

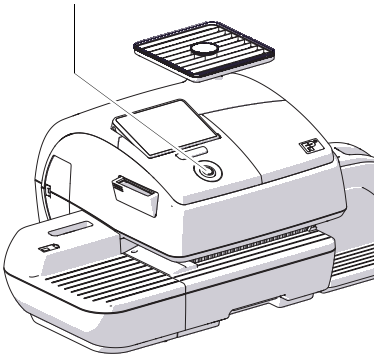
## 4 The basics of operation

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.

PostBase button



#### 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 choose a user and enter the PIN.

#### 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 switches off. 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.

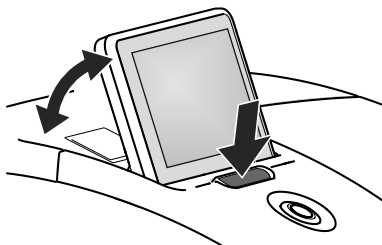
## 4.2 Standby

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)



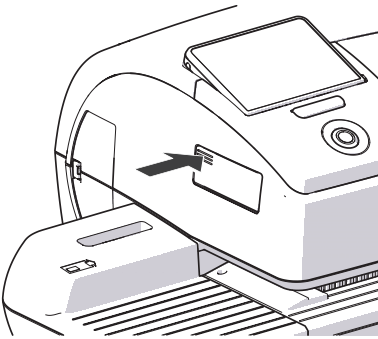
**Caution!** We recommend to use only labels that have been approved by Francotyp-Postalia. The manufacturer FP has established reliability, safety and applicability. The manufacturer cannot assess the reliability, safety and applicability for products not approved by FP, and therefore not vouch for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

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

### Folding the label compartment in and out

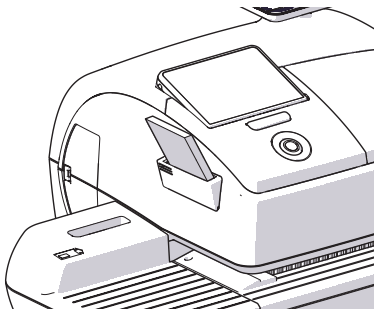
To fold the label compartment in or out:

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

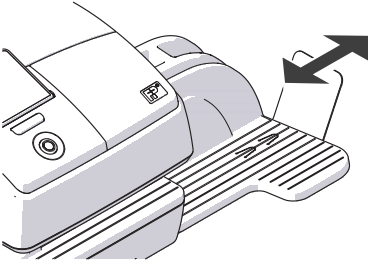


### Inserting labels

- 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 by displacing the catch bracket. The stop features several catches for the most common sizes.

## 4.6 Screen elements and operation philosophy

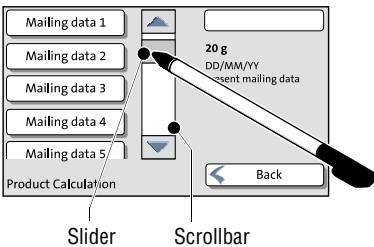
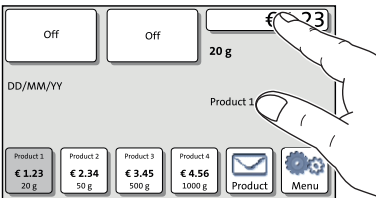
This chapter covers the user interface of the PostBase franking machine. You will learn how to operate the touch screen, the screen elements and the menus, window types and symbols.

### 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.

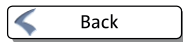


Confirmation: Button is being pressed.



Button is deactivated / cannot be pressed.

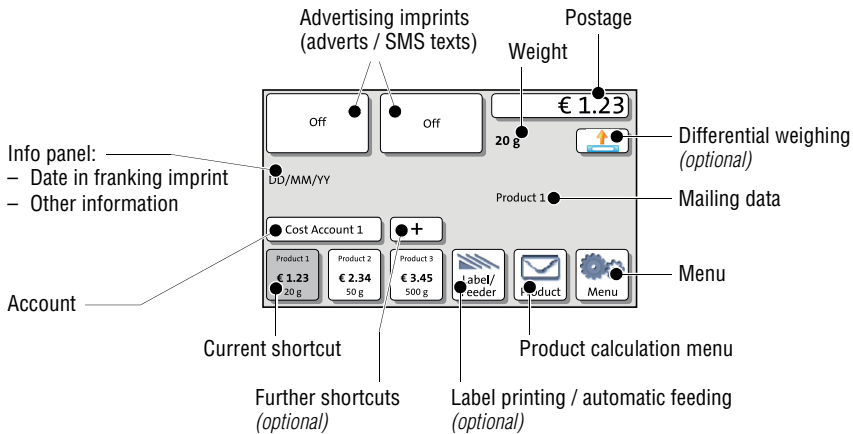
*Standard buttons*



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).

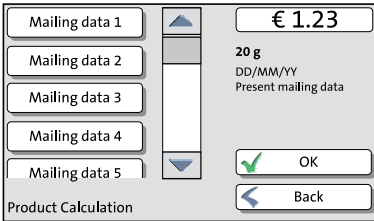
### In the Home screen

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

### 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.

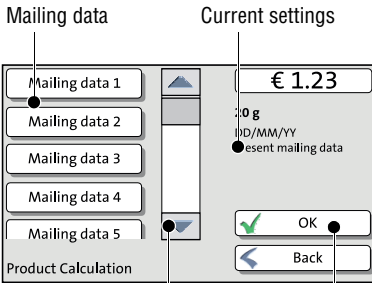
The left area of the display shows the available mailing data.

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 date
- the selected mailing data.

