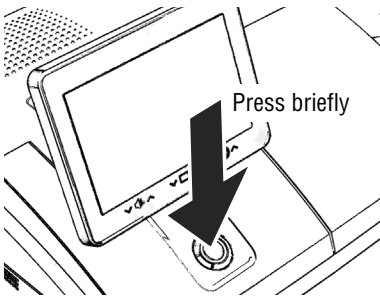


6 Metering

In this chapter, you will learn how to log on to PostBase Vision as a user, set up a cost account to record postage, place letters on the hand feed tray, work with the feeder and the sealer and meter labels to be attached to mail pieces. Also, the counter functions available for metering are described. For extensive information on how to set the meter imprint, see chapter 5.

6.1 Logging on / switching users

A user-specific access control can be set up for PostBase Vision. In this case, select the user during system startup and enter the appropriate PIN. This loads the corresponding user profile. Among other things, the following settings are defined in the user profile: Name, PIN, budgets, allocated cost account(s), default cost account and the approval to load postage.



Switching user

- Briefly press the ON/OFF button. PostBase Vision displays the list of users.
- Select the desired user.
- Enter the PIN and confirm.

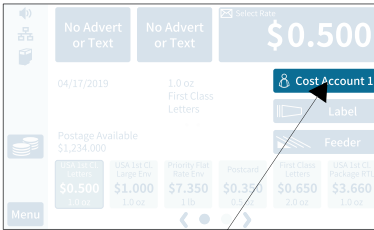
PostBase Vision loads the user profile and then displays the Home screen.



The mailing system's administrator can set up and manage cost accounts, users and PIN codes in the MyFP customer portal.

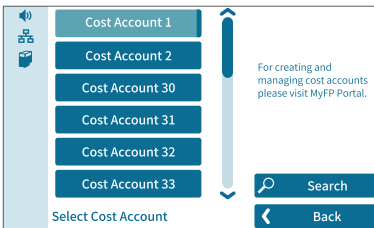
6.2 Setting up / changing cost accounts

If the cost account function for your mailing system is set up on the MyFP customer portal, all postage is allocated to the current cost account. The current cost account is displayed in the Home screen on the cost account button (the button directly below the postage).



Set cost account

- Tap the cost account button on the Home screen.



PostBase Vision opens a selection list with all available cost accounts. The current cost account is highlighted in color (light blue with a dark blue bar). In this example it is “Cost Account 1”.

- Tap the desired cost account.

PostBase Vision sets the cost account and returns to the Home screen.



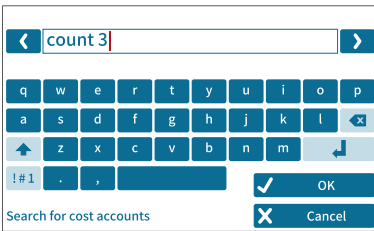
If users are set up, only the cost accounts approved for the currently active users will be available for selection.

Searching for cost accounts / filter list



- Open cost account search with SEARCH.

You can use the search function to search for a specific cost account or filter the list. This way you can get to the desired cost account quickly, especially for long lists.



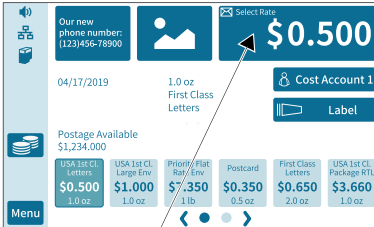
The image shows a search interface for cost accounts. At the top, there is a search bar containing the text "count 3". Below the search bar is a keyboard layout with letters q through m, and a search icon. At the bottom, there are two buttons: "OK" and "Cancel". The text "Search for cost accounts" is visible at the bottom left.

- Enter the character sequence that the cost account should contain. Upper/lower case have no influence on the search results.
- Confirm with OK.

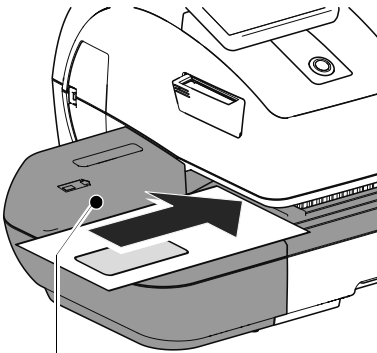
The filtered list of cost accounts appears. The selection list only shows those cost accounts that contain this character sequence at any point in the name.

