# **STD 4C Installation Instructions**

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#### ADA Units (Top Tenant Lock at 48" AFF) ADA-4205-AX ......2 ADA-4104-X .....3 ADA-4209-XX .....4

#### ADA Units

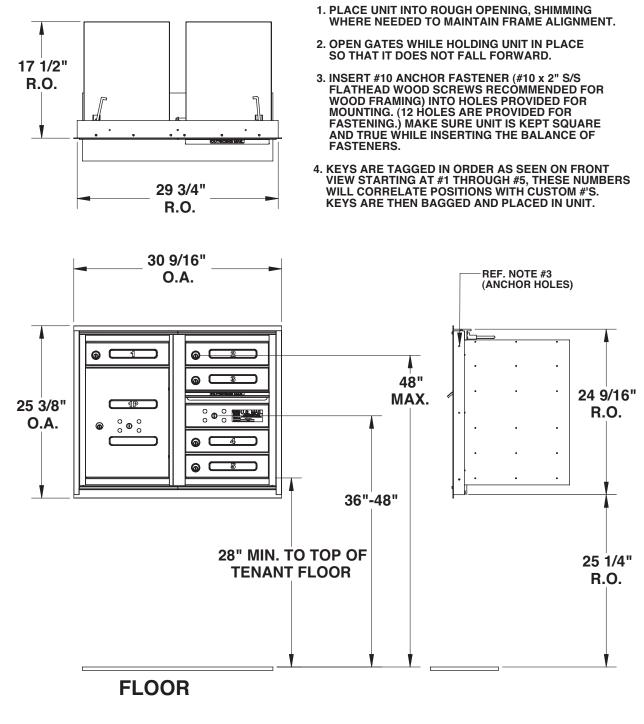
(Top Lock Tenant at 54"	AFF)
ADA-4106-X	5
ADA-4209-AX	6
ADA-4210-AA	7
ADA-4213-XX	8
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#### Double Column Units 4200 Series

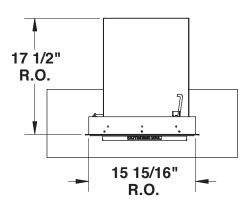
(Top Lock Tenant at 67"	AFF)
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4213-AA	17
4216-BA	18
4217-AA	19
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#### Single Column Units 4100 Series

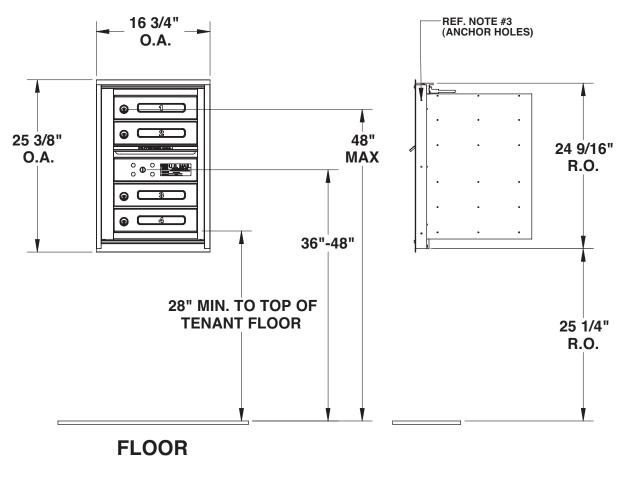
(Top Lock Tenant at 67"	
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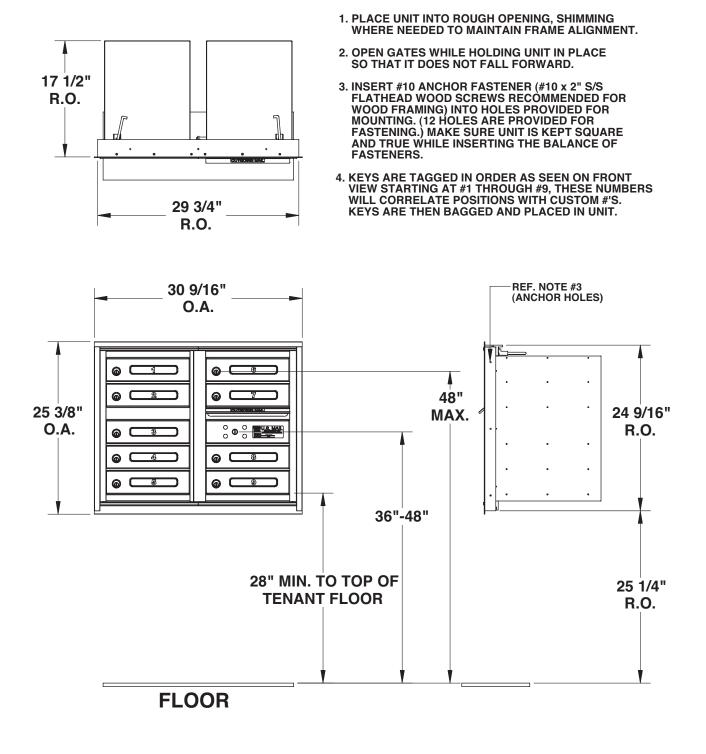
**PART# ADA-4205-AX** DWG DATE 04/29/08



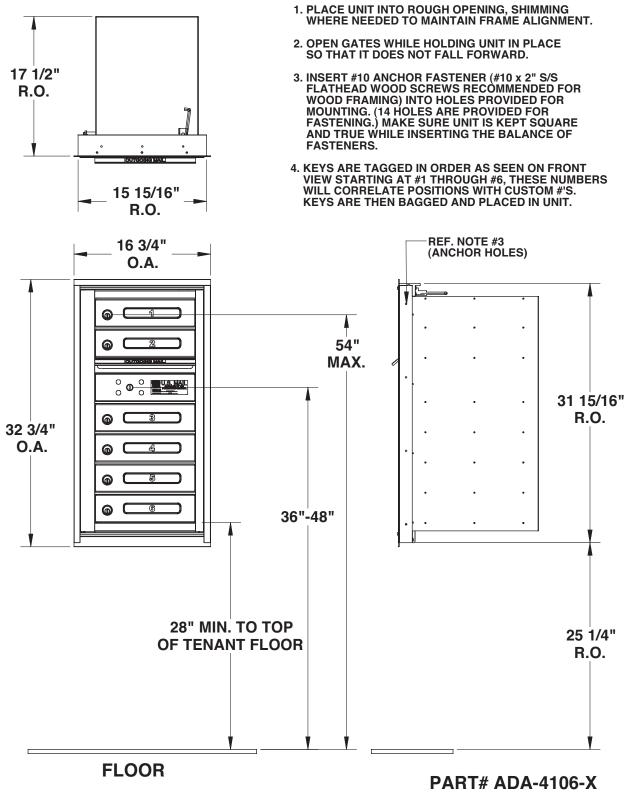
- 1. PLACE UNIT INTO ROUGH OPENING, SHIMMING WHERE NEEDED TO MAINTAIN FRAME ALIGNMENT.
- 2. OPEN GATES WHILE HOLDING UNIT IN PLACE SO THAT IT DOES NOT FALL FORWARD.
- 3. INSERT #10 ANCHOR FASTENER (#10 x 2" S/S FLATHEAD WOOD SCREWS RECOMMENDED FOR WOOD FRAMING) INTO HOLES PROVIDED FOR MOUNTING. (12 HOLES ARE PROVIDED FOR FASTENING.) MAKE SURE UNIT IS KEPT SQUARE AND TRUE WHILE INSERTING THE BALANCE OF FASTENERS.
- 4. KEYS ARE TAGGED IN ORDER AS SEEN ON FRONT VIEW STARTING AT #1 THROUGH #4, THESE NUMBERS WILL CORRELATE POSITIONS WITH CUSTOM #'S. KEYS ARE THEN BAGGED AND PLACED IN UNIT.



