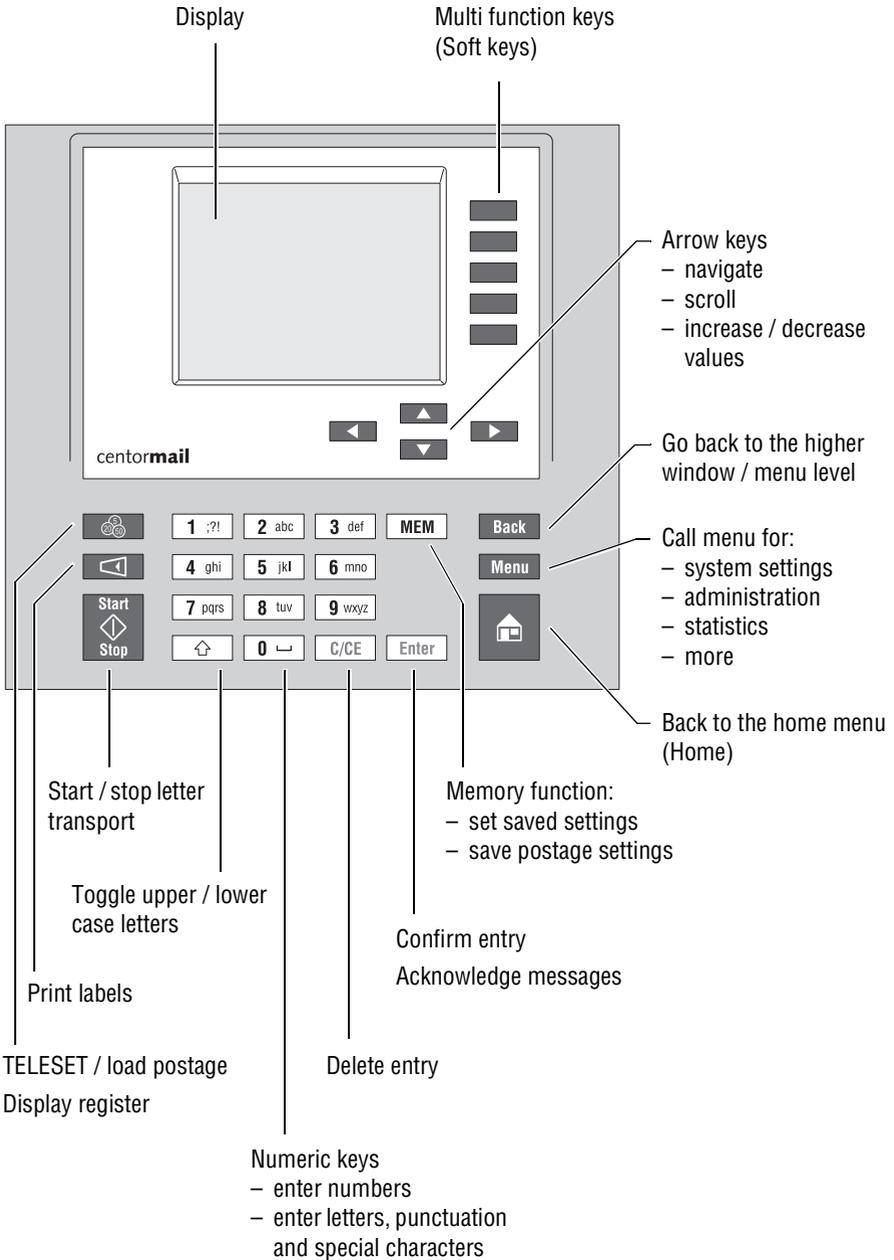


centormail™

Digital Mailing System



Operator Manual



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About this operator manual

Please read this operator manual before using the centormail mailing system. Please keep this manual near the system for quick reference.

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

In this operator manual, 'centormail' stands for postage meters centormail 120 and centormail 140.

Quick Reference Guide

A separate quick reference guide provides an overview of the operating menu and on metering with the centormail.

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



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



Warning! indicates a potential hazard that may result in injury to the hands. This sign is also used to identify hazardous areas of the mailing system.



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

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

- Bullets precede instructions.
- Dashes precede list items.

MENU

Menu names and options from the operating menu are written in small capitals.

“Select entry”

Messages are highlighted by quotation marks.



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

Chapter “The basics of centormail operation” on page 28 explains how operating and menu sequences are described.

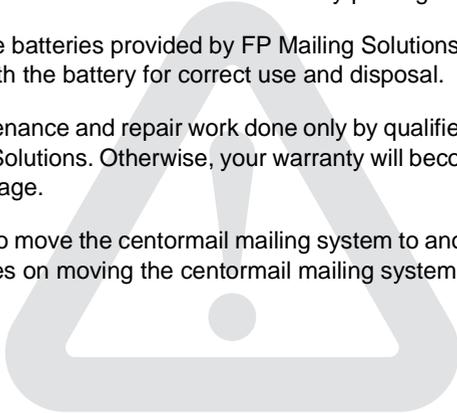
1 Safety tips

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

Please observe the following tips for your own safety:

- Installation and commissioning of the centormail mailing system have to be done by qualified personnel authorized by FP Mailing Solutions.
- Operate the centormail only on grounded power sockets. Make sure your office power supply conforms to the power requirements indicated on the serial number plates.
- Only use the supplied power and connection cables or cables that have been approved by FP Mailing Solutions. Make sure that cables are not damaged.
- Only use the power supply unit (PSU) supplied with the sealer, or one that has been approved by FP Mailing Solutions. Make sure that the PSU and its cables are not damaged.
- Make sure the sockets for connecting the mailing system are close by and easily accessible at all times.
- Do not reach into the danger areas marked with warning signs.
- Keep long hair, fingers, loose clothing pieces, shawls and jewelry 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. In case of an error (jam or unauthorized interference), the safety cap – a small part of the housing located at the letter exit of the postage meter – is released and the transport stops. You have to bring the safety cap back into position before you can go on using the centormail. By no means must you try to block or fasten the safety cap.
- Never cover the ventilation slots of the housing.
- Unplug the plugs prior to cleaning the centormail mailing system.

- Be extremely careful when handling liquids. If you fill the sealant tank, make sure not to moisten any parts connected to the mains.
If this should happen, immediately unplug the plugs. Have the centormail mailing system checked by FP Mailing Solutions Service before using it again.
- Take special care that no foreign objects penetrate the system's interior. If this should happen, have the centormail mailing system checked by FP Mailing Solutions Service before using it again.
- Unplug the plugs in case of an emergency. Call the Service.
- Only use ink cartridges / print heads and ink tanks by FP Mailing Solutions. Observe the information enclosed with every package.
- Only use the batteries provided by FP Mailing Solutions. Observe the instructions enclosed with the battery for correct use and disposal.
- Have maintenance and repair work done only by qualified personnel authorized by FP Mailing Solutions. Otherwise, your warranty will become void. You will be liable for any damage.
- If you wish to move the centormail mailing system to another location, observe the specific notes on moving the centormail mailing system on page 170.



2 A short description of the centormail

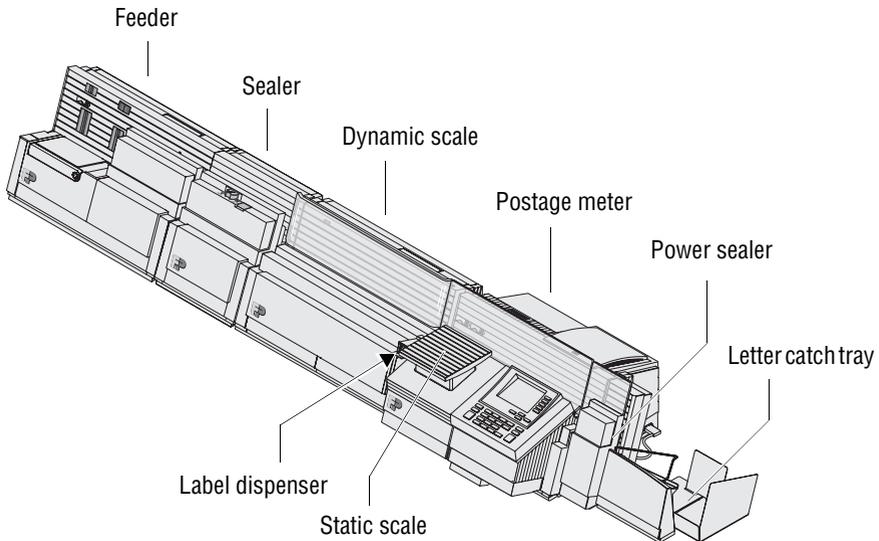
centormail is a digital mailing system with ink-jet print technology and vertical letter transport. You can meter mail pieces of all formats that are made of ink-absorbent material – ranging from a post card to letters ISO B4 with a thickness of up to 0.8" (20 mm) – as well as FP metering labels that can be stuck onto the mail piece.

Modular design

In its basic version, the mailing system consists of the centormail postage meter, a hand feed tray, and a letter catch tray (envelope slide with catch brackets). This basic version can easily be extended using components for automatic feeding, moistening / sealing, and weighing. This modular concept allows for a flexible adaptation of the mailing system to the type and amount of your mail.

The postage meter is available as model

- **centormail 120** with a processing speed up to 120 letters per minute
- **centormail 140** with a processing speed up to 140 letters per minute.



<i>Menu-based operation</i>	All functions – be it setting up the meter imprint, managing accounts and quick select memories, or changing system parameters – are securely and quickly accessible via the clearly laid out user interface in the back-lit display. The home menu shows all relevant information on the metering process at a glance.
<i>Metering</i>	To meter a letter, simply position it – the centormail mailing system will automatically transport and meter the letter, after which it is exited to the right side – ready for Mailing.
<i>Letters as advertising medium</i>	In addition to printing postage, you can use centormail to print custom advertisements of your choice; as well as user programmable SMS text messages to provide up-to-the-minute information on every mail piece you send.
<i>TELESET</i>	Load postage into the centormail using the TELESET process via the built-in modem – fast, easy and, if need be, 24 hours a day.
<i>Protection against unauthorized use</i>	Access cards in smart card format protect the centormail against unauthorized use and allow individual access rights to be assigned (MASTER / USER).
<i>Flexible and up-to-date</i>	New adverts, endorsements or new USPS pricing – simply update your centormail via chip card.
<i>Additional functions</i>	The centormail mailing system offers a range of convenient additional functions. Among these are: <ul style="list-style-type: none"> – Memory function for frequently used USPS products. – Account function for separate registration and billing of postage costs. – Redate and postage correction for correcting wrong meter imprints. – Reply mail metering. – Print date and time on incoming mail. – Print lists of account data, register states, system settings, and further information. – Variable imprint offset for changing the meter imprint position on the envelope. – Label dispenser to print self-adhesive labels, for large or thick mail pieces or for envelopes that are not suited for ink-jet printing.

Options

The following components are available to extend the machine's range of functions:

- **Feeder.** Separates the letters individually from the stack and transfers them to the postage meter. Letters can be added during operation.
- **Sealer** for mail pieces with a thickness of up to 0.28" (7 mm). The envelope flap is moistened in the sealer module and firmly pressed down in the power sealer.
- **Postage rate calculation.** When equipped with a static or dynamic scale, the postage rate calculation function is available. centormail calculates the postage on the basis of selected mailing data in a fast and reliable way. Postage and type of mail endorsement are set automatically.
- **Static scale.** The space saving, integrated scale quickly and reliably determines the weight for letters and parcels up to 10 lb.
- **Dynamic scale.** The dynamic scale (for mail pieces up to 2 lb) detects the weight and size of the mail piece while transporting it to the postage meter. Both values are transmitted to the postage meter, which automatically determines the correct product setting – this is especially useful for handling of mixed mail.

For an overview of all system components, see pages 206 to 210.

3 The basics of centormail operation

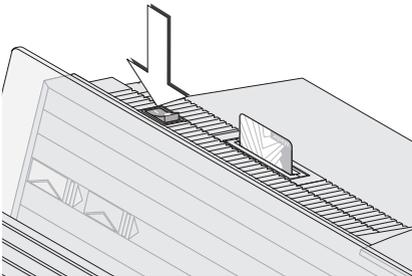
In this chapter you will learn about the basic functions of the centormail mailing system and how to handle the user interface.

3.1 Switching centormail on / off

Use the power switch (the toggle switch on the top left side of the postage meter) to turn the centormail and all installed optional components ON or OFF.



Caution! Wait for at least one minute between switching off and back on.



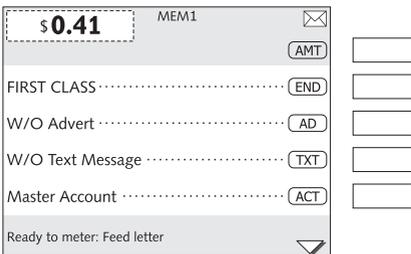
Switch on

- Push the power switch to **I** (ON) position.

The display illumination turns on and a start routine is initialized. centormail checks and activates all components. If your system features an ink tank system, you will hear distinct sounds from its pump.

When the start routine is completed, the **home menu** is displayed. centormail is now ready for operation with the following settings for metering:

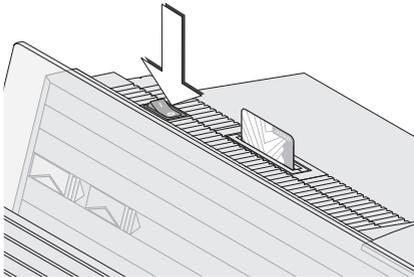
- The postage value (and the endorsement imprint if applicable) are reset to default values, as stored in memory MEM1.
- Current date.
- The advert and the text message are determined by the current account.
- An account is selected if either an access card has been plugged in (MASTER / USER), or if access control has been disabled.



Switching off



Caution! Always switch off the centormail mailing system using the power switch. Never simply unplug the plug or disrupt the power supply in any other way before the print system is in sealed position. Only in that way can you prevent the ink from drying and thus maintain a constant print quality.

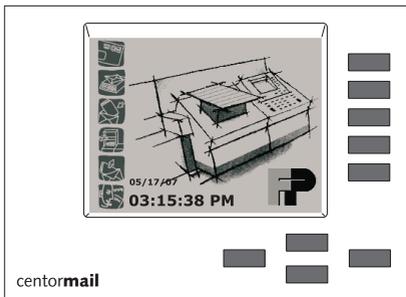


- Push the power switch to **O** (OFF) position.

centormail terminates all current processes and moves the print system to sealed position. This procedure may take some time.

Only afterwards will the mailing system switch off. The display illumination turns off.

3.2 Stand-by



If you do not feed letters or press a key for some time, the mailing system enters the stand-by mode.

When in stand-by mode, centormail displays a screen saver with date and time. The display is not illuminated.

You can easily 'wake up' centormail by pressing any key.

3.3 Access control – MASTER / USER

By means of the MASTER and USER cards, collectively referred to as access cards, the access rights for using the mailing system are determined.

The card with the inscription MASTER provides unrestricted access to all functions.

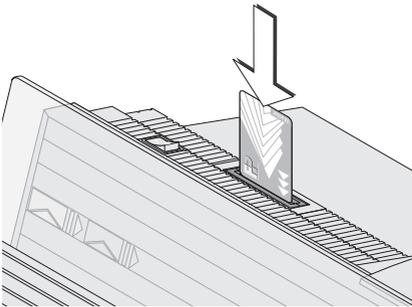
The card with the inscription USER only provides access to certain functions:

- metering to the assigned account
- storing and changing memories
- assigning an advert and a text message to the card's account.

Access control by means of access cards can also be completely switched off. Then, metering is possible to all accounts without having to insert an access card.



You will find an overview of the access rights on page 163.



Inserting an access card

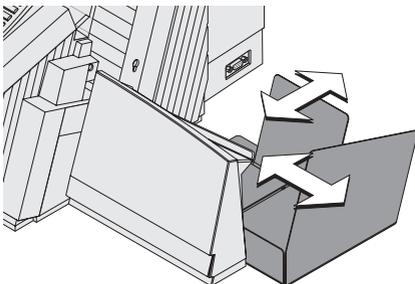
- Insert the access card into the card reader in the direction of the arrow. The chip on the card must face the rear.
- Insert the access card into the card reader, you will feel a slight resistance before the card is locked into position and comes to a stop.

Removing the access card

- Simply pull the card out of the card reader.

3.4 Setting the letter catch tray

The catch tray can be adapted to different envelope sizes – up to 10" x 14" (ISO B4 / 250 x 353 mm).

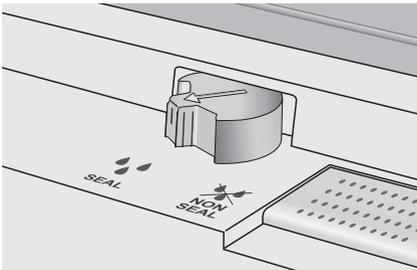


- Adjust both catch brackets so that the metered mail pieces easily slide into the catch tray and are neatly stacked.

3.5 Sealing function *(centormail with sealer)*

When equipped with the optional components sealer and power sealer, centormail can meter and seal your mail in a single run. Coming from the feeder, the mail pieces pass through the sealer. In the sealer, the sealing flap of the envelope is moistened by a sponge. The flap is then closed and sealed as it passes through the system. After metering, the mail piece is ultimately closed by the power sealer.

You can use the sealing function for letters with a thickness of up to 0.28" (7 mm). The envelopes must be suitable for machine sealing (see page 197). Also, please mind envelope quality. To always achieve optimal sealing results, it is recommended that sealit™ sealing liquid is used. This is available directly from FP Mailing Solutions or authorized FP dealer.



Sealing

If the letters are to be sealed:

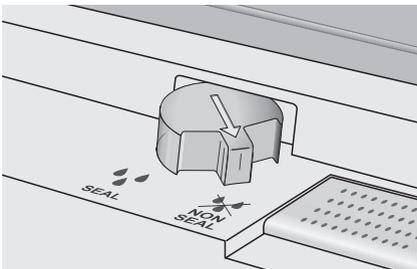
- Turn the envelope sealing switch to the position  **SEAL**.

centormail monitors the level in the sealant tank. You are notified when you have to top up the sealing liquid.

Please reference Chapter 15.8, page 145 for information on how to fill the tank.



If you have not used the sealing function or if the mailing system was switched off for a certain amount of time, sealing liquid is automatically pumped into the moistener. Thus, centormail makes sure the sponge is properly wetted. In the SEALING menu, you can set the optimal moistening level for the envelopes you use (see Chapter 14.21, page 120).



No sealing

If the letters are not to be sealed (or if they are already sealed):

- Turn the envelope sealing switch to the position  **NON SEAL**.

3.6 The user interface

This chapter covers the centormail user interface, introducing the different menus, window types, and symbols used. Furthermore, it is shown how menu / operating sequences are presented in this manual.

3.6.1 Key functions



Multi function keys

The multi function keys (also referred to as soft keys) are located to the right of the display. The functions assigned to these keys vary depending on the context. Text and symbols in the display indicate the key's currently assigned function.



Arrow keys

- Scrolling in menus, lists ...
- Moving the cursor (e.g. when entering text).
- Increase / decrease values (when setting selected system parameters).



Memory function (MEM)

- Display and activate pre-configured settings.
- Store product settings as a memory.



Back key

Go back to the previous window / menu level.



Opens the **menu** for system settings, information, and functions related to administration and service.



Home key

Back to the home menu.



Enter key

- Confirm entries.
- Acknowledge messages.



Deleting entries, characters, and digits ...



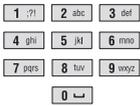
Opens the **TELESET** menu for
 – loading postage
 – calling up register values.



Label key
 Prints a **label**.



Start / Stop key
 Starts / stops letter transport.



Numeric keys

- Enter numbers.
- Enter text (text message, the name of a memory, etc.).

Insert a blank:  key.

Available special characters using the  key:

. , : ! ; ? % & ' " () * + - / < = > \ ^ _ @ # € \$ £ ¥



Shift key

To toggle upper / lower case letters when entering text.

3.6.2 Symbols in the display (selection)



The letter indicates: **centormail is ready for metering**.
You can feed letters to meter.



Dynamic scale is active.
'Always weigh'-mode for processing mixed mail.



Dynamic scale is active. Mode 'Weigh once'
(only the first letter of a stack is weighed).



The printer indicates the **print list** function.
A list, report, preview image ... can be printed.

MEM1

MEM and the number indicate that a **memory** has been set.



The **pre-select counter** is turned on.
The number of mail pieces yet to be processed is displayed.

ABC

Text input in capital letters.

abc

Text input in lower case letters.



The mailbox indicates that the **incoming mail stamp** has been set and is ready for operation. You can now feed incoming mail.



Water drops and the canceled stamp indicate the **sealing only** function.
The mail pieces will not be metered.



Feed only. The mail pieces will not be metered.



The 'landscape' indicates the **print advert only** function.
centormail only prints the set advert.



Arrows in the status bar indicate that further display / menu items are available.
Use the arrow keys  /  to scroll forwards or backwards.



The hourglass symbol appears when centormail requires some more time (e.g. when updating data). Please wait until the procedure is completed.

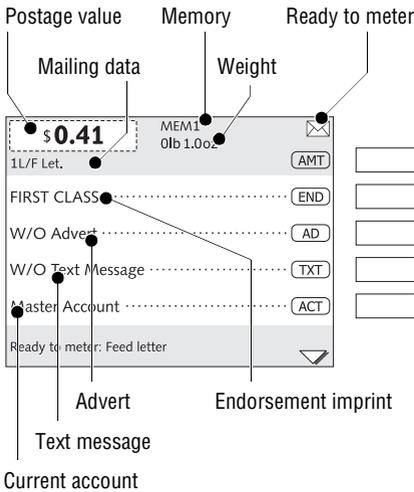


The magnifying glass appears next to explanation on the settings in adjustment menus.

The following symbols are used to indicate the assignment of the multi function keys:

- AMT Set **postage value**.
- END Set **endorsement**.
- AD Set **advert**.
- TXT Set **text message**.
- ACT Change **account**.
- DAT Set **date**.
- REP Set the **reply mail** imprint.
- COR Set the **correction** imprint.
- RDT Set the **redate** imprint.
- S Open the menu for **special functions**: Incoming mail, feed only, sealing only, print advert only.
- 321 Open the menu for the **batch counter** function. Pre-set the number of mail pieces to be processed.
- 123 Display / reset **item counter**.
- OFS Set the **imprint offset**.

3.6.3 The home menu

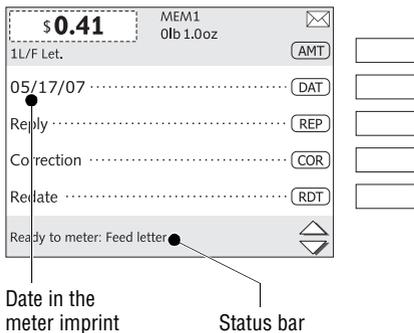


The home menu is displayed after switching on. Here, the current settings for metering (postage value, endorsement, advert ...) are displayed. The home menu comprises three windows. Use the arrow keys to scroll.

Mailing data and weight are only displayed when using postage rate calculation (*centormail with static / dynamic scale*).

An account is selected and displayed in the home menu if either an access card is plugged in (MASTER / USER), or if access control has been disabled.

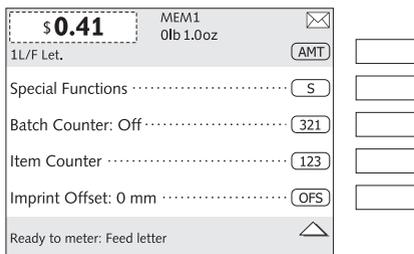
Symbols indicate the assignment of the multi function keys and also show current settings. The symbols used are explained in Chapter 3.6.2.



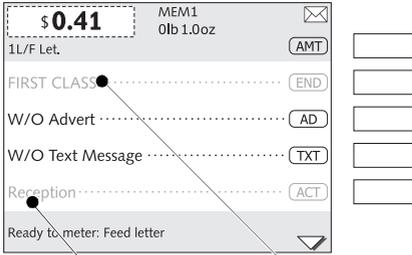
The status bar informs you about the current state of the mailing system and provides you with additional hints.

In the home menu ...

- you have direct access to all settings relating to the meter imprint
- you meter the mail pieces
- you can weigh the mail pieces (*centormail with static / dynamic scale*)
- you can use the item and batch counter for metering.



- Furthermore, use the home menu to
- change the account (if access to this function is not restricted)
 - set the special imprints for reply mail, postage correction, and redate
 - call up the special functions menu (e.g. incoming mail).



The set account cannot be changed

The set endorsement cannot be changed (automatic setting applies)

Functions / settings which cannot be accessed at the moment (e.g. because a MASTER card has to be inserted to perform the operation) appear in gray letters. In this case, the assigned multi function key is without function.



You can change the appearance of the home menu to the user profile of your mailing system by hiding unused functions. Please refer to Chapter 14.11 on page 108.

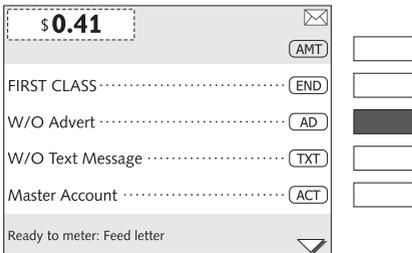
Mode of operation

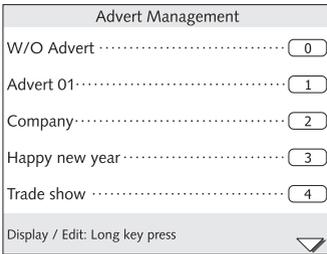
Use the multi function keys to select a function from the home menu.

Depending on the selected function, centormail may open a list, an adjustment menu, or a menu with further options. In the chapters to come, you will become acquainted with the menu and window types.

Example: Change advert

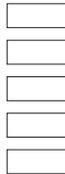
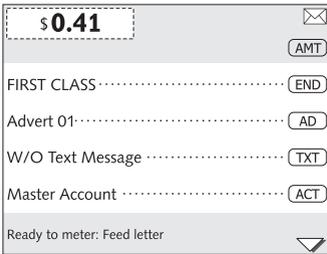
- Press the multi function key **AD** for setting the advert.



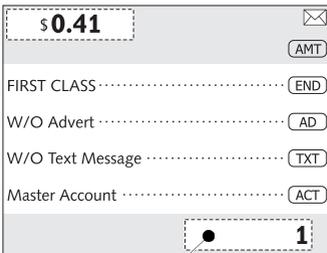


centormail opens a list with all available adverts.

- If necessary: Use the arrow keys  /  to scroll through the list.
- Press the multi function key for the desired advert. In the example, this would be “Advert 01”.



centormail returns to the home menu. The advert is set for metering.



Input window

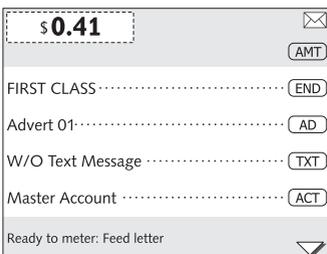


Fast mode of operation

You can change the settings of selected functions (e.g. postage value, advert, date, memory) directly without having to leave the home menu.

Simply use the numeric keys to type in the desired setting (e.g. the number of the advert, the date) and confirm your entry with the corresponding multi function key.

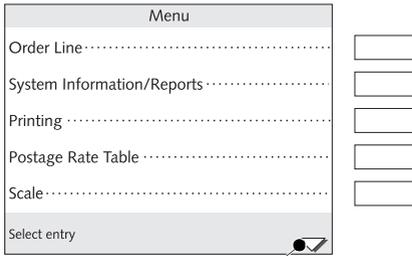
Your entry appears in an input window in the status bar.



Example:

- Type “1” for the number of the advert.
- Press the multi function key  to confirm.

3.6.4 The menu



Further functions:
scroll with arrow keys

Use the **Menu** key to enter the MENU.

In this menu, you can access administrative and service functions as well as system settings.

Use the arrow keys to scroll the pages of the MENU.

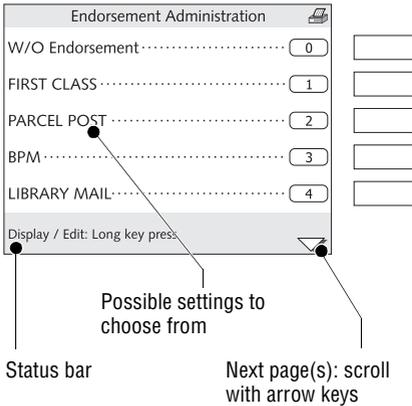
Use the multi function keys to call up a function. Depending on the selected function, a list, an adjustment menu, a menu with further options ... will open.

Menu items which cannot be accessed at the moment (e.g. because a MASTER card has to be inserted to perform the operation) appear in gray letters.

Pressing the **Back** key will always return you to the previous menu level.

For quick reference, please refer to the overview of the most important menu functions on page 165.

3.6.5 Lists



Lists (e.g. for endorsements, memories, adverts, text messages) present all settings available for selection at a glance.

To the right, the assigned number is displayed.

Use the arrow keys to scroll the list in case there are more than five choices which can be made.

Use the multi function keys to select one of the displayed settings.

The name of the list is displayed in the caption.

A symbol in the caption may hint at a certain operation mode. The printer symbol, for example, indicates that you can print the displayed list.

The status bar points out useful additional features.

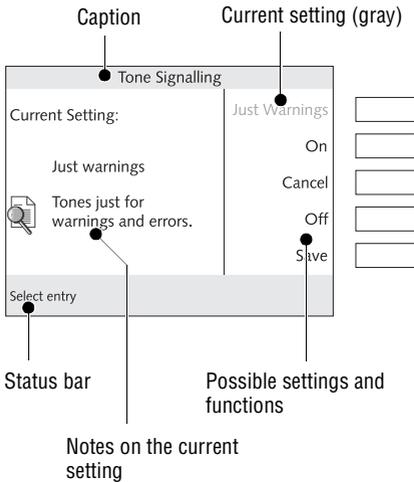


For the advanced user:

In some lists, you can display a preview by pressing the corresponding multi function key for about 2 seconds, or directly access selected administrative functions.

In this way, you can e.g. call up the menu for entering / changing a text message directly from the list view of the text messages.

3.6.6 Adjustment menus



When changing system parameters or entering / changing / deleting user-specific data, a dedicated sub-menu will be opened.

The menu name is shown in the caption. A symbol in the caption may hint at a certain operation mode.

Functioning: In the left part of the display, centormail shows the current setting: To the right, possible different settings and functions are shown, which can be selected using the multi function keys.

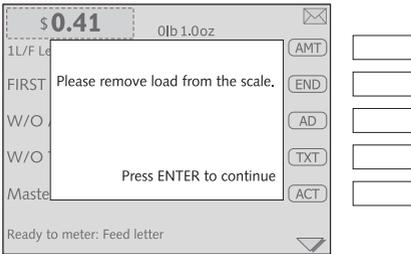
Functions / settings in gray letters cannot be accessed at the moment (e.g. because the corresponding setting has already been chosen).

A cursor (i.e., a flashing underscore _) highlights an input area for text or numbers.

The status bar informs you about special features and provides you with additional hints.

Adjustment menus can also comprise graphical elements for visualization and a short explanation regarding the function.

3.6.7 Pop up windows

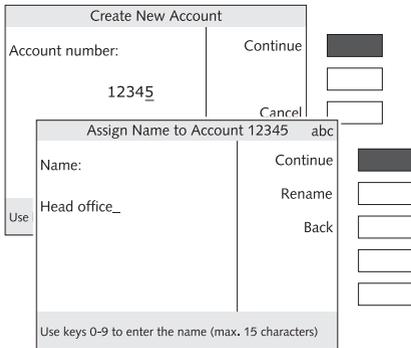


In some cases, a window will appear upon a darkened background (a so-called pop up window). This prompts for an action. Messages may also appear as pop ups.

Confirm messages and entries in pop up windows using the **Enter** key.

Some pop up messages feature auto-confirmation: they automatically close after some time.

3.6.8 Procedures



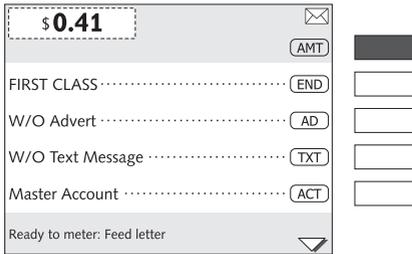
In case of complex settings, e.g. when setting up an account, a so-called 'procedure' (or wizard) is started. centormail guides you step-by-step through all necessary entries.

Press CONTINUE to confirm the current setting and proceed to the next step.

Press BACK to return to the preceding step(s). All settings made are retained.

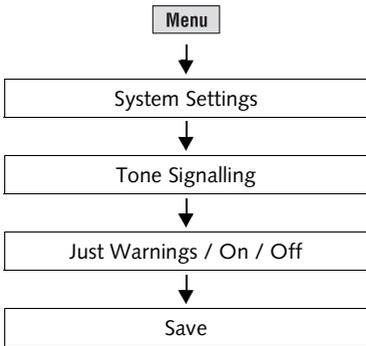
Pressing CANCEL discards all settings and terminates the procedure.

3.6.9 Presentation of operating procedures and menu sequences



Display illustrations depict current settings and show what to type.

The multi function key that must be pressed to trigger an action / function is shown in black.

