Locker Management Module

Quick Reference Guide

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Logging into the Locker Management Module

In order to perform mailroom administrator operations using the Locker Management Module web application you need to first login as administrator or locker operator.

1. *Go to the Locker Management Module web site*.

2. Enter your Email and Password. As part of your subscription to the Locker Management Module you receive an email containing a link to a site where you set up your email address and password.
The Locker Management Module screen appears.
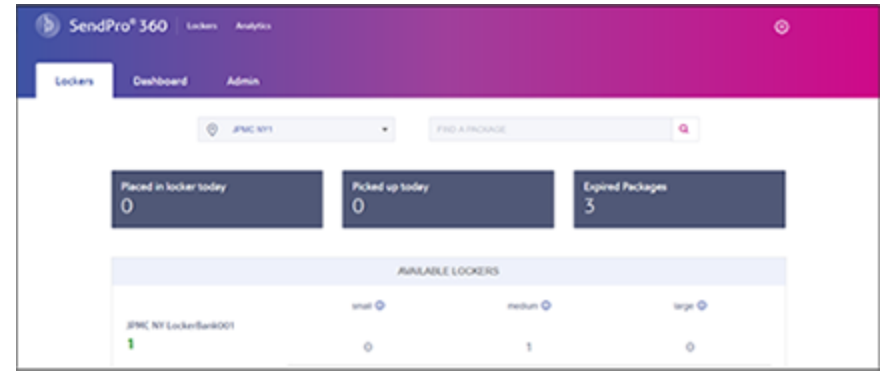
Checking locker availability

To perform any locker management operations, you need to determine which lockers are available to you.

1. Click on **Lockers** at the top of the Home screen.

2. Select the **Manage Lockers** option.

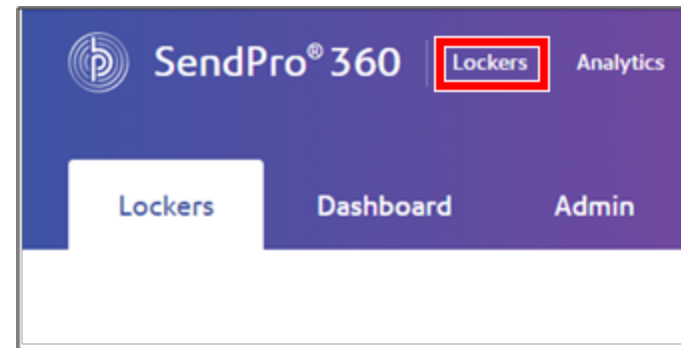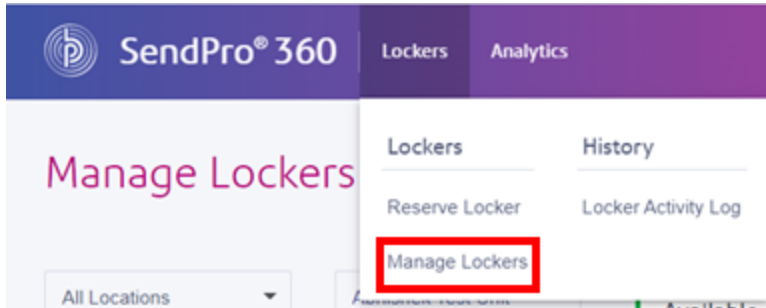3. Click in the **LOCATION** field and choose your location.
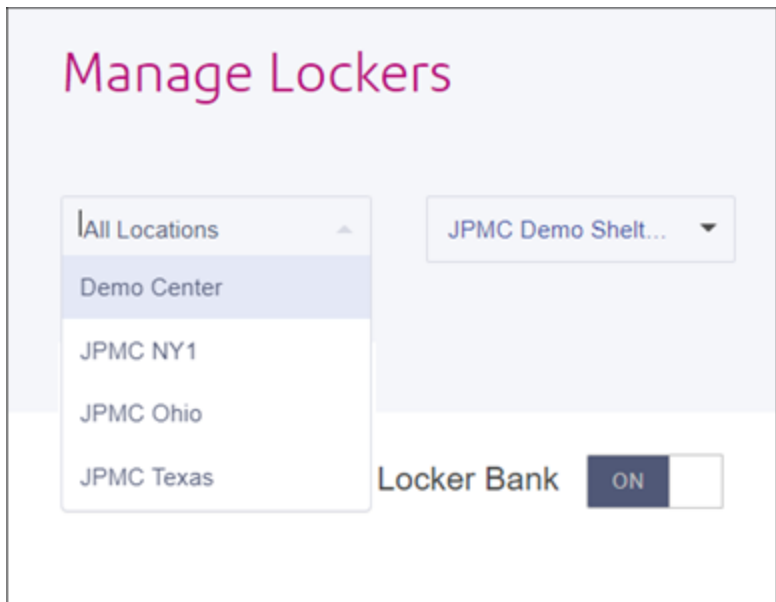
The system displays the lockers that are available to you.
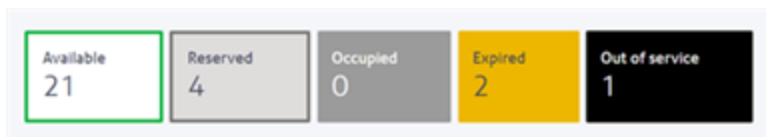
Reserving a locker

