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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 PTPAS** 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. companies, administration or housekeeper)

## Overview of the device PTPAS



Touchpanel

# User manual

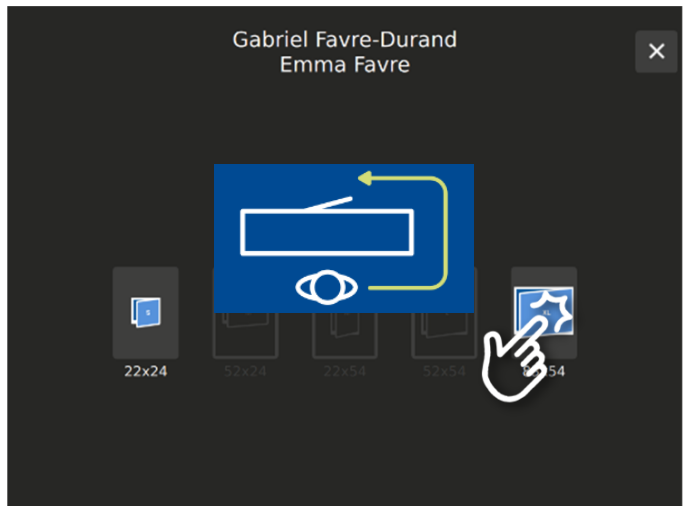
## Deposit the parcel (by the courier)

- 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



# User manual

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

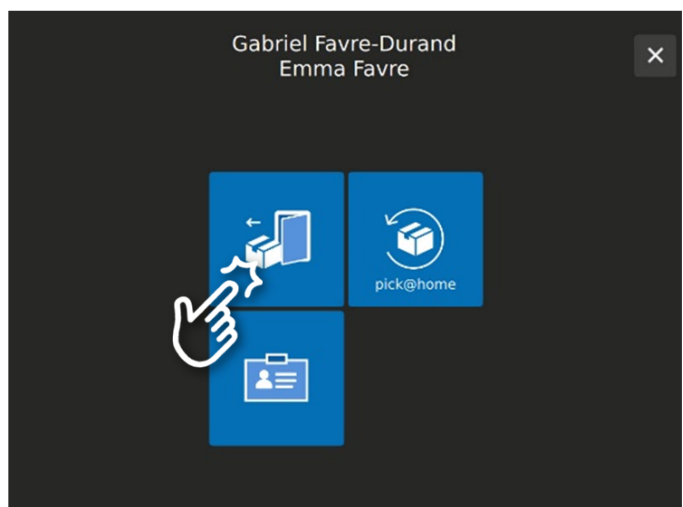
- Find your name:  
tap on the search field and type your name or scroll down the list of names
- a green dot on the "house" button means that the parcel box is occupied
- tap on the "house" button



- 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



# User manual

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

*First print off the shipment papers on [post.ch](http://post.ch) for a pick@home order and attach to the parcel according to the postal instructions. Keep the consignment number.*

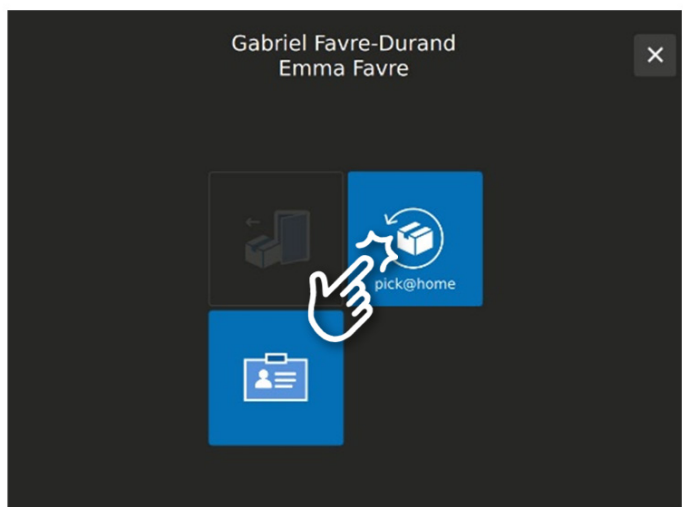
- Find your name:  
tap on the search field and type your name or scroll down the list of names
- tap on the "house" button



