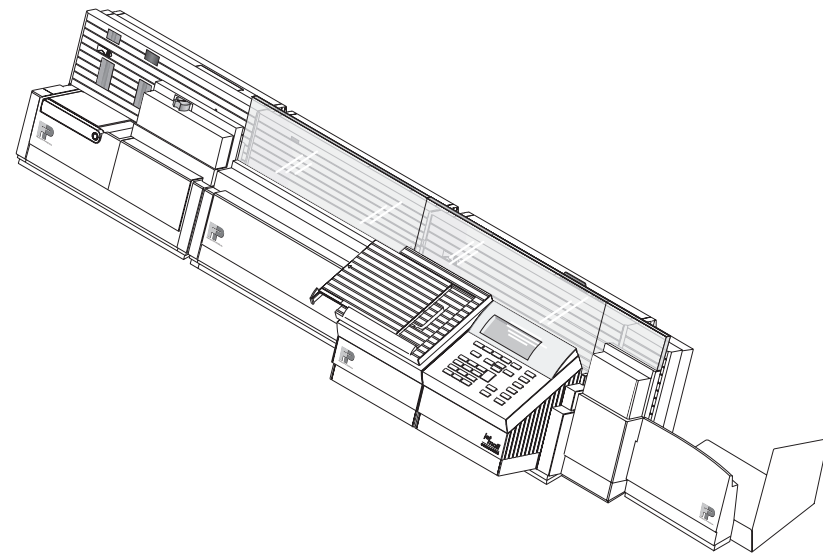




Operator's Manual



Please read this operator's manual before operating your JetMail mailing system. Keep this manual near JetMail for easy reference.

This operator's manual describes the JetMail mailing system with all available optional components. Functions that are available only in certain configurations are identified as *optional*.

Functions or information that are not available in all countries are identified as *not available in all countries*.

Operating processes are described using the English user interface as an example.

Quick Reference Guide

The Quick Reference Guide provides a general summary of the most commonly used functions.

Safety tips are indicated by a warning sign or information symbol:



Warning! indicates a potential hazard which may result in injury.



Caution! indicates a potential hazard that may result in damage to your mailing system or impaired processing.

Typography

The names of the menus are written in capital letters, e.g. SETUP menu.

Elements in the display (input fields, options, system and error messages) are highlighted in the text by small capitals: METER AD input field.

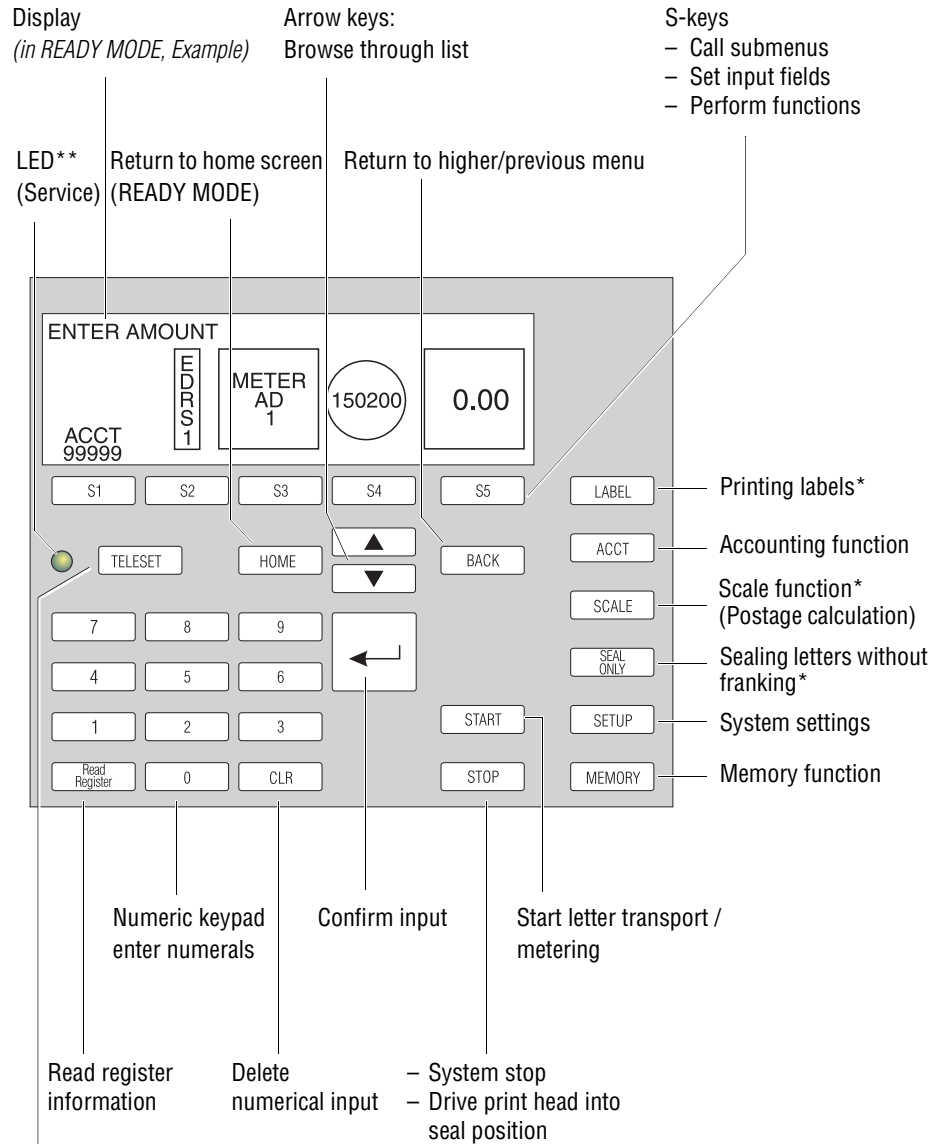
Headlines and special information to be observed are in **semi-bold letters**.



This sign indicates tips and suggestions for efficient use of the JetMail.

JetMail / JetMail CONCORDE mailing system

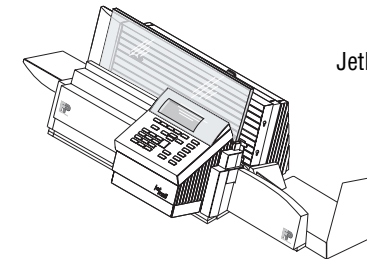
Control panel



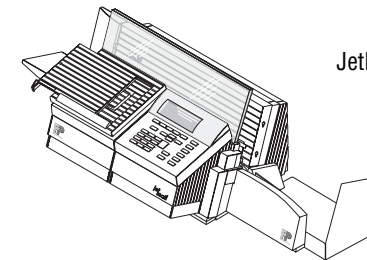
Loading postage*/**

* optional
** not available in all countries

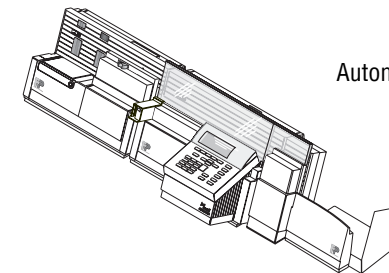
JetMail system configurations – examples



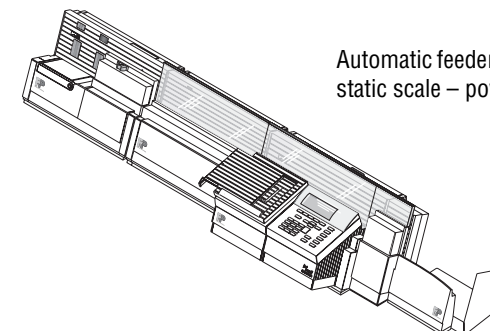
JetMail base – basic model



JetMail base with integrated static scale



Automatic feeder – JetMail base with label dispenser – power sealer



Automatic feeder – dynamic scale – JetMail base with integrated static scale – power sealer



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1 Safety tips

JetMail is a fully electronic mailing system with an ink jet print head for franking mail and labels. The JetMail complies with all relevant safety regulations applying to computerized office equipment. Before operating your new mailing system, please read the following tips to assure safe operation.

- The machine must be unpacked, installed, and initialized by Francotyp-Postalia technicians only.
- Use only the power and interface cables supplied with the machine or those approved by Francotyp-Postalia. Make sure that connecting cables are in perfect condition.
- Only connect JetMail to a grounded single-phase power outlet. Ensure that the power plugs are easily accessible at all times.
- Never remove or disable safety devices or guards.
- Do not reach into the ink compartment as the needles may cause injuries.
- Please refer to notes on the ink cartridge for correct handling and disposal.
- Make sure that no liquids or objects penetrate the interior of the machine. Turn off the JetMail system and disconnect the power cables from the outlet immediately if such an accident occurs. Have your local servicing dealer check JetMail, before use.
- If an accident occurs, disconnect power cord and call your local servicing dealer. Never open the rear panels of the JetMail system. Do not dismantle any housing parts.
- All maintenance and repair must be done by an authorized Francotyp-Postalia technician. Non-compliance will void your warranty.

2 Getting to know your new mailing system

2.1 Structure and processing

The JetMail system is a digital mailing system with vertical feeding and inkjet printing.

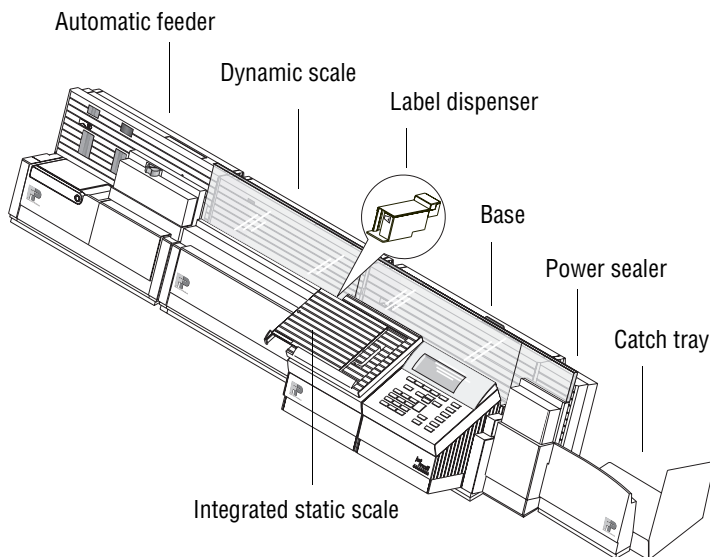
JetMail can handle all formats measuring between postcard (3" x 5") to 250 mm x 353 mm (10" x 13"), with a thickness of up to 20 mm (0.8"). Envelopes should be made of material capable of absorbing ink.

All JetMail functions are controlled with the central control panel. The display menu quickly guides you through all functions.

Letters can be fed either one at a time by hand or stacked on the automatic feeder (*optional*). The JetMail draws the item automatically, prints postage and deposits the mail in the tray ready to go!

If the JetMail is left alone for more than 5 minutes it will switch to a standby mode.

Modular construction



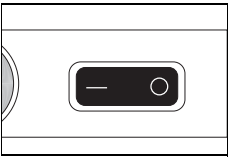


The JetMail mailing system can be configured according to each customer's individual mail processing needs. The modular design makes the JetMail an extremely flexible mailing system. Individual components can be added with ease as the customer's mail handling requirements change.

<i>Base: JetMail JetMail CONCORDE</i>	<p>The postage meter base is available in the following models:</p> <ul style="list-style-type: none">- JetMail for up to 5500 letters per hour- JetMail CONCORDE for up to 7200 letters per hour. The JetMail Concorde is equipped with an expanded department account feature (300 department accounts) and an interface card for connecting a PC or printer.
<i>Automatic feeder</i>	<p>The automatic feeder takes letters one by one from the batch of mail and inserts them into the JetMail for franking. Replenishing the batch mail is feasible at any time during active operation.</p>
<i>Moistener/Sealer</i>	<p>When configured with the moistener/sealer in the automatic feeder plus the power sealer, the JetMail can be used to seal envelopes.</p>
<i>Power sealer</i>	<p>The power sealer assures that envelope sealing flaps are securely glued shut. The flap is moistened in the automatic feeder and pressed closed before the envelope is deposited in the catch tray.</p>
<i>Label dispenser</i>	<p>The label dispenser feeds an adhesive label through the mailing system and delivers a franked label you can affix to larger packages.</p>
<i>Dynamic scale Integrated static scale</i>	<p>The JetMail can be configured with an integrated static scale and/or a dynamic scale that weighs envelopes during transport. Connecting a postage scale lets your JetMail automatically set postage. Based on the weight and selected mailing options, the JetMail calculates the correct postage and sends information for the print image.</p>

2.2 Explanation of control elements and functions

2.2.1 Power switch



The power switch is used to switch the JetMail system on or off.

2.2.2 Control panel

Display The display messages help you program functions quickly and easily. System and error messages provide operational status.

Keyboard Controls all functions of the JetMail.



Start letter processing (for franking).



Stop system. To move print head into seal position before switching off machine, keep key pressed for 3 seconds.



Return to READY MODE (home screen).



Return to previous screen/higher menu.



Delete numerical input.



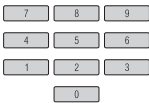
Confirm input.



Arrow keys – browse up or down.



S-keys – input fields or functions are assigned to the S1 to S5 keys of the control panel. Operating procedures in the following chapters describe how these S-keys are used.



Numeric keypad – for entering numbers and numerical data (postage amount, meter advertisement number, account number ...).



Accesses TELESET postage reloading screens *(not available in all countries)*.



Display postal register information.



Print labels *(optional)*.



Display ACCOUNT screens.



Scale function, postage calculation *(optional)*.



Sealing letters without franking *(optional)*.



Display SETUP menu to change system settings.



Program and retrieve memory job settings.

Some JetMail functions are bound to specific components. Example: Postage calculation is only available in systems with dynamic and/or integrated static scale. Should you accidentally select a function which is not available, your display will indicate a message.

Service LED



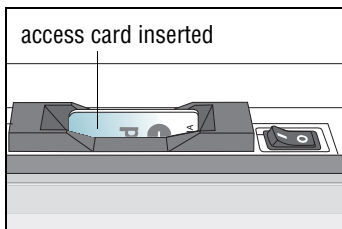
Some JetMail country versions are equipped with a Service LED on the control panel. The Service LED tells you the JetMail's operating status.

Display	Status
Green (constant)	JetMail is ready for franking.
Green (flashing)	Contact Francotyp-Postalia servicing dealer.
Orange	Restart system (on / off).
Red	JetMail is locked. Call for service.

2.2.3 Card reader



Caution! When using the card reader and a card, please note information provided in chapter 3.1 “Turning on / turning off the JetMail” on page 19.



JetMail features a card reader that controls access authorization. The function also makes it possible to control access to individual accounts.

Each JetMail comes equipped with two MasterCards and as many UserCards as ordered. MasterCard and UserCards are called ‘access cards’.

MasterCard

The **MasterCard** authorizes access to all JetMail functions. A MasterCard is necessary for the following tasks:

- Setting up accounts
- Personalizing UserCards
- Display and print account data for all accounts
- Reset account counters
- Delete accounts
- Load print image data using a special data card
- Update postage rate tables for postage calculation
(*JetMail with scale only*).

UserCard

Each **UserCard** is always assigned to a specific account. A UserCard authorizes access only to those functions determined when the card was personalized. An inserted UserCard makes the following tasks possible:

- Frank mail in the assigned account
- Assign type of mail (endorsement) and meter advertisements to an account
- Display all data for the card's assigned account
- Display and print postal registers
- Change certain selected system settings.

'No UserCard' mode

Setting the JetMail to 'No UserCard' mode enables JetMail to be used for all accounts without requiring an access card.

Data cards

A **Cliché card** is necessary to load additional clichés.

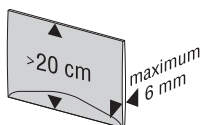
A data card upon which current rate tables are stored can be used to update your JetMail when postal rates have been changed.

2.2.4 The envelope sealer (optional)

Sealing mail before franking is an optional feature of the automatic feeder.



Envelopes of various formats up to 10 mm (0.4") thick can be sealed.

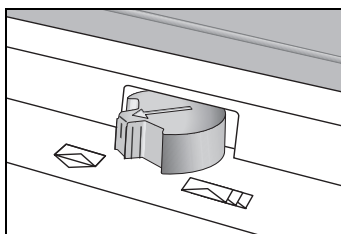



Envelopes that are taller than 20 cm (7.9") will be sealed reliably only if they are filled to a thickness of 6 mm (0.24") or less.

The envelopes' design must be compatible for automatic machine sealing.

Sealing

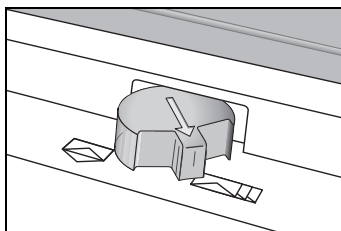
To frank and seal open envelopes:




Turn 'seal envelope' switch clockwise into  position.

Non sealing

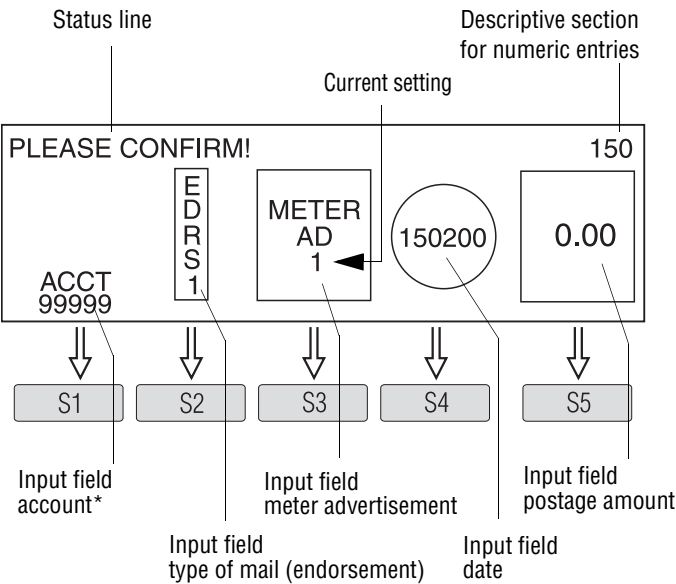
To deactivate sealing:



Turn 'seal envelope' switch counterclockwise into  position.

2.3 Menus – organization and use

READY MODE After the JetMail has been turned on and successfully performed its self test, the display shows the home screen. The JetMail is in READY MODE.



* Input field account appears only when franking authorization is given.
You can change accounts only if ACCT is displayed.

Press the key to return to the READY MODE from any menu.

You can frank your mail in the READY MODE and in SCALE MODE (optional).



Menu Access JetMail functions and optional system components by pressing appropriate buttons.



Example ACCOUNTS menu

Input field	Status line	Information field
ACCOUNTS		
ACCT#: 12345	REMAIN AMOUNT :	2,448.27
AD: 2	TOTAL PIECES :	99
EDRS: 2	TOTAL AMOUNT :	263.35
SET AD	SET ENDORSE	ACCT SETUP
		MODE SETUP
		INFO
▼	▼	▼
S1	S2	S3
		S4
		S5



Functions bar (with allocated S-keys)

Status line The status line indicates the name of the menu or the selection list, operating instructions, feedback for functions/ settings performed and additional useful comments. Numerical entries (postage amount, account number ...) are indicated to the right of the status line.

Input field Every input field has an S-key assigned to it. Use the S-keys and the numeric keypad to change settings.

Information field The information fields indicate current settings. The settings cannot be changed when this menu is displayed.

Functions bar The functions indicated in the functions bar are initiated with the assigned S-key. Functions for which you are not authorized to access, are not shown.
Some functions can be opened from a number of different menus. This operator's manual always describes only one way to start a function.

Selection list A selection list shows all possible settings for an input field. If the selection list has more entries than can be displayed in the window, an arrow will appear in the display on the right. Browse up or down with the   keys.

Selection list (Example METER AD list):

Status line (name of the selection list)

METER AD	
#	ADVERTISEMENT
0.	NONE
1.	CHRISTMAS
2.	EASTER
3.	NEXT MILLENNIUM
4.	SERVING THE UNIVERSE

Number Possible settings More

Incorrect inputs JetMail will not accept commands that contradict system defaults. If this happens, a message in the status line informs you and the last setting is maintained.

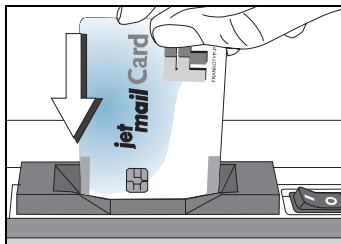
3 Franking

3.1 Turning on / turning off the JetMail

Turning on

How to set the machine up for franking

- Insert your access card (as shown in the illustration) into the card reader and press.

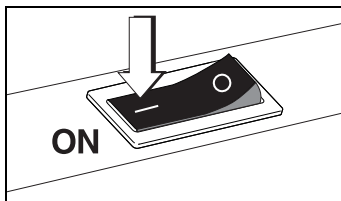


In 'No UserCard' mode, no access card is necessary.



Caution! Please read the following tips for handling the access and data cards, and the card reader:

- Check that no foreign matter penetrates the card reader.
- To prevent damage when removing the card, first release the card by depressing it. Then remove.
- Do not expose access and data cards to excessive heat or electromagnetic fields. Do not bend cards.
- Switch power switch into the I position.



The display indicates the start picture. JetMail system performs a self-diagnostic test. Following the self diagnostics, the READY MODE is displayed.



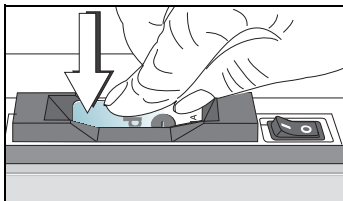
JetMail with scale only

Caution! The weighing platform must be empty during calibration. Otherwise the JetMail will determine incorrect weight and postage amount.

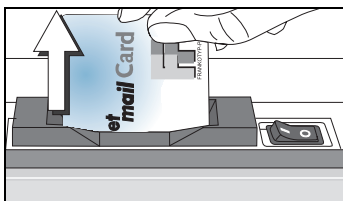
Protection against unauthorized use

To protect the JetMail against unauthorized use:

- Remove your access card.



Press in direction of arrow to release access card.



Remove card.


Turning off

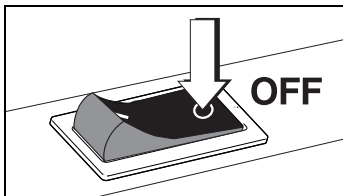
Turn the JetMail off at the end of the workday and during longer idle periods.



Caution! Give JetMail time to completely close the print head mechanism before turning off. Do not disconnect power supply or simply switch off any switches of internal installation. This will maintain the high quality of the printing system.

Turning off the JetMail


- Keep the **STOP** key pressed for 3 seconds. The print head will be sealed. JetMail will indicate after a short time that it can be safely turned off.
- Turn power switch into  position.






- To completely separate the mailing system from the electric power supply, all power cords to the JetMail and connected components must be pulled from their sockets.



Please note: If an informational message is displayed, this message must be acknowledged and cleared. Then press the  key to close the print head.

Standby mode

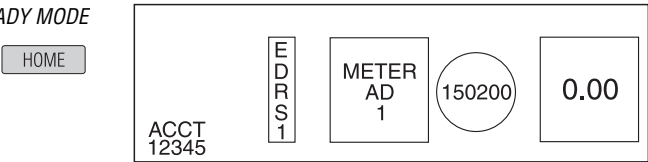
If JetMail is left alone for more than 5 minutes it will switch to a standby mode; the print head is in seal position.

