

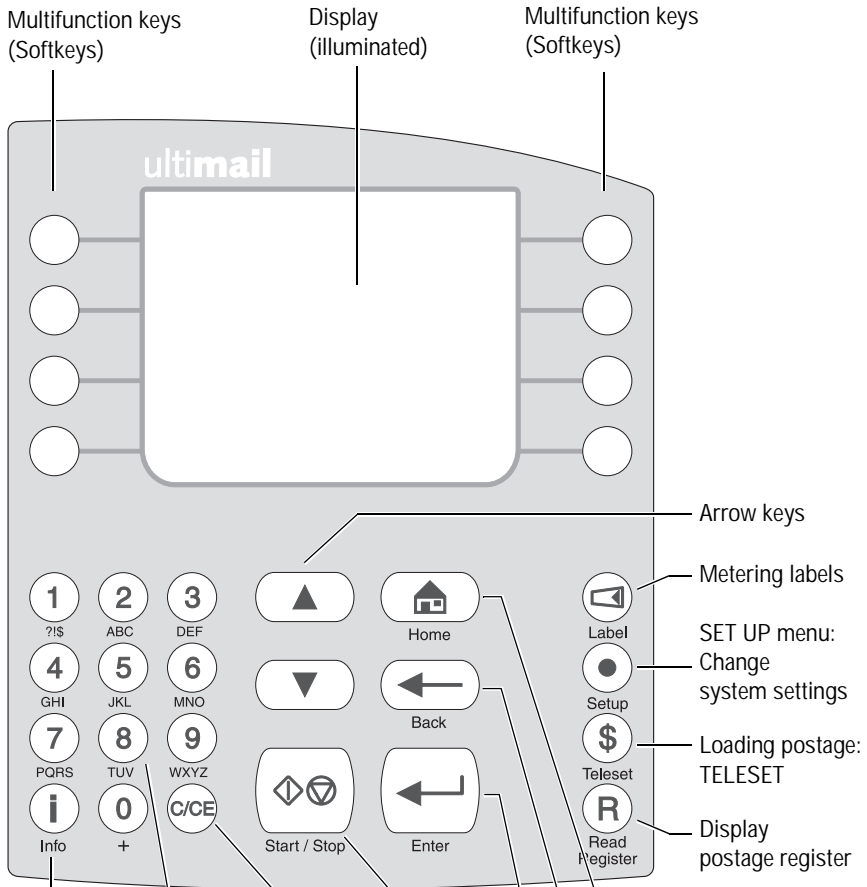
ultimail

Metering System



Operator Manual

2 | The control panel – display and keyboard



Info key:
Display help

Numeric keys:

- Enter digits
- Enter letters, punctuation and special characters

Start/Stop key:
Start letter transport/
metering

- C/CE key:**
- Delete input
 - Call default setting

In the home menu, press C/CE for **3 seconds**:
Home menu is reset to standard

- Enter key:**
- Confirm the input
 - Acknowledge error messages

Back to the home menu

Go back to the higher
window/menu level

Arrow keys

Metering labels

SET UP menu:
Change
system settings

Loading postage:
TELESET

Display
postage register

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About this operator manual

Please read this operator manual before using the ultimail metering system. Please keep the manual near the ultimail at all times for reference.

This operator manual applies to all configurations and equipment varieties of postage meters ultimail 60 and ultimail 90. 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 ultimail.

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



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



Warning! indicates a potential danger of injury caused by rotating components.

Danger areas of the ultimail are marked with such a safety sign.



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

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

MEMORY

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

“Dial ...”

Prompts and messages are highlighted by quotation marks.



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

1 Safety tips

The ultimail is a digital metering system with an inkjet printer for metering letter mail. The ultimail complies with the pertinent safety regulations for office information equipment.

Please observe the following tips for your own safety:

- Installation and commissioning of the metering system ultimail are only done by qualified personnel authorized by Francotyp-Postalia.
- Only operate the ultimail system on a grounded single-phase power socket.
- Use only the power and modem cables provided or approved by Francotyp-Postalia. Make sure that cables are not damaged.
- Make sure the socket for connecting the ultimail is close by and easily accessible at all times.
- Do not reach into the danger areas marked with a safety sign. Keep long hair, fingers, loose clothing pieces, shawls and jewellery away from moving machine parts.
- Do not remove any part of the safety and protective equipment. Do not make them inoperative. Do not remove any parts of the housing.
- Never cover the ventilation slots in the housing.
- Pull out the power plug in the event of danger! Call the after-sales service.
- Make sure that no liquids or foreign objects penetrate the interior of the ultimail. If this happens, pull out the power plug immediately. Have the ultimail metering system checked by Francotyp-Postalia service before starting it up again.
- Use the 'Sealer ultimail 60' only with the ultimail 60 postage meter. It is not possible to operate the sealer without the ultimail 60 postage meter.
- Use the 'Feeder ultimail 90' only with the ultimail 90 postage meter. It is not possible to operate the feeder without the ultimail 90 postage meter.
- Only use original ink cartridges from Francotyp-Postalia. Observe the information enclosed with every cartridge.
- Only use the batteries provided by Francotyp-Postalia. Observe the instructions enclosed with the battery for correct use and disposal.
- Only have maintenance and repair work done by qualified personnel authorized by Francotyp-Postalia. Otherwise your warranty will be voided. You will be liable for any damages.
- Observe the specific notes for moving the ultimail metering system on page 131 if you wish to install the ultimail at another location.

2 A short description of the ultimail

The ultimail is a digital postage meter with horizontal letter transport and ink jet technology (ink jet print with two ink cartridges arranged side by side).

Structure In its basic version, the metering system consists of the postage meter, manual positioner and catch tray.

The postage meter is available as model

- **ultimail 60** with a processing speed up to 60 letters per minute
- **ultimail 90** with a processing speed up to 90 letters per minute

Menu-supported user interface The user interface in the lit display will lead to the desired results in a fast and safe way. Simply follow the instructions in the display, whether for setting the meter imprint, modifying the system settings or service functions, e.g. changing cartridges.

Help No illegal entries are allowed by the ultimail – you are informed by an appropriate message. A help function offers additional advice and support.

Metering On one glance, the home menu will show you the current settings for the meter imprint. You simply position the letter – the ultimail will seize the letter, meter it and place it in the catch tray ready for dispatch.

You can meter

- mail pieces up to a thickness of ¼" (6.35 mm) of an ink absorbent material.
- self-adhesive labels.

Logo imprint ultimail prints a logo of your choice on every mail piece.

TELESET Load new postage by TELESET procedure via the built-in modem – fast, comfortably and, if necessary, 24 hours a day.

Protection against unauthorized use The MasterCard/UserCard functionality protects the ultimail against unauthorized use and facilitates the assignment of individual access rights.

Additional functions You will quickly appreciate the following comfortable functions:

- Account function. Recording and accounting of postage according to accounts.
- 6 short codes for frequently used postage imprint settings.
- Stamp of receipt. Imprint 'Received on: ...' for stamping incoming mail.
- Printing of account data, postage register states, system information.
- Warning in case of high postage and too low amount of postage available.
- Print offset for changing the postage imprint position on the envelope.
- Telediagnosics. You can transfer important system data via the built-in modem to the Francotyp-Postalia service.

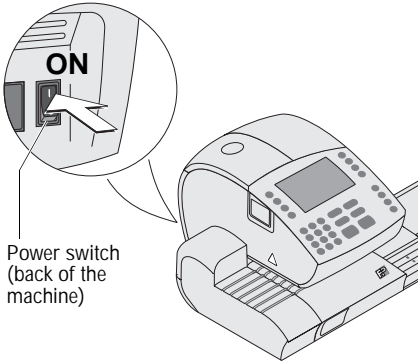
Flexible and up to date New logos, type of mail endorsements or rate changes of the United States Postal Service – you can easily load the latest data in your ultimail.

Options The following components are available for functionality extension:

- **Internal scale.** When the equipment includes an internal scale, the 'rate calculation' function is available. The ultimail calculates the postage on the basis of selected mailing data in a fast and reliable way. Postage and type of mail endorsement are set automatically.
- **Label dispenser** to print self-adhesive labels for large/thick mail pieces.
- **Sealer ultimail 60.** Automatic sealer for the ultimail 60 to moisten and seal letters. The letters are positioned manually.
- **Feeder ultimail 90.** Automatic feeder with sealer for the ultimail 90. The letters are separated from the stack, optionally moistened and sealed, and fed to the ultimail 90 postage meter.

You will find an overview of the ultimail system components on pages 166 to 168.

3 Switching the ultimail ON/OFF



Use the power switch on the back of the postage meter to switch the ultimail and installed optional system components ON/OFF.

Switching on

- Switch the power switch on the back of the postage meter to the I position.

The display light goes on and a start routine is initiated. All system components are now checked and activated by the ultimail. The self-test is accompanied by signalling beeps and information on display.

Home menu (example)

<input type="radio"/>	SCALES	\$ 0.00	<input type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>		WITHOUT LOGO	<input type="radio"/>
<input type="radio"/>	MEMORY 1	01/15/03	<input type="radio"/>
MODE: METERING Machine ready.			

The home menu appears in the display. The ultimail is ready for operation.

Note: The example shows the complete home menu.

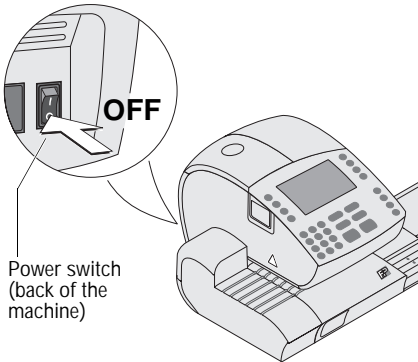
SCALES only appears with a system with internal scale.



ACCOUNT only appears if an access card is plugged in or if access control is switched off.

Switching off



Caution! Always switch the ultimail off using the power switch. Never simply pull the power cord or interrupt the power in any other way before the printing system has moved to sealed position. Only in that way can you prevent drying and maintain a constant printing quality.



- Make sure the ultimail displays the home menu.
If necessary: call the home menu by pressing the  key.
- Switch the power switch to the  position.

The ultimail finishes all operations which are currently in process and moves the printing system to sealed position (switch off routine “Shutting down machine”). This process may take some time.

ultimail switches off thereafter. The display illumination switches off as well.

4 ultimail Operating Basics

In this chapter you will learn about the basic ultimail functions and how to handle the operating menu.

4.1 Access control by MasterCard/UserCard

MasterCard and UserCard, both designated as access cards, control access rights to use the ultimail.

A MasterCard allows you to access all functions. Among others, you need a MasterCard for the following functions:

- Setting up accounts
- Assigning UserCards to an account
- Switching access control ON/OFF
- Setting print offset.

A UserCard allows you to access selected functions only.

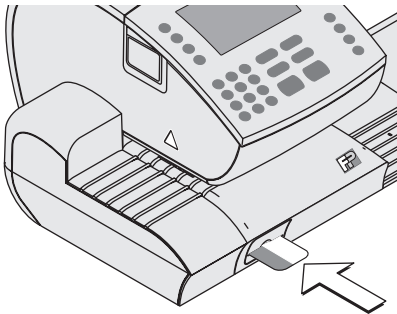
- Metering to the assigned account.
- Assigning a logo to the account.



The authorization for metering can be set so that no access card is necessary. Then metering will be possible without MasterCard or UserCard to all accounts.



You will find an overview of the access rights on page 140.



How to plug the access card into the card reader

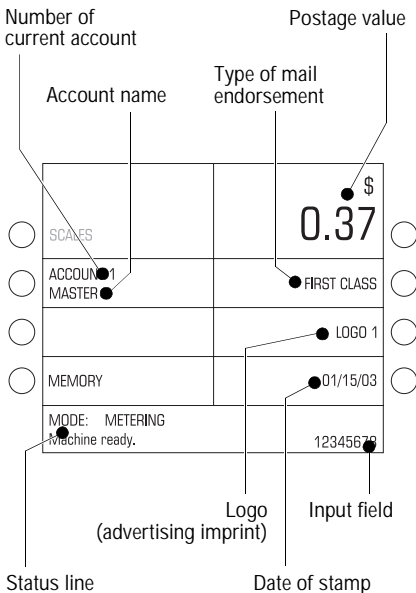
- Plug access card into the card reader in the direction of the arrow. The chip on the card should face downward.
- Push access card in as far as it goes. You will feel the card snap in.

How to remove the access card

- Simply pull access card out of the card reader.

4.2 The operating menu

In this chapter you will get to know the home menu. The total of the ultimail user interface works in a similar way. You will soon get used to the other windows (SET UP menu, input, prompt, error message, help).



The home menu

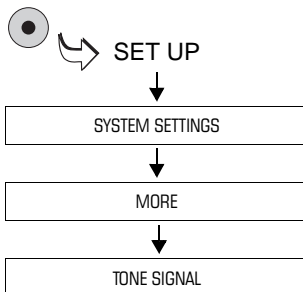
The home menu appears after switching on and successful completion of the start routine. On one glance, you will see all settings for the metering process.

In the home menu, you can

- set the meter imprint (postage value, type of mail endorsement, logo, date)
- call saved meter imprint settings (MEMORY)
- change to rate calculation (SCALES). This rate calculation function is only available on systems with internal scale.

How menu sequences are visualized

The 'path' through the operating menu to the different functions is represented in this way:



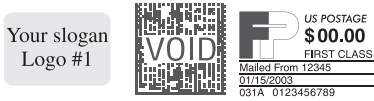
SYSTEM SETTINGS → MORE → TONE SIGNAL.

You will see menu names, options or functions which you should select one after the other by pressing the associated multifunction keys.



For fast orientation you will find an overview of the operating menu on page 142.

4.3 Trial run

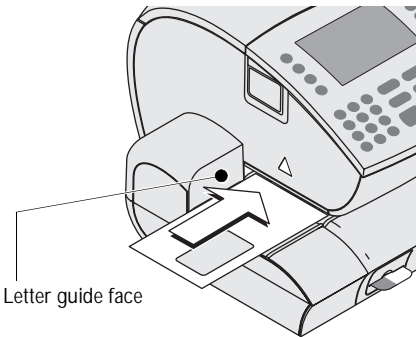


<input type="radio"/>	SCALES	\$	<input type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	0.00	<input type="radio"/>
<input type="radio"/>		FIRST CLASS	<input type="radio"/>
<input type="radio"/>	MEMORY	LOGO 1	<input type="radio"/>
		01/15/03	<input type="radio"/>
MODE: METERING Machine ready.			

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



- Type the postage value “0” in the home menu.
- The digit “0” appears at the bottom right of the status line.
- Confirm with the key for postage value. (This is the multifunction key at the top right - directly next to the postage value display.)


Postage value is set to “0.00”.



- Place an empty envelope on the letter receiving tray.
 - side to be printed face up
 - the upper edge flush to the letter guide face.
- Push the envelope in until the letter sensor recognizes the envelope and starts letter transport.

The ultimail feeds the envelope, prints, and places the printed envelope in the catch tray.

 You can also start letter transport with the  key.

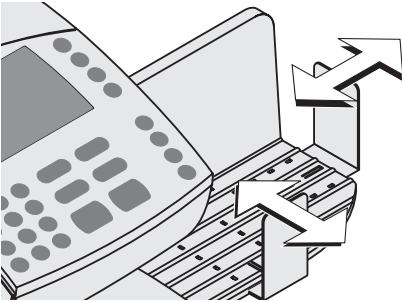
 Position, in the same way, an empty envelope for trial run at the sealer or at the feeder. For details how to handle sealer and feeder, read Chapter 5.

5 Metering

5.1 Preparations

5.1.1 Setting up catch tray

The catch tray can be adjusted to various envelope formats – up to ISO C5 maximum. You work without catch tray when processing larger formats.

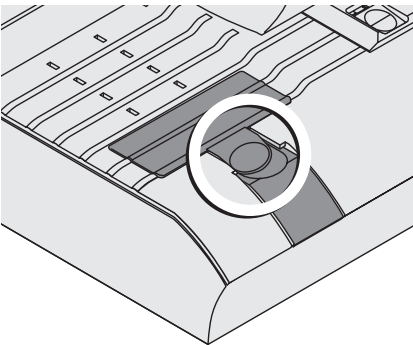


- Slide the two limit guides until they engage into the desired position.

The limit guides are provided with three notches for the most frequently used envelope formats.

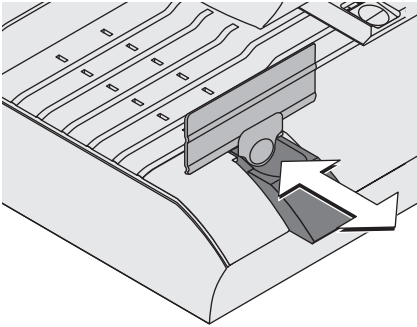
5.1.2 Letter guide adjustment *(only feeder/sealer)*

The letter guide ensures that letters are fed in straight run. You adjust the letter guide to the envelope format using the bar. The format markings on the letter receiving tray facilitate the adjustment.



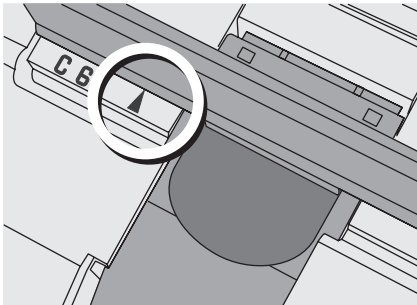
At the sealer

- Folding the adjustable letter guide up vertically to letter receiving tray: Simply press down the recess grip on the letter guide.

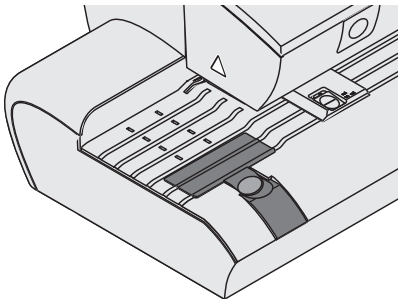


Move the letter guide upwards.

- Hold the bar in the grip recess and slide it so that the letter guide outside is directed to the suitable format marking.



The letter guide is adjusted correctly if the format marking arrow points to the exterior of the letter guide.

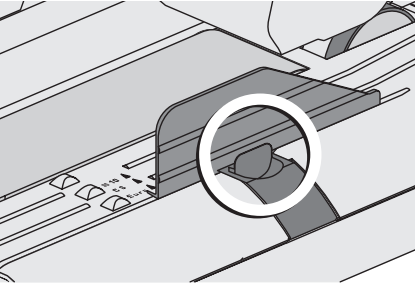


For large deliveries:

- Adjust bar so that it is flush with the housing edge.
- Fold letter guide down to letter receiving tray.

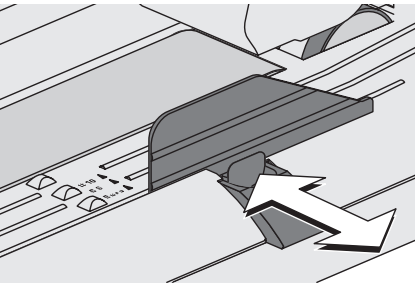
On the feeder

- Folding the adjustable letter guide up vertically to letter receiving tray: Simply press down the recess grip on the letter guide.

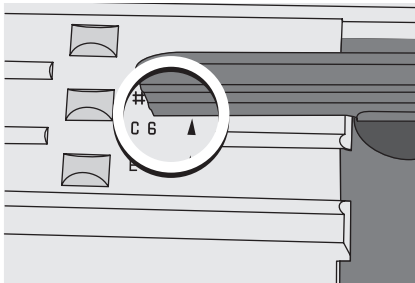


Move the letter guide upwards.

- Hold the bar in the grip recess and slide it so that the exterior of the letter guide is directed to the suitable format marking.

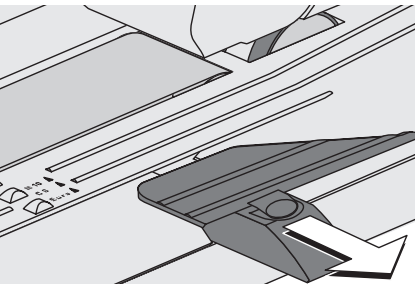


The letter guide is adjusted correctly if the format marking arrow points to the exterior of the letter guide.

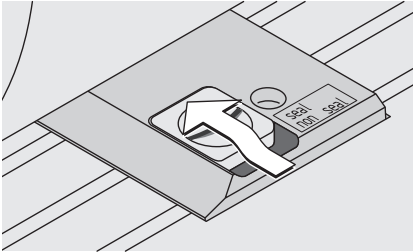


For large deliveries:

- Pull the bar as far as it goes, and fold down the letter guide.



5.1.3 Switch on/off seal function *(only sealer/feeder)*



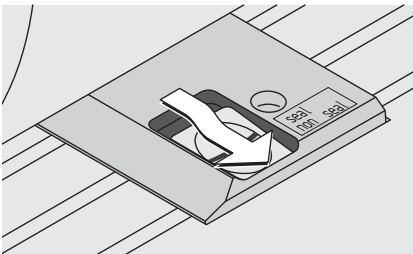
Sealing:

If the letters are to be sealed:

- Place the switch to the rear into **seal** position.
- Check filling level in water tank.
- Fill more water if required. Read Chapter 12.5 on page 111.



The envelopes should be suited for sealing by machinery. For details to envelope specifications, read on page 158.

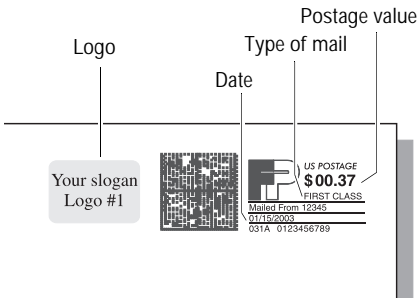


Not seal

If you do not want to seal letters or if they are already sealed:

- Place the switch to the front into **non-seal** position.

5.2 Setting the meter imprint




The following settings determine the meter imprint:

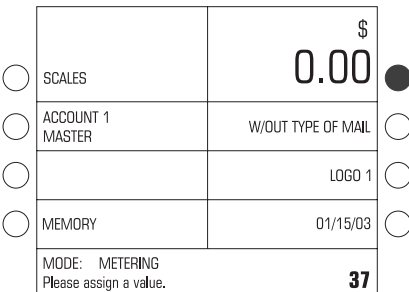
- Postage value
- Logo (advertising imprint)
- Type of mail endorsement
- Date for meter imprint (= current date of deposit of the mail piece).

You set the meter imprint in the home menu. After switching on and successful completion of the start routine, the display always shows the home menu with current settings for the meter imprint.

- Postage value and type of mail endorsement are default settings saved under MEMORY 1.
- The date is set to the current day.
- The logo is determined by the currently set account. Each account is provided with a default setting for the logo (ACCOUNT ADMINISTRATION menu).

With the  key you go back to home menu from other menus.

5.2.1 Postage value



- Enter the desired postage value in cents.

The entered value appears at the bottom right of the status line.

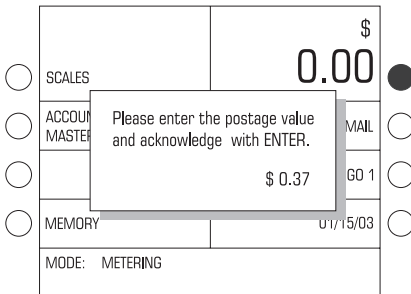
- Confirm with the postage value key. (This is the multifunction key at the top right – directly next to the postage value display.)

High postage

The ultimail will warn you if you enter an amount that is higher than the preset. The ultimail thus helps to avoid overmetering and loss of postage. You can change the limit for the monitoring function in the SET UP menu (see page 74).



You can also enter the postage in the following way:




- Press the postage value key in the home menu. (This is the multifunction key at the top right – directly next to the postage value display.)

The input window for postage value appears.

- Enter the desired postage value.

You will see the input value in \$ in the input window.

- Confirm with the  key.

The ultimail closes the input window. The new postage value is set in the home menu.

5.2.2 Logo imprint

<input type="radio"/>	SCALES	\$ 0.00	<input type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>		WITHOUT LOGO	<input checked="" type="radio"/>
<input type="radio"/>	MEMORY	01/15/03	<input type="radio"/>
MODE: METERING Machine ready.			

- Press the key next to the logo in the home menu.

The SELECTING LOGO menu offers all logos available in your ultimail.

SELECTING LOGO	
<input type="radio"/> 0 WITHOUT LOGO	<input type="radio"/> 4 GLOBAL PLAYER
<input type="radio"/> 1 POSTAL CITY	<input type="radio"/> 5 PERSONAL IMPRINT
<input checked="" type="radio"/> 2 CEBIT 2003	<input type="radio"/>
<input type="radio"/> 3 CHRISTMAS	<input type="radio"/>
Please select a logo.	

- Press the key next to the desired logo. In the example, this is the logo CEBIT 2003.

The ultimail goes back to home menu. The advertising imprint is set.



You can have a look at the advertising imprints: Press for at least 3 seconds the key next to the logo in the SELECTING LOGO menu. A simplified preview image appears in the display.



If you know the logos and the associated codes, you can directly set the advertising imprint in the home menu:

<input type="radio"/>	SCALES	\$ 0.00	<input type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>		WITHOUT LOGO	<input checked="" type="radio"/>
<input type="radio"/>	MEMORY	01/15/03	<input type="radio"/>
MODE: METERING Please assign a value. 2			

- Type the logo number.

The entered number appears at the bottom right of the status line.

- Confirm with the key next to the logo.

5.2.3 Type of mail endorsement

<input type="radio"/>	SCALES	\$ 0.00	<input type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input checked="" type="radio"/>
<input type="radio"/>		WITHOUT LOGO	<input type="radio"/>
<input type="radio"/>	MEMORY	01/15/03	<input type="radio"/>
MODE: METERING Machine ready.			

- Press the key next to the type of mail endorsement in the home menu.

