Name_____   **Date**_____

Rates and Services

1. What is the rate of postage that goes at First Class presort? (1)

   Answer:_____

2. How much is a regular sized 1 ounce metered letter? (1)

   Answer:_____

3. What is the most common form of Priority Mail and what does it cost? (2)

   Answer:_____

4. Price for a Priority Mail Express - flat rate begins at? (1)

   A) $18.11

   B) $5.05

   C) $19.99

   D) None of the above

5. The price of a letter going international is? (1)

   A) $1.15

   B) $3.50

   C) $1.30

   D) $11.50

6. What is the standard rate for a postcard?(1)

   A) .35

   B) .36

   C) .34

   D) .43

7. how much is the additional charge for oversized letters?(1)

   A) .69

   B) .21

   C) .34

   D) .98

8. How much extra does making an item certified cost?(1)

   A) 2.70

   B) 5.50

   C) 3.30

   D) 3.00

9. How much does a return receipt cost?(1)

   A) 3.30

   B) 2.75

   C) 2.70

   D) 3.00

10. You cannot process Priority/Priority Mail Express that go international. (1)

    (T / F)

11. What does CBP stand for? (1)

    Answer:_____

12. You can process insured mail (T / F) (1)

13. When processing certified mail what must also be done?(1)

    Answer: _____

14. When is a customs form required for international mail?(1)

    A) All international mail requires one

    B) Only when just paper is being sent

    C) When more than just paper is being sent

    D) None of the above

15. It is possible to do a return receipt without also making it certified (T / F) (1)

16. What departments can go library rate?(1)

    A) Just the Library

    B) Any department as long as their mailing a book

    C) Any department

    D) The Library and WETS

17. Priority mail packages require a label 400 (T / F) (1)

18. Media Mail is all of the following except(1)

    A) Bulk bound books

    B) Digital video cassettes

    C) Blank magazines

    D) Bound manuscripts

19. A separate transmittal slip is not required for extra services (T / F) (1)

Process

20. How many pieces are required for Presorted Mail? (1)

    Answer:_____

21. What should be with every bundle of mail when you meter it? (1)

    Answer:_____

22. Where do you put the transmittal slip after you finish running the mail? (1)

    Answer:_____

23. What information is not found on a transmittal slip? (1)

    A) Department Name

    B) PO Box number

    C) Time received

    D) Date

    E) Number of pieces mailed

    F) Mailer's signature

24. What do you do if a bundle of mail does not have a transmittal slip? (4)

    1. _____

    2. _____

    3. _____

    4. _____

25. How is the Account Book Divided?(1)

    Answer:_____

26. How many kinds of account codes are there and what are they? (2)

    Answer:_____

27. Account numbers have a space between the letter and number in the meter machine. (1)

    (T / F)

28. What tray tag is inserted into the top left corner of each tray of presorted first class mail? (1)

    A) 377

    B) 345

    C) 369

29. Marking "No Piece Count" or "Missing Acct Number" indicates what on the Meter Mail Transmittal Slip Log? (1)

    Answer:_____

30. Marking "Missing Slip" indicates there was no slip, but the code was on the letter. (1)

    (T / F)

31. Marking "Code on Letter" indicates what? (Select all that apply) (3)

    A) There was no transmittal slip

    B) There was a transmittal slip but information was missing

    C) The code was on the letter

    D) A transmittal slip needs to be made

32. If a department does not include a transmittal slip with their mail we send what to their department? (Select all that apply) (2)

    A) A pre-written letter

    B) Meter mail transmittal slip log

    C) A notice to call at window

    D) Extra transmittal slips

33. Besides medical dropping off what are the two other most common ways we get meter mail? (2)

    1. _____

    2. _____

34. The date on the transmittal slip does not need to be changed to reflect the date the mail is processed. (1)

    (T / F)