Pressing the  key or feeding a letter activates JetMail again.

It is possible to turn off the JetMail directly from standby mode.

3.2 Setting the imprint

READY MODE



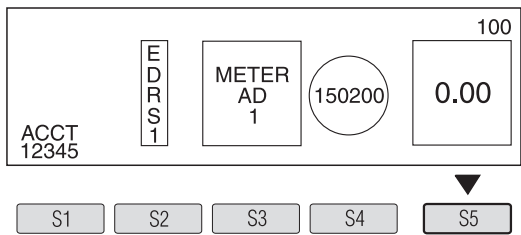
Set all data for the franking imprint in READY MODE.

If a UserCard is inserted, the account assigned to the card is automatically set and cannot be changed. Meter ads and other selections for this account are activated.

If the ‘No UserCard’ mode is engaged, when the machine is turned on it will load the most recently used department account and the meter ad and type of mail (endorsement) used by that department.

The following pages describe how individual settings can be made.

3.2.1 Setting postage amounts



- Enter postage amount with the numeric keypad.
The amount entered is displayed to the right of the status line.
- Press the **S5** key.
The new postage amount is set.

How you enter the postage amount depends on how many decimal places the mailing system can print (depends on JetMail country version):

1.00

2 places behind the decimal point.
Example: Enter '100' to load postage worth 1.00.
You can enter a maximum of 4 digits when setting the postage amount.

1.00⁰

3 places behind the decimal point.
Example: Enter '1000' to load postage worth 1.00⁰.
You can enter a maximum of 5 digits when setting the postage amount.

HP warning


JetMail warns you if the entered postage amount is more than a preset limit with the message HP AMOUNT EXCEEDED: CONFIRM/CANCEL. The high postage warning helps prevent excessive postage selection which leads to accidental loss of postage.

To delete an incorrect postage amount:

- Cancel by pressing the **S5** key.
JetMail returns to READY MODE without accepting the postage amount.



To accept a correct high postage amount:



- Confirm the indicated postage amount by pressing the  key.

JetMail returns to READY MODE. The new postage amount is set and ready to print.



To change the preset high postage amount, refer to chapter 9.1 “Setting ‘High postage’” on page 71.

To return to postage amount default setting

- Press .
- Confirm with the  key.



When the system is equipped with an integrated static scale or a dynamic scale, a ‘postage calculation’ function can be used to determine postage. Please refer to chapter 4 “Scale function” for information on using this function.

Please refer to chapter 12 on page 109 to use an external postage scale to automatically set the postage amount.

3.2.2 Changing the date

150200

The date is automatically set by the system clock. Changing the date is only necessary if the date indicated is to be altered. The date can be set up to one month ahead. JetMail does not permit back-dating.

PLEASE ENTER DATE IN FORMAT DDMMYY


E
D
R
S
1

METER
AD
1

150200

1.00

ACCT
12345
DD – day
MM – month
YY – year



S4

S1



S2

S3

S4

S5

Date field varies with country version

- Press the  key.
- Enter the new date.
- Confirm the new date by pressing the  key.



The sequence of date inputs (day-month-year) varies in different JetMail country versions. The status line of your JetMail will show you the correct sequence for entering the date.

You have several possibilities for entering the date:

DDMMYY

- Enter **6 digits** for the complete date. Use two digits for the day (*DD*), the month (*MM*), and the year (*YY*) .

Example: 150200 for February 15, 2000.

DDMMYY

- Enter **4 digits**. Use two digits for the day (*DD*), and the month (*MM*) . JetMail automatically adds the year. The next possible date will be set.

Example: current date – 200100 (*January 20, 2000*)
 entry – 1502
 date set – 150200 (*February 15, 2000*).

DDMMYY


- Enter **2 digits** for the day(*DD*). JetMail automatically adds the month and year. The next possible date will be set.

Example: current date – 200100 (*January 20, 2000*)
 entry – 15
 date set – 150200 (*February 15, 2000*).





Removing the date (*not available in all countries*)

For special reasons you may need to print postage without the date. To do so, simply follow these steps:

- Enter the number '0' with the numeric keypad.
- Confirm your entry by pressing the  key.

To return to the current date (default)

- Press .
- Confirm with the  key.

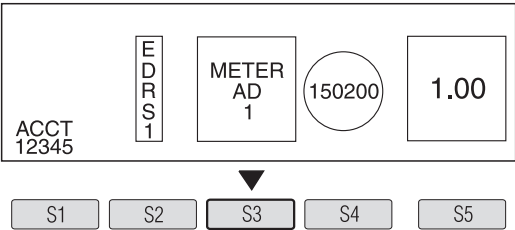


For further information about setting the system's internal clock please see chapter 9.4 "Setting system clock".



3.2.3 Selecting a meter advertisement

In addition to postal type of mail, you may order custom designed meter advertisements (slogan imprint). Francotyp-Postalia will equip your JetMail according to your order.




- Press the **S3** key.

The display indicates the METER AD selection list.


METER AD	
#	ADVERTISEMENT
0.	NONE
1.	CHRISTMAS
2.	EASTER
3.	NEXT MILLENNIUM
4.	SERVING THE UNIVERSE



The selection list displays up to 5 meter advertisements. If your JetMail features more than five meter advertisements, browse up or down with the  keys until the required meter advertisement is indicated.

- Enter the meter advertisement number you want activated with the numeric keypad.


The number entered is displayed to the right of the status line.

- Confirm by pressing the  key.

JetMail returns to READY MODE. The requested meter advertisement is selected.

Franking without meter advertisement

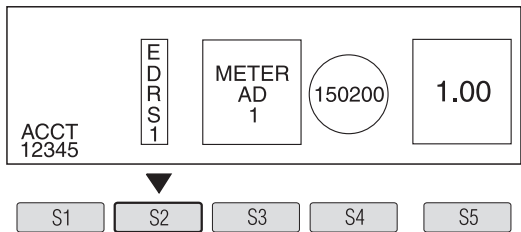
(not available in all countries)

- Enter the number ‘0’ with the numeric keypad.
- Confirm your entry by pressing the  key.

The ‘0’ in the input field METER AD indicates that no meter advertisement will be printed.

3.2.4 Selecting types of mail



Specific types of mail (EXPRESS, AIR MAIL ...) can be marked with the respective endorsement. JetMail is pre-loaded with most common endorsements. If you need a different endorsement, contact your servicing FP dealer.



- Press the  key.

The display indicates the ENDORSEMENTS selection list.



If your JetMail features more endorsements than can be displayed in the list, browse up or down with the   keys until the required endorsement is indicated.


*Selection list
ENDORSEMENTS
(types of mail)*

ENDORSEMENTS	
#	TYPE OF MAIL
0.	<W/O TYPE OF MAIL>
1.	EXPRESS
2.	RECORDED
3.	AIR MAIL
4.	INSURED

- Enter the number you want activated with the numeric keypad.


The number entered is displayed to the right of the status line.



- Confirm by pressing the  key.

JetMail returns to READY MODE. The requested type of mail is selected.

Franking without type of mail (endorsement)

- Enter the number '0' with the numeric keypad.
- Confirm your entry by pressing the  key.






The '0' in the input field EDRS (endorsement) indicates franking without type of mail.



Bulk Mail

'Bulk Mail' print *(optional/not available in all countries)*

ENDORSEMENTS	
#	TYPE OF MAIL
0.	<W/O TYPE OF MAIL>
1.	EXPRESS
2.	RECORDED
3.	AIR MAIL
✓ BULK	

▼




- In the ENDORSEMENT selection list press the  key for BULK. A check ✓ indicates when the 'Bulk Mail' print is selected.
- Press the  to exit the selection list.

ACCT 12345	EDRS 1	METER AD 1	150200	1.00
---------------	-----------	------------------	--------	------

Bulk Mail
print

In READY MODE the 'Bulk Mail' print can be seen between the postage amount field and the date field.

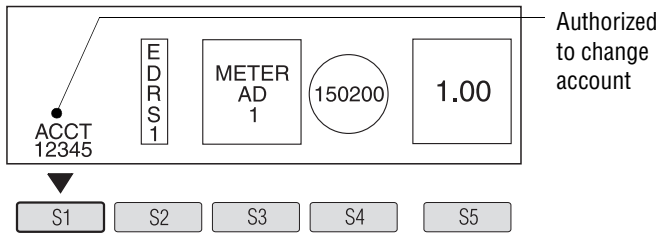
To deactivate the 'Bulk Mail' print:

- In the ENDORSEMENTS selection list press the  key for BULK. The check ✓ for 'Bulk Mail' will vanish.

3.2.5 Changing accounts

You can change accounts only if ACCT is displayed in READY MODE. ACCT appears if:

- the MasterCard is inserted or
- the ‘No UserCard’ mode is set.



- Press the  key.

The display indicates the ACCOUNTS selection list.

ACCOUNTS		P	1/2
#	AMOUNT	PIECES	
1	0.00	0	↓
25	12.50	8	
117	1.50	1	
525	815.00	346	
9999	64.80	51	

The selection list indicates all valid accounts. It shows:


AMOUNT = total amount of postage used for this account.

PIECES = total number of pieces franked for this account.

You can print the list on a label by pressing the  key.

- Select the requested account number from the selection list and enter with the numeric keypad.

The number entered is displayed to the right of the status line.

- Confirm by pressing the  key.

JetMail returns to the READY MODE. The requested account number is set.



For more information on setting up and using accounts, please refer to chapter 6 “Accounting function”.



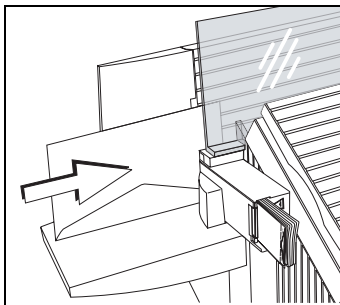
3.3 Franking letters – manual feeding

Franking mail in the READY MODE and in the SCALE MODE (*optional*).



You may want to run a test envelope without postage by entering a '0.00' amount.

- In READY MODE, set the imprint.
- Feed letter.



Place letter in manual feeder so that it will be franked correctly:

- address field to the back
- flap downward.

- Push the letter a few centimeters in conveyor direction and **release**.

Never hold on to the letter when the conveyor starts to pull. To prevent the printing of incorrect or faulty franks, the JetMail will not print postage if the letter conveyor detects resistance. The JetMail automatically conveys the letter, franks it and deposits the franked letter in the tray.

- You can load additional letters for franking while the conveyor motor is running.
Make sure you allow a gap of **at least 6 cm (2.5")** between individual letters!



When the JetMail is in standby-mode, the print head must first move into print position. The conveyor motor will not start until the print head has reached print position.

The conveyor motor can also be started by pressing the

START key.

3.4 Batch mail processing *(optional)*



We recommend sorting envelopes according to size; larger formats to the back, smaller formats to the front.


3.4.1 Franking letters – automatic feeding *(optional)*

Franking mail in the READY MODE and in the SCALE MODE *(optional)*.




You may want to run a test envelope without postage by entering a '0.00' amount.

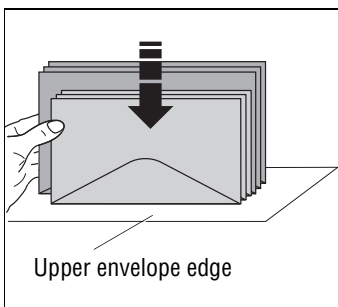
*Setting
batch counter*

- Set the batch counter. You can choose between the following functions:
 - Franking all letters *(default setting when the system is turned on)*.
 - Franking a pre-set number letters. Batch mail processing stops automatically when the pre-set number of letters has been franked. By pressing the  key you can start the next cycle.

To set the batch counter, please read chapter 9.8.

- If the envelopes being franked have already been sealed, or if the envelopes should not be sealed: Turn 'seal envelope' switch into  position *(optional)*.
- In READY MODE, set the imprint.
- Stack only envelopes that are to be franked with equal postage.
- Prepare the envelopes as follows.

*Inserting
stack of letters*



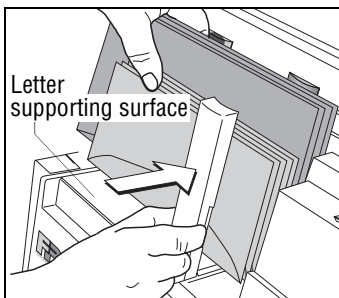
Sort:

- Address to the rear.
- Flap downward.

To neatly align the upper edge of all envelopes in the stack: While hold the stack loosely with the upper envelope edges facing down, drop lightly against an even surface.



- Load the stacked envelopes onto the automatic feeder.



Place the stacked envelopes on the envelope platform leaning lightly against the feed rollers.

Make sure the upper edge of every envelope rests evenly on the letter supporting surface.

Grasp pressure clip by the grooves, lift and slide toward mail.

The automatic feeder detects inserted letters and automatically starts batch mail processing. If the feed sensor does not detect any letters after inserting mail, press the **START** key.



If you are using the preset counter to process a stack of letters, the status line will show the number of letters that remain to be franked.

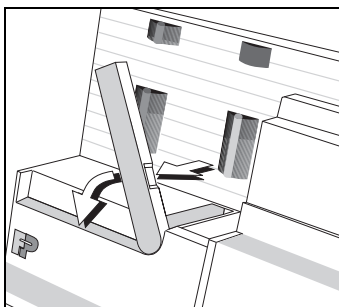


Caution! If an envelope jam occurs: When removing jammed letters, pull them to the right and up out of the machine.

*Inserting
single piece mail*

For single piece feeding

- Remove pressure clip.



Grasp pressure clip by the grooves, pull forward and swing left until it won't turn any further.


- Place letter into automatic feeder until the transport motor starts and takes it.

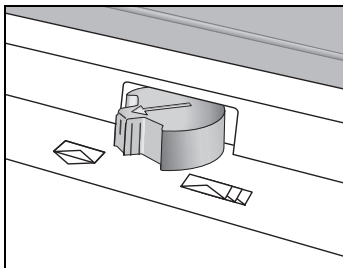
3.4.2 Sealing letters *(optional)*



Caution! If JetMail has not been in operation for several days, the first envelopes of the initial sealing cycle might not adhere correctly due to insufficient moisture. Read page 84 for instructions on how to correctly let the sponge absorb water.

Turning sealer on

- Turn 'seal envelope' switch into  position.



- Adjust moisture level if required. Please refer to chapter 9.10 on page 83.
- Feed letters as instructed in chapter 3.4.1.




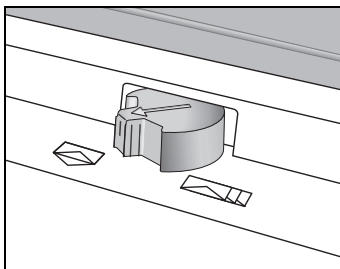
For more information about refilling the water reservoir, please refer to chapter 13.4 on page 116.




3.4.3 Sealing letters without franking *(optional)*

You can also seal open envelopes without franking the envelopes. The JetMail will draw individual envelopes from a stack and seal them without printing a frank.

- Turn 'seal envelope' switch into  position.



- Press the  key.
- Feed letters as instructed in chapter 3.4.1.

When finished, press the  key to exit the 'Seal only' function.



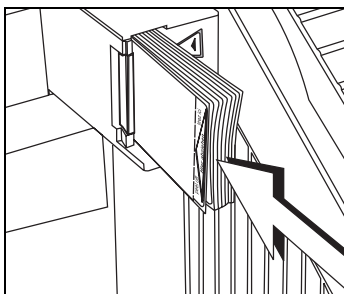
Please note the following: If an envelope jam occurs in the envelope transport, the piece counter may show an incorrect count. Please check the number of correctly processed envelopes.

3.5 Franking labels *(optional)*

If you have a package that is more than 20 mm (0.8") thick, you will need to use a label. You can process self-adhesive labels with JetMail's labeling option. Please use Francotyp-Postalia labels only to assure smooth operation.

- In READY MODE, set the imprint.
- Verify that the label dispenser is holding a sufficient number of labels. The label dispenser has a capacity of 50 labels.

Reloading labels



The extension of the weighing platform should not be retracted to enable easier access to the label dispenser. Take labels from storage package and place them into label dispenser with paper side facing to the left.

You may reload labels during active operation.


Printing labels

To print one label:

- In READY MODE or SCALE MODE *(optional)*, press the  key.


JetMail automatically ejects a printed label.

To print multiple labels:

- In READY MODE or SCALE MODE *(optional)*, enter the number of labels to be franked.
- Press  to start franking labels.

JetMail prints the number of labels requested.

Stop printing

You can stop printing labels by pressing the  key.



4 Scale function (optional)

SCALE

4.1 Menu and operation / General

The scale function is available only with the following system configurations:

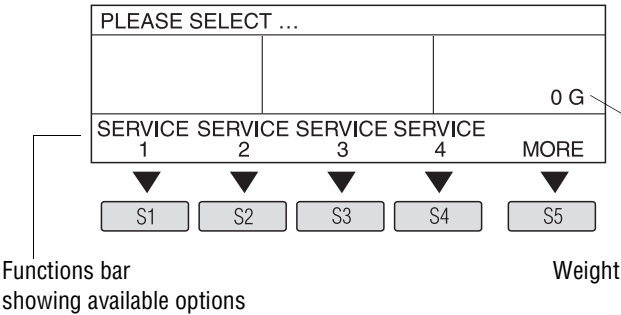
- JetMail with integrated static scale
- JetMail with automatic feeder and dynamic (transporting) scale.

In the following you will get to know the most important basic functions for handling scale function. For more detailed information about setting shipping parameters, please refer to the separate “Scale function – setting shipping data” manual.

Start scale function

- In READY MODE press the **SCALE** key.

SCALE MODE
Start screen
(example)




Operation

All settings (destination, service, special services ...) necessary for determining required postage can be entered using the JetMail user interface. The functions bar shows available options which can be selected by pressing the corresponding S-key.

If the functions bar shows NEXT or MORE, additional options are available. Press the **S5** key to access these additional options.

All selected parameters can be seen in the display. Do not exit scale function to frank the letter.


All parameters required for postage calculation must be set before the JetMail can calculate postage or frank envelopes.

By pressing the  key you can delete shown shipping data/return to the previous menu.

By repeatedly pressing the  key you can return to the SCALE MODE start screen.

Incorrect inputs will not be accepted.

Exit scale function

- Press the  key to return to READY MODE.



Caution! When quitting the SCALE MODE, the dynamic and static scale are deactivated. The last postage rate determined by the system will be the set in READY MODE.

The selected settings are saved in the JetMail's memory until new settings are selected or the machine is turned off.



Please note:


When using the scale function, the 'high postage' warning function is deactivated.

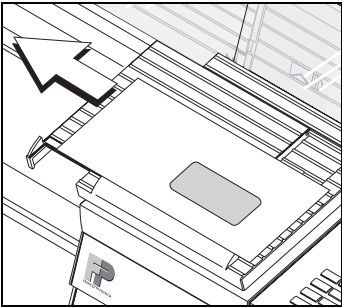
To change system settings related to the scales, please refer to chapters 9.12 „Static ...“ and 9.13 „Dynamic ...“.



4.2 Weighing, calculating postage, and franking

4.2.1 ... using the static scale

- Turn the JetMail on in the usual way.
- Insert your MasterCard/UserCard.
- In READY MODE, select advertisement, type of mail, departmental account and date or use current settings.
- Press the  key.
- In SCALE MODE, set shipping data for postage calculation.
- Place the letter on the weighing platform.



Items between 3 g and 5 kg (0.1 oz and 11 lb.) can be weighed.

For oversized items, the weighing platform can be expanded by pulling on the left side.

The JetMail determines the weight of the item and then calculates the correct postage. Current settings are shown in the display. The shown postage amount is automatically set for franking.

PLEASE SELECT SPECIAL SERVICES					Current settings
DESTINATION SERVICE 1	SPECIAL 2		1.00		Postage amount
			13 G		Weight
SPECIAL 1	SPECIAL 2	SPECIAL 3	SPECIAL 4	MORE	

- Feed letter as usual for franking.

The postage amount shown can also be printed on a label.



Caution! The JetMail can determine an envelope's weight accurately only if the scale is allowed to reset between weighing operations. Therefore remove a weighed item and frank it before weighing the next envelope.


Optimize

If you are using the optimization function (*not available in all countries*), the JetMail checks whether a less expensive service is available to allow you to save postage. If a less expensive service is available, the display will show the alternative service – you can select it or keep your original settings. Please refer to chapter 9.12 to activate the optimization function.



Please note the following if your JetMail system is equipped with both **static and dynamic scales**:

In the dynamic scale's MIXED MAIL mode the dynamic scale will weigh any item it transports, and reset the postage amount to the value it determines.

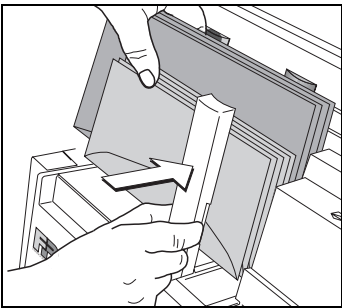
If you wish to frank the item with the postage value determined by the static scale, press the  key to return to READY MODE. The dynamic scale is deactivated and the postage amount determined by the static scale is set for franking.

In the dynamic scale's WEIGH ONCE mode the static scale is deactivated.



4.2.2 ... using the dynamic scale

- Turn the JetMail on in the usual way.
- Insert your MasterCard/UserCard.
- In READY MODE, select advertisement, type of mail, departmental account and date or use current settings.
- Press the **SCALE** key.
- In SCALE MODE, set shipping data for postage calculation.
- Load a stack of envelopes into the automatic feeder in the usual way.



The dynamic scale can be used to weigh items that weigh between 3 g and 1000 g (0.1 oz and 2 lb.).

In the MIXED MAIL mode the dynamic scale determines the weight for each item and automatically determines the correct postage amount. For more information on other modes, see chapter 9.13 on page 89.

BATCH MAIL PROCESSING ACTIVE ...				Current settings
DESTINATION SERVICE 1	SPECIAL 2		1.00	Postage amount
			13 G	Weight
SPECIAL 1	SPECIAL 2	SPECIAL 3	SPECIAL 4	MORE



5 Memory function

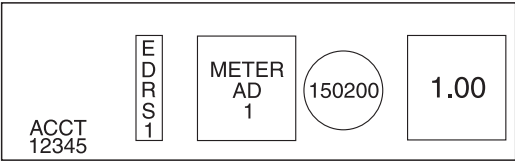
5.1 Programming memory



Six frequently used settings can be stored in both READY MODE and in optional SCALE MODE under the 1 ... 6 keys.

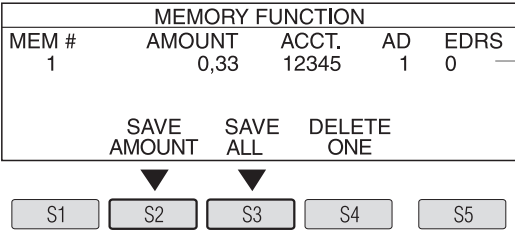
To save imprint settings (settings in READY MODE)

READY MODE

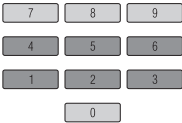


- In READY MODE, select desired franking data.
- Press the MEMORY key.

JetMail opens the MEMORY FUNCTION menu.



Previously saved settings



- Press the key under which the settings are to be saved (1 ... 6).
- Press the S3 key to save set franking data (*account, meter ad, type of mail, postage amount*).

or

Press the S2 key, if you only wish to save the postage amount.