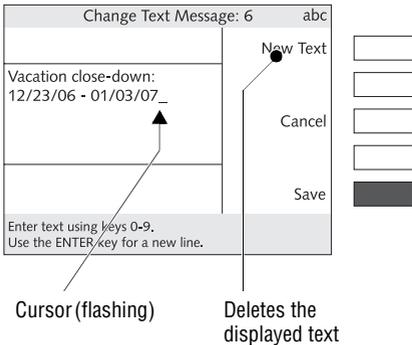


The 'path' through the menu to reach a function as well as inputs / settings for this function are illustrated as follows:

- Press the **Menu** key.
- In the menu, select:
SYSTEM SETTINGS → TONE SIGNALLING.
You may have to use the arrow keys **▲** / **▼** to scroll through the menu until the desired menu item appears.
- Select the desired setting: Press JUST WARNINGS / ON / OFF.
- **SAVE** the displayed setting.

3.7 Text input

To enter text messages for metering or to assign a name to an account, memory, etc., the numeric keys feature letters as well as symbols / punctuation. Please refer to page 18 for all available symbols. A symbol in the caption indicates the entry of upper or lower case letters.



Insert text

The flashing cursor highlights the position for character entry.

- Press the appropriate numeric key in rapid succession as many times as necessary to display the desired character.

After a brief moment, the cursor moves on to the right of the character that has just been entered. You can now enter the next character.

Toggle upper / lower case letters

- Press the  key.

Insert a line break

You always enter a line break manually:

- Press the  key.

Delete character

- Use the arrow keys    to place the cursor on the character you want to delete.
- Use the  key to delete the character.

Insert a character

- Use the arrow keys    to place the cursor where you want to insert a character.
- Type in the desired character.

Check the print quality

Make sure that centormail always produces undistorted, well legible imprints. USPS reserves the right to reject illegible meter imprints.

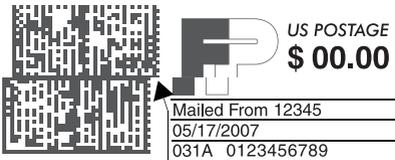
- Check the print image. It must not contain misalignments, blurs, or gaps. Pay special attention to the two-dimensional bar code.

This is a proper imprint.



If there are misalignments (offsets) in the print image:

- Adjust the ink cartridges / print heads. Please refer to Chapter 15.5 on page 139.



Misalignment

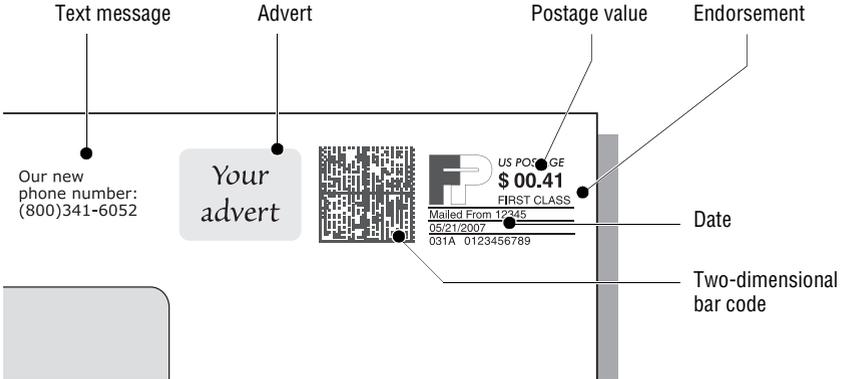
If there are gaps or blurs in the print image:

- Clean the print system. Please refer to Chapter 15.6 on page 140.



Gaps / blanks

4 Setting the meter imprint



This chapter covers the meter imprint settings required by U.S. Postal Service and the optional advertising imprint possibilities.

The following settings in the home menu define the meter imprint:

- Postage value (see Chapter 4.1)
- Endorsement (see Chapter 4.2)
- Advert (see Chapter 4.3)
- Text message (see Chapter 4.4)
- Date (see Chapter 4.5).

Please see Chapter 4.6 on how to change the meter imprint position on the envelope using the 'Imprint offset' function.

Please see Chapter 7 on how to use postage correction for already metered mail pieces, and on how to meter reply mail.



The quickest and most convenient way to set the postage and endorsement imprint is via the memory function. Refer to Chapter 8 on how to use the centormail memory function.

4.1 Postage value

\$ 0.00	<input type="button" value="AMT"/>	<input type="checkbox"/>
W/O Endorsement	<input type="button" value="END"/>	<input type="checkbox"/>
W/O Advert	<input type="button" value="AD"/>	<input type="checkbox"/>
W/O Text Message	<input type="button" value="TXT"/>	<input type="checkbox"/>
Master Account	<input type="button" value="ACT"/>	<input type="checkbox"/>
Ready to meter: Feed letter	<input type="button" value="v"/>	

Postage Value	
Please enter the value:	Postage Rate Calculation
\$0.41	Cancel
	Use
Select entry	

In the home menu:

- Press the multi function key .

- Type in the desired postage.
- Press USE to set this postage value.

centormail returns to the home menu. The postage value is set for metering.

High postage warning

centormail warns you if you enter a postage value that is too high, thus helping you avoid overmetering and 'loss' of postage. You can set / change the threshold of this monitoring function in the menu SYSTEM SETTINGS (see Chapter 14.13 on page 110).



Fast mode of operation

- In the home menu, type the desired postage value.

Your entry appears in an input window in the status bar.

- Press the multi function key to confirm.

4.2 Endorsement

Some mail types may be marked with an appropriate endorsement (e.g. First Class, Priority, Media Mail).

\$ 0.00	✉
	AMT
W/O Endorsement	END
W/O Advert	AD
W/O Text Message	TXT
Master Account	ACT
Ready to meter: Feed letter	

<input type="text"/>
<input checked="" type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

How to set the endorsement

In the home menu:

- Press the multi function key **END**.

centormail opens a list of all available endorsements.

Endorsement Administration	
W/O Endorsement	0
FIRST CLASS	1
PARCEL POST	2
BPM	3
LIBRARY MAIL	4
Display / Edit: Long key press	

<input type="text"/>
<input checked="" type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

- Select the desired endorsement.

In the example, this is “FIRST CLASS” (Endorsement no. 1) for First-Class Mail®.

centormail returns to the home menu. The endorsement is set for metering.



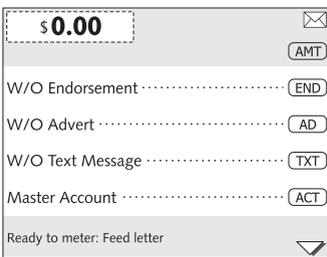
If you use the ‘Postage rate calculation’ function, centormail can automatically set the appropriate endorsement according to the selected mailing data. In order for this to function, ‘Automatic endorsement printing’ has to be enabled in the POSTAGE RATE TABLE menu (see Chapter 14.17.3 on page 115).

The automatically selected endorsement imprint appears in the home menu in gray lettering, meaning it cannot be changed manually.

4.3 Custom Advertisements (Advert)

In addition to printing postage, you can use centormail to print an advertisement of your choice. centormail offers you the following options:

- Up to 15 different adverts (logos) can be stored in the postage meter. All stored adverts are available to all users.
- Advert on USER card. On request, FP Mailing Solutions will gladly provide you with USER cards that contain a single advert of your choice. When plugging in such a card (if it is assigned to an account), the advert stored on the card can be used.



How to set the advert imprint

In the home menu:

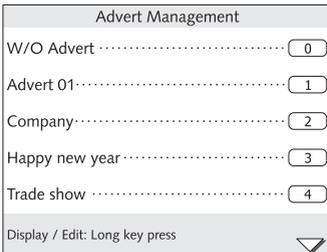
- Press the multi function key **AD**.

centormail opens a list with all available adverts.

- Select the desired advert.

In the example, this is "Trade show" (Advert no. 4).

centormail returns to the home menu. The advert is set for metering.



How to use the advert stored on a USER card

- Insert the USER card containing the advert.
- Press the multi function key **AD**.

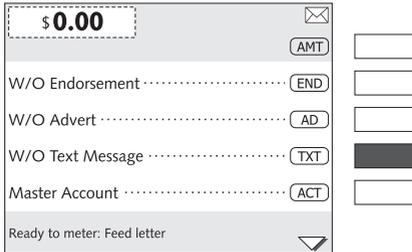
The advert stored on the USER card is shown at the end of the list.

- Press the multi function key next to the last advert in the list.

centormail returns to the home menu. The advert of the USER card is set for metering.

4.4 SMS Text Message

You can print a User-defined text message directly to the mail piece. The text is printed to the very left of the meter imprint. A text message may contain up to 5 lines with 20 characters each. centormail can store up to eight different text messages which are fully user-editable.



In the home menu:

- Press the multi function key **TEXT**.

centormail opens a selection list for the text message.

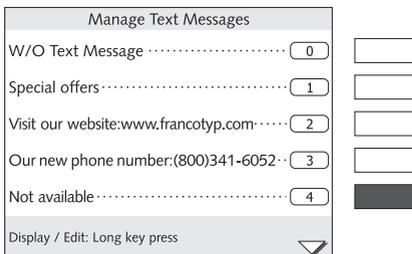


No text has been stored

How to set a text message for metering

- Select the desired text.
In the example, this is “Our new phone number ...” (Text no. 3).

centormail returns to the home menu.
The text is set for metering.



How to enter a new text

While in the selection list for text messages:

- Place the multi function key next to an empty memory (= one that reads NOT AVAILABLE).

centormail opens the menu
CHANGE TEXT MESSAGE.

- Enter a text of your choice.
- **SAVE** the text.

Manage Text Message: 8 	
	Change Text
Vacation close-down: 05/28/07 - 06/13/07_	Cancel
	Delete
	Use
To print, feed label or paper	



How to change an existing text

While in the selection list for text messages:

- Press and hold the multi function key corresponding to the text you want to change until the menu **MANAGE TEXT MESSAGE** appears.
- Select **CHANGE TEXT**.
- Change the displayed text, or enter a new one.
- **SAVE** the text.



If you are not familiar with the text entry procedure, please refer to Chapter "Text input" on page 29.

4.5 Date

The date for the meter imprint is automatically set to the current date as provided by the built-in clock. You can predate a meter imprint by up to 30 days. Note that centormail rejects impermissible entries, e.g. forward dating of more than 30 days or backward dating.

\$ 0.00	<input type="checkbox"/>
AMT	<input type="text"/>
05/17/07	<input checked="" type="checkbox"/>
Reply	<input type="text"/>
Correction	<input type="text"/>
Redate	<input type="text"/>
Ready to meter: Feed letter	<input type="checkbox"/>

How to set the date

In the home menu:

- Press the multi function key .

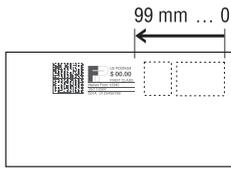
Print Date	
Current Setting: (MM/DD/YY)	Today
05/21/07	Cancel
	Use
Select entry	

- Type in the date.

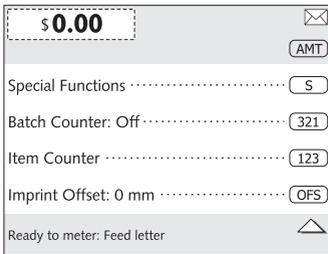
- Press USE to set the entered date.

centormail returns to the home menu.
The metering date is set.

4.6 Imprint offset



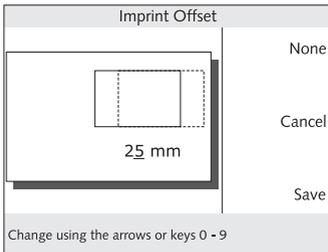
centormail prints the meter imprint at a fixed offset from the right letter edge. You can adjust this offset by setting a higher value for the imprint offset, thus shifting the meter imprint to the left.



How to set the imprint offset

In the home menu:

- Press the multi function key (OFS).



- Type in the desired offset value.
- SAVE the displayed offset value.

centormail returns to the home menu. The new imprint offset value is now effective – even if you switch off centormail – until you change it again.

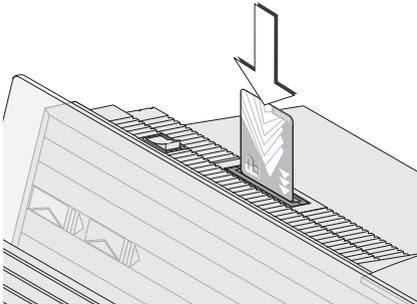


5 Metering

This chapter covers how to set up accounts to register the postage used, how you place letters on the hand feed tray, how to use the feeder, and how to meter self-adhesive labels which can be stuck onto the mail piece. Also, the counter functions available for metering are described. For extensive information on how to set the meter imprint, see Chapter 4 on page 32.

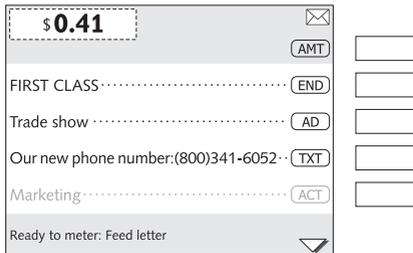
5.1 Setting / changing the account

In order to be able to meter, you always have to select an account first. You can see the current setting in the home menu, next to the **ACT** symbol.



How to set the account via an access card

- Insert a USER or MASTER card into the card reader. The chip on the card must face the rear.
- Insert the access card into the card reader, you will feel a slight resistance before the card is locked into position and comes to a stop.



centormail sets the account of the access card along with the defaults selected for advert and text message.

The home menu also shows the name of the account. The postage costs of all subsequent meterings will be charged to the displayed account.

The MASTER card is always assigned to account no. 1.

s 0.41		
		AMT
FIRST CLASS		END
Trade show		AD
Our new phone number:(800)341-6052..		TXT
Master Account		ACT
Ready to meter: Feed letter		

<input type="text"/>

How to change the account

You can only change the account if you work with a MASTER card, or if access control has been disabled.

In the home menu:

- Press the multi function key **ACT**.

Select Account	
Reception	6
Service	7
Development	8
Store	9
Shipping dept.....	10
Select entry	

<input type="text"/>

centormail opens a list with all available accounts. You can see the names and numbers of the accounts.

- Select the desired account.
In the example, this is "Service" (account no. 7).

centormail returns to the home menu. The account is now set.



If the list contains many accounts:

- Enter the first digit(s) of the account number.

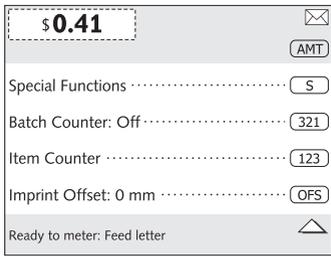
centormail shows a list of only those accounts that start with the entered digit(s).

5.2 Using the batch counter

The batch counter provides you with the possibility to define the number of mail pieces to be metered in advance. You can use this function to have a precise number of mail pieces ready for dispatch.

The batch counter comes in very handy when working with the feeder:

- centormail stops as soon the set number of mail pieces has been processed.
- You can start the batch process again by pressing the  key – metering the next stack.



How to set the target count

In the home menu:

- Press the multi function key (321).

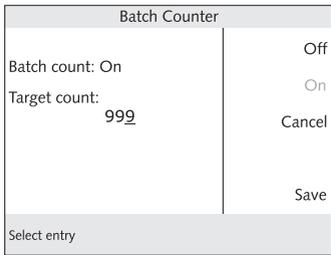
centormail opens the BATCH COUNTER menu.

- Press ON to use the batch counter.
- Type in the desired target count.
- SAVE the displayed setting.

centormail returns to the home menu.

The batch counter is turned on.

centormail informs you about the target count in the top right area of the display, and after the function BATCH COUNTER.

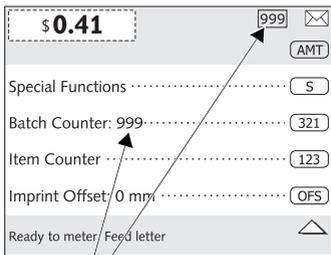


How to disable the batch counter

In the home menu:

- Type in "0".
- Press the multi function key (321) to confirm.

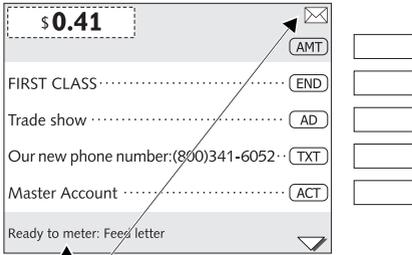
You can also set or change the target count of the batch counter in this way. (On the fast mode of operation, see also page 23.)



Batch counter turned on

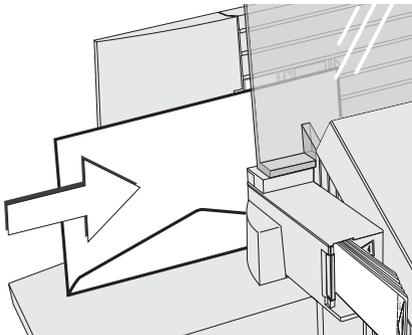
5.3 Positioning letters

5.3.1 Hand Feed Tray



centromail is ready for metering

If the home menu signals 'Ready to meter' (a letter symbol in the top right corner, combined with information in the status bar), you can place mail pieces to be metered.

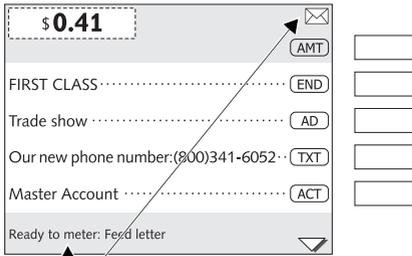


- Place the letter on the hand feed tray:
 - the side to be printed on facing the rear (address field is not visible)
 - envelope flap is to the bottom (letter stands on its upper edge).
- Push the letter in the direction of the arrow and **let go of it**.

Letter transport starts automatically as soon as the sensor recognizes the letter. centromail automatically feeds the letter, prints, and exits the letter to the right side and into the catch tray.

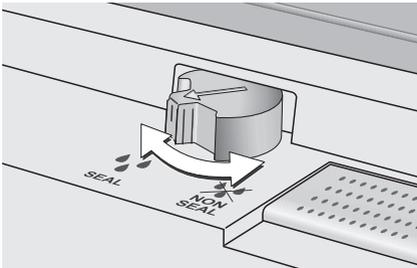
Letters can be added during operation. Keep a **distance of at least 2.4"** (6 cm) between the letters.

5.3.2 Feeder (optional)



centormail is ready for metering

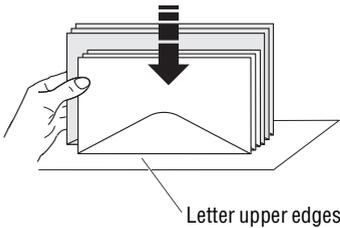
If the home menu signals 'Ready to meter' (a letter symbol in the top right corner, combined with information in the status bar), you can place mail pieces to be metered at the feeder.



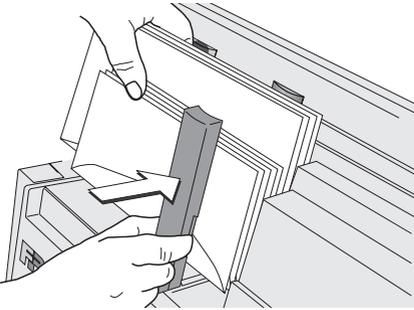
If you are using a mailing system with sealer:

- Switching the sealing function on / off.
 -  **SEAL** = moisten / seal letters.
 -  **NON SEAL** = no sealing.

(See also Chapter 3.5.)



- Arrange the letter stack:
 - the side to be printed faces the back
 - envelope flaps face the bottom (envelopes stand on their upper edges).
- Make sure the letters are flush at their upper sides: Loosen letter stack with the upper edge on a level base and shake smooth.



- Grab the pressure bar in the grip recess and pull it to the front.
- Place the letter stack on the letter guide near the separation rollers. Make sure that all letters stand on the letter guide on their upper edges.
- Push the pressure bar against the letter stack.

The batch procedure starts automatically. The letters are separated from the stack, moistened and sealed (if the moistening feature has been engaged), metered, and stacked in the catch tray – ready for dispatch.

5.4 Meter a label

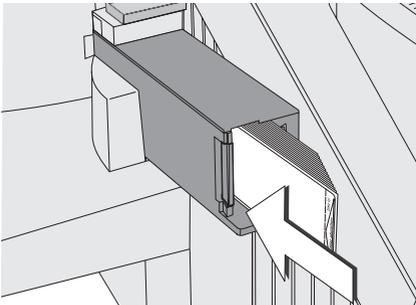
centormail can handle two different types of self-adhesive labels. These are the labels 'centormail' and the extra-long labels 'centormail XL' (e.g. for meter imprints with an advert and a text message) available from FP Mailing Solutions or your authorized FP dealer.



Caution! Only use FP labels. Make sure the label type you use has been set in the postage meter. We can ensure correct label processing only when you comply with this.



Side to be printed on



Insert labels

- Push the stack of labels slightly in the direction of the arrow.

- Insert the labels in the dispenser, the side to be printed on facing left.
- Check that in the SYSTEM SETTINGS → LABEL TYPE menu the correct label type has been selected (see also page 94).

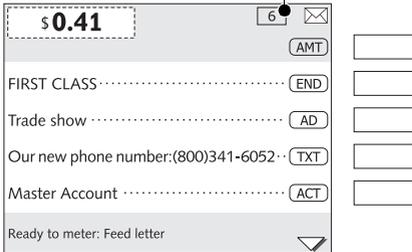
Meter a label

- Press the  key.

centormail prints a label.

Stick the metered label onto the mail piece so that the label is flush with the top right corner of the envelope. Firmly press the label down.

Count of the labels yet to be printed

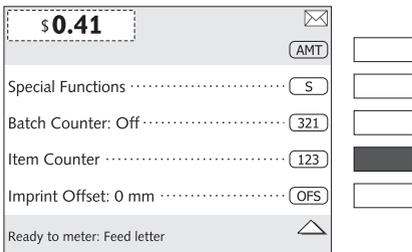


Meter several identical labels

- In the home menu, type in the desired number of labels.
 - Press the key.
- centormail prints the desired quantity of labels. The display shows the number of labels yet to be printed.

5.5 Display / reset item counter

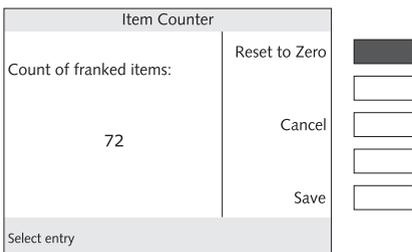
In addition to the register (R4) and the counters of each account, centormail features a freely usable item counter to use for the metering function. The item counter in the home menu counts all meter imprints (including zero imprints). You can reset this counter – individually – and thus use it to count day totals or job totals.



In the home menu:

- Press the multi function key .

In the ITEM COUNTER menu, you can see the number of metered mail pieces.



How to reset the counter

- RESET TO ZERO clears the displayed count.
- Press SAVE to leave the menu.

6 Postage rate calculation *(centormail with static / dynamic scale)*

The 'Postage rate calculation' function is only available if centormail is equipped with a static or dynamic scale (optional). According to the selected mailing data (destination, type, size,...) and the displayed weight, centormail automatically sets the postage for metering. If automatic endorsement printing has been switched on, the appropriate endorsement is automatically selected.

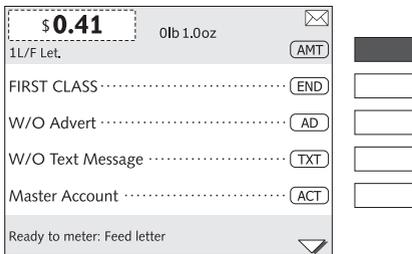
General information on centormail's postage calculation function can be found in Chapter 6.1.

The way you use postage calculation depends on the configuration of the centormail mailing system:

- When using the static scale, you simply select the mailing data from the product selection menu, then place the mail piece on the weighing tray. Please refer to Chapter 6.2.1 on page 51.
- When using centormail with the dynamic scale, the weight and size – depending on the settings in the product selection menu – are determined while transporting the mail piece through the scale. The results are transmitted to the metering machine. Please refer to Chapter 6.2.2 on page 54.

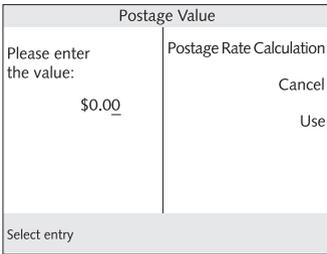
Notes on special features with regard to postage calculation can be found in Chapter 6.3 on page 58.

6.1 The product selection menu



Call up the product selection menu

- In the home menu, briefly press the multi function key **AMT**.



The menu for postage entry appears.

- Select POSTAGE RATE CALCULATION. centormail opens the product selection menu. You can now select the desired mailing data.

Or

- In the home menu, **press and hold** the multi function key **AMT** (for about 2 seconds).

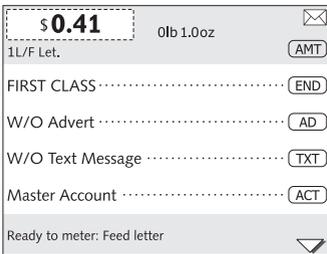
centormail directly opens the product selection menu, using the product settings (mailing data, weight, postage value) as displayed in the home menu.

You can now

- add settings (e.g. select extra services) or
- delete the current settings step-by-step and enter different values.

If a fixed postage value had been set in the home menu, only the weight will be displayed below “Current Setting”. You can now select the desired mailing data.

Long key press



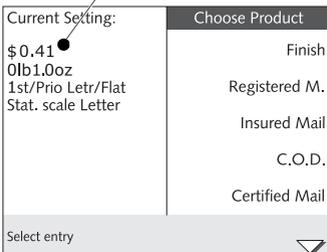
Displaying the product settings

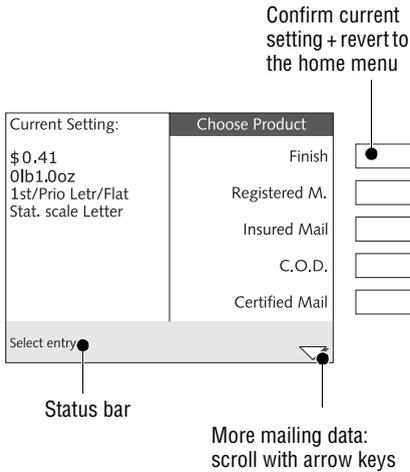
In the left part of the display, the current setting is shown:

- the postage value
- the weight
- the selected mailing data (destination / type of mail ...).

The postage value is only displayed if all necessary mailing data have been set and the displayed weight is more than 0 oz.

Postage value





Select mailing data

In the product selection menu, the selectable mailing data are shown in the right part of the display.

Use the arrow keys to scroll the list in case there are more than four choices which can be made.

Use the multi function keys to select the mailing data.

The mailing data selected so far appear in the left part of the display.

Deselect mailing data

Use the **Back** key to delete the mailing data step-by-step from the current setting.

Prolonged pressing of the **Back** key (about 2 seconds) will delete all mailing data from the current setting.

Return to the home menu

FINISH

Press FINISH to confirm the current setting and return to the home menu.



Press the Home key to leave the product selection menu discarding the current setting.

6.2 Setting mailing data, weighing, and metering

6.2.1 Using the static scale

\$0.00	✉
	AMT
FIRST CLASS	END
W/O Advert	AD
W/O Text Message	TEXT
Master Account	ACT
Ready to meter: Feed letter	▼

- Call up the product selection menu:
 → POSTAGE RATE CALCULATION
 (see also Chapter 6.1).

centormail queries all necessary entries affecting the mail piece.

Select mailing data

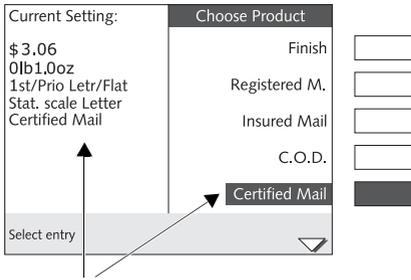
Setting the mailing data using the example of 'Domestic First-Class Mail Letter':

- Select the destination / type of the mail piece by pressing the corresponding multi function key. In the example, this is 1ST/PRIO LETR/FLAT.

Current Setting:	Choose Product
0lb 1.0oz	Finish
	1st/Prio Letr/Flat
	1st/Prio Parcel
	Priority Flat Rate
	Pkg. Service
Select entry	▼

- Set the matching size. In the example, this is STAT. SCALE LETTER for a letter-sized mail piece.

Current Setting:	Choose Product
0lb1.0oz	Finish
1st/Prio Letr/Flat	Stat. scale Letter
	Stat. scale Flat
	Stat. scale Priority
Select entry	▼



Selected extra service

Setting extra services

- Select the desired extra service(s) using the multi function keys.
In the example, this is CERTIFIED MAIL.

All selected extra services are shown in the left part of the display. The selected extra services are also inverted in the display area (display right).

To deselect an extra service, press its corresponding multi function key again.



The United States Postal Service offers some extra services only when combined with other services. For example, Return Receipt and Signature Confirmation can only be used for First-Class Mail when combined with Registered, C.O.D., or Insured.

Weigh the mail piece



Caution! Please observe the following notes on handling the static scale:

- The scale is designed for a maximum weight of 10 lb.
- The scale only determines a new weight if it was emptied before. Therefore, always empty the weighing platform prior to putting on a mail piece for weighing.



- Place the mail piece on the weighing platform.

A beep signals that the scale has determined the mail piece's weight.

The weight determined by the scale is now set. centormail sets the postage based on the displayed weight and the selected mailing data.

Current Setting:	Choose Product
\$ 3.23	Finish
0lb1.2oz	Registered M.
1st/Prio Letr/Flat	Insured Mail
Stat. scale Letter	C.O.D.
Certified Mail	Certified Mail
Select entry	

When the desired product has been set:

- Press FINISH to return to the home menu.

\$3.23	0lb1.2oz	
1L/F Let. Cer		AMT
FIRST CLASS		END
W/O Advert		AD
W/O Text Message		TXT
Master Account		ACT
Ready to meter: Feed letter		

- In the home menu, the desired imprint options (advert, text message, ...) can be checked and – if needed – altered. See Chapter 4.
- Take the mail piece off the weighing platform, and meter it as usual (see Chapter 5).



With the static scale, you can weigh your mail pieces in the home menu, as well as in the product selection menu.



You can also use memory keys to select the product setting quickly and easily. For information on memory keys, please refer to Chapter 8.

6.2.2 Using the dynamic scale



Caution! Please observe the following notes on handling the dynamic scale:

- The dynamic scale is designed for a maximum weight of 2 lb.
- Setting a fixed format in the product selection (Stat. scale Letter / Flat / Priority) will deactivate the dynamic scale.
- You can set the weighing mode of the dynamic scale in the menu (SCALE → DYNAMIC SCALE).

\$0.00	✉
	(AMT)
FIRST CLASS	(END)
W/O Advert	(AD)
W/O Text Message	(TXT)
Master Account	(ACT)
Ready to meter: Feed letter	▼

- Call up the product selection menu:
(AMT) → POSTAGE RATE CALCULATION (see also Chapter 6.1).

centormail queries all necessary entries affecting the mail piece.

Current Setting:	Choose Product
0lb 1.0oz	Finish <input type="text"/>
	1st/Prio Letr/Flat <input style="background-color: black;" type="text"/>
	1st/Prio Parcel <input type="text"/>
	Priority Flat Rate <input type="text"/>
	Pkg. Service <input type="text"/>
Select entry	▼

Select mailing data

Setting the mailing data using the example of 'Domestic First-Class Mail Letter':

- Select the destination / type of the mail piece by pressing the corresponding multi function key. In the example, this is 1ST/PRIO LETR/FLAT.

Current Setting:	Choose Product	
0lb1.0oz	Finish	<input type="text"/>
1st/Prio Letr/Flat	Dynamic scale Mixed	<input checked="" type="text"/>
	Stat. scale Letter	<input type="text"/>
	Stat. scale Flat	<input type="text"/>
	Stat. scale Priority	<input type="text"/>
Select entry		

- Select DYNAMIC SCALE MIXED.



Caution! Setting a fixed format in the product selection, e.g. STATIC SCALE LETTER, will disable the weight and size detection feature of the dynamic scale. In that case, the dynamic scale only serves to transport the mail piece(s). You have to determine the weight using the static scale.

Current Setting:	Choose Product	
0lb1.0oz	Finish	<input type="text"/>
1st/Prio Letr/Flat	Registered M.	<input type="text"/>
Dynar	Receipt	<input type="text"/>
	d Del.	<input type="text"/>
		<input type="text"/>
		<input type="text"/>
Select entry		

Please enter the destination ZIP code:

123

ENTER to continue

- In the pop up window, enter the first three digits of the destination ZIP code.

Note: centormail needs this entry to calculate the postage if the weight exceeds 1 lb.

- Press **Enter** to confirm.

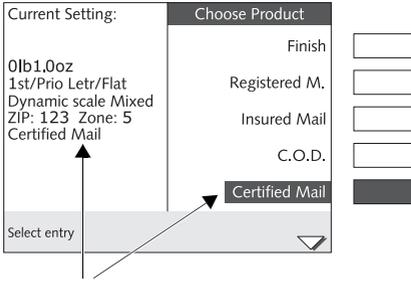
Current Setting:	Choose Product	
0lb1.0oz	Finish	<input type="text"/>
1st/Prio Letr/Flat	Registered M.	<input type="text"/>
Dynamic scale Mixed	Insured Mail	<input type="text"/>
ZIP: 123 Zone: 5	C.O.D.	<input type="text"/>
	Certified Mail	<input type="text"/>
Select entry		

Dynamic scale is active
(weight and size are detected)

The dynamic scale is active. Weight and size are detected by the dynamic scale.

