4   The basics of operation

In this chapter, you will learn about the basic functions of the PostBase Mini and how to handle the touch screen.
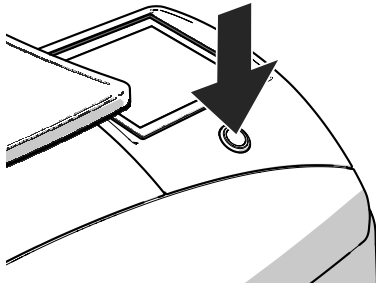
4.1   Turning the PostBase Mini on / off

Turning on

• Press the button on the operating panel.

The display lighting and button illumination switch on. The PostBase Mini performs a self test and then displays the Home screen.
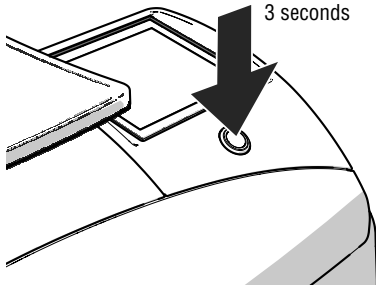
When access control is active, PostBase Mini prompts you to enter the PIN during the start routine.

3 seconds

Turning off

• Press the button for **three seconds**.

The PostBase Mini will complete any current actions and then switches off. The display light and button illumination go out and the touch screen is deactivated.

Disconnecting from mains

⚠ *Caution! Make sure to always turn the PostBase Mini off before disconnecting the PostBase Mini from mains. Never pull the mains plug or separate the power supply in any other way before the printing system has reached its sealed position. This is the only way to prevent drying up and to ensure a permanently high print quality*

• Press the button ON/OFF for **three seconds** to turn the franking machine off.

The display light and button illumination go out.

• Unplug the mains plug of the power supply unit from the socket.

4.2   Standby

The PostBase Mini franking machine will go to standby automatically if it is not used for some time.

The display is dark and the button is illuminated in standby. The touch function is inactive.
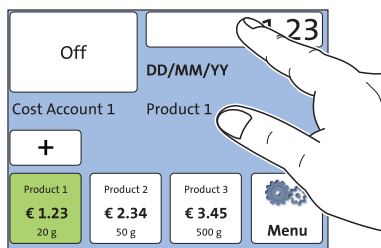
You can 'wake up' PostBase Mini by briefly pressing the button.

4.3 Screen elements and operation philosophy

This chapter covers the user interface of the PostBase Mini franking machine. You will learn how to operate the touch screen, the screen elements and the menus, window types and symbols.
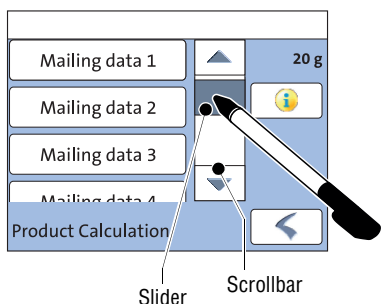
4.3.1 The touch screen

The touch screen is active when the display is lit. To operate the PostBase Mini, simply touch the screen elements with your finger.
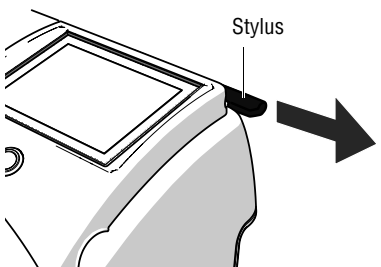

General operation philosophy

You briefly touch the desired screen element (in the example: the postage button) with your finger. PostBase Mini performs the corresponding action.

You can operate scrollbars with the arrows or by touching the slider and moving it. The setting is updated when you lift your finger off.

Stylus

You can also use the supplied stylus instead of your finger. The stylus is located behind the operating panel. You can pull it out to the right.

Buttons

You distinguish buttons from the screen background by a frame. They can have various states, depending on the function:

Button can be pressed / is active.

Button is selected.

Button is being pressed.

Button cannot be pressed / is deactivated.

Standard buttons

The term 'standard button' refers to common functions like:

OK / Save – confirm an entry, a message, a security prompt.
Save the displayed setting.

Cancel – abort entry / function.