As mailroom administrator or locker operator, you can reserve a locker ahead of time using Locker Management Module so that an assigned locker is available for a specific package as soon as you or a designated client sign in at the kiosk.

If you use SendSuite® Tracking Online, you can also use that application to reserve a locker.

1. Click on **Lockers** on the menu at the top of the Home screen.

2. Select the **Reserve Locker** option.

The Reserve Locker screen appears.

3. Click in the **LOCATION** field and choosing your location.
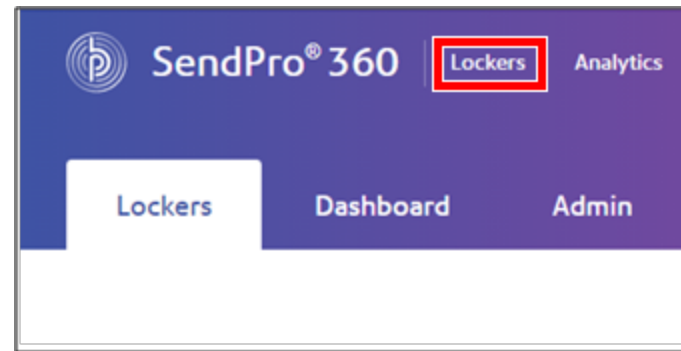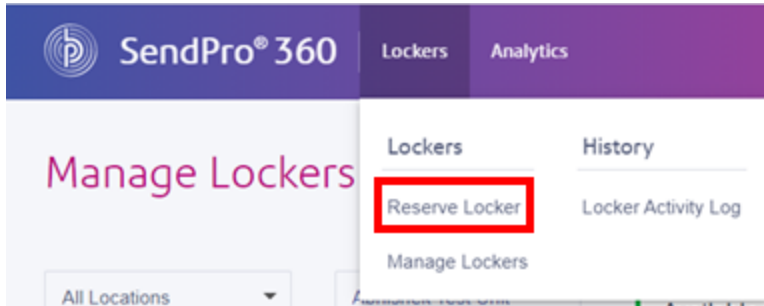4. Enter the ID in the **TRACKING ID** field. This may be defined by the customer, the company, or the tracking number of the carrier. If you have a scanner attached, scan in the tracking number.
5. Select the **Personal** package option.

6. Click in the **RECIPIENT** field and enter the name of the recipient.
   - The recipient must already be in the system contact list.
   - As soon as you enter the first 3 letters of the recipient's name, the system displays all of the names and addresses beginning with those letters.
   - Verify the address and select the recipient.
7. If the recipient needs to access a locker at a height between 15" to 48" up from the floor (for example, wheel chair level height), click the check box for **Requires Accessible Locker**.
8. Click in the **LOCKER BANK** field and select the locker bank. Only those locker banks assigned to you will appear in the display.
9. Select Standard for the **LOCKER TYPE**.
10. Click in the **LOCKER SIZE** field and select small, medium or large.