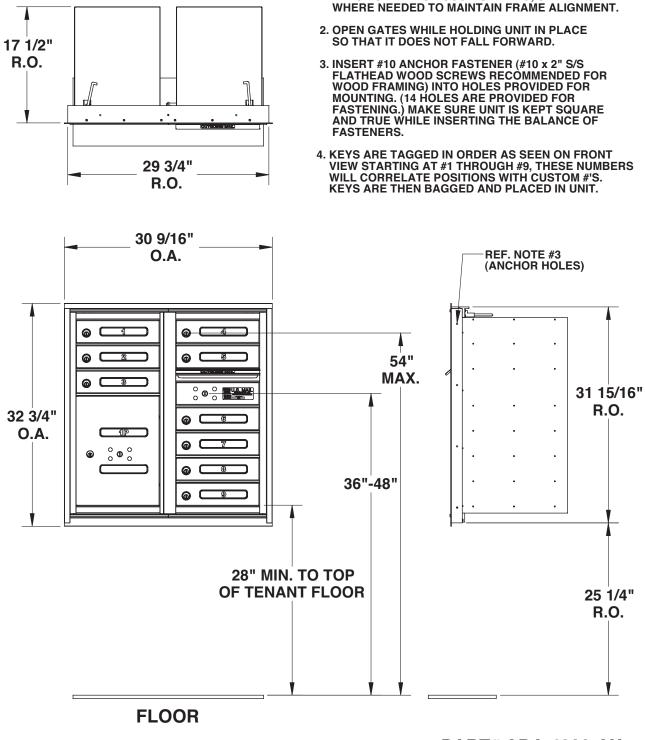
**PART# ADA-4104-X** DWG DATE 04/29/08



**PART# ADA-4209-XX** DWG DATE 04/29/08

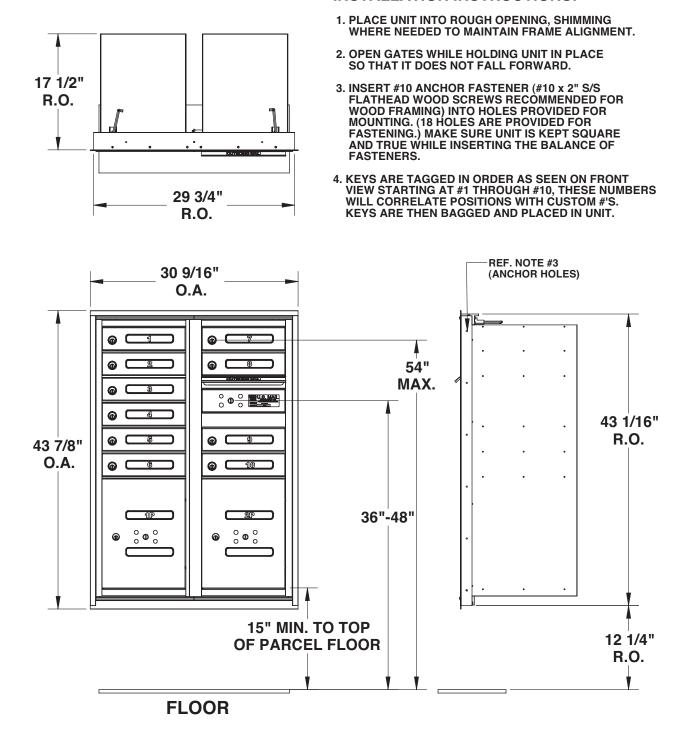


DWG. DATE 04/29/08

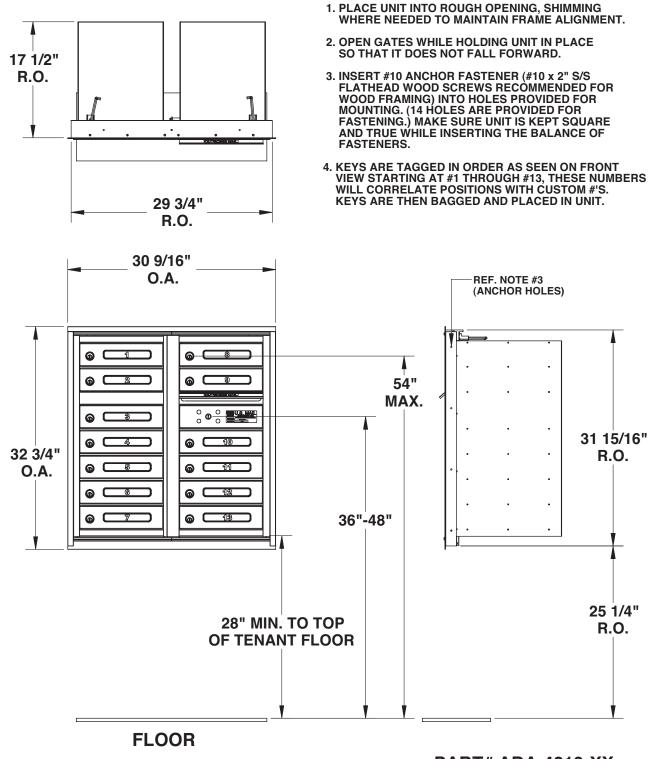


**1. PLACE UNIT INTO ROUGH OPENING, SHIMMING** 

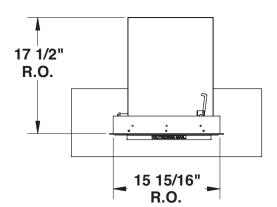
**PART# ADA-4209-AX** DWG DATE 04/29/08



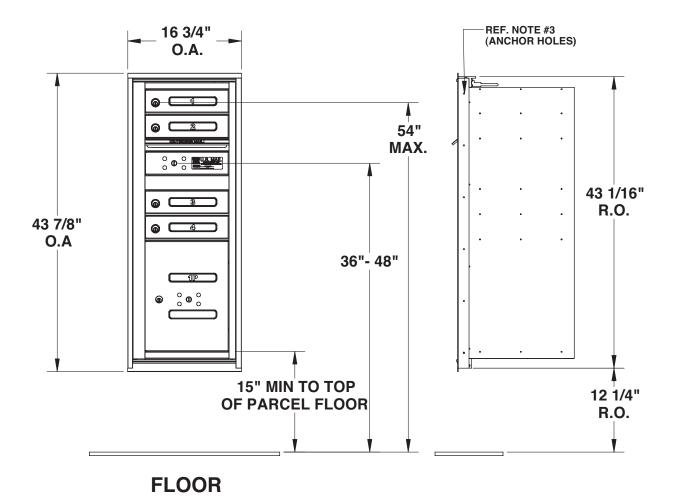
PART# ADA-4210-AA DWG DATE 04/29/08



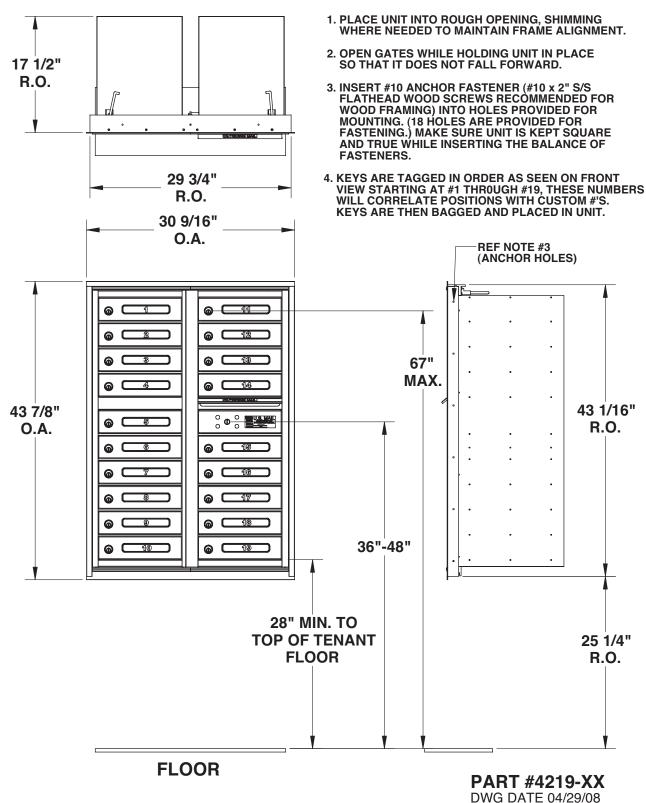
**PART# ADA-4213-XX** DWG DATE 04/29/08

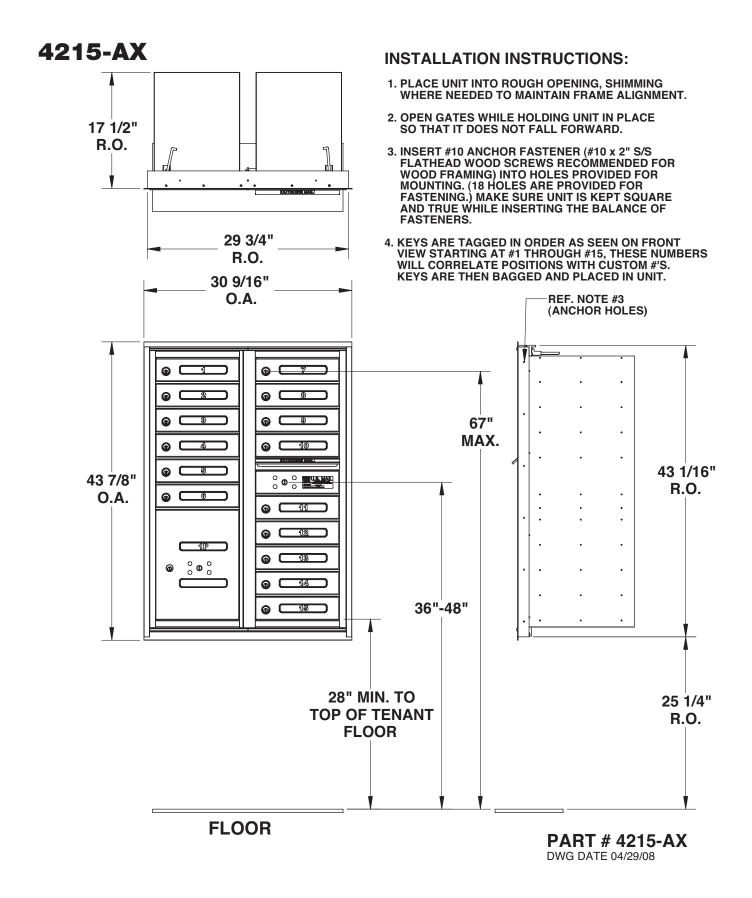


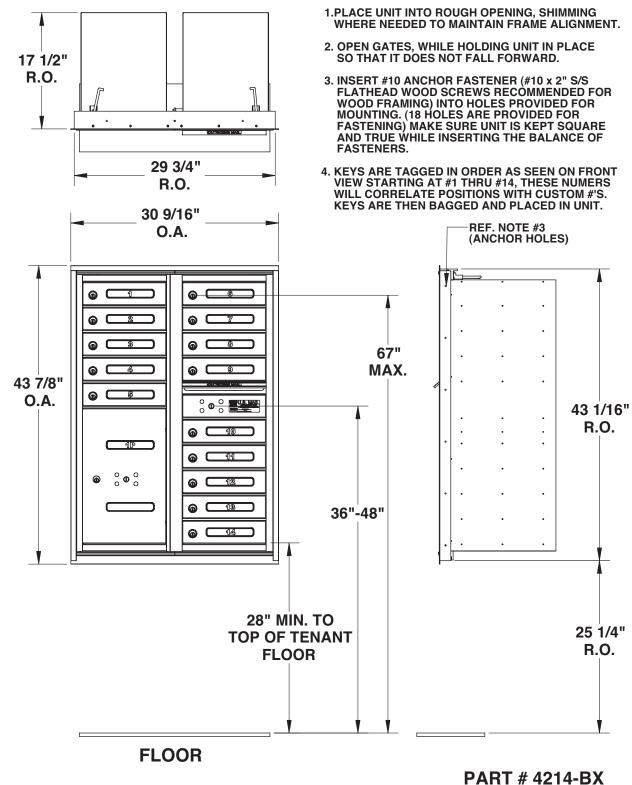
- 1. PLACE UNIT INTO ROUGH OPENING, SHIMMING WHERE NEEDED TO MAINTAIN FRAME ALIGNMENT.
- 2. OPEN GATES WHILE HOLDING UNIT IN PLACE SO THAT IT DOES NOT FALL FORWARD.
- 3. INSERT #10 ANCHOR FASTENER (#10 x 2" S/S FLATHEAD WOOD SCREWS RECOMMENDED FOR WOOD FRAMING) INTO HOLES PROVIDED FOR MOUNTING. (18 HOLES ARE PROVIDED FOR FASTENING.) MAKE SURE UNIT IS KEPT SQUARE AND TRUE WHILE INSERTING THE BALANCE OF FASTENERS.
- 4. KEYS ARE TAGGED IN ORDER AS SEEN ON FRONT VIEW STARTING AT #1 THROUGH #4, THESE NUMBERS WILL CORRELATE POSITIONS WITH CUSTOM #'S. KEYS ARE THEN BAGGED AND PLACED IN UNIT.



