

User manual

Parcel Box Infoterminal for Residents

ESV1.01.24



User manual for residents

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Device Overview

The **TPAS information terminal** is a touch-sensitive control unit and serves as a pointing and control device for parcel box functions within a parcel box and letterbox system from Ernst Schweizer AG.

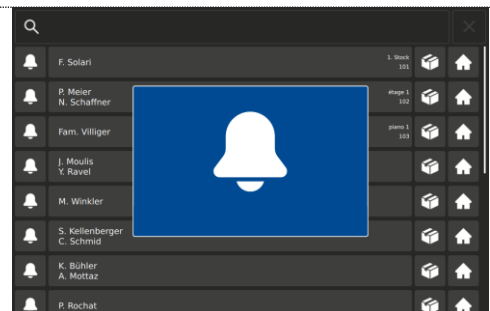
Device overview information terminal (touchscreen)

Front view

1. Speaker (Door intercom system only)
2. Color pinhole camera (Door intercom system only)
3. Microphone (Door intercom system only)
4. Touch screen
5. Search Area
6. Bell function (Door intercom system only)
7. Names of Residents
8. Floor and property number (opt.)
9. Parcels (Delivery Parcels)
10. Resident Menu (Password Protected)



Door intercom system, As confirmation that the bell is ringing



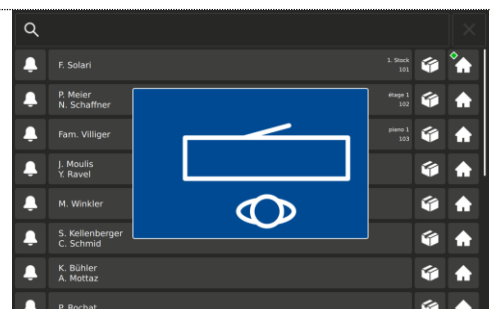
Speaking / When the Way of Speaking is Open

Door opener / when the door is open, or the door opener whirrs



Parcel Box Position Indicator

On stand-alone mailbox systems with parcel boxes on both sides, the parcel delivery indicator indicates, whether the selected parcel locker is on the back.



User manual for residents

Functions

On the touch panel of the Infoterminal, the desired resident is easily found and selected, even with a large number of residents.

By pressing the "parcel" button next to the name of the resident, the parcel boxes available in the mailbox installation are displayed and can be opened.

A parcel box chosen in this way is marked as occupied (in green) on the Infoterminal, next to the name of the resident.

In addition, the resident is informed of the arrival of a parcel by e-mail (only for parcel boxes with a network connection).

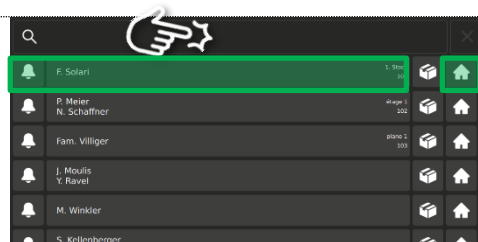
The resident can open the occupied compartment of the parcel box with their PIN, unlock the front door or access the edit menu, which allows them to change the name displayed on the Infoterminal as well as their own PIN. If the resident does not empty the parcel box even after two reminders, the parcel box administrator also receives a notification so that he can empty the parcel box and make it available.

Residents can also use the parcel box for the Swiss Post "pick@home" collection service. In this case, the opening code of the occupied parcel box is generated by the postal consignment number generated by the Internet order.

User manual for residents

Basic Settings 1/2

- Press the house button of your own name
(Search for a name using the search field (magnifying glass) or
Scroll down the list of names)

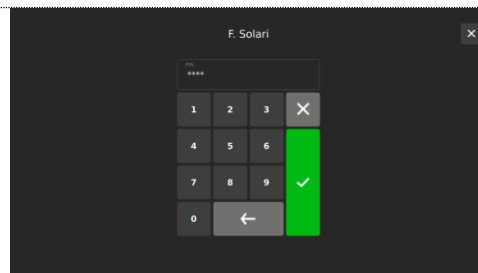


- Enter PIN code 1234
- Confirm the PIN with the checkmark

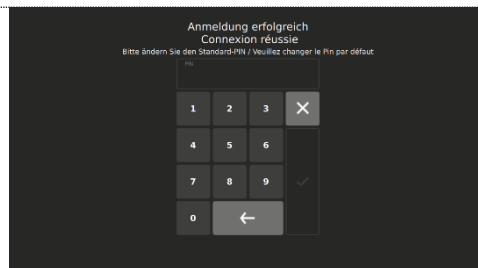
Information

If you enter PIN incorrectly multiple times (for example, if you press the Enter key repeatedly) the house symbol will lock for about 2 minutes

