

# PostBase vision

## Mailing system



## Reference Guide

### Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020. [download.fp-usa.com/product\\_docs/PostBase/Vision/Technical/PostBase\\_Vision\\_Reference\\_Guide\\_USA\\_Rev02\\_20200423.pdf](https://download.fp-usa.com/product_docs/PostBase/Vision/Technical/PostBase_Vision_Reference_Guide_USA_Rev02_20200423.pdf).

## About this Reference Guide

*Target audience* This Reference Guide is intended for operators and administrators of the PostBase Vision mailing system.

*Contents* This Reference Guide describes how to set up and install the PostBase Vision, the proper use as well as cleaning and maintenance of the PostBase Vision mailing system. Functions that are only available for particular system configurations are marked by an additional note, e.g. *(optional)*.

*Further documents* The **Installation and safety** manual is an excerpt from this Reference Guide. It contains information for your safety and describes how to set up and install the PostBase Vision mailing system.

The **Quick Reference Guide** (leaflet) provides an overview of the most important functions for everyday use.

**postBase vision** In this Reference Guide, the product name appears in its plain form "PostBase Vision".

The following keywords and signs identify the safety instructions and additional information in this manual:



**Warning!** indicates a potentially hazardous situation which could result in death or serious injury if disregarded.



**Caution!** indicates a potentially hazardous situation which could result in minor or moderate injury if disregarded.



**Caution!** indicates an increased risk or a risky situation which could result in damage to property if disregarded.



A tip offers advice or additional suggestions for improving the operation.

*Illustrations*

The display illustrations in this manual are examples that may differ from the actual display on your PostBase Vision.

The explanation of the safety signs and product safety labels on the PostBase Vision mailing system can be found on page 179.

Works Cited:

<b>About this Reference Guide</b>	<b>2</b>
<b>1 For your safety</b>	<b>8</b>
<b>2 PostBase Vision mailing system – Short profile</b>	<b>10</b>
2.1 Things worth knowing about the PostBase Vision	10
2.2 PostBase Vision postage meter	13
2.3 PostBase Vision Feeder <i>(optional)</i>	15
2.4 PostBase Vision Feeder plus <i>(optional)</i>	17
<b>3 Installation and commissioning</b>	<b>19</b>
Step 1: Unpacking and checking the contents of the package	19
Step 2: Assembling the PostBase Vision	22
Step 3: Assembling the hand-feed sealer <i>(optional)</i>	24
Step 4: Connecting the PostBase Vision	25
Step 5: Turning on the PostBase Vision	27
Step 6: Installing the PostBase Vision	27
Step 7: Installing the PostBase Vision Feeder <i>(optional)</i>	33
<b>4 The basics of operation</b>	<b>39</b>
4.1 Turning the PostBase Vision on / off	39
4.2 Standby (Sleep mode)	40
4.3 Screen elements and operation philosophy	41
4.3.1 The touch screen	41
4.3.2 The Home screen	44
4.3.3 The menu bar	45
4.3.4 The menu	45
4.3.5 Selection lists	46
4.3.6 Setting menus	46
4.3.7 On-screen keyboard	47
4.3.8 Pop-up windows	48
4.3.9 Procedures / wizards	49
4.4 Adjusting the display angle	49
4.5 Adjusting the display brightness	50
4.6 Adjusting the volume	50
4.7 Inserting labels	51
4.8 Setting up the catch tray	52
4.9 Using the High Capacity Drop Stacker <i>(optional)</i>	52

## Works Cited:

<b>5</b>	<b>Setting the meter imprint</b>	<b>53</b>
5.1	Postage / USPS rates	54
5.1.1	Selecting a rate using a shortcut	54
5.1.2	Setting mailing data	55
5.1.3	Setting the weight	56
5.1.3.1	Weighing a mail piece	56
5.1.3.2	Differential weighing ( <i>optional</i> )	58
5.1.3.3	Entering the weight manually	60
5.1.4	Special features with regard to rate selection	61
5.1.4.1	Rate chaining	61
5.1.4.2	Changing the destination ZIP code	61
5.2	Date	62
5.3	Advertising imprints	63
5.4	Imprint offset	64
5.5	Test print – testing the meter imprint settings	65
<b>6</b>	<b>Metering</b>	<b>67</b>
6.1	Logging on / switching users	67
6.2	Setting up / changing cost accounts	68
6.3	Feeding letters and metering	70
6.3.1	Hand feed tray	70
6.3.2	Sealer ( <i>optional</i> )	71
6.3.3	Feeder ( <i>optional</i> )	74
6.3.3.1	Preparing letter stacks and setting up feeder	74
6.3.3.2	Switch the sealing function on / off	75
6.3.3.3	Setting the letter thickness	76
6.3.3.4	Feeding letters in stack and metering	77
6.3.3.5	Working with the batch counter	79
6.4	Metering labels	81
6.5	Correcting incorrect meter imprints	83
6.5.1	Postage correction	83
6.5.2	Redate	84
6.6	Displaying and resetting the item counter	85
<b>7</b>	<b>Displaying and printing registers</b>	<b>86</b>
<b>8</b>	<b>Download postage</b>	<b>87</b>

Works Cited:

<b>9</b>	<b>Special functions</b>	<b>88</b>
9.1	Print Only Advert / Text	88
9.2	Print Numbers	89
9.3	Feed Only / Count mail pieces ( <i>PostBase Vision with feeder</i> )	91
9.4	Seal Only ( <i>PostBase Vision with feeder</i> )	92
9.5	Stamping incoming mail	93
<b>10</b>	<b>Manage shortcuts</b>	<b>95</b>
10.1	Creating and saving rate shortcuts	95
10.2	Renaming a shortcut	96
10.3	Deleting a shortcut	97
10.4	Resetting shortcuts to default	97
<b>11</b>	<b>Managing printed text and QR codes</b>	<b>98</b>
11.1	Entering a new text	98
11.2	Generating a new QR code	99
11.3	Changing a text /QR code	100
11.4	Deleting a text /QR code	101
<b>12</b>	<b>Local cost account administration</b>	<b>102</b>
12.1	Display cost account report	102
12.2	Display usage data for a defined cost account	103
12.3	Deleting usage data	104
12.4	Matching cost accounts to advertising imprints	105
<b>13</b>	<b>Synchronizing</b>	<b>107</b>
<b>14</b>	<b>Advanced settings &amp; system information</b>	<b>109</b>
14.1	System information	109
14.2	Contact Information	109
14.3	Access control / Administrator PIN	110
14.4	Low postage warning	111
14.5	Sound signals / Sound profiles	112
14.6	Color of the menu bar	113
14.7	User interface language	113
14.8	Standby time	114
14.9	Product after standby	114
14.10	Auto Off	115
14.11	Automatic date advance	115
14.12	Switching weighing mode ( <i>optional</i> )	118

## Works Cited:

14.13	Ethernet / Wi-Fi connection (Connectivity settings)	119
14.13.1	Displaying connectivity settings	119
14.13.2	Setting up a new network connection / changing settings	119
14.13.3	Deleting the Wi-Fi connection	123
14.14	Change ZIP / Re-authorization	123
<b>15</b>	<b>Ordering consumables (if available)</b>	<b>124</b>
15.1	Placing an order	124
15.2	Displaying order status	125
15.3	Displaying address data	125
<b>16</b>	<b>Maintenance and care</b>	<b>126</b>
16.1	Cleaning the housing	126
16.2	Cleaning the sensors	127
16.3	Cleaning the print system	130
16.3.1	Starting automatic print system cleaning	130
16.3.2	Cleaning the ink cartridge manually	131
16.4	Test Imprint – Check print quality	133
16.5	Print system: show ink level	134
16.6	Changing the ink cartridge	135
16.7	Replacing the transport brush	140
16.8	Calibrating the touch screen	142
16.9	PostBase Vision Feeder (optional)	143
16.9.1	Filling with sealing fluid	143
16.9.2	Adjust moistening level	146
16.9.3	Cleaning / changing the moistening sponge	147
16.9.4	Cleaning / changing the moistening brush	151
16.10	Sealer (optional)	153
16.10.1	Cleaning	153
16.10.2	Checking the fluid level and filling with SEALIT	154
16.10.3	Replacing felts	155
<b>17</b>	<b>Tips for troubleshooting</b>	<b>158</b>
17.1	Error messages	158
17.2	Possible causes and remedy	158
17.3	Remedying a letter jam	169
17.4	Inserting the letter guide at the ramp (PostBase Vision Feeder)	171
17.5	Correcting the moistening felt position on the rocker (Sealer)	172
17.6	Removing / inserting the PSD	173
17.7	Manually moving the ink cartridge to the exchange position	175

Works Cited:

**18 Decommissioning and disposing of the mailing system \_\_\_\_\_ 178**

**Appendix**

Graphical symbols, safety signs and product safety labels on the  
 PostBase Vision mailing system \_\_\_\_\_ 179

Glossary \_\_\_\_\_ 181

Technical Data \_\_\_\_\_ 183

Product variants and equipment \_\_\_\_\_ 188

Supplies \_\_\_\_\_ 189

The Security Device (PSD) \_\_\_\_\_ 189

License \_\_\_\_\_ 190

Security Declaration for data usage \_\_\_\_\_ 192

United States Patents \_\_\_\_\_ 192

FCC Compliance Statement \_\_\_\_\_ 193

Index \_\_\_\_\_ 194

Service \_\_\_\_\_ 203

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

# 1 For your safety

The PostBase Vision complies with the relevant safety regulations for information technology equipment in office environments.

Before setting up and installing and using the PostBase Vision mailing system, please read this safety information carefully.

For your own safety, please observe the following instructions:

## Proper use

- PostBase Vision is a digital mailing system with ink-jet print technology for metering mail.
- The PostBase Vision mailing system is intended only for use in enclosed offices or office-like environments. Observe the operating conditions specified in the “Technical Data” section.
- The PostBase Vision mailing system is intended exclusively for processing mail pieces in accordance with the specifications described in the “Technical Data” section.

## Prevention of electrical hazards

- Operate the PostBase Vision mailing system only with a grounded single-phase power outlet. Make sure that the power connection conforms to the power requirements indicated on the type plates.
- Make sure the outlets for connecting the PostBase Vision mailing system are close by and easily accessible at all times.
- Unplug the PostBase Vision mailing system power plugs from the outlets in case of an emergency.
- Take care to ensure that no foreign objects penetrate the PostBase Vision mailing system interior.
- Be extremely careful when handling fluids.
- When refilling the sealing fluid, make sure that no moving parts or electronics become wet.
- Unplug all power plugs of the PostBase Vision mailing system prior to cleaning the mailing system.

## Prevention of mechanical hazards

- Keep long hair, fingers, loose clothing pieces, neck ties, scarves, jewelry and the like away from moving machine parts.
- Do not remove any parts of the housing.
- Do not remove any equipment related to safety or protection. Do not make them inoperative or unable to function.

### Works Cited:



## Accessories and consumables

- 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.  
Full functionality of the PostBase Vision mailing system is only guaranteed at the time of delivery if genuine FP ink cartridges are used.
- Use the supplied power and connection cables or cables that have been approved by FP. Make sure that the cables are not damaged.
- When handling ink cartridges, observe the hazardous substance labeling and the product information enclosed with each package.  
Avoid eye contact with the ink. Ingestion of the ink can be harmful to health.  
Keep ink cartridges away from children. Detailed information can be found on the Material Safety Data Sheet (MSDS), which can be found at [sdb.francotyp.com/en](http://sdb.francotyp.com/en).
- The ink cartridge may be equipped with a clip as transportation protection, depending on the model. Remove the clip before inserting the cartridge. Dispose of the clip.  
Never put the clip back on the cartridge in order to prevent damage to the print nozzle plate, which can cause short circuits, overheating and melting of components.

## General safety instructions

- Set up and install the PostBase Vision mailing system as described in the “Installation and commissioning” section.
- Never transport the PostBase Vision mailing system by attachments such as weighing platform, label compartment, display or drawer. The best way to transport the individual components is to hold them on the side at the bottom in the recesses on the housing.
- If the mailing system was previously in a cold environment (i.e. below 50 °F / 10 °C): Unpack the mailing system and wait at least two hours before setup and installation of the PostBase Vision mailing system. The PostBase Vision needs this time to adapt to the environmental conditions allowing any condensed moisture to escape.
- The “PostBase Vision Feeder” is designed for operation on the PostBase Vision postage meter. The Feeder cannot be operated without being connected to the PostBase Vision postage meter base.
- If the mailing system develops strong odours, fumes or unusual noises, immediately unplug the power plugs from the outlets.
- Only have maintenance and repair work carried out by qualified personnel approved by FP. Otherwise any warranty claims may become void.
- Note: When a letter is fed, letter transport will start automatically after a short delay.

### Works Cited:

## 2 PostBase Vision mailing system – Short profile

### 2.1 Things worth knowing about the PostBase Vision

PostBase Vision is the perfect mailing solution for small to mid-sized volumes. Easy to use and intuitive with a large, motorized tilting 5" color touchscreen.

#### *Modular design*

The modular design is flexible and can be easily upgraded via software attributes or hardware add-ons. The basic model consists of the PostBase Vision postage meter with built-in scale, hand feed tray and a catch tray.

The basic model can easily be upgraded, e.g. add the automatic feeder with sealer or an external 70 lb. capacity scale.

The PostBase Vision mailing system offers several configurations with various feeders with speeds ranging from 35 to 90 letters per minute.

#### *Intuitive operation*

After turning on with the touch of a button, the home screen is displayed with an intuitive layout and design to make mail processing easy. PostBase Vision also displays on-screen guidance for certain functions such as changing the ink cartridge. With this operating concept, even inexperienced and occasional users can easily operate the PostBase Vision mailing system.

#### *Metering*

To meter, simply place the letter on it – the PostBase Vision will seize the letter and meter it, after which it is exited to the right side ready for dispatch.

Metering is possible on mail pieces made of ink-absorbing material – postcards to envelopes up to 10" x 14" and with maximum thickness of 0.4" – and special self-adhesive labels.

#### *Letters as advertising medium*

In addition to printing postage, you can print two custom advertisements of your choice on every mail piece you send. These can be graphical advertisements or logos, printed text messages or QR codes.

#### *Adding postage*

Adding postage is easy by downloading it directly from FP's teledata center. A low postage warning can be set and the postage available is always displayed prominently on the home screen.

#### Works Cited:

*Remote services:  
Flexible and up to date* Connecting daily, the PostBase Vision ensures that you are always compliant and using the most current postal rates. All updates including rates, custom printable advertisements, software updates, feature updates or cost accounts are loaded into your mailing system via a synchronization.

*Access control* The PostBase Vision mailing system can be protected against unauthorized use via a PIN.

*www.discoverFP.com* The discoverFP customer portal is available to all users of the PostBase Vision mailing system. Your password-protected access will provide you with all the important information about your mailing system, for example, account management (orders, contracts, invoices, etc.), information and updates, consumable supplies and much more.

The discoverFP customer portal is the place where you can also manage your mailing system, cost accounts, user profiles and access mailing system analytics and reporting.

*Additional functions* The PostBase Vision mailing system offers a range of convenient additional functions. Among these are:

- The space saving **integrated scale** quickly and reliably determines the weight of mail pieces necessary for rate calculation.
- **Rate shortcuts** for frequently used postal products.
- **Cost account function** for recording and evaluating postage costs by cost account.
- Variable **imprint offset** for changing the meter imprint position on the envelope.
- **Label printing.** PostBase Vision can print self-adhesive labels, for large or thick mail pieces or for envelopes that are not suited for ink-jet printing.
- **Print** postage download and registers receipt on postage labels.
- **Received stamp** for labeling incoming mail.

#### Works Cited:

*Options* The following options are available for expanding the basic model and enhancing its functionality:

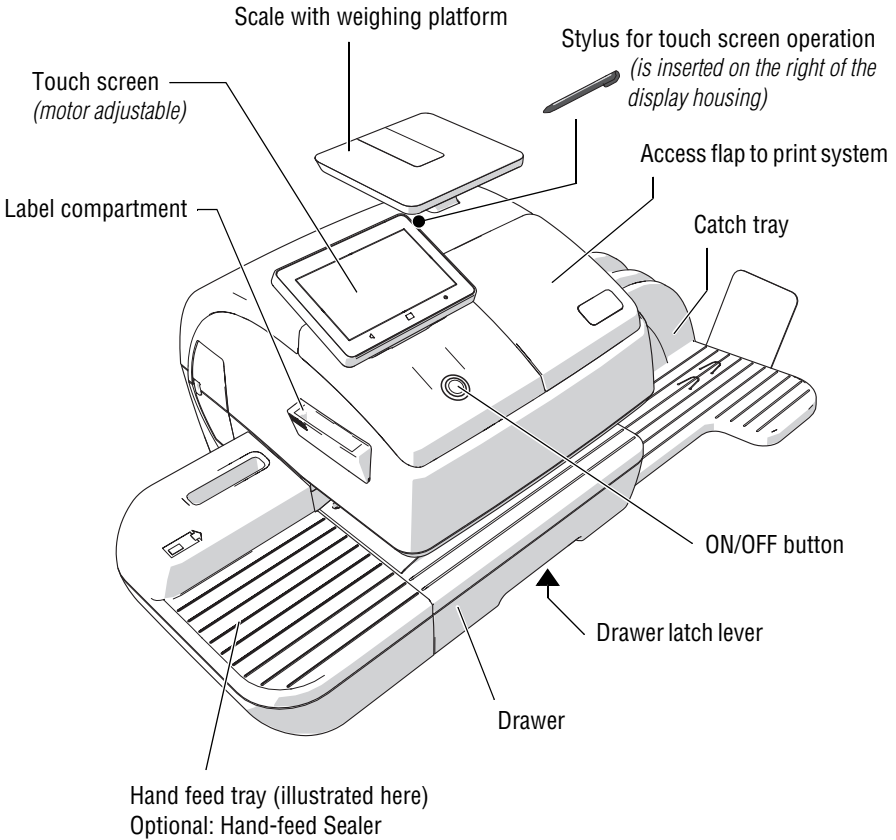
- **PostBase Vision Feeder** (Autofeeder with Sealer). Place a stack of envelopes for hands-free operation and sealing of envelopes.
- **PostBase Vision Feeder plus**. The Advanced Autofeeder with Sealer.
- **Hand-feed Sealer**. Manually feed the open envelope through the sealer and the flap will be moistened and closed during metering.
- External **70 lb. capacity scale** (connection via USB).
- For larger volumes, the high capacity **Drop Stacker** can hold up to 250 letters. Mail can easily be removed during operation keeping the mail moving.
- **Differential weighing** speeds processing mixed weight mail. Place the entire stack of mail on the integrated scale. As each piece is removed, the weight is calculated.



For an overview of PostBase Vision variants and equipment details, please refer to page 188.

Works Cited:

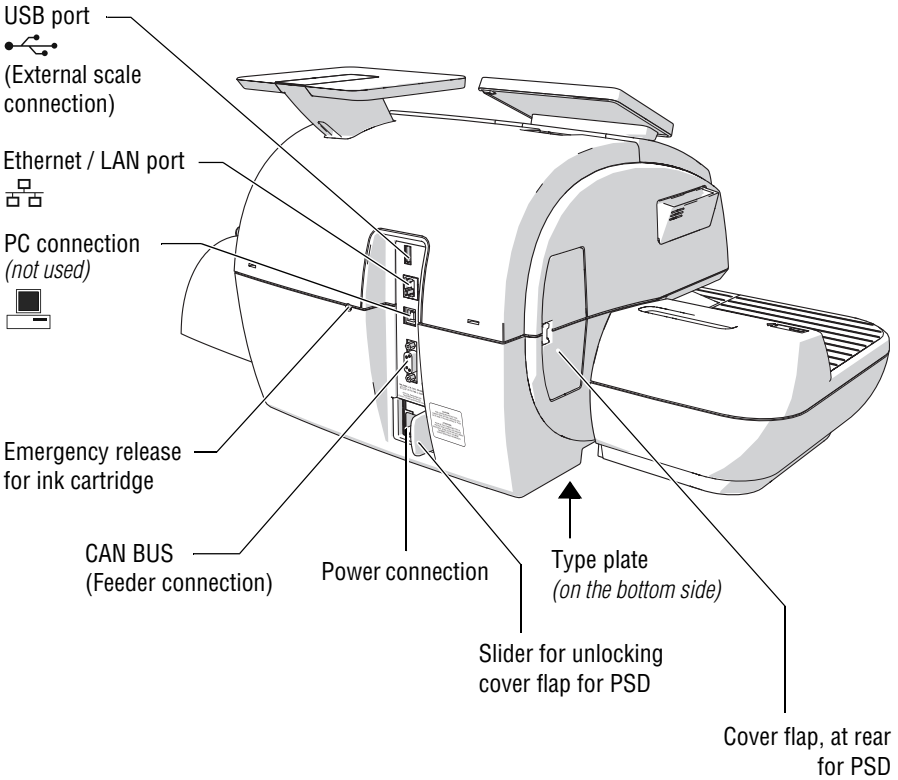
## 2.2 PostBase Vision postage meter



Works Cited:

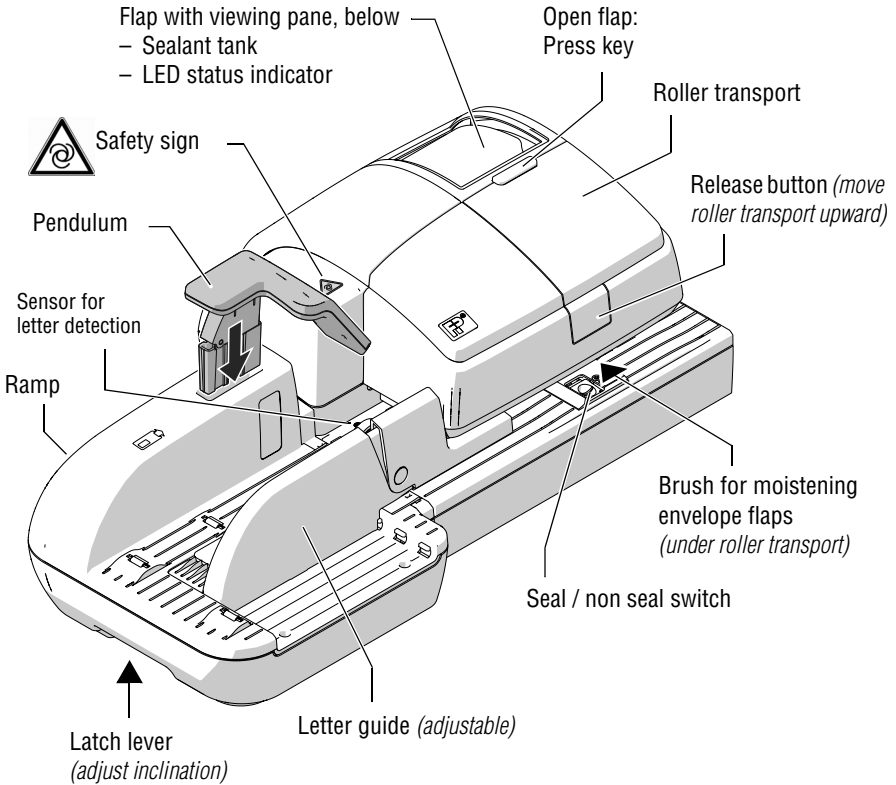
FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

### Postage meter – rear view



Works Cited:

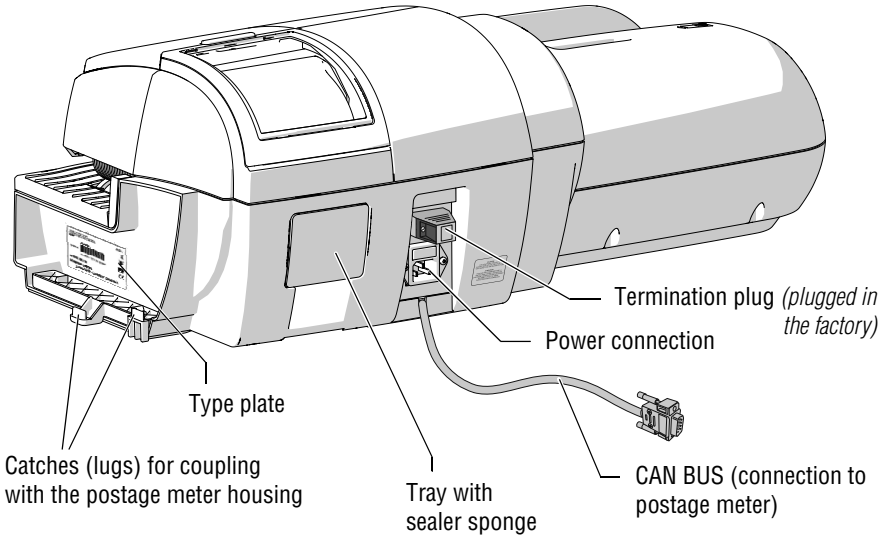
### 2.3 PostBase Vision Feeder (optional)



Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

**Feeder – rear view**

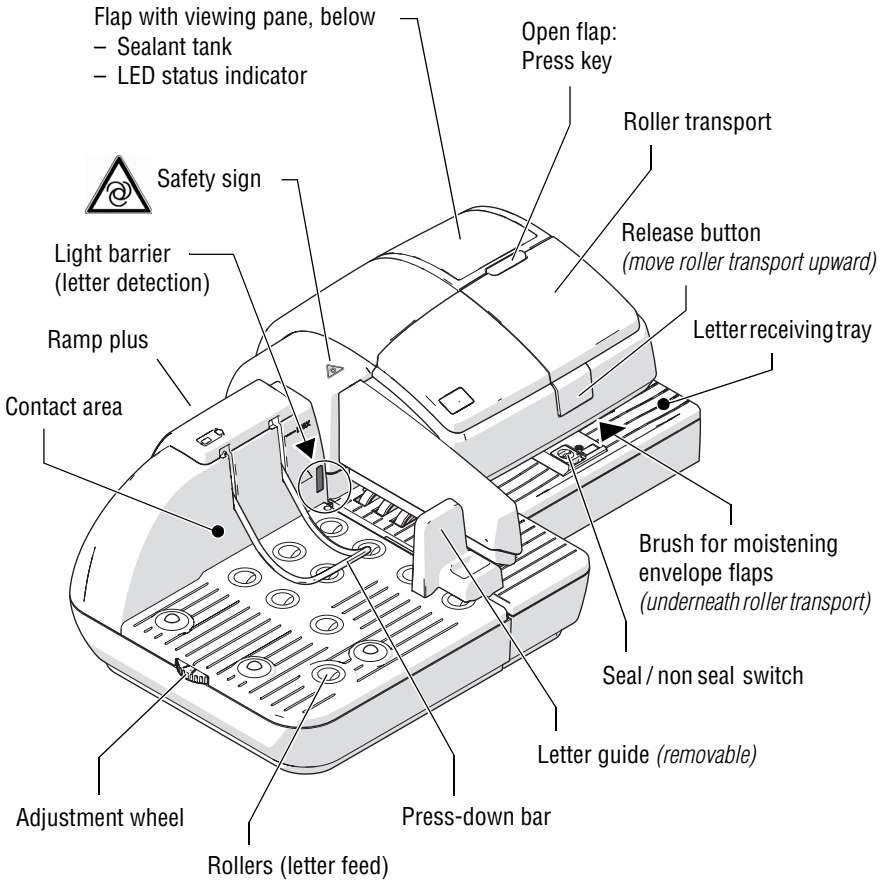


**Works Cited:**

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.



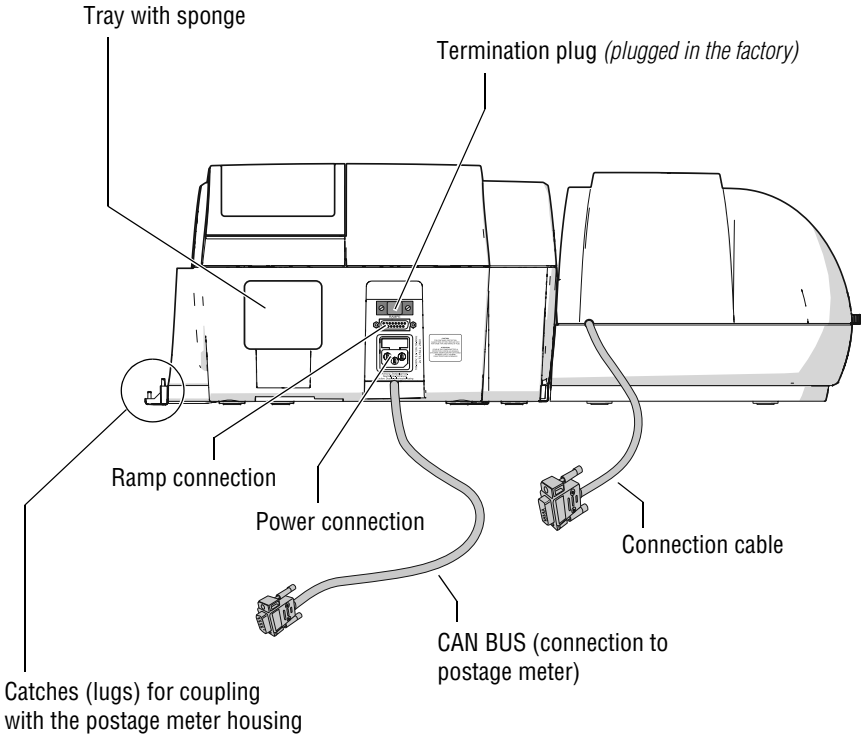
## 2.4 PostBase Vision Feeder plus (optional)



Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

### Feeder plus – rear view



Works Cited:

### 3 Installation and commissioning

This chapter describes how to set up and install the PostBase Vision mailing system in the following versions

- with hand feed tray (basic model)
- with the “Hand-feed Sealer”
- with the “PostBase Vision Feeder”.



**Caution!** Follow the steps for setup and installation of the PostBase Vision mailing system in precisely the given order to ensure successful installation.

---

#### Step 1: Unpacking and checking the contents of the package



- Unpack all the boxes.
- Keep the packing. Use it again if you need to transport the mailing system or send it in to the Customer Support.
- Check that the contents of the packages are complete and free from any damage.

The scope of delivery is listed on the following pages.

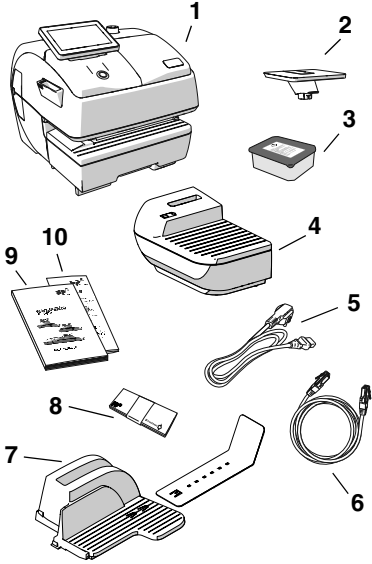


**Warning!** Damage or the absence of parts can lead to injuries and hazards due to electrical voltage.

*Do not start operating the PostBase Vision mailing system if parts are damaged or missing. Please contact FP Customer Support or your local authorized FP dealer.*

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PostBase Vision postage meter  
(1 box)



**Scope of delivery**

Standard configuration:

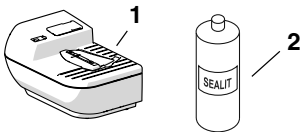
- 1 PostBase Vision postage meter
- 2 Weighing platform
- 3 Ink cartridge (packaged)
- 4 Hand feed tray
- 5 Power cable
- 6 Ethernet cable
- 7 Catch tray and stop
- 8 Labels
- 9 Installation and safety (brochure)
- 10 Quick Reference Guide (leaflet)

Extra delivery (by e-mail or postal mail)

- R-PIN (Repository-PIN)

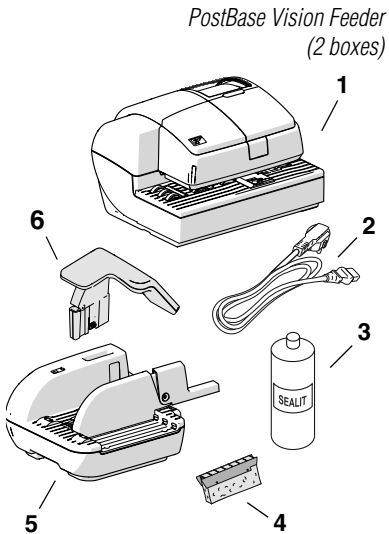
**Optional, only if ordered separately**

Sealer  
(1 box)



- 1 Hand-feed Sealer
- 2 Bottle of SEALIT (sealing fluid)

Works Cited:

**Optional, only if ordered separately**

- 1 Feeder (automatic feeder with sealer)
- 2 Power cable
- 3 Bottle of SEALIT (sealing fluid)
- 4 Replacement sponge holder with sponge
- 5 Ramp
- 6 Pendulum

*Drop Stacker  
(1 box, not illustrated)*

The delivery package of the Drop Stacker is shown and listed in the installation instructions which come together with the Drop Stacker.

