

PAIRING KEY CARDS & KEY FOBS

Creating a Courier Key Card

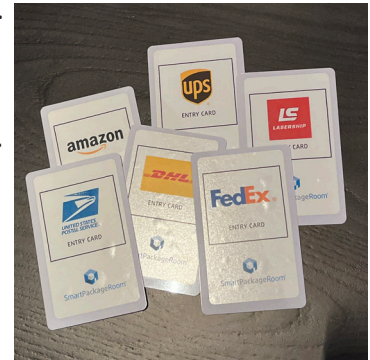
Position Imaging provides 10 blank Key Cards and 2 sheets of courier assigned labels to create Courier Key Cards, these should be located in the Welcome Kit pouch.

Create a Key Card for Each Carrier (UPS, Amazon, FedEx, etc.)

1. Find the list of **Courier Access PINS** that were **emailed** to you from Position Imaging.
2. **Peel off** the appropriate **Courier label** and place on the side of the blank **Key Card without** the **serial numbers**.

Next, go to the Kiosk

1. At the **Kiosk**, **enter** the Courier's Access **PIN** (on the back of the card).
2. Tap the **User Profile** in the upper-right corner.
3. Tap **RFID (Key Fob) Inactive Tap to assign new** to assign the Key Card.
4. **Scan** the **Key Card** across the **RFID Reader** on the front of the Kiosk.
5. **Continue** these **steps for each carrier** (UPS, Amazon, FedEx, etc.) you want a Key Card for.



Courier Key Cards

If You Need to Obtain a New Courier Access PIN

If you can't find the list of Courier Access PINS, or if you need to obtain a new Access PIN for a courier, follow these steps.

1. From the **SPR Portal**, click the **Menu button** on the left and choose **User Admin > Couriers**.
2. Click the **Courier** you want to view a PIN for.
3. Scroll to **Access Keys** and **note** the **PIN number**, because you will next go to the Kiosk to assign the Key Card using the PIN.
4. If there isn't a PIN number, you can create one:
 - a. Click the **Access Key Maintenance (shield) button**  on the Courier Detail page, then select **Generate PIN** from the menu.

The system generates a 6-digit PIN and displays a checkmark and the PIN number in the Access Keys section of the Courier Detail page.

5. With the Couriers Access **PIN**, go to the section above and continue with the steps under **Next, go to the Kiosk.**

PAIRING KEY CARDS & KEY FOBs

Creating a Staff Key Fob

Position Imaging provides 5 blank Key Fobs to create Staff Key Fobs.

To Create a Key Fob for Staff

To create a new Key Fob for Staff, you will need to obtain the Staff Access PIN in the Portal and then go to the Kiosk with the PIN and assign the PIN to a Key Fob.

Start by obtaining the Staff PIN in the SPR Portal

1. From the **SPR Portal**, click the **Menu button** on the left and choose **User Admin > Staff**.
2. Click the **Staff** you want to view a PIN for.
3. Scroll to **Access Keys** and **note the PIN number**, because you will next go to the Kiosk to assign the Key Fob using the PIN.
4. If the Staff member hasn't created their PIN, you can create one:
 - a. Click the **Access Key Maintenance (shield) button**  on the Staff Detail page, then select **Generate PIN** from the menu.

The system generates a 6-digit PIN and displays a checkmark and the PIN number in the Access Keys section of the Staff Detail page.

Next, go to the Kiosk with the Staff PIN Number

1. At the **Kiosk**, **enter** the Staff's **PIN** (you just obtained at the SPR Portal).
2. Tap the **User Profile** in the upper-right corner.
3. Tap **RFID (Key Fob) Inactive Tap to assign new** to assign the Key Fob.
4. **Scan a blank Key Fob across the RFID Reader** on the front of the Kiosk.
5. **Continue** these steps for each Staff member you want a Key Fob for.



Staff Key Fob

If you need help pairing or need assistance with using your Smart Package Room, send an email to: SPRAssist@smartpackageroom.com.