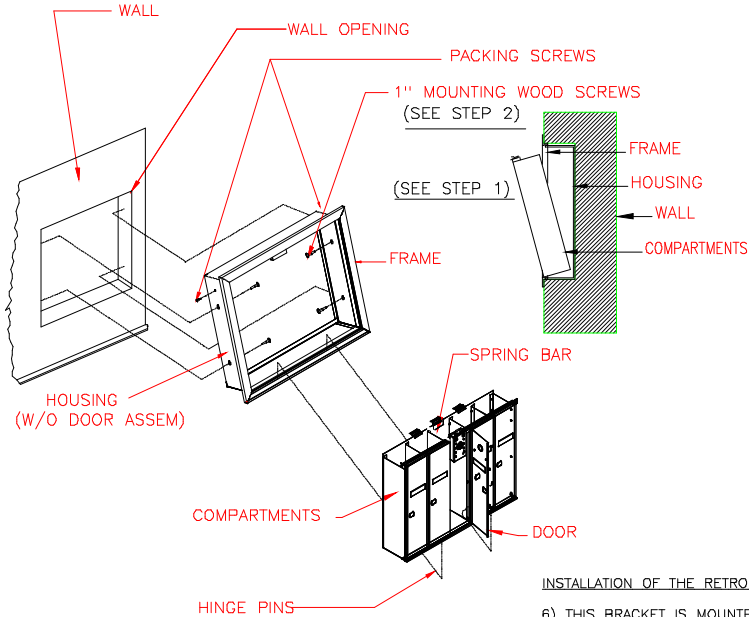


# INSTALLATION INSTRUCTIONS FOR ARROW LOCK DOOR SECURITY KIT

## FOR AUTH-FLORENCE 1250 VERTICAL MAILBOX

(KIT #KL41705)



### INSTALLATION OF RETROFIT KIT LOCK SUPPORT BRACKET

- 1) TO REMOVE TYPE 1250 MAILBOX FROM WALL, FIRST CONTACT THE LOCAL POSTMASTER TO UNLOCK POSTAL LOCK.  
AFTER POSTAL LOCK IS UNLOCKED, TILT THE COMPARTMENT SECTION FORWARD HALF WAY OPEN. LIFT THIS UNIT UP AND REMOVE IT FROM THE FRAME IN THE WALL, SETTING IT OFF TO THE SIDE.
  - 2) THERE ARE (4) PHILLIPS TYPE MOUNTING SCREWS ON THE SIDES OF THE MAILBOX FRAME. THESE SCREWS SECURE THE MAILBOX TO THE INTERIOR WALL OR STUDS. REMOVE ALL (4) SCREWS, SAVING THEM FOR RE-INSTALLING THE FRAME TO THE WALL AFTER THE RETROFIT IS COMPLETE. REMOVE THE FRAME FROM THE WALL. PLACE THE FRAME FACE DOWN ON A FLAT PROTECTED SURFACE.
- (REFER TO PAGE 2 OF 3 FOR STEPS 3 THRU 8)
- 3) WITH THE FRAME RESTING FACE DOWN, USE A CHISEL OR GRINDER TO REMOVE RIVETS FROM THE EXISTING ARROW LOCK BRACKET AT THE TOP OF THE FRAME.
  - 4) NOW PLACE THE FRAME UPSIDE DOWN ON A FLAT SURFACE AND PLACE THE (2) WOODEN 2 X 4'S SIDE BY SIDE AND UNDER THE FRAME AS SHOWN IN FIG. "A" ON PAGE 2.
  - 5) PLACE THE TEMPLATE (PROVIDED WITH KIT) ON THE FRAME WHERE THE BRACKET WAS; ALIGN (2) HOLES IN THE TEMPLATE WITH THE OUTSIDE HOLES LEFT BY THE REMOVED BRACKET. THE REMAINING (2) HOLES ON THE TEMPLATE SHALL BE USED TO MARK THE HOLE LOCATIONS ON THE FRAME. USE A #29 DRILL TO CREATE FIRST (2) HOLES. AFTER HOLES HAVE BEEN DRILLED PROPERLY ALIGN THE LOCK SUPPORT BRKT. WITH THE HOLES THAT HAVE BEEN DRILLED AND INSTALL (2) RIVETS IN THE (2) HOLES. NOW USE THE BRKT. TO DRILL (2) ADDITIONAL HOLES; INSTALL (2) RIVETS IN THE LAST TWO HOLES DRILLED. AFTER THE BRACKET IS INSTALLED, TURN THE UNIT RIGHT SIDE UP, REMOVING ALL DEBRIS. THE INSTALLATION OF THE RETROFIT KIT LOCK SUPPORT BRACKET IS COMPLETE.

### INSTALLATION OF THE RETROFIT KIT ANCHOR BRACKET SUPPORT

- 6) THIS BRACKET IS MOUNTED ON THE COMPARTMENT UNIT OF THE MAILBOX. REMOVE THE (2) SCREWS AT THE TOP OF THE POSTAL LOCK. NOW REMOVE THE POSTAL LOCK. (YOU WILL HAVE TO TURN THE KEY IN THE LOCK TO RETRACT THE LOCK BOLT IN ORDER TO REMOVE THE LOCK)  
REMOVE (2) BLACK TINNEMAN CLIPS
  - 7) NOTICE THE SPACE BETWEEN THE MASTER LOCK BRACKET AND THE MAILBOX TOP CROSSBAR. SLIDE THE ANCHOR BRACKET SUPPORT WITH THE LONGER END DOWN INTO THIS SPACE. MAKE SURE THE SHORTER END RESTS ON TOP OF THE TOP CROSSBAR. LINE UP THE HOLES IN THE ANCHOR BRACKET SUPPORT WITH THE HOLES OF THE MASTER LOCK BRACKET (SEE FIG. "C")
  - 8) REPLACE THE MASTER LOCK INTO THE MASTER LOCK BRACKET AND INSERT (1) 10-32 X 1-1/8" SCREW AND (1) ONE-WAY 10-32 X 1 1/4" SECURITY SCREW INTO THE TOP (2) HOLES OF THE LOCK, THROUGH THE MASTER LOCK BRACKET AND THE ANCHOR BRACKET SUPPORT. ATTACH (2) HEX NUTS TO THE SCREWS AND TIGHTEN UNTIL SECURE. USE THE ANCHOR BRACKET SUPPORT AS A TEMPLATE AND USE A #32 DRILL TO CREATE A GRAB HOLE. IN TOP BAR. INSERT (2) 6-32 SELF TAPPING SCREWS AND TIGHTEN UNTIL SECURE.
- \* THE INSTALLATION OF THE RETROFIT KIT BRACKET SUPPORT IS COMPLETE.
  - \* REINSTALL FRAME TO THE WALL AND REPLACE INSERT

### TOOLS REQUIRED:

- \* HAMMER, CHISEL OR GRINDER
- \* MANUAL RIVET GUN
- \* HAND DRILL
- \* #29 DRILL BIT
- \* #32 DRILL BIT
- \* #35 DRILL BIT
- \* (2) WOOD 2 X 4'S (APPROX 2' LONG)
- \* PHILLIPS SCREWDRIVER
- \* ADJUSTABLE WRENCH

**AUTH AF FLORENCE**  
MANUFACTURING COMPANY  
5935 CORPORATE DRIVE  
MANHATTAN KANSAS 66503

CS2036

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