mint Mailing Systems 310

FORMAX®

OPERATOR MANUAL

8/2020

Table of Contents

1 Safety information

This section contains important information about safety precautions and environmental recommendations to operate your equipment in the best possible conditions.

1.1 Safety Requirements

Power Connection

Before connecting, check whether the mailing system is suitable for the local AC power voltage (110V - 60Hz).

THIS SYSTEM MUST BE GROUNDED

- Only connect the power plug to an outlet provided with a protective ground contact.
- To reduce the risk of fire, use only the power cord supplied with the mailing system.
- Do not use ground adaptors.
- Do not use this product on a wet floor or near water.
- In case of liquid spillage, disconnect the power cord from the outlet and proceed with cleaning.

- Use an outlet located near the system that is easily accessible. Do not route the power cord between pieces of furniture or over sharp edges.
- Avoid using outlets controlled by wall switches or shared by other equipment.
- Make sure there is no strain on the power supply cord.

Compliance

Energy Star® Compliance

ENERGY STAR

Your mailing system is Energy Star® compliant, meaning that it will help to save energy and money while protecting the environment.

Environmental Compliance

A program is implemented for the recycling of worn mailing systems and systems at the end of their lifetime. Contribute in a responsible way to environmental protection by consulting your retailer's website or by contacting them directly.

CE Compliance

CE marking is a certification mark that indicates conformity with health, safety, and environmental protection standards for products sold within the European Economic Area (EEA). The CE marking is also found on products sold outside the EEA that are manufactured in, or designed to be sold in, the EEA.

⚠	This is a class A product. Operation of this equipment in a residential area is likely to cause interference in which case the user will be required to correct the interference at his own expense.

General Safety

- Before using your mailing system, thoroughly read the operating instructions.
- To reduce the risk of fire, electric shock and injury to persons, follow normal and basic safety precautions for office equipment when using your mailing system.
- To avoid damage, only use approved supplies (ink, tape, cleaners, etc.).

⚠	The mailing system contains moving parts. Keep fingers, long hair, jewellery, neck ties and loose clothing away from the mail path at all times.

Follow the additional safety precautions below:

- Do not place lit candles, cigarettes, cigars, etc. on the mailing system.
- When removing jammed material, avoid using too much force to prevent personal injury and damaging components.
- When lifting covers, wait for all parts to stop moving before placing hands near the feeder path or printhead.
- To prevent overheating do not block the ventilation openings or try to stop the power supply fans.
- Do not remove bolted covers as they enclose potentially hazardous parts that should only be accessed by a service representative.

LAN Connections

To connect with server, using LAN connection.

Plugging the Right Jack in the Right Socket

Your mailing system uses a local area network or LAN (high speed internet connection) to connect to your customer online services and funding servers.

Network/PC LAN Cable pictured above

Follow the additional precautions below:

- Avoid using your system during an electrical storm; as there may be a risk of electrical shock from lightning.
- Do not install LAN connectors in a wet location.
- Disconnect the LAN cable from the wall before moving your system.

How to Disconnect your Mailing System

1. Press ⏻ (at the top right corner of the control panel).
   - A **short press** on the **sleep/on/soft off** mode button sets the machine to sleep mode.
   - A **long press** on the **sleep/on/soft off** mode button sets the machine to soft off.

   The light located next to the key indicates:
   - **Green**: The mailing system is in awake mode and ready for use.
   - **Amber (continuous)**: The mailing system is in sleep mode (low power mode).
   - **Amber (blinking)**: The mailing system is in soft off mode (very low power mode).
2. Be sure that the light located next to the key ⏻ (at the top right corner of the control panel) is **amber**, meaning that the mailing system is in sleep mode.
3. Turn off your mailing system. The circle (or O) indicates the system is off.

4. Unplug the power cord from the wall outlet.
5. Unplug the LAN cable from the socket as it may still be energized.

1.2 Emergency Stop

How to Enable an Emergency Stop

To stop the run process immediately:

1. Press .

1.3 Symbols Used

Symbols

This manual uses the symbols listed below.

This symbol...	Indicates...
	**WARNING**: indicates a human safety hazard.
	**ATTENTION**: brings to your attention a risk for equipment or mail that could result from an action you may perform.
	**NOTE**: remark that explains different scenarios or situations.
	**TIP**: advice to help save you time when processing your mail.
	**SUPERVISOR**: indicates that you have to log in as the supervisor (using the supervisor PIN) to perform the procedure. Postage functions of the mailing system are not accessible in this mode.

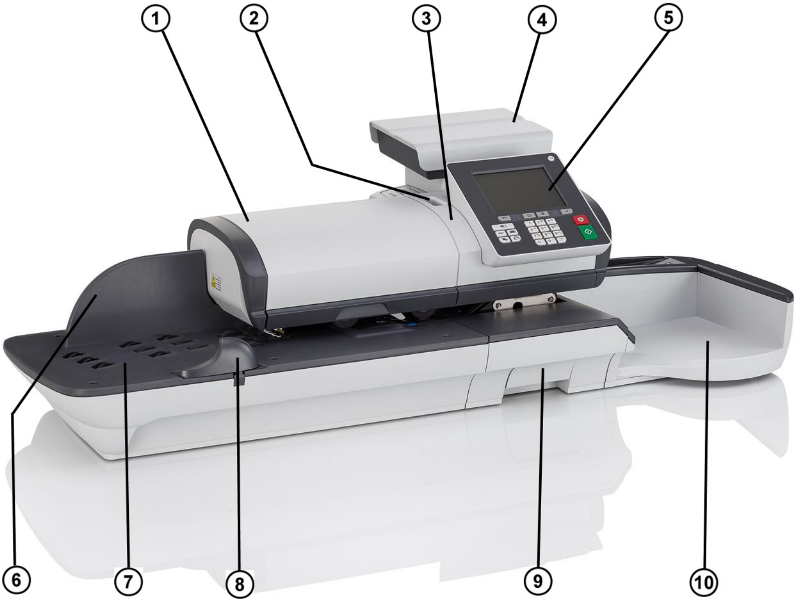
2 Meet Your Mailing System

Get to know your mailing system in this section.

2.1 System Layout

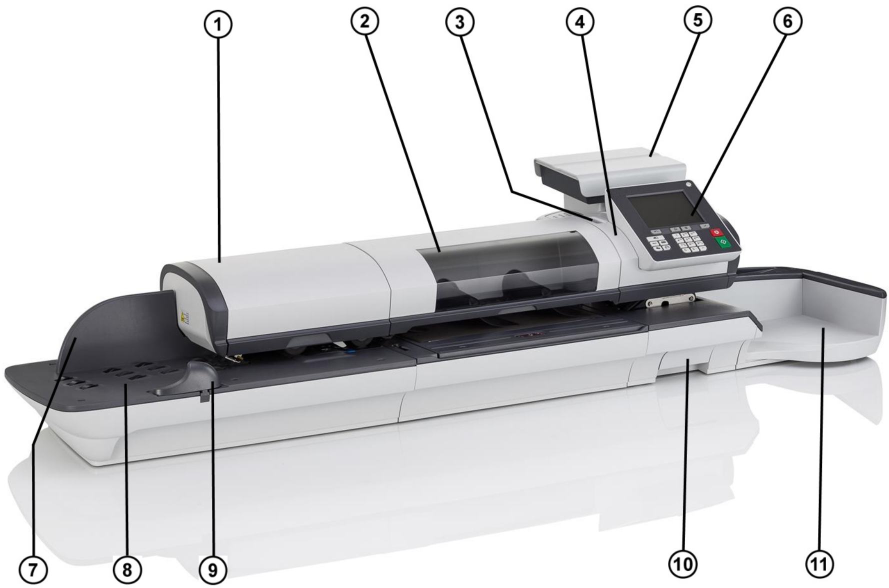
Mailing System overview

Mailing System without dynamic scale



Mixed-Size Feeder	1	Automatically feeds the system with envelopes of different sizes.
Auto Label Dispenser	2	Contains labels to be printed.
System Base	3	Prints envelopes (or labels) and controls the mailing system.
Weighing Platform	4	Measures the weight of mail pieces.
Control Panel	5	Allows you to control the mailing system.
Rear Guide-Wall	6	Guides envelopes into the feeder.
Hopper	7	Beginning of mail transport path.
Side Guide	8	Holds large envelopes in place for feeding.
Jam Release Handle	9	Allows you to remove jammed envelopes or labels.
Catch Tray	10	Receives mail pieces after processing.

Mailing System with dynamic scale



Mixed-Size Feeder	①	Automatically feeds the system with envelopes of different sizes.
Dynamic Scale	②	Automatically measures the weight and dimensions of mail pieces to dynamically change postage after feeding.
Auto Label Dispenser	③	Contains labels to be printed.
System Base	④	Prints envelopes (or labels) and controls the mailing system.
Weighing Platform	⑤	Measures the weight of mail pieces.
Control Panel	⑥	Allows you to control the mailing system.
Rear Guide-Wall	⑦	Guides envelopes into the feeder.
Hopper	⑧	Beginning of mail transport path.
Side Guide	⑨	Holds large envelopes in place for feeding.
Jam Release Handle	⑩	Allows you to remove jammed envelopes or labels.
Catch Tray	⑪	Receives mail pieces after processing.

Catch Tray	11	Receives mail pieces after processing.
Label Storage	12	Use this slot to store labels horizontally.

Inside System Base

Postal Security Device (PSD)	1	Postage meter. Stores postage credit and tracks postage usage.
Cover	2	Lift from the front to open.
Ink Cartridge	3	Prints the postal imprint on envelopes.

USB Keyboard (Optional)

Usage

A USB keyboard can be connected to the mailing system.

This keyboard is a standard personal computer keyboard with an additional touchpad. It allows the input of data to your mailing system.

To use the numerical keys, ensure that **[Num lock]** is activated.

You can use the shortcuts listed in the table below.

Keyboard use

		NAVIGATION KEYS
OK	[Enter]	Validates the current screen.
Clear	[Backspace]	Deletes the last character or digit in an entry field.
Delete	[Del]	Deletes the next character or digit in an entry field.
Back / Cancel	[Esc]	Returns to previous screen or cancels the selection.
Change field	[Tab]	Moves to the next entry field.
Move before	[Left arrow]	Moves the cursor before the character at the left.
Move after	[Right arrow]	Moves the cursor after the character at the right.

Touchpad use

The touchpad on the keyboard or a USB mouse plugged into the system allow you to make the same selections or actions as with your finger, using its pointing device.

They allow you to do the same selections or actions as with your finger on the touch screen.

All the tactile elements can be activated by the pointer.

In addition, it allows you to:

- Exactly position the cursor in an entry field.
- Select a part of the content of an entry field.

Remote Label Dispenser (Optional)

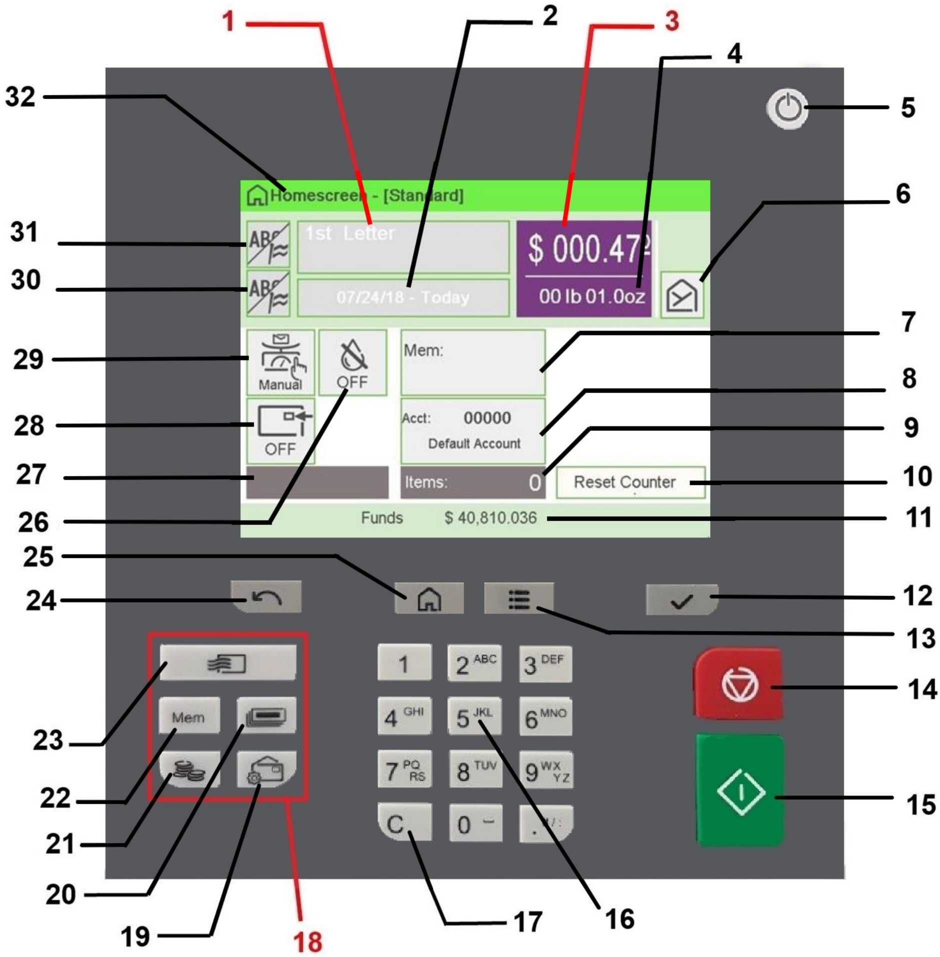
The Remote Label Dispenser (or RLD) is a remote device connected to the mailing system that prints indicia (stamps) on thermal, self-adhesive paper. It provides an ergonomic work environment, as the user can place it in the most convenient working position.

See also

- To use your RLD, see Printing Using the Remote Label Dispenser.
- To configure your RLD, see Configuring the RLD.

2.3 Control Panel Features

Display Areas



The control panel has a touch screen so most zones are tactile. Tap a zone to open the related screen.

Rate and Services	1	Indicates the current rate and services selected.
Date	2	Displays the date that will be printed.

Postage	**3**	Indicates the amount to be printed on the envelope.
Weight	**4**	Current weight used to calculate postage amount.
Mailbox	**6**	Indicates unread messages in message box.
Imprint Memory	**7**	Displays selected imprint memory when applicable.
Account	**8**	Displays account currently selected.
Item Counter	**9**	Counts the envelopes or labels printed since the last counter reset.
Item Counter Reset	**10**	Resets the item counter to zero. This is the starting point for batch data reports.
Remaining funds	**11**	Displays funds available for postage.
Sealing	**26**	Switches the sealer on/off and indicates whether the function is activated or not.
Label Indicator	**27**	When displayed, indicates that the Mailing System will print a label.
Print Offset	**28**	Indicates the printing offset status (imprint position shifting for thick envelopes).
Weighing Type	**29**	Current weighing method.
Imprint Right	**30**	Allows your selection of a Text or a Slogan. Indicates that a Text/Slogan will be printed at the closest place of imprint.
Imprint Left	**31**	Allows your selection of a Text or a Slogan. Indicates that a Text/Slogan will be printed at the left most of imprint.
Type of stamp	**32**	Current type of stamp. Use Stamp shortcut to change.

Keys and Shortcuts

			NAVIGATION KEYS
Return	**24**		Goes back to the previous screen.
Home Screen	**25**		Returns the system to the Home screen.
Menu	**13**		Accesses the menu settings.
OK	**12**		Validates a selection.
	18		**SHORTCUT KEYS**
Funds	**21**		Accesses funds management (including adding funds).
Imprint Memories	**22**	Mem	Accesses preset stamp and account memories. These presets are managed by the supervisor.
Print Labels	**20**		Switches to label printing (instead of envelopes).
Rate Selection	**23**		Displays the rate selection screen.
Stamp Configuration	**19**		Accesses stamp selection and stamp set up screens.
			KEYPAD
Alphanumeric Keys	**16**	5 JKL	Allows the entry of alpha or numeric values (accounts or other set up information). Press a key several times to display all possible characters.
Clear / Reset Rate	**17**	C	Clears keypad entries and existing data in entry fields or, from the home screen, resets rate to default.
			START / STOP KEYS
Sleep/Wake/Soft Off	**5**		Wakes the mailing system up or turns it to 'Sleep' mode or 'Soft off' mode. The light indicates the system state (green = awake, amber (continuous) = sleep mode, amber (blinking) = soft off mode).
Start	**15**		Starts printing process.

Stop	**14**		Stops printing and all mechanical activity (motors) in the mailing system.

Keypad Use

For different contexts, the table below indicates the successive characters you may obtain by pressing keys several times in a row.

Key	Alpha-numeric	Custom text
1	1	1
2	2ABCabc	2ABC
3	3DEFdef	3DEF
4	4GHIghi	4GHI
5	5JKLjkl	5JKL
6	6MNOmno	6MNO
7	7PQRSpqrs	7PQRS
8	8TUVtuv	8TUV
9	9WXYZwxyz	9WXYZ
0	0 ␣	0 ␣
.	. , # / : @ * ? & ! - + \	. , # / : @ * ? & ! - + \ _
C	'Clear' function	'Clear' function

2.4 Connections

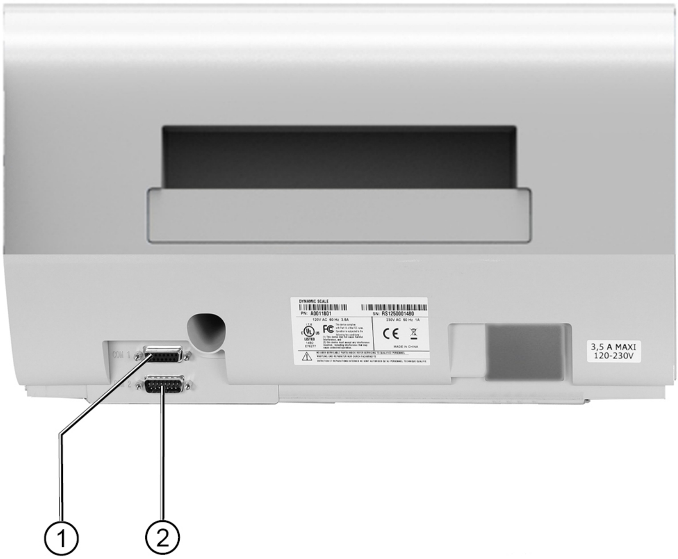
Connectors

Your Mailing System has USB ports that allow you to connect to a printer or a USB memory key.

Base Connectors

Power Connector and Switch	1	To wall socket, feeder or dynamic scale
COM2/3	2	To weighing platform
COM1	3	To mixed-size feeder or dynamic scale
LAN Port	4	To connect to the LAN network, in order to access online services
Two USB Ports	5	To memory device or printer

Dynamic Scale Connectors



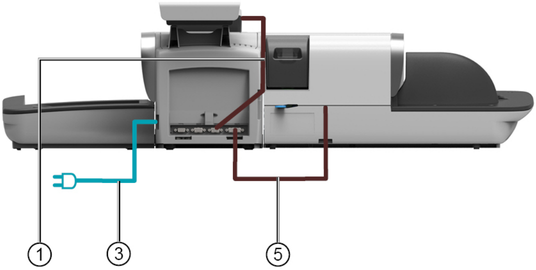
COM1	1	To the Mixed-Size Feeder
COM2	2	To the Mailing System Base

Connection Diagram

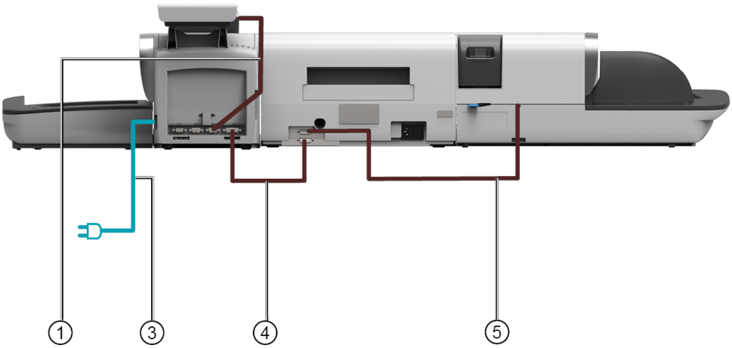
Your Mailing System has LAN ports that allow you to connect to the LAN network and access Online Services.

Detail of Connections

Without a dynamic scale



With a dynamic scale



COM1 (base)	1	Base (COM2 or COM3) to Weighing Platform
Wall Socket	3	Power Source
COM2/3 (base)	4	Base (COM1) to Dynamic Scale (COM2)
COM1 (dynamic scale)	5	Feeder to dynamic scale

2.5 Power Management

The System can only use the LAN if the LAN cable is connected BEFORE the power chord is plugged in.

Energy Star® Compliance

Office equipment is generally powered on 24 hours a day, so power management features are important for saving energy and reducing air pollution.

Your mailing system is an Energy Star® qualified mailing system that automatically goes into a low power sleep mode after a period of inactivity.

A very low power sleep mode called soft off mode is also available. This mode should only be used for long periods of non-use of the machine. In this mode, the machine takes longer to wake up and the automatic postal updates cannot take place.

Spending a large portion of time in low power mode not only saves energy but helps your equipment run cooler and last longer.

How to Turn the Mailing System to Sleep/Soft Off Mode

You can also turn the mailing system to sleep mode manually.

To change the period of time after which the mailing system switches to 'sleep' mode, see How to Change System Time-outs on page 277.

1. Press ⏻ (at the top right corner of the control panel).
   - A **short press** on the **sleep/on/soft off** mode button sets the machine to sleep mode.
   - A **long press** on the **sleep/on/soft off** mode button sets the machine to soft off.

   The light located next to the key indicates:
   - **Green**: The mailing system is in awake mode and ready for use.
   - **Amber (continuous)**: The mailing system is in sleep mode (low power mode).
   - **Amber (blinking)**: The mailing system is in soft off mode (very low power mode).

To avoid weighing errors, make sure the weighing device platform is clear when starting the machine.

When the mailing system is in soft off mode, it is able to automatically wake up to perform automatic call if scheduled date and time is reached.

How to Turn the Mailing System to Off Mode

To turn off your system, you can use the on/off button located on the right side of the Base.

1. Turn your system to sleep mode (see How to Turn the Mailing System to Sleep/Soft Off Mode on page 26).
2. Be sure that the light located next to the key ⏻ (at the top right corner of the control panel) is **Amber** meaning that the mailing system is in sleep mode.

3. Turn off your mailing system. The circle (or O) indicates the system is off.

3 Processing Mail

This section describes how you can run mail: choosing a type of stamp, selecting a rate and weighing method, activating sealing and so on, depending on the type of process you need to apply to your mail.

3.1 Preparing and Starting your Work Session

Preparation Steps

These preperation steps allow to run your mail more efficiently.

It involves:

- Sorting mail by type and task, to make processing faster (Sorting Mail by Type and Task on page 31).
- Logging into the system to start a work session (Turning On Your System and Starting a Work Session on page 32).
- Selecting the Type of stamp that matches each mail batch (Selecting the Type of Stamp on page 35).

This section also describes how to use the mailing system automatic feeder (Using the Feeder on page 39).

Sorting Mail by Type and Task

To save time, sort your mail in groups that have similar characteristics.

This will prevent you from changing stamp settings too often, and allow you to fully benefit from the automatic features of your Mailing System, particularly Differential Weighing or Dynamic scale options that allow you to process mail much quicker.

Follow the steps below to sort your mail into different stacks.

How to Sort Mail

Put the mail in different stacks according to the characteristics and in the order that follows:

1. Mail Type.

See table Type of Process and Type of Stamp on page 35

Outgoing mail with different postage types

- Standard postage
- Date to correct
- Amount to correct
- Permit mail postage

Incoming mail

Mail to count or to seal only.

2. Separate envelopes that require sealing from those that do not.

3. Accounts to allocate costs to (only if you have to select an account at login, see Settings on page 83).
4. Rates to apply and services to add.
5. Physical characteristics.

   Separate mail pieces that exceed the weight, size or thickness allowed in the system mail path (see Mail Specifications on page 403).
6. Finally, sort each stack by item size.

Your Mailing System can run mixed mail when using Dynamic scale options. In this case, mail should be stacked largest / heaviest on the bottom. Otherwise, separate sizes in different stacks.

Turning On Your System and Starting a Work Session

Turning the system on automatically starts a work session on the mailing system.

At start-up, depending on specific supervisor settings:

- The access to the system may be open.
- You may have to enter a PIN code.
- You may have to select an account.

Your work session ends when the system returns to a 'Sleep' mode.

You should not put anything on the weighing platform before starting the mailing system.

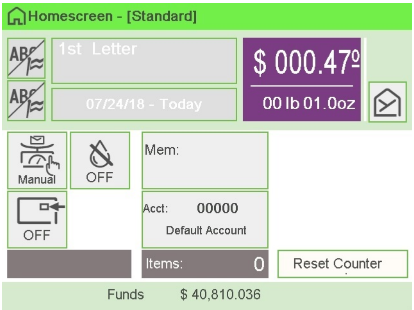
How to Log in and Start a Work Session

To log in as a user:

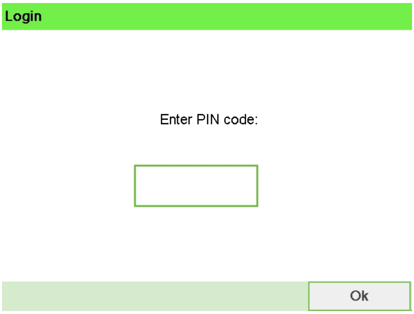
1. Press ⏻ to wake-up the system.

The system may display one of the following screens:

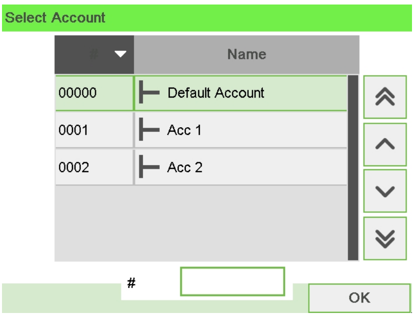
Home screen [Standard]



Login Screen



Account Screen



2. If the following screen is displayed:

   - Home Screen [Standard]: If this screen is displayed, no other step is required to navigate through the system.
   - Login Screen: If the login screen is displayed, enter your PIN code.
   - Account Screen: If the account screen is displayed, select your account as follows:
     - Use up and down arrows (use double arrows to scroll list) and press **[OK]** to validate.
     - You can also use a barcode scanner (optional) to select your account.

   The home screen [standard] page is displayed. The work session starts.

How to Find an Account

Find your account quicker: type the account number or use a barcode scanner instead of using up and down arrows.

To type letters instead of figures using the keypad, press the corresponding key several times in a row like a cell phone. (Example: To have “N” press twice the key “6").

How to Change Account Information

- To change allocating accounts when a session is already opened, see Changing the Current Account on page 83.
- To choose security level for accounts and access control as the Supervisor, see Accounts and Access Control on page 153.
- To turn your system on sleep mode, see How to Turn the Mailing System to Sleep Mode on page 26.

3.2 Choosing Stamp Type

Type of Process and Type of Stamp

The table below indicates the type of stamp to choose, depending on the type of process you want to apply to each set of mail.

The column on the right indicates the options available for each type of stamp.

If you do not set any parameter, the mailing system uses default values.

Type of process	Type of stamp	Available Stamp options
Applying postage to outgoing mail	[Standard] (Printing Standard Mail on page 41)	• Rate • Weight • Date format • Text (optional) • Slogan (optional) • Print offset (optional) • Sealing on or off
Sending Prepaid mail:	[Permit Mail] (Printing [Permit] Mail on page 70)	• Permit Mail • Print offset (optional) • Sealing (optional)
Re-dating a mail piece:	[Date Correction] (Printing [Redate] Mode on page 79)	• No weight, postage amount = 0 • Date format • Print offset (optional) • Sealing (optional)
Correcting a postage amount (print on back of envelope):	[Amount correction] (Printing [Amount Correction] Mode on page 77)	• Amount • Date (optional) • Print offset (optional) • Sealing (optional)
Printing 'Received' or the date on incoming mail:	[Received] (Printing Incoming Mail with [Received] Mode on page 65)	• Print date and/or 'Received' • Print offset (optional)
Sealing only: (using optional feeder with sealer)	[No printing] (Running [No Printing] Mail on page 67)	• Turn sealer on
Counting by feeding: (using optional feeder)	[No printing] (Running [No Printing] Mail on page 67)	• Counter reset • Turn sealer off (if installed)
Counting by weighing:	n.a.	Specific application (see Piece Counting on page 116).

The system selects [Standard] type of stamp at startup by default.

Customizing Your Stamp

When processing mail you will be required to select the 'Type of stamp' you need. For example, you can select “Standard” to print postage, or “Received” to print the date on incoming mail, or “No printing” for seal only applications.

For each 'Type of stamp' you select, the mailing system displays all the specifications - and only those specifications - for the type of process you will use.

Home Screen and Configuration Menu

Each type of stamp is associated to:

- A specific **home screen** that displays current stamp configuration (weight, postage, etc.).
- A specific **imprint configuration menu** that allows you to set stamp parameters.

To directly gain access to the configuration menu of the type of stamp, press the  shortcut key on the control panel.

Your system has five shortcut keys for direct access to save time. You can eliminate key strokes for rate selection, imprint memories, label printing, add or check funds and to customize the stamp.

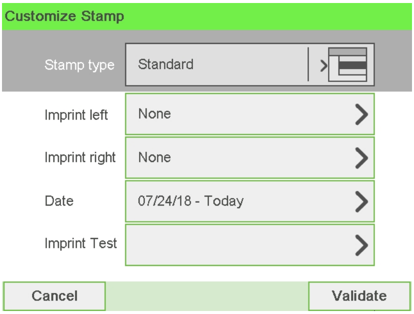
How to Change the Current Type of Stamp

Once you are logged in as user:

1. Either:

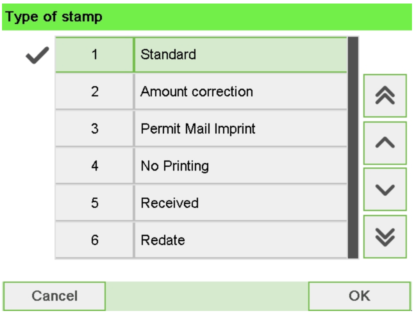
Press or	Press and select: **Customize Stamp**

The Customize Stamp screen is displayed.



2. Select **> Stamp type**.

The Type of stamp screen is displayed.



3. Select the type of stamp in the list and press **[OK]**.

The Customize stamp screen is updated and displays the menu items that allow you to modify the stamp options.

4. Press to return to the home screen.

Using the Feeder

The procedure below describes how to place a stack of mail pieces in the Hopper.

Depending on the weighing method you choose to run mail, you may have to insert the envelopes one by one or place a stack of envelopes in the hopper.

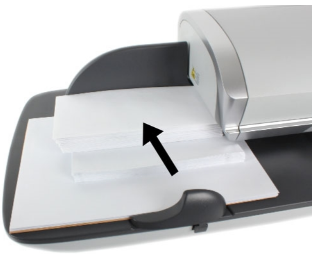
Each stack may mix envelopes of different thickness and size.

How to Use the Feeder

Feeding a stack of mail pieces:

1. Arrange the mail pieces according to their size (the largest/heaviest letters beneath).
2. Fan the envelopes to separate them.
3. Bevel the edge of the stack.
4. Place the envelopes in the hopper, their upper edge resting against the rear guide.

Ensure that all the envelopes are stacked along the rear guide, from largest to smallest.



5. Adjust the side guide for large envelopes. To adjust the guide, push it gently to rest against the envelopes, without pressing.

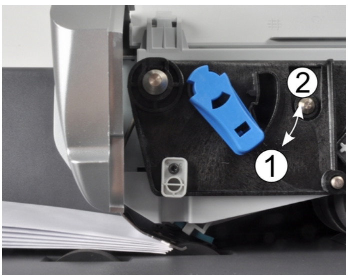
Envelopes flaps must be closed, not nested.

Do not try to seal self-adhesive envelopes.

Thickness Setting:

The feeder have 2 thickness settings that you can use according to the envelopes you have to process. Use this setting if several thin envelopes pass at one time through the feeder or, if thick envelopes are blocked at the entrance of the mail path.

1. Open Feeder Cover.
2. Change lever position:



- **1** for thin envelopes
- **2** for thick envelopes.

3. Close the Feeder Cover.

3.3 Processing Examples

Standard mail

To apply Postage for [Standard] mail, follow the settings below.

How to Set Postage for [Standard] Mail

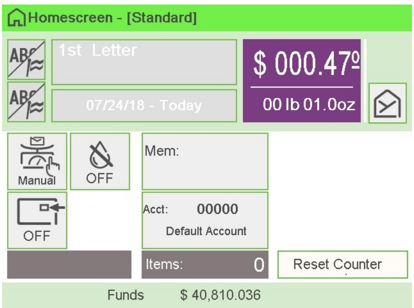
The procedure below outlines steps in a recommended sequence to process your mail.

- As mail requirements quickly vary, some settings may not be necessary, or their order may vary.
- You must begin with selecting the Type of stamp to gain access to the additional options and be able to run your mail (standard is default).

> To set the stamp quickly, consider using imprint memories. The memories store stamp characteristics together with rates and, if activated, charged account. See Imprint Memories on page 129.

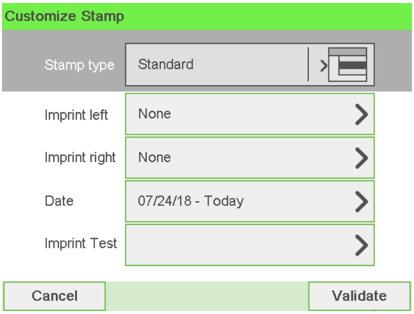
Required settings:

1. **Make sure you are on the home screen of the [Standard] type of stamp.**
   The type of stamp is indicated at the top of the home screen as illustrated below.



2. **Check or change the type of stamp, if you are not in [Standard] mode.**

Press  to access the Customize stamp screen:



To change the type of stamp, select Stamp type and then select [**Standard**] in the Type of stamp screen. For more details, see How to Change the Current 'Type of Stamp' on page 37.

To select an option in the screen: Tap the related zone on the screen.

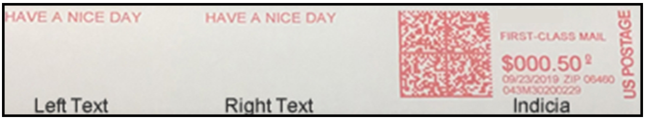
3. **Additionally, you can configure stamp elements** from the Customize stamp screen as follows:

Change Imprint left or right:

The machine supports Imprint left and Imprint right. These flexible areas allow you to select Slogan or Text. Therefore you can print a stamp with:

- One slogan and one text:

- Two texts:



- Two slogans:

To select a Slogan, see How to Add (or Cancel) a Slogan on the Stamp on page 340.

To select a Text, see How to Add (or Cancel) a Text on the Stamp on page 332.

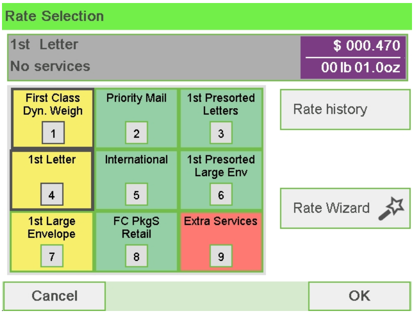
Check or change the Date or Date Format:

Select Date and then select a date option in the Date advance screen. Select Today's date for printing today's date. For more details, see How to Change the Date on page 121.

Press  to return to the home screen.

4. **Select a rate and add services.**

Press  to open the Rate selection screen.



Type a rate number to select a rate or display new rate options.

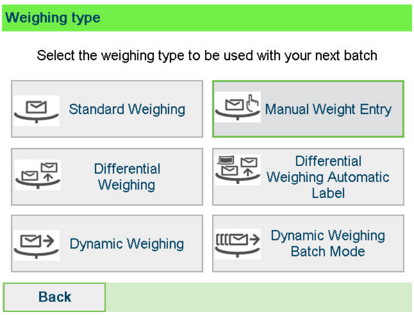
- Select Rate History to choose a recently selected rate.
- Select Rate wizard to choose rate options in lists (includes rates not shown on rate selection screen).

For more details, see Selecting a Rate on page 213.

5. **Select a weighing Mode.**

Depending on the quantity and type of mail you have to process, you can choose an efficient weighing method that uses a weighing platform or the dynamic scale (if installed) to save time: see Choosing a Weighing Type on page 91.

To change the current weighing mode, press  and select a weighing mode in the Weighing type screen.



If the WP automatic selection is activated (see Weighing PlatformAutomatic Selection on page 284), you can change, from the home screen, the weighing mode to Standard Weighing (WP) by putting a mail piece on the Weighing Platform.

You can also apply the following optional setting(s):

1. **Move the stamp away from the envelope edge** for thick envelopes: see How to Move the Stamp (Print Offset) on page 127.
2. **Close envelopes using the feeder sealer**: see Using the Sealing Function on page 113.

You are now ready to print.

How to Process [Standard] Mail

Mail processing mainly depends on the weighing method you have chosen. It is indicated by the icon in the Weighing Type zone of the screen.

In mode Standard Weighing (Standard):

From the [**Standard**] home screen, to print postage directly on mail pieces:

1. Put the mail piece on the Weighing Platform.

   The weight of the mail piece is displayed in the Weight area of the screen and the postage amount is updated.

2. Press . The system motors start running.
3. Withdraw the envelope from the WP and insert it into the mail path against the rear-guide wall, with the side to be printed facing upwards.

   If a mail piece is bigger than mail path maximum thickness, press to print a label. The label is printed. To know the maximum thickness, see Mail Specifications on page 403.

4. The Mailing System prints postage and the mail piece (or label) is sent to the catch tray.

When using sealer, collect the mail piece stack in the catch tray and put stack aside to let envelopes dry.

If you want to print several identical labels:

1. Press and enter the number of labels.

   Make sure there is enough labels are available in the label dispenser (see Filling the Label Dispenser on page 117).

2. Press to print the labels.

In optional mode Differential Weighing (Differential):

From the [**Standard**] home screen:

1. Place the stack of mail to process on the Weighing Platform, then follow the instructions on the screen or the steps below.
2. Withdraw the first mail piece from the top of the stack. The Mailing System displays weight and postage on the home screen and starts motors automatically.
3. To print the stamp, insert the mail piece into the base against the rear-guide wall, with the side to be printed facing upwards.

   If a mail piece is bigger than mail path maximum thickness, press to print a label. The label is printed. To know the maximum thickness, see Mail Specifications on page 403.

4. The Mailing System applies postage and the mail piece (or label) is sent to the catch tray.

> When sealer is activated, collect the mail piece stack in the catch tray and put stack aside to let envelopes dry.

5. Repeat the previous step for each piece of mail.

   To quit the process at any time, press .

> **When you remove the last object** from the Weighing Platform, the Mailing System will ask if you want to print it. You can answer Yes or No.

In optional mode Differential Weighing Automatic Label ():

From the [**Standard**] home screen:

1. Place the stack of mail you to process on the weighing platform, and then follow the instructions on the screen or the steps below.
2. Withdraw the first mail piece from the top of the stack. The Mailing System displays weight and postage on the home screen, starts motors and prints the label automatically.

> If you inadvertently remove more than one item from the WP, **replace removed items on WP before weight stabilization** to avoid printing label (about 1.5 seconds).

3. Repeat the previous step for each piece of mail.

   To quit the process at any time, press .

> **When you remove the last object** from the Weighing Platform, the Mailing System will ask if you want to print it. You can answer Yes or No.

In optional mode Dynamic weighing ():

From the [**Standard**] home screen:

1. Place the mail pieces stack you want to process on the hopper.

   For more details, see Using the Feeder on page 39.

2. Press to start processing the set of mail pieces.

   The base prints the stamps and sends the set of mail pieces to the catch tray.

In optional mode Dynamic Weighing Batch Mode ():

1. Place the mail pieces stack to process on the hopper.

   For more details, see Using the Feeder on page 39.

2. Press [start] to start processing the set of mail pieces.

   The system weighs the first mail piece and asks you to confirm the postage amount before applying it to all the mail pieces.

3. Press **[OK]** to confirm.

   The base prints the stamps and sends the set of mail pieces to the catch tray.

> When sealer is activated, collect the mail piece stack in the catch tray and put stack aside to let envelopes dry.

In other modes (Manual Weight Entry Manual, no weight ...):

From the [**Standard**] home screen:

1. Press [start]. System motors start running.
2. Insert the envelope into the mail path against the rear-guide wall, side to be printed facing upwards.

   If a mail piece is bigger than mail path maximum thickness, press [label] to print a label. The label is printed. To know the maximum thickness, see Mail Specifications on page 403.

3. The Mailing System applies postage and the mail piece (or label) is sent to the catch tray.

> When sealer is activated, collect the mail stack in the catch tray and put stack aside to let envelopes dry.

To print several identical labels:

1. Press and enter the number of labels.

   Make sure the labels are available in the label dispenser (see Filling the Label Dispenser on page 117).

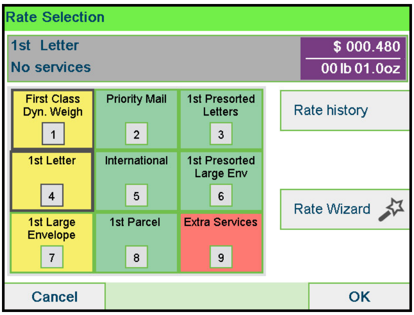
2. Press to print the labels.

How to Add Insurance

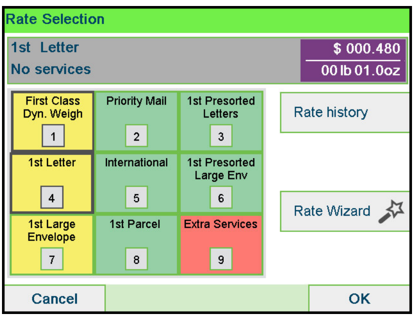
You can add insurance coverage for your mailpieces to protect against loss or damage. Insurance fees are based on the item's declared value. There are limitations for insuring some products and certain items. Some types of mail classes may include insurance in the price of service.

- Not all mail classes may offer insurance.
- Be sure to use the correct label for the service you want.

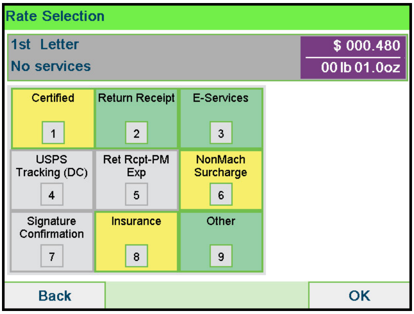
1. Place the item on the weighing platform and press .



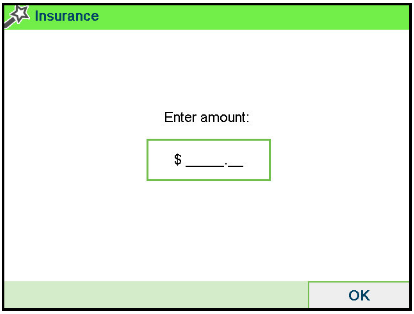
2. Select Extra Services [9].



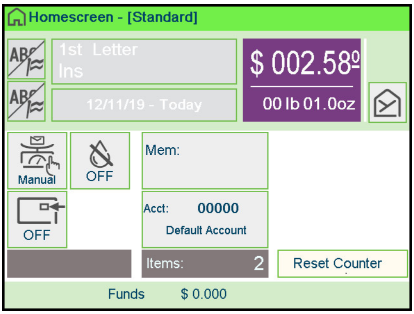
3. Select Insurance [8].



4. Enter the dollar amount to insure your shipment for.



5. Press the **[OK]** button twice to save and exit to the home screen. The total cost is now displayed on the screen.



Dimensional weighing - Automatic

When processing items using:

- Priority Mail
- Priority Mail Express
- Parcel Select
- Retail Ground

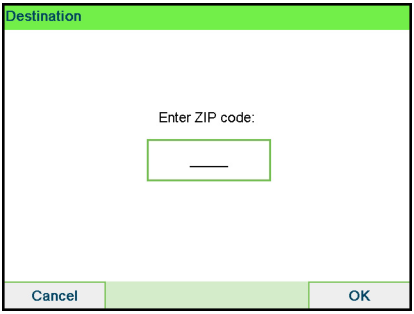
The USPS is adopting DIM weight pricing. Dimensional weight involves factoring the box size into pricing. If the dimensional weight exceeds the actual weight, the shipping rate is based on the dimensional weight instead. Essentially, the bigger the box, the higher the cost.

- This change will affect all shipments of packages or parcels in the specified Rate Classes.
- The new rate software will allow input of the package dimensions and automatically calculate the corresponding weight with the correct rate.
- Please see below for the step-by-step instructions.

The following example explains how to use dimensional weighing:

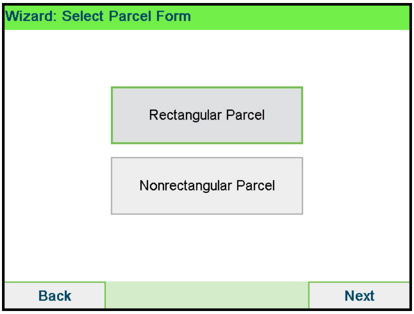
1. From the home screen (using the Priority mail class), place the item on the scale.

   The system will prompt for the destination ZIP Code.

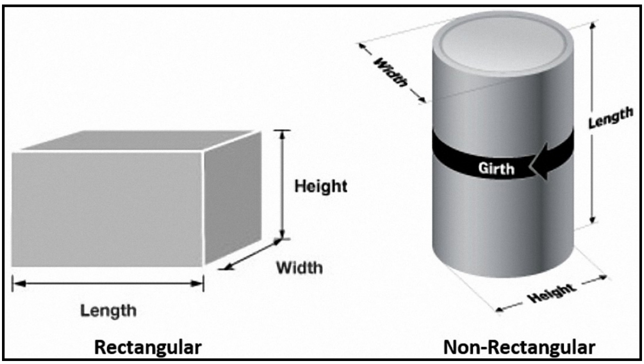


   Using the numeric keys enter the zip code.

2. The display will prompt you to select the basic shape of the item.

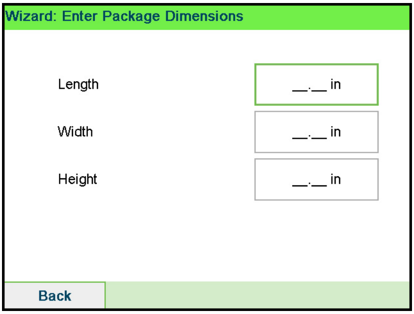


   Select **Parcel** for a rectangular-shaped parcel and **Non-rectangular** for all other items.



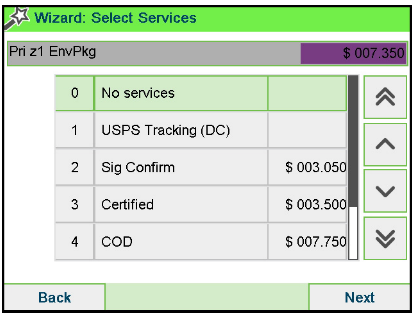
3. The display will prompt you to enter the dimensions of the item. Use the numeric keys to enter the dimensions.

> The prompts may vary depending upon what shape was selected.
>
> All of the dimensions cannot be the same value (example: all dimensions can not be equal to 5 inches).

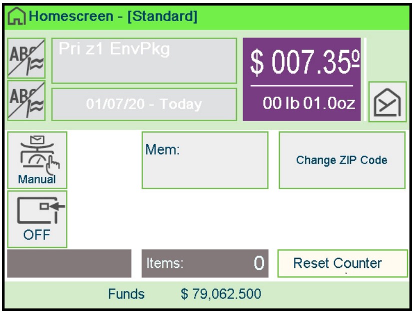


4. The display will display the entered dimensions. Select **Next**.

5. The display will display the rate selection screen. Select **Next**.



6. The display will show the postage, process as normal.



How to Print Meter Tapes

The mailing system allows you to print adhesive meter tapes for mail pieces that are too big to fit through the machine.

This mailing system requires double meter tapes. Single meter tapes will not work on this mailing system.

1. Place your mail piece on the weighing platform and select you rate.

2. Press the green **[Start]** button  .

3. Slide you double meter tape though the mailing system.

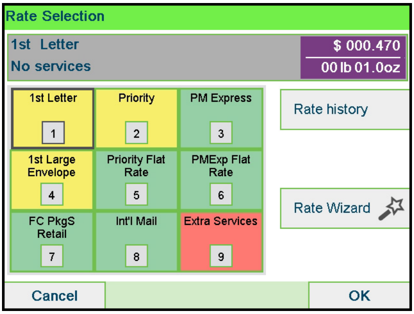
4. Peel the meter tape of its backing and apply it to your mail piece.

How to Process Certified Mail

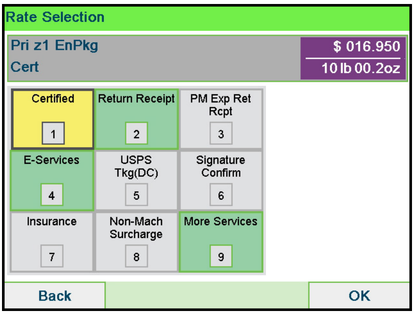
The USPS offers several Confirmation Services to assure postal customers of the delivery of their parcels. To track parcels, the USPS must be able to uniquely identify each one with a label.

- Not all mail classes may offer Certified.
- Be sure to use the correct label for the service you want.

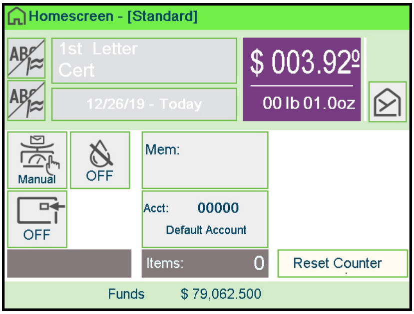
1. Place your item on the weighing platform and press .
2. Select Extra Services [9].



