

How to do manual prices

- Old machines – Press Mail Type, Manual Entry, Then Grid appears enter price using Grid, Confirm OK by pressing the highlighted price (top right hand corner) Then frank!
- F2 – Press Postage Price until Grid appears, Enter Price then Frank
- F4 & F6 – log in to CC1 or CC2, Press Weight button, Press the Price Display until Grid appears enter amount then press ok and Frank
- F12– Press Price 3 Times, Then Mail type at top of screen, Then Forward Arrow the select button SUR (Surcharge) Keypad appears if does not have OK select highlighted price to ok then Frank.
- F22 to F82 – On Main franking screen select the weight button then press tariff guide then FWD arrow and then should see SUR Key. Should then get the Keypad to enter price.