

VM3COP29.04 – Goods Out - Franking Machine

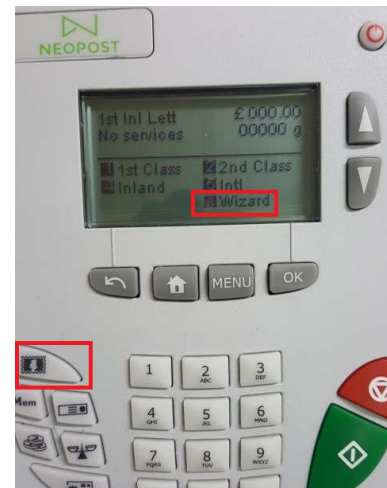
Contents	Page Number
To Begin	2
Franking Packages – UK Recorded Delivery	2
Franking Packages – Overseas	4
Franking Letters	7
UK Post	7
Overseas Post	8
Low Funds	11
To Finish	11
Royal Mail Delivery Books	12
Royal Mail Franking Bags	13
Royal Mail Collection Bag	13

To Begin

Turn the machine on by pressing the red power button located at the top right of the franking machine. Wait for the screen to turn on.



1. Place the parcel or letter on the scale located at the top of the franking machine. Press the stamp button, press number 8 – 'Wizard'.



Use the up, down arrows and 'OK' button to navigate through the lists.



Franking Packages – UK Recorded Delivery

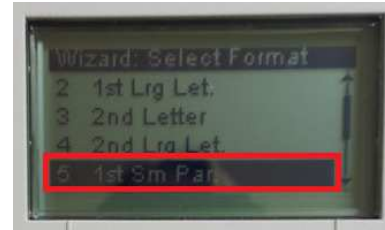
2. Select number 4 – 'RM Signed For' and press 'OK'.



3. Select 'Inland' and press the 'OK' button.



4. Use the down arrow to select number 5 '1st Sm Par.' and press 'OK'.



5. Press the large, green button to start the printer.



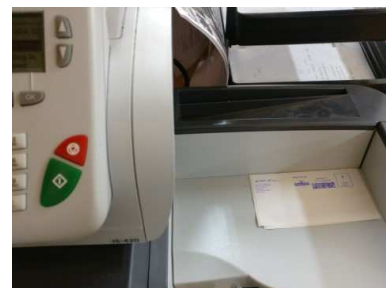
6. If the value is high, you may be presented with a warning asking if you would like to proceed, press the 'OK' button.



7. Insert a franking label in to the left of the machine.



8. The franking machine will print the correct postage on it. The label can then be attached to the package as per VM3COP20.58.



Note: Franking labels are located in a small yellow ducket to the left of the franking machine.



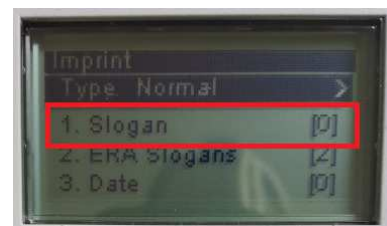
Franking Packages – Overseas

Note: All AirMail must have the AirMail logo on the franking label.

2. Press the settings button at the bottom left of the keypad.



3. Select option 1, 'Slogan' and press the OK' button.



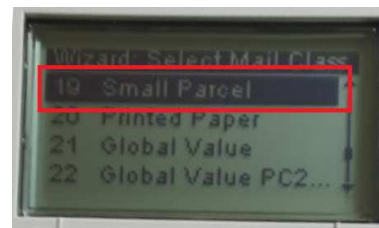
4. Select option 1, 'AIRMAIL' and press the OK' button.



5. Press the back button to return to the main screen.



6. Select number 19 – ‘Small Parcel’.



7. Dependant on the delivery address, select ‘Europe EU’, ‘Europe non-EU’, ‘RoW Z1’ or ‘RoW Z2’ and press ‘OK’.



If uncertain of which to select, see the list pinned to the notice board to the left of the franking machine.

