

SITE REQUIREMENTS

Planning for Site Preparation, Delivery and Installation

EXPRESS SERIES Locker Systems

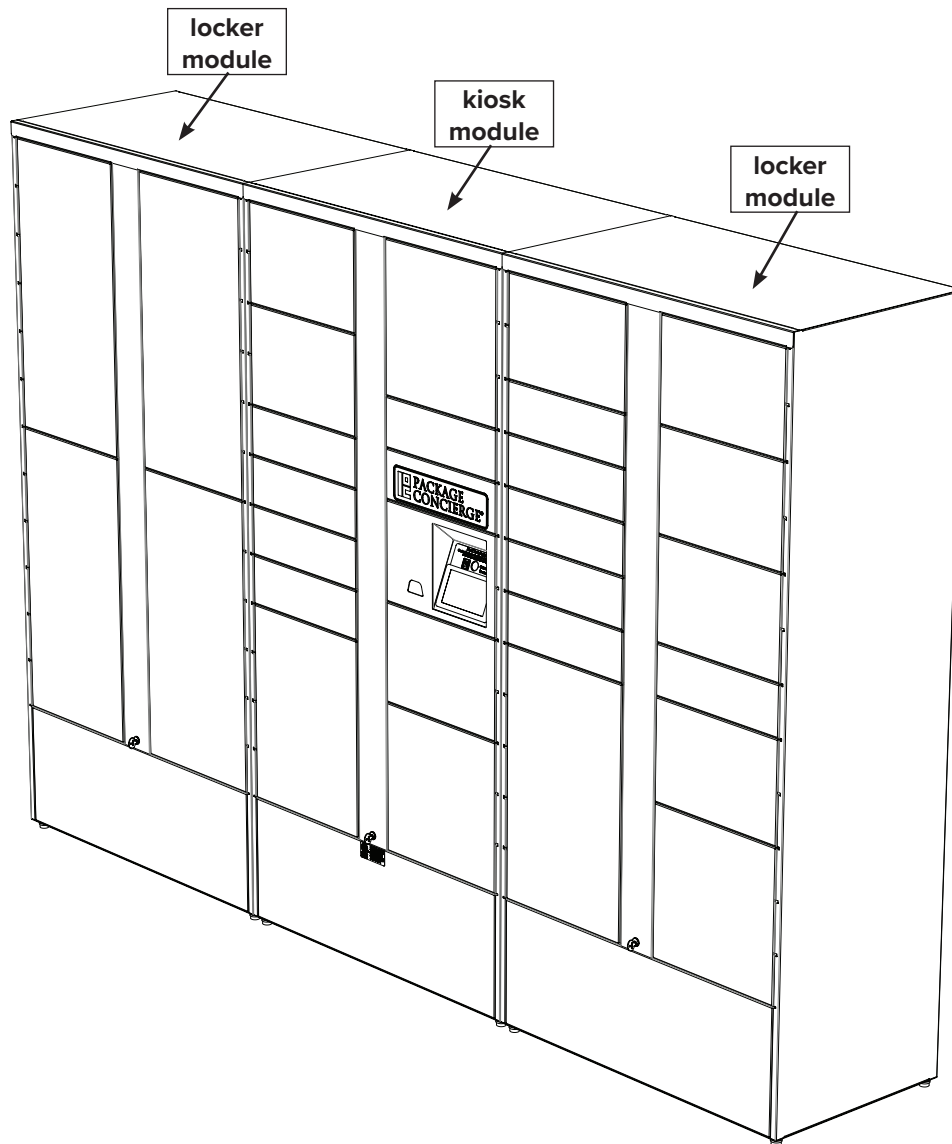


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MODULE AND SYSTEM OVERVIEW

- The Express Series system consists of a kiosk module, and possibly a selection of various locker modules.
- Modules are of steel and aluminum construction with a durable powdercoat finish on all exposed exterior surfaces.
- Modules may be placed in a linear, back-to-back, L-shaped, U-shaped, or distributed configuration.
- Modules are designed to be placed next to each other, but are not attached to each other.
- Each module has four (4) adjustable leveling feet for installation on uneven surfaces.