- Press the BACK key to return to READY MODE.

To save settings for postage calculation
(settings in the SCALE MODE)

- In the READY MODE, press the **SCALE** key to start postage calculation.

SCALE MODE

PLEASE SELECT SPECIAL SERVICES ...		
INTERNAT LETTER	REGISTERED	0.00 0 G
AIRMAIL EXPRESS REGIST. INSUR.		

- Set desired shipping data in the SCALE MODE.
- Press the **MEMORY** key.

JetMail opens the MEMORY FUNCTION RATE CALCULATION menu.

MEMORY FUNCTION RATE CALCULATION		
1	INT	PCARD
SAVE CLEAR		

Previously saved
settings

▼

S1	S2	S3	S4	S5
----	----	----	----	----

7	8	9
4	5	6
1	2	3
0		

- Press the key under which the settings are to be saved (1 ... 6).
- Press the **S3** key to save shipping settings.
- Press the **BACK** key to return to SCALE MODE.





5.2 To display saved settings

- Press the **MEMORY** key in READY MODE or in SCALE MODE.

JetMail opens the MEMORY FUNCTION ... menu and shows the list of saved settings.

Example

MEMORY FUNCTION					Parameters (abbreviated)
MEM #	AMOUNT	ACCT.	AD	EDRS	
1	0,33	12345	1	0	Memory number
2	1,00	54321	5	3	
5	4,80	22334	2	7	
SAVE SAVE DELETE					
AMOUNT ALL ONE					

If the list has more than one page, use the   keys to browse through the list.



The list can be printed by pressing the **LABEL** key.


To exit the MEMORY FUNCTION menu ...

- Press the **BACK** key to return to READY MODE.


To exit the MEMORY FUNCTION RATE CALCULATION menu ...

- Press the **BACK** key to return to SCALE MODE.


5.3 To clear memory

- In READY MODE or in SCALE MODE press the  key.


JetMail opens the MEMORY ... menu and shows the list of saved franking data or shipping data.

- Press the button (1 ... 6) corresponding to the memory you wish to clear.
- Press the  key to clear the memory.

To exit MEMORY FUNCTION menu ...

- Press the  key to return to READY MODE.


To exit the MEMORY FUNCTION RATE CALCULATION ...

- Press the  key to return to SCALE MODE.

5.4 Loading saved settings

READY MODE

Go to READY MODE ...

- In READY MODE press the key (1 ... 6) for the saved imprint settings you wish to load.
- Press the  key.


JetMail loads the imprint settings saved in that memory.



If you are working with UserCard and are not authorized to change department account, the account for your UserCard will be selected. If the saved settings include a different departmental account, it will be ignored if your UserCard is not authorized to change accounts.

SCALE MODE

Go to SCALE MODE ...

- In SCALE MODE, press the key (1 ... 6) under which desired shipping data are saved.
- Press  key.

JetMail sets the saved shipping data.



6 Accounting function

ACCT

The accounting function is a tool you can use to collect mailing data and assess how individual departments (accounts) within your organization use postage. You can limit the amount of postage available and assign authorization rights to each account.

JetMail base

The account function in the JetMail base manages data for up to 99 department accounts.

JetMail CONCORDE
base

The JetMail CONCORDE base is equipped with an expanded account function and can manage data for up to 300 department accounts.

This chapter describes how to

- read and print account information
- assign advertisement / type of mail numbers
- create accounts
- clear account information
- delete an account
- authorize or block access to TELESSET (optional)
- assign and set budgets
- assign UserCards to an account
- set 'No UserCard' mode.

For more information about franking with account functions, please refer to chapter 3 "Franking".

6.1 Reading and printing account information

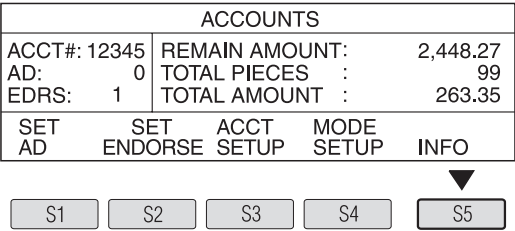
This is how to display account information:

- In READY MODE, press the ACCT key.

The display indicates the ACCOUNTS menu.

ACCOUNTS				
ACCT#: 12345	REMAIN AMOUNT:	2,448.27		
AD: 0	TOTAL PIECES :	99		
EDRS: 1	TOTAL AMOUNT :	263.35		
SET	SET	ACCT	MODE	
AD	ENDORSE	SETUP	SETUP	INFO

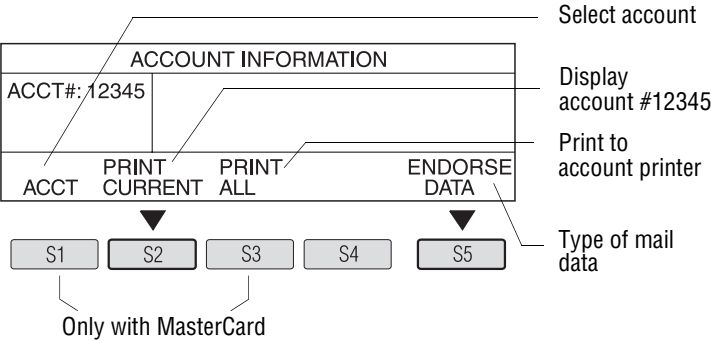
Not available
with UserCard



- Press the

S5

 key for INFO to open ACCOUNT INFORMATION menu.



Display and print
account information

To display and print account information ...

- In the ACCOUNT INFORMATION menu, press the

S2



 key for PRINT CURRENT to display the ACCOUNTS menu.

The ACCOUNTS menu indicates the current account and displays the following information:

TYPE OF BUDGET	Preset budget limitations for this account.
REMAIN AMOUNT	Amount left in the budget assigned.
TOTAL AMOUNT	Total amount of postage used for this account.
TOTAL PIECES	Total number of imprints performed for this account (zero imprints excluded).
TELESET ACCESS	Authorization for TELESET access.




ACCOUNTS		12345	Account-number
TYPE OF BUDG. :		MONTHLY	
REMAIN AMOUNT :		219.34	
TOTAL AMOUNT :		0.76	
TOTAL PIECES :		4	
TELESET ACC. :		<ON>	



- You can print account information on a label by pressing the  key.
- Press the  key to return to the ACCOUNT INFORMATION menu.



Display and print type of mail data

To display and print type of mail data ...

- In the ACCOUNT INFORMATION menu, press the  key for ENDORSE DATA.

ENDORSEMENT DATA		P	1/2	Amount	Pieces
<W/O ENDORS>	10.00	30			
AIR MAIL	15.00	21			
EXPRESS	0.00	0			
INSURANCE	5.50	10			
RECORDED	0.50	1			
REGISTERED	0.00	0			

The display shows type of mail data for all accounts. If the list consists of several pages, use the up/down   keys to page back and forth.

- You can print type of mail data on a label by pressing the  key.
- Press the  key to return to the ACCOUNT INFORMATION menu.

Print account statistics


To print account statistics ...

Please read chapter 11 for information on printing account data to an external printer.

6.2 Assigning meter advertisements / types of mail



An advertisement and a type of mail (endorsement) can be assigned to each account in advance. This function is available to all users authorized to frank mail. The following describes how to save settings for an account using the UserCard.






Settings with UserCard

- In READY MODE, press the  key.

The display indicates the ACCOUNTS menu.

ACCOUNTS		
ACCT#: 12345	REMAIN AMOUNT:	2,448.27
AD: 0	TOTAL PIECES :	99
EDRS: 1+ E	TOTAL AMOUNT :	263.35
SET AD	SET ENDORSE	INFO





Current account



Bulk Mail print
(optional/not available in all countries)

Assigning advertisement number


To assign the advertisement number for the currently opened account:

- Press the  key for SET AD.

The display will show the METER AD list.

If the list consists of several pages, use the up/down  keys to page back and forth.

METER AD	
#	ADVERTISEMENT
0.	NONE
1.	CHRISTMAS
2.	EASTER
3.	NEXT MILLENNIUM
4.	SERVING THE UNIVERSE

- Use the numeric keypad to enter the number corresponding to the desired advertisement.
- Confirm with .



Assigning
type of mail number

To assign the type of mail number for the currently open account:

- Press the key for SET ENDORSE.
- Use the numeric keypad to enter the number corresponding to the desired type of mail.
- Confirm with .

6.3 Creating new accounts

These functions are available only if the MasterCard is inserted.

- In READY MODE, press the key.

The display indicates the ACCOUNTS menu.

ACCOUNTS				
ACCT#: 12345	REMAIN AMOUNT:	2,448.27		
AD: 0	TOTAL PIECES :	99		
EDRS: 1	TOTAL AMOUNT :	263.35		
SET AD	SET ENDORSE	ACCT SETUP	MODE SETUP	INFO

▼

To create a new account ...

Create account

- In the ACCOUNTS menu, press the key to enter ACCT SETUP.



JetMail opens the ACCT SETUP menu.


ACCT SETUP				
ACCT#: 12345	REMAIN AMOUNT:	2,448.27		
LINKED: YES	TELESET ACC. :	<OFF>		
	TYPE OF BUDG. :	MONTHLY		
ACCT	TELESET ACCESS	SET BUDGET	CARD LINK	ACCT CONTROL


▼

- Press the key.

Print
list of accounts

The display shows the current list of ACCOUNTS. You can print the list on a label by pressing the **LABEL** key. The list may consist of numerous pages. In the upper right corner you see the current page number and the total number of pages. Use the up/down   keys to page back and forth.

ACCOUNTS		P	1/2
#	AMOUNT	PIECES	
1	0.00	0	
25	12.50	8	
117	1.50	1	
525	815.00	346	
9999	64.80	51	











- Use the numeric keypad to enter an account number that does not yet exist.
- Confirm with .

JetMail returns to the ACCT SETUP menu. You can now continue setting up this account.




You may assign the numbers (1 - 99998) as required. Account #99999 is the default number for your MasterCard and cannot be used for other accounts. If you enter a number for an account that already exists, JetMail will open the account showing existing settings.

To set up an account ...

ACCT SETUP				
ACCT#: 12345	REMAIN AMOUNT:		2,448,27	
LINKED: YES	TELESET ACC.	:	<OFF>	
	TYPE OF BUDG.	:	MONTHLY	
ACCT	TELESET ACCESS	SET BUDGET	CARD LINK	ACCT CONTROL
				
				

Current
account

Select/change account

- Enter the account number and press  for ACCT to confirm.



- TELESET Access* You can authorize or block access to TELESET from a specific account.
- In the ACCT SETUP menu, press the **S2** key as often as necessary to reach the desired setting.
- The display for the TELESET ACCESS option alternates between <ON> and <OFF>.
- Setting up budget functions* You can assign a budget to the account.
- In the ACCT SETUP menu, press the **S3** key to open the SET BUDGET menu. For instruction on setting up a budget and entering amounts, please read chapter 6.5 "Working with budgets".
- Create UserCard* You can create an access card authorized for access to a specific account, called a UserCard.
- In the ACCT SETUP menu, press the **S4** key to select CARD LINK. For further information please read chapter 6.6 on page 56.
- Assigning advertisement/
type of mail number* You can assign an advertisement and a type of mail to the account.
- Press the **BACK** key when in the ACCT SETUP menu to go to the ACCOUNTS menu.
For instructions on assigning advertisements and types of mail to accounts, please read chapter 6.2 "Assigning meter advertisements / types of mail".
- End settings* When finished, press the **HOME** key to exit the account function and return to READY MODE. Remove MasterCard to prevent unauthorized access to the account function.

6.4 Clearing account information / deleting accounts

These functions are available only if the MasterCard is inserted.

- In READY MODE, press the **ACCT** key.

The display indicates the ACCOUNTS menu.

ACCOUNTS				
ACCT#: 12345	REMAIN AMOUNT:		2,448.27	
AD: 0	TOTAL PIECES :		99	
EDRS: 1	TOTAL AMOUNT :		263.35	
SET AD	SET ENDORSE	ACCT SETUP	MODE SETUP	INFO

▼

S1

S2

S3

S4

S5

- Press the **S3** key for ACCT SETUP.

JetMail opens the ACCT SETUP menu.

ACCT SETUP				
ACCT#: 12345	REMAIN AMOUNT:		2,448.27	
	TELESET ACC. :		<OFF>	
LINKED: YES	TYPE OF BUDG. :		MONTHLY	
ACCT	TELESET ACCESS	SET BUDGET	CARD LINK	ACCT CONTROL

▼

S1

S2

S3

S4

S5

- Press the **S5** key.

JetMail opens the ACCT CONTROL menu.

ACCT CONTROL				
ACCT#: 12345	REMAIN AMOUNT:		2,448.27	
	TOTAL PIECES :		99	
LINKED: YES	TOTAL AMOUNT :		263.35	
ACCT	CLEAR ALL	CLEAR ONE	DELETE ONE	



ACCT CONTROL menu

ACCT CONTROL				
ACCT#: 12345	REMAIN AMOUNT:		2,448.27	
	TOTAL PIECES :		99	
LINKED: YES	TOTAL AMOUNT :		263.35	
ACCT	CLEAR ALL	CLEAR ONE	DELETE ONE	
	▼	▼	▼	
S1	S2	S3	S4	S5

Resetting ONE account

To clear (reset) stored information about one account:

- Press the key for CLEAR ONE function.
- Enter the account number with the numeric keypad.
- Confirm with the key.
- Confirm with key or cancel with key.

Resetting ALL accounts

To clear (reset) stored information about all accounts:

- Press the key for CLEAR ALL function.
- Confirm with key or cancel with key.

DELETING ONE account

To delete one account:

- Press the key.
- Enter the account number with the numeric keypad.
- Confirm with key.
- Confirm with key or cancel with key.

End settings

If you are finished and do not want to reset or delete other accounts:

- Press the key to exit the account function and return to the READY MODE.
- Remove the MasterCard to prevent unauthorized access to account functions.

6.5 Working with budgets

For each account, you can choose a type of budget and budget amount. JetMail automatically enforces budget limits according to the type of budget selected. The account user sees information about available budgeted postage at all times. JetMail will not permit the budget to be exceeded.

Type of budget

- ‘N/A’** – no budget limit set.
- ‘TOTAL’** – limited budget is set.
- ‘MONTHLY’** – a monthly budget. At the end of each month the remaining budget is automatically set to the budget amount for one month.

These settings are possible only if the MasterCard is inserted.

Set up budget functions

- In READY MODE, press the **ACCT** key.
The display indicates the ACCOUNTS menu.

ACCOUNTS				
ACCT#: 12345	REMAIN AMOUNT:	2,448.27		
AD: 0	TOTAL PIECES :	99		
EDRS: 1	TOTAL AMOUNT :	263.35		
SET AD	SET ENDORSE	ACCT SETUP	MODE SETUP	INFO

S1

S2

S3

S4

S5

- Press the **S3** key.

JetMail opens the ACCT SETUP menu.

ACCT SETUP menu

ACCT SETUP				
ACCT#: 12345	REMAIN AMOUNT:	2,448.27		
	TELESET ACC. :	<OFF>		
LINKED: YES	TYPE OF BUDG. :	MONTHLY		
ACCT	TELESET ACCESS	SET BUDGET	CARD LINK	ACCT CONTROL

S1

S2

S3

S4

S5

- Press the **S3** key to SET BUDGET.

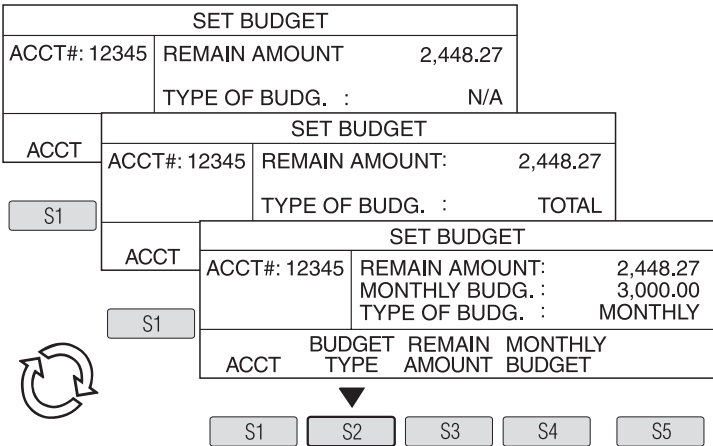
JetMail opens the SET BUDGET menu.



- Select account*
- Enter the number of the account for which a budget is to be set.
 - Press the **S1** key to confirm ACCT.

- Select type of budget*
- In the SET BUDGET menu, press the **S2** key as often as necessary to reach the TYPE OF BUDGET option.

The following three menus follow in sequence.



- Enter remain amount and monthly budget*
- Depending on the type of budget chosen, you can use the **S3** and **S4** keys to enter REMAIN AMOUNT and MONTHLY BUDGET.

- End settings*
- If you are finished and do not wish to change other account budget settings:
- Press the **HOME** key to exit the account function and return to the READY MODE.
 - Remove the MasterCard to prevent unauthorized access to the account function.

6.6 Generating UserCards

Use this function to assign a specific account to a UserCard. To enable different staff members to use one account, many identical UserCards can be created.

The following settings are possible only with a MasterCard.

- In READY MODE, press the **ACCT** key.

The display indicates the ACCOUNTS menu.

ACCOUNTS				
ACCT#: 12345	REMAIN AMOUNT:		2,448.27	
AD: 0	TOTAL PIECES :		99	
EDRS: 1	TOTAL AMOUNT :		263.35	
SET AD	SET ENDORSE	ACCT SETUP	MODE SETUP	INFO

▼

S1

S2

S3

S4

S5

- Press the **S3** key

JetMail opens the ACCT SETUP menu.

Select account

ACCT SETUP				
ACCT#: 12345	REMAIN AMOUNT:		2,448.27	
	TELESET ACC. :		<OFF>	
LINKED: YES	TYPE OF BUDG. :		MONTHLY	
ACCT	TELESET ACCESS	SET BUDGET	CARD LINK	ACCT CONTROL

▼

S1

S2

S3

S4

S5

- Select the number of the desired account.
- Press the **S1** to confirm ACCT.

ACCT SETUP				
ACCT#: 12345	REMAIN AMOUNT:		2,448.27	
	TELESET ACC. :		<OFF>	
LINKED: NO	TYPE OF BUDG. :		MONTHLY	
ACCT	TELESET ACCESS	SET BUDGET	CARD LINK	ACCT CONTROL

▼

S1

S2

S3

S4

S5



- In the ACCT SETUP menu, press the **S4** key.

JetMail opens the LINK CARD TO CURRENT ACCOUNTS menu. Please note displayed messages.

Generate UserCard

If you wish to generate a UserCard for an account ...

- Remove the MasterCard.
- Insert the UserCard being generated.

If there are no valid UserCards linked to the current account, the following menu appears:

LINK CARD TO CURRENT ACCOUNT	
ACCT#: 12345	INSERT THE USER CARD YOU WANT TO LINK TO THE CURRENT ACCOUNT NUMBER
LINKED: NO	
LINK TO CARD	

▼

S1 **S2** **S3** **S4** **S5**

No UserCard(s) linked to acct.

- Press the **S1** key to link the UserCard to the account.

The display shows this progress screen.

CREATING CARD LINK		
PLEASE WAIT		
0 %	60 %	100 %

When complete, the ACCT SETUP menu will again appear.

- Remove the UserCard.



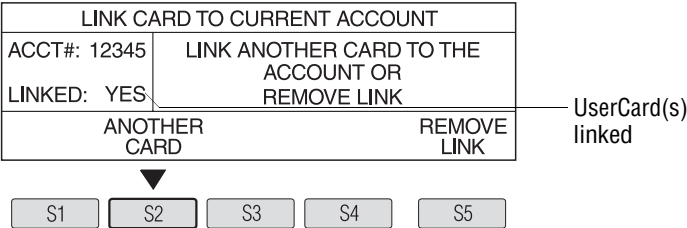
On the UserCard, write down the account to which the card is linked.

Generate additional UserCards for one account

If you wish to generate additional (identical) UserCards for an account ...

- Remove the MasterCard.
- Insert the UserCard being generated.

If one UserCard is already linked to the account, the following menu appears:



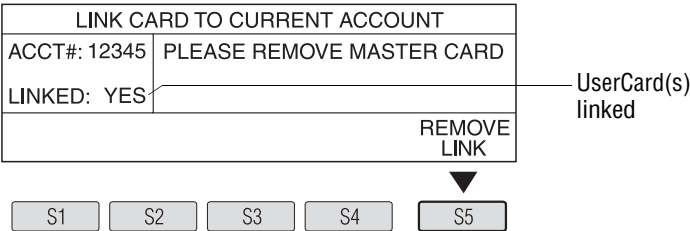
- Press the **S2** key for ANOTHER CARD.

The display will show a progress screen as the new card is generated. When the procedure is finished, the ACCT SETUP menu will appear.

Deny account access to issued UserCards

If you wish to deny account access to UserCard(s) that have already been created ...

To protect JetMail from unauthorized use, for instance when a UserCard has been lost or stolen, use the LINK CARD TO CURRENT ACCOUNT menu to delete authorization for existing UserCards.



- Press the **S5** key to REMOVE LINK.



The link between the account and all UserCards will be deleted (LINKED: NO).

- Press the key to return to the ACCT SETUP menu.



To create new UserCards for this account, follow instructions in the preceding pages.

UserCards to which access is denied (invalid cards) can be reprogrammed with new account links.

End settings

When complete, press the key to exit the account function and return to the READY MODE.

Make sure the MasterCard has been removed to prevent unauthorized access to the account function.

6.7 'No UserCard' mode

The MasterCard can be used to engage the 'No UserCard' mode.



Caution! This function deactivates all access-limitations to accounts. Each user can frank mail in all available accounts and review all account data. TELESET access is available if the TELESET access in the ACCT SETUP menu has not been blocked for all accounts.

*Set mode
'No UserCard'*

- In the READY MODE, press the key.

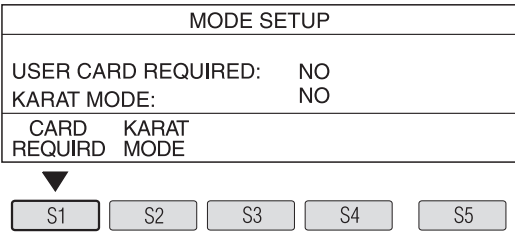
The display indicates the ACCOUNTS menu.

ACCOUNTS				
ACCT#: 12345	REMAIN AMOUNT:	2,448.27		
AD: 0	TOTAL PIECES :	99		
EDRS: 1	TOTAL AMOUNT :	263.35		
SET AD	SET ENDORSE	ACCT SETUP	MODE SETUP	INFO

▼

- In the ACCOUNTS menu, press the key.

The display indicates the MODE SETUP menu.



- In the MODE SETUP menu, press the **S1** key until the setting ‘USERCARD REQUIRED: NO’ can be seen in the display.

The ‘No UserCard’ mode is engaged.

End settings

- Press the **HOME** key to exit account functions and return to the READY MODE.
- Remove MasterCard to prevent unauthorized access to account functions.



To cancel the ‘No UserCard’ mode and return system to regular UserCard function, use the **S1** key to activate the setting USERCARD REQUIRED: YES.



7 Reading postal register information

Data about the postage available in your JetMail is held in the REGISTERS screen.



