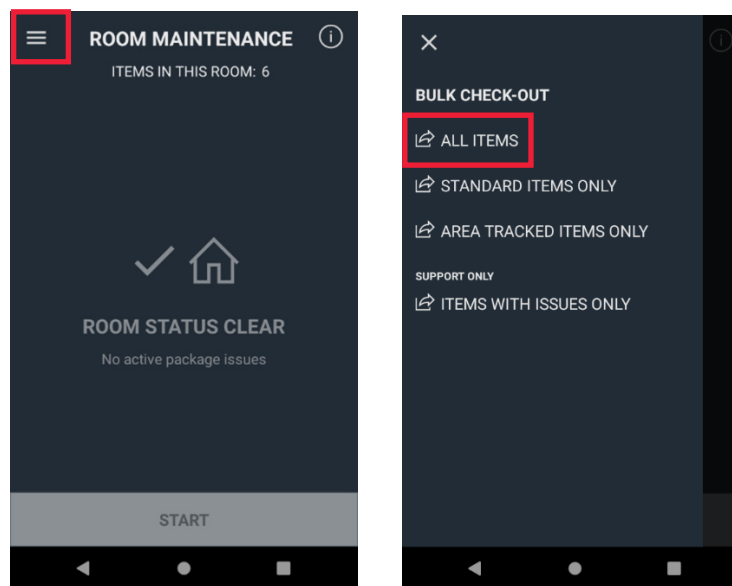


HOW TO RESET YOUR ROOM

Using the MobileKiosk (Handheld)

To clear out, remove and redeliver all items in your package room using the MobileKiosk (handheld):

1. At the kiosk, enter your assigned **PIN** or scan your **Key Card/Fob**.
2. Tap **ROOM MAINTENANCE** from the Main Menu screen.
3. **Enter the room.** (Depending on your site, you may need to tap “Continue Inside”.)
4. On the MobileKiosk (handheld), tap the **Three Lines** button in the top-left.
5. Tap **ALL ITEMS**.



Three Lines

All Items

6. A warning dialog opens informing you that this step will remove **ALL ITEMS** from the system and cannot be reversed. Each item will need to be redelivered to the room. **Tap to Confirm.**
7. Physically **remove all items** from the **room** and **redeliver** using the MobileKiosk (or wall mounted kiosk).

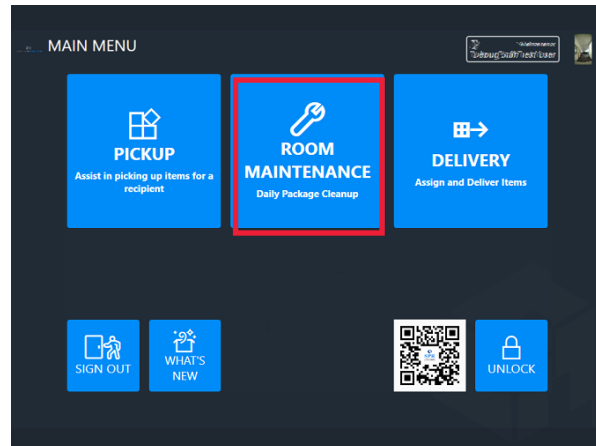
It is recommended that you remove and redeliver one area of the package room at a time, so you do not overflow your staging area.

HOW TO RESET YOUR ROOM

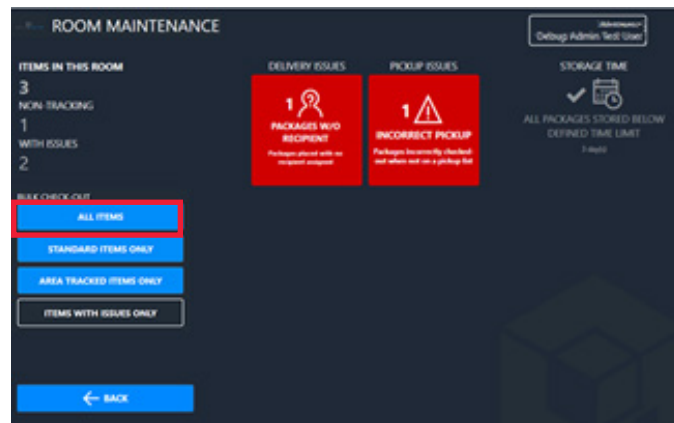
Using the Kiosk (Wall Mounted/External Kiosk)

To clear out, remove and redeliver all items in your package room using the Kiosk (wall mounted/external kiosk):

1. At the kiosk, enter your assigned **PIN** or scan your **Key Card/Fob**.
2. Tap **ROOM MAINTENANCE** from the Main Menu screen.



3. Tap **ALL ITEMS**.



4. A warning dialog opens informing you that this step will remove **ALL ITEMS** from the system and cannot be reversed. Each item will need to be redelivered to the room. Tap to Confirm.
5. Physically **remove all items from the room** and **redeliver** using the MobileKiosk (or wall mounted kiosk).

It is recommended that you remove and redeliver one area of the package room at a time, so you do not overflow your staging area.