



MT6 Instruction Card

MT - MAILING TECHNOLOGY**I. Evaluation Description**

Jobs in the MT Unit are designed to evaluate the Employee's ability to perform basic mailing skills using Microsoft Word software. The use of six Jobs sequenced from simple to complex enables the evaluator to identify the Employee's skills in mailing technology and instructional level.

MT1 Use a return address stamp, fold letters, and stuff envelopes.

MT2 Place address labels on envelopes, fold letters, and stuff envelopes.

MT3 Make a full page of personal return address labels.

MT4 Make 15 delivery address labels and 15 return address labels.

MT5 Set up return and delivery addresses for envelopes using Microsoft Word.

MT6 Add delivery address and change date on letter template.

II. Instructions to the Evaluator

The Evaluator needs to have a basic working knowledge of Windows Explorer and the labels / envelopes feature of Microsoft Office Word software installed on the Employee computer. When necessary, the Evaluator assists the Employee in navigating Windows Explorer and Microsoft Word software.

A. Prerequisites

It is recommended but not necessary Employees demonstrate basic skills in **WD-Word Processing** before attempting **MT-Mailing Technology**.

B. Employee Responsibilities

The Employee is responsible for locating the correct Job Card, needed materials and equipment, and returning all materials and equipment to the proper places when finished working on the Job.

III. Equipment, Materials and Consumables**A. Equipment**

Computer with Microsoft Word
Printer
Rubber stamp with address
Rubber stamp pad
MT Mail Technology Folder located on the computer Desktop

B. Laminated Materials

MT1 Letter folding jig
MT2 Letter folding jig
MT4 Instruction Card
MT4 Return & Delivery Address List
MT5 Return & Delivery Address List
MT6 Instruction Card

C. Consumables

Copies - See MASTER FORMS downloadable folder on Web App:

MT1 Label Job sheets
MT1 Letters Or, use unfolded paper from MT Recycle Letters Box
MT2 Letters Or, use unfolded paper from MT Recycle Letters Box
MT2 Return and Delivery Address List
MT2 Return and Delivery Labels

Supplies

Copy paper
Blank Letter size envelopes
Avery Adhesive labels - Item 5160 or equivalent for MT2

E. Job Cards

Job Cards are located in the Computer Technology Job Card Box.

MT Recycle LETTERS (Re-usable non-folded paper only)

MT Recycle ENVELOPES (Re-usable non-sealed envelopes only)

Building Recycle Paper (Folded and Non-usable paper only)

JOB: **MT1**

UNIT: **MAILING TECHNOLOGY**

MATERIALS:	MT1 Letter folding jig	One MT1 Job sheet
	Rubber stamp with address	Rubber stamp pad
	15 blank unsealed envelopes	MT Recycle ENVELOPES box
	15 unfolded letters	MT Recycle LETTERS box

PROCEDURE: You are going to use a return address stamp, fold 15 letters, and stuff 15 envelopes.

1. Lay the MT1 Job sheet on the table in front of you.
 2. Open the stamp pad.
 3. Put the rubber stamp on the pad of ink.
 4. Place the rubber stamp on the top corner space.
 5. **Stamp each space** on the **MT1 Job sheet**.
- STOP Your Watch and CALL a Supervisor**
6. Use the address stamp to stamp a return address in the top left corner on each of the 15 envelopes.
 7. Place one MT1 letter on the table.
 8. Place the **letter folding jig** against the bottom edge of the MT1 letter.
 9. **FIRST FOLD** - Place your fingers at the top of the jig with your thumbs below the paper. **Make the first fold** by folding the jig over to the middle of the page while keeping the bottom edge of the jig lined up with the bottom edge of the paper.
 10. Use your thumbs to crease the fold in place.
 11. **SECOND FOLD** - Grip the paper by placing your fingers and thumbs on the bottom edge of the paper. **Make the 2nd fold** by folding the jig over to the top of the page. Crease the 2nd fold.
 12. Remove the jig from the letter. **The letter should still be folded.**
 13. Fold each of the other 14 letters.
 14. Stuff the 15 MT1 envelopes with the 15 folded letters.
Do not seal the envelopes

MT1 - SET UP * Confirm Job was disassembled per instructions.

REMOVE stamped MT1 Job sheets and place in **MT Recycle LETTERS** box.

REMOVE stamped MT1 envelopes and place in **MT Recycle ENVELOPES** box.

REMOVE folded letters and place in **Building Recycle Paper** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Employee has **15 unfolded letters** and **15 blank envelopes**.
2. Knows how to use letter folding jig.