3. Select Certified [1].



4. Press the **[OK]** button to save and exit to the home screen. The cost of 1st Letter Cert is now displayed on the screen.



How to Process E-Certified Mail

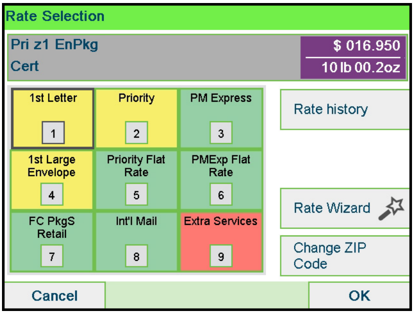
The USPS offers several Confirmation Services to assure postal customers of the delivery of their parcels. To track parcels, the USPS must be able to uniquely identify each one with a label. When tracking a parcel using electronic confirmation services, an eConfirmation label is used.

Neopost provides you with special eConfirmation labels once you sign up for the eConfirmation contract. The three types of eConfirmation labels correspond to the three types of eConfirmation Services supported by the USPS: eDelivery Confirmation labels, eSignature Confirmation labels, and eCertified Mail labels.

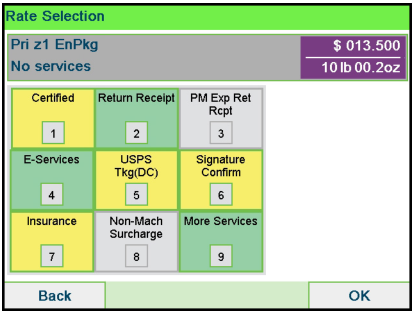
- Not all mail classes may offer eCertified.
- Be sure to use the correct label for the service you want.

1. Place the item on the weighing platform and press .

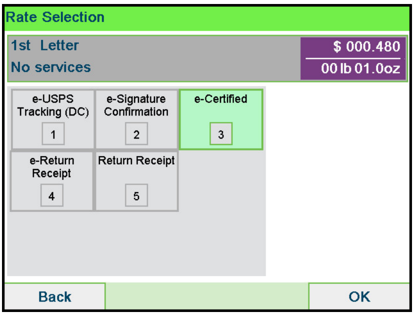
2. Select Extra Services [9].



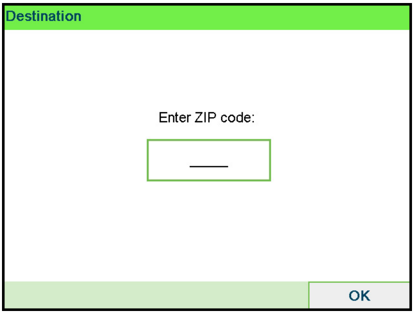
3. Select E-Services [4].



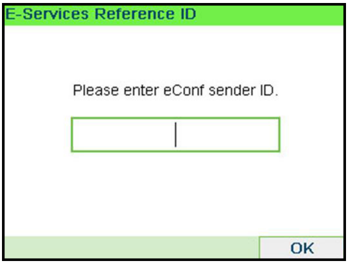
4. Select eCertified [3].



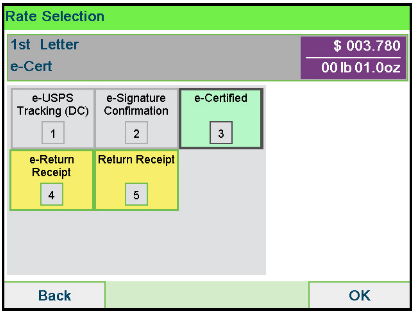
5. Enter the destination ZIP Code.



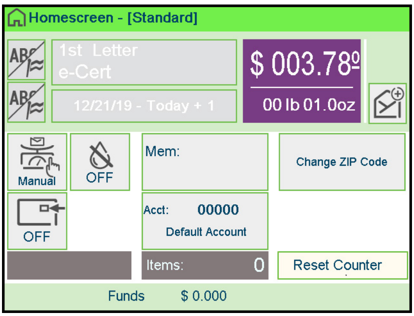
6. Enter an e-Confirmation Sender ID. (Optional)



7. Select [3] for eCertified, [4] for Return Receipt, [5] for eReturn Receipt. (Optional)



8. Press the **[Finish]** button to save and exit to the home screen.



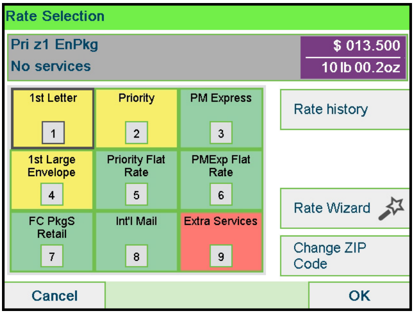
How to Process International Mail

The mailing system allows you to process items for international mailing by selecting the appropriate country when processing.

For this example we will be processing an International First Class Letter to Great Britain.

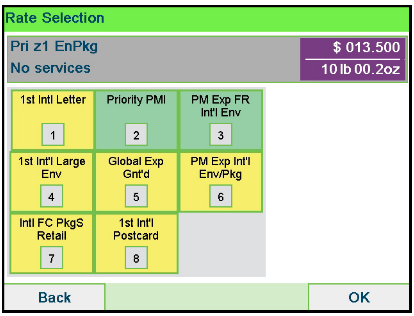
One common mistake is to look for England or United Kingdom instead of Great Britain when selecting the country.

1. Place the item on the weighing platform and press .
2. Select Int'l Mail [8].



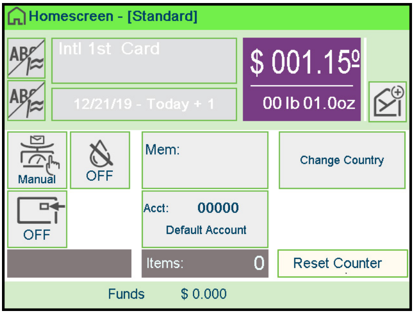
3. On that screen, you can:

   Press one of the rate buttons (or type the number) to select the rate or display rate options.



4. Select the destination country by entering the country number or by selecting the country from the list.

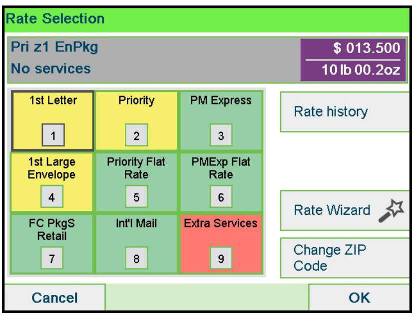
5. Press the **[OK]** button to save and exit to the home screen. The cost of International is now displayed on the screen.



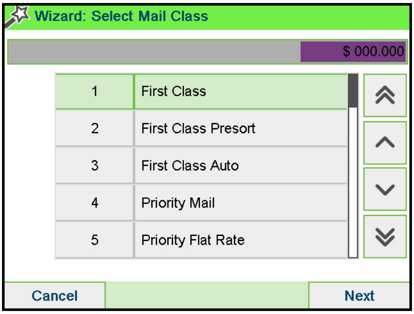
How to Process a Postcard

The mailing system allows you to process Postcards by selecting the appropriate mail class when processing.

1. Place the postcard on the weighing platform and press .
2. Select **Rate Wizard**.

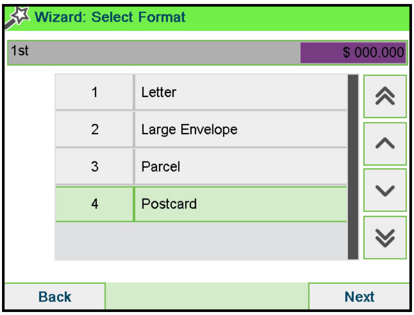


3. Select First Class [1].



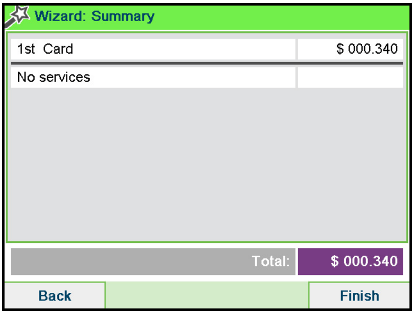
4. Select Domestic [1].

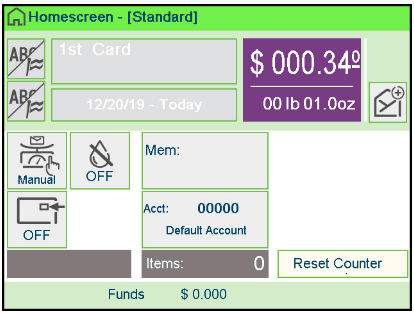
5. Select Postcard [4] and press the [Next] button to select Service.



6. Press the **[Next]** button to display Summary.

7. Press the **[Finish]** button to exit to the home screen. The cost for mailing you postcard is now displayed and you are ready to print.





3

Processing Mail

How to Enter the Weight Manually

Entering Weight Manually

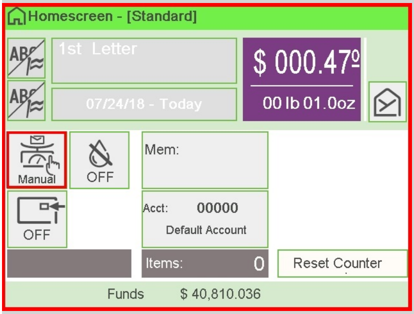
You can enter the weight manually if a mail piece exceeds the weighing capacity of all your weighing platform.

If this situation occurs, you will need to print the postage amount on a label to stick onto the mail piece.

To enter the weight manually from the home screen, you must first select the postal class:

1. Either:

Tap the **Weighing type** zone on the screen



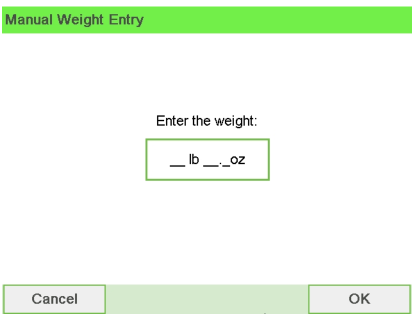
or

Press  and select the path: **> Job settings > Weighing Modes**

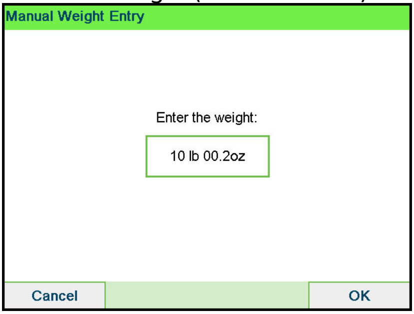
The Weighing mode screen is displayed.

2. Select **Manual Weight Entry**.

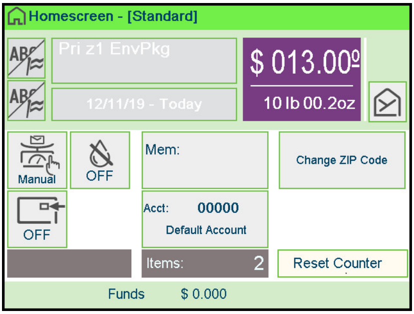
The Manual Weight Entry screen is displayed.



3. Enter the weight (first **lb** then **oz**) and press **[OK]** to validate.



4. Press  to return to the home screen.



The home screen displays the Manual Weight Entry icon () and the weight entered.

How to Set [Received] Mode printing

This section describes how to use the [Received] type of stamp, to:

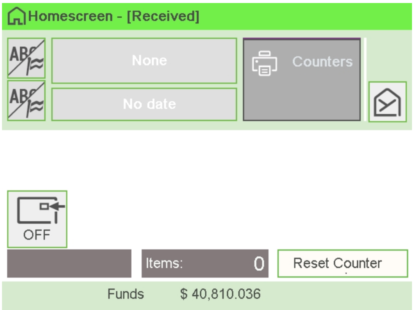
- Print the date on incoming mail.
- Print 'Received' on incoming mail.

> You must begin with selecting the Type of stamp to gain access to the corresponding parameters and be able to run mail.

Required settings:

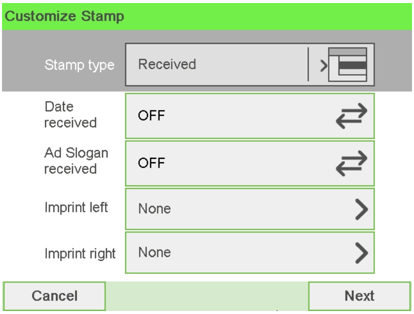
1. **Make sure you are on the home screen of the [Received] type of stamp.**

   The type of stamp is indicated at the top of the home screen as illustrated.



2. **Check or change the type of stamp, if you are not in [Received] mode.**

   Press  to access the Customize stamp screen:



   To change the type of stamp, select Stamp type and then select [**Received**] in the Type of stamp screen. For more details, see How to Change the Current 'Type of Stamp' on page 37.

   Additionally, you can:

   - Activate or deactivate printing the date.
   - Activate or deactivate printing '**Received**'.
   - Add slogan, custom text to the stamp.
   - Activate the Print Counter.
   - Select the option to change. The buttons indicate the current status of the options. The screen indicates the current status of the options.
   - Press  to return to the home screen.

You can also apply this optional setting:

1. **Move the stamp away from the envelope edge** for thick envelopes: see How to Move the Stamp (Print Offset) on page 127.

On the [Received] home screen:

1. Press . System motors start running.
2. Insert the mail piece into the mail path against the rear-guide wall, side to be printed facing upwards.

The Mailing System applies the imprint and the mail piece is sent to the catch tray.

You are now ready to print.

How to Set [No Printing] Mail processing

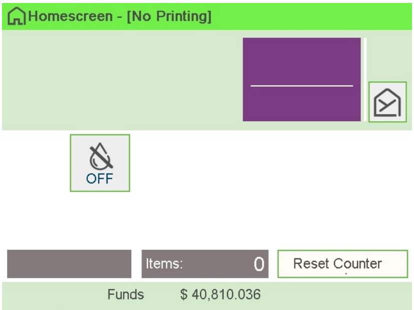
This section describes how to use the **[No Printing]** type of stamp, for:

- Sealing envelopes using the auto-feeder sealer (if installed).
- Only conveying mail, for counting or testing purposes.

Main setting:

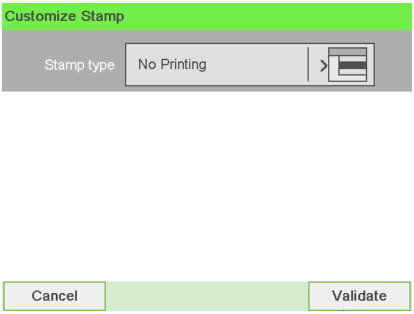
1. **Make sure you are on the home screen of the [No printing] type of stamp.**

   The type of stamp is indicated at the top of the home screen as illustrated.



2. **Check or change the type of stamp, if you are not in [No printing] mode.**

   Press to access the imprint screen:



To change the type of stamp, select Stamp type and then select **[No printing]** in the Type of stamp screen. For more details, see How to Change the Current 'Type of Stamp' on page 37.

3. Press to return to the home screen.

> **If you want to seal envelopes without printing** you must turn the sealer lever on: see Using the Sealing Function on page 113.

1. Press . System motors start running.

2. Insert the mail piece(s) into the mail path against the rear-guide wall, side to be printed facing upwards (see How to Use the Feeder on page 39).

You are now ready to process mail.

3

Processing Mail

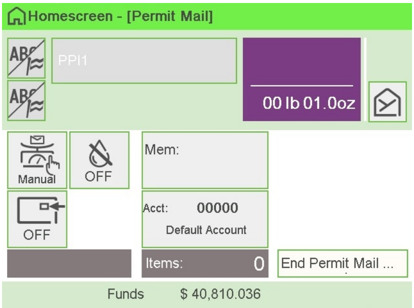
3.4 Printing [Permit] Mail

How to Set Postage for [Permit] Mail

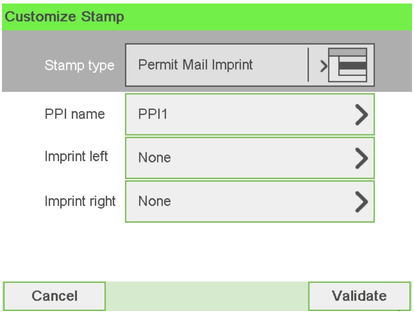
Required settings:

1. **Check that you are in the [Permit] Type of stamp.**

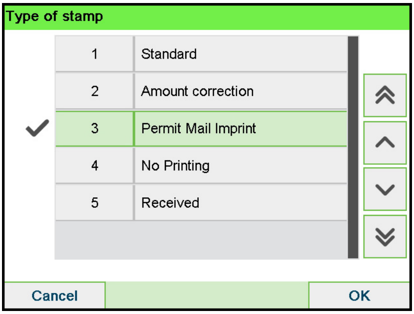
   If not, see section Selecting the Type of Stamp on page 35.



2. **Press**  to access the stamp configuration menu and perform the settings that follow.



3. **Select the Permit Mail** to use. See Selecting a Permit on page 89.

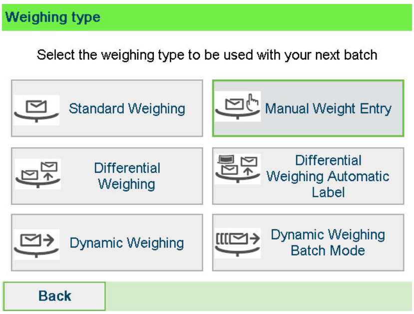


4. **Select a weighing type** (if you did not enter any amount).

   Depending on the quantity and type of mail you have to process, you can choose an efficient weighing method that uses a weighing platform or the dynamic scale (if installed) to save time: see Choosing a Weighing Type on page 91.

   To change the current weighing method, press 

and select a weighing type in the Weighing type screen.



How to Process [Permit] Mail

In mode Standard weighing (Standard)

From the home screen:

1. Put the mail piece on the Weighing Platform.

   The weight of the mail piece is displayed in the Weight area of the screen and the postage amount is updated.

2. Press . The system motors start running.
3. Withdraw the envelope from the WP and insert it into the mail path against the rear-guide wall, side to be printed facing upwards.

If mail piece is bigger than mail path maximum thickness (see Mail Specifications on page 403), press before you press to print a label. The label is printed at once.

The Mailing System applies postage and the mail piece (or label) is sent to the catch tray.

> When using sealer, collect the mail piece stack in the catch tray and put stack aside to let envelopes dry.

Otherwise, if you want to print several identical labels:

1. Press and enter the number of labels.

   Make sure the labels are available in the label dispenser (see Filling the Label Dispenser on page 117).

2. Press to print the labels.

In optional mode Differential weighing (Differential)

From the home screen:

1. Place the stack of mail you want to process on the weighing platform, and then follow the instructions on the screen or the steps below.
2. Withdraw the first mail piece from the top of the stack. The Mailing System displays weight and postage on the home screen and starts motors automatically.
3. To print the stamp, insert the mail piece into the base against the rear-guide wall, side to be printed facing upwards.

   If mail piece is bigger than mail path maximum thickness (see Mail Specifications on page 403), press before you press to print a label. The label is printed at once.

4. The Mailing System applies postage and the mail piece (or label) is sent to the catch tray.

> When using sealer, collect the mail piece stack in the catch tray and put stack aside to let envelopes dry.

5. Repeat the previous step of each piece of mail.

   To quit the process at any time, press .

> **When you remove the last object** from the WP, the Mailing System asks if you want to print it. You can answer Yes or No. This allows you to use a mail basket without having to declare a tare on the WP.

**In optional mode Differential weighing auto-tape (

)**

From the home screen:

1. Place the stack of mail you want to process on the weighing platform, and then follow the instructions on the screen or the steps below.
2. Withdraw the first mail piece from the top of the stack. The Mailing System displays weight and postage on the home screen, starts motors and prints the label automatically.

> If you inadvertently remove more than one item from the WP, **replace removed items on WP before weight stabilization** to avoid printing label (about 1.5 seconds).

3. Repeat the previous step of each piece of mail.

   To quit the process at any time, press .

> **When you remove the last object** from the WP, the Mailing System asks if you want to print it. You can answer Yes or No. This allows you to use a mail basket without having to declare a tare on the WP.

> When using sealer, collect the mail piece stack in the catch tray and put stack aside to let envelopes dry.

**In optional mode Dynamic weighing (

)**

From the Home Screen:

1. Place the items you want to process into the hopper.

   For more details, see Using the Feeder on page 39.

2. Press  to start processing your items.

   The system will print the stamps and send the items to the catch tray.

In optional mode Dynamic weighing batch-mode ()

From the home screen:

1. Place the items you want to process into the hopper.

   For more details, see Using the Feeder on page 39.

2. Press  to start processing your items.

   The system weighs the first item and then asks you to confirm the postage amount before applying it to all the items.

3. Press **[OK]** to confirm.

   The system will print the stamps and send the items to the catch tray.

> When using sealer, collect your processed items and put them aside to let the envelopes flaps dry.

In other modes (Manual weight entry , No weight)

From the home screen:

1. Press . System motors start running.

2. Insert the envelope into the mail path against the rear-guide wall, side to be printed facing upwards.

If mail piece is bigger than mail path maximum thickness (see Mail Specifications on page 403), press before you press to print a label. The label is printed at once.

The Mailing System applies postage and the mail piece (or label) is sent to the catch tray.

Otherwise, if you want to print several identical labels:

1. Press and enter the number of labels.

   Make sure the labels are available in the label dispenser (see Filling the Label Dispenser on page 117).

2. Press to print the labels.

> When using sealer, collect the mail piece stack in the catch tray and put stack aside to let envelopes dry.

3.5 Mail Corrections

How to Set [Amount Correction] Mode printing

A postage amount that is too low can be corrected. The sequence is identical to Re-Dating Mail, except that the postage must be set to the desired additional amount.

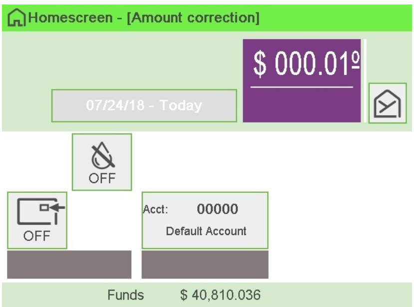
If you have a mail piece that has been stamped with a postage amount that is not the correct, you must correct the postage amount before mailing. This is done by applying a second stamp on the back of the envelope with the additional postage amount. The total postage will be the front and back stamps.

- Only one postage correction indicia (stamp) is permitted.
- On letter size mail, place the postage correction indicia (stamp) on the non-address side of the envelope in the upper right corner.
- If the postage correction indicia (stamp), is printed on a label it may be placed on the address side of the envelope in the lower left corner.

Required settings:

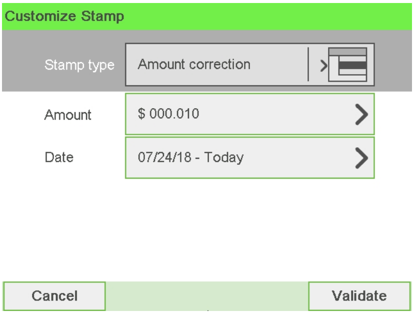
1. **Make sure you are on the home screen of the [Amount Correction] type of stamp.**

   The type of stamp is indicated at the top of the home screen as illustrated.



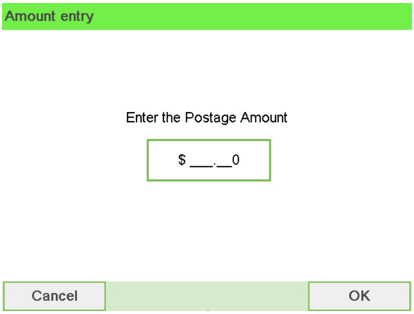
2. **Check or change the type of stamp.**

   Press  to access the Customize Stamp screen:

   To change the type of stamp, select Stamp type and then select **[Amount Correction]** in the Type of stamp screen. For more details, see How to Change the 'Current Type of Stamp' on page 37.

3. Select **Amount** and enter the desired amount.

   Press **[OK]** to validate.

   Press  to return to the home screen.

4. **[Amount correction]** type of stamp also allows you to correct the Date if necessary.
   - Select Date and then select a date option in the Date Advance Screen.
   - Press  to return the home screen.

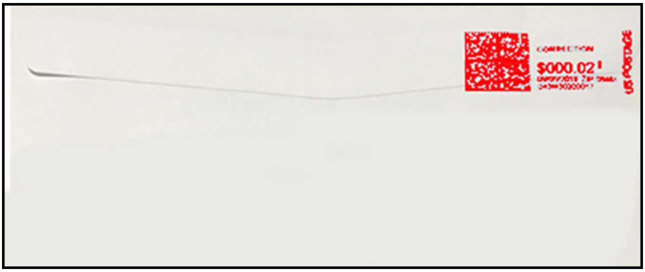
You can also apply this optional setting:

1. **Move the stamp away from the envelope edge** for thick envelopes: see How to Move the Stamp (Print Offset) on page 127.

On the [Amount Correction] home screen:

1. Press . System motors start running.
2. Insert the mail piece into the mail path against the rear-guide wall, side to be printed facing upwards.

   The Mailing System applies the imprint and the mail piece is sent to the catch tray.



You are now ready to print.

How to Set [Redate] Mode printing

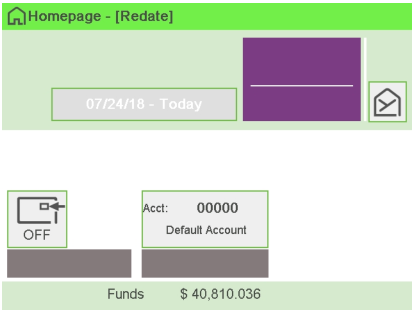
If you have a mail piece that has been stamped with a date that is not the actual date you are mailing the piece, you must “Redate” the mail piece before mailing. Redating is done by applying a “0” value date correction indicia (stamp) to the envelope / item.

- USPS postal regulations state that the indicia (stamp) must show the actual date the mail is deposited with the post office. The post office may return mail if the correct date is not on the indicia.
- Only one date correction indicia (stamp) is permitted.
- On letter size mail, place the date correction indicia (stamp) on the non-address side of the envelope in the upper right corner.
- If the date stamp is printed on a label, it may be placed on the address side of the envelope in the lower left corner.

Required settings:

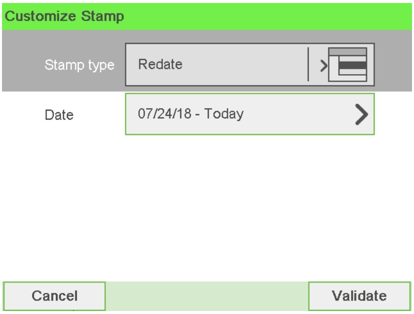
1. **Make sure you are on the home screen of the [Redate] type of stamp.**

   The type of stamp is indicated at the top of the home screen as illustrated.



2. **Check or change the type of stamp.**

Press  to access the Customize Stamp screen:

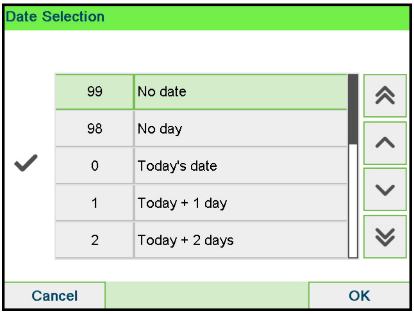


To change the type of stamp, select Stamp type and then select [**Redate**] in the Type of stamp screen. For more details, see How to Change the Current 'Type of Stamp' on page 37.

3. Select the new Date.

Select a date option in the Date advance screen. Select Today's date for printing today's date. For more details, see How to Change the Date on page 121.

Press  to return to the home screen.



You can also apply this optional setting:

1. **Move the stamp away from the envelope edge** for thick envelopes: see How to Move the Stamp (Print Offset) on page 127.

On the [Redate] home screen:

1. Press . System motors start running.

2. Insert the mail piece into the mail path against the rear-guide wall, side to be printed facing upwards.

   The Mailing System applies the imprint and the mail piece is sent to the catch tray.

You are now ready to print.

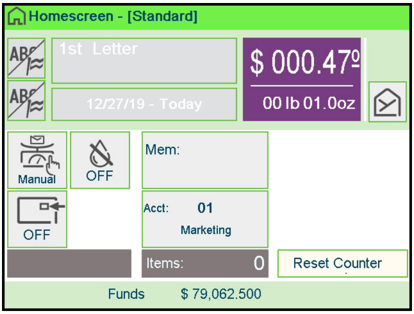
Changing the Current Account

To process a batch of mail pieces using another account (on account-enabled configurations), change the account as follows.

How to Change Account

You can change the account to charge to any account created.

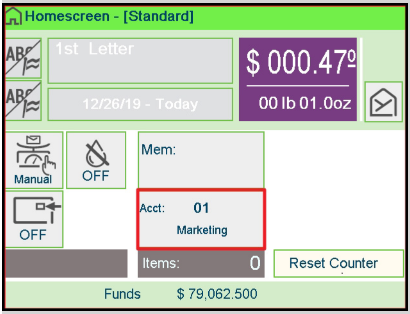
In this example, we will change from "Marketing (account 01)" to "Sales (account 02)".



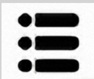
To change accounts:

1. As a user:

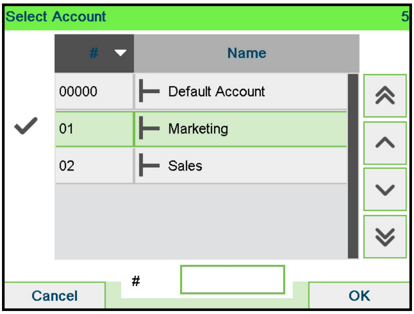
Tap the **Account** zone on the screen



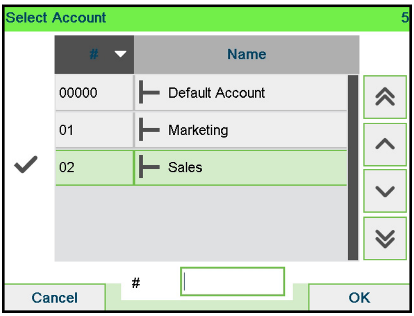
or

Press  and select the path: **Change account**

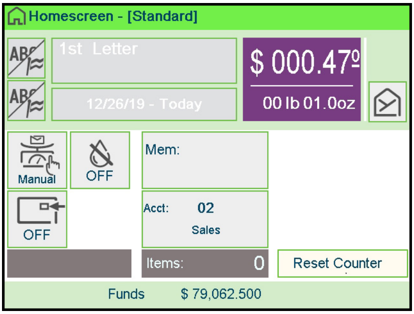
The list of accounts that are available is displayed.



2. Select the account you want to use and the selected account is automatically accepted.



3. Press to return to the home screen. The current account number is displayed.

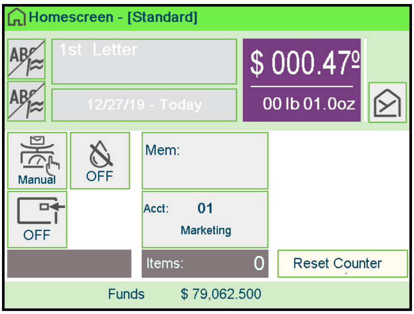


How to Change Account with a Scanner

- Before using a barcode scanner with the system, it must be setup and configured by a Neopost service technician.
- The barcode sheet of accounts that you create should be **Free 3 of 9**.

A barcode scanner can be used for “One Click” entry of accounts into your Mailing System. You can change the account to charge to any account created.

In this example, we will change from "Marketing (account 01)" to "Sales (account 02)".

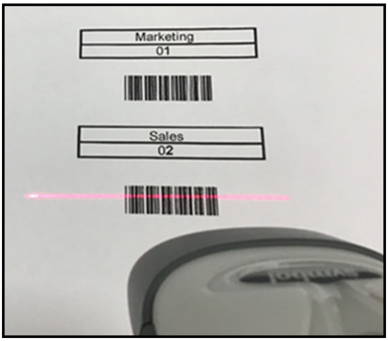


To change accounts with a barcode scanner:

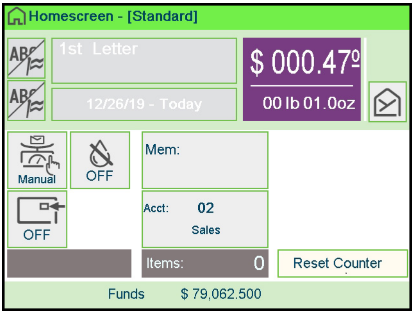
1. If not already done, connect the barccode scanner to the mailing system via a USB port.

The list of accounts barcodes that are available is typically placed near the mailing system.

2. Select the account you want to use and scan.



3. The current account number is displayed.



How to Select a Rate

Selecting a rate allows the Mailing System to calculate the postage amount when the mail piece weight is available, either from a weighing device or, for big parcels, entered manually (see How to Enter the Weight Manually on page 92).

The system provides you several ways to select a rate:

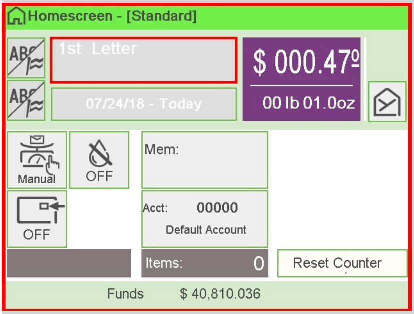
- Using a **shortcut list** in the rate selection screen
- Using the **rate wizard** that asks you to choose all the rate parameters (class, destination, format, services...) in complete lists of options.
- Using a list of the last 10 selected rates from the **rate history**

On the home screen, press **C** to select the default rate and refresh weight.

To select a rate:

1. Either:

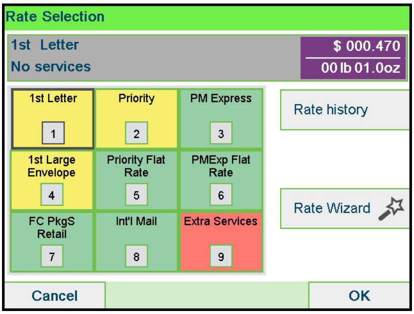
Tap the **Rate** zone on the home screen



or

Press [icon] or Press [icon] and select the path: **Rate selection**

The Rate Selection screen is displayed.



2. On that screen, you can:

Press one of the rate buttons (or type the number) to select the rate or display rate options.

Press **Rate History** to select a recently selected rate or **Rate wizard** to build your rate with the wizard.

3. Follow the instructions on screen and, once you have chosen the rate and services, press **[OK]** to validate your selection.

Postage displayed on the screen is zero as long as the weight is not known (= zero).

How to Select a Permit

You can select the permit to use in a list.

When selecting the **[Permit Mail]** type of stamp, a default permit is automatically selected.

See also

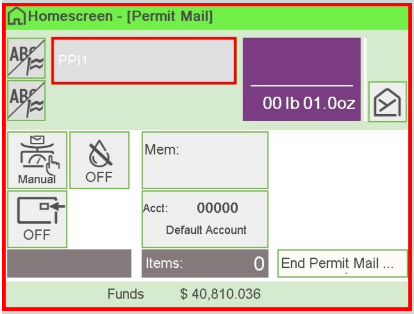
- How to Change the Default Permit on page 301.
- Managing Permits on page 352.

To select a permit:

From the [**Permit mail**] home screen:

1. As a user:

Tap the **Permit** zone on the home screen

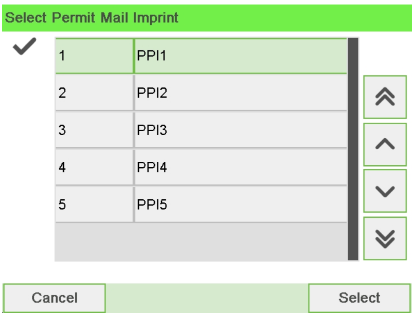


or

Press  on the keyboard

and then select Permit number.

The Select Permit screen is displayed.



2. To select a permit on that screen, you can:

- Type the permit number
- Select the permit using the arrows.

3. Press **[OK]** to validate your selection and return to the Imprint screen.

Choosing a Weighing Type

Depending on the accessories and features on your Mailing System, several weighing methods are available.

You can also enter the weight manually if you know it: see How to Enter the Weight Manually on page 92.

How to Use Standard Weighing

Standard Weighing Standard

In this mode, each mail piece is manually placed on the Weighing Platform, and then put into the mail path.

If the Smart Start option is activated, you do not have to press at each piece.

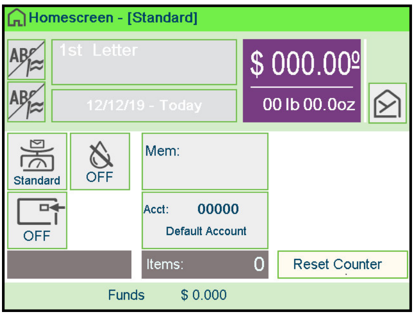
To access Standard Weighing you must be in the Manual Weighing Home screen.

- Manual Weighing is the default weighing method when the mailing system is first turned on.
- From Differential Weighing press to return to Manual Weighing Home screen.

To use Standard Weighing:

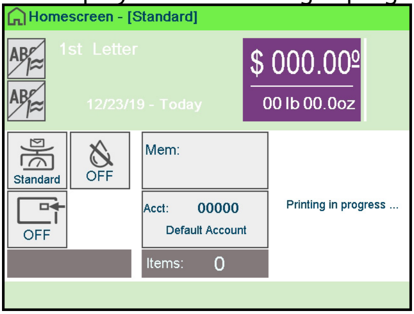
1. From the Manual Weighing Home Screen place an item on the scale.

   The mailing system switches to Standard Weighing.



2. The default mail class is displayed. You remove the mail piece from the scale and run the mail piece through the mailing system.

The display shows "Printing in progress".



How to Enter the Weight Manually

Entering Weight Manually

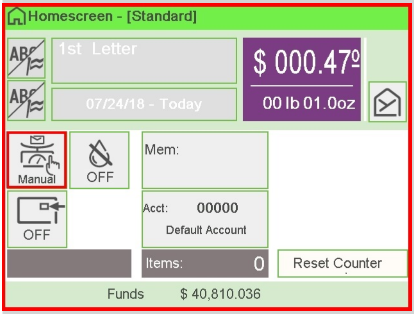
You can enter the weight manually if a mail piece exceeds the weighing capacity of all your weighing platform.

If this situation occurs, you will need to print the postage amount on a label to stick onto the mail piece.

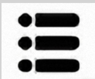
To enter the weight manually from the home screen, you must first select the postal class:

1. Either:

Tap the **Weighing type** zone on the screen



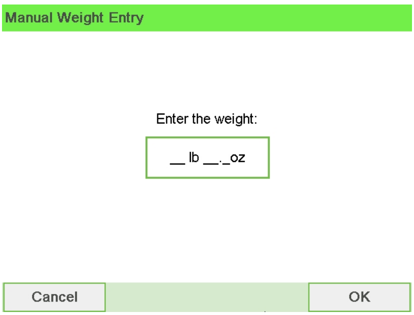
or

Press  and select the path: **> Job settings > Weighing Modes**

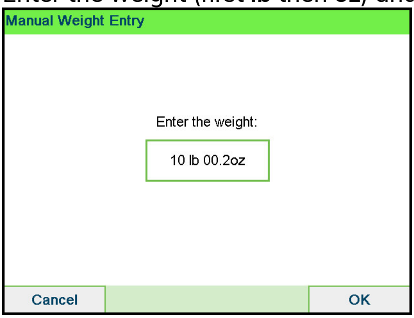
The Weighing mode screen is displayed.

2. Select **Manual Weight Entry**.

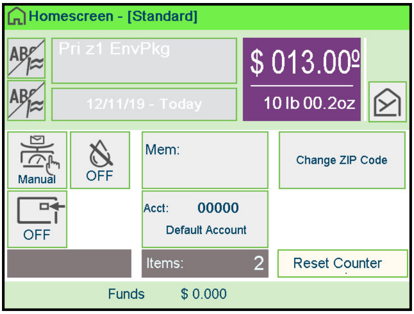
The Manual Weight Entry screen is displayed.



3. Enter the weight (first **lb** then **oz**) and press **[OK]** to validate.



4. Press to return to the home screen.



The home screen displays the Manual Weight Entry icon (Manual) and the weight entered.

How to Use Differential Weighing

Differential Weighing Differential (optional)

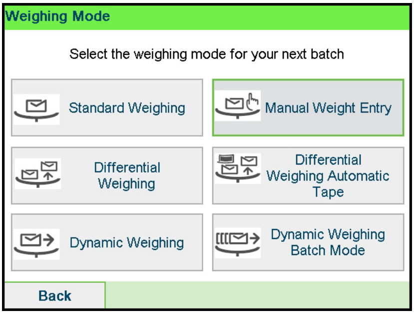
This mode speeds up the weighing process and increases your efficiency: all the mail pieces are stacked together on the Weighing Platform. Remove the pieces one by one and put them into the mail path. The Mailing System calculates the postage and prints the mail piece automatically. You can leave all the mail pieces in a tray on the Weighing Platform: the Mailing System will ask you to confirm printing for the last item removed (from the tray).

The mails pieces will be processed at the displayed mail class.

To use Differential Weighing:

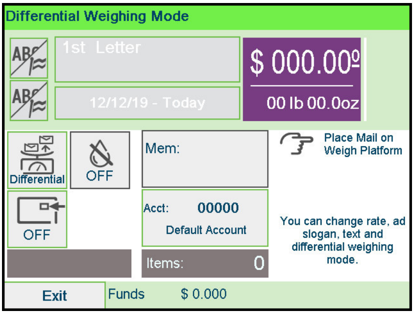
1. Press  .

   The Weighing type screen is displayed.



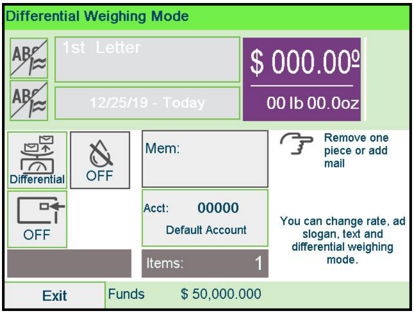
2. Select Differential Weighing type .

   The Weighing type is changed to Differential Weighing.



3. Place the mail piece on Weighing Platform.

4. As you remove each piece the weight and selected rate and services is displayed for the piece that is removed.



5. Run the piece through the mailing system to be stamped with the indicia.

How to Use Differential Weighing Automatic Label

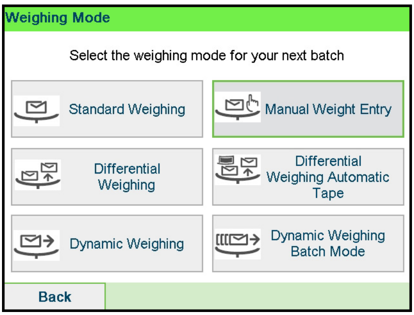
Differential Weighing Automatic Label  (optional)

This mode is identical to Differential Weighing except that the system automatically prints the postage on labels.

To use Differential Weighing Automatic Label:

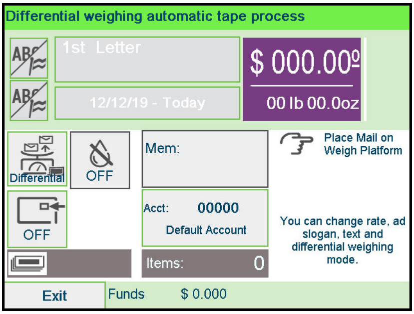
1. Press .

   The Weighing type screen is displayed.



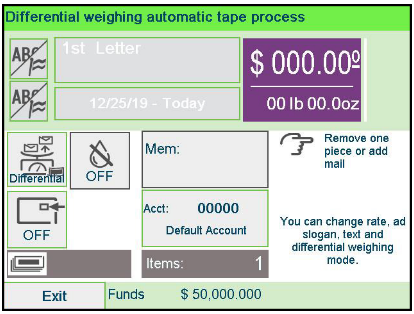
2. Select Differential Weighing Automatic Label type 
.

The Weighing type is changed to Differential Weighing Automatic Label.



3. Place the mail piece on Weighing Platform.

4. As you remove each piece the weight and selected rate and services is displayed for the piece that is removed.



5. Press **[Start]** to print the label.

How to Use Dynamic Weighing

Dynamic Weighing 

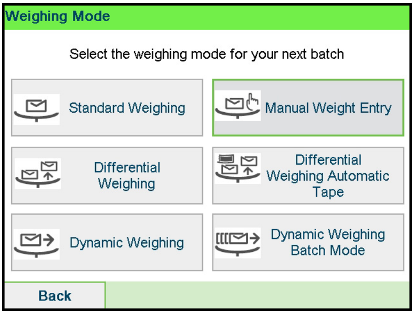
In this mode, you place all the items at the Feeder Entrance whatever their size (within the system limits). The system automatically assesses the weight and size of each item and applies postage as each piece goes along the mail path at high speed.

The mails pieces will be processed at the displayed mail class.

To use Dynamic Weighing:

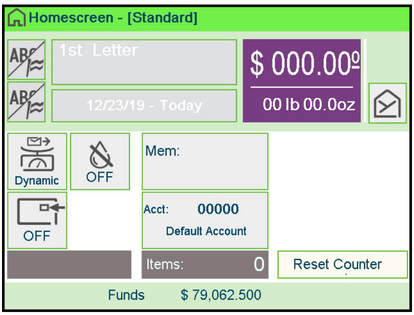
1. Press  .

   The Weighing type screen is displayed.



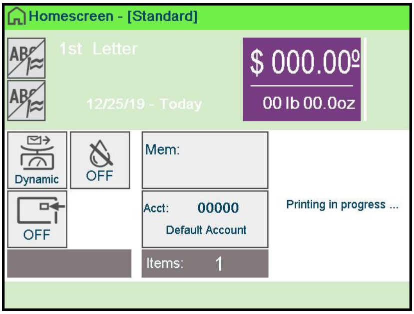
2. Select Dynamic Weighing type .

   The Weighing type is changed to Dynamic Weighing.



3. Place all the items at the Feeder Entrance

4. The system automatically assesses the weight and size of each item and applies postage as each piece goes along the mail path at high speed.



5. Run the piece through the mailing system to be stamped with the indicia.

How to Use Dynamic Weighing Batch Mode

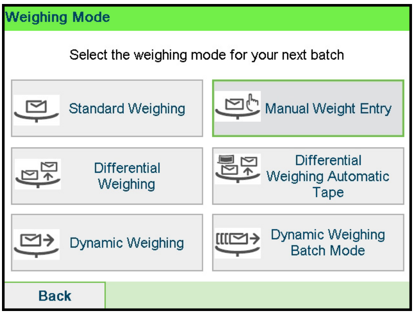
Dynamic Weighing Batch Mode 

In this mode, you place a stack of identical items at the Feeder Entrance. The system assesses the weight and size of the first item and applies the same postage to all items at very high speed.

To use Dynamic Weighing Batch Mode:

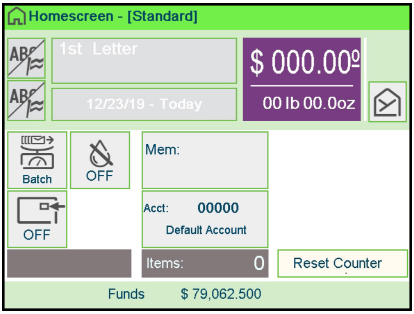
1. Press  .

   The Weighing type screen is displayed.



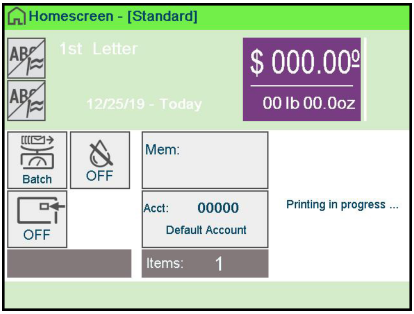
2. Select Dynamic Weighinghing Batch Mode .

The Weighing type is changed to Dynamic Weighing Batch Mode.



3. Place a stack of identical items at the Feeder Entrance

4. The system automatically assesses the weight and size of the first item and applies the same postage to all items at very high speed.



5. Run the piece through the mailing system to be stamped with the indicia.

Configuring the Stamp

Depending on the current Type of stamp, you can modify the elements printed on mail pieces as follows:

- Changing printed date
- Adding a pre-loaded Slogan to the left of the stamp
- Adding a custom text to the left of the stamp (you must first create it in supervisor mode, see How to Add a New Text Message on page 335)
- Moving the stamp away from the right edge of the envelope.

See also

- How to Change the Current 'Type of Stamp' on page 37.
- Type of Process and Type of Stamp on page 35.

How to Change the Date

You can set the **Date** to change the date at a fixed time. This is useful if you process mail after the last mail pickup for the day. This ensures that the proper date of mailing is printed for the next days mail pickup.

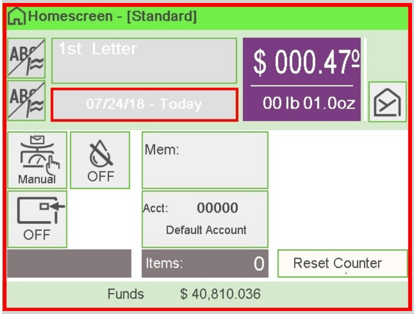
The **Date** setting allows you to:

- Change the date printed on the mail pieces for future sending (you are processing the mail on Friday but not delivering the mail to the post office till Monday).
- To print no date.
- To print no day.

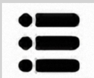
To change the date that will be printed:

1. Either:

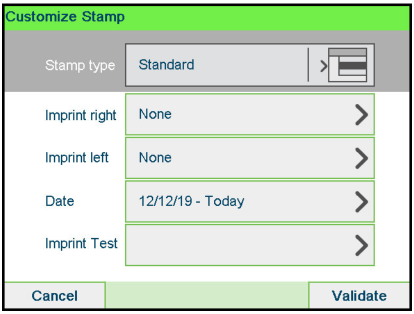
Tap the **Date** zone on the screen



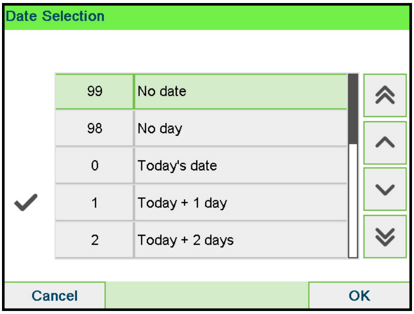
or

Press  or Press  and select the path: **Customize Stamp**

The Customize Stamp screen is displayed.



