Operator Manual
First steps
About this Operator Manual

Please read this Manual before installing and using the PostBase mailing system. Please keep this manual near the system for quick reference.

For complete specifications of the mailing system and all optional modules, refer to the Operator Manual PostBase – available as a download from Francotyp-Postalia. Information on available product variants and country-specific particularities can be found in the Addendum to the Operator Manual (if available in your country).

This manual covers all configurations and equipment options of the PostBase mailing system. Functions that are only available for particular system configurations are marked by an additional note, e.g. (optional).
Functions or information that are not available in all countries are identified as not available in all countries. As currency, Euros are used exemplarily.

In this manual, the product name appears in its plain form ‘PostBase’.

The following keywords and signs identify the safety tips in this manual:

- **Warning!** indicates a potential hazard that may result in injury.

- **Caution!** indicates a potential hazard that may result in damage to the mailing system or impair the franking process.

- **Caution!** indicates an automatic machine operation that may result in the user being startled.

The following symbols and text features are used in this manual:

- Bullets precede instructions.
- Dashes precede list items.

Menu names and options from the operating menu are written in small capitals, e.g. MENU.

A tip offers advice or additional suggestions for improving the operation.
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1 Safety tips

PostBase is a digital mailing system with ink-jet print technology for franking mail. PostBase complies with the pertinent safety regulations for office information equipment.

Please observe the following tips for your own safety:

Prevention of electrical hazards

- Operate the PostBase only on a grounded single-phase power socket. Make sure your office power supply conforms to the power requirements indicated on the serial number plates.
- Make sure the sockets for connecting the mailing system are close by and easily accessible at all times.
- Unplug the plugs in case of an emergency. Call the Service.
- Take special care that no foreign objects penetrate the system’s interior.
- Be extremely careful when handling liquids.
- Unplug the plugs prior to cleaning the PostBase mailing system.

Prevention of mechanical hazards

- Keep long hair, fingers, loose clothing pieces, neck ties, shawls, jewelry and the like away from moving machine parts.
- Do not remove any parts of the housing.
- Do not remove any equipment related to safety or protection. Do not make them inoperative or unable to function.

Accessories and consumables

- We recommend to use only approved FP equipment and FP original parts. The manufacturer FP has established reliability, safety and applicability. The manufacturer cannot assess the reliability, safety and applicability for products not approved by FP, and therefore not vouch for such products.
- Use the supplied power and connection cables or cables that have been approved by Francotyp-Postalia. Make sure that cables are not damaged.
- Ingestion of the ink can be hazardous. Avoid contact with the eyes. Keep the ink cartridges away from children. Further instructions for use are enclosed with the ink cartridges.
- We recommend to use only the batteries provided by Francotyp-Postalia. The manufacturer FP has established reliability, safety and applicability. Observe the instructions enclosed with the battery for correct use and disposal.
General safety tips

- Install the PostBase mailing system according to the instructions.
- Do not use attached parts like the weighing platform, label compartment, display, drawer, ... as ‘handles’ during transport. The best way to handle the components is to hold them at the lower part of the housing at the clearances on both sides.
- When you move the PostBase from a cold environment (i.e. below 10 °C / 50°F): Unpack the PostBase and wait at least 2 hours before connecting the PostBase. The PostBase requires this period to adapt to the ambient conditions. Any condensation evaporates.
- Use the ‘Feeder PostBase’ only with the PostBase franking machine. It is not possible to operate the feeder without the PostBase franking machine.
- Have maintenance and repair work done only by qualified personnel authorized by Francotyp-Postalia. Otherwise, your warranty will become void. You will be liable for any damage.
- Do not be startled while positioning letters. Letter transport will start after a short delay.
2 A short description of the PostBase

2.1 PostBase franking machine – overview

Display / touch screen *(hinged)*, stored in a receptacle on the back of the display housing: stylus for touch screen operation

To adjust the display inclination: Press the key

PostBase button: ON / OFF

Label compartment *

Filler hole for ‘sealit’

