Installation Manual
CK25750
Postal to private conversion kit
Postal access point and parcel locker excluding high security CBU Rev 4

AF FLORENCE manufacturing company

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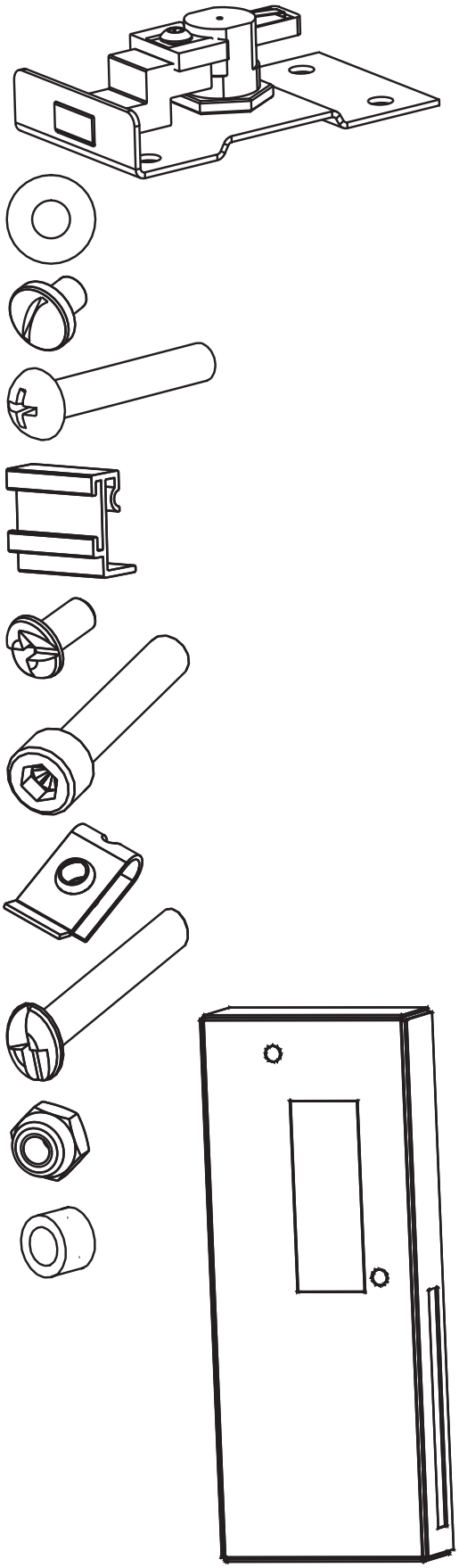
Kit Content List
CK25750

Qty	Description
1	Private Lock Assembly
4	3/16″ Flat Washer
4	#10-32 X .25″ Flat Head Screw
1	#10-32 X 1.125″ Phillips Head Screw
1	Plastic Spacer
5	#10-32 X .375″ One-Way Screw
2	#10-32 X 1″ Allen Head Screw
2	#10-32 Tinnerman Clip
2	#10-32 X 1.25″ One-Way Screw
4	#10-32 Lock Nut
10	Spacer
1	1400 Series Private Parcel Lock Cover



Note: not all parts will be used for all installations.

Installation Of Postal To Private Kit

630 series, 1250 4B+ and non 4B+ series Vertical Mailboxes

Before proceeding, you will need to determine if the unit has tinnerman clips to retain the lock. If it does not have them you will need to have the key to the tenant door with master lock hole.

1. Open vertical unit by tilting Forward. Remove insert from frame.

Note: for verticals with tinnerman clips installed proceed to step 5.

2. Remove two (2) screws on top of insert, retain for reuse. Unlock and open door with master lock hole.

3. Slide two (2) 32401 #10-32 tinnerman clips on to security bracket from the bottom with the angle on clip edge to the outside.

4. Reinstall security bracket with the two (2) original screws.

5. Turn the lock to unlock position. Install lock bottom first then bring top up into position.

6. Install two (2) 84994 #10-32 x .375" one-way screws from the rear of insert.

7. Reinsert unit into frame ensuring that the "press to close bar" is not damaged.

8. Lock and unlock to confirm operation.

Dispose of remaining hardware.

REQUIRED TOOLS
Flat head screwdriver

PART #	*DESCRIPTION*
-	Private lock assembly
84994	#10-32 X .375" One-way screw
32401	#10-32 Tinnerman clip

