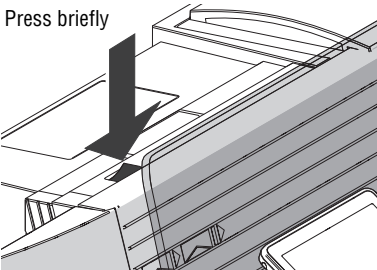# 5 Metering

This chapter covers how to log on to the PostBase One mailing system, how to set an account to register the postage used, how you place letters on the hand feed tray, how to use the feeder, and how to meter self-adhesive labels which can be stuck onto the mail piece. Also, the counter functions available for metering are described. For extensive information on how to set the meter imprint, see chapter 4.

5.1 Changing the user

You can set up a user-specific access control for the PostBase One. If enabled, you are prompted to select a user and enter the corresponding PIN during startup. PostBase One loads the corresponding user profile. Among other things, the following settings are stored in the user profile: Name, PIN, budgets, allocated account(s), the standard account as well as whether postage download is allowed or blocked.

Press briefly

• <u>Briefly</u> press the rocker switch.

PostBase One shows the user list.

• Select the desired user.

• Enter the PIN.

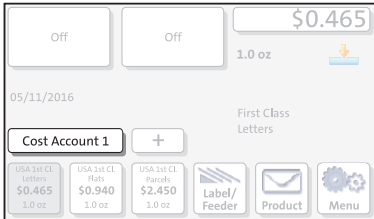PostBase One loads the user profile and then shows the Home screen.

Using the PC software from Francotyp-Postalia (e.g. RemoteOne), the administrator of the PostBase One mailing system can set up and manage users.
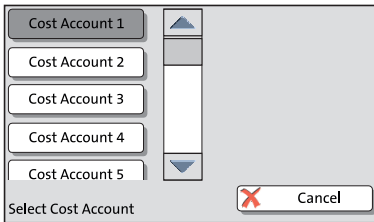
5.2 Setting / changing the account

When the account function is enabled, you must always specify an account to meter. The currently set account is displayed left in the info panel of the Home screen.

In the Home screen:

• Press the COST ACCOUNT button.

PostBase One opens a list with all available accounts. You see the account names and numbers. The currently set account is shown on a dark background (in the example: 'Cost Account 1').

• Press the button of the desired account.

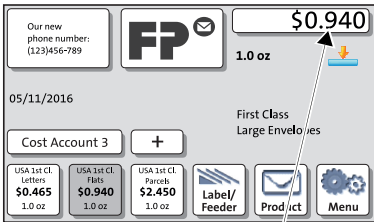PostBase One sets this account and returns to the Home screen.

If users are enabled, only those accounts allocated to the currently set user are available in the list.
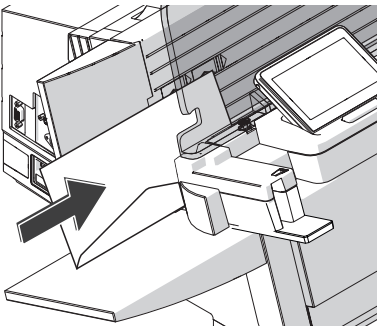
5.3 Positioning and metering letters

5.3.1 Hand feed tray

On a PostBase One with hand feed tray, you position letters individually for metering. Please heed the mail piece specifications on pages176 and 176.

You can feed mail pieces to meter when the Home screen displays a postage.

PostBase One is ready to meter

- Place the letter on the hand feed tray:
  - the side to be printed on facing the rear (address field is not visible)
  - envelope flap is to the bottom (letter stands on its upper edge).
- Push the letter in the direction of the arrow and <u>let go of it</u>.

Letter transport starts automatically as soon as the sensor recognizes the letter.
PostBase One automatically feeds the letter, prints, and exits the letter to the right side and into the catch tray.

Letters can be added during operation. Keep a **distance of at least 2.5" (6 cm)** between the letters.

5.3.2 Feeder – batch processing *(optional)*

Equipped with a feeder, PostBase One can batch process letters and postcards. Please heed the mail piece specifications and the envelope specifications for automatic feeding and sealing on pages 176 to 178.

