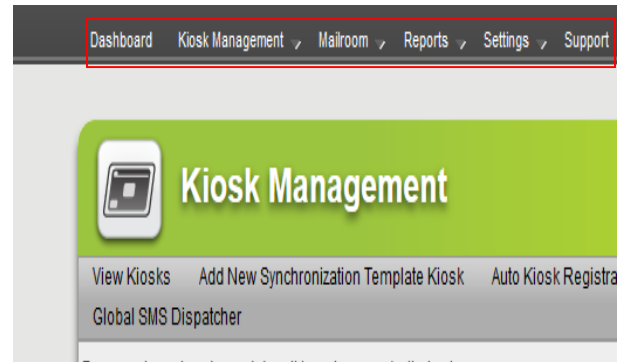EAST TENNESSEE STATE UNIVERSITY POSTAL SERVICES

TZ Online and Locker System Quiz

1. Circle the procedures that can be completed on the online TZ Website.
   a. Add new students to the lockers.
   b. Add forwards to the lockers.
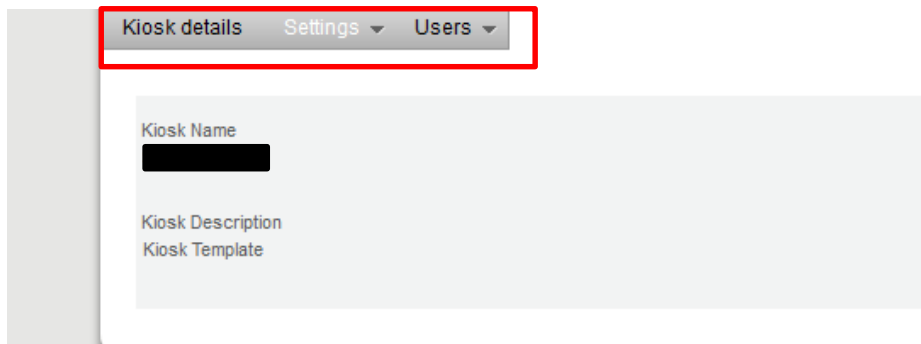   c. Check active packages.
   d. Check past packages.

2. What tab would you go to when adding a new user?
   a. Dashboard
   b. Kiosk Management
   c. Mailroom
   d. Settings
   e. Reports

Kiosk Name	Is Template	Kiosk Description	Is Connected	Network I Pv4	Client Port	Protocol	
Sync Template	☑	Kiosk Template	☐	192.168.158.33	8080	http	Edit
ETSU Post Office 3	☐	Locker Bank 3	☑	151.141.77.245	8001	Https	Edit
ETSU Post Office 2	☐	Locker Bank 2	☑	151.141.77.247	8001	Https	Edit
ETSU Post Office 1	☐	Locker Bank 1	☑	151.141.77.54	8001	Https	Edit
Mailroom	☐		☐		0		Edit
add	☑	new	☐		0		Edit

Displaying items 1 - 6 of 6

3. Which one under "Kiosk Name" do you click when adding a new user to the locker system?
   a. Sync Template
   b. ETSU Post Office 3
   c. ETSU Post Office 2
   d. ETSU Post Office 1
   e. Mailroom
   f. Add

4. After selecting the correct page from question 3 it takes you here. Where should you click to start adding new users?

  a. Users
  b. Settings
  c. Kiosk Details

5. When you are adding the new user, what do you select their role as?
  a. Admin
  b. End User
  c. Sub Agent
  d. Mail Agent

6. True or False. You do **NOT** click the small box beside the Email line when adding a new user into the locker system.

7. After the user is added to the locker system what must you do to finally add them to the locker?

   a. Add the users into each Locker System using keyboards
   b. Sync them to the Locker System using the online TZ Manager
   c. You do not need to do anything further, they are already added to the system
   d. None of the above.

8. How do you search for packages in the TZ Asset Manager by name?

9. How do you search for packages previously in the TZ Asset Manager by name?

10. How do you add a forward to the locker system?
    a. Using the same steps as adding a student except edit their information instead
    b. Manually using keyboards at each locker system
    c. You do not need to update forwards in the locker system because they are automatically updated through the system.
    d. None of the above.

11. Convert the box below (Don's) into a forward.

    Example to convert: **10003 Don McCarty**
    MCCARTYD@GOLDMAIL.ETSU.EDU

    Your Answer: _____

    _____

    _____

12. What is the username and password for the locker system when you need to open a locker without removing the package from the system?

