



Recommended Best Practice

- **Place the Smart Safety Drop within camera view or visible to your greeting staff**
- **The Smart Safety Drop utilizes a remote control to lock the unit. As with any remote control the closer the unit is to the remote the better the reception. Obstacles such as brick walls, interior and exterior doors can reduce the signal strength. Optimal reception distance is under 50 feet**
- **To reduce wear, place it under cover to avoid direct rain or snow**
- **Always keep locked so unwanted items do not get placed in it**
- **Place a pad and pen inside so visitors can write the name of the student or staff member**
- **When a visitor requests to drop off an item, verify that the student or staff member attends your facility PRIOR to unlocking the box for drop off**
- **Instruct the visitor to write the recipients name on the pad and place it on the item**
- **After the lid is closed, press the lock button once on the remote control**
- **After the greeter sees that the visitor has left the area, they can then unlock the Smart Safety Drop utilizing either the remote control or the swipe tag and retrieve the item**
- **The unit should be locked again until the next visitor arrives**