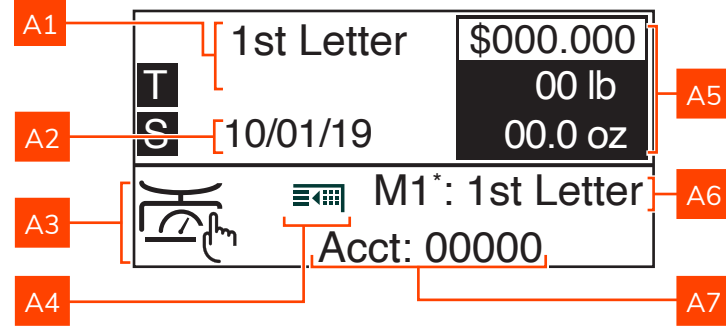




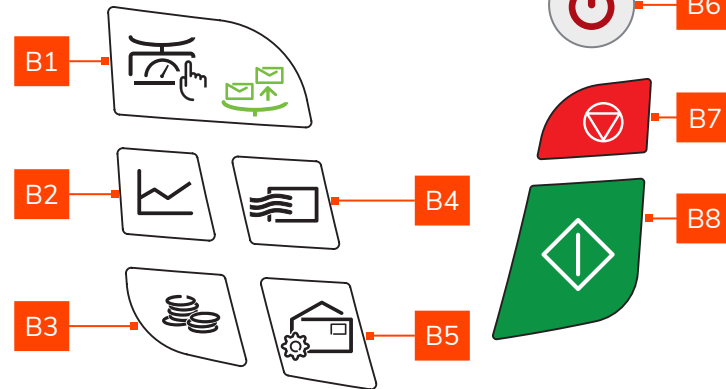
## Getting to Know Your Mailing System

### Screen Information



- A1 Rate and services
- A2 Date printed
- A3 Weighing type
- A4 Imprint position offset
- A5 Postage value and weight of mail piece
- A6 Imprint memory (can contain rate, stamp settings and account)
- A7 Current selected account

### Shortcut Keys



- B1 Short press : manual weight entry screen  
Long press : Differential weighing modes
- B2 Imprint memories (rate, stamp settings and account)
- B3 Funds
- B4 Rate and services selection
- B5 Type of imprint and imprint settings
- B6 Short press : sleep/wake (amber/green)  
Long press : Power Saving Mode
- B7 Stops printing
- B8 Starts printing

## Quick Steps to Metering Your Mail

### 1 General settings :

- Short Press** : to clear the information on the screen
- Long Press** : to zero out weighing platform function
- to return to the home screen

### 2a To weigh an item :

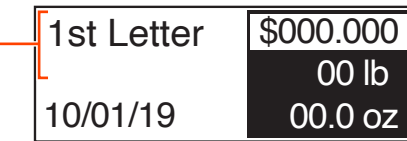
1. Ensure machine is in standard weighing mode by checking scale icon
2. Place the item on the weighing platform.

### 2b Or, if you know the weight, key it in manually :

1. Press
2. Enter the weight and briefly press

### 3 Select a rate and service(s) :

Currently selected rate and services are indicated at the top of the screen.



#### Change/add services :

1. Press   
The rate selection screen is displayed.
- |              |                  |
|--------------|------------------|
| 1st Letter   | \$000.000        |
| No Services  | 00 lb<br>00.0 oz |
| 1 1st Letter | 2 Priority       |
| 4 1st LrgEnv | 5 Services       |
| 7 1st Parcel | 8 Adv. Rate      |
2. Use the keypad to choose a rate or service option.
  3. When done, briefly press to confirm your selection and return to the home screen.  
Note : To save the job perform a long press on .

### 4 Print the letter or label :

1. Press to start the motors of your mailing system.



2. When the rollers start, insert the mail into the mailing system from the left hand side.

#### To reorder supplies :

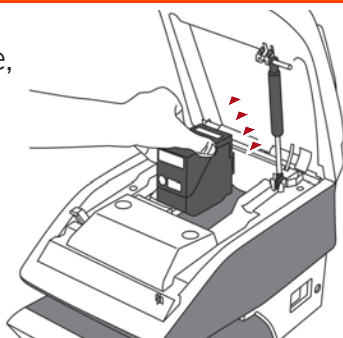
- Visit [www.myquadient.com](http://www.myquadient.com)
- Call 1-800-636-7678 between 7:00 AM - 6:00 PM CST
- Contact your local Quadient office or authorized dealer



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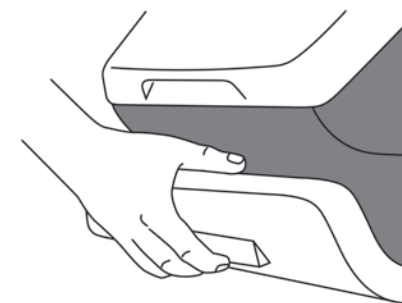
## Changing the Ink Cartridge

1. When installing an ink cartridge, remove the protective strips from the printing heads.
2. Lift mailing system cover and follow instructions printed on sticker inside.



## If Jamming Occurs

1. Press on the keypad to stop the motor.
2. Under the base, lift up and release handle, and using your other hand, remove the jammed envelope.



## Adding Funds

- Press button to access 'Funds' menu and select #2 : Add Funds. Follow prompts on screen.
- Note :** in order to add funds to the mailing system there must be funds available in your postage account.
- For more specific information on your mailing system, please visit [www.myquadient.com](http://www.myquadient.com) and sign in to your account.