35. At the end of the day what needs to be done with the transmittal slips? (1)

    Answer:_____

36. How many letter fit in a 2' mail tray?(1)

    Answer_____

37. Which envelope is the most used at ETSU?(1)

    A) #9

    B) #6

    C) Z type

    D) #10 Business

38. What is the maximum size for a postcard?(1)

    A) 4 ½ X 6 ½

    B) 4 $^{1/18}$ X 6 ¾

    C) 3 $^{5/8}$ X 6

    D) 4 ¼ X 6

39. Can you mix Presort First Class letters with postcards?(1)

    Yes/No

40. What is the minimum postcard size?(1)

    A) 4 ¼ X 6

    B) 3 ½ X 5

    C) 4 ½ X 6 ½

    D) 3 ¼ X 6

41. When a department uses an invalid account code that's not in the meter machine account book what do you do?(1)

    A) Pick an account code that is similar to the departments

    B) Charge it to the Post Office

    C) Check with Todd or Lisa to find out the appropriate code

    D) Check with Don

42. How many postcards are required to be ran at Presort First Class?(1)

    Answer: _____

43. After a 2' tray is full and has the correct tag what needs to be done?(1)

    A) Tell Todd

    B) Place it on a cart

    C) Sleeve the tray

    D) Take it to the van

44. On a certified letter what do you do if the certified number was placed too close to the right side of the letter?(1)

    A) Run it through the machine

    B) Print a tape

    C) Take it up front for postage

    D) Stamp it

45. If a label 400 is placed on a priority package what else must also be done?(1)

    Answer_____

46. What does COD stand for?(1)

    Answer_____

47. If the return receipt card is on the back of a letter what needs to be done to the front of the letter?(1)

    Answer:_____

48. All filled out transmittal slips at the end of the day need to be round dated. (T / F)(1)

49. Express' need to be postmarked with what?(1)

    A) Round date stamp

    B) Date stamp

    C) Aviation stamp

    D) Express stamp

50. After the Priority Mail Express is stamped it must go into which bag up front?(1)

    A) Priority

    B) Express

    C) Green bag

51. Express mail can be delivered on Sunday with no extra charge. (T / F)(1)

52. Express mail can be delivered without a signature. (T / F)(1)

53. The ETSU post office provides a refund for Express' that don't reach the destination on time. (T / F)(1)

54. Expresses get scanned into the postal scanner before being placed inside the appropriate bag. (T / F)(1)

55. After completing the certified mail receipt and the return receipt what needs to be done, beside putting postage on and writing it down in the log, to the mail?(1)
    Answer:_____

56. Packages/parcels require a typed to and from label if they are to be metered. (T / F)(1)

57. If Trixie included her light bill in with her department mail do we (1)

    A) Meter it with her department mail

    B) Return it to her

    C) Give Todd the bill

    D) Pay the bill

58. After the label 400 is placed on the package and scanned what is done with the tracking number(2)

    1. _____

    2. _____

59. The maximum dimensions of a letter that can be run on meter machine 2 are (select all that apply) (3)

    A) 11 ½" long

    B) 6 $^{1/8}$" high

    C) ¼" thick

    D) At most 4 ½" long

    E) B,C, and D

60. The cost of a 2oz letter when run on meter machine 2 is (1)

   A) .70

   B) .46

   C) .69

   D) .48

61. A letter can be metered as long as it weighs 3 ½ oz and less and fits through the First-Class Mail Shape-Based Pricing Template. (T / F) (1)

Machine

62. What is the login procedure for using the meter machine? (2)

   1. _____

   2. _____

63. What does Weigh on the Way mean? (1)

   Answer:_____

64. What does it mean when you hear a bell on the meter machine? (1)

   Answer:_____

65. Which meter machine do you process parcels? (1)

   A) Meter machine 1 (Back Machine)

   B) Meter machine 2 (Front Machine)

