

# 3 STEPS

## to send a parcel via AlzaBox without printed address label



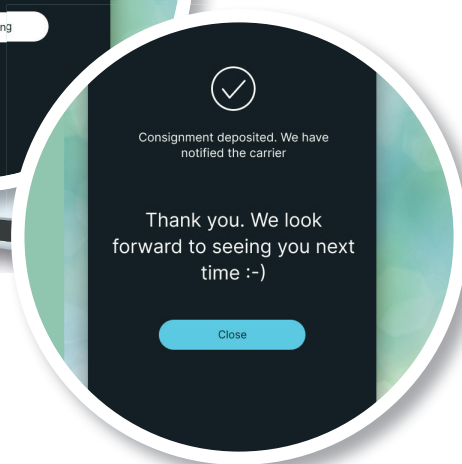
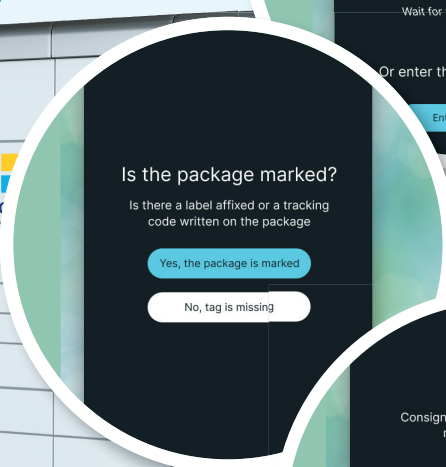
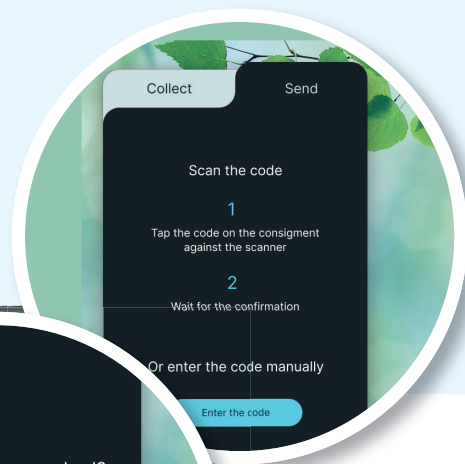
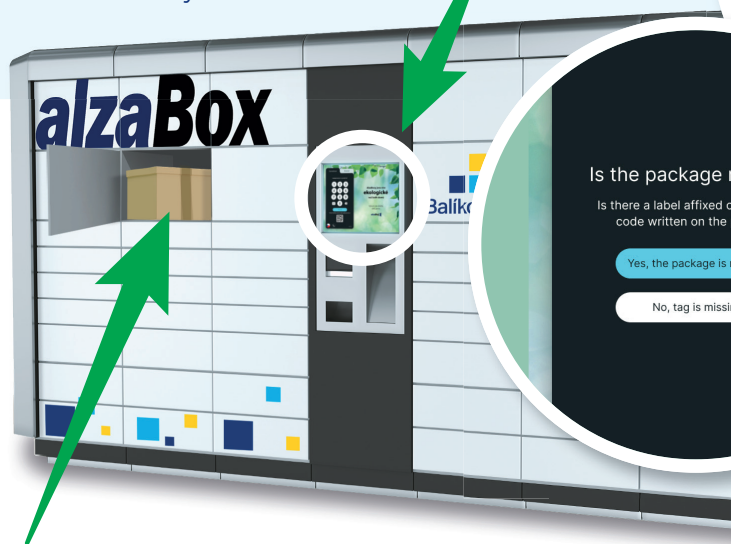
### 1 | WRITE THE POSTING CODE ON THE PARCEL

Go to **balikovna.cz/poslat-balik** or use the **Balíkovna mobile app**, fill in the shipping details, pay by card, and **write the posting code on the parcel**. Then drop it off at any AlzaBox that's convenient for you.

You can also use an AlzaBox to send parcels with items sold on **aukro** or **Vinted!**

### 2 | AT THE ALZABOX, MANUALLY ENTER THE POSTING CODE

On the main screen of the AlzaBox, tap **SEND**. Enter the posting code and confirm that the parcel is correctly labelled.



### 3 | PLACE THE PARCEL IN THE LOCKER AND CLOSE IT

Once your code is verified, a free locker will open. Put your parcel inside and **don't forget to close the door**. You'll see a confirmation on the screen, and we'll also send you an email to let you know it's been successfully dropped off.

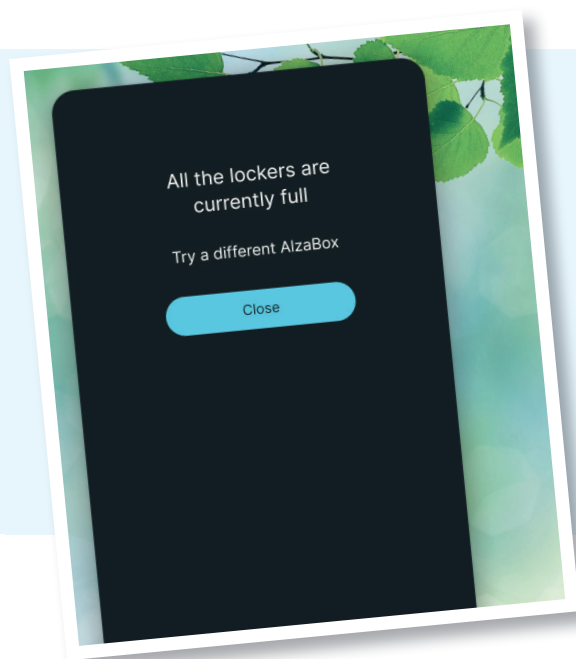
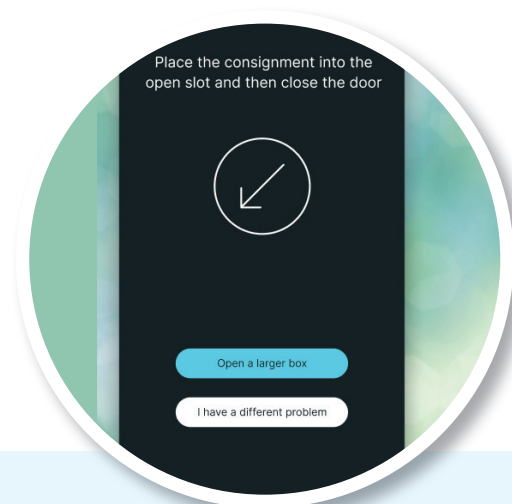
**Please, never place an unidentified parcel into a box!**

# WHAT TO DO, if...?

## YOU NEED A BIGGER LOCKER

If your parcel doesn't fit in the locker that opens, simply tap **OPEN A BIGGER LOCKER** on the AlzaBox screen. Close the original locker and wait for a larger one to open.

**You can repeat this process until a locker of the right size becomes available.**



## NO LOCKER SIZE FITS YOUR PARCEL

Continue until you reach the screen that says no more suitable lockers are available. **At that point, close the locker and take your parcel to another AlzaBox or Balíkovna location to send it.**

## YOU CAN'T ENTER THE POSTING CODE

**Check that you have entered the correct code**, and try entering it again.

You will find the code in the mobile application or email notification.