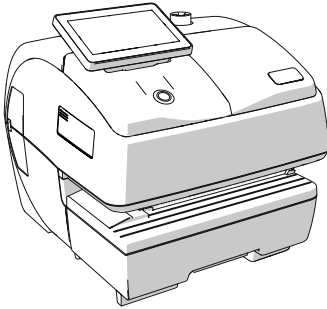
## Works Cited:

## Step 2: Assembling the PostBase Vision

### *Installation site*

The installation site for the PostBase Vision mailing system must meet the following requirements:

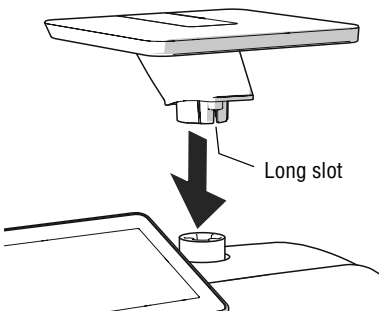
- Firm, level, low vibration and horizontal base, which offers sufficient space for the mailing system in the ordered configuration. The dimensions of the individual components can be found at page 183.
- Room temperature in the range from 59 °F to 95 °F / 15 °C to 35 °C.
- No direct sunlight.
- Relative humidity within a range of 15 % to 80 %, non-condensing.
- Power outlet in the immediate vicinity.
- Network LAN or Wi-Fi connection with internet access.



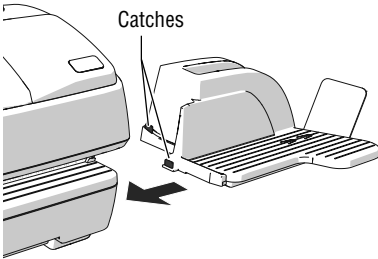
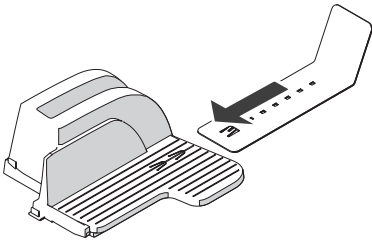
- The PostBase Vision postage meter must be placed on a suitable surface.
- Remove the protective film from the display.

### **Assembling the weighing platform**

- Hold the weighing platform as shown in the illustration and place it onto the scale receptacle. The long slot in the foot of the weighing platform must slide in the counterpart on the scale receptacle.



#### Works Cited:



### Assembling the catch tray

- Attach the catch bracket to the catch tray:  
To do this, insert the catch bracket into the guides on the underside of the catch tray.
- Place the catch tray to the right of the postage meter.
- Slightly lift the postage meter on the right side. The bottom side of the housing features slots where the catch trays are fastened.
- Slide the catch tray under the postage meter so that the catches engage in the slots.
- Carefully place the postage meter on the catch tray.

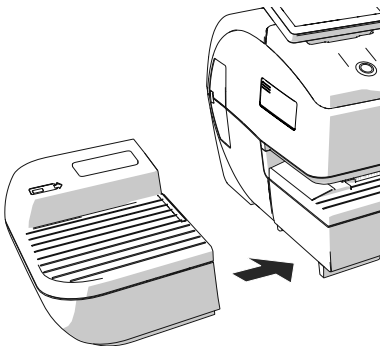
### Assembling the Drop Stacker

Instead of the catch tray, the optional high capacity FP Drop Stacker can be placed to the right of the postage meter.

For details on setting up the Drop Stacker, refer to the installation instructions supplied with the Drop Stacker.

### Attaching the hand feed tray

*(only on the basic model)*



- Place the hand feed tray for manually feeding the items to the left of the postage meter.
- Slightly lift the postage meter on the left side and push the hand feed tray towards the postage meter so that the front sides are flush.
- Carefully lower the postage meter so that the catches of the hand feed tray engage in the slots on the bottom side of the postage meter.

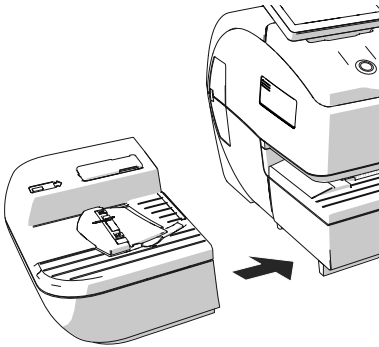
Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

### Step 3: Assembling the hand-feed sealer *(optional)*

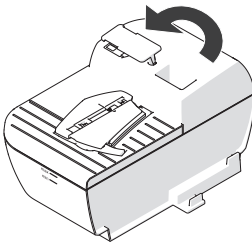
The sealer is positioned to the left of the postage meter instead of the hand feed tray. The catches on the right side of the sealer and slots (on the left side of the bottom side of the postage meter) mechanically couple the two components and fasten them in position relative to each other.

#### Assembling the sealer



- Place the sealer to the left of the postage meter.
- Gently lift the postage meter on the left side and push the sealer towards the postage meter so that the front sides are flush.
- Carefully lower the postage meter so that the catches of the sealer engage in the slots on the bottom side of the postage meter.

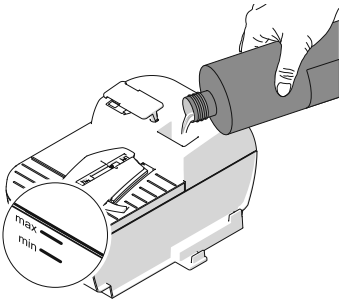
#### Filling with sealing fluid



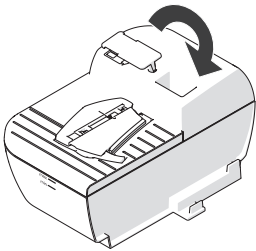
- Swivel the cover of the filling opening to the side.

Works Cited:





- Fill sealer with SEALIT sealing fluid.
- Check the filling level. The sealer should be filled roughly up to the “max” mark.



- Close the filling opening with the cover.
- If necessary: Dry the sealer outside.

**Note:** It may take a few minutes for the fluid to fully prepare the moistening deck and blade.

## Step 4: Connecting the PostBase Vision



**Caution!** If the PostBase Vision was previously in a cold environment (i.e. below 50 °F / 10 °C): Wait at least two hours after unpacking before connecting the postage meter. The PostBase Vision needs this time to adapt to the environmental conditions.



**Caution!** Do not connect the PostBase Vision Feeder (the optional automatic feeder) until Step 7. The PostBase Vision postage meter must be fully installed to do this. Otherwise the Feeder will not be recognized by the postage meter. The mailing system will not work.

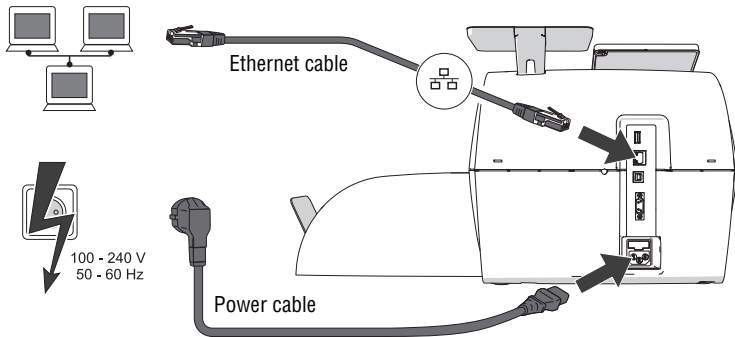
Works Cited:

FP. “PostBase Vision User Manual (Full Reference Guide).” PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.



**Warning! Danger from electrical voltage if improperly connected.**

- Use the supplied power and connection cables or cables that have been approved by FP. Make sure that the cables are not damaged.
- Only connect the PostBase Vision to a grounded single-phase power outlet. Make sure that the power connection conforms to the power requirements indicated on the type plate.
- Make sure that the power outlet is nearby and easily accessible at all times.



*Connection  
Computer Network / Router*

If you want the PostBase Vision to use the wired connection to your local area network (LAN):

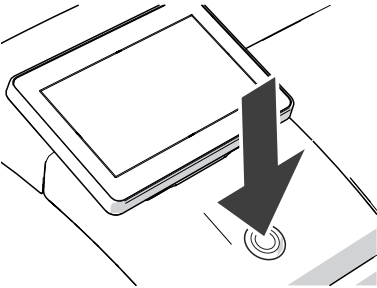
- Connect the Ethernet cable to the postage meter and the local network / router.

*Power connection (electric)*

- Plug the power cable into the power connection for the postage meter.
- Only then plug the power cable into the power outlet.

Works Cited:

## Step 5: Turning on the PostBase Vision



- Press the ON/OFF button.

The LED lighting switches on and the system starts. The progress of the process can be followed on the display. PostBase Vision greets the user – acoustically accompanied – and finally starts the installation procedure.

## Step 6: Installing the PostBase Vision



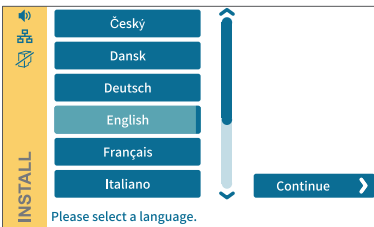
For information on using the touch screen and stylus, the “swiping” method of operation and other basic functions are described in the reference guide, “The basics of operation” chapter.

The PostBase Vision will guide you step-by-step through the installation procedure. Simply follow the instructions on the display.

- Have the R-PIN ready (received separately from the rest of the delivery).

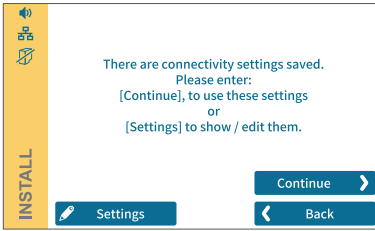
### Language

- Tap the desired language.
- Confirm the selection with the CONTINUE button and resume the installation.



Works Cited:

FP. “PostBase Vision User Manual (Full Reference Guide).” PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

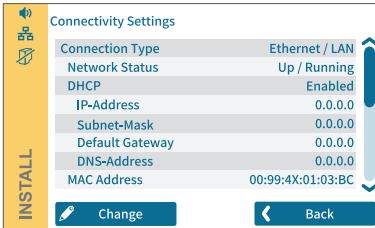


### Connectivity settings

Default settings for an Ethernet connection are stored for connecting to the FP infrastructure. Establishing the connection should run seamlessly with these settings.

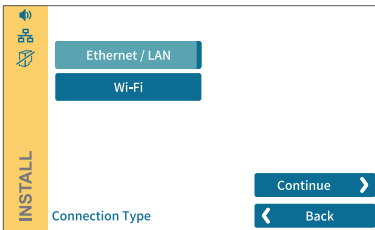
To test the connection to the FP infrastructure with this default setting:

- Tap the CONTINUE button.



If no connection is established, the “Connectivity Settings” must be adjusted:

- Tap CHANGE to open the entry wizard for setting up the network connection.



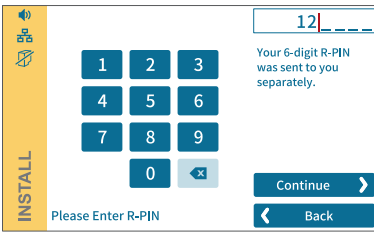
- First select the desired connection type.
- Confirm the selection and continue with the CONTINUE button.
- Set the appropriate parameters for the network step by step. If necessary, ask your network administrator.



The “Connectivity Settings” overview shows and explains the possible settings (see page 120).

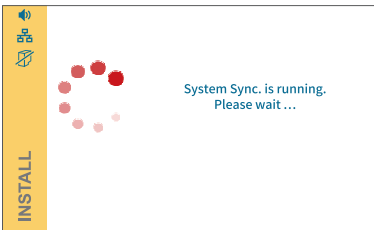


**Caution!** During the further course of installation, the PostBase Vision may start up multiple times. Do not disconnect the PostBase Vision from the power supply.



## R-PIN

- Enter the R-PIN (Repository-PIN).
- Confirm with CONTINUE and resume the installation.



## Synchronization ...

PostBase Vision now loads software and data and then restarts.

- Follow the information and instructions on the display.



## Inserting the ink cartridge

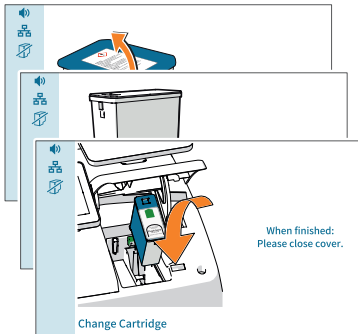
- Tap CONTINUE to insert the ink cartridge.

**Note:** Do not touch the cover flap of the print system or otherwise obstruct the automatic opening.

PostBase Vision moves the print system to the change position and then opens the cover flap. The flashing green LED indicates that no cartridge has been inserted yet.

The screen sequence in the display shows the sequence of the cartridge change.

The insertion of the cartridge is described in detail below.



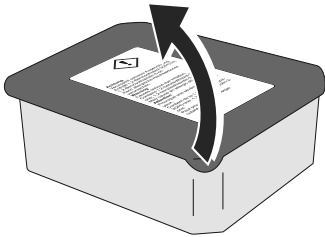
## Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020. download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

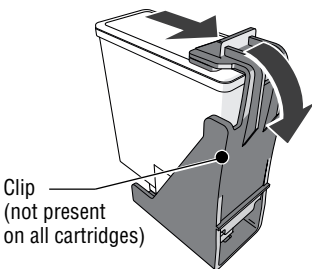


**Caution!** The ink causes severe eye irritation and can cause allergic skin reactions. Ingestion of the ink can be harmful to health.

- Observe the hazardous substance marking on the cartridge packaging and the ink cartridge.
- Avoid eye contact with the ink.
- Avoid ingestion of the ink.
- Keep ink cartridges away from children.



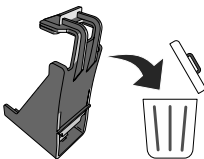
- Open the cartridge packaging.
- Remove the ink cartridge from the packaging.



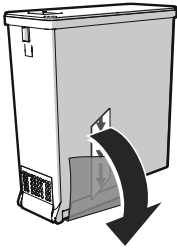
**Note:** Depending on the model, the ink cartridge may be fitted with a clip that acts as a transportation protection.

If the ink cartridge has such a clip:

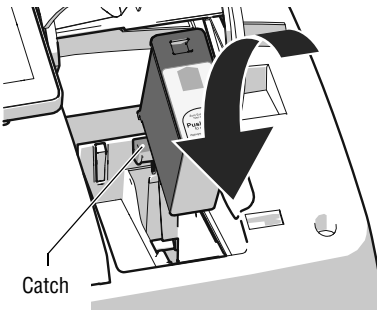
- Remove and dispose of the clip.



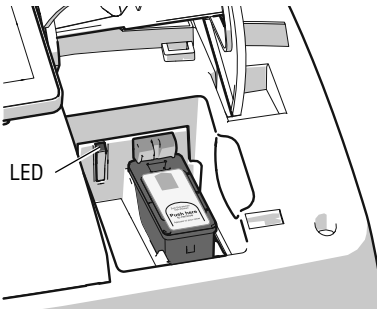
**Caution!** The clip is intended for single use only. Ideally dispose of the clip immediately. Never put the clip back on the cartridge in order to prevent damage to the print nozzle plate, which can cause short circuits, overheating and melting of components.



- Pull off the protective strip (nozzle protection).

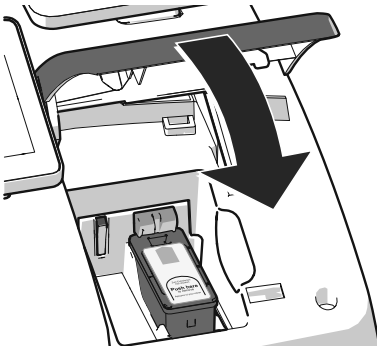


- Hold the ink cartridges so the contacts are facing to the rear of the PostBase Vision. The green arrow on the cartridge points to the green catch on the cartridge holder.
- Insert the ink cartridge into the cartridge holder.
- Press the ink cartridge down and click it into place at the rear.



If the cartridge is inserted correctly, the green LED lights up continuously.

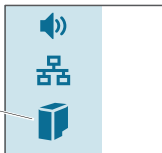
Works Cited:



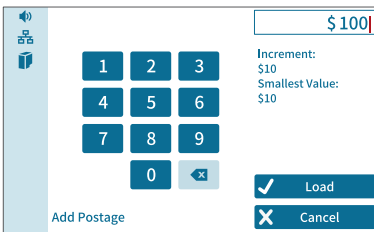
- Close the cover flap of the print system: In the area of the PostBase Vision logo, press down the cover flap until the lock engages.

Please wait: The PostBase Vision will now prepare the cartridge for use.

Icon:  
Full cartridge



PostBase Vision displays the “Full cartridge” icon in the menu bar.

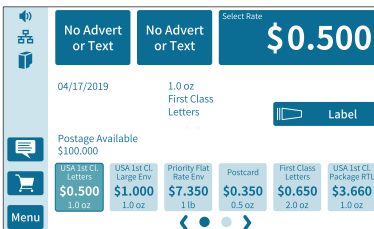


### Load postage / Contact data center

In order to print postage, the PostBase Vision must have available funds. To download postage, this requires a connection to the data center.

- Follow the instructions on the display.

*Home screen (example)*



### Installation complete

When PostBase Vision displays the Home screen, the postage meter installation has been successfully completed.

To install the “PostBase Vision Feeder”, continue with Step 7.

Works Cited:





The MENU button is used to access other system settings (e.g. PIN protection, standby time).

Volume, display inclination and brightness can be adjusted directly on the display frame.

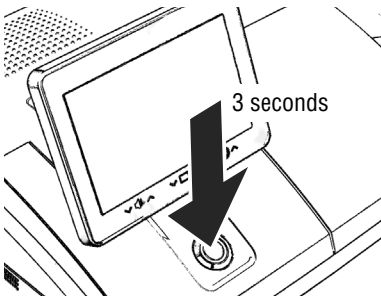


Visit the customer portal **discoverFP**. Your password-protected access will provide you with all the important information about your mailing system, extensive administrative functions for cost accounts and user profiles, as well as convenient reporting functions.

## Step 7: Installing the PostBase Vision Feeder *(optional)*



**Caution!** Only connect the Feeder once the PostBase Vision postage meter is fully installed. Otherwise the PostBase Vision will not recognize the feeder. The mailing system will not work.



### Turning off the postage meter

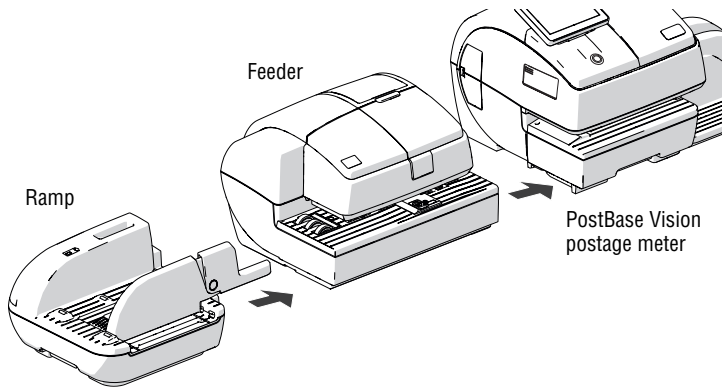
- Press the ON/OFF button for three seconds.

The PostBase Vision will complete any current actions, return the display to its home position, and then turn itself off.

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

### Setting up the feeder



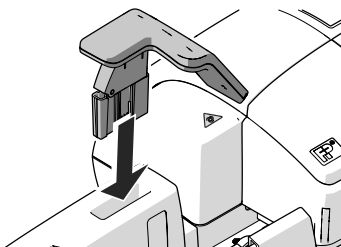
- Place the ramp, feeder and postage meter as shown in the illustration above.
- When assembling, ideally proceed from left to right (starting at the ramp).

The components are mechanically coupled with catches (each on the right housing side) and slots (each on the underside at the left) and are secured in position relative to each other in this way.

- Lift the feeder slightly, align it to the ramp and lower it carefully. The catches on the ramp must snap into the slots on the Feeder.
- Couple the feeder to the postage meter in the same way.
- Remove the protective film from the transparent cover flap.

### Mounting the pendulum

- Insert the base of the pendulum into the fixture of the ramp.
- Press down firmly on the pendulum until it clicks into the shaft.

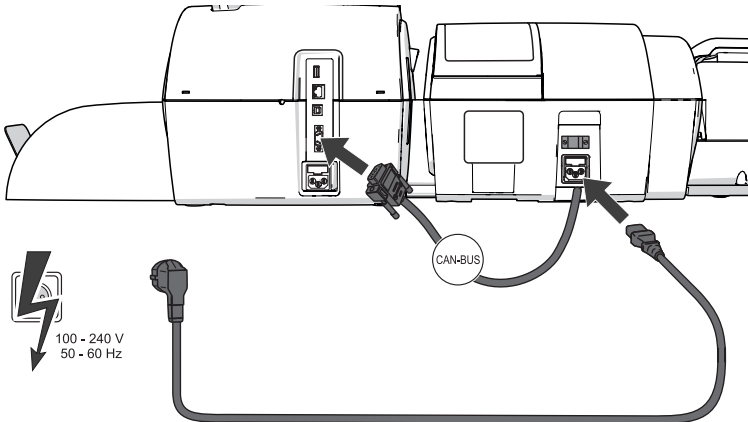


Works Cited:

## Connecting the feeder



**Caution!** If the feeder was previously in a cold environment (i.e. below 10 °C / 50 °F): Wait at least two hours after unpacking before connecting the feeder. The feeder needs this time to adapt to the environmental conditions.



### Connection on the postage meter

- Connect the feeder connection cable to the CAN-BUS interface of the postage meter. Screw the connector on tightly.

### Power connection

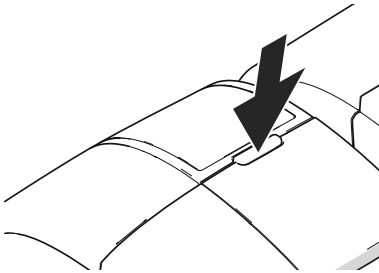
- Plug the power cable into the power connection for the feeder.
- Only then plug the power cable into the power outlet.

### Works Cited:

## Filling the sealant tank with sealing fluid

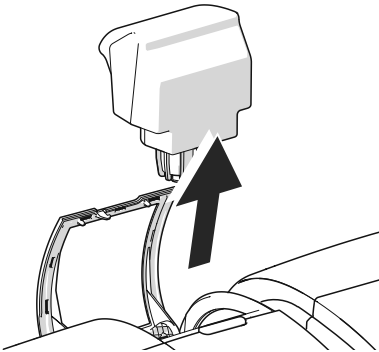


**Warning! Electrical hazard due to short circuits.** Be extremely careful when handling fluids. When filling the tank, make sure that no live parts become wet. However, if this does occur: Immediately disconnect the power plug. Have the PostBase Vision mailing system checked by the Customer Support before using it again.



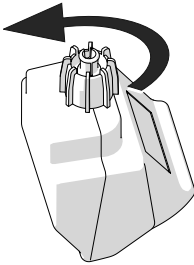
The sealant tank is located under the transparent flap. To open the flap:

- Press the key.

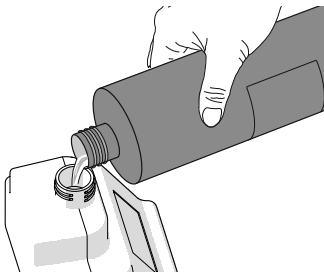


- Remove the sealant tank from the housing.

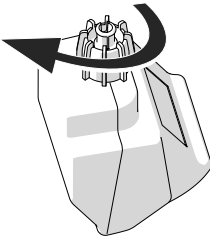
### Works Cited:



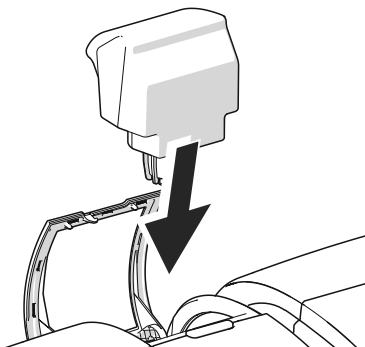
- Unscrew sealant tank screw cover.



- Fill the sealant tank with SEALIT sealing fluid.

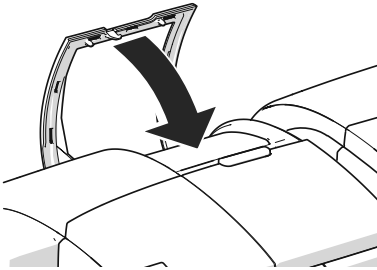


- Replace sealant tank screw cover and tighten.
- Turn sealant tank upside down in a non-dangerous area (e.g. over a sink) to check if the cover is well sealed.

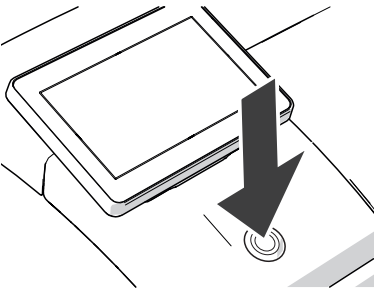


- Insert sealant tank into the feeder with the cover downward.

Works Cited:



- Close the flap.



### Turning on the mailing system

- Press the ON/OFF button.

The LED lighting on the postage meter lights up and the system starts up. You can follow the running startup procedure in the display.

Upon system startup, PostBase Vision activates the connected system components – the LED status indicator (sealing function ON/OFF) on the feeder starts to light up.



After the system has started up successfully, the Home screen with the additional FEEDER button appears on the display.

The PostBase Vision mailing system with feeder is ready for operation.

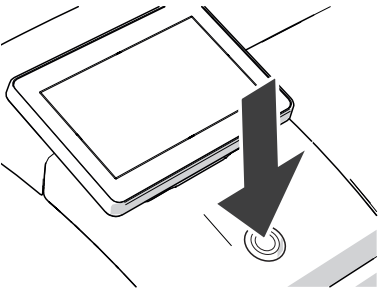
#### Works Cited:

## 4 The basics of operation

In this chapter, you will learn the basic functions of the PostBase Vision mailing system and how to use the touch screen.

### 4.1 Turning the PostBase Vision on / off

The PostBase Vision mailing system can remain connected to the network at all times and is therefore always quickly ready for operation. Use the round button in front of the display to turn the PostBase Vision mailing system ON / OFF.

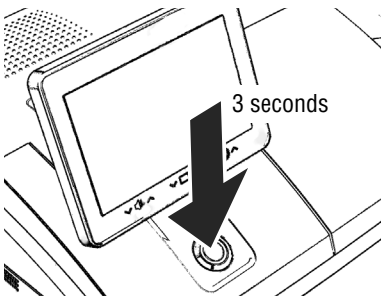


#### Turning on

- Press the ON/OFF button.

The LED lighting switches on and the system starts. The progress of the process can be followed on the display. PostBase Vision greets the user – acoustically accompanied – the display moves to the last position used and finally the Home screen appears on the display.

If access control is activated, you must enter your PIN during the start routine.



#### Turning off

- Press the ON/OFF button **for three seconds**.

The PostBase Vision will complete any current actions, return the display to its home position, and then turn itself off.

**Note:** The PostBase Vision requires daily connection to postal servers. You should allow the mailing system to remain in sleep mode and it will automatically wake up and connect during the night. Sleep mode is still an eco-friendly setting and PostBase Vision is EnergyStar 2.0 certified.

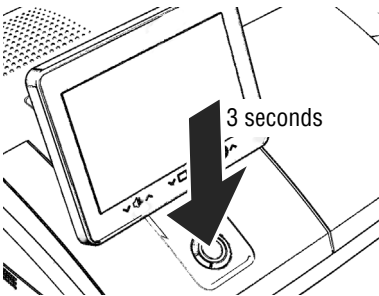
Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## Disconnecting the PostBase Vision from mains



**Caution!** Make sure to always turn the PostBase Vision off with the ON/OFF button before disconnecting the PostBase Vision power cables. 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.

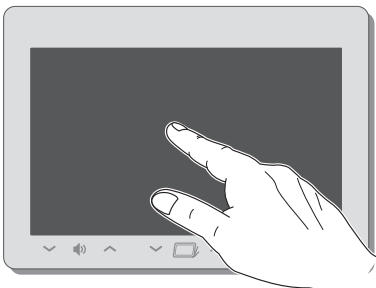


- Press the ON/OFF button **for three seconds** to turn the PostBase Vision off.

When the illumination is off:

- Unplug the power plug from the power outlet.

## 4.2 Standby (Sleep mode)



If you do not use the mailing system for a while, it automatically switches to Sleep mode (standby).

The display is dark and the ON/OFF button is illuminated in standby.

Briefly touch the display to “wake up” PostBase Vision.

As an alternative, you can briefly press the ON/OFF button.

Works Cited:



### 4.3 Screen elements and operation philosophy

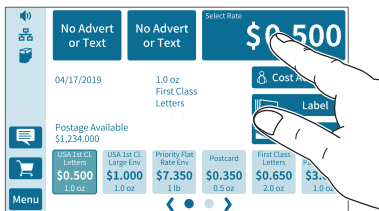
This chapter introduces the user interface of the PostBase Vision mailing system. You will learn how to use the touch screen, the screen elements and the various menus, window types and icons.

#### 4.3.1 The touch screen

The touch screen of the PostBase Vision mailing system **reacts to pressure** (resistive display). With this type of touch screen, it does not matter whether you use your finger, fingernail, pen or gloves.

The touch screen supports different methods of operation: Tapping and Swiping. Depending on the desired action, you can select your preferred method.

*Tapping*

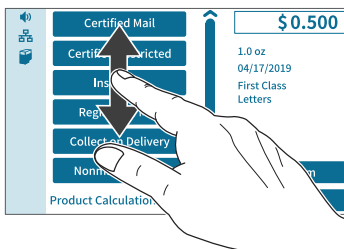


#### General operating instructions

- Briefly tap the desired element on the screen (in the example, this is the button with the postage).

PostBase Vision carries out the corresponding action (in the example, the rate selection / product calculation opens).

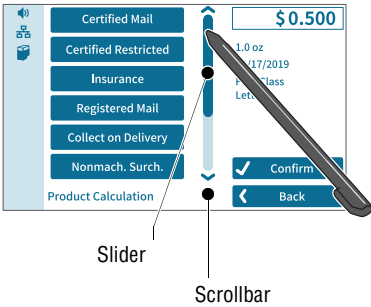
*Swiping*



- For example, press your finger in the area where you want to navigate.
- Hold down the area and move your finger in the desired direction.

Works Cited:

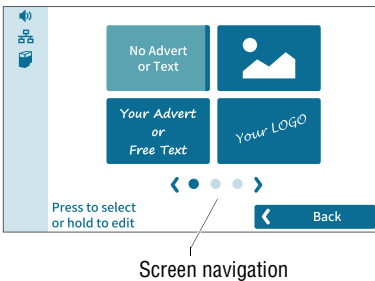
*Operating scrollbars*



- Press the slider and move it in the desired direction.

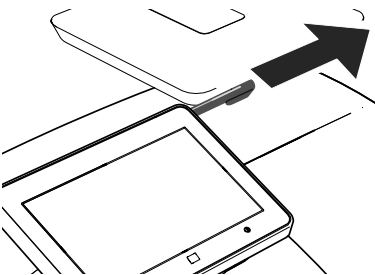
You can also tap the arrows to scroll up or down the list.

*Scrolling through lists*



In lists and menus, dots symbolize the number of available screens (pages). The dark blue dot indicates the current screen.

- Tap the arrows to scroll through the list.
- Tap on a dot to jump directly to this screen.



**Stylus for touch screen operation**

The supplied stylus for touch screen operation is located in the back of the display housing on the right. You can simply pull the stylus out to the right.



It is best to put the stylus back in its place in the display housing after use. It is well-protected from loss there.

Works Cited:

*Buttons*

Buttons stand out from the background due to their color. Depending on their function, they can assume different states:



Button is active  
(it can be tapped).



Button is active (it can be tapped).  
This color is used for buttons with special functions, such as shortcuts.



Button is selected.



The button is currently being tapped.



Button is deactivated  
(it cannot be tapped).

*Standard buttons*

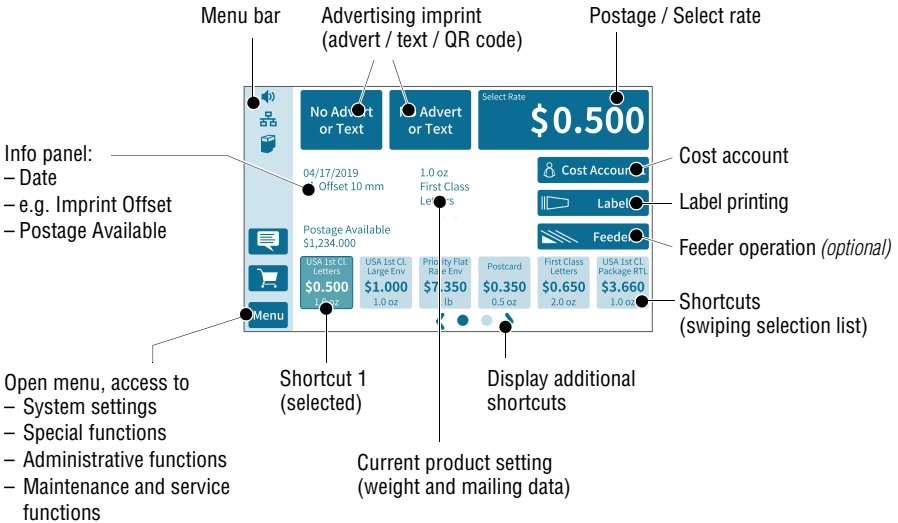
The term “standard button” refers to the buttons SAVE, OK, CANCEL, BACK and CONTINUE.

The marking can vary depending on the function.

## Works Cited:

### 4.3.2 The Home screen

After turning on the unit and successfully completing the start routine, the Home screen appears on the display. It shows the current meter settings. The color-coded menu bar on the left of the window shows status information, e.g. volume, network connection and ink level, and provides access to additional functions.