Register information





REGISTERS	
DESCENDING	360.78
ASCENDING	239.22
CONTROL TOTAL	600.00
TOTAL PIECES	221

Register values	Description
DESCENDING	Amount of available postage
ASCENDING	Amount of postage used
CONTROL TOTAL	Total of ASCENDING and DESCENDING registers
TOTAL PIECES	Total number of letters franked

To view the register:

- Press  key.
- Pressing the  key prints the displayed REGISTERS screen.

To exit:

- Return to the READY MODE with the  key.
- Return to the last active menu with  key.



8 Loading postage

Depending on the features of your JetMail regulations set by your national post office, you can load postage

- via internal modem through the TELESET Data Center (TELESET)
- via telephone through the TELESET Data Center (TELESET voice)
- at your local post office.



Some postal services offer discounts above certain minimum loading values. Please contact your postal service for the latest information.

8.1 Loading postage via modem / TELESET *(optional)*

With TELESET modem, you load postage directly into your JetMail via an internal modem. Your PIN (Personal identification number) can be found on the TELESET card supplied with your JetMail.


If you use a docking station for communication with the TELESET Data Center, please read the instructions supplied with the docking station *(optional/not available in all countries)*.

- Make sure JetMail is connected to an analog phone outlet.
- Make sure JetMail is switched on:
 - power switch in **I** position
 - access card inserted.

Please note: Access to the TELESET menu will be possible only if the current access card is authorized for TELESET.

Loading postage

TELESET

- In the READY MODE, press the  key.

TELESET	
VER. 011-002-031-011-011	
ENTER PERSONAL IDENTIFICATION NUMBER:	
[00000000]	
CONT.	CANCEL

TELESET

VER. 011-002-031-011-011

ENTER PERSONAL IDENTIFICATION NUMBER:

[00000000]

CONT.

CANCEL

▼

S1

S2

S3

S4

S5

- Type in your 8 digit PIN as shown on your TELESET card. Entered PIN digits will appear in the Display as “*”.
- Confirm your entry with the

S1

 key.

Wrong PIN

Delete an incorrect input place by place by pressing the

CLR

 key.

Please note: After 8 consecutive attempts to confirm an incorrect PIN, JetMail will shut down and lock itself. A customer service technician must be called to reset your JetMail.

JetMail opens the TELESET menu.

TELESET menu

TELESET

PLEASE SELECT:

- MODEM OR

- OPERATOR OR

- MODEM SET-UP

MODEM

OPERAT.

SETUP

CANCEL

▼

S1

S2

S3

S4

S5

- Press the

S1

 key for MODEM.
- Now follow the instructions in the display.

After confirming amount, the procedure runs automatically.

Permissible amounts


Please note:

- The permissible amounts (minimum/maximum/steps) are determined by your postal service.
- In some countries, only a fixed amount can be used.




New reset amount





In some countries a new amount has to be verified via TELESET.



In case that JetMail will ask you to confirm the process again within 30 seconds by pressing the  key.

If the transmission was successful, the display will show:

TELESET RESET	INFORMATION
TELESET SUCCESSFULLY COMPLETED. THE DESCENDING REGISTER COMES TO:	
919.80	
	

▼



- Press the  key to continue. JetMail returns to the TELESET menu.
- Press the  key to exit the TELESET menu and return to the READY MODE.



For information on the faults and problems please refer to chapter 15.7.

8.2 Loading postage via telephone / TELESET voice *(optional)*

With TELESET voice, you load postage into your JetMail via telephone line from the TELESET Data Center. Your PIN (Personal identification number) can be found on the TELESET card supplied with your JetMail.

- Make sure JetMail is switched on:
 - power switch in I position
 - access card inserted.

Please note: Access to the TELESET menu will be possible only if the current access card is authorized for TELESET.

Loading postage



- In the READY MODE, press the key.

TELESET

VER. 011-002-031-011-011

ENTER PERSONAL IDENTIFICATION NUMBER:

[00000000]

CONT.



- Type in your 8 digit PIN as shown on your TELESET card. Entered PIN digits will appear in the Display as “*”.
- Confirm your entry with the key.

Wrong PIN

Delete an incorrect input place by place by pressing the key.

Please note: After 8 consecutive attempts to confirm an incorrect PIN, JetMail will shut down and lock itself. A customer service technician must be called to reset your JetMail.

JetMail opens the TELESET menu.

TELESET menu

TELESET

PLEASE SELECT:

- MODEM OR

- OPERATOR OR

- MODEM SET-UP

MODEM



- Press the key for OPERATE.
- Now follow the instructions in the display:
- Enter the desired amount.

TELESET Operator
Level 1

Please note:

- The permissible amounts (minimum/maximum/steps) are determined by your postal service.
- In some countries, only a fixed amount can be used.



- Confirm the amount displayed with the key.
- Call the TELESET Data Center. The telephone number is on the TELESET card supplied.
The operator at the TELESET Data Center will assist you to complete the TELESET process.

*TELESET Operator
Level 2*

- State postage loading number. Press the key to continue.

*TELESET Operator
Level 3*

- State postage amount desired. Press the key to continue.

*TELESET Operator
Level 4*

- State the remaining postage amount displayed. Press the key to continue.

Level **5, 6 and C** will follow only if the entered postage amount has been changed.

*TELESET Operator
Level 5*

- State the displayed setting code. Press the key to continue.

*TELESET Operator
Level 6*

- Enter the new setting code. Press the key to continue.

*TELESET Operator
Level C*

- The JetMail confirms that the changed postage amount has been set. Press the key to continue.

*TELESET Operator
Level 7*

- State the displayed setting code. Press the key to continue.

*TELESET Operator
Level 8*

- Enter the setting code. Press the key to confirm.

*TELESET Operator
Information*

If the transmission was successful, the display will show:

TELESET RESET	INFORMATION
TELESET SUCCESSFULLY COMPLETED. THE DESCENDING REGISTER COMES TO:	
919.80	
<input type="text" value="CONT."/>	

TELESET RESET	INFORMATION
TELESET SUCCESSFULLY COMPLETED. THE DESCENDING REGISTER COMES TO: 919.80	
<div>CONT.</div>	

▼

S1

S2

S3

S4

S5

- Press the

S1

 key to continue. JetMail returns to the TELESET menu.
- Press the

S5

 key to exit the TELESET menu and return to the READY MODE.

If an incorrect setting code is entered, the operation will be aborted. Press the

S5

 key to end the procedure and then restart the procedure from the beginning.



If you have inadvertently started the operator procedure, you can abort the postage loading procedure by pressing the

S5

 key. The machine will return to the TELESET menu after asking whether changes shall be saved.



8.3 Loading postage at your local post office *(optional)*



Caution! Postage can only be loaded by post office employees. Other persons have no access to the secured preset flap.

- Turn off JetMail and disconnect all power cords.
- Separate the operating unit (meter) from the base as described on page 128.
- Attach the red protective cap (see page 128).
- Pack operating unit into case.



Place the operating unit and power unit into the carrying case as shown.

Use the Velcro straps to secure the power unit.

Make sure the operating unit and the power unit are secure and then close the carrying case.



Caution! You must have the power unit available to load postage at your post office. Only use the power unit provided by Francotyp-Postalia with your JetMail.

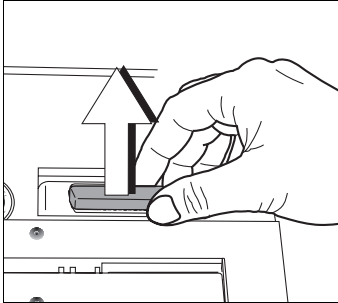
Please note during transport:

- Transport the operating unit only in the carrying case.
 - Handle the operating unit and the carrying case carefully. Do not drop and do not subject to jolts.
 - Always close the carrying case before transport.
 - Never expose the operating unit to moisture or wetness.
- Go to the post office with the correctly packed operating unit.
 - Pay in the desired amount at your post office.

The post office employee will set this amount in your operating unit and secure it.

After postage has been loaded:

- Unpack the operating unit.



Remove the operating unit from the carrying case.

Remove the red protective cap from the interface socket on the bottom of the operating unit.

- Install the operating unit as described on page 129.
- Connect the power cords.

The JetMail system is ready for use.

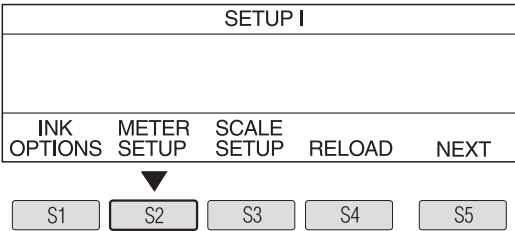


9 System settings and special functions

9.1 Setting 'High postage'

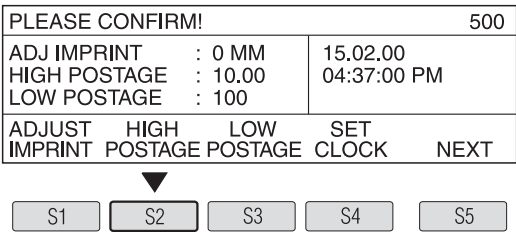
High postage is a function that warns the user if an entered postage amount is more than a preset limit. This amount can be determined individually.

- In READY MODE, press the **SETUP** key. The SETUP I menu will appear in the display.



- Press the **S2** key for METER SETUP. The METER SETUP 1 menu will appear in the display.
- Enter the amount you require with the numeric keypad. The amount entered is indicated to the right of the top status line.

Set 'High postage'

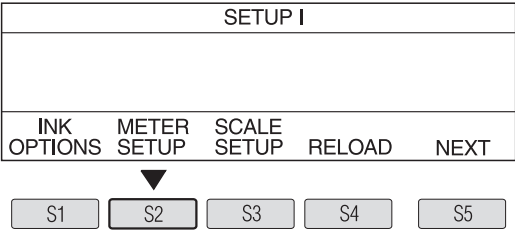


- Confirm your entry with the **S2** key. The new HIGH POSTAGE amount has been set and appears in the information field.
- To return to the READY MODE, press the **HOME** key.

9.2 Setting ‘Low postage’

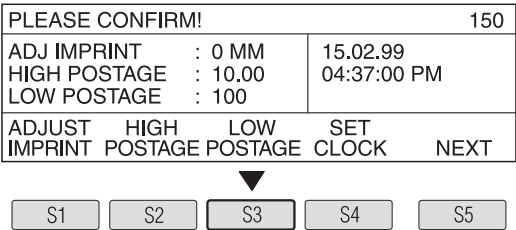
The low postage warning is a reminder that you will need to add new postage soon. This limit can be determined individually.

- In READY MODE, press the **SETUP** key. The SETUP I menu will appear in the display.



- Press the **S2** key for METER SETUP. The METER SETUP 1 menu will appear in the display.
- Enter the amount you require with the numeric keypad. The amount entered is indicated to the right of the top status line.

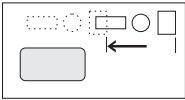
Set ‘Low postage’



- Confirm your entry with the **S3** key. The new LOW POSTAGE amount has been set and appears in the information field.
- To return to the READY MODE, press the **HOME** key.



9.3 Moving the imprint *(not available in all countries)*



Usually, placement of the imprint on the envelope is fixed, but JetMail lets you move the imprint up to 50 mm (2") to the left.

- In READY MODE, press the **SETUP** key. The SETUP I menu will appear in the display.

SETUP I				
INK OPTIONS	METER SETUP	SCALE SETUP	RELOAD	NEXT

▼

S1

S2

S3

S4

S5

- Press the **S2** key for METER SETUP. The METER SETUP 1 menu will appear in the display.
- Enter the distance, from one to 50 mm, you want to move the imprint. The amount entered is indicated to the right of the top status line.

Moving the imprint

PLEASE CONFIRM!				23
ADJ IMPRINT : 0 MM		15.02.00		
HIGH POSTAGE : 10.00		04:37:00 PM		
LOW POSTAGE : 100				
ADJUST IMPRINT	HIGH POSTAGE	LOW POSTAGE	SET CLOCK	NEXT

▼

S1

S2

S3

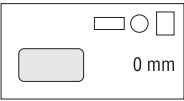
S4

S5

- Confirm your entry with the **S1** key.
- To return to the READY MODE, press the **HOME** key.



Caution! The imprint will remain shifted until the ADJUST IMPRINT setting is deactivated.



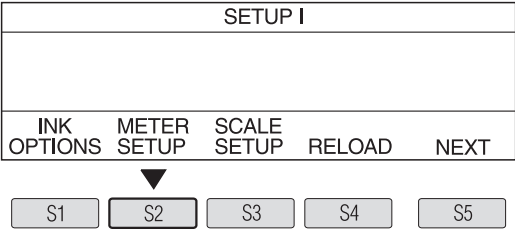
To deactivate the adjusted imprint setting:

- in READY MODE, press the **SETUP** key.
- Enter METER SETUP 1 menu by pressing the **S2** key.
- Press the **CLR** key (or enter the ‘0’).
- Confirm ‘0’ imprint adjustment by pressing the **S1** key.

9.4 Setting system clock

JetMail’s system date automatically provides the date for the date stamp. The system time and date can be displayed from the METER SETUP 1 menu.

- In READY MODE, press the **SETUP** key. The SETUP I menu will appear in the display.



- Press the **S2** key for METER SETUP.
The METER SETUP 1 menu will appear in the display.

METER SETUP 1					
ADJ IMPRINT	:	0 MM	15.02.00		System date
HIGH POSTAGE	:	10.00	04:37:00 PM		System time
LOW POSTAGE	:	100			
ADJUST IMPRINT	HIGH POSTAGE	LOW POSTAGE	SET CLOCK	NEXT	(display varies with country version)

Depending on conditions specific to individual countries, it may be possible to change the time or time zone of the system’s internal clock.



If system time and date do not appear in the display correctly, call your Francotyp-Postalia customer service representative.



Changing
time zones

Changing time zones ... (not available in all countries)

METER SETUP 1					
ADJ IMPRINT	: 0 MM	15.02.00	System date		
HIGH POSTAGE	: 10.00	04:37:00 PM			
LOW POSTAGE	: 100				
ADJUST IMPRINT	HIGH POSTAGE	LOW POSTAGE	SET CLOCK	NEXT	System time

S1

S2

S3

S4

S5

- In METER SETUP 1 menu, press the

S4

 key for SET CLOCK.
The TIME ZONE ADJUSTMENT menu will appear in the display.

TIME ZONE ADJUSTMENT		
LOCALTIME:	15.02.00	04:37:00 PM
<div><div></div></div>		
- 12.0	1.0	12.0
- 1/2 HR	SET	+ 1/2 HR

S1

S2

S3

S4

S5

- Use the

S2

 and

S4

 keys to reset the time. Each time a button is pressed, the time shown changes in 30-minute increments. The changed time can be read in the display.
- Confirm setting with the

S3

 key. JetMail saves the changed time.
- To return to the READY MODE, press the

HOME

 key.

Adjust system clock

Adjusting system clock ... (not available in all countries)

Only under very exceptional circumstances should it be necessary to reset the clock. The time can be set back or ahead up to five minutes.



The JetMail does not allow you to reset the clock repeatedly in a short time. A message will appear if this is attempted.

METER SETUP 1					
ADJ IMPRINT	: 0 MM	15.02.00	System date 04:37:00 PM System time		
HIGH POSTAGE	: 10.00				
LOW POSTAGE	: 100				
ADJUST IMPRINT	HIGH POSTAGE	LOW POSTAGE	SET CLOCK	NEXT	

▼

S1

S2

S3

S4

S5

- In METER SETUP 1 menu, press the

S4

 key for SET CLOCK.

ADJUST CLOCK		
LOCAL TIME:	15.02.00	04:37:00 PM
<div><div></div></div>		
- 300	0	300
WIN/SUM	-5 SEC	O.K. +5 SEC

S1

S2

S3

S4

S5

- Use the

S2

 and

S4

 keys to reset the clock:
Set clock back ⇒

S2

 key
Set clock ahead ⇒

S4

 key.
- Each time the key is pressed, the time changes by 5 seconds.
- Confirm the new time by pressing the

S3

 key. The JetMail displays the new time but remains in the ADJUST CLOCK menu.
- To return to the READY MODE, press the

HOME

 key.

Cancel settings

If you do not wish to confirm the reset time, exit the menu by pressing either the

BACK

 or

HOME

 key without first pressing the

S3

 key.

Daylight Savings time

The JetMail changes to Daylight Savings Time and back automatically. Press the

S1

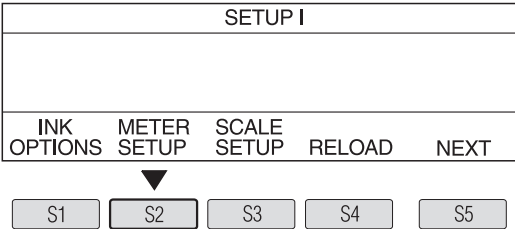
 key to see which time is currently set.



9.5 Setting ‘Meter type’ (not available in all countries)

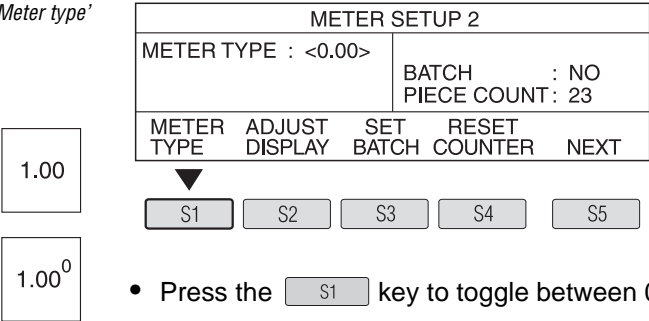
The ‘meter type’ setting determines whether the JetMail will print postage as 0.00 or as 0.00⁰ – decimal mode.

- In READY MODE, press the **SETUP** key to go to SETUP I menu.



- Press the **S2** key for METER SETUP.
The METER SETUP 1 menu will appear in the display.
- Press the **S5** key for NEXT.
The METER SETUP 2 menu will appear in the display.

Set ‘Meter type’



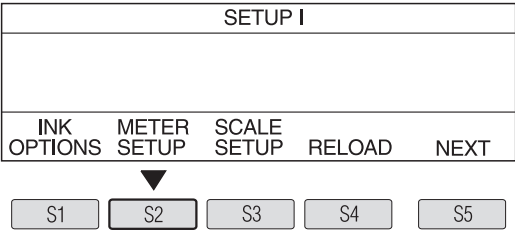
- Press the **S1** key to toggle between 0.00 and 0.000.
- Use the **HOME** key to return to the READY MODE. The POSTAGE AMOUNT input field shows the set form.

9.6 Setting acoustic signals (Beep mode)

The JetMail can confirm inputs and completed functions by sounding a beep, and can produce other sounds to indicate errors.

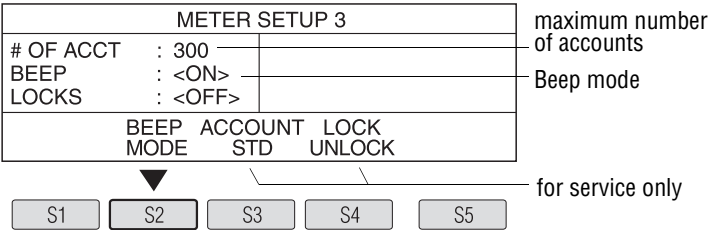
You can choose between the following settings:

- ON (all acoustic signals)
 - OFF (no acoustic signals)
 - LIMIT (only important acoustic signals/warnings).
- In READY MODE, press the **SETUP** key to go to SETUP I menu.



- Press the **S2** key for METER SETUP.
The METER SETUP 1 menu will appear in the display.
- Press the **S5** key for NEXT.
The METER SETUP 2 menu will appear in the display.
- Press the **S5** key for NEXT.
The METER SETUP 3 menu will appear in the display.

Set 'Beep mode'

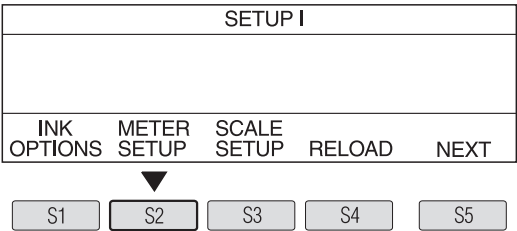


- Press the **S2** key to toggle the BEEP MODE between <ON>, <OFF> and <LIMIT>.
- To return to the READY MODE, press the **HOME** key.



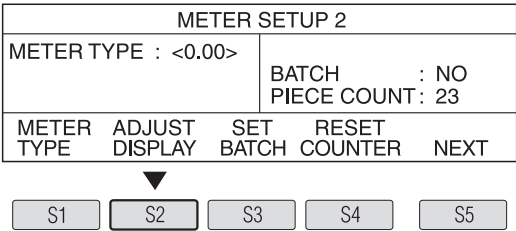
9.7 Setting display contrast

- In READY MODE, press the **SETUP** key to go to SETUP I menu.



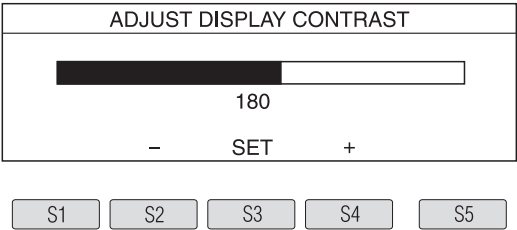
- Press the **S2** key for METER SETUP.
The METER SETUP 1 menu will appear in the display.
- Press the **S5** key for NEXT.
The METER SETUP 2 menu will appear in the display.

Set display contrast



- Press the **S2** key for ADJUST DISPLAY.

Range
0 ... 255



- Regulate the contrast in a range from 0 to 255 with the **S2** and **S4** keys:
less contrast ⇒ **S2** key
more contrast ⇒ **S4** key.

You can instantly view these changes on the display. Test until you have found the appropriate setting.

- Confirm setting with the S3 key. JetMail stores new display contrast setting.



To return to the default setting: In the ADJUST DISPLAY CONTRAST menu press the CLR key and confirm with the S3 key.

- To return to the READY MODE, press the HOME key.

9.8 Setting batch counter (optional)

This function is available only on systems configured with an automatic feeder.

Use the batch counter option to frank a predetermined number of envelopes, or to collect ejected envelopes in predetermined quantities (batches) ready to go.

Whenever the system is started or restarted, the batch counter is always turned off.

Set batch counter

Setting the quantity ...

- In READY MODE, press the SETUP key to go to SETUP I menu.
- Press the S2 key for METER SETUP.
The METER SETUP 1 menu will appear in the display.
- Press the S5 key for NEXT.
The METER SETUP 2 menu will appear in the display.

METER SETUP 2

METER TYPE : <0.00>

BATCH : 50
PIECE COUNT : 23

METER TYPE

ADJUST DISPLAY

SET BATCH

RESET COUNTER

NEXT

Pre-set number

S1

S2

S3

S4

S5

- Enter the desired number.



- Press the **S3** key to confirm. The set quantity will appear in the display behind BATCH.
- To return to the READY MODE, press the **HOME** key.

Deactivate batch counter

METER SETUP 2				
METER TYPE : <0.00>		BATCH : NO PIECE COUNT : 23		
METER TYPE	ADJUST DISPLAY	SET BATCH	RESET COUNTER	NEXT

▼

S1

S2

S3

S4

S5

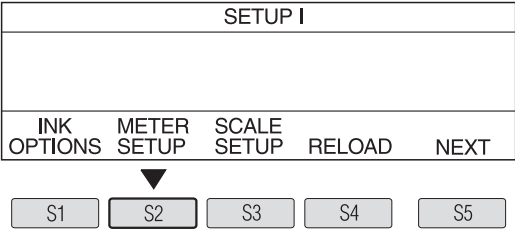
Batch counter deactivated

- In METER SETUP 2 menu, press the **CLR** key.
- Press the **S3** key to confirm. The display should show BATCH: NO.
- To return to the READY MODE, press the **HOME** key.

