14   Advanced settings & system information

14.1   System information

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

Menu ▶ 🛈

- Open the MENU.
- Choose SYSTEM INFORMATION.

PostBase Vision displays the system information.

14.2   Contact Information

All important information (phone / website) you need to contact FP can be found directly on your postage meter.

Menu ▶ ☁

- Open the MENU.
- Choose FP CONTACT INFORMATION.

You will see a list with phone numbers and website address from where you can receive advice and support for anything relating to the PostBase Vision mailing system and where you can order accessories and consumables.

14.3   Access control / Administrator PIN

You can protect the PostBase Vision mailing system from unauthorized use with a PIN, the administrator PIN. If access control is enabled, PostBase Vision requests a PIN to be entered when the system is turned on or wakes up from stand-by mode.

Setting up access control

- Open the MENU.

- Choose MANAGE ADMIN PIN.

- Follow the instructions on the screen.
  You must enter a four-digit PIN and enter it a second time for verification.
  SAVE activates the access control.

In the MyFP customer portal, you can set up users with specific access rights for your PostBase Vision. For these to become available on the mailing system, access control has to be activated.

Disabling access control

- Open the MENU.

- Choose MANAGE ADMIN PIN.

- Turn off access control by tapping YES.

If a user-specific access control is set up in the customer portal for your mailing system as well, the "Manage Pin" menu function can only be accessed with the Administrator PIN.

14.4 Low postage warning

PostBase Vision can provide support in monitoring your available postage. You only need to define the threshold at which PostBase Vision should notify you when your postage is running low.

Defining / adjusting the threshold

Menu ▶

- Open the MENU.
- Choose LOW POSTAGE WARNING.
- Enter the desired threshold.
- Confirm with OK.

The Low postage warning is set up and will take effect immediately.

Once the set threshold is reached, PostBase Vision will notify you that your postage is running low. A red caution icon will appear in the Home screen next to the available postage.

Set the threshold to "0" to disable the low postage warning.

14.5   Sound signals / Sound profiles

There are several different tones and sounds that accompany the actions on your PostBase Vision mailing system. You can limit the scope of the sound signals to certain events (messages, errors) or turn them off entirely.

- Open the MENU.

- Choose SOUND SIGNALS.

PostBase Vision opens the setting menu for the sound signals. The current setting is highlighted in color (light blue with a dark blue bar).

- Tap the desired setting.

- Apply the displayed setting by tapping OK.

You can set the volume for the sound signals on the bottom left of the display frame. Read more about it in chapter 4.6 on page 50.

SOUND SIGNALS – possible profiles and their meaning:

ALL	Acknowledgment sound for each entry, sound signals for messages, errors, etc. Shutting down and waking up from stand-by, turning off, among others, are accompanied with a sound.
MESSAGES / ERRORS	Sound signals for messages and errors, acknowledgment sound for the scale once the weight has been determined.
ONLY ERRORS	Sound signals for errors, acknowledgment sound of scale.
OFF	No sound signals. Exceptions: System start, setting the volume, acknowledgment sound of scale.

14.6   Color of the menu bar

You can change the background color of the menu bar. PostBase Vision offers you 12 colors to choose from.

• Open the MENU.

• Choose COLOR.

PostBase Vision opens a setting menu with all available colors.

• Tap the desired color.

The menu bar changes to your color immediately. Feel free to try different colors.

• Apply the selected color for the menu bar by tapping OK.

14.7   User interface language

The PostBase Vision user interface supports multiple languages.

• Open the MENU.

• Choose LANGUAGE.

PostBase Vision opens the language setting menu. The current setting is highlighted in color (light blue with a dark blue bar).

• Tap the desired language.

The user interface language changes immediately.

• Apply the current language setting by tapping OK.

14.8   Standby time

The PostBase Vision mailing system 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 Vision automatically goes to standby.

- Open the MENU.
- Choose STANDBY SETTINGS.
- Choose STANDBY TIME.

PostBase Vision opens the standby time setting menu.

- Type the desired time (in minutes).
- Confirm with OK.

14.9   Product after standby

This feature lets you define which product will be set for metering after reactivating PostBase Vision from standby:
– the product stored as the first shortcut or
– the product that was last used.

- Open the MENU.
- Choose STANDBY SETTINGS.
- Choose RATE AFTER STANDBY.

PostBase Vision opens the setting menu for this function.

- Tap the desired setting.
- Apply the displayed setting by tapping OK.

RATE AFTER STANDBY – possible settings and their meaning:

SHORTCUT 1	After reactivating PostBase Vision from stand-by, the product stored as first shortcut is set.
LAST RATE	PostBase Vision keeps the current (last) product setting.

14.10 Auto Off

PostBase Vision can be turned off automatically if you do not use PostBase Vision for a while. The "AutoOff Time" is the length of time between the last operation and when the system turns off automatically.

- Open the MENU.
- Choose STANDBY SETTINGS.
- Choose AUTO OFF.

PostBase Vision opens the Auto Off Time setting menu.

- Type the desired time (in minutes).
- Confirm with OK.

The value "0" disables the Auto Off function.

14.11 Automatic date advance

If mail is metered after the last pick up or past the deposit time, you can set the "Auto Date Advance" to automatically advance the date at a predefined time. PostBase Vision will then remind you every day at the defined time to set the metering date.

- Open the MENU.
- Choose AUTO DATE ADVANCE.

PostBase Vision displays the current setting of the "Automatic date advance" feature.

To adjust the settings:

- Tap CHANGE to open the procedure for setting up the "Automatic date advance" feature.

• Follow the instructions in the display:

Set the time of day (when the window to change the metering date should appear daily) and choose the desired weekend mode.

Or

Switch the function off.

PostBase Vision displays the selected settings.

• If everything is correct: SAVE.

The following table gives an overview of the possible settings and their meaning.

AUTO DATE ADVANCE – possible settings and their meaning:

Current Setting		
	ON	PostBase Vision opens a window to set the metering date every day at the set auto advance time. The following options are available to you: – Apply the suggested date – Select a different date – Keep the current date.
	OFF	The function is not enabled.
Auto Advance Time		
	HH:MM *(Time of day)*	The time determines when the window to change the metering date should appear in the display. Note: Setting the time to 12:00 am (midnight) switches the function off.

AUTO DATE ADVANCE – possible settings and their meaning:

Weekend Mode		
SKIP SAT. / SUN	Skip weekends (Saturdays and Sundays).	
	On Fridays, PostBase Vision automatically offers the next Monday as a metering date.	
SKIP SUNDAYS	Only skip Sundays.	
OFF	Do not check whether the suggested metering date falls on a weekend.	
	PostBase Vision always suggests the next calendar day as metering date.	

14.12   **Switching weighing mode** *(optional)*

You only need to set the weighing mode if your mailing system is equipped with the "Differential Weighing" option.

• Open the MENU.

• Choose DIFFERENTIAL WEIGHING.

PostBase Vision opens the settings menu for weighing mode. The current setting is highlighted in color (light blue with a dark blue bar).

• Tap the desired weighing mode:
  NORMAL *or* DIFFERENTIAL.

• Apply the displayed setting by tapping OK.

WEIGHING MODE – possible settings and their meaning:

NORMAL	Determines the weight of a mail piece <u>upon placing</u> it on the weighing platform (see chapter 5.1.3.1).
DIFFERENTIAL *Display in the Home screen:* ⬆ Differential weigh.	Determines the weight of a mail piece <u>after removing</u> it from the weighing platform (see chapter 5.1.3.2).

14.13   Network connection (Connectivity settings)

To exchange data with FP servers (postage download, customer portal, updating rates and software, etc.) PostBase Vision must be able to connect to the Internet. During setup and installation, setting up the network connection is part of the installation procedure. You must check the settings after making changes to your equipment / your system environment and adjust them as needed. If you have any questions, please contact your administrator.

You can set up <u>one wired</u> connection (Ethernet / LAN) as well as <u>one Wi-Fi</u> connection. Each time PostBase Vision is turned on, it checks availability and enables the corresponding network connection (LAN or Wi-Fi), whereas any wired connection will always be given priority. You can recognize the enabled connection by the icon in the menu bar (see page 45).

14.13.1 Displaying connectivity settings

• Open the MENU.

• Choose MANAGE CONNECTION.

PostBase Vision displays the saved connectivity settings and the corresponding status information.

At the end of the list, you can tap on ... to open an overview with advanced information (routing information).

14.13.2 Setting up a new network connection / changing settings

• Open the MENU.

• Choose MANAGE CONNECTION.

• Tap CHANGE to open the procedure for setting up the network connection.

• First, select which type of connection you would like to set up or change:
Tap either ETHERNET / LAN *or* WI-FI.

• Confirm the selection and continue with the CONTINUE button.

- Now, follow the information and instructions on the display step-by-step. Configure the appropriate parameters for your network. If necessary, ask your network administrator.

PostBase Vision displays the selected connectivity settings.

- Once everything is correct: SAVE.

The following table gives an overview of the possible settings and parameters.

Connectivity Settings and their meaning:

Connection Type	
ETHERNET / LAN *(default setting)*	LAN (Local Area Network) connection. Use this setting if you want PostBase Vision to use the wired connection to your local network / router. Icon in the menu bar:
WI-FI	Use this setting if you want PostBase Vision to connect to the local network / router wirelessly. Icon in the menu bar: *(depending on signal strength and protection status)*
SSID	Service Set Identifier. Name of a local wireless network (such as router name).
SELECT WI-FI	Select the desired access point from the list of detected Wi-Fi networks.
ENTER SSID	If the name of the desired network does not appear in the list, select this option. You must then enter the following parameters: – Network name – Select Encryption Mode (WPA2, WPA) *or* Open Network. Please contact your network administrator for details.

Connectivity Settings and their meaning:

DHCP	Dynamic Host Configuration Protocol. Networking protocol that allows automatic connection to a network.
DHCP = ENABLED *(default setting)*	Select this setting if your network supports DHCP.
DHCP = DISABLED	Select this setting if your network does not support DHCP. During manual configuration, you will need to enter the following parameters: – Static IP address for your PostBase Vision – Subnet mask – Default gateway – IP address of the DNS server. Please contact your network administrator for details. <u>Note</u>: When entering IP addresses, you have to enter the dots, too.
Proxy-Server	Intermediary server that facilitates access to the internet.
PROXY = DISABLED *(default setting)*	Select this setting if your network does not use a proxy server.
PROXY = ENABLED	Select this setting if your network uses a proxy server. You will need to enter the following parameters: – IP address of the proxy or its alias – Port number. Please contact your network administrator for details.

Connectivity Settings and their meaning:

Proxy-Authentication *(only when Proxy = Enabled)*	Access control to the proxy server (user name and password).
DISABLED *(default setting)*	Select this setting if your proxy server does not require authentication (user name and password).
ENABLED	Select this setting if your proxy server does require authentication. You will need to enter the following parameters: – User name for proxy access – Password. Please contact your network administrator for details.

In case your network only supports explicitly authorized devices, your network administrator will require the MAC address of your PostBase Vision. You can find the corresponding MAC addresses in the "Manage Connection" menu.

Reference Information for Network Administrators

PostBase Vision requires a network connection, with a minimum of 10 Mbit/sec, in order to able to download postal funds from a FP server.
Ethernet cables of class CAT5E are recommended.
For this it normally uses TCP/IP (v4 only) through an https connection using TLS v1.2 over **port 443**. In certain cases it may also use an http connection over **port 80**.
These two ports must therefore be enabled in any firewall. It will attempt to make a connection to *.francotyp.com.

14.13.3 Deleting the Wi-Fi connection

Menu ▶ [icon]

- Open the MENU.
- Choose MANAGE CONNECTION.
- Tap CHANGE to open the procedure for setting up the network connection.
- Tap WI-FI.
- Tap CONTINUE.

PostBase Vision displays the name of the configured Wi-Fi connection.

- Tap DELETE.

After the confirmation prompt, the configured Wi-Fi connection is deleted in the PostBase Vision mailing system.

14.14 Change ZIP / Re-authorization

You must inform FP Mailing Solutions of the new location of your PostBase Vision if you wish to operate the PostBase Vision at another location (e.g. after a relocation).

Menu ▶ [icon]

- Make sure PostBase Vision has a network connection (LAN or Wi-Fi).
- Open the MENU.
- Choose CHANGE ZIP CODE.

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

The new ZIP code is displayed when re-authorization is complete.