PostBase

Mailing system

Addendum to the Operator Manual

| USA |

What you need to know

This addendum complements the PostBase Mailing System Operator Manual.

This document solely covers the country-specific particularities with handling the PostBase mailing system. You will find information about

– the Home screen
– the meter imprint for carrying by the U.S. Postal Service
– special imprints (Correction, Redate, …)
– possible equipment versions of the mailing system
– the US customer service.

Further documents

The **First steps** manual which was supplied with your mailing system contains all relevant information on installing, commissioning and handling the PostBase mailing system.

The **PostBase Operator Manual** (Reference Guide) contains a complete description of the mailing system and all optional components and features.

Please observe the instructions on intended use and the safety instructions in the PostBase Operator Manual.

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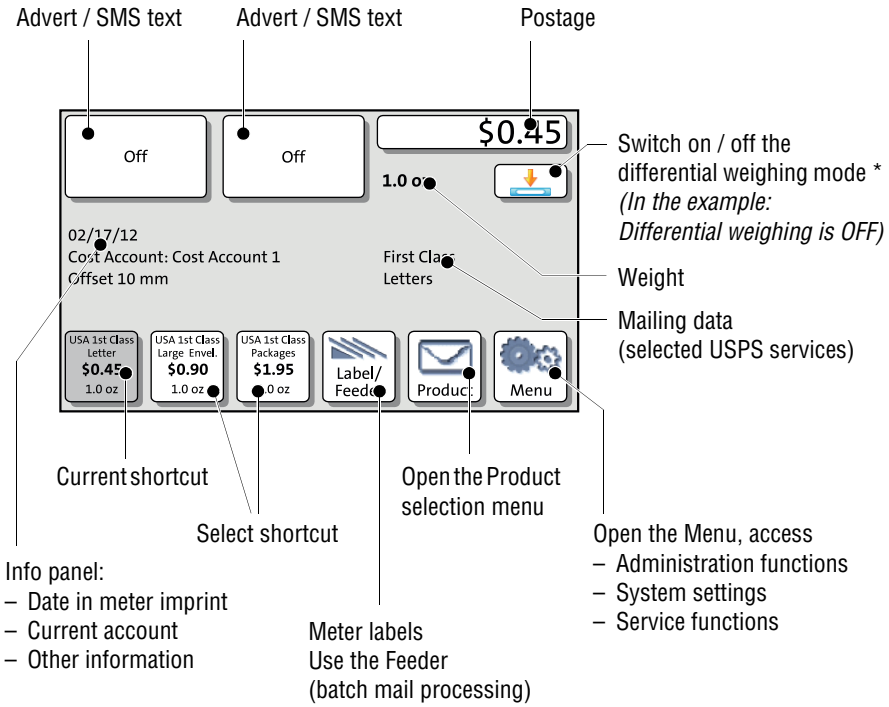
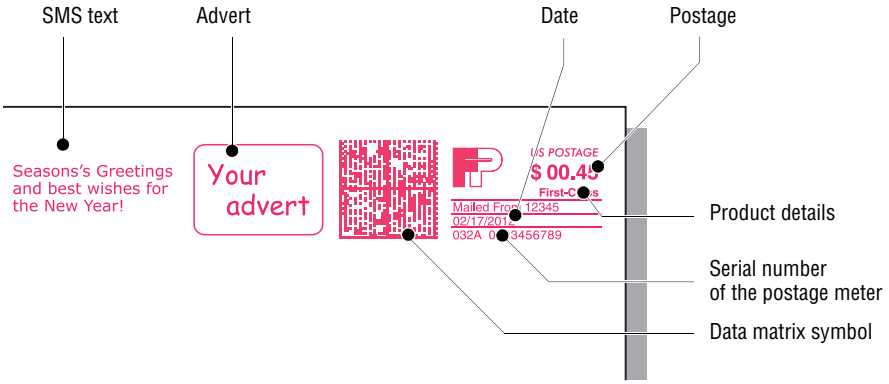
1 The Home screen



The Home screen appears after the PostBase was turned on and the start routine has been successfully completed. Depending on the settings, you may have to enter a PIN and set an account.

