

FP PostBase Mailing System User Manual

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FP PostBase Mailing System

Product Information

The PostBase Mailing System is a postage meter machine that allows users to easily manage and print postage for mailing purposes. It features various functions such as setting up accounts, feeding letters, using the feeder and sealer, and franking self-adhesive labels. The machine also includes a counter function for tracking postage usage.

Changing the User

To change the user profile on the PostBase Mailing System, please refer to the manual of the PC software provided with the product.

Changing the Account

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

Positioning and Franking Letters

Hand Feed Tray:

To feed mail pieces for franking, ensure that the Home screen displays a postage. The PostBase Mailing System will then be ready for franking. Place the letter on the hand feed tray with the letter guide face up. The machine will automatically take up the letter, print the postage, and discharge the franked letter to the right into the catch tray. You can feed more letters one by one while the letter transport is running.

Sealer (Optional)

If you have a sealer attachment, you can use it to moisten the envelope flap before franking. This ensures proper sealing of the envelopes. Follow the instructions provided with the sealer attachment to moisten the envelope flap.

Feeder (Optional)

If you have a feeder attachment, follow these steps to prepare the letter stack and set up the feeder:

1. Ensure that the PostBase Mailing System is ready to frank.
2. Position a letter on the feeder.
3. If you want to avoid unintentional feeding of letters, open the MENU on the touch screen to deactivate the letter sensor. This will allow you to take your time to set up the feeder without triggering the letter transport.

Please refer to the provided manual for further information and detailed instructions on using the PostBase Mailing

System.

Documents / Resources

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Manuals+,