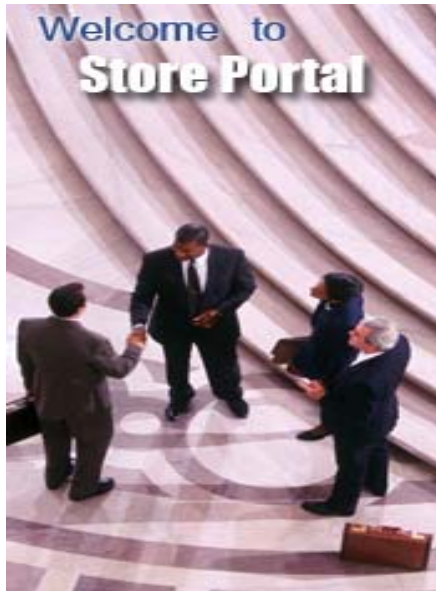


+



Store Owner's Manual



PER SAGE

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INSTRUCTION TO THE USER

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment

DECLARATION OF CONFORMITY

TRADE NAME:	POPickup
MODEL NUMBER:	31A000026
COMPLIANCE TEST REPORT NUMBER:	B80311A1
COMPLIANCE TEST REPORT DATE:	March 12, 2008
RESPONSIBLE PARTY (IN USA):	PerSage, Inc.
ADDRESS :	18627 Brookhurst St #185 Fountain Valley, CA 92708
TELEPHONE:	714-593-1529

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If the unit does cause harmful interference to radio or television reception, please refer to your user's manual for instructions on correcting the problem.

I, the undersigned, hereby declare that the equipment specified above conforms to the above requirements.

Place: Orange County, CA
Date: March 19, 2008



Signature:
Full Name: James M. Carrigan
Position: President

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Introduction

Welcome to POPickup Notification Service by PerSage, Inc. As a store owner there are a few things to set up before you can begin offering the POPickup Notification Service to your mailbox customers.



Hardware

POPickup notification service requires two key hardware devices described in this section. These work together with your store's host computer.

Gateway

The Gateway relays signals from the mailbox sensors to the PerSage Web Servers via your store's internet connection. The PerSage Web Servers then send a notification to your customers of their mail item. The Gateway is connected to your store's computer via a USB cable. Your Gateway unit looks similar to the one pictured here.

NOTE: Your internet connection must be up and running for the POPickup Notification Service to work.



Sensor

The sensor unit is placed inside your customer's mailbox when they elect to have POPickup notification service. The sensor 'talks' to the POPickup gateway and is the start of the notification cycle. When one of the three buttons is pressed by the mail sorter, the customer receives the message you have designated for that alert button. Your sensor looks like one this.



Getting Started

This section covers the preparation steps required to get your store up and running with POPickup Service. You will need to:

- Select POPickup Host Computer
- Have Store Registration Information (from email)

You will then be ready to login to the Store Owner Portal from the PerSage.com website and begin installation and registration.

Select POPickup Service Host Computer

The following requirements should be considered when selecting which computer will host your POPickup Service. All specifications listed below must be satisfied.

- Must be located within 100 feet of all the mailboxes
- Must have Windows XP Operating System
 - ↳ Vista OS to be supported in the future
- Must have dedicated USB connection for Gateway
 - ↳ **NOTE:** USB hub has been reported to work but a dedicated USB connection is recommended.
- Must maintain full operating status during business operations
 - ↳ **NOTE:** The USB port must remain active during business hours, regardless of the power save feature in use.
- Can be shut down outside business hours

POPickup Store Registration Information

When you signed up for the service a store account was created for you. We have sent you an email with your Account ID and temporary password.

Subject: POPickup Store Registration Slip
POPickup STORE REGISTRATION INFO :

Account ID : kathyf
Password : 764682

Please use this account to login to POPickup Store Portal.

You will need the information from this email the first time you login to the Store Owner Portal.

Go to <http://persage.com/>



Select **POPickup Store Owner** to access the Store Owner Portal.

Store Owner Portal

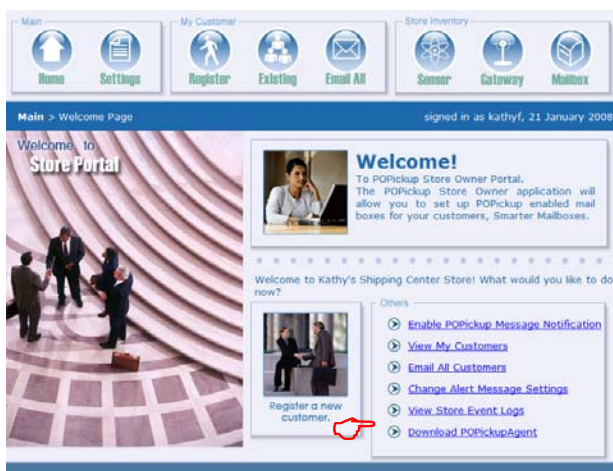
The Store Owner Portal is how you will access your POPickup application to manage your notification services. Once logged in, you can update your store profile data, define alert messages, manage POPickup customer data, register Gateway(s), associate Sensors and assign mailboxes to customers. The Store Owner Portal is your link to your POPickup Notification Services application.



Use the Account ID and Password sent to you in the email to login as a registered Store Owner.

The first time you login, you will be required to change your assigned temporary password. Your password is case sensitive and must be a minimum of 3 characters.

