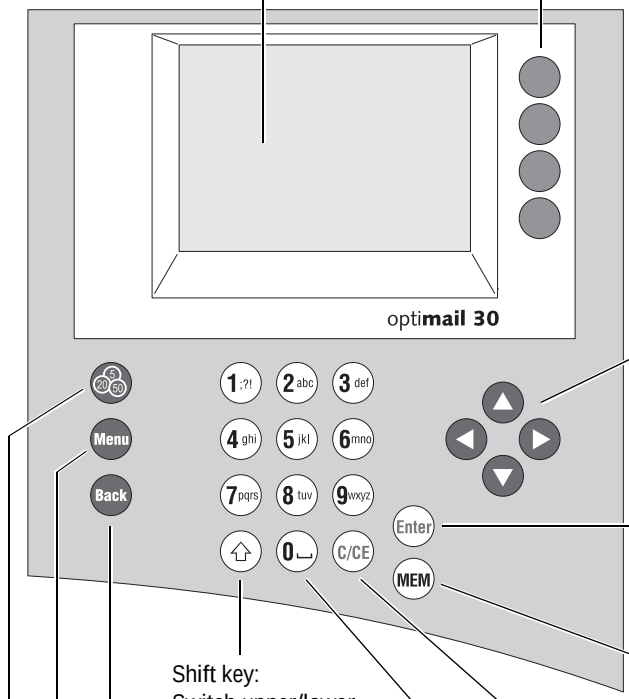
FRANCOTYP-POSTALIA

opti**mail 30**

Postage meter

Operator Manual



Display

Multifunction keys
(soft keys)

Arrow keys
– navigate
– scroll
– increase/decrease values

Confirm input

Acknowledge messages

Quick select:
display/select
saved postage settings

Clear inputs

Numeric keys
– Enter numbers
– Enter letters, punctuation
and special characters

Shift key:
Switch upper/lower
case letters

Press briefly
back to higher-level menu/window

Hold key pressed:
back to the Home menu

Call up menu for:
– Special functions
– Administration and Statistics
– System Settings
– …

TELESET / load postage

Show registers

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About this operator manual

Please read this operator manual before using the optimail 30 postage meter. Please keep the manual near the optimail 30 at all times for reference.

This operator manual describes the optimail 30
– in its standard version
– with integrated scale and
– with sealer.

Functions which are only available with certain configurations are recognizable by a suffix, e.g. *(optional)*.

Quick Reference The Quick Reference gives you an overview of the operating menu and metering with the optimail 30.

Installation Guide Please read the “Installation Guide” to find out how to install and register the optimail 30.

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

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

Caution! indicates a potential hazard that may result in damage to the optimail 30 or impair the metering process.

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

• Bullets precede instructions.

– Dashes precede list items.

REGISTER Menu names and options from the operating menu are written in capital letters.

“Incorrect value.” Messages are highlighted by quotation marks in the text.

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

Chapter “The basics of operation” on page 16 explains how operating and menu sequences are described.

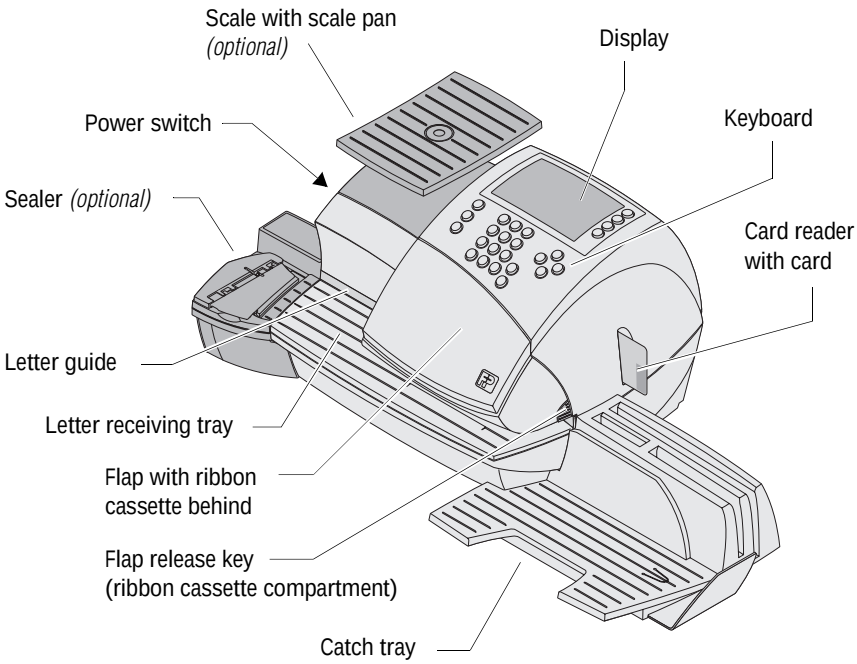
1 Safety tips

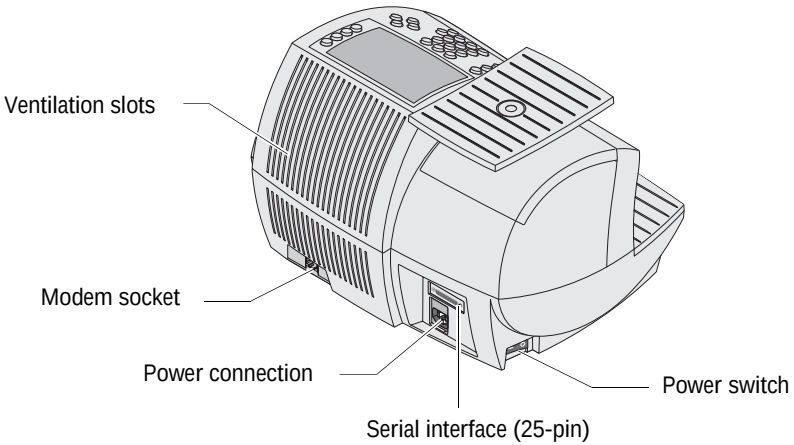
The optimail 30 is a digital postage meter with a thermal printer for metering letter mail. The optimail 30 complies with the pertinent safety regulations for office information equipment.

Please observe the following tips for your own safety:

- Install and commission the optimail 30 according to the instructions in the installation guide.
- When you move the optimail 30 from a cold environment (i.e. below 50 °F): wait at least 24 hours before connecting the optimail 30. The optimail 30 requires this period to adapt to the ambient conditions.
- Use only the power and modem cables provided or approved by Francotyp-Postalia. Make sure that cables are not damaged.
- Connect the optimail 30 only to a grounded single-phase power socket.
- Make sure the socket for connecting the optimail 30 is close by and easily accessible at all times.
- Do not remove any parts of the housing.
- Never cover the ventilation slots in the housing.
- Switch off the optimail 30 before cleaning the postage meter or moving it to another location.
- Make sure that no liquids or foreign objects penetrate the interior of the optimail 30. If this happens, pull out the mains plug immediately. Have the optimail 30 checked by a service technician before using it again.
- Pull out the power plug in the event of danger! Call the after-sales service.
- Only use original ribbon cassettes from Francotyp-Postalia. Observe the information enclosed with every package.
- Only use the batteries provided by Francotyp-Postalia. Observe the instructions enclosed with the battery for correct use and disposal.
- Maintenance and repair work should only be carried out by qualified personnel authorized by Francotyp-Postalia. Otherwise your warranty will be voided. You will be liable for any damages arising.

2 A short description of the optimail 30





Things worth knowing about optimail 30

The optimail 30 is a postage meter for small and medium-sized mail volumes. It meters letters up to a thickness of 0.24" (6 mm) and self-adhesive FP labels.

With up to 30 meter imprints per minute you manage your daily mail volume in virtually no time at all.

Menu-controlled operation

No matter which function you need – from setting the meter imprint to editing system parameters – with the clearly structured user interface on the backlit display you quickly and easily perform these tasks.

Metering

The optimail 30 shows all major metering information at a single glance. You only have to put the letter in place – the optimail 30 feeds the letter, meters it and ejects the ready to send letter to the right.

Letters as advertising medium

In addition to the meter imprint the optimail 30 can simultaneously print an advert of your choice on the envelope.

TELESET

Load postage into the optimail 30 with the TELESET process via a built-in modem – fast, comfortable and, if need be, 24 hours a day.

Protection against unauthorized use

Access cards in check card format protect the optimail 30 against unauthorized use and allow individual access rights to be assigned (MASTER/USER).

Flexible and always up to date

New adverts, endorsements or new U.S. Postal Service tariffs – simply load updated data into your optimail 30 with the chip card.

Thermal printing

The thermal printing process provides a clean, smudge-proof imprint. The solid ink on the ribbon is heated up as it passes the thermal print head, the liquefied ink penetrates the paper of the envelope and remains permanently bonded.

The ribbon cassette is simple to replace with just a few actions.

Additional functions

The optimail 30 offers a number of convenient additional functions that will soon be among your favorites:

- **Memory function** for frequently used U.S. Postal Service products.
- **Account function** for separate registration and billing of portage costs.
- **Redate** and **postage correction** for correcting wrong meter imprints.
- **Reply Mail** metering.
- **Incoming mail stamp.** Print date and time on incoming mail.
- **Print lists** for account data, register states, system information and other information.
- Variable **print offset** for changing the meter imprint position on the envelope.

Catch tray

The convenient catch tray with adjustable stop is ideal for stacking the processed letters and provides additional storage space.

Options

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

- **Integrated scale**. When the integrated scale is implemented, the 'Postage calculation' function is available. Depending on the postal rates the optimail 30 fast and reliably calculates the postage value.
- **Sealer**. Manually pass the open envelope through the sealer. The moistened flap will be closed in the optimail 30 during subsequent metering.

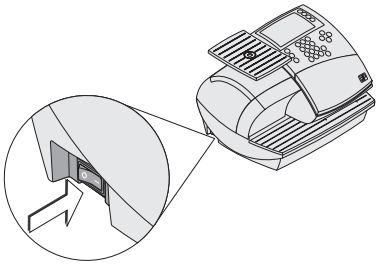
3 The basics of operation

In this chapter you will learn about the basic optimail 30 functions and how to handle the postage meter user interface.

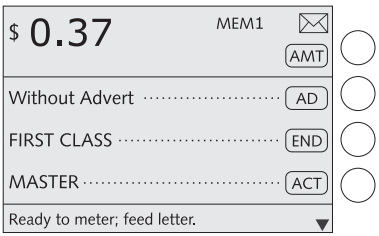
3.1 Turning on/off

Push the power switch, the toggle switch on the left side of the postage meter, to turn the optimail 30 ON or OFF.

Caution! Wait for at least one minute before you turn the optimail 30 on again.



The home menu (example)



Turning on

- Push **I** (= ON) on the power switch.

The display lights up and a start routine starts. The optimail 30 tests and activates all machine components. This procedure takes some time and is accompanied by signal tones and display messages.

Finally the **Home menu** appears.
The optimail 30 is ready and displays the following metering options:

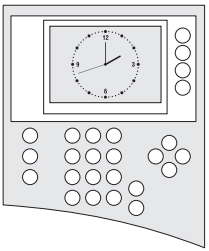
– The postage and, if applicable, the endorsement imprint are the settings saved under MEM 1.
– Current date.
– An account has been set when an access card (MASTER or USER) has been plugged or access control was disabled.
– The advert is ruled by the current account.

Turning off

- Push **O** (= OFF) on the power switch.

The optimail 30 switches off. The display light goes out.

3.2 Stand-by



When in stand-by the optimail 30 displays a clock. The display is dark.

The optimail 30 goes to stand-by if you do not feed any letters or press any keys for some time. You can reactivate the optimail 30 by pressing any key.

Refer to Chapter 13.9 on page 74 on how to set the stand-by period.

3.3 Access control – MASTER / USER

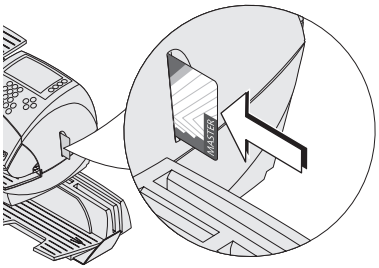
The MASTER and USER cards, commonly referred to as access cards, control the access rights to the postage meter.

The card labeled MASTER allows access to all functions.

Cards labeled USER allows access to certain functions only.
– Billing metering to assigned accounts.
– Saving and editing memory items.
– Assigning an advert to the current account.

Access control with cards can also be disabled. Metering is then possible without access card on all accounts.

For an overview of all access rights refer to page 102.



Inserting an access card

- Insert the access card in the card reader. The chip on the card must face the rear.
- Push in the access card against a slight resistance all the way to the stop. You can feel the card snap in.

Removing an access card

- Simply pull the access card out of the card reader.

3.4 The user interface

This chapter covers the optimail 30 user interface. You will be introduced to the menu and window types, the used symbols, the modes of operation and how the present manual presents menu/operating sequences.

3.4.1 Key functions

Multifunction keys
The keys to the right of the display are multifunction keys (also called soft keys). These keys are assigned different functions. Display text and symbols indicate the currently assigned function.

Arrow keys
– For scrolling in menus, lists…
– For cursor movement (e.g. when typing text).
– For increasing/decreasing values (when changing selected system parameters).

Memory
Displays saved products and selects them for metering.

Enter key
– Confirm input.
– Acknowledge messages.

Clear

Special function when selecting postal rates in the postage calculation menu:
– Pressing the key briefly clears one item each.
– Keeping the key pressed for longer (approx. 2 seconds) clears all selected postal rates.

Opens the **TELESET** menu for:
– Loading postage.
– Calling up register values.

Menu	Opens the **MENU** for system settings, administration, special and service functions for the optimail 30.
Back	**Back key** – Key pressed briefly: back to last menu/window. – **Keeping the key pressed for longer** (approx. 2 seconds): **Back to the Home menu.**
	Numeric keys – For typing numbers. – For typing text (account names, etc.). To insert blanks: key 0. Available special characters, key 1: . , : !; ? % & ' " ( ) * + - / < = > \ ^ _ @ # € $ £ ¥
	Shift key Switch upper/lower case letters during typing.

3.4.2 Display symbols

The letter symbol indicates: The **optimail 30 is ready for metering**. You can feed and meter mail.

The letter box symbol indicates the **Incoming mail stamp** is enabled and ready. You can load incoming mail.

The printer symbol indicates the **Print lists** function
A list, report, preview image… can be printed.

abc

The text symbol indicates that text can be typed.
The numeric keys are released for text input.

MEM1

MEM and the memory location number indicate the selected memory item.

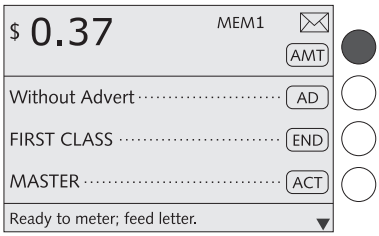
The hourglass symbol appears when the optimail 30 requires some more time (e.g. when updating data). Please wait until the procedure is finished.

Arrows in the status bar indicate the presence of further options that you can select.
Use the arrow keys to scroll forward or backward.

The following symbols indicate the multifunction key assignment:

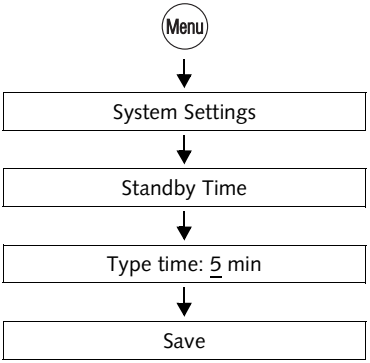
AMT	Set **Postage**.
AD	Set **advert**.
END	Set **Endorsement**.
ACT	Change **Account**
DAT	Set **Date**.
IMS	Switch to **Incoming mail stamp** function.
RDT	Switch to **Redate** function.
COR	Switch to **Correction** function.
REP	Switch to **Reply Mail** function.
OFS	Adjust **Imprint offset**.
MTR	Return to the **Meter** function.
1 2 ⋮	In lists: Select a setting saved in the displayed location (e.g. a memory item, an advert, an endorsement).

3.4.3 Description of operating procedures and menu sequences in the present Operator Manual



Illustrations of display screens show current settings and what to type.

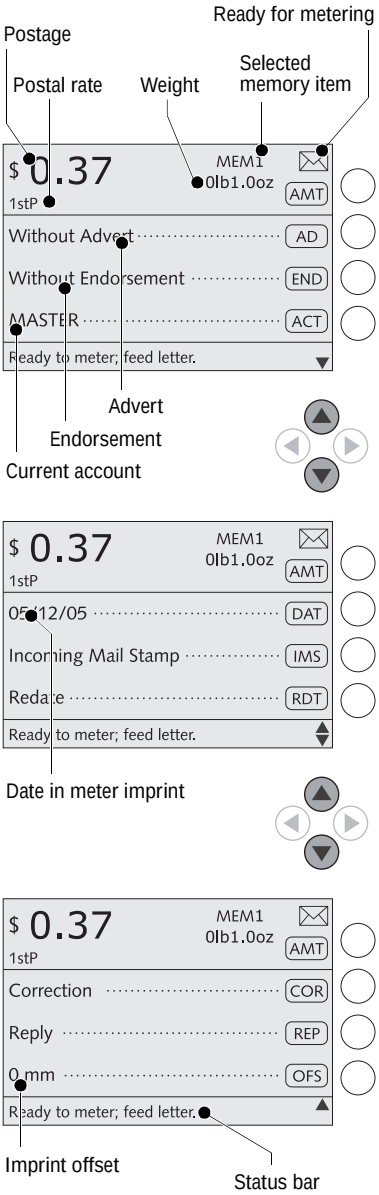
The multifunction key that must be pressed to trigger an action/function is shown in black.



The ‘way’ through the menu to reach a function as well as inputs/settings for this function are indicated as follows:

- Press the Menu key.
- Select in the menu:
  SYSTEM SETTINGS → STANDBY TIME.
- Type the desired time.
- SAVE the setting shown.

3.4.4 The Home menu



The home menu appears after the machine was turned on and the start routine has been successfully completed. It displays the current metering settings (postage, advert, endorsement…).