Back – to the previous window / higher-level menu. Go back one step / level.

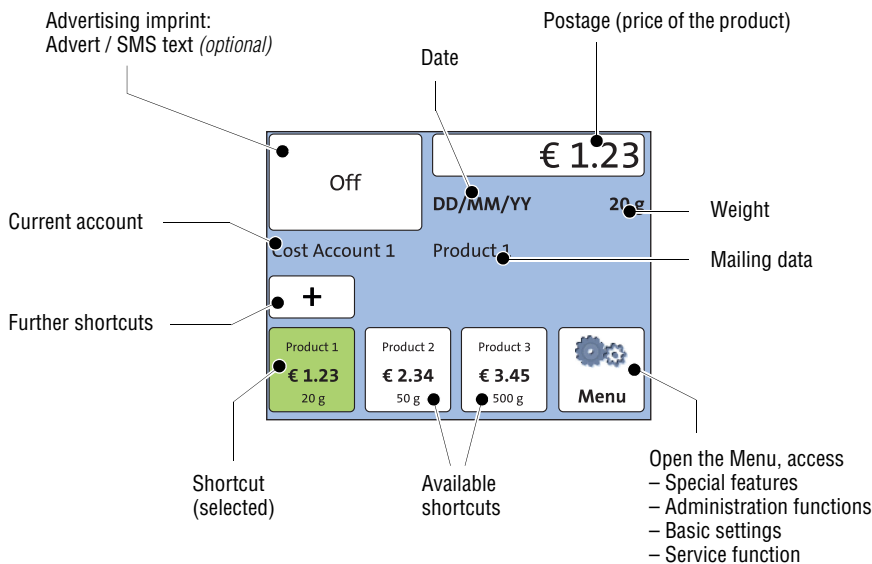**Continue** – acknowledge a message, accept the current setting and proceed to the next step.

4.3.2 The Home screen

The Home screen appears after the machine was turned on and the start routine has been successfully completed. It shows the current franking settings at a glance.

Advertising imprint:
Advert / SMS text *(optional)*

Postage (price of the product)

Date

€ 1.23

Off

DD/MM/YY   20 g

Current account

Cost Account 1   Product 1

Weight

Mailing data

Further shortcuts

+

Product 1	Product 2	Product 3	
€ 1.23	€ 2.34	€ 3.45	Menu
20 g	50 g	500 g	

Shortcut
(selected)

Available
shortcuts

Open the Menu, access
– Special features
– Administration functions
– Basic settings
– Service function

Functions   In the Home screen
– you have access to all franking imprint settings
– you frank your mail pieces
– you can weigh your mail pieces
– you can open the Menu
– current settings are displayed.

Operation philosophy   A function can be edited or selected by simply touching its button. Depending on the respective function, the PostBase Mini opens a list, an adjustment menu or a menu offering further options. In the chapters to follow, you will be introduced to each of the menu and window types and their operation.
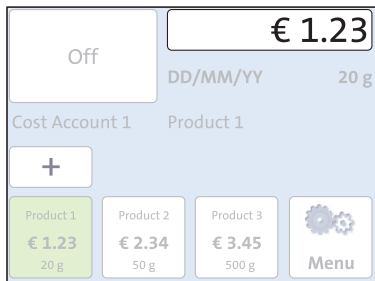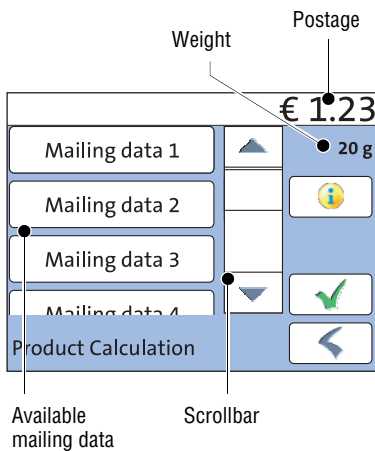
4.3.3 The Product calculation menu

In the Product calculation menu, you set the product for franking.

Calling up the Product calculation menu

You open the Product calculation menu by pressing the button showing the postage value.