2. Select **> Date**.



The Date screen is displayed.

3. On the Date screen, you can configure the printed date as follows:
4. Press **[OK]** to apply changes and return to the configuration menu.

Adding Text and/or Slogan to the Stamp

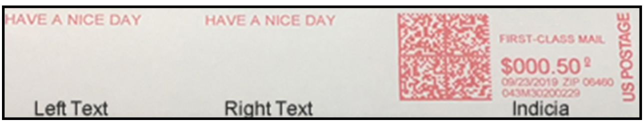
Selection Slogan or Text are 2 flexible areas for communication that could be slogan or text (i.e. one slogan and one text, 2 slogans or 2 texts).

You can add a text and a slogan to the stamp, as illustrated below.

- Imprint with a slogan and a text

- Imprint with 2 slogans

- Imprint with 2 texts



See also:

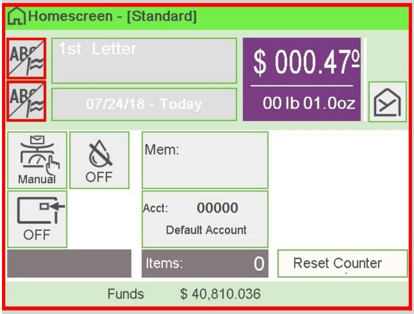
- Managing Custom Text Messages on page 332.
- Managing Slogans on page 340.

How to Add (or Cancel) a Text on the Stamp

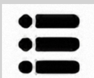
To add a text to the stamp, or to cancel the text:

1. Either:

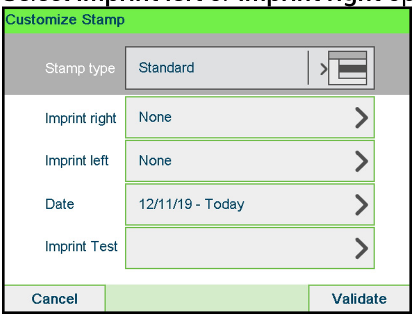
Tap the **Imprint left** or **Imprint right** zone on the home screen



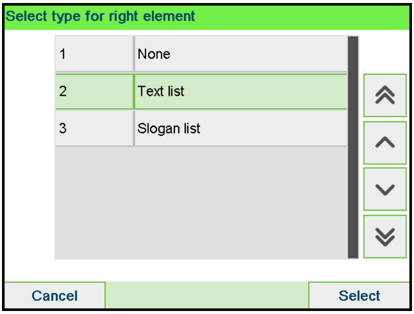
or

Press  or Press  and select the path: **Customize stamp**

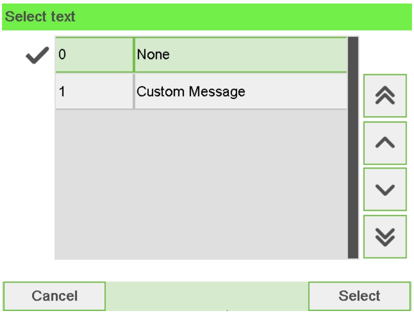
2. Select **Imprint left** or **Imprint right** option on the Customize stamp screen.



3. Select **Text list**.



The Select text screen is displayed.



4. Select the desired text in the list or select None for printing no text.

The  icon indicates the current selection.

The Customize stamp screen is displayed with updated parameters (home screen: ).

See also

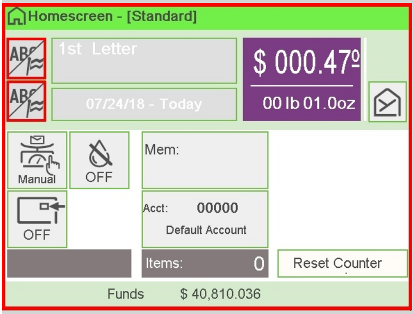
- Managing Custom Text Messages on page 332.

How to Add (or Cancel) a Slogan on the Stamp

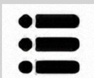
To add a slogan to the stamp or cancel the a slogan:

1. Either:

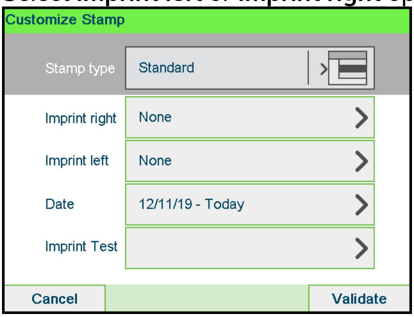
Tap the **Imprint left** or **Imprint right** zone on the screen



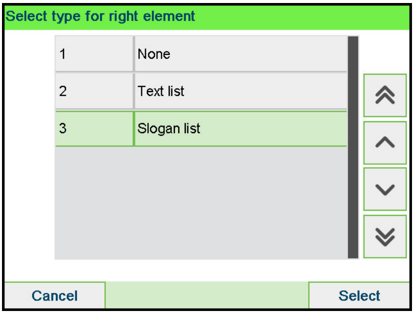
or

Press  or Press  and select the path: **Customize stamp**

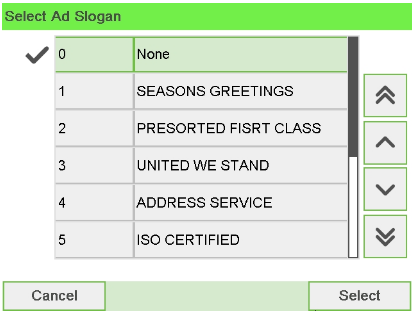
2. Select **Imprint left** or **Imprint right** option on the Customize stamp screen.



3. Select **Slogan** list.



The Select Slogan screen is displayed.



4. Select the slogan in the list or select None for printing no slogan.

See also

- Managing Slogans on page 340.

How to Move the Stamp (Print Offset)

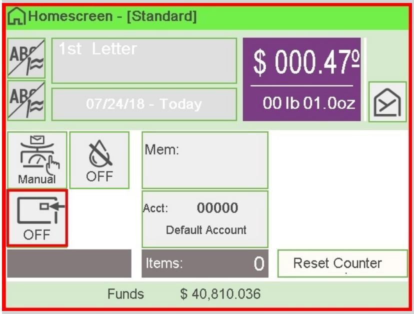
You can move the stamp away from the edge of the envelope when printing on thick envelopes with rounded edges.

1 - Imprint printing offset

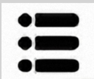
To add an offset to the stamp position:

1. As a user:

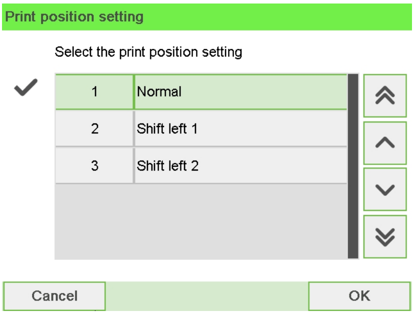
Tap the **Offset** zone on the screen



or

Press  and select the path: **> Job settings > Print position**

The Print position setting screen is displayed.



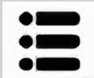
2. Select the offset and press **[OK]** to validate.

How to Use Imprint Test

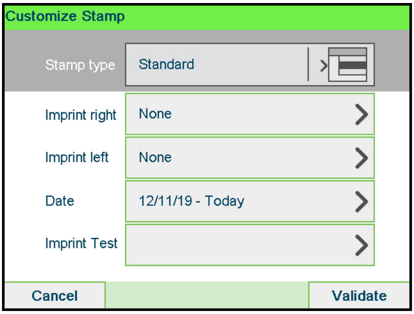
This function allows you printing an imprint which is not intended for delivery but for monitoring printout and being sure that you have a fine printer adjustment.
This function is only for the standard stamp.

To use imprint test:

1. From the **[Standard]** home screen:

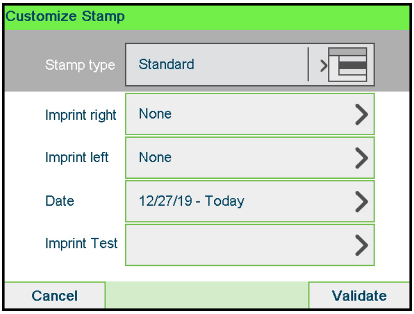
Press  or	Press  and select the path: Customize stamp

The Customize stamp screen is displayed.

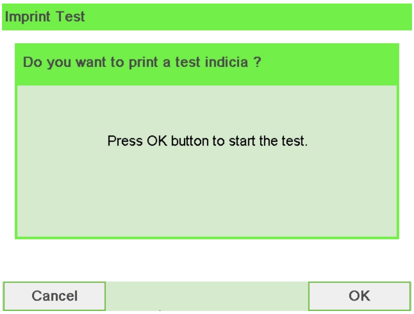


2. Select [**Standard**] in the Type of Stamp screen and press [**OK**].

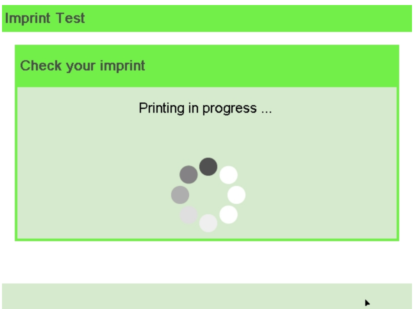
3. Select **Imprint Test** in Customize Stamp screen.



The Imprint Test screen is displayed.



4. Press **[OK]** to test imprint.



Imprint Test as below:

5. A message is displayed: "Check your imprint."

- If your setting are not correct, press **"OK"** to do again.
- Else if your imprint quality is bad, press **"Cleaning"** to clean the cartridge.

How to Use an Imprint Memory

Imprint Memories allow you to create a preset memory that can include **the rate, custom text, slogan and date mode** for the Type of stamp you would like to use.

In account-activated configurations, Imprint Memories allow you assign postage costs to pre-selected **accounts**.

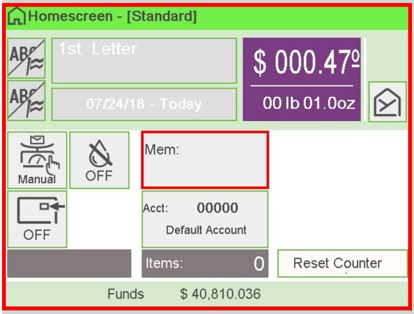
If your mail requires different settings, then the imprint memories are the solution: all your settings are stored in a single memory. Just press the imprint memory key instead of multiple keystrokes to select all the required elements.

To prepare imprint memories as supervisor, see Imprint Memories on page 306.

To use an imprint memory:

1. Either:

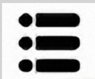
Tap the **Imprint memory** zone on the screen



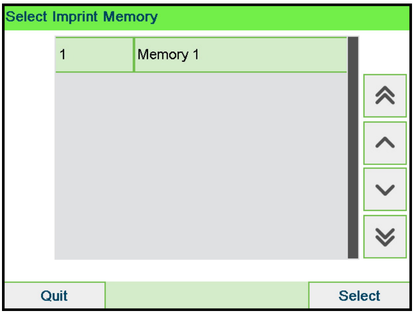
or

Press 

or

Press  and select the path: **Imprint Memories**

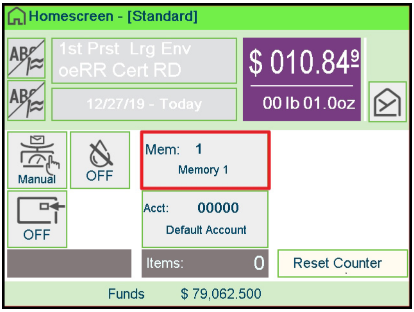
The imprint memories list is displayed.



2. Select an imprint memory in the list.

3. Press **[OK]** to validate your selection.

   The imprint memory zone (**Mem**) of the home screen displays the current imprint memory name.



Using the Sealing Function

When the mailing system is equipped with a feeder with sealer, the mailing system can seal the mail piece processed on the path.

How to Turn the Sealer On/Off

You can activate or deactivate the Sealing Function as needed.

The **Sealing On** 

/Off 

icon in the Home Screen indicates the current state of the Sealing Function.

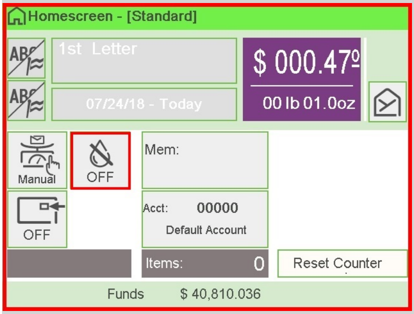
Sealer may be inactive by default. To set the default Sealing Setting, see supervisor setting How to Set the Default Sealing Mode on page 311.

> Do not insert envelopes already sealed in the Feeder when the Sealing Function is ON: the envelopes could jam.

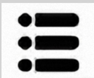
To turn sealing on/off:

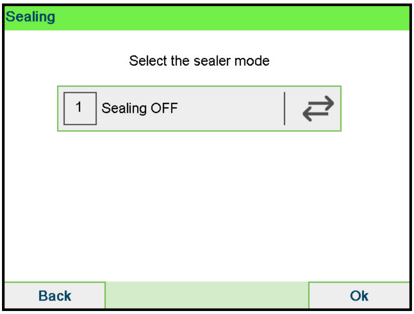
1. On the Control Panel:

Select the **Sealing** Zone on screen ( / )



or

Press  and select the path: **> Job settings > Sealing**



2. Select the switch () on the screen to set sealing on or off and then press **[OK]**.

See also

- To adjust sealing dampness, see How to Adjust the Sealing Water Flow on page 372.

How to Reset Batch Counters

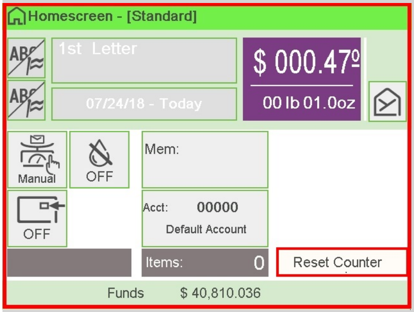
Batch counters allow you to track and report pieces (items) and postage (value) since the last counter reset.

To produce reports associated to counters, see Reports on page 217.

To reset a Counter:

1. On the Homescreen display:

Select the **Reset counter** Zone

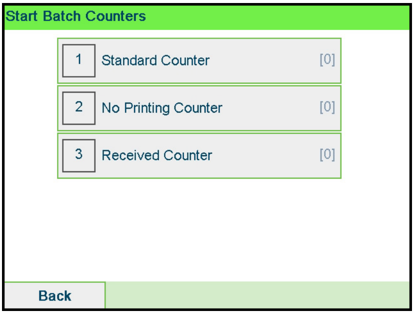


The counter is reset.

or

1. As a user:

   Press and select the path: **> Job settings > Start batch counters**



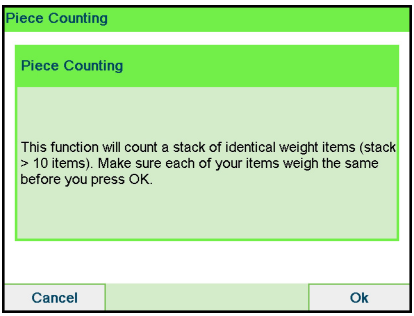
2. Select the counter you wish to reset and press **[OK]**.

How to Count Mail pieces by Weighing

To count mail pieces by weighing:

1. As a user:

   Press and the path: **Piece Counting**



2. Press **[OK]**.
3. Place 10 items on the Weigh Platform and press **[OK]**.
4. Put the complete stack of items on the Weigh Platform and press **[OK]**.

5. The total number of items is displayed.

How to Fill the Automatic Label Dispenser

The Label Dispenser allows you to print postage on precut labels.

To fill the Label Dispenser:

1. Stack the labels and insert them in the dispenser, face to print on the right-hand side and peel-off tab on the top.
2. Push the block of labels down until you feel the label “click” into position.

The Label Dispenser can hold up to 40 labels.

4 Imprints

4.1 Imprint Configuration

How to Change the Date

You can set the **Date** to change the date at a fixed time. This is useful if you process mail after the last mail pickup for the day. This ensures that the proper date of mailing is printed for the next days mail pickup.

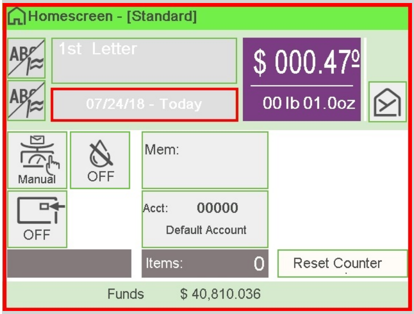
The **Date** setting allows you to:

- Change the date printed on the mail pieces for future sending (you are processing the mail on Friday but not delivering the mail to the post office till Monday).
- To print no date.
- To print no day.

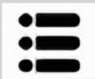
To change the date that will be printed:

1. Either:

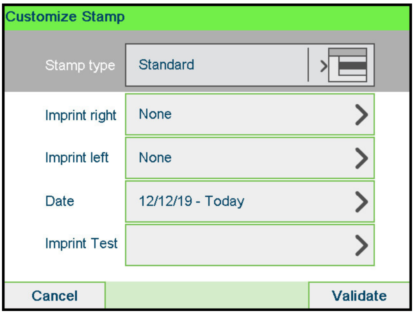
Tap the **Date** zone on the screen



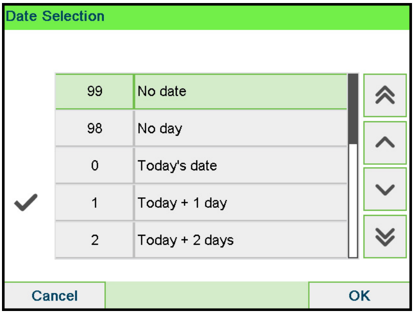
or

Press  or Press  and select the path: **Customize Stamp**

The Customize Stamp screen is displayed.



2. Select **> Date**.



The Date screen is displayed.

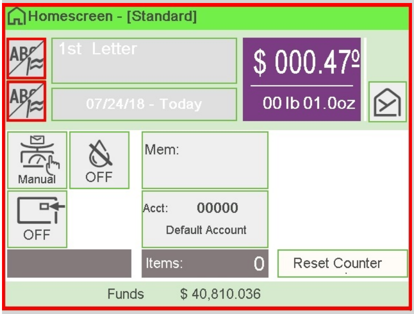
3. On the Date screen, you can configure the printed date as follows:
4. Press **[OK]** to apply changes and return to the configuration menu.

How to Add (or Cancel) a Text on the Stamp

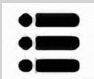
To add a text to the stamp, or to cancel the text:

1. Either:

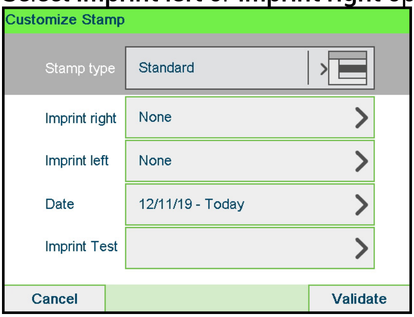
Tap the **Imprint left** or **Imprint right** zone on the home screen



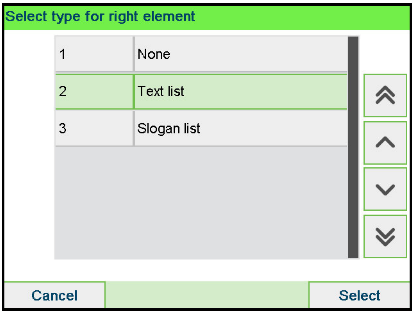
or

Press  or Press  and select the path: **Customize stamp**

2. Select **Imprint left** or **Imprint right** option on the Customize stamp screen.



3. Select **Text list**.



The Select text screen is displayed.

4. Select the desired text in the list or select None for printing no text.

The  icon indicates the current selection.

The Customize stamp screen is displayed with updated parameters (home screen: ).

See also

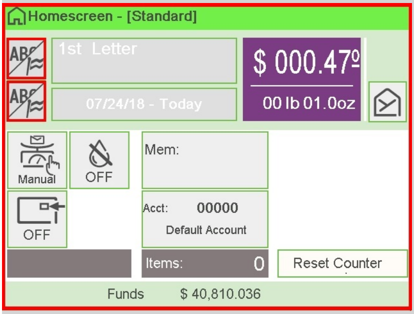
- Managing Custom Text Messages on page 332.

How to Add (or Cancel) a Slogan on the Stamp

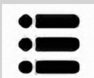
To add a slogan to the stamp or cancel the a slogan:

1. Either:

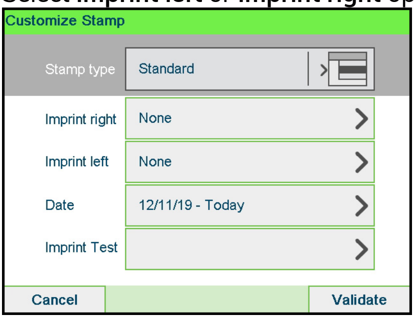
Tap the **Imprint left** or **Imprint right** zone on the screen



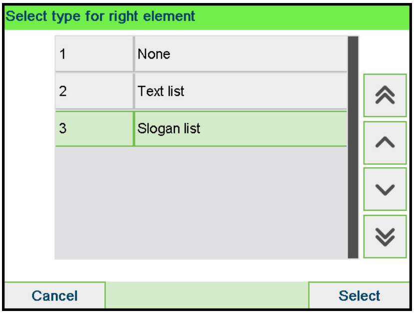
or

Press  or Press  and select the path: **Customize stamp**

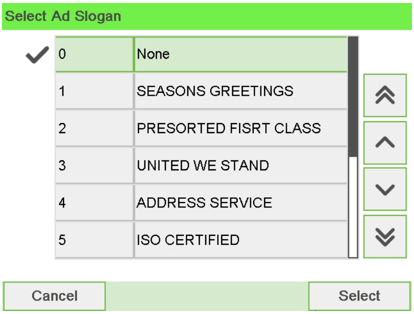
2. Select **Imprint left** or **Imprint right** option on the Customize stamp screen.



3. Select **Slogan** list.



The Select Slogan screen is displayed.



4. Select the slogan in the list or select None for printing no slogan.

See also

- Managing Slogans on page 340.

How to Move the Stamp (Print Offset)

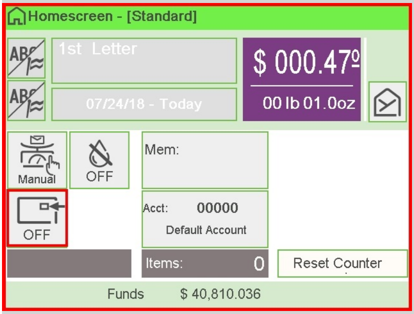
You can move the stamp away from the edge of the envelope when printing on thick envelopes with rounded edges.

1 - Imprint printing offset

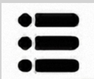
To add an offset to the stamp position:

1. As a user:

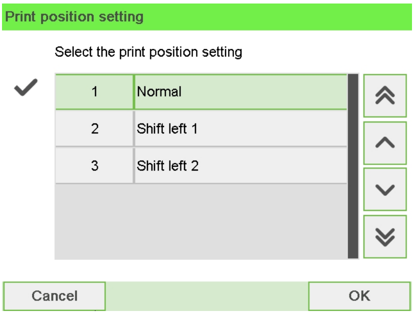
Tap the **Offset** zone on the screen



or

Press  and select the path: **> Job settings > Print position**

The Print position setting screen is displayed.



2. Select the offset and press **[OK]** to validate.

4.2 Imprint Memories

The Imprint Memories are presets for your stamp types.

As a user, you can quickly recall a saved setting to simplify operation and save time (see Using Imprint Memories).

As supervisor, you can create, edit/modify or delete an Imprint Memory.

Each Imprint Memory is identified by a name and a number.

The system displays on the home screen the name of the current Imprint Memory.

How to Create an Imprint Memory

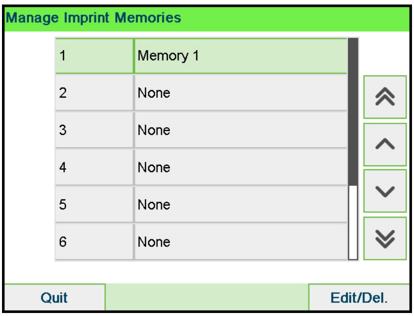
- Standard Imprint Memory: Text, Slogan, Weight (option), Date Mode, Rate, Account Number (if any)
- Permit Imprint Memory: Permit, Account Number (if any).

To create an imprint memory:

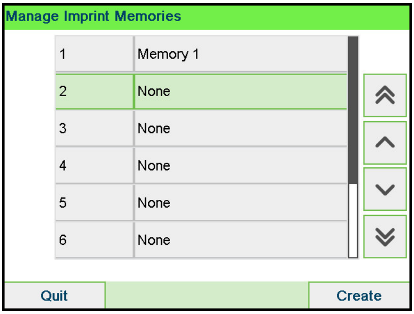
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **Predefined imprint management**

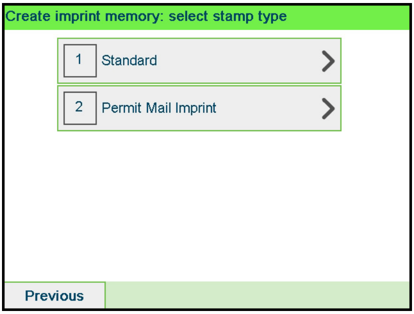
   The current list of imprint memories is displayed in the Imprint memories screen.



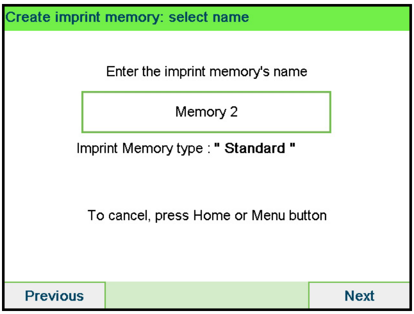
2. Select a line named None in the list.



3. Press **[OK]** to create a new imprint memory.
4. Select a Permit or a Standard imprint.



5. Enter the name of the new imprint memory, then press **[OK]**.



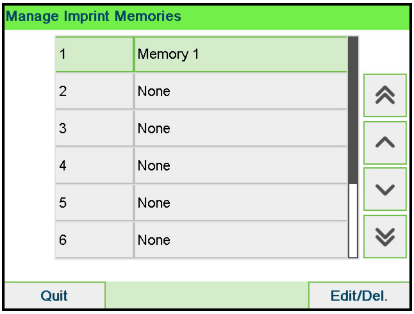
6. Enter the preferences, press **[OK]** to validate and display the next list of parameters, if any.
7. Repeat the previous step until the system displays the name of the new imprint memory in the list.
8. You can modify any preference by using the **Edit/Del** function (see How to Edit/Modify an Imprint Memory on page 308).

How to Edit / Modify an Imprint Memory

To edit or modify an imprint memory:

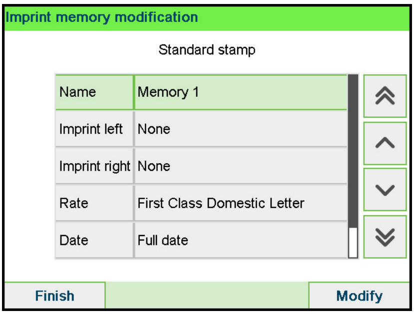
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **Predefined imprint management**



2. Select an imprint memory from the list displayed on the screen.
3. Press **[OK]** to validate.
4. Select the menu path **Edit**.

   The Imprint memory modification screen is displayed.



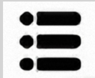
5. Use the arrows to select the preferences, then press **[OK]** to modify the parameters.
6. Press to exit.

How to Use Imprint Test

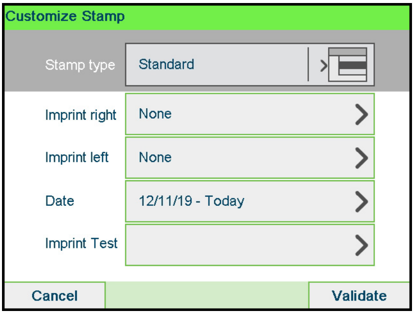
This function allows you printing an imprint which is not intended for delivery but for monitoring printout and being sure that you have a fine printer adjustment.
This function is only for the standard stamp.

To use imprint test:

1. From the **[Standard]** home screen:

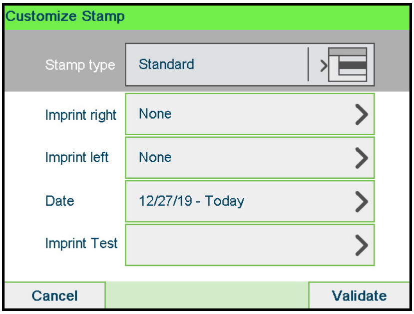
Press  or	Press  and select the path: Customize stamp

The Customize stamp screen is displayed.

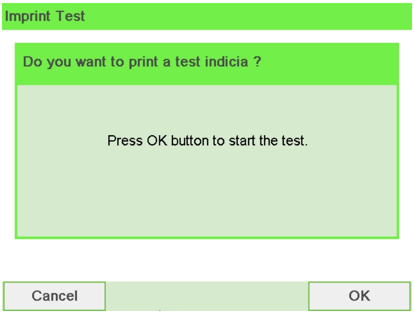


2. Select [**Standard**] in the Type of Stamp screen and press [**OK**].

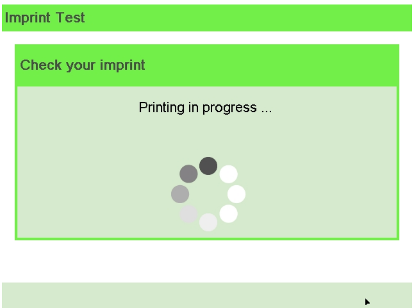
3. Select **Imprint Test** in Customize Stamp screen.



The Imprint Test screen is displayed.



4. Press **[OK]** to test imprint.



Imprint Test as below:

5. A message is displayed: "Check your imprint."

- If your setting are not correct, press **"OK"** to do again.
- Else if your imprint quality is bad, press **"Cleaning"** to clean the cartridge.

How to Use an Imprint Memory

Imprint Memories allow you to create a preset memory that can include **the rate, custom text, slogan and date mode** for the Type of stamp you would like to use.

In account-activated configurations, Imprint Memories allow you assign postage costs to pre-selected **accounts**.

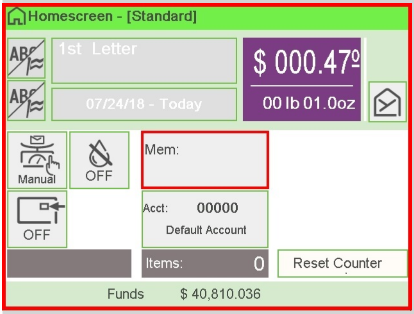
If your mail requires different settings, then the imprint memories are the solution: all your settings are stored in a single memory. Just press the imprint memory key instead of multiple keystrokes to select all the required elements.

To prepare imprint memories as supervisor, see Imprint Memories on page 306.

To use an imprint memory:

1. Either:

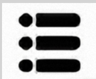
Tap the **Imprint memory** zone on the screen



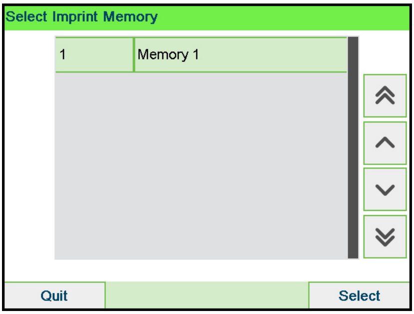
or

Press 

or

Press  and select the path: **Imprint Memories**

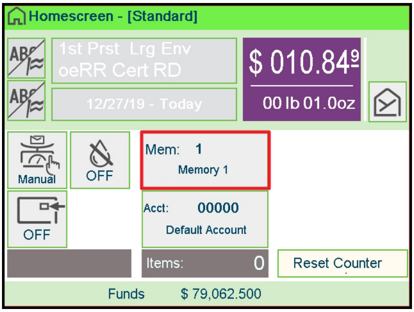
The imprint memories list is displayed.



2. Select an imprint memory in the list.

3. Press **[OK]** to validate your selection.

   The imprint memory zone (**Mem**) of the home screen displays the current imprint memory name.



5 Money Operations

This section describes how you can load and manage money in your Mailing System to allow postage operations.

5.1 Overview

The Postal Security Device (PSD) — Postage Meter

The PSD, located in the base, handles the funds (or money) in your Mailing System.

The PSD performs all necessary operations to comply with the postal standards. To do so, regular connections to the Postal Services are necessary.

> Check that your Mailing System is connected to a network (see Connections on page 23) and that the connection is properly configured (see Connection Settings on page 313).

> The PSD (Postal Security Device) can also be referred to as a Safe or Meter.

5.2 Managing Funds

How to Check the PSD (Meter) Funds

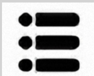
You can check the total postage used and the remaining funds in the PSD at any time. To check that the funds are available to complete your current task.

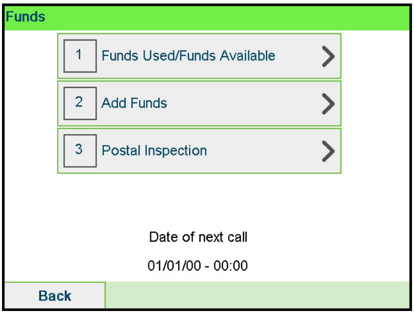
Remaining funds are continuously displayed at the bottom of the home screen (see Control Panel Features on page 19). You can also use the procedure below.

To check available funds:

1. Either:

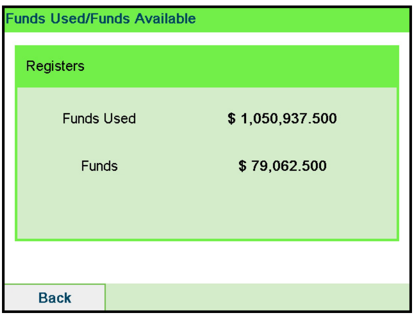
Press  or

Press  and select the path: **My Funds**



2. Select **Funds Used / Funds Available**.

The screen displays your postage funds as shown below.



How to Add Funds to the PSD

In order to print postage, funds need to be purchased and loaded onto the mailing machine using the funds server.

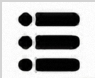
- Funds must be available in your Customer Account on the server for download.
- If it is credit account, a bill for all funds loaded on the mailing machine will be sent.

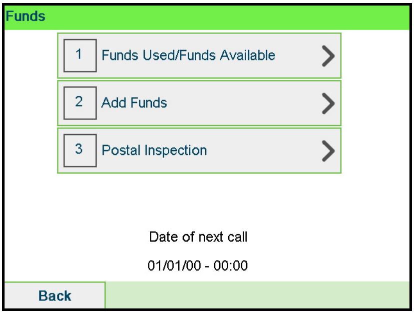
As supervisor, you can set the mailing system to ask for a PIN code for adding funds.

- The mailing machine may prompt for a PIN code depending on user settings. Enter the PIN code using the numeric keypad and press "OK".
- The mailing machine has to connect to LAN to perform this process.

To add funds to the PSD:

1.

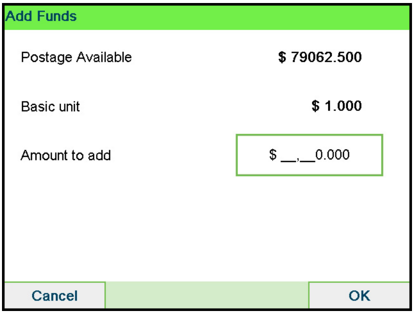
Press  or	Press  and select the path: **My Funds**



2. Select **Add Funds**.

3. If the system asks for a PIN code, enter the code using the keypad and press **[OK]**.

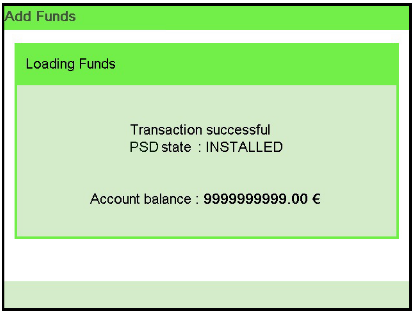
   The Funds Screen is displayed.



   By default, the system displays the value of the previous transaction.

4. Enter the amount of postage to add using the keypad (use **C** to clear a digit, press **C** twice to clear the field).
5. Press **[OK]** to start the connection to the Postal Server.

   If the funding process is successful, the system displays a successful message.



   If funding fails, the system displays a failure message and the amount that you may actually add, depending on your postal account balance.

> In the case of a communication error, the amount previously entered cannot be changed. Check connection settings (see Connection Settings on page 313).

6. You can open the Funds Used / Funds Available screen to check your account balance once the transaction is complete (see How to Check the PSD (Meter) Funds on page 140).

See also

- As supervisor, you can set the Mailing System to ask for a PIN code for crediting: see How to Set/Cancel a Funding PIN Code on page 281.

5.3 Unlocking the PSD (Postal Inspection)

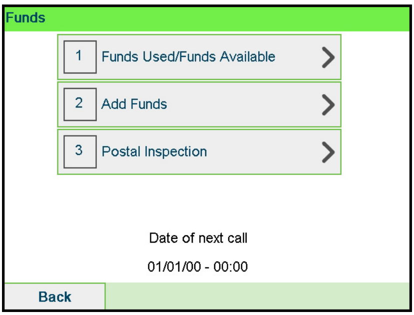
How to Unlock the PSD

- The USPS requires your postage meter (PSD) to connect daily if postage is metered.
- We recommend leaving the Mint mailing system connected to the network permanently.
- The Mint mailing system will automatically connect to the postal server at night.
- If the Mint mailing system does not connect in 72 hours it will be deactivated.
- If your system is deactivated, please perform a Postal Inspection call to unlock the system.

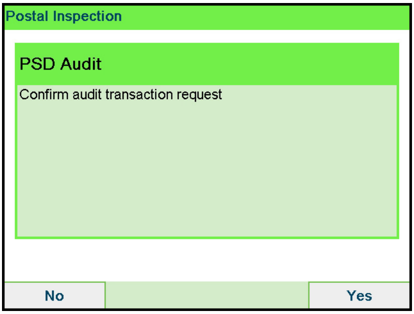
To unlock the PSD and manually connect to the Postal Server:

1. Either:

Press or	Press and select the path: **My Funds**



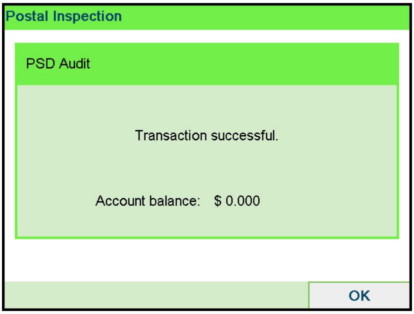
2. Select **Postal Inspection**.



3. Press **[OK]** to connect to the Postal Server.

   If the audit is successful, the system displays a successful message.

   If the audit fails, the system displays a failure message explaining the cause of the error. Try to correct the cause and retry.



5.4 Low Funds Threshold

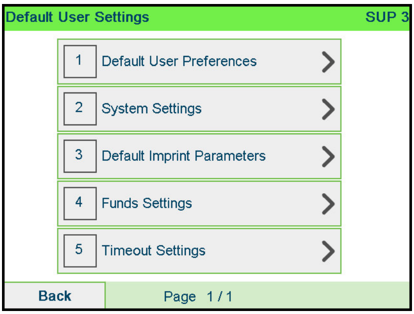
How to Set the Low-Funds Threshold

A Low Funds Value Warning warns the user that the funds remaining in the PSD (Meter) are getting low. More funds should be loaded. The Low Funds Value Warning can be set to any dollar amount.

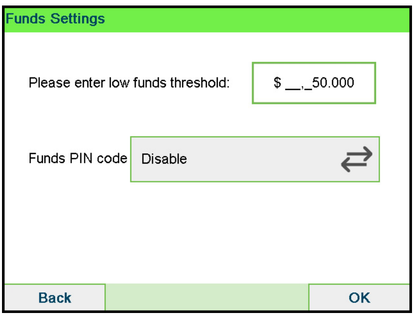
To set a low-funds threshold:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press [menu button] and select the path: **> Default user settings > Funds settings**



2. Enter the low-funds warning amount or press **[C]**.



If you enter 0, a message is displayed "Zero amount not allowed."

3. Press **[OK]** to validate.

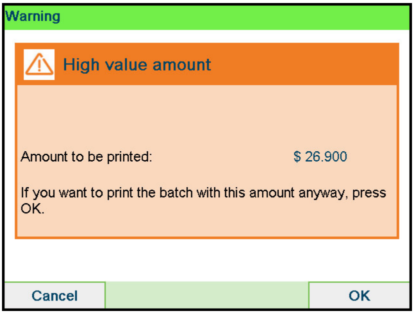
5.5 High Value Warnings

How to Set the High-Value Warning Amount

A High Value Warning message warns the user the postage amount that they have entered is higher than a preset value. This high-amount warning prevents the user from accidentally printing high postage amounts.

- Example: $4.80 instead of $0.48.

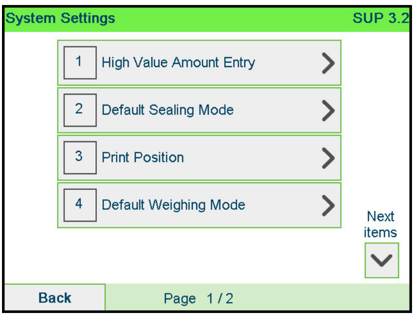
The Supervisor can set the mailing machine to display a warning message when the High Value Warning amount is exceeded. If you do not have Supervisor access, contact your Supervisor to set the High Value Warning.



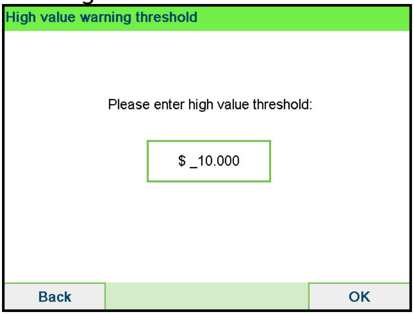
To set a high-value warning amount:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Default user settings > System settings > High value amount entry**



2. Enter the high-value warning amount or press **[C]** and enter **0** to disable the warning function.



3. Press **[OK]** to validate.

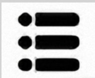
5.6 Funding PIN Code

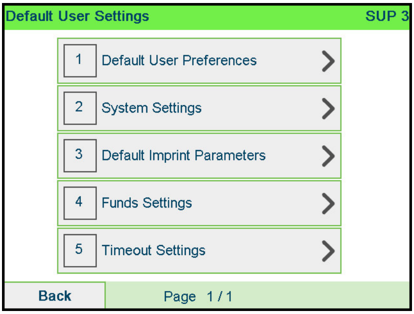
How to Set/Cancel a Funding PIN Code

You can create a funding PIN code to control access to only those who are authorized to add postage (see Money Operations on page 137).

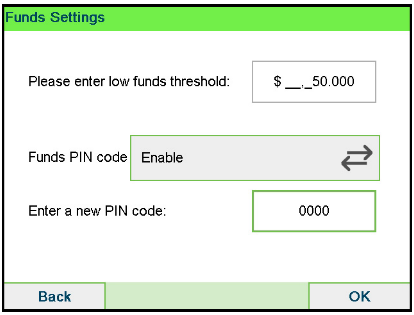
To set a funding PIN code:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Default user settings > Funds settings**



2. Press the arrow to the **> Enable** or **> Disable** state to enable or disable the PIN code.

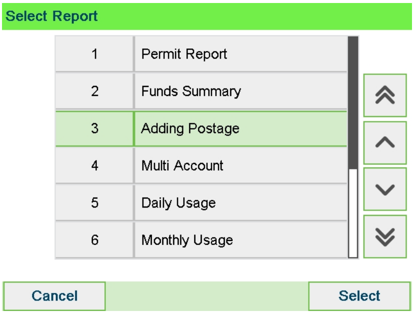


3. Enter the funding PIN code if enabled.
4. Press **[OK]** to validate.

5.7 Funds Data

Adding Postage Report

This report displays the last postage refill operations performed on the machine in a selected period. The default date range is: Begin - current date minus 6 months to End - current date.



Requirements

For this report, you have to be logged in as a supervisor.

Output

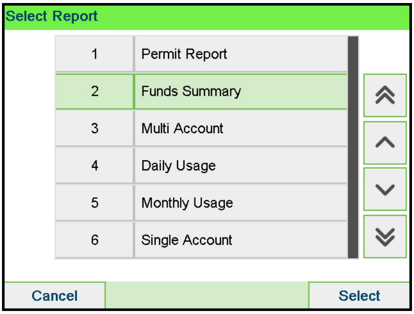
- Screen
- USB printer
- USB memory key

The default date range is: Begin - current date minus 6 months to End - current date.

Adding Postage		
Begin date	3/27/2019	
End date	6/25/2019	
Date	Amount	New funds available
3/29/2019	$1.00	$1.00
4/1/2019	$0.00	$1.00
4/3/2019	$500.00	$500.54
4/3/2019	$0.00	$361.03
4/4/2019	$0.00	$361.03
4/4/2019	$0.00	$361.03
4/5/2019	$0.00	$361.03

Funds Summary Report

This report displays the information on funds usage since the installation of the system. The content is limited to the history available in the PSD.



Requirements

This report is available as user or supervisor.

Output

- On label
- Screen
- USB printer

Content

The Funds Report is a snap shot of the meter at that moment and it is not considered critical to store in electronic format on a USB key.

Current date and time, PSD status, and Die number are only available on the printed report and not on the screen.

Funds Summary	
PSD Status : Installed	
PSD #011XXXXXXXXXX	
Funds Used	$54,958.27
Funds Available	$1,154.73
Control Total	$56,113.00
Non zero items	11744
Zero items	1471
Total items	118915

6 Accounts and Access Control

6.1 Overview

Postage Tracking and Access Control

Postage Tracking and Access Control Your Mailing System allows you to track postage by account/department and to add security to prevent unauthorized use of a variety of functions.

- Track postage expenditures: the **Accounts** function.
- Control user access with PIN code to the machine: the **Access Control** function.

Postage Tracking and Access Control These four Account Modes correspond to the on/off status of two functions:

Account

- Postage usage is tracked by account.
- The user must select an account when processing mail.
- No PIN number is required to access functions or process mail.

Account With PIN Code

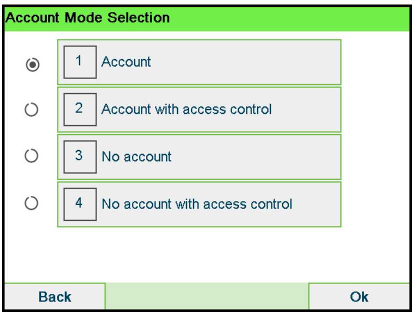
- Postage usage is tracked by account.
- User must select an account when processing mail.
- A PIN number is required to access functions and process mail.

No Account

- Postage usage is not tracked by account.
- User does not select an account when processing mail.
- No PIN number is required to access functions and process mail.

No Account With Access Control

- Postage usage is not tracked by account.
- User does not select an account when processing mail.
- A PIN number is required to access functions and process mail.
- In this mode there is a shared System PIN Code.



6 Accounts and Access Control

The Access Control Function

As supervisor, you can set the Mailing System to ask for a PIN code when a user wakes the machine up to start a session.

This allows you to protect the system and restrict the usage of your funds.

The different access control policies you can implement as the supervisor are:

- **No PIN code**: unlimited access
- **Shared System PIN Code**: users enter a PIN code to access the system
- **Operator PIN codes**: users enter their own PIN code to access the machine. In this last mode, the operators use only the accounts you allow them to access to.

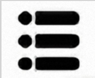
How to Display and Change to' No Account with Access Control' Mode

No Account With Access Control

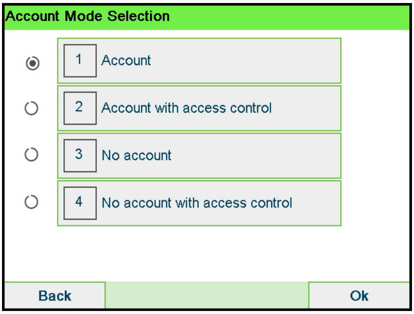
- Postage usage is not tracked by account.
- User does not select an account when processing mail.
- A PIN number is required to access functions and process mail.
- In this mode there is a shared System PIN Code.

To display and change the 'Account mode' to 'No Account with Access Control':

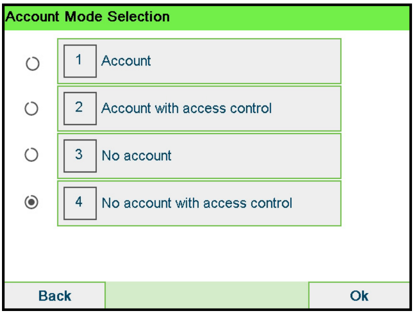
1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Account Management > Account Mode Selection**

The Account Mode Selection screen is displayed with the current 'Account Mode' shown.



2. Select 'No Account with Access Control'.



3. Press **[OK]** to confirm.

4. If required, enter the PIN code and press **[OK]**.

The Mailing System then confirms that the 'Account Mode' has been changed.

How to Display and Change to 'Account with PIN Code' Mode

Account With PIN Code

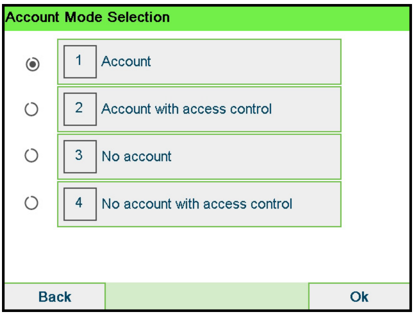
- Postage usage is tracked by account.
- User must select an account when processing mail.
- A PIN number is required to access functions and process mail.
- To use this mode, the system must have at least one account created.
- If only one account is available, the Mailing System automatically selects it at start up.

