INTRODUCTION

Congratulations on choosing the Neopost IJ65/IJ75/IJ85 franking system. The IJ65/IJ75/IJ85 is the result of the expertise and innovative capabilities of a worldwide Neopost group and, using ink jet technology, it will integrate into your working environment to enhance your mail processing operation.

The IJ65/IJ75/IJ85 has many capabilities that will be important to your business:
As well as being productive (until 12,900 items per hour for machine only, and until 7,500 items per hour in dynamic scale mode), the IJ65/IJ75/IJ85 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 cartridge 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 IJ65/IJ75/IJ85 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 DL to C4 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 IJ65/IJ75/IJ85 is connectable. It can exchange data with Neopost scales and printers in order to provide optimal mail processing and reporting.

Finally, the IJ65/IJ75/IJ85 is a unique communication tool for your company. Its high quality printing combined with its integrated library of messages, mini-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 IJ65/IJ75/IJ85 is the ultimate in quality and productivity for mail processing equipment.
**WARNING!**

Do not remove any secured covers or attempt to repair the IJ65/ IJ75/IJ85, there are no user serviceable parts contained and the IJ65/IJ75/IJ85 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 ink cartridge system used within the IJ65/IJ75/IJ85 contains Post Office approved ink. This cartridge should not be tampered with in any way or the use of non approved inks be undertaken. 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 \textbf{OK} (see "Specifications" for initial access code);

3. Enter the franking value using the numeric keys;

4. Place an envelope on the feed platform;

5. Press \textbf{START STOP}.

Congratulations! You have succeeded in franking an envelope.

\textbf{Prior to switching off the machine, be sure to press key \textbf{i}. Turn off the machine only when the standby screen is displayed (date and time). This will avoid keeping the ink cartridge in the unprotected printing position (which may cause the ink to dry and become unusable).}
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.
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1. OVERALL PRESENTATION

1.1 Overview

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

- removable water tank
- blue button for conveyor release device
- ink cartridge
- 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 Screen and keyboard

- Text advertisement
- Middle die
- Date
- Franking value
- Warning message
- Moistener ON
- Print shift ON

### Menu Selection Keys

- **M**: Access to memories (storing into memories and memory recall)
- **Label mode selection**
- **C**: Input value reset (including franking)
- **START**
- **STOP**: Switching on/off envelope or label feed

### Numeric Entry Keys

- 0 to 9: Numeric entry keys
- **OK** or **OK**: Validating a selection
- **ESC**: Return to previous menu with no validation
- **MENU**: Return to main menu with no validation

Overall presentation 15
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 ON/OFF switch in the "OFF" position, connect the power cord to the rear of the machine and to a mains outlet. Connect the telephone link cable to the modem socket at the rear of the machine to a telephone connector, for Credifon recrediting system (CFON) connection.

For security purposes, please ensure that all the items are correctly assembled prior to switch 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 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 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 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 using any mechanical equipment, please, contact the customer service.
1.2.5 Connections at the rear of the units

Connections at the rear of the franking machine

Do not apply pressure on the dynamic scale tray.

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

A connection error may generate a failure.
**Connections with a feeder**

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

**Connections with a feeder and a dynamic scale**

The feeder and the dynamic scale will automatically be switched on at the same time as the franking machine.
1.2.6 Ink cartridge

The message “low on ink” is displayed when less than approximately 10,000 imprints can be printed with the installed ink cartridge.
You are strongly recommended to replace the ink cartridge when the message “very low on ink” is displayed. When the message “inker empty” appears, the ink cartridge needs to be changed.

**INK CARTRIDGE REPLACEMENT**

*The machine must be switched on.*

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

- Insert the new ink cartridge and lock it in position by pinching the rear of the ink cartridge.

- Close the cover (the ink cartridge is automatically reset in the “protection” position).
1.3 Envelope feeding

1.3.1 With the 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 side guide.
- 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.

*Adjustment of the side guide (2)*
Adjust the side guide by resting it against the envelopes without pressing.
- It is possible to set to 90° a few large size envelopes (240x330 approx.).
- The guides may be retracted when required.
- Do not mix moistening and non-moistening.
- 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 A of the conveyor should be used for feeding thin and medium letters (from 0 to 8 mm). Sealing is available in this position.

Position B 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). Sealing is not recommended in this position.
1.3.2 With the feed platform alone

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.

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.
- Release the button.
1.5 Filling of the removable water tank

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

- Screw up the cap again.
- Put the tank back in its place.
- Shake the tank once or twice in order to drive out the air and run off the water.

- Close the cover.

