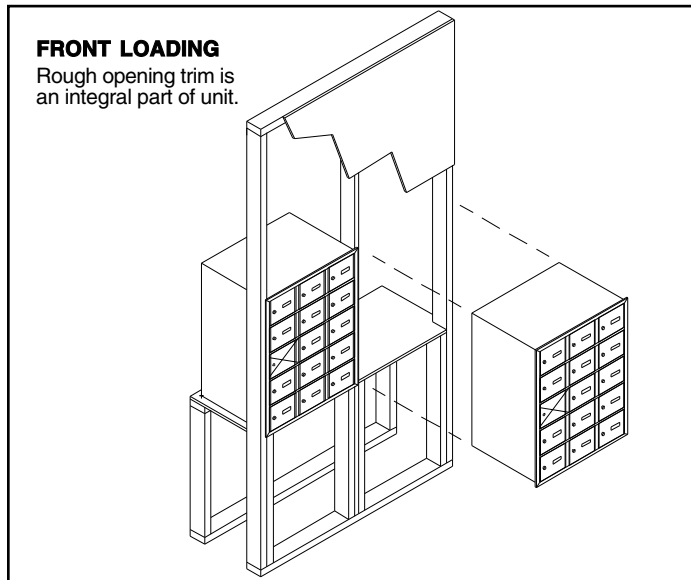


# Horizontal Mailboxes – 3600 Series

## Standard FRONT LOADING Installation Instructions

U.S.P.S. APPROVED

With a rugged all aluminum construction, Salsbury's 3600 series horizontal mailboxes will provide years of maintenance free service.



### Calculation Of Rough Opening Dimensions

Width of Rough Opening = Overall Width less 1"  
 (For multiple units = Sum of Overall Widths less 1")  
 Height of Rough Opening = Overall Height less 1"

### Notes

1. Wall opening and lumber frame must be square.
2. Mailboxes should be shielded from direct weather conditions.
3. Store keys in a safe place until ready for use.
4. Hardware is not included to install units into rough opening.

### Postal Regulations

Mailboxes must be installed according to Postal Regulations. There shall be no less than 28 inches from the finished floor level to the bottom of the lowest row of mailboxes and no more than 67 inches from the finished floor level to the tenant locks of the top row of mailboxes. The postal access door shall be allowed to open a minimum of 90 degrees with no obstruction.

### Installation Instructions

1. It is recommended that the mailbox units be unpacked and reviewed before construction of the rough opening and support framing. The mailbox units are shipped fully assembled.
2. Using standard construction framing methods, frame wall according to the installation's calculation of rough opening dimensions. Be sure the rough opening position is in accordance with U.S.P.S. regulations as stated above. Secure the units to the frame by drilling holes in the sides near the front of the unit, and fasten with several screws or long bolts. For additional support, an additional base and platform below the unit (and behind the wall) can also be fabricated using standard framing methods.
3. Place unit in rough opening and securely fasten to the support framing. **Caution: Do not deform, force, or twist the frame to fit an incorrect rough opening or against an irregular surface, as this will affect the alignment of the door.**

### Overall Dimensions of Each Unit – FRONT LOADING

| 7 Doors High |              | Width   | Height  | Depth   |
|--------------|--------------|---------|---------|---------|
| 3621FL       | 3 Doors Wide | 22-3/4" | 40-3/4" | 16-1/2" |
| 3628FL       | 4 Doors Wide | 29-1/4" | 40-3/4" | 16-1/2" |
| 3635FL       | 5 Doors Wide | 35-3/4" | 40-3/4" | 16-1/2" |
| 3614FL       | 14 "B" Doors | 29-1/4" | 40-3/4" | 16-1/2" |
| 6 Doors High |              |         |         |         |
| 3618FL       | 3 Doors Wide | 22-3/4" | 35-1/4" | 16-1/2" |
| 3624FL       | 4 Doors Wide | 29-1/4" | 35-1/4" | 16-1/2" |
| 3630FL       | 5 Doors Wide | 35-3/4" | 35-1/4" | 16-1/2" |
| 3612FL       | 12 "B" Doors | 29-1/4" | 35-1/4" | 16-1/2" |
| 5 Doors High |              |         |         |         |
| 3615FL       | 3 Doors Wide | 22-3/4" | 29-3/4" | 16-1/2" |
| 3620FL       | 4 Doors Wide | 29-1/4" | 29-3/4" | 16-1/2" |
| 3625FL       | 5 Doors Wide | 35-3/4" | 29-3/4" | 16-1/2" |
| 3610FL       | 10 "B" Doors | 29-1/4" | 29-3/4" | 16-1/2" |

### Calculation Of Overall Dimensions of Multiple Units

Width and height of outside trim frame of each unit:

Overall Width = No. of doors wide times 6-1/2" plus 3-1/4"  
 ("B" door units count as 4 doors wide)

Overall Height = No. of doors high times 5-1/2" plus 2-1/4"

### 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. Studs and nuts for the USPS master lock are provided.

[www.Communitymailboxes.com](http://www.Communitymailboxes.com)

Test Address, Test Address, Test Address, Test Address

Phone: 1 888-863-1040

Fax: 1 707-265-0206

Installation instructions are provided as general guidelines. It is advised that a professional installer be consulted. Communitymailboxes assumes no product assembly or installation liability.