Depending on the active weighing mode, the dynamic scale determines the weight and size of each mail piece (when set to: ALWAYS WEIGH), or only for the first mail piece (when set to: WEIGH ONCE).

In centormail's home menu, a display symbol indicates the selected weighing mode (see page 56).



Selected extra service

Setting extra services

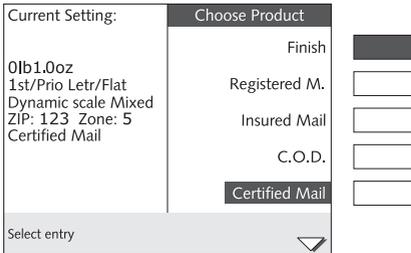
- Select the desired extra service(s) using the multi function keys. In the example, this is CERTIFIED MAIL.

All selected extra services are shown in the left part of the display. The selected extra services are also inverted in the display area (display right).

To deselect an extra service, press its corresponding multi function key again.

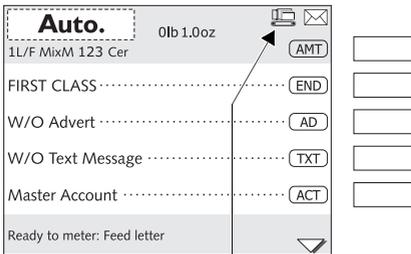


The United States Postal Service offers some extra services only when combined with other services. For example, Return Receipt and Signature Confirmation can only be used for First-Class Mail when combined with Registered, C.O.D., or Insured.



If the desired product setting is shown in the product selection menu:

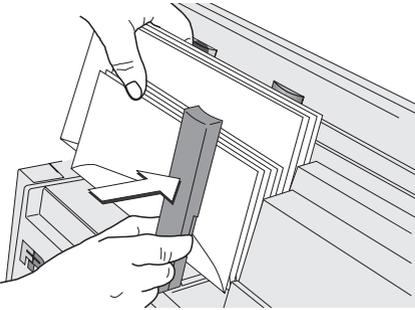
- Press FINISH to return to the home menu.



Dynamic scale is active;
Weighing mode: Always weigh
(to process mixed mail)

Instead of the postage value, **Auto** is displayed in the home menu. Only after the batch processing has been started – after the dynamic scale has determined the weight and size of a mail piece – a postage value is displayed.

- In the home menu, the desired imprint options (advert, text message, ...) can be checked and – if needed – altered. See Chapter 4.



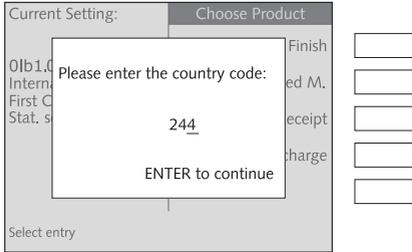
- Place the prepared letter stack on the automatic feeder: Please refer to Chapter 5.3.2.



You can also use memory keys to select the product setting quickly and easily. For information on memory keys, please refer to Chapter 8.

6.3 Special features with regard to postage calculation

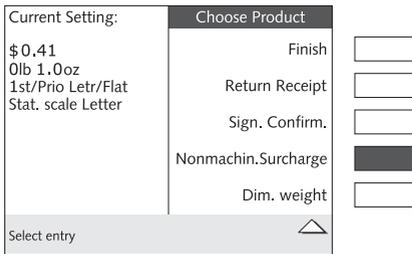
6.3.1 Entries in pop up windows



centormail may use a pop up window to prompt you for additional entries. For example, you have to

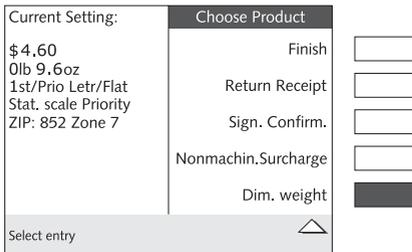
- enter the **first three digits of the destination ZIP code** for some mail types (e.g. Package Service BPM),
- enter the triple-digit **Country code** for all international mailings (see page 166),
- enter the value of the mail piece for **Insured Mail, Registered Mail, C.O.D.**

6.3.2 Nonmachinable surcharge



For mail pieces that do not comply with the specified mail characteristics, you have to select **NONMACHIN. SURCHARGE** from the list of the extra services.

6.3.3 Dimensional weight



The dimensional-weight pricing is applied to Priority Mail addressed for delivery to zones 5 - 8 that exceed 1 cubic foot (1,728 cubic inches).

For such mailings, you have to activate the **DIM. WEIGHT** option. If the dimensional weight exceeds the actual weight of the mailing, postage calculation will be based on the dimensional weight.



You can either calculate the dimensional weight 'using paper and pencil' and then enter the result, or have centormail determine the dimensional weight. To do so, you have to enter the length, width, and height of the mail piece.

Setting the dimensional weight

Setting the dimensional weight is illustrated here using 'Priority Mail' and the static scale as an example.

\$0.00 ✉
AMT

W/O Endorsement END
 W/O Advert AD
 W/O Text Message TXT
 Master Account ACT
 Ready to meter: Feed letter

- Call up the product selection menu:
AMT → POSTAGE RATE CALCULATION.

Current Setting: Choose Product
 2lb 6.3oz Finish
 1st/Prio Letr/Flat
 1st/Prio Parcel

Current Setting: Choose Product
 2lb 6.3oz Finish
 Please enter the destination ZIP code: 852 Letter
le Flat

Current Setting: Choose Product
 \$9.65 Finish
 2lb 6.3oz Return Receipt
 1st/Prio Letr/Flat Sign, Confirm,
 Stat. scale Priority Nonmach. Surcharge
 ZIP 852 Zone 7 Dim. weight
 Select entry

- Place the parcel on the weighing platform.
- Select F1ST/PRIO LETR/FLAT.
- Select STAT. SCALE PRIORITY.
- Enter the first three digits of the destination ZIP code.
 In the example, the parcel is to be sent from 60101 to 85213 = Zone 7.
- Select DIM. WEIGHT.
 (The dimensional weight option is always shown at the end of the list of extra services.)

Question	
Direct input of dimensional weight? Please enter Yes or No.	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
	Cancel <input type="checkbox"/>
	<input type="checkbox"/>
Select entry	

Now, you can choose to

- enter the dimensional weight directly or
- have centormail determine the dimensional weight.

Question	
Direct input of dimensional weight? Please enter Yes or No.	Yes <input checked="" type="checkbox"/>
	No <input type="checkbox"/>
	Cancel <input type="checkbox"/>
	<input type="checkbox"/>
Select entry	

If you want to enter the dimensional weight directly:

- Select YES to continue.

Current Setting:	Choose Product
\$ 9.64	Finish <input type="checkbox"/>
2lb 6.0	Receipt <input type="checkbox"/>
1st/Pr	firm. <input type="checkbox"/>
Stat. s	weight <input type="checkbox"/>
ZIP 85	<input type="checkbox"/>
Dim. v	<input type="checkbox"/>
Input of dimensional weight: 10 lb ENTER to continue	
Select entry	

- Calculate the dimensional weight of the parcel according to USPS guidelines.
- Round up the calculated dimensional weight to full pounds.
- Enter the dimensional weight in pounds.
- Confirm with .
- Refer to page 62 to continue.

Question	
Direct input of dimensional weight? Please enter Yes or No.	Yes <input type="checkbox"/>
	No <input checked="" type="checkbox"/>
	Cancel <input type="checkbox"/>
	<input type="checkbox"/>
Select entry	

To have centormail determine the dimensional weight:

- Select NO to continue.

Current Setting: Choose Product

\$ 9.64
2lb 6.0
1st/P
Stat. S
ZIP 85
Dim. v

Finish
receipt
nfirm.
weight

Input of dimension:
Please enter length of packet in inch:
14 inch
ENTER to continue

Select entry

- Measure the length of the parcel.
- Round up the determined value to full inches.
- Enter the round up value.
- Confirm with **Enter** .

Current Setting: Choose Product

\$ 9.64
2lb 6.0
1st/P
Stat. S
ZIP 85
Dim. v

Finish
receipt
nfirm.
weight

Input of dimension:
Please enter width of packet in inch:
13 inch
ENTER to continue

Select entry

- Measure the width of the parcel.
- Round up the determined value to full inches.
- Enter the round up value.
- Confirm with **Enter** .

Current Setting: Choose Product

\$ 9.64
2lb 6.0
1st/P
Stat. S
ZIP 85
Dim. v

Finish
receipt
nfirm.
weight

Input of dimension:
Please enter height of packet in inch:
10 inch
ENTER to continue

Select entry

- Measure the height of the parcel.
- Round up the determined value to full inches.
- Enter the round up value.
- Confirm with **Enter** .

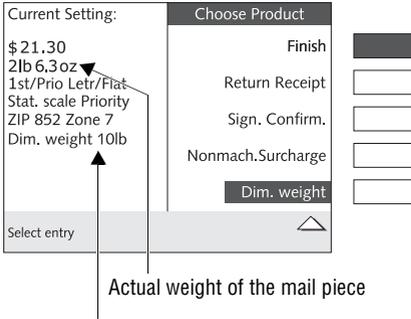
Question

Is your packet rectangular?
Please enter Yes or No.

Yes
No
Cancel

Select entry

- centromail will now ask about the shape.
- If the parcel is rectangular:
- Select YES to continue.
- For all other shapes:
- Select NO to continue.

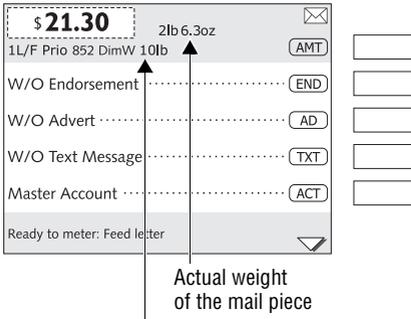


Dimensional weight

If the dimensional weight has been set:

centormail displays the actual weight of the mail piece as well as the set dimensional weight. The postage value is always determined based on the higher weight.

- Select extra services if necessary.
- Press FINISH to return to the home menu.



Dimensional weight

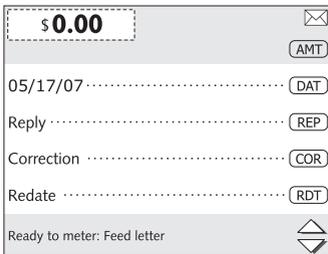
In the home menu, centormail displays the product setting with the dimensional weight. The actual weight of the mail piece as determined by the scale is displayed at the usual place.

7 Special imprints and functions

7.1 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.



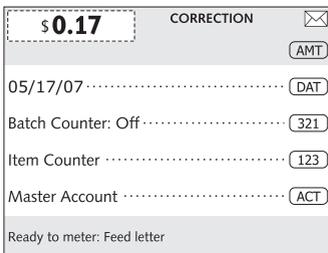
Setting the CORRECTION imprint

In the home menu:

- Press the multi function key **COR**.

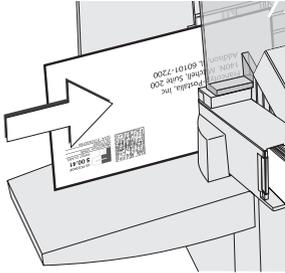
centormail opens the CORRECTION menu.

- Enter the amount to be imprinted on the mail piece in addition to the postage value already metered.
- Press SAVE to go to the 'Postage correction' function.



In the display, you can see the current settings for the CORRECTION imprint:

- Use the multi function key **AMT** to change the postage value that is used for the correction imprint.
- You can set the date in the same way as with a regular meter imprint (see page 38).
- You can change the account in the same way as with a regular meter imprint (see page 40).
- The 'Postage correction' function features its own counter functions. The item and batch counters work as described for the regular metering function (see Chapter 5.2 and Chapter 5.5).



Print postage correction

- Position the mail piece the address-side facing front.



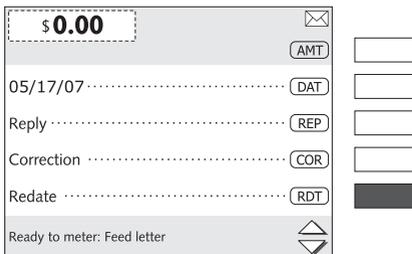
centormail prints the correction imprint.



Press the  key, to return to the normal metering mode.

7.2 Redate

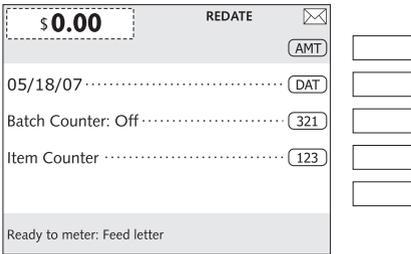
If the meter imprint shows an incorrect date, you can print a correction with the correct date on the non-address-side of the mail piece already metered.



Setting the REDATE imprint

In the home menu:

- Press the multi function key **RDT**.
- centormail opens the REDATE menu.
- Enter new date to be imprinted.
 - Press **SAVE** to go to the 'Redate' function.

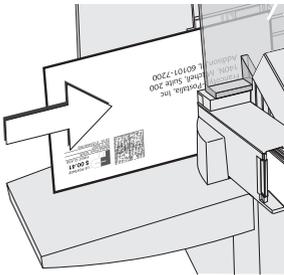


In the display, you can see the current settings for the REDATE imprint:

- Use the multi function key **DAT** to change the date that is used for the REDATE imprint.
- The 'Redate' function features its own counter functions. The item and batch counters work as described for the regular metering function (see Chapter 5.2 and Chapter 5.5).

Print redate

- Position the mail piece the address-side facing front.



centromail prints the redate imprint.



Press the  key, to return to the normal metering mode.

7.3 Reply Mail metering

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

\$ 0.00	✉	
	AMT	<input type="text"/>
05/17/07	DAT	<input type="text"/>
Reply	REP	<input checked="" type="checkbox"/>
Correction	COR	<input type="text"/>
Redate	RDT	<input type="text"/>
Ready to meter: Feed letter	⬆	

Setting the REPLY mail imprint

In the home menu:

- Press the multi function key **REP**.

centormail sets the REPLY mail imprint.

\$ 0.41	REPLY	✉
	AMT	<input type="text"/>
FIRST CLASS	END	<input type="text"/>
W/O Advert	AD	<input type="text"/>
W/O Text Message	TXT	<input type="text"/>
Master Account	ACT	<input type="text"/>
Ready to meter: Feed letter	⬇	

- Set the meter imprint as usual (postage, endorsement...). See Chapter 4, page 32.

- Load reply envelope / card as usual. Please see Chapter 5.3, page 43 on how to feed mail pieces.



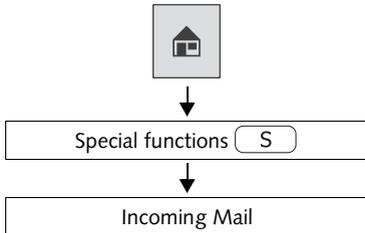
centormail prints the reply mail imprint.



Press the  key, to return to the normal metering mode.

7.4 Stamping incoming mail

You can use the 'Incoming mail' function to mark your incoming mail.



Incoming Mail	
05/17/07	<input type="text"/> (DAT)
Batch Counter: Off	<input type="text"/> (321)
Item Counter	<input type="text"/> (123)
Imprint Offset: 0 mm	<input type="text"/> (OFS)
Ready to print: Feed incoming mail Back to franking with HOME	

Setting the incoming mail stamp

In the home menu:

- Press the multi function key S .

centormail opens the special functions menu.

- Select INCOMING MAIL.

centormail activates the incoming mail stamp and displays the current settings.

Date of incoming mail

You can set the date in the same way as with a regular meter imprint (see page 38).

You can set the date of the incoming mail stamp to any date you please. Back-dating is permissible.

The time is included in incoming mail stamps with the current date only.

Item and batch counters

The 'Incoming Mail' function features its own counter functions.

The item and batch counters work as described for the regular metering function. Please refer to Chapter 5.2 on page 42 and Chapter 5.5 on page 47.

Imprint offset

The incoming mail stamp default position is approximately 0.4" (1 cm) from the right edge of the mail piece. As for regular meter imprints, you can adjust the imprint offset of the incoming mail stamp (see page 39).

Stamping incoming mail



Caution! Only use the 'Incoming Mail Stamp' function with mail pieces that comply with the specifications on page 196.

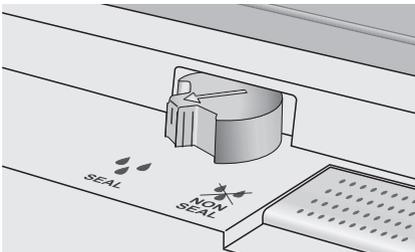
Incoming Mail			
05/17/07 10:48 AM			

- Insert the incoming mail with the side to be stamped facing the rear.

centormail prints the incoming mail stamp.

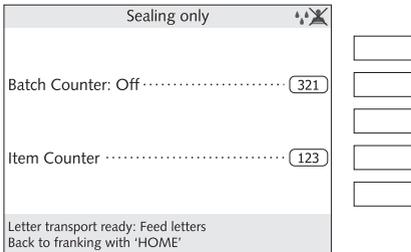
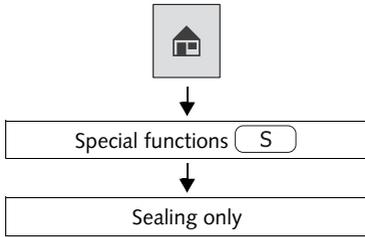
7.5 Seal letters only *(centormail with sealer)*

You can seal letters with the centormail mailing system without metering them.



Turning moistening on

- Turn the envelope sealing switch to the position  **SEAL**.



Setting the 'Sealing only' function

In the home menu:

- Press the multi function key **S**.

centormail opens the special functions menu.

- Select SEALING ONLY.

The current settings of the 'Sealing only' function are shown in centormail's display. The print function of the mailing system is deactivated.

Item and batch counters

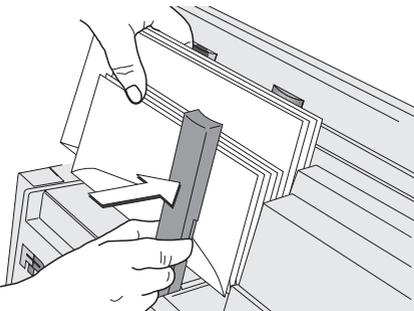
The 'Sealing only' mode features its own counter functions.

The item and batch counters work as described for the regular metering function. Please refer to Chapter 5.2 on page 42 and Chapter 5.5 on page 47.

Place letters for sealing

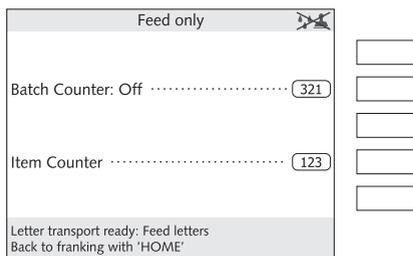
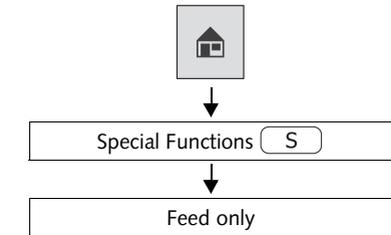
- Place letters on the feeder:
 - envelope flaps face front
 - envelope flaps face the bottom (envelopes stand on their upper edges).

Please also see the extensive information on preparing and feeding letter stacks in Chapter 5.3.2 on page 44.



7.6 Only feed letters

centormail can feed letters without metering them.



Setting the 'Feed only' function

In the home menu:

- Press the multi function key .

centormail opens the special functions menu.

- Select FEED ONLY.

The current settings of the 'Feed only' function are shown in centormail's display. The print function of the mailing system is deactivated.

Item and batch counters

The 'Feed only' mode features its own counter functions.

The item and batch counters work as described for the regular metering function. Please refer to Chapter 5.2 on page 42 and Chapter 5.5 on page 47.

Position letters

If you use a centormail with sealer:

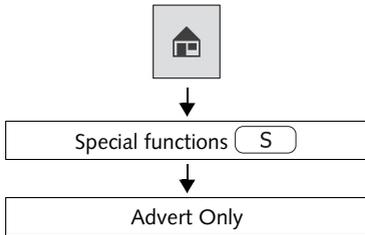
- Make sure that moistening feature has been disabled:



- Position letters.

7.7 Printing advert only

You can print the adverts stored in your centormail separately.



Advert Only	
Advert 01.....	AD
Batch Counter: Off.....	321
Item Counter	123
Imprint Offset: 0 mm	OFS
Letter transport ready: Feed letters Back to franking with 'HOME'	

How to set the 'Advert only' function

In the home menu:

- Press the multi function key .

centormail opens the special functions menu.

- Select ADVERT ONLY.

centormail activates the advert and displays the current print settings.

Selecting the advert

- Select the advert to be printed in the same way as with a regular meter imprint (see page 35).

Imprint offset

The default position of the advert is set to an offset of about 0.4" (1 cm) from the right edge of the mail piece / label.

As for regular meter imprints, you can adjust the imprint offset (see page 39).

Item and batch counters

The 'Advert Only' function features its own counter functions.

The item and batch counters work as described for the regular metering function. Please refer to Chapter 5.2 on page 42 and Chapter 5.5 on page 47.

Print advert

- Press the  key to print the advert on a label.

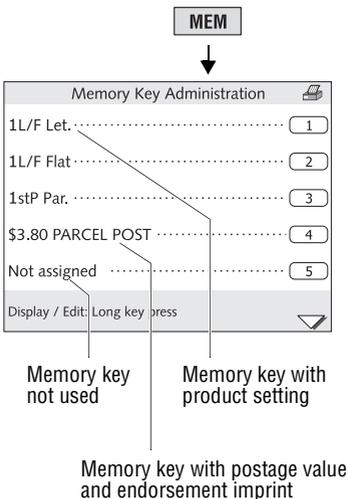
or

- Feed an envelope / a card.

8 Memory keys

centormail features 20 memory keys which can store frequently used meter imprints (postage value and endorsement imprint). Instead of the postage value, you can store the product settings relevant for postage calculation (*centormail with static / dynamic scale*). Furthermore, you can delete, overwrite, and name the memory keys.

8.1 Using memory keys (MEM)



- Press the **MEM** key.

You are presented with a list with all available memory keys.

- Select the desired memory key. In the example, this is MEM No. 4.

centormail returns to the home menu and displays the set memory key (MEM 4).

If you use a memory key with product settings (*centormail with static / dynamic scale*):

- Weigh the mail pieces if needed.



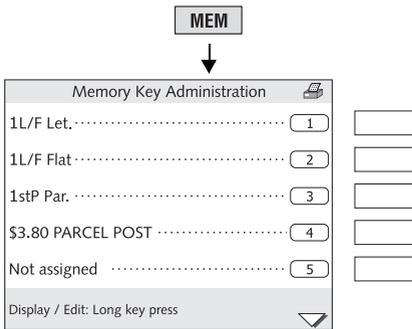
Fast mode of operation

- In the home menu, type in the number of the desired memory key.

Your entry appears in an input window in the status bar.

- Press **MEM** to confirm.

8.2 Display and print memory key settings



- Press the **MEM** key.

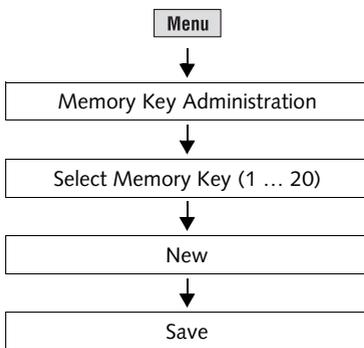
centormail opens the menu MEMORY KEY ADMINISTRATION. You can now access the following functions:

- Display a list of all memory keys (number and name).
- Print a list of all memory keys.
- By briefly pressing the desired MEM key, it is set for metering. Please refer to Chapter 8.1 on page 73.
- By holding down a MEM key for about 2 seconds, you directly enter the administration function, enabling you to display / change the MEM key's current settings. Please read the following chapters.

8.3 Storing settings for use with a memory key

For a MEM key, you always store the current metering settings (postage value and endorsement imprint or product settings for postage rate calculation). For more information on how to set postage value and endorsement imprint, please see Chapter 4 on page 32. For more information on “Postage rate calculation”, please see Chapter 6 on page 48.

If the desired meter imprint or the settings for postage rate calculation (*centormail with static / dynamic scale*) have been set:



- Press the **Menu** key.
- Select MEMORY KEY ADMINISTRATION.
- Select the MEM key you wish to use for storing the setting.

centormail opens the settings menu for this memory key. To the left, the old setting is displayed.

- Use NEW to overwrite with the current product setting.

The new setting is now displayed.

- Press SAVE to store the displayed setting as a memory key.



Memory 1

The setting stored as MEM 1 is used as default upon switching on the centormail mailing system.

centormail with static / dynamic scale: Functions in the MEMORY KEY ADMINISTRATION menu (New memory key) and their meaning:

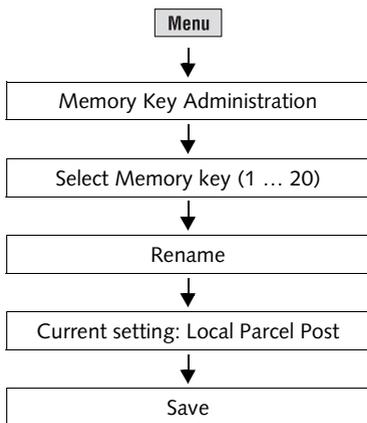
WITHOUT WEIGHT Sets the displayed weight to “0 lb 0 oz”. Upon saving, the mailing data (destination, type, size, extra services) and the weight “0 lb 0 oz” are stored as a memory key.

Whenever using such a memory key, you have to weigh the mail piece.

USING WEIGHT Will display the weight again.

8.4 Rename memory key

You can assign a name to each memory key. The name will then appear in the overview list (instead of the stored setting).



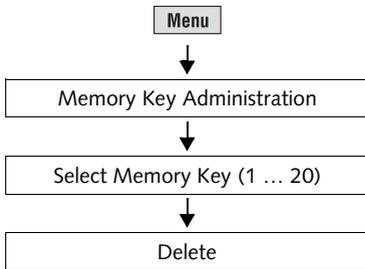
- Press the **Menu** key.
- Select MEMORY KEY ADMINISTRATION.
- Select the memory key you want to rename.
- Press RENAME to call up the menu for the memory key's name. Press RENAME to quickly delete the displayed name.
- Enter a name of your choice. In the example, this is “Local Parcel Post”.
- Use SAVE to store the new name.



Please refer to page 29 on how to enter text.

8.5 Delete memory key

Obsolete memory keys can either be overwritten with new assignments, or deleted.



- Press the **Menu** key.
- Select MEMORY KEY ADMINISTRATION.
- Select the memory key you want to delete.
- Use DELETE to delete the stored setting.

The memory key is immediately deleted without a security prompt. In the memory key list, “Not assigned” is displayed.

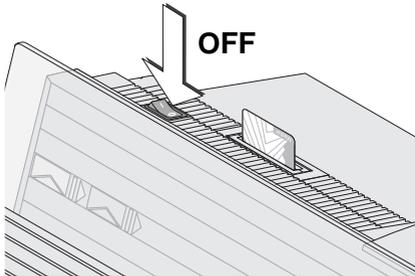
9 Using an external postage scale

9.1 Connecting an external postage scale to the centormail postage meter

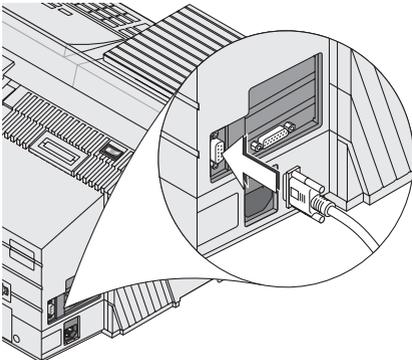
As standard, centormail features a 9-pin interface. You can connect an external postage scale (e.g. a FlexiScale) to this interface. You need a special interface cable to connect an external postage scale to centormail. A suitable interface cable is available from FP Mailing Solutions.



Caution! Read the Operator Manual of the external postage scale, before you connect the postage scale to the centormail. Obtain information on how to connect the postage meter to the external postage scale and how to set the postage scale for operation with the postage meter.



- Switch off the centormail mailing system.
- Switch off the external postage scale.



- Plug the interface cable supplied by FP Mailing Solutions to the 9-pin interface on the centormail postage meter and tighten the screws.
- Connect the interface cable to the external postage scale.
- Switch on the centormail.
- Switch on the external postage scale.
- Set up the external postage scale for operation with the centormail postage meter.

9.2 Operating centormail with an external postage scale



Caution! Also read the *Operator Manual of the external postage scale*. Pay special attention to the information on how to safely operate the external postage scale.

\$0.41	✉
	(AMT)
FIRST CLASS.....	(END)
Trade show	(AD)
Our new phone number:(800)341-6052..	(TXT)
Master Account	(ACT)
Ready to meter: Feed letter	▼

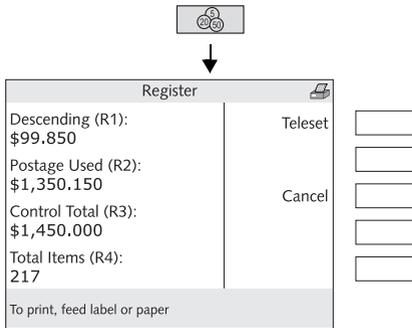
- Switch on the centormail and the external postage scale.
- Determine the postage value with the external postage scale.

The postal data (postage value and endorsement if applicable) are automatically sent to the centormail and set in the home menu.

- Check the other settings for the meter imprint and – if necessary – edit them accordingly (advert, text message ...).
- Meter the mail piece with centormail.

10 Display and print registers

The centormail mailing system stores important parameters and information on used postage in registers. You can view and print the register states.



- Press the  key.

The REGISTER menu displays the current register states.

Print register

- Place an empty envelope / a post card.

or

- Use the  key to print the register report on a label.

The following pieces of information are stored in the registers:

DESCENDING (R1)	Postage still available (= credit)
POSTAGE USED (R2)	Total value of all meter imprints performed
CONTROL TOTAL (R3)	Sum total of all amounts that were loaded
TOTAL ITEMS (R4)	Total number of meter imprints performed (including zero imprints)

11 Loading postage – TELESET

TELESET refers to loading the desired postage amount via modem. centormail is factory equipped with a built-in modem. When you initiate the TELESET process, the centormail postage meter dials the Teleset Data Center (TDC) and loads the desired amount. Accounting is as per your contract with USPS.

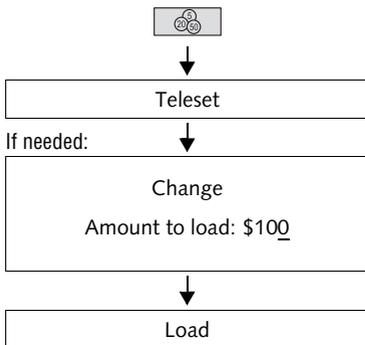
In the future, rate tables will be loaded automatically from the data center during TELESET. Until this feature is implemented new rate tables have to be loaded into the centormail via chip card.

Regular contact to the Teleset Data Center

For safety reasons, the United States Postal Service requires that the postage meter regularly contacts the Teleset Data Center.

centormail reminds you when it is time to establish a connection to the TDC. You then have to initiate a TELESET procedure as usual. If you do not need additional credit, simply initiate the process with an amount of \$ 0.00.

If you do not react to the message within a reasonable time-span, some important features will be blocked until centormail was able to successfully connect to the TDC. Please contact your FP servicing dealer if you have any questions.



Loading postage

centormail has to be connected to a phone line for the duration of the loading procedure. Make sure that the dialing parameters of the modem and the Teleset Data Center (TDC) phone number are correctly set.

- Press the  key.
- Press TELESET to initiate the transfer procedure.
- Retain the displayed amount.

or

Press CHANGE to call up the menu for changing amounts. Type in the desired amount.



centormail checks if the amount you entered can be loaded.

Note that centormail rejects impermissible amounts – in that case, a message is issued to inform you.

- Press **LOAD** to confirm.

centormail displays the set amount for checking purposes.

To load the displayed amount:

- Confirm the security prompt by pressing **YES**.

centormail establishes a connection to the TDC. The loading procedure is performed automatically. You can monitor the progress in the display. Please stand by. Data exchange takes some time.

The new ascending value (R1) is displayed when loading is completed.

- Press **REPORT** to view and print the loading report.
- Press **FINISH** to return to the home menu.

12 Account administration

The account function comes in handy for separate registration and billing of postage costs. For example, you may want to set up accounts for the sections / departments of a company, or for the individual companies of a community office.

You can freely assign a number and name to each account, determine the default settings for advert and text message to be used with the account, limit the available postage (i.e., allocate a budget to the account), and set the access rights of an account in conjunction with MASTER and USER cards.

