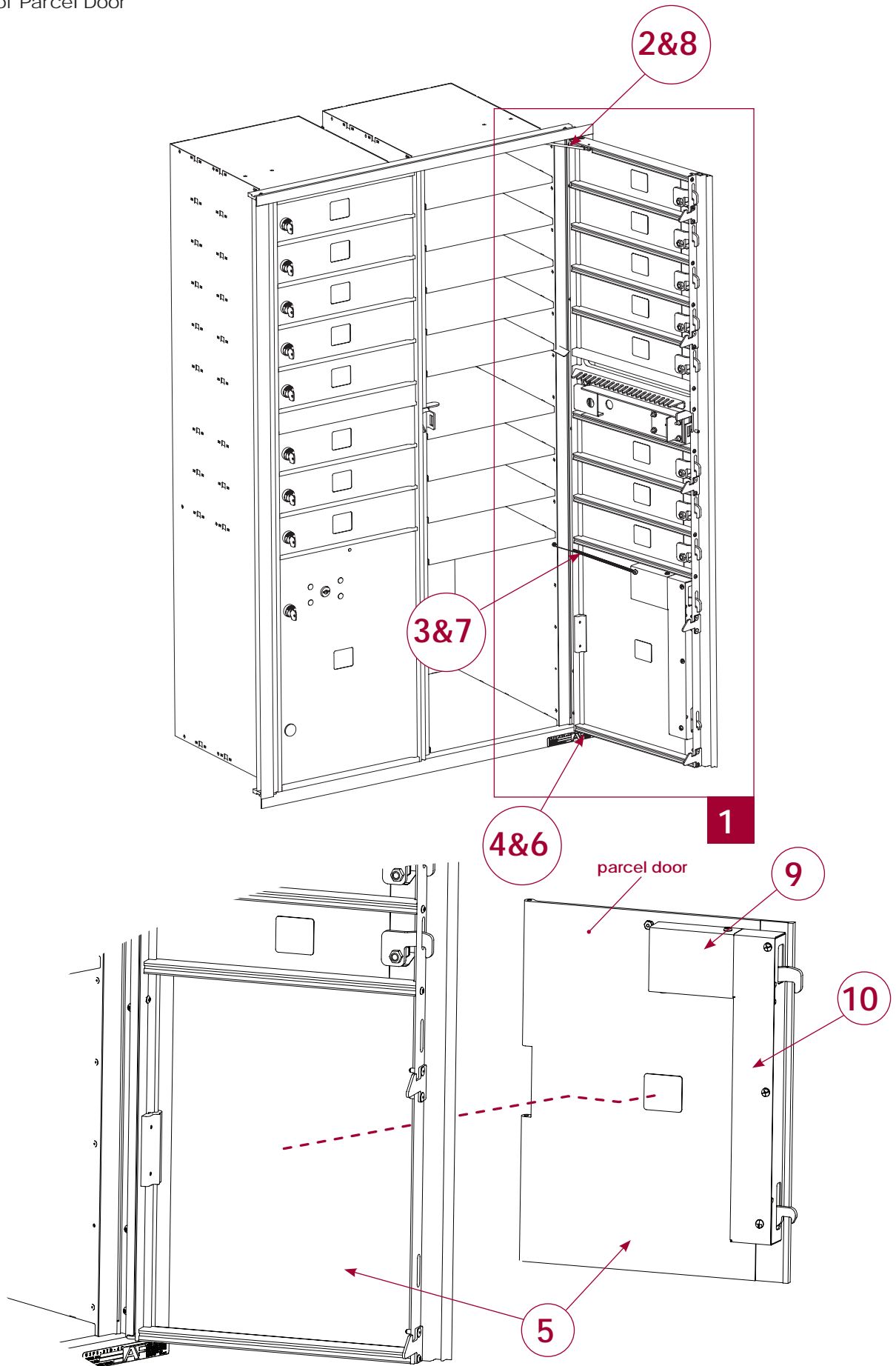
1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
  - For front loading parcel only modules see page 8
  - For rear loading modules contact Florence customer service at (800)-275-1747
2. For front load modules, disengage hold open device from top of master loading door, (see instructions page 14 step 2).
3. Remove parcel door spring, (see instructions page 42).
4. Remove hinge rod only as far as necessary to remove the affected parcel door, (see instructions page 22).
5. Replace parcel door.
6. Replace hinge rod, (see instructions page 22).
7. Replace parcel door spring, (see instructions page 42).
8. For front load modules, put master loading door at a 90° angle and reattach hold open arm (see instructions page 14).
9. Install the Arrow lock or private lock, (see instructions page 46). For USPS serviced modules, this will require USPS personnel.
10. If you are reusing existing lock install tenant lock assembly, (see instructions page 48).

\*Specify finish.

REQUIRED TOOLS
Tools from other steps

PART #	STANDARD SERVICE PARTS
K64002SP	15" Parcel door assembly w/o lock*
KL64002SP	15" Parcel door assembly w/ lock*
K64003SP	18" Parcel door assembly w/o lock*
KL64003SP	18" Parcel door assembly w/ lock*

Replacement of Parcel Door



Model # 4CCT2-16 Shown Above



# Replacement of Parcel Master Lock

## versatile™ 4C mailbox suites

**Note:** This will require opening a parcel locker door. If the parcel door is locked, it will need to be unlocked. For USPS serviced modules, the local USPS will need to be contacted to have parcel door opened and resecured after repairs are complete.

For USPS Personnel only  
Special Notice!

USPS Personnel must have a McGard screwdriver (**USPS - Mail Equipment Shop part number 11050\***) to install and service the parcel lock cover on Florence versatile™ 4C mailbox modules.

### To remove/replace Master Lock cover:

1. A. Remove or replace 64216-SS master lock cover using:
  - For USPS serviced modules two (2) 84993 #10-32 x .312" McGard screws.
  - For private service modules two (2) 84994 #10-32 x .375" one-way screws.



McGard screwdrivers\* are available only to USPS personnel by faxing an "off catalog" ebuy request to:  
USPS Mail Equipment Shop  
fax no. (202) 281-2643

### To remove/replace Arrow lock or private lock:

Questions?  
Call the USPS Mail Equipment Shop at  
(202) 281-2620

2. A. Remove four (4) 86455 #10-32 lock nuts
- B. For private lock install only, remove ten (10) spacers.
- C. Remove / replace Arrow lock or private lock.
- D. For private lock install only, replace ten (10) spacers, three per stud toward edge of door and two per stud on inner studs.
- E. Securing with four (4) 86455 #10-32 lock nuts.

\*Florence does not sell the McGard screwdriver.

