# Table of Contents

1. **Read this First**  
   1.1 What you will find in this Manual ..........................................................3  
   1.2 Safety Requirements ...............................................................................6  

2. **Meet Your Mailing System**  
   2.1 System Layout ....................................................................................13  
   2.2 Accessories .........................................................................................15  
   2.3 Control Panel Features .................................................................16  
   2.4 Connections .......................................................................................19  
   2.5 Power Management ............................................................................21  

3. **Processing Mail**  
   3.1 Choosing a Type of Stamp ............................................................25  
   3.2 Preparing and Starting your Work Session ....................................27  
   3.3 Printing [Standard] Mail .................................................................33  
   3.4 Printing Incoming Mail with [Received] Mode ............................43  
   3.5 Running [No Printing] Mail ...............................................................46  
   3.6 Settings Details .................................................................................49  
   3.7 Advanced Operations ........................................................................62  

4. **Money Operations**  
   4.1 Overview ..........................................................................................65  
   4.2 Managing Funds ...............................................................................66  
   4.3 Unlocking the PSD (Postal Inspection) .............................................69  

5. **Managing Accounts and Assigning Rights**  
   5.1 Accounting and Assigning Rights Overview ..................................73  
   5.2 Selecting an ‘Account Mode’ ............................................................75  
   5.3 Guidelines to Setup an Account .......................................................76  
   5.4 Selecting an ‘Account Mode’ ............................................................79  
   5.5 Managing Accounts ........................................................................80  

6. **Reports**  
   6.1 Reports Overview ..............................................................................89  
   6.2 Generating a Report .........................................................................92
11.1 Paper Jamming ................................................................. 181
11.2 Weighing Problems .......................................................... 182
11.3 Diagnostics and System Data ............................................ 183

12 Specifications ................................................................. 189
12.1 Mail Specifications .......................................................... 191
12.2 Recommended Operating Conditions .............................. 193
12.3 General Mailing Systems Specifications ......................... 194
12.4 Operating Specifications .................................................. 195
1! Read this First

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

1.1 What you will find in this Manual .................................................3
1.2 Safety Requirements .............................................................6
   How to Disconnect your Mailing System ........................................9
1.1 What you will find in this Manual

Section 1: Read this First

Make sure you have read and fully understood the safety requirements in this section. This section also includes a list of acronyms and symbols used in the manual.

Section 2: Meet Your Mailing System

System features, reference descriptions of elements and controls, mail format and how to power your Mailing System off.

Section 3: Processing Mail

Processing mail using the mailing system: choosing a type of task, weighing, selecting a rate, sealing your mail, running batches, etc.

Section 4: Money Operations

Loading postage funds.

Section 5: Managing Accounts and Assigning Rights

How you can change accounts as a user, or set up accounts and control access to the Mailing System as the supervisor.

Section 6: Reports

How you can generate and print out reports for the Mailing System usage, funds usage, account usage, etc.

Section 7: Online Services

Using your Mailing System to access Online Services and connect your system for upgrades.

Section 8: Configuring your Mailing System

All the specifications of your Mailing System you can set up as a user (temporary settings) or supervisor (default settings).

Section 9: Options and Updates

How to update/upgrade your system and the stamp elements (ERAs, slogan...).

Section 10: Maintaining your Mailing System

Changing the ink cartridge and maintaining other system components.

Section 11: Troubleshooting

What to do when a problem occurs: jamming, bad sealing, poor printing etc.
Section 12: Specifications

Detailed specifications of your Mailing System.

Symbols

This manual uses the symbols listed below.

<table>
<thead>
<tr>
<th>This symbol...</th>
<th>Indicates...</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Warning Symbol]</td>
<td>WARNING: indicates a human safety hazard.</td>
</tr>
<tr>
<td>![Attention Symbol]</td>
<td>ATTENTION: brings to your attention a risk for equipment or mail that could result from an action you may perform.</td>
</tr>
<tr>
<td>![Note Symbol]</td>
<td>NOTE: remark that explains different scenarios or situations.</td>
</tr>
<tr>
<td>![Tip Symbol]</td>
<td>TIP: advice to help save you time when processing your mail.</td>
</tr>
<tr>
<td>![Supervisor Symbol]</td>
<td>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.</td>
</tr>
</tbody>
</table>

Glossary

This manual uses the acronyms listed below.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td>Postage amount available</td>
</tr>
<tr>
<td>ERA</td>
<td>External Return Address</td>
</tr>
<tr>
<td>ID</td>
<td>IDentification</td>
</tr>
<tr>
<td>LAN</td>
<td>Local Area Network: link between computers</td>
</tr>
<tr>
<td>PC</td>
<td>Personal Computer</td>
</tr>
<tr>
<td>PIN</td>
<td>Personal Identification Number</td>
</tr>
<tr>
<td>PSD</td>
<td>Postal Security Device (Meter)</td>
</tr>
</tbody>
</table>
1.2 Safety Requirements

Power Connection

Before connection, check whether the Mailing System is suitable for the local AC power voltage; refer to the type plates at the back of each system component.

**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. As the power supply cord is the system disconnecting device, 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

Your mailing machine is Energy Star compliant: it helps you to save energy and money while protecting the environment.
Environmental compliance

A program is implemented for the recycling of worn mailing machines and machines at the end of their lifetime. Contribute in a responsible way to the environmental protection by consulting your retailer internet site, or by contacting him. He will inform you of the collection and treatment processes of these machines.

CE compliance

Products presented in this guide conform to requirements of directives number 2006/95/CE, 2004/108/CE.

This is a class A product. Operation of this equipment in a residential area is likely to cause harmful 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...).

The Mailing System contains moving parts. Keep fingers, long hair, jewellery, neck ties, 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

Plugging the right jack in the right socket

Your Mailing System uses a LAN (high speed internet connection) to connect to your customer Online Services and to a mail accounting software (MAS), located on a separate PC.

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.

Disconnecting your Mailing System

How to Disconnect your Mailing System

1. First switch your Mailing System to OFF mode (see How to Turn the Mailing System to OFF Mode on page 22).

Only unplug the power cord when the Mailing System is in OFF mode or Sleep mode to avoid keeping the ink cartridge in an unprotected position where the ink may dry out and become unusable.

2. Unplug the power cord from the wall outlet.
3. Unplug the LAN cable from their sockets as they may still be energized.
2 Meet Your Mailing System

Get to know your Mailing System in this section.

2.1 System Layout .................................................................13
2.2 Accessories .................................................................15
2.3 Control Panel Features ................................................16
2.4 Connections .................................................................19
2.5 Power Management .....................................................21
  How to Turn the Mailing System to Sleep Mode ................22
  How to Turn the Mailing System to OFF Mode ....................22
2.1 System Layout

System Components

1. Feed Table
   - Beginning of mail transport path.
2. Weighing platform
   - Measures weight of mail pieces.
3. Base
   - Prints envelopes (or labels) and controls the Mailing System.
4. Jam release handle
   - Allows you to remove jammed envelopes or labels.
Inside System Base

Meet Your Mailing System

| Postal Security Device (PSD) | 1 Postage meter. |
| Cover                       | 2 Lift by front side to open. |
| Ink Cartridge               | 3 Prints the postal imprint on envelopes. |

2

Page 14 | Jul-16-2015 12:10 |
2.2 Accessories

Report Printer (option)

A USB printer can be directly connected to the mailing system for printing mailing-related reports.

For more information about compatible printers that can connect to your mailing system, please contact technical support.

Barcode Scanner (option)

This scanner is used:
- to identify accounts through barcodes
### 2.3 Control Panel Features

See control panel and screen layout on the flap of the manual cover.

#### Display Areas

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Displays account currently selected.</td>
</tr>
<tr>
<td>Slogan</td>
<td>Indicates that a slogan will be printed.</td>
</tr>
<tr>
<td>Date</td>
<td>Displays the date that will be printed.</td>
</tr>
<tr>
<td>ERA</td>
<td>Indicates that an ERA will be printed when present.</td>
</tr>
<tr>
<td>Job memory</td>
<td>Displays selected job memory when applicable.</td>
</tr>
<tr>
<td>Mailbox</td>
<td>Indicates unread messages in message box.</td>
</tr>
<tr>
<td>Postage</td>
<td>Indicates the amount to be printed on the envelope.</td>
</tr>
<tr>
<td>Print Offset</td>
<td>Indicates the printing offset status (stamp position shifting for thick envelopes).</td>
</tr>
<tr>
<td>Rate and Services</td>
<td>Indicates the current rate and services selected.</td>
</tr>
<tr>
<td>Reset item counter</td>
<td>Resets the item counter to zero. This is the starting point for batch data reports.</td>
</tr>
<tr>
<td>Weighing Mode</td>
<td>Current weighing method.</td>
</tr>
<tr>
<td>Weight</td>
<td>Current weight used to calculate postage amount.</td>
</tr>
</tbody>
</table>
# Keys and Shortcuts

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAVIGATION KEYS</strong></td>
<td><strong>Return</strong> Goes back to the previous screen.</td>
</tr>
<tr>
<td><strong>Home Screen</strong></td>
<td>Returns the system to the Home screen.</td>
</tr>
<tr>
<td><strong>Menu</strong></td>
<td>Accesses the menu settings.</td>
</tr>
<tr>
<td><strong>OK</strong></td>
<td>Validates a selection.</td>
</tr>
<tr>
<td>**Navigation Ar-</td>
<td>rows** Navigate up or down in lists or menus.</td>
</tr>
<tr>
<td><strong>Funds</strong></td>
<td>Accesses funds management.</td>
</tr>
<tr>
<td><strong>Job memories</strong></td>
<td>Accesses preset stamp and account memories. These presets are managed by the supervisor.</td>
</tr>
<tr>
<td><strong>Rate Selection</strong></td>
<td>Displays the rate selection screen.</td>
</tr>
<tr>
<td><strong>Stamp Configuration</strong></td>
<td>Accesses stamp selection and stamp setup screens.</td>
</tr>
<tr>
<td><strong>Weighing Mode</strong></td>
<td>Opens the weighing mode selection menu (Standard Weighing, Differential Weighing, Manual weight entry...)</td>
</tr>
<tr>
<td><strong>Alphanumeric Keys</strong></td>
<td>Allows the entry of alpha or numeric values (accounts or other set up information). Press a key several times to display all possible characters.</td>
</tr>
<tr>
<td><strong>Clear / Reset Rate</strong></td>
<td>Clears keypad entries or, from the home screen, resets rate to default.</td>
</tr>
<tr>
<td><strong>Sleep/Wake</strong></td>
<td>Wakes the Mailing System up or turns it to 'Sleep' mode. The light indicates the system state (green = awake, amber = asleep).</td>
</tr>
<tr>
<td><strong>Start</strong></td>
<td>Starts printing process.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Key</th>
<th>Alpha-numeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2ABCabc</td>
</tr>
<tr>
<td>3</td>
<td>3DEFdef</td>
</tr>
<tr>
<td>4</td>
<td>4GHlghi</td>
</tr>
<tr>
<td>5</td>
<td>5JKLjkl</td>
</tr>
<tr>
<td>6</td>
<td>6MNOmno</td>
</tr>
<tr>
<td>7</td>
<td>7PQRSpqrs</td>
</tr>
<tr>
<td>8</td>
<td>8TUVtuv</td>
</tr>
<tr>
<td>9</td>
<td>9WXYZwxyz</td>
</tr>
<tr>
<td>0</td>
<td>0 –</td>
</tr>
<tr>
<td>.</td>
<td>-#/()</td>
</tr>
<tr>
<td>C</td>
<td>‘Clear’ function</td>
</tr>
</tbody>
</table>
Your Mailing System has an USB port that allows you to connect to a printer or an USB memory key.

Connectors

<table>
<thead>
<tr>
<th>Power Connector</th>
<th>1</th>
<th>To wall socket</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAN Port</td>
<td>2</td>
<td>To software on a PC (option)</td>
</tr>
<tr>
<td>2 USB Ports</td>
<td>3</td>
<td>To memory device or printer</td>
</tr>
</tbody>
</table>
Connection Diagram

Detail of connections

To connect to the LAN network, to access Online Services and/or accounting software on a PC (option)

Power connectors

Note: Power connectors are shown in section Connectors on page 19.
2.5 Power Management

The System can only use the LAN if the LAN cable is connected BEFORE the power cord 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.

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

Sleep 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 130.
How to Turn the Mailing System to Sleep Mode

1. Press \( \bigcirc \) (at the top right corner of the control panel).

   The light located next to the key indicates:
   - **Green**: the Mailing System is awake and ready for use.
   - **Amber**: the Mailing System is in **Sleep** mode.

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

OFF Mode

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

How to Turn the Mailing System to OFF Mode

1. Turn your system to 'Sleep' Mode (see How to Turn the Mailing System to Sleep Mode on page 22)

2. Be sure that the light located next to the key \( \bigcirc \) (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, and so on, depending on the type of process you need to apply to your mail.