11. Click **Reserve**.The system displays the message "Locker Reserved". If the recipient already has a reserved locker, you will be prompted to either add a new package to the existing locker, or select a new locker.
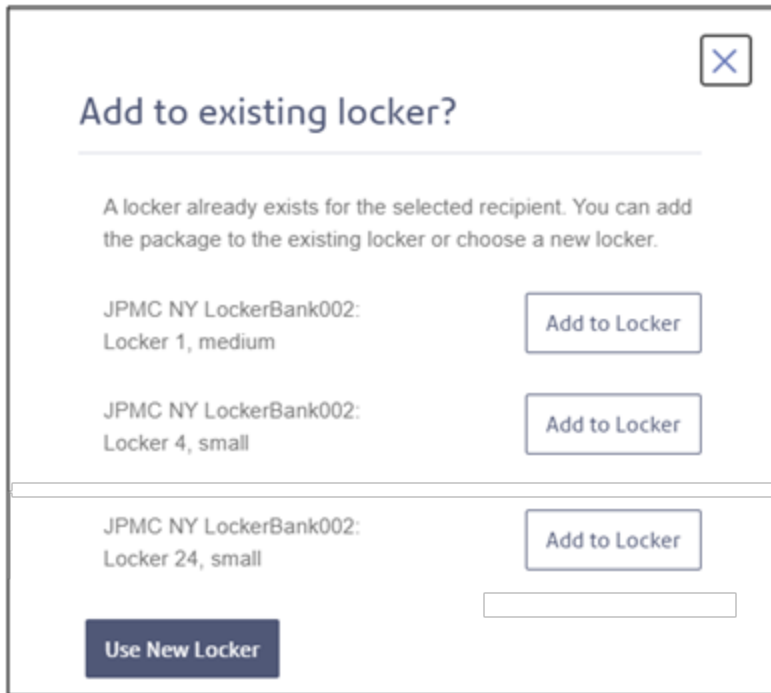

Dropping off a package

You can drop off a package:

- *Having reserved a locker ahead of time*, or
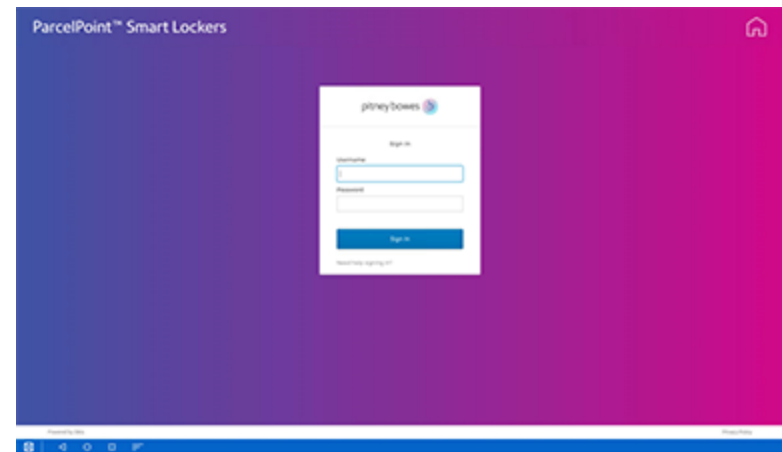- *Reserving a locker at the kiosk*

Dropping off a package with a reserved locker

As mailroom administrator or locker operator, you can reserve a locker ahead of time using the web application so that an assigned locker is available for a specific package as soon as you sign in at the kiosk.

1. Tap on the **Settings** icon on the Home screen.
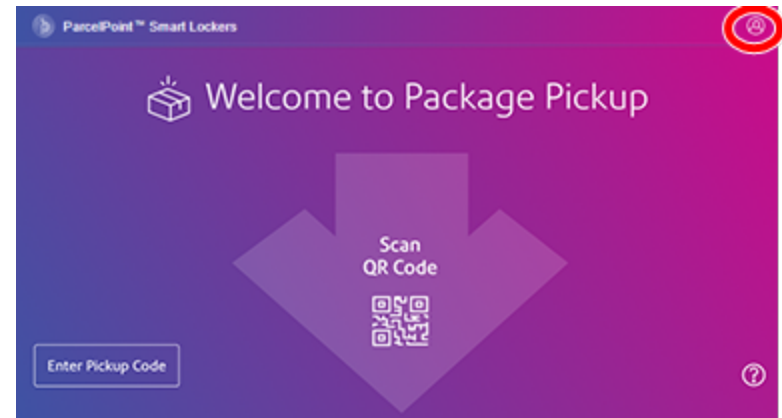
2. Enter your **Username** and **Password**.