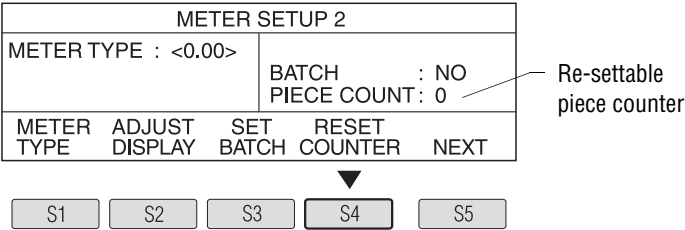
9.9 Display piece counter / reset piece counter

In addition to the total piece counter in the postal register, and account piece counters, a re-settable piece counter is also available.

- In READY MODE, press the **SETUP** key to go to SETUP I menu.



- Press the **S2** key for METER SETUP.
The METER SETUP 1 menu will appear in the display.
- Press the **S5** key for NEXT.
The METER SETUP 2 menu will appear in the display.



Reset piece counter

- Press the **S4** key to reset the piece counter.
- To return to the READY MODE, press the **HOME** key.

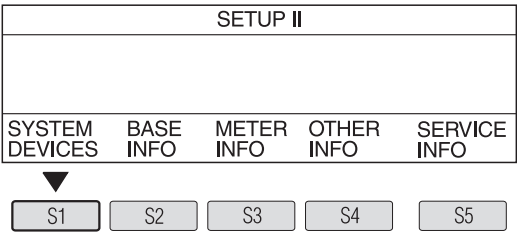


9.10 Adjusting moisture level (optional)

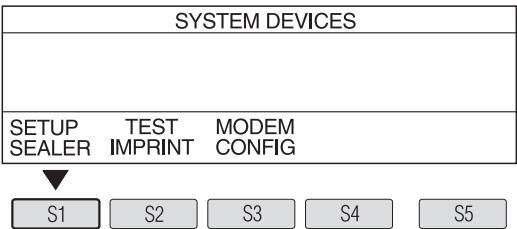
- In READY MODE, press the **SETUP** key to go to SETUP I menu.
- Press the **S5** key for NEXT.

The SETUP II menu will appear in the display.

Adjust moisture

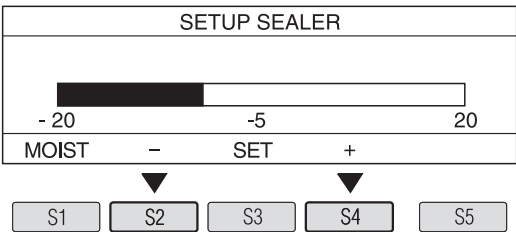


- Press the **S1** key to go to SYSTEM DEVICES.



- Press the **S1** key for SETUP SEALER. The SETUP SEALER menu will appear in the display.

Range
-20 ... 20



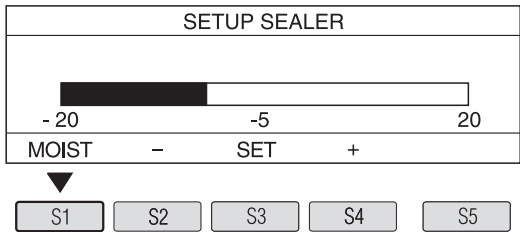
- Adjust the level of the moisture within a range of -20 to +20 with the **S2** and **S4** keys.
- Set displayed setting with the **S3** key.




To return to the default setting: In the SETUP SEALER menu press the **CLR** key and confirm with the **S3** key.

If the ‘seal envelope’ function has not been used for several days ...

If the automatic feeder’s ‘seal envelope’ function has not been used for several days, the sponge in the envelope sealer may have dried out. As a result, the first envelopes may not seal completely. To remedy, let the JetMail pump water into the sealing unit to allow the sponge to fill with water.



- Turn ‘seal envelope’ switch into  position.
- In the SETUP SEALER menu press the **S1** key for MOIST.

JetMail will pump water ten times.

To abort the water pumping phase:

- Clear message by pressing the **S1** key.
- In the SETUP SEALER menu enter ‘0’ and press the **S1** key to confirm.

You can control the number of times the JetMail pumps water into the sealer:

- In the SETUP SEALER menu enter the desired number and press the **S1** key to confirm.
- To return to the READY MODE, press the **HOME** key.

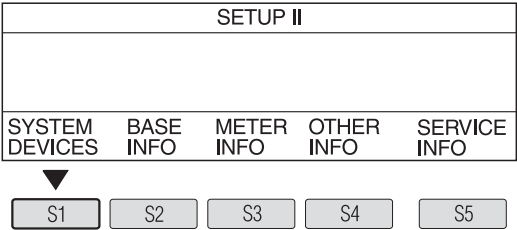


9.11 Print meter advertisements – test imprints

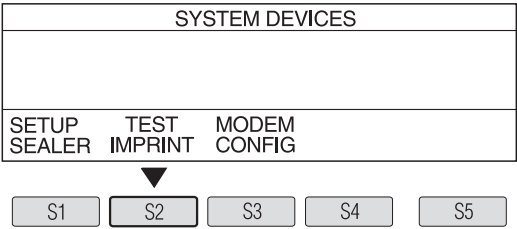
Meter advertisements can be printed separately on labels.

- In READY MODE, select the meter advertisement you wish to print.
- Press the **SETUP** key to go to SETUP I menu.
- Press the **S5** key for NEXT.

The SETUP II menu will appear in the display.



- Press the **S1** key to go to SYSTEM DEVICES.



Print meter ad

- Press the **S2** key for TEST IMPRINT.
The TEST IMPRINTS menu will appear in the display.

TEST IMPRINTS	
ADJUST: 0 MM.	AVAILABLE IMPRINTS 1 COMPLETE IMPRINT ✓ 2 ADVERTISEMENTS
ADJUST IMPRINT	PRIME
SET	

TEST IMPRINTS		
ADJUST: 0 MM.	AVAILABLE IMPRINTS 2 ADVERTISEMENTS ✓	
ADJUST IMPRINT	PRIME	SET

▼

S1

S2

S3

S4

S5

- Enter number ‘2’ for ADVERTISEMENTS.
- Confirm by pressing the

S4

 key.
- Press the

LABEL

 key to print meter ad on a label.



A check mark behind ADVERTISEMENTS ✓ indicates that only the advertising cliché will be printed. In this setting, it is not possible to return to the READY MODE.

To return to the READY MODE:

- Enter number ‘1’.
- Confirm by pressing the

S4

 key.

The complete imprint will be restored.

- Press the

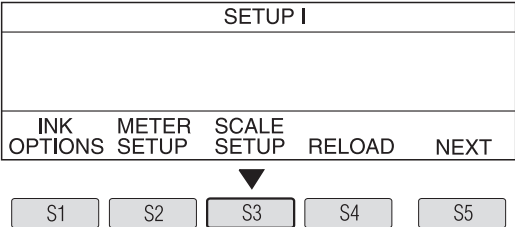
HOME

 key to return to the READY MODE.

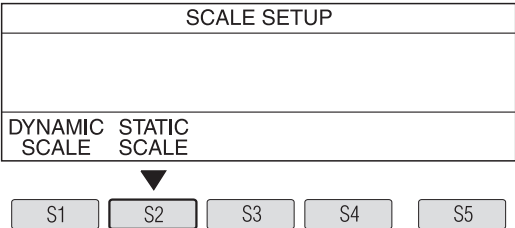


9.12 Setting up the static scale (optional)

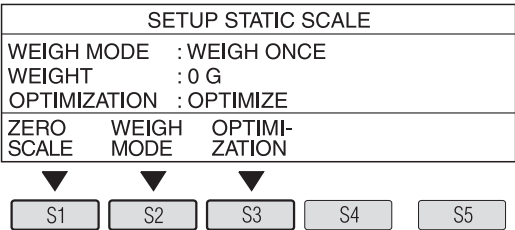
- In READY MODE, press the **SETUP** key to go to SETUP I menu.



- Press the **S3** for SCALE SETUP. The SCALE SETUP menu will appear in the display.



- Press the **S2** for STATIC SCALE. The SETUP STATIC SCALE menu will appear in the display.




The following functions area available:


- Reset scale
- Set weighing mode
- Turn on/off postage calculation optimization function (*not available in all countries*).

To turn optimization function on/off ...

The optimization function checks whether a less expensive shipping alternative is available when calculating postage. If a less expensive rate is available, it is displayed. To do this, OPTIMIZE must be set.

- Press the  key to switch between OPTIMIZE and DO NOT OPTIMIZE.

To use the static scale as a scale only ...

- Press the  key to switch the weighing mode from WEIGH ONCE to CONTINUOUS WEIGHING.

You can now use the static scale as a simple scale. An item placed on the scale will be continuously weighed. The display will indicate the weight.



When you quit this menu, the weighing mode will automatically be reset to WEIGH ONCE. In this mode the JetMail weighs the item on the weighing platform and calculates the correct postage. Before weighing the next item, allow the platform to rest empty for a moment.





Recalibrate scale to zero (tare) ...

The scale calibrates itself automatically every time the system is started. During regular operation, the scale recalibrates itself whenever it determines deviation from zero.

You must recalibrate the scale only when:

- it shows a value other than '0 lb 0.0 oz' when no item is on the weighing platform.
- you wish to calibrate the scale to zero with an object (like a collecting tray) on the platform.


To calibrate the integrated static scale:

- In READY MODE press the  key.
- Press the  for SCALE SETUP.
- Press the  for STATIC SCALE.
- Press the  for ZERO SCALE to start calibration.




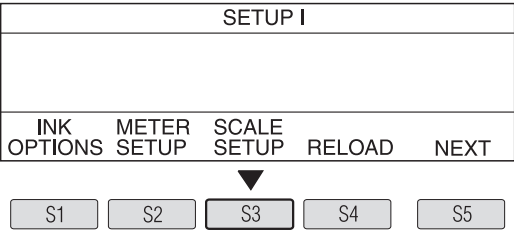
The display will indicate that the scale is performing its calibration and that during this phase no object should be placed on the weighing platform.


To finish static scale settings ...

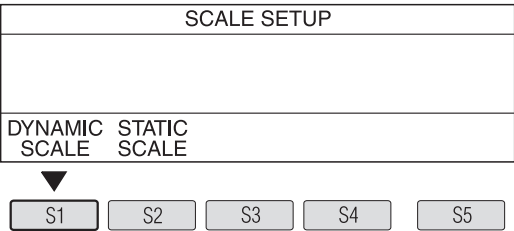
- Press the  key to return to the READY MODE.


9.13 Setting up the dynamic scale *(optional)*

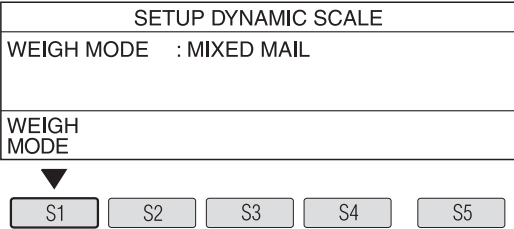
- In READY MODE, press the  key to go to SETUP I menu.



- Press the  key for SCALE SETUP. The SCALE SETUP menu will appear in the display.



- Press the  key for DYNAMIC SCALE. The SETUP DYNAMIC SCALE menu will appear in the display.



- Press the **S1** key to switch between MIXED MAIL and WEIGH ONCE modes.
MIXED MAIL: Every item will be weighed before postage is calculated and set.
WEIGH ONCE: Only the first item will be weighed. The postage will be calculated and set, and will then remain for all following items. To calculate and set a new postage, you must first quit scale function and then restart.
- Press the **HOME** key to return to the READY MODE.
Selected settings are active.

9.14 Install postage rate table *(optional)*

When postage rates change, the new rates must be installed to assure correct postage calculation. There are two ways to update the postage rate table:

- Data card: You can order these from your Francotyp-Postalia servicing dealer. Francotyp-Postalia delivers a special data card which stores the new rate table.
- Remote rate change: You can download current postage rate tables from the Remote Service Center (RSC).

To update postage rate tables

- In READY MODE, press the **SETUP** key to go to the SETUP I menu.
- Press the **S4** key for RELOAD.
The RELOAD menu will appear in the display.



RELOAD menu

RELOAD				
IMPORT RATES	IMPORT DATA	EDIT DATA	DELETE DATA	PRINT PRNDATA

▼

- Press the key for IMPORT RATES.
The RELOAD RATES menu will appear in the display.

Loading rate tables from a data card ...

RELOAD RATES FROM	
DATA- CARD	SERV.- CENTER

▼

- Press the key for DATA CARD.
- Insert the data card (rate table).
- Press the key to continue.

DATA CARD	
CURRENT STATUS:	
RRC RATE TABLE ...	JetMail rate table
CARD INFO:	
RRC RATE TABLE	Data card rate table
IMPORT	CHANGE
CANCEL	


The display shows information about the new and old rate tables.



If you accidentally load an incorrect card, you can change the card. Press the for CHANGE to display the card's contents.

- If you wish to download data from the card to the JetMail, press the key for IMPORT to continue.

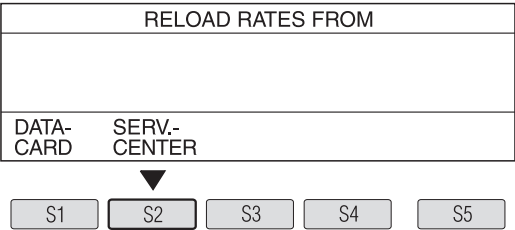
The bar indicator in the display will show progress as the data is loaded. A message will appear when the transmission is successfully completed.

- Remove the data card.
- Insert the MasterCard or UserCard.
- Press the  key to continue.

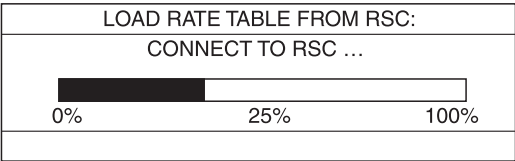
JetMail will perform a system start and go to READY MODE when it is operational.

Remote rate change ... (optional)

- Make sure JetMail is connected to an analog phone outlet.



- Press the  key for SERVICE CENTER.



The procedure runs automatically: JetMail establishes a connection to the Remote Service Center (RSC) and load the new rate table. A bar indicator in the display will show progress as the data is loaded. A message will appear when the transmission is successfully completed.

- Press the  key to continue.

JetMail will perform a system start and go to READY MODE when it is operational.



9.15 Updating print image data

Print image updating functions can be performed only with the MasterCard. You can load new print images, delete existing print images, and change print image names.

9.15.1 Loading print images

Special data card
required

If you want new meter advertisements, additional types of mail, or a new town circle, you can order these from your FP servicing dealer. Francotyp-Postalia delivers a special data card which stores your new print images.

- In READY MODE, press the **SETUP** key to go to the SETUP I menu.
- Press the **S4** key for RELOAD.
The RELOAD menu will appear in the display.

RELOAD menu

RELOAD				
IMPORT RATES	IMPORT DATA	EDIT DATA	DELETE DATA	PRINT PRNDATA

▼

S1

S2

S3

S4

S5


- Press the **S2** key for IMPORT DATA.
- Remove the MasterCard and insert the special data card (Cliché card).
- Press the **S1** key to continue.

The display will show a selection list. This list shows all print images stored in the data card.



Select print images

IMPORT PRINT IMAGE DATA		
SEGMENTS ON THIS CARD:		
1. ADVERT	CHRISTMAS (BELLS)	✓
2. ADVERT	CHRISTMAS (FIR-TREE)	✓
3. ENDORSEME	AIRMAIL	
4. ALPHA-TOW	BERLIN, 14050	
CONT.	ALL	CANCEL


Load individual print images from the data card to the JetMail ...

- Enter the number of the desired print image and press  to confirm.
- Select all other desired print images in the same way.

All print images which have been selected are marked by a check mark ✓.

The list may consist of numerous pages. Use the arrow  keys to page back and forth. 


Download all print images from the data card ...

- Press the  key to select all print images.


All print images are marked by a check ✓.

Loading print images

When all desired print images have been marked:

- Press the  key to start downloading print images from the data card to the JetMail.
- Please note messages in the display. Follow the instructions.

When all print images have been stored in the JetMail, the display will show **LOADING SUCCESSFULLY COMPLETED**.

- Press the  key to continue.



9.15.2 Deleting print images

Print images loaded in your JetMail can be deleted.

- In READY MODE, press the **SETUP** key to go to SETUP I menu.
- Press the **S4** key for RELOAD. The RELOAD menu will appear in the display.

RELOAD menu

RELOAD

IMPORT RATES

IMPORT DATA

EDIT DATA

DELETE DATA

PRINT PRNDATA

S1

S2

S3

S4

S5

- Press the **S4** key for DELETE DATA.


The display will show a list of meter ads currently in the JetMail's memory.

Select print image

DELETION OF PRINT IMAGE SEGMENTS

SELECT ADVERT TO DELETE:
1. CHRISTMAS (BELLS)
2. CHRISTMAS (FIR-TREE)
3. EASTER (HARE)
4. EASTER (EGGS)

Delete print image

- Enter the number of the print image to be deleted and press  to confirm.
- Press the **S1** key to confirm the JetMail's request for a confirmation.

When deletion is complete, the display will return to the RELOAD menu.

9.15.3 Changing print image names

You can change the names of print images. The print images themselves cannot be changed.

- In READY MODE, press the **SETUP** key to go to the SETUP I menu.
- Press the **S4** key for RELOAD.
The RELOAD menu will appear in the display.

RELOAD menu

RELOAD				
IMPORT RATES	IMPORT DATA	EDIT DATA	DELETE DATA	PRINT PRNDATA

▼

S1

S2

S3

S4

S5

- Press the **S3** key for EDIT DATA.
The EDIT DATA menu will appear in the display.

EDIT DATA	
EDIT SEGNAME	EDIT SEGMENT

▼

S1

S2

S3

S4

S5

- Press the **S1** key for EDIT SEGNAME.
The display will show a list of print images.

Select print image

EDIT PRINT IMAGE SEGMENT NAME
SELECT METER AD TO : 1. CHRISTMAS (BELLS) 2. CHRISTMAS (FIR-TREE) 3. EASTER (HARE) 4. EASTER (EGGS)

- Enter the number of the print image you wish to rename.
- Press **↵** to confirm.



Change text JetMail will open the CHANGE NAME menu.

CHANGE NAME				
[HAPISMAS]				
^				
<—	—	CONT.	+	—>

S1
S2
S3
S4
S5

The name that is to be changed will appear in brackets. The cursor **^** will indicate the first letter in the name.

- Use the S2 and S4 keys to scroll up and down through the list of symbols and letters. Each change will immediately be visible in the display.
- When you have finished selecting the first letter, press the S5 key to move the cursor to the right, to the next character in the name.
- Rename by changing all characters this way.

When the new segment name is complete and correct:

- Confirm setting with the S3 key. JetMail saves the new name and returns to the RELOAD menu.

Cancel

- If you decide not to save the changed segment name, exit the CHANGE NAME menu by pressing the BACK or HOME keys.

Character list

The following characters are available in the character list:

- Alphabet (A to Z)
- Numbers (0 to 9)
- Hyphen / Minus sign
- Space



Note the following when changing text:

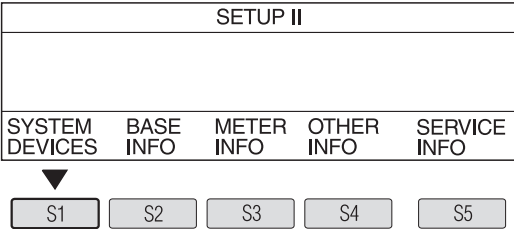
You can scroll through the list of characters more quickly by first entering a number and then pressing the S2 or S4 keys. The display then jumps the number of places just entered. Example: The letter 'A' is shown. You enter '4' and S4. The display jumps to the letter 'E'.

9.16 Modem setup (optional)

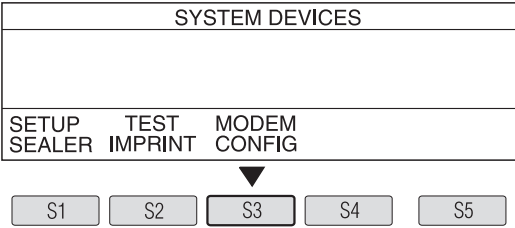
Before using the internal modem the first time (for TELESET, remote rate change ...) and after changes have been made to your telephone system, the internal modem’s external dialing parameters must be set.

- In READY MODE, press the **SETUP** key to go to SETUP I menu.
- Press the **S5** key for NEXT.

The SETUP II menu will appear in the display.



- Press the **S1** key to go to SYSTEM DEVICES.



- Press the **S3** key for MODEM CONFIG.

JetMail opens the MODEM SETUP menu, POSITION: 1.



MODEM SETUP menu

MODEM SETUP		POSITION: 1	
DIALING METHOD	:	TONE DIALING	
LINE TYPE	:	PBX EXTENSION	
OUTSIDE LINE	:	NUMBER	
ACCESS NUMBER	:	0,0,	
CONT.	DIALING	TYPE	OUTSIDE NUMBER

S1

S2

S3

S4

S5

Set dialing method

- Press the

S2

 key as often as necessary until the desired dialing method is set.

The display toggles between two settings: TONE DIALING and PULSE DIALING. Normally, you should select TONE DIALING.

Set line type

- Press the

S3

 key as often as necessary until the desired line type is selected.

The display toggles between two possible settings: PBX EXTENSION and DIRECT LINE.

Set outside line

If line type PBX EXTENSION is selected, you should also set the method for dialing an external line.

- Press the

S4

 key as often as necessary until the desired external line selection method is selected.

The display toggles between GROUND, HOOK FLASH and NUMBER. NUMBER is most common.

Set number

When outside line NUMBER is selected, you should set the number that must be dialed for an outside line.

- Press the

S5

 key. JetMail opens the MODEM SETUP menu, POSITION: 5.

MODEM SETUP		POSITION: 5	
ENTER NUMBER TO ACCESS OUTSIDE LINE:			
[]			
CONT.	WAIT	PAUSE	CANCEL

S1

S2

S3

S4

S5

- Use the numerical keypad to enter the numbers that should be dialed.
- Press the key if the modem should wait for a dialtone.
- Press the key if the modem should pause 2 seconds after dialing this number.
- If the number for an outside line consists of more than one digit, enter a pause between each digit.

When the number for dialing an outside line is complete:

- Press the key for CONT.

JetMail returns to the MODEM SETUP menu, POSITION 1.

File settings and end configuration

If the MODEM SETUP POSITION: 1 menu shows all desired settings:

- Press the key to continue.

The display will go to the MODEM SETUP POSITION: 6.

MODEM SETUP	POSITION: 6
DO YOU WANT TO SAVE CHANGES?	
<input type="button" value="CONT."/>	<input type="button" value="CANCEL"/>

- Press the key to save all modem setting changes or press to abort the modem configuration procedure without saving changes. All previous settings will be kept.

The JetMail returns to the READY MODE.



Modem setup can also be started from the TELESET menu.