Dispatch data and weight only appear when the postage calculation function is used *(optimail 30 with scale only)*.

An account has been set and is indicated in the home menu when an access card (MASTER or USER) has been plugged or access control was disabled.

Symbols indicate the multifunction key assignment and inform about the current settings. Chapter 3.4.2 explains the used symbols.

The status bar informs of the current operating state and gives additional hints.

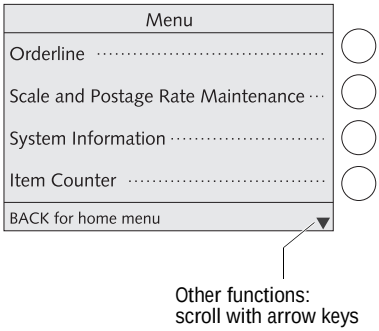
In the Home menu you can

– set the postage [AMT] and enter the Postage calculation menu *(optimail 30 with scale only)*
– select an advertising imprint [AD] and an endorsement imprint [END]
– change the date [DAT] for the meter imprint.
– weigh *(optimail 30 with scale only)*
– meter.

You can also

– switch to the special functions Incoming mail stamp [IMS], Redate [RDT], Correction [COR] and Reply mail [REP].
– define an imprint offset [OFS].
– change the account [ACT] (when access to this function is permitted).

3.4.5 The menu



Use key (Menu) to open the MENU.

From this menu you can access the administration functions, the system settings and service functions.

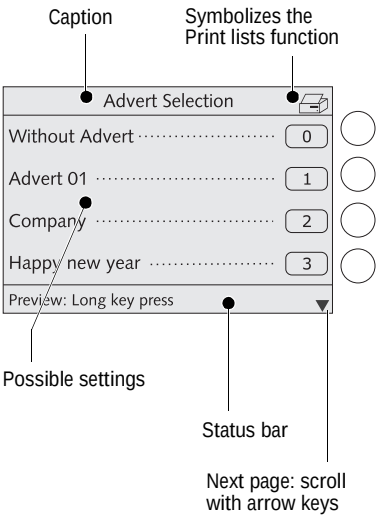
Use the arrow keys to scroll to the next page and back.

Use the multifunction keys to select the functions. Depending on the function a menu with further options, an adjustment menu, a list… appear.

Pressing the (Back) key always returns you to the higher-level menu.

A quick overview of MENU has been provided on page 104.

3.4.6 Lists



Lists (e.g. for memory items, adverts) offer all available settings in list form. The assigned number appears on the display right.

You can scroll the list with the arrow keys if more than four memory items are available.

Use the multifunction keys to select one of the available settings.

The caption displays the list's title.

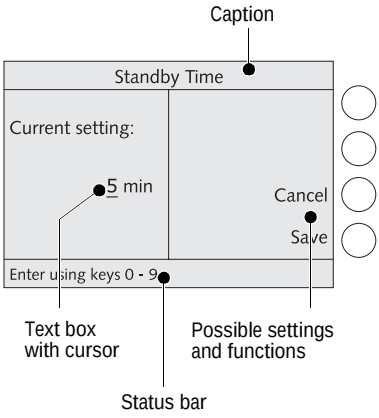
A symbol in the caption can indicate a certain operating state. In the example shown the printer symbol indicates the list can be printed.

The status bar indicates useful additional functions.

For the advanced user:

Keeping the multifunction key pressed (for approx. 2 seconds) in some lists displays a preview and gives you access to a choice of administrative functions.
For example: from the memory list you have direct access to a menu where you can edit the memory items.

3.4.7 Adjustment menus



The optimail 30 opens a separate menu each for editing system parameters and for typing, editing, clearing user-specific data.

Structure and function of these menus are similar. On the display left the optimail 30 shows the current setting. To the right you see other settings and functions you can select with the multifunction keys.

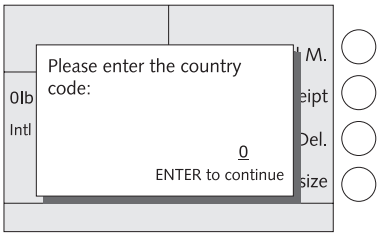
A cursor, the flashing underscore _ indicates a box where you can type text or numbers.

The caption displays the menu's title. A symbol in the caption can indicate a certain operating state.

The status bar informs of special features and gives additional hints.

Adjustment menus can also comprise graphical elements for visualization.

3.4.8 Popup windows



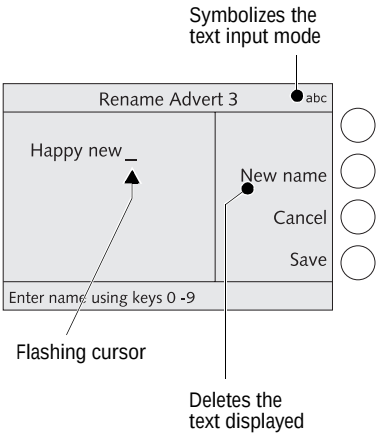
A popup window prompting for input opens for some settings. Messages also appear as a popup.

Confirm messages and popup input with the Enter key.

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

3.5 Text input

Letters including umlaut characters and accents, punctuation marks and special characters are assigned to the numeric keys for entering texts such as account names or short dialing abbreviations. Page 14 shows available special characters.



Typing characters

A cursor _ marks the point where a character can be typed in a text box.

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

After a short time the cursor jumps one digit to the right. You can now type the next character.

Switching upper/lower case letters

- Press the ⇧ key.

Deleting characters

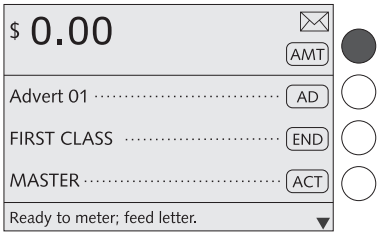
- Use the arrow keys to position the cursor on the character to be deleted.
- Press the C/CE key to delete the character.

Inserting characters

- Use the arrow keys to position the cursor on the point in the text where the character is to be inserted.
- Type the desired character.

3.6 Test imprint

You can check the settings for the metering process by doing a test imprint with postage value “0.00” (zero imprint).

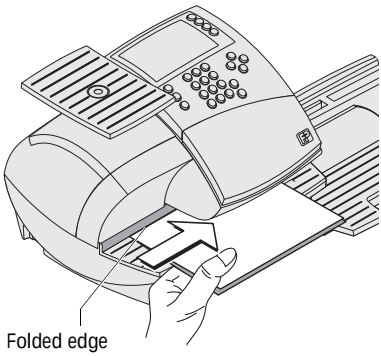


- Type the postage value “0” in the home menu.

“0” is displayed in the status bar.

- Confirm the postage value with the AMT multifunction key.

The postage value “0.00” is set.

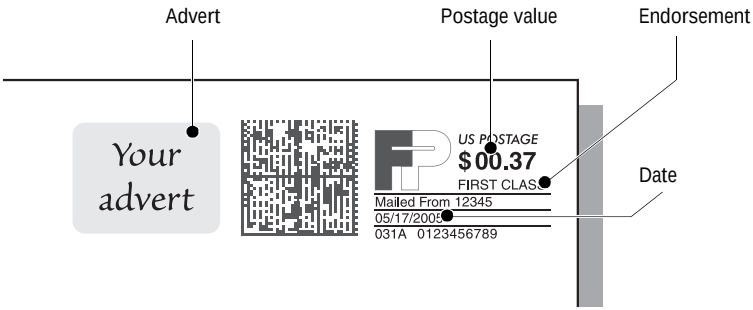


- Fold a sheet (letter size) in the middle.
- Place the folded sheet on the letter receiving tray:
  – side to be printed face up
  – the folded edge must touch the letter guide.
- Push the sheet in direction of the arrow until the optimail 30 feeds the sheet.

A roller pushes the sheet against ribbon and print head and printing starts as soon as the letter sensor detects the sheet.

The optimail 30 prints the zero imprint and ejects the imprinted sheet to the right.

4 Setting the meter imprint



The present chapter describes the meter imprint settings required by U.S. Postal Service and the optional advertising imprint.

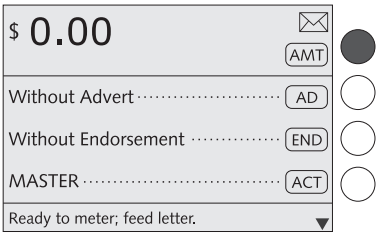
The following settings in the home menu define the meter imprint:

– Postage value (see Chapter 4.1)
– Endorsement (see Chapter 4.2)
– Advert (see Chapter 4.3)
– Date (see Chapter 4.4).

Refer to Chapter 4.5 on how to use the ‘Imprint offset’ function to laterally displace the meter imprint position.

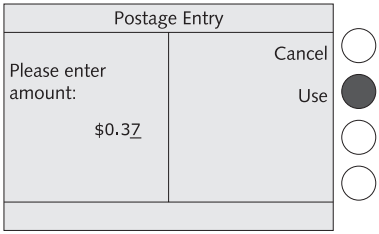
With the **memory** you can easily and quickly set the postage and the endorsement. Refer to Chapter 8 on how to use the optimail 30 memory function.

4.1 Postage value



In the home menu:

- Press the key next to AMT.



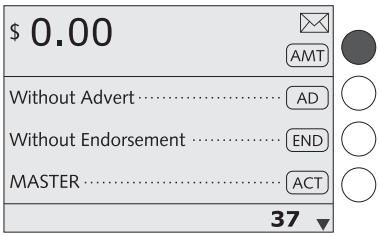
- Type the desired postage value.
- Press USE to set the postage value.

The optimail 30 returns to the home menu. The postage value is set.

High postage

The optimail 30 issues a warning if you set too high a postage. The optimail 30 thus helps you to prevent overmetering and loss of postage. You can edit the limit for this monitoring function in the SYSTEM SETTINGS menu (see Chapter 13.3 on page 68).

Quick results for the advanced user.



In the home menu:

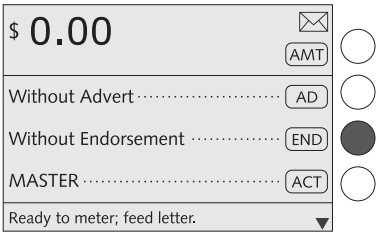
- Type the desired postage value.

The postage is displayed in the status bar.

- Confirm with the key next to AMT.

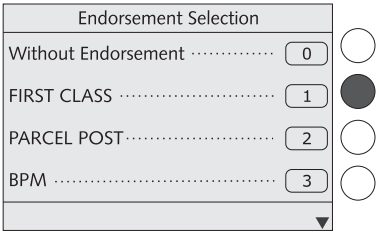
4.2 Endorsement

You can mark special mail types with an appropriate endorsement (e.g. First Class, Priority, Media Mail).



In the home menu:

- Press the key next to END.

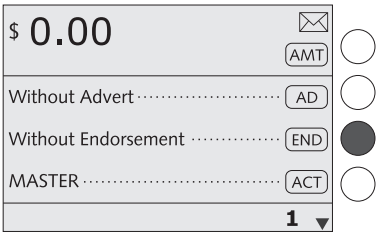


You see a list with all available endorsements.

- Select the desired endorsement. In the example it is “First Class” (endorsement No. 1).

The optimail 30 returns to the home menu. The endorsement is set.

Quick results for the advanced user.



In the home menu:

- Type the desired endorsement number.

The number is displayed in the status bar.

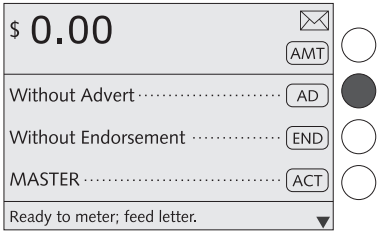
- Confirm with the key next to END.

4.3 Advert

You can print an advert of your choice on your mail. The optimail 30 offers the following options for advert printing:

– The postage meter can hold a maximum of 6 different adverts. The saved adverts are available to all users.

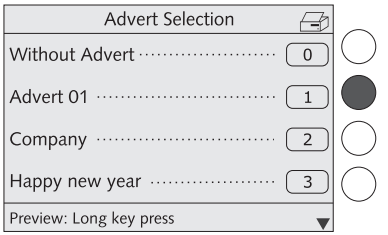
– Advert on USER card. On request Francotyp-Postalia will supply USER cards with an advert of your choice. The advert is read from the card as soon as the card is inserted.



Setting the advert

In the home menu:

- Press the key next to AD.

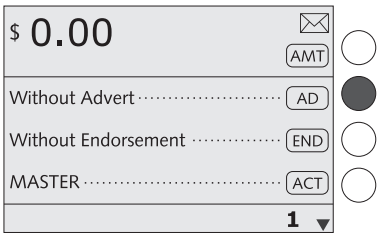


You see a list with all available adverts.

- Select the desired advert. In the example it is “Advert 01”.

The optimail 30 returns to the home menu. The advert is set.

Quick results for the advanced user.



In the home menu:

- Type the desired advert number.

The number is displayed in the status bar.

- Confirm with the key next to AD.

Using the advert from the USER card

- Insert USER card with advert.
- Press the key next to AD.

The advert from the USER card appears at the end of the list.

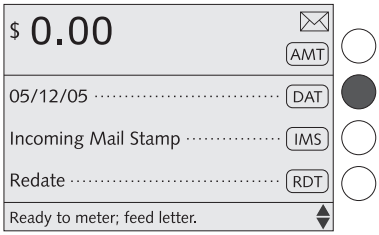
- Press the key next to the last advert in the list.

The optimail 30 returns to the home menu. The advert on the USER card is set for metering.

You can also define the advert on the USER card as the default advert for this account (see page 59).
The advert is then used for the meter imprint immediately after the USER card is plugged.

4.4 Date

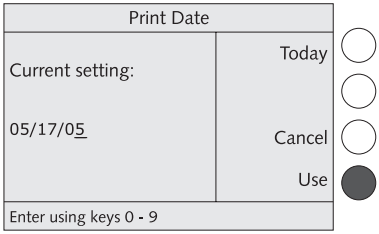
The date for the meter imprint is set automatically to the current date by the system clock. You can set the date of the meter imprint forward by up to 30 days. The optimail 30 does not permit forward dating of more than 30 days or backward dating for metering.



Setting the metering date

In the home menu:

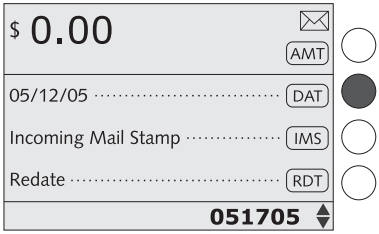
- Press the key next to DAT.



- Type the new date.
- Press USE to set the date.

The optimail 30 returns to the home menu. The metering date is set.

Quick results for the advanced user.

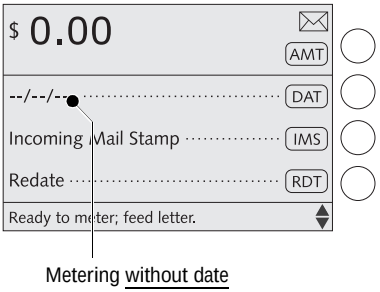


In the home menu:

- Type the metering date.

The numbers you typed are displayed in the status bar.

- Confirm with the key next to DAT.



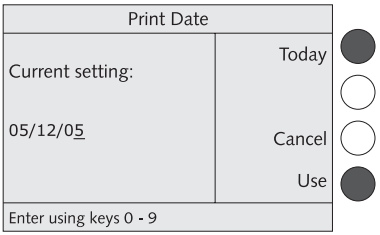
Metering without date

The optimail 30 can omit the date in the meter imprint. Please heed the U.S. Postal Service regulations.

In the home menu:

- Type “000000” as the date.
- Confirm with the key next to DAT.

The home menu indicates “– – / – – / – –” instead of the date. No date appears in the meter imprint.



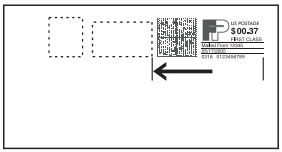
Resetting the metering date to the current date

In the home menu:

- Press the key next to DAT.
- Press TODAY to set the current date.
- Press USE to set the date.

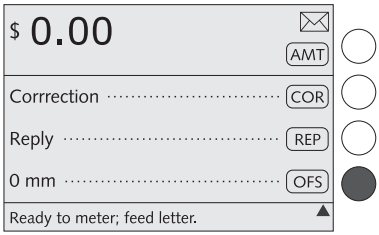
The optimail 30 returns to the home menu. The current date is set for metering.

4.5 Imprint offset



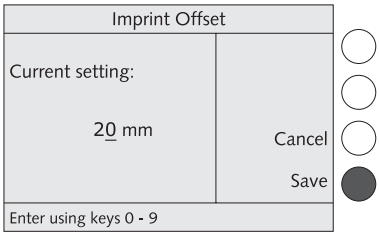
The optimail 30 prints the meter imprint at a fixed offset to the right letter edge. You can increase this offset and thus shift the meter imprint to the left by adjusting the imprint offset.

Caution! The imprint offset set also applies to imprinting of labels and all other print functions (printing of lists, incoming mail stamps…).



In the home menu:

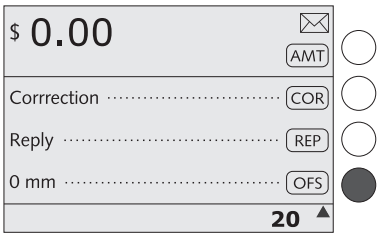
- Press the key next to OFS.



- Type the desired value (0 mm = default position without offset).
- SAVE the imprint offset.

The optimail 30 returns to the home menu. The imprint offset is set and remains effective until it is changed – even if the machine is switched off.

Quick results for the advanced user.



In the home menu:

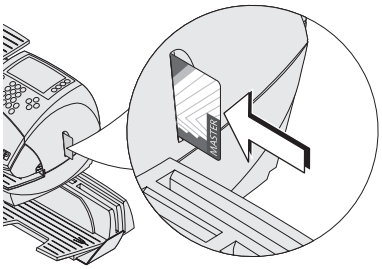
- Type the desired imprint offset value.
- Confirm with the key next to OFS.