66. When you have several pieces of mail, what setting do you set on to process faster? (1)

   Answer:_____

67. What preset do you use to seal campus mail? (1)

   Answer:_____

68. List the steps, starting at log in, involved to slow the speed of the machine (4)

   1. _____

   2. _____

   3. _____

   4. _____

69. Who do you charge seal only campus mail to? (1)

    Answer:_____

70. What are the three sealing types (3)

    1. _____

    2. _____

    3. _____

71. Explain the steps, starting at log in, on how to change the class of a mail piece: (6)

    Meter 2

    1. _____

    2. _____

    3. _____

    Meter 1

    4. _____

    5. _____

    6. _____

72. List the steps, starting at log in, for Priority Mail (6)

    1. _____

    2. _____

    3. _____

    4. _____

    5. _____

    6. _____

73. Place in order the steps to process Priority Mail Express. (4)

    ___Determine what type of express it is

    ___Account #

    ___Zip Code

    ___Process mail

74. The steps to get to "USPS Intl" are? (Place in order) (3)

___Press the black right arrow button

___Press the button next to "Class"

___Select "USPS Intl"

75. What does error code 1314 mean? (1)

A) Wetness error

B) Low ink

C) Mail jam

D) Tape jam

76. What is error code 133B? (1)

Answer _____

77. What does the blue button on the meter machines do? (1)

Answer:_____

78. Place in order the steps to process a 1st class regular flat (6)

___ Press class button

___Press Flat

___Enter the account number

___Press 1st class regular

___Process mail

___Hit enter

79. When replacing the tape in the meter machine which side is facing up? (1)

A) The yellowish white side

B) The pink side

C) The white side

D) The sticky side

80. It is possible to print multiple tapes at one time. (1) (T / F)

81. How do you fix error code 133B?(1)

    A) Ask Todd to fix it

    B) Lift the cover, pull out the EZ seal refill bottle, flip the switch inside the EZ seal refill bottle holder, then replace the EZ seal refill bottle

    C) Lift the cover, pull all blue levers, take out jammed mail, then secure all blue lever back in place

    D) Lift the cover, pull out the ink cartridge, shake the ink cartridge, replace the cartridge

82. How do you fix error code 1314?(1)

    A) Ask Todd to fix it

    B) Lift the cover, pull out the EZ seal refill bottle, flip the switch inside the EZ seal refill bottle holder, then replace the EZ seal refill bottle

    C) Lift the cover, pull all blue levers, take out jammed mail, then secure all blue levers back in place

    D) Lift the cover, pull out the ink cartridge, shake the ink cartridge, replace the cartridge

83. Which meter machine is bulk mail processed on?(1)

    A) Meter machine 1

    B) Meter machine 2

84. When running First Class Presort what must be on the letter?(1)

    A) Indicia, First Class Presort vertically, and the amount of postage

    B) Postage

    C) Indicia Only

    D) Only First Class presort

85. What is the procedure for unsealed envelopes if you have re-set the wetness and the letter is still dry?(1)

    A) Give up

    B) Lift up EZ seal refill bottle

    C) Turn off machine and let meter reset itself

    D) Pour water on the machine

86. How do you change the meter tape? (Place in order)(4)

    ___Press the tape button

    ___Get a new roll

    ___Unroll 20ft then gently roll back up

    ___Insert the tape with the white side up

87. List the steps, starting at log in, to process a certified with a return receipt after all other processes are taken care of.
    1. _____
    2. _____
    3. _____
    4. _____
    5. _____
    6. _____
    7. _____
    8. _____
    9. _____