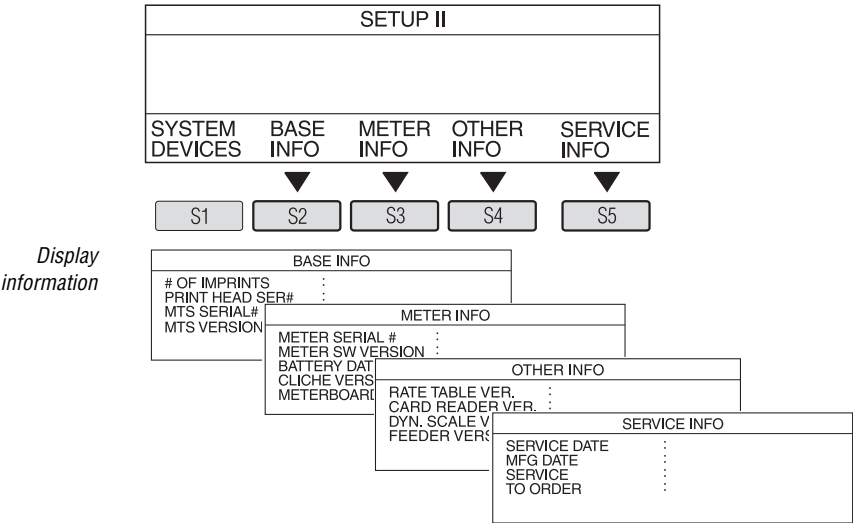


9.17 Reviewing system information

Information can be reviewed and printed from the SETUP II menu.

- In READY MODE, press the **SETUP** key. The SETUP I menu will appear in the display.
- Press the **S5** key for NEXT.

The SETUP II menu will appear in the display.



- Use the **S2** through **S5** keys to access the information.
- Press the **LABEL** key to print a label of displayed information.
- To return to the SETUP II menu, press the **BACK** key.



To display information about the current rate table:
In OTHER INFO menu, press the **S5** key for POSTABL.



10 Managing accounts with KARAT *(optional)*

You can use Francotyp-Postalia's KARAT account manager to administer departmental accounts data. To do so, your JetMail must be equipped with the optional interface circuit board (OSK) at the P3 system interface.

JetMail base

If the customer so desires, the JetMail base can be equipped with an optional interface circuit board. Please consult your Francotyp-Postalia partner.

*JetMail CONCORDE
base*

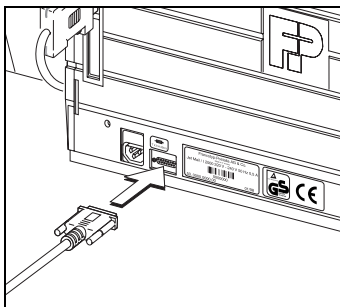
The interface circuit board is standard with the JetMail CONCORDE base.



Please refer to the "KARAT Cost Center Program for Postage Meters" user's manual for more information about hardware and software requirements and installing the program.

10.1 Connecting a personal computer

- Make sure the JetMail, all connected devices and the personal computer are turned off.
- Connect the interface cable delivered by Francotyp-Postalia to the 9-pin system interface (P3) on the JetMail and tighten the screws.



- Connect the interface cable to an unused serial interface on the personal computer.

10.2 Start KARAT mode

In KARAT mode, the account function is turned off. When switching to KARAT mode, the JetMail deletes all accounts except the ‘master account’ (number 99999).

- Turn JetMail on in the usual way.
- Insert MasterCard.
- In the READY MODE, press the ACCT key.

The display indicates the ACCOUNTS menu.

ACCOUNTS				
ACCT#: 12345	REMAIN AMOUNT:		2,448.27	
AD: 0	TOTAL PIECES :		99	
EDRS: 1	TOTAL AMOUNT :		263.35	
SET AD	SET ENDORSE	ACCT SETUP	MODE SETUP	INFO

▼

S1 S2 S3 S4 S5

- Press the S4 key.

The display indicates the MODE SETUP menu.

MODE SETUP	
USER CARD REQUIRED: YES	
KARAT MODE: NO	
CARD REQUIRD	KARAT MODE

▼

S1 S2 S3 S4 S5

- Press the S2 for KARAT MODE.

The system will ask whether the JetMail accounts should be deleted.

- Press the S1 key for CONTINUE to delete all JetMail accounts except number 99999 and to go to KARAT mode.

JetMail returns to READY MODE.



10.3 Franking in KARAT mode

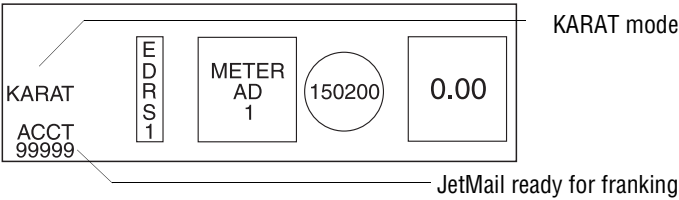
You can frank mail only if

- KARAT is running in the connected PC,
- and the MasterCard is inserted

or
the 'No UserCard' mode is selected in the JetMail.

In READY MODE the display shows ACCT 99999.

Home Screen
KARAT mode

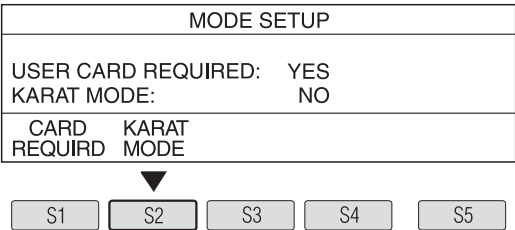


Please refer to the “KARAT Cost Center Program for Postage Meters” user’s manual for information about working with KARAT.

10.4 To turn KARAT mode off

- Insert the MasterCard.
- In the READY MODE, press the **ACCT** key.

The MODE SETUP menu will appear in the display.



- Press the **S2** to turn KARAT mode off.
- Press the **HOME** key to return to the READY MODE.



11 Account printer *(optional)*

You can use an external printer to print account data. To do so, your JetMail must be equipped with the optional interface circuit board (OSK) at the P3 system interface. Use only the printer recommended by Francotyp-Postalia.

JetMail base

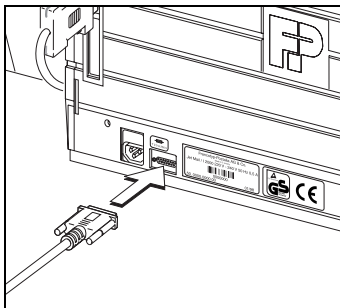
If the customer so desires, the JetMail base can be equipped with an optional interface circuit board. Please consult your Francotyp-Postalia partner.

*JetMail CONCORDE
base*

The interface circuit board is standard with the JetMail CONCORDE base.

11.1 Connecting the printer

- Make sure the JetMail, all connected devices and the printer are turned off.
- Connect the special Francotyp-Postalia printer cable to the 9-pin system interface (P3) on the JetMail and tighten the screws.



- Connect the cable to the printer.

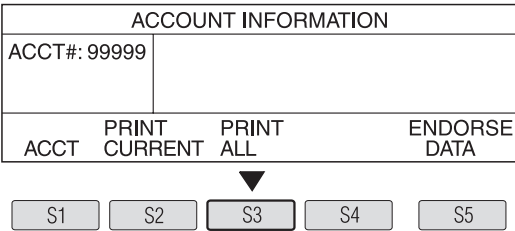
11.2 To print account data

- Turn the JetMail and the printer on in the usual way.
- Insert MasterCard.
- In READY MODE, press the ACCT key.

The display indicates the ACCOUNTS menu.

- Press the S5 for INFO.

The ACCOUNT INFORMATION menu will appear.



- Press the S3 key to print account data.
- A bar indicator will show progress as the data is printed.



If you are using a printer not delivered by FP ...

Set your printer with the following parameters:

- Gap between characters: 20 cpi
- Interface: Serial
- Baud rate: 1200 bps
- Parity: Even
- Word length: 7 bit.

The necessary interface cable can be ordered from Francotyp-Postalia.

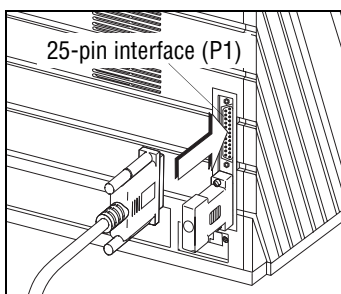


12 Using an external postage scale

You can connect a Francotyp-Postalia postage scale to JetMail to automatically set postage. To connect your scale you need a cable. This cable will be provided by Francotyp-Postalia. Please read your scale's operator manual for more details.

*Connecting
the scale*

- Turn off both the JetMail and the external postage scale.
- Connect the cable to the 25-pin system interface (P1) on the JetMail and tighten the screws.



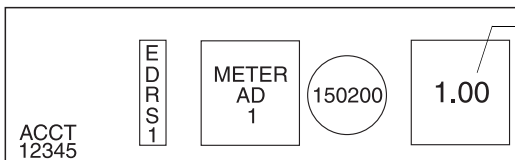
- Connect the cable to the postage scale and tighten screws.
- Turn on both the JetMail and the postage scale.

*Automatic
postage setting*

JetMail must be in READY MODE for postage scale to set postage.

READY MODE

HOME



Postage amounts are set by the postage scale automatically

- Determine postage using the postage scale.
- The **postage amount** will automatically transmit to JetMail and appears in the home screen for franking.
- If necessary, make additional settings in READY MODE (e.g. meter ad).
- Frank mail with JetMail.



13 Maintenance, upkeep and service



Have your JetMail cleaned and serviced by your authorized servicing dealer at least once a year. This will ensure long-term, fault-free operation. Ask about our reasonable service agreements.

There are some simple cleaning and maintenance jobs you can do yourself:

- Cleaning the outer housing parts.
- Changing the ink cartridge.
- Automatic cleaning of the print head.
- Filling the water reservoir.
- Changing moisture sponge.

13.1 Cleaning the JetMail system



Warning! Be cautious with water around your JetMail system. If water or other objects enter the interior of the machine, disconnect the power cables from the outlet immediately. Have your JetMail system checked by a service technician before restarting the system.

To clean the machine housing, use a damp cloth together with, if necessary, some conventional liquid soap.

13.2 Changing the ink cartridge



Warning! Avoid any contact of ink with skin and/or eyes. Please observe the rules on the correct handling and disposal of the ink cartridge. Place ink cartridge into plastic bag and carton wrapping (original packaging) immediately upon removing it. Keep carton out of the reach of children.



Caution! Only remove the ink cartridge when necessary. Frequent removal and replacement of ink cartridge leads to premature wear of gaskets, which may lead to leaks in the inking system.



Caution! Only use Francotyp-Postalia ink cartridges provided by your dealer. This will ensure that you are using the right ink/ colors. Inks of other compositions may damage the printing mechanism of your JetMail system.

Ink reserve

JetMail monitors the level of the inking system and indicates if change is required:

THE INK SUPPLY IS NEARLY EMPTY.
PLEASE REPLACE THE INK CARTRIDGE SOON.

IMPRINTS POSSIBLE: 200

When JetMail is running low on ink, you should insert a new cartridge. After each imprint the status line displays the number of prints remaining.



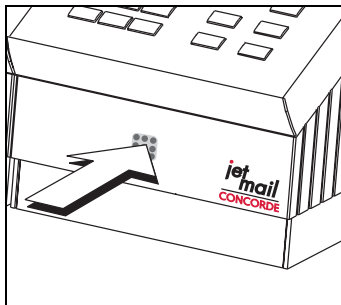
Once you remove the ink cartridge, it cannot be used again. If you wish to use the ink cartridge completely, leave it in the JetMail!

INK CARTRIDGE EMPTY!
PLEASE CHANGE INK CARTRIDGE!

At this point the JetMail will not operate. You must change the ink cartridge before continuing with franking.

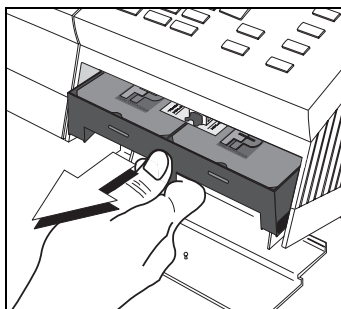
To change the ink cartridge:

- Open the inking system flap.



Press the marking on the flap.

- Remove used ink cartridge.



Hold ink cartridge by the center pin and pull out.

Keep ink cartridge sockets up.



Caution! Keep ink cartridge sockets up, to avoid leakage!

- Use the two sealing caps delivered with the ink cartridge to seal the two ink cartridge sockets.
- Place ink cartridge into plastic bag and carton wrapping immediately upon removal.



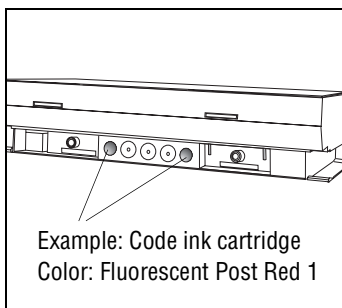
Warning! Danger of injury! Do not touch inside the empty ink compartment. You may sustain injury from the needles.



Warning! Please refer to notes on the ink cartridge for correct handling and disposal.

Insert a new ink cartridge ...

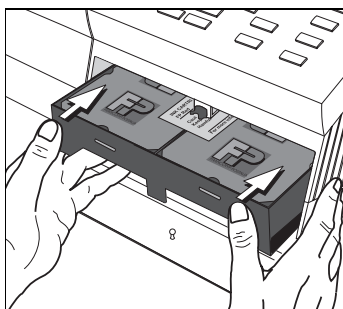
- Take the ink cartridge out of the package.
- Check to make sure the punch code on the rear of the new ink cartridge is identical to the punch code on the back of the old ink cartridge.



The punch code on the reverse of the ink cartridge serves to prevent any accidental confusion.

Example: Ink cartridges filled with "Fluorescent Post Red 1" ink always feature the punch code as depicted in the illustration.

- Insert ink cartridge.



Insert ink cartridge into the lateral guide. Insert cartridge with gentle even pressure until it clicks.

If correctly inserted, the message NO INK CARTRIDGE INSERTED! PLEASE INSERT INK CARTRIDGE! disappears.

- Close the inking system flap.



We recommend keeping a spare ink cartridge.



13.3 Automatic cleaning of the print head ('Prime')



Caution! Never clean the print head with your hands. You will damage the print head beyond repair.

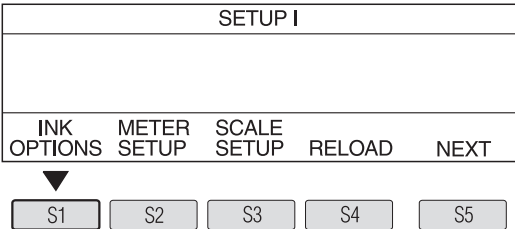
JetMail controls the entire cleaning of the print head. At regular intervals and after longer printing pauses, JetMail automatically initiates a cleaning process. This ensures a perfect printing quality during normal operation.

Only if the quality of the imprint is no longer sufficient (e.g. in case of gaps on the imprint) you may have to prime the print head. **Too frequent cleaning is an unnecessary waste of ink!**

To start the priming function of the print head:

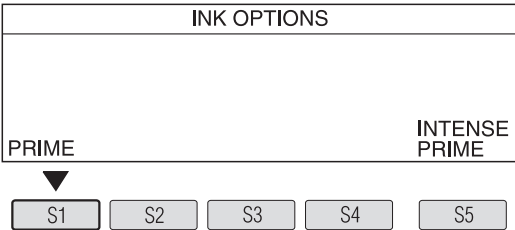
- Press the **SETUP** key. The SETUP I menu will appear in the display.

SETUP I menu



- Press the **S1** key for INK OPTIONS. The INK OPTIONS menu will appear in the display.


INK OPTIONS menu



Prime

- Start the priming process by pressing the **S1** key. The process runs automatically.

Intensive prime

If after priming the printing quality is still insufficient, start an intensive priming process by pressing the  key in the INK OPTIONS menu.

If even after intensive priming the quality of the imprint is insufficient, please contact your servicing dealer.



After priming, test printing quality, preferably by means of a test imprint with '0.00' postage amount.

If the ink is not sufficient for priming, the display indicates:

THE INK CARTRIDGE IS NEARLY EMPTY.
NO PRINT HEAD CLEANING POSSIBLE.

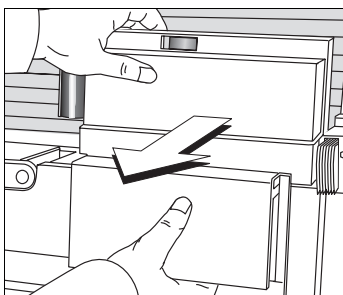
- Change the ink cartridge and start priming process.

13.4 Filling the water reservoir

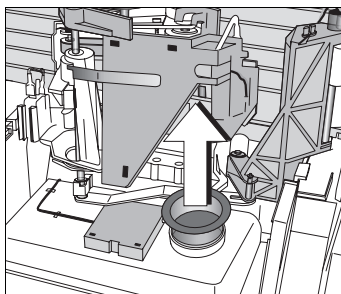


Warning! When refilling the water reservoir, please observe the following special safety tips:

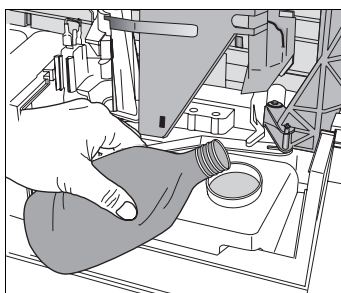
- Turn off the JetMail before refilling water.
- Handle the water carefully. If water accidentally spills into the inside of the machine, immediately disconnect the power supply of the automatic feeder and the JetMail. Ask your servicing dealer to inspect the mailing system before starting your JetMail again.



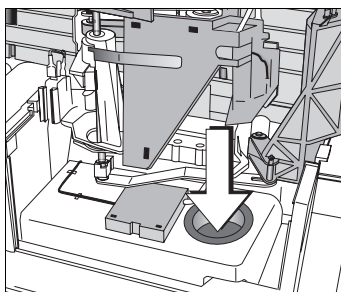
- Slide the cover of the automatic feeder toward the front.



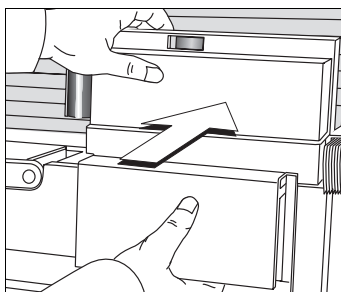
- Remove the yellow plug from the water reservoir.



- Refill water reservoir with tap water. Use the provided bottle.



- Replace plug and seal tightly.

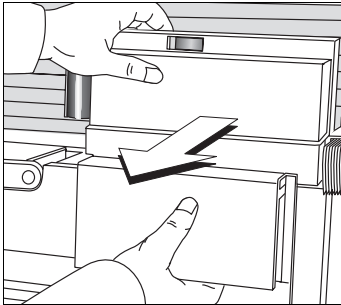


- Replace cover.

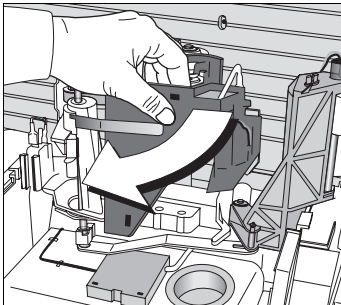
13.5 Changing the moisture sponge



The sponge has a life of approx. 100,000 sealings. We recommend keeping a spare sponge ready.

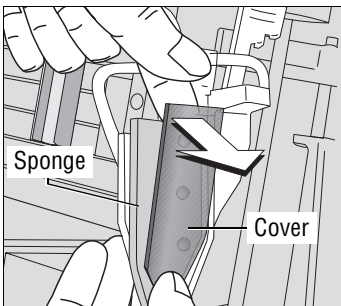


- Turn JetMail off. Slide cover of the automatic feeder toward the front.



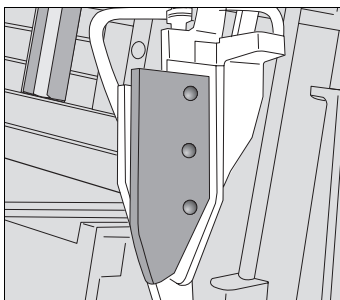
- Grasp the moistener as shown at left and swing toward the front.

This swings the service lever to the left, disengaging the transport rollers.

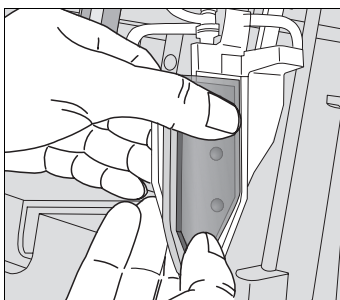


- Carefully move red cover to the front.

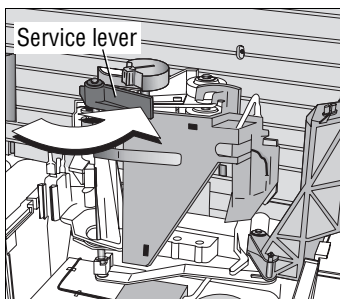
Remove worn sponge.



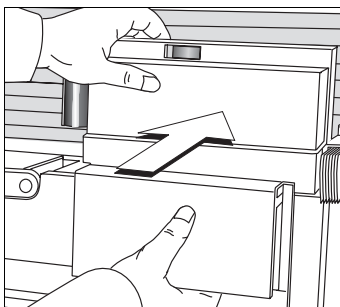
- Insert a new sponge as shown in picture.



- Replace cover and press until it snaps into place.



- Return the service lever to the right to secure the moistener and transport rollers in normal positions.



- Place cover into lateral guides of housing and insert until it catches.

You can now turn the system on again.



14 Moving JetMail



Warning! Please observe the following notes for your own safety when moving the JetMail system:

- Turn off JetMail and disconnect all power cords before you move the system.
- Please, refer to the notes on the ink cartridge for correct handling.



Caution! Please observe the following instructions to prevent damage to JetMail and other objects when moving the system:

- The dynamic scale is extremely sensitive and can easily be damaged if handled improperly. Therefore always call your customer service to move or transport systems equipped with the dynamic scale.
- Turn off the JetMail before you plug or unplug interface cables.
- Always remove the ink cartridge before you move JetMail.
- Hold and store the ink cartridge with the opening (rear side) facing up. Otherwise it could leak.
- Remove all water from the water reservoir before moving the feeder.
- Always attempt to keep JetMail base and feeder level when moving them.

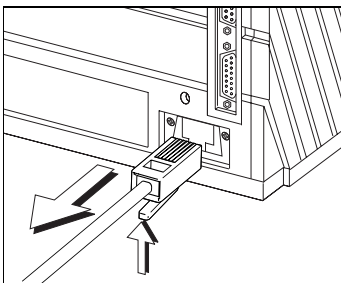


This chapter describes the construction and installation of optional JetMail components. If an individual work step does not apply to the configuration of your JetMail, proceed to the next step.

Should any questions or problems occur while moving or reinstalling your JetMail, please contact your local servicing dealer.

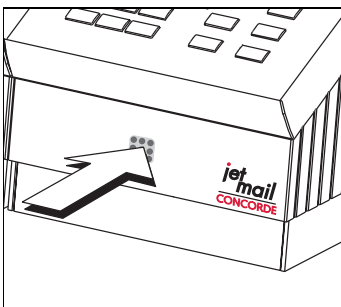
14.1 Dismantling

- Turn off JetMail.
- Turn off all connected devices (printer, PC ...).
- Disconnect all power cords from the outlet.
- Disconnect modem / phone cord from phone outlet.

