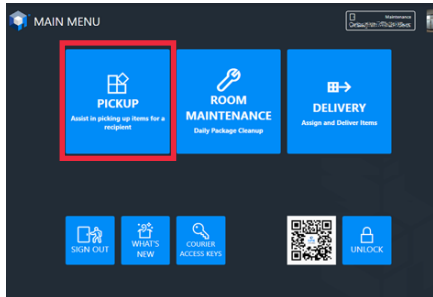


STAFF ASSISTED PICKUP - KIOSK

Staff Assisted Pickup - Using the Kiosk

1. At the kiosk, **enter** your **PIN** or scan your Key Fob.
2. Tap **Pickup**.
3. Tap **Continue Here**.



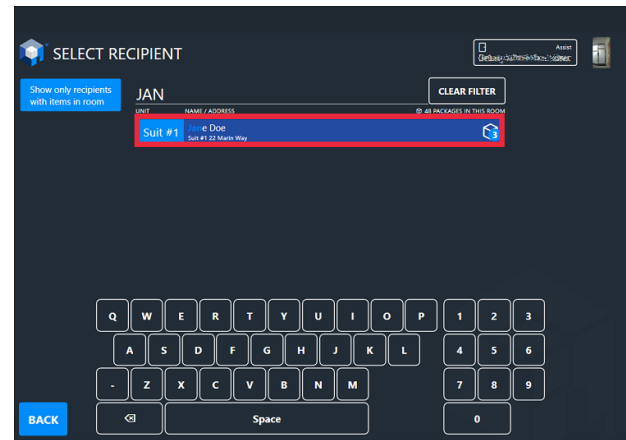
The Select Recipient screen opens.

4. Choose from the list or use the keyboard, **enter** **name**, **address**, or **unit number** of recipient.

The system auto-populates with the filtered criteria.

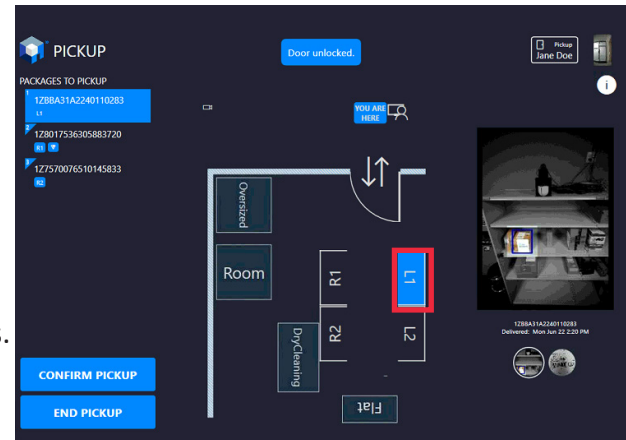
5. Tap the **recipient's name**.

The system displays a map of the room and indicates where the package(s) are located (blue area) within the room.



6. **Enter** the **room** and head towards the location indicated on the Room Map.

- **Look** for the **blinking blue light** and the **red laser** pointing with a circular motion on the package.
- **Listen** to the **audio instructions**.
- If Flat or envelope, look in the Flat (blue) bins.
- If Oversized, look for the signage.



7. **Pick up** the package.
8. **Exit** and **close** the **door**.
9. If you picked up a flat or oversized package, tap **Confirm Pickup**.

If there are no items to pick up, the kiosk will say that there are no items for this recipient.

To view a video of a staff assisted pickup at the kiosk, click the link or enter the URL:
<https://vimeo.com/1210212922?share=copy&fl=sv&fe=cj>

STAFF ASSISTED PICKUP - MOBILEKIOSK™

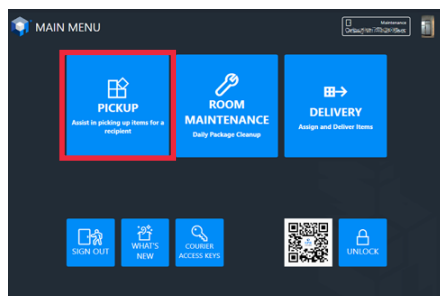
Staff Assisted Pickup - Using the MobileKiosk

1. At the kiosk, **enter** your **PIN** or scan your Key Fob.

2. Tap **Pickup**.

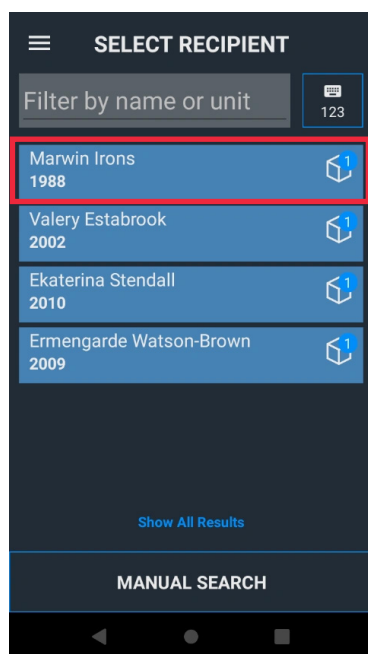
3. Tap **Continue Inside**.

4. **Enter** the **room**.



5. **Pick up** the **MobileKiosk**. You can also leave the MobileKiosk in the charger.

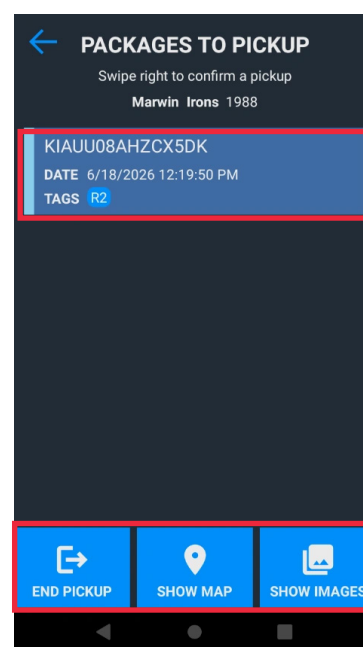
6. From the Select Recipient screen, **scroll through** the **Recipient's names** or **enter** the **name** or **unit number** of the recipient in the "Filter by name or unit" area.



7. Tap the **recipient's name** when you locate it.

Packages to Pickup display for the recipient.

- Tap **Show Map** to see where the package is located.
- **Look** for the **blinking blue light** and the **red laser** pointing with a circular motion on the package.
- **Listen** to the **audio instructions**.
- If Flat or envelope, look in the Flat (blue) bins.
- If Oversized, look for the signage.



8. **Pick up** the package. If there is more than one package, the screen will display the next package.

9. **Swipe right** after you pick up the package (to confirm pick up).

10. Tap **End Pickup**.

11. Place the MobileKiosk in the charger.

12. **Exit** the **room** and **close** the **door**.

13. Tap **Sign Out** on the kiosk.