

POSTAGE MACHINE INSTRUCTIONS

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Set up Mailing Account

1. Type the password: xxxx using the number keypad.
2. Press the Enter button.
3. Press the button next to the mailing account you want (i.e. "Membership," "HPOY Gala," etc.). Use the downward arrow button to scroll down until you find the desired account if you don't see it on the screen.
4. Once you select the mailing account, you should be back at the main screen.

Turn on Envelope Sealer

5. You will see "Sealer off" in the bottom-left corner of the screen.
6. Go on to step 9 if your envelope is already sealed.
7. Push the "Seal" button on the keypad, if your envelope is NOT sealed. You will be prompted to select "Sealer on" to turn the envelope sealer on.
8. When you return to the main screen, you should see "Sealer on" in the bottom-left corner.

Start Postage

9. Place the envelope on top of the scale. The postage cost should automatically appear on the screen once the machine calculates the weight.
10. Place the envelope below the hatch for postage. (Note: The machine operates left to right, so the finished product will come out at the right end.)
11. Adjust the sliding handle (located just to the left of hatch) to the size of the envelope, so it can slide under the hatch easily.
12. Press the Start button once the envelope is in place. The envelope will slide under the hatch automatically to receive postage.

IMPORTANT !!!

- **If you have MULTIPLE envelopes to receive postage, start at step 9 to weigh each one** before repeating the process. If some envelopes weigh more than others, their postage cost will increase.
- **If you know that your envelopes weigh the same, you only need to weigh the first one in step 9. In step 10, you can put all envelopes of equal weight in a stack under the hatch** instead of doing one at a time. The machine will separate them automatically for individual postage. (Note: Make sure the stack fits neatly under the hatch, so the machine doesn't jam. You may need to do a few smaller stacks at a time.)

Happy Mailing!