

PARCEL LOCKER DOOR ARROW LOCK

3700 Series Horizontal Mailboxes

Installation Instructions

This installation instruction document is for installing the USPS Arrow lock and two lock covers in a parcel locker door on the 3700 series Horizontal Mailboxes.

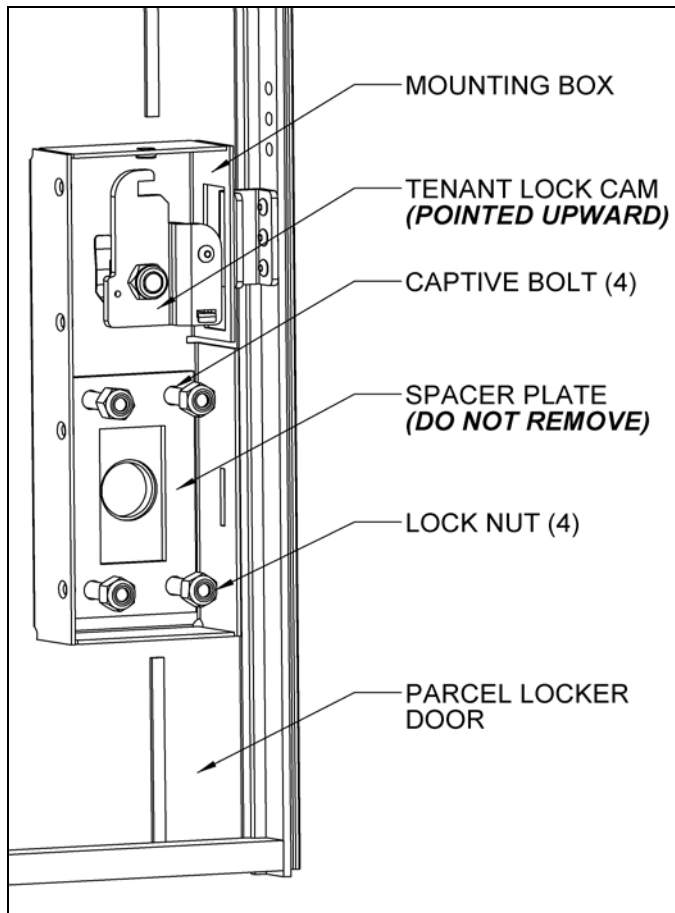
Note

The mail receptacle is shipped without a USPS Arrow lock installed in the parcel locker door. This lock must be requested from the USPS and installed by USPS personnel. Call your local post office to request this service.