To display and change the 'Account mode' to 'Account with PIN Code':

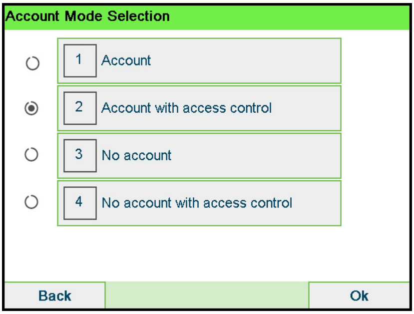
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **> Account Management > Account Mode Selection**

   The Account Mode Selection screen is displayed with the current 'Account Mode' shown.



2. Select 'Account with PIN Code'.

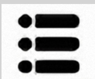


3. Press **[OK]** to confirm.
4. If required, enter the PIN code and press **[OK]**.

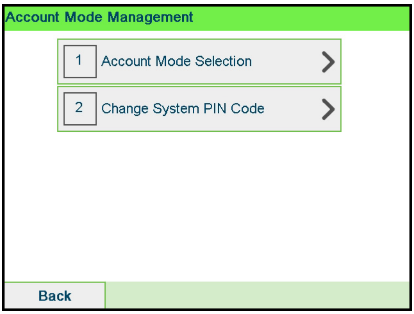
   The Mailing System then confirms that the 'Account Mode' has been changed.

How to Change a Shared PIN Code

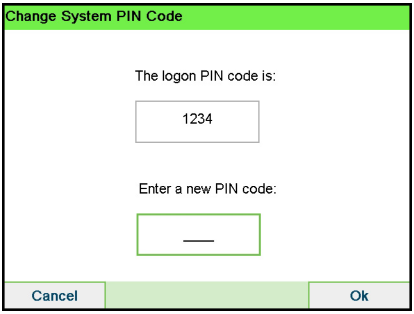
1. As the supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Account Management > Change System PIN code**

   The PIN code screen is displayed.



2. Enter the new PIN code and press **[OK]**.



6.3 Account Modes

The Accounts Function

Activating the Accounts Function in the Mailing System is a convenient way to monitor, track and control postage expenses by, for example, associating accounts to departments in your organization (Marketing, Sales, etc.) or to different companies, if the Mailing System is shared.

When the Accounts Function is activated, the currently selected account is charged each time the user applies postage to mail.

Reports can be generated for each account, or groups and subgroups of accounts, depending on how the supervisor has set up their structure. For more information see Reports on page 217.

If the Accounts Function is activated, users of the Mailing System must select an account when starting their work session. Afterwards, users can change accounts to allocate postal expenditures as needed.

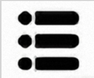
How to Display and Change to' No Account' Mode

No Account

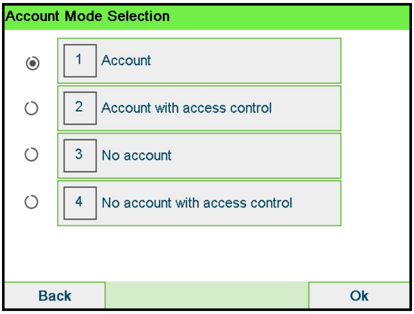
- Postage usage is not tracked by account.
- User does not select an account when processing mail.
- No PIN number is required to access functions and process mail.

To display and change the 'Account mode' to 'No Account':

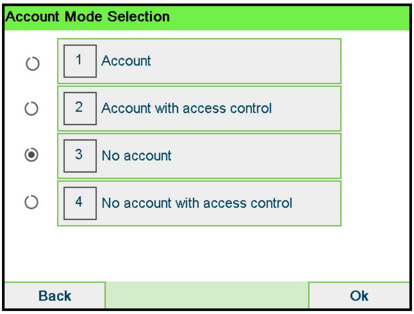
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Account Management > Account Mode Selection**

   The Account Mode Selection screen is displayed with the current 'Account Mode' shown.



2. Select 'No Account'.



3. Press **[OK]** to confirm.
4. If required, enter the PIN code and press **[OK]**.

   The Mailing System then confirms that the 'Account Mode' has been changed.

How to Display and Change to' No Account with Access Control' Mode

No Account With Access Control

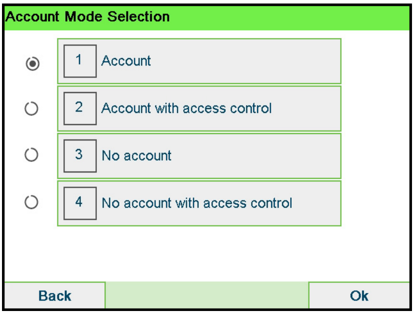
- Postage usage is not tracked by account.
- User does not select an account when processing mail.
- A PIN number is required to access functions and process mail.
- In this mode there is a shared System PIN Code.

To display and change the 'Account mode' to 'No Account with Access Control':

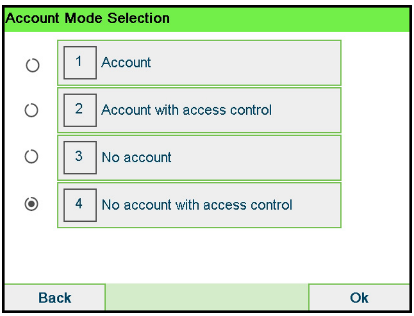
1. As supervisor (see How to Log in as Supervisor on page 269):

Press and select the path: **> Account Management > Account Mode Selection**

The Account Mode Selection screen is displayed with the current 'Account Mode' shown.



2. Select 'No Account with Access Control'.



3. Press **[OK]** to confirm.
4. If required, enter the PIN code and press **[OK]**.

   The Mailing System then confirms that the 'Account Mode' has been changed.

Setting up 'Account'

In 'Account' Mode, users must select an account before they can process their mail. The user can change accounts at any time during mail processing.

> If only one account is available, the Mailing System automatically selects it at start up.

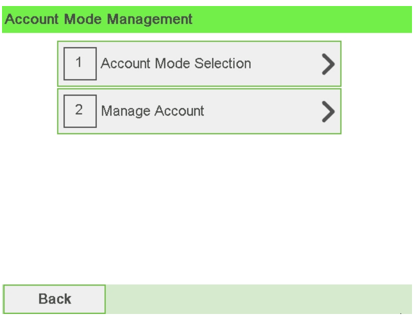
Implementing the “Account Mode”

1. Follow the steps outlined in How to Display and Change the 'Account Mode' on page 172 and select the 'Account' Mode.
2. Create accounts as indicated in How to Create an Account on page 173.

> When you activate the 'Account' Mode, the system creates an account by default.

'Account' Mode Management Menu

In Account Mode, the menu allows you to manage your accounts.



See also

- To add, modify or delete accounts, see Managing Accounts on page 172.

How to Display and Change to 'Account with PIN Code' Mode

Account With PIN Code

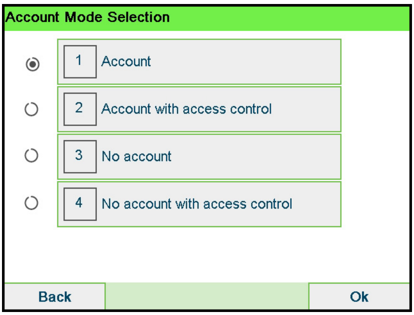
- Postage usage is tracked by account.
- User must select an account when processing mail.
- A PIN number is required to access functions and process mail.
- To use this mode, the system must have at least one account created.
- If only one account is available, the Mailing System automatically selects it at start up.

To display and change the 'Account mode' to 'Account with PIN Code':

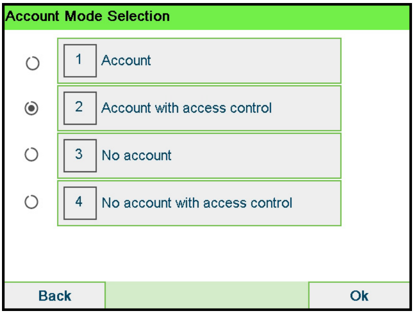
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **> Account Management > Account Mode Selection**

   The Account Mode Selection screen is displayed with the current 'Account Mode' shown.



2. Select 'Account with PIN Code'.



3. Press **[OK]** to confirm.
4. If required, enter the PIN code and press **[OK]**.

   The Mailing System then confirms that the 'Account Mode' has been changed.

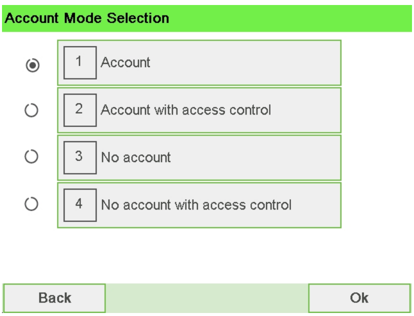
How to Display and Change the 'Account Mode'

To display and change the 'Account mode':

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press ☰ and select the path: **> Account Management > Account Mode Selection**

   The Account Mode Selection screen is displayed with the current 'Account Mode' shown.



2. Select another 'Account mode'.

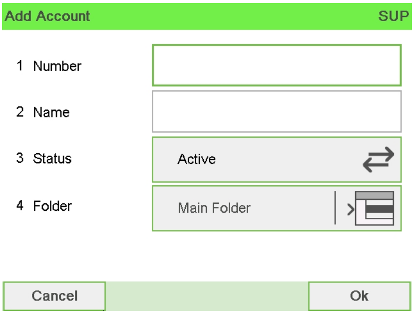
3. Press **[OK]** to confirm.
4. If required, enter the PIN code and press **[OK]**.

   The Mailing System then confirms that the 'Account Mode' has been changed.

6.4 Creating Accounts

Account summary

- The number of accounts you can create is set to 100 by default and can be increased to 3000 if required.
- To upgrade your system, please contact your Customer Service.
- Account names must be unique within the system.

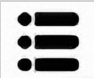


Account Item	Format	Description
Number	30 Alphanumeric Characters	Number of the account. **Two accounts cannot have the same number.** An account number cannot be modified after the account is created. However, the account can be deleted.
Name	32 Alphanumeric Characters	Name of the account. **Two accounts cannot have the same name.**
Status	Active / Inactive	Only active accounts are visible to users.
Folder	Name of a group, subgroup or Root	The group that contains the account: may be Root or the name of a group or subgroup (see Group Settings on page 178).

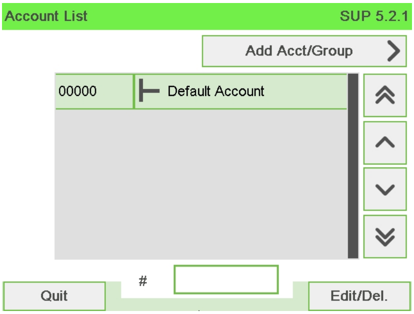
How to Create an Account

To create an account activate the mode "account". See How to Display and Change the 'Account Mode' on page 172.

1. As supervisor (see How to Log in as Supervisor on page 269):

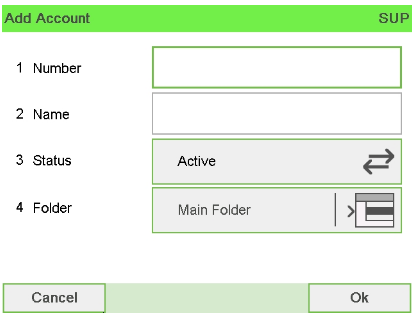
   Press  and select the path: **> Account management > Manage account > Account list**

   The Account list screen is displayed.

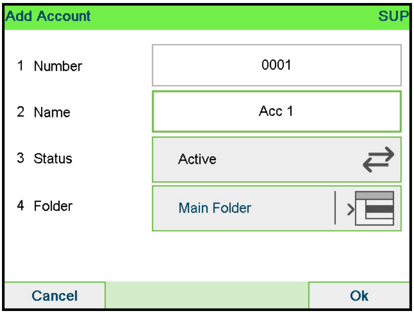
2. Select **Add Account/Group** and then select **Add account**.

   The Add account screen is displayed.

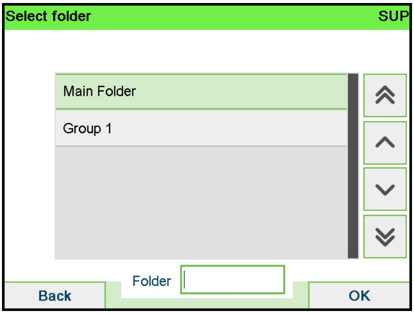
   

3. Enter the account Number and Name using the keypad and press **[OK]**. Select the Account Status (the button displays the current status: **Active** or **Inactive**).

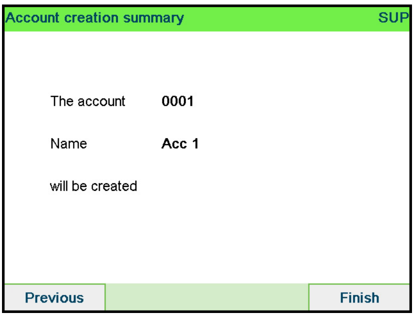
   Press the screen to change fields.



4. To put the Account into a Group other than 'Main Folder', select the Folder button, select a Group or Subgroup in the list and press **[OK]**.



5. On the Add account screen, press **[OK]**.



   The Account creation summary screen is displayed.

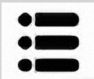
> The **Budget and Surcharge** settings are only available when Advanced Reporting option is activated. See Budget and Surcharge Preferences on page 239.

6. Press **[OK]** to confirm the creation of the account.

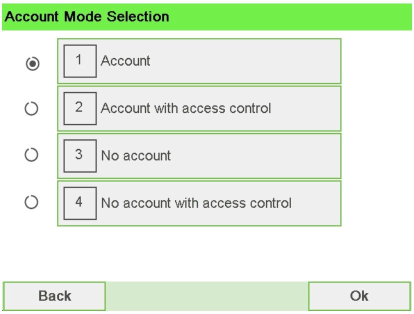
How to Display and Change the 'Account Mode'

To display and change the 'Account mode':

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Account Management > Account Mode Selection**

   The Account Mode Selection screen is displayed with the current 'Account Mode' shown.

2. Select another 'Account mode'.
3. Press **[OK]** to confirm.
4. If required, enter the PIN code and press **[OK]**.

   The Mailing System then confirms that the 'Account Mode' has been changed.

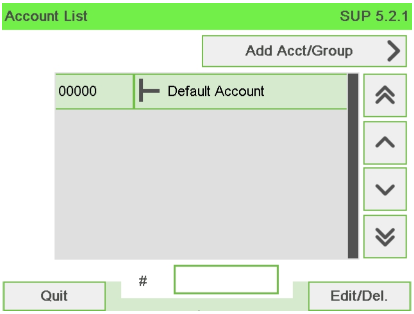
How to Create an Account

To create an account activate the mode "account". See How to Display and Change the 'Account Mode' on page 172.

1. As supervisor (see How to Log in as Supervisor on page 269):

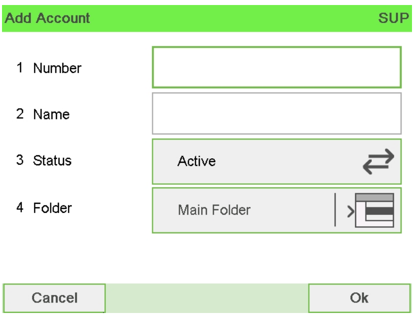
Press and select the path: **> Account management > Manage account > Account list**

The Account list screen is displayed.



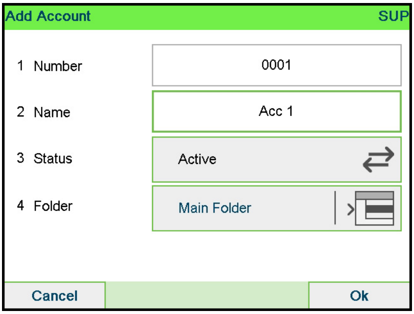
2. Select **Add Account/Group** and then select **Add account**.

The Add account screen is displayed.

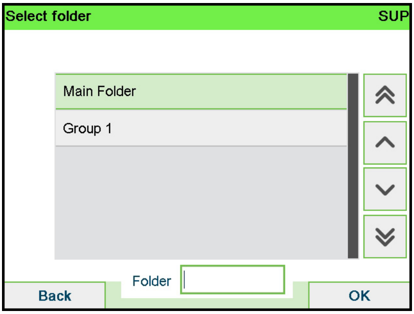


3. Enter the account Number and Name using the keypad and press **[OK]**. Select the Account Status (the button displays the current status: **Active** or **Inactive**).

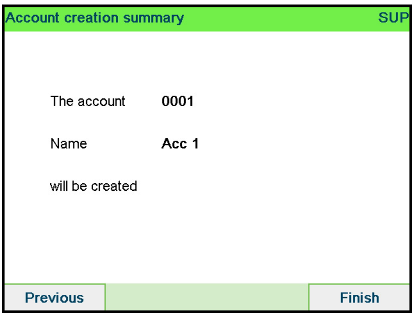
   Press the screen to change fields.



4. To put the Account into a Group other than 'Main Folder', select the Folder button, select a Group or Subgroup in the list and press **[OK]**.



5. On the Add account screen, press **[OK]**.



   The Account creation summary screen is displayed.

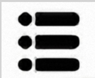
> The **Budget and Surcharge** settings are only available when Advanced Reporting option is activated. See Budget and Surcharge Preferences on page 239.

6. Press **[OK]** to confirm the creation of the account.

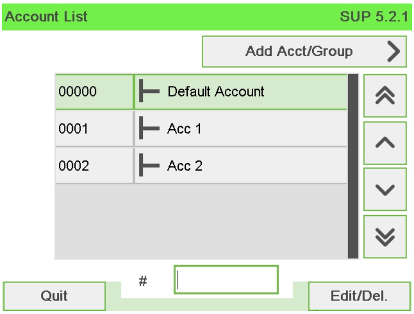
How to View / Edit Account Information

To view or edit an account:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Account management > Manage account > Account list**

   The Account list screen is displayed.

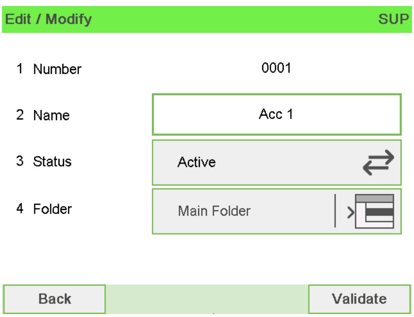


2. Select the account (or type the account number) and press **[OK]**.

   If the account is not contained in the list, select the group or the subgroup that contains the account, press **Edit / Del.** or **[OK]** and then press **View/Edit content** until you can select the account by pressing **[OK]**.

3. Select **Edit / Modify**.

   The Edit / Modify screen appears.



4. Select each parameter and change it using the keypad (use key **[C]** to clear characters), and then press **[OK]**.

   The Account modification summary screen is displayed.

> The **Budget and Surcharge** parameters are only available when Advanced Reporting option is activated. See Budget and Surcharge Preferences on page 239.

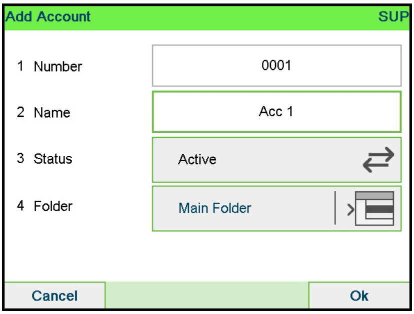
5. Press **[OK]** to accept the changes.

How to Activate / Deactivate an Account

This function allows you to create accounts in advance and prevent them being used before your account structure is complete.

To activate or deactivate an account:

1. Perform procedure How to View/Edit Account Information on page 175.
2. Change the account status (the button displays the current status: active or inactive) and press **[OK]**.



3. Accept the changes by pressing **[OK]** (on the Account modification summary).

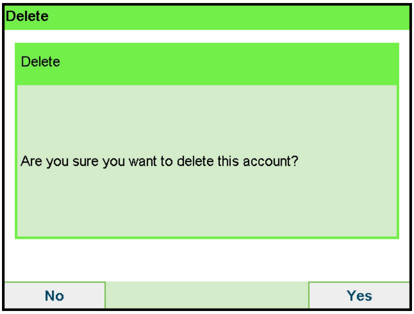
   If an account is deactivated it is no longer visible to the operator.

How to Delete an Account

To delete an Account:

1. Perform procedure How to View/Edit Account Information on page 175.
2. On the Account management screen, select **Delete** instead of Edit/Modify.

   A confirmation of account deletion is displayed.

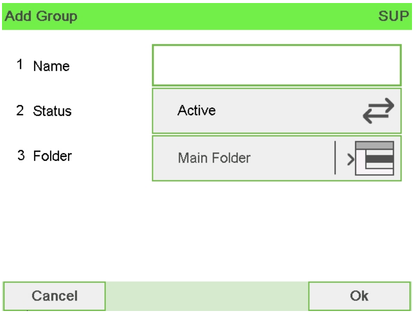


An account number cannot be modified. If you want to modify the account number, first delete the account and then create a new account with a new account number.

6.6 Managing Groups

Group Settings

A Group or Subgroup has the following settings, displayed on the Add Group screen:

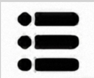


Setting	Format	Description
Name	32 Alphanumeric characters	Name that you will use when assigning Groups or Subgroups of Accounts to Operators. This name has to be unique.
Status	Active / Inactive	If a Group is not active, the corresponding Accounts are not visible. Users cannot select these Accounts.
Folder	Name of a Group or Root	Name of the Parent Group: • For a Group: Root • For a Subgroup: a Group Name

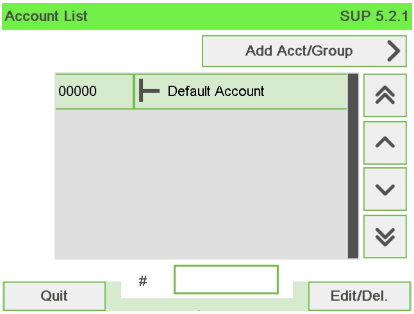
How to Create a Group or a Subgroup

To create a group or a subgroup:

1. As supervisor (see How to Log in as Supervisor on page 269):

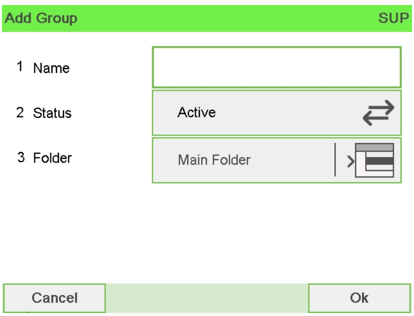
   Press  and select the path: **> Account management > Manage account > Account list**

   The Account list screen is displayed.

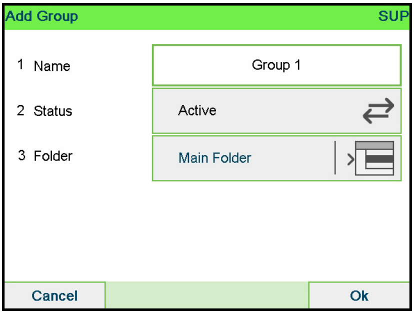
2. Select **Add Account/Group**.
3. Select **Add Group**.

   The Add group window appears.

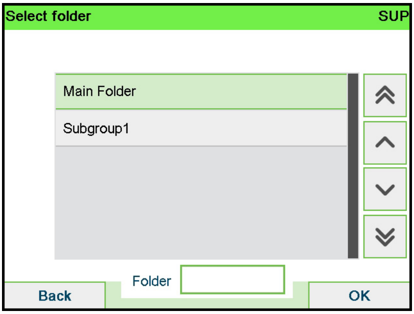
   

4. Enter the Group Name by using the keypad.

5. Select the Group Status (active or inactive). The screen then displays the current status of the Group you have selected.

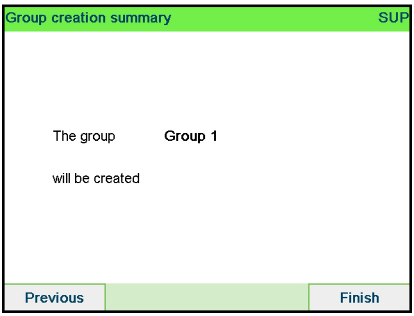


6. To put the current Group into a Subgroup, select the Folder button, select a group in the list and press **[OK]**.



7. On the Add group Screen, press **[OK]**.

   The Group creation summary Screen is displayed.



8. Press **[OK]** to create this group.

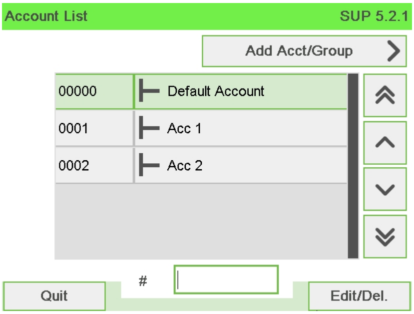
How to View/Edit a Group or a Subgroup

To view or edit a Group or a Subgroup:

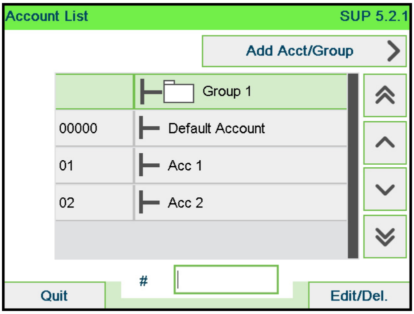
1. As supervisor (see How to Log in as Supervisor on page 269):

Press and select the path: **> Account management > Manage account > Account list**

The Account list screen is displayed.



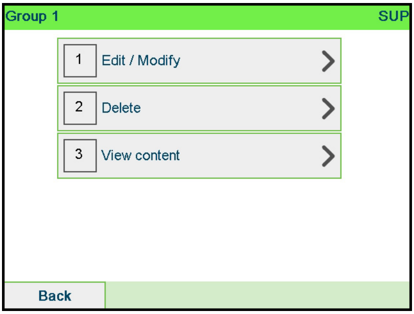
2. Select the Group (use the double arrows to scroll through the list).



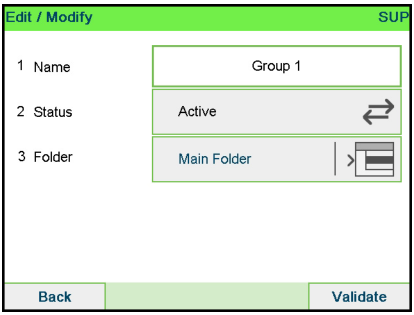
A Group that is not in the list is probably a Subgroup: select its Parent Group, press **Edit/Del.** and then select **> View content** to display the content of the Group. Select the Subgroup in the list.

3. Press **[OK]** (**Edit/Del**).

The Group management Screen is displayed.

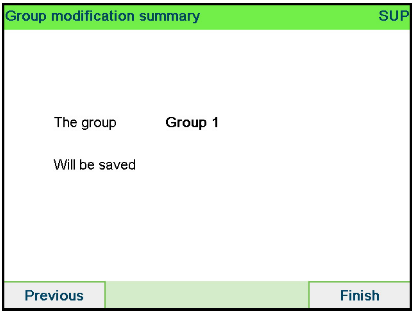


4. Select **Edit / Modify**.



5. Change the settings as necessary and press **[OK]**.

   The Group modification summary screen is displayed.



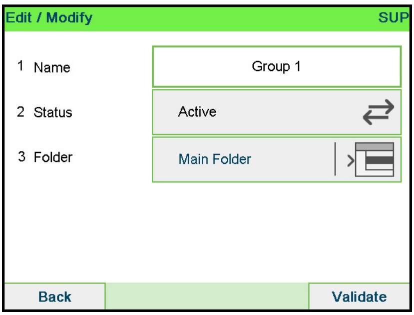
6. Press **[OK]** to validate your changes.

How to Activate / Deactivate a Group

Follow the steps outlined below to deactivate a Group so that the Accounts, included in the Group, are not visible to users.

To activate or deactivate a Group:

1. Follow the procedure How to View/Edit a Group or a Subgroup on page 181 to edit the Group.
2. Change the status setting (the button displays the current status: active or inactive) and press **[OK]**.



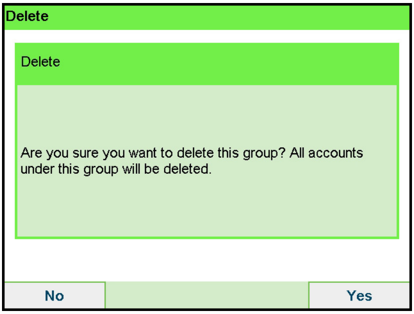
3. On the Group modification summary screen, press **[OK]**.

How to Delete a Group or a Subgroup

To delete a Group or a subgroup:

1. Follow the procedure How to View/Edit a Group or a Subgroup on page 181.
2. On the Group management screen, select **Delete** instead of Edit.

   A confirmation message is displayed.

3. Press **[OK]** to delete the account, otherwise press  as many times as necessary to exit.

6.7 Import Export Accounts

You can import an account list to or export an account list from your mailing machine as a CSV file using OLS or a USB memory key.

Imported accounts are created and added to the existing account list as unformatted accounts.

Using a spreadsheet program or a simple text editor, modify an exported CSV file to add new accounts to your Mailing System by re-importing the file.

How to Export an Account List

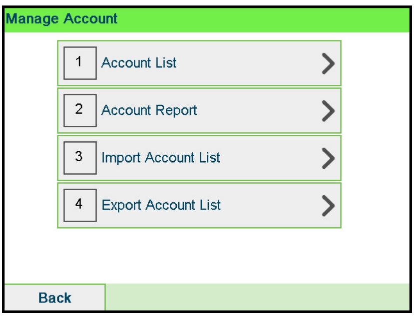
You can export an account list as a CSV file, for use as back-up or to modify it to create new accounts.

The account list is exported with no group hierarchy.

To export an account list on a USB memory key:

1. As supervisor (see How to Log in as Supervisor on page 269):

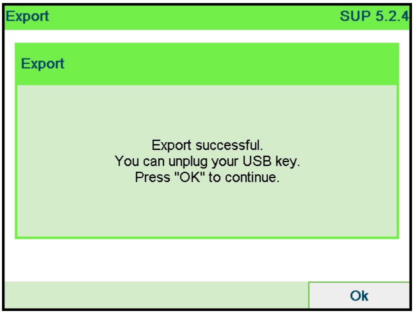
   Press [menu icon] and select the path: **> Account management > Manage account > Export Account list**



2. Insert the USB memory key into the USB port of the base (at rear left) and press **[OK]**.

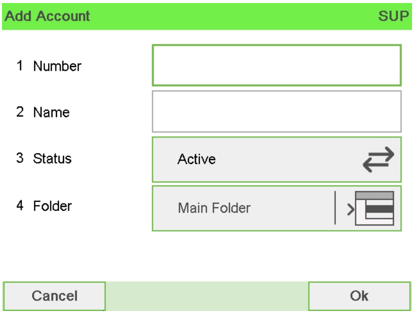
3. Follow the instructions displayed on the screen.

At the end of the process, a message will inform you that you when you may remove the USB memory key.



Account summary

- The number of accounts you can create is set to 100 by default and can be increased to 3000 if required.
- To upgrade your system, please contact your Customer Service.
- Account names must be unique within the system.



Account Item	Format	Description
Number	30 Alphanumeric Characters	Number of the account. **Two accounts cannot have the same number.** An account number cannot be modified after the account is created. However, the account can be deleted.
Name	32 Alphanumeric Characters	Name of the account. **Two accounts cannot have the same name.**
Status	Active / Inactive	Only active accounts are visible to users.
Folder	Name of a group, subgroup or Root	The group that contains the account: may be Root or the name of a group or subgroup (see Group Settings on page 178).

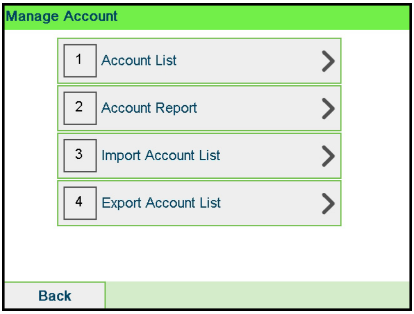
How to Import Accounts

- You can import an account list to or export an account list from your mailing machine as a CSV file using OLS or a USB memory key.
- Imported accounts are created and added to the existing account list as unformatted accounts.
- Using a spreadsheet program or a simple text editor, modify an exported CSV file to add new accounts to your Mailing System by re-importing the file.
- You can only import CSV files located in the root directory of the USB memory key.
- To add accounts to your Mailing System, export the current account list and modify it before re-importing it into the Mailing System.

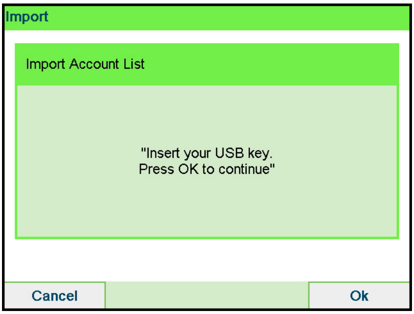
To import accounts from a CSV file:

1. As supervisor (see How to Log in as Supervisor on page 269):

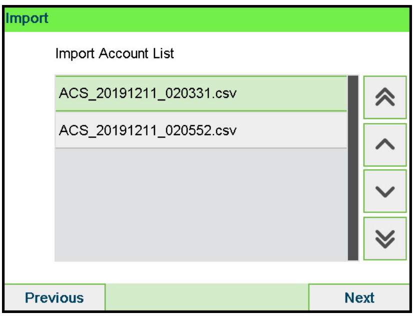
   Press [menu icon] and select the path: **> Account management > Manage account > Import Account list**



2. Insert your USB memory key into the USB port of the base (at rear left) and press **[OK]**.

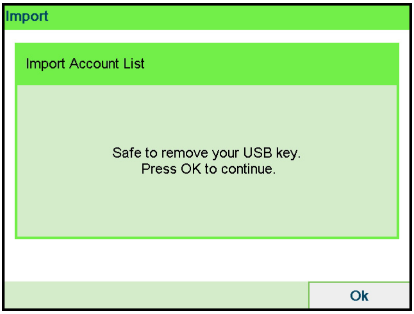


3. Select the CSV file to import and press **[OK]**.



4. Follow the instructions displayed on the screen.

   At the end of the process, a message will inform you when you may remove the USB memory key.



6

Accounts and Access Control

6.8 Managing Operators

In Account with Access control Mode and as supervisor, you can create up to 50 'operators' that each correspond to a PIN code (see Postage Tracking and Access Control on page 155).

This section only applies to the Account with Access Control Mode (see Postage Tracking and Access Control on page 155).

Operator Options

The following options must be specified when creating operators.

Option	Format	Description
PIN code	4 digit	Operator PIN code. Two Operators cannot have the same PIN code.
Name	20 alphanumeric characters	Operator name. Two Operators cannot have the same name.
Status	Active/Inactive	Users can only log in using active Operator's PIN codes.
List of accounts and groups *		Accounts that the Operator may use.

Only active accounts are displayed on the User screens.
* User screens never display groups or subgroups.

How to Create an Operator

In order to create an operator you must first set up an “Accounts with access control” in “Account Mode Management” Mode.

To create an Operator:

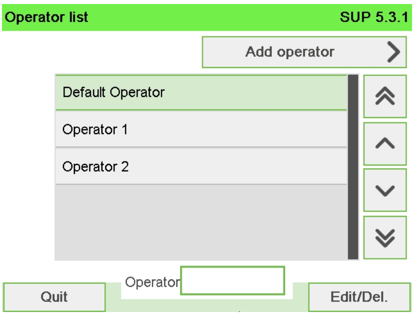
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **> Account management > Manage operator**

   The Manage Operator screen is displayed.

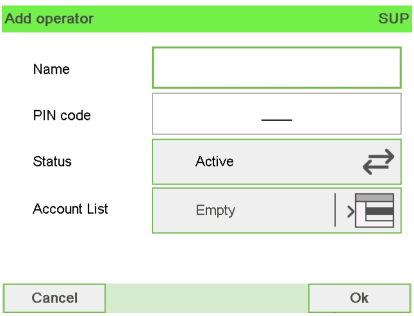
2. Select **> Operator List**.

   The Operator list screen is displayed.



3. Select **> Add operator**.

   The Add operator screen is displayed.

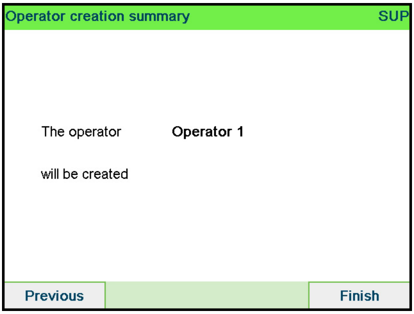


4. Enter the options you wish to provide for this operator.

> You must enter a unique PIN code (4 digit) for each operator.

5. In the Account List screens, select the Accounts (or groups/subgroups) that the operator will be allowed to use. You can complete this step later: see How to Assign Accounts to an Operator on page 194.
6. Press **[OK]**.

   The Operator creation summary screen is displayed.



7. Press **[OK]** to create the Operator.

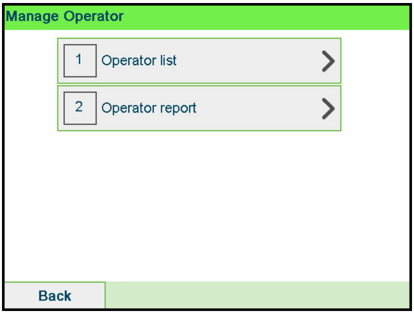
How to Modify an Existing Operator

To modify an existing Operator:

1. As supervisor (see How to Log in as Supervisor on page 269):

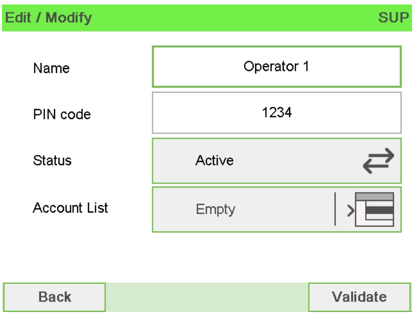
Press ☰ and select the path: **> Account management > Manage operator**

The Manage Operator window opens.



2. Select **> Operator List**.
3. Select the operator and select **Edit / Del**.
4. Select **Edit / Modify**.

The Edit / Modify screen is displayed.



5. Change the operator options as needed and press **[OK]** to display the Operator modification summary screen (Use key **[C]** to clear characters).
6. Press **[OK]** to accept your changes.

How to Assign Accounts to an Operator

You can define the Accounts Access to each operator, by assigning accounts, groups or subgroups of accounts to the operator.

Assigning a group (or subgroup) automatically assigns all the accounts of the group.

If you assign a group (or subgroup) to an operator, all accounts you will add afterwards to the group will be automatically assigned to the operator. On user screens, only accounts are displayed. Groups and subgroups are only visible to the supervisor.

On user screens, only accounts are displayed. Groups and subgroups are only visible to the supervisor.

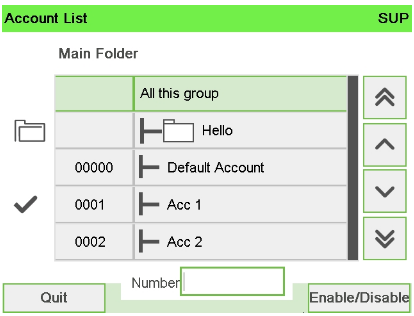
To create/change the list of Accounts an Operator has access to:

1. Follow the procedure How to Modify an Existing Operator on page 192 until the Edit modify screen, and select **Account list**.

   The Account List screen is displayed.

2. Select **Add Account / Group**.

   The Account list screen is displayed.



3. You can allocate entire groups or subgroups to the operator: select the group and press **[OK]** (**Enable/Disable**). Repeat until all accounts to be assigned are checked.

4. Press to return to the Edit / modify screen.

5. Press **[OK]** to accept the changes.

How to Activate / Deactivate an Operator

The ability to select the status of an operator allows you to create as many operators as you need in advance. Users cannot use deactivated operator PIN codes for new operators.

To activate or deactivate an Operator:

1. Perform procedure How to Modify an Existing Operator on page 192.
2. In the operator options, select the line Status to activate or deactivate the operator (the button displays the current status), and then press **[OK]**.
3. Once the Operator modification summary screen appears, press **[OK]**.

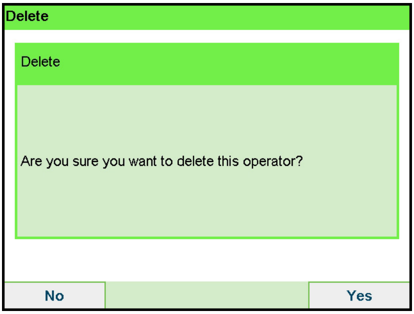
How to Delete an Operator

The ability to select the status of an operator allows you to create as many operators as you need in advance. Users cannot use deactivated operator PIN codes for new operators.

To delete an Operator:

1. Perform procedure How to Modify an Existing Operator on page 192.
2. Select **Delete** instead of **Edit / Modify**.

   The Delete confirmation screen is displayed.



3. Press **[OK]** to delete the operator, otherwise press .

6.9 Account/Operator Reports

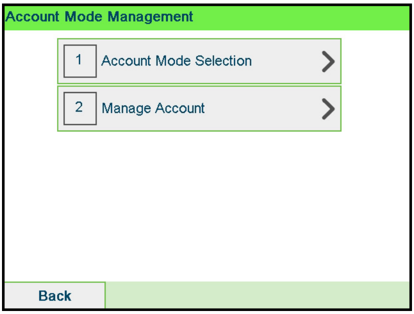
How to Generate the Account Report

- This report displays the list of accounts in the mailing system.
- To generate this report: You have to be logged in as a supervisor and the current "Account Mode" has to be "Account" or "Account with pin code".
- Report output is printer or USB memory key.

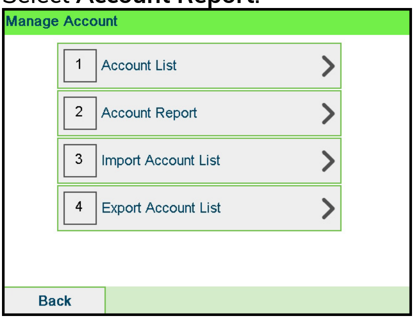
To generate the Account Report:

1. As supervisor (see How to Log in as Supervisor on page 269):

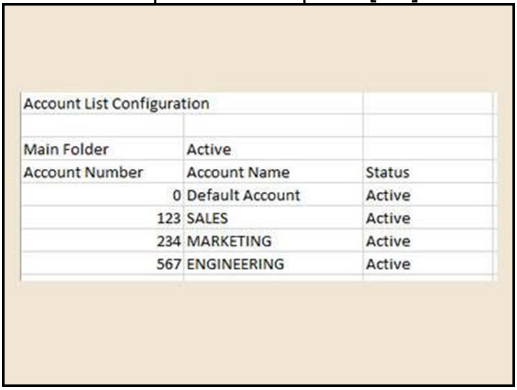
   Press [menu key] and select the path: **> Account management**



2. Select **Manage Account**.
3. Select **Account Report**.



4. Select an Output and then press **[OK]**.



Account List Configuration		
Main Folder	Active	
Account Number	Account Name	Status
0	Default Account	Active
123	SALES	Active
234	MARKETING	Active
567	ENGINEERING	Active

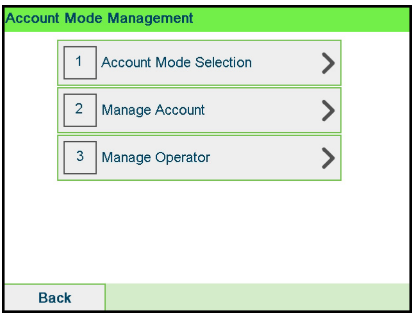
How to Generate the Operator List Report

- This report displays the operator list with PIN codes.
- To generate this report, you have to be logged in as a supervisor (not as a user).
- Report output is printer or USB memory key.

To generate the operator list report:

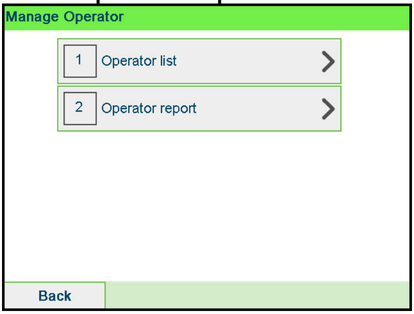
1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Account management**



2. Select **Manage Operator**.

3. Select **Operator Report**.



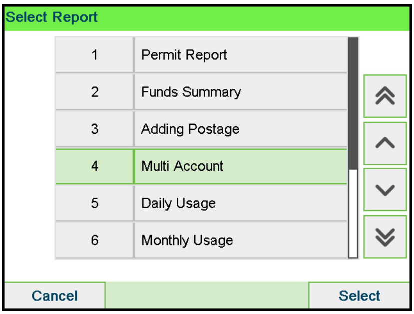
4. Select the Output and then press **[OK]**.

Operator list configuration			
Name	PIN code	Status	Active accounts assigned
Default Operator	0000	Active	No
Sale	1234	Active	No
Marketing	4444	Active	No
Operator 1	5555	Active	No
Engineering	6666	Active	No
Operator 2	7777	Active	No

Multi Account Report

This report displays postal expenditures for all the accounts over a selected time period, sorted by ascending account number.

The report displays all the accounts in 'active' status, and accounts 'inactive' or 'deleted' with a postage value.



Requirements

This report is available as a user or a supervisor.

The current account mode has to be 'Account' or 'Account with access control'.

You have to specify the period for the report (Begin and End dates).

Default period:

- Begin = 1st day of current month
- End = Current date

Output

- USB printer
- USB memory key

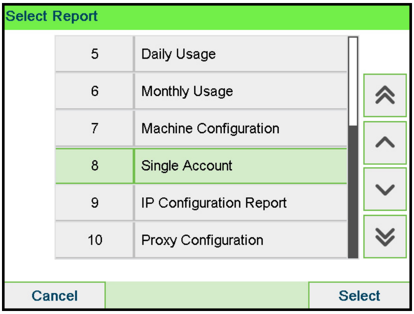
Content

Multi Account			
Begin date	5/1/2019		
End date	5/31/2019		
Main Folder	0 item(s)	0	
Number	Name	Items	Value
0	Default Account	0	0
123	Sales	510	$257.00
234	Marketing	10289	$3,872.47
567	Engeneering	4	$2.00

When Advanced reporting is enabled, budget and surcharge data is included in the report. Please contact your Customer Service to enable options.

Single Account Report

This report displays postal expenditures for one account over a selected time period. You can select any account from the list.



Requirements

This report is available as a user or a supervisor.

The current account mode has to be 'Account' or 'Account with access control'.

You have to select an account in the list of accounts, then the Begin date and the End date of the report.

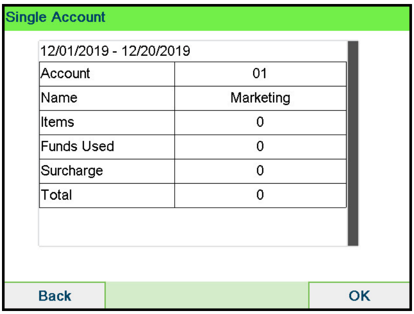
Default period:

- Begin = 1st day of the current month
- End = Current date

Output

- Screen

Content



When Advanced reporting is enabled, budget and surcharge data is included in the report. Please contact your Customer Service to enable options.

6.10 Advanced Reporting Functions

Advanced Reporting option enhances account management and provides a variety of reports.

Account Management Enhancements

Applying Surcharges to Accounts

You can charge any account an additional amount each time postage is applied to mail processed under selected accounts.

For each account, you can set the additional charge to be proportional to the postage amount or as a fixed amount for each operation.

Additional information

To take advantage of the Budget and Surcharge option, Accounts must be enabled in your Mailing System (see Account Mode on page 161).

See also

- **Advanced Reporting:** Options and Updates on page 321 to activate the Advanced reporting functions.
- Advanced Reporting Reports on page 239.

Budget and Surcharge Preferences

Before you can set budgets and surcharges for an account you first have to activate these features and set the global preferences.

> Budget and Surcharge functions are only available if the Advanced Reporting option has been loaded onto your Mailing System.

Global Preferences

The budget of an account is the postage amount that can be charged to this account in a given period of time. This period of time is common to all accounts in the system.

When activating the Budget or Surcharge function, you have to set this period of time to a month or a year and to choose a beginning day.

Budget Preferences

Preference	Range	Description
Amount	0 to 99999	Budget allocated to the account for the period.
Warning limit (%)	0 to 100%	Consumed percentage of the budget at which the system warns the user and the supervisor.
Locking limit (%)	0 to 100%	Percentage of the budget consumed at which the system blocks postage for the account.

Surcharge Preferences

The surcharge preferences are set for each account individually.

Preference	Range	Description
Fixed Rate	0.01 to 99	The fixed amount to add to the account over the postage amount.
Percentage of imprint	1 to 99%	The percentage of the postage to add to the account charge.

Setting-up the Budgets and Surcharges

The following steps below will help you to activate and set-up the Budget and Surcharge function.

> If the Budget and Surcharge function has already been activated on the system, the accounts recover their prior settings when re-activating the function.

How to Activate/Deactivate Budgets and Surcharges

1. Display the Account mode management menu.
2. Select **[Budget and Surcharge Mgt]**.

   The Budget and Surcharge Management screen is displayed.
3. Select Budget and Surcharge Mgt to activate/deactivate the function.

   When the box is checked, the budget preferences on the screen become accessible.
4. Select a basic period for budgets: month or year.
5. Enter a starting date for the period, and then press **[OK]**.

   The Mailing System calculates the amount consumed for each account in the period and then displays the Account Mode Management menu.