Installation Of Postal To Private Kit

630 series, 1250 4B+ and non 4B+ series Vertical Mailboxes

4B+ Vertical w/o Clips

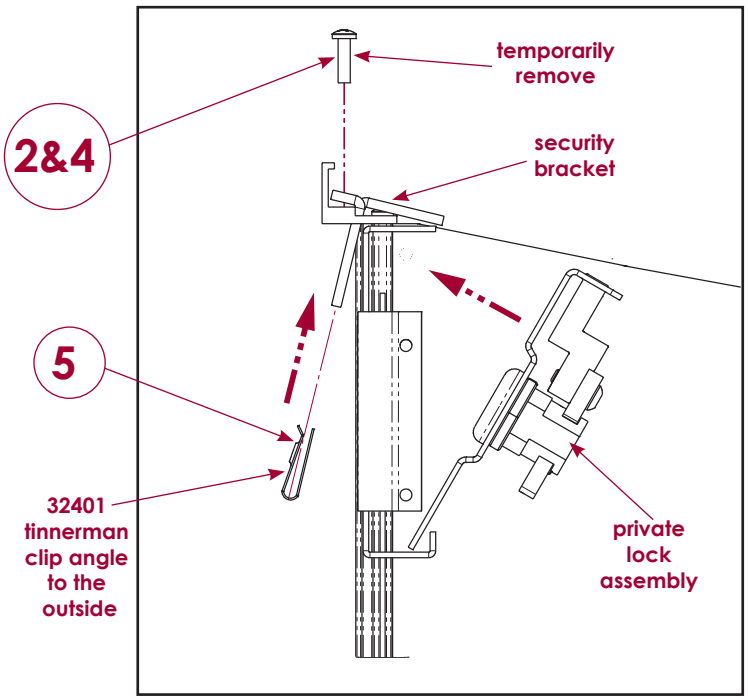


Fig. 1

4B+ Vertical w/o Clips

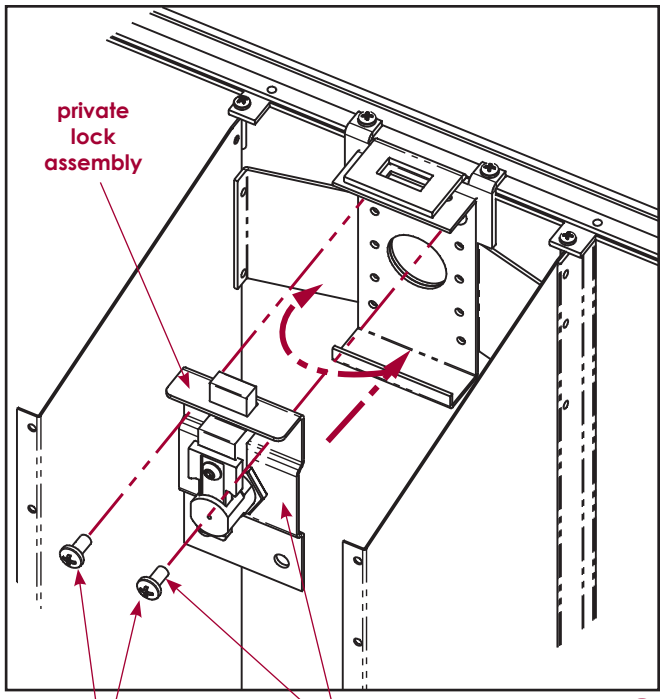
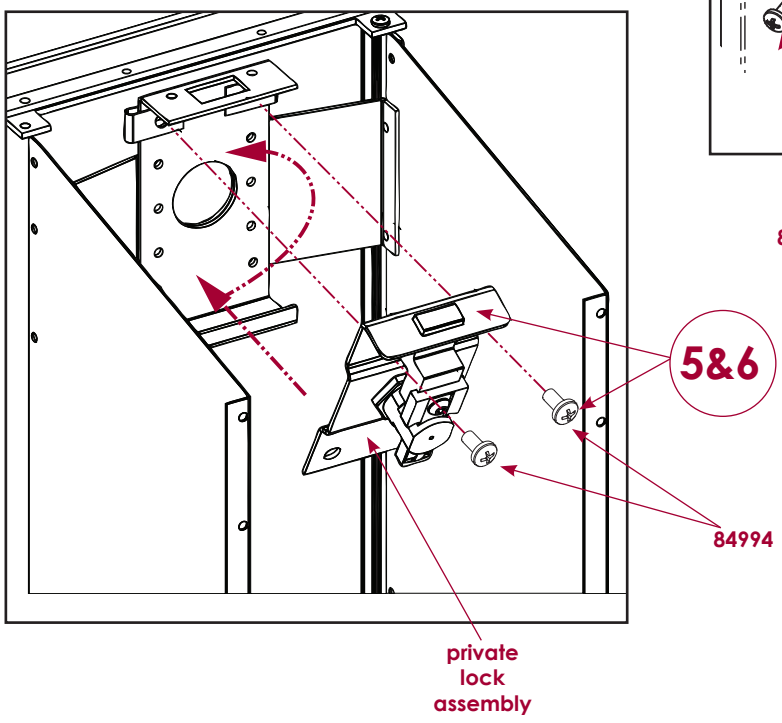


Fig. 2

Non 4B+, 630 Series And 4B+ With Clips Vertical



Installation Of Postal To Private Kit

12/120/130 Collection Boxes, Non-4B+ AF and AD Horizontals, Horizontal Hinged Rear Covers, NDCBU and Collection Bundle Centers

1. Open unit to gain access to back of postal door.

2. Position lock over 4 mounting screw holes.

3. Install and tighten four (4) 30197 #10-32 x .25″ Flat head screws.

Note: for collection bundle centers use four (4) 3/16″ flat washers between lock and door.

Note: for 2600 series non 4B+ use four (4) 3/16″ flat washers between lock and screws.

4. Close door or gate. Lock and unlock to confirm operation.

Dispose of remaining hardware.

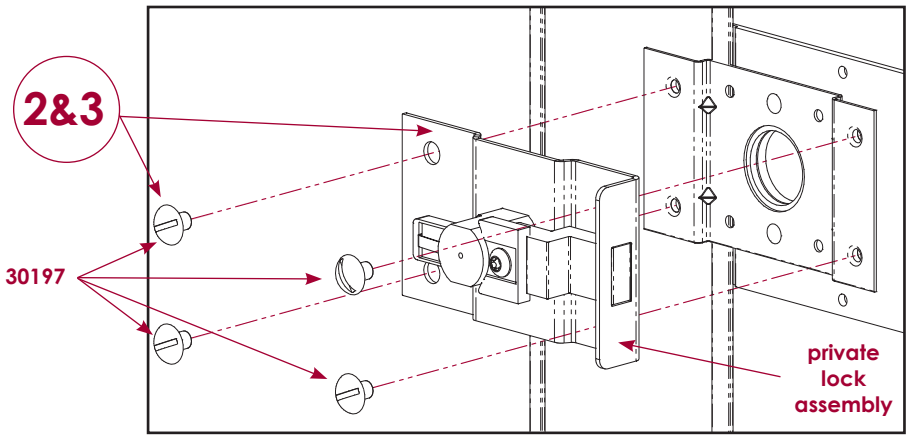
REQUIRED TOOLS
Flat head screwdriver

PART #	*DESCRIPTION*
-	Private lock assembly
30197	#10-32 x .25” Flat head screw
30194	3/16” Flat washer

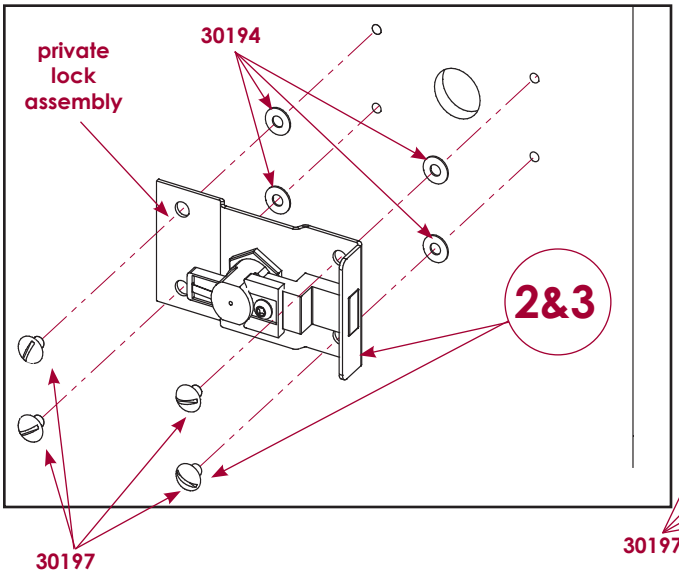
Installation Of Postal To Private Kit

12/120/130 Collection Boxes, Non-4B+ AF and AD Horizontals, Horizontal Hinged Rear Covers, NDCBU and Collection Bundle Centers