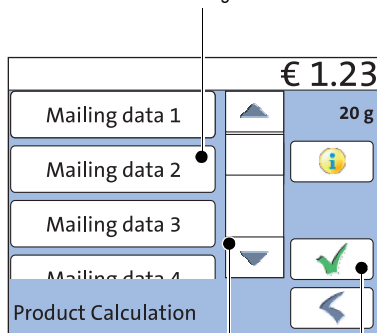The left area of the display shows the available mailing data.

You can scroll the list with the scroll bar if more than three options are available.

The set weight for product calculation appears to the right in the display.

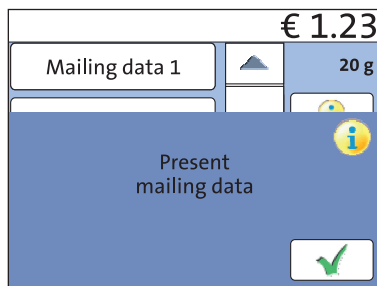The postage and the ✔ button only appear if all necessary mailing data were selected.

You can view the selected mailing data with the ℹ button.

Press the desired setting

€ 1.23	
Mailing data 1	20 g
Mailing data 2	ℹ️
Mailing data 3	
Mailing data 4	✓
Product Calculation	◄

Scroll the list

Accept current setting
and return to Home screen

€ 1.23	
Mailing data 1	20 g
Present mailing data	ℹ️
	✓

Set product for franking

Cancel Product calculation menu

Selecting mailing data

You select the mailing data for a product by pressing the button with the desired setting.

PostBase Mini applies your selection and shows the next available mailing data to the left in the display. PostBase Mini guides you through the postage calculation process step by step.

Press the ✓ button to accept the current setting and to return to the Home screen.

Deselecting mailing data

You can erase the mailing data step by step with the ◄ button.

Display current mailing data

To view the selected mailing data, press the ℹ️ button.

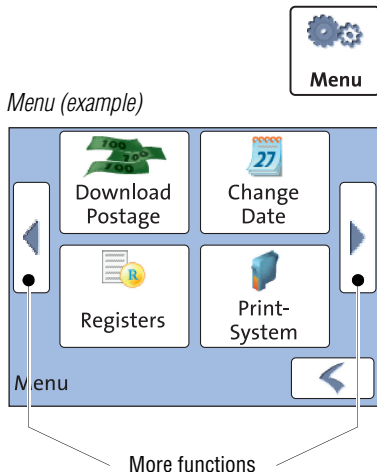PostBase Mini displays the current mailing data in a pop-up window.

Close the pop-up window with the ✓ button.

Returning to the Home screen

With the ✓ button, you set the selected product for franking and return to the Home screen.

Deselect all mailing data and cancel the Product calculation menu with the ◄ button. The product set last remains set in the Home screen.
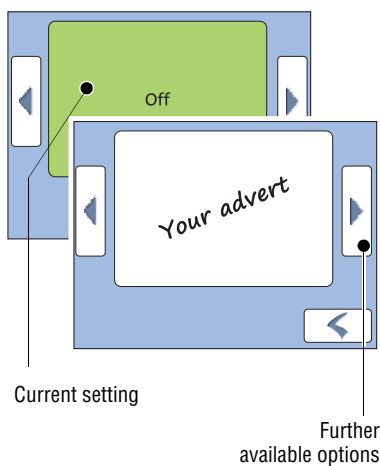
4.3.4 The Menu

Menu (example)

Menu

More functions

Use the MENU button to open the Menu. From this Menu, you can access the basic settings, administration, and service functions.

Use the arrow buttons to scroll to the next page and back in the Menu.

4.3.5 Lists

Current setting

Further available options

Lists (e.g. for adverts) offer all available settings. The current setting is shown with a green background.

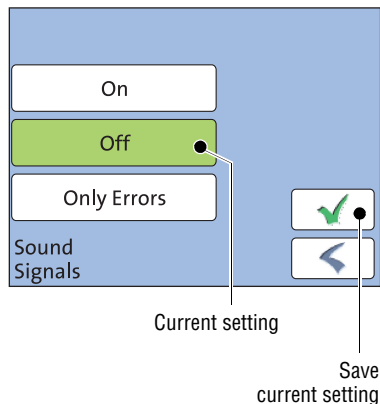Use the arrow buttons to scroll forward or backward.

