

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.