

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, flush to back wall.

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 (England is listed as the UK, FYI)? ...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 is Priority Retail. The machine will tell you it is too heavy (...what is going on? I though this thing has a 5lb. scale!)

Printing a Label

- To print a label, press Label → then select # of (same) labels needed, if more than one → press Start.
- Do not “over-pack” the label feeder, and be sure labels are firmly pressed down to ensure they're in properly.

Trouble Shooting

It won't work. Don't 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 it out, feel underside of machine for jammed label, and replace tray.
 - Press “OK” on the screen, and carry on.
 - The screen says “Low on Postage”:
 - Press Menu → Download Postage → Type in amount to download (round numbers: ie \$120 or \$130, not \$125) → Press OK → Press Yes
 - Allow to load
 - Print receipt if you desire. The machine only holds the most recent download into its memory

IF YOUR MACHINE IS NOT always plugged into the ethernet, hold down **blue button** to turn machine off, plug in ethernet cable, hold **blue button** down for a second to turn machine back on, then follow the above steps.

- 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.