

12 Maintenance and care

Have your PostBase Mini cleaned and serviced regularly by an authorised service staff. This guarantees long-term, trouble-free operation. Ask about our low-cost care and maintenance agreement.

You can do the following work yourself:

- Cleaning housing exterior
- Changing / aligning the ink cartridge
- Cleaning the print system
- Replacing the battery.

Only when prompted by Francotyp-Postalia: start the 'Temp. Calibration' service function.

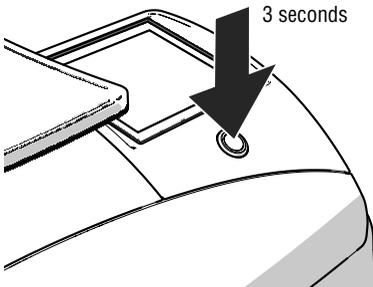
12.1 Cleaning the PostBase Mini



Warning! Unplug the mains plug prior to cleaning the PostBase Mini franking machine.



Warning! Handle liquids with care. Make sure that no foreign objects can reach the interior of the franking machine. If this happens nevertheless: Have the franking machine checked by the after-sales service before using it again.



How to clean the franking machine

- Turn off the franking machine.
- Unplug the mains plug of the power supply unit from the socket.
- Clean dirt from the housing with a slightly damp cloth. You can also use a commercially available dishwashing detergent.

Works Cited:

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

12.2 Checking the ink level



- Open the MENU.
- Select PRINT SYSTEM.
- Select INFORMATION.

The PostBase Mini displays the filling level of the ink cartridge.

12.3 Changing the ink cartridge

The PostBase Mini franking machine monitors the ink level and issues a message when the ink cartridge must be replaced.

We recommend that you always have a new FP ink cartridge in stock.

We recommend also cleaning the contacts in the cartridge holder each time you replace the cartridge. For this purpose, use the special 'clean & renew' cleaning kit for ink-jet print systems from Francotyp-Postalia.



Warning! Ingestion of the ink can be hazardous to health. Avoid contact with the eyes. Keep ink cartridges out of the reach of children. Further instructions for use are enclosed with the ink cartridge.



Caution! Heed the following hints to avoid damage to the print system:

- We recommend to use only approved FP equipment and FP original parts. 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.
- Always use a brand new ink cartridge.



Caution! There are ink residues on the used cartridge.

- Take care not to soil yourself, your clothes or any objects.
- Use a mat to deposit the ink cartridge.



Changing the ink cartridge

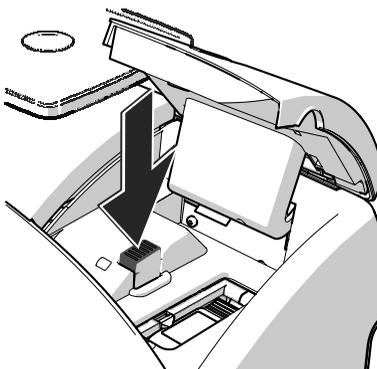
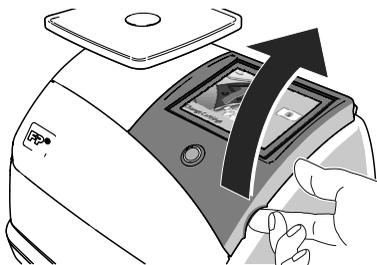
The PostBase Mini will prompt you to replace the cartridge when it is depleted.

- Acknowledge the message.
- Open the MENU.
- Select PRINT SYSTEM.
- Select CHANGE CARTRIDGE.

The PostBase Mini moves the ink cartridge to the exchange position. The exchange procedure starts.

Removing the ink cartridge

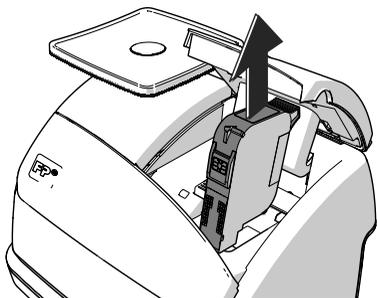
- Lift up the operating panel as far as it goes. You can feel it engage.



