User manual

Infoterminal VTPAS / ATPAS V5.10

(for the parcel box system by Schweizer)

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User manual

	Caution!
!	Each resident needs a PIN (personal identification number) to open the parcel boxes or to adjust the settings. The factory default code (1234) should be replaced as soon as possible with a new PIN by following the instructions in the Settings section on page 9.

Brief description

The **Information terminal** ..**TPAS** is part of the parcel box system from Ernst Schweizer AG and it is used to:

Control and display the **parcel box functions**
- Code-protected parcels deposited upon delivery or for collection (pick@home)
- Informing the resident via SMS/e-mail about a received parcel (network connection required)
- Use a parcel box as a private compartment (permanently assigned parcel box, eg.
 for companies, administration or housekeeper)

Control and display of video/audio functions
- find residents using the scroll function or text input
- ringing, hearing, talking
- open the door from the outside with a PIN
- additional functions depending on the system and configuration

Overview of the device

VTPAS: with video door intercom system

ATPAS: with door intercom system (without video)

Speaker / Microphone

Colour camera pinhole
(*only with the VTPAS*)

Touch panel
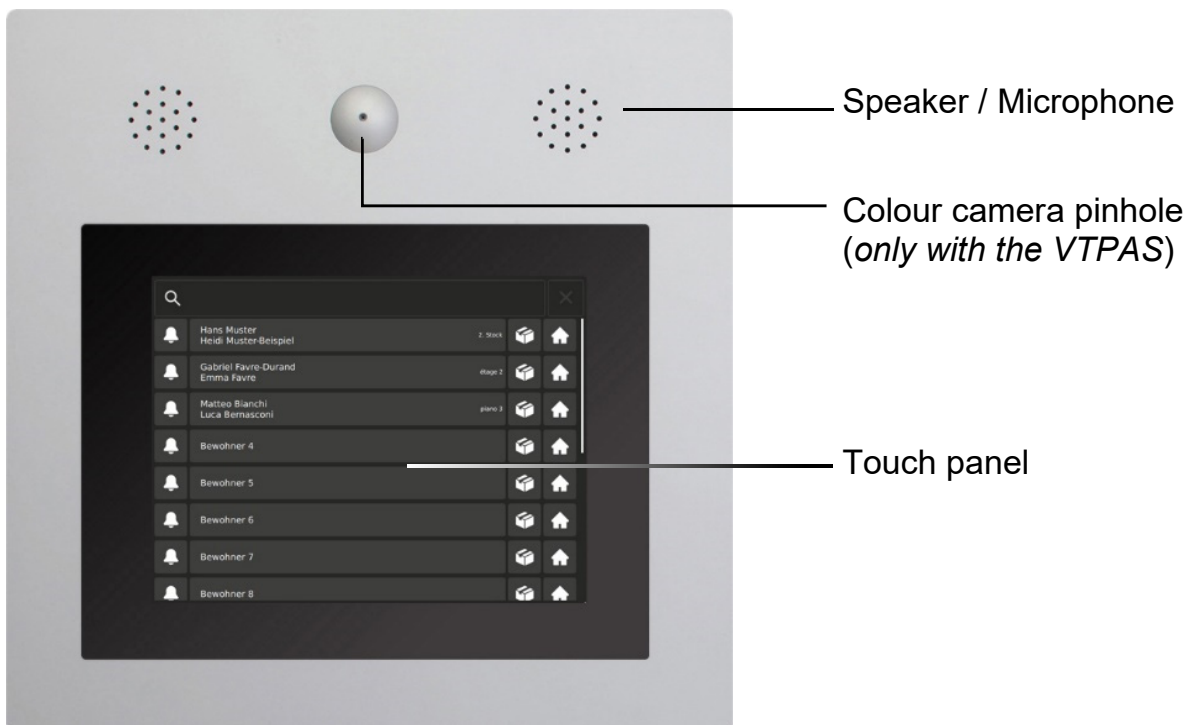
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Operate the door intercom (by the visitor)
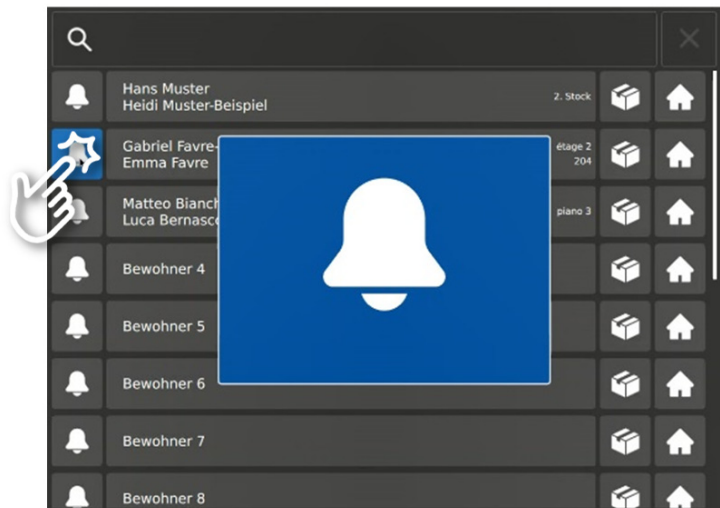
Find the resident