Stop edge

Stop

Hand feed tray / Sealer *(here: sealer)*

Letter receiving tray

Catch tray

Drawer

Drawer latch lever

Scale with weighing platform

Access flap to print system

*optional
Franking machine – rear view

- USB port
- LAN port
- PC connection
- CAN BUS / port
- Automatic feeder
- Battery compartment (at the bottom)
- Emergency release for ink cartridges
- Power connection
- Slider for unlocking the security device
- Flap covering the Revenector security device
2.2  **Feeder – overview (optional)**

- Cover flap, with sealant tank underneath *(illuminated)*
- Open flap: press button
- Roller transport
- Release key *(move roller transport upward)*
- Safety sign
- Slope
- Seal / non seal switch
- Brush for moistening envelope flaps *(underneath roller transport)*
- Letter receiving tray, inclination adjustable *(not shown)*
- Letter guide (adjustable)
2.3 Things worth knowing about PostBase

PostBase is a digital mailing system featuring a touch screen and inkjet print technology.

Modular design

In its basic version, the mailing system consists of the PostBase franking machine with integrated scale, a hand feed tray and a letter catch tray. This basic version can easily be extended with optional components. The PostBase mailing system comes in variants with processing speeds of 30 letters per minute up to 65 letters per minute.
Franking

To frank a letter, simply position it with the side to be printed on facing up – PostBase will seize the letter and frank it, after which it is exited to the right side ready for dispatch.

Franking is possible on mail pieces made of ink-absorbing material – postcards to 10 mm (0.4”) thick letters in ISO B4 format – and special self-adhesive labels.

Letters as advertising medium

In addition to printing postage, you can print custom advertisements of your choice and text messages on every mail piece you send (not available in all countries).

Download postage

Load postage from the data centre directly into your franking machine – fast, easy and, if need be, 24 hours a day.

Access control

The PostBase franking machine can be protected against unauthorized use via a PIN.

Flexible and up to date

The PostBase franking machine ensures you are always using the current postal rates. Whether new postage rates or new adverts – the data center loads current data directly into your franking machine.

Additional functions

The PostBase mailing system offers a range of convenient additional functions. Among these are:

- **Scale.** The space saving, integrated scale quickly and reliably determines the weight for letters and parcels. The determined weight directly affects the product settings.

- **Shortcut function** for frequently used postal products.

- **Account function** for separate registration and billing of postage costs.

- **Print lists** of register states and loading report.

- **Variable imprint offset** for changing the franking imprint position on the envelope (not available in all countries).
Options

The following features are available for functionality extension:

– **Label dispenser** to print self-adhesive labels, for large or thick mail pieces or for envelopes that are not suited for ink-jet printing.

– **Feeder**. Automatic feeder with sealer for the PostBase. The letters are separated from the stack, optionally moistened and sealed, and fed to the PostBase franking machine.

– **Sealer**. Manually pass the open envelope through the sealer. The moistened flap will be closed in the PostBase during subsequent franking.

– **Differential weighing**. A special weighing mode of the integrated scale that helps you save time when weighing and franking large amounts of similar mail pieces.

– **Controlling PostBase via PC software**. FP offers software for controlling and administration of the franking machine via PC, e. g. Navigator, RemoteOne, ReportOne, Mailone (*not available in all countries*).
3 Installation

Step 1: Unpacking and checking the contents of the package

Warning! Do not start operating PostBase if parts are damaged or missing. Please contact the service.

- Unpack the packages.
- Check that the contents of the packages are complete and free from any damage.

Keep the packing. Use it again when you need to transport PostBase or send it in to Service.

Scope of delivery

- PostBase franking machine
- Hand feed tray
- Catch tray with stop
- Weighing platform (version as ordered)
- Power cable
- USB cable
- Ethernet cable
- Ink cartridge set
- Franking labels
- ‘First steps’ manual

Optional, only when ordered separately

- Sealer incl. ‘sealit’ sealing liquid
- External modem incl. modem cable
- Feeder incl. slope, pendulum, power cable, termination plug, basket with sponge, ‘sealit’ sealing liquid
Step 2: Assembling PostBase

**Caution!** When you move PostBase from a cold environment (i.e. below 10 °C / 50°F): Unpack the PostBase and wait at least 2 hours before connecting PostBase. *PostBase requires this period to adapt to the ambient conditions.*

- Choose an installation site with the following ambient conditions:
  - room temperature: 10 °C to 40 °C (50 °F to 104 °F)
  - no direct sunlight
  - power socket in the immediate vicinity
  - network connection with internet access
    or
  - telephone socket for modem connection in the immediate vicinity.