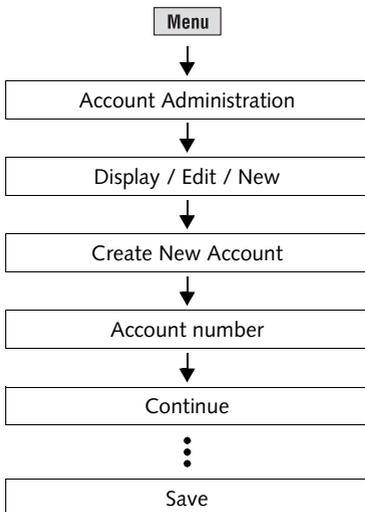
Account 1 is factory pre-set and assigned to the MASTER card (MASTER account).

centormail 120 is rated for 100 accounts in standard. If need be, the number of accounts can be upgraded to 300. Please contact FP Mailing Solutions. Read Chapter 14.15 on page 112.

centormail 140 has a standard administration of up to 300 accounts.

12.1 Creating a new account

When creating an account, centormail guides you step-by-step through all necessary settings (number, name, default advert / text message, access right for loading postage, budget).



- Press the **Menu** key.
- Select ACCOUNT ADMINISTRATION → DISPLAY / EDIT / NEW → CREATE NEW ACCOUNT.

centormail opens the account creation procedure.

- Follow the instructions in the display.

Please refer to the next page for information on the effects of the available settings.

- When all entries are complete: SAVE the newly created account.

Possible account parameters and their meaning:

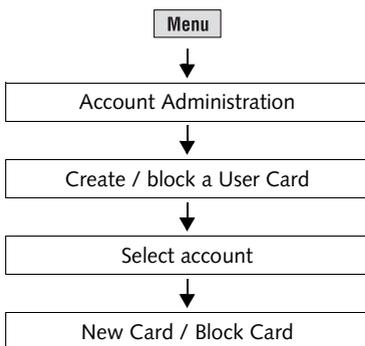
Account number	2 to 99999	Account 1 is assigned to the MASTER card (MASTER account).
Name	Letters, special characters, and numbers	Please refer to page 29 on how to enter text.
Advert	NOT DEFAULT	When switching to this account, the advert currently set in the home menu is retained.
	NONE All stored adverts	The selected setting will automatically become effective as soon as the account is activated.
	From card	Upon insertion of a USER card with advert, the advert stored on the card is pre-set. <i>The advert from the USER card always appears <u>at the end of the list</u>.</i> <i>Prerequisites:</i> – The account is set up. – The 'USER with advert' card must be assigned to the account and inserted.
Text Message	NOT DEFAULT	When switching to this account, the text message currently set in the home menu is retained.
	NONE All available Text Messages	The selected setting will automatically become effective as soon as the account is activated.
Teleset	ENABLED	The user of this account is entitled to load postage.
	DISABLED	The user of this account is not entitled to load postage.

Possible account parameters and their meaning:

Budget	NO LIMIT	The user can wholly consume the credit currently stored in the postage meter.
	LIMITED	A certain credit is available for the account. When the credit is exhausted, centormail deactivates the account until a new credit is assigned (see CHANGE, page 87).
	MONTHLY	Each month, a certain credit is available for the account. Whenever a new month begins, centormail sets the credit to the pre-defined amount.
USER card	YES	At least one USER card is assigned to the account.
	No	No USER card is assigned to the account.

12.2 Create / block USER card

For each account (but not the MASTER account), you can create one or more USER cards. A USER card only enables its holder to access the assigned account. To protect centormail, e.g. in case of card loss, you can block the affected USER card(s).



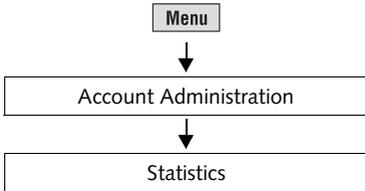
- Press the **Menu** key.
- Select ACCOUNT ADMINISTRATION → CREATE / BLOCK A USER CARD.
- Select the account for which you want to create / block the card(s).
- Select NEW CARD to assign a USER card to the account.
or
Press BLOCK CARD to block all USER cards of the current account.
- Follow the instructions in the display.



Obsolete or blocked USER cards can be overwritten with a new account assignment.

12.3 Display / print account statistics

The list covering all accounts contains the account number and name, states the postage consumption and the number of meter imprints performed since the last reset. The list is sorted by numbers.



- Press the **Menu** key.
 - Select ACCOUNT ADMINISTRATION → STATISTICS.
- centormail displays the account statistics.

Print list

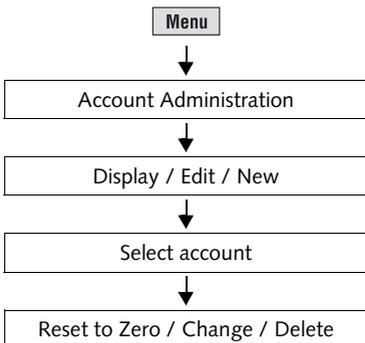
- Press the  key.

centormail prints the list on pages containing information on 5 accounts each.



You can also feed blank sheets / cards for printing. Please heed the specifications on page 196.

12.4 Edit / delete / reset account to zero



- Press the **Menu** key.
- Select ACCOUNT ADMINISTRATION → DISPLAY / EDIT / NEW.
- Select the account to be changed.

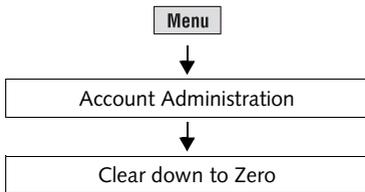
centormail displays the current settings and the usage data of the account (postage used and number of meter imprints performed since last clear down).

- You can alter the settings of the displayed account by pressing CHANGE, RESET TO ZERO, or ultimately DELETE the account.

Functions in the ACCOUNT menu and their meaning:

RESET TO ZERO	Sets the value (used postage) and item counter (number of meter imprints) of the displayed account to zero.
CHANGE	Opens the procedure to change the settings of the displayed account. centormail presents you all the settings that you are entitled to alter step-by-step.
DELETE	Deletes the displayed account and all information on postage used with the account.

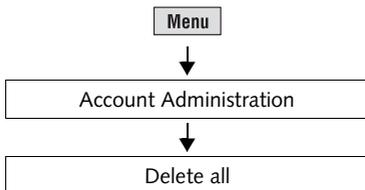
12.5 Clear down to zero all accounts



- Press the **Menu** key.
- Select ACCOUNT ADMINISTRATION → CLEAR DOWN TO ZERO.

After a security prompt, the used postage values and the item counters of all accounts are reset to zero.

12.6 Delete all accounts



- Press the **Menu** key.
- Select ACCOUNT ADMINISTRATION → DELETE ALL.

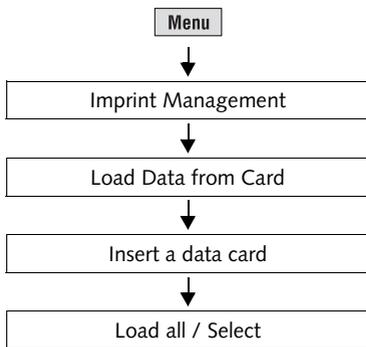
After a security prompt, all accounts – except for the MASTER account (account 1) – will be deleted.

13 Imprint management

centormail offers you a broad range of powerful functions for administrating the user-specific elements of the meter imprint. You can easily set up text messages, assign custom names to adverts, or delete adverts, text messages and endorsements you do not need. New adverts and endorsements can easily be loaded from a chip card. Furthermore you get information on the endorsement usage. The following chapters explore these functions in greater detail.

13.1 Load data from card

centormail can store up to 15 adverts and 8 endorsements. You can easily load new imprint data from chip card. Order the desired imprints (adverts, endorsements) from FP Mailing Solutions.



- Press the **Menu** key.
- Select **IMPRINT MANAGEMENT** → **LOAD DATA FROM CARD**.
- Remove the access card and insert the data card containing the adverts/endorsements.

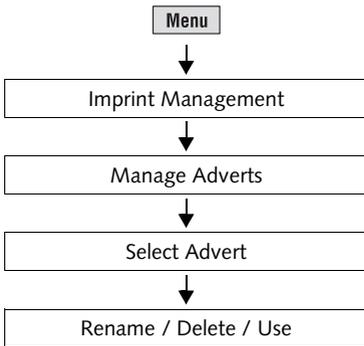
centormail displays all imprint data stored on the card.

- You can **LOAD ALL** or **SELECT** only imprints of your choice.

Functions in the **LOAD DATA FROM CARD** menu and their meaning:

LOAD ALL	Load all data from the card into the postage meter.
SELECT	You have to confirm for each imprint whether or not it shall be loaded into centormail. When you have completed the procedure, press LOAD to save all selected imprints in the postage meter.

13.2 View / print / rename / delete advert



- Press the **Menu** key.
- Select IMPRINT MANAGEMENT → MANAGE ADVERTS.
- Select the advert.

In the ADVERT MANAGEMENT menu, a simplified graphic preview of the advert is displayed.

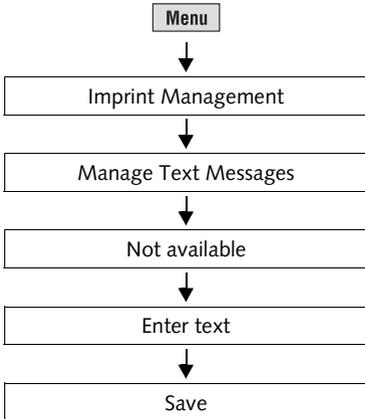
- You can now print, rename, or delete the currently displayed advert, or use (set) it for metering.

Functions in the ADVERT MANAGEMENT menu and their meaning:

RENAME	Calls up the menu to rename the advert. You can freely assign a name to each advert. That name will be displayed in the home menu as well as in the advert selection list. Please refer to page 29 on how to enter text.
DELETE	The selected advert will be deleted after a security prompt.
USE	Sets the selected advert for metering and returns to the home menu.

13.3 Entering new text messages

centormail provides 8 memory slots for text messages. A text message may contain up to 5 lines with 20 characters each.

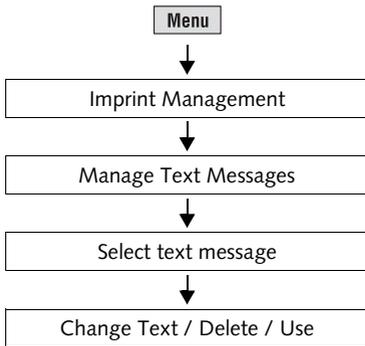


- Press the **Menu** key.
- Select **IMPRINT MANAGEMENT** → **MANAGE TEXT MESSAGES**.
- Select a memory slot that is labeled **NOT AVAILABLE**.
- Enter a text of your choice.
- **SAVE** the text.



Please refer to page 29 on how to enter text.

13.4 View / print / edit / delete text messages



- Press the **Menu** key.
- Select **IMPRINT MANAGEMENT** → **MANAGE TEXT MESSAGES**.
- Select a text message.

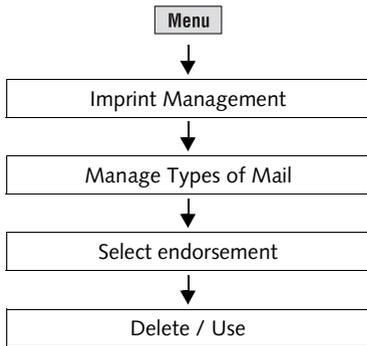
In the **MANAGE TEXT MESSAGE** menu, the stored text is displayed unabridged.

- You can now print, change, or delete the currently displayed text message, or use (set) it for metering.

Functions in the **MANAGE TEXT MESSAGE** menu and their meaning:

CHANGE TEXT	Calls up the menu to change the text. You can freely move the cursor within the text field and enter or delete a character at the marked position. Please refer to page 29 on how to enter text.
DELETE	The displayed text message will be deleted after a security prompt.
USE	Sets the selected text message for metering and returns to the home menu.

13.5 View / delete endorsements

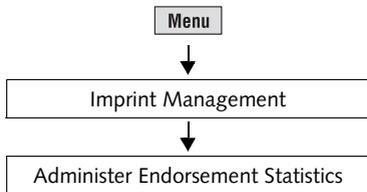


- Press the **Menu** key.
- Select **IMPRINT MANAGEMENT** → **MANAGE TYPES OF MAIL**.
- Select an endorsement.
- You can now delete the currently displayed endorsement, or use (set) it for metering.

Functions in the **ADMINISTER: ENDORSEMENT...** menu and their meaning:

DELETE	The displayed endorsement will be deleted after a security prompt.
USE	Sets the selected endorsement for metering and returns to the home menu.

13.6 View / print endorsement statistics

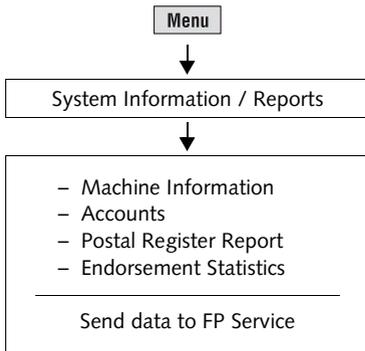


- Press the **Menu** key.
- Select **IMPRINT MANAGEMENT** → **ADMINISTER ENDORSEMENT STATISTICS**.
centormail displays the evaluation of all meter imprints:
 - number of meter imprints, specified as per types of mail
 - postage used, specified as per types of mail
 - total number and total postage used.

14 Advanced settings & system information

14.1 Display / print / send system information

centormail can display and print all important system parameters as a list. In addition, transmitting the relevant information to your FP servicing dealer is supported.



- Press the **Menu** key.
- Select SYSTEM INFORMATION / REPORTS.
- Select the topic you want information on.

Send data to FP Service

Please transmit data to the service only if you are requested to do so by FP Mailing Solutions.

- Make sure that centormail is connected to a phone line.
- Select SEND DATA TO FP SERVICE to initiate the data transmission.

Available reports and information:

MACHINE INFORMATION

Data on software and configuration, on the available rate tables and their validity, and status information relating to the print system.

ACCOUNTS

List covering all accounts: contains the account number and name, stating the postage consumption and the number of meter imprints performed since the last reset.

POSTAL REGISTER REPORT

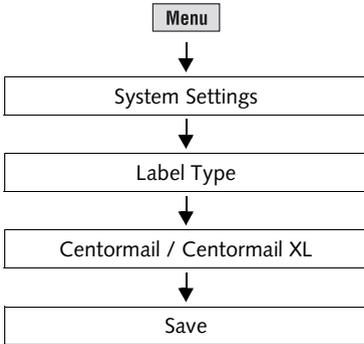
Important parameters and information on used postage.

ENDORSEMENT STATISTICS

Notes on the usage of the endorsement imprints.

14.2 Setting the label type

centormail can handle two different types of self-adhesive labels. For correct handling of the labels, you have to set the label type.



- Press the **Menu** key.
- Select SYSTEM SETTINGS → LABEL TYPE.

centormail opens the label type selection menu. You are presented with information on the available label types.

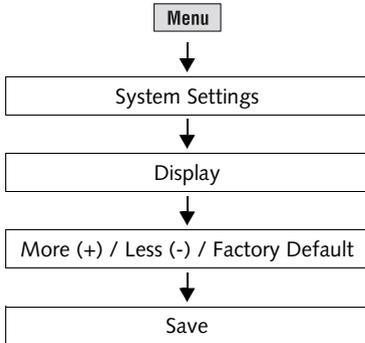
- Select the label type you want to use: CENTORMAIL or CENTORMAIL XL.
- **SAVE** the current setting.



For the specifications of the labels, please refer to page 196.

14.3 Setting the display contrast

You can adapt the display contrast to fine-tune the gray scales and increase the legibility of the displayed texts.



- Press the **Menu** key.
- Select SYSTEM SETTINGS → DISPLAY.

centomail opens the display contrast adjustment menu.

- Use MORE (+) and LESS (-) to adjust the contrast

or

press FACTORY DEFAULT to reset the display to the default value.

You can monitor the changes immediately in the display. Alter the settings until you can easily read the display.

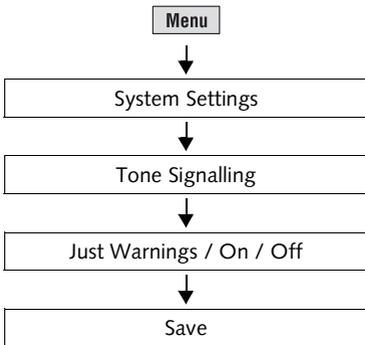
- SAVE the displayed setting.



If you do not press a key (increase / decrease / save / ...) for about 10 seconds, centomail sets the contrast to the last saved value.

14.4 Setting the tone signaling

centormail confirms each press of a button with a beep. A rapid sequence of beeps indicates an error state. You can set centormail to suppress the regular confirmation beeps (but still enabling the error beeps), or switch off tone signaling completely.



- Press the **Menu** key.
- Select SYSTEM SETTINGS → TONE SIGNALLING.

centormail opens the tone signaling menu.

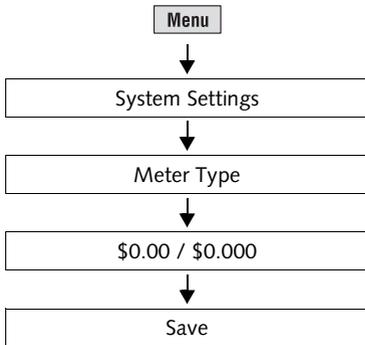
- Select JUST WARNINGS / ON / OFF to select the desired setting.
- SAVE the displayed setting.

Tone Signaling – possible settings and their meaning:

ON	A beep is issued whenever you press a key, whenever a message appears ...
OFF	No tone signaling. Exception: Feedback signal when the static scale has determined a new weight.
JUST WARNINGS	Only important signals, like signals indicating errors.

14.5 Setting the meter type

The 'Meter type' setting defines whether centormail displays and prints the postage in the \$ 0.00 or the \$ 0.000 format.



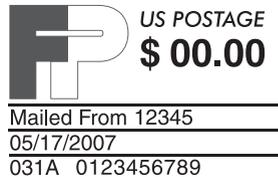
- Press the **Menu** key.
- Select SYSTEM SETTINGS → METER TYPE.

centormail opens the meter type menu.

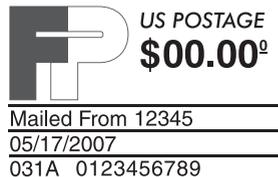
- Select \$0.00 / \$0.000 to change the current setting.
- SAVE the displayed setting.

Meter Type – possible settings and their meaning:

\$0.00 Displays and prints the postage in integer cents.

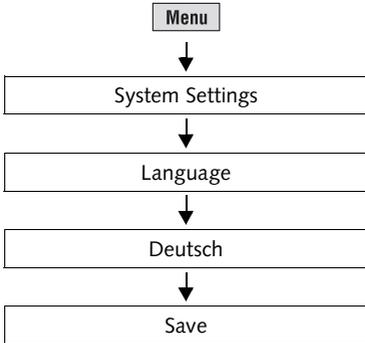


\$0.000 Displays and prints the postage in tenths of cents.



14.6 Changing the user interface language

centormail's user interface supports English and German.



Switching to German

- Press the **Menu** key.
- Select SYSTEM SETTINGS → LANGUAGE.

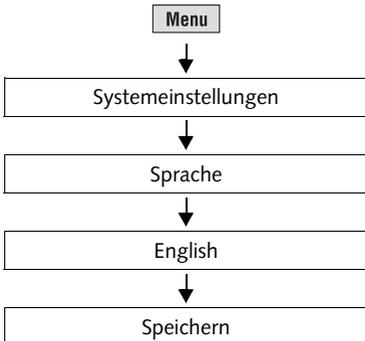
centormail opens the language setting menu.

- Select DEUTSCH.
- SAVE the displayed setting.

The user interface language changes from English to German.

The following elements will stay in their original language: text messages, the rate table, and the names of accounts, adverts, etc.

The set language will be kept until you change it again.



Reset to English

- Press the **Menu** key.
- Select SYSTEMEINSTELLUNGEN → SPRACHE.

centormail opens the language setting menu.

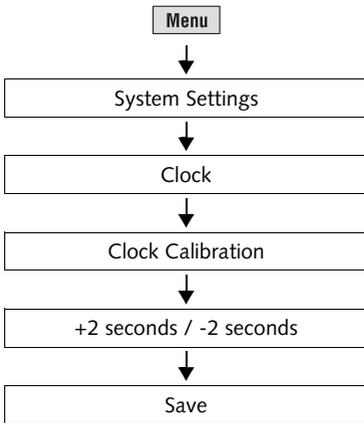
- Select ENGLISH.
- Use SPEICHERN to save the displayed setting.

14.7 Clock

centormail features a battery backed system clock which is adjusted in the factory. It will rarely be necessary to correct the time. centormail automatically corrects the time when daylight savings time (summer time) starts and ends. You can disable this automatic feature and carry out the changeover manually.

The FP after-sales service is responsible for making changes to the basic setting and for correcting larger time offsets.

14.7.1 Time correction



- Press the **Menu** key.
- Select SYSTEM SETTINGS → CLOCK → CLOCK CALIBRATION.

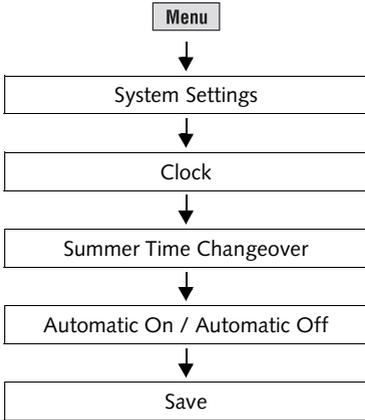
centormail opens the menu to adjust the clock.

- Press +2 SECONDS or -2 SECONDS to adjust the clock offset.

You can set the system clock early or late by up to 5 minutes.

- SAVE the displayed setting.

14.7.2 Daylight Savings Time / Summer time changeover



Switch automatic on/off

- Press the **Menu** key.
- Select SYSTEM SETTINGS → CLOCK → SUMMER TIME CHANGEOVER.

To the left of the summer time changeover menu, the current setting is shown for the

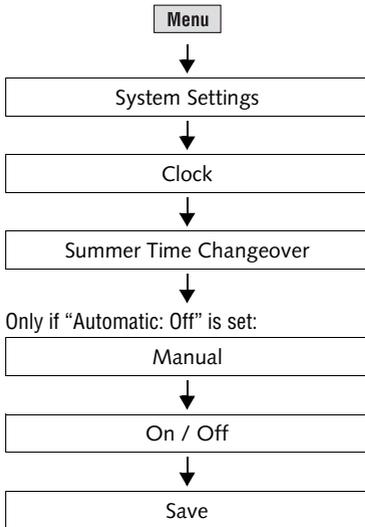
- automatic changeover
- summer time (daylight savings time)
- clock time.

Please see below for information on the available settings.

- Select AUTOMATIC ON / AUTOMATIC OFF to enable or disable the automatic changeover of the clock.
- SAVE the displayed setting.

Functions in the SUMMER TIME CHANGEOVER menu and their meaning:

AUTOMATIC:	ON	centormail automatically corrects the time when daylight savings time starts and ends.
	OFF	centormail <u>will not</u> automatically correct the time when daylight savings time starts and ends.
SUMMER TIME:	ON	The clock has been set to daylight savings time.
	OFF	The clock displays the set standard time.
	MANUAL	Opens a menu for manually setting daylight savings time.



Manually setting summer time / daylight savings time

If the automatic changeover function has been disabled, you have to manually correct the time whenever daylight savings time starts or ends.

- Press the **Menu** key.
- Select SYSTEM SETTINGS → CLOCK → SUMMER TIME CHANGEOVER → MANUAL.

centormail opens the menu to manually set daylight savings time on / off. In the left part of the display, centormail shows the current setting for

- summer time (daylight savings time) and
- clock time.

- Press ON / OFF to adjust the clock.
- SAVE the displayed setting.

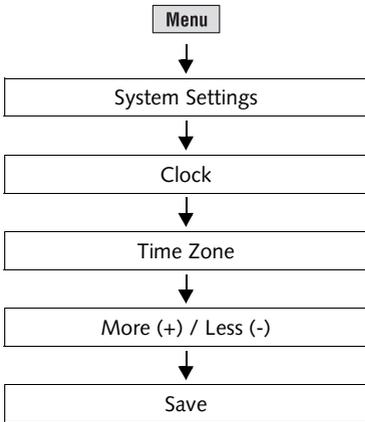
Functions in the SUMMER TIME CHANGEOVER (manual) menu and their meaning:

ON Setting the daylight savings time.

OFF Switching off daylight savings time.

14.7.3 Setting the time zone

If you move centormail from one time zone to another you need to adjust the time zone.



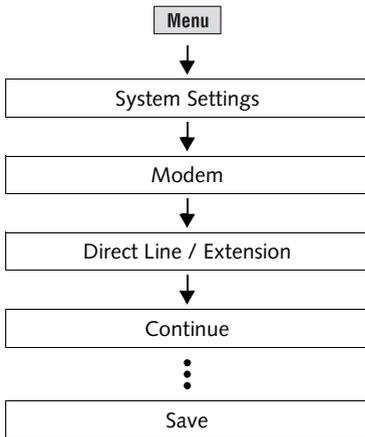
- Press the **Menu** key.
- Select SYSTEM SETTINGS → CLOCK → TIME ZONE.

In the left part of the time zone adjustment menu, the current setting is shown:

- Time offset in relation to UTC.
- Name of the time zone (only where applicable for the entered time shift).
- Use MORE (+) / LESS (-) to set the appropriate time zone.
- SAVE the displayed setting.

14.8 Modem – changing the dialing parameters

On commissioning, FP Mailing Solutions Service will set the correct dialing parameters for the built-in modem. You should check and – if need be – correct the modem settings if changes were made to your phone line.



- Press the **Menu** key.
- Select SYSTEM SETTINGS → MODEM.
- Follow the instructions in the display.

centormail opens the adjustment procedure for the dialing parameters.

- centormail will ask for:
- type of phone line
 - access method (where applicable)
 - exchange digit (where applicable).

Finally, centormail displays a summary of the selected parameters.

- If the displayed configuration is correct: SAVE.



The following table lists and explains the possible modem settings.

Modem settings and their meaning:

Connection type	DIRECT LINE	centormail is connected to a main exchange line.
	EXTENSION	centormail is connected to an extension (of a telephone system).
Access method <i>(only on extension)</i>	EXCHANGE DIGIT	Defines how the exchange is dialed from the extension. Usually you would dial EXCHANGE DIGIT.
	HOOK FLASH	For use in a Hook Flash application.

Modem settings and their meaning:

Exchange digit	The exchange digit depends on your telephone system.	Type in the exchange digit using the numeric keys. The exchange digit may comprise several digits. Usually, a 0 (zero) is used.
	A w indicates that the modem will wait for a dial tone.	By pressing WAIT you determine that the modem waits for the dial tone after dialing the exchange digit.
	A comma (,) indicates a dial pause.	By pressing PAUSE you insert a dial pause of 2 seconds.

14.9 Changing phone numbers

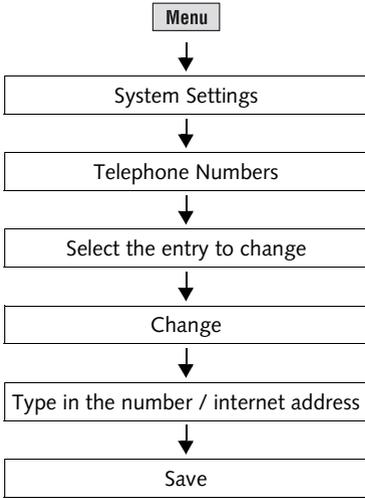


Caution! Only change the phone numbers if you have been advised to do so by FP Mailing Solutions. Incorrect settings may cause problems, e.g. with the TELESET procedure.

All important phone numbers have been factory-preset in the postage meter.

Phone numbers and their meaning:

TDC	The phone number of the Teleset Data Center. centormail dials this number during a TELESET process.
ORDER LINE	Call this number if you want to order accessories and consumables. To display the number: MENU → ORDER LINE
SERVICE	Phone number of the hotline. In case you have questions or problems concerning the usage of your centormail mailing system.
REMOTE DIAGNOSE	centormail dials this number to transmit data to FP Mailing Solutions Service.
INTERNET ADDRESS	This is where you can reach us on the internet. To display it: MENU → ORDER LINE



Change phone number

- Press the **Menu** key.
- Select SYSTEM SETTINGS → TELEPHONE NUMBERS.
- Select the entry to change.
- Press CHANGE to call up the menu to change the phone number / internet address.
- Type in the phone number / internet address.
- SAVE the displayed setting.

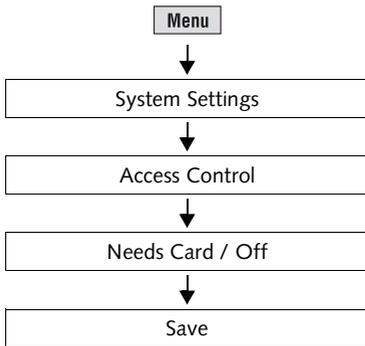
Functions in the TELEPHONE NUMBER / INTERNET ADDRESS menus and their meaning:

CHANGE	Calls up the menu to change the phone number / internet address.
NEW NO. / NEW	Clears the current setting and opens the menu to enter a phone number / internet address.
SPACE	Enters a blank space. Thus, you can arrange the display of the number more clearly. These blanks do not affect the dialing procedure.
FACTORY DEFAULT	Restores the factory preset phone number / internet address.

14.10 Determining access control



Caution! Disabling access control will cause access restrictions with regard to accounts to lose their effect. Users will then be able to meter to all accounts.



- Press the **Menu** key.
- Select SYSTEM SETTINGS → ACCESS CONTROL.

centomail opens the access control menu.

- Select NEEDS CARD, or set access control to OFF.
- SAVE the displayed setting.

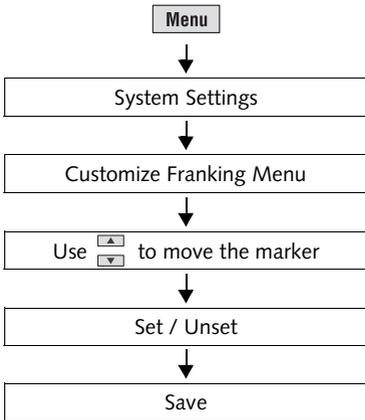
Access Control – explanation of the possible settings:

ACCESS USING CARD: ON Metering is only possible when a valid access card (MASTER or USER) is plugged in.

ACCESS USING CARD: OFF No access restrictions apply for metering. Metering to all accounts is possible without having to insert an access card.

14.11 Customizing the home menu

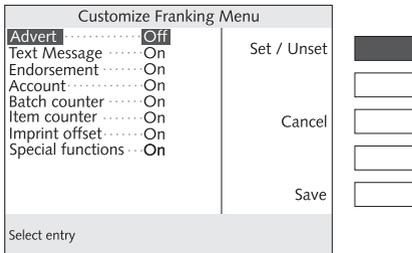
By default, the home menu comprises all available functions and settings for metering. If you are the system administrator bearing a MASTER card, you can hide unused functions.



- Press the **Menu** key.
- Select SYSTEM SETTINGS → CUSTOMIZE FRANKING MENU.

centormail opens the menu to customize the home menu.

To the left, you see the current settings for all functions of the home menu that you can hide / unhide.



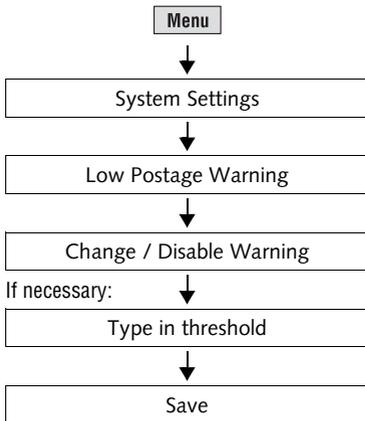
- Use the arrow keys  /  to mark a function.
- Press the multi function key SET / UNSET to change a function's state.
- If all functions feature the desired setting: SAVE.

Home menu customizing – possible settings and their meaning:

- | | |
|-----|--|
| On | The function will appear in the home menu. |
| Off | This function will be hidden from the home menu. Note that the current setting of the given function still affects the metering process. |

14.12 Setting Low Postage Warning

The 'Low Postage Warning' function will notify the user when the available credit of the mailing system drops below a preset threshold. You may disable the 'Low Postage Warning' function.



- Press the **Menu** key.
- Select SYSTEM SETTINGS → LOW POSTAGE WARNING.

centmail opens the low postage warning menu.

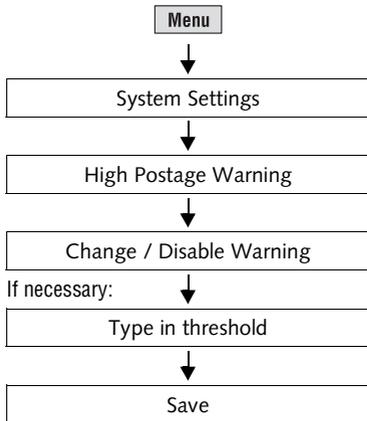
- Select CHANGE.
- Enter a threshold of your choice.

or

- Select DISABLE WARNING to switch off the function.
- SAVE the displayed setting.

14.13 Setting High Postage Warning

The 'High Postage Warning' function issues a message if you enter a postage value that is above the set threshold. You may disable the 'High Postage Warning' function.