- tap on the search field and type in the resident's name or scroll down the list of names

Call up the resident

- press the call button (bell)

A call confirmation tone rings and at the same time a flashing bell symbol appears

Also the talking* and the door opening* are visualized with a symbol

* The building norm SIA500 for obstacle-free buildings requires door intercom systems to indicate important processes acoustically <u>and</u> visually (two-senses principle).
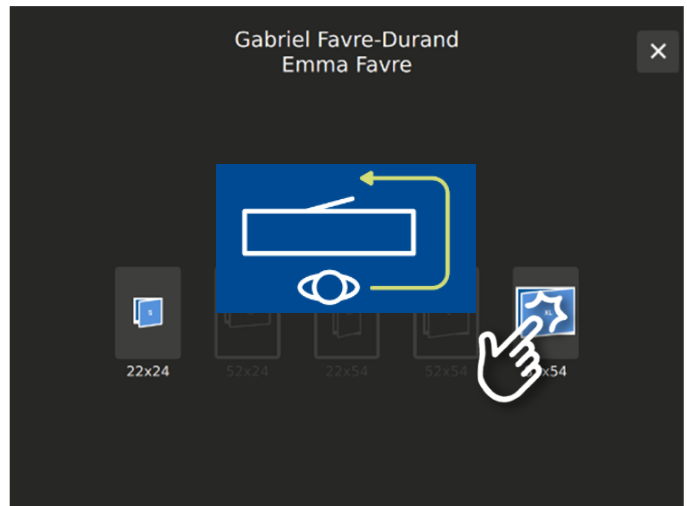
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<u>Deposit</u> the parcel (by the courier)

- Find the resident:
  tap on the search field and type the resident's name or scroll down the list of names

- next to the residents name press on the "parcel" button

- tap on a free parcel box of a suitable size

- the selected parcel box will open

On free-standing letterbox systems equipped with parcel boxes on both sides, the courier will be shown when selecting a parcel box whether this is on the back.


- place the parcel inside

- push the parcel box door shut again

- the "house" button on the terminal now shows a green dot saying the box is occupied

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Remove **the parcel** (by the resident with a PIN)

- Find your name:
  tap on the search field and type
  your name or scroll down the list of
  names

