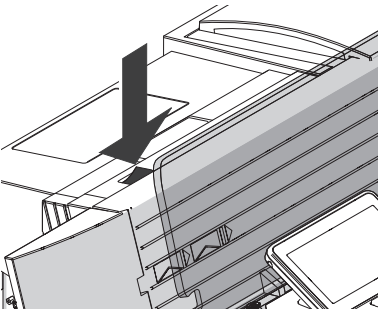


3 The basics of operation

In this chapter you will learn about the basic functions of the PostBase One mailing system and how to handle the touch screen.

3.1 Turning the PostBase One on / off

The PostBase One mailing system can remain connected to mains all the time to ensure it is always ready for use. Use the rocker switch to turn the mailing system ON and OFF.



Turning on

- Press the rocker switch for about one second.

The display lighting switches on. The PostBase One performs a self test and then displays the Home screen.

Depending on the setting, you are prompted to choose a user and enter the PIN.

Turning off

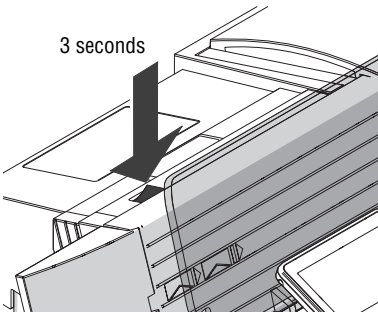
- Press the rocker switch for three seconds.

The PostBase One will complete any current actions and then switches off. The display light goes out.

Disconnecting the PostBase One from mains

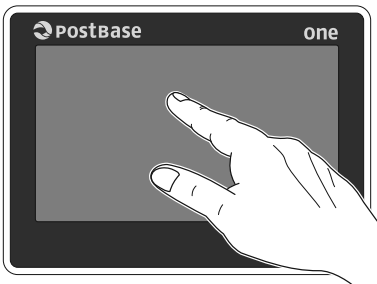


Caution! Make sure to always turn the PostBase One off by pressing the rocker switch for three seconds before disconnecting the PostBase One from mains. Never pull the power plug or separate the power supply in any other way before the printing system has reached its sealed position. This is the only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



- Press the rocker switch for three seconds to turn the mailing system off.
- Unplug the power cable from the socket.

3.2 Standby



The PostBase One mailing system will go to standby automatically if it is not used for some time.

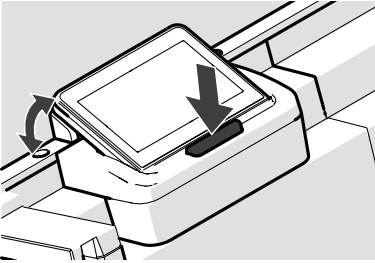
The display is dark in standby.

You can 'wake up' PostBase One by briefly touching the display. Alternatively, you can briefly press the rocker switch.

Works Cited:

FP. "Operator Manual." PostBase ONE Support, May 2018, download.fp-usa.com/product_docs/PostBase/PostBase-ONE/PostBaseOne_USA_BA_51-0055-3071-00_Rev01_20180524.pdf.

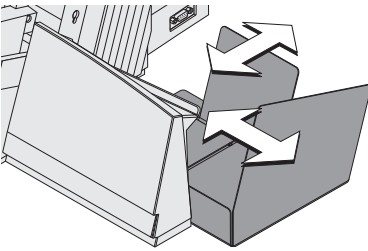
3.3 Adjusting the display inclination



- Press the key below the display and set the display in the desired position. The adaptation mechanism features several catches.
- Release the key.

3.4 Setting the letter catch tray

The catch tray can be adapted to different envelope sizes – up to ISO B4 (10" x 14" / 250 x 353 mm).



- Adjust both catch brackets so that the metered mail pieces easily slide into the catch tray and are neatly stacked.