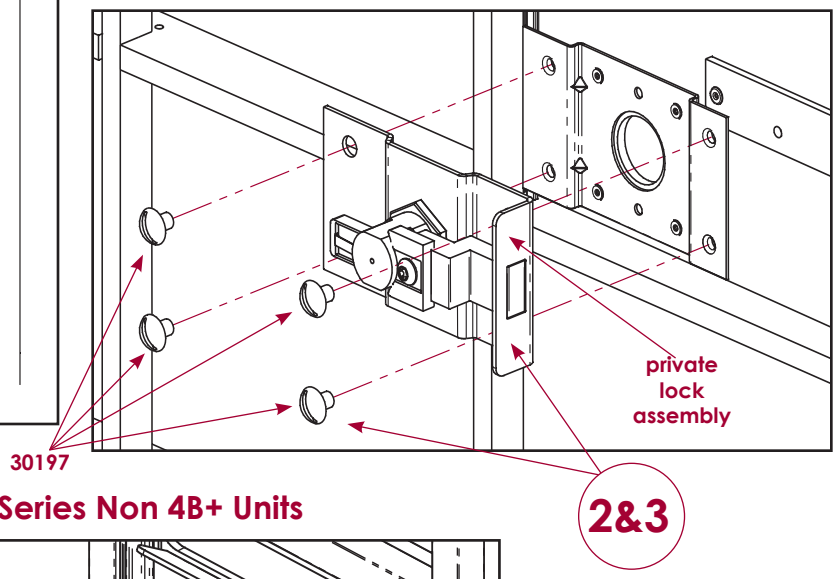
12/120/130 Collection Boxes and NDCBU



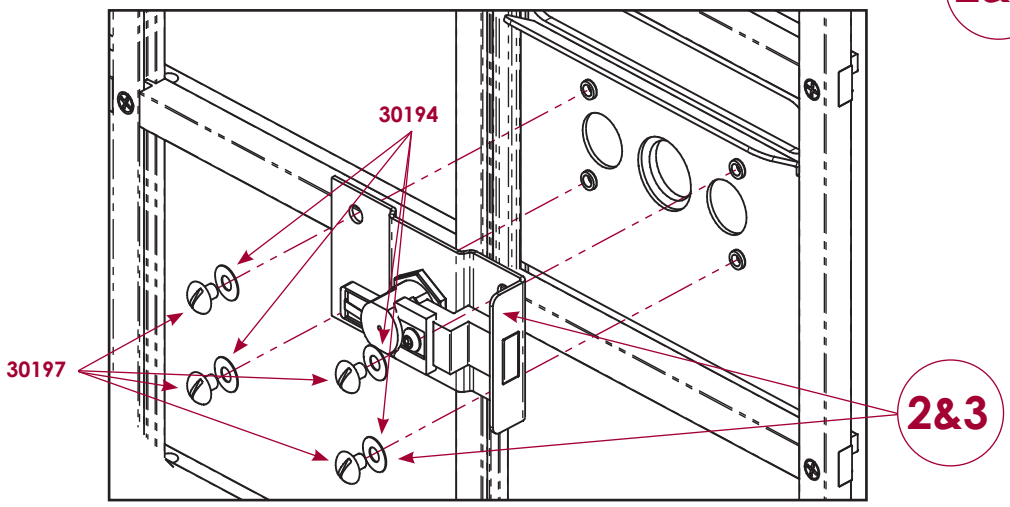
Collection Bundle Centers



1400 Series Non 4B+ Units



2600 Series Non 4B+ Units



Installation Of Postal To Private Kit

4B+ AF and AD Horizontals, CBU Series E and F, OPL F (1590T1) and AF4C Access Door

1. Open unit to gain access to back of postal door.

2. Position lock over 4 mounting carriage bolts (on 1400 and 2600 series units be sure to hold the carriage bolts in place from the front of gate.)

3. For CBU E and F, OPL F (1590T1) and AF4C add ten (10) 91124 spacer, two per inner stud and three per outer stud.

4. Install and tighten four (4) 86091 #10-32 lock nuts.

5. Close postal access door or gate. Lock and unlock to confirm operation.

Dispose of remaining hardware.