- a green dot on the "house" button
  means that the parcel box is occupied

- tap on the "house" button
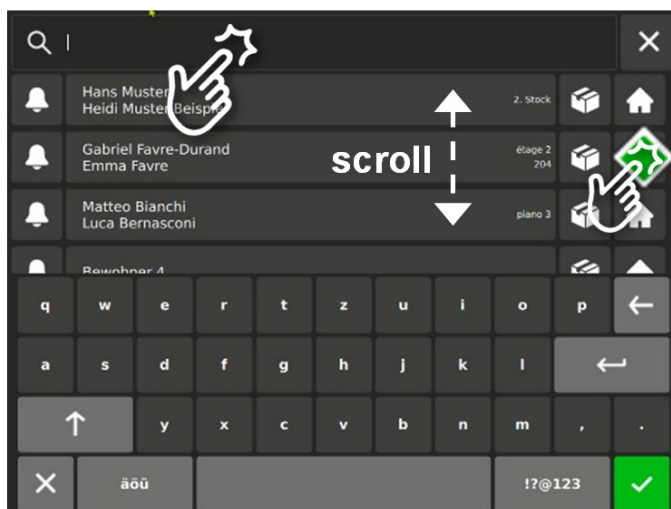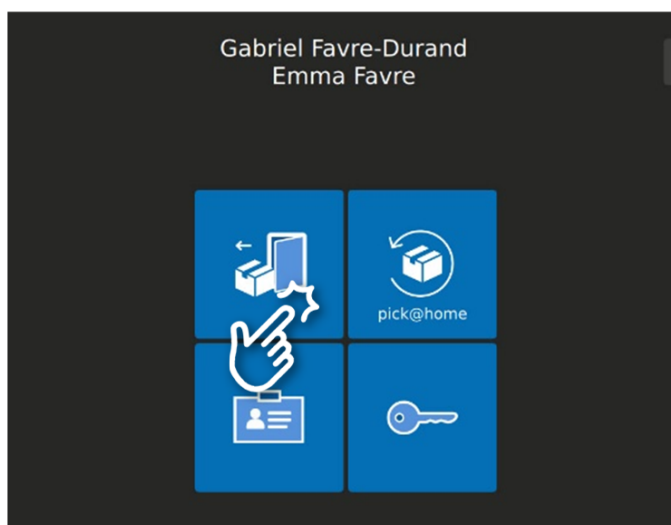
- Enter the PIN (page 12)

- confirm with ✓ or

- cancel with ✕

- tap on the "parcel" button to open the
  occupied parcel box

- remove the parcel from inside

- push the parcel box door shut again

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pick@home, deposit the parcel (by the resident)

First print off the shipment papers on <u>post.ch</u> for a pick@home order and attach to the parcel according to the postal instructions. Keep the consignment number.
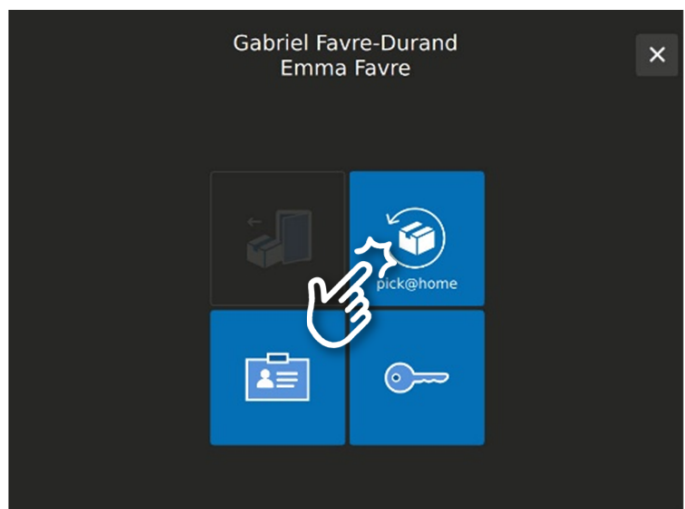
- Find your name:
  tap on the search field and type your name or scroll down the list of names

- tap on the "house" button

- Enter the PIN (page 12)

