

Vertical Mailboxes – 3500 Series

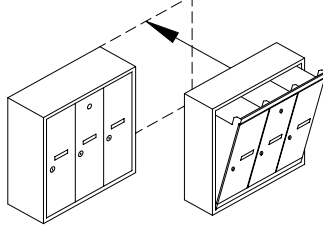
Installation Instructions

U.S.P.S. APPROVED

With their durable powder coat finish and all aluminum construction, Salsbury's 3500 series vertical mailboxes will provide years of maintenance free service.

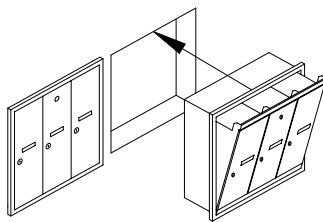
These units are U.S.P.S. approved to the required security upgrades of USPS-STD-4B+ effective March 2005.

SURFACE MOUNTED



Units mount directly to a surface and are attached with mounting hardware through the back. (Hardware not included.)

RECESSED MOUNTED



Units fit into a rough opening and are secured with mounting hardware through the back or side panels of the unit. Recessed units include a flanged collar which fits over the rough opening. (Hardware not included.)

Surface unit dimensions

Recessed unit rough opening dimensions

SURFACE	Width	Height		Depth
3503	18-3/4"	19"		7-1/2"
3504	24-1/4"	19"		7-1/2"
3505	29-3/4"	19"		7-1/2"
3506	35-1/4"	19"		7-1/2"
3507	40-3/4"	19"		7-1/2"
RECESSED		1-High	2-High	
3503	17-1/4"	17-3/4"	36-3/4"	7-1/2"
3504	22-3/4"	17-3/4"	36-3/4"	7-1/2"
3505	28-1/4"	17-3/4"	36-3/4"	7-1/2"
3506	33-3/4"	17-3/4"	36-3/4"	7-1/2"
3507	39-3/4"	17-3/4"	36-3/4"	7-1/2"

Notes

1. No more than two tiers of mailboxes may be installed.
2. Wall opening and lumber frame must be square.
3. Mailboxes should be shielded from direct weather conditions.
4. Store keys in a safe place until ready for use.
5. Hardware is not included to fasten units into rough opening.

Installation Instructions

1. If recessed unit, create rough opening in wall per dimensions in Rough Opening Table. Units must be securely supported by a frame constructed of 2"x4" lumber.
2. Remove unit from carton and place in an upright position on a table or other flat surface.
3. Remove the compartment assembly from the frame by tilting the compartment assembly forward until it extends approximately two inches from the frame. Then lift the compartment assembly upward so that its base clears the hinge pins located at the bottom of the unit. Swing the lower end of the compartment assembly outward and remove it from the frame.
4. Mount the frame in the desired location. **Caution: Do not deform, force, or twist the frame to fit an incorrect rough opening or irregular surface.** If the frame becomes deformed, it will not retain proper alignment with the compartment assembly. Units serviced by the United States Postal Service must be installed with the master lock opening a minimum of 30" and a maximum of 58" above the finished floor.
5. Replace the compartment assembly into the frame, reversing the procedure in step 3 above.

USPS Master Lock Installation

Contact your local postmaster for units serviced by the United States Postal Service. The USPS will supply and install its own master lock on your mailbox unit upon request. Screws for the USPS master lock are provided.

Security Caution

The tenant door at or near the center of the compartment array, in addition to providing access to a tenant's mail, also provides access to the USPS Arrow Lock that provides access to all compartments.

For the sake of security of the entire compartment array, it is important that this tenant door be securely locked at all times, even if there is no tenant receiving mail via this door.