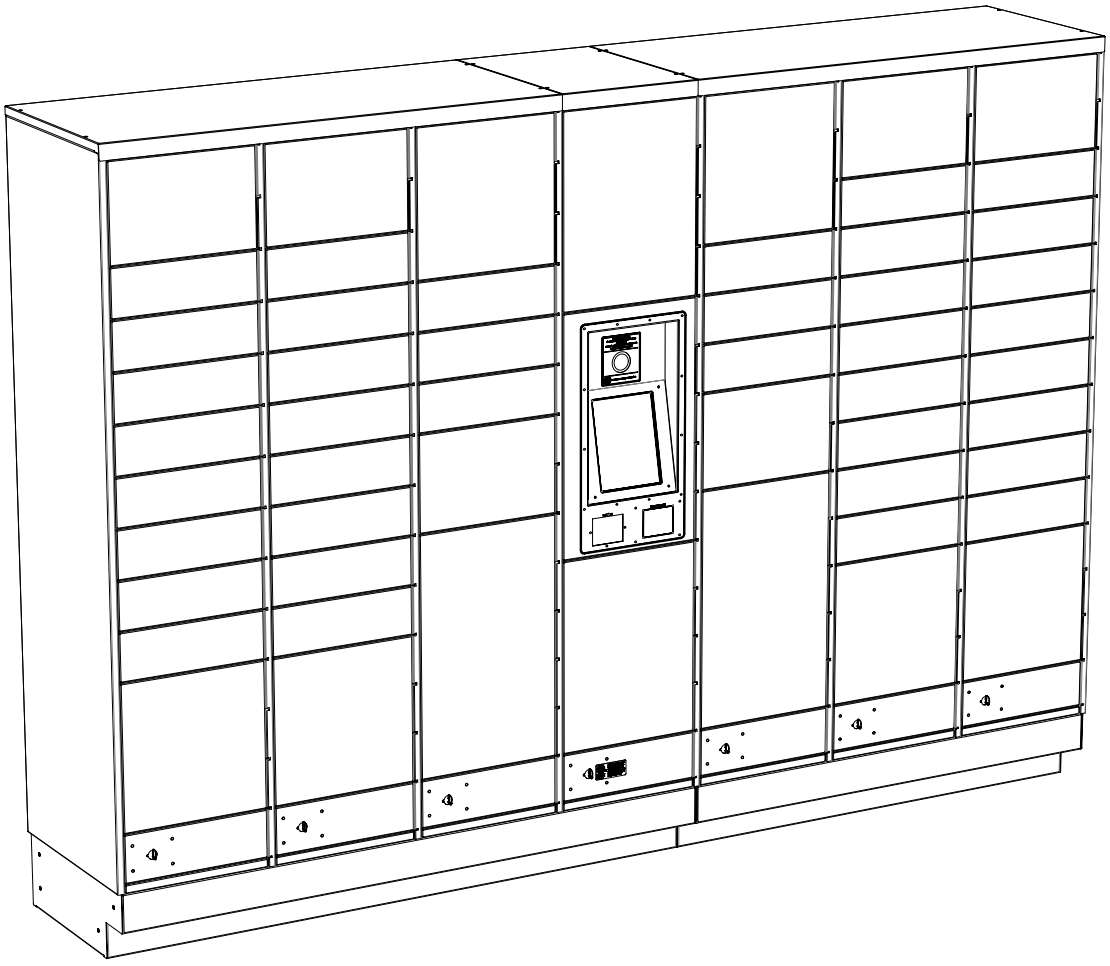
SITE REQUIREMENTS

Planning for Site Preparation, Delivery and Installation

PREMIER SERIES

Locker Systems



PACKAGE CONCIERGE®

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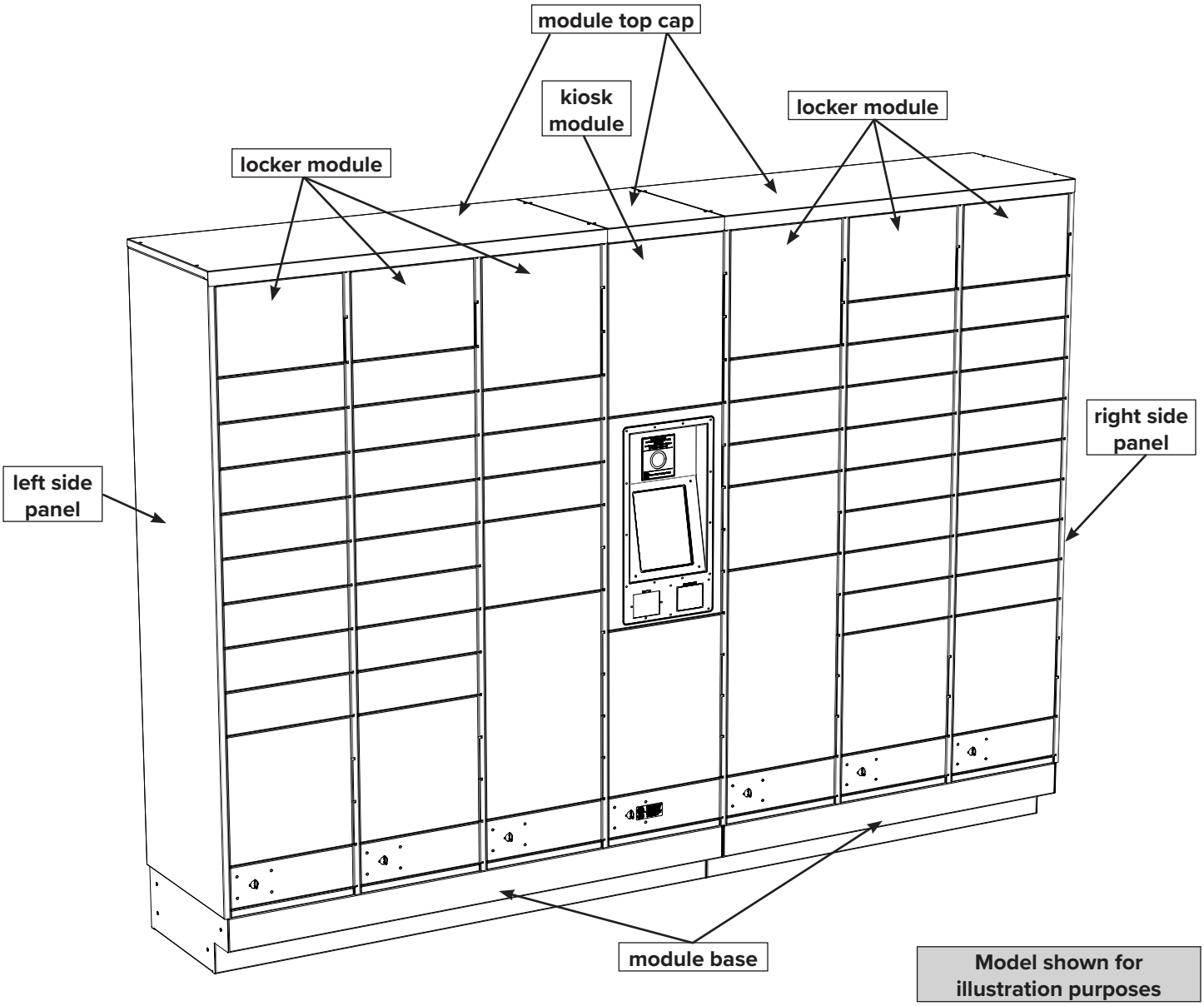
GENERAL CONFIGURATION AND SYSTEM OVERVIEW

- The Package Concierge® Premier Series Locker System consists of a kiosk module and locker module(s) installed on a base assembly. The typical base assembly consists of one or more module bases assembled to hold the desired number of modules. Module bases are available to hold one (1), two (2), three (3), and four (4) modules, and can be used in any combination. Standard Premier Series Locker Systems are available in 7-ft. heights. The system has finished side panels and top caps which complete the assembly.
- The approximate size of the area required to contain a locker system can be calculated (for planning purposes) using the following:
  - Width = (number of modules x 17.25 in.) + 0.8 in.
  - Depth = 22.75 in.
  - Height = 86.7 in.

  Refer to the site specific "Premier Series Locker Configuration Drawing" provided for details of the actual area needed.



Model shown for illustration purposes

SITE ACCESSIBILITY CONSIDERATIONS

Planning Location for Installation Accessibility

A. When planning your Premier Series location, ensure that 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. Premier Series modules will be shipped standing upright on a 48 in. x 52 in. pallet containing up to four (4) modules per pallet (see Figure 1).

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.