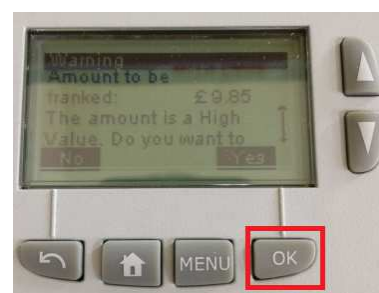


8. Use the arrows to navigate to the correct service as per the order paperwork and press ‘OK’.

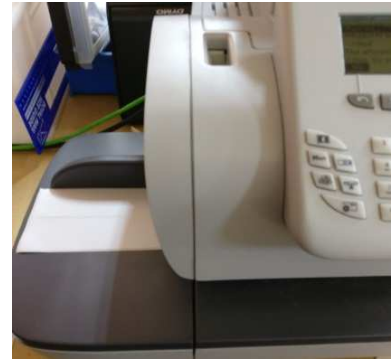
Invoice Address		Delivery Address		Account No. 10007603	
Prime Lanka Associate		Prime Lanka Associate		Invoice No. IN148714	
S.J. Weeraman, No 57/8		S.J. Weeraman, No 57/8		Delivery Date 09/01/17	
P.B Alwis Perera Mawatha		P.B Alwis Perera Mawatha		Tax Point 09/01/17	
Katubedda Moratuwa		Katubedda Moratuwa		Customer Ref. 06/01/178W	
Sri Lanka		Sri Lanka		All values are in U S DOLLARS	
10400		10400			
EEC VAT					
TEL.					

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	Total \$	VAT
0110429	Oxygen sensor, MAX-250E S/N BH01399020-21 BH01399027-29 Tariff 9019200000	5	69.00	345.00	E
BC	PayPal Charges	1	21.89	21.89	E
TNS	Insurance	1	3.45	3.45	E
PP	International Signed	1	16.35	16.35	E

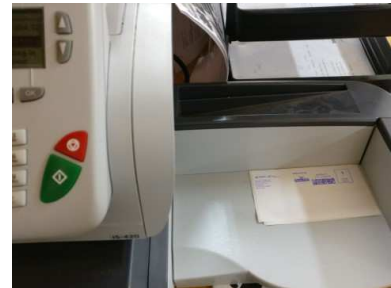
9. If the value is high, you may be presented with a warning asking if you would like to proceed, press the ‘OK’ button.



10. Insert a franking label in to the left of the machine.



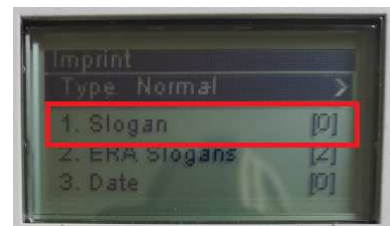
11. The franking machine will print the correct postage on it. The label can then be attached to the package as per VM3COP20.58.



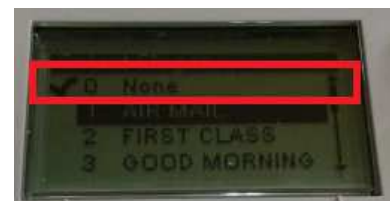
12. The AirMail logo MUST be removed when overseas franking has been completed. To do this, press the settings button at the bottom left of the keypad.



13. Select option 1, 'Slogan' and press the OK' button.



14. Select option 0, 'None' and press the OK' button.



15. Press the back button to return to the main screen.



If for any reason, the 'AIRMAIL' slogan has been missed or forgotten, affix an airmail sticker to the top of the envelope. These are located next to the back orders trays on the main Goods Out bench.



Franking Letters

Duckets are provided on the Goods Out shelf for post, they are designated '1st Class Post', '2nd Class Post', 'Airmail Post' and 'Humanmed Post Out'. For Humanmed franking, see VM3COP20.62.



UK Post

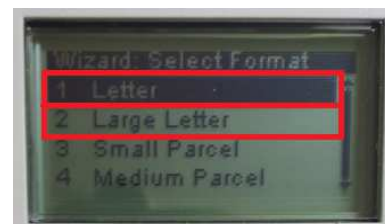
2. Select number 1 for, 1st Class or 3 for, '2nd Class' and press the 'OK' button.