When there is no water left in the tank, 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 sealing solution NEOSEAL.
1.6 Envelope moistening

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 sealed envelopes in the moistening mode: This might cause a jam.
2. PROTECTION BY AN ACCESS 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 code (only when access to the machine has been protected by the supervisor).

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

<table>
<thead>
<tr>
<th>DEPARTMENTS</th>
<th>1 MARKETING</th>
<th>2 DIRECTION</th>
<th>3 DESIGN</th>
<th>6 RESEARCH</th>
<th>7 COMMUNICATION</th>
<th>8 FACTORY</th>
<th>9 ACCOUNTANCY</th>
</tr>
</thead>
</table>

- 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, as follows:

<table>
<thead>
<tr>
<th>Text</th>
<th>Slogan</th>
<th>M/D</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPT 3 DESIGN</td>
<td>ME I 123456</td>
<td>14-03-05</td>
</tr>
</tbody>
</table>

28 Protection by an access PIN code
3. USING DYNAMIC SCALE

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

```
DYN SCALE MODE
1 DYNAMIC WEIGHING OFF
2 DYNAMIC WEIGHING ON
3 BATCH ESCAPE
```

Select one of the 3 modes using keys ▲ and ▼ and validate by pressing OK.

3.1 Dynamic weighing OFF mode

The displayed icon is

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

3.2 Dynamic weighing ON mode

The displayed icon is

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:
- transported (one by one) from the feeder to the dynamic scale, which sends the weight, the length, the over-size and the thickness.
3.3 Batch mode

The displayed icon is ![Icon]

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.
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

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 NEXT, until SCALE is displayed; press on SCALE to select a mode (see section "Use of the dynamic scale"), using arrows and , and press on OK to confirm the selection.
- Press on NEXT, until RATE is displayed; press on RATE; the screen below appears:

<table>
<thead>
<tr>
<th>RATE</th>
<th>0</th>
<th>USER RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2nd Class</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>3rd Class Rec</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>2nd Class Recorded</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Spec Del 2500</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Eu Air Letters</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>OSEu Air Let Z1</td>
</tr>
</tbody>
</table>

where:
- Select a rate configuration from both the user’s configuration and the configurations predefined by the supervisor, using arrows \( \text{and } \) \( \text{ More } \) provides details on the rate configuration selected.
- Press on \( \text{OK} \) to confirm.

**To modify a configuration:**
The USER RATE 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 \( \text{More} \) from the previous \( \text{Rate} \) screen; the following screen appears:

<table>
<thead>
<tr>
<th>MODIFIED RATE</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION</td>
<td>RATE2</td>
</tr>
<tr>
<td>NAME</td>
<td>LETTER</td>
</tr>
<tr>
<td>MAIL CLASS</td>
<td>DOMESTIC</td>
</tr>
<tr>
<td>DESTINATION</td>
<td>FIRST CLASS, OPTION</td>
</tr>
<tr>
<td>SERVICES</td>
<td></td>
</tr>
</tbody>
</table>

Select the parameter (MAIL CLASS, DESTINATION or SERVICES) to be modified, using \( \text{Up/Down} \), then press on \( \text{Modify} \): - 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 START STOP.

To stop the envelope feeding, press key 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 START: the first envelope is weighed. The rate calculator defines the corresponding value and displays it.
- Press OK to confirm (or ESC to cancel).
- Press START: the whole envelope series is printed at the defined value.

To stop the batch, press key START 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 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 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 \textbf{START STOP} : The machine will automatically provide therequired number of labels at the displayed value.

\textit{For a single label, simply press} \( 
\begin{array}{c}
\text{Up Arrow} \\
\end{array}
\) and then \textbf{START STOP} .
5. MODIFICATION OF THE IMPRINT

(depending on Post Office specification)

The **IMPRNT** menu is used to modify the setup of the imprint by selecting:
- the date;
- the slogan;
- the text;
- the mini die;
- the print offset (for thick items).

*To allow a quicker access, the supervisor may store configurations in memories M1 to M9.*

- Select menu **IMPRNT**. Then, by pressing selection key ➡️ as many times as required, select the area to be modified. The area will automatically appear highlighted.

```
Text  Slogan  M/D
  14-03-05
```

- Press **LIST**, in order to display the available options.
- 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**.

*Date modification:*
- Select menu **IMPRNT**. Then, by pressing selection key ➡️ as many times as required, select the date area which will automatically appear highlighted.
- Press the **LIST** key, in order to display the available options.
- Select the date required, using keys ▲ and ▼ or by pressing directly the numeric keys corresponding to the number of postdating days. To confirm and return to the previous screen, press on **OK**.

The procedure described above is the same for the advertisement, the text, the mini die and the shift.

