

RECS ACTIVITY GUIDE – SCAN (Key Stroke) TYPES

4/27/2022

TYPE	HOT KEY	SCAN (Key Stroke) TYPE	WHEN SCAN (Key Stroke) TYPE USED
REQUIRED BASIC DAILY	1	CLOCKIN	Must select CLOCKIN upon arriving at work, immediately retrieve and login to the MDD. The CLOCKIN selection records the start of the workday for the carrier.
	6	STARTLOADVEH	Must select STARTLOADVEH when moving loaded conveyance from work area to begin loading vehicle for delivery. Carriers may have multiple STARTLOADVEH selections in a day if additional trips to load are required. Ensure this keystroke is followed by ENDLOADVEH once loading is complete. There is no change to previously established loading procedures.
	7	ENDLOADVEH	Must select ENDLOADVEH when returning empty conveyance to designated location after vehicle loading is complete. Carrier may have multiple ENDLOADVEH selections in a day, if additional trips to load are required.
	8	DEPART2ROUTE	Must select DEPART2ROUTE when starting the vehicle to depart delivery unit, to service route. The DEPART2ROUTE selection begins the route delivery time.
	J	RETURN2DU	Must select RETURN2DU after returning to the office, stopping the vehicle by turning off the key, after all route delivery is complete. This begins timing of End-of-Shift duties.
	L	CLOCKOUT	Must select CLOCKOUT upon returning scanner to the cradle and departing the delivery unit for the day (after all work activities are complete).
ADDITIONAL	D	OUTLUNCH	Upon beginning any discretionary break. Carrier may have multiple OUTLUNCH selections. OUTLUNCH selection can occur in office or on route. Ensure this keystroke is followed by RETURNLUNCH . Does NOT include restroom breaks.
	E	RETURNLUNCH	Upon returning from any discretionary break. Carrier may have multiple RETURNLUNCH selections. Selection can occur in office or on route.
	F	STARTDEVIATION	Upon leaving the official line of travel to deliver Priority Mail Express ONLY . No other types of deviations are covered under this selection.
	G	ENDDEVIATION	Upon returning to the official line of travel from delivering Priority Mail Express ONLY . No other types of deviations are covered under this selection.
	K	PMCASING	Use after completion of all other End-of-Shift duties before beginning to case mail for the next delivery day. May also be used if directed to perform additional trips after completion of other End-of-Shift activities. (Record second trip as done today on Form 4240)
SATURATION	2	FLATSWSS	If a flat saturation mailing identified as walk sequence (WSS) has an address and has NOT been processed on automation equipment , use this keystroke ONCE to record each set. Select either 1-Residence Only or 2-All Deliveries. If cased, the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on FIRST day of delivery .
	3	LETTERSWSS	If a letter saturation mailing identified as walk sequence (WSS) has an address and has NOT been processed on automation equipment , use this keystroke ONCE to record each set. Select either 1-Residence Only or 2-All Deliveries. If cased, the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on the FIRST day of delivery .
	4	FLATSBXHOLDERS	If a flat saturation mailing does NOT have an address , use this keystroke ONCE to record each set of boxholders. Select either 1-Residence Only or 2-All Deliveries. If cased the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on the FIRST day of delivery .
	5	LETTERSBXHOLDERS	If a letter saturation mailing does NOT have an address , use this keystroke ONCE to record each set of boxholders. Select either 1-Residence Only or 2-All Deliveries. If cased the afternoon before the delivery day, record on the delivery day. A set delivered over several days should be recorded only once, on the FIRST day of delivery .
DELIVERY	9	TRIP2DOOR	Use TRIP2DOOR when additional trips beyond single trip are required to deliver or collect items to/from customer. Enter the total number of trips (initial trip + number of additional trips) to the delivery location. This does NOT include authorized dismount locations.
	A	DOORMISC	Use DOORMISC after completing trip to door where there is no item available for scanning or parcel for delivery. Example: Hold Mail Delivery (letters and flats)
	B	AUTHDISMOUNT	Use AUTHDISMOUNT if an authorized dismount location requires additional trip(s), beyond initial trip, to complete delivery. Only applies to authorized dismount locations which are typically a business, school, etc. Enter total number of trips (initial trip + number of additional trips) required at the authorized dismount location.
	C	UNSCANPARCEL	Use UNSCANPARCEL when an obvious parcel (not a letter or flat) is delivered and has no barcode or the label is missing or completely unreadable. Includes small parcels delivered to the mailbox and parcel lockers. DO NOT USE if barcode is manually entered when delivered.
	O	CARRIERPU	Use CARRIERPU when performing a carrier pickup or accepting a prepaid parcel over 2 lbs . Enter the total number of parcels / containers picked up. Up to 5 parcels may be scanned accepted under Hot Key "O" for prepaid acceptance scan. If a Manifest 5630 / MYPO pickup form is present or directed to scan all items "accepted", scan the barcode(s) using "Prepaid Acceptance" from the "On Street" menu.
SALES	H	POSTAGEDUECUSTOMS	When collecting or attempting to collect funds for Customs Duty / Tax from the customer.
	I	POSTAGEDUESHORTPD	When collecting or attempting to collect funds for postage due / short paid mail, from customer. (This is NOT Customs Duty / Tax collection).
	M	RURALREACHCUSTOMER	When engaging a customer to generate a lead for the "Rural Reach" program.
	N	STAMPSTOCKSALES	When completing a sale of stamps, while servicing the route.