3. Select 'Inland' and press the 'OK' button.



4. Select number 1 or 2 depending on the size of the letter.



Use the plastic, blue, size guide located next to the franking machine if unsure.



5. The price will be displayed, press 'OK' to continue.



6. Insert the envelope(s) one at a time and the machine will print the correct postage on it.



Overseas Post

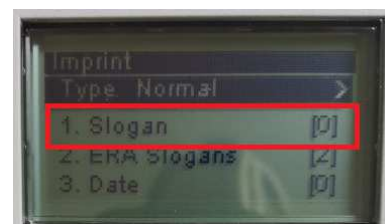
Note: All AirMail must have the AirMail logo on the envelope.



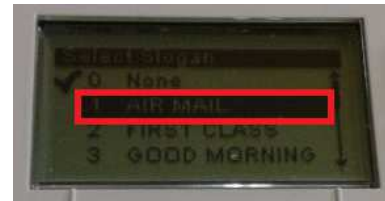
2. Press the settings button at the bottom left of the keypad.



3. Select option 1, 'Slogan' and press the OK' button.



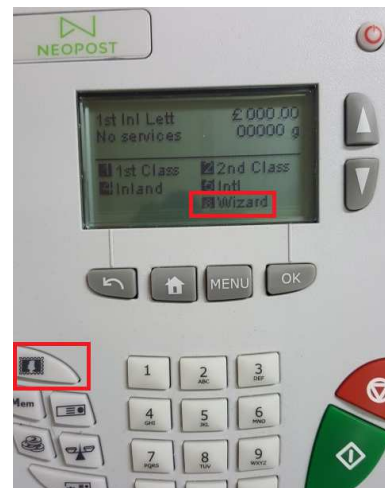
4. Select option 1, 'AIRMAIL' and press the 'OK' button.



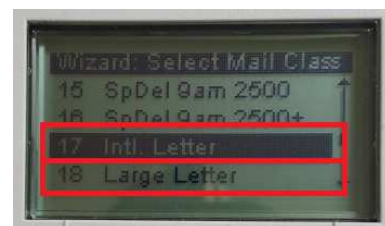
5. Press the back button to return to the main screen.



6. Place letter on the scale located at the top of the franking machine. Press the stamp button, press number 8 – 'Wizard'.



7. Select number 17 or 18 depending on the size of the letter.



Use the plastic, blue, size guide located next to the franking machine if unsure.



8. Dependant on the delivery address, select, 'Europe EU', Europe non-EU', 'RoW Z1' or 'RoW Z2' and press the 'OK' button.



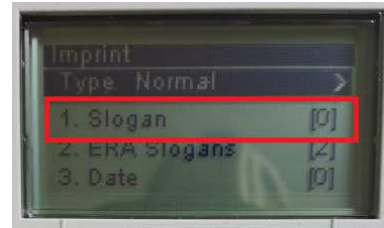
Country	Capital	Language	Religion
Albania	Tirana	Albanian	Islam
Andorra	Andorra la Vella	Catalan	Catholicism
Austria	Vienna	German	Catholicism
Belgium	Brussels	Dutch, French, German	Catholicism
Bulgaria	Sofia	Bulgarian	Orthodox
Croatia	Zagreb	Croatian	Catholicism
Czech Republic	Prague	Czech	Catholicism
Denmark	Copenhagen	Danish	Lutheranism
Estonia	Tallinn	Estonian	Lutheranism
Finland	Helsinki	Finnish, Swedish	Lutheranism
France	Paris	French	Catholicism
Germany	Berlin	German	Catholicism, Protestantism
Greece	Athens	Greek	Orthodox
Hungary	Budapest	Hungarian	Catholicism
Iceland	Reykjavik	Icelandic	Lutheranism
Ireland	Dublin	Irish, English	Catholicism
Italy	Rome	Italian	Catholicism
Latvia	Riga	Latvian	Lutheranism
Lithuania	Vilnius	Lithuanian	Catholicism
Malta	Valletta	Maltese	Catholicism
Netherlands	Amsterdam	Dutch, English	Protestantism, Catholicism
Norway	Oslo	Norwegian	Lutheranism
Poland	Warsaw	Polish	Catholicism
Portugal	Lisbon	Portuguese	Catholicism
Romania	Bucharest	Romanian	Orthodox
Slovakia	Bratislava	Slovak	Catholicism
Slovenia	Ljubljana	Slovene	Catholicism
Spain	Madrid	Spanish	Catholicism
Sweden	Stockholm	Swedish	Lutheranism
Switzerland	Bern	German, French, Italian, Romansh	Catholicism, Protestantism
Turkey	Ankara	Turkish	Islam
Ukraine	Kyiv	Ukrainian	Orthodox
United Kingdom	London	English, Welsh, Scottish Gaelic, Irish Gaelic	Catholicism, Protestantism, Other
Yugoslavia	Belgrade	Serbian, Croatian, Bosnian, Montenegrin	Orthodox, Catholicism, Islam

