

HOW TO DELIVER PACKAGES

Delivering Packages with the MobileKiosk™

1. **STAFF:** At the Kiosk, **ENTER** your Access **PIN** or scan your **Key Fob**. Tap **Delivery**.

COURIER: Get **Key Card** from staff and **scan** (or **enter your PIN**).

If asked, tap **I Acknowledge** to agree to deliver every package into the system.

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 Unit # or Recipient Name.

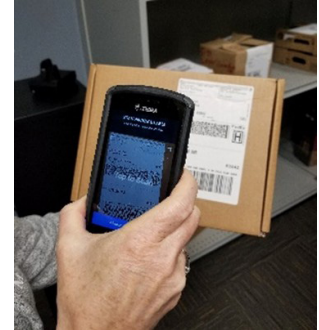
5. Tap the **Type** of package you are delivering: Standard, Flat, Oversized, Cold Storage, or Dry Cleaning.

6. **Place** the **package** in the appropriate area:

- Standard - place directly on shelf and move away after placing
- Flat (*Envelope*) – place in bin, then touch **Confirm Delivery** after placing
- Oversized, Cold Storage, or Dry Cleaning – place in designated area, then touch **Confirm Delivery** after placing

7. If you have additional **packages** to scan, touch **Next Item**.

8. When finished, tap **Done**, then place the device in the charger. **Exit** the room and **close** the **door**.



Scanning a Package with the MobileKiosk

Delivery Tips

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