- Unlock the ink cartridge:
Press the green release key.

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.



- Pull the ink cartridge upward out of the cartridge holder.

Inserting the new ink cartridge

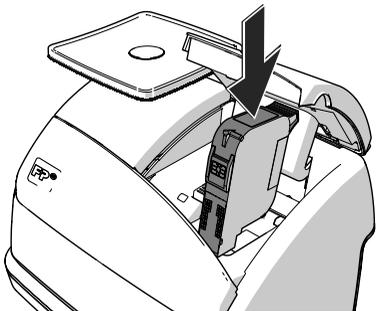
The full functioning of the PostBase Mini franking machine at the time of delivery can only be guaranteed when using original Francotyp-Postalia ink cartridges.



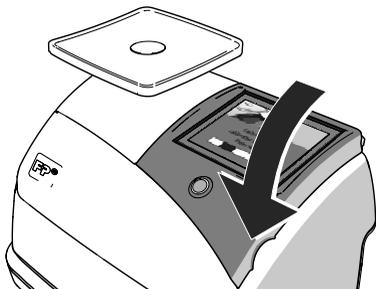
Caution! Insert the ink cartridge only when it has adapted to the ambient temperature of the franking machine (e.g. after storage in the basement or transport in a cold car). Otherwise, correct calibration will be impossible.

- Take the new ink cartridge out of the packing.
- Remove the nozzle protection from the ink cartridge.

For details, please refer to the instruction leaflet that comes with every cartridge.



- Hold the ink cartridge so the contacts are facing to the front of the franking machine.
- Insert the ink cartridge into the cartridge holder.
- Push the ink cartridge all the way down. You can feel the ink cartridge engage. A little green latch locks the ink cartridge into position in the cartridge holder.



- Lower the operating panel back into position.

Calibration / Cleaning

After cartridge exchange, PostBase Mini will calibrate the cartridge and clean the print system. Please be patient until this process is complete.

Aligning

The PostBase Mini continues by aligning the ink cartridge and prompts you to perform a test print.

For details on how to align the cartridge, please read chapter 12.4.

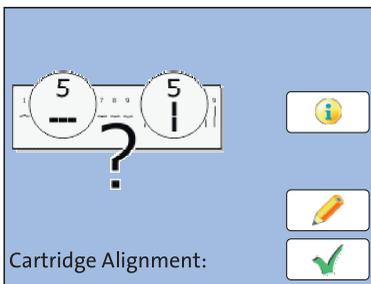
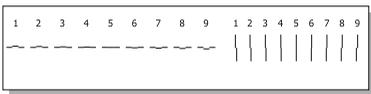
Works Cited:

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

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

12.4 Aligning the ink cartridge

You must align the ink cartridge when there are shifts in the franking imprints. Alignment will ensure your imprints are free of shifts.



Starting the alignment procedure

- Open the MENU.
- Select PRINT SYSTEM.
- Select ALIGNMENT.
- Insert an empty envelope or a folded sheet (folded edge first) into the letter slot.

The PostBase Mini prints a test print.

- On the test print, determine the numbers where
 - the horizontal lines are as exactly next to each other as possible and
 - the vertical partial lines are as exactly above each other as possible.

Correctly aligned

The ink cartridge is correctly aligned when horizontal and vertical partial lines form one line each at number 5.

- Press  to quit the procedure.

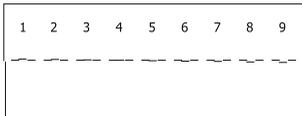
Not aligned correctly

When horizontal and / or vertical partial lines do not form one line each at number 5:

- Press  to continue the procedure of ink cartridge alignment.

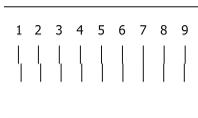
Works Cited:

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



Horizontal line

- Type the number where the horizontal partial lines are as exactly next to each other as possible.
In the example, this is number '4'.
(If necessary: Press CE to clear the displayed number.)
- Confirm with .