#### Functions

In the Home screen:

- current settings are displayed
- you have access to all settings relating to the meter imprint
- you meter your mail pieces
- you can weigh your mail pieces
- you have access to additional functions using the buttons in the menu bar

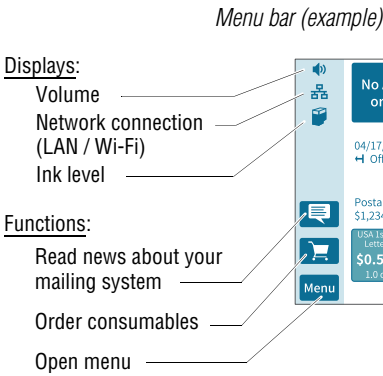
#### Operation philosophy

To select a function / setting, tap the button. Depending on the function selected, PostBase Vision then opens a selection list, a setting menu or a menu with additional selection options.

You can also simply "swipe" the selection list with the shortcuts.

#### Works Cited:

### 4.3.3 The menu bar



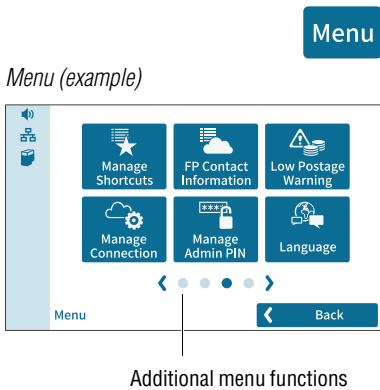
The highlighted area on the left of the window is the menu bar.

In the menu bar, you can see important status information at a glance, such as the volume of the sound signals, the type of network connection and the ink level in the cartridge.

In the Home screen, the menu bar also has buttons that give you access to system settings and other useful functions.

You can adjust the color of the menu bar according to your taste. Read more about it in chapter 14.6 on page 113.

### 4.3.4 The menu



You can use the MENU button to open the menu in which you have access to the system settings, administrative functions, special features, and service functions.

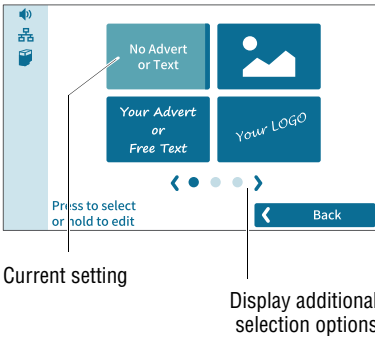
Use the arrows to scroll through the menu.

By tapping the dots, you jump directly to the corresponding menu screen.

You can also move through the menu by swiping (to the right or left).

**Works Cited:**

### 4.3.5 Selection lists



Current setting

Display additional selection options

Selection lists (e.g. for adverts, printed text or QR codes) offer all available settings. The current setting is highlighted in color (light blue with a dark blue bar).

Use the arrows to scroll through the list.

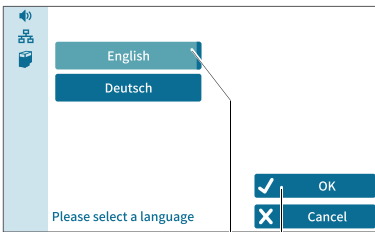
By tapping the dots, you jump directly to the corresponding screen of the selection list.

You can also move through the list by swiping (to the right or left).

To apply the desired setting, tap the corresponding button.

### 4.3.6 Setting menus

A separate menu opens for adjusting and selecting settings. Setting menus are available in various versions, e.g. as a list with possible settings for selection or with a keypad for entering digits.



Current setting

Apply current setting

#### Lists

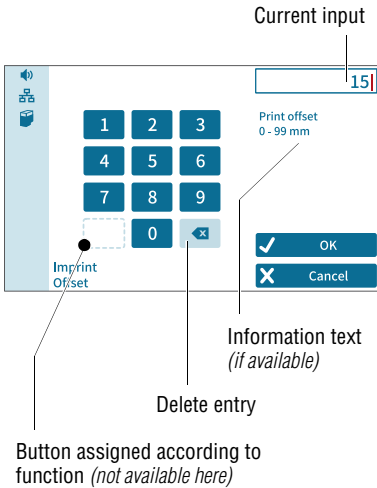
The left area shows the available settings. The current setting is highlighted in color (light blue with a dark blue bar).

If there are more than six choices, scroll or swipe the list.

Use OK to apply the current setting and exit the setting menu.

Use CANCEL to discard your entry and exit the setting menu.

Works Cited:



### Input via numeric keypad

Use the keypad in the left area to input values. The display field at the top right shows your entry.

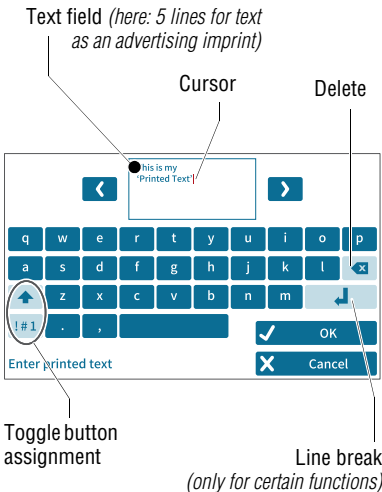
The keypad is always adjusted to the respective situation: If available, the bottom left button is assigned an operating action adjusted to the current function, e.g. entering a decimal point.

The information text provides information about special features and additional notes.

Use OK to apply the current setting and exit the setting menu.

Use CANCEL to discard your entry and exit the setting menu.

### 4.3.7 On-screen keyboard



PostBase Vision opens the on-screen keyboard to enter text, numbers and special characters, e.g. for an individual text as advertising imprint, for entering shortcut names and searching cost accounts.

The entered text can be seen at the top of the display. Use the arrows to the left and right of the text field to move the cursor in the text. You can place the cursor directly at the desired text position by tapping it.

The on-screen keyboard allows you to enter letters, numbers and a number of special characters.

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

The buttons for switching the assignment are each adjusted to the current situation:



Enters capital letters.  
Hold down for “Caps Lock”.



“Caps Lock” is active.  
Switch off “Caps Lock”.



Switches to numbers, punctuation and special characters.



Scrolls (between the available special characters and digits).

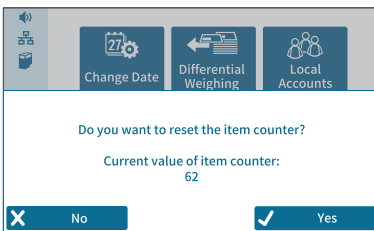


Switches back to letters.

Use OK to apply the displayed text.

Use CANCEL to discard your entry and exits the text entry.

### 4.3.8 Pop-up windows



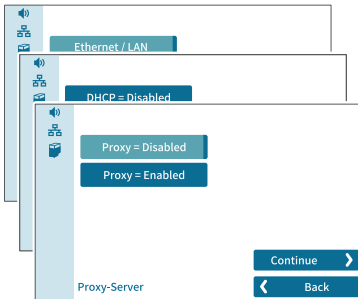
Some settings open a window that partially covers the current window (pop-up window). The pop-up calls for an action. Messages, label printing and batch processing with feeders also appear as pop-ups.

Some pop-up messages acknowledge themselves, i.e. after a certain time they disappear automatically.

Works Cited:



### 4.3.9 Procedures / wizards



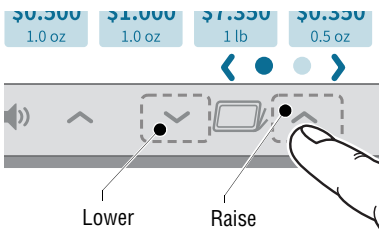
PostBase Vision guides you step-by-step through all the necessary entries for comprehensive settings, e.g. when configuring the network connection. Different window types are used depending on requirements.

Use CONTINUE to apply the current setting and proceed to the next step.

Use BACK to return to previous steps.

## 4.4 Adjusting the display angle

The display angle can be adjusted by using the motor. Simply press the sensitive areas to the left and right of the  icon on the display frame.




- Press and hold the desired function (raise / lower) until the display is in the desired position.

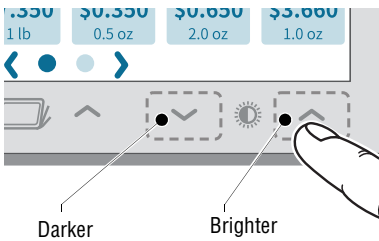
When turning off the unit, PostBase Vision lowers the display to its home position. When the unit is turned on, the display returns to the set position.

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

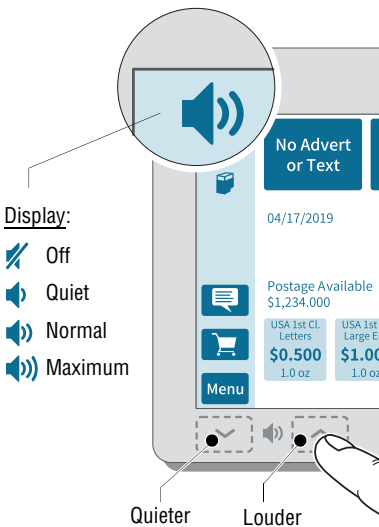
## 4.5 Adjusting the display brightness

You can adjust the brightness to your preferences to ensure good legibility of the display texts and best rendering of the contrasts. Simply press the sensitive areas to the left and right of the  icon on the display frame.



- Press and hold the desired function (brighter / darker) until the display shows the desired setting.

## 4.6 Adjusting the volume




You can see the current volume setting for the sound signals in the menu bar at the top left.

To adjust the volume, press the sensitive areas to the left and right of the speaker icon on the display frame.

- Press and hold the desired function (louder or quieter) until the test signal is at the desired volume.

### Turning off the speaker

- Turn the volume “down” until you see the  icon.

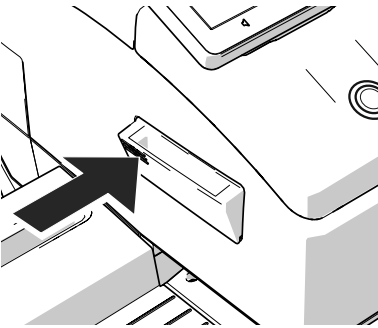
**Note:** The sound signal volume when the system starts is fixed and cannot be changed.

Works Cited:

## 4.7 Inserting labels

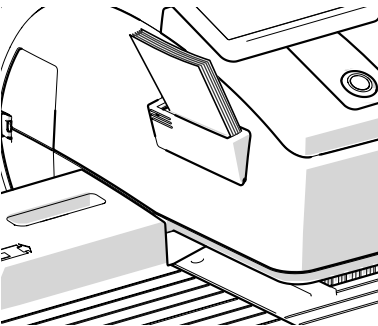


**Caution!** We recommend to use only labels that have been approved by FP. The manufacturer FP has established reliability, safety and applicability. The manufacturer cannot assess the reliability, safety and applicability for products not approved by FP, and therefore not vouch for such products. We can ensure correct label processing only when you comply with this.



To fold the label compartment out:

- Press on the knurled surface until you hear a click, then release.

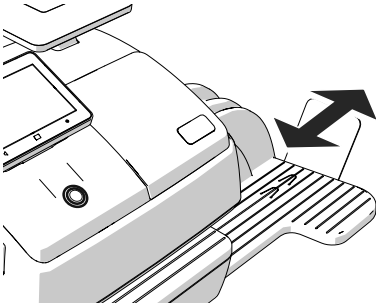


- Remove package band from the package of labels.
- Insert the complete package (50 labels) in the label compartment:
  - The side to be printed on faces up.
  - Insert the package of labels in direction of the imprinted arrow as far as it will go.

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## 4.8 Setting up the catch tray

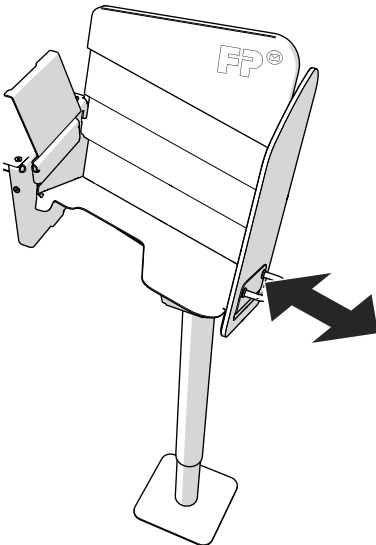


The catch tray can be adapted to different envelope sizes (up to 10" x 14") by displacing the catch bracket.

The stop features several catches for the most common sizes.

## 4.9 Using the High Capacity Drop Stacker (optional)

The Drop Stacker, which is available from FP as an optional additional component for the PostBase Vision mailing system, is placed instead of the catch tray to the right of the postage meter. Retrofitting the PostBase Vision with the Drop Stacker is also very easy. Especially for larger quantities of outgoing mail, the Drop Stacker with a capacity of up to 250 letters (#10 envelope containing one sheet 8.5" x 11" 20 pound bond paper) is a practical alternative to the letter catch tray.



### Installation

- Install the Drop Stacker according to the assembly instructions. (The detailed assembly instructions for the Drop Stacker are included in the package).

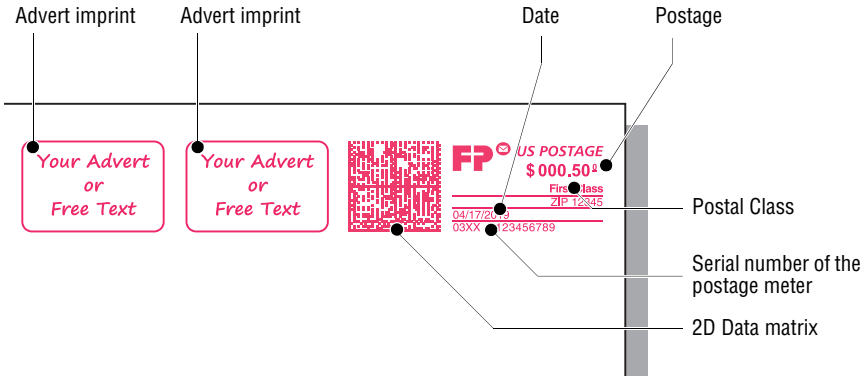
### Adapting to the envelope format

- You can move the right side wall in direction of the arrow using the handle. Catch points, which are spaced apart by approx. 0.6" / 15 mm allow adjustment to match the different envelope formats.

### To remove the letter stack ...

Thanks to the specially shaped shaft bottom, the carefully stacked mail pieces can be easily accessed from the bottom and removed stackwise, even when the machine is running.

## 5 Setting the meter imprint



This chapter describes the required settings for metering and additional possible advertising imprints:

- Postage / USPS rates (see chapter 5.1)
- Date (see chapter 5.2)
- Advert imprints (see chapter 5.3).

Refer to chapter 5.4 on how to use the “Imprint offset” function to laterally displace the meter imprint position.

You can test the current meter settings using a zero imprint. Read more about it in chapter 5.5.

Refer to chapter 6.5 on how use correction imprints for already metered mail pieces.

**Note:** The examples in this manual show actual postal products and rates. In the event of a USPS rate change, the examples may not correspond to the current rates or products.

Works Cited:

FP. “PostBase Vision User Manual (Full Reference Guide).” PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, [download.fp-usa.com/product\\_docs/PostBase/Vision/Technical/PostBase\\_Vision\\_Reference\\_Guide\\_USA\\_Rev02\\_20200423.pdf](https://download.fp-usa.com/product_docs/PostBase/Vision/Technical/PostBase_Vision_Reference_Guide_USA_Rev02_20200423.pdf).

## 5.1 Postage / USPS rates

PostBase Vision sets the postage, i.e. the price for the postal product using the chosen mailing data (destination, type, mail piece dimensions, and additional Extra Services if applicable), in conjunction with the displayed weight.

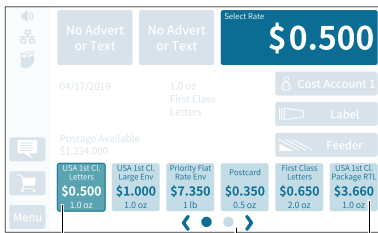
You simply select the mailing data step by step in the product menu. The built-in scale is available for weighing the items.

The different ways to select the postal product and rates are described below:

- The easiest way to set the product is via shortcut. Refer to chapter 5.1.1.
- To read the step-by-step instructions on how to select mailing data, refer to chapter 5.1.2.
- You can learn how to determine the weight of your mail pieces with the built-in scale in chapter 5.1.3.1.
- Differential weighing – an optional weighing mode for the built-in scale – can be used for efficiently processing mixed weight mail. Read more about it in chapter 5.1.3.2.
- For mail pieces whose weight exceeds the scale’s weighing range, enter the weight manually. Read more about it in chapter 5.1.3.3.

### 5.1.1 Selecting a rate using a shortcut

Depending on the model, you can store and select up to 20 rate shortcuts directly from the Home screen. Common postal products have been preset at the factory in the postage meter as shortcuts. When new rates are introduced, PostBase Vision automatically updates the shortcuts.



Selected shortcut

Available shortcuts

Screen navigation for the shortcut list

### Available shortcuts

You can see the shortcuts available on your mailing system below in the Home screen. If more than 5 shortcuts are assigned, arrows and dots for navigation appear below the shortcuts.

You can

- use the arrows to scroll the shortcut list
- to jump directly to one screen, tap the corresponding dot
- swipe the shortcut list to the right or left.

Works Cited:

## Using a shortcut

- Tap the desired shortcut.

If necessary:

- Weigh the mail pieces.

The rate is set for metering.



To save a rate as a shortcut: **press and hold the corresponding shortcut.**

Refer to chapter 10 to learn how to save products as shortcuts, rename and delete shortcuts as well as reset them to factory defaults.

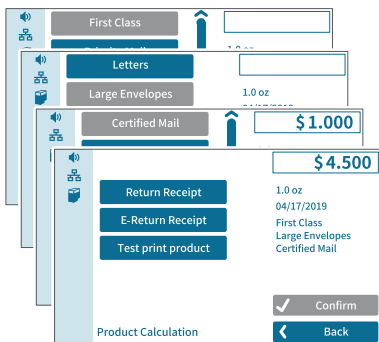
## 5.1.2 Setting mailing data



In the Home screen:

- Tap the postage button.

PostBase Vision opens the rate selection (Product Calculation menu).



## Selecting mailing data

PostBase Vision requests all necessary information on the mail piece in turn.

- Tap each of the desired settings.

The selected mailing data appears on the right of the display. As soon as all the necessary mailing data has been set, the postage appears.

## When the desired mailing data is set:

- CONFIRM and return to the Home screen.

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

### 5.1.3 Setting the weight

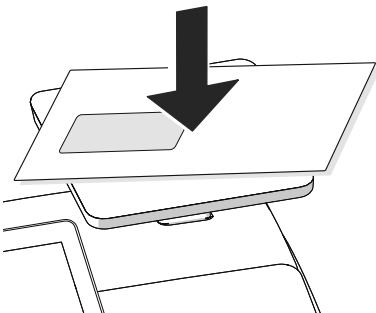
#### 5.1.3.1 Weighing a mail piece

This chapter describes how to use the built-in scale in standard weighing mode. If the optional differential weighing mode is set, the info panel in the Home screen, displays “Differential weighing”. Refer to chapter 14.12 on page 118 to learn how to set the weighing mode.



**Caution!** Please observe the following instructions for handling the built-in scale:

- Observe the maximum weight capacity (depending on the model or feature upgrade).
  - The scale only determines a new weight if the scale has previously been unloaded. Therefore, always clear the weighing platform before placing a mail piece on it for weighing.
  - The scale does not determine a new weight while the letter transport unit is running. Wait until the letter transport unit stops before placing a mail piece on the weighing platform.
  - When weighing large format mail pieces, make sure that the mail pieces do not touch the display housing. This prevents incorrect weighing that would result in incorrect rating.
- 

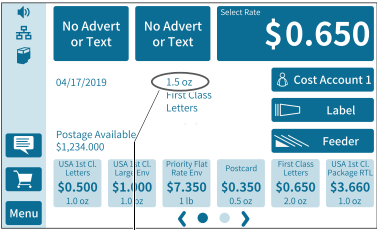


- Place the mail piece on the weighing platform.

PostBase Vision emits a tone when the scale has determined the weight of the mail piece.

#### Works Cited:





Set weight

The weight determined by the scale is set. PostBase Vision sets the postage based on the weight displayed and the mailing data selected.



You can weigh your mail pieces both in the Home screen and in the product menu using the built-in scale.

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

### 5.1.3.2 Differential weighing (optional)

PostBase Vision optionally supports differential weighing (stack weighing). This allows you to weigh and meter larger quantities of similar mail pieces quickly and conveniently. You simply place a stack of letters on the scale and remove one letter at a time. PostBase Vision measures the change in weight and determines the appropriate postage. You can meter each letter immediately or weigh all letters from the stack and sort them by postage. Letters with the same postage can then be metered together in a single operation.



**Caution!** Please observe the following instructions for handling the built-in scale:

- Observe the maximum weight capacity (depending on the model or feature upgrade).
- The scale does not determine a new weight while the letter transport unit is running. Wait until the letter transport unit stops before removing a mail piece from the weighing platform.
- When weighing large format mail pieces, make sure that the mail pieces do not touch the display housing. This prevents incorrect weighing that would result in incorrect rating.

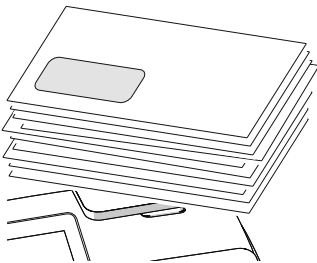


- Set the weighing mode to “Differential weighing”:  
MENU → DIFFERENTIAL WEIGHING (see also chapter 14.12, page 118).

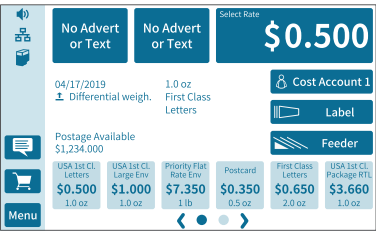
PostBase Vision displays the “Differential weighing” mode in the Home screen.

- Place the letter stack or a box with letters on the weighing platform.

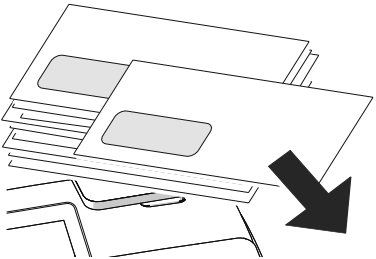
A tone signal indicates that the scale has registered the load.



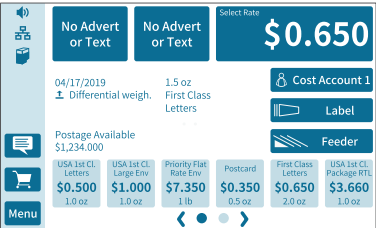
#### Works Cited:



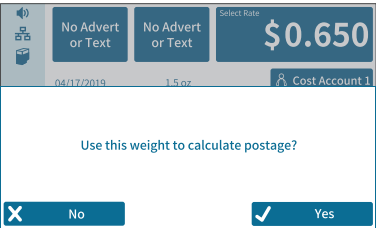
The Home screen still shows the old weight and the old postage.



- Take one letter from the stack or from the box.



- PostBase Vision determines the weight change and calculates the postage.



When you clear the weighing platform, PostBase Vision asks if you want to use the last weight determined.

- Confirm with YES to determine the postage for the last letter of the stack.

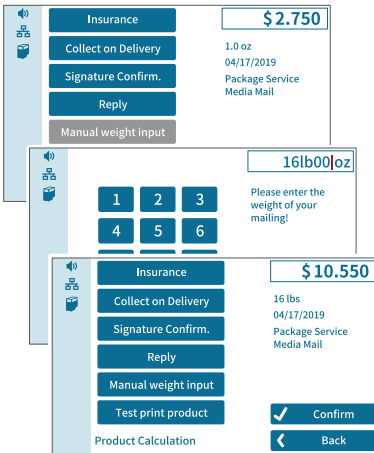
Or

- Select NO to discard the determined weight (e.g. because you last took the empty box from the weighing platform). PostBase Vision does not determine a postage.

Works Cited:

### 5.1.3.3 Entering the weight manually

PostBase Vision allows you to manually enter the weight for certain products. If the weight can be entered manually, the “Manual weight input” function is available in the product menu. You need this function, for example, for mail pieces with a weight that exceeds the weight capacity of the built-in scale (5, 10 or 15 lb.). An external 70 lb. scale is an available option.



In the Home screen:

- Tap the postage button.

PostBase Vision opens the rate selection menu (Product Calculation).

- Set the desired mailing data.

- Tap the MANUAL WEIGHT INPUT option.

PostBase Vision opens the weight setting menu.

- Enter the weight.

- Confirm with OK.

PostBase Vision uses the set weight to calculate the postage.

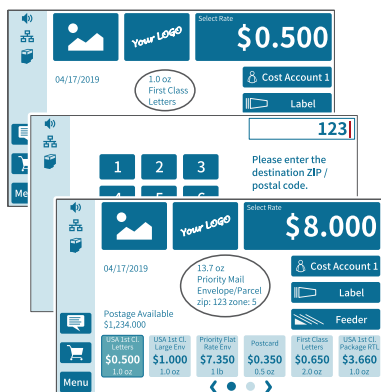
Works Cited:

## 5.1.4 Special features with regard to rate selection

### 5.1.4.1 Rate chaining

Thanks to the rate chaining feature, PostBase Vision can automatically switch to a suitable rate setting when the weight limit for certain products is exceeded. To determine the zone for products with rates dependent on distance, PostBase Vision may prompt you to enter the destination ZIP code when first switching rates.

*Example*



“First Class Mail – Letters” is set for metering.

If the scale detects a mailpiece that is too heavy for First Class Mail, PostBase Vision automatically switches to “Priority Mail – Envelope / Parcel” and prompts you to enter the destination ZIP code.

Note: PostBase Vision memorizes the ZIP code and will use it again for the next mailpiece to exceed the weight limit. To change the ZIP code, tap and hold the postage button (see also chapter 5.1.4.2)

PostBase Vision will switch the rate settings back to “First Class ...” once the scale determines a suitable weight.

### 5.1.4.2 Changing the destination ZIP code

You can change the destination ZIP code for Domestic Mail with rates dependent on distance directly in the Home screen.



In the Home screen:

- Press the postage button, until the ZIP code setting menu opens.
- Enter the first three digits of the new destination ZIP code.
- Confirm with OK.

PostBase Vision determines the corresponding zone and calculates the new postage.

Works Cited:

## 5.2 Date

The system clock automatically sets the date for metering on the current date for the meter imprint. You can advance the date based on the actual date of depositing of the mail. PostBase Vision does not allow unauthorized entries, e.g. a meter date that is too far ahead or backdating.

You can see the currently set date in the Home screen.



### Setting the metering date

- Open the MENU.
- Choose CHANGE DATE.

PostBase Vision opens the setting menu for the metering date.

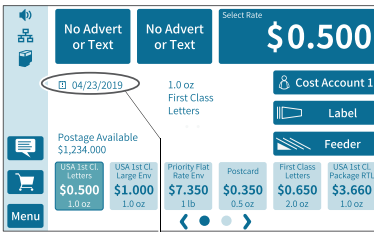
- Type the desired date.



You can use I<< to reset the date to the current date.

- Confirm the displayed date with OK.

If the date is in the future, an icon appears before the set date.



Date in the future



If you generally meter your mail after the last pick up or past the deposit time, you can use the “Auto Date Advance” feature (see chapter 14.11).

#### Works Cited:

## 5.3 Advertising imprints

When metering, PostBase Vision can print up to two advertising imprints of your choice on the mail pieces. Advertising imprints may include:

- Graphical adverts
- Text
- Information encrypted as QR code.

You can print the advertisement in any order.

Advertising imprints



### Setting an advertising imprint

In the Home screen:

- Tap one of the two advertising imprint buttons.

PostBase Vision opens a selection list with all available advertising imprints.

- Tap the desired advertising imprint.

PostBase Vision returns to the Home screen. The advertising imprint is set for metering.

**Note:** Long texts may be cut off on the button in the Home screen.

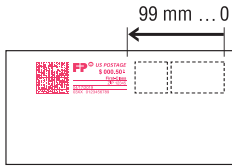
- Set the second advertising imprint in the same way.



Refer to chapter 11 to learn how to enter, change and delete text and QR codes.

#### Works Cited:

## 5.4 Imprint offset



PostBase Vision prints the meter imprint at a fixed offset from the right mail piece edge. You can increase this offset and thus shift the meter imprint to the left by adjusting the imprint offset.

If an imprint offset is set, it appears together with an icon in the Home screen.



### Setting an imprint offset

- Open the MENU.
- Choose IMPRINT OFFSET.

PostBase Vision opens the setting menu for the imprint offset.

- Type the desired amount for the offset.
- Confirm the displayed imprint offset with OK.



Set imprint offset

The imprint offset for the meter imprint is set and remains effective until the next change – even after the unit is turned off.

The info panel in the Home screen shows the set imprint offset.

#### Works Cited:



## 5.5 Test print – testing the meter imprint settings

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

*Test print (example)*



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

You must never mail test prints.

Test prints are not logged in the registers.

### Setting a test print

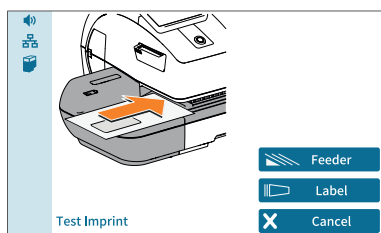
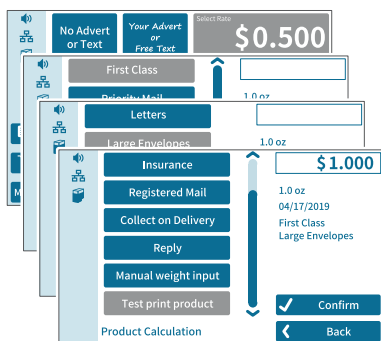
- Set the desired parameters for the meter imprint (advert, date, imprint offset etc.).

In the Home screen:

- Tap the postage button.
- 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 Vision prompts you for a test print.

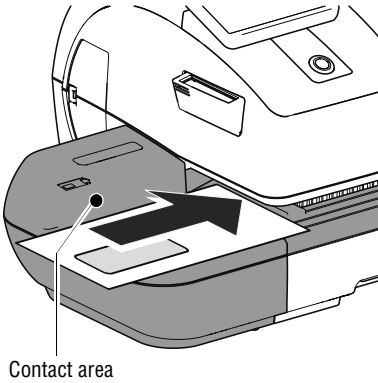
### Print test print on a label

- Tap LABEL to print the test print on a label.

PostBase Vision generates the test print and prints it on a label.

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.



### Print test on an empty envelope

- Position an empty envelope (or a postcard) for the test print:
  - Side to be printed face up.
  - The top edge is flush with the contact area.
- Push the envelope in the direction of the arrow and release.

PostBase Vision generates the test print and then draws in the envelope and prints.



You can read more about the topic “Feeding letters” in chapter 6.3.

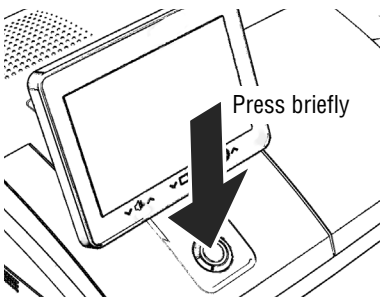
#### Works Cited:

## 6 Metering

In this chapter, you will learn how to log on to PostBase Vision as a user, set up a cost account to record postage, place letters on the hand feed tray, work with the feeder and the sealer and meter labels to be attached to mail pieces. Also, the counter functions available for metering are described. For extensive information on how to set the meter imprint, see chapter 5.

### 6.1 Logging on / switching users

A user-specific access control can be set up for PostBase Vision. In this case, select the user during system startup and enter the appropriate PIN. This loads the corresponding user profile. Among other things, the following settings are defined in the user profile: Name, PIN, budgets, allocated cost account(s), default cost account and the approval to load postage.



#### Switching user

- Briefly press the ON/OFF button. PostBase Vision displays the list of users.
- Select the desired user.
- Enter the PIN and confirm.

PostBase Vision loads the user profile and then displays the Home screen.



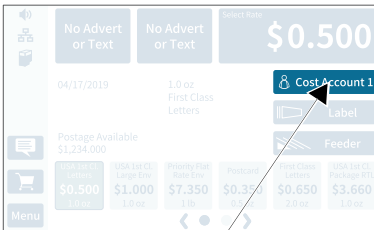
The mailing system's administrator can set up and manage cost accounts, users and PIN codes in the discoverFP customer portal.

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

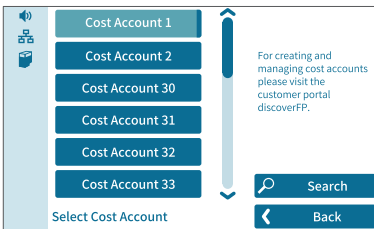
## 6.2 Setting up / changing cost accounts

If the cost account function for your mailing system is set up on the discoverFP customer portal, all postage is allocated to the current cost account. The current cost account is displayed in the Home screen on the cost account button (the button directly below the postage).



Set cost account

- Tap the cost account button on the Home screen.



PostBase Vision opens a selection list with all available cost accounts. The current cost account is highlighted in color (light blue with a dark blue bar). In this example it is “Cost Account 1”.

- Tap the desired cost account.

PostBase Vision sets the cost account and returns to the Home screen.