6.3 Feeding letters and metering

6.3.1 Hand feed tray



PostBase Vision is ready for metering



Contact area

On a PostBase Vision with hand feed tray, you feed mail pieces individually. Please refer to the mail piece specifications on page 186.

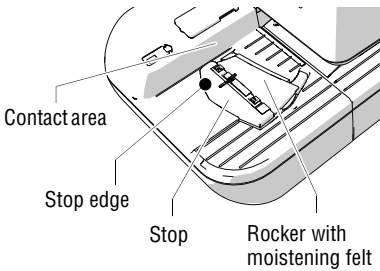
If the Home screen shows a postage, you can feed mail pieces for metering.

- Place the letter on the hand feed tray:
 - The side to be printed facing up (address field is visible).
 - The upper edge is flush with the contact area.
- Push the letter in the direction of the arrow and release.

PostBase Vision feeds the letter, prints and ejects the metered letter to the right into the catch tray.

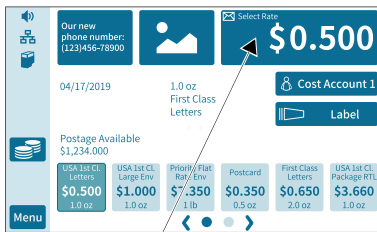
You can feed more letters one by one while the letter transport is running.

6.3.2 Sealer (optional)



You can moisten the envelope flap with the sealer prior to metering. The moistened flap will be pressed down by the postage meter during transport.

For already sealed letters or post cards, use the sealer simply as a hand feed tray (see chapter 6.3.1).

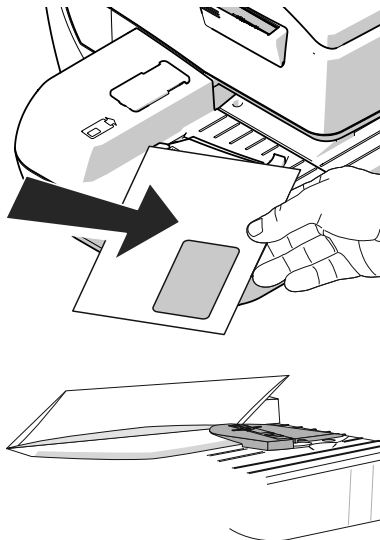


If the Home screen shows a postage value, you can feed mail pieces for metering.

Please refer to the mail piece specifications on page 186.

PostBase Vision is ready for metering

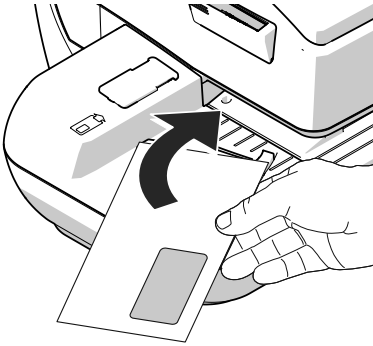
Moistening the envelope flap



- Hold the letter with the open flap facing downward.
- “Latch in” the letter in the sealer in the direction of the arrow.

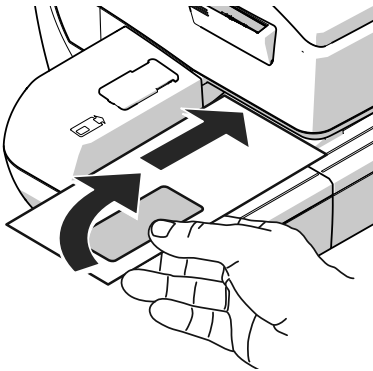
The image shows the correct position of the letter in the sealer:

- The flap is below the stop.
- The stop edge is exactly in the flap fold.



- Guide the letter through the sealer as shown in the image while turning slightly.

This guides the glue on the flap edge below the moistening felt and moistens it.

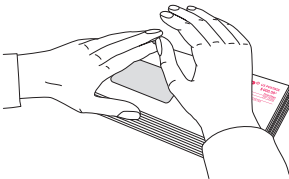


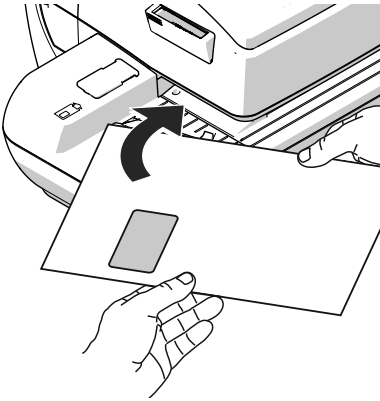
- Align the upper edge of the letter on the contact area in the direction of the arrow and release.