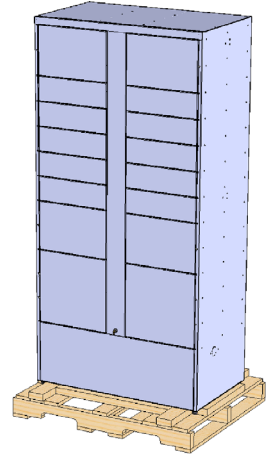


This document provides general dimensional detail for a standard module. Refer to the “Express Series Configuration Drawing” for detailed dimensional requirements.

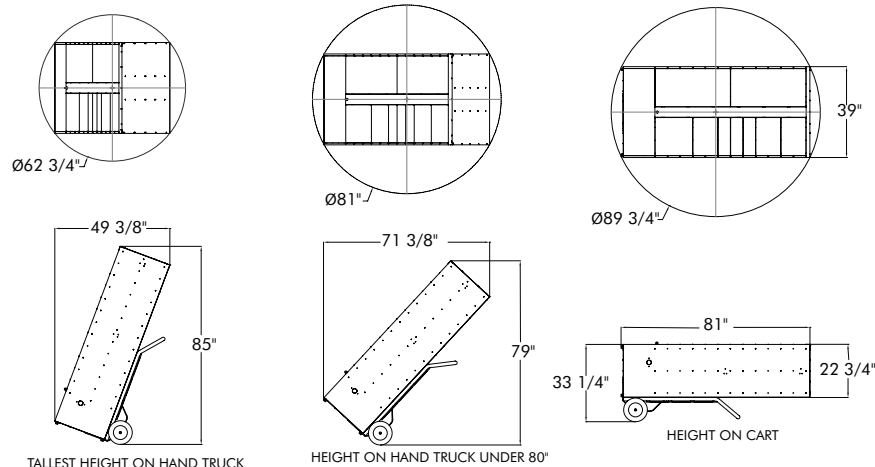
SITE ACCESSIBILITY CONSIDERATIONS

Planning Location for Installation Accessibility

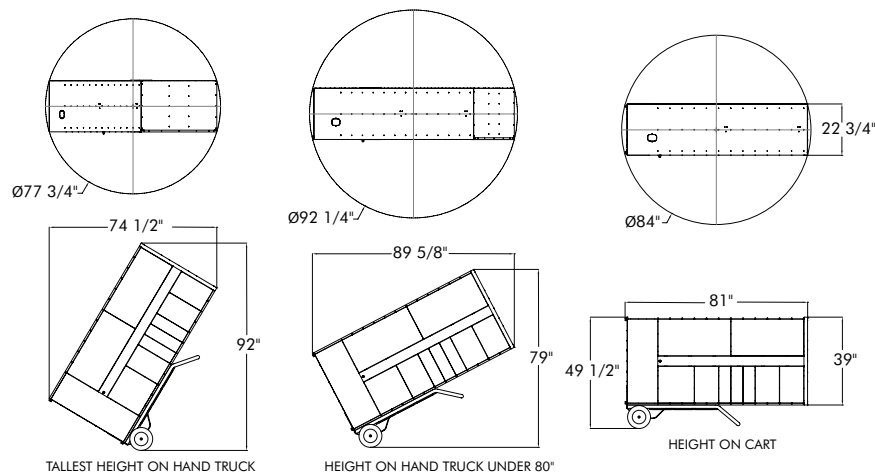
- A.** When planning your Express Series location, ensure the locker or kiosk module can be unloaded from the delivery truck and moved to a storage location and/or the installation site (thru doorways, up stairs, etc.) considering size and weight.
- B.** Palletized Express module size
 - 1). 43 in. x 37 in. pallet containing one (1) module, standing upright
 - 2). Height 87.25 in
 - 3). Weight ~ 325 lb
- C.** Pay close attention to dimensions shown below. Ensure the passageway from unloading point all the way to the installation area within the building will allow clearance for movement of modules.