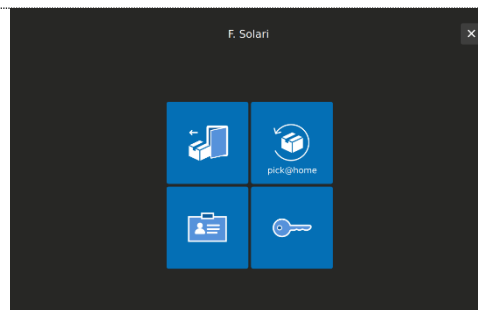
- Confirm the connection with
- Cancel connection with



- Choose your personal PIN code (4 to 6 digits)
- Confirm the PIN with the checkmark



- The resident menu opens



Parcel Icon



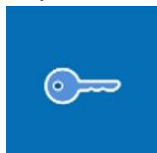
See page 7
Parcel pick-up

pick@home symbol



See page 7
Sending parcels with pick@home

Key Icon

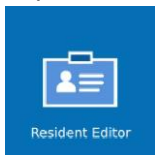


After entering the PIN code, the front door can be opened by pressing this symbol (option)

User manual for residents

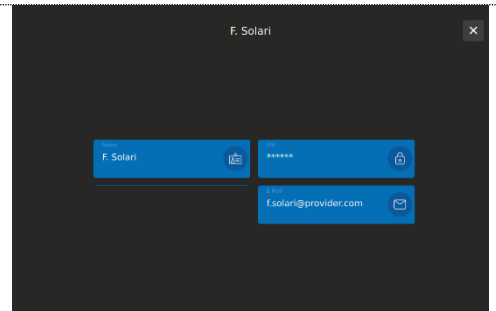
Basic Parameters 2 / 2

Tap Resident Editor to edit



- Name
- PIN
- E-mail data



- Cancel with 

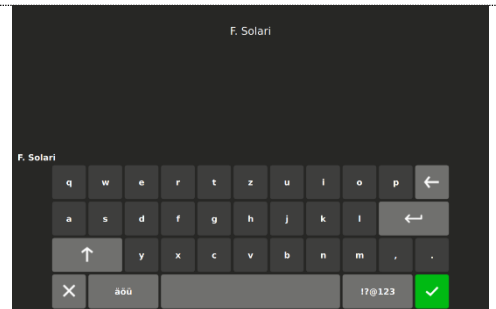


Edit Names



- Enter or edit names



- Confirm with 
- Cancel with 

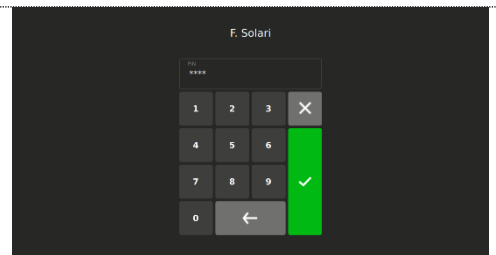


Change PIN



- Enter PIN code 1234
- Confirm the PIN with the checkmark
- Set a new 4-6 digit PIN



- Confirm with 
- Cancel with 



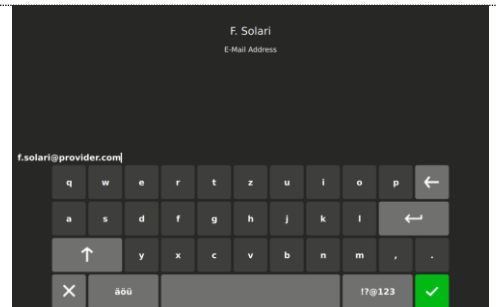
E-mail data



- Enter your email address

- Confirm entry with 
- or cancel with 


Confirm 

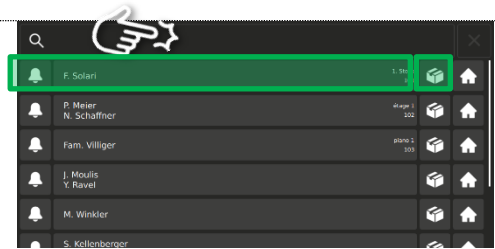



User manual for residents

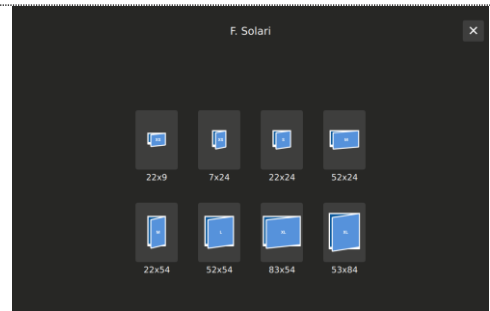
Delivery / Collecting Parcels

Delivery (through Post or resident)


- Tap the  parcel button of your own name
(Search for a name using the search field (magnifying glass) or Scroll down the list of names)





- Parcel locker selection menu opens
- Select desired parcel compartment size
- The desired parcel compartment opens and parcel can be dropped off
- Cancel with 



Collecting

- Tap the Home button  with your name
(Search for a name using the search field (magnifying glass) or Scroll down the list of names)

Information

-  Green diamond icon = parcel dropped off
-  Yellow diamond icon = ready for pick@home