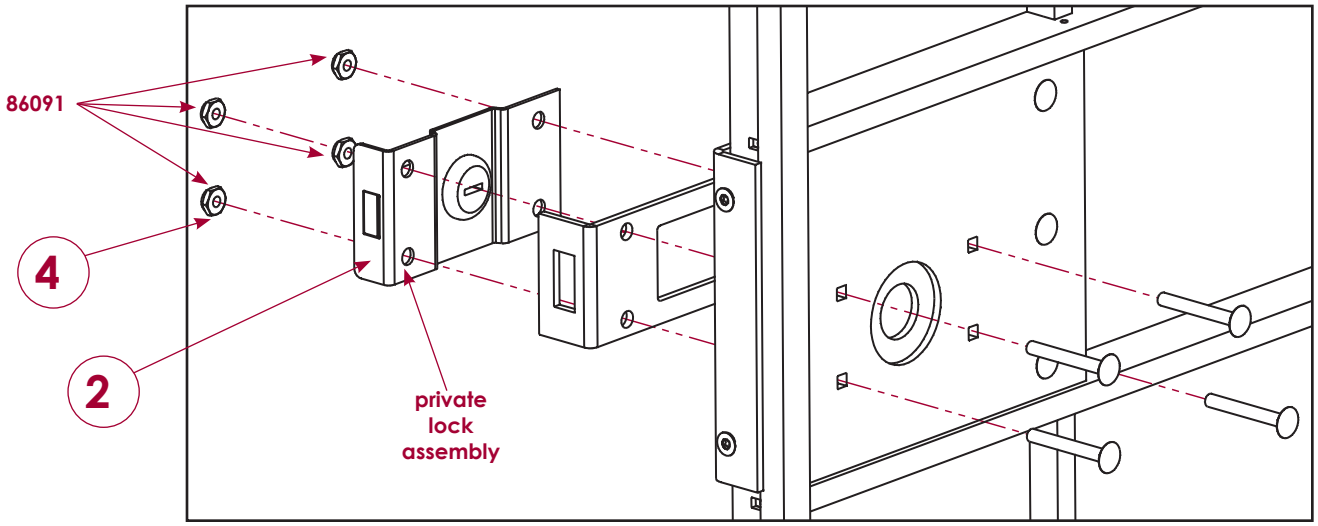
REQUIRED TOOLS
3/8” Nut driver

PART #	*DESCRIPTION*
-	Private lock assembly
86091	#10-32 Lock nut
91124	Spacer

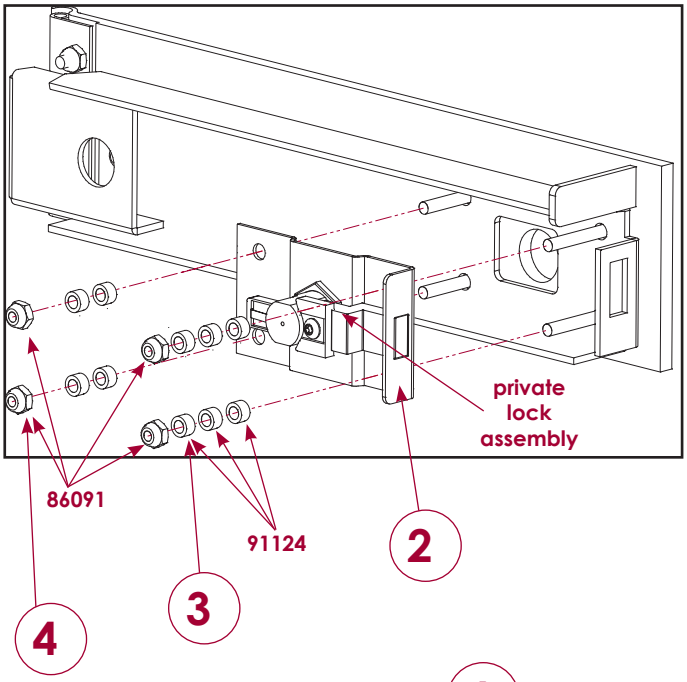
Installation Of Postal To Private Kit

4B+ AF and AD Horizontals, CBU Series E and F, OPL F and AF4C Access Door

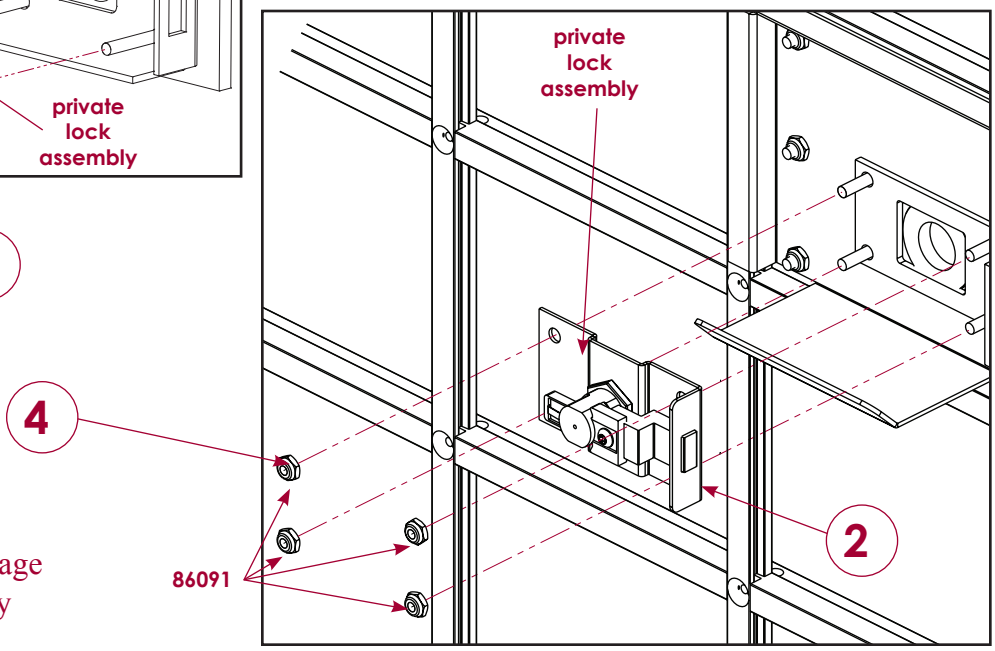
1400 Series 4B+



CBU E, CBU F, OPL F (1590T1) and AF4C*



2600 Series 4B+



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

Installation Of Postal To Private Kit

1400 Series Parcel Locker

1. Open parcel door.

2. Install lock assembly as shown and secure with two (2) 30197 #10-32 X .25″ flat head screws in the top right and bottom left positions.