* *Availability depending on PostBase variant / equipment.*

2 The USPS meter imprint



The illustration shows an example of a meter imprint for a First-Class letter with two advertising imprints (an SMS text/text message and a graphical advert/logo).

For details on how to set the meter imprint, please read the PostBase Reference Guide.

Particularities for metering mail pieces for dispatch by the USPS, e.g. correction of incorrect meter imprints, are described in the following chapters.

To check the settings for metering and the imprint quality, choose TEST PRINT PRODUCT in the Product selection menu. THE TEST PRINT PRODUCT option is shown at the end of the additional services list.
Test imprints always show the postage value '$ 00.00' (zero imprint) and the data matrix code is overprinted with the indication 'VOID'.

3 Special imprints and functions

3.1 Postage correction

You can correct faulty meter imprints on an already metered letter. The correction print must always be printed on the non-address-side of the mail piece.

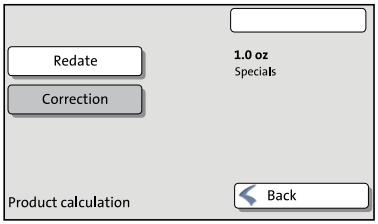
If you have metered a postage value which is too low, print a correction with the missing amount on the non-address-side of the mail piece.

Setting the CORRECTION imprint

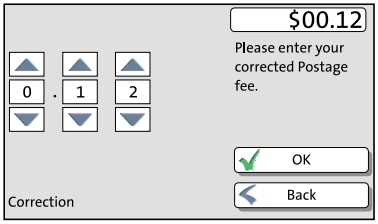
In the Home screen:

- Press the PRODUCT button.

PostBase opens the Product calculation menu.



- Select SPECIALS.
- Select CORRECTION.



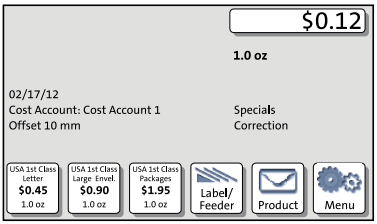
PostBase opens the Correction menu.

- Set the amount to be imprinted on the mail piece in addition to the postage value already metered.

  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.

- Confirm the displayed correction amount with OK.
- Press OK to accept the displayed product setting and to return to the Home screen.

Print postage correction



The Home screen shows the current settings for the correction imprint. You can change the settings (e.g. date, imprint offset) in the same way as with a regular meter imprint.

- Position the mail piece the non-address-side face up.

PostBase prints the correction imprint.

3.2 Redate

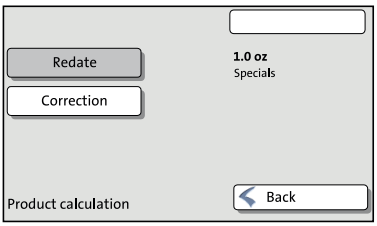
If the meter imprint shows an incorrect date, you can print a correction with the correct date on the non-address-side of the already metered mail piece.

Setting the REDATE imprint

In the Home screen:

- Press the PRODUCT button.

PostBase opens the Product calculation menu.

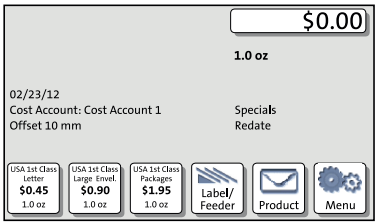


- Select SPECIALS.
- Select REDATE.
- Press OK to accept the displayed product setting and to return to the Home screen.

The Home screen shows the current settings for the redate imprint. You can change the settings (e.g. imprint offset) in the same way as with a regular meter imprint.

Setting the date

- Open the MENU.
- Select CHANGE DATE.
- Type the date.
- Press SAVE to set the date.



Print redate

When the Home screen shows the desired settings for the redate imprint:

- Position the mail piece the non-address-side face up.

PostBase prints the redate imprint.

3.3 Reply Mail metering

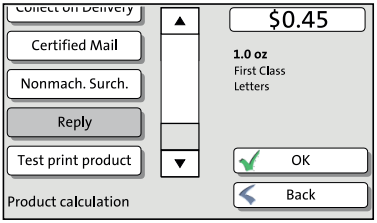
You can meter reply mail. When metering reply mail, PostBase prints a normal meter imprint without date.