- confirm with ✓ or

- cancel with ✗
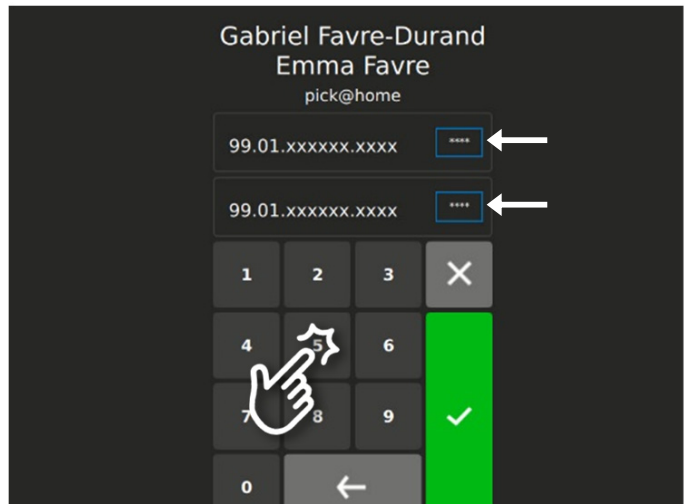
- tap on the "pick@home" button

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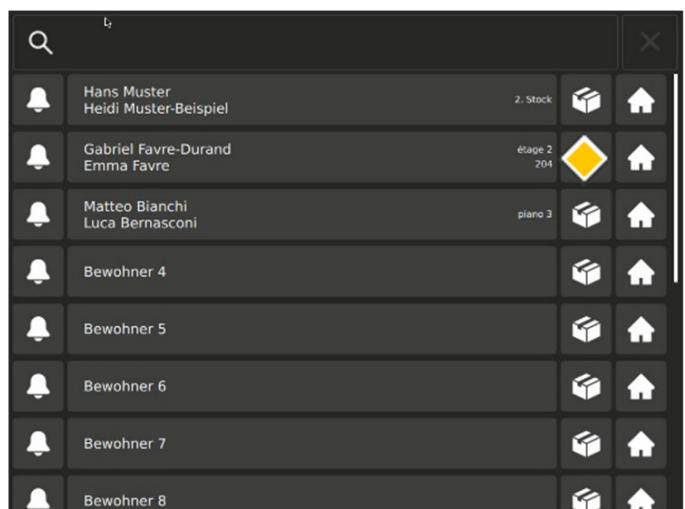**pick@home, deposit the parcel** (by the resident)

- tap on a free parcel box of a suitable size

- type the 4 last digits of the consignment number from the pick@home order

- a second number field appears

- type in the same 4 last digits again as confirmation and confirm with ✓

- the selected parcel box will open

- place the parcel inside addressed for pick@home

- push the parcel box door shut again

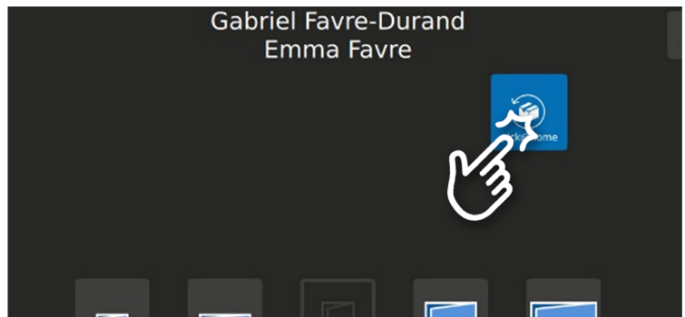- the "parcel" button of the resident is now marked with a yellow dot.

