

**GEN 4 – REV C
LOCKER INSTALLATION MANUAL**

| Locker Type | Model | Locker Type | Model |
|-------------|-------|----------------------------|-------|
| Main | A4B.E | 4 Door | A4G.E |
| Add On | A4D.E | 44 door | A4X.E |
| All Medium | A4E.E | All Small (w/4 med. doors) | A4M.E |
| Oversized | A4F.E | Custom Configuration | A4K.E |

STEP 14: ONSITE DEMO AND PROPERTY MANAGEMENT TRAINING

40-41

Technical Support: **415-390-0123 x992**

Step 14: Onsite Demo and Property Management Training

- Make sure you try all the steps below on your own before you show the client.
- Start by using Luxer One's carrier code (4152557500) to initiate a delivery. Demonstrate to management that a resident can be looked up by their name or unit number.
- Have them do a delivery so they are confident with the system and understand how to take a picture.
- After deliveries have been made, show how the Luxer One Manager Interface works.
- Provide management with their unique Manager Interface pin and ensure they understand the need to protect and restrict access to this.
- Locker Interior Access:
 - Through Interface:
 - ✧ Property management can gain access to any locker through the Manager Interface without accessing the manual lever override. Demonstrate access to the Manager's Interface and how to open the "Screen" door and any other door.
 - ✧ Demonstrate that the "Screen" door will need a slight tug when the open-door command is triggered.
 - ✧ Show the open all lockers button and let them know they will use that for audits. (Do not demonstrate by opening All lockers)
 - ✧ Once complete explain that they must exit the Manager Interface to prevent the next person from gaining full access to all locker doors. The system will time out after 5 minutes and revert to the main page.
 - Manual Lever:
 - ✧ Show how to access manual door operation lever.
 - ✧ Provide the site with their unique Cam lock Code and ensure they understand how this code must be kept confidential.
 - ✧ The locks can sometimes be tight. Make sure to show that the Cam needs to be perfectly aligned to adjust the numbers.

- ✧ Show how to manually open lockers by pushing the manual override lever up. Have them do it so they can get a feel for it.

□ Power Supply and Router reset:

- Open up the screen door and identify the power supply and router.
- Each of these devices may need to be reset if the system is not functioning properly.
- Unplugging and plugging the power back in will reset the router.
- The Backup battery power supply has an on/off switch that can be used to cycle the power and reset the whole system with the exception of the Touchscreen.

□ Touchscreen Removal:

- To remove the Touchscreen first unplug the charger or adapter plugged into it. After removing, and while holding the back of the Touchscreen bracket, remove the 4 finger nuts holding the housing on. The screen can now be gently removed while holding the bracket and the screen together. Demonstrate that the screen is not adhered to the bracket to ensure it is not dropped. Show the camera placement when setting the touchscreen back in place.

**This is important for the site to know in case they ever need to reset the touchscreen.*