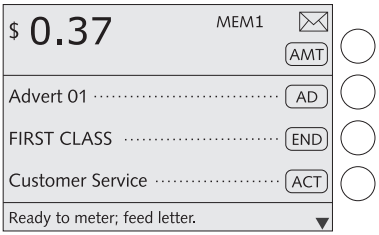
5 Metering

In this chapter you can read how to set the account to record postage costs and how to insert letters, postcards and metering labels correctly. You will receive important information and tips on how to prevent incomplete or illegible meter imprints and how to protect the printing system from damage. Please refer to Chapter 4 for further information on how to set meter imprint parameters.

5.1 Selecting / changing an account

An account must always be selected for metering. The current setting is visible in the home menu; you can recognize it by the ACT symbol.





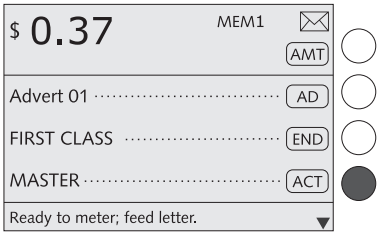
Setting the account via an access card

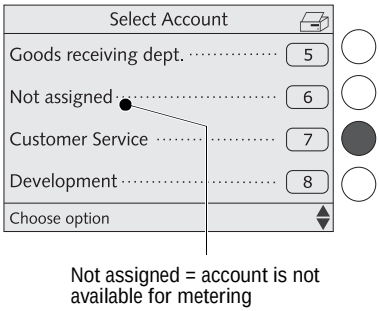
- Insert the USER or MASTER card in the card reader. The chip on the card must face the rear.
- Push in the card against a slight resistance all the way to the stop. You can feel the card snap in.

The optimail 30 selects the account configured on the access card as well as the defaults for adverts and additional text it contains.

The home menu shows the account name. The postage costs of all subsequent metering procedures will be charged to this account.

Account 1 is always assigned to the MASTER card (account 1 = MASTER account).





Changing the account

You can only change the account when working with the MASTER card or when access control was disabled.

In the home menu:

- Press the key next to ACT.

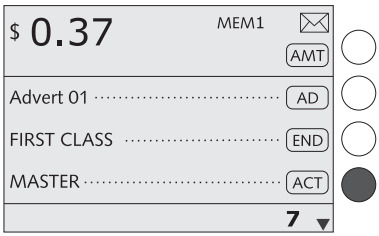
The optimail 30 opens a list containing all accounts. You see the account names and numbers.

- Select the desired account.
  In the example: “Customer Service” (account No. 7).

The optimail 30 returns to the home menu. The account is set.

You can only select those accounts that were defined in the ACCOUNT ADMINISTRATION menu. You cannot select accounts tagged “Not assigned”.

Quick results for the advanced user.



In the home menu:

- Type the desired account number.

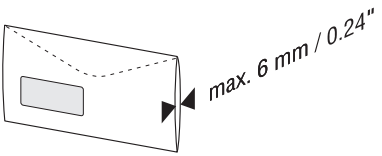
The number is displayed in the status bar.

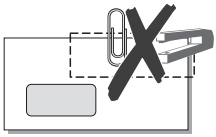
- Confirm with the key next to ACT.

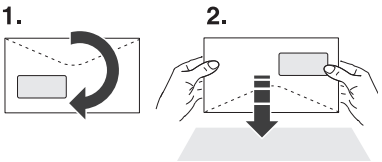
5.2 Positioning and metering a letter

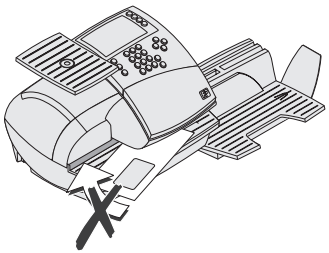
The optimail 30 allows letters up to a thickness of 0.24" (6 mm) and postcards to be metered. Format and material of mail pieces must meet the specifications on page 113.

Caution! You can avoid poor meter imprint quality, ribbon breaks and print head damage by simple, preventive measures:

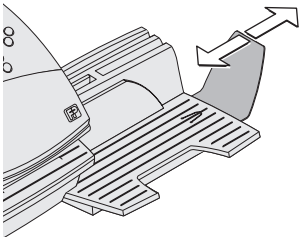




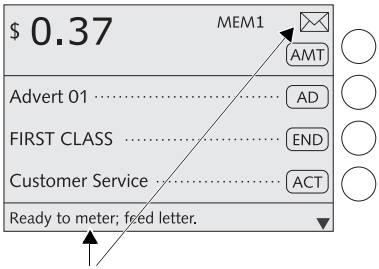




– Several sheets in an envelope may result in thickness differences in the print area that may cause an irregular imprint.
  In this case meter the empty envelope or use the special FP double labels.
– Use envelopes with as smooth a surface as possible. This gives the best printing results.
– Make sure the letters do not contain any staples or paper clips in the imprinting area.
– Jog the top edge of the envelopes on a flat surface prior to metering. By aligning the letter contents at the top edge you create a smooth area for the meter imprint.
– A standard size letter you best let go during printing. Larger envelopes could do with some support.
– To not try to align or move a letter once the optimail 30 has started feeding it.



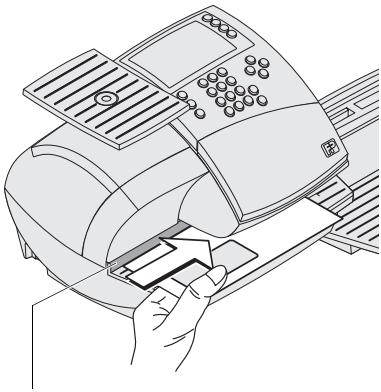
The catch tray can be adapted to different envelope sizes by displacing the stop.
The stop features four catches for the most common sizes.



Ready to meter display

Metering…

You can start metering if the optimail 30 is ready for metering (letter symbol in the top right corner and appropriate information in the status bar).



Letter guide

Positioning a letter/postcard

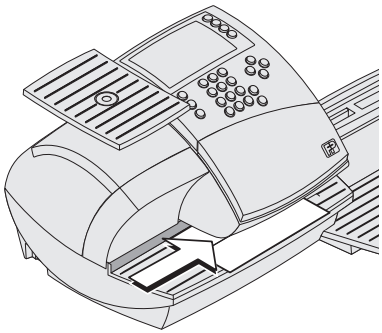
- Place the letter on the letter receiving tray:
  – side to be printed face up (address field is visible)
  – the top edge must touch the letter guide.
- Push the letter in direction of the arrow until the letter sensor detects the letter.

A roller pushes the sheet against ribbon and print head and printing starts as soon as the optimail 30 detects the letter.

The illustration shows the approximate position where the optimail 30 starts feeding the letter.

The imprinted letter is ejected to the right.

Refer to Chapter 7.5 on page 47 on how to simultaneously moisten and meter letters.



Loading metering labels

The optimail 30 can imprint self-adhesive double labels. Double labels suitable for optimail 30 are available from Francotyp-Postalia.

- Place the double labels on the letter receiving tray:
  – side to be printed face up
  – the long edge must touch the letter guide.
- Push the double label in direction of the arrow until the letter sensor detects the double label.

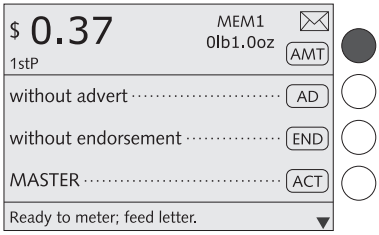
The illustration shows the approximate position where the optimail 30 starts feeding the double label.

The imprinted double label is ejected to the right.

6 Postage calculation *(optional)*

6.1 The Postage calculation menu

The ‘Postage calculation’ function is available on an optimail 30 with integrated scale (available as an option) only.



Calling up the Postage calculation menu

- In the home menu press the key next to PRO **briefly**.

The menu for entering the postage appears.

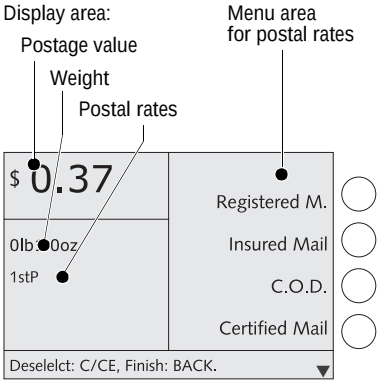
- Select CALCULATE POSTAGE.

The optimail 30 opens the postage calculation menu. The display area for the current postal rates is empty. You can now select the desired postal rates.

or

- In the home menu keep the key next to PRO **pressed for some time** (approx. 2 seconds).

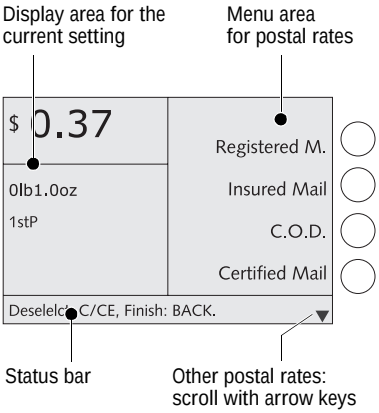
The optimail 30 opens the postage calculation menu with the current postal rates. You can now
– make additions to the current settings (e.g. choose special services) *or*
– delete the current setting step by step and select new settings.



Display of current settings

The display left shows
– the selected postal rates
– the weight
– the postage.

The postage only appears if all necessary postal rates were selected and the displayed weight exceeds 0 oz.



Selecting postal rates

Selectable postal rates are shown in the display right.

You can scroll the list with the arrow keys if more than four memory items are available.

Use the multifunction keys to select the postal rates.

Deselecting postal rates

Press the C/CE key to clear (deselect) selected postal rates from the display area.

– To clear separately: Press key briefly.

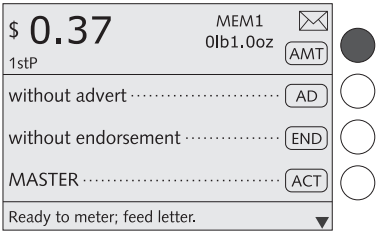
– To clear all: Keep the key pressed for approx. 2 seconds.

Changing to the home menu

Pressing the Back key returns you to the home menu.

The optimail 30 saves the current settings to the home menu when the postage calculation menu is left.

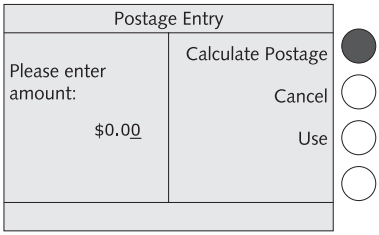
6.2 Setting postal rates for postage calculation



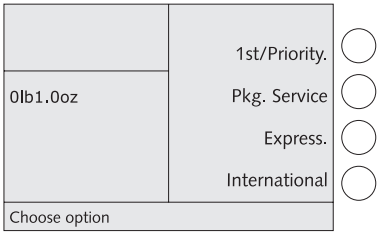
In the home menu:

- Press the key next to PRO **briefly**.

The optimail 30 opens the postage calculation menu.



- Select CALCULATE POSTAGE.



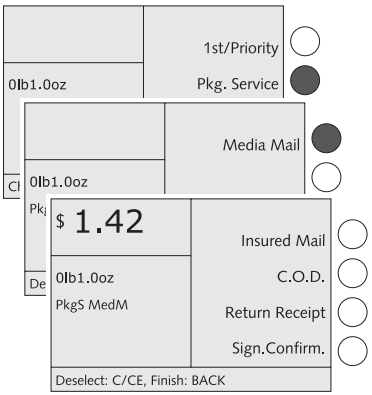
The optimail 30 opens the postage calculation menu. The display area for the selected postal rates is empty.

Selecting postal rates

The optimail 30 successively prompts you to specify all necessary details.

- Select the desired setting by pressing the appropriate multifunction key.

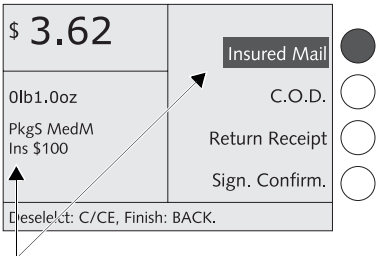
All selected postal rates are shown in the display area (display left).



The example shows the following settings:

– Package Service PkgS
– Media Mail MedM

The postage appears as soon as all necessary postal rates are selected and the displayed weight exceeds 0 oz.



Selected special service

Selecting special services

- Select the desired special service by pressing the appropriate multifunction key. This is INSURED MAIL in the example.

You can select several special service items. The optimail 30 supports you in observing postal regulations and does not permit any illegal combinations.

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

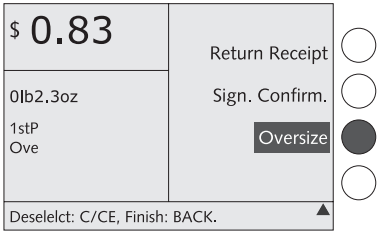
You can press the appropriate multifunction key to deselect a special service.

When the desired postal rates are set:

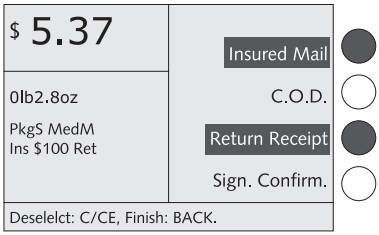
- Press the Back key to return to the home menu.

You can save frequently used mail settings as memory items and directly access these in the home menu. Refer to Chapter 8 on how to use the optimail 30 memory function.

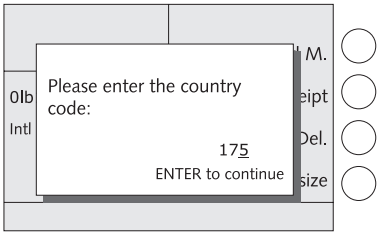
Things that must be heeded when setting postal rates



You must select **Oversize** if the size of a mail piece exceeds defined limits for length, width and thickness.



There are special services U.S. Postal Service only offers in conjunction with a second special service. For example: Return Receipt and Signature Confirmation are permitted in conjunction with Registered, Insured or C.O.D. only.



The optimail 30 may open a popup window to prompt for additional input. You must, for example,

– type the **first three digits of the destination ZIP code** for some mail types (e.g. Package Service BPM),
– specify the three-digit **country code** for all mail going abroad (see page 105),
– specify the mail piece value for **Insured Mail**, **Registered Mail**, **C.O.D.**

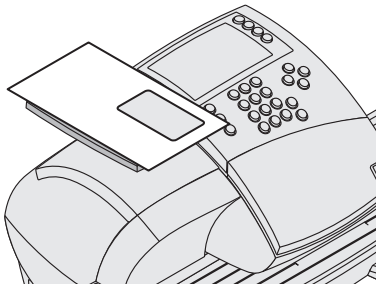
6.3 Weighing, postage calculation, metering

Caution! Please heed the following notes on how to use the integrated scale:

– The scale is designed for a maximum weight of 6.6 lb. (3 kg).

– The optimail 30 can determine a new weight only if the scale has been emptied beforehand. You must therefore empty the scale pan before you place a new mail piece to be weighed.

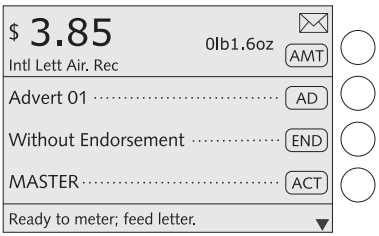
You can weigh your mail pieces in the home menu but also in the postage calculation menu.



- Select the desired postal rates in the postage calculation menu (see Chapter 6.2) or set them via the memory (see Chapter 8.1).
- Place the mail piece on the scale pan.

A beep signals the scale has determined the mail piece weight.

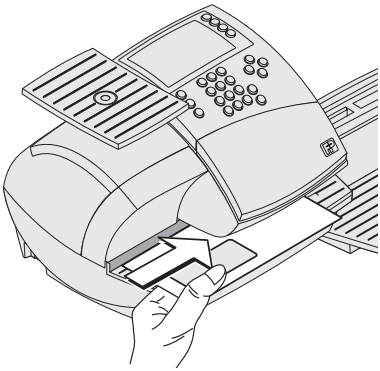
Note: This tone cannot be heard if the optimail 30 audible signal was disabled.



The weight determined by the scale is set. The optimail 30 sets the appropriate postage for metering using the selected postal rates and the displayed weight.

The optimail 30 also sets the appropriate endorsement if automatic endorsement selection is enabled. Read Chapter 13.14.3 on page 82.

- If necessary: Press the Back key to return to the home menu.
- Check the other settings for the meter imprint and – if necessary – edit them accordingly (date, advert, imprint offset…).



- Take the mail piece from the scale pan and meter as usual (see Chapter 5.2).

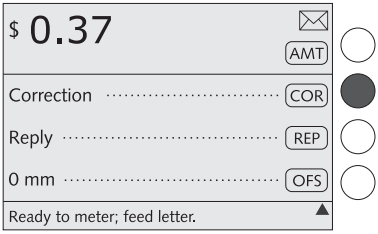
The ‘High postage’ monitoring function is inactive if you use the ‘Postage calculation’ function.

7 Special 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.

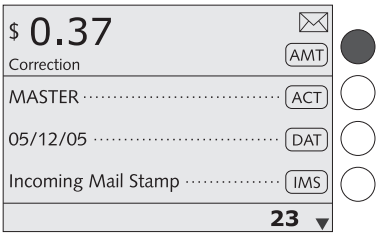


Print postage correction

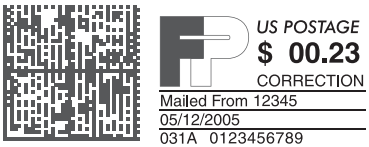
In the home menu:

- Press the key next to COR.

The optimail 30 sets the **Correction** imprint.



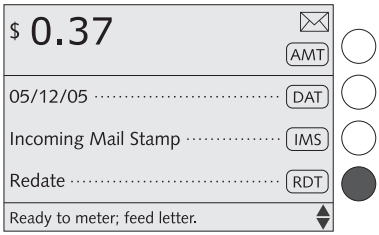
- Enter the amount to be imprinted on the mail piece in addition to the postage value already metered.
- Confirm with the key next to AMT.
- Position the mail piece the non-address-side face up.



