Getting to Know Your Mailing System

Screen information
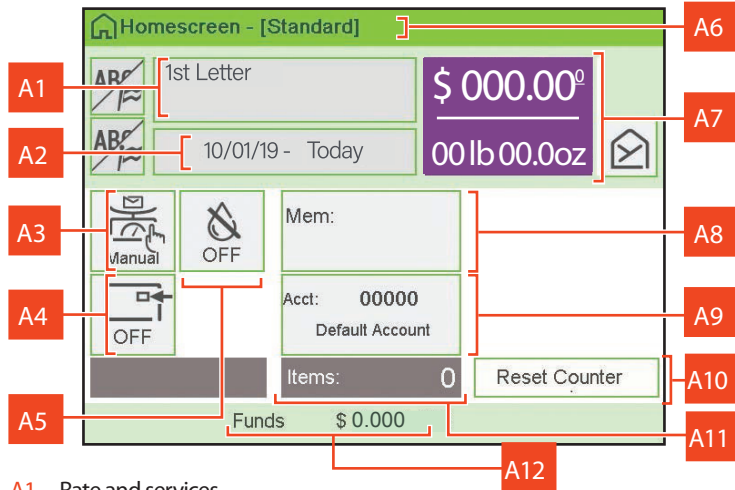
Label	Description
A1	Rate and services
A2	Date printed
A3	Weighing type
A4	Imprint position offset
A5	Envelope sealing
A6	Type of imprint (to change: B5)
A7	Postage value and weight of mail piece
A8	Memorized job (can contain rate, stamp settings and account)
A9	Current selected account
A10	Reset Counter
A11	Number of items
A12	Funds remaining

Shortcut keys
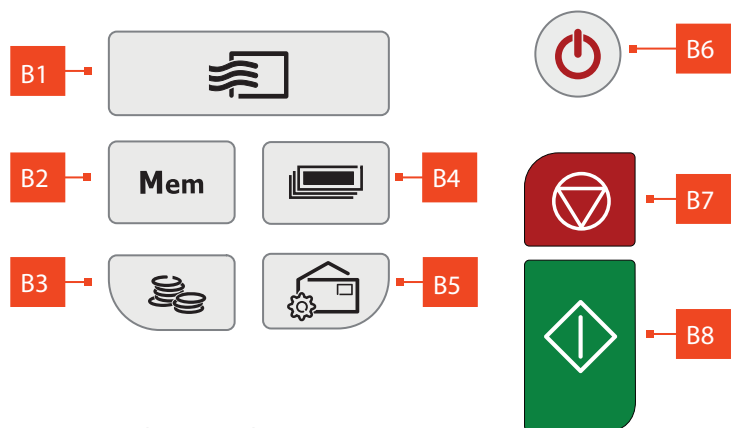
Label	Description
B1	Rates and services selection
B2	Memorized jobs (rate, stamp settings, account)
B3	Funds
B4	Label printing
B5	Type of imprint and imprint settings
B6	Sleep/wake (amber/green)
B7	Stops printing
B8	Starts printing

Quick Steps to Metering Your Mail

1 General settings :

C to clear the information on the scr een

⏻ to wake the machine up with default settings

⌂ to return to the home screen

2 To weigh an item :

Ensure machine is in standard w eighing mode by checking scale icon.

Standard

3 Select a rate and service(s) :

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

1st Letter
10/01/19 - Today
$ 000.00⁰
00 lb 00.0oz

Change/add services:

1. Press 🖃

The rate selection screen is displayed.

Rate Selection

1st Letter			$ 000.00⁰
No services			00 lb 00.0oz

First Class Dyn. Weigh **1**	Priority Mail **2**	1st Presorted Letters **3**	Rate history
1st Letter **4**	International **5**	1st Presorted Large Env **6**	
1st Large Envelope **7**	FC PkgS Retail **8**	Extra Services **9**	Rate Wizard

| Cancel | | OK |

2. Use rate buttons 1 to 9 to select an av ailable class and/or service, or select Rate wizard.

3. Place your mail on the platform.

4. When done, press **OK** to confirm y our selection and return to the home screen.

4 Print the letter or label :

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

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

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

To print on labels :

1. Insert labels into the dispenser until a click , printing side facing the right.

2. Press ▭ enter the number of labels to print and then pr ess ◇

To seal the envelopes :

1. Tap the A5 area on the screen to activ ate ✉ or deactivate ✉ the sealer .

To reorder supplies :

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

Changing The Ink Cartridge

1. When installing an ink cartridge, remove the protective strips from the printing heads.

2. Lift mailing system cover and follow instructions printed on sticker inside.

If Jamming Occurs

1. Press ⊘ on the keypad to stop the motor.

2. Under the base, lift up and release handle, and using your other hand, remove the jammed envelope.

3. On feeder (if applicable), raise the cover and push down on the upper blue lever to release the mail runner. Remove the jammed item and push down on the mechanism to click back into place.

Press 🪙 button to access 'Funds' menu and select #2 : Add F unds. Follow prompts on screen.

Note : in order to add funds to the mailing system there must be funds available in your postage account.