

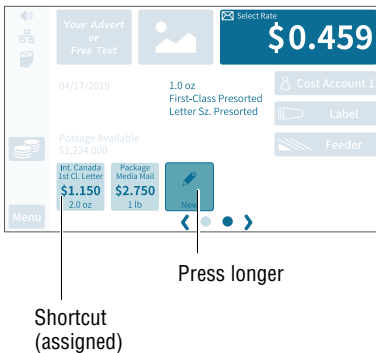
## 10 Manage shortcuts

By default, PostBase Vision offers you the most commonly used USPS products as rate shortcuts. You can create and store custom shortcuts, depending on the model, up to 20 shortcuts that will display directly on the Home screen.

You can delete shortcuts, overwrite them or create new ones. Once created, custom names can be defined and the stored weight can be changed. Whenever a rate change occurs, the rate tables are updated and shortcuts may be renamed and a new default assignment may be created.

### 10.1 Creating and saving rate shortcuts

You can always save the postal product and rate in the Home screen as a shortcut (including the weight). The first rate shortcut is the default used after turning on or waking up from sleep mode.



- Set the rate and weight that you would like to save as a shortcut.

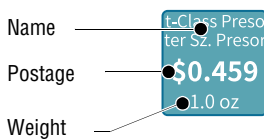
To set mailing data and weight, please read chapters 5.1.2 and 5.1.3.

- Press the button NEW for about two seconds.

Or:

Press on an existing shortcut for about two seconds to overwrite it with a new assignment.

- To save the shortcut, confirm the query in the pop-up with YES.



The current selection is displayed on the shortcut button:

- Name (mailing data, if necessary, strongly abbreviated)
- Postage
- Weight.



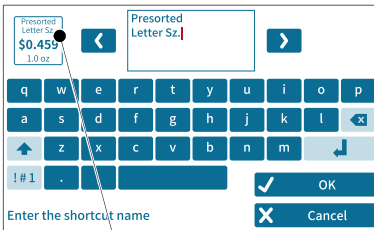
Once all of the storage spaces have been assigned, the NEW button will no longer appear.

## 10.2 Renaming a shortcut

When a shortcut is saved, PostBase Vision automatically creates a name. This name is generated from the selected mailing data and may in some cases not fit on the button. You can easily change the names of the shortcuts.



- Open the MENU.
- Choose MANAGE SHORTCUTS.
- Choose RENAME.
- Tap on the shortcut you want to change.



Preview

PostBase Vision opens the on-screen keyboard. The text field shows the shortcut name.

- Enter the desired name.

The preview (top left) shows how the new name will appear on the shortcut.

- Confirm with OK.



For information on how to use the on-screen keyboard, please refer to chapter 4.3.7 on page 47.

## 10.3 Changing the weight

When saving a shortcut, PostBase Vision will always save the currently displayed weight. You can change the weight for a shortcut. PostBase Vision thus allows you to store the maximum weight permissible by the rate table.



- Open the MENU.
- Choose MANAGE SHORTCUTS.
- Choose CHANGE WEIGHT.
- Tap on the shortcut for which you want to change the weight.

PostBase Vision opens the setting menu for the shortcut weight.

- Enter the weight.

The preview shows the stored product and the new weight.

- Confirm with OK.



PostBase Vision will not accept weight values that contradict postal rates. A message will inform you in that case.

## 10.4 Deleting a shortcut

Shortcuts that are no longer needed can be deleted or overwritten. You cannot delete the first shortcut as it is the default value setting after it is turned on.



- Open the MENU.
- Choose MANAGE SHORTCUTS.
- Choose DELETE.
- Tap on the shortcut that you want to delete.

After the confirmation prompt, this shortcut is deleted.



Shortcuts with an assignment defined by the rate table (default shortcuts) cannot be permanently deleted. These shortcuts will be available again after the mailing system has restarted.

## 10.5 Resetting shortcuts to default

When shortcuts are reset, all shortcut storage spaces are emptied and the default shortcuts defined by the rate table are restored.



- Open the MENU.
- Choose MANAGE SHORTCUTS.
- Choose RESET TO DEFAULTS.

After the confirmation prompt, PostBase Vision resets all shortcuts.