



User Manual: Employee Exchange Locker Software

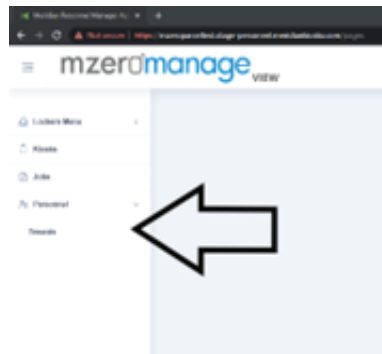
MERIDIAN

Employee Exchange Locker Software

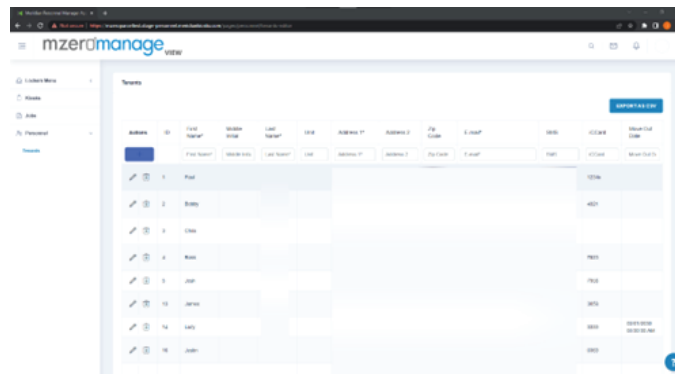
User Database Management

Before utilizing the Employee Exchange lockers, a user database must be created in the online MzeroManageView portal. Log into your custom portal link, sent to you in your welcome email, to access the database.

Once logged in, you can access the user database by navigating to the “Tenants” page under the ‘Personnel’ tab.



The database will show all added users and their information. The text boxes at the top of the table can be used to search for users by category.



To add a user, click on the blue “+” icon under the ‘Actions’ header and enter user information. Then, click the check mark to save the user. Clicking the “x” button will cancel the user add. The iCCard field is required and must be unique for each user, as this will be used to identify the user at the locker set.

Note: When you click the blue “+” button, a second row of text fields will appear. It will look very similar to the search fields. The top row is for searching, the bottom row is for adding new users.

Actions	ID	First Name*	Middle Initial	Last Name*	Unit	Address 1*	Address 2	Zip Code	E-mail*	SMS	iCCard	Move Out Date
		First Name*	Middle Initial	Last Name*	Unit	Address 1*	Address 2	Zip Code	E-mail*	SMS	iCCard	Move Out D
	ID	First Name*	Middle Initial	Last Name*	Unit	Address 1*	Address 2	Zip Code	E-mail*	SMS	iCCard	Choose a L

MERIDIAN

Employee Exchange Locker Software

Administrator Functions

To access the Admin menu, click the sticked item icon (≡) in the top left-hand corner of the screen. You will be prompted for a PIN. The default admin PIN is '7777'.

The Admin menu has eight options. Three of these options relate to main functionality: Load For Pickup, Prepare for Drop-Off, and Retrieve Drop-Offs.



Load For Pickup

Select this option to load a locker with an item that a user will pick up later. First, you will search for a user by their iCCard value. Then, select the correct user from the list of search results. Lastly, you will be prompted to select the size of locker needed. The locker will then open for loading. Close the locker to complete the pickup setup process. The user will receive a text message and email with the code that they will use to pick up the item at the locker.



Prepare for Drop-Off (Local)

Select this option to notify a user that a locker is ready for them to drop off an item. First, you will search for a user by their iCCard value. Then, select the correct user from the list of search results. Lastly, complete the drop-off request setup by selecting the size of the locker needed. The user will receive a text message and email with the code that they will use to load an item into the locker.



MERIDIAN

Employee Exchange Locker Software

Prepare for Drop-Off (Remote)

Drop-offs can also be configured remotely via the MzeroManageView portal. Navigate to the Tenants listing page and select the “+” button next to the user being assigned a drop-off. Select the kiosk to assign the drop-off to, the size of the locker required, and whether the locker needs to be accessible (ADA).