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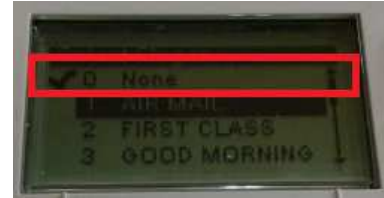
- Air Mail / Par Avion
- Southern Air
- UK
YY-11-XX
C/O - HONGKONG
HONG KONG AIR MAIL
- A
Weight
1kg.
- Arsabon Distribution (Pty) LTD
Unit 12 Imperial Business Park
16 Ventura Crescent
Morningside, Durban
Gauteng, South Africa
0137
REC VAT
TEL +27 86100 0743

-

12. Select option 1, 'Slogan' and press the OK' button.



13. Select option 0, 'None' and press the OK' button.



14. Press the back button to return to the main screen.



If for any reason, the 'AIRMAIL' slogan has been missed or forgotten, affix an airmail sticker to the top of the envelope. These are located next to the back orders trays on the main Goods Out bench.



Low Funds

When the franking machine shows this message advising that the funds are low, additional credit needs to be added. See VM3COP29.05 to complete this.

To Finish

When franking is complete, press the large red button to stop the printer, then press the power button to turn off the franking machine.



Royal Mail Delivery Books

Red book - For packages shipping to the UK via the Recorded Delivery service.

Use a new page per day.



If using more than one page per day, write at the top, '1/2', '2/2' etc



The hospital/company name, address and postcode should be filled in and one small tracking number label should be affixed on the right for each package being shipped.

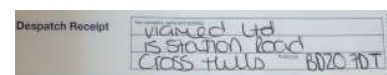


Date the bottom of every page, the Royal Mail driver should sign this when he collects.

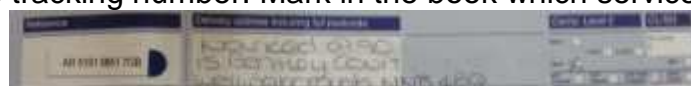


Silver book – For International Services and Special Recorded packages.

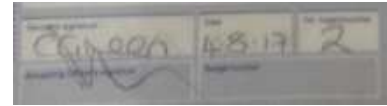
Use a new page per day; fill in Viamed address at the top of each page.



Fill in the address and affix a tracking number label; if a label is unavailable, hand write the tracking number. Mark in the book which service is being used.



Sign, date and state the number of packages shipped at the bottom of the page once per day, if the book has been used.



Note: *These should not be placed in the collection bag. Place these packages with the book on the shelf above the collection point. Inform the Royal Mail driver that there are specials when they collect the post. The driver must sign the book and take a copy of the paperwork.*

Royal Mail Franking Bags

Franked post should be placed in the correct franking bag as follows:

Red bag: 1st Class UK post
Green bag: 2nd Class UK post
White bag: Overseas post

The franking bags are located beneath the franking machine.



Royal Mail Collection Bag

All standard packages and filled franking bags need to be placed in a Royal Mail collection bag.

Collection bags are located beneath the franking machine.



The collection bag needs to be placed close to the Royal Mail Collection Point card by 4pm.

