Before you Start, Identify which Machine you Have:

**PostBase Semi-Automatic**
- If you have a PostBase Semi-Automatic 30 or 45, begin at step 2 and follow instructions coded in this color.

**PostBase Automatic**
- If you have a PostBase Automatic 45 or 65, begin at step 3 and follow instructions coded in this color and above.

**Standard Contents**
1. PostBase Mailing Machine
2. Scale Platform
3. Catch Tray with Bracket
4. Ink Cartridge Set
5. Power Cable
6. Ethernet Cable
7. USB Cable
9. Labels
10. Hand Feed Tray
11. FP Shipment Packing List

**Optional Accessories**
12. Envelope Moistener
13. Automatic Feeder w/ Sealer
14. SealIt
15. Power Cable
16. Sponge with Basket
17. Feeder Deck
18. Pendulum
19. External Modem
20. Analog Modem
21. USB Cable

Before you Begin, Activate your PostBase Machine
- Locate the Shipment Packing List included with your shipment; Identify your Customer # and Meter Serial # (ex: 68000000) on this form as shown.
- Call FP Toll-Free @ 866-750-7570, then select option 1 to look up your PIN.
- Key in your Account #, Zip Code, and Meter Serial # as directed by the phone prompts.

- Please allow 45 minutes for PostBase Installation

**Attach Automatic Feeder to the PostBase Machine**
- Gently raise the left hand side of the PostBase as indicated by the arrow.
- Slide the Automatic Feeder up to the left side of the PostBase, as shown.
- Gently lower the PostBase Machine over Automatic Feeder’s locking clips, as shown.
- Insert Catch Tray Bracket into the Catch Tray as shown.
- Gently raise the right hand side of the PostBase as indicated by the arrow.
- Slide the Catch Tray up to the right side of the PostBase, as shown.
- Gently lower the PostBase Machine over the Catch Tray’s locking clips, as shown.
- (Note: Both the PostBase and Catch Tray should be flush)

**Attach Hand Feed Tray (or Envelope Moistener) to the PostBase Machine**
- Gently raise the left hand side of the Automatic Feeder as indicated by the arrow.
- Slide the Hand Feed Tray up to the left side of the Automatic Feeder, as shown.
- Gently lower the Automatic Feeder over Feeder Deck’s locking clips, as shown.
- Insert Sponge (metal side up) into the front of the tray as shown.
- Insert Sealer Tray back to it’s original location as shown.
- From the back of the Automatic Feeder, remove Sealer Tray as shown.
- Make sure one of the long grooves is facing the front of the machine.

Preparing Automatic Feeder
- Push button on the Automatic Feeder Window as shown.
- Remove Sealer Tank as shown.
- From the back of the Automatic Feeder, remove Sealer Tray as shown.
- Attach Hand Feed Tray (or Envelope Moistener) as shown.
- Screw the black cap back onto the Sealer Tank; re-install tank to it’s original location as shown.
- Close Automatic Feeder Window as shown.

**Attach Feeder Deck to the Automatic Feeder**
- Gently raise the left hand side of the Automatic Feeder as indicated by the arrow.
- Slide the Feeder Deck up to the left side of the Automatic Feeder, as shown.
- Gently lower the Automatic Feeder over Feeder Deck’s locking clips, as shown.
- Insert the Pendulum in the Feeder Deck Opening as shown, until Pendulum has locked into place.
- (Note: Both the Automatic Feeder and Feeder Deck should be flush)

**Connect Catch Tray**
- Insert Catch Tray Bracket into the Catch Tray as shown.
- Gently raise the right hand side of the PostBase as indicated by the arrow.
- Slide the Catch Tray up to the right side of the PostBase, as shown.
- Gently lower the PostBase Machine over the Catch Tray’s locking clips, as shown.
- (Note: Both the PostBase and Catch Tray should be flush)

**Connect Ethernet (or Analog) and Power Cable**
- Make sure one of the long grooves is facing the front of the machine.
- If using a high speed internet connection: Connect one end of the Ethernet Cable to the back of the PostBase Machine as shown; plug the open end into an available analog phone jack.
- If using the optional Analog Modem - connect one end of the Analog Phone Line to the External Modem; plug the open end into an available analog phone jack. Connect the square end of the USB Cable to the External Modem; plug the rectangle USB end to the back of the PostBase Machine.
- Attach the female end of the Power Cord to the back of the PostBase Machine as shown; plug the open end into a nearby power outlet.

**Fasten Scale Platform**
- Lower the Scale Platform onto the metal integrated scale post on top of the PostBase, as shown.
- Please note that the Hand Feed Tray is not required if using an Automatic Feeder.
- Adjust the Scale Platform to the same horizontal plane as shown.
- (Software) Make sure one of the long grooves is facing the front of the machine.

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- Adjust the Scale Platform to the same horizontal plane as shown.
- (Software) Make sure one of the long grooves is facing the front of the machine.