3. Tap **Sign in** to continue.

4. Scan the shipping label barcode or enter the tracking ID of the package.
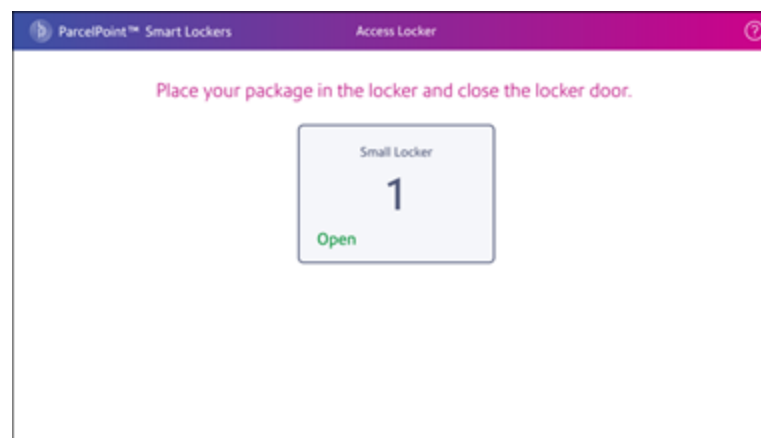

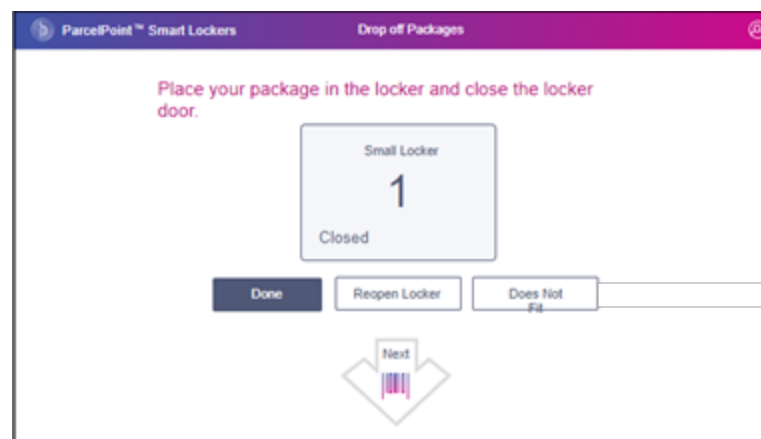To enter the tracking ID, tap **Enter Tracking ID**.

Tap **Go**.

5. The kiosk screen displays the reserved locker number and shows that it's open.

If the locker fails to open, choose another locker.

6. Place the package in the locker and close the door. Return to the kiosk.

7. If you have other packages to drop off, repeat steps 4 through 6 for each package. If this is the last package, tap **Done** and the kiosk displays the Home screen again.
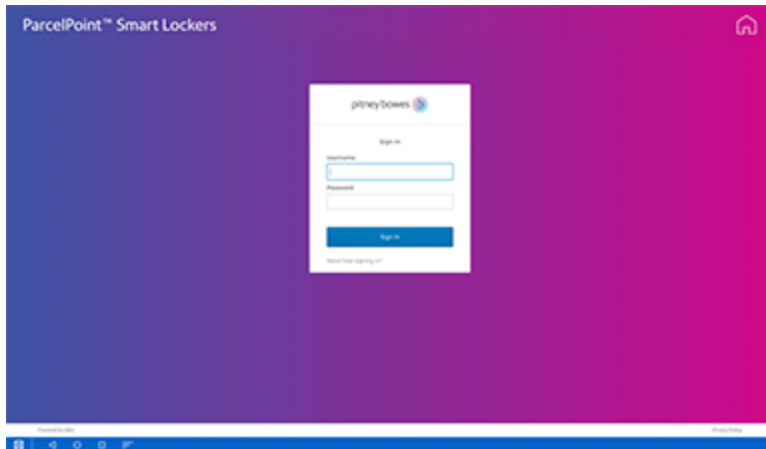
8. Tap **Done**.