- 1). Dimensions of module lying on its back on hand truck (overhead views shown with minimum circle of rotation)

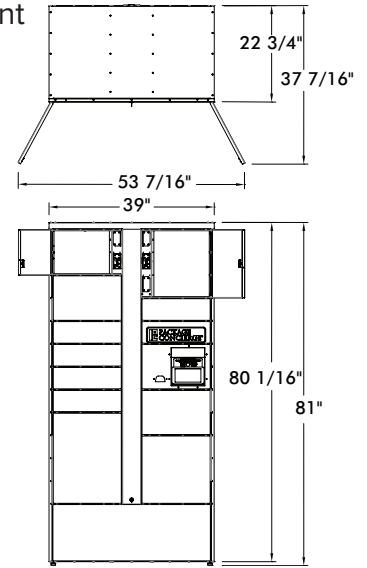


- 2). Dimensions of module lying on its side on hand truck (overhead views shown with minimum circle of rotation)



D. Express module size

- 1). 39 in. W x 22.75 in. D x 81 to 82.25 in. H (depending on adjustment of leveling feet)
- 2). Weight ~ 300 lb



Planning Site Accessibility

- A.** When choosing a location for your Express Series, appropriate user accessibility is a very important decision. Proper clearances for the population you are serving must be considered.
- B.** For guidance on accessibility regulations and requirements, consult the 2010 U.S. Department of Justice ADA Standards for Accessible Design¹. The complete document can be downloaded by visiting the Department of Justice website at www.ada.gov/2010ADASTandards_index.htm.
- C.** Accessibility regulations may vary locally and regionally. Therefore, always consult local building codes for applicable accessibility requirements related to installation.

PHYSICAL SITE REQUIREMENTS

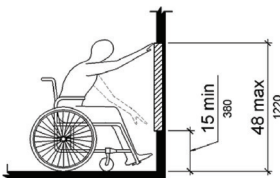
Structural

A. Leveling

- Express modules have leveling feet which allow adjustment of up to 1-1/4" over the width and depth (front to back) of the module. Installed modules may not align across the top, depending on the slope of the floor.

¹ ADA Standards for Accessible Design, Department of Justice Code of Federal Regulations, Title III regulations at 28 CFR part 36, subpart D, and the 2004 ADAAG at 36 CFR part 1191, appendices B and D.

www.ada.gov/2010ADASTandards_index.htm

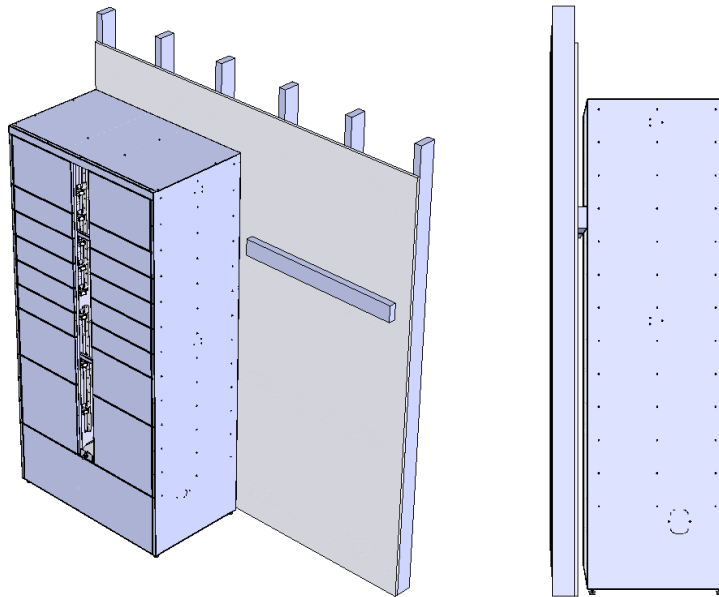


B. Floor

- Ensure the floor system is designed to handle the final total weight of the installed system, plus the enclosed packages, and expected additional foot traffic.
- There are additional structural requirements, if the floor mount option is selected.
 - ▶ **Installing on concrete flooring:** Ensure the concrete is at least 3" thick and capable of accepting 1/2" concrete thread-tapping anchors (e.g., Tapcon®) to anchor the unit to the floor.
 - ▶ **Installing on wood subflooring:** Ensure the flooring is made of at least 3/4"-thick plywood capable of accepting 1/4" lag bolts to anchor the unit to the floor.
 - ▶ **WARNING:** Power and Ethernet cables will be exposed if the Kiosk Module is installed in a free standing orientation without any sort of structure directly behind the unit.

C. Wall (if standard wall mount option is selected)

- Ensure the wall material can accept the mounting of 2x4 wood boards. Wall space must be available to accept the full width of the locker system.
- Each Express module is mounted to a wall via a 2x4 wood mounting board (35-1/2" long) which is supplied by the installers.
- The 2x4 mounting board is used for anchoring, and spaces the module from the wall to provide adequate clearance for electrical/network wiring and connections. The board is attached to the wall, at the time of installation, using fasteners appropriate for the wall construction (e.g., 2x4 framing, concrete block, etc.).