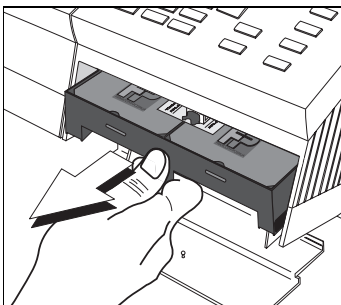


To remove the modem/phone cord from the modem socket press the spring on the lower side of the plug and pull it out.

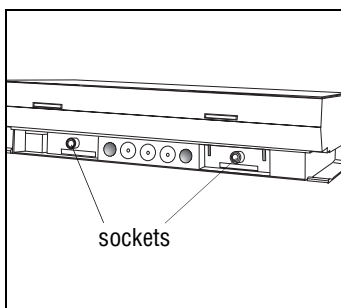
- Remove the ink cartridge.



Open the inking system flap by pressing the marking on the flap.



Hold ink cartridge by the center pin and pull out.

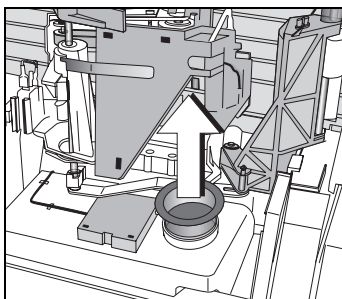


Use the two sealing caps delivered with the ink cartridge to seal the two sockets.

Place ink cartridge into a tight plastic bag.

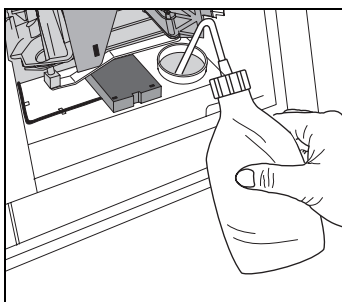
Close the inking system flap.

- Drain water reservoir.



Slide cover of the feeder toward the front.

Remove the yellow plug from the water reservoir.

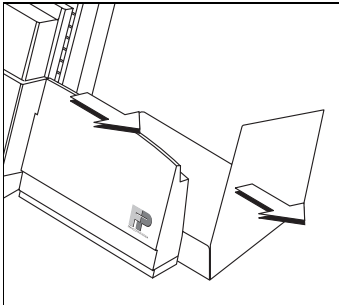


Squeeze the plastic bottle and then dip the tip of the straw into the water. Repeat until the reservoir is dry.

Close the water reservoir.

Replace cover.

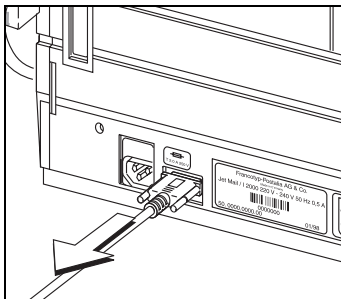
- Take off the catch tray.



Pull metal stop tray and catch tray out.

If your JetMail is not equipped with a power sealer: Lift the right edge of the JetMail base slightly (about 2 cm/1") and then pull the collecting slide with connector away to the right.

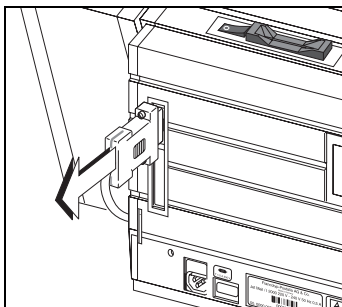
- Separate all connected devices (PC, printer, external postage scale) from the JetMail.



Loosen screws on the interface cable and carefully pull the cable from the socket.

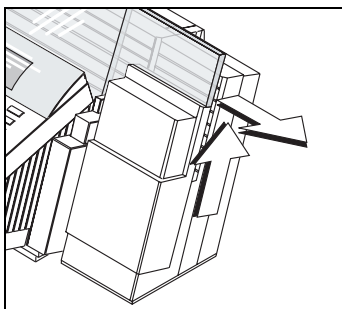


- Separate the power sealer from the base.

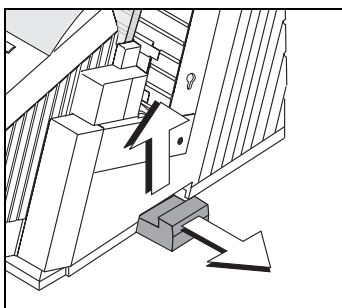


Disconnect the interface cable.

Loosen the screws and remove the cable from the base.

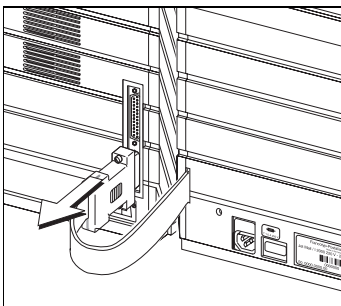


Lift the power sealer slightly and remove by pulling toward the right.

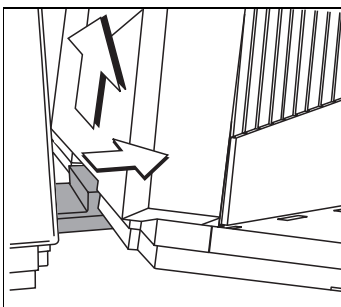


Lift the right side of the base slightly and pull out the connector.

- Separate the base from the automatic feeder / dynamic scale.

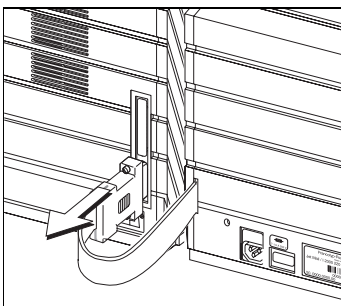


Loosen the screws and remove the interface cable from the base.

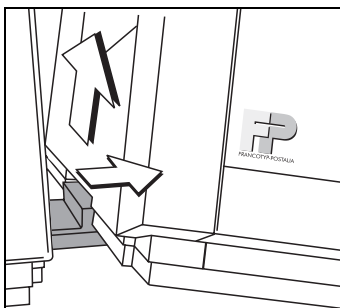


Lift the left side of the base and slide it to the right.

- Separate the dynamic scale from the automatic feeder.

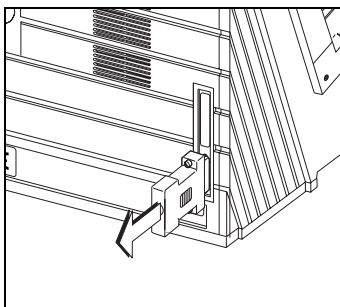


Loosen the screws and remove the interface cable from the dynamic scale.



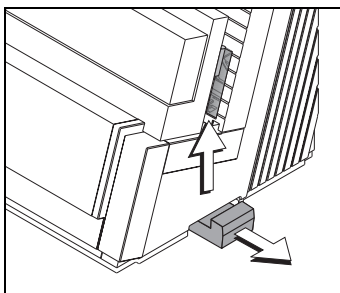
Lift the left side of the dynamic scale and slide it to the right.

- Remove terminal plug.



Loosen the screws and remove the terminal plug from the 15-pin outlet (P2) on the feeder.

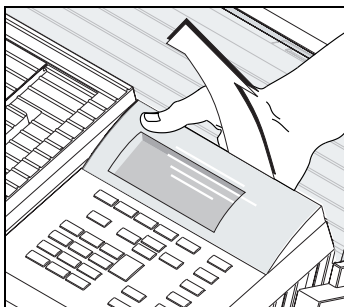
- Remove housing connector.



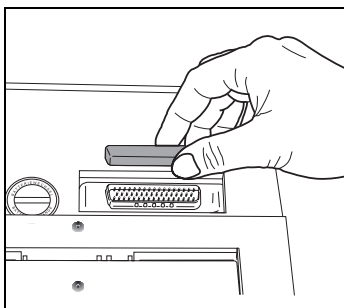
Lift the right side of the feeder slightly and pull out the connector.

Remove the connector in the dynamic scale in the same way.

- How to separate the operating unit (meter) from the base ...

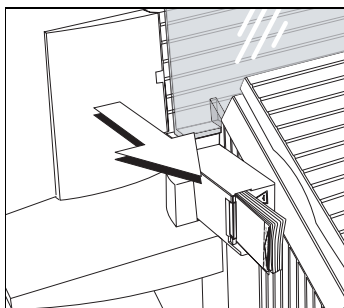


Grasp the operating unit (meter) from above as shown. Carefully lift the operating unit from behind and tilt forward. Then lift from the machine.



On the bottom of the operating unit: Attach the red protective cap to protect the socket contacts.

- How to separate the manual feeder from the base ...



Push the manual feeder toward the front to loosen it from its attachment points. You can then remove the manual feeder by pulling it toward the left.

Transport

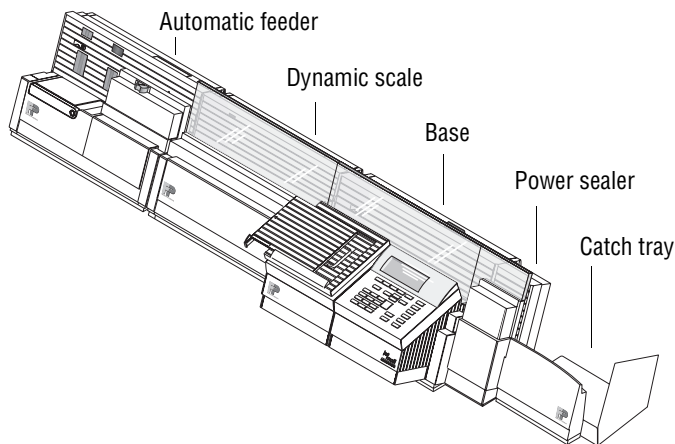
- Wrap JetMail and all accessories for transport.

Please note the warning on page 121. Under no circumstances should the ink cartridge be left inside the JetMail. Always make sure the JetMail is kept level and upright when being transported.



14.2 Reinstalling

JetMail system



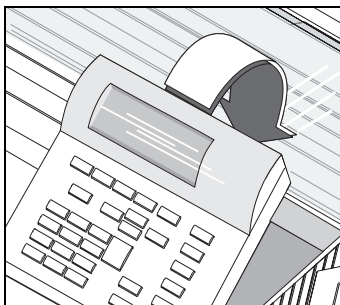
- Install the JetMail system on a stable, even surface.

Please note the following for systems equipped with a dynamic scale:

- Always call an Francotyp-Postalia service technician to move or transport the system.
- The system should be set up so that automatic feeder and dynamic scale rest only on a single flat surface (table, cabinet, etc).
- Make sure the selected table or cabinet is flat and sturdy. It may not be subject to vibrations, jolts or tilting.

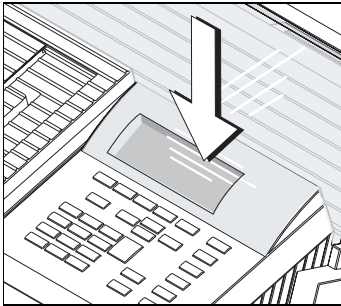
*Operating unit
(meter)*

- Installing the operating unit on the JetMail base.



Remove the red protective cap from the interface socket on the bottom of the operating unit.

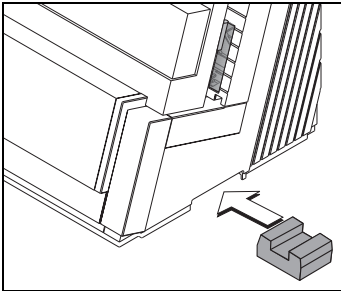
Align the front edge of the operating unit with the base and lower it onto the base.



Gently press the display cover of the operating unit downward until it clicks into place.

*Base
Dynamic scale
Feeder*

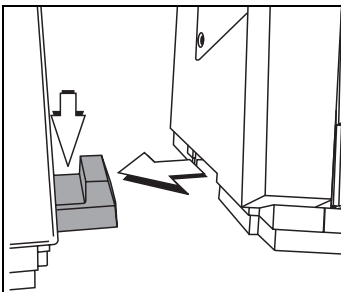
- Connect feeder – dynamic scale – base.



Slightly lift the feeder's right side and push the connector under the slot provided.

Then, set the feeder onto the connector.

Push the connector into the slot under the dynamic scale in the same way.



Align the devices.

Slightly lift the dynamic scale and push it against the feeder on top of connector.

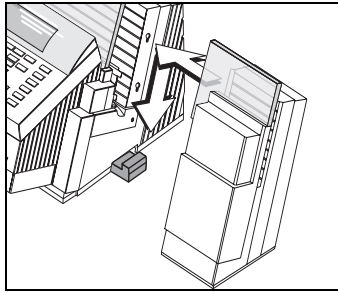
Then, slightly lift the base and push it against the dynamic scale on top of connector.

If your JetMail is equipped only with an automatic feeder, connect the automatic feeder to the JetMail base in the same way.



Power sealer

- Connect the power sealer to the right side of the base.



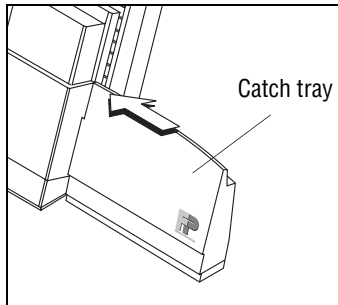
Slightly lift the right side of the base and push the connector under the slot provided.

Push the two pegs of the power sealer into the openings at the base. Then push the power sealer downward until it clicks.

Catch tray

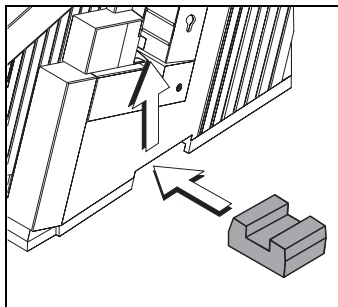
- Mount the catch tray.

If your system is equipped with a Power sealer:



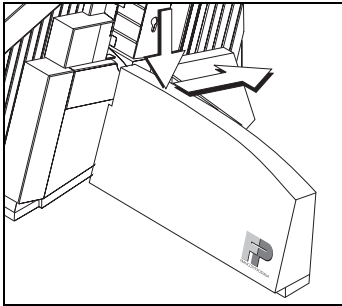
Connect the attached catch tray to the right side of the power sealer.

If your system is not equipped with a power sealer:



Slightly lift the right side of the base and push the connector under the slot provided.

Then, set the base onto the connector.

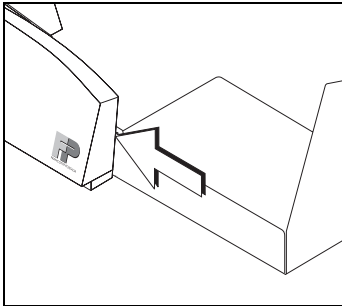


Place the catch tray on the connector.

Push the tray firmly toward the rear until it clicks into position.

Metal stop tray

- Slide the metal stop tray into place.

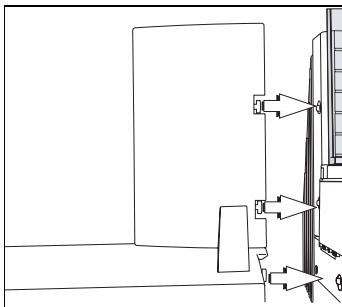


Push the metal stop tray into the catch tray slot.

You can adjust the tray for different sizes of letters by sliding metal stop tray.

Manual feeder

- If your JetMail is configured with no additional components: Attach the manual feeder to the left side of the JetMail base housing.



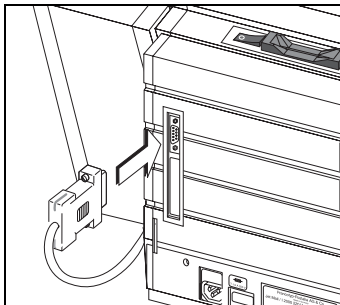
Slide the three pins on the manual feeder into the corresponding holes on the base and then press to the back.



Connecting cables

Power sealer

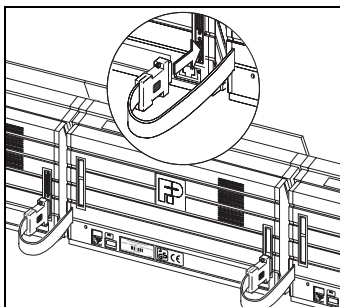
- Connect the power sealer to the base.



Attach the interface cable from the power sealer to the 9-pin outlet (P5) on the base and tighten screws.

*Base
Automatic feeder/
Dynamic scale*

- Connect the feeder and dynamic scale to the base.



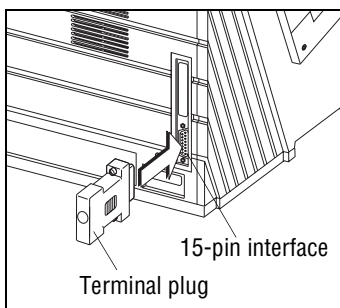
Attach the interface cable from the feeder to the 15-pin outlet (P2) on the dynamic scale and tighten screws.

Attach the interface cable from the dynamic scale to the 15-pin outlet (P2) on the base and tighten screws.

If your JetMail is equipped only with an automatic feeder, connect the automatic feeder to the P2 interface on the base.

Terminal plug

- Attach the terminal plug.

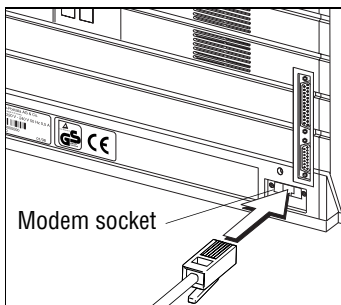


Attach the terminal plug to the 15-pin outlet (P2) on the base and tighten screws.

If your JetMail is equipped with an automatic feeder, attach the terminal plug to the 15-pin outlet (P2) on the automatic feeder and tighten screws.

Modem

- Connect the modem.

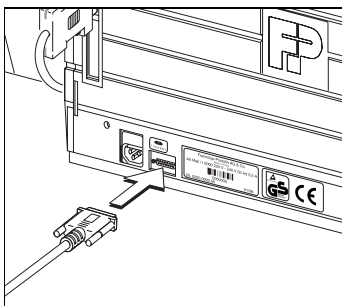


Attach the modem/phone cord to the modem socket.

Then connect to a dedicated phone outlet.

Personal computer

- Connecting a PC for the KARAT accounting system.



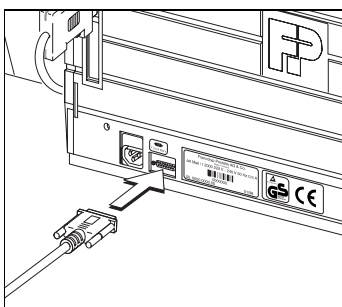
Connect the interface cable to the 9-pin system interface (P3) on the JetMail and tighten the screws.

Connect the interface cable to an available serial interface socket on the PC.

Printer

- Connecting the printer.

In place of a PC, an external printer can be attached to the JetMail P3 interface. The printer can be used to print account information.



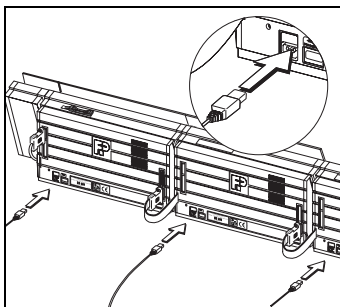
Connect the special Francotyp-Postalia printer cable to the 9-pin system interface (P3) on the JetMail and tighten the screws.

Connect interface cable to the printer.



Power connection

- Connect the power cords.



Connect the power cords to the power connector on the base, dynamic scale and feeder.

Then attach the power cords to the power outlets.

Finishing

- Insert the ink cartridge.
Remove both sealing caps from the ink cartridge. Install ink cartridge as described in chapter 13.2.
- Fill the water reservoir.
Please refer to chapter 13.4.

The JetMail system is ready for use.



15 Troubleshooting

15.1 General



Warning! All maintenance and repair must be done by an authorized Francotyp-Postalia technician. Non-compliance will void your warranty.

If an accident occurs, disconnect power cords and call your local servicing dealer. Never open the rear panels of the JetMail system. Do not dismantle any housing parts.

JetMail constantly monitors all functions. If an error occurs, the system emits a beep. The message displayed explains the cause and assists you in troubleshooting.

Error message

You can remedy this kind of error yourself

```

=====METER=====
                PAPER JAM
        <MOTOR> RELEASES WITHOUT PRINTING.

CONT.      MOTOR      BEEP OFF      CANCEL
    
```

This error message informs you of the cause of the malfunction and explains how to remedy it.

- Follow the instructions in the display to remedy the error.
- Once an error has been remedied, you may proceed as usual.

Error code

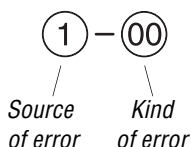
This kind of error can be remedied only by your servicing dealer

```

===== DEVICE ERROR =====
                ERRORCODE 2-96-00072
                (INTERNAL CODE 0060-0048)
                SERVICE PHONE NO ...
    
```

This error message provides brief information about the malfunction and displays an error code.

Error code



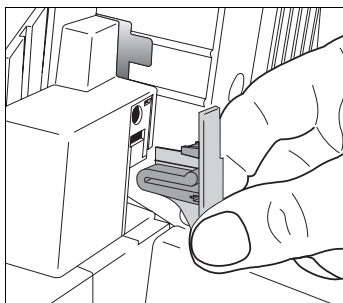
- Please call your local servicing dealer and give them the error code information. With the help of the error code, the technician can locate and determine the error.

Guard

A **guard** protects you against injuries in case of improper handling. Once the guard has been triggered, the transport mechanism stops. A sound signal warns you and the display shows the following message:

TRANSPORT MOTOR IS BLOCKED!
CHECK GUARD
AND CONVEYOR BELT.
<MOTOR> RELEASES WITHOUT PRINTING.
CONT. MOTOR BEEP OFF CANCEL

- Remove object that triggered guard.
- Attach safety clip as shown in picture.



- Continue franking process with **S1** key or have letter(s) ejected without franking with the **S2** key MOTOR function.

Lost access cards


If a **UserCard** is lost – please contact your office's JetMail administrator.

If a **MasterCard** is lost – contact your local servicing dealer for replacement.



Caution! In the rare event that JetMail must be returned to the factory for repairs, please note the following: Remove the ink cartridge and empty the water reservoir in the automatic feeder. Pack in the original packing materials and try to assure that the box is transported in an upright position. Refer to chapter 14.1.

15.2 Problem: Franking

Problem	Cause	Remedy
No message on display	Power cord incorrectly attached or loose.	Attach the power cord correctly.
	Bad display contrast.	Regulate display contrast. Refer to chapter 9.7 on page 79.
No franking	Unauthorized access, no access card inserted.	Insert access card.
No franking / transport of mail not initiated	Entry sensor does not recognize mail.	Initiate transport of mail with the  key.
Label printing: Multiple label feed/jam	Labels are sticking together.	When loading the label dispenser, always loosen up the stack of labels before putting it in the dispenser.
No franking / Service LED light is red	JetMail is locked.	Contact your local servicing dealer.
Error Message: THE LEFT SYSTEM INTERFACE IS NOT OPERATING FLAWLESSLY. PLEASE ...	Cable or terminal plug missing or incorrectly attached.	Plug cable or terminal plug into 15-pin system interface of JetMail and tighten.

Problem	Cause	Remedy
Bad imprint/missing imprint	Impurities on print head.	Initiate automatic cleaning of the print head (priming). Refer to chapter 13.3 on page 115.
Displaced imprint	Adjusted imprint setting.	Check ADJUST IMPRINT setting. (Basic setting=0). Refer to chapter 9.3 on page 73.