The optimail 30 prints the correction imprint.

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.

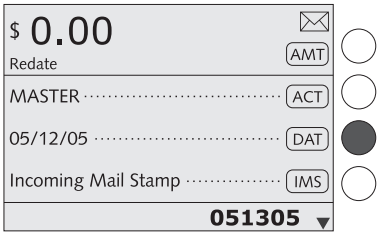


Print redate

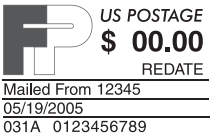
In the home menu:

- Press the key next to RDT.

The optimail 30 sets the **Redate** imprint.



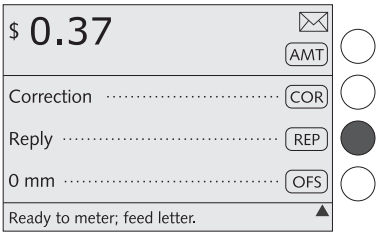
- Enter new date to be imprinted.
- Confirm with the key next to DAT.
- Position the mail piece the non-address-side face up.



The optimail 30 prints the redate imprint.

7.3 Reply Mail metering

You can meter reply mail with the optimail 30. When metering reply mail the optimail 30 prints a normal meter imprint without date.

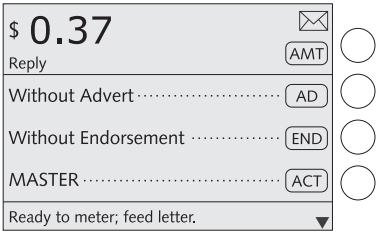


Setting reply mail

In the home menu:

- Press the key next to REP.

The optimail 30 sets **Reply**.

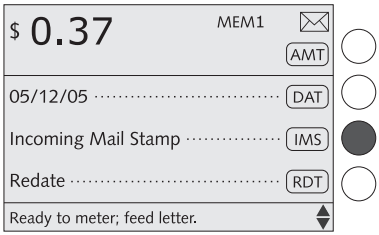


- Select the desired meter imprint (postage, endorsement…).
- Load reply envelope/card as usual.

The optimail 30 prints the reply meter imprint.

7.4 Stamping incoming mail

You can use the Incoming mail stamp function to mark your incoming mail (0.24"/ 6 mm maximum thickness).

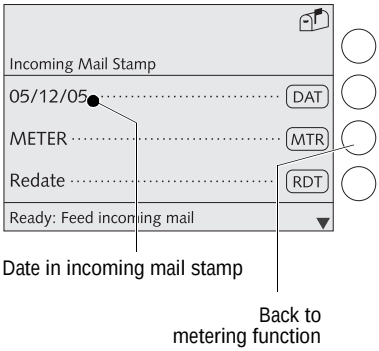


Setting the incoming mail stamp

In the home menu:

- Press the key next to IMS.

The optimail 30 sets the incoming mail stamp.



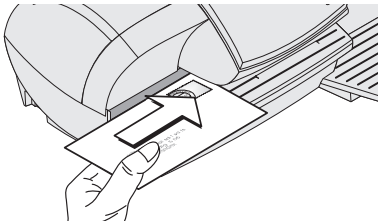
Date of incoming mail

You can set the incoming mail stamp date as desired. Redating is permissible. Read page 28 to find out how to set the date.

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

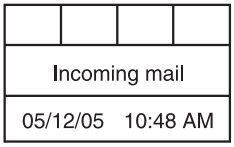
Imprint offset

The incoming mail stamp default position is approximately 0.4" (1 cm) from the right edge of the mail piece. Read page 30 to find out how to set the imprint offset.



Stamping incoming mail

- Load incoming mail with the side to be printed face up.



The optimail 30 prints the incoming mail stamp and ejects the mail piece to the right.

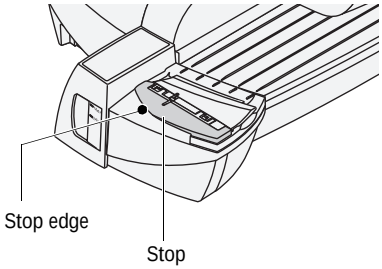
The incoming mail stamp shown to the left bears date and time.

7.5 Moistening and sealing letters *(optional)*

Operating the optimail 30 with the specially available sealer lets you seal and meter letters in a single step.

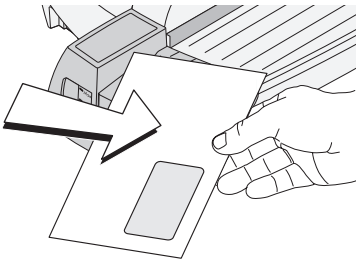
The sealer is filled with tap water and installed on the left side of the optimail 30. Two catches fasten the sealer to the postage meter housing. For further information on how to set up the sealer please refer to the Installation Guide.

The sealer is suitable for all commercially available gummed envelopes whose flaps are not longer than 3" (78 mm).

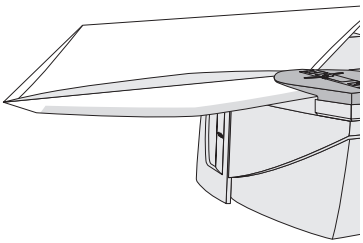


The present chapter explains how to use the sealer. Please refer to Chapters 4 and 5 on how to set the meter imprint and to meter.

Moistening the envelope flap

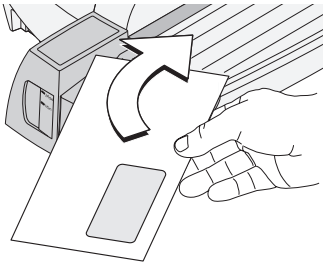


- Hold the letter with the open flap facing down.
- Engage the letter at the sealer in arrow direction.



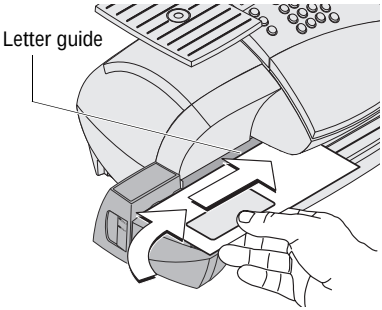
The illustration shows the correct letter position in the sealer:

– the flap is beneath the stop
– the stop edge is exactly in the flap groove.

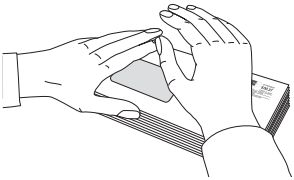


- Guide the letter through the sealer with an arched motion as shown in the illustration.

This will pass the gummed flap edge along the moistening felt and moisten it.



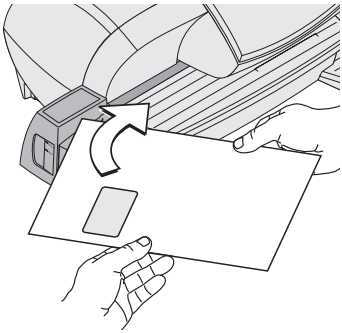
- Align the letter top edge with the postage meter letter guide and push in the letter in arrow direction until the optimail 30 feeds and meters the letter.



Sealing moistened envelope flaps

We recommend that you firmly press on the envelope flaps after metering to make sure the envelopes are firmly sealed.

- Stroke your hand firmly over the envelope's/letter stack's flap area.



Large-sized mail pieces

You best guide large-sized mail pieces with both hands during moistening. You should support the mail piece only slightly as soon as the postage meter has started feeding it.

7.6 Using an external postage calculator

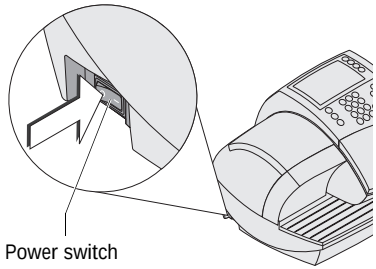
As standard, the optimail 30 features a 25-pin interface. You can connect existing FP letter and parcel scale, a so-called postage calculator, to this interface.

The FP postage calculator determines the weight and calculates the correct postage. The data required by U.S. Postal Service (postage and endorsement if required) are automatically sent to the optimail 30 and set in the home menu.

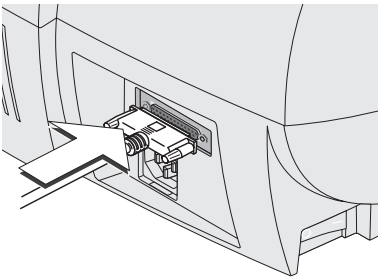
7.6.1 Connecting the postage calculator to the optimail 30

You need a special interface cable to connect the postage calculator to the optimail 30. A suitable interface cable is available from Francotyp-Postalia.

Caution! Read the Operator Manual for your FP postage calculator before you connect it to the optimail 30 to learn how to connect a postage meter to the FP postage calculator and how to set up operation with a postage meter.



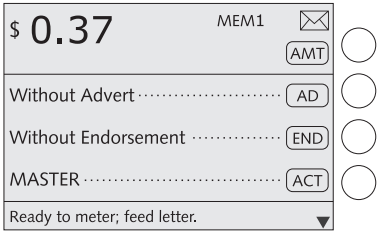
- Turn off the optimail 30.
- Turn off the FP postage calculator.



- Plug the 25-pin interface cable supplied by Francotyp Postalia to the 25-pin interface on the optimail 30 and tighten the screws.
- Connect the interface cable to the FP postage calculator.
- Turn the optimail 30 on again.
- Turn on the FP postage calculator.
- Set up the FP postage calculator for operation with an optimail 30. In particular, heed the settings for automatic endorsement transfer (endorsement setting on the optimail 30).

7.6.2 Operating optimail 30 with an external postage calculator

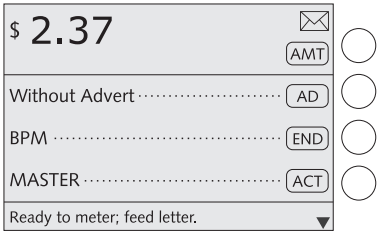
Caution! Also read the Operator Manual for your FP postage calculator. Pay special attention to the information of how to safely operate the FP postage calculator.



- Turn on the optimail 30 and FP postage calculator.

The optimail 30 must display the home menu and be ready for metering.

- Determine the postage with the FP postage calculator.



The data required by U.S. Postal Service (postage and endorsement if applicable) are automatically sent to the optimail 30 and set in the home menu.

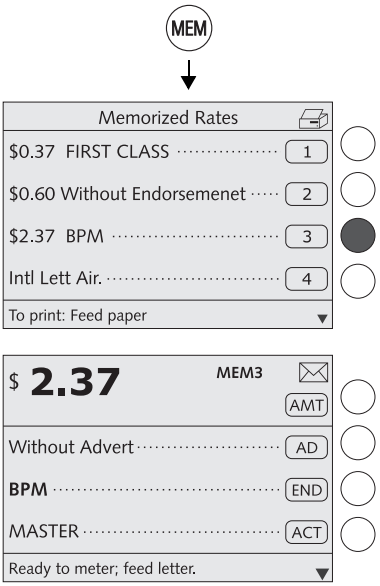
- Check the other settings for the meter imprint and – if necessary – edit them accordingly (advert, imprint offset…).
- Meter the mail piece with the optimail 30.

8 Memory

The basic optimail 30 version features 4 memory items. An optimail 30 with integrated scale features 9 memory items. Each memory item can hold a postage with appropriate endorsement.
An optimail 30 with integrated scale can store the postal rates for postage calculation instead of postage and endorsement.

In the MEMORIZED RATES menu you can save and delete memory items, overwrite them with a new assignment and assign them names of your choice.

8.1 Setting postage or postal rates for postage calculation with memory items



- Press the MEM key.

You see a list with all available memory items.

- Select the desired memory. In the example it is memory No. 3 (postage $ 2.37 with endorsement “BPM”).

The optimail 30 returns to the home menu and displays the set memory (MEM 3).

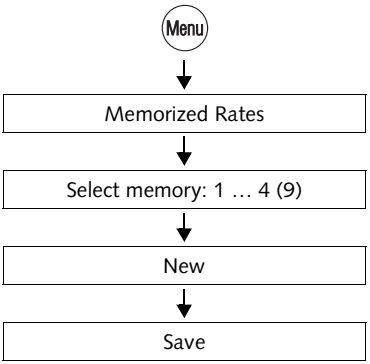
The saved setting (postage and endorsement *or* postal rates for postage calculation) are selected.

Quick results for the advanced user:

- Type the memory item number in the home menu.
- Confirm with the MEM key.

8.2 Saving memory items

As memory you always save the current settings in the home menu, i.e. the postage and the endorsement *or* postal rates for postage calculation *(optimail 30 with integrated scale only)*. Please refer to Chapter 4 on how to set the postage and the endorsement. Please refer to Chapter 6 for more information on 'postal rates'.



- Press the Menu key.
- Select in the menu: MEMORIZED RATES.
- Select the memory number under which you wish to save the settings.

The optimail 30 opens the Memorized Rates menu. The display left shows the old assignment.

- Press NEW to adopt the current setting in the home menu.

The new assignment is shown.

- Press SAVE to save the current assignment as memory item.

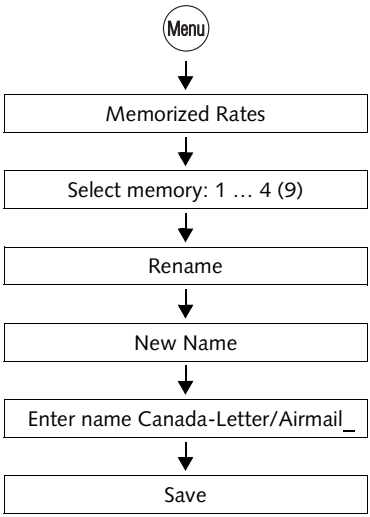
Memory 1
The optimail 30 uses the settings saved under Memory 1 as power-on default.

Functions in the NEW MEMORIZED RATE menu and their meanings *(optimail 30 with scale only):*

LESS WEIGHT	Sets the displayed weight to "0lb 0.0 oz". Saving writes the postal rates and the "0lb 0.0 oz" weight to a memory item. You must weigh your mail piece each time you call up such a memory item.
INC WEIGHT	Indicates the current weight again.

8.3 Renaming memory items

You can name each of the memory items. The memory item selection list shows this name instead of the saved assignment.

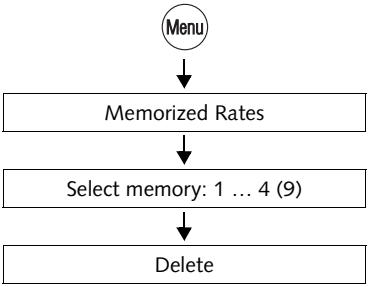


- Press the Menu key.
- Select in the menu: MEMORIZED RATES.
- Select the memory the name of which you wish to change.
- Use RENAME to open the menu for the memory names.
- With NEW NAME you can delete the entire name shown.
- Type the desired name.
  In the example this is “Canada-Letter/Air-mail”.
- Press SAVE to save the name.

The memory item selection list now shows this name instead of the saved setting.

8.4 Deleting memory items

You can overwrite superfluous memory items with a new assignment or delete them.



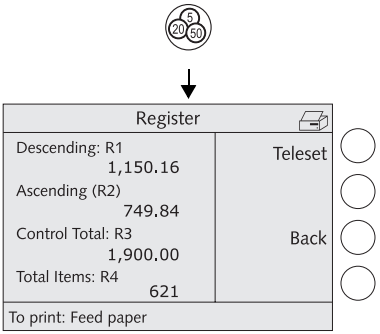
- Press the Menu key.
- Select in the menu: MEMORIZED RATES.
- Select the memory you wish to delete.
- Press DELETE to delete the saved setting.

The memory list indicates “Not assigned”.

Saved postal rates for postage calculation: The optimail 30 automatically deletes those memory items that do not comply with the new rate table as soon as the new table has come into force. This is the case when United States Postal Service has ceased to offer the product saved in the memory item.

9 Displaying and printing registers

The optimail 30 saves 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.

Printing registers

- Load an empty sheet or a double label as usual.

The optimail 30 prints the register report.

The registers store the following information:

DESCENDING – R1	Postage still available in Dollars
ASCENDING – R2	Total value of all meter imprints performed
CONTROL TOTAL – R3	Sum total of all loaded sums
TOTAL ITEMS – R4	Total number of meter imprints performed (including zero imprints)

10 Loading postage – TELESET

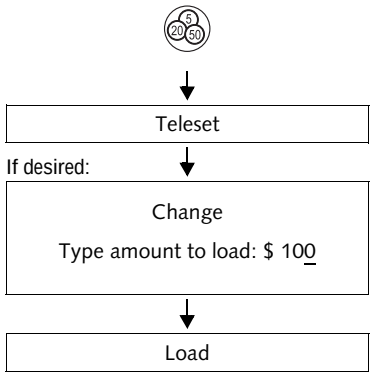
TELESET is the loading of the desired postage credit via modem. The modem is integrated into the optimail 30. To load postage you dial the Teleset data center (TDC) with the optimail 30 and call the desired amount. Billing occurs according to your contract with the United States Postal Service.

Regular contact with the Teleset data center

For reasons of safety the United States Postal Service demands that the postage meter connect with the Teleset data center at regular intervals.

The optimail 30 issues a message when a contact with the Teleset data center is due. You must then start TELESET as usual. Simply load a sum of $ 0 if you do not need any postage for the time being.

The optimail 30 will disable vital functions until a contact with the Teleset data center could be established if you fail to react to the message within an adequate period of time. Please contact the Francotyp-Postalia Service if you have any questions.



Loading postage

The optimail 30 must be connected to the telephone line for the duration of the loading process. Make sure the modem dialing properties and the Teleset data center (TDC) telephone number are set correctly.

- Press the key.
- Select TELESET to call up the loading procedure.
- Accept the amount to be loaded

  or

  use CHANGE to open the menu for the amount to be loaded. Type the desired amount.
- Confirm with LOAD.

