

## Frama Information Guides:

## Franking using Cleanmail or PPI

### Cleanmail® Advance

Cleanmail® Advance is a bulk mail discount service which can be obtained through your Frama franking system on the following models:

- Matrix II Speed\*
- Matrix F4
- Matrix F6

\*please note the Mailmax II speed cannot have Cleanmail retrospectively fitted.

Cleanmail® Advance is a Royal Mail service and so registering for using Cleanmail must be done via Royal Mail. Frama will guide you where possible but the application has to be submitted directly from the organisation using the service.

A summary of the main criteria for Cleanmail:

Advanced Mail  
First Class  
AAAA-AABB-BBBB

1. Cleanmail mailings need to be a minimum of 1000 items of one class type
2. Cleanmail works through automatic recognition by the Royal Mail sorting machines of your unique licence numbers which will be printed by your franking machine for 1<sup>st</sup> or 2<sup>nd</sup> Class Cleanmail postings.
3. Cleanmail mailings need to be printed in blue ink
4. Cleanmail® Advance is only applicable for 100g small letter format mailings
5. Cleanmail® Advance gives discounts of up to 13% on top of those discounts already awarded for using a franking machine

With the Matrix series to use Cleanmail Advance for your mailing (once you have applied for the relevant license numbers from Royal Mail and had these installed in your franking machine) simply touch the tariff (posting value) from the top right hand side of your touch screen and press this to scroll through your OneTouch keys, you should eventually arrive at the Cleanmail option which will have a button for 1<sup>st</sup> and for 2<sup>nd</sup> Class. Simply select and print but please remember to install a blue ink before carrying out your Cleanmail mailing.

To learn more about Cleanmail please find a guide to Cleanmail under our 'useful information' section on [www.frama.co.uk](http://www.frama.co.uk) and also a Cleanmail application form supplied by Royal Mail as the first stage of the application process for your Cleanmail license. As always, please ask your Frama Account Manager for guidance on this service.

### PPI



PPI stands for Posted Printed Impression. PPI is a postage service provided by Royal Mail and is identifiable through a PPI logo with unique license number. With the Frama Matrix F4 and F6 you are able to produce PPI prints. This function, like Cleanmail will only be available if you have applied for the PPI license number with Royal Mail.

You can produce 1<sup>st</sup> and 2<sup>nd</sup> Class PPI prints and a PPI report is available for printing from the Frama Matrix F4 or F6 franking system which will give you the counter readings for the number of PPI items you have sent.

- To access PPI press PPI in the main menu
- Select 1<sup>st</sup> or 2<sup>nd</sup> Class PPI
- Set the counter to your requirement
- Start franking