The **SELECTING TYPE OF MAIL ENDORSEMENT** menu offers all available type of mail endorsements.

SELECTING TYPE OF MAIL ENDORSEMENT			
<input type="radio"/>	0 W/OUT TYPE OF MAIL	4 BOUND PRINTED MATTE	<input type="radio"/>
<input checked="" type="radio"/>	1 FIRST CLASS	5 MEDIA MAIL	<input type="radio"/>
<input type="radio"/>	2 PRIORITY	6 LIBRARY MAIL	<input type="radio"/>
<input type="radio"/>	3 PARCEL POST	>> MORE	<input type="radio"/>
Please select a type of mail endorsement.			

- Press the key next to the desired type of mail endorsement. In the example, this is “First class”.

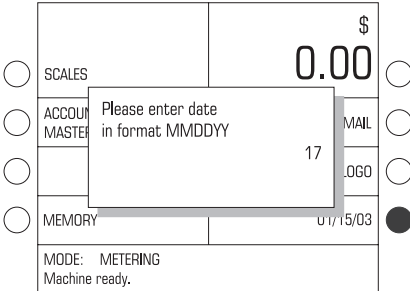
The ultimail goes back to home menu. The type of mail endorsement is set.



You can also directly set the type of mail endorsement in the home menu. The procedure is described on page 23 by the example of the advertising imprint.

5.2.4 Date of meter imprint

The date for the meter imprint is set automatically to the current date by the system clock. You can set the date forward by up to 30 days. The ultimail does not allow to set the date backward.




- Press the key next to the date display in the home menu.

The input window for the date appears.

The date indication of the ultimail consists of 2 digits each for the month (MM), the day (DD) and the year (YY).

- Enter new date.

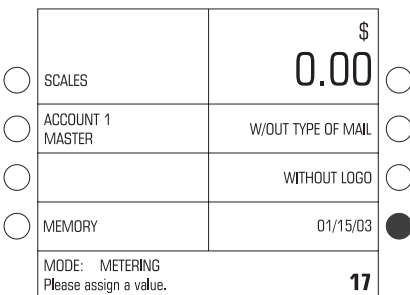
You only have to type the day (DD) for the date. The ultimail automatically adds the month and year details.

- Confirm with the  key.

The ultimail closes the input window and sets the new date in the home menu.




You can also set the date for the meter imprint directly in the home menu:



- Type new date. The entered value appears at the bottom right of the status line.
- Confirm with the key next to the date indication.

Set back to current date:

- Press the  key.
- Confirm with the key next to the date display.

5.2.5 Using the memory

The ultimail has 6 short code memories. You can call the saved settings for postage value and endorsement in the home menu.

<input type="radio"/>	SCALES	\$ 0.00	<input type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>		WITHOUT LOGO	<input type="radio"/>
<input checked="" type="radio"/>	MEMORY	01/15/03	<input type="radio"/>
MODE: METERING Machine ready.			

- In the home menu, press the key next to MEMORY.

The SELECTING THE MEMORY menu offers the selection of all occupied short code memories. You will see the saved settings for postage value and type of mail endorsement.

SELECTING THE MEMORY			
<input type="radio"/>	1	\$ 0.37 W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>	2	\$ 0.37	<input type="radio"/>
<input type="radio"/>	3	\$ 5.63 PARCEL POST	<input type="radio"/>
<input type="radio"/>	4	\$ 3.80 W/OUT TYPE OF MAIL	<input type="radio"/>
Please select a memory. To save a memory --> SETUP			

- Press the key next to the desired memory.

The ultimail goes back to home menu and displays the number of the selected memory.

The postage value and the type of mail endorsement saved are set.

If no type of mail endorsement is saved in the memory, the last selected type of mail endorsement remains set in the home menu.

Memory no. 5:
 - Postage value \$ 2.67
 - Metering without type of mail endorsement

No type of mail endorsement saved



For saving, changing or deleting of memories, read Chapter 11.12 on page 86.



You can also directly set the short code in the home menu.

- Type the memory number in the home menu.
- Confirm with the key next to MEMORY.

5.3 Change account

You can only change the account if you work with MasterCard or if all accounts are released for metering (in account mode: ACCESS CARD REQUIRED: OFF).

If you work with UserCard the account for the UserCard is set automatically and cannot be changed.



For account set up and account data evaluation, use account administration in SET UP menu (see page 53).

<input type="radio"/>	SCALES	\$ 0.00	<input type="radio"/>
<input checked="" type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>		WITHOUT LOGO	<input type="radio"/>
<input type="radio"/>	MEMORY	01/15/03	<input type="radio"/>
MODE: METERING Machine ready.			

How you change the account:

- Press the key next to the account display in the home menu.
- The ultimail opens SELECT ACCOUNT menu. The created accounts are listed by account numbers.
- If more than 8 accounts are set up, you can scroll through the accounts list using MORE / PREVIOUS.

SELECT ACCOUNT				
<input type="radio"/>	1 MASTER	\$ 156.78 131 PCS	25891 \$ 815.00 DEVELOPME 346 PCS	<input type="radio"/>
<input type="radio"/>	10006 HEAD OFF	\$ 470.34 393 PCS	28964 \$ 64.80 PRODUCTIO 51 PCS	<input type="radio"/>
<input type="radio"/>	10456 RECEPTION	\$ 551.60 985 PCS	30526 \$ 3.92 STORAGE 7 PCS	<input type="radio"/>
<input checked="" type="radio"/>	10789 SERVICE	\$ 551.60 985 PCS	>> MORE	<input type="radio"/>
Please select an account.				

- Press the key next to the desired account. In the example, this is account 10789 "Service".

The ultimail goes back to home menu.
The selected account is set up.



You can also directly set the account in the home menu.

- Type the account number.
The entered number appears at the bottom right of the status line.
- Confirm with the key next to the account display.

5.4 Positioning and metering a letter

You can meter letters up to a thickness of $\frac{1}{4}$ " (6.35 mm). For thicker deliveries you should meter the empty envelope or use labels.

Use envelopes made of ink-absorbent material with as smooth a surface as possible. This gives the best printing results.

How to position letters at the manual positioner and work with sealer or feeder, read in Chapters 5.4.1 to 5.4.3.

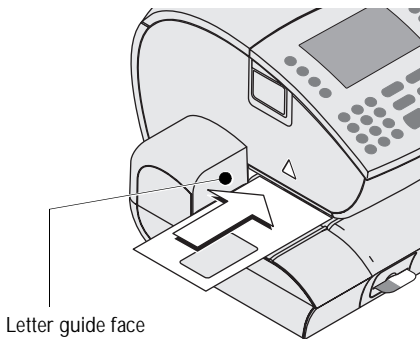


You can select total pieces prior to metering. This ultimail function will help you to have the metered deliveries readily stacked by numbers for the dispatch. Read Chapter 7.3 on page 42.

5.4.1 ultimail with manual positioner

When the display shows the home menu and the ultimail is in METERING mode (indication in the status line), you can position and meter letters.

- Place the letter on the letter receiving tray so that:
 - the side to be printed is face up (address window is visible)
 - the upper edge is flush to the letter guide face.
- Push the envelope in until the letter sensor recognizes the envelope and starts letter transport.



Letter guide face

The ultimail feeds the envelope, prints, and places the metered envelope in the catch tray.

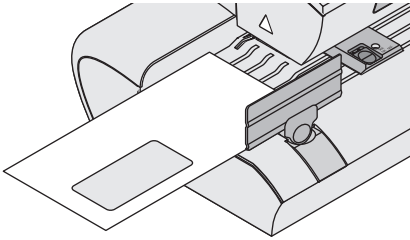


You can also start letter transport with the



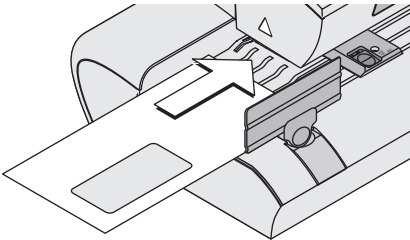
key.

5.4.2 ultimail 60 with sealer




When the display shows the home menu and the ultimail is in METERING mode (indication in the status line) you can position and meter letters.

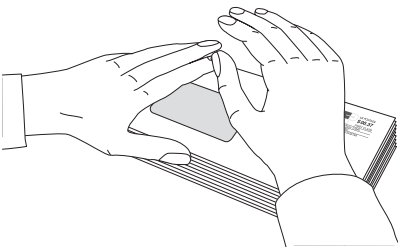
- Place the letter on the letter receiving tray at the sealer so that:
 - the envelope flap is face down
 - the side to be printed is face up (address window is visible)
 - the upper edge is flush to the letter guide face.
- Push the envelope in until the letter sensor recognizes the envelope and starts letter transport.



The sealer feeds the letter, moistens the flap (if seal function is switched on) and transfers the letter to the postage meter. The metered letter is placed in the catch tray.



You can also start letter transport with the  key.



Press down moistened envelope flaps

To ensure that envelopes are well sealed, we recommend pressing down the envelope flaps firmly after metering.

5.4.3 ultimail 90 with feeder

5.4.3.1 Positioning letters in stack

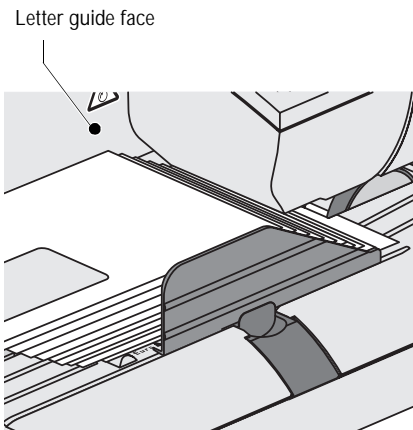




Caution! Observe the following notes for stack processing:

- Position letters of the same format only (max. 9" x 4.5"/229 mm x 114 mm).
- The ultimail processes letters of a thickness up to ¼" (6.35 mm).
- Only position letters of nearly the same thickness in the stack ($\pm 0.04"/1$ mm).
- Only position letters in stack which are to be printed with the same meter imprint (postage, type of mail endorsement...).

Positioning and metering a letter stack

When the display shows the home menu and the ultimail is in METERING mode (indication in the status line) you can position the letter stack into the feeder.



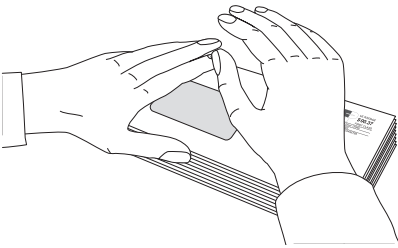
- Align the letter stack to the letter guide face. Place the letters with the flap side face down on the belt conveyor.
- Observe limits of stack heights. Markings at the letter guide face at the feeder indicate stacking height limits for letters  50 mm ▼ and postcards  CARDS 30 mm ▼.
- The letter stack should have a clearance of abt. 0.08" to 0.1" (2 to 3 mm) between the letter guide face and the adjustable letter guide. If necessary, slide the letter guide to adjust the clearance. Make sure that no mail pieces can penetrate underneath the adjustable letter guide.
- Fan the letters so that the lower letter is protruding.
- Align the front edges of the letters to the letter guide slope. You thus achieve optimum processing speed.

Letter transport starts automatically. The feeder separates the letters individually from the stack, moistens the flap (if seal function is switched on) and transfers the letter to the postage meter. The metered letter is placed in the catch tray.

As soon as the feeder is empty, the ultimail stops.



Detailed information on preparing letter stacks for batch mailing with feeder ultimail 90 can be found on page 149.

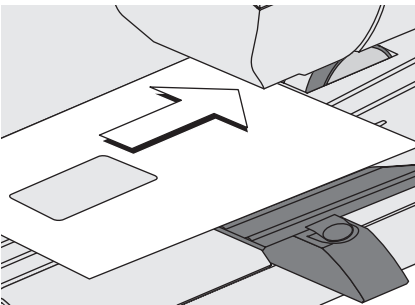


Press down moistened envelope flaps

To ensure that envelopes are well sealed, we recommend pressing down the envelope flaps firmly after metering.

5.4.3.2 Positioning single letters

Position large mail pieces (max. format B4) and deliveries that are not suited for stack processing, individually and manually to the feeder.



- Place the letter on the letter receiving tray at the sealer so that:
 - the envelope flap is face down
 - the side to be printed is face up (address window is visible)
 - the upper edge is flush to the letter guide face.

5.5 Metering labels *(optional)*

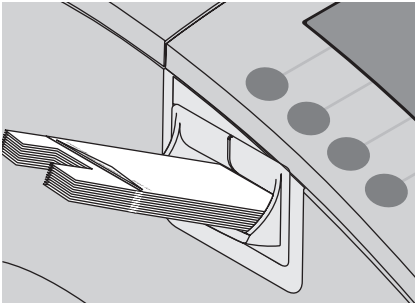
The ultimail uses the 'Label dispenser' option to print self-adhesive FP labels.



Caution! Only use original FP labels. We can ensure correct label processing only when you comply with this.




Caution! Do not put in more than the pre-packaged 40 labels.



- Remove labels from the package.
- Insert labels into the lable dispenser with support material face down. The paper side to be printed is face up.
- Set the meter imprint as usual.


When the display shows the home menu and the ultimail is in METERING mode you can start label printing.

Metering a label

- Press the  key.

The ultimail prints a label.

Metering several identical labels

- Type the number of labels.
- Press the  key.

The ultimail prints the number of labels you have set.

During metering the status line shows the number of labels still to be metered.

6 Rate calculation *(optional)*

6.1 Scale menu

With the 'Internal scale' option, the home menu makes the function SCALES available.

● SCALES	\$ 0.00
○ ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL
○	LOGO 1
○ MEMORY	01/15/03
MODE: METERING Machine ready.	

Calling the scale menu

- In the home menu, press the key to the left of SCALES.

The ultimail opens the scale menu.

Available postal rates	Weight	Postage value
● REGISTERED MAIL		\$ 0.37
○ INSURED MAIL	● 0 LB 0.5 OZ	
○ C.O.D.	1st/Prior: ●	
○ >> MORE		
MODE: METERING AND WEIGHING Machine ready.		
	Display section	

What you should know about the scale menu ...


- You will see, in the left part of the display, the postal rates available: select with multifunction keys to the left of the display.
- You will see the postal rates settings, the weight and the calculated postage value in the right-hand part of the display (display section).
- A postage value appears only if all required postal rates for rate calculation are selected and the scale has determined a weight exceeding 0 oz.
- If there are more than four choices: go to next/previous page using MORE / PREVIOUS.
- In the scale menu, the multifunction keys at the right-hand side of the display have no function.

<input type="radio"/>	REGISTERED MAIL	0 LB 0.0 OZ 1st/Prior.
<input type="radio"/>	INSURED MAIL	
<input type="radio"/>	C.O.D.	
<input type="radio"/>	>> MORE	
Machine ready.		

Default setting

The default setting for rate calculation is: 1ST CLASS/PRIORITY.

To set the scale menu back to default setting:

- Press the  key in the scale menu.

Exiting the scale menu

- With the  key you go back to home menu.

When you exit the scale menu, the ultimail saves the current settings.

When you switch off, postal rates are reset to default setting (1ST CLASS/PRIORITY).




You will find basic settings and service functions for the internal scale in the SET UP menu. Read Chapter 11.13 on page 90.

6.2 Setting postal rates for rate calculation

You set the postal rates in a dialogue with the ultimail, i.e. the ultimail requests all the data required for calculating postage one after the other. You select from the postal rates offered each using the multifunction keys.

<input type="radio"/>	1ST CLASS / PRIORITY	1 LB 3.8 OZ
<input type="radio"/>	PACKAGE SERVICE	
<input type="radio"/>	PRESORTED	
<input type="radio"/>	>> MORE	
Please use only the keys to the LEFT of the display, and BACK to delete		

Deleting current setting

- In the scale menu, for about 3 seconds, press the  key.

The postal rates setting is deleted.
Display section is empty.

or

- Delete, step by step, the postal rates you have set, with  key.

<input type="radio"/>	1ST CLASS / PRIORITY	1 LB 3.8 OZ
<input checked="" type="radio"/>	PACKAGE SERVICE	
<input type="radio"/>	PRESORTED	
<input type="radio"/>	>> MORE	
Please use only the keys to the LEFT of the display, and BACK to delete		

Selecting postal rates

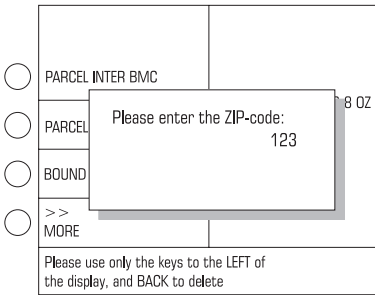
- Select desired setting with the associated multifunction key. In the example, this is PACKAGE SERVICE.

The ultimail shows the selected setting in the display section.

<input checked="" type="radio"/>	PARCEL INTER BMC	1 LB 3.8 OZ Packg Serv.
<input type="radio"/>	PARCEL INTRA BMC	
<input type="radio"/>	BOUND PRINTED MAT.	
<input type="radio"/>	>> MORE	
Please use only the keys to the LEFT of the display, and BACK to delete		


- Select the next setting. In the example, this is PARCEL INTER BMC.

And so on ...

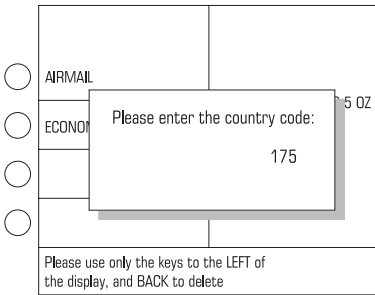


Entering destination ZIP code

For some types of mail (such as First Class mail with a weight exceeding 1 lb., Package service Inter BMP), it is necessary to enter the destination ZIP code. The ultimail opens an input window for the ZIP code.


- Enter the first three digits of the destination ZIP code.
- Confirm with  key.

The ZIP code set and the assigned zone appear in the display section.

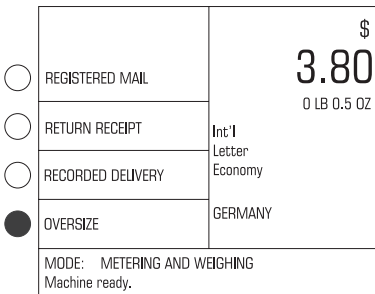


Entering country code

For all mail being sent abroad, it is necessary to enter a three-digit country code. The ultimail opens an input window for the country code.

- Enter three-digit country code of destination country.
- Confirm with  key.

The name of the destination country set appears in the display section.



Selecting oversize

You have to select “oversize” if the mail piece format exceeds the specified limits for length, width, thickness.

- Select OVERSIZE with the associated multifunction key.

<input type="radio"/>	<< PREVIOUS	\$ 0.37 0 LB 0.5 OZ
<input checked="" type="radio"/>	CERTIFIED MAIL	
<input type="radio"/>	RETURN RECEIPT	
<input type="radio"/>	>> MORE	
MODE: METERING AND WEIGHING Machine ready.		

Additional service

If you wish to use special services of the United States Postal Service (such as Registered Mail, Return Receipt):

- Select the desired additional service. In the example, this is CERTIFIED MAIL.

You can select several additional services for one delivery. The ultimail does not allow illegal combinations.


<input type="radio"/>	REGISTERED MAIL \$ 1,000	\$ 10.07 0 LB 0.5 OZ
<input type="radio"/>	INSURED MAIL	
<input type="radio"/>	C.O.D.	
<input type="radio"/>	>> MORE	
MODE: METERING AND WEIGHING Machine ready.		

Value of the delivery

Insured Mail, Registered Mail, C.O.D.:

Insured Mail, Registered Mail, C.O.D. require the input of the value of the delivery.

Once the mail piece sits on the weighing platform (indicated weight > 0 oz.), the ultimail opens a window for the value.

- Enter the value in \$.
- Confirm with  key.

You will see the value of the delivery you have set below the relevant additional service (left-hand side of display).

Return Receipt and Signature Confirmation:

Return Receipt and Signature Confirmation are valid only if combined with Registered, Insured or C.O.D.

Deselect an additional service

- Press once again the associated multi-function key.

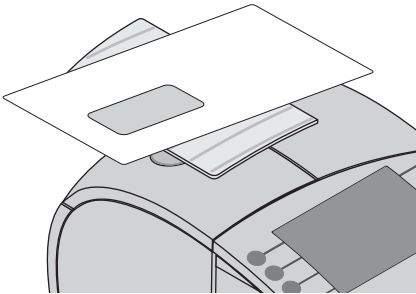
The additional service is cleared in the display section.

6.3 Weighing, determining postage, metering



Caution! The integrated scale is designed for a maximum weight of 11 lb. (5 kg).

While you use the 'Rate calculation' function the monitoring function 'High postage' is switched off.



- In the home menu: Set your advertising imprint (logo) and, if required, a type of mail endorsement.
- Call the scale menu.
- Place the mail piece on the weighing platform.
- Set the postal rates.

<input type="radio"/> << PREVIOUS		\$ 2.67 0 LB 0.5 OZ
<input type="radio"/> CERTIFIED MAIL	1st/Prior.	Certif.
<input type="radio"/> RETURN RECEIPT		
<input type="radio"/> >> MORE		
MODE: METERING AND WEIGHING Machine ready.		

The ultimail determines the weight and calculates the postage value.

The postage value is set for the meter imprint.

In the status line, the ultimail displays readiness for metering.

If you have switched on automatic endorsement, the ultimail will also set an appropriate type of mail endorsement.

- Remove the mail piece from the weighing platform and position as usual.

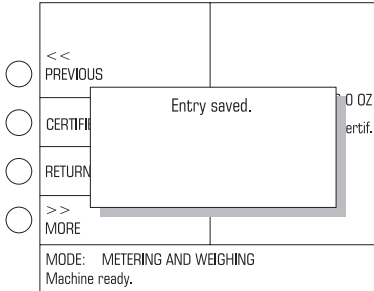
You can also meter labels with the displayed postage value (*only for systems with label dispenser*).



How to switch on/off automatic setting of endorsement is shown on page 92.

6.4 Saving postal rates and calling them from memory

You can save frequently used postal rates on numeric keys 1 through 9 and call them by pushbutton operation.



Saving postal rates

- Set the desired postal rates.
- Press, for at least 3 seconds, the numeric key to which you wish to save the postal rate (1 to 9).
- The ultimail shortly overlays the message "Entry saved". The displayed rate setting is saved on the selected numeric key.

Deleting/reassigning the memory

You can overwrite the saved rate settings at any time with some new assignment.

Calling saved postal rates

- In the scale menu **briefly** press the key to which you have saved the desired postal rate setting.



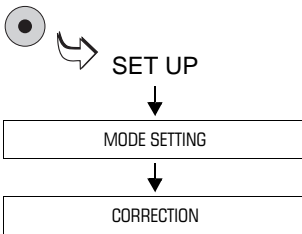
The 0 key has been set at factory to default setting 1ST CLASS/PRIORITY. You cannot change default settings.

7 Special functions

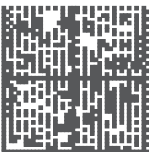
7.1 Postage correction


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.




<input type="radio"/>	SCALES	\$ 0.00	<input checked="" type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER		<input type="radio"/>
<input type="radio"/>			<input type="radio"/>
<input type="radio"/>	MEMORY	01/15/03	<input type="radio"/>
MODE: CORRECTION Please assign a value.		23	




US POSTAGE
\$00.23
 CORRECTION
 Mailed From 12345
 01/15/2003
 031A 0123456789

Print postage correction


- Call SET UP menu with  key.
- Select MODE SETTING → CORRECTION.

The ultimail sets the correction imprint and goes back to home menu. The CORRECTION mode is set.

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

The ultimail prints the correction imprint.

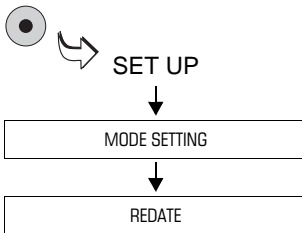
End mode “Correction”

- Press the  key for about 3 seconds.


The ultimail goes back to METERING mode.

7.2 Redate


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



○			○
○	ACCOUNT 1 MASTER		○
○			○
○		01/15/03	●
MODE: REDATE Please assign a value.		16	


US POSTAGE
\$00.00
 REDATE
 Mailed From 12345
 01/16/2003
 031A 0123456789

Print redate


- Call SET UP menu with  key.
- Select MODE SETTING → REDATE.

The ultimail sets the correction imprint and goes back to home menu. The REDATE mode is set.

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

The ultimail prints the redate imprint.

End mode “Redate”


- Press the  key for about 3 seconds.

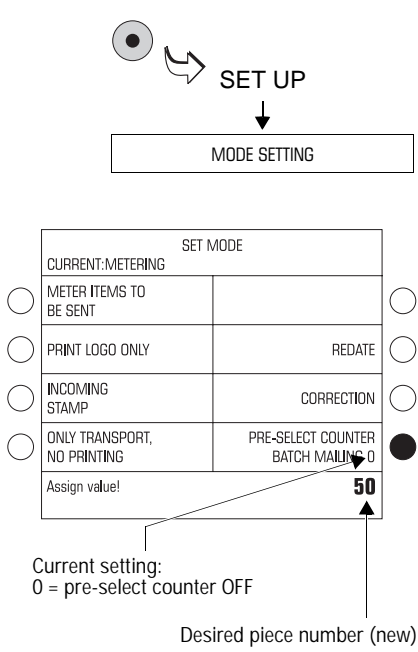
The ultimail goes back to METERING mode.


7.3 Working with pre-select counter

You can use the pre-select counter function to meter a preset number of letters.


This function is especially useful for stack processing with feeder.

- The ultimail will stop once the total number of letters is finished.
- You can start again with  key and meter the next stack.



- Call SET UP menu with  key.
- Select MODE SETTING.
- Type the desired number.