3.1 Choosing a Type of Stamp ..................................................25
3.2 Preparing and Starting your Work Session .......................27
  How to Sort Mail .................................................................28
  How to Log in and Start a Work Session .................................29
  How to Change the Current 'Type of Stamp' ..........................31
3.3 Printing [Standard] Mail ......................................................33
  How to Set Postage for [Standard] Mail .................................33
  How to Process [Standard] Mail .............................................37
  How to Set Postage for [Manual Amount Entry] Mail ..............40
3.4 Printing Incoming Mail with [Received] Mode ..................43
  How to Set [Received] Mode printing ....................................43
  How to Process [Received] Mail ............................................45
3.5 Running [No Printing] Mail .................................................46
  How to Set [No Printing] Mail processing ..............................46
  How to Process Mail [No Printing] Mail .................................48
3.6 Settings Details ...................................................................49
  How to Change of Account ..................................................49
  How to Select a Rate ..........................................................50
  How to Change the Weighing Type .......................................54
  How to Enter the Weight Manually .......................................55
  How to Change the Date ......................................................57
  How to Add (or Cancel) an ERA on the Stamp ......................58
  How to Add (or Cancel) a Slogan on the Stamp ....................59
  How to Move the Stamp (Print Offset) .................................60
  How to Use an Imprint Memory ...........................................61
3.7 Advanced Operations .......................................................62
  How to Enable an Emergency Stop .....................................62
  How to Reset Batch Counters .............................................62
3.1 Choosing a Type of Stamp

Customizing Your Stamp

To process mail, you must first choose a 'Type of stamp' that matches the type of process you want to apply to your mail: printing postage for different rates, printing 'Received' and the date on incoming mail, etc.

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...)
- 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 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, weighing mode selection and to customize the stamp.

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, for each Type of stamp, the options available for each type of Stamp.

If you do not set any parameter, the Mailing System uses default values.
### Applying postage to outgoing mail

- **Normal**
  - (Printing [Standard] Mail on page 33)
  - Rate
  - Weight
  - Date format
  - ERA (optional)
  - Slogan (optional)
  - Print offset (optional)

### Enter the postage amount manually

- **Manual Amount Entry**
  - Slogan
  - ERA Slogans
  - Amount

### Printing ‘Received’ or the date on incoming mail:

- **Received**
  - (Printing Incoming Mail with [Received] Mode on page 43)
  - Print date and/or ‘Received’
  - Print offset (optional)

### Counting by feeding:

- **No printing**
  - (Running [No Printing] Mail on page 46)
  - Counter reset

---

The system selects **[Normal]** type of stamp at start up by default.

### See also

- To set default values as supervisor: see Configuring your Mailing System on page 117.
3.2 Preparing and Starting your Work Session

Preparation steps

These preparation 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 27)
- Logging into the system to start a work session (Turning On Your System and Starting a Work Session on page 28)
- Selecting the Type of stamp that matches each mail batch (Selecting the Type of Stamp on page 30)
- Checking additional issues concerning your Mailing System: ink level, funds... (Frequently Asked Questions on page 32).

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 that allows 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 25
   Outgoing mail with different postage types
   Standard postage
   Incoming mail

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 log in, see Settings Details on page 49)

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 191).

6. Finally, sort each stack by item size.

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.
How to Log in and Start a Work Session

To log in as a user:

1. Press \( \text{Wake-up} \) to wake-up the system.

   The system may display one of the following screens:

   - **Home Screen [Standard]**
     
     ![Home Screen Example]

   - **Login Screen**
     
     ![Login Screen Example]

   - **Account Screen**
     
     ![Account Screen Example]

   Use up and down arrows (use double arrows to scroll list) and press [OK] to validate.

     You can also use a barcode scanner (option) to select your account.

   The Homescreen [Normal] page is displayed. The work session starts.

2. If the following screen is displayed:
   - **Homescreen [Normal]**: 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 (option) to select your account.

     The Homescreen [Normal] page is displayed. The work session starts.
To find an account

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

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”).

Additional information

• To change allocating accounts when a session is already opened, see Changing the Current Account on page 49.
• To choose security level for accounts and access control as the Supervisor, see Managing Accounts and Assigning Rights on page 71.
• To turn your system on Sleep mode, see How to Turn the Mailing System to Sleep Mode on page 22.

Selecting the Type of Stamp

For each stack of mail you have sorted (see Sorting Mail by Type and Task on page 27), select the type of stamp you need to process your mail as follows:
How to Change the Current 'Type of Stamp'

Once you are logged in as user:

1. Either:

   Press and select the path: Customize stamp

   The Customize stamp screen is displayed.

2. Select > Type and press [OK].

   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 or to return to the home screen.
Frequently Asked Questions

System check list:

<table>
<thead>
<tr>
<th>Question...</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do I have enough postage?</td>
<td>Press ( ) and enter 1 to check your funds balance. To add funds, see How to Add Funds to the PSD (Meter) on page 67.</td>
</tr>
<tr>
<td>Do I need to clear the Batch Counter?</td>
<td>Clear batch counters if you intend to issue a report on the mail run you are about to start (see Batch Data Report on page 94). See How to Reset Batch Counters on page 62.</td>
</tr>
<tr>
<td>Is the Weighing Platform properly zeroed or tared?</td>
<td>Before laying envelope(s) on the weighing platform, your home screen should display 0 g. If ( _{g} ) is displayed, perform a ‘rezero’ of the WP. See How to Rezero the Weighing Platform on page 137.</td>
</tr>
<tr>
<td>Is there enough ink in the cartridge?</td>
<td>To display the level of ink in the printing headset, see How to Display Ink Level and Cartridge Data on page 170.</td>
</tr>
</tbody>
</table>

You can be warned when the available funds gets below a preset value (see How to Set the Low-Funds Threshold on page 132).
3.3 Printing [Standard] Mail

In Processing [Standard] Mail Section

This section describes the parameter settings and mail handling sequences for the mailing processes that use the Type of stamp [Standard], to apply postage using different rates.

See also

- About the use of the Type of stamp, see Choosing a Type of Stamp on page 25.

Applying Postage for [Standard] Mail

Setting Postage for [Standard] Mail

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

- As mail requirements differ from day to day, some of the 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).

Make sure you have already completed the preparation steps mentioned in Preparing and Starting your Work Session on page 27.

How to Set Postage for [Standard] Mail

Required settings:

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

   The home screen indicates weight, postage amount and the currently selected rate as illustrated below.

   ![Home screen illustration](image)
2. Check or change the type of stamp, if you are not in [Standard] mode.

Press [ ] to access the Customize stamp screen:

<table>
<thead>
<tr>
<th>Imprint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
</tbody>
</table>

The type of stamp is indicated on line 2 of the screen.

To change the type of stamp, select the Type line, press [OK] and then select [Standard] in the Type of stamp screen, and press [OK].

To select an option in the screen: Highlight the option using the arrow keys ▲ and ▼.
3. Additionally, you can configure stamp elements from the Customize stamp screen as follows:

![Stamp Elements](image)

**Check or change the Slogan selection:**
Select Slogan and then select an Slogan (or None) in the Slogan list screen. For more details, see How to Add (or Cancel) a Slogan on the Stamp on page 59.

**Add or change the ERA:**
Select ERA and then select an ERA (or None) in the ERA list screen. For more details, see How to Add (or Cancel) an ERA on the Stamp on page 58.

**Check or change the Date:**
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 57.

Press \( \text{Home} \) or \( \text{Return} \) to return to the home screen.

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

Press \( \text{Rate} \) to open the Rate selection screen.

![Rate Selection](image)

Type a rate number to select a rate or display new rate options
Press 8 to select the Rate wizard and choose rate options in lists.

For more details, see Selecting a Rate on page 50.
5. **Select a weighing Mode** (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 the weighing platform to save time: see Choosing a Weighing Type on page 52.

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

For more details, see How to Change the Weighing Type on page 54.

If the WP automatic selection is activated (see Weighing Platform Automatic Selection on page 135), 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 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 60.

You are now ready to print.

### Setting an Imprint Memory for [Standard] Mail

To set the stamp quickly, consider using imprint memories. The memories store stamp characteristics together with rates and, if activated, charged account. See Using Imprint Memories on page 61.
Processing [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.

If you need to change the current account before applying postage (on account-enabled configurations), see **How to Change of Account** on page 49.

### How to Process [Standard] Mail

#### In mode Standard Weighing

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.

   If the Smart Start function is activated, the motors start automatically when you withdraw the mail piece from the weighing platform. To enable Smart Start, see **How to Activate / Deactivate Smart Start** on page 131.

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, you may use a label tape. To know the maximum thickness, see **Mail Specifications** on page 191.
4. The Mailing System prints postage and the mail piece is ejected.

In optional mode Differential Weighing

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, you may use a label tape. To know the maximum thickness, see Mail Specifications on page 191.

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

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

From the [Standard] home screen:

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

3. The Mailing System applies postage and the envelope is ejected.

Applying Postage for [Manual Amount Entry] Mail

Sequence of Settings for [Manual Amount Entry] Mail

The procedure below outlines steps to enter the postage amount manually. The sequence is identical to Applying Postage for [Standard] Mail on page 33, except for the following:

- Postage must be set manually to the desired amount.

Make sure you have already completed the preparation steps mentioned in Preparing and Starting your Work Session on page 27.
How to Set Postage for [Manual Amount Entry] Mail

Required settings:

1. Make sure you are on the home screen of the [Normal] type of imprint.
   
   The home screen indicates weight, postage and currently selected rate as illustrated below:

   | 1st Ini Lett | £000.00 |
   | No services | 03.12.14 |

2. Check or change the type of imprint.

   Press and type 1 to access the Imprint screen:

   The type of imprint is indicated on line 2 of the screen.

   To change the type of stamp:
   - Select the Type line.
   - Press [OK] and then select [Manual Amount Entry] in the Imprint screen.
   - Press [OK].

   The following screens appears:

   Imprint
   Type Manual amount...>
   1. Slogan [0]
   2. ERA Slogans [0]
   3. Amount [0.00]
3. Change the elements of the imprint:

   **To check or change the Slogan selection:**
   - Select Slogan.
   - Select a Slogan (or None) in the Select slogan screen. For more details, see How to Add (or Cancel) an Slogan on the Stamp on page 59

   **To add or change the ERA:**
   - Select ERA Slogans.
   - Select an ERA (or None) in the ERA Slogans screen. For more details, see How to Add (or Cancel) an ERA on the Stamp on page 58

4. Add or change the amount manually:

   - Enter the desired amount
   - Press [OK]

5. If needed, **Change the date or date format** from the Imprint screen as follows:

   - Select Date.
   - Select a date option in the Date advance screen
   - Select No date advance to print the current date. For more details, see How to Change the Date on page 57

Press [Home] or [Back] to return to the home screen.

The Manual Homescreen appears:

```
Manual amount entry

03.12.14  £ 000.87

Account: 12
```

You are now ready to print.

When you are in the manual amount entry mode, you can modify the amount by typing the amount with the keypad. You can reset the value by pressing [C]
Processing [Manual Amount Entry] Mail

To run mail, follow the procedure below after you have completed the sequence in How to Set Postage for [Manual Amount Entry] Mail on page 40.

How to Process [Manual Amount Entry] Mail

The postage amount is displayed on the home screen. To print postage directly on mail pieces:

1. Insert the envelope (or label) into the mail path against the rear-guide wall, with the side to be printed facing upwards.

The side that you want to print on should be facing upwards.

If a mail piece is bigger than mail path maximum thickness (see Mail Specifications on page 191), you may print on a label instead.
3.4 Printing Incoming Mail with [Received] Mode

In [Received] Mode Section

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

- Print the date on incoming mail, and/or
- Print 'Received' on incoming mail.

See also

- About the use of the Type of stamp, see Choosing a Type of Stamp on page 25.

Setting [Received] Mode printing

The procedure below outlines steps required to stamp incoming mail.

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

Make sure you have completed the preparation steps mentioned in Preparing and Starting your Work Session on page 27.

How to Set [Received] Mode printing

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.

   | received imprint | None | No date |

   ![Stamp Home Screen Illustration]
2. Check or change the type of stamp.

Press \[ \text{\textbullet\textbullet\textbullet} \] to access the Build stamp screen:

<table>
<thead>
<tr>
<th>Imprint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type RCVD</td>
</tr>
<tr>
<td>1. Date received [OFF]</td>
</tr>
<tr>
<td>2. Slogan RCVD [OFF]</td>
</tr>
<tr>
<td>3. Slogan [0]</td>
</tr>
</tbody>
</table>

The Type of stamp is indicated on line 2 of the screen.

To change the type of stamp, select the Type line, press [OK] and then select [Received] from the Type of stamp screen and press [OK].

Additionally, you can:
- Activate or deactivate printing the date
- Activate or deactivate printing ‘Received’
- Select the option to change and press [OK]. The screen indicates the current status of the options.