88. List the steps, starting at log in, to process an express mail after all other processes are taken care of.
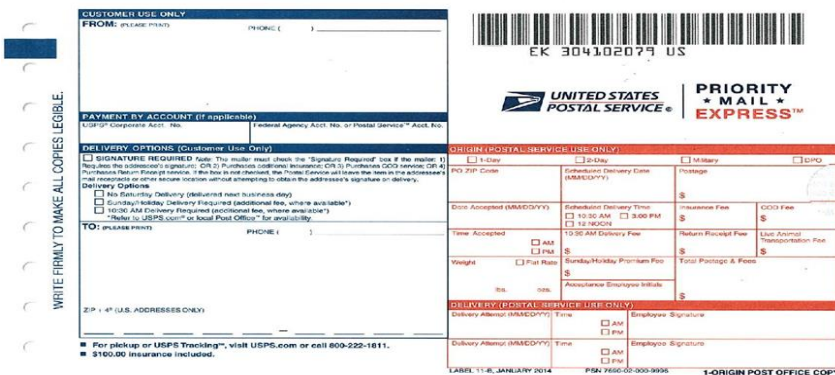   1. _____
    2. _____
    3. _____
    4. _____
    5. _____
    6. _____
    7. _____

89. Which of the following is a label 400? (1)

A)

B)

C)

D)

90. Use the following information to fill out the Certified Mail receipt, the Return Receipt card and a Priority Mail Express form. (23)

From-
Name: Captain Landfill
Street: 534 Ocean Drive
State: Tennessee
Zip Code: 37201
City: Nashville
Phone: 615-292-3758

To-
Name: Deckhand Trixie
Adress: ETSU Department of Health Sciences Box 70412 Johnson City, TN 37614-0486
Phone: 423-439-1000

Information about what's being sent-
- $0.69 2 oz letter (certified)
- No restricted delivery (certified)
- Return receipt (certified)
- certified (certified)
- Date accepted 01/14/14
- Time accepted 4:20pm
- Flat Rate envelope (express)
- PO zip code 37201

CERTIFIED MAIL 7012 3050 0001 9523 3542

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com®

OFFICIAL USE

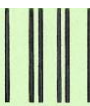|	
Postage	$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$

Postmark Here

Sent To

Street, Apt. No.; or PO Box No.

City, State, ZIP+4

PS Form 3800, August 2006   See Reverse for Instructions

7012 3050 0001 9523 3542

UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

SENDER: *COMPLETE THIS SECTION*	COMPLETE THIS SECTION ON DELIVERY

■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
■ Print your name and address on the reverse so that we can return the card to you.
■ Attach this card to the back of the mailpiece, or on the front if space permits.

A. Signature
X   ☐ Agent   ☐ Addressee

B. Received by (*Printed Name*)   C. Date of Delivery

1. Article Addressed to:

D. Is delivery address different from item 1?   ☐ Yes
   If YES, enter delivery address below: ☐ No

3. Service Type
   ☐ Certified Mail   ☐ Express Mail
   ☐ Registered   ☐ Return Receipt for Merchandise
   ☐ Insured Mail   ☐ C.O.D.

4. Restricted Delivery? *(Extra Fee)*   ☐ Yes

2. Article Number·
   (Transfer from service label)

PS Form 3811, February 2004   Domestic Return Receipt   102595-02-M-1540

Name_____   **Date**_____

Rates and Services

91. What is the rate of postage that goes at First Class presort? (1)

    Answer: 0.46

92. How much is a regular sized 1 ounce metered letter? (1)

    Answer: 0.48

93. What is the most common form of Priority Mail and what does it cost? (2)

    Answer: Flat Rate Envelope/$5.05

94. Price for a Priority Mail Express - flat rate begins at? (1)

    E) $18.11

    F) $5.05

    G) $19.99

    H) None of the above

95. The price of a letter going international is? (1)

    E) $1.15

    F) $3.50

    G) $1.30

    H) $11.50

96. What is the standard rate for a postcard?(1)

    E) .35

    F) .36

    G) .34

    H) .43

97. how much is the additional charge for oversized letters?(1)

    E) .69

    F) .21

    G) .34

    H) .98

98. How much extra does making an item certified cost?(1)

 E) 2.70

 F) 5.50

 G) 3.30

 H) 3.00

99. How much does a return receipt cost?(1)

 E) 3.30

 F) 2.75

 G) 2.70

 H) 3.00

100. You cannot process Priority/Priority Mail Express that go international. (1)

 (T / F)

101. What does CBP stand for? (1)

 Answer__Commercial Base Price_

102. You can process insured mail (T / F) (1)

103. When you are done processing certified mail what else must also be filled in?(1)

 Answer _Certified Mail Log_____

104. When is a customs form required for international mail?(1)

 E) All international mail requires one

 F) Only when just paper is being sent

 G) When more than just paper is being sent

 H) None of the above

105. It is possible to do a return receipt without also making it certified (T / F) (1)

106. What departments can go library rate?(1)

 E) Just the Library

 F) Any department as long as their mailing a book

 G) Any department

 H) The Library and WETS

107.   Priority mail packages require a label 400 (**T** / F) (1)

108.   Media Mail is all of the following except(1)

   E)   Bulk bound books

   F)   Digital video cassettes

   G)   Blank magazines

   H)   Bound manuscripts

109.   A separate transmittal slip is not required for extra services (T / **F**) (1)

Process

110.   How many pieces are required for Presorted 1st Class Mail? (1)

   Answer: 500

111.   What should be with every bundle of mail when you meter it? (1)

   Answer: Transmittal slip

112.   Where do you put the transmittal slip after you finish running the mail? (1)

   Answer: Small metal box to the right of machine

113.   What information is not found on a transmittal slip? (1)

   G)   Department Name

   H)   PO Box number

   I)   Time received

   J)   Date

   K)   Number of pieces mailed

   L)   Mailer's signature

114.   What do you do if a bundle of mail does not have a transmittal slip? (4)

   (1)   Look in the black account book and match up the return address with department name

   (2)   Complete a transmittal slip

   (3)   Fill in the transmittal slip log

   (4)   Complete the Transmittal Slip Notice and send to the department PO box

115.   How is the Account Book Divided?(1)

   Answer: It is sectioned by department and account number

116. How many kinds of account codes are there and what are they? (2)

Answer: 2 - E accounts & F accounts

117. Account numbers have a space between the letter and number in the meter machine. (1)

(T / F)

118. What tray tag is inserted into the top left corner of each tray of presorted first class mail? (1)

D) 377

E) 345

F) 369

119. Marking "No Piece Count" or "Missing Acct Number" indicates what on the Meter Mail Transmittal Slip Log? (1)

Answer__ There was a slip but info was missing

120. Marking "Missing Slip" indicates there was no slip, but the code was on the letter. (1)

(T / F)

121. Marking "Code on Letter" indicates what? (Select all that apply) (3)

E) There was no transmittal slip

F) There was a transmittal slip but information was missing

G) The code was on the letter

H) A transmittal slip needs to be made

122. If a department does not include a transmittal slip with their mail we send what to their department? (Select all that apply) (2)

E) A pre-written letter

F) Meter mail transmittal slip log

G) A notice to call at window

H) Extra transmittal slips

123. Besides medical dropping off what are the two other most common ways we get meter mail?(2)

(1) Front counter

(2) Admin runs

124. The date on the transmittal slip does not need to be changed to reflect the date the mail is processed. (1)

(T / F)

125. At the end of the day what needs to be done with the transmittal slips? (1)

Answer: The slips need to be bundled, date stamped and placed in the correct metal on top the filing cabinet 2

