

6 Franking

This chapter covers how to set up accounts to register the postage used, how you place letters on the hand feed tray, how to use the feeder and sealer, and how to frank selfadhesive labels which can be stuck onto the mail piece. Also, the counter function available for franking is described.

Please refer to chapter 5 on page 44 for further information on how to set franking imprint parameters.

6.1 Changing the user

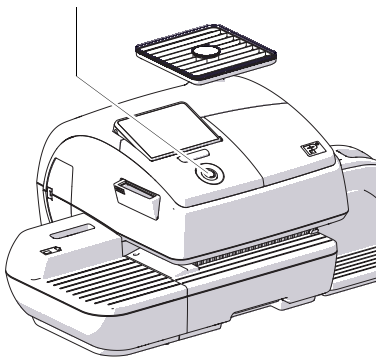
You can set up a user-specific access control for the PostBase.

If enabled, you are prompted to select a user and enter the corresponding PIN during startup. PostBase loads the corresponding user profile. Among other things, the following settings are stored in the user profile:

- name
- PIN
- budgets
- allocated account(s) and the standard account
- allow / block postage download.

On how to set up and manage users, please refer to the manual of the PC software.

PostBase button



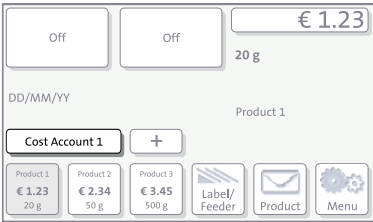
Changing the user

- In the Home screen, **briefly** press the PostBase button.
- In the list, press the button of the desired user.
- Enter the PIN.

PostBase loads the user profile and then shows the Home screen.

6.2 Changing the account

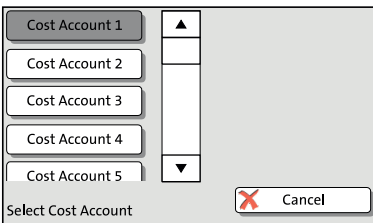
When you enable the Account function, you must always specify an account to frank. The currently set account is displayed left in the info panel of the Home screen.



Changing the account

In the Home screen:

- Press the COST ACCOUNT... button.



The PostBase opens a list with all available accounts. You see the account names and numbers. The currently set account is shown in black (in the example: 'Cost Account 1').

- Press the button of the desired account.

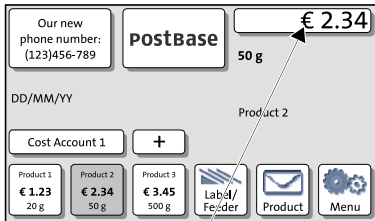
PostBase sets this account and returns to the Home screen.



If users are enabled, only those accounts allocated to the currently set user are available in the list.

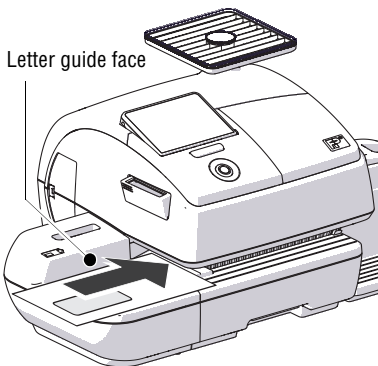
6.3 Positioning and franking letters

6.3.1 Hand feed tray



PostBase is ready for franking

You can feed mail pieces to frank when the Home screen displays a postage.

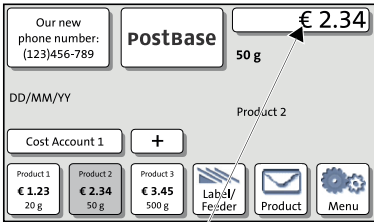


- To position the letter on the hand feed tray:
 - side to be printed face up (address field is visible)
 - the top edge must touch the letter guide face.
- Push the letter in direction of the arrow and release it.

The PostBase takes up the letter, prints and discharges the franked letter to the right into the catch tray.

You can feed more letters one by one while the letter transport is running.

