INTRODUCTION

Congratulations on choosing the Neopost IJ 80/90/110 franking machine. The IJ 80/90/110 is the result of the expertise and innovative capabilities of a worldwide Neopost group and, using ink jet technology, it will integrate itself into your working environment to enhance your mail processing operation.

The IJ 80/90/110 has many capabilities that will be important to your business:

As well as being productive (up to 250 letters per minute for machine only, and up to 125 letters per minute in dynamic scale mode), the IJ 80/90/110 is designed to be a user friendly machine that can fit into any working environment with its innovative and attractive design, simple user settings and very low noise level. The high volume capacity and sealed ink system makes it easy and safe to handle, and the user interface is particularly clear with a graphic interface, pop up menus and 10 memories to store favorite jobs.

The IJ 80/90/110 is adaptable and as such can handle many different types of mail. The optional feeder can be used to process, in a continuous cycle, items of different sizes (ranging from postcards to large flats in portrait format) and thick items (up to 16 mm), with automatic imprint shift. For thicker mail items or packages, adhesive labels can be automatically dispensed.

The IJ 80/90/110 is connectable. It can exchange data with Neopost scales and printers in order to provide optimal mail processing and reporting.

Finally, the IJ 80/90/110 is a unique communication tool for your company. Its high quality printing combined with its integrated library of advertisement messages, mail class dies and free format text will afford you extra tools to enhance your company’s image and the impact of your mail.

You will very soon discover for yourself that the IJ 80/90/110 is the ultimate choice in quality and productivity for mail processing equipment.
WARNING!

Do not remove any secured covers or attempt to repair the IJ 80/90/110, there are no user serviceable parts contained and the IJ 80/90/110 product is licensed for use under the conditions of the Post Office. This license is issued subject to the product being secure at all times. Any removal of covers or dis-assembly of the product will result in the license being revoked and may result in the Post Office requesting Neopost to remove the product from use.

The inking system used within the IJ 80/90/110 contains Post Office approved ink. This cartridge should not be tampered with in any way or the use of non approved inks be attempted. This will breach any Post Office licence agreement on the product and may result in the Post Office requesting Neopost to remove the product from use.

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**STANDARD**

In order to comply with standard NFEN60950, this equipment should be connected to installations in accordance with the applicable building trade standards. As regards overcurrent protection of the internal wiring, a two-pole 5 amp protection is required. This equipment is in accordance with standard 55022, Class A.

**MODEM APPROVAL REQUIREMENTS**

This equipment contains a modem which has been approved in accordance with Council Decision 98/482/EC-CTR21 for pan-European single terminal connection to the Public Switched Telephone Network (PSTN). However, due to differences between individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point.

In the event of problems, you should contact your equipment supplier in the first instance.

**INSTALLATION**

The mains plug on this equipment is intended to serve as the device for isolation of the mains supply. The equipment should be installed in close proximity to easily accessible power supply and telephone sockets.
WARNING!

It is the responsibility of the User to ensure that all franked impressions taken from this machine clearly print the postal mark. The postal mark comprises: the postage amount plus the date and place of posting, and may also include a slogan (advert) die impression.

The use or re-use of cartridges that are filled with non-approved ink (non-Neopost ink), is strictly prohibited and will invalidate any warranty and/or service contract that is offered by your supplier. It may also invalidate your licence to use any franking machine granted by your national postal authority.

The use of a Neopost ink cartridge in any unlicensed machine or other printing device is strictly prohibited and will invalidated any warranty and/or service contract that is offered by your supplier. It may also invalidate your licence to use any franking machine granted by your national postal authority.

The disassembly of this licensed franking machine by any non-authorised person is strictly prohibited and will invalidate any warranty and/or service contract that is offered by your supplier. It may also invalidate your licence to use any franking machine granted by your national postal authority.
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GETTING STARTED

1 Switch on the machine;

2 Enter your PIN number using the numeric keys and validate by pressing OK;

3 Enter the postage print value using the numeric keys;

4 Place an envelope on the feed platform;

5 Press START STOP.

Congratulations! You have succeeded in metering an envelope.
Special icons

Signals an essential piece of information that cannot be missed.

Signals an important issue.

Indicates an interesting idea or trick.

Illustration through an example.

According to the machine configuration, the menu lists may change.
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1. OVERALL PRESENTATION

1.1 Overview

1.1.1 Overall view (franking machine and optional standard automatic feeder)
1.1.2 Overall inside view with optional standard automatic feeder

- removable water bottle
- blue button for conveyer release device
- ink tank
- printhead
- postage meter
- thickness adjustment
- 2 positions blue button:
  - A (left): up to 8 mm
  - B (right): from 8 to 16 mm without the dynamic scale and from 8 to 12 mm with the dynamic scale
1.1.3 Mixed-mail feeder (optional)
1.1.4 Touch screen and keyboard

- TO select pre-cut label
- Dynamic scale
- To select sealing
- Postage value
- User definable parameter
- Text
- Advertisement
- Mail class die
- Date
- Warning message

Menu selection keys, or touch keys on the screen.
1.2 Installation

1.2.1 Preparation of the franking machine

The franking machine should be installed on a flat horizontal surface. Allow sufficient free space as follows:
- above the machine to enable the opening of the covers,
- at the rear for the machine cooling.

With the O/I switch in the “O” (OFF) position, connect the power cord to the rear of the machine and to an electrical outlet. Connect the telephone link cable to the modem socket at the rear of the machine to a telephone connector, for Server recrediting system connection.

**For security purposes, please ensure that all the items are correctly assembled prior to switching on the configuration.**

1.2.2 Installation with the feed platform

Assemble the feed platform with the franking machine.

PRIOR TO MOVING THE WHOLE MACHINE, YOU MUST SEPARATE THE FRANKING MACHINE FROM THE FEED PLATFORM.
1.2.3 Installation of the standard automatic feeder (optional)

- Align the feeder with the franking machine;
- Push the feeder towards the machine, taking care to keep the centering pin aligned as indicated;
- Thread the feeder screw in the franking machine. Then, using the knurled tightening knob, push and screw to lock (if the two devices are not closing properly, slightly rotate the gear protruding from the feeder and repeat the operation).

Prior to moving the whole machine, the franking machine, the feeder and the platform must be separated.
1.2.4 Installation of the mixed-mail feeder (optional)

The mixed-mail feeder operates with an optical sensor next to the feed platform. Thus, it should not be installed in an area exposed to any excessive light source.

- Align as much as possible the feeder with the franking machine;
- Push the feeder towards the franking machine (or the dynamic scale), taking care to keep the alignment using the centering pin;
- Insert the feeder screw into the franking machine (or the dynamic scale), then using the knob, tighten while pressing the screw to lock it (if the units are not properly brought close together, gently turn the gear protruding from the feeder and repeat the procedure):
When the whole assembly needs to be moved, the units should be separated:
- separate the units;
- disconnect the cables at the rear;
- remove the feeder water bottle;

- move the feeder to the edge of the table;
- unclip the pipe under the unit and remove the plug (hold the pipe upwards to avoid getting wet;

- empty the water remaining in the feeder;

- insert the plug and put the pipe back in its place.
1.2.5 Installation of the dynamic scale (optional)

*The equipment including a dynamic scale (the whole system representing approximately 55 kg) requires the use of a steady and rigid table, in order to prevent any weighing problem. Be sure not to install the machine in an area exposed to the sunlight or to draughts.*

- Align the dynamic scale with the franking machine;
- Push the dynamic scale towards the machine, taking care to keep the centering pin aligned as indicated;
- Thread the dynamic scale screw in the franking machine. Then, using the knurled tightening knob, push and screw to lock (if the two devices are not closing properly, slightly rotate the gear protruding from the dynamic scale and repeat the operation).

- Align the feeder with the dynamic scale;
- Push the feeder towards the dynamic scale, taking care to keep the centering pin aligned as indicated;
- Thread the feeder screw in the dynamic scale. Then, using the knurled tightening knob, push and screw to lock (if the two devices are not closing properly, slightly rotate the gear protruding from the feeder and repeat the operation).
When the whole system needs to be shifted manually, the franking machine, the dynamic scale, the feeder and the platform should be separated from one another.

When the machine is to be moved, please, contact the customer helpdesk.
1.2.6 Connections at the rear of the units

Connections at the rear of the franking machine

- Modem
- Printer
- Port 2:
  - PC
  - Scanner
  - Scale
  - Weighing Platform
- Port 3:
  - PC
  - Scanner
  - Scale
  - Weighing Platform
- Port 4:
  - PC
  - Scanner
  - Scale
  - Weighing Platform
- Port 1:
  - PC
  - Scanner
  - Scale
  - Weighing Platform

A connection error may generate a failure.

Be sure to install the black terminator plug on the feeder connector when the feeder or the dynamic scale is not used.

Do not apply pressure on the dynamic scale tray.
Connections with a standard automatic feeder

The feeder will automatically be switched on at the same time as the franking machine.