To select an option on the screen: – Highlight the option using the arrow keys \[ \text{A} \] and \[ \text{v} \] – Then always press [OK] to validate your selection.

- Press \[ \text{home} \] or \[ \text{back} \] 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 60.

You are now ready to print.
Processing [Received] Mail

To run mail, follow the procedure below after you have completed the steps in How to Set [Received] Mode printing on page 43.

How to Process [Received] Mail

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, with the side to be printed facing upwards.

The Mailing System applies the imprint and the mail piece is ejected.
3.5 Running [No Printing] Mail

In Running [No Printing] Section

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

- Only conveying mail, for counting or testing purposes.

See also

- About the use of the Type of stamp, see Choosing a Type of Stamp on page 25.

Setting [No Printing] Mail processing

The procedure below outlines steps required to process mail.

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

Make sure you have completed the preparation steps mentioned in Preparing and Starting your Work Session on page 27.

How to Set [No Printing] Mail processing

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.

Pass Through

Not printing
2. Check or change the type of stamp:

Press \[ \text{Imprint} \] to access the imprint screen:

```
Imprint
  Type  Pass through
```

To change the type of stamp, select the Type line, press [OK] and then select [No printing] in the Type of stamp screen and press [OK].

To select an option in the screen: Highlight the option using the arrow keys \( \text{▲} \) and \( \text{▼} \) Then press [OK] to validate your selection.

3. Press \[ \text{Home} \] or \[ \text{Back} \] to return to the home screen.

You are now ready to process mail.
Processing [No Printing] Mail

How to Process Mail [No Printing] Mail

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.
3.6 Settings Details

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 of Account

To change accounts:
1. As a user:

Press [MENU] and select the path: Account

The list of accounts that are available is displayed.

2. Select the account you want to use and press [OK].

3. Press [Home] to return to the home screen. The current account number is displayed.
Selecting 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 Set Postage for [Manual Amount Entry] Mail on page 40).

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.

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

How to Select a Rate

To select a rate:

1. Either:
   - Press 1 or
   - Press MENU and select the path: Rate selection

   The Rate Selection screen is displayed.

<table>
<thead>
<tr>
<th>Rate</th>
<th>Cost</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Inl Lett</td>
<td>£ 000.00</td>
<td>00000 g</td>
</tr>
</tbody>
</table>

   1st Class
   2nd Class
   Inland
  Intl
   Wizard

2. On that screen, you can:
   - Type a rate number 1 to 7 to select a rate or display rate options
   - Press 8 to select the Rate 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).
Using the Rate Wizard

The Rate Wizard is an alternative method of selecting rates that will guide you through the rate selection process of all types of mail.

To select an option on the screen:

• Highlight options using the arrow keys ↑ and ↓.
• Use the arrow keys to scroll from screen to screen.
• Then press [OK] to validate your selection.

Rate Wizard screens

• Selecting a Mail Class All Rate Mail Classes loaded in the system are displayed in the list.
• Selecting a Destination
  - For Domestic Mail Classes, you may be prompted to enter the destination postal or zone code. Use the [C] key to delete the existing postal or zone code (if any) and enter the new destination postal or zone code.
  - For International Mail Classes, use the arrow keys to highlight Code or Country. You can select from the alphabetically sorted Country list by entering the country letters or you can use the Code List to enter the numeric code for the country if you know it.
• Selecting a Service
  - All the services available, depending on your previous choices, are displayed in a list (including ‘No services’).
  - After you select a service, any additional available service is displayed.
• Wizard Summary Screen
  - The Summary Screen displays all the selections you have made.
  - If you place an item on the weighing platform, the corresponding postage is displayed.
  - Press [OK] to return to the home screen.

Otherwise, you can press the back key [←] to modify any of the settings made previously and obtain a new summary.
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 55.

Weighing modes

Depending on the type of mail you want to process, choose a weighing method according to the recommendations in the table below.

<table>
<thead>
<tr>
<th>For weighing...</th>
<th>Select the method...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items one by one</td>
<td>• Standard Weighing</td>
</tr>
<tr>
<td>Items stacked on the Weighing Platform</td>
<td>• Differential Weighing</td>
</tr>
<tr>
<td>Items exceeding WP capacity (see Specifications on page 189)</td>
<td>• Manual Weight Entry</td>
</tr>
</tbody>
</table>

The recommendations in the table only apply to items processed with the same rate.

The Weighing type icon on the screen indicates the weighing method selected and thus the source that provides the weight of the mail piece to the system.
Details on the Weighing Modes

All weighing options listed below may not be available in your Mailing System. Check with customer service to see how you can easily add weighing features to your Mailing System via online services.

- **Manual Weight Entry** In this mode, you enter the weight manually (see How to Enter the Weight Manually on page 55).

- **Standard Weighing** In this mode, each mail piece is manually placed on the Weighing Platform, and then put into the mail path (or print a label). If the Smart Start option is activated, you do not have to press at each piece (see How to Activate / Deactivate Smart Start on page 131).

- **Differential Weighing** (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).

**Changing the Weighing Type**

At start-up, the default weighing type is active.

**See also**

- To change the default weighing mode as supervisor, see How to Change the Default Weighing Type on page 134.
- To change the weighing type according to the type of process you want to run (see Choosing a Weighing Type on page 52), follow the steps outlined below.
How to Change the Weighing Type

To change the weighing type from the home screen:

1. Either:
   - Press \( \uparrow \) or \( \downarrow \) and select the path: > Job settings > Weighing type
   - Press \( \text{MENU} \) and select the path: > Job settings > Weighing type

   The Weighing mode screen is displayed.

   \[ \text{Weighing type} \]
   1. Manual Weight Entry
   2. Standard Weighing
   3. Differential Weighing

   The options actually displayed in the screen depend on the weighing devices that are connected to your Mailing System and on features that are activated.

2. Select the weighing type.

Entering Weight Manually

To use Manual Weight Entry you must have a Weighing Platform is connected and the WP feature is activated.

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.
How to Enter the Weight Manually

To enter the weight manually from the home screen:

1. Either:

   Press \( \text{MENU} \) and select the path: \( \text{Job settings} > \text{Weighing type} \).

   The Weighing mode screen is displayed.

2. Select **Manual weight entry**.

   The Manual weight entry screen is displayed.

   **Manual Weight Entry**

   **Enter the weight:**

   ![Manual Weight Entry Icon]

   You have to enter a weight that is upper than the capacity authorized for the WP (3kg).

3. Enter the weight (in g) and press [OK] to validate.

   The home screen displays the **Manual Weight Entry** icon and the weight entered.
Configuring the Stamp

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

- Change printed date
- Adding a pre-loaded Slogan to the left of the stamp
- Adding a pre-recorded ERA to the left of the stamp
- Moving the stamp away from the right edge of the envelope.

See also

- How to Change the Current ‘Type of Stamp’ on page 31
- Type of Process and Type of Stamp on page 25.

Navigating in the Stamp Settings

When you have selected the Type of stamp:

- To access the configuration menu of the Type of stamp, press.
- To return to the Type of stamp home screen, press.
Advancing or Omitting the Date

The Date Advance function allows you to change the date printed on mail pieces.

After 5pm, the mailing system automatically advances the postage date to the next day. When the notification screen pops up, please press Yes to confirm.

How to Change the Date

To change the date that will be printed:

1. Either:
   
   Press or and select the path: Customize stamp
   
   The Customize stamp screen is displayed.

2. Select Date and press [OK].
   The Date Advance screen is displayed.

3. On the Date Advance screen, you can configure the printed date as follows:
   To choose another day, select the corresponding item in the list.
   The icon indicates the current selection.

4. Press [OK] to apply changes and return to the configuration menu.

Adding an ERA and Slogan to the Stamp

You can add an ERA and/or a slogan to the stamp, as illustrated below.

Elements of a stamp imprint

See also

- The supervisor manages the lists of the available ERAs and slogans. See Managing ERAs on page 163 and Managing Slogan on page 160.
How to Add (or Cancel) an ERA on the Stamp

To add an ERA to the stamp, or to cancel the ERA:

1. Either:
   - Press and select the path: Customize stamp
   - Press and select the path: Customize stamp

2. Select ERA and press [OK].
   The Select ERA screen is displayed.

   ![ERA Slogans]
   - 0 None
   - 1 ERASlogan1
   - 2 ERASlogan2

3. Select the desired ERA in the list or None for printing no ERA.
   The icon indicates the current selection.

   The Customize stamp screen is displayed with updated parameters (home screen: ).
How to Add (or Cancel) a Slogan on the Stamp

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

1. Either:

   Press [Menu] and select the path: Built stamp/imprint

2. Select Slogan and press [OK].

   The Select Slogan screen is displayed.

   ![Select Slogan]

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

   The ✔ icon indicates the current selection.


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

See also

- Managing Slogan on page 160
Moving the Stamp (Print Offset)

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

Offset - Imprint printing offset

How to Move the Stamp (Print Offset)

To add an offset to the stamp position:
1. As a user:
   Press [MENU] and select the path: >Job settings > Print position

   The Print position setting screen is displayed.

   **Print offset mode**
   Select the print offset...

   ![Print offset menu with options]

   1. No_Offset
   2. Offset_1
   3. Offset_2

2. Select the offset and press [OK] to validate.
Using Imprint Memories

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 to 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.

See also

- To prepare imprint memories as supervisor, see Imprint Memories on page 146.

How to Use an Imprint Memory

To use an imprint memory:

1. Either:
   - Press \textbf{Mem} or \textbf{MENU} and select the path: \textbf{Imprint Memories}

   The imprint memories list is displayed.

2. Select an imprint memory in the list.

3. Press \textbf{[OK]} to validate your selection.

   The imprint memory zone (Mem) of the home screen displays the current imprint memory name.
3.7 Advanced Operations

Emergency Stop

If you want to stop the system in the event of an emergency:

How to Enable an Emergency Stop

To stop the run process immediately:

1. Press 🕳️.

Using 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 87.

How to Reset Batch Counters

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].
Money Operations

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

4.1 Overview ..............................................................................65

4.2 Managing Funds ..................................................................66
How to Check the PSD (Meter) Funds ...........................................................66
How to Add Funds to the PSD (Meter) .........................................................67

4.3 Unlocking the PSD (Postal Inspection) .........................69
How to Unlock the PSD .................................................................................69
How to Check the Date of the Next Call .........................................................70
4.1 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 19) and that the connection is properly configured (see Connection Settings on page 149).

Managing Funds

As a user, you can carry out the following operations dealing with funds in your Mailing System:

• Check the available funds in the PSD
• Add funds to the PSD

The funding operations trigger a connection of the Mailing System to Postal Services through the internet connection.

Tracking Funds

You can generate reports on the use of your postage funds as all Mailing operations involving your postage are recorded by the Mailing System.

To generate reports, see Reports on page 87.
4.2 Managing Funds

Checking 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.

Use the following steps to display your available postage funds.

How to Check the PSD (Meter) Funds

To check available funds:

1. Either:
   - Press and select the path: My Funds
   - Press and select the path: My Funds
   
   The Funds Menu is displayed.
   - Credit
   - Credit information
   - 1. Credit information
   - 2. Credit
   - 3. Audit
   - Date of next call
   - 01.01.00 - 00:00

2. Select the menu path:
   - Funds Used / Funds Available

   The screen displays your postage funds as shown below.

<table>
<thead>
<tr>
<th>Credit information</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td>£ 10.00</td>
</tr>
<tr>
<td>Credit</td>
<td>£ 5.00</td>
</tr>
</tbody>
</table>

   (Ascending = funds used. Descending = funds available.)
Adding Funds

You can add funds to your Mailing System at any time by complete the steps listed below. The Mailing System then connects to the Postal Services and validates the operation.

How to Add Funds to the PSD (Meter)

To add funds to the PSD:

1. Either:
   - Press and select the path: My Funds

2. Select Add Funds.
   The amount range screen is displayed.

   Credit
   Minimum reset amount
   £ 10.00
   Maximum reset amount
   £ 50000.00

3. If the system asks for a PIN code, enter the code using the keypad and press [OK].
   The Funds Screen is displayed.

   Credit
   Credit available
   £ 5.00
   Basic unit for £... £ 10.00
   Amount of Credit to add
   £ 10.00

   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).

   The amount must be in the range of Minimum reset amount and Maximum reset amount.
5. Press [OK] to start the connection to the Postal Server.
   If the funding process is successful, the system displays a successful message.

   ![Credit Transaction successful](Image)

   **Account balance:** £0005000.00

   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 149).](Image)

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 66).

   **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 133.
4.3 Unlocking the PSD (Postal Inspection)

Manual Call

The postal service requires your postage meter (PSD) to periodically connect for postal security regulation. If you have not connected your system after a period your system will automatically be deactivated.

If your system is deactivated, you have to perform a connection to the Postal Services to unlock the PSD.

You can also use the Audit function to set the Mailing System time after Daylight Savings Time transitions, as connecting to the Postal Services sets the Mailing System time and date.

