

## 03 FOR BUSY LITTLE POSTIES

# Post office

## Getting started, step by step

A post office at home: weighing letters and parcels, printing a label with a real barcode, sorting the post and delivering it room by room. Here is how to set it all up, and how the first letter goes on its way.

●●●●● Difficulty 4/5 · Challenging

💡 Ready in about 15 minutes



## What you need



### A computer, laptop or tablet **NEEDED**

With an up-to-date browser (Chrome, Edge, Safari or Firefox) and internet. Nothing to download or install.



### Something to scan with **NEEDED**

Best with a USB hand scanner that works as a keyboard; a 2D model also reads QR codes. Or scan with the camera or a spare phone, or type the numbers under the barcode.



### A printer **NEEDED**

For labels, proofs of posting, post office cards, stamps and signs. Ordinary A4 or Letter paper is enough.



### A label printer **EXTRA FUN**

A thermal printer for 100 × 150 mm labels turns them into real stickers. An ordinary printer works too.



### Your email address **NEEDED**

For your free account. There is no password: you log in with a link or a code from the email.



### Letters and parcels **NEEDED**

Envelopes and empty boxes, tape, a pen and a kitchen scale (you can do without). And a box or basket for each room, as its sorting box.

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### Setting up

Account, scanner, settings and the starter pack.

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### Ideas and help

Ideas for playing, tips, and what to do if something doesn't work.

# Setting up

Do this once, together with your child. After that, they can carry on by themselves.

## 1 Make a free account

Go to **beeptown.app** and tap **Try for free**. Enter your email address. You get an email with a link and a 6-digit code: click the link or type the code.

## 2 Open Post office

Choose Post office among your play worlds. On an iPad, tap **Share** in Safari, then **Add to Home Screen**: the play world then opens like a real app, full screen. Log in there with the code.

## 3 Connect the scanner

Plug the scanner into a USB port or pair it over Bluetooth. Tap **Settings** → **Test your scanner** shows whether it works. No scanner? Tap **Camera** at the bottom, or **Phone** to make a phone the scanner.

## 4 Make it yours

Open **Settings** (the sliders, top right). Give the post office a name and add the rooms of your home: each room gets its own sorting box, with a number that stays the same.

## 5 A post office card for everyone

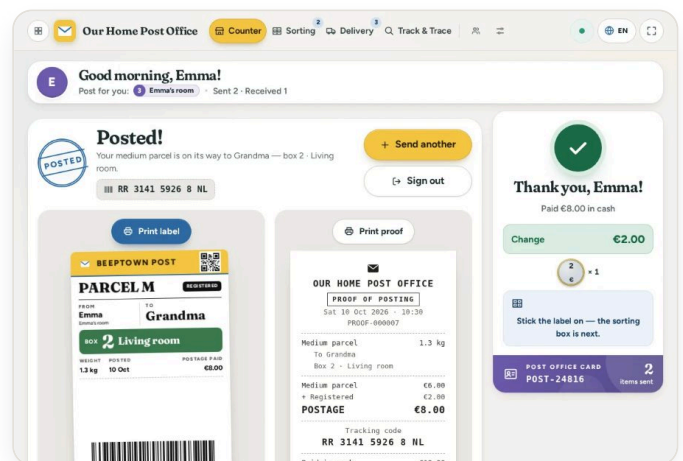
In **Customers**, make a post office card for each child, with a name, the room they live in and a photo if you like. A library card works here too.

## 6 Print the starter pack

In **Settings**: the signs for **Counter**, **Sorting** and **Delivery**, and for each room a sign for its sorting box and one for its door. Print at actual size (100%).

## 7 Set up the post office

The screen and the scale on a table are the counter, the sorting boxes with their signs next to it, and the door signs go on the doors. Scan a station sign and the screen becomes that station.



A label with a real barcode and the number of the sorting box.

# The first game

**Who does what?** One child works at the counter and then becomes the postman; the others send each other post. Every station runs on one device: carry it through the house.

## 1 Scan your post office card

At the counter, the post office says hello. A card it doesn't know yet? Then it asks once whose card it is.

## 2 Weigh and address

Letter or parcel? Put it on the scale, type the weight and choose who it is for. Registered or express? Add it.

