Postage Machine Cheat Sheet

Basic Use:

1. Press BLUE button to wake machine up.
2. Select Account (if accounts activated)
3. SELECT the type of postage you would like to use
4. SELECT whether or not you want to use the SEALER (blue light = on)
5. A. Weigh if necessary
   B. LOAD envelopes
   - DO NOT load envelopes until steps 1-4 are complete!

Selecting Your Postage:

- Presets can be found on the home screen. Letter, Large Flat (up to 13oz.), and postcard can be found here. Under the "+" on the home screen, Letter/Flat Certified RR, Letter/Flat Certified, etc. can be found.
- If you are sending something that is NOT a preset, it can be found under the "Product" key.

Notes on Postage:
- As a general rule, the most economical option for sending anything over 13oz. is a "Priority Flat Rate" envelope or box.
- Guaranteed 2-3 day delivery, free tracking (use tracking label)
- If something over 13oz. is in a NON-FLAT RATE envelope/box, it must be sent as "retail" (product->priority-> retail-> type in first 3 digits of destination zip code-> choose services).

Thick Mail Pieces:

Run a Label

1. After selecting the postage and weighing, press the button on the home screen labeled **Label/Feeder**.
2. Press **Label**.
3. If you wish to print multiples of the same label, do so by pressing the **number**, **typing in** however many you need, and press **Ok**.
4. Press **Start**.

Trouble Shooting:

- **The screen says "Letter Feed Error":**

-It's jammed. To fix this, first **press the large white button** on the front side of the feeder. It will pop up. Gently remove envelope. Press unit down until it clicks.

-If the jam is not there, locate the **black bar** on the underside of the main part of the machine. **Press it upwards** and slide the bottom tray out towards you. If item does not fall out, feel along underside of this area. You will feel a **rubber track** (possibly stuck there). To the furthest left of the rubber track, there is a gap. Most likely, there is a label stuck in this gap. Pull out and replace tray.

   - **Press "OK" on the screen, and continue**

- **The screen says "Low on Postage":**

-You will see three options: Load Postage, Change, and Ignore. **At all times, press Ignore**, and continue (but please inform Jan/Janna)

- **The screen is Gray with an Error Code, or some other error occurs:**

-**Call your service rep**, Caitlin, at 609-214-6000.