The entered amount appears at the right-hand side of the status line.

- Confirm with key next to PRE-SELECT COUNTER.
- Go back to home menu with  key.

In the home menu, you will see the number of mail pieces to be metered.

During the metering process, the status line will always show the current number of mail pieces still to be metered. Once the number set is metered, the display jumps back to the preset number defined in the pre-select counter.



When the machine is switched off, the pre-select counter is reset to default value "0", that means that the pre-select counter function is switched off.

○ SCALES	\$ 0.37	○
○ ACCOUNT 1 MASTER	FIRST CLASS	○
○	LOGO 1	○
○ MEMORY	01/15/03	○
MODE: METERING 14 Machine ready. ▲		

Number of mail pieces
still to be metered

Selecting total pieces in the home menu

You can also select total pieces directly in the home menu. The pre-select counter in the SET UP menu remains unchanged.

- Type the desired number.

The entered number appears at the bottom right of the status line.

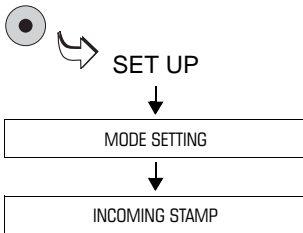
- Press  key.

- Position the mail pieces as usual.

During metering, you will see the number of mail pieces still to be metered in the status line.

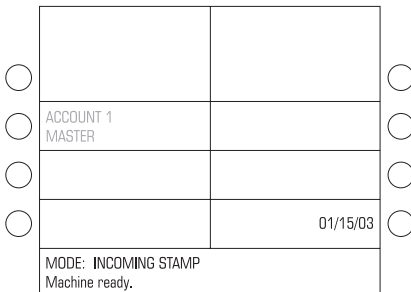
7.4 Using the ultimail as incoming mail stamp

For registering your incoming mail (up to a thickness of ¼"/6.35mm), you can use the ultimail as incoming mail stamping machine. For this function, use the INCOMING STAMP mode. The ultimail will print 'Received on: ...' together with the date displayed. All users can use this function, even without access card.



Setting incoming mail stamp function

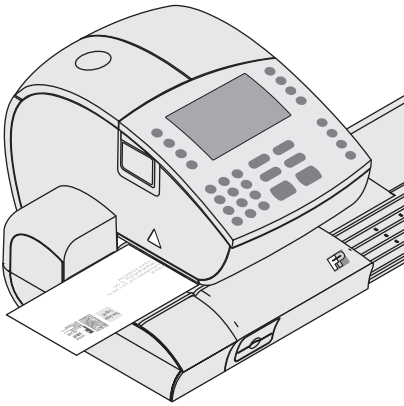
- Call SET UP menu with ● key.
- Select MODE SETTING → INCOMING STAMP.



The ultimail sets the incoming mail stamp and goes back to home menu. The home menu only shows the date set and, if required, the account (if an access card is plugged in).

Change date

If necessary, you can change the date in the same way as for the meter imprint (see page 25).




Print “Received on: ...”

- Feed incoming mail in single pieces and manually. Place the side to be printed face upwards!

The ultimail prints the incoming mail stamp and ejects the mail to the right-hand side.

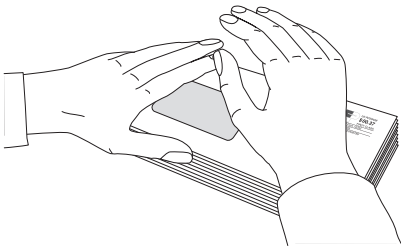
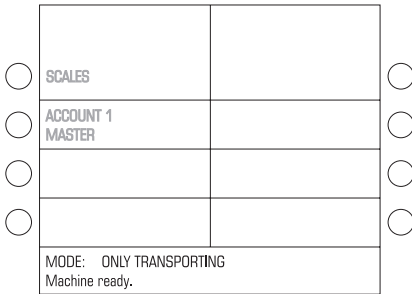
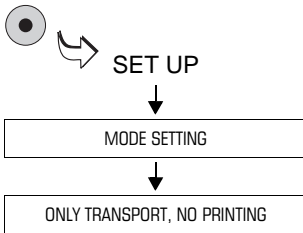
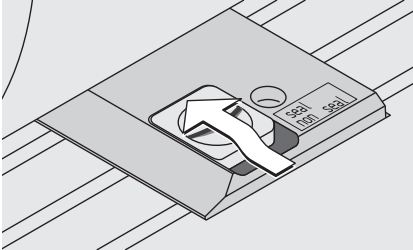
End “Incoming stamp” mode

- Press the  key for about 3 seconds.

The ultimail goes back to METERING mode.

7.5 Only seal letters (optional)

You can seal letters with the feeder or the sealer without metering them.



Switch on sealer

- Place the 'seal envelope' switch to the rear into **seal** position.

The envelopes must be suited for mechanical sealing (see page 158). Make sure that the quality of the envelopes used is a high one.

Setting "Only transporting" mode

- Open the SET UP menu with key.
- Select MODE SETTING → ONLY TRANSPORT, NO PRINTING.

The ultimail goes back to home menu. The home menu does not show any meter imprint settings now. In the status line, you will see MODE: ONLY TRANSPORTING.

- Position the letters, as usual, at the sealer or feeder.

Press down moistened envelope flaps

To ensure that envelopes are well sealed, we recommend pressing down the envelope flaps firmly after metering.

7.6 Using an external postage scale

The ultimail is equipped as a standard feature with a 9-pin interface. You can connect to this interface an existing postage scale made by Francotyp-Postalia (e. g. a flexi-scale). The FP postage scale determines the weight and calculates the postage value. The postal data (postage and, if necessary, the type of mail endorsement) are automatically transmitted to the ultimail and set in the home menu.

7.6.1 Connecting an external postage scale

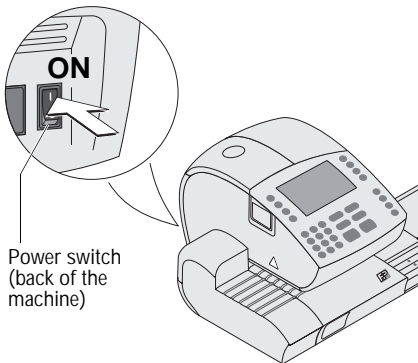
For connecting an external postage scale to the ultimail, you need a special interface cable. You will be furnished an interface cable on order from Francotyp-Postalia.



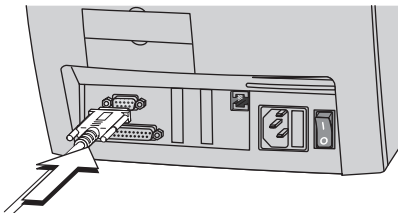
Caution! Never use such interface cables as were received by you for connecting the postage scale to other postage meters (e. g. T 1000, JetMail).




Caution! Read the Operator's Manual of your FP-Postage scale before connecting the scale to ultimail. Obtain information on how to connect the postage meter to the FP-postage scale and how to set the scale for operation with the postage meter.



- Switch off the ultimail metering system.
- Switch off the FP postage scale.



- Plug the interface cable you obtained from Francotyp-Postalia in the 9-pin interface marked by the  sign and tighten screws. The interface is located on the back of the machine.

- Connect the interface cable to the FP postage scale.
- Switch on the ultimail.
- Switch on the FP postage scale.
- Set up the FP-postage scale for operation on ultimail. Pay special attention to the setting in respect of the automatic endorsements selection.

7.6.2 Determining postage and metering



Caution! Also read the Operator’s Manual of your FP-postage scale. Obtain information particularly, on the safe handling of the FP-postage scale.

○		\$ 0.37	○
○	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	○
○		LOGO 1	○
○	MEMORY 1	01/15/03	○
MODE: METERING Machine ready.			

- Switch on the ultimail and wait for the start routine to finish.
ultimail has to be ready for metering:
 - display shows the home menu
 - mode: METERING
 - status: Machine ready.
- Only thereafter, shall the FP-postage scale be switched on.
- Determine the postage value with the FP-postage scale.

The postal data (postage and, if necessary, the type of mail endorsement) are automatically transmitted to the ultimail and set in the home menu.

- Check further settings for meter imprint on ultimail and adjust if necessary (logo print).
- Meter the mailpieces with ultimail.

8 Postage register

The ultimail saves important parameters and postage used information in registers. You can have the register states displayed and printed on an empty envelope or a label.

UMA 01	REGISTER	
3456789		PSD-1234x567
R1 →	DESCENDING	\$ 1,150.16
R2 →	ASCENDING	\$ 749.84
R3 →	CONTROL TOTAL	\$ 1,900.00
R4 →	TOTAL PIECES	411
Press LABEL or START to start a register print-out.		

- Press  key.

You will see the current register states:

R1 – DESCENDING

Postage available in \$.

R2 – ASCENDING

Total value of all meter imprints performed (in \$).


R3 – CONTROL TOTAL

Sum of all loaded values (total) in \$.


R4 – TOTAL PIECES

Number of meter imprints performed (including zero imprints).

Print register

- Position an empty envelope or a card.
- Start the printing process with  key.

or

- Print the information on labels using  key (only for ultimail with label dispenser).

Please note: On the register printout the cents of the 'Postage Available' amount are 'cut off'.

9 Loading postage – TELESET

TELESET is the loading of the desired postage credit via modem. The modem is built into the ultimail. To load postage a connection is made to the TELESET data center with the ultimail and the desired amount is loaded. Accounting is as per your contract with the United States Postal Service.

Make sure that the ultimail is connected to the phone line and that all selection parameters for the modem are correctly set (see Chapter 11.16 on page 97).

Permissible amounts which may be loaded:


Amounts in steps of \$ 10 up to a maximum of \$ 99.000 are permissible.

The maximum amount which may be loaded is dependent on the postage credit still available at your ultimail. When topping up, you must not exceed the upper postage credit limit of \$ 99,999.99.

SELECT TELESET	
<input checked="" type="radio"/> TELESET MODEM	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/> SET UP MODEM CONFIGURATION	<input type="radio"/>
<input type="radio"/> BOOKING REPORT FOR LAST LOAD PROCEDURE	<input type="radio"/>
Please select a function.	

LOAD TELESET	
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
TELESET (remote setting) successfully completed. New R1 register value (DESCENDING):	\$ 1,150.16
<input type="radio"/>	<input checked="" type="radio"/> CONTINUE
Press CONTINUE to close the procedure.	

Loading postage

- Open the TELESET menu with the  key.
- Select TELESET MODEM to start the TELESET procedure.

Now simply follow the instructions in the display.

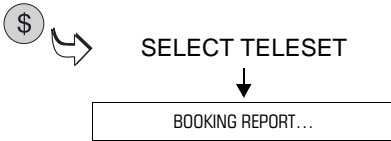
- Maintain the indicated loading amount or overwrite with a new amount. Acknowledge with CONTINUE.

After a security prompt the ultimail establishes a connection with the TELESET data center. Messages in the display will inform you about the status (connection establishment, data transfer...).

Please note: If you have entered a new reset amount, you will be asked to confirm the process again within 30 seconds.

At the end of the remote setting, the ultimail will show the new descending.


- Press CONTINUE to end the TELESET process.



BOOKINGS REPORT	
DATE OF LAST TELESET:	Wed Jan/15/03
TIME OF LAST TELESET:	10:23:34 AM
AMOUNT LOADED:	\$ 100.00
NEW DESCENDING (R1):	\$ 1,150.160
NEW CONTROL TOTAL (R3):	\$ 1,900.00
	CONTINUE
Press CONTINUE to acknowledge. Press LABEL or START to print.	


Display/print booking report

In the SELECT TELESET menu you can display a booking report for the last load procedure and print it on an envelope or label.


- Open the TELESET menu with the  key.
- Select BOOKING REPORT...

The ultimail will display information to the last load procedure.

Print report

- Position an empty envelope.
- With the  key print the last booking report on the empty envelope.

or

- With the  key print the booking report on a label (*only for systems with label dispenser*).

Please note: On the booking report printout the cents of the 'Postage Available' amount are 'cut off'.

10 Account administration

You can use the account administration to register and evaluate postage used separately for each account. Accounts may be sections/departments of an enterprise or single companies of shared offices.

You can save, for each account, a standard setting for the logo, limit the postage available (set a budget), and define authorizations connected with the MasterCard/ UserCard function.

The **ultimail 60** is rated for 10 accounts in serial equipment. You can at any time extend the account function to 50 accounts without problems, even at a later time. Consult your FP partner and read Chapter 11.20 on page 101.

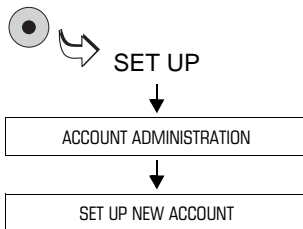
The **ultimail 90** has a standard administration of up to 50 accounts.


For the maximum number of available accounts and number of accounts in use, see SET UP menu → SYSTEM INFORMATION.



How to set up accounts for metering, read in Chapter 5.3 on page 27.

10.1 Set up a new account




- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → SET UP NEW ACCOUNT.

Now simply follow the instructions in the display. You are prompted by the ultimail to enter, one after the other, all required information:

- account number
- account name
- standard logo
- TELESET access
- define type of budget and limits.

If all information is completely entered, the ultimail signals “You have successfully set up the account...”.

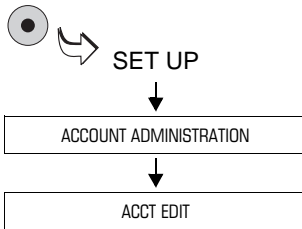
- Confirm the message with .


Possible settings and their meaning:

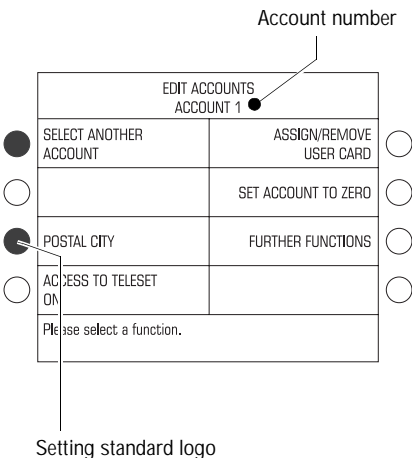
Account number	from 2 to 99999	Account 1 is permanently assigned to MasterCard. (MASTER account).
Account name	letters, special characters and digits maximum 19 characters	Please find more information to text input on pages 147 to 148.
Standard logo	NO STANDARD LOGO	When you set up the account for metering, the last selected logo will remain set in the home menu.
	all available logos	The selected logo is automatically set to the account during the change.
TELESET access	ON	TELESET is released. The account user is authorized to load postage.
	OFF	TELESET function is blocked.
Budget	UNLIMITED	The total postage of the ultimail is available.
	RESTRICTED	Account is supplied with a certain credit (= current limit). When the credit is used up, the ultimail blocks the account until a new credit is assigned (see Chapter 10.2.3 on page 58).
	MONTHLY	The account is provided with a monthly credit (= monthly limit). In addition, you define the current credit for the account (current limit). On every change of the month, the ultimail sets the credit (current limit) back to the monthly limit. You can change the current limit at any time, independently from that.

10.2 Change settings for existing accounts

10.2.1 Change standard setting for the logo



- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT.



The EDIT ACCOUNTS... menu appears. You can see the account number in the head line.

Now you can change the standard logo settings for the account displayed.

Define a standard logo

- Press the key next to the current logo.

The SPECIFY STANDARD LOGO menu appears.

- Select the desired logo with the associated key.

From now on, this logo is the new default setting for this account. The ultimail goes back to EDIT ACCOUNTS menu.



You will find information on the meaning of possible settings for the logo on page 54.

Other account

Selecting another account

If you wish to change settings of another account:

- Open the menu for selecting accounts with **SELECT ANOTHER ACCOUNT**.
- Select the account the settings of which you want to change.

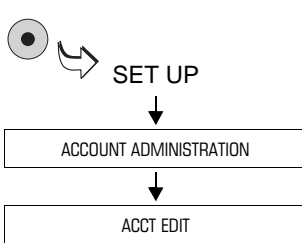
The ultimail goes back to **EDIT ACCOUNTS...** menu. Now you can change the standard logo for this account.




You can also select an account in the following way:

- Type the account number.
- Confirm with **SELECT ANOTHER ACCOUNT**.

10.2.2 Release/block TELESET access



- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT.

The EDIT ACCOUNTS... menu appears. You can see the account number in the head line.

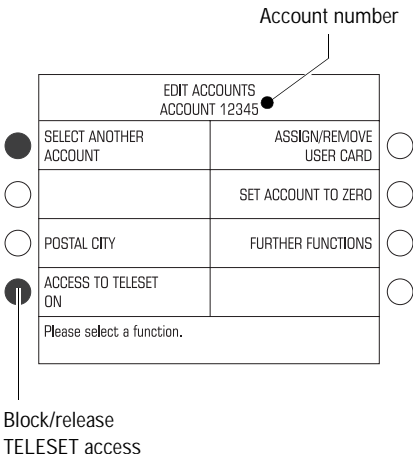
If you wish to change the TELESET access for other accounts select the desired account using the SELECT ANOTHER ACCOUNT function.

Release/block TELESET

In the EDIT ACCOUNTS... menu:

- Press the key next to TELESET ACCESS until the desired setting is displayed.
 - ON = release
 - OFF = block.

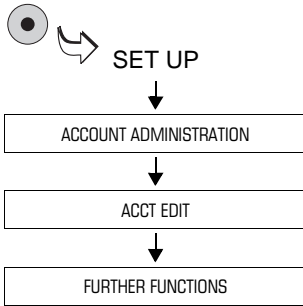
From that moment, the displayed setting for TELESET access is activated.




10.2.3 Changing budgets and assigning credits



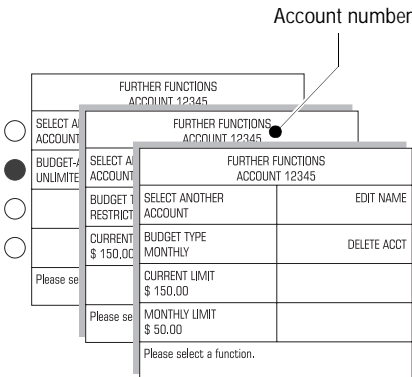
More information on the meaning of budget settings can be found on page 54.



- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT → FURTHER FUNCTIONS.

The FURTHER FUNCTIONS ACCOUNT... menu appears. In the head line, you can see the account number.

If you wish to change the budget settings for other accounts select the desired account using the SELECT ANOTHER ACCOUNT function.



Setting budget type

In the FURTHER FUNCTIONS ACCOUNT... menu:

- Press the key next to BUDGET TYPE until the desired setting UNLIMITED, RESTRICTED or MONTHLY is displayed.

The budget type set will determine which additional functions for credit setting (limits) appear.

FURTHER FUNCTIONS ACCOUNT 12345	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/> EDIT NAME
<input type="radio"/> BUDGET TYPE RESTRICTED	<input type="radio"/> DELETE ACCT
<input checked="" type="radio"/> CURRENT LIMIT \$ 150.00	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
Please select a function.	

Setting the current credit

In the FURTHER FUNCTIONS ACCOUNT... menu:

- Type the amount for credit which you want to make available for the account.
- Set the new credit using the key next to CURRENT LIMIT.

The displayed current limit is available to this account for metering.

FURTHER FUNCTIONS ACCOUNT 12345	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/> EDIT NAME
<input type="radio"/> BUDGET TYPE MONTHLY	<input type="radio"/> DELETE ACCT
<input checked="" type="radio"/> CURRENT LIMIT \$ 150.00	<input type="radio"/>
<input checked="" type="radio"/> MONTHLY LIMIT \$ 50.00	<input type="radio"/>
Please select a function.	

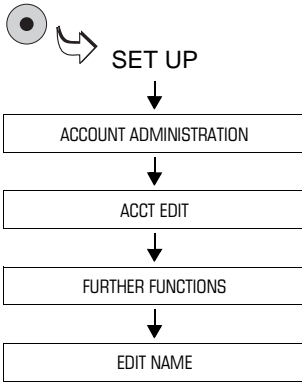
Specify the monthly credit

In the FURTHER FUNCTIONS ACCOUNT... menu:

- Type the amount for credit which you want to make available to the account each month.
- Specify the credit using the key next to MONTHLY LIMIT.

On every change of the month, the utility sets the current limit automatically to the specified monthly limit. You can directly change the current limit at any time, independently from that.

10.2.4 Change name



- Call SET UP menu with the key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT → FURTHER FUNCTIONS → EDIT NAME.

The ultimail opens the menu for changing the account name.

If you wish to change the name of another account select the desired account with the SELECT ANOTHER ACCOUNT function.

EDIT NAME ACCOUNT 12345	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/>
[CUSTOMER SERVICE_]	
<input type="radio"/> CURSOR LEFT	<input type="radio"/> CURSOR RIGHT
<input type="radio"/> QUIT	<input type="radio"/> CONTINUE
Please enter the name using the numeric keypad. Use C/CE to delete.	

In the EDIT NAME menu:

- Change the name of the account.
- Register the new name with CONTINUE.

The new account name is saved.



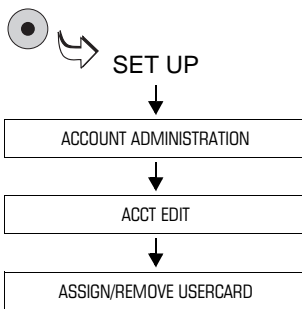
How to enter text, read on pages 147 to 148.


10.3 Generate/block UserCard(s) for an account

When you generate a UserCard you permanently assign an account to it. To allow several users the access to an account, you can program for one account several identical UserCards.

Each user has, with his UserCard, only access to his account, including all authorizations and budget specifications set to it.

To protect the ultimail, in case of UserCard loss, for instance, from unauthorized metering, you can disable the assignment between account and UserCard(s).



- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT → ASSIGN/REMOVE USERCARD.

The ASSIGN/REMOVE USERCARD menu appears.

In the head line, you can see the account number.

If you wish to generate/block a UserCard for another account select the desired account with the SELECT ANOTHER ACCOUNT function.

ASSIGN / REMOVE THE USER CARD ACCOUNT 12345	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/>
<input checked="" type="radio"/> ASSIGN USER CARD	<input type="radio"/>
<input type="radio"/> CANCEL ASSIGNMENT	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
Please select a function.	

Assign UserCard to an account

In the ASSIGN/REMOVE USERCARD menu:

- Press the key next to ASSIGN USERCARD.

Now simply follow the instructions in the display:

- Remove MasterCard.
- Plug in a UserCard.

The ultimail programs the UserCard for the displayed account and signals when the procedure is successfully completed.

- Remove UserCard.

The UserCard is valid for the assigned account.

- To generate further UserCards or for any other settings in the account administration, plug the MasterCard in again.



You can rewrite UserCards which are no longer needed or invalid by another account assignment.


ASSIGN / REMOVE THE USER CARD ACCOUNT 12345	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/>
<input type="radio"/> ASSIGN USER CARD	<input type="radio"/>
<input checked="" type="radio"/> CANCEL ASSIGNMENT	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
Please select a function.	

Block UserCard(s)

In the ASSIGN/REMOVE USERCARD menu:

- Press the key next to CANCEL ASSIGNMENT.

The assignment account - UserCard(s) is canceled without further prompt.

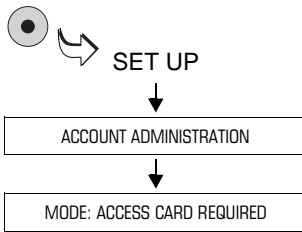
- Confirm the final message "The link... has been deleted" with .


All UserCard(s) assigned to this account are invalid now.

10.4 Switch on/off “access card required?”



Caution! Mode ACCESS CARD REQUIRED: **OFF**. This setting cancels access restrictions to accounts. Every ultimail user can meter on all accounts and call all account data.



- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION.
- Press the key next to MODE: ACCESS CARD REQUIRED.
The setting switches over between ON and OFF.

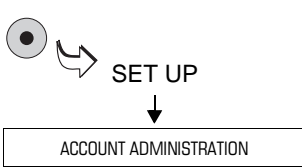
The displayed setting is active.


Possible settings and their meaning:

ON	Metering is possible only with a valid access card (MasterCard or UserCard).
OFF	No access restrictions for metering. Metering is possible <u>without access card</u> on all accounts.

10.5 Display and print account information

The ultimail displays the current settings for individual accounts and ascending information in various overviews. For more information to the overview contents, read page 65.



- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION.

Information on the account...

ACCOUNT ADMINISTRATION	
<input type="radio"/> ACCT EDIT 12345	DELETE / ZERO ALL ACCT
<input checked="" type="radio"/> ACCOUNT/S DISPLAY 12345	MODE: ACCESS CARD REQUIRED OFF
<input type="radio"/> SET UP NEW ACCOUNT	SEND LIST OF ALL ACCOUNTS TO PC
<input type="radio"/>	DISP. TYPE OF MAIL STATS. (ALL ACCT)
Please select a function.	

In the ACCOUNT ADMINISTRATION menu:

- Select ACCOUNT/S DISPLAY.
- The ultimail displays a menu with information to the related account.

To display information about another account:

- Select the desired account with the SELECT ANOTHER ACCT function.

Information on all accounts

In the INFORMATION ACCOUNT... menu:

- Select DISPLAY ALL ACCOUNTS.

The ultimail displays a list with information on all accounts.

Type of mail list

In the ACCOUNT ADMINISTRATION menu:

- Select DISP. TYPE OF MAIL STATS. (ALL ACCT).

The ultimail displays the evaluation of the imprints of type of mail endorsements.

Overview of account information:



Information about the account...	<p>Display of data for <u>one</u> account:</p> <ul style="list-style-type: none"> – Current settings (standard logo, budget type and limits, TELESET access) – Remaining postage – Postage used (postage costs used by the account since the last zero reset) – Total pieces (number of meter imprints by the account since the last zero reset)
Information on all accounts	<p>List of all accounts (listed by numbers)</p> <p>Display of:</p> <ul style="list-style-type: none"> – Account number – Account name – Postage used (postage costs of individual accounts since the last zero reset) – Piece (number of meter imprints by individual accounts since the last zero reset)
Type of mail list	<p>Evaluation of endorsements across all accounts, display of:</p> <ul style="list-style-type: none"> – Postage used for meter imprints with endorsement, specified as per types of mail – Number of meter imprints with endorsement, specified as per types of mail – Total postage used and total pieces of all imprints



The SEND LIST OF ALL ACCOUNTS TO PC function offers you the chance to transfer account data for further evaluation to a personal computer.

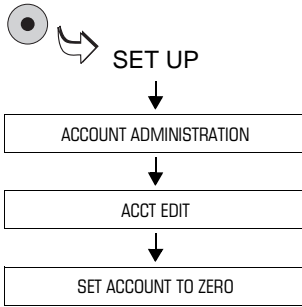



The ultimail can print all account information:

- Position empty envelope or card and start the print with the  key. If necessary, position further envelopes/cards.
- Print the information on labels using the  key (*only for ultimail with label dispenser*).

10.6 Set account counter to zero

10.6.1 Set one account to zero



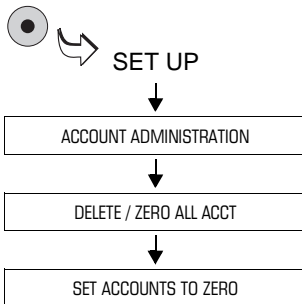
- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT.


The EDIT ACCOUNTS... menu appears. You can see the account number in the head line.

In order to reset another account to zero:

- Select the desired account with the SELECT ANOTHER ACCOUNT function.
- Press the key next to SET ACCOUNT TO ZERO.
- Follow the instructions in the display.

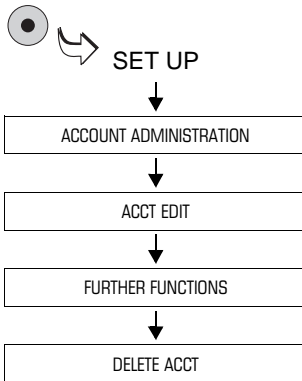
10.6.2 Set all accounts to zero




- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → DELETE / ZERO ALL ACCT → SET ACCOUNTS TO ZERO.
- Follow the instructions in the display.

10.7 Delete accounts

10.7.1 Delete one account



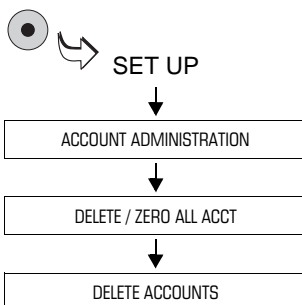
- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT → FURTHER FUNCTIONS.


The FURTHER FUNCTIONS... menu appears. You can see the account number in the head line.

To delete another account:

- Select the desired account with the SELECT ANOTHER ACCOUNT function.
- Press the key next to DELETE ACCT.
- Follow the instructions in the display.

10.7.2 Delete all accounts



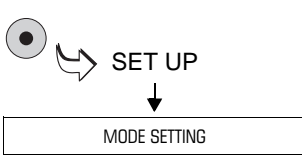
- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → DELETE / ZERO ALL ACCT → DELETE ACCOUNTS.
- Follow the instructions in the display.


Use this function to delete all accounts set in the ultimail, except the Master account (account 1).

11 System settings











11.1 Setting the operating mode

You can operate the ultimail in different operating modes (modes).



- Call SET UP menu with the  key.
- Select MODE SETTING.

Current setting

SET MODE		
 CURRENT: METERING		
 METER ITEMS TO BE SENT		
 PRINT LOGO ONLY		REDATE 
 INCOMING STAMP		CORRECTION 
 ONLY TRANSPORT, NO PRINTING	PRE-SELECT COUNTER BATCH MAILING 0	


In the head line, you can see the current setting. How to change the mode:

- Press the key next to the desired mode.

The ultimail sets the selected mode and goes back to home menu. In the status line, you can see the mode set. All functions not supporting this mode are switched off.

The set mode is active and is maintained until the ultimail is switched off or until another mode is selected.

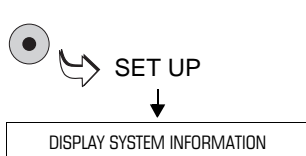
How to set the ultimail back to METERING:


- Press for about 3 seconds the  key.

Possible settings and their meaning:

METER ITEMS TO BE SENT	The ultimail prints the complete meter imprint. Mode: METERING (default setting after every switching on).
PRINT LOGO ONLY	The ultimail prints only the logo.
INCOMING STAMP	The ultimail prints only the current date (ultimail as incoming mail stamping machine). Read Chapter 7.4 on page 44.
ONLY TRANSPORT, NO PRINTING	The postage meter transports letters without printing. This operating mode can be used in connection with a feeder or sealer (see Chapter 7.5).
CORRECTION	The ultimail prints the correction imprint for postage correction.
REDATE	The ultimail prints the redate imprint with the current mailing date.


11.2 Display, print and send system information



- Call SET UP menu with the  key.
- Select DISPLAY SYSTEM INFORMATION.


You will see system information. You can scroll up and down the list with the arrow keys.

Print system information

- Print the information on labels using the  key.
(only for ultimail with label dispenser).

or

Have some empty envelopes or cards ready. The ultimail will print system information in several parts.

- Position an empty envelope or a card.
- Start the printing process with the  key.

The ultimail needs some time for print image creation. Letter transport is not started before that. The ultimail prints the first list of system information.

- Position further envelopes if required.

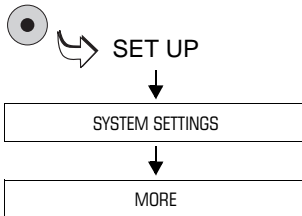
You can follow the print process progress in the display.


Send system information

The function SEND TO FP SERVICE DEPT. sends the system information to customer service. Start this function only when requested to do so by Francotyp-Postalia.

11.3 Meter type

The 'Meter type' setting determines whether the ultimail will print postage as \$0.00 or \$0.000 decimal mode.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MORE.

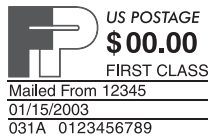
SYSTEM SETTINGS	
<input type="radio"/> << PREVIOUS	↑ TONE SIGNAL ON
<input type="radio"/> HIGH POSTAGE \$10.00	NUMBER OF ACCT 10
<input type="radio"/> LOW POSTAGE WARNING \$100	METER TYPE <input checked="" type="radio"/> <0.00>
<input type="radio"/> DELETE ITEM COUNTER 538	↓ >> MORE
Select the settings you wish to change.	

- Press the key next to METER TYPE until you see the desired setting <0.00> or <0.000>.

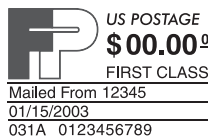
The displayed setting is activated and maintained until the next change, even if you switch the ultimail off.

Possible settings and their meaning:

<0.00> Prints the postage in whole cents.

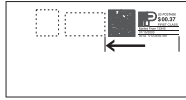


<0.000> Prints the postage in tenth of cents.

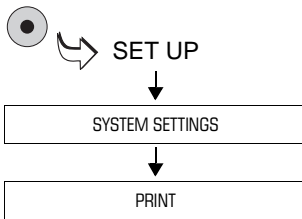



11.4 Setting the print offset for the meter imprint

The print image normally appears always at the same distance from the right-hand letter edge. In special cases, you can slide the meter imprint on the envelope to the left away from standard position.



You can adjust print offset in steps of 1 mm from 0 to maximum 50 mm. Default setting is Zero (= no offset).



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → PRINT.

ADJUSTING PRINTING	
<input type="radio"/> LETTER TRANSPORT RUN-ON TIME	<input type="radio"/> CHANGE INK CARTRIDGES
<input type="radio"/> CLEAN PRINT HEAD	<input type="radio"/> ADJUST INK CARTRIDGES
<input type="radio"/> INTENSIVELY CLEAN PRINT HEAD	<input type="radio"/> STANDBY TIME PRINTH 40
<input checked="" type="radio"/> PRINT OFFSET 0 MM.	<input type="radio"/>
Assign value!	15

In the ADJUSTING PRINTING menu you will see the current print offset setting.

How to adjust print offset:

- Type the desired offset (from 0 to 50 mm). The value appears at the right-hand side of the status line.
- Assign the value with the key next to PRINT OFFSET.

The print offset is set.



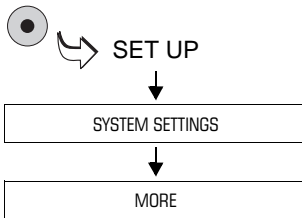
Caution! The meter imprint offset is maintained until the next change, even if you switch the ultimail off.


11.5 Setting low postage warning – limit

The ultimail signals when the remaining postage falls below a certain limit. You can set the limit for low postage warning.

ultimail warns you, if

- the descending register (R1) falls below the set limit
- the remaining budget (current limit) of the account falls below the set limit.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MORE.

SYSTEM SETTINGS	
<input type="radio"/> << PREVIOUS	<input type="radio"/> TONE SIGNAL ON
<input type="radio"/> HIGH POSTAGE \$10,00	<input type="radio"/> NUMBER OF ACCT 10
<input checked="" type="radio"/> LOW POSTAGE WARNING \$100	<input type="radio"/> METER TYPE <0.00>
<input type="radio"/> DELETE ITEM COUNTER 538	<input type="radio"/> >> MORE
Select the settings you wish to change. Please assign a value. 150	

How to change the limit for low postage warning:

- Type the desired limit. The value appears at the right-hand side of the status line.
- Assign the value with the key next to LOW POSTAGE WARNING.

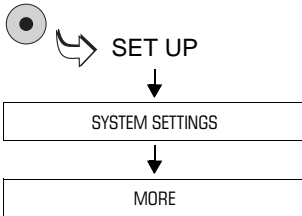
The limit for low postage warning is set and maintained until the next change is made.




You can reset the default setting for low postage warning (\$100) with the C/CE key.

11.6 Setting high postage – limit

This function gives an alarm if the set postage exceeds a certain limit. You can set the limit for 'High postage'.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MORE.

SYSTEM SETTINGS	
<input type="radio"/> << PREVIOUS	↑ TONE SIGNAL ON
<input checked="" type="radio"/> HIGH POSTAGE \$10.00	NUMBER OF ACCT 10
<input type="radio"/> LOW POSTAGE WARNING \$100	METER TYPE <0.00>
<input type="radio"/> DELETE ITEM COUNTER 538	↓ >> MORE
Select the settings you wish to change. Please assign a value. 500	

How to adjust high postage:

- Type the desired value in cents. The value appears at the right-hand side of the status line.
- Assign the new value with the key next to HIGH POSTAGE.

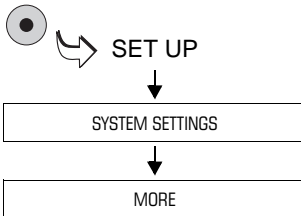
The limit for 'High postage' is set and maintained until the next change is made.




You can reset the default setting for 'High postage' (\$10.00) with the C/CE key.

11.7 Tone signal

The ultimail acknowledges every press of a key with a beep. A sequence of tone signals is an alarm due to errors. You can adapt this function to your requests.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MORE.

SYSTEM SETTINGS	
<input type="radio"/> << PREVIOUS	↑ TONE SIGNAL ON <input checked="" type="radio"/>
<input type="radio"/> HIGH POSTAGE \$10,00	NUMBER OF ACCT 10 <input type="radio"/>
<input type="radio"/> LOW POSTAGE WARNING \$100	METER TYPE <0.00> <input type="radio"/>
<input type="radio"/> DELETE ITEM COUNTER 538	>> MORE <input type="radio"/>
↓ Select the settings you wish to change.	

- Press the key next to TONE SIGNAL until you see the desired setting: ON, OFF or ONLY ERROR WARNING.

The displayed setting is activated and maintained until the next change, even if you switch the ultimail off.

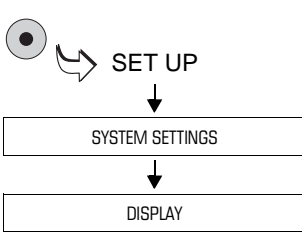
Possible settings and their meaning:


ON tone signal on every key pressure

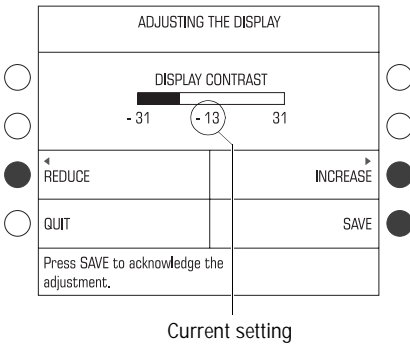
OFF no tone signal

ONLY ERROR WARNING tone signal due to errors

11.8 Display contrast



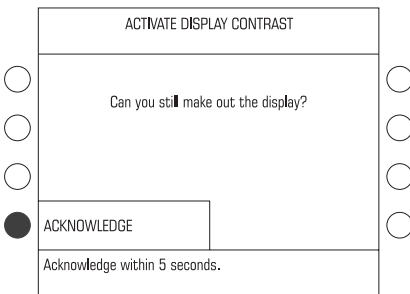
- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → DISPLAY.



- Use the associated keys to REDUCE or INCREASE the display contrast.

After each key activation, you will at once see the display change. Adjust the setting until it is comfortable for your eyes.

- Save the setting with SAVE.



- Press within 5 seconds the key next to ACKNOWLEDGE.

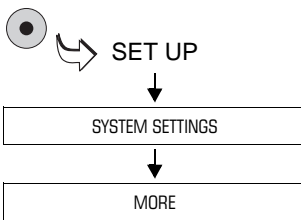
The display contrast is set and maintained until the next change, even if you switch the ultimail off.




If you do not confirm the changes within 5 seconds, the ultimail jumps back to the last display contrast setting used.

11.9 Display and reset item counter

The item counter will count all meter imprints (including zero imprints) in the METERING mode. In all other modes PRINTING LOGO, INCOMING STAMP and ONLY TRANSPORTING the item counter is not activated.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MORE.

SYSTEM SETTINGS	
<input type="radio"/> << PREVIOUS	<input type="radio"/> TONE SIGNAL ON
<input type="radio"/> HIGH POSTAGE \$10.00	<input type="radio"/> NUMBER OF ACCT 10
<input type="radio"/> LOW POSTAGE WARNING \$100	<input type="radio"/> METER TYPE <0.00>
<input checked="" type="radio"/> DELETE ITEM COUNTER 538	<input type="radio"/> >> MORE
Select the settings you wish to change.	

You can see the current value of the item counter under DELETE ITEM COUNTER.

How to reset the item counter to zero:

- Press the key next to DELETE ITEM COUNTER.

ITEM COUNTER	
Do you really want to delete the item counter?	
<input type="radio"/> NO	<input checked="" type="radio"/> YES
Confirm with YES if you want to delete the item counter!	

- Confirm the cancellation with YES.

The item counter is reset to Zero.

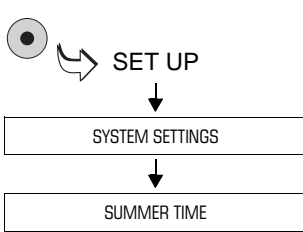
If you do not wish to set the item counter to zero, abort with NO. The displayed total pieces are maintained.

11.10 Time

11.10.1 Day light saving time

The ultimail automatically changes the time at the beginning and end of day light saving time. You can disable this function.

Deactivate/activate automatic change-over



- Call SET UP menu with the key.
- Select SYSTEM SETTINGS → SUMMER TIME.

SUMMER TIME	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input checked="" type="radio"/>	AUTO CHANGE-OVER OFF
Please adjust the parameter.	

The SUMMER TIME menu displays under AUTO. CHANGE-OVER the current setting.

How to deactivate/activate automatic change-over:

- Press the key next to AUTO. CHANGE-OVER. The setting switches between ON and OFF.

The displayed setting is active and maintained until a change is made.

Possible settings and their meaning:

-
- ON** The ultimail automatically changes the clock at the beginning and end of the day light saving time. You can set the moments of automatic change-over.
 - OFF** The ultimail does not automatically change the clock at the beginning and end of the day light saving time.
-

Setting the beginning and end of day light saving time

SUMMER TIME	
BEGIN	END
<input checked="" type="radio"/> MONTH 3 (MARCH)	<input checked="" type="radio"/> MONTH 10 (OCTOBER)
<input checked="" type="radio"/> WEEK LAST	<input checked="" type="radio"/> WEEK LAST
<input checked="" type="radio"/> DAY 1 (SUNDAY)	<input checked="" type="radio"/> DAY 1 (SUNDAY)
<input type="radio"/> AUTO CHANGE-OVER ON	<input type="radio"/>
Please adjust the parameter.	

To set the beginning and end of the day light saving time, automatic change-over must be activated.

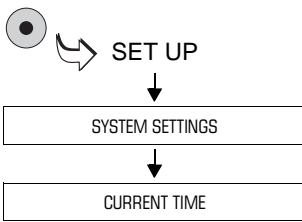
- Press the associated keys until month, week in the month and day of the week show the desired setting for BEGIN and END.

Beginning and end of day light saving time are set and maintained until the next change is made.

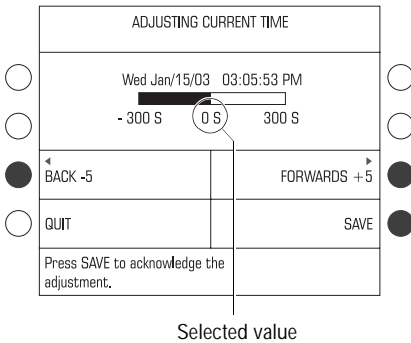
11.10.2 Adjusting the current time

The built-in battery-operated system clock safely provides the current date and hour of the day. So it is only in rare cases required to correct the system clock for adjusting a minor difference.

Basic settings and corrections of major deviations are always carried out by Francotyp-Postalia customer service.



- Call SET UP menu with the key.
- Select SYSTEM SETTINGS → CURRENT TIME.



- Adjust the current time with BACK -5 and FORWARDS +5.
- You can adjust the current time in steps of 5 seconds each. You can advance or set back the current time by five minutes when adjusting it.
- Save the setting with SAVE.

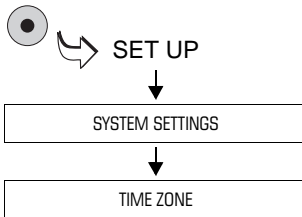
The current time is adjusted.



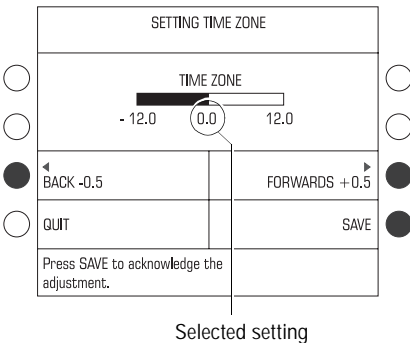
Please observe that you can readjust the current time at the earliest after a period of seven days after any adjustment.

11.10.3 Setting time zone

If you move the ultimail from one time zone to another within one country you need to adjust the time zone.



- Call SET UP menu with the ● key.
- Select SYSTEM SETTINGS → TIME ZONE.



- Use the associated keys to shift the time zone by BACK -0.5 or FORWARDS +0.5.

Time zone setting can be shifted in steps of half an hour each.

- Save the setting with SAVE.

The time zone is set.

Abort setting

If you do not wish to save the setting, quit the SETTING TIME ZONE menu with QUIT. The former setting is maintained.

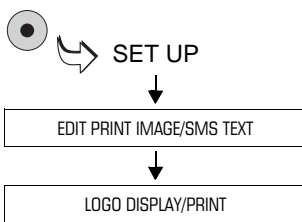
11.11 Print image data administration

The ultimail offers a large number of efficient functions to manage individual print image components. This includes plain text input for logos and type of mail endorsements, graphic preview, logo printing and the possibility to print lists. You can load logos and type of mail endorsements from card.

The following chapters present the functions in detail.

11.11.1 Logo display and printing

You can see the logos saved in the ultimail in the display and print these.



- Call SET UP menu with the key.
- Select EDIT PRINT IMAGE/SMS TEXT → LOGO DISPLAY/PRINT.

You will see an overview of the saved logos.

- Press the key next to the desired logo.

The display will show a simplified graphic version of the logo. The head line will show memory number and logo name.

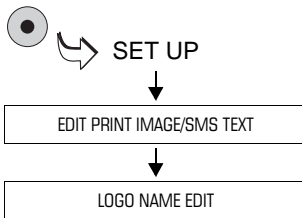
- With or start the printing process.


or





- with back to overview.

11.11.2 Change the logo names

Each logo has a name under which the motif is saved in the ultimail. You can change these names according to your requests.



- Call SET UP menu with the  key.
- Select EDIT PRINT IMAGE/SMS TEXT → LOGO NAME EDIT.
- Among the overview of saved logos, choose the logo name of which you wish to change.

EDITING NAME OF LOGO 3 CEBIT 2003	
[CEBIT 2003_]	
 CURSOR LEFT	 CURSOR RIGHT
 QUIT	 CONTINUE
Enter characters using the numeric keypad. Press C/CE to delete characters.	

The ultimail opens a menu for editing the name.

- Change the name for the logo as desired.

Read more about text input function on the ultimail on page 147.

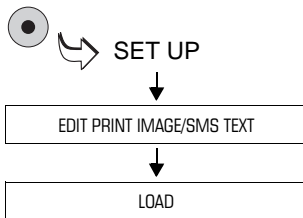
- Save the name with CONTINUE and confirm once again.




Read more about text input function on the ultimail on page 147.

11.11.3 Loading print image data from card

You can easily load print image data (e.g. logos, type of mail endorsements) from cards. Order the card with the desired print images from Francotyp-Postalia.

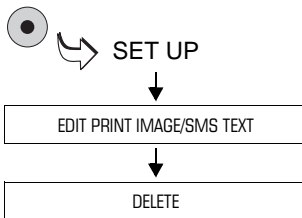



- Call SET UP menu with the  key.
- Select EDIT PRINT IMAGE/SMS TEXT → LOAD.
- Keep card(s) with data ready for loading.
- Follow the instructions in the display. The ultimail will guide you step by step through the loading process.

Displays and security prompts will protect you against inadvertent loading and rewriting of data. Carefully read all information in the display.

11.11.4 Delete print image data

You can delete print image data which are no longer required (logos, types of mail). Therefore you gain memory space, for new logos, for instance.



- Call SET UP menu with the  key.
- Select EDIT PRINT IMAGE/SMS TEXT → DELETE.

DELETE PRINT IMAGES	
<input checked="" type="radio"/> LOGO DELETE	<input type="radio"/>
<input checked="" type="radio"/> TYPE OF MAIL DELETE	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
Please select a function.	

- Press the key next to the print image data which you wish to delete, e.g. LOGO DELETE.

An overview of all saved print image data appears.

- Press the key next to the print image to be deleted.

If you wish to delete the data now selected:

- Confirm the security prompt with CONTINUE.

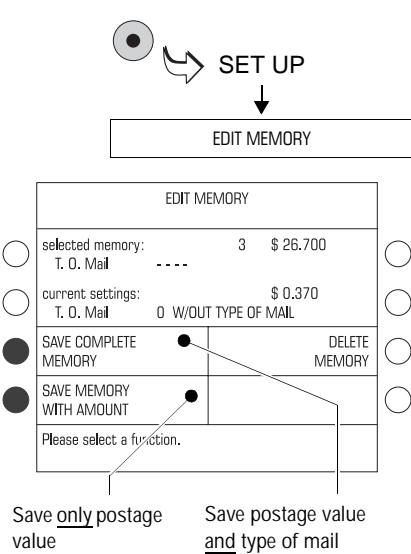
The ultimail deletes the data. A message will inform you about the end of the deleting process.

- Confirm the message with CONTINUE.

11.12 Short code memories

The ultimail has 6 short code memories. In each of the memories, you can store a postage value with a suitable type of mail endorsement. You can directly call the saved settings from the home menu.

11.12.1 Saving settings



- Call SET UP menu with the key.
- Select EDIT MEMORY.
- Press the key next to the memory under which you wish to save the settings.

The EDIT MEMORY menu appears.

- Select SAVE COMPLETE MEMORY or SAVE MEMORY WITH AMOUNT.

Possible settings and their meaning:

SAVE COMPLETE MEMORY	The ultimail saves <u>postage value and type of mail endorsement</u> . When calling the memory, the ultimail will set both the saved postage value and the type of mail.
SAVE MEMORY WITH AMOUNT	The ultimail saves <u>the postage value only</u> . When calling the memory, the ultimail will set the saved postage value. The currently activated type of mail endorsement remains unchanged.

MEMORY 3 SAVE COMPLETE		
<input type="radio"/>		POSTAL RATE \$ 0.370
<input type="radio"/>		W/OUT TYPE OF MAIL
<input type="radio"/>		
<input type="radio"/>	QUIT	SAVE
Please select a parameter. Press SAVE to continue.		

Setting the postage value

Type of mail endorsement to select

The ultimail opens the menu for setting the memory values.

- Set the postage and type of mail to be saved as usual.
- Continue with SAVE to save the displayed settings.

The ultimail eventually displays the saved settings.

- End the saving procedure to the memories with CONTINUE.



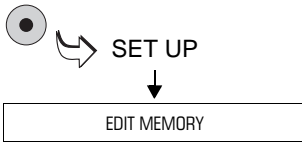
Notes to "Memory 1"


- The settings which you save as memory 1, will be the default settings for postage and type of mail endorsement.
- Memory 1 can only be saved in the complete form (postage and type of mail).



Memories that are already occupied can simply be overwritten with new data.

11.12.2 Display and print saved settings




- Call SET UP menu with the  key.
- Select EDIT MEMORY.

SELECT MEMORY FOR EDITING			
<input type="radio"/>	1	\$ 0.370 W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>	2	-	<input type="radio"/>
<input type="radio"/>	3	\$ 0.370 -	<input type="radio"/>
<input type="radio"/>	4	\$ 3.800 W/OUT TYPE OF MAIL	<input type="radio"/>
Please select a function.			


Memory 2 = not occupied

You will see current data contents of all short code memories.

Print list of short codes

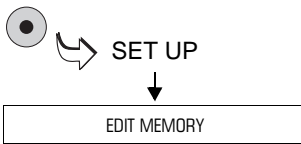
- Position an empty envelope or a card.
- Start the printing process with the  key.


or

- Print the memory list on a label using the  key (*only for ultimail with label dispenser*).

The ultimail needs some time for print image creation. Letter transport is not started before that. The ultimail prints the memory list.

11.12.3 Delete memories



- Call SET UP menu with the  key.
- Select EDIT MEMORY.
- Press the key next to the memory number that you wish to delete.

EDIT MEMORY	
selected memory: T. O. Mail	● 3 \$ 26.700
current settings: T. O. Mail	\$ 0.370 0 W/CUT TYPE OF MAIL
SAVE COMPLETE MEMORY	DELETE MEMORY
SAVE MEMORY WITH AMOUNT	
Please select a function.	

For deleting
selected memory

The EDIT MEMORY menu appears.

- Press the key next to DELETE MEMORY.
- If you wish to delete the selected memory now:
- Confirm the security prompt with YES.

The memory concerned is deleted.

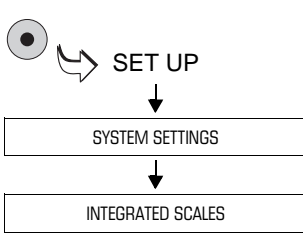


You cannot delete memory 1 since the ultimail must have access to the postage and type of mail saved here as default settings.

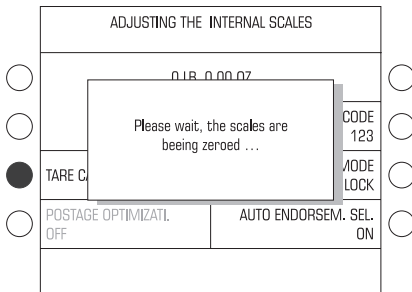
11.13 Internal scale *(optional)*

11.13.1 Tare

The internal scale calibrates automatically. If the scale does not find any zero point, or if you wish to weigh with a preload, you will have to tare the scale.



- Call SET UP menu with the ● key.
- Select SYSTEM SETTINGS → INTEGRATED SCALES.

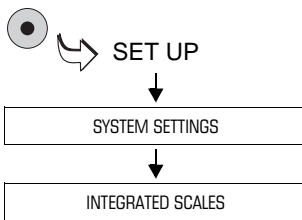



- Press the key next to TARE CALCULATION.


For some seconds the display shows the information that the scale is being zeroed.

11.13.2 Setting weighing mode

In the ADJUSTING THE INTERNAL SCALES menu you can change the weighing mode to NORMAL and use the ultimail simply as scale. The NORMAL weighing mode is not available for rate calculation.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → INTEGRATED SCALES.

ADJUSTING THE INTERNAL SCALES	
0 LB 0.00 OZ	
	ZIP-CODE 123
TARE CALCULATION	WEIGHING MODE LOCK 
POSTAGE OPTIMIZATI. OFF	AUTO ENDORSEM. SEL. ON

- Press the key next to WEIGHING MODE. The setting switches between LOCK and NORMAL.

When quitting the menu, the ultimail automatically sets the weighing mode back to LOCK.

Possible settings and their meaning:

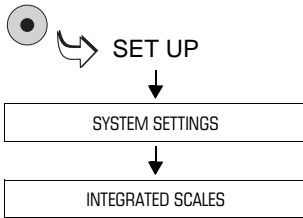
LOCK If you add further mail pieces to the delivery on the weighing tray and take them off again, the scale will not determine any new weight. The original display remains unchanged.


Only if you fall below the initial weight or fully unload the scale, the ultimail determines a new weight (=default setting).


NORMAL The ultimail will continuously determine the loaded weight and display the momentary value.

11.13.3 Switching on and off automatic type of mail endorsement

This setting specifies whether rate calculation should control the setting for type of mail endorsement in the home menu.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → INTEGRATED SCALES.

ADJUSTING THE INTERNAL SCALES	
0 LB 0.00 OZ	
	ZIP CODE 123
TARE CALCULATION	WEIGHING MODE LOCK
POSTAGE OPTIMIZATI. OFF	AUTO ENDORSEM. SEL. ON 

- Press the key next to AUTO ENDORSEM. SEL. The setting switches between ON and OFF.

The displayed setting is maintained until the next change, even if you switch the ultimail off.

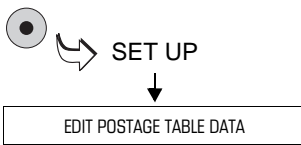
Possible settings and their meaning:


ON The ultimail determines, during rate calculation, on the basis of the selected postal rates a suitable type of mail endorsement and sets this one automatically for metering. This type of mail endorsement should be present in your ultimail. If no suitable type of mail endorsement is present, the ultimail meters without type of mail endorsement.

OFF The ultimail does not set type of mail endorsements automatically. The ultimail prints during metering the type of mail endorsement set in the home menu.

11.13.4 Rate table update

If postage regulations and rates are changed, you can load new rate table data. The ultimail supports the loading from cards which you can order from Francotyp-Postalia.



- Call SET UP menu with the  key.
- Select EDIT POSTAGE TABLE DATA.

The ultimail displays information about the rate table to be used.

RELOADING OF POSTAGE TABLES	
<input type="radio"/>	CURRENT POSTAGE TABLE 00.08.00 USA Rate Table U.S.A. 06/30/2002 RRC Valid from SUN Jun 30 01:00:00 AM 2002
<input type="radio"/>	DELETE ALL RATE TABLES
<input type="radio"/>	LOAD FROM CHIP CARD <input checked="" type="radio"/>
<input type="radio"/>	QUIT
Please select whether to load from a chip card or the RRC (if available).	

Loading rate table from card

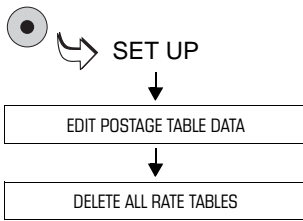
- Keep the card with new rate table ready.
- Press the key next to LOAD FROM CHIP CARD.
- Follow the instructions in the display. The ultimail will guide you step by step through the loading process.

Displays and security prompts will protect you against inadvertent loading of outdated data. Carefully read all information in the display.



Switch-over to the new rate table is controlled by the system clock of ultimail, i.e. it updates itself automatically as soon as it is valid.

11.13.5 Delete all rate tables



- Call SET UP menu with the key.
- Select EDIT POSTAGE TABLE DATA → DELETE ALL RATE TABLES.
- Confirm the security prompt with YES.

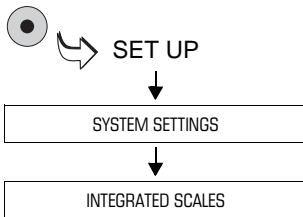
The ultimail deletes all stored rate tables.



You have to load a new rate table before you can use the rate calculation function again.

11.13.6 Change local ZIP code for rate calculation

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



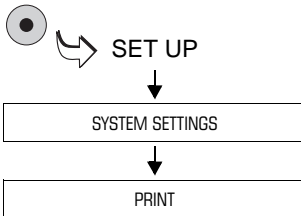
- Call SET UP menu with the key.
- Select SYSTEM SETTINGS → INTEGRATED SCALES.


ADJUSTING THE INTERNAL SCALES	
0 LB 0.00 OZ	ZIP-CODE 123
TARE CALCULATION	WEIGHING MODE LOCK
POSTAGE OPTIMIZATI. OFF	AUTO ENDORSEM. SEL. ON
Please assign a value. 111	

- Enter the first three digits of your local ZIP code.
- Confirm with the key next to the ZIP code.

11.14 Setting print head standby time

The standby time is the period between the last printing and the print head travelling to the idle position.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → PRINT.

ADJUSTING PRINTING	
<input type="radio"/> LETTER TRANSPORT RUN-ON TIME	<input type="radio"/> CHANGE INK CARTRIDGES
<input type="radio"/> CLEAN PRINT HEAD	<input type="radio"/> ADJUST INK CARTRIDGES
<input type="radio"/> INTENSIVELY CLEAN PRINT HEAD	<input checked="" type="radio"/> STANDBY TIME PRINTH 40
<input type="radio"/> PRINT OFFSET 0 MM.	<input type="radio"/>
Assign value!	60

How to adjust standby time:

- Type the desired time (from 40 to 80 seconds). The value appears at the right-hand side of the status line.
- Assign the new time with the key next to STANDBY TIME PRINthead.

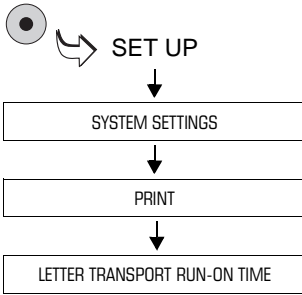
The standby time is set and maintained until the next change, even if you switch the ultimail off.




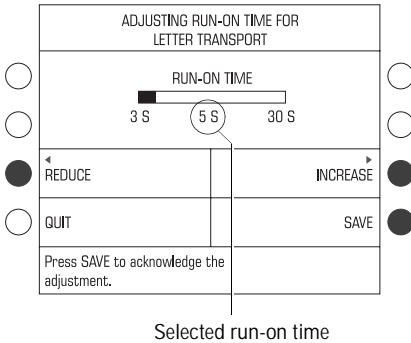
You can reset the default setting for the standby time (40 seconds) with the C/CE key.

11.15 Setting letter transport run-on time

The letter transport run-on time is the period from ejecting the last letter to letter transport standstill.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → PRINT → LETTER TRANSPORT RUN-ON TIME.



- Adjust the run-on time with REDUCE or INCREASE.

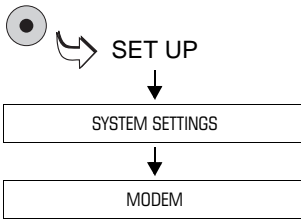
You can adjust run-on time between 3 and 30 seconds in steps of 1 second each.


- Register the displayed run-on time with SAVE.

The letter transport run-on time is set and maintained until the next change, even if you switch the ultimail off.

11.16 Modem configuration – adjusting dialing parameters

Francotyp-Postalia customer service sets, during ultimail commissioning, correct dialing parameters for the built-in modem. After moving to new premises or any change of your phone equipment, you should check the settings and adjust them if necessary.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MODEM.

ADJUST MODEM CONFIGURATION	
EXCHANGE DIGIT: 0	DIALING METHOD: TONE DIALING
WAIT OFF	TYPE OF PHONE LINE: EXTENSION
PAUSE OFF	ACCESS METHOD: EXCHANGE DIGIT
QUIT	SAVE
Please enter the parameter. To continue, press SAVE.	

The ADJUST MODEM CONFIGURATION menu offers the selection of possible parameter settings. The table on page 98 lists and explains all parameters.

During setting procedure, all parameters that are not technically reasonable do not appear or further parameters are displayed, depending on the selected parameters.

- Press the associated keys until all required settings display the desired values.
- Save the parameters with SAVE.
- End the display of the new modem settings with CONTINUE.

Quit modem configuration:

- Quit the ADJUST MODEM CONFIGURATION menu with QUIT.

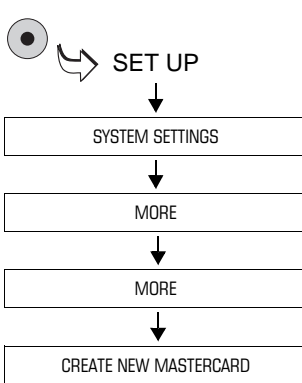
The previous configuration will be restored.

Possible settings and their meaning:

Line	Setting	Explanation
TYPE OF PHONE LINE	MAIN STATION	The ultimail is operated on a main line.
	EXTENSION	The ultimail is operated on an extension of the phone equipment.
DIALING METHOD	PULSE DIALING (Impulse dialing method)	Both methods are possible from modern extensions.
	TONE DIALING (Multifrequency dialing method)	Tone dialing is faster. If necessary, contact your local phone company.
ACCESS METHOD (Only for type of phone line EXTENSION)	EXCHANGE DIGIT	Defines how you access central office from an extension.
	GROUND	Usually, you dial EXCHANGE DIGIT.
	HOOK FLASH	The Hook Flash time of the built-in modem is permanently set to 200 msec.
EXCHANGE DIGIT (Only with access method by EXCHANGE DIGIT)	You have to enter the exchange digit by means of numeric keys with the modem configuration. The exchange digit can also have several places.	The exchange digit depends upon the extension equipment. Usually you use a 0 .
WAIT (Only with access method by EXCHANGE DIGIT)	ON	Waits for the dial tone after the exchange digit.
	OFF	<u>No</u> waiting for the dial tone.
PAUSE (Only with access method by EXCHANGE DIGIT)	ON	Adds a dialing pause after you have dialed the exchange digit.
	OFF	<u>No</u> dialing pause after having dialed the exchange digit.

11.17 Generate MasterCard

MasterCard holders can generate another MasterCard with this function.

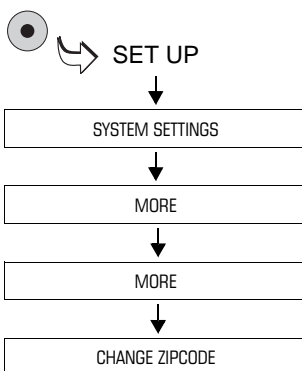


- Call SET UP menu with the ● key.
- Select SYSTEM SETTINGS → MORE → MORE → CREATE NEW MASTERCARD.
- Follow the instructions in the display. The ultimail will guide you step by step through the generating procedure for a new MasterCard.

11.18 Changing the origin ZIP code

If you wish to use the ultimail elsewhere (e.g. after moving to new premises), you must register the new location of your ultimail with Francotyp-Postalia.

At the new location you must load the new origin Zip code by modem from the TELESET data center.

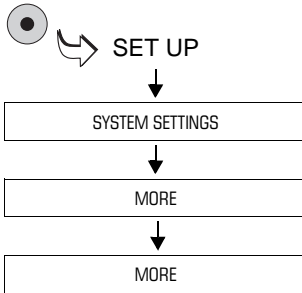



- Call SET UP menu with the ● key.
- Select SYSTEM SETTINGS → MORE → MORE → CHANGE ZIPCODE.

Your ultimail now establishes a connection with the TELESET data center and loads the new origin ZIP code.

11.19 Selecting the user interface language

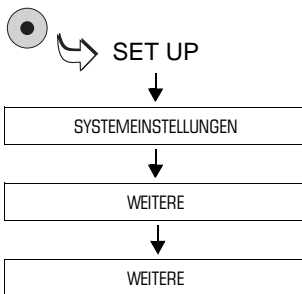
The ultimail user interface supports the languages English and German. Language change-over will have immediate effect.




- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MORE → MORE.
- Press the key next to LANGUAGE.

The menu language switches over from English to German at once.

How to go back to the English user interface:



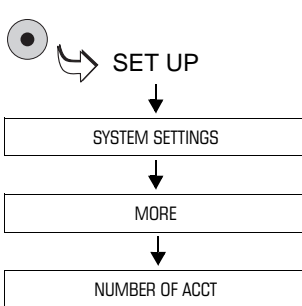
- Call SET UP menu with the  key.
- Select SYSTEMEINSTELLUNGEN → WEITERE → WEITERE.
- Press the key next to SPRACHE.


The menu language switches over from German to English at once.

11.20 Account administration extension

As a standard, the ultimail is provided with 10 account memories. You can increase the number of possible accounts to 50. For this purpose you need an authorization code which you can order from Francotyp-Postalia.

With an ultimail 90, a total of 50 accounts are supported.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MORE → NUMBER OF ACCT.

CHANGE TOTAL NUMBER OF ACCOUNTS	
<input type="radio"/>	The number of accounts will be changed.
<input type="radio"/>	Please enter the authorization code.
<input type="radio"/>	{00XXXXXX}
<input type="radio"/>	QUIT
	CONTINUE <input checked="" type="radio"/>
Please enter the authorization code. Acknowledge with CONTINUE.	

- Type the authorization code.
- Confirm the input with CONTINUE.

Now there are 50 accounts available.

In the SYSTEM SETTINGS menu you will see under NUMBER OF ACCT the number 50.



You can reduce the number of accounts back to 10. The steps are the same as shown for the extension to 50 accounts.



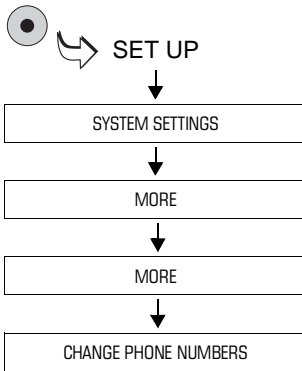
Caution! When reducing to 10 accounts, the accounts 11 to 50 and associated account information are irrevocably deleted. We recommend printing the information on all accounts prior to resetting (see Chapter 10.5 on page 64).

11.21 Changing phone numbers

The ultimail saves important phone numbers. In this menu you can see and change all saved phone numbers.



Caution! Any incorrect setting of the phone number for the TDC (TELESET data center) results in non loading of postage.



- Call SET UP menu with the ● key.
- Select SYSTEM SETTINGS → MORE → MORE → CHANGE PHONE NUMBERS.

The ultimail opens the PHONE NUMBERS menu.

- Press the key next to the phone number you wish to change.

The ultimail opens a menu for changing the displayed phone number.

- Enter the new phone number.
With INSERT BLANK you can design the phone number display for clearer view.
- Save the displayed phone number with SAVE.

If you are sure that you really wish to change the phone number:

- Confirm the security prompt with YES.

The ultimail saves the new phone number.

12 Maintenance and care

Have your metering system cleaned and serviced once a year by our authorized service personnel. Therefore you can ensure long-term trouble-free operation. Contact us for our low-price maintenance and service agreements.

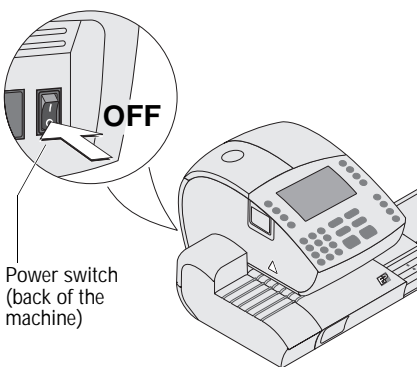
You can carry out yourself the following cleaning and servicing jobs:

- clean the outer housing parts
- exchange ink cartridges
- adjust the ink cartridges
- automatic print head cleaning
- top up the water tank for moistening
- clean/replace moistening sponge
- change battery.

12.1 Cleaning the ultimail metering system



Warning! Make sure that no liquids or foreign objects penetrate the interior of the ultimail. If this happens, pull out the power plug immediately. Have the ultimail metering system checked by Francotyp-Postalia service before starting it up again.



- Switch off the ultimail metering system.
- Pull the power cable of postage meter and of feeder (if any) out of the power socket.
- Clean dirt from the housing with a slightly damp cloth.

12.2 Changing the ink cartridges

The ultimail will remind you that the cartridge should be exchanged. If the ink cartridges are empty, the ultimail automatically starts the software-guided exchange procedure. The ultimail is no longer ready for operation. First replace the two cartridges before you can start printing again.

If you wish to replace the ink cartridges before the exchange procedure is started automatically, you can do this from the SET UP menu. Read the paragraph “Start the exchange procedure...” on page 108.

We recommend always keeping in stock two new ink cartridges as spare parts.



Warning! Ingestion of the ink can be damaging to your health. Avoid contact with the eyes. Keep the ink cartridge away from children. Further instructions for use are enclosed with the ink cartridges.



Caution! Only use original ink cartridges from Francotyp-Postalia.



Caution! Always replace the ink cartridges in pairs. Always use new ink cartridges.



Caution! Only replace cartridges if you are requested to do so by the ultimail. The cartridges will then be in exchange position.

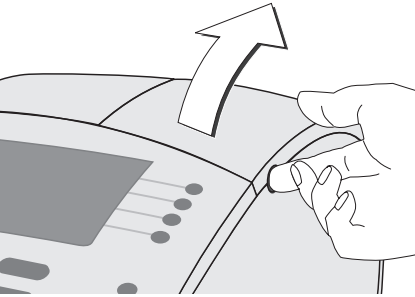
CHANGE INK CARTRIDGES	
Please open the ink cartridge flap. Turn green catch towards display and remove both ink cartridges. Then press CONTINUE ...	
QUIT	CONTINUE
Acknowledge with CONTINUE.	

Change ink cartridges

This is the message which is displayed by the ultimail to request you to change the cartridges ...

- Follow the instructions in the display.
- Confirm the steps using the key next to CONTINUE.

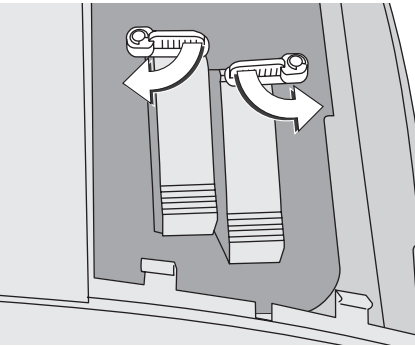
The different steps (open cartridge flap, remove old cartridges...) are described in detail on the following pages.



Remove ink cartridges...

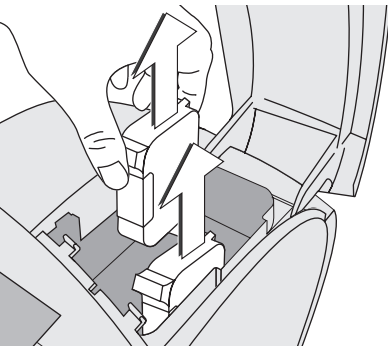
- Open cartridge flap with a **powerful sudden motion** and fold up as far as it goes.

Note: The cartridge flap is provided, at its front edge, about in the centerline, a clip lock engaging into the housing. Do not be shy if the flap slightly jams at this locking point when being opened.

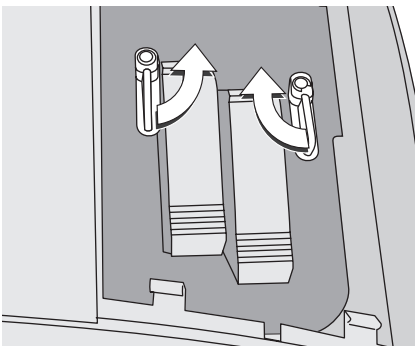
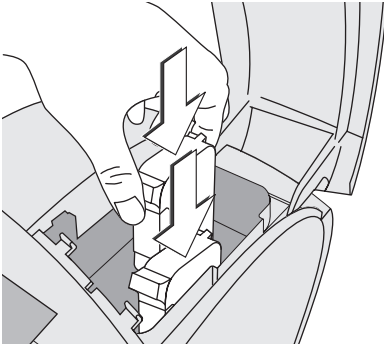
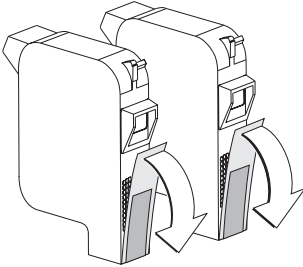


Open the green catches at both of the two cartridges:

- Left-hand catch by a clockwise quarter turn.
- Right-hand catch by a counterclockwise quarter turn.



- Remove both of the ink cartridges in an upward direction out of the retainer.



Insert new ink cartridges...

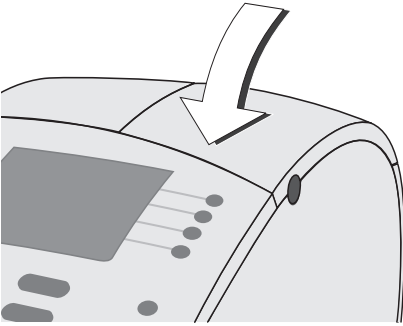
Caution! Insert the cartridges only after the cartridges have adapted to the ambient temperature of the postage meter (e.g. after storage in cellar or after conveyance in a cold vehicle). Else, no correct calibration can be performed.

- Unpack the new cartridges from their packages.
- Remove the protective strip from the ink cartridges.
- Insert the two ink cartridges.
The contacts on the cartridges should be directed to the rear of the machine.

Close the green catches at both of the two cartridges:

- Left-hand catch by a counterclockwise quarter turn.
- Right-hand catch by a clockwise quarter turn.

Caution! Make sure that both of the cartridges are locked before closing the cartridge flap.



- Close the cartridge flap.
The clip lock audibly clicks into place.

After cartridge exchange, the ultimail will calibrate the cartridges. You can follow the process progress in the display. Have a little patience until calibration is completed.

- Continue with ink cartridge adjustment.

Adjusting the ink cartridges...

It is necessary to adjust the new ink cartridges to obtain a perfect print image without offset.

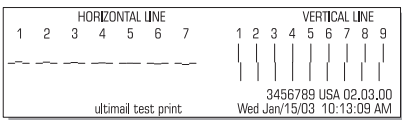
In the ADJUSTING PRINTING menu:

- Press the key next to ADJUST INK CARTRIDGES.

The ultimail will prompt you to position an empty letter.