- Enter the PIN (page 12)
- confirm with  or
- cancel with



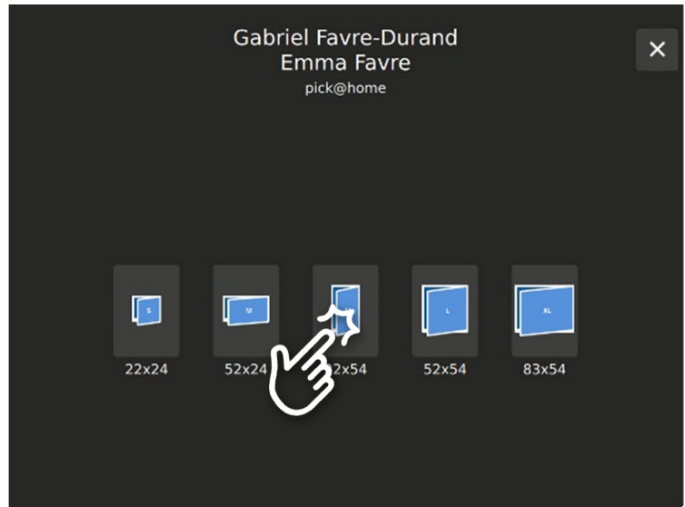
- tap on the "pick@home" button



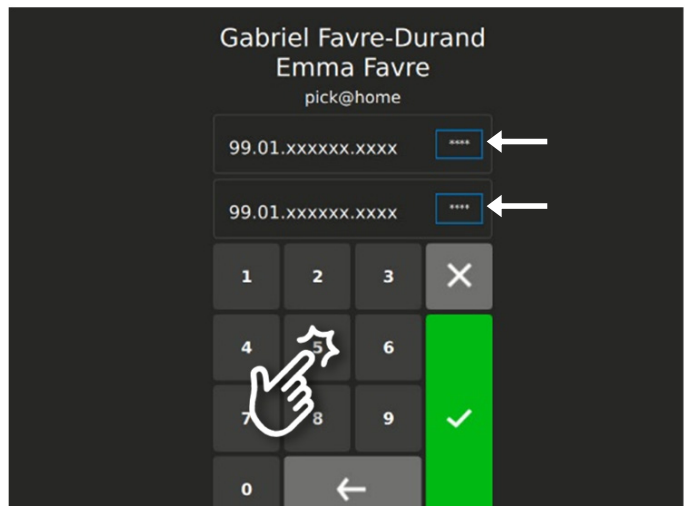
# User manual

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

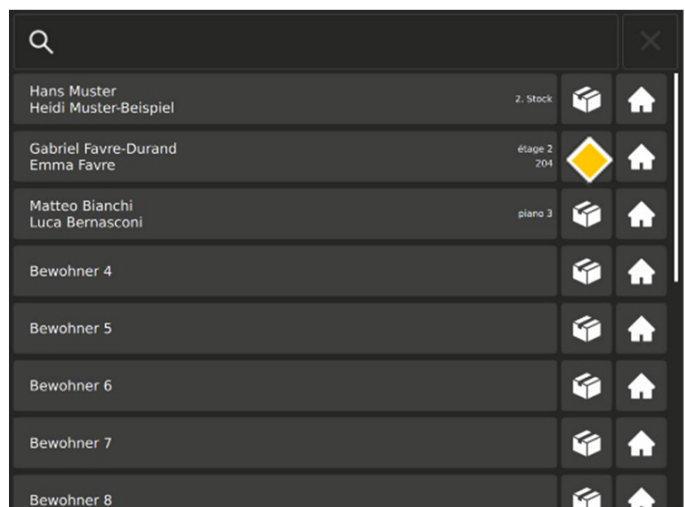
- tap on a free parcel box of a suitable size



- 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



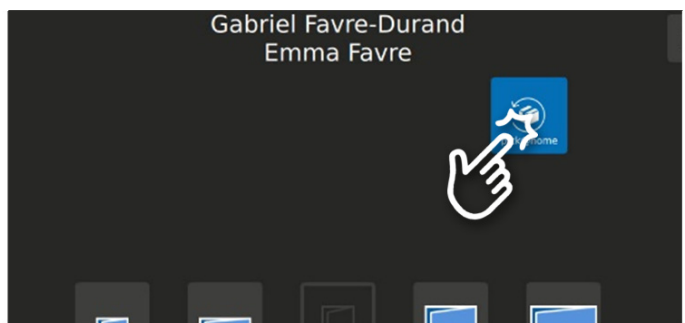
- place the parcel inside addressed for pick@home
- push the parcel box door shut again
- the “parcel” button of the resident is now marked with a yellow dot.