- Press the **Menu** key.
- Select SYSTEM SETTINGS → HIGH POSTAGE WARNING.

centormail opens the High Postage Warning settings menu.

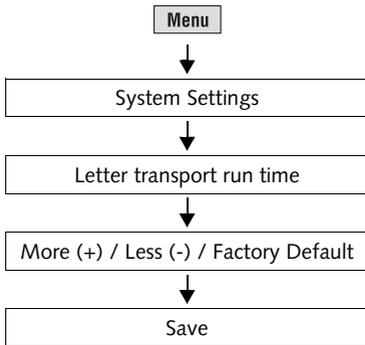
- Select CHANGE.
- Enter a threshold of your choice.

or

- Select DISABLE WARNING to switch off the function.
- SAVE the displayed setting.

14.14 Setting the letter transport run time *(centromail without feeder)*

The letter transport run time is the time span that passes from ejecting the last letter till the complete stop of the letter transport mechanics. The setting is only relevant when manually feeding letters. When using the feeder, the time span cannot be adjusted.



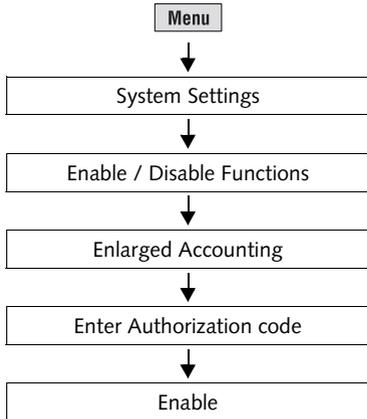
- Press the **Menu** key.
- Select SYSTEM SETTINGS → LETTER TRANSPORT RUN TIME.

centromail opens the letter transport run time adjustment menu.

- Press MORE (+) or LESS (-) to adjust the run time
or
press FACTORY DEFAULT to reset the display to the default value.
- SAVE the displayed setting.

14.15 Extend number of available accounts

As a standard, centormail 120 is provided with 100 accounts. You can increase the number of possible accounts to 300. For this purpose you need an authorization code which you can order from FP Mailing Solutions.
centormail 140 features 300 accounts standard.

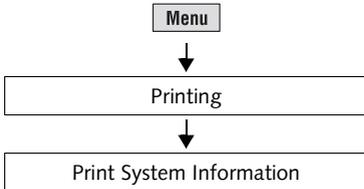


- Press the **Menu** key.
- Select SYSTEM SETTINGS → ENABLE / DISABLE FUNCTIONS → ENLARGED ACCOUNTING.
- Enter the code.
- Press ENABLE to proceed.

To check the number of available accounts, call up SYSTEM INFORMATION/REPORTS → MACHINE INFORMATION (also see page 93).

14.16 Print system

14.16.1 Display current state / filling level

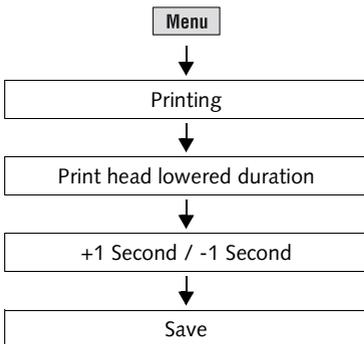


- Press the **Menu** key.
- Select PRINTING → PRINT SYSTEM INFORMATION.

centormail will now display information on the state of the two ink cartridges / print heads as well as on the filling level of the ink tank (*centormail 140*).

14.16.2 Adjusting the print head lowered duration

The print head lowered duration determines for how long the ink cartridges / print heads remain in 'ready position' after the last printing. After that time, the ink cartridges / print heads move back into 'sealed position'.



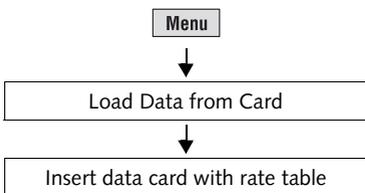
- Press the **Menu** key.
- Select PRINTING → PRINT HEAD LOWERED DURATION.
- Press + 1 SECOND to increase the time or press -1 SECOND to decrease the time.
- SAVE the displayed setting.

14.17 Rate tables *(centormail with static / dynamic scale)*

centormail can store up to 2 rate tables. centormail automatically checks that the rate table is valid.

14.17.1 Updating the rate table

You must update the rate table for postage rate calculation if postage regulations or rates have changed. centormail supports loading of rate tables from chip card. Order the new rate table from FP Mailing Solutions.



- Press the **Menu** key.
- Select **LOAD DATA FROM CARD**.
- Remove the access card and insert the data card containing the rate table.
- Confirm the security prompt by pressing **YES**.

centormail now loads the rate table that is stored on the card.

- Carefully read all displayed information and follow the instructions.



Upon activation of a new rate table, the memory keys will be erased and re-programmed.

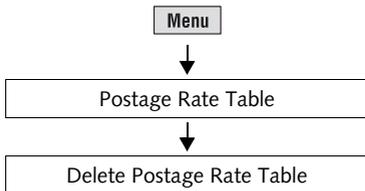


In the future, rate tables will automatically be updated during **TELESET**. Until this feature is implemented, new rate tables have to be loaded into centormail via chip card.

14.17.2 Deleting rate table



Caution! It is not possible to select a single rate table for deletion. Deletion always affects all rate tables stored in the metering machine. **Without a valid rate table, you won't be able to use the postage rate calculation function!**



- Press the **Menu** key.
- Select POSTAGE RATE TABLE → DELETE POSTAGE RATE TABLE.

If you really want to delete all rate tables currently stored in the mailing system:

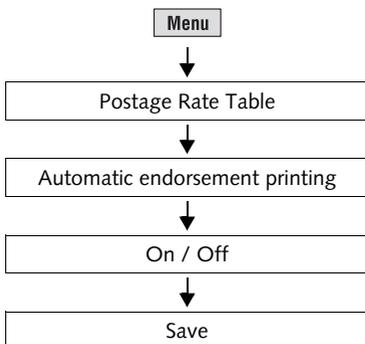
- Confirm the security prompt by pressing YES.



Before you can use the postage rate calculation function again you must load a rate table. On how to do this, please see page 114.

14.17.3 Switching automatic endorsement imprint on/off

This setting determines whether the postage rate calculation function affects the endorsement imprint setting in the home menu.



- Press the **Menu** key.
- Select POSTAGE RATE TABLE → AUTOMATIC ENDORSEMENT PRINTING.

centormail opens the settings menu.

- Press ON / OFF to set the automatic endorsement imprint to the desired setting.
- SAVE the displayed setting.

Functions in the AUTOMATIC ENDORSEMENT PRINTING menu and their meaning:

AUTOMATIC: ON During postage rate calculation, centormail determines and activates (sets) an appropriate endorsement imprint based on the entered mailing data.

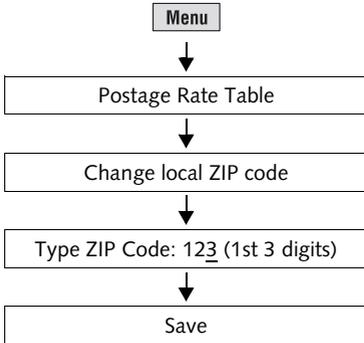
The automatically selected endorsement imprint cannot be changed manually.

If no suitable endorsement is present, centormail meters without endorsement imprint.

AUTOMATIC: OFF centormail will not automatically set endorsement imprints. When metering, the endorsement selected in the home menu will be printed.

14.17.4 Changing local ZIP code for postage rate calculation

This setting determines which place of deposit the centormail uses for postage rate calculation.



- Press the **Menu** key.
- Select POSTAGE RATE TABLE → CHANGE LOCAL ZIP CODE.
- Enter the first three digits of the local ZIP code.
or
set LOCAL=ORIGIN.
- SAVE the setting shown.

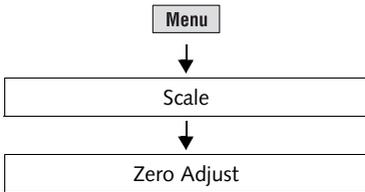
The local ZIP code for postage rate calculation is set and remains effective until it is changed – even if the machine is switched off.

Functions in the CHANGE LOCAL ZIP CODE menu and their meaning:

LOCAL=ORIGIN	Sets the local ZIP code to the origin ZIP code of your centormail postage meter.
--------------	--

14.18 Zeroing static scale *(centormail with static scale)*

The static scale is automatically zeroed if deviations from the zero point are detected. This is indicated by a pop up message. If you wish to weigh with a pre-load (e.g. when using an extra scale pan), you have to zero the scale.

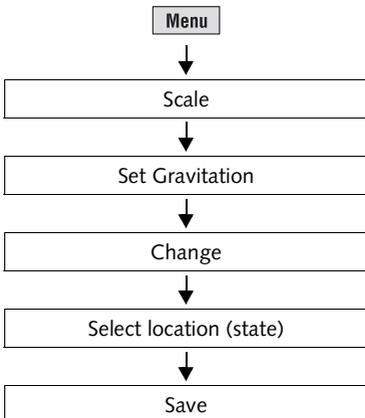


- Press the **Menu** key.
- Select SCALE → ZERO ADJUST.

For a few seconds, a pop up message informs you about the process. As soon as the message disappears, the scale has been zeroed.

14.19 Set gravitation *(centormail with static / dynamic scale)*

To determine the weight, the scale measures the gravity between the earth and the object on the weighing platform. This force depends on the latitude and the distance from the geocenter. Therefore, you have to set the location of your mailing system with scale for exact weight display.



- Press the **Menu** key.
- Press SCALE → SET GRAVITATION → CHANGE.

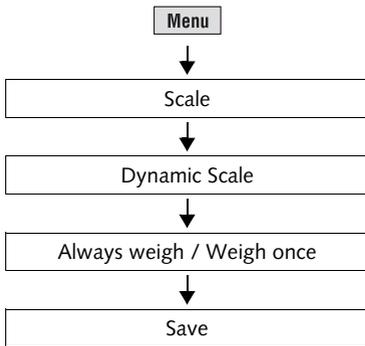
A list of all federal states is displayed.

- Select the location of your mailing system.
- SAVE the displayed setting.

14.20 Dynamic scale – changing the weighing mode

(centormail with dynamic scale)

By setting the weighing mode of the dynamic scale, you determine the way your mail pieces are handled. Select ALWAYS WEIGH to process mixed (daily) mail, or WEIGH ONCE to meter mail pieces with the same format and weight (like bulk mail). Upon system start, weighing mode is set to ALWAYS WEIGH by default.



- Press the **Menu** key.
- Select SCALE → DYNAMIC SCALE.
- Select the desired weighing mode: WEIGH ONCE or ALWAYS WEIGH.
- SAVE the displayed setting.

Weighing mode – possible settings and their meaning:

ALWAYS WEIGH
(default setting)



Display in the home menu

To process mixed mail. The dynamic scale determines the weight and format of each mail piece.

The ascertained values are used by centormail to calculate the postage for each mail piece.

WEIGH ONCE



Display in the home menu

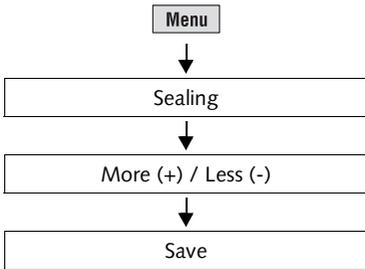
To process uniform mail pieces. The dynamic scale determines the weight and format of the first mail piece only.

The ascertained values, combined with the selected mailing data, are used by centormail to calculate the postage. Postage will be the same for all mail pieces.

A new postage value will only be calculated if you change the settings affecting postage calculation.

14.21 Adjusting moistening *(centormail with sealer)*

centormail monitors the operational conditions of the sealer. Upon system start, as well as occasionally during operation, sealing liquid from the tank is pumped to the moistening sponge. Thus, centormail makes sure the sponge is always properly wetted. You only need to adjust the moistening if the envelope flaps are moistened too little or too much.



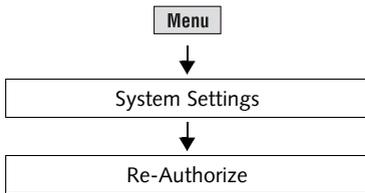
- Press the **Menu** key.
- Select SEALING.
- Use MORE (+) or LESS (-) to adjust the moistening.
- Press SAVE to store the displayed setting.

Functions and settings of the SEALING menu and their meaning:

MORE (+)	Increase moistening of envelope flaps.
LESS (-)	Decrease moistening of envelope flaps.
START PUMP	If moistening has been enabled on the sealer, sealing liquid from the tank will immediately be pumped to the moistener (10 pump cycles).

14.22 Re-authorization

You must inform FP Mailing Solutions of the new location for your centormail if you wish to operate the centormail at another location (e.g. after a relocation). At the new location you must re-authorize your centormail by establishing a modem connection to the data center.



- Press the **Menu** key.
- Select SYSTEM SETTINGS → RE-AUTHORIZE.
- Confirm the security prompt with Yes.

Re-Authorization starts. You can monitor the progress in the display. It takes some time to establish the connection and to exchange data. Please stand by.

15 Maintenance and care

Have your centormail mailing system regularly checked and maintained by authorized service. This guarantees long-term, trouble-free operation. Contact us for our low-price maintenance and service agreement.

You can perform the following cleaning and maintenance tasks yourself:

- cleaning the outer housing parts
- changing / adjusting the ink cartridges (*centormail 120*)
- changing / adjusting the print heads (*centormail 140*)
- changing the ink tank (*centormail 140*)
- cleaning the print system
- filling with sealing liquid (*centormail with sealer*)
- cleaning / replacing the sponge (*centormail with sealer*)
- replacing the ink fleece
- replacing the battery.

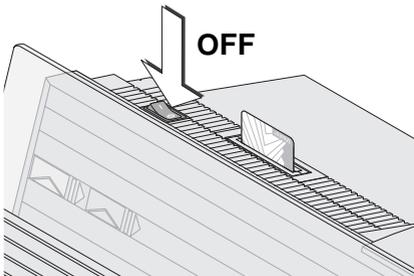
15.1 Cleaning the centormail mailing system



Warning! *Unplug the power plugs prior to cleaning the centormail mailing system.*



Warning! *Be extremely careful when handling liquids. Take special care that no foreign objects penetrate the system's interior. If this should happen, have the centormail mailing system checked by FP Mailing Solutions Service before using it again.*



How to clean the mailing system

- Switch off the mailing system.
- Unplug the power plugs of the mailing system, as well as all components connected to it (e.g. feeder) from the socket(s).
- Clean dirt from the housing with a slightly damp cloth. You can also use a commercially available soap.

15.2 Changing the ink cartridges *(centormail 120)*

centormail will remind you that the ink cartridges should be exchanged. If you wish to replace the ink cartridges before the exchange procedure is started automatically, you can start the procedure from the MENU. Please refer to “Start the exchange procedure” on page 128.

We recommend always keeping a new FP Cartridge set in reserve.



Warning! *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.*



Caution! *Heed the following tips to avoid damage to the print system:*

- *Only use ink cartridges by FP Mailing Solutions.*
- *Always replace the ink cartridges in pairs. Only insert new ink cartridges.*
- *Only remove the ink cartridges if you are requested to do so by the centormail mailing system. The ink cartridges are automatically moved into the changing position.*



Caution! *There could be ink residues on the used cartridges.*

- *Take care not to soil your skin, your clothes, or objects near by.*
 - *Use a mat to place the ink cartridges.*
-

Changing the ink cartridges

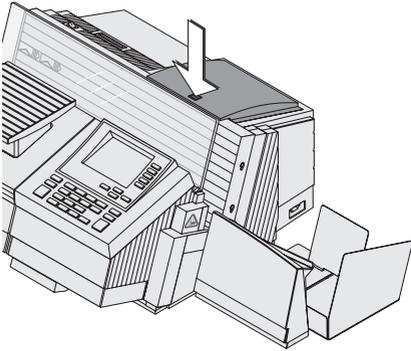
centormail tells you when to change the ink cartridges.

- Follow the instructions in the display.
- Confirm the completion of each step with CONTINUE.

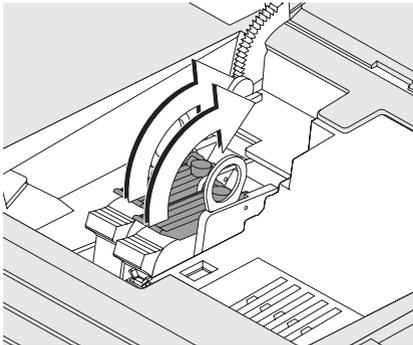
The necessary steps are described in detail on the following pages.

Removing the ink cartridges

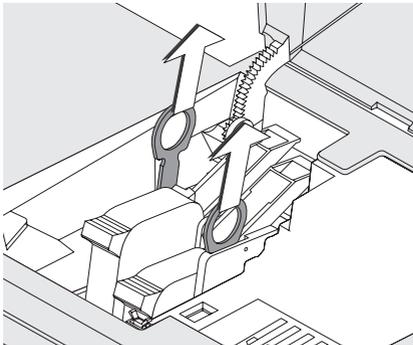
- Open the flap by pressing the release key.

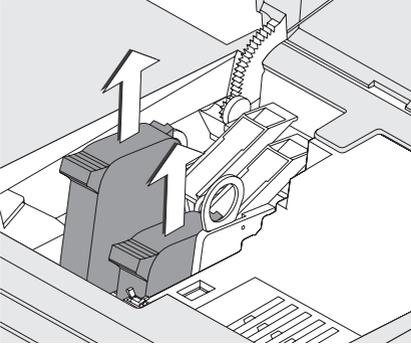


- Release the ink cartridges:
Turn the two blue-green levers upwards.



- Pull both lifters (blue-green) upwards.
The ink cartridges are lifted from their brackets.



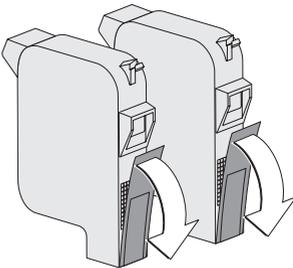


- Pull both ink cartridges upward out of the bracket.
- Confirm the completion of each step with CONTINUE.

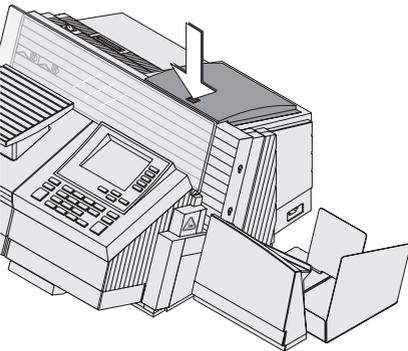
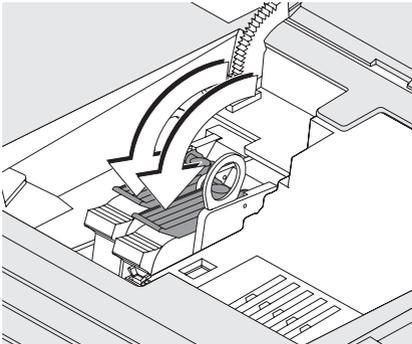
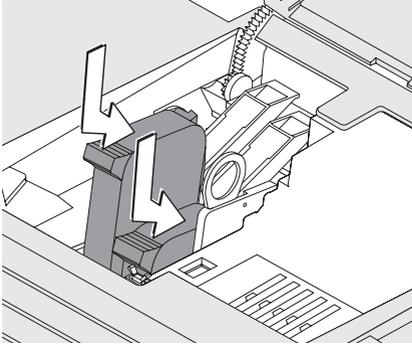
Inserting new ink cartridges



Caution! Insert the ink cartridges only after they have adapted to the ambient temperature of the postage meter (e.g. after storage in the basement or after transport in a cold vehicle). Else, no correct calibration can be performed.



- Unpack the new ink cartridges.
- Remove the protective strip from the ink cartridges.



- Hold the ink cartridge with its connectors facing backwards, i.e. towards the back of the mailing system.
- Insert the ink cartridge into its bracket.
- Push down the ink cartridge as far as it goes.
- Finally push the ink cartridge back gently – it will then tilt into the bracket.
- Insert the second ink cartridge in the same way.
- Lock the ink cartridges: Turn the two blue-green levers downwards.
- Close the lid. Press the release key to lock the lid.
- Confirm the completion of each step with **CONTINUE**.

Calibration

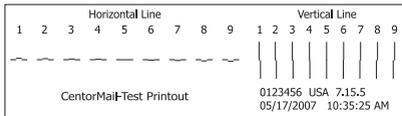
The ink cartridges are calibrated after the exchange procedure. See the display to monitor the process. Please wait until the calibration has finished.

Cleaning

After calibration, the ink cartridges are cleaned. The cleaning procedure is automatically performed.

Adjusting the ink cartridges

centormail continues with the ink cartridge adjustment procedure: It tells you to position a letter.



- Position an empty envelope for the test print.

centormail generates the test imprint.

- On the test imprint, determine the numbers next to which
 - the horizontal bars are best aligned to each other and
 - the vertical bars are best aligned to each other.

Ink cartridges correctly aligned

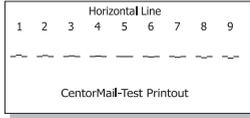
If the horizontal and vertical bars form a straight line below number 5, the ink cartridges are correctly aligned.

- Press FINISH to complete the procedure.

Ink cartridges not correctly aligned

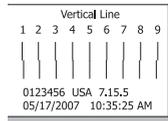
If the horizontal and vertical bars do not form a straight line below number 5:

- Press CONTINUE to proceed with the adjustment procedure.



Horizontal line

- Enter the number below which the horizontal bars are best aligned to each other.
(If necessary: Press **C/CE** to delete the displayed number.)
- Press CONTINUE to proceed.



Vertical line

- Enter the number below which the vertical bars are best aligned to each other.
(If necessary: Press **C/CE** to delete the displayed number.)
- Press CONTINUE to proceed.
- Position an empty envelope for the new test print.
- Check the test print. If necessary, repeat the adjustment procedure until the ink cartridges are correctly aligned.



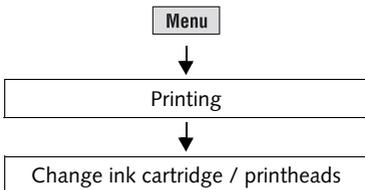
Start the exchange procedure

If you wish to replace the ink cartridges before prompted to do so by centormail, you can start the procedure from the MENU.

- Press the **Menu** key.
- Select PRINTING → CHANGE INK CARTRIDGE / PRINTHEADS.

The exchange procedure starts.

- Follow the instructions in the display.
(See pages 124 to 128 for notes.)



15.3 Changing the print heads *(centormail 140)*

On systems with an ink tank, you also have to replace the connecting hoses leading to the tank. If desired, we will gladly provide support on this. Please contact the FP Mailing Solutions Service.

If you wish to replace the print heads before the exchange procedure is started automatically, you can start the procedure from the MENU. Please refer to “Start the exchange procedure” on page 135.

We recommend always keeping a new FP Print head kit in reserve.



Warning! *Ingestion of the ink can be hazardous. Avoid contact with the eyes. Keep the print heads away from children. Further instructions for use are enclosed with the print heads.*



Caution! *Heed the following tips to avoid damage to the print system:*

- *Only use print heads by FP Mailing Solutions.*
- *Always replace the print heads in pairs. Only insert new print heads.*
- *Only remove the print heads if you are requested to do so by the centormail mailing system. The print heads are automatically moved into the changing position.*



Caution! *There could be ink residues on the used print heads and the hose couplings.*

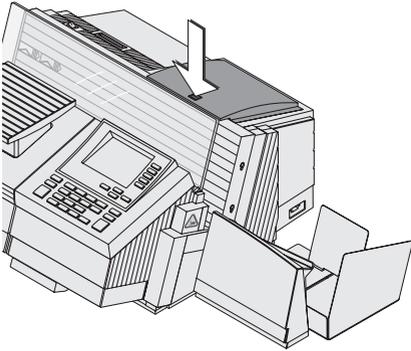
- *Take care not to soil your skin, your clothes, or objects near by.*
 - *Wipe the hose couplings with an absorbent cloth immediately after disconnection.*
 - *Use a mat to place the print heads.*
-

Changing the print heads

centormail tells you when to change the print heads.

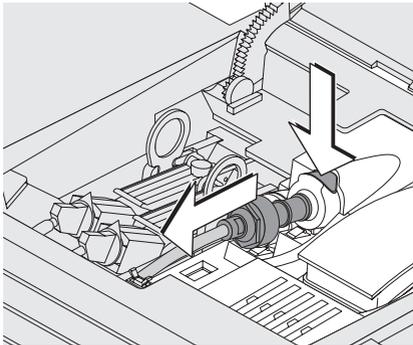
- Follow the instructions in the display.
- Confirm the completion of each step with CONTINUE.

The necessary steps are described in detail on the following pages.



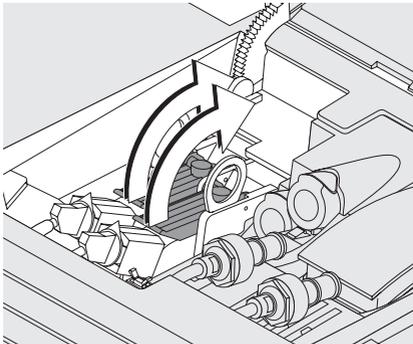
Removing the print heads

- Open the flap by pressing the release key.



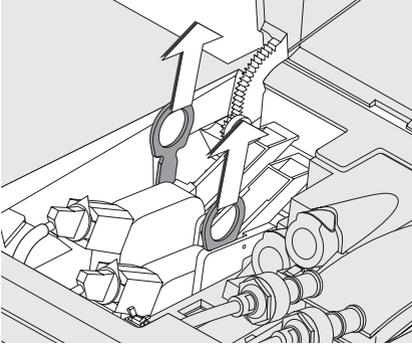
Disconnect hose couplings:

- Hold an absorbent cloth ready.
- Press to release and remove the coupling to the front.
- Wipe the hose coupling with an absorbent cloth.
- Disconnect the coupling of the second hose in the same way.



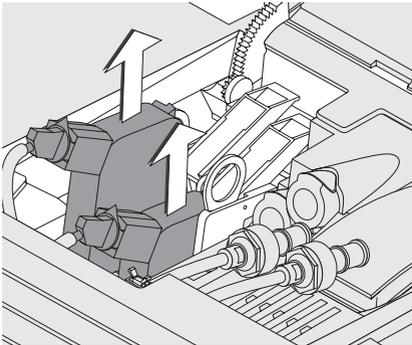
Release the print heads:

- Turn the two blue-green levers upwards.



- Pull both lifters (blue-green) upwards.

The print heads are lifted from their brackets.

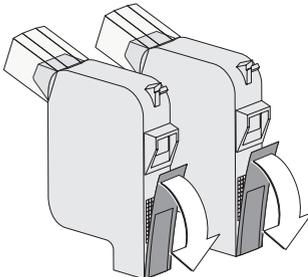


- Pull both print heads upward out of the bracket.
- Confirm the completion of each step with CONTINUE.

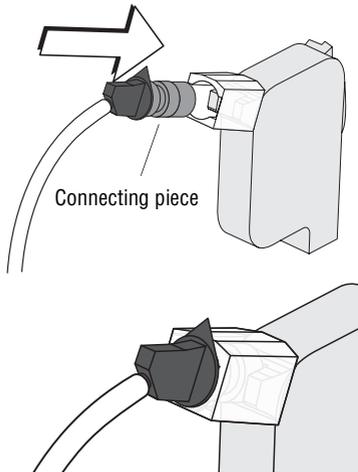
Inserting new print heads



Caution! Insert the print heads only after they have adapted to the ambient temperature of the postage meter (e.g. after storage in the basement or after transport in a cold vehicle). Else, no correct calibration can be performed.



- Unpack the new print heads.
- Remove the protective strip from the print heads.

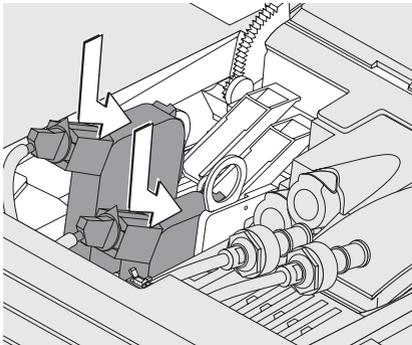


Connect the hose to the print head:

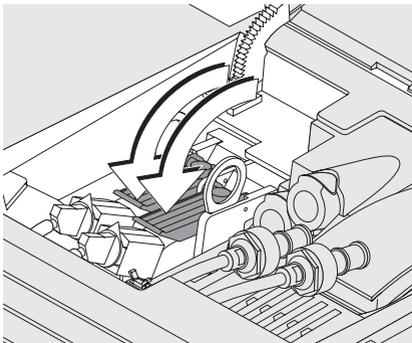
- Hold the connecting piece on its black handle and plug onto the print head as shown.

The hose is correctly connected to the print head if the connecting piece is fully within the transparent shaft.

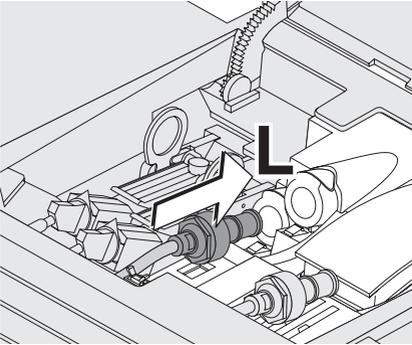
- Connect the hose of the second print head in the same way.



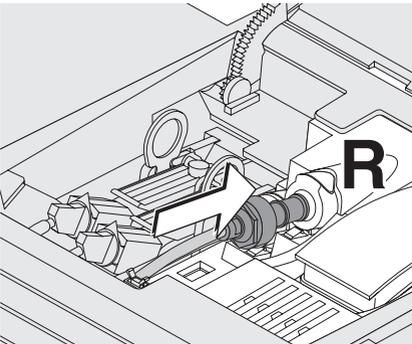
- Hold the print head with its connectors facing backwards, i.e. towards the back of the mailing system.
- Insert the print head into its bracket.
- Push down the print head as far as it goes.
- Finally push the print head back gently – it will then tilt into the bracket.
- Insert the second print head in the same way.



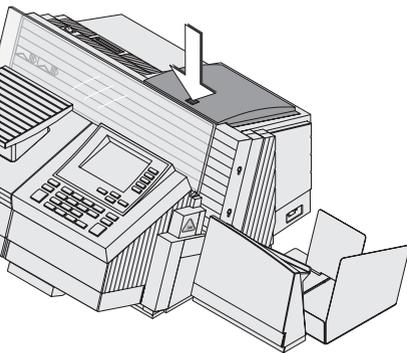
- Lock the print heads: Turn the two blue-green levers downwards.



- Plug the hose coupling of the **left** print head into the socket marked with **L** and push in firmly. Feel the coupling lock in place.



- Plug the hose coupling of the **right** print head into the socket marked with **R** and push in firmly. Feel the coupling lock in place.



- Close the lid. Press the release key to lock the lid.
- Confirm the completion of each step with **CONTINUE**.

Note:

If the flap cannot be closed correctly, adjust the position of the hoses by gently turning the black handles on the connection pieces.

Calibration

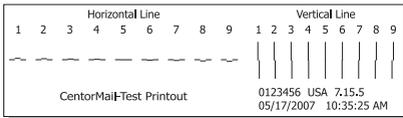
The print heads are calibrated after the exchange procedure. See the display to monitor the process. Please wait until the calibration has finished.

Cleaning

After calibration, the print heads are cleaned. The cleaning procedure is automatically performed.

Adjusting the print heads

centormail continues with the print head adjustment procedure: It tells you to position a letter.



- Position an empty envelope for the test print.

centormail generates the test imprint.

- On the test imprint, determine the numbers next to which
 - the horizontal bars are best aligned to each other and
 - the vertical bars are best aligned to each other.

Print heads correctly aligned

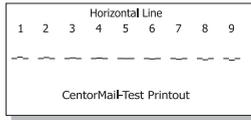
If the horizontal and vertical bars form a straight line below number 5, the print heads are correctly aligned.

- Press FINISH to complete the procedure.

Print heads not correctly aligned

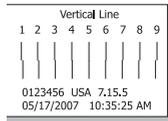
If the horizontal and vertical bars do not form a straight line below number 5:

- Press CONTINUE to proceed with the adjustment procedure.



Horizontal line

- Enter the number below which the horizontal bars are best aligned to each other.
(If necessary: Press **C/CE** to delete the displayed number.)
- Press CONTINUE to proceed.



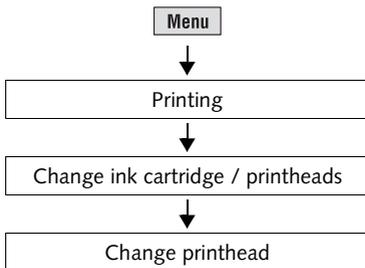
Vertical line

- Enter the number below which the vertical bars are best aligned to each other.
(If necessary: Press **C/CE** to delete the displayed number.)
- Press CONTINUE to proceed.
- Position an empty envelope for the new test print.
- Check the test print. If necessary, repeat the adjustment procedure until the print heads are correctly aligned.



Start the exchange procedure

If you wish to replace the print heads before prompted to do so by centormail, you can start the procedure from the MENU.



