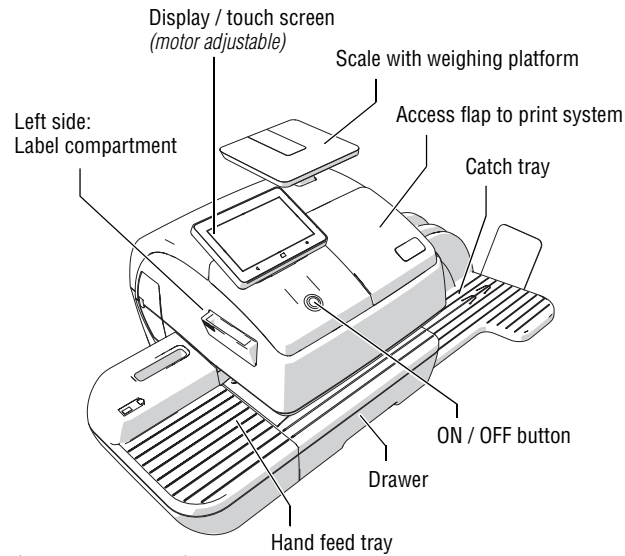




CANADA

Quick Reference Guide

PostBase Fusion



(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 Fusion mailing system.

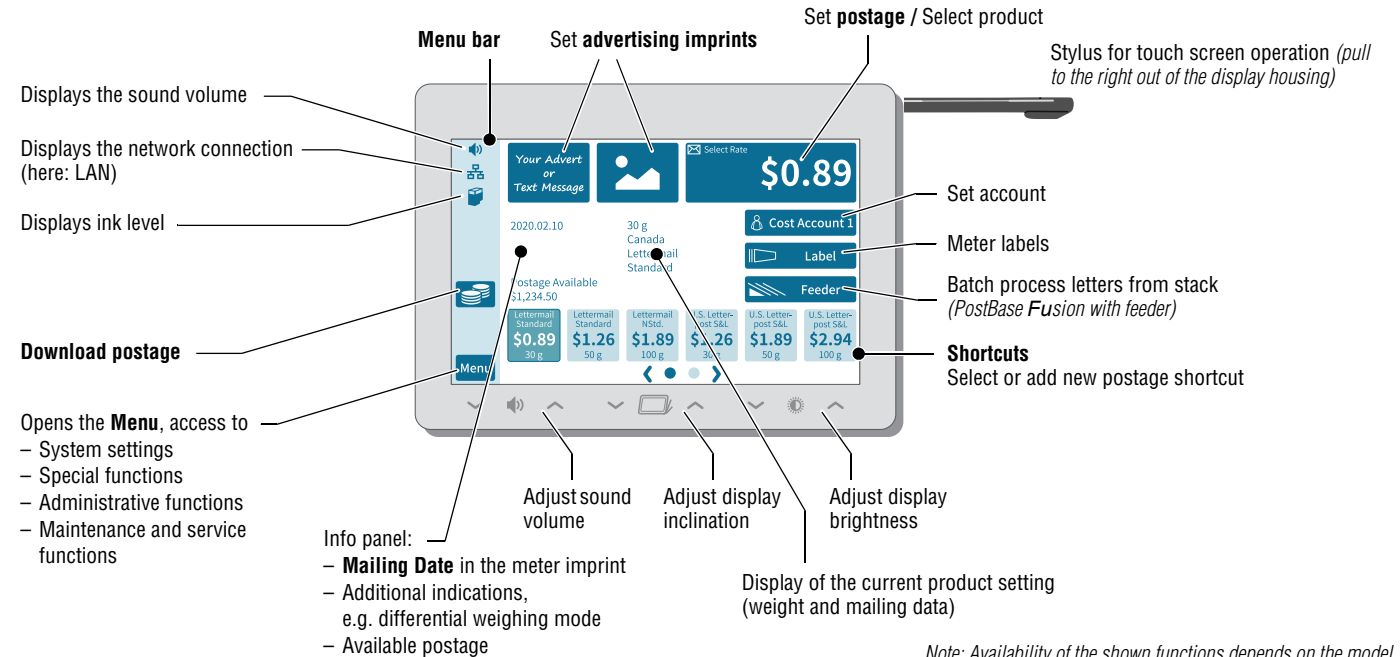
This quick reference guide contains a selection of the most frequently used functions. For more information, please read the Reference Guide, available as a download from Francotyp-Postalia.

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.

