



 **PostBase**
Mailing system



Operator Manual
First steps

About this Operator Manual

Please read this Manual before installing and using the PostBase mailing system. Please keep this manual near the system for quick reference.

Further documents

For complete specifications of the mailing system and all optional modules, refer to the **Operator Manual PostBase** – available as a download from Francotyp-Postalia. Information on available product variants and country-specific particularities can be found in the **Addendum to the Operator Manual** (if available in your country).

This manual covers all configurations and equipment options of the PostBase mailing system. Functions that are only available for particular system configurations are marked by an additional note, e.g. (optional).

Functions or information that are not available in all countries are identified as *not available in all countries*.

As currency, Euros are used exemplarily.



In this manual, the product name appears in its plain form 'PostBase'.

The following keywords and signs identify the safety tips in this manual:



Warning! indicates a potential hazard that may result in injury.



Caution! indicates a potential hazard that may result in damage to the mailing system or impair the franking process.



Caution! indicates an automatic machine operation that may result in the user being startled.

The following symbols and text features are used in this manual:

- Bullets precede instructions.
- Dashes precede list items.

Menu names and options from the operating menu are written in small capitals, e.g. MENU.



A tip offers advice or additional suggestions for improving the operation.

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1 Safety tips

PostBase is a digital mailing system with ink-jet print technology for franking mail. PostBase complies with the pertinent safety regulations for office information equipment.

Please observe the following tips for your own safety:

Prevention of electrical hazards

- Operate the PostBase only on a grounded single-phase power socket. Make sure your office power supply conforms to the power requirements indicated on the serial number plates.
- Make sure the sockets for connecting the mailing system are close by and easily accessible at all times.
- Unplug the plugs in case of an emergency. Call the Service.
- Take special care that no foreign objects penetrate the system's interior.
- Be extremely careful when handling liquids.
- Unplug the plugs prior to cleaning the PostBase mailing system.

Prevention of mechanical hazards

- Keep long hair, fingers, loose clothing pieces, shawls, jewelry and the like away from moving machine parts.
- Do not remove any parts of the housing.
- Do not remove any equipment related to safety or protection. Do not make them inoperative or unable to function.

Accessories and consumables

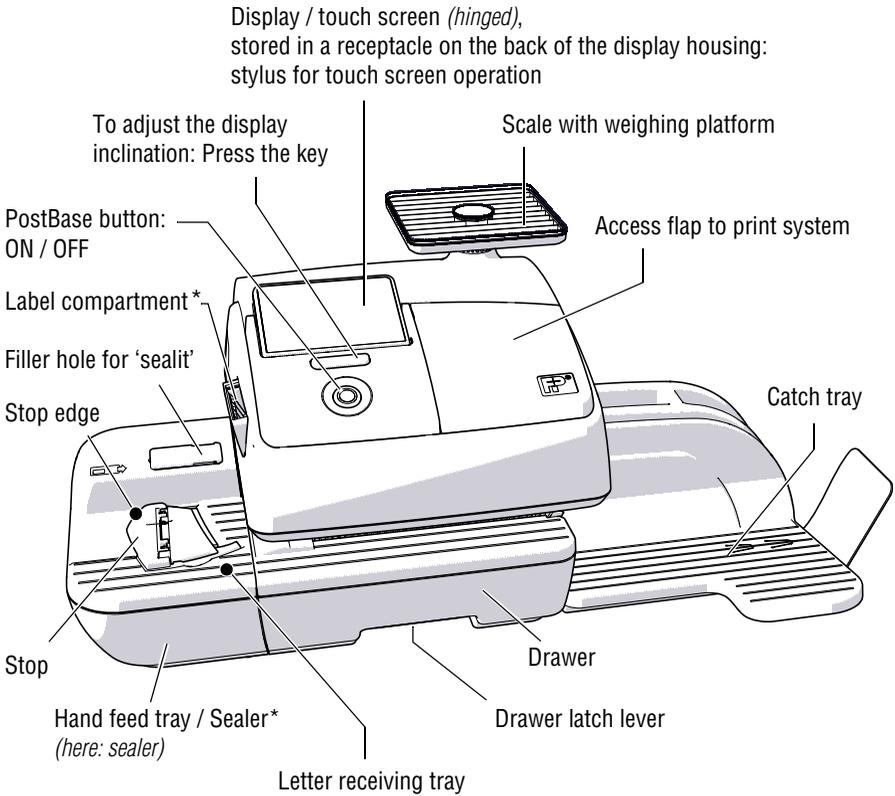
- We recommend to use only approved FP equipment and FP original parts. The manufacturer FP has established reliability, safety and applicability. The manufacturer cannot assess the reliability, safety and applicability for products not approved by FP, and therefore not vouch for such products.
- Use the supplied power and connection cables or cables that have been approved by Francotyp-Postalia. Make sure that cables are not damaged.
- Ingestion of the ink can be hazardous. Avoid contact with the eyes. Keep the ink cartridges away from children. Further instructions for use are enclosed with the ink cartridges.
- We recommend to use only the batteries provided by Francotyp-Postalia. The manufacturer FP has established reliability, safety and applicability. Observe the instructions enclosed with the battery for correct use and disposal.

General safety tips

- Install the PostBase mailing system according to the instructions.
- Do not use attached parts like the weighing platform, label compartment, display, drawer, ... as 'handles' during transport. The best way to handle the components is to hold them at the lower part of the housing at the clearances on both sides.
- When you move the PostBase from a cold environment (i.e. below 10 °C / 50°F): Unpack the PostBase and wait at least 2 hours before connecting the PostBase. The PostBase requires this period to adapt to the ambient conditions. Any condensation evaporates.
- Use the 'Feeder PostBase' only with the PostBase franking machine. It is not possible to operate the feeder without the PostBase franking machine.
- Have maintenance and repair work done only by qualified personnel authorized by Francotyp-Postalia. Otherwise, your warranty will become void. You will be liable for any damage.
- Do not be startled while positioning letters. As soon as the letter covers the sensor, letter transport will start after a short delay.