The screenshot shows the MzeroManageView portal interface. On the left is a sidebar menu with options: Kiosks, Jobs, Personnel, Tenants (selected), and Lockers Menu. The main content area displays a 'Tenants' table with columns for Actions, Add/View Request, First Name, Middle Initial, Last Name, Unit, Address 1, Address 2, Zip Code, E-mail, SMS, iCCard, Move Out Date, and Created By. There are four rows of tenant data. Below the table is an 'Add New Request' form with fields for Operation (Pre Arranged), Kiosk Name, Locker Size, and Accessible (False). The form has CANCEL and SAVE buttons.

Actions	Add/View Request	First Name*	Middle Initial	Last Name*	Unit	Address 1	Address 2	Zip Code	E-mail*	SMS	iCCard	Move Out Date	Created By
[+]		First Nam	Middle In	Last Nam	Unit	Address 1	Address 2	Zip Cox	E-mail*	SMS	iCCard	Move Out	Created B
[edit] [trash] [+]		Paul		Burden		30 Eglinton Ave. Mississauga		28315	paul.burden@mzero.com	9106393251	1234x		
[edit] [trash] [+]		Katherine		Coronado		312 S. Pine Street		28315	katherine.coronado@mzero.com	9109920574	0574		
[edit] [trash] [+]		Bobby		Crouch		312 S. Pine Street		28315	bobby.crouch@mzero.com	9105851603	4321		
[edit] [trash] [+]		Ross		Dallimore		312 S. Pine Street		28315	ross.dallimore@mzero.com	9105852867	7823		

Add New Request

Operation*: **Pre Arranged**

Kiosk Name*:

Locker Size*:

Accessible: **False**

CANCEL **SAVE**

Retrieve Drop-Offs

Select this option to collect items that have been dropped off by users. You will be presented with a table of users that have dropped off items. Select the “Clear Drop-Off” button under the ‘Action’ header to open the locker and complete the drop-off retrieval.

If no drop-off items are available for retrieval, you will see the message: “There are currently no pre-arranged pickups that are ‘IN’ right now.”

The screenshot shows the MERIDIAN ADMIN interface. At the top is the MERIDIAN ADMIN header. Below it is a message: "There Pre-arranged drop-offs that are 'IN' count is currently: 1". Below this is a table with columns: User, Employee Name, Details, Status, Item State, and Action. There is one row of data for a user named Gonzalez, Justin. The Action column has a "Clear Drop-Off" button. Below the table is a "Back" button.

User	Employee Name	Details	Status	Item State	Action
1	Gonzalez, Justin	justin.gonzalez@mzero.com 9106914028	Closed	IN	Clear Drop-Off

Back

MERIDIAN

Employee Exchange Locker Software

Locker Report

This option will show a table of each locker and its status, including the user assigned to the locker and whether the locker is open or closed.

If the button under the 'Status' header is highlighted for a locker, you can select it to access two additional locker options. The prompt on screen will explain the 'Open Door' and 'Force End Locker Session' options.

Door	Status	Pickup number	Picked	Door State	Duration
1	Closed	Employee Exchange	Gerardo, Julia (312 S. Pine Street - Audit - Security)	Closed	5 minutes
2	Closed	Employee Exchange	Gerardo, Julia (312 S. Pine Street - Audit - Security)	Closed	5 minutes
3	Closed	Employee Exchange	Gerardo, Julia (312 S. Pine Street - Audit - Security)	Closed	5 minutes

Door 5 Operations

The 'Open Door' button will allow you to view the contents inside the locker while keeping the session running. You should not remove the contents when using 'Open Door'. The 'Force End Locker Session' button will open the door so you can remove the contents and force the locker back to the Available state. The 'Force End Locker Session' button also stops business processes including, but not limited to, notifications and connections with upstream systems like Library Systems or Order Management Systems. It is recommended you use the regular workflow to close the session, in most cases.

[Open Door](#) [Force End Locker Session](#) [Cancel](#)

System Health

This option will show the status of all hardware devices and software services for the locker set. You will also have a menu that lists any alarms for these items.

SYSTEM HEALTH AND DEVICES

[System Alarms](#)

[Devices Status](#)

[Service Status](#)

[Back](#)

Software Service Name	Status	Version
ConnectFrontend	Available	1.0.0.1
Locker	Available	0.0.0.1
Printer	Available	1.0.0.0
Payment	Available	1.0.0.1
System	Available	1.0.0.0

Component Name	Status	Version
Identification System	Available	1.0.0.0
MicroCam	Installed	1.0.0.0
SystemResourceDataCollector	Installed	1.0.0.0

Maintenance Door

This function is deprecated, as maintenance doors use keyed locks rather than electronic spring locks.

