

10 Account administration


The account function of the PostBase Mini offers you the possibility of registering and evaluating frankings separately according to accounts, i.e. according to the sending persons or departments of a company.

If user management is enabled via the optional PC control software, the account administration features are only available to the administrator.

10.1 Switch account function on / off



Switching on

- Open the MENU.
- Select MANAGE ACCOUNTS.
- Press the  button to switch on the account function.

The account function of the PostBase Mini is enabled.




Switching off

- Open the MENU.
- Select MANAGE ACCOUNTS.
- Select DEACTIVATE.



Caution! When switching the account function off, any data stored in the accounts will be lost.

To switch off the account function:

- Confirm the security prompt with .

The account function of the PostBase Mini is disabled.



While the account function is disabled, the settings stored in the user profiles lie idle.

Works Cited:

FP. "Operator Manual." PostBase Mini Support, June 2015,

10.2 Display account information



- Open the MENU.
- Select MANAGE ACCOUNTS.
- Select SHOW LIST.

PostBase Mini displays the list of accounts containing the respective number and value of franked letters.

10.3 Set one account to zero



- Open the MENU.
- Select MANAGE ACCOUNTS.
- Select CLEAR ONE ACCOUNT.
- Select the account you want to set to zero.
- Press the ➤ button to continue.
- Confirm the security prompt with ✓.

All account information (postage and number of franking imprints) of the selected account is deleted.

10.4 Set all accounts to zero



- Open the MENU.
- Select MANAGE ACCOUNTS.
- Select CLEAR ALL ACCOUNTS.
- Confirm the security prompt with ✓.

All account information (postage and number of franking imprints) is deleted.

Works Cited:

FP. "Operator Manual." PostBase Mini Support, June 2015,

download.fp-usa.com/product_docs/PostBase/PostBase-mini/Manuals-documents/postbase-mini-operating-manual.pdf.