

PARCEL LOCKER DOOR COMMERCIAL LOCK

3400 Pedestal Mailboxes

Installation Instructions

This installation instruction document is for installing the Commercial lock and two lock covers in a parcel locker door on the 3400 series Pedestal Mailboxes.

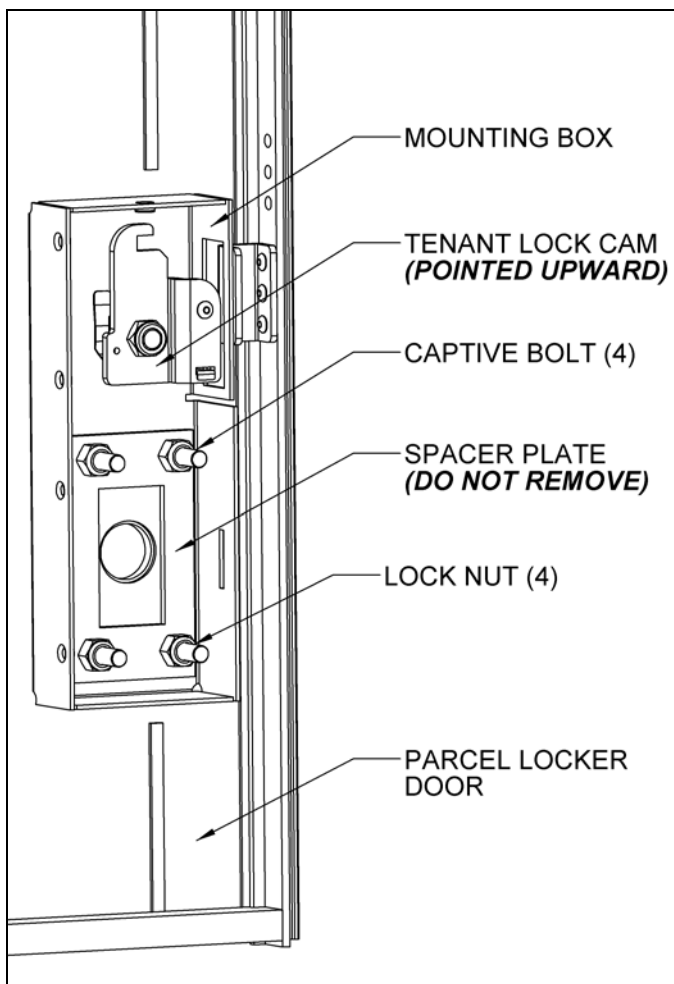
Note

The mailbox is shipped with a Commercial lock that is not installed in the parcel locker door. This lock is located inside the mailbox on the shelf of the parcel locker.

Installation

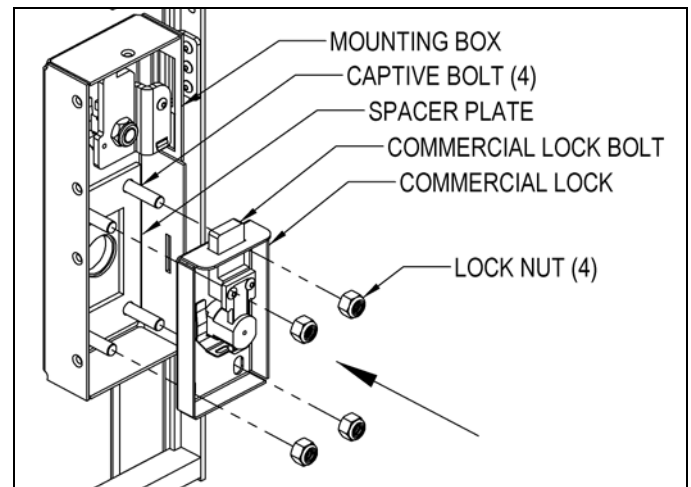
Step 1

Check that the tenant lock cam is pointed upward. Use the tenant lock key to unlock the tenant lock if necessary. Remove the four (4) locknuts from the four (4) captive bolts. *Do not remove the loose spacer plate.*