Pressing down the moistened envelope flaps

To ensure that the envelope is securely sealed, we recommend pressing down the envelope flaps after metering.

- Use your hand and forcefully stroke along the stack of letters in the area of the envelope flaps.





Large-sized mail pieces

Preferably use both hands to feed large-sized mail pieces while moistening them. Once the postage meter has detected the letter, you should only lightly support the letter.

6.3.3 Feeder (optional)

Equipped with the feeder, PostBase Vision can feed letters and postcards from a stack and process them. Please refer to the mail piece specifications and the envelope specifications for automatic sealing on pages 186 to 187.

6.3.3.1 Preparing letter stacks and setting up feeder

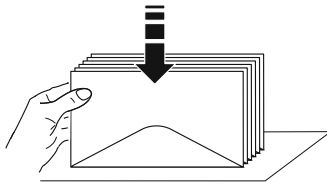


Caution! Potential danger due to automatic start-up.

When the PostBase Vision is ready for metering, the letter transport starts up as soon as an object covers the sensor for letter detection. For this reason, do not place your hand anywhere near the sensor. Do not allow any objects to reach the sensor area. This way, you can avoid accidentally starting the letter transport.

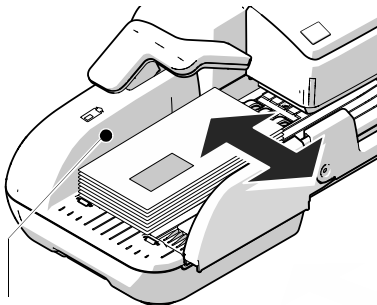


To set up the feeder, you can open the MENU. PostBase Vision is not ready for metering at this time and the letter transport cannot start.



Preparing letter stacks

- Sort letter stacks so that all envelope flaps are facing downward.
- Align top edges flush: Position the letter stack with the letter top edges on a level surface, loosen up and jog to align.



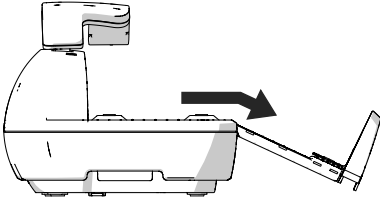
Adjusting the letter guide

- Place a stack of letters:
 - Side to be printed (address side) facing up.
 - The letter top edges are on the contact area.
 - Do not exceed permissible stack height (2.2" / 55 mm).
- Adjust the letter guide so that it is flush with the letter stack.

Fold the letter guide down

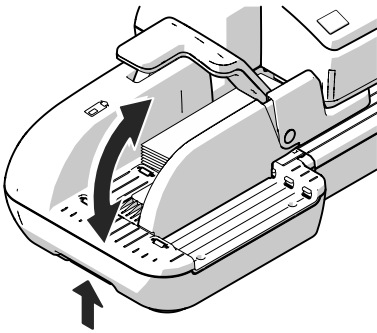


If the letter guide is in the way when feeding large-sized mail pieces, you can fold the letter guide down.



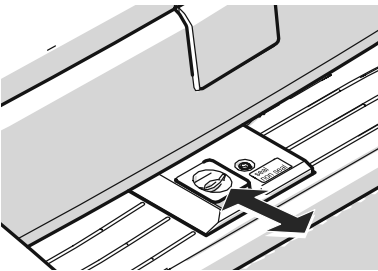
- Carefully pull out the letter guide up to the stop.
- Fold the letter guide down as shown in the illustration and place it onto the tabletop.

Adjusting the incline of the ramp



- Unlock the ramp: Push the latch lever to the left.
- Lift up or lower the ramp. Release the lever to lock the ramp in the desired position.

6.3.3.2 Switch the sealing function on / off



If the letters (up to a max. thickness of 0.3" / 7 mm) are to be sealed:

- Set the seal / non seal switch to the rear, to the **seal** position.

The sealing function is switched on. The LEDs below the sealant tank flap light up brightly.

If the letters are not to be sealed, or have already been sealed:

- Set the seal / non seal switch to the front in the **non seal** position.

The sealing function is switched off. The LEDs below the sealant tank flap are dimmed.

6.3.3.3 Setting the letter thickness

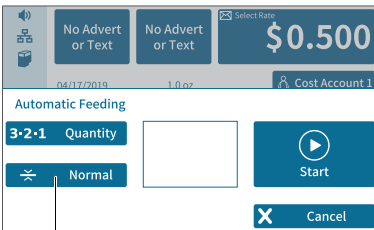
If you want to meter letters with a thickness of 0.24" - 0.4" (6 - 10 mm), use the "thick letters" function of the feeder for the best results.



