



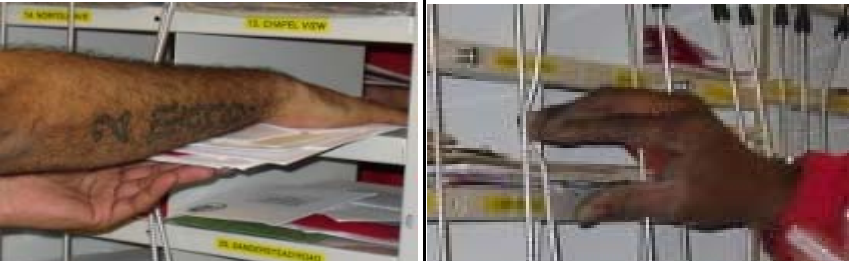
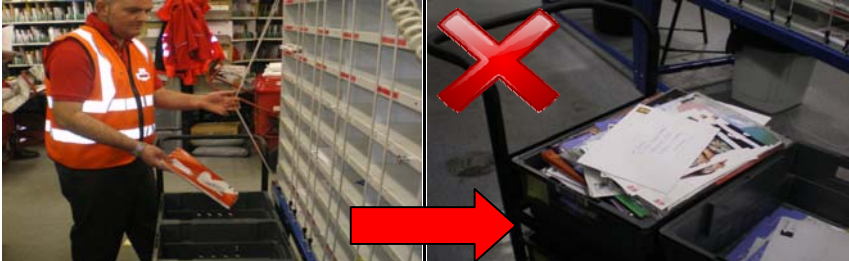





# How to use a Backless Frame and Porter Trolley

Activity	How	Key Point's
Sorting into Frame <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">1</span>		<p>Place mail in frame rather than throw to avoid bulging at rear of the frame.</p> <p><b>Do not over fill individual selections</b></p>
Load the trolley with empty trays. <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">2</span>		<p>4 X Trays on the UPPER shelf 8 X Empty nested trays on the LOWER shelf for replenishment of upper shelf.</p>
Move trolley to rear of frame <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">3</span>		<p>Wheel the trolley to the back of the IPS frame to be cleared. Park the trolley adjacent and parallel to the IPS frame that mail is being collected from.</p> <p><b>Do not clear the frame with the Trolley behind you</b></p>
Accesses Mail from the rear of the Frame <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">4</span>		<p>Move the bungee cords around the pins that are affixed to the frame [circled] to allow access to the selection. Alternatively you can retain the bungee cord by hand and clear the selection with the other hand.</p> <p><b>Do not undo the Bungee cord retaining clips or pull them away from the Frame</b></p>
Clearing Mail from Backless Frame. <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">5</span>		<p>You can retain the bungee cord by hand and clear the selection with the other hand ensuring that mail is removed and placed directly into the tray.</p>
Placing mail into letter Trays <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">6</span>		<p>Place the cleared mail into the upper level trays. You can clear up to four selections at any one time. Making sure that selections are not mixed in the tray.</p> <p><b>Do not overfill trays, do not store mail on lower level.</b></p>
Taking trayed mail prep/storage area. <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">7</span>		<p>If a tray becomes full continue clearing mail from other selections until all trays are full, then convey these trays to the appropriate prep frame or storage area at the earliest opportunity</p>
Unloading trayed mail at prep/storage area <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">8</span>		<p>Placed trays in the designated prep/storage area. .</p> <p>Remove empty trays where present.</p>
Replenishing Trays to Trolley <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">9</span>		<p>Replenish the trolley with empty trays.</p>