3. Install one (1) 25734 1400 series private parcel lock cover with two (2) 85098 #10-32 x 1″ Allen head screws.

4. Lock and unlock to confirm operation.

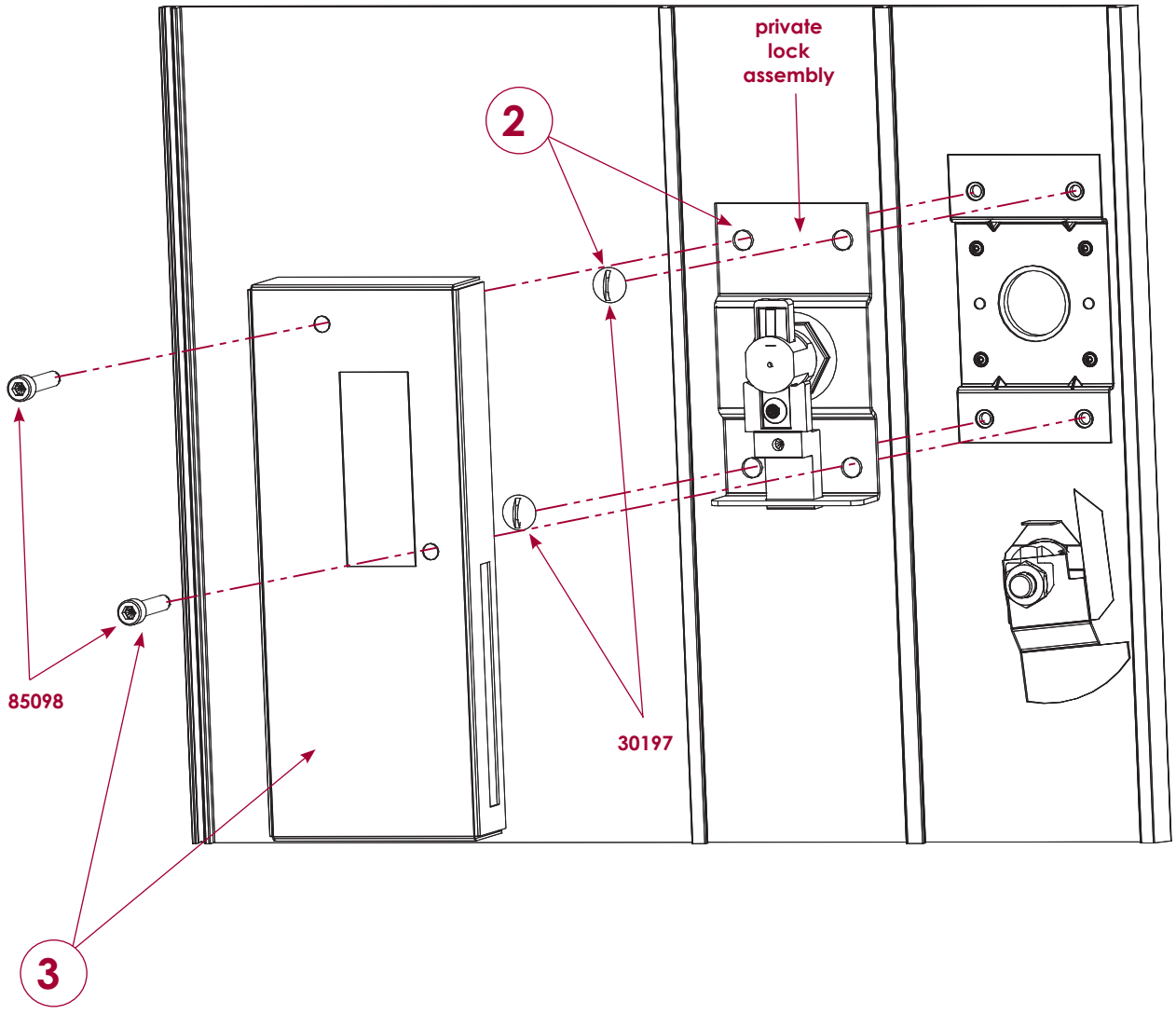
Dispose of remaining hardware

REQUIRED TOOLS
Flat head screwdriver
5/32” Allen head driver

PART #	*DESCRIPTION*
-	Private lock assembly
30197	#10-32 x .25” Flat head screw
85098	#10-32 X 1” Allen head screw
25734	Private parcel lock cover

Installation Of Postal To Private Kit

1400 Series Parcel Locker



Installation Of Postal To Private Kit

2600 Series and OPL Version 1 (1590) Parcel Locker

Note: If the parcel lock cover is held on by one screw you have a OPL version 1 (1590). If not, go to instructions on page 16, to determine if you have OPL version 2 (1590v2) or instructions on page 14, to determine if you have OPL F (1590T1).

1. Open parcel door.

2. Slide one (1) 25735 plastic spacer over the locking bracket. Ensure spacer is centered along bracket.

3. Install lock assembly as shown and secure with four (4) 3/16″ washers and four (4) 30197 #10-32 X .25″ flat head screws.