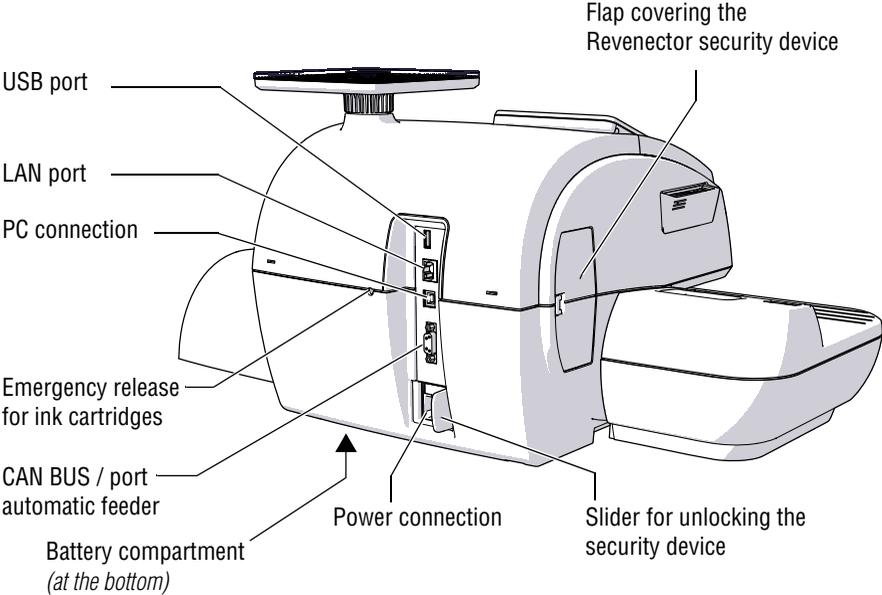
2 A short description of the PostBase

2.1 PostBase franking machine – overview

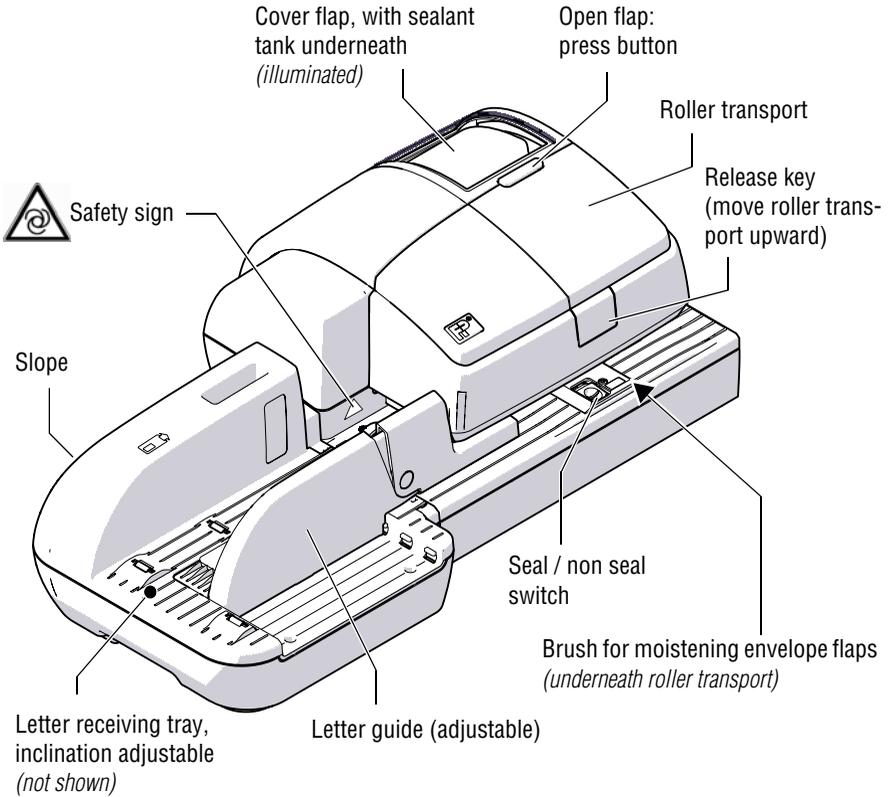


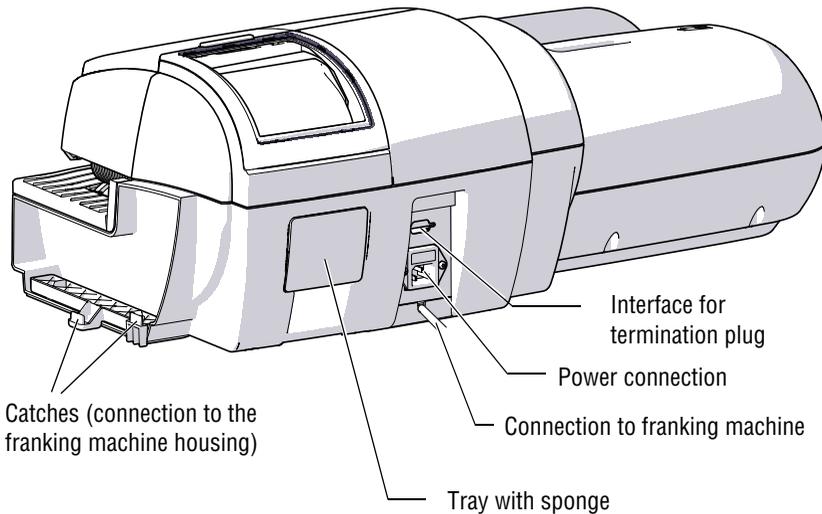
* *optional*

Franking machine – rear view



2.2 Feeder – overview *(optional)*



Feeder – rear view**2.3 Things worth knowing about optimail 30**

PostBase is a digital mailing system featuring a touch screen and inkjet print technology.

Modular design

In its basic version, the mailing system consists of the PostBase franking machine with integrated scale, a hand feed tray and a letter catch tray.

This basic version can easily be extended using components for automatic feeding, moistening and sealing.

The PostBase mailing system comes in variants with processing speeds of 30 letters per minute up to 65 letters per minute.

Franking To frank a letter, simply position it with the side to be printed on facing up – PostBase will seize the letter and frank it, after which it is exited to the right side ready for dispatch.

Franking is possible on mail pieces made of ink-absorbing material – postcards to 10 mm (0.4") thick letters in ISO B4 format – and special self-adhesive labels.

Letters as advertising medium In addition to printing postage, you can print custom advertisements of your choice and text messages on every mail piece you send (*not available in all countries*).

Download postage Load postage from the data centre directly into your franking machine – fast, easy and, if need be, 24 hours a day.

Access control The PostBase franking machine can be protected against unauthorized use via a PIN.

Flexible and up to date The PostBase franking machine ensures you are always using the current postal rates. Whether new postage rates or new adverts – the data center loads current data directly into your franking machine.

Additional functions The PostBase mailing system offers a range of convenient additional functions. Among these are:

- **Scale.** The space saving, integrated scale quickly and reliably determines the weight for letters and parcels. The determined weight directly affects the product settings.
- **Shortcut function** for frequently used postal products.
- **Account function** for separate registration and billing of postage costs.
- **Print lists** of register states and loading report.
- Variable **imprint offset** for changing the franking imprint position on the envelope (*not available in all countries*).

- Options* The following features are available for functionality extension:
- **Label dispenser** to print self-adhesive labels, for large or thick mail pieces or for envelopes that are not suited for ink-jet printing.
 - **Feeder**. Automatic feeder with sealer for the PostBase. The letters are separated from the stack, optionally moistened and sealed, and fed to the PostBase franking machine.
 - **Sealer**. Manually pass the open envelope through the sealer. The moistened flap will be closed in the PostBase during subsequent franking.
 - **Differential weighing**. A special weighing mode of the integrated scale that helps you save time when weighing and franking large amounts of similar mail pieces.
 - **PostBase Navigator**. Software for controlling and administration of the franking machine via PC.

3 Installation

Step 1: Unpacking and checking the contents of the package



Warning! Do not start operating PostBase if parts are damaged or missing. Please contact the service.

- Unpack the packages.
- Check that the contents of the packages are complete and free from any damage.



Keep the packing. Use it again when you need to transport PostBase or send it in to Service.

Scope of delivery

- PostBase franking machine
- Hand feed tray
- Catch tray with stop
- Weighing platform (*version as ordered*)
- Power cable
- USB cable
- Ink cartridge set
- Franking labels
- ‘First steps’ manual

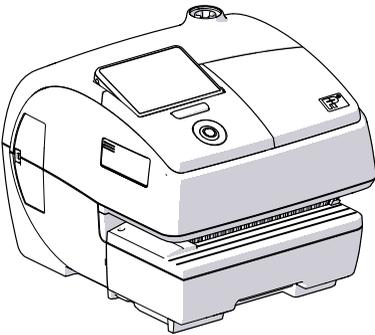
Optional, only when ordered separately

- Sealer incl. ‘sealit’ sealing liquid
- External modem kit incl. modem cable
- Feeder incl. slope, pendulum, power cable, termination plug, basket with sponge, ‘sealit’ sealing liquid

Step 2: Assembling PostBase



Caution! When you move PostBase from a cold environment (i.e. below 10 °C / 50°F):
Unpack the PostBase and wait at least 2 hours before connecting PostBase.
PostBase requires this period to adapt to the ambient conditions.

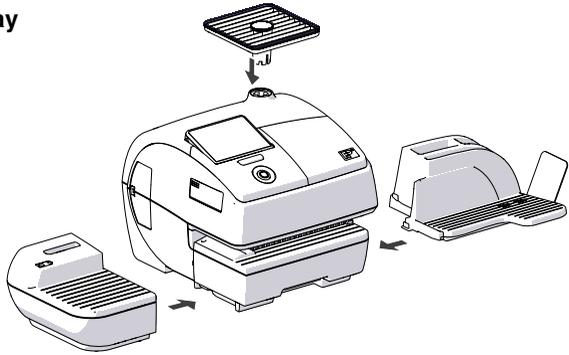


- Choose an installation site with the following ambient conditions:
 - room temperature: 10 °C to 40 °C (50 °F to 104 °F)
 - no direct sunlight
 - power socket in the immediate vicinity
 - network connection with internet access

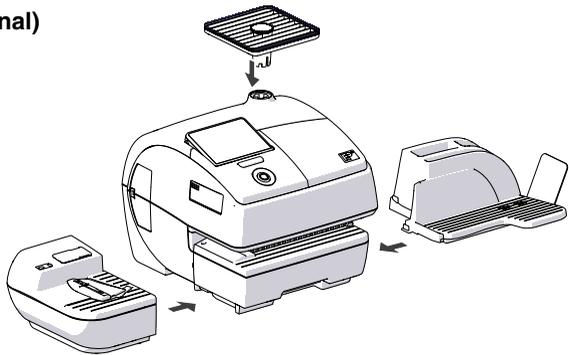
or

 - telephone socket for modem connection in the immediate vicinity.
- Place PostBase on a firm, level, low vibration and horizontal base.