The optimail 30 checks whether the desired amount can be loaded. The optimail 30 will not accept impermissible amounts – an appropriate message appears.

To load the indicated amount:

- Use LOAD to establish the connection to the Teleset data center.

Loading continues automatically. You can monitor the progress in the display. Please stand by. Data exchange takes some time.

The new residual amount is indicated when loading ends.

Use REPORT to view and print the loading report.

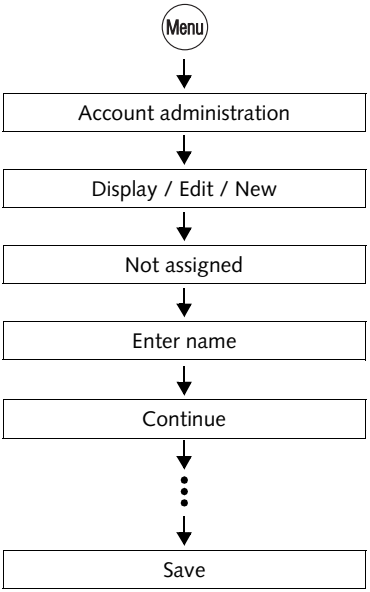
11 Account administration

With the optimail 30 account administration function you can record and evaluate metering procedures separated by accounts. Accounts can be sections/departments of a company or individual companies within a community office.

You can define up to nine accounts in your optimail 30 and set up access rights with MASTER and USER cards. Account 1 is defined ex works and permanently assigned to the MASTER card (MASTER account).

Refer to Chapter 5.1 on page 31 on how to select accounts for metering.

11.1 Setting up a new account



- Press the Menu key.
- Select in the menu:
  ACCOUNT ADMINISTRATION → DISPLAY / EDIT / NEW.
- Select a NOT ASSIGNED account in the list.

The optimail opens the procedure for setting up the account.

- Simply follow the instructions on the display.

The optimail 30 successively prompts you to specify all necessary details.

Possible settings are explained on the next page.

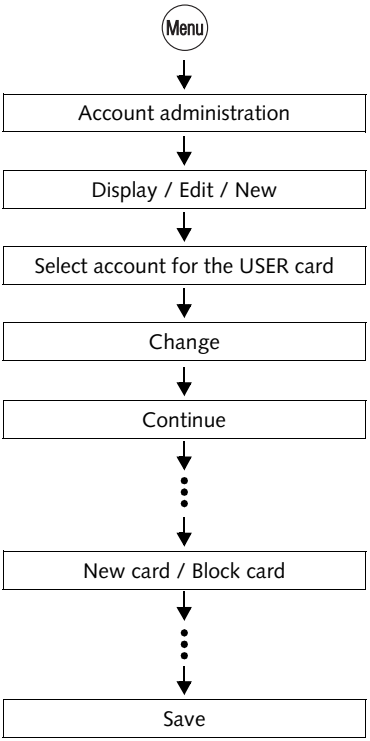
- Press CONTINUE to save the displayed parameter.
- If all parameters are complete: SAVE the new account.

Possible account parameters and their meaning:

Name	Letters, special characters and numbers	Refer to page 21 for information on how to type text.
Default advert	NO DEFAULT	The advert selected last remains set in the home menu when you select an account.
	WITHOUT ADVERT	The selection made automatically becomes effective when you change to the account.
	All saved adverts	
	FROM CARD	When you insert the 'USER with advert' card the advert on the card is selected.
	The advert from the USER card always appears at the end of the list. *Prerequisites:* – *The account is set up.* – *The 'USER with advert' card must be assigned to the account and inserted.*	
Teleset access	YES	TELESET is released. The account user is authorized to load postage.
	NO	TELESET is locked.
Cards	YES	At least one USER card is assigned to the account.
	NO	No USER card is assigned to the account.

11.2 Assigning / blocking USER card(s) for an account

Each account (except MASTER account) can be assigned one or several USER cards. The USER card allows access to the assigned account only. You can block the USER card(s) in order to protect the optimail 30, e.g. when a card is lost.

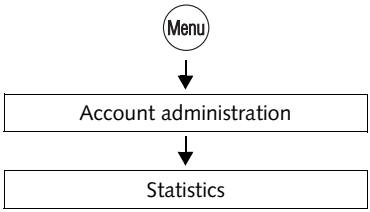


- Press the Menu key.
- Select in the menu:
  ACCOUNT ADMINISTRATION → DISPLAY / EDIT / NEW.
- Select the account for which a card is to be programmed.
- Use CHANGE to open the procedure for changing the account parameters.
- Press CONTINUE until the menu for card assigning/blocking appears.
- Select NEW CARD to assign the account a USER card
  or
  BLOCK CARD all USER cards for this account.
- Follow the instructions on the display to assign a USER card.
- Complete the procedure of changing account parameters with SAVE.

You can overwrite no longer used or blocked USER cards with a new account assignment.

11.3 Viewing and printing account statistics

You can view and print the postage used by the separate accounts and the number of meter imprints in an overview. The printed list also includes the current settings of all accounts.



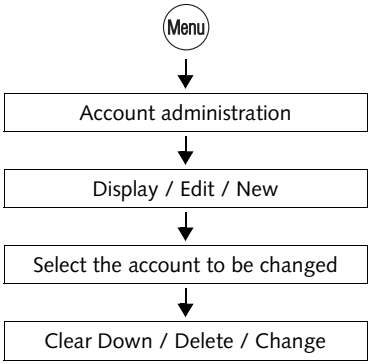
- Press the Menu key.
- Select in the menu:
  ACCOUNT ADMINISTRATION → STATISTICS.

Printing account statistics

The account statistics comprise 2 pages.

- Load an empty sheet or a double label for each page.

11.4 Changing / clearing down / deleting an account

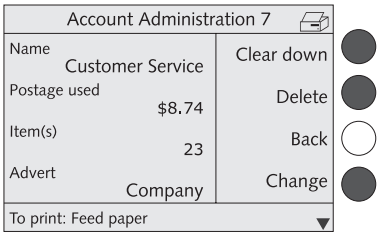


- Press the Menu key.
- Select in the menu:
  ACCOUNT ADMINISTRATION → DISPLAY / EDIT / NEW.
- Select the account to be changed.

The ACCOUNT ADMINISTRATION menu appears. The display left indicates the current account parameters (name, default advert…) and the usage data (postage used and number of meter imprints since last Clear down).

Refer to page 59 for an explanation of the account parameter meanings.

Note: The USER card allows access to the assigned account only. The administration menu for this account opens immediately after ACCOUNT ADMINISTRATION.

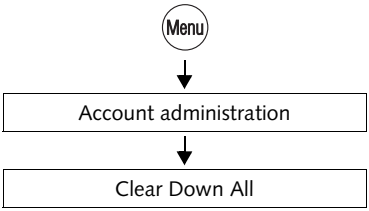


- You can CHANGE, CLEAR DOWN or DELETE the account shown.

Functions in the ACCOUNT ADMINISTRATION menu and their meaning:

CLEAR DOWN	Clears down all incurred postage data (Postage used) and the number of meter imprints performed (Items) for the account shown.
DELETE	Deletes the account shown, including all account data.
CHANGE	Opens the procedure for changing the account parameters (name, default advert…). The optimail 30 successively displays the parameters you are authorized to change. You can keep or change the current parameters. Press CONTINUE to save the displayed parameters. When the procedure is finished, select SAVE *or* CANCEL to either save or discard all changes.

11.5 Clearing down all accounts



- Press the Menu key.
- Select in the menu:
  ACCOUNT ADMINISTRATION → CLEAR DOWN ALL.

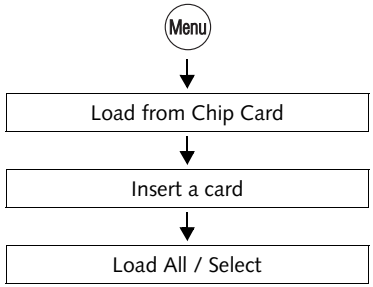
Following a security prompt the postage used and the number of meter imprints are cleared down for all accounts.

12 Imprint management

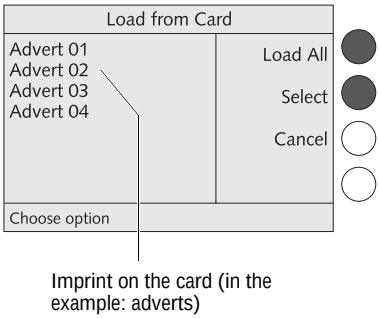
The optimail 30 offers a number of powerful management functions for managing individual imprint elements. Among these are the assignment of custom names for endorsements, graphical preview and printing of adverts as well as deleting of superfluous adverts and endorsements. You can load new adverts and endorsements from chip cards.
The following chapters explain the functions in more detail.

12.1 Loading imprint data from cards

You can easily load imprint data (adverts, endorsements) from chip cards. Order the card with desired imprints from Francotyp-Postalia.



- Press the Menu key.
- Select in the menu:
  LOAD FROM CHIP CARD.
- Remove the access card and insert the card with imprint data.



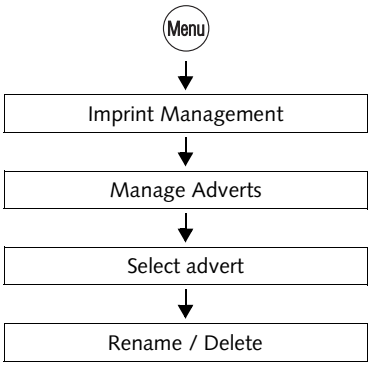
The optimail 30 shows all imprint data saved on the card.

- You can LOAD ALL or SELECT individual imprints.

Functions in the LOAD FROM CARD menu and their meaning:

LOAD ALL	Loads all data from the card into the optimail 30.
SELECT	optimail 30 prompts for each imprint: “Do you want to load: YES/NO”. When you have answered all prompts, the selected imprints are flagged with **OK**. Use LOAD to load the selected imprint data into the optimail 30.

12.2 Using / renaming / deleting adverts



- Press the Menu key.
- Select in the menu: IMPRINT MANAGEMENT → MANAGE ADVERTS.
- Select the desired advert.

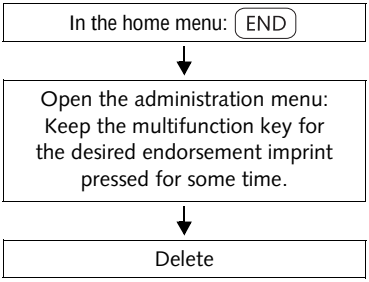
The ADVERT MANAGER menu shows a simplified graphical preview of the advert.

- You can RENAME or DELETE the advert.

Functions in the ADVERT MANAGER menu and their meaning:

RENAME	Opens the menu where you can change the name. You can change the name that appears in the home menu and in the advert lists as you like. For notes on how to type text see page 21.
DELETE	Deletes the advert on display after a security prompt.
USE	Selects the advert for metering.

12.3 Deleting endorsements



- In the home menu:
  Press the key next to END.
- In the ENDORSEMENT SELECTION list: keep the multifunction key for the endorsement to be deleted pressed for some time (approx. 2 seconds).

The EDIT ENDORSEMENT menu displays the selected endorsement.

- Select DELETE.

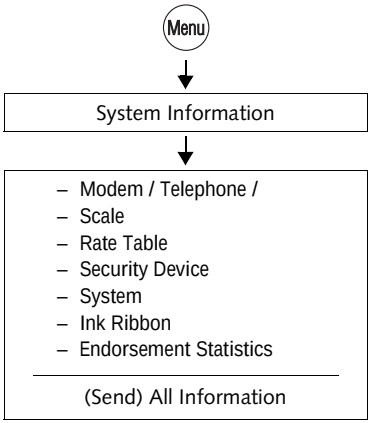
Functions in the EDIT ENDORSEMENT menu and their meaning:

DELETE	Deletes the endorsement on display after a security prompt.
USE	Selects the endorsement for metering.

13 Advanced settings & system information

13.1 Viewing / printing / sending system information

You can view and print all major machine parameters as a list. optimail 30 also lets you send the data to the after-sales service.



- Press the Menu key.
- Select in the menu: SYSTEM INFORMATION.
- Choose the topic you want information on.

Sending system information

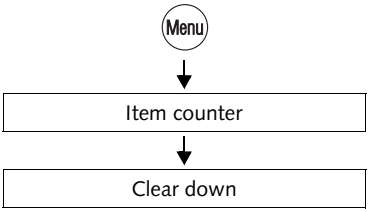
With the ALL INFORMATION function you transmit – only upon request by Francotyp-Postalia please – data to the FP after-sales service.

Available reports and information:

MODEM / TELEPHONE	Modem name and dialing parameters Saved telephone numbers
SCALE *(optional)*	Technical information on the integrated scale
RATE TABLE	Available rate tables and validity
SECURITY DEVICE	Technical information, among others the machine state, validity and battery state
SYSTEM	Machine number, software and imprint data
INK RIBBON	Ink ribbon parameters and usage information
ENDORSEMENT STATISTICS	Information on the endorsement usage

13.2 Displaying and clearing down the item counter

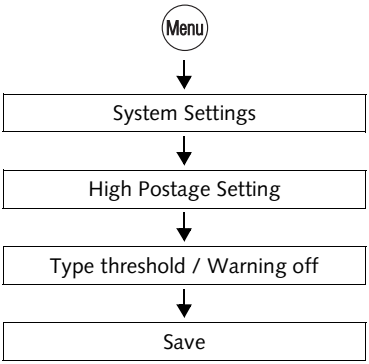
Apart from storing the total number of meter imprints in register (R4) and the account counters the optimail 30 features a customizable item counter. This item counter counts all meter imprints. Independently of other optimail 30 counter functions you can reset the item counter to zero or use it as a daily or job counter.



- Press the Menu key.
- Select in the menu: ITEM COUNTER.
- CLEAR DOWN clears the displayed counter state without security prompt.

13.3 High postage value – setting the threshold

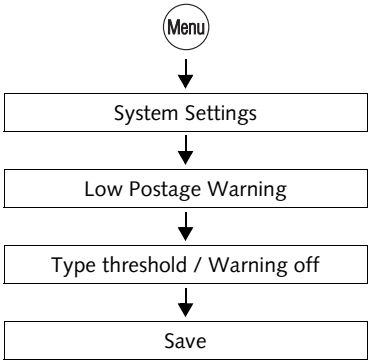
The 'High postage value' function issues a warning when the set postage exceeds a defined threshold. You can also disable this warning function.



- Press the Menu key.
- Select in the menu: SYSTEM SETTINGS → HIGH POSTAGE SETTING.
- Type the desired threshold
  or
  select WARNING OFF to disable the warning function.
- SAVE the setting shown.

13.4 Low postage warning – setting the threshold

The ‘Low postage warning’ function warns you when the available postage in your optimail 30 drops below a preset threshold. You can also disable the low postage warning.

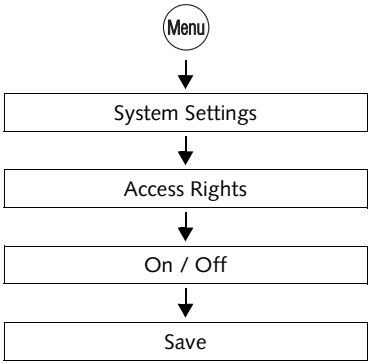


- Press the Menu key.
- Select in the menu: SYSTEM SETTINGS → LOW POSTAGE WARNING.
- Type the desired threshold
  or
  select WARNING OFF to disable the warning function.
- SAVE the setting shown.

13.5 Setting the access rights

Caution! Disabling the access rights will disable the account access restrictions. Every user can meter on all accounts.

You can only change the access right status if the MASTER card is fitted.



- Press the Menu key.
- Select in the menu: SYSTEM SETTINGS → ACCESS RIGHTS.

The ACCESS RIGHTS menu appears.
The current access rights setting is shown in the display left.

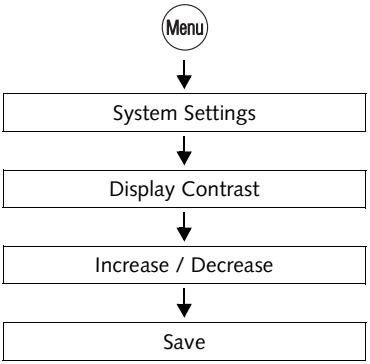
- Turn access rights ON or OFF.
- SAVE the setting shown.

Access rights - possible settings and their meaning:

ON	Metering is possible with a valid access card (MASTER or USER) only.
OFF	No access restrictions for metering. Metering is possible without access card on all accounts.

13.6 Setting the display contrast

You can adapt the display contrast to increase the readability.



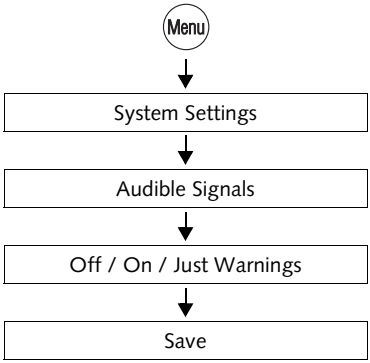
- Press the Menu key.
- Select in the menu: SYSTEM SETTINGS → DISPLAY CONTRAST.
- Use INCREASE or DECREASE to adapt the display contrast.

You can see the change immediately in the display. Change settings until you can easily read the display.

- SAVE the setting.

13.7 Setting audible signals

The optimail 30 confirms each keypress with a beep. A series of audible signals indicates an error. You can restrict the scope of audible signals to warnings or turn off the audible signal altogether.



- Press the Menu key.
- Select in the menu: SYSTEM SETTINGS → AUDIBLE SIGNALS.
- Use ALL SIGNALS OFF/ON or JUST WARNINGS to adapt the current setting.
- SAVE the setting shown.