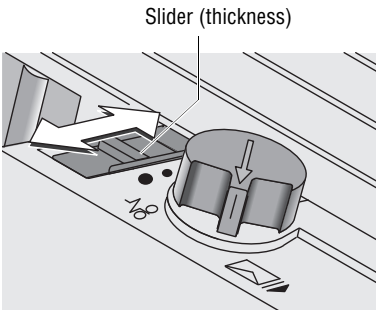
Works Cited:

FP. "Operator Manual." PostBase ONE Support, May 2018, download.fp-usa.com/product_docs/PostBase/PostBase-ONE/PostBaseOne_USA_BA_51-0055-3071-00_Rev01_20180524.pdf.

3.5 Adjusting the feeder *(optional)*

3.5.1 Adjusting the letter path

You always have to adjust the feeder according to the thickness of the letters being processed. With the slider (thickness) you adjust the letter path of the separation to the thickness of the letters. Thereby, you avoid too many letters being fed at once. There are three settings possible: narrow, medium and wide letter path.



- Release the slider “thickness” by pressing down slightly and move it to appropriate position.

Letter path – possible settings and their meaning:

- | | |
|----------------------|---|
| Narrow letter path ● | to process thin letters up to a thickness of 0.08" (2 mm) |
| Medium letter path ● | to process letters of medium thickness 0.12" to 0.2" (3 mm to 5 mm) |
| Wide letter path ● | to process letters of a thickness more than 0.2" (5 mm) |
-

Works Cited:

FP. “Operator Manual.” PostBase ONE Support, May 2018, download.fp-usa.com/product_docs/PostBase/PostBase-ONE/PostBaseOne_USA_BA_51-0055-3071-00_Rev01_20180524.pdf.

3.5.2 Separation function

In most cases, you can use the **default setting**. In case of letters with 'critical' demands for separation, you can adjust the feeder easily.

In the following cases, an adjustment is recommended:









- very thick letters
- very heavy letters
- thin, unstable letters
- letters with sensitive surfaces.

These 'critical' letters constitute only a small fraction of the whole amount of letters processed.

Not processable:

- very soft and unstable letters
- rigid letters (books, catalogues etc.).

3.5.2.1 Recommended settings for separation (overview)

Setting	Left lever (separation)	Right lever (pressure)
1 Soft and unstable letters		
2 Thick letters 0.28" (7 mm) and more		
3 Default setting (recommended)		
4 Very heavy letters with strong stiffness		

Works Cited:

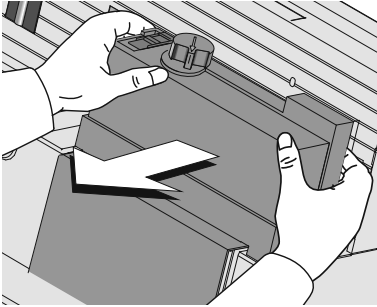
FP. "Operator Manual." PostBase ONE Support, May 2018, download.fp-usa.com/product_docs/PostBase/PostBase-ONE/PostBaseOne_USA_BA_51-0055-3071-00_Rev01_20180524.pdf.

3.5.2.2 Adjusting the pressure

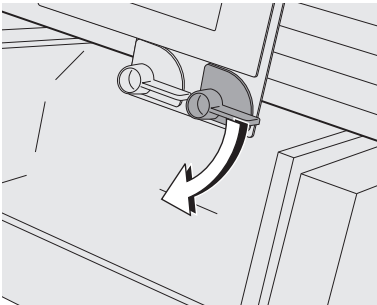
The pressure needs only adjustment if problems occur while processing letters.

Typical cases:

- exceptionally thick or heavy letters are not drawn in
- the gap between letters drawn in is too large.



- Remove the cover from the feeder using both hands.



- Turn the right lever to appropriate position.