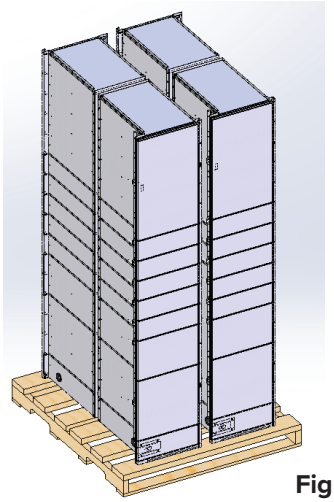
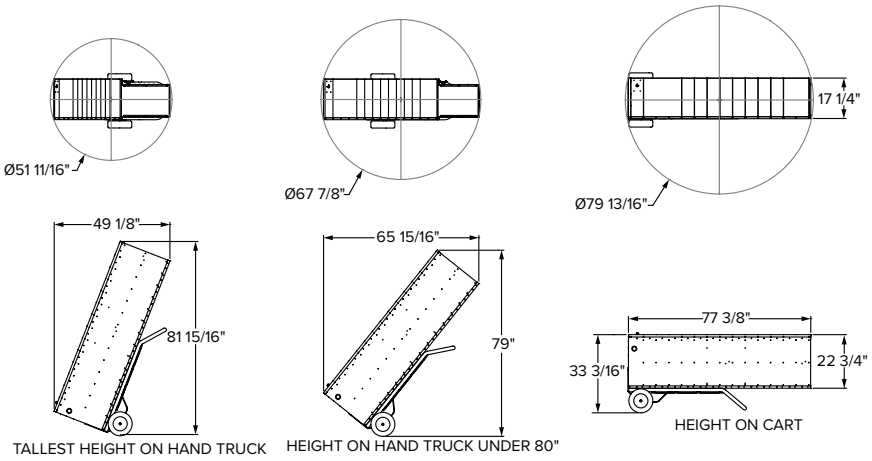
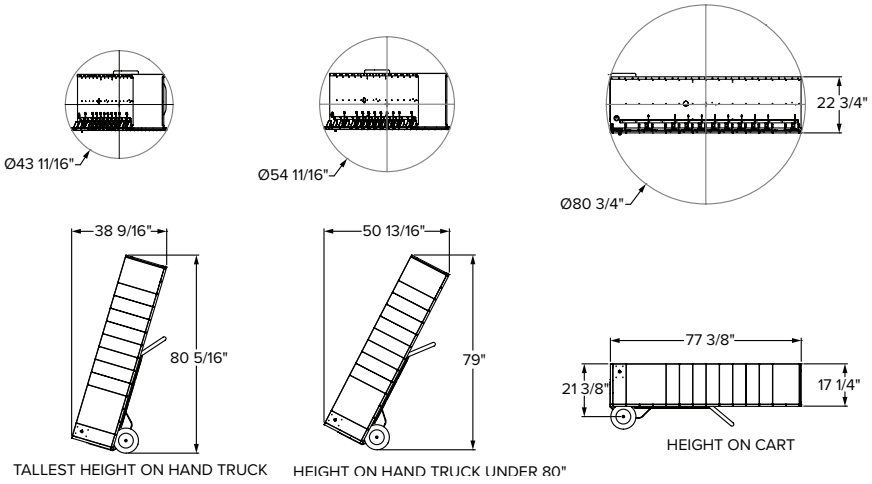


Figure 1

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. The locker or kiosk module is the largest subcomponent of the Premier Series Locker System.

1). 17.25 in. W x 22.75 in. D x 77.38 in. H

2). Weight ~175 lb.

Planning Site Accessibility

A. When choosing a location for your Premier 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 Design[1]. 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

Foundation

A. The floor must be level within 1” over the entire width of the Premier Series system and within 1/4” over the depth (front to back).

B. The Premier Series must be installed on a concrete base at least 3” thick and capable of accepting 1/2” expansion anchors to anchor the unit to the foundation.

C. Premier Series modules each weigh approximately 175 lbs. Ensure that the floor system is designed to handle the additional final assembled total weight of the installed system and expected additional foot traffic.

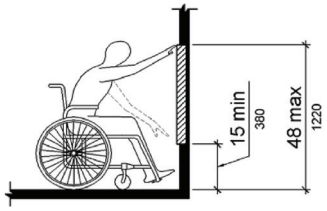
D. Consult local building codes and/or construction professionals for recommendations and assistance if the location for your Premier Series does not meet the above requirements.

