



# User Manual

## s: easy Touch Parcel Box



Online shopping offers many advantages, particularly, when your presence is no longer required to receive a parcel. Instead, it is stored in a secure parcel locker until you decide to pick it up.

Our new clever and easy-to-use s:easy Touch parcel compartment system makes this possible. The mail carrier selects the recipient and the required compartment size on the touchscreen. As the parcel recipient, you are informed via e-mail that your product has been deposited in a parcel locker.

The parcel can be picked up any time either with a badge or a PIN code. An e-mail will either notify or, if necessary, remind you of the pick-up. Convenient, right? The smart s:easy Touch Parcel Box is made of aluminium and available on request with a plain or coloured anodised finish or powder-coated in any RAL/NCS colour. We guarantee a high-quality product with an elegant design, manufactured at our Swiss site in Oensingen.

#### How the mail carrier delivers an item to s:easy Touch:



1. The mail carrier selects the appropriate parcel recipient on the touchscreen.
2. The mail carrier selects the compartment size S, M, or L as required.
3. An empty compartment of the required size will open. The mail carrier deposits the parcel and closes the compartment.
4. The parcel recipient receives an automatically generated e-mail, regarding the specific delivery.

#### Note

As an optional setting, the recipient can be notified again, if the compartment has not been emptied.

#### How the resident or recipient collects an item:



1. The recipient confirms his/her identity at the parcel compartment system using a badge or number combination.
2. All compartments containing the recipient's parcels will open.
3. After the parcels have been removed, all compartments that were used must be closed again.
4. The recipient once more receives an e-mail that confirms that the parcel has been picked up.

#### Note

If the recipient forgets to close the compartments after picking up the items, the responsible facility manager is notified by e-mail that a compartment has not been closed properly.

### How a resident leaves a parcel for another individual (another company):



1. The resident selects his/her own parcel button on the touchscreen.

2. The resident selects "on", located in the bottom right-hand corner of the touchscreen, and selects an empty compartment in the desired size.

3. The compartment opens, the parcel is deposited inside and the compartment is closed. The system confirms that the parcel has been deposited with an audible signal. The locked parcel compartment is assigned to the resident. A PIN code granting exclusive access to the compartment is sent to the resident by e-mail.

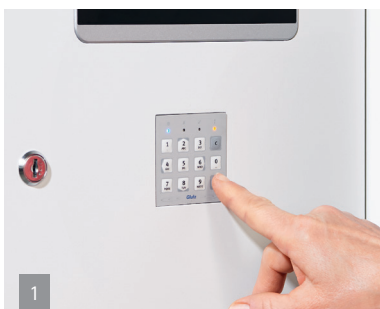
The resident sends this PIN code to another individual (another company) that has been told to pick up the parcel.

#### Note

If no empty compartments are available, all compartments are shown as full.

The process is cancelled if the touchscreen is not used for a certain length of time. The display jumps to the "start screen" with the residents' name.

### How another individual (another company) picks up a parcel:



1. The individual (or the company) enters the exclusive PIN code into the control unit and finishes the entry by pressing OK. The compartment opens and the parcel can be removed. The resident receives thereupon a notification by e-mail.

2. The individual (or the company) withdraws the parcel and closes the compartment. Only once the compartment is empty and locked, can it be re-used.





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