Vertical line

- Type the number where the vertical partial lines are as exactly above each other as possible.
In the example, this is number '7'.
(If necessary: Press CE to clear the displayed number.)
- Confirm with .
- Place an empty envelope / a folded sheet for another test print.
- Assess the test print. If necessary, repeat the alignment procedure until a correct alignment has been obtained.

Works Cited:

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

12.5 Cleaning the print system

12.5.1 Starting automatic print system cleaning

You should start automatic print system cleaning only if the print quality is not good enough (e.g. blank spots in the imprint after longer periods out of use).



Cleaning

- Open the MENU.
- Select PRINT SYSTEM.
- Select CLEANING.

A message informs you about the cleaning process in progress.

- Check the print quality with a test print.



Intensive cleaning

- Open the MENU.
- Select PRINT SYSTEM.
- Select INTENSIVE CLEANING.

A message informs you about the cleaning process in progress.

- Check the print quality with a test print.



In case of stubborn soiling, even intensive cleaning may be unable to improve the print quality as desired. In such cases, you can manually clean the cartridge (see page 72).

12.5.2 Cleaning ink cartridge by hand



Caution! Inexpert cleaning can damage the ink cartridge and render it useless. Heed the following hints to avoid damage to the print system:

- In case of print quality issues, always run the cleaning functions of the franking machine accessible from the MENU first. Read chapter 12.5.1 on page 71.
- You should manually clean the ink cartridge in exceptional cases only when intensive cleaning fails to restore the normal print quality.
- For cleaning, make sure to use a soft, lint free cloth moistened with demineralised water. Small fibres could clog the nozzles. Too hard or dry cloths could scratch the nozzle plate. Such scratches make the ink cartridge useless because they prevent the ink-jet from being correctly positioned during printing.
- Never use any chemical cleansers either.



Removing the ink cartridge

- Open the MENU.
- Select PRINT SYSTEM.
- Select CHANGE CARTRIDGE.

The PostBase Mini moves the ink cartridge to the exchange position.

- Lift up the operating panel as far as it goes. You can feel it engage.
- Unlock the ink cartridge and remove it (see page 66).

Cleaning

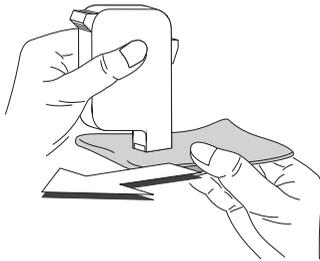
- Moisten a lint free cloth with demineralised water.



You can also use distilled water or normal tap water if demineralised water is not at hand. The minerals contained in tap water could, however, leave residues in the print head.



For best cleaning results, use FP contact cleaner and cleaning cloths contained in the 'clean & renew' cleaning kit offered by Francotyp-Postalia.



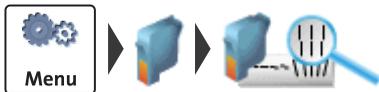
- Hold the cartridge as shown in the picture. The nozzles must point downwards!
- Slowly and carefully wipe the print head with the cloth in the direction of the arrow. Repeat this action several times.

The water will blend with ink residues and clean the nozzles.

- Reinsert the ink cartridge (see page 68).
- Lower the operating panel back into position.
- Align the ink cartridge (see chapter 12.4, page 69).

12.6 Checking the print function

The 'Test Imprint' function is for checking the print function and is primarily intended for service purposes.



- Open the MENU.
- Select PRINT SYSTEM.
- Select TEST IMPRINT.
- Insert an empty envelope or a folded sheet (folded edge first) into the letter slot.

The PostBase Mini prints the test imprint.

Works Cited:

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

12.7 Move the motor of the print system to reference position

In case the ink cartridge does not move to the expected exchange position, you can move the motor of the print system to the reference position with this menu function.

