

## 5 Weighing and metering

### 5.1 Selecting postal rates

Postal rates can be selected using the mymail's built-in rate table, i.e. the mymail requests all the data required for calculating postage (destination / type / size and extra service) one after the other. You select the desired setting respectively with the arrow keys and confirm with **(E)**.



The set postal rates for rate calculation can be displayed at any time in the Rate menu with the **(i)** key.



<b>Rate</b>	\$ 0.00
Mem	
▼ Menu	



Select "Rate" in the main menu and confirm.

The mymail opens the rate calculation menu.



DESTINATION
1ST CL.MAIL
▼



Select the destination / type of the mail piece and confirm. In the example: Domestic First-Class Mail.



▲ SIZE
FLAT
▼



First-Class Mail to domestic addresses is divided into the following sizes:

- letters / cards
- flat-size pieces
- parcels.

Select the matching size and confirm.  
In the example: Flat.

If none of the displayed extra services is to be utilized:

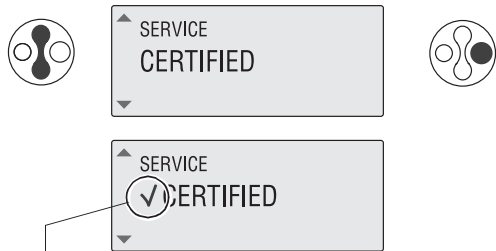
SERVICE
REGISTERED
▼



Exit the Rate menu with the Home key.

The mymail returns to the main menu.  
The weight display appears – the scale is switched on.

If you want to use extra services (e.g. Certified Mail, Registered Mail):



Service selected

Select the desired service and confirm.

A check ✓ appears in front of the set service.

You can select other extra services in the same way. The mymail does not allow illegal combinations.



If all desired services have been set:  
Exit the Rate menu with the Home key.



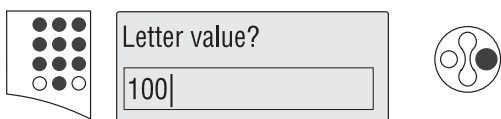
The mymail briefly shows  
“Category selected”...



... and returns to the main menu.  
The weight display appears – the scale is switched on.

### Please note the following special features

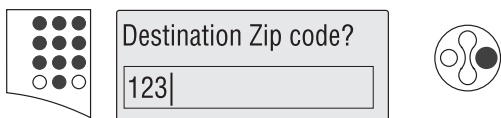
**Insured Mail, Registered Mail, C.O.D.** require a value to be entered:



Enter the mail piece value in \$ (5 digits max.) and confirm.

The maximum value for Registered Mail is \$ 25.000 (domestic mail only).

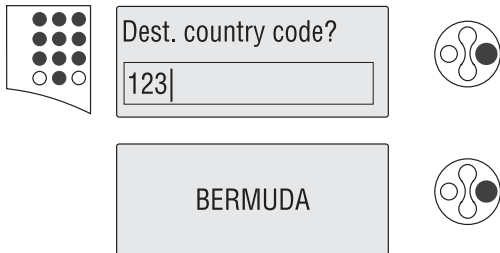
**Zip code** – For some types of mail (e.g. Priority Mail weighing more than 1 pound, Package service Inter-BMC), it is necessary to enter the destination zip code:



Enter the first 3 digits of the destination Zip code and confirm.

For mail within your local zone: Enter “0”.

**Country code** – For all mail being sent abroad, the country code must be entered:



Enter the three-digit country code and confirm. The country codes are listed on pages 89 to 92.

The name of the destination country appears in the display. Confirm with **E**.

**Nonmachinable surcharge** – For First-Class Mail Letters that weigh 1 ounces or less and that do not comply with the specified mail characteristics (dimensions, shape) an extra charge is to be paid.



Select "NONM.SURCH" and confirm.

**Service combinations** – United States Postal Service offers some extra services only when combined with other services. For example, Return Receipt can only be used for First-Class Mail when combined with Registered, C.O.D., or Insured.



Confirm the message with **E**.  
Select a permissible setting.