Connections with a standard automatic feeder and a dynamic scale

The feeder and the dynamic scale will automatically be switched on at the same time as the franking machine.
Connections with a mixed-mail feeder

- The mixed-mail feeder remains energized (when connected to the mains) even if the franking machine is turned off.

Connections with a mixed-mail feeder and a dynamic scale

The dynamic scale will automatically be switched on at the same time as the franking machine.
1.2.7 Ink tank and printhead

- When the message "ink low" is displayed, it is possible to continue to print;
- When the message "ink very low" is displayed, it is possible to continue to print, but it is strongly recommended to replace the ink tank;
- When the message “ink out” appears, there is no further possibility to print.

**INK TANK REPLACEMENT (IJ 90/110)**

- Open the cover and lift up the blue lever.

- Press on the front of the ink cartridge (1), then on the right hand side (2) in order to remove it.

- Remove it.
- Insert the new ink cartridge.

- Press on the front of the ink cartridge (1), then on the left hand side (2) in order to lock it.

- Low down the blue lever and close the cover.

**PRINTHEAD REPLACEMENT (IJ 80/90/110)**

*The machine must be switched on.*

- Open the cover: the printhead will move to the “replacement” position.
- Press on the front of the printhead in order to remove it.

- Remove it.

- Insert the new printhead.

- Lock it in position by pinching the rear of the printhead.

- Close the cover (the printhead is automatically reset in the “protection” position).
1.2.8 Installation of the Weighing Platform

**INSTALLATION ON SERIAL PORTS**

The abbreviation WP will stand for Weighing Platform. WP supported are WP30 and "Easyweigh range" Weighing Platform. Port configuration: a Weighing platform can be connected on all serial ports.

**LICENCE NUMBER**

"WP Setup" screen is accessible on Supervisor mode, to allow entering the Licence Numbers. Those ones allow the settings of the standard Normal mode (AN1 code) and/or Differential weighing Mode (AN2 code): authorization, status and settings for the maximum value capacity.

- Go in supervisor Mode by pressing LOGIN softkey (enter the supervisor pin code to validate).
- Select MENU:

```
+-------------------------------+------------------+
| MENUS                        | SUP              |
+-------------------------------+------------------+
| 0 USER SETUP                 |                  |
| 1 SUPERV. SETUP              |                  |
| 2 DISPLAY SETUP              |                  |
| 3 DEPARTMENTS                |                  |
| 4 PRINTER INKER SERVICING    |                  |
| 5 REPORTS                    |                  |
| 6 INK INFORMATION            |                  |
```

then, by pressing

Overall presentation 33
- Select "WP SETUP" menu:

- Touch the Licence Number tactile area.
- Enter the Licence Number for Normal Mode and/or Differential Weighing. A different licence number validates the ability and the capacity value for each mode.
- You can also set the "Geocode" value and Rounding mode precision for WP.

London's latitude is between 51° and the 52°, and the altitude is under 200 m, so the code is 10344.
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1.3 Envelope feeding

1.3.1 With the standard automatic feeder

- Fan the envelopes to separate them.

- Bevel the edge of the stack.

- Place the envelopes on the feed platform, with their upper edge resting against the back of the feed platform.
- Ensure that the envelopes are stacked along the side and front guides.

*Adjustment of the rear guide (1)*

Adjust the rear guide according to the envelope size. The bottom envelope should rest in the “v” of the guide.

*Adjustment of the side guide (2)*

Adjust the side guide by resting it against the envelopes without pressing.
- It is possible to set to portrait feed a few large size envelopes (240x330 approx.).
- The guides may be retracted when required.
- Do not mix sealed and non-sealed.
- Arrange the mail according to the size (the largest letters beneath).
- Envelopes of different thickness may be mixed together.

Adjustment according to letter thickness
- Open the top cover of the feeder;
- Move the blue lever to the desired position.

Position \(\downarrow\) of the conveyor should be used for feeding thin and medium letters (from 0 to 8 mm). Sealing is available in this position.

Position \(\downarrow\) of the conveyor is designed to facilitate the feeding or manual insertion of thick letters (from 8 to 16 mm without the dynamic scale and from 8 to 12 mm with the dynamic scale; please use labels instead for thicker mail). Care should be used when sealing thick envelopes. Bulky envelopes could cause a stoppage.
1.3.2 With a mixed-mail feeder

- Fan the envelopes to separate them.

- Place the envelopes on the feed platform, with their upper edge resting against the side guide;
- Stack the envelopes properly along the front guide.

Cover the sensor:

Wrong: the sensor is not covered

Right: the sensor is covered
**Adjustment of the small and medium envelope side guide**

- Most envelopes can be processed without side guides. The side guides need to be used if the stack of envelopes is not stable.
- Pull the guide forward;
- Turn the guide and let it drop;
- to adjust the guide, allow a small gap between the guide and the envelopes.

**To set the guide in the straight position after using it:**

lift the guide towards the right side, turn it and push it.
**Adjustment of the large envelope guide**

- Pull the guide forward;
- Place the stack of envelopes;
- To adjust the guide, allow it to rest against the envelopes without pressing.

**Positioning of nested envelopes (nested flaps)**

- Insert the nested flaps in the slot:

> Some envelopes should be placed with their flap open, in order to allow a correct sealing.
- It is possible to set the envelopes to portrait feed (maximum length: 330 mm).
- Envelopes of different thickness and size may be mixed together.
- Maximum weight: 3 kg.
- Maximum height of the stack: 190 mm.
- Arrange the mail according to the size (the largest letters beneath; see figure below).
- The maximum amount of nested envelopes that can be processed in one stack is defined by the space for the flaps: 3/8" thickness of envelope flaps.

1.3.3 With feed platform alone

Place an envelope on the platform, with the upper edge resting against the side guide and push the envelope towards the franking machine until it is fed into it.
1.4 Label feeding
- Open the flap (1) of the label dispenser.
- Press the blue key (2) and insert the labels by stacking them at the bottom of their recess, with the peel off tab facing upwards and the side to be printed facing to the right, in the dispenser.
- Maximum capacity is 80 labels.
- Release the button.
1.5 Filling of the removable water bottle

*When there is no water left in the bottle, the feeder and the franking machine can still be operated but no envelope sealing can be done.*

*In case of an intensive use of the moistener and for optimal operation of your machine, use Neopost sealing solution.*

1.5.1 Standard automatic feeder

- Open the feeder cover.
- Remove the bottle from its recess and turn it over.
- Unscrew the cap.
- Fill the bottle up to the limit marks.

- Screw the cap back on again.
- Put the bottle back in its place.
- Lift the bottle lightly once or twice in order to drive out the air and start the water flow.
- Close the cover.
1.5.2 Mixed-mail feeder
- Remove the bottle and turn it over.
- Unscrew the cap.
- Fill the bottle up to the limit marks.
- Screw the cap back on again.
- Put the bottle back in its place.
- Shake the bottle gently once or twice in order to drive out the air and start the water flow.

1.6 Envelope moistening

1.6.1 Standard automatic feeder

Use the moistening for thin or medium letters in the A position. Press the SEAL key. In the moistening mode, the symbol 🍴 is displayed on the screen.

⚠️ Do not insert envelopes that are already sealed when the mail machine is in the sealing mode: This might cause a stoppage.

💡 For productivity purpose, you can preset job memories including the SEAL mode (see section B, 2.1).

⚠️ When touching 🍴 (sealing ON), or 🍴 (sealing OFF), it switches from one to the other, and vice versa.
1.6.2 Mixed-mail feeder

From the main menu, press the SEALER MODE key. The menu below will be displayed:

where:

- OPEN & CLOSED FLAPS SEALING: this mode allows mixing together envelopes with open flaps and envelopes with closed flaps (but not sealed). Both types of envelopes will be closed, sealed and printed. The symbol is displayed on the screen.

- OPEN FLAPS SEALING: this mode allows mixing together envelopes with sealed flaps and envelopes with open flaps (nested).

Envelopes with open flaps will be closed and sealed. The symbol is displayed on the screen.

- SEAL ONLY, NO POSTAGE: this mode allows mixing together envelopes with open flaps and envelopes with closed flaps (but

46 Overall presentation
Both types of envelopes will be closed, sealed, but not printed. The symbol \[ \text{\textcopyright} \] is displayed on the screen.

- **SEALING OFF**: this mode is used to feed envelopes with sealed flaps or envelopes that are not to be sealed. The symbol \[ \text{\textcopyright} \] is displayed on the screen.

- **POSTAGE CARDS ONLY**: 

  Select the desired mode using keys \[ \text{\textcopyright} \text{ and } \text{\textcopyright} \text{, and press } \text{\textcopyright} \text{ to confirm.}

  \[ ! \text{ Some types of envelopes with square flaps might be incorrectly sealed or damaged in the “OPEN & CLOSED FLAPS SEALING” mode. To avoid this, it is recommended to use the “OPEN FLAPS SEALING” mode or the “SEALING OFF” mode for such envelopes.} \]

  \[ \text{\textcopyright} \text{ The default mode selected in the supervisor mode is the mode enabled when the machine is started up again.} \]
**Adjustment of the sealer**

From the previous screen, press the **SETUP** key, the below menu is displayed:

- enter the new moistening value by pressing on the number; this value should range from 1 (minimum water level) to 5 (maximum water level);
- enter the speed;
- press **OK** to confirm.