After successfully changing your password, you will be at the POPickup **Store Portal Home** page.



The **first time** you enter the Store Owner Portal, you will need to set up your host computer to run the POPickup Notification application. Using your host computer, perform the following:

- Install POPickup Agent
- Install Gateway Driver
- Register Gateway
- Select Alert Message Configuration

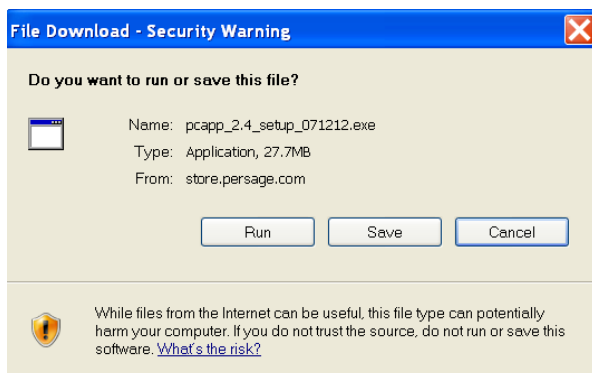
The installation and registration steps will not be required on subsequent Store Owner Portal logins.

NOTE: You are able to modify Alert Message Configuration as often as needed.

Install POPickup Agent

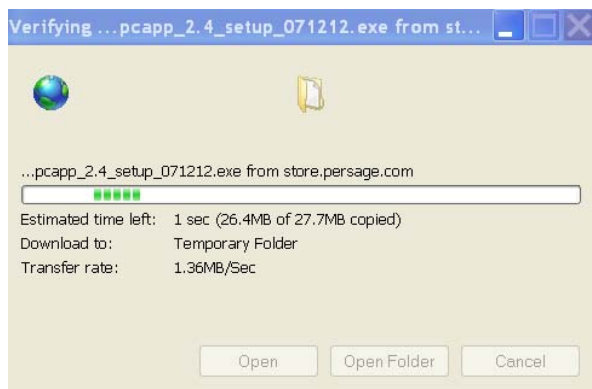
From the **Store Portal Home** page, select the text link: [Download POPickupAgent](#)

This will automatically initiate a file download to install the POPickup Agent software onto your selected host computer.



Windows will automatically popup a Security Warning asking if you want to run or save the file. Select **Run**.

The PerSage store software installation will begin. While the install is running you will see the following screen.

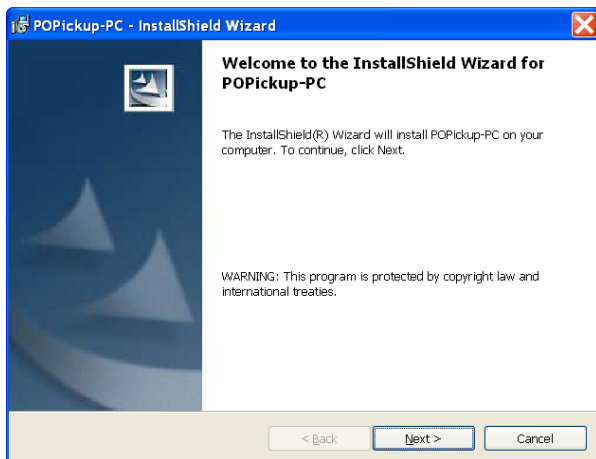


When program execution is complete, a common Windows Security Warning screen will popup. This warning is presented for any software which is not registered with Windows.



Select **Run**.

The Windows InstallShield Wizard for POPickup-PC will initialize.

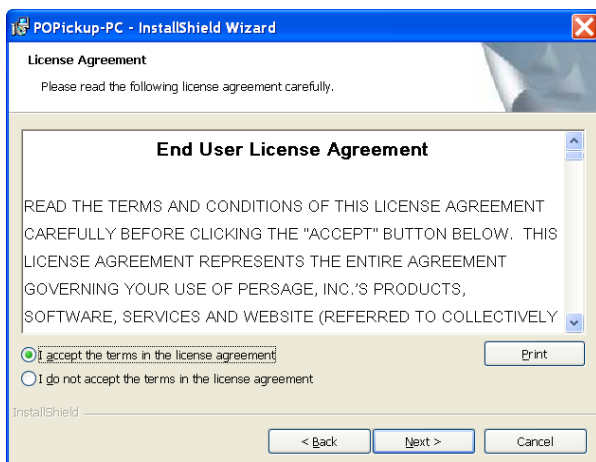


Select **Next**.

The End User License Agreement for use of PerSage, Inc. products, such as POPickup will display. It is recommended you scroll down to read the entire agreement before selecting:

I accept the terms in the license agreement.

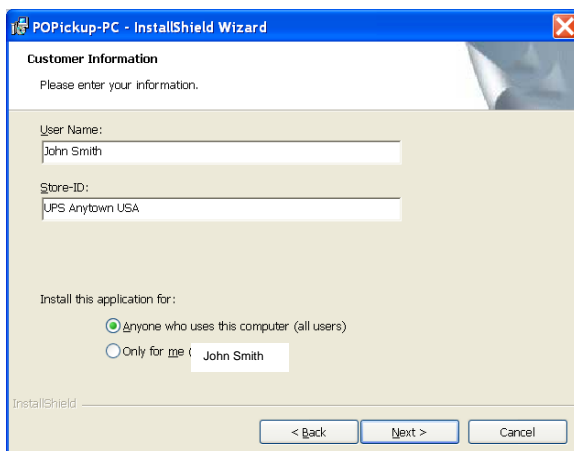
Then select **Next**.