5.3.2.1 Preparations

To safely and efficiently process mail pieces in batch, presorting the letters as well as checking / adjusting the settings for automatic feeding, sealing, and dynamic weighing are important prerequisites. These preparatory steps are summarized below.
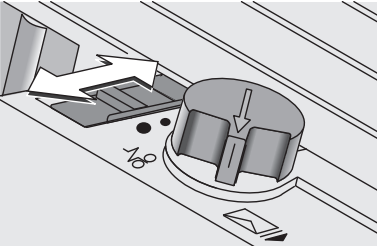
Prepare letter stack **Sorting the mail pieces**

- Sort out mail pieces that are not suited for batch processing or automatic sealing (e.g. catalogues).

- Sort out mail pieces with 'critical' demands for feeding from a stack (such as letters with sensitive surfaces) and process them with specific adjustments to the separation (see overview on page 17).

- Sort mail pieces by:
  – Moisten / seal envelopes
  – Do not seal.

- Sort by postal products (e.g. postcard, letter, international letter).

- Sort the letters by thickness:
  – up to 0.08" (2 mm)
  – 0.12" to 0.2" (3 mm to 5 mm)
  – more than 0.2" (5 mm).

- If necessary, sort by other customer-specific criteria.
  These might be:
  – dispatching account
  – advertising imprints
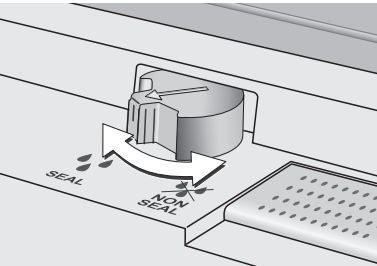 – predated imprints.

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 up the feeder

Adjust the letter path to the letter thickness

• Adjust the letter path to the thickness of the mail pieces to be processed.

Letter thickness:	Letter path:
– up to 0.08" (2 mm)	● Narrow
– 0.12" to 0.2" (3 mm to 5 mm)	● Medium
– more than 0.2" (5 mm)	● Maximum

(See also chapter 3.5.1, page 16.)

Adjust separation

• If necessary, check / adjust the separation settings. Please refer to chapter 3.5.2, page 17.

Sealing function ON / OFF

Switching the sealing function on / off
(PostBase One with sealer)

• On the sealer: Turn the envelope sealing switch to the corresponding position.

Moisten / seal letters
(sealing function ON)   **SEAL**

Sealing function OFF   **NON SEAL**

(See also chapter 3.6, page 21.)

Dynamic weighing YES / NO

Check the dynamic scale's status
(PostBase One with dynamic scale)

If you want the dynamic scale to detect letter size and weight:
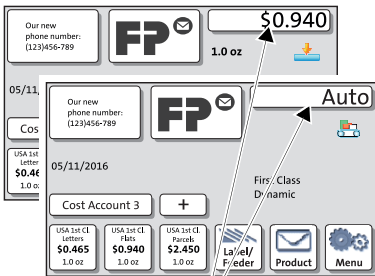• Make sure that the product is set to 'Dynamic'.

Only when the Home screen shows the 🖳 icon as the current weighing mode, the 'dynamic weighing' function is active. Otherwise the dynamic scale only transports letters.
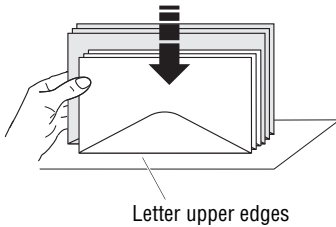
5.3.2.2 Positioning letters in stack

PostBase One is ready to meter

If the desired product is set and the Home screen shows the **Postage** or **Auto**, you can position mail pieces on the feeder to meter.
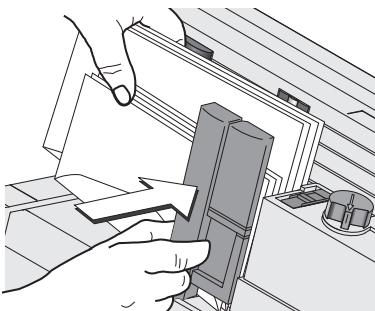

Letter upper edges

- Arrange the letter stack:
  – the side to be printed faces the back
  – envelope flaps face the bottom (envelopes stand on their upper edges).
- Align upper edges flush:
  Loosen letter stack with the upper edge on a level base and shake smooth.

