



AlphaEntry™ Pat. Pending



Alpha Communications® and Alpha Media®, Inc.
AlphaEntry™ MailRoom™ V.1.0
Package Management Add On
Installation & Configuration Manual



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AEMR1 Manual (05/09)
Rev. 1.0

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Patent Pending

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# AlphaEntry™ MailRoom™



## INTRODUCTION

One of the many headaches of building management, is keeping track of incoming deliveries to your tenants, notifying them, and keeping track of which packages have not been picked up yet.

AlphaEntry™ allows your doorman, concierge, or shipment receiver to manage resident packages from their AlphaEntry™ interface, and maintains a log of when deliveries are received in, as well as when your tenants pick up their packages.

This feature gives your designated employee(s) the ability to display package arrivals to residents through the entry panels, or at a concierge station depending on the needs of your facility. You can even send emails and/or text messages automatically to your tenants that a package has arrived for them!

AlphaEntry™ MailRoom™ is an add on module designed to seamlessly integrate with your AlphaEntry™ products to provide display monitors in your mailrooms, common areas, or other locations to alert the tenants that they have packages awaiting pickup.

AlphaEntry™ MailRoom™ is fully customizable to suit the unique requirements and security concerns of your facility.

**AlphaEntry™.... The future of building communications, today!!!**

# System Requirements

The following system requirements must be met to run the AlphaEntry™ MailRoom™ application correctly.

- A Windows compatible PC
  - Pentium 4 Processor or Higher
  - Your operating system must be Windows 2000/2003 Server/XP or Vista
  - Color monitor or color touch screen monitor (standard or wide screen format)
  - 128 Megs of Ram (minimum)
  - One Available USB port (for USB Dongle)
  - USB Dongle (provided with AlphaEntry™ MailRoom™ software)
- Additional equipment may be required for special customized applications. Please contact Alpha Communications for more information.

Requirements for AlphaEntry™ MailRoom™ software:

- Must have access to AlphaEntry™ 2.5 either installed in the same PC or available through LAN or internet connection.
- Microsoft .NET Framework version 3.5 (or later) installed.

When you run the installation for the MailRoom software it will check for Microsoft .NET Framework and if not already installed it will bring you to the download location on the Microsoft website to install it first. After installing Microsoft .NET Framework v3.5 you will need to restart the MailRoom™ installation.

## **IMPORTANT SYSTEM NOTES**

To prevent conflicts between AlphaEntry™ and other installed software, it is highly recommended that the computer be used exclusively for AlphaEntry™ and not loaded with any additional software or used for any other purposes, with the exception of additional Alpha Media products designed to work in conjunction with AlphaEntry™. In addition, all screen savers and system power management/ hibernation options should be disabled.

To ensure system reliability and longevity, please check that all hardware is installed and configured as per manufacturer's recommendations and manufacturer's distance limitations and cabling requirements are observed.

When planning your installation, consider distance limitations, and potential electromagnetic interference (EMI) sources.

It is highly recommended that a quality battery back up/ surge protector/ power filter be used for all devices and components connected to 110VAC power.

# Installing AlphaEntry™ MailRoom™ Software

**Do not insert the USB Dongle until the software setup is complete!!**

If the computer has AlphaEntry™ installed on it, please close AlphaEntry™.

To begin the installation of AlphaEntry™ MailRoom™, please insert the CD into a CD-Rom drive. The installation wizard will guide you through the process of installation.

When you run the installation for the MailRoom software it will check for Microsoft .NET Framework and if not already installed it will bring you to the download location on the Microsoft website to install it first. After installing Microsoft .NET Framework v3.5 you will need to restart the MailRoom™ installation.

Once the software has completed the installation process, click the “Finish” button to close the installation program.

After the installation is complete, you will be instructed to insert the USB Dongle into any one of the USB ports on that computer.

