

## Streamline mailroom deliveries and pick-up

### Overview

Our Automated Mailroom System helps you manage and control the flow of deliveries across all your facilities so that inventory, supplies, and deliveries get to the right people at the right time. By doing so, our Automated Mailroom System helps protect your assets.

Our Automated Mailroom System empowers businesses, schools, healthcare facilities, and others to efficiently keep track of the mail, packages and shipments coming to your facilities, enabling you to streamline inventory, warehouse, and supply chain operations. As a result, mailroom staff get time back and employees get packages without having to worry about missing something important.

## Key features

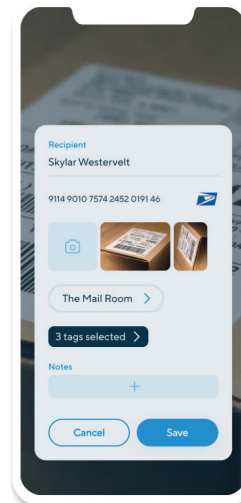
- Streamline mailroom operations
- Scan shipments with a mobile app
- View comprehensive delivery logs and details
- Print name labels to make packages and shipments easy to locate
- Simplify shipment deliveries
- Receive pick-up notifications via email, SMS and Slack
- View package and shipment photos for easier identification
- Redirect mail to another employee
- Easily investigate lost items
- Search by key fields to find packages
- Livestream mailroom activity
- Review historical camera footage

## All the features you need to streamline mailroom deliveries



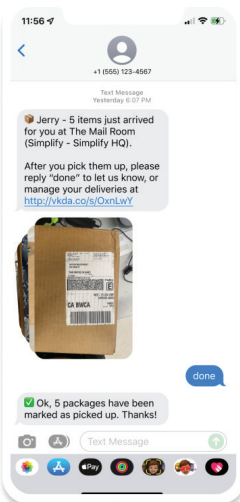
**Scan and match shipments in seconds**

Scan, match, and log inbound individual or multiple shipments all at once with our label identifying optical character recognition (OCR). By simply taking a photo of the label, details of the shipment are captured, including location, carrier, tracking number, recipient name and more. Office managers can add even more detail with custom notes and additional photos.



**Automatically match shipments to employees**

The software automatically matches the name on the shipment to recipients, and syncs contact information from your active directory. If the scan doesn't recognize the name on the shipment, the user can manually type the email of the recipient.



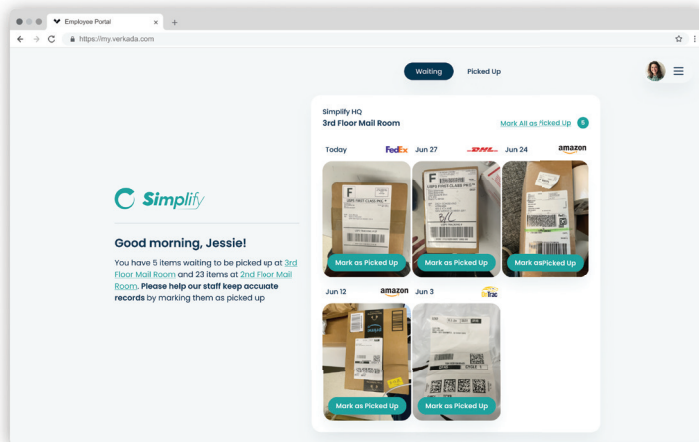
**Instantly send notifications and reminders**

Employees are notified via phone, email or Slack that their shipment has arrived. If the shipment hasn't been picked up after 24 hours, they'll get automatic reminders. Employees will also receive notifications to acknowledge that they picked up their mail.



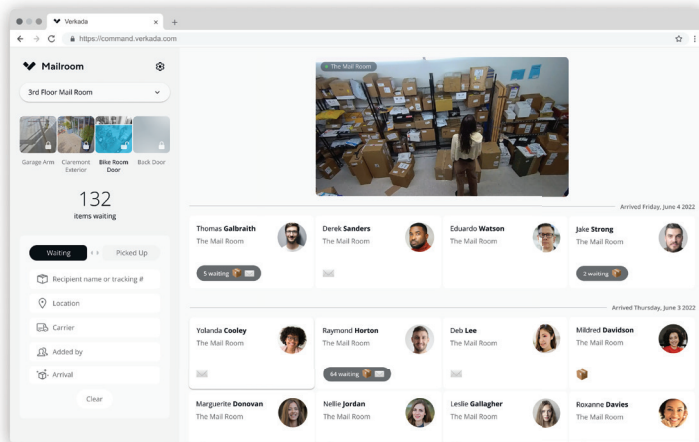
**Print name labels to make finding packages and shipments easier**

For the busiest of mailrooms, employees can spend significant time searching for their specific packages or shipments. To make the shipment easier to identify, office managers can print and place labels on the shipment with the recipients name.



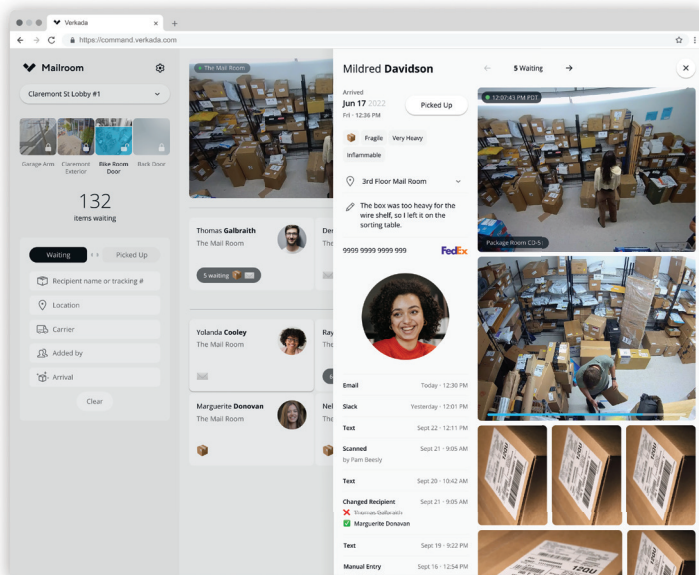
### Enable employee self-service within a dashboard

Within a single dashboard, employees can view a history of all their current and prior deliveries. They can also have others pick up shipments by redirecting notifications to another employee.



### Comprehensive reporting in Command

With a simple dashboard view, office managers and receptionists can easily view their mailroom activity. Across each mailroom location, office managers can see a list of deliveries and their statuses. They can also filter down to find a shipment by key fields, such as carrier, tracking number, name, date and more.



### Increase security and investigate lost shipments

Get added peace of mind that your mailroom is secure. With Verkada's camera integration, office managers will see a live view of all mailroom activity and a historical snapshot of when each shipment got scanned, making it simple to monitor activity and safeguard your assets. Easily investigate lost packages or shipments by viewing the camera's historical footage, and filter by key fields (carrier, tracking #, employee name) to see if items were picked up.