NOTE: You have the option of printing this license agreement to keep on file for future reference. If you want a hardcopy, select **Print** before accepting the terms of the license agreement and selecting **Next**.

If you do not accept the End User License Agreement, POPickup-PC Installshield Wizard cannot continue.

Once the End User License Agreement is accepted the Customer Information screen is displayed.



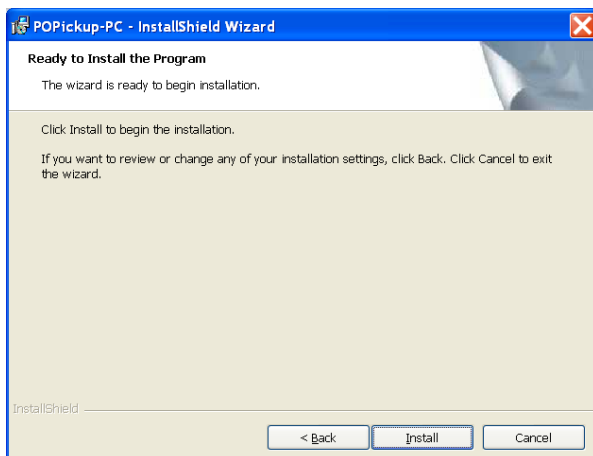
Generally, the *User Name* field will be populated with the User Name of the computer's registered owner. You may keep this User Name or enter a new one.

Type the *Store-ID* information in the field provided. You may want to put your store name and a city. This field may contain any store identification data that you choose.

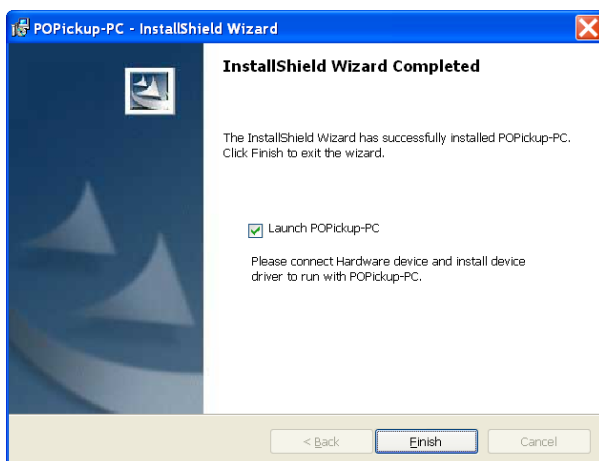
The *User Name* and *Store-ID* information is not contained in nor used by the POPickup-PC application. These data fields are recorded by PerSage, Inc. for product registration purposes.

On this Customer Information screen, you may elect to allow all users of the store computer to view the POPickup product application or only yourself (Windows would hide from other users). Once you have made your selection, select **Next**.

Now that the product registration details are complete, InstallShield Wizard is ready to begin installing the POPickup Agent software. The following screen will be displayed.



Select **Install** to begin installation. A screen will be displayed stating POPickup-PC is installing. When installation is complete, the InstallShield Wizard will display the following screen.



Select **Finish**. The InstallShield Wizard screen will close.

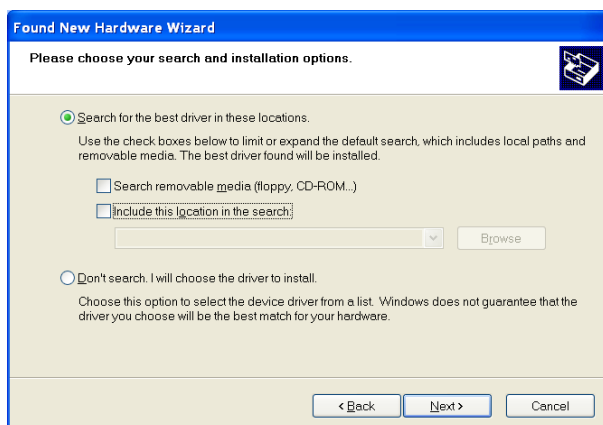
NOTE: At this time, the Gateway hardware needs to be connected to your computer. Use the USB cable provided.

Install Gateway Driver

The driver software must now be installed for use with your Gateway. When the Gateway has been connected via the USB cable, you will notice the LED light is red.



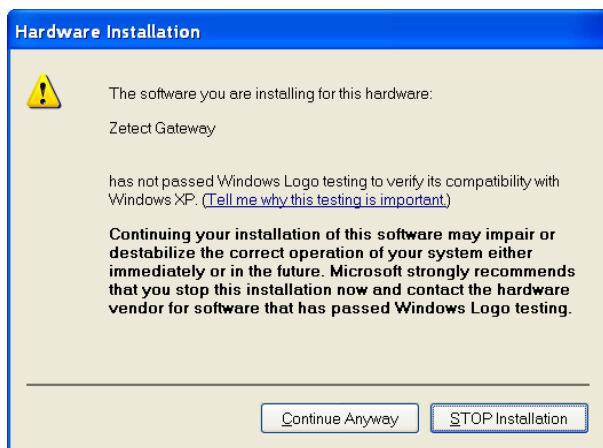
Windows will notify you that it has detected new hardware. The Found New Hardware Wizard screen will display.