**Do not insert the USB Dongle until the software setup is complete!!**

## What is a Dongle?



A Dongle (pronounced DONG-uhl) is a mechanism for ensuring that only authorized users can use specific software applications. This is your software key that plugs into an available USB port on your computer. Like a key, no two Dongles are alike.

The AlphaEntry™ programs access this key for verification while running. Removing this key while using AlphaEntry™ or AlphaEntry™ MailRoom™ will not allow the program to run, but will allow you to use the AlphaEntry™ Editor.

If your Dongle is lost or damaged you must obtain another from Alpha Communications®.

## Starting AlphaEntry™ MailRoom™



To start MailRoom™, Double Click on the AlphaEntry™ MailRoom™ icon on your display.

## Exiting AlphaEntry™ MailRoom™

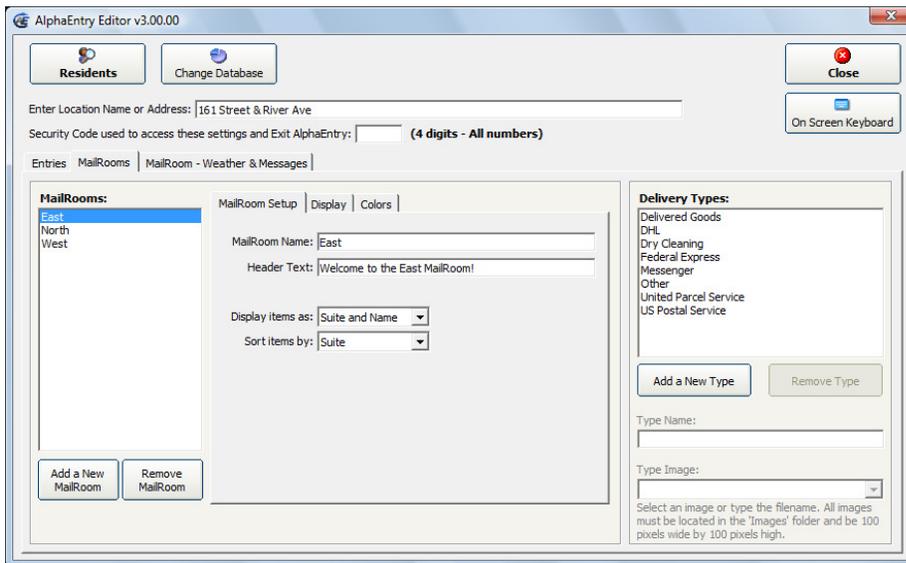


To stop MailRoom™, Double Click anywhere on the Dark Gray Header and the program will close or hit Esc if you have a keyboard connected.

NOTE: If a password is required to end the program, you will be asked to enter it at this time. The password will usually be the same as the AlphaEntry™ Editor pass code.

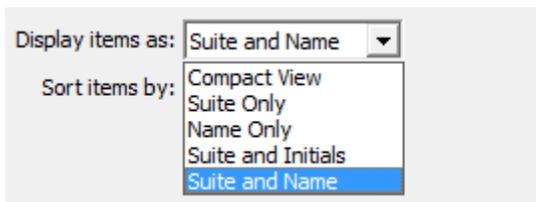
# AlphaEntry™ MailRoom™ Editor Configuration

When AlphaEntry™MailRoom™ has been installed in your system, additional tabs will appear in your main AlphaEntry™ Editor which will enable you to configure your display(s) in each of your mailrooms or common areas. You can have as many display monitors as you need and each can be configured independently. In multiple mailroom scenarios, you can select in each tenant's record which mailroom you wish to associate that tenant with. This way, this tenant's package information will be directed only to the display monitor in the mailroom they would normally use.

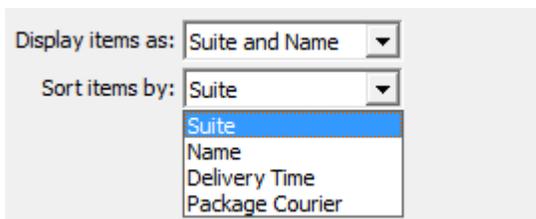


In the example to the left, The MailRooms tab has been selected and the East MailRoom has been highlighted.