- Place PostBase on a firm, level, low vibration and horizontal base.
PostBase with hand feed tray

PostBase with sealer (optional)

PostBase with feeder (optional)

Details on how to assemble the modules can be found on the following pages.
Catch tray: attaching the stop

- Attach the stop to the catch tray: Slide the stop into the guides on the catch tray bottom.

Mounting the weighing platform

- Hold the weighing platform such that the long slot in the weighing platform foot points to the front.

- Place the weighing platform onto the scale receptacle from above. The long slot of the weighing platform must slide in the counterpart on the scale receptacle.

- Press down slightly on the weighing platform with your flat hand.

Mounting catch tray and feeding device

- Place the attachments next to the franking machine (see overviews on previous page).

- Slightly lift the franking machine on the side on which you wish to mount the attachment. The bottom side of the housing features slots where the attachments are fastened.

- Push the respective attachment underneath the franking machine such that the catches on the attachment engage in the slots.

- Put the franking machine carefully down.
Step 3: Preparing the feeder (optional)

Inserting moistening sponge

- Open the flap by pressing the release button.

- Remove sealant tank out of the housing and put it at a safe place.

At the rear of feeder:
- Carefully pull out to the back the sealant tray.
• Carefully insert the basket with sponge into the tray until basket and tray are flush. Mind the position of the cut-out.

Check if the basket is correctly seated: It must rest on the extreme left in the tray and close on top in a flushed manner.

• Insert the complete tray into the housing until it clicks into place.

• Check if the sponge is correctly seated. It should be directly below the moistening felt and brush.
Filling with sealing liquid

- Unscrew sealant tank cover.
- Fill the sealant tank with ‘sealit’ sealing liquid.
- Place sealant tank screw cover and tighten.
- Turn sealant tank upside down in a non-dangerous area (e.g. over a sink) to check if the cover is well sealed.
- Insert sealant tank into the housing with the cover downward.
• Close the flap.

Attach the pendulum

• Insert the base of the pendulum into the fixture of the slope.

• Press down on the pendulum until it clicks into place.
Step 4:  Connecting PostBase

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**Warning!** Use the power and connection cables provided with the PostBase or approved by Francotyp-Postalia. Make sure that cables are not damaged.

Connect PostBase only to a grounded single-phase power socket. Make sure your office power supply conforms to the power requirements indicated on the serial number plates.

Make sure the socket for connecting PostBase is close by and easily accessible at all times.

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**PostBase franking machine**

- USB port (e.g. connection to external USB modem)
- LAN port
- PC connection
- CAN BUS / port automatic feeder
- Power connection
**Feeder (optional)**

- Termination plug (already plugged)
- Power connection
- Connection to franking machine
Step 5: Installing PostBase

- Turn PostBase on: Press the PostBase button.

The display lighting and button illumination switch on. PostBase performs a self test and then starts the installation procedure.

- Follow the instructions on the display.

PostBase will guide you step by step through the installation procedure:
- Select language
- Set connection parameters
- Enter repository PIN
- Software update
- Insert cartridges
- Load postage.

For information on handling the touch screen and an overview of screen elements, please read chapter 4.6.
4 The basics of operation

In this chapter you will learn about the basic functions of the PostBase mailing system and how to handle the touch screen.

4.1 Turning the PostBase on/off

The franking machine can remain connected to mains all the time to ensure it is always ready for use. Use the PostBase button to turn the franking machine ON and OFF.

Turning on

- Press the PostBase button.

The display lighting and button illumination switch on. The PostBase performs a self test and then displays the Home screen.

Depending on the setting, you are prompted to enter the PIN and select an account.

Turning off

- At any time, press the PostBase button for three seconds to turn the franking machine off.