Pressure – possible settings and their meaning:



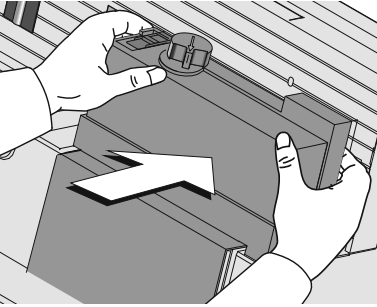
default setting



increased pressure
(stronger driving for thick and heavy letters)

Works Cited:

FP. "Operator Manual." PostBase ONE Support, May 2018, download.fp-usa.com/product_docs/PostBase/PostBase-ONE/PostBaseOne_USA_BA_51-0055-3071-00_Rev01_20180524.pdf.



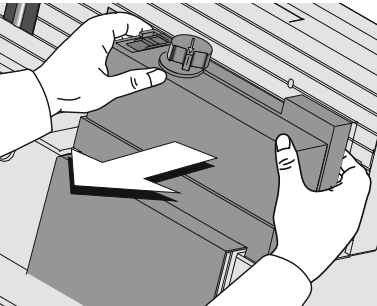
- Re-place cover on feeder. The cover must latch audibly.

3.5.2.3 Adjusting the separation

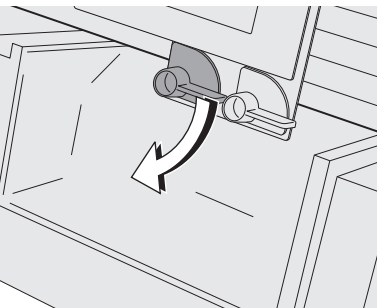
The separation needs only adjustment if problems occur while processing letters.

Typical cases:

- soft, unstable letters and letters with sensitive surfaces are damaged
- large, unsealed letters are bent during processing.



- Remove the cover from the feeder using both hands.



- Turn the left lever to appropriate position.

Works Cited:

FP. "Operator Manual." PostBase ONE Support, May 2018, download.fp-usa.com/product_docs/PostBase/PostBase-ONE/PostBaseOne_USA_BA_51-0055-3071-00_Rev01_20180524.pdf.

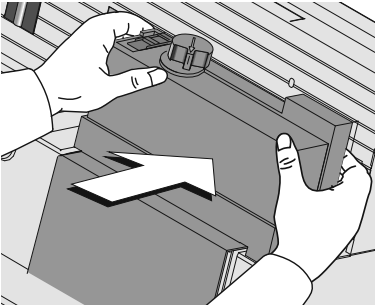
Separation – possible settings and their meaning:



decreased separation
(if sensitive letters are being damaged)



default setting



- Re-place cover on feeder. The cover must latch audibly.



If you have to adjust the pressure and the separation regularly:

There is a special cover with an aperture for direct access to the levers available. Removing that cover is not necessary.

For questions regarding the refitting of your automatic feeder, please contact the Customer Service.

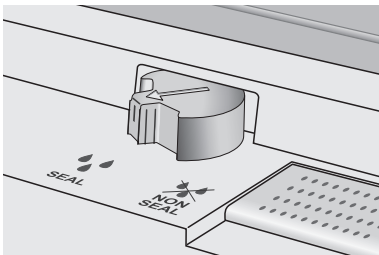
Works Cited:

3.6 Sealing function *(optional)*

When equipped with the optional components sealer and power sealer, PostBase One can meter and seal your mail in a single run. Coming from the feeder, the mail pieces pass through the sealer. In the sealer, the sealing flap of the envelope is moistened by a sponge. The flap is then closed and sealed as it passes through the system. After metering, the mail piece is ultimately closed by the power sealer.


You can use the sealing function for letters with a thickness of up to 0.28" (7 mm). The envelopes must be suitable for machine sealing (see page 178). Also, please mind envelope quality.

Please note that we can assure reliable sealing results only when you use Francotyp-Postalia 'sealit' sealing liquid.



Sealing

If the letters are to be sealed:

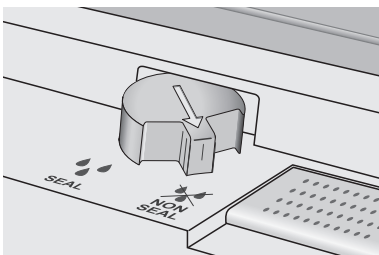
- Turn the envelope sealing switch to the position  **SEAL**.

