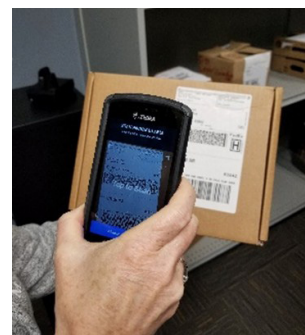


DELIVERING TO THE SMART PACKAGE ROOM®

COURIER:

Please use the Smart Package Room for package delivery.

1. At the Kiosk, **enter** your **PIN** to access the room.
– Or get a Keycard from property staff.
2. **Enter** the **room** with *all* your packages.
3. **Pick up** the **MobileKiosk™** and **position** the screen **over** the **entire** label. **Tap to Capture**. A brief image of the captured label displays. If the image is blurry and you need to take a new image, tap **Try Again**.
4. Tap **Recipient's Name** – If the scanner cannot locate the recipient, enter the Recipient's Name or Unit #.
5. Tap the **Type** of package you are delivering:
 - **Standard** – place directly on shelf and move away after placing
 - **Flat (Envelope)** – place in appropriately labeled blue bin, then tap **Confirm Delivery** after placing
 - **Oversized, Cold Storage, or Dry Cleaning** – place in designated area, then tap **Confirm Delivery** after placing
6. If you have additional **packages** to scan, tap **Next Item**.
7. When finished, tap **Done**, then place the device in the charger. **Exit** the room and **close** the **door**.



Delivery Tips

- Capture the label then place each package separately.
- After placing a standard package, move away from the shelf for the package to register.
- Confirm Delivery after placing an envelope, oversized package, cold storage, or dry cleaning.
- Do not stack packages on the shelf.