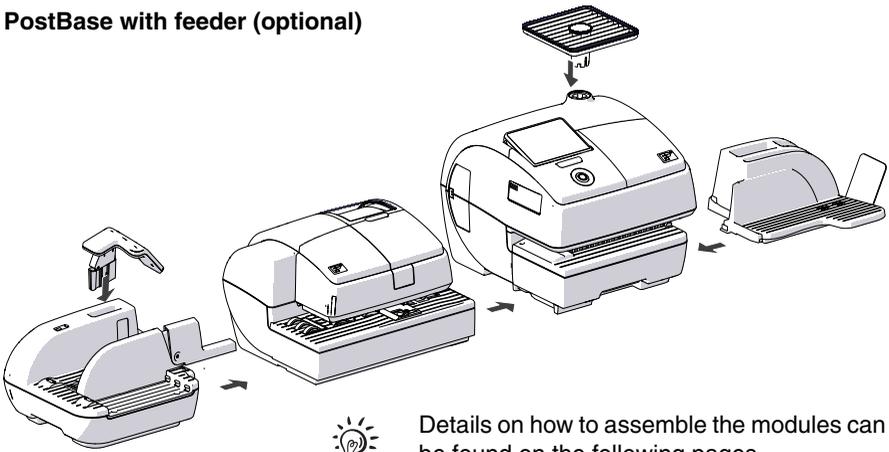
PostBase with hand feed tray



PostBase with sealer (optional)

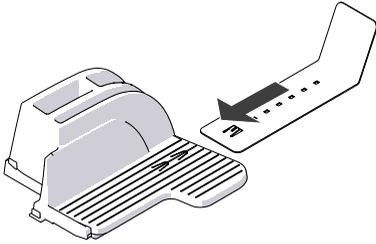


PostBase with feeder (optional)



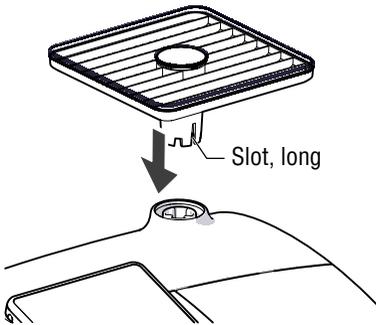
Details on how to assemble the modules can be found on the following pages.

Catch tray: attaching the stop



- Attach the stop to the catch tray: Slide the stop into the guides on the catch tray bottom.

Mounting the weighing platform



- Hold the weighing platform such that the long slot in the weighing platform foot points to the front.
- Place the weighing platform onto the scale receptacle from above. The long slot of the weighing platform must slide in the counterpart on the scale receptacle.
- Press down slightly on the weighing platform with your flat hand.

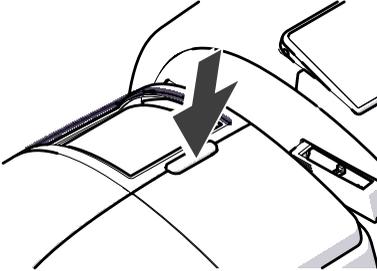
Mounting catch tray and feeding device

- Place the attachments next to the franking machine (see overviews on previous page).
- Slightly lift the franking machine on the side on which you wish to mount the attachment. The bottom side of the housing features slots where the attachments are fastened.
- Push the respective attachment underneath the franking machine such that the catches on the attachment engage in the slots.
- Put the franking machine carefully down.

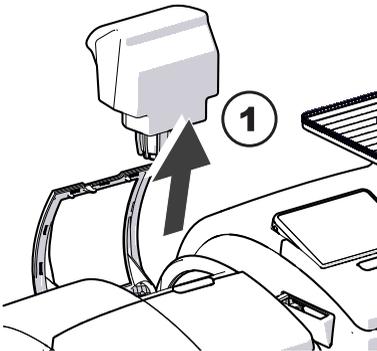
Step 3: Preparing the feeder *(optional)*

Inserting moistening sponge

- Release the flap by pressing the release button.

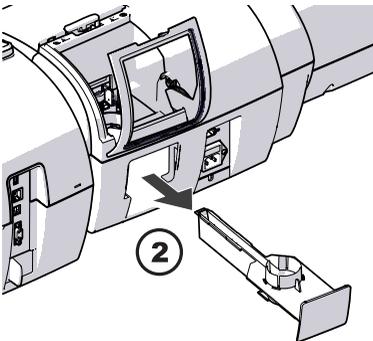


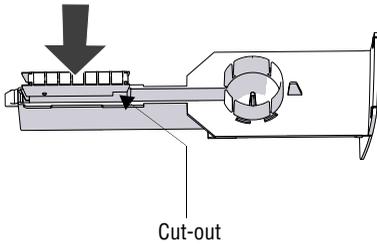
- Remove sealant tank out of the housing and put it at a safe place.



At the rear of feeder:

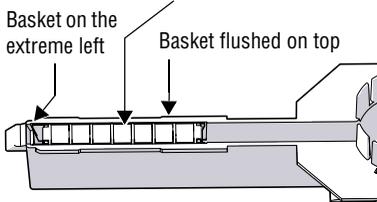
- Carefully pull out to the back the sealant tray.



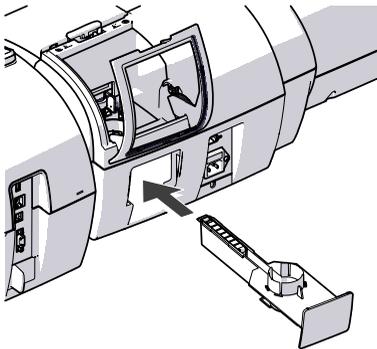


- Carefully insert the basket with sponge into the tray until basket and tray are flush. Mind the position of the cut-out.

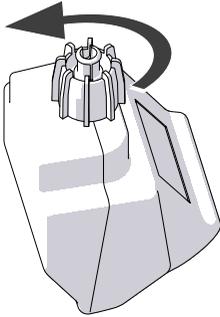
Checks: Sponge closely below the bars (without protrusion)



- Check if the basket is correctly seated: It must rest on the extreme left in the tray and close on top in a flushed manner.

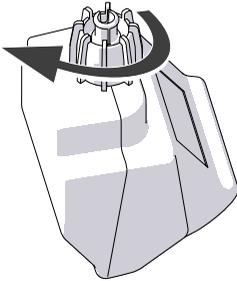


- Insert the complete tray into the housing until it clicks into place.
- Check if the sponge is correctly seated. It should be directly below the moistening felt and brush.

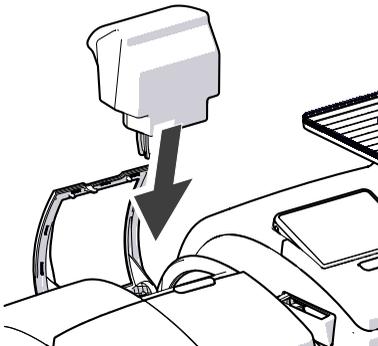


Filling with sealing liquid

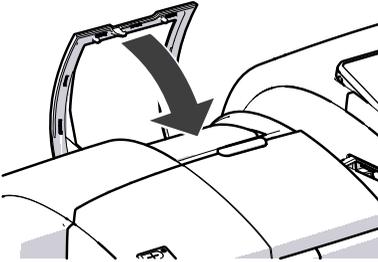
- Unscrew sealant tank cover.
- Fill the sealant tank with 'sealit' sealing liquid.



- Place sealant tank screw cover and tighten.
- Turn sealant tank upside down in a non-dangerous area (e. g. over a sink) to check if the cover is well sealed.