In case of cost account names being cut off on the buttons in the selection list, you can display the complete cost account name by holding the corresponding button.



If users are set up, only the cost accounts approved for the currently active users will be available for selection.

Works Cited:



### Searching for cost accounts / filter list

- Open cost account search with SEARCH.

You can use the search function to search for a specific cost account or filter the list. This way you can get to the desired cost account quickly, especially for long lists.

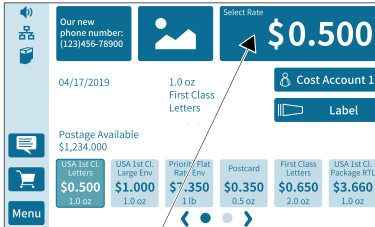
- Enter the character sequence that the cost account should contain. Upper/lower case have no influence on the search results.
- Confirm with OK.

The filtered list of cost accounts appears. The selection list only shows those cost accounts that contain this character sequence at any point in the name.

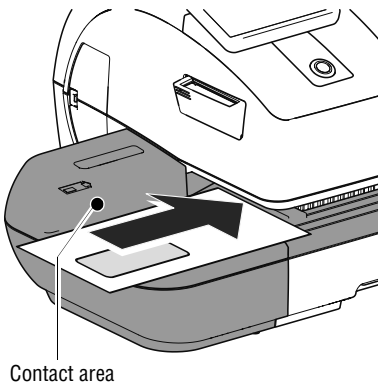
#### Works Cited:

## 6.3 Feeding letters and metering

### 6.3.1 Hand feed tray



PostBase Vision is ready for metering



Contact area

On a PostBase Vision with hand feed tray, you feed mail pieces individually. Please refer to the mail piece specifications on page 186.

If the Home screen shows a postage, you can feed mail pieces for metering.

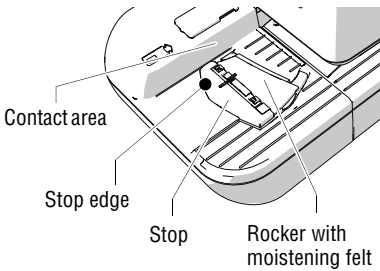
- Place the letter on the hand feed tray:
  - The side to be printed facing up (address field is visible).
  - The upper edge is flush with the contact area.
- Push the letter in the direction of the arrow and release.

PostBase Vision feeds the letter, prints and ejects the metered letter to the right into the catch tray.

You can feed more letters one by one while the letter transport is running.

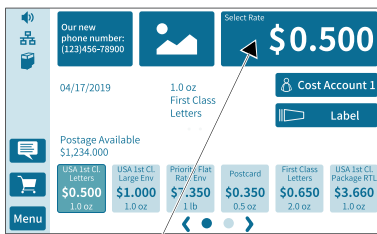
Works Cited:

### 6.3.2 Sealer (optional)



You can moisten the envelope flap with the sealer prior to metering. The moistened flap will be pressed down by the postage meter during transport.

For already sealed letters or post cards, use the sealer simply as a hand feed tray (see chapter 6.3.1).



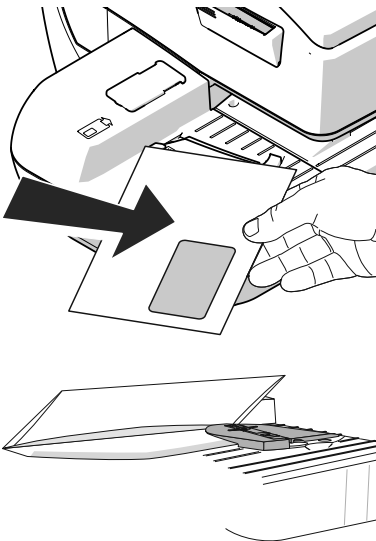
If the Home screen shows a postage value, you can feed mail pieces for metering.

Please refer to the mail piece specifications on page 186.

PostBase Vision is ready for metering

#### Moistening the envelope flap

- Hold the letter with the open flap facing downward.
- “Latch in” the letter in the sealer in the direction of the arrow.



The image shows the correct position of the letter in the sealer:

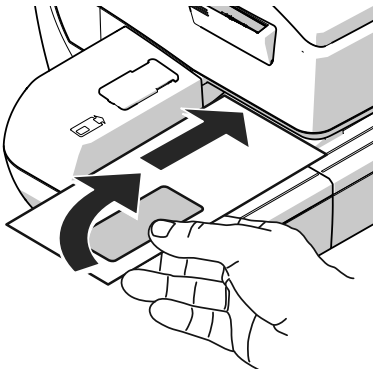
- The flap is below the stop.
- The stop edge is exactly in the flap fold.

#### Works Cited:



- Guide the letter through the sealer as shown in the image while turning slightly.

This guides the glue on the flap edge below the moistening felt and moistens it.

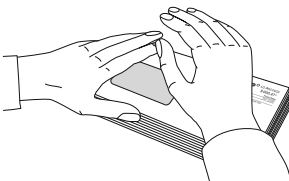


- Align the upper edge of the letter on the contact area in the direction of the arrow and release.

### Pressing down the moistened envelope flaps

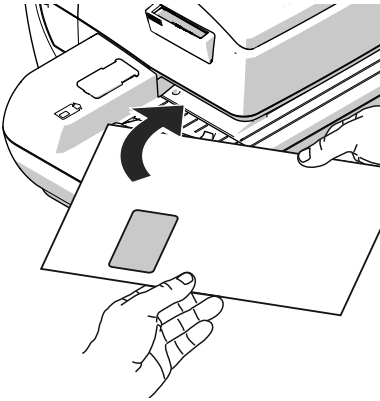
To ensure that the envelope is securely sealed, we recommend pressing down the envelope flaps after metering.

- Use your hand and forcefully stroke along the stack of letters in the area of the envelope flaps.



Works Cited:





### Large-sized mail pieces

Preferably use both hands to feed large-sized mail pieces while moistening them. Once the postage meter has detected the letter, you should only lightly support the letter.

#### Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020. [download.fp-usa.com/product\\_docs/PostBase/Vision/Technical/PostBase\\_Vision\\_Reference\\_Guide\\_USA\\_Rev02\\_20200423.pdf](https://download.fp-usa.com/product_docs/PostBase/Vision/Technical/PostBase_Vision_Reference_Guide_USA_Rev02_20200423.pdf).

### 6.3.3 Feeder *(optional)*

Equipped with the feeder, PostBase Vision can feed letters and postcards from a stack and process them. Please refer to the mail piece specifications and the envelope specifications for automatic sealing on pages 186 to 187.

#### 6.3.3.1 Preparing letter stacks and setting up feeder

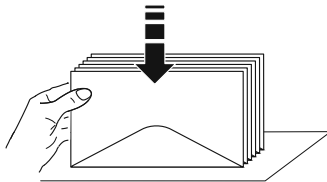


**Caution! Potential danger due to automatic start-up.**

When the PostBase Vision is ready for metering, the letter transport starts up as soon as an object covers the sensor for letter detection. For this reason, do not place your hand anywhere near the sensor. Do not allow any objects to reach the sensor area. This way, you can avoid accidentally starting the letter transport.

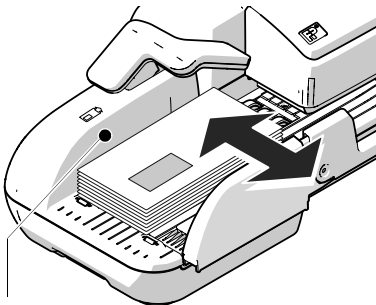


To set up the feeder, you can open the MENU. PostBase Vision is not ready for metering at this time and the letter transport cannot start.



#### Preparing letter stacks

- Sort letter stacks so that all envelope flaps are facing downward.
- Align top edges flush: Position the letter stack with the letter top edges on a level surface, loosen up and jog to align.



Contact area

#### Adjusting the letter guide

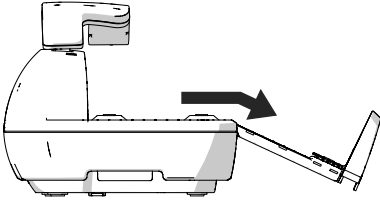
- Place a stack of letters:
  - Side to be printed (address side) facing up.
  - The letter top edges are on the contact area.
  - Do not exceed permissible stack height (2.2" / 55 mm).
- Adjust the letter guide so that it is flush with the letter stack.

Works Cited:

### Fold the letter guide down

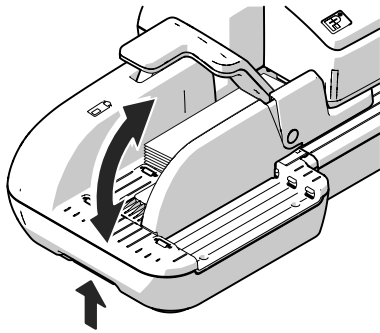


If the letter guide is in the way when feeding large-sized mail pieces, you can fold the letter guide down.



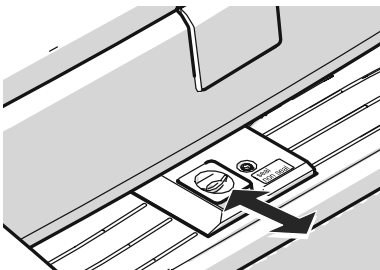
- Carefully pull out the letter guide up to the stop.
- Fold the letter guide down as shown in the illustration and place it onto the tabletop.

### Adjusting the incline of the ramp



- Unlock the ramp: Push the latch lever to the left.
- Lift up or lower the ramp. Release the lever to lock the ramp in the desired position.

### 6.3.3.2 Switch the sealing function on / off



If the letters (up to a max. thickness of 0.3" / 7 mm) are to be sealed:

- Set the seal / non seal switch to the rear, to the **seal** position.

The sealing function is switched on. The LEDs below the sealant tank flap light up brightly.

If the letters are not to be sealed, or have already been sealed:

- Set the seal / non seal switch to the front in the **non seal** position.

The sealing function is switched off. The LEDs below the sealant tank flap are dimmed.

Works Cited:

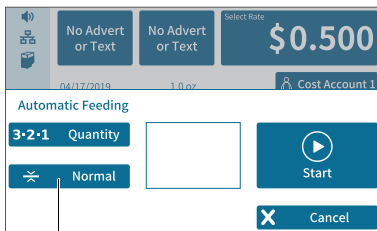
### 6.3.3.3 Setting the letter thickness

If you want to meter letters with a thickness of 0.24" - 0.4" (6 - 10 mm), use the "thick letters" function of the feeder for the best results.



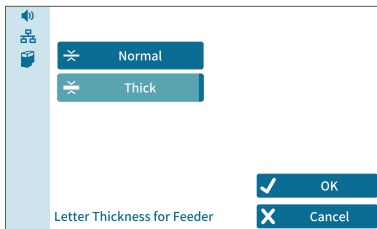
- In the Home screen, tap FEEDER.

PostBase Vision opens the pop-up "Automatic Feeding". On the button for letter thickness, you see the current setting (Normal or Thick).



- In the pop-up, tap on the button for the letter thickness.

"Letter thickness" button



- Select NORMAL or THICK depending on the letters you are metering.

The selected setting is highlighted in color (light blue with a dark blue bar).

- Apply the displayed setting by tapping OK.

If "thick letters" is set, the PostBase Vision speed is reduced to process letters. Remember to reset the setting back to NORMAL for optimal processing speed.

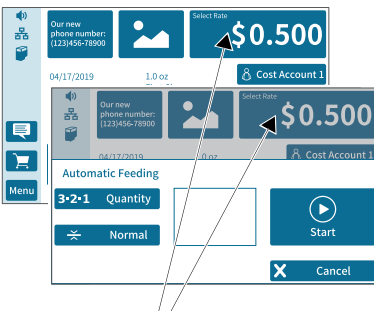
#### Works Cited:

### 6.3.3.4 Feeding letters in stack and metering

Once the feeder has been set up (see chapters 6.3.3.1 to 6.3.3.3) and the desired meter imprint is set (see chapter 5), you can start processing. PostBase Vision also offers the option to define a unit quantity before metering. Read more about it in chapter “Working with the batch counter” on page 79.

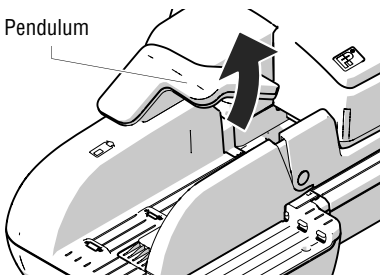


**Caution! Automatic start-up.** When the PostBase Vision is ready for metering, the letter transport starts up as soon as a letter is placed on the feeder.



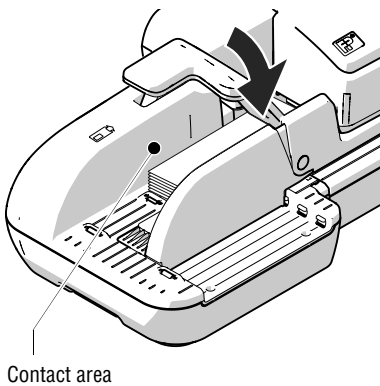
PostBase Vision is ready for metering

You can start processing from the Home screen or from the pop-up “Automatic Feeding” simply by feeding a stack of letters.



- Swivel the pendulum upward.

Works Cited:



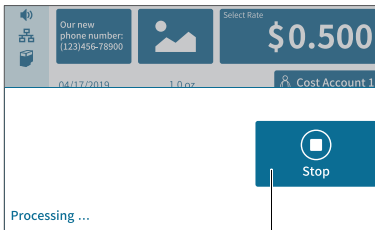
- Place the prepared stack of letters:
  - Side to be printed (address side) facing up.
  - The letter top edges are on the contact area.
  - Do not exceed permissible stack height (2.2" / 55 mm).

- Swivel the pendulum downward.

**Note:** Especially when metering curved or thin letters in the stack, we recommend the use of the pendulum. The pendulum stabilizes the letter stack and the sensors can detect the letters.

Processing starts automatically. The letters are taken from the stack one by one, moistened and sealed if necessary, metered and stacked in the catch tray ready for mailing.

You can interrupt the processing by tapping on the STOP button.



Interrupt processing

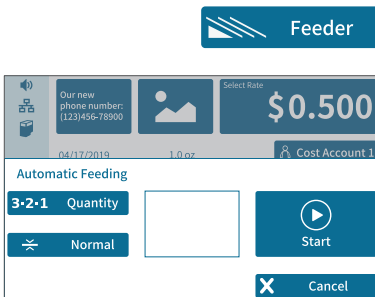
### Starting / continuing processing ...

After an interruption or if letters are already in the feeder:

- In the Home screen, tap FEEDER.

PostBase Vision opens the pop-up "Automatic Feeding".

- Start/continue processing with START.



Process **single letters** with the feeder in the same way. In place of the letter stack, simply place a single letter / postcard on the feeder.

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

### 6.3.3.5 Working with the batch counter

With the batch counter, PostBase Vision offers the option to define a unit quantity of the mail pieces you want to meter. This function helps you to prepare the finished mail pieces for mailing counted in a stack.



**Caution! Automatic start-up.** When the PostBase Vision is ready for metering, the letter transport starts up as soon as a letter is placed on the feeder.

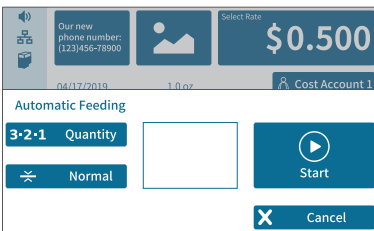
Once the Home screen shows the desired meter settings:

- In the Home screen, tap FEEDER.

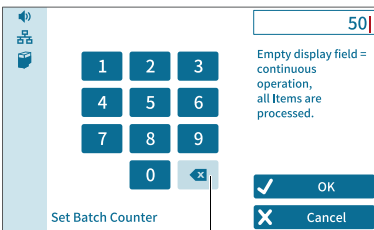


PostBase Vision opens the pop-up “Automatic Feeding”.

- Open the setting menu for the batch counter by tapping QUANTITY.



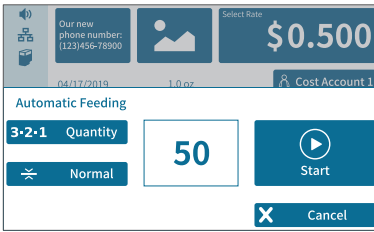
- Enter the desired amount of letters to meter.
- Apply the displayed setting by tapping OK.



Delete

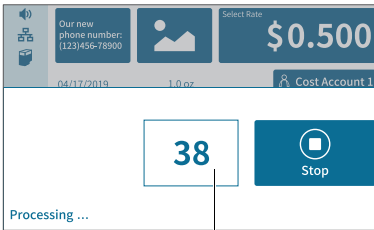
Works Cited:

FP. “PostBase Vision User Manual (Full Reference Guide).” PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.



The pop-up shows the set amount.

- Place the prepared stack of letters.  
For more details on setting up the feeder and to place stacks of letters, refer to pages 74 to 78.



Processing starts automatically. The letters are taken from the stack individually, moistened and sealed if necessary, metered and stacked in the catch tray ready for mailing.

The pop-up shows the number of mail pieces left to meter.

You can interrupt the processing at any time with the STOP button.

Number of mail pieces left to meter

#### Works Cited:



## 6.4 Metering labels

Thanks to the integrated label feeder, PostBase Vision can automatically feed and print self-adhesive metering labels to be attached to mail pieces. A detailed description on how to insert labels is provided in chapter 4.7.

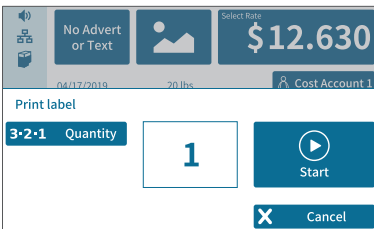


**Caution!** We recommend that you only use the metering labels that can be ordered through FP or authorized FP dealer. The manufacturer FP has established reliability, safety and applicability. The manufacturer cannot assess the reliability, safety and applicability for products not approved by FP, and therefore not vouch for such products. We can only guarantee correct label processing with the use of FP approved products.



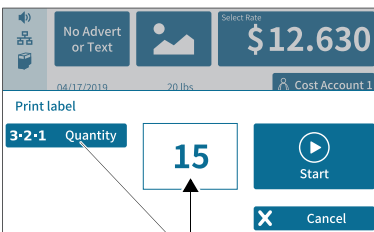
### Metering a label

- In the Home screen, tap LABEL.



PostBase Vision opens the pop-up “Print label”.

- Press START to print the set meter imprint onto the label.



Number of labels

### Metering several identical labels

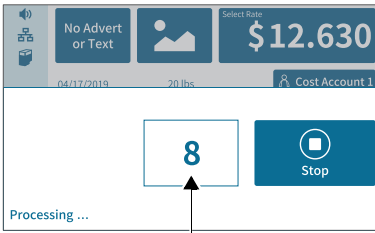
- In the Home screen, tap LABEL.

PostBase Vision opens the pop-up “Print label”.

- Open the setting menu for the amount of labels by tapping QUANTITY.
- Entered the desired amount of labels and confirm with OK.
- Press START to print the set number of labels.

Works Cited:

FP. “PostBase Vision User Manual (Full Reference Guide).” PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.



Number of labels left to print

PostBase Vision prints the set number of meter labels. The counter shows the number of labels left to print.

The pop-up shows the number of labels left to print.

Interrupt label printing at any time with the STOP button.

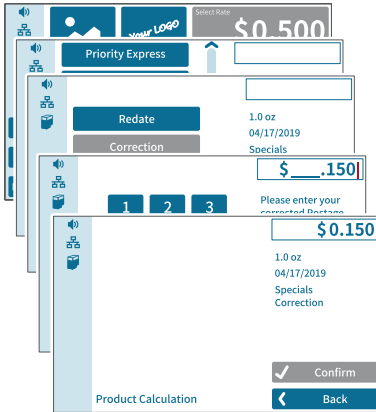
Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## 6.5 Correcting incorrect meter imprints

### 6.5.1 Postage correction

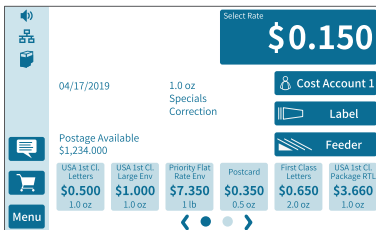
You can correct improperly metered postage values on an already metered letter. If you have metered a postage which is too low, print a correction with the missing amount on the non-address side of the mail piece.



#### Setting the CORRECTION imprint

In the Home screen:

- Tap the postage button.
- PostBase Vision opens the rate selection menu (Product Calculation).
- Tap the SPECIALS option (is shown at the end of the list).
  - Choose CORRECTION.
  - Type the amount to be imprinted on the mail piece in addition to the postage already metered and confirm OK.
  - CONFIRM the displayed product setting and return to the Home screen.



#### Print postage correction

The Home screen shows the current settings for the correction imprint. You can change the settings (e.g. date, imprint offset) in the same way as with a regular meter imprint.

- Position the mail piece the non-address side face up.

PostBase Vision prints the correction imprint.

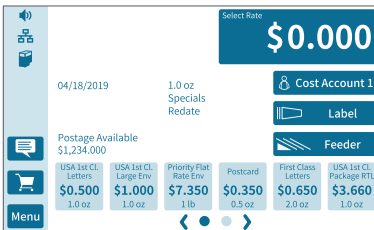
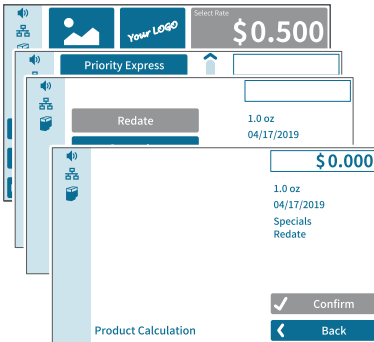


When printing the postage correction, advertising imprints are not available.

#### Works Cited:

## 6.5.2 Redate

If the meter imprint shows an incorrect date, you can print a correction with the new mailing date on the non-address side of the already metered mail piece.



### Setting the REDATE imprint

In the Home screen:

- Tap the postage button.

PostBase Vision opens the rate selection menu (Product Calculation).

- Tap the SPECIALS option (is shown at the end of the list).
- Choose REDATE.
- CONFIRM the displayed product setting and return to the Home screen.

### Setting the date

- Open the MENU.
- Choose CHANGE DATE.
- Set the new mailing date.
- Confirm the displayed date with OK.

### Print redate

When the Home screen shows the desired settings for the redate imprint:

- Position the mail piece the non-address side face up.

PostBase Vision prints the redate imprint.

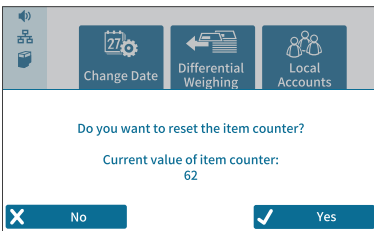
When printing the redate imprint, advertising imprints are not available.

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## 6.6 Displaying and resetting the item counter

Apart from the counter for meter imprints in the register and the local account counters, the PostBase Vision 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.



### Displaying the item counter

- Open the MENU.
- Select PIECE COUNTER.

PostBase Vision opens a pop-up, in which you can see the number of mail pieces that have been metered since the last reset.

- Tap on NO to return to the menu without deleting the item counter.

### Resetting the item counter

- In the pop-up confirm the query by tapping YES.

PostBase Vision resets the item counter to zero and shows the menu again.

Works Cited:

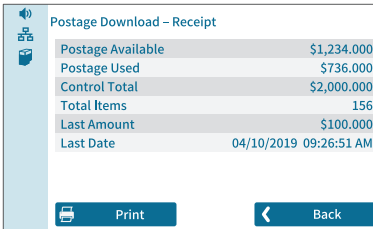
FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## 7 Displaying and printing registers

The PostBase Vision records information regarding postal registers and the last postage download. You can view and print the postal registers.



- Open the MENU.
- Choose POSTAL REGISTERS.



The POSTAGE DOWNLOAD RECEIPT displays the current register states.

### Printing registers

- Tap the PRINT button.
- Tap the LABEL button to print the report on a label.

Or:

- Position an empty envelope (or a postcard) to print the report.

The registers store the following information:

---

POSTAGE AVAILABLE	Available postage (= credit)
POSTAGE USED	Total value of all meter imprints performed
CONTROL TOTAL	Sum of postage available and postage used
TOTAL ITEMS	Number of all meter imprints performed
LAST AMOUNT	Last amount of postage download
LAST DATE	Date and time of last postage download

---

Works Cited:

## 8 Download postage

To load postage, you connect to the data center with a requested amount of postage to download. Funds must be available either as pre-paid or via ACH.

If meter users are enabled, postage download may be restricted. In that case, please contact the system administrator.



### Loading postage

- Make sure PostBase Vision is ready to connect to the data center (network connection via LAN cable or Wi-Fi).
- Open the MENU.
- Choose DOWNLOAD POSTAGE.
- Keep the displayed amount.  
Or  
Type the desired amount.
- Confirm the displayed amount with LOAD and continue.

To load the displayed sum:

- Confirm the confirmation prompt with YES.

PostBase Vision will then establish a connection to the data center. Loading continues automatically. Please stand by. Data exchange may take some time.

The new postage available amount is displayed when the download is complete.

- Use REPORT to view and print a receipt of the postage download.

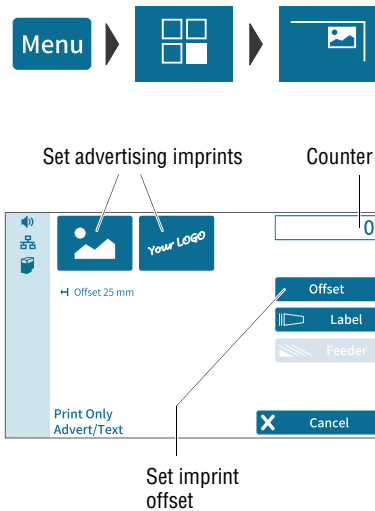
Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## 9 Special functions

### 9.1 Print Only Advert / Text

With the special function “Print Only Advert/Text” you can print advertising imprints (graphical adverts, text messages and QR codes) that are stored in your PostBase Vision Mailing System.



- Open the MENU.
- Choose SPECIAL FUNCTIONS.
- Choose PRINT ONLY ADVERT/TEXT.

PostBase Vision opens the “Print Only Advert/Text” menu.

The two advertising imprint buttons on the upper left show the print image for this special function. You can assign each one of these buttons either an advert, a text message or a QR code, just like in the Home screen.

You can start printing when both buttons show the desired imprints. Proceed exactly as when metering:

- Position an envelope / a postcard.

Or

- Start label printing.

Or

- Use the feeder.



For detailed information on feeding letters, label printing and using the feeder, please read chapter 6.



The “Print Only Advert/Text” special function has its own counter. PostBase Vision shows the number of imprints on the upper right side of the display.

When leaving the “Print Only Advert/Text” function, the counter is reset to “0”.

Works Cited:



## 9.2 Print Numbers

With the special function “Print Numbers”, you can print a 6-digit consecutive number vertically on your mail. You can set any start value and choose the direction of counting (ascending or descending). Additional advertising imprints are possible.



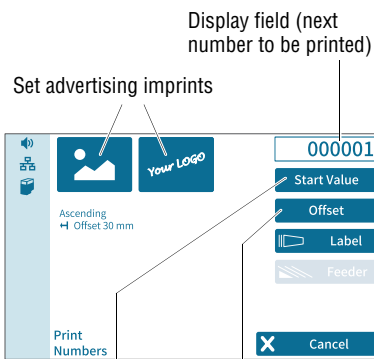
- Open the MENU.
- Choose SPECIAL FUNCTIONS.
- Choose PRINT NUMBERS.

PostBase Vision opens the “Print Numbers” menu.

The current settings for printing numbers are displayed:

- the next number to be printed (= start value)
- direction of counting
- advertising imprints
- imprint offset.

By default, the start value is set to “000001” and the direction of counting to “Ascending”.



Set advertising imprints

Display field (next number to be printed)

Set start value / direction of counting

Set imprint offset

### Setting the start value and direction of counting

- Tap the START VALUE button.

PostBase Vision opens the menu for setting the start value and direction of counting.

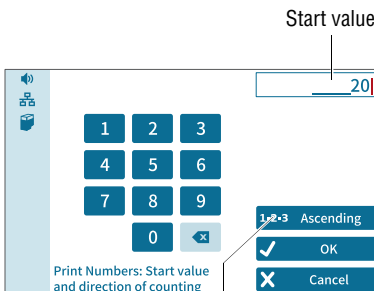
- Enter the desired start value.  
You can choose any number between 1 and 999999.

To change the direction of counting:

- Tap the “direction of counting” button.

The indication on the button toggles between 1-2-3 ASCENDING and 3-2-1 DESCENDING.

- Confirm the displayed settings (start value and direction of counting) with OK.



Start value

“Direction of counting” button (shows the current setting)

Works Cited:

### Printing numbers

When the “Print Numbers” screen shows the desired settings you can start printing. Proceed exactly as when metering:

- Position an envelope / a postcard.

*Or*

- Start label printing.

*Or*

- Use the feeder.



For detailed information on feeding letters, label printing and using the feeder, please read chapter 6.



When leaving the function, the start value is reset to “000001” and the direction of counting to “1-2-3 Ascending”.

#### Works Cited:

### 9.3 Feed Only / Count mail pieces (*PostBase Vision with feeder*)

With the special function “Feed Only”, mail pieces may be run through the mailing system without being printed. In this way, you can count mail pieces and prepare your bulk mail for dispatch in counted stacks. You can also test letter transport with this feature. This special function is only available on PostBase Vision systems with feeder.

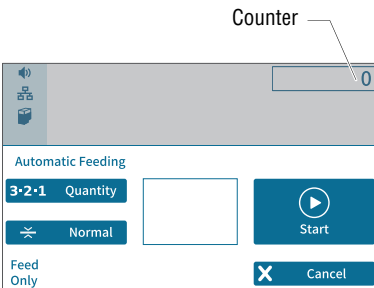


- Open the MENU.
- Choose SPECIAL FUNCTIONS.
- Choose FEED ONLY.

PostBase Vision opens the “Automatic Feeding” pop-up for the “Feed Only” function.

All settings for automatic feeding, preparing and positioning letter stacks are done exactly as when metering mail. For detailed information, please read chapter 6.3.3.

- Position letter stack on the feeder / start letter transport.



The “Feed Only” special function has its own counter. PostBase Vision shows the number of transported mail pieces on the upper right side of the display.

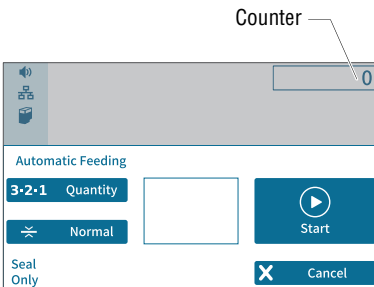
When leaving the “Feed Only” function, the counter is reset to “0”.

## 9.4 Seal Only (*PostBase Vision with feeder*)

With the special function “Seal Only”, you can seal and count letters without printing (up to 0.3" / 7 mm). This special function is only available on PostBase Vision systems with feeder. Please refer to the mail piece specifications on pages 186 to 187.



- Open the MENU.
- Choose SPECIAL FUNCTIONS.
- Choose SEAL ONLY.



PostBase Vision opens the “Automatic Feeding” pop-up for the “Seal Only” function.

All settings for automatic feeding, preparing and positioning letter stacks are done exactly as when metering mail. For detailed information, please read chapter 6.3.3.

- On the feeder, switch on the seal function: Set the switch to the position **seal** (see also chapter 6.3.3.2, page 75).
- Position letter stack on the feeder / start letter transport.



The “Seal Only” special function has its own counter. PostBase Vision shows the number of transported mail pieces on the upper right side of the display. When leaving the “Seal Only” function, the counter is reset to “0”.

## 9.5 Stamping incoming mail

With the feature “Received Mail”, PostBase Vision can print a stamp with date and time onto you incoming mail. An advertising imprint is also possible.



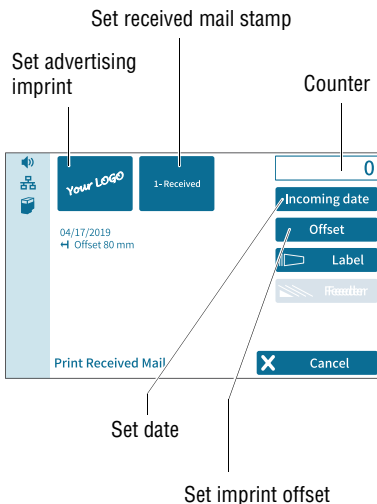
- Open the MENU.
- Choose SPECIAL FUNCTIONS.
- Choose RECEIVED MAIL.

PostBase Vision opens the “Print Received Mail” menu.

The current settings for printing incoming mail are displayed:

- received mail stamp
- advertising imprint
- date
- imprint offset.

**Note:** The table below describes the possible settings. Changing these settings is done in the usual manner.



### PRINT RECEIVED MAIL – possible settings:

Received mail stamp	Depending on your order, one or several received mail stamps are available.
Incoming date	You can backdate received mail stamps up to 7 days. Received mail stamps with the current date may also contain the time of day (depending on the selected received mail stamp).

#### Works Cited:

---

**PRINT RECEIVED MAIL – possible settings:**


---

Offset	You can adjust the position of the received mail stamp (default position: about 0.4" / 1 cm from the right letter edge).
Advert imprint	In addition to the received mail stamp, you can set an advertising imprint, as with metering (advert, text or QR code).

