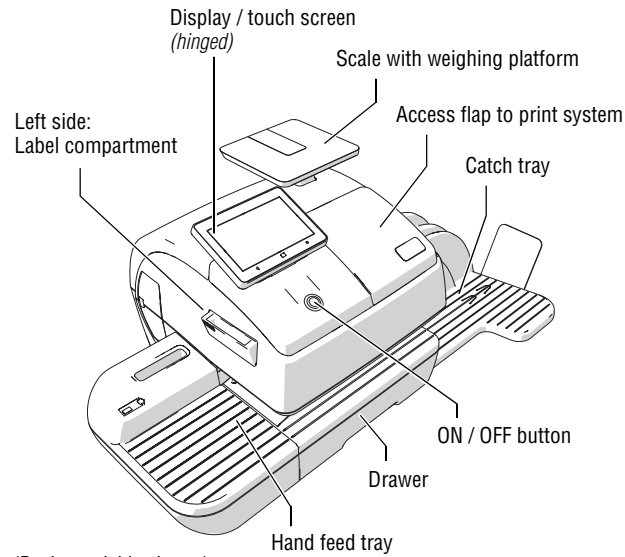




Quick Reference Guide

PostBase vision



(Basic model is shown)

What you need to know ...

This quick reference guide is exclusively for users who have already had experience in handling the PostBase Vision mailing system.

This quick reference guide contains a selection of the most frequently used functions. For more information, please read the 'Installation and safety manual' delivered with the mailing system.

Also read the reference guide for important hints

- on use for the intended purpose
- safe handling of the mailing system
- maintenance, care and service
- remedies for faults.

Display and Home screen

Displays the sound volume

Displays the network connection (here: LAN)

Displays ink level

Read what's new for your mailing system (not yet implemented)

Order consumables / accessories (not yet implemented)

Opens the **Menu**, access to

- System settings
- Special functions
- Administrative functions
- Maintenance and service functions

Info panel:

- **Date** in the meter imprint
- Additional indications, e. g. imprint offset
- Available postage (credit)

Set sound volume

Adjust display inclination

Set display brightness

Display of the current product setting (weight and mailing data)

Stylus for touch screen operation (pull to the right out of the display housing)

Set account

Meter labels

Batch process letters from stack (PostBase Vision with feeder)

Shortcuts

Set postage / product

Set advertising imprints

Menu bar

Note: Availability of the shown functions depends on the equipment.

Setting the meter imprint

Advert / Text / QR code

Product: shortcuts

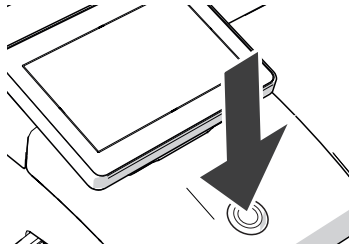
Product: step by step

Menu

Change Date

Imprint Offset

Turning PostBase Vision on / off

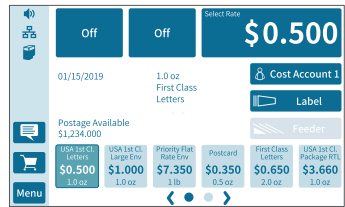


ON: Briefly press the ON / OFF button.

Wake up from standby:
Touch display or briefly press the ON / OFF button.

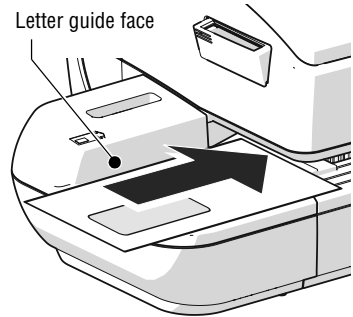
OFF: Press the ON / OFF button for 3 seconds.

Metering



Prior to metering ...

- Product set, letter weighed?
- Other settings for metering as desired?
- Sufficient postage credit?
- Correct account set?
- Reset item counter?



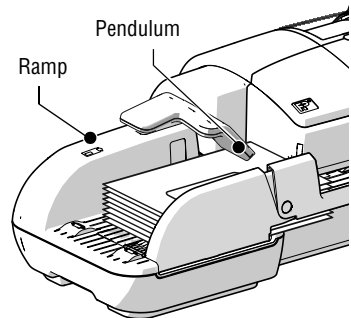
Position a letter (hand feed tray)

To position the letter on the hand feed tray:

- side to be printed face up (address field is visible)
- the top edge must touch the letter guide face.

PostBase Vision recognizes the letter, feeds it and meters it.

Position a letter stack (PostBase Vision Feeder)

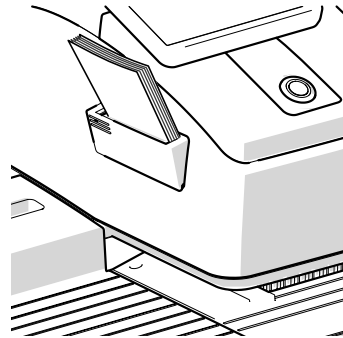


Position the prepared letter stack on the ramp (side to be printed face up).

Lower the pendulum onto the letter stack.

PostBase Vision feeds the letters one by one and meters them.

Metering labels



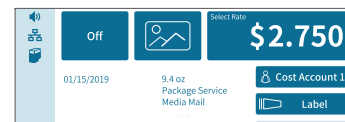
Inserting labels

Unfold label compartment:
Press on the knurled surface.

Remove package band from the package of labels.

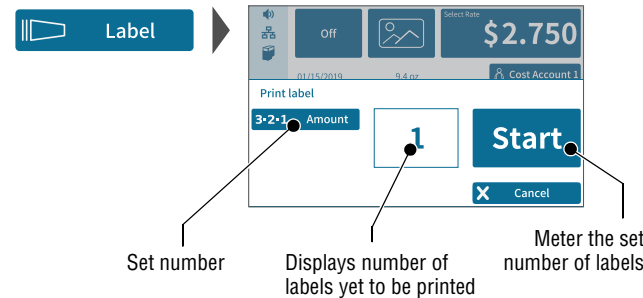
Insert:

- the side to be printed on faces up
- insert the labels in direction of the imprinted arrow as far as they will go.

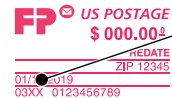


Metering labels

Set the meter imprint.



Redate imprint – correct the date



New mailing date

Must be printed on the non-address side of the already metered mail piece.

Setting the imprint:



Postage correction imprint



Missing postage amount

Must be printed on the non-address side of the already metered mail piece.

Setting the imprint:



Selected menu functions



Load postage (credit) into your machine, print report



Display / print certain parameters and information on used postage



Change, clean ink cartridge, show ink level, test print



Use special features, e. g. print adverts only, print numbers, print incoming mail (optional)



Enter, edit, delete texts and QR codes



Synchronize PostBase Vision with the data center, load updates, send diagnostics data to the service, show status (last successful synchronization)



Set date for the meter imprint (pre-date)



Offset the meter imprint to the left: set amount of offset



Show number of meterings
Reset piece counter to zero



Set the internal scale's weighing mode, differential weighing: weigh mail pieces upon removing them from the stack (optional)



Display / print usage data (number, postage usage per account), reset counter to zero



Rename, delete shortcuts, reset to factory settings



Configure network settings (LAN, Wi-Fi) for connecting to the data center



Set tone signals (profile)



Customize the color of the menu bar



Show important system parameters (machine ID, software version, rate table, equipment et al.)