

HOW TO SET NEW STAFF UP FOR SUCCESS

1. Schedule a new staff orientation Zoom meeting. Contact SPRAssist@smartpackageroom.com.
2. Create your own Smart Package Room account (do not use a previous staff code, Fob or account).
3. Program your new Key Fob.
4. Review training materials.
5. Review daily room management procedures.

Contact SPRAssist@smartpackageroom.com if you have any other questions or need assistance.