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**pick@home, <u>remove</u> the parcel** (by the courier)

- Find the resident:

  tap on the search field and type the resident's name or scroll down the list of names

- press the "parcel" button at the resident who placed a pick@home- pick-up order on post.ch. (yellow dot on the "parcel" button)

- tap on the "pick@home" button

- type in the last 4 digits of the number from the pick@home order

- confirm with ✓ or
- cancel with ✗
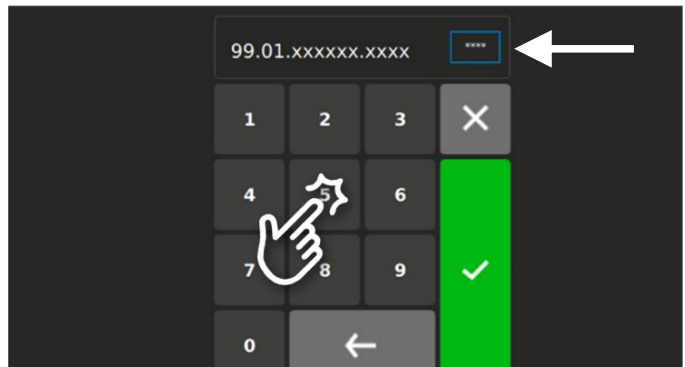
- the occupied parcel box will open

- remove the deposited parcel and check the consignment number

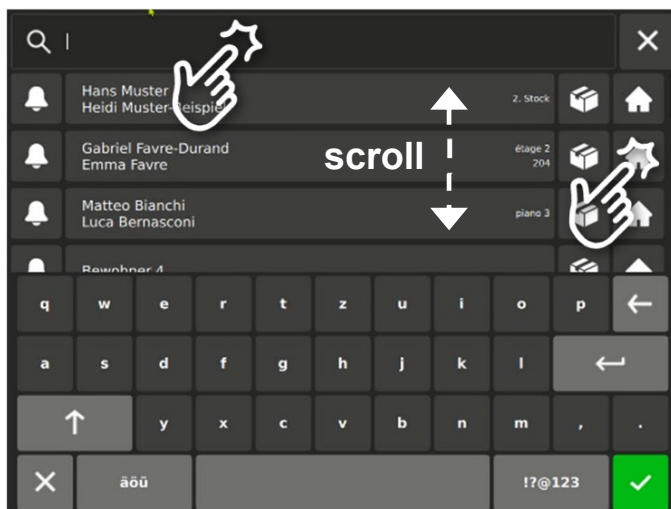- push the parcel box door shut again

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Settings (by the resident)

Name, PIN, mobile number and e-mail address

Find your name:
tap on the search field and type in
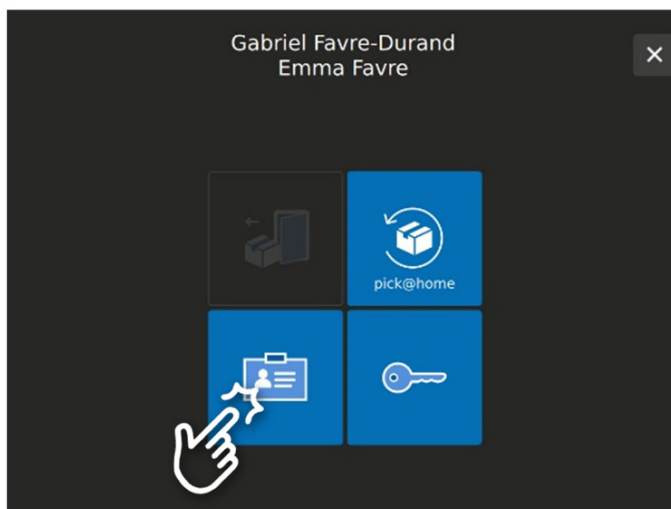your name or scroll down the list of
names