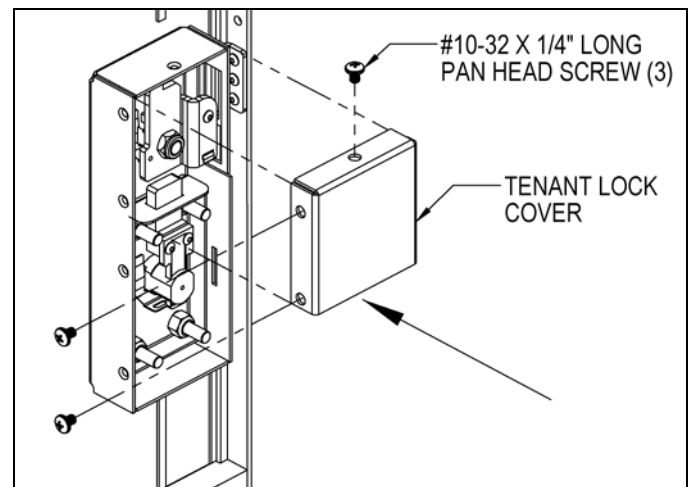
Step 2

Install the Commercial lock over the four (4) captive bolts with the Commercial lock bolt facing upwards. *The spacer plate should be between the Commercial lock and the mounting box.* Install and tighten the four (4) lock nuts. **DO NOT OVERTIGHTEN.** Check the locking mechanism for proper operation. See "To Check Locking Mechanism" instructions on next page.



Step 3

Install the tenant lock cover provided. Use three (3) #10-32 x 1/4" long pan head screws to secure the tenant lock cover.



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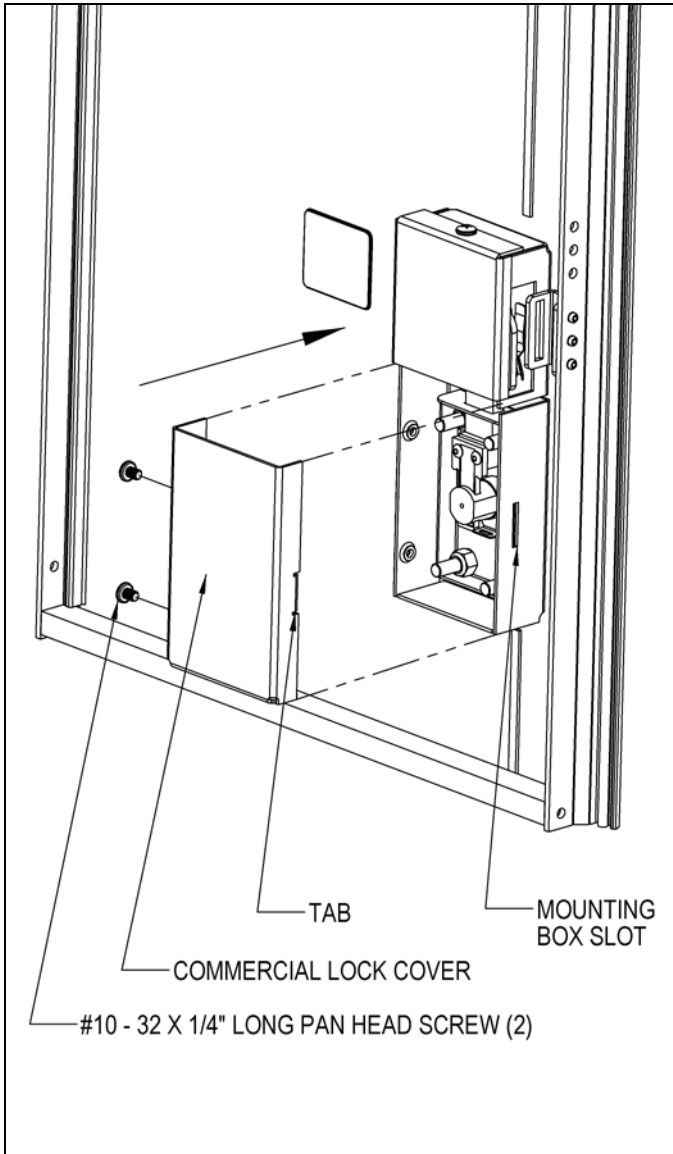
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Step 4

Install the Commercial lock cover provided by sliding the tab located on the Commercial lock cover over the mounting box slot. Secure it with the two (2) #10-32 x 1/4" long pan head screws. Installation is complete.



To Check Locking Mechanism

Lock the tenant lock and remove the key. Lock the Commercial lock and remove the key. Insert the tenant lock key into the tenant lock. Unlock the tenant lock. The tenant lock key should now be trapped in the tenant lock. The tenant lock key cannot be removed until the Commercial lock is unlocked.

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