6.3.2 Sealer (optional)



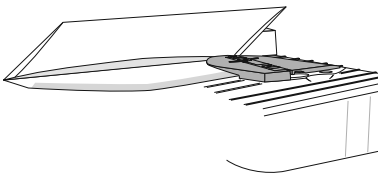
PostBase is ready for franking

You can feed mail pieces to frank when the Home screen displays a postage.



Moistening the envelope flap

- Hold the letter with the open flap facing down.
- Engage the letter at the sealer in arrow direction.



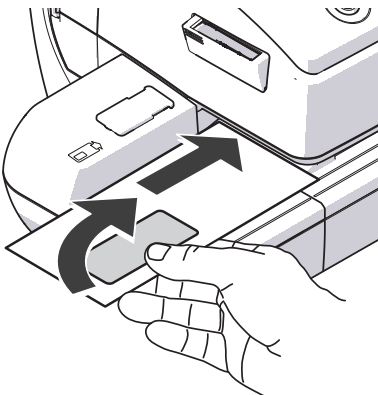
The illustration shows the correct letter position in the sealer:

- the flap is beneath the stop
- the stop edge is exactly in the flap groove.

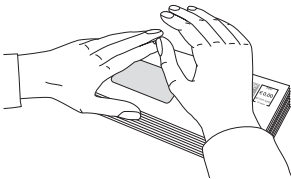


- Guide the letter through the sealer with an arched motion as shown in the illustration.

This will pass the gummed flap edge along the moistening felt and moisten it.



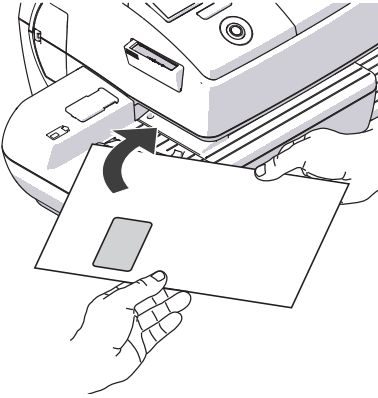
- Align the letter top edge with the franking machine letter guide and push in the letter in arrow direction.



Sealing moistened envelope flaps

We recommend that you firmly press on the envelope flaps after franking to make sure the envelopes are firmly sealed.

- Stroke your hand firmly over the envelope's / letter stack's flap area.



Large-sized mail pieces

You best guide large-sized mail pieces with both hands during moistening. You should support the mail piece only slightly as soon as the franking machine has started feeding it.

6.3.3 Feeder (optional)

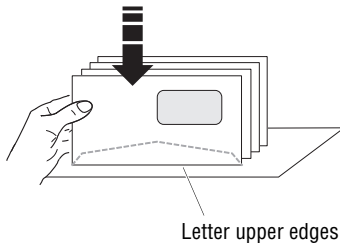
6.3.3.1 Preparing the letter stack and setting up the feeder



Caution! If PostBase is ready to frank, letter transport starts as soon as a letter is positioned on the feeder.

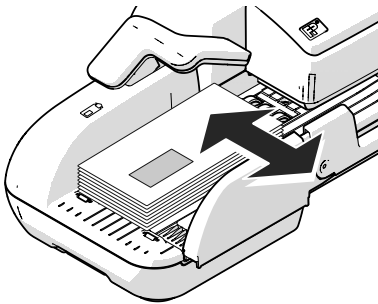


This is how you avoid letters being unintentionally fed: Simply open the MENU on the touch screen. The letter sensor is then inactive. You can now take your time to set up the feeder.



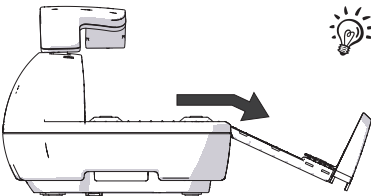
Prepare letter stack

- Arrange the letter stack so that all envelope flaps are face down.
- Make sure the letters are flush at their upper sides: Loosen letter stack with the upper edge on a level base and shake smooth.



Position letter guide

- Position a letter stack:
 - side to be printed face up (address field is visible)
 - the top edge must touch the letter guide face
 - observe the maximum stack height of 55 mm (2.2").
- Move the letter guide so that the letter guide rests against the letter stack.