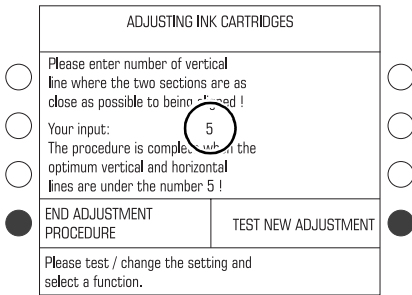
- Position an empty envelope for ultimail test print.

The ultimail prints the test print.



ADJUSTING INK CARTRIDGES	
Enter the number of the horizontal line that is the straightest:	
Your input:	5
	CONTINUE
Please test / change the setting and select a function.	

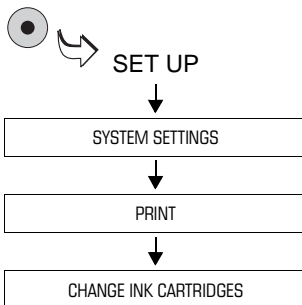
- Determine the number on the test imprint where the horizontal partial lines are most exactly one besides the other.
- Enter the determined number with numeric keys. The entered number appears in the display behind "Your input: ___".
- Confirm with CONTINUE.



- Determine the number on the test imprint where the vertical partial lines are most exactly one above the other.
- Enter the determined number with numeric keys. The entered number appears in the display behind "Your input: ___".
- Read the text in the display very carefully. Then select:
TEST NEW ADJUSTMENT, to repeat the adjustment
or
END ADJUSTMENT PROCEDURE.
- If necessary, repeat the adjustment several times until the cartridges are correctly aligned.

Start the exchange procedure...

If you wish to change the ink cartridges before being prompted by the ultimail, call the change procedure in the SET UP menu.



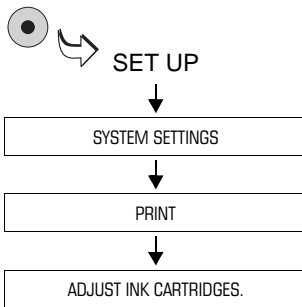
- Call SET UP menu with key.
 - Select SYSTEM SETTINGS → PRINT → CHANGE INK CARTRIDGES.
- The change procedure starts: The ultimail requests you to open the flap and to change the cartridges.
- Change the cartridges. Follow the instructions how to change cartridges on pages 104 to 107.
 - Adjust the cartridges. Read pages 107 to 108.


12.3 Adjust the ink cartridges

It is necessary to adjust the ink cartridges to obtain a perfect print image without offset.

It is necessary to do the adjustment:

- after every cartridge exchange
- if the meter imprints contain misalignments.



- Call SET UP menu with  key.
- Select SYSTEM SETTINGS → PRINT → ADJUST INK CARTRIDGES.

The ultimail will start a procedure for cartridge adjustment. Follow the instructions in the display.

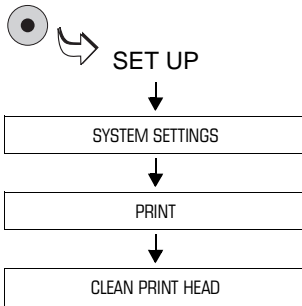
For details of the adjustment procedure, read pages 107 to 108.

12.4 Cleaning the print system

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



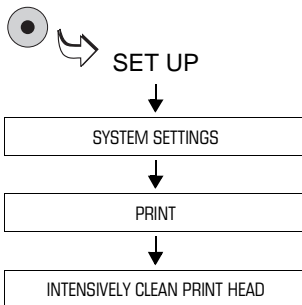
Caution! Never clean the print heads mechanically. You would damage the print heads and destroy them.



Cleaning

- Call SET UP menu with ● key.
- Select SYSTEM SETTINGS → PRINT → CLEAN PRINT HEAD.

A message will inform you about the progress of the cleaning procedure.



Intensive cleaning

You should start the intensive cleaning process if regular cleaning does not improve print quality in a sufficient way.

- Call SET UP menu with ● key.
- Select SYSTEM SETTINGS → PRINT → INTENSIVELY CLEAN PRINT HEAD.

A message will inform you about the progress of the cleaning procedure.

- Test the imprint quality by an ultimail test print with postage value "0.00" (see Chapter 4.3 on page 16).

If such an intensive cleaning process does not improve imprint quality as expected, contact the Francotyp-Postalia service.

Your slogan
Logo #1



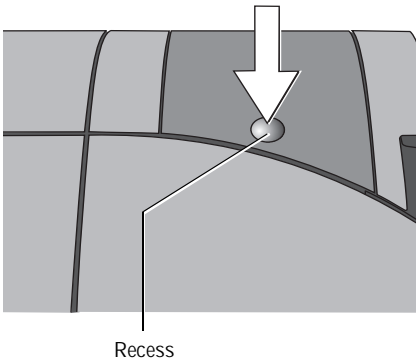
12.5 Filling the water tank *(optional)*

Feeder and sealer are supplied with the same moistening unit. Filling the water tank is done in the same way.

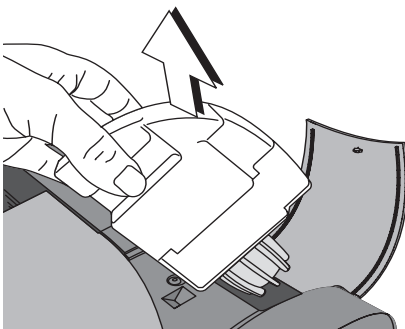


Warning! Please observe the following safety tips when handling the water tank:

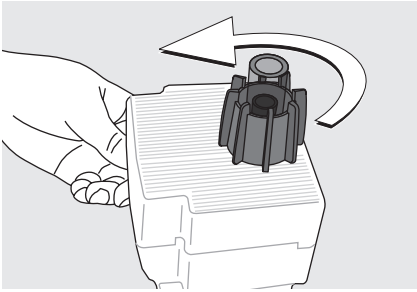
- Make sure that the screw cover on the water tank is firmly tightened and well sealing before inserting the tank into the machine with its opening down.
- Be extremely careful when using water. Immediately pull out the power plug if water has penetrated the interior of the ultimail. Have the ultimail metering system checked by Francotyp-Postalia service before starting it up again.



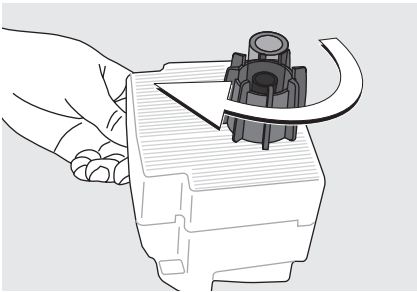
- Release the flap by pressing on the recess, and fold up as far as it goes.



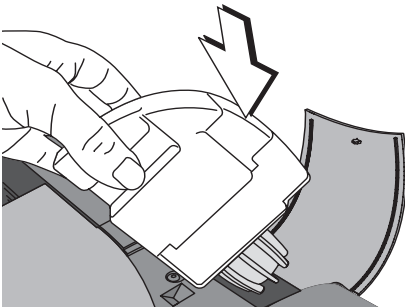
- Remove water tank out of housing.



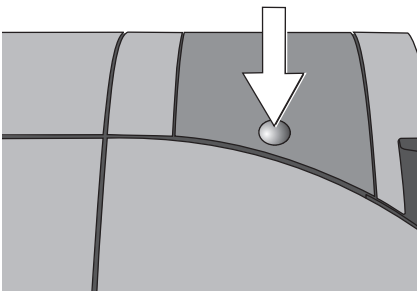
- Unscrew water tank cover.
- Fully empty water tank and, if necessary, clean it.
- Fill tap water into water tank.



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



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



- Close the flap and lock with light pressure on the recess.

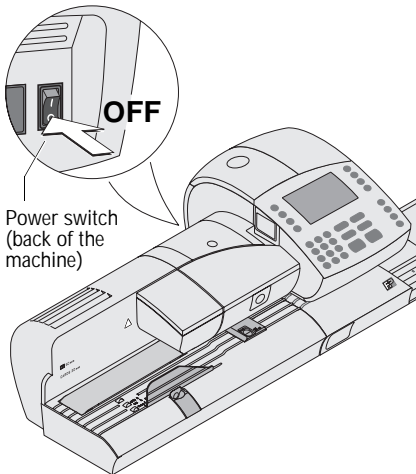
12.6 Cleaning / changing the moistening sponge *(optional)*

Feeder and sealer are supplied with the same moistening unit. Cleaning/changing the sponge is done in the same way.

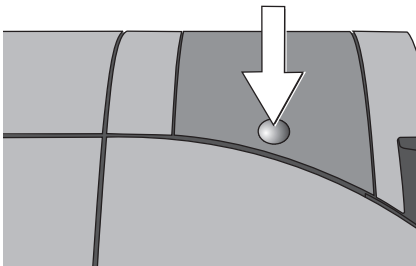


Warning! Please observe the following safety tips for cleaning and changing the sponge on the feeder and sealer:

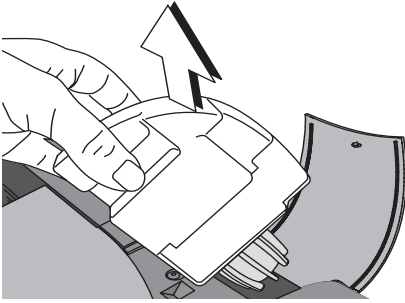
- Be extremely careful when using water. Immediately pull out the power plug if water has penetrated the interior of the ultimail. Have the ultimail metering system checked by Francotyp-Postalia service before starting it up again.
- It is advisable to switch off the postage meter before removing the water tank and changing the sponge.



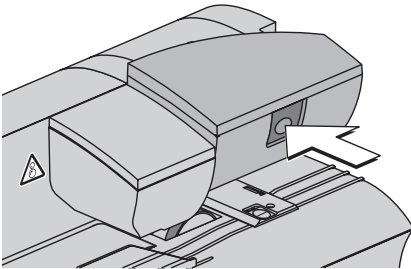
- Switching off the metering system:
Switch the power switch on the back of the postage meter to the **O** position.



- Release the flap by pressing on the recess, and fold up as far as it goes.



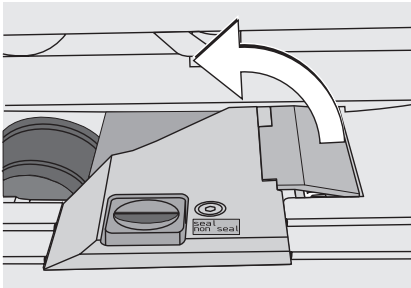
- Remove water tank out of housing and put it at a safe place.



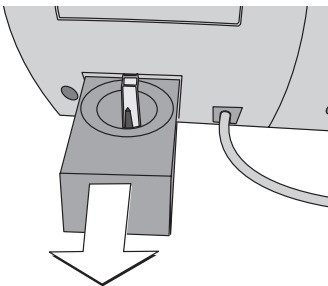
- Release roller transport by pressing on release key.

Roller transport moves upward.

Now you have access to the moistening brush beneath the roller support.

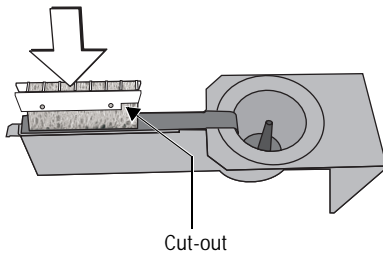
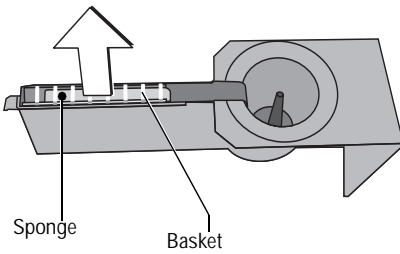


- Lift the brush up and to the left.

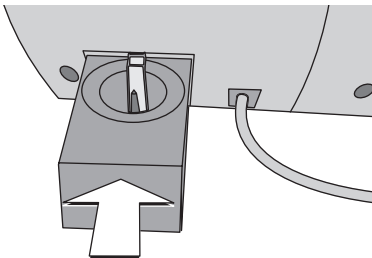
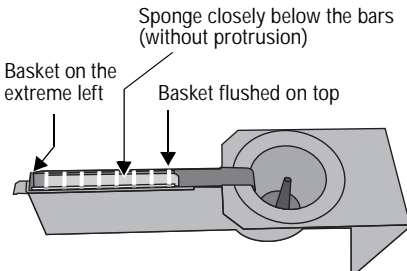


At the rear of feeder/sealer:

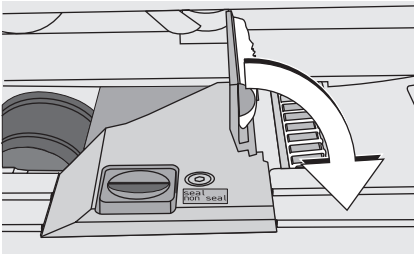
- Carefully pull out to the back the water tray.
- Empty water tray.



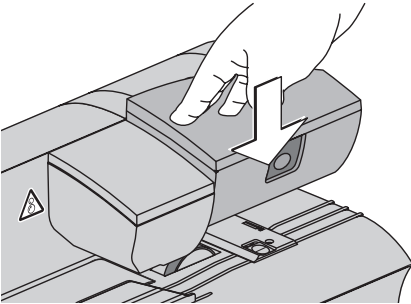
Checks:



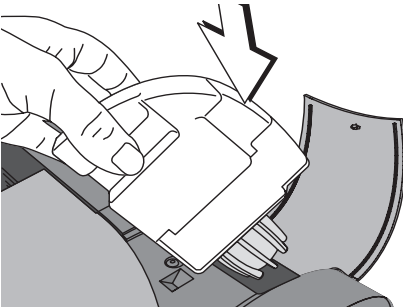
- Lift out of the water tray the basket with the sponge. Remove sponge from basket.
- Clean sponge or replace with a new one.
- Put a new sponge into water before inserting it, and let soak completely. The flaps are thus correctly moistened from the first letter on.
- Insert sponge in basket. Sponge must be closely positioned to the bars and rest on the lateral limit. Ensure that sponge is not pressed by the bars. Two flaps on the longitudinal side hold sponge to the basket.
- Insert basket with sponge into water tray as shown in the figure. Mind the position of the cut-out.
- Check if the basket is correctly seated: It must rest on the extreme left in the water tray and close on top in a flushed manner.
- Insert the complete water tray into the housing until it clicks into place.
- Check if the sponge is correctly seated. It should be directly below the moistening felt and brush.



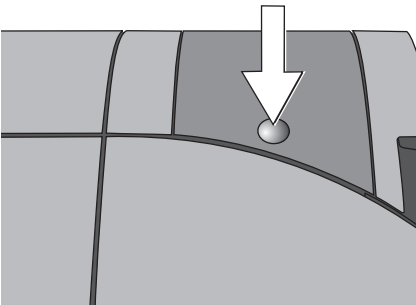
- Check if moistening felt and brush are well moistened. If necessary, apply some water and stroke with your finger several times over the brush.
- Lower the brush into the horizontal position.



- Press roller transport down until it clicks into place.



- Fill tap water into water tank. Check for leakages. (For further information see Chapter 12.5.)
- Insert water tank into the housing with the cover downward.



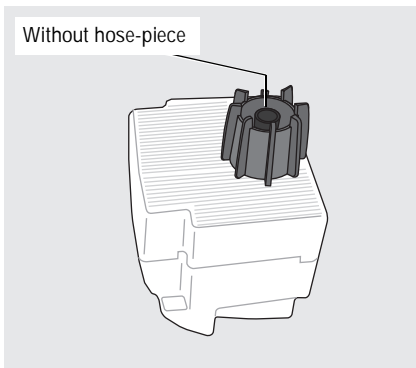
- Close the flap and lock with some pressure on the recess.

You can switch on the metering system again.

12.7 Adjust moistening level *(optional)*

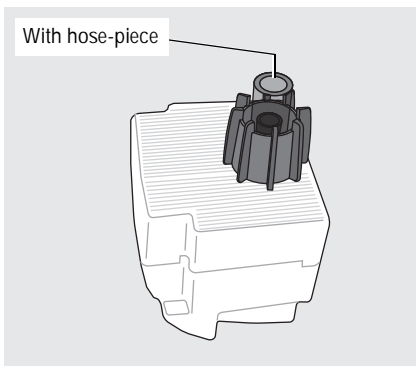
There are two hoses of different length included in the scope of supply, to be mounted on the cover of the water tank. The moistening level can thus be adapted to the letters accordingly. Moistening can be reduced through the insertion of a hose-piece: the longer the hose the weaker the moistening of the envelope flaps.

- Remove water tank out of the housing (for further information see Chapter 12.5 on page 111).



Normal moistening (without hose-piece)

Moistening is factory-set to achieve best results in most cases.



Reduce moistening

- Plug the short hose-piece on the cover of the water tank.

or

- Plug the long hose-piece on the cover of the water tank for lesser moistening.

- Insert water tank into the housing with the cover downward. Close the flap (see page 116).

12.8 Changing the battery

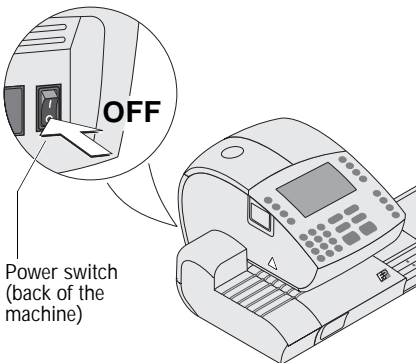
The metering system monitors the battery charge status. An appropriate message appears in the display when it is time to change the battery.



Caution! Only use a battery 90.4701.8004.00 as provided by Francotyp-Postalia.



Warning! Observe the instructions enclosed with the battery for correct use and disposal.

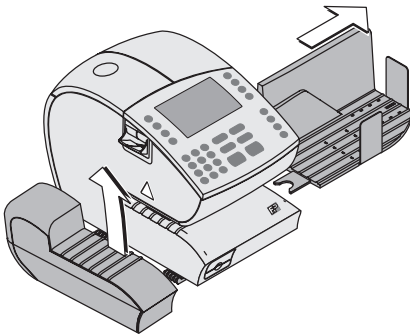


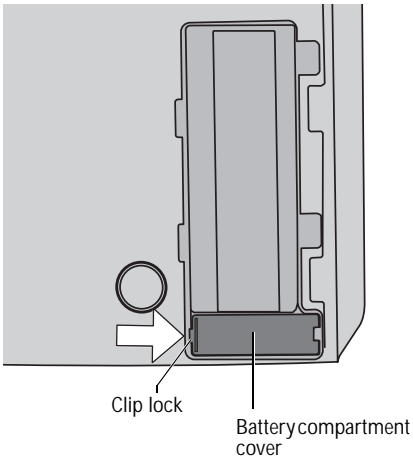
- Switch off the ultimail metering system and all connected external equipment (PC, external postage scale).
- Remove the power cable from the postage meter and feeder (if any).
- Remove the connecting cable to the feeder or sealer (if any).
- Remove the connecting cable to external equipment (if any).
- Remove weighing platform (if any). Read on page 133.
- Remove catch tray and corresponding feeding equipment.

How to remove the catch tray or the manual positioner or optional feeders, read on page 134.

- Tilt the postage meter on the right-hand side.

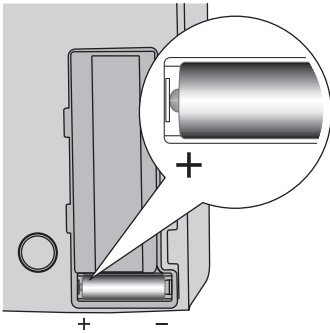
You now have access to the battery compartment on the bottom of the ultimail.



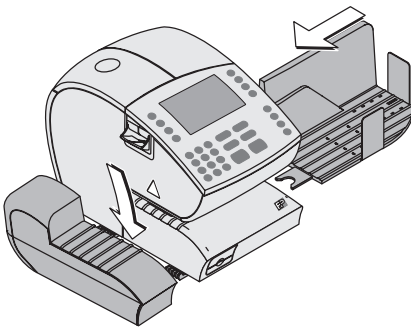


Opening battery compartment:

- Press the clip lock at the battery compartment cover and take off battery compartment cover.
- Take out the used battery.



- Insert new battery (90.4701.8004.00). Make sure that the polarity is correct. (Symbols in the battery compartment indicate the correct position.)
- Close the battery compartment.
- Place postage meter upright again.



- Replace catch tray and corresponding feeding equipment.

How to attach the catch tray or the manual positioner or optional feeders, read on page 136.

- Establish all cable connections (see page 137).
- Reconnect the power cable of postage meter and feeder (if any).

Now you can restart the metering system.

13 Troubleshooting

13.1 Problems and remedies

Problem	Possible cause and remedy
...in general	
Blank display.	Check whether the power cable is plugged in correctly and if the power switch is switched on.
Display light on, but display blank	Software problem. Switch off power switch and pull power plug.
The ultimail does not respond to pushbutton operation.	Caution! The print system possibly is <u>not in sealed position!</u> Let the ultimail finish running before powering off. Wait one minute. Start the ultimail up again.
Functions are missing in the display.	These functions are not available with the currently plugged access card. You will find an overview of access rights on page 140.
The ultimail does not switch off, does not shut down.	The ultimail was not in home menu when the power switch was actuated. Change to the home menu with the home key. Switch off the ultimail by power switch.
The ultimail does not execute the desired action and "beeps" several times.	Beeps are a sign that the ultimail cannot execute a function (for instance, if keys are without functions in the current menu, or if the previous action is not yet finished). Carefully read all information in the display.

Problem	Possible cause and remedy
...when metering	
Metering not possible.	<p>No access card plugged in. Plug in UserCard or MasterCard.</p> <p>Card is not properly plugged in. Plug the card in correctly (chip must face down)!</p> <p>Card reader does not recognize access card. Remove access card and plug in again.</p>
Metering is not possible with the postage value set.	<p>No postage in the postage meter. Please load postage!</p> <p>Too low credit of current account. Have assigned new budget from system administrator.</p>
Home menu does not show all functions.	<p>The ultimail is not in "Metering" mode. Status line shows current mode.</p> <p>Press the C/CE key for 3 seconds. For setting the mode, read Chapter 11.1.</p>
The ultimail does not print, letter transport does not start.	<p>Sensor does not recognize letter. Position the letter again, or start letter transport with Start/Stop key.</p>
	<p>The ultimail does not display the home menu. Change to the home menu with the home key, and try again.</p>
Problems with label metering.	<p>Before loading the label dispenser: Loosen labels.</p> <p>You have used unsuited labels. Only use original labels from Francotyp-Postalia.</p> <p>Put in a maximum of 40 labels (as pre-packaged).</p>

Problem	Possible cause and remedy
Meter imprint is incomplete, value stamp is missing.	The ultimail is not in "Metering" mode. Status line shows current mode. Press the C/CE key for 3 seconds. For setting the mode, read Chapter 11.1.
The ultimail transports letters without metering them.	The ultimail is in "Only transporting" mode. Status line shows current mode. Setting the "Metering" mode: Press the C/CE key for about 3 seconds. For setting the mode, read Chapter 11.1.
Gaps in the imprint.	Clean the print system (see Chapter 12.4).
Print image distorted.	Adjust ink cartridges (see Chapter 12.3).
Letter jam.	Read "Removing letter jams" on page 126.

...when weighing and for rate calculation

Postage is missing in the display.	No postal rates selected or the postal rates are incomplete or incorrect. Fully select postal rates (see Chapter 6.2).
The scale does not determine any weight for the mail piece.	Scale is overloaded or the weight of the mail piece is too low. Use the scale only for mail pieces within the weight range limits (see page 159).
	The scale does not recognize any Zero point. Tare the scale (see page 90).

Problem	Possible cause and remedy
...when loading postage	
<p>Desired amount cannot be called.</p>	<p>Impermissible amount. Enter a permissible amount and try again (see Chapter 9).</p> <p>The ultimail cannot connect to the TELESET data center. Check modem configuration (see Chapter 11.16).</p>
...with basic settings, maintenance and care	
<p>New account cannot be created.</p>	<p>All available account memories are already occupied. Delete an account you no longer need.</p>
<p>Cartridge adjustment does not start automatically after cartridge exchange.</p>	<p>Call adjustment procedure in SET UP menu (see Chapter 12.3).</p>
<p>Data for logo, types of mail or rate table are not loaded into the ultimail from the card.</p>	<p>Card is defective. Call Francotyp-Postalia customer service.</p>

Problem	Possible cause and remedy
...with envelope sealing <i>(only feeder/sealer)</i>	
Letters are not sealed.	Seal envelope is switched off. Switch on seal envelope (see page 20).
	Water tank is empty. Fill more water (see Chapter 12.5).
Letters are not correctly sealed.	Rub powerfully with your hand over the letter stack once in the area of the flaps.
	Moistening sponge and brush are dried because the water tank was empty over a longer period of time. Remove sponge and let it soak up completely (see Chapter 12.6).
	Sponge is dirty. Clean the sponge (see Chapter 12.6).
	Sponge is worn. Exchange the sponge (see Chapter 12.6).
The ultimail does not start when you have positioned mail pieces.	Entry sensor does not recognize the letters. Start letter transport with Start/Stop key.

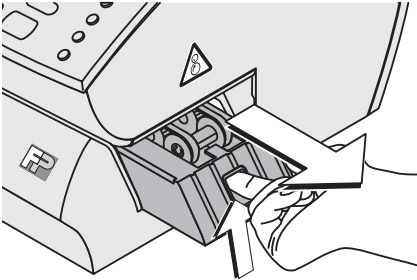
Problem	Possible cause and remedy
...with automatic feeding from stack <i>(only feeder)</i>	
Double feeding, jam	<p>Material is unsuited for processing, cards are bent too much, mail pieces stick to each other.</p> <p>Fan <u>thin material</u> to remove paper dust and prevent adherence of the mail pieces.</p> <p>Leaf open <u>card stack</u> on all sides prior to positioning.</p> <p>Press the air out of <u>thick letters</u>.</p> <p>Observe notes for preparing letter stacks (page 149) and envelope specifications (page 158).</p>
Jam	Read "Removing letter jams" on page 126.
Mail piece jammed in the entry section.	Letter guide is not correctly adjusted, stack is not sitting on lower letter guide support of.
Mail pieces are not fed or not correctly fed.	Slightly lift the stack at the rear part.
Mail pieces are mistracking through the ultimail.	Letter guide is not correctly adjusted.
Last mail piece of stack is not fed.	Push letter manually in until the feeder seizes the letter.