How to Unlock the PSD

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

1. Either:
   - Press or and select the path: My Funds
   - Press MENU and select the path: My Funds

2. Select Postal Inspection.
   - The system asks for confirmation.

3. Press [OK] to connect to the Postal Services.
   - 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.
Checking the Date of the Next Call

You can check the date of the next automatic call, to ensure, for example, that the network will be available at this time.

How to Check the Date of the Next Call

To display the date of the next server call:
1. Either:

   Press \[\text{or} \] Press \[\text{and select the path: My Funds} \]

   The date of the next call is displayed on the screen.
5 Managing Accounts! and Assigning Rights

This section describes how you can manage accounts as the supervisor to track postage funds usage and/or set access rights to a variety of functions on your Mailing System.

5.1 Accounting and Assigning Rights Overview ....................73
5.2 Selecting an ‘Account Mode’ ..............................................75
5.3 Guidelines to Setup an Account ........................................76
   How to Change a Shared PIN Code ........................................77
5.4 Selecting an ‘Account Mode’ ..............................................79
   How to Display and Change the ‘Account Mode’ ...................79
5.5 Managing Accounts ............................................................80
   How to Create an Account .....................................................82
   How to View / Edit Account Information ................................83
   How to Activate / Deactivate an Account ..............................84
   How to Delete an Account ....................................................84
   How to Export an Account List .............................................85
   How to Import Accounts ......................................................86
5.1 Accounting and Assigning Rights Overview

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.

You can activate one or the other of these functions.

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.

You can then issue reports on each account (for information about reports, see Reports on page 87).

Accounts from the User’s Perspective

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.
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
- **Unique System PIN Code**: users enter a PIN code to access the system.
5.2 Selecting an 'Account Mode'

Introducing the 'Account Modes'

The 'Account mode' allows you to set up both the Accounts and the Access Control functions (see Accounting and Assigning Rights Overview on page 73).

The table below lists the functional access control for each account mode.

<table>
<thead>
<tr>
<th>Access Control Function</th>
<th>Accounts Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td>'No account'</td>
<td>No</td>
</tr>
<tr>
<td>'Accounts'</td>
<td>Yes</td>
</tr>
</tbody>
</table>

'Account Modes' table

The table below summarizes the 'Account mode' options available and the function of each option, on the user and supervisor points of view.

<table>
<thead>
<tr>
<th>Account mode</th>
<th>Function</th>
<th>Action required to access the system</th>
</tr>
</thead>
<tbody>
<tr>
<td>'No Account'</td>
<td>No postage tracking</td>
<td>Unlimited access to the system</td>
</tr>
<tr>
<td></td>
<td>No access control</td>
<td></td>
</tr>
<tr>
<td>'No Account with Access Control'</td>
<td>No postage tracking</td>
<td>Type a PIN code (shared by all users) to log in</td>
</tr>
<tr>
<td></td>
<td>Protects access to the system</td>
<td></td>
</tr>
<tr>
<td>'Accounts'</td>
<td>Tracks postage by Account/Department</td>
<td>Select the account to charge postage</td>
</tr>
</tbody>
</table>
5.3 Guidelines to Setup an Account

See also

- Selecting an ‘Account Mode’ on page 75.

Setting up 'No Account'

The ‘No Account’ mode provides users with unlimited access to the system (self-service type).
This is the default mode in your Mailing System.

Implementing “No account”

- Follow the procedure How to Display and Change the ‘Account Mode’ on page 79 and select the ‘No Account’ mode.

'No Account' Management Menu

In No account mode:

Account Management
No account

No other setting is necessary for the ‘No Account’ mode.
Setting up 'No Account with Access Control'

If you want to prevent unauthorized use of the Mailing System and do not want to use accounts, use the "No Account with Access Control" mode. This provides a single PIN code for all authorized users.

Implementing "No account with access control"

1. Follow the procedure How to Display and Change the 'Account Mode' on page 79 and select the 'No account with access control' mode.
2. Enter the 4 digit shared PIN code the users will have to enter at log in.

'No Account with Access Control' Management Menu

In No Account with access control mode, the menu allows you to change the shared PIN code.

How to Change a Shared PIN Code

1. As the supervisor (see How to Log in as Supervisor on page 120):

   Press \( \text{MENU} \) and select the path: \( \text{Account Management} > \text{Change PIN code} \)

   The PIN code screen is displayed.

2. Enter the new PIN code and press \([\text{OK}]\).
Setting up 'Accounts'

In 'Accounts' 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 “Accounts Mode”

1. Follow the steps outlined in How to Display and Change the ‘Account Mode’ on page 79 and select the ‘Accounts’ Mode.
2. Create accounts as indicated in How to Create an Account on page 82.

‘Accounts’ Mode Management Menu

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

See also

- To add, modify or delete accounts, see Managing Accounts on page 80.
5.4 Selecting an 'Account Mode'

See also
- Guidelines to Setup an Account on page 76.

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 120):
   - Press [MENU] and select the path: >Account Management > Account Mode Selection

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

   ![Account Mode Selection Screen](image)

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

   The Mailing System then confirms that the 'Account Mode' has been changed.
### 5.5 Managing Accounts

#### Selecting an Account Mode

You can only manage accounts in the Accounts Mode. **Before creating accounts**, see Setting up ‘Accounts’ on page 78.

#### Account Information

**Number of accounts**

The number of accounts you can create is set to **10** by default and can be increased to **100** if required. Every account includes the following information, which is displayed on the Add account screen:

<table>
<thead>
<tr>
<th>Account Item</th>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>30 Alphanumeric Characters</td>
<td>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.</td>
</tr>
<tr>
<td>Name</td>
<td>32 Alphanumeric Characters</td>
<td>Name of the account. Two accounts cannot have the same name.</td>
</tr>
<tr>
<td>Status</td>
<td>Active / Inactive</td>
<td>Only active accounts are visible to users.</td>
</tr>
</tbody>
</table>
Naming limitation

Account names must be unique within the system.

Additional information

See also

• About changing the maximum number of accounts, see Account level on page 115.
• Printing the current account list: Account Report on page 100.

Account Management

Follow the steps below to create, modify, activate/deactivate or delete accounts.

You can also import a list of accounts. See Importing/Exporting Account Lists on page 85.

See also

• Account Information on page 80.
Creating Accounts

How to Create an Account

To Create an account activate the mode “accounts”. See How to Display and Change the 'Account Mode' on page 79

1. As supervisor (see How to Log in as Supervisor on page 120):
   Press and select the path: > Account management > Manage accounts > Account list
   The Account list screen is displayed.

2. Select > Add Account .

3. Using the keypad:
   Enter the Account Number and press [OK]
   Enter the Account Name and press [OK]
   Select the Account Status (active or inactive) and press [OK].
   The Account creation summary screen will appear.

   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”).

4. Press [OK] to confirm the creation of the account.

Managing Accounts and Assigning Rights
Editing Accounts

Use the following steps to modify an account name or account status.
The account number cannot be edited once it is created.

How to View / Edit Account Information

To view or edit an account:

1. As supervisor (see How to Log in as Supervisor on page 120):

Press and select the path: > Account management > Manage accounts > Account list

The Account list screen is displayed.

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

3. Select Edit / Modify.

The Edit / Modify screen appears.

4. Change each parameter using the keypad (use key [C] to clear characters). Press [OK] to display the next parameter.

The Account modification summary screen is displayed.

5. Press [OK] to accept the changes.
Activating Accounts

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

How to Activate / Deactivate an Account

To activate or deactivate an account:
1. Perform procedure How to View / Edit Account Information on page 83.
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.

Deleting Accounts

You may need to delete an account.

How to Delete an Account

To delete an Account:
1. Perform procedure How to View / Edit Account Information on page 83.
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.
Importing/Exporting Account Lists

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.

Exporting 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.

How to Export an Account List

To export an account list on a USB memory key:

1. As supervisor (see How to Log in as Supervisor on page 120):
   - Press \textit{MENU} and select the path: \texttt{Account management $\rightarrow$ Manage accounts $\rightarrow$ 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.
Importing Account List

To import accounts into your Mailing System, place the CSV file on a USB memory key.

You can only import CSV files located in the root directory of the USB memory key.

The CSV file should have the following characteristics:

<table>
<thead>
<tr>
<th>Name</th>
<th>Format is ACS_yyyymmdd_hhmmss.CSV (example: ACS_20091007_035711.CSV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field delimiter</td>
<td>; (semi-colon)</td>
</tr>
<tr>
<td>Record delimiter</td>
<td>New line</td>
</tr>
</tbody>
</table>

To add accounts to your Mailing System, export the current account list and modify it before re-importing it into the Mailing System.

See also
- Maximum number of accounts: Account Information on page 80.

How to Import Accounts

To import accounts from a CSV file:

1. As supervisor (see How to Log in as Supervisor on page 120):
   - Press **MENU** and select the path: > Account management > Manage accounts > 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! Reports

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

6.1 Reports Overview ...............................................................89
6.2 Generating a Report ..............................................................92
   How to Generate a Report (as a User) ..................................................92
   How to Generate a Report (as Supervisor) ..............................................93
6.3 Counter Data ......................................................................94
6.4 Postage Data .......................................................................96
6.5 Funds Data .........................................................................98
6.6 Account Data ......................................................................100
   How to Generate the Account Report ....................................................101
6.7 System Data .......................................................................103
   How to Generate a IP Configuration Report ..........................................106
   How to Generate a Proxy Configuration Report ....................................106
6.1 Reports Overview

As a user or supervisor, you can get a range of reports to regularly view, print or store information regarding your Mailing System usage, funds usage, account expenditures, etc.

Your Mailing System can also upload basic data that can be viewed online. Enhanced online postal expense management reporting can be added as an option.

Reports generally require a beginning date and an end date. Typically, the reports are available on screen and can be printed out on an external USB printer or saved on a USB memory key.

Your Mailing System also allows you to get reports on mailing activity over the past two years.

The table below lists the available reports.

List of Reports

Output on: L=label (or envelope), S=screen, P=USB printer, F=USB memory key

<table>
<thead>
<tr>
<th>Report name</th>
<th>Report description</th>
<th>Output Devices</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COUNTER DATA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batch Data</td>
<td>Batch Counter and corresponding postage for outgoing mail since the last reset.</td>
<td>SP</td>
<td>Batch Data Report on page 94</td>
</tr>
<tr>
<td>Received Batch Data</td>
<td>Batch Counter for incoming mail ('Received on') since the last reset.</td>
<td>SP</td>
<td>Received Batch Data on page 95</td>
</tr>
<tr>
<td><strong>POSTAGE DATA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Usage</td>
<td>Consumption information (total items and total postage value) for each day of a selected period.</td>
<td>SPF</td>
<td>Daily Usage Report on page 96</td>
</tr>
<tr>
<td>Monthly Usage</td>
<td>Total items and total postage value per month for a selected period.</td>
<td>SPF</td>
<td>Monthly Usage Report on page 97</td>
</tr>
<tr>
<td>FUNDS DATA</td>
<td>ACCOUNT DATA</td>
<td>SYSTEM DATA</td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------------</td>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Funds Usage Information</strong></td>
<td><strong>Adding Postage</strong></td>
<td><strong>Machine Configuration</strong></td>
<td></td>
</tr>
<tr>
<td>Information on the funds usage in the machine (since the installation of the machine). Contents is limited to the history available in the PSD.</td>
<td>Last refill operations performed on the machine in a selected period.</td>
<td>Supervisor settings (imprint default data, date advance, postal services, connections, Ink cartridge, weighing options, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Adding Postage</strong></td>
<td><strong>Single Account</strong></td>
<td><strong>Base Events</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Events listed for diagnostics with customer service assistance only (supervisor only).</td>
<td><strong>PSD Events</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>IP Configuration Report</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Multi Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>IP configuration settings</td>
<td></td>
</tr>
</tbody>
</table>

- **LSPF** Funds Summary Report on page 98
- **SPF** Adding Postage Report on page 99
- **S** Single Account Report on page 101
- **PF** Multi Account Report on page 102
- **PF** Machine Configuration Report on page 103
- **SPF** Base errors on page 104
- **SPF** Meter errors on page 105
- **L** IP Configuration Report on page 106
| Proxy Configuration Report | Proxy configuration settings | L | Proxy Configuration Report on page 106 |

---

#### Reports

- Page 91 | Jul-16-2015 12:10 |
6.2 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 USB memory key

How to Generate a Report (as a User)

To generate a Report:

1. As a user:
   Press \text{MENU} and select the path: \text{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.

5. Select an available output device.
   The system will send the report details to the selected output.
How to Generate a Report (as Supervisor)

To generate a Report:
1. As supervisor (see How to Log in as Supervisor on page 120):

   Press MENU and select the path: Reports

2. Resume with the steps outlined in How to Generate a Report as a User on page 92.
6.3 Counter Data

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.

Output
• Screen
• USB printer

Content

<table>
<thead>
<tr>
<th>Fields</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Begin = Date of last reset</td>
</tr>
<tr>
<td></td>
<td>End = Current date</td>
</tr>
<tr>
<td>Die number</td>
<td>On printed report only</td>
</tr>
<tr>
<td>Number of items (without 0.00 items)</td>
<td></td>
</tr>
<tr>
<td>Total value of items</td>
<td></td>
</tr>
</tbody>
</table>

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 62.
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

<table>
<thead>
<tr>
<th>Fields</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Begin = Date of the last reset</td>
</tr>
<tr>
<td></td>
<td>End = Current date</td>
</tr>
<tr>
<td>Incoming Mail</td>
<td>Number of items</td>
</tr>
</tbody>
</table>

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 62.
6.4 Postage Data

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, but maximum is Begin date + 31 days.

Default period:

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

Output

- Screen
- USB printer
- USB memory key

Content

<table>
<thead>
<tr>
<th>Fields</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Die number</td>
<td>On printed report only</td>
</tr>
</tbody>
</table>

For each day in the period:

- Day number
- Number of items processed (zero and non-zero)
- Total postage value for this day
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

Content

<table>
<thead>
<tr>
<th>Fields</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Die number</td>
<td>On printed report only</td>
</tr>
</tbody>
</table>

For the period, for each month presented in data collected:
• Month name and year
• Total number of items processed
• Total postage value for the month
6.5 Funds Data

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

<table>
<thead>
<tr>
<th>Fields</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current date and time</td>
<td>Printed report only.</td>
</tr>
<tr>
<td>PSD status</td>
<td>Printed report only.</td>
</tr>
<tr>
<td>Die number</td>
<td>Printed report only.</td>
</tr>
<tr>
<td>Funds used (ascending)</td>
<td>Total postage printed by the system.</td>
</tr>
<tr>
<td>Funds available (descending)</td>
<td>Postage available in the system to print.</td>
</tr>
<tr>
<td>Control total</td>
<td>Total funds downloaded into the system.</td>
</tr>
<tr>
<td></td>
<td>Must be equal to ascending + descending.</td>
</tr>
<tr>
<td>Non zero items</td>
<td>Total number of normal items.</td>
</tr>
<tr>
<td>Zero Items</td>
<td>Total number of zero items.</td>
</tr>
<tr>
<td>Total items</td>
<td>Total number of zero + non-zero items.</td>
</tr>
</tbody>
</table>
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.

Output
• Screen
• USB printer
• USB memory key

Content

<table>
<thead>
<tr>
<th>Fields</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td></td>
</tr>
<tr>
<td>Default period:</td>
<td></td>
</tr>
<tr>
<td>• Begin = Current date - 6 months</td>
<td></td>
</tr>
<tr>
<td>• End = Current date</td>
<td></td>
</tr>
<tr>
<td>Die number</td>
<td>On printed report only</td>
</tr>
<tr>
<td>For each postage download performed:</td>
<td>Represents the new total amount available</td>
</tr>
<tr>
<td>• Download date &amp; time</td>
<td>in the machine.</td>
</tr>
<tr>
<td>• Funding amount</td>
<td></td>
</tr>
<tr>
<td>• New descending</td>
<td></td>
</tr>
</tbody>
</table>
6.6 Account Data

Account Report

This report displays the list of accounts in the system.

Requirements
To generate this report:
- You have to be logged in as a supervisor
- The current 'Account mode' has to be Account.

Output
- Printer
- USB memory key

Content

Data

For each account:
- Account number
- Account name
- Status

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 Account Report

To generate the Account Report:
1. As supervisor (see How to Log in as Supervisor on page 120):
   Press and select the path: > Account management > Manage accounts > Account report

2. Select an Output and then press [OK].

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 'Accounts' or 'Accounts with PIN Codes'.
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

<table>
<thead>
<tr>
<th>Fields</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td></td>
</tr>
<tr>
<td>Die number</td>
<td>printed report only.</td>
</tr>
<tr>
<td>Account number</td>
<td></td>
</tr>
<tr>
<td>Account name</td>
<td></td>
</tr>
<tr>
<td>Number of items processed (zero + non-zero items)</td>
<td></td>
</tr>
<tr>
<td>Total postage value</td>
<td></td>
</tr>
</tbody>
</table>
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 'Accounts' or 'Accounts 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

- Screen
- USB printer
- USB memory key

Content

<table>
<thead>
<tr>
<th>Fields</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td></td>
</tr>
<tr>
<td>Die number</td>
<td>On printed report only.</td>
</tr>
<tr>
<td>For each account:</td>
<td>If, in the period, some items were printed using a mode without accounts</td>
</tr>
<tr>
<td></td>
<td>(default account), these items appear in the report under the name: '</td>
</tr>
<tr>
<td></td>
<td>Others' and 'No account'.</td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>Account name</td>
<td></td>
</tr>
<tr>
<td>Number of items processed (zero + non-zero items)</td>
<td></td>
</tr>
<tr>
<td>Total postage value.</td>
<td></td>
</tr>
</tbody>
</table>
6.7 System Data

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

<table>
<thead>
<tr>
<th>Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imprint default settings (Default ERA, Default Slogan, Default Rate)</td>
</tr>
<tr>
<td>Date advance parameters</td>
</tr>
<tr>
<td>Funds settings (High value, Low Funds)</td>
</tr>
<tr>
<td>Connections settings</td>
</tr>
<tr>
<td>System settings including, for example:</td>
</tr>
<tr>
<td>• MMI settings (language, default home screen, sleep mode timeout, backlight)</td>
</tr>
<tr>
<td>• Weighing settings (Geo code, weight threshold, rounding mode)</td>
</tr>
<tr>
<td>• Connection settings</td>
</tr>
</tbody>
</table>

See also
- Generating a Report on page 92.
Base errors

This report displays the list of errors encountered on the mailing system and related to the base.

Requirements

• To generate this report, you have to be logged in as the supervisor.

Outputs

• Screen
• USB Printer (optional)
• USB Key

If you use screen to see this report:

• Scroll the errors using the arrow keys \( \downarrow \) and \( \uparrow \).
• Press \( \text{OK} \) if you want to go back to the selection of the output.

Content

Fields | Comments
---|---
Code | Reference code of the base error: BAS-XX-YYY (XX is a 2-digit number, YYY is a 3-digit number)
Date | Date when error occurred
Cycles | Number of imprints when this error occurred.

See also

• Generating a Report on page 92.
Meter errors

This report displays the list of errors encountered on the mailing system and related to the meter.

Requirements
- To generate this report, you have to be logged in as the supervisor.

Outputs
- Screen
- USB Printer (optional)
- USB Key

If you use screen to see this report:
- Scroll the errors using the arrow keys and .
- Press if you want to go back to the selection of the output.

Content

<table>
<thead>
<tr>
<th>Fields</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Reference code of the meter error: PSD-XX-YYY (XX is a 2-digit number, YYY is a 3-digit number)</td>
</tr>
<tr>
<td>Date</td>
<td>Date when error occurred</td>
</tr>
<tr>
<td></td>
<td>Number of imprints when this error occurred.</td>
</tr>
</tbody>
</table>

See also
- Generating a Report on page 92.
IP Configuration Report

Requirements
To generate this report:
• you must be logged in as Supervisor
• the mailing machine must be connected to the network with LAN

Output
The IP Configuration Report outputs are:
• Label

How to Generate a IP Configuration Report

To generate a IP Configuration Report:

Proxy Configuration Report

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

Output
The Proxy Configuration report output is:
• Label

How to Generate a Proxy Configuration Report

To generate a Proxy Configuration Report:
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.

### 7.1 Online Services Overview

### 7.2 Connecting to Online Services

- How to Call Online Services Manually (as a User)
- How to Call Online Services Manually (as Supervisor)
- How to Test the Connection to Online Services

### 7.3 Uploading Statistics

- How to Upload Report Data to the Online Services Server

### 7.4 System Online Services
7.1 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.
- **Rate Updates**: maintain current postal rates with automatic, electronic, convenient downloads into your Mailing System (see Options and Updates on page 153)
- **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 / ERA download**: order a new slogan /ERA 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.
7.2 Connecting to Online Services

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 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.

Manual Calls

Manual calls allow you to connect to the Online Server in order to retrieve new information (update postal rates, ERA/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.
How to Call Online Services Manually (as a User)

To trigger a generic call
1. As a user:

   Press \( 	ext{MENU} \) 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 156.

How to Call Online Services Manually (as Supervisor)

To trigger a generic call:
1. As supervisor (see How to Log in as Supervisor on page 120):

   Press \( 	ext{MENU} \) 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 156.

Synchronize Call

This type of call is only for executing on request from your Customer Service.
This call updates the automatic call schedule of the machine and the features/options (see Options and Updates on page 153).
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 149)
  - 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.

How to Test the Connection to Online Services

To ping the server

1. As a user:
   
   Press and select the path: > Online Services > Ping server

2. Or, as supervisor (see How to Log in as Supervisor on page 120):
   
   Press and select the path: > Online Services > Ping server
To test the server

1. As a user:

Press [MENU] and or select the path: > Online Services > Test server

2. Or, as supervisor (see How to Log in as Supervisor on page 120):

Press [MENU] and select the path: > Online Services > Test server

The call process starts and displays its sequence of operations on the screen.
7.3 Uploading Statistics

This manual call uploads report data to the Online Services server, so that you can display reports that integrate the latest figures on your Online Services web page. Otherwise, automatic calls upload report data to the Online Services server at the end of each month.

Your system uploads basic statistic data for basic postal expense management reporting. Enhanced reporting is optional. See Activating New Options on page 159.

How to Upload Report Data to the Online Services Server

To upload report data:

1. As a user

Press [MENU] and select the path: > Online Services > Upload Statistics

2. As supervisor (see How to Log in as Supervisor on page 120):

Press [MENU] and select the path: > Online Services > Upload data

The call to the server is triggered.
7.4 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 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 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.
8 Configuring your Mail-ing 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.

8.1 Settings Overview ............................................................ 119
8.2 Logging in / out as the Supervisor .................................. 120
   How to Log in as Supervisor .................................................. 120
   How to Exit the Supervisor Mode .......................................... 121
8.3 Changing the Display Language ...................................... 122
   How to Change the Display Language ..................................... 122
   How to Change the Display Language by Default .................. 123
8.4 Enabling/Disabling Sounds .............................................. 124
   How to Enable / Disable the Beeps ...................................... 124
   How to Change the Beeps by Default .................................... 125
8.5 Display Settings ............................................................. 126
   How to Adjust the Display Contrast ...................................... 126
   How to Change the Display Contrast by Default .................. 127
8.6 System Time-outs and Settings ....................................... 128
   How to Adjust the Time-outs .............................................. 129
   How to Change System Time-Outs ....................................... 130
   How to Activate / Deactivate Smart Start ........................... 131
8.7 High Value Low Funds Warnings and PIN code .............. 132
   How to Set the High-Value Warning Amount ......................... 132
   How to Set the Low-Funds Threshold .................................. 132
   How to Set/Cancel a Funding PIN Code ............................. 133
8.8 Weighing Settings .......................................................... 134
   How to Change the Default Weighing Type ......................... 134
   How to Activate the Automatic Weight Detection on the WP .... 135
   How to De-activate the Automatic Weight Detection on the WP 135
   How to Zero the Weighing Platform ................................... 136
How to Tare the Weighing Platform (as a User) ...........................................136
How to Rezero the Weighing Platform ..........................................................137
How to Tare the Weighing Platform (as Supervisor) ...................................137
How to Change the GEO Code ....................................................................138

8.9 Postage Imprint Default Settings .........................................................141
   How to Change the Default Rate .............................................................141
   How to Change the Default ERA ............................................................142
   How to Change the Default Slogan ...........................................................143
   How to Set the Automatic Date Advance Time ........................................144
   How to Set the Default Printing Offset ...................................................145

8.10 Imprint Memories ..............................................................................146
   How to Create an Imprint Memory ..........................................................147
   How to Edit / Modify an Imprint Memory ................................................147
   How to Delete an Imprint Memory ...........................................................148

8.11 Connection Settings ...........................................................................149
   How to Set the Postal/Online Services Connection ..................................149
   How to Set LAN (High-speed Internet) Parameters ................................150

8.12 Time and Date Management ..............................................................151
   How to Check/Adjust the Machine Time and Date .................................151
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 23, *Maintaining your Mailing System* on page 167, etc.

### 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 and activate the Smart Start function
- Set funds warnings (high amount, 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, ERA, slogan), activate the Automatic Date Advance function and set a default printing offset
- Enter connection parameters.
8.2 Logging in / out as the Supervisor

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.

How to Log in as Supervisor

To log in as Supervisor when you are already logged in as a user:

1. As a user:
   - Press \[MENU\] 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.
Exiting 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.