4. Install existing parcel lock cover, secure with one (1) 1100-123 #10-32 X 1.125″ Phillps head screw.

5. Lock and unlock to confirm operation.

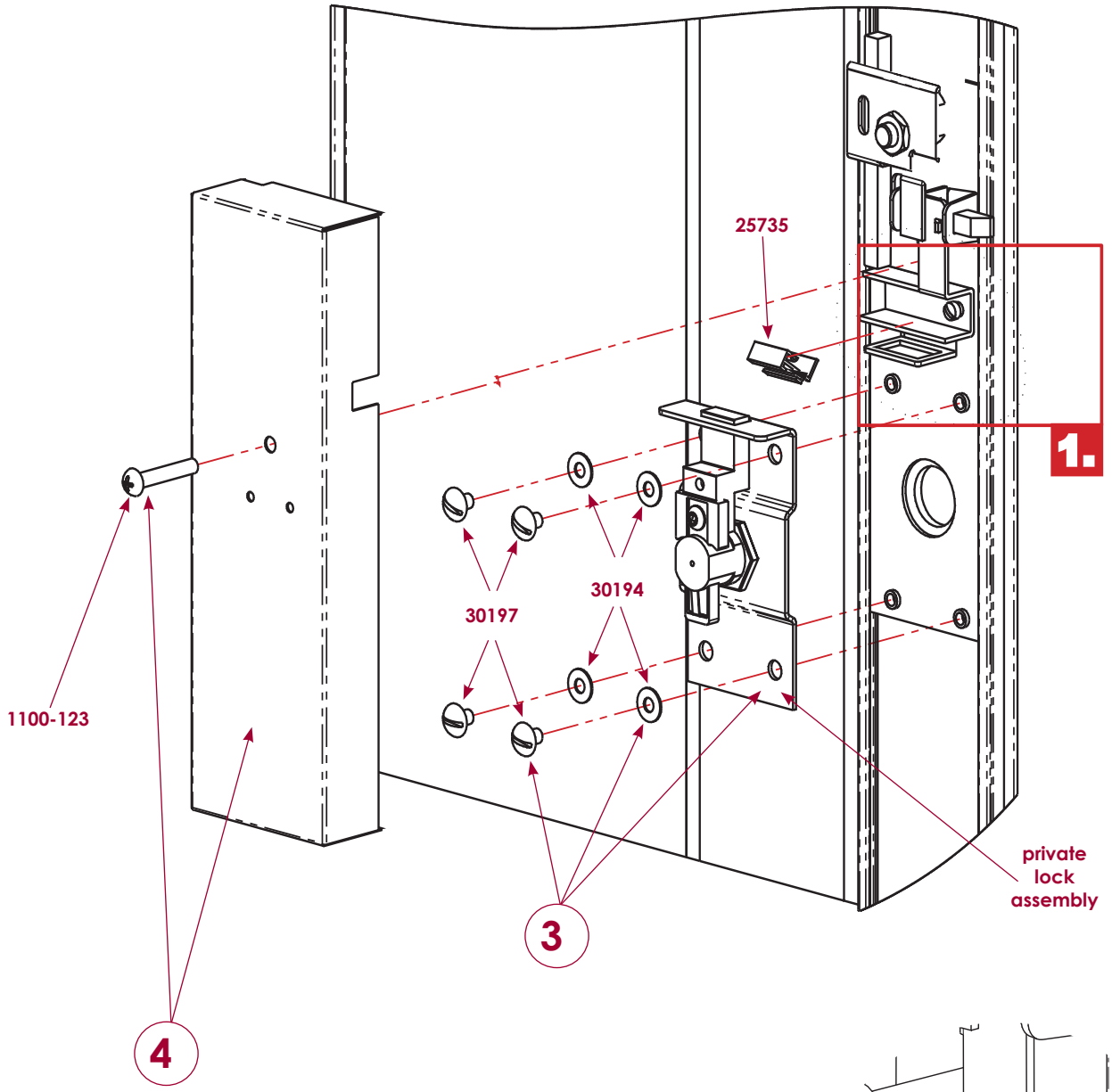
Dispose of remaining hardware

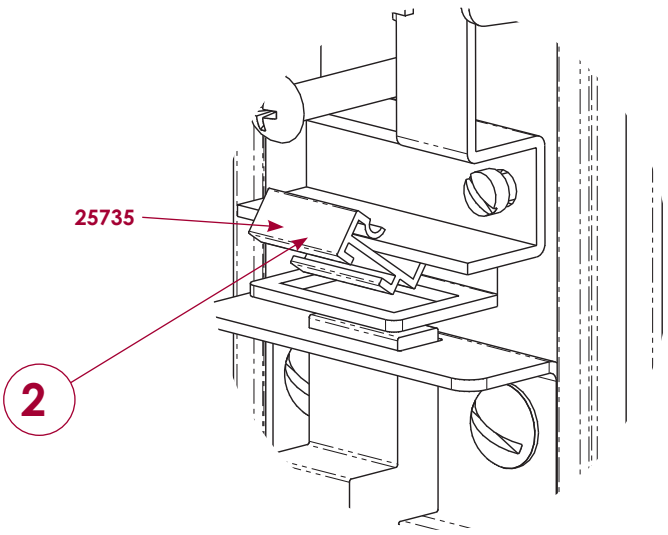
REQUIRED TOOLS
Flat head screwdriver
#2 Phillips screwdriver

PART #	*DESCRIPTION*
-	Private lock assembly
30197	#10-32 x .25” Flat head screw
30194	3/16” Flat washer
25735	Plastic spacer
1100-123	#10-32 X 1.125” Phillips screw

Installation Of Postal To Private Kit

2600 Series and OPL Version 1 Parcel Locker





Installation Of Postal To Private Kit

CBU F, OPL F and AF4C Parcel Locker

Note: If the parcel lock cover is held on by two screw (one on top and one on bottom) you have a OPL F (1590T1). If not, go to instructions on page 12, to determine if you have OPL version 1 (1590) or instructions on page 16, to determine if you have OPL version 2 (1590v2).

1. Open parcel door.

2. Install lock assembly as shown with eight (8) 91124 spacers, two per stud.

3. Secure with four (4) 86091 #10-32 lock nuts.

4. Install existing parcel lock covers, secure with five (5) 84994 #10-32 X .375″ one-way head screws.

Note: For AF4C and OPL F only one cover and two (2) 84994 #10-32 x.375″ One-way head screws required.

5. Lock and unlock to confirm operation.

Dispose of remaining hardware

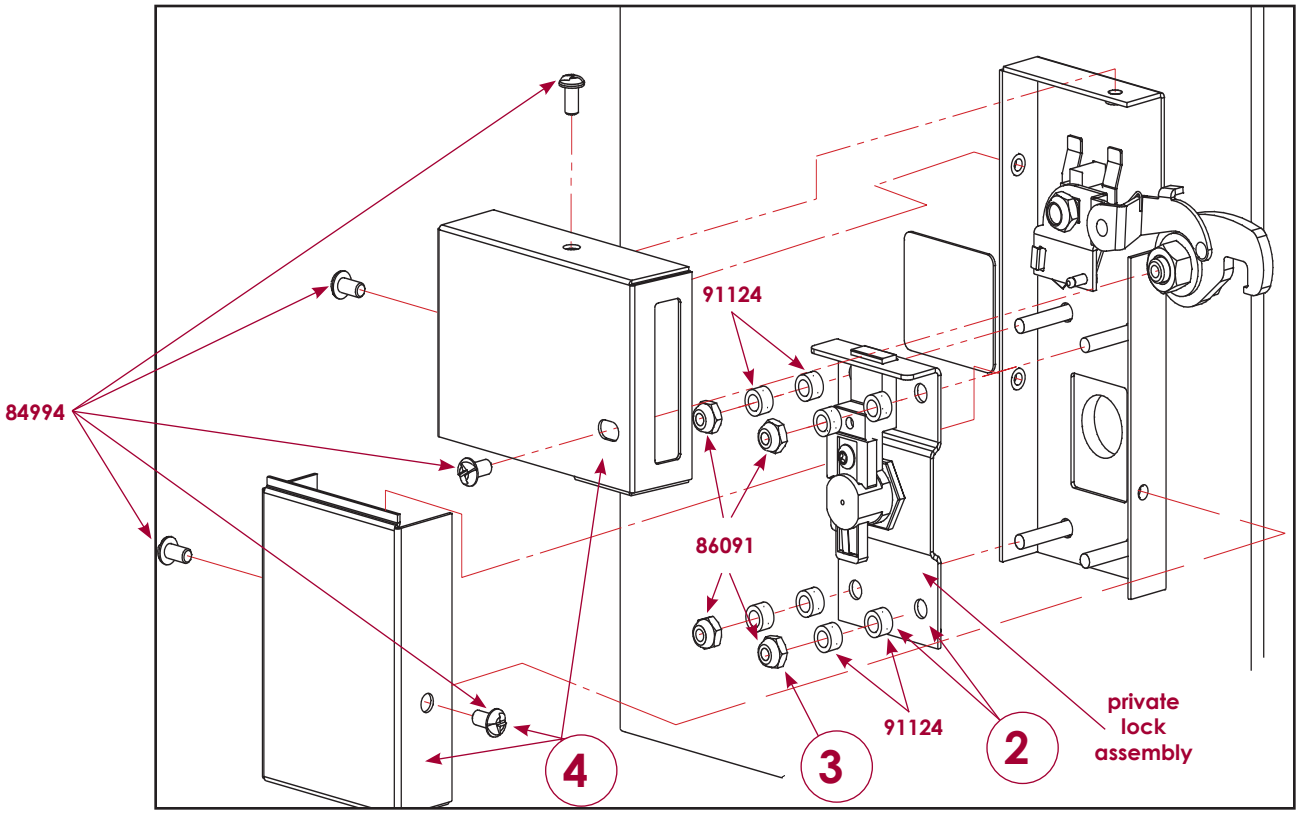
REQUIRED TOOLS
3/8” Nut driver
Flat head screwdriver

