UNITED STATES POSTAL SERVICE

February 16, 2024

Mr. Ivan D. Butts
President, National Association
 of Postal Supervisors
1772 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7019 2280 0001 6260 5223

Dear Mr. Butts:

As a matter of general interest, the Postal Service has updated the *Intelligent Mail Data Acquisition System* (IMDAS).

Effective February 17, all intelligent *Mail Delivery Device In-Office* (MDDIO) hand-held scanners will receive the following updates:

- Smart Locker Pkg for AAU
- 3908-S/3849 Forms for Receptacle Full Item Overage
- Include Facility ID in Site Configuration Process
- Change in Supervisor Menu for Temporary EIN
- Arrow Key Enhancement
- Enable EIN Validation for Timekeeping
- Copy of the *IMDAS Release 53 (Software Version 53) User Instructions*; and
- *IMDAS Release 53 (Software Version 53) Service Talk.*

Enclosed is a copy of the *IMDAS Release 53 (Software Version 53) User Instructions*; and a copy of the *IMDAS Release 53 (Software Version 53) Service Talk.*

If there are any questions, please contact Dion Mealy at 202-507-0193.

Sincerely,

For Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosures

(CA2022-003)

IMDAS Release 53 (Software Version 53.52)
February 17, 2024
User Instructions

Attention:

This instruction is for MDD In-Office scanners.

These **User Instructions** cover the following:

- **For Pilot sites** – How to point your MDD In-Office device back to the RIMS Production server.

- **For Non-Pilot sites** – Downloading instructions and actions to take if running a version other than 53.52 on Monday morning.

- How to check the software version on the MDD In-Office device.

Pilot Sites: No later than COB Friday, February 16, 2024:

1. Log-in at the National URL: https://rims-imdas.usps.com

2. Click on Config tab

3. Click on "Print Site Configuration Barcode" shortcut on left panel

4. Select MDD In Office Clerk from the drop-down Menu

5. Click print button to print a copy of the Site Configuration Barcode. Note: Old Site Configuration Barcode will not work on Release 53.

6. Using the printout, scan the site configuration barcode for each MDD In-Office that was used for Pilot (See next slide for illustrated printout instructions)

7. Cradle the MDD In-Office. New version download should be complete by Monday AM.

Notes:
- No action required of sites that were **not** part of Pilot. We assume you are already pointed to RIMS production.
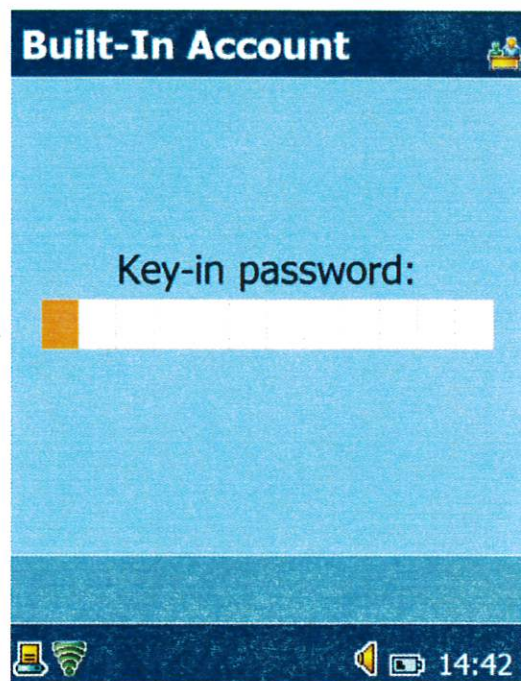
MDD In-Office Site Configuration

UNITED STATES POSTAL SERVICE

Enter search term to select a feature

| RIMS Home | Firmsheets | Reports | Regmail | Messaging | Config | Tracking | Special | Accountable | Manifests | Engineering |

Welcome   S45401 - 45401 - DAYTON OH PDC

Shortcuts

Configurations

- Local Site Settings
- **Print Site Configuration Barcode**
- MDD IO/MDD TR Configuration
- MDD IO File Versions
- RIMS Local Configuration and Versions

User/Route Management

- Sensitive Users
- View RIMS Users
- Temporary HCR Employees
- Route IDs
- Employee Route Assignments

TACS

- TACS F4 In-office Operations
- TACS F3 Maintenance Operations
- TACS F2 On-street Operations

Print Site Configuration Barcode ❓

[Print]

Configuration Type: [MDD IO In-office Clerk ▾]

Note: Please select Print and choose MDD IO In-office Clerk.