126. How many letter fit in a 2' mail tray?(1)

Answer: 500

127. Which envelope is the most used at ETSU?(1)

E) #9

F) #6

G) Z type

H) #10 Business

128. What is the maximum size for a postcard?(1)

E) 4 ½ X 6 ½

F) 4 $^{1/18}$ X 6 ¾

G) 3 $^{5/8}$ X 6

H) 4 ¼ X 6

129. Can you mix Presort First Class letters with postcards?(1)

Yes/No

130. What is the minimum postcard size?(1)

E) 4 ¼ X 6

F) 3 ½ X 5

G) 4 ½ X 6 ½

H) 3 ¼ X 6

131. When a department uses an invalid account code that's not in the meter machine account book what do you do?(1)

E) Pick an account code that is similar to the departments

F) Charge it to the Post Office

G) Check with Todd or Lisa to find out the appropriate code

H) Check with Don

132. How many postcards are required to be ran at Presort First Class?(1)

   Answer   500

133. After a 2' tray is full and has the correct tag what needs to be done?(1)

   E) Tell Todd

   F) Place it on a cart

   G) Sleeve the tray

   H) Take it to the van

134. On a certified letter what do you do if the certified number was placed too close to the right side of the letter?

   E) Run it through the machine

   F) Print a tape

   G) Take it up front for postage

   H) Stamp it

135. If a label 400 is placed on a priority package what else must also be done?

   Answer   Needs to be scanned into the postal scanner

136. If a label 400 is placed on a priority package what else must also be done? (1)

   Answer   Cash On Delivery

137. If the return receipt card is on the back of a letter what needs to be done to the front of the letter?

   Answer: Stamped with Return Receipt stamp

138. All filled out transmittal slips at the end of the day need to be round dated. (T / F)

139. Priority Mail Express need to be postmarked with what?

   E) Round date stamp

   F) Date stamp

   G) Aviation stamp

   H) Express stamp

140. After the Priority Mail Express is stamped it must go into which bag up front?

  D) Priority

  E) Express

  F) Green bag

141. Express mail can be delivered on Sunday with no extra charge. (T / F)

142. Express mail can be delivered without a signature. (T / F) (1)

143. The ETSU post office provides a refund for Priority Mail Express' that don't reach the destination on time. (1)
  (T / F) USPS does

144. Expresses gets scanned into the postal scanner before being placed inside the appropriate bag. (1)(T / F)

145. After completing the certified mail receipt and the return receipt what needs to be done, beside putting postage on
  and writing it down in the log, to the mail?   (1)
  Answer: Scanned in postal scanner as accept

146. Packages/parcels require a typed to and from label if they are to be metered. (T / F)   (1)

147. If Trixie included her light bill in with her department mail do we (1)

  E) Meter it with her department mail

  F) Return it to her

  G) Give Todd the bill

  H) Pay the bill

148. After the label 400 is placed on the package and scanned what is done with the tracking number (1)

  3. Sent back to the department (if asked for)

  4. Stapled to the transmittal slip

149. The maximum dimensions of a letter that can be run on meter machine 2 are (select all that apply) (3)

  F) 11 ½" long

  G) 6 $^{1/8}$" high

  H) ¼" thick

  I) At most 4 ½" long

J) B,C, and D

150. The cost of a 2 oz letter when run on meter machine 2 is (1)

E) .70

F) .46

G) .69

H) .48

151. A letter can be metered as 1st class postage as long as it weighs less than 3 ½ oz and less and fits through the First-Class Mail Shape-Based Pricing Template. (T / F)(1)

Machine

152. What is the login procedure for using the meter machine? (2)

(1) At the Enter Operator ID screen, Press 8 for Operator ID then press the black Enter button.

(2) Make sure you are at the Enter password screen. Enter the password "1234" and Press "enter''.

153. What does Weigh on the Way mean? (1)

Answer: The machine weighs each letter and puts the correct postage on each piece of mail

154. What does it mean when you hear a bell on the meter machine? (1)

Answer: You have entered an incorrect account or code for running the mail

155. Which meter machine do you process parcels? (1)

C) Meter machine 1 (Back Machine)

D) Meter machine 2 (Front Machine)

