

# RRECS 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 <b>CLOCKIN</b> upon arriving at work, immediately retrieve and login to the MDD. The <b>CLOCKIN</b> selection records the start of the workday for the carrier.
	6	STARTLOADVEH	Must select <b>STARTLOADVEH</b> when moving loaded conveyance from work area to begin loading vehicle for delivery. Carriers may have multiple <b>STARTLOADVEH</b> selections in a day if additional trips to load are required. Ensure this keystroke is followed by <b>ENDLOADVEH</b> once loading is complete. There is no change to previously established loading procedures.
	7	ENDLOADVEH	Must select <b>ENDLOADVEH</b> when returning empty conveyance to designated location after vehicle loading is complete. Carrier may have multiple <b>ENDLOADVEH</b> selections in a day, if additional trips to load are required.
	8	DEPART2ROUTE	Must select <b>DEPART2ROUTE</b> when starting the vehicle to depart delivery unit, to service route. The <b>DEPART2ROUTE</b> selection begins the route delivery time.
	J	RETURN2DU	Must select <b>RETURN2DU</b> 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 <b>CLOCKOUT</b> 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 <b>OUTLUNCH</b> selections. <b>OUTLUNCH</b> selection can occur in office or on route. Ensure this keystroke is followed by <b>RETURNLUNCH</b> . Does NOT include restroom breaks.
	E	RETURNLUNCH	Upon returning from any discretionary break. Carrier may have multiple <b>RETURNLUNCH</b> selections. Selection can occur in office or on route.
	F	STARTDEVIATION	Upon leaving the official line of travel to deliver <b>Priority Mail Express ONLY</b> . No other types of deviations are covered under this selection.
	G	ENDDEVIATION	Upon returning to the official line of travel from delivering <b>Priority Mail Express ONLY</b> . No other types of deviations are covered under this selection.
	K	PMCASING	Use after completion of all other End-of-Shift duties <b>before</b> beginning to case mail for the next delivery day. May also be used if directed to perform additional trips after completion of all 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) <b>has an address and has NOT been processed on automation equipment</b> , use this keystroke <b>ONCE</b> 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 <b>FIRST day of delivery</b> .
	3	LETTERSWSS	If a letter saturation mailing identified as walk sequence (WSS) <b>has an address and has NOT been processed on automation equipment</b> , use this keystroke <b>ONCE</b> 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 <b>FIRST day of delivery</b> .
	4	FLATSBXHOLDERS	If a flat saturation mailing <b>does NOT have an address</b> , use this keystroke <b>ONCE</b> 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 <b>FIRST day of delivery</b> .
	5	LETTERSBXHOLDERS	If a letter saturation mailing <b>does NOT have an address</b> , use this keystroke <b>ONCE</b> 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 <b>FIRST day of delivery</b> .
DELIVERY	9	TRIP2DOOR	Use <b>TRIP2DOOR</b> when additional trips <b>beyond single trip</b> are required to deliver or collect items to/from customer. <b>Enter the total number of trips (initial trip + number of additional trips)</b> to the delivery location. This does NOT include authorized dismount locations.
	A	DOORMISC	Use <b>DOORMISC</b> after completing trip to door where there is no item available for scanning or parcel for delivery. <b>Example: Hold Mail Delivery (letters and flats)</b>
	B	AUTHDISMOUNT	Use <b>AUTHDISMOUNT</b> 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. <b>Enter total number of trips (initial trip + number of additional trips) required</b> at the authorized dismount location.
	C	UNSCANPARCEL	Use <b>UNSCANPARCEL</b> 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. <b>DO NOT USE</b> if barcode is manually entered when delivered.
	O	CARRIERPU	Use <b>CARRIERPU</b> when performing a carrier pickup or accepting a <b>prepaid parcel over 2 lbs</b> . 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 <b>Customs Duty / Tax</b> from the customer.
	I	POSTAGEDUESHORTPD	When collecting or attempting to collect funds for postage due / short paid mail, from customer. (This is <b>NOT Customs Duty / Tax collection</b> ).
	M	RURALREACHCUSTR	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.