1 Look at the bin number on the sorting machine and match to the bin number on the shelf.

2 Remove the mail from the bin and transfer the mail to the corresponding mail tray. For each handful swept, compare the ZIP Code of the first piece with the ZIP Code on the tray label to ensure mail is placed in the correct mail tray.

3 Mail from sorting machines will either face forward or away in the bins depending on which machine and/or side the Presorter is working. Mail must be placed in mail trays right side up with the address facing the front of the mail tray. Mail CANNOT be upside down or backwards.

4 Periodically inspect the mail to ensure:
- Legible barcode
- Correct date
- Postage code matches postage type and amount affixed
- Proper endorsement
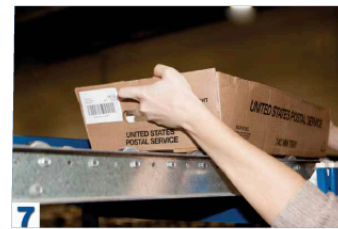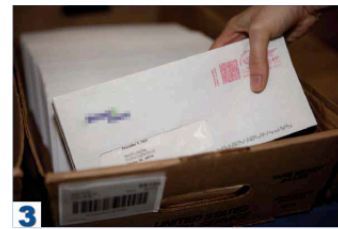- Sprayed ZIP Code matches ZIP Code in delivery address

5 Repeat the process until the mail tray is filled.

6 Once the mail tray is filled, remove the mail tray from the shelf. DO NOT overfill the mail tray.

7 Place the mail tray on the conveyor, APC or pallet.

8 Replace the mail tray and place a new tray label in the label holder.

9 If quality is in question or errors are detected, alert the Machine Operator immediately.

1 — Sorter / Shelf — 111 / 111

2 — 111

3

7

8 — 111

FIRST-CLASS MAIL

PROPER ENDORSEMENT

POSTAGE MATCHES POSTAGE CODE

Ipsum Industries
PO BOX 123456 HARTFORD, CT 06199

PRESORTED FIRST CLASS

UNITED STATES POSTAGE
PITNEY BOWES
$00.36⁰
02 1A
1234567890   JAN02 2010
MAIL FROM ZIPCODE 06199

LEGIBLE METER NUMBER

CORRECT DATE

DELIVERY ADDRESS →
CARL CUSTOMER
10110 I ST
OMAHA, NE 68127-1129

A A S Z S A 1   68127

POSTAGE CODE   ZIP CODE   LEGIBLE BARCODE

FIRST-CLASS MAIL TRAY LABEL

POSTAL DESTINATION → OMAHA NE
CONTENT IDENTIFIER → FCM LTR 5D BC
MAILER INFORMATION → PBPS - OMAHA NE 681   000116

68104
AUTO

ZIP CODE

MAILER ID

681042421 000116 010 191361

HUMAN READABLE BARCODE INFORMATION

SECOND PASS TRAY LABEL

00000000003000000000000000

BIN 3