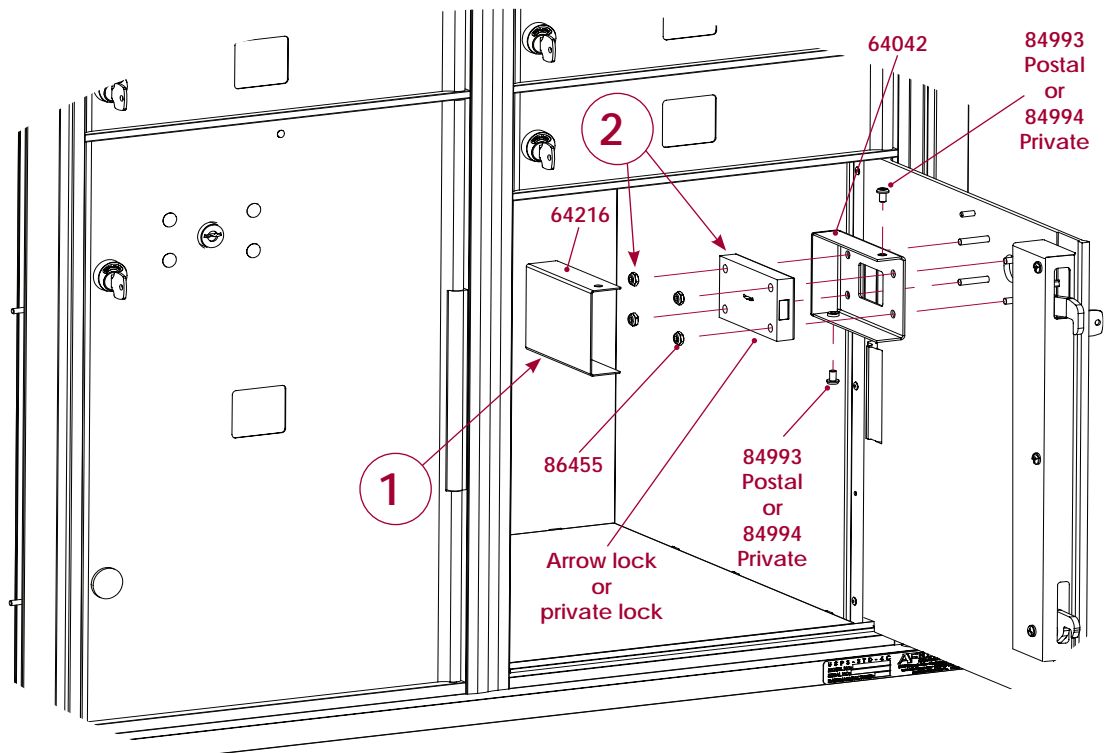
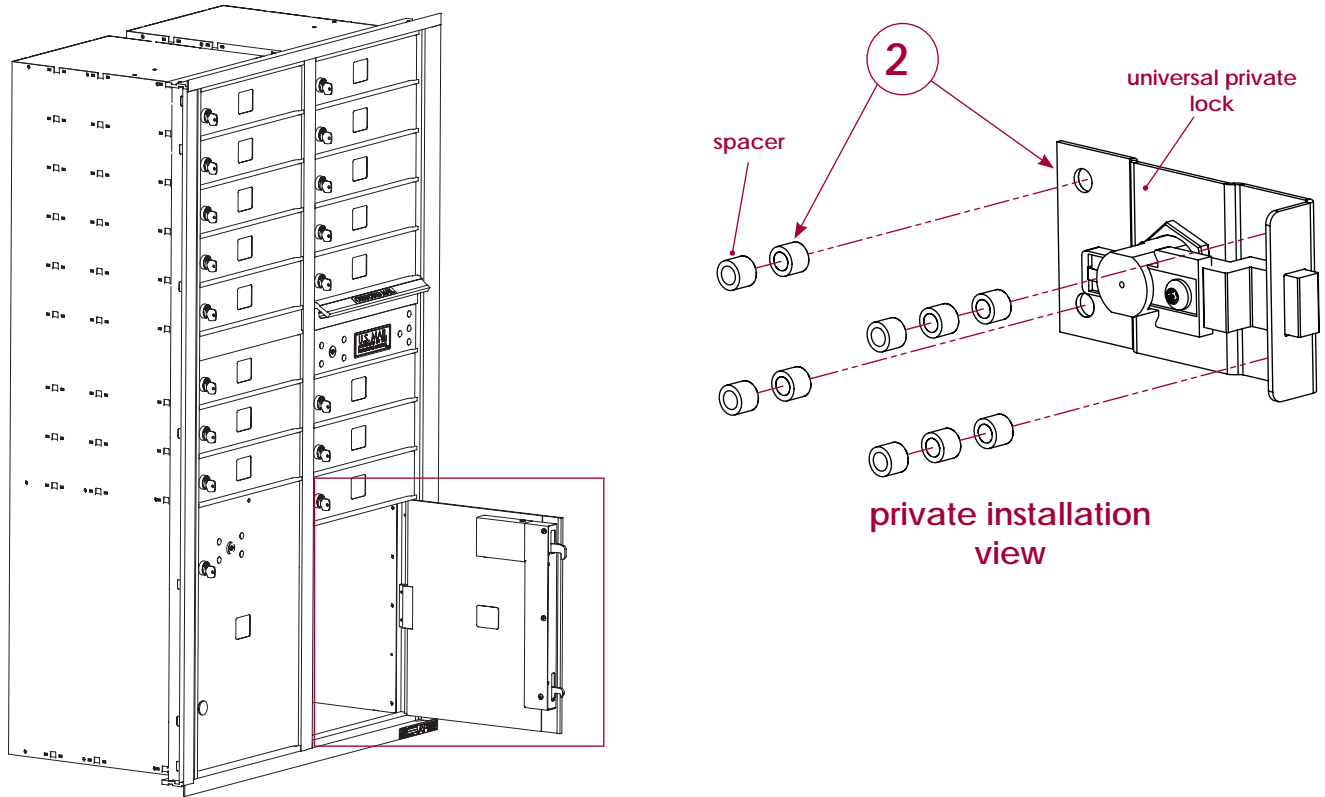
Note: The parcel door lock studs are serviced as part of the parcel door.

PART #	DESCRIPTION
86455	#10-32 Lock nut
84993	#10-32 x .312" McGard screw
84994	#10-32 x.375" One-way screw
64216	Master Lock cover
64042	Arrow Lock stiffener plate
-	Arrow Lock (installed only by USPS)
-	Universal private lock
-	Spacer
STANDARD SERVICE PARTS	
K64216	Parcel lock cover kit with hardware
K64213	Parcel lock kit with lock kit, cam kit and cover kit
CK25750	Universal Postal to private conversion kit

### REQUIRED TOOLS

McGard screwdriver (Proprietary to USPS)*
One-way screw removal tool
3/8" Socket / wrench
Slotted screwdriver / bit

Replacement of Parcel Master Lock



Model # 4CCT2-16 Shown Above

# Replacement of Parcel Tenant Lock Assembly

## versatile™ 4C mailbox suites

**Note:** This will require opening a parcel locker door. If the parcel door is locked, it will need to be unlocked. For USPS serviced modules, the local USPS will need to be contacted to have parcel door opened and resecured after repairs are complete.

### To remove / replace tenant lock cover:

1. A. Remove or replace 64215 tenant lock cover with three (3) 84994 #10-32 x .375" one-way screws.

### To remove / replace parcel lock cam assembly:

2. A. Remove one (1) 5/16-24 lock nut, one (1) 91620 3/8-24 lock nut, and one (1) 91601 washer and remove parcel cam assembly.
- B. Secure new parcel cam assembly with one (1) 5/16-24 lock nut, one (1) 91620 3/8-24 lock nut, and one (1) 91601 washer.

### To remove / replace tenant lock:

3. A. Remove one (1) 5/16-24 lock nut. Remove one (1) lock clip and lock.
- B. Replace with new tenant lock and secure with one (1) lock clip and one (1) 5/16-24 lock nut (included with lock assembly).
- C. Replace key tag holder and tags (see instructions page 60).

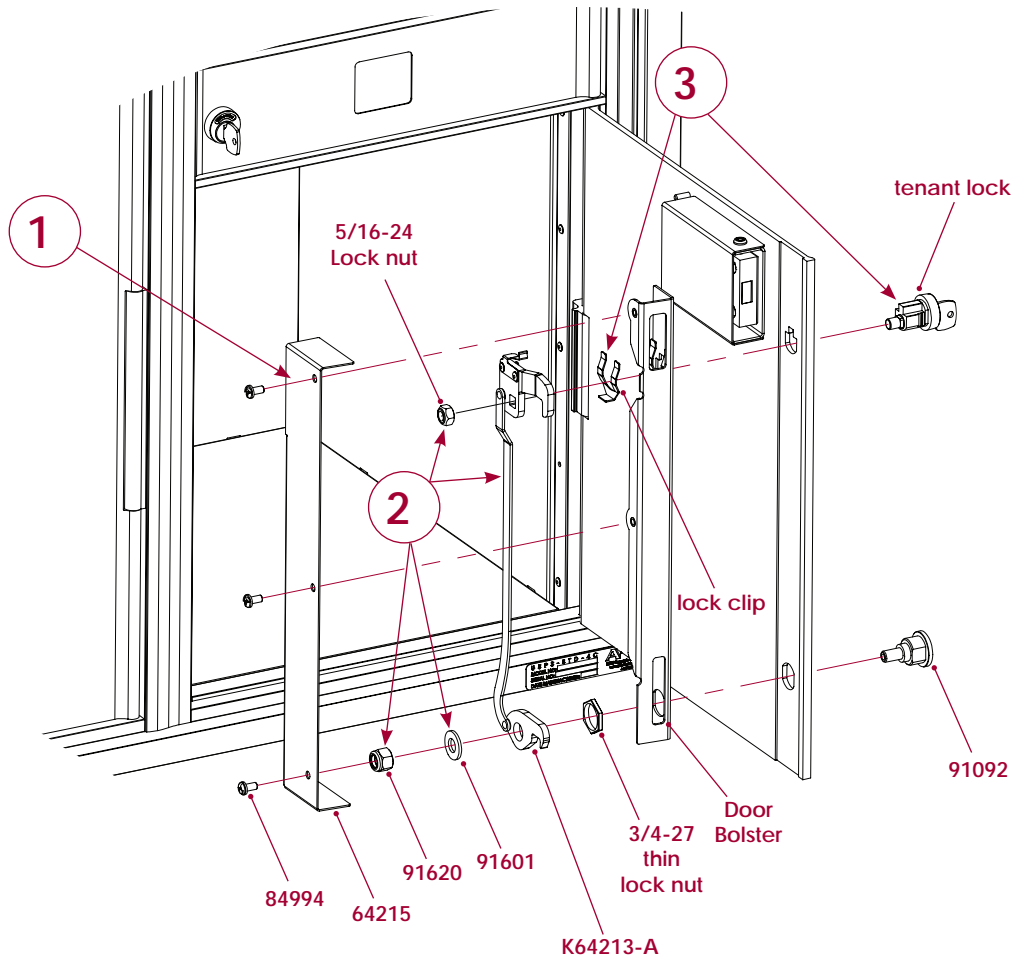
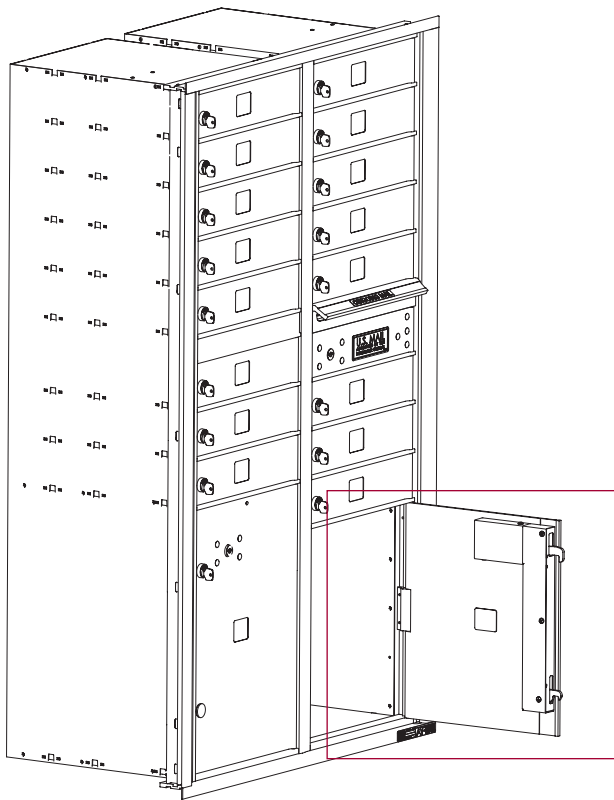
**Note:** The door bolster, hook cam bearing and 3/4-27 thin lock nut are serviced as part of the parcel door.

