

A QUICK GUIDE TO USING THE COMMUNITY BASE FRANKING MACHINE

TO LOG INTO YOUR ACCOUNT

- a. if the screen is blank press the **POWER button** (on the far left) to make the screen state *Meter Locked - Enter Lock Code* (if the screen is not blank press the **POWER button** and the **left hand button** indicating *sleep mode* to make the screen blank first)
- b. use the **numeric keypad on the right** to enter your *4 digit password*
- c. press the black **ENTER button** so the screen states *Key in Postage* and your group's name

TO FRANK MAIL ONCE LOGGED INTO YOUR ACCOUNT

1. place your postal item on the franking machine's scales
2. press the **top left hand button** indicating *Royal Mail*
3. press a **left hand button** indicating *1st Class* or *2nd Class* or scroll down for other options
4. press a **left hand button** indicating the type of postal item - *Letter, Large Letter* or *Packet*
5. when asked about *Recorded Delivery* press the black **ENTER button** below the number pad (unless you want to send an item by *Recorded Delivery* in which case you should press the **left hand button** indicating *Recorder Delivery* then press the black **ENTER button**)
6. check that all details on the screen are correct
7. feed the letter or label to be franked into the franking machine from the left
8. if your next postal item is a different weight, size or class place the new postal item on the franking machine's scales, select the **left hand button** indicating *Class* and carry out steps 2-7 above

TO LOG OUT OF YOUR ACCOUNT

- a. press the **POWER button** (on the far left)
- b. press the **left hand button** indicating *sleep mode*

TO WORK OUT WHETHER A POSTAL ITEM IS A LETTER, LARGE LETTER OR PACKET use the *Letter Size Guide* next to the franking machine

TO FRANK A POSTAL ITEM WEIGHING OVER 2.5KG

do not use the franking machine's scales. After logging in you should weigh, and calculate the correct postage for, the item yourself, enter the correct postage value manually using the **number pad** and press the black **ENTER button**

TO REMOVE A JAMMED ITEM

rotate the knob at the front clockwise to drop down the support tray