Do not place too many letters on the feeder. The pressure bar should have about 0.2" (5 mm) clearance.

- Grab the pressure bar in the grip recess and pull it to the front.
- Place the letter stack on the letter guide near the separation rollers. Make sure that all letters stand on the letter guide on their upper edges.
- Push the pressure bar against the letter stack.

The batch procedure starts automatically. The letters are separated from the stack, moistened and sealed (if the moistening feature has been enabled), metered, and stacked in the catch tray – ready for dispatch.

Starting / continuing batch processing

After an interruption or when there are already letters in the feeder:

• In the Home screen, press the LABEL/ FEEDER button.

PostBase One opens the 'Batch Processing' pop-up.
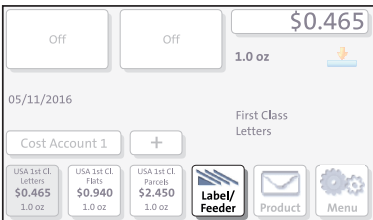
• Press the START button.

You process single letters in the same manner. Simply position a single letter / a postcard instead of a letter stack on the feeder.
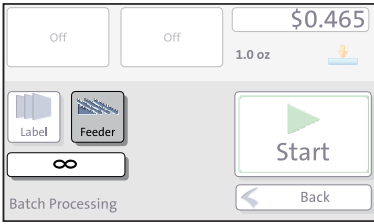
5.3.2.3 Using the batch counter

The batch counter provides you with the possibility to define the number of mail pieces to be metered in advance. You can use this function to have a precise number of mail pieces ready for dispatch.

When the Home screen shows the desired settings for metering:

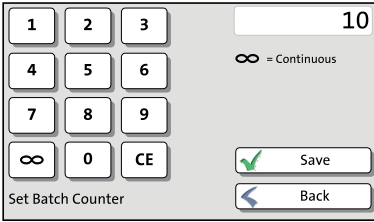• In the Home screen, press the LABEL/ FEEDER button.

		$0.465
Off	Off	1.0 oz
Label	Feeder	**Start**
∞		
Batch Processing		Back

PostBase One opens the 'Batch Processing' pop-up.

- Select FEEDER.
  (In most cases, 'Feeder' is already selected when opening the pop-up.)
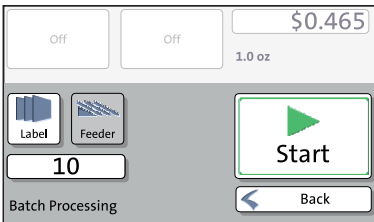
- Press the button below the FEEDER button.

1	2	3	10
4	5	6	∞ = Continuous
7	8	9	
∞	0	CE	✓ Save
Set Batch Counter			Back

- Enter the amount of letters you want to me-ter.

  Or:

  Enable continuous operation with the ∞ button.

- SAVE the setting.

		$0.465
Off	Off	1.0 oz
Label	Feeder	**Start**
10		
Batch Processing		Back

- Position the prepared letter stack.

  For details on how to set up the feeder and position letter stacks, please read pages 50 to 53.

PostBase One feeds the letters one by one, prints, and places the metered letters in the catch tray. The counter displays the number of letters still to be metered. You can interrupt batch processing with the STOP button.

5.4   Metering labels

With the integrated label dispenser, PostBase One can automatically feed and print self-adhesive labels.
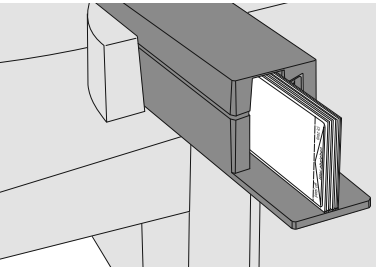
Please heed the following when metering labels:

– We recommend to use only original FP labels. 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 insert a complete package of labels (25 pieces).

We can ensure correct label processing only when you comply with this.