---

### Printing incoming / received mail stamp

You can directly imprint incoming mail conforming to the specifications on page 186 in format, thickness and material. For other incoming mail, print self-adhesive labels.

- Position incoming mail with the side to be printed on facing up on the hand feed tray / the feeder.

*Or*

- Start label printing.

PostBase Vision prints the received mail stamp.



For detailed information on feeding letters, label printing and using the feeder, please read chapter 6.



The “Print Received Mail” special function has its own counter. PostBase Vision shows the number of prints on the upper right side of the display.

When leaving the “Print Received Mail” function, the counter is reset to “0”.

#### Works Cited:

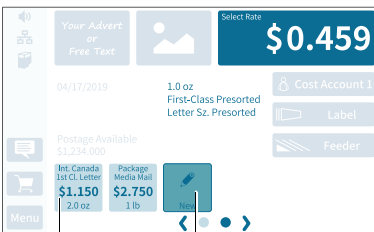
## 10 Manage shortcuts

By default, PostBase Vision offers you the most commonly used USPS products as rate shortcuts. You can create and store custom shortcuts, depending on the model, up to 20 shortcuts that will display directly on the Home screen.

You can delete shortcuts, overwrite them or create new ones. Once created, custom names can be defined. Whenever a rate change occurs, the rate tables are updated and shortcuts may be renamed and a new default assignment may be created.

### 10.1 Creating and saving rate shortcuts

You can always save the postal product and rate in the Home screen as a shortcut (including the weight). The first rate shortcut is the default used after turning on or waking up from sleep mode.



Shortcut  
(assigned)

Press longer

- Set the rate and weight that you would like to save as a shortcut.

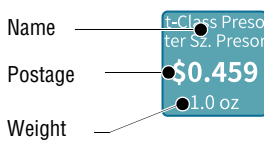
To set mailing data and weight, please read chapters 5.1.2 and 5.1.3.

- Press the button NEW for about two seconds.

Or:

Press on an existing shortcut for about two seconds to overwrite it with a new assignment.

- To save the shortcut, confirm the query in the pop-up with YES.



The current selection is displayed on the shortcut button:

- Name (mailing data, if necessary, strongly abbreviated)
- Postage
- Weight.



Once all of the storage spaces have been assigned, the NEW button will no longer appear.

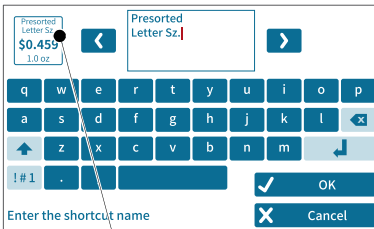
Works Cited:

## 10.2 Renaming a shortcut

When a shortcut is saved, PostBase Vision automatically creates a name. This name is generated from the selected mailing data and may in some cases not fit on the button. You can easily change the names of the shortcuts.



- Open the MENU.
- Choose MANAGE SHORTCUTS.
- Choose RENAME.
- Tap on the shortcut you want to change.



Preview

PostBase Vision opens the on-screen keyboard. The text field shows the shortcut name.

- Enter the desired name.

The preview (top left) shows how the new name will appear on the shortcut.

- Confirm with OK.



For information on how to use the on-screen keyboard, please refer to chapter 4.3.7 on page 47.



### 10.3 Deleting a shortcut

Shortcuts that are no longer needed can be deleted or overwritten. You cannot delete the first shortcut as it is the default value setting after it is turned on.



- Open the MENU.
- Choose MANAGE SHORTCUTS.
- Choose DELETE.
- Tap on the shortcut that you want to delete.

After the confirmation prompt, this shortcut is deleted.



Shortcuts with an assignment defined by the rate table (default shortcuts) cannot be permanently deleted. These shortcuts will be available again after the mailing system has restarted.

### 10.4 Resetting shortcuts to default

When shortcuts are reset, all shortcut storage spaces are emptied and the default shortcuts defined by the rate table are restored.



- Open the MENU.
- Choose MANAGE SHORTCUTS.
- Choose RESET TO DEFAULTS.

After the confirmation prompt, PostBase Vision resets all shortcuts.

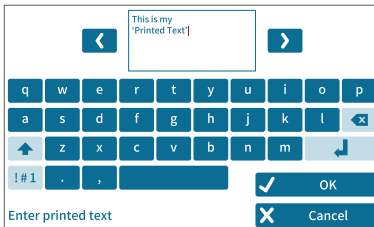
Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020. download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## 11 Managing printed text and QR codes

PostBase Vision can print custom text messages and QR codes, including an accompanying message. There are 12 storage spaces available. In this chapter, you will learn how to generate, change and delete text messages and QR codes.

### 11.1 Entering a new text



- Open the MENU.
- Choose PRINTED TEXT/QR-CODE.
- Tap the NEW TEXT button.

PostBase Vision opens the on-screen keyboard.

- Enter the desired text.

**Note:** You have five lines available for your text. Once the maximum line length has been reached, PostBase Vision will not allow you to enter anything further in this line. You insert line breaks manually.

- Confirm with OK.

The text is stored and appears immediately in the selection list for advertising imprints.



For information on how to use the on-screen keyboard, please refer to chapter 4.3.7 on page 47.



You can also enter new text in the selection list for advertising imprints directly. As long as not all storage spaces have been assigned, the button “New” will appear in the list.

Works Cited:

## 11.2 Generating a new QR code



- Open the MENU.
- Choose PRINTED TEXT/QR-CODE.
- Tap the NEW QR CODE button.

PostBase Vision opens the on-screen keyboard with a prompt to enter the URL.

- Enter the URL (Internet address) that you want to have encrypted in the QR code.
- Confirm the URL displayed and continue with the CONTINUE button.

- Now, enter the text that you want to appear next to the QR code in clear text.

**Note:** Five short lines are available for this accompanying text. Once the line length has been fully used, PostBase Vision will not allow you to enter anything further in this line. You insert line breaks manually.

- Confirm with OK.

The QR code with the accompanying text is stored and appears immediately in the selection list for advertising imprints.



For information on how to use the on-screen keyboard, please refer to chapter 4.3.7 on page 47.



You can also generate new QR codes in the selection list for advertising imprints directly. As long as not all storage spaces have been assigned, the button “New QR code” will appear in the list.

Works Cited:

### 11.3 Changing a text /QR code



- Open the MENU.
- Choose PRINTED TEXT/QR-CODE.
- Choose CHANGE.

PostBase Vision displays all of the saved texts / QR codes.

- Tap on the text / QR code that you want to change.

PostBase Vision opens the on-screen keyboard.

- Change or overwrite the text as you like or enter the data for the QR code.
- Confirm with OK.

The new text / QR code is stored and appears immediately in the selection list for advertising imprints.



You can also open texts / QR codes in the selection list for editing. Tap on the text / QR code you would like to change until the on-screen keyboard opens.

## 11.4 Deleting a text /QR code



- Open the MENU.
- Choose PRINTED TEXT/QR-CODE.
- Choose DELETE.

PostBase Vision displays all of the saved texts / QR codes.

- Tap on the text / QR code that you want to delete.

PostBase Vision deletes the text and informs you that it has been deleted in a pop-up above it.

The storage space that has become available can be used to enter a new text or QR code.

### Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## 12 Local cost account administration

The PostBase Vision mailing system has the ability to record and assign postal expenditures by cost account. To do so, cost accounts must be set up in the discoverFP customer portal. After synchronizing with the customer portal (refer to chapter 13 for more information), the cost account function will have been added to your mailing system.

The usage data are stored both in the mailing system's local cost account counters as well as sent to the customer portal regularly for recording and analysis. The local cost account counter and data storage in the portal run independently from one another.

The reporting and administration functions available on the PostBase Vision mailing system for cost accounts are described below.

### 12.1 Display cost account report



- Open the MENU.
- Choose LOCAL ACCOUNTS.
- Choose SHOW REPORT.

Cost Account Name	Value	Counter
Cost Account 1	\$28.000	35
Cost Account 2	\$0.000	0
Cost Account 3	\$20.500	33
Cost Account 4	\$20.000	32
Cost Account 5	\$0.850	2
Cost Account 6	\$0.000	0
Cost Account 7	\$131.050	272
Cost Account 8	\$51.500	75

✓ OK

PostBase Vision shows the list of all cost accounts with the current usage data (value and number of mailings).

Works Cited:

## 12.2 Display usage data for a defined cost account



- Open the MENU.
- Choose LOCAL ACCOUNTS.
- Choose REPORT ONE ACCOUNT.

PostBase Vision opens the selection list with all cost accounts. The current cost account is highlighted in color.

- Tap on the cost account that you want to see usage data for.

PostBase Vision displays the usage data (value and number of mailings) for this cost account.

Cost Account Name	Value	Counter
Cost Account 4	\$20.000	32

OK

### Works Cited:

## 12.3 Deleting usage data

You can delete the usage data for individual cost accounts or for all cost accounts at once. Clearing the cost account counters has no effect on the cost account reporting on the discoverFP customer portal.



### Set one account to zero

- Open the MENU.
- Choose LOCAL ACCOUNTS.
- Choose RESET TO ZERO.

PostBase Vision opens the selection list with all cost accounts. The current cost account is highlighted in color.

- Tap on the cost account for which you want usage data to be deleted.

After a confirmation prompt, the value and number of mailings for this cost account are reset to zero.



### Set all accounts to zero

- Open the MENU.
- Choose LOCAL ACCOUNTS.
- Choose RESET ALL TO ZERO.

After a confirmation prompt, the usage data (value and number of mailings) for all cost accounts are deleted. All cost account counters are reset to zero.

#### Works Cited:



## 12.4 Matching cost accounts to advertising imprints

You can assign default advertising imprints to each cost account. When setting the cost account, the advertising imprints are then automatically set according to this default setting.



- Open the MENU.
- Choose LOCAL ACCOUNTS.
- Choose LINK ADVERT TO ACCOUNT.

PostBase Vision opens the selection list with all cost accounts. The current cost account is highlighted in color.

- Tap on the cost account that you want to match advertising imprints to.

PostBase Vision opens the window for setting the default advertising imprints.

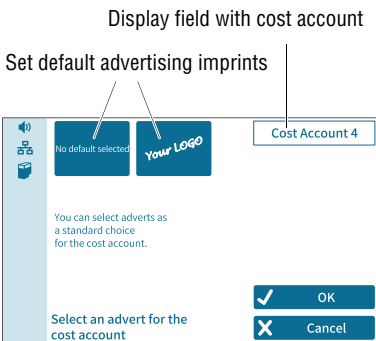
You see

- the cost account and
- the two advertising imprint buttons with the current default setting.

- Select the desired setting for both advertising imprints.

**Note:** The table on the next page shows and explains the possible settings. The settings themselves are made in the same way as in the home screen.

- Tap OK to save the displayed default value for this cost account.



---

The possible settings and their meaning:

---

NO DEFAULT SELECTED	When setting up the cost accounts, the advertising imprints in the home screen remain unchanged.
NO ADVERT OR TEXT	When setting the cost account, the advertising imprints are switched off. No advert / Text / QR Code is printed here.
An advert, a text or a QR code	This advertising imprint is set along with the cost account.

---

Works Cited:

## 13 Synchronizing

Due to USPS requirements, postal data must be synchronized daily and uploaded to the USPS. If no connection occurs within 72 hours, the system locks until a synchronization occurs per USPS regulations. PostBase Vision automatically uploads data every evening as long as the system is not fully turned off and the connection (LAN or Wi-Fi) is available. In addition, you can also perform the synchronization manually if required. This chapter describes the available menu functions.



- Make sure PostBase Vision has a network connection (LAN or Wi-Fi).
- Open the MENU.
- Select SYNCHRONIZE.

PostBase Vision offers various functions for synchronizing the data in the SYNCHRONIZE menu. They are displayed and explained in the table below.

- Select the desired function.

PostBase Vision displays information about the status and purpose of the selected function.

- Start synchronizing the data with YES.

The connection setup, data transfer, as well as testing and update processes run automatically. You can follow the progress of the process on the display.

Synchronize – possible functions and their meaning:

---

STATUS	Display – Date and time of the last data synchronization.
SYNC ALL	Complete data synchronization. PostBase Vision performs all synchronization operations consecutively. This may take several minutes.

---

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

---

Synchronize – possible functions and their meaning:

---

SYSTEM SYNC	Synchronize with the FP Service. Sending diagnostic data for service purposes and updating the machine software, etc.
DISCOVERFP SYNC	Synchronize with the customer portal. Upload usage data for convenient display and analysis in the portal. Receive updates on cost accounts, user access that are available in the portal. <u>Note</u> : During operation, PostBase Vision automatically synchronizes with the portal about every 5 minutes.
POSTAL SYNC	Uploads postal data of metered mail. <u>Note</u> : PostBase Vision automatically transmits this data daily after midnight (if PostBase Vision is not turned off and a connection is available).

---



After synchronisation, it may take up to 15 minutes for the data to be updated at the discoverFP customer portal.

Works Cited:

## 14 Advanced settings & system information

### 14.1 System information

You can view a list of all major system parameters (e.g. software version, rate table).



- Open the MENU.
- Choose SYSTEM INFORMATION.

PostBase Vision displays the system information.

### 14.2 Contact Information

All important information (phone / website) you need to contact FP can be found directly on your postage meter.



- Open the MENU.
- Choose FP CONTACT INFORMATION.

You will see a list with phone numbers and website address from where you can receive advice and support for anything relating to the PostBase Vision mailing system and where you can order accessories and consumables.

#### Works Cited:

## 14.3 Access control / Administrator PIN

You can protect the PostBase Vision mailing system from unauthorized use with a PIN, the administrator PIN. If access control is enabled, PostBase Vision requests a PIN to be entered when the system is turned on or wakes up from stand-by mode.



### Setting up access control

- Open the MENU.
- Choose MANAGE ADMIN PIN.
- Follow the instructions on the screen.  
You must enter a four-digit PIN and enter it a second time for verification.  
SAVE activates the access control.



You need this administrator PIN in the customer portal as well to set up a user-specific access control for your mailing system.

### Disabling access control

- Open the MENU.
- Choose MANAGE ADMIN PIN.
- Turn off access control by tapping YES.



If a user-specific access control is set up in the customer portal for your mailing system as well, the “Manage Pin” menu function can only be accessed with the Administrator PIN.

Works Cited:

## 14.4 Low postage warning

PostBase Vision can provide support in monitoring your available postage. You only need to define the threshold at which PostBase Vision should notify you when your postage is running low.



### Defining / adjusting the threshold

- Open the MENU.
- Choose LOW POSTAGE WARNING.
- Enter the desired threshold.
- Confirm with OK.

The Low postage warning is set up and will take effect immediately.

Once the set threshold is reached, PostBase Vision will notify you that your postage is running low. A red caution will appear in the Home screen next to the available postage.



Set the threshold to “0” to disable the low postage warning.

#### Works Cited:

FP. “PostBase Vision User Manual (Full Reference Guide).” PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## 14.5 Sound signals / Sound profiles

There are several different tones and sounds that accompany the actions on your PostBase Vision mailing system. You can limit the scope of the sound signals to certain events (messages, errors) or turn them off entirely.



- Open the MENU.
- Choose SOUND SIGNALS.

PostBase Vision opens the setting menu for the sound signals. The current setting is highlighted in color (light blue with a dark blue bar).

- Tap the desired setting.
- Apply the displayed setting by tapping OK.



You can set the volume for the sound signals on the bottom left of the display frame. Read more about it in chapter 4.6 on page 50.

SOUND SIGNALS – possible profiles and their meaning:

---

ALL	Acknowledgment sound for each entry, sound signals for messages, errors, etc. Shutting down and waking up from stand-by, turning off, among others, are accompanied with a sound.
MESSAGES / ERRORS	Sound signals for messages and errors, acknowledgment sound for the scale once the weight has been determined.
ONLY ERRORS	Sound signals for errors, acknowledgment sound of scale.
OFF	No sound signals. <u>Exceptions:</u> System start, setting the volume, acknowledgment sound of scale.

---

Works Cited:



## 14.6 Color of the menu bar

You can change the background color of the menu bar. PostBase Vision offers you 12 colors to choose from.



- Open the MENU.
- Choose COLOR.

PostBase Vision opens a setting menu with all available colors.

- Tap the desired color.

The menu bar changes to your color immediately. Feel free to try different colors.

- Apply the selected color for the menu bar by tapping OK.

## 14.7 User interface language

The PostBase Vision user interface supports multiple languages.



- Open the MENU.
- Choose LANGUAGE.

PostBase Vision opens the language setting menu. The current setting is highlighted in color (light blue with a dark blue bar).

- Tap the desired language.

The user interface language changes immediately.

- Apply the current language setting by tapping OK.

Works Cited:

## 14.8 Standby time

The PostBase Vision mailing system will go to standby automatically if it is not used for some time. The standby time is the time between your last operation and the time PostBase Vision automatically goes to standby.



- Open the MENU.
- Choose STANDBY SETTINGS.
- Choose STANDBY TIME.

PostBase Vision opens the standby time setting menu.

- Type the desired time (in minutes).
- Confirm with OK.

## 14.9 Product after standby

This feature lets you define which product will be set for metering after reactivating PostBase Vision from standby:

- the product stored as the first shortcut or
- the product that was last used.



- Open the MENU.
- Choose STANDBY SETTINGS.
- Choose PROD. AFTER STANDBY.

PostBase Vision opens the setting menu for this function.

- Tap the desired setting.
- Apply the displayed setting by tapping OK.

RATE AFTER STANDBY – possible settings and their meaning:

---

SHORTCUT 1	After reactivating PostBase Vision from standby, the product stored as first shortcut is set.
LAST RATE	PostBase Vision keeps the current (last) product setting.

---

Works Cited:

## 14.10 Auto Off

PostBase Vision can be turned off automatically if you do not use PostBase Vision for a while. The “AutoOff Time” is the length of time between the last operation and when the system turns off automatically.



- Open the MENU.
- Choose STANDBY SETTINGS.
- Choose AUTO OFF.

PostBase Vision opens the Auto Off Time setting menu.

- Type the desired time (in minutes).
- Confirm with OK.



The value “0” disables the Auto Off function.

## 14.11 Automatic date advance

If mail is metered after the last pick up or past the deposit time, you can set the “Auto Date Advance” to automatically advance the date at a predefined time. PostBase Vision will then remind you every day at the defined time to set the metering date.



- Open the MENU.
- Choose AUTO DATE ADVANCE.

PostBase Vision displays the current setting of the “Automatic date advance” feature.

### To adjust the settings:

- Tap CHANGE to open the procedure for setting up the “Automatic date advance” feature.

Works Cited:

FP. “PostBase Vision User Manual (Full Reference Guide).” PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

- Follow the instructions in the display:  
Set the time of day (when the window to change the metering date should appear daily) and choose the desired weekend mode.

Or

Switch the function off.

PostBase Vision displays the selected settings.

- If everything is correct: SAVE.



The following table gives an overview of the possible settings and their meaning.

AUTO DATE ADVANCE – possible settings and their meaning:

Current Setting	
ON	<p>PostBase Vision opens a window to set the metering date every day at the set auto advance time.</p> <p>The following options are available to you:</p> <ul style="list-style-type: none"> <li>– Apply the suggested date</li> <li>– Select a different date</li> <li>– Keep the current date.</li> </ul>
OFF	The function is not enabled.
Auto Advance Time	
<p>HH:MM (Time of day)</p>	<p>The time determines when the window to change the metering date should appear in the display.</p> <p><u>Note:</u> Setting the time to 12:00 am (midnight) switches the function off.</p>

Works Cited:

AUTO DATE ADVANCE – possible settings and their meaning:

---

**Weekend Mode**

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SKIP SAT. / SUN	Skip weekends (Saturdays and Sundays). On Fridays, PostBase Vision automatically offers the next Monday as a metering date.
SKIP SUNDAYS	Only skip Sundays.
OFF	Do not check whether the suggested metering date falls on a weekend. PostBase Vision always suggests the next calendar day as metering date.

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Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## 14.12 Switching weighing mode *(optional)*

You only need to set the weighing mode if your mailing system is equipped with the “Differential Weighing” option.



- Open the MENU.
- Choose DIFFERENTIAL WEIGHING.

PostBase Vision opens the settings menu for weighing mode. The current setting is highlighted in color (light blue with a dark blue bar).

- Tap the desired weighing mode: NORMAL or DIFFERENTIAL.
- Apply the displayed setting by tapping OK.

WEIGHING MODE – possible settings and their meaning:

---

NORMAL	Determines the weight of a mail piece <u>upon placing</u> it on the weighing platform (see chapter 5.1.3.1).
DIFFERENTIAL	Determines the weight of a mail piece <u>after removing</u> it from the weighing platform (see chapter 5.1.3.2).

---

*Display in the Home screen:*  
[↑ Differential weigh.](#)

Works Cited:

## 14.13 Ethernet / Wi-Fi connection (Connectivity settings)

To exchange data with FP servers (postage download, customer portal, updating rates and software, etc.) PostBase Vision must be able to connect to the Internet. During setup and installation, setting up the network connection is part of the installation procedure. You must check the settings after making changes to your equipment / your system environment and adjust them as needed. If you have any questions, please contact your administrator.


You can set up one wired connection (Ethernet / LAN) as well as one Wi-Fi connection. Each time PostBase Vision is turned on, it checks availability and enables the corresponding network connection (LAN or Wi-Fi), whereas any wired connection will always be given priority. You can recognize the enabled connection by the icon in the menu bar (see page 45).

### 14.13.1 Displaying connectivity settings



- Open the MENU.
- Choose MANAGE CONNECTION.

PostBase Vision displays the saved connectivity settings and the corresponding status information.

At the end of the list, you can tap on  to open an overview with advanced information (routing information).

### 14.13.2 Setting up a new network connection / changing settings



- Open the MENU.
- Choose MANAGE CONNECTION.
- Tap CHANGE to open the procedure for setting up the network connection.
- First, select which type of connection you would like to set up or change:  
Tap either ETHERNET / LAN or Wi-Fi.
- Confirm the selection and continue with the CONTINUE button.

Works Cited:

- Now, follow the information and instructions on the display step-by-step. Configure the appropriate parameters for your network. If necessary, ask your network administrator.

PostBase Vision displays the selected connectivity settings.

- Once everything is correct: **SAVE**.



The following table gives an overview of the possible settings and parameters.

Connectivity Settings and their meaning:

Connection Type	
ETHERNET / LAN <i>(default setting)</i>	LAN (Local Area Network) connection. Use this setting if you want PostBase Vision to use the wired connection to your local network / router.
Wi-Fi	Use this setting if you want PostBase Vision to connect to the local network / router wirelessly.
SSID	
SELECT WI-FI	Select the desired access point from the list of detected Wi-Fi networks.
ENTER SSID	<p>If the name of the desired network does not appear in the list, select this option.</p> <p>You must then enter the following parameters:</p> <ul style="list-style-type: none"> <li>– Network name</li> <li>– Select Encryption Mode (WPA2, WPA) <i>or</i> Open Network.</li> </ul> <p>Please contact your network administrator for details.</p>

Works Cited:



## Connectivity Settings and their meaning:

<b>DHCP</b>	Dynamic Host Configuration Protocol. Networking protocol that allows automatic connection to a network.
DHCP = ENABLED <i>(default setting)</i>	Select this setting if your network supports DHCP.
DHCP = DISABLED	Select this setting if your network does not support DHCP. During manual configuration, you will need to enter the following parameters: <ul style="list-style-type: none"> <li>– Static IP address for your PostBase Vision</li> <li>– Subnet mask</li> <li>– Default gateway</li> <li>– IP address of the DNS server.</li> </ul> Please contact your network administrator for details. <u>Note:</u> When entering IP addresses, you have to enter the dots, too.
<b>Proxy-Server</b>	Intermediary server that facilitates access to the internet.
PROXY = DISABLED <i>(default setting)</i>	Select this setting if your network does not use a proxy server.
PROXY = ENABLED	Select this setting if your network uses a proxy server. You will need to enter the following parameters: <ul style="list-style-type: none"> <li>– IP address of the proxy or its alias</li> <li>– Port number.</li> </ul> Please contact your network administrator for details.

## Works Cited:

## Connectivity Settings and their meaning:

**Proxy-Authentication**  
(only when Proxy = Enabled)

Access control to the proxy server (user name and password).

DISABLED  
(default setting)

Select this setting if your proxy server does not require authentication (user name and password).

ENABLED

Select this setting if your proxy server does require authentication.

You will need to enter the following parameters:

- User name for proxy access
- Password.

Please contact your network administrator for details.



In case your network only supports explicitly authorized devices, your network administrator will require the MAC address of your PostBase Vision. You can find the corresponding MAC addresses in the “Manage Connection” menu.

**Reference Information for Network Administrators**

PostBase Vision requires a network connection, with a minimum of 10 Mbit/sec, in order to be able to download postal funds from a FP server.

Ethernet cables of class CAT5E are recommended.

For this it normally uses TCP/IP (v4 only) through an https connection using TLS v1.2 over **port 443**. In certain cases it may also use an http connection over **port 80**.

These two ports must therefore be enabled in any firewall. It will attempt to make a connection to \*.francotyp.com.

## Works Cited:

### 14.13.3 Deleting the Wi-Fi connection



- Open the MENU.
- Choose MANAGE CONNECTION.
- Tap CHANGE to open the procedure for setting up the network connection.
- Tap Wi-Fi.
- Tap CONTINUE.

PostBase Vision displays the name of the configured Wi-Fi connection.

- Tap DELETE.

After the confirmation prompt, the configured Wi-Fi connection is deleted in the PostBase Vision mailing system.

### 14.14 Change ZIP / Re-authorization

You must inform FP Mailing Solutions of the new location of your PostBase Vision if you wish to operate the PostBase Vision at another location (e.g. after a relocation).



- Make sure PostBase Vision has a network connection (LAN or Wi-Fi).
- Open the MENU.
- Choose CHANGE ZIP CODE.

Re-authorization starts. It takes some time to establish the connection and to exchange data. Please stand by.

The new ZIP code is displayed when re-authorization is complete.

Works Cited:

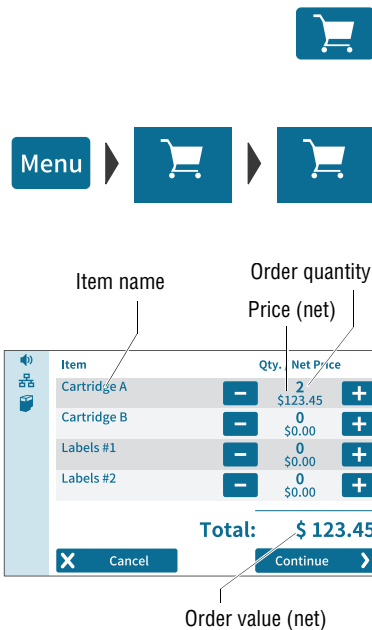
FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## 15 Ordering consumables *(if available)*

You can easily order selected consumables (such as ink cartridges) at any time directly on the mailing system with the online ordering function. This requires that provisions are set up accordingly in a contract relating to invoicing, delivery address, etc.

### 15.1 Placing an order

Up to four items are offered to you in the online ordering system. You will find the complete range of consumables and accessories for your mailing system on the customer portal. Before you can place an order for the first time, you need to check the address data (see page 125).



- In the menu bar, tap on the button showing the shopping cart.

*Or*

- Open the MENU.
- Choose ORDERING.
- Choose NEW ORDER.

PostBase Vision establishes a connection to the online ordering system and then shows the available items and any discounts.

- Set the desired order quantity per item using the buttons **+** and **-**.

You will see the relevant net price directly below the order quantity.

**Note:** The figure on the left shows fictitious items and prices.

Once the desired order quantity has been set for all four items:

- Press CONTINUE to send the order.

The order is verified. The total amount payable for your order, broken down by order value and shipping costs (showing net values, taxes, gross value) are shown as confirmation.

Works Cited:

To actually release the order:

- Confirm the order within 60 seconds by tapping on BUY NOW.

Note: If not confirmed, the ordering process will be canceled automatically. A message will inform you of this.

After the order is complete, PostBase Vision will display the order number.

You can print a summary of the information relating to your order.

## 15.2 Displaying order status



- Open the MENU.
- Choose ORDERING.
- Choose ORDER HISTORY.

PostBase Vision shows the order number and status of current and completed orders placed with the mailing system.



You can find information on the orders in the customer portal as well. You can also print the information from there if needed.

## 15.3 Displaying address data



- Open the MENU.
- Choose ORDERING.
- Choose ADDRESSES.

PostBase Vision shows the address data stored for processing online orders (such as delivery address, billing address).



Please use the customer portal for any changes or additions to the address data.

Works Cited:

## 16 Maintenance and care

Have your mailing system cleaned and serviced regularly by an authorized Service staff. This guarantees long-term, trouble-free operation. Ask about available maintenance agreements.

You can do the following work yourself:

- Clean housing exterior
- Clean sensors
- Clean print system
- Change ink cartridge
- Replace transport brush
- Calibrate touch screen
- Filling with sealing fluid (*feeder / sealer*)
- Clean / replace moistening sponge (*feeder*)
- Clean / replace moistening brush (*feeder*)
- Clean / replace felts (*sealer*).

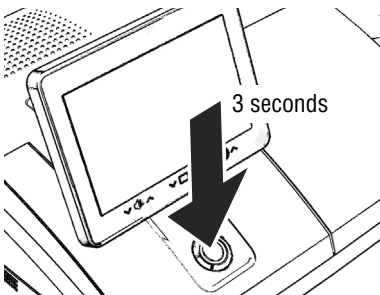
### 16.1 Cleaning the housing



**Warning! Electrical hazard.** Disconnect the power plug before cleaning the mailing system.



**Warning! Electrical hazards due to short circuits.** Be extremely careful when handling fluids. Take special care that no foreign objects penetrate the system's interior. If this should happen, have the mailing system checked by FP Customer Service before using it again.

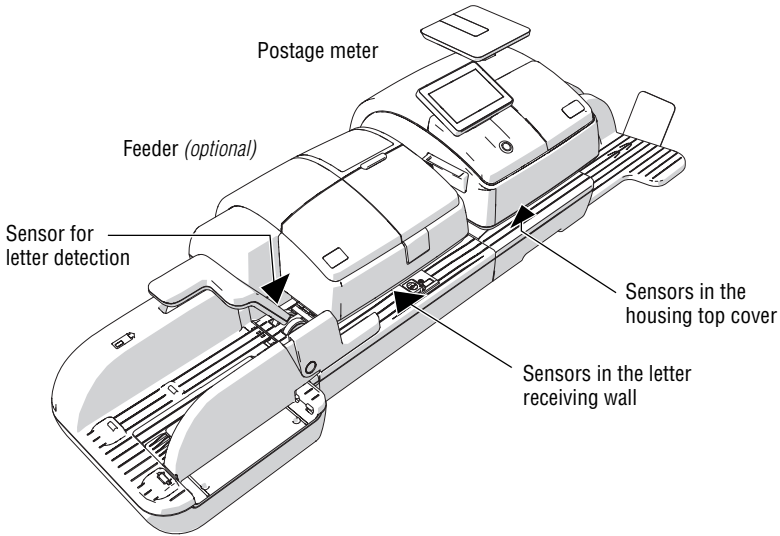


- Turn PostBase Vision off.
- Pull the power plugs of the postage meter and of all peripherals such as the feeder out of the outlet.
- Clean dirt from the housing with a slightly damp cloth. You can also use a commercially available dishwashing detergent.

Works Cited:

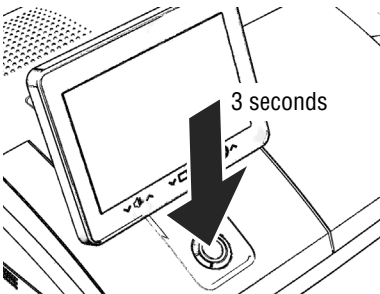
## 16.2 Cleaning the sensors

Over time, paper dust may deposit on the sensors of the mailing system and cause problems with the letter detection. In order to ensure faultless operation at all times, we recommend cleaning the sensors once a month. A special compressed air spray for cleaning the sensors is available from FP.



### How to clean the sensors

- Turn PostBase Vision off.



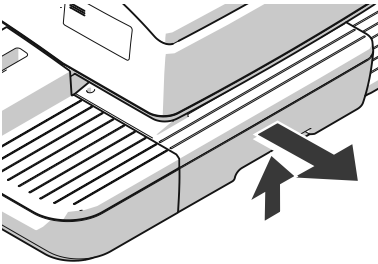
Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## On the postage meter

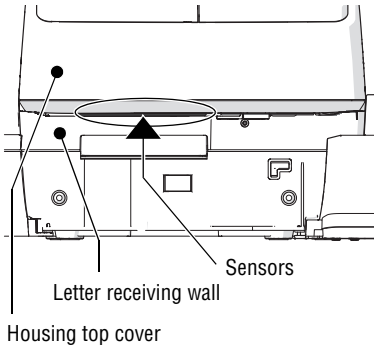


**Caution!** Ink residue may be present on the drawer. Make sure you do not get ink on yourself, or stain your clothing and other objects. Place the drawer down on a base surface.



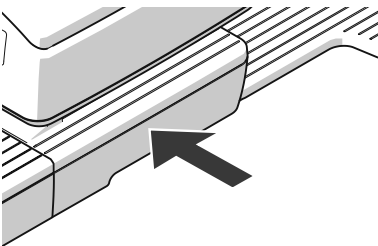
- Unlock the drawer: Push the drawer latch lever upwards.
- Pull the drawer to the front, out of the housing.
- Place the drawer on an underlay.

The flashing LEDs in the letter entrance area indicate the drawer is missing.



