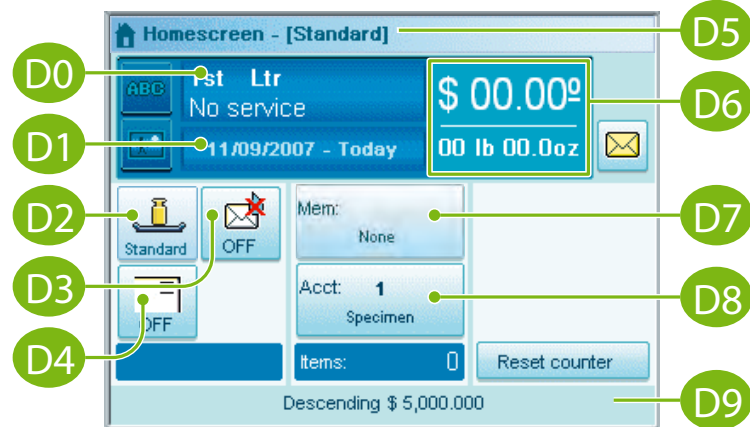


## Getting to know your mailing system

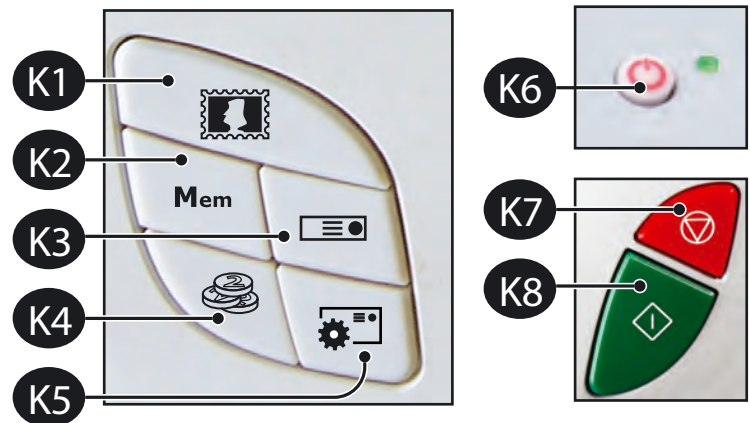
### Touchscreen main zones



(tactile zones: ●)

- D0 Rate & services
- D1 Date printed
- D2 Weighing method
- D3 Envelope sealing
- D4 Stamp position offset
- D5 Type of stamp (to change: K5)
- D6 Postage / weight
- D7 Memorized imprint (can contain rate, stamp settings and account)
- D8 Current account
- D9 Credit (adding funds: K4)

### Shortcut keys



- K1 Rates and services selection
- K2 Memorized imprints (rate, stamp settings, account)
- K3 Label printing
- K4 Funds management
- K5 Type of stamp and stamp settings
- K6 Sleep / wake (amber / green)
- K7 Stops printing.
- K8 Starts printing.

### Switch

If needed, power on your system with this switch, located near the power cord.

## Applying postage

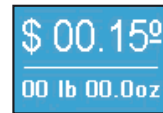
### 1 To reset previous settings... Press Clear or Wake

- If needed, press to get back to the home screen.
- To get back to default rate settings, press on the keyboard.
- If the system is asleep, press to wake it up with default settings.

### 2c If you know the amount... Key the postage in directly

- 1 Type the amount on the keyboard.
- 2 Press OK.

The home screen displays the postage.



### 2a To weigh your mail... Put your mail on the scale

- + Tap the D2 zone on the screen and select (Standard weighing).

### 2b or Enter the weight manually

- 1 Tap the D2 zone on the screen and select (Manual weight entry).
- 2 Enter the weight and press OK.

### 4 When the postage is displayed... Print the stamp

If you want to print on a label or automatically seal the envelope, check additional options below.

- 1 Press to start the motors of your mailing system.
- 2 Insert the mail piece in the mail path, the stamp printing position on the upper right side.



#### To print on labels:

- 1 Insert labels into the dispenser until the click, printing side facing the right.
- 2 Press to enter the number of labels to print and then press .



#### To seal the envelopes:

Tap the D3 zone on the screen to activate () or deactivate () the sealer.

For more specific information about your mailing system, see the User Guide.

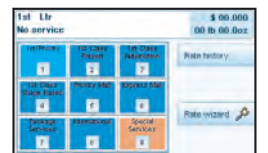
### 3 When the weight is displayed... Choose rate and services

Current rate and selected services are displayed in this zone of the screen.



To change the rate and/or add services:

- 1 Press . The Rate selection screen is displayed.
- 2 Use rate buttons 1 to 9 to select an available Class and/or Services, or select Rate wizard.
- 3 Press OK to validate your selection and return to the home screen.



## Changing the ink cartridge

- 1 On the new ink cartridge, remove the protective strips from the printing heads.
- 2 Raise base cover and follow instructions printed on sticker inside.



## If jamming occurs...

- 1 Press on the control panel.
- 2 Under the base, lift up the release handle and, using your other hand, remove envelopes or labels from the mail run.
- 3 On feeder: raise cover, push down at the left of upper blue lever to release mail runner. Remove jammed material and then push down the mechanism back in place to lower cover.



## Adding funds

Press , type 2 and follow instructions onscreen.

Note: to complete this operation successfully, your postal services account must have a positive credit balance of the corresponding amount.