- Press the **Menu** key.
- Select PRINTING → CHANGE INK CARTRIDGE / PRINTHEADS → CHANGE PRINTHEAD.

The exchange procedure starts.

- Follow the instructions in the display.
(See pages 129 to 135 for notes.)

15.4 Changing the ink tank *(centormail 140)*

centormail will remind you when it is time to change the ink tank. If the ink tank is empty, centormail automatically initiates the tank change procedure. The mailing system is no longer ready for operation. You have to replace the ink tank before you can go on printing with centormail.

We recommend always keeping a new ink tank in reserve.



Warning! *Ingestion of the ink can be hazardous. Avoid contact with the eyes. Keep the ink tank away from children. Further instructions for use are enclosed with the ink tank.*



Caution! *Heed the following tips to avoid damage to the print system:*

- *Only use ink tanks by FP Mailing Solutions.*
- *Only insert new ink tanks.*



Caution! *There could be ink residues on the used ink tank.*

- *Take care not to soil your skin, your clothes, or objects near by.*
 - *Use a mat to place the ink tank.*
-

Changing the tank

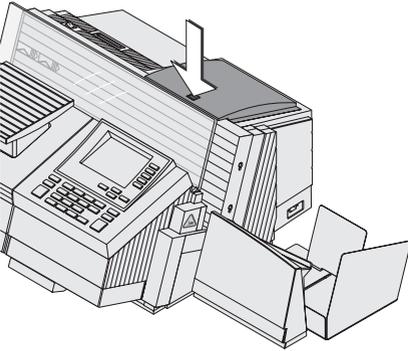
centormail tells you when to change the ink tank.

- Follow the instructions in the display.

The necessary steps are described in detail on the following pages.

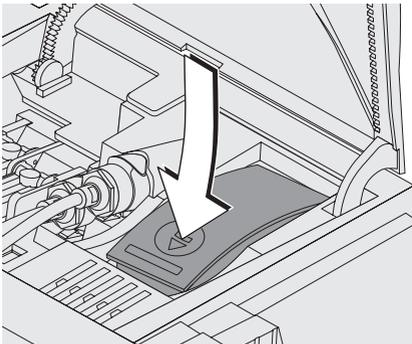
Remove the ink tank

- Open the flap by pressing the release key.

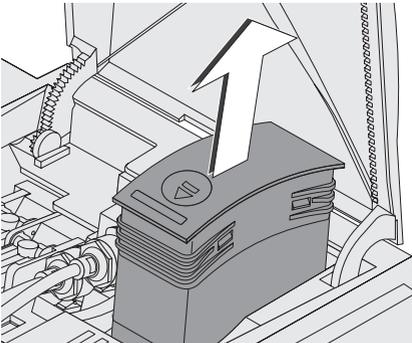


- Press on the recess on the tank lid, press down the tank and pull forward at the same time.

The tank is now unlocked and rests loose in its bracket.

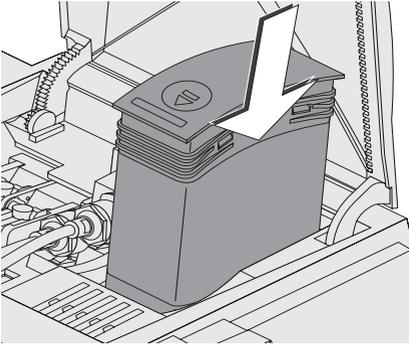


- Pull the tank upward out of the bracket.

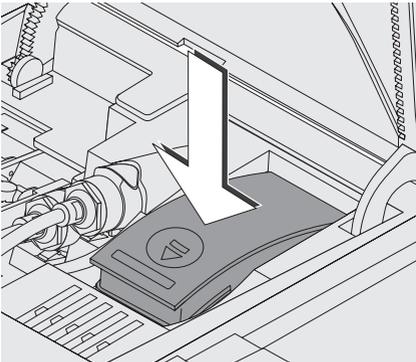


Insert new ink tank

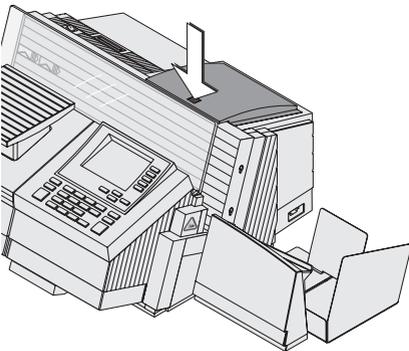
- Unpack the new ink tank.
- Insert the ink tank as illustrated.



- Push down the ink tank. The ink tank locks into its bracket.

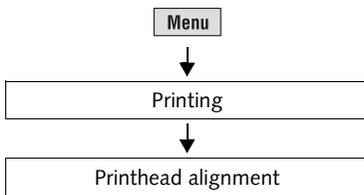


- Close the lid. Press the release key to lock the lid.
- Confirm the completion of each step with FINISH.



15.5 Adjusting the ink cartridges / print heads *(centormail 120) / print heads (centormail 140)*

You have to adjust the ink cartridges / print heads if the meter imprints contains misalignments. By adjusting the ink cartridges / print heads, you will achieve a perfect printing image again. The adjustment procedure is done in the same way on centormail 120 and centormail 140.



Start the adjustment procedure

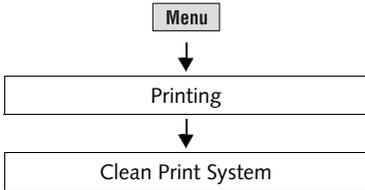
- Press the **Menu** key.
- Select PRINTING → PRINTHEAD ALIGNMENT.

centormail now starts the adjustment procedure. Follow the instructions in the display.

For an overview of the procedure, see pages 127/128 or pages 134/135.

15.6 Cleaning the print system

You should start the cleaning process for the print system if the quality of the stamp is not good enough (e.g. gaps in the imprint after longer periods out of use).

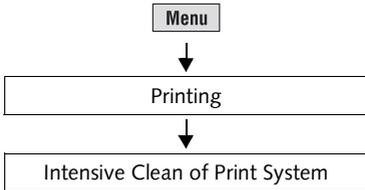


Cleaning

- Press the **Menu** key.
- Select PRINTING → CLEAN PRINT SYSTEM.

A message will inform you about the cleaning in progress.

- Generate and check a zero imprint to check the print quality (see page 30).



Intensive cleaning

You should start the intensive cleaning process if the normal cleaning does not significantly improve the imprint quality.

- Press the **Menu** key.
- Select PRINTING → INTENSIVE CLEAN OF PRINT SYSTEM.

A message will inform you about the cleaning in progress.

- Generate and check a zero imprint to check the print quality (see page 30).



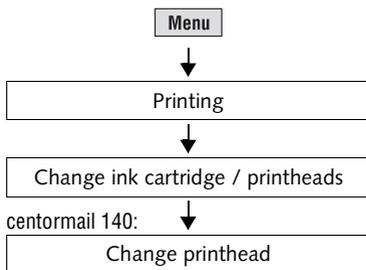
When the print system is heavily stained, it is possible that even intensive cleaning process does not improve the imprint quality as expected. In such cases, it may help to manually clean the ink cartridges / print heads (see page 141).

Manually cleaning the ink cartridges / print heads



Caution! Improper cleaning may damage the ink cartridges / print heads or render them unusable. Heed the following tips to avoid damage to the print system:

- If you encounter imprint quality issues, always perform one of the system cleaning functions available from the MENU first. Please refer to Chapter 15.6 on page 140.
- You should only clean the ink cartridges / print heads manually in exceptional cases, when automatic cleaning fails to restore the normal print quality.
- Only use a soft, fiberless cloth that is moistened with de-ionized water for cleaning. Small fibers might clog the nozzles. A cloth that is dry or not soft enough may cause scratches. Such scratches make the cartridge / print head become unusable, because they prevent the ink jet from being correctly positioned during printing.
- Do not use chemical cleaning agents.



Moving the ink cartridges / print heads into the changing position

- Press the **Menu** key.
- Select PRINTING → CHANGE INK CARTRIDGE / PRINTHEADS → CHANGE PRINTHEAD.

The exchange procedure starts.

Removing the cartridges / print heads



Caution! Swapped cartridges / print heads may cause print system errors. When cleaning, you are advised to only remove one cartridge / print head at a time. Thus, you cannot accidentally swap them on re-insertion.

- Open the print system flap by pressing the release key.

- Remove one ink cartridge / print head.



centormail 120: For detailed instructions on how to remove and insert the ink cartridges, see Chapter 15.2.

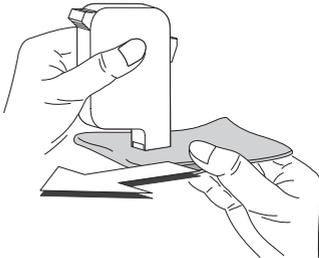
centormail 140: For detailed instructions on how to remove and insert the print heads, see Chapter 15.3.

Cleaning

- Moisten a soft, fiberless cloth with de-ionized water.



If you do not have de-ionized water at hand, you can also use distilled or tap water. However, tap water contains minerals that may stain the cartridge / print head.



- Hold the cartridge / print head as indicated. The nozzles face down!
- Wipe the cartridge / print head slowly and very softly with the cloth in the direction of the arrow. Repeat this procedure a few times.

The water will blend with ink residues and clean the nozzles.

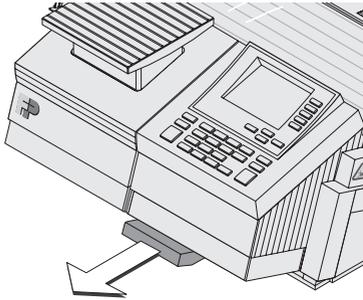
- Re-insert the cartridge / print head.
- Remove the other cartridge / print head and clean it in the same way.
- Re-insert the cartridge / print head.
- Close the print system flap.

15.7 Replacing the ink fleece

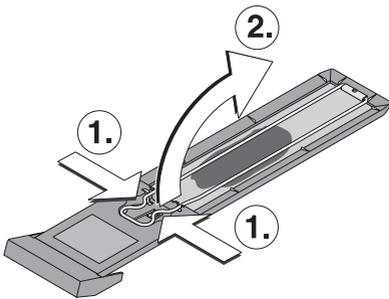
centormail will remind you when it is time to change the ink fleece.



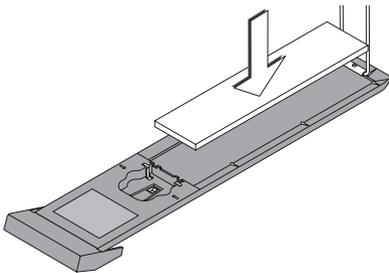
Caution! Take care not to soil your skin, your clothes, or objects near by. Use a mat to place the fleece tray.



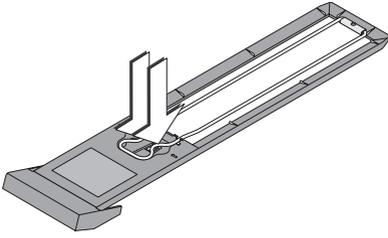
- Remove the fleece tray to the front.
- Place the fleece tray on a mat.



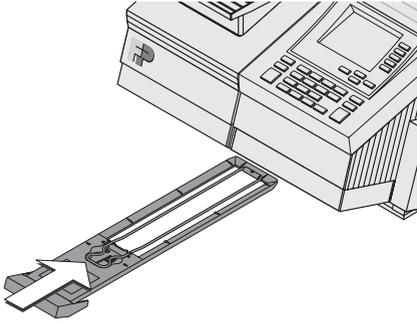
- Compress the clamp at its indentations with two fingers (1) and lift it upwards (2).
- Remove the ink fleece.



- Insert a new ink fleece.



- Move the clamp downwards until it snaps back into place.



- Push in the fleece tray as far as it will go.

The mailing system is now ready for operation again.

15.8 Filling with sealing liquid *(centormail with sealer)*

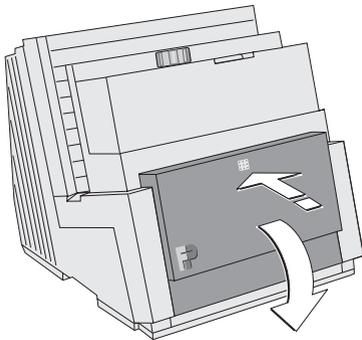
Each moistener unit comes with a bottle of sealit™ sealing liquid. Especially when processing mixed mail, we recommend using the supplied liquid. This special sealing liquid is available from FP Mailing Solutions.



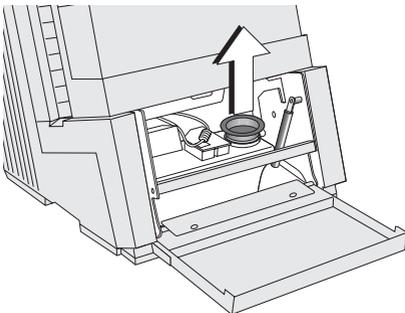
Warning! Switch off the centormail mailing system and all components connected to it prior to filling with sealing liquid.



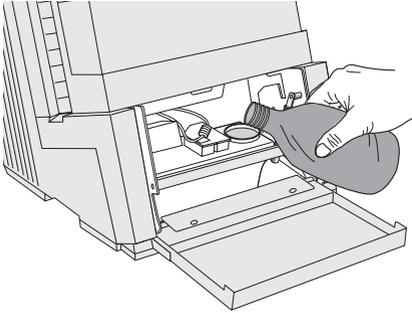
Warning! Be extremely careful when handling liquids. If you fill the sealant tank, make sure not to moisten any parts connected to the mains. If this should happen, immediately unplug the power plugs. Have the centormail mailing system checked by FP Mailing Solutions Service before using it again.



- Switch off centormail and all components connected to it.
- Open the lid: Press on the marker, then flap down the lid.



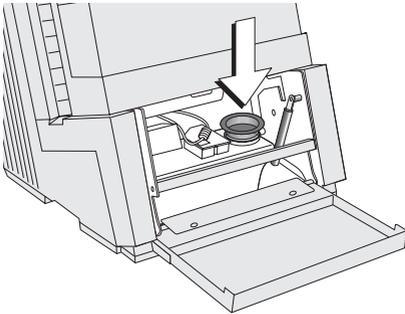
- Pull out the yellow plug of the sealant tank.



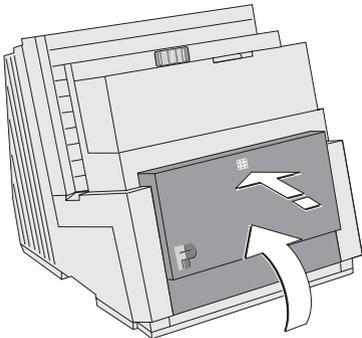
- Fill the tank with sealing liquid.
The sealant tank holds up to 800 ml.



Always keep an empty bottle of the sealing liquid. You need the original bottle in case you have to drain the tank.



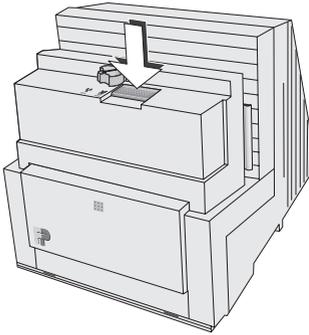
- Re-insert the plug into the filler hole of the sealant tank and push it close firmly.



- Close the lid and gently snap it in its lock.

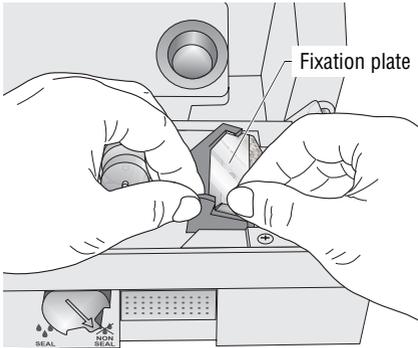
It is now safe to switch the mailing system back on.

15.9 Clean / replace the sponge *(centormail with sealer)*

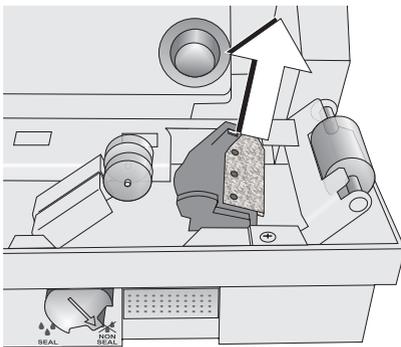


- Switch off centormail and all components connected to.
- Press the release key.

The moistening unit swings to the front by itself.



- Hold the moistener as illustrated.
- Slightly press down the lug of the fixation plate and remove the fixation plate.



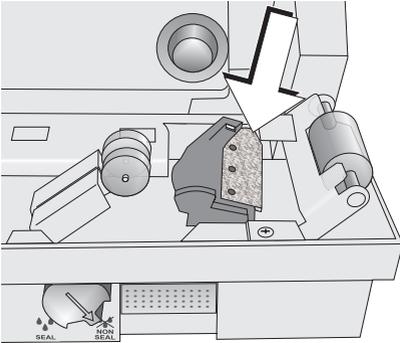
- Remove the soiled / worn sponge.
- To clean the sponge: rinse with plenty of water to remove glue residues.

or

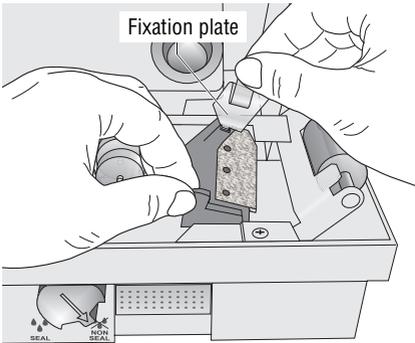
- Replace the sponge: moisten the new sponge prior to insertion. Thus, you make sure that the flaps will be correctly moistened from the start.



We recommend always keeping a new sponge in reserve.



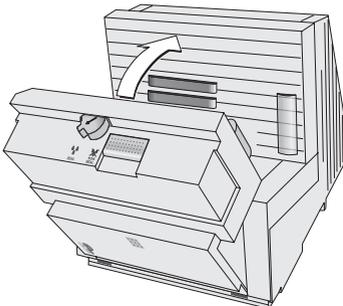
- Insert a new / the cleaned sponge.



- Hook the fixation plate into the lower part of the moistener as illustrated.
- Snap in the upper part of the fixation plate.



Warning! Potential hazard that may result in injury to the hands. When closing the unit, do not reach into the area between the moistening unit and the letter guide face.



- Lock the moistening unit back in place.

It is now safe to switch the mailing system back on.

15.10 Replacing the battery

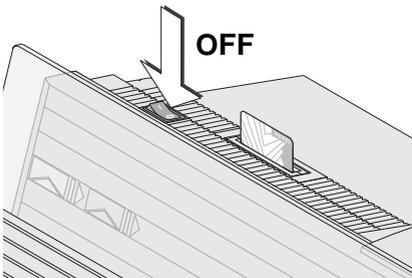
The mailing system monitors the charging state of the battery. A display message appears when it is time to replace the battery.



Caution! Only use batteries provided by FP Mailing Solutions, 90.4701.8004.00. Observe the instructions enclosed with the battery for usage and disposal.

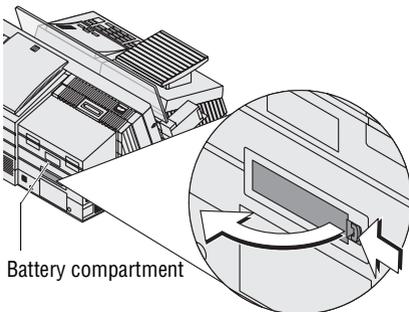


Caution! Switch off the centromail. Unplug the power plug out of the power socket prior to replacing the battery.

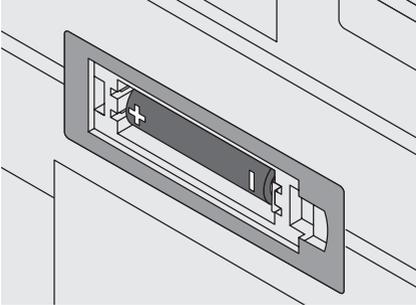


- Switch off the centromail postage meter and all connected peripheral devices (e.g. feeder).
- Unplug the power plugs of all components from the socket.

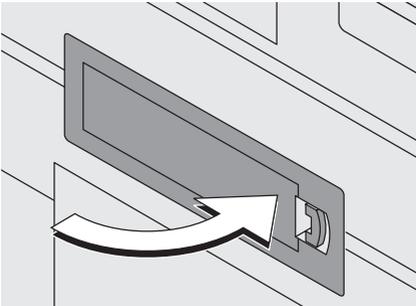
The battery compartment is located at the rear of the machine. If you have to turn the centromail to get access to the machine's back:



- Dismantle the mailing system as far as necessary (see appendix, page 171).
- Push in the clip-lock of the battery compartment cover in the direction of the arrow and remove the cover.
- Remove the empty battery.



- Insert new battery. Make sure that the polarity is correct! Symbols in the battery compartment depict the correct polarity.

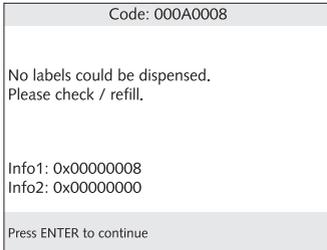


- Close the battery compartment.
- Set up all additional components of the mailing system if necessary (see appendix, page 180).
- Re-insert the power cable(s) of the mailing system.

It is now safe to switch the mailing system back on.

16 Troubleshooting

16.1 Error messages



An error message appears on the display in case of an error or handling error. In addition, a beep may also indicate an error (see Chapter 14.4 on page 96).

Carefully read the error message. You will be given hints on the error's cause and what you can do to remedy it.

You can correct many minor errors and issues occurring during centormail operation yourself.



Please contact your FP servicing dealer if you cannot remedy an error by means of the display information and the hints given in this Operator Manual.

Problem	Possible cause and remedy
---------	---------------------------

... general errors

Blank display	Check whether the power cable has been properly plugged in and the power switch has been engaged.
centormail 'behaves strangely' or does not seem to react anymore	Software problem. Switch off centormail. Wait for at least 1 minute, then switch centormail back on.
centormail makes sounds without any apparent reason	The print system and the ink tank may cause sounds due to pumping and deairing. These are normal sounds that are related to their function, thus they are no errors.

Problem	Possible cause and remedy
centormail refuses to perform an operation and 'beeps' repeatedly	The beeps indicate that centormail cannot perform the desired function (e.g. if you press a key that is without function in the current menu, or if a previous operation has not been completed). Carefully read the displayed message(s).
Chip card not recognized	The card is not properly plugged in. Remove the card from the card reader, then re-insert it (chip facing the rear). Wrong card type has been plugged in. Carefully read the displayed information.
Functions <ul style="list-style-type: none"> – are presented in gray letters – are 'missing' from the display 	You cannot access those functions. Please heed the access rights (<i>see pages 163 to 165</i>). This function has been hidden from the home menu. Adapt the menu to your needs (<i>see page 108</i>).
... during metering	
Label metering: <ul style="list-style-type: none"> – separation error – jam 	Labels stick to one another. Take the labels out of the dispenser. Slacken / fan the label stack and reinsert it (<i>see page 46</i>). The labels used were not well suited. Only use FP labels. Too many labels in the dispenser. Never insert more than 1 package at a time. Wrong label type was set in the menu / wrong label type placed in the dispenser. Check the label type, correct the setting if necessary (<i>see Chapter 14.2, page 94</i>).
Letter transport does not start	centormail's home menu is not displayed. Press the Home key to enter the home menu, then try again.

Problem	Possible cause and remedy
<i>(continued)</i> Letter transport does not start	Sensor does not recognize letter Place the letter once more or start letter transport by pressing the Start / Stop key.
Letter transport stops or does not start	Safety cap has been released. Please refer to <i>Chapter 16.4 on page 161</i> .
Metering not possible	No access card inserted. Insert an access card (USER or MASTER).
	No postage available in the postage meter / credit completely spent. Load postage (<i>see Chapter 11, page 81</i>).
	No postage is set. Set postage (<i>see Chapter 4.1, page 33</i>).
	Postage could not be determined, because – mailing data are incomplete or – weight was not determined (display reads “0lb 0.0oz”). Check the settings for postage rate calculation (<i>see Chapter 6.2, page 51</i>).
	The card reader does not recognize the card. Remove and re-insert the card.
	The current account's credit is too low. Have new credit allocated to the account by the system administrator.
Print quality: gaps / blanks	Clean the print system (<i>see Chapter 15.6, page 140</i>).
Print quality: misalignments / offsets in the imprint	Adjust the ink cartridges / print heads (<i>see Chapter 15.5, page 139</i>).
Text message does not fit on the mail piece	A meter imprint that contains an advert and a text message is too long for the envelopes / cards used. Use envelopes / cards with a sufficient length.

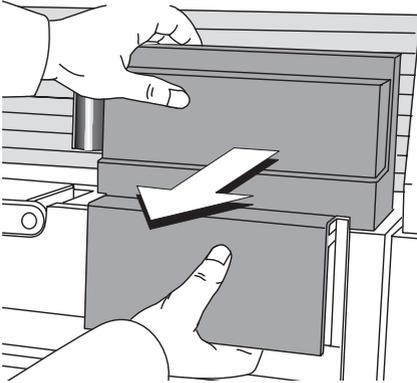
Problem	Possible cause and remedy
... during weighing and postage rate calculation	
Dynamic scale indicates a pre-load that is too heavy	<p>A foreign object is stuck in the letter transport.</p> <p>Check the letter transport / weighing area of the dynamic scale for foreign objects (visual inspection). Carefully remove any foreign object(s).</p> <p>If the error occurs repeatedly: Call your FP servicing dealer.</p>
Static and / or dynamic scale fail to determine the weight	<p>Either centormail does not recognize the scale, or the scale is defective.</p> <p>Call your FP servicing dealer.</p> <hr/> <p>The mail piece is too light or too heavy.</p> <p>Only use the scale for mail pieces that are within its weighing range (<i>see page 192</i>).</p>
Static scale does not determine the weight of a mail piece placed on the weighing platform	<p>When placing the mail piece, another mail piece had already been placed on the platform. The scale only determines the weight if it was emptied before.</p> <p>Empty the weighing platform. Place the mail piece.</p>
This combination is not allowed	<p>USPS does not offer the selected combination of extra services.</p> <hr/> <p>USPS offers some extra services only when combined with other services.</p>
External scale fails to transfer postage value to centormail	<p>Check that the external scale is properly connected and set up for operation with centormail (<i>see Chapter 9.1, page 78 and postage scale Operator Manual</i>).</p> <hr/> <p>Problem with the external scale.</p> <p>(For troubleshooting see postage scale Operator Manual.)</p>

Problem	Possible cause and remedy
... during TELESET	
Cannot access TELESET functions	From the current account, loading postage is not permitted.
Desired amount cannot be loaded	Amount not permissible. Enter a different amount and try again.
TELESET procedure aborts	centormail cannot establish a connection to the Teleset Data Center (TDC). Check the modem parameters (<i>see Chapter 14.8, page 103</i>). Check the TDC's phone number (<i>see Chapter 14.9, page 105</i>).
... during initial setup, maintenance and care	
centormail fails to recognize the ink cartridges / print heads or the ink tank	The ink cartridges / print heads / the ink tank were not inserted properly. Remove and re-insert the cartridges / print heads / ink tank.
	Wrong ink cartridges / print heads / ink tank inserted. Please heed the specifications (<i>see page 195</i>).
	Ink cartridges / print heads / ink tank defective. Call your FP servicing dealer.
	Software problem. Switch off centormail. Wait for at least 1 minute, then switch centormail back on.
Cleaning the print system fails to improve the print quality	The ink cartridges / print heads are either heavily soiled or dried out. Repeat the cleaning process: Use the function "Intensive Clean of Print System" (<i>see page 140</i>). If this fails to correct the error: Manually clean the ink cartridges / print heads (<i>see page 141</i>).

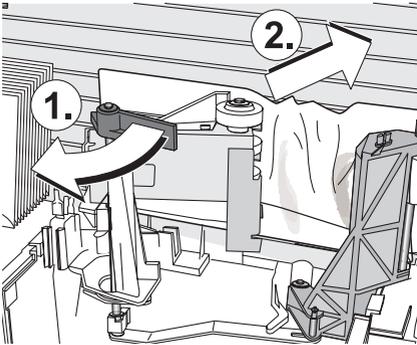
Problem	Possible cause and remedy
Data (e.g. adverts) cannot be loaded from chip card	<p>The card used does not contain valid data. Wrong card plugged in? Insert a data card.</p> <hr/> <p>Card is defective. Call your FP servicing dealer.</p>
Data transfer to FP-service impossible	<p>centormail cannot establish a connection to the data center.</p> <p>Check the modem parameters (<i>see Chapter 14.8, page 103</i>). Check the phone number set up for remote diagnostics (<i>see Chapter 14.9, page 105</i>).</p>
Print system flap is jammed	<p>On systems with an ink tank system, the connecting hoses leading from the tank to the print heads might push against the flap.</p> <p>Gently turn the black handles of the connection pieces on the print head. Thus, you can alter the position of the hoses.</p>
... with automatic feeding	
Jam	<p>On how to fix a letter jam, please see <i>Chapter 16.2, page 158</i> and <i>Chapter 16.3, page 159</i>.</p>
Letter transport does not start	<p>Sensor does not recognize the letters. Start letter transport with Start / Stop key.</p> <hr/> <p>centormail's home menu is not displayed. Press the Home key to enter the home menu, then try again.</p>
Letter transport is stopped / batch processing was interrupted	<p>Jam. Carefully read the displayed information. On how to fix a letter jam, please see <i>Chapter 16.2, page 158</i> and <i>Chapter 16.3, page 159</i>.</p> <hr/> <p>The batch counter is turned on. After the pre-set number of mail pieces have been processed, centormail will automatically stop. Disable the batch counter or adjust the target count (<i>see Chapter 5.2, page 42</i>).</p>

Problem	Possible cause and remedy
... with envelope sealing	
<p>Envelopes are not properly sealed</p>	<p>Sponge is too dry. Pump sealing liquid into the moistening unit: MENU → SEALING → START PUMP (see also Chapter 14.21, page 120).</p> <hr/> <p>Sponge is dirty or worn. Clean or replace the sponge (see Chapter 15.9, page 147).</p> <hr/> <p>You have used improper envelopes. Only use envelopes that are suited for sealing by machine. Observe specifications (see page 197).</p> <hr/> <p>The envelope flaps are not properly moistened. Adjust the moistening level (see Chapter 14.21, page 120).</p>
<p>Envelopes are not sealed</p>	<p>Sealing is disabled. Turn the envelope sealing switch to the position  SEAL.</p>
<p>centormail warns you about an empty sealant tank, although there is still enough sealing liquid in the tank</p>	<p>Tap water might produce air bubbles (depending on the water quality of your local water supply), which may interfere with correct filling level detection. On the sealer: Open the lid. Pull out the yellow plug. (See also page 145.) The filling level sensor is located front-right of the inner side of the tank. Using a finger, wipe over the sensor several times. Close the sealant tank. Close the lid. (See also page 146.) If problem persists: Use FP sealing liquid or distilled water.</p>

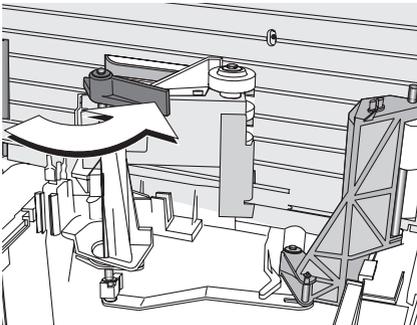
16.2 Fixing a letter jam in the feeder



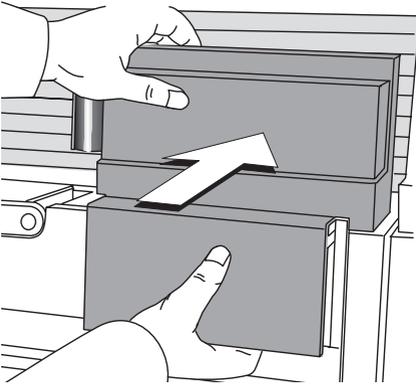
- Pull off the cover of the feeder to the front.



- Turn the service lever to the left (1). This will disengage the transport rollers.
- Carefully remove the stuck letter to the top right (2).

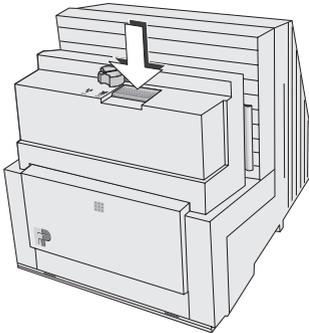


- Turn the service lever to the right – the transport rollers move back into their working position.

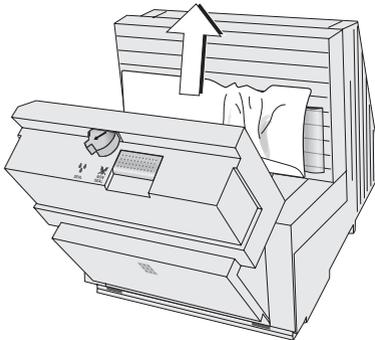


- Insert the cover in the two lateral guides of the housing and push in as far as it goes.
- Please heed the information on the postage meter's display.

