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› Salsbury Industries 4350BLK Mail Chest Instruction Manual

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Salsbury Industries 4350BLK Mail Chest Instruction Manual

Model: 4350BLK | Brand: Salsbury Industries

1. INTRODUCTION

This manual provides essential information for the proper installation, operation, and maintenance of your Salsbury Industries 4350BLK Mail Chest. Designed to meet USPS-STD-7B Specifications, this mail chest is constructed from durable aluminum with a powder-coated finish, ensuring longevity and security for your mail. Please read these instructions thoroughly before proceeding with installation or use.

2. KEY FEATURES

- Includes an outgoing mail tray for convenient mail dispatch.
- Features an adjustable red signal flag to indicate outgoing mail.
- Equipped with front and rear access locking doors, each supplied with two keys (keyed alike) for secure mail retrieval.
- Mail is deposited through a non-locking access panel located on the front, ensuring easy delivery by mail carriers.
- Constructed entirely of aluminum for durability and resistance to corrosion.

3. PRODUCT OVERVIEW AND COMPONENTS

Familiarize yourself with the various parts of your Salsbury Industries 4350BLK Mail Chest.

FRONT VIEW

**Secure mail
compartment**

**Locking front door
for owner access**

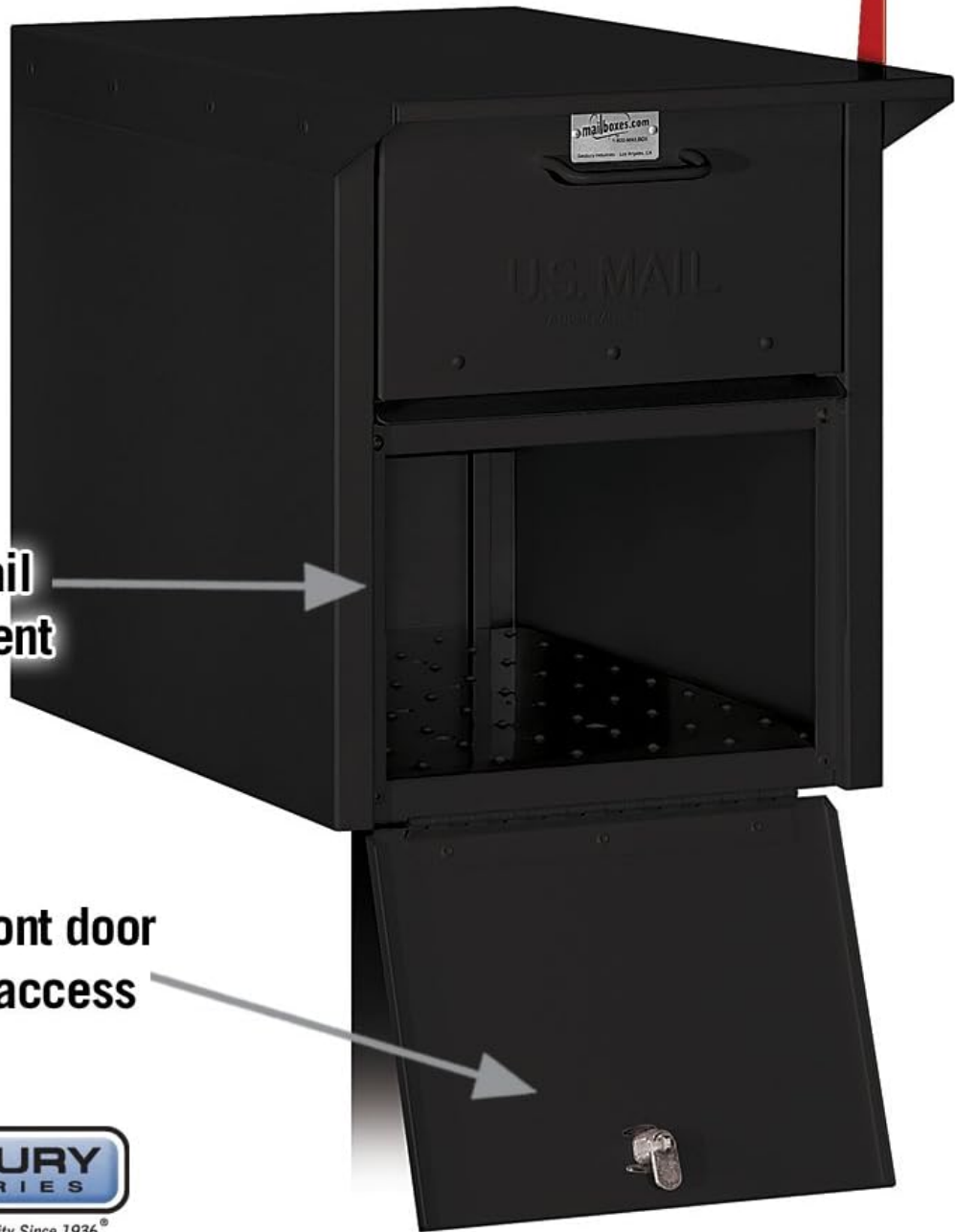


Figure 3.1: Front View - Mail Deposit Area

This image highlights the upper section of the mail chest, detailing the magnetic door catch, the outgoing mail tray, the slot for incoming mail deposit, and the non-locking door designed for mail carrier access.

