



August 23, 2011

PLANT MANAGERS

**Subject: Visibility-In-A-Box Toolkit
RS507 Ring Scanner Deployment – eTouch Sites**

Providing World-Class Scanning and product visibility are critical to the Postal Service's ability to compete successfully within the marketplace and shipping industry.

PMG Pat Donahoe's commitment to our customers is to provide scans on 100 percent of all barcoded packages by the end of the fiscal year. To get us on the right path, an initiative is set for the entire month of September to focus on capturing every scan possible.

Model RS507 Ring Scanners are being deployed to your facility to capture "ENROUTE" scan events on all manually processed packages and Priority Mail flats that include trackable barcodes and Extra Services, such as:

- USPS Tracking #
- USPS Signature Tracking #
- Delivery Confirmation
- Signature Confirmation
- Insured
- eVS Barcodes


Your local In-Plant Support has already provided the requirements including scanning and computer locations to Engineering and IT to identify the number and placement of Bluetooth antennas for your facility. A deployment schedule and site preparation requirements are being shared in anticipation of your equipment arrival. Your local maintenance team will be responsible for ensuring LAN and power availability as well as site installation of the Bluetooth equipment.

In addition, the Visibility-in-a-Box toolkit contains a Stand Up Talk, RS507 Ring Scanner SOP, and Scanning Made Easy 1-2-3 poster. Training and site implementation will be provided by the Product Information headquarters team following the Bluetooth equipment installation.

Your commitment to Delivering Scanning Excellence will ensure that we achieve our goal of 100% visibility to enhance the customer experience and increase revenue opportunities.

If you have any questions, contact Debra Whetzel, Manager Surface Visibility at: 202-268-7499.

As usual, your cooperation is appreciated.



James P. Cochrane
Vice President, Product Information

Stand-up Talk for Plant Operations – eTouch Sites RS507 Imager - Ring Scanner

In order to position the Postal Service as the leader in the shipping industry and provide customers with world class service we will begin capturing ENROUTE scans in your facility on all manually processed packages and flats with a tracking bar code. Providing world-class scanning and product visibility are critical to the Postal Service's ability to compete successfully within the marketplace and shipping industry. A mandatory origin or destinating ENROUTE scan will enhance our tracking capabilities.

Internally, scanning visibility provides USPS with information about network reliability and allows operations to identify and correct any problems quickly, as it tracks mail within and between facilities. Externally, scanning is key to growing the business by meeting customer expectations.

The device you will be using is called a RS507 Hands-Free Imager. It is designed to wear on two fingers and allows for hands-free operation with ergonomic comfort for right or left-hand users. The device is meant to be worn throughout the operation and should not be removed between scanning each package. (Demonstrate how to switch from right to left). The Imager will communicate the scans you do over Bluetooth to a computer centrally installed in the plant. Before you begin your tour you will pick up your scanner and battery (Get location from manager). To begin scanning you will install the battery by aligning it with the top of the imager and firmly press it into the imager until a click is heard. You will hear three beeps which indicate the imager booted up. The imager will then attempt to connect to the Bluetooth. This may take up to a few minutes but is normally successful once you get within range. You will hear a single-beep to indicate successful wireless pairing with the Bluetooth hub. You are now ready to begin scanning. Slide the imager onto the index and middle fingers with the scan trigger next to the thumb and tighten the finger strap. (Demonstrate that the imager should sit on top of the hand not with the strap on top and the imager in the palm).

(Show sample of packages from the plant, point out the USPS Tracking barcode, and read section below.)

You will need to scan any package that has a USPS Tracking barcode. Your Imager will do the rest. It will automatically send the scan to the computer set up in your plant which will append an enroute scan to the piece in real-time and send this data to the Postal Service's Product Tracking System. This data will then be available for our customers to see on usps.com.

SAFETY INFORMATION

The RS507 is a Class 2 laser imager. This device uses a low power, visible light diode. As with any bright light source, the user should avoid staring directly into the light beam. Momentary exposure to a Class 2 laser is not known to be harmful.

"Scanning touches just about every aspect of our business," says PMG Mr. Donahoe, explaining that only by meeting customer expectations and enhancing the value of postal products will USPS succeed. He added "Customers today choose their shipper of choice based on visibility. If we don't scan well, we'll lose customers." Thank you for the work you do in helping us achieve *World-Class Visibility*.

Package Visibility

eTouch Sites – Plant Operations

Standard Operating Procedure

Ring Scanner – RS-507



Purpose: Providing *World-Class Scanning* and product visibility are critical to the Postal Service's ability to compete successfully within the marketplace and shipping industry. The RS507 Hands-Free Imager is used to capture "ENROUTE" scans on manually processed packages to include: Delivery Confirmation, Signature Confirmation, Retail barcodes, Special Services, Parcel Select, Priority Mail flats

It is designed to wear on two fingers and allows for hands-free operation with ergonomic comfort for right or left-hand users. Using the Imager provides customers with the tracking information they need.