13.2 Removing letter jams

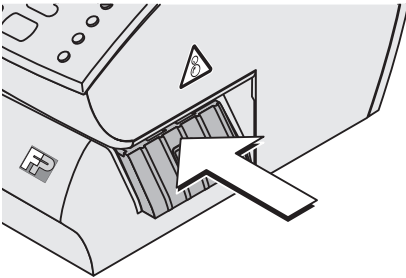
Removing letter jam in the postage meter



Warning! Do not reach into the danger areas marked with a safety sign. Keep long hair, fingers, loose clothing pieces, shawls and jewellery away from moving machine parts.



- Unlock letter transport: Reach into the opening and press locking device upward.
- Pull letter transport to the right out of the ultimail.
- Take out jammed letters.



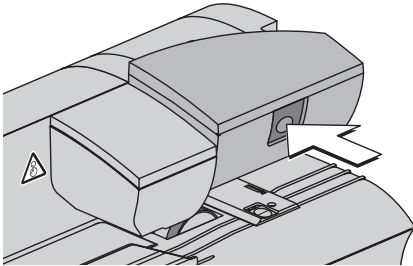
- Insert letter transport. The locking bar clicks into place.

The ultimail is ready for operation again.

Removing letter jams in the feeder or in the sealer



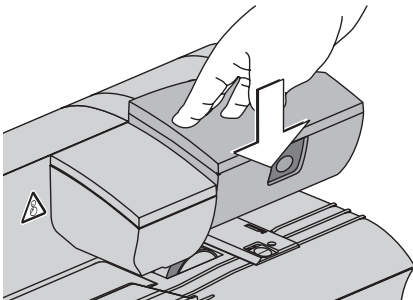
Warning! Do not reach into the danger areas marked with a safety sign. Keep long hair, fingers, loose clothing pieces, shawls and jewellery away from moving machine parts.



- Release roller transport by pressing on release key.

Roller transport moves upward.

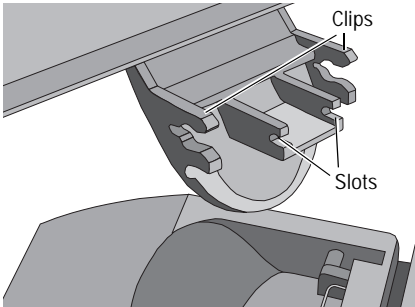
- Take out jammed letters.



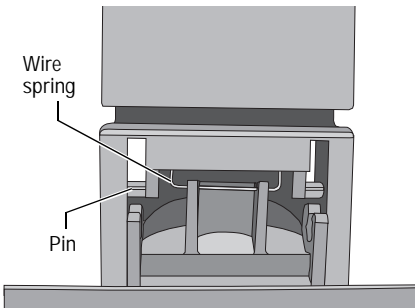
- Press roller transport powerfully down until it clicks into place.

The ultimail is ready for operation again.

13.3 Attach adjustable letter guide to feeder/sealer



On both sides, the adjustable letter guide is provided with clips for locking the bar. The two slots in the front edge of the lug will hold the wire spring on the bar.



How to insert the letter guide:

- Pull out the bar for adjusting the letter guide as far as it goes.
- Insert the letter guide so that the wire spring (in the bar) engages into the two narrow slots on the front edge of the lug.

Tilt the letter guide downward (in the direction of the letter receiving tray). Place the two clips on the pins at the bar with slight pressure and lock into place.

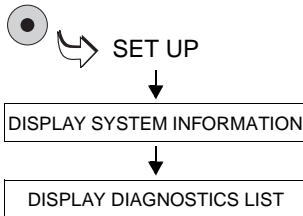



You can avoid the letter guide being pulled off:

- For adjusting the letter guide, always hold in the recessed grip at the bar.
- Always set the letter guide so that a clearance of about 0.08" to 0.1" (2 to 3 mm) is left.
- Fold down the letter receiving tray for large, wide mail pieces.

13.4 Display, print and send diagnostics list


The diagnostics list of the ultimail lists the last 30 faults (date, time of day, error code, error description).



- Call SET UP menu with  key.
- Select DISPLAY SYSTEM INFORMATION → DISPLAY DIAGNOSTICS LIST.


You can scroll through the diagnostics list with the arrow keys.

Print diagnostics list

- Print the information on labels using  key (*only for ultimail with label dispenser*).

or

Have some empty envelopes or cards ready. The ultimail will print system information in several parts.

- Position an empty envelope or a card.
- Start the printing process with  key.

The ultimail needs some time for print image creation. Letter transport is not started before that. The ultimail prints the first list.

- Position further envelopes if required.

You can follow the print process progress in the display.

Send diagnostics list

The function SEND TO FP SERVICE DEPT. sends the diagnostics list to customer service. Start this function only when requested to do so by Francotyp-Postalia.

Moving the ultimail to another location



Warning! Switch off the postage meter ultimail and all connected equipment prior to dismantling and transporting the metering system.

Make sure that no liquids or foreign objects penetrate the interior of the ultimail. If this happens, pull out the power plug immediately. Have the ultimail metering system checked by Francotyp-Postalia service before starting it up again.



Caution! Observe the following notes for preventing damage on the ultimail:

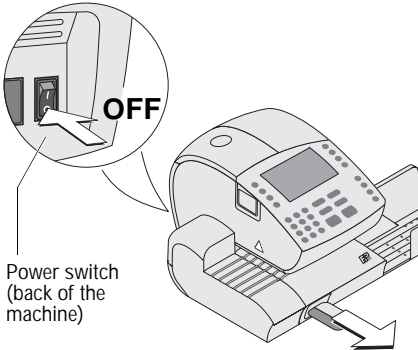
- Fully empty the water tank and water tray before transporting feeders or sealers.
- Never transport the components holding at attachments, such as label dispenser, weighing platform, adjustable letter guide, etc.
- Hold the individual components best by the bottom part of the housing.
- Always move the metering system in a horizontal position.
- Once you have set the metering system from a cold environment to the new location: Wait for two hours at least before starting up the ultimail once again. The ultimail adapts to room temperature. Any condensation evaporates.
- We recommend using the original packaging if you wish to move the ultimail or send it to the Francotyp-Postalia service.



This chapter describes how to dismantle and install the ultimail including its optional components. If some of the measures do not apply to your configuration, just continue with the next step.

Dismantling the ultimail metering system

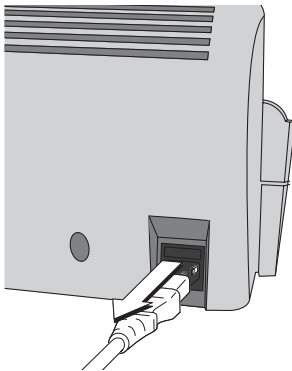
Preparations



- Remove MasterCard or UserCard.
- Switching off the metering system: Switch the power switch on the back of the postage meter to the position **OFF**.
- Switch off all connected external equipment (PC, external rate calculation scale).

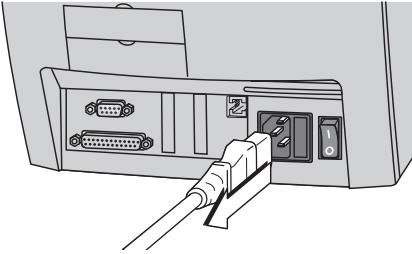
Removing connecting cables

- Pull the postage meter power cable out of the power socket.
- Pull the feeder power cable out of the power socket.
- Pull the phone cable out of the phone socket.



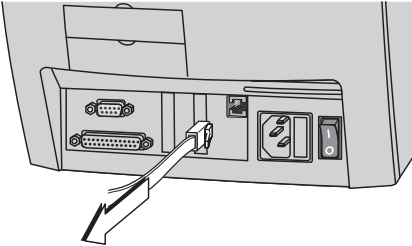
On the feeder:

- Unplug the power cable.

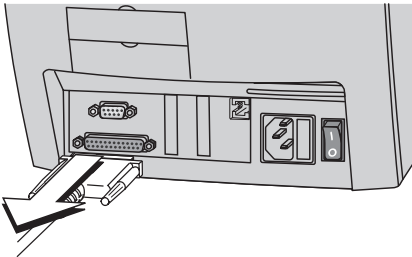


On the postage meter:

- Unplug the power cable.

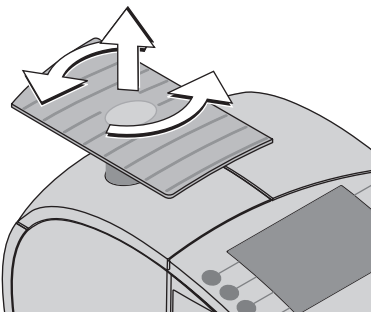


- Removing the phone cable from the postage meter: Press the spring on the plug and pull the plug out of the phone socket.



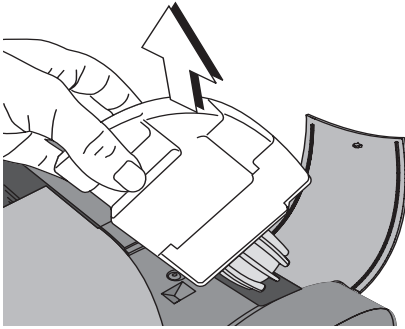
- Removing the connecting cable to the feeder or sealer: Unscrew and carefully pull off the plug.
- Removing connecting cables to other external devices: Unscrew and carefully pull off the plug.

Taking off the weighing platform



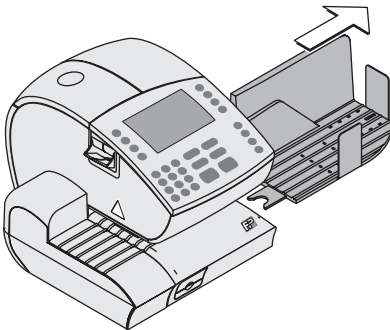
- Release the weighing platform of the internal scale by turning counterclockwise for a quarter turn.
- Lift off the weighing platform.

Emptying water tank and water tray



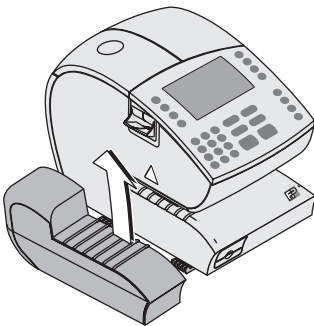
- Take water tank and water tray out of the feeder/sealer and empty. Proceed as shown on pages 113 and 114.

Separate catch tray from postage meter



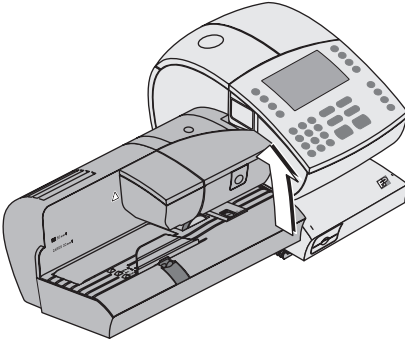
- Pull off catch tray toward the right-hand side of the postage meter.

Separate feeder from postage meter



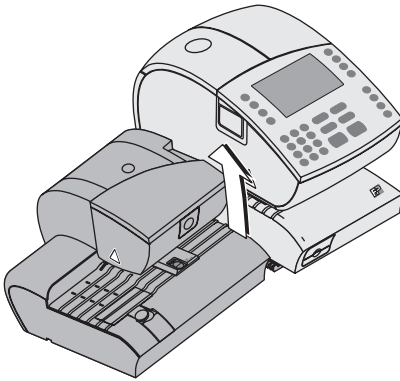
- Taking off **manual positioner**: Slightly lift the manual positioner to release it from the two locking clips on the postage meter.

or



- Taking off **feeder**: Slightly lift feeder to release it from the two locking clips on the postage meter.
- Slide the bar for adjustable letter guide so that it is flush with the housing edge.

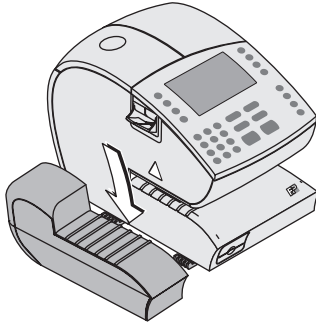
or



- Taking off **sealer**: Slightly lift the sealer to release it from the two locking clips on the postage meter.
- Slide the bar for adjustable letter guide so that it is flush with the housing edge.
- Fold the adjustable letter guide down to letter receiving tray.

Reinstalling the ultimail metering system

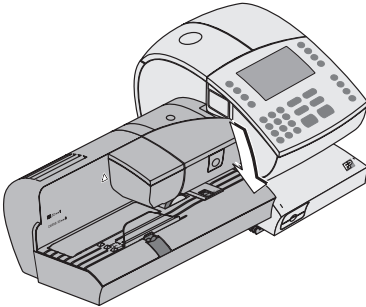
Attaching the feeder



- Install the ultimail metering system on a plane, stable surface.

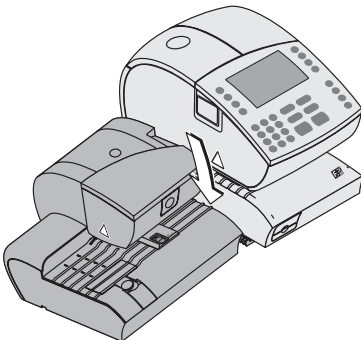
- Place **manual positioner** on the two locking clips on the postage meter housing.

or



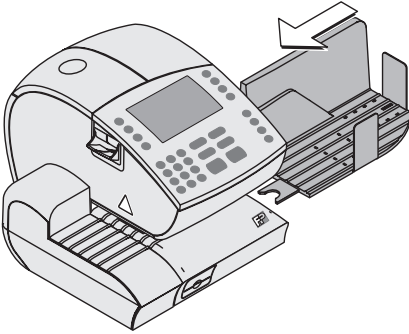
- Place **feeder** on the two locking clips on the postage meter housing.

or



- Place **sealer** on the two locking clips on the postage meter housing.

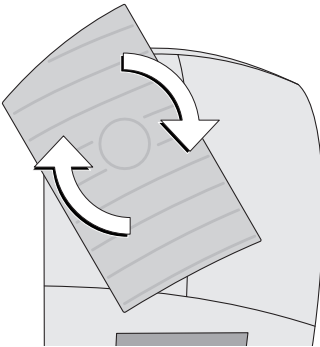
Attaching the catch tray



- Push catch tray from the right-hand side against the postage meter.
- Align catch tray in such a way to postage meter that catch tray and letter eject slot on postage meter are well contacting.

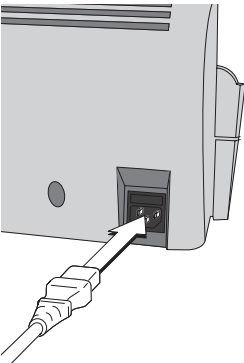
The fork-type lug engages in one foot on the postage meter. The catch tray is thus sufficiently protected against slipping.

Placing the weighing platform



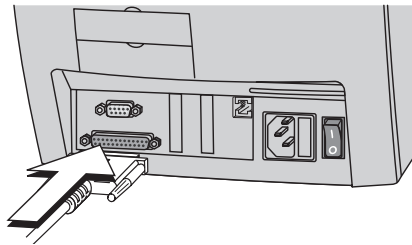
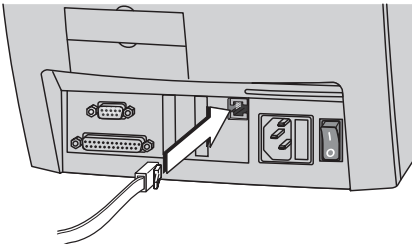
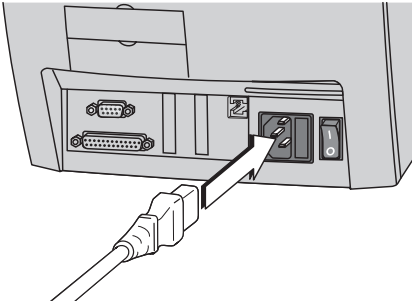
- Position weighing platform as shown in the figure and lock by turning clockwise for a quarter turn.

Plugging power and connecting cables



On the feeder:

- Connect the power cable to the feeder. The socket for the power connection is on the back of the feeder.




On the postage meter:

- Connect the power cable to the postage meter.
The socket for the power connection is on the back of the ultimail postage meter.

- Connect the phone cable to the postage meter phone socket. Make sure that spring is in correct position.

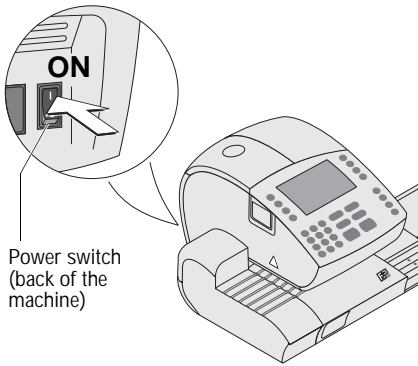
- Plug connecting cable of feeder/sealer in 25-pin interface on postage meter and tighten screws.

The interface is marked with the  sign.

Setting up connections

- Connect postage meter power cable to a grounded single-phase power socket.
- Connect feeder power cable to a grounded single-phase power socket.
- Connect phone cable to a phone socket (analogue). This is usually a fax connection.

Commissioning and function test



- Fill water tank. Read Chapter 12.5 on page 111.
- Switching on the ultimail metering system: Switch the power switch on the back of the postage meter to the **I** position.
- Wait until the display shows the home menu. The ultimail is ready for operation.

We recommend the following short function test:

Your slogan
Logo #1



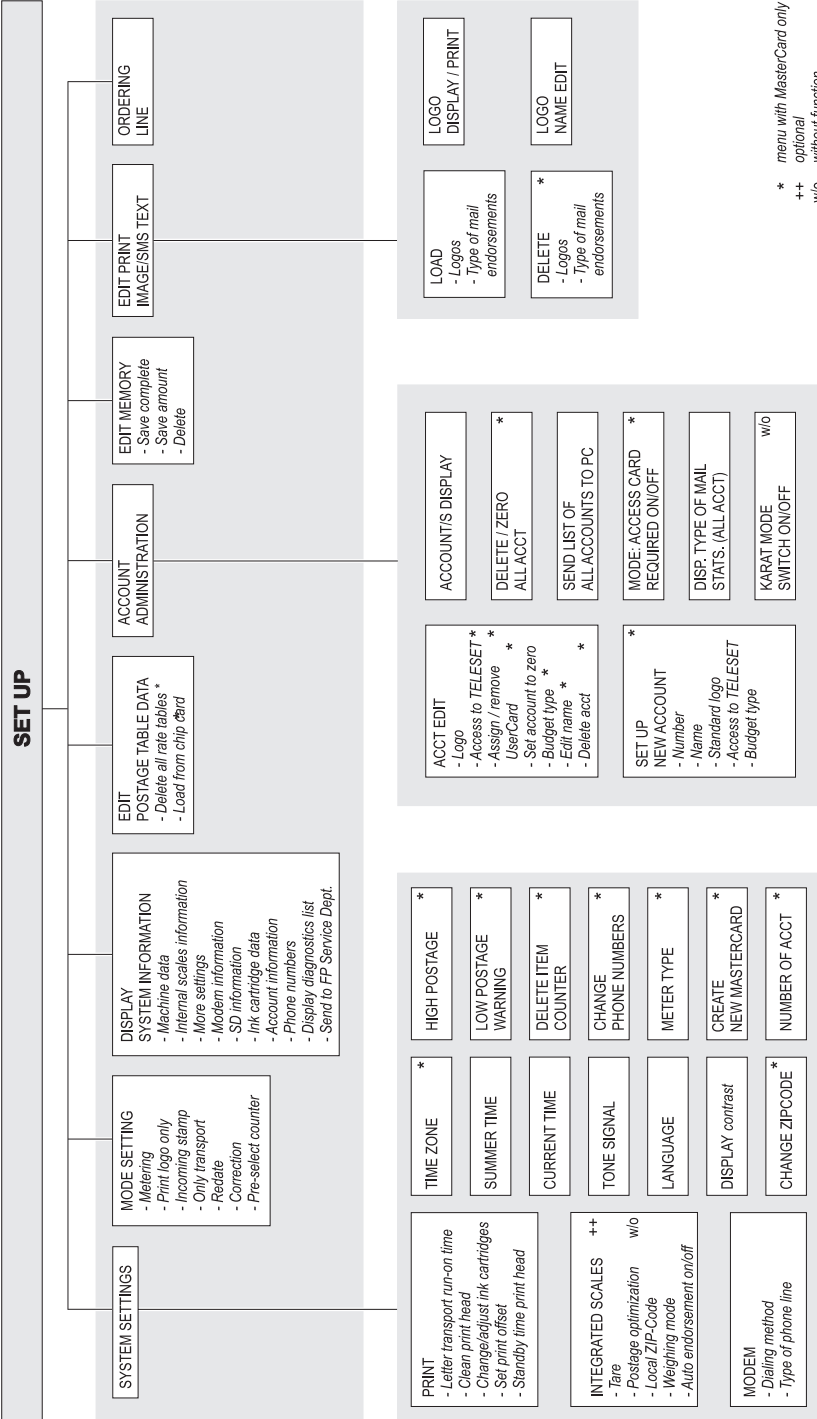
- Do a trial run. For instructions on the trial run, read Chapter 4.3 on page 16.
- Adjust the ink cartridges if the meter imprint has shifted position. Read Chapter 12.3 on page 109.
- Clean the print system if necessary (e.g. gaps in the print image). Read Chapter 12.4 on page 110.
- Tare the scale. Read Chapter 11.13.1 on page 90.

Access rights

Status ► Functions ▼	Without access card	With UserCard	With MasterCard	Mode: Access card OFF
Assign budget for account			●	
Change logo name		●	●	
Create/block UserCards			●	
Create/delete accounts			●	
Display/print postage register	●	●	●	●
Incoming mail stamp	●	●	●	●
Load postage / TELESET		● <i>if released</i>	●	● <i>if released</i>
Metering on all accounts			●	●
Metering only on assigned account		●		
Preset advertising imprint (logo) for account		● <i>only your own</i>	●	●
Release TELESET access			●	
Reload print image data (type of mail en- dorsements/logos ...)		●	●	

Status ► Functions ▼	Without access card	With UserCard	With MasterCard	Mode: Access card OFF
Reset account counter			●	
Seal envelopes without metering	●	●	●	●
System settings		● <i>not all</i>	●	● <i>not all</i>
View account data	●	●	●	●
Zero imprint (Postage value "0.00")	●	●	●	●

SET UP



* menu with MasterCard only
 ++ optional
 w/o without function

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
Congo, Democratic Republic	315
Corsica	146
Costa Rica	147
Cote d'Ivoire	148
Croatia	149
Cuba	150
Cyprus	151
Czech Republic	152
D	
Denmark	153
Djibouti	154
Dominica	155
Dominican Republic	156
E	
East Timor	157
Ecuador	158
Egypt	159
El Salvador	160
Equatorial Guinea	161
Eritrea	162
Estonia	163
Ethiopia	164

Country	Code
F	
Falkland Islands	165
Faroe Islands	166
Fiji	167
Finland	168
France	169
French Guiana	170
French Polinesia	171
G	
Gabon	172
Gambia	173
Georgia	174
Germany	175
Ghana	176
Gibraltar	177
Great Britain	178
Greece	179
Greenland	180
Grenada	181
Guadeloupe	182
Guatemala	183
Guinea	184
Guinea-Bissau	185
Guyana	186
H	
Haiti	187
Honduras	188
Hong Kong	189
Hungary	190
I	
Iceland	191
India	192
Indonesia	193
Iran	194

Country	Code
Iraq	195
Ireland	196
Israel	197
Italy	198
J	
Jamaica	199
Japan	200
Jordan	201
K	
Kazakhstan	203
Kenya	204
Kiribati	205
Korea, Democratic People's Republic (North)	206
Korea, Republic of (South)	207
Kuwait	208
Kyrgyzstan	209
L	
Laos	210
Latvia	211
Lebanon	212
Lesotho	213
Liberia	214
Libya	215
Liechtenstein	216
Lithuania	217
Luxembourg	218
M	
Macao	219
Macedonia	220
Madagascar	221
Madeira Islands	222
Malawi	223
Malaysia	224
Maldives	225

Country	Code
Mali	226
Malta	227
Marocco	236
Martinique	228
Mauritania	229
Mauritius	230
Mexico	231
Moldova	232
Montenegro	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
P	
Pakistan	250
Panama	251
Papua New Guinea	252
Paraguay	253
Peru	254
Philippines	255
Pitcairn Islands	256
Poland	257
Portugal	258

Country	Code
Q	
Qatar	259
R	
Reunion	260
Romania	261
Russia	262
Rwanda	263
S	
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
Seychelles	274
Sierra Leone	275
Singapore	276
Slovak Republic	277
Slovenia	278
Solomon Islands	279
Somalia	280
South Africa	281
Spain	282
Sri Lanka	283
Sudan	284
Suriname	285
Swaziland	286
Sweden	287
Switzerland	288
Syria	289

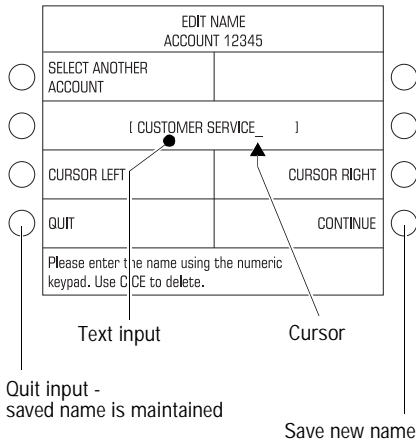
Country	Code
T	
Taiwan	290
Tajikistan	291
Tanzania	292
Thailand	293
Togo	294
Tonga	295
Trinidad	296
Tristan da Cunha	297
Tunisia	298
Turkey	299
Turkmenistan	300
Turks & Caicos Islands	301
Tuvalu	302
U	
Uganda	303
Ukraine	304
United Arab Emirates	305
Uruguay	306
Uzbekistan	307
V	
Vanuatu	308
Vatican City	309
Venezuela	310
Vietnam	311
W	
Wallis & Futuna Islands	312
Western Samoa	313
Y	
Yemen	314
Z	
Zambia	316
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Tips and tricks

This chapter contains supplementary information for handling the ultimail. You can read here, among others, how to prepare the mail pieces for batch mailing and preventing jamming and double-feeding by reasonable positioning.

Text input is described in detail by the example of entering an account name.

How to enter text



Entering characters

For name input, the ultimail opens a special text input menu.

A cursor `_` marks the position for character input.

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

After a short time, the cursor jumps one place to the right. Now you can enter the next character.

Key assignment for text input

Characters are entered with the numeric keys **2** to **9**.

The assignment is printed to the housing beneath the key.

Punctuation and special characters are entered with the **1** key.
. 1 , ? ! - & ' '


Blanks are inserted with the **0** key.

EDIT NAME ACCOUNT 12345	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/>
[CUSTOMER S_RVICE]	
<input type="radio"/> CURSOR LEFT	<input type="radio"/> CURSOR RIGHT
<input type="radio"/> QUIT	<input type="radio"/> CONTINUE
Please enter the name using the numeric keypad. Use C/CE to delete.	

Change/correct text

- Use the functions CURSOR LEFT and CURSOR RIGHT to place the cursor to the corresponding place in the text.
- Overwrite the marked character with the desired new character.


Deleting characters ...

- You can delete characters with the  key. Every key actuation deletes one character.


Example

You wish to give an account the name “SHOP 1 & 2”:

EDIT NAME ACCOUNT 12345	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/>
[SHOP 1 & 2_]	
<input type="radio"/> CURSOR LEFT	<input type="radio"/> CURSOR RIGHT
<input type="radio"/> QUIT	<input checked="" type="radio"/> CONTINUE
Please enter the name using the numeric keypad. Use C/CE to delete.	

- Delete the old name with the  key.

How to enter the new name:

Press  four times (S).

Press  twice (H).


Press  3 times (O).

Press  once (P).


Press  once (blank).

Press  twice (1).

Press  once (blank).

Press  seven times (&).

Press  once (blank).

Press  four times (2).

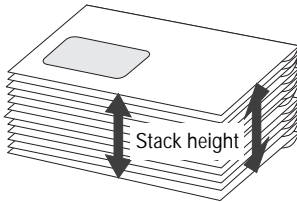
- With CONTINUE save the name.

How to prepare letter stacks for batch mailing with the feeder ultimail 90



Caution! Observe the following notes for stack processing:



- Only position in stack letters of the same format max. 9" x 4.5" (229 x 114 mm).
- The ultimail processes letters of a thickness up to ¼" (6.35 mm).
- Only position letters of nearly the same thickness in the stack (± 0.04 "/1 mm).
- Only position letters in stack which are to be printed with the same meter imprint (postage value, type of mail endorsement...).

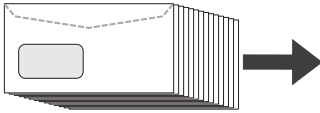
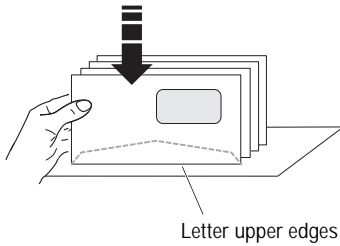


- Sort out any deliveries which are unsuited for stack processing. You feed such mail pieces individually and manually (see page 31).
- Take about as many mail pieces as the ultimail will be able to process in one stack. Maximum stack height depends upon the material.

Type / material of mail pieces	Permissible stack height
Letters	2" (50 mm) abt. 70 letters, contents: 1 sheet, non folded
Postcards of a paper weight of at least 67 lb. (250 g/m ²)	1.2" (30 mm), abt. 100 cards
Postcards of a paper weight of less than 67 lb. (250 g/m ²)	0.6" (15 mm), abt. 80 cards

Markings at the letter guide face at the feeder indicate stacking height limits for letters

 50 mm ▼ and postcards  CARDS 30 mm ▼.



- Arrange the letter stack so that all envelope flaps are face down.
- Align upper edges flush:
Loosen letter stack with the upper edge on a level base and shake smooth.
- Fan the letter stack so that the lower letter is the first protruding when inserted in the feeder.

How to prevent jamming and double-feeding during batch mailing

By simple preventive measures and special care when positioning the stacks, you can reduce feeding incidents and increase processing speed.

Selecting and preparing the mail pieces

Material and form of the mail pieces are of essential influence on the behavior during feeding and separating from the stack. We have had good experiences with processing envelopes of gray recycling material.

Thick letters (> 0.08"/2 mm)

Shortly press on the stack to remove any air.

Thin material (< 0.08"/2 mm)

Fan the stack from all sides by waving several times. Air can thus enter between the mail pieces and paper dust will be removed.

Cards

Leaf open the stack from all sides.

Sort out any cards which are too strongly arched (arch > 0.15"/4 mm).

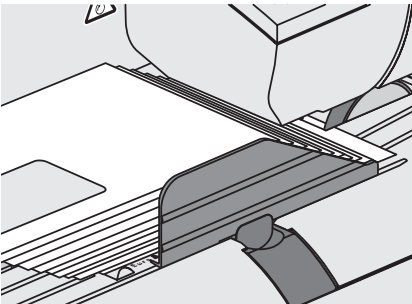
Sort out any cards with front edge arched upward.

When setting the lateral letter guide

- The stack should have enough clearance between letter guide face and adjustable letter guide (about 0.1").
- Avoid too large clearance between letter guide face and adjustable letter guide. If the clearance is too wide, the mail pieces are not correctly guided during feeding. This may result in off straight meter imprints or frequent jamming.
- The adjustable letter guide is provided with a narrow loading area at the inner side. Adjust the letter guide so that the stack is securely sitting on this surface.

When positioning the letter stack in the feeder

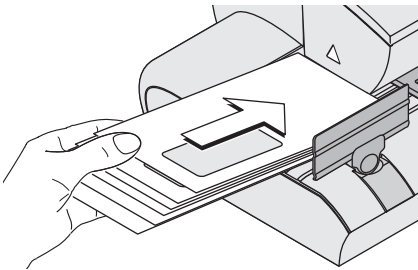
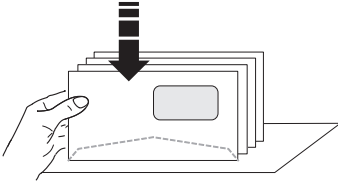
The figure shows how the letter stack should sit in the feeder.



- The letter stack should be flush with the letter guide face.
- The letter stack should be scaled out so that the front edges form a slope in the shape of the adjustable letter guide.
- Make sure that no mail pieces can penetrate underneath the adjustable letter guide.
- Make sure that no envelope flaps can penetrate underneath the belt conveyor.
- With difficult materials, support letter feeding by slightly lifting the rear edges.

How to feed similar mail pieces at the sealer ultimail 60

Especially when metering large quantities of similar mail pieces, you can save time by optimized letter feed.



- Arrange letters so that address areas are face up.
- Loosen letter stack with the upper edge on a level base and shake smooth.
- Scale up the letter stack so that the top letter is the first protruding when positioned.
- Hold the fanned out letter stack with your left hand and place it on the letter receiving tray as shown in the figure.
- Push with your right hand the top letter in the direction of the arrow. Make sure that the upper edge is flush to the letter guide face.
- Once the letter is fed you can follow with the next letter from the stack.

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 labels from Francotyp-Postalia.
MasterCard	Plastic card with a memory chip. Access card for system administrator. MasterCard allows access to all system functions.
Meter imprint	<p>Metering mail for carrying by the United States Postal Service.</p> <p>When metering, the ultimail prints among other things the indica, the postage value, the date and the machine identification on the envelope.</p> <p>An advertising imprint and an endorsement can also be printed.</p>
Modem	Electronic unit built into the ultimail which enables exchange of code numbers and desired postage amounts over the phone line.
Outside dialing parameters	A single or several “0” and pauses to dial into the public phone network (outside line access).
RRC – Remote Rate Change	Online update of rate table for rate calculation. Data for new rate table are directly loaded to the ultimail 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 AG & Co. KG. The ultimail and the Teleset data center exchange value specifications via modem when loading postage which release the desired postage amount.
Test print	Imprint consisting of a series of different patterns. You can align the cartridge with the aid of horizontal and vertical bar patterns.
Trial run	Meter imprint with the postage value "0" (zero imprint). This enables you to check the settings for the meter imprint.
UserCard	Plastic card with a memory chip. Access card for an account. A UserCard allows the metering to one account and the access to selected system functions.

Technical Data

Dimensions (Length x Width x Height)	22.2 x 15.8 x 10.8 " (564 x 400 x 273 mm)	<i>ultimail 60/ultimail 90 with manual positioner and catch tray</i>
	22.2 x 15.8 x 11.8 " (564 x 400 x 299 mm)	<i>... and scale*</i>
	31.5 x 15.8 x 10.8 " (807 x 400 x 273 mm)	<i>ultimail 60 with sealer* and catch tray</i>
	31.5 x 15.8 x 11.8 " (807 x 400 x 299 mm)	<i>... and scale*</i>
	40.5 x 15.8 x 10.8 " (1028 x 400 x 273 mm)	<i>ultimail 90 with feeder* and catch tray</i>
	40.5 x 15.8 x 11.8 " (1028 x 400 x 299 mm)	<i>... and scale*</i>
Weight	19.6 lb. (8.9 kg)	<i>postage meter ultimail 60/ultimail 90</i>
	21.2 lb. (9.6 kg)	<i>... with scale* and label dispenser*</i>
	0.9 lb. (0.4 kg)	<i>catch tray</i>
	0.9 lb. (0.4 kg)	<i>manual positioner</i>
	9.3 lb. (4.2 kg)	<i>sealer ultimail 60*</i>
	21.7 lb. (9.7 kg)	<i>feeder ultimail 90*</i>
Power connection	115 V / 60 Hz	
Power consumption	max. 70 W	<i>postage meter ultimail 60</i>
	max. 70 W	<i>postage meter ultimail 90</i>
	max. 50 W	<i>feeder ultimail 90*</i>
Battery	3.6 V / 2 Ah / 20 mA, order no. 90.4701.8004.00 ambient temperature: -67°F to 185°F (-55 to +85°C)	
Performance (with ISO C6/5)	60 letters/min	<i>postage meter ultimail 60</i>
	90 letters/min	<i>postage meter ultimail 90</i>
Display	LCD, illuminated, 320 x 240 pixels	

*) optional

- Print system** ink jet print system (with 2 ink cartridges)
 printing range max. 6.1 x 0.9 " (155 x 24 mm)
 printing resolution 300 dpi x 300 dpi
- Noise emission** < 65 dB(A) *metering system ultimail 90*
 ≤ 62 dB(A) *metering system ultimail 60*
 ≤ 60 dB(A) *postage meter (stand alone)*

Equipment

	ultimail 60	ultimail 90
Manual positioner	yes	yes
Sealer ultimail 60 (semi-automatic sealer)	optional	no
Feeder ultimail 90 (automatic feeder with sealer)	no	optional
Catch tray (adjustable, up to max. ISO C5)	yes	yes
Postage loading via integrated modem (TELESET)	yes	yes
Battery buffered system clock	yes	yes
Card reader	yes	yes
MasterCards	2	2
UserCards	optional	optional
Internal rate calculation scale	optional	optional
Label dispenser	optional	yes
Advertising imprints (logos)	up to 6	up to 6
Type of mail endorsements	up to 8	up to 8
Accounts (*optional)	10 (50*)	50
Short code memories	6	6
Low postage warning	yes	yes
High postage warning	yes	yes
9-pin interface (connection to an external scale/PC)	yes	yes
Additional 9-pin interface (connection to PC)	optional	optional

Mail piece specifications for metering

Format	min. 5.5" x 3.5" (140 mm x 90 mm) max. 14" x 10" (353 mm x 250 mm) <u>sealing*</u> : max. 9" x 6.3" (229 mm x 162 mm) <u>stack processing*</u> : max. 9" x 4.5" (229 mm x 114 mm)
Thickness	postcards: max. 1/25 " (1 mm) letters: max. 1/4 " (6.35 mm)
Material	bleached, colored or recycling paper rough through glossy 20 lb. to 32 lb. (75 g/m ² to 120 g/m ²) colors: white, pale blue, pale gray, pale brown, yellow ink absorbent material, on which ink will dry within one minute no material with air cushions no corrugated paper no high-gloss on the side to be imprinted
Friction coefficient	0.3 to 0.4
Labels	self-adhesive
Envelopes with address window	address window size: max. 4.5" x 1.8" (115 mm x 45 mm) address window may not be inside the printing range

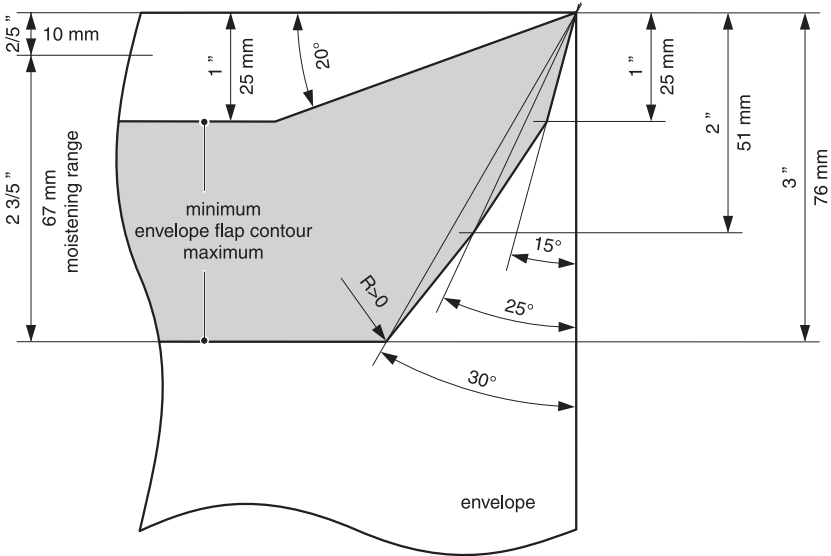
*) *optional*

Envelope specifications for sealing

Flap position on the longitudinal side

Flap height 1" to 3" (25 mm to 75 mm)

Flap shape and size



You cannot process rectangular, pointed or high flaps.
 The side cuts of the flap should be parallel and very close to the side fold edge.

ultimail – operating and storage conditions

Operating environment	only use in closed rooms
Operating temperature	50°F to 104°F (+10°C to +40°C) do not expose to direct sunlight recommended for optimum printing quality: 59°F to 95°F (+15°C to +35°C)
Rel. humidity	30% to 80% non-condensing recommended for optimum printing quality: 30% to 80%
Storage temperature	-13°F to 140°F (-25°C to +60°C)

Ink cartridges – operating and storage conditions

Operating temperature	50°F to 104°F (+10°C to +40°C) recommended for optimum printing quality: 59°F to 95°F (+15°C to +35°C)
Rel. humidity	30% to 80% non-condensing recommended for optimum printing quality: 30% to 80%
Storage temperature	-13°F to 140°F (-25°C to +60°C)

Integrated postage scale

Weighing area	0.1 oz. to 11 lb. (3 g to 5000 g)
Smallest display value (display accuracy)	$\leq \pm 0.1$ oz.
Weighing accuracy	$\leq \pm 0.1\%$ of final value

A

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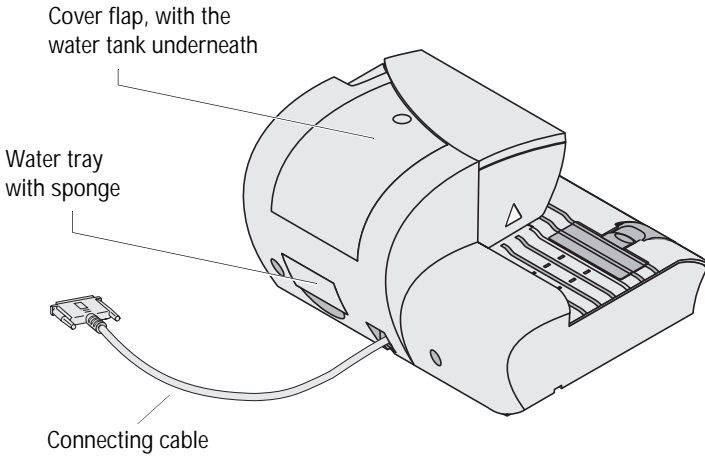
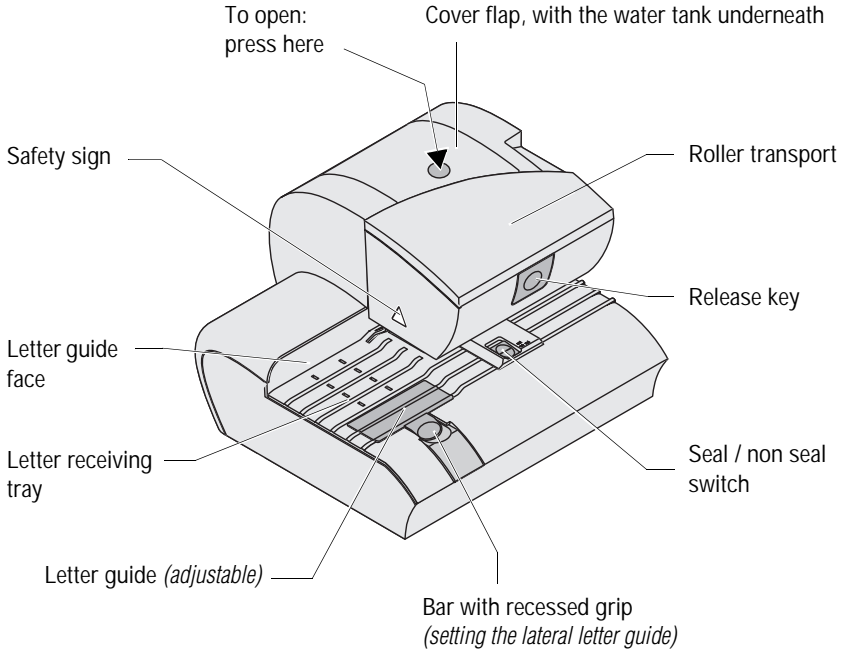
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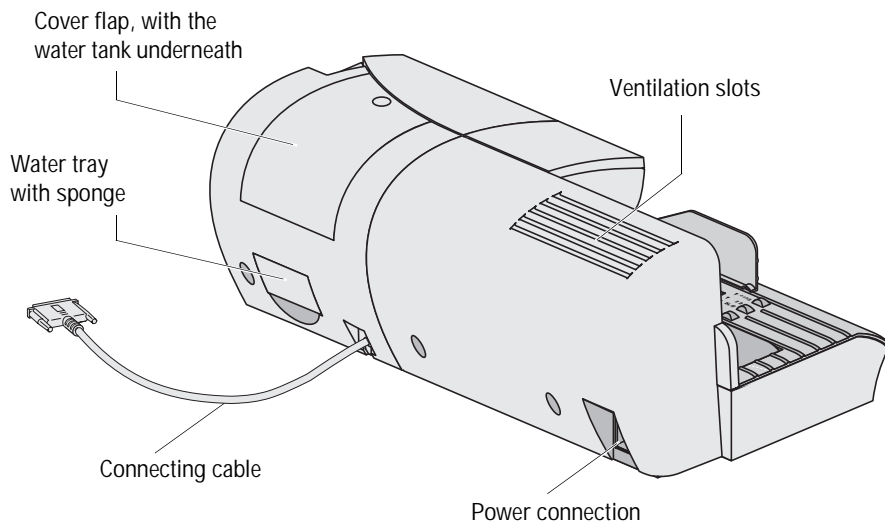
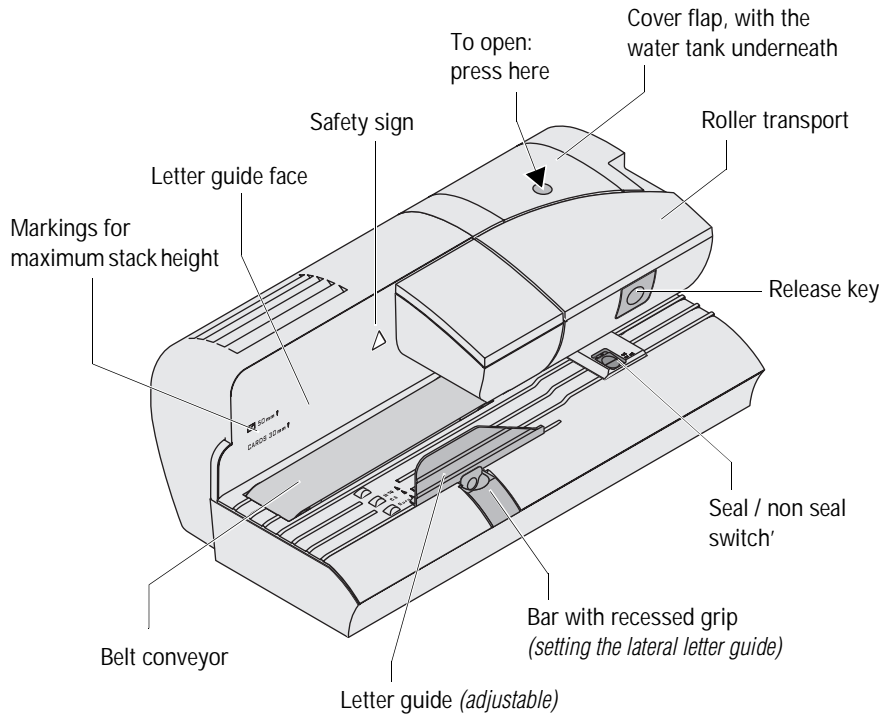
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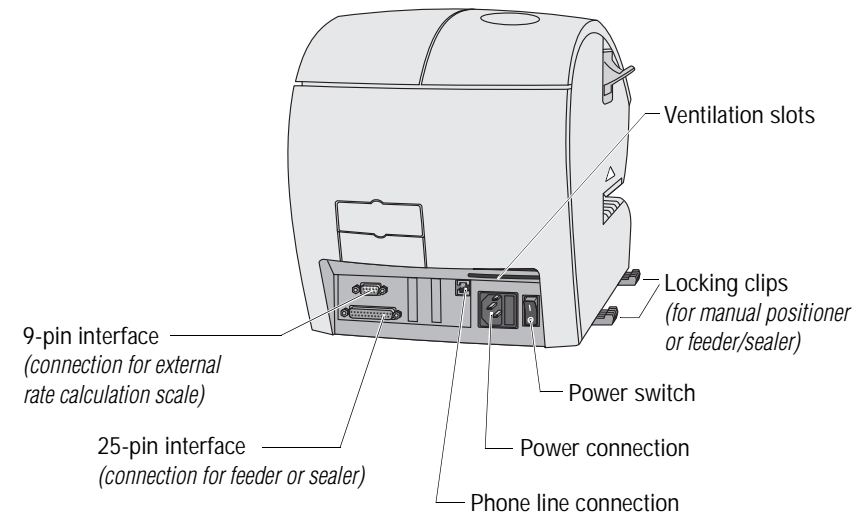
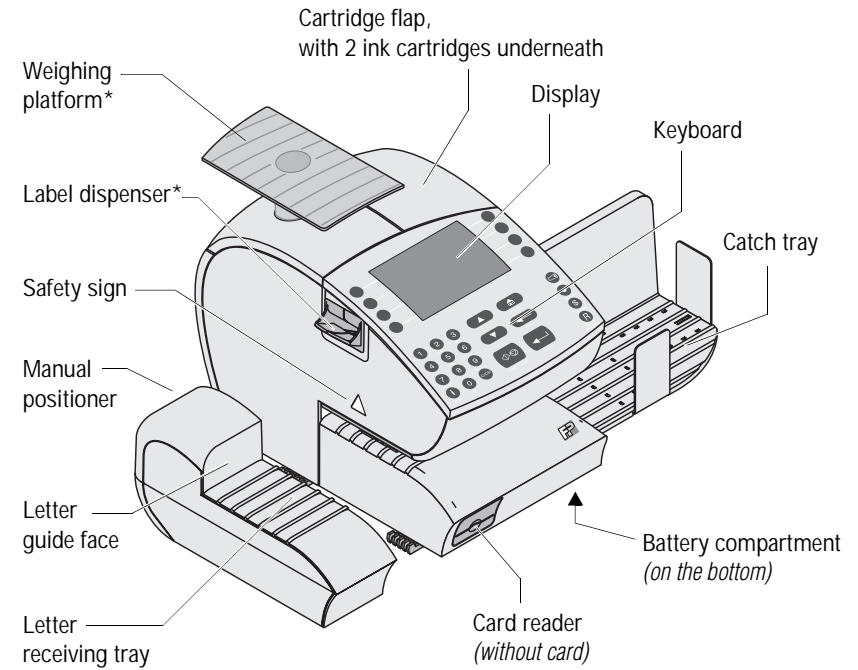
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* optional



* optional



* optional

Every ultimail metering system is thoroughly checked before leaving the factory. Should any faults occur with your ultimail 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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