13. Where are the Locker Banks (1, 2, and 3) keyboards and scanners located?
    NOTE: *Locker Bank 3 is different.*

14. When you are done with the keyboards what must be done (aside from putting them back)?

15. What do you take out into the lobby with you when putting packages into the lockers (aside from the packages)?

16. When do we check for expired packages and how do we check for them?

17. What do we do after we remove an expired package from the lockers? **(include all processes)**

18. What are the steps to put a package into the locker system after logging in?

19. How do you correctly cancel a package that did not fit into that locker size?

EAST TENNESSEE STATE UNIVERSITY POSTAL SERVICES

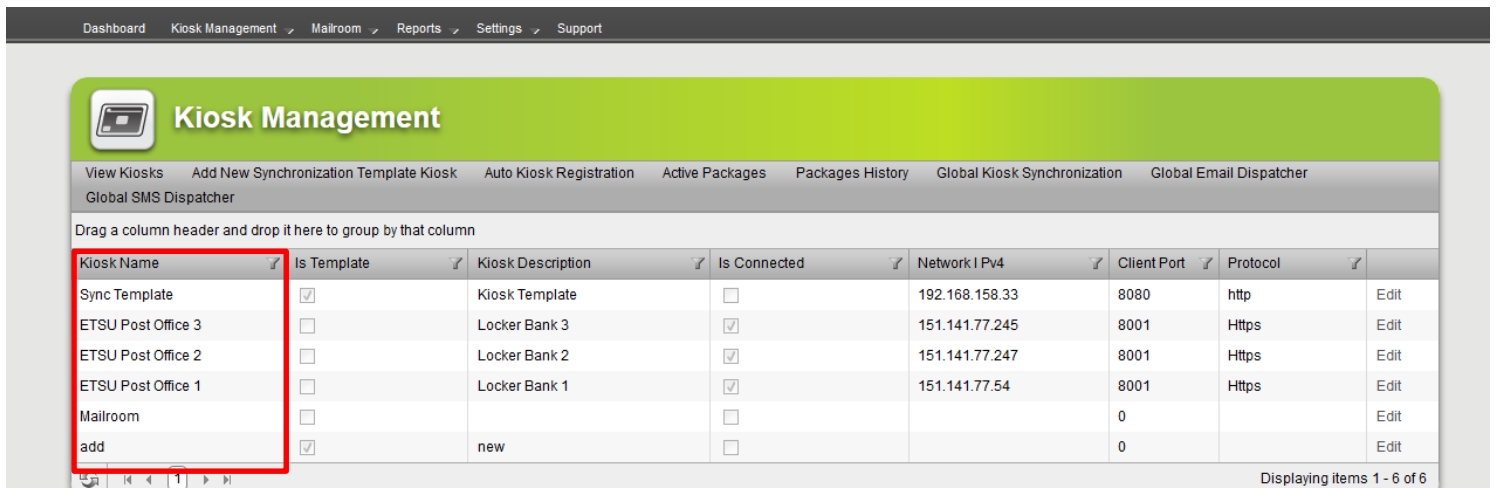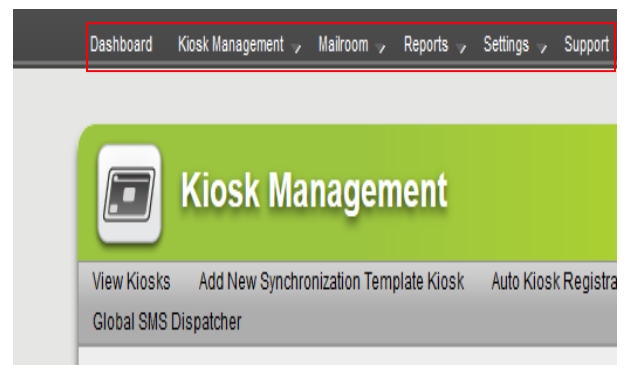EAST TENNESSEE STATE UNIVERSITY POSTAL SERVICES

ANSWER KEY:

TZ Online and Locker System Quiz

1. Circle the procedures that can be completed on the online TZ Website.
   a. Add new students to the lockers.
   b. Add forwards to the lockers.
   c. Check active packages.
   d. Check past packages.