How to Modify the Period or Start the Day of Budgets

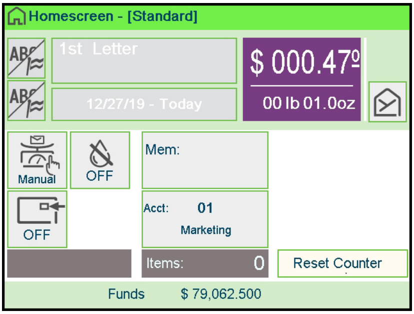
1. Display the Account mode management menu.
2. Select **[Budget and Surcharge Mgt]**.
3. Modify preferences as needed and press **[OK]**.

6.11 Change Current Account

How to Change Account

You can change the account to charge to any account created.

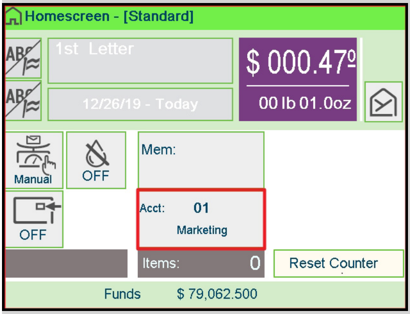
In this example, we will change from "Marketing (account 01)" to "Sales (account 02)".



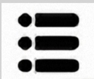
To change accounts:

1. As a user:

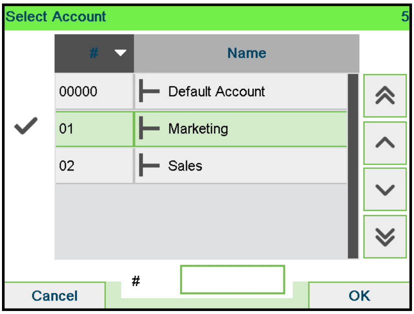
Tap the **Account** zone on the screen



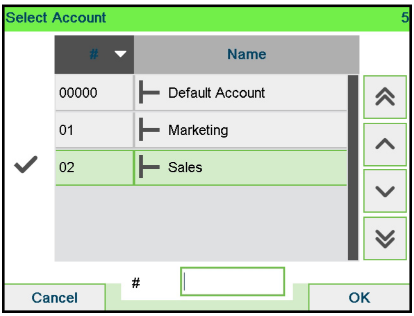
or

Press  and select the path: **Change account**

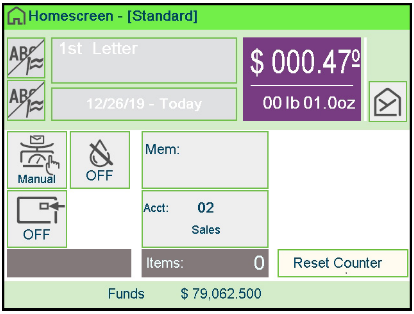
The list of accounts that are available is displayed.



2. Select the account you want to use and the selected account is automatically accepted.



3. Press to return to the home screen. The current account number is displayed.

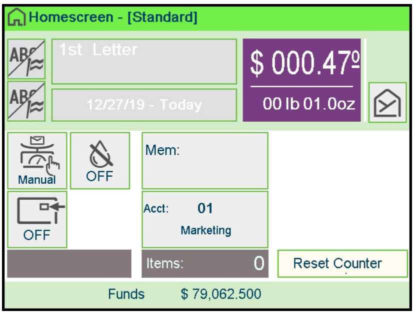


How to Change Account with a Scanner

- Before using a barcode scanner with the system, it must be setup and configured by a Neopost service technician.
- The barcode sheet of accounts that you create should be **Free 3 of 9**.

A barcode scanner can be used for “One Click” entry of accounts into your Mailing System. You can change the account to charge to any account created.

In this example, we will change from "Marketing (account 01)" to "Sales (account 02)".

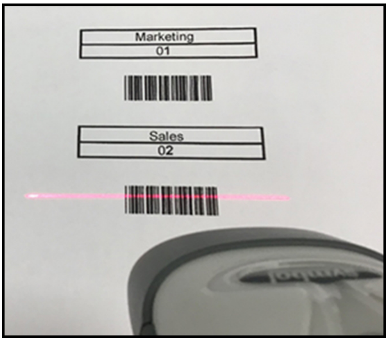


To change accounts with a barcode scanner:

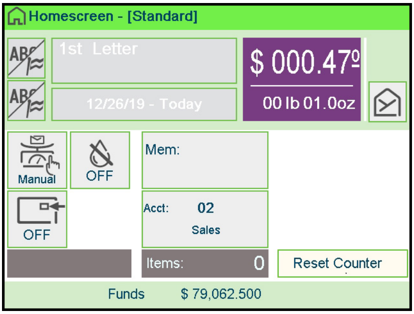
1. If not already done, connect the barcode scanner to the mailing system via a USB port.

The list of accounts barcodes that are available is typically placed near the mailing system.

2. Select the account you want to use and scan.



3. The current account number is displayed.



7 Rates

7.1 Rates

How to Select a Rate

Selecting a rate allows the Mailing System to calculate the postage amount when the mail piece weight is available, either from a weighing device or, for big parcels, entered manually (see How to Enter the Weight Manually on page 92).

The system provides you several ways to select a rate:

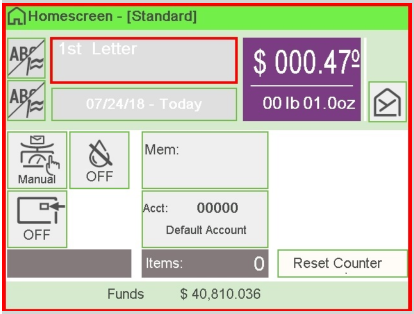
- Using a **shortcut list** in the rate selection screen
- Using the **rate wizard** that asks you to choose all the rate parameters (class, destination, format, services...) in complete lists of options.
- Using a list of the last 10 selected rates from the **rate history**

On the home screen, press C to select the default rate and refresh weight.

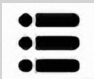
To select a rate:

1. Either:

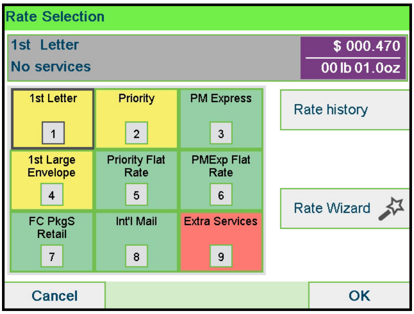
Tap the **Rate** zone on the home screen



or

Press  or Press  and select the path: **Rate selection**

The Rate Selection screen is displayed.



2. On that screen, you can:

Press one of the rate buttons (or type the number) to select the rate or display rate options.

Press **Rate History** to select a recently selected rate or **Rate wizard** to build your rate with the wizard.

3. Follow the instructions on screen and, once you have chosen the rate and services, press **[OK]** to validate your selection.

Postage displayed on the screen is zero as long as the weight is not known (= zero).

7.2 Managing Postal Rates

Your Mailing System uses **rate tables** to calculate postage amounts.

As supervisor, you can:

- Display the list of rate tables and see which table the system is currently using
- Download new postal rate tables

New **rate tables are automatically downloaded** into your Mailing System by connecting the Mailing System to the Online Services server as a user. See How to Load New Options on page 331.

See also

- Options and Updates on page 321.

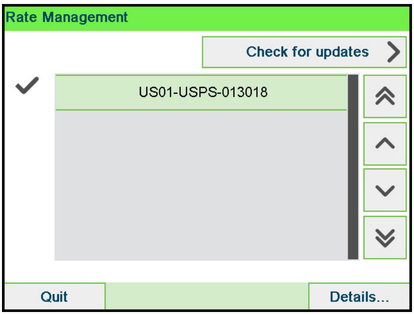
How to Download New Postal Rates

To download new rates:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **> Options and Updates > Rate management**

   The list of rate tables is displayed in the Rate management screen. The tables are identified by the effective date of the rate.



2. Select **> Check for updates**.

   The Mailing System connects to the Online Services server and downloads available rates.

Rate Protection

Rate Protection ensures that the latest postal rates are installed on your Mailing System.

When the Postal Service announce changes in their rate and fee schedule, the Online Services server downloads the new rates into your Mailing System.

Your Mailing System automatically switches to the approved rates on the effective date of rate change.

For more information, please contact your Customer Service.

8 Reports

This section explains how you can access and print reports for your Mailing System.

8.1 Generating a Report

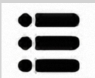
To generate a report, select the desired report, and choose how you want to display or record the report:

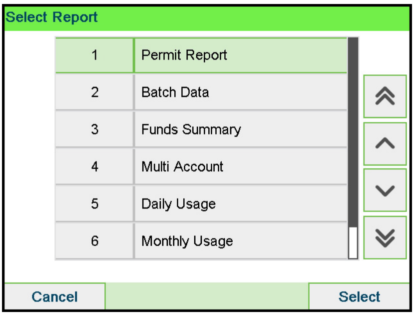
- On screen
- On an external printer (if any)
- On a label
- On a USB memory key

How to Generate a Report

To generate a Report (as a User):

1. As a user:

Press  and select the path: **Reports**



2. A list of available report types is displayed.
3. Select the report type and press **[OK]**.

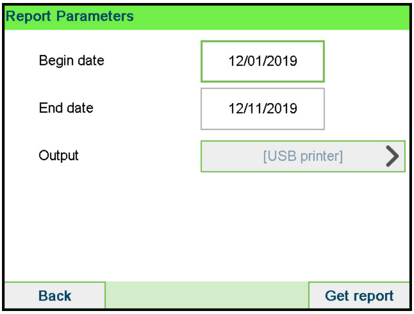
4. Depending on the report type, the system may ask for preferences such as:

   - Period of time targeted (begin date, end date).
   - Desired account, etc.

   Select or type the required parameters and press **[OK]**.

   The Output selection screen is displayed.

> Use the **[C]** key to clear displayed parameter data (from right to left) and then enter the new parameter data you want.



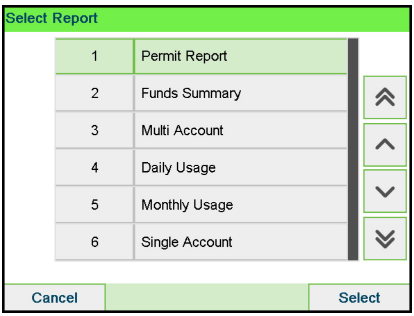
5. Select an available output device.

   The system will send the report details to the selected output.

To generate a Report (as Supervisor):

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **Reports**



2. Resume with the steps outlined as a User.

8.2 Available Reports

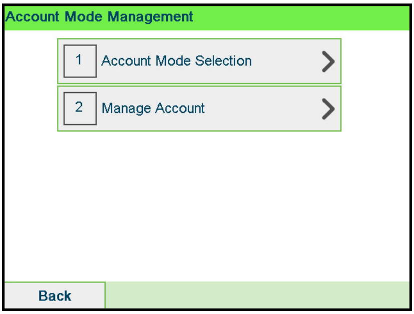
How to Generate the Account Report

- This report displays the list of accounts in the mailing system.
- To generate this report: You have to be logged in as a supervisor and the current "Account Mode" has to be "Account" or "Account with pin code".
- Report output is printer or USB memory key.

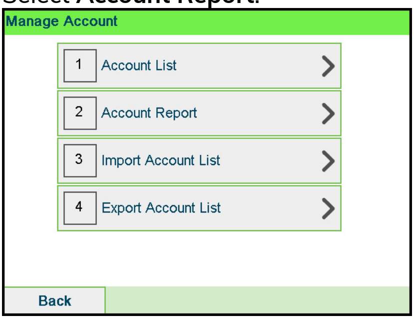
To generate the Account Report:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **> Account management**



2. Select **Manage Account**.
3. Select **Account Report**.

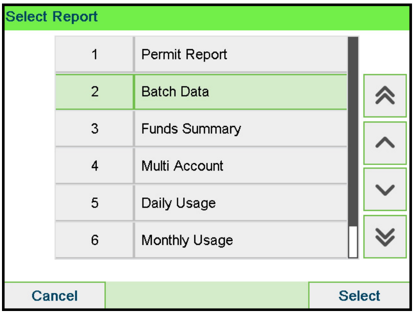


4. Select an Output and then press **[OK]**.

Account List Configuration		
Main Folder	Active	
Account Number	Account Name	Status
0	Default Account	Active
123	SALES	Active
234	MARKETING	Active
567	ENGINEERING	Active

Batch Data Report

This report displays the batch counter and the postage spent for outgoing mail (type of stamp **[Standard]**) since the last reset.



Requirements

To generate this report, you have to be logged in as a user.

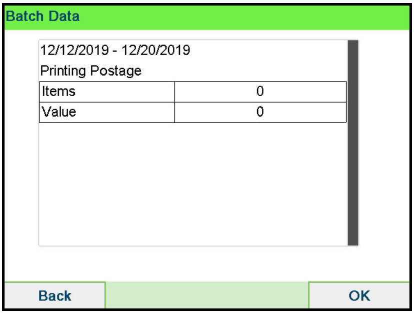
You must be in **[Standard]** stamp type to view the outgoing mail batch counter.

Output

- Screen
- USB printer

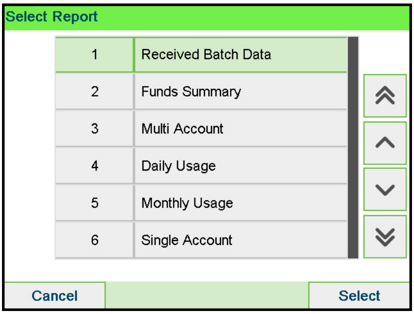
Content

After issuing reports like Metering Batch Data or Received Batch Data, you may wish to reset the batch counters so that your next set of reports restart from zero at the current date. See How to Reset Batch Counters on page 115.



Received Batch Data

This report displays the batch counter for incoming mail ('Received on') since the last reset.



Requirements

To generate this report, you must be logged in as a user.

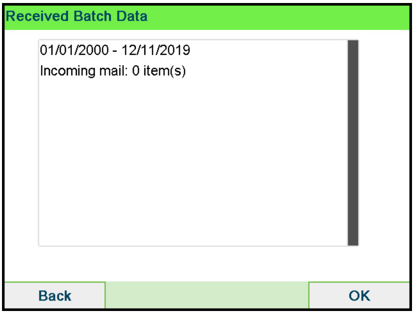
You must be in **[Received]** stamp type to view incoming mail batch counter.

Output

- Screen
- USB printer

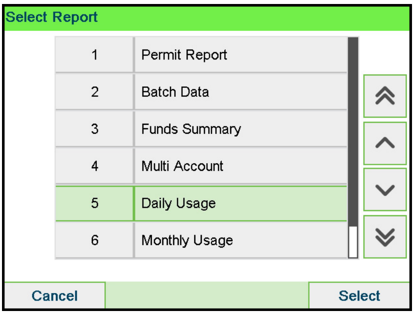
Content

> After issuing reports like Batch Data or Received Batch Data, you may wish to reset the batch counters so that your next reports restart from zero at the current date. See How to Reset Batch Counters on page 115.



Daily Usage Report

This report displays, for each day of the selected period, usage data such as total items and total postage value.



Requirements

This report is available as a user or supervisor.

You have to enter the Begin date and the End date of the report. The default End date is then 31 days later.

> You can specify another End date.

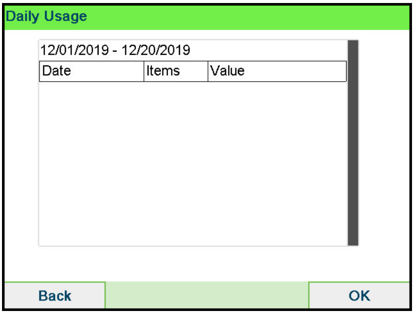
Default period:

- Begin = 1st day of the current month
- End = Current day.

Output

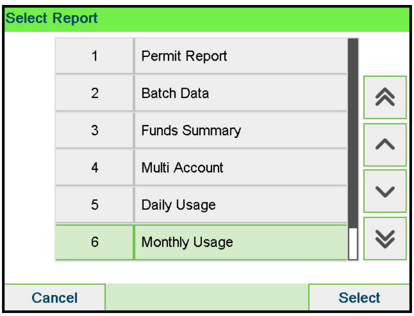
- Screen
- USB printer
- USB memory key

Content



Monthly Usage Report

This report displays, in a selected period and per month, the total items and total postage used.



Requirements

This report is available as user or supervisor.

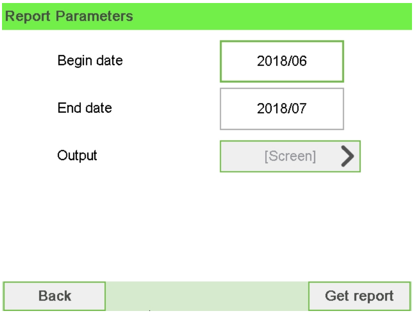
You have to specify the Begin date and an the End date of the report. Use the selection of month and year.

Default period:

- Begin = Current month of the previous year
- End = Current month

Output

- Screen
- USB printer
- USB memory key



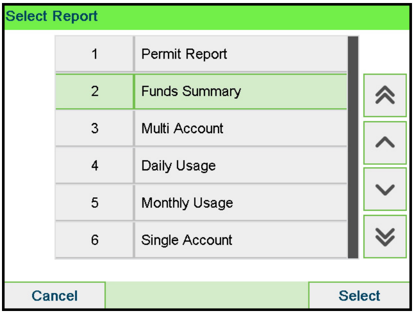
This will generate a report from June 2018 to July 2018.

Content

Monthly Usage		
Begin date	3/27/2019	
End date	6/25/2019	
Month	Items	Value
Mar-19	39	$0.00
Apr-19	15657	$8,163.92
May-19	11684	$5,729.55
Jun-19	8718	$3,468.25

Funds Summary Report

This report displays the information on funds usage since the installation of the system. The content is limited to the history available in the PSD.



Requirements

This report is available as user or supervisor.

Output

- On label
- Screen
- USB printer

Content

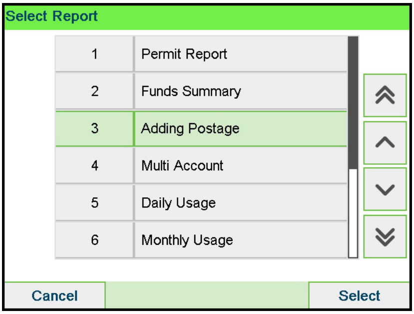
The Funds Report is a snap shot of the meter at that moment and it is not considered critical to store in electronic format on a USB key.

Current date and time, PSD status, and Die number are only available on the printed report and not on the screen.

Funds Summary	
PSD Status : Installed	
PSD #011XXXXXXXXXX	
Funds Used	$54,958.27
Funds Available	$1,154.73
Control Total	$56,113.00
Non zero items	11744
Zero items	1471
Total items	118915

Adding Postage Report

This report displays the last postage refill operations performed on the machine in a selected period.



Requirements

For this report, you have to be logged in as a supervisor.

Default period:

- Begin = Current date minus 6 months
- End = Current date

Output

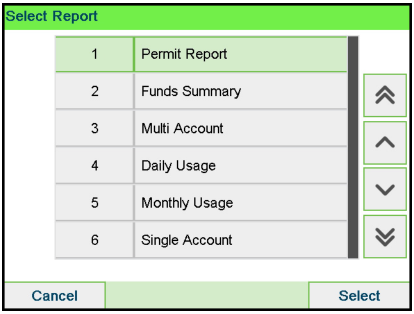
- Screen
- USB printer
- USB memory key

Content

Adding Postage		
Begin date	3/27/2019	
End date	6/25/2019	
Date	Amount	New funds available
3/29/2019	$1.00	$1.00
4/1/2019	$0.00	$1.00
4/3/2019	$500.00	$500.54
4/3/2019	$0.00	$361.03
4/4/2019	$0.00	$361.03
4/4/2019	$0.00	$361.03
4/5/2019	$0.00	$361.03

Operational Permit

This report displays permit mail data for a selected period.
(Available on special request only).



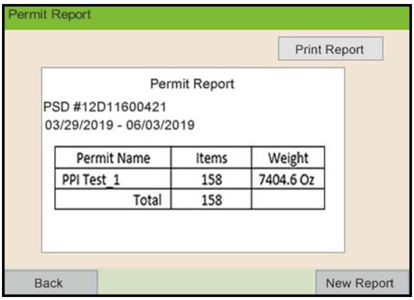
Requirements

To generate this report, you have to be logged in as a user.

Output

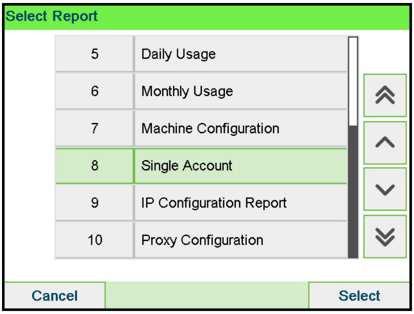
- Screen
- USB printer

Content



Single Account Report

This report displays postal expenditures for one account over a selected time period. You can select any account from the list.



Requirements

This report is available as a user or a supervisor.

The current account mode has to be 'Account' or 'Account with access control'.

You have to select an account in the list of accounts, then the Begin date and the End date of the report.

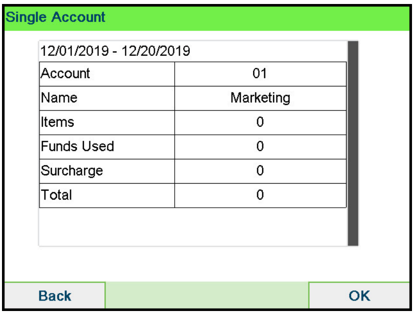
Default period:

- Begin = 1st day of the current month
- End = Current date

Output

- Screen

Content

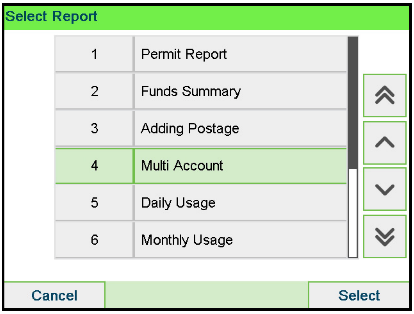


When Advanced reporting is enabled, budget and surcharge data is included in the report. Please contact your Customer Service to enable options.

Multi Account Report

This report displays postal expenditures for all the accounts over a selected time period, sorted by ascending account number.

The report displays all the accounts in 'active' status, and accounts 'inactive' or 'deleted' with a postage value.



Requirements

This report is available as a user or a supervisor.

The current account mode has to be 'Account' or 'Account with access control'.

You have to specify the period for the report (Begin and End dates).

Default period:

- Begin = 1st day of current month
- End = Current date

Output

- USB printer
- USB memory key

Content

Multi Account			
Begin date	5/1/2019		
End date	5/31/2019		
Main Folder	0 item(s)	0	
Number	Name	Items	Value
0	Default Account	0	0
123	Sales	510	$257.00
234	Marketing	10289	$3,872.47
567	Engeneering	4	$2.00

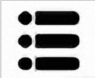
When Advanced reporting is enabled, budget and surcharge data is included in the report. Please contact your Customer Service to enable options.

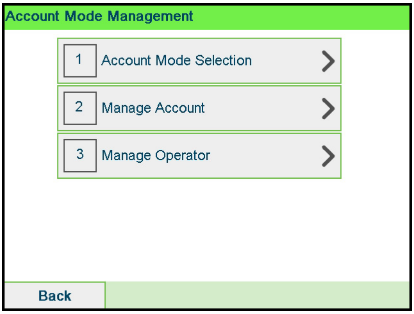
How to Generate the Operator List Report

- This report displays the operator list with PIN codes.
- To generate this report, you have to be logged in as a supervisor (not as a user).
- Report output is printer or USB memory key.

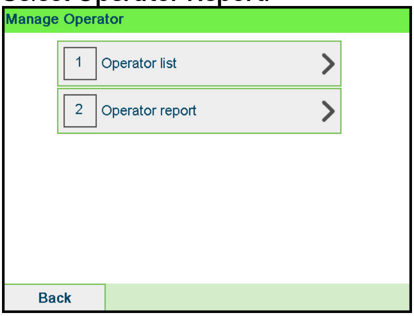
To generate the operator list report:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Account management**



2. Select **Manage Operator**.
3. Select **Operator Report**.

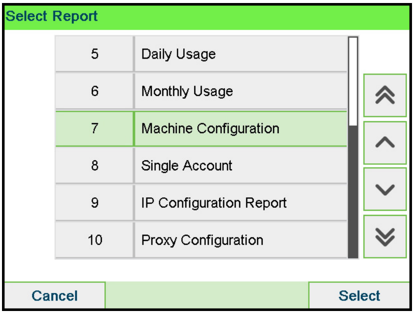


4. Select the Output and then press **[OK]**.

Operator list configuration			
Name	PIN code	Status	Active accounts assigned
Default Operator	0000	Active	No
Sale	1234	Active	No
Marketing	4444	Active	No
Operator 1	5555	Active	No
Engineering	6666	Active	No
Operator 2	7777	Active	No

Machine Configuration Report

This report displays all supervisor settings.



Requirements

To generate this report, you have to be logged in as a supervisor.

Output

- USB printer (if installed)
- USB memory key

Content

Fields
Imprint default settings (Default Text, Default Slogan, Default Rate)
Date advance parameters
Funds settings (High value, Low Funds)
Connections settings
System settings including, for example: • MMI settings (language, default home screen, sleep mode timeout, backlight) • Weighing settings (Geo code, weight threshold, rounding mode) • Connection settings.

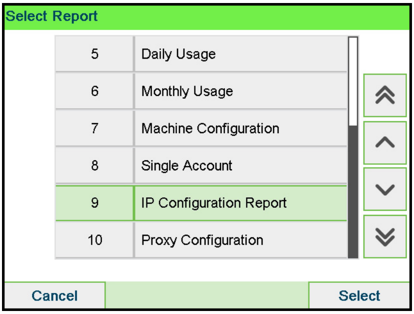
1	Machine Configuration	
2		
3	Default User Settings / Preferences	
4	Language	English (US)
5	Beep on key	Inactive
6	Beep on error	Active
7	Contrast	84
8	Brightness	24
9		
10	Default User Settings / Imprint Parameters	
11	Text	None
12	Ad Slogan	None
13	Default Rate	First Class Domestic Letter
14	Fractional Postage Mode	Active
15	Automatic Date Advance	Active
16	Date advance time	9:00
17	Date advance working days	Mon Tues Wed Thurs Fri
18		
19	Default User Settings / Base Settings	
20	High Value Amount Entry	$10.00
21	Print Position	0 inch
22	Default Weighing Mode	Manual Weight Entry
23	Smart Start	Inactive
24		
25	Default User Settings / Funds Settings	
26	Low Funds Alert	$50.00
27	Funds PIN code	1234
28		
29	Timeout Setting	
30	Start timeout	15000 ms
31	Stop timeout	10000 ms
32	Sleep mode timeout	3600000 ms
33		
34	Machine Settings / Weighing	
35	Geocode	20589
36		
37	Machine Settings / Communication	
38	Communication type	Internet (LAN)
39		
40	Machine Settings / Communication / LAN settings	
41	IP allocation method	DHCP setting
42	IP address	DHCP setting
43	IP mask	DHCP setting
44	Default gateway	DHCP setting
45	DNS setting method	DHCP setting
46	Primary DNS address	DHCP setting
47	Secondary DNS address	DHCP setting
48	MAC address	00-1b-00-3b-c4-36

See also

- Generating a Report on page 219.

IP Configuration Report

The IP Configuration Report displays IP address information.



Requirements

To generate this report:

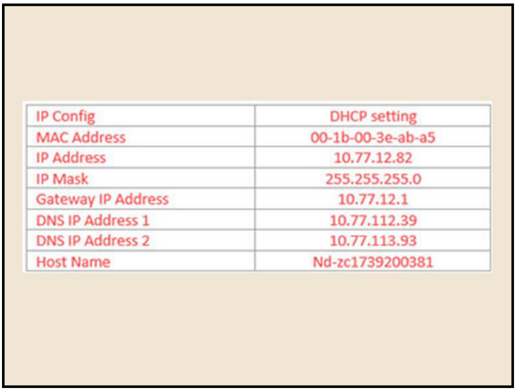
- you must be logged in as Supervisor.
- the mailing machine must be connected to the network with a LAN.

Output

The IP Configuration Report output is:

- Label

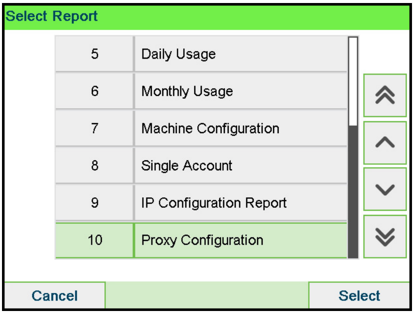
Content



IP Config	DHCP setting
MAC Address	00-1b-00-3e-ab-a5
IP Address	10.77.12.82
IP Mask	255.255.255.0
Gateway IP Address	10.77.12.1
DNS IP Address 1	10.77.112.39
DNS IP Address 2	10.77.113.93
Host Name	Nd-zc1739200381

Proxy Configuration Report

The Proxy Configuration Report displays Proxy address information.



Requirements

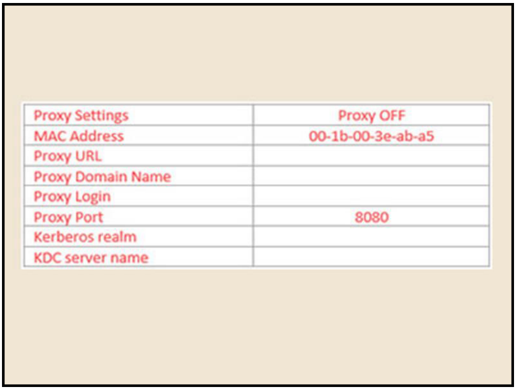
To generate this report, you must be logged in as a supervisor.

Output

The Proxy Configuration report output is:

- Label

Content



Proxy Settings	Proxy OFF
MAC Address	00-1b-00-3e-ab-a5
Proxy URL	
Proxy Domain Name	
Proxy Login	
Proxy Port	8080
Kerberos realm	
KDC server name	

8.3 Advanced Reporting Reports

Publish Additional Reports

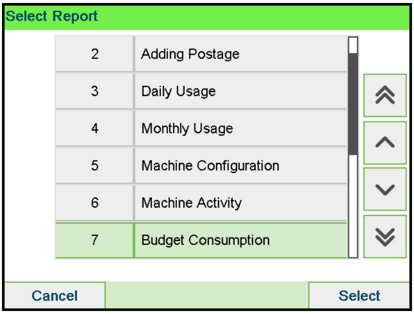
When the Budget and Surcharge function is activated, Single account, Multi account and Account list reports include budget and/or surcharge data if applicable.

The Advanced Reporting option includes the following reporting capabilities:

- **Budget consumption**: instantaneous budget status for all accounts
- **Operator activity**: activity of all operators for a selected period
- **Machine activity**: activity of the machine presented in hour bands

Budget Consumption Report

This report displays the budget consumption of all accounts for the current or previous budget period.



Requirements

- To generate this report, you have to be logged in as a supervisor.

Output

- USB Printer
- USB Key

Content

Fields	Comments
Budget period	
Period [begin date-end date]	
For each group/subgroup: • Group or subgroup name, + for each account that consumed postage during the period: - Account number - Account name - Budget - Remaining budget (= budget – total postage value – total surcharge)	If an account has no Budget, Budget and Remaining budget fields show value 0.

Operator Activity Report

This report displays the activity (number of items, postage value) of all operators in the machine in a selected period.

Requirements

- To generate this report, you have to be logged in as a supervisor.
- The account mode has to be 'Accounts with Access control'.
- You have to specify the period for the report (Begin date and an End date).

Default period:

- Begin = 1st day of the current month.
- End = current date.

Output

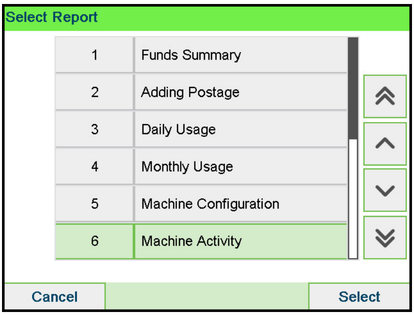
- Screen
- USB printer
- USB memory key

Content

Fields	Comments
For each operator: • Period • Operator name (whatever its status) • Number of items on the period • Total postage value on the period	If an account mode without 'operators' has been used during the period, the items printed in this mode appear in the report under the name: 'Others'.

Machine Activity Report

This report displays the activity of the system, presented in hour bands, for a specified period if time.



Requirements

- You have to specify the period for the report (Begin date and an End date).

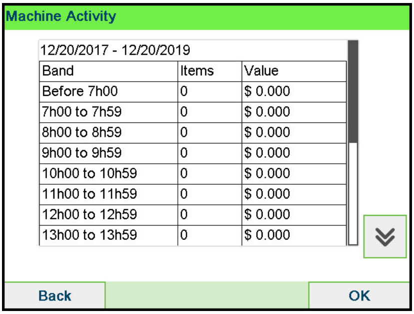
Default period:

- Begin = 1st day of the current month.
- End = current date.

Outputs

- Screen
- USB printer
- USB memory key

Content



12/20/2017 - 12/20/2019

Band	Items	Value
Before 7h00	0	$ 0.000
7h00 to 7h59	0	$ 0.000
8h00 to 8h59	0	$ 0.000
9h00 to 9h59	0	$ 0.000
10h00 to 10h59	0	$ 0.000
11h00 to 11h59	0	$ 0.000
12h00 to 12h59	0	$ 0.000
13h00 to 13h59	0	$ 0.000

9 Online Services

Online Services for your Mailing System allow you to very easily achieve tasks such as updating postal rates, system software or optional features, and using services such as mail follow-up online.

9.1 Online Services Overview

The Online Services simplify the use and the update of your Mailing System.

Online Services features and capabilities include:

- **Online reporting**: the usage of your machine is available from your personal, secure web account, simplifying tracking and reporting of your postage expenses.
- **eConfirmation Services**: save money with USPS discounts on Delivery and Signature Confirmation services, and simplify the process of sending Certified Mail. Monitor delivery of all of your tracked mail from your web account.
- **Rate Updates**: maintain current postal rates with automatic, electronic, convenient downloads into your Mailing System (see Options and Updates on page 321)
- **Ink alerts**: never run out of ink again! The online server monitors your mailing machine ink supply and e-mails an alert notification when it is time to re-order.
- **Remote diagnostics and technical support**: experienced technical professionals analyze your mailing machine's error logs, diagnose your mailing machine before an on-site service visit and your system software can be updated remotely, reducing service delays.
- **Slogan download**: order a new slogan and get it downloaded via Online Services server directly to your Mailing System.

Your Mailing System connects to Online Services server via the same network connection you use to add postage to your meter.

All connections are secure, and data is maintained under strict privacy policies.

9.2 OLS Call Types

Automatic calls

To fully benefit from the convenience and power of Online Services, your Mailing System should permanently be connected to a network connection so that it can link to the Online Server automatically whenever required.

For the usage of some services, some automatic calls are scheduled to upload corresponding data.

For the Reports service, the Mailing System automatically connects at the end of each month to upload accounting and postal category statistics.

For the eConfirmation service, your Mailing System automatically connects at night if you have processed transactions with an eConfirmation service that day.

For the Ink Management service, the Mailing System automatically connects when it's time to re-order ink supplies.

It is strongly recommended that you leave the Mailing System turned on, in sleep mode, and connected to a network during the night, to allow the connection to the Online Server to occur automatically.

How to Call Online Services Manually

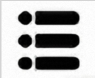
Manual calls allow you to connect to the Online Server in order to retrieve new information (update postal rates, slogan or messages) or to enable features and options (weigh platform capacity, number of accounts, differential weighing, etc.).

You will be instructed to use this function when rates change if you do not have a rate protection agreement.

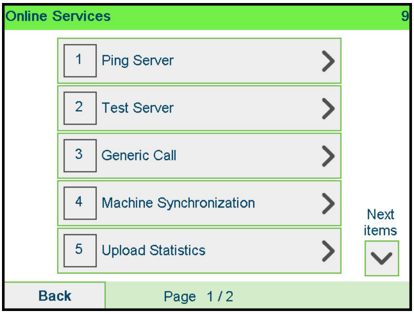
You can trigger a call to the Online Services server from the user menu as well as from the supervisor menu.

To trigger a generic call (as a User):

1. As a user:

Press  and select the path: **> Online services > Generic call**

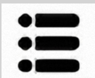
The Mailing System connects to the server and downloads the available elements (rates, slogans, etc.).



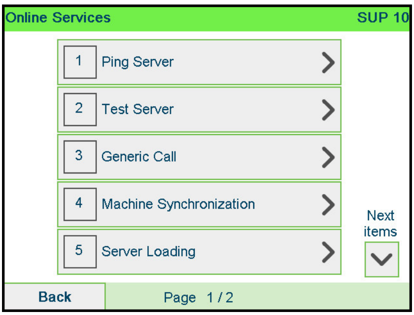
2. Check your mailbox for messages: see Using the Mailbox on page 324.

To trigger a generic call (as Supervisor):

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Online services > Generic call**

The Mailing System connects to the server and downloads the available elements (rates, slogans, etc.).



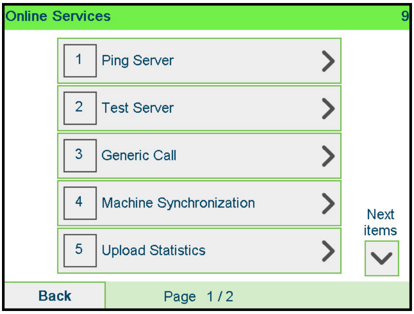
2. Check your mailbox for messages: see Using the Mailbox on page 324.

How to Upload Report Data to the Online Services Server

To upload report data:

1. As a user:

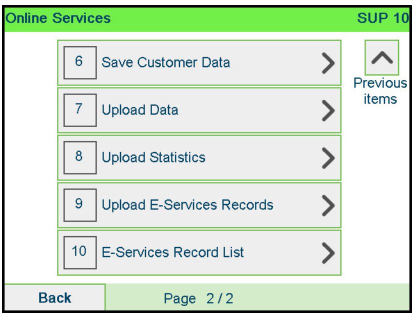
Press and select the path: **> Online Services > Upload Statistics**



2. As supervisor (see How to Log in as Supervisor on page 269):

Press and select the path: **> Online Services > Upload Statistics**

The call to the server is triggered.



Synchronize Call

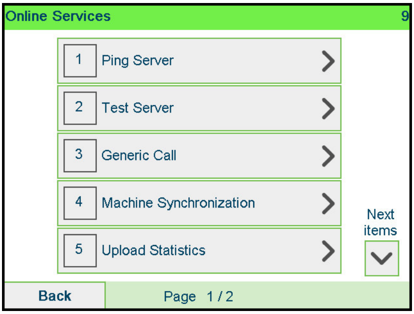
This type of call should only be done on a request from your Customer Service.
This call updates the automatic call schedule of the machine and the features/options.

To trigger a Synchronize call (as a User):

1. From the home screen:

   Press and select the path: **> Online services > Machine Synchronization**

   The Mailing System connects to the server and updates.



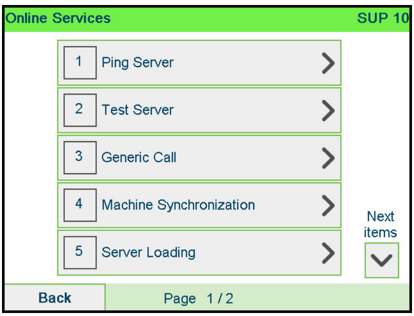
2. Call is complete.

To trigger a Synchronize call (as Supervisor):

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **> Online services > Machine Synchronize**

   The Mailing System connects to the server and updates.



2. Call is complete.

9.3 Testing the Connection to Online Services

You may test the connection to the Online Services server via the commands in the Online Services menu:

- Ping server

  Establishes a connection and checks whether the server answers to a 'ping' command. This test:

  - Validates connection parameters (see Connection Settings on page 313).
  - Indicates that the server can be contacted.

- Test server

  Establishes a connection and tests the communication dialog with the server. This test indicates that transactions can be held normally.

> Test server is a bandwidth test and should only be undertaken after a request from Customer Service.

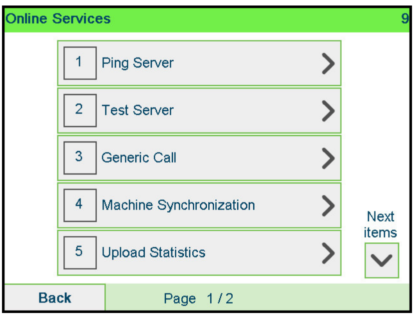
Ping Server Diagnostic Test

Sends a message to a server (if connected) to check the line.

To ping the server (as a User):

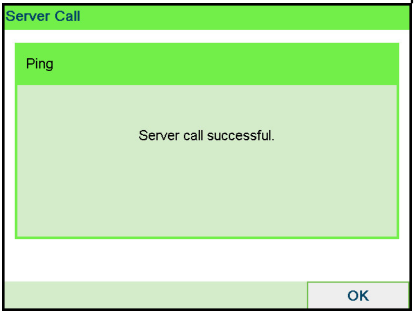
1. From the home screen:

Press ☰ and select the path: **> Online Services**



2. Select **Ping Server** from the list displayed on the screen.

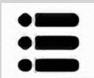
3. After a successful connection the display shows:

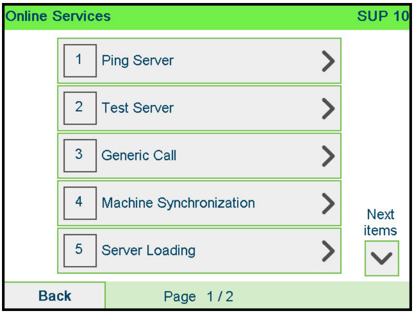


Press **[OK]**.

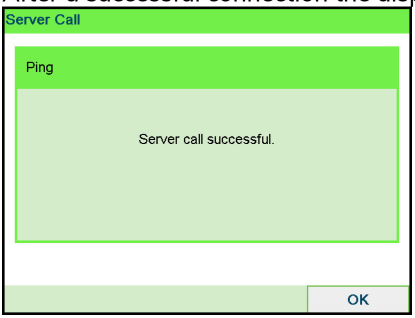
To ping the server (as a Supervisor):

1. Or, as supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Online Services**



2. Select **Ping Server** from the list displayed on the screen.
3. After a successful connection the display shows:



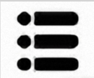
Press **[OK]**.

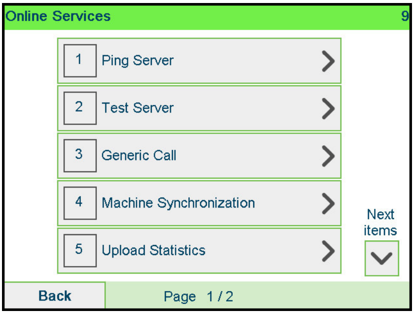
Test Server Diagnostic Test

Sends a message to a server to test the line.

To test the server (as a User):

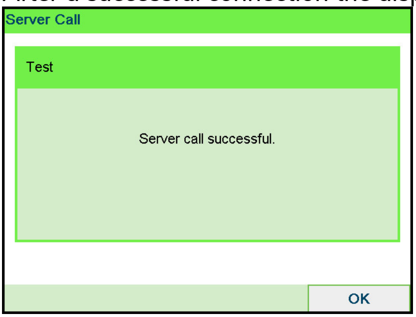
1. From the home screen:

Press  and select the path: **> Online Services**



2. Select Test Server from the list displayed on the screen.

3. After a successful connection the display shows:

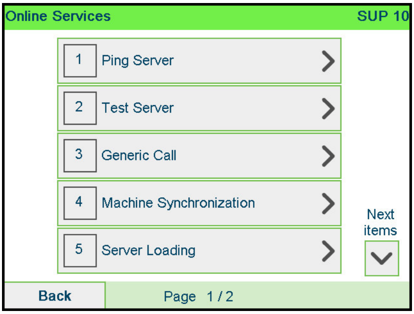


Press **[OK]**.

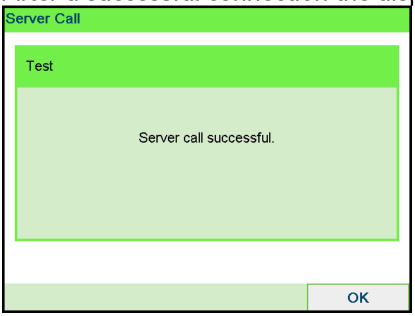
To test the server (as a Supervisor):

1. Or, as supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **> Online Services**



2. Select **Test Server** from the list displayed on the screen.
3. After a successful connection the display shows:



   Press **[OK]**.

9.4 System Online Services

Ink Management Service

The Ink Management service sends an electronic message to the Online Services server when the mailing machine's ink supply is running low.

An e-mail message then informs you of that condition so that the ink cartridge can be replaced in time.

For more information, please contact your Customer Service.

Rate Protection

Rate Protection ensures that the latest postal rates are installed on your Mailing System.

When the Postal Service announce changes in their rate and fee schedule, the Online Services server downloads the new rates into your Mailing System.

Your Mailing System automatically switches to the approved rates on the effective date of rate change.

For more information, please contact your Customer Service.

Account level

It is possible to increase the number of accounts in your system.

To upgrade your system, please contact your Customer Service.

9.5 eConfirmation Services

Service Overview

With E-Confirmation Services, your mailing machine can capture and process **USPS Delivery Confirmation**, **Signature Confirmation**, and **Certified Mail** tracking label numbers.

After upload to the Online Server, simply log on your Online Services Web account to monitor all of your USPS Confirmation Service delivery tracking records at a glance, or in detail, in one convenient location.

In addition to online tracking, you can activate and receive **e-mail status updates** for your tracked parcels.

You will realize postage savings on your tracked parcels because the Postal Service provides a discount on its retail Delivery and Signature Confirmation fees when parcel tracking data is uploaded electronically to the Postal Server. The special rate is identified as eConfirmation on your Mailing System and in these instructions.

> To be eligible for Postal Service discounts on Delivery Confirmation and Signature Confirmation services, you must use e-identified tracking labels that are only available from Customer Service. Any other label will cause an input error message. Your Mailing System cannot process confirmation service tracking labels obtained from a Post Office retail counter.
>
> The 'e' in the upper left corner of the label expedites processing and indicates the discount to the letter carrier.

eDelivery Confirmation

You receive an email with the date and time of the delivery. The dates and times of any unsuccessful deliveries are also noted. eDelivery Confirmation is available with First Class, Priority, or Package Service (including Parcel Post, Media Mail, etc.).

eSignature Confirmation

You receive an email with the date and time of the delivery and the name of the person who signed for the parcel. You can obtain a copy of the proof-of-delivery signature via FAX or email from the USPS. The dates and times of any unsuccessful deliveries are also noted. eSignature Confirmation is available with First Class, Priority, or Package Service (including Parcel Post, Media Mail, etc.).

eCertified Mail

You receive an email with the date and time of the delivery. The recipient's signature is obtained upon delivery and a record is maintained by the USPS. This service is typically used for letters rather than parcels.

In order to use the eConfirmation services, you must have a Weighing Platform connected to your Mailing System.

e-Confirmation Service Customer Profile

If you have purchased the E-Confirmation Edition with USPS tracking, on the Online Services web page, you can activate and define your e-mail notifications, as well as enter and maintain e-mail addresses for the notifications.

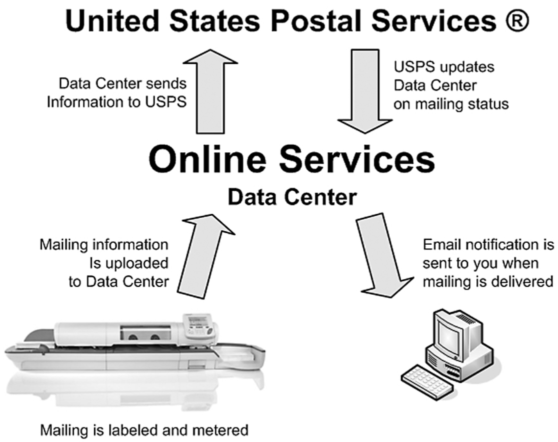
The possible notifications are:

- **Email Daily Report** to the email address of the person who is to receive a daily summary status for the eConfirmation tracking records uploaded the previous day
- **Email Notifications** to the email address of the person who is to receive email notifications about the following events:
  - When sent
  - When delivered
  - When not received (within N days).

The notification settings are initially set to OFF. They will need to be set up in order to activate the e-mail notification services.

How e-Confirmation Service Works

You can track mail delivery through the Online Services server because the server is in constant communication with the USPS. The diagram below shows how tracking information flows from your mailroom, through the Online Services server and on to the USPS, and then back to you.



The Process in your Mailroom

1. **Apply a tracking label** (supplied by your Customer Service) to your mail.

   For information about ordering new labels, please contact your Customer Service.
2. **Select the appropriate rate** and e-Confirmation service on your machine display.
3. **Apply the metered postage** to your mail.
4. **Deposit your mail with the USPS** (e-Confirmation does not require additional special paper work, as do retail mail confirmations).
5. **Upload your daily mailing information** to the Online Services Server.

   This function is performed everyday via an automatic call during the night.
6. **Receive USPS updates** about your mail's delivery status via emails from the Online Services server. You can also check the status of your mail on the web by logging on to the Online Services Web page.

Getting e-Confirmation Status Data

Mailing status information is available in two ways:

- Via your Online Services web page
- Via emails sent by the Online Services server.

You can log on to your Online Services web page with a password 24 hours a day, 7 days a week.

Email notifications arrive when a change in your mail status occurs at USPS.

Processing e-Confirmation Items Using your WeighingPlatform

If you plan to use the eConfirmation service frequently, the use of a handheld scanner to scan the tracking labels is recommended. The handheld scanner option is compatible with the use of a weighing platform.

For information about the optional scanner, please contact your Customer Service representative.