Accept the default selection of **Search for the best driver in these locations**. Ensure no other boxes are checked, then select **Next**.

NOTE: If **Include this location in the search** box is checked and a default drive letter appears in the field, delete the drive letter and uncheck the box before selecting **Next**.

The Found New Hardware Wizard will detect “Zetect Gateway” hardware and notify you via the following screen display.



As with the software earlier, Windows is warning you that this hardware is not registered with them. Select **Continue Anyway**.

The Found New Hardware Wizard will display the following screen upon completion.




The Gateway driver software has been successfully identified for use. Notice the Gateway LED has turned from red to green. Select **Finish** to close the Wizard. This completes your driver software installation.

NOTE: Do not disconnect your Gateway unit from the computer. It should remain connected via the USB cable.

Register Gateway

Now that your computer has the POPickup-PC software and Gateway driver installed. The provided Gateway must be registered (associated) with your store. These registration steps will identify your Gateway unit to the software. The Gateway is not operational for notification services until it has been registered within the POPickup application.

From any Store Owner Portal page, select the **Gateway** icon  from the Store Inventory box.

NOTE: If you are a new store owner, the **Add New Gateway** screen will automatically display.

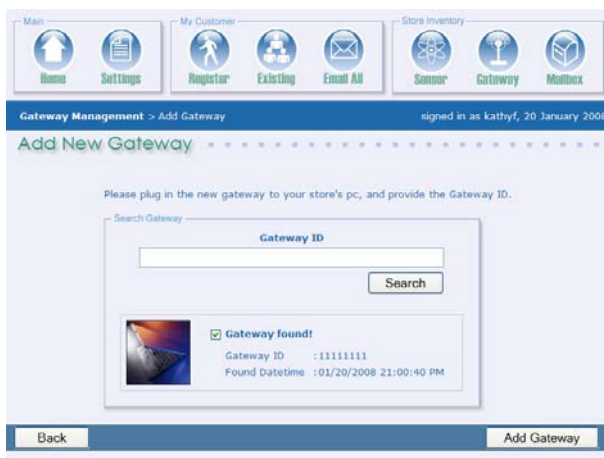
The **Add New Gateway** screen will display.



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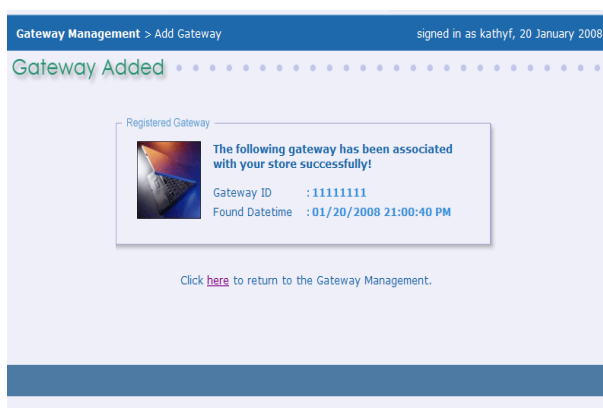
Ensure the cursor is positioned in the *Gateway ID* field on the screen, then type the 8-digit Gateway ID. A label with the Gateway ID has been affixed to your unit. Select **Search**.

When the Gateway ID is found, the following message will appear on the screen.



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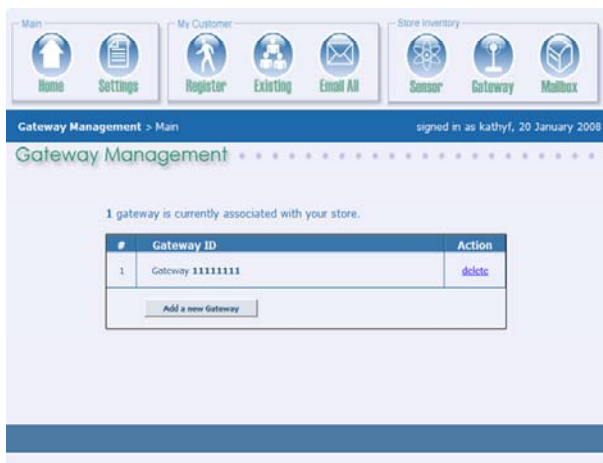
Select **Add Gateway**. The **Add New Gateway** screen will display.



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Your Gateway is now successfully associated with your store. This completes your Gateway registration.

Select the text link “Click [here](#)” from the **Gateway Added** screen to return to the **Gateway Management** screen, shown below.




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If the Gateway ID was not found, double check the label on your unit and re-enter the 8-digit ID. Select **Search** to try again.

 **No gateway found. Please check your Gateway ID and try again.**

Select Alert Message Configuration

The mailbox sensor unit has three notification buttons. Each button can be defined to send a different message to your POPickup Notification customers.

Select the Settings icon  to display the **Store Settings** screen below.



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Select **Alert Message Configuration**.



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You may also access the [Alert Message Configuration](#) screen by selecting the [Change Alert Message Settings](#) text link from the **Store Portal Home** page.

To define the alert message associated with each sensor button, use the pull down list and click on the text message you would like your customer to see when the corresponding sensor button is pressed. It is recommended the message be different for each sensor button. Once you have selected the desired messages, select **Save**. The following message box will pop-up on your screen.