PostBase One monitors the level in the sealant tank. You are notified when you have to top up the sealing liquid.

On how to fill the tank, please refer to chapter 12.9 on page 120.




If you have not used the sealing function for a certain amount of time, sealing liquid is automatically pumped into the moistener. Thus, PostBase One makes sure the sponge is properly wetted. In the SEALING menu, you can set the optimal moistening level for the envelopes you use (see chapter 11.16, page 94).



No sealing

If the letters are not to be sealed (or if they are already sealed):

- Turn the envelope sealing switch to the position  **NON SEAL**.

Works Cited:

FP. "Operator Manual." PostBase ONE Support, May 2018, download.fp-usa.com/product_docs/PostBase/PostBase-ONE/PostBaseOne_USA_BA_51-0055-3071-00_Rev01_20180524.pdf.

3.7 Screen elements and operation philosophy

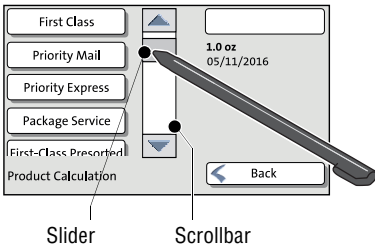
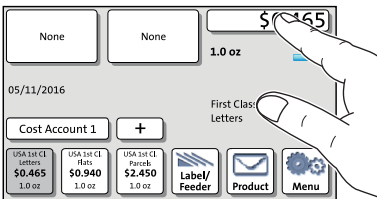
This chapter covers the user interface of the PostBase One mailing system. You will learn how to operate the touch screen, the screen elements and the menus, window types and symbols.

3.7.1 The touch screen

To operate the touch screen, 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 One performs the corresponding action.



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



You can also use the supplied stylus instead of your finger. The stylus is stored in a receptacle on the back of the display.

Works Cited:

Buttons

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



Button can be pressed / is active.



Button is selected / passive (cannot be pressed).



Confirmation: Button is being pressed.



Button is deactivated / cannot be pressed.

Standard buttons

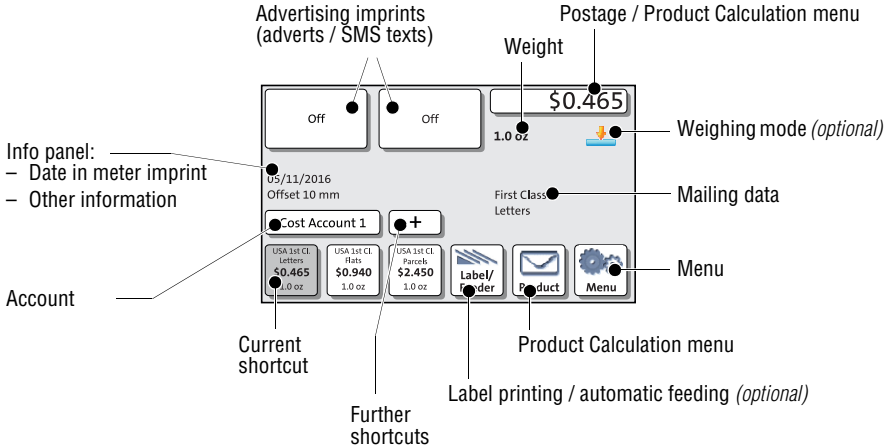
The term 'standard button' refers to buttons like for example SAVE, CANCEL, BACK or CONTINUE.

Depending on the function, the button label can differ. The CANCEL / BACK button (if available) is always located in the bottom right corner of the screen and goes back one step / level.

Works Cited:

3.7.2 The Home screen

The Home screen appears after the machine was turned on and the start routine has been successfully completed. It displays the current metering settings.



Functions in the Home screen

- In the Home screen,
- you have access to all meter imprint settings
 - you meter 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 One 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.