SAFETY INFORMATION

The RS507 uses a low power, visible light diode. As with any bright light source, such as the sun, the user should avoid staring directly into the light beam. Momentary exposure to this laser is not known to be harmful.

Procedure:

- 1.0 Begin Tour – Retrieve RS507 scanner and battery from designated secure location in facility.
 - 1.1 **Note:** Ensure battery is fully charged by checking the red light on the battery charger. The red light must be solid. If the red light is blinking, the battery is currently being charged and should not be used.
- 2.0 Install Battery – Align it with the top of the imager and firmly press it into the imager until a click is heard.
- 3.0 Listen for three (3) beeps – This indicates the imager has booted up and is ready for processing.
- 4.0 The imager will attempt to connect with the Bluetooth hub.
 - 4.1 Listen for a single (1) beep – This indicates successful wireless pairing with the Bluetooth hub.
Note: This may take up to a few minutes but is normally successful once you get within range.
- 5.0 The RS507 is ready to use for scanning.
- 6.0 Slide the imager onto the index and middle fingers with the scan trigger next to the thumb and tighten the finger strap.

7.0 Position the RS507 Imager cross-hair laser beam to cover the barcode approximately nine (9) inches from the barcode and press the scan button.
Scan every package with a USPS Tracking barcode. The device is meant to be worn throughout the operation and should not be removed between scanning each package.

7.1 **If you hear four (4) beeps when scanning**, the ring scanner has lost the Bluetooth connection. Ring scanner is out of range.

7.1.1 Move back into the Bluetooth hub area. The imager automatically attempts reconnecting to the computer.

7.1.2 The scan LED starts flashing green indicating that the Imager is attempting to establish connection with the computer. The Scan LED turns off and the imager emits a single (1) beep indicating that the Imager is connected and ready for scanning.

7.1.3 If reconnection fails, remove the battery and re-insert. Listen for click.
If the problem persists, contact the supervisor immediately.

7.2 **A red flash and two (2) short beeps every fifteen seconds** - the battery is running low. Replace battery in Imager with a fully charged battery. A full charge of a depleted battery takes up to four (4) hours. The "Charge Status" LED lights solid amber when the battery is fully charged.

7.2.1 Standard Battery: Li-Ion 970mAh, 3.7V with up to 35,000 scans or up to 10 hours with 900 scans per hour on a single charge using fresh batteries.

7.2.2 Extended Battery: Li-Ion 1940mAh, 3.7V with up to 70,000 scans or up to 20 hours with 900 scans per hour on a single charge using fresh batteries.

8.0 Each successful scan sends the "ENROUTE" message, date and time to the Postal Service's Product Tracking System so customers can review on usps.com.

9.0 End Tour – Return RS507 scanner and battery to the designated secure location in facility.

9.1 Place RS507 battery in the battery charger to be recharged for next use.

SCANNING MADE EASY: 1 – 2 - 3

RS507 RING SCANNER

eTouch Sites



STEP 1
DO YOU HAVE YOUR SCANNER???

STEP 2
IS YOUR BATTERY FULLY CHARGED??

INSTALL THE BATTERY (ALIGNING IT WITH TOP OF IMAGER AND FIRMLY PRESS IN IMAGER UNTIL YOU HEAR A CLICK.

3 BEEPS INDICATE THE IMAGER IS BOOTED UP AND READY.

1 BEEP MEANS YOU ARE HOOKED UP WITH THE BLUETOOTH HUB.

STEP 3
SECURE THE IMAGER PROPERLY AND YOU ARE READY TO SCAN!!!

4 BEEPS MEANS YOU'VE LOST YOUR BLUETOOTH CONNECTION. THE IMAGER WILL ATTEMPT TO RECONNECT WITH THE BLUETOOTH HUB.

THIS MAY TAKE A FEW MINUTES BUT IS NORMALLY SUCCESSFUL ONCE YOU GET WITHIN RANGE.

IF THIS FAILS, REMOVE THE BATTERY AND REINSERT TO GET RECONNECTED.

1 BEEP MEANS YOU ARE HOOKED UP WITH THE BLUETOOTH HUB.

IF PROBLEMS PERSIST, DO NOT WAIT...GET YOUR SUPERVISOR'S ATTENTION IMMEDIATELY.

REMEMBER TO:
END TOUR – RETURN RS507 SCANNER AND BATTERY TO THE DESIGNATED SECURE LOCATION IN FACILITY. PLACE RS507 BATTERY IN THE BATTERY CHARGER TO BE RECHARGED FOR NEXT USE.

8/8/2011