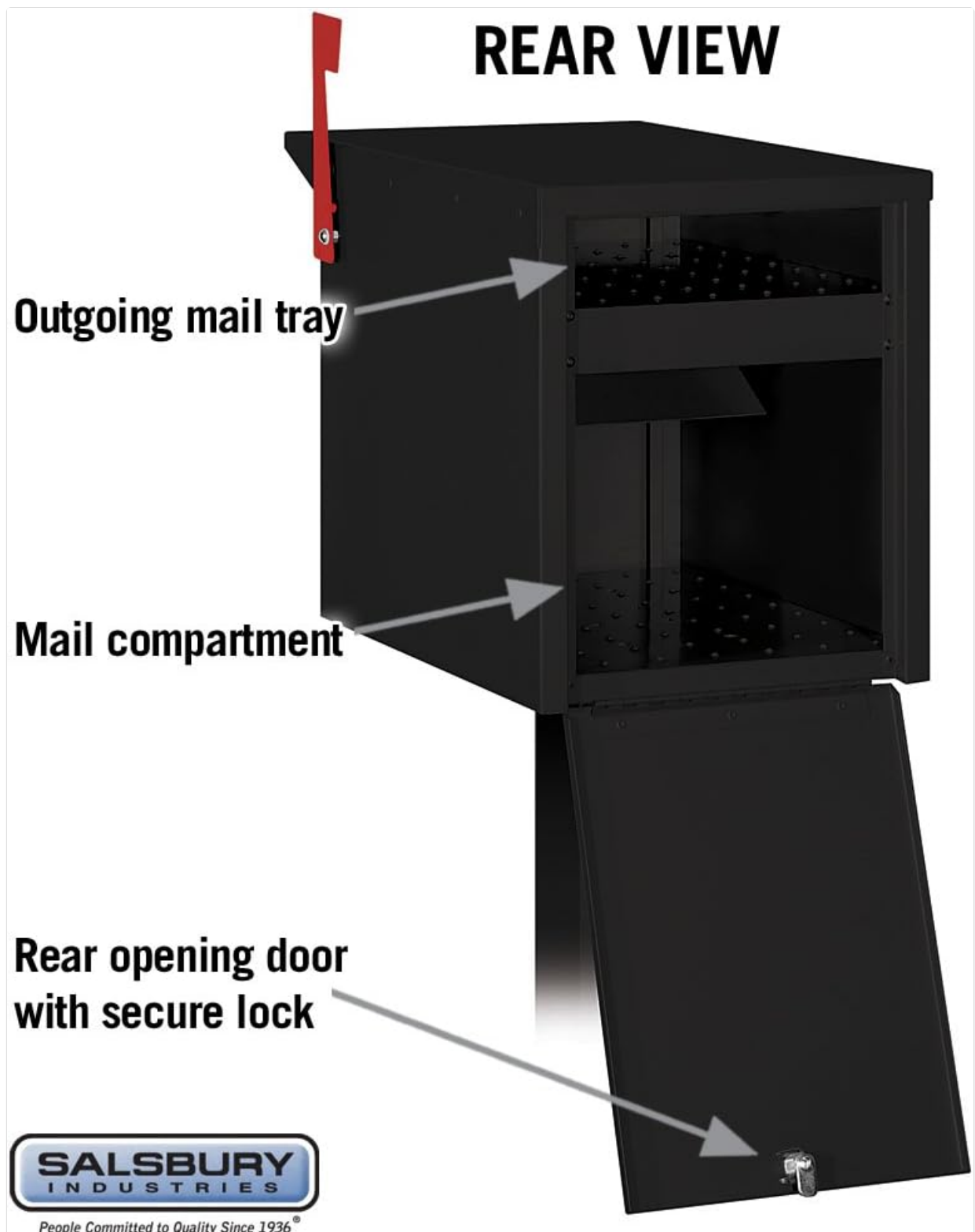


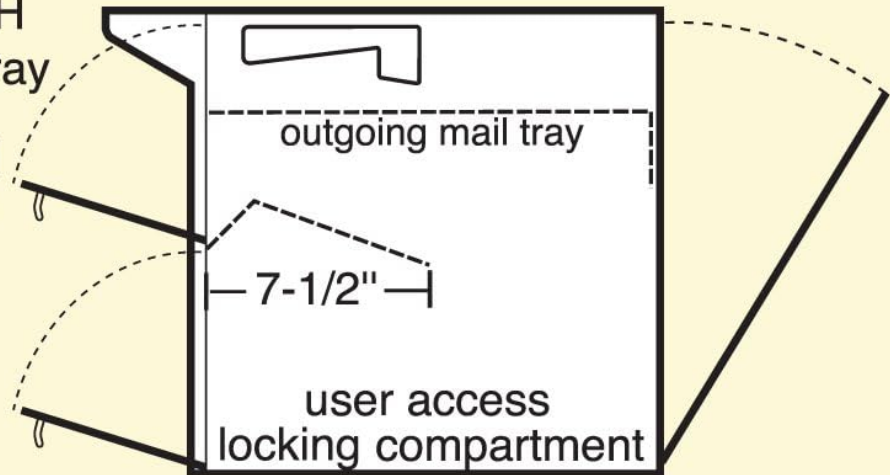
Figure 3.2: Front View - Owner Access Area

This image displays the lower front section of the mail chest, indicating the secure mail compartment where delivered mail is stored and the locking front door used by the owner for mail retrieval.

SIDE VIEW

11" W x 2-3/4" H
outgoing mail tray

11" W x 2" H
mail deposit



Front and rear access on mail chests



Figure 3.3: Rear View

This image illustrates the rear of the mail chest, showing the outgoing mail tray, the main mail compartment, and the rear opening door equipped with a secure lock for alternative owner access.



Figure 3.4: Side View Diagram with Dimensions

This diagram provides a side profile of the mail chest, detailing the dimensions of the outgoing mail tray (11" W x 2-3/4" H) and the mail deposit slot (11" W x 2" H), along with the user access locking compartment.

4. SETUP AND INSTALLATION

The Salsbury 4350BLK Mail Chest is designed for pedestal mounting. A pedestal is required for installation and is sold separately. Ensure the chosen location for your mail chest complies with local postal regulations and provides stable support.

4.1 Pedestal Mounting

- Acquire a compatible pedestal designed for this mail chest model.
- Follow the specific installation instructions provided with your pedestal for secure mounting to the ground.

- Carefully align the mail chest with the pre-drilled holes on the pedestal.
- Secure the mail chest to the pedestal using appropriate hardware (typically included with the pedestal or mail chest). Ensure all fasteners are tightened to prevent movement.



Figure 4.1: Mail Chest on Pedestal

This image shows the Salsbury 4350BLK Mail Chest installed on a pedestal. Please note that the pedestal is a separate purchase and is not included with the mail chest.

4.2 Key Management

The mail chest comes with two keys for the locking doors. It is recommended to keep one key in a secure location as a spare.

5. OPERATION

5.1 Receiving Incoming Mail

Mail carriers will deposit incoming mail through the non-locking access panel on the front of the mail chest. The mail will drop into the secure mail compartment, accessible only with a key.