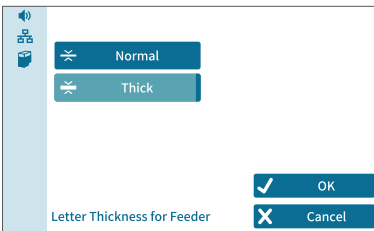
- In the Home screen, tap FEEDER.

PostBase Vision opens the pop-up "Automatic Feeding". On the button for letter thickness, you see the current setting (Normal or Thick).

- In the pop-up, tap on the button for the letter thickness.



"Letter thickness" button



- Select NORMAL or THICK depending on the letters you are metering.

The selected setting is highlighted in color (light blue with a dark blue bar).

- Apply the displayed setting by tapping OK.

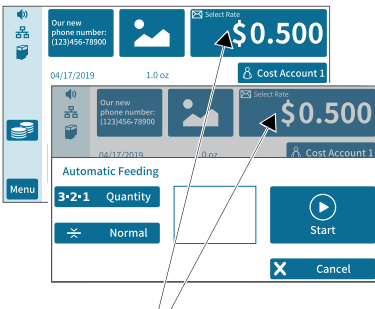
If "thick letters" is set, the PostBase Vision speed is reduced to process letters. Remember to reset the setting back to NORMAL for optimal processing speed.

6.3.3.4 Feeding letters in stack and metering

Once the feeder has been set up (see chapters 6.3.3.1 to 6.3.3.3) and the desired meter imprint is set (see chapter 5), you can start processing. PostBase Vision also offers the option to define a unit quantity before metering. Read more about it in chapter “Working with the batch counter” on page 79.

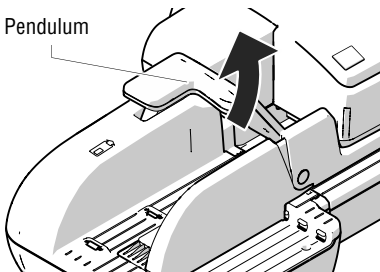


Caution! Automatic start-up. When the PostBase Vision is ready for metering, the letter transport starts up as soon as a letter is placed on the feeder.

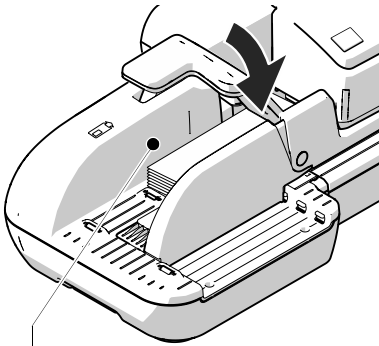


PostBase Vision is ready for metering

You can start processing from the Home screen or from the pop-up “Automatic Feeding” simply by feeding a stack of letters.



- Swivel the pendulum upward.



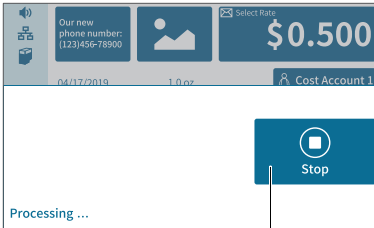
Contact area

- Place the prepared stack of letters:
 - Side to be printed (address side) facing up.
 - The letter top edges are on the contact area.
 - Do not exceed permissible stack height (2.2" / 55 mm).
- Swivel the pendulum downward.

Note: Especially when metering curved or thin letters in the stack, we recommend the use of the pendulum. The pendulum stabilizes the letter stack and the sensors can detect the letters.

Processing starts automatically. The letters are taken from the stack one by one, moistened and sealed if necessary, metered and stacked in the catch tray ready for mailing.

You can interrupt the processing by tapping on the STOP button.



Interrupt processing

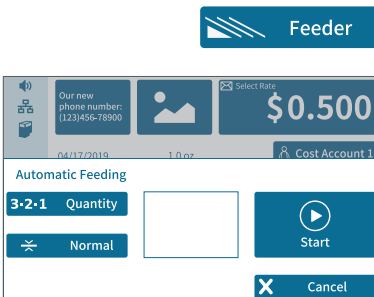
Starting / continuing processing ...

After an interruption or if letters are already in the feeder:

- In the Home screen, tap FEEDER.

