

## Step by step MAILING guide for mailroom S.M.A.R.T System

To begin: click on this icon on the top left side of the screen to open the mailing system.



Next: a sign in screen will appear with Alicia Vega credentials; DO NOT change anything. Just click SIGN IN (it may just automatically sign in without having to click on it)

### Sign In

Username

avega@archatl.com

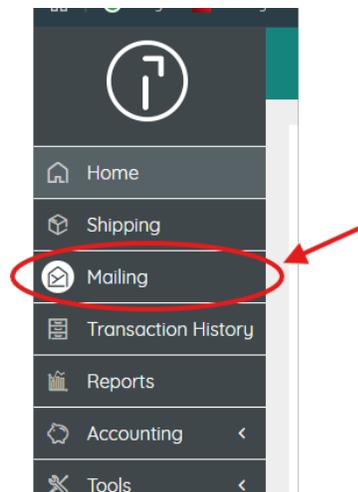
Password

\*\*\*\*\*

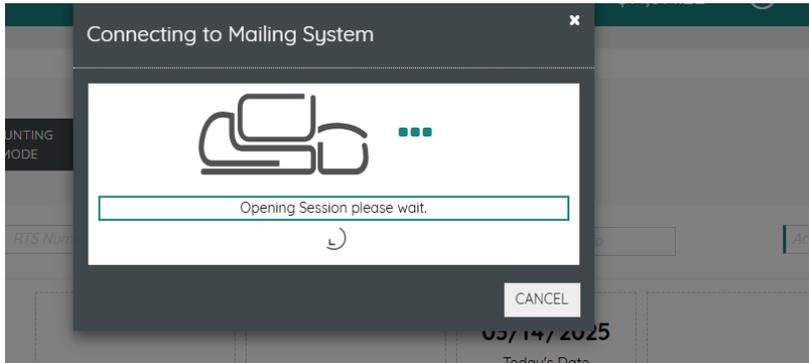
SIGN IN

[Forgot Password?](#)

Next: To mail, click on "Mailing" on the left side of the screen as below.



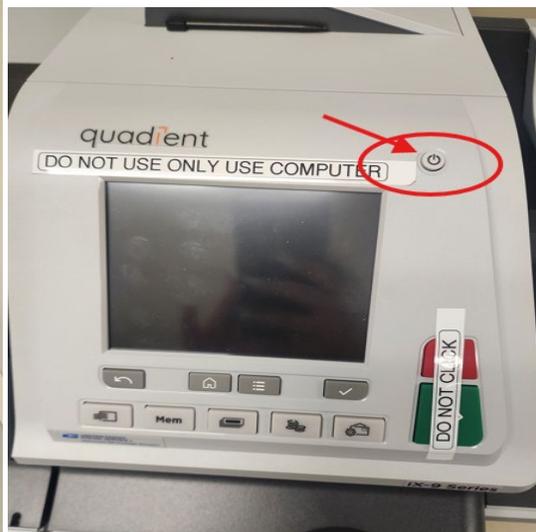
Once "Mailing" has been clicked, the below image should pop up, then immediately go away.