PART #	DESCRIPTION
64215	Tenant lock cover
84994	#10-32 x.375" One-way screw
-	5/16-24 Lock nut (included in K65277)
91620	3/8-24 Lock nut
91601	Washer
-	Lock clip (order to use with K65277)
-	Tenant lock (included in K65277)
-	Door bolster (part of door)
-	Hook cam bearing (part of door)
-	3/4-27 Thin lock nut (part of door)
STANDARD SERVICE PARTS	
K65277	Parcel tenant lock kit
K64216	Parcel lock cover kit with hardware
K64213	Parcel tenant lock kit with lock kit, cam kit and cover kit
K86160	Kit tag holder w/ tags (Includes three key ringed tag holders and three key tags)
91910B	Standard tenant lock only
K64213-A	Parcel Lock cam kit

### REQUIRED TOOLS

One-way screw removal tool
1/2" Socket / wrench
Pliers
9/16" Socket / wrench
7/8" Socket / wrench
Slotted screwdriver / bit

# Replacement of Parcel Tenant Lock Assembly



Model # 4CCT2-16 Shown Above

# Replacement of Access Door Latch Bracket / (MLD) Master Loading Door Release Handle

**versatile™ 4C mailbox suites**

*(Front Loading Tenant or Tenant w/ Parcel Modules)*

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have module opened and resecured after repairs are complete.

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6

2. **Replace handle assembly:** Remove two (2) handle screws and (2) spacers (see part list for appropriate number).

3. Remove and replace one (1) MLD release handle (see part list for appropriate number).

4. Replace two (2) spacers and (2) handle screws (see part list for appropriate number).

5. **Replace access door latch bracket:** Drill out two (2) 91057 3/16" pop rivets.

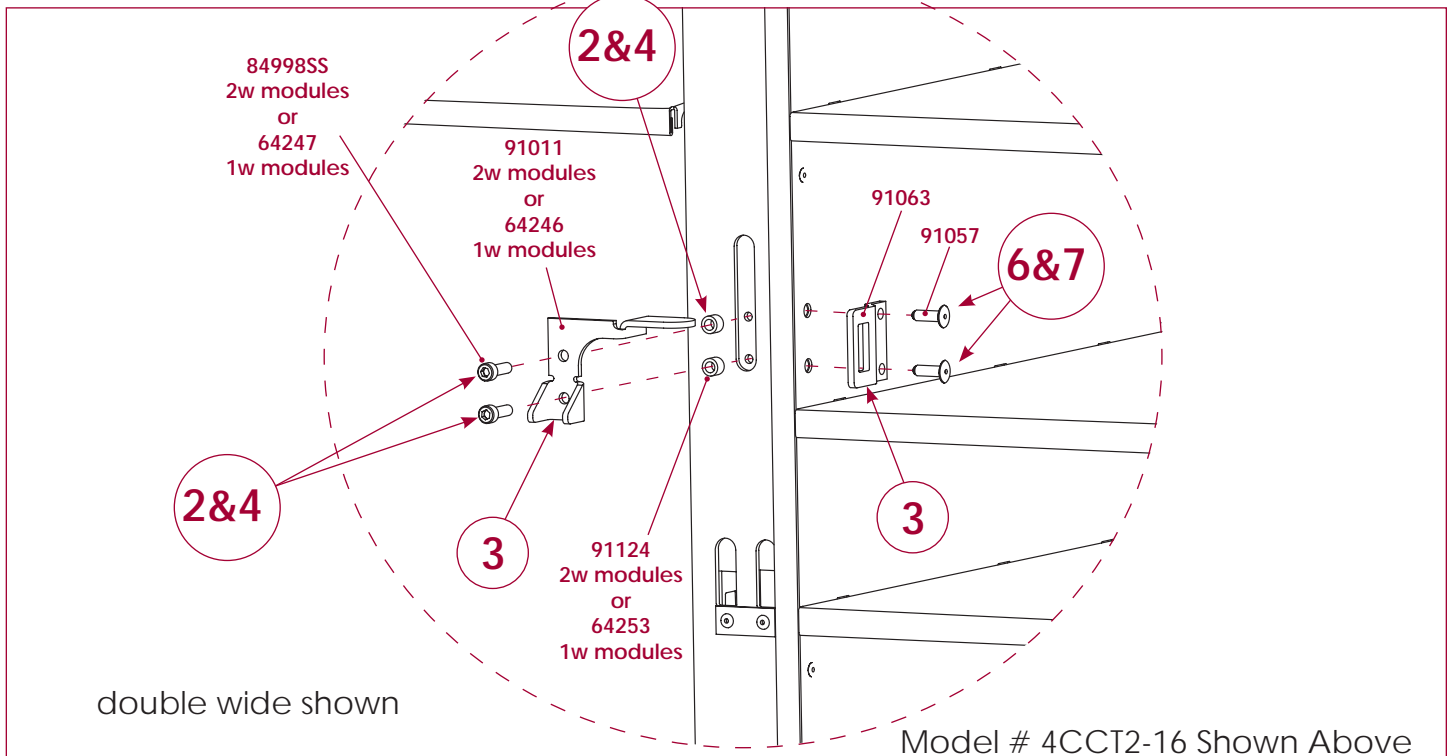
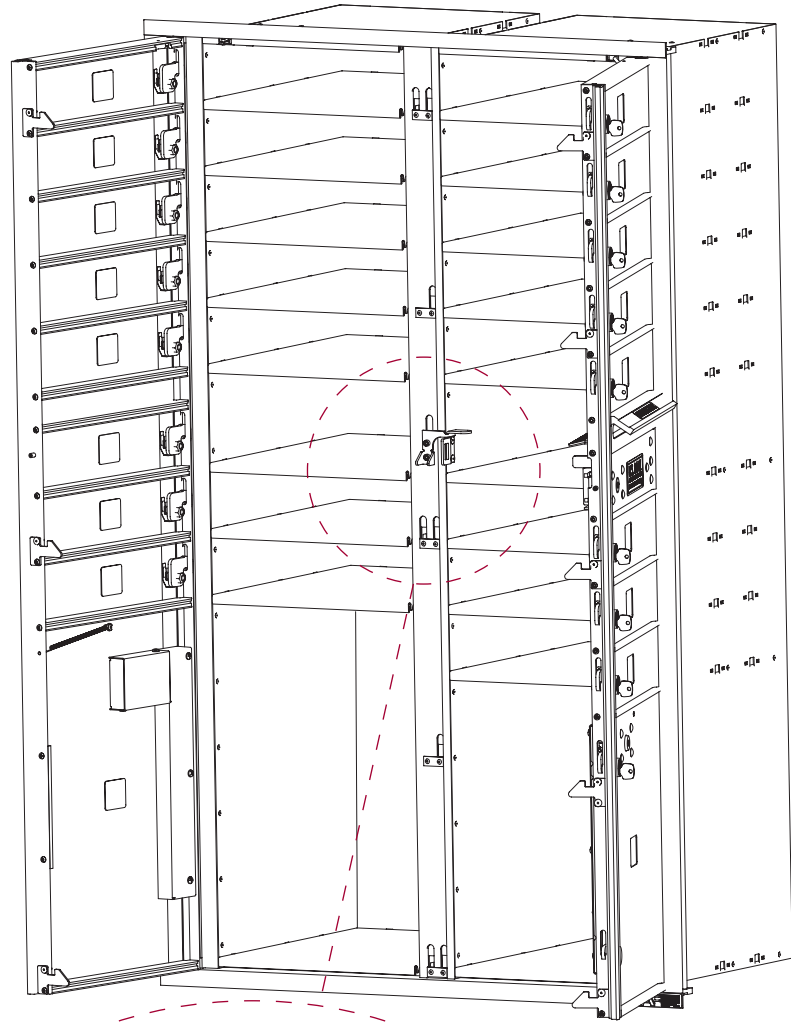
6. Remove and replace one (1) 91063 latch bracket. Replace two (2) 91057 3/16" pop rivets.

