

## 1 Head on over to the snaile parcel locker

After you select your language preference (English or French), you will select **"Deposit"**.



## 2 Scan the barcode

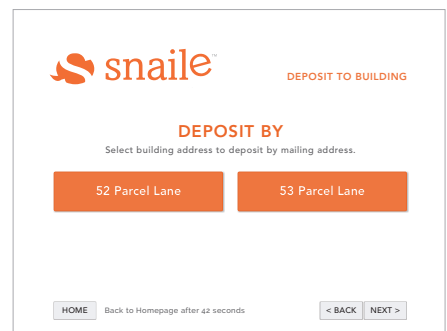
Once the parcel has been successfully scanned, you will notice the "ENTER" button on the screen begins to flash. Depress "ENTER".

Note, you also have the option of typing in the barcode or order number using the digital keyboard on the screen.



## 3 Select mailing address

Select building address to deposit by **mailing address**. Make your selection.



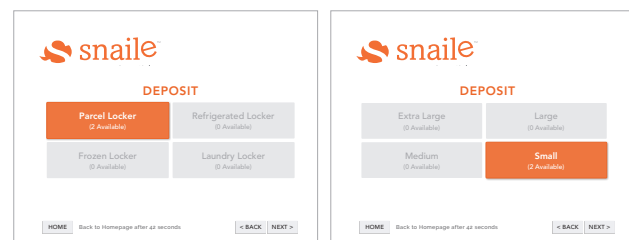
## 4 Select unit number

Now you can make the deposit using the recipient's **unit number**. Make your selection or key-in unit number.



## 5 Select locker type + size

Once you have made your locker type selection (Parcel, Refrigerated, Frozen or Laundry), you will then be prompted to select appropriate locker size (Extra large, Large, Medium, Small) **Make your selection.**



## 6 Compartment door will open automatically

The compartment door will now open automatically. Deposit the parcel then close compartment door. **Thank you.** If there are additional deposits to be made, select "Deposit New Parcel" and repeat steps 2 through 6.

If the parcel is not detected, please move box inside the compartment backwards or select "Deposit Envelope" as your parcel is too small to be detected by the sensors.



A notification from snaile will be sent to the recipient.