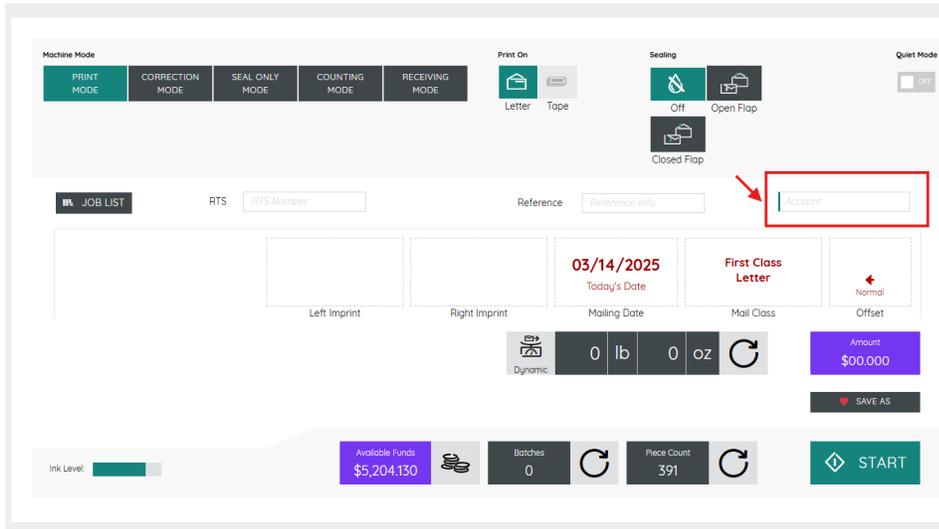
**However!** If the image pops up with a red error, you will have to exit out the entire window, turn off the machine using the power button on the Quadient machine (RIGHT PIC) OR power button behind the machine (LEFT PIC), wait 30 seconds then turn it back on and re-open the system from the computer desktop left corner icon.