Environmental

- The Premier 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.

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



ELECTRICAL AND NETWORK REQUIREMENTS

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. A standard grounded power receptacle should be located within 5 ft. of the center-back of the kiosk module.

Network (Preferred Hardwired Option)

A. The site shall provide an Ethernet connection for the Premier Series system per one of the two options below:

1). A female RJ45 jack wired with standard CAT5 (or better) Ethernet wire to their network within 5 ft of the back of the Premier Series kiosk.

2). A male RJ45 connector attached to a CAT5 (or better) Ethernet wire that can be plugged into the back of the Premier Series kiosk.

- The connection shall be wired per TIS/EIA 568A or 568B. The connection may NOT be cross wired.

Network (WiFi Option)

A. The Premier Series system can be set up to connect to an existing wireless network onsite.

1). The wireless network must have password encryption of one of the following types:

- WPA2
- WPA
- RSN
- IEEE 802.1x
- IEEE802.11i

2). The WiFi router must be compatible with 802.11n/2.4GHz systems.

3). The Premier 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 Premier Series system must be able to communicate with the following URLs thru port 53, port 80, and port 443 using standard https and tcp protocols:

- *.ExpressLocker.com
- *.florenceils.com

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APPENDIX A: Special Requirements for a Distributed System

1. Verify that a single-phase 120 Vac, 60 Hz, 15 A or 20 A, grounded electrical service is available *for each bank of lockers* in the Premier Series Locker Distributed System.

A. A 20-foot-long power cord is supplied for each bank of lockers.

B. Ensure that an electrical outlet is installed so that the power cord will reach from the power-cord connection on the back of each bank of lockers to that electrical outlet.

C. Contact a certified electrician for assistance in installing electrical outlets before installing the Premier Series Locker System.

2. Order the amount of CAN communication wire needed for installing the Premier Series Locker Distributed System.

A. Order CAN communication wire to run continuously between the junction boxes installed per Step 3 below.

B. Ensure that at least one foot of CAN wire is contained within the junction box to terminate at the face plate (face plates supplied with Premier Series Locker Distributed System).

- **Note: The CAN Communication wire cannot be spliced.**

3. Install CAN communication cable prior to installing the Premier Series Locker Distributed System.

A. Install single gang junction boxes in the wall behind each bank of lockers.

B. Ensure junction box is securely mounted. Junction boxes can be internally or externally mounted on the wall.

C. Locate the junction box at least 18” above the finished floor.

D. Locate each junction box within 10 feet of the CAN connector in the back of each bank of lockers (refer to the site specific “Premier Series Locker Configuration Drawing” for CAN connector locations on the Premier Series Locker System).

E. Avoid sharp bends in the CAN communication wire.

F. Avoid areas with high amounts of Electromagnetic Interference. (e.g., large motors and 480V or greater power sources.)

G. Do not puncture the shielding on the CAN cable.

H. Do not pinch wire under wire staples or other fasteners.

APPENDIX B: Installation Readiness Planning Checklist

- ☐ **A.** The physical location is ready and accessible
  - ☐ 1). Delivery truck unloading area
  - ☐ 2). Path from unloading area to material staging site is adequate
  - ☐ 3). Path from staging area to installation location is adequate
  - ☐ 4). Floor construction provides a suitable foundation for the locker system
  - ☐ 5). Electrical outlet(s) are properly located relative to installation location (center of kiosk and module(s) with auxilliary power supply)
  - ☐ 6). Ethernet outlet is properly located relative to installation location (center of kiosk, specifically)
  - ☐ 7). The location of the Ethernet outlet (label/ID) has been recorded
  - ☐ 8). The location of the electrical circuit panel (number/ID), and breaker switch (number/ID) for Premier Series Locker outlet has been recorded
- ☐ **B.** Electrical outlets have been tested to confirm power is available and outlets are grounded
- ☐ **C.** Network access has been confirmed
  - ☐ 1). Internet service and Ethernet outlet has been tested
  - ☐ 2). Access has been confirmed to the Internet sites/URLs listed in the “Electrical and Network Requirements” section
- ☐ **D.** The installation location for the locker system is prepared and meets specifications per the “Premier Series Locker Configuration Drawing” provided
- ☐ **E.** Facility/site coordinator contact information has been recorded for:
  - ☐ 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 Package Concierge® Premier Series Locker System.

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