PostBase Vision opens the pop-up "Automatic Feeding".

- Start/continue processing with START.



Process **single letters** with the feeder in the same way. In place of the letter stack, simply place a single letter / postcard on the feeder.

6.3.3.5 Working with the batch counter

With the batch counter, PostBase Vision offers the option to define a unit quantity of the mail pieces you want to meter. This function helps you to prepare the finished mail pieces for mailing counted in a stack.



Caution! Automatic start-up. When the PostBase Vision is ready for metering, the letter transport starts up as soon as a letter is placed on the feeder.

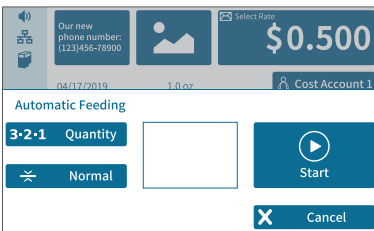
Once the Home screen shows the desired meter settings:

- In the Home screen, tap FEEDER.

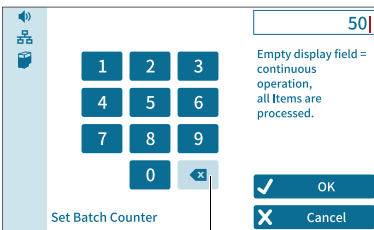


PostBase Vision opens the pop-up “Automatic Feeding”.

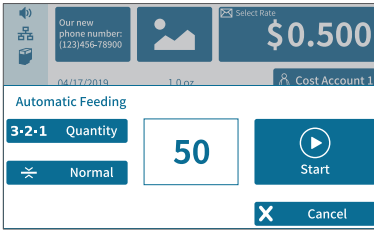
- Open the setting menu for the batch counter by tapping QUANTITY.



- Enter the desired amount of letters to meter.
- Apply the displayed setting by tapping OK.

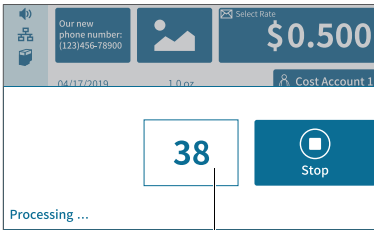


Delete



The pop-up shows the set amount.

- Place the prepared stack of letters.
For more details on setting up the feeder and to place stacks of letters, refer to pages 74 to 78.



Number of mail pieces left to meter

Processing starts automatically. The letters are taken from the stack individually, moistened and sealed if necessary, metered and stacked in the catch tray ready for mailing.

The pop-up shows the number of mail pieces left to meter.

You can interrupt the processing at any time with the STOP button.

6.4 Metering labels

Thanks to the integrated label feeder, PostBase Vision can automatically feed and print self-adhesive metering labels to be attached to mail pieces. A detailed description on how to insert labels is provided in chapter 4.7.

! Caution! We recommend that you only use the metering labels that can be ordered through FP or authorized FP dealer. 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 only guarantee correct label processing with the use of FP approved products.

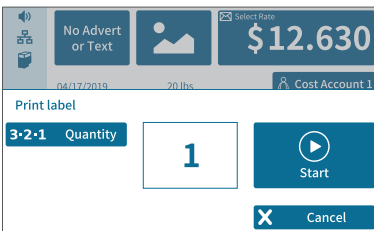


Metering a label

- In the Home screen, tap LABEL.

PostBase Vision opens the pop-up “Print label”.

- Press START to print the set meter imprint onto the label.

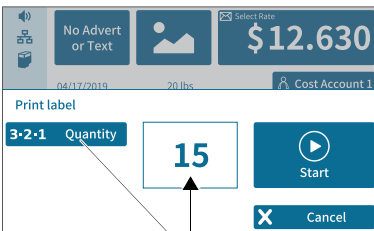


Metering several identical labels

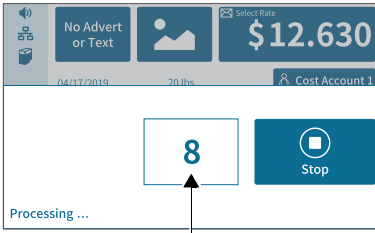
- In the Home screen, tap LABEL.

PostBase Vision opens the pop-up “Print label”.

- Open the setting menu for the amount of labels by tapping QUANTITY.
- Entered the desired amount of labels and confirm with OK.
- Press START to print the set number of labels.



Number of labels



Number of labels left to print

PostBase Vision prints the set number of meter labels. The counter shows the number of labels left to print.