7. Close master loading doors and lock Postal or private access door.

PART #	DESCRIPTION
64247	#8-32 x .75" Torx head screw (T15) single wide handle screw
64253	Single wide spacer
64246	Single wide MLD release handle
84998SS	#10-32 x .865" Screw (5/32" Allen) double wide handle screw
91124	Double wide spacer
91011	Double wide MLD release handle
91057	3/16" Pop rivet
91063	Access door bracket
PART #	STANDARD SERVICE PARTS
K91011	2W Release handle kit w/ hardware
K64246	1W Release handle kit w/ hardware
K91063	Access door latch bracket kit w/ rivets

REQUIRED TOOLS
5/32" Allen wrench (hex key)
T15 Torx screwdriver / bit
Cordless drill
3/16" Drill bit
Portable pop rivet gun (capable of 3/16" pop rivet)
Tools from other steps

Replacement of Access Door Latch Bracket / Master Loading Doors Release Handle



# Replacement of Shelf

## versatile™ 4C mailbox suites

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.

**Note:** All rear loading module shelves and some front loading module shelves are riveted in place for strength and / or security. Up to five (5) rivets per shelf must be removed from below shelf before replacing shelf. This will require removing the module from the wall (see instructions on page 12).

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
  - For front loading parcel only modules see page 8
  - For trash/recycling bin modules see page 10
  - For rear loading modules contact Florence customer service at (800)-275-1747

2. After any rivets are removed, use a plastic mallet to apply force underneath the shelf to be removed, dislodging it from the metal snaps holding it to the insert panel. Lift and pull toward front of module.

3. To replace the shelf, place it above the metal snaps, align it front to back, and apply force with a plastic mallet to snap the shelf back into place.

4. If necessary, replace the 86098 1/8" x .328" SS pop rivets and reattach insert panel to slide housing for double wide modules.

5. If necessary, reinstall module in wall, collar or vario™ (see instructions on page 12).

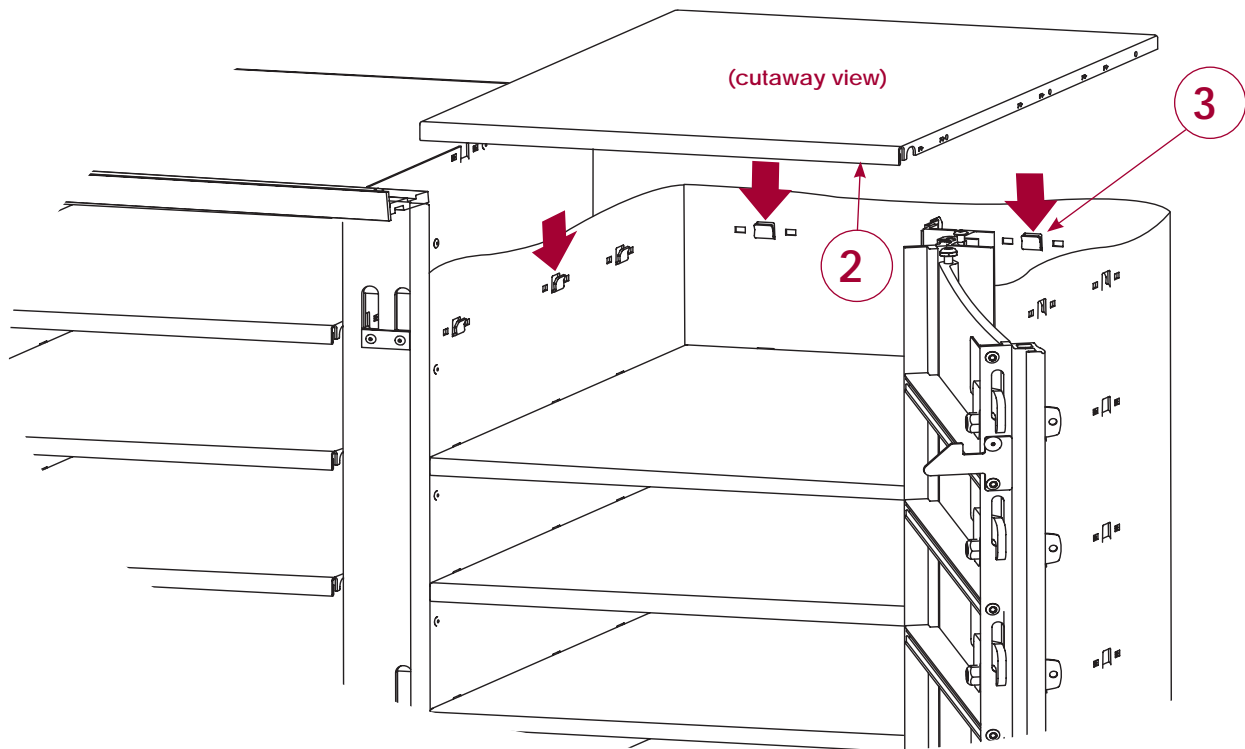
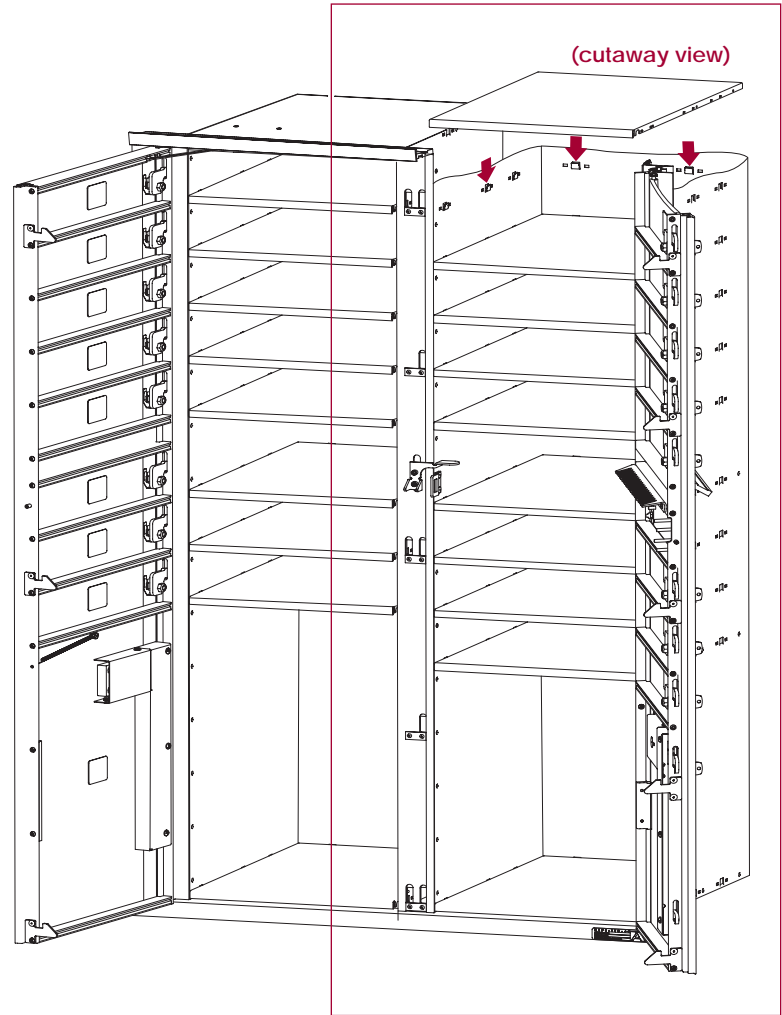
6. Close master loading doors and lock Postal or private access door (for front loading parcel only, see instructions on page 8, steps 6 & 7).

REQUIRED TOOLS
Plastic mallet
Cordless drill
1/8" Drill bit
Portable pop rivet gun
Tools from other steps

PART #	DESCRIPTION
86051M	Center or bottom shelf
PH86274	Front Load upper right shelf assembly
PH86275	Front Load upper left Shelf assembly
PH64947	Rear Load upper right shelf assembly
PH64946	Rear Load upper left shelf assembly
86098	1/8" x .328" SS pop rivet



Replacement of Shelf



Model # 4CCT2-16 Shown Above



# Replacement of Front Master Loading Door Slide

## versatile™ 4C mailbox suites

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have module opened and resecured after repairs are complete.

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
  - For front loading parcel only modules see page 8
  - For trash/recycling bin modules see page 10
  - For rear loading modules contact Florence customer service at (800)-275-1747
2. For front load modules, disengage hold open device from top of master loading door, (see instructions page 14 step 2).
3. Slide the 4C mailbox module out of wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12), and lay flat on back on non-abrasive surface to make repairs.
4. Remove one (1) top frame trim piece exposing top of slide housing (see instructions on page 16).
5. For front loading tenant or tenant w/ parcel modules, drill out 86098 1/8" x .328" SS pop rivets from all wear plates.