156. When you have several pieces of mail, what setting do you set on to process faster? (1)

Answer: First piece mode—which weighs first piece and runs machine faster

157. What preset do you use to seal campus mail? (1)

Answer: Seal only

158. List the steps, starting log in, involved to slow the speed of the machine (4)

(1) Login

(2) Press the mode button

(3) Press the "black arrow" on the control panel

(4) Press clear to get back to the home screen

159. Who do you charge seal only campus mail to? (1)

Answer: Post Office-E40120

160. What are the three sealing types? (3)

(1) Print only

(2) Seal and print

(3) Seal only

161. Explain the steps on how to change the class of a mail piece: (6)

Meter 2

1. After logging in you should be able to see the Home Screen

2. Press the "Custom Preset" button on the control panel

3. Press the button "0" for First class option to the left side of the screen Select "Enter"

Meter 1

(1) After logging in you should be able to see the Home Screen

(2) Press the Class button

(3) Select type of class

162. List the steps for Priority Mail (6)

1. Login

2. Press the class button

3. Select Priority CBP

4. Select correct priority type

5. Enter the Zip Code

6. Enter Account code and process the mail

163. Place in order the steps to process Priority Mail Express. (4)

(2) Determine what type of express it is

(1) Account #

(3) Zip Code

(4) Process mail

164. The steps to get to "USPS Intl" are? (3)

2. Press the black right arrow button

1. Press the button next to "Class"

3. Select "USPS Intl"

165. What does error code 1314 mean? (1)

E) Wetness error

F) Low ink

G) Mail jam

H) Tape jam

166. What is error code 133B? (1)

Answer _Wetness Error_

167. What does the blue button on the meter machines do? (1)

Answer Prints a tape strip

168. Place in order the steps to process a 1st class regular flat (6) Confusing answer

1/2. Press class button

3/4. Press Flat

5/1. Enter the account number

2/3. Press 1st class regular

6. Process mail

4/5. Hit enter

169. When replacing the tape in the meter machine which side is facing up? (1)

E) The yellowish white side

F) The pink side

G) The white side

H) The sticky side

170. It is possible to print multiple tapes at one time. (1) (T / F)

171. How do you fix error code 133B?(1)

    E) Ask Todd to fix it

    F) Lift the cover, pull out the EZ seal refill bottle, flip the switch inside the EZ seal refill bottle holder, then replace the EZ seal refill bottle

    G) Lift the cover, pull all blue levers, take out jammed mail, then secure all blue lever back in place

    H) Lift the cover, pull out the ink cartridge, shake the ink cartridge, replace the cartridge

172. How do you fix error code 1314?(1)

    A) Ask Todd to fix it

    E) Lift the cover, pull out the EZ seal refill bottle, flip the switch inside the EZ seal refill bottle holder, then replace the EZ seal refill bottle

    F) Lift the cover, pull all blue levers, take out jammed mail, then secure all blue levers back in place

    G) Lift the cover, pull out the ink cartridge, shake the ink cartridge, replace the cartridge

173. Which meter machine is bulk mail processed on?(1)

    C) Meter machine 1

    D) Meter machine 2

174. When running First Class Presort what must be on the letter?(1)

    E) Indicia, First Class Presort vertically, and the amount of postage

    F) Postage

    G) Indicia Only

    H) Only First Class presort

175. What is the procedure for unsealed envelopes if you have re-set the wetness and the letter is still dry?(1)

    E) Give up

    F) Lift up EZ seal refill bottle

    G) Turn off machine and let meter reset itself

    H) Pour water on the machine

176. How do you change the meter tape? (Place in order)(4)
    1. Press the tape button
    2. Get a new roll
    3. Unroll 20ft then gently roll back up

4. Insert the tape with the white side up

177. List the steps, starting at log in, to process a certified with a return receipt after all other processes are taken care of.
   10. Log in
   11. Enter "account code"
   12. Select "class"
   13. Select "1st class regular"
   14. Determine what type of 1st class regular
   15. Select "certified"
   16. Select "Return Receipt"
   17. Select "Enter"
   18. Process mail

178. List the steps, starting at log in, to process an express mail after all other processes are taken care of.
   8. Log in
   9. Enter "account code"
   10. Select "class"
   11. Select "PM Express CBP"
   12. Select the type of express
   13. Select "Enter"
   14. Process mail

179. Which of the following is a label 400?

E)

F)

G)

H)

180. Use the following information to fill out the Certified Mail receipt, the Return Receipt card and a Priority Mail Express form. (23)