On this screen you may enter the Header text you wish to display at this location as well as the information and order you wish to display for each package entry.

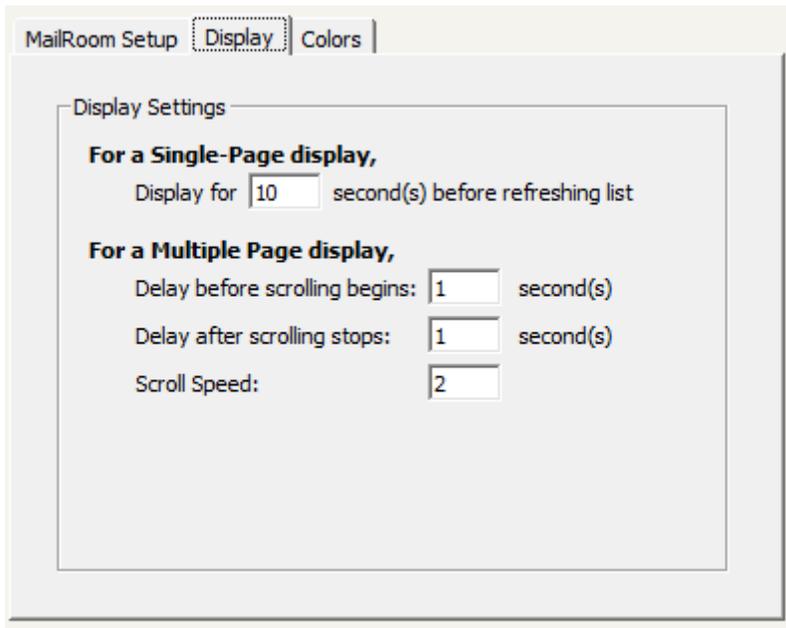


Select the preferred information you wish to display from the drop down box.



Select the preferred method you wish to sort the information from the drop down box.

## Package Information Refresh Rate



The screenshot shows the 'MailRoom Setup' window with the 'Display' tab selected. Under 'Display Settings', there are three sections: 'For a Single-Page display' with a 'Display for' field set to 10 seconds; 'For a Multiple Page display' with 'Delay before scrolling begins' and 'Delay after scrolling stops' both set to 1 second, and 'Scroll Speed' set to 2.

Dependent on the number of packages you have in the system, AlphaEntry™ MailRoom™ will determine whether to display one screen, or a scrolling screen when it is necessary to display a large amount of packages. Either way, you can specify how often the screen will refresh with updated information.

**For a Single page Display:** The screen will refresh every 1-60 seconds depending on the number you put in this box. The default is 10 seconds.

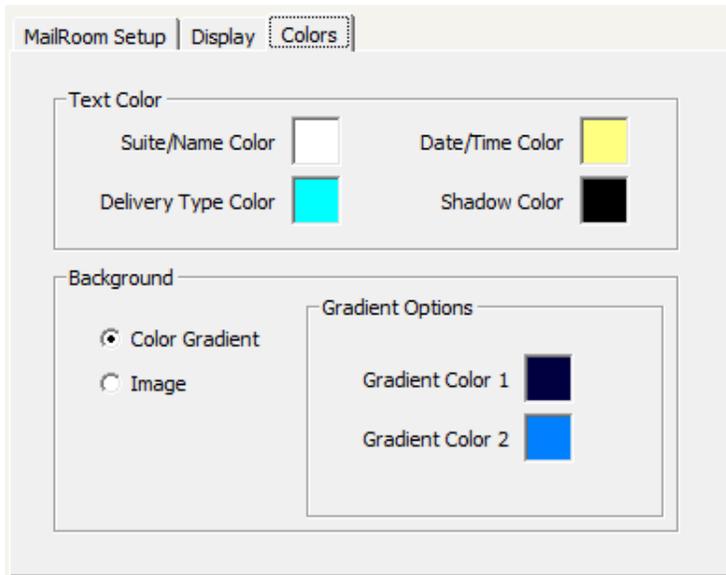
**For a Multiple Page Display:** When the number of packages exceeds what will fit on a screen at one time, the display will scroll from the top of the list to the bottom of the list, wait for a set amount of time, then it will start the refreshed display from the top again.