**Connect Automatic Feeder**
- Gently raise the left hand side of the PostBase as indicated by the arrow.
- Slide the Automatic Feeder up to the left side of the PostBase, as shown.
- Gently lower the PostBase Machine over Automatic Feeder’s locking clips, as shown.
- Insert Catch Tray Bracket into the Catch Tray as shown.
- Gently raise the right hand side of the PostBase as indicated by the arrow.
- Slide the Catch Tray up to the right side of the PostBase, as shown.
- Gently lower the PostBase Machine over the Catch Tray’s locking clips, as shown.
- (Note: Both the PostBase and Catch Tray should be flush)

- Gently raise the left hand side of the Automatic Feeder as indicated by the arrow.
- Slide the Feeder Deck up to the left side of the Automatic Feeder, as shown.
- Gently lower the Automatic Feeder over Feeder Deck’s locking clips, as shown.
- Insert the Pendulum in the Feeder Deck Opening as shown, until Pendulum has locked into place.
- (Note: Both the Automatic Feeder and Feeder Deck should be flush)

- Gently raise the left hand side of the PostBase as indicated by the arrow.
- Slide the Hand Feed Tray up to the left side of the PostBase, as shown.
- Gently lower the PostBase Machine over Hand Feed Tray’s locking clips, as shown.
- Insert Sponge (metal side up) into the front of the tray as shown.
- Insert Sealer Tray back to it’s original location as shown.
- From the back of the Automatic Feeder, remove Sealer Tray as shown.
- Screw the black cap back onto the Sealer Tank; re-install tank to it’s original location as shown.
- Close Automatic Feeder Window as shown.

- Please note that the Hand Feed Tray is not required if using an Automatic Feeder.
- Adjust the Scale Platform to the same horizontal plane as shown.
- (Software) Make sure one of the long grooves is facing the front of the machine.

- Please note that the Hand Feed Tray is not required if using an Automatic Feeder.
- Adjust the Scale Platform to the same horizontal plane as shown.
- (Software) Make sure one of the long grooves is facing the front of the machine.
Analog Phone Line Set-Up (Optional) continued

- Push the Power Button on the front of the PostBase Machine, as shown
- The LCD Touch Screen will illuminate and will begin the installation process; as shown

⚠️ System startup takes up to 2 minutes, please wait until instructions appear on the LCD Touch Screen

11 Analog Phone Line Set-Up (Optional)

- If using an Analog Line, press [ ] from the Home Screen
- Press twice, then click on

- To highlight your connection, press to alter your settings
- Highlight USB-Modem and as shown

- Next, you must select how your current phone line operates; through an Extension or Direct Line; Highlight appropriate choice and press 

- Print heads will now be calibrated and cleaned; this may take up to 2 minutes

12 Install Ink Cartridges

- Press to start installation of print system
- Please wait for front Ink Cartridge Cover to open automatically
- Prepare Ink Cartridges by removing the protective film as shown
- Insert Ink Cartridges into the ink cartridge holder as shown, with the print heads and contacts toward the back of the PostBase
- Press down firmly on both cartridges to lock in place
- Gently close the Ink Cartridge Cover, as shown

⚠️ If you chose Direct Line, the Touch Screen will provide a summary of your connection settings, press to continue

13 Insert Labels in Label Dispenser

- Press the Label Dispenser slot as shown by the arrow, to open
- Insert labels in the Label Dispenser (labels will have an arrow printed on them showing which direction they go in the PostBase)

14 Adjustment of PostBase Ink Cartridge

- Touch Screen will prompt you to do a test imprint as shown
- To begin adjusting the ink cartridges, feed an envelope or label through the system as shown, then review the printed lines to confirm the straightest horizontal and vertical line

15 Downloading Postage

- Enter in desired amount of postage (minimum of $10), press to continue
- Confirm the amount by pressing

⚠️ - Your machine is now registering. Please do not interrupt this process! This may take up to 5 minutes

16 Congratulations!

You Have Successfully Set Up your PostBase

- Refer to the included Operator Manual to learn about the features and functions of the system
- To view other useful documents and information on the PostBase system, please visit www.fp-usa.com/support/postbase-support-downloads/

CUSTOMIZE YOUR MAILING SYSTEM

Did you know?

Your new PostBase Mailing System comes standard with RemoteOne Software which enables you to remotely control the functions of your postage meter through your PC.

For additional reporting capability contact FP or your local Dealer about FP’s detailed reporting software, ReportOne.

For more information visit www.fp-usa.com/products/mailing-software/reportone/

For reporting capability AND access to Commercial-Based Pricing Discounts contact FP or your local Dealer about FP’s MailOne 2.0 software.

For more information visit www.fp-usa.com/products/mailing-software/mailone-2.0/

For the FREE download of RemoteOne, please visit www.fp-usa.com/support/remoteone-downloads/.

(please note: ReportOne and MailOne 2.0 do not come standard; an additional fee is required. Contact FP or your local dealer for more information)

STEP 1: Connect the square end of the USB cable to the back of the PostBase Machine; plug the rectangle USB end to an available USB port on a nearby PC.

STEP 2: Visit www.fp-usa.com/support/remoteone-downloads/

STEP 3: Microsoft .NET 4.0 Download

Step 1: RemoteOne and ReportOne Setup Files
Step 2: RemoteOne and ReportOne Installation

PostBase

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