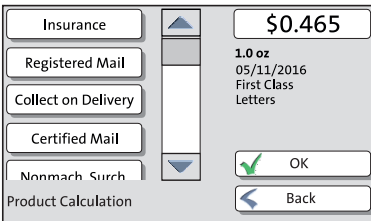
Works Cited:

3.7.3 The Product Calculation menu



Calling up the Product Calculation menu

By pressing the PRODUCT button, the Product Calculation menu is opened. Here, you set the product for the meter imprint.



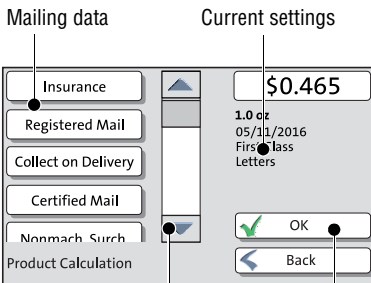
The left area of the display shows the available mailing data.

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

The right area of the Product Calculation menu shows the current settings:

- the postage
- the weight
- the date
- the selected mailing data.

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



Selecting mailing data

By pressing the respective buttons, you select mailing data. The PostBase One guides you through the postage calculation process step by step.

Press OK to accept the current settings and to return to the Home screen.

Deselecting mailing data

With the BACK button, the mailing data can be deleted step by step from the current product settings.

Works Cited:

FP. "Operator Manual." PostBase ONE Support, May 2018, download.fp-usa.com/product_docs/PostBase/PostBase-ONE/PostBaseOne_USA_BA_51-0055-3071-00_Rev01_20180524.pdf.

Setting the product for metering

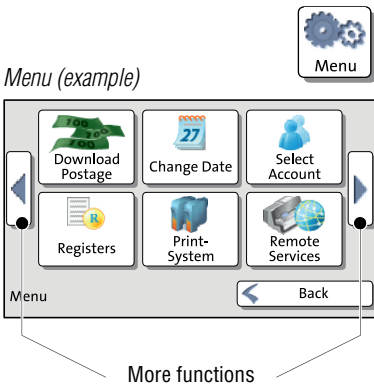
Cancelling the Product Calculation menu

Returning to the Home screen

With the OK button, you set the current selected mailing data for metering and return to the Home screen.

Pressing the BACK button repeatedly deletes the mailing data step by step. By pressing the button again after having deselected all mailing data, you will cancel the product calculation. The product set last remains set in the Home screen.

3.7.4 The Menu

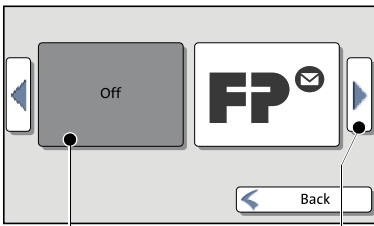


Use the MENU button to open the Menu. From this Menu, you can access the administration functions, the system settings, and service functions.

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

Works Cited:

3.7.5 Lists



Current setting

Next page: scroll with
arrow button

Lists (e.g. for adverts, SMS texts) offer all available settings in list form. The current setting is shown on a dark background.

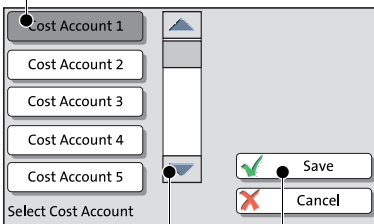
Use the arrow buttons to scroll through the list.

Press the respective button to select one of the provided settings and return to the Home screen.

3.7.6 Adjustment menus

A separate menu each opens for editing and selecting settings. There are several types of adjustment menus, e.g. lists to choose the settings from, input via keypad, and input according to the counter principle.

Current setting



Further available options:
scroll with scroll bar

Accept current
settings

Lists

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

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

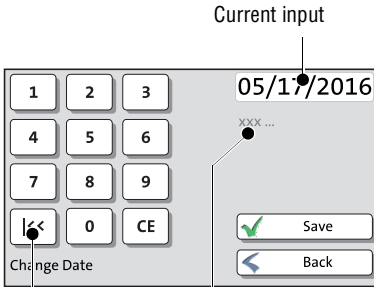
Press SAVE to accept the current settings and to quit the adjustment menu.