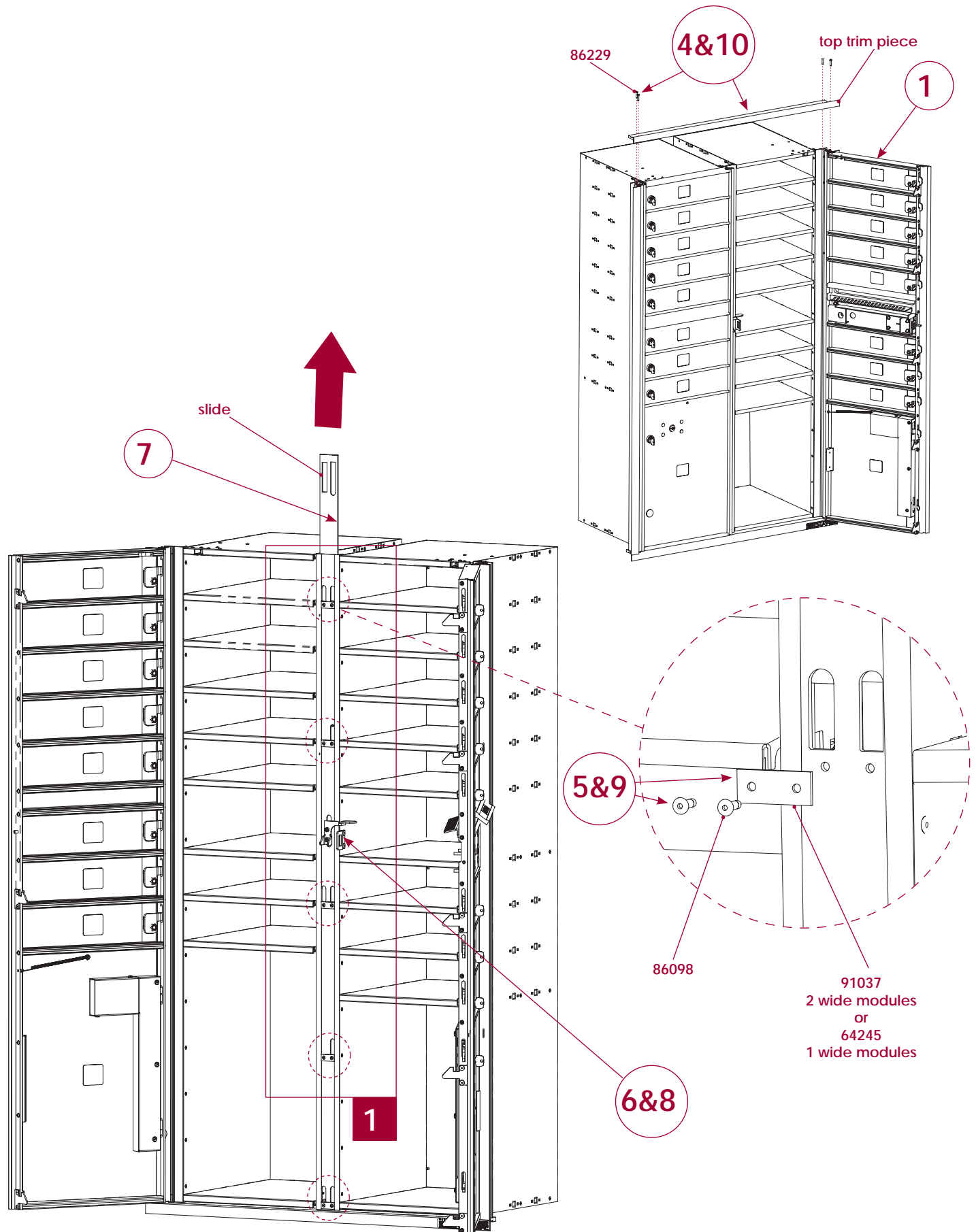
6. For front loading tenant or tenant w/ parcel modules, remove master loading door release handle (see instructions on page 50).
7. Slide the master loading door slide up through the top of slide housing and replace.
8. For front loading tenant or tenant w/ parcel modules, install master loading door release handle (see instructions on page 50).
9. For front loading tenant or tenant w/ parcel modules, reinstall all wear plates using 86098 1/8" x .328" SS pop rivets.
10. Replace one (1) top frame trim piece (see instructions on page 16).
11. Reinstall module in wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12).
12. For front load modules, put master loading door at a 90° angle and reattach hold open arm (see instructions page 14).
13. Close master loading doors and lock Postal or private access door (for front loading parcel only, see instructions on page 8, steps 6 & 7).

\*specify module and front or rear load

<i>REQUIRED TOOLS</i>
Cordless drill
1/8" Drill bit
Portable pop rivet gun
Tools from other steps

<i>PART #</i>	<i>DESCRIPTION</i>
varies	Master loading door slide*
86098	1/8" x .328" SS pop rivet
91037	2 wide wear plate
64245	1 wide wear plate
<i>PART #</i>	<i>STANDARD SERVICE PARTS</i>
K64249	Master loading door front slide w/ hardware

Replacement of Front Master Loading Door Slide



Model # 4CCT2-16 Shown Above

# Replacement of Front Master Loading Door Outer Hinge

## versatile™ 4C mailbox suites

**Note:** This will require opening the master loading door(s). For USPS serviced modules, the local USPS will need to be contacted to have the access room opened for rear loading modules or the master loading door(s) opened and resecured after repairs are complete for front loading modules.

1. Open front master loading door(s).
  - For front loading tenant or tenant w/ parcel modules see page 6
  - For front loading parcel only modules see page 8
  - For trash/recycling bin modules see page 10
  - For rear loading modules contact Florence customer service at (800)-275-1747

2. Disengage hold open mechanisms from top of master loading doors, (see instructions page 14 step 2).

3. Slide the 4C mailbox module out of wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12), and lay flat on back on non-abrasive surface to make repairs.

4. Remove one (1) top trim piece exposing master loading door trim piece (see instructions on page 16).

5. Slide master loading door out through top of insert assembly (See instructions on page 18).

6. If master loading door has a parcel door, remove one (1) 91128 #8-32 x 0.375" Torx head screw that hold the spring.

7. Remove all 86229 #8-32 x .75" SS Torx head screws.

8. Remove / replace one (1) outer vertical member (hinge) from master load door.

9. Reinstall all 86229 #8-32 x .75" SS Torx head screws.

10. For modules with a parcel, reattach parcel door spring with one (1) 91128 #8-32 x 0.375" Torx head screw.

11. For 2 wide modules, repeat steps 5 - 10 for second door.

12. Reinstall front master loading door(s) (see instructions on page 18).

13. Replace one (1) top frame trim piece (see instructions on page 16).

14. Reinstall module in wall, collar, vario™ Shelter, vario™ Express, or vario™ Depot (see instructions on page 12).

15. For front load modules, put master loading door at a 90° angle and reattach hold open arm (see instructions page 14).

16. Close master loading doors and lock Postal or private access door (for front loading parcel only, see instructions on page 8, steps 6 & 7).