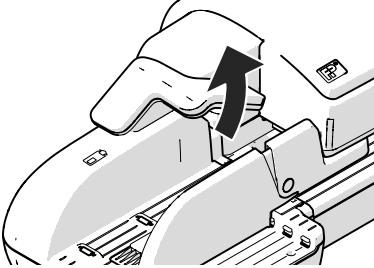


For large letters to be franked large side first:

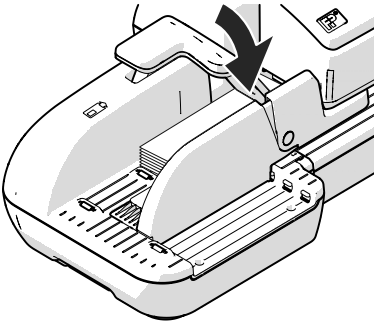
- Pull out the letter guide until you can fold it down.

Using the pendulum

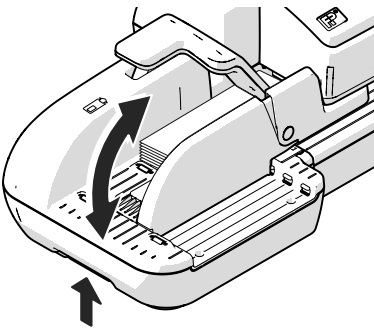
When franking bent or thin letters in stack, we recommend using the 'pendulum'. It presses down the letters so that the sensors can recognise them.



- Raise the pendulum.



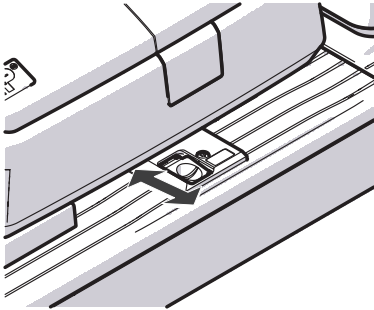
- Position the letter stack.
- Lower the pendulum.



Adjust the slope inclination

- Unlock the letter receiving tray by pressing the release key on the bottom left.
- Raise or lower the slope and let go of the release key to lock the slope into position.

6.3.3.2 Switch on / off seal function



If the letters (up to 7 mm / 0.3") are to be sealed:

- Set the switch to the rear position (**seal**). Sealing is switched on, the sealant tank is illuminated.

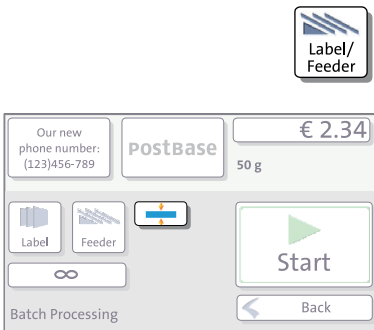
If you do not want to seal letters or if they are already sealed:

- Set the switch to the front position (**non-seal**).

Sealing is switched off, the sealant tank illumination is off.

6.3.3.3 Setting letter thickness

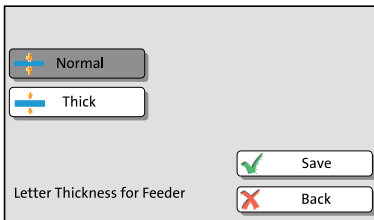
For reliable results, make use of the 'thick letters' feature when franking letters with a thickness of 6 - 10 mm (0.24" - 0.4") with the feeder.



- In the Home screen, press the LABEL/ FEEDER button.

PostBase opens the 'Batch Processing' pop-up.

- In the pop-up, press the button next to the FEEDER button.



- Select NORMAL or THICK, according to the letters you wish to frank.
- SAVE the setting. The current setting is shown on a dark background.

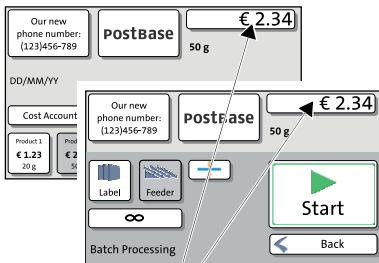
When 'thick letters' is activated, PostBase processes letters much slower. Make sure to switch back to NORMAL to achieve the best performance.