Press CANCEL to discard your changes and to quit the adjustment menu.

Note: Some lists feature auto-confirmation. Accounts are set directly after pressing the respective button, for example.

Works Cited:

FP. "Operator Manual." PostBase ONE Support, May 2018, download.fp-usa.com/product_docs/PostBase/PostBase-ONE/PostBaseOne_USA_BA_51-0055-3071-00_Rev01_20180524.pdf.



Current input

Info text (if any)

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

Input via keypad

Use the keypad in the left area of the display to input values. The top right text box indicates your input.

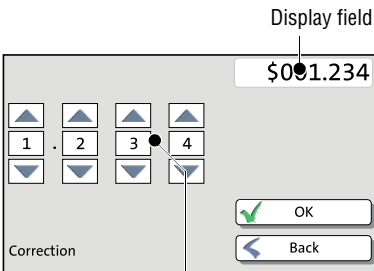
The keypad is always matched to the respective situation: The button labels change accordingly, depending on whether you must type figures or figures and letters.

The bottom left button is assigned a special function matched to the current operation, e.g. change between small and capital letters. The info text informs of special features and gives additional hints.

Press CE to clear input.

Press SAVE to accept the current settings and to quit the adjustment menu.

Press BACK (resp. CANCEL) to discard your changes and to quit the adjustment menu.



Display field

Setting an amount with the arrow buttons

Input using the counter principle

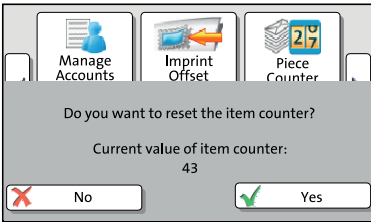
PostBase One may require you to enter values via a counter principle.

Use the arrow buttons to increase or decrease the figure in each digit until the desired amount is displayed in the top right text box.

Press OK to accept the current settings.

Works Cited:

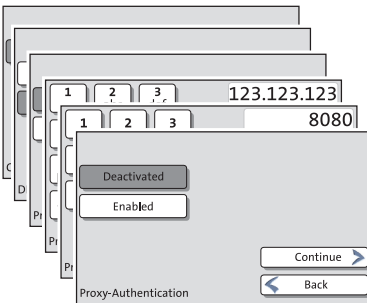
3.7.7 Pop-up windows



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 batch processing feature also appear as a pop-up.

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

3.7.8 Procedures (wizards)



For more complex settings, e.g. when setting up connection data, the PostBase One opens a 'procedure', guiding you through all necessary actions step by step. Different window types are used, depending on requirements.

Press CONTINUE to accept the current settings and to go to the next step.

You can press BACK to return to previous steps.

Pressing BACK at the beginning of the procedure will discard all settings and close the procedure.

Works Cited:

3.8 Test print

Using a test print, you can assess the settings for the meter imprint as well as the print quality.

Your advert
or
text message



Test print (example)

The indication VOID overprinting the data matrix symbol as well as the postage value '\$000.00⁰' identify the test print as an invalid meter imprint.

You must never dispatch test prints to the USPS.

Test prints are not logged in the registers.

Setting a test imprint

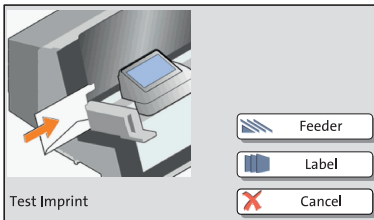
- Set the desired parameters for the meter imprint (advert, SMS text etc.).
- Press the PRODUCT button in the Home screen.
- Set the desired product.