4

Log In Procedure to Scan Site Configuration Barcode for MDD In-Office

Built-In Account

Key-in password:

🔋 14:42

Supervisor Menu

1 Cradle System ID
2 IMD System ID
3 User Management
4 Site Info
7 Site Configuration

🔋 14:52

Press the "RED" key and then press "S" key.

Password = 07041776
Press ENTER
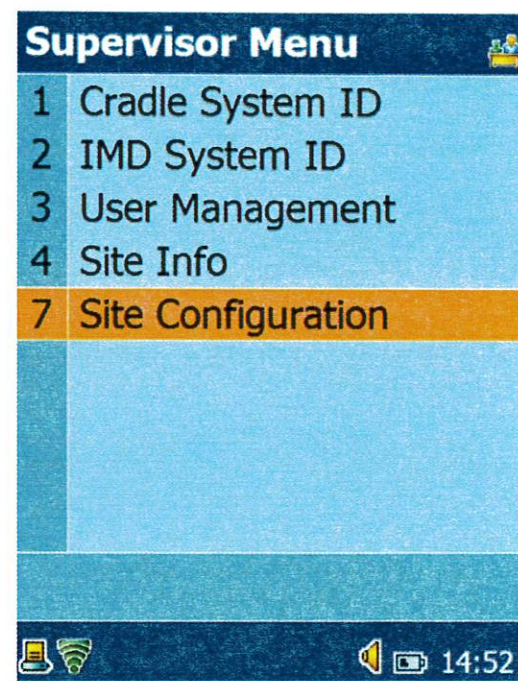
Select Option 7 "Site Configuration"

Scan Site Configuration Barcode Screen flow – Full Screens

Site Configuration

Scan Configuration Barcode

◁ 🔋 09:54

Scan Configuration Barcode

Site Config. 1/6

Unit ZIP+4: 20866-9998
Origin Facility Name:
BURTONSVILLE
Finance number: 23-1296
SFAS number: 1234
Device System ID:
SYS33449

◁ 🔋 09:54

Press Enter

Site Config. 2/6

Time Zone: (GMT-05:00)
EASTERN TIME (US &
CANADA)

Daylight Savings: Yes

◁ 🔋 09:55

Press Enter

Site Config. 3/6

Transmission Window
Start: 00:00
Transmission Window
End: 00:00
Dialing prefix:
LIM DNS Address prefix:

◁ 🔋 09:56

Press Enter

Site Config. 4/6

Cloud LIM Env.: Enable
Temp Cloud LIM DNS
Address:

◁ 🔋 09:56

Press Enter

Site Config. 5/6

BT Hub Addresses:
Address

◁ 🔋 09:58

Press Enter

Site Config. 6/6

Facility ID: 1356453

◁ 🔋 09:58

Press Enter

Site Config. 6/6

F❓ **Question**

Site configuration
data changes are
being applied. Please
confirm:

1 Apply
2 Cancel

◁ 🔋 09:59

Select Apply

Site Config. 6/6

☑ **Confirmation**

Site configuration
updated successfully.
IMD will logoff after
pressing ENTER.

Press ENTER

◁ 🔋 16:25

Press Enter

Login

09/20/2023 16:26

This is a US Government
computer system and is
intended for official and
other authorized use only.
Unauthorized access or use
of the system may subject
violators to administrative
action, civil, and/or criminal

IN OFFICE

◁ 🔋 16:26

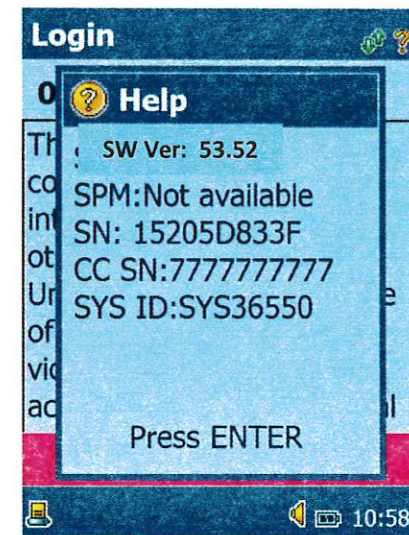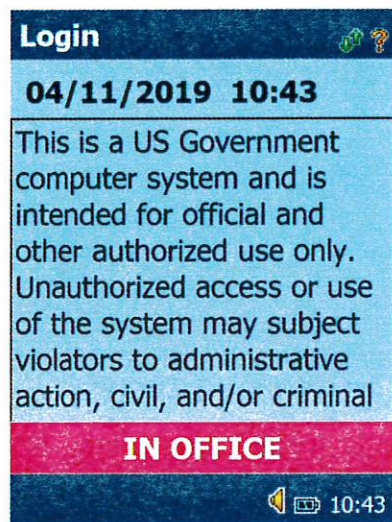**Non-Pilot Sites** - No later than COB Friday, February 16, 2024:

- Cradle the device. The new version should be downloaded.

- Check SW version Monday AM. If still other than 53.52, please contact the IMDAS Help Desk. They will walk you through the process.

Note: Scanners received from CRF or other sites, please scan the current site configuration barcode.

Checking the current version of IMDAS software running on the MDD In-Office

Version 53.52 is the Production Version of IMDAS Software being deployed to sites this weekend (February 16, 2024). To verify that the MDD In-Office device has successfully downloaded this version:

From the "Government Message" on the login screen, press the "RED" key and then the "H" key on the MDD In-Office device.

Login   04/11/2019 10:43

This is a US Government computer system and is intended for official and other authorized use only. Unauthorized access or use of the system may subject violators to administrative action, civil, and/or criminal

IN OFFICE

🔊 🔋 10:43

Login   ❓ **Help**

SW Ver: 53.52
SPM:Not available
SN: 15205D833F
CC SN:7777777777
SYS ID:SYS36550

Press ENTER

🔊 🔋 10:58

Significant Key Combinations for MDD In-Office Device

Function	MDD In-Office Device
BiS	RED + 'S'
Diagnostics	RED + 'U'
Dash(-)	RED + 'D'
Help	RED + 'H'
Warm Boot	<"ALT/CTRL">+<"ENT">
Pairing RS507 with device (while on Scan Barcode Screen)	RED + 'R'
MDDIO Video Play (when video icon is available)	RED + 'V'
Text Messages	RED + 'T'
Arrow Key	RED + 'K'
Timekeeping	RED + 'F'

NOTE For key combination using RED button, button must be pressed first THEN the letter follows

In need for MDDIO Support?

For MDDIO Support, you may enter a self-service ticket for your device or site issue at the below URL:

http://ethos/Field/SelfService/Create

You may also contact a helpdesk agent by calling 1-800-877-7435.

When prompted on reason for call, say *"Technical Assistance"* or select option '2'

When prompted for name of application, system or product you are calling about, spell out letters *"I-M-D-A-S"*.

When prompted to verify you spelled **IMDAS**, Intelligent Mail Data Acquisition System, say *"Yes"*.

You will then be transferred to the next available agent at the MDDIO Support Help Desk.

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IMDAS Release 53 (Software Version 53.52) February 17, 2023, Service Talk
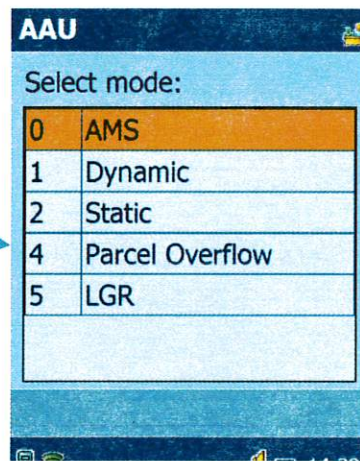
Effective February 17, 2024, all Intelligent Mail Delivery Device In-Office (MDDIO) hand-held scanners will receive the following updates:

➤ Smart Locker Package for AAU
➤ 3908-S/3849 Forms for Receptacle Full/Item Oversize
➤ Include Facility ID in Site Configuration Process
➤ Change in Supervisor Menu for Temporary EIN
➤ Arrow Key Enhancement
➤ Enable EIN Validation For Timekeeping

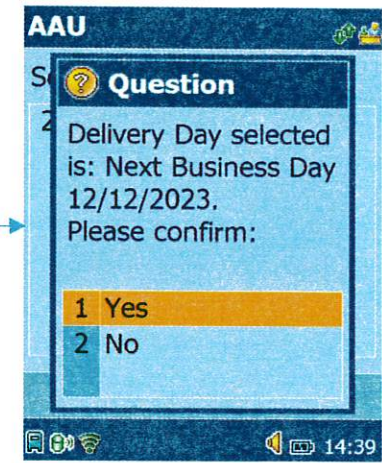➤ Introduced NEW message for Smart Locker package during AAU scan.

In Office Menu
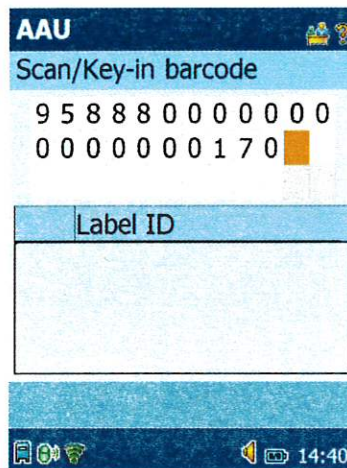
1 Scan Barcode
2 Review Entries
3 Settings
4 Firm Sheet
5 Manual Input
6 Reserved
7 Arrival at Unit
8 Collection Box Info
9 Transmit Data

14:38

Select 7. Arrival at Unit

AAU

Select mode:

0	AMS
1	Dynamic
2	Static
4	Parcel Overflow
5	LGR

Select Route Mode

AAU

Select Item Delivery Day:

2 Next Business Day
12/12/2023

14:39

Select Delivery Day

AAU

? Question

Delivery Day selected
is: Next Business Day
12/12/2023.
Please confirm:

1 Yes
2 No

14:39

Confirm Delivery Day

AAU

Scan/Key-in barcode

9 5 8 8 8 0 0 0 0 0 0 0
0 0 0 0 0 0 0 1 7 0

Label ID

14:40

Scan Barcode

AAU

✅ Confirmation

Smart Locker package
scanned. Place
package into
container for Smart
Locker delivery.

Press ENTER

14:40

Confirmation for Smart Locker
message appears.

AAU

Scan/Key-in barcode

| Label ID | |
| 1 | 9588800000000000000 0170 |

14:40

Press Enter
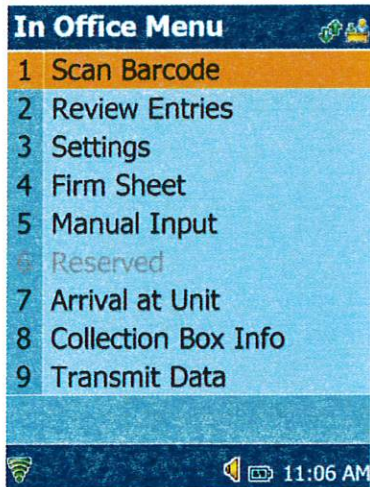
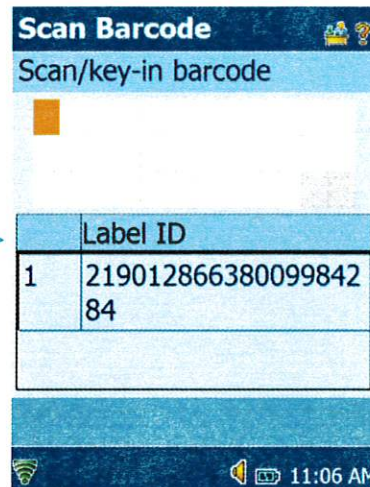---

AAU

ⓘ Information

Information recorded
successfully!

14:42
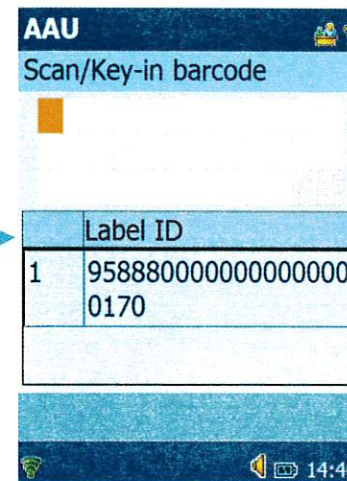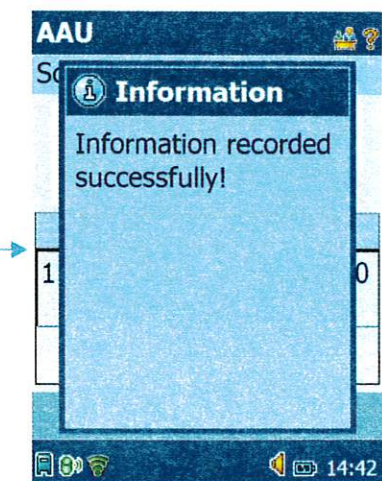
Information recorded
successfully!

➢ Include images of 3908-S Form and 3849 Form on the Receptacle Full/Item Oversize option.

In Office Menu
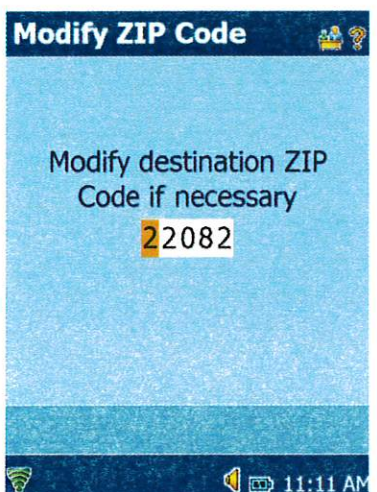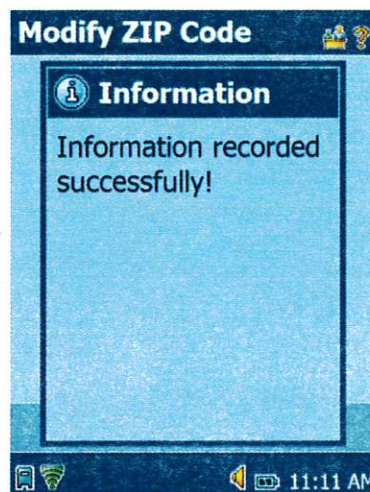1 Scan Barcode
2 Review Entries
3 Settings
4 Firm Sheet
5 Manual Input
6 Reserved
7 Arrival at Unit
8 Collection Box Info
9 Transmit Data

11:06 AM

Select 1 Scan Barcode

Scan Barcode
Scan/key-in barcode

	Label ID
1	21901286638009984284

11:06 AM

Scan Package barcode

Confirmation Events
Select Event:
  Final Delivery
P Held at Post Office
Y Delivery Delay
W Local Weather Delay
G HAZMAT Nonmailable
Z Receptacle Full/Item Oversize

11:09 AM
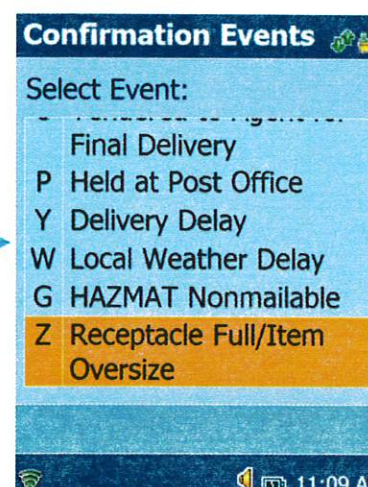
Select option Z. Receptacle Full/Item Oversize

3849/3908-S Form ID
Scan/Key-in 3849 Form or 3908-S Form

11:10 AM

3849/3908 – S Form ID screen appears

Modify ZIP Code

Modify destination ZIP Code if necessary
22082

11:11 AM

Modify ZIP Code screen appears

Modify ZIP Code

ⓘ **Information**

Information recorded successfully!

11:11 AM

Information recorded successfully!

3

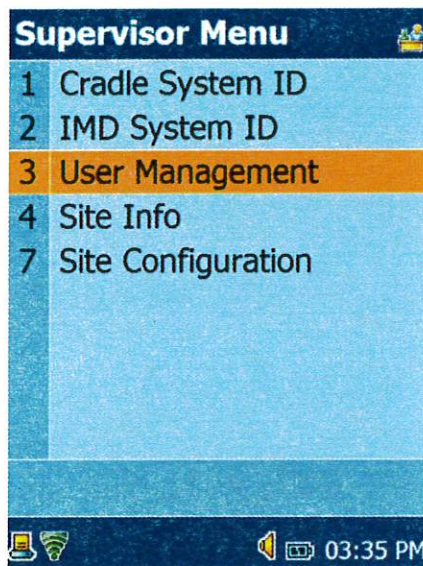# Include Facility ID in Site Configuration Process
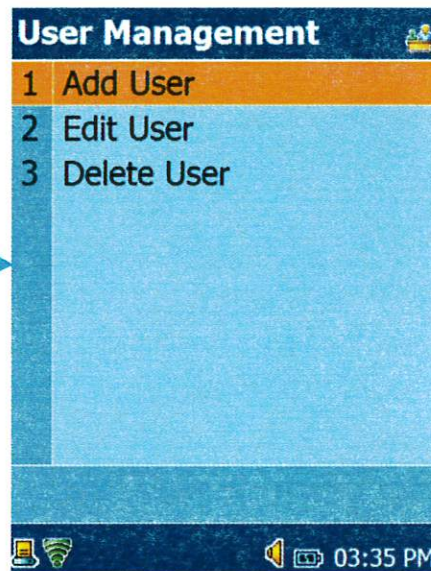
➤ Include Facility ID in Site Configuration Process.
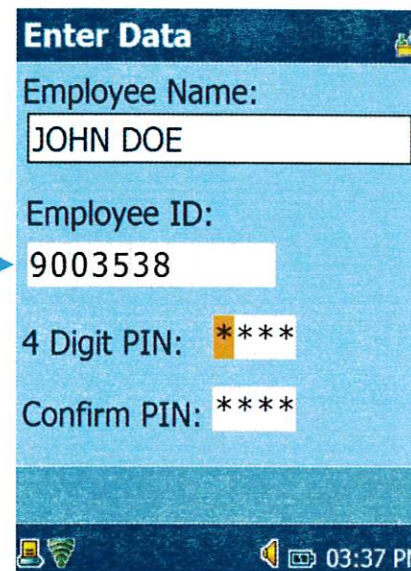➤ Old configuration Barcodes can not be used after Release 53.

Site Configuration

Scan
Configuration Barcode

09:54

Scan Configuration Barcode

Site Config. 1/6

Unit ZIP+4: 20866-9998
Origin Facility Name:
BURTONSVILLE
Finance number: 23-1296
SFAS number: 1234
Device System ID:
SYS33449

09:54

Press Enter

Site Config. 2/6

Time Zone: (GMT-05:00)
EASTERN TIME (US &
CANADA)

Daylight Savings: Yes

09:55

Press Enter

Site Config. 3/6

Transmission Window
Start: 00:00
Transmission Window
End: 00:00
Dialing prefix:
LIM DNS Address prefix:

09:56

Press Enter

Site Config. 4/6

Cloud LIM Env.: Enable
Temp Cloud LIM DNS
Address:
RIMS-IMDAS-
SIT.USPS.COM

09:56

Press Enter

Site Config. 5/6

BT Hub Addresses:

Address

09:58

Press Enter

Site Config. 6/6

Facility ID: 1356453

09:58

Press Enter

Site Config. 6/6

Fa
? **Question**

Site configuration
data changes are
being applied. Please
confirm:

1 Apply
2 Cancel

09:59

Select Apply

Site Configuration

Site configuration updated
successfully.
Please cradle the device.

15:05

Cradle the scanner

4

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➢ Prevent Temporary EIN to be added via User Management under Supervisor Menu.
➢ All Temporary EIN need to be added in RIMS.

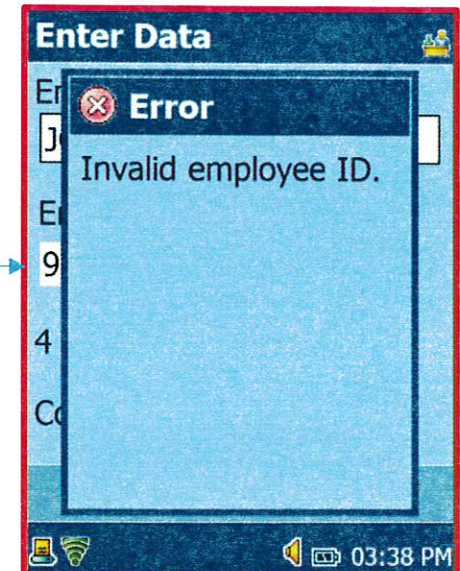| **Supervisor Menu** |
| --- |
| 1 Cradle System ID |
| 2 IMD System ID |
| 3 User Management |
| 4 Site Info |
| 7 Site Configuration |

03:35 PM

Select 3. User Management

User Management
1 Add User
2 Edit User
3 Delete User

03:35 PM

Select 1 Add User

Enter Data

Employee Name:
JOHN DOE

Employee ID:
9003538

4 Digit PIN: ****

Confirm PIN: ****

03:37 PM

Scan Temp EIN

Enter Data

⊗ **Error**
Invalid employee ID.

03:38 PM
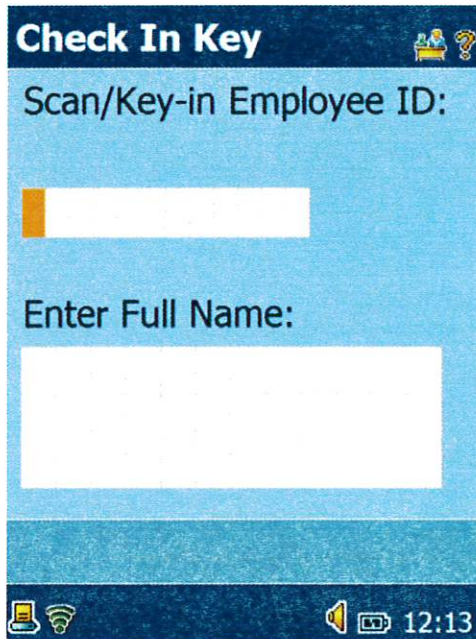
Error Message is presented

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➢ User no longer need to type in their Full Name when Checking In or Out the Arrow Key.

➢ Employee Full Name associated with the EIN will be inserted in the record and send to RIMS for reporting purposes.
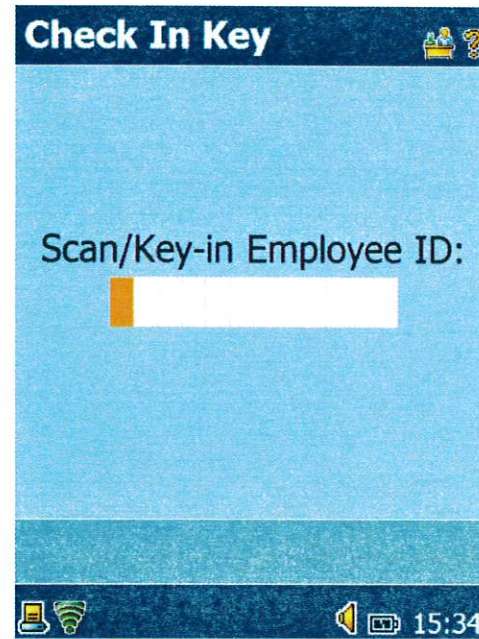

Before

After

➤ EIN Validation for Timekeeping is enabled

➤ Employees working at a different location other than their based location, Supervisor needs to add the employee's EIN in the Employee Route Assignment List in RIMS.

Note: User needs to perform a Test Communication on the scanner to download the updated Employee Route Assignment List.