The sensors are now accessible from below. They are located right inside the bottom section of the housing.

- Remove the dust from the sensor area with a few puffs of the compressed air spray.

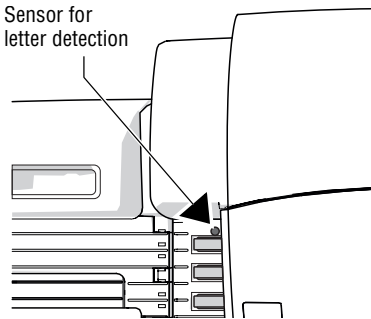


- Slide the drawer in to the stop. Make sure that the drawer latches correctly on both sides.

When the drawer is correctly inserted, the LEDs in the letter entrance area will go out. PostBase Vision is ready to operate again.

### Works Cited:

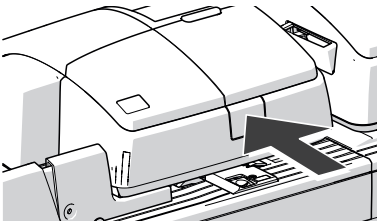




### On the feeder

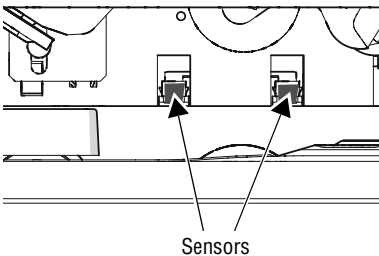
The sensor for the letter detection is freely accessible.

- Remove the dust from the sensor with a few puffs of the compressed air spray.



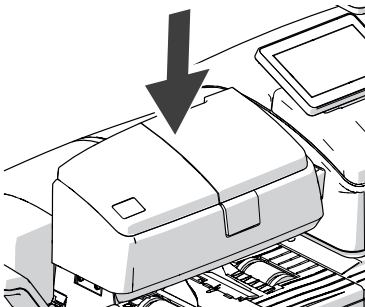
- Press the release button.

The roller transport moves upwards.



The sensors in the letter receiving wall are now accessible from the front (operator side).

- Remove the dust from the sensors with a few puffs of the compressed air spray.



- Press down firmly on the roller transport until it clicks into place.

#### Works Cited:

## 16.3 Cleaning the print system

### 16.3.1 Starting automatic print system cleaning

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



#### Cleaning

- Open the MENU.
- Choose INK CARTRIDGE.
- Choose CLEANING.

A message informs you about the cleaning process in progress.

- Check the quality of the imprint with a Test Imprint (see chapter 16.4).

#### Intensive cleaning

You should start intensive cleaning if normal cleaning fails to improve the print quality to your satisfaction.



- Open the MENU.
- Choose INK CARTRIDGE.
- Choose INTENSIVE CLEANING.

A message informs you about the cleaning process in progress.

- Check the quality of the imprint with a Test Imprint (see chapter 16.4).



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. Read the following chapter.

## 16.3.2 Cleaning the ink cartridge manually



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

- In case of print quality issues, always run the automatic cleaning functions first. Read chapter 16.3.1 on page 130.
- You should manually clean the ink cartridge in exceptional cases only where intensive cleaning fails to restore the normal print quality.
- For cleaning, make sure to use a soft, lint free cloth moistened with demineralized water. Small fibers could clog the nozzles. Too hard or dry cloths could scratch the nozzle plate. Such scratches render the ink cartridge useless because they prevent the ink-jet from being correctly positioned during printing.
- Never use any chemical cleansers.



### Removing the cartridge

- Open the MENU.
- Choose INK CARTRIDGE.
- Choose CHANGE CARTRIDGE.
- Remove the ink cartridge.  
For details, please refer to chapter “Changing the ink cartridge”, starting on page 136.

### Cleaning

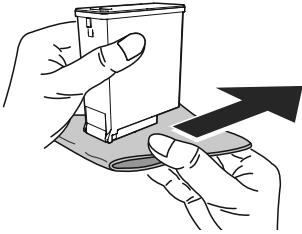
- Moisten a lint free cloth with demineralized water.



You can also use distilled water or normal tap water if demineralized water is not available.

The minerals contained in tap water could, however, leave residues in the print head.

#### Works Cited:



- 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 cartridge (see page 138).
- Close the flap of the print system (see page 139).

Works Cited:

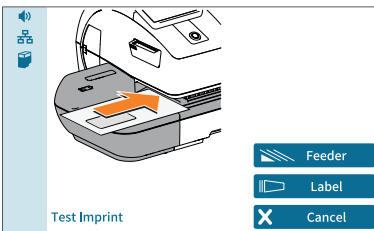
## 16.4 Test Imprint – Check print quality

Using the menu function “Test Imprint”, you can test the functioning of the print system and check the print quality. The generated test print consists of a series of different patterns.



- Open the MENU.
- Choose INK CARTRIDGE.
- Choose TEST IMPRINT.

PostBase Vision prompts you to position a letter.



### Print Test Imprint on an empty envelope

- Place an empty envelope (or a postcard) on the hand feed tray.

*Or*

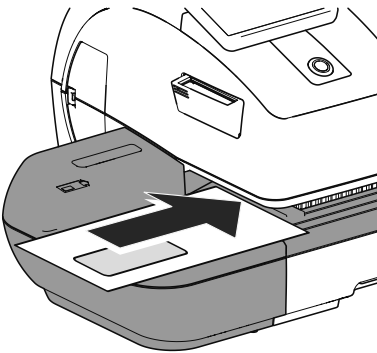
- Place an empty envelope (or a postcard) on the feeder (*optional*).

PostBase Vision feeds the envelope and prints the Test Imprint consisting of a series of different plane and line patterns.

### Print Test Imprint on a label

- Tap the LABEL button.

PostBase Vision prints the Test Imprint on a label.



Works Cited:

### Check print quality

Make sure PostBase Vision always produces clean and legible meter imprints.

- Check the print quality. There must not be any blurred or blank spots.



This illustration shows a perfect imprint.



When there are blurred or blank spots in the imprint:

- Clean print system. Read chapter 16.3 on page 130.

## 16.5 Print system: show ink level

The approximate ink level of the cartridge is shown by the icon in the menu bar (full, 75%, 50%, 25%, empty). With this feature, you can track ink consumption at a glance. You can also view the ink level as a percentage in the INK CARTRIDGE menu.



- Open the MENU.
- Choose INK CARTRIDGE.
- Choose INK LEVEL.

PostBase Vision displays the ink cartridge's filling level as a percentage.

Works Cited:

## 16.6 Changing the ink cartridge

PostBase Vision monitors the ink level of the cartridge and issues a message when it must be replaced. We recommend that you always have a new ink cartridge in stock.



**Warning!** *The ink causes severe eye irritation and may cause an allergic skin reaction. Ingestion of the ink can be damaging to your health.*

- *Please heed the labels for hazardous materials on the packaging and the ink cartridge itself.*
- *Avoid contact with eyes.*
- *Avoid ingestion of the ink.*
- *Keep ink cartridges away from children.*



**Caution!** *Note the following hints to avoid damage to the print system:*

- *Do not attempt to manually open the ink cartridge flap (cover) of the machine. To open, go to the MENU on the PostBase Vision and then select INK CARTRIDGE and CHANGE CARTRIDGE and the flap will automatically open.*
- *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.*
- *The clip attached to some ink cartridges as transportation protection is intended for single use only. Ideally dispose of the clip immediately. Never put the clip back on the cartridge in order to prevent damage to the print nozzle plate, which can cause short circuits, overheating and melting of components.*



**Caution!** *There is ink residue on the used ink cartridge.*

- *Take care not to stain yourself, clothing or objects.*
- *Use a mat to place the ink cartridge.*



## Changing the ink cartridge

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

- Confirm the message.
- Open the MENU.
- Choose INK CARTRIDGE.
- Choose CHANGE CARTRIDGE.

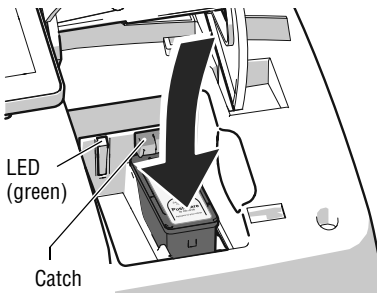
**Note:** Do not lean on the flap of the print system or otherwise hinder it from opening automatically.

The replacement procedure starts.

PostBase Vision moves the ink cartridge to the exchange position and opens the flap.

- Follow the instructions on the display.  
The screen sequence demonstrates the procedure of changing the cartridge.

The required steps are described in detail below.

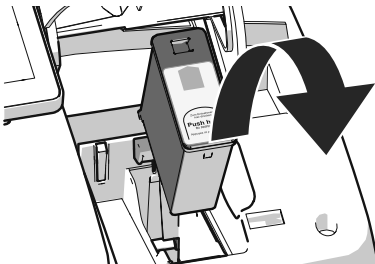


## Removing the ink cartridge

- Slightly push the cartridge down on the “Push here ...” mark. In doing so, the cartridge tilts to the front.

The cartridge is unlatched. The green LED flashes.

- Ease off against the spring pressure and let the cartridge slide upwards, past the green catch.



- Take the ink cartridge upward and out of the socket.

Works Cited:

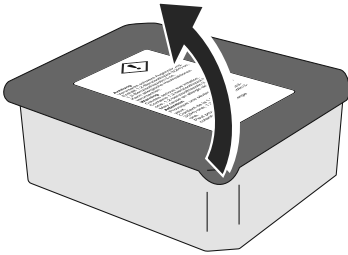


## Inserting new ink cartridge

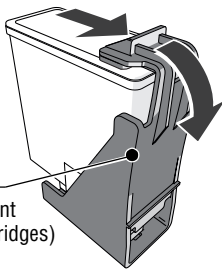
The full functioning of the PostBase Vision mailing system at the time of delivery can only be guaranteed when using genuine FP ink cartridges.



**Caution!** Insert the ink cartridge only after it has adapted to the ambient temperature of the PostBase Vision (e.g. after storage in the basement or after transport in a cold vehicle).



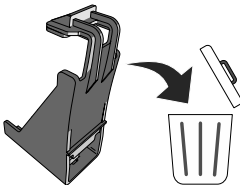
- Open the cartridge packaging.
- Remove the ink cartridge from its packaging.



**Note:** Depending on the model, the ink cartridge may be fitted with a clip that acts as a transportation protection.

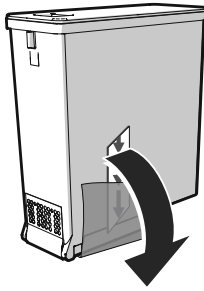
If the ink cartridge has such a clip:

- Remove the clip.
- Dispose of the clip.

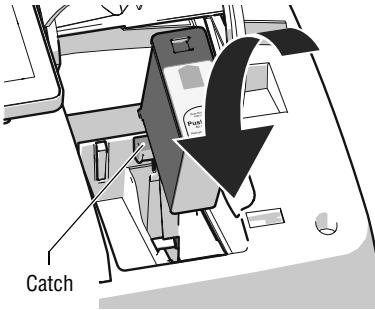


Works Cited:

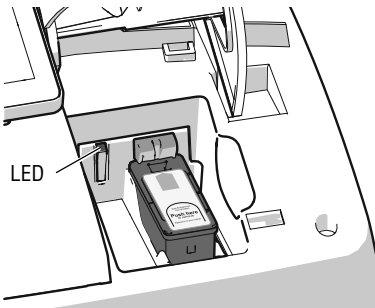
FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.



- Remove the protective strip (nozzle protection).

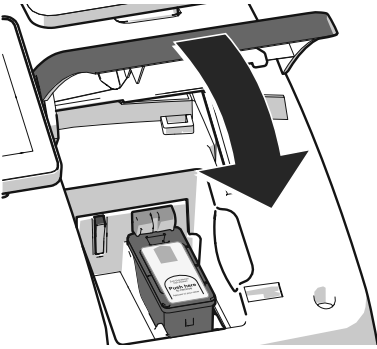


- Hold the ink cartridge with its connectors facing backwards, i.e. towards the back of PostBase Vision. The green arrow on the cartridge points towards the green catch on the cartridge bracket.
- Insert the ink cartridge into its bracket.
- Push down the ink cartridge and let it snap to the back, under the catch.



When the cartridge is inserted correctly, the green LED glows continuously.

Works Cited:



- Close the flap of the print system:  
Push down the flap in the area of the PostBase Vision logo until the latch catches.

*Preparing for operation*

After changing the ink cartridge, PostBase Vision internally prepares the cartridge for operation. Please be patient until this process is complete.



We recommend checking the print quality by performing a Test Imprint (see chapter 16.4).

Works Cited:

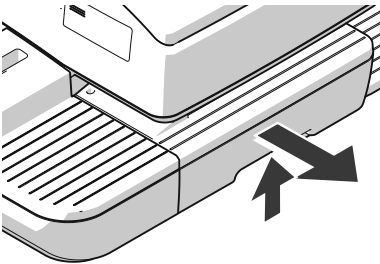
FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020. [download.fp-usa.com/product\\_docs/PostBase/Vision/Technical/PostBase\\_Vision\\_Reference\\_Guide\\_USA\\_Rev02\\_20200423.pdf](https://download.fp-usa.com/product_docs/PostBase/Vision/Technical/PostBase_Vision_Reference_Guide_USA_Rev02_20200423.pdf).

## 16.7 Replacing the transport brush

When imprints on thin letters or labels appear compressed, the transport brush needs to be replaced.

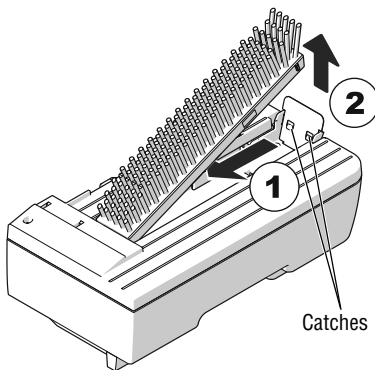
**! Caution!** *As long as the print system is in printing position, the drawer is locked. Do not pull out the drawer by force. Wait until the print system moves into idle position, then remove the drawer.*

**! Caution** *Ink residue may be present on the drawer. Make sure you do not get ink on yourself, or stain your clothing and other objects. Place the drawer down on a base surface.*



- Unlock the drawer: Push the drawer latch lever upwards.
- Pull the drawer to the front, out of the housing.
- Place the drawer on an underlay.

The flashing LEDs in the letter entrance area indicate the drawer is missing.

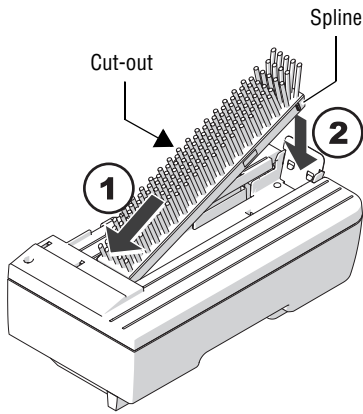


### Remove worn-out transport brush

The transport brush is held in the brush carrier by two catches on the right side.

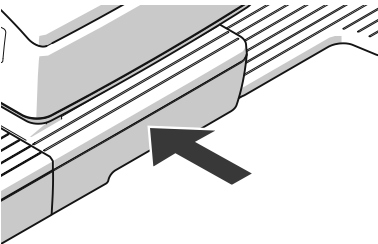
- Grab the bristles, pull the worn-out transport brush to the left to unlock it and pull it upwards out of the brush carrier.

Works Cited:



### Insert new transport brush

- Insert the new transport brush into the brush carrier like shown in the illustration (1).
- Push down the brush on the right side until it locks into place beneath the two catches (2).



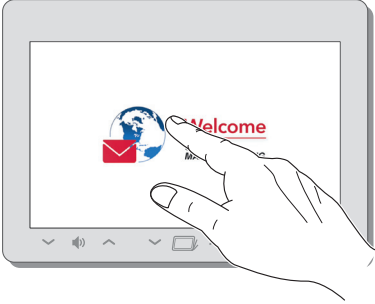
- Slide the drawer in to the stop. Make sure that the drawer latches correctly on both sides.

When the drawer is correctly inserted, the LEDs in the letter entrance area will go out. PostBase Vision is ready to operate again.

#### Works Cited:

## 16.8 Calibrating the touch screen

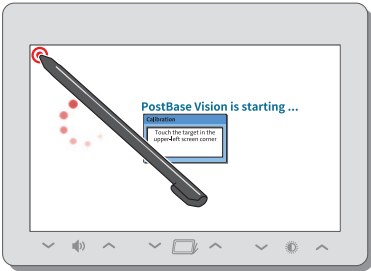
You have to calibrate the touch screen when operating the screen with your finger or with the stylus does not work correctly.



- Turn PostBase Vision on.

As soon as the screen displays the start animation:

- **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.

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

Works Cited:

## 16.9 PostBase Vision Feeder (optional)

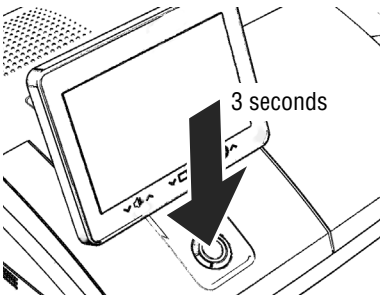
### 16.9.1 Filling with sealing fluid

We recommend using the SEALIT sealing fluid. This special sealing fluid is available from FP or an authorized FP dealer.

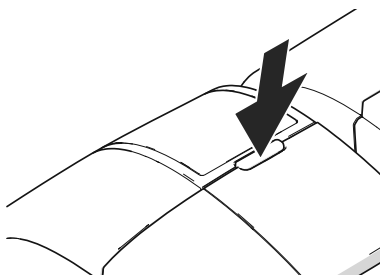


**Warning! Electrical hazards due to short circuits.**

*Be extremely careful when handling fluids. If you fill the sealant tank, make sure not to dampen any parts connected to electronics. If this should happen, immediately pull the power plugs. Have the PostBase Vision mailing system checked by the Customer Support before using it again.*



- Switch the mailing system off.

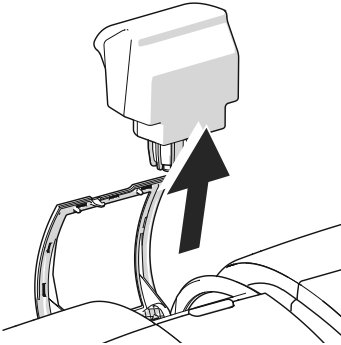


The sealant tank is located under the transparent flap. To open the flap:

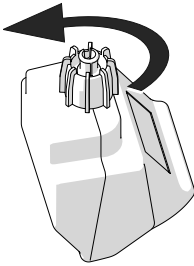
- Press the key.

Works Cited:

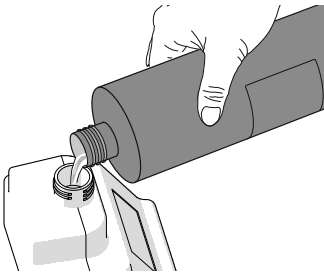
FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, [download.fp-usa.com/product\\_docs/PostBase/Vision/Technical/PostBase\\_Vision\\_Reference\\_Guide\\_USA\\_Rev02\\_20200423.pdf](https://download.fp-usa.com/product_docs/PostBase/Vision/Technical/PostBase_Vision_Reference_Guide_USA_Rev02_20200423.pdf).



- Remove sealant tank out of housing.



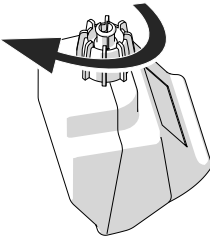
- Unscrew sealant tank cover.
- Fully empty sealant tank and, if necessary, clean it.



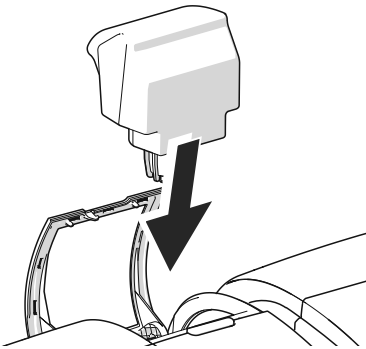
- Fill the sealant tank with SEALIT sealing fluid.

Works Cited:

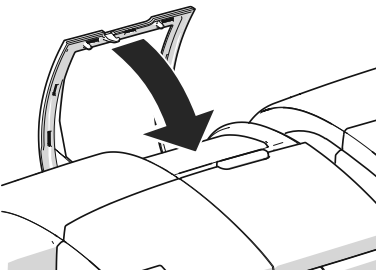




- Place sealant tank screw cover and tighten.
- Turn sealant tank upside down in a non-dangerous area (e.g. over a sink) to check if the cover is well sealed.



- Insert sealant tank into the housing with the cover downward.



- Close the flap.

Works Cited:

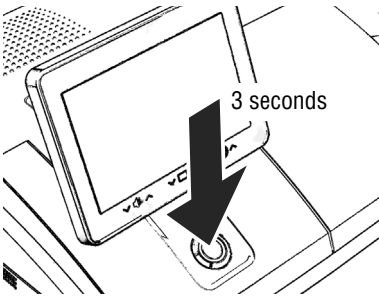
## 16.9.2 Adjust moistening level

With the help of the supplied spacer ring, the moistening level can be adapted to the letters accordingly. Depending on the position of the spacer ring, moistening of the envelope flaps can be reduced or increased.



### **Warning! Electrical hazards due to short circuits.**

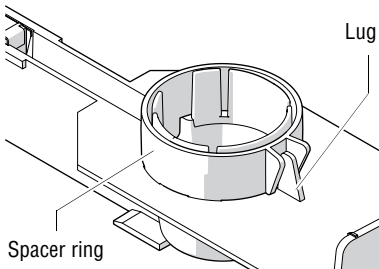
*Be extremely careful when handling the sealant tank and tray to prevent spilling any fluids. Make sure not to dampen any parts connected to electronics. If this should happen, immediately pull the power plugs. Have the PostBase Vision mailing system checked by the Customer Support before using it again.*



- Switch the mailing system off.
- Remove sealant tank out of the housing (for further information see chapter 16.9.1 on page 143).

At the rear of feeder:

- Carefully pull the sealant tray out to the back (see page 148).

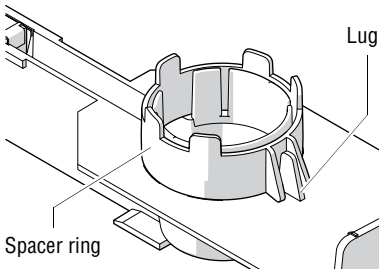


### **Normal moistening**

With this setting, you achieve best results in most cases.

- Position the spacer ring so that the teeth are facing down and the lug on the tray is placed between the guides. The teeth have to nip into the cut-outs of the tray.

Works Cited:



### Increased moistening

- Position the spacer ring so that the teeth are facing up and the lug on the tray is placed between the guides.
- Insert the sealant tray into the housing until it clicks into place (see page 149).
- Insert sealant tank into the housing with the cover downward. Close the flap. (See page 145.)

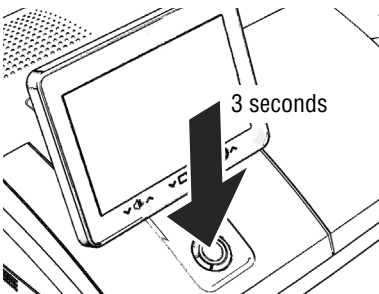
### 16.9.3 Cleaning / changing the moistening sponge

The sponge for moistening the envelope flaps should be cleaned regularly. Check the condition of the sponge and replace it if exhausted. We recommend always keeping a new sponge in reserve.



#### **Warning! Electrical hazards due to short circuits.**

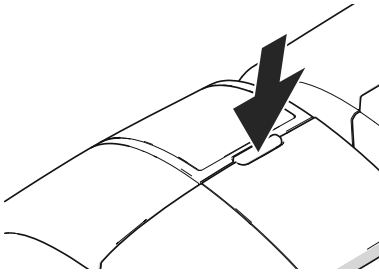
*Be extremely careful when handling the sealant tank and tray to prevent spilling any fluids. Make sure not to dampen any parts connected to electronics. If this should happen, immediately pull the power plugs. Have the PostBase Vision mailing system checked by the Customer Support before using it again.*



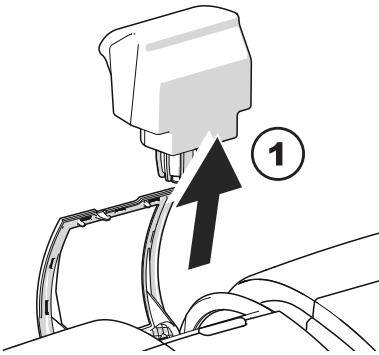
- Switch the mailing system off.

#### Works Cited:

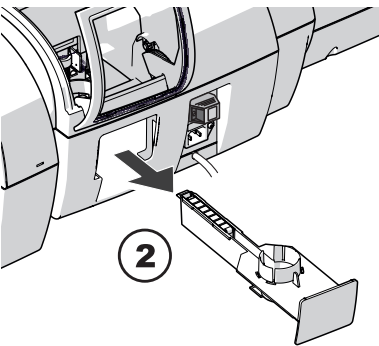
FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.



- Open the flap by pressing the key.



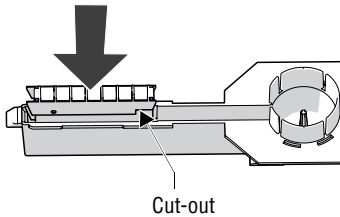
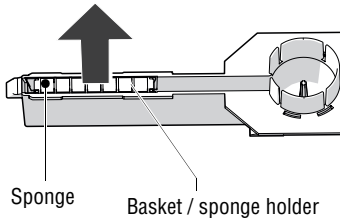
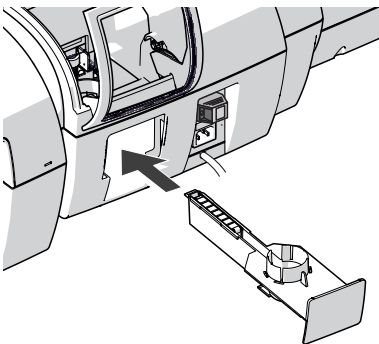
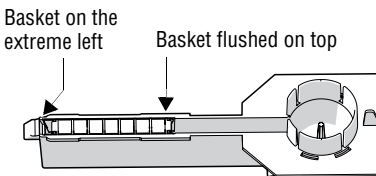
- Remove sealant tank out of the housing and put it at a safe place.



At the rear of feeder:

- Carefully pull the sealant tray out to the back.
- Empty sealant tray.

Works Cited:

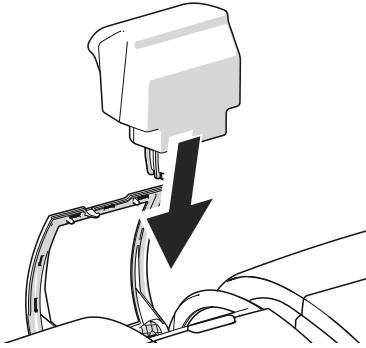
**Check:**

- Lift the basket with the sponge out of the tray.
- Clean sponge or replace with a new one.
- Put a new sponge (with basket / sponge holder) into sealing fluid before inserting it, and let it soak completely. The flaps are thus correctly moistened from the first letter on.
- Carefully insert the basket with sponge into the tray until basket and tray are flush. Mind the position of the cut-out.

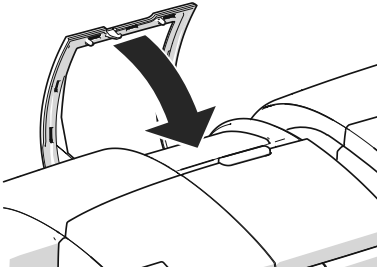
- Check if the basket is correctly seated: It must rest on the extreme left in the tray and close on top in a flushed manner.

- Insert the complete tray into the housing until it clicks into place.
- Check if the sponge is correctly seated. It should be directly below the moistening felt and brush.

**Works Cited:**



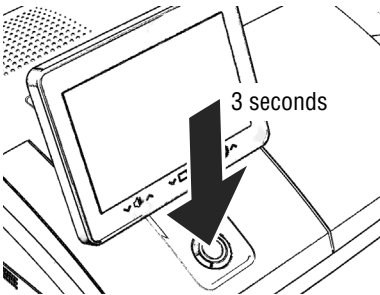
- If necessary:  
Fill sealing fluid into sealant tank. Check for leakages. (For further information see chapter 16.9.1, page 143.)
- Insert sealant tank into the housing with the cover downward.



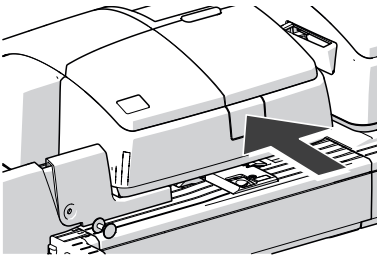
- Close the flap.

Works Cited:

## 16.9.4 Cleaning / changing the moistening brush



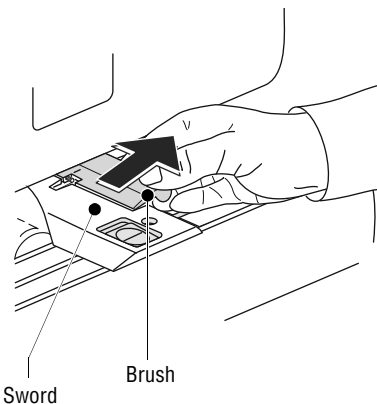
- Switch the mailing system off.



- Open the roller transport by pressing on the release button.

The roller transport moves upward.

Now you have access to the moistening brush beneath the roller support.

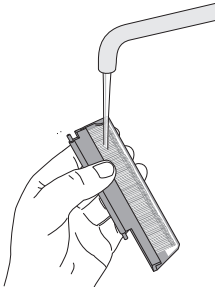


The brush is provided with pins on both sides that are snapped in clips on the sword.

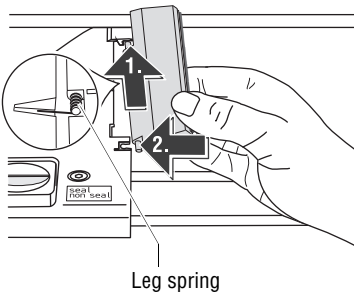
- Slightly lift the brush and pull it off the sword in the direction of the arrow.

### Works Cited:

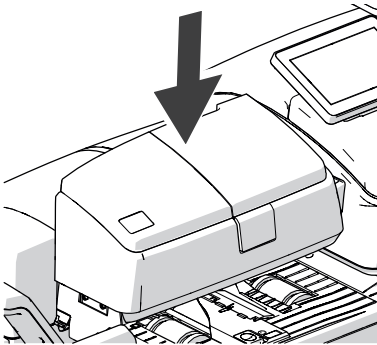
FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.



- Clean the brush or replace it with a new one.
- Moisten a new brush before inserting it.



- Hold the brush as shown in the figure:
  - The bristles must face down.
  - One leg of the leg spring is located in the brush groove and the other leg in the sword slot.
- Put the rear pin into the clip of the sword as indicated by the arrow.
- Then carefully snap the front pin into the clip of the sword.



- Push the roller transport down powerfully until it locks into place.

Works Cited:

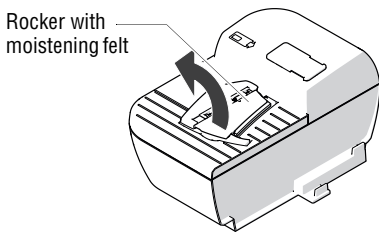


## 16.10 Sealer *(optional)*

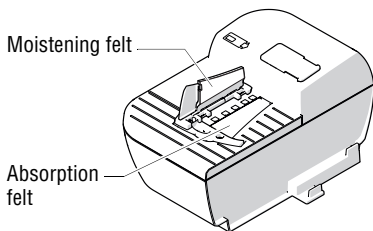
### 16.10.1 Cleaning

The sealer should be cleaned once a month to remove glue residues.

- Separate the sealer from the postage meter:  
Slightly lift the postage meter on the left side and pull the sealer away to the left.



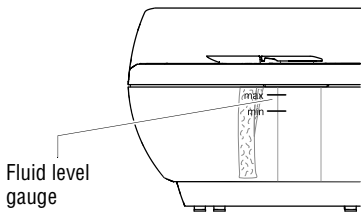
- Swing up the rocker with the moistening felt.



- Thoroughly rinse absorption and moistening felts under running water.
- Wipe the housing with a damp cloth. You can also use a commercially available dishwashing detergent.
- Fill with sealing fluid (see page 154).
- Dry the sealer.
- Connect the sealer to the postage meter (see page 24).

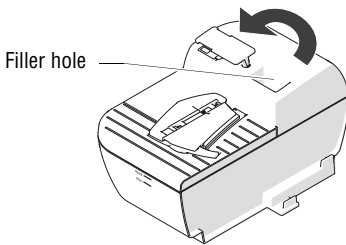
#### Works Cited:

## 16.10.2 Checking the fluid level and filling with SEALIT



- Check the fluid level in the sealer regularly.

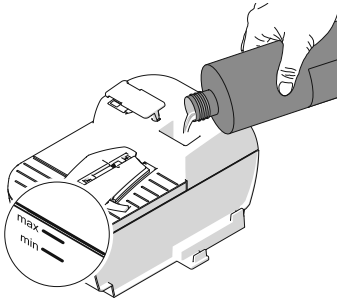
Make sure the sealer is always filled with at least to the “min” mark to prevent the felts from drying up. When felts with glue residues dry up they harden to the point of becoming prematurely useless.