15.3 Problem: Ink cartridge



Warning! Avoid any contact of ink with skin and/or eyes. Please observe notes on the ink cartridge for correct handling and disposal.

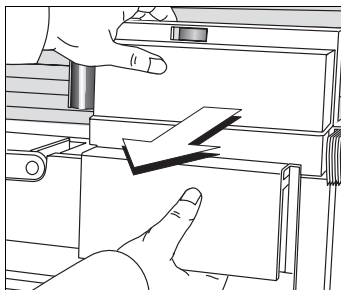
Problem	Cause	Remedy
Ink cartridge cannot be inserted	Wrong ink cartridge.	Check punch code on ink cartridge. Refer to chapter 13.2 on page 112.

15.4 Problem: Automatic feeding

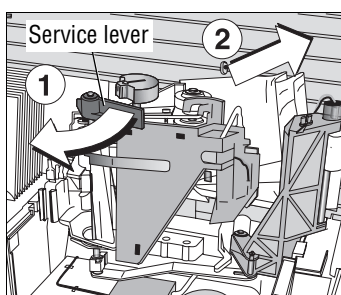
Problem	Cause	Remedy
Automatic feeder does not start	Feeder sensor does not detect any mail.	Press the  key.
Error message: THE LEFT SYSTEM INTERFACE IS NOT OPERATING FLAWLESSLY. PLEASE ...	Cable missing or incorrectly attached.	Plug cable into 15-pin system interface of automatic feeder and tighten.
Automatic feeder stops during processing	Paper jam.	Please read 'Removing jammed envelopes' on page 141.
	Pre-set counter is set.	Check BATCH setting. Refer to chapter 9.8 on page 80.



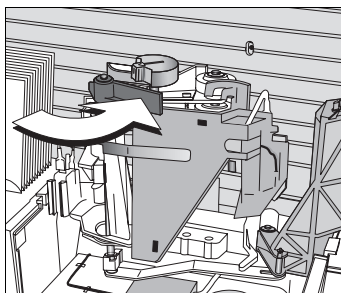
Removing jammed envelopes



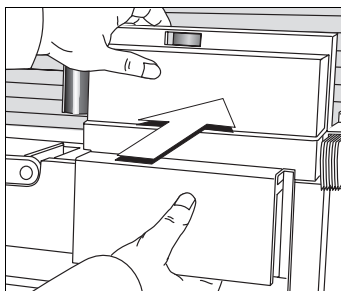
- Turn the JetMail off.
- Slide cover of the automatic feeder toward the front.



- Turn the service lever to the left, disengaging the transport rollers.
- When removing jammed letters, pull them to the right and up out of the machine.



- Return the service lever to the right to secure the moistener and transport rollers in normal positions.





- Replace cover.
You can now turn the system on again.

15.5 Problem: Sealing




Warning! Always disconnect the power sealer cable from the back side of the JetMail before clearing jammed envelopes from the power sealer, or when disconnecting the power sealer from the JetMail.

Problem	Cause	Remedy
Envelopes are not sealed	Incorrect position of “seal envelope” switch.	Turn ‘seal envelope’ switch into  position.
Envelopes are not sealed correctly	Sponge is too dry.	Pump water into the sealing unit. Refer to chapter 9.10 on page 83.
	Lack of water or insufficient moisture on flap.	Adjust moisture level. Refer to chapter 9.10 on page 83.
	Moisture sponge worn.	Exchange sponge. Refer to chapter 13.5 on page 118.
JetMail fails to start after envelopes are inserted	Feeding sensor does not detect a letter.	Press the  key.
JetMail stops. Error message: ... LOW WATER LEVEL. PLEASE ...	Empty water reservoir.	Refill water and start again. Refer to chapter 13.4 on page 116.
	Bubbles in the water (may occur depending on local water quality) can affect the accuracy of the water level sensor.	Remove the cover of the automatic feeder. Remove the yellow plug from the water reservoir. When looking into the water reservoir, the water level sensor can be seen on the front right of the inner wall. Slide over the water level sensor with a fingertip. Close the water reservoir. Replace cover. If the error recurs, fill with distilled water.



15.6 Problem: Scale function

Problem	Cause	Remedy
The scale cannot determine weight/postage value for the item on the platform.	Scale function is not activated.	Go to SCALE MODE.
	Conveyor motor is still running.	Press  or wait until motor stops.
	Scale cannot determine a steady weight due to vibrations or jolts.	Weighing process is delayed. Please wait until weight and postage appear in display status line.
	Item on scale is either too light or too heavy.	Only weigh items within allowable weight limits (refer to "Technical specifications").
	Weighing platform did not return to 0 since previous item.	Remove item from platform, pause and try again.
	Scale cannot find 0 (zero).	Recalibrate scale. Refer to chapter 9.12 on page 87.
Scale determines weight but does not calculate postage.	Shipping parameters not fully selected.	Check and correct or complete shipping parameters.
Error message: DYNAMIC SCALE OVERLOAD	Foreign object jammed in conveyor or weighing area.	Visually check for jammed objects in the letter conveyor/weighing area of dynamic scale. Carefully remove when found. If error recurs, call customer service.

15.7 Problem: TELESET

Self diagnostics During the TELESET process, JetMail will let you know if it has a problem. An error message with a self-diagnostic code will appear in the display. There are two kinds of self-diagnostic codes: C codes and E codes.

Example

TELESET RESET

POSITION: 4

C23

CONNECTING ...
RE-DIALING 2

CANCEL

If you have any questions or difficulty resetting your JetMail, call TELESET Data Center hotline.

‘C’ codes Error codes that begin with ‘C’ indicate a temporary disturbance in the connection to the TELESET Data Center. The dialing sequence will be repeated three times. You can watch repeated connection attempts in the display.

Code	Cause	Correction by		
		User	TELESET Data Center	Servicing Dealer
C 13	Link disrupted.	●		●
C 18	Line quality too poor.			●
C 14 C 39	Processing in TELESET Data Center not possible at present (maintenance work).		●	
C 23 C 26	Modem has not received dial tone. Telephone line may not be connected.	●		
C 27 C 28	TELESET Data Center busy or does not answer.	●	●	
C 31	Telephone number has changed. Call will be repeated automatically with new number.	●	●	



‘E’ codes Error codes and messages that begin with ‘E’ indicate postage transmission was aborted.

Depending on the error message shown, you can:

- Remedy the cause of the error or
- Call the TELESET Data Center or
- Contact your Servicing Dealer.

Error message		Correction by		
Code	Cause	User	TELESET Data Center	Servicing Dealer
E 16 E 17 E 20	Modem error.	● ¹⁾		
E 24 E 25	Modem not operable or defective.			●
E 21	Resetting procedure terminated by operator.	●		
E 29	Connection could not be set within 70 seconds.	● ¹⁾		
E 30 E 32 E 46	Processing not possible in TELESET Data Center.		●	
E 19 E 33 E 34 E 35 E 36	No access to TELESET Data Center.		●	
E 40 E 41 E 42	Internal error.			●
–	Insufficient funds.	●	●	
–	Account closed.		●	
–	Maximum postage used.			●

¹⁾ If the error occurs repeatedly, contact service technician.



About TELESET

Docking station

(optional/not available in all countries)

Accessory device with integrated modem for communication between the TELESET Data Center and the JetMail meter without the base.

It is useful if no telephone jack is convenient where the JetMail is installed.

Loading postage via modem - TELESET

With JetMail, you load postage directly into your meter via an internal modem.

This protected service offered by Francotyp-Postalia AG & Co. is called TELESET. Following input of the personal identification number (PIN) into JetMail, data is exchanged automatically between JetMail and a data center via modem. This process releases the desired postage amount into your JetMail.

Multi-machine user

The TELESET service is customer orientated. Simultaneous use of several TELESET franking machines can be processed via a single master account.

Modem

Electronic unit integrated into JetMail which enables the exchange of codes and postage requests via telephone line.

Personal identification number (PIN)

Automatically allocated by the manufacturer for each JetMail. The PIN is required to load postage via TELESET.

Access authorization levels

Functions	No access card	UserCard	MasterCard	'No UserCard' mode
Test franking (<i>'0.00' postage amount</i>)	•	•	•	•
Frank only to assigned account		•		
Frank with any account			•	•
Load postage / TELESET (<i>optional</i>)		• <i>if authorized</i>	•	• <i>if authorized</i>
Read Registers	•	•	•	•
Create / Delete accounts			•	
Create / Lock UserCards			•	
Assign types of mail and meter advertisements to accounts		• <i>own only</i>	•	•
Assign budget to accounts			•	
Authorize account for TELESET access (<i>optional</i>)			•	
Review accounts		• <i>own only</i>	•	•
Reset account counter			•	



Functions	No access card	UserCard	MasterCard	'No UserCard' mode
Adjust system settings		• <i>some only</i>	•	• <i>some only</i>
Reload print data			•	
Change print image names			•	
Seal without franking <i>(optional)</i>	•	•	•	•
KARAT mode on-/off <i>(optional)</i>			•	
Franking in KARAT mode <i>(optional)</i>			•	•

- *Function is available*

[illegible][illegible]

Accounting log

Date:

[illegible]

Country codes

[illegible]

Country codes

[illegible]



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	Components			
	JetMail base	Automatic feeder	Dynamic scale	Power sealer
Dimension				
Length	Base: 550 mm (21.7") Manual feeder: 200 mm (7.9") Tray (min/max): 302 - 415 mm (11.9" - 16.3")	550 mm (21.7")	550 mm (21.7")	103 mm (4.0")
Width	420 mm (16.5")	315 mm (12.4")	315 mm (12.4")	245 mm (9.7")
Height	340 mm (13.4")	293 mm (11.5")	340 mm (13.4")	340 mm (13.4")
Weight	16.4 kg (36.2 lb) Base with static scale + label dispenser: 19.0 kg (41.9 lb)	12.5 kg (27.6 lb)	13.5 kg (29.8 lb)	2.7 kg (6.0 lb)
Power requirements (depends on version, see type plate)	220 - 240 V; 50 Hz; 0.5 A <u>or</u> 110 - 120 V; 50 - 60 Hz; 1.0 A	220 - 240 V; 50 Hz; 0.3 A <u>or</u> 110 - 120 V; 50 - 60 Hz; 0.5 A		–
Weighing range	Static scale: 3 g - 5 kg (0.1 oz - 11 lb)	–	3 g - 1 kg (0.1 oz - 2lb)	–
Letter specification				
Sizes	Postcard (3" x 5") up to 250 mm x 353 mm (10" x 13")			
Thickness	Franking: up to 20 mm (0.8") Sealing, envelope's height up to 20 cm (7.9"): up to 10 mm (0.4") Sealing, envelope taller than 20 cm (7.9"): up to 6 mm (0.24")			
Weight	up to 1 kg (2 lb)			
Material	capable of absorbing ink/compatible for ink-jet printing When using the sealing function, use envelopes that are compatible with mechanical sealing systems.			

	JetMail configuration				
	JetMail <i>(Base with manual feeder + catch tray)</i>	JetMail + Automatic feeder	JetMail + Automatic feeder + Power sealer	JetMail + Automatic feeder + Dynamic scale	JetMail + Automatic feeder + Dynamic scale + Power sealer
Space required					
Length	1165 mm (45.9")	1515 mm (59.6")	1615 mm (63.6")	2070 mm (81.5")	2170 mm (85.4")
Width	420 mm (16.5")	420 mm (16.5")	420 mm (16.5")	420 mm (16.5")	420 mm (16.5")
Weight	16,4 kg (36.2 lb)	28,9 kg (63.7 lb)	31,6 kg (69.7 lb)	42,4 kg (93.5 lb)	45,1 kg (99.4 lb)
Electricity consumption for 220 V	0.5 A	0.8 A	0.8 A	1.1 A	1.1 A
Max. operating speed (DIN C6 long)	JetMail: 5.500 letters/hour JetMail CONCORDE: 7.200 letters/hour			JetMail: up to 2.800 letters/hour JetMail CONCORDE: up to 3.500 letters/hour	
Noise level	L _{WA} < 64 dB(A) <i>Normal operation</i> L _{WA} < 45 dB(A) <i>Standby mode</i>				

Declaration Of Conformity

We, Francotyp - Postalia AG & Co.,
located in D-16547 Birkenwerder, Triftweg 21 - 26

herewith declare in our own responsibility that our

FRANKING SYSTEM JETMAIL, consisting of :

Franking Machine, Model: JetMail / I 2000

Automatic Feeder, Model: Feeder JetMail / I 2000

Scale, Model: Dynamic Scale JetMail

.....

(Type Designation)

is designed and assembled in conformity with the following harmonized standards:

EN 60950 / 1992 + A1:1993 + A2:1993 + A3:1995 + A4:1997

EN 55022 / 1998

EN 55024 / 1998

EN 61000-2-3 / A14

EN 61000-3-3

TBR 21

.....

in accordance with the rules of European Directives

89 / 336 / EEC (Electromagnetic Compatibility Directive)

73 / 23 / EEC (Low Voltage Directive)

89 / 392 / EEC (Machinery Directive)

99 / 05 / EEC (R&TTE Directive)

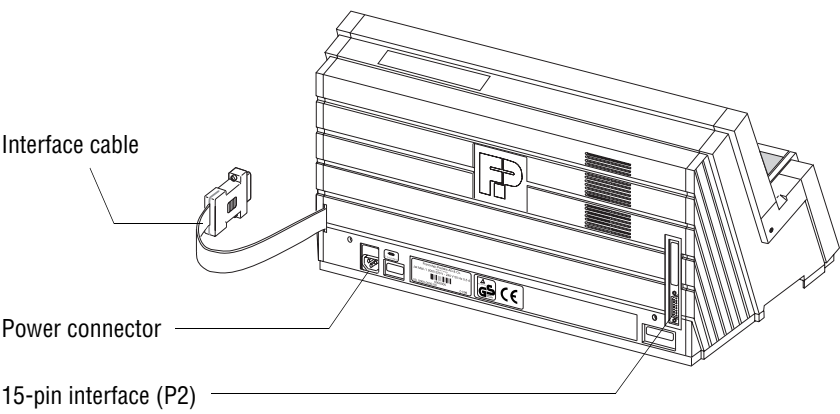
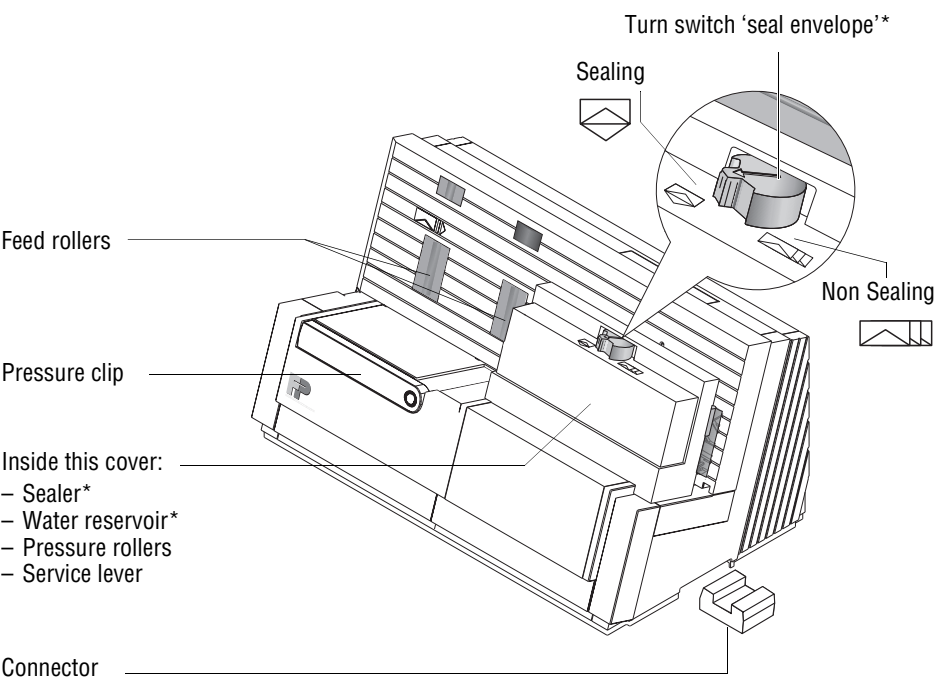
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2. July 2001

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(Date)

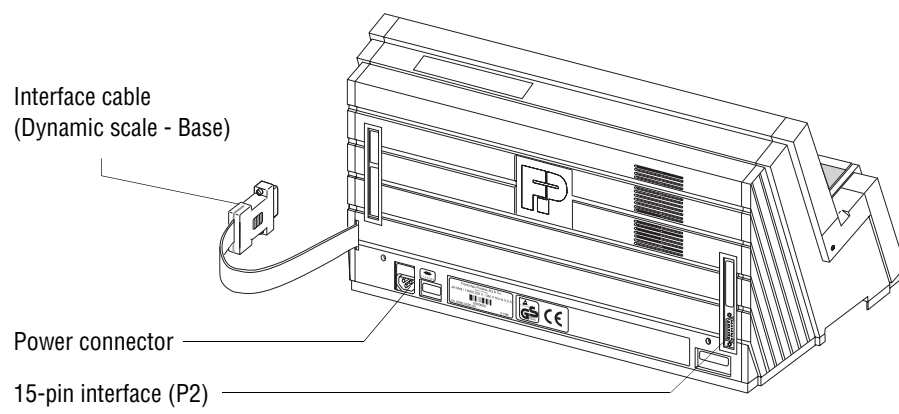
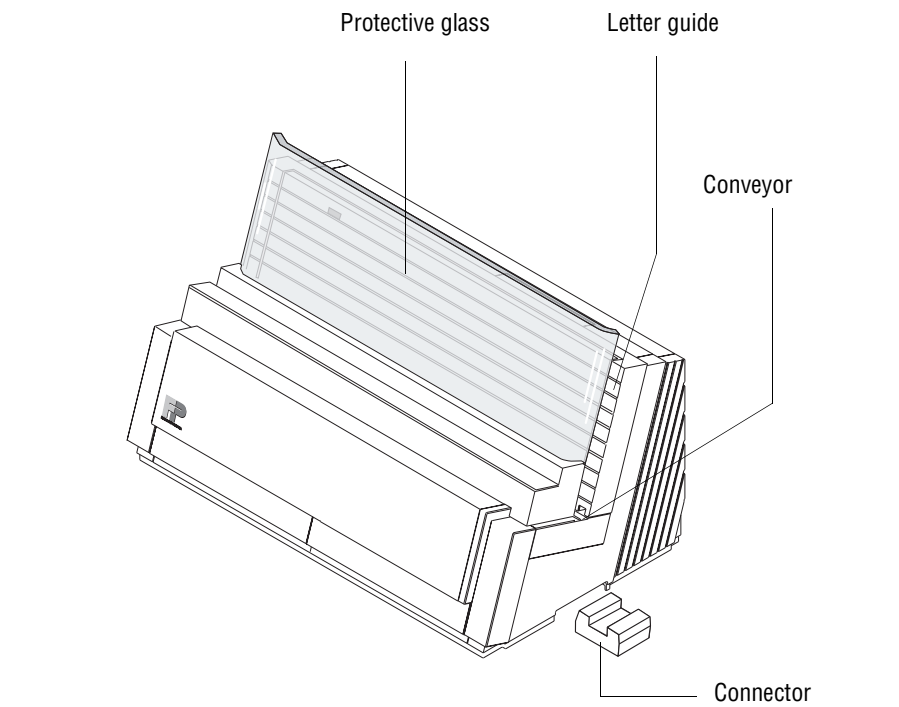
i.v. Peter Reinhold
.....
(Name and authorized signature for the company)

Automatic feeder*



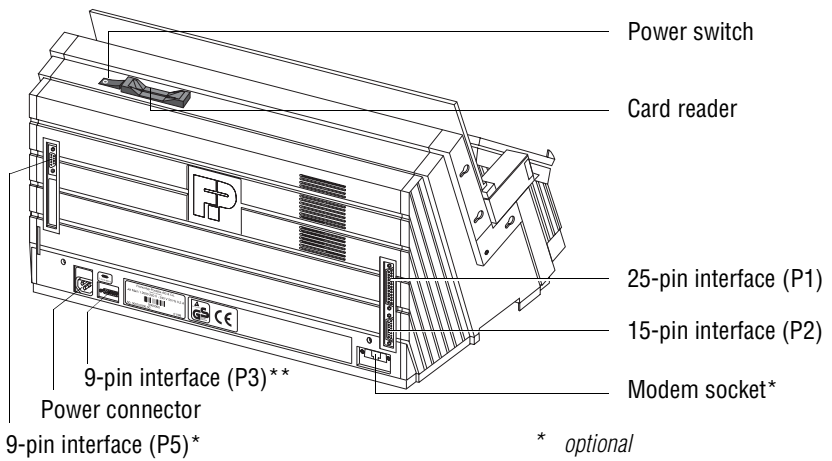
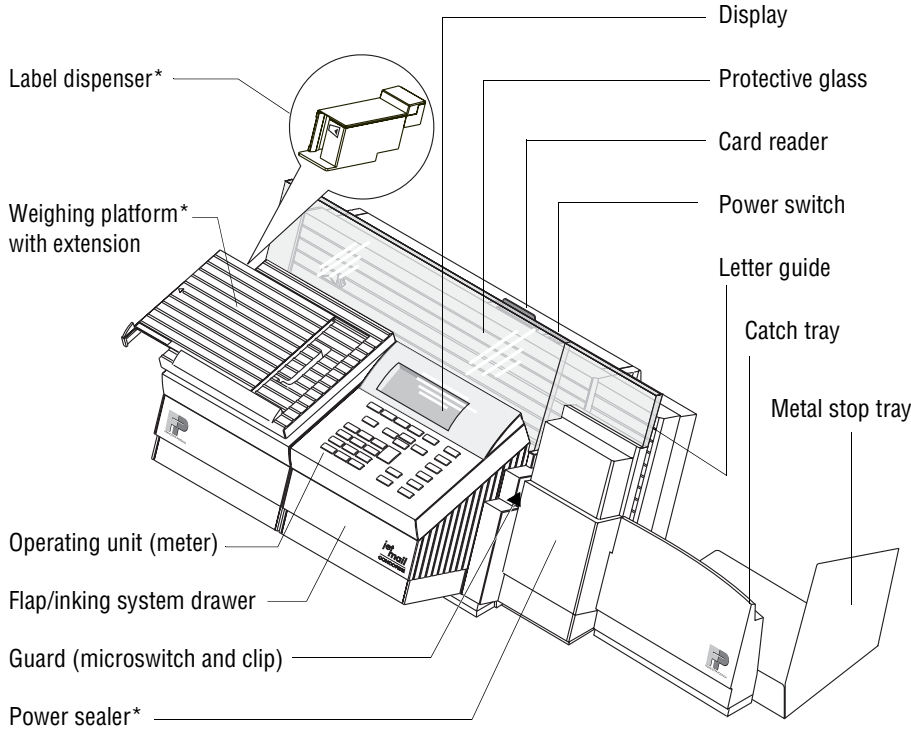
* optional

Dynamic scale*



* optional

Base (with integrated static scale*)



* optional

** standard with JetMail CONCORDE, otherwise optional



Every JetMail system is thoroughly checked before leaving the factory. Should any faults occur in spite of our extensive quality control, please contact your local servicing dealer listed below.

FP Authorized Dealer

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