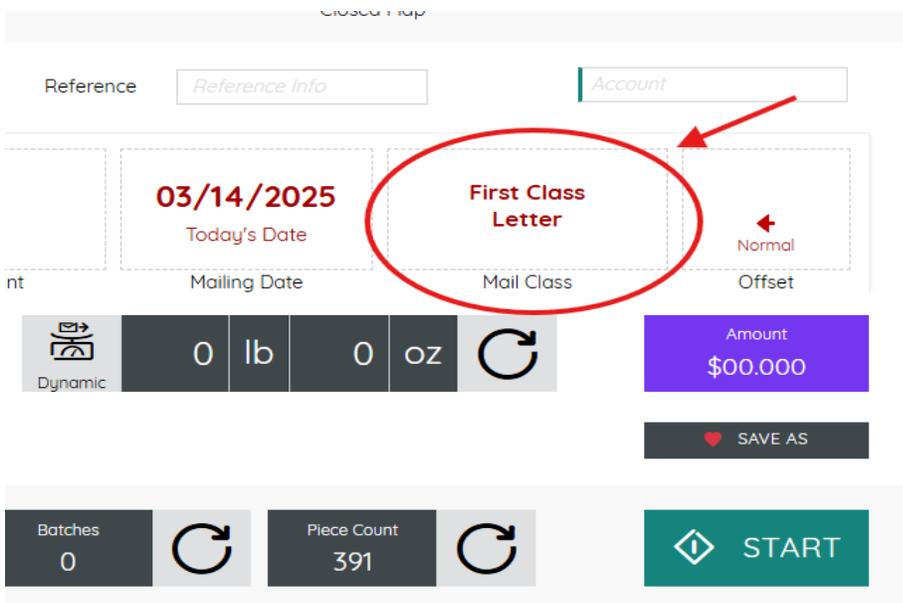
**This should fix issue**



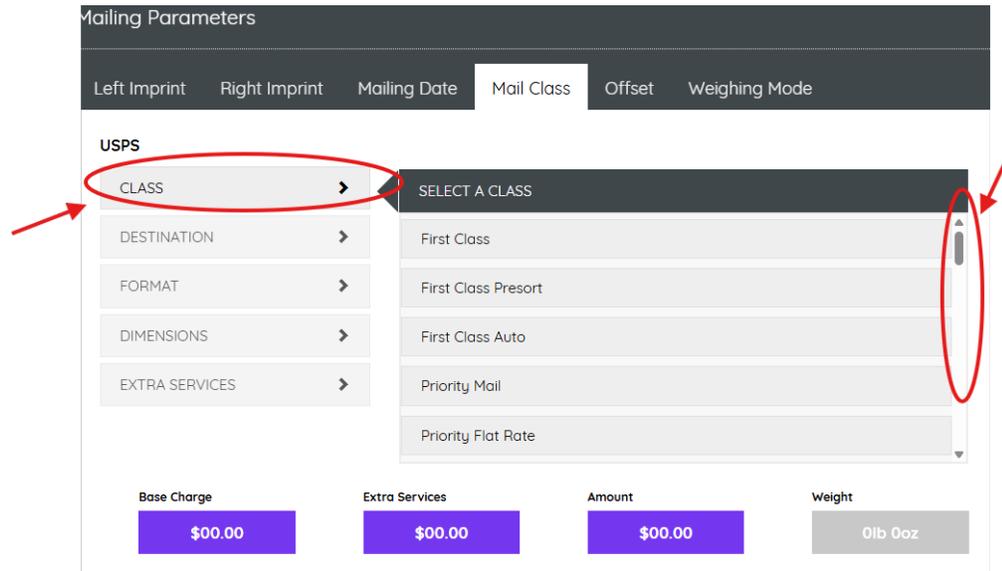
**Next: Once on the mailing screen, type in our department account number **BEFORE** selecting mailing preferences.**



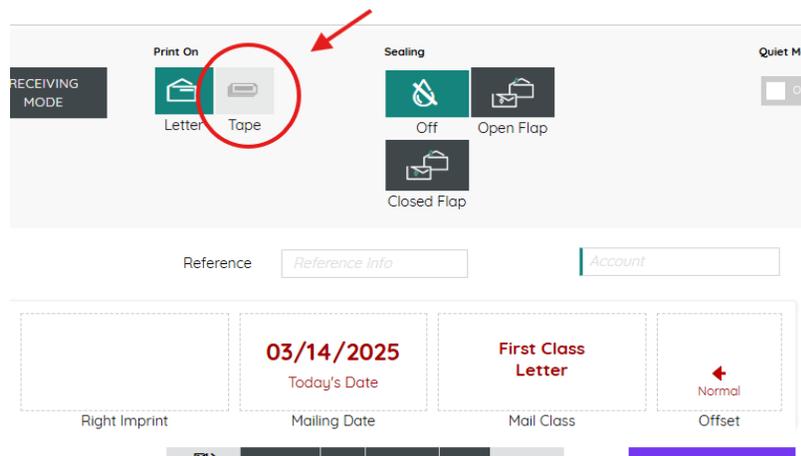
**Next: The system is automatically pre-set to First Class Letter, but you can click on it to change to the mailing that you need. Including International & Media mail.**



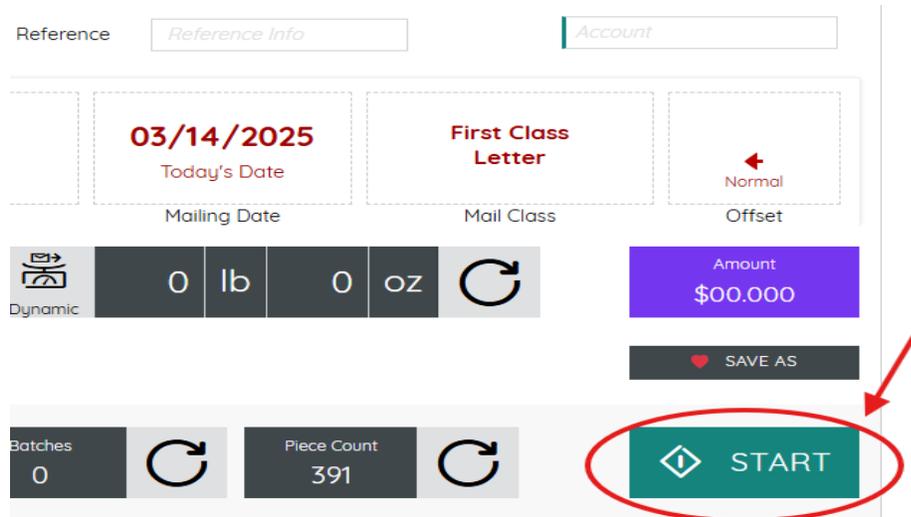
If you need to change the mailing preferences, this screen will pop up. Start with **CLASS** (left circled), then scroll down the list to search for your preference.



