

0844 264 1440



FP Mailing HCS

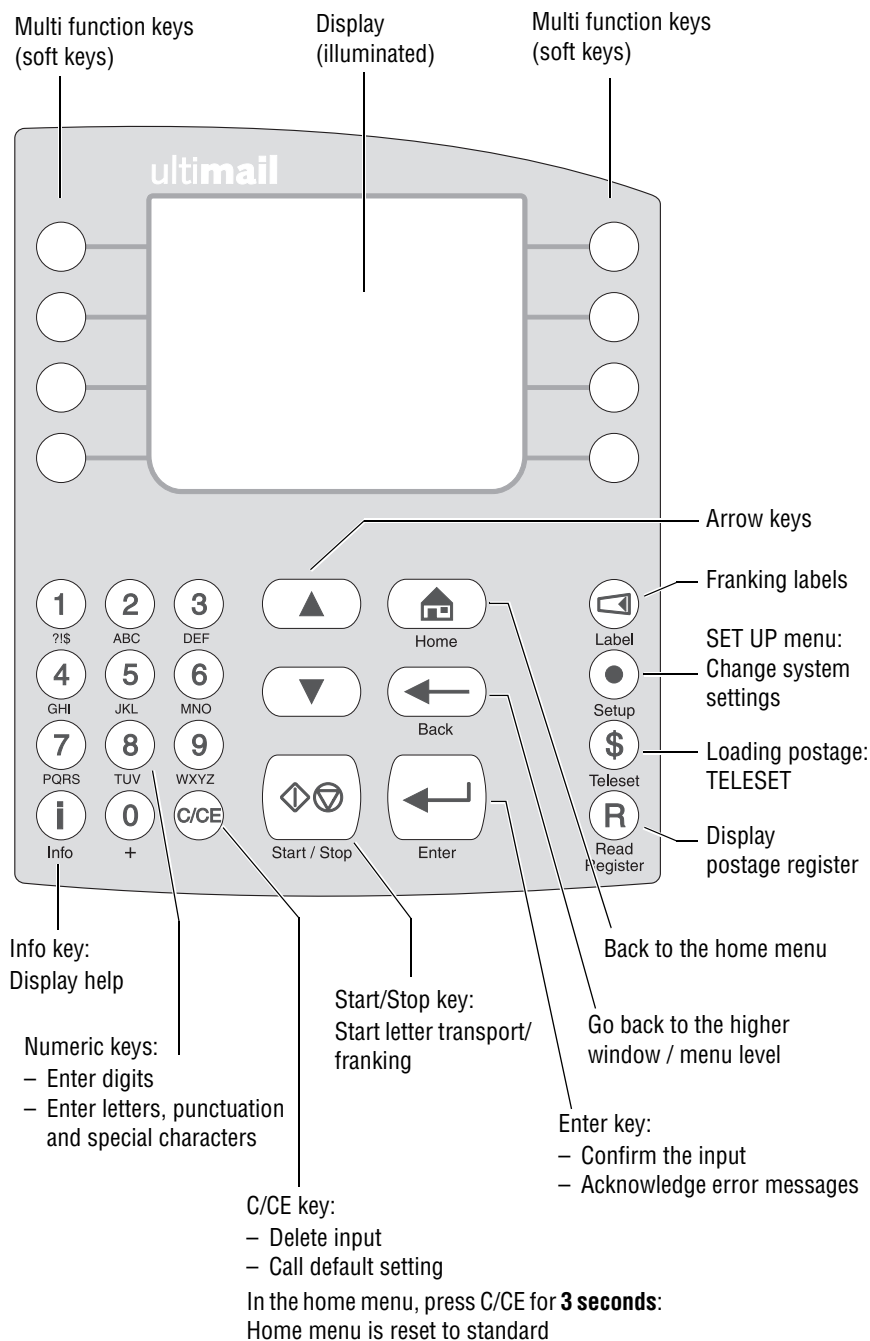
ultimail

Franking System



Operator Manual

2 | The control panel – display and keyboard



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About this Operator Manual

Please read this Operator Manual before using the ultimail franking system. Please keep the manual near the ultimail at all times for reference.

This Operator Manual applies to all configurations and equipment varieties of franking machines ultimail 60 and ultimail 90. Functions which are only available with certain configurations are recognisable by a suffix, e.g. *(optional)*.

In this Operator Manual, ‘ultimail’ stands for the franking systems ultimail 60 and ultimail 90.

Quick Reference Guide

The Quick Reference Guide gives you an overview of the operating menu and franking with the ultimail.

The following keywords and safety signs identify the safety tips in this Operator Manual.



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



Warning! indicates a potential danger of injury caused by rotating components. Danger areas of the ultimail are marked with such a safety sign.



Caution! indicates a potential hazard that may result in damage to the ultimail or impair the franking process.

The following symbols and text features are used in this Operator Manual:

MEMORY

Menu names and options from the operating menu are written in capital letters.

“Please select ...”

Prompts and messages are highlighted by quotation marks.



A tip offers advice or additional suggestions for improving the operation.

<input type="radio"/> ACCOUNT 1	0.36	<input type="radio"/>
<input type="radio"/> ADDRESS	WITH UK	<input type="radio"/>
<input type="radio"/> WITHOUT LOGO	Print Date	<input type="radio"/>
<input type="radio"/> WITHOUT QR-CODE	Letter	<input type="radio"/>
<input type="radio"/> 15.02.11	PRODUCT SELECTION	<input type="radio"/>
	NAVIGATOR 1	<input checked="" type="radio"/>
MODE: METERING AND WEIGHING Machine ready.		

Display graphics show inputs and current settings. The multi function key(s) to be pressed is / are marked in black.

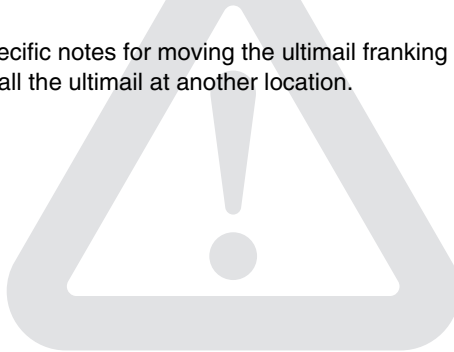
1 Safety tips

The ultimail is a digital franking system with an inkjet printer for franking letter mail. The ultimail complies with the pertinent safety regulations for office information equipment.

Please observe the following tips for your own safety:

- Installation and commissioning of the franking system ultimail are only done by qualified personnel authorised by Francotyp-Postalia.
- Only operate the ultimail system on a grounded single-phase power socket. Make sure your office power supply conforms to the power requirements shown on the serial number plates.
- Use only cables provided or approved by Francotyp-Postalia. Make sure that cables are not damaged.
- Make sure the socket for connecting the ultimail is close by and easily accessible at all times.
- Do not reach into the danger areas marked with a safety sign.
Keep long hair, fingers, loose clothing pieces, shawls and jewellery away from moving machine parts.
- Do not remove any part of the safety and protective equipment. Do not make them inoperative. Do not remove any parts of the housing.
- Never cover the ventilation slots in the housing.
- Pull out the power plug in the event of danger! Call the after-sales service.
- Make sure that no liquids or foreign objects penetrate the interior of the ultimail. If this happens, pull out the power plug immediately. Have the ultimail franking system checked by Francotyp-Postalia service before starting it up again.
- The 'Sealer ultimail' is intended for use with the ultimail 60 franking machine. It is not possible to operate the sealer without the ultimail franking machine.
- The 'Feeder ultimail' is intended for use with the ultimail 60 / ultimail 90 franking machine. It is not possible to operate the feeder without the ultimail franking machine.

- We recommend to use only approved FP equipment and FP original parts. The manufacturer FP has established reliability, safety and applicability. The manufacturer cannot assess the reliability, safety and applicability for products not approved by FP, and therefore not vouch for such products.
- Ingestion of the ink can be hazardous to your health. Avoid contact with the eyes. Keep the ink cartridges away from children. Further instructions for use are enclosed with the ink cartridges.
- Only use the batteries provided by Francotyp-Postalia. Observe the instructions enclosed with the battery for correct use and disposal.
- Only have maintenance and repair work done by qualified personnel authorised by Francotyp-Postalia. Otherwise your warranty will be voided. You will be liable for any damages.
- Observe the specific notes for moving the ultimail franking system on page 183 if you wish to install the ultimail at another location.



2 A short description of the ultimail

The ultimail is a digital franking machine with horizontal letter transport and ink jet technology (ink jet print with two ink cartridges arranged side by side).

Structure In its basic version, the franking system consists of the franking machine, hand feed tray and catch tray.

The franking machine is available as model

- **ultimail 60** with a processing speed up to 60 letters/minute
- **ultimail 90** with a processing speed up to 90 letters/minute

Menu-supported user interface The back-lit display is clear and easy to read and understand. Simply follow the instructions in the display, whether for setting the franking imprint, modifying the system settings or service functions, e.g. changing cartridges.

Help No illegal entries are allowed by the ultimail – you are informed by an appropriate message. A help function offers additional advice and support.

Franking At a glance, the home menu will show you the current settings for the franking imprint. You simply position the letter – the ultimail will take the letter, frank it and place it in the catch tray ready for dispatch.

You can frank

- mail pieces up to a thickness of 6.35 mm (¼") of an ink absorbent material
- self-adhesive labels.

Logo imprint and text messages ultimail can print a logo of your choice on every mail piece. Also, the ultimail has the ability to print user editable text messages (SMS texts).

TELESET Load new postage by the TELESET procedure – fast, comfortably and, if necessary, 24 hours a day.

Protection against unauthorised use The MASTER / USER card functionality protects the ultimail against unauthorised use and facilitates the assignment of individual access rights.

Flexible and up to date New logos, type of mail endorsements or rate changes of the Royal Mail – you can easily load the latest data in your ultimail.

Additional functions

The following functions will soon be among your favourites:

- **Account function.** Recording and accounting of postage according to accounts.
- **Memory function** for frequently used Royal Mail products.
- **Stamp of receipt.** Imprint ‘Received on: ...’ for stamping incoming mail.
- **Print lists** for account data, postage register states, system information.
- Warning in case of too low amount of postage available.
- **Remote diagnostics.** You can transfer important system data to the Francotyp-Postalia service.

Options

The following components and features are available for functionality extension:

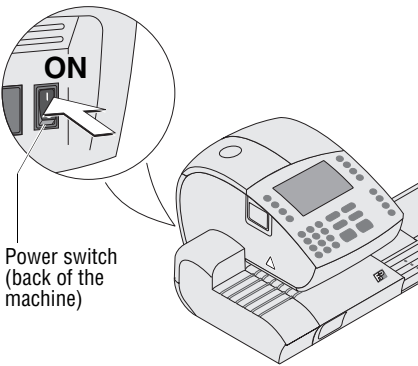
- **Label dispenser** to print self-adhesive labels for large / thick mail pieces.
- **Integrated scales.** The space saving, integrated scales quickly and reliably determines the weight of your mail. The determined weight directly affects the product settings.
- **Differential weighing.** Weighing mode for convenient franking of letter stacks. The ultimail determines the weight of the complete letter stack and sets the postage for each letter when feeding – according to the change in weight.
- **Sealer ultimail.** Automatic sealer to moisten and seal letters. The letters are positioned manually.
- **Feeder ultimail.** Automatic feeder with sealer. The letters are separated from the stack, optionally moistened and sealed, and fed to the ultimail franking machine.
- **Dynamic scales.** Additional module for the ultimail 90 for weighing and franking mixed mail and parcels. To retrofit your ultimail with dynamic scales, please contact Francotyp-Postalia.
- To run **InfoPrint**, a PC-based Francotyp-Postalia data management and archiving software application, you can enable the InfoPrint function of the ultimail with a machine-specific release code.

*Options
(continued)*

- **GSM modem** (external modem). As an alternative to the internal modem, the GSM modem can be used for communication with the data centre.
- The **mailcredit Kit** allows you to connect the ultimail to a computer and thereby via the internet to the data centre. Furthermore, you can update the software of your ultimail franking machine with mailcredit.

You will find an overview of the ultimail system components on pages 210 to 212.

3 Switching the ultimail ON / OFF



Use the power switch on the back of the franking machine to switch the ultimail franking system ON / OFF.

Switching on

- Switch the power switch on the back of the franking machine to the **I** position.

The display lights up and a start routine is initiated. All system components are now checked and activated by the ultimail. The self-test is accompanied by signaling beeps and information on display.

Home menu (example)

○	ACCOUNT 1	0.36	○
	MASTER	Within UK	
○	WITHOUT LOGO	First Class	60g
		Letter	
○	WITHOUT SMS-TEXT	PRODUCT SELECTION	○
		MEMORY 1	
○	15.02.11		○
	MODE: METERING		
	Machine ready.		

The home menu appears in the display. The ultimail is ready for operation.

Notes:

The example shows the complete home menu.

ACCOUNT only appears if an access card (**MASTER** or **USER**) is plugged in or if access control is switched off.

A postage value only appears if

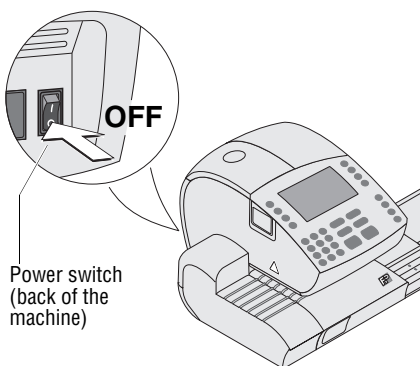
- all required mailing data are selected,
- the displayed weight value exceeds 0 g and
- an access card (**MASTER** or **USER**) is plugged in or if access control is switched off.


METERING stands for franking mode.



Switching off

Caution! Always switch the ultimail off using the power switch. Never simply pull the power cord or interrupt the power in any other way before the printing system has moved to sealed position. That way you can prevent drying and maintain a constant printing quality.



- We recommend going to home menu before switching the ultimail off. To do so, press the  key.
- Switch the power switch to the **O** position.

The ultimail finishes all operations which are currently in process and moves the printing system to sealed position. This switch off routine may take some time.

ultimail switches off. The display illumination switches off as well.

4 ultimail operating basics

In this chapter you will learn about the basic ultimail functions and how to use the operating menu.

4.1 Access control by MASTER / USER card

MASTER card and USER card, both designated as access cards, control access rights to the ultimail.

A MASTER card allows you to access all functions.

A USER card allows you to access selected functions only.

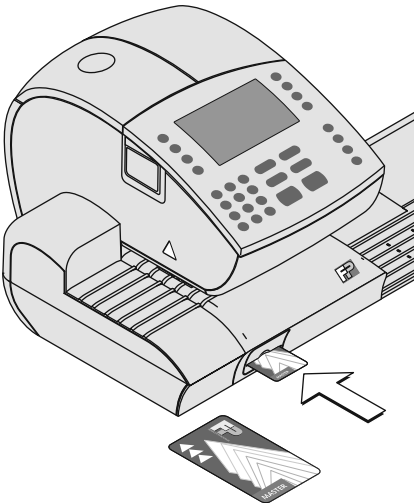
- Franking to the assigned account.
- Entering and changing of SMS texts.
- Assigning a logo and SMS text to the account.



The authorisation for franking can be set so that no access card is necessary. Then franking will be possible without MASTER card or USER card to all accounts (refer to chapter 10.4 on page 78).



You will find an overview of the access rights on page 192.



How to insert the access card into the card reader

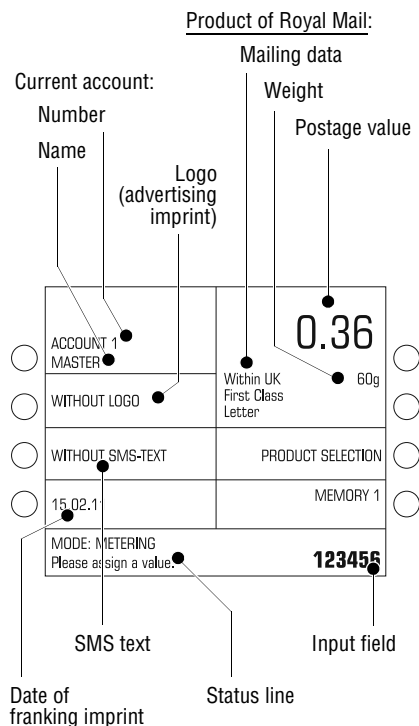
- Insert access card into the card reader in the direction of the arrow. The chip on the card should face downward.
- Push access card in as far as it goes. You will feel the card snap in.

How to remove the access card

- Simply pull access card out of the card reader.

4.2 The operating menu

In this chapter you will get to know the home menu and product selection menu. All other ultimail menus work in a similar way. You will soon get used to the other windows (SET UP menu, input, prompt, error message, help).



The home menu

The home menu appears after switching on. At a glance, you will see all settings for franking (product, date, advertising imprint...).

A postage value only appears if

- all required mailing data are selected
- the displayed weight value exceeds 0 g
- an account is set / an access card (MASTER or USER) is plugged in.


The keys to the left and right of the display are multi function keys (also called soft keys). You can see the assigned function immediately next to the key in the display.

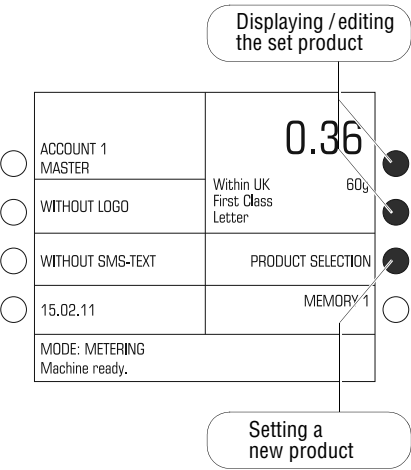
In the home menu, you can

- set logo, SMS text, date.
- call saved product settings (memory)
- go to product selection menu to set mailing data
- change account (if access to this function is permitted)
- weigh letters (*ultimail with scales only*)
- frank.

Note: In the ultimail user interface, the franking mode is shown as 'MODE: METERING ...'.



With the  key you go back to home menu from other menus.'



Displaying the product selection menu

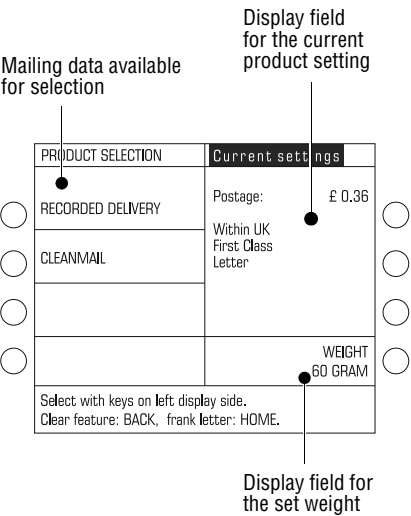
Open the product selection menu where you set mailing data and weight from the home menu.

You can choose to

- set a new product or
- display / edit current product settings.

To set a new product press the multi function key in the home menu to the right of **PRODUCT SELECTION**. The ultimail opens the product selection menu. The field showing the current product settings is empty.

To display / edit the product press one of the two multi function keys to the right of the product in the home menu. (These are the two keys at the top right next to the display.) The ultimail opens the product selection menu displaying the current product settings.



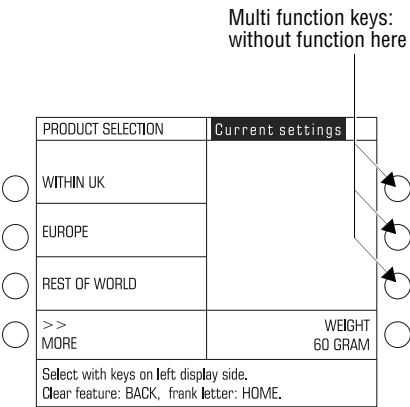
The product selection menu

The display field shows the current product settings:
the postage value, all mailing data selected, and the weight.

A postage value appears only if

- all necessary mailing data have been selected,
- the weight displayed exceeds 0 grams, and
- an account has been set / an access card (MASTER or USER) has been plugged.


The mailing data available for selection are shown in the display left.



- In the product selection menu you can
- select mailing data (using the multi function keys to the left of the display).
When more than four items are available: scroll using MORE / PREVIOUS.
 - manually specify the weight (using the multi function key to the right of WEIGHT).
 - weigh letters (*ultimail with scales only*).

Some of the multi function keys are without function in the product selection menu (see the figure).


Return to home menu

- With the  key you go back to the home menu.

When you exit the product selection menu, the ultimail saves the current settings.

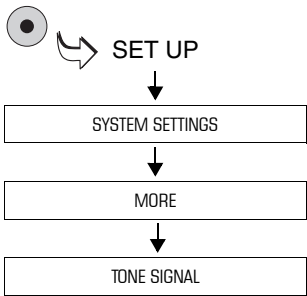
How menu sequences are visualised

The ‘path’ through the operating menu to the different functions is represented in this way:

- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → MORE → TONE SIGNAL.

You will see menu names, options or functions which you should select one after the other by pressing the associated multi function keys.

For fast orientation you will find an overview of the SET UP menu on page 194.



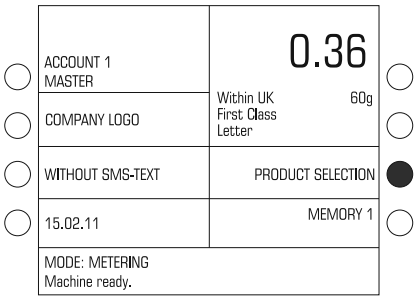
4.3 Trial run (zero test print)



You can check the settings for franking imprint and the print quality by doing a trial run with postage value '0000' (zero test print).

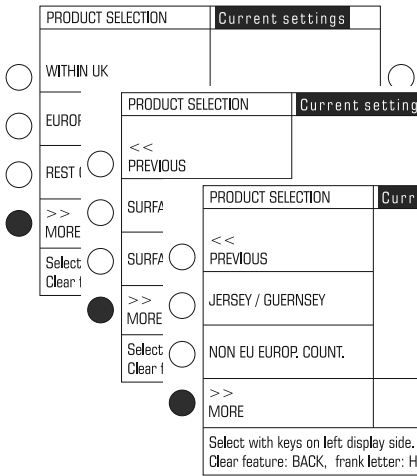
Setting the zero test print

- In the home menu:
Press the multi function key next to PRODUCT SELECTION.



The ultimail opens the product selection menu.

- Scroll using MORE until the OTHER option appears.



PRODUCT SELECTION		Current settings	
<input type="radio"/> << PREVIOUS			
<input type="radio"/> HMI FC	PRODUCT SELECTION		Current setting
<input checked="" type="radio"/> OTHER	<input type="radio"/> SINGLE COLLECTION	Other	
<input type="radio"/>	<input type="radio"/> PFWW FRANK PAY		
<input type="radio"/> Select Clear	<input type="radio"/> MISC. PAYMENTS		
<input checked="" type="radio"/>	<input type="radio"/> ZERO TEST PRINT	V 60	
Select with keys on left display side. Clear feature: BACK, frank letter: HOME.			

- Select OTHER.
- Select ZERO TEST PRINT.

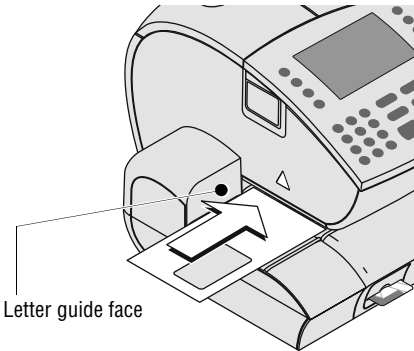
PRODUCT SELECTION		Current settings	
<input type="radio"/>		Postage:	£ 0.00
<input type="radio"/>		Other Zero Test	
<input type="radio"/>			
<input type="radio"/>		WEIGHT 60 GRAM	
Select with keys on left display side. Clear feature: BACK, frank letter: HOME.			

- Press the  key to change to the home menu.

<input type="radio"/> ACCOUNT 1 MASTER	0.00		<input type="radio"/>
<input type="radio"/> COMPANY LOGO	Other Zero Test	60g	<input type="radio"/>
<input type="radio"/> YOUR TEXT	PRODUCT SELECTION		<input type="radio"/>
<input type="radio"/> 15.02.11	MEMORY		<input type="radio"/>
MODE: METERING Machine ready.			

The postage value for the zero test print is set to £ 0.00.

You can feed an empty envelope for a trial run.



- Place an empty envelope on the letter receiving tray
 - side to be printed face up
 - the upper edge flush to the letter guide face.
- Push the envelope in until the letter sensor recognises the envelope and starts letter transport.

The ultimail feeds the envelope, prints, and places the printed envelope in the catch tray.



Position, in the same way, an empty envelope for trial run at the sealer or at the feeder. For details on how to use sealer and feeder, read chapter 6.

Check print quality

Make sure your ultimail prints flawless franking imprints without misalignments.

- Examine the imprint. It must not contain any gaps or misalignments.

This illustration shows a flawless imprint.



