

RIOPEL MAILBOXES



THE STANDARD... BY WHICH OTHERS COMPARE

INSTALLATION INSTRUCTIONS - MODELS 4000 - 6000

1. PREPARE A ROUGH OPENING IN THE WALL SQUARE AND LEVEL, WITH VERTICAL CLEARANCE 1/2" TALLER THAN THE HEIGHT OF THE GROUP AND HORIZONTAL CLEARANCE 1/2" WIDER THAN THE WIDTH OF THE GROUP. OPENING DEPTH IS 16-1/4" (15" REAR LOAD). BOTTOM ROW OF BOXES MUST BE INSTALLED NO LESS THAN 18" FROM FINISHED FLOOR AND TOP ROW NO MORE THAN 66" FROM FINISHED FLOOR.
2. BUILD A SUPPORT STRUCTURE ON THE BOTTOM AND TOP OF THE OPENING USING 2" X 4"S. FIX 3/4" PLYWOOD ON THE SUPPORT STRUCTURE MAKING A LINING ALONG TOP, BOTTOM AND SIDES OF THE INTERIOR OF THE OPENING. THE SUPPORT STRUCTURE COMPLETED IN STEP ONE MUST BE STRONG ENOUGH TO ENSURE THAT THERE IS NO SAG IN THE PLYWOOD, PARTICULARLY THE BOTTOM SIDE. OTHERWISE IT WILL BE VIRTUALLY IMPOSSIBLE TO INSTALL THE MODULES SQUARE.
3. THIS STEP WILL SIMPLIFY ANY INSTALLATION, PARTICULARLY WHEN THERE IS MORE THAN ONE MODULE. TO LEVEL THE WALL OPENING HORIZONTALLY, ATTACH 2 1" X 3" WOOD WEDGES TO THE BOTTOM PIECE OF PLYWOOD BEGINNING AT 7/8" FROM THE WALL OPENING, SPACING THE 1" X 3" 'S AT 8-3/8" CENTER TO CENTER.
4. USE THE WOOD WEDGES TO SHIM THE 1" X 3" 'S LEVEL. ATTACH THE 1" X 3" 'S TO THE PLYWOOD USING WOOD SCREWS. ENSURE THAT THE SCREWS ARE COUNTERSUNK.
5. PLACE THE MAILBOX MODULES IN THE PREPARED OPENING ONE AT A TIME. DO NOT FASTEN YET. MODULES MUST BE INSTALLED STRAIGHT, SQUARE, LEVEL AND PLUMB.
6. LINE UP THE FRAMES WITH ONE ANOTHER. IF TWO OR MORE UNITS ARE BEING INSTALLED ENSURE PERFECT ALIGNMENT. MAKE SURE THAT THE CABINET FRAME IS FLUSH WITH THE EDGE OF THE WALL OPENING. IF YOUR INSTALLATION REQUIRES A RIOPEL TRIM, THEN HAVE THE FRAME SQUARE WITH THE EDGE OF THE FINISHED WALL OPENING SO THAT WHEN THE TRIM IS ATTACHED IT CAN BE MADE TO CONCEAL THE ENTIRE OUTER EDGE OF THE CABINET FRAME.
7. IF YOUR INSTALLATION REQUIRES MORE THAN ONE FRONT LOADING MODULE, MAKE SURE THE MASTER DOOR FRAMES OPEN FREELY. ALSO ENSURE THE LOCKING MECHANISMS FUNCTION AS REQUIRED AND SECURE THE FRONT PANEL/MASTER DOOR. IF THE MASTER DOORS DO NOT FUNCTION PROPERLY THEN CHECK THE WORK DONE DURING THE PREPARATION OF THE WALL OPENING TO ENSURE THAT NONE OF THE MATERIALS IS PREVENTING THE MASTER FRAME FROM LINING UP FLUSH AGAINST THE INSIDE OF THE MODULE. DISREGARD THIS STEP IF YOU ARE INSTALLING REAR LOADING MODELS.
8. FASTEN UNITS TO THE SUPPORT STRUCTURE WITH 2-1/2" SCREWS TOP AND BOTTOM. EACH MODULE MUST BE FASTENED AT FOUR LOCATIONS, ONE PER CORNER WITH APPROPRIATE FASTENERS FOR THE ROUGH FRAMING MATERIALS. DO NOT FASTEN THE BOXES FROM THE SIDE, OTHERWISE THE MASTER DOOR FRAME WILL NOT FUNCTION.
9. IF USING RIOPEL TRIM FASTEN CLIPS TO WALL AND SNAP ON TRIM. OTHERWISE SCREW TO WALL WITH ONE-WAY SECURITY SCREWS PROVIDED.

DETAILED SHOP DRAWINGS ARE AVAILABLE FROM RIOPEL.

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UNEQUALLED EXPERTISE IN MAILBOXES + POSTAL SPECIALTIES

P. RIOPEL INC., 595 St-Remi, Montreal, Que., H4C 3G6 • TEL.:(514) 934-0385 FAX:(514) 934-1732
E-MAIL: INFO@RIOPEL.NET WEB SITE: WWW.RIOPEL.NET