### 1.7 Operation with an inserter

From the main screen, press **MENU** and select USER SETUP (press **OK** to confirm); the following screen will appear:
- Select "ON" in the INSTERER MODE if the franking machine is behind an inserter;
- Press \textbf{OK} to confirm.

In this case, the high performance automatic feeder and the franking machine operate continuously when key \textbf{START STOP} is pressed once and until \textbf{START STOP} is pressed again.

\begin{itemize}
  \item \textbf{In order to use the franking machine alone, it is necessary to select OFF. If there are double envelopes or bad roll starts, make sure that ON has not been selected.}
  \item \textbf{The timeouts are maintained (see Supervisor Mode in section B) but are not taken into account in inserter mode ON.}
\end{itemize}
2. PROTECTION BY AN ACCESS PIN CODE

At power-up or when pressing a key if the machine is in the sleep mode, the screen prompts you to enter a 4-digit user pin code (only when access to the machine has been protected by the supervisor).

- If the department mode option is activated, the list of the departments available is displayed as follows:

- Select the desired department using keys ▲ and ▼;
- Validate the selection by pressing key OK;
- If the department is protected by a code, enter the code (4 digits), using the numeric pad.

The machine is ready and displays the main menu.
3. USING A SCALE

DEFAULT SCALE

At the power on, you can select, in supervisor mode, the default Scale (Dynamic scale or WP in the case where both are connected), by pressing on the touch screen the **SCALE** touch area to access on "Scale setup" menu.

On scale setup, select "Default scale" tab.

You can select the default scale by pressing the **DEFLT** softkey.
**MANAGEMENT OF SCALES**

In the main screen, press **SCALE**; the screen below is displayed:

![WEIGHING MODE]

Select the scale (WP or Dynamic Scale).

**SCALE ICONS**

- ![Dynamic Scale Weighing mode]
- ![Dynamic Scale Batch mode]
- ![Dynamic Scale Off, Transport mode]
- ![WP Normal mode]
- ![WP Differential Weighing mode]
- ![External Scale mode]
3.1 Using dynamic scale

In the main screen, press \texttt{SCALE} ; the screen below is displayed:

```
<table>
<thead>
<tr>
<th>WEIGHING MODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>
```

Select one of the 3 modes using keys \( \uparrow \) and \( \downarrow \) and validate by pressing \( \text{OK} \).

3.1.1 Dynamic weighing OFF mode

The displayed icon is \( \text{\textbullet\textbullet\textbullet} \)

In this mode, the envelopes are only transported by the dynamic scale; they are not weighed.

3.1.2 Dynamic weighing ON mode

The displayed icon is \( \text{\textbullet\textbullet} \)

In this mode, each envelope is weighed on the dynamic scale (it is the default mode on power on except if supervisor changed it).

The user selects a postal product. Each mail piece is:
- Transferred (one by one) from the feeder to the dynamic scale, which send the weight, the length, the over-size and the thickness to the rate calculator;
- Printed by the mailing machine at the corresponding value, calculated by the rate calculator.

3.1.3 Dynamic batch mode

The displayed icon is  

This mode allows to print a whole envelope series at the same value, weighing only the first one. After validation, the whole envelope series is printed at the defined value, at highest speed. A new envelope is weighed each time the motor has stopped and the key **START** is pressed.

3.2 Operation with an external weighing platform

3.2.1 Standard Mode

If you put any weight on the WP platform, the weight and Amount (depending on the current rate) are automatically displayed on the screen. If you remove the weight on WP, the weight and Amount will not change, until an other weight is placed on the WP platform. This function is used to print an envelop via the feeder and the path of the mailing machine.
When you put a new weight on the WP platform, the weight value and the amount are recalculated with the current Rate, and are displayed on the screen.

The [WP ZERO] key resets the weighing platform to zero the weight. This operation should be processed with no weight on the WP platform.

When the weight is under zero, the value of weight display is set to "0 g". You must do a [WP ZERO] to reset the Zero of WP scale.
3.2.2 Differential Weighing Mode

By pressing the touch screen SCALE area, select the appropriate mode to activate the differential Weighing.

- Push touch area to change mode.
- Select the target Tape Mode for the printing process.
- Select the rate before starting the Differential Weighing process.

- Start Differential Weighing by pressing DIFF softkey.

- Remove all items on WP and press OK.
The zeroing process will start, you have to wait the end of the zeroing process.

Put some envelopes or parcel on WP and press OK to start Differential Weighing.

Wait end zeroing for remove items.
When you remove one item (Envelope or parcel) the weight of the removed item and associated rate is displayed on the screen.

Launch print cycle by pressing the green \textbf{START} key or \textbf{ESCAPE} to cancel.

After printing, a zeroing process is proceed.
3.3 Operation with an external scale

The IJ 80/90/110 can be connected to an external Neopost scale to select the desired mail service.

Place the letter to be weighed on the scale and select the mail service. The scale display will indicate the corresponding price.

At this stage, you may:

- Transfer the postage rate to the machine: press SET METER key (on the scale) and then you may use the mailing machine for one or more letters.

Restart this operation until there is no weight on WP pan.

Check if it is the last item to print.
- Print one label (press **PRINT TAPE** key on the scale) or several labels (press **FUNCTION** key on the scale, and indicate the number of labels if connected to an SE37/57).

When the scale and the machine are in the "department" mode, the open departments may be selected from the scale, provided that they are not protected by an access code in the machine.

Refer also to your scale user's guide.
4. ENTERING POSTAGE VALUE AND MAIL PROCESSING

4.1 Entering postage value

4.1.1 Manually
Press key if a value different from zero is displayed and enter the postage value required, using the numeric keys. In case of error, press . When a dynamic scale is present, mode transport should be selected to print on envelope.

4.1.2 With an external scale
The displayed icon is .
Place a mail item on the external scale and press "Set Meter" or "Print Tape" to transmit the calculated value to the franking machine. When a dynamic scale is present, mode transport should be selected to print on envelope.

4.1.3 With a dynamic scale

Do not lean on or disturb the system while it is processing in the dynamic weighing mode; it will affect the amount of postage applied to the mail.

- From the main screen, press on to select a mode (see section "Use of the dynamic scale"), using arrows and , and press on to confirm the selection.
- From the main screen, press on ; the screen below appears:
- Select a rate configuration from both the user's configuration and the configurations predefined by the supervisor, using arrows and MORE provides details on the rate configuration selected).
- Press on OK to confirm.

To modify a configuration:
The USER RATE 0 configuration may be modified by the user. Other configurations should be modified by the supervisor.

Select a predefined rate configuration, close to that desired. Once it is modified, this configuration becomes the USER RATE (the predefined configuration selected first remains unchanged).

Follow the order: MAIL CLASS, DESTINATION and SERVICES.

In order to modify a configuration, press on MORE, from the previous RATE screen; the following screen appears:
Select the parameter (MAIL CLASS, DESTINATION or SERVICES) to be modified, by touching the area concerned:
- If MAIL CLASS is selected: the list of available mail types appears.
Select the mail type desired and confirm by pressing on OK.
- If DESTINATION is selected: the list of available destinations appears. Select the desired destination and confirm by pressing on OK.
- If SERVICES is selected: the list of mnemonics of the associated services appears;
  - Press on ADD, in order to display the list of proposed services for the mail type and destination already selected. You may add one service at a time. Select a service using keys ▲ and ▼ and press on OK to confirm. Repeat the procedure if another service needs to be added.
  - Depressing key DELETE deletes all the services.

To set a predefined rate configuration as a default parameter, see the supervisor mode.
To modify the name or the characteristics of a predefined rate configuration, the same procedure should be followed in the supervisor mode.
4.2 Mail processing

4.2.1 Envelopes with Autofeed Sealer (except batch mode)
Place a stack of envelopes on the feed platform and press key \texttt{START STOP}.

To stop the envelope feeding, press key \texttt{START STOP} again (or wait for a few seconds until the machine stops automatically when there are no more envelopes to be processed).

4.2.2 Envelopes with dynamic scale in batch mode
- Place an envelope or a stack of envelopes on the feed platform and press key \texttt{START STOP}: the first envelope is weighed. The rate calculator defines the corresponding value and displays it.
- Press \texttt{OK} to confirm (or \texttt{ESCAPE} to cancel).
- Press \texttt{START STOP}: the whole envelope series is printed at the defined value.

To stop the batch, press key \texttt{START STOP} again (or wait for a few seconds until the machine stops automatically when there are no more envelopes to be processed).
4.2.3 With the feed platform alone

Press key **START STOP** to start the franking machine. Place one envelope at a time on the platform, with its upper edge resting against the side guide and push the envelope towards the franking machine, until it is fed into the machine.

To stop the envelope feeding, press key **START STOP** again.

4.2.4 Labels

- Press key **;**
- If required, enter the number of labels to be processed (from 1 to 999) at the same value (default value is 1).
- Press on key **START STOP**: The machine will automatically provide the required number of labels at the displayed value.

*For a single label, simply press **;** and then **START STOP**.*
5. MODIFICATION OF THE IMPRINT

The imprint may be modified by selecting:
- the date;
- the slogan;
- the mini die;
- the print offset (for thick items).

To allow a quicker access, the supervisor may store configurations in memories M1 to M9 (see section B, paragraph "Programming memories 1 to 9").

- In the main screen, select the area to be modified by touching it: the available options are displayed.
- Select an option using keys ▲ and ▼ or by pressing directly the numeric key corresponding to the selection.
- To confirm and return to the previous screen, press on OK.

To select the print offset menu, touch the postage value area, and touch ➔.

Whenever the machine is switched on or when resuming operation following a standby period, the machine restores the default values defined by the supervisor (advertisement, text, etc.).

Slogans and Mail class dies:
The mail class dies and standard slogans are already loaded in the machine; the supervisor may set a slogan or mail class die active to add it to the list available for use. (see example in Section B, 4.1. The procedure is the same for slogans and mail class dies).
6. USING DEPARTMENTS

- In order to use departments, the supervisor must have selected first the department mode (see section B, paragraph "Defining security").
- The machine is supplied with DEPT OFF. In order to use departments, select DEPT ON in supervisor mode.

Total postage used and a number of pieces may be assigned to a department selected from a list, as described below.

- In the main screen press on key **MENU**, and select **DEPARTMENT** using keys **▲** and **▼**, or by pressing directly the numeric key corresponding to the selection.
- To confirm, press on **OK**:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 MARKETING</td>
<td>▲</td>
</tr>
<tr>
<td>2 DIRECTION</td>
<td></td>
</tr>
<tr>
<td>3 DESIGN</td>
<td>▼</td>
</tr>
<tr>
<td>4 RESEARCH</td>
<td></td>
</tr>
<tr>
<td>5 CE</td>
<td></td>
</tr>
<tr>
<td>6 FACTORY</td>
<td></td>
</tr>
</tbody>
</table>

- Select a department, using the arrows or by keying in directly the department number via the numeric pad.
- Validate your selection by pressing key **OK**.
- If the department is protected by a code, enter the code to allow access to the department (a PIN can be up to 4 digits).
- Departments sharing the same access pin code make up a group.
When you have entered the access pin code once, you will not be prompted to enter the pin code again within the same group.
- The last department selected will be proposed by default when operation is resumed after a standby period or after the machine power-up.
7. OPERATION WITH AN EXTERNAL SCALE
The IJ 80/90/110 can be connected to an external Neopost scale to select the desired mail service.

Place the letter to be weighed on the scale and select the mail service. The scale display will indicate the corresponding price.

At this stage, you may:

- Transfer the postage rate to the machine: press \textit{SET METER} key (on the scale) and then you may use the franking machine for one or more letters.

- Print one label (press \textit{PRINT TAPE} key on the scale) or several labels (press \textit{FUNCTION} key on the scale, and indicate the number of labels if connected to an SE37/57).

When the scale and the machine are in the "department" mode, the open departments may be selected from the scale, provided that they are not protected by an access code in the machine.

Refer also to your scale user's guide.

8. OPERATION WITH AN EXTERNAL WEIGHING PLATFORM
Refer to your weighing platform user's guide.

9. OPERATION WITH AN EXTERNAL PC REMOTE CONTROL
Refer to your PC remote control user's guide.
10. SERVER RECREDITING

10.1 Remote credit setting
Credit may be purchased from Post Office, using the Server re-setting system, in units of local currency, minimum and maximum defined by the server. The default maximum credit limit will be set at 1000 units of local currency unless you request a higher or lower limit. Connect one end of the telephone link cable to the Modem Socket (⟳) at the rear of the machine and the other end to an adjacent telephone line outlet.

As a Server user you will have been issued with your own Server PIN, therefore to initiate a valid credit-resetting sequence, the correct PIN must be used.

The machine only requires connection to the telephone line outlet during the re-credit transaction.

- In the main screen press on key [MENU], and select POSTAL SERVICES, then CREDIT using keys [▲] and [▼] or by pressing directly the numeric key corresponding to the selection.
- To confirm, press on [OK] :
- Enter the Server Pin code and press OK:

```
INFO
REREDIT AMOUNT
OLD VALUE: 1000
NEW VALUE: _
```

- Enter the amount in units of local currency to be added and press OK.

You will be asked confirmation by OK.

Press 1000 for 1000 units of local currency.

The machine will connect to the Server. At the end of the transaction, you should see displayed:

```
INFO
TRANSACTION SUCCESSFUL
CURRENT CREDIT : 1000
```
10.2 Application for a new Server PIN

If you lose or forget your Server PIN you must apply for a new PIN in writing on your company headed paper.

If you find your old Server PIN at a later date, it must be destroyed immediately.

*Please do not attempt to use an old Server PIN to effect a transaction.*

When you receive your new Server PIN, keep it in a safe place and separate from your Server Meter.

10.3 Server Credit Controls

Server is a uniquely flexible system designed to meet your company’s needs.

If credit for your franking machine is paid for by Direct Debit payments, then you will automatically receive a credit limit of 1000.00 units of local currency. RCB accounts are limited by the credit held at any time.

To assist you in managing the credit held in the meter, there are three credit limits which can be set by contacting Server Centre by fax.

1. Account Credit Limit ...................... This credit limit affects the overall account.

2. Machine Credit limit ....................... This specifies the maximum credit that any single machine can hold at one time. This will automatically be set at 10,000.00 units of local currency.
3. Low Credit Warning Level (RCB only). An early warning to ensure that enough credit is held in your RCB account.

11. ONLINE SERVICES
Refer to your online services user's guide.
12. PC CONNECTION FOR MAILMANAGER (PC MAIL ACCOUNTING)

The Franking machine is connected to a PC incorporating a Mail Accounting software, MailManager, which compiles the franking data sent by the franking machine.

When switching on the franking machine, MailManager is automatically activated on the PC and the following screen is displayed:

```
DEPARTMENTS

PC DEPT NUM   1
PC DEPT CODE

LOGIN          OK
```

- Enter the department number via the numeric keypad.
- Enter the PIN number if required.
- Validate by pressing **OK**.

The department number and PIN are sent to the PC for verification:

```
INFO
Wait Department change status
```

The last selected department will show by default when next switching on the franking machine.

---

74   PC connection for MailManager (PC mail accounting)
Be aware that the PC should be on and MailManager open before the franking machine is switched on. The postal service, department number and franking type (label or envelope) can be selected from the scale.

In case of a connection problem between the franking machine and the PC, the franking machine will display the following message:

```
ERROR
M259 PC link error
Turn off franking machine
or call supervisor
```

The user will turn off the franking machine and turn it on again. Then the following message will appear:

```
ERROR
M261 PC Link error
Please call supervisor
```

The operator must switch to PC connection recovery mode (see chapter "PC connection Recovery Mode" in section B).
SECTION B: ADVANCED FUNCTIONS

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1. FURTHER FUNCTIONS

1.1 Mode

- To select the MODE menu, touch the postage value area; the screen below will appear:

```
  MODE

0 NORMAL
1 PASS THROUGH
2 MESSAGE
3 DATER
4 PPI 1
5 PPI 2
```

- Select an option using keys ▲ or ▼ or by pressing directly the numeric key corresponding to the selection.
- To confirm, press on OK.

1.1.1 Pass through (SEAL ONLY, NO POSTAGE) mode

This function is designed for the machine to function only as a conveyor; it is commonly used to seal envelopes without printing postage on them. PASS THROUGH is displayed on the screen.

*This mode is compatible with the sealer mode to seal envelopes without any postage printing.*

It is possible to use the batch registers to count items processed in this mode (see the paragraph "Batch registers").
1.1.2 Message mode

MESSAGE will appear on the screen.

This function is designed to print a text instead of a franking mark. It is possible to use the batch registers to count items processed in this mode.

1.1.3 Dating mode

This function is designed to print the date instead of a postage imprint.

09-05-04

It is possible to use the batch registers to count items processed in this mode (see the following paragraph "Batch registers").

1.1.4 Postage Paid Imprint mode (optional)

After acceptance from Post Office, you are able to produce PPI1 or PPI2 with your IJ 80/90/110. This functionality needs to be loaded by the service engineer during installation.

Select MODE then PPI1 (or PPI2)

When selected PPI1 (or PPI2) is displayed on the main screen:
It is possible to use the batch registers to count items processed in this mode (see the following paragraph "Batch registers").

1.2 Franking machine general configuration

The following parameters may be set up:
- the language,
- the buzzer, activated in case of error and/or when pressing a key,
- the display screen contrast,
- the inserter mode.

- In the main screen press on key [MENU], and select USER SETUP using keys [▲] and [▼] or by pressing directly the numeric key corresponding to the selection.
- To confirm, press on [OK]:

Further Functions  81
- Select the options required by touching them;
- Validate the whole configuration by pressing \( \text{OK} \).

1.3 Configuration of the main screen display

This mode is also accessible in User and Supervisor mode.

In the main screen, the "INFO" area may display from 3 to 5 items and has a dynamic build up.

From the main screen, touch INFO, the following is displayed:

- Select the register using keys \( \uparrow \) and \( \downarrow \) or by pressing directly the numeric key corresponding to the selection.
- Select the line simply by touching it (for example, to select the line 2, touch \( \text{LINE2} \) \( \text{TOI} \)).
- Then touch \( \ll \).
- If necessary, touch \( \text{NEXT} \) to go to the next lines 4 and 5.
- To suppress an item, select the line concerned and touch 

- To confirm, press on 

It is useful to select DESENDING so the amount of postage in your meter is always displayed on the main menu.

Abbreviations table

ASCENDING ....................... TOT
TOTAL ITEMS .................... TOI
POSTAL ITEMS .................... POI
DEPT NAME ....................... DEPT
DEPT TOTE ......................... DTO
DEPT ITEMS ....................... DIT
JOB MEMORY NAME ............. JOB
BATCH TOTE ....................... BTO
BATCH ITEMS ...................... BIT
PASS THRU ITEMS ............. PTH
MESSAGE ITEMS ................. MES
DATER ITEMS .................... DAT
DESCENDING ...................... DES
CONTROL TOTAL ............... CTL
2. JOB MEMORY SAVING

2.1 Storing in user memory "0"

After selections have been made (postage value, advertisement slogan, mail class die, moistening, shift, etc.) it is possible to take a “photograph” of the machine status. To do so, press key JOBS, then STORE; the following message is displayed: "CONFIRM SETUP OF JOB MEMORY 0". If yes, press OK: the whole configuration is automatically stored into memory “0” (this operation overwrites the previous content in memory 0).

*This operation may be very useful when a job in progress has to be interrupted (e.g.: a few items of another type need to be processed as a priority, a phone call, etc.). You are certain to restore the machine to the previous status by recalling memory “0”.*

2.2 Recalling memories

- From the main screen, simply press key JOBS; the list of active memories is displayed:

```
JOBS MEMORIES

0 USER JOB MEMORY
1 MARKETING
2 DIRECTION
3 DESIGN

HOME LOGIN STORE OK
```

84 Job memory saving
- Select a job using keys ▲ and ▼ or by pressing directly the numeric key (from 0 to 9) corresponding to the selection.
- To confirm, press on OK:

⚠️ Memories 1 to 9 are preprogrammed by the supervisor - see paragraph "Programming memories 1 to 9" in this section.
3. REPORT PRINTING

Various reports (or statements) may be printed on a printer, on labels, or sent to a PC.

3.1 Operating mode:

- From the main screen press on key [MENU], and select REPORTS using keys [▲] and [▼] or by pressing directly the numeric key corresponding to the selection.
- To confirm, press on [OK]; the menu below is displayed:

```
<table>
<thead>
<tr>
<th></th>
<th>USER ...</th>
<th>DISPL...</th>
<th>REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GENERAL REGSTRS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BATCH REGSTRS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>THIS MONTH REPORT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>PREV MONTH REPORT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>ANNUAL REPORT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>RECREDIT REPORT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

- Select a report using keys [▲] and [▼] or by pressing directly the numeric key corresponding to the selection.
- To confirm, press on [OK]. For example, by selecting "GENERAL REGISTERS", the screen below is displayed:

```
<table>
<thead>
<tr>
<th>REPORTED ON:</th>
<th>PRINTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRED XXXXX</td>
<td>NORM.ITEMS XXXXXX</td>
</tr>
<tr>
<td>TOTE XXXXX</td>
<td>HIGH ITEMS XXXXXX</td>
</tr>
<tr>
<td>TC XXXXX</td>
<td>ZERO ITEMS XXXXXX</td>
</tr>
<tr>
<td></td>
<td>TOTAL ITEMS XXXXXX</td>
</tr>
</tbody>
</table>
```

86 Report Printing
- Press \[ \text{LABELS} \] to select the label, printer or PC:

<table>
<thead>
<tr>
<th></th>
<th>PRINTER</th>
<th>LABELS</th>
<th>PC</th>
</tr>
</thead>
</table>

is displayed. Then, simply press LABELS, PRINTER or PC.

- Press \[ \text{PRINT} \] : the report will be automatically printed out (press \[ \text{NEXT} \] if there is more than one page).

\[ \text{In the label mode, make sure that there are labels in the label dispenser. In the printer mode, make sure that the printer is switched on and ready for operation.} \]

### 3.2 Batch Registers

Select BATCH REGISTERS to view counters for items processed:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>TOE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BATCH REGRS</td>
<td>XXXXX</td>
</tr>
<tr>
<td>PASS THRU</td>
<td>XXXXX</td>
</tr>
<tr>
<td>MESSAGE</td>
<td>XXXXX</td>
</tr>
<tr>
<td>DATER</td>
<td>XXXXX</td>
</tr>
</tbody>
</table>

The register counts the franking operations beyond 000.00 (number and accumulated value). The other register indicates the number of items processed in the pass through, message, or dater mode.

If PPI function is activated, the batch register menu also include the item number for PPI1 or PPI2.
The batch register is referred to in the meter STATUS report (subtotal and subtotal of items; see paragraph "Meter report").

*The batch register is useful for counting the total number of pieces and postage printed when doing presort mail.*

Each of these registers may be reset (zeroed) separately by pressing the [RESET] key; the screen below is displayed:

```
<table>
<thead>
<tr>
<th>BATCH REGISTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BATCH REGTRS 0</td>
</tr>
<tr>
<td>2 PASS THRU XXXXX</td>
</tr>
<tr>
<td>3 MESSAGE XXXXX</td>
</tr>
<tr>
<td>4 DATER XXXXX</td>
</tr>
</tbody>
</table>

ESCAPE  |  RESET |
```

Select a batch register using keys [▲] and [▼]; then, when pushing on [RESET], the selected batch register is reseted.
4. SUPERVISOR MODE

Under this mode, the Supervisor can access all the machine functions, except postage printing. The scrolling procedure from screen to screen is the same as in the user mode, except that the supervisor mode includes a number of extra configuration function keys. By definition, the supervisor has free access to all the departments and as such he is not prompted by the machine to enter any code after the Supervisor PIN has been entered.

Mail processing cannot be done in this mode.

4.1 Enabling the supervisor mode

The supervisor mode may be activated by pressing LOGIN. The screen below will appear:

```
PIN NUMBER ?
****

ESCAPE  OK
```

- Enter the supervisor code (4 digits) and press OK or OK key.
The main menu in the supervisor mode will appear:

```
0 USER SETUP
1 SUPERVISOR SETUP
2 DISPLAY SETUP
3 DEPARTMENTS
4 RATE
5 PRINTING INKER SERVICING
6 REPORTS
```

then (by pressing ▼)

```
7 INK INFORMATION
8 RECREDIT SERVICES
```

The mini-message "SUP" indication or the menu headings at the top, on the right, indicates that the user is in the supervisor mode.
GENERALITIES

A number of menus or selection keys can only be accessed in the supervisor mode:
- the MODIFY function used to modify for instance names (departments, memory, advertisement, etc.) or status (slogan, or mini die),
- the DEFLT function designed to select a default value,
- the C key designed to do a backspace in the alphanumeric entry screen.

In the supervisor mode, the complete lists are displayed on the screen (and not only the opened elements in a list).

On the screens, the default values are signalled by a tick "4". To change a value, select a new value and press key DEFLT. The "4" tick moves to indicate the new selection.

Selecting a value as a DEFLT, means that it will be active when the mail machine is powered on or returns from sleep mode.

In the "SLOGAN" menu, select "SLOGAN 3", using keys ▲ and ▼ or numeric key 3:
When pressing key \texttt{DEFLT}, the following screen is displayed:

```
<table>
<thead>
<tr>
<th>STATUS</th>
<th>NAME</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO SLOGAN</td>
<td>FLAG</td>
<td>1</td>
</tr>
<tr>
<td>RECYCLE</td>
<td>3 FIRST CLASS</td>
<td>2</td>
</tr>
<tr>
<td>4 AIR MAIL</td>
<td>5 SEASONS GREETINGS</td>
<td>3</td>
</tr>
</tbody>
</table>
```

To set an advertisement slogan "ACTIVE", select it in the previous screen and press \texttt{MODIFY}. The following screen is displayed:

```
<table>
<thead>
<tr>
<th>STATUS</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOT ACTIVE</td>
<td>MARKETING</td>
</tr>
</tbody>
</table>
```

Select \texttt{ACTIVE} by simply touching \texttt{ACTIVE}. Validate with \texttt{OK}.

Principle for making a mail class die or text message active is the same as for advertisement slogan.
4.2 User setup
When pressing "USER SETUP" the screen below appears:

Select the language, the buzzer function and the contrast simply by touching keys and press \textbf{OK} to validate all the selections.

4.3 Supervisor setup
When selecting "SUPERVISOR SETUP" (after entering in supervisor mode), the screen below appears:
4.3.1 Security

After selecting “SECURITY” in the main supervisor menu, the menu below will be displayed:

```
<table>
<thead>
<tr>
<th>SECURITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>USER PIN NO</td>
</tr>
<tr>
<td>MACHINE STATUS</td>
</tr>
<tr>
<td>HIGH VAL THRESLD</td>
</tr>
<tr>
<td>PC ABSENT MODE</td>
</tr>
<tr>
<td>ESCAPE</td>
</tr>
</tbody>
</table>
```

where:

- **USER PIN NO**: is used to define the user access code (4 digits). *Note: ‘0000’ = free access.*

- **MACHINE STATUS**: becomes “LOCKED” when the maximum number of pin code attempts is reached.

- **PC ABSENT MODE**: when active, it will allow the machine to process mailing connected to a PC managing mailing accounts, even if a connection problem happens between the machine and the PC.

Press **OK** to validate all the selections.
DEFINING THE HIGH VALUE THRESHOLD

In the "SECURITY" screen, after selecting the "HIGH VAL THRESLD" menu, the below screen will be displayed:

Simply enter the new value, using the numeric keypad (with no point or comma, e.g.: 99000 corresponds to 99.000).

4.3.2 Time

After selecting "TIME" in the main supervisor menu, the screen below will be displayed:

To set the time, simply enter the new value, using the numeric keys (max ± 3 hours). Validate with OK.
4.3.3  Timeout

After selecting "TIME OUT" in the main supervisor menu, the screen below is displayed:

The next delays are determined by the supervisor (between 0 and 3600 seconds, with increments of 1 second) and are expressed in seconds:
- START: waiting time for the first document with the transport motor in operation (this is not settable with an autofeed attached).
- STOP: time-out before the machine stops after the last document processing.
- STANDBY: time-out before the printhead returns to the protection position, after the motor stops (advised value: 150 s).
- SLEEP: time-out before the machine goes into sleep mode after the printhead returns to the protection position (advised value: 120 s).

To modify the "SLEEP" time, enter the desired time (in seconds) using - and + keys, or touch 0240 to access to a numeric screen and enter the desired precised value. Confirm with OK.

In inserter mode ON, the timeouts are maintained but are not taken into account.

96  Supervisor Mode
4.3.4 Load rate table

- Select the menu "LOAD RATE TABLE" in the main supervisor menu.
- Insert the memory card into the reader, on the right side of the machine.
- Press **OK** to initiate the downloading operation.

then:

If **OK** is pressed, default selected rate is disable (1st class by default).
If **ESCAPE** is pressed, default selected rate doesn’t change.
4.3.5 DS tests
This function can only be used at the technical department’s request.

4.3.6 Touchscreen calibration
By selecting "TOUCHSCREEN CALIBRATION" in supervisor setup screen, the calibration input box is displayed:

INFO
Touchscreen Calibration
Aim the targets with a fine pen
Touch the screen to begin

Touch the screen; then four crosses will be displayed (one by one) like this:

+  

Touch the crosses; then the following is displayed (if not, try again):

INFO
Calibration was Successful
Touch the screen to continue

Touch the screen to come back to the main supervisor menu.
4.3.7 Serial port setup

This menu allows to define which peripheric is connected to a port. When selecting "SERIAL PORT SETUP", the following is displayed:

<table>
<thead>
<tr>
<th>PORT1</th>
<th>port2</th>
<th>ESCAPE</th>
<th>OK</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCANNER</td>
<td>PC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- When touching a selection (SCANNER FOR EXAMPLE), a list of the possible peripherics is displayed.
- Select a peripheric using keys ▲ and ▼ or numeric key.
- Confirm with OK.
- Repeat the operations with another port(s).
- Press OK.

4.4 Display setup

This mode is also accessible in User and Supervisor mode.

See the paragraph "Configuration of the main screen display" in this section.
4.5 Departments

After selecting "DEPARTMENT" in the main supervisor menu, the following menu is displayed:

![Department Menu]

After selecting a department using keys ▲ and ▼ (or by pressing directly the numeric key corresponding to the selection), when pressing key MODIFY from the above screen, the following menu is displayed:

![Department Modify Menu]

Then, by simply touching the area concerned, the supervisor may:
- create a department (OPEN),
- close a department (CLOSED),
- unlock an automatically locked department: lock out occurs if more than 8 attempts have been made to access this department with a wrong pin code. The department name will disappear in user mode from the menu selection when locked out.
- choose a name (12 characters),
- choose a department number (8 digits only when a scale is not interfaced, 4 digits with a scale),
- choose an access pin code (code 0000 = free access),
- reset the current department register (key \[\text{RESET}\]).

To clear all the registers, select \[\text{SETUP}\] in the main \[\text{DEPARTMENT}\] menu:

Then, press key \[\text{RESET}\] and press \[\text{OK}\] to confirm.

DEPARTMENT : is used to enable the department mode. When this mode is activated, the DEPARTMENT menu is displayed on the main screen.
The machine is supplied with DEPARTMENT OFF; in order to use the departments, select DEPARTMENT ON (by touching it). Validate with OK. You should then select DEPARTMENT in the main supervisor menu to open and define the departments you want to use (see on previous page).

The machine is configured by default as follows:
- with 0000 code for all departments opened by the supervisor,
- with names from D1 to D49 corresponding to n° 1 to 49 for IJ 80, and from D1 to D199 corresponding to n° 1 to 199 for IJ 90 and IJ 110.

In the "no department" mode, all the values are assigned to a dummy department (D0 MISCELLANEOUS) which cannot be accessed by the user. This department will be reset with the other ones, when the registers are cleared. This department appears on the printed reports.

4.6 Printing inker servicing
- From the main menu, select "PRINTING INKER SERVICING"; the screen displays:

```
PRINTING INKER SERVICING

ALIGN. A C E G I K
       B D F H J

ESCAPE CLEAN PRINT OK
```
4.7 Reports

After selecting "REPORTS" in the main supervisor menu, the following menu is displayed:

- Load short labels (in preference) and select PRINT; the machine prints a test impression:

```
<table>
<thead>
<tr>
<th>A</th>
<th>C</th>
<th>E</th>
<th>G</th>
<th>I</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>D</td>
<td>F</td>
<td>H</td>
<td>J</td>
<td></td>
</tr>
</tbody>
</table>
```

In order to adjust the alignment, select the letter corresponding to the straightest vertical line (letter F in the above example), then press OK to confirm.

\[\text{Irrespective of the selection, the test impression remains unchanged.}\]

Like in user mode, it is possible to select the label, roll tape or printer (a printer using the optional I/O board is connected to the machine); see this chapter.
Select "DEPT SETUP REPORT" and press OK:

DEPT SETUP REPORT

<table>
<thead>
<tr>
<th>NO</th>
<th>NAME</th>
<th>STATUS</th>
<th>PIN CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounting</td>
<td>OPEN</td>
<td>0621</td>
</tr>
<tr>
<td>2</td>
<td>Marketing</td>
<td>OPEN</td>
<td>6969</td>
</tr>
<tr>
<td>3</td>
<td>D03</td>
<td>OPEN</td>
<td>1445</td>
</tr>
<tr>
<td>4</td>
<td>D04</td>
<td>CLOSED</td>
<td>0221</td>
</tr>
<tr>
<td>5</td>
<td>Bookshop</td>
<td>OPEN</td>
<td>0018</td>
</tr>
<tr>
<td>6</td>
<td>D06</td>
<td>CLOSED</td>
<td>0277</td>
</tr>
<tr>
<td>7</td>
<td>Car park</td>
<td>CLOSED</td>
<td>2012</td>
</tr>
</tbody>
</table>

4.8 Ink information

Select "INK INFORMATION" from the main supervisor menu list:

From the above menu, press INK TANK; the following is displayed:
4.9 Postal services

The telephone number of Post Office credit re-setting centre is stored in the franking machine. This is used when you want to purchase credit.

Modification of the telephone number is possible by selecting "POSTAL SERVICES" in the supervisor main menu:

Then select SETUP. Such a setting may be necessary in case of modification of your telephone network (for example a new prefix for an external line), or if you are advised that this number has changed, it must be entered as detailed below.
To add or to modify a number, touch the area concerned and enter a number using the numeric keys. Confirm with **OK**.

It may be necessary to enter a pause between the outside line digit and the new telephone number: add a " - " character after the prefix.

SERVER PIN NO: is used to define the credit access (4 digits)

"0000" = free access.

**LOW CREDIT THRESHOLD**

After selecting the "LOW CREDIT THRESHOLD", the screen below will be displayed:
Simply enter the new value, using the numeric keypad (with no point or comma, e.g.: 99000 corresponds to 99.000). When the postage is below the low postage threshold value, a message will be prompted in the main menu.

4.10 Online services
See the "Online services" guide.

4.11 Downloading an advertisement slogan or a mini die

\textit{Principle for downloading an advertisement slogan or a mini die is the same.}

- From the main menu, select "SLOGAN"; the following is displayed:

```
<table>
<thead>
<tr>
<th>DATE</th>
<th>TEXT</th>
<th>SLOGAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>NO SLOGAN</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>FLAG</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>RECYCLE</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>FIRST CLASS</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>AIR MAIL</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>SEASONS GREETINGS</td>
<td></td>
</tr>
</tbody>
</table>
```

- Select a slogan, using keys \[
\begin{array}{c}
\uparrow \\
\downarrow
\end{array}\] or numeric key.

- Press \[
\text{MODIFY}\]; the following will be displayed on the screen:
- Modify NAME, or insert the memory card into the reader, on the right side of the machine and press [LOAD] to initiate the downloading operation.

- Press [OK].
- The downloaded slogan is now accessible in SLOGAN menu in user mode.
4.12 Rate configuration

To set a predefined rate configuration as a default parameter, see paragraph 4.1 "Enabling the supervisor mode" in this section.

To modify the name (except for "user rate") or the characteristics of a predefined rate configuration, the procedure is the same as in the user mode, followed by pressing STORE. Then the screen displays:

STORE RATE CONFIGURATION?

Then, press OK.

4.13 Scale high accuracy configuration mode

The "high accuracy" mode (H. A.) is used to improve the weighing accuracy. When this mode is not selected, the speed may be increased.

To enable or disable the "high accuracy" mode:
- From the main screen (in supervisor mode), press on SCALE; the following screen is displayed:
- Press on key [HA], the screen below appears:

```
HIGH ACCURACY SETUP

HIGH ACCURACY ON OFF

ESCAPE OK
```

- Enable (or disable) the function, touching [ON] (or [OFF]), and confirm with [OK].

### 4.14 Programming memories 1 to 9

Up to 9 configurations may be stored into memories 1 to 9.
- From the main menu, make all the required selections on the machine (amount, department, text, slogan, moistening, etc., verifying that they are active);
- Press [OK] to return to the main menu;
- Press [JOBS] in order to display the memory list:

```
JOBS MEMORIES

<table>
<thead>
<tr>
<th>Memory</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>USER JOB MEMORY</td>
</tr>
<tr>
<td>1</td>
<td>MARKETING</td>
</tr>
<tr>
<td>2</td>
<td>DIRECTION</td>
</tr>
<tr>
<td>3</td>
<td>DESIGN</td>
</tr>
<tr>
<td>4</td>
<td>M4</td>
</tr>
<tr>
<td>5</td>
<td>M5</td>
</tr>
<tr>
<td>6</td>
<td>M6</td>
</tr>
</tbody>
</table>

HOME LOGOUT MODIFY STORE OK
```
- Select a memory using arrows \( \uparrow \) and \( \downarrow \) or by entering its number.
- In order to assign a name to the memory, press key \( \text{MODIFY} \) instead of \( \text{OK} \):

```
MEMORY SETUP

NAME   DIRECTION

NUMBER  1

ESCAPE  OK
```

To modify the NAME of memory, touch the NAME area to have access to the alphanumerical entry screen (see next paragraph). Validate by depressing \( \text{OK} \).

- Press \( \text{STORE} \) to validate the memory; the screen displays:

```
INFO

CONFIRM SETUP OF
JOB MEMORY X

ESCAPE  OK
```

or (if the memory "X" is already used):
- To validate, press \textbf{OK}; the screen displays:

\begin{center}
\begin{tabular}{|c|}
\hline
\textbf{INFO} \\
\hline
\textbf{CONFIRM OVERWRITING OF} \\
\textbf{JOB MEMORY X} \\
\hline
\end{tabular}
\end{center}

\begin{center}
\begin{tabular}{|c|c|}
\hline
\textbf{ESCAPE} & \textbf{OK} \\
\hline
\end{tabular}
\end{center}

- press \textbf{YES} to validate the department previously selected.

You will keep a photograph of the machine status before returning to the initial screen.
4.15 Text modification
- From the menu select the text to be modified, select the text area:

- \[123\] allows to access to the following screen:

- \[ABC\] allows to access to the previous screen.
- To select a character, simply touch the desired character.
- Key \[C\] is used to backspace (with deletion).
- Validate completed name with \[OK\].

\[\text{You can use the "\[\downarrow\]" character to print your text within two lines.}\]
4.16 PC connection Recovery Mode

In case of a connection problem between the franking machine and the PC, the PC connection recovery mode enables the franking machine to store in memory the partial franking data and to transmit them to the PC as soon as the connection is re-established. This data will show the total amount franked and the total number of items without distinguishing postal services used.

To switch the system to Recovery Mode (PC absent mode)

After the M261 error code message, the following screen will show:

- The supervisor PIN number must be entered, then press OK.
- Then select SECURITY.
- Scroll down to “PC ABSENT MODE” and select “ACTIVE”:

- Press OK.

You are now ready to frank items in PC connection recovery mode. When the PC connection is re-established, the franking machine will automatically switch back to PC ABSENT MODE LOCKED.

When in PC (absent) Mode ACTIVE, the franking machine can operate even though the PC connection (and MailManager) indicates a connection problem between the franking machine and the PC.
4.17 Exiting the supervisor mode

To deactivate the supervisor mode, select the LOGOUT key from the supervisor menu (return to the main menu) or press key 1 which will set the machine to the sleep mode.
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1. TROUBLE SHOOTING

1.1 Misfeed

1.1.1 In the standard automatic feeder
- Open the feeder cover.
- Unlock the conveyor. Press back on the central blue button then lift the conveyor.
- Remove the misfed envelopes.
- Press the conveyor to put it in place again.
- Shut the cover.

1.1.2 In the mixed-mail feeder
- Pull the handle forward in order to release the feeder cover.
- Remove the misfed envelopes.
- Shut the cover.

1.1.3 In the franking machine
- With your fingers, lift and pull the handle located on the right side of the machine, in direction (1).
- Remove the misfed envelopes.
- Push the handle into the machine to close.
When more free space is required to facilitate the access to the machine, you may shift the whole machine table sideways by lifting the tab under the handle in direction (2).

- With handle open, push lever underneath in an upwards direction and pull the drawer open.
- Then the drawer is fully open.

- After the misfeed has been cleared, firmly push the whole assembly into the machine.
1.1.4 In the dynamic scale

In the event of a jam under the conveyor:
- Open the cover of the dynamic scale;
- Press the handle on the left side in order to raise the conveyor;
- Remove the envelope jammed;
- Release the handle to restore the conveyor to its correct position;
- Close the cover.
## 1.2 Machine and feeder problems

<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>SOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>The machine cannot get started.</td>
<td>Check the power cord and the connection.</td>
</tr>
<tr>
<td>The printer does not operate (optional with I/O board).</td>
<td>- Is it switched on? Is it connected?</td>
</tr>
<tr>
<td></td>
<td>- Is the printer mode selected in the SETUP menu?</td>
</tr>
<tr>
<td>The feeder does not operate.</td>
<td>- Make sure that it is properly connected (see page 27).</td>
</tr>
<tr>
<td>The machine displays the message &quot;COVER OPEN&quot; at start-up.</td>
<td>- Make sure that the feeder and machine covers are closed.</td>
</tr>
<tr>
<td></td>
<td>- Is the feeder connected?</td>
</tr>
<tr>
<td></td>
<td>- If you have no feeder, make sure that the terminator is fitted (see page 27).</td>
</tr>
<tr>
<td>The machine does not print and displays no message.</td>
<td>- Make sure in menu IMPRNT/MODE that the machine is not in the PASS THR or the MESSAGE mode (with no message selected). Return to NORMAL mode.</td>
</tr>
<tr>
<td></td>
<td>- Did you remove the protections from the printhead before inserting it into the machine?</td>
</tr>
<tr>
<td></td>
<td>- Clean the printhead (menu CLEAN).</td>
</tr>
<tr>
<td>PROBLEM</td>
<td>SOLUTION</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Poor printing quality.</td>
<td>- See paragraph &quot;Cleaning the printhead&quot;.</td>
</tr>
<tr>
<td></td>
<td>- Make sure that the side drawer is properly closed.</td>
</tr>
<tr>
<td>Envelopes are stained.</td>
<td>- Make sure that the side drawer is properly closed.</td>
</tr>
<tr>
<td></td>
<td>- Clean rollers (see “General maintenance” section) and the table.</td>
</tr>
<tr>
<td>Poor moistening or no moistening (standard automatic feeder).</td>
<td>- Is the machine in the moistening mode?</td>
</tr>
<tr>
<td></td>
<td>- Make sure that the bottle is not overfilled or empty.</td>
</tr>
<tr>
<td></td>
<td>- Slightly shake the bottle to eliminate air bubbles.</td>
</tr>
<tr>
<td></td>
<td>- Check the brush and the sponges (see “General maintenance” section).</td>
</tr>
<tr>
<td>Poor moistening or no moistening (mixed-mail feeder).</td>
<td>- Is the moistening mode selected appropriate?</td>
</tr>
<tr>
<td></td>
<td>- Make sure that the bottle is not overfilled (see section A, &quot;Filling of the water bottle&quot;).</td>
</tr>
<tr>
<td></td>
<td>- Gently shake the water bottle in order to eliminate air bubbles.</td>
</tr>
<tr>
<td></td>
<td>- 1: increase the moistening level.</td>
</tr>
<tr>
<td></td>
<td>- 2: if step 1 is not effective, clean the filter (see &quot;General Maintenance&quot; in section C).</td>
</tr>
<tr>
<td></td>
<td>- 3: if step 2 is not effective, clean the moistening ramp.</td>
</tr>
<tr>
<td>PROBLEM</td>
<td>SOLUTION</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Envelopes are not properly fed or are double fed.</td>
<td>- Fan the envelopes (see &quot;Envelope feeding&quot;).</td>
</tr>
<tr>
<td></td>
<td>- Bevel the edge of envelope stack (&quot;Envelope feeding&quot; page 37).</td>
</tr>
<tr>
<td></td>
<td>- With the standard feeder, make sure that the feeder A position is</td>
</tr>
<tr>
<td></td>
<td>selected for thin items.</td>
</tr>
<tr>
<td></td>
<td>- With the mixed-mail feeder, make sure that the inserter mode is</td>
</tr>
<tr>
<td></td>
<td>not selected.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Items are not properly ejected.</td>
<td>- Make sure that the side drawer is properly closed.</td>
</tr>
<tr>
<td></td>
<td>- Clean the rollers.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Labels are not properly fed.</td>
<td>- Avoid leaving the labels too long in the machine.</td>
</tr>
<tr>
<td></td>
<td>- Avoid placing too many labels in the dispenser (80 max.).</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>The scale does not communicate with the machine.</td>
<td>Make sure that it is properly connected.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication error.</td>
<td>Check the insertion of the meter module.</td>
</tr>
</tbody>
</table>
### 1.3 Dynamic scale problems

<table>
<thead>
<tr>
<th>MESSAGE</th>
<th>SOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>S105 Oversize sensor error. Clear and clean window under dynamic scale unjam handle.</td>
<td>See below</td>
</tr>
</tbody>
</table>

![Diagram](image)

- **window oversize sensor**
2. GENERAL MAINTENANCE

2.1 Replacement of the brush and moistening sponges
- Switch off the franking machine.
- Separate the feeder from the franking machine.
- Unlock the conveyor (central blue button) and lift it.
- To remove the brush, raise it and lightly pull it.
- Install new brush by snapping the clips onto the brush holder.

- To remove the sponges, take off the metal sponge retainer.
- Replace sponges (3 required) and reinstall retainer.
2.2 Mixed-mail feeder

*Replacing (or cleaning) the moistening ramp and the filter*

- Switch the machine off.
- Pull the handle in the forward direction, in order to release the cover.
- In order to remove the moistening ramp, straighten it and pull it slightly upwards.

(handle, moistening ramp, filter)
- In order to put the moistening pathway back in its place, insert the left end under the table (1), then lower the moistening ramp (2) and snap it on.

- To remove the filter, slightly pull it upwards:

To clean the filter, rinse it with water.

**The filter needs to be cleaned once a week if sealing is used.**
2.3 Cleaning of the rollers

Shift the machine table sideways by releasing handle (see paragraph 1.1.3 "In the franking machine" in this section).

Clean the rollers with a damp cloth.
2.4 Cleaning the printhead

In case of poor printing quality:
- Press key `CLEAN`, in order to run a cleaning cycle for the printhead, when the printing quality is getting poor or if the machine has remained unused for several days.
- If it is not enough, remove the printhead (see paragraph "Ink tank and printhead" in section A) and clean the ink printhead.

Prior to switching off the machine, be sure to press key `1`. Turn off the machine only when the standby screen is displayed (date and time). This will avoid keeping the printhead in the unprotected printing position (which may cause the ink to dry out and become unusable).
2.5 Replacing the envelope pressure units (dynamic scale)
- Squeeze (1) the pressure unit at the position indicated and pull (2).
- Insert the new pressure unit and drive it home.
2.6 Removal of the postage meter
- Switch off the franking machine.
- Open the cover.
- Hold the handle and pull it upwards.
2.7 Touchscreen precautions

- Do not pile up the products nor put any heavy thing on it.
- Do not give any shock or vibration to the product and not drop it.
- Do not apply water, organic solvent or chemicals such as acid and alkali to the product. Do not put the product in such atmosphere.
- Upon carrying the products be sure to hold the glass edge. Do not touch an operating surface may be stained or damaged. Never pull the cable nor give any considerable force to the peripheral circuit or the cable may be broken.
- When any dust or stain is observed on a film surface, clean it using a commercial for lenses of glass or something like that.
- Enclosure edge must be between View area & active area and not touch with View area.
- The View area near by the edge of the glass is not rounded and may cause injury.
SPECIFICATIONS

- **Speed:**
  - IJ 80 in weighing mode* ........... : up to 6000 items/hour
  - IJ 80 not in weighing mode* .... : up to 11000 items/hour
  - IJ 90 in weighing mode* .......... : up to 7200 items/hour
  - IJ 90 not in weighing mode* ..... : up to 13200 items/hour
  - IJ 110 in weighing mode* ........ : up to 7200 items/hour
  - IJ 110 not in weighing mode* .. : up to 15000 items/hour
  * with dynamic scale

- **50 departments for IJ 80**
- **200 departments for IJ 90 and IJ 110**

- **10 job memories**

- **Dimensions and weight**
  - Franking machine width ........... : 335 mm
  - Standard feeder width ............. : 270 mm
  - Mixed-mail feeder width .......... : 717 mm
  - Dynamic scale width .............. : 545 mm
  - Feed platform width .............. : 235 mm
  - Depth .................................. : 460 mm
  - Height (with standard feeder) .. : 250 mm
  - Height (with mixed-mail feeder) : 321 mm
  - Franking machine weight .......... : 16 kg.
  - Feeder weight ....................... : 12 kg.
  - Franking machine weight .......... : 15 kg.
  - Standard feeder weight .......... : 12 kg.
  - Mixed mail feeder weight .......... : 26.5 kg.
  - Dynamic scale weight ............. : 22 kg.
  - Feed platform weight ............. : 1.4 kg.
• Envelopes dimensions and weights

<table>
<thead>
<tr>
<th></th>
<th>Standard feeder</th>
<th>High perf. feeder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min. length</td>
<td>140 mm</td>
<td>127 mm</td>
</tr>
<tr>
<td>Max. length</td>
<td>330 mm</td>
<td>381 mm</td>
</tr>
<tr>
<td>Min. width</td>
<td>90 mm</td>
<td>90 mm</td>
</tr>
<tr>
<td>Max. width</td>
<td>260 mm</td>
<td>305 mm</td>
</tr>
<tr>
<td>Moistening max thickness</td>
<td>8 mm</td>
<td>10 mm</td>
</tr>
<tr>
<td>Flap min. height</td>
<td>35 mm</td>
<td>25 mm</td>
</tr>
<tr>
<td>Flap max. height</td>
<td>75 mm</td>
<td>100 mm</td>
</tr>
</tbody>
</table>

- Max. thickness (without dynamic scale) : 16 mm
- Max. thickness (with dynamic scale) : 12 mm
- Min. weight (dynamic scale) : 3 g
- Max. weight (dynamic scale) : 1000 g

Some envelopes should be placed with their flap open, in order to ensure proper sealing.

• Resolution in dynamic weighing mode: 1 g

• Label dimensions (pre-cut and self-adhesive)
  - Max. width ..................... : 40 mm
  - Min. length ................... : 155 mm
  - Max. length ................... : 215 mm

• Power requirements
  - Power supply ...................: 240 V (± 10 % - 5 %) 3 wire grounded circuit (up to standards NFC15-100)
  - Frequency .................... : 50 Hz
  - Max. current rating (full configuration): 1 A
• **Operating conditions**
  - Ambient temperature ........... : 5 to 40 °C
  - Relative humidity ............... : 15 to 80 % with no condensation

• **Storage of labels:**
  It is recommended at room temperature (25 °C) and 50 % relative humidity. Mind the "best before" date.

• **Noise: 73 dBA**
FURTHER ASSISTANCE

Contact Neopost for further assistance if you have problems in operating the machine:

Tel:
Fax:
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Products presented in this guide are conform to requirements of directives nbr 73/23/CEE and 89/336/CEE (Europe only).

Neopost has implemented a program for the recycling of worn franking machines and machines at the end of their lifetime. Contribute in a responsible way to the environmental protection by consulting your retailer internet site, or by contacting him. He will inform you of the collection and treatment processes of these machines (Europe only).