6.3.3.4 Positioning and franking letters in stack

When the feeder is set up (see chapters 6.3.3.1 to 6.3.3.3) and the desired franking imprint is set (see chapter 5), you can start batch processing. You can also set the number of letters to be franked prior to starting batch processing. Refer to chapter “Using the batch counter” on page 64.

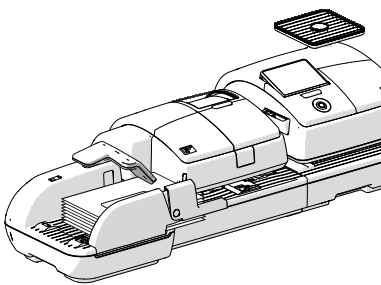


Caution! If PostBase is ready to frank, letter transport starts as soon as a letter is positioned on the feeder.



PostBase is ready for franking

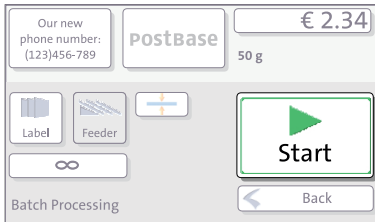
You can start batch processing in the Home screen as well as in the ‘Batch Processing’ pop-up by simply feeding a letter stack.



- Raise the pendulum.
- Position the prepared letter stack:
 - side to be printed face up (address field is visible)
 - the top edge must touch the letter guide face
 - observe the maximum stack height of 55 mm (2.2").
- Lower the pendulum (if necessary).

PostBase feeds the letters one by one, prints, and places the franked letters in the catch tray.

You can interrupt batch processing with the STOP button.



Interrupt / continue batch processing ...

After an interruption or when there are already letters in the feeder:

- In the Home screen, press the LABEL/ FEEDER button.

PostBase opens the 'Batch Processing' pop-up.

- Press the START-button.

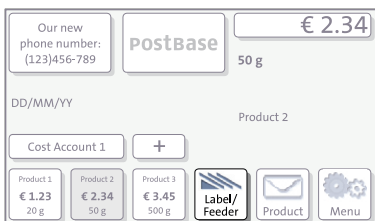
You process **single letters** in the same manner. Simply position a single letter / a postcard instead of a letter stack on the feeder.

6.3.3.5 Using the batch counter

The batch counter provides you with the possibility to define the number of mail pieces to be franked in advance. You can use this function to have a precise number of mail pieces ready for dispatch.

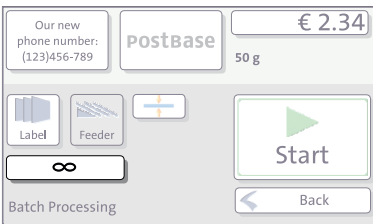


Caution! If PostBase is ready to frank, letter transport starts as soon as a letter is positioned on the feeder.

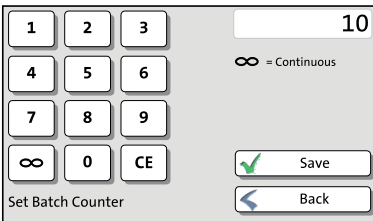


When the Home screen displays the desired settings for franking:

- In the Home screen, press the LABEL/ FEEDER button.




- In the pop-up, press the button below the FEEDER button.

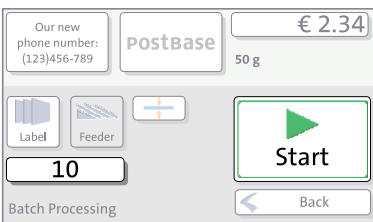


- Enter the amount of letters you want to frank.

Or:

Enable continuous operation with the  button.

- SAVE the setting.



- Position the prepared letter stack.
For details on how to set up the feeder and position letter stacks, please read pages 60 to 64.

PostBase feeds the letters one by one, prints, and places the franked letters in the catch tray. The counter displays the number of letters still to be franked. You can interrupt batch processing with the STOP button.