- tap on the "house" button

- Enter the PIN *(page 12)*

- confirm with [✓] or

- cancel with [✗]
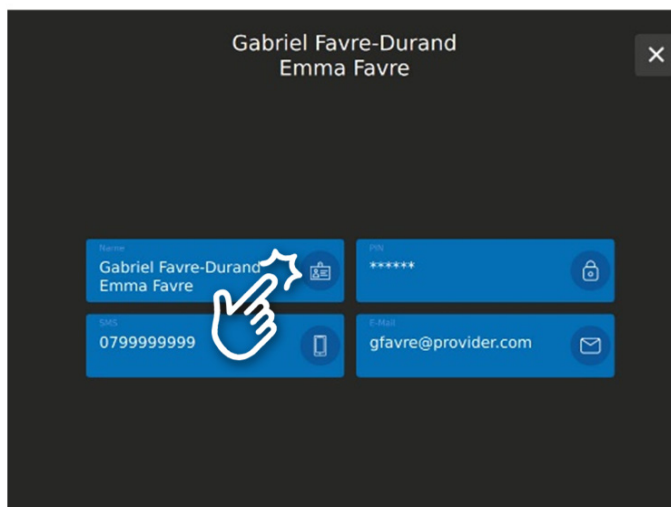
- tap on the "settings" button

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Settings (by the resident)

tap on the corresponding button to edit:

- **Name**

- **PIN**

- **Mobile number** / Notification text

- **E-mail address** / Notification text

- cancel with   ✕
  (exit the "settings" menu)

Edit your name

- Type in or change the name

- confirm with   ✓ or

- cancel with   ✕

Edit your PIN
It is strongly recommended that you change the default factory code (page 12)

- type in the numbers you want to use for the PIN (4 to 6 digits)

- confirm with   ✓ or

- cancel with   ✕

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**Settings** (by the resident)

Edit the mobile phone number and the messaging text

- type in the mobile phone number without spaces (if the country code is needed, then drop the first **0** of the mobile prefix)
- modify the default parcel delivery notification
- confirm your inputs with ✓
- or cancel with ✗

Edit the email-specifications and the messaging text

- type in the e-mail address
- type in the e-mail subject
- type in the e-mail notification text

- confirm your inputs with ✓

- after exit with ✗ a test e-mail is sent to the address entered (with LAN/Internet connection)
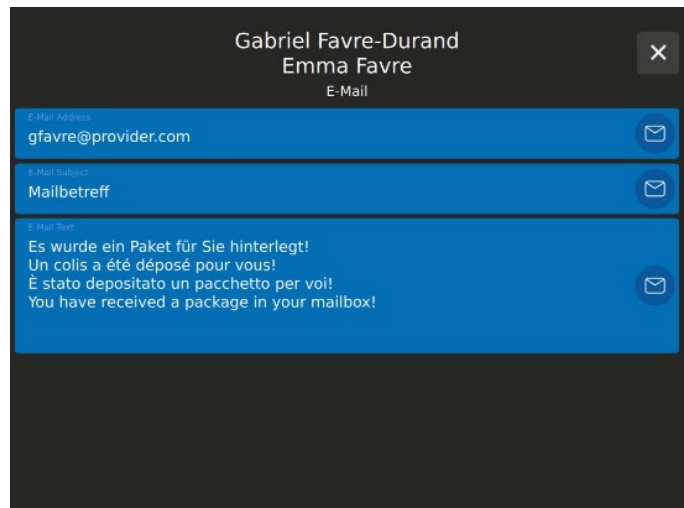
If the valid mobile number or e-mail address has been stored, the resident will receive a notification as soon as a parcel box has been activated under his or her name.

If the resident does not open this parcel box within 96 hours, the notification is repeated twice every 24 hours.

Another 24 hours later, the "box administrator" (caretaker) is prompted by e-mail / SMS to empty this parcel box while the resident is informed about this action.

*For the **parcel notification via email / SMS**, the information terminal must be connected to the LAN and Internet and configured accordingly (Network administrator).*

PIN list

	PIN*	Date
Factory code **Please change!**	**1 2 3 4**	
PIN changed		
PIN changed		
PIN changed		
PIN changed		
PIN changed		

* PIN 4 to 6 digits

Cleaning

Clean the display and the aluminium plate with a dry or slightly damp cloth.
Use a household detergent to remove stains that are more stubborn.

➡ **Prevent any water from entering the unit!**
➡ **Do not use any sharp or abrasive cleaning agents!**

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