MT1 - SCORING CRITERIA

First Supervisor CALL:

1. If Job Sheet has errors, Employee stamps another MT1 Job Sheet before stamping envelopes.
2. Once Employee correctly stamps in each Job Sheet space, Employee continues stamping envelopes and folding letters.
3. **Continue stopwatch.**

Second Supervisor CALL:

1. Envelopes have **correct placement** of return address stamp.
2. Envelopes have **properly folded letters**.

MT1 - DISASSEMBLY

1. **REMOVE** stamped MT1 **Job sheets**. Place in **MT Recycle LETTERS** box.
2. **REMOVE** stamped MT1 Envelopes. Place in **MT Recycle ENVELOPES** box.
3. **REMOVE** folded letters. Place in **Building Recycle Paper** box.

JOB: **MT2**

UNIT: **MAILING TECHNOLOGY**

MATERIALS: 15 blank unsealed envelopes **MT Recycle ENVELOPES** box
15 unfolded letters **MT Recycle LETTERS** box
1 page adhesive MT2 Return and Delivery Address labels
MT2 Letter folding jig

PROCEDURE: You are going to put Return and Delivery address labels on 15 envelopes, fold 15 letters, and stuff the envelopes with the folded letters.

1. Place a **RETURN** address label on the top left corner of the front of each envelope.
2. Place a **DELIVERY** address label on the center of each envelope.
3. Place one **MT2 letter** on the table.
4. Make the first and second folds just like you did in MT1.
5. Remove the jig from the letter. **The letter should still be folded.**
6. Fold each of the other 14 letters.
7. Stuff the 15 MT2 envelopes with the 15 folded letters.

Do not seal the envelopes.

MT2 - SET UP * **Confirm** Job was disassembled per instructions.

REMOVE folded letters and place in **Building Recycle Paper** box.

REMOVE labeled envelopes and place in **Building Recycle Paper** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Employee has **15 unfolded letters** from MT Recycle LETTERS box.
2. Employee has **15 used envelopes** from MT Recycle ENVELOPES box.
3. Knows how to use letter folding jig.

MT2 - SCORING CRITERIA

1. 15 envelopes have correctly placed **RETURN** and **DELIVERY labels**.
2. Envelopes have **properly folded letters**.

MT2 - DISASSEMBLY

1. **REMOVE folded letters** and place in **Building Recycle Paper** box.
2. **REMOVE labeled envelopes** and place in **Building Recycle Paper** box.

JOB: **MT3**

UNIT: **MAILING TECHNOLOGY**

MATERIALS: Computer with Microsoft Word
Printer
1 page of blank adhesive labels

PROCEDURE: You are going to make a full page of personal return address labels.

Labels Set Up

1. Open **Microsoft Word** to a blank document.
2. Click on **Mailings** in the top menu bar.
3. Click on **Labels** on the far left of the menu bar.
4. Click on **Options** at the bottom of the Labels box.
5. Locate the Labels **Vendors** drop down menu.
6. Open the drop down menu and select **Avery US Letter**.
7. Locate **Product number** by scrolling down and select **5160**.
8. Click on OK.
9. Below the Address box are two print options.
10. **Click in the circle** beside **Full Page of the Same Label**.
11. Type your name and address in the **Address box**.

STOP YOUR STOPWATCH and CALL A SUPERVISOR
Your supervisor will place a label page in the printer.

12. Print one page of labels.

MT3 - SET UP * Confirm Job was disassembled per instructions.

It is recommended that a Supervisor perform this Job before administering to the Job to Employees.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open a **Blank document** in Microsoft Word software.
2. Locate **Mailings** in Microsoft Word software.
3. Locate **Labels - Options - Vendors - Avery US Letter Product Number 5160**.

MT3 - SCORING CRITERIA

Check computer screen for the following:

1. Employee is in the **Label tab** and not in the **Envelope tab**.
2. Check accuracy of Employee's name and address.
3. Employee has selected the circle beside: **Full Page of the Same Label**.
4. **Place page of blank labels in printer.**
5. Tell Employee to click on **Print**.

MT3 - DISASSEMBLY

1. **DELETE** Employee's name and address from the Label menu.
2. Close Microsoft Word software - **DO NOT Save changes!**
3. Employee keeps page of personal address labels.

JOB: **MT4**

UNIT: **MAILING TECHNOLOGY**

MATERIALS: Computer with Microsoft Word software
Printer
MT4 Instruction Card
MT4 Return and Delivery Address List
1 blank page of adhesive labels

PROCEDURE: You are going to make a page of Return address labels and Delivery address labels.