- In the lists displayed, selection “0” means “absence of” (no advertisement, no postdating, etc.).
- Selections can also be made simply via the numeric keys (equivalent to the **LIST** menu).

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.).

**Mini dies:**

The mini dies are already loaded in the machine; the supervisor may set active a mini die (as for a slogan; see example at the end of “Enabling the supervisor mode” in Section B) to use it.
6. USING DEPARTMENTS

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

An expenditure value and a number of cycles may be assigned to a department selected from a list, as described below.

- Press on key **DEPT** :

<table>
<thead>
<tr>
<th>DEPARTMENTS</th>
<th>1 MARKETING</th>
<th>2 DIRECTION</th>
<th>3 DESIGN</th>
<th>6 RESEARCH</th>
<th>7 COMMUNICATION</th>
<th>8 FACTORY</th>
<th>9 ACCOUNTANCY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ESCAPE</strong></td>
<td>↑</td>
<td>↓</td>
<td>☑ OK</td>
<td></td>
<td></td>
<td></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 code make up a group.

  When you have entered the access code once, you will not be prompted to enter the access 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 IJ65/IJ75/IJ85 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 franking machine for one or more letters.

- Print one label (press SEND LABEL 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.

See also your scale user's guide.
8. CREDIFON RECREDITING

8.1 Remote credit setting
Credit may be purchased from Post Office, using the Credifon resetting 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 Credifon user you will have been issued with your own Credifon 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.

- Select **CREDIT** menu:

  ![CREDIT menu](image)

- Enter the credit Pin code and press **OK**:

  ![PIN entry](image)

  **RECREDIT AMOUNT**
  **OLD VALUE**: 100000
  **NEW VALUE**: _

40 Credifon recrating
- Enter the amount in units of local money to be credited and press
  OK.
You will be asked confirmation by OK.

Press 1 0 0 0 0 0 0 for 1000 units of local currency.

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

TRANSACTION SUCCESSFUL
AMOUNT CREDITED : 100000

8.2 Application for a new Credifon PIN

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

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

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

When you receive your new Credifon PIN, keep it in a safe place
and separate from your Credifon Meter.
8.3 Credifon Credit Controls

Credifon 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 Credifon 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.
9. 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:

```
PC DEPARTEMENT
PC DEPT NUM
PC DEPT CODE

- Press MODIFY.
- 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:

```
Wait department change status
```

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

```
M259 PC LINK ERROR
TURN OFF FRANKING MACHINE
CALL SUPERVISOR
```

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

```
M261 PC LINK ERROR
CALL SUPERVISOR
```

The operator must switch to PC connection recovery mode.
SECTION B: ADVANCED FUNCTIONS

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   4.18 Exiting the supervisor mode 75
1. FURTHER FUNCTIONS

1.1 Dating mode
Select IMPRNT then MODE and DATER.

DATER will appear on the screen.

This function is designed to print the date instead of a franking mark.

In this mode, you may select for instance the text “letter received on” and you will get the following:

LETTER RECEIVED ON 12/04/2005

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

1.2 Message mode
Select IMPRNT then MODE and MESSAGE.

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 (see the following paragraph "Batch registers").
1.3 Pass through mode

Select **IMPRNT** then **MODE** and **PASS THR**.
This function is designed to use the machine as a conveyor; **PASS THROUGH** is displayed on the screen.

*This mode is compatible with the moistening mode to seal envelopes without any franking.*

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

1.4 Postage Paid Imprint mode (optional)

After acceptation of Post Office, you are able to produce PPI1 or PPI2 with your IJ65/IJ75/IJ85.

This functionality needs to be loaded by the service engineer during installation.

Select **IMPRNT** then **MODE** and **PPI 1** (or **PPI 2**)

<table>
<thead>
<tr>
<th><strong>PRINT MODE</strong></th>
<th>0</th>
<th>NORMAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>PASS THROUGH</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>MESSAGE</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>DATER</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>PPI 1</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>PPI 2</td>
</tr>
</tbody>
</table>

**ESCAPE**

When selected PPI1 (or PPI2) is displayed on the main screen:

<table>
<thead>
<tr>
<th>Text</th>
<th>Slogan</th>
<th>M/D</th>
<th>PPI1</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPT 3 DESIGN</td>
<td>MES 123456</td>
<td>DEPT</td>
<td>10-02-00</td>
</tr>
</tbody>
</table>

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

Press key **SETUP**, the below menu will be displayed:

```
USER SETUP

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>Buzzer</th>
<th>CONTRAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>OFF</td>
<td>MIN</td>
</tr>
<tr>
<td>gren</td>
<td>ON</td>
<td>LOW</td>
</tr>
<tr>
<td>LI</td>
<td>ERR</td>
<td>MED</td>
</tr>
<tr>
<td>S</td>
<td>KEY</td>
<td>MAX</td>
</tr>
</tbody>
</table>
```

- Select the options required using keys ▼▼ and ▶▶ (or **MODIFY**);
- Validate the whole configuration by pressing **OK**.

"CONTRAST" modification:
- Press the key **SETUP**;
- Select "CONTRAST" using key ▼▼;
- Select for example "MAX" using key ▶▶;
- Confirm by pressing on **OK**.
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 \text{M} twice. The whole configuration is automatically stored into memory “0” (this operation overwrites the previous content in memory 0).

\textbf{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
To recall a memory, simply press key \text{M} ; the list of active memories is displayed:

\begin{center}
\begin{tabular}{|c|c|}
\hline
JOB MEMORIES & 0 USER JOB MEMORY \\
1 & MARKETING \\
2 & DIRECTION \\
3 & DESIGN \\
\hline
\end{tabular}
\end{center}

Then key in the memory number, using numeric keys from 0 to 9.

\textit{Memories 1 to 9 are preprogrammed by the supervisor - see “Programming memories 1 to 9”.

50 Job memory saving}
3. REPORT PRINTING

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

3.1 Operating mode

- Select REPORT. The machine indicates whether it is in the label, printer or PC mode and the below menu is displayed:

```
REPORTS
1. GENERAL REGTRS
2. BATCH REGTRS
3. THIS MONTH REPORT
4. PREV MONTH REPORT
5. ANNUAL REPORT
6. POSTAGE SET REPORT
7. DEPARTMENT REPORT
```

- Press SETUP to select the label, printer or PC mode (a printer using the optional I/O board, or a PC is connected to the machine):

```
REPORT ON
1. LABEL
2. PRINTER
3. PC
```

- Select with ▲ or ▼ and validate with OK. This selection is final.

> 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.
- Choose the desired report, using the arrows and confirm by pressing OK.
- Press PRINT: the reports will be automatically printed out (press NEXT if there is more than one page).

3.2 Batch Registers

Select BATCH REGISTERS to view counters for items processed:

<table>
<thead>
<tr>
<th>Batch Registers</th>
<th>Items</th>
<th>TOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Regr.</td>
<td>123456</td>
<td>99999999.99</td>
</tr>
<tr>
<td>Pass Thru</td>
<td>123456</td>
<td></td>
</tr>
<tr>
<td>Message</td>
<td>123456</td>
<td></td>
</tr>
<tr>
<td>Dater</td>
<td>123456</td>
<td></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 instance to know quickly how many items were processed in the last use of the machine.

Each of these registers may be reset separately by pressing RESET key.

For machines using multiple meters, the batch registers are automatically reset each time the meter is changed.

52 Report Printing
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 entering the supervisor code (4 digits):
- at power-up (or by pressing any key if the machine is in the standby mode);
- or by pressing the NEXT key twice on main screen, then the SUPERV key.

The screen below will appear:

```
PIN NUMBER ?

