

DIRECTIONS FOR PRIORITY MAIL WITH THE OPTION OF RETURN RECEIPT

Tracking services are available when you use the Attached Scale. The following steps are based on using Priority class and the Certified service with Return Receipt.

1. Place the mail piece on the scale.
2. Select **Class** from the Mail Information list on the left side of the screen.
3. Select the class from the Class services list box, in this example, **Priority Mail Retail**. (use the shape-based template and weight to determine if an envelope or package.)
4. Select the mail piece type, in this example, **Envelope or package**.
5. You are prompted to type in the Destination ZIP.
6. Select the **Certified** service from the Extra services list on the right. As soon as you select the service, a check mark appears in front of it.
7. Select **Return Receipt** from the Extra services list is desired.
8. Select **OK** to confirm the class and service.
9. Select the **Tape** key to print a tape, select the **Start** button.
10. Remember to log off when you are done by tapping "start over" in the right-hand corner of the screen.

Class services choices: Priority Mail Retail, Priority Mail Express Retail, Package Services, International First Class, International Priority Mail, Priority Mail Express International, International Other

Extra services choices: Insurance, COD, Certified, Registered w/insurance, Registered, Tracking, Signature Confirmation, Certified Restricted Delivery

USPS GROUND ADVANTAGE

You can use USPS Ground Advantage™ service to send packages up to 70 lbs in 2-5 business days. Ground Advantage combines the services formerly known as USPS Retail Ground®, First-Class Package®, and Parcel Select Ground®.

1. Select the **Run Mail** button in the Mailing tile on the Home screen.
2. Place the package on the scale. The Weighing icon label changes to "Attached Scale" and shows the weight of the package next to it.
3. Select **Class** in the Mail Information list box on the left side of the Run Mail screen.
4. Select **Package Services**.
5. Select **Ground Advantage**. (HEAVY WEIGHT WILL BE A PACKAGE OPTION)
6. Enter the **Postal Code**.
7. Select any additional services you need from the **Extra services** list box on the right side of the screen.
8. Select **OK**.
9. Select **Tape** to print a tape with the postage amount.
10. Remember to log off when you are done by tapping "start over" in the right-hand corner of the screen.

Other extra services: Insurance, COD, Tracking, Signature Confirmation