Audible signal - possible settings and their meaning:

ON	Audible signal with each keypress, with each message…
OFF	No audible signals
WARNINGS ONLY	Important audible signals only, audible signals with errors

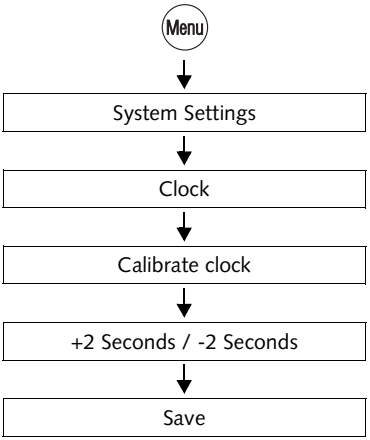
13.8 Clock

The optimail 30 features a battery-backed system clock adjusted at the factory. It is rarely necessary to correct the time. The optimail 30 automatically corrects the time when summer time starts and ends. You can disable this automatic function and manually correct the time for summer time.

Use the 'Time Zone' function to set the applicable local time.

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

13.8.1 Correcting the time



- Press the Menu key.
- Select in the menu: SYSTEM SETTINGS → CLOCK → CALIBRATE CLOCK.

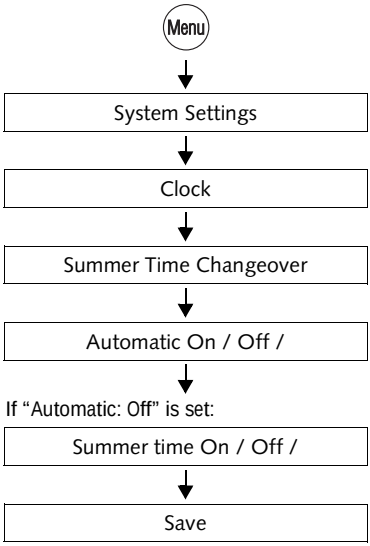
You will see the current time and the set correction.

- Use +2 SECONDS / -2 SECONDS to correct the time.

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

- SAVE the setting shown.

13.8.2 Summer time changeover



- Press the Menu key.
- Select in the menu:
  SYSTEM SETTINGS → CLOCK → SUMMER TIME CHANGEOVER.

The SUMMER TIME CHANGEOVER menu shows the current setting in the display left for
– automatic changeover
– summer time
– time.

The table below explains the possible settings.

- You can turn the automatic function ON or OFF.

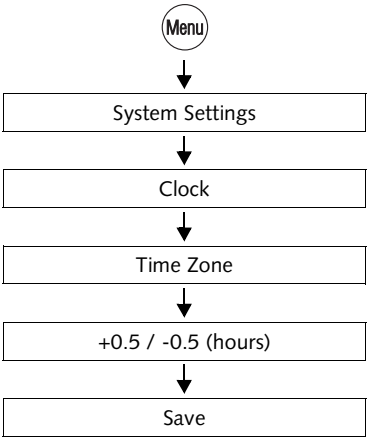
If the automatic function is turned off:

- Set the correct summer time by hand.
- SAVE the setting shown.

Summer time changeover - possible settings and their meaning:

Automatic	ON	The optimail 30 automatically corrects the time when summer time starts and ends.
	OFF	The optimail 30 does not automatically correct the time when summer time starts and ends.
Summer time	ON	The clock is set to summer time.
	OFF	The clock displays the set standard time.

13.8.3 Setting the time zone



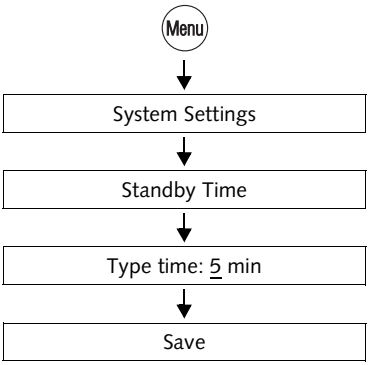
- Press the Menu key.
- Select in the menu: SYSTEM SETTINGS → CLOCK → TIME ZONE.

The TIME ZONE menu shows the current setting in the display left:
– time offset relative to UTC
– time zone name (only if applicable to the set time offset).

- Use +0.5 / -0.5 (hours) to set the appropriate time zone.
- SAVE the setting shown.

13.9 Changing the stand-by time

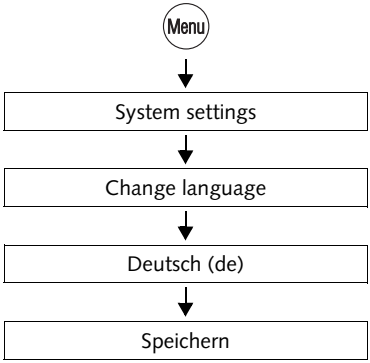
The stand-by time is the time after the last metering procedure or the last keypress the optimail 30 waits until it switches to the clock display. The factory setting is 5 minutes.



- Press the Menu key.
- Select in the menu: SYSTEM SETTINGS → STANDBY TIME.
- Type the desired time.
- SAVE the setting shown.

13.10 Changing the user interface language

The optimail 30 user interface supports English and German.



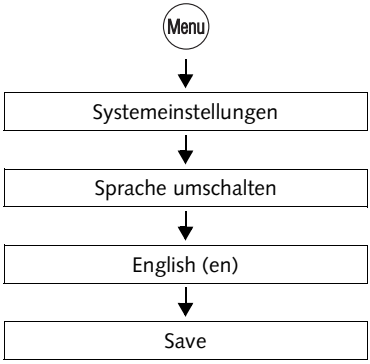
Switching the user interface to German

- Press the Menu key.
- Select in the menu: SYSTEM SETTINGS → CHANGE LANGUAGE.
- Select the language DEUTSCH (DE).

The menu language immediately changes from English to German. The rate table as well as the names for accounts, adverts… remain unchanged.

- Save the settings (SPEICHERN).

The German user interface language remains selected until you change it to English again.

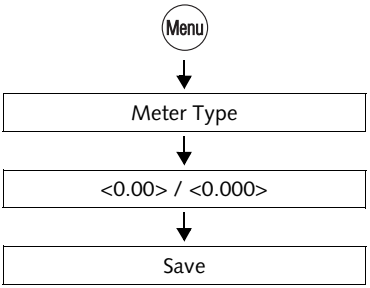


Switching the user interface to English

- Press the Menu key.
- Select in the menu: SYSTEMEINSTELLUNGEN → SPRACHE UMSCHALTEN.
- Select the language ENGLISH (EN).
- SAVE the language setting.

13.11 Setting the meter type

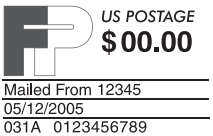
The ‘Meter type’ setting defines whether optimail 30 displays and prints the postage in the $0.00 or the $0.000 format.



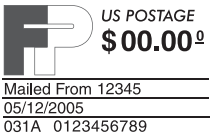
- Press the Menu key.
- Select in the menu: METER TYPE.
- Select <0.00>/<0.000> to change the current setting.
- SAVE the setting shown.

Meter Type - possible settings and their meaning:

<0.00> Displays and prints the postage in integer Cents.

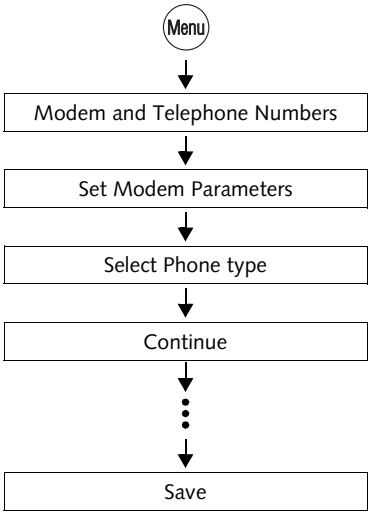


<0.000> Displays and prints the postage in tenths of Cents.



13.12 Modem settings – changing dialing parameters

You must set the modem parameters for the optimail 30 to match your telephone connection. The modem configuration is part of the log-in procedure during commissioning. You should verify and, if necessary, correct the settings if changes were made to your telephone system.



- Press the Menu key.
- Select in the menu:
  MODEM AND TELEPHONE NUMBERS
  → SET MODEM PARAMETERS.

The optimail 30 opens the procedure for setting the modem parameters.

- Follow the instructions on the display.

The optimail 30 prompts you for:
– phone type
– access method
– the exchange digit if applicable.

- Press CONTINUE to set the displayed parameter.

When finished the optimail 30 displays all valid parameters.

- If the modem parameters shown are correct: SAVE.

The table on the next page shows and explains the possible settings.

Modem parameters – possible settings and their meaning

Phone type	DIRECT LINE	optimail 30 is connected to a direct line.
	EXTENSION	optimail 30 is connected to an extension.
Access method *(only with phone type extension)*	EXCHANGE DIGIT	Defines how the exchange is dialed from the extension. Usually you would dial EXCHANGE DIGIT.
	HOOK FLASH	The hook flash time of the integrated modem has been fixed to 500 ms.
Exchange digit	The exchange digit depends on the telephone system.	Use the numeric keys to type the exchange digit. The exchange digit can comprise several digits. Normally, a “0” is used.
	A **W** indicates the modem waits for the dialing tone.	Use WAIT to define waiting for the dialing tone after the exchange digit was dialed.
	A **comma** (,) indicates a dialing pause.	Use PAUSE to insert a dialing delay of 2 seconds.

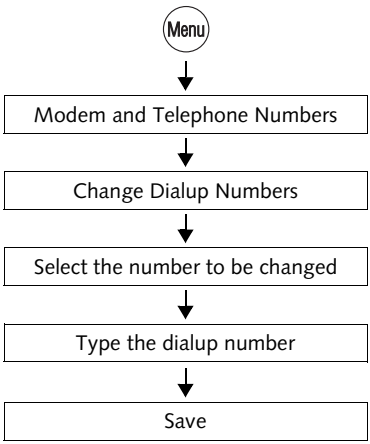
13.13 Changing dialup numbers

The optimail 30 comes with major dialup numbers for postage meter operation saved ex works.

The dialup numbers and their meaning:

TDC	Dialup number of the Teleset data center. The optimail 30 dials this number during the TELESET process.
ORDERLINE	Use this phone number to order accessories and consumables. View the number under: MENU → ORDERLINE.
SERVICE	Help line dialup number For your questions and issues regarding optimail 30 operation.
REMOTE DIAGNOSE	The optimail 30 dials this number when sending data to after-sales service.

Caution! Change the dialup numbers only when instructed to do so by Francotyp-Postalia. Wrong dialup numbers can cause troubles, e.g. during postage loading.



Changing a dialup number

- Press the Menu key.
- Select in the menu: MODEM AND TELEPHONE NUMBERS → CHANGE DIALUP NUMBERS.
- Select the dialup number to be changed.

The optimail 30 opens the menu where you can change the stored dialup numbers.

- Change the stored dialup number or type a new number.
- SAVE the displayed dialup number.

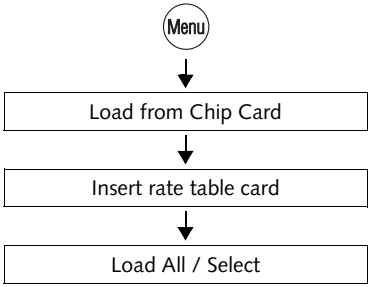
Functions in the CHANGE DIALUP NUMBERS menu and their meaning:

SPACE	Inserts a space character. This can improve the dialup number readability. Spaces are ignored during dialing.
NEW NO.	Deletes the displayed dialup number. You can then type a new number.

13.14 Integrated scale *(optional)*

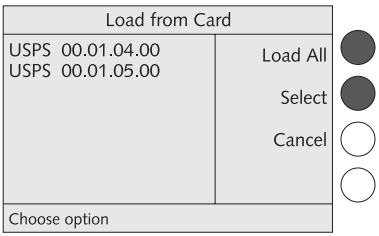
13.14.1 Loading a new rate table

You must update the rate table for postage calculation if postage regulations or rates have changed. The optimail 30 supports loading of new rate tables from chip card. Order the new rate table card from Francotyp-Postalia.
The optimail 30 automatically monitors the validity of rate tables. The system clock controls the switchover to the valid rate table.



Loading rate tables from card

- Press the Menu key.
- Select in the menu:
  LOAD FROM CHIP CARD.
- Remove access card and insert the rate table card.



The optimail 30 shows the rate table(s) saved on the card.

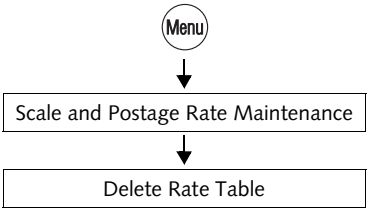
- You can LOAD ALL or SELECT a rate table.

Functions in the LOAD FROM CARD menu and their meaning:

LOAD ALL	Loads all rate tables from the card into the optimail 30.
SELECT	optimail 30 prompts for each rate table: “Do you want to load: YES/NO”. When you have answered all prompts, the selected rate tables are flagged with **OK**. Use LOAD to load the selected rate tables into the optimail 30.

13.14.2 Deleting rate tables

Caution! You cannot select a rate table to be deleted. All rate tables saved in the optimail 30 will be deleted.
Metering is impossible without valid rate table!



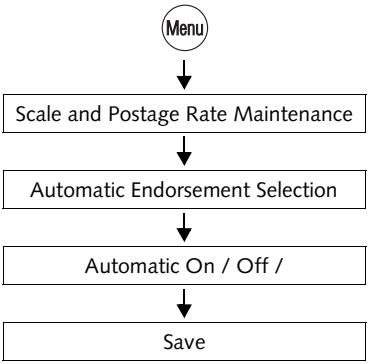
- Press the Menu key.
- Select in the menu: SCALE AND POSTAGE RATE MAINTENANCE → DELETE RATE TABLE.
- Confirm the security prompt with YES.

All rate tables saved in the optimail 30 will be deleted after a security prompt.

Before you can meter again you must load a rate table.

13.14.3 Turning automatic endorsement selection on/off

This parameter defines whether postage calculation is to control the endorsement selection in the home menu.



- Press the Menu key.
- Select in the menu: SCALE AND POSTAGE RATE MAINTENANCE → AUTOMATIC ENDORSEMENT SELECTION.
- Turn the automatic endorsement selection ON or OFF.
- SAVE the setting shown.

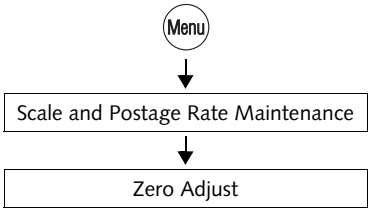
Functions in the AUTOMATIC ENDORSEMENT SELECTION menu and their meaning:

ON	For postage calculation the optimail 30 selects an appropriate endorsement on the basis of the selected postal rates and uses it for metering.
OFF	The optimail 30 does not automatically select an endorsement. During metering the optimail 30 prints the endorsement selected in the home menu.

13.14.4 Taring

The integrated scale is automatically tared if deviations from the zero point are detected. This is indicated by a popup message.

You must tare the scale if you wish to weigh with a pre-load (e.g. when using an extra scale pan).

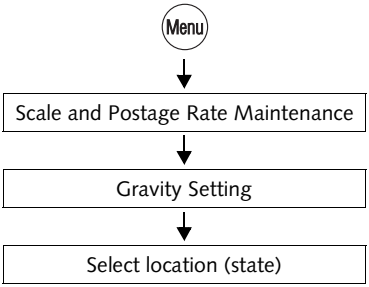


- Setting the desired initial state for the scale: Remove load from scale *or* place pre-load in position.
- Press the Menu key.
- Select in the menu: SCALE AND POSTAGE RATE MAINTENANCE → ZERO ADJUST.

A popup message indicating that the scale is being tared appears in the display for some seconds. The scale is tared as soon as the message disappears.

13.14.5 Setting the gravity

To determine the weight the scale measures the gravity between the earth and the object on the scale pan. This force depends on the latitude and the distance to the geocenter. To have the exact weight displayed you must therefore specify the location of your postage meter with scale.

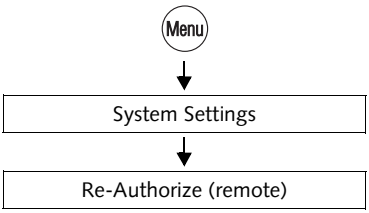


- Press the Menu key.
- Select in the menu: SCALE AND POSTAGE RATE MAINTENANCE → GRAVITY SETTING.
- Select the location (state).

The optimail 30 saves the setting and returns to the SCALE AND POSTAGE RATE MAINTENANCE menu.

13.15 Re-authorization

You must inform Francotyp-Postalia of the new location for your optimail 30 if you wish to operate the optimail 30 at another location (e.g. after a move). At the new location you must re-authorize your optimail 30 by establishing a modem connection to the data center.



- Make sure the optimail 30 is connected to the telephone line and the dialing parameters for the modem are correctly set up.
- Press the Menu key.
- Select in the menu: 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.

14 Maintenance and care

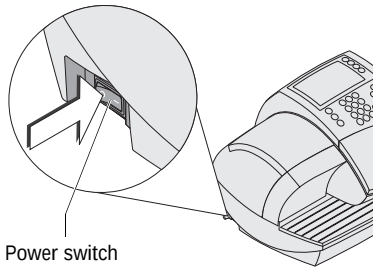
Have your optimail 30 serviced and cleaned regularly by a service technician. This guarantees long-term, trouble-free operation. Ask about our low-cost care and maintenance agreement.

You can do the following work yourselves:

– Cleaning the outside.
– Changing the ribbon cassette.
– Changing the battery.
– Topping up water for envelope flap moistening *(optimail 30 with sealer)*.
– Clean/replace rocker with moistening felt *(optimail 30 with sealer)*.
– Replace absorption felt *(optimail 30 with sealer)*.

14.1 Cleaning the postage meter

Warning! Make sure that no liquids or foreign objects penetrate the interior of the optimail 30. If this happens, pull out the power plug immediately. Have the optimail 30 checked by a service technician before using it again.

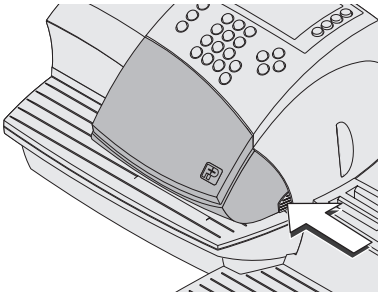


- Turn off the postage meter.
- Unplug the power cable from the socket.
- Clean the outside of the postage meter machine housing, the catch tray and, where available, the scale pan with a slightly damp cloth.