ESCAPE OK
```

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

<table>
<thead>
<tr>
<th>Text</th>
<th>Slogan</th>
<th>MD</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPT 3 DESIGN</td>
<td>ASC 123456</td>
<td>0000</td>
</tr>
</tbody>
</table>

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 alphanumerics 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 "✔". To change a value, select a new value and press key **DEFLT**. The "✔" 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:

SLOGAN
0 NO SLOGAN
1 SLOGAN 1
2 SLOGAN 2
3 SLOGAN 3
4 SLOGAN 4
5 SLOGAN 5
6

When pressing key DEFLT, the following screen is displayed:

SLOGAN
0 NO SLOGAN
1 SLOGAN 1
2 SLOGAN 2
3 SLOGAN 3
4 SLOGAN 4
5 SLOGAN 5
6

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

MODIF SLOGAN

STATUS NOT ACTIVE ACTIVE
NAME MARKETING
NUMBER 1

Select "ACTIVE" using keys ↑↑ and ↓↓. Validate with OK.

Principle for making a mini die or text message active is the same as for advertisement slogan.
When pressing **SETUP** the screen below appears:

![Supervisor Setup Screen]

The "mini-message" **Supervisor** indication or the menu headings in **reverse video** at the top, on the left, indicates that the user is in the supervisor mode.

When pressing **OTHER** the screen below appears:

![User Setup Screen]

Select the language, the buzzer function and the contrast using keys ▶️ ◀️ and ←→ .

56  Supervisor Mode
4.2 Defining security

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

<table>
<thead>
<tr>
<th>SECURITY</th>
<th>USER PIN NO</th>
<th>1234</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACHINE STATUS</td>
<td>NORMAL</td>
<td>LOCKED</td>
</tr>
<tr>
<td>MENU</td>
<td>NORMAL</td>
<td>SIMPLIFIED</td>
</tr>
<tr>
<td>HIGH VALUE THRESLD</td>
<td>123456</td>
<td></td>
</tr>
<tr>
<td>PC ABSENT MODE</td>
<td>ACTIVE</td>
<td>LOCKED</td>
</tr>
<tr>
<td>ESCAPE</td>
<td>MODIFY</td>
<td></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.

- **MENU** : the simplified menu limits the menus for the user.

- **HIGH VALUE THRESLD** : postage value from which the machine requests a confirmation.

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

Press **OK** to validate all the selections.
4.3 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.: 9900 corresponds to 99.00).

4.4 Machine time setting
After selecting the "TIME" menu, the screen below will be displayed:

To set the time, simply enter the new value, using the numeric keypad (max ±3 hours).
4.5 Timeout setting

After selecting this menu, the below screen is displayed:

<table>
<thead>
<tr>
<th>TIME OUT (sec.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>START</td>
</tr>
<tr>
<td>STOP</td>
</tr>
<tr>
<td>STANDBY</td>
</tr>
<tr>
<td>SLEEP</td>
</tr>
</tbody>
</table>

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 (recommended value: 15 s). With a dynamic scale, this time may be configured for the dynamic weighing OFF mode (this is not settable with an autofeed attached).
- STOP: time-out before the machine stops after the last document processing. With a dynamic scale, this value is set to 1 second in the batch mode.
- STANDBY: time-out before the ink cartridge 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 ink cartridge returns to the protection position (advised value: 120 s).

To modify the "SLEEP" time:
- Select "SLEEP" using key ;
- Press on MODIFY ;
- Enter the desired time (in seconds) using the numeric keys;
- Confirm with OK ;
4.6 Configuration of the main screen display

After selecting menu "DISPLAY", the following is displayed:

| DISPLAY SETUP | 1 | TOTE |
|               | 2 | TOTAL ITEMS |
|               | 3 | POSTAL ITEMS |
|               | 4 | DEPT NAME |
|               | 5 | DEPT TOTE |
|               | 6 | DEPT ITEMS |
|               | 7 | BATCH TOTE |

and the next menu is:

| DISPLAY SETUP | 8 | BATCH ITEMS |
|               | 9 | MESSAGE ITEMS |
|               | 10 | PASS THRU ITEMS |
|               | 11 | DATER ITEMS |
|               | 12 | TOTAL CREDIT |
|               | 13 | CREDIT |

The above menus enable you to select the element to be displayed on the second line of the main menu.

When "MESSAGE ITEMS" (the abbreviation of which is "MES") is selected in normal operating mode (user), the following screen is displayed:

<table>
<thead>
<tr>
<th>Text</th>
<th>Slogan</th>
<th>M/D</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPT 3 DESIGN</td>
<td>MES 123456</td>
<td>0000</td>
</tr>
</tbody>
</table>

10-02-05
**Abbreviations table**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTE</td>
<td>TOT</td>
</tr>
<tr>
<td>TOTAL ITEMS</td>
<td>TOI</td>
</tr>
<tr>
<td>POSTAL ITEMS</td>
<td>POI</td>
</tr>
<tr>
<td>DEPT NAME</td>
<td>DEPT</td>
</tr>
<tr>
<td>DEPT TOTE</td>
<td>DTO</td>