NOTE: If the message you would like is not available, contact PerSage, Inc. to have it added to the pull down options.

Selecting **Cancel** will take you back to the [Store Settings](#) screen or you may select an icon.

Setup POPickup Enabled Mailboxes

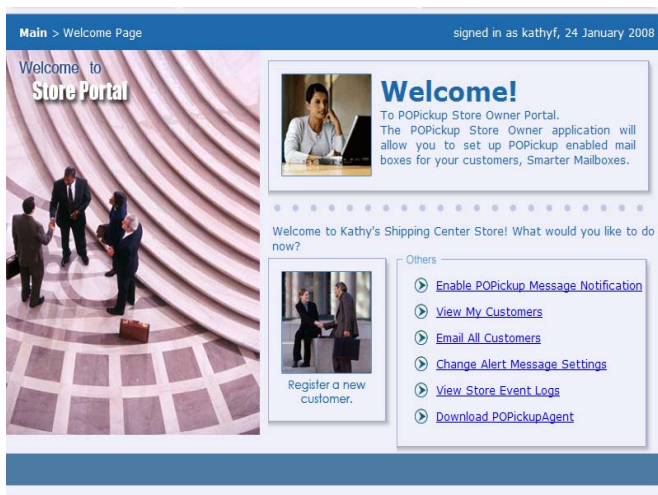
You are now ready to begin using your POPickup Message Notification Service! It takes just a few simple steps to set up your customers so they can begin receiving their mailbox notifications.

In this section, you will Enable POPickup Message Notification by performing the following:

- ➊ Associate Sensor with Mailbox
 - ↳ Record Mailbox Details
 - ↳ Register Sensor to POPickup application and Confirm
- ➋ Register Customer and Assign Mailbox

Associate Sensor with Mailbox

There are two ways to access the screens to associate a sensor with a mailbox. The first path is to select the [Enable POPickup Message Notification](#) text link from the **Store Portal Home** page.



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The second path is to select the **Mailbox** icon  at top of screen. This will display the **Mailbox Management** screen.



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Select **Enable POPickup Message Notification.**

Main: Home, Settings | My Customer: Register, Extending, Email All | Store Inventory: Sensor, Gateway, Mailbox

Enable POPickup Message Notification > Welcome Page signed in as kathyf, 24 January 2008

Enable Message Notification

In order to enable POPickup Message Notification, you must first associate at least one sensor with a mailbox. This screen will help you to create a POPickup-Enabled Mailbox.

Before you proceed, please make sure that you have turned on the following items:

- POPickup Store Application
- Sensor Hardware

Please follow the step-by-step instructions to associate your sensors. The process will be simple and fast!

Quick-Check:

- POPickup Store Application is running.
- Sensor hardware has been turned on.

[Next](#)

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Select **Next** to begin the first of four steps.

Enable POPickup Message Notification > Step 1

Step 1 : Mailbox Details • • • •

Enable POPickup Message Notification > Step 2

Step 2 : Register Sensor • • • •

Enable POPickup Message Notification > Step 3

Step 3 : Select Sensor • • • •

Enable POPickup Message Notification > Step 4

Step 4 : Confirm Information • • • •

Enable POPickup Message Notification > Complete

Message Notification Enabled !

Record Mailbox Details

The **Mailbox Details** screen has three fields to record mailbox details.

The screenshot shows the POPickup web interface. At the top, there are navigation tabs for 'Main', 'My Customer', and 'Store Inventory'. Below these are icons for 'Home', 'Settings', 'Register', 'Exiting', 'Email All', 'Sensor', 'Gateway', and 'Mailbox'. A blue banner indicates 'Enable POPickup Message Notification > Step 1' and 'signed in as kathyf, 24 January 2008'. The main heading is 'Step 1 : Mailbox Details'. Below this, a message says 'Please provide the details for this mailbox. Fields marked with asterisks * are required.' The form contains three fields: 'Mailbox Name *' with the value 'J102', 'Mailbox Size *' with a dropdown menu set to 'Small', and 'Mailbox Description' with a text area containing 'Top row'. A note at the bottom of the text area says '(Maximum 100 characters)'. At the bottom of the form are 'Back' and 'Next' buttons.

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Mailbox Name – Required field. Recommend setting mailbox name as the physical mailbox identifier for your store. This mailbox will later be allocated to a customer.

Mailbox Size – Required field. Select from picklist; **Small** = default; **Medium** or **Large**

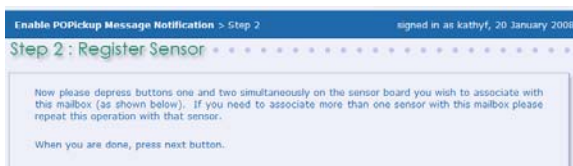
Mailbox Description - Optional field; maximum 100 characters.

Select **Next**.

