Cheat Sheet for Using Postage Machine

Basic Use

1. Press blue button to "wake-up" machine.
2. Select type of postage you wish to send (see "Postage Type Selection" below).
3. Weigh envelope/package, if necessary (run all envelopes of same weight together).
4. Insert into machine

Postage Type Selection

1. If what you are sending is one of the three buttons on the lower left side of the screen (congrats!), press it and weigh item.
2. If what you are sending IS NOT one of those buttons, press the button on the screen labeled Product. This will walk you right through the steps of sending something odd. Is it First Class? Priority? International? ...etc..
   -Then select: Do I need this registered? Certified? Scroll down the list to find what you need.
3. When the selection process is done, weigh the item.

A word to the wise: if the item is OVER 13 ounces, it cannot be sent First Class. It must be sent as a "higher level" of postage -which in most cases will be Priority Retail. The machine will tell you it is too heavy to send First Class (...what is going on? I though this thing has a 5lb. scale!).

<u>Trouble Shooting</u>
It won't work. Panic!
...Stay calm. It'll be ok! I promise.

- The screen says "Letter Feed Error":

-Locate the black bar on the underside of the machine. Press it upwards and slide the bottom tray out towards you. Pull out and replace tray.

  - Press "OK" on the screen, and carry on.

- The screen says "Low on Postage":

-If your machine is already plugged into your network via ethernet, just press Menu-> Download Postage-> Type in the desired amount-> Press ok, and allow to load.

IF YOUR MACHINE IS NOT always plugged into the ethernet:
-Hold in the blue button to turn off
-Plug ethernet cable into wall, and into the machine
-Hold in blue button to turn on
-Press Menu-> Download Postage-> Type in amount to download-> Press OK-> Press Yes
-Allow to load
-Unplug ethernet cable, and you're good to go.

- The screen is Gray with an Error Code, or something else weird is happening:

-Call your service rep at 609-214-6000. My name is Caitlin (the author of this lovely cheat sheet) and I will solve your problem.