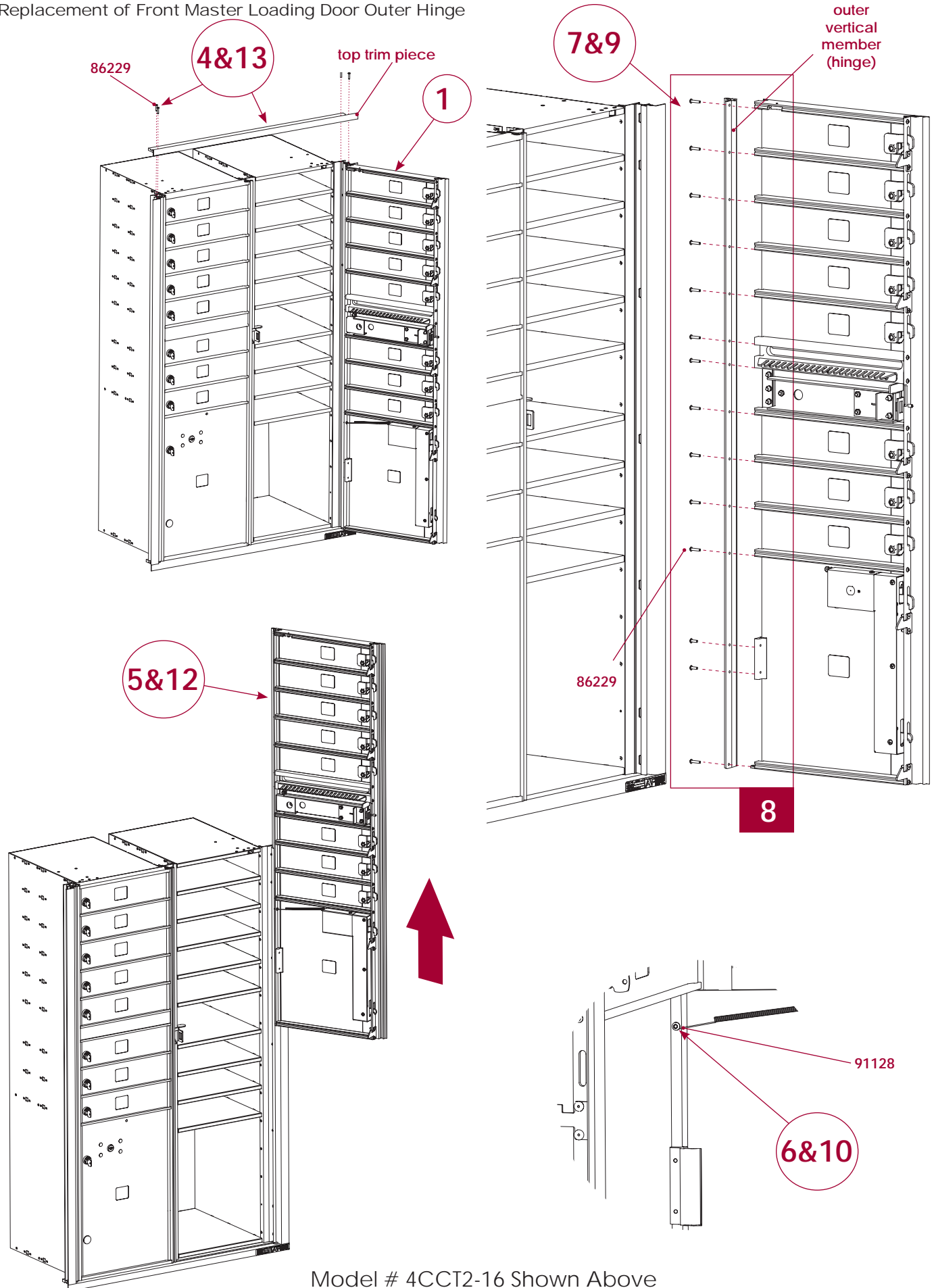
### REQUIRED TOOLS

T15 Torx screwdriver / bit

Tools from other steps

PART #		DESCRIPTION
varies		Outer Vertical member
86229		#8-32 x .75" Torx head screw (T15)
91128		#8-32 x 0.375" Torx head screw (T15)
PART #		STANDARD SERVICE PARTS
K65280		Outer hinge kit (specify finish & module)

Replacement of Front Master Loading Door Outer Hinge



Model # 4CCT2-16 Shown Above

# Replacement of Rear Master Loading Door(s) and their Hold Open Device(s)

**versatile™ 4C mailbox suites**  
(Rear Loading Only Modules)

**Note:** This will require being in the access room. For USPS serviced modules, the local USPS will need to be contacted to have the access room opened.

- Replacement of rear master loading door(s):**
1. Open rear master loading door(s).
  2. Remove six (6) or two (2) 86229 #8-32 x .75" Torx head screws, for double wide modules or single wide modules respectively.
  3. For double wide modules only, remove one (1) 64585 top double wide hinge cap and one (1) 64702 double wide center hinge spacer.
  4. Remove two (2) or one (1) 64400 outer hinge cap spacer for double wide modules or single wide modules respectively.
  5. Slide rear master loading door out through top of insert assembly and replace.
  6. Replace 64400 top outer hinge cap spacer(s).
  7. For double wide modules only, replace 64702 double center spacer and 64585 double wide hinge cap.
  8. Reinstall the 86229 #8-32 x .75" Torx head screws.

- To replace hold open mechanism:**
9. Using a 3/16" punch and a hammer, remove one (1) 64686 roll pin per master load door.

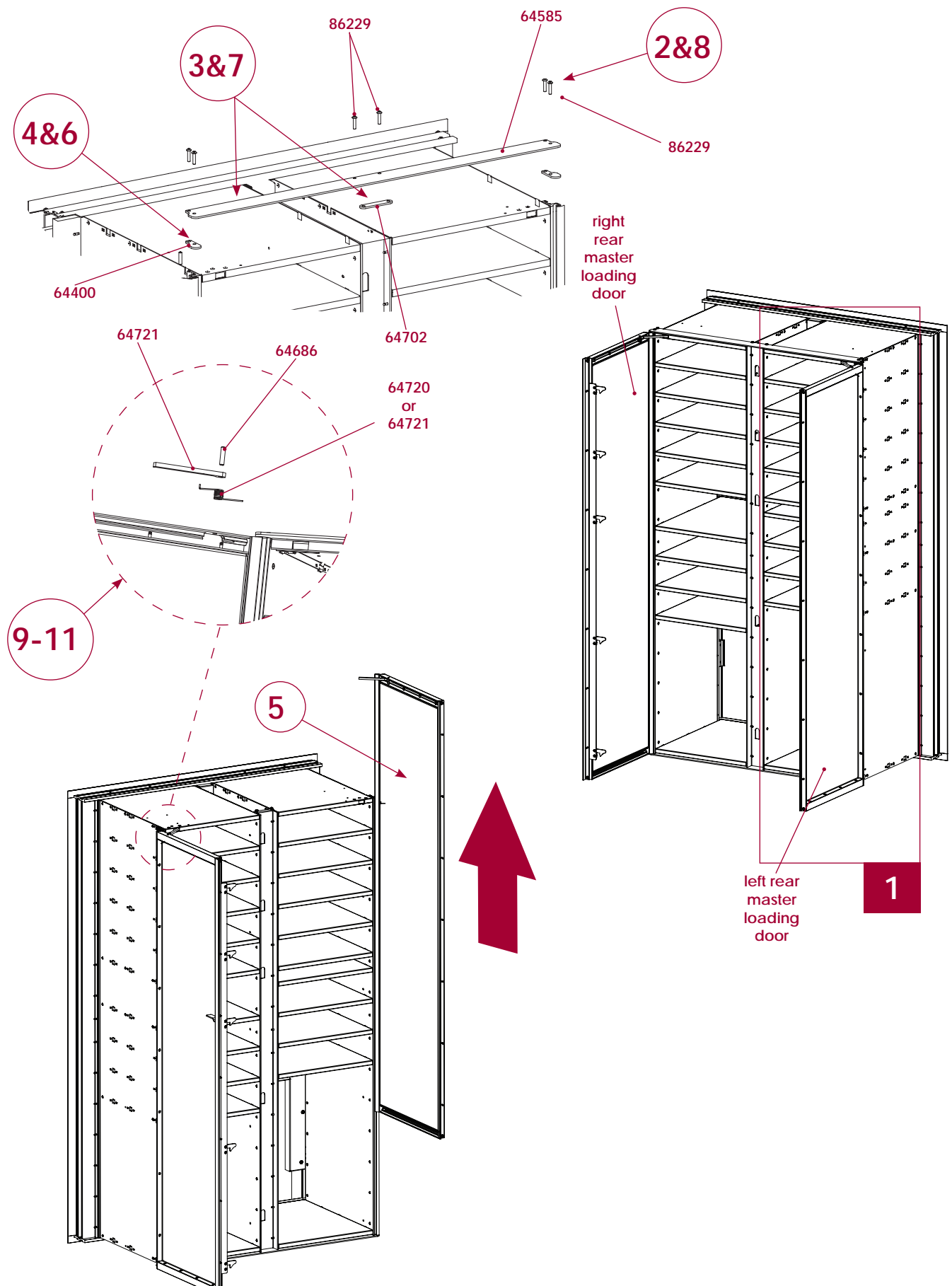
10. Replace one (1) hold open spring (different between left and right) and one (1) hold open arm per master load door.
11. Reinstall one (1) 64686 roll pin per master loading door.
12. Close master load door(s).

\*Specify Suite and left or right for 2 wide modules (Left and right are determined from front view of module).

<b>REQUIRED TOOLS</b>	
T15 Torx screwdriver / bit	
3/16" Punch	
Hammer	

<b>PART # DESCRIPTION</b>	
86229	#8-32 x .75" Torx head screw (T15)
64585	Top or bottom double wide hinge cap
64400	Outer hinge cap spacer
64702	Double wide center hinge cap spacer
varies	Rear mastering load door
64686	Roll Pin
64721	Rear hold open arm
64701	Left rear hold open arm spring
64720	Right rear hold open arm spring
<b>PART # STANDARD SERVICE PARTS</b>	
K65279	Master loading door w/ hardware*
K65278	Rear load hold open kit (either side)

Replacement of Rear Master Loading Door(s) and their Hold Open Device(s)



Model # 4CCT2-16 Shown Above



# Replacement of Number Placard and Parcel Key Tags

versatile™ 4C mailbox suites

**Note:** If you desire to use placards other than provided, you can order different numbers from an Authorized Florence Dealer. Placards are available in any combination of letters and numbers with a maximum of 5 characters.

1. Remove existing placard from door and clean the surface of remaining adhesive.

**Note:** Florence recommends the cleaning of the parcel door with a soft cloth dampened with any mild detergent or properly diluted biodegradable, water-based cleaner, such as Simple Green™.