From-
Name: Captain Landfill
Street: 534 Ocean Drive
State: Tennessee
Zip Code: 37201
City: Nashville
Phone: 615-292-3758
To-
Name: Deckhand Trixie
Adress: ETSU Department of Health Sciences Box 70412 Johnson City, TN 37614-0486
Phone: 423-439-1000
Information about what's being sent-
- $0.69 2 oz letter (certified)
- No restricted delivery (certified)
- Return receipt (certified)
- certified (certified)
- Date accepted 01/14/14
- Time accepted 4:20pm
- Flat Rate envelope (express)
- PO zip code 37201

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com℠

OFFICIAL USE

Postage	$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$

Postmark Here

Sent To

Street, Apt. No.; or PO Box No.

City, State, ZIP+4

PS Form 3800, August 2006   See Reverse for Instructions

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

CERTIFIED MAIL™

7012 3050 0001 9523 3542

UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X
☐ Agent
☐ Addressee

B. Received by (Printed Name)   C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
   If YES, enter delivery address below: ☐ No

3. Service Type
☐ Certified Mail   ☐ Express Mail
☐ Registered   ☐ Return Receipt for Merchandise
☐ Insured Mail   ☐ C.O.D.

4. Restricted Delivery? (Extra Fee)   ☐ Yes

2. Article Number
(Transfer from service label)

PS Form 3811, February 2004   Domestic Return Receipt   102595-02-M-1540

WRITE FIRMLY TO MAKE ALL COPIES LEGIBLE.

CUSTOMER USE ONLY

FROM: (PLEASE PRINT)

PHONE (   )

PAYMENT BY ACCOUNT (If applicable)

USPS® Corporate Acct. No.

Federal Agency Acct. No. or Postal Service™ Acct. No.

DELIVERY OPTIONS (Customer Use Only)

☐ SIGNATURE REQUIRED (*Note: The mailer must check the "Signature Required" box if the mailer: 1) Requires the addressee's signature; OR 2) Purchases additional insurance; OR 3) Purchases COD service; OR 4) Purchases Return Receipt service. If the box is not checked, the Postal Service will leave the item in the addressee's mail receptacle or other secure location without attempting to obtain the addressee's signature on delivery.)

Delivery Options
☐ No Saturday Delivery (delivered next business day)
☐ Sunday/Holiday Delivery Required (additional fee, where available*)
☐ 10:30 AM Delivery Required (additional fee, where available*)
*Refer to USPS.com® or local Post Office™ for availability.

TO: (PLEASE PRINT)

PHONE (   )

ZIP + 4® (U.S. ADDRESSES ONLY)

■ For pickup or USPS Tracking™, visit USPS.com or call 800-222-1811.
■ $100.00 insurance included.

ORIGIN (POSTAL SERVICE USE ONLY)

PO ZIP Code   ☐ 1-Day   ☐ 2-Day   ☐ Military   ☐ DPO

Date Accepted (MM/DD/YY)

Scheduled Delivery Date (MM/DD/YY)

Postage $

Time Accepted
☐ AM
☐ PM

Scheduled Delivery Time
☐ 10:30 AM
☐ 12 NOON
☐ 3:00 PM

Insurance Fee $

COD Fee $

Weight   ☐ Flat Rate
lbs.   ozs.

10:30 AM Delivery Fee $

Return Receipt Fee $

Live Animal Transportation Fee $

Sunday/Holiday Premium Fee $

Total Postage & Fees $

Acceptance Employee Initials

DELIVERY (POSTAL SERVICE USE ONLY)

Delivery Attempt (MM/DD/YY)   Time   ☐ AM   ☐ PM   Employee Signature

Delivery Attempt (MM/DD/YY)   Time   ☐ AM   ☐ PM   Employee Signature

LABEL 11-B, JANUARY 2014   PSN 7690-02-000-9996   1-ORIGIN POST OFFICE COPY

UNITED STATES POSTAL SERVICE®

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