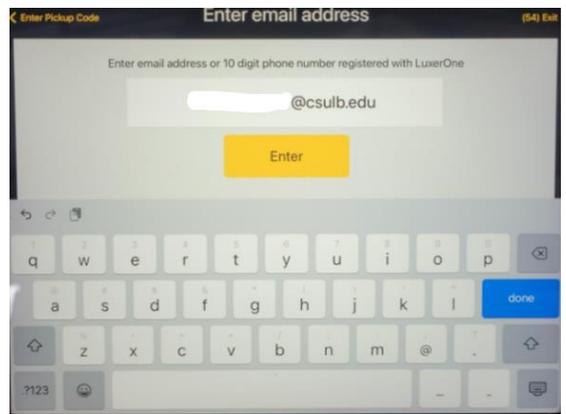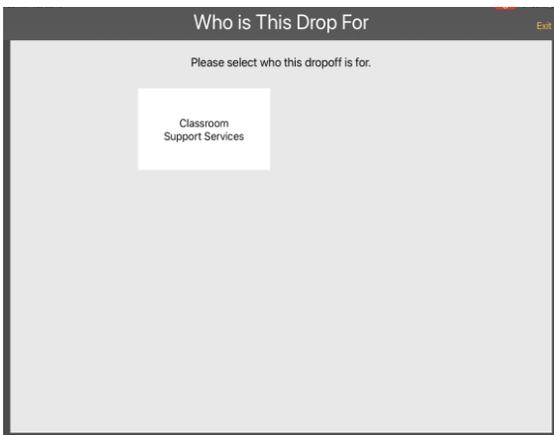# Returning Equipment to a LuxerOne Locker
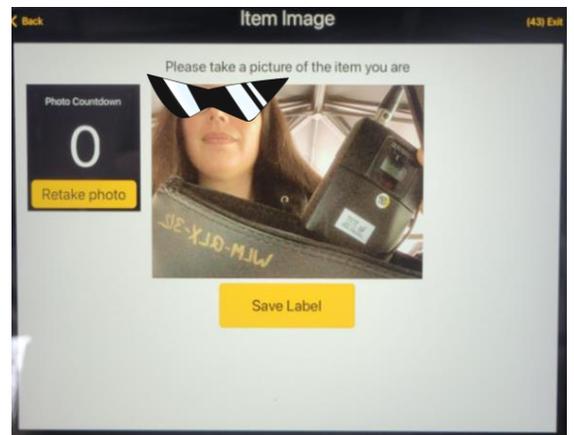

**Step 1**: Select the "BEGIN DROPOFF" option on the right side of the screen.

Step 2: Using the onscreen keyboard, enter your CSULB email and select "Enter" when done. *
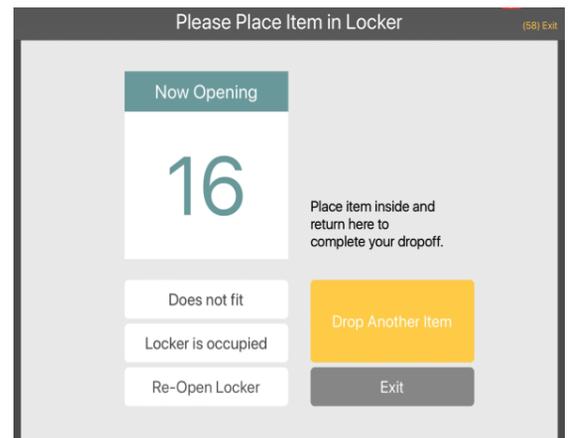

Step 3: Select the "Classroom Support Services" option to drop off ATS-CSS equipment.

Step 4: A camera screen will open. Take a photo of the item you're returning. Show identifying labels in picture. Select "Retake Photo" if the pic is not clear. Select "Save Label" when done.
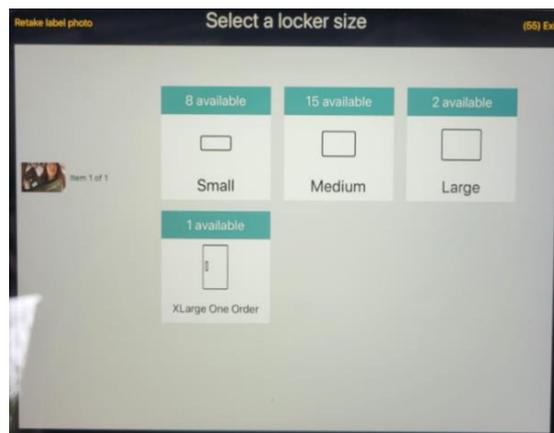
Step 5: Select locker size. The options in order are "Small", "Medium", "Large" and "XLarge".

Step 6: The locker will open automatically. Place item and close the door.

Step 7: If you have multiple items select "Drop Another Item" and repeat Steps 3-6. Press "Exit" when done.

* If you cannot find your email in the system please either let the front desk know in AS-120 during office hours or email ats-css@csulb.edu