

Outbound Shipping Instruction Sheet

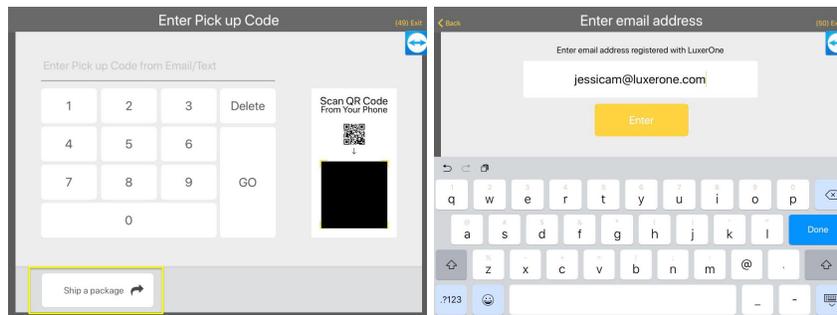
Steps to Enable Outbound Shipping through Building Manager

- Login to your Building Manager Portal.
- Navigate to the carriers tab and select a carrier you wish to enable outbound shipping on.
- From the carrier's page, select Outbound Shipping and ensure the box is checked.
- Click the Update box.
- Once a green check mark appears outbound shipping has successfully been turned on.

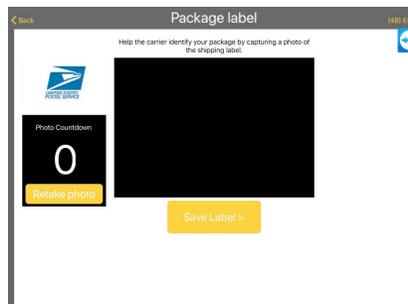
How it will work for residents:

Steps

1. Select the “Ship a Package” option at the Luxer One locker screen

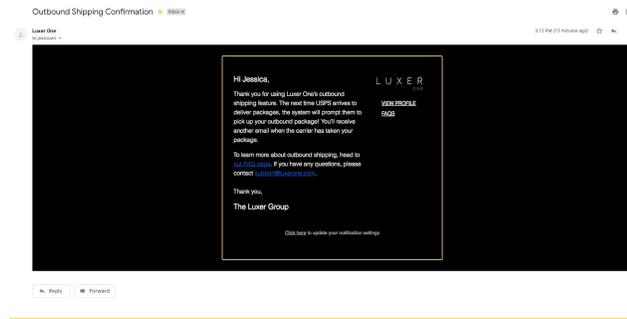


2. Log in using your existing Luxer One email address
3. Select the carrier
4. Select the locker size (not applicable to package rooms)
5. Take a picture of the label (must have a pre-paid printed shipping label)

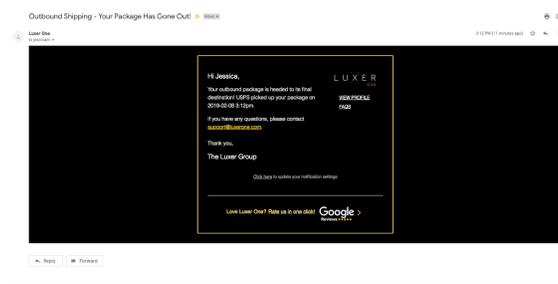


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6. You will receive a notification from Luxer One that you have a package for outbound shipping.



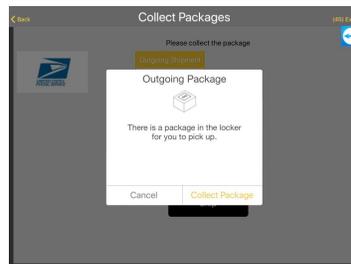
7. You will also receive a notification for when the package is picked up by the carrier.



How it will work for Carriers:

Steps

When the carrier enters their access code they will be prompted for the Outbound package.



Once they select the option to collect the locker will pop open, then they can proceed to check in packages.

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