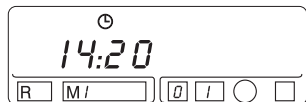## Franking

Switch on
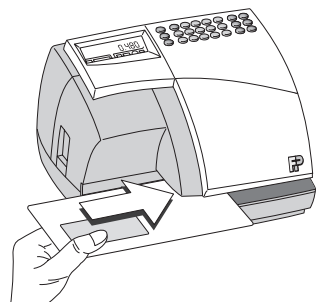
or

activate from the sleep mode with the (C) key.

Set the franking imprint:
– Postage value
– Type of mail endorsement
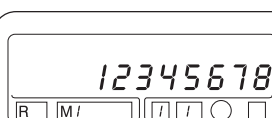– Slogan imprint.

Check the date.

Set the account.

Position the letter…

…the optimail prints the stamp and ejects the franked letter to the right.

Load postage – TELESET

Make sure that
– the optimail is connected to the telephone line
– the scales function is switched off.

Type the 8-digit PIN (Personal Identification Number).

Confirm with the (▭•▪) key.

The amount in $ used for the last postage loading (1,000.- $ in the example) appears in the display.
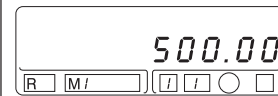
Keep preset amount…

Confirm the preset amount with the (R) key.

Establish connection…
Data exchange…
New postage loaded.

Change amount…

Type the desired amount (even 10-$ amount).

Confirm with the (R) key.

Within 30 seconds confirm with the (R) key.

New postage loaded.

Quick Reference Guide

optimail

FRANCOTYP-POSTALIA

Display
Keyboard
Keylock with key (ON/OFF)
Letter guide
Letter receiving tray

Operating instructions
– slogan imprints
– type of mail endorsements

Release key for flap

Flap
with ribbon cassette behind
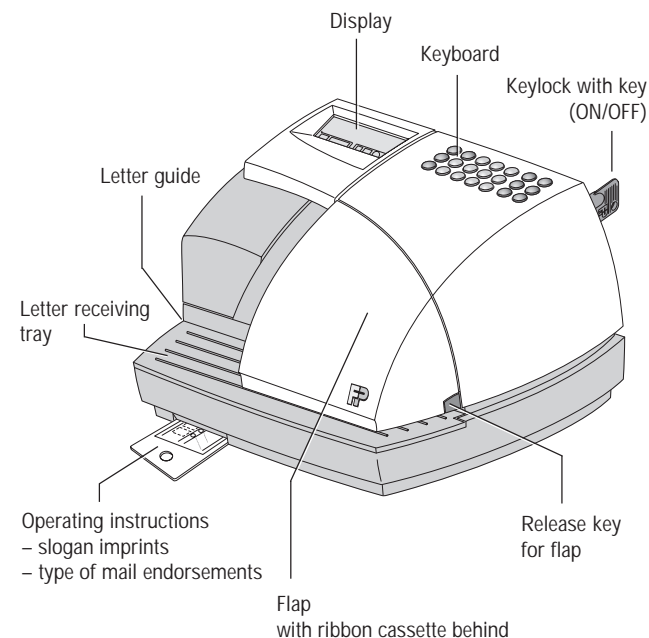
What you need to know…

This quick reference is exclusively for users who have already had experience of handling the optimail franking machine.

The quick reference contains a selection of the most frequently used functions. You will find a full detailed description of all the functions in the Operator Manual.

Also read the Operator manual for important hints on

– use for the intended purpose
– safe handling of the optimail
– printing the incoming mail stamp
– installation and commissioning
– maintenance care and service
– remedies for faults.

Postage value

Type value ⟹ (⌑◦■)

Slogan imprint

Type number ⟹ (■◦◻)

Your slogan

00.36₃
Off Peak

Change date

Type date ⟹ (⌑•◦)

(e.g.: type 010104 for the 1st of January 2004)

Type of mail endorsement

Type number ⟹ (●⌑◦◻)

Only "Air Mail" and "Off-Peak" are printed in plain text.

Next maintenance due
Fault

Service: Memory component /
data backup measure

Time display
Fault: System clock

Print:
Account/register report
Incoming mail stamp

Available postage warning:
Low postage

No postage,
franking not possible

Postage calculator
connected

Fault: Ribbon
or mail jam

Display/set
print offset

Slogan imprint
Incoming mail stamp [2]

Type of mail
endorsement

Date in
franking imprint

Register

Postage used
by an account

Number of frankings
of an account

Postage calculator

Service Limit End Cassette

-8.8.8.8.8.8.8.8.8.8.

R8 M8 Σ No 8 8 (DATE) ←

opti**mail**

Display for
Postage value
Time
Register values
Error numbers
…

Register
(1 … 8)

Account
(1 … 9)

Postage used
by the account

Number of frankings
of the account

Type of mail
endorsement

Date

Slogan imprint
Incoming mail stamp [1]

Not used

Flashing:
Print offset ON

Time

Basic settings

Delete, abort input

Account

Postage value

High postage
value

Back to
franking mode [3]

Legend

[1] *in incoming mail stamp mode*

[2] *optional, only if special incoming mail stamps are ordered*

[3] *close "incoming mail stamp mode" or "account/register report print mode"*