How to Exit the Supervisor Mode

To exit the supervisor mode:
1. As supervisor:

   Press \(\text{\textbf{\text{Power}}}\).

   The system will go into ‘Sleep’ mode and supervisor is logged out.
8.3 Changing the Display Language

You can choose a language among those available in the Mailing System for your mailing session (3 languages maximum).

How to Change the Display Language

To change the current display language:

1. As a user:
   - Press [MENU] and select the path: >Preferences > Language

2. Select the language you want to use.

This user setting lasts as long as you are logged in. The standby mode will delete this setting.
Setting Default Display Language

You can set the default display language for user sessions by completing the steps listed below.

**How to Change the Display Language by Default**

To change the user language by default:
1. As supervisor (see How to Log in as Supervisor on page 120):
   
   Press [MENU] and select the path: Default User Settings > Default User Preferences > Language

2. Select the default language.

This setting will not be affected by the standby mode.
8.4 Enabling/Disabling Sounds

You can enable or disable the system beeps separately:
- Beeps on keys
- Beeps on warnings and errors.

How to Enable / Disable the Beeps

To enable or disable the beeps:
1. As a user:
   - Press \texttt{MENU} and select the path: \texttt{Preferences > Sounds}
2. Select \texttt{Beep on key} and/or \texttt{beep on error} check boxes.

This is a user setting that only lasts as long as you are logged in.
Setting Default System Beeps

You can set the default beep state for user sessions.

How to Change the Beeps by Default

To change the sounds by default:

1. As supervisor (see How to Log in as Supervisor on page 120):

Press [MENU] and select the path: 

>Default user settings > Default user preferences > Sounds

2. Check Beep on key and/or Beep on error to enable the sounds.
8.5 Display Settings

You can adjust the contrast of the display for bright or dark working environments.

How to Adjust the Display Contrast

To adjust the display contrast:

1. As a user:
   
   Press [MENU] and select the path: >Preferences > Contrast

2. Type 1 and 2 to increase or decrease the contrast. The screen updates immediately.


This is a user setting that only lasts as long as you are logged in.
Setting Default Display Contrast

To set a display contrast which will be applied to all user sessions, you can set the default display contrast.

How to Change the Display Contrast by Default

To set the default contrast:

1. As supervisor (see How to Log in as Supervisor on page 120):
   
   Press MENU and select the path: >Default user settings > Default user preferences > Contrast

2. Use the 1 or 2 button to increase or decrease the contrast. The screen updates to the new setting.


   Do not press [OK] if the screen contrast is completely light or dark. Readjust the contrast so the screen is visible, then press [OK].
8.6 System Time-outs and Settings

System settings include:
- System motor time-outs
- Sleep mode time-out
- Smart Start: function that automatically starts the system motors when you withdraw the mail piece from the weighing platform (see Choosing a Weighing Type on page 52).

System Time-outs

The system time-outs are defined as follows:

<table>
<thead>
<tr>
<th>Start</th>
<th>Stop</th>
<th>Sleep</th>
</tr>
</thead>
<tbody>
<tr>
<td>The period of time the system waits for an envelope after pressing 📚. Once this time-out is reached the system stops.</td>
<td>The period of time the system waits for the next envelope after printing. Once this time-out is reached, the system will stop.</td>
<td>Period of inactivity after which the system automatically switches to 'Sleep' mode (see Power Management on page 21).</td>
</tr>
</tbody>
</table>

You can set a long Stop time-out to have time to feed the hopper before the machine stops.
How to Adjust the Time-outs

To adjust the time-outs:

1. As a user:

   Press \texttt{MENU} and select the path: >\texttt{Job settings} > \texttt{Time-out settings}

   The Time-out setting screen is displayed.

   
   \begin{center}
   \textbf{Timeout setting}
   \begin{itemize}
   \item \texttt{Start timeout (sec)}
   \end{itemize}
   \end{center}

   \begin{itemize}
   \item \texttt{[5-3600]}:
   \end{itemize}

   \begin{itemize}
   \item \texttt{15 s}
   \end{itemize}

2. Specify the length of each time-out using the keypad and press \texttt{[OK]} to display the next screen, until the Summary screen is displayed.

3. Press \texttt{[OK]} to exit.

   This is a user setting that only lasts as long as you are logged in.

---

Setting Default Time-Outs
How to Change System Time-Outs

To change the system time-Outs:
1. As Supervisor (see How to Log in as Supervisor on page 120)

Press [MENU] and select the path: > Default user settings > System settings
> Time-out settings

The Timeout setting screen is displayed.

2. Specify the length of each time-out using the keypad and press [OK] to display the next screen, until the Summary screen is displayed.

   Use the [C] key to clear old settings then enter a new value.


Smart Start

The Smart Start function detects when you are removing a mail piece from the weighing platform and automatically starts the system motors without you having to press the key.
How to Activate / Deactivate Smart Start

To activate / deactivate the Smart Start function:

1. As supervisor (see How to Log in as Supervisor on page 120):
   
   Press \textbf{MENU} and select the path: \textbf{Default user settings} \textbf{Base settings} \textbf{Smart start}

2. Activate or deactivate Smart Start.
8.7 High Value Low Funds Warnings and PIN code

Warnings

Your Mailing System can warn you that the postage amount that you have typed is higher than a preset value. This high-amount warning prevents you from accidentally printing high postage amounts.

Your Mailing System can also warn you that funds remaining in the PSD are getting low (low-funds threshold).

How to Set the High-Value Warning Amount

To set a high-value warning amount:

1. As supervisor (see How to Log in as Supervisor on page 120):
   
   Press [MENU] 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.

How to Set the Low-Funds Threshold

To set a low-funds threshold:

1. As supervisor (see How to Log in as Supervisor on page 120):
   
   Press [MENU] and select the path: >Default user settings > Funds settings >
   Low funds threshold
   
2. Enter the low-funds warning amount or press [C] and enter 0 to disable the warning function.
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 63).

How to Set/Cancel a Funding PIN Code

To set a funding PIN code:
1. As supervisor (see How to Log in as Supervisor on page 120):
   Press MENU and select the path: Default user settings > Funds settings > Funds PIN code
   2. Enable or disable the PIN code.
   3. Enter the funding PIN code if enabled.
8.8 Weighing Settings

The weighing settings include:

- Setting a default weighing type used for mailing
- Activating / De-activating the WP Automatic Selection functionality.
- Checking on Zero Weight
- Setting the GEO code that corresponds to the geographical location of the Mailing System.

Default Weighing Type

This setting defines both the weighing device and the weighing type that are selected by default when a user starts the mailing process (see Choosing a Weighing Type on page 52).

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 120):
   - Press [MENU] and select the path: > Default user settings > Base settings > Default weighing type

2. Select a default weighing type in the list.
Weighing Platform Automatic Selection

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.

How to Activate the Automatic Weight Detection on the WP

To activate the automatic weight detection on the WP:
1. Log in as the Supervisor (see How to Log in as Supervisor on page 120), then:
   Press \[ MENU \] and select the path: > Default user settings > Base settings > Auto Weight Detection

2. Select Auto Weight Detection to activate the function.

How to De-activate the Automatic Weight Detection on the WP

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 120), then:
   Press \[ MENU \] and select the path: > Default user settings > Base settings > Auto Weight Detection

2. Select No Auto Weight Detection to de-activate the function.
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.

To zero the Weighing Platform quickly, press and maintain the key until the weight is reset to zero.

How to Zero the Weighing Platform

To zero the Weighing Platform as a user:

1. As a user:
   - Press [MENU] and select the path: > Job settings > Zero Weigh Platform

2. Remove all items from the Weighing Platform.

How to Tare the Weighing Platform (as a User)

To tare the Weighing Platform as a user:

1. As a user:
   - Press [MENU] and select the path: > Job settings > Tare Weigh Platform

2. Place the item you want to use on the Weighing Platform.
3. Press [OK] to set weight to zero.
How to Rezero the Weighing Platform

To re-zero the Weighing Platform:
1. As supervisor (see How to Log in as Supervisor on page 120):
   Press and select the path: >System settings > Weighing functions > Zero Weigh Platform
2. Remove all items from the Weighing Platform.

How to Tare the Weighing Platform (as Supervisor)

To tare the Weighing Platform:
1. As supervisor (see How to Log in as Supervisor on page 120):
   Press and select the path: >System settings > Weighing functions > Weigh Platform Tare

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
Changing 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 are accurate.

How to Change the GEO Code

To change the GEO code:

1. As supervisor (see How to Log in as Supervisor on page 120):
   Press \( \text{MENU} \) and select the path: \( >\text{System settings} >\text{Accessories and module settings} >\text{GEO code} \)

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.

Geodesic map
### Geodesic codes

<table>
<thead>
<tr>
<th>0 m / 0 ft</th>
<th>200 m / 650 ft</th>
<th>400 m / 1300 ft</th>
<th>600 m / 1950 ft</th>
<th>800 m / 2600 ft</th>
<th>1000 m / 3900 ft</th>
<th>1200 m / 3900 ft</th>
<th>1400 m / 4500 ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>10368</td>
<td>10368</td>
<td>10375</td>
<td>10382</td>
<td>10399</td>
<td>10405</td>
<td>10412</td>
<td></td>
</tr>
<tr>
<td>10344</td>
<td>10351</td>
<td>10368</td>
<td>10375</td>
<td>10382</td>
<td>10399</td>
<td>10405</td>
<td></td>
</tr>
<tr>
<td>10344</td>
<td>10344</td>
<td>10351</td>
<td>10368</td>
<td>10375</td>
<td>10382</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10313</td>
<td>10320</td>
<td>10337</td>
<td>10344</td>
<td>10351</td>
<td>10368</td>
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<td>10337</td>
<td>10344</td>
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<td>10290</td>
<td>10306</td>
<td>10313</td>
<td>10320</td>
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<td>10276</td>
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<td>10306</td>
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<td>10269</td>
<td>10276</td>
<td>10283</td>
<td>10290</td>
<td></td>
</tr>
</tbody>
</table>
8.9 Postage Imprint Default Settings

The settings of the postage imprint 'by default' include:

- **Stamp default settings**: sets the default rate, ERA 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
- ERA
- Slogan

On list screens, a mark ✓ indicates the default parameter.

### Changing the Default Rate

Use the procedure below to change the rate the machine activates at start-up.

#### How to Change the Default Rate

**To change the default rate:**

1. As supervisor (see How to Log in as Supervisor on page 120):
   
   Press [MENU] and select the path: >Default user settings > Default imprint parameters > Default rate

2. Select the default rate using the rate wizard.

**See also**

- Managing Postal Rates on page 165
Changing the Default ERA

How to Change the Default ERA

To change the default ERA:
1. As supervisor (see How to Log in as Supervisor on page 120):

   Press [MENU] and select the path: > Default User Settings > Default Imprint Parameters > ERA

2. Select the default ERA and press [OK] to validate.

See also
- Managing ERAs on page 163
Changing the Default Slogan

How to Change the Default Slogan

To change the default Slogan:

1. As supervisor (see How to Log in as Supervisor on page 120):

   Press [MENU] and or select the path: > Default User Settings > Default Imprint Parameters > Slogan

2. Select the default slogan from the list, or None for no slogan.

See also

• Managing Slogan on page 160

You can order custom Slogans. Please contact your Customer Service.
Automatic Date Advance

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.

How to Set the Automatic Date Advance Time

To set the auto date advance time and days:

1. As supervisor (see How to Log in as Supervisor on page 120):
   - Press \[ \text{MENU} \] and select the path: > Default user settings > Default imprint parameters > Automatic date advance
   - The Automatic date advance screen is displayed.
   - \[ \text{Auto date advance setting Active} \]
   - 1. Activate/deactivate
   - 2. Set Hours
   - 3. Set working days

2. Select ON and press \[ \text{OK} \] to enable the Auto Date Advance function.
3. On the first screen, type 2, enter the Automatic Date Advance time (00:00 hours is not allowed) and press \[ \text{OK} \].
4. On the next screen type 3 following by the day number on the keypad to select/deselect each day, and then press \[ \text{OK} \].
5. Press \[ h \] to exit.
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 5 mm or 10 mm.

How to Set the Default Printing Offset

To change the default printing offset:

1. As supervisor (see How to Log in as Supervisor on page 120):

   Press [MENU] and select the path: > Default user settings > System settings > Print Position

2. Set the > Default from a position list.
8.10 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 61).
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.

Standard Stamp Imprint Memory

The table below gives the content of a [Standard] stamp imprint memory.

| Imprint settings | ERA slogan
|                 | Slogan
|                 | Date mode
|                 | Rate
| Account setting | Account number if any

Managing Imprint Memories
How to Create an Imprint Memory

To create an imprint memory:
1. As supervisor (see How to Log in as Supervisor on page 120):
   - Press [MENU] 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. Enter the name of the new imprint memory, then press [OK].
5. Enter the preferences, press [OK] to validate and display the next list of parameters, if any.
6. Repeat the previous step until the system displays the name of the new imprint memory in the list.
7. You can modify any preference by using the >Edit/Del function (see How to Edit / Modify an Imprint Memory on page 147)

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 120):
   - Press [MENU] and select the path: **Predefined imprint management**

2. Select an imprint memory from the list displayed on the screen.
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 120):
   Press [MENU] and select the path: Predefined imprint management
2. Select an imprint memory from the list of saved imprint memories.
4. Select the menu path Delete.
5. Press [OK] to confirm to delete the imprint memory.
8.11 Connection Settings

Connection to the Postal Services or Online Services

To add funds or access Online Services, the Mailing System can use the following networks:
• An Internet access through a high speed LAN (Local Area Network).

First use the procedure below to select the connection, then configure the connection.

LAN settings can only be performed if the machine was actually connected to the LAN at power-up.

See also
• To physically connect the LAN to the base, see Connection Diagram on page 20.

How to Set the Postal/Online Services Connection

To set the postal/Online Services connection:
1. As supervisor (see How to Log in as Supervisor on page 120):

Press \([\text{MENU}]\) 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. To use:
   • The LAN, select LAN and press [OK].

3. For LAN settings, see How to Set LAN (High-speed Internet) Parameters on page 150.
LAN Settings

LAN settings can only be performed if the machine is connected to the LAN at power-up.

How to Set LAN (High-speed Internet) Parameters

To set the parameters of the LAN:

1. As supervisor (see How to Log in as Supervisor on page 120):
   - Press MENU and select the path: > Communication settings > LAN settings
   - The LAN configuration menu is displayed.

2. Select > Auto to automatically configure the LAN (recommended).
   - Otherwise, select > Manual to set parameters manually.

3. Select:
   - DHCP ON
   - DNS AUTO ON
   - HALF DUPLEX
   - and press [OK] four times for a standard LAN configuration.
8.12 Time and Date Management

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 69
- As supervisor: How to Check/Adjust the Machine Time and Date on page 151.

Time and Date Setup

Time and date are required for postage and are provided by the postal authorities. As a result, you cannot manually adjust the system time and date. However, you can ask the system to check the current time and date and display them.

See also

- Automatic Date Advance on page 144.

To check the time and date, make sure the connection to the Postal Services is available. See How to Set the Postal/Online Services Connection on page 149.

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 120):

   Press \textbf{MENU} and select the path: \texttt{System settings} \texttt{> Date and time}

   If you are processing postage at the time when the system clock adjusts for daylight savings time, the Mailing System will wait until you are finished before displaying the new time.

2. Select \texttt{Audit call} to adjust the time.

   The system adjusts its time if necessary and displays time and date values.
9! 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 ERAs or slogans.

9.1 Options and Updates Process ...............................................155
   How to Access the Options and Updates Menu ........................155

9.2 Using the Mailbox ..............................................................156
   How to Read Messages (as a User) ........................................156
   How to Read Messages (as Supervisor) .................................156
   How to Delete Messages (as a User) ......................................157
   How to Delete Messages (as Supervisor) ...............................157

9.3 Managing Options ............................................................158
   How to Display the Options ................................................158
   How to Load New Options ..................................................159

9.4 Managing Slogan .............................................................160
   How to Display the List of Slogans .......................................161
   How to Modify or Delete a Slogan .......................................161
   How to Download New Slogans ..........................................162

9.5 Managing ERAs ..............................................................163
   How to Display the List of ERAs .........................................163
   How to Modify (or Delete) an ERA ......................................164

9.6 Managing Postal Rates ....................................................165
   How to Check your Rate Updates ......................................165
   How to Download New Postal Rates .................................166
9.1 Options and Updates Process

You can update your Mailing System by:

- Adding new options, such as Differential Weighing or increasing the maximum number of accounts
- Update postal Rates
- Downloading custom Slogans or ERAs

To update your Mailing System's operating system, see Online Services on page 107.

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 120):

   Press **MENU** and select the path: **Options and Updates**

   The Options and Updates menu is displayed.

   Options and Updates
   1. Options list
   2. Update ERA Slogans
   3. Update Slogan
   4. Rate Management
9.2 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.

The Mailbox list screen indicates unread messages and allows you to delete read messages.

How to Read Messages (as a User)

1. As a user:

Press \[MENU\] and select the path: Mailbox

The Mailbox screen is displayed.

2. Select the message to read and press [OK].
3. Select Delete message to erase the message after you have read it.

How to Read Messages (as Supervisor)

1. As supervisor (see How to Log in as Supervisor on page 120):

Press \[MENU\] and select the path: Mailbox

The Mailbox screen is displayed.

2. Select the message to read and press [OK].
3. Select Delete message to erase the message after you have read it.
How to Delete Messages (as a User)

1. As a user:
   Press \texttt{MENU} and select the path: \texttt{Mailbox}

   The Mailbox screen is displayed.

2. Select the message to be deleted and press \texttt{[OK]}

3. Select Delete message to erase the message.

How to Delete Messages (as Supervisor)

1. As supervisor (see How to Log in as Supervisor on page 120):
   Press \texttt{MENU} and select the path: \texttt{Mailbox}

   The Mailbox screen is displayed.

2. Select the message to be deleted and press \texttt{[OK]}

3. Select Delete message to erase the message.
9.3 Managing Options

Consulting the Option List

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.

How to Display the Options

To display the option list:

1. As supervisor (see How to Log in as Supervisor on page 120) either:

   Press \[ \text{MENU} \] and select the path: > Options and Updates > Option list

   The Options list screen is displayed.

   Options list

   Updates?

   1. Acc - 25
   2. Weighing capacity...
   3. DW capacity - 500...

2. To display the details of an option, select the option and press [OK].
Activating 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.

How to Load New Options

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 19) and that the connection is properly configured (see Connection Settings on page 149).

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 158.
Managing Slogan

The Slogans are graphical slogans you can add on the left hand side of the stamp printed on mail pieces.

Slogans include BM (Business Mail) licence plates.

- To select a BM, select the corresponding slogan.

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 159.

Managing Slogan

See also
- Selecting an die to print: How to Add (or Cancel) an Slogan on the Stamp on page 59

Displaying 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 activated default slogan.

See also
- How to Change the Default Slogan on page 143
How to Display the List of Slogans

To display the list of slogans:
1. As supervisor (see How to Log in as Supervisor on page 120):

   Press [MENU] and select the path: >Option and Updates > Update slogans

   The list of slogans is displayed in the Slogan management screen.

Modifying the List of Slogans

The procedure below allows you to change the menu name of a slogan or to remove a slogan from the list.

How to Modify or Delete a Slogan

To modify or delete a slogan:
1. Display the list of slogans (see How to Display the List of Slogans on page 161).
2. Select the slogan and select Edit / Del.
   The Slogan setting menu is displayed.

   To change the name of the slogan:
   1. Select Edit.
   2. Change the slogan name using the keypad and press [OK].
      The system updates the slogan list.

   To delete the slogan:
   1. Select Delete.
      The system asks for a confirmation.
   2. Press [OK] to confirm deletion.
      The system updates the slogan list.
Downloading New Slogans

The procedure below allows you to download new slogans.

**How to Download New Slogans**

To download new slogans:
1. Display the list of slogans (see How to Display the List of Slogans on page 161).
2. Select >Check for updates and press [OK].
   - The Mailing System connects to the Online Services server and downloads available slogans.
9.5 Managing ERAs

The ERAs are pictures you can include on the left hand side of the stamp printed on mail pieces.

ERA management is identical to Slogan management (Managing Slogan on page 160).

As supervisor, you can:

- Load ERAs.
- Rename ERAs.
- Delete ERAs.

To add (load) ERAs, contact your Customer Service. The available ERAs are automatically downloaded into your franking machine by connecting to the Online Services server. See Activating New Options on page 159.

See also

- To set the default ERA printed on mail pieces, see How to Change the Default ERA on page 142 in section Stamp Default Settings on page 141.

Displaying the ERA List

You can display the list of ERAs installed in the franking machine.

In the list, a mark ✓ indicates the ERA that is printed by default, if any. If None is ticked, no ERA is printed by default.

Users can change the current ERA during their work session.

How to Display the List of ERAs

To display the list of ERAs:

1. As supervisor (see How to Log in as Supervisor on page 120):

Press MENU and type select the menu path: Option and Updates > Update ERAs

The list of ERAs is displayed.
Modifying ERAs

The procedure below allows you to change the name of an ERA or to remove an ERA from the franking machine.

**How to Modify (or Delete) an ERA**

To modify (or delete) an ERA:
1. Display the list of ERAs (see How to Display the List of ERAs on page 163).
2. Select an ERA and select > Edit / Del.
   
   The Edit ERA menu is displayed.

To change the name of the ERA:
1. Select Edit.
2. Change the ERA name using the keypad and press [OK].
   
   The system updates the ERA list.

To delete the ERA:
1. Select Delete.
2. Confirm deletion.
   
   The system updates the ERA list.
9.6 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 159.

See also
• Options and Updates on page 153

Displaying Rate Tables

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.

How to Check your Rate Updates

To display the list of rate tables:
1. As supervisor (see How to Log in as Supervisor on page 120):

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.
Downloading New Postal Rates

The procedure below allows you to download new rate tables.

How to Download New Postal Rates

To download new rates:
1. Display the list of rate tables (see How to Check your Rate Updates on page 165 above).
2. Select >Check for updates and press [OK].
   The Mailing System connects to the Online Services server and downloads available rates.
10 Maintaining your Mail-ing System

This section contains important information about the maintenance of your Mailing System in order to keep it in good condition.

10.1 Maintaining the Ink Cartridge .................................169
   How to Display Ink Level and Cartridge Data (as a User) .................170
   How to Display Ink Level and Cartridge Data (as Supervisor) ...............171
   How to Align the Print Heads .....................................................172
   How to Clean the Print Heads Automatically (as a User) ......................173
   How to Clean the Print Heads Automatically (as Supervisor) .................174
   How to Clean the Print Heads Manually .......................................174
   How to Change the Ink Cartridge .................................................175

10.2 Cleaning the Mail Path ............................................177
   How to Clean the Mail Path Sensors .............................................177

10.3 Maintenance Processes ............................................178
   How to Run the Registration Update ............................................178
10.1 Maintaining the Ink Cartridge

About the Ink Cartridge

The ink cartridge for printing is located in the Mailing System and contains 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.

If you observe poor print quality (streaked, too light, blurred, etc.), see Maintaining the Ink Cartridge on page 169.

Ink Cartridge Maintenance

This section explains how to:
- Check the ink level in the cartridge to make sure you will not be run out of ink
- Align the print heads
- Do an automatic cleaning of the print heads
- Clean the print heads manually
- Change the ink cartridge

The term 'Print Headset' is also used to refer to the Ink Cartridge.
Displaying Ink Level and Cartridge Data

You can display the ink level and other cartridge data, such as:

- Ink consumed in percent
- Ink color
- Cartridge status (present or not present)
- First used date

Also check the Best before date on the cartridge box. After this date, the cartridge warranty is void.

How to Display Ink Level and Cartridge Data (as a User)

To display the ink cartridge data:

1. As a user:

   Press [MENU] and select the path: > Ink Cartridge > Ink Cartridge information

   The Ink information screen is displayed.

   **Ink information**
   - Consumed: 0 %
   - Colour: Blue
   - State: Installed
   - First used date: 03.12.14
How to Display Ink Level and Cartridge Data (as Supervisor)

To display the Ink Level and the Cartridge Data:
1. As supervisor (see How to Log in as Supervisor on page 120):
   
   Press [MENU] and select the path: > Maintenance > Cartridge > Ink information

   The Ink information screen is displayed.
Setting the Headset Alignment

Aligning the print heads is required if there is an between the top and the bottom of the imprints.

Your Mailing System requires the heads to be aligned after each cartridge change.

How to Align the Print Heads

To align the print heads:

1. As supervisor (see How to Log in as Supervisor on page 120):

   Press and select the path: > Maintenance > Ink Cartridge > Headset alignment

2. Press [OK] and put a piece of paper in the mail transport.

   The system prints a test pattern.

   The Set headset alignment screen is displayed.
3. Check the printed pattern and use the up/down keys to select the letter that corresponds to the straightest and complete vertical line.

5. Repeat the previous step until lines F are aligned.
6. Press \text{to exit}.

Cleaning the Print Heads

If the printing on envelopes or labels looks unclear or dirty in some way, clean the headset to restore the print quality.
If the headset has to be cleaned too often, change the automatic cleaning interval as indicated.

How to Clean the Print Heads Automatically (as a User)

1. As a user:
   Press \text{MENU} and select the path: >Ink Cartridge > Cleaning process

   The cleaning starts automatically.
How to Clean the Print Heads Automatically (as Supervisor)

To clean the print heads automatically:
1. As supervisor (see How to Log in as Supervisor on page 120):

Press and select the path: > Maintenance > Ink Cartridge > Cleaning

The cleaning starts automatically.