The use of petroleum-based solvents, ammonia, harsh abrasive cleaners, or scrubbing sponges in **NOT** recommended, as this may damage the door surface.

2. Remove adhesive cover on back of new placard and place appropriate number placard in door emboss.

**Note:** to adhere to USPS regulations, numbering should go lowest to highest from top left to bottom right.

3. For each of the (3) three 86159 key tags per door clearly print the corresponding door placard number in space indicated on tag of replacement key.

4. Check key operation for door and place 86159 marked key tags in each of the corresponding 86160-3 plastic key rings as indicated.

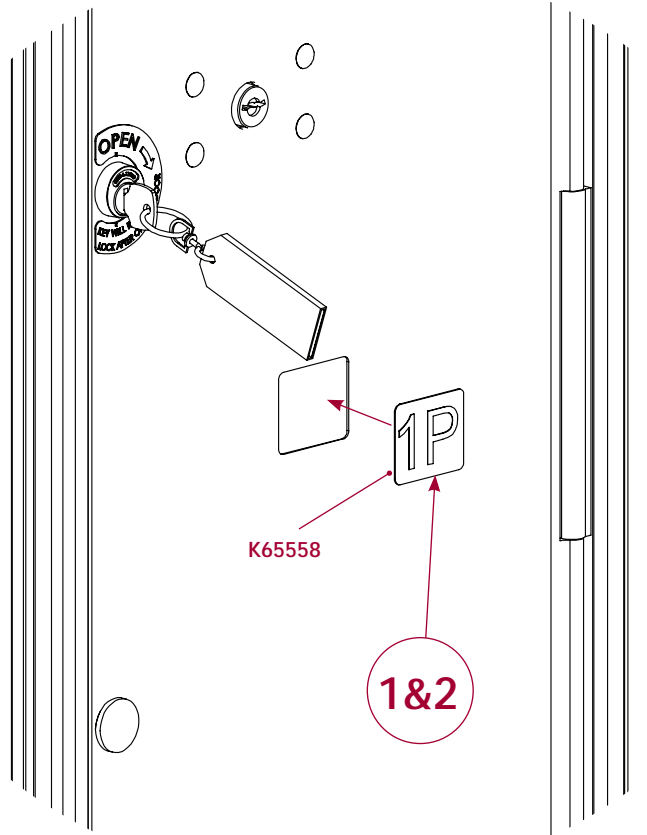
\*specify identification, placards are available in any combination of letters and numbers with a maximum of 5 characters.

PART #		DESCRIPTION
86159	1	Key tag
86160-3	3	Key ringed tag holders
PART #		STANDARD SERVICE PARTS
K65558		Number placard*
K86160		Kit tag holders w/ tags (Includes three key ringed tag holders and three key tags)

## REQUIRED TOOLS

Permanent fine tipped pen

Replacement of Number Placard and Parcel Key Tags

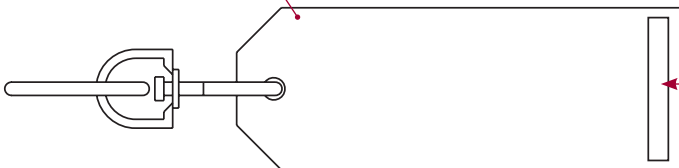


86159

**POSTAL CUSTOMER: YOU HAVE MAIL IN RECEPTACLE # \_\_\_\_ . PLEASE UNLOCK THE TOP LOCK AND REMOVE MAIL. KEY WILL BE RETAINED IN THE LOCK.**

3

86160-3



**POSTAL CUSTOMER: YOU HAVE MAIL IN RECEPTACLE # \_\_\_\_ . PLEASE UNLOCK THE TOP LOCK AND REMOVE MAIL. KEY WILL BE RETAINED IN THE LOCK.**

4



# Replacement of Trash / Recycling Bin Flap

## versatile™ 4C mailbox suites (Front Loading Only Modules)

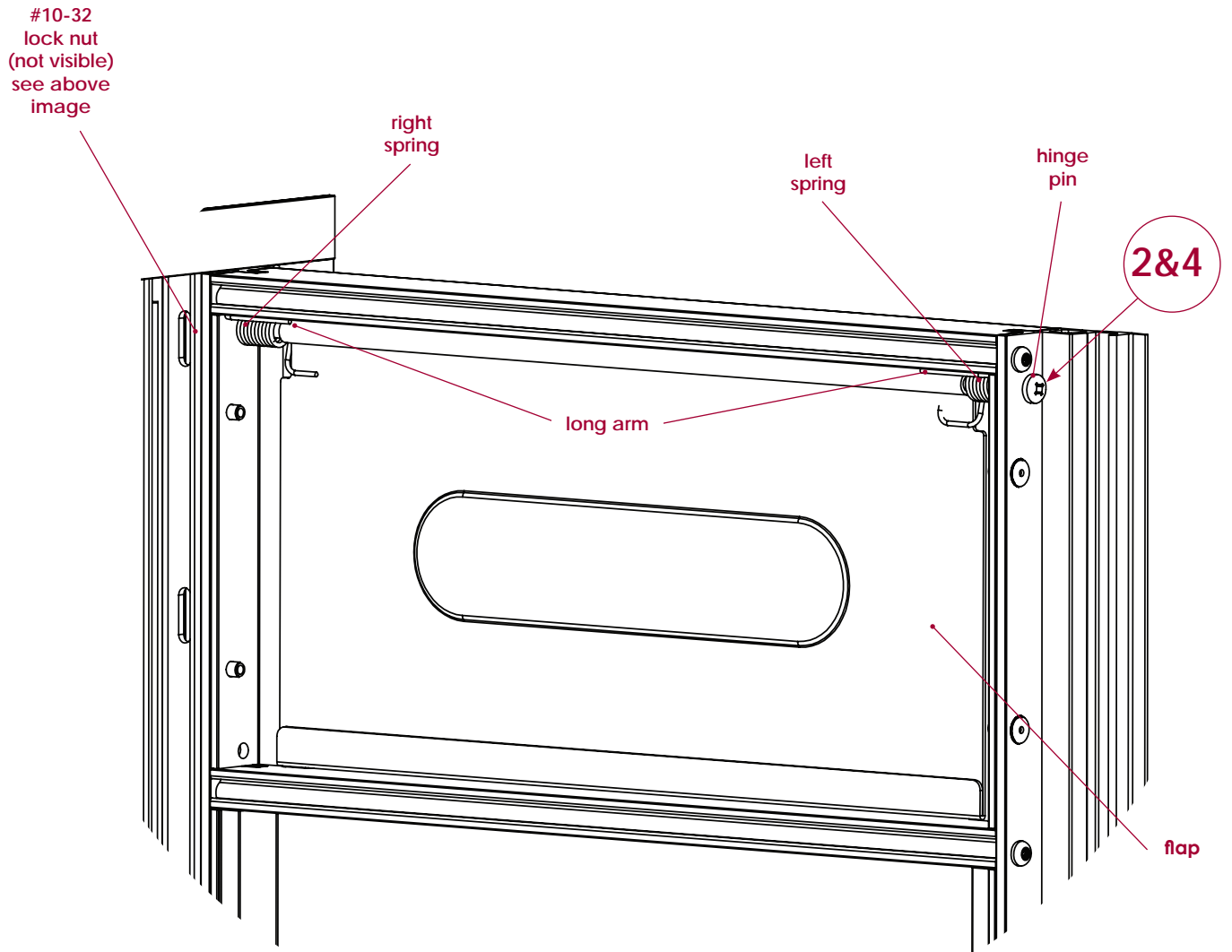
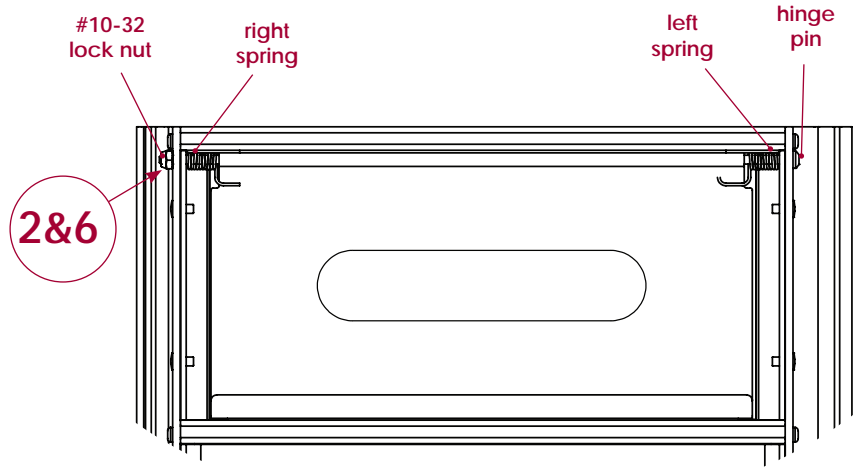
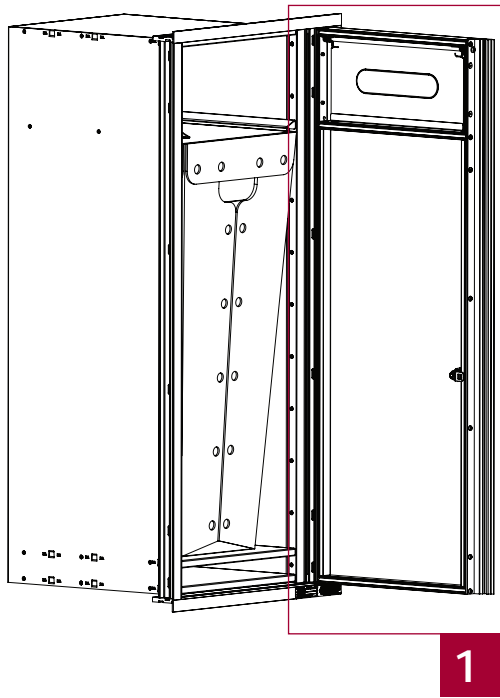
1. Open front master loading door(s).
  - For trash/recycling bin modules see page 10
2. Hold one (1) #10-32 Lock nut and unscrew one (1) hinge pin with Phillips screwdriver / bit.
3. Pull hinge pin out slowly and catch springs and flap as you remove the pin.
4. Center new flap in space and hold left spring, long arm to top, in place as you slide hinge pin back through spring and into flap (note: left spring has an additional curve on short arm).
5. Place right spring, long arm to top, in place and slide the hinge pin the rest of way through spring and door.
6. Secure the hinge rod with #10-32 lock nut.
7. Close master loading door.