Misalignment



Gaps

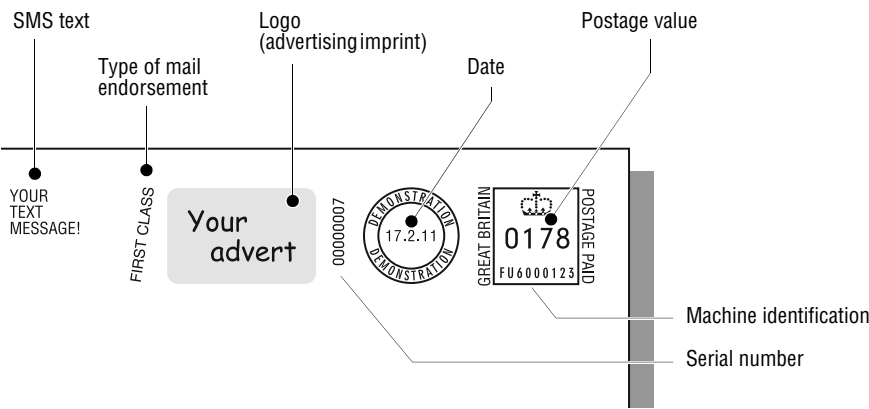
If the imprint exhibits misalignment:

- Adjust the ink cartridges (see chapter 14.3).

If the imprint contains gaps or blurs:

- Clean the ink cartridges (see chapter 14.4).

5 Setting the franking imprint



Set up the franking imprint by selecting the product and other settings in the home menu:

- Product of Royal Mail / postage value (see chapter 5.1)
- Date = current date of deposit of the mail piece (see chapter 5.2)
- Logo / advertising imprint (see chapter 5.3)
- SMS text (see chapter 5.4).

Specific types of mail can be marked with the respective type of mail endorsement (e.g. FIRST CLASS, OVERSEAS MAIL). In order for this to function, the automatic endorsement setting has to be enabled in the SET UP menu (see page 117). Type of mail endorsements cannot be set manually.

<input type="radio"/>	ACCOUNT 1 MASTER	0.36	<input type="radio"/>
<input type="radio"/>	WITHOUT LOGO	Within UK First Class Letter 60g	<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	PRODUCT SELECTION	<input type="radio"/>
<input type="radio"/>	15.02.11	MEMORY 1	<input type="radio"/>
MODE: METERING Machine ready.			

After switching the ultimail on, the settings for the franking imprint are as follows:

- Product settings (mailing data, weight and postage value) are default settings that are stored in MEMORY 1.
- Current date.
- The logo and SMS text are determined by the currently set account.



Refer to chapter 6.2 on how to change the account.

5.1 Postage value / Royal Mail product

ultimail uses the selected mailing data and the indicated weight to automatically set the postage, i.e. the price for the Royal Mail product. The following chapters describe in detail how to select mailing data and how to set the weight.

- A postage value appears in the home and product selection menus only if
- all necessary mailing data have been selected,
 - the weight displayed exceeds 0 grams, and
 - an account has been set / an access card (MASTER or USER) has been plugged.

5.1.1 Setting the postage value / product using the memory

Use the memory to fast and easily set up a product.
The home menu lets you retrieve up to 20 saved combinations of mailing data, weight and postage. You can display the available memories under MEMORY.
Refer to chapter 11 on how to save, edit, or delete memories.

ACCOUNT 1 MASTER	0.36
WITHOUT LOGO	Within UK First Class Letter 60g
WITHOUT SMS-TEXT	PRODUCT SELECTION
15.02.11	MEMORY 1
MODE: METERING Machine ready.	

- In the home menu, press the key next to MEMORY.

SELECTING THE MEMORY	
01 £ 0.36 WI LE LE 60g	05 £ 0.65 RE LE 60g
02 £ 0.25 WI LE LE 60g	06 PARCEL
03 £ 4.41 WI PA 1000g	09 £ 1.20 WI LE PA 100g
04 £ 0.59 EU LE 20g	>> MORE
Please select a memory. To save a memory --> SETUP	

The SELECTING THE MEMORY menu displays all assigned memories for selection.

- The list of memories shows
- the memory number
 - the saved assignment in short format or the memory name.

You can scroll the list with the arrow keys if more than 8 memories are available.

SELECTING THE MEMORY	
<input type="radio"/> 01 £ 0.36 WI LE LE 60g	<input type="radio"/> 05 £ 0.65 RE LE 60g
<input checked="" type="radio"/> 02 £ 0.25 WI LE LE 60g	<input type="radio"/> 06 PARCEL
<input type="radio"/> 03 £ 4.41 WI PA 1000g	<input type="radio"/> 09 £ 1.20 WI LE PA 100g
<input type="radio"/> 04 £ 0.59 EU LE 20g	<input type="radio"/> >> MORE
Please select a memory. To save a memory --> SETUP	

APPLY THE STORED WEIGHT	
<input type="radio"/> Do you want to apply the stored weight of this memory? The current weight amount from the integrated scales is not taken into account!	
<input type="radio"/> NO	<input checked="" type="radio"/> YES
Acknowledge with YES, if you want to carry out the procedure	



<input type="radio"/> ACCOUNT 1 MASTER	0.25 60g Within UK 2nd Class Letter
<input type="radio"/> WITHOUT LOGO	
<input type="radio"/> WITHOUT SMS-TEXT	PRODUCT SELECTION
<input type="radio"/> 15.02.11	MEMORY 2
MODE: METERING Machine ready.	

Memory set

Using a memory

- Press the key next to the desired memory in the SELECTING THE MEMORY menu.

When retrieving memories you have the choice of either applying the weight determined by the scales or specified manually for postage calculation, or to apply the weight contained in the memory.

- Use YES to set the weight saved in the memory.

Or

- Use NO to keep the weight shown in the home menu (= current weight).

This query does not appear if the current weight = 0 g. The weight of the memory is set.

The ultimail returns to the home menu. The saved data and the corresponding postage are set.

Following MEMORY the number of the set memory appears.


	MEMORY 02 PRODUCT DESCRIPTION	
	£ 0.25 60g	
	WITHIN UK LETTER 2ND CLASS LETTER	
	Confirm with ENTER or escape with BACK	

Showing the complete memory assignment


You can display a comprehensive description of the saved product for each memory:

- Press the key next to the desired memory in the SELECTING THE MEMORY menu for at least 3 seconds.


To use the memory shown:

- Confirm with the  key.


To return to the SELECTING THE MEMORY menu:

- Press  to close the menu.

Printing the memory list

- Press the  key in the SELECTING THE MEMORY menu.
- Position an empty envelope / card.
- Position more envelopes if necessary.

Or

- Use the  key to print the list on labels (*ultimail with label dispenser only*).



You can also call up the memory directly in the home menu:

ACCOUNT 1 MASTER	0.36	
WITHOUT LOGO	Within UK First Class Letter	60g
WITHOUT SMS-TEXT	PRODUCT SELECTION	
15.02.11	MEMORY 1	
MODE: METERING Please assign a value.		2

- Type the memory number in the home menu.
- Confirm with the key next to MEMORY.

5.1.2 Setting mailing data

5.1.2.1 Selecting the mailing data for a new product

You set the mailing data in a dialogue with the franking machine, i.e. the ultimail requests all the data required for calculating postage one after the other. Select the desired mailing data using the multi function keys to the left of the display.

<input type="radio"/>	ACCOUNT 1 MASTER	0.36 Within UK First Class Letter	60g	<input type="radio"/>
<input type="radio"/>	WITHOUT LOGO			<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	PRODUCT SELECTION		<input checked="" type="radio"/>
<input type="radio"/>	15.02.11	MEMORY 1		<input type="radio"/>
MODE: METERING Machine ready.				

- Press the key next to PRODUCT SELECTION to open the product selection menu.

	PRODUCT SELECTION	Current settings	
<input checked="" type="radio"/>	WITHIN UK		<input type="radio"/>
<input type="radio"/>	EUROPE		<input type="radio"/>
<input type="radio"/>	REST OF WORLD		<input type="radio"/>
<input type="radio"/>	>> MORE	WEIGHT 60 GRAM	<input type="radio"/>
Select with keys on left display side. Clear feature: BACK, frank letter: HOME.			

- Select the desired setting using the associated multi function key.
In the example: WITHIN UK.

The selected setting appears in the display field under “Current settings”.
The display left shows the available mail types.

	PRODUCT SELECTION	Current settings	
<input checked="" type="radio"/>	LETTER FIRST CLASS	Within UK	<input type="radio"/>
<input type="radio"/>	LETTER 2ND CLASS		<input type="radio"/>
<input type="radio"/>	PARCEL		<input type="radio"/>
<input type="radio"/>	>> MORE	WEIGHT 60 GRAM	<input type="radio"/>
Select with keys on left display side. Clear feature: BACK, frank letter: HOME.			

- Select the next setting. In the example this is LETTER FIRST CLASS.
- Proceed in this manner to set all required mailing data for your mail piece.

PRODUCT SELECTION	Current settings
RECORDED DELIVERY	Postage: £ 0.50
CLEANMAIL	Within UK First Class Large Lett.
	WEIGHT 60 GRAM
Select with keys on left display side. Clear feature: BACK, frank letter: HOME.	

The postage value appears in the display field as soon as all necessary mailing data are selected and the displayed weight exceeds 0 g.

If you want to use special Royal Mail services (e.g. Recorded delivery), continue with “Using special services”.

If no special service is to be utilised, continue by setting the weight.

- Refer to page 30 on how to manually specify the weight.
- For details of how to use the integrated scales, please refer to page 31.

PRODUCT SELECTION	Current settings
RECORDED DELIVERY	Postage: £ 1.24 Rec. Del
CLEANMAIL	Within UK First Class Large Lett.
	WEIGHT 60 GRAM
Select with keys on left display side. Clear feature: BACK, frank letter: HOME.	

Using special services

Depending on the selected product settings you can use special services of Royal Mail (e.g. Recorded delivery).

- Use the multi function keys to select the desired service. In the example: **RECORDED DELIVERY**.

You can select several special services for one delivery. The ultimail assists you complying with postal regulations by not allowing combinations that do not exist.

Deselecting a special service:

- Press the assigned multi function key again.

The special service is deleted from the current settings.

Continue setting the weight:

- Refer to page 30 on how to manually specify the weight.
- For details of how to use the integrated scales, please refer to page 31.



Special features with regard to product setting


A **flashing postage value** indicates special features of the product setting (e.g. country-specific particularities, dispatch with selected settings not permitted in all countries). Please contact Royal Mail to be informed of the latest regulations.

	PRODUCT SELECTION	Current settings	
<input type="radio"/>	SIGNED FOR	Postage: £ 6.84 RoW Letter Airsure	<input type="radio"/>
<input type="radio"/>	SIGNED FOR 500		<input type="radio"/>
<input type="radio"/>	AIRSURE		<input type="radio"/>
<input type="radio"/>	AIRSURE 500	WEIGHT 60 GRAM	<input type="radio"/>
Select with keys on left display side.			


	PRODUCT SELECTION	Current settings	
<input checked="" type="radio"/>	ENHANCED COMP.	Postage: £ 4.41	<input type="radio"/>
<input type="radio"/>	Please enter the value of the delivery: £ 500		<input type="radio"/>
<input type="radio"/>			<input type="radio"/>
<input type="radio"/>		WEIGHT 60 GRAM	<input type="radio"/>
Select with keys on left display side.			

ultimail may use a **pop up** to prompt you for additional entries.

For example, you have to enter the value of the mail piece when using ENHANCED COMPENSATION.

- Specify the mail piece value.
- Confirm with the  key.

The value set for the mail piece is displayed beneath the special service in the display left.

This value remains saved until you deselect this special service or leave the special services selection using the  key.

5.1.2.2 Editing a product

<input type="radio"/>	ACCOUNT 1 MASTER	0.36	<input type="radio"/>
<input type="radio"/>	WITHOUT LOGO	Within UK First Class Letter 60g	<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	PRODUCT SELECTION	<input type="radio"/>
<input type="radio"/>	15.02.11	MEMORY 1	<input type="radio"/>
MODE: METERING Machine ready.			

- Press one of the two multi function keys to the right of the postage value / product display.


The ultimail opens the product selection menu displaying the current product settings.

	PRODUCT SELECTION	Current settings	
<input type="radio"/>	RECORDED DELIVERY	Postage: £ 0.36	<input type="radio"/>
<input type="radio"/>	CLEANMAIL	Within UK First Class Letter	<input type="radio"/>
<input type="radio"/>			<input type="radio"/>
<input type="radio"/>		WEIGHT 60 GRAM	<input type="radio"/>
Select with keys on left display side. Clear feature: BACK, frank letter: HOME.			


- For the selected product you can
- select / deselect special services (see page 27)
 - set a new weight (see page 30)
 - delete the current setting step by step and select new settings.

Editing mailing data


	PRODUCT SELECTION	Current settings	
<input type="radio"/>	LETTER	Within UK First Class	<input type="radio"/>
<input type="radio"/>	LARGE LETTER		<input type="radio"/>
<input checked="" type="radio"/>	PACKET		<input type="radio"/>
<input type="radio"/>		WEIGHT 60 GRAM	<input type="radio"/>
Select with keys on left display side. Clear feature: BACK, frank letter: HOME.			

- Use the  key to delete the current settings step by step as far as necessary.

In the example, the ‘Letter’ setting is to be changed to ‘Packet’.

- Select new mailing data.
- To frank, press the  key to change to the home menu.



Press  for approx. 3 seconds to entirely delete the current selection.



Chapter 5.1.2.1 describes how to select the mailing data.

5.1.3 Setting the weight

5.1.3.1 Setting the weight of the mail piece manually

You must always set the weight of your mail pieces by hand if you work without scales. You can set the weight by hand in the product selection menu only.

PRODUCT SELECTION

Current settings

RECORDED DELIVERY

Postage: £ 1.24

c. Del

CLEANMAIL

Please enter the weight amount and acknowledge with ENTER.

270

WEIGHT


60 GRAM

Clear feature: BACK, frank letter: HOME.

Manual weight input

- Press the multi function key next to WEIGHT in the product selection menu.

The pop up for the weight appears.

- Type the weight in grams.
- Confirm with the  key.

The ultimail closes the pop up.
The weight is set.

PRODUCT SELECTION

Current settings

RECORDED DELIVERY

Postage: £ 1.78

Rec. Del

CLEANMAIL


Within UK First Class Large Lett.

WEIGHT

270 GRAM

Select with keys on left display side.
Clear feature: BACK, frank letter: HOME.


ultimail sets the appropriate postage value for franking using the selected mailing data and the displayed weight.

- To frank, press the  key to change to the home menu.

5.1.3.2 Using the integrated scales: weighing mail pieces *(optional)*

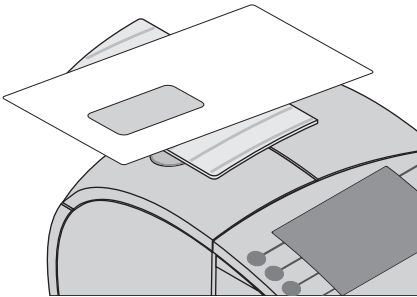
Using the ultimail with scales lets you quickly and reliably determine the weight for each mail piece and accordingly set the postage. You can perform weighing in the **home menu** but also in the **product selection menu**.

This chapter describes how to use the integrated scales in the METERING AND WEIGHING mode. On how to use the optional 'Differential weighing' function (METERING AND DIFF. WEIGHING mode), please refer to chapter 7.5 on page 57.




Caution! Please read the following notes on how to use the integrated scales:

- The scales are designed for a maximum weight of 5 kg.
- The ultimail can determine a new weight only if the scales have been emptied beforehand. You must therefore empty the weighing platform before you place a new mail piece to be weighed.



- Place the mail piece on the weighing platform.
- The ultimail determines the weight. A beep indicates that a new weight has been set when the acoustic signal of the ultimail was set to ON (see chapter 13.6 on page 101).

PRODUCT SELECTION	Current settings	
RECORDED DELIVERY	Postage:	£ 1.78
CLEANMAIL	Within UK	Rec. Del
	First Class	
	Large Lett.	
	WEIGHT	
	270 GRAM	
Select with keys on left display side. Clear feature: BACK, frank letter: HOME.		

- The ultimail sets the appropriate postage value for franking using the selected mailing data and the displayed weight.
- To frank, press the  key to change to the home menu.

5.1.4 Entering the postage value manually

There may be particular cases where the ultimail fails to calculate the postage. In such a situation you have to enter the postage value manually.

ACCOUNT 1 MASTER	0.36
WITHOUT LOGO	Within UK First Class Letter 60g
WITHOUT SMS-TEXT	PRODUCT SELECTION
15.02.11	MEMORY 1
MODE: METERING Machine ready.	

- In the home menu: Press the key next to PRODUCT SELECTION.

PRODUCT SELECTION	Current settings
WITHIN UK	
EUROF	PRODUCT SELECTION
REST 1	Current setting
>> MORE	<< PREVIOUS
Select Clear	SURFA
	PRODUCT SELECTION
	Curr
	<< PREVIOUS
	JERSE
	PRODUCT SELECTION
	<< PREVIOUS
	HIM FORCES - BFPO
	OTHER
	Select with keys on left Clear feature: BACK,

The ultimail opens the product selection menu.


- Scroll using MORE until the OTHER option appears.
- Select OTHER.

PRODUCT SELECTION	Current settings
<input type="radio"/> SINGLE COLLECTION	Other
<input checked="" type="radio"/> PFWW FRANK PAY	
<input type="radio"/> MISC. PAYMENTS	
<input type="radio"/> ZERO TEST PRINT	WEIGHT 60 GRAM
Select with keys on left display side. Clear feature: BACK, frank letter: HOME.	

- Select the desired option.
In the example: PARCEL FORCE
WORLD WIDE FRANK.


PRODUCT SELECTION	Current settings
<input type="radio"/> SINGLE COLLECTION	<div>Please enter the postage value and acknowledge with ENTER. £ 89.89</div>
<input type="radio"/> PFWW	
<input type="radio"/> MISC	
<input type="radio"/> ZERO TEST PRINT	
	WEIGHT 60 GRAM
Clear feature: BACK, frank letter: HOME.	

The ultimail opens a pop up for entering the postage value.

- Enter the postage value of the mail piece.
- Confirm with the  key.

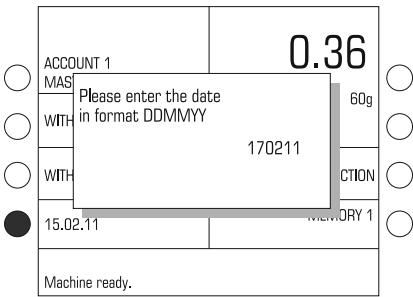
PRODUCT SELECTION	Current settings
<input type="radio"/>	Postage: £ 89.89
<input type="radio"/>	Other: PFWW Fr. Pay
<input type="radio"/>	
<input type="radio"/>	WEIGHT 60 GRAM
Select with keys on left display side. Clear feature: BACK, frank letter: HOME.	

The ultimail closes the pop up.
The postage value is set.

- To frank, press the  key to change to the home menu.

5.2 Date


The date for the franking imprint is set automatically to the current date by the system clock. You can set the date forward. The ultimail does not allow dating ahead too much in advance as well as setting the date backward.



- In the home menu, press the key next to the date.


The pop up for the date appears. The date indication of the ultimail consists of 2 digits each for the day (DD), the month (MM) and the year (YY).

You can just enter the day (DD) as well. Month and year will be added by the ultimail to form the next possible date.

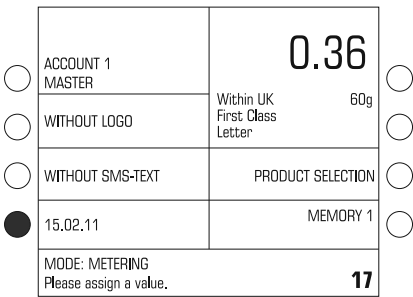
- Type the new date.
- Confirm with the  key.

The ultimail closes the pop up and sets the new date in the home menu.

Reset to current date:

- Press the  key.
- Confirm with the key next to the date indication.

 You can also set the date for the franking imprint directly in the home menu:



- Type new date.
- The entered value appears at the bottom right of the status line.
- Confirm with the key next to the date indication.

5.3 Logo / advertising imprint

When franking mail pieces you can also print a logo / an advert of your choice on your mail piece. ultimail offers you the following configurations of equipping with advertising imprints:

- ultimail can save up to 9 different logos. All saved logos are available to all users. For logo administration, read chapter 12.
- Logos on a USER card. You can order USER cards with a logo of your choice from Francotyp-Postalia. This logo is only available to the holder of the USER card and cannot be loaded into the franking machine.

<input type="radio"/>	ACCOUNT 1 MASTER	0.36	<input type="radio"/>
<input checked="" type="radio"/>	WITHOUT LOGO	Within UK First Class Letter 60g	<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	PRODUCT SELECTION	<input type="radio"/>
<input type="radio"/>	15.02.11	MEMORY 1	<input type="radio"/>
MODE: METERING Machine ready.			

Select / set logo

- In the home menu, press the key next to the logo.

The SELECTING LOGO menu offers all logos available in your ultimail.

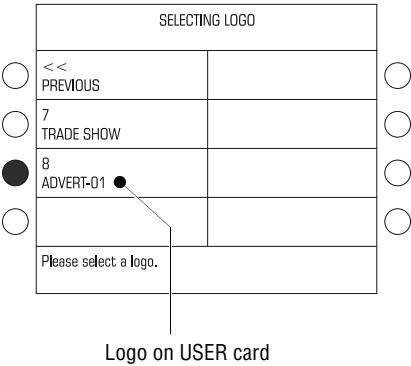
SELECTING LOGO			
<input type="radio"/>	0 WITHOUT LOGO	4 GLOBAL PLAYER	<input type="radio"/>
<input type="radio"/>	1 ADDRESS	5 PERSONAL IMPRINT	<input type="radio"/>
<input checked="" type="radio"/>	2 COMPANY LOGO	6 ANNIVERSARY	<input type="radio"/>
<input type="radio"/>	3 SHOP	>> MORE	<input type="radio"/>
Please select a logo.			

- Press the key next to the desired logo.
In the example, this is the
COMPANY LOGO (logo no. 2).

The ultimail goes back to home menu.
The advertising imprint is set.



You can view the advertising imprints:
Press the key next to the desired logo in the SELECTING LOGO menu for at least 3 seconds. A simplified preview image of the logo appears in the display.



Using the logo from a USER card

- Insert a USER card with logo.
- In the home menu, press the key next to the logo.

The logo on the USER card always appears in the last position in the SELECTING LOGO menu.

- Press the key next to the last logo in the list. In the example this is ADVERT-01.

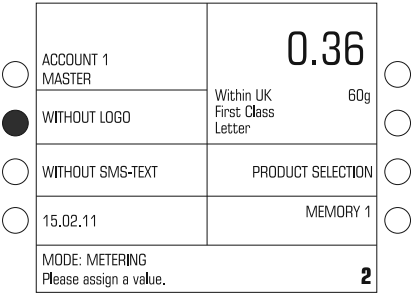
The ultimail returns to the home menu. The logo stored on the USER card is set for franking.



You can also define the logo on the USER card as the default logo for this account (see page 70). In this case the logo on the card is used for the franking imprint immediately after the USER card is plugged.



If you know the logos and the associated codes saved in the ultimail, you can directly set the advertising imprint in the home menu:




- Type the logo number.
- Confirm with the key next to the logo.

The entered number appears at the bottom right of the status line.

5.4 SMS text

When franking, you can print a freely editable text message. This text appears on the very left side of the franking imprint. In case you frank without a logo, the SMS text will move to its position.



Caution! If you want to print both, a logo and an SMS text: Use sufficiently sized envelopes. Otherwise, the text message may be cut off.

<input type="radio"/>	ACCOUNT 1 MASTER	0.36	<input type="radio"/>
<input type="radio"/>	WITHOUT LOGO	Within UK First Class Letter 60g	<input type="radio"/>
<input checked="" type="radio"/>	WITHOUT SMS-TEXT	PRODUCT SELECTION	<input type="radio"/>
<input type="radio"/>	15.02.11	MEMORY 1	<input type="radio"/>
MODE: METERING Machine ready.			

- In the home menu, press the key next to the SMS text.

The **SELECTING SMS TEXT** menu offers all stored SMS texts.

SELECTING SMS-TEXT			
<input type="radio"/>	0 WITHOUT SMS-TEXT	4 WWW.FRANCOTYP.CO M	<input type="radio"/>
<input type="radio"/>	1 WE ARE ON HOLIDAYS	5 YOUR TEXT	<input checked="" type="radio"/>
<input type="radio"/>	2 SPECIAL OFFER!	6	<input type="radio"/>
<input type="radio"/>	3 NEW PHONE NUMBER 12345678		<input type="radio"/>
Please select an SMS-text.			

- Press the key next to the desired SMS text. In the example, this is “YOUR TEXT MESSAGE”.

The ultimail goes back to the home menu.
The SMS text is set.



You can also directly set the SMS text in the home menu:
The procedure is described on page 36 by the example of the advertising imprint.



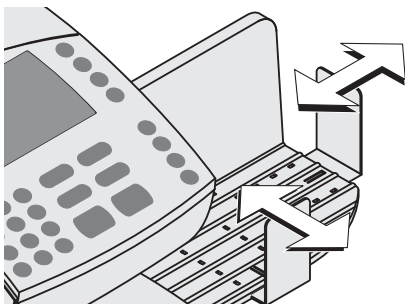
Read page 89 on how to enter SMS texts or edit available texts.

6 Franking

6.1 Preparations

6.1.1 Setting up catch tray

The catch tray can be adjusted to various envelope formats – up to ISO B4 maximum. Work without catch tray when processing larger formats.