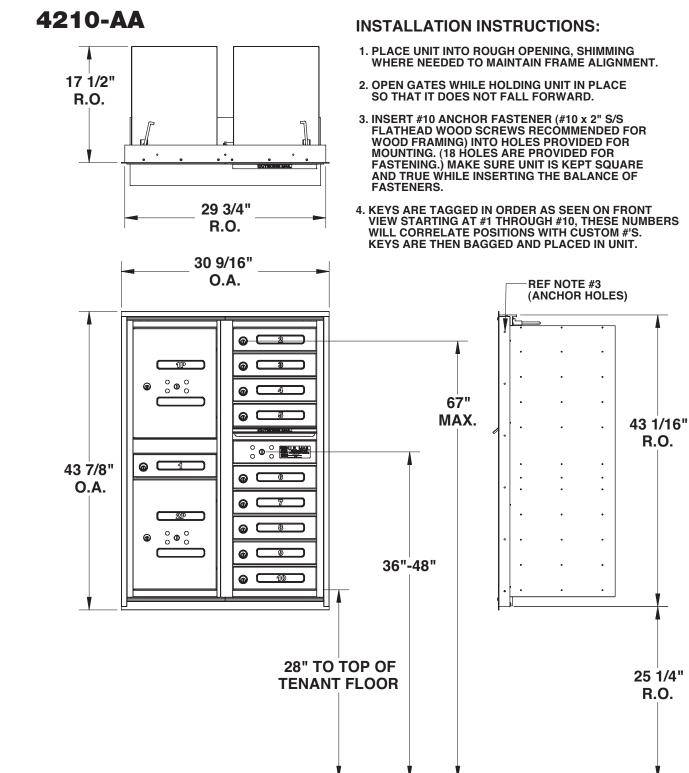
**PART# ADA-4104-A** DWG DATE 04/29/08





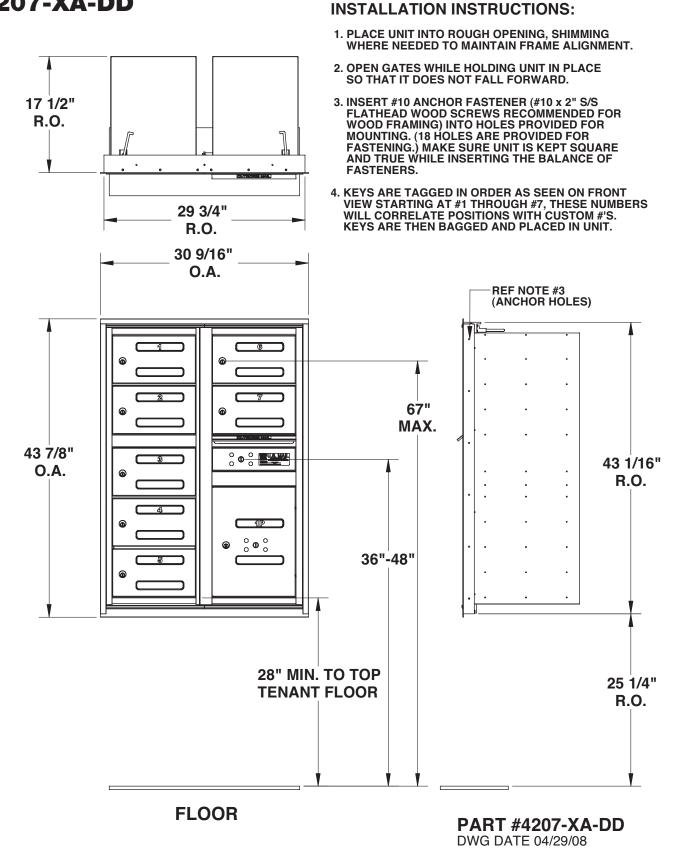


DWG DATE 04/29/08

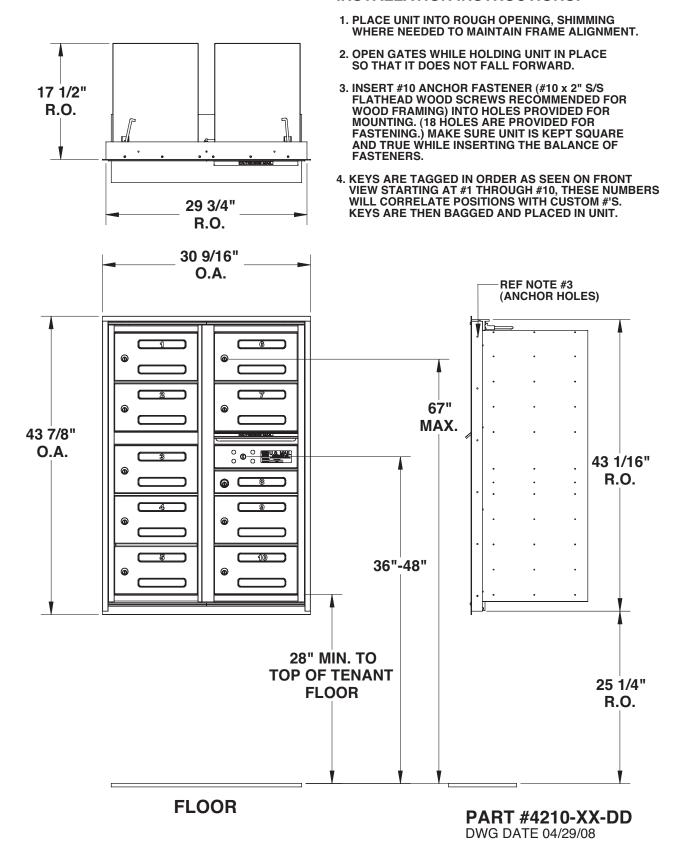


**FLOOR** 

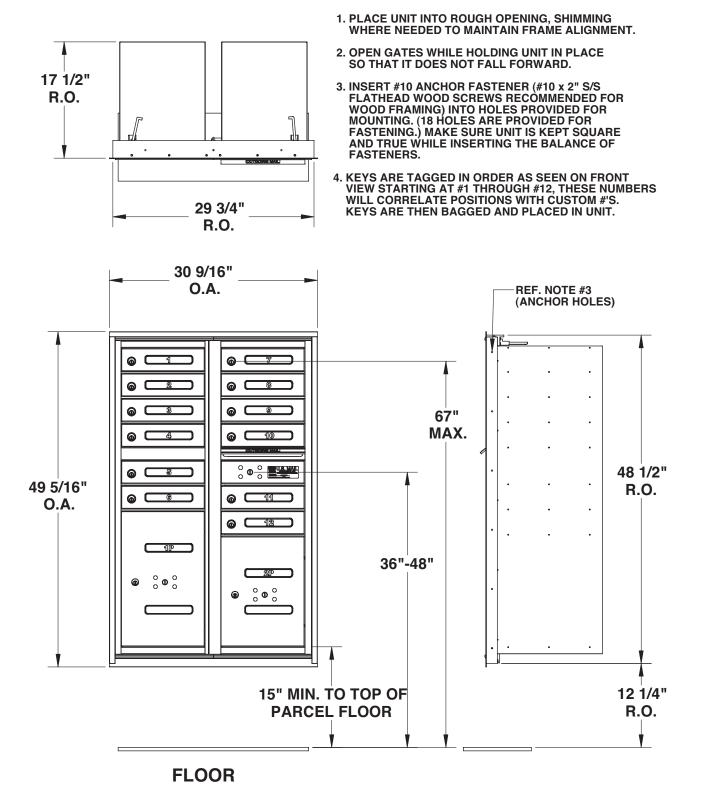
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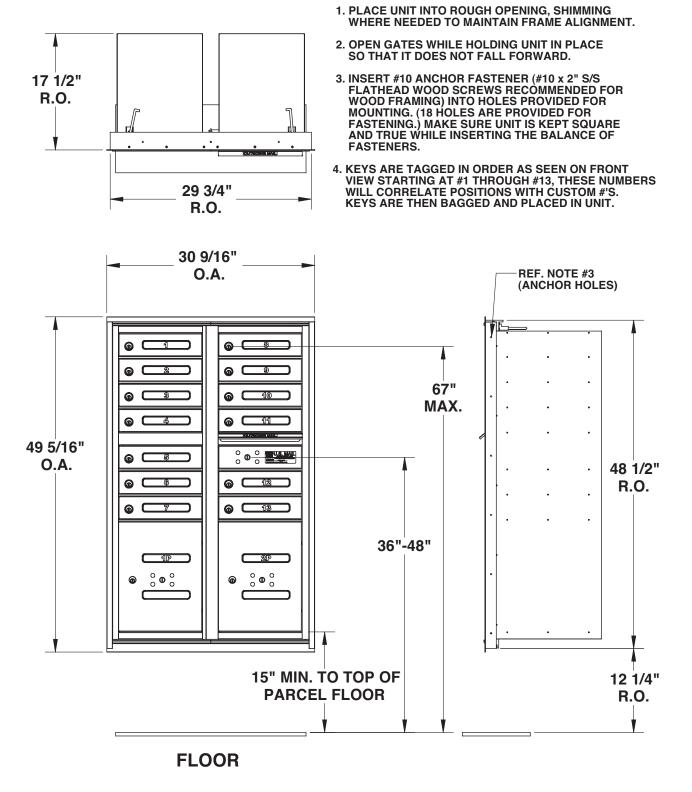
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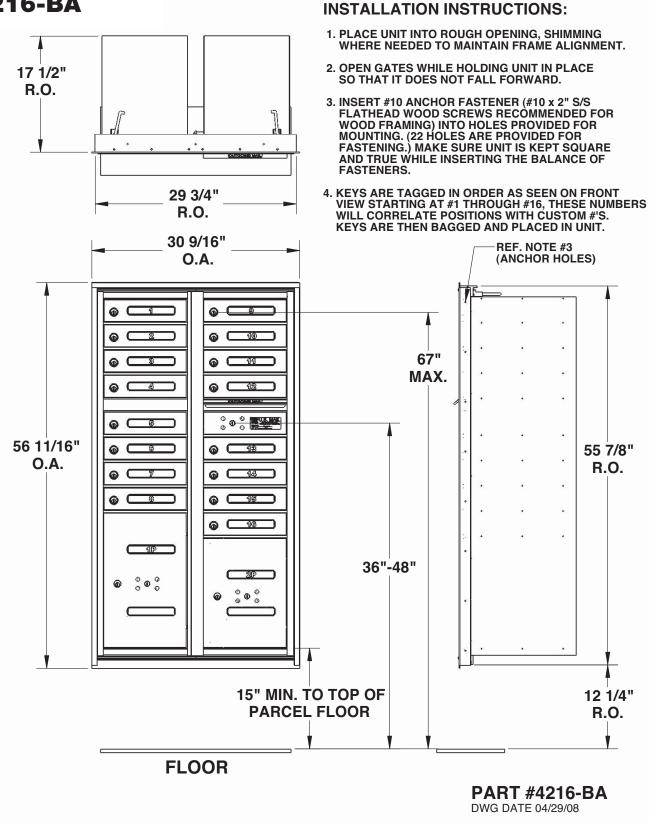
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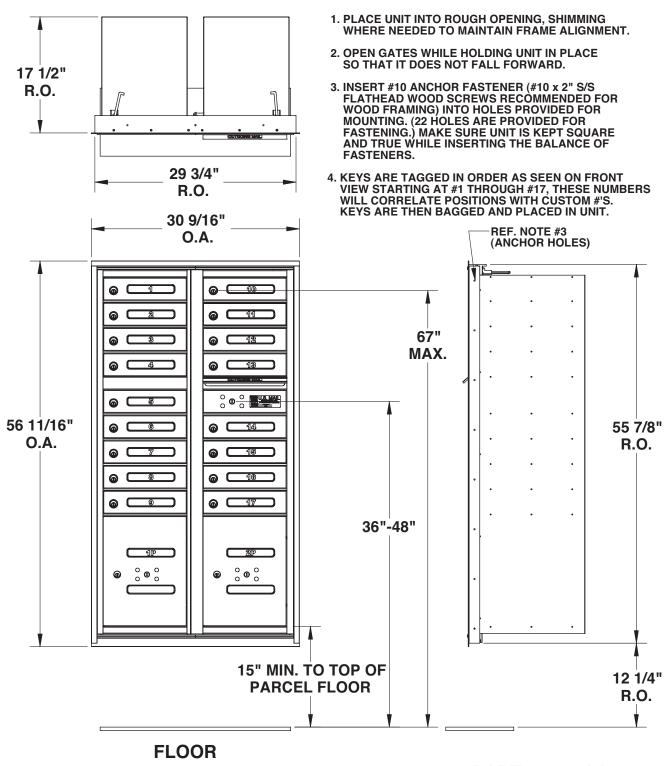
PART #4212-BA



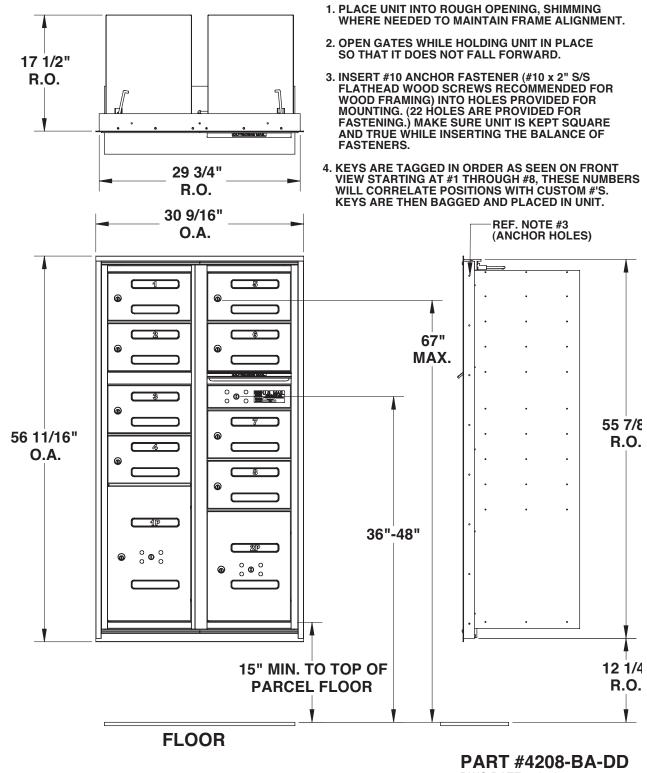
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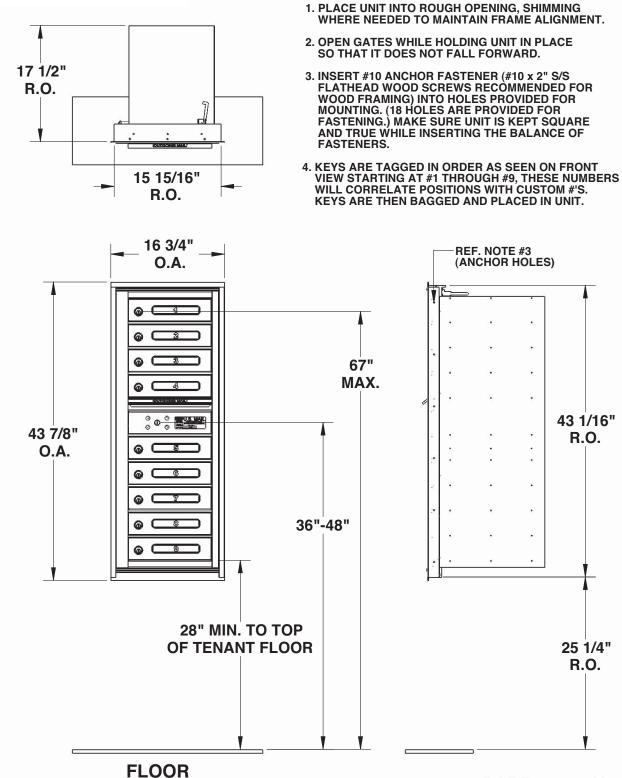
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**PART #4217-AA** DWG DATE 04/29/08



DWG DATE 04/29/08



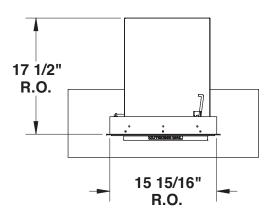
**PART# 4109-X** DWG DATE 04/29/08

43 1/16"

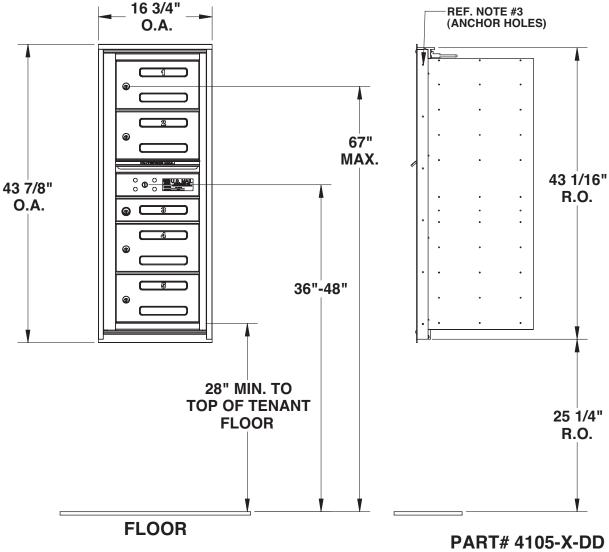
**R.O**.

25 1/4"

**R.O.** 



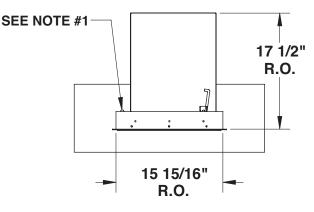
- 1. PLACE UNIT INTO ROUGH OPENING, SHIMMING WHERE NEEDED TO MAINTAIN FRAME ALIGNMENT.
- 2. OPEN GATES WHILE HOLDING UNIT IN PLACE SO THAT IT DOES NOT FALL FORWARD.
- 3. INSERT #10 ANCHOR FASTENER (#10 x 2" S/S FLATHEAD WOOD SCREWS RECOMMENDED FOR WOOD FRAMING) INTO HOLES PROVIDED FOR MOUNTING. (18 HOLES ARE PROVIDED FOR FASTENING.) MAKE SURE UNIT IS KEPT SQUARE AND TRUE WHILE INSERTING THE BALANCE OF FASTENERS.
- 4. KEYS ARE TAGGED IN ORDER AS SEEN ON FRONT VIEW STARTING AT #1 THROUGH #5, THESE NUMBERS WILL CORRELATE POSITIONS WITH CUSTOM #'S. KEYS ARE THEN BAGGED AND PLACED IN UNIT.



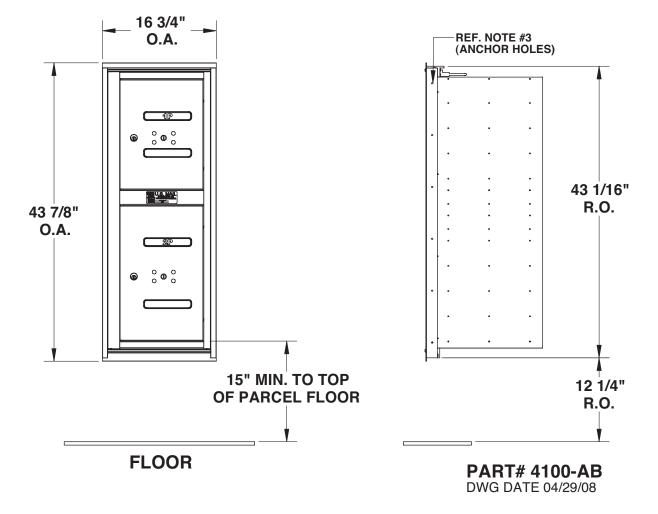
DWG DATE 04/29/08

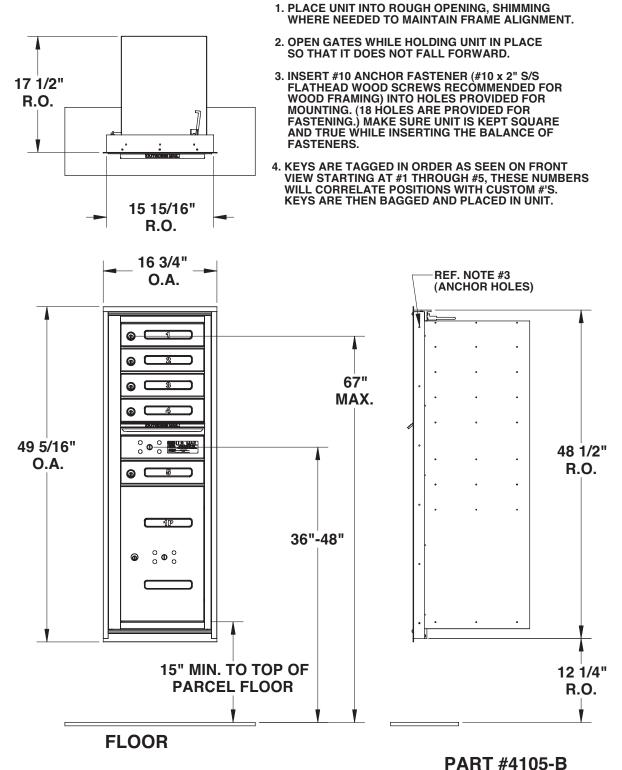
# 4100-AB

PLEASE READ AND UNDERSTAND THESE INSTRUCTIONS CAREFULLY BEFORE INSTALLING THIS UNIT. UNIT COULD GET LOCKED PERMANENTLY BEFORE INSTALLATION IS COMPLETE

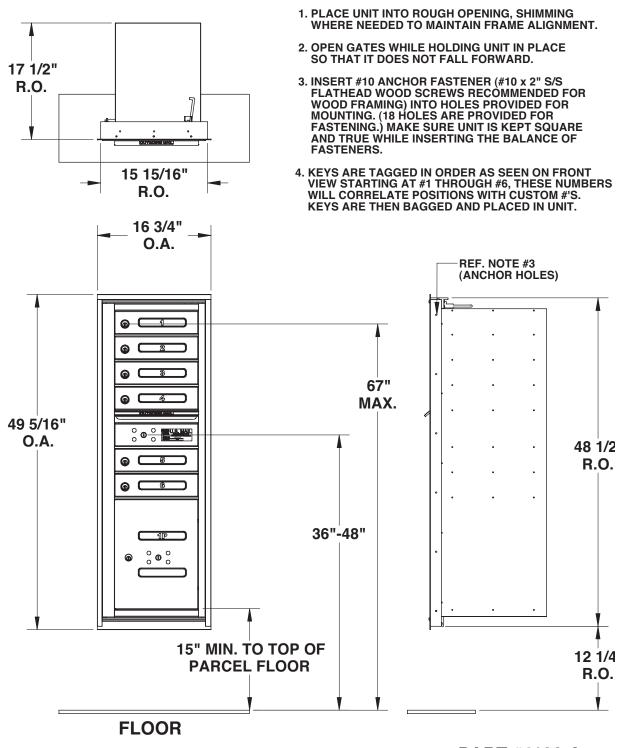


- 1. BEHIND THE FRONT LEFT INNER RAIL IS A FINGER GRAB, LIFT IT TO RELEASE THE GATE LATCHES AND OPEN THE GATE.
- 2. KEEPING THE GATE OPEN, PLACE UNIT INTO ROUGH OPENING, SHIMMING WHERE NEEDED TO MAINTAIN FRAME ALIGNMENT. IN THIS PROCESS IF THE GATE WOULD HAPPEN TO CLOSE, USE THE STRING TAPED TO THE INSIDE OF THE UNIT TO PULL THE CENTER CATCH UP AND RELEASE THE GATE LATCHES.
- 3. INSERT #10 ANCHOR FASTENER (#10 x 2" S/S FLATHEAD WOOD SCREWS RECOMMENDED FOR WOOD FRAMING) INTO HOLES PROVIDED FOR MOUNTING. (18 HOLES ARE PROVIDED FOR FASTENING.) MAKE SURE UNIT IS KEPT SQUARE AND TRUE WHILE INSERTING THE BALANCE OF FASTENERS.
- 4. ONCE THE UNIT IS COMPLETELY IN PLACE, CUT THE STRING OR PUSH IT BACK INTO THE HOLE, SO THAT NO ACCESS IS GIVEN TO ANYONE TO OPEN THE COMPLETE UNIT.
- 5. CLOSE GATE AND THE UNIT IS PERMANENTLY CLOSED.

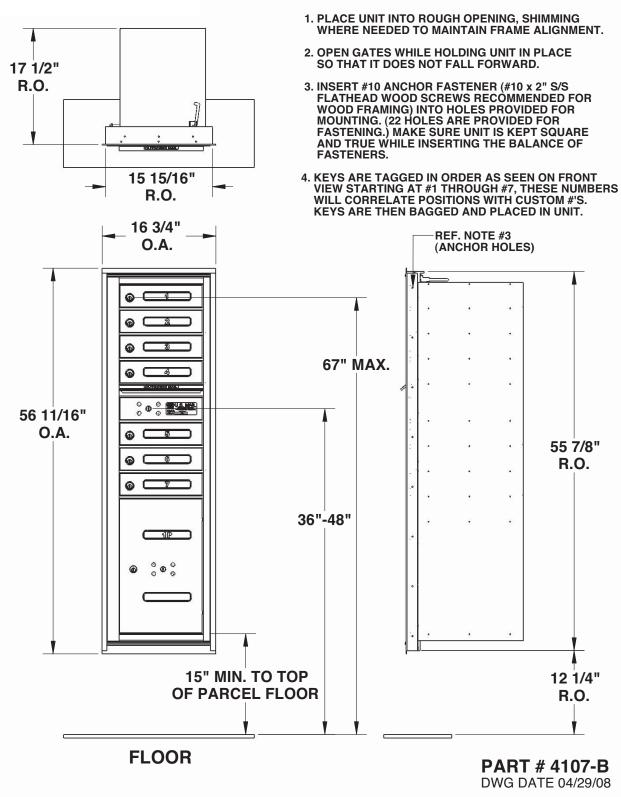




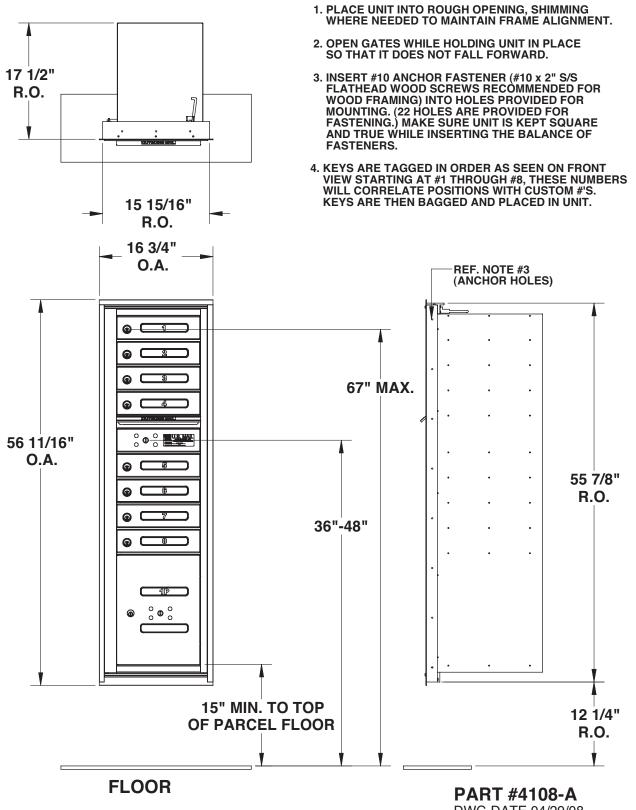
DWG DATE 04/29/08



**PART #4106-A** DWG DATE 04/29/08



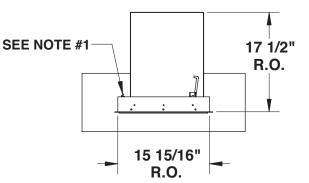
#### 26



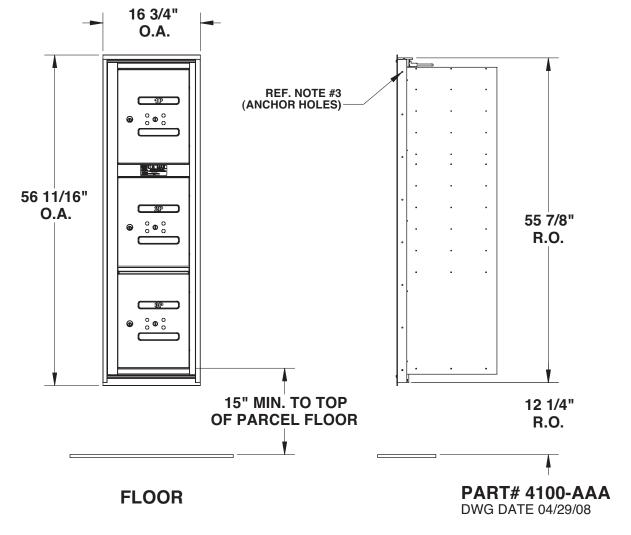
DWG DATE 04/29/08

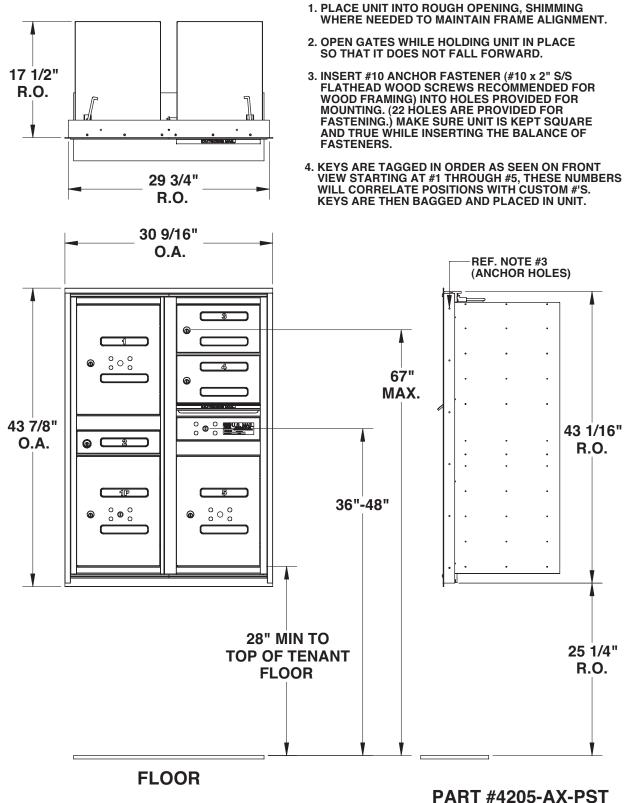
# 4100-AAA

PLEASE READ AND UNDERSTAND THESE INSTRUCTIONS CAREFULLY BEFORE INSTALLING THIS UNIT. UNIT COULD GET LOCKED PERMANENTLY BEFORE INSTALLATION IS COMPLETE

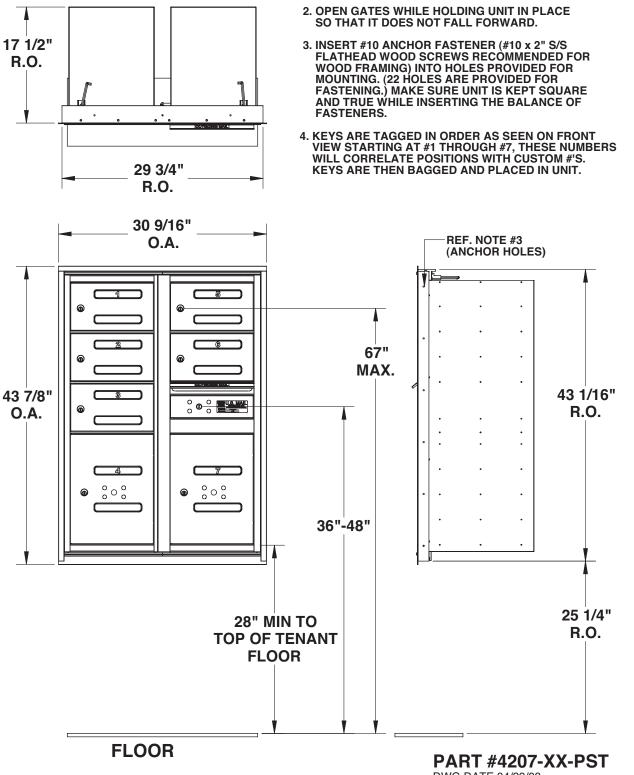


- 1. BEHIND THE FRONT LEFT INNER RAIL IS A FINGER GRAB, LIFT IT TO RELEASE THE GATE LATCHES AND OPEN THE GATE.
- 2. KEEPING THE GATE OPEN, PLACE UNIT INTO ROUGH OPENING, SHIMMING WHERE NEEDED TO MAINTAIN FRAME ALIGNMENT. IN THIS PROCESS IF THE GATE WOULD HAPPEN TO CLOSE, USE THE STRING TAPED TO THE INSIDE OF THE UNIT TO PULL THE CENTER CATCH UP AND RELEASE THE GATE LATCHES.
- 3. INSERT #10 ANCHOR FASTENER (#10 x 2" S/S FLATHEAD WOOD SCREWS RECOMMENDED FOR WOOD FRAMING) INTO HOLES PROVIDED FOR MOUNTING. (22 HOLES ARE PROVIDED FOR FASTENING.) MAKE SURE UNIT IS KEPT SQUARE AND TRUE WHILE INSERTING THE BALANCE OF FASTENERS.
- 4. ONCE THE UNIT IS COMPLETELY IN PLACE, CUT THE STRING OR PUSH IT BACK INTO THE HOLE, SO THAT NO ACCESS IS GIVEN TO ANYONE TO OPEN THE COMPLETE UNIT.
- 5. CLOSE GATE AND THE UNIT IS PERMANENTLY CLOSED.





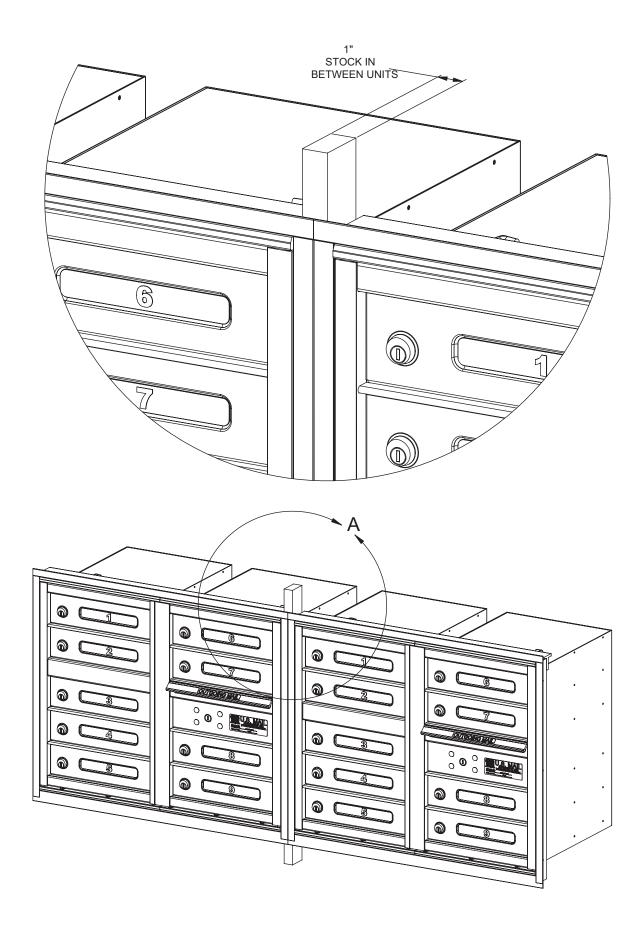
DWG DATE 04/29/08



1. PLACE UNIT INTO ROUGH OPENING, SHIMMING WHERE NEEDED TO MAINTAIN FRAME ALIGNMENT.

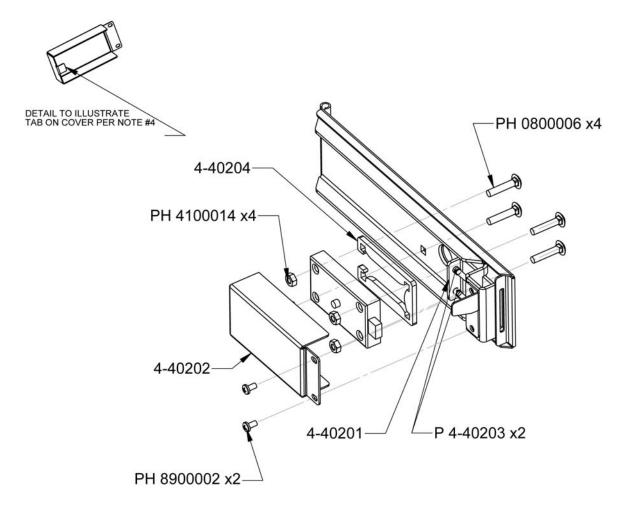
DWG DATE 04/29/08

# VERTICAL SECTION DETAIL



### USPS ACCESS DOOR LOCK INSTALLATION:

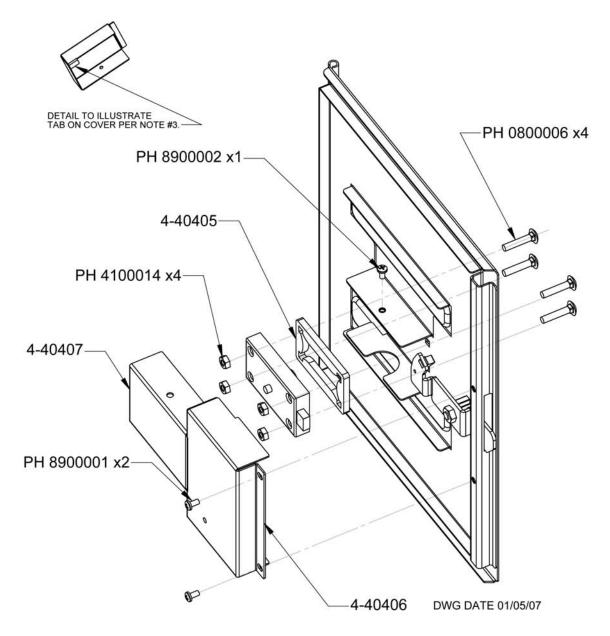
- 1. SLIP (2) #P 4-40203 S/S COMPRESSION SPRINGS OVER PINS ON COLLECTION DOOR LATCH #4-40201. THEN INSERT INTO SLOT ON DOOR.
- 2. INSERT (4) #PH 0800006 1/4"-20 x 1 1/4" 18-8 S/S CARRIAGE BOLTS INTO DOOR.
- 3. SLIP ARROW LOCK AND SPACER #4-40204 OVER CARRIAGE BOLTS AND APPLY (4) #PH 4100014 1/4"-20 S/S NYLOK NUTS AND TIGHTEN.
- 4. NEXT PUT #4-40202 ARROW LOCK COVER OVER ASSEMBLY HOOKING TAB ON COVER UNDER THE ARROW LOCK AND INSERT (2) #PH 8900002 #10-32 x 5/16" MCGARD SCREWS.



DWG DATE 01/05/07

#### PARCEL DOOR LOCK INSTALLATION:

- 1. INSERT (4) #PH 0800006 1/4"-20 x 1 1/4" 18-8 S/S CARRIAGE BOLTS INTO DOOR.
- 2. SLIP ARROW LOCK AND SPACER #4-40405 OVER CARRIAGE BOLTS AND APPLY (4) #PH 4100014 1/4"-20 S/S NYLOK NUTS AND TIGHTEN.
- 3. NEXT SLIDE #4-40407 PARCEL ARROW LOCK COVER OVER ASSEMBLY SO SMALL TAB ON COVER SLIPS INTO CUTOUT ON DOOR AND INSERT (1) #PH 8900002 #10-32 x 5/16" MCGARD SCREW.
- 4. PLACE #4-40406 PARCEL 910 LOCK COVER ONTO ASSEMBLY AND INSERT (2) #PH 8900001 #10-32 x 3/8" S/S TAMPER RESISTANT SCREWS.



# GATE AND DOOR REMOVAL

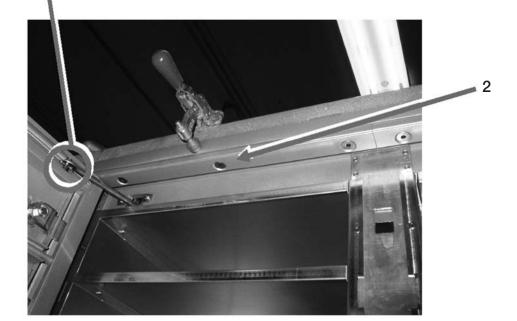
#### STANDARD 4C UNITS

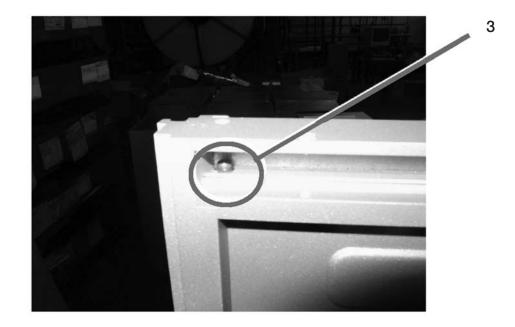
BEFORE YOU BEGIN, ONLY DOOR TO BE REMOVED MUST BE UNLOCKED (POSTAL DOORS WILL REQUIRE USPS REMOVAL). IT IS NOT POSSIBLE TO REMOVE A LOCKED DOOR.

1

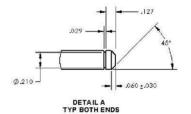
- 1. REMOVE "HOLD OPEN ARM". PULL COTTER PIN – REMOVE PIN – REMOVE ARM (3 PARTS)
- 2. REMOVE (3) *TORX HEAD SCREWS*. TILT GATE FORWARD (BE CAREFUL TO LIFT *TOP BAR* OFF OF *TOP PIN*, SET ASIDE). LIFT GATE ASSEMBLY UP AND AWAY FROM BOX.
- 3. REMOVE SPRING CLIP FROM BOTH TOP AND BOTTOM ENDS OF HINGE PIN. SLIDE HINGE PIN EITHER UP OR DOWN (DEPENDING ON LOCATION OF DOOR TO BE REMOVED). (USE A CENTER PUNCH TOOL (OR NAIL) TO HELP GET THE HINGE PIN STARTED. BE CAREFUL NOT TO BEND HINGE PIN)

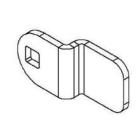
**REVERSE ORDER TO RE-ASSEMBLE** 

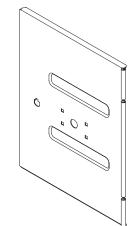


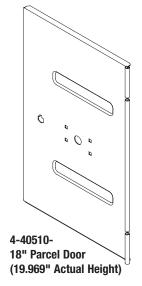


# SERVICE COMPONENTS









4-30113-58" MD Hinge Pin 4-30114-45" MD Hinge Pin



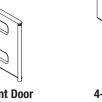
4-40210- USPS Door

4-40102- Tenant Door Cam



4-40301-6" Tenant Door (7.125" Actual Height)

# SUMMARY MODEL INFORMATION





4-40410-15" Parcel Door

0

4-40101-3" Tenant Doo (3.347" Actual Height)

STD4C MODEL	TOP LOCK MAX HEIGHT	GROUP HEIGHT	COLUMNS	TENANT DOORS	PARCEL DOORS	ROUGH OPENING W x H	MAILBOX OVERALL W X H	PAGE NUMBER
ADA-4205-AX	48"	27"	2	5	1	29-3/4 X 24-9/16	30-9/16 X 25-3/8	2
ADA-4104-X	48"	27"	1	4	0	15-15/16 X 24-9/16	16-3/4 X 25-3/8	3
ADA-4209-XX	48"	27"	2	9	0	29-3/4 X 24-9/16	30-9/16 X 25-3/8	4
ADA-4106-X	54"	34"	1	6	0	15-15/16 X 31-15/16	16-3/4 X 32-3/4	5
ADA-4209-AX	54"	34"	2	9	1	29-3/4 X 31-15/16	30-9/16 X 32-3/4	6
ADA-4210-AA	54"	45"	2	10	2	29-3/4 X 43-1/16	30-9/16 X 43-7/8	7
ADA-4213-XX	54"	34"	2	13	0	29-3/4 X 31-15/16	30-9/16 X 32-3/4	8
ADA-4104-A	54"	45"	1	4	1	15-15/16 X 43-1/16	16-3/4 X 43-7/8	9
4219-XX	67"	45"	2	19	0	29-3/4 X 43-1/16	30-9/16 X 43-7/8	10
4215-AX	67"	45"	2	15	1	29-3/4 X 43-1/16	30-9/16 X 43-7/8	11
4214-BX	67"	45"	2	14	1	29-3/4 X 43-1/16	30-9/16 X 43-7/8	12
4210-AA	67"	45"	2	10	2	29-3/4 X 43-1/16	30-9/16 X 43-7/8	13
4207-XA-DD	67"	45"	2	7	1	29-3/4 X 43-1/16	30-9/16 X 43-7/8	14
4210-XX-DD	67"	45"	2	10	0	29-3/4 X 43-1/16	30-9/16 X 43-7/8	15
4212-BA	67"	51"	2	12	2	29-3/4 X 48-1/2	30-9/16 X 49-5/16	16
4213-AA	67"	51"	2	13	2	29-3/4 X 48-1/2	30-9/16 X 49-5/16	17
4216-BA	67"	58"	2	16	2	29-3/4 X 55-7/8	30-9/16 X 56-11/16	18
4217-AA	67"	58"	2	17	2	29-3/4 X 55-7/8	30-9/16 X 56-11/16	19
4208-BA-DD	67"	58"	2	8	2	29-3/4 X 55-7/8	30-9/16 X 56-11/16	20
4109-X	67"	45"	1	9	0	15-15/16 X 43-1/16	16-3/4 X 43-7/8	21
4105-X-DD	67"	45"	1	5	0	15-15/16 X 43-1/16	16-3/4 X 43-7/8	22
4100-AB	NA	45"	1	0	2	15-15/16 X 43-1/16	16-3/4 X 43-7/8	23
4105-B	67"	51"	1	5	1	15-15/16 X 48-1/2	16-3/4 X 49-5/16	24
4106-A	67"	51"	1	6	1	15-15/16 X 48-1/2	16-3/4 X 49-5/16	25
4107-B	67"	58"	1	7	1	15-15/16 X 55-7/8	16-3/4 X 56-11/16	26
4108-A	67"	58"	1	8	1	15-15/16 X 55-7/8	16-3/4 X 56-11/16	27
4100-AAA	NA	58"	1	0	3	15-15/16 X 55-7/8	16-3/4 X 56-11/16	28
4205-AX-PST	67"	45"	2	5	1	29-3/4 X 43-1/16	30-9/16 X 43-7/8	29
4207-XX-PST	67"	45"	2	7	0	29-3/4 X 43-1/16	30-9/16 X 43-7/8	30

Depth (All Units): 17 1/8" (17 1/2" RO) — Opening Dimensions: Deduct 13/16" for required opening (RO) dimensions



The power of stainless. The price of aluminum.™

jensenmailboxes.com

### Sales/Customer Service contact information P 877-597-5671 F 801-991-6121 E sales@jensenmailboxes.com