16.3 Fixing a letter jam in the sealer



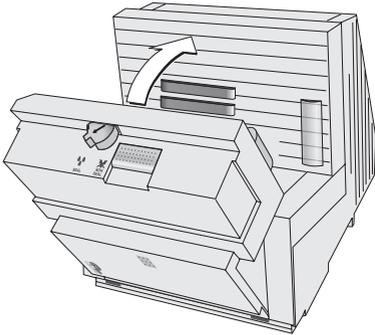
- Press the release key.
- The moistening unit swings to the front by itself.



- Remove the letter.

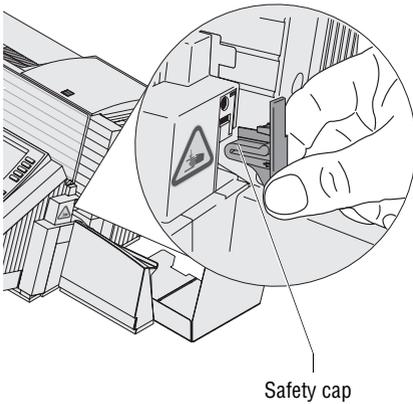


Warning! Potential hazard that may result in injury to the hands. When closing the unit, do not reach into the area between the moistening unit and the letter guide face.



- Lock the moistening unit back in place.
- Please heed the information on the postage meter's display.

16.4 Safety cap has been released – letter transport stops



The safety cap helps to avoid injury that may be caused by improper handling within the letter exit of the postage meter.

When the safety switch is activated, the safety cap is released and the letter transport stops immediately. An error message is issued, informing you about the problem.

- Remove the cause which led to the activation of the safety switch.
- Clip the safety cap back into place.

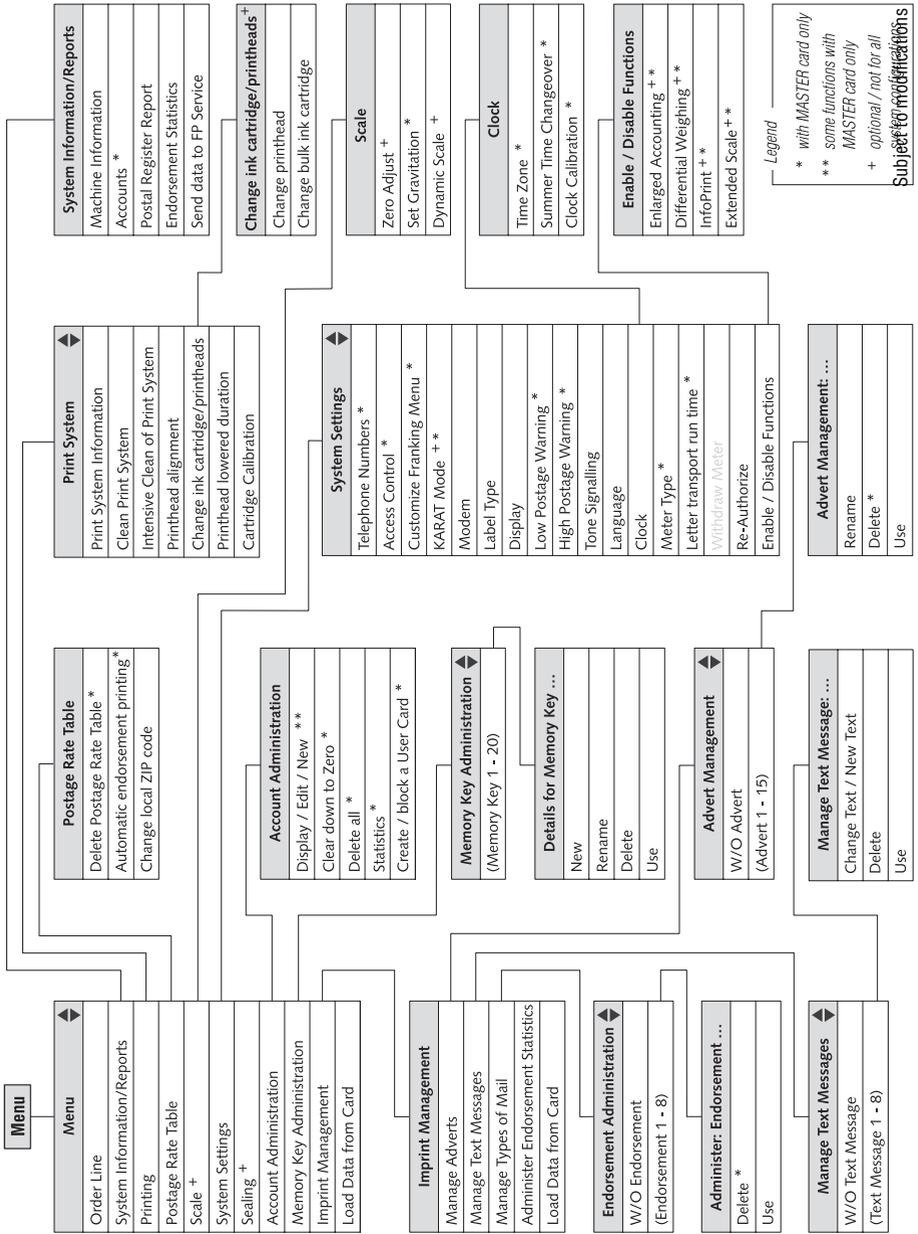


Warning! Potential hazard that may result in injury to the hands! By no means must you try to block or fasten the safety cap. Any fastening of the safety cap prevents it from being released in the case of a jam or an unauthorized interference, thus rendering the whole safety switch concept inoperative.

Access rights for selected functions

Functions ▼	Status ►	Without access card	With USER card	With MASTER card	Access using card: Off
Accounts: assign budget				●	
Accounts: clear down				●	
Accounts: create				●	●
Accounts: create / block USER cards				●	
Accounts: delete				●	
Accounts: preset advert / text message			● <i>only your own</i>	●	●
Accounts: release TELESET access				●	
Accounts: view statistics				●	
Advert only (print)		●	●	●	●
Adverts: delete				●	
Adverts: rename			●	●	●
Batch counter: change setting		●	●	●	●
Feed only		●	●	●	●
Imprint offset: change setting		●	●	●	●
Incoming mail		●	●	●	●
Item counter: display / reset		●	●	●	●

Functions ▼	Status ►	Without access card	With USER card	With MASTER card	Access using card: Off
Load data from chip card (e.g. adverts, rate table)		●	●	●	●
Memory administration		●	●	●	●
Metering on all accounts				●	●
Metering only on assigned account			●		
Postage correction			●	●	●
Print system: maintain (e.g. adjusting, cleaning)		●	●	●	●
Rate table: delete				●	
Redate			●	●	●
Register: display / print		●	●	●	●
Reply mail metering			●	●	●
Sealing only		●	●	●	●
System information: display / print		●	●	●	●
System settings		● <i>not all</i>	● <i>not all</i>	●	● <i>not all</i>
TELESET (load postage)			● <i>if released</i>	●	● <i>if released</i>
Text message: enter / change / delete			●	●	●
Zero imprint			●	●	●



Country	Code
A	
Afghanistan	100
Albania	101
Algeria	102
Andorra	103
Angola	104
Anguila	105
Antigua	106
Argentina	107
Armenia	108
Aruba	109
Ascension	110
Australia	111
Austria	112
Azerbaijan	113
Azores	114
B	
Bahamas	115
Bahrain	116
Bangladesh	117
Barbados	118
Belarus	119
Belgium	120
Belize	121
Benin	122
Bermuda	123
Bhutan	124
Bolivia	125
Bosnia-Herzegovina	126
Botswana	127
Brazil	128
British Virgin Islands	129
Brunei Darussalam	130
Bulgaria	131
Burkina Faso	132
Burundi	134

Country	Code
C	
Cambodia	202
Cameroon	135
Canada	136
Cape Verde	137
Cayman Islands	138
Central African Republic	139
Chad	140
Chile	141
China	142
Colombia	143
Comoros	144
Congo Republic	145
Congo, Democratic Republic	315
Corsica	146
Costa Rica	147
Cote d'Ivoire	148
Croatia	149
Cuba	150
Cyprus	151
Czech Republic	152
D	
Denmark	153
Djibouti	154
Dominica	155
Dominican Republic	156
E	
East Timor	157
Ecuador	158
Egypt	159
El Salvador	160
Equatorial Guinea	161
Eritrea	162
Estonia	163
Ethiopia	164

Country	Code
F	
Falkland Islands	165
Faroe Islands	166
Fiji	167
Finland	168
France	169
French Guiana	170
French Polinesia	171
G	
Gabon	172
Gambia	173
Georgia	174
Germany	175
Ghana	176
Gibraltar	177
Great Britain	178
Greece	179
Greenland	180
Grenada	181
Guadeloupe	182
Guatemala	183
Guinea	184
Guinea-Bissau	185
Guyana	186
H	
Haiti	187
Honduras	188
Hong Kong	189
Hungary	190

Country	Code
I	
Iceland	191
India	192
Indonesia	193
Iran	194
Iraq	195
Ireland	196
Israel	197
Italy	198
J	
Jamaica	199
Japan	200
Jordan	201
K	
Kazakhstan	203
Kenya	204
Kiribati	205
Korea, Democratic People's Republic (North)	206
Korea, Republic of (South)	207
Kuwait	208
Kyrgyzstan	209
L	
Laos	210
Latvia	211
Lebanon	212
Lesotho	213
Liberia	214
Libya	215
Liechtenstein	216
Lithuania	217
Luxembourg	218

Country	Code	Country	Code
M		P	
Macao	219	Pakistan	250
Macedonia	220	Panama	251
Madagascar	221	Papua New Guinea	252
Madeira Islands	222	Paraguay	253
Malawi	223	Peru	254
Malaysia	224	Philippines	255
Maldives	225	Pitcairn Islands	256
Mali	226	Poland	257
Malta	227	Portugal	258
Marshall Islands	318		
Martinique	228	Q	
Mauritania	229	Qatar	259
Mauritius	230		
Mexico	231	R	
Micronesia	319	Reunion	260
Moldova	232	Romania	261
Montenegro	234	Russia	262
Montserrat	235	Rwanda	263
Morocco	236		
Mozambique	237	S	
		Saint Christopher	264
N		Saint Helena	265
Namibia	238	Saint Lucia	266
Nauru	239	Saint Pierre & Miquelon	267
Nepal	240	Saint Vincent & the Grenadines	268
Netherlands	241	San Marino	269
Netherlands Antilles	242	Sao Tome & Principe	270
New Caledonia	243	Saudi Arabia	271
New Zealand	244	Senegal	272
Nicaragua	245	Serbia	273
Niger	246	Seychelles	274
Nigeria	247	Sierra Leone	275
Norway	248	Singapore	276
		Slovak Republic	277
O		Slovenia	278
Oman	249		

Country	Code
Solomon Islands	279
Somalia	280
South Africa	281
Spain	282
Sri Lanka	283
Sudan	284
Suriname	285
Swaziland	286
Sweden	287
Switzerland	288
Syria	289
T	
Taiwan	290
Tajikistan	291
Tanzania	292
Thailand	293
Togo	294
Tonga	295
Trinidad	296
Tristan da Cunha	297
Tunisia	298
Turkey	299
Turkmenistan	300
Turks & Caicos Islands	301
Tuvalu	302
U	
Uganda	303
Ukraine	304
United Arab Emirates	305
Uruguay	306
Uzbekistan	307

Country	Code
V	
Vanuatu	308
Vatican City	309
Venezuela	310
Vietnam	311
W	
Wallis & Futuna Islands	312
Western Samoa	313
Y	
Yemen	314
Z	
Zambia	316
Zimbabwe	317

Moving the centormail mailing system to another location



Warning! When moving the centormail mailing system to another location, please observe the following tips for your own safety:

- Switch off the centormail mailing system and all components connected to it prior to dismantling and transporting them.
- The centormail postage meter weighs more than 45 lb / 20 kg. You are advised to seek the help of another person when moving the postage meter.



Warning! Potential hazard that may result in injury to the hands! Be very careful when handling the power sealer. As a consequence of its construction design, the power sealer has very sharp edges that might hurt you.



Caution! Please observe the following tips to avoid damage to the centormail mailing system:

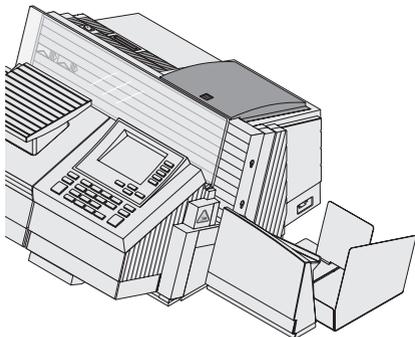
- Have the centormail mailing system with dynamic scale moved by FP Mailing Solutions Service. Improper moving or transport of the dynamic scale may result in damage to the scale system.
 - Empty the sealant tank completely before transporting the sealer.
 - Do not use attached parts like the hand feed tray, the protective glass, the label dispenser, or the weighing platform as 'handles' during transport. The best way to handle the components is to hold them at the lower part of the housing at the clearance normally used for the housing connectors.
 - Always move the mailing system in a horizontal position.
 - We recommend using the original packaging in case you have to move the centormail or send it to the FP Mailing Solutions Service.
 - Once you have brought the mailing system from a cold environment to the new location: Wait for at least two hours before starting up the mailing system again. The centormail adapts to the room temperature. Any condensation evaporates.
-



This chapter describes how to dismantle and install the centormail mailing system including all of its optional components. Should a step not apply to your configuration, just continue with the next step.

Dismantling the centormail mailing system

Remove ink cartridges (*centormail 120*) / print heads and ink tank (*centormail 140*)



You only need to remove the ink cartridges / print heads and the ink tank, if you move the mailing system to another location or when it is brought to service.

During a transport within a building, the cartridges / print heads and the ink tank may remain in the postage meter.

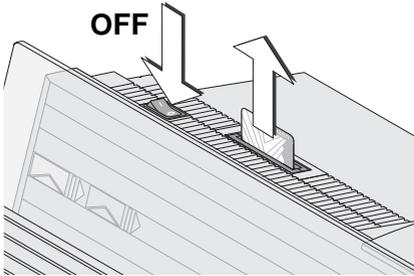
centormail 120:

- Start the exchange procedure to remove the ink cartridges. Please refer to Chapter 15.2, page 123.
- Pack up the ink cartridges. Best suited are plastic bags.
- Close the lid.
- Press CANCEL to exit the exchange procedure.
- Confirm all error messages (e.g. on missing print heads / ink cartridges).

centormail 140:

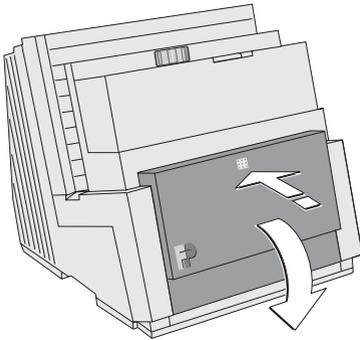
- Start the exchange procedure to remove the print heads and the ink tank. Chapter 15.3, page 129.
- Follow the instructions how to remove the ink tank on page 137.
- Pack up the print heads and the ink tank. Best suited are plastic bags.
- Close the lid.
- Press CANCEL to exit the exchange procedure.
- Confirm all error messages (e.g. on missing print heads).

Switch off

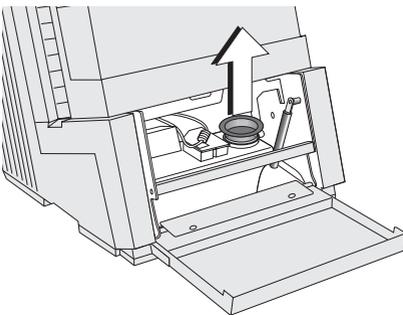


- Switch off the mailing system.
- Remove card.
- Empty the label dispenser.
- Switch off external connected devices (PC, postage scale).
- Unplug the power plugs of the mailing system, as well as all components connected to it (feeder, power supply unit of the sealer, ...) from the socket(s).
- Pull the phone cable out of the phone socket.

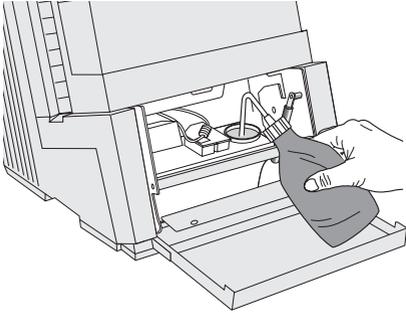
Empty the sealant tank



- Open the lid: Press on the marker, then flap down the lid.

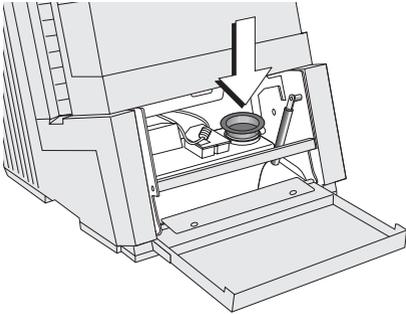


- Pull out the yellow plug of the sealant tank.

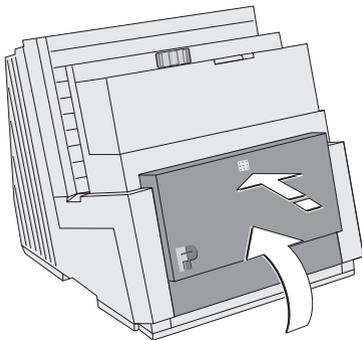


You need an original sealing liquid bottle and the suction hose, which came as an accessory with the sealer.

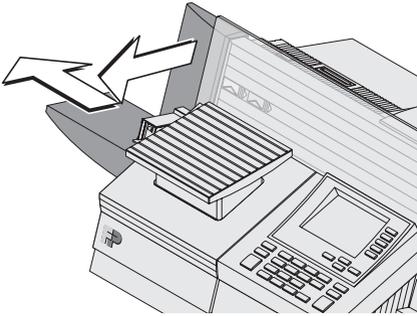
- Screw the suction hose onto the empty original bottle.
- To drain the sealant tank: Slightly compress the bottle, immerse its suction hose in the tank, then loosen your grip of the bottle. Repeat this procedure until the sealant tank is empty.
- Re-insert the plug into the filler hole of the sealant tank and push it close firmly.



- Close the lid and gently snap it in its lock.



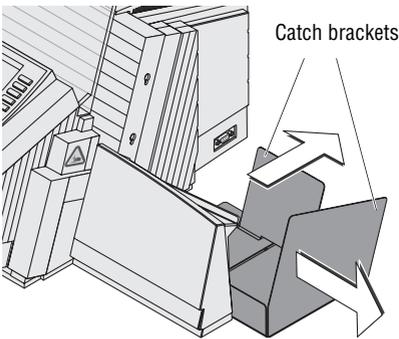
Remove the hand feed tray



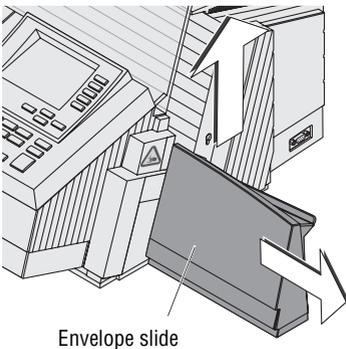
When using the original packaging for transport, you have to remove the hand feed tray.

- Push the hand feed tray forward to release it from the locking device.
- Pull the hand feed tray to the left and away from the postage meter.

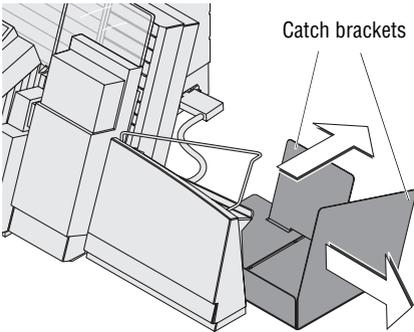
Remove the letter catch tray from the postage meter (*centormail without power sealer*)



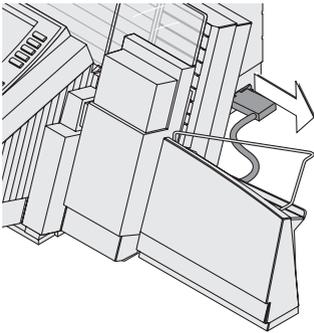
- Pull out both catch brackets.



- Slightly lift the postage meter on its right side and remove the envelope slide to the right.

Remove the power sealer and letter catch tray (*centormail with power sealer*)

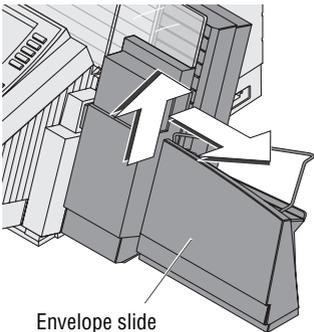
- Pull out both catch brackets.



- Remove the connection cable of the power sealer from the postage meter: Unscrew and carefully pull off the plug.

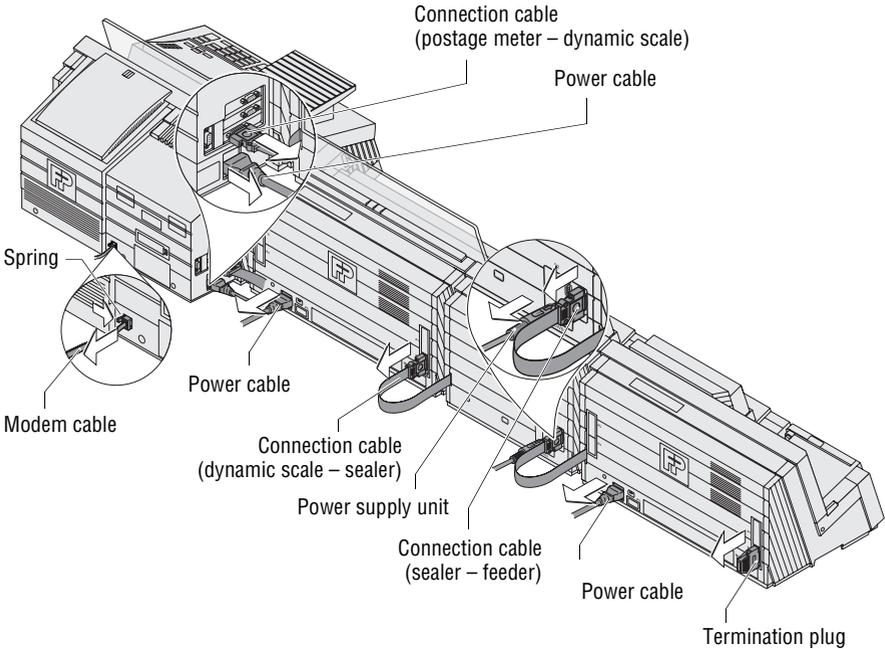


Warning! Potential hazard that may result in injury to the hands! Be very careful when handling the power sealer. As a consequence of its construction design, the power sealer has very sharp edges that might hurt you.



- Slightly lift the power sealer and remove it to the right.
- The envelope slide, which is secured to the power sealer with two hooks, can now be easily separated from the power sealer.

Remove cables



On the postage meter (left side of machine)

- Remove all connection cables to optional components and external devices (e.g. PC): Unscrew and carefully pull off the plug.
- Pull out power cable.
- Remove termination plug (*centormail without feeder*): Unscrew and carefully pull off the termination plug.

On the postage meter (back cover)

- Remove modem cable: Press the spring on the plug and pull the plug out of the modem socket.

On the dynamic scale (back cover)

- Remove the connection cable of the sealer / feeder: Unscrew and carefully pull off the plug.
- Pull out power cable.

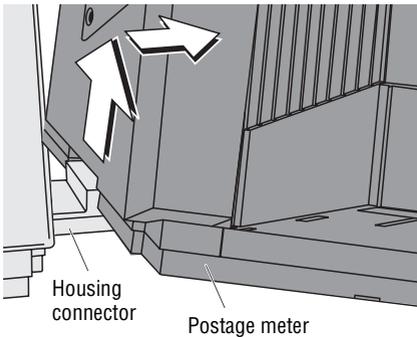
On the sealer (back cover)

- Remove the power supply unit.
- Remove the connection cable of the feeder: Unscrew and carefully pull off the plug.

On the feeder (back cover)

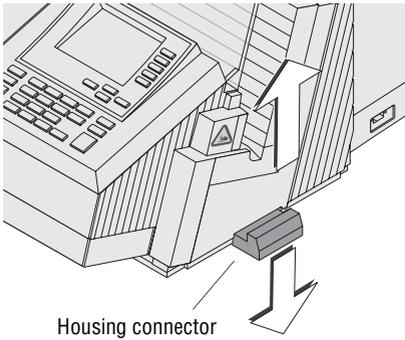
- Pull out power cable.
- Remove termination plug: Unscrew and carefully pull off the termination plug.

Separate postage meter – dynamic scale – sealer – feeder



- Slightly lift the postage meter and move it to the right.
- Slightly lift the dynamic scale and move it to the right.
- Slightly lift the sealer and move it to the right.

Remove housing connector

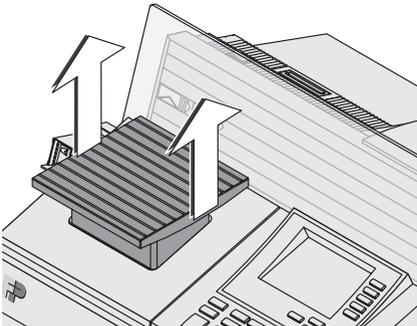


The connectors for mechanic coupling of the housings are located in the clearances of the side walls.

To remove the connectors:

- Slightly lift the affected component and remove the connector to the bottom.

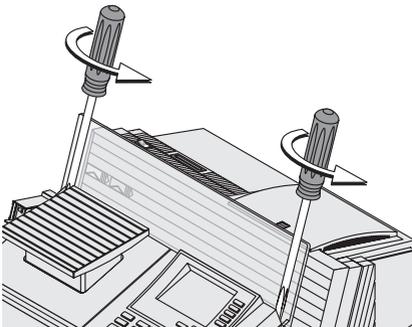
Removal of the weighing platform



When using the original packaging for transport, you have to remove the weighing platform.

- Grab the weighing platform of the static scale with both hands and pull it upwards vertically.

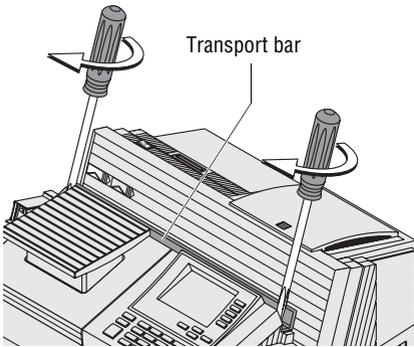
Remove the protective glass from the postage meter



When using the original packaging for transport, you have to remove the protective glass, mounting a transport bar instead.

The protective glass is fastened to the housing of the postage meter with two screws.

- Remove the two screws.
- Remove the protective glass.

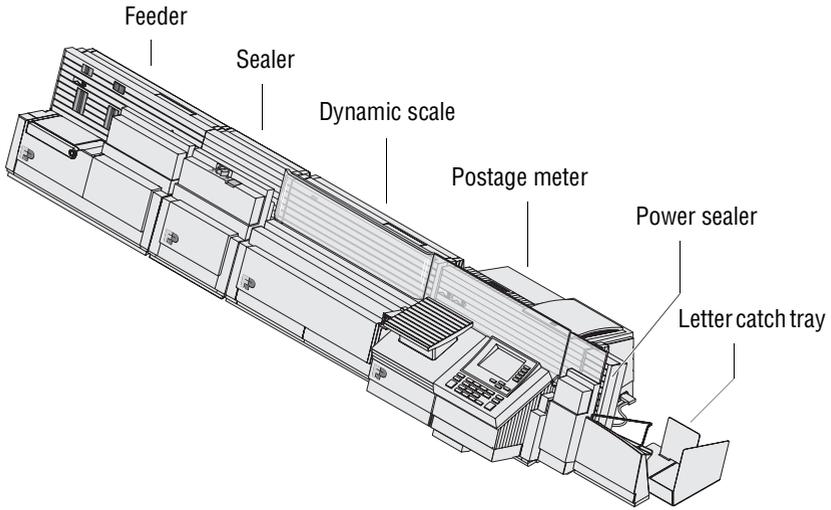


- Fasten the transport bar (part of the original packaging) to the housing of the postage meter with the two screws.

Transport

- Make sure the postage meter and all its components are safely packed before transporting them. If possible, use the original packaging(s).
- Always transport the mailing system in a horizontal position.

Installing the centormail mailing system at a new location



Caution! Please observe the following notes on systems with a dynamic scale:

- Have the centormail mailing system installed by a service technician.
- As for the choice of the place of installation, make sure that the feeder and the dynamic scale rest on the same base (table / pedestal base).
- By no means must the base vibrate or be mechanically unstable.

Location

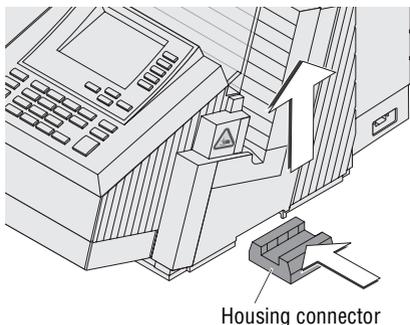
- Make sure that the new location meets the following requirements:
 - room temperature: 59°F to 95°F (+15°C to +35°C)
 - not exposed to direct sunlight
 - relative humidity: 20% to 70%, non-condensing
 - power socket and telephone jack for connecting the modem in the immediate vicinity.

- Place the centormail and its optional components on a firm, level, low vibration horizontal base.



Please refer to page 193 for the standing surface values of the system in different configurations.

Insert housing connector



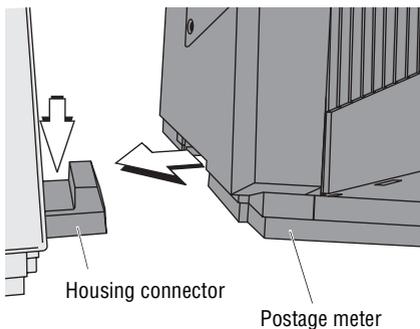
The components of the mailing system are mechanically coupled and thus fixed with regard to their position in relation to one another by means of housing connectors.

- Slightly lift the postage meter on its right side and slide the connector into the clearance of the housing.

On the dynamic scale, sealer and feeder:

- Insert the connectors in the same way into the right side wall.

Coupling feeder – sealer – dynamic scale – postage meter



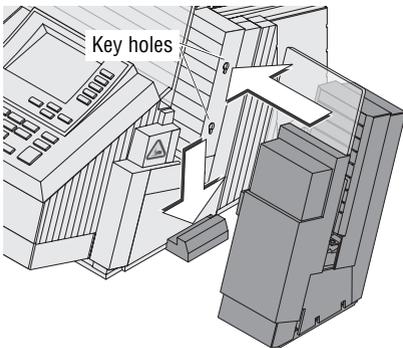
- Slightly lift the sealer on its left side, move it close to the feeder and position it on the connector.
- Slightly lift the dynamic scale on its left side, move it close to the sealer and position it on the connector.
- Slightly lift the postage meter on its left side, move it close to the dynamic scale, and position it on the connector.

If your mailing system does not comprise all components mentioned, couple those you use in the described way.

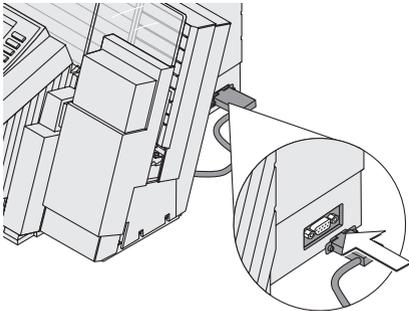
Connect the power sealer to the postage meter



Warning! Potential hazard that may result in injury to the hands! Be very careful when handling the power sealer. As a consequence of its construction design, the power sealer has very sharp edges that might hurt you.



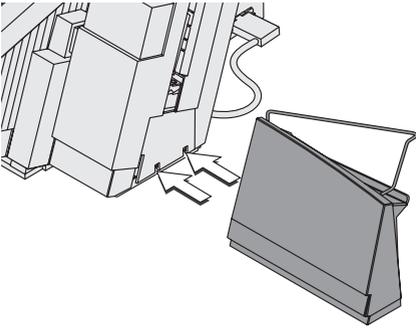
- Position the power sealer on the connector while inserting the two pegs of the power sealer into the key holes of the right side wall of the postage meter.
- Push the power sealer down as far as it goes. Make sure that the letter guide face (blue) of both the postage meter and the power sealer are flush at the upper side.



- Insert the connection cable of the power sealer into the 9-pin interface on the right side wall of the postage meter and tighten screws.

Mounting the envelope slide

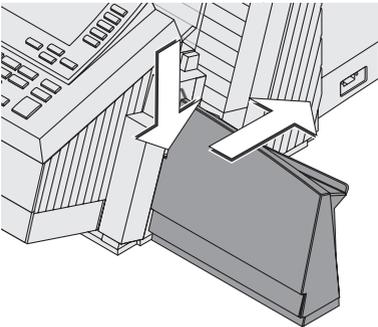
On the power sealer



If you use a power sealer:

- Attach the appropriate envelope slide to the power sealer. Both hooks of the envelope slide must snap into the housing of the power sealer.