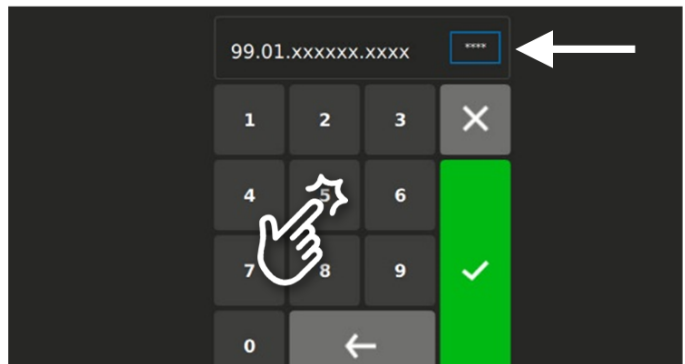
# User manual

## **pick@home, remove 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





# User manual

## 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



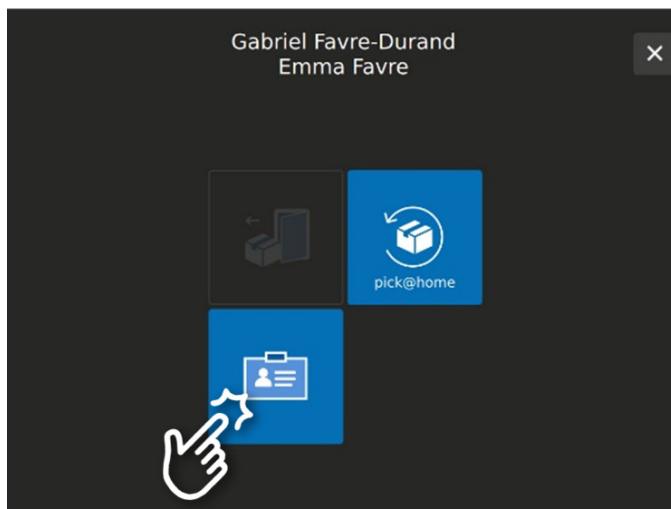
- Enter the PIN (*page 12*)

- confirm with  or

- cancel with



- tap on the "settings" button

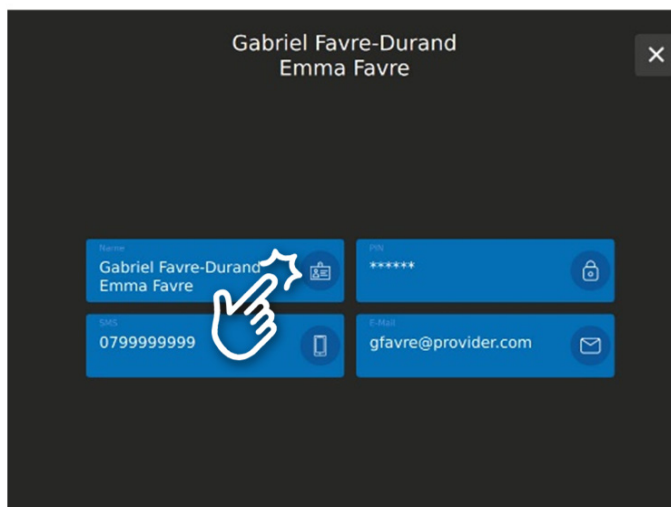


# User manual

## 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



# User manual

## Settings (by the resident)

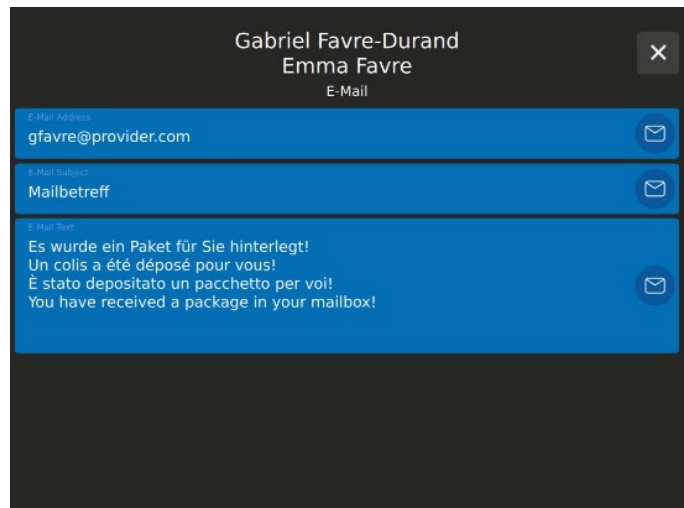
### Edit the mobile phone number and the messaging text

- 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

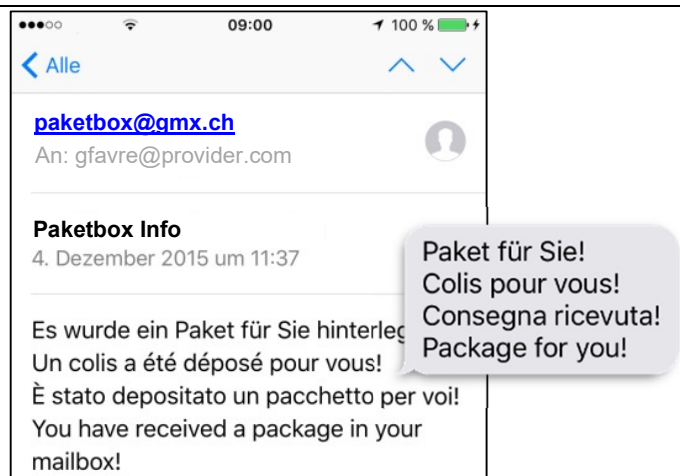
- type in the e-mail address
- type in the e-mail subject
- type in the e-mail notification text
- confirm your inputs with
- after exit with  a test e-mail is sent to the address entered (with LAN/Internet connection)



*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
<b>Factory code Please change!</b>	<b>1 2 3 4</b>	
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!**

René Koch AG  
Seestrasse 241  
8804 Au/Wädenswil  
044 782 6000

info@kochag.ch  
www.kochag.ch



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look listen talk