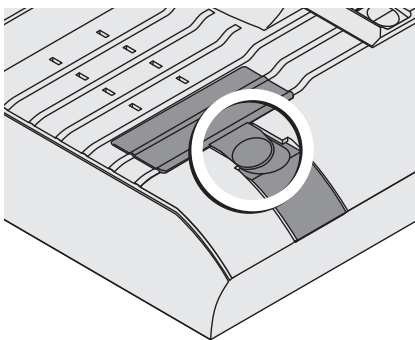
- Slide the two limit guides until they fit the envelope format you want to process.

6.1.2 On the sealer: adjust letter guide *(ultimail with sealer only)*

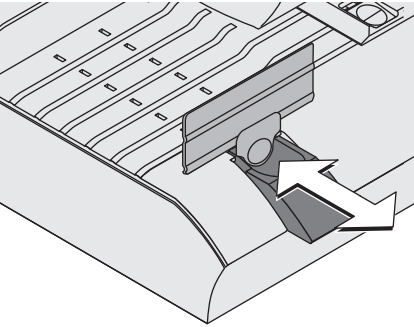
The letter guide ensures that letters are fed in straight run. You adjust the letter guide to the envelope format using the bar. The format markings on the letter receiving tray facilitate the adjustment.



Caution! For adjusting the letter guide, always hold in the recessed grip at the bar. Never push or pull the adjustable letter guide. The letter guide might break off.

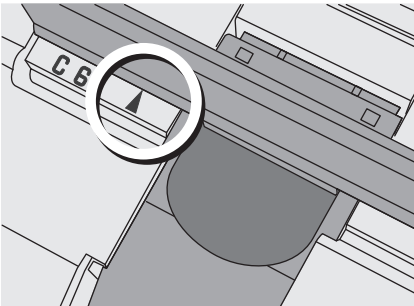


- Fold the adjustable letter guide up vertically to letter receiving tray: Simply press down the recess grip on the letter guide.

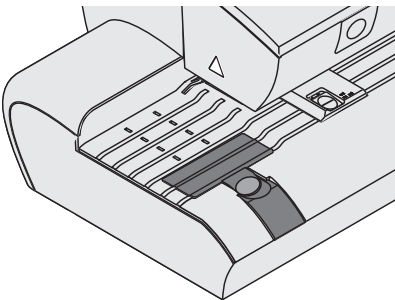


The letter guide moves upwards.

- Hold the bar in the grip recess and slide it so that the letter guide outside is directed to the suitable format marking.



The letter guide is adjusted correctly if the format marking arrow points to the exterior of the letter guide.



For large envelopes:

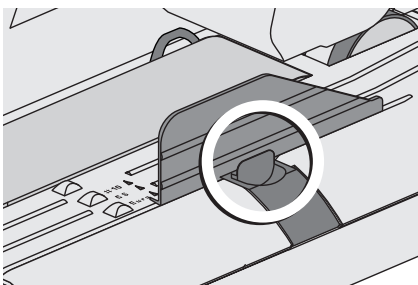
- Adjust bar so that it is flush with the housing edge.
- Fold letter guide down to letter receiving tray.

6.1.3 On the feeder: adjust letter guide *(ultimail with feeder only)*

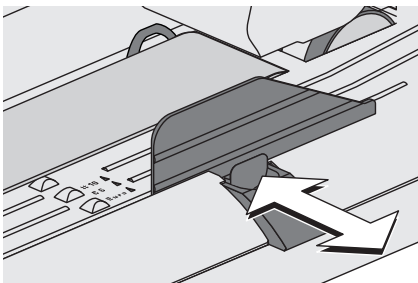
The letter guide ensures that letters are fed in straight run. You adjust the letter guide to the envelope format using the bar. The format marks on the letter receiving tray facilitate the adjustment.



Caution! For adjusting the letter guide, always hold in the recessed grip at the bar. Never push or pull the adjustable letter guide. The letter guide might break off.

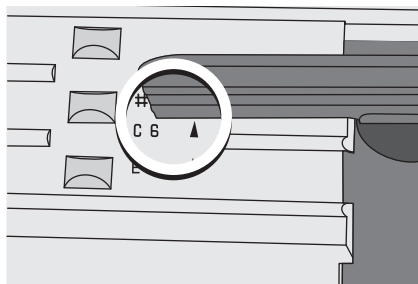


- Fold the adjustable letter guide up vertically to letter receiving tray: Simply press down the recess grip on the letter guide.

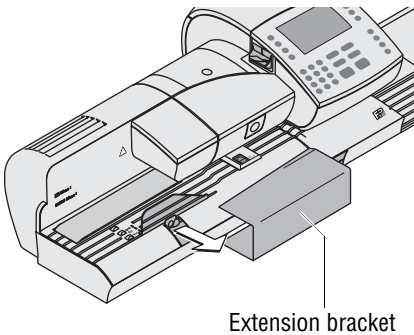


The letter guide moves upwards.

- Hold the bar in the grip recess and slide it so that the exterior of the letter guide is directed to the suitable format marking.



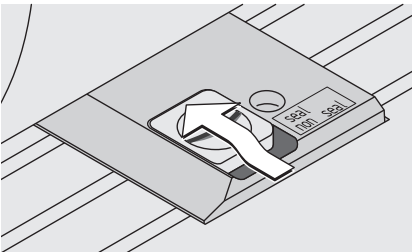
The letter guide is adjusted correctly if the format marking arrow points to the exterior of the letter guide.



For large envelopes:

- Position the extension bracket.
- Position a sample letter.
- Hold the bar in the grip recess and slide the letter guide so that it fits the letter format. The sample letter should have enough clearance between letter guide face and adjustable letter guide (about 2 to 3 mm).

6.1.4 Switch on / off seal function *(ultimail with feeder / sealer only)*



Seal

If the letters are to be sealed:

- Place the switch to the rear into **seal** position.
- Check filling level in water tank.
- Fill the water tank if required. Read chapter 14.6 on page 151.

Please note:

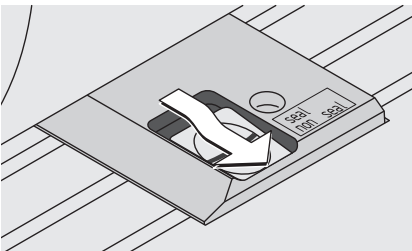
Permanently reliable sealing results can be assured only when you use 'sealit' sealing liquide.

Only use envelopes that are suited for sealing by machinery. For details to envelope specifications, read page 200.

Non seal

If you do not want to seal letters or if they are already sealed:

- Place the switch to the front into **non seal** position.



6.2 Change account

You can only change the account if you work with MASTER card or if all accounts are released for franking (in account mode: ACCESS CARD REQUIRED: OFF).

If you work with USER card the account for the USER card is set automatically and cannot be changed.

For account set up and account data evaluation, use account administration in SET UP menu (see page 66).

<input checked="" type="radio"/>	ACCOUNT 1 MASTER	0.36	<input type="radio"/>
<input type="radio"/>	WITHOUT LOGO	Within UK First Class Letter	<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	60g	<input type="radio"/>
<input type="radio"/>	15.02.11	PRODUCT SELECTION	<input type="radio"/>
		MEMORY 1	<input type="radio"/>
	MODE: METERING Machine ready.		

How to change the account:

- Press the key next to the account display in the home menu.
The ultimail opens SELECT ACCOUNT menu. The created accounts are listed by account numbers. If more than 8 accounts are set up, you can scroll through the accounts list using MORE / PREVIOUS.

SELECT ACCOUNT				
<input type="radio"/>	1	£ 164.22	25891	£ 124.56
	MASTER	131 PCS	DEVELOPME	346 PCS
<input type="radio"/>	10006	£ 257.51	28964	£ 41.461
	HEAD OFF	393 PCS	PRODUCTIO	51 PCS
<input type="radio"/>	10456	£ 290.80	30526	£ 2.52
	RECEPTION	298 PCS	STORAGE	7 PCS
<input checked="" type="radio"/>	10789	£ 975.03		>>
	SERVICE	985 PCS		MORE
	Please select an account.			

- Press the key next to the desired account. In the example, this is account 10789 “Service”.
The ultimail goes back to home menu. The selected account is set.



You can also directly set the account in the home menu.

- Type the account number.
The entered number appears at the bottom right of the status line.
- Confirm with the key next to the account display.

6.3 Positioning and franking a letter

You can use the ultimail to frank letters and postcards. Format and material of mail pieces must meet the specifications on page 199.

We recommend using envelopes made of ink-absorbent material with as smooth a surface as possible. This gives the best printing results.

For thicker deliveries you should frank the empty envelope or use labels.

Also use self-adhesive labels to attach on the mail piece when the envelope material is not ideal for inkjet printing.

How to position letters at the hand feed tray, work with sealer or feeder and frank labels, read on the following pages.



You can select total pieces prior to franking. This ultimail function will help you to have the franked deliveries readily stacked by numbers for the dispatch. Read chapter 7.2 on page 52.

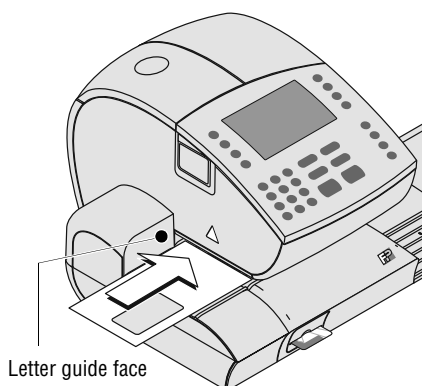
6.3.1 ultimail with hand feed tray

ACCOUNT 1 MASTER	0.36	60g
COMPANY LOGO	Within UK First Class Letter	
YOUR TEXT	PRODUCT SELECTION	
15.02.11	MEMORY 1	
MODE: METERING Machine ready.		

If the ultimail is ready for operation you can feed your mail pieces for franking.

‘Ready for operation’ means:

- ultimail shows the home menu
- the postage value is displayed
- the status line shows
“MODE: METERING...
Machine ready.”



- Place the letter on the hand feed tray so that:
 - the side to be printed is face up (address is visible)
 - the upper edge is flush to the letter guide face.
- Push the envelope in until the letter sensor recognises the envelope and starts letter transport.

The ultimail feeds the envelope, prints, and places the franked envelope in the catch tray.

6.3.2 ultimail with sealer (optional)

○ ACCOUNT 1 MASTER ○	0.36	○
○ COMPANY LOGO ○	Within UK First Class Letter 60g	○
○ YOUR TEXT ○	PRODUCT SELECTION	○
○ 15.02.11 ○	MEMORY 1	○
MODE: METERING Machine ready.		

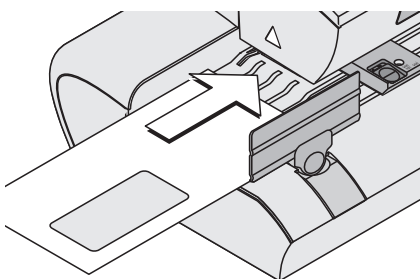
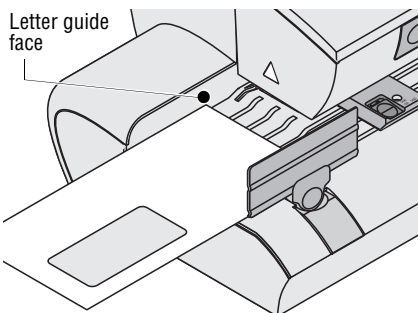
If the ultimail is ready for operation you can feed your mail pieces for sealing and franking.

‘Ready for operation’ means:

- ultimail shows the home menu
- the postage value is displayed
- the status line shows “MODE: METERING... Machine ready.”

Feeding single mail pieces

- Place the letter on the letter receiving tray at the sealer so that:
 - the envelope flap is face down
 - the side to be printed is face up (address window is visible)
 - the upper edge is flush to the letter guide face.

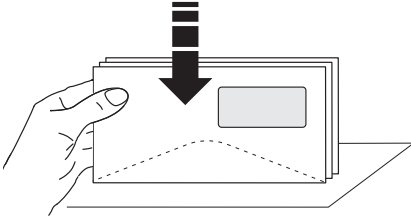


- Push the envelope in until the letter sensor recognises the envelope and starts letter transport.

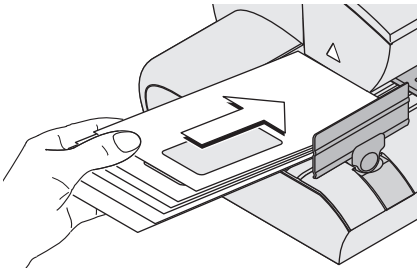
The sealer feeds the letter, moistens the flap (if seal function is switched on) and transfers the letter to the franking machine. The franked letter is placed in the catch tray.

Feeding similar mail pieces

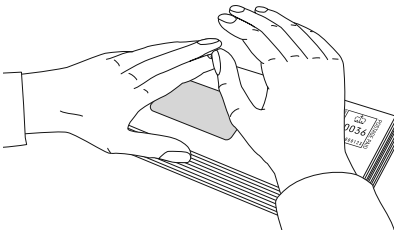
Especially when franking large quantities of similar mail pieces, you can save time by optimised letter feed.



- Arrange letters so that address areas are face up.
- Loosen letter stack with the upper edge on a level base and shake smooth.



- Scale up the letter stack so that the top letter is the first protruding when positioned.
- Hold the fanned out letter stack with your left hand and place it on the letter receiving tray as shown in the figure.
- Push with your right hand the top letter in the direction of the arrow. Make sure that the upper edge is flush to the letter guide face.
- Once the letter is fed you can follow with the next letter from the stack.




Press down moistened envelope flaps

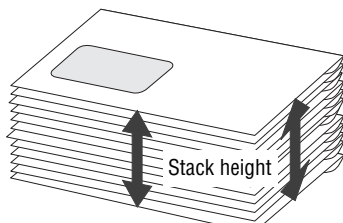
To ensure that envelopes are well sealed, we recommend pressing down the envelope flaps firmly after franking.

- Stroke your hand firmly over the envelope's / letter stack's flap area.

6.3.3 ultimail with feeder *(optional)*

6.3.3.1 Positioning letters in stack

- 
- Caution!** Observe the following notes for stack processing:
- Only position letters in stack which are to be printed with the same franking imprint (postage, type of mail endorsement...).
 - Position letters of the same format only (max. 353 mm x 250 mm).
 - Only position letters of nearly the same thickness (± 1 mm).
The ultimail processes letters of a thickness up to 6.35 mm.
 - Observe limits of stack heights.





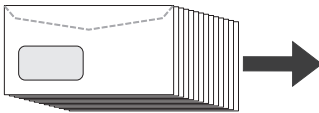
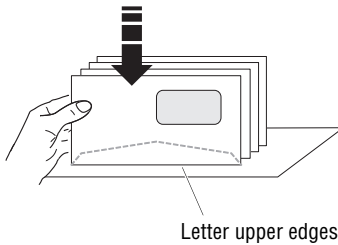
Prepare letter stack

- Sort out any deliveries which are unsuited for stack processing. You feed such mail pieces individually and manually (see page 48).
- Take about as many mail pieces as the ultimail will be able to process in one stack. Maximum stack height depends upon the material.

Type / material of mail pieces	Permissible stack height
Letters	50 mm about 70 letters, contents: 1 sheet, non folded
Postcards of a paper weight of at least 250 g/m ²	30 mm, about 100 cards
Postcards of a paper weight of less than 250 g/m ²	15 mm, about 80 cards

Markings at the letter guide face at the feeder indicate stacking height limits for letters

 50 mm ▼ and postcards  CARDS 30 mm ▼.



- Arrange the letter stack so that all envelope flaps are face down.
- Align upper edges flush:
Loosen letter stack with the upper edge on a level base and shake smooth.

- Fan the letter stack so that the lower letter is the first protruding when inserted in the feeder.

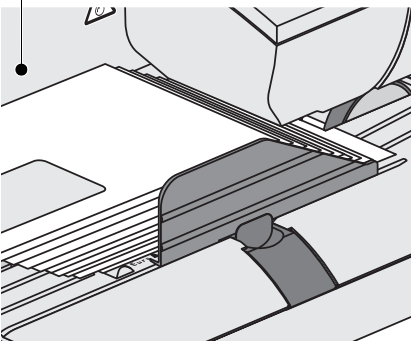
○ ACCOUNT 1		0.36	○
○ MASTER			○
○ COMPANY LOGO	Within UK First Class Letter	60g	○
○ YOUR TEXT	PRODUCT SELECTION		○
○ 15.02.11	MEMORY 1		○
MODE: METERING Machine ready.			

Positioning and franking a letter stack

If the ultimail is ready for operation you can feed the letter stack for franking.

- ‘Ready for operation’ means:
- ultimail shows the home menu
 - the postage value is displayed
 - the status line shows
“MODE: METERING...
Machine ready.”

Letter guide face

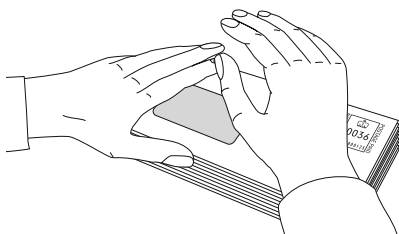


- If necessary, adjust the letter guide.
The letter stack should have a clearance of about 2 to 3 mm between the letter guide face and the adjustable letter guide.
- Fan the letters so that the lower letter is protruding.
- Place the letters with the flap side face down on the belt conveyor. Make sure that no mail pieces can penetrate underneath the adjustable letter guide.

Letter transport starts automatically when the sensor recognises the letter stack.

The feeder separates the letters individually from the stack, moistens the flap (if seal function is switched on) and transfers the letter to the franking machine. The franked letter is placed in the catch tray.

As soon as the feeder is empty, the ultimail stops.



Press down moistened envelope flaps

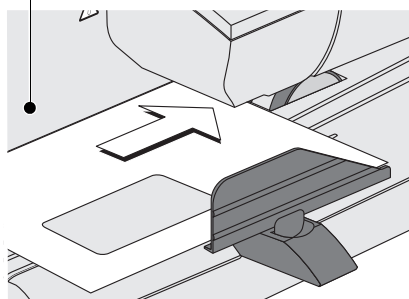
To ensure that envelopes are well sealed, we recommend pressing down the envelope flaps firmly after franking.

- Stroke your hand firmly over the envelope's / letter stack's flap area.

6.3.3.2 Positioning single letters

Position mail pieces that are not suited for stack processing individually and manually to the feeder.

Letter guide face



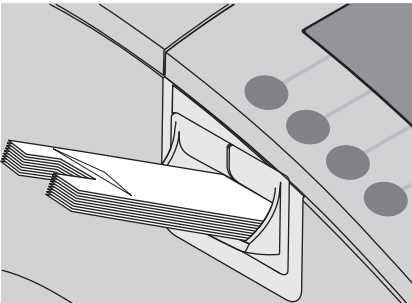
- Place the letter on the belt conveyor so that:
 - the envelope flap is face down
 - the side to be printed is face up (address window is visible)
 - the upper edge is flush to the letter guide face.
- Push the envelope in direction of the arrow until the letter sensor recognises the envelope and starts letter transport.

6.4 Franking labels *(optional)*

The ultimail uses the 'Label dispenser' option to print self-adhesive labels. You can order suitable labels for the ultimail from Francotyp-Postalia.



Caution! Only use original FP labels. Do not put in more than the pre-packaged 40 labels. We can ensure correct label processing only when you comply with this.




- Remove labels from the package.
- Remove banderole.
- Insert labels into the label dispenser with support material face down. The paper side to be printed is face up.
- Push in against a slight resistance all the way to the stop.
- Set the franking imprint as usual.

Note: When franking labels, the length of the franking imprint is restricted. You can either print a logo **or** an SMS text. The respective other imprint has to be switched off (setting: WITHOUT LOGO / WITHOUT SMS TEXT).

If ultimail is ready for operation, you can start label printing.


Franking a label

- Press the  key.

The ultimail prints a label.

Franking several identical labels

(only possible in home menu)

- Type the number of labels.
- Press the  key.

The ultimail prints the number of labels you have set. During franking the status line shows the number of labels still to be franked.

7 Special functions

7.1 Using the DX feature *(optional)*

7.1.1 Things worth knowing about the DX feature

15.2.11



The ultimail can frank mail pieces for dispatch by the private carrier DX. You can switch between carriers in the SET UP menu.

In order to use the DX feature it has to be activated in your ultimail, the DX imprint and a DX license number have to be stored in the franking machine. Then the additional function 'Second Carrier' is available in the SET MODE menu.

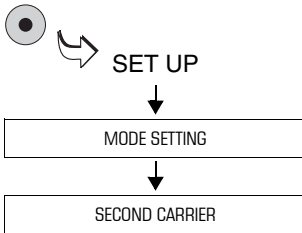


For activation of the DX feature in your ultimail please contact your FP-Partner.

Special features of the DX mode

- The postage costs for DX franking procedures are settled directly with the private carrier.
- The postage calculation function of the ultimail is not available in DX mode.
- You can use an external postal scale (e.g. a flexiscale) for postage calculation in DX mode.
- DX franking imprints will not be captured in the registers, account statistics or the resettable item counter.


7.1.2 Franking DX-mail



DX mode

	0.36	
ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	
WITHOUT SMS-TEXT	WITHOUT LOGO	
	15.02.11	
MODE: SECOND CARRIER Machine ready.		

Switching DX mode on

- Go to the SET UP menu using the .
- Select MODE SETTING → SECOND CARRIER.

The ultimail sets the DX mode. The status line shows SECOND CARRIER.

	0.36	
ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	
WITHOUT SMS-TEXT	WITHOUT LOGO	
	15.02.11	
MODE: SECOND CARRIER Please assign a value. 123		


Franking DX-mail

- Enter the desired postage in pence.

The entered value appears at the bottom right of the status line.

- Confirm with the postage value key. (This is the multi function key at the top right – directly next to the postage value display.)
- Adjust all other settings for the imprint (logo, SMS text, type of mail endorsement and date) as usual.
- When the ultimail is ready for franking in DX mode:
- Position the mail piece as usual.

Switching DX mode off


- In home menu, press the  key for about 3 seconds.

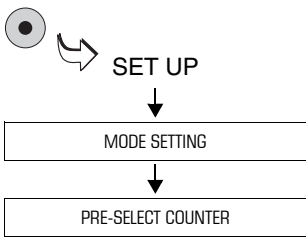
The ultimail goes back to the ‘normal’ METERING (franking) mode.


7.2 Working with the batch counter

You can use the batch counter function to frank a preset number of letters.

This function is especially useful for stack processing with feeder:


- The ultimail will stop once the total number of letters is finished.
- You can start again with  key and frank the next stack.

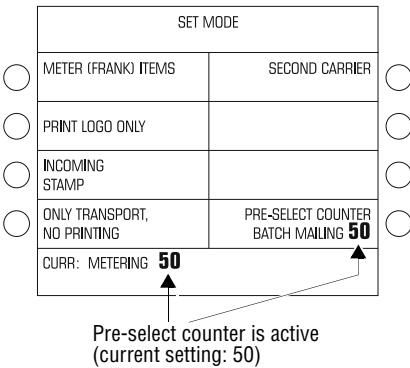


- Go to the SET UP menu using the  key.
- Select MODE SETTING → PRE-SELECT COUNTER.

SET MODE	
METER (FRANK) ITEMS	SECOND CARRIER
Enter a value. Acknowledge with ENTER.	
50	
PRIN	
INCO	
STAN	
ONLY TRAFFIC OFF	PRE-SELECT COUNTER
NO PRINTING	BATCH MAILING 0
Please select a main group.	

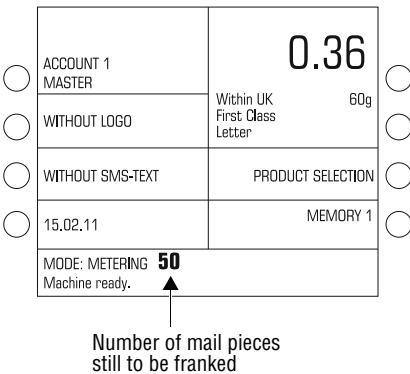
A pop-up prompts you to enter the desired amount.


- Type the desired number.
- Confirm with the  key.



ultimail closes the pop-up window and sets the new value for the pre-select counter.

You can also set the pre-select counter directly in the SET MODE menu: Enter the desired number and confirm with the key next to PRE-SELECT COUNTER.



- Go back to home menu with  key.

In the home menu, the status line will always show the current number of mail pieces still to be franked. Once the number set is franked, the display jumps back to the preset number defined in the pre-select counter.

Switching pre-select counter off

- In the SET MODE menu, type "0".
- Confirm with key next to PRE-SELECT COUNTER.



When the machine is switched off, the pre-select counter is reset to default value "0".

<input type="radio"/>	ACCOUNT 1 MASTER	0.36 <small>Within UK First Class Letter</small> 60g	<input type="radio"/>
<input type="radio"/>	WITHOUT LOGO		<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	PRODUCT SELECTION	<input type="radio"/>
<input type="radio"/>	15.02.11	MEMORY 1	<input type="radio"/>
MODE: METERING 14 Machine ready. ▲			

Number of mail pieces
still to be franked

Selecting total pieces in the home menu

You can also select total pieces directly in the home menu for “single use”. The pre-select counter in the SET UP menu remains unchanged, i.e. after the set number of pieces has been processed, the status of the pre-select counter in the SET UP menu will be re-set.

- Type the desired number.

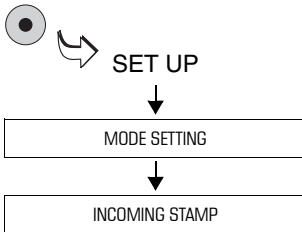
The entered number appears at the bottom right of the status line.

- Press the  key.
- Position the mail pieces as usual.

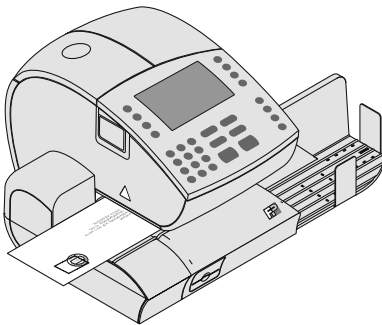
You will see the number of mail pieces still to be franked in the status line.

7.3 Using the ultimail as incoming mail stamp


For registering your incoming mail (up to a thickness of 6.35 mm), you can use the ultimail as incoming mail stamping machine. For this function, use the INCOMING STAMP mode. The ultimail will print 'Received on: ...' together with the date displayed. All users can use this function, even without access card.



○			○
○			○
○			○
○	15.02.11		○
MODE: INCOMING STAMP Machine ready.			



Setting incoming mail stamp function

- Go to the SET UP menu using the  key.
- Select MODE SETTING
→ INCOMING STAMP.

The ultimail sets the incoming mail stamp and goes back to home menu.

In the home menu, the status line shows INCOMING STAMP.

Change date


If necessary, you can change the date in the same way as for the franking imprint (see page 34).

Print “Received on: ...”

- Feed incoming mail in single pieces and manually. Place the side to be printed face upwards!

The ultimail prints the incoming mail stamp and ejects the mail to the right-hand side.

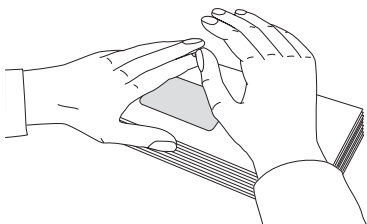
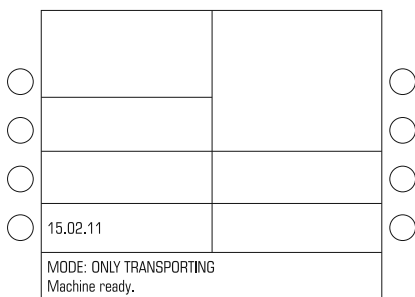
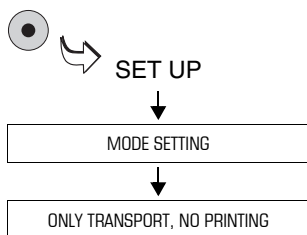
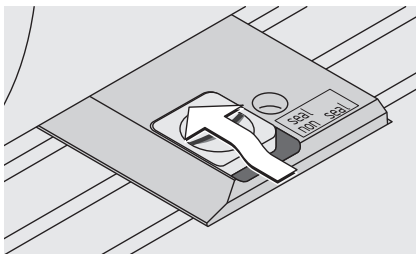
End “Incoming stamp” mode

- In home menu, press the  key for about 3 seconds.

The ultimail goes back to METERING (franking) mode.

7.4 Seal only function *(ultimail with feeder / sealer only)*

You can seal letters with the feeder or the sealer without franking them.



Switch on sealer


- Push the 'seal envelope' switch to the rear into **seal** position.
See also page 41.

Please note:

Permanently reliable sealing results can be assured only when you use 'sealit' sealing liquide.

The envelopes must be suited for mechanical sealing (see page 200).

Setting "Only transporting" mode

- Open the SET UP menu with  key.
- Select MODE SETTING → ONLY TRANSPORT, NO PRINTING.

The ultimail goes back to home menu. In the status line, you will see MODE: ONLY TRANSPORTING.

- Position the letters, as usual, at the sealer or feeder.

Press down moistened envelope flaps

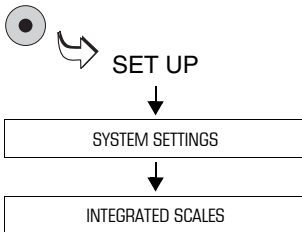
To ensure that envelopes are well sealed, we recommend pressing down the envelope flaps firmly after franking.

7.5 Differential weighing *(optional)*


The differential weighing function enables you to conveniently frank large amounts of similar mail pieces. You simply place a stack of mail pieces on the weighing platform, then remove them one by one for franking. The ultimate constantly checks for changes in weight and sets the postage value for each letter accordingly.









For enabling the differential weighing function you need an authorisation code. Please contact your FP-Partner. Read chapter 13.22.3 on page 136.



Setting the differential weighing mode

- Open the SET UP menu with  key.
- Select SYSTEM SETTINGS → INTEGRATED SCALES.

ADJUSTING THE INTERNAL SCALES	
0 GRAM	
 DIFFERENTIAL WEIGH. ON	
 TARE CALCULATION	
 GRAVITY 9.816800	 AUTO ENDORSEM. SEL. ON

- Press key next to DIFFERENTIAL WEIGH. The setting changes between OFF and ON.

If DIFFERENTIAL WEIGH. ON is displayed:

- Press the  key to return to the home menu.

<input type="radio"/>	ACCOUNT 1 MASTER	Within UK First Class Letter	0g	<input type="radio"/>
<input type="radio"/>	WITHOUT LOGO			<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	PRODUCT SELECTION		<input type="radio"/>
<input type="radio"/>	15.02.11	MEMORY		<input type="radio"/>
MODE: METERING AND DIFF. WEIGHING				
Machine ready.				


Differential weighing is active

The mode METERING AND DIFF. WEIGHING is set and remains effective until it is changed again – even if the machine is switched off.

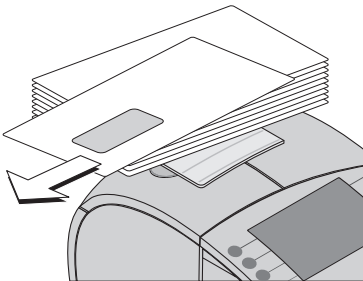
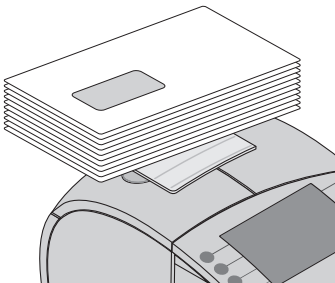


Using the differential weighing mode

Caution! The integrated scales are designed for a max. weight of 5 kg. Never place more than 5 kg on the weighing platform.

- Set the mailing data (see chapter 5.1).
- Press the  key to change to the home menu.
- Place the letter stack or a box with letters on the weighing platform.

No weight and postage value are displayed.



- Remove one letter from the stack or from the box.

<input type="radio"/>	ACCOUNT 1 MASTER	0.36	<input type="radio"/>
<input type="radio"/>	WITHOUT LOGO	Within UK First Class Letter 27g	<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	PRODUCT SELECTION	<input type="radio"/>
<input type="radio"/>	15.02.11	MEMORY	<input type="radio"/>
MODE: METERING AND DIFF. WEIGHING Machine ready.			

The ultimail determines the change in weight and calculates the postage value.

- Position the letter as usual.
- Handle the remaining mail pieces in the same way.

DIFFERENTIAL WEIGHING	
Do you want to meter (frank) with this weight?	
NO	YES
Acknowledge with YES, if you want to carry out the procedure	

When you empty the weighing platform the ultimail asks you if the set weight is to be used.

- Acknowledge with YES to frank the last letter of the stack.

Or

- Press NO to discard the displayed weight (e. g. because you removed the empty box last). The ultimail does not determine a postage value. Processing of the letter stack is completed.

7.6 Using an external postage scale

7.6.1 Connecting an external postage scale

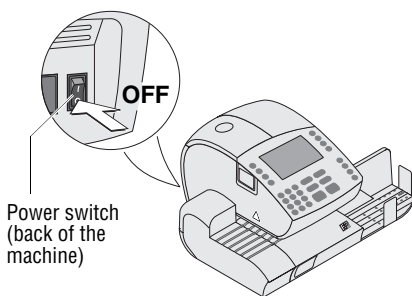
The ultimail is equipped as a standard feature with a 9-pin interface. You can connect to this interface an existing postage scale made by Francotyp-Postalia (e.g. a flexi-scale). For connecting an external postage scale to the ultimail, you need a special interface cable. You can order an interface cable from Francotyp-Postalia.



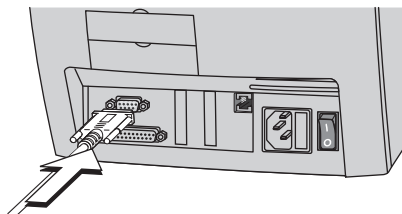
Warning! Read the Operator's Manual of your FP postage scale before connecting it to ultimail. Obtain information particularly, on the safe handling of the FP postage scale.




Caution! Only ever use the correct cable for the ultimail, do not use other cables supplied with other franking machines (e.g. optimail).



- Switch off the ultimail franking system.
- Switch off the FP postage scale.



- Plug the interface cable you obtained from Francotyp-Postalia in the 9-pin interface marked by the  sign and tighten screws. The interface is located on the back of the machine.
- Connect the interface cable to the FP postage scale.
- Switch on the ultimail.
- Switch on the FP postage scale.
- Set up the FP postage scale for operation on ultimail.

7.6.2 Using ultimail with an external postage scale

You only use the external postage scale with the ultimail to determine and set the weight. The postage calculation of the scale is not used in connection with the ultimail.

○ ACCOUNT 1 MASTER	0.36	○
○ WITHOUT LOGO	Within UK First Class Letter 60g	○
○ WITHOUT SMS-TEXT	PRODUCT SELECTION	○
○ 15.02.11	MEMORY 1	○
MODE: METERING Machine ready.		

- Switch on the ultimail and wait for the start routine to finish.
- Switch on the FP postage scale and wait for the start routine to finish.

○ ACCOUNT 1 MASTER	0.36	○
○ WITHOUT LOGO	Within UK First Class Letter 97g	○
○ WITHOUT SMS-TEXT	PRODUCT SELECTION	○
○ 15.02.11	MEMORY	○
MODE: METERING Machine ready.		

- At the ultimail select franking imprint settings (mailing data, logo, ...)

ultimail has to be ready for franking:

- Display shows the home menu
- Mode: METERING ... (franking).

- Place the mail piece on the weighing platform of the FP postage scale.

ultimail sets the postage value using the selected mailing data and the weight received from the external postage scale

- Frank the mail piece with ultimail.



Please heed the following note if the ultimail features integrated scales and an external postage scale:

When calculating the postage value, ultimail always applies the weight value transmitted last.

8 Postage register

The ultimail saves important parameters and postage used information in registers. You can have the register states displayed and printed on an empty envelope or a label.

	UMA 01	REGISTER	
	1234567		SAD-12345678
○	R1	→ DESCENDING	£ 1,150.16
○	R2	→ ASCENDING	£ 749.84
○	R3	→ CONTROL TOTAL	£ 1,900.00
○	R4	→ TOTAL PIECES	411
○	Press LABEL or START to start a register print-out.		

- Press  key.

You will see the current register states:

R1 – DESCENDING

Postage available.

R2 – ASCENDING

Total value of all franking imprints performed.


R3 – CONTROL TOTAL

Sum of all loaded values (total).


R4 – TOTAL PIECES

Number of franking imprints performed (including zero test prints).

Print register

- Press the  key.
- Position an empty envelope or a card.

Or

- Print the information on labels using  key (*ultimail with label dispenser only*).

9 Loading postage – TELESET

TELESET is the loading of the desired postage credit. To load postage, your ultimail establishes a connection with the Teleset data centre (TDC) and loads the desired amount. Accounting is as per your contract with the Royal Mail.

Permissible amounts which may be loaded:

You may load amounts to a maximum of £ 9,990 in steps of £ 10. The permissible maximum amount depends on the postage credit left on your ultimail. When topping up, you must not exceed the upper postage credit limit of £ 9,999.99 (Register R1 – Descending).


There are the following options for connecting with the Teleset data centre:

- Internal modem
- External GSM modem
- mailcredit (web access via a PC and the Francotyp-Postalia mailcredit software).

The Teleset procedure as such runs in the same manner – regardless of the type of connection to the Teleset data centre in use.

Whenever the ultimail connects to the Teleset data centre, a number of check and update routines are run in the background. These processes may take some time.

Loading postage

- Make sure the connection set up in the ultimail (internal modem, GSM modem or mailcredit) is ready to establish a connection with the Teleset data centre (TDC).
- Open the SELECT TELESET menu using the  key.
- Select RUN TELESET to start the TELESET procedure.

SELECT TELESET	
<input checked="" type="radio"/> RUN TELESET	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/> SET UP MODEM CONFIGURATION	<input type="radio"/>
<input type="radio"/> BOOKING REPORT FOR LAST LOAD PROCEDURE	<input type="radio"/>
Please select a function.	

LOAD TELESET	
VALUE	
Please acknowledge, or select a different value!	
£ 500	
QUIT	CONTINUE
Please enter a value.	

Now simply follow the instructions in the display.

- Keep the indicated loading amount or overwrite with a new amount.
- Acknowledge with CONTINUE.

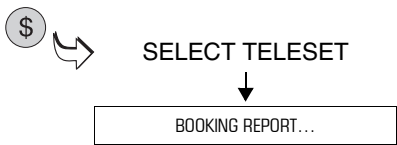
After a security prompt the ultimail establishes a connection with the Teleset data centre. Messages in the display inform about the status (connection establishment, data transfer ...).

Please note: If you have entered a new reset amount, you will be asked to confirm the process again within 30 seconds.

LOAD TELESET	
TELESET (remote setting) completed.	
New R1 register value (DESCENDING):	
£ 514,92	
	CONTINUE
Press CONTINUE to close the procedure.	

At the end of the remote setting, the ultimail will show the new descending.


- Press CONTINUE to end the TELESET process.




BOOKINGS REPORT	
DATE OF LAST TELESSET	15.02.11
TIME OF LAST TELESSET	10:23:34
AMOUNT LOADED	£ 100.00
NEW DESCENDING (R1)	£ 1,150.16
NEW CONTROL TOTAL (R3):	£ 1,900.00
	CONTINUE
Press CONTINUE to acknowledge. Press LABEL or START to print.	

Display / print booking report


In the SELECT TELESET menu you can display a booking report for the last load procedure and print it on an envelope or label.

- Open the SELECT TELESET menu using the  key.
- Select BOOKING REPORT FOR LAST LOAD PROCEDURE.

The ultimail will display information relating to the last load procedure.

- Press the  key.
 - Position an empty envelope / a card.
- ultimail prints the booking report.

Or

- With the  key, print the booking report on a label (*ultimail with label dispenser only*).

10 Account administration

You can use the account administration to register and evaluate postage used separately for each account. Accounts may be sections / departments of an enterprise or single companies of shared offices.

You can save, for each account, a standard setting for the logo and the SMS text, limit the postage available (set a budget), and define authorisations connected with the MASTER / USER card function.

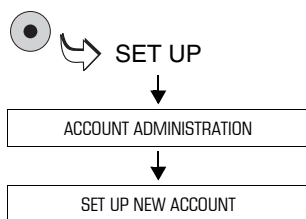
The **ultimail 60** has 10 accounts as standard. If need be, the number of accounts can be upgraded to 50 accounts. The **ultimail 90** has a standard administration of up to 50 accounts. It can be extended to 200 accounts. For the account administration extension you need a machine-specific authorisation code. Please contact your FP partner and read chapter 13.22.2.


For the maximum number of available accounts and number of accounts in use, see SET UP menu → DISPLAY SYSTEM INFORMATION.



How to set up accounts for franking, read in chapter 6.2 on page 42.

10.1 Set up a new account




- Go to the SET UP menu using the  key.
- Select ACCOUNT ADMINISTRATION → SET UP NEW ACCOUNT.

Now simply follow the instructions in the display. You are prompted by the ultimail to enter, one after the other, all required information:

- account number
- account name
- standard logo
- standard SMS text
- TELESET access
- define type of budget and limits.

If all information is completely entered, the ultimail signals “You have successfully set up the account...”.

- Confirm the message with .

Possible settings and their meaning:

Account number	from 2 to 99999	Account 1 is permanently assigned to MASTER card (MASTER account).
Account name	Letters, special characters and digits	Please find more information to text input on pages 89 to 92.
Standard logo	NO STANDARD LOGO	When you set up the account for franking, the last selected logo will remain set in the home menu.
	WITHOUT LOGO all available logos	The selected logo is automatically set to the account during the change.
Standard SMS text	NO STANDARD SMS TEXT	When you set up the account for franking, the last selected SMS text will remain set in the home menu.
	WITHOUT SMS TEXT all available SMS texts	The selected SMS text is automatically set to the account during the change.
TELESET access	ON	TELESET is released. The account user is authorised to load postage.
	OFF	TELESET function is blocked.

Possible settings and their meaning:

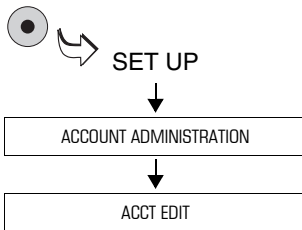
Budget	UNLIMITED	The total postage of the ultimail is available.
	RESTRICTED	Account is supplied with a certain credit (= current limit). When the credit is used up, the ultimail blocks the account until a new credit is assigned (see chapter 10.2.3 on page 73).
	MONTH	The account is provided with a monthly credit (= monthly limit). In addition, you define the current credit for the account (current limit). On every change of the month, the ultimail sets the credit (current limit) back to the monthly limit. You can change the current limit at any time, independently from that.


10.2 Change settings for existing accounts

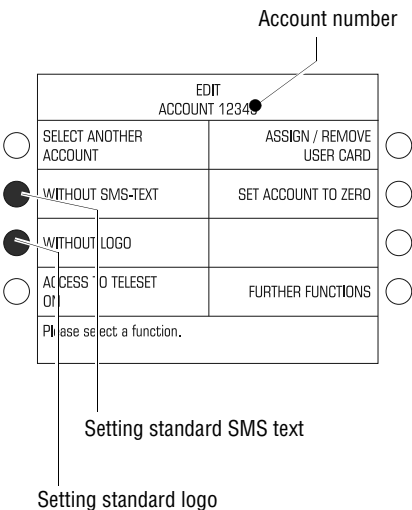
10.2.1 Change standard setting for the logo and the SMS text



You will find information on the meaning of possible settings for the logo and the SMS text on page 67.



- Go to the SET UP menu using the .
- Select ACCOUNT ADMINISTRATION → ACCT EDIT.



The EDIT ACCOUNT ... menu appears. You can see the account number in the head line.

Now you can change the standard logo and SMS text settings for the account displayed.

Define a standard SMS text

- Press the key next to the current SMS text.

The SPECIFY STANDARD SMS TEXT menu appears.

- Select the desired SMS text with the associated key.

From now on, this SMS text is the new default setting for this account. The ultimate goes back to the EDIT ACCOUNT menu.

SPECIFY STANDARD LOGO ACCOUNT 12345	
○ - NO STANDARD- LOGO	○ 3 SHOP
○ 0 WITHOUT LOGO	○ 4 GLOBAL PLAYER
○ 1 ADDRESS	○ 5 PERSONAL IMPRINT
● 2 COMPANY LOGO	○ >> MORE
Please select a logo.	

Define a standard logo

- Press the key next to the current logo.

The SPECIFY STANDARD LOGO menu appears.


- Select the desired logo with the associated key.

From now on, this logo is the new default setting for this account. The ultimail goes back to EDIT ACCOUNT menu.

SPECIFY STANDARD LOGO ACCOUNT 12345	
○ << PREVIOUS	○
○ 6 ANNIVERSARY	○
○ 7 TRADE SHOW	○
● 8 ADVERT-01	○
Please select a logo.	

Logo on USER card

Defining a logo on the USER card as default logo

- Plug USER card with logo.
- Go to the SET UP menu using the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT.
- Press the key next to the current logo.

The logo on the USER card always appears in the last position in the SELECTING LOGO menu.

- Press the key next to the last logo in the list (ADVERT-01).

From now on the logo stored on the USER card is the default setting for this account. When the USER card is plugged, the logo on the card is used for the franking imprint.

Other account

EDIT ACCOUNT 12345	
<input checked="" type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/> ASSIGN / REMOVE USER CARD
<input type="radio"/> WITHOUT SMS-TEXT	<input type="radio"/> SET ACCOUNT TO ZERO
<input type="radio"/> WITHOUT LOGO	<input type="radio"/>
<input type="radio"/> ACCESS TO TELESSET ON	<input type="radio"/> FURTHER FUNCTIONS
Please select a function.	

Specify logo / SMS text for other accounts

If you wish to change settings of another account:

- Open the menu for selecting accounts with **SELECT ANOTHER ACCOUNT**.
- Select the account the settings of which you want to change.

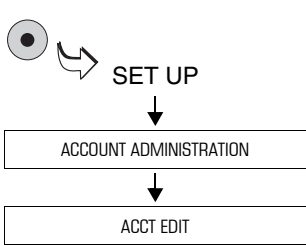
The ultimail goes back to **EDIT ACCOUNTS ...** menu. Now you can change the standard logo and the standard SMS text for this account.




You can also select an account in the following way:

- Type the account number.
- Confirm with **SELECT ANOTHER ACCOUNT**.

10.2.2 Release / block TELESET access











- Go to the SET UP menu using the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT.

The EDIT ACCOUNT ... menu appears. You can see the account number in the head line.

If you wish to change the TELESET access for other accounts select the desired account using the SELECT ANOTHER ACCOUNT function.

Account number

EDIT ACCOUNT 12345	
 SELECT ANOTHER ACCOUNT	ASSIGN / REMOVE USER CARD 
 WITHOUT SMS-TEXT	SET ACCOUNT TO ZERO 
 WITHOUT LOGO	
 ACCESS TO TELESET ON	FURTHER FUNCTIONS 
Please select a function.	

Block / release
TELESET access

Release / block TELESET

In the EDIT ACCOUNT ... menu:

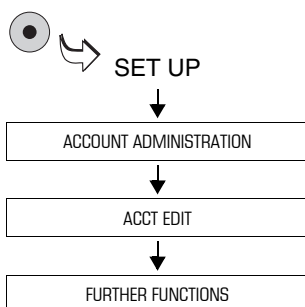
- Press the key next to ACCESS TO TELESET until the desired setting is displayed.
ON = release
OFF = block.


From that moment, the displayed setting for TELESET access is activated.

10.2.3 Changing budgets and assigning credits



More information on the meaning of budget settings can be found on page 68.



- Go to the SET UP menu using the .
- Select ACCOUNT ADMINISTRATION → ACCT EDIT → FURTHER FUNCTIONS.

The FURTHER FUNCTIONS ACCOUNT ... menu appears. In the head line, you can see the account number.

If you wish to change the budget settings for other accounts select the desired account using the SELECT ANOTHER ACCOUNT function.

Account number

FURTHER FUNCTIONS ACCOUNT 12345		
<input type="radio"/> SELECT AN ACCOUNT	FURTHER FUNCTIONS ACCOUNT 12345	
<input checked="" type="radio"/> BUDGET TYPE UNLIM.	FURTHER FUNCTIONS ACCOUNT 12345	
<input type="radio"/>	BUDGET TYPE RESTR.	SELECT ANOTHER ACCOUNT
<input type="radio"/>	CURRENT LIMIT £ 150.00	BUDGET TYPE MONTH
Please see	CURRENT LIMIT £ 150.00	DELETE ACCT
Please see	MONTHLY LIMIT £ 50.00	
Please select a function.		

Setting budget type

In the FURTHER FUNCTIONS ACCOUNT ... menu:

- Press the key next to BUDGET TYPE several times until the desired setting UNLIMITED, RESTRICTED or MONTH is displayed.

The budget type set will determine which additional functions for credit setting (limits) appear.

FURTHER FUNCTIONS ACCOUNT 12345	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/> EDIT NAME
<input type="radio"/> BUDGET TYPE RESTR.	<input type="radio"/> DELETE ACCT
<input checked="" type="radio"/> CURRENT LIMIT £ 150.00	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
Please select a function.	

Setting the current credit

In the FURTHER FUNCTIONS
ACCOUNT ... menu:

- Type the amount for credit which you want to make available for the account.
- Set the new credit using the key next to CURRENT LIMIT.

The displayed current limit is available to this account for franking.

FURTHER FUNCTIONS ACCOUNT 12345	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/> EDIT NAME
<input type="radio"/> BUDGET TYPE MONTH	<input type="radio"/> DELETE ACCT
<input checked="" type="radio"/> CURRENT LIMIT £ 150.00	<input type="radio"/>
<input checked="" type="radio"/> MONTHLY LIMIT £ 50.00	<input type="radio"/>
Please select a function.	

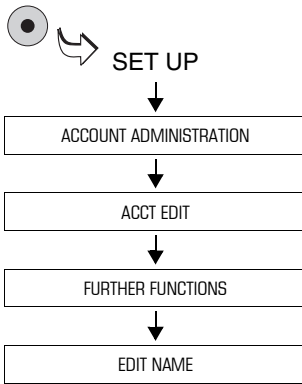
Specify the monthly credit


In the FURTHER FUNCTIONS
ACCOUNT ... menu:

- Type the amount of credit which you want to make available to the account each month.
- Specify the credit using the key next to MONTHLY LIMIT.

On the first day of the month, the ultimail sets the current limit automatically to the specified monthly limit. You can directly change the current limit at any time, independently from that.









10.2.4 Change name



- Go to the SET UP menu using the .
- Select ACCOUNT ADMINISTRATION → ACCT EDIT → FURTHER FUNCTIONS → EDIT NAME.

The ultimail opens the menu for changing the account name.

If you wish to change the name of another account select the desired account with the SELECT ANOTHER ACCOUNT function.

EDIT NAME ACCOUNT 12345	
 SELECT ANOTHER ACCOUNT	
 [CUSTOMER SERVICE_]	
 CURSOR LEFT	 CURSOR RIGHT
 QUIT	 CONTINUE
Please enter the name using the numeric keypad. Use C/CE to delete.	

In the EDIT NAME menu:

- Change the name of the account.
- Register the new name with CONTINUE.

The new account name is saved.



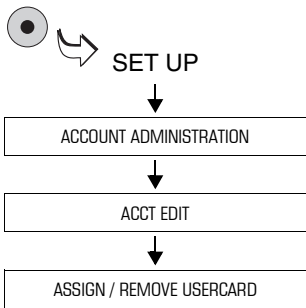
Read pages 89 to 92 on how to enter text.


10.3 Generate / block USER card(s) for an account

When you generate a USER card you permanently assign an account to it. To allow several users the access to an account, you can program one account for several identical USER cards.

Each user has, with his USER card, only access to his account, including all authorisations and budget specifications set to it.

To protect the ultimail, in case of USER card loss, for instance, from unauthorised franking, you can disable the assignment between account and USER card(s).



- Insert the MASTER card.
- Go to the SET UP menu using the .
- Select ACCOUNT ADMINISTRATION → ACCT EDIT → ASSIGN / REMOVE USERCARD.

The ASSIGN / REMOVE USERCARD menu appears. In the head line, you can see the account number.

- Use the SELECT ANOTHER ACCOUNT function to select the account for which you want to assign a USER card.

ASSIGN / REMOVE THE USER CARD ACCOUNT 12345	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/>
<input checked="" type="radio"/> ASSIGN USER CARD	<input type="radio"/>
<input type="radio"/> CANCEL ASSIGNMENT	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
Please select a function.	

Assign USER card to an account

In the ASSIGN / REMOVE USERCARD menu:

- Press the key next to ASSIGN USERCARD.

Now simply follow the instructions in the display:

- Remove MASTER card.

- Insert a USER card.

The ultimail programs the USER card for the displayed account and signals when the procedure is successfully completed.

- Remove USER card.

The USER card is valid for the assigned account.

- To generate further USER cards or for any other settings in the account administration, insert the MASTER card again.



You can rewrite USER cards which are no longer needed or invalid by another account assignment.


ASSIGN / REMOVE THE USER CARD ACCOUNT 12345	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/>
<input type="radio"/> ASSIGN USER CARD	<input type="radio"/>
<input checked="" type="radio"/> CANCEL ASSIGNMENT	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
Please select a function.	

Block USER card(s)

In the ASSIGN / REMOVE USERCARD menu:

- Press the key next to CANCEL ASSIGNMENT.

The assignment account – USER card(s) is cancelled without further prompt.

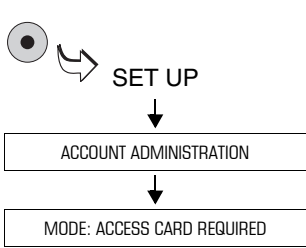
- Confirm the final message “The link... has been deleted” with .


All USER card(s) assigned to this account are invalid now.

10.4 Switch on / off “access card required?”



Caution! Mode ACCESS CARD REQUIRED: **OFF**. This setting cancels access restrictions to accounts. Every ultimail user can frank on all accounts and call all account data.



- Go to the SET UP menu using the .
- Select ACCOUNT ADMINISTRATION.
- Press the key next to MODE: ACCESS CARD REQUIRED.
The setting switches over between ON and OFF.

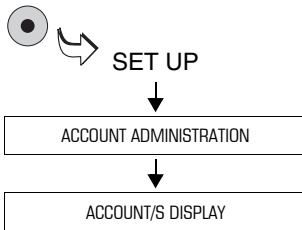
The displayed setting is active.

Possible settings and their meaning:

ON	Franking is possible only with a valid access card (MASTER card or USER card).
OFF	No access restrictions for franking. Franking is possible <u>without access card</u> on all accounts.


10.5 Display and print account information

The ultimail displays the current settings for individual accounts and ascending information in various views. For more information on the overview contents, read page 80.



INFORMATION ACCOUNT 12345	
ACCOUNT ID	: 12345
NAME	: CUSTOMER SERVICE
LOGO	: COMPANY LOGO
SMS-TEXT	: SPECIAL OFFER!
BUDGET TYPE	: MONTH
MONTHLY LIMIT	: £ 50.00
CREDIT LEFT	: £ 150.00
ASCENDING	: £ 0.00
SELECT ANOTHER ACCT	DISPLAY ALL ACCOUNTS
Please select a function. Use LABEL or START to print.	

Information about the account ...

- Go to the SET UP menu using the .
- Select ACCOUNT ADMINISTRATION → ACCOUNT/S DISPLAY.

The ultimail displays a menu with information to the related account. Use the arrow keys to scroll.

To display information about another account:

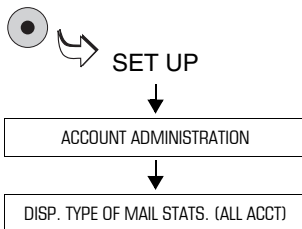
- Select the desired account with the SELECT ANOTHER ACCT function.

Information about all accounts


To display information about all accounts:

- In the INFORMATION ACCOUNT ... menu, select DISPLAY ALL ACCOUNTS.

The ultimail displays a list with information about all accounts.




Type of mail list


- Go to the SET UP menu using the .
- Select ACCOUNT ADMINISTRATION → DISP. TYPE OF MAIL STATS. (ALL ACCT).

The ultimail displays the evaluation of the imprints of type of mail endorsements.

Print information

- Press the  key.
- Position an empty envelope or a card.
- If necessary, position further envelopes / cards.

Or

- Use the  key to print the account information on labels (*ultimail with label dispenser only*).

Overview of account information:

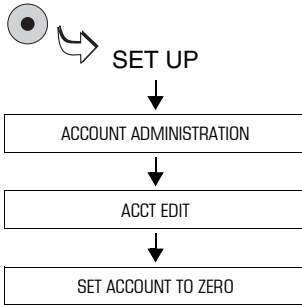
Information about the account ...	<p>Displays data for <u>one</u> account:</p> <ul style="list-style-type: none">– Current settings (standard logo, standard SMS text, budget type and limits, TELESET access).– Remaining postage.– Postage used (postage costs used by the account since the last zero reset).– Total pieces (number of franking imprints by the account since the last zero reset).
Information about all accounts	<p>List of all accounts (listed by numbers)</p> <p>Displays:</p> <ul style="list-style-type: none">– Account number (ID).– Account name.– Postage used (postage costs of individual accounts since the last zero reset).– Piece (number of franking imprints by individual accounts since the last zero reset).
Type of mail list	<p>Evaluation of endorsements across all accounts.</p> <p>Display of:</p> <ul style="list-style-type: none">– Postage used for franking imprints with endorsement, specified as per types of mail.– Number of franking imprints with endorsement, specified as per types of mail.– Total postage used and total pieces of all imprints.




With the InfoPrint software tool from Francotyp-Postalia you can administrate and evaluate account information comfortably on the PC. For further information refer to page 137.

10.6 Set account counter to zero

10.6.1 Set one account to zero

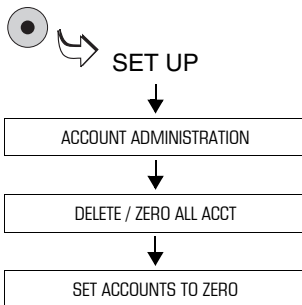



- Go to the SET UP menu using the .
- Select ACCOUNT ADMINISTRATION → ACCT EDIT.

The EDIT ACCOUNTS ... menu appears. You can see the account number in the head line.

- In order to reset another account to zero: Select the desired account with the SELECT ANOTHER ACCOUNT function.
- Press the key next to SET ACCOUNT TO ZERO.
- Follow the instructions in the display.

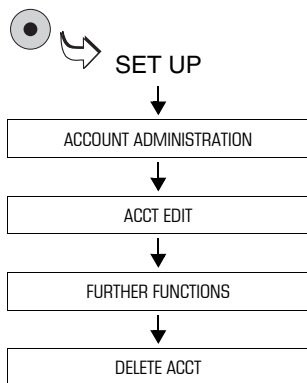
10.6.2 Set all accounts to zero




- Go to the SET UP menu using the .
- Select ACCOUNT ADMINISTRATION → DELETE / ZERO ALL ACCT → SET ACCOUNTS TO ZERO.
- Follow the instructions in the display.

10.7 Delete accounts

10.7.1 Delete one account

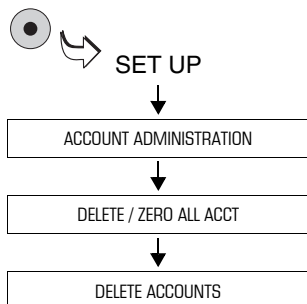



- Go to the SET UP menu using the .
- Select ACCOUNT ADMINISTRATION → ACCT EDIT → FURTHER FUNCTIONS.

The FURTHER FUNCTIONS ... menu appears. You can see the account number in the head line.

- To delete another account: Select the desired account with the SELECT ANOTHER ACCOUNT function.
- Press the key next to DELETE ACCT.
- Follow the instructions in the display.

10.7.2 Delete all accounts



- Go to the SET UP menu using the .
- Select ACCOUNT ADMINISTRATION → DELETE / ZERO ALL ACCT → DELETE ACCOUNTS.
- Follow the instructions in the display.

Use this function to delete all accounts set in the ultimail, except the Master account (account 1).

11 Memory administration

To fast and conveniently set the postage, you can save frequently used Royal Mail products as memory items. The basic ultimail version features 4 memory slots (upgradable, see chapter 13.22.1). An ultimail with integrated scales features 20 memory slots. Ex factory, everyday products of Royal Mail are pre-set as memory items.

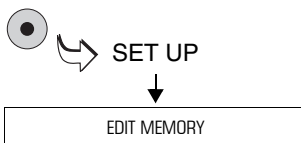
The ultimail continuously refers to the valid rate table to determine the postages for the memories. The ultimail thus ensures your postages are correct even when postal rates have changed (price changes).


Upon activation of a new rate table, the memories will be erased and reprogrammed.



Refer to chapter 5.1.1 on page 23 on how to set products for franking using the memory.

11.1 Displaying and printing memory assignment



- Go to the SET UP menu using the .
- Select EDIT MEMORY.

The list of memories shows


- the memory number
- the saved assignment in short format or the memory name.

SELECT MEMORY FOR EDITING			
01	£ 0,36 WI LE LE 60g	05	£ 0,65 RE LE 60g
02	£ 0,25 WI LE LE 60g	06	PARCEL
03	£ 4,41 WI PA 1000g	07	---
04	£ 0,59 EU LE 20g		>> MORE
Please select a memory. Print: START and feed a letter or LABEL.			


Memory with plain text name
(renamed)

Memory 7 = not occupied

Printing the memory list

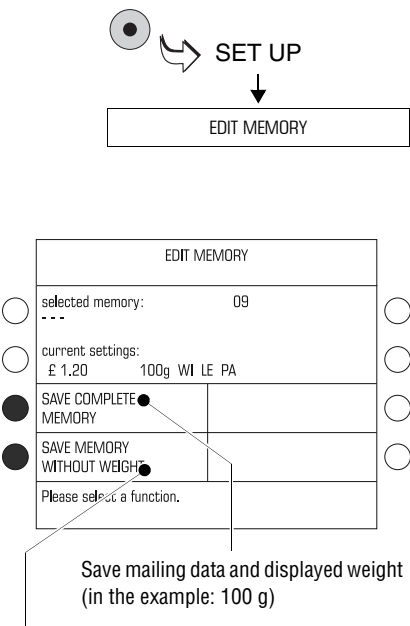
- Press the  key.
- Position an empty envelope or a card.
- Feed further envelopes / cards if required.

Or


- Use the  key to print the list on labels (*ultimail with label dispenser only*).

The ultimail needs some time to generate the imprint and then prints the list of available memories.

11.2 Saving settings



Do not save displayed weight
(saves “0 g” as the weight)

- Set the mailing data and the weight in the product selection menu.
- Go to the **SET UP** menu using the .
- Select **EDIT MEMORY**.
- Press the key next to the memory number under which you wish to save the settings.
(You can overwrite existing memories with a new assignment).

The **EDIT MEMORY** menu appears.

- Select **SAVE COMPLETE MEMORY** or **SAVE MEMORY WITHOUT WEIGHT**.

The ultimail saves the current setting.
The new assignment appears in the memory list.

Possible settings and their meaning:

SAVE COMPLETE MEMORY	The ultimail saves the complete current product setting (mailing data, displayed weight, and the appropriate postage).
SAVE MEMORY WITHOUT WEIGHT	The ultimail saves the mailing data and “0 g” as the weight.

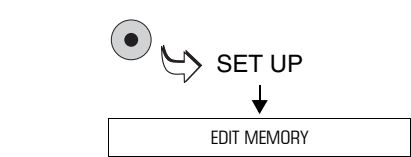



Note on “Memory 1”

The setting you save as memory 1 is be the default settings.

11.3 Renaming memories

You can name each of the memories. The memory selection list shows this name instead of the saved assignment.



- Go to the SET UP menu using the .
- Select EDIT MEMORY.
- Press the key next to the memory you wish to rename.

EDIT MEMORY	
selected memory: 06 £ 14.69 20000g WI PA	
current settings: £ 0.36 60g WI LE LE	
SAVE COMPLETE MEMORY	DELETE MEMORY
SAVE MEMORY WITHOUT WEIGHT	RENAME MEMORY
Please select a function.	

The EDIT MEMORY menu appears.

- Select RENAME MEMORY.

The ultimail opens a menu where you can edit the memory name.

MEMORY 06 RENAME	
[PARCEL_]	
CURSOR LEFT	CURSOR RIGHT
QUIT	SAVE

- Edit the memory name as desired.
- Press the key next to SAVE to save the memory name.

The memory selection list now shows this name instead of the saved data.

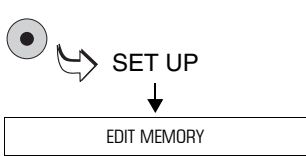



For more details on the text input function refer to pages 89 to 92.











The list of memories shows the name of the saved assignment again if you leave the input box for the name empty.

11.4 Delete memories



- Go to the SET UP menu using the .
- Select EDIT MEMORY.
- Press the key next to the memory you wish to delete.

EDIT MEMORY		
 selected memory: £ 0.65 20g RE PO	07	
 current settings: £ 0.36 60g WI LE LE		
 SAVE COMPLETE MEMORY		 DELETE MEMORY
 SAVE MEMORY WITHOUT WEIGHT		 RENAME MEMORY
Please select a function.		

Memory selected
for deleting

The EDIT MEMORY menu appears.

- Press the key next to DELETE MEMORY.
- The selected memory is immediately deleted without query.



You cannot delete MEMORY 1 because ultimail accesses the product stored in this slot as the default setting.

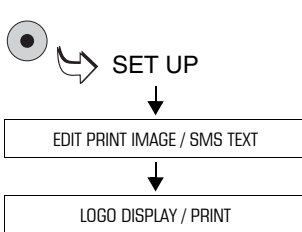
12 Print image data administration


The ultimail offers a large number of efficient functions to manage individual print image components. This includes plain text input for logos, graphical preview, logo and SMS text (freely editable) printing and the possibility to print lists. You can easily load print image data from chip card.

The following chapters present the functions in detail.

12.1 Logo display and printing

You can see the logos saved in the ultimail in the display and print these.





- Go to the SET UP menu using the .
- Select EDIT PRINT IMAGE / SMS TEXT → LOGO DISPLAY / PRINT.


You will see an overview of the saved logos.

- Press the key next to the desired logo.

The display will show a simplified graphic version of the logo. The head line will show number and logo name.

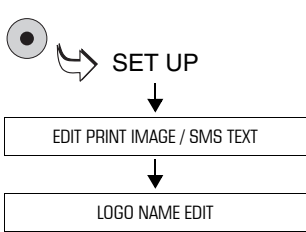
- With  or  (ultimail with label dispenser only) start the printing process.


Or

- With  go back to overview.

12.2 Change the logo names

Each logo has a name under which the motif is saved in the ultimail. You can change these names according to your requests.



- Go to the SET UP menu using the .
- Select EDIT PRINT IMAGE / SMS TEXT → LOGO NAME EDIT.
- Among the overview of saved logos, choose the logo name of which you wish to change.

Note: The name for a logo on the USER card cannot be changed.

The ultimail opens a menu for editing the name.

EDITING NAME OF LOGO 3 ADVERT-03	
[SHOP _]	
CURSOR LEFT	CURSOR RIGHT
QUIT	CONTINUE
Enter characters using the numeric keypad. Press C/CE to delete characters.	

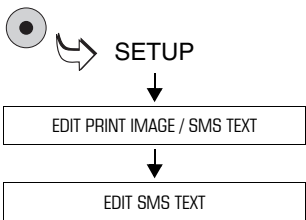
- Change the name for the logo as desired.
 - Save the name with CONTINUE.
- The ultimail updates the data and shows a prompt.
- Confirm the prompt with CONTINUE.




Read more about text input function on the ultimail on page 89.

12.3 Enter / change / save SMS texts

ultimail can save up to six text messages (SMS texts). You may set the saved SMS texts for the franking imprint in the home menu.

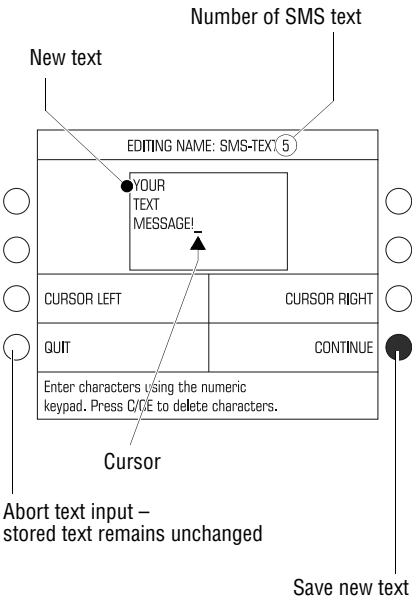


- Go to the SET UP menu using the .
- Select EDIT PRINT IMAGE / SMS TEXT → EDIT SMS TEXT.

The numbers of the SMS texts and the saved texts are displayed in an overview.

- Select the SMS text you want to enter or change.

The display will show the menu where you can enter and change SMS texts.



Enter and save texts

ultimail is capable of printing a 5-line SMS text with up to 20 characters per line.

A cursor _ marks the position for input.

- Press the numeric key for the desired character as many times in rapid succession as necessary to display the desired character.

After a short time, the cursor jumps one place to the right. Now you can enter the next character.

- Enter all further characters for the desired text in the same manner.
- Save the text with CONTINUE.

The ultimail updates the data and shows a prompt.

- Confirm the prompt with CONTINUE.

Key assignment for text input

- Characters

are entered with the numeric keys 2 to 9 .

The assignment is printed to the housing beneath the key.
- Punctuation and special characters

are entered with the 1 key.

. 1 , ? ! - & '
- Blanks

are inserted with the 0 key.
- Line breaks

To force a line break, you have to fill the line with blanks, if necessary, until the cursor jumps to the next line.

	EDITING NAME: SMS-TEXT 2		
	<div>SPECIAL OF_ER!</div>		
	CURSOR LEFT	CURSOR RIGHT	
	QUIT	CONTINUE	
Enter characters using the numeric keypad. Press C/CE to delete characters.			

Change / correct texts

- Use the functions CURSOR LEFT and CURSOR RIGHT to place the cursor to the corresponding place in the text.
- Overwrite the marked character with the desired new character.

Deleting characters

- You can delete characters with the C/CE key. Every key actuation deletes the character that is currently marked by the cursor.

Deleting SMS texts

See page 94 to read how to completely delete SMS texts you do not need any longer.



Text input is described in detail on the following pages.

Example

You wish to save the following SMS text:

**VACATION
21.-28.12.**

Text field

EDITING NAME: SMS-TEXT 6

CURSOR LEFT

CURSOR RIGHT

QUIT

CONTINUE

Enter characters using the numeric keypad. Press C/CE to delete characters.

Cursor

While entering a new SMS text, the text field is empty and the cursor stands at the first position of the first line.

How to enter the text:

Press **8** 3 times (=V).

Press **2** once (=A).

Press **2** 3 times (=C).

Press **2** once (=A).

Press **8** once (=T).

Press **4** 3 times (=I).

Press **6** 3 times (=O).

Press **6** twice (=N).

To change to the next line, fill-in the first line with 12 blank characters:

Press **0** once (=blank).

When the cursor has jumped one place to the right: Enter the next blank.
Repeat until the cursor jumps to the next line.

The cursor will now stand at the beginning of the second line.

Press **2** 4 times (2).

Press **1** twice (1).

Press **1** once (.).

EDITING NAME: SMS-TEXT 6	
<div>VACATION 21.-28.12._</div>	
CURSOR LEFT	CURSOR RIGHT
QUIT	CONTINUE
Enter characters using the numeric keypad. Press C/CE to delete characters.	

- Press 1 6 times (-).
- Press 2 4 times (2).
- Press 8 4 times (8).
- Press 1 once (.).
- Press 1 twice (1).
- Press 2 4 times (2).
- Press 1 once (.).

The text field displays the text exactly as it will be subsequently printed during franking.

- Press CONTINUE to save the text.

A message display informs on the update of the saved data.

- Confirm the prompt with CONTINUE.

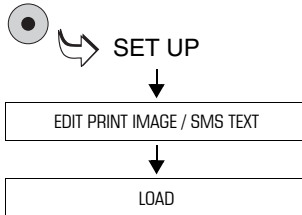
The new SMS text is saved and can be set for franking immediately.




We recommend doing a trial run with postage value “0.00” (zero test print) to check the new SMS text.

12.4 Loading print image data from card

You can easily load print image data (e.g. logos, type of mail endorsements) from cards. Order the card with the desired print images from Francotyp-Postalia.

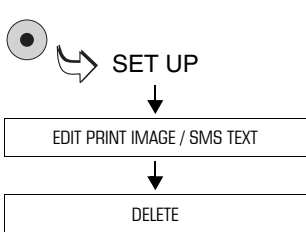



- Insert the MASTER card.
- Go to the SET UP menu using the  key.
- Select EDIT PRINT IMAGE / SMS TEXT → LOAD.
- Keep card(s) with data ready for loading.
- Follow the instructions in the display. The ultimail will guide you step by step through the loading process.









Displays and security prompts will protect you against inadvertent loading and rewriting of data. Carefully read all information in the display.

12.5 Delete print image data

You can delete print image data which are no longer required (logos, SMS texts, types of mail). Therefore you gain memory space, for new logos, for instance.



- Go to the SET UP menu using the  key.
- Select EDIT PRINT IMAGE / SMS TEXT → DELETE.

DELETE PRINT IMAGES	
 LOGO DELETE	
 TYPE OF MAIL DELETE	
 SMS-TEXT DELETE	
	
Please select a function.	

- Press the key next to the print image data which you wish to delete, e.g., LOGO DELETE.

An overview of all saved print image data appears.

- Press the key next to the print image to be deleted.

If you wish to delete the selected data now:

- Confirm the security prompt with CONTINUE.

The ultimail deletes the data. A message will inform you about the end of the deleting process.

- Confirm the message with CONTINUE.




A USER card allows you to delete SMS-texts only. The menu for selecting the SMS text will open immediately.

13 Advanced settings and system information

13.1 Setting the operating mode









You can operate the ultimail in different operating modes. Information about the meaning of the operating modes and special functions can be found on the next page.



SET UP


↓

MODE SETTING

SET MODE	
 METER (FRANK) ITEMS	SECOND CARRIER 
 PRINT LOGO ONLY	
 INCOMING STAMP	
 ONLY TRANSPORT, NO PRINTING	PRE-SELECT COUNTER BATCH MAILING 0 
CURR.: METERING Please select a main group.	


Operating modes


Special function(s)



Back to METERING (franking) mode

Shortcut: In most cases you can switch to the franking mode directly, without having to leave the home menu.

- In the home menu, press the  key for about 3 seconds.

- Go to the SET UP menu using the  key.
- Select MODE SETTING.
- Press the key next to the desired mode.

The ultimail sets the selected mode and goes back to home menu. In the status line, you can see the mode set.

The set mode is active and is maintained until the ultimail is switched off or until another mode is selected.

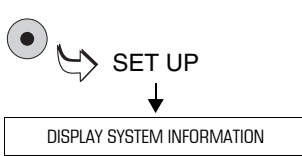
Possible settings and their meaning:


METER (FRANK) ITEMS	<p>The ultimail prints the franking imprint for dispatch with Royal Mail.</p> <p>In the home menu, the status line shows MODE: METERING ... (default setting after every switching on).</p> <p>You will find information on how to set the franking imprint and on franking in chapters 5 and 6.</p>
PRINT LOGO ONLY	<p>The ultimail prints only the logo (advertising imprint). See also chapter 13.4 on page 99.</p>
INCOMING STAMP	<p>The ultimail prints 'Received on: ...' together with the date.</p> <p>Read chapter 7.3 on page 55.</p>
ONLY TRANSPORT, NO PRINTING	<p>The franking machine transports letters without printing. This mode can be used in connection with a feeder or sealer (see chapter 7.4 on page 56).</p>
SECOND CARRIER <i>(optional)</i>	<p>The ultimail franks letters for dispatch by the private carrier DX (see chapter 7.1 on page 50). Only available if ordered from Francotyp-Postalia.</p>
PRE-SELECT COUNTER	<p>The ultimail processes a selectable number of mail pieces in the operating mode set before (see chapter 7.2 on page 52).</p>



The default mode of systems with integrated scales is called METERING AND WEIGHING. The WEIGHING display cannot be hidden. Using this message ultimail indicates that you can conveniently determine the weight of your mail pieces in this mode.

13.2 Display, print and send system information




- Go to the SET UP menu using the  key.
- Select DISPLAY SYSTEM INFORMATION.

You will see system information. You can scroll up and down the list with the arrow keys.

Print system information


Have some empty envelopes or cards ready. The ultimail will print system information in several parts.

- Press the  key.
- Position an empty envelope or a card.

The ultimail needs some time for print image creation. Letter transport is not started before that. The ultimail prints the first list of system information.

- Position further envelopes if required.

Or

- Print the information on labels using the  key (*ultimail with label dispenser only*).

You can follow the print process progress in the display.

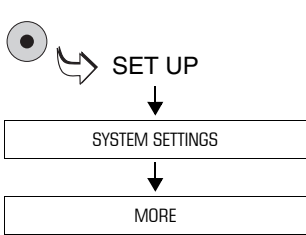
Send system information


With the SEND TO FP SERVICE DEPT. function you transmit data to the Francotyp-Postalia service.









Start this function only when requested to do so by Francotyp-Postalia.

13.3 Display and reset item counter

The item counter will count all franking imprints (including zero test pints) in the **METERING** (franking) mode. In all other modes **PRINTING LOGO**, **INCOMING STAMP** and **ONLY TRANSPORTING** the item counter is not activated.



- Go to the **SET UP** menu using the  key.
- Select **SYSTEM SETTINGS** → **MORE**.

SYSTEM SETTINGS	
 << PREVIOUS	DEL. ADVERT COUNTER 0 
	TONE SIGNAL ON 
 LOW POSTAGE WARNING £ 100	NUMBER OF ACCT 50 
 DELETE ITEM COUNTER 538	>> MORE 
Select the settings you wish to change.	










You can see the current value of the item counter under **DELETE ITEM COUNTER**.

How to reset the item counter to zero:

- Press the key next to **DELETE ITEM COUNTER**.
- Confirm with **YES**.

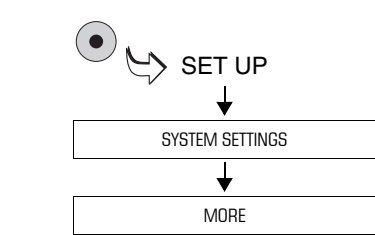
The item counter is reset to zero.


If you do not wish to set the item counter to zero, abort with **NO**. The displayed total pieces are maintained.

ITEM COUNTER	
Do you really want to delete the item counter?	
   	   
NO	YES 
Confirm with YES if you want to delete the item counter!	

13.4 Display and reset advert counter

The advert counter counts all imprints in PRINTING LOGO mode.



- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → MORE.

SYSTEM SETTINGS	
<input type="radio"/> << PREVIOUS	DEL. ADVERT COUNTER 16 <input checked="" type="radio"/>
<input type="radio"/>	TONER SIGNAL ON <input type="radio"/>
<input type="radio"/> LOW POSTAGE WARNING £ 100	NUMBER OF ACCT 50 <input type="radio"/>
<input type="radio"/> DELETE ITEM COUNTER 538	>> MORE <input type="radio"/>
Select the settings you wish to change.	

You can see the current value of the advert counter under DEL. ADVERT COUNTER.

How to reset the advert counter to zero:

- Press the key next to DEL. ADVERT COUNTER.
- Confirm with YES.

ADVERT COUNTER	
Do you really want to delete the advert counter?	
<input type="radio"/> NO	<input checked="" type="radio"/> YES
Confirm with YES if you want to delete the advert counter!	

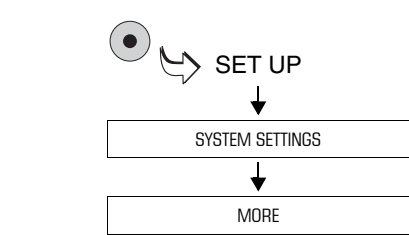
The advert counter is reset to zero.


If you do not wish to set the advert counter to zero, abort with NO. The displayed total pieces are maintained.









13.5 Setting low postage warning – limit

The ultimail signals when the remaining postage falls below a certain limit. You can set the limit for low postage warning.

- ultimail warns you, if
- the descending register (R1) falls below the set limit
 - the remaining budget (current limit) of the account falls below the set limit.



- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → MORE.

SYSTEM SETTINGS	
 << PREVIOUS	DEL. ADVERT COUNTER 0 
	tone signal ON 
 LOW POSTAGE WARNING £ 100	NUMBER OF ACCT 50 
 DELETE ITEM COUNTER 538	>> MORE 
Select the settings you wish to change. Please assign a value. 150	

How to change the limit for low postage warning:

- Type the desired limit. The value appears at the right-hand side of the status line.
- Assign the value with the key next to LOW POSTAGE WARNING.

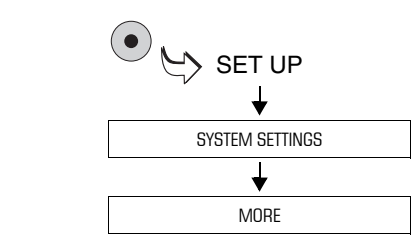
The limit for low postage warning is set and maintained until the next change is made.








You can reset the default setting for low postage warning (£ 100) with the C/CE key.

13.6 Tone signal

The ultimail acknowledges every press of a key with a beep. A sequence of tone signals is an alarm due to errors. You can adapt this function to your requests.



- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → MORE.

SYSTEM SETTINGS	
 << PREVIOUS	DEL. ADVERT COUNTER 0 
	● TONE SIGNAL ON
LOW POSTAGE WARNING £ 100	NUMBER OF ACCT 50
DELETE ITEM COUNTER 538	>> MORE 
Select the settings you wish to change.	

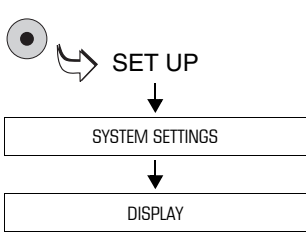
- Press the key next to TONE SIGNAL until you see the desired setting: ON, OFF or ONLY ERROR WARNING.


The displayed setting is activated and maintained until the next change, even if you switch the ultimail off.





Possible settings and their meaning:

ON	Tone signal on every key pressure.
OFF	No tone signal.
ONLY ERROR WARNING	Tone signal due to errors.

13.7 Display contrast




- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → DISPLAY.

ADJUSTING THE DISPLAY	
<div>DISPLAY CONTRAST</div> <div><div></div><div>- 31 - 13 31</div></div>	
 REDUCE	INCREASE 
QUIT 	SAVE 
Press SAVE to acknowledge the adjustment.	


Current setting

- Use the associated keys to REDUCE or INCREASE the display contrast.
- After each key activation, you will see the display change. Adjust the setting until it is comfortable for your eyes.
- Press SAVE to save the displayed setting.

ACTIVATE DISPLAY CONTRAST	
Can you still make out the display?	
ACKNOWLEDGE 	
Acknowledge within 5 seconds.	

- Press within 5 seconds the key next to ACKNOWLEDGE.

The display contrast is set. An appropriate pop up message appears in the display.

- Confirm the pop up with the  key.
- The display contrast is maintained until the next change, even if you switch the ultimail off.




If you do not change or confirm the settings within 5 to 10 seconds, the ultimail jumps back to the last display contrast setting used.

13.8 Time

13.8.1 Adjusting the current time

The built-in battery-operated system clock safely provides the current date and hour of the day. So it is only in rare cases required to correct the system clock for adjusting a minor difference.

Basic settings and corrections of major deviations are always carried out by Francotyp-Postalia customer service.




SET UP

↓

SYSTEM SETTINGS

↓

CURRENT TIME

- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → CURRENT TIME.

ADJUSTING CURRENT TIME

15.02.2011 15:05:23

- 300 S

0 S

300 S

BACK -5

FORWARDS +5

QUIT

SAVE

Press SAVE to acknowledge the adjustment.


Selected value

- Adjust the current time with BACK -5 and FORWARDS +5.

You can adjust the current time in steps of 5 seconds each. You can advance or set back the current time by five minutes.

- Press SAVE to save the displayed setting.

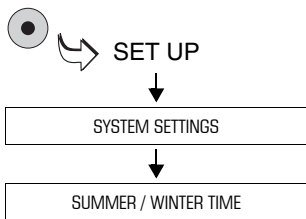
The current time is adjusted.




Please observe that you can readjust the current time at the earliest after a period of seven days after any adjustment.

13.8.2 Summer / winter time

The ultimail automatically changes the time at the beginning and end of summer time. You can disable this function.



Deactivate / activate automatic change-over

- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → SUMMER / WINTER TIME.

SUMMER / WINTER TIME	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input checked="" type="radio"/>	AUTO CHANGE-OVER OFF
Please adjust the parameter.	

The SUMMER / WINTER TIME menu displays under AUTO CHANGE-OVER the current setting.

- Press the key next to AUTO CHANGE-OVER. The setting switches between ON and OFF.

The displayed setting is active and maintained until a change is made.

Possible settings and their meaning:

ON The ultimail automatically changes the clock at the beginning and end of the summer time. You can set the moments of automatic change-over.

OFF The ultimail does not automatically change the clock at the beginning and end of the summer time.

SUMMER / WINTER TIME	
BEGIN	END
<div>●</div> MONTH 3 (MARCH)	<div>●</div> MONTH 10 (OCTOBER)
<div>●</div> WEEK LAST	<div>●</div> WEEK LAST
<div>●</div> DAY 1 (SUNDAY)	<div>●</div> DAY 1 (SUNDAY)
<div>○</div> AUTO CHANGE-OVER ON	<div>○</div>
Please adjust the parameter.	

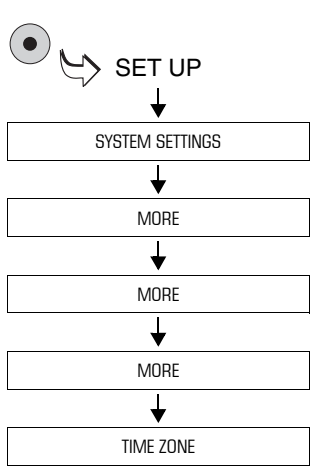
Setting the beginning and end of summer time


To set the beginning and end of the summer time, automatic change-over must be activated.

- Press the associated keys several times until month, week in the month and day of the week show the desired setting for BEGIN and END.

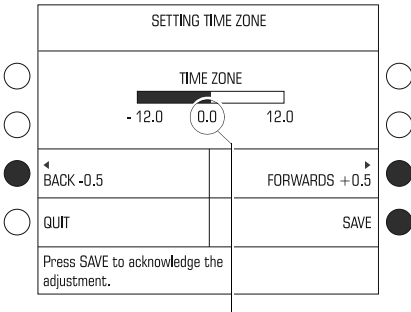
Beginning and end of summer time are set and maintained until the next change is made.

13.8.3 Setting time zone



- Go to the SET UP menu using the  key.

Select SYSTEM SETTINGS → MORE → MORE → MORE → TIME ZONE.



Selected setting

The display shows the time offset relative to GMT / UTC. Time zone setting can be shifted in steps of half an hour each.

If necessary:

- Use the associated keys to shift the time zone by BACK -0.5 or FORWARDS +0.5.
For use in Great Britain, select “0.0” (no time offset).
- Press SAVE to save the displayed setting.

The time zone is set.

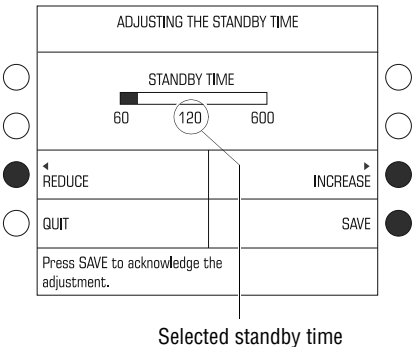
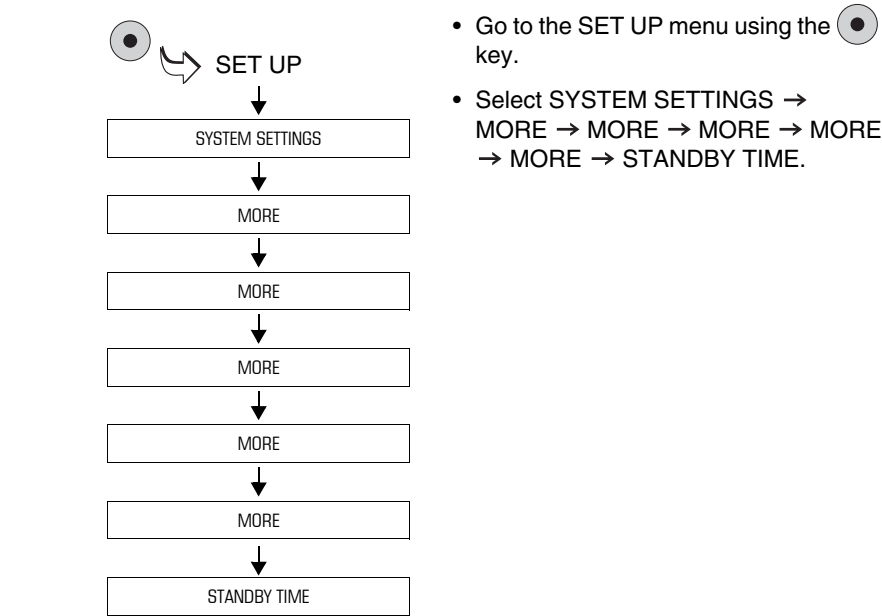
Abort setting

If you do not wish to save the setting, quit the SETTING TIME ZONE menu with QUIT. The former setting is maintained.

13.9 Setting standby time

The standby time defines the period since last printing or last use of keys after which the display illumination is switched off.

You can easily ‘wake up’ the ultimail from standby by pressing any key or feeding a letter. You can set the ultimail to switch automatically to the product settings saved as Memory 1 after waking up from standby-mode. Please refer to chapter 13.10.

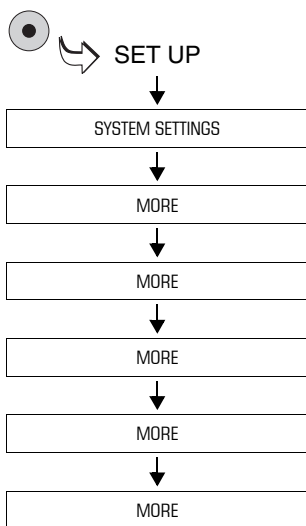



- Use the associated keys to REDUCE or INCREASE the standby time.
- You can adjust standby time between 60 and 600 seconds.
- Press SAVE to register the displayed standby time.
- The standby time is set and maintained until the next change, even if you switch the ultimail off.

13.10 Setting Memory 1 as standard after standby

You can set the ultimail to switch automatically to standard mode (METERING...) after waking up from standby-mode, and then the product settings saved as Memory 1 will be used.

This function will only take effect, if the home menu is displayed when standby-mode is activated.



- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → MORE → MORE → MORE → MORE

SYSTEM SETTINGS	
<< PREVIOUS	NEW PC PROTOCOL ON
MEMO1 AFTER STANDBY OFF	
STANDBY TIME 300	
HIGH-QUALITY PRINT OFF	
Select the settings you wish to change.	

- Press the key next to MEMO1 AFTER STANDBY. The setting switches between OFF and ON.

The displayed setting is activated and maintained until the next change, even if you switch the ultimail off.

Possible settings and their meaning:

MEMO1 AFTER STANDBY: ON After waking up from standby-mode the ultimail is in standard mode (METERING...) and Memory 1 is activated.

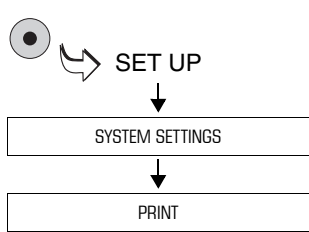
Requirement:


The home menu is displayed.

OFF After waking-up from standby-mode the current settings in home menu remain in the state as before standby-mode.

13.11 Setting print head standby time

The standby time is the period between the last printing and the print head travelling to the idle position.



- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → PRINT.

ADJUSTING PRINTING			
<input type="radio"/> LETTER TRANSPORT RUN-ON TIME		CHANGE INK CARTRIDGES	<input type="radio"/>
<input type="radio"/> CLEAN PRINT HEAD		ADJUST INK CARTRIDGES	<input type="radio"/>
<input type="radio"/> INTENSIVELY CLEAN PRINT HEAD		PRINT HEAD LATENCY 30	<input checked="" type="radio"/>
<input type="radio"/>			<input type="radio"/>
Assign value!			40

- Type the desired time (from 30 to 50 seconds). The value appears at the right-hand side of the status line.
- Assign the new time with the key next to PRINT HEAD LATENCY.

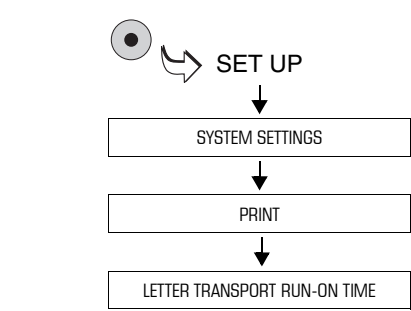
The standby time is set and maintained until the next change, even if you switch the ultimail off.




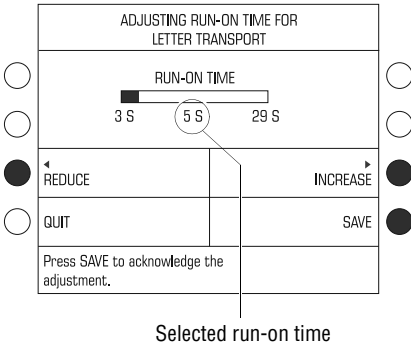
You can reset the default setting for the standby time (30 seconds) with the C/CE key.

13.12 Setting letter transport run-on time

The letter transport run-on time is the period from ejecting the last letter to letter transport standstill.



- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → PRINT → LETTER TRANSPORT RUN-ON TIME.



- Adjust the run-on time with REDUCE or INCREASE.

You can adjust run-on time between 3 and 29 seconds.

- Register the displayed run-on time with SAVE.

The letter transport run-on time is set and maintained until the next change, even if you switch the ultimail off.

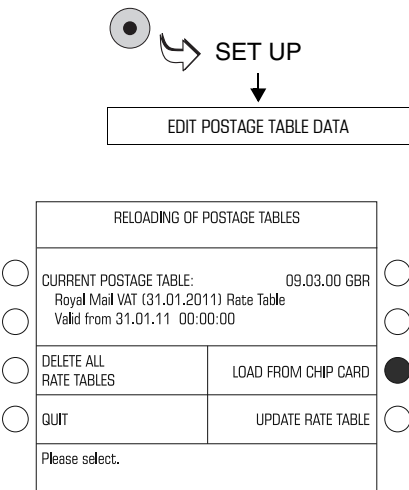
13.13 Manage rate tables


You must update the rate table if postage regulations or rates have changed. The ultimail supports loading of new rate tables from chip card as well as rate table update via a connection to the data centre (similar to the TELESET process). Switch-over to the new rate table is controlled by the system clock of ultimail.

The ultimail can store up to 2 rate tables. If you load another rate table, the ultimail will overwrite the rate table which is currently not used.

13.13.1 Loading rate table from card

A new rate table card is available on order from Francotyp-Postalia.



- Keep the card with new rate table ready.
- Go to the SET UP menu using the .
- Select EDIT POSTAGE TABLE DATA.

The ultimail displays information about the rate table to be used.

- Press the key next to LOAD FROM CHIP CARD.
- Follow the instructions in the display. The ultimail will guide you step by step through the loading process.

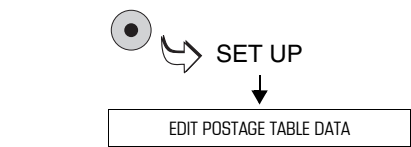
Displays and security prompts will protect you against inadvertent loading of out-dated data. Carefully read all information in the display.




Upon activation of a new rate table, the memory items will be erased and reprogrammed.

13.13.2 Loading rate table from the data centre

ultimail must establish a connection to the data centre to update the rate table. For information on possible types of connection to the data centre please read chapter 13.15 on page 120.



RELOADING OF POSTAGE TABLES	
<div><div></div><div></div><div></div></div> CURRENT POSTAGE TABLE: <div>Royal Mail VAT (31.01.2011) Rate Table</div> <div>Valid from 31.01.11 00:00:00</div>	09.03.00 GBR
<div><div></div><div></div><div></div></div> DELETE ALL RATE TABLES	<div><div></div><div></div><div></div></div> LOAD FROM CHIP CARD
<div><div></div><div></div><div></div></div> QUIT	<div><div></div><div></div><div></div></div> UPDATE RATE TABLE
Please select.	

- Make sure the connection set up in the ultimail (internal modem, GSM modem or mailcredit) is ready to establish a connection with the data centre.
- Go to the SET UP menu using the .
- Select EDIT POSTAGE TABLE DATA.

The ultimail displays information about the rate table to be used.

- Press the key next to UPDATE RATE TABLE.

The ultimail establishes a connection with the data centre. Messages in the display will inform you about the status (connecting, data transfer...). At the end of the loading procedure, the ultimail will show information about the new rate table.

- Press CONTINUE to end the procedure.



Upon activation of a new rate table, the memory items will be erased and reprogrammed.

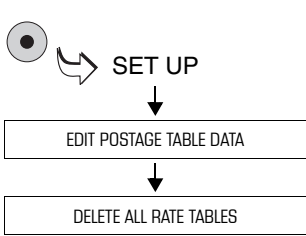
13.13.3 Delete all rate tables




Caution! You cannot select a rate table to be deleted. All rate tables saved in the ultimail will be deleted.

Franking is impossible without valid rate table!

When deleting the rate tables, the memory items will be deleted as well.



- Go to the SET UP menu using the  key.
- Select EDIT POSTAGE TABLE DATA → DELETE ALL RATE TABLES.
- Confirm the security prompt with YES.

The ultimail deletes all stored rate tables.

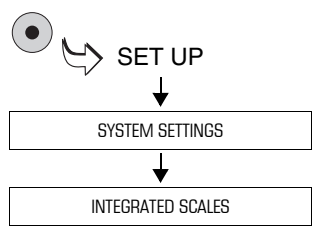



You have to load a new rate table before you can frank again.

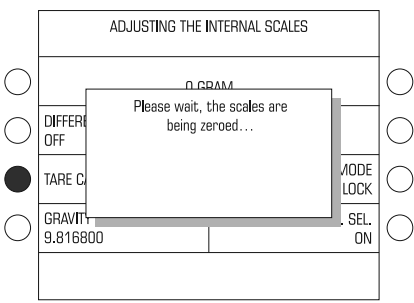
13.14 Integrated scales *(optional)*

13.14.1 Tare

The integrated scales calibrate automatically. If the scales do not find any zero point, or if you wish to weigh with a pre-load (e.g. with an extra weighing tray), you will have to tare the scales.



- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → INTEGRATED SCALES.

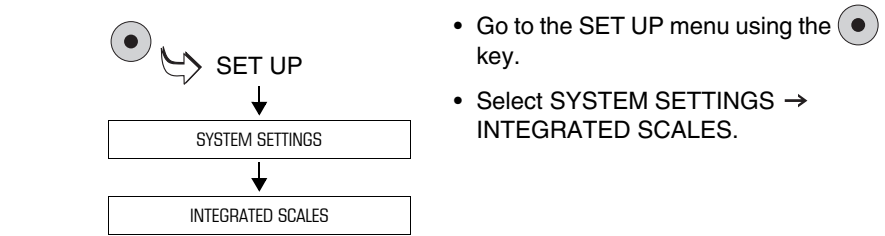


- Setting the desired initial state for the scales: Empty the weighing platform or place pre-load (extra weighing tray) in position.
- Press the key next to TARE CALCULATION.

A message indicating that the scales are being zeroed appears in the display for some seconds. As soon as the message disappears, the scales are zeroed.

13.14.2 Setting gravity

To determine the weight, the scales measure the gravity between the earth and the object on the weighing platform. This force depends on the latitude and the distance from the geocentre. To have the exact weight displayed you must therefore specify the location of your franking system.



ADJUSTING THE INTERNAL SCALES	
0 GRAM	
DIFFERENTIAL WEIGH. OFF	
TARE CALCULATION	WEIGHING MODE LOCK
GRAVITY 9.816800	AUTO ENDORSEM. SEL. ON

- Press the key next to GRAVITY.

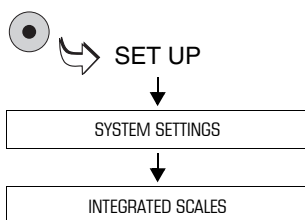
GRAVITY	
Aberdeen	London
Dundee	Plymouth
Glasgow	Sheffield
Liverpool	Sunderland


In the GRAVITY menu:

- Select the location of your franking system / the region that fits your location.
- The ultimail saves the setting and goes back to the ADJUSTING THE INTERNAL SCALES menu.

13.14.3 Switching automatic endorsement selection on / off

This setting defines whether or not the type of mail endorsement is printed when franking Royal Mail products.



- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → INTEGRATED SCALES.

ADJUSTING THE INTERNAL SCALES	
0 GRAM	
DIFFERENTIAL WEIGH. OFF	
TARE CALCULATION	WEIGHING MODE LOCK
GRAVITY 9.816800	AUTO ENDORSEM. SEL. ON

- Press the key next to AUTO ENDORSEM. SEL. The setting switches between ON and OFF.

The displayed setting is maintained until the next change, even if you switch the ultimail off.

Possible settings and their meaning:

- ON The ultimail determines on the basis of the selected postal rates a suitable type of mail endorsement and sets it for franking.
- If no suitable type of mail endorsement is present, the ultimail franks without type of mail endorsement.
- OFF The ultimail franks all Royal Mail products without type of mail endorsement.

13.14.4 Setting weighing mode

In the ADJUSTING THE INTERNAL SCALES menu you can change the weighing mode to NORMAL and use the ultimail simply as scales. For this purpose, differential weighing has to be switched off (refer to page 57).

SET UP

SYSTEM SETTINGS

INTEGRATED SCALES

ADJUSTING THE INTERNAL SCALES

0 GRAM


DIFFERENTIAL WEIGH.
OFF

TARE CALCULATION

GRAVITY
9.816800

WEIGHING MODE
LOCK

AUTO ENDORSEM. SEL.
ON

- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → INTEGRATED SCALES.
- Press the key next to WEIGHING MODE. The setting switches between LOCK and NORMAL.

The NORMAL weighing mode is not available for postage calculation.

When quitting the menu, the ultimail automatically sets the weighing mode back to LOCK.

Possible settings and their meaning:

LOCK (default setting)	If you add further mail pieces to the delivery on the weighing tray and take them off again, the scales will <u>not</u> determine any new weight. The original display remains unchanged.
NORMAL	The ultimail will continuously determine the loaded weight and display the momentary value.

13.14.5 Switching differential weighing mode on / off (optional)

The ‘Differential weighing’ feature is only available if the differential weighing option has been unlocked on your franking system (see chapter 13.22.3 on page 136).

SET UP

↓

SYSTEM SETTINGS

↓

INTEGRATED SCALES

ADJUSTING THE INTERNAL SCALES	
0 GRAM	
<div><div></div><div>DIFFERENTIAL WEIGH. OFF</div></div>	
<div><div></div><div>TARE CALCULATION</div></div>	<div><div></div><div>WEIGHING MODE LOCK</div></div>
<div><div></div><div>GRAVITY 9.816800</div></div>	<div><div></div><div>AUTO ENDORSEM. SEL. ON</div></div>

- Go to the SET UP menu using the key.
- Select SYSTEM SETTINGS → INTEGRATED SCALES.
- Press the key next to DIFFERENTIAL WEIGH. The setting switches between OFF and ON.

The displayed setting is activated and maintained until the next change, even if you switch the ultimail off.

Possible settings and their meaning:

- ON

The ultimail determines the weight of a mail piece after removing it from the weighing platform (see chapter 7.5 on page 57).
- OFF

The ultimail determines the weight of a mail piece upon placing it on the weighing platform (see chapter 5.1.3.2 on page 31).

13.15 Connection to data centre

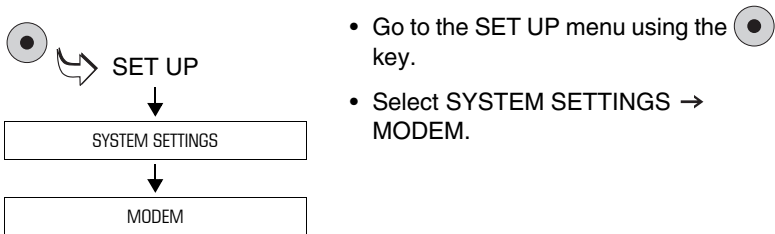
There are the following options of communication between the ultimail and the data centre (e.g. to load postage / Teleset):

- Connection using the internal analogue standard **modem of the ultimail** and the telephone line. To set up modem parameters, please read chapter 13.15.1.
- Connection via the optional **GSM modem**. You can order the external GSM modem from Francotyp-Postalia. Please refer to chapter 13.15.2 on how to set up the ultimail for operation with the GSM modem.
- Web access via a PC and the Francotyp-Postalia **mailcredit** software. You can order the respective mailcredit Kit for the ultimail franking machine from Francotyp-Postalia. For information on how to connect your franking machine to a PC and on how to establish the internet connection, please refer to the mailcredit User Manual.

The appropriate modem configuration must be set up in the ultimail.
The table on page 122 lists and explains all the possible settings.

13.15.1 Internal Modem

You must set the dialling parameters for the internal modem of the ultimail to match your telephone connection.



SET MODEM TYPE	
MODEM TYPE INTERNAL	
QUIT	CONTINUE
Please enter the parameter. To continue, press SAVE.	

ADJUST MODEM CONFIGURATION	
EXCHANGE DIGIT 0W	
	TYPE OF PHONE LINE EXTENSION
	ACCESS METHOD EXCHANGE DIGIT
QUIT	SAVE
Please enter the parameter. To continue, press SAVE.	

Setting the modem type “Internal”

- Press the key next to MODEM TYPE. The setting switches between EXTERNAL and INTERNAL.

If MODEM TYPE INTERNAL is displayed:

- Press CONTINUE to enter the configuration menu for the internal modem.

Setting the dialling parameters

The ADJUST MODEM CONFIGURATION menu offers the selection of possible parameter settings. The table on page 122 lists and explains all parameters.

During setting procedure, all parameters that are not technically possible do not appear or further parameters are displayed, depending on the selected parameters.

- Press the associated keys until all required settings display the desired values.

For seizing an outside line with exchange digit:

Select EXCHANGE DIGIT to open the menu for setting / editing the exchange digit shown.

- Press SAVE to set the displayed modem configuration.

Finally, the ultimail displays a summary of the saved modem parameters.

- Press CONTINUE to end the modem configuration procedure.


Possible settings and their meaning:


Parameter	Setting	Explanation
MODEM TYPE	INTERNAL	Using the built-in modem . For the built-in modem you have to set parameters according to your telephone connection (type of phone line, ...).
	EXTERNAL	In case the built-in modem is not applicable to your telephone connection – Please refer to chapter 13.15.2 on page 124 if you want to use the GSM modem . – Order the mailcredit Kit from Francotyp-Postalia if you want to operate mailcredit for a fast connection to the data centre. To set up the ultimail for mailcredit operation, please read the mailcredit User Manual.
TYPE OF PHONE LINE	MAIN STATION	The ultimail is operated on a main line.
	EXTENSION	The ultimail is operated on an extension of the phone equipment.
ACCESS METHOD <i>(Only for type of phone line EXTENSION)</i>	EXCHANGE DIGIT	Defines how you access central office from an extension.
	GROUND	Usually, you dial EXCHANGE DIGIT.
	HOOK FLASH	The Hook Flash time of the built-in modem is permanently set to 200 msec.

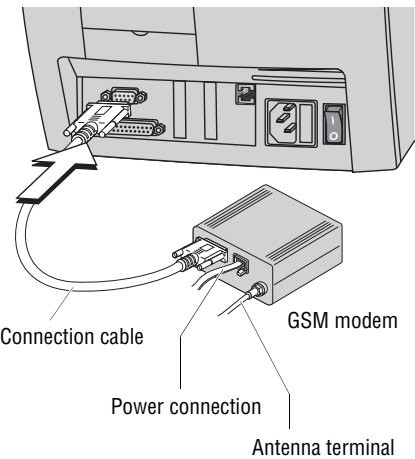
Parameter	Setting	Explanation
EXCHANGE DIGIT <i>(Only with access method by EXCHANGE DIGIT)</i>	<p>The exchange digit depends upon the extension equipment and can comprise several digits. Usually, you use a 0.</p> <p>A W indicates waiting for the dialling tone.</p> <p>A comma (,) indicates a dialling pause.</p>	<p>The ultimail opens a menu where you can define the exchange digit.</p> <p>Use the numeric keys to type the exchange digit.</p> <p>Use ENTER WAIT FOR DIAL-TONE to define waiting for the dialling tone after the exchange digit was pressed.</p> <p>Use ENTER PAUSE (,) to define a dialling pause.</p>

13.15.2 External Modem (optional)


If the internal modem should prove to be incompatible with your telephone connection, you can use the GSM modem (mobile phone modem) offered by Francotyp-Postalia for communication with the data centre.

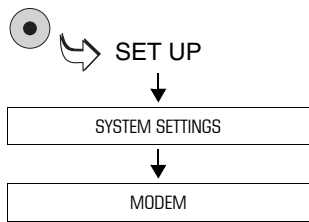
 **Warning!** Carefully read the product information that came with the GSM modem before connecting it to the ultimail. Obtain information particularly, on the safe handling of the GSM modem.

 **Caution!** For the GSM modem to work properly, the phone numbers saved in the ultimail must not contain any blanks! Please check the phone numbers prior to using the GSM modem. Refer to the chapter 13.16 on page 126.




Connecting the GSM modem to the ultimail

- Install the GSM modem. Please read the product information that came with the GSM modem.
- Plug the connection cable in the 9-pin interface marked by the  sign and tighten screws. The interface is located on the back of the machine.
- Plug the AC adapter of the GSM modem into a grounded single-phase power socket. Make sure your office power supply conforms to power requirements shown on the AC adapter's label plate.



Setting up the connection via GSM Modem

- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → MODEM.

SET MODEM TYPE	
	MODEM TYPE EXTERNAL
QUIT	CONTINUE
Please enter the parameter. To continue, press SAVE.	

Setting the modem type “External”

- Press the key next to MODEM TYPE. The setting switches between INTERNAL and EXTERNAL.

If MODEM TYPE EXTERNAL is displayed:

- Press CONTINUE to confirm and proceed with the configuration procedure.

ADJUST MODEM CONFIGURATION	
Please enter PIN (0000XXXX)	
	CLEAR PIN
QUIT	SAVE
Please enter the parameter. To continue, press SAVE.	

Setting / changing PIN

- Press the key next to CHANGE PIN to open the menu for setting or changing your PIN.

- Enter the PIN for the SIM card (at least 4 digits, at most 8 digits).


- Press SAVE to set the PIN.


Finally, the ultimail displays the saved modem configuration.

- Press CONTINUE to end the modem configuration procedure.

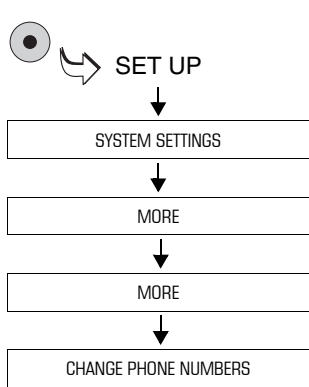
13.16 Changing phone numbers


The ultimail saves important phone numbers. In this menu you can see and change all saved phone numbers.

- 

Caution! Any incorrect setting of the phone number for the TDC (Teleset data centre) results in non loading of postage.
- 




Caution! When using the GSM modem, the phone numbers must not contain any blanks!



- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → MORE → MORE → CHANGE PHONE NUMBERS.

The ultimail opens the PHONE NUMBERS menu.

- Press the key next to the phone number you wish to change.

CHANGE A PHONE NUMBER FOR YOUR ORDER	
Current setting:	0500 223 563
Your input:	0123456789
INSERT SPACE 	
QUIT 	SAVE 
Use the keypad to enter the phone number!	

When using the GSM modem:
do not insert spaces!

The ultimail opens a menu for changing the displayed phone number.

- Enter the new phone number.
With INSERT BLANK you can design the phone number display for clearer view.
- Save the displayed phone number with SAVE.

If you are sure that you really wish to change the phone number:

- Confirm the security prompt with YES.

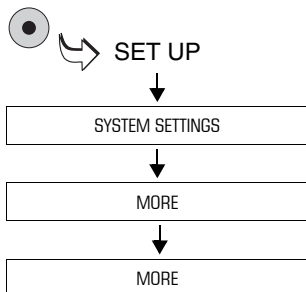
The ultimail saves the new phone number.

The phone numbers and their meaning:


TDC	Phone number of the Teleset data centre. The ultimail dials this number during the TELESET procedure.
SERVICE	Hotline phone number. For your questions and issues regarding ultimail operation.
SMMC	Phone number of the Security Module Management Centre. The ultimail dials this number for special service purposes.
REMOTE DIAGNOSTICS	(Not assigned.)
RSI	Phone number of the Remote Services Infrastructure. The ultimail dials this number for remote services (e.g. sending data to Francotyp-Postalia service).
FOR YOUR ORDER	Use this phone number to order accessories and consumables.

13.17 Selecting the user interface language

The ultimail user interface supports the languages English and German. Language change-over will have immediate effect.

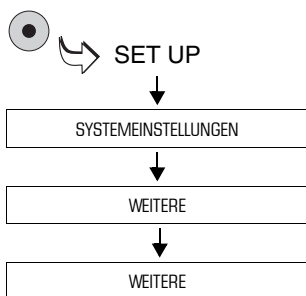


How to switch to the German user interface


- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → MORE → MORE.
- Press the key next to LANGUAGE.

The menu language switches over from English to German at once.

The rate table and all product specifications as well as the names of accounts, logos ... remain unchanged (English).



How to go back to the English user interface:

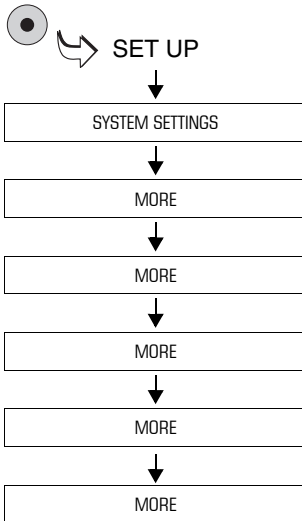
- Go to the SET UP menu using the .
- Select SYSTEMEINSTELLUNGEN → WEITERE → WEITERE.
- Press the key next to SPRACHE.


The menu language switches over from German to English.

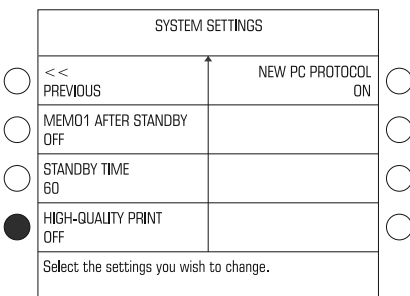
The selected language is active and remains so until it is changed again.

13.18 High-quality print

For better printing results and a consistent imprint you can use the function “High-quality print”.



- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → MORE → MORE → MORE → MORE.



- Press the key next to HIGH-QUALITY PRINT. The setting switches between OFF and ON.

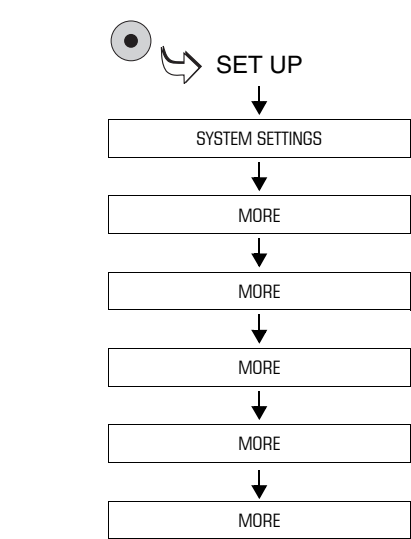
The displayed setting is activated and maintained until the next change, even if you switch the ultimail off.


Possible settings and their meaning:









HIGH-QUALITY PRINT OFF	The ultimail prints in standard quality.
ON	The ultimail uses more ink and gives you a higher print quality.

13.19 New PC Protocol

This setting configures which parameters the ultimail sends to the personal computer (PC), e.g. at using the postage accounting software KARAT. The factory-setting “New PC Protocol: ON” makes data transmission work smoothly in most cases. You need to change this setting only if problems occur in the communication of the ultimail with PC-software.



- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → MORE → MORE → MORE → MORE → MORE.

SYSTEM SETTINGS	
 << PREVIOUS	NEW PC PROTOCOL ON 
 MEMO1 AFTER STANDBY OFF	
 STANDBY TIME 60	
 HIGH-QUALITY PRINT OFF	
Select the settings you wish to change.	

- Press the key next to NEW PC PROTOCOL. The setting switches between ON and OFF.

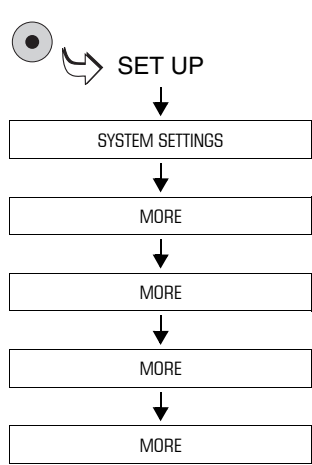
The displayed setting is activated and maintained until the next change, even if you switch the ultimail off.


Possible settings and their meaning:

NEW PC PROTOCOL ON (<i>default setting</i>)	The ultimail uses the new PC-protocol (e.g. for mail report).
OFF	The ultimail activates a PC-protocol which transmits only the reduced data set for KARAT.

13.20 TELESET & RSI

The ultimail allows transmitting the current settings, software version and possibly occurred errors to a diagnosis server while loading postage, without further inputs. If required, Francotyp-Postalia service has all relevant information about your franking system at hand to help quickly and efficiently.



- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → MORE → MORE → MORE → MORE.

	SYSTEM SETTINGS		
<input type="radio"/>	<< PREVIOUS	↑	DIFFERENTIAL WEIGH. ENABLE <input type="radio"/>
<input type="radio"/>			TELESET & RSI ON <input checked="" type="radio"/>
<input type="radio"/>			<input type="radio"/>
<input type="radio"/>	INFOPRINT ENABLE	↓	>> MORE <input type="radio"/>
Select the settings you wish to change.			

- Press the key next to TELESET & RSI. The setting switches between OFF and ON.

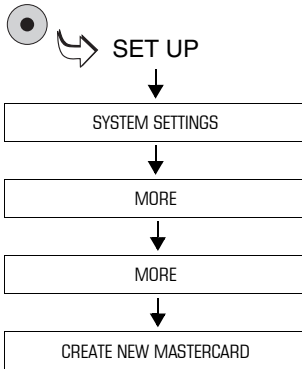
The displayed setting is activated and maintained until the next change, even if you switch the ultimail off.


Possible settings and their meaning:

TELESET & RSI	With each loading postage (TELESET)
ON	the ultimail transmits all relevant system data to the Francotyp-Postalia service.
OFF	The ultimail will not transmit any data to the Francotyp-Postalia service.
	If required, use the function SEND TO FP SERVICE DEPT. for transmitting the data (see chapter 13.2 on page 97).

13.21 Generate MASTER card

MASTER card holders can generate another MASTER card with this function.



- Insert your MASTER card.
- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → MORE → MORE → CREATE NEW MASTERCARD.
- Follow the instructions in the display.

The ultimail checks the plugged card and programs the new MASTER card for your franking system.

13.22 Enable / disable optional functions

13.22.1 Memory administration extension *(ultimail without integrated scales only)*

The basic ultimail version features 4 memory slots. You can increase the number of memories to 20. For this purpose you need an authorisation code which you can order from Francotyp-Postalia.

SET UP

↓

SYSTEM SETTINGS

↓

MORE

↓


MORE

↓

MORE

↓

ENABLE MEMORIES

- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → MORE → MORE → MORE → MORE → ENABLE MEMORIES.

ENABLE MEMORIES

The number of memories shall be modified

Please enter the authorization code.

(00XXXXXX)

QUIT

CONTINUE

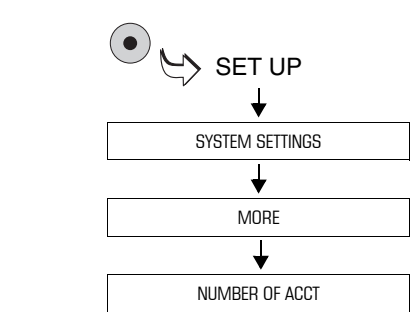
Please enter the authorization code.
Acknowledge with CONTINUE.


- Type the authorisation code.
- Confirm the input with CONTINUE.

Now there are 20 memories available.

13.22.2 Account administration extension

As a standard, the ultimail 60 is provided with 10 account memories. You can increase the number of possible accounts to 50. With an ultimail 90, a total of 50 accounts are supported. The number can extended to 200 accounts. For this purpose you need an authorisation code which you can order from Francotyp-Postalia.




- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → MORE → NUMBER OF ACCT.

CHANGE TOTAL NUMBER OF ACCOUNTS	
The number of accounts will be changed.	
Please enter the authorization code.	
[00XXXXXX]	
QUIT	CONTINUE
Please enter the authorization code. Acknowledge with CONTINUE.	


- Type the authorisation code.
- Confirm the input with CONTINUE.

Now there are 50 accounts (ultimail 60) or 200 accounts (ultimail 90) available respectively.

In the SYSTEM SETTINGS menu you will see the current number under NUMBER OF ACCT.




You can reduce the number of accounts back to the standard setting. The steps are the same as shown for the extension.



Caution! When reducing the number of accounts, the unlocked accounts and associated account information are irrevocably deleted. We recommend printing the information on all accounts prior to resetting (see chapter 10.5 on page 79).

13.22.3 Differential weighing feature

For the integrated scales, the optional function ‘Differential weighing’ is available. For using this feature, you need an authorisation code which you can order from Francotyp-Postalia.



SET UP

SYSTEM SETTINGS

MORE

MORE

MORE

MORE

DIFFERENTIAL WEIGH. ENABLE / INHIBIT

ENABLE / INHIBIT
DIFFERENTIAL WEIGHING

Differential weighing shall be
enabled or inhibited.

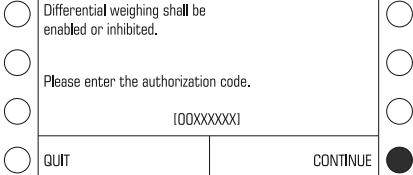
Please enter the authorization code.


[00XXXXXX]

QUIT

CONTINUE

Acknowledge with CONTINUE.



- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → MORE → MORE → MORE → MORE → DIFFERENTIAL WEIGH. ENABLE / INHIBIT
- Type the authorisation code.
- Confirm the input with CONTINUE.

The differential weighing function is now enabled / disabled.



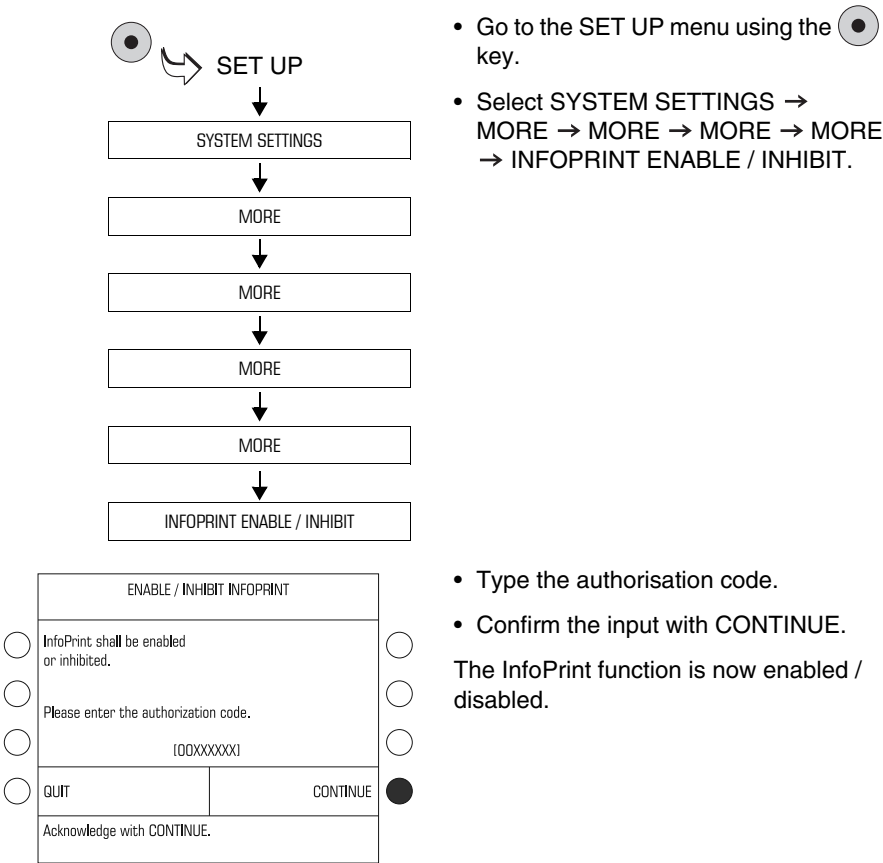
Please see chapter 7.5 on page 57 on how to set and use the differential weighing function.

13.22.4 InfoPrint

InfoPrint is a software tool for administrating and archiving account, dispatch and system information on your PC. Among other things it provides you with the following functions:

- display and print account information
- display and print system information and register reports
- export data (to use with MS Excel and MS Access for example).

You can only use InfoPrint with your ultimail franking system if the InfoPrint function is enabled on the ultimail. You can order the machine-specific authorisation code, along with the custom interface cable for connection to a PC, from Francotyp-Postalia.



14 Maintenance and care

Have your franking system cleaned and serviced once a year by our authorised service personnel. Therefore you can ensure long-term trouble-free operation. Contact us for our low-price maintenance and service agreements.

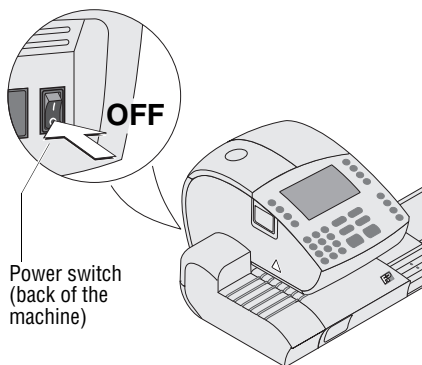
You can carry out yourself the following cleaning and servicing jobs:

- clean the outer housing parts
- exchange ink cartridges
- adjust the ink cartridges
- print system cleaning
- replace the ink pad insert
- top up the water tank for moistening (*feeder / sealer ultimail*)
- adjust moistening level (*feeder / sealer ultimail*)
- clean / replace moistening sponge (*feeder / sealer ultimail*)
- clean / replace moistening brush (*feeder / sealer ultimail*)
- change battery.

14.1 Cleaning the ultimail franking system



Warning! Make sure that no liquids or foreign objects penetrate the interior of the ultimail. If this happens, pull out the power plug immediately. Have the ultimail franking system checked by Francotyp-Postalia service before starting it up again.




- Switch off the ultimail franking system.
- Pull the power cable of franking machine and of feeder (if any) out of the power socket.
- Clean dirt from the housing with a slightly damp cloth.

14.2 Changing the ink cartridges


The ultimail will remind you that the cartridges should be exchanged. If the ink cartridges are empty, the ultimail automatically starts the software-guided exchange procedure. The ultimail is no longer ready for operation. First replace the two cartridges before you can start printing again.

If you wish to replace the ink cartridges before the exchange procedure is started automatically, you can do this from the SET UP menu. Read the paragraph “Starting the exchange procedure” on page 144.

We recommend keeping two ink cartridges in case the installed cartridges run out. We advice to clean the contacts in the cartridge holder at each cartridge replacement. Use the FP cleaning kit ‘clean & renew for Ink-Jet Printsystem’, available at Francotyp-Postalia.



Warning! Ingestion of the ink can be damaging to your health. Avoid contact with the eyes. Keep the ink cartridge away from children. Further instructions for use are enclosed with the ink cartridges.

- 
- Caution!** Please observe the following instructions for protection of the print system:

 - We recommend to use only approved FP equipment and FP original parts. The manufacturer FP has established reliability, safety and applicability. The manufacturer cannot assess the reliability, safety and applicability for products not approved by FP, and therefore not vouch for such products.
 - Always replace the ink cartridges in pairs. Always use new ink cartridges.
 - Only replace cartridges if you are requested to do so by the ultimail. The cartridges will then be in exchange position.

CHANGE INK CARTRIDGES	
Please open the ink cartridge flap. Turn green catch towards display and remove both ink cartridges. Then press CONTINUE ...	
QUIT	CONTINUE
Acknowledge with CONTINUE.	

Change ink cartridges

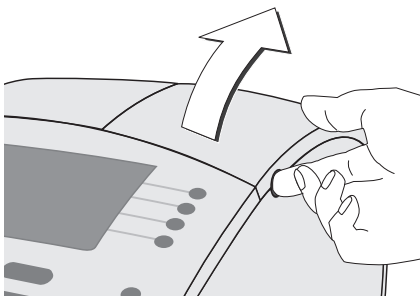
This is the message which is displayed by the ultimail to request you to change the cartridges.

- Follow the instructions in the display.
- Confirm the steps using the key next to CONTINUE.

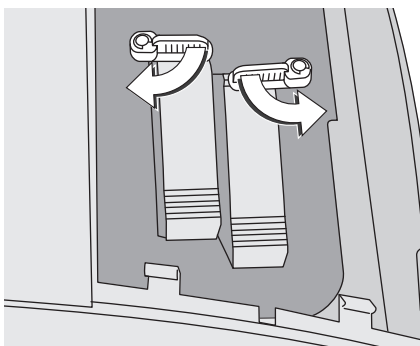
The different steps (open cartridge flap, remove old cartridges...) are described in detail on the following pages.

Remove ink cartridges

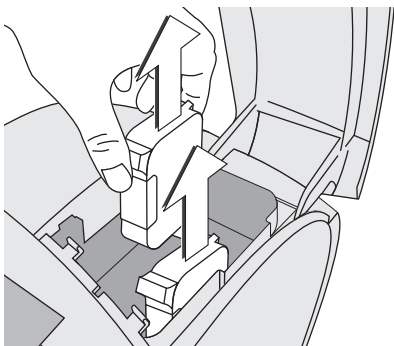
- Open cartridge flap (it can be quite stiff) and raise up as far as it goes.

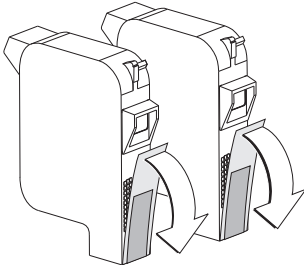


- Open the green catches above both of the two cartridges as shown.



- Remove both of the ink cartridges in an upward direction out of the retainer.

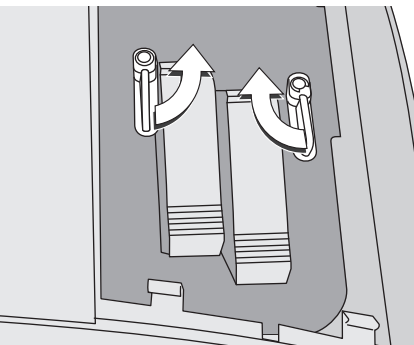
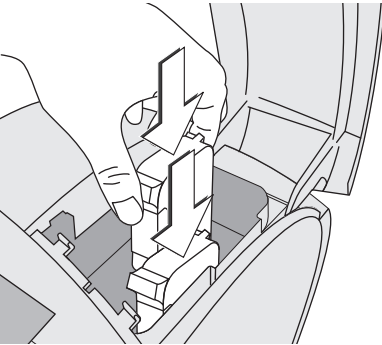




Insert new ink cartridges

Caution! Insert the cartridges only after the cartridges have adapted to the ambient temperature of the franking machine (e.g. after storage in cellar or after conveyance in a cold vehicle). Otherwise, calibration might not be possible.

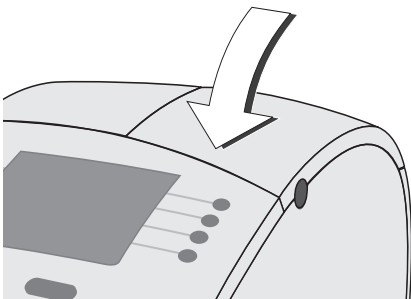
- Unpack the new cartridges from their packages.
- Remove the protective strips from the ink cartridges.
- Insert the two ink cartridges.
The contacts on the cartridges should be directed to the rear of the machine.



- Close the green catches at both of the two cartridges as shown.



Caution! Make sure that both of the cartridges are locked before closing the cartridge flap.



- Close the cartridge flap.
The clip lock audibly clicks into place.

Calibrating

After cartridge exchange, the ultimail will calibrate the cartridges. You can follow the process progress in the display. Please wait until calibration is completed.

Cleaning the print system

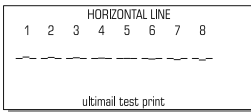
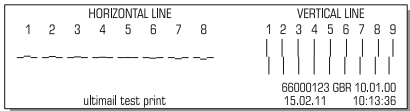
Subsequent to calibrating the ultimail cleans the ink cartridges. The cleaning procedure runs automatically.

Adjusting the ink cartridges

The ultimail proceeds with the adjusting procedure and prompts you to feed an empty letter.

- Feed an empty envelope for ultimail test print.

The ultimail prints the test print.



Horizontal line

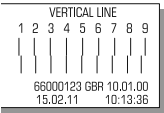
- Determine the number on the test im-print where the horizontal line is the straightest.
- Enter the number with numeric keys.
The entered number appears in the display behind “Your input: __”.

ADJUSTING INK CARTRIDGES	
Enter the number of the horizontal line that is the straightest:	
Your input:	5
	CONTINUE
Please test / change the setting and select a function.	

- Confirm with CONTINUE.

Vertical line

- Determine the number on the test imprint where the vertical line is the straightest.



ADJUSTING INK CARTRIDGES	
Please enter number of vertical line where the two sections are as close as possible to being aligned!	
Your input:	5
The procedure is completed when the optimum vertical and horizontal lines are under the number 5!	
END ADJUSTMENT PROCEDURE	TEST NEW ADJUSTMENT
Please test / change the setting and select a function.	

- Enter the number with numeric keys. The entered number appears in the display behind "Your input: ____".
- Read the text in the display very carefully. Then select:

TEST NEW ADJUSTMENT, to repeat the adjustment

or


END ADJUSTMENT PROCEDURE.

- If necessary, repeat the adjustment several times until the cartridges are correctly aligned.



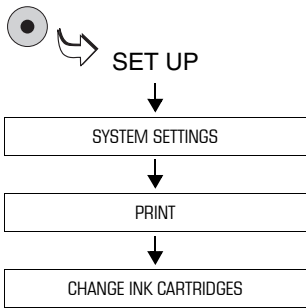
Starting the exchange procedure

If you wish to change the ink cartridges before being prompted by the ultimail, go to the change procedure in the SET UP menu.

- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → PRINT → CHANGE INK CARTRIDGES.

The change procedure starts: The ultimail requests you to open the flap and to change the cartridges.


- Change the cartridges. Follow the instructions how to change cartridges on pages 139 to 142.



14.3 Adjust the ink cartridges

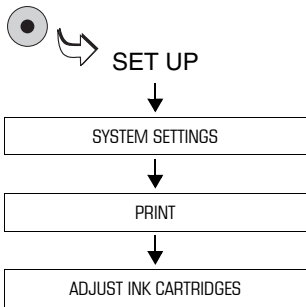
Only start the adjustment procedure if the franking imprint contains misalignments. By adjusting the ink cartridges you obtain a perfect print image.

Starting the adjustment procedure

- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → PRINT → ADJUST INK CARTRIDGES.

The ultimail will start a procedure for cartridge adjustment. Follow the instructions in the display.

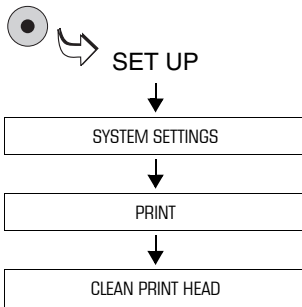
For details of the adjustment procedure, read pages 142 to 143.




14.4 Cleaning the print system

14.4.1 Start automatic cleaning the print system

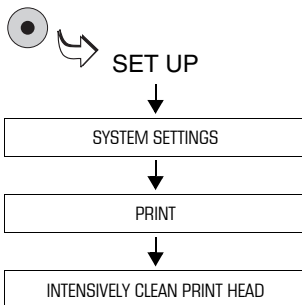
You should start the cleaning process for the ink cartridges only if the quality of the imprint is not good enough (e.g. gaps in the imprint after longer periods out of use).



Cleaning


- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → PRINT → CLEAN PRINT HEAD.

A message will inform you about the progress of the cleaning procedure.



Intensive cleaning

You should start the intensive cleaning process if regular cleaning does not improve print quality in a sufficient way.

- Go to the SET UP menu using the .
- Select SYSTEM SETTINGS → PRINT → INTENSIVELY CLEAN PRINT HEAD.

A message will inform you about the progress of the cleaning procedure.

- Test the imprint quality by a zero test print (see chapter 4.3 on page 19).

WE ARE ON
HOLIDAYS
1.-28.10.



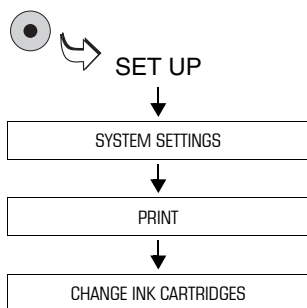
When the cartridges are heavily stained it may occur that even an intensive cleaning process does not improve imprint quality as expected. In such cases you can clean the print heads mechanically (see chapter 14.4.2 on page 146).

14.4.2 Manually cleaning the print heads




Caution! Inexpert cleaning can damage the print heads and render them useless. To avoid damage to the print heads make certain to heed the following hints:

- Always start the integrated ultimail cleaning function first when you experience print quality issues. Read chapter 14.4.1 on page 145.
- You should manually clean the print heads in exceptional cases only where intensive cleaning fails to restore the normal print quality.
- Only use a soft, fibreless cloth that is moistened with de-ionised water for cleaning.
Small fibres might clog the nozzles. A cloth that is dry or not soft enough may cause scratches. Such scratches make the print cartridge useless because they prevent the ink jet from being correctly positioned during printing.
- Do not use chemical cleaning agents.



Moving the ink cartridges to exchange position

- Go to the SET UP menu using the  key.
- Select SYSTEM SETTINGS → PRINT → CHANGE INK CARTRIDGES.

The cartridges are now in exchange position.

Removing an ink cartridge



Caution! Swapped ink cartridges can cause print system errors. We recommend you remove only one cartridge at a time for cleaning. You thus avoid mixing up the cartridges when inserting them again.

- Open the cartridge flap.
- Remove one ink cartridge.

Cleaning the print head

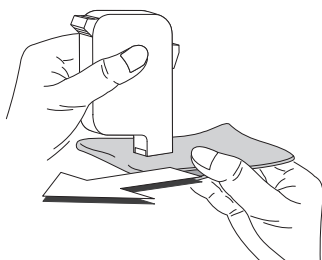
- Moisten a soft, fibreless cloth with de-ionised water.



If you do not have de-ionised water at hand, you can also use distilled or tap water. Tap water contains minerals that can leave deposits on the print heads though.



Best results are achieved with the FP contact cleaner and cleaning clothes of the FP cleaning kit 'clean & renew for Ink-Jet Printsysteem', available at Francotyp-Postalia.



- Hold the cartridge as shown in the figure. The nozzles face down!
- Wipe the print head slowly and very softly with the cloth in the direction of the arrow. Repeat this procedure several times.

The water will blend with ink residues on the print head and clean the nozzles.

- Reinsert the ink cartridge.
- Remove the other ink cartridge and clean it in the same manner.
- Reinsert the ink cartridge.
- Close the cartridge flap.
- Adjust the ink cartridges (see chapter 14.3 on page 144).



For details on removing and inserting the ink cartridges, read pages 140 to 142.

14.5 Replacing the ink pad insert

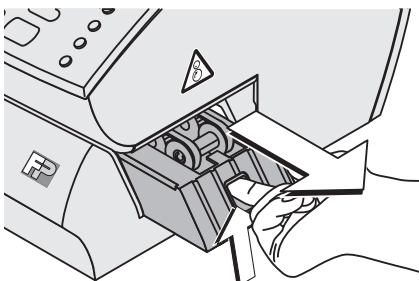
The purpose of the ink pad insert is to absorb spilled ink. It is located beneath the printing position of the print heads. The ink pad insert should be replaced every 100.000 imprints, at least once a year. In exceptional cases, replacement may be necessary after half a year already.



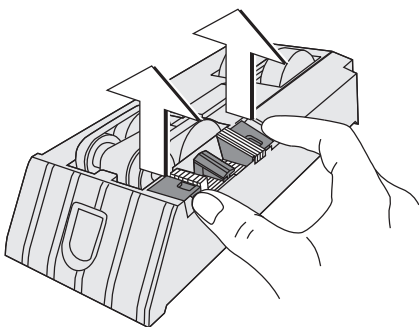
Warning! Do not reach into the danger areas marked with a safety sign. Keep long hair, fingers, loose clothing pieces, shawls and jewellery away from moving machine parts.



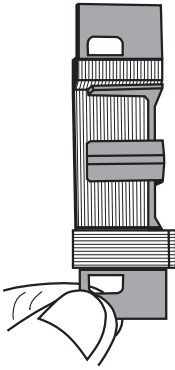
Caution! There could be ink residues on the letter transport and the ink pad insert. Make sure not to soil your clothes or any objects. Use a mat to deposit the letter transport and the ink pad insert.



- Unlock letter transport:
Reach into the opening and press locking device upward.
- Pull letter transport to the right out of the ultimail.
- Deposit the letter transport on a mat.

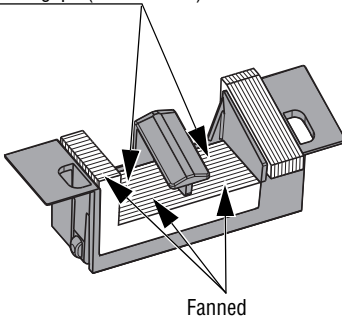


- Lift the right and left flap of the soiled ink pad insert with your fingertips one after the other.
- Remove the ink pad insert from the letter transport.
The soiled ink pad insert can be disposed in the domestic waste.
- Clean the letter transport housing with an absorbent cloth if necessary.



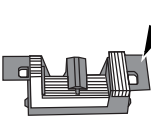
- Check the new ink pad insert against a light source: The layering of the ink pad must be without gaps.

Without gaps (visual check)

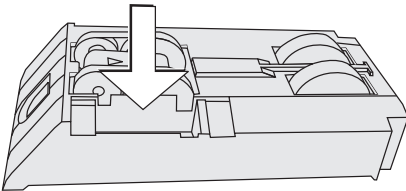


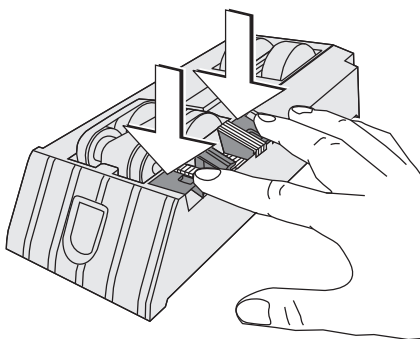
- Fan out the ink pad with a pointed object if necessary.

Bevelled flap

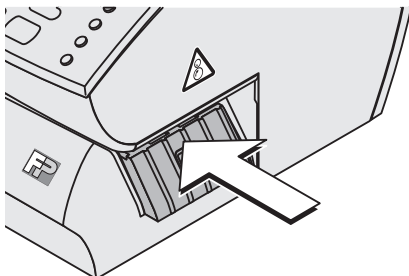


- Hold the flaps with your thumb and index finger.
- Insert the ink pad into the letter transport. The bevelled flap points to the centre of the letter transport.





- Evenly push down the ink pad insert until it audibly locks into place on both sides. Its sides will be flush with the letter transport.



- Insert letter transport. The locking bar clicks into place.

The ultimail is ready for operation again.

14.6 Filling the water tank *(feeder / sealer ultimail)*

Feeder and sealer are supplied with the same moistening unit. Filling the water tank is done in the same way.

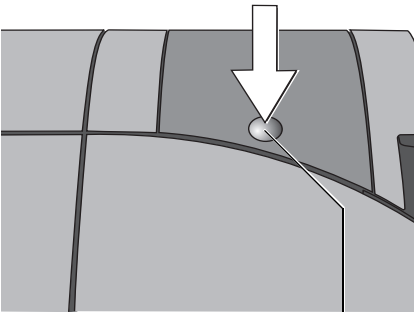
Please note that we can assure reliable sealing results only when you use Francotyp-Postalia 'sealit' sealing liquid.

Using tap water is possible. Note, however, that the sealing process may be less reliable when using water.



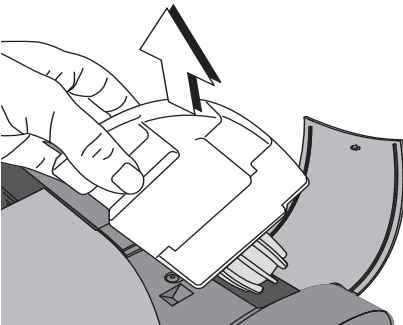
Warning! Please observe the following safety tips when handling the water tank:

- Make sure that the screw cover on the water tank is firmly tightened and well sealing before inserting the tank into the machine with its opening down.
- Be extremely careful when handling liquids. Immediately pull out the power plug if any liquid has penetrated the interior of the ultimail. Have the ultimail franking system checked by Francotyp-Postalia service before starting it up again.

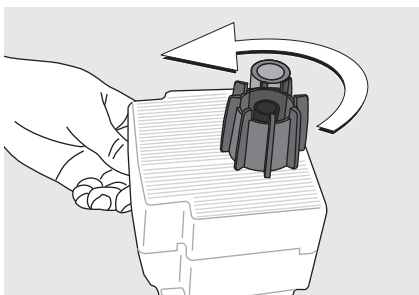


Recess

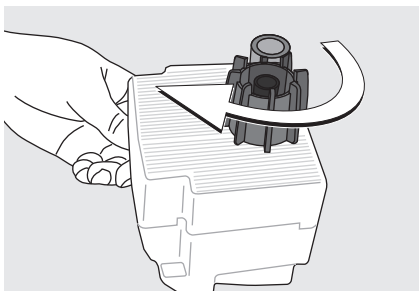
- Release the flap by pressing on the recess, and fold up as far as it goes.



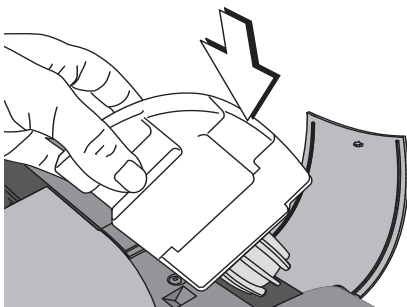
- Remove water tank out of housing.



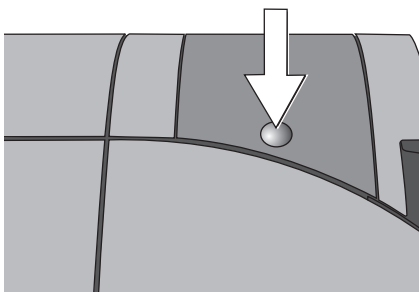
- Unscrew water tank cover.
- Fully empty water tank and, if necessary, clean it.
- Fill the water tank with 'sealit' sealing liquid.



- Place water tank screw cover and tighten.
- Turn water tank upside down in non-dangerous area (e.g. over a sink) to check if the cover is well sealed.



- Insert water tank into the housing with the cover downward.



- Close the flap and lock with light pressure on the recess.

14.7 Adjust moistening level *(feeder / sealer ultimail)*

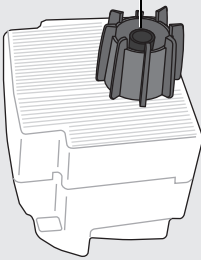
There are two hoses of different length included in the scope of supply, to be mounted on the cover of the water tank. The moistening level can thus be adapted to the letters accordingly. Moistening can be reduced through the insertion of a hose-piece: the longer the hose the weaker the moistening of the envelope flaps.

- Remove water tank out of the housing (for further information see chapter 14.6 on page 151).

Normal moistening (without hose-piece)

Moistening is factory-set to achieve best results in most cases.

Without hose-piece



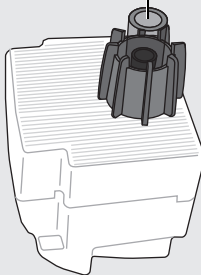
Reduce moistening

- Plug the short hose-piece on the cover of the water tank

Or

- plug the long hose-piece on the cover of the water tank for lesser moistening.

With hose-piece



- Insert water tank into the housing with the cover downward. Close the flap (see page 157).

14.8 Cleaning / changing the moistening sponge

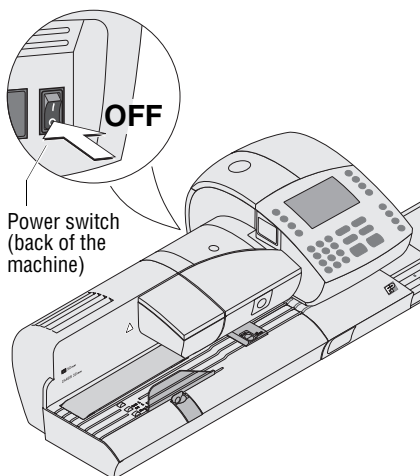
(feeder / sealer ultimail)

Feeder and sealer are supplied with the same moistening unit. Cleaning / changing the sponge is done in the same way.

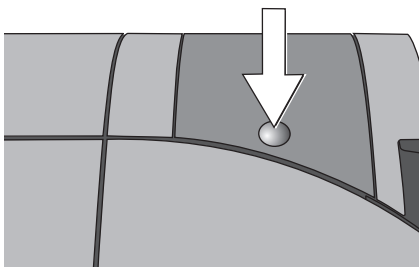


Warning! Please observe the following safety tips for cleaning and changing the sponge on the feeder and sealer:

