



September 18, 2020

RECEIVED
SEP 21 2020

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7019 2280 0001 7461 1656

Dear Brian:

As a matter of general interest, the Postal Service has updated the Intelligent Mail Data Acquisition System (IMDAS) to include: In-Office Cost System; Information-Based Indicia (IBI)/Intelligent Mail Indicia (IMI); Collection Point Management System (CPMS) Input; and Priority Mail International (PMI) by Weight to Canada.

Effective September 19, the aforementioned features will be available for use via Intelligent Mail Devices (IMDs) and Mobile Delivery Devices (MDDs) at designated pilot sites throughout the country, with a national release scheduled for September 26.

Enclosed are the following:

- Final copy of the *IMDAS Release 32 Pilot User Instructions*;
- Final copy of the *IMDAS Release 32 Pilot Service Talk*; and
- List of pilot sites.

If there are any questions, please contact Mike Faber at 215-432-0613.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Dean".

Rickey R. Dean
Manager
Contract Administration (APWU)

Enclosures

IMDAS Facility Name	Facility Address	City	State
FULTON	214 S 1ST ST	FULTON	NY
LIVERPOOL	300 CYPRESS ST	LIVERPOOL	NY
BAYBERRY	7608 OSWEGO RD	BAYBERRY	NY
ELMWOOD B	5100 W 36TH ST	MINNEAPOLIS	MN
OAK PARK HTS CARRIER ANNEX	5520 MEMORIAL AVE N	STILLWATER	MN
NEW BRIGHTON	200 5TH AVE NW	SAINT PAUL	MN
BILLINGS	841 S 26TH ST	BILLINGS	MT
GOLDEN VALLEY	28201 FRANKLIN PKWY	SANTA CLARITA	CA
LAKEWOOD MAIN	5200 CLARK AVE	LAKEWOOD	CA
SEAL BEACH MAIN PO	2929 WESTMINSTER AVE.	SEAL BEACH	CA
DAVIS MAIN_PO	2020 5TH ST.	DAVIS	CA
CHULA VISTA POST OFFICE			

ZIP	Facility Phone #	IMDAS System ID
13069	315-592-7158	SYS01851
13088	315-451-3060	SYS01959
13090	315-622-4451	SYS02287
55416	952-922-9042	SYS12005
55082	651-275-1388	SYS12322
55112	651-631-0524	SYS12636
59101	406-255-6455	SYS13594
91384	661-775-7167	SYS19339
90714-9998	(562) 866-2889	SYS19922
90740-9998	(562) 431-3641	SYS19972
95616	530-758-9930	SYS20677
91910	(619) 498-0971	SYS19597
70072	(504) 341-8141	SYS21510
70808	(225) 925-3429	SYS21659
74133-9998	(919) 849-6045	SYS22546
60914	(815) 939-1531	SYS31923
60560	(630) 553-7100	SYS32494
60714	847.967.1989	SYS32568
49344	269.672.7293	SYS30841
22727	540-948-5702	SYS34081
22026	703-221-4025	SYS34055
20151	703-961-9419	SYS15645
19001	215-887-1722	SYS06733
19149	215-624-7770	SYS06760
18951	215-536-8926	SYS06976



IMDAS Release 32 Pilot User Instructions

IMDAS Release 32 (Software Version 32.24) September 2020 Pilot User Instructions

Attention:

This instruction is for IMD and MDD In-Office scanners.

These User Instructions cover the following:

- Pointing the Pilot Site IMDAS units to the Pilot RIMS server to enable downloading of the Pilot software
- Site Configuration Barcode Generation
- How to check the current version of IMDAS software on the IMD and MDD In-Office device

Pointing the IMDAS to the RIMS Pilot server to download the Pilot software For PILOT deployment sites **ONLY**

WHEN: No later than COB Friday, September 18th, 2020:

1. Log-in at the pilot URL: <http://rims-imdas-plt.usps.com>
 1. Use ACE Login / Password
2. From Home page enter your system ID (i.e sysxxxxx) and select the find button. (xxxxx is a numeric value)
3. Select location should be visible to the user under the Set Default System ID box
4. Select the drop down arrow
5. Highlight your system ID and select the Set button
6. Click on Config tab
7. Click on "Print IMD/MDD In-Office Site Configuration Barcode" shortcut on left panel
8. Print out a copy of the Site Configuration Barcode
9. Using the printout, scan the site configuration barcode for each IMD/MDD In-Office to be used for Pilot (See next slide for printout instructions)
10. Cradle the IMD/MDD In-Office. The new version download should be complete by Monday AM.



UNITED STATES
POSTAL SERVICE®

IMDAS Release 32 Pilot User Instructions

IMD/MDD In-Office Site Configuration



UNITED STATES
POSTAL SERVICE

RIMS Home

Firmsheets

Reports

Regmail

Messaging

Config

Tracking

Shortcuts

Configurations

Local Site Settings

Print IMD/MDD In-Office Site Configuration Barcode

IMD/MDD Configuration

IMD File Versions

RIMS Local Configuration and Versions

Print IMD/MDD In-Office Site Configuration Barcode

User/Route Management

IMD/MDD Signature Users

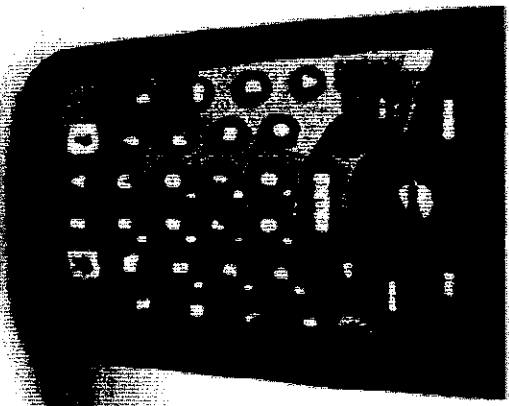
RIMS Local System Configuration

Note: Please select Print
IMD/MDD In-Office Site
Configuration Barcode

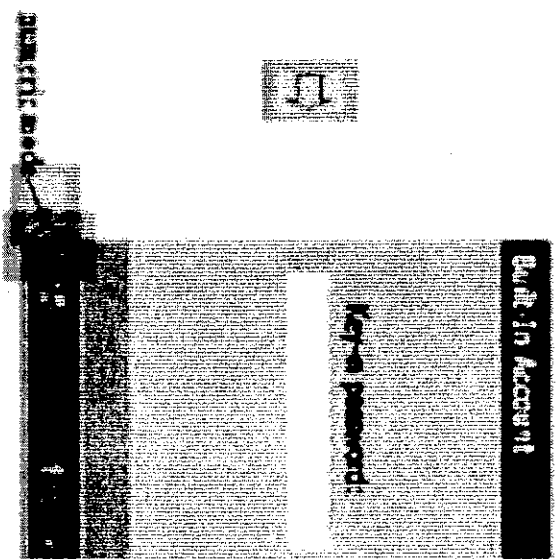


Log In Procedure to Scan Site Configuration Barcode for IMD

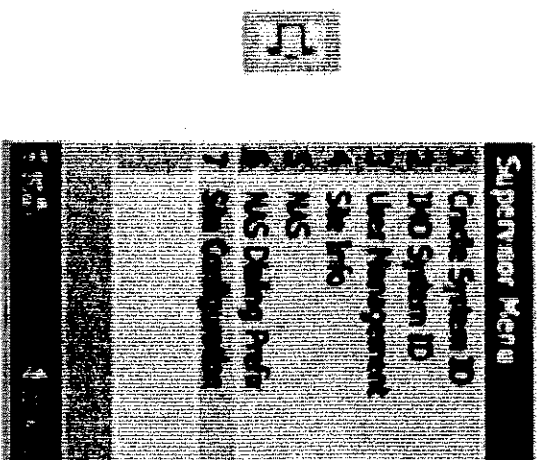
Log in procedure to scan Site Configuration Barcode



Press and hold the "123/ABC" key while pressing the "S" key. Press the "123/ABC" key again to enter numeric mode.

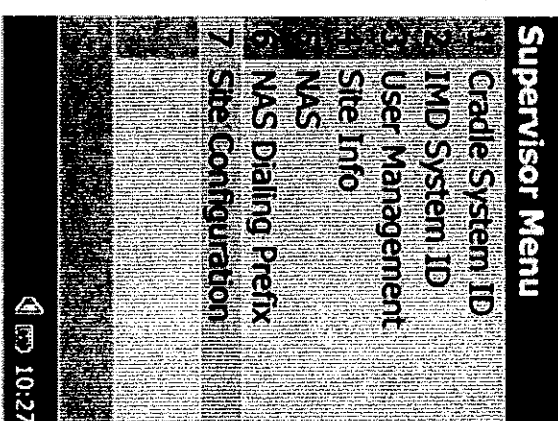
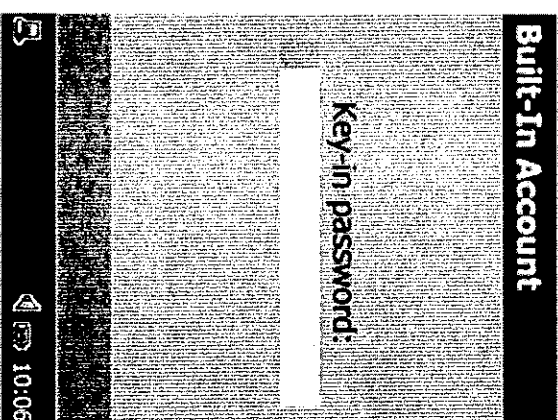
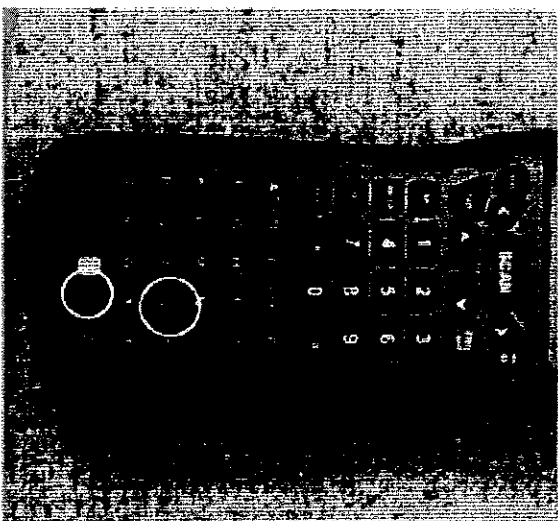


Pin = 0704176
Press ENTER



Select option 7

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

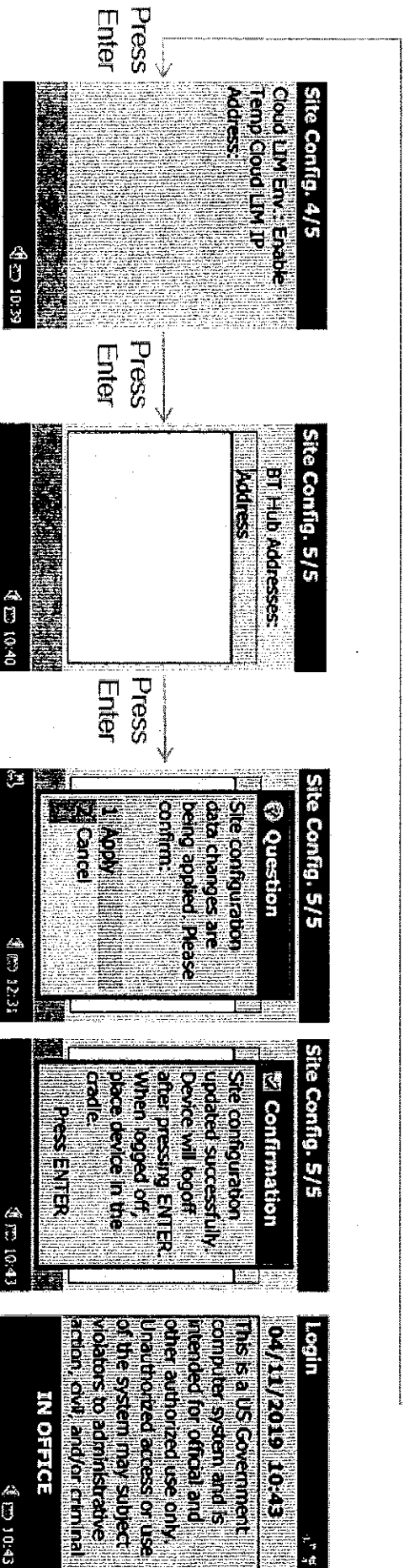
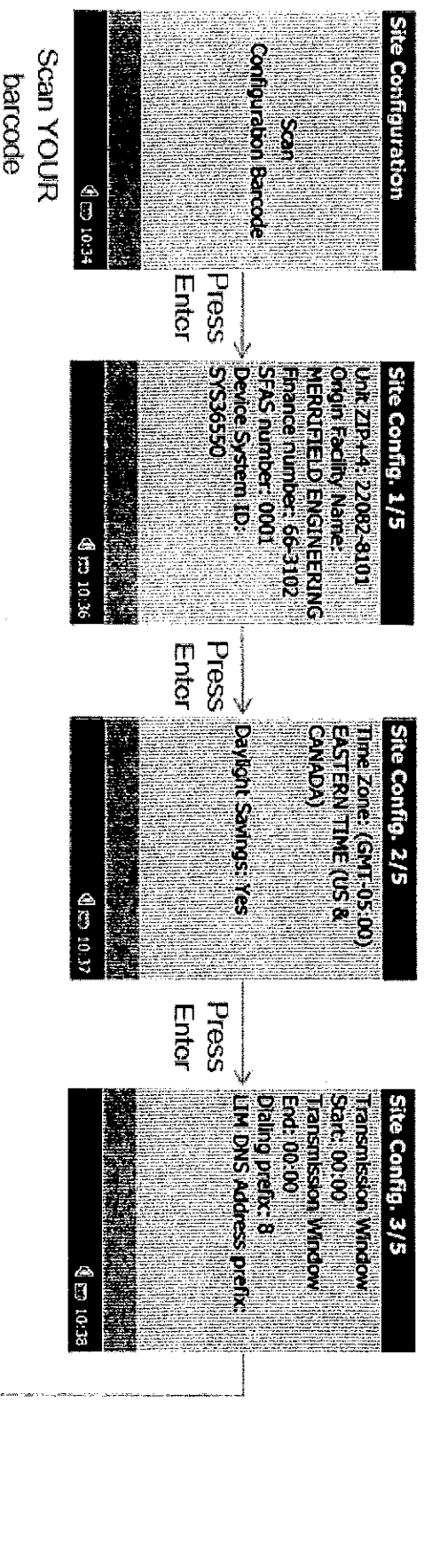


Press the "RED" key and then
press the "S" key.

Password = 07041776
Press ENTER

Select Option 7 "Site
Configuration"

Scan Site Configuration Barcode Screenflow – Full Screens



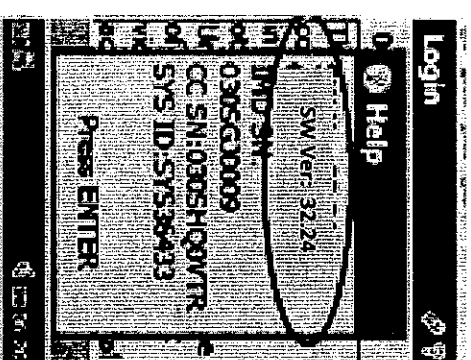
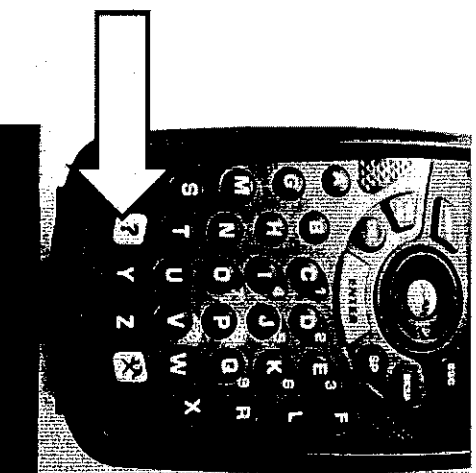
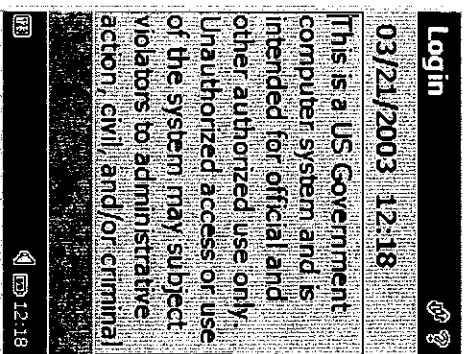


IMDAS Release 32 Pilot User Instructions

Checking the current version of IMDAS software running on the IMD

Version 32.24 is the Pilot Version of IMDAS Software being deployed to sites this weekend (September 20, 2020). To verify that the IMD has successfully downloaded this version:

From the “Government Message” on the login screen, press the “?” key on the lower left keypad of the IMD.



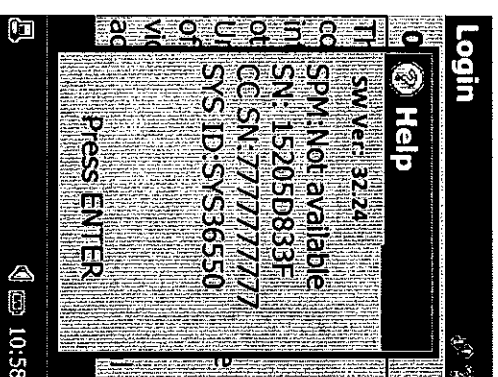
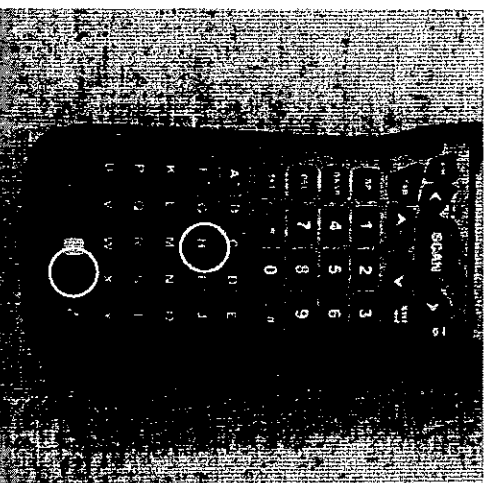
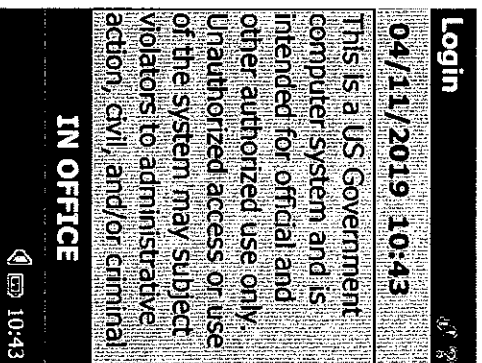


IMDAS Release 32 Pilot User Instructions

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

Version 32.24 is the Pilot Version of IMDAS Software being deployed to sites this weekend (September 20, 2020). 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.



IMDAS Release 32 Pilot User Instructions

Significant Key Combinations for MDD In-Office Device vs. IMD Device

Function	MDD In-Office Device	IMD Device
BiA	RED + 'A'	<"ABC123"> + 'A'
BiS	RED + 'S'	<"ABC123"> + 'S'
Diagnostic	RED + 'U'	<HammerWrench>
Dash (-)	RED + 'D'	<"ABC123"> + 'D'
Help	RED + 'H'	<"?">
Warm Boot	<"Alt"> + "Ent"	<'A'> + <'F'> + <"Esc">
Pairing RS507 with device (while on Scan Barcode Screen)	RED + 'R'	<ABC123> + 'H'
Continuous Scan Mode (while on Scan Barcode Screen)	RED + 'C'	<ABC123> + 'C'
In-Office Cost System (from any screen)	RED + 'X'	N/A

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

IMDAS Help Desk is standing by to assist if needed: (800) 877-7435

When prompted, say ***“Technical Assistance”*** or select option ‘4’

Say ***“Continue”*** or select option ‘1’ (to continue technical assistance path)

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 Device Acquisition System, say ***“Yes”***

You will be prompted to select Mobile Delivery Device (option 1) or IMDAS issues (option 2). Again, spell out the letters ***“I-M-D-A-S”*** or select option ‘2’ to be routed to the correct Help Desk

In need MDD In-Office Support?

For MDD In-Office 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, say ***“Technical Assistance”*** or select option ‘4’

Say ***“Continue”*** or select option ‘1’ (to continue technical assistance path)

When prompted for name of application, system or product you are calling about, spell out letters ***“M-D-D”***

When prompted to verify you spelled MDD, Mobile Delivery Device, say ***“Yes”***

You will be prompted to select Mobile Delivery Device (option 1) or IMDAS issues (option 2). Again, spell out the letters ***“M-D-D”*** or select option ‘1’ to be routed to the correct Help Desk

IMDAS Release 32 (Software Version 32.24) September 2020 Pilot Service Talk

Effective September 19, 2020, all Intelligent Mail Data Acquisition System (IMDAS) hand-held scanners from pilot sites shall have the following flow updates:

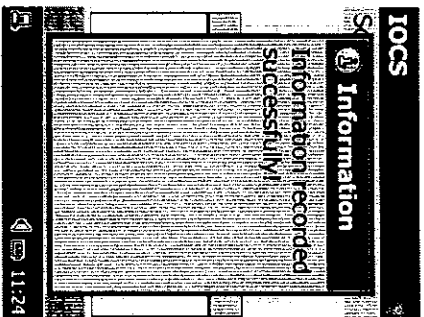
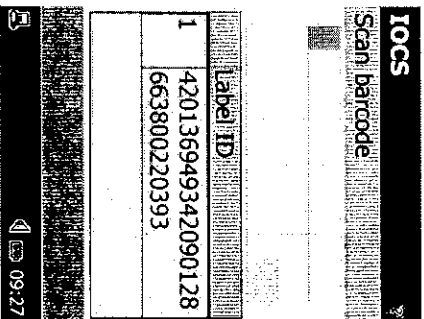
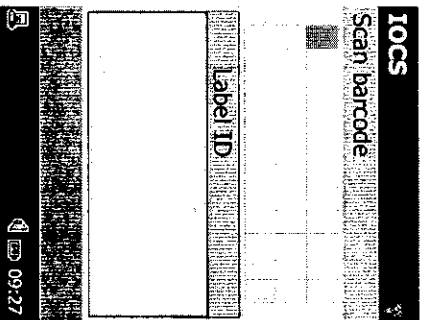
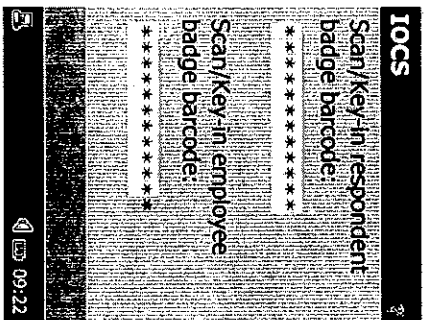
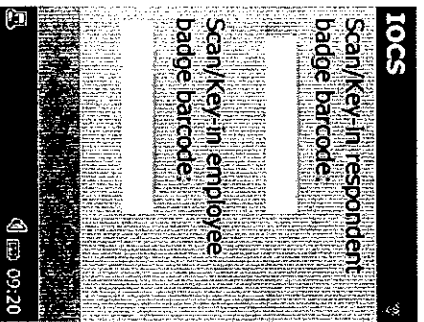
- In-Office Cost System
- IBI/IMI
- CPMS Input
- PMI by Weight to Canada



Release 32 Pilot – In-Office Cost System

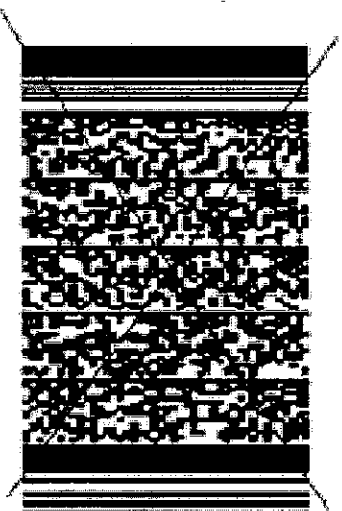
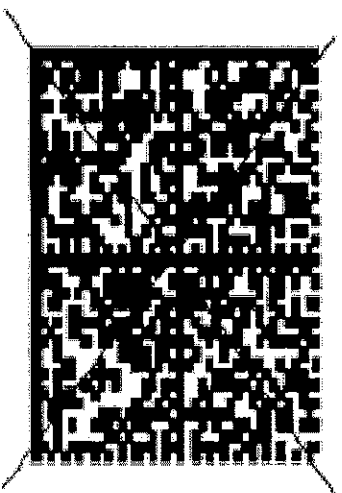
In-Office Cost System

To access In-Office Cost System, user must press RED + 'X' from any screen



IBI/IMI

Different types of IBI/IMI barcodes



**Note * Barcodes above are test barcodes*



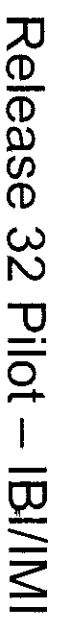
Release 32 Pilot – IBI/IMI

IBI/IMI

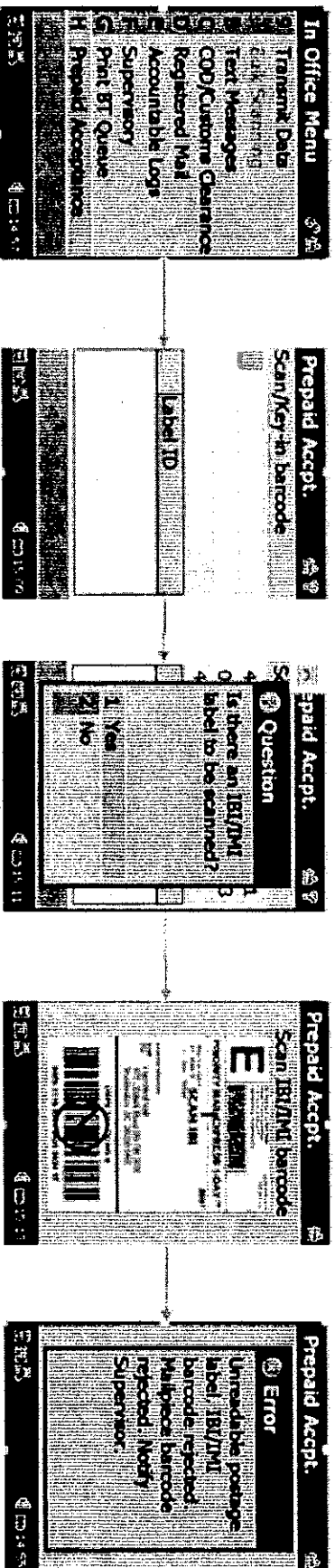
Decoding and verifying Barcode Label – IBI IMI

Payment not verified

In Office Menu	Prepaid Accpt.	Prepaid Accpt.	Prepaid Accpt.	Prepaid Accpt.
<p>9 Transmit Data 8 Bulk Scanning 7 Text Messages 6 COD/Customs Clearance 5 Registered Mail 4 Accountable Logs 3 Supervisory 2 Print BT Queue 1 Prepaid Acceptance</p>	<p>Scan/Key-in barcode</p> <p>Label ID</p>	<p>Question</p> <p>Is there an IBI/IMI label to be scanned?</p> <p>1 Yes 2 No</p>	<p>Scan IBI/IMI barcode</p> <p>PRIORITY MAIL EXPRESS 1-DAY™</p> <p>SCAN IBI</p> <p>USPS TRACKING #</p> <p>425 1118 3965 12 9024 77</p>	<p>Error</p> <p>This article cannot be accepted because payment cannot be verified, apply label 424 and return to sender.</p> <p>PRESS ENTER</p>
14:57	15:09	15:11	15:13	15:49



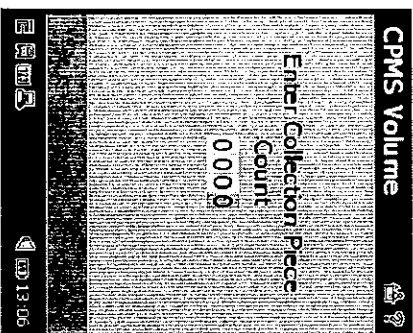
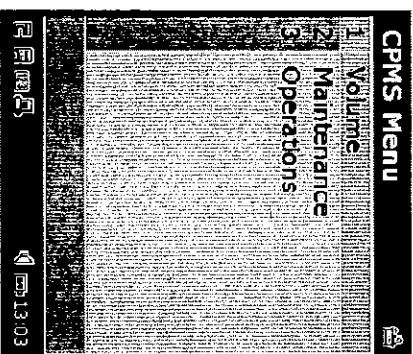
Decoding and Verifying Barcode label – IBI IMI





CPMS Input

Input Volume





PMI By Weight to Canada

Int'l Mail

Key-in City, then select
City and Province

City Prov Dis

16:10

Intl Mail

Postage fee is
\$ 50.15

Press ENTER to continue