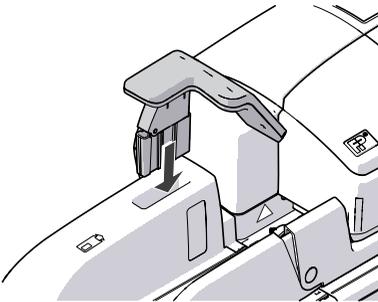
- Insert sealant tank into the housing with the cover downward.



- Close the flap.

Attach the pendulum

- Insert the base of the pendulum into the fixture of the slope.



Step 4: Connecting PostBase

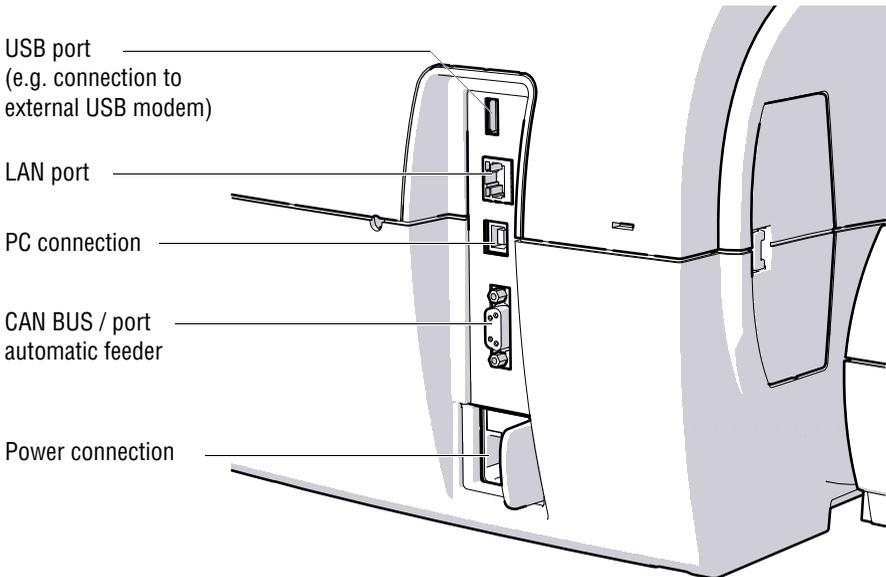


Warning! Use the power and connection cables provided with the PostBase or approved by Francotyp-Postalia. Make sure that cables are not damaged.

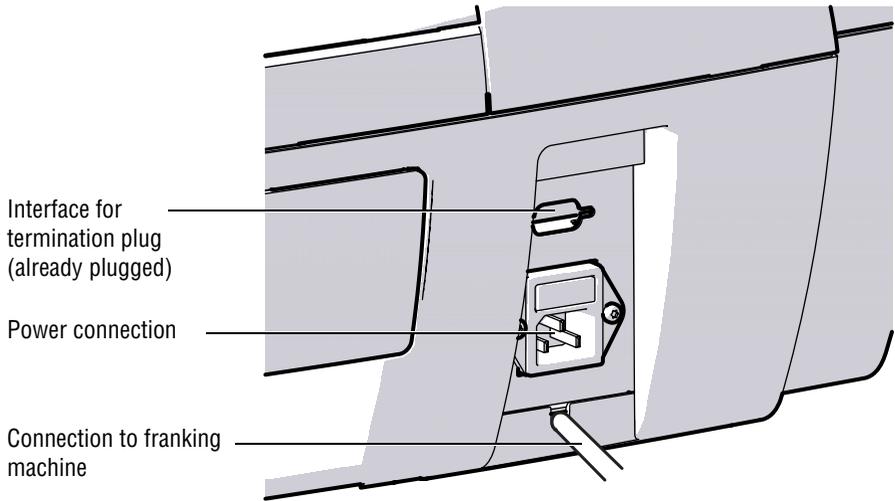
Connect PostBase only to a grounded single-phase power socket. Make sure your office power supply conforms to the power requirements indicated on the serial number plates.

Make sure the socket for connecting PostBase is close by and easily accessible at all times.

PostBase franking machine

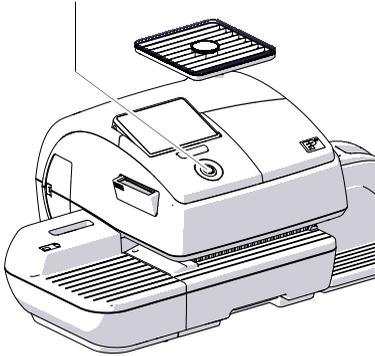


Feeder *(optional)*



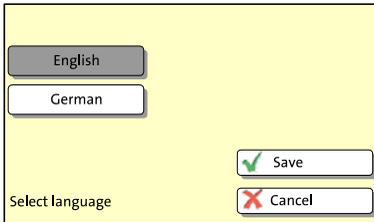
Step 5: Installing PostBase

PostBase button



- Turn PostBase on: Press the PostBase button.

The display lighting and button illumination switch on. PostBase performs a self test and then starts the installation procedure.



- Follow the instructions on the display.

PostBase will guide you step by step through the installation procedure:

- Select language
- Set connection parameters
- Enter repository PIN
- Software update
- Insert cartridges
- Load postage.



For information on handling the touch screen and an overview of screen elements, please read chapter 4.6.

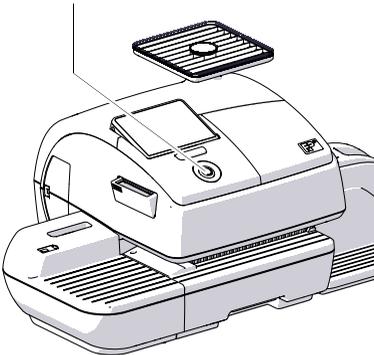
4 The basics of operation

In this chapter you will learn about the basic functions of the PostBase mailing system and how to handle the touch screen.

4.1 Turning the PostBase on/off

The franking machine can remain connected to mains all the time to ensure it is always ready for use. Use the PostBase button to turn the franking machine ON and OFF.

PostBase button



Turning on

- Press the PostBase button.

The display lighting and button illumination switch on. The PostBase performs a self test and then displays the Home screen.

Depending on the setting, you are prompted to enter the PIN and select an account.

Turning off

- At any time, press the PostBase button for **three seconds** to turn the franking machine off.

The PostBase will complete any current actions and then goes to standby. The display light and PostBase button illumination go out and the touch screen is deactivated.

Disconnecting the PostBase from mains



Caution! Make sure to always turn the PostBase off with the PostBase button before disconnecting the PostBase from mains. Never pull the power plug or separate the power supply in any other way before the printing system has reached its sealed position. This is the only way to prevent drying up and to ensure a permanently high print quality.

- Press the PostBase button for three seconds to turn the franking machine off. The display goes out.
- Unplug the power cable from the socket.

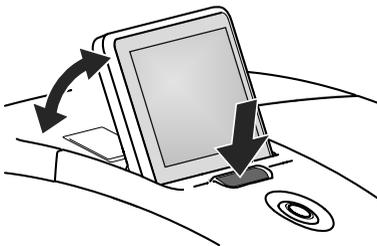
4.2 Standby

The PostBase franking machine will go to standby automatically if it is not used for some time.

The display is dark and the PostBase button is illuminated in standby. The touch function is inactive.

You can 'wake up' PostBase by briefly pressing the PostBase button.

4.3 Adjusting the display inclination



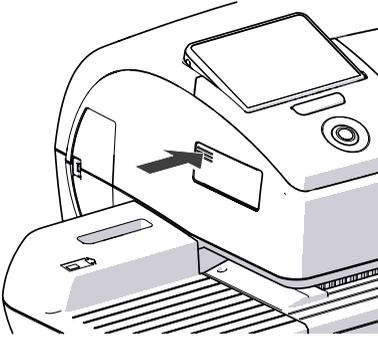
- Press the key below the display and set the display in the desired position. The adaptation mechanism features several catches.
- Release the key.

4.4 Setting up the label dispenser (optional)

Folding the label compartment in and out

To fold the label compartment in or out:

- Press on the knurled corner until you hear a click, then release.