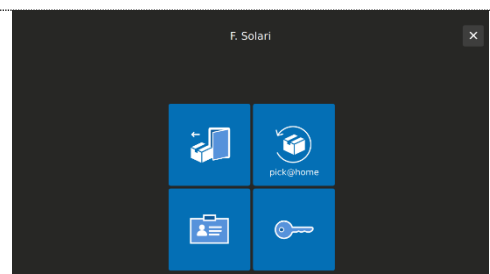
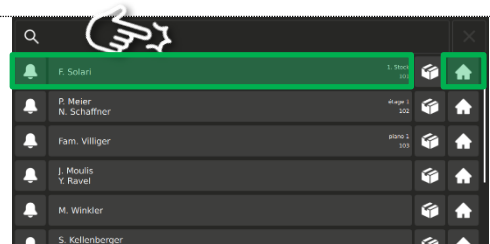
- Enter your personal PIN code (4 to 6 digits)
- Confirm the PIN with the checkmark

Information

If you enter PIN incorrectly multiple times (for example, if you press the Enter key repeatedly) the house symbol will lock for about 2 minutes

- The resident menu opens

- Cancel with 



Tap the Package icon



The parcel box opens with the stored parcel


User manual for residents

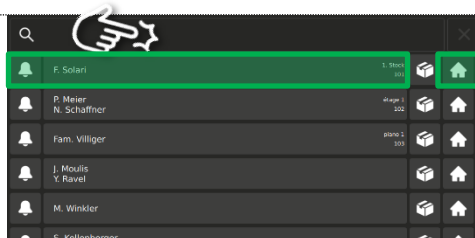
Sending parcels with pick@home

The pick@home function allows you to send parcels from the parcel box. The consignment must be announced online at the post office and deposited in the parcel locker. The postman receives the information that a parcel is ready to be sent and picks it up on his next round. There are no costs other than postage. Registered parcels can now also be deposited in the parcel locker by the postman on request.

- Tap the house button on your name
(Search for a name using the search field (magnifying glass) or Scroll down the list of names)

Information



 Yellow diamond icon = ready for pick@home

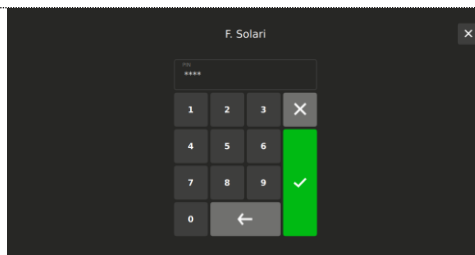


- Enter your personal PIN code (4 to 6 digits)
- Confirm the PIN with the checkmark

Information

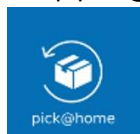
If you enter PIN incorrectly multiple times (for example, if you press the Enter key repeatedly) the house symbol will lock for about 2 minutes

- Confirm entry with 
- Cancel with 

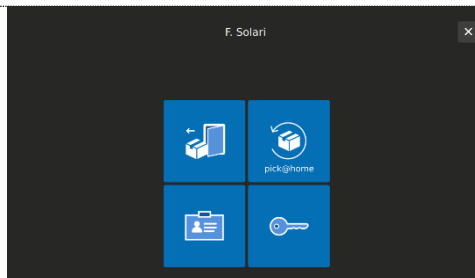


- The resident menu opens

- Tap pick@home icon



- Cancel with 

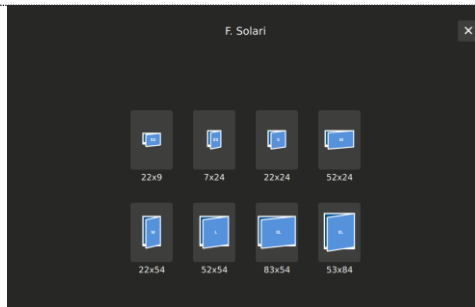


- Parcel box selection menu opens

- Select parcel compartment size
Desired

- The desired parcel compartment opens

- Cancel with 

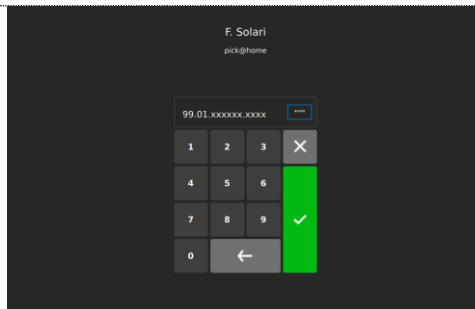


- Enter the last 4 digits of the pick@home Shipping Label

- To confirm, the last 4 digits of the pick@home re-enter the shipping label

- Confirm entry with 

- Cancellation: Wait for that the screensaver appears (about 2 minutes)



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PIN Factory Settings, Code List

User	Codes	Date	Visa
"Resident" PIN	Factory Code: 1 2 3 4 (Resident replaces factory code with 4-6 digit PIN)		
altered			
altered			
altered			
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