Labels Set Up

1. Open **Microsoft Word** to a blank document.
2. Locate and click on **Mailings**.
3. Locate and click on **Labels**.
4. Locate and click on **Options**.
5. Locate the **Labels Vendors** drop down menu.
6. Click on the arrow for **Labels Vendors** and select **Avery US Letter**.
7. Locate **Product number** by scrolling down and select **5160**.
8. Click on **OK**.
9. Follow the instructions on the **MT4 Instruction Card**.

MT4 - SET UP * Confirm Job was disassembled per instructions.

It is recommended that the Supervisor perform this Job before administering the Job to Employees.

REMOVE MT4 printed labels from MT4 Job Box.

Place labels in MT2 Job Box for use in MT2.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Locate **Mailings** in Microsoft Word software
2. Locate **Labels - Options - Vendors - Avery US Letter Product Number 5160**
3. **Copy and Paste** a column of addresses

MT4 - SCORING CRITERIA

1. **All three columns** of labels contain addresses.
2. Check **names and addresses** against **MT4 Return and Delivery Address List**.
3. Place one page of blank labels in the printer.
4. Tell Employee to click on **Print**.

MT4 - DISASSEMBLY

1. Printed labels **DO NOT REMAIN** in **MT4 Job Box**.
2. **Place labels in the MT2 Job Box for use in MT2.**

JOB: **MT5**

UNIT: **MAILING TECHNOLOGY**

MATERIALS: Computer with Microsoft Word software
Printer
MT5 Delivery and Return Address List
5 unused envelopes without Delivery and Return Addresses

PROCEDURE: You are going to print envelopes with delivery and return addresses using Microsoft Word software.

Return & Delivery Address Set UP for Envelopes:

1. Open **Microsoft Word** to a blank document.
2. Locate and click on **Mailings**.
3. Locate and click on **Envelopes**.
4. Locate and click on **Options**.
5. In the **Envelope Size** box use the arrow to click on **Size 10**.
6. Click on **OK**, then click on Close to return to the **Envelopes** screen.
7. Place 5 envelopes in the printer.

Print envelopes with Return and Delivery addresses:

8. Type the first **Delivery** address on the MT5 Delivery List.
9. Type the first **Return** address.
10. Click on **Print**.
11. Repeat steps 2 through 10 for each set of addresses on the MT5 Delivery and Return Address List.
12. **Close Microsoft Word** software. **DO NOT** Save the document.

MT5 - SET UP * **Confirm** Job was disassembled per instructions.

REMOVE printed MT5 envelopes from the MT5 Job Box.

It is recommended that supervisor perform this Job before administering the Job to Employees.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Locates **Mailings - Envelopes - Options** in Microsoft Word software.
2. Locates Size 10 envelopes.

Supervisor places envelopes in printer so addresses print on front of envelope.

MT5 - SCORING CRITERIA

1. Delivery and return addresses are **printed on front** of sealed envelopes.
2. Check delivery and return addresses against **MT5 Delivery and Return Address list**.

MT5 - DISASSEMBLY

1. Printed envelopes **DO NOT REMAIN** in the MT5 Job Box.
2. Printed envelopes go to **Building Recycle Paper** box.

JOB: **MT6**

UNIT: **MAILING TECHNOLOGY**

MATERIALS: Computer with Microsoft Word software
MT Mail Technology folder on the computer Desktop
MT6 Instruction Card
Printer

PROCEDURE: You are going to copy and paste delivery addresses, change the date on a letter template, and print.

1. Locate and double click on the **MT Mail Technology** folder on the computer **Desktop**.
2. Double Click the **MT6 Folder**.
3. Double click on **MT6 Delivery Addresses** on the right side of the window to open the MT6 Delivery Addresses in Microsoft Word.
4. **Minimize Microsoft Word by clicking on the - button in the top right corner.**
5. Locate and double click on the **MT6 folder on the computer Desktop**.
6. **Double click** on **MT6 Letter Template** on the right side of the window to open the MT6 Letter Template in Microsoft Word.

MT6 Delivery Addresses and **MT6 Letter Template** are now open on the computer in Microsoft Word software. Both documents appear at the bottom of the screen at the task bar depending on the version of Windows used on your computer.

7. **Follow the instructions** on the **MT6 Instruction Card** to **copy and paste** delivery addresses, **change the date** on a letter and print the letter.

MT6 - SET UP * **Confirm** Job was disassembled per instructions.

REMOVE all printed letters and place in MT Recycle LETTERS box.

It is recommended that supervisor perform this Job before administering the Job to Employees.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Locate **MT Mail Technology** folder and **MT6 Folder** on **Desktop**.
2. Minimize Microsoft Word.
3. Open **MT6 Delivery Addresses**.
4. Open **MT6 Letter Template**.
5. Move from **Delivery Address** document to **Letter Template**.

