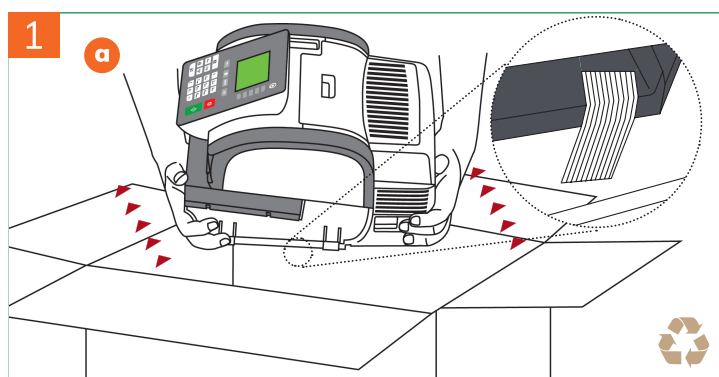
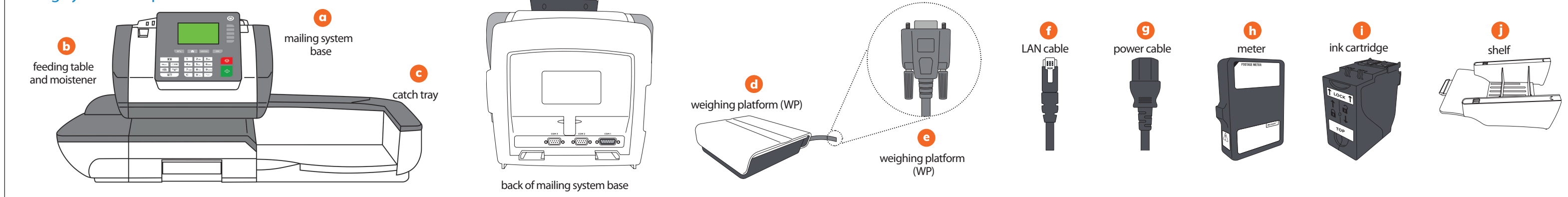
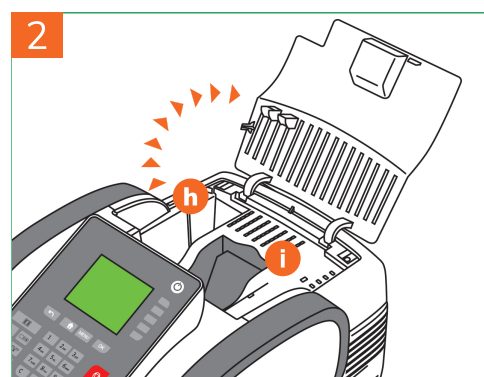


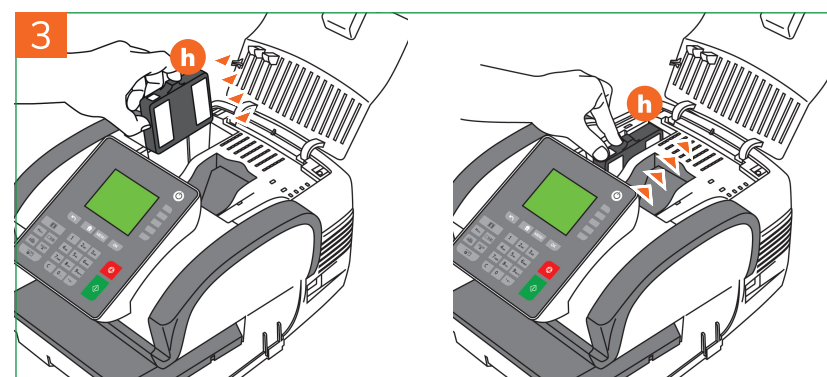
Mailing System Components :



