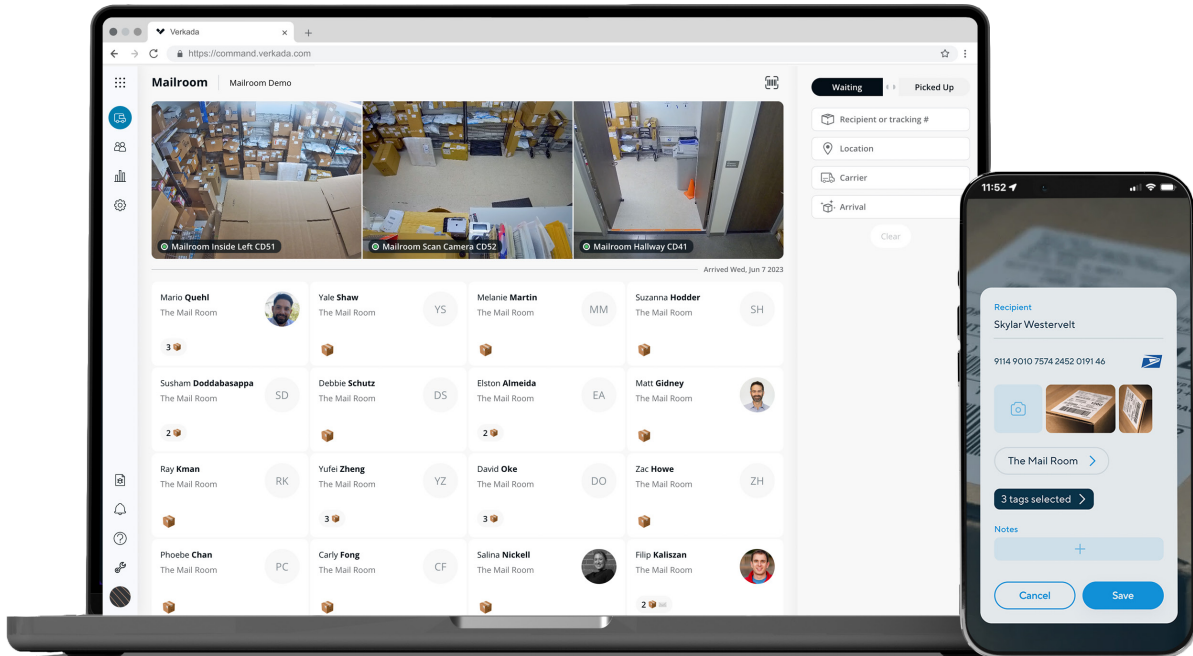


Verkada Mailroom Overview

Streamline Mailroom Operations



Overview

Verkada Mailroom helps customers manage and control the flow of deliveries across all of their facilities so that inventory, supplies and deliveries get to the right people at the right time. Mailroom lets businesses, schools, healthcare facilities and more efficiently keep track of the mail, packages and shipments coming to their facilities, helping mailroom staff get time back and employees get their packages without having to worry about missing something important.

With native camera integrations, Mailroom users can also see video footage of their packages being delivered and more easily find what they're looking for.

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, Slack, or Teams
- View package and shipment photos for easier identification
- Redirect mail to another employee

Easily find your package

- Search by key fields to find packages
- Livestream mailroom activity
- Find camera footage of when a package was delivered with a single click



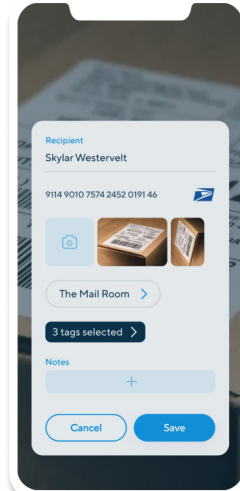
Scan, notify and manage

All the Features You Need to Streamline Package Delivery



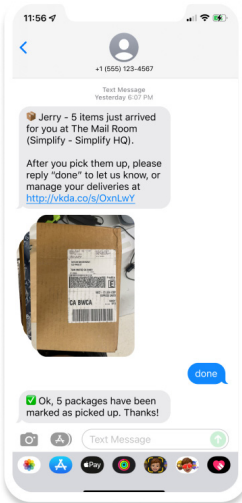
Scan and match shipments in seconds

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.



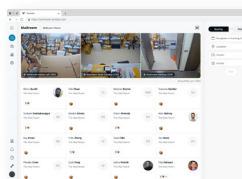
Instantly send notifications and reminders

Employees are notified via SMS, email, Slack, or Microsoft Teams 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.



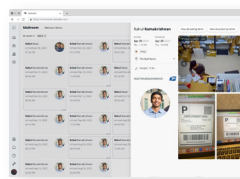
Print name labels to make finding packages and shipments easier

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 easy-to-read labels on the shipment with the recipient's name.



Comprehensive reporting in Command

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

With Verkada's camera integration, office managers can see a live view of all mailroom activity and historical footage of when each shipment got scanned. Filter by key fields (carrier, tracking #, employee name) to see if items were picked up.



Mailroom Tech Specs

Requirements

Hardware Requirements

- Scanning: iPhone (must run iOS 15 or above)
 - Printing: Label printer (Optional. Must be AirPrint compatible. We recommend Brother QL820-NWB)
-

Software Requirements

- Download the free Verkada Mailroom app on the App Store
 - A valid Verkada Workplace license per iPad
-

Supported Carriers