Dropping off a package without a reserved locker

You can choose an available locker and add a recipient's package to that locker directly at the kiosk.

1. Tap on the **Settings** icon on the Home screen.
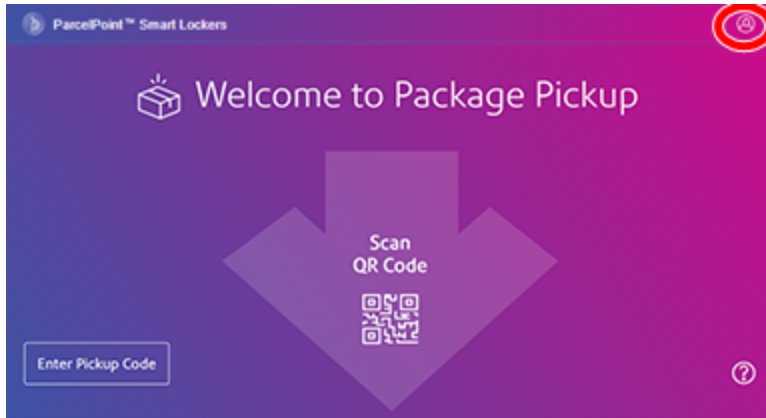
2. Enter your **Username** and **Password**.

3. Tap **Sign in** to continue.

4. Scan the shipping label barcode or enter the tracking ID of the package.
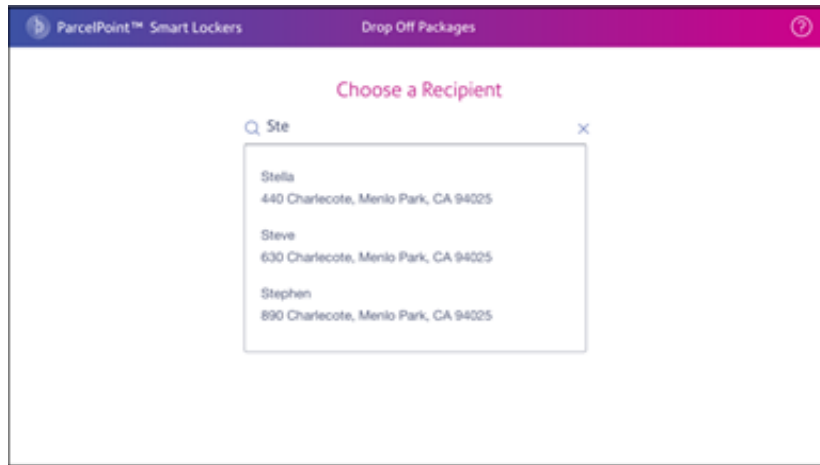

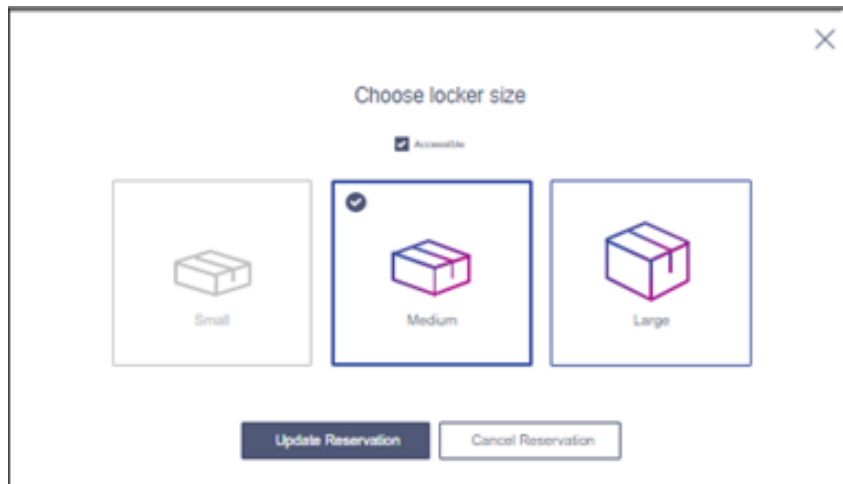To enter the tracking ID, tap **Enter Tracking ID**.
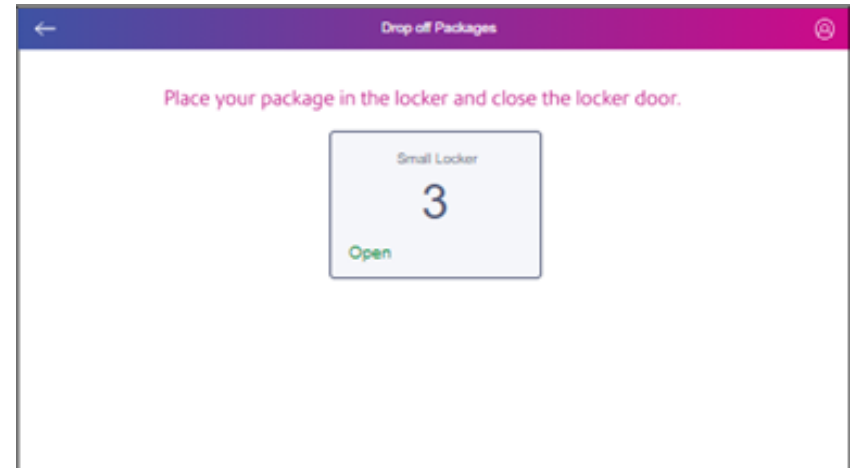