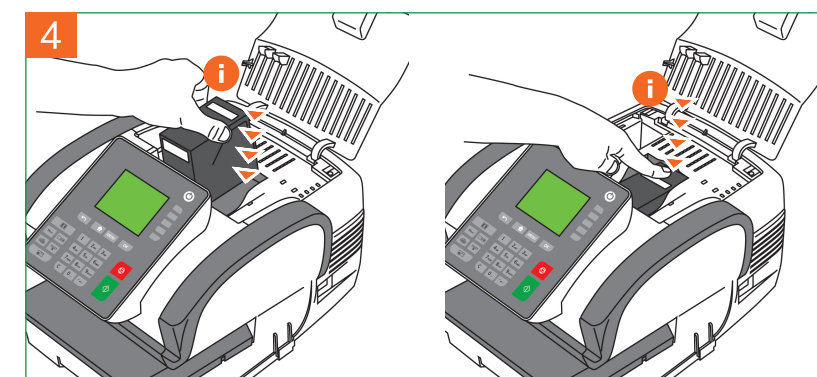
1 Unpack all components from the box, remove packaging and any transit tape.



2 Lift the cover of the mailing system base (a) to reveal the meter (h) and ink cartridge (i) bays.



3 Open the meter cover. Place the meter (h) into the meter bay and slide in until it fits securely into position. Close the meter cover.



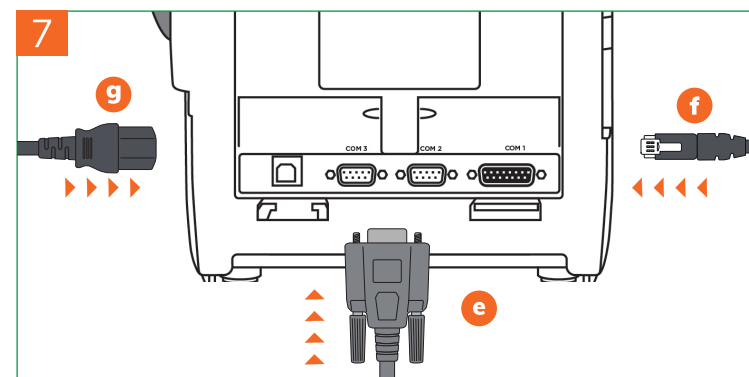
4 Insert the ink cartridge (i) into the ink bay with the 'TOP' sticker facing upwards. Push the ink cartridge (i) towards the back of the mailing system base until you hear a 'click'. Close the cover.



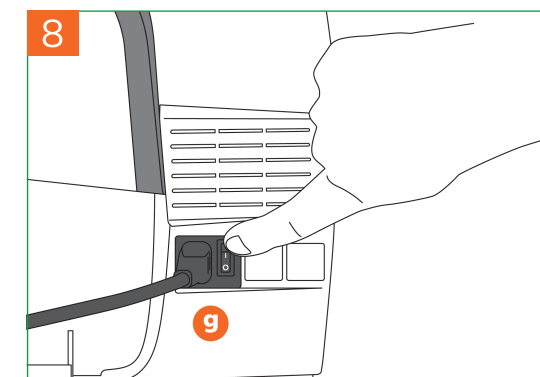
5 Lift the mailing system base (a) slightly on the left hand side and align the hooks to attach the feeding table (b). Attach the catch tray (c) to the right hand side of the mailing system base (a).



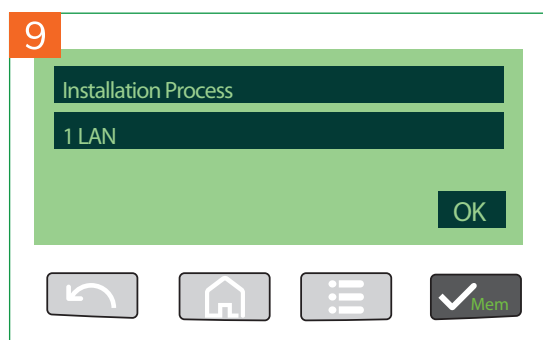
6 Attach shelf (j) to the top of the mailing system base (a). Then attach weighing platform (d).