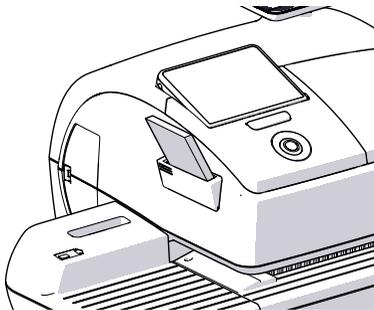
Inserting labels



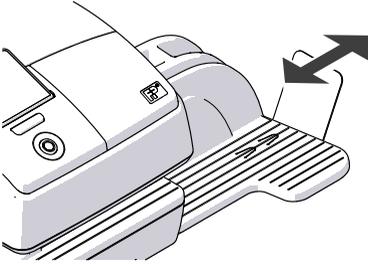
Caution! We recommend to use only labels that have been approved by Francotyp-Postalia. The manufacturer FP has established reliability, safety and applicability. The manufacturer cannot assess the reliability, safety and applicability for products not approved by FP, and therefore not vouch for such products

We can ensure correct label processing only when you comply with this.

- Remove package band from the package of labels.
- Insert the complete package (50 labels) in the label dispenser:
 - The side to be printed on faces up.
 - Insert the package of labels in direction of the imprinted arrow as far as it will go.



4.5 Setting up the catch tray



- The catch tray can be adapted to different envelope sizes (up to ISO B4) by displacing the catch bracket. The stop features several catches for the most common sizes.

4.6 Screen elements and operation philosophy

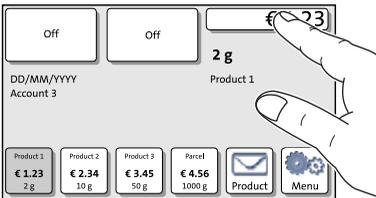
This chapter covers the user interface of the PostBase franking machine. You will learn how to operate the touch screen, the screen elements and the menus, window types and symbols.

4.6.1 The touch screen

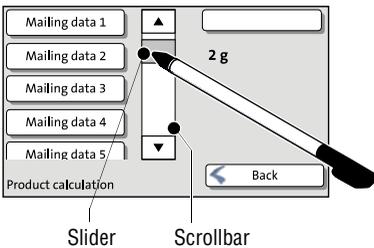
The touch screen is active when the display is lit. To operate the touch screen, simply touch the screen elements with your finger.

General operation philosophy

You briefly touch the desired screen element (in the example: the postage button) with your finger. PostBase performs the corresponding action.



You can operate scrollbars by touching the slider and moving it. The setting is updated when you lift your finger off.



You can also use the supplied stylus instead of your finger. The stylus is stored in a receptacle on the back of the display.

Buttons

You distinguish buttons from the screen background by a shadow. They can have various states, depending on the function:



Button can be pressed / is active.



Button is selected / passive.



Confirmation: Button is being pressed.



Button is deactivated / cannot be pressed.

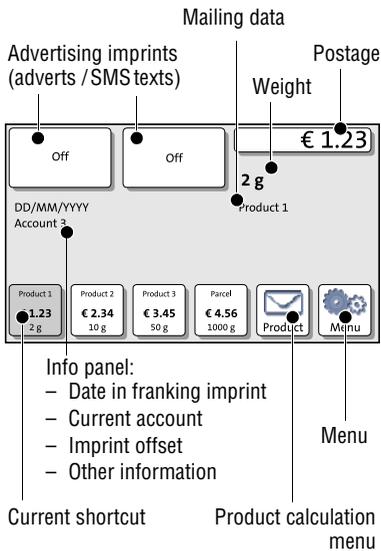
Standard buttons



The term 'standard button' refers to buttons like for example SAVE, CANCEL, BACK or CONTINUE.

Depending on the function, the button label can differ. The CANCEL / BACK button (if available) is always located in the bottom right corner of the screen and goes back one step / level.

4.6.2 The Home screen



The Home screen appears after the machine was turned on and the start routine has been successfully completed. It displays the current franking settings.

The postage appears only when all required product details are selected and the set weight exceeds 0 g (0 oz).

In the Home screen

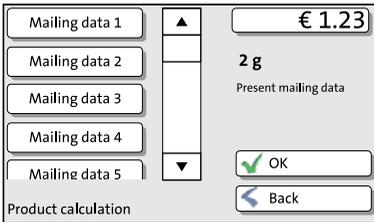
- you frank your mail pieces
- you can weigh your mail pieces
- you have access to all franking imprint settings
- current settings are displayed
- you can open the Menu.

Operation philosophy

A function can be edited or selected by simply touching its button.

Depending on the respective function, the PostBase opens a list, an adjustment menu or a menu offering further options. In the chapters to follow, you will be introduced to each of the menu and window types and their operation.

4.6.3 The Product calculation menu



Calling up the Product calculation menu

By pressing the PRODUCT button the product calculation menu is opened. Here, you set the product for the franking imprint.

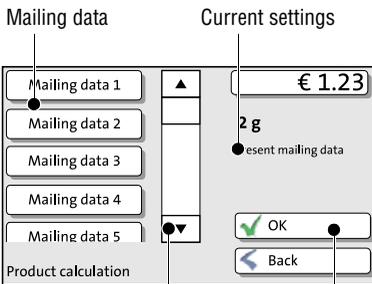
The left area of the display shows the available mailing data.

You can scroll the list with the scroll bar if more than four options are available.

The right area of the product calculation menu shows the current settings:

- the postage
- the weight
- the selected mailing data.

The postage only appears if all necessary mailing data were selected and the displayed weight exceeds 0 g (0 oz).



Selecting mailing data

By pressing the respective buttons, you select mailing data. The PostBase guides you through the postage calculation process step by step.

Press OK to accept the current settings and to return to the Home screen.

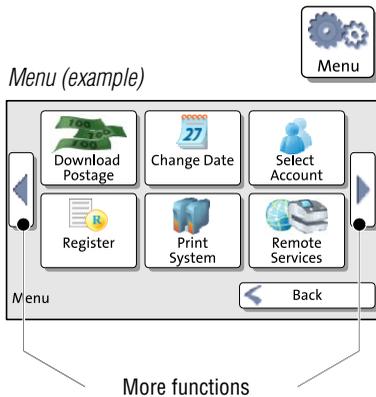
Deselecting mailing data

With the BACK button, the mailing data can be deleted step by step from the current product settings.

Returning to the Home screen

- OK** With the OK button, you set the current selected mailing data for franking and return to the Home screen.
- BACK** Pressing the BACK button repeatedly deletes the mailing data step by step. By pressing the button again after having deselected all mailing data you will cancel the product selection. The product set last remains set in the Home screen.

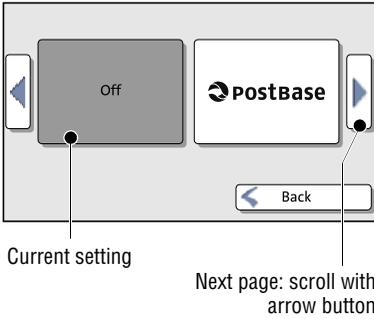
4.6.4 The Menu



Use the MENU button to open the Menu. From this Menu you can access the administration functions, the system settings, and service functions.

Use the arrow buttons to scroll to the next page and back in the Menu.

4.6.5 Lists



Lists (e.g. for adverts, SMS texts) offer all available settings in list form.

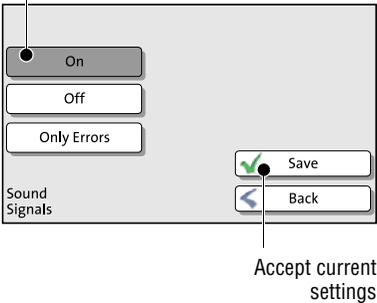
Use the arrow buttons to scroll forward or backward.

Press the respective button to select one of the provided settings and return to the Home screen.

4.6.6 Adjustment menus

A separate menu each opens for editing system parameters and for typing, editing, and clearing user-specific data. There are three types: Lists, input via keypad, and input according to the counter principle.

Current setting



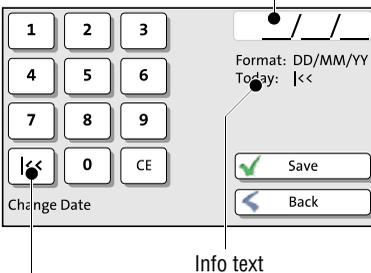
Lists

The left area of the display shows the available settings. The current setting is shown with a dark background. You can scroll the list with a scroll bar if more than five options are available.