5.2 Sending Outgoing Mail

- Place your outgoing mail in the designated outgoing mail tray.

- Raise the red signal flag to alert the mail carrier of outgoing mail.

5.3 Retrieving Mail

To retrieve your mail, use one of the provided keys to unlock either the front or rear access door. Open the door, collect your mail from the secure compartment, and then securely close and lock the door.

6. MAINTENANCE

Regular maintenance will ensure the longevity and proper functioning of your mail chest.

- **Cleaning:** Clean the exterior surfaces periodically with a soft cloth and mild soap and water. Avoid abrasive cleaners or solvents that could damage the powder-coated finish.
- **Lubrication:** Apply a small amount of graphite lubricant to the lock mechanisms annually to ensure smooth operation.
- **Inspection:** Periodically check all hinges, latches, and mounting hardware for tightness and signs of wear. Tighten any loose fasteners.

7. TROUBLESHOOTING

7.1 Key Not Turning in Lock

- Ensure the key is fully inserted into the lock.
- Apply a small amount of graphite lubricant into the keyhole and try again.
- Check if the key is bent or damaged. Use the spare key if available.

7.2 Mail Not Fitting in Deposit Slot

- The incoming mail deposit slot has specific dimensions (11" W x 2" H). Larger packages or oversized mail may not fit.
- Contact your mail carrier for alternative delivery arrangements for oversized items.

8. SPECIFICATIONS

Feature	Detail
Model Number	4350BLK
Material	Aluminum
Color	Black
Product Dimensions (D x W x H)	30" x 8" x 6"
Item Weight	23 Pounds
Mounting Type	Pedestal Mount (pedestal sold separately)
Access Location	Front, Rear
Included Components	Lock, (2) Keys
USPS Approval	USPS-STD-7B Specifications (master postal lock not required)

9. WARRANTY AND SUPPORT

For specific warranty information and customer support regarding your Salsbury Industries 4350BLK Mail Chest, please refer to the official Salsbury Industries website or contact their customer service directly. Keep your purchase receipt for warranty claims.