**Delay before scrolling begins:** You may set the delay at the top, which is the time between it first appearing on the screen until it starts to scroll, from 1 to 60 seconds.

**Delay after scrolling stops:** You may set the delay at the bottom, which is the time between the end of the list on the screen is shown until the screen refreshes and starts from the top of the list, from 1 to 60 seconds.

**Scroll Speed:** Depending on the size of the monitor and the display resolution, you may find that the scroll speed is too fast or too slow. You may set the speed of the scrolling from 1 to 5 using this field.

## Display Background Settings

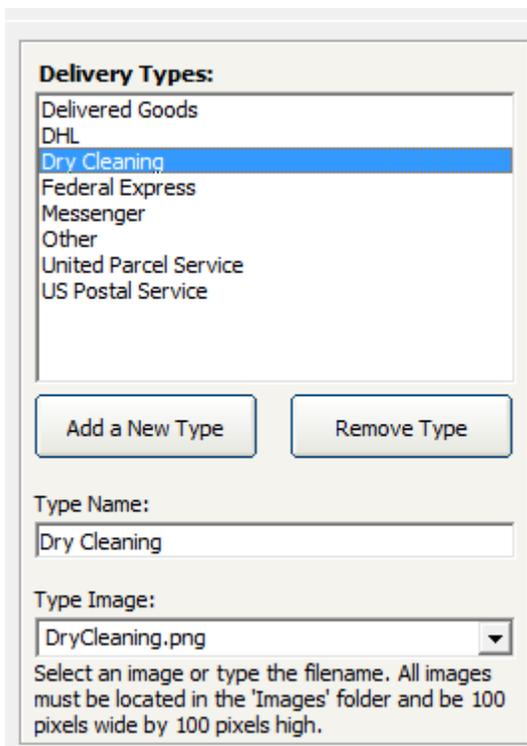


The Display Settings tab allows you to set the background colors for the display. Each text field can be set separately as well as the text shadow color.

The Background can be a gradient between your choice of 2 colors, or you can use an image of your choice in the background by selecting the Image radio button.

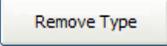
There are several images stored in the AlphaEntry/AlphaEntry MailRoom/Backgrounds folder, or you can add your own images to this folder, and display them as a background also.

Recommended picture size is 1024 X 768.



AlphaEntry™ MailRoom™ comes with default delivery types installed, which should cover most if not all scenarios however, you may install your own types and related graphics if needed.

To add a new delivery type, click on , enter the new name, and assign a new graphic image to it. You may choose one of the included graphics or create your own. The requirements for additional delivery type icons are that they are .png files sized 100 pixels wide by 100 pixels high.

If you see default delivery types that you do not see as being needed you may delete them using the  button, however, it may be a good idea to retain them for possible future needs.

## Display Weather Settings

Entries | MailRooms | MailRoom - Weather & Messages

**A Weather Code can be used to display the current weather status on your MailRoom screen.**

**Search by U.S. Zip Code, or City**

11735

(ie "Paris, France", "11735", "Springfield")

**Weather Code:** 11735

Unit Measurement: Standard

To add weather information to the top of your AlphaEntry™MailRoom™ displays, enter your U.S. zip code, or nearest major city into the search box. Select the appropriate line in the search results.

In the Unit Measurements drop down box, please choose between Standard (Fahrenheit- Inches) or Metric (Celsius – Centimeters)