Press SAVE to accept the current settings and to quit the adjustment menu.

Press BACK to discard your changes and to quit the adjustment menu.

Current input



Button assigned acc. to function
(here: reset to current date)

Input via keypad

Use the keypad in the left area of the display to input values. The top right text box indicates your input.

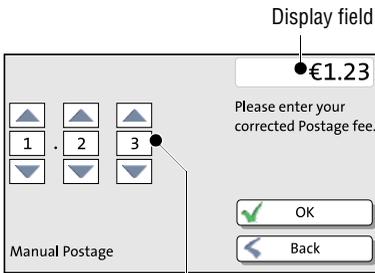
The keypad is always matched to the respective situation: The button labels change accordingly, depending on whether you must type figures or figures and letters.

The bottom left button is assigned a special function matched to the current operation, e.g. change between small and capital letters. The info text informs of special features and gives additional hints.

Press CE to clear input.

Press SAVE to accept the current settings and to quit the adjustment menu.

Press BACK to discard your changes and to quit the adjustment menu.



Setting an amount with the arrow buttons

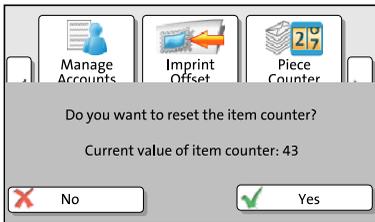
Input using the counter principle

PostBase may require you to enter values via a counter principle.

Use the arrow buttons to increase or decrease the figure in each digit until the desired amount is displayed in the top right text box.

Press OK to accept the current settings.

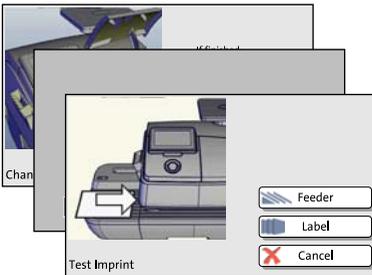
4.6.7 Pop-up windows



For some settings, a window covering parts of the current window opens (pop-up window). It prompts you for an action. Messages also appear as a pop-up.

Some pop-up messages feature auto-confirmation, i.e. they automatically close after some time.

4.6.8 Procedures (wizards)



For more complex settings, e.g. when setting up connection data, the PostBase opens a 'procedure', guiding you through all necessary actions step by step. Different window types are used, depending on requirements.

Press CONTINUE to accept the current settings and to go to the next step.

You can press BACK to return to previous steps.

Pressing BACK at the beginning of the procedure will discard all settings and close the procedure.

4.7 Test print

Using a test print, you can assess the settings for the franking imprint as well as the print quality.



According to postal regulations, test prints are marked as such. Never post test imprints.

Test prints are not logged in the postage registers.

Setting a test imprint

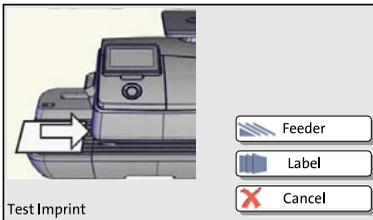
- Set the desired parameters for the franking imprint (advert, SMS-text etc.).
- Press the PRODUCT button in the Home screen.
- Set the desired product.

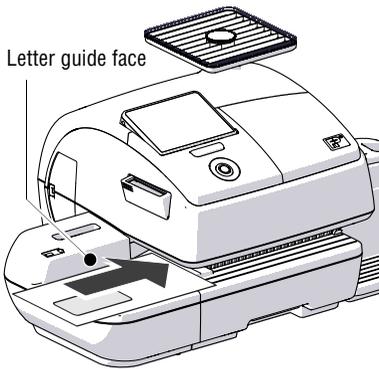


Once all necessary mailing data are set, you can perform a test print. The TEST PRINT PRODUCT option is shown at the end of the additional services list.

- Choose TEST PRINT PRODUCT.

PostBase prompts you to position a letter.





Printing the test print on an envelope

- Insert an empty envelope (or a postcard) in the hand feed tray:
 - side to be printed face up
 - the top edge must touch the letter guide face.
- Push the envelope in direction of the arrow.

PostBase takes up the envelope, prints the test print and discharges the envelope to the right.

Printing the test print on a label *(optional)*

- Choose LABEL to print the test print on a label.

PostBase prints the test print on a label and discharges the label to the right.

Positioning an envelope at the feeder *(optional)*

- Position a letter on the feeder:
 - side to be printed face up
 - the top edge must touch the letter guide face.

Or, if a letter has already been positioned:

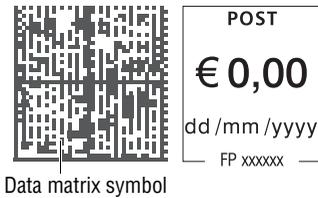
- Choose FEEDER.

PostBase seizes the envelope, prints the test print and discharges the envelope to the right.

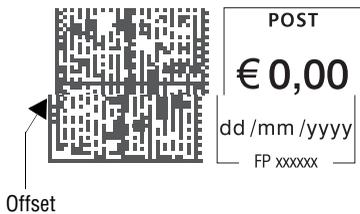
Checking the print quality

Make sure the PostBase always provides clean and legible franking imprints. The post may reject unreadable franking imprints.

- Check the print quality. There must not be any offsets, blurred or blank spots. Pay special attention to the data matrix symbol (if any).

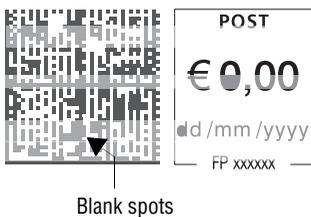


This illustration shows a perfect imprint.



When there are offsets / shifts in the imprint:

- Align the ink cartridges.



When there are blurred or blank spots in the imprint:

- Clean print system.

Technical Data

Dimensions

- **Length**
 - 310 mm (12.2") – *housing*
 - 146 mm (5.7") – *hand feed tray / sealer*
 - 385 mm (15.2") – *feeder*
 - 280 mm (11") – *slope*
 - 320 mm / 445 mm (12.6" / 17.5") – *catch tray min / max*
- **Width**
 - 345 mm (13.6")
 - 390 mm (15.4") – *with slope*
- **Height**
 - 300 mm (11.8") – *with weighing platform*

Weight

- 8.9 kg (19.6 lb) – *franking machine*
- 0.6 kg (1.3 lb) – *hand feed tray*
- 0.6 kg (1.3 lb) – *sealer*
- 7.3 kg (16.1 lb) – *feeder*
- 2.6 kg (5.7 lb) – *slope*
- 0.9 kg (2 lb) – *catch tray*

Power connection

- **franking machine** 100 - 240 V / 2.0 A / 50 - 60 Hz
- **feeder** 100 - 240 V / 2.0 A / 50 - 60 Hz

Power consumption

- **franking machine**
 - 80 W, Energy Star
 - < 1 W (switched off)
 - < 7 W (standby)
- **feeder** 80 W

Battery

3,6 V / 2 Ah / 20 mA order no. 90.4701.8004.00

Display

TFT, 480 x 272 pixels, with touch panel, backlit

Print system

- **Print technology** inkjet, 2 ink cartridges
- **Printing area** max. 185 mm x 25 mm (7.3" x 1")
- **Print resolution** ≥ 300 dpi

Performance	Up to 65 letters/min (depending on machine configuration, envelope size / content, imprint length, machine state and operating mode)
Noise emission	< 60 dB(A) franking machine (stand alone) < 70 dB(A) franking machine with feeder
Operating conditions	+15°C to +35°C (59°F to 95°F) Only use in closed rooms Do not expose to direct sunlight Rel. humidity 15% to 80% non-condensing
Weighing area	3 g to 7000 g (0.1 oz to 15 lb)

Ink cartridges

Ink cartridges	FP cartridge kit for PostBase
Operating and storage conditions	+15°C to +35°C (59°F to 95°F) Use in closed rooms only Do not expose to direct sunlight Relative humidity 20% to 70%, non-condensing



Safety data sheet for users available at www.fp-francotyp.de/en/material-safety-data-sheets-msds.

