VM3COP20.62 – Humanmed - Send Post to Humanmed

When post is received for Humanmed, it is placed in the Humanmed post tray in the office as per VM3COP20.01. It should be posted to the UK Sales Manager (unless advised otherwise) at least once per week; if a cheque is received, it should be posted immediately.

To do this, gather the post and a C4 or C5 envelope; place the post inside. There are labels in the Humanmed post tray containing the name and address of the UK Sales Manager – replace these if they are running low. Affix a label to the outside of the envelope and seal the envelope.

The envelope should then be franked with the Humanmed logo. To do this, go to the Goods Out department where the franking machine is located and follow these steps:

1. 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.
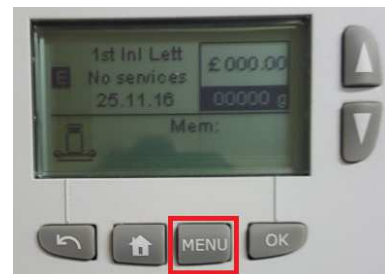
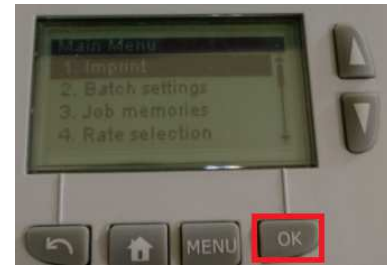2. Place the letter on the scale located at the top of the franking machine.

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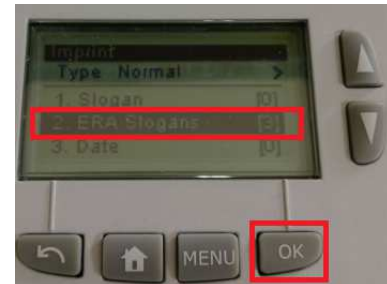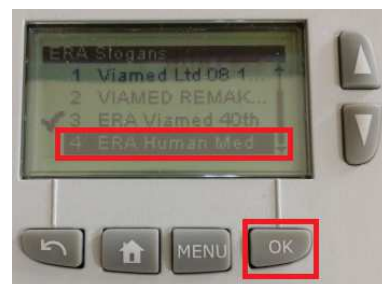
3. Press the 'MENU' button.

4. Option 1 'Imprint' should be highlighted, press the 'OK' button.

5. Navigate to option 2 'ERA Slogans' and press the 'OK' button.

6. Navigate to option 4 'ERA Human Med' and press the 'OK' button.

7. Press the back button

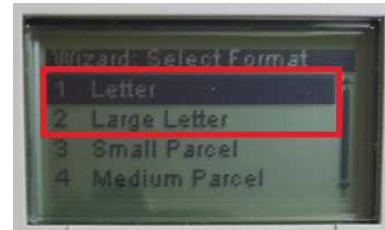8. Press the stamp button, press number 8 – 'Wizard'.

9. Select number 3 '2nd Class'.

10. Press the 'OK' button to select 'Inland'.

11. 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.

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

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

Note: *When franking is complete, press the large red button to stop the printer.*

14. Change the 'Slogan' (if used) and 'ERA Slogan' back to the original settings when Humanmed franking is complete.

15. Press the power button to turn the franking machine off.

Note: *When the franking machine displays a message saying low funds, additional credit needs to be added. See VM3COP29.05 to complete this.*