\*Specify finish and identification when ordering this part.

REQUIRED TOOLS
Phillips screwdriver / bit
3/8" Socket / wrench

PART #	DESCRIPTION
-	Flap (part of kit)
-	Right spring (part of kit)
-	Left spring (part of kit)
-	#10-32 Lock nut (part of kit)
-	Hinge pin (part of kit)
64664	Label (part of kit and available separately) - specify identification
PART #	STANDARD SERVICE PARTS
K65194SP	Trash/recycling flap kit w/ hardware*

Replacement of Trash / Recycling Bin Flap



Model # BINA Shown Above

## versatile™ 4C mailbox suites Service Parts List

PART #	DESCRIPTION	FROM PAGE
K65275	Door access assembly w/ bracket & hardware - specify finish	38
K64782	Door access security bracket w/ plate & hardware	40
KL64002SP	Door parcel 15" w/ lock - specify finish & identification	44
K64002SP	Door parcel 15" w/o lock - specify finish & identification	44
KL64003SP	Door parcel 18" w/ lock - specify finish & identification	44
K64003SP	Door parcel 18" w/o lock - specify finish & identification	44
K64216	Door parcel lock cover kit, w/ hardware	46
K65276	Door parcel spring w/ hardware	42
KL91111SP	Door tenant (1 High Door) w/ lock - specify finish, lock type & identification	26
K91111SP	Door tenant (1 High Door) w/o lock - specify finish, lock type & identification	26
KL64131SP	Door tenant (2 High Door) w/ lock - specify finish, lock type & identification	26
K64131SP	Door tenant (2 High Door) w/o lock - specify finish, lock type & identification	26
KL64132SP	Door tenant (3 High Door) w/ lock - specify finish, lock type & identification	26
K64132SP	Door tenant (3 High Door) w/o lock - specify finish, lock type & identification	26
KL64176SP	Door tenant (4 High Door) w/ lock - specify finish, lock type & identification	26
K64176SP	Door tenant (4 High Door) w/o lock - specify finish, lock type & identification	26
KL65012SP	Door tenant (5 High Door) w/ lock - specify finish, lock type & identification	26
K65012SP	Door tenant (5 High Door) w/o lock - specify finish, lock type & identification	26
64227	Hinge rod (pin) for Suite A - w/o hardware	22
64322	Hinge rod (pin) for Suite B - w/o hardware	22
64221	Hinge rod (pin) for Suite C - w/o hardware	22
64295	Hinge rod (pin) for Suite D - w/o hardware	22
64360	Hinge rod (pin) for Suite E - w/o hardware	22
64425	Hinge rod (pin) for Suite F - w/o hardware	22
64462	Hinge rod (pin) for Suite G - w/o hardware	22
64722	Hinge rod (pin) for Suite H - w/o hardware	22
65511	Hinge rod (pin) for Suite I - w/o hardware	22
91260	Hinge rod (pin) hardware lower threaded insert (1 per rod)	22
86455	Hinge rod (pin) hardware upper #10-32 Hex lock nut (1 per rod)	22
K91035	Master loading door front hook kit w/ hardware	24
91512	Key blank (standard tenant or parcel) - key code ranges 1000-1999PS & 3000-3999PS	-
91513	Key blank (standard tenant or parcel) - key code ranges 2000-2999PS & 4000-4999PS	-
K86160	Door parcel tag holders kit w/ tags (Includes three key ringed tag holders & three key tags)	60
64259	Label for access door - "U.S. Mail Approved by Post Master General"	-
86130	Label for outgoing mail hood - "OUTGOING MAIL"	-
K65558	Label door identification placard (specify - up to 5 characters)	60

## versatile™ 4C mailbox suites Service Parts List

PART #	DESCRIPTION	FROM PAGE
K91910	Lock kit (1 high standard tenant) w/ nut, cam & clip	28
K65188	Lock kit (2 high standard tenant) w/ cams & hardware	30
K65189	Lock kit (3 high standard tenant) w/ cams & hardware	30
K64653	Lock kit (3-dial combination tenant) w/ cam & hardware	32
K65190	Lock kit (4 high standard tenant) w/ cams & hardware	30
K64654	Lock kit (4-dial combination tenant) w/ cam & hardware	32
K65273	Lock kit (5 high standard tenant) w/ cams & hardware	30
K64213	Lock kit (Parcel) w/ cam assembly & covers	48
K65277	Lock kit (Parcel) w/ nut & clip only	48
K65272	Lock kit (Trash/recycling bin 3-dial combination) w/ cam & hardware (all sizes)	36
K65191	Lock kit (Trash/recycling bin 4-dial combination) w/ cam & hardware (all sizes)	36
K65193	Lock kit (Trash/recycling bin slotted no key) w/ cam & hardware	36
K65192	Lock kit (Trash/recycling bin standard) w/ cam & hardware	36
91910B	Lock body only (standard tenant or parcel)	28
K92051	Lock cam only (1 high standard tenant)	28
K64213-A	Lock cam only (Parcel)	48
CK25750	Lock kit universal Postal to private lock conversion	40
K65274	Master loading door (front) - specify finish, 4C module, standard or configured (provide drawing for configured), lock type, identification method & left or right for two wide modules.	18
K91067	Master loading door front hold open device kit w/ hardware	14
K91063	Master loading door front latch bracket kit (access door) w/ rivets	50
K65280	Master loading door front outer hinge kit w/ hardware (specify finish & module)	56
K64246	Master loading door front release h&le kit (1 wide) w/ hardware	50
K91011	Master loading door front release h&le kit (2 wide) w/ hardware	50
K64249	Master loading door front slide kit w/ hardware - specify module	54
K65279	Master loading door rear w/ hardware (specify left or right (from tenant view point) for 2 wide modules & Suite)	58
K65278	Master loading door rear load hold open kit (either side)	58
K64044	Multi-module connector for Suite A w/ hardware	12
K64008	Multi-module connector for Suite B w/ hardware	12
K64036	Multi-module connector for Suite C w/ hardware	12
K64098	Multi-module connector for Suite D w/ hardware	12
K64133	Multi-module connector for Suite E w/ hardware	12
K64899	Multi-module connector for Suite F w/ hardware	12
K64900	Multi-module connector for Suite G w/ hardware	12
K65020	Multi-module connector for Suite H w/ hardware	12
K65095	Multi-module connector for Suite I w/ hardware	12

## versatile™ 4C mailbox suites Service Parts List

<i>PART #</i>	<i>DESCRIPTION</i>	<i>FROM PAGE</i>
K64133	Multi-module connector for Suite E w/ hardware	12
K64899	Multi-module connector for Suite F w/ hardware	12
K64900	Multi-module connector for Suite G w/ hardware	12
K65020	Multi-module connector for Suite H w/ hardware	12
K65095	Multi-module connector for Suite I w/ hardware	12
86051M	Shelf center or bottom	52
K86275	Shelf front load upper left (from tenant point of view) assembly	52
K86274	Shelf front load upper right (from tenant point of view) assembly	52
K64946	Shelf rear load upper left (from tenant point of view) assembly	52
K64947	Shelf rear load upper right (from tenant point of view) assembly	52
86098	Shelf hardware - 1/8" x .328" SS pop rivet (maximum 5 per shelf)	52
K65194SP	Flap trash/recycling kit w/ hardware (specify finish & identification)	62
K64251	Trim left or right outer front - specify finish, module & left or right	20
K64238	Trim top or bottom front - specify finish, front or rear load & top or bottom	16



[www.authenticparts.com](http://www.authenticparts.com)

1-800-229-AUTH (2884)