Subject to short-term modification.

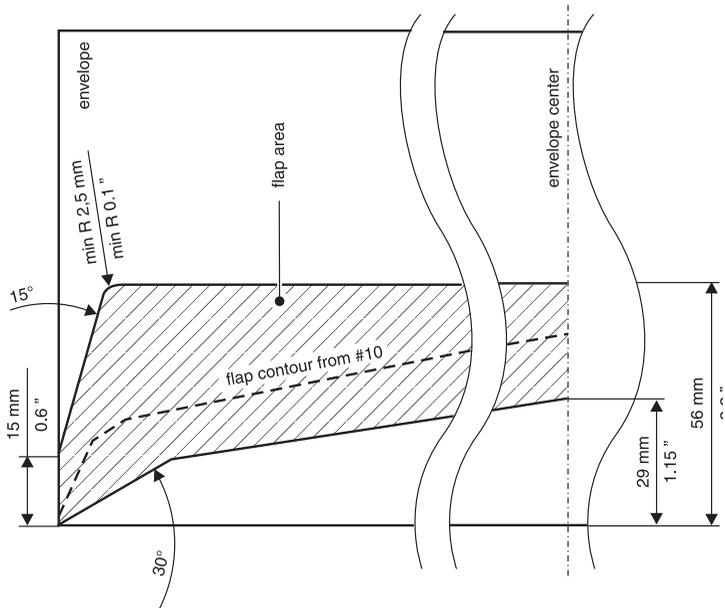
Mail piece specifications

Format	105 mm x 148 mm up to 250 mm x 353 mm (3" x 5" up to 10" x 14") (Postcard format up to ISO B4)
Thickness	up to 10 mm (0.4") (franking without usage of sealing function)
Material	Ink-absorbent material (suitable for inkjet printing) No dark paper No glossy coating on the surface to frank No bubble-foil material No corrugated board No extremely fibrous paper on which the data matrix symbol could smear
Labels	self-adhesive labels

Subject to short-term modification.

Envelope specifications for automatic sealing (*feeder*)

- Format** 105 mm x 148 mm up to 250 mm x 353 mm
(3" x 5" up to 10" x 14")
(up to ISO B4)
- Thickness** up to 7 mm (0.3")
- Material** Envelopes must be suitable for sealing by machine.
The flap must be at the envelope's long side.
- Sealing area** Sufficient closure can only achieved with continuous sealing
area.



Subject to short-term modification.

Declaration of Conformity

We, Francotyp-Postalia GmbH,
located in D-16547 Birkenwerder, Triftweg 21-26

herewith declare in our own responsibility that our

Franking Machine, Model: PostBase, PostBase Feeder

.....
(Type Designation)

is designed and assembled in conformity with the following harmonized standards:

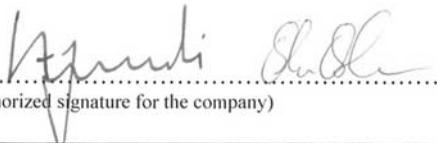
EN 60950-1
EN 55022 Class B
EN 55024
EN 61000-2-3
EN 61000-3-3

.....
in accordance with the rules of European Directives

2004/108EC (Electromagnetic Compatibility Directive)
2006/95EC (Low Voltage Directive)

20. January 2012

.....
(Date)


.....
(Authorized signature for the company)

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 * =====
 *

```

```

* This product includes cryptographic software written by Eric Young
* (eay@cryptsoft.com). This product includes software written by Tim
* Hudson (tjh@cryptsoft.com).
*
*/

```

```

Original SSLeay License
-----

```

```

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```


Service

Every PostBase mailing system is thoroughly checked before leaving the factory. Should any faults occur with your PostBase mailing system in spite of our extensive quality control, please contact Francotyp-Postalia help line.

Our main office will be pleased to tell you the address of your local servicing dealer.

Warranty

For warranty information, refer to the country-specific Addendum to the Operator Manual (*if available in your country*).



Francotyp-Postalia applies DQS-certificated integrated management systems with quality and environmental management (DIN EN ISO 9001, 14001). These are valid for design and manufacturing of franking machines and postal equipment.

(registration no: 275570 QM 08, UM)

51.0052.3800.00 Rev. 00

2012-02 / xxx / helbig berlin



 **PostBase**
Mailing system



Addendum to the Operator Manual
| USA |

What you need to know

This addendum complements the PostBase Mailing System Operator Manual.

This document solely covers the country-specific particularities with handling the PostBase mailing system. You will find information about

- the Home screen
- the meter imprint for carrying by the U.S. Postal Service
- special imprints (Correction, Redate, ...)
- possible equipment versions of the mailing system
- the US customer service.

Further documents

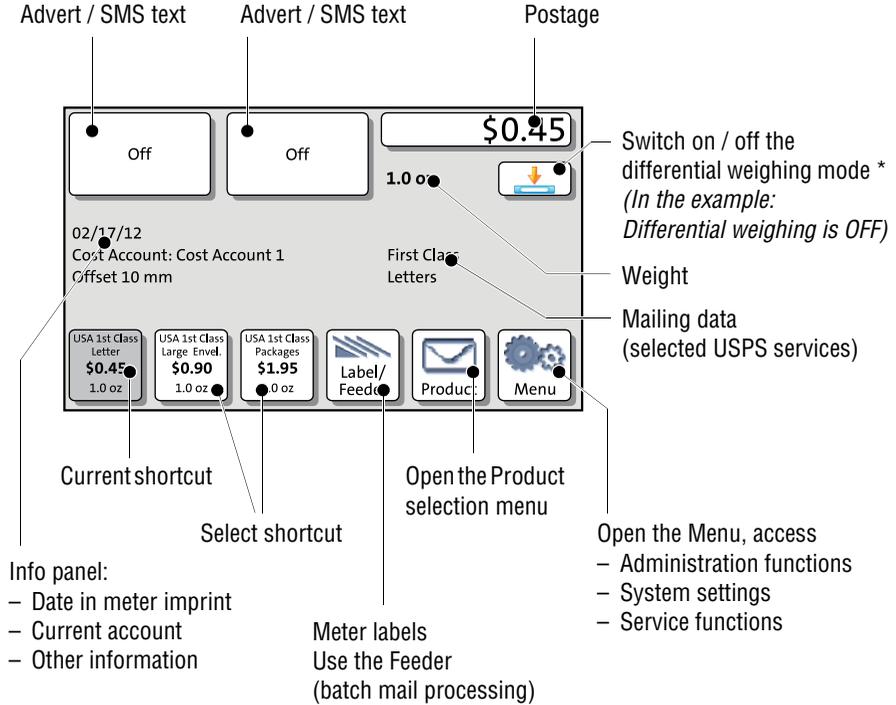
The **First steps** manual which was supplied with your mailing system contains all relevant information on installing, commissioning and handling the PostBase mailing system.

The **PostBase Operator Manual** (Reference Guide) contains a complete description of the mailing system and all optional components and features.

Please observe the instructions on intended use and the safety instructions in the PostBase Operator Manual.

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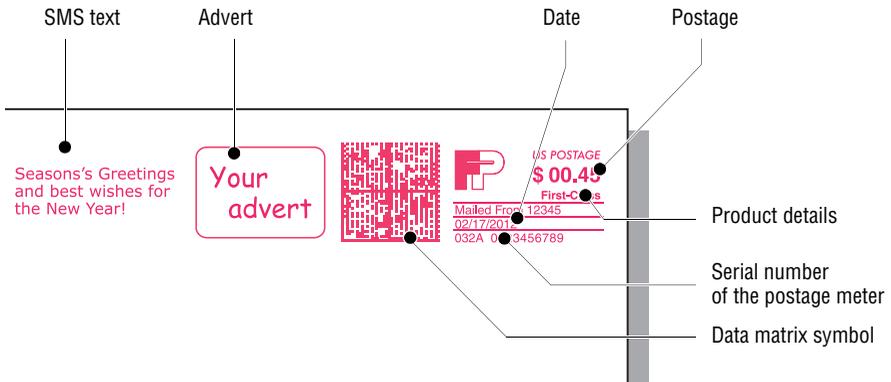
1 The Home screen



The Home screen appears after the PostBase was turned on and the start routine has been successfully completed. Depending on the settings, you may have to enter a PIN and set an account.