Setting the Reply Mail meter imprint

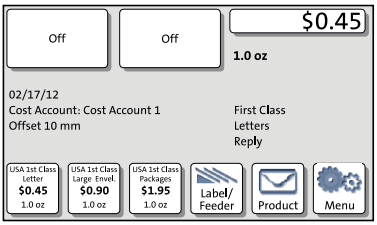
In the Home screen:

- Press the PRODUCT button.

PostBase opens the Product calculation menu.



- Select the mailing data for the reply mail as usual.
- In the additional services list, select REPLY.
- When the desired product is set, press OK to return to the Home screen.



Meter reply mail

The Home screen shows the current settings for the reply mail meter imprint. You can change the settings (e.g. advertising imprints, imprint offset) in the same way as with a regular meter imprint.

When the Home screen shows the desired settings for the reply mail meter imprint:

- Position the reply envelopes / cards as usual.

PostBase prints the reply mail meter imprint.

4 Additional technical specification

4.1 PostBase – variants and equipment

● = standard
○ = option
— = not available

	PostBase 30	PostBase 45	PostBase 65
Hand Feed Tray	●	●	●
Catch Tray (adjustable)	●	●	●
Feeder with Sealer	—	○	○
Manual Sealer	○	○	○
Label Dispenser	●	●	●
Integrated Postage Scale Weighing Range, maximum	● 5 lbs	● 10 lbs	● 15 lbs
Differential Weighing	○	●	●
Speed (Letters per Minute)	30	45	65
Interfaces: USB, Ethernet/LAN, CAN bus	●	●	●
External analog modem (USB)	○	○	○
Remote services (download postage, rate change, …)	●	●	●
Access control via PIN	●	●	●
Department Accounts – standard	5	20	50
– optional	10/20/50/100/200	50/100/200	100/200
Shortcuts for USPS products	●	●	●
Advertisement Memories	12	20	30
SMS-Text Messages, user-defined	8	10	12
Decimal Meter	●	●	●
Low Ink Warning	●	●	●
Auto-daylight saving time	●	●	●
Using FP Portal	●	●	●
Connection to RemoteOne, ReportOne, MailOne	●	●	●

Subject to short-term modification.

4.2 Additional Technical Data

Type of Equipment	Stand-alone equipment (Desk-top)
Class of Equipment	Class I
Connection to Supply	Pluggable type A
Type of Power System	TN, IT
Mobility	Moveable equipment
Pollution Degree	2

4.3 Special mail piece specifications

Letter sizes	PostBase (stand-alone): US Postcard (5" x 3.5") to 10" x 13" PostBase with Feeder: 6" x 4" to 10" x 13"
Maximum letter thickness	3/8"

4.4 The Security Device (PSD)

The Revenector Security Device (PSD) used in your PostBase mailing system was authorized according to specifications of the United States Postal Service following an internationally valid practice. To commensurate to this standard the cryptographic keys used by the PSD have to be updated or exchanged after a specified period of time. Please, make sure that the mailing system contacts the Server at least once a year (e.g. by loading postage with the value of '$0'), even if the system may not be in use. Otherwise the Security Device may disable itself and will have to be exchanged with costs for reconnecting the mailing system.

5 Glossary

Meter imprint

Metering mail for carrying by U.S. Postal Service.

When metering, PostBase prints among other things the indicia, the postage value, the date and the machine identification on the envelope.

Details on the product (e.g. First-Class) appear below the postage.

The meter imprint can also comprise advert imprints (advert and/or text message).

Test print product
(Zero imprint)

Invalid meter imprint with the postage value $00.00 and the indication ‘VOID’ printed over the data matrix. This feature enables you to check the settings for the meter imprint and the print quality.

Test prints are not logged in the postage registers.

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7 Service

FP Mailing Solutions
Francotyp-Postalia, Inc.
140 N. Mitchell Court, Suite 200
Addison, IL 60101-5629

Customer Service (800) 341-6052

www.fp-usa.com

Francotyp-Postalia applies DQS-certificated integrated management systems with quality and environmental management (DIN EN ISO 9001, 14001).
These are valid for design and manufacturing of postage meters and postal equipment.
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