How to Process eConfirmation Items using the WP

The weighing platform must be connected to your mailing machine. Using your weighing platform to send a package and request eConfirmation service is simple:

1. Place the eConfirmation label on the package.
2. Place your package on the WP.

   (If needed, first remove all items from the WP and rezero your weighing platform: see How to Zero the Weighing Platform on page 286).
3. Select the rate corresponding to the package to send (see How to Select a Rate on page 213).

   If the rate requires a zip code to be entered, a specific screen is displayed to capture the Zip code.
4. Add an eConfirmation service.

   In the eConfirmation screen, check the PIC number (tracking number) or scan it. The machine automatically suggests the next PIC number.

   If the displayed PIC number does not match your label, use the **[C]** key to clear numbers (right to left), then enter the correct PIC number.

Use the labels in order to avoid typing the full PIC number each time. If you have a scanner, scan the PIC number - this is fast, easy, and reliable.

5. Enter or modify the Sender ID information on the SenderID screen. This sender ID will enable you to easily identify the package record in an email notification or on the tracking web site. The Sender ID can be up to 31 characters. This is an optional step.
6. Validate the rate and return to the home screen.
7. Press to print a tape, or place the item on the hopper.

   When printing is done, an eConfirmation record is created (see How to Display eConf Record List and Details on page 260) below.

> If printing is cancelled at this stage, the current PIC number cannot be re-used for another mail piece.

8. Press to start.
9. Apply the tape to the package.

> Leave the machine ON and connected at night to automatically upload the record to the USPS.
>
> You can also upload records manually (see How to Upload Report Data to the Online Services Server on page 248).

How to Display eConf Record List and Details

List of E-Confirmation records is accessible in the machine.

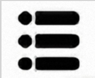
The eConf Record List screen displays the eConfirmation records that have not yet been uploaded to the Online Services server. When eConfirmation records are uploaded, the eConfirmation record list is empty.

You can display and check information regarding an eConfirmation record:

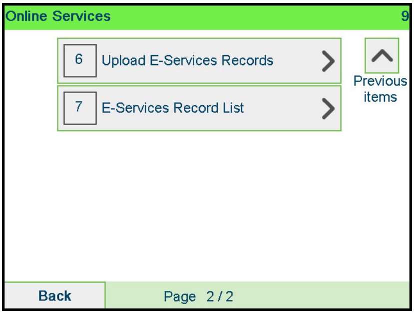
- Record status (PIC Valid or PIC Deleted)
- Type of eConfirmation Service
- Tracking number (PIC)
- Destination ZIP code
- Sender ID information (optional)
- Date and time of the record.

To display the list and check a record:

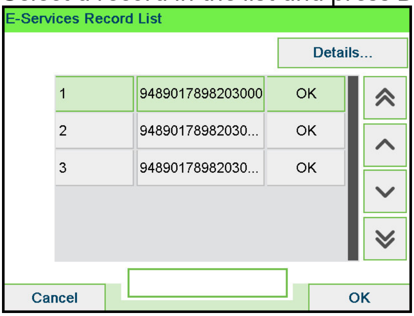
1. As a user:

Press  and select the path: **> Online Services > E-Services Record List**

The record list is displayed.



2. Select a record in the list and press **Details** for more details about that item.



The record details are displayed.

How to Modify an eConf Record Status

You can modify an e-Confirmation in case you decide not to send an item processed with an eConfirmation Service. In this case you have to edit the corresponding record and change its status.

Record status:

- **PIC Valid**: corresponds to a valid mail with eConfirmation Service to track through USPS.
- **PIC Deleted**: corresponds to a mail you don't want to track anymore.

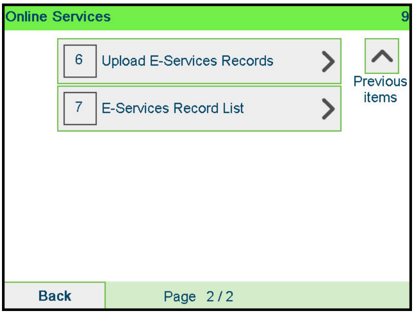
You will not receive any tracking information on records with status PIC Deleted.

To modify the status of an eConf record:

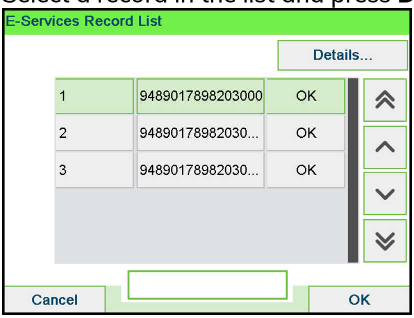
1. As a user:

Press ☰ and select the path: **> Online Services > E-Services record list**

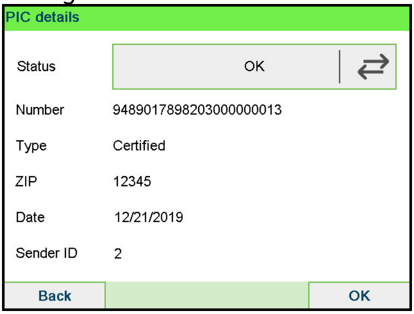
The record list is displayed.



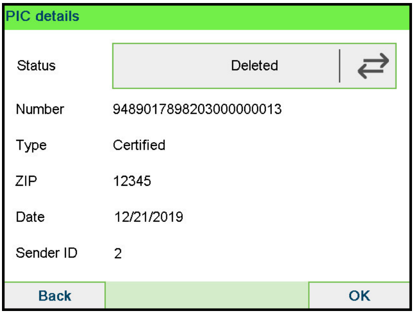
2. Select a record in the list and press **Details** for more details about that item.



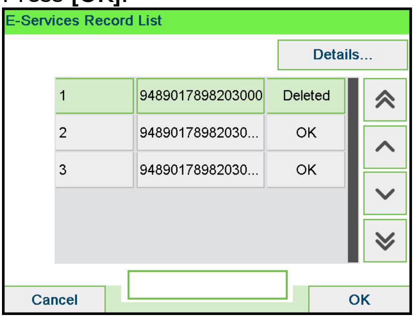
3. Change record status.



The status has been changed to "**Delete**".



4. Press **[OK]**.



10 Configuring your Mailing System

This section describes the general settings you can apply to your Mailing System. Some of them can be managed directly by all users whereas most of them require access as supervisor.

10.1 Settings Overview

This section describes two types of settings that are available on your system:

- **User settings**, that only last as long as the user who applies them is logged in.
- **Supervisor settings**, sets the default or permanent settings of your Mailing System.

> Other user settings are described in the corresponding sections: Processing Mail on page 29, Maintaining your Mailing System on page 357, etc.

10.2 Logging in / out as the Supervisor

User Settings

The user settings described in the sections below are:

- Setting the display language.
- Adjusting the screen contrast.
- Enabling/disabling key beeps and warning/error beeps.

Supervisor Settings

Your Mailing System has one supervisor PIN code that allows you to configure the default settings and perform other functions such as managing accounts and access rights, generating certain reports, etc.

The Supervisor PIN code of the system has been provided to your organization in a separate distribution.

The supervisor settings allow you to:

- Change the default user settings
- Modify system time-outs
- Set funds warnings (low funds) and activate a funding PIN code
- Define a default weighing method for mailing, and calibrate the weighing devices
- Design a default imprint (rate, text, slogan), activate the Automatic Date Advance function and set a default printing offset
- Activate sealing mode as default setting
- Enter connection parameters

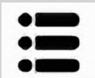
How to Log in as Supervisor

You need to be logged in as supervisor to configure the Mailing System and perform functions such as managing accounts and access rights, generating certain reports, etc.

When you are logged in as supervisor, only the supervisor menu is available. Printing postage is not possible while logged-in as supervisor.

To log in as Supervisor when you are already logged in as a user:

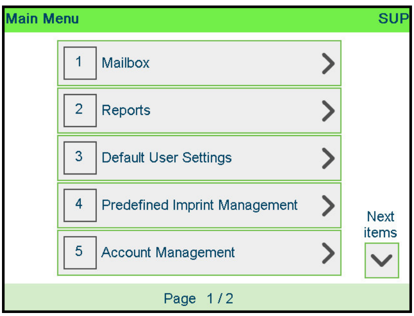
1. As a user:

   Press  and select the path: **Supervisor**

   The Login screen is displayed.

2. Type the supervisor PIN code and press **[OK]**.

   The supervisor Main menu is displayed.



You can log in as supervisor by directly typing the supervisor PIN code, in place of a regular user PIN code, on Mailing Systems that ask for a PIN code at start-up.

How to Exit the Supervisor Mode

Follow the step below to exit the supervisor mode. You must exit the supervisor Mode before you can begin to print postage.

To exit the supervisor mode, you have to be in the main menu.

To exit the supervisor mode:

1. As supervisor:

   Press ⏻.

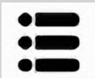
   The system will go into 'Sleep' mode and supervisor is logged out.

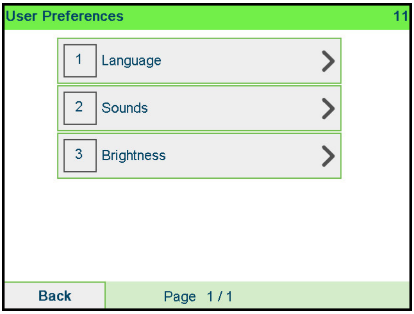
10.3 Display Settings

How to Adjust the Display Brightness

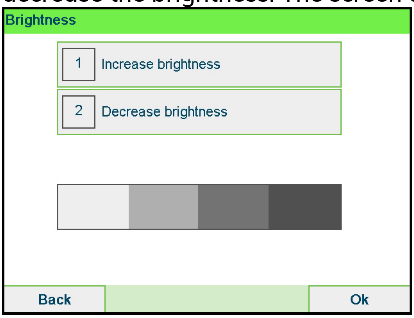
To adjust the display brightness:

1. As a user:

Press  and select the path: **> User Preferences > Brightness**



2. Touch the **Increase brightness / Decrease brightness** button to increase or decrease the brightness. The screen updates immediately.



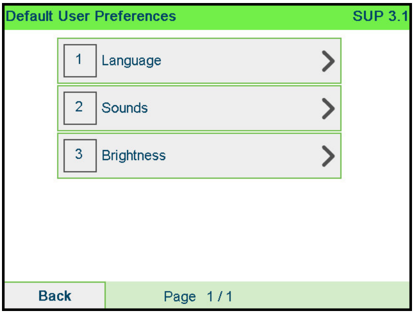
3. Press **[OK]** to exit.

This is a user setting that only lasts as long as you are logged in.

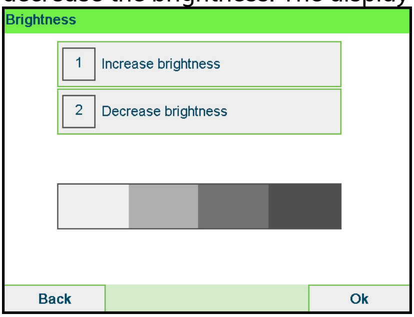
To set the default brightness:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press and select the path: **> Default user settings > Default user preferences > Brightness**



2. Touch the **Increase brightness** / **Decrease brightness** button to increase or decrease the brightness. The display updates to the new setting.



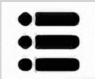
3. Press **[OK]** to validate.

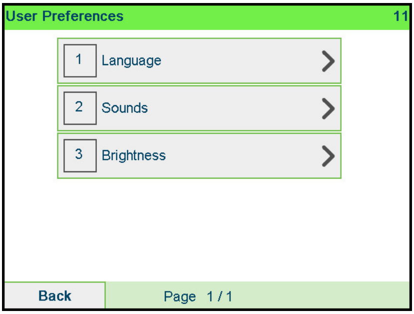
Do not press **[OK]** if the screen brightness is completely light or dark. Readjust the brightness so the screen is visible, then press **[OK]**.

How to Change the Display Language

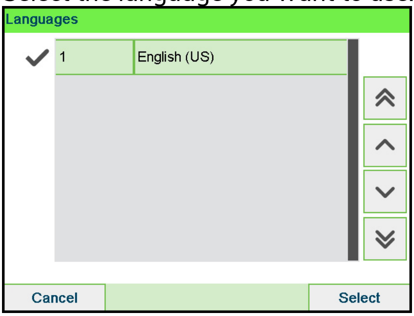
To change the current display language:

1. As a user:

Press  and select the path: **> User Preferences > Language**



2. Select the language you want to use.



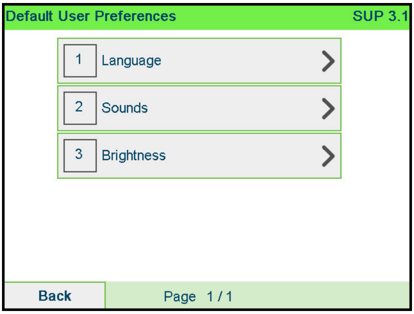
3. Press **[OK]** to validate.

This user setting lasts as long as you are logged in.
The standby mode will delete this setting.

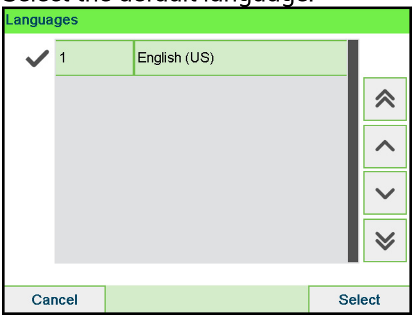
To change the user language by default:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press and select the path: **> Default User Settings > Default User Preferences > Language**



2. Select the default language.



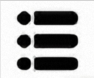
3. Press **[OK]** to validate.

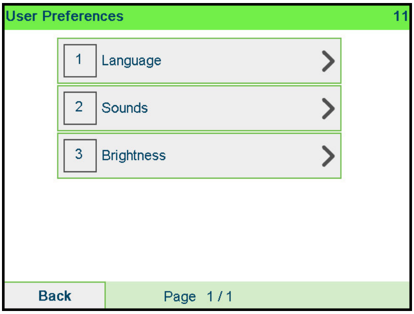
This setting will not be affected by the standby mode.

How to Enable / Disable the Beeps

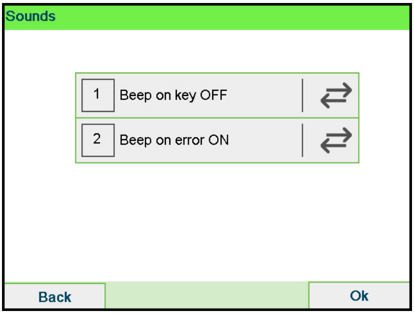
To enable or disable the beeps:

1. As a user:

Press  and select the path: **> User Preferences > Sounds**



2. Select **Beep on key ON/OFF** and/or **Beep on error ON/OFF** to enable/disable the sounds.

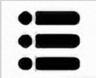


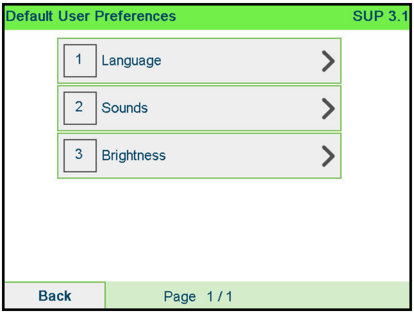
3. Press **[OK]** to validate.

This is a user setting that only lasts as long as you are logged in.

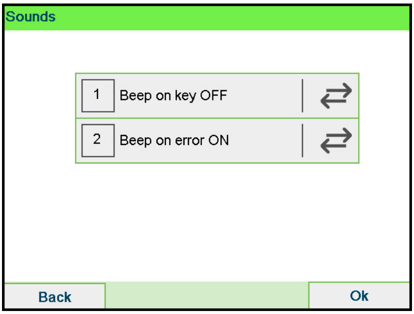
To change the sounds by default:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Default user settings > Default user preferences > Sounds**



2. Select **Beep on key ON/OFF** and/or **Beep on error ON/OFF** to enable/disable the sounds.



3. Press **[OK]** to validate.

10.4 System Time-outs and Settings

System settings include:

- **System motor time-outs**
- **Sleep mode time-out**
- **Soft off mode time-out**

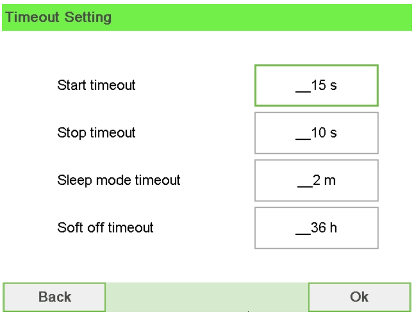
How to Adjust the Time-outs

To adjust the time-outs:

1. As a user:

Press and select the path: **> Job settings > Timeout setting**

The Time-out setting screen is displayed.



2. Select each field and specify the length of each the time-out (Use **[C]** to clear digits).

3. Press **[OK]** to exit.

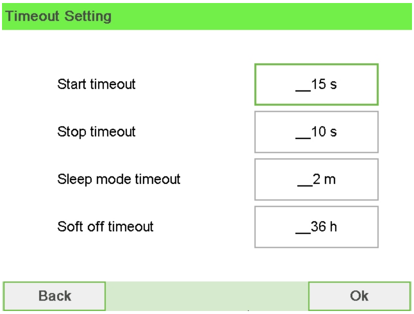
> This is a user setting that only lasts as long as you are logged in.

To change the system time-Outs:

1. As Supervisor (see How to Log in as Supervisor on page 269):

Press and select the path: **> Default user settings > Timeout Settings**

The Timeout setting screen is displayed.



2. Select each field and specify the length of each the time-out.

Use the **[C]** key to clear old settings then enter a new value.

3. Press **[OK]** to validate.

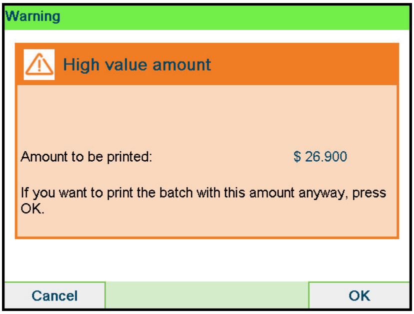
10.5 High Value, Low Funds Warnings and PIN Codes

How to Set the High-Value Warning Amount

A High Value Warning message warns the user the postage amount that they have entered is higher than a preset value. This high-amount warning prevents the user from accidentally printing high postage amounts.

- Example: $4.80 instead of $0.48.

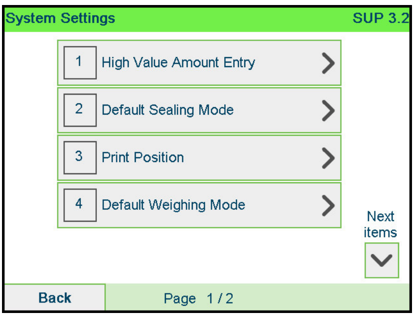
The Supervisor can set the mailing machine to display a warning message when the High Value Warning amount is exceeded. If you do not have Supervisor access, contact your Supervisor to set the High Value Warning.



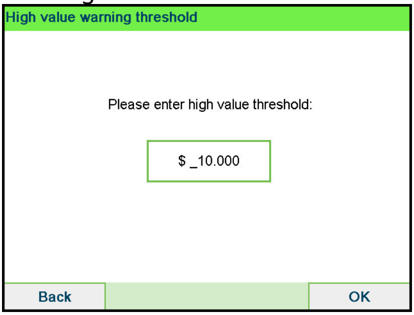
To set a high-value warning amount:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Default user settings > System settings > High value amount entry**



2. Enter the high-value warning amount or press **[C]** and enter **0** to disable the warning function.



3. Press **[OK]** to validate.

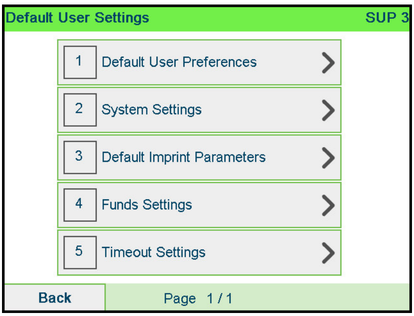
How to Set the Low-Funds Threshold

A Low Funds Value Warning warns the user that the funds remaining in the PSD (Meter) are getting low. More funds should be loaded. The Low Funds Value Warning can be set to any dollar amount.

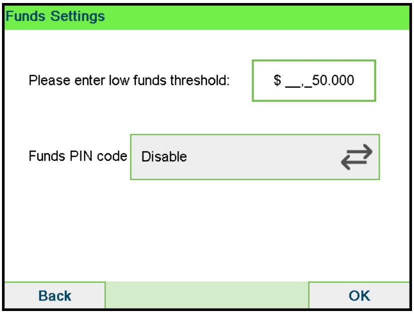
To set a low-funds threshold:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Default user settings > Funds settings**



2. Enter the low-funds warning amount or press **[C]**.



If you enter 0, a message is displayed "Zero amount not allowed."

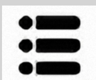
3. Press **[OK]** to validate.

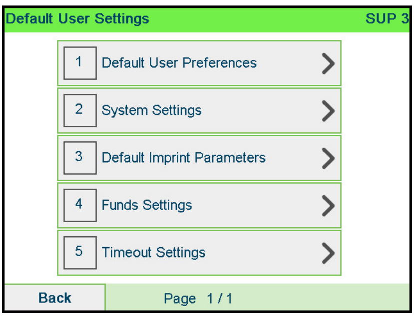
How to Set/Cancel a Funding PIN Code

You can create a funding PIN code to control access to only those who are authorized to add postage (see Money Operations on page 137).

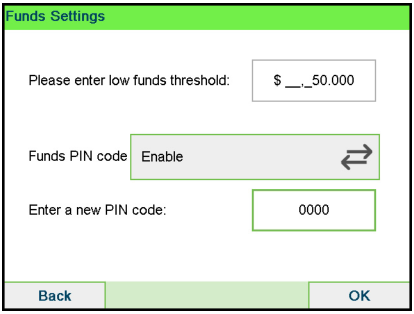
To set a funding PIN code:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Default user settings > Funds settings**



2. Press the arrow to the **> Enable** or **> Disable** state to enable or disable the PIN code.



3. Enter the funding PIN code if enabled.
4. Press **[OK]** to validate.

10.6 Weighing Settings

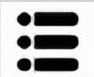
The weighing settings include:

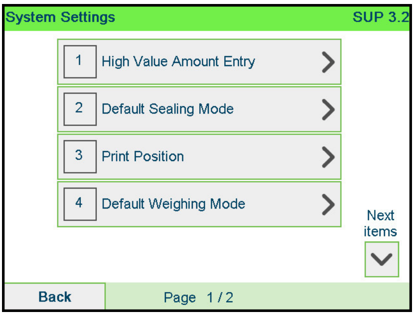
- Setting a default weighing type used for mailing
- Activating / De-activating the WP Automatic Selection functionality
- Zeroing the weighing platform
- Checking on Zero Weight
- Activating / De-activating ePostage
- Setting the GEO code that corresponds to the geographical location of the Mailing System

How to Change the Default Weighing Type

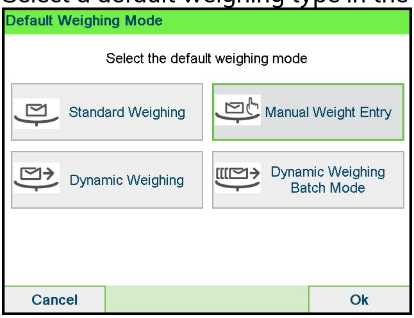
To change the default weighing type:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Default User Settings > System settings > Default weighing mode**



2. Select a default weighing type in the list.



3. Press **[OK]** to validate.

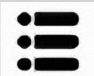
How to Activate/De-active the Automatic Weight Detection on the WP

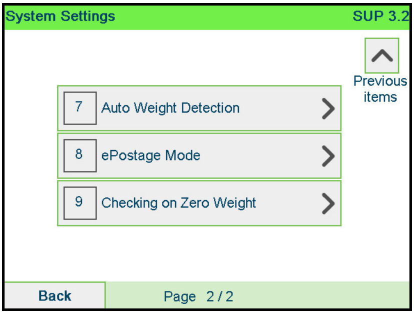
This functionality shall be implemented for improving the user productivity and the ease of use of the mailing system. The user is able to change the weighing type to the WP standard weighing by putting a mail piece onto the WP. The WP standard weighing is automatically selected when a weight increase is detected on the WP. A weight removal from the WP do not trigger the Weighing Platform Automatic Selection.

A warning message can be displayed to the operator to confirm that the WP will be automatically selected.

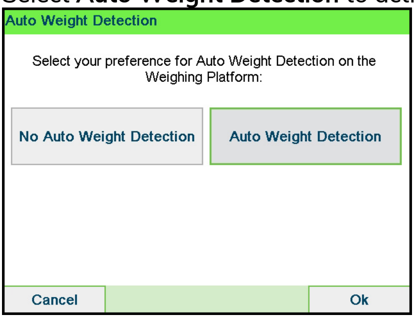
To activate the automatic weight detection on the WP:

1. Log in as the Supervisor (see How to Log in as Supervisor on page 269), then:

Press  and select the path: **> Default User Settings > System settings > Auto Weight Detection**



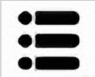
2. Select **Auto Weight Detection** to activate the function.

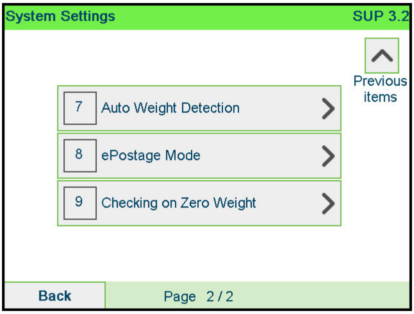


3. Press **[OK]** to validate.

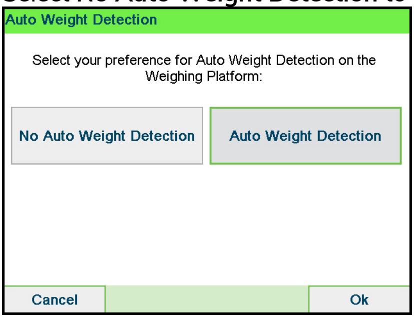
To de-activate the automatic weight detection on the WP:

1. Log in as the Supervisor (see How to Log in as Supervisor on page 269), then:

   Press  and select the path: **> Default User Settings > System settings > Auto Weight Detection**



2. Select **No Auto Weight Detection** to de-activate the function.



3. Press **[OK]** to validate.

Zeroing the Weighing Platform

You can reset the Weighing Platform in the following ways:

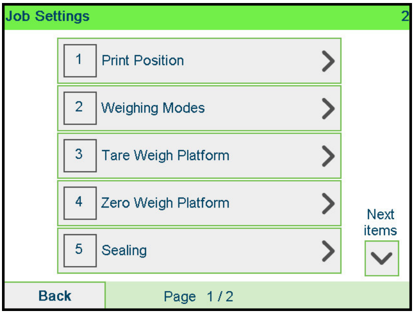
- Set to zero: resets the weight to zero
- Tare: sets the weight to zero with an additional tray on the Weighing Platform
- Rezero: physically adjusts the Weighing Platform to zero

How to Zero the Weighing Platform

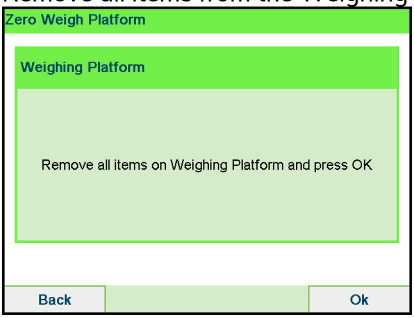
To zero the Weighing Platform as a user:

1. As a user:

   Press and select the path: **> Job settings > Zero Weigh Platform**



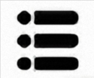
2. Remove all items from the Weighing Platform.

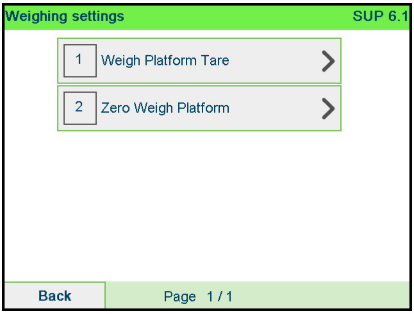


3. Press **[OK]** twice to set to zero the Weighing Platform.

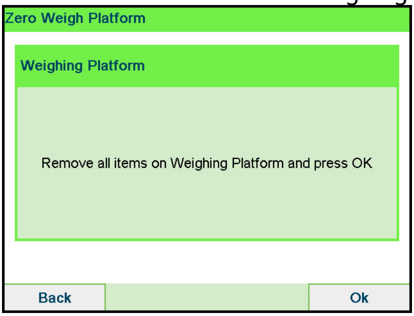
To re-zero the Weighing Platform as Supervisor:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> System settings > Weighing functions > Zero Weigh Plarform**



2. Remove all items from the Weighing Platform.

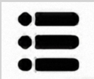


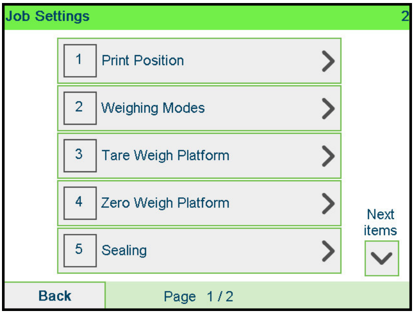
3. Press **[OK]** to rezero the Weighing Platform.

How to Tare the Weighing Platform

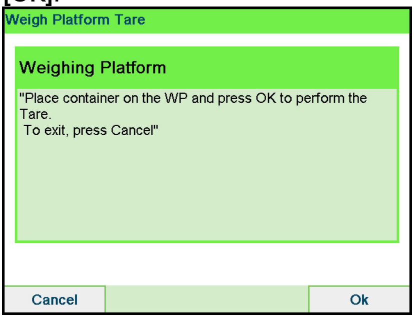
To tare the Weighing Platform as a user:

1. As a user:

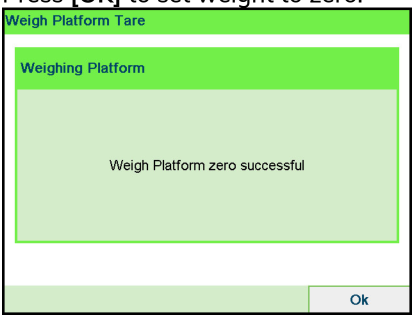
Press  and select the path: **> Job settings > Tare Weigh Platform**



2. A message asking you to place container on the Weighing Platform and press **[OK]**.

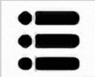


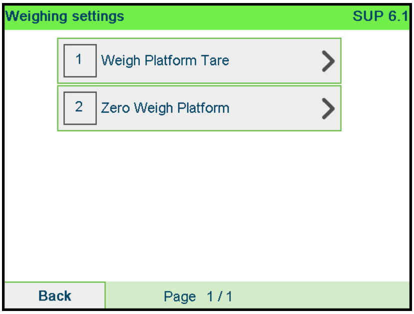
3. Press **[OK]** to set weight to zero.



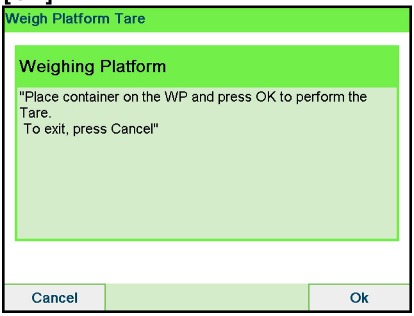
To tare the Weighing Platform as Supervisor:

1. As supervisor (see How to Log in as Supervisor on page 269):

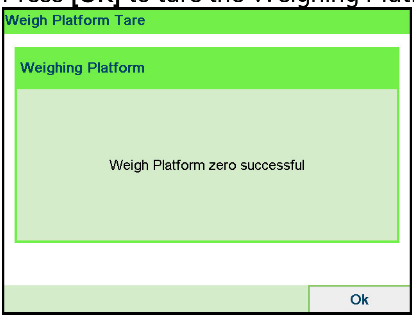
   Press  and select the path: **> System settings > Weighing functions > Weigh Platform Tare**



2. A message asking you to place container on the Weighing Platform and press **[OK]**.



3. Press **[OK]** to tare the Weighing Platform.



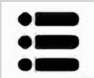
How to activate / de-activate Checking On Zero Weight

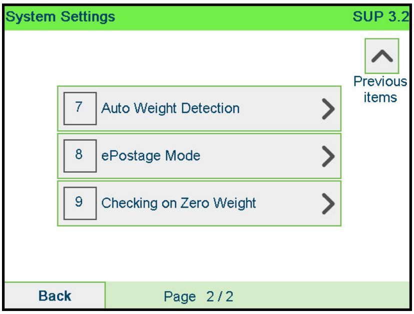
The function Zero Weight can be activated/de-activated by the supervisor.

When the function is de-activated, the [**Permit Mail**] type of stamp may not be captured. The weight values in the Permit Report may then be inaccurate (inaccurate averages for instance).

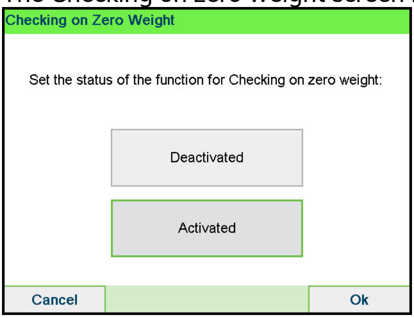
To activate/de-activate 'Checking on Zero Weight' function:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Default User Settings > System settings > Checking on zero weight**

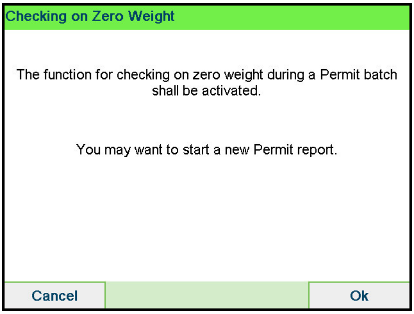


2. The Checking on zero weight screen is displayed.



3. Select **Activated** to start checking on Zero Weight or **De-activated** to end checking on Zero Weight.
4. Click **OK** to validate your selection.

5. A message window appears asking for a new report.



Click **OK** to confirm or **Cancel** to keep the previous activation state.

ePostage

ePostage is a PC Application that communicates to the Mailing System to transfer the weight value.

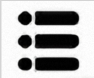
When the ePostage Mode is activated, the weight value is communicated by the Mailing System to the ePostage.

The function ePostage Mode can be activated/de-activated by the supervisor.

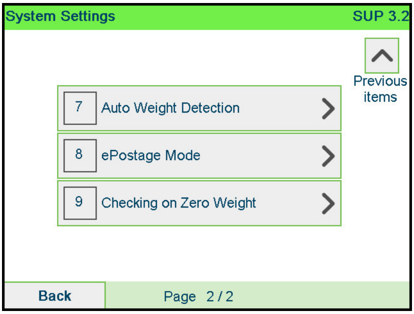
How to activate / de-activate ePostage Mode

To activate/de-activate 'ePostage Mode':

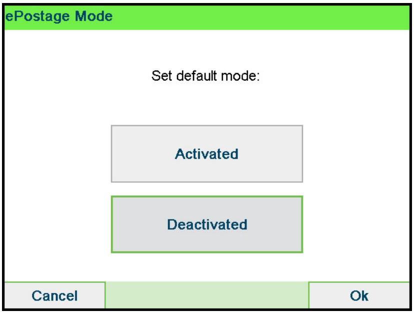
1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Default User Settings > System Settings > ePostage Mode**

The ePostage Mode screen is displayed.



2. Select **Activated** to start active ePostage Mode or **Deactivated** to deactivate this mode.

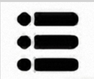


3. Click **[OK]** to validate your selection.

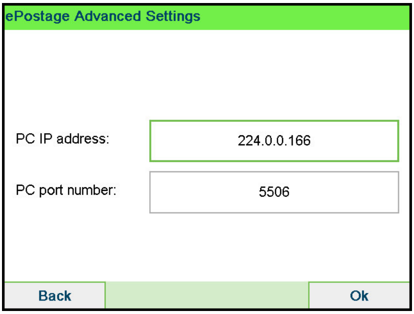
How to set the ePostage connection

To set the ePostage connection:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Maintenance > Network Advanced Settings > ePostage Link**

The ePostage Advanced Settings screen is displayed.



2. Enter PC IP address.

3. Enter PC Port number.

4. Press **[OK]** to validate.

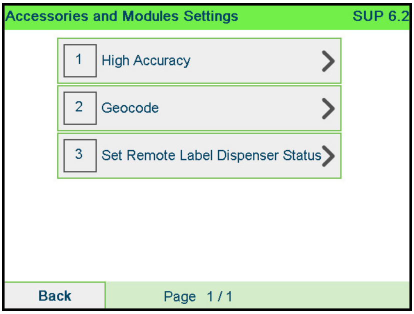
How to Set Dynamic Scale High Accuracy Mode

Follow the steps below to set Dynamic Scale High Accuracy Mode.

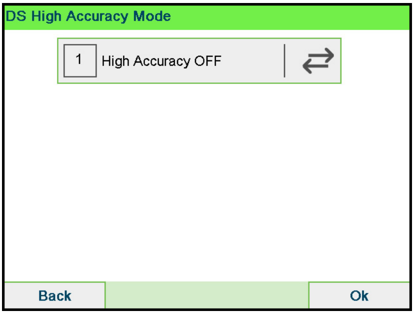
To activate the high accuracy setting:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press ☰ and select the path: **> System settings > Accessories and Modules Settings > High Accuracy**



2. Switch **ON** or **OFF** state to activate or deactivate the function.



3. Press **[OK]** to validate.

GEO Code

The Weighing Platform calculates mail piece weights that have to be corrected according to the geographical location of the Mailing System, as weights can change with the altitude and latitude. The correcting geodesic code may be entered:

- Automatically with Online Services
- Manually

How to Change the GEO Code

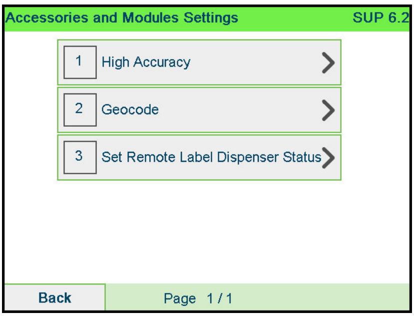
To change the GEO code manually, follow the steps below.

Changing the GEO code modifies the weight values the Mailing System calculates. Make sure you enter the correct GEO Code to ensure your weights bare accurate.

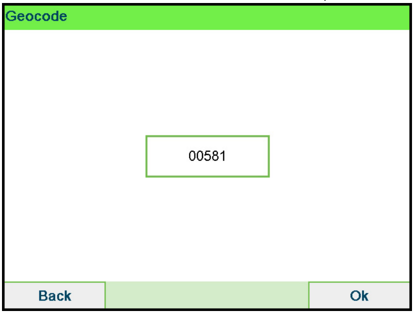
To change the GEO code:

1. As supervisor (see How to Log in as Supervisor on page 269):

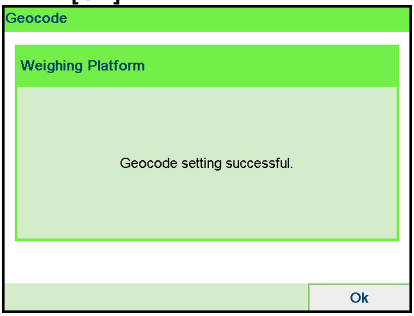
   Press and select the path: **> System Settings > Accessories and Module Settings > Geocode**



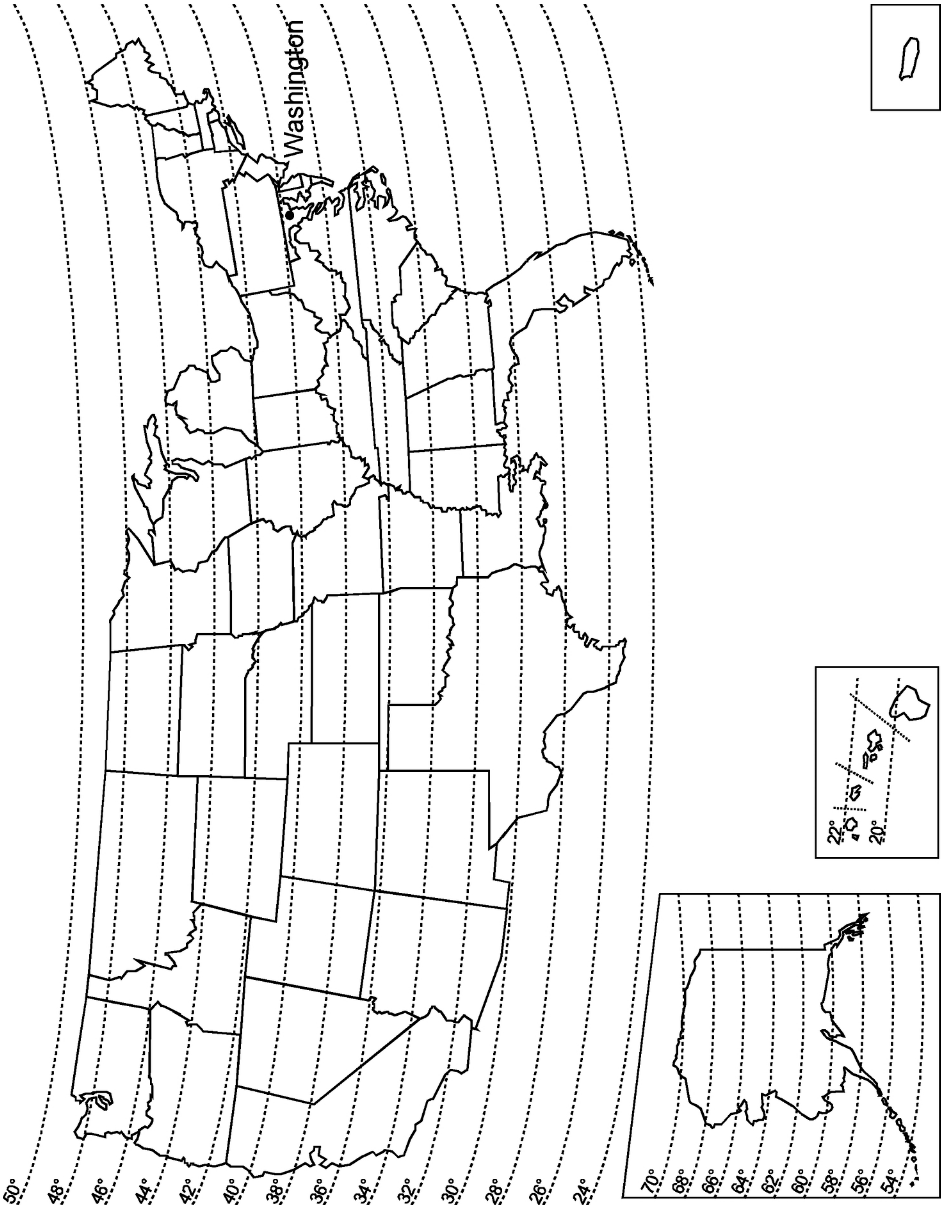
2. See the map and table on the next pages to get the 5 digit GEO code from your location altitude and latitude, and enter the 5 digit using the keypad.



3. Press **[OK]** to validate.



Geodesic map



Geodesic codes

Latitude	0 m / 0 ft	200 m / 650 ft	400 m / 1300 ft	600 m / 1950 ft	800 m / 2600 ft	1000 m / 3300 ft	1200 m / 3950 ft	1400 m / 4600 ft	1600 m / 5250 ft	1800 m / 5900 ft	2000 m / 6550 ft	2200 m / 7200 ft
20 °	10764	10771	10788	10795	10801	10818	10825	10832	10849	10856	10863	10870
21 °	10757	10764	10771	10788	10795	10801	10818	10825	10832	10849	10856	10863
22 °	10740	10757	10764	10771	10788	10795	10801	10818	10825	10832	10849	10856
23 °	10733	10740	10757	10764	10771	10788	10795	10801	10818	10825	10832	10849
24 °	10726	10733	10740	10757	10764	10771	10788	10795	10801	10818	10825	10832
25 °	10719	10726	10733	10740	10757	10764	10771	10788	10795	10801	10818	10825
26 °	10702	10719	10726	10733	10740	10757	10764	10771	10788	10795	10795	10801
27 °	10696	10702	10719	10726	10726	10733	10740	10757	10764	10771	10788	10795
28 °	10672	10689	10696	10702	10719	10726	10733	10740	10757	10764	10771	10788
29 °	10665	10672	10689	10696	10702	10719	10726	10733	10740	10757	10764	10771
30 °	10658	10665	10672	10689	10696	10702	10719	10726	10726	10733	10740	10757
31 °	10634	10641	10658	10665	10672	10689	10696	10702	10719	10726	10733	10740
32 °	10627	10634	10641	10658	10665	10672	10689	10696	10702	10719	10726	10733
33 °	10610	10627	10634	10641	10658	10665	10665	10672	10689	10696	10702	10719
34 °	10597	10603	10610	10627	10634	10641	10658	10665	10672	10689	10696	10702
35 °	10580	10597	10603	10610	10627	10634	10641	10658	10665	10672	10672	10689
36 °	10566	10573	10580	10597	10603	10610	10627	10634	10641	10658	10665	10672
37 °	10559	10566	10573	10580	10597	10603	10610	10627	10634	10641	10658	10665
38 °	10542	10542	10559	10566	10573	10580	10597	10603	10610	10627	10634	10641
39 °	10528	10535	10542	10559	10566	10573	10580	10597	10603	10610	10627	10634
40 °	10511	10528	10528	10535	10542	10559	10566	10573	10580	10597	10603	10610
41 °	10498	10504	10511	10528	10535	10542	10559	10566	10573	10580	10597	10603
42 °	10481	10498	10498	10504	10511	10528	10535	10542	10559	10566	10573	10580
43 °	10467	10474	10481	10498	10504	10511	10528	10535	10542	10559	10566	10573
44 °	10450	10450	10467	10474	10481	10498	10504	10511	10528	10535	10542	10559
45 °	10436	10443	10450	10467	10474	10481	10498	10504	10511	10528	10535	10542
46 °	10429	10429	10436	10443	10450	10467	10474	10481	10498	10504	10511	10528
47 °	10405	10412	10429	10436	10443	10450	10467	10474	10481	10498	10504	10511
48 °	10399	10399	10405	10412	10429	10436	10443	10450	10467	10474	10481	10498
49 °	10375	10382	10399	10405	10412	10429	10436	10443	10450	10467	10474	10481
50 °	10368	10368	10375	10382	10399	10405	10412	10429	10436	10443	10450	10467
51 °	10344	10351	10368	10375	10382	10399	10405	10412	10429	10436	10443	10450
52 °	10337	10344	10344	10351	10368	10375	10382	10399	10405	10412	10429	10436
53 °	10313	10320	10337	10344	10351	10368	10375	10382	10399	10405	10412	10429
54 °	10306	10313	10320	10337	10344	10344	10351	10368	10375	10382	10399	10405
55 °	10283	10290	10306	10313	10320	10337	10344	10351	10368	10375	10382	10399
56 °	10276	10283	10290	10306	10313	10320	10337	10344	10351	10351	10368	10375
57 °	10252	10269	10276	10283	10290	10306	10313	10320	10337	10344	10351	10368
58 °	10245	10252	10269	10276	10283	10290	10306	10313	10320	10337	10344	10351
59 °	10238	10245	10252	10269	10276	10283	10290	10290	10306	10313	10320	10337
60 °	10214	10221	10238	10245	10252	10269	10276	10283	10290	10306	10313	10320
61 °	10207	10214	10221	10238	10245	10252	10269	10276	10283	10290	10306	10313
62 °	10191	10207	10214	10221	10238	10245	10252	10269	10276	10283	10283	10290
63 °	10184	10191	10207	10214	10221	10221	10238	10245	10252	10269	10276	10283
64 °	10177	10177	10184	10191	10207	10214	10221	10238	10245	10252	10269	10276
65 °	10153	10160	10177	10184	10191	10207	10214	10221	10238	10245	10252	10269
66 °	10146	10153	10160	10177	10184	10191	10207	10214	10221	10238	10245	10252
67 °	10139	10146	10153	10160	10177	10184	10191	10207	10214	10221	10238	10245
68 °	10122	10139	10146	10153	10160	10177	10184	10191	10207	10214	10221	10238
69 °	10115	10122	10139	10146	10153	10160	10177	10184	10191	10207	10214	10221
70 °	10108	10115	10122	10139	10146	10153	10160	10177	10184	10191	10207	10214

Altitude

10.7 Postage Imprint Default Settings

The settings of the postage imprint 'by default' include:

- **Stamp default settings**: sets the default rate, text and slogan for mailing operations.
- **Automatic Date Advance**: enables early date change to continue printing postage with the new date after post office closing hours.
- **Printing offset**: sets the default offset print position from the right side of the envelope.

Stamp Default Settings

You can set default parameters for the stamp elements that follow:

- Rate
- Text
- Slogan

You can create up to nine custom text messages.

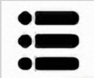
On list screens, a mark indicates the default parameter.

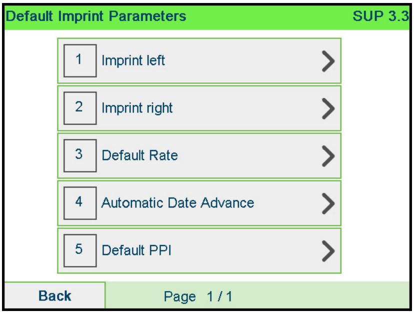
How to Change the Default Rate

Use the procedure below to change the rate the machine activates at start-up.