The PostBase will complete any current actions and then goes to standby. The display light and PostBase button illumination go out and the touch screen is deactivated.
Disconnecting the PostBase from mains

**Caution!** Make sure to always turn the PostBase off with the PostBase button before disconnecting the PostBase from mains. Never pull the power plug or separate the power supply in any other way before the printing system has reached its sealed position. This is the only way to prevent drying up and to ensure a permanently high print quality.

- Press the PostBase button for three seconds to turn the franking machine off. The display goes out.
- Unplug the power cable from the socket.

### 4.2 Standby

The PostBase franking machine will go to standby automatically if it is not used for some time.

The display is dark and the PostBase button is illuminated in standby. The touch function is inactive.

You can ‘wake up’ PostBase by briefly pressing the PostBase button.

### 4.3 Adjusting the display inclination

- Press the key below the display and set the display in the desired position. The adaptation mechanism features several catches.
- Release the key.
4.4 Setting up the label dispenser (optional)

Folding the label compartment in and out

To fold the label compartment in or out:

- Press on the knurled surface until you hear a click, then release.

Inserting labels

Caution! We recommend to use only labels that have been approved by Francotyp-Postalia. The manufacturer FP has established reliability, safety and applicability. The manufacturer cannot assess the reliability, safety and applicability for products not approved by FP, and therefore not vouch for such products.

We can ensure correct label processing only when you comply with this.

- Remove package band from the package of labels.
- Insert the complete package (50 labels) in the label dispenser:
  - The side to be printed on faces up.
  - Insert the package of labels in direction of the imprinted arrow as far as it will go.
4.5 Setting up the catch tray

- The catch tray can be adapted to different envelope sizes (up to ISO B4) by displacing the catch bracket. The stop features several catches for the most common sizes.
4.6 Screen elements and operation philosophy

This chapter covers the user interface of the PostBase franking machine. You will learn how to operate the touch screen, the screen elements and the menus, window types and symbols.

4.6.1 The touch screen

The touch screen is active when the display is lit. To operate the touch screen, simply touch the screen elements with your finger.

General operation philosophy

You briefly touch the desired screen element (in the example: the postage button) with your finger. PostBase performs the corresponding action.

You can operate scrollbars with the arrow buttons or by touching the slider and moving it. The setting is updated when you lift your finger off.

You can also use the supplied stylus instead of your finger. The stylus is stored in a receptacle on the back of the display.
Buttons

You distinguish buttons from the screen background by a shadow. They can have various states, depending on the function:

- Button can be pressed / is active.
- Button is selected / passive.
- Confirmation: Button is being pressed.
- Button is deactivated / cannot be pressed.

Standard buttons

The term ‘standard button’ refers to buttons like for example SAVE, CANCEL, BACK or CONTINUE.

Depending on the function, the button label can differ. The CANCEL / BACK button (if available) is always located in the bottom right corner of the screen and goes back one step / level.
4.6.2 The Home screen

The Home screen appears after the machine was turned on and the start routine has been successfully completed. It displays the current franking settings.

The postage appears only when all required product details are selected and the set weight exceeds 0 g (0 oz).

In the Home screen
- you frank your mail pieces
- you can weigh your mail pieces
- you have access to all franking imprint settings
- current settings are displayed
- you can open the Menu.

Operation philosophy
A function can be edited or selected by simply touching its button.

Depending on the respective function, the PostBase opens a list, an adjustment menu or a menu offering further options. In the chapters to follow, you will be introduced to each of the menu and window types and their operation.
4.6.3 The Product calculation menu

Calling up the Product calculation menu

By pressing the PRODUCT button the product calculation menu is opened. Here, you set the product for the franking imprint.

The left area of the display shows the available mailing data.

You can scroll the list with the scroll bar if more than four options are available.

The right area of the product calculation menu shows the current settings:
- the postage
- the weight
- the selected mailing data.

The postage only appears if all necessary mailing data were selected and the displayed weight exceeds 0 g (0 oz).

Selecting mailing data

By pressing the respective buttons, you select mailing data. The PostBase guides you through the postage calculation process step by step.