Register Sensor to POPickup application



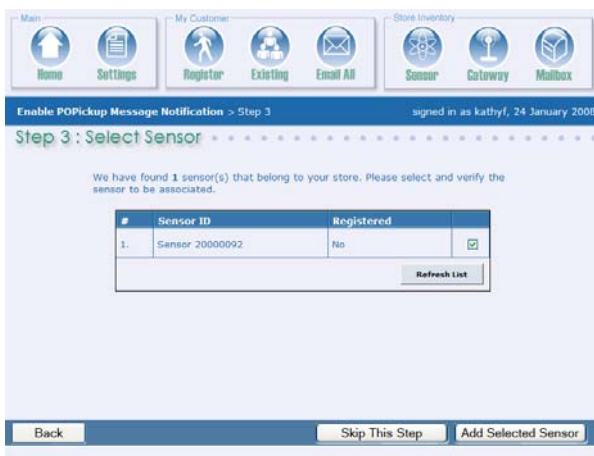
To register the mailbox sensor, simultaneously press the 2nd and 3rd buttons on side of the box. The small LED light will flash red until it has completed sending the message to the Gateway. Often times the LED will flash red twice.



After the LED flashes, select **Next**. The following screen will display while the sensor is being connected.

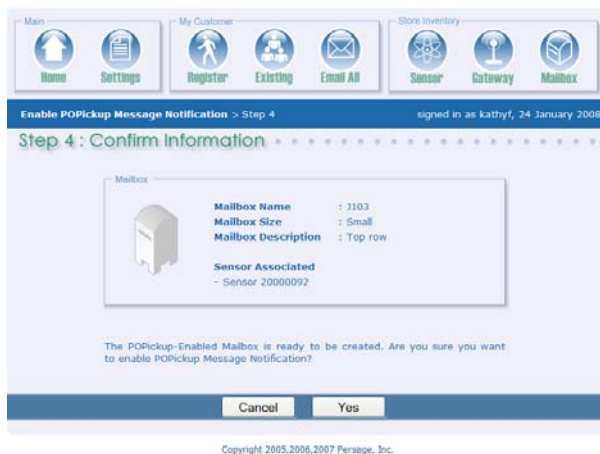


Please wait until the **Select Sensor** screen displays.

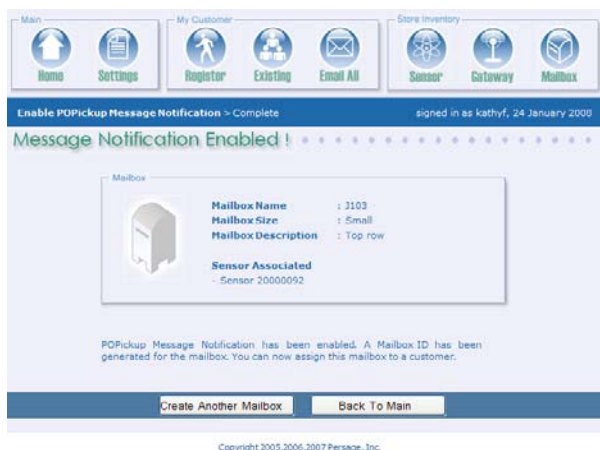


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Once PerSage, Inc. has located the sensor unit allocated to your store, it will display the Sensor ID. The sensor must now be registered to your store so it can be associated with a mailbox. Click on the box to the right of the Sensor ID to select then select **Add Selected Sensor**. The **Confirm Information** screen will display.



Review the mailbox details and the associated sensor then select **Yes** to confirm. The **Message Notification Enabled** screen will display.



You have successfully recorded a mailbox and associated a sensor to that mailbox! If you would like to record additional mailboxes and associate sensor, select **Create Another Mailbox** to repeat these steps. If you would like to assign this mailbox to a customer, select **Back to Main** and return to the **Store Portal Home** page.

Register Customer and Assign Mailbox

Next a customer must be set up and assigned to a POPickup Enabled Mailbox. The customer details are recorded so POPickup can notify the customer when their mail item has been delivered!



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From the **Store Portal Home** page, there are two ways to access the **Register New Customer** screen. You can select the

Register icon  or the [Register a new customer](#) link



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From the **Register New Customer** screen you will step through the following:

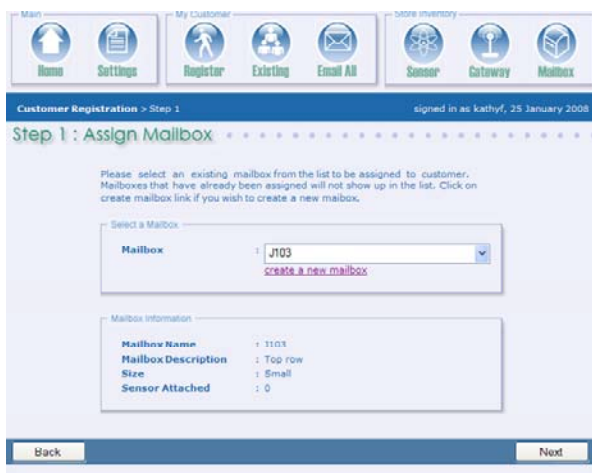
- Assign a mailbox (with an associated sensor)
- Set up customer account and confirm

Select **Next**

Assign Mailbox

From the **Assign Mailbox** screen you will select a mailbox from the pull down list. Only those not currently assigned to a customer will be available for selection.

If necessary, from this screen, you may choose to create a new mailbox by selecting the [create a new mailbox](#) text link.



Customer Registration > Step 1 signed in as Kathyf, 25 January 2008

Step 1 : Assign Mailbox

Please select an existing mailbox from the list to be assigned to customer. Mailboxes that have already been assigned will not show up in the list. Click on create mailbox link if you wish to create a new mailbox.