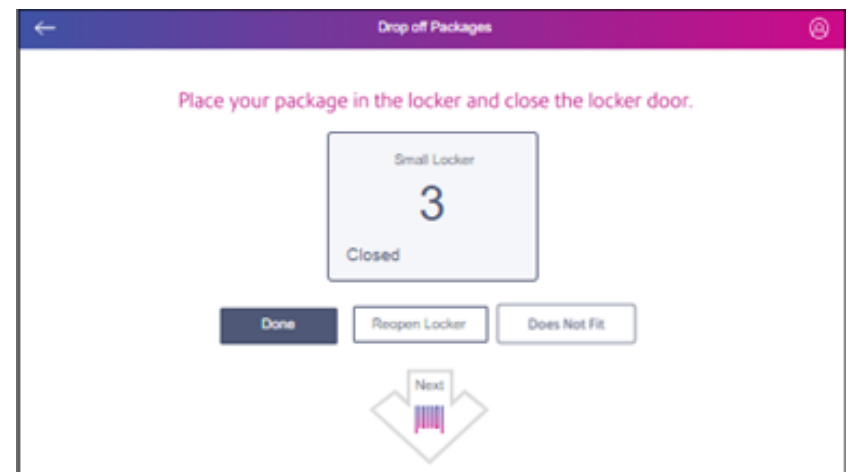Tap **Go**.

5. Choose the recipient.

6. Choose the locker size.

7. Once you select the size, tap **Update Reservation**. The kiosk screen then displays the locker number and the system opens the locker.

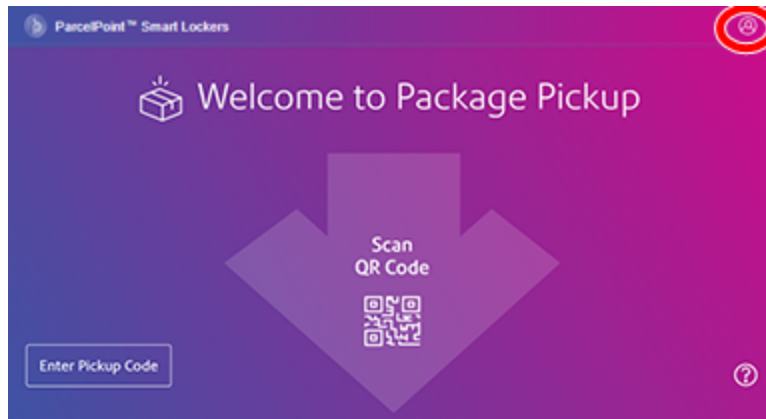8. Place the package in the locker and close the locker door. Return to the kiosk.

9. Tap **Done**.

Logging out at the kiosk

Very Important: Once you complete a task at the kiosk, be sure and log out.

1. Tap on the **Settings** icon on the Home screen.

2. Select **Log Out**.

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