PART #	*DESCRIPTION*
-	Private lock assembly
86091	10-32 Lock nut
91124	Spacer
84994	#10-32 X .375” One-way screw

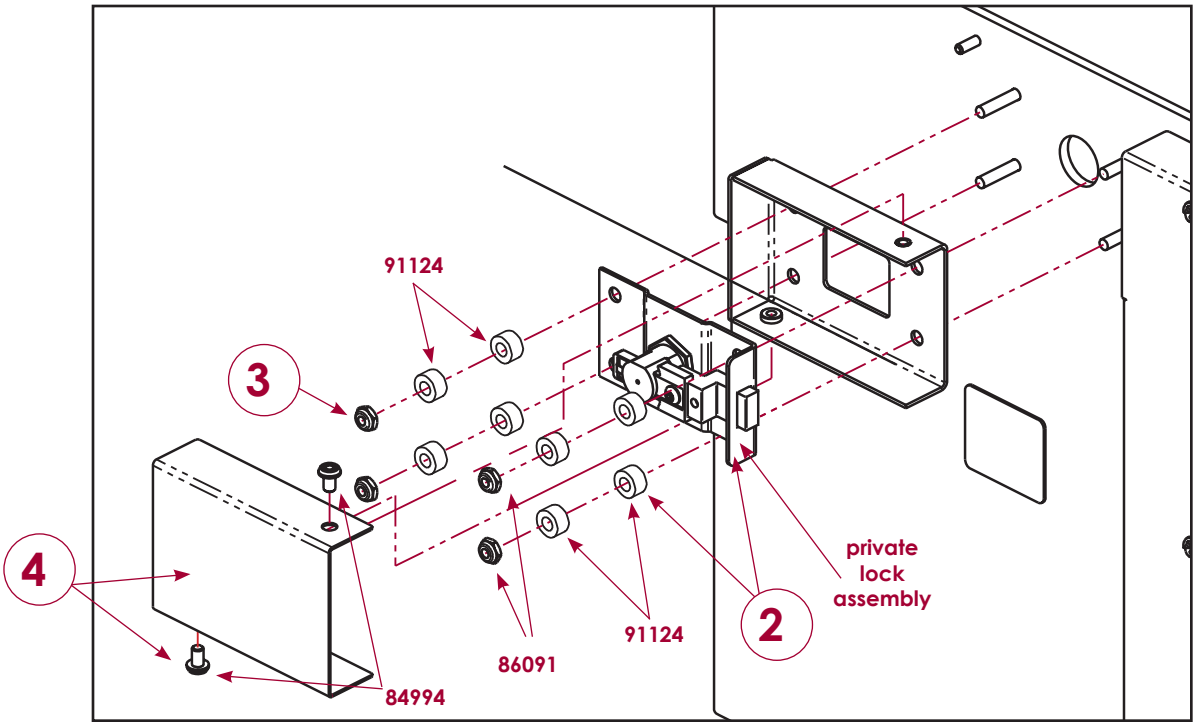
Installation Of Postal To Private Kit

CBU F, OPL F and AF4C Parcel Locker

CBU F Parcel



AF4C and OPL F Parcel



Installation Of Postal To Private Kit

OPL Version 2 and IPL Parcel Locker

Note: If the parcel lock cover is held on by two screw you have a OPL version 2 (1590V2). If not, go to instructions on page 12, to determine if you have OPL version 1 (1590) or instructions on page 14, to determine if you have OPL F (1590T1).

1. Open parcel door.

2. Install lock assembly as shown and secure with two (2) 30197 #10-32 X .25″ flat head screws in the upper left and lower right positions.