Select a Mailbox

Mailbox: J103
[create a new mailbox](#)

Mailbox Information

Mailbox Name	: J103
Mailbox Description	: Top Row
Size	: Small
Sensor Attached	: 0

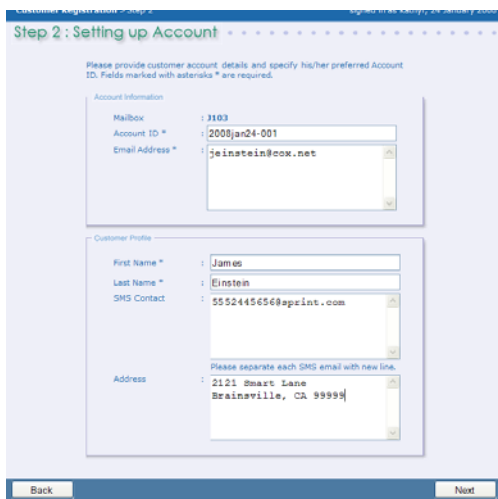
[Back](#) [Next](#)

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Once you have chosen the mailbox you want to assign to this customer, select **Next**.

Set Up Customer Account

On the **Setting up Account** screen, you will enter all necessary details to create a customer account.



Customer Registration - Step 2

Step 2: Setting up Account

Please provide customer account details and specify his/her preferred Account ID. Fields marked with asterisks * are required.

Account Information

MailBox : 3103

Account ID * : 2008jan24-001

Email Address * : jeinstein@cox.net

Customer Profile

First Name * : James

Last Name * : Einstein

SMS Contact : 5552445656@sprint.com

Address : 2121 Smart Lane
Brainsville, CA 9999

Please separate each SMS email with new line.

Back Next

Enter data for the following fields:

Account ID – Required field. This field will be used by your customer to access the POPickup User Portal from the PerSage, Inc. website. Must be a minimum of 3 characters and contain no spaces. It would be best if your customer selected this field value for their convenience. (Recommend a combination of box number and customer last name.)

Email Address – Required field. Multiple email addresses may be entered. Each email address should be entered on a separate line.

First Name – Required field.

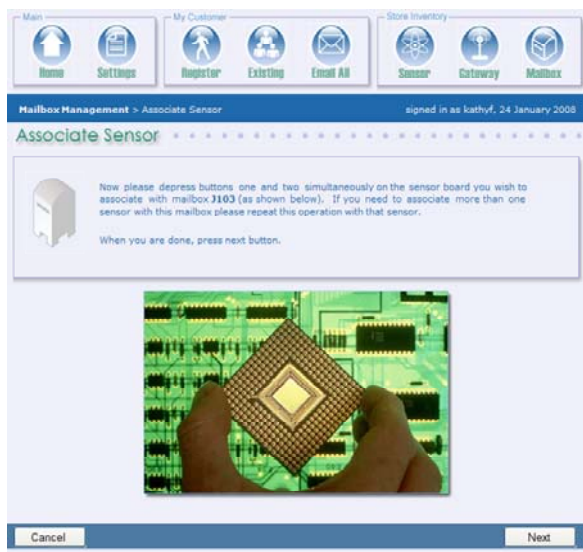
Last Name – Required field.

SMS Contact – Phone contact details which will be used by POPickup to send text message notification to this customer. Multiple SMS Contacts may be entered. Each SMS Contact should be entered on a separate line.

Address - billing / mailing address of customer.

When the required fields have been completed, select **Next**.

The **Associate Sensor** screen will display.



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To associate the sensor with this customer account,



simultaneously press the 2nd and 3^d buttons on side of the sensor. The small LED light will flash red until it has completed sending the message to the Gateway. Often times the LED will flash red twice. Select **Next** to display the **Confirm Information** screen.

Customer Registration > Step 3 signed in as kathyf, 02 February 2008

Step 3 : Confirm Information

POPickup is ready to register the following customer to the system. Please confirm the information and details.

Account Information	
Mailbox	: 3105
User ID	: DaisyAdams
Email	: dadams@sbcglobal.net

Customer Profile	
First Name	: Daisy
Last Name	: Adams
SMS Contact	: 5551234567@sprintpcs.com 5552234567@att.com
Address	: 555 B Street Anytown, CA 99999

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Provided the information displayed is correct, select **Next**.

NOTE: If the information is not correct, select **Back** to return to the **Setting up Account** screen and update the fields as necessary.

Customer Registration > Complete signed in as kathyf, 02 February 2008

Customer Registered!

Account Information	
Mailbox	: 3105
User ID	: DaisyAdams
Temporary Password	: 786282 <small>Customer must change the password upon first successful login.</small>

Customer Profile	
Email	: dadams@sbcglobal.net
First Name	: Daisy
Last Name	: Adams
SMS Contact	: 5551234567@sprintpcs.com 5552234567@att.com
Address	: 555 B Street Anytown, CA 99999

This Registration slip has been sent to **dadams@sbcglobal.net**. Customer will be prompted to change the password on his/her first login.

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Your customer is now registered! Select the **Print This Slip** button to record customer information and provide the customer their temporary password. They will need to change this password upon first successful login to the PerSage, Inc. Client Portal.

You may register another customer by selecting the **Register Another Customer** button or return to the Store Owner Portal Home page by selecting the **Back to Main** button.

Store Settings

Store Settings allows you to update your store profile data including your contact information, change your password or set your Alert Message Configuration. To access the **Store Settings** screen, select the Settings icon.