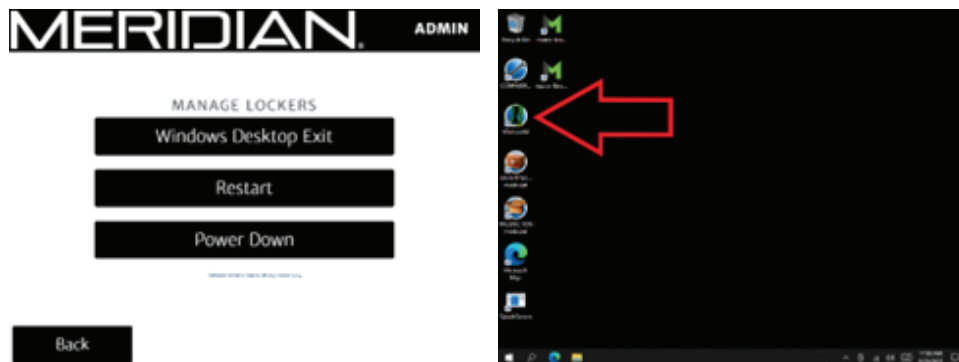
MERIDIAN

Employee Exchange Locker Software

System Maintenance

This option will allow you to restart or power down the unit. Note that if the unit is powered down, the only way to power it back on is to manually open the component cabinet (behind monitor) and push the power button on the PC.

From the System Maintenance menu, you can also close the locker application and access the Windows desktop. To properly restart the unit and the locker application, run the KReboot64 shortcut.



Settings

The four options under this menu:

1. Change Admin PIN
 - i. Change the PIN used to access the Admin menu
2. Update Details
 - i. Change the company name and locker location for logging purposes
3. Change Logo
 - i. Change the logo that appears in the top right corner of the application
 - ii. Must be locally downloaded to the computer or hosted online in JPG or PNG format
4. Locker Setting
 - i. This function is deprecated.



MERIDIAN

Employee Exchange Locker Software

End User Functions

Pick Up

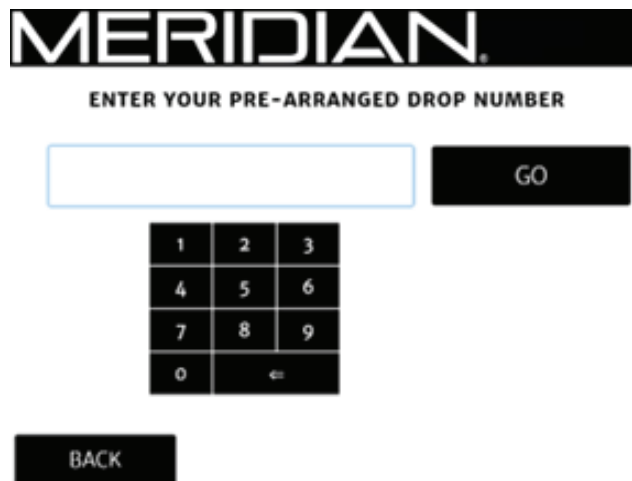
End user will enter the code texted and/or emailed to them. Locker will open for end user to retrieve item.



The interface for the 'Pick Up' function features the 'MERIDIAN' logo at the top. Below the logo is the instruction 'ENTER YOUR PICK-UP NUMBER'. A text input field is positioned to the left of a black 'GO' button. Below the input field is a numeric keypad with digits 1 through 9, 0, and a backspace arrow. At the bottom left of the interface is a black 'BACK' button.

Pre-Arranged Drop

End user will enter the code texted and/or emailed to them. Locker will open for end user to load item into locker for administrator retrieval.



The interface for the 'Pre-Arranged Drop' function features the 'MERIDIAN' logo at the top. Below the logo is the instruction 'ENTER YOUR PRE-ARRANGED DROP NUMBER'. A text input field is positioned to the left of a black 'GO' button. Below the input field is a numeric keypad with digits 1 through 9, 0, and a backspace arrow. At the bottom left of the interface is a black 'BACK' button.

Corporate Headquarters

312 S. Pine Street,
Aberdeen, NC 28315

910-944-1751 Ext. 2
Help@mzero.com

Meridiankiosks.com