MT6 - SCORING CRITERIA

1. Check printed letters against **MT6 Delivery Address List** for **delivery address** and **correct date**.
2. Close Microsoft Word. **Do Not SAVE**.

MT6 - DISASSEMBLY

1. Printed copies **DO NOT REMAIN** in the MT6 Job Box.
2. Printed copies go to **MT Recycle Letters** box.



NON- LAMINATED ITEMS

MT1 Job Sheet

PAES®

MT - MAILING TECHNOLOGY

MT1 LETTER

MT 1 JOB SHEET		

PAES®

MT - MAILING TECHNOLOGY

MT2 LETTER



LAMINATED ITEMS

MT4 Instruction Card

Type Addresses:

1. **Locate New Document** on the **Labels screen**.
2. **Click** on **New Document** to see a page with **3 columns and 10 spaces** in each column.
3. **Type** the **MT4 Return and Delivery Address List** in the first column **to match** the MT4 Return and Delivery Address List.

Copy 1st Column Addresses and Paste them in Columns 2 and 3:

4. **Move the mouse** over the **top of the first column** until you see a **down arrow**.
5. **Click the mouse** when you see the down arrow **to highlight the entire 1st column of addresses**.
6. **Press and hold the ctrl (Control) key** and **then letter C** key to copy the 1st column.
7. **Move the mouse over column 2** until you see a **down arrow**.
8. **Click the mouse** when you see the down arrow to **highlight column 2**.
9. **Press and hold the ctrl key** and then **letter V** key **to paste** the 1st column addresses into column 2.
10. **Move the mouse over column 3** until you see a down arrow.
11. **Click the mouse** when you see the down arrow **to highlight column 3**.
12. **Press and hold the ctrl key** and **then letter V** key **to paste** the 1st column addresses into column 3.

STOP YOUR WATCH

CALL YOUR SUPERVISOR TO INSERT A PAGE OF LABELS IN THE PRINTER

RESTART YOUR WATCH

13. Locate the print option and **Print**.
15. Close the Microsoft Word software. **DO NOT Save the changes**.

MT6 Instruction Card

Copy and Paste Delivery Addresses:

1. **Locate** and **click** on the open **MT6 Delivery Addresses** document.
2. Highlight the first name and the entire address.
3. **Press and hold** the **ctrl (Control)** key and then the **letter C** key to copy the name and address.
4. **Locate** and click on the open **MT6 Letter Template** document.
5. **Highlight** the entire name and address on the letter.
6. **Press** the **Delete** key.
7. **Press and hold the ctrl (Control)** key and then **letter V key** to paste the name and address on the MT6 Letter Template.

Change the Date on a Letter and Print:

8. **Highlight** the **Date** printed on the letter.
9. **Press** the **Delete** key.
10. **Type** today's date.
11. **Locate** and click on **Print**.
12. Click on **Print** or **OK**.
13. Repeat steps **1 through 12** for each of the 15 MT6 Delivery Addresses.
14. **Close Microsoft Word** software. **DO NOT** Save the document.