Press OK to accept the current settings and to return to the Home screen.

Deselecting mailing data

With the BACK button, the mailing data can be deleted step by step from the current product settings.
**4.6.4 The Menu**

Use the MENU button to open the Menu. From this Menu you can access the administration functions, the system settings, and service functions.

Use the arrow buttons to scroll to the next page and back in the Menu.

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**Returning to the Home screen**

**OK** With the OK button, you set the current selected mailing data for franking and return to the Home screen.

**BACK** Pressing the BACK button repeatedly deletes the mailing data step by step. By pressing the button again after having deselected all mailing data you will cancel the product selection. The product set last remains set in the Home screen.
4.6.5 Lists

Lists (e.g. for adverts, SMS texts) offer all available settings in list form.

Use the arrow buttons to scroll forward or backward.

Press the respective button to select one of the provided settings and return to the Home screen.
4.6.6 Adjustment menus

A separate menu each opens for editing system parameters and for typing, editing, and clearing user-specific data. There are three types: Lists, input via keypad, and input according to the counter principle.

**Lists**

The left area of the display shows the available settings. The current setting is shown with a dark background. You can scroll the list with a scroll bar if more than five options are available.

Press SAVE to accept the current settings and to quit the adjustment menu.

Press BACK to discard your changes and to quit the adjustment menu.

**Input via keypad**

Use the keypad in the left area of the display to input values. The top right text box indicates your input.

The keypad is always matched to the respective situation: The button labels change accordingly, depending on whether you must type figures or figures and letters.

The bottom left button is assigned a special function matched to the current operation, e.g. change between small and capital letters. The info text informs of special features and gives additional hints.

Press CE to clear input.

Press SAVE to accept the current settings and to quit the adjustment menu.

Press BACK to discard your changes and to quit the adjustment menu.
Input using the counter principle

PostBase may require you to enter values via a counter principle.

Use the arrow buttons to increase or decrease the figure in each digit until the desired amount is displayed in the top right text box.

Press OK to accept the current settings.

4.6.7 Pop-up windows

For some settings, a window covering parts of the current window opens (pop-up window). It prompts you for an action. Messages also appear as a pop-up.

Some pop-up messages feature auto-confirmation, i.e. they automatically close after some time.
For more complex settings, e.g. when setting up connection data, the PostBase opens a ‘procedure’, guiding you through all necessary actions step by step. Different window types are used, depending on requirements.

Press CONTINUE to accept the current settings and to go to the next step.

You can press BACK to return to previous steps.

Pressing BACK at the beginning of the procedure will discard all settings and close the procedure.
4.7 Test print

Using a test print, you can assess the settings for the franking imprint as well as the print quality.

According to postal regulations, test prints are marked as such. Never post test imprints.

Test prints are not logged in the postage registers.

Setting a test imprint

- Set the desired parameters for the franking imprint (advert, SMS-text etc.).
- Press the PRODUCT button in the Home screen.
- Set the desired product.

Once all necessary mailing data are set, you can perform a test print. The TEST PRINT PRODUCT option is shown at the end of the additional services list.

- Choose TEST PRINT PRODUCT.

PostBase prompts you to position a letter.
The basics of operation

Printing the test print on an envelope

- Insert an empty envelope (or a postcard) in the hand feed tray:
  - side to be printed face up
  - the top edge must touch the letter guide face.
- Push the envelope in direction of the arrow.
PostBase takes up the envelope, prints the test print and discharges the envelope to the right.

Printing the test print on a label (optional)

- Choose LABEL to print the test print on a label.
PostBase prints the test print on a label and discharges the label to the right.

Positioning an envelope at the feeder (optional)

- Position a letter on the feeder:
  - side to be printed face up
  - the top edge must touch the letter guide face.

Or, if a letter has already been positioned:
- Choose FEEDER.
PostBase seizes the envelope, prints the test print and discharges the envelope to the right.
Checking the print quality

Make sure the PostBase always provides clean and legible franking imprints.

- Check the print quality. There must not be any offsets, blurred or blank spots. Pay special attention to the data matrix symbol (if any).

This illustration shows a perfect imprint.

When there are offsets / shifts in the imprint:
- Align the ink cartridges.

When there are blurred or blank spots in the imprint:
- Clean print system.
Technical Data

Dimensions

- **Length**
  - Housing: 310 mm (12.2")
  - Hand feed tray/sealer: 146 mm (5.7")
  - Feeder: 385 mm (15.2")
  - Slope: 280 mm (11")
  - Catch tray min/max: 320 mm / 445 mm (12.6" / 17.5")

- **Width**
  - 345 mm (13.6")
  - With slope: 390 mm (15.4")

- **Height**
  - With weighing platform: 300 mm (11.8")

Weight

- Franking machine: 8.9 kg (19.6 lb)
- Hand feed tray: 0.6 kg (1.3 lb)
- Sealer: 0.6 kg (1.3 lb)
- Feeder: 7.3 kg (16.1 lb)
- Slope: 2.6 kg (5.7 lb)
- Catch tray: 0.9 kg (2 lb)

Power connection

- Franking machine: 100 - 240 V / 2.0 A / 50 - 60 Hz
- Feeder: 100 - 240 V / 2.0 A / 50 - 60 Hz

Power consumption

- Franking machine: 80 W, Energy Star
  - < 1 W (switched off)
  - < 7 W (standby)

- Feeder: 80 W

Battery

3.6 V / 2 Ah / 20 mA order no. 90.4701.8004.00

Display

TFT, 480 x 272 pixels, with touch panel, backlit

Print system

- Print technology: inkjet, 2 ink cartridges
- Printing area: max. 185 mm x 25 mm (7.3" x 1")
- Print resolution: ≥ 300 dpi
**Performance**
Up to 65 letters/min (depending on machine configuration, envelope size / content, imprint length, machine state and operating mode)

**Noise emission**
< 60 dB(A)  franking machine (stand alone)
< 70 dB(A)  franking machine with feeder

**Operating conditions**
+15°C to +35°C (59°F to 95°F)
Only use in closed rooms
Do not expose to direct sunlight
Rel. humidity 15% to 80% non-condensing

**Weighing area**
3 g to 7000 g (0.1 oz to 15 lb)

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**Ink cartridges**

**Ink cartridges**
FP cartridge kit for PostBase

**Operating and storage conditions**
+15°C to +35°C (59°F to 95°F)
Use in closed rooms only
Do not expose to direct sunlight
Relative humidity 20% to 70%, non-condensing

Safety data sheet for users available at

*Subject to short-term modification.*
Mail piece specifications

Format 105 mm x 148 mm up to 250 mm x 353 mm
(3" x 5" up to 10" x 14")
(Postcard format up to ISO B4)

Thickness up to 10 mm (0.4")
(fr franking without usage of sealing function)

Material Ink-absorbent material (suitable for inkjet printing)
No dark paper
No glossy coating on the surface to frank
No bubble-foil material
No corrugated board
No extremely fibrous paper on which the data matrix symbol could smear

Labels self-adhesive labels

Subject to short-term modification.
Envelope specifications for automatic sealing *(feeder)*

**Format**
105 mm x 148 mm up to 250 mm x 353 mm
(3" x 5" up to 10" x 14")
(up to ISO B4)

**Thickness**
up to 7 mm (0.3")

**Material**
Envelopes must be suitable for sealing by machine.
The flap must be at the envelope's long side.

**Sealing area**
Sufficient closure can only achieved with continuous sealing area.

*Subject to short-term modification.*
Declaration of Conformity

We, Francotyp-Postalia GmbH,
located in D-16547 Birkenwerder, Triftweg 21-26

herewith declare in our own responsibility that our

Franking Machine, Model: PostBase, PostBase Feeder

(Type Designation)

is designed and assembled in conformity with the following harmonized standards:

EN 60950-1
EN 55022 Class B
EN 55024
EN 61000-2-3
EN 61000-3-3

in accordance with the rules of European Directives

2006/95EC (Low Voltage Directive)

20. January 2012

(Date) (Authorized signature for the company)
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