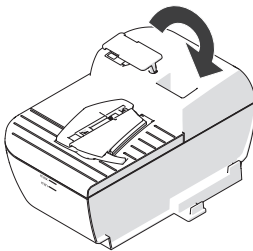
### Filling with sealing fluid

We recommend using the SEALIT sealing fluid. This special sealing fluid is available from FP or an authorized FP dealer.

- Swing the filler hole lid aside.



- Fill the sealer with SEALIT sealing fluid.
- Check the fluid level. The fluid level in the sealer should roughly reach to the “max” mark.



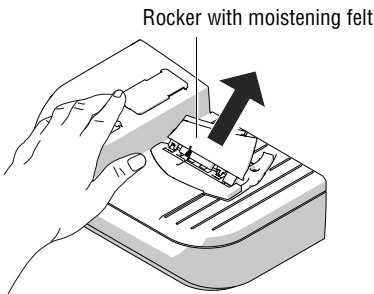
- Swing the filler hole lid back on.
- If necessary: dry the sealer outside.

#### Works Cited:

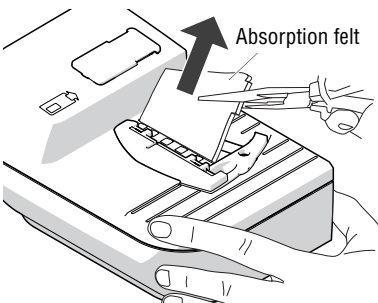
### 16.10.3 Replacing felts

- Separate the sealer from the postage meter:  
Slightly lift the postage meter on the left side and pull the sealer away to the left.
- Empty the fluid reservoir.

#### Removing the rocker with moistening felt



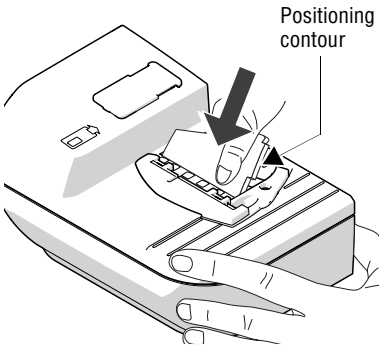
- Slightly tilt the rocker and pull it off in an obliquely upward direction.



#### Removing the absorption felt

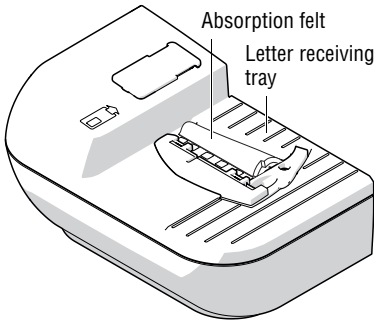
- Grip the absorption felt with pliers or tweezers and pull it out upwards.

#### Works Cited:

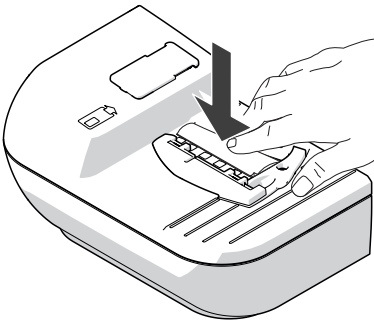


### Installing the absorption felt

- Install a new absorption felt as shown in the illustration. The felt should be halfway in the sealer.

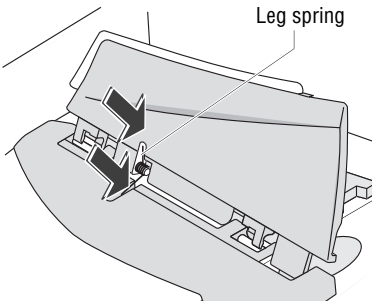


- Bend the upper part of the felt to the right and push it beneath the letter receiving tray until it reaches the stop in the contour.



- Evenly push the arched absorption felt with your hand into the fluid reservoir. Make sure that the felt is correctly seated, in particular at the edges. The stop in the positioning contour must fit precisely in the opening of the letter receiving tray.
- As a final measure, stroke with your finger over the felt repeatedly to eliminate any irregularities.

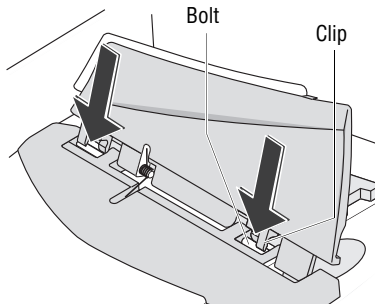
#### Works Cited:



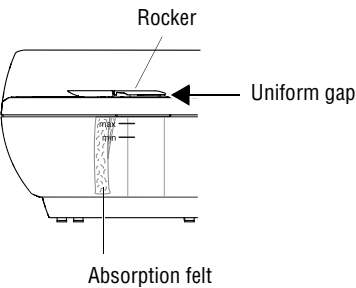
### Installing the rocker with moistening felt

The rocker features two clips that engage on the two bolts at the sealer.

- Fit the new rocker such that one leg of the leg spring is located in the rocker groove and the other leg in the sealer slot.



- Hold sealer in place, and exerting moderate pressure, push the rocker onto the sealer such that the two clips engage on the bolts.



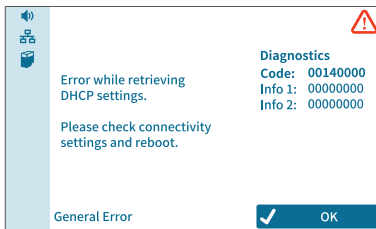
### Check

- Check the correct seat:
  - The absorption felt must be perpendicularly suspended in the fluid reservoir. Its lower edge should roughly reach the bottom.
  - The gap between rocker and sealer housing must be uniform. (The rocker must neither jut out nor touch the housing.)
- Fill with SEALIT sealing fluid (see page 154).
- Connect the sealer to the postage meter (see page 24).

#### Works Cited:

## 17 Tips for troubleshooting

### 17.1 Error messages



An error message appears on the display in case of an error or handling error. An additional sound signal may also indicate an error.

Make sure to carefully read the error message. You will be given hints on the error cause and what you can do to remedy it. An icon indicates the error group (e.g. “General error”).

On the discoverFP customer portal, you can find additional help with the displayed diagnostics code.

You can correct many minor errors and issues occurring during PostBase Vision operation yourself.

Please contact the Customer Service if you cannot remedy an error by means of the display information and the hints given in this Reference Guide.

### 17.2 Possible causes and remedy

This chapter offers tips for troubleshooting, grouped by the types of problems

- ... when metering (page 159)
- ... when weighing (page 160)
- ... when downloading postage and synchronizing (page 161)
- ... during maintenance and care (page 162)
- ... with automatic feeding / sealing (page 163)
- ... with using the sealer (page 165)
- ... during installation / commissioning (page 166)
- ... general errors (page 167).

Works Cited:



Issue	Possible cause and remedy
<b>... when metering</b>	
<p>Label metering</p> <ul style="list-style-type: none"> <li>– separation error</li> <li>– jam.</li> </ul>	<p>The labels used were not well suited. We recommend to use only labels that have been approved by FP.</p> <hr/> <p>Labels stick to one another. Take the labels out of the dispenser. Slacken / fan the label stack and reinsert it.</p> <hr/> <p>Internal problem of label print function. Contact Customer Service.</p>
<p>Letter jam.</p>	<p>On how to clear a letter jam, please see <i>chapter 17.3</i>.</p>
<p>Letter transport fails to start.</p>	<p>PostBase Vision does not show the Home screen. Return to the Home screen and try again.</p> <hr/> <p>Sensor does not recognize letter. Position the letter again.</p>
<p>Metering not possible.</p>	<p>No product / postage set because</p> <ul style="list-style-type: none"> <li>– mailing data are incomplete or</li> <li>– weight value is missing.</li> </ul> <p>Check product settings (<i>see chapter 5.1</i>).</p> <hr/> <p>No postage in postage meter. Please load postage (<i>see chapter 8</i>).</p> <hr/> <p>Credit of the current user is too low. Have the system administrator assign new credit.</p> <hr/> <p>Maximum postage value for metering exceeded. Please contact the system administrator.</p>
<p>“Maximum weight has exceeded for the current product selection...” (error message)</p>	<p>Weight limit for selected product has been exceeded, (e.g. First Class limit is 13 ounces). Place the mail piece on the weighing platform <u>or</u> set the weight manually (minimum weight 0.1 oz).</p>

Works Cited:




Issue	Possible cause and remedy
PostBase Vision signals a jam although no letters are in the letter path.	The sensors (light barriers) are soiled. Clean the sensors ( <i>see chapter 16.2</i> ).
Print quality: Blank spots.	Clean print system ( <i>see chapter 16.7</i> ).
Print quality: Imprints are compressed (thin letters / labels).	Replace the transport brush ( <i>see chapter 16.7</i> ).
<b>... when weighing</b>	
Mail piece on the weighing platform touches the display / rests on the display.	Especially with larger or flexible mail pieces, they may touch the display frame. Raise the display angle ( <i>see chapter 4.4</i> ).
No confirmation signal.	Sound volume to low or speaker turned off. Adjust the volume ( <i>see chapter 4.6</i> ).
Scale does not determine the weight for mail piece placed on the weighing platform.	The weighing platform was still occupied when another mail piece was placed on it. The scale can determine a new weight only if the scale has been emptied beforehand. Empty the weighing platform. Place the mail piece.
	Letter transport is still running. Wait until letter transport stops.
	The scale operates in the “Differential weighing“ mode. The weight is determined upon removing the mail piece from the weighing platform ( <i>see chapter 5.1.3.2</i> ).
	The weight is too low or the scale is overloaded. Use scale for mail pieces of the permitted weight range only ( <i>see pages 184 and 188</i> ).
	PostBase Vision does not recognize the scale or the scale is defective. Contact Customer Service.

## Works Cited:



Issue	Possible cause and remedy
(Strange) noises from within the machine when weighing a mail piece.	Upon weighing a mail piece, the ink cartridge moves to the print position. PostBase Vision is ready to meter a lot faster this way.  These operating sounds when preparing the print system for metering and returning to the sealed position are normal and no errors.
<hr/> <p><b>... when downloading postage / synchronizing</b></p> <hr/>	
After synchronization, no new data is available in the customer portal.	It may take up to 15 minutes for the data to become available in the customer portal.
Desired amount cannot be loaded.	Impermissible amount. Change amount and repeat the procedure.
Function (e.g. downloading postage) not available.	The current user is not authorized to access this function. Contact the system administrator.
No connection.	Ethernet cable (network cable) for the LAN connection not connected / not connected correctly. Check cable connections ( <i>see page 26</i> ).
	Check / adjust the connectivity settings ( <i>see chapter 14.13</i> ).
	Turn off PostBase Vision ( <i>see page 39</i> ). Wait one minute. Turn PostBase Vision on again.  During system start, PostBase Vision activates the network connection (LAN <u>or</u> Wi-Fi). The menu bar shows the icon of the active connection (  <u>or</u>  , for example).
	Internet access of the network / router disrupted. Contact the network administrator.
	FP Infrastructure currently not accessible. Try again later.

## Works Cited:

Issue	Possible cause and remedy
Connection is interrupted.	<p>The Wi-Fi connection's signal strength is too low. Icon in the menu bar: </p> <p>Use a Wi-Fi connection with sufficient signal strength:  / .</p>
<b>... during maintenance and care</b>	
Drawer cannot be opened.	<p>The drawer is locked while the print system is in print position. Wait until the print system retreats into idle position and try again.</p>
Ink cartridge not detected.	<p>Ink cartridge not installed properly. Remove and insert the ink cartridge once again. PostBase Vision has detected the ink cartridge, when the LED on the left of the cartridge bracket glows green continuously.</p> <hr/> <p>Wrong ink cartridge inserted. Observe the specifications (<i>see page 185</i>).</p> <hr/> <p>Ink cartridge is defective. Contact Customer Service.</p>
Print system cleaning fails to improve the print quality.	<p>Ink cartridge heavily soiled or dried up. Repeat cleaning: Function "Intensive Cleaning". If you cannot solve the problem this way: Clean ink cartridge manually (<i>see chapter 16.3.2</i>).</p>

## Works Cited:

Issue	Possible cause and remedy
<b>... with automatic feeding / sealing</b> ( <i>PostBase Vision Feeder</i> )	
Envelopes are not sealed.	<p>Sealing is disabled. Set the switch to the “seal” position (<i>see chapter 6.3.3.2</i>).</p> <hr/> <p>Sealant tank is empty or too low. Fill more SEALIT sealing fluid (<i>see chapter 16.9.1</i>).</p>
Envelopes are not properly sealed.	<p>Stroke your hand firmly over the envelope’s / letter stack’s flap area.</p> <hr/> <p>Moistening sponge and brush are dried because the sealant tank was empty over a longer period of time. Remove basket with sponge and let sponge soak up completely (<i>see chapter 16.9.3</i>).</p> <hr/> <p>Sponge is dirty or worn. Clean or replace the sponge (<i>see chapter 16.9.3</i>).</p> <hr/> <p>Brush is dirty or worn. Clean or replace the brush (<i>see chapter 16.9.4</i>).</p> <hr/> <p>You have used unsuited envelopes. Only use envelopes that are suited for sealing by machine. Observe specifications (<i>see page 187</i>).</p> <hr/> <p>Adjust the moistening level (<i>see chapter 16.9.2</i>)</p> <hr/> <p>Use SEALIT, sealing fluid available from FP or authorized FP dealer.</p>
Jam.	<p>On how to clear a letter jam, please read <i>chapter 17.3</i>.</p> <hr/> <p>PostBase Vision signals a jam although no letters are in the letter path. The sensors (light barriers) are soiled. Clean the sensors (<i>see chapter 16.2, page 127</i>).</p>

Works Cited:

Issue	Possible cause and remedy
Letters are not correctly fed.	When processing thick letters (> 0.24" / 6 mm), use the "thick letters" function (see chapter 6.3.3.3).
	Use the pendulum to press down the letter stack (see page 77).
	Adjust the ramp inclination (see page 75).
Letter transport does not start.	PostBase Vision does not display the Home screen / the "Automatic Feeding" pop-up (see chapter 6.3.3.4).
Letter transport stops / processing is interrupted.	Jam. Carefully read the displayed information. On how to clear a letter jam, please read chapter 17.3.
	The batch counter is active. After the pre-set number of mail pieces have been processed, PostBase Vision will automatically stop (see chapter 6.3.3.5).

## Works Cited:

Issue	Possible cause and remedy
<p><b>... with manual sealing</b> (<i>Sealer</i>)</p>	
<p>Envelopes are not properly sealed.</p>	<p>Stroke your hand firmly over the envelope's flap area.</p> <hr/> <p>Use SEALIT, sealing fluid available from FP or authorized FP dealer.</p>
<p>Envelope flaps are not moistened properly.</p>	<p>Felts are soiled / dried out. Clean the sealer (<i>see chapter 16.10.1</i>). Fill SEALIT sealing fluid (<i>see chapter 16.10.2</i>).</p> <hr/> <p>Moistening felt is worn. Replace rocker with moistening felt (<i>see chapter 16.10.3</i>).</p> <hr/> <p>Absorption felt is worn. Replace absorption felt (<i>see chapter 16.10.3</i>).</p> <hr/> <p>Moistening felt incorrectly seated in the rocker. Correct moistening felt position (<i>see chapter 17.5</i>).</p> <hr/> <p>Absorption felt incorrectly seated in the sealer. Surface is curved. Check and if necessary correct absorption felt position in the sealer (<i>see page 157</i>).</p>

Works Cited:

Issue	Possible cause and remedy
<b>... during installation / commissioning</b>	
Delivery is incomplete / damaged.	Do not start operating the PostBase Vision mailing system. Contact Customer Service.
Blank display.	Check whether the power cable is plugged in correctly and that PostBase Vision is turned on.
Error when establishing a connection.	<p>Connection to the FP infrastructure not possible with the current connectivity settings.</p> <p>Repeat the network configuration with SETTINGS. You will find an overview on setting the network parameters on <i>page 120</i>.</p> <hr/> <p>Ethernet cable (network cable) for the LAN connection not connected / not connected correctly.</p> <p>Check cable connections (<i>see page 26</i>).</p> <hr/> <p>Internet access of the network / router disrupted.</p> <p>Contact the network administrator.</p> <hr/> <p>FP Infrastructure currently not accessible.</p> <p>Try again later.</p>
Error during installation procedure.	<p>An error message with troubleshooting information appears.</p> <p>If necessary:</p> <ul style="list-style-type: none"> <li>• Turn off PostBase Vision (<i>see page 39</i>).</li> <li>• Wait one minute.</li> <li>• Turn PostBase Vision on again.</li> </ul> <p>The installation procedure restarts.</p> <p><b>Note:</b> Make sure the connection configuration is correct.</p>

## Works Cited:

Issue	Possible cause and remedy
<b>... general errors</b>	
Accounts are missing.	<p>Setting up / managing accounts is done via the customer portal discoverFP.</p> <p>Synchronize PostBase Vision with the customer portal (<i>see chapter 13, page 107</i>).</p> <p>If necessary, contact the system administrator.</p> <hr/> <p>The current user is not allowed to meter on the desired account.</p> <p>Contact the system administrator.</p>
Blank display.	<p>Check whether the power cable is plugged in correctly and that PostBase Vision is turned on.</p> <hr/> <p>PostBase Vision is in standby.</p> <p>Touch the display <u>or</u> press the ON / OFF button briefly.</p>
Display fails to react when touched.	<p>Turn off PostBase Vision.</p> <p>Calibrate touch screen (<i>see chapter 16.8, page 142</i>).</p>
Display shows single-colored background and text “System Failure ...” (blue screen / red screen).	<p>A system error has occurred.</p> <p>Turn off PostBase Vision (<i>see page 39</i>).</p> <p>If PostBase Vision does not react to pressing the ON / OFF button: Pull the power plug.</p>
Functions / buttons are missing in the display.	<p>Unavailable functions are blanked out.</p> <hr/> <p>The current user is not authorized to access this function.</p> <p>Contact the system administrator.</p>

## Works Cited:

Issue	Possible cause and remedy
Incoming mail: date / time missing from the received mail stamp.	<p>The selected received mail stamp does not contain a date / time stamp. Select a received mail stamp that prints both time and date.</p> <hr/> <p>The set date is not the current date. PostBase Vision can only print the time in combination with the current date.</p>
Lost PIN (administrator PIN).	Select LOST PIN. Follow the prompts in the display.
Lost PIN (user PIN).	Contact the system administrator.
PostBase Vision makes sounds without any apparent reason.	Preparing the print system for metering and returning to the sealed position causes these sounds. They are normal operating sounds, not errors.
PostBase Vision suddenly produces an unusual odour or generates fumes.	Print system overheating. Immediately unplug the franking system power plugs from the outlets. Call the Customer Service.
Printed Text / QR Code: Button “New” is missing.	All storage spaces are taken. Delete printed texts / QR codes you no longer need (see chapter 11.4, page 101).
User PIN not accepted.	<p>Contact the system administrator.</p> <hr/> <p>Wrong user selected? Press BACK to get to the user selection. Select user and enter PIN.</p>
Users are missing.	<p>Setting up / managing users is done via the customer portal discoverFP.</p> <p>Synchronize PostBase Vision with the customer portal (see chapter 13, page 107).</p> <p>If necessary, contact the system administrator.</p>
Other errors ...	If you cannot remedy an error yourself, please contact the Customer Service.

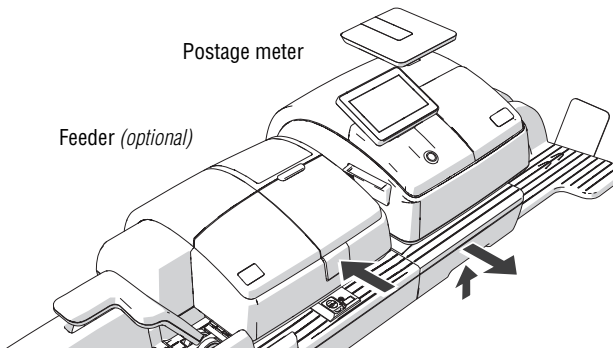
## Works Cited:



## 17.3 Remediating a letter jam

**! Caution!** The drawer on the postage meter is locked while the print system is in the printing position. Do not attempt to open the drawer forcefully. Wait until the print system is back in the standby position. You can now pull out the drawer.

**! Caution!** Make sure you do not get ink on yourself, or stain your clothing and other objects. Place the drawer down on a base surface.



*On the feeder*

- Remove the letter stack from the ramp.
- Press the release button. The roller transport moves upwards.

*On the postage meter*

- Unlock the drawer: Push the drawer latch lever upwards.
- Pull the drawer to the front, out of the housing. The flashing LEDs in the letter entrance area indicate the drawer is missing.
- Place the drawer on an underlay.

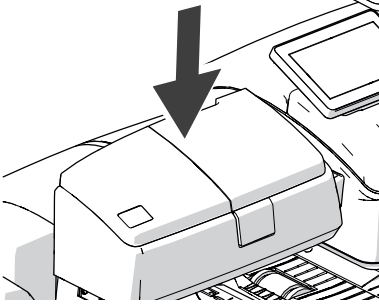
*Remove jammed letters*

- Carefully take all letters out of the mailing system.
- Make sure no shreds of paper or the like are left in the letter path.

### Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

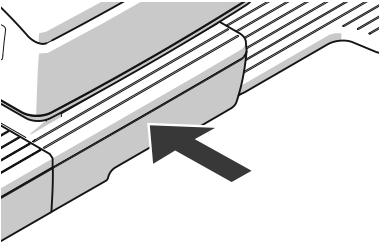
*On the feeder*



### After remedying the letter jam

- Press down firmly on the roller transport until it clicks into place.

*On the postage meter*



- Slide the drawer in to the stop. Make sure that the drawer latches correctly on both sides.

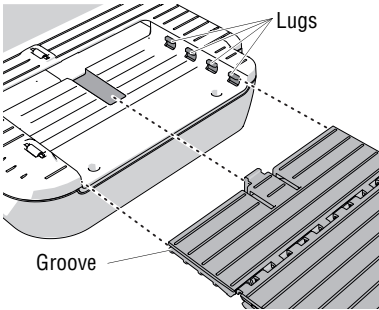
The LEDs in the letter entrance area go out.

- Confirm the error message(s).

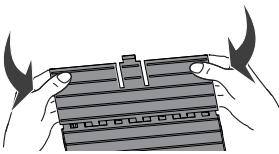
#### Works Cited:

## 17.4 Inserting the letter guide at the ramp (*PostBase Vision Feeder*)

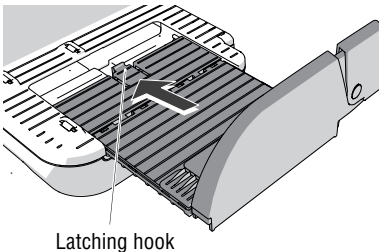
In case the letter guide slips completely out of the ramp when pulling it out, you can re-insert it as described below.



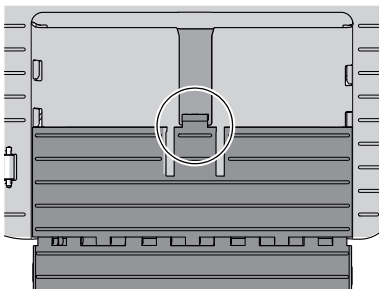
- Hold the letter guide as shown in the figure.
- Fit the groove of the letter guide in the lugs on both sides.



Lightly bend the front of the letter guide panel down at the sides. This eases the process of inserting in the guides.



- Hold the letter guide straight and slide in the direction of the arrow, against the resistance (from the latching hook).

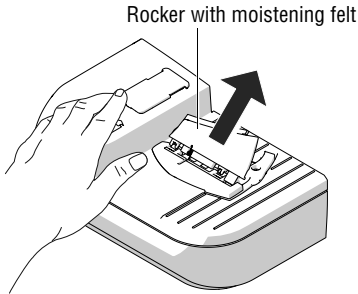


As soon as the latching hook snaps into its guide groove, the letter guide has been inserted correctly.

- Push the letter guide to the desired position or fold it down to process large letters.

Works Cited:

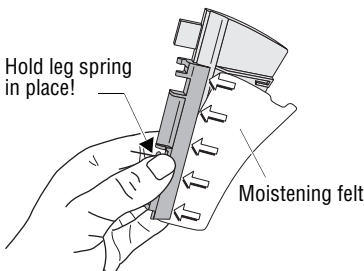
## 17.5 Correcting the moistening felt position on the rocker (Sealer)



- Slightly tilt the rocker and pull it off in an obliquely upward direction.

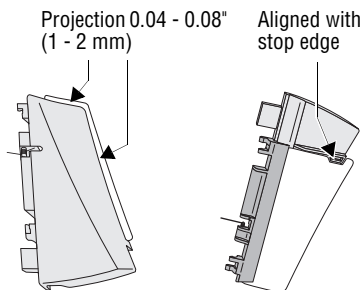


**Caution!** Always hold the leg spring on the pin with one hand while positioning the moistening felt. This will prevent the leg spring from jamming or jumping out.



- Push the long moistening felt side fully underneath the clamping strip such that
  - the felt’s recesses are perfectly aligned with the rocker stop edge and
  - both moistening felt outer edges uniformly project over the rocker edge by approximately 0.04 - 0.08" (1 - 2 mm). See illustration.

### Moistening felt correctly positioned:



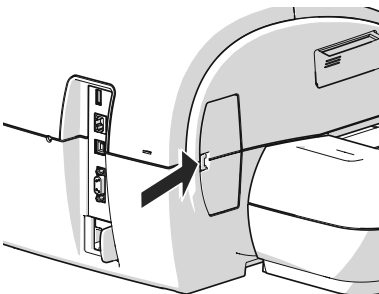
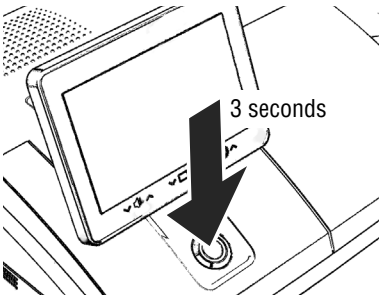
- Carefully displace the moistening felt in the clamping strip if necessary.
- Reattach the rocker on the sealer (see page 157).

Works Cited:

## 17.6 Removing / inserting the PSD

**! Caution!** Remove the PSD in exceptional cases only, e.g. if you need to send the mailing system or PSD to Customer Support. The connector of the PSD is designed for a maximum of 30 connection cycles (removal / insertion).

**! Caution!** When the postage meter or the PSD was in a cold environment (i.e. below 50 °F / 10 °C) before: Wait for at least two hours before connecting and commissioning the PostBase Vision postage meter. The postage meter needs this time to adapt to the environmental conditions allowing any condensed moisture to escape.



### Removing the PSD

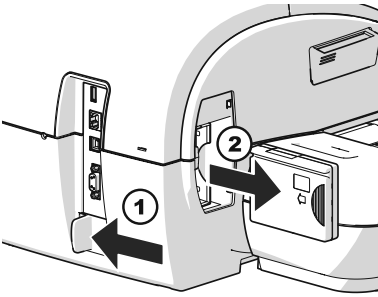
- Turn PostBase Vision off.

PostBase Vision will complete any current actions, lowers the display and then switches off.

- Unplug the power plug from the outlet.
- Unplug the power cable from the power connection of the postage meter.
- Press the clip catch on the cover of the PSD slot in the direction of the arrow and remove the cover.

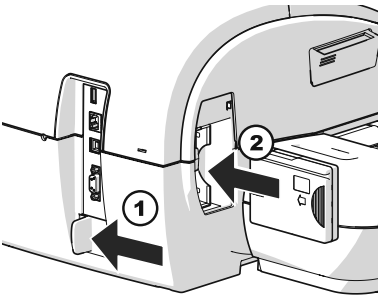
Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

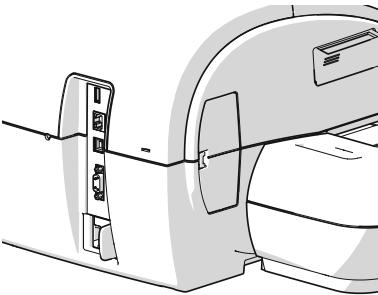


- Push the white slider next to the power outlet on the PostBase Vision in the direction of the arrow **and hold it**. The catch retracts and allows access to the PSD.
- Remove the PSD out of its mounting.
- Release the white slider.

### Inserting the PSD



- Push the white slider next to the power outlet on the PostBase Vision in the direction of the arrow **and hold it**. The catch allows access to the PSD mounting.
- Insert the PSD as shown in the picture and push it all the way into the mounting. You can feel it engage.
- Release the white slider.



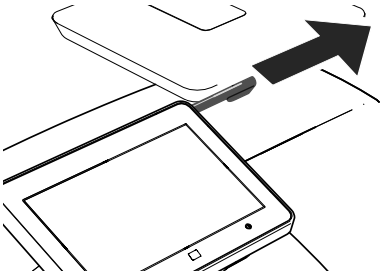
- Close the cover of the PSD slot again.
- Reconnect the power cable.

You can now use the PostBase Vision again.

#### Works Cited:

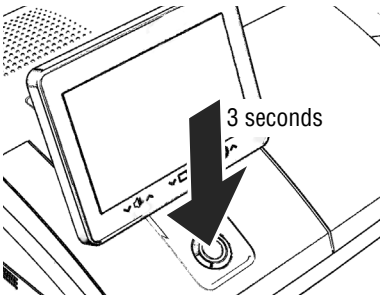
## 17.7 Manually moving the ink cartridge to the exchange position

If need be, the ink cartridge can be removed without the postage meter running (e.g. in case the postage meter is defective and is to be send to the Customer Service).



- Take the stylus from its carrier behind the display. You will need the stylus to operate the cartridge mechanism.

*Disconnect the PostBase Vision from the power*



- Turn PostBase Vision off.

The PostBase Vision will complete any current actions, lowers the display and then switches off. The display light and button illumination go out.

- Unplug the power plug from the outlet.

*Remove all cable connections*

On the back of the postage meter:

- Unplug the power cable from the power connection of the postage meter.
- If necessary, remove the ethernet cable: Press the spring on the plug and carefully pull the plug out.
- If necessary, remove the CAN bus connection to the feeder: Unscrew and carefully pull off the plug.
- If necessary: Remove USB cable.

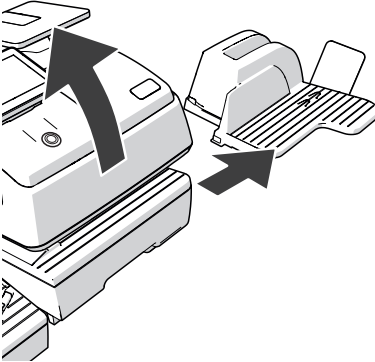
Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.



The connections / interfaces of the PostBase Vision postage meter are described in the figure on page 14.

*Remove letter catch tray*

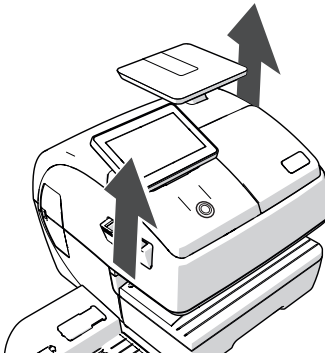


- Lift the front of the postage meter about 2" (5 cm).
- Move the letter catch tray away to the right.
- Put the postage meter back down.

*Remove PostBase Vision from feeder*

To feed mail pieces, the hand feed tray or the sealer or the feeder are positioned to the left of the postage meter.

The housings of the postage meter and the feeding device in use are mechanically coupled via catches (on the right side of the feeding device) and slots (in the postage meter's housing).



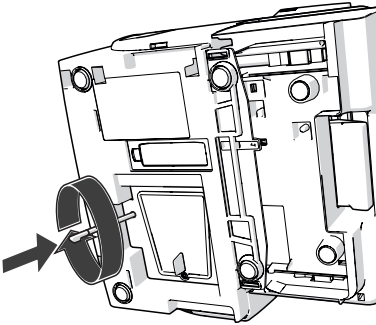
- Carefully lift the postage meter at the housing and remove it from the feeding device at hand.
- Place the postage meter on a firm, level base.

Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

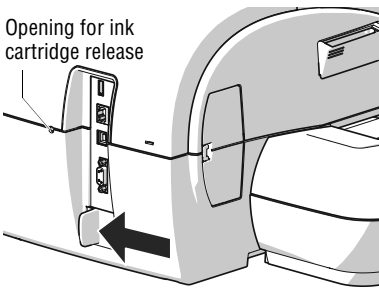


*Lift ink cartridge from sealing position*

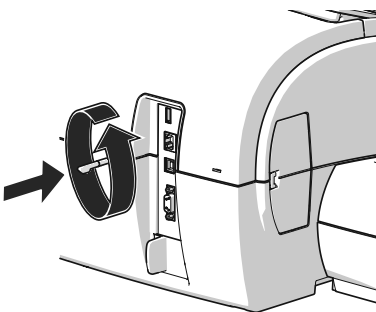


- Tilt the postage meter on its right-hand side and deposit it safely.
- Insert the stylus into the hole in the cover.
- Press the stylus against the resistance (spring pressure) and rotate it clockwise until a “snap” indicates that the ink cartridge has moved from its sealing position and is ready to be moved to the exchange position.
- Remove the stylus.
- Place postage meter upright again.

*Move ink cartridge to exchange position*



- Push the white slider next to the power outlet on the PostBase Vision in the direction of the arrow **and hold it**.