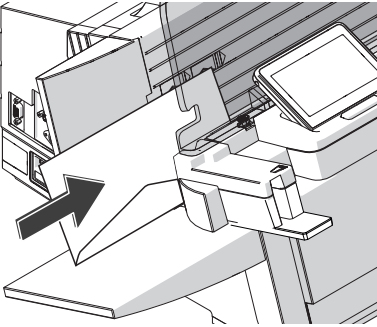
Once all necessary mailing data are set, you can perform a test print. The TEST PRINT PRODUCT option is shown at the end of the additional services list.

- Choose TEST PRINT PRODUCT.

PostBase One prompts you to position a letter.



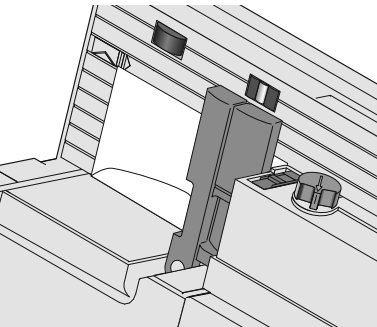
Works Cited:

PostBase One with hand feed tray

Printing the test print on an envelope

- Place an empty envelope (or a post card) on the hand feed tray:
 - The side to be printed faces the back.
 - Envelope flap to the bottom (envelope stands on its upper edge).
- Push the envelope a few centimeters in the direction of the arrow and let go of it.

Letter transport starts automatically as soon as the sensor recognizes the envelope. PostBase One automatically feeds the envelope, prints a test print, and exits the envelope to the right side.

PostBase One with feeder

Positioning an envelope on the feeder (optional)

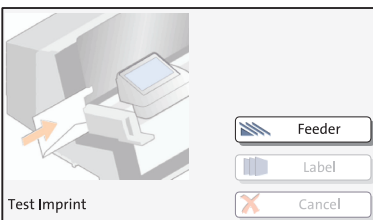
- When PostBase One prompts you to position a letter, place an empty envelope (or a post card) on the feeder:
 - The side to be printed faces the back.
 - Envelope flap to the bottom (envelope stands on its upper edge).

The feeder starts automatically. PostBase One feeds the envelope, prints a test print, and exits the envelope to the right side.

Or:

If an envelope has already been positioned at the feeder:

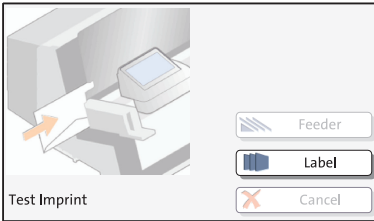
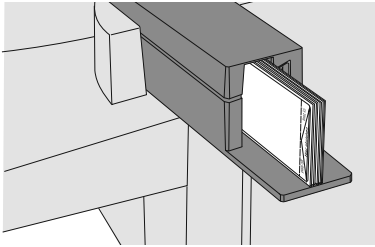
- Start the feeder with the FEEDER button.



For detailed information on how to position letters on the feeder, please read page 52.

Works Cited:

FP. "Operator Manual." PostBase ONE Support, May 2018, download.fp-usa.com/product_docs/PostBase/PostBase-ONE/PostBaseOne_USA_BA_51-0055-3071-00_Rev01_20180524.pdf.



Printing the test print on a label

- Insert labels in the label dispenser. For details, please read chapter 5.4 on page 55.
- Press the LABEL button.

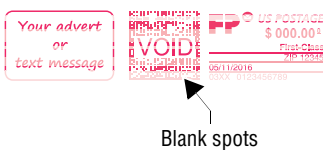
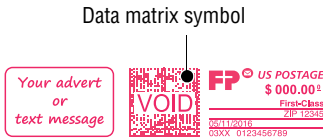
PostBase One prints the test print on a label and discharges the label to the right.

Checking the print quality

Make sure the PostBase One always provides clean and legible meter imprints.

- Check the print quality. There must not be any offsets, blurred or blank spots. Pay special attention to the data matrix symbol.

This illustration shows a perfect imprint.



When there are offsets / shifts in the imprint:

- Align the ink cartridges. Read chapter 12.6 on page 113.

When there are blurred or blank spots in the imprint:

- Clean print system. Read chapter 12.7 on page 115.

Works Cited: