

6 Franking

In this chapter, you can read how to frank your mail pieces with the PostBase Mini. You will learn how to set the account to register the postage used and how to insert letters correctly. Also, the counter function available for franking is described.

Please refer to chapter 5 on page 32 for detailed information on how to set franking imprint parameters.

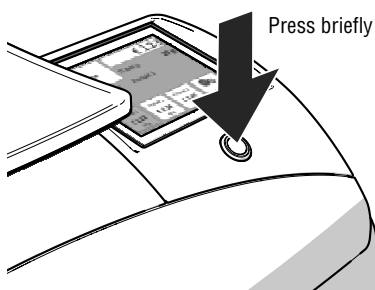
6.1 Changing the user *(optional)*

A user-specific access control for the PostBase Mini can be set up via the optional PC control software from Francotyp-Postalia (e.g. NavigatorBasic, RemoteOne).

In this case, you are prompted to select a user and enter the corresponding PIN during startup. PostBase Mini loads the corresponding user profile. Among other things, the following settings are stored in the user profile:

- name
- PIN
- budgets
- allocated account(s) and the standard account
- allow / block postage download.

On how to set up and manage users, please refer to the manual of the PC software.



Changing the user

- **Briefly** press the button on the operating panel.

You see the list of users.

- In the list, press the button of the desired user.
- Enter the PIN.

PostBase Mini loads the user profile and then shows the Home screen.

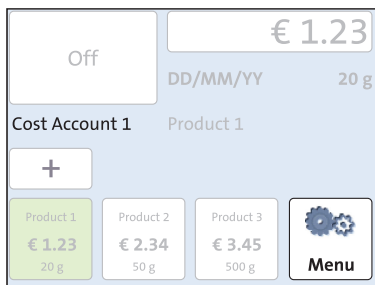
Works Cited:

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

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

6.2 Selecting / changing an account

When the account function is active, PostBase Mini books all frankings to the currently set account. The currently set account is displayed in the Home screen.



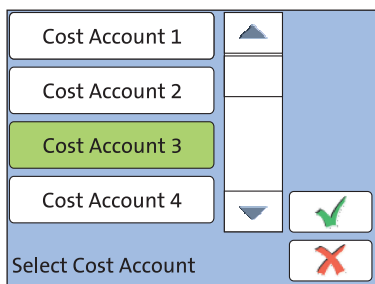
Changing the account

- Open the MENU.



- Press the SELECT ACCOUNT button.

The PostBase Mini opens the SELECT COST ACCOUNT adjustment menu. You see the account names and numbers of the available accounts. The currently set account is shown with a green background.



- Press the button of the desired account.

The selected account is shown with a green background. (In the example, this is COST ACCOUNT 3.)

- Confirm with .
- In the MENU, press  to return to the Home screen.

The selected account is set for franking.



If users are enabled on your PostBase Mini, only those accounts allocated to the currently set user are available.

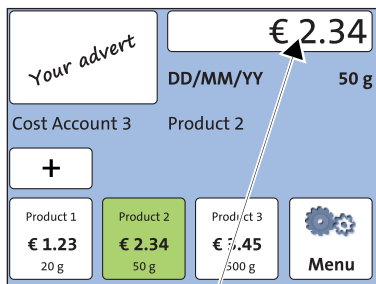
Works Cited:

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

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

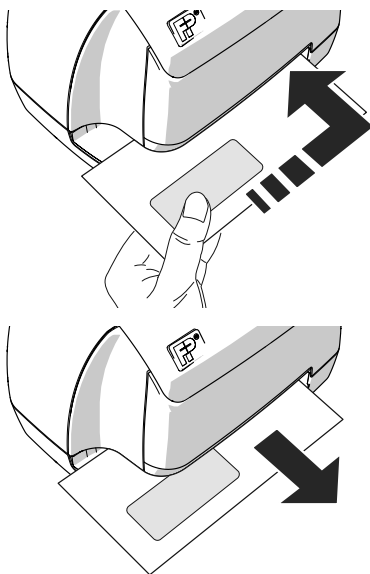
6.3 Positioning and franking a letter

You can use the PostBase Mini to frank postcards and letters up to a thickness of 6 mm (0.23"). For thicker mail pieces, frank the empty envelope or use the special franking labels of at least 140 mm (5.5") length. You can order suitable labels for the PostBase Mini from Francotyp-Postalia.



PostBase Mini is ready for franking

You can feed mail pieces to frank when the Home screen displays the desired settings for franking.



- Insert the letter:
 - side to be printed face up
 - top edge first.
- Place the letter at the right hand edge of the letter slot and push in as far as it goes.

As soon as the sensor (in the back right hand corner of the letter slot) detects the letter, the PostBase Mini grips the letter tightly and prints (franks) it.

During franking, a message informs you about the printing process.

Do not remove the letter until the Home screen reappears and the PostBase Mini releases the letter.

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.

6.4 Displaying and resetting the piece counter


Apart from the counter for franking imprints in the register and the account counters, the PostBase Mini features a piece counter for franking imprints you can use as you like. The piece counter counts all franking imprints. You can reset this piece counter to zero or use it as a daily or job counter.

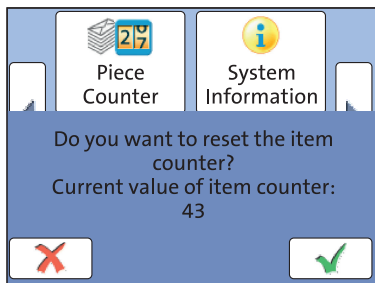


Displaying current counter value


- Open the MENU.
- Select PIECE COUNTER.

The PostBase Mini opens a pop-up displaying the number of franked mail pieces since last resetting the piece counter.

- Press the  button to return to the MENU without clearing the counter.



Resetting the piece counter to zero

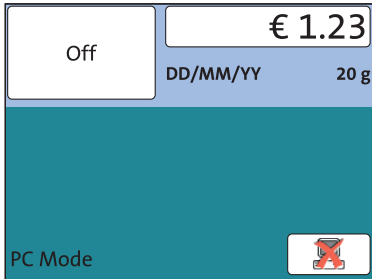
- In the pop-up, acknowledge the query with the  button.

The piece counter is reset to zero.

Works Cited:

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

6.5 Using PostBase Mini in ‘PC Mode’ (optional)




When PostBase Mini is connected to a PC via the optional FP software (e.g. Navigator, RemoteOne), a corresponding pop-up is shown (similar the example shown left). Access to the imprint settings and menu functions is blocked on the PostBase Mini while in ‘PC Mode’.

All imprint settings are done on the PC. The current settings (postage, advertising imprint and date) are shown on the PC and in the display of the PostBase Mini.

Position a letter on the PostBase Mini as usual to frank it.

Quit ‘PC Mode’

- In the pop-up, press the  button.

The connection between PostBase Mini and the PC is disconnected. Menu and imprint settings are accessible via the PostBase Mini touch screen again.



For information on how to use the PC control software from Francotyp-Postalia, please refer to the manual (integrated help feature) provided with the software.