</tr>
<tr>
<td>DEPT ITEMS</td>
<td>DIT</td>
</tr>
<tr>
<td>BATCH TOTE</td>
<td>BTO</td>
</tr>
<tr>
<td>BATCH ITEMS</td>
<td>BIT</td>
</tr>
<tr>
<td>MESSAGE ITEMS</td>
<td>MES</td>
</tr>
<tr>
<td>PASS THRU ITEMS</td>
<td>PTH</td>
</tr>
<tr>
<td>DATER ITEMS</td>
<td>DAT</td>
</tr>
<tr>
<td>TOTAL CREDIT</td>
<td>TC</td>
</tr>
<tr>
<td>CREDIT</td>
<td>CRE</td>
</tr>
</tbody>
</table>

4.7 Load rate

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

![Loading in progress]
4.8 Dynamic scale tests
This function can only be used at the technical department’s request.

4.9 Downloading an advertisement slogan or a mini die
- Select  [IMPRNT] in the main supervisor menu; the following is displayed:

- After selecting SLOGAN or MINI DIE with  [este] , then  [LIST] , the following will be displayed on the screen:
- Select the slogan to modify with ▲ or ▼; then press MODIFY:

<table>
<thead>
<tr>
<th>MODIF SLOGAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATUS</td>
</tr>
<tr>
<td>NAME</td>
</tr>
<tr>
<td>NUMBER</td>
</tr>
<tr>
<td>ESCAPE</td>
</tr>
<tr>
<td>LOAD</td>
</tr>
</tbody>
</table>

- 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.

![Loading in progress](image)

then:

![Loading successful](image)

- Press OK.
- The downloaded slogan is now accessible in IMPRNT menu in user mode.

Supervisor Mode 63
4.10 Reports specific to the supervisor

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

- **REPORTS**
  - 1. MODULES DETAILS
  - 2. SETUP REPORT
  - 3. DEPT SETUP REPORT
  - 4. PRINT VALUE HISTORY
  - 5. POSTAGE SET HYSTORY
  - 6. GENERAL REGTRS
  - 7. BATCH REGTRS

Like in user mode, it is possible to select the label, printer or PC mode (a printer using the optional I/O board, or a PC is connected to the machine) by pressing SETUP.

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>
4.11 Configuration CFON connection

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 selection CONNEC and MODIFY. 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.

**CONNECTION SETUP**

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>TELEPHONE NO</th>
<th>LOW CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0296441011</td>
<td></td>
</tr>
</tbody>
</table>

**Low credit threshold**

After selecting the "LOW CREDIT THRESLD" menu, the below screen will be displayed:

**LOW CREDIT THRESHOLD**

OLD VALUE: 00001000
NEW VALUE: 99000

Simply enter the new value, using the numeric keypad (with no point or comma, e.g: 99000 corresponds to 990.00).
4.12 Defining departments

From the main menu, press on DEPT; The following menu will be displayed:

<table>
<thead>
<tr>
<th>DEPARTMENTS</th>
<th>1 MARKETING</th>
</tr>
</thead>
<tbody>
<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>DEPT MODE</td>
<td></td>
</tr>
<tr>
<td>5 D005</td>
<td></td>
</tr>
<tr>
<td>6 D12</td>
<td></td>
</tr>
<tr>
<td>MENU MODIFY</td>
<td></td>
</tr>
<tr>
<td>SETUP</td>
<td></td>
</tr>
</tbody>
</table>

When pressing key MODIFY from the above screen, the following menu is displayed:

<table>
<thead>
<tr>
<th>DEPARTMENT MODIF</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>STATUS DEPT</td>
<td>OPEN CLOSED</td>
</tr>
<tr>
<td>DEPT NAME</td>
<td>MARKETING8012</td>
</tr>
<tr>
<td>DEPT NUMBER</td>
<td>12345678</td>
</tr>
<tr>
<td>DEPT PIN</td>
<td>1234</td>
</tr>
<tr>
<td>ESCAPE MODIFY</td>
<td>RESET</td>
</tr>
</tbody>
</table>

Then, using the MODIFY key and the arrows, 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 RESET).
To clear all the registers, select **SETUP**: 

**DEPARTMENT SETUP**

DEPARTMENT  ON  OFF

ESCAPE  RESET  -  OK

Then, press key **RESET** and press **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.

**In order to enable the department mode, select the "DEPT MODE" using arrow keys ; modify the status with key . Validate with **OK**. You should then press **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 IJ65, and from D1 to D199 corresponding to n° 1 to 199 for IJ75 and IJ85.

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.
4.13 Scale 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**.

High accuracy configuration

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, press on **NEXT**, until **SCALE** appears, and press on **SCALE**; the following screen is displayed:

  ![DYN SCALE MODE](image)

  - Press on key **H. A.**, the below screen appears:

  ![ESCAPE](image) H. A. H. A. H. A. H. A. H. A. H. A.
- Enable (or disable) the function, using keys ➔ ➔ 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:

- To select a memory to be configured, press key M in order to display the memory list:

- Select a memory using arrows ➔ and ➔ or by entering its number.
- In order to assign a name to the memory, press key MODIFY instead of OK:

```
MEMORY SETUP
NAME: MARKETING
NUMBER: 1
ESCAPE    MODIFY    OK
```

To modify the NAME of memory, press MODIFY to have access to the alphanumerical entry screen (see next paragraph). Validate by depressing OK.

```
JOB MEMORIES
0 USER JOB MEMORY
1 MARKETING
2 DIRECTION
3 DESIGN
4 M4
5 M5
6 M6
MENU    MODIFY    STORE
```

- Press STORE to validate the memory; the screen displays:

```
CONFIRM SETUP OF
JOB MEMORY X

ESCAPE    OK
```

or (if the memory "X" is already used):

70 Supervisor Mode
- To validate, press OK; the screen displays:

```
CONFIRM OVERWRITING OF
JOB MEMORY X
```

- press 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 main menu, press IMPRNT, select the text area and press LIST:

```
TEXT / MESSAGE
0  NO TEXT
  1  TEXT 1
  2  TEXT 2
  3  TEXT 3
  4
  5  TEXT XXX
  6
```

Select the text to modify with and , and then press MODIFY:
Select TEXT with \( \boxed{\uparrow \downarrow} \). Then, press key \( \boxed{\text{MODIFY}} \), the below menu is displayed:

- Use the arrow keys to move the cursor to the character to be defined:
  - key \( \boxed{\text{NEXT}} \) to select highlighted character and move to the next position in name,
  - key \( \boxed{C} \) is used to backspace (with deletion).
- Selection of the desired character:
  - The arrows are used to select a character from the list proposed.
  - Numbers may also be defined using the numeric keys.
- Validate completed name with \( \boxed{\text{OK}} \).

You can use the "\( \downarrow \)" character to print your text within two lines.
4.16 Print alignment test
- From the main menu, press on **NEXT**.
- Press on **HEAD**; the screen displays:

```
PRINTING HEAD SERVICING
ALIGN. A B C D E F G H I J K
```

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

```
| A | C | E | G | I | K |
| B | D | F | H | J |
```

In order to adjust the alignment, using **<** or **>**, select the letter corresponding to the vertical line most the right (letter F in the above example), then press **OK** to confirm.

*Irrespective of the selection, the test impression remains unchanged.*

4.17 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. These 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 “2 SECURITY & DEPT”.
- Scroll down to “PC ABSENT MODE” and select “ACTIVE”:
**Supervisor Mode**

- **Press** **OK** and then **EXIT**.

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.

**4.18 Exiting the supervisor mode**

To deactivate the supervisor mode, either select the **EXIT** key from the supervisor menu (returns to user mode) or if a user pin has been programmed press the **0** key, this will EXIT supervisor mode and set the machine to sleep mode.

---

SECURITY & DEPT

USER PIN NO 1234
MACHINE STATUS NORMAL
MENU NORMAL
DEPT

PC ABSENT MODE ACTIVE
ESCAPE

MODIFY

LOCKED
SIMPLIFIED
ON
OFF

LOCKED

OK
SECTION C: MAINTENANCEADVICE

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1. TROUBLE SHOOTING

1.1 Misfeed

1.1.1 In the feeder
- Open the feeder cover,
- Unlock the conveyor (central blue button) and lift it,
- Remove the misfed envelopes,
- Press the conveyor to put it in place again,
- Shut the cover.

1.1.2 In the franking machine
- With the thumb, pull the handle located on the right side of the machine, in direction (1),
- Remove the misfed envelopes,
- Push the handle again.

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).

Push lever underneath in an upwards direction (2)
- Then the drawer is fully open.

- After the misfeed has been cleared, firmly push the whole assembly into the machine.
1.1.3 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 position;
- Close the cover.
### 1.2 Problems: machine and feeder

<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>
</tbody>
</table>
| The printer does not operate. | - Is it switched on? Is it connected?  
- Is the printer mode selected in the SETUP menu? |
| The feeder does not operate. | Make sure that it is properly connected (see pages 20-21). |
| The machine displays the message "COVER OPEN" at start-up. | - Make sure that the feeder and machine covers are closed.  
- Is the feeder connected?  
- If you have no feeder, make sure that the terminator is fitted (see pages 20-21). |
| The machine does not print and displays no message. | - Make sure in menu STAMP/MODE that the machine is not in the TRANSPORT or the MESSAGE mode (with no message selected). Return to NORMAL mode.  
- Did you remove the protections from the ink cartridge before inserting it into the machine?  
- Clean the ink cartridge (menu SETUP/CLEAN). |
<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>SOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor printing quality</td>
<td>- See paragraph &quot;Cleaning the ink cartridge&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</td>
<td>- Is the machine in the moistening mode?</td>
</tr>
<tr>
<td></td>
<td>- Make sure that the water tank is not overfilled or empty.</td>
</tr>
<tr>
<td></td>
<td>- Slightly shake the tank to eliminate air bubbles.</td>
</tr>
<tr>
<td></td>
<td>- Check the brush and the sponges (see “General maintenance” section).</td>
</tr>
<tr>
<td>Envelopes are not fed properly</td>
<td>- Decollate the envelopes (see &quot;Envelope feeding&quot; section).</td>
</tr>
<tr>
<td>or are double</td>
<td>- Bevel the edge of envelope stack (see “Envelope feeding” section).</td>
</tr>
<tr>
<td></td>
<td>- Make sure that the A position is selected for thin items.</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>PROBLEM</td>
<td>SOLUTION</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 (70 max.).</td>
</tr>
<tr>
<td>The scale does not communicate</td>
<td>Make sure that it is properly connected (see pages 20-21).</td>
</tr>
<tr>
<td>with the machine.</td>
<td></td>
</tr>
<tr>
<td>Communication error</td>
<td>Check the insertion of the meter module.</td>
</tr>
</tbody>
</table>
1.3 Problem: dynamic scale

Message: S105 Oversize sensor error. Clear and clean window under dynamic scale unjam handle.
1.4 Error codes

<table>
<thead>
<tr>
<th>Codes</th>
<th>Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>M258</td>
<td>Information message: the franking machine operates in <strong>Recovery Mode</strong>. The PC is not counting. The PC mode is ACTIVE in Supervisor Mode (and also in Service Mode).</td>
</tr>
<tr>
<td>M259</td>
<td>Check that the PC is on. Check the PC connection. Check that the PC software is running.</td>
</tr>
<tr>
<td>M260</td>
<td>Call Service.</td>
</tr>
<tr>
<td>M261</td>
<td>Check the PC connection. Activate PC Mode in Supervisor Mode.</td>
</tr>
<tr>
<td>M262</td>
<td>Activate PC Mode in Supervisor Mode.</td>
</tr>
</tbody>
</table>

*For further operation details on MailManager, please refer to MailManager Operation’s Guide.*
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.

- To remove the sponges, take off the metal sponge retainer.
2.2 Cleaning of the rollers

Shift the machine sideways by releasing handle (see section 1.1).

Clean the rollers with a damp cloth.
2.3 Cleaning the ink cartridge

In case of poor printing quality:
- Press key \textbf{CLEAN}, in order to run a cleaning cycle for the ink cartridge, when the printing quality is getting poor or if the machine has remained unused for several days.
- If it is not enough, remove the ink cartridge (see paragraph "Ink cartridge" in chapter 1) and clean the ink cartridge with the cleaning kit only.

Prior to switching off the machine, be sure to press key \textbf{1}. Turn off the machine only when the standby screen is displayed (date and time). This will avoid keeping the ink cartridge in the unprotected printing position (which may cause the ink to dry out and become unusable).
2.4 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.
2.5 Removal of the postage meter
- Switch off the franking machine,
- Open the cover,
- Hold the handle and pull it upwards.
SPECIFICATIONS

• **Speed:**
  - IJ65 in weighing mode*: up to 4 800 items/hour
  - IJ65 only: up to 8 100 items/hour
  - IJ75 in weighing mode*: up to 6 000 items/hour
  - IJ75 only: up to 10 800 items/hour
  - IJ85 in weighing mode*: up to 7 500 items/hour
  - IJ85 only: up to 12 900 items/hour
  * with dynamic scale

• **Ink cartridge capacity:** 50 000 imprints with indicium and town circle only

• 50 departments for IJ65
  200 departments for IJ75 and IJ85

• **10 job memories**

• **Dimensions and weight**
  - Franking machine width: 335 mm
  - Feeder width: 270 mm
  - Dynamic scale width: 545 mm
  - Feed platform width: 235 mm
  - Depth: 460 mm
  - Height: 250 mm
  - Franking machine weight: 16 kg
  - Feeder weight: 12 kg
  - Dynamic scale weight: 22 kg
  - Feed platform weight: 1.4 kg
• **Envelopes dimensions**
  - Min. length ........................................: 140 mm
  - Max. length ......................................: 330 mm
  - Min. width .......................................: 90 mm
  - Max. width .......................................: 260 mm
  - Max. thickness (without dynamic scale) ...: 16 mm
  - Max. thickness (with dynamic scale) .... : 12 mm
  - Moistening max thickness ....................: 8 mm
  - Min. weight (dynamic scale) ..................: 3 g
  - Max. weight (dynamic scale) ...............: 1000 g

• **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 .........................: 230 V (± 10 %) 2 poles with earth (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

• **Noise:**
  - IJ65/1J75: \(< 65\, \text{dBA}\)
  - IJ85 only: \(< 70\, \text{dBA}\)
  - IJ85 + scale: \(< 73\, \text{dBA}\)

• **Access code for the initial user:** 1234 (This code can be changed in the Supervisor mode to any number up to 4 digits).
• **Supplies**
  - Ink cartridge,
  - Labels (length 155 mm),
  - Labels (length 215 mm),
  - Feeder sponge x3,
  - Feeder brush,
  - Slogan memory card,
  - NEOSEAL or sealing solution.

Contact Neopost Direct Supplies for all the above items.
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FURTHER ASSISTANCE

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

Tel:
Fax:
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).