⚠ *Caution! Always mind that you do not position letters on the feeder that you do not want to meter right away. The feeder starts letter transport even if* LABEL *is selected in the 'Batch Processing' pop-up.*
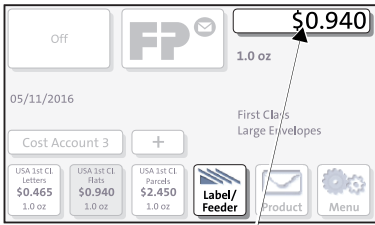

Insert labels

• Remove package band from the package of labels.

• Insert the complete package (25 labels, at least 15 labels) to the label dispenser:
   – The side to be printed on is on the left.
   – Insert the package of labels as far as it will go.

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.
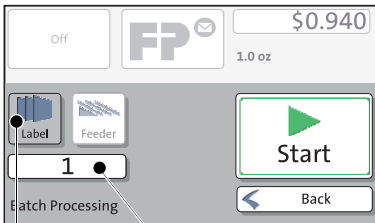
Meter a label

When the Home screen shows the desired settings for metering:
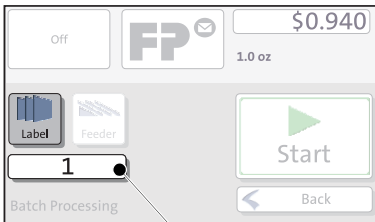
- In the Home screen, press the LABEL/ FEEDER button.

PostBase One is ready to meter

PostBase One opens the 'Batch Processing' pop-up.

- Select LABEL.

- Press the START button.

PostBase One prints a label.
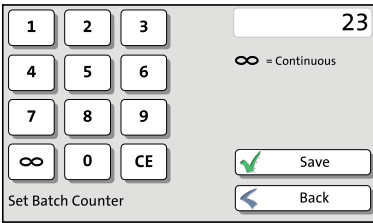
Label printing is active

Number of labels

Meter several identical labels

- In the Home screen, press the LABEL/ FEEDER button.
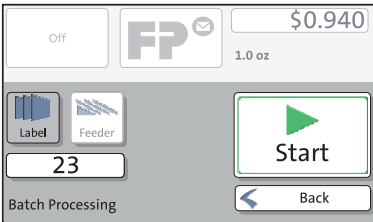
PostBase One opens the 'Batch Processing' pop-up.

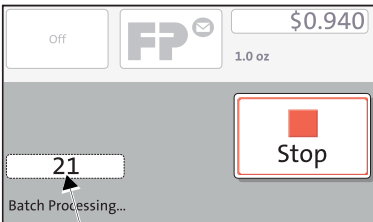- Select LABEL.

- Press the button showing the batch counter.

Set number

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.

1	2	3	23
4	5	6	∞ = Continuous
7	8	9	
∞	0	CE	✓ Save
Set Batch Counter			← Back

- Enter the desired number of labels.

  Or:

  Enable continuous operation with the ∞ button.

- SAVE the setting.

Off	FP $0.940 1.0 oz
Label	Feeder	▶ Start
23	
Batch Processing	← Back

- Press the START button.

Off	FP $0.940 1.0 oz
21	■ Stop
Batch Processing…	

Labels yet to be printed

PostBase One prints the number of labels you have set. The counter displays the number of labels still to be metered. You can interrupt processing with the STOP button.
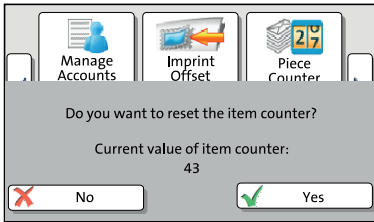
5.5   Displaying and clearing down the item counter

Apart from the counter for meter imprints in the register and the account counters, the PostBase One features an item counter for meter imprints you can use as you like. The item counter counts all meter imprints. Test prints are not registered. Independently of other counter functions, you can reset this item counter to zero or use it as a daily or job counter.

Display item counter

- Press the MENU button.

- Select PIECE COUNTER.

PostBase One opens a pop-up displaying the number of metered mail pieces since last resetting the piece counter.

- Press NO to return to the MENU without clearing the item counter.

Reset item counter

- In the pop-up, confirm the prompt with YES.

PostBase One resets the item counter to zero and returns to the MENU.