## 3 Pay and print the label

Pay the postage with play money or the card. Print the label, stick it on and keep the proof of posting. Your own stamp on it? Tap

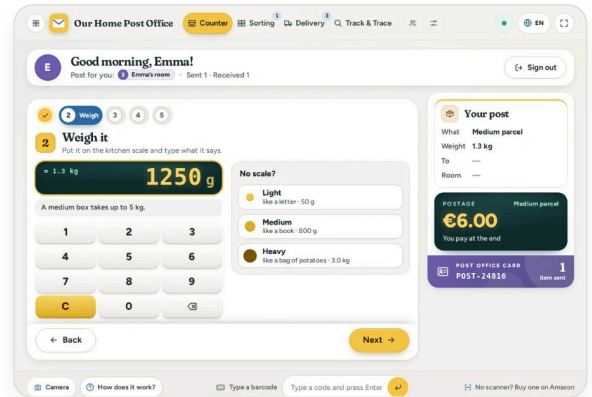
**I have a stamp**.

## 4 Sorting

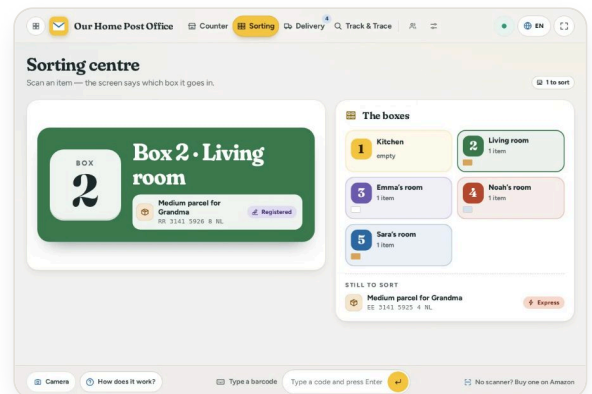
At **Sorting**, scan each item: the screen says which box it goes in.

## 5 Delivering

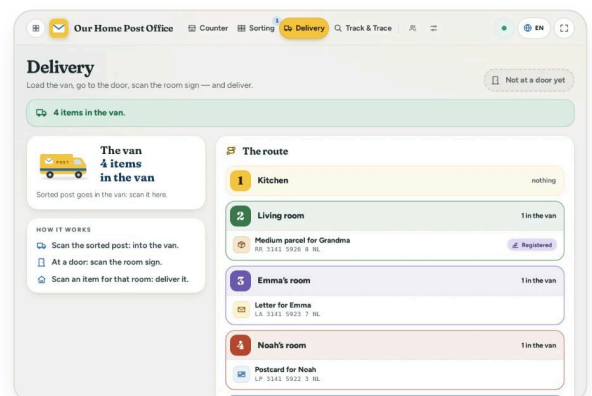
Load the van at **Delivery**, walk to a door and scan its sign. Scan the post for that room and tap **Delivered**. Registered? Then someone signs for it.



At the counter: weighing on the kitchen scale.



Sorting: the screen says which box it goes in.



Out with the van: delivering room by room.

*Real screenshots, with example data.*



Tap **How does it work?** at the bottom of the screen together: a short tour shows everything, on the real screen.

# Ideas for playing



## Post for Grandma

Send a drawing to Grandma's or Grandpa's room. Who follows the parcel on **Track & Trace**?



## Nobody home?

Tap **Nobody home** and print a card for the door. The post can be collected at the counter.



## Your own stamps

In the **Stamp studio**, design a sheet of twelve stamps. Stick them on!

## Something not working?

### The scanner does nothing

First tap or click once in the app's window: the scanner types wherever the cursor is. **Settings** → **Test your scanner** shows what arrives, and whether the scanner sends an Enter after each code.

### Odd characters or numbers

Set the scanner to the same keyboard layout as your computer. Its manual explains how, usually with a barcode to scan.

### The camera won't start

Allow the browser to use the camera, and close other apps that use it. Hold the code still inside the frame, in good light. Typing always works: the numbers are under every barcode.

### No email?

After a few minutes, look in your spam folder. A link and a code work once, for 15 minutes; otherwise ask for a new one.

## Good to know

### Try it free, pay once

With a free account you play with 1 customer and 3 items of post; a delivery that has started can always be finished. Want more? This play world costs €17.99, all four together €39. You pay once: no subscription, no ads.

### Everything stays at home

Names, photos and everything your children play stay in the browser on this device: we never receive them. A backup (**Settings** → **Export backup**) also moves everything to another device.

### Playing safely

Hand scanners use laser or LED light: never point one at anyone's eyes. Play together, especially with young children.

## Need help?

In the app, **How does it work?** shows everything again. A question, an idea, or something not working? Email **hello@beeptown.app** or use the form on beeptown.app. We read every message ourselves.



Scan to start playing  
**beeptown.app/postoffice**

Beeptown is a trade name of General Software B.V., De Molen 65, Houten, the Netherlands.