- Insert the stylus in the opening in the back of the postage meter.
- Rotate the stylus counterclockwise to move the ink cartridge to the exchange position.

When the flap of the print system opens, the ink cartridge has reached the exchange position.

- You can remove the ink cartridge now as usual (see page 136).

Works Cited:

## 18 Decommissioning and disposing of the mailing system

To ultimately decommission the PostBase Vision, you must correctly deactivate all postal services. PostBase Vision will guide you through all required decommissioning steps in a dialog. We are pleased to assist if required. Please contact the Customer Service.

In case of a rented or leased mailing system, please make sure to always contact the Customer Service.



**Caution!** Run the “Withdraw machine” function only if you really want to decommission the PostBase Vision. Commissioning the postage meter after decommissioning is only possible by calling a service technician at extra costs.

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- Make sure PostBase Vision has a network connection (LAN or Wi-Fi).
- Open the MENU.
- Choose WITHDRAW MACHINE.
- Follow the instructions on the display. Make sure to carefully read the information!
- For disposal of the mailing system, please contact the Customer Service.

Works Cited:

FP. “PostBase Vision User Manual (Full Reference Guide).” PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## Graphical symbols, safety signs and product safety labels on the PostBase Vision mailing system

Graphical symbols, safety signs and product safety labels are affixed to the PostBase Vision mailing system. You will find the product safety labels on the type plates of the individual components.

The following overview lists and explains them.



Warning: Automatic machine operation.  
Indicates an automatic machine operation that may result in the user being startled.



GS Mark. “Geprüfte Sicherheit” (Tested safety) according to the requirements of the German Product Safety Act (ProdSG).  
Tested by the accredited laboratory NEMKO.



CE label.  
With this label, the manufacturer declares that the product meets the requirements of all relevant EU directives that require such labeling.



Nemko certification mark.  
The approval mark indicates that the product complies with the applicable standards as required in the USA and Canada.

Nemko-CCL is a NRTL (nationally registered testing lab), which is entitled to perform this test. Product tested in accordance with IEC 60950-1.



The crossed garbage can is a mark for electrical and electronic equipment (WEEE directive) and means the following:

The product and accessories (e.g. cables and ink cartridges) may not be disposed of with household waste.

The bar below the garbage can indicates that the product was marketed after August 13, 2005.

For proper disposal and recycling of the PostBase Vision mailing system, please contact the FP Customer Service.

### Works Cited:



Interface for connection to a personal computer (PC).



USB port.  
Interface for connection to external USB devices.

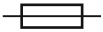


Interface for connection to a local computer network (LAN).

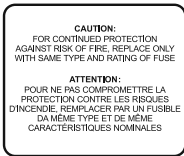
**CAN-BUS** The CAN bus (CAN = Controller Area Network) is a serial bus system. Interface for connecting the feeder.



Symbol for alternating voltage.  
Indicates the type of the input voltage.



Symbol / Wiring symbol for a fuse.  
This symbol always stays along with the details of the fuse used.



The plate contains important information for the fuse:

**Caution:** For continued protection against risk of fire, replace only with same type and rating of fuse.

Works Cited:

## Glossary

### **discoverFP customer portal**

discoverFP is your gateway to FP products, services and support for the PostBase Vision. On discoverFP you can manage your account, mailing system, access additional services and order consumable supplies.

### **Label**

Special self-adhesive label which you can meter and stick onto your mail pieces. Necessary for large, heavy and thick mail pieces. Also use labels to attach on the mail piece when the envelope material is not suited for ink-jet printing.

### **Meter imprint**

The stamped value of US postage printed.

When metering, PostBase Vision prints among other things the indicia, the postage value, the date and the machine identification on the envelope. Details on the product (e.g. First-Class) appear below the postage.

Additionally, the meter imprint can contain custom adverts, i.e. logos or texts, or information as QR codes.

### **PIN**

Personal Identification Number.

The PostBase Vision mailing system can be protected against unauthorized use via a PIN.

### **Product**

Refers to the product or class of service of the USPS, e.g. First-Class letter.

### **PSD**

Postal Security Device.

USPS-approved highly secure component in your PostBase Vision that manages the accounting of postal funds.

#### Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

**QR code**

A square data matrix (a pattern of small light and dark squares) that lets you transmit electronically readable information to the addressees of your mail. QR is short for Quick Response.

PostBase Vision supports generating and printing such QR codes and a plain text description as advertising imprints.

**Swiping**

Convenient method of operation using the touch screen, e.g. when scrolling through long lists.

This is how it works: Touch the area you want to scroll and, without letting go, move it in the desired direction.

**Test Imprint**

The Test Imprint generated in the “Print System” menu consists of a series of different patterns.

Using the Test Imprint, you can test the print function and check the print quality.

**Test print product  
(Zero imprint)**

Invalid meter imprint with the postage value \$00.000 and the indication VOID printed over the 2D Data matrix. This feature enables you to check the settings for the meter imprint.

Test prints are not recorded in the postal registers.

**Works Cited:**

## Technical Data

### Dimensions \*

– Length	12.2" (310 mm) – <i>postage meter</i>
	5.7" (146 mm) – <i>hand feed tray / sealer</i>
	15.2" (385 mm) – <i>feeder</i>
	11" (280 mm) – <i>ramp</i>
	14.1" (358 mm) – <i>feeder plus</i>
	11.3" (287 mm) – <i>ramp plus</i>
	12.6" / 17.5" (320 mm / 445 mm) – <i>catch tray min / max</i>
– Width	13.6" (345 mm)
	15.4" (390 mm) – <i>with feeder and ramp</i>
	17.3" (440 mm) – <i>with advanced autofeeder (feeder plus and ramp plus)</i>
– Height	11.3" (287 mm) – <i>with weighing platform</i>
	12.9" (327 mm) – <i>highest display position</i>

### Weight \*

20.7 lb (9.4 kg) – <i>postage meter with scale</i>
1.3 lb (0.6 kg) – <i>hand feed tray</i>
1.3 lb (0.6 kg) – <i>sealer</i>
17.2 lb (7.8 kg) – <i>feeder</i>
5.7 lb (2.6 kg) – <i>ramp</i>
18.8 lb (8.5 kg) – <i>feeder plus</i>
7.7 lb - 8.8 lb (3.5 kg - 4.0 kg) – <i>ramp plus</i>
2.2 lb (1.0 kg) – <i>catch tray</i>
12.4 lb (5.6 kg) – <i>drop stacker</i>

### Power connection

– Postage meter	100 - 240 V / 1.5 A / 50 - 60 Hz
– Feeder	100 - 240 V / 1.5 A / 50 - 60 Hz
– Feeder plus	100 - 240 V / 3.0 A / 50 - 60 Hz

\* Values without packaging

#### Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

**Power consumption**

- **Postage meter** 80 W, Energy Star  
< 0.5 W (switched off)  
< 7 W (standby)
- **Feeder** 80 W
- **Feeder plus** 80 W

**Display** TFT, 5", 800 × 480 pixels, backlit  
Touch panel (resistive)

**Print system**

- **Print technology** Ink-jet, 1 ink cartridge with 1" printhead
- **Printing area** max. 7.3" × 1" (185 mm × 25 mm)
- **Print resolution** ≥ 300 dpi

**Weighing range** Depending on machine configuration:  
*(integrated scale)* 0.1 oz to 15 lb.

**Noise emission** < 60 dB(A) postage meter (stand-alone)  
< 70 dB(A) postage meter with feeder

**Type of Equipment** Stand-alone equipment (Desk-top)

**Class of Equipment** Class I

**Connection to Supply** Pluggable type A

**Type of Power System** TN, IT

**Mobility** Moveable equipment

**Pollution Degree** 2

*Subject to short-term modification.*

## Works Cited:



**Operating conditions** 59 °F to 95 °F (+15 °C to +35 °C)  
 Only use in closed rooms  
 Do not expose to direct sunlight  
 Rel. humidity 15% to 80%, non-condensing

**Performance** Depending on system configuration:  
 up to 90 letters/min  
*(Varies depending on envelope size / content, imprint length, machine state and operating mode.)*

## Ink cartridge

**Ink cartridge** FP ink cartridge for PostBase Vision

**Operating and storage conditions** 59 °F to 95 °F (+15 °C to +35 °C)  
 Use in closed rooms only  
 Do not expose to direct sunlight  
 Relative humidity 20% to 70%, non-condensing



Material Safety Data Sheet (MSDS) for users available at [sdb.francotyp.com/en](https://sdb.francotyp.com/en).

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#### Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## Mail piece specifications

<b>Format</b> (height × width)	<u>PostBase Vision (postage meter with hand feed tray):</u> 3.5" × 5" up to 10" × 14" (89 mm × 127 mm up to 253 mm × 353 mm) <u>PostBase Vision with feeder:</u> 4" × 6" up to 10" × 14" (100 mm × 148 mm up to 253 mm × 353 mm)
<b>Thickness</b>	<u>Metering without usage of the sealing function:</u> Up to 0.4" (10 mm) <u>Using the sealing function (PostBase Vision Feeder):</u> Up to 0.3" (7 mm)
<b>Material</b>	Ink-absorbent material (suitable for ink-jet printing) No dark paper No glossy coating on the surface to print No bubble-foil material No corrugated board No extremely fibrous paper on which the data matrix could smear
<b>Labels</b>	Self-adhesive labels for PostBase Vision

*Subject to short-term modification.*

### Works Cited:

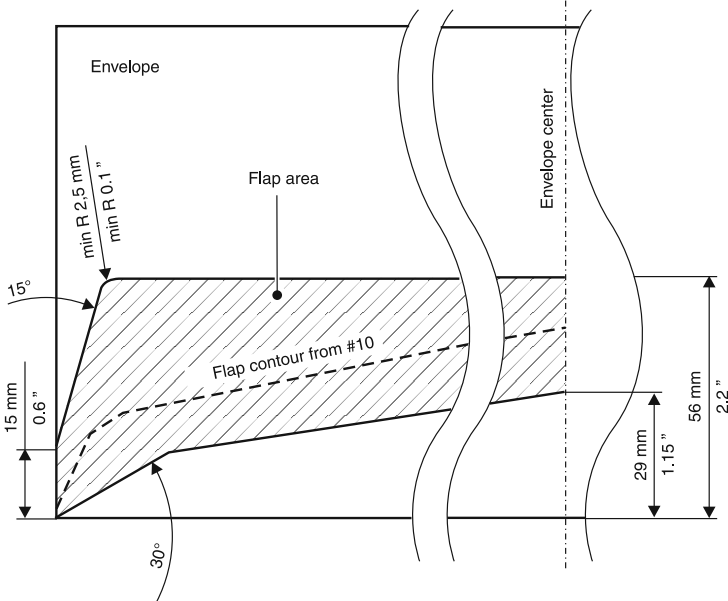
FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020. download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

**Envelope specifications for automatic sealing**

*(PostBase Vision Feeder)*

**Material** Envelopes must be suitable for sealing by machine. The flap must be at the envelope’s long side.

**Sealing area** Sufficient closure can only achieved with continuous sealing area.



*Subject to short-term modification.*

**Works Cited:**

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## Product variants and equipment

● = standard
○ = option
— = not available

	PostBase Vision S3	PostBase Vision S5	PostBase Vision A5	PostBase Vision A7	PostBase Vision A9
Hand feed tray	●	●	●	●	●
Catch tray (adjustable)	●	●	●	●	●
Feeder (Autofeeder with sealer)	—	○	●	●	—
Feeder plus (Advanced Autofeeder with sealer)	—	—	—	—	●
Hand-fed Sealer	○	○	○	—	—
Drop Stacker	—	○	○	○	○
Label printing	●	●	●	●	●
Internal scale	●	●	●	●	●
Weighing range, maximum	5 lbs	10 lbs	10 lbs	15 lbs	15 lbs
Weighing range optionally upgradeable to	10/15lbs	15 lbs	15 lbs	—	—
Differential weighing	○	○	○	●	●
External USB scale, 70 lbs.	○	○	○	○	○
Processing speed (letters per minute)	35	50	50	70	90
USB, Ethernet/LAN, Wi-Fi, CAN bus	●	●	●	●	●
Remote services (download postage, update rates, ...)	●	●	●	●	●
Access control via PIN	●	●	●	●	●
Shortcuts for postal products, number of slots	6	10	10	20	20
Account function	●	●	●	●	●
Number of accounts (setup via customer portal)	1	1	1	1	1
250 accounts (via discoverFP)	○	○	○	○	○
PostBase Vision software add-ons (via customer portal)	○	○	○	○	○
Adverts, number of slots	30	30	30	30	30
Editable advertising imprints, number of slots	12	12	12	12	12
Text	●	●	●	●	●
QR code with plain text description	●	●	●	●	●
Low postage warning	●	●	●	●	●
Ink level: display and warning	●	●	●	●	●
Postage correction and Redate imprint	●	●	●	●	●
Incoming mail stamp	●	●	●	●	●
discoverFP (customer portal for machine and user administration, account management, transaction overview, reports, ...)	●	●	●	●	●

Works Cited:

## Supplies

Consumable supplies: ink cartridges, labels, SEALIT fluid and cleaning kits are available via **MyOneFP**.

Note: The full functioning of the PostBase Vision mailing system at the time of delivery can only be guaranteed when using genuine FP ink cartridges.

## The Security Device (PSD)

The Security Device (PSD) used in your PostBase Vision mailing system was authorized according to specifications of the United States Postal Service following an internationally valid practice. To commensurate to this standard the cryptographic keys used by the PSD have to be updated or exchanged after a specified period of time. Please, make sure that the mailing system contacts the Server at least once a year (e.g. by loading postage with the value of “\$0”), even if the system may not be in use. Otherwise the Security Device may disable itself and will have to be exchanged with costs for reconnecting the mailing system.

The Security Device meets the highest security standards. It meets or exceeds USPS IMI-PC standards and is FIPS 140-2, Level 3 certified.

### Works Cited:

FP. “PostBase Vision User Manual (Full Reference Guide).” PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, [download.fp-usa.com/product\\_docs/PostBase/Vision/Technical/PostBase\\_Vision\\_Reference\\_Guide\\_USA\\_Rev02\\_20200423.pdf](https://download.fp-usa.com/product_docs/PostBase/Vision/Technical/PostBase_Vision_Reference_Guide_USA_Rev02_20200423.pdf).

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### Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, [download.fp-usa.com/product\\_docs/PostBase/Vision/Technical/PostBase\\_Vision\\_Reference\\_Guide\\_USA\\_Rev02\\_20200423.pdf](https://download.fp-usa.com/product_docs/PostBase/Vision/Technical/PostBase_Vision_Reference_Guide_USA_Rev02_20200423.pdf).

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#### Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

## Security Declaration for data usage

Product Description: PostBase Vision Mailing system

The PostBase Vision Mailing system is connected to the user's local network through an Ethernet interface / Wi-Fi to share data with the FP Data Center using both the local network and a suitable available internet connection provided by the user.

FP guarantees that the PostBase Vision Mailing system does not utilize, transmit, or sort any data from the user's network which is not relevant for the operation of this equipment.

## United States Patents

Following patents and applications for patents, designs and trademarks are reserved for the mailing machine PostBase Vision.

U.S. Patent Numbers:

6,615,196; 6,629,084; 6,733,194; 6,739,245; 6,953,234; 7,103,583; 7,346,743; 7,606,264; 7,694,010; 7,793,000; 8,131,959; 8,682,801; 8,933,591; 8,972,046; 9,079,394; 10,150,636; 15/795,645; 15/800,340; 16/169,120; and more

U.S. Design Numbers:

689,130; 689,131; 689,132; 689,133

U.S. Trademark Numbers:

4,589,089 (PostBase); 4,779,760 (FP - Logo)

Status as of 01/25/2019.

An update is published on our patent-website: [www.fp-usa.com/patents](http://www.fp-usa.com/patents)

### Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020. download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.



## FCC Compliance Statement

This device complies with FCC Part 15, Subpart B, Class B.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**Contains Transmitter Module FCC-ID: Z64-WL1835MOD**

#### Works Cited:

FP. "PostBase Vision User Manual (Full Reference Guide)." PostBase Vision Support Semi-Auto, Auto & Advanced, Apr. 2020, download.fp-usa.com/product\_docs/PostBase/Vision/Technical/PostBase\_Vision\_Reference\_Guide\_USA\_Rev02\_20200423.pdf.

**A**

- Absorption felt *153, 155, 156, 157*
  - correct seat *157*
  - install *156*
  - remove *155*
- Access control *110*
  - disabling *110*
  - setting up *110*
- Access flap to print system *13*
- Accessories
  - online ordering *124*
- Accounts
  - administration *102*
- Address data for online orders *125*
- Administrator PIN
  - changing *110*
  - setting *110*
- Advanced Autofeeder. See Feeder plus
- Advert *44, 53*
  - print *88*
- Advert matching *105*
- Advertising imprint *44, 63*
  - assign to cost account *105*
  - graphical adverts *63*
  - set *63*
  - text message *63*
- Adverts
  - print advert only *88*
- Ascending (print numbers) *89*
- Auto advance time *116*
- Auto off *115*
- Autofeeder. See Feeder
- Automatic date advance *115*
  - define time for change *115*

**B**

- Basket *149*
  - check if seated correctly *149*
  - See also Sponge holder
- Batch counter *79*
- Brightness, adjust *50*
- Brush *15, 17*
  - change *151*
  - clean *151*

**C**

- CAN BUS *14, 16, 18, 180*
- Catch (in the cartridge holder) *31, 136, 138*
- Catch tray *13, 20*
  - adapting to envelope size *52*
  - assembling *23*
- Clean
  - brush (feeder) *151*
  - housing *126*
  - print system *130*
  - sealer *153*
  - sensors *127*
  - sponge (feeder) *147*
- Color of the menu bar *113*
- Commissioning *19*
- Connect
  - Ramp plus *18*
- Connecting
  - feeder *35*
  - postage meter *25*
- Connection cable (Ramp plus) *18*
- Connection type *120*
- Connectivity settings *119*
  - change *119*
  - display *119*
  - overview *120*
- Consumable supplies *189*
- Consumables
  - online ordering *124*
  - order *45*
  - place an order *124*
- Contact area *17, 66, 70, 71, 74, 78*
- Contact information *203*
  - display *109*
- Correcting faulty meter imprints
  - postage correction *83*
  - redate *84*
- Correcting meter imprints *83*
- CORRECTION imprint
  - set *83*
- Cost account *11, 44, 68*
  - changing *68*
  - display complete name *68*
  - setting up for metering *68*

## Works Cited:

- Cost account report
  - display a cost account *103*
  - display all cost accounts *102*
- Cost accounts
  - advert matching *105*
  - delete usage data (clear counter) *104*
  - display report *102*
  - display usage data for a cost account *103*
  - setting up *102*
- Count mail pieces *91*
- Counter
  - advertising imprints (print only advert/text) *88*
  - batch counter *79*
  - feed only *91*
  - item counter (meter imprint) *85*
  - print received mail *93, 94*
  - seal only *92*
- Cover flap
  - PSD *14*
- Credit *86*
- Customer portal *11, 181*
- Customer Service *203*

## D

- 2D Data matrix *53*
- Data matrix *53*
- Date *53*
  - advance *62*
  - automatic date advance *115*
  - correcting (redate) *84*
  - in the meter imprint *44, 62*
  - print received mail *93*
  - reset to the current date *62*
  - set *62*
- Decommissioning *178*
- Default shortcuts *97*
  - restoring *97*
- Descending *86*
  - See also Postage available
- Descending (print numbers) *89*
- DHCP *121*
- Differential weighing *12, 58*
- Disconnecting from mains *40*
- discoverFP *11, 181*

- Display angle, adjust *49*
- Disposal *178*
- Drawer *13, 128, 140*
  - cannot be opened *162*
  - insert *128, 141, 170*
  - latch lever *13*
  - remove *128, 140, 169*
- Drop Stacker *12, 21, 52*
  - adapting to envelope formats *52*
  - assembling *23*
  - installation *52*

## E

- Emergency release (ink cartridge) *14*
- Envelope flap
  - moistening (with sealer) *71*
  - pressing down *72*
- Envelope sealing *75*
  - seal / non seal switch *15*
- Envelopes *186*
  - for automatic sealing *187*
  - for metering *186*
- Error messages *158*
- Errors *158*
  - during commissioning *166*
  - during installation *166*
  - during maintenance and care *162*
  - general errors *167*
  - when downloading postage *161*
  - when metering *159*
  - when synchronizing *161*
  - when weighing *160*
  - with automatic feeding *163*
  - with sealing (feeder) *163*
  - with sealing (sealer) *165*
- Ethernet *14, 120*
  - setting up connection *119*
- Ethernet cable *20*

### Works Cited:

**F**

- FCC Compliance Statement *193*
- Feed Only *91*
- Feeder *12, 15, 21*
  - adjusting the incline of the ramp *75*
  - adjusting the letter guide *74*
  - CAN BUS *16*
  - connecting *14, 16, 35*
  - feeding letters in stack *77*
  - filling with sealing fluid *36, 143*
  - folding the letter guide down *75*
  - installing *33*
  - processing single letters *78*
  - sensor for letter detection *15, 129*
  - starting *77, 78*
  - stopping *78*
- Feeder plus *12, 17*
  - CAN BUS *18*
  - connecting *18*
  - power connection *18*
  - Ramp plus connection *18*
- Felts
  - correct position *172*
  - correct seat *157*
  - replace *155*
  - See also Absorption felt
  - See also Moistening felt
- Filler hole *154*
- Filling level
  - feeder *143*
  - ink cartridge *134*
  - sealer *154*
- Filling with sealing fluid
  - feeder *36*
  - sealer *24, 154*
- Firewall *122*
- First shortcut / Shortcut 1 *44*
- Flap (access to print system) *13*
- Flap (sealant tank) *15, 17*
  - close *38, 145, 150*
  - open *17, 36, 143, 148*
- Fluid level
  - sealer *154*
- FP contact information *109, 203*
- Fumes / odours from the machine *9, 168*

**H**

- Hand feed tray *13, 20*
  - attaching *23*
  - feed letter *70*
- Hand-feed sealer *12, 20*
  - See also Sealer
- High capacity drop stacker *12*
- Home screen (overview) *44*
- https connection *122*

**I**

- Icons *41*
  - date (calendar) *62*
  - differential weighing *118*
  - display angle *49*
  - display brightness *50*
  - error groups *158*
  - Ethernet (LAN) *45, 161, 162*
  - imprint offset *64*
  - ink level *45, 134*
  - ink level (full cartridge) *32*
  - network connection *45*
  - red caution *111*
  - volume (speaker) *45, 50*
  - Wi-Fi *161, 162*
- Imprint offset *11, 64*
  - metering *64*
  - print advert only *88*
  - print numbers *89*
  - print received mail *93*
- Incoming mail *93*
  - print date and time *93*
  - printing received mail stamp *94*
- Ink cartridge *20, 185, 189*
  - change *135, 136*
  - clean (automatic) *130*
  - clean (manually) *131*
  - clip (transportation protection) *30, 135*
  - filling level *134*
  - insert *29, 137*
  - manually move to exchange position *175*
  - pull off nozzle protection (protective strip) *31*
  - remove *136*
  - remove transportation protection (clip) *30, 137*

## Works Cited:

Ink level *45, 134*  
 Installation *19*  
 Installation site *22*  
 Item counter  
   displaying *85*  
   resetting *85*

## J

Jam, remedy *169*

## K

Keyboard *47*  
 Keypad *47*

## L

Label compartment *13*  
   fold in/out *51*  
 Label dispenser *11*  
 Labels *10, 189*  
   insert *51*  
   metering / printing *81*  
 LAN port *14*  
 Language *113*  
   change *113*  
 Large letters  
   adjusting feeder *75*  
   sealing (with sealer) *73*  
 Latch lever (ramp) *15*  
 Latch lever (security device) *14*  
 LED *31, 75, 136, 138*  
 LED light (blue)  
   Feeder plus / sealant tank *17*  
 LED status indicator (blue) *17*  
 Letter detection *17*  
 Letter guide *17*  
 Letter guide (feeder) *15*  
   adjusting *74*  
   folding down *75*  
   inserting *171*  
 Letter jam, remedy *169*  
 Letter receiving tray *17*  
 Letter stack  
   feeding *77, 78*  
   preparing *74*

Letter thickness *76*  
   setting *76*

## Letters

  feeding (feeder) *74, 78*  
   feeding (hand feed tray) *70*  
   feeding (sealer) *71*  
   seal (without printing) *92*  
   sealing (PostBase Vision feeder) *75*  
   sealing (PostBase Vision with sealer) *71*

License *190*

Light barrier *17*

Liquid level. See Fluid level

Load postage *87*

Logging on *67*

Low postage warning

  setting up *111*

  turning off *111*

## M

Mail piece specifications *186*

Mailing data *44*

  select *55*

Menu *45*

  example *45*

  open *44, 45*

Menu bar *44, 45*

  changing color *113*

  example *45*

Meter imprint *181*

  correcting *83*

  example *53*

  print a test imprint *65*

  set *53*

Metering *67*

  labels *81*

  letters (feeder) *74, 77*

  letters (hand feed tray) *70*

  letters (sealer) *71*

Moistening *15, 17*

  adjust *146*

  clean / change brush *151*

  clean / change sponge *147*

  increased *147*

  normal *146*

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Moistening felt *153, 155, 172*  
 correct position *172*  
 install *157*  
 remove *155*

## N

Network connection *14*  
 change settings *119*  
 display connectivity settings *119*  
 setting up *119*

New shortcut *95*

Non seal *75*

Numeric keypad *47*

## O

Odour development *9, 168*

ON/OFF button *13*

Online ordering system *124*

On-screen keyboard *47*

Operating conditions *185*

Operation philosophy *41*

Order history *125*

Ordering *45, 124*  
 display delivery address, etc. *125*  
 display information *125*  
 place an order *124*

## P

Patents (USA) *192*

PC connection *14*

Pendulum *15, 17, 21, 77*  
 mounting *34*  
 using *77*

PIN *181*  
 lost *168*  
 set / change administrator PIN *110*

Place of posting, change *123*

Pop-up window *48*

Postage *53*  
 correcting *83*  
 display in the Home screen *44*  
 set *54*  
 set, using a shortcut *54*

Postage available *44, 86*

Postage correction *83*

Postage download *87*

Postage meter  
 connecting *25*  
 installing *27*  
 scope of delivery *20*

Postage used *86*

Postal class *53*

Postal code, change *123*

PostBase Vision  
 disconnecting from mains *40*  
 equipment *188*  
 modular design *10*  
 operating elements *13*  
 overview *13*  
 short profile *10*  
 turning off *39*  
 turning on *39*

PostBase Vision Feeder *12, 15*  
 operating elements *15*  
 overview *15*

PostBase Vision Feeder plus *12, 17*  
 operating elements *17*  
 overview *17*

PostBase Vision product variants  
 PostBase Vision S3 *188*  
 PostBase Vision S5 *188*  
 PostBase Vision A5 *188*  
 PostBase Vision A7 *188*  
 PostBase Vision A9 *188*

Power cable *20*

Power connection *14, 16, 18*

Print numbers *89*  
 printing *90*  
 set direction of counting *89*  
 set start value *89*

Print only advert / text *88*

Print quality  
 check *134*  
 test imprint *133*

Print receipt *11*

Print system  
 clean *130*  
 intensive cleaning *130*  
 show ink level *134*  
 test imprint *133*

### Works Cited:

- Printed text *98*
    - change *100*
    - delete *101*
    - enter *98*
  - Problem. See Errors
  - Product *44, 181*
    - set *53*
    - setting after standby *114*
    - switching automatically *61*
  - Product calculation *55*
  - Product safety labels *179*
  - Proxy authentication *122*
  - Proxy server *121*
  - PSD *14, 174, 181, 189*
    - insert *173, 174*
    - remove *173*
    - slider for unlocking coverflap *14*
    - See also Security device
- Q**
- QR code *44, 63, 98, 182*
    - change *100*
    - delete *101*
    - generate *99*
    - print *88*
- R**
- Ramp *15, 21*
    - adjust inclination *15*
    - adjusting the incline *75*
    - inserting the letter guide *171*
    - latch lever *15*
  - Ramp plus *17*
    - connection cable *18*
    - connection with Feeder plus *18*
  - Rate
    - See also Product
    - saving as shortcut *95*
    - select *44*
    - set *54*
    - set, using a shortcut *54*
  - Rate chaining *61*
  - Rate selection *55*
    - See also Product calculation
  - Rate shortcut. See Shortcut
  - Rate shortcuts *11*
  - Rate table version, display *109*
  - Ready for metering *70, 71, 77*
  - Re-authorization *123*
  - Receipt(postage download) *87*
  - Received mail *93*
    - See also Incoming mail
    - stamp *93*
  - REDATE imprint *84*
    - set *84*
  - Registers *86*
    - print *86*
    - show *86*
  - Release button *15*
  - Report (postage download) *87*
  - Reset to zero
    - item counter *85*
  - Rocker with moistening felt *71, 153, 155, 172*
    - install *157*
    - remove *155*
  - Roller transport *15, 17*
  - Routing information, display *119*
  - R-PIN *20, 29*
- S**
- Safety instructions *2, 8*
  - Safety signs *179*
  - Scale *11, 13, 184*
    - external 70 lb. scale *12*
    - integrated scale *11*
  - Scope of delivery *20*
    - drop stacker (optional) *21*
    - feeder (optional) *21*
    - postage meter *20*
    - sealer (optional) *20*
  - Scrollbar *42*
  - Seal / non seal switch *15, 17, 75*
    - switching sealing function on / off *75*
  - Seal Only *92*
  - Sealant tank (feeder) *15*
    - open flap *15, 36, 143, 148*
    - topping up sealing fluid *143*
  - Sealant tank (letter sealer) *17*

## Works Cited:

- Sealer *12, 20, 153*
    - assembling *24*
    - clean *153*
    - filling with sealing fluid *24, 154*
    - Hand-feed sealer *13*
  - Sealing (without printing) *92*
  - Sealing fluid *20, 21*
    - topping up (feeder) *143*
    - topping up (sealer) *154*
  - Sealing liquid. See **Sealing fluid**
  - SEALIT *20, 21, 143, 154, 189*
    - See also **Sealing fluid**
  - Security device *14, 189*
    - latch lever *14*
  - Selection list *46*
  - Sensor for letter detection (Feeder) *15, 127, 129*
  - Sensors *127, 128*
    - clean *127*
    - overview *127*
  - Service *203*
  - Setting menu *46*
  - Shortcut *11, 54, 95*
    - available shortcuts *54*
    - default shortcuts *97*
    - deleting *97*
    - example *95*
    - first shortcut *95, 97*
    - first shortcut / shortcut 1 *44*
    - name *96*
    - new *95*
    - new (button) missing *95*
    - renaming *96*
    - resetting to default *97*
    - saving (assigning) *55, 95*
    - selected *44, 54*
    - selection list *44*
    - using *54, 55*
  - Skip sundays *117*
  - Sleep mode *40*
  - Slider (scrollbar) *42*
  - Software version, display *109*
  - Sound profiles *112*
  - Sound signals *112*
    - adjusting volume *50*
    - setting profile *112*
    - turning off *112*
  - Spacer ring *146, 147*
  - Speaker
    - adjusting volume *50*
    - turning off *50*
  - Sponge *16, 18*
    - change *147*
    - check if seated correctly *149*
    - clean *147*
  - Sponge holder *149*
  - Standby *40, 114*
    - product after standby *114*
    - standby time *114*
    - wake up *40*
  - Start value (print numbers) *89*
  - Stop / Stop edge *71*
  - Stylus, for touch screen operation *13, 42*
  - Supplies *189*
  - Swiping *41, 182*
  - Symbols
    - on the mailing system *179*
    - See also **Icons**
  - Synchronize *107*
    - all *107*
    - data upload *108*
    - discoverFP *108*
    - status *107*
    - system *108*
  - System information *109*
- ## T
- Tapping *41*
  - Technical data *183*
    - envelope specifications for sealing *187*
    - ink cartridge *185*
    - mail piece specification *186*
    - PostBase Vision mailing system *183*
    - scale *184*
    - transmitter module *193*
  - Termination plug *16, 18*
  - Test imprint *133, 182*
  - Test print (zero imprint) *65, 182*
    - example *65*
    - setting and printing *65*

## Works Cited:



Text *44, 53, 63, 98*  
 change *100*  
 delete *101*  
 enter *98*  
 print *88*

Thick letters *76*

Touch screen *41*  
 adjust brightness *50*  
 adjust display angle *49*  
 calibrate *142*  
 methods of operation *41*

Transmitter Module *193*

Transport brush  
 insert *141*  
 remove *140*  
 replace *140*

Tray *16, 18*

Troubleshooting. *See Errors*

Turning off *13, 33, 38, 39*  
 auto off *115*

Turning on *13, 39*

Type plate *14, 16*

## U

Update *107, 108*

USB port *14*

USB scale *12*

Users *67*  
 setting up *67*  
 switching *67*

USPS rate  
 saving as shortcut *95*  
 set *54*  
 set, using a shortcut *54*

## V

Volume  
 adjust *50*  
 current setting *50*

## W

Weekend mode *117*

Weighing *56*  
 differential weighing *58*  
 normal weighing *56*

Weighing mode  
 differential *118*  
 normal *118*  
 setting *118*

Weighing platform *13, 20*  
 assembling *22*

Weighing range *184*

Weight *44*  
 display in the Home screen *57*  
 manual weight input *60*

Wi-Fi *120*  
 deleting connection *123*  
 setting up connection *119*

Withdraw *178*

## Z

ZIP code  
 change *123*  
 change destination ZIP *61*

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