UNITED STATES
POSTAL SERVICE

July 10, 2023

Mr. Ivan Butts   sent by email
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan:

This is a follow to the July 7 notification of a test of an electronic key. The electronic key will be utilized on approximately 45 compatible locks which will be installed on multiple receptacles including but not limited to blue boxes, CBUs, and apartment panels. The test is being conducted at the Hayward, CA Post Office.

The electronic key requires docking on a programmed interval to stay valid at the office. The matching key cabinet will release the key only to the specific user. The key provides power through its own battery to the compatible lock to ensure it is the right key. Employees will be familiarized with the equipment and its use.

Enclosed is a standard work instruction concerning the test.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

James Lloyd
Director
Contract Administration (NALC)

enclosure

Checking Out A CLIQ Key

Key Retrieval

1. Enter 4-digit PIN on touchscreen.

   • Valid PIN will display "AUTH OK"
   • Keys available to the current user will be illuminated green.
   • On "INVALID PIN" please try again or verify PIN with Admin.
   • Blue button may be used to end user session at any time.

2. Rotate desired key counter-clockwise 180 degrees until stop.
3. Remove key from lock.

PIN:		
7/5/2023	10:58:42.	0
🟥	🟨	🟦
1	2	3
4	5	6
7	8	9
ok	0	back
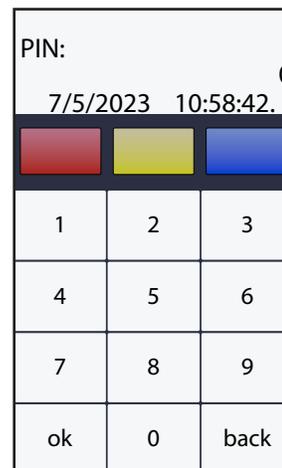
Key Validation

1. Insert key into CLIQ programmer.

   • Do not remove key until Step 2 completes.

2. Wait for the following sequence:

   • Connecting: ⚡ Blinking
   • Downloading: ⬇ Solid
   • Complete: ⬇ Blinking
   • Error: If "Error" icon is displayed please reinsert key and attempt again. ❌ Solid

3. After solid green "Complete" icon is displayed remove key from CLIQ programmer.

Checking In A CLIQ Key

Key Audit

1. Insert key into CLIQ programmer.

    • Do not remove key until Step 2 completes.

2. Wait for the following sequence:

    • Connecting:
    Blinking

    • Downloading:
    Solid

    • Complete:
    Blinking

    • Error: If "Error" icon is displayed please reinsert key and attempt again.
    Solid

3. After solid green "Complete" icon is displayed remove key from CLIQ programmer.

Key Return

1. Enter 4-digit PIN on touchscreen

    • Valid PIN will display "AUTH OK"
    • Only return slot will illuminate green.
    • On "INVALID PIN" please try again or verify PIN with Admin.
    • Blue button may be used to end user session at any time.

2. Insert key into lock.

3. Rotate key clockwise 180 until it stops.

PIN:		
		0
7/5/2023	10:58:42.	
1	2	3
4	5	6
7	8	9
ok	0	back

Keybox Directions

Keybox Components

Electronic key inserted in lock

Indicator Light

Touchscreen for PIN entry

Keybox door latch

CLIQ Programmer icons

CLIQ Programmer dock

CLIQ key

CLIQ key LED indicator