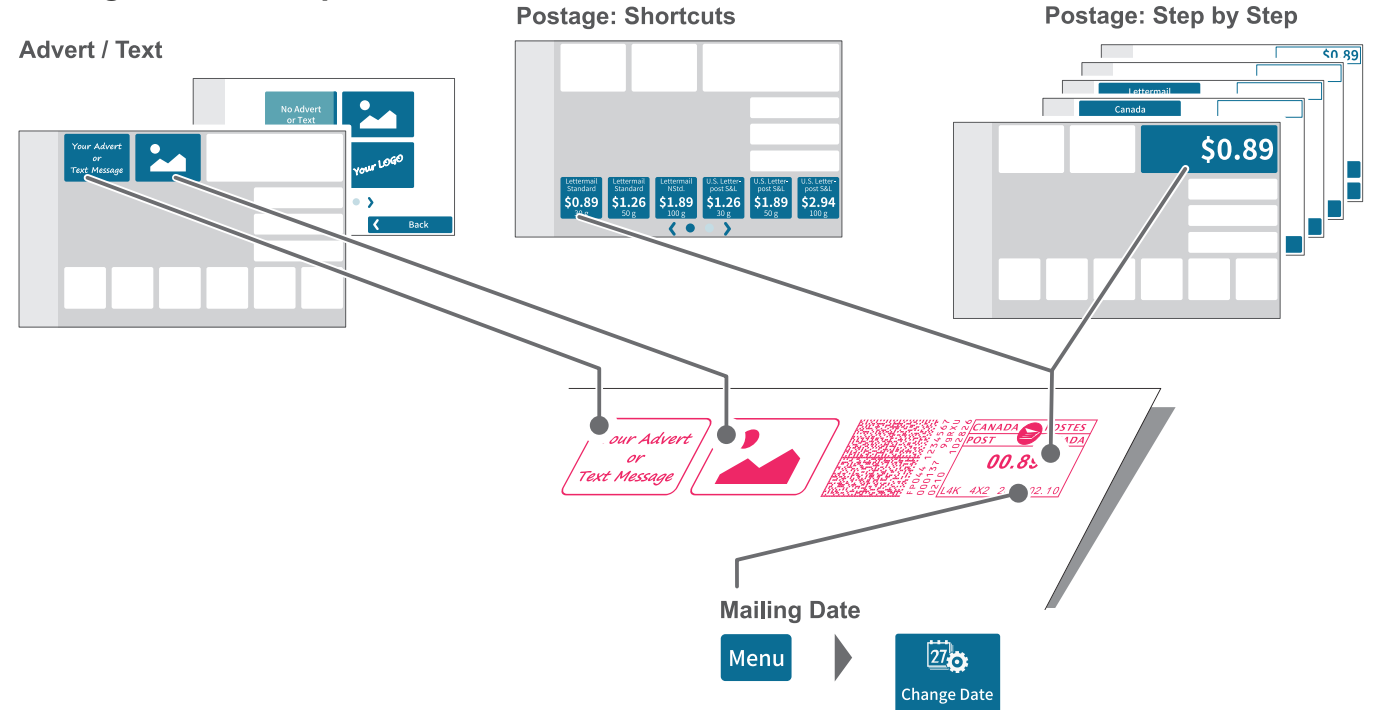
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Display and Home screen

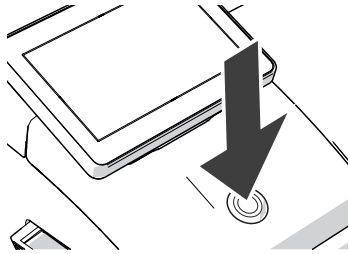


Note: Availability of the shown functions depends on the model.

Setting the meter imprint



Turning PostBase Fusion on / off



ON: Briefly press the ON / OFF button.

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

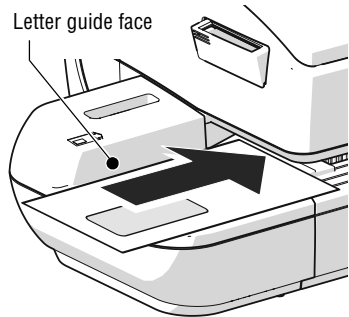
OFF: Press the ON / OFF button for 3 seconds.

Metering



Prior to metering ...

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

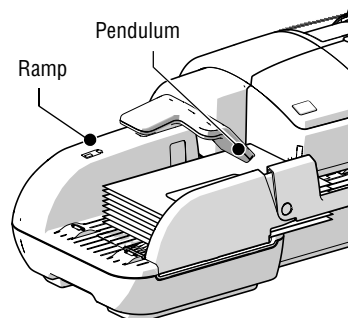


Position a letter (hand feed tray)

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 Fusion recognizes the letter, feeds it and meters it.



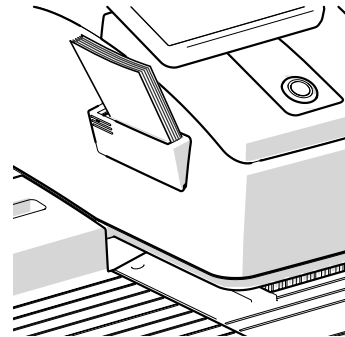
Position a letter stack (PostBase Fusion Feeder)

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

Lower the pendulum onto the letter stack.

PostBase Fusion 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.

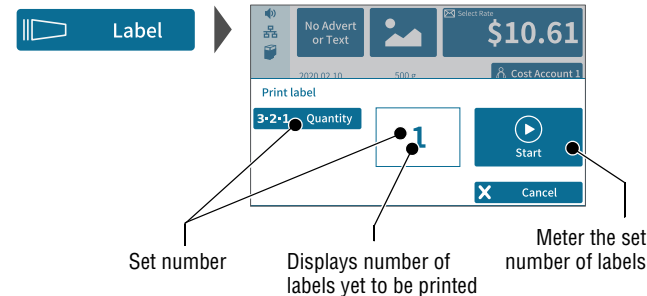
Insert:

- 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 into your machine, print receipt



Display / print certain parameters and information on used postage



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



Use special features, e.g. print only advert / text, print numbers, received mail



Enter, edit, delete text and QR codes



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



Set mailing date for the meter imprint (pre-date)



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, change the stored weight, 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 etc.)