2. What tab would you go to when adding a new user?
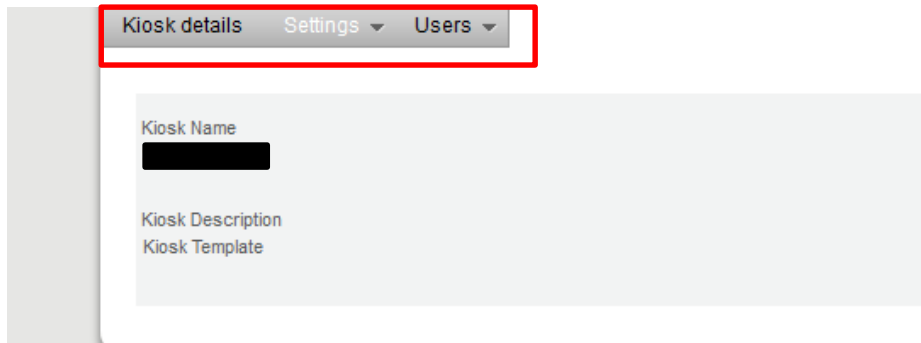   a. Dashboard
   b. Kiosk Management
   c. Mailroom
   d. Settings
   e. Reports

Kiosk Name	Is Template	Kiosk Description	Is Connected	Network I Pv4	Client Port	Protocol	
Sync Template	✓	Kiosk Template	☐	192.168.158.33	8080	http	Edit
ETSU Post Office 3	☐	Locker Bank 3	✓	151.141.77.245	8001	Https	Edit
ETSU Post Office 2	☐	Locker Bank 2	✓	151.141.77.247	8001	Https	Edit
ETSU Post Office 1	☐	Locker Bank 1	✓	151.141.77.54	8001	Https	Edit
Mailroom	☐		☐		0		Edit
add	✓	new	☐		0		Edit

Displaying items 1 - 6 of 6

3. Which one under "Kiosk Name" do you click when adding a new user to the locker system?
   a. Sync Template
   b. ETSU Post Office 3
   c. ETSU Post Office 2
   d. ETSU Post Office 1

    e. Mailroom

    f. Add

4. After selecting the correct page from question 3 it takes you here. Where should you click to start adding new users?

    a. Users

    b. Settings

    c. Kiosk Details

5. When you are adding the new user, what do you select their role as?

    a. Admin

    b. End User

    c. Sub Agent

    d. Mail Agent

6. True or False. You do **NOT** click the small box beside the Email line when adding a new user into the locker system.

7. After the user is added to the locker system what must you do to finally add them to the locker?

    a. Add the users into each Locker System using keyboards

    b. Sync them to the Locker System using the online TZ Manager

    c. You do not need to do anything further, they are already added to the system

d. None of the above.

8. How do you search for packages in the TZ Asset Manager by name?

Click Kiosk Management. Click Active Packages. Click small tab beside Recipient. Change "Is equal to" to "Contains." Then search the name you're looking for.

9. How do you search for packages previously in the TZ Asset Manager by name?

Click Kiosk Management. Click Packages History.

THENSAME STEPS AS #8 :

Click small tab beside Recipient. Change "Is equal to" to "Contains." Then search the name you're looking for.

10. How do you add a forward to the locker system?
    a. Using the same steps as adding a student except edit their information instead
    b. Manually using keyboards at each locker system
    c. You do not need to update forwards in the locker system because they are automatically updated through the system.
    d. None of the above.

11. Convert the box below (Don's) into a forward.

Example to convert:	10003 Don
	McCarty
MCCARTYD@GOLDMAIL.ETSU.EDU	

Your Answer:	10003 Forward
	Forward
MCCARTYD@GOLDMAIL.ETSU.EDU	

12. What is the username and password for the locker system when you need to open a locker without removing the package from the system?

Username: qaz

Password: 54321

13. Where are the Locker Banks (1, 2, and 3) keyboards and scanners located? **NOTE:** *Locker Bank 3 is different.*

1 and 2 Keyboards are near the sign in notebook. The scanners are up front on the right.

3's Keyboard and scanner(sometimes) is in the computer locker at locker bank 3.

14. When you are done with the keyboards what must be done (aside from putting them back)?

Turn them off.

15. What do you take out into the lobby with you when putting packages into the lockers (aside from the packages)?

    1. Stamper
    2. Scanners
    3. No barcode card

16. When do we check for expired packages and how do we check for them?

    We look in the morning. Log into our accounts and click on Mail Packages. Scroll through looking for packages labeled expired.

17. What do we do after we remove an expired package from the lockers? **(include all processes)**

    Check to see if the box beside that persons email is checked, if not then we check it in all 3 lockers and then put the package back into the locker. If the box was checked then add a "removed from" sticker then place in SQBX.

18. What are the steps to put a package into the locker system after logging in?

    1. Scan
    2. Select Size
    3. Place in locker
    4. Select Confirm (Check Mark)

19. How do you correctly cancel a package that did not fit into that locker size?

Close the locker and click the home screen, do not click Confirm (Check Mark)