Press the respective button to select one of the provided settings.

4.3.6 Adjustment menus

A separate menu each opens for editing and selecting settings. There are different types of adjustment menus, for example lists where you select a setting or menus with a keypad for entering figures or letters.
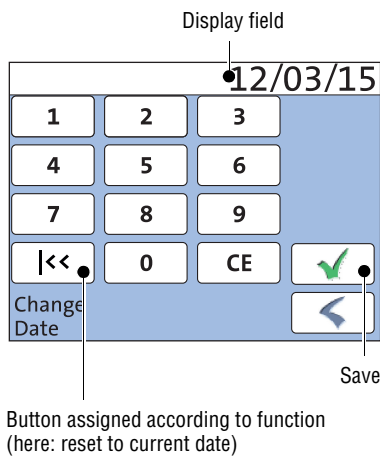
Lists

The left area of the display shows the available settings. The current setting is shown with a green background.

You can scroll the list with a scroll bar if more than four options are available.

Press the ✔ button to save the current setting and to quit the adjustment menu.

Press the ◂ button to leave the adjustment menu without saving any changes.

Current setting

Save current setting

Input via keypad

Display field

Use the keypad to input values. The display field indicates your input.

The keypad is always matched to the respective situation: The button labels change accordingly, depending on whether you must type figures or figures and letters.

The bottom left button is assigned a special function matched to the current operation. In the adjustment menu for setting the franking date, for example, this is 'reset to current date'.
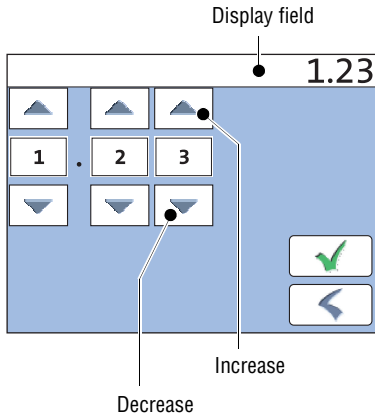
Press CE to clear input.

Press the ✔ button to save the current setting and to quit the adjustment menu.

Press the ◂ button to leave the adjustment menu without saving any changes.

Save

Button assigned according to function
(here: reset to current date)

Display field

Increase

Decrease

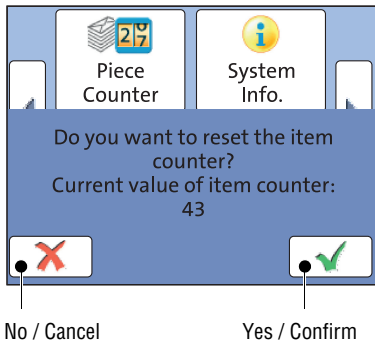### Input using the counter principle
(not in all countries)

For some particular settings, PostBase Mini may require you to enter values via a counter principle.

Mode of operation: Use the arrow buttons to increase or decrease the figure in each digit until the desired amount is displayed in the top of the display.

Press the ✓ button to save the displayed amount.

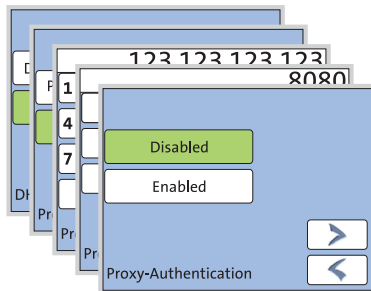Press the ← button to leave the adjustment menu without saving any changes.

4.3.7   Pop-up windows

No / Cancel   Yes / Confirm

For some settings, a window covering parts of the current window opens (pop-up window). The pop-up prompts you for an action. Messages and the 'PC Mode' (using the PC control software for PostBase Mini) also appear as a pop-up.

Some pop-up messages feature auto-confirmation, i.e. they automatically close after some time.

4.3.8 Procedures (wizards)

For more complex settings, e.g. when setting up connection data, PostBase Mini guides you through all necessary actions step by step. Different window types are used, depending on requirements.

Press the ➤ button to accept the current settings and to go to the next step.

You can press the ◀ button to return to previous steps.

Pressing the ◀ button in the first screen of the procedure will discard all settings and close the procedure.