* Availability depending on PostBase variant / equipment.

2 The USPS meter imprint



The illustration shows an example of a meter imprint for a First-Class letter with two advertising imprints (an SMS text/text message and a graphical advert/logo).

For details on how to set the meter imprint, please read the PostBase Reference Guide.

Particularities for metering mail pieces for dispatch by the USPS, e.g. correction of incorrect meter imprints, are described in the following chapters.

To check the settings for metering and the imprint quality, choose TEST PRINT PRODUCT in the Product selection menu. THE TEST PRINT PRODUCT option is shown at the end of the additional services list.

Test imprints always show the postage value '\$ 00.00' (zero imprint) and the data matrix code is overprinted with the indication 'VOID'.

3 Special imprints and functions

3.1 Postage correction

You can correct faulty meter imprints on an already metered letter. The correction print must always be printed on the non-address-side of the mail piece.

If you have metered a postage value which is too low, print a correction with the missing amount on the non-address-side of the mail piece.

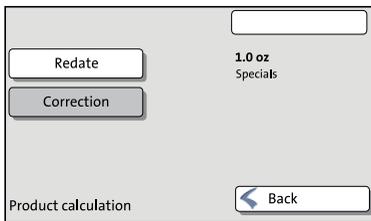


Setting the CORRECTION imprint

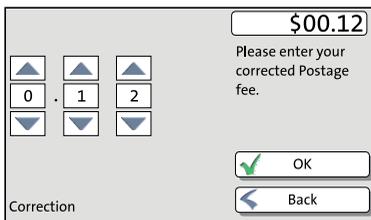
In the Home screen:

- Press the PRODUCT button.

PostBase opens the Product calculation menu.



- Select SPECIALS.
- Select CORRECTION.

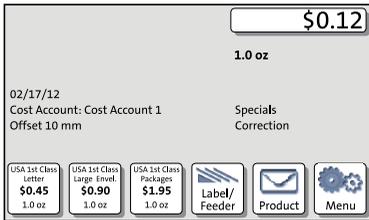


PostBase opens the Correction menu.

- Set the amount to be imprinted on the mail piece in addition to the postage value already metered.

Use the arrow buttons to increase or decrease the figure in each digit until the desired amount is displayed in the top right text box.

- Confirm the displayed correction amount with OK.
- Press OK to accept the displayed product setting and to return to the Home screen.



Print postage correction

The Home screen shows the current settings for the correction imprint. You can change the settings (e.g. date, imprint offset) in the same way as with a regular meter imprint.

- Position the mail piece the non-address-side face up.



PostBase prints the correction imprint.

3.2 Redate

If the meter imprint shows an incorrect date, you can print a correction with the correct date on the non-address-side of the already metered mail piece.

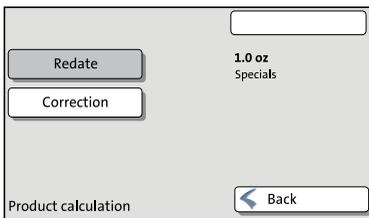


Setting the REDATE imprint

In the Home screen:

- Press the **PRODUCT** button.

PostBase opens the Product calculation menu.



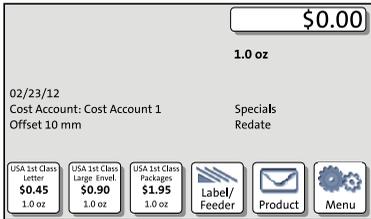
- Select **SPECIALS**.
- Select **REDATE**.
- Press **OK** to accept the displayed product setting and to return to the Home screen.

The Home screen shows the current settings for the redate imprint. You can change the settings (e.g. imprint offset) in the same way as with a regular meter imprint.



Setting the date

- Open the MENU.
- Select CHANGE DATE.
- Type the date.
- Press SAVE to set the date.



Print redate

When the Home screen shows the desired settings for the redate imprint:

- Position the mail piece the non-address-side face up.



PostBase prints the redate imprint.

3.3 Reply Mail metering

You can meter reply mail. When metering reply mail, PostBase prints a normal meter imprint without date.



Correct on Delivery	▲	\$0.45
Certified Mail		1.0 oz First Class Letters
Nonmach. Surch.		
Reply		✓ OK
Test print product	▼	← Back
Product calculation		

Off	Off	\$0.45
		1.0 oz
02/17/12	Cost Account: Cost Account 1	First Class Letters Reply
Offset 10 mm		
USA 1st Class Letter \$0.45 1.0 oz	USA 1st Class Large Envel. \$0.90 1.0 oz	USA 1st Class Packages \$1.95 1.0 oz
Label/ Feeder	Product	Menu

Setting the Reply Mail meter imprint

In the Home screen:

- Press the PRODUCT button.
- PostBase opens the Product calculation menu.
- Select the mailing data for the reply mail as usual.
 - In the additional services list, select REPLY.
 - When the desired product is set, press OK to return to the Home screen.

Meter reply mail

The Home screen shows the current settings for the reply mail meter imprint. You can change the settings (e.g. advertising imprints, imprint offset) in the same way as with a regular meter imprint.

When the Home screen shows the desired settings for the reply mail meter imprint:

- Position the reply envelopes / cards as usual.

PostBase prints the reply mail meter imprint.



4 Additional technical specification

4.1 PostBase – variants and equipment

	PostBase 30	PostBase 45	PostBase 65
Hand Feed Tray	●	●	●
Catch Tray (adjustable)	●	●	●
Feeder with Sealer	—	○	○
Manual Sealer	○	○	○
Label Dispenser	●	●	●
Integrated Postage Scale	●	●	●
Weighing Range, maximum	5 lbs	10 lbs	15 lbs
Differential Weighing	○	●	●
Speed (Letters per Minute)	30	45	65
Interfaces: USB, Ethernet/LAN, CAN bus	●	●	●
External analog modem (USB)	○	○	○
Remote services (download postage, rate change, ...)	●	●	●
Access control via PIN	●	●	●
Department Accounts – standard	5	20	50
– optional	10/20/50/ 100/200	50/100/ 200	100/200
Shortcuts for USPS products	●	●	●
Advertisement Memories	12	20	30
SMS-Text Messages, user-defined	8	10	12
Decimal Meter	●	●	●
Low Ink Warning	●	●	●
Auto-daylight saving time	●	●	●
Using FP Portal	●	●	●
Connection to RemoteOne, ReportOne, MailOne	●	●	●

Subject to short-term modification.

4.2 Additional Technical Data

Type of Equipment	Stand-alone equipment (Desk-top)
Class of Equipment	Class I
Connection to Supply	Pluggable type A
Type of Power System	TN, IT
Mobility	Moveable equipment
Pollution Degree	2

4.3 Special mail piece specifications

Letter sizes	<u>PostBase (stand-alone):</u> US Postcard (5" x 3.5") to 10" x 13"
	<u>PostBase with Feeder:</u> 6" x 4" to 10" x 13"
Maximum letter thickness	3/8"

4.4 The Security Device (PSD)

The Revenector Security Device (PSD) used in your PostBase mailing system was authorized according to specifications of the United States Postal Service following an internationally valid practice. To commensurate to this standard the cryptographic keys used by the PSD have to be updated or exchanged after a specified period of time. Please, make sure that the mailing system contacts the Server at least once a year (e.g. by loading postage with the value of '\$0'), even if the system may not be in use. Otherwise the Security Device may disable itself and will have to be exchanged with costs for reconnecting the mailing system.

5 Glossary

Meter imprint

Metering mail for carrying by U.S. Postal Service.

When metering, PostBase prints among other things the indicia, the postage value, the date and the machine identification on the envelope.

Details on the product (e.g. First-Class) appear below the postage.

The meter imprint can also comprise advert imprints (advert and/or text message).

Test print product (Zero imprint)

Invalid meter imprint with the postage value \$00.00 and the indication 'VOID' printed over the data matrix. This feature enables you to check the settings for the meter imprint and the print quality.

Test prints are not logged in the postage registers.

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7 Service



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Addison, IL 60101-5629**

Customer Service (800) 341-6052

www.fp-usa.com



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These are valid for design and manufacturing of postage meters and postal equipment.

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