3. Install existing parcel lock cover, secure with two (2) 950410 #10-32 X 1.25″ one-way head screws.

4. Lock and unlock to confirm operation.

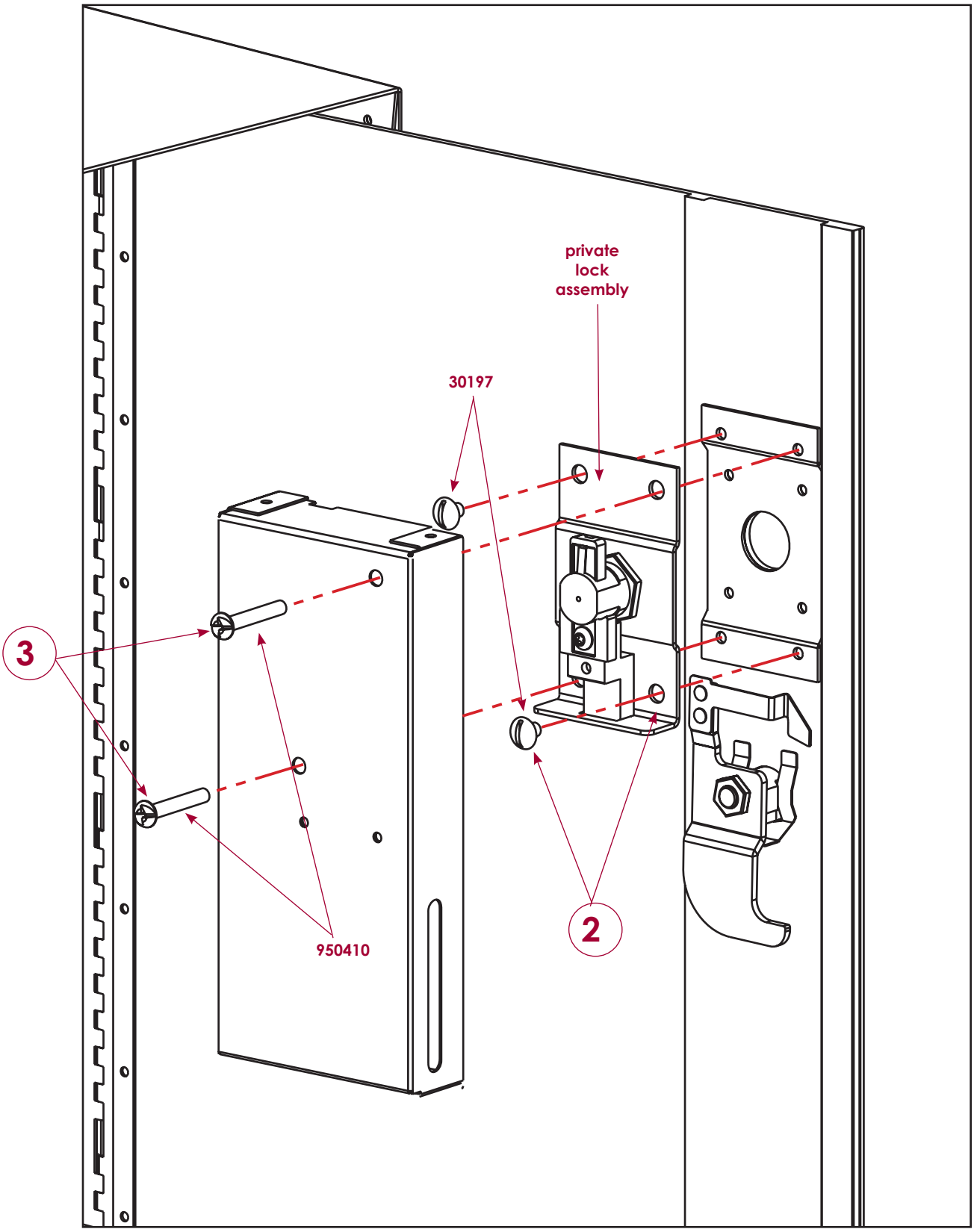
Dispose of remaining hardware

REQUIRED TOOLS
3/8” Nut driver
Flat head screwdriver

PART #	*DESCRIPTION*
-	Private lock assembly
30197	#10-32 X .25” Flat head screw
950410	#10-32 X 1.25” One-way screw

Installation Of Postal To Private Kit

OPL Version 2 and IPL Parcel Locker



Installation Of Postal To Private Kit

KK and K26 Series Key Keeper

For KK series key keepers:

1. Install lock assembly as shown and secure with four (4) 30197 #10-32 X .25″ flat head screws.

2. Lock and unlock to confirm operation.

Dispose of remaining hardware

For K26 series key keeper:

1a. Install lock assembly as shown and secure with four (4) 86091 #10-32 lock nuts.

2a. Lock and unlock to confirm operation.

Dispose of remaining hardware

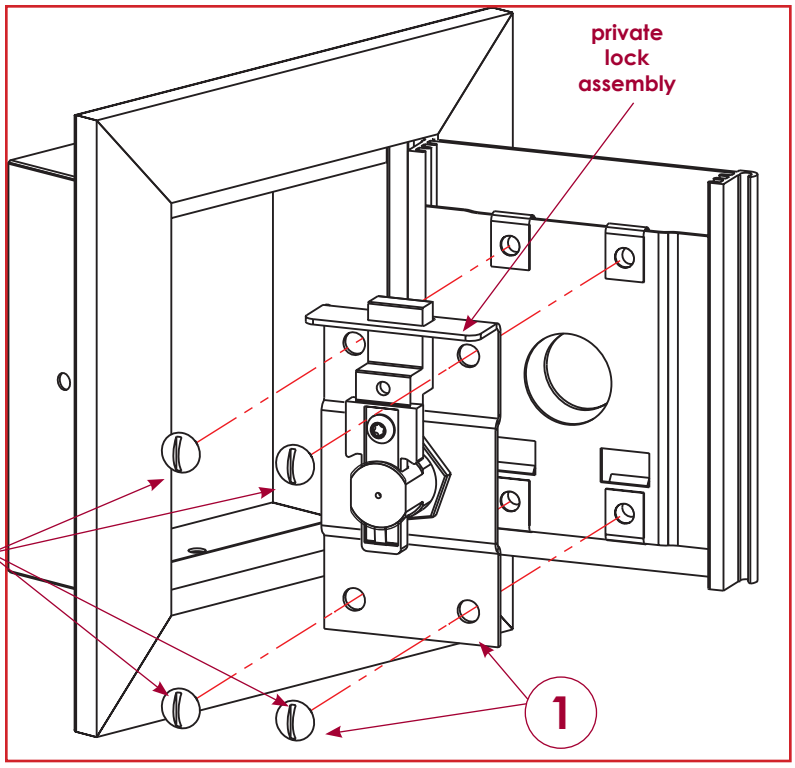
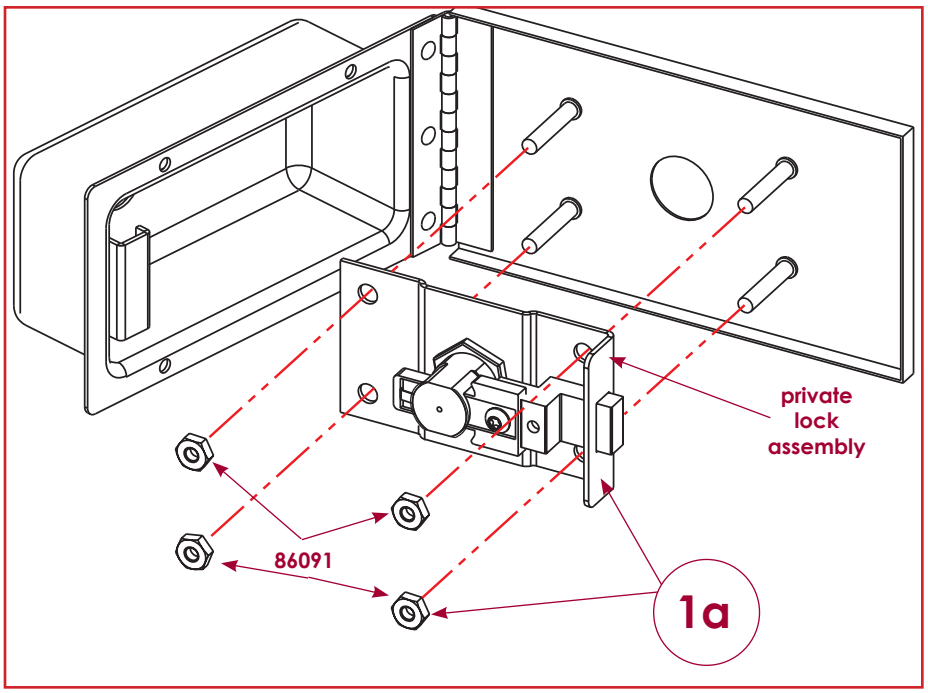
REQUIRED TOOLS
3/8” Nut driver
Flat head screwdriver

PART #	*DESCRIPTION*
-	Private lock assembly
86091	#10-32 Lock nut
30197	#10-32 X .25” Flat head screw

Installation Of Postal To Private Kit

KK and K26 Series Key Keeper

KK Series Keykeeper



K26 Series Key Keeper