

## 10 Advanced settings & system information

### 10.1 System information

You can view a list of all major system parameters (e.g. software version, rate table).



- Open the MENU.
- Choose SYSTEM INFORMATION.

PostBase displays the system information.

### 10.2 Display brightness

You can adapt the display brightness to fine-tune the gray scales and increase the legibility of the displayed texts.



- Open the MENU.
- Choose DISPLAY BRIGHTNESS.

PostBase opens the adjustment menu for display brightness.

- Use the BRIGHTER / DARKER buttons to achieve the desired setting. You can press the buttons multiple times to increase / decrease display brightness further.

Or

- Choose DEFAULT to reset display brightness to the factory setting.

You can monitor the changes immediately in the display. Alter the settings until you can easily read the display.

- SAVE the setting shown.

### 10.3 Tone signals

PostBase confirms certain actions with a beep. A series of tone signals indicates an error. You can restrict the scope of audible signals to warnings or turn off the audible signals altogether.



- Open the MENU.
- Choose SOUND SIGNALS.

PostBase opens the adjustment menu for tone signals. The current setting is shown on a dark background.

- Select the desired setting.
- SAVE the setting shown.

Sound signals – possible settings and their meaning:

---

ON	Tone signals in case of errors. Confirmation beep of the scale when weighing is finished.
OFF	No tone signals.
ONLY ERRORS	Tone signals in case of errors.

---

## 10.4 Account administration

If user management is enabled via PC software, the account administration features are only available to the administrator.

### 10.4.1 Switch account administration on / off



#### Switching on

- Open the MENU.
- Choose MANAGE ACCOUNTS.
- Confirm the prompt with CONTINUE.

The account function is enabled.



#### Switching off

- Open the MENU.
- Choose MANAGE ACCOUNTS.
- Select DEACTIVATE.



**Caution!** Any data stored in the accounts will be lost.

If the account function has been used, i.e. data is stored in any account:

- Confirm the security prompt with YES.

The account function is disabled.



While the account administration is disabled, the settings stored in the user profiles lie idle.

## 10.4.2 Display account information



- Open the MENU.
- Choose MANAGE ACCOUNTS.
- Select SHOW LIST.

PostBase displays a list of all accounts containing the respective number and value of franked letters.

## 10.4.3 Set one account to zero



- Open the MENU.
- Choose MANAGE ACCOUNTS.
- Select CLEAR ONE ACCOUNT.
- Select the account you want to set to zero and CONTINUE.
- Confirm the security prompt with YES.

All account information (postage and number of franking imprints) of the selected account is deleted.

## 10.4.4 Set all accounts to zero



- Open the MENU.
- Choose MANAGE ACCOUNTS.
- Select CLEAR ALL ACCOUNTS.
- Confirm the security prompt with YES.

All account information (postage and number of franking imprints) is deleted.

## 10.5 Standby time

The PostBase franking machine will go to standby automatically if it is not used for some time. The standby time is the time between your last operation and the time PostBase automatically goes to standby.



- Open the MENU.
- Choose STANDBY TIME.

PostBase opens the standby adjustment menu.

- Type the desired time.
- SAVE the specified standby time.

## 10.6 Auto Off

The PostBase franking machine switches off automatically if it is not used for some time. The Auto Off time is the time between your last operation and the time PostBase automatically switches off.



- Open the MENU.
- Choose AUTO OFF.

PostBase opens the adjustment menu.

- Type the desired time.
- SAVE the specified Auto Off time.

## 10.7 Meter type *(not in all countries)*

The meter type setting defines whether PostBase displays and prints the postage in the 00.00 or 00.000 format.



- Open the MENU.
- Select DECIMAL METER MODE.

The current setting is shown on a dark background.

- Select the desired setting.
- SAVE the displayed setting.

Decimal Meter Mode – possible settings and their meaning:

---

0.00	Displays and prints the postage in integer cents.
0.000	Displays and prints the postage in tenths of cents.

---

## 10.8 User interface language

The PostBase user interface supports multiple languages.



- Open the MENU.
- Choose LANGUAGE.

PostBase opens the language adjustment menu. The current setting is shown on a dark background.

- Choose the desired language.

The user interface language changes immediately.

- SAVE the shown setting.

The new language will remain selected until you change the language again.

## 10.9 Setting up the connection with the data center

Set the respective connection parameters during commissioning. You should verify and, if necessary, correct the settings if changes were made to your system configuration.

In case of problems, please contact your network administrator.



- Open the MENU.
- Choose MANAGE CONNECTION.

PostBase shows the current connection settings.

### Changing the settings

- Press CHANGE.
- Simply follow the instructions on the display. The PostBase successively prompts you to specify all necessary details.

When finished, PostBase displays the current connection configuration.

- If everything is correct: SAVE.

## 10.10 View / change contact information

Important contact information is stored in your franking machine at the factory. You can view the contact information and edit the phone number that is used to contact the data center.



### View contact information

- Open the MENU.
- Choose CONTACT INFORMATION.

PostBase displays the stored phone numbers and URLs.

### Change the data center phone number




---

**Caution!** Change the phone number only when instructed to do so by Francotyp-Postalia. A wrong phone number can cause troubles, e.g. during postage loading.

---

- Choose CHANGE.

PostBase opens the adjustment menu where you can edit the phone number.

- Type the phone number.
- SAVE the setting shown.



You can insert blanks to arrange the display of the number more clearly. These blanks do not affect the dialling procedure.

## 10.11 Access control / PIN

PostBase can be protected against unauthorized use via a PIN. With the PC software, you can set up a user-specific access control for the PostBase. Please refer to the manual of the PC software. In the PostBase menu, the PIN function is then only accessible with the administrator PIN.



### Enable access control

- Open the MENU.
- Choose MANAGE PIN.
- Confirm the prompt with CONTINUE.

PostBase opens the access control adjustment menu.

- Enter a PIN and CONTINUE.
- Enter the PIN a second time to confirm.
- SAVE the PIN.

The PIN is set. Each time you start up PostBase, you have to enter it to get access.

### Disable access control



**Caution!** If you disable access control, all users will be deleted without prior warning.



- Open the MENU.
- Choose MANAGE PIN.
- Confirm the prompt with CONTINUE.

Access control is disabled.

## 10.12 Auto Postage Download

The 'Auto Postage Download' feature facilitates keeping track of the remaining postage. When enabled, PostBase will warn you once the remaining postage reaches the preset threshold and will give you the opportunity to load postage.



### Enable 'Auto Postage Download' function

- Open the MENU.
- Choose AUTO POSTAGE DOWNLOAD.
- Confirm the prompt with CONTINUE.
- Enter the desired threshold and SAVE.

Auto Postage Download is enabled.

### Performing Auto Postage Download

When the remaining postage reaches the threshold, PostBase opens an appropriate screen with the following options:

- CHANGE the displayed load amount, then load postage.

Or:

- LOAD the displayed amount directly.

Or:

- CANCEL the procedure to load postage later.



### Change threshold

- Open the MENU.
- Choose AUTO POSTAGE DOWNLOAD.
- To CHANGE the threshold (option is already selected), choose CONTINUE.
- Enter the new threshold.
- SAVE the setting.



### Disable 'Auto Postage' function

- Open the MENU.
- Choose AUTO POSTAGE DOWNLOAD.
- Select TURN OFF and CONTINUE.
- Confirm the security prompt with YES.

Auto Postage Download is disabled.

### 10.13 Remote Services

With the 'Remote Services' function, PostBase connects to the FP server and checks for updates (e.g. a new rate table, new machine software). Diagnostic data is also exchanged with the FP server.



- Open the MENU.
- Choose REMOTE SERVICES.

PostBase starts the update procedure. It takes some time to establish the connection and to exchange data. Please stand by.

### 10.14 Change ZIP / postal code *(not in all countries)*

You must inform Francotyp-Postalia of the new location of your PostBase if you wish to operate the PostBase at another location (e.g. after a relocation).



- Open the MENU.
- Select CHANGE ZIP.
- Follow the instructions in the display.

Re-authorization starts. It takes some time to establish the connection and to exchange data. Please stand by.