Manual Cleaning

If automatic cleaning is not sufficient, you can clean the printing heads manually.

How to Clean the Print Heads Manually

To clean the print heads manually:
1. Open the base cover.
2. Remove the ink cartridge (see How to Change the Ink Cartridge on page 175).
3. Clean the heads with a soft damp cloth.
4. Put the cartridge back in place.

Close the base cover.
Changing the Ink Cartridge

1. Open the cover: the ink cartridge moves to the replacement position.

2. Press down on the back of the ink cartridge to disengage it.

The Power cord must be plugged in to move the cartridge into the 'replacement' position.

Keep fingers away from the ink cartridge while it is moving to the replacement position.
3. Lift out the old ink cartridge.
4. Remove the protective strips from the new ink cartridge.

5. Insert the new ink cartridge, and then push it forward until you hear the click.

6. Close the cover.
   The alignment process of the printing heads starts automatically.
10.2 Cleaning the Mail Path

Cleaning the mail path includes:

• Cleaning the Mailing System sensors on the mail path.

Cleaning Mail Path Sensors

The sensors are light sensitive devices successively covered by the envelopes during their travel along the mail path.

How to Clean the Mail Path Sensors

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.
Performing the Update Registration Procedure to Change your Address

This procedure is to be used if you have changed address. First contact your Customer Service to update your details, then you will be instructed to perform the update registration procedure by the USB key you will be sent.

Updating Registration

Check that your Mailing System is connected to the network before starting.

How to Run the Registration Update

To run the registration update:

1. As supervisor (see How to Log in as Supervisor on page 120):

   Press **MENU** and select the path: Maintenance > Processes

   A confirmation message is displayed.

2. Press **[OK]**.

3. Select **Update registration**

4. Connect your USB memory key and press **[OK]**.

5. Select the new town die and press **[OK]**.
11! Troubleshooting

This section helps you solve problems you may encounter while using your Mailing System.

11.1 Paper Jamming ..........................................................181
   How to Clear Mail Jammed in the Base ..............................................181

11.2 Weighing Problems .......................................................182

11.3 Diagnostics and System Data ........................................183
   How to Access Diagnostic Data ..........................................................184
   How to Display Software Data .............................................................186
   How to Display Hardware Data ............................................................186
   How to Display the Event Lists ............................................................187
   How to Display the Machine Counters ...............................................187
11.1 Paper Jamming

Base Jamming

Envelopes are stopped in the transport mechanism of the Base.

<table>
<thead>
<tr>
<th>Possible causes</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mailpiece is too thick.</td>
<td>1. Clear the Base as indicated below.</td>
</tr>
<tr>
<td>• Mail size is incorrect.</td>
<td>2. Correct the cause indicated in the left column:</td>
</tr>
<tr>
<td></td>
<td>- Mail sizes: see Mail Specifications on page 191.</td>
</tr>
</tbody>
</table>

How to Clear Mail Jammed in the Base

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.
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.
11.2 Weighing Problems

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 \(- \infty \) \(\rightarrow \) \(g\) 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 the Automatic Weight Detection on the WP on page 135.

You have to check the weighing device as follows.

<table>
<thead>
<tr>
<th>Possible causes</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are vibrations or air drafts in the weighing area.</td>
<td>Use a solid and steady table:</td>
</tr>
<tr>
<td></td>
<td>• Away from any door</td>
</tr>
<tr>
<td></td>
<td>• Away from any fan</td>
</tr>
<tr>
<td>Something is touching or laying on the Weighing Platform.</td>
<td>Clear the weighing zone and re-zero the Weighing Platform (see Weighing Settings on page 134).</td>
</tr>
<tr>
<td>The Weighing Platform zero is not correct.</td>
<td>See the weighing platform zeroing procedures in Weighing Settings on page 134</td>
</tr>
</tbody>
</table>

To avoid weighing errors, make sure the weighing platform is clear when starting the system.
11.3 Diagnostics and System Data

Diagnostics allow you to find the root cause of 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.

Diagnostics

As Supervisor, you can gain access to all the diagnostic data listed below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Diagnostic</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ping Server</td>
<td>Sends a message to a server (if connected) to check the line.</td>
</tr>
<tr>
<td>2</td>
<td>Sensors Status</td>
<td>Reports the status ([0] or [1]) of the sensors below:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Top doc</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Start print</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cover</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Carriage</td>
</tr>
<tr>
<td>3</td>
<td>Display</td>
<td>The screen displays, successively, a black bar without text, then a text.</td>
</tr>
<tr>
<td>4</td>
<td>Keypad</td>
<td>Displays “Key ok” if the test is correct</td>
</tr>
<tr>
<td>5</td>
<td>USB ports</td>
<td>Checks the two USB ports (need USB keys).</td>
</tr>
<tr>
<td>6</td>
<td>Serial Connection</td>
<td>Checks the serial port.</td>
</tr>
<tr>
<td>7</td>
<td>Ping Tool</td>
<td>Checks Lan address.</td>
</tr>
<tr>
<td>8</td>
<td>IP Configuration Checker</td>
<td>Checks Lan connection.</td>
</tr>
</tbody>
</table>
How to Access Diagnostic Data

To gain access to a diagnostic data:

1. As supervisor (see How to Log in as Supervisor on page 120):
   
   Press **MENU** 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.
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 list of the events occurred in the machine (Base errors, PSD events and Server connection history).
- 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 120):

   Press [MENU] and select the path: **>Maintenance > System info > Software information**

   Then:

   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 120):

   Press [MENU] and select the path: **>Maintenance > System info > Hardware information**

   Then:

   2. The system hardware data appears on the screen.
How to Display the Event Lists

To display the event lists:
1. As supervisor (see How to Log in as Supervisor on page 120):
   Press \textbf{MENU} and select the path: >Maintenance > System info > Event list

2. Select the \textbf{Base events} list or the \textbf{PSD events} list or \textbf{Server connection history}
3. Press \textbf{[OK]} to validate.
4. The system displays the selected list in a table with, for each error:
   - The Code of the event
   - The Date where appends the event
   - The Cycles count when the event occurred.
   - The Description
   - The Category

5. Note the Code and refer to your customer service.

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 120):
   Press \textbf{MENU} and select the path: >Maintenance > System info > Counters

2. The system displays the data of the machine counters.
12! Specifications

This sections contains the main specifications of your Mailing System.

12.1 Mail Specifications ..........................................................191
12.2 Recommended Operating Conditions ...........................193
12.3 General Mailing Systems Specifications .................194
12.4 Operating Specifications ................................................195
12.1 Mail Specifications

Envelope Dimensions

Your Mailing System can handle the envelope & flap sizes as illustrated below (note: the illustration is not on scale).

- Dimensions in mm:
Minimum Envelope Thickness

Minimum envelope thickness is 0.2 mm.

With the Hand-Feed table

Envelope Weight

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Min</td>
<td>3 g</td>
</tr>
<tr>
<td>Max</td>
<td>750 g</td>
</tr>
</tbody>
</table>

Envelope Thickness

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>10 mm</td>
</tr>
</tbody>
</table>
12.2 Recommended Operating Conditions

Temperature and Relative Humidity

Your Mailing System should only be operated in the following conditions:

**Temperature range**
Ambient temperature: +10°C - +40°C.

**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
### 12.3 General Mailing Systems Specifications

#### Dimensions (mm)

(Width x Length x Height)
- Base: 250 x 375 x 260
- Feed Table: 104 x 218 x 99

#### Weight

- Base: 10.6 kg
- Feed table: 0.4 kg

#### Power

- Frequency: 50 Hz
- Max. current rating (full configuration): 0.2 A
- Power supply: 230 V (±10%) 2 poles with EARTHED circuit (up to standards NFC15-100)
12.4 Operating Specifications

Accounts

The number of accounts is set to 10 by default and can be raised optionally to 100.
Index

A
access control 74, 75
Access Control 73, 75
account 16, 28, 30, 37, 49, 61, 73, 75, 76, 77, 78, 80, 81, 83, 84, 89, 100, 101, 102, 109
Account 16, 30, 37, 76, 77, 78, 79, 80, 81, 84, 86, 89, 100, 101, 102, 146
ACCOUNT 89
accounts 15, 17, 30, 61, 77, 80, 81, 84, 85, 86, 89, 100, 102, 115, 195
Accounts 3, 30, 73, 75, 76, 80
automatic calls 110, 114
Automatic Weight Detection 182
B
base 104, 185
Base 13, 89, 181, 182, 185, 194
beeps 119
Beeps 124
BM 160
Business Mail 160
C
cartridge 172
Cartridge 170
Checking on Zero Weight 134
control panel 16
Control Panel 25
counter 62, 94, 95
Counter 25, 32, 89
COUNTER 89
Cover 14, 183
Credit 4
D
date 16, 25, 43, 56, 57, 95, 96, 97, 98, 99, 101, 102, 115, 141, 170
Date 16, 25, 94, 95, 104, 105, 146
Date advance 103
Date Advance 57, 141, 144, 151
Daylight Savings Time 69
Daylight Savings Time 151
diagnostics 89, 109
Diagnostics 183
Differential Weighing 52, 53, 155
E
Energy Star 6, 21
ERA 4, 16, 25, 56, 110, 141, 146, 163, 164
F
Feed table 194
Feed Table 13, 194
feeder 8, 25
G
generate 65, 92, 94, 95, 100, 103, 104, 105, 106, 183
Imprint 14, 36, 61, 119, 141, 145
Imprint 25, 36, 60, 61, 103, 146
ink 8, 32, 109
ink 109, 110, 115, 170
ink cartridge 3, 115, 169
Ink Cartridge 14, 169
ink level 27, 169
Ink Level 32
installation 89, 98
item 16, 51
J
jamming 3
job memories 17
job memory 16
Job memory 16
K
  keypad 17, 30
  Keypad 183
  KEYPAD 17

L
  label 89, 98
  Label 106
  Lan 183
  LAN 4, 9, 19, 20, 106, 149, 150
  language 103, 119
  log in 4, 120

M
  mail format 3
  mail path 8, 177
  mailbox 156
  Mailbox 16, 156
  manual amount entry 40
  Manual Amount Entry 25, 42, 50
  Manual Weight Entry 52, 53, 54
  memory 19, 92, 96, 97, 100, 102, 103
  menu 17, 56, 77, 78, 112, 161
  Menu 17, 25
  messages 16, 156
  meter 14, 69, 105
  Meter 89

N
  No printing 25
  No Printing 25, 46
  normal 8, 98
  Normal 25

O
  OFF 22
  Online Services 3, 107, 109, 112, 114, 115, 137, 149, 151, 155, 159, 163, 165
  option list 158

P
  PIN code 28, 73, 74, 75, 77, 119
  PIN Code 74
  platform 128
  Platform 32, 182
  postage amount 16, 25, 39, 50
  Postage amount 4
  Postal Security Device 4

  power 6, 8, 21, 110
  Power 19, 20, 128, 175, 194
  Print offset 25
  Print Offset 16
  Processing mail 3
  Processing Mail 3, 119
  PSD 4, 14, 32, 65, 69, 89, 98, 151, 185

R
  rate selection 50
  Rate Selection 17
  rate tables 165, 166
  Rate tables 165
  Rate Updates 109
  rate wizard 50
  Rate Wizard 51
  Received 25, 43, 45, 89, 94, 95
  reports 62, 89, 94, 95
  Reports 3, 62, 65, 73, 89, 110, 183
  rezero 32
  re-zero 182
  Rezero 32, 136

S
  scale 191
  sensors 177
  Sensors 183
  session 27, 28
  Session 27, 33, 39, 43, 46
  sleep 110
  Sleep 17, 30, 128
  slogan 16, 59, 109, 160
  Slogan 16, 25, 56, 57, 59, 109, 141, 143, 146, 160, 163
  stamp 3, 16, 17, 25, 27, 30, 33, 36, 43, 56, 57, 95, 146
  Stamp 17, 25, 141, 163
  Standard 25, 33, 39, 52, 53, 94, 146, 182
  supervisor 25, 28, 57, 61, 74, 89, 96, 97, 98, 99, 100, 101, 102, 103, 119, 120, 121, 146, 151, 155, 160, 163, 165
  Supervisor 89, 106, 119, 183, 185
  SUPERVISOR 4

T
  Tare 136
  task 27
  Task 27, 30
  text 61, 85, 183
thickness 192
time 4, 21, 25, 27, 69, 119, 128, 151
Time 21, 151
type of stamp 25, 43, 46
Type of stamp 25, 27, 33, 43, 46, 56
Type of Stamp 27, 33, 43, 46, 56

W
weighing mode 17, 53
Weighing Mode 16, 17
weighing platform 32, 130, 182
Weighing platform 13
Weighing Platform 4, 52, 53, 137, 182
weighing type 53, 134, 135
Weighing type 52
Weighing Type 37, 53, 128, 134

Z
zero 96, 98, 101, 102, 136
Zero 98