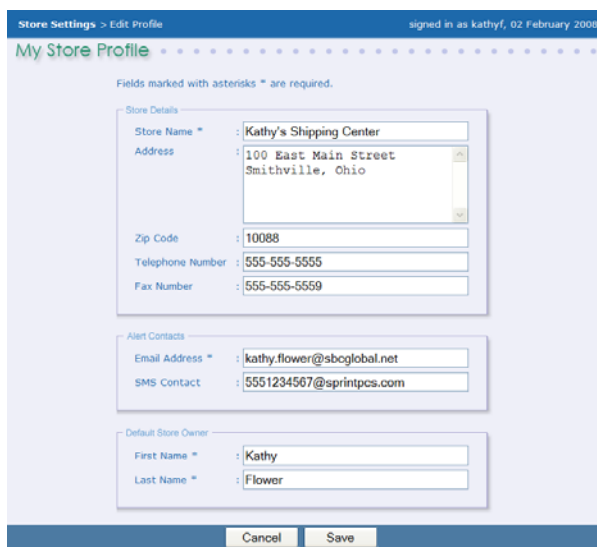
Select **Profile and Contacts** to update your store profile data.

Profile and Contacts

Selecting Profile and Contacts will allow you to update store details; alert contact email and SMS contact information and the default store owner. Once the store profile data is complete, you will have an option to change your password.

Edit Store Profile

You can edit your store profile from the **My Store Profile** screen. There are only a few required fields: *Store Name*, *Email Address* and the Default Store Owner *First Name* and *Last Name*. These fields are marked with an asterisk.



Store Settings > Edit Profile signed in as kathyf, 02 February 2008

My Store Profile

Fields marked with asterisks * are required.

Store Details

Store Name *	: Kathy's Shipping Center
Address	: 100 East Main Street Smithville, Ohio
Zip Code	: 10088
Telephone Number	: 555-555-5555
Fax Number	: 555-555-5559

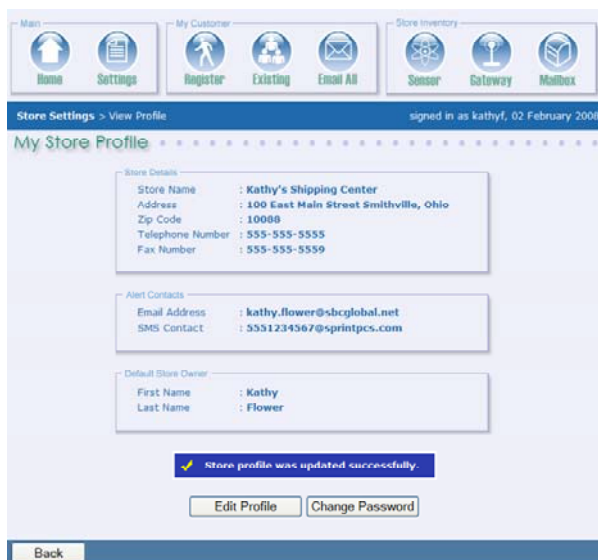
Alert Contacts

Email Address *	: kathy.flower@sbcglobal.net
SMS Contact	: 5551234567@sprintpcs.com

Default Store Owner

First Name *	: Kathy
Last Name *	: Flower

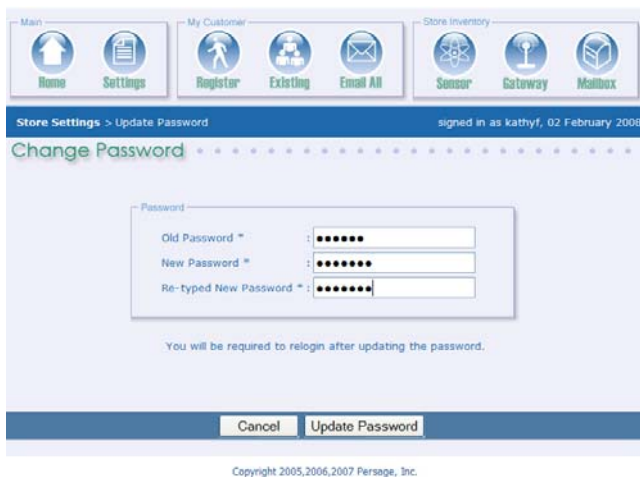
On the **My Store Profile** screen, update any or all fields by typing directly into the corresponding data box. You must populate the required fields. When you are finished select **Save**.



The editable data boxes will be removed and the updated field information is displayed. The **My Store Profile** screen will contain a message that your **Store Profile was updated successfully**. You may select the Home icon to return to the **Store Portal Home** page or if any data is incorrect, you may re-enter edit mode by selecting the **Edit Profile** button. From this screen you may also elect to **Change Password**.

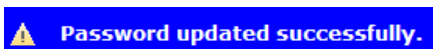
Change Password

You may elect to change your password as often as necessary. In the fields provided on the **Change Password** screen, type your *Old Password*, your *New Password* then re-type your *New Password* exactly as you typed it in the previous field. Select **Update Password**.



NOTE: Passwords must be a minimum of 3 characters. All numeric, all alpha or a combination is acceptable.

Your password has been successfully updated when the following message appears. The new password takes effect immediately. You will need to use the new password the next time you login to the Store Owner Portal.



Alert Message Configuration

[Refer to **Store Owner Portal** / *Select Alert Message Configuration*]



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