

The Most Common Function 4 Operations Detailed. Swipe to.

241- Break Down- All Distribution of Mail, Letters, Flats, Spreading Mail includes third bundle etc.

161- Letter Sorting only.

172- Flat Sorting only.

241-When last Letter and Flat are thrown swipe back to this before pulling down work for the carriers, box section or caller service.

241- Breakdown of DPS.

079-All Parcels, Slugs, Including Scans.

241-Slugs already worked and ready to be brought around.

742- Sweeps and Missorts.

742- Gather Empty Equipment and any Shrink Wrap.

742- UBBM

769- Box Section

742- Box Maintenance, Lock Changes, and Webbats.

544- Accountable Mail.

742- 2nd Notices, and all Accountable Returns.

649- Business Reply's.

637-PARS, (Parcel Return Service) Prepaid Accepted, Available for Pick-Up and Picked up by Agent. Use Hand Held Scanner. Prepaid can also be accepted at the Window.

355- Window Service Most AO's.

568- Window Service Larger Offices

621-Travel

784- Training.

638- Premium Forwarding System.

228- Delivering of Express Mail.

742- Dispatches, RTS, Cutouts, CFS, Etc.