You can use also use a commercially available washing-up liquid.

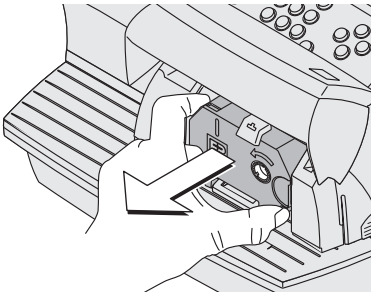
14.2 Changing the ribbon cassette

Caution! Only use original ribbon cassettes from Francotyp-Postalia.

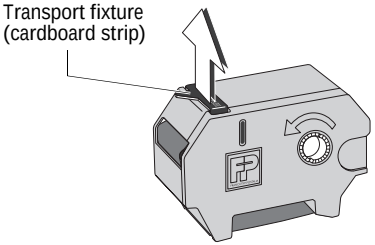


- Open the flap of the ribbon cassette compartment by lightly pressing the release catch.

The flap swings up automatically.



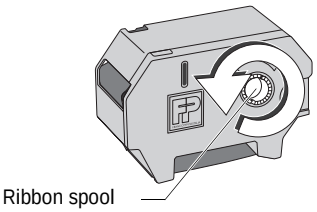
- Holding it as shown in the illustration pull out the used ribbon cassette in arrow direction.



- Take the new ribbon cassette from the packing.

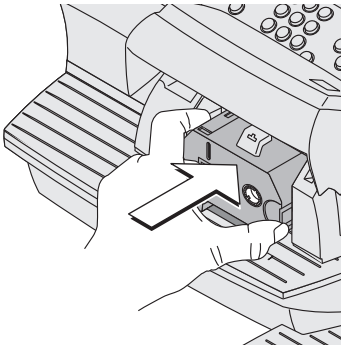
A cardboard strip may be present in the ribbon cassette as transport fixture (see the illustration).

- If present: Remove the cardboard strip.



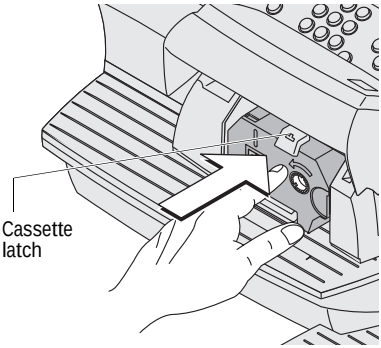
- Tension the ribbon. Turn the white ribbon spool in the direction of the arrow.

Caution! Make sure not to crease or tear the ribbon when inserting it. Otherwise the ribbon might break.

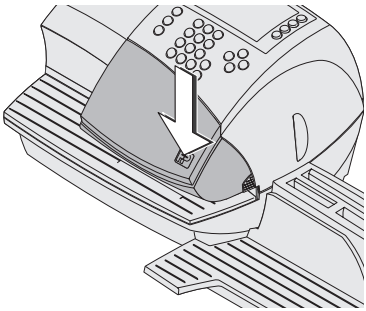


Also make sure the edges of the ribbon do not fold over. Folded ribbons are thicker and prematurely fill the take-up ribbon spool.

- Place the ribbon cassette on the letter receiving tray with the ribbon facing downwards.
- Hold the ribbon cassette as shown in the illustration and carefully insert it in the cassette slot. The cassette must easily slide into the cassette slot.



- Insert the cassette until the latch snaps in.

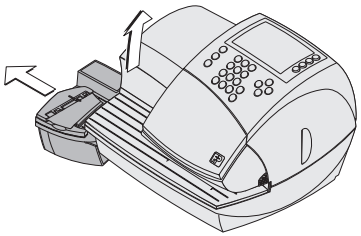


- Close the flap. You can feel the lock snap in.

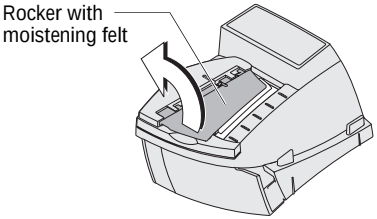
14.3 Sealer *(optional)*

14.3.1 Cleaning

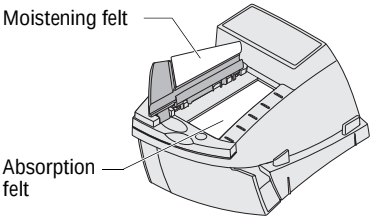
To remove glue residues the sealer should be cleaned once a month.



- Separate the sealer from the postage meter:
  Slightly lift the postage meter on the left side and pull the sealer away to the left.



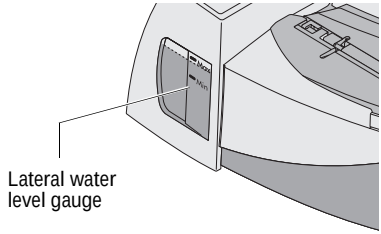
- Swing up the rocker with the moistening felt.



- Thoroughly rinse absorption and moistening felts under running water.
- Wipe the housing with a damp cloth. You can use also use a commercially available dishwashing detergent.
- Top up the water (see page 89).
- Dry the sealer.
- Connect the sealer to the postage meter.

For further information on how to connect the sealer to the postage meter please refer to the Installation Guide.

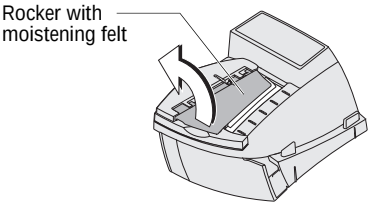
14.3.2 Checking the water level and topping up water



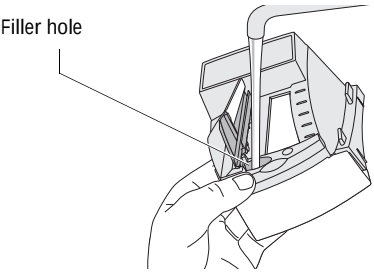
- Check the water level in the sealer regularly.

Make sure the sealer is always filled at least to the “Min” mark to prevent the felts from drying up. When felts with glue residues dry up they harden to the point of becoming prematurely useless.

Topping up water

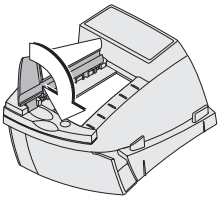


- Separate the sealer from the postage meter: Slightly lift the postage meter on the left side and pull the sealer away to the left.
- Swing up the rocker with the moistening felt.



The filler hole for topping up the sealer is now accessible.

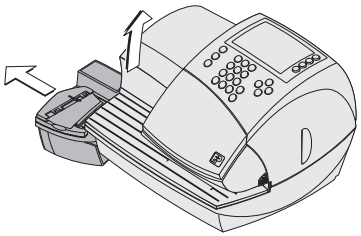
- Top up sealer with tap water.
- Check the water level.
  The water level in the sealer should roughly reach to the “Max” mark.



- Swing down the rocker.
- If necessary: dry the sealer outside.
- Connect the sealer to the postage meter.

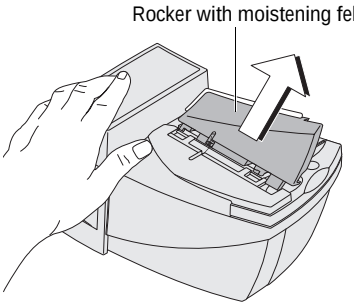
Francotyp-Postalia offers a special bottle with filling hose as accessory. This bottle lets you top up the sealer right at the installation site.

14.3.3 Replacing felts



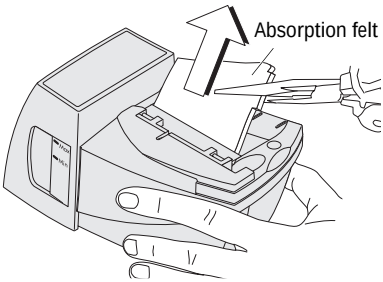
- Separate the sealer from the postage meter:
  Slightly lift the postage meter on the left side and pull the sealer away to the left.
- Empty the water reservoir.

Removing the rocker with moistening felt



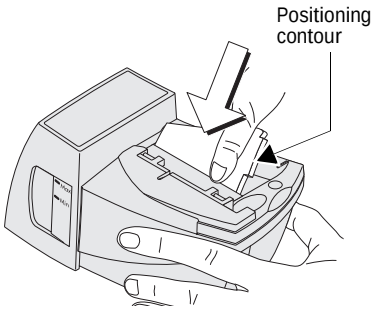
- Slightly tilt the rocker and pull it off in an obliquely upward direction.

Removing the absorption felt

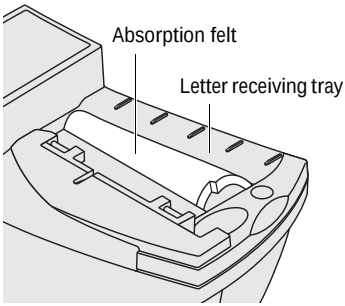


- Grip the absorption felt with pliers or tweezers and pull it out upwards.

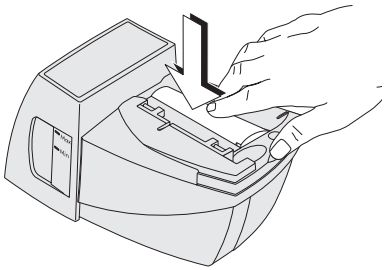
Installing the absorption felt



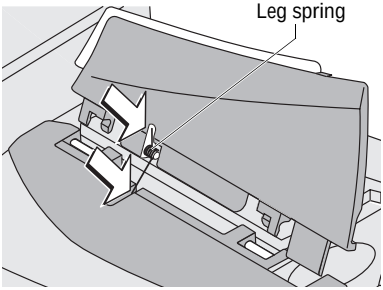
- Install a new absorption felt as shown in the illustration. The felt should be halfway in the sealer.



- Bend the upper part of the felt to the right and push it beneath the letter receiving tray until it reaches the stop in the contour.



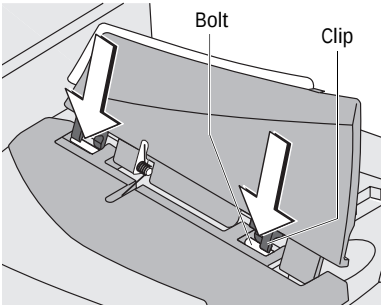
- Evenly push the arched absorption felt with your hand into the water reservoir. Make sure that the felt is correctly seated, in particular at the edges. The stop in the positioning contour must fit precisely in the opening of the letter receiving tray.
- As a final measure, stroke with your finger over the felt repeatedly to eliminate any irregularities.



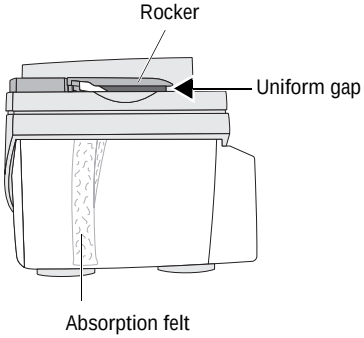
Installing the rocker with moistening felt

The rocker features two clips that engage on the two bolts at the sealer.

- Fit the new rocker such that one leg of the leg spring is located in the rocker groove and the other leg in the sealer slot.



- Hold sealer in place, and exerting moderate pressure, push the rocker onto the sealer such that the two clips engage on the bolts.



Check

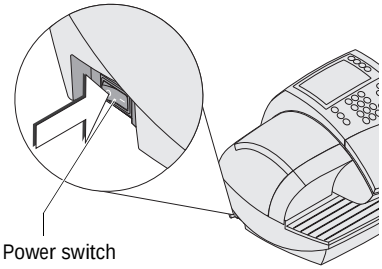
- Check the correct seat:
  – The absorption felt must be perpendicularly suspended in the water reservoir. Its lower edge should roughly reach the bottom.
  – The gap between rocker and sealer housing must be uniform. (The rocker must neither jut out nor touch the housing.)
- Top up water (see page 89).
- Connect the sealer to the postage meter.

For further information on how to connect the sealer to the postage meter please refer to the installation guide.

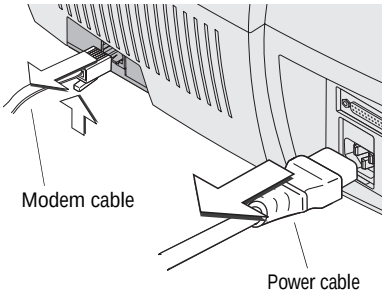
14.4 Changing the battery

The optimail 30 monitors the charging state of the battery. An appropriate message appears in the display when it is time to change the battery.

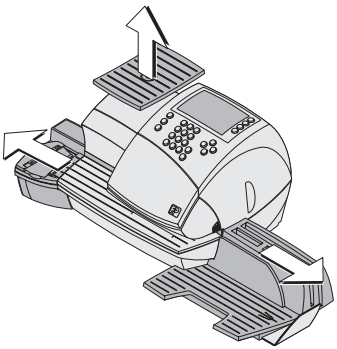
Caution! Only use the batteries provided by Francotyp-Postalia 90.4701.8004.00. Observe the instructions enclosed with the battery.



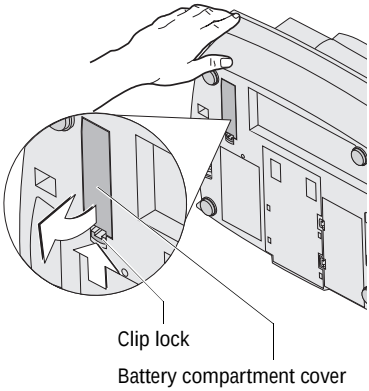
- Remove the access card.
- Switch off the optimail 30.
- Unplug the power cable from the socket.



- Unplug the power cable.
- Remove the modem cable.
  Push down the spring on the connector and pull the connector out of the modem socket.



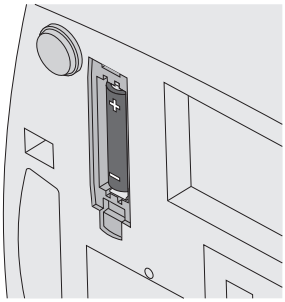
- Remove the catch tray (if present):
  Slightly lift the postage meter on the right side and pull the catch tray away to the right.
- Remove the sealer (if present): Slightly lift the postage meter on the left side and pull the sealer away to the left.
- Remove the scale pan (if present): Pull off scale pan upwards.



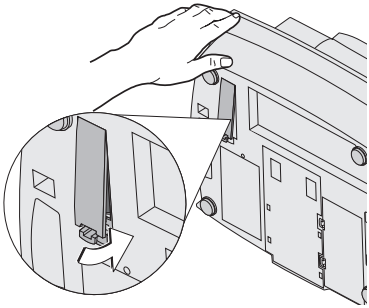
- Turn the postage meter on its back and hold it in place.

You now have access to the battery compartment on the bottom of the postage meter.

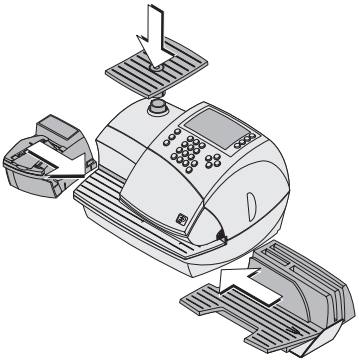
- Press the clip lock on the battery compartment cover in the direction of the arrow and remove the battery compartment cover.
- Remove exhausted battery.



- Insert new battery (90.4701.8004.00). Heed the polarity! The symbols in the battery compartment indicate the correct position.



- Close the battery compartment.



- Put the postage meter on its feet again.
- Reattach accessories (catch tray, scale pan…).
- Reestablish all cable connections.

You can now use the postage meter again.

For further information on how to install the catch tray, scale pan and sealer and how to connect the machine please refer to the Installation Guide.

14.5 Warranty

All our machines are subjected to strict quality checks.

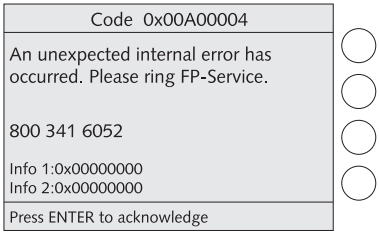
Please return the machine to us in its original packaging if you should have to claim warranty. We recommend that you keep the packaging material for such a case.

The warranty period for new machines is 15,000 metering procedures or 12 months.

The warranty does not cover the following wear parts:

51.0019.5014.00	Rubber roller
51.0034.2006.00	Felt, bottom (absorption felt)
51.0034.2007.00	Felt, top (moistening felt)
90.4701.8004.00	Battery (Lithium) 3.6 V SL-360/S

15 Tips for troubleshooting



An error message appears on the display in case of an error or handling error. An additional beep may also indicate an error (see Chapter 13.7 on page 71).

Make sure to carefully read the error message. You will be given hints on the error cause and what you can do to remedy it.

You can correct many minor errors and issues occurring during optimail 30 operation yourself.

Please contact the after-sales service if you cannot remedy an error by means of the display information and the hints given in the present Operator Manual.

Problem	Possible cause and remedy
…general errors	
Blank display	Check whether the power cable is plugged in correctly and the power switch is turned on.
Functions are ‘missing’ in the display	Access to these functions is not possible with the access card inserted. Heed the access rights *(see pages 102 to 104)*.
optimail 30 fails to recognize the chip card	Card is inserted incorrectly. Remove the card and insert it in the card reader again (chip facing the rear)!
	Wrong card type inserted.
optimail 30 behaves erratically or fails to react	Software issue. Turn off the optimail 30. Wait at least one minute. Turn the optimail 30 on again.

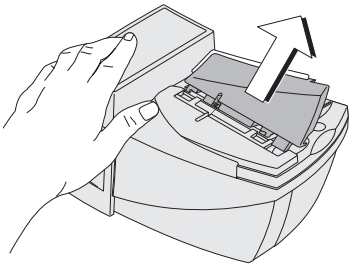
Problem	Possible cause and remedy
…during metering / during meter imprint setting	
Jam / machine blocked	Turn off the optimail 30. Wait at least one minute. Turn the optimail 30 on again.
Metering is impossible/ optimail 30 is not ready for metering	No access card inserted. Insert access card (USER or MASTER).
	Card reader does not recognize access card. Remove access card and insert it again.
	No valid postage was set. Set postage *(see Chapter 4.1, page 23)*.
	No more postage credit in the postage meter. Load new postage *(see Chapter 10, page 56)*.
	The last postage loading / last connection to the Teleset data center was too long ago. Perform Teleset function (amount of $ 0 is sufficient).
	Ribbon cassette is missing. Insert new ribbon cassette *(see Chapter 14.2, page 86)*.
Poor imprint quality (e.g. imperfections, distorted imprint)	Envelope paper quality does not meet specification or too great thickness differences in the imprint area of the letter. Only use material that meets the specifications *(see page 113)*. Heed the comprehensive notes on how to avoid poor imprints *(see page 33)*. The use of a label may solve this issue. If these measures fail to correct the error: Call the after-sales service.

Problem	Possible cause and remedy
…during weighing and postage calculation *(optimail 30 with scale)*	
Endorsement imprint is not automatically selected	Automatic endorsement imprinting is disabled *(see Chapter 13.14.3, page 82)*.
External FP postage calculator fails to transfer data to the optimail 30.	Check that the postage calculator is properly connected and set up for operation with optimail 30 *(see Chapter 7.6.1, page 49 and postage calculator Operator Manual)*.
Flashing postage	Country-specific regulations apply to the selected product. Please heed the United States Postal Service regulations.
Missing postage in the display	No postal rates selected or the postal rates are incomplete or incorrect. Select complete postal rates *(see Chapter 6.2, page 38)*.
	The weight is missing in order to calculate the postage (display reads = 0 lb 0.0 oz). Place the mail piece on the scale pan.
Weight is outside the permitted limits	The displayed weight does not match the selected postal rates. Select other postal rates or repeat weighing *(see Chapter 6, page 36)*.
Weight display: no weight is determined for the letter on the scale	The scale pan was still occupied when another letter was placed on it. The optimail 30 can determine a new weight only if the scale has been emptied beforehand. Empty the scale pan. Place the letter.
	The weight on the pan is too low or the scale is overloaded. Use scale for mail pieces within the permissible weight range only *(see page 113)*.
	Scale fails to detect zero point. Tare the scale *(see page 83)*.

Problem	Possible cause and remedy
(continued) Weight display: no weight is determined for the letter on the scale	optimail 30 fails to detect the integrated scale or scale is defective. Turn off the optimail 30. Wait at least one minute. Turn the optimail 30 on again. If these measures fail to correct the error: Call the after-sales service.
…with TELESET (postage loading)	
Desired amount cannot be loaded	Impermissible amount. Change amount and repeat loading.
No access to TELESET function	Current account has no permission to load postage.
TELESET function aborts	optimail 30 fails to establish connection to the Teleset data center. Check modem setting. Check TDC phone number.
…with menu settings, during maintenance and care	
Failure to load from card	The card contains no valid data. Wrong card inserted? Insert a card.
	optimail 30 fails to recognize the card. Card is defective. Call the after-sales service.

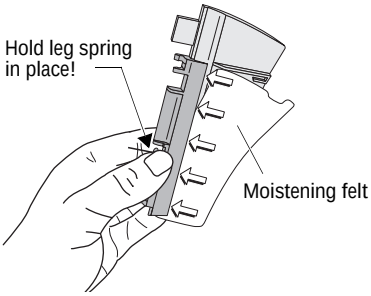
Problem	Possible cause and remedy
…when topping up water for envelope flap moistening/sealing *(optimail 30 with sealer)*	
Envelopes are not properly sealed	Stroke your hand firmly over the envelope's/letter stack's flap area.
Envelope flaps are not moistened properly	Felts are soiled/dried out. Clean sealer *(see Chapter 14.3.1, page 88)*. Top up water *(see Chapter 14.3.2, page 89)*.
	Moistening felt is worn. Replace rocker with moistening felt *(see Chapter 14.3.3, page 90)*.
	Absorption felt is worn. Replace absorption felt *(see Chapter 14.3.3, page 90)*.
	Moistening felt incorrectly seated in the rocker. Correct moistening felt position *(see page 101)*.
	Absorption felt incorrectly seated in the sealer. Surface is curved. Check and if necessary correct absorption felt position in the sealer *(see page 92)*.

Correcting the moistening felt position on the rocker



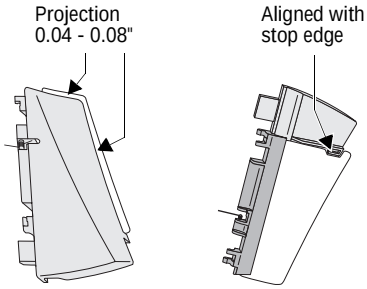
- Slightly tilt the rocker and pull it off in an obliquely upward direction.

Caution! Make sure to always hold the leg spring on the pin with one hand while positioning the moistening felt. This will prevent the leg spring from jamming or jumping out.



- Push the long moistening felt side fully underneath the clamping strip such that
  - the felt's recesses are perfectly aligned with the rocker stop edge and
  - both moistening felt outer edges uniformly project over the rocker edge by approximately 0.04 - 0.08" (1 - 2 mm). See illustration.

Moistening felt correctly positioned:



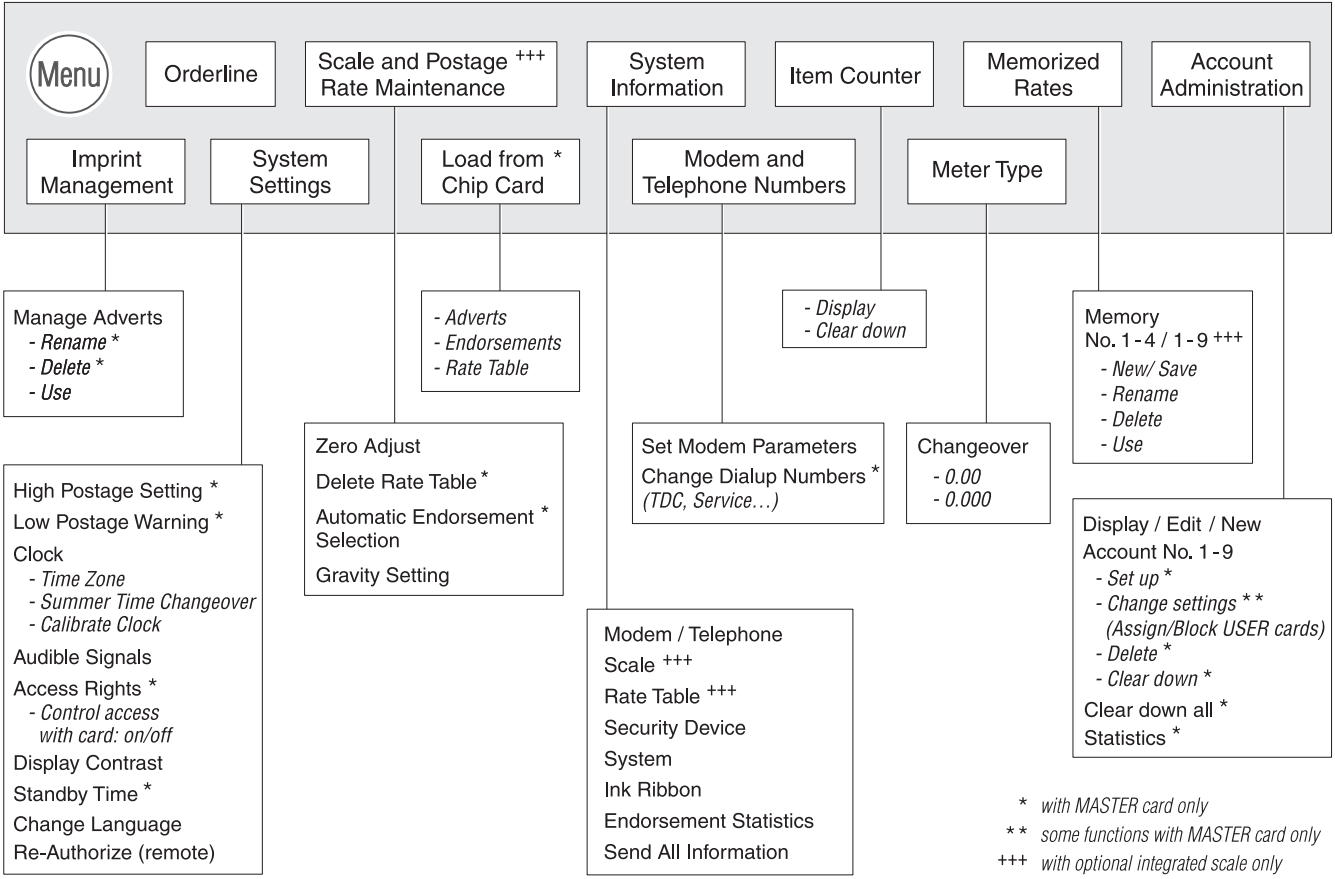
- Carefully displace the moistening felt in the clamping strip if necessary.
- Reattach the rocker on the sealer (see page 92).

Access rights for selected functions

Status ▶ / Functions ▼	Without access card	With User card	With Master card	Access with card: OFF
Accounts: clear down			●	●
Accounts: create			●	●
Accounts: create/block USER cards			●	
Accounts: delete			●	●
Accounts: preset advertising imprint		● *only your own*	●	●
Accounts: release TELESET access			●	
Accounts: view statistics			●	●
Display/clear down item counter	●	●	●	●
Display/print register	●	●	●	●
Display/print system information	●	●	●	●
Incoming mail stamp	●	●	●	●
Memory administration		●	●	●
Metering on all accounts			●	●
Metering only on assigned account		●		
Re-Authorize	●	●	●	●

Status ▶ Functions ▼	Without access card	With User card	With Master card	Access with card: OFF
Load data from chip card (type of mail endorsements/adverts…)			●	
Rename adverts			●	
Set imprint offset	●	●	●	●
System settings	● *not all*	● *not all*	●	● *not all*
TELESET (load postage)		● *if released*	●	
Zero imprint (postage value “0.00”)	●	●	●	●

Access restrictions for functions are also indicated in the MENU overview on page 104.


Menu
Orderline
Scale and Postage +++ Rate Maintenance
System Information
Item Counter
Memorized Rates
Account Administration
Imprint Management
System Settings
Load from * Chip Card
Modem and Telephone Numbers
Meter Type
Manage Adverts
- Rename *
- Delete *
- Use
- Adverts
- Endorsements
- Rate Table
- Display
- Clear down
Memory No. 1-4 / 1-9 +++
- New/ Save
- Rename
- Delete
- Use
High Postage Setting *
Low Postage Warning *
Clock
- Time Zone
- Summer Time Changeover
- Calibrate Clock
Audible Signals
Access Rights *
- Control access with card: on/off
Display Contrast
Standby Time *
Change Language
Re-Authorize (remote)
Zero Adjust
Delete Rate Table *
Automatic Endorsement * Selection
Gravity Setting
Set Modem Parameters
Change Dialup Numbers *
(TDC, Service…)
Changeover
- 0.00
- 0.000
Modem / Telephone
Scale +++
Rate Table +++
Security Device
System
Ink Ribbon
Endorsement Statistics
Send All Information
Display / Edit / New Account No. 1-9
- Set up *
- Change settings **
(Assign/Block USER cards)
- Delete *
- Clear down *
Clear down all *
Statistics *
* with MASTER card only
** some functions with MASTER card only
+++ with optional integrated scale only

Country	Code
A	
Afghanistan	100
Albania	101
Algeria	102
Andorra	103
Angola	104
Anguila	105
Antihua	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
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Costa Rica	147
Cote d'Lvoire	148
Croatia	149
Cuba	150
Cyprus	151
Czech Republic	152
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Denmark	153
Djibouti	154
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Dominican Republic	156
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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
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Country	Code
I	
Iceland	191
India	192
Indonasia	193
Iran	194
Iraq	195
Ireland	196
Israel	197
Italy	198
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Jamaica	199
Japan	200
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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
M	
Macao	219
Macedonia	220
Madagascar	221
Madeira Islands	222
Malawi	223
Malaysia	224
Maldives	225
Mali	226
Malta	227
Marocco	236
Martinique	228
Mauritania	229
Mauritius	230
Mexico	231
Moldova	232
Montenegio	234
Montserrat	235
Mozambique	237
N	
Namibia	238
Nauru	239
Nepal	240
Netherlands	241
Netherlands Antilles	242
New Caledonia	243
New Zealand	244
Nicaragua	245
Niger	246
Nigeria	247
Norway	248
O	
Oman	249

Country	Code
P	
Pakistan	250
Panama	251
Papua New Guinea	252
Paraguay	253
Peru	254
Philippines	255
Pitcaim Islands	256
Poland	257
Portugal	258
Q	
Qatar	259
R	
Reunion	260
Romania	261
Russia	262
Rwanda	263
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Saint Christopher	264
Saint Helena	265
Saint Lucia	266
Saint Pierre & Miquelon	267
Saint Vincent & the Grenadines	268
San Marino	269
Sao Tome & Principe	270
Saudi Arabia	271
Senegal	272
Serbia-Montenegro	273
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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

Glossary

Label

Special self-adhesive label which you can meter and stick onto your mail pieces. Necessary for large, heavy and thick mail pieces.

Use only double labels from Francotyp-Postalia for the optimail 30 (two labels on one backing sheet).

MASTER card

Chip card, machine-specific.
Access card for system administrator. MASTER card allows access to all system functions.

Meter imprint

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

When metering, the optimail 30 prints among other things the indica, the postage value, the date and the machine identification on the envelope.

An advertising imprint and an endorsement can also be printed.

Modem

Electronics integrated in the optimail 30 allowing data exchange via the telephone line (e.g. for postage loading).

RRC
(Remote Rate Change)

Online update of rate table for postage calculation. Data for new rate table are directly loaded to the optimail 30 via modem from the Remote rate table center.
This service is currently not yet available in USA.

Teleset data center
(TDC)

Data center of Francotyp-Postalia. 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.

TELESET
(Remote value setting)

Postage meter accounting system of Francotyp-Postalia. The optimail 30 and the Teleset data center exchange value specifications via modem when loading postage which release the desired postage amount.

Trial run (Zero imprint)	Meter imprint with the postage value “0”. This enables you to check the settings for the meter imprint.
USER card	Chip card, machine-specific. A USER card allows the metering to one account and the access to selected system functions.

Technical Data

Dimensions *(Length x Width/Depth x Height)*	12.6" x 11.4" x 8.7" (320 x 290 x 220 mm)	*optimail 30 without scale*
	12.6" x 11.4" x 9.3" (320 x 290 x 235 mm)	*optimail 30 with scale*
	16.2 x 11.4" x 9.3" (410 x 290 x 235 mm)	*optimail 30 with scale and sealer*
Weight	12.6 lb. (5.7 kg)	*optimail 30 without scale*
	13.5 lb. (6.1 kg)	*optimail 30 with scale*
	0.7 lb. (0.3 kg)	*Sealer (without water filling)*
Power connection	100 - 240 V / 500 - 300 mA / 50 - 60 Hz	
Power consumption	ca. 40 W	
Fuse	2 x 250 V / 3,15 A T	
Battery	3,6 V / 2 Ah / 20 mA lithium battery order no 90.4701.8004.00	
Display	LCD, illuminated	
Print system	Thermal printing process	
Performance	20 up to 30 letters/minute (depending on the letter size/contents, imprint length, machine state and operating mode)	
Noise emission	L_{wa} = 66 dB (A)	
Operating conditions	50 °F to 104 °F (+10 °C to +40 °C) only use in closed rooms do not expose to direct sunlight recommended for optimum printing quality: 59 °F to 95 °F (+15 °C to +35 °C)	

Ribbon cassette

Ribbon cassette fluorescent red for use with optimail 30
storage at 32 °F to +89.6 °F (0 °C to +32 °C),
do not expose to direct sunlight,
rel. humidity max. 65%, non-condensing

Equipment

Standard

– Postage loading via integrated modem (TELESET)
– Card reader and MASTER card
– 4 short code memories *(optimail 30 without scale)*
  9 short code memories *(optimail 30 with scale)*
– 9 accounts
– up to 6 adverts
– up to 8 endorsements
– 'Postage correction' and 'Redate' function
– Incoming mail stamp
– High postage warning)
– Low postage warning
– Serial interface
– Catch tray

Options

– Integrated postage scale
– Sealer
– USER card(s)

Subject to short-term modification

Integrated postage scale *(optional)*

Weighing range	0.1 oz. to 6.6 lb. (3 g to 3000 g)
Weighing accuracy	± 0.1 oz.

Mail piece specifications for franking

Format *(Length x Width)*	minimum 5.5" x 3.5" (140 mm x 90 mm)
Thickness	letters: max. 0.24" (6 mm) postcards: max 1/25" (1 mm)
Material	smooth paper no extremely fibrous paper no structured paper no dark paper
Labels	self-adhesive double label from Francotyp-Postalia

A

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- installing *91*
- removing *90*

Access authorization. See Access rights
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- inserting *12*
- MASTER *12*
- removing *12*
- USER *12*

Access control *12*
Access rights *12, 69, 102*
- on/off *70*

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- change *32, 61*
- clear down *61*
- clear down all *63*
- default advert *59*
- delete *61*
- information on all accounts *61*
- MASTER *58*
- name *59*
- new *58*
- select for metering *31*
- set up *58*
- set via access card *31*
- Teleset access yes/no *59*
- USER cards yes/no *59*
- viewing/printing parameters *61*

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Advert *17, 23*
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- loading from card *64*
- on USER card *26, 27, 59*
- renaming *65*
- setting *26*
- using *65*

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Ascending *55*
Audible signal *71*
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- change *93*
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Battery compartment *94*

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  - See also USER card
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- deleting *21*
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Every optimail 30 postage meter is thoroughly checked before leaving the factory. Should any faults occur with your optimail 30 in spite of our extensive quality control, please contact Francotyp-Postalia help line.

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

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