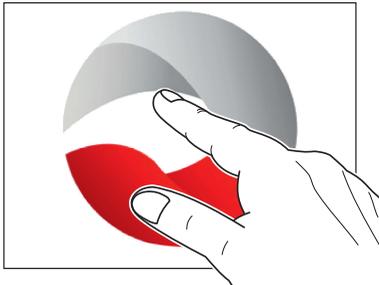


- Open the MENU.
- Select PRINT SYSTEM.
- Select RESET.

The motor moves to the reference position.

12.8 Calibrating the touch screen

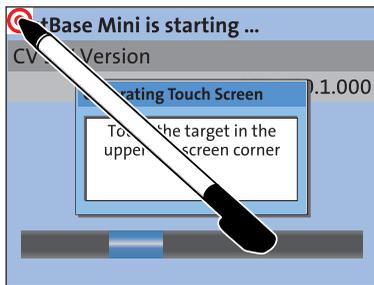
You have to calibrate the touch screen when operating the screen with your finger or with the stylus does not work correctly.



- Turn on the PostBase Mini.

As soon as the screen displays the PostBase logo:

- **Touch and hold your finger in the middle of the display** until the calibration procedure starts.



A red circle (the first calibration circle) appears in the upper left corner.

- Touch the red circle with the stylus.
- Follow the further instructions on the display: Touch each of the displayed calibration circles with the stylus.

The PostBase Mini will continue its start routine. The touch screen is now calibrated.

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.

12.9 Replacing the battery

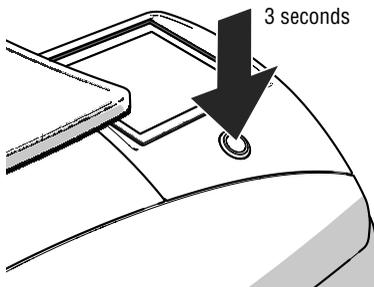
The PostBase Mini monitors the charging state of the battery. An appropriate message appears in the display when it is time to replace the battery.



Caution! *The used battery has a special rated voltage of 3.6 V. There is a risk of severely damaging the machine when inserting the wrong battery. We recommend to use only a battery 90.4701.8004.00 provided by Franco-tyt-Postalia. The manufacturer FP has established reliability, safety and applicability.*



Warning! *Observe the instructions enclosed with the battery for correct use and disposal.*

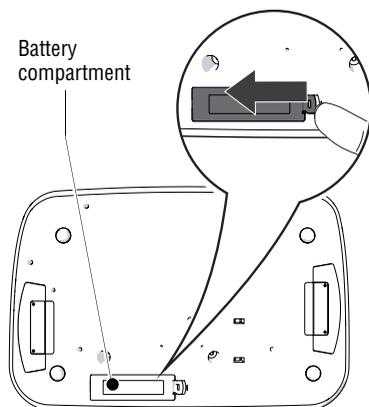


- Turn off the PostBase Mini.
- Unplug the mains plug of the power supply unit from the socket.

Remove all cables from the PostBase Mini:

- Remove the mains plug.
- On the network connector, press the spring and remove the Ethernet cable.
- If present: Remove the USB cable.
- Turn the PostBase Mini on its back.

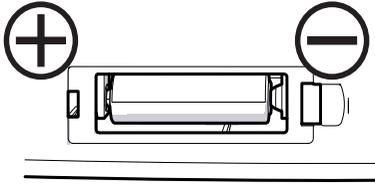
You now have access to the battery compartment on the bottom of the PostBase Mini.



- Press the clip catch in the direction of the arrow and remove the battery compartment cover.
- Remove the empty battery.

Works Cited:

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



- Insert the new battery (90.4701.8004.00) in the specified position. Symbols in the battery compartment depict the correct polarity.
- Close the battery compartment.
- Turn the PostBase Mini back to the upright position.
- Reconnect the PostBase Mini (see page 14).
- Dispose of the old battery as prescribed.

Works Cited:

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