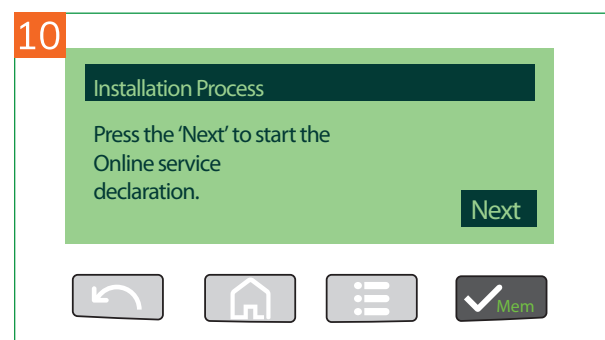
7 Insert the WP connector (e) into the port on the rear of the mailing system base (a). Then connect the LAN cable (f) and power cable (g) to each side of the mailing system.



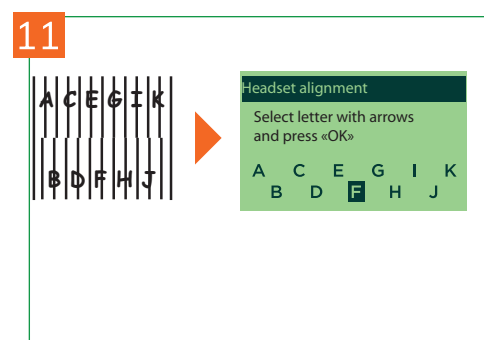
8 Turn on the mailing system base (a) using the switch behind the power cable (g) and follow the steps on screen.



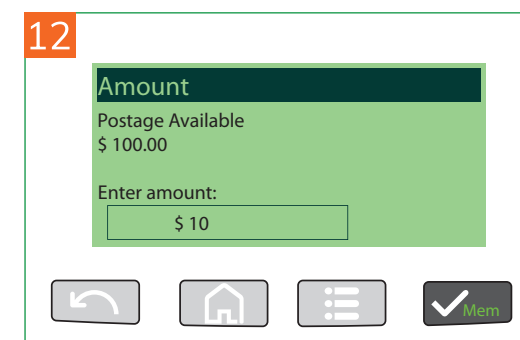
9 Select LAN and press 'OK' to test connection type.



10 Complete the declaration by following the steps on screen.



11 It is recommended to follow screen prompts to test ink alignment.



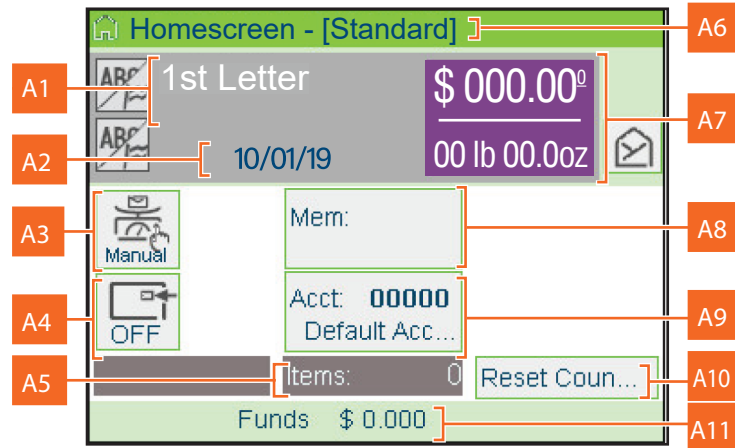
12 Once back on the home screen, press the coins button and then select '2' to add funds. Enter the amount and then press the white check button.



13 Your mailing system base is now ready to use. Please turn this sheet over for your Quick Start Guide.

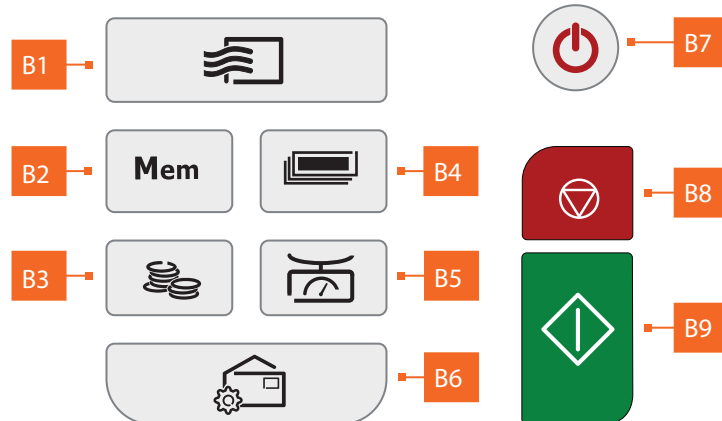
Quick Steps to Metering Your Mail

Screen Information



- A1 Rate and services (to change: B1)
- A2 Date printed (to change: B6)
- A3 Weighing type (to change: B6)
- A4 Imprint position offset
- A5 Total count
- A6 Type of imprint (to change: B4)
- A7 Postage value and weight of mail piece
- A8 Imprint memory (can contain rate, stamp settings and account)
- A9 Current selected account
- A10 Reset count
- A11 Funds remaining

Shortcut keys



- B1 Rates and services selection
- B2 Imprint memory (rate, stamp settings and account)
- B3 Funds
- B4 Label printing
- B5 Weighing modes
- B6 Type of imprint and imprint settings
- B7 Sleep/wake (amber/green)
- B8 Stops printing
- B9 Starts printing

1 General settings :

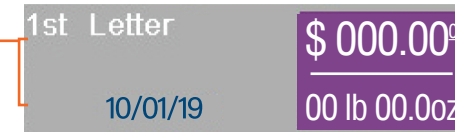
- to clear the information on screen
- to wake the mailing system up with default settings
- to return to the home screen

2 To weigh an item :

1. Ensure machine is in standard weighing mode by checking scale icon.
2. Otherwise press and select the option: Standard weighing

3 Select a rate and service(s) :

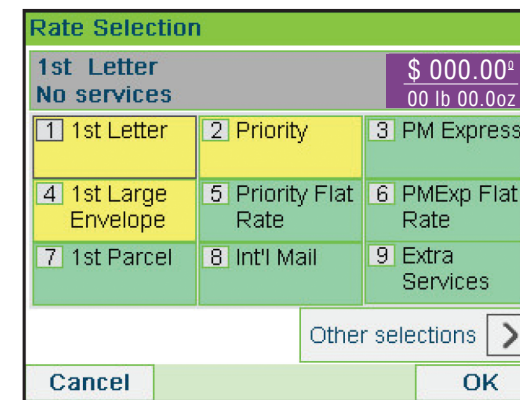
Currently selected rate and services are indicated at the top of the screen.



Change/add services :

1. Press

The rate selection screen is displayed.



2. Use the keypad to choose a rate or service option, or click "Other selections" to access more rates.
3. When done, press to confirm your selection and return to the home screen.

4 Print the letter or label :

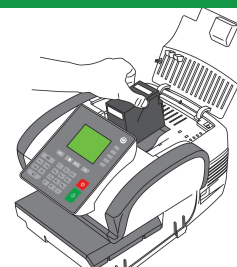
To print on a label or to automatically seal the envelope, check the additional options below.

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.
3. Insert labels into the dispenser until they catch (printing side faces right).
4. Press and enter the desired number of labels to print. Press .

To reorder supplies :

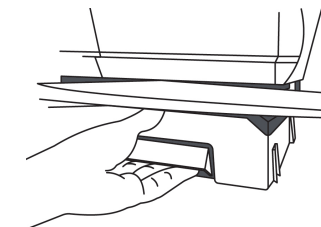
- Visit www.formax.com
- Call 1-800-232-5535 between 8:00 AM - 5:00 PM ET
- Contact your local Formax authorized dealer

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.

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.