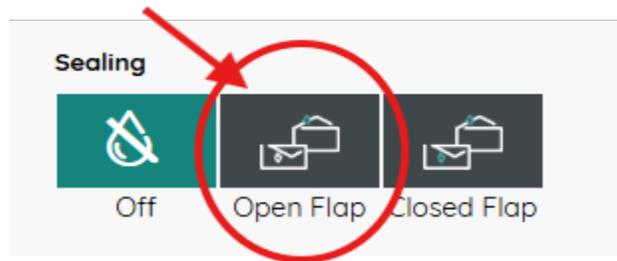
Next: If you need a postage tape for your large envelopes or small parcels (since they can't go through the machine for postage) select **TAPE** (circled) then click the start button and type out how many tapes you will need. It will be pre-set for 1 tape.



Once all your preferences have been set for your mailing, place your envelopes on the left belt (if going through the machine), then click on START green button to run them through.

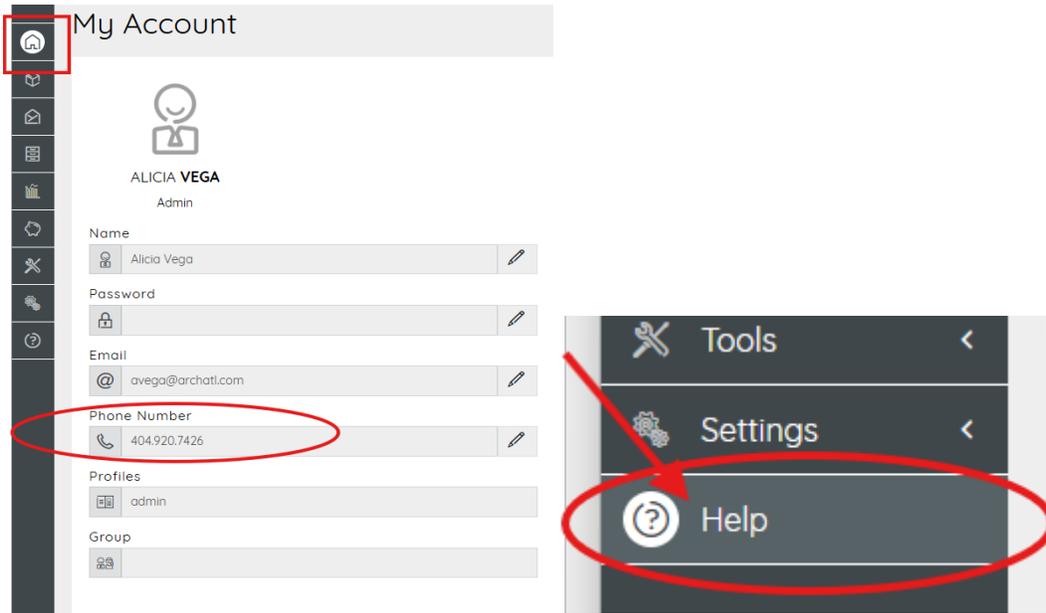


**SIDE NOTE:** if you want the machine to seal your envelopes as you run them through the machine, place them nestled (left pic) with flap open on the machine belt. Select "OPEN FLAP" under sealing (right pic) and click start green button as normal.



Once finished, PLEASE CLICK ON HOME to clear all information

**HELP!!** If you ever need to call for help my RingCentral number is on the home page, or you can also call the customer service number that's on the "HELP" button section. They are amazing 😊 and help a ton.



 **For Technical Support Call**  
1-888-267-9381  
Select Option 1, then select Option 3  
Agents are available Monday through Friday, 7:00 a.m. - 6:00 p.m. CST.