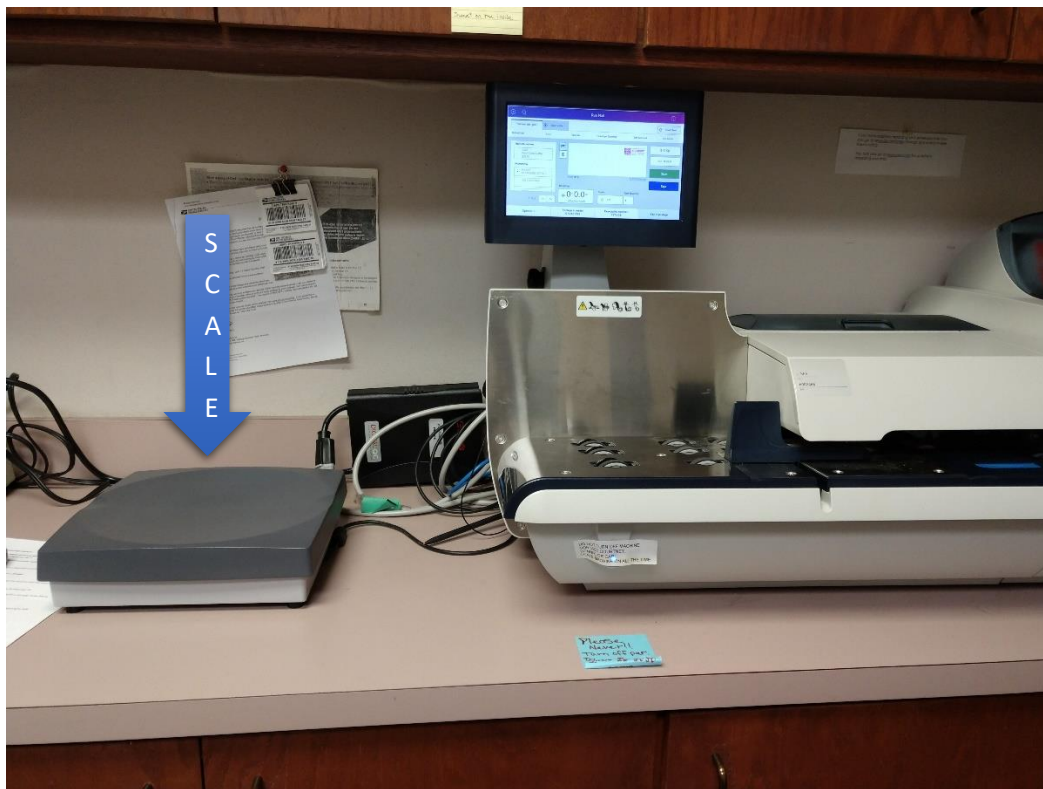


Send Mail Using the Postage Machine

Any school or department can use the Central Office Postage Machine to send mail. Check with your campus/department Administrative Assistant, (Admin), before heading to Central Office, (CO), with your mail. They should be able to give you your department's login information. If they do not have it, the Admin can contact Courtney Dorn, the CO Receptionist to get the login information. If your school/department does not have an account on the CO Postage Machine, contact Cari Horn, Superintendent Executive Assistant.

The District Pitney Bowes Machine is located in the CO Mail Room, 1812 Welsh Ave.



Logging in and out of the system

1. On the right hand side of the screen tap the **! Account Required** box with the attached pen.
2. Opens the Select Account screen. Either scroll through the listings with the down elevator button, "V", or use the Search function at the bottom left. Tap the department or school.
3. Opens the Account password screen. Enter the password and tap OK
4. Takes you back to the Run Mail Screen and is ready to process.


