UNITED STATES
POSTAL SERVICE

USPS IMDAS Gateway District

On-Street User Lab Guide

Course 44202-99
Version 1.1
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Gateway District
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IMD LOG –IN PROCEDURES

Initial Setup

1. From the Login/Welcome screen, press **Enter**

2. Scan or key-in a badge barcode and press **Enter**

3. Enter First Name, Last Name, and User ID (First time setup only)

4. Select a User Role (First time setup only)

5. Select a User Type (In-Office or On Street)

6. Enter/verify Assignment ZIP Code and Route ID

7. Scan or key-in Vehicle ID (Motorized only)

Daily Setup

1. From the Login/Welcome screen, press **Enter**

2. Scan or key-in a badge barcode and press **Enter**

3. Select a User Type (In-Office or On Street)

6. Enter/verify Assignment ZIP Code and Route ID

7. Scan or key-in Vehicle ID (Motorized only)

   - Record only the check digit of each employee. If they forget and need to log in without their Employee barcode, you will have it.

Viewing Text Messages – Large Sites Only

1. Select **Text Message** from the Main Menu.

2. Select the message to read from the Inbox.

3. Press **ENTER**.

Diagnostics and Troubleshooting

Checking Battery Capacity

1. Press Diagnostics button on the IMD

2. Select 7 Power Status & press ENTER

3. Important note:

When logging in as On Street User and the IMD's battery is below 60% capacity, a distress alarm will sound and a warning screen will appear.

4. After reading message, press 1 or 2 to save or delete the message.

Diagnostics and Troubleshooting

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1. Press Diagnostics button on the IMD

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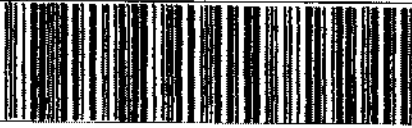
Student Exercises

End User Training

Carriers

Unit 3, Exercise 1 – Scanning a Barcode

Perform the procedure with the barcode displayed below.

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0304 1560 0004 3276 0104

1. From the In Office or On Street menu, select **Scan Barcode.**
2. Point the IMD scanner at the barcode shown above, and press one of the 3 Scan buttons.

Tips:

- Hold the IMD still. The MDCD could be moved while scanning, but the IMD should be held still while pressing SCAN.
- If scan is unsuccessful, aim the scanner again and press SCAN again. Keep re-aiming and scanning until successful.
- The IMD is an image scanner, not a laser scanner. The red light illuminates the object and the green aimer helps you aim the device. Neither are laser lights.

3. Press **ENTER.**
4. Press 1 to select the **Delivered** option.
5. Press ENTER to confirm the ZIP Code.
6. Repeat Steps 1-5 for the following barcodes.

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0304 1560 0000 6949 0474

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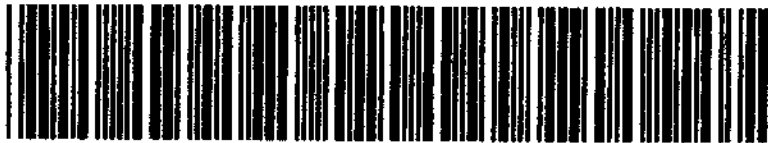0399 9999 9999 9999 9473

Unit 3, Exercise 5 – Scan Multiple Mail Items

1. Select **Scan Barcode**
2. Scan the first mailpiece below.

EO 0725 8128 5 US

3. Repeat Step 2 for the following mailpieces.

NOTE: When performing multiple barcode scans, be sure you hear the IMD beep to indicate a successful scan before scanning the next barcode

EQ 1234 5687 5 US

ES 4579 8546 5 US

EP 1121 5687 5 US

4. Press **ENTER**.
5. Press **2** to select the **attempted** confirmation event.
6. Press **ENTER** to verify the ZIP Code.