The postage and the OK button only appear 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

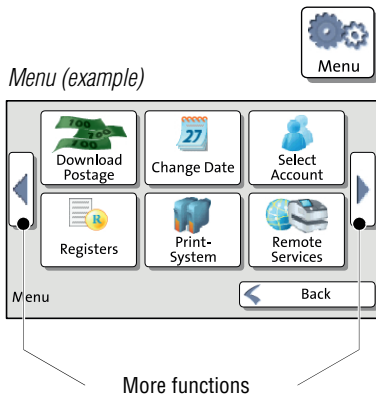
With the BACK button, the mailing data can be deleted step by step from the current product settings.



### 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.

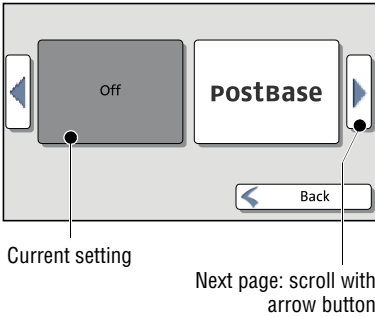
### 4.6.4 The Menu



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.

### 4.6.5 Lists



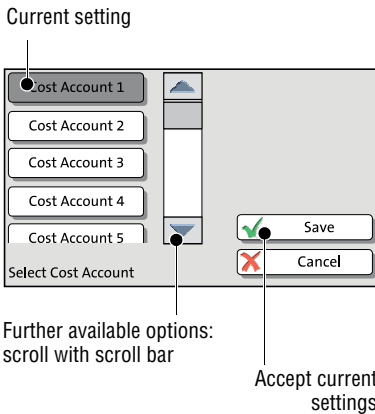
Lists (e.g. for adverts, SMS texts) offer all available settings in list form.

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 and selecting settings. There are three types: Lists, input via keypad, and input according to the counter principle.

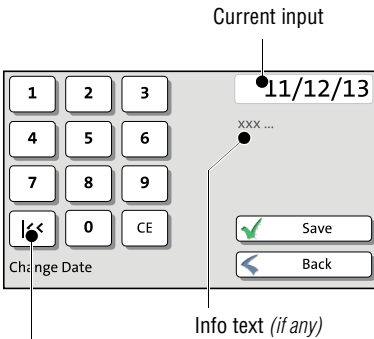


#### Lists

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 four options are available.

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

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



Button assigned acc. to function  
(here: reset to current date)

## Input via keypad

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

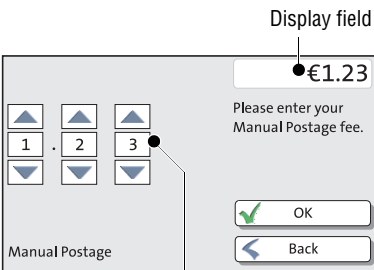
The keypad is always matched to the respective situation: The button labels change accordingly, depending on whether you must type figures or figures and letters.

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.



Setting an amount with  
the arrow buttons

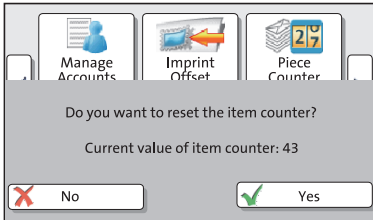
## Input using the counter principle

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.

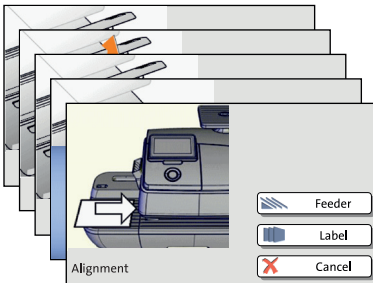
### 4.6.7 Pop-up windows



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

Some pop-up messages feature auto-confirmation, i.e. they automatically close after some time.

### 4.6.8 Procedures (wizards)



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.



*Test print (example)*

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

### Setting a test imprint



The way you set the test print may differ from the approach described here, depending on requirements by the respective postal service. In that case, please refer to the country-specific addendum to the Operator Manual.

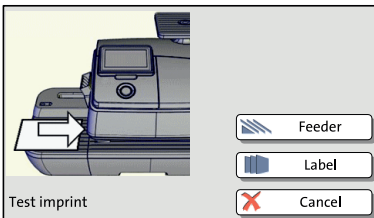


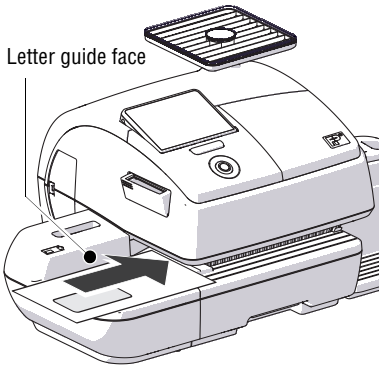
- Set the desired parameters for the franking imprint (advert, SMS text etc.).
- Press the PRODUCT button in the Home screen.
- Set the desired product.

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.





### 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 an envelope on the feeder:
  - side to be printed face up
  - the top edge must touch the letter guide face.

Or, if an envelope has already been positioned:

- Choose FEEDER.

PostBase seizes the envelope, prints the test print and discharges the envelope to the right.

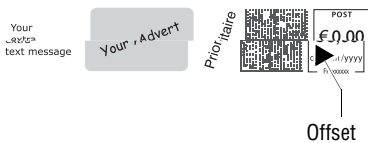
## Checking the print quality

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 (example; the actual appearance of the imprint depends on the specifications of your national postal service).



When there are offsets / shifts in the imprint:

- Align the ink cartridges. Read the chapter “Aligning ink cartridges” in the Reference Guide.



When there are blurred or blank spots in the imprint:

- Clean print system. Read the chapter “Cleaning the print system” in the Reference Guide.