*****After mail has been run make sure to tap the *Start Over* button on the top right-hand corner of the screen. This logs out the account and the machine is now ready for the next user.*****

Running Mail

The machine defaults to First Class Letter when an account is logged in. Sort the mail by envelope size (prices are subject to change but the PB machine is kept current)

- Letters Metered 1 oz – 50¢ (Approximately 5 pages in an envelope.) IF THERE IS ANY DOUBT, put it aside and weigh it on the scale attached. It is better to pay 15¢ than to have the letter returned for insufficient postage.
 - Letters additional ounces – 15¢
 - Postcards – 35¢
 - Large Envelopes – \$1 minimum, increases by weight
 - Certified Mail – \$3.55
 - Return Receipt – \$2.85


Run Letters 1 oz and Under

1. Single #10 envelopes - slant the stack slightly so the bottom envelope feeds first. All envelopes in a single stack should be the same size.
2. Place the stack of mail on the feed deck. Place the envelopes with the flaps down and against the rear wall
3. Sealer – The default for the Sealer is Off. If the envelopes are to be sealed, tap the Sealer Off button, (lower mid screen, below the envelope picture) and change the setting.
4. Make sure the envelopes are pushed far enough so that they cover the feed sensor located on the feed deck near the rear wall
5. Adjust the slide guide so it is close to, but not touching the bottom edge of the envelope stack
6. Tap 


Run Letters over 1 oz

Place each envelope, individually, on the scale. The cost of Postage on the meter will change with the weight of the envelope. Run it through the meter. Weigh the next, and so on, and so on.

Postcards

1. Tap in the Mail Information box on the left-hand side, (default is First Class)
2. Use the down elevator button “V” to scroll down and select Postcard from the listing
3. Stack the cards in the feeder, as above
4. Tap 

Large Envelopes

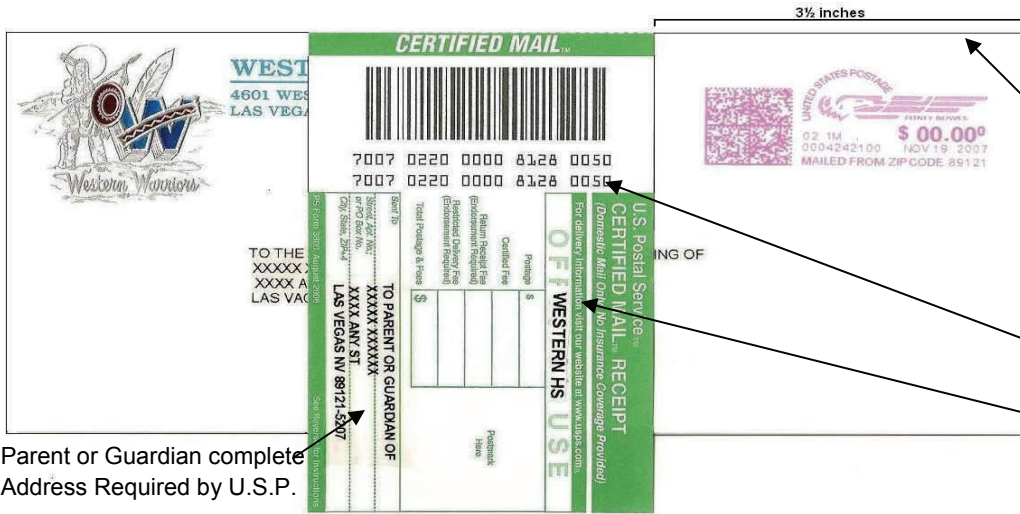
1. Place the large envelope on the scale. The **Mail information** may change automatically to Large Envelope.
 - a. If it does not, tap in the **Mail Information** box and select Large Envelope. The price will automatically change with the correct amount for the weight of the envelope.
2. Click the  button on the right-hand side. The tape is printed and deposited in the small tray to the far right of the machine.
3. Apply the tape to the envelope

Certified Mail

For how to prep the envelope for Certified Mail-How to Prepare.pdf in CSISD > Business Services > Training or scroll down.

1. Place the envelope on the scale.
2. Tap in the **Mail Information** box Letter should be selected
3. Tap Certified in the **Extra Services** section
4. Tap Return Receipt in the **Extra Services** section
5. Tap OK
4. Tap the **Tape** button on the right-hand side. The tape is printed and deposited in the small tray to the far right of the machine.
5. Apply the tape to the envelope. Making sure to not cover up the Certified Mail barcode or number.