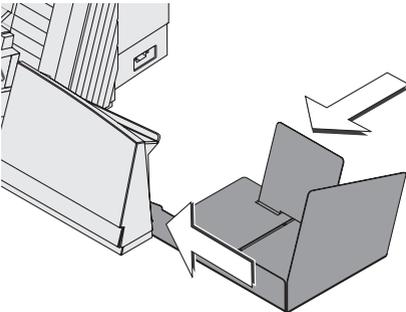
On the postage meter



If you do not use a power sealer:

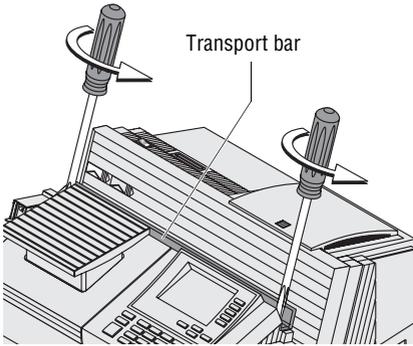
- Position the envelope slide (standard version for systems without power sealer) on the connector as shown in the illustration and push it back firmly. You will feel the envelope slide lock into place.

Insert the catch bracket



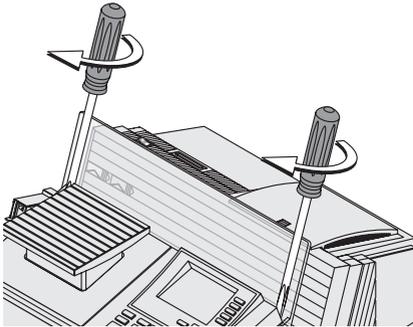
- Push the catch bracket into the slot of the envelope slide from the right.
- Push in the back bracket.

Mounting the protective glass to the postage meter



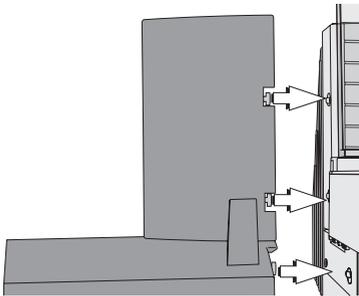
Remove the bar that was attached for transport:

- Remove the two screws.
- Remove the transport bar.



- Fasten the protective glass to the housing of the postage meter with the two screws.

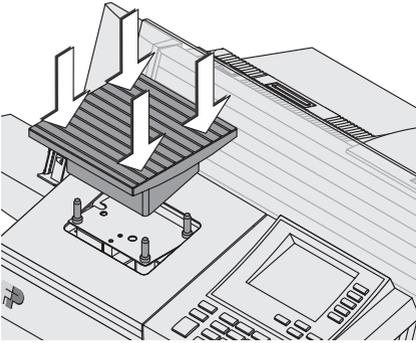
Mounting the hand feed tray



If you use centormail with no additional components:

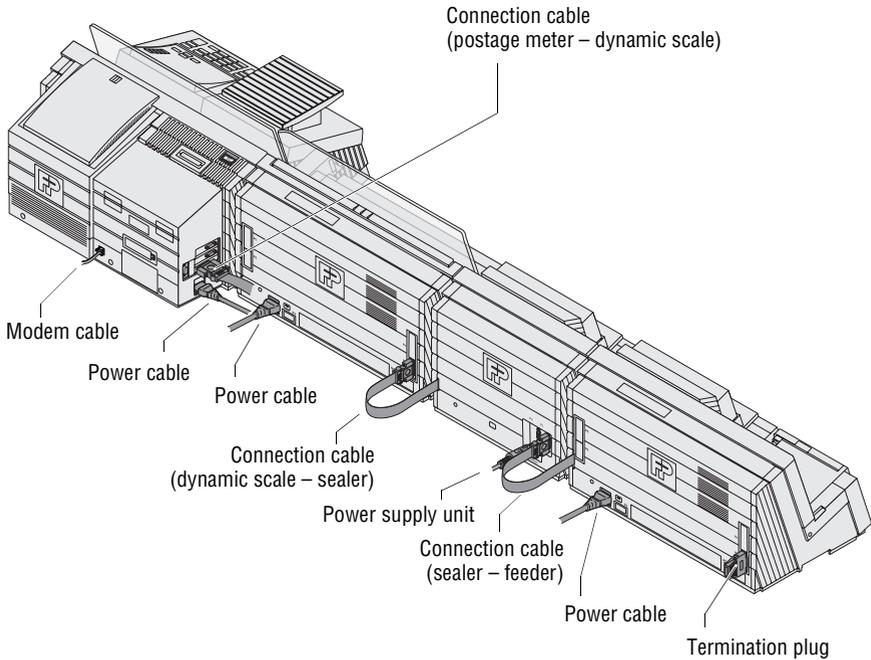
- Mount the hand feed tray on the left side of the postage meter's housing. Insert the three pegs into the key holes of the side wall of the postage meter.
- Push the hand feed tray backwards as far as it will go.

Installation of the weighing platform

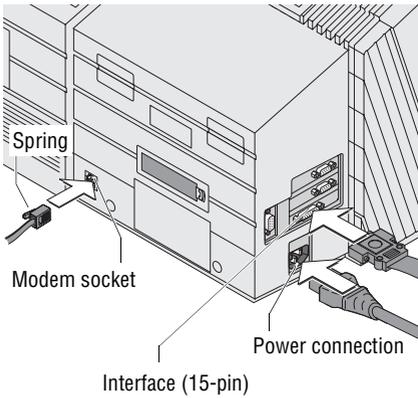


- Hold the weighing platform in a way that
 - the higher side of its base faces forward and
 - the weighing tray is even.
- Place the weighing platform from above, so that its four hollow shafts cover the four pegs of the scale.
- Gently push down the weighing platform, applying constant pressure.

Insert cables



On the postage meter

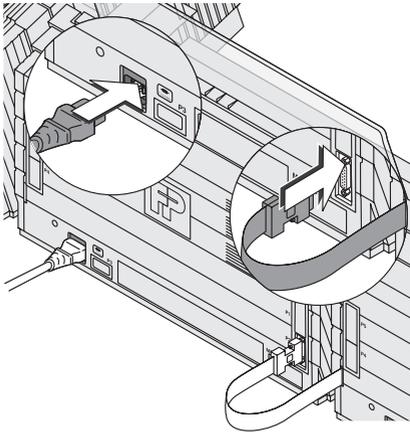


- Connect the phone cable to phone socket at the rear of the postage meter. Please check the correct position of the spring.
- Plug the power cable into the power socket of the postage meter.

Depending on the system's configuration:

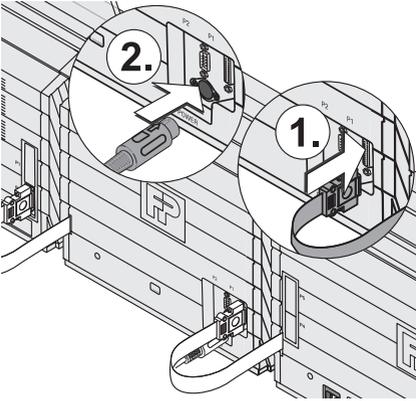
- Insert either the connection cable of the dynamic scale / the sealer / the feeder or the termination plug into the 15-pin interface and tighten screws.

On the dynamic scale

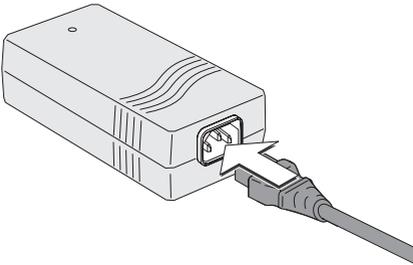


- Insert the connection cable of the sealer / the feeder into the 15-pin interface (P2) and tighten screws.
- Plug the power cable into the power socket of the dynamic scale.

On the sealer

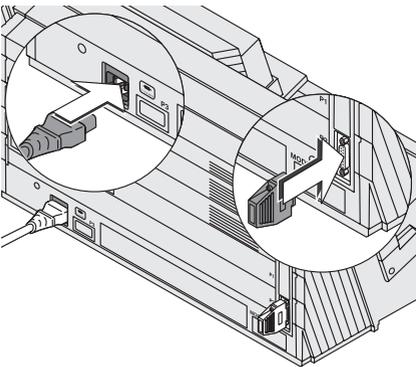


- Insert the connection cable of the feeder into the 15-pin interface (P1) and tighten screws.
- Connect the power supply unit.



- Plug the power cable into the power supply unit.

On the feeder



- Insert the termination plug into the 15-pin interface (P2) and tighten screws.
- Plug the power cable into the power socket of the feeder.

Commissioning and functions check

- Fill the sealant tank with sealing liquid. Please refer to Chapter 15.8, page 145.
- Connect the power cables of the postage meter, the dynamic scale, the power supply unit of the sealer, and the feeder to grounded power sockets. Make sure your office power supply conforms to the power requirements indicated on the serial number plates.
- Connect the phone cable to a phone socket (analog). This is usually a fax connection.
- Switch on the centormail mailing system. Please refer to Chapter 3.1, page 13.

centormail 120:

- Insert the ink cartridges. To do this, call up the exchange procedure from the menu (see page 128).

centormail 140:

- Insert the print heads. To do this, call up the exchange procedure from the menu (see page 135).
- Insert the ink tank (see page 138).
- Finally generate and check a zero imprint. Please refer to Chapter 3.8, page 30.



Glossary

Label	<p>Special self-adhesive label which you can meter and stick onto your mail pieces. Necessary for large, heavy and thick mail pieces. Also use labels to attach on the mail piece when the envelope material is not suited for ink-jet printing.</p> <p>FP Mailing Solutions offers two types of self-adhesive labels for using with centormail:</p> <ul style="list-style-type: none">– label centormail (6.6" / 168 mm)– label centormail XL (8.6" / 219 mm).
MASTER card	<p>Chip card, machine-specific.</p> <p>Access card for system administrator. MASTER card allows access to all system functions.</p>
Meter imprint	<p>Metering mail for carrying by the U.S. Postal Service.</p> <p>When metering, centormail prints among other things the indica, the postage value, the date and the machine identification on the envelope.</p> <p>A custom advertisement, a text message and an endorsement can also be printed.</p>
Modem	<p>Built-in electronic device that enables the centormail mailing system to exchange data via telephone line (e.g. for loading postage).</p>
TELESET (Remote value setting)	<p>Postage meter accounting system of FP Mailing Solutions. centormail and the Teleset Data Center exchange value specifications via modem when loading postage which release the desired postage amount.</p> <p>Accounting is as per your contract with U.S. Postal Service.</p>
Teleset Data Center (TDC)	<p>Data center of FP Mailing Solutions. Postage is released and accounts managed. The Teleset Data Center is at your service for loading postage 24 hours a day via the built-in modem.</p>

USER card

Chip card, machine-specific.

A USER card allows the metering to one account and the access to selected system functions.

Zero imprint

(Trial run)

Meter imprint with the postage value "\$ 0.00".

This enables you to check the settings for the meter imprint and the print quality.

Technical Data

centormail – components					
	Postage meter (base)	Dynamic scale	Feeder	Sealer	Power sealer
Dimensions					
Width	21.7" / 550 mm <i>(postage meter)</i> 7.9" / 200 mm <i>(hand feed tray)</i> 11.9" to 16.3" 302 to 415 mm <i>(catch tray min/max)</i>	21.7" 550 mm	21.7" 550 mm	12" 305 mm	4.1" 103 mm
Depth	21.3" / 540 mm	12.4" 315 mm	12.4" 315 mm	12.4" 315 mm	9.6" 245 mm
Height	13.4" / 340 mm	13.4" 340 mm	11.4" 290 mm	11.4" 290 mm	13.4" 340 mm
Weight	44.8 lb / 20.3 kg <i>(centormail 120 without static scale option)</i> 55.1 lb / 25 kg <i>(centormail 140 with static scale option)</i>	29.5 lb 13.5 kg	27.5 lb 12.5 kg	16.5 lb 7.5 kg	6 lb 2.7 kg
Power connection	115 V, 60 Hz, 1.0 A	115 V, 60 Hz 1.0 A	0.5 A	24Vdc, 2A <i>(using an external power supply unit)</i>	–
Battery	3.6 V / 2 Ah / 20 mA lithium battery order no.: 90.4701.8004.00	–	–	–	–

centormail – components					
	Postage meter (base)	Dynamic scale	Feeder	Sealer	Power sealer
Display	LCD, 320 x 240 pixel, with LED-illumination	-	-	-	-
Print system					
Print technology	Ink-jet printing featuring HP Technology	-	-	-	-
Printing area	max. 7.3" x 1" 185 mm x 25 mm	-	-	-	-
Print resolution	≥ 300 dpi	-	-	-	-
Weighing range	Static scale: 0.1 oz to 10 lb	0.1 oz to 2 lb	-	-	-
Operating conditions	59°F to 95°F / +15°C to +35°C for indoor use only do not expose to direct sunlight relative humidity 20% to 70%, non-condensing				
Storage conditions	59°F to 95°F / +15°C to +35°C relative humidity 5% to 80%, non-condensing				

Subject to short-term modification.

centormail – System configurations					
	centormail postage meter <i>(without scale, without ink tank system)</i>	centormail postage meter + Feeder	centormail postage meter + Feeder + Sealer + Power sealer	centormail postage meter + Feeder + Dynamic scale	centormail postage meter + Feeder + Dynamic scale + Sealer + Power sealer
Footprint					
Width *	45.9" 1,165 mm	59.7" 1,515 mm	75.8" 1,925 mm	81.5" 2,070 mm	97.7" 2,480 mm
Depth	21.3" 540 mm	21.3" 540 mm	21.3" 540 mm	21.3" 540 mm	21.3" 540 mm
Weight	44.8 lb 20.3 kg	74.5 lb 33.8 kg	94.8 lb 43 kg	102.1 lb 46.3 kg	124.6 lb 56.5 kg
Power consumption	115 W	185 W	225 W	260 W	300 W
Noise emission	< 67 dB (A) <i>(normal operation)</i> < 45 dB (A) <i>(stand-by)</i>				
Performance ** (Letters per minute)	centormail 120: up to 120 (#10, 4 ¹ / ₈ " x 9 ¹ / ₂ ") centormail 140: up to 140 (#10, 4 ¹ / ₈ " x 9 ¹ / ₂ ")		–	up to 60 <i>(mixed mail #10)</i>	
Performance per day	Average Usage 1,000 letters (#10) Maximum Usage 5,000 letters (#10)				
* All values regarding the length take into account the catch tray for ISO B4 letters.					
** Depending on envelope size/content, imprint length, machine state and operating mode.					

Subject to short-term modification.

- = Standard
- = Option

	centormail 120	centormail 140
Hand feed tray	●	●
Letter catch tray	●	●
Feeder	○	○
Sealer and power sealer	○	○
Dynamic scale	○	○
Static scale	○	○
Label dispenser	●	●
Integrated modem	●	●
System clock, battery backed	●	●
Chip card reader	●	●
MASTER cards	2	2
USER cards / USER cards with advert	○	○
TELESET (loading postage via modem)	●	●
Performance (letters per minute)	up to 120	up to 140
Memories	20	20
Accounts	●100 / ○300	300
Adverts	max. 15	max. 15
Text message function (8 memory slots)	●	●
Endorsements	max. 8	max. 8
Postage correction imprint	●	●
Redate imprint	●	●
Reply mail imprint	●	●
Incoming mail stamp	●	●
High postage warning	●	●
Low postage warning	●	●
Interfaces for connecting optional components	●	●
Serial interface (2x)	●	●
Ink supply	2 cartridges	2 print heads + ink tank

Subject to short-term modification.

Ink cartridges / Print heads / Ink tank

Ink cartridges

(centormail 120)

FP Cartridge set for centormail 120
(2 pcs. FP cartridges, fluorescent red),
order no. CIC (58.0038.3190.00)

Ink tank system

(centormail 140)

FP Print head kit for centormail 140
(2 pcs. FP print heads, cpl. with hose attachment,
fluorescent red), order no. CBITPH (58.0038.3187.00)
FP ink tank for centormail (fluorescent red) 350 ml,
order no. CBIT350 (58.0038.3173.00)

Operating and storage conditions

59°F to 95°F (+15°C to +35°C)
for indoor use only
do not expose to direct sunlight
relative humidity 20% to 70%, non-condensing

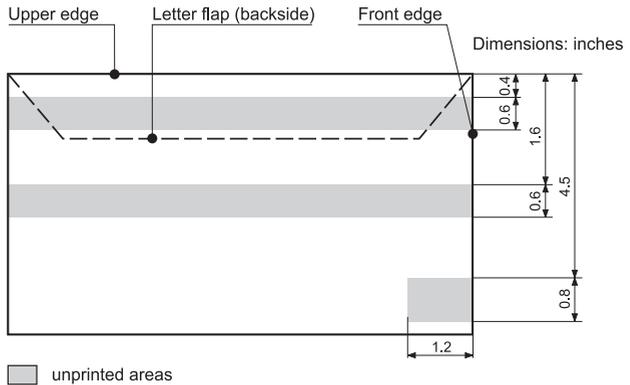


The Material Safety Data Sheet is available on request at
<http://www.francotyp.com/en/products/downloads>.

Subject to short-term modification.

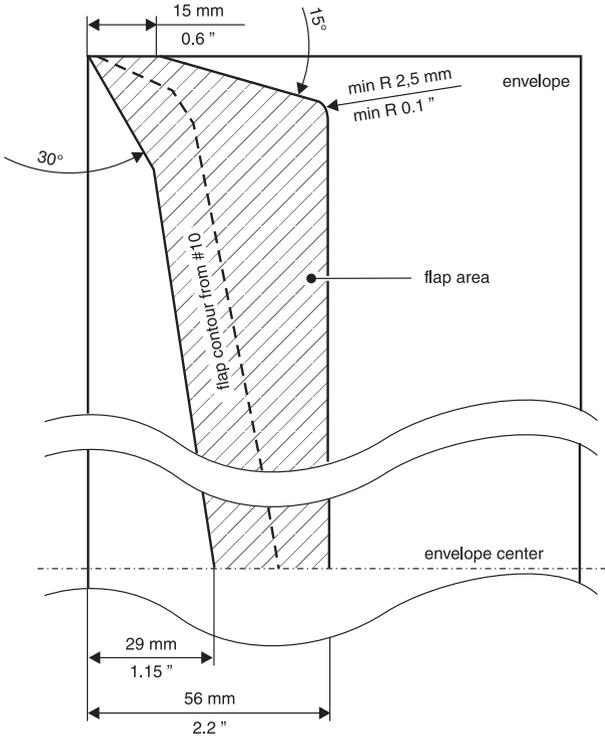
Mail piece specifications for metering

Format	3" x 5" to 10" x 14" (post card to format ISO B4)
Thickness	up to 0.8" (20 mm) – metering (non seal)
Weight	up to 2 lb (1 kg)
Material	ink-absorbent material (suited for ink-jet printing) no dark paper paper must not be glossy on the side to be printed on no material with ink cushions no corrugated paper no extremely fibrous paper on which the two-dimensional bar code could smear
Labels	self-adhesive labels by FP: – centormail (6.6" / 168 mm) – centormail XL (8.6" / 219 mm)
Pre-printed envelopes	In the areas that are monitored by sensors (the areas marked gray in the illustration below), the envelopes must not contain any pre-printed surfaces.



Envelope specifications for sealing

- Format** 3" x 5" to 10" x 14"
(post card size to format ISO B4)
- Thickness** up to 0.28" (7 mm)
- Material** envelopes must be suitable for sealing by machine
- Flap shape and size**



A

- Access card 15
 - insert 15
 - MASTER 15
 - remove 15
 - USER 15
- Access control 15
 - switch on / off 107
 - with card 107
- Access rights 15, 163
- Access using card on / off 107
- Account 21, 40, 84
 - administration 83
 - budget 85
 - change 21, 41, 86
 - clear down to zero 87
 - create 83
 - create / block USER card(s) 85
 - default / advert 84
 - default / text message 84
 - delete 86
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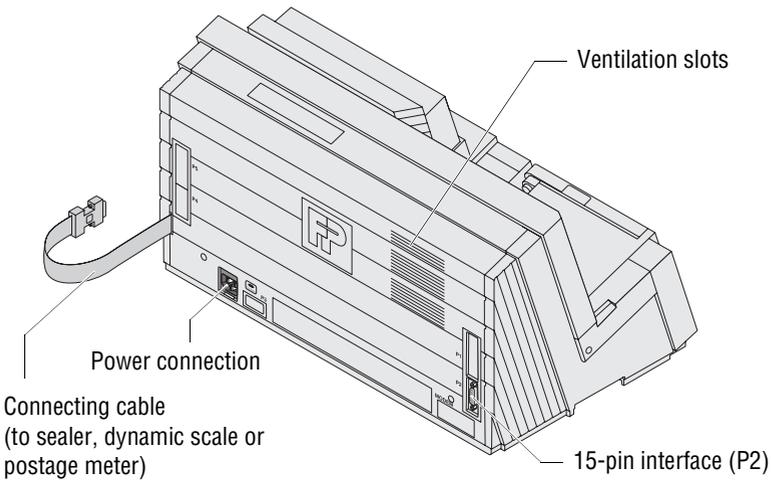
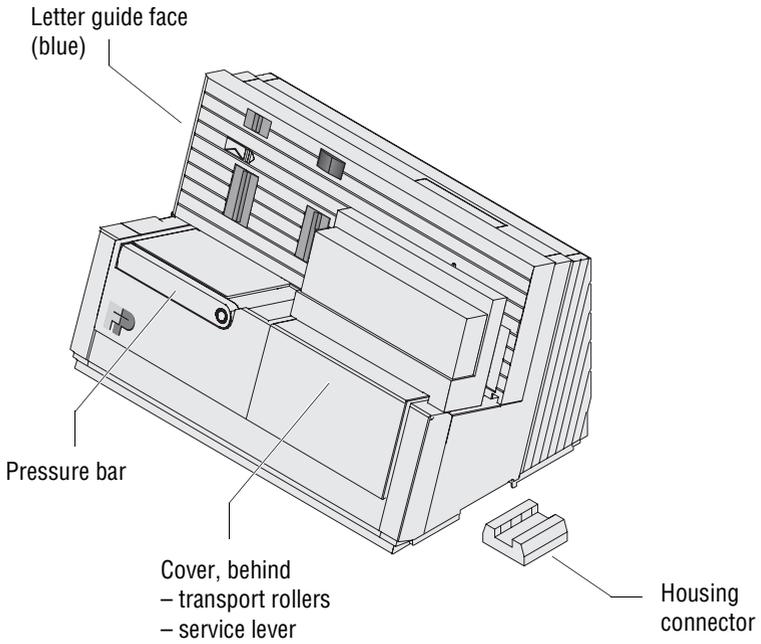
See also Text message

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See also Item counter

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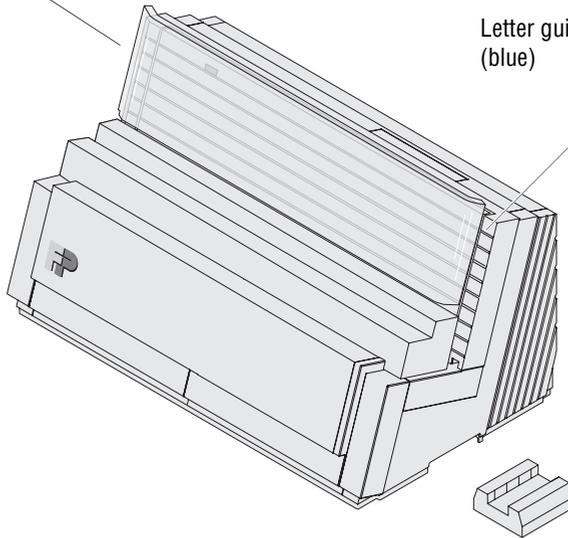
See also Batch counter



Protective glass

Letter guide face
(blue)

Housing
connector

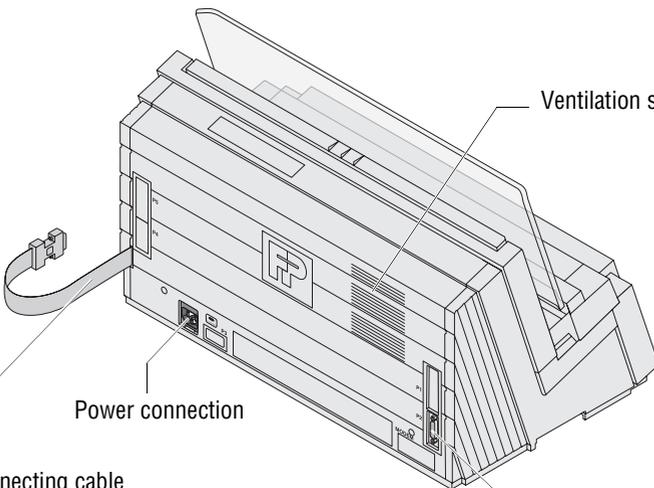


Ventilation slots

Power connection

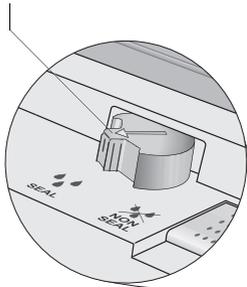
Connecting cable
(dynamic scale – postage meter)

15-pin interface (P2)



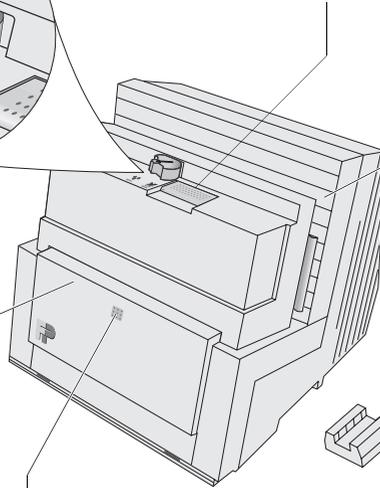
* optional

Switch seal / non seal envelopes



Release key
(moistening unit)

Letter guide face
(blue)

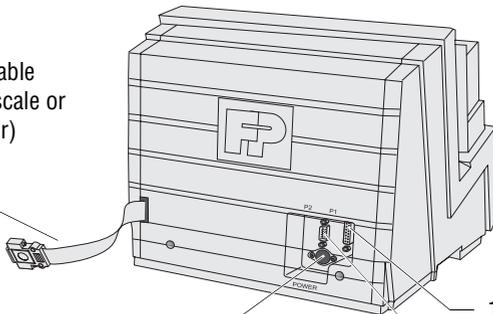


Housing connector

Lid, behind
sealant tank

To open / close the lid:
shortly press on the marker

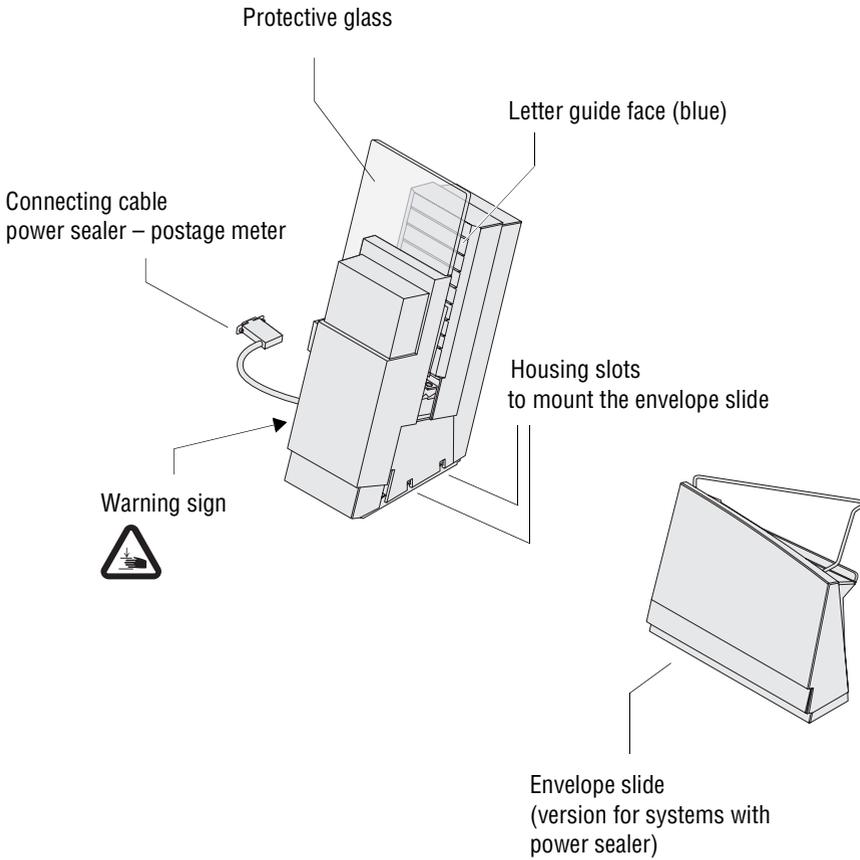
Connecting cable
(to dynamic scale or
postage meter)

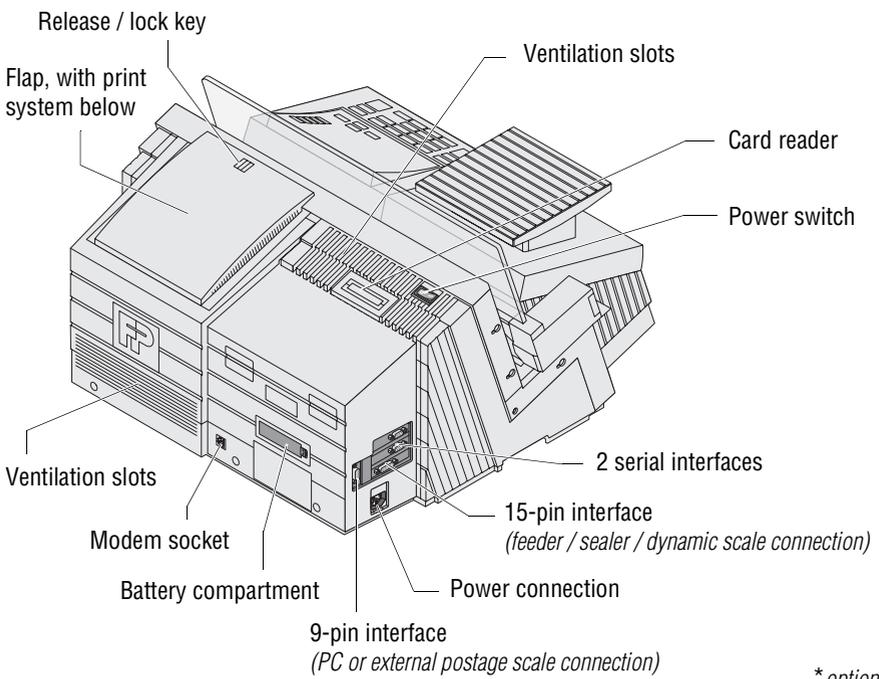
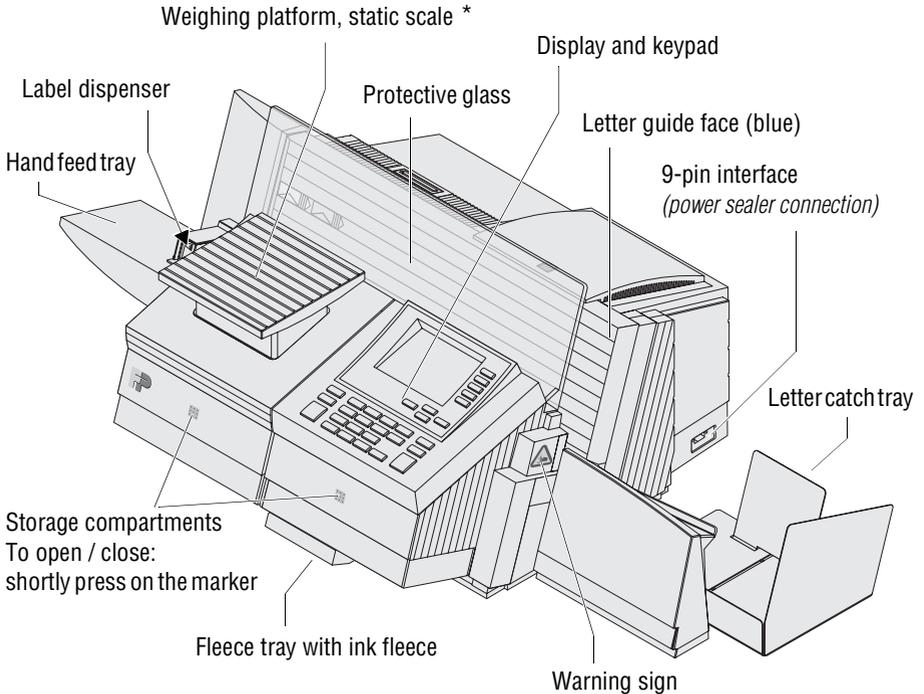


15-pin interface (P1)

Socket used for the
power supply unit

9-pin interface (P2)
(for service purposes only)





* optional

Every centormail mailing system is thoroughly checked before leaving the factory. Should any faults occur with your centormail mailing system in spite of our extensive quality control, please contact FP Mailing Solutions help line.

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



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The Francotyp-Postalia quality management system for the scope Design and Manufacturing of Franking Machines and Inserters is certified according to DIN EN ISO 9001.

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