

# Free Standing Rotary Mail Centers

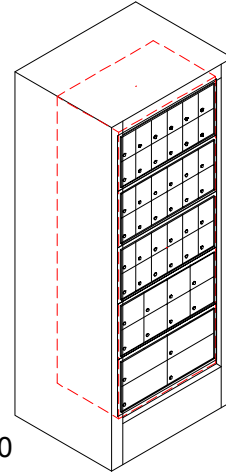
## 3100 Series Installation Instructions

Thank you for selecting 3100 series free standing rotary mail centers. We are confident that the quality and construction of this product will provide years of maintenance free use.

### Installation Instructions

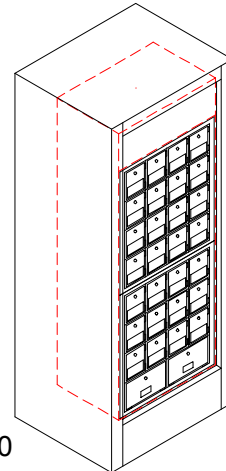
1. Place the rotary enclosure near area of final installation.
2. Remove upper and lower shipping lock brackets and discard.
3. Remove inner carton from inside cabinet. This carton contains lock rods and fasteners needed to mount lock and lockrod assembly.
4. Remove center shelf.
5. Load 3 lower (or 1 lower if 3150) mailboxes, **making sure the first step of the aluminum extrusion surrounding the mailbox unit is located inside of return flange of inner cabinet.**
6. Replace center shelf holding lower box(es) in place.
7. Load 2 upper (or 1 upper if 3150) mailboxes, **making sure they are pushed all the way forward.**
8. Install the mailbox retainer – (with door hinges installed) one on each side as follows: Place the retainers with the top edge flush with top of inner box and drive one drill screw through upper slot in retainer and into the side of inner cabinet. Repeat with remaining five drill screws in each bracket.
9. First install door with padlock eye mounted using screws and hex locknuts. Bolt to hinges. Second install the door that will take the hasp and tighten screws. Mark location of hasp, drill and mount to door.
10. Close rear doors and engage hasp and padlock eye.
11. Mount unit to wall – if so desired.
12. Rotate inner cabinet clockwise to stop and lock cabinet.

### 3100 / 3150 Rotary Mail Centers



3100

For Aluminum Rack Ladder mailboxes and Data Distribution boxes



3150

For Brass and Americana rear loading mailboxes

Note: order mailboxes separately

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