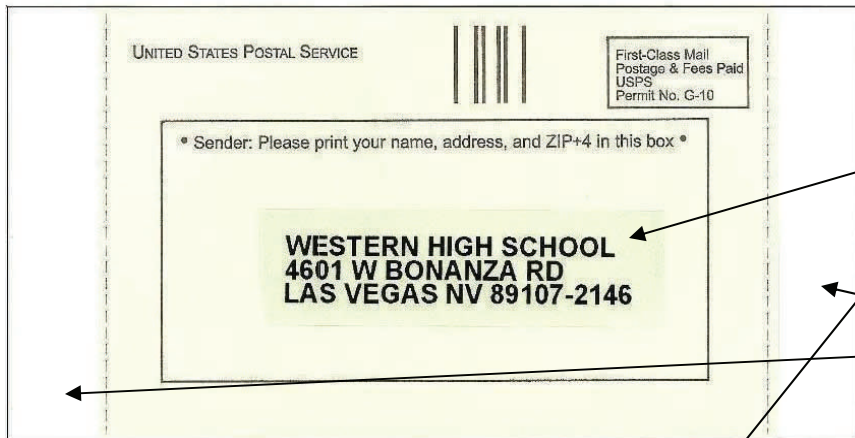
CERTIFIED MAIL INSTRUCTION



Parent or Guardian complete
Address Required by U.S.P.

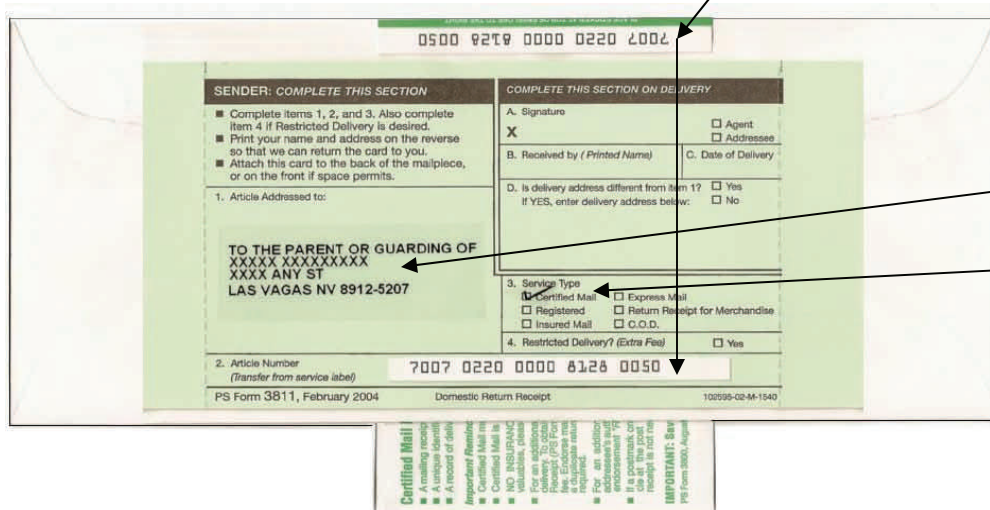
CERTIFIED MAIL FORM PS 3800 (Green and white)

1. Place the Certified Form leaving 3 1/2 inches from the top right corner to center required space needed for postage imprint.
2. Portions of the return address may be covered up.
3. Peel the adhesive attach to envelope per instruction above.
4. Certified Number.
5. **VERY IMPORTANT WRITE IN YOUR SCHOOL or DEPARTMENT NAME INSIDE THE BOX OFFICIAL USE NO INITIALS.**
6. Peel the thin white strip off the Certified Form number then Affix to Return Receipt front side in Box 2 - Article Number.



RETURN RECEIPT PS FORM 3811 BACKSIDE

1. Address the back side with your return address.
2. Two Adhesive strips.



RETURN RECEIPT FRONT SIDE

1. Box 1 - Article Address- Complete address To The Parent or Guardian of.
2. Box 3 - Check **CERTIFIED MAIL** only. **DO NOT CHECK- Return receipt for Merchandise.**
3. Attach Return Receipt to envelope by peeling off the 2 adhesive Strips on the backside shown in Step 2 with front side facing.