PAES®
MT1 LETTER FOLDING JIG

2/13/25

PAES®
MT1 LETTER FOLDING JIG

2/13/25

PAES®
MT1 LETTER FOLDING JIG

2/13/25

PAES®
MT2 LETTER FOLDING JIG

2/13/25

PAES®
MT2 LETTER FOLDING JIG

2/13/25

PAES®
MT2 LETTER FOLDING JIG

2/13/25

MT2 RETURN & DELIVERY ADDRESSES

RETURN
Lois Showalter
77 Hillcrest Drive
Victory, KS 66201

RETURN
Lois Showalter
77 Hillcrest Drive
Victory, KS 66201

RETURN
Lois Showalter
77 Hillcrest Drive
Victory, KS 66201

RETURN
Sandy Baccinelli
8412 Mosley Road
Houston, TX 77075

RETURN
Sandy Baccinelli
8412 Mosley Road
Houston, TX 77075

RETURN
Sandy Baccinelli
8412 Mosley Road
Houston, TX 77075

RETURN
Jessica Williams
211 Park Ave
Laguna Hills, CA 90235

RETURN
Jessica Williams
211 Park Ave
Laguna Hills, CA 90235

RETURN
Jessica Williams
211 Park Ave
Laguna Hills, CA 90235

RETURN
Jessica Williams
211 Park Ave
Laguna Hills, CA 90235

RETURN
Jessica Williams
211 Park Ave
Laguna Hills, CA 90235

RETURN
Jessica Williams
211 Park Ave
Laguna Hills, CA 90235

RETURN
Bob Hurst
77 Hillcrest Drive
Victory, KS 66201

RETURN
Bob Hurst
77 Hillcrest Drive
Victory, KS 66201

RETURN
Bob Hurst
77 Hillcrest Drive
Victory, KS 66201

DELIVER
Betty Roberts
404 W 44th
Kansas City, MO 64116

DELIVER
Betty Roberts
404 W 44th
Kansas City, MO 64116

DELIVER
Betty Roberts
404 W 44th
Kansas City, MO 64116

DELIVER
Rebekkah Marshall
268 W. 77th Street
New York, NY 10024

DELIVER
Rebekkah Marshall
268 W. 77th Street
New York, NY 10024

DELIVER
Rebekkah Marshall
268 W. 77th Street
New York, NY 10024

DELIVER
Margaret Asbill
457 Marble Rd
Denver, CO 56498

DELIVER
Margaret Asbill
457 Marble Rd
Denver, CO 56498

DELIVER
Margaret Asbill
457 Marble Rd
Denver, CO 56498

DELIVER
Robert Williams
5112 W. 60th Street
Alvin, TX 77512

DELIVER
Robert Williams
5112 W. 60th Street
Alvin, TX 77512

DELIVER
Robert Williams
5112 W. 60th Street
Alvin, TX 77512

DELIVER
Sam Marshall
88 Destiny Dr.
Livingston, MO 66412

DELIVER
Sam Marshall
88 Destiny Dr.
Livingston, MO 66412

DELIVER
Sam Marshall
88 Destiny Dr.
Livingston, MO 66412

RETURN Lois Showalter 77 Hillcrest Drive Victory, KS 66201	COMPUTER / TECHNOLOGY MT4 RETURN and DELIVERY ADDRESS LIST
DELIVER Rebekkah Marshall 268 W. 77th Street New York, NY 10024	
RETURN Sandy Baccinelli 8412 Mosley Road Houston, TX 77075	
DELIVER Robert Williams 5112 W. 60th St Alvin, TX 77512	
RETURN Jessica Williams 211 Park Ave Laguna Hills, CA 90235	
DELIVER Betty Roberts 404 W 44th Kansas City, MO 64116	
RETURN Bob Hurst 77 Hillcrest Drive Victory, KS 66201	
DELIVER Margaret Asbill 457 Marble Rd Denver, CO 56498	
RETURN Frank Gerry 123 N. Rainbow Promise, OK 79801	
DELIVER Sam Marshall 88 Destiny Dr. Livingston, MO 66412	

DELIVERY Lois Showalter 77 Hillcrest Drive Victory, KS 66201	COMPUTER / TECHNOLOGY MT5 DELIVERY and RETURN ADDRESS LIST
RETURN Rebekkah Marshall 268 W. 77 th Street New York, NY 10024	
DELIVERY Sandy Baccinelli 8412 Mosley Road Houston, TX 77075	
RETURN Robert Williams 5112 W. 60 th St Alvin, TX 77512	
DELIVERY Jessica Williams 211 Park Ave Laguna Hills, CA 90235	
RETURN Betty Roberts 404 W 44 th Kansas City, MO 64116	
DELIVERY Bob Hurst 77 Hillcrest Drive Victory, KS 66201	
RETURN Margaret Asbill 457 Marble Rd Denver, CO 56498	
DELIVERY Frank Gerry 123 N. Rainbow Promise, OK 79801	
RETURN Sam Marshall 88 Destiny Dr. Livingston, MO 66412	

MT6 Delivery Addresses

Lisa Parrack 8800 W. 85th St Shawnee Mission, KS 66216	Walt and Leda Hoffman 901 Meadow Lake Minneapolis, MN 55401
Ryan Ash 684 N. 103rd St Belton, TX 76513	Nadav Ever 99 Battery Pl New York, NY 10028
Kay Bieber 1410 N. 15th Denver, CO 80033	Doug and Carol Graves 2388 East Pine Grand Blanc, MI 48493
Greg and Linda Holloway 14357 W. 77th Estes Park, CO 80511	Jan Lee 88 Spruce Colorado Springs, CO 80902
Stephanie Cain 51 NW 44th St Charlotte, NC 28202	Troy Showalter 932 Golden Pond Billings, MT 59101
Vandra Solomon 15 Strong Graceland, TN 37501	Esther Levens 333 Mountain Top Lakeview, FL 33101
John Rothaus 345 Rainbow Parkville, FL 33144	Kathy Sumner 4783 S. Mayfield Wamego, NM 55382
Missi Neurnberger 177 Courtesy Ln Seattle, WA 98103	