Installation

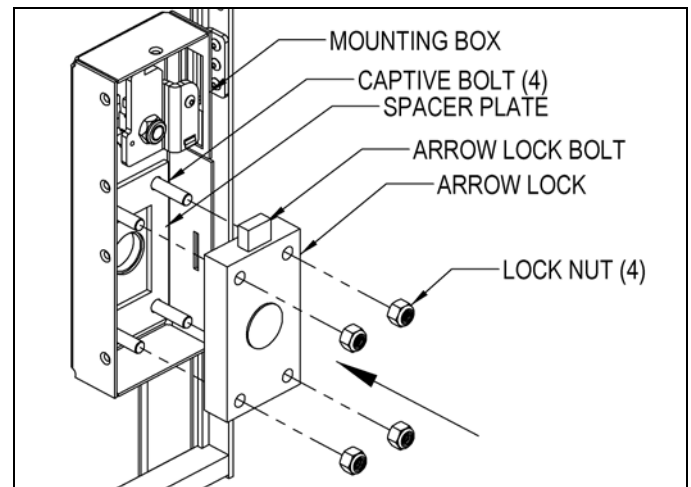
Step 1

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.**



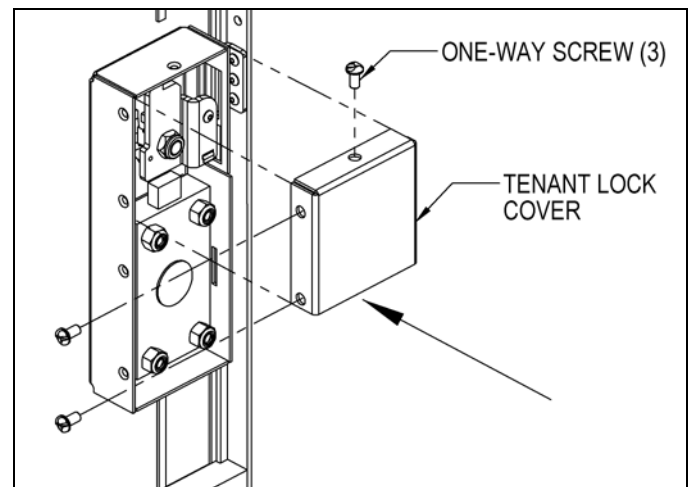
Step 2

Install the Arrow lock over the four (4) captive bolts with the Arrow lock bolt facing upwards. ***The spacer plate should be between the Arrow 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. Use the three (3) one-way screws to secure the tenant lock cover.



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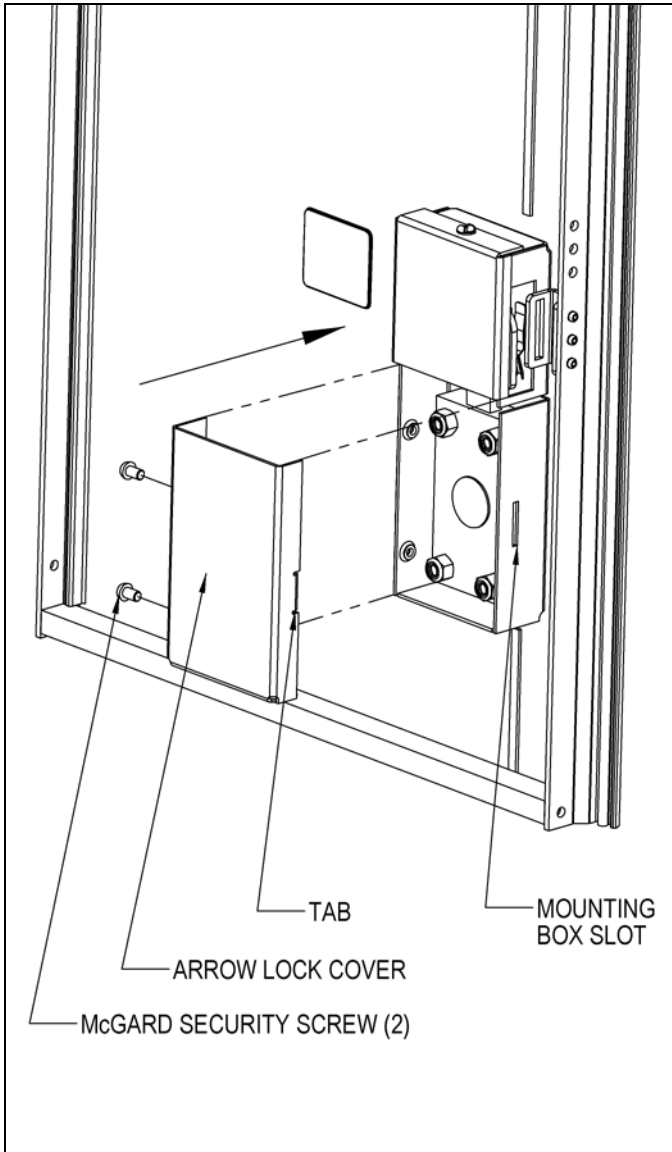
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Step 4

Install the Arrow lock cover by sliding the tab located on the Arrow lock cover over the mounting box slot. Secure it with the two (2) special McGard security screws. Installation is complete.



To Check Locking Mechanism

Lock the tenant lock and remove the key. Lock the Arrow 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 Arrow lock is unlocked.

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