Consult local building codes and/or construction professionals for recommendations and assistance if the location for your Express system does not meet the above requirements.

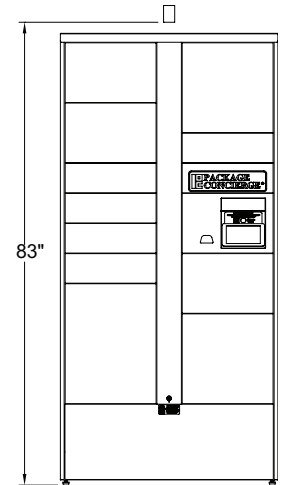
Environmental

- The Express Series must be installed indoors in a protected location (no direct exposure to weather), with temperature controlled between 0° C – 35° C (32° F – 95° F), to ensure reliable operation.

ELECTRICAL AND NETWORK REQUIREMENTS

Outlet Placement

- A.** Power and Network outlets—the bottom of the outlet/junction box is required to be 83" AFF



Electrical

- A.** A single-phase 120 Vac, 60 Hz, 15 A or 20 A, continuously-powered (not switched), grounded electrical circuit installed per NEC Code is required.
- B.** Locate a standard grounded power receptacle within 15 ft. of the center back of the kiosk module.
- C.** Additional power receptacles will be required for longer banks (greater than 13 ft. from the kiosk), or distributed banks containing a module with an auxiliary power supply.
 - A site specific “**Express Series Configuration Drawing**” will be provided, indicating the location of modules requiring electrical connection.

Network (Preferred Hardwired Option):

- A.** The site shall provide an Ethernet connection for the Express Series system with a female RJ45 jack wired with standard CAT5 (or better) Ethernet wire to the local network within 15 ft. of the back of the kiosk module.
 - The connection shall be wired per TIS/EIA 568A or 568B. The connection may NOT be cross wired.

Network (WiFi Option):

- A.** The Express Series system can be set up to connect to an existing wireless network onsite.
 - The wireless network must have password encryption of one of the following types:
 - ▶ WPA2
 - ▶ WPA
 - ▶ RSN
 - ▶ IEEE 802.1x
 - ▶ IEEE802.11i
 - The WiFi router must be compatible with 802.11n/2.4GHz systems.
 - The Express Series system must be installed in a location that receives High signal strength from the existing wireless network. This may be achieved through an additional access point or WiFi booster/range extender, if desired.

Network (Internet Requirements):

- A.** 3 Mb/s minimum high-speed internet service required.
- B.** The Express system must be able to communicate with the following URLs thru port 53, port 80, and port 443 using standard https and tcp protocols:
 - URL required for proper communication is:
 - ▶ *.packageconciergeadmin.com

INSTALLATION READINESS PLANNING CHECKLIST

- ☐ **A.** Record measurements/description of the physical location:
 - ☐ 1). Delivery truck unloading area
 - ☐ 2). Path from unloading area to material staging site
 - ☐ 3). Path from staging area to installation location
 - ☐ 4). Measure the installation location to ensure the system will fit, compared to the “Express Series Configuration Drawing” provided.
 - ☐ 5). What type of wall construction (or floor detail if system is floor-mounted) is used where the system is to be installed?
 - ☐ 6). What is the distance of electrical outlet(s) from the installation location (center of kiosk and module(s) with auxilliary power supply)?
 - ☐ 7). Where is the electrical circuit panel (number/ID), and breaker switch (number/ID) for the Express system electrical outlet located?
 - ☐ 8). What is the distance of the Ethernet outlet from the installation location (center of kiosk, specifically)?
- ☐ **B.** Test electrical outlets to confirm power is available and outlets are grounded
- ☐ **C.** Confirm network access:
 - ☐ 1). Test Ethernet outlet to confirm Internet service is available.
 - ☐ 2). Confirm access to the Internet sites/URLs listed in the “Express Series Site Requirements”— Electrical and Network Requirements section.
- ☐ **D.** Record points of contact::
 - ☐ 1). Freight/delivery of product
 - ☐ 2). Installation
 - ☐ 3). IT/network administration

- This checklist is provided as a guide to assist you with your planning.
- The information above will be requested in advance of scheduling, delivery, and installation of your Express Series product.



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