6.4 Franking labels *(optional)*

With the optional label dispenser, PostBase can frank self-adhesive labels, which you can order from Francotyp-Postalia.

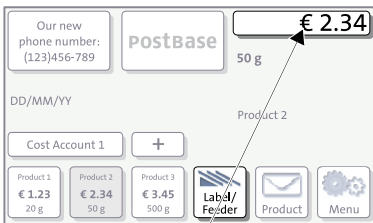


Caution! We recommend to use only labels that have been approved by Francotyp-Postalia. The manufacturer FP has established reliability, safety and applicability. The manufacturer cannot assess the reliability, safety and applicability for products not approved by FP, and therefore not vouch for such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

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



Caution! Always mind that you do not position letters on the feeder that you do not want to frank right away. The feeder starts letter transport even if LABEL is selected in the 'Batch Processing' pop-up.

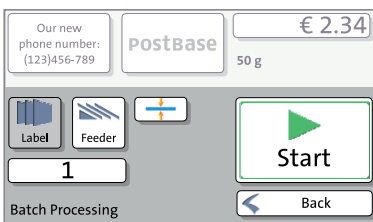


The PostBase is ready for franking

Frank a label

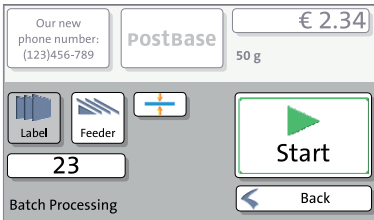
- In the Home screen, press the LABEL/ FEEDER button.

PostBase opens a pop-up.



- Press the LABEL button.
- Press the START button.

PostBase prints a label.

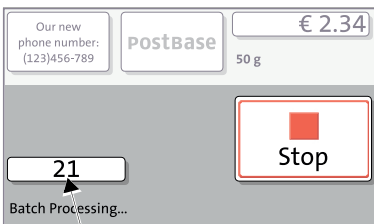


Franking several identical labels

- In the Home screen, press the LABEL/ FEEDER button.

PostBase opens a pop-up.

- Press the LABEL button.
- Set the batch counter to the desired number of labels (see chapter 6.3.3.5).
- Press the START button.



Labels yet to be printed

PostBase prints the number of labels you have set. The counter displays the number of labels still to be franked. You can interrupt processing with the STOP button.

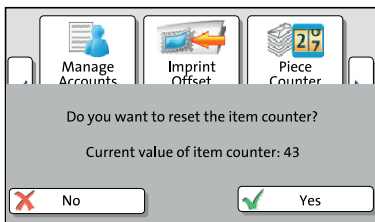
6.5 Displaying and clearing down the item counter

Apart from the counter for franking imprints in the register and the account counters, the PostBase features an item counter for franking imprints you can use as you like. The item counter counts all franking imprints. Independently of other counter functions you can reset this item counter to zero or use it as a daily or job counter.



In the Home screen:

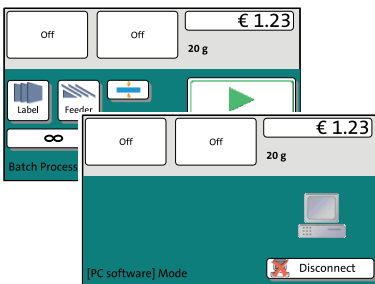
- Press the MENU button.
- Select PIECE COUNTER.



The PostBase opens a pop-up displaying the number of franked mail pieces since last resetting the piece counter.

- YES deletes the displayed number.
- Press NO to return to the MENU without clearing the item counter.

6.6 Controlling PostBase via PC software – ‘Connected’ mode



When PostBase is connected to a PC via FP software (e.g. Navigator, MailOne), a corresponding pop-up is shown. Access to the Menu and imprint settings is blocked while in ‘Connected’ mode.

Cancel ‘Connected’ mode

- Press DISCONNECT.

The connection between PostBase and the PC is disconnected. Menu and imprint settings are accessible via touch screen.



For information on how to use the PC software from Francotyp-Postalia, please refer to the manual provided with the software or the integrated help feature.