 DEPARTMENT OF CORRECTIONS

MONTANA WOMEN’S PRISON

OPERATIONAL PROCEDURE

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| Procedure No.: MWP 5.4.1c | Subject: **POSTAL METER OPERATION** |
| Reference:  | Page 1 of 3  |
| Effective Date: 1 February 2007 | Revision Date: 5/14/2007, 05/22 /2013 |
| Signature: //s// Deputy Warden Bob Paul  |

1. **PURPOSE**

To ensure accurate and successful operation of the Neopost postage meter.

1. **DEFINITIONS**
2. **PROCEDURES**
3. **Log In**
	1. Press the <USER> soft key located just under the word User on the display panel. (There are four soft keys and they are located just under the display panel.
	2. Scroll up or down using the soft keys (they are just under the arrow keys on the display screen) until your department is highlighted.
	3. Select the <OK> soft key located just under the display panel.
	4. Using the numeric key pad enter your 4 digit pin number. (The code for Security Staff is 5805, please see the Administrative Officer for all other department codes).
	5. The display screen should now show the amount of the postage $0.00, the date, the department, the mode, and imprint features. Do not change the mode or imprint features since any changes will apply to ALL users’ mode and imprint features.
4. **Weigh Item**
	1. To insure the correct postage is placed on the letter/package, weigh the item.
	2. Press the <SCALE FUNCTION> key.
	3. Place the item on the Scale. The machine will process weight/rate up to 70 pound packages.
	4. For items weighing less than one pound the display will automatically process the postage calculation. The display will show only the Rate and Service.
5. **Rate** - shows the type of mailing service selected. Normally this should show First Class Single mail. If it does not, press <MODIFY> and then use the scroll up or down keys to select First Class Single Mail for postcards, standard envelopes, large manila envelopes, and packages (if the scale weight exceeds 13 oz the meter will *automatically* change the display to read Priority mail service.) Only packages being mailed on the offender’s behalf would show Parcel Post Inter/Intra (this also takes longer to reach its destination). Once highlighted, press the <SELECT> button. DO NOT USE ANY OTHER SERVICE since all other services requires specific knowledge of postal codes to meet USPS dimension/weight requirements. Changing to another service may result in additional postage expenses not necessary for the letter/package being sent.
6. **Format** – shows the type of mail, either letter or parcel.
7. Letter – Standard size envelopes (meter *automatically* changes to Flat if weight exceeds 3.5 ounces)
8. length 5 to 11.5 inches
9. height 3.5 to 6.125 inches
10. thickness .007 to .25 ( ¼ ) inches
11. Flat – Larger manila envelopes (meter *automatically* changes to Parcel if weight exceeds 13 ounces and ask for a zip or postal code)
	* 1. length 11.5 to 15 inches
		2. height 6.125 to 12 inches
		3. thickness .25 ( ¼ ) to .75 ( ¾ ) inches
12. Parcel – Any package up to 70 pounds Packages weighing 13 ounces or less go first class mail. Over 13 ounces are rounded up to the nearest pound weight and would go priority mail. The postage meter *automatically* changes to reflect this after you have entered the zip or postage code the package is being mailed to.
13. Card – Post cards
	* 1. length 5 to 6 inches
		2. height 3.5 to 4.25 inches
		3. thickness .007 to .016 inch
14. **Service** – shows the type of special mailing service selected. Normally this should showNone.The service feature is used when a special mailing service is needed such as certified, return receipt, and insurance (see administrative staff for assistance with this feature)**.**
	1. For items over (13 ounces) one pound up to seventy pounds you will need to enter the first three digits of the zip code the item is being sent to. If the item you are sending out costs over $5 you will be queried to accept the cost. This has been set to insure you are not placing excessive postage on an envelope or package.
15. **Rate** – same as above. Normally will show First Class Single or Priority mail.
16. **Destination/Zone** – shows the first three numbers of the zip code the item is being mailed to and the zone that the item falls in. All mail sent in the State of MT will be in zone 1, 2, or 3. Only out of state mail will be in zones 4-7.
17. **Service –** same as above. Normally will show “None”**.**
	1. The **soft keys** located under the display will allow you to <ACCEPT> what is in the display, SCROLL up or down, and <MODIFY> the item which is highlighted in the display.
18. **Log Off**
	1. You must press the <LOCK> function key to log off the postage machine.
19. **Notes**
	1. High Value – there is a $5.00 limit set to ensure excess postage is not being applied. If the item that has been weighed displays an amount greater that $5.00 you need to press <OK>.
	2. If you enter a department pin incorrectly more than a six times it will lock out that department. If your department has an L after it when you are selecting your department the access is locked.
	3. If you are experiencing difficulties in using the postage meter or if your department has been locked out, see the Administrative Assistant.
20. **CLOSING**

Any Questions regarding this procedure should be directed to the Administrative Assistant.

1. **ATTACHMENTS**

**None**