Unit 3, Exercise 6 – Signature Confirmation Delivery

1. Select **Scan Barcode**
2. Scan the Signature Confirmation label barcode (PS Form 153).

2301 3460 0002 1955 9671

3. Press **ENTER** and select the **Delivered** confirmation event.
4. Enter the recipient's first initial and last name and press **ENTER**.
5. Scan the signature on the Delivery Notice (PS Form 3849)

We will redeliver OR you or your agent can pick up your mail at the post office. *(Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):*

1. ▶ a. Check all that apply in section 3; b. Sign in section 2 below; c. Leave this notice where the carrier can see it.	ENCHANTED FOREST STATION 10020 BALTIMORE NATIONAL PIKE SUITE C100 - ELLICOTT CITY MD 21042 M-F 8:00 AM - 5:30 PM / SAT 8:00 AM - 2:00 PM PHONE (410) 203-2632	■
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You	**Delivery Section**	
3. ☐ Redeliver *(Enter day of week.)*	Signature X	*Larry Dole*
(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.) ☐ Leave item at my address	Printed Name	LARRY DOLE
(Specify where to leave. Example: "porch", "side door" This option is not available if box is checked on the front requiring your signature at time of delivery.) ☐ Refused ☐ Forward ☐ Return	Delivery Address	478 W. ARGYLE
	USPS	■

PS Form 3849 November 1999 (Reverse)

NOTE: If you have concerns about the quality of the scanned image presented after this step, refer to the scanning test results in the Student Training Manual that compare the image displayed on the IMD to the actual image stored in IMDAS.

6. Press **ENTER** to accept the ZIP Code.

Unit 3, Exercise 7 – Express Mail Delivery
1. Select **Scan Barcode**
2. Scan the Express Mail label (Label 11-B).

```
ED 776709258 US
```

3. Press **ENTER** and select the **Delivered** confirmation event.
4. Press 1 to waive the customer's signature.
5. Press 1 to confirm Signature Waiver box checked on Express Mail mailing label.
6. Scan the barcode and signature (Delivery Employee) on the Delivery Notice (PS Form 3849).

We will redeliver OR you or your agent can pick up your mail at the post office. *(Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):*
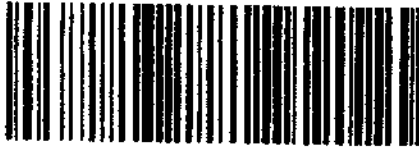
1.	a. Check all that apply in section 3; b. Sign in section 2 below; c. Leave this notice where the carrier can see it.	ENCHANTED FOREST STATION 10020 BALTIMORE NATIONAL PIKE SUITE C100 - ELLICOTT CITY MD 21042 M-F 8:00 AM - 5:30 PM / SAT 8:00 AM - 2:00 PM PHONE (410) 203-2632	
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You		**Delivery Section**	
3. ☐ Redeliver *(Enter day of week.):*	Signature X	*Larry Dole*	
(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.) ☐ Leave item at my address	Printed Name	LARRY DOLE	
(Specify where to leave. Example: "porch", "side door". This option is not available if box is checked on the front requiring your signature at time of delivery.) ☐ Refused	Delivery Address	478 W. ARGYLE	
	USPS		

PS Form 3849 November 1999 (Reverse)

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7. Press **ENTER** to accept the ZIP Code.

Unit 3, Exercise 8 – Certified Mail Delivery

1. Select **Scan Barcode**.
2. Scan the Certified Mail barcode.

7005 0390 0006 3248 4418

CERTIFIED MAIL

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE.

7005 0390 0006 3248 4418

3. Press **ENTER** and select the **Delivered** confirmation event.
4. Scan the signature on the Delivery Notice (PS Form 3849).

We will redeliver OR you or your agent can pick up your mail at the post office. *(Bring this form and proper ID. If your agent will pick up, sign below in Item 2, and enter agent's name here):*

1.	a. Check all that apply in section 3; b. Sign in section 2 below; c. Leave this notice where the carrier can see it.	ENCHANTED FOREST STATION 10020 BALTIMORE NATIONAL PIKE SUITE C100 - ELLICOTT CITY MD 21042 M-F 8:00 AM - 5:30 PM / SAT 8:00 AM - 2:00 PM PHONE (410) 203-2632	
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You:		**Delivery Section**	
3. ☐ Redeliver *(Enter day of week.)*:	Signature X	*Sharon Slkube*	
(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.) ☐ Leave item at my address	Printed Name	SHARON SILVESTER	
(Specify where to leave. Example: "porch", "side door". This option is not available if box is checked on the front requiring your signature at time of delivery.) ☐ Refused ☐ ... ☐ ...	Delivery Address	777 W UPLAND AVE	
	USPS		

PS Form **3849**, November 1999 *(Reverse)*

7005 0004 4741 4540

5. Press **ENTER** to accept the ZIP Code.

Unit 3, Exercise 9 – Viewing Text Messages

1.   Select Text Message from the Main Menu.

2.   Select the message to read from the Inbox.

3.   Press ENTER.

4.   After reading message, press 1 or 2 to save or delete the message.