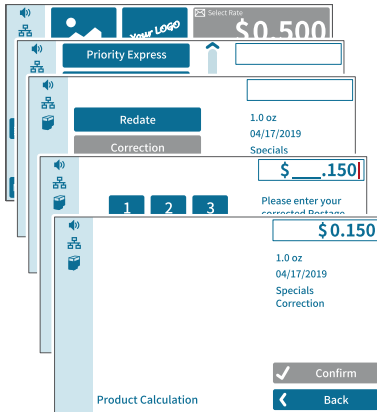
The pop-up shows the number of labels left to print.

Interrupt label printing at any time with the STOP button.

6.5 Correcting incorrect meter imprints

6.5.1 Postage correction

You can correct improperly metered postage values on an already metered letter. If you have metered a postage which is too low, print a correction with the missing amount on the non-address side of the mail piece.



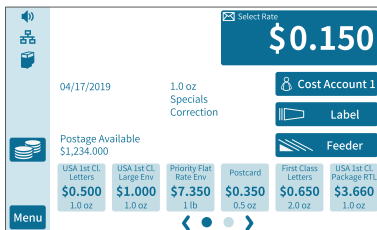
Setting the CORRECTION imprint

In the Home screen:

- Tap the postage button.

PostBase Vision opens the rate selection menu (Product Calculation).

- Tap the SPECIALS option (is shown at the end of the list).
- Choose CORRECTION.
- Type the amount to be imprinted on the mail piece in addition to the postage already metered and confirm OK.
- CONFIRM the displayed product setting and return to the Home screen.



Print postage correction

The Home screen shows the current settings for the correction imprint. You can change the settings (e.g. date, imprint offset) in the same way as with a regular meter imprint.

- Position the mail piece the non-address side face up.

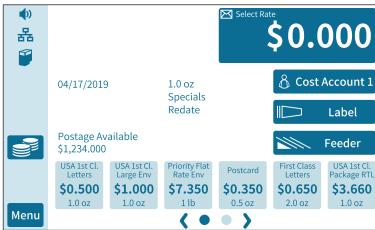
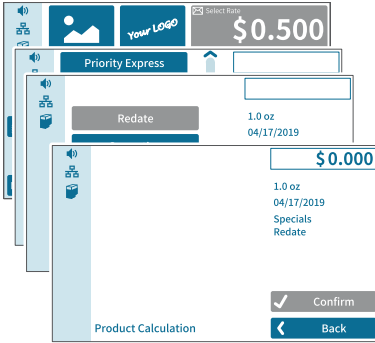
PostBase Vision prints the correction imprint.



When printing the postage correction, advertising imprints are not available.

6.5.2 Redate

If the meter imprint shows an incorrect date, you can print a correction with the new mailing date on the non-address side of the already metered mail piece.



Setting the REDATE imprint

In the Home screen:

- Tap the postage button.

PostBase Vision opens the rate selection menu (Product Calculation).

- Tap the SPECIALS option (is shown at the end of the list).
- Choose REDATE.
- CONFIRM the displayed product setting and return to the Home screen.

Setting the date

- Open the MENU.
- Choose CHANGE DATE.
- Set the new mailing date.
- Confirm the displayed date with OK.

Print redate

When the Home screen shows the desired settings for the redate imprint:

- Position the mail piece the non-address side face up.



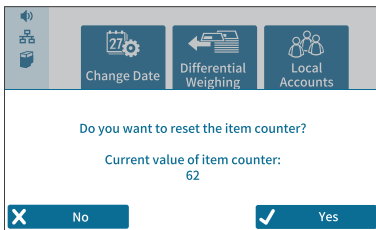
PostBase Vision prints the redate imprint.



When printing the redate imprint, advertising imprints are not available.

6.6 Displaying and resetting the item counter

Apart from the counter for meter imprints in the register and the local account counters, the PostBase Vision features an item counter for meter imprints you can use as you like. The item counter counts all meter imprints. Test prints are not registered. Independently of other counter functions, you can reset this item counter to zero or use it as a daily or job counter.



Displaying the item counter

- Open the MENU.
- Select PIECE COUNTER.

PostBase Vision opens a pop-up, in which you can see the number of mail pieces that have been metered since the last reset.

- Tap on NO to return to the menu without deleting the item counter.

Resetting the item counter

- In the pop-up confirm the query by tapping YES.

PostBase Vision resets the item counter to zero and shows the menu again.