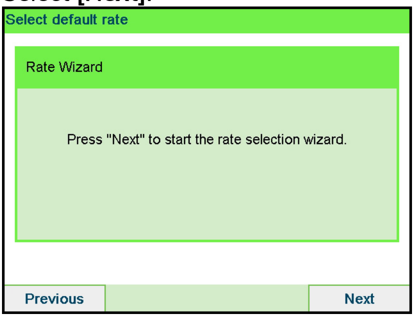
To change the default rate:

1. As supervisor (see How to Log in as Supervisor on page 269):

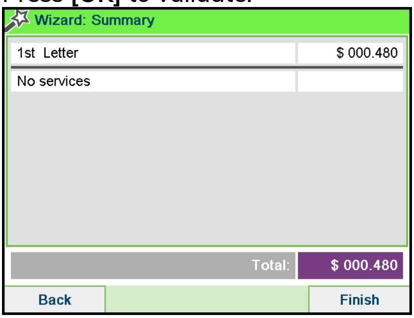
Press  and select the path: **> Default user settings > Default imprint parameters > Default rate**



2. Select the default rate using the rate wizard.
3. Select **[Next]**.



4. Press **[OK]** to validate.



See also

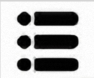
- Managing Postal Rates on page 349.

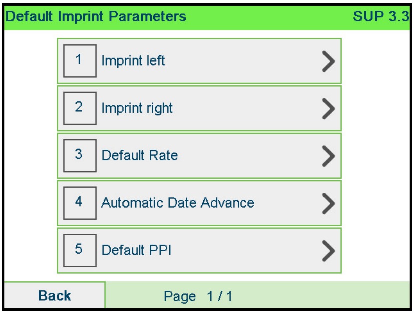
How to Change the Default Permit

The default permit is automatically selected when the **[Permit Mail]** type of stamp is activated.

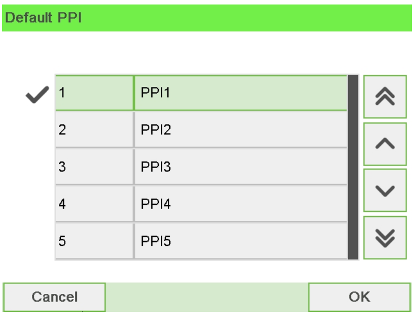
To change the default permit:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Default user settings > Default imprint parameters > Default Permit**



2. Select the default permit in the list.



3. Press **[OK]** to validate.

See also

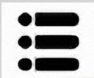
- To manage the permits, see Managing Permits on page 352.
- To change the current [Permit Mail], see How to Select a Permit on page 89.

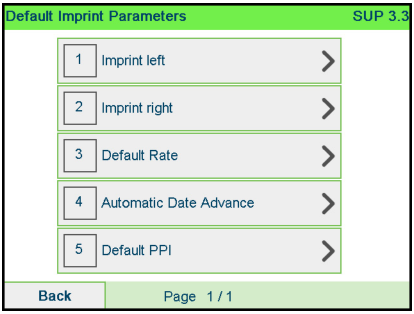
How to Change the Default Text

Follow the steps below to change the Default Text.

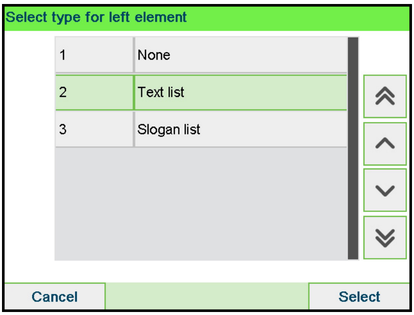
To change the default text:

1. As supervisor (see How to Log in as Supervisor on page 269):

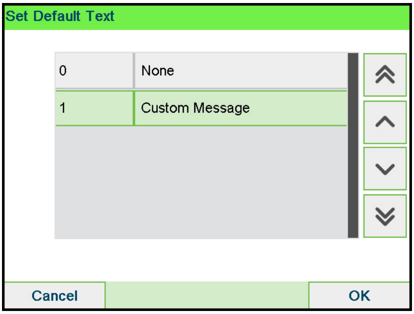
Press  and select the path: **> Default user settings > Default imprint parameters**



2. Select **Imprint left** or **Imprint right**.
3. Select **Text list**.



4. Select the Default text from the list.



5. Press **[OK]** to validate.

See also

- Managing Custom Text Messages on page 332.

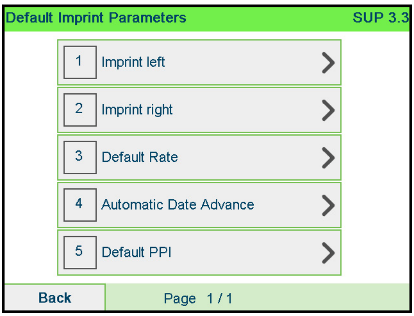
How to Change the Default Slogan

Follow the steps below to change the Default Slogan.

To change the default Slogan:

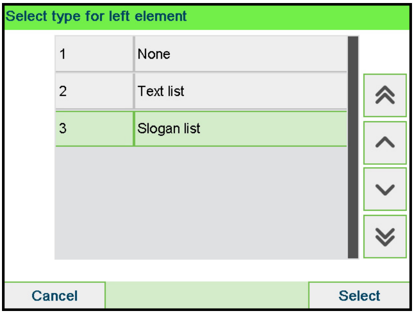
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **> Default User Settings > Default Imprint Parameters > Slogan**

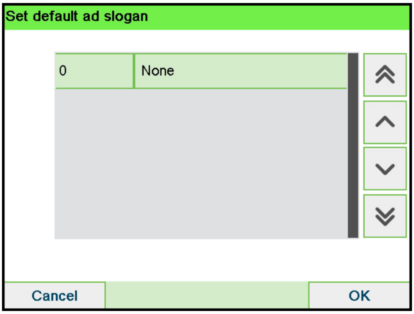


2. Select **Imprint left** or **Imprint right**.

3. Select **Slogan list**.



4. Select the default slogan from the list, or None for no slogan.



5. Press **[OK]** to validate.

See also

- Managing Slogans on page 340.

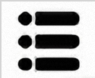
You can order custom Slogans. Please contact your Customer Service.

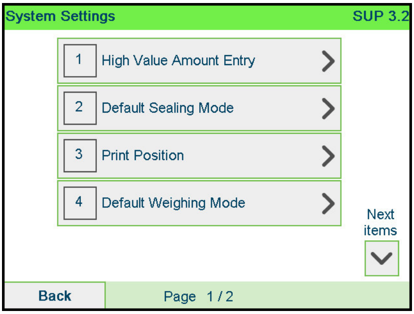
How to Set the Default Printing Offset

The printing offset is the distance between the right edge of the envelope and the imprint.
You can increase the distance by about 0.2" or 0.39".

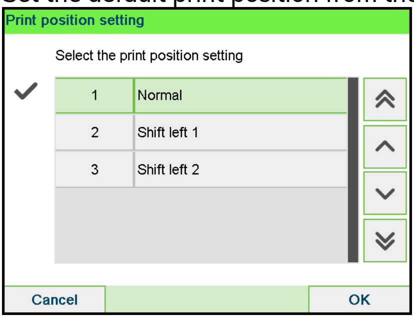
To change the default printing offset:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Default user settings > System settings > Print Position**



2. Set the default print position from the list.



3. Press **[OK]** to validate.

10.8 Imprint Memories

The Imprint Memories are presets for your stamp types.

As a user, you can quickly recall a saved setting to simplify operation and save time (see Using Imprint Memories on page 134).

As supervisor, you can create, edit/modify or delete an Imprint Memory.

Each Imprint Memory is identified by a name and a number.

The system displays on the home screen the name of the current Imprint Memory.

How to Create an Imprint Memory

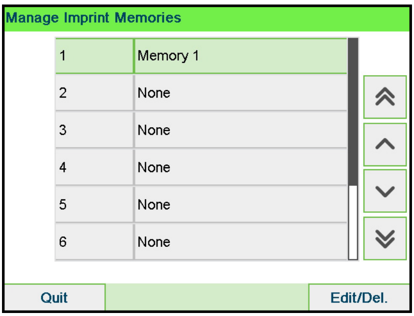
- Standard Imprint Memory: Text, Slogan, Weight (option), Date Mode, Rate, Account Number (if any)
- Permit Imprint Memory: Permit, Account Number (if any).

To create an imprint memory:

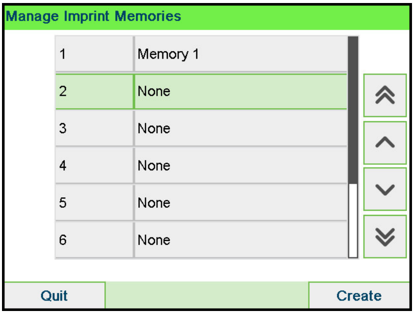
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **Predefined imprint management**

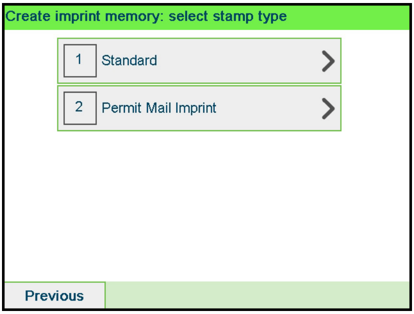
   The current list of imprint memories is displayed in the Imprint memories screen.



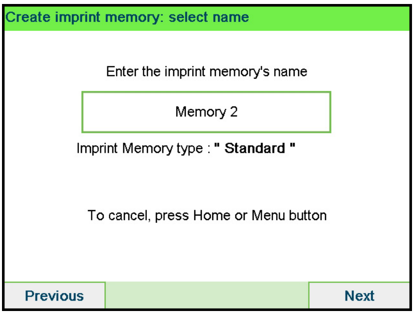
2. Select a line named None in the list.



3. Press **[OK]** to create a new imprint memory.
4. Select a Permit or a Standard imprint.



5. Enter the name of the new imprint memory, then press **[OK]**.



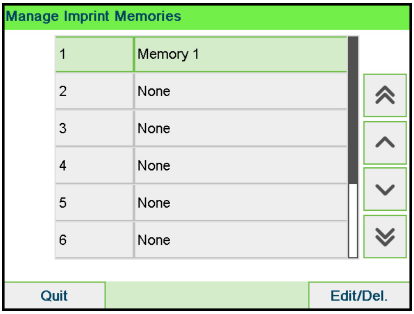
6. Enter the preferences, press **[OK]** to validate and display the next list of parameters, if any.
7. Repeat the previous step until the system displays the name of the new imprint memory in the list.
8. You can modify any preference by using the **Edit/Del** function (see How to Edit/Modify an Imprint Memory on page 308).

How to Edit / Modify an Imprint Memory

To edit or modify an imprint memory:

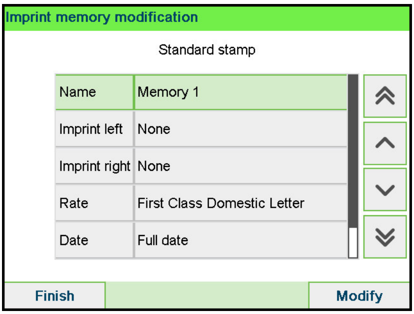
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **Predefined imprint management**



2. Select an imprint memory from the list displayed on the screen.
3. Press **[OK]** to validate.
4. Select the menu path **Edit**.

   The Imprint memory modification screen is displayed.

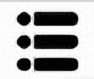


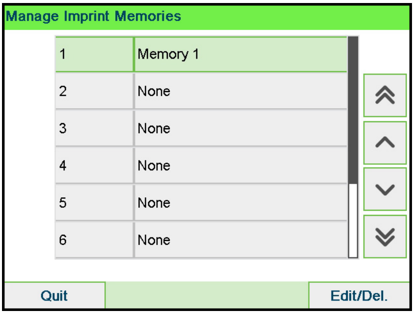
5. Use the arrows to select the preferences, then press **[OK]** to modify the parameters.
6. Press to exit.

How to Delete an Imprint Memory

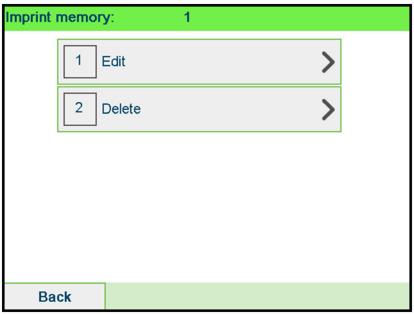
To delete an imprint memory:

1. As supervisor (see How to Log in as Supervisor on page 269):

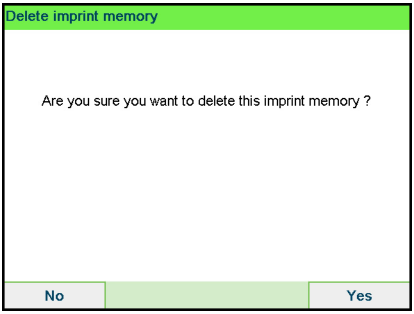
Press  and select the path: **Predefined imprint management**



2. Select an imprint memory from the list of saved imprint memories.
3. Press **[OK]** to validate.
4. Select the menu path **Delete**.



5. Press **[OK]** to confirm to delete the imprint memory.



10.9 Default Sealing Mode

As supervisor, you can set the default sealing Mode (ON or OFF).

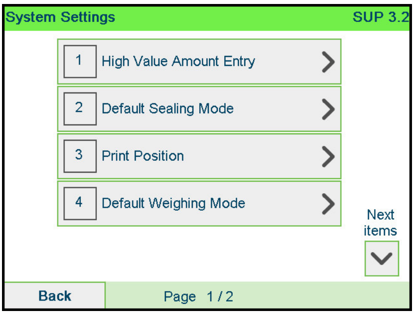
This setting is used only if the Mixed-Size Feeder is connected.

How to Set the Default Sealing Mode

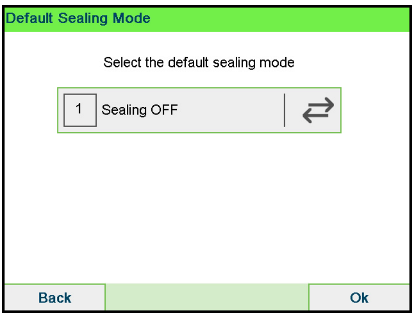
To modify the Default Sealing Mode:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **> Default User Settings > System settings > Default Sealing Mode**



2. Change the default sealing state as required.



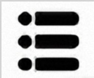
3. Press **[OK]** to validate.

How Set the Current Sealing Mode

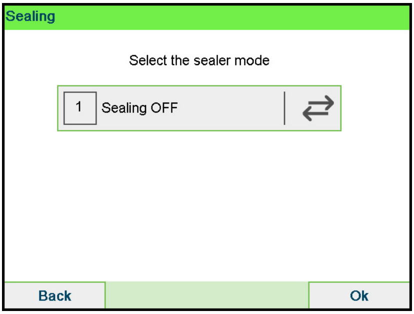
As a user, you can change the current sealing state as follows.

To change the sealing Mode:

1. As a user:

   Press  and select the path: **> Job settings > Sealing**

   The Sealing screen is displayed.

2. Tap **Sealing ON/ Sealing OFF** to change the sealing state and press **[OK]** to validate.

10.10 Connection Settings

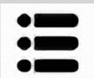
How to Set the Postal/Online Services Connection

To add funds or access Online Services, the Mailing System can access the Internet through a high speed LAN (Local Area Network).

LAN settings can only be performed if the machine was actually connected to the LAN at power-up.

To set the postal/Online Services connection:

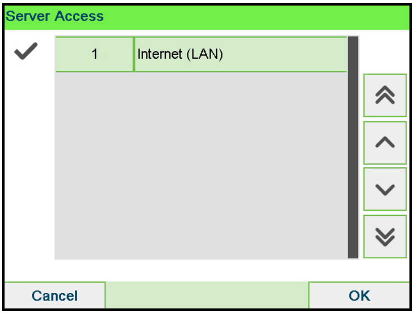
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Communication settings > Type of connection**

   The Server Access screen is displayed.

If you did not have the LAN plugged into the system, you will get a warning message.
Please follow the message: check your communication cable or device and press OK.

2. Select LAN.



3. For LAN settings, see How to Set LAN (High-speed Internet) Parameters on page 314.

See also

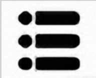
- To physically connect the LAN to the base, see Connection Diagram on page 24.

How to Set LAN (High-speed Internet) Parameters

LAN settings can only be performed if the machine was actually connected to the LAN at power-up.

To set the parameters of the LAN:

1. As supervisor (see How to Log in as Supervisor on page 269):

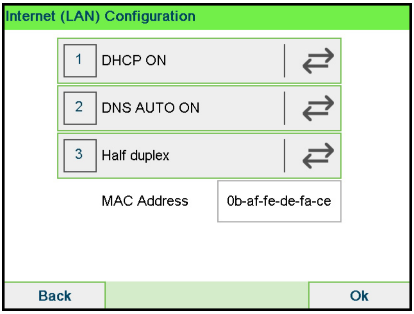
Press  and select the path: **> Communication settings > Internet (LAN) settings**

The LAN configuration menu is displayed.

2. Select:

- **DHCP** ON
- **DNS AUTO** ON
- **Half duplex**

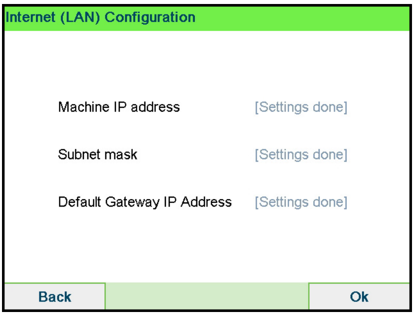
Press **[OK]** to validate.



3. The screen will show:

- **Machine IP address** [Settings done]
- **Subnet mask** [Settings done]
- **Default Gateway IP Address** [Settings done]

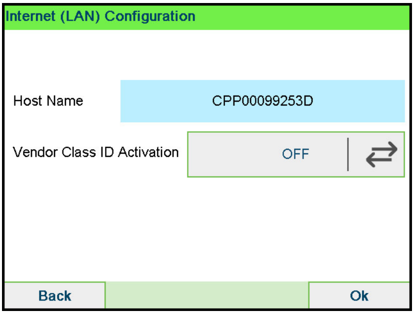
Press **[OK]**.



4. The screen displays:

   - **Host Name**: it is un-editable.
   - **Vendor Class ID Activation**: it is OFF by default but can be activated and edited.

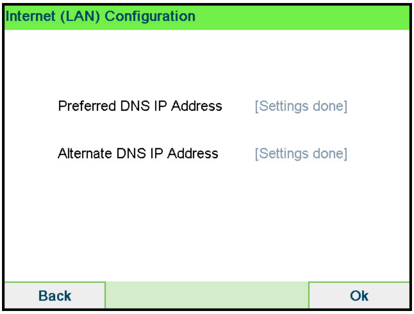
   Press **[OK]**.



5. Set parameters in the next screen:

   - **Preferred DNS IP Address** [Settings done]
   - **Alternate DNS IP Address** [Settings done]

   Press **[OK]**.



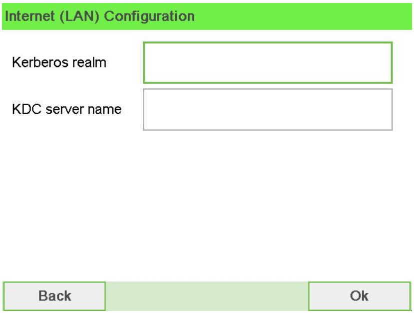
6. **Proxy** is OFF by default. If select **Proxy** is ON and press **[OK]**.

The **Proxy settings** screen will display:

- **Proxy URL**: Empty by default. Value chosen by supervisor.
- **Proxy Port**: 8080 by default. Value chosen by supervisor.
- **Proxy Domain Name**: Empty by default. Value chosen by supervisor.
- **Proxy Username**: Empty by default. Value chosen by supervisor.
- **Proxy Password**: Empty by default. Value chosen by supervisor.

Press **[OK]**.

The **Proxy-Kerberos settings** screen will display:



- **Kerberos realm**: Empty by default. Value chosen by supervisor.
- **KCD server name**: Empty by default. Value chosen by supervisor.

7. Press **[OK]**, the system will come back to the beginning screen and accept any changes.

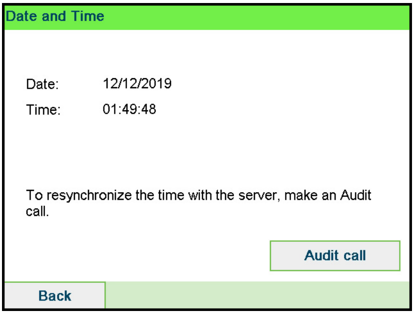
10.11 Time and Date Management

How to Check/Adjust the Machine Time and Date

To check/adjust the current time and date:

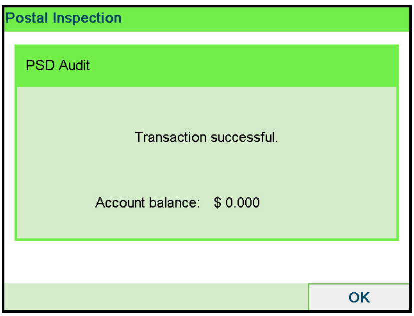
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press and select the path: **> System settings > Date and time**



2. Select **Audit call** to adjust the time.

   The system adjusts its time if necessary and displays time and date values.



Daylight Savings Time Transitions

Your Mailing System normally auto-adjusts to Daylight Savings Time. However, if a manual adjustment is necessary, you can use either of the following procedures to correct the Mailing System time:

- As a user: How to Unlock the PSD on page 143.
- As supervisor: How to Check/Adjust the Machine Time and Date on page 318.

How to Set the Automatic Date Advance Time

The Automatic Date Advance function automatically changes the date printed on mail pieces at a preset time to the next 'working day' date.

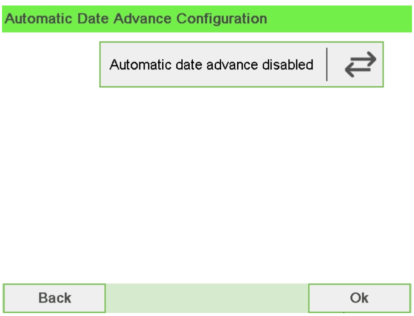
Example: You can set the system to change dates at 17:00 hours and set Saturdays and Sundays to be non-working days. From Friday 17:00 hours to Sunday 23:59, the system will print Monday's date on the envelopes, after a confirmation message to the user.

To set the auto date advance time and days:

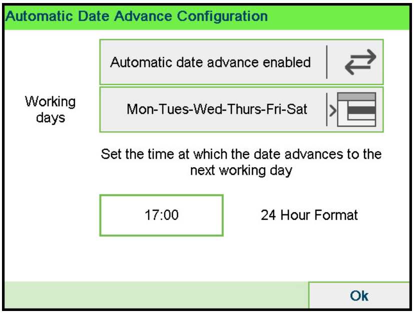
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press ☰ and select the path: **> Default user settings > Default imprint parameters > Automatic Date Advance**

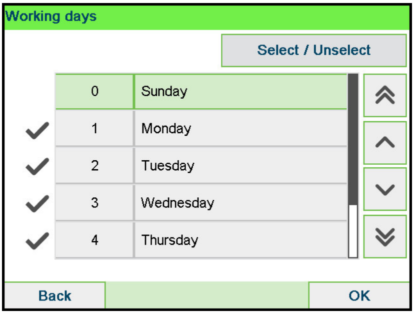
   The **Automatic date advance configuration** window appears:



2. Press the Auto Date Advance button to **Enabled** status.



3. Enter the Automatic Date Advance time (00:00 hours is not allowed).
4. Select **Working Days** to gain access to working days selection screen.



5. Tap the day or select the day and press **Select/Deselect** to select or unselect each day.
6. Press **[OK]** to exit.

11 Options and Updates

This section describes how you can upgrade your system by adding optional functions and elements of stamp such as latest postal rates, additional texts or slogans.

11.1 Options and Updates Process

You can update your Mailing System by:

- Adding new options, such as Differential Weighing, Advanced Reporting or increasing the maximum number of accounts
- Adding enhanced online postal expense management or USPS E-services.
- Update Prepaid Postal Imprints (PPI)
- Update postal Rates
- Creating additional Texts for the stamp
- Downloading custom Slogans

To update your Mailing System's operating system, see Online Services on page 243.

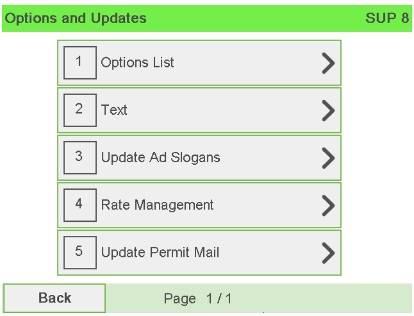
The operations above are available through the supervisor menu Options and Updates.

How to Access the Options and Updates Menu

1. As supervisor (see How to Log in as Supervisor on page 269):

Press and select the path: **Options and Updates**

The Options and Updates menu is displayed.



11.2 Using the Mailbox

The mailbox allows you to receive messages from the Mailing System or from customer service via the server.

On the home screen, an icon indicates that the mailbox contains unread messages.

Unread messages icon on home screen: 

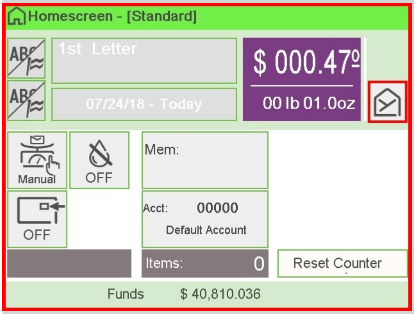
The Mailbox list screen indicates **unread messages** and allows you to delete read messages.

How to Read Messages

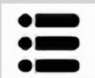
To read Messages (as a User):

1. As a user:

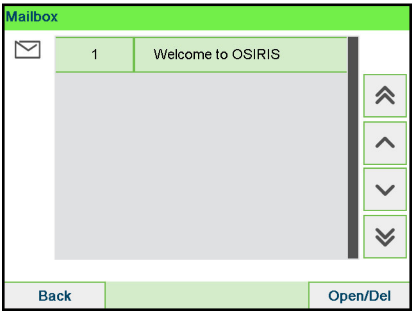
Select  or  on display



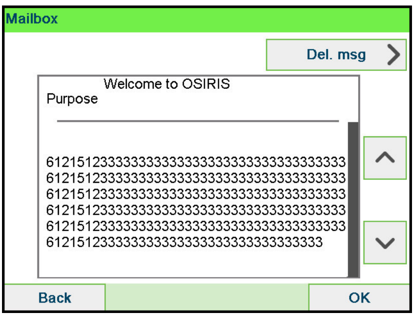
or

Press  and select the path: **Mailbox**

The Mailbox screen is displayed.

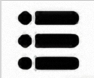


2. Select the message to read and press **[OK]**.

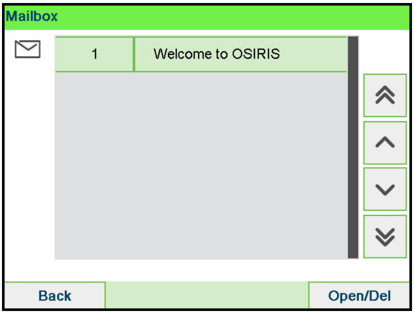


To read Messages (as Supervisor):

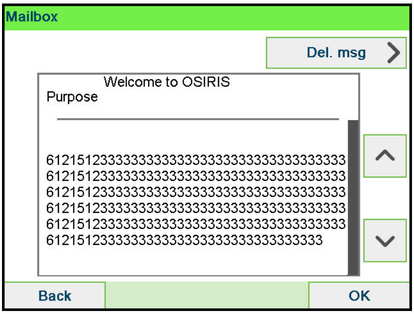
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **Mailbox**

   The Mailbox screen is displayed.

2. Select the message to read and press **[OK]**.

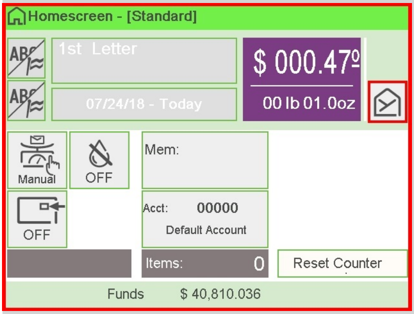
   

How to Delete Messages

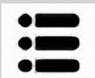
To delete Messages (as a User):

1. As a user:

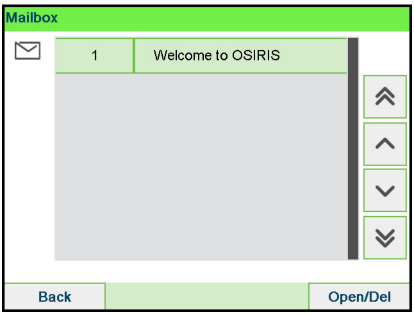
Select  or  on display



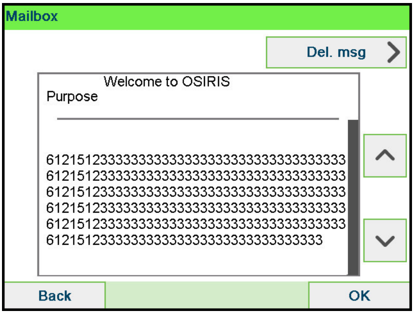
or

Press  and select the path: **Mailbox**

The Mailbox screen is displayed.



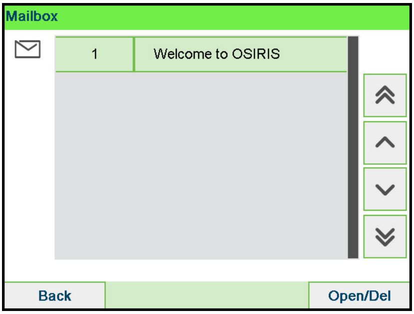
2. Select the message to be deleted and press **[OK]**.

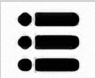


3. Select Delete message to erase the message.

To delete Messages (as Supervisor):

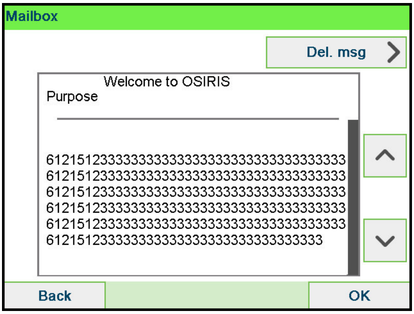
1. As supervisor (see How to Log in as Supervisor on page 269):



Press  and select the path: **Mailbox**

The Mailbox screen is displayed.

2. Select the message to be deleted and press **[OK]**.



3. Select Delete message to erase the message.

11.3 Managing Options

How to Display the Options

The option list includes the options actually loaded into your Mailing System and indicates the options that are activated.

You can also display details for each option.

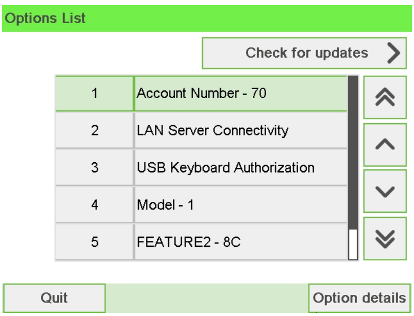
For more information about the options you can add to your Mailing System, please contact customer service.

To display the option list:

1. As supervisor (see How to Log in as Supervisor on page 269) either:

Press and select the path: **> Options and Updates > Option list**

The Options list screen is displayed.



2. To display the details of an option, select the option and press **[OK]**.

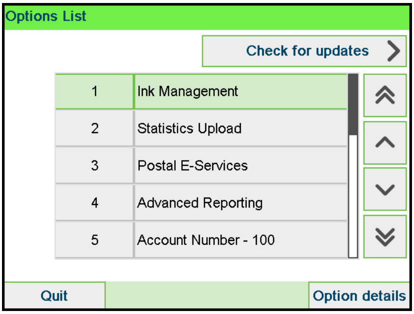
How to Load New Options

You can activate new options by connecting the Mailing System to Online Services server. New available options are automatically downloaded into your Mailing System and activated.

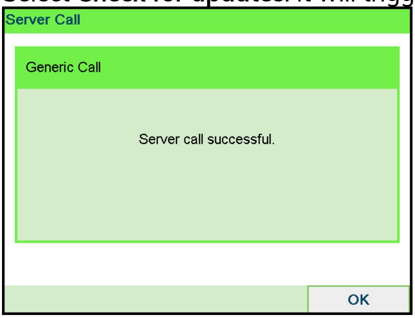
Contact customer service to have new options ready for downloading on the Online Services server.

To activate an option that is ready for downloading on the Online Services server:

1. Check that your Mailing System is connected to a network (see Connections on page 23) and that the connection is properly configured (see Connection Settings on page 313).



2. Select **Check for updates**. It will trigger a call to the Online Services server.



3. After the call, you can display installed options. See How to Display the Options on page 330.

11.4 Managing Custom Text Messages

You can enhance your mail and increase the “openability” of your mail by adding custom text messages to the left of the stamp.

As supervisor, you can:

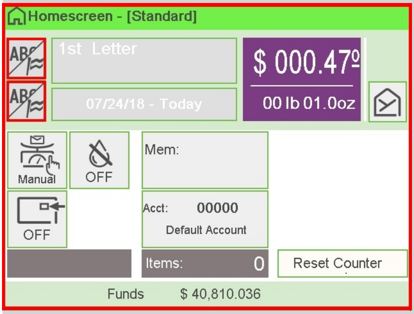
- Add custom text messages (and create a name for menu selection)
- Edit / modify messages
- Delete existing text messages
- Activate a default text message (this setting is described in How to Change the Default Text on page 302)

How to Add (or Cancel) a Text on the Stamp

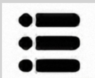
To add a text to the stamp, or to cancel the text:

1. Either:

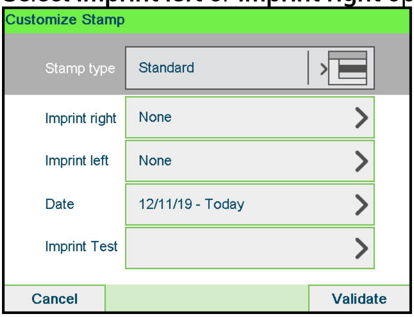
Tap the **Imprint left** or **Imprint right** zone on the home screen



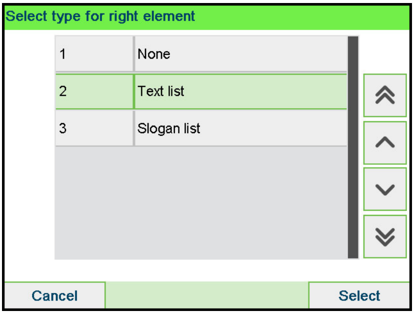
or

Press  or Press  and select the path: **Customize stamp**

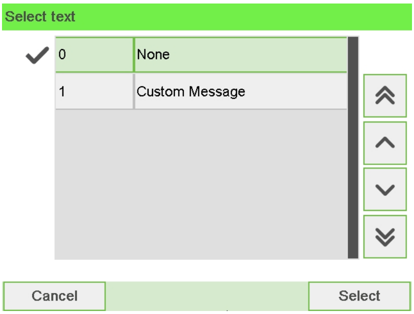
2. Select **Imprint left** or **Imprint right** option on the Customize stamp screen.



3. Select **Text list**.



The Select text screen is displayed.



4. Select the desired text in the list or select None for printing no text.

   The  icon indicates the current selection.

   The Customize stamp screen is displayed with updated parameters (home screen: ).

See also

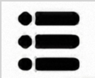
- Managing Custom Text Messages on page 332.

How to Display the List of Text Messages

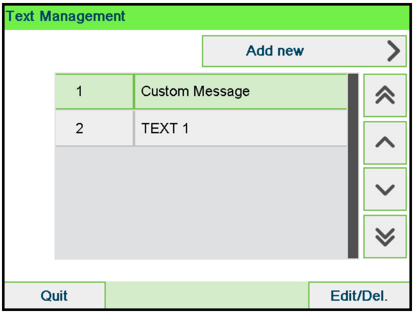
The list of text displays the messages you have created and indicates with a check mark  the default text, if any.

To display the list of text:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Option and Updates > Text**

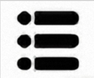
The list of text is displayed in the Text management screen.



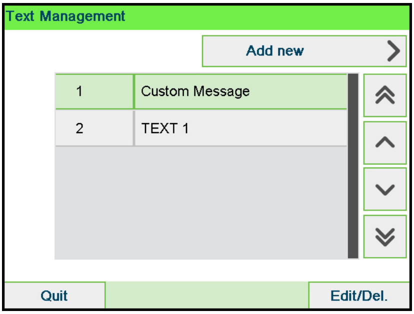
How to Add a New Text Message

To add a new message:

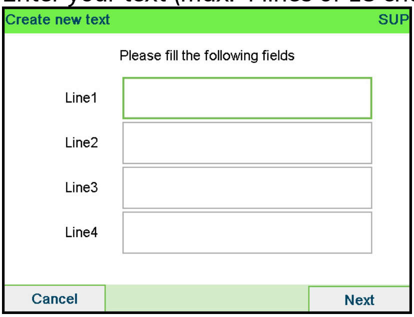
1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Option and Updates > Text**

The list of text is displayed in the Text management screen.



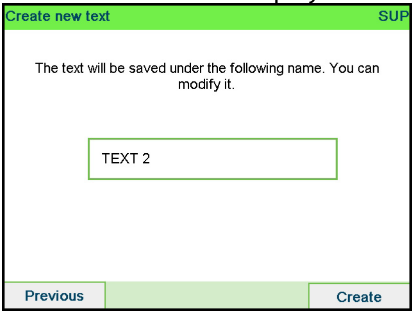
2. Select **Add new**.
3. Enter your text (max. 4 lines of 18 characters).



For more information on how you can type different characters, see Control Panel Features on page 19.

4. Press **[OK]** to validate.

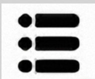
5. Enter the name to be displayed on the menu for users, then press **[OK]**.



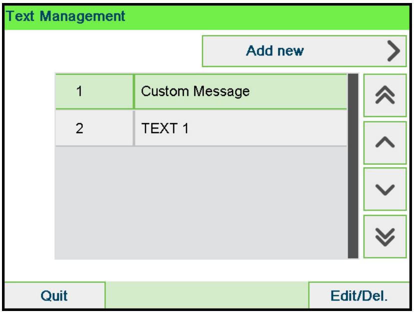
How to Modify a Text Message

To edit the content of the message or its name:

1. As supervisor (see How to Log in as Supervisor on page 269):

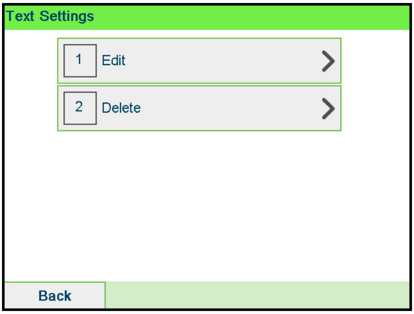
Press  and select the path: **> Option and Updates > Text**

The list of text is displayed in the Text management screen.

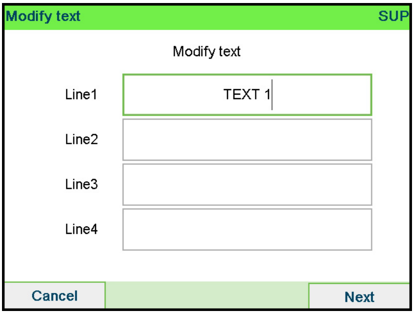


2. Select a message and press **[OK]**.

   The Text Settings screen is displayed.



3. Select **Edit**.



4. You can change the text message and press **[OK]** to display the next screen (Use **[C]** key to clear characters).
5. You can change the text name and press **[OK]** to validate.

   The system updates the message.

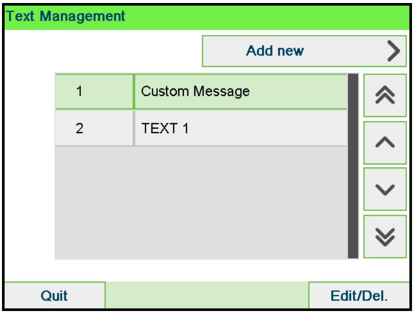
How to Delete a Text Message

To delete a message:

1. As supervisor (see How to Log in as Supervisor on page 269):

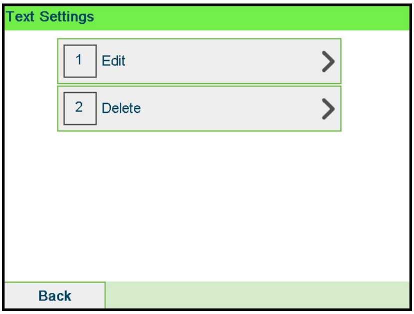
   Press ☰ and select the path: **> Option and Updates > Text**

   The list of text is displayed in the Text management screen.

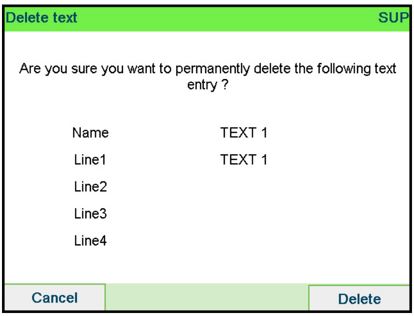


2. Select a message and press **[OK]**.

   The Text Settings screen is displayed.



3. Select **Delete**.



4. Press **[OK]** to confirm deletion.

   The system updates the message list.

11.5 Managing Slogans

The Slogans are graphical images you can add on the left hand side of the stamp printed on mail pieces.

As supervisor, you can:

- Display the list of slogans
  - Rename or delete slogans from the list
- Download new slogans.

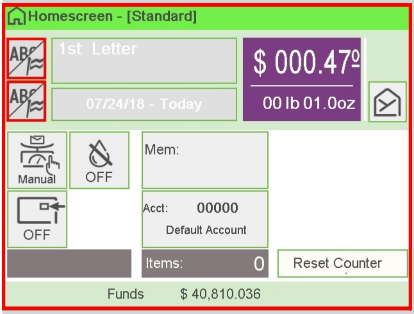
The available slogans are **automatically downloaded** into your Mailing System by connecting the Mailing System to the Online Services server (as user). See How to Load New Options on page 331.

How to Add (or Cancel) a Slogan on the Stamp

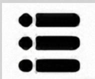
To add a slogan to the stamp or cancel the a slogan:

1. Either:

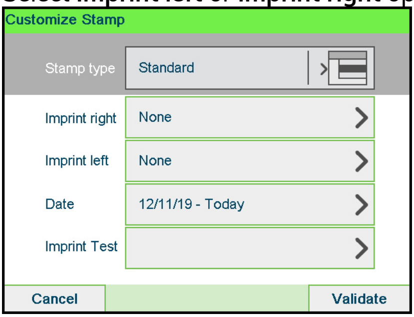
Tap the **Imprint left** or **Imprint right** zone on the screen



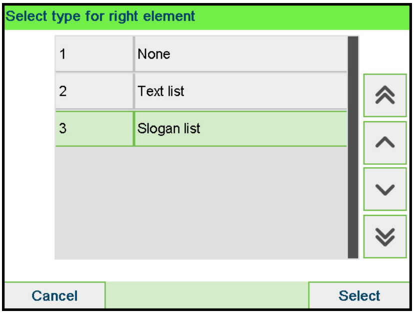
or

Press  or Press  and select the path: **Customize stamp**

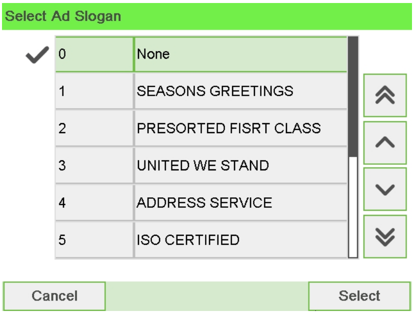
2. Select **Imprint left** or **Imprint right** option on the Customize stamp screen.



3. Select **Slogan** list.



The Select Slogan screen is displayed.



4. Select the slogan in the list or select None for printing no slogan.

See also

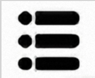
- Managing Slogans on page 340.

How to Display the List of Slogans

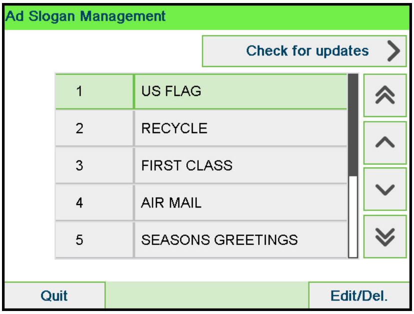
The list of slogans includes the slogans that are installed in the Mailing System and indicates with a check mark ✔ the active slogan.

To display the list of slogans:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Option and Updates > Update Slogan**

The list of slogans is displayed in the Slogan management screen.



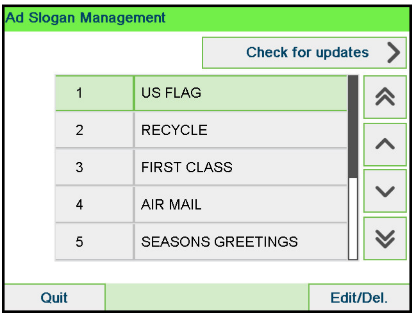
How to Modify a Slogan

To change the name of the slogan:

1. As supervisor (see How to Log in as Supervisor on page 269):

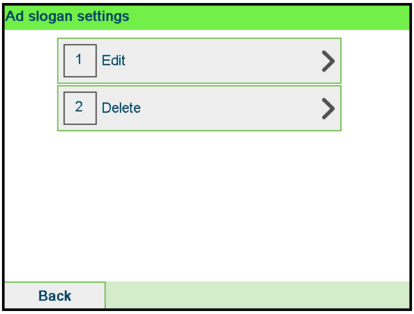
Press  and select the path: **> Option and Updates > Update Slogan**

The list of Slogans is displayed in the Slogan management screen.

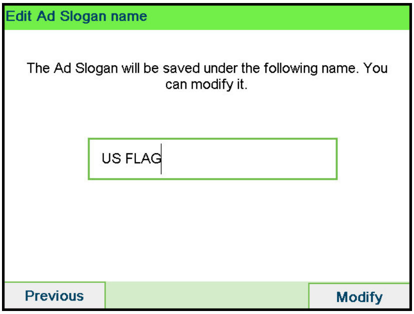


2. Select the slogan and press **[OK]**.

The Slogan setting menu is displayed.



3. Select **Edit**.



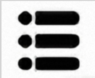
4. Change the slogan name using the keypad and press **[OK]**.

The system updates the slogan list.

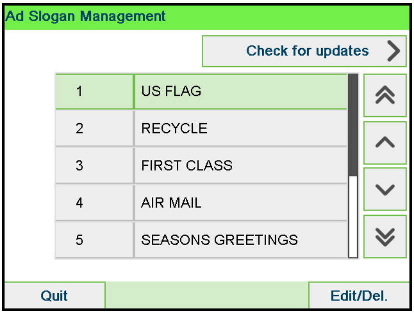
How to Delete a Slogan

To delete the slogan:

1. As supervisor (see How to Log in as Supervisor on page 269):

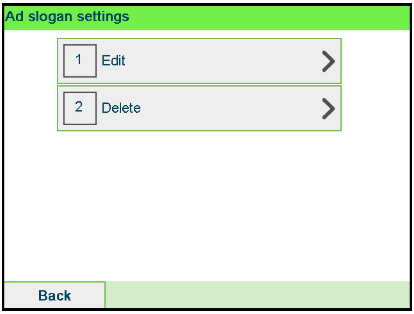
Press  and select the path: **> Option and Updates > Update Slogan**

The list of Slogans is displayed in the Slogan management screen.



2. Select the slogan and press **[OK]**.

The Slogan setting menu is displayed.



3. Select **Delete**.

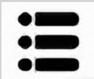
4. Press **[OK]** to confirm deletion.

The system updates the slogan list.

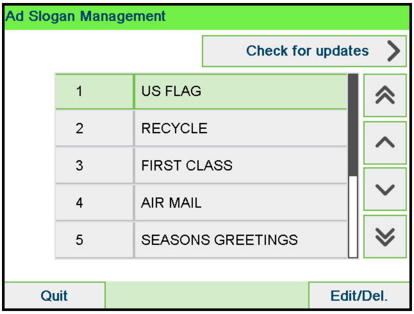
How to Download New Slogans

To download new slogans:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Option and Updates > Update Slogan**

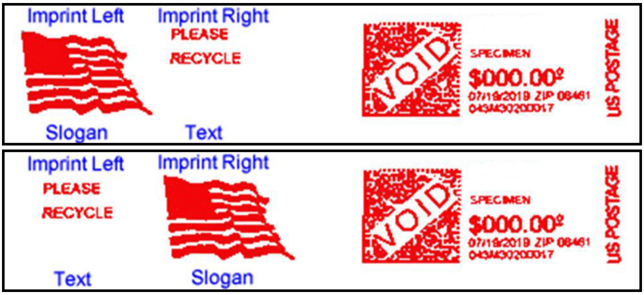
   The list of Slogans is displayed in the Slogan management screen.

2. Select **Check for updates?**.

   The Mailing System connects to the Online Services server and downloads available slogans.

11.6 Position Slogan/Text

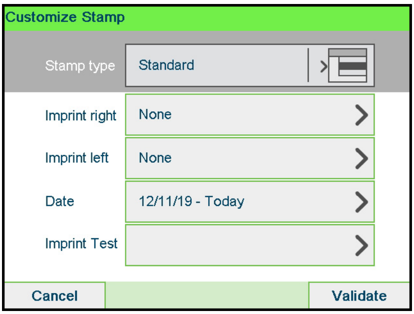


The position of the **Slogan** and the **Text Message** can be Interchanged using the Imprint Left and Imprint Right setting.

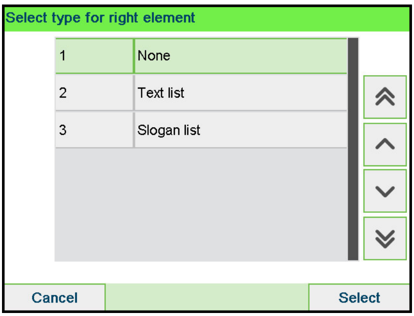
To swap the positions:

1. Select what you would like to position.

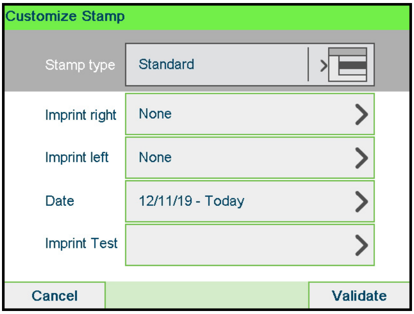
Press  and select the path: **> Imprint left** or **> Imprint right**



Select **Text List** or **Slogan List**.



2. The list of available text messages or list of available slogans is displayed. Select the item you want to position and press **[OK]**.
3. Press **[OK]** to accept the position.



11

Options and Updates

11.7 Managing Postal Rates

Your Mailing System uses **rate tables** to calculate postage amounts.

As supervisor, you can:

- Display the list of rate tables and see which table the system is currently using
- Download new postal rate tables

New **rate tables are automatically downloaded** into your Mailing System by connecting the Mailing System to the Online Services server as a user. See How to Load New Options on page 331.

See also

- Options and Updates on page 321.

How to Check your Rate Updates

The rate tables display all available rate tables that are currently installed in your Mailing System and indicates with a check mark ✔ the active rate table.

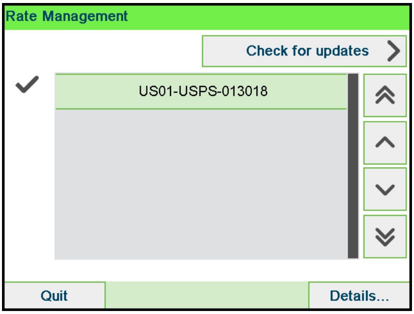
Rate tables will automatically become active on their effective date. For each rate table, rate details (part number, expiration date, rate option) can be displayed.

To display the list of rate tables:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press and select the path: **> Options and Updates > Rate management**

The list of rate tables is displayed in the Rate management screen. The tables are identified by the effective date of the rate.



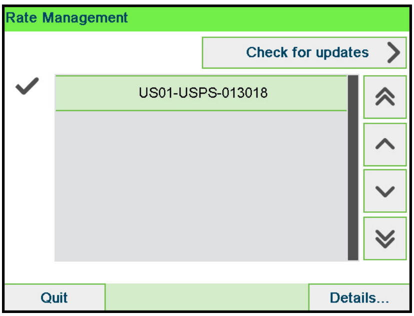
How to Download New Postal Rates

To download new rates:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press and select the path: **> Options and Updates > Rate management**

The list of rate tables is displayed in the Rate management screen. The tables are identified by the effective date of the rate.



2. Select **> Check for updates**.

   The Mailing System connects to the Online Services server and downloads available rates.

11.8 Managing Permits

As supervisor, you can:

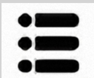
- Display the list of permit mail numbers in the machine
- Add new permits using an USB memory key
- Delete permits
- Set the default permit (see How to Change the Default Permit on page 301).

How to Display the List of Permits

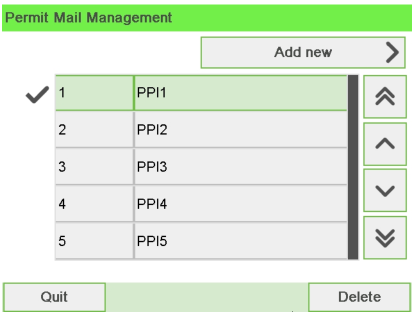
The list of [Permit Mails] displays the [Permit Mails] that are installed in the Mailing System and indicates with a mark  the default [Permit Mail].

To display the list of permits:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Options and updates > Update Permit Mail**

The list of permits is displayed in the Permit Mail management screen.



How to Add Permits

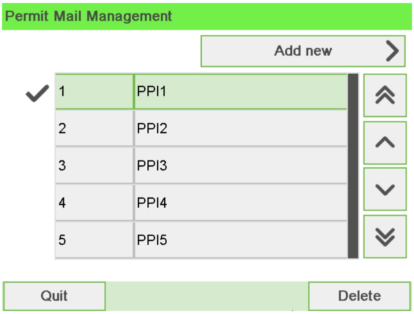
You can add permits to the machine using a USB memory key as follows.

To add a permit:

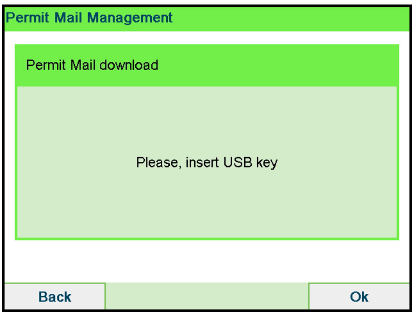
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press ☰ and select the path: **> Options and updates > Update Permit Mail**

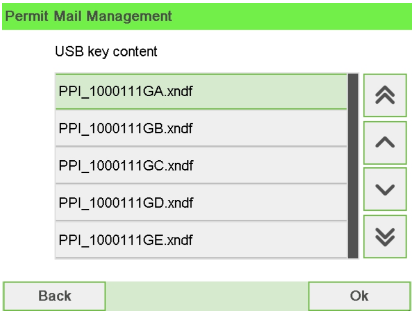
   The list of permits is displayed in the Permit Mail management screen.

2. Select **Add new** and connect the memory device to an USB port of the machine (on your left hand side at the rear of the base: see Connectors on page 23).

3. Press **[OK]**. The USB memory key content is displayed.



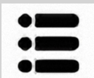
4. Select a permit to load into the machine an press **[OK]**.

   The permit list is updated with the new permit.

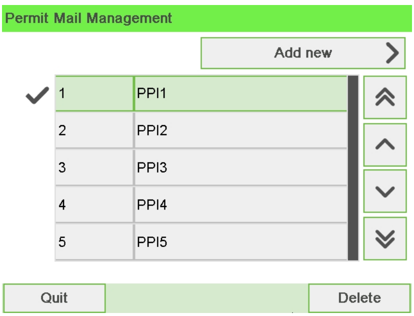
How to Delete Permits

To delete a PPI:

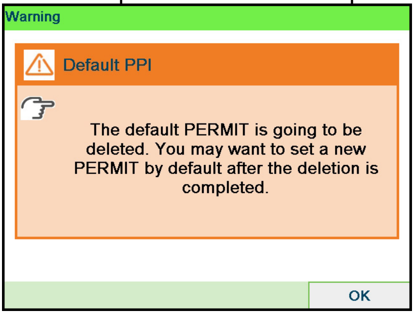
1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Options and updates > Update Permit Mail**

   The list of permits is displayed in the Permit Mail management screen.



2. Select the permit to delete and press **[OK]**.



3. Confirm deletion, otherwise press .

The system updates the permit list.

12 Maintaining

This section contains important information about the maintenance of your Mailing System in order to keep it in good condition.

12.1 Ink Cartridge

About the Ink Cartridge

The ink cartridge for printing is located in the mailing system and contains fluorescent red ink that has been tested and approved by the postal service.

The ink cartridge uses ink jet technology. It requires the print head nozzles to be cleaned regularly to provide a good printing quality. The system performs cleaning automatically or on your request. You can also clean the heads manually if the automatic cleaning is not sufficient.

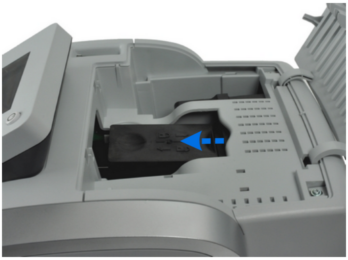
The ink cartridge also contains two print heads that have to be aligned.

How to Change the Ink Cartridge

If after cleaning, you still observe poor print quality (streaked, too light, blurred, etc.) or the system indicates the ink cartridge is out of ink ... it is time to replace the ink cartridge.

1. Open the cover: the ink cartridge moves to the replacement position.



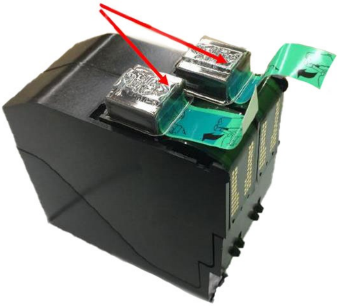
Keep fingers away from the ink cartridge while it is moving to the replacement position.

2. Press down on the back of the ink cartridge to disengage it.

3. Lift out the old ink cartridge.

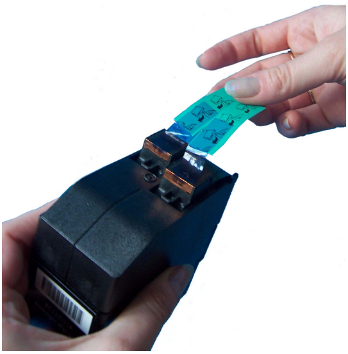
12 Maintaining

4. Remove the two plastic caps on the new ink cartridge.



The caps are removed.

5. Remove the protective strips from the new ink cartridge.



6. Insert the new ink cartridge, and then push it forward until you hear the click.

7. Close the cover.

   The alignment process of the printing heads starts automatically.

How to Display Ink Level and Cartridge Data

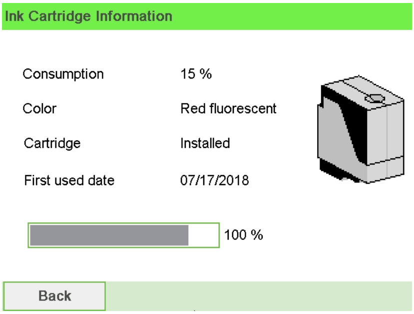
Ink Cartridge Data includes information such as consumption and date installed.

To display the ink cartridge data (as a User):

1. As a user:

Press and select the path: **> Ink Cartridge > Ink Cartridge information**

The Ink information screen is displayed.

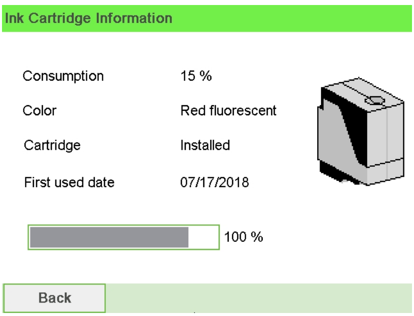


To display the Ink Level and the Cartridge Data (as Supervisor):

1. As supervisor (see How to Log in as Supervisor on page 269):

Press and select the path: **> Maintenance > Cartridge > Ink information**

The Ink information screen is displayed.



How to Clean the Print Heads Automatically

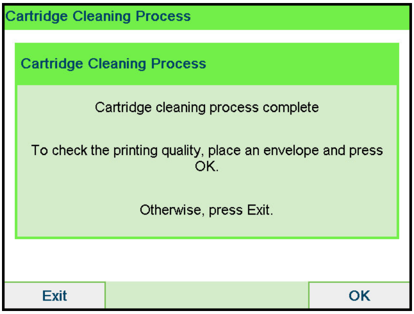
If the printing on envelopes or labels looks unclear or dirty in some way, clean the headset to restore the print quality.

To clean the print heads automatically (as a User):

1. As a user:

Press and select the path: **> Ink Cartridge > Cleaning process**

The cleaning starts automatically.

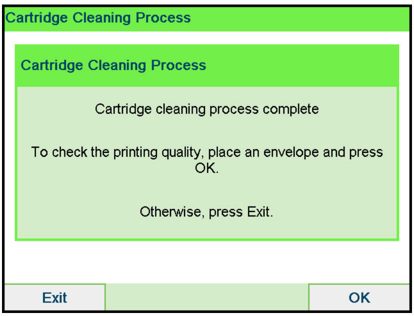


To clean the print heads automatically (as Supervisor):

1. As supervisor (see How to Log in as Supervisor on page 269):

Press and select the path: **> Maintenance > Ink Cartridge > Cleaning process**

The cleaning starts automatically.



How to Clean the Print Heads Manually

If automatic cleaning is not sufficient, you can clean the printing heads manually.

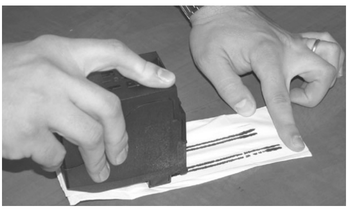
To clean the print heads manually:

1. Open the cover: the ink cartridge moves to the replacement position.

Keep fingers away from the ink cartridge while it is moving to the replacement position.

2. Press down on the back of the ink cartridge to disengage it.

3. Remove the ink cartridge (see How to Change the Ink Cartridge on page 359).
4. Clean the heads with a soft damp cloth.



5. Put the cartridge back in place.

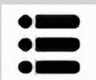
   Close the base cover.

How to Align the Print Heads

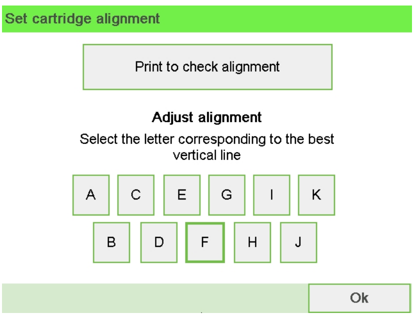
After installing a new ink cartridge you should verify that the ink cartridge print heads are aligned.

To align the print heads:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Maintenance > Ink Cartridge > Cartridge alignment**

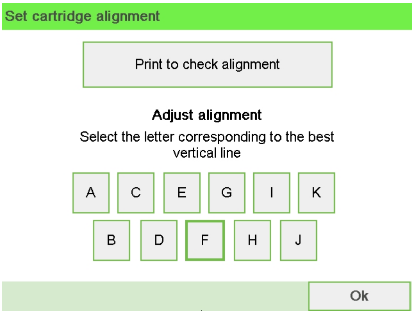
   The Set headset alignment screen is displayed.



2. Press **[Print to check alignment]** and put a piece of paper in the mail transport.

   The system prints a test pattern.

3. Check the printed pattern and press the letter that corresponds to the straightest and complete vertical line.



4. Press **[OK]** to validate.
5. Repeat the previous step until lines **F** are aligned.

Ink Management Service

The Ink Management service sends an electronic message to the Online Services server when the mailing machine's ink supply is running low.

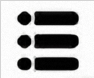
An e-mail message then informs you of that condition so that the ink cartridge can be replaced in time.

For more information, please contact your Customer Service.

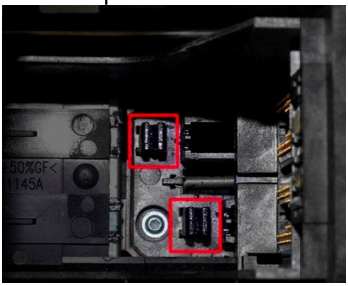
How to Process the Wiper

If you want to check the wiper process, follow the procedure below.

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Maintenance > Cartridge > Wiper Process**

2. Open the cover and remove the headset.
3. Press **[OK]** twice to start the carriage motor.
4. Check wiper and clean if neccesary, then press **[OK]**.

5. Check headset is back in replacement position and press **[OK]** to end test.

12.2 Sealer

How to Fill the Sealer Bottle

The Automatic Feeder uses water for sealing envelopes.

If the system is out of water, the mailing process continues but the envelopes will not sealed properly.

To add water (or sealing solution) to the bottle:

1. Remove the bottle from its base and turn it over.

2. Unscrew the cap and fill the bottle with water up to the limit marks.
3. Screw the cap back and put the bottle back into place.

How to Turn the Sealer On/Off

You can activate or deactivate the Sealing Function as needed.

The **Sealing On** ON **/Off** OFF icon in the Home Screen indicates the current state of the Sealing Function.

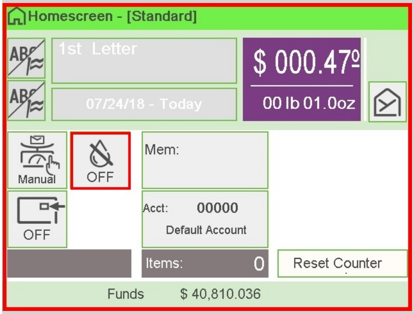
Sealer may be inactive by default. To set the default Sealing Setting, see supervisor setting How to Set the Default Sealing Mode on page 311.

> Do not insert envelopes already sealed in the Feeder when the Sealing Function is ON: the envelopes could jam.

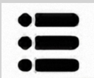
To turn sealing on/off:

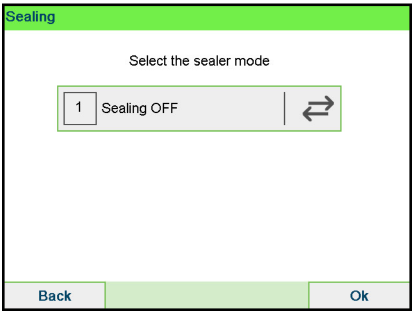
1. On the Control Panel:

Select the **Sealing** Zone on screen ( / )



or

Press  and select the path: **> Job settings > Sealing**



2. Select the switch () on the screen to set sealing on or off and then press **[OK]**.

See also

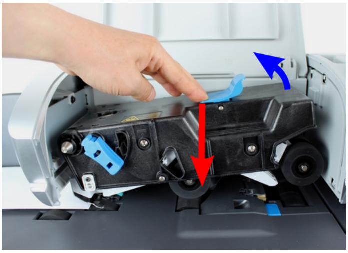
- To adjust sealing dampness, see How to Adjust the Sealing Water Flow on page 372.

How to Clean the Brushes and Sponge (Sealer)

MAKE SURE YOUR SYSTEM IS DISCONNECTED FROM POWER SOURCE BEFORE CLEANING!

To clean the brushes and sponge of the feeder:

1. Open the feeder and push the left of the upper blue release lever to raise the upper drive assembly.

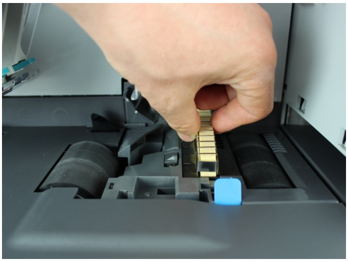


2. Pull up the brush release lever.

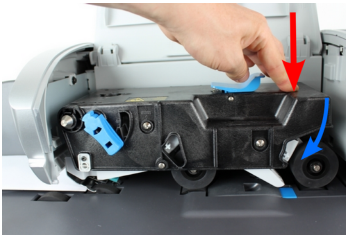
3. Raise the brush and lift the complete brush holder assembly.

4. Lift the metal retainer to remove the sponge.

   Remember its direction.



5. Clean the sponge and the brush.
6. Re-install the sponge and retainer.
7. Put the brush back and push the release lever back down until it snaps into place.
8. Push down on the upper drive assembly until it locks back into position.



How to Adjust the Sealing Water Flow

Before you adjust the sealing water flow, make sure that the brushes and sponge are clean.

To adjust the sealing water flow:

1. Set the water flow using the back lever.

   When standing in **front of the feeder**:

   - Push the lever towards the left-hand side to increase the water level.

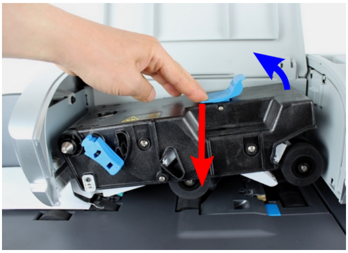
   - Push the lever towards the right-hand side to decrease the water level.

How to Clean the Feeder Belts and Rollers

Follow the steps below to clean the belts and rollers of the feeder and of the Dynamic Scale (if installed).

To clean the feeder belts and rollers:

1. Open equipment covers; in the Mixed-Size Feeder, press the left of the upper blue handle to release and lift up the drive assembly.



2. Clean the belts and/or rollers with a damp cloth or 70° alcohol on a cotton applicator.
3. Push down the upper drive assembly until it locks back into position and close the feeder cover.

How to Clean the Mail Path Sensors

The sensors are light sensitive devices successively covered by the envelopes during their travel along the mail path.

Clean the mail path sensors as indicated below on system base, feeder, and optional dynamic scale.

To clean the mail path sensors:

1. Use a damp cloth or 70° alcohol on a cotton applicator.
2. Allow the parts to dry and close all covers and assemblies.

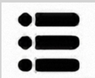
12.3 Touchscreen Calibration

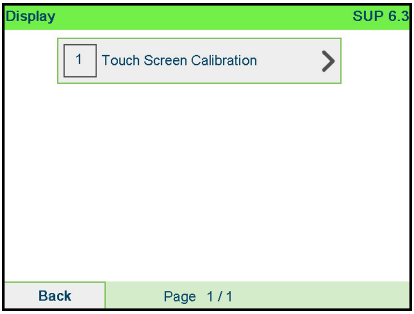
Depending on the pointing device you use on the touchscreen (finger, stylus or other pointing accessory), you may want to calibrate the sensitivity of the touchscreen to improve the screen responsiveness.

How to Calibrate the Touchscreen

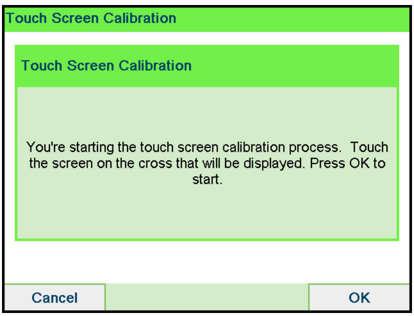
To calibrate the touchscreen:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> System settings > Display > Touch screen calibration**



2. Follow the instructions on the screen using your favorite pointing device.



   The touchscreen will be calibrated at the end of the process.

12.4 Maintenance Processes

How to Run the Registration Update

The Update Registration process is only to be completed at a request from Customer Service:

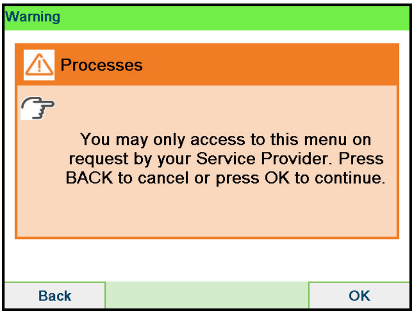
- This procedure is used if you have changed your address.
- Contact your Customer Service to change your information then you will be instructed to perform the update registration procedure.

To run the registration update:

1. As supervisor (see How to Log in as Supervisor on page 269):

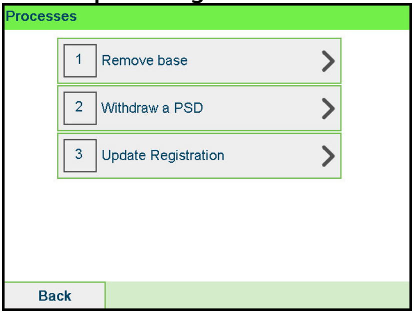
Press and select the path: **> Maintenance > Processes**

A confirmation message is displayed.

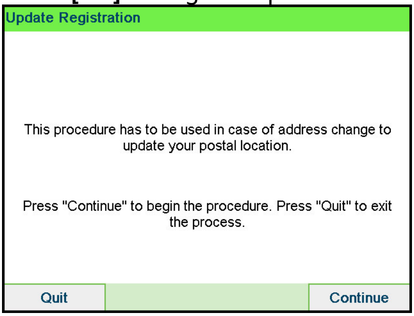


2. Press **[OK]**.

3. Select **Update registration**.

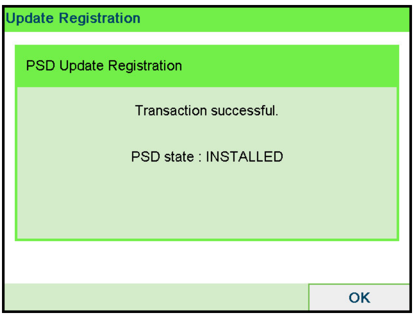


4. Press **[OK]** to begin the procedure.



5. Press **[OK]** to start the update registration transaction.

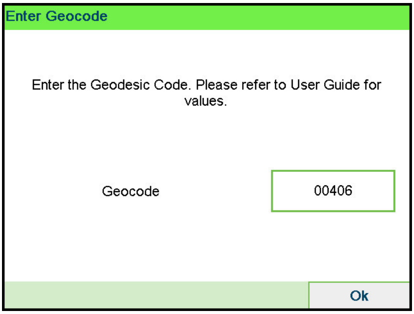
The message "Transaction successfull" is displayed.



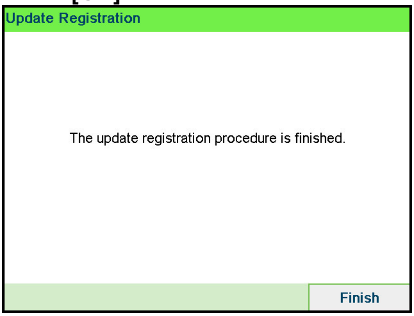
6. Press **[OK]**.

A message for entering the geodesic code. Please refer to User Guide for allowed values.

7. Press **[OK]**.
8. Enter the Geocode.



9. Press **[OK]**.



The update registration procedure is finished.

10. Press **[Finish]** to return to menu.
11. Press **Press the Sleep/Wake/Soft Off** button to exit.

How to Remove the Base (Meter)

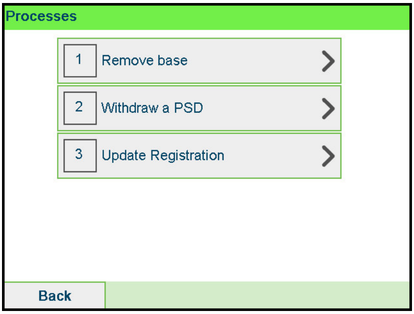
Remove the Base:

- Removes the PSD from service.
- Prepares the base for removal by saving data on USB key.

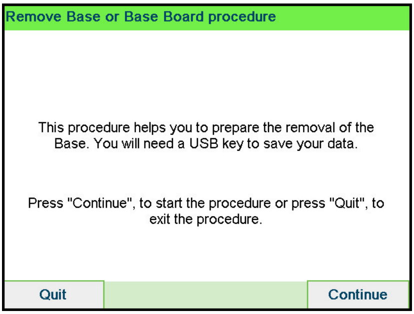
To remove the meter:

1. As supervisor (see How to Log in as Supervisor on page 269):

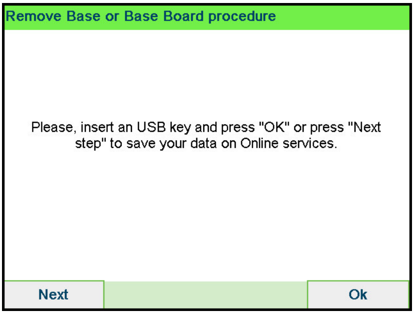
Press and select the path: **> Maintenance > Processes > Remove base**



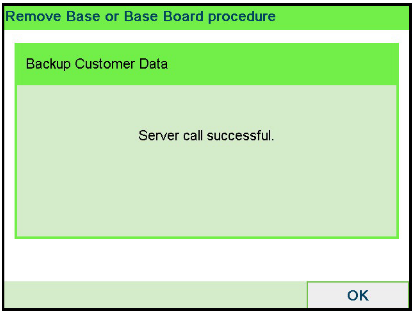
The Remove Base screen is displayed.



2. Insert an USB key and press **[OK]** or press **Next step** to save your data on Online services.

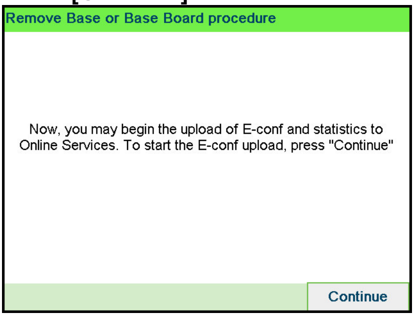


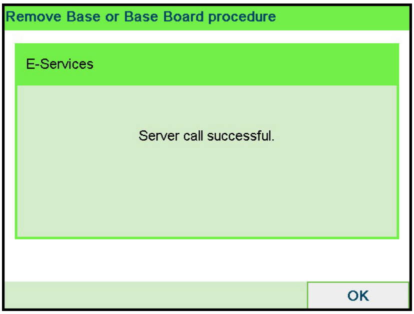
3. Press **[OK]** when the process is complete.



The message "Backup Customer Data Server call successful" is displayed.

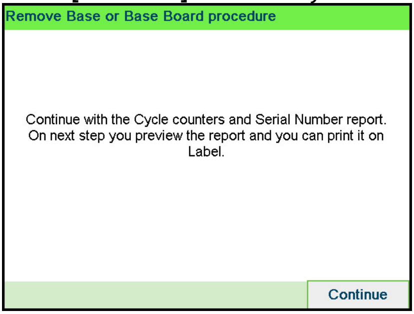
4. Press **[Continue]** to start the E-conf upload.



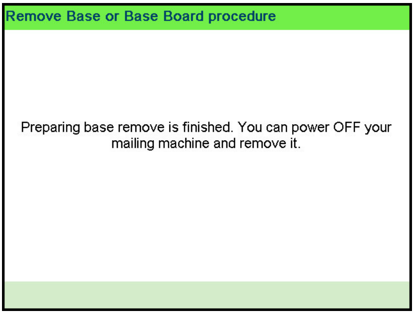


The message "E-Service Server call successful" is displayed.

5. Press **[Continue]** with the Cycle counters and Serial Number report.



6. Preparing base remove is finished. You can power OFF your mailing machine and remove it.



How to Withdraw the PSD (Meter)

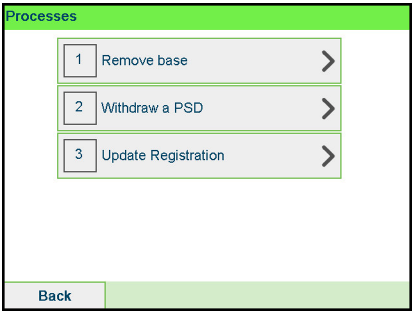
The Withdraw PSD process is only to be completed at the request of Customer Service.

- Removes the PSD from service.
- Requires a password from Customer Services to perform.

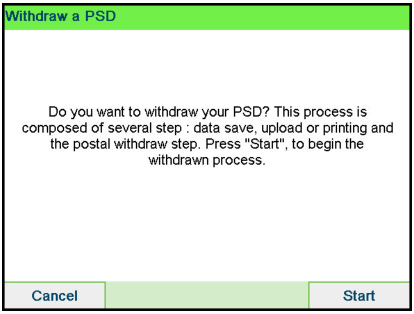
To withdraw the meter:

1. As supervisor (see How to Log in as Supervisor on page 269):

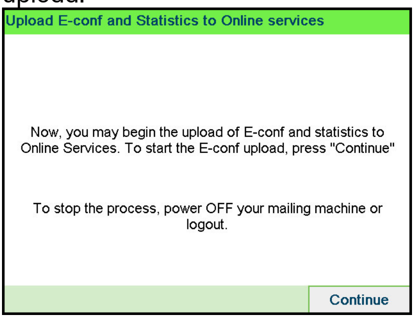
Press ☰ and select the path: **> Maintenance > Processes > Withdraw a PSD**



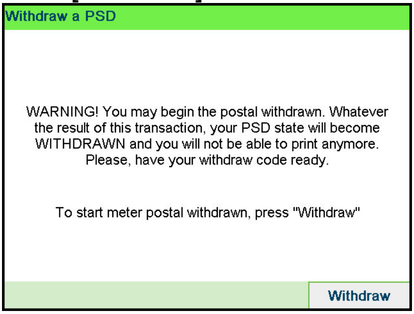
The Withdraw meter screen is displayed.



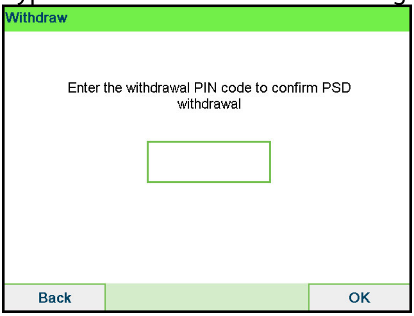
2. After pressing **[Start]**, continue to press **[Continue]** to start the E-conf and statistics upload.



3. Press **[Withdraw]**.



4. Type the withdrawal PIN code using the keyboard and press **[OK]**.



5. Press **[OK]** or the **[Sleep/Wake]** button (⏻) to turn the system to Sleep or Soft-off mode.
6. **ONLY at that stage**, disconnect the system power cord from the power socket.
7. Open the cover of the base, then the cover of the meter. Pull the meter towards the front of the base to disengage it from the base connector.

8. Remove the meter from the Mailing System base.

12

Maintaining

13 Troubleshooting

This section helps you solve problems you may encounter while using your mailing system.

13.1 Machine Issues

How to Clear Mail Jammed in the Base

Envelopes are jammed (stopped) in the transport mechanism of the Base.

- Mail piece is too thick.
- Mail size is incorrect.

To clear mail jammed in the Base:

1. Pull the release handle located underneath the base to lower the transport belts and wheels. Hold the handle.

The release handle lowers the rollers to enable the user to clear any jams.

2. Using your other hand, remove the jammed envelopes.

3. Release the jam release handle to put the transport belt and wheels back in position.

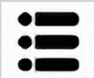
13 Troubleshooting

How to Clean the Print Heads Automatically

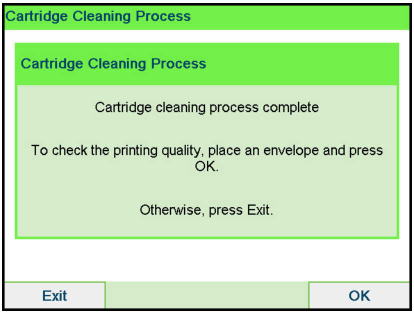
If the printing on envelopes or labels looks unclear or dirty in some way, clean the headset to restore the print quality.

To clean the print heads automatically (as a User):

1. As a user:

   Press  and select the path: **> Ink Cartridge > Cleaning process**

   The cleaning starts automatically.

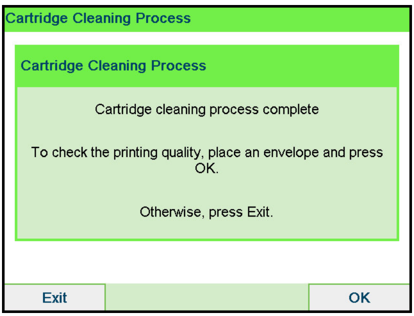
   

To clean the print heads automatically (as Supervisor):

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Maintenance > Ink Cartridge > Cleaning process**

   The cleaning starts automatically.

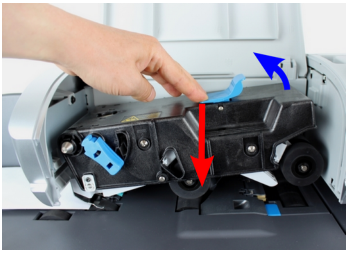
   

How to Clean the Brushes and Sponge (Sealer)

MAKE SURE YOUR SYSTEM IS DISCONNECTED FROM POWER SOURCE BEFORE CLEANING!

To clean the brushes and sponge of the feeder:

1. Open the feeder and push the left of the upper blue release lever to raise the upper drive assembly.

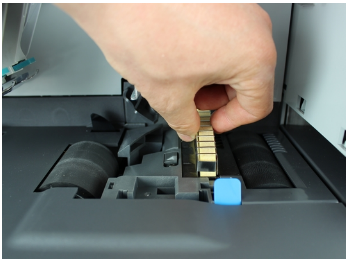


2. Pull up the brush release lever.

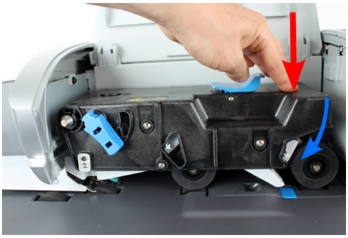
3. Raise the brush and lift the complete brush holder assembly.

4. Lift the metal retainer to remove the sponge.

   Remember its direction.



5. Clean the sponge and the brush.
6. Re-install the sponge and retainer.
7. Put the brush back and push the release lever back down until it snaps into place.
8. Push down on the upper drive assembly until it locks back into position.



The Weighing Device does not Weigh Properly

If the Base does not display a correct weight, complete the following actions to correct the problem.

> Display – — **lb _._oz** indicates a weighing error. When this weighing error occurs on the home screen, the Standard Weighing mode is automatically selected if the Automatic Weight Detection is activated, see How to Activate/Deactive the Automatic Weight Detection on the WP on page 284.

You have to check the weighing device (Weighing Platform or Dynamic Scale) as follows.

Possible causes	Actions
The weighing device is not selected.	See the weighing type selection procedures in Choosing a Weighing Type on page 91.

There are vibrations or air drafts in the weighing area.	Use a solid and steady table: • Away from any door • Away from any fan.
Something is touching or laying on the Weighing Platform.	Clear the weighing zone and re-zero the Weighing Platform (see Weighing Settings on page 283).
The Weighing Platform zero is not correct.	See the weighing platform zeroing procedures in Weighing Settings on page 283.
You have placed a package on the platform that is too heavy for the rate selected.	**1.** Press **[OK]** to clear the error message. **2.** Press the **[Rate]** key and select a rate class that can accommodate the weight of the package. (Example: select **Priority** if the rate you had been using was First Class). **3.** Press lightly on the Weigh Platform to establish the weight and postage with the new rate.
Weight of the items on WP exceeds the max capacity defined in Weighing Platform (you have placed a package on the platform that is too heavy for your Weigh platform).	**1.** Remove the package and if possible, weigh it on another scale. **2.** Use Manual Weight Entry mode to enter the weight and determine the postage.

To avoid weighing errors, make sure the weighing platform is clear when starting the system.

PSD Locked Mint 310 Series Mailing Systems

Event-ID	PSD Locked. The date limit to call server has been reached.
Short description	72 Hour Time limit reached
Long description	72 hour time limit for server communication reached
Recovery	Re-connect your mailing system to your network and perform a postal inspection to clear the PSD Locked message.
Condition R_D	
Condition IPSS	

- The USPS requires your postage meter (PSD) to connect daily if postage is metered.
- We recommend leaving the Mint 310 mailing system connected to the network permanently.
- The Mint mailing system will automatically connect to the postal server at night.
- If the Mint mailing system does not connect in 72 hours it will be deactivated.
- If your system is deactivated, please perform a Postal Inspection call to unlock the system.

Postal Inspection Instructions

How to Clear Mail Jammed in the Mixed-Size Feeder

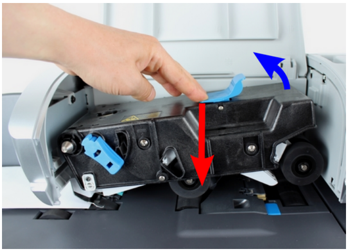
Some envelopes are blocked in the Mixed-Size Feeder.

- Mail piece is too thick.
- Mail size is incorrect.
- Too many envelopes are on the feed deck.
- Envelopes are not properly stacked on the feed platform.
- Sealing is ON while feeding closed envelopes.

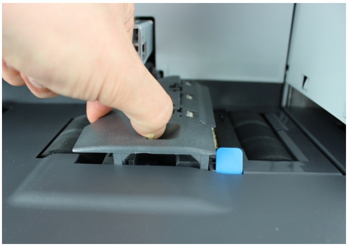
To clear mail jammed in the Mixed-Size Feeder:

1. Open feeder cover.

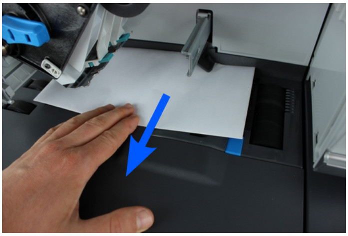
2. Push the left of the upper blue release lever to lift up the upper drive assembly.



3. If necessary, lift up the brush release lever.

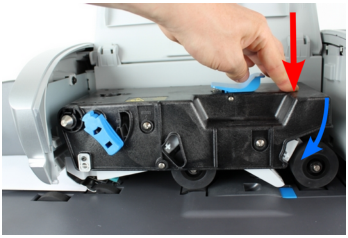


4. Remove jammed envelopes.



5. Position the brush and push the brush release lever until it snaps into place.

6. Push down on the upper drive assembly until it locks back into position.



7. Close the cover.

How to Remove Mail Jammed in the Dynamic Scale

Occasionally envelopes can become jammed in the Dynamic Scale.

- Mail size is incorrect.
- Envelopes are not properly stacked on the Feed Platform.

To remove mail jammed in the Dynamic Scale:

1. Open the cover.

2. Gently remove the jammed envelopes.
3. Close the cover.

Do not lean on or leave any object on the Dynamic Scale Platform as it may alter its weighing accuracy.

How to Clear a Label Jammed in the Base

Possible causes	Actions
A label is blocked in the Automatic Label-Dispenser or in the transport mechanism of the system base.	Clear the label as indicated below.

To clear a label jammed in the Base:

1. Remove all labels from the dispenser.

   Check that there is not label stuck in the bottom of the dispenser.

2. Pull the release handle located underneath the base to lower the transport belts and wheels. Hold the handle.

3. Using your other hand, remove the jammed label.
4. Release the jam release handle to put the transport belt and wheels back into position.

13.2 Diagnostics

Diagnostics allow you to find the root cause of a an issue or a breakdown that may occur during the life of your Mailing System.

The system performs tests automatically to diagnose the problem and generate corresponding reports.

The System Data gives data about the status of the system and the events or errors that have occurred.

This type of call should only be performed upon request by Customer Service.

Diagnostics

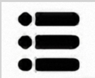
As Supervisor, you can gain access to all the diagnostic data listed below:

No.	Diagnostic	Comments
1	Ping Server	Sends a message to a server (if connected) to check the line.
2	Sensors Status	Reports the status ([0] or [1]) of the sensors below: • Top doc • Start print • Cover • Carriage • Top Seal
3	Advanced Feeder	
4	Dynamic Scale Sensors	Gives access to the tests bellow: • 1 Dynamic Scale main motor test • 2 Dynamic test
5	Display	The screen displays, successively and without text, a red page, a green page, and a blue page.
6	Keypad	Displays “Key ok” if the test is correct
7	USB ports	Checks the two USB ports (need USB keys).
8	Serial Connection	Checks the serial port.
9	Ping Tool	Checks Lan address.
10	IP Configuration Checker	Checks Lan connection.
11	IP Config	Displays current parameters related to IP Configuration.

How to Access Diagnostic Data

To gain access to a diagnostic data:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Maintenance > Diagnostics**

2. The system requires you press **[OK]** to start the diagnostic tests, then displays the list of the tests.
3. Select a test from the list displayed on the screen.

13.3 System Data

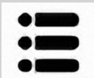
As Supervisor, you have access to:

- The Software Data (PSD#, Loader, OS, PACK, XNDF DATA DELTA, language, variant).
- The Hardware (system) Data (P/N of the base and the PSD).
- The data of the machine counters.

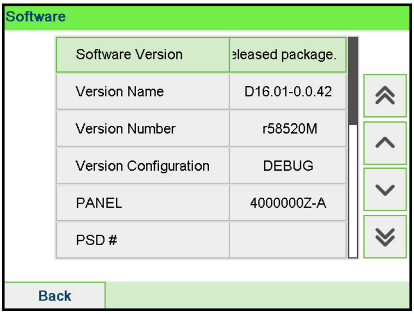
How to Display Software Data

To display Software Data:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Maintenance > System info > Software information**

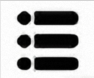
2. The system software data appears on the screen.



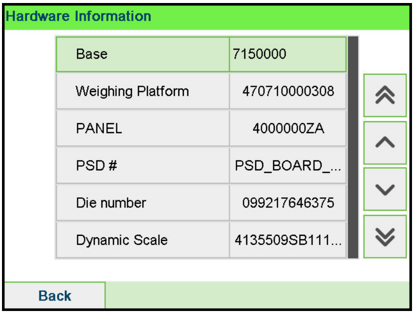
How to Display Hardware Data

To display hardware data:

1. As supervisor (see How to Log in as Supervisor on page 269):

Press  and select the path: **> Maintenance > System info > Hardware information**

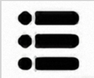
2. The system hardware data appears on the screen.



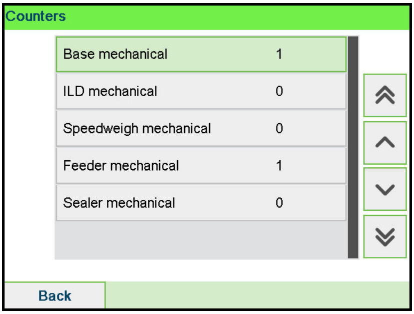
How to Display the Machine Counters

To display the data of the machine counters:

1. As supervisor (see How to Log in as Supervisor on page 269):

   Press  and select the path: **> Maintenance > System info > Counters**

2. The system displays the data of the machine counters.



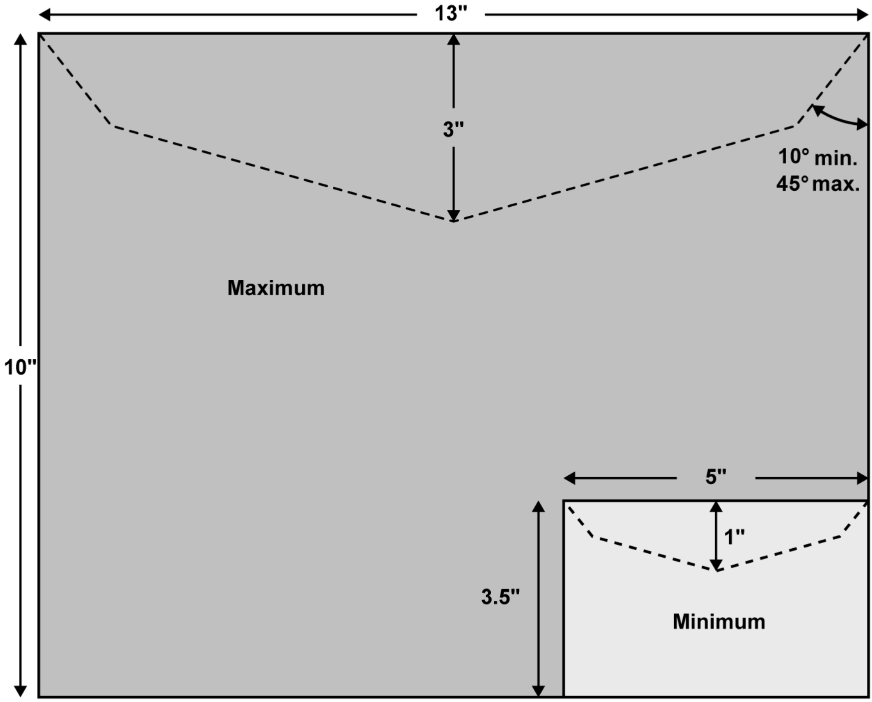
14 Specifications

This sections contains the main specifications of your mailing system.

14.1 Mail Specifications

Envelope Dimensions

Your Mailing System can handle the envelope & flap sizes as illustrated below (note: the illustration is not on scale).



Envelopes:

- Minimum envelope thickness: 0.008".

Label dimensions (pre-cut and self-adhesive):

- Max. width: 1.57".
- Min. length: 5.9" (no slogan), 6.5” with slogan.
- Max. length: 8.4".

We advised you to store labels in a room with less than 50% relative humidity.

With the Feeder

The feeder cannot process nested envelopes.

Weight range:

- Min weight: 0.1 oz
- Max weight: 2 lb 10.2 oz
- Max height: 4"
- Max without sealing "One piece at a time": 0.63"
- Max without sealing "In a stack": 0.47"
- Max with sealing: 0.39"

Envelope Thickness

Envelope Thickness:

Max	0.5"

Envelope Weight:

Min	0.1 oz
Max	2 lb

14.2 General Specifications

Dimensions

(Width x Length x Height)

- Base: 9.96" x 17.4" x 12.63"
- Catch tray: 12.4" x 13.7" x 5"
- Mixed Size Feeder: 10.24" x 13.78" x 24.21"
- Dynamic scale: 10.35" x 13.78" x 17.24"

Weight

- Base: 24 lb 3 oz
- Mixed Size Feeder: 23 lb 9.4 oz
- Dynamic scale: 26 lb 3.7 oz
- Catch tray: 2 lb 10.3 oz

Power

- Frequency: 60 Hz
- Max. current rating (full configuration): 2.5 A
- Power supply: 110 V (+6% -10%) 3 wire grounded circuit (up to standard NFC15-100)

14.3 Operating Conditions

Temperature and Relative Humidity

Your mailing system should only be operated in the following conditions:

Temperature range	Ambient temperature: 50°F - 104°F.
Relative humidity	80% max. without condensation.

Weighing accuracy

To obtain the best weighing results, use a solid and steady table:

- Away from any doors
- Away from any fan

Dynamic Scale Environment

The Dynamic Scale uses optical sensors: do not install it in an area exposed to excessive light or heat sources.

14.4 System Specifications

Dynamic Scale Range

- Resolution in dynamic weighing mode: 0.04oz.

Dynamic Scale Speed

- Processing speed: 140 lpm / up to 175 lpm (postcard)
- Dynamic weighing speed: 75 lpm / up to 110 lpm (postcard)

Accounts

The number of accounts you can create is set to 100 by default and can be raised optionally to 3000.

Operators

- Number of Operators: 50.

14.5 System Changes

Major Changes

Function	Description	Link
Imprint memory management	This function is to memorize a specific task used regularly.	• Managing Imprint Memories on page 306
Kerberos	Proxy settings in Lan configuration.	• How to Set LAN (High-speed Internet) Parameters on page 314
Option 12/60	Option is available when DHCP in Lan Configuration is on screen.	• How to Set LAN (High-speed Internet) Parameters on page 314
Manual amount entry	This function allows manual input of the indicium amount. The use of this function is strictly delimited.	• Printing [Amount Correction] Mode on page 77
Correction mode	The Amount and Date Correction functions allow the postage and date is set by the user.	• Printing [Redate] Mode on page 79 • Printing [Amount Correction] Mode on page 77
Test indicium	This layout is dedicated to give an overview of the indicia appearance for the customer.	• Using Imprint Test on page 132
Post calls functions	To fulfill IMI specifications, when customer prints an item a “tea timer” must be started. The tea timer is a dedicated timer that is used to force a call to the postal server in the next 24h or/ and lock the franking machine in the 72h.	• Manual Call on page 143
No remote account system	This mailing system is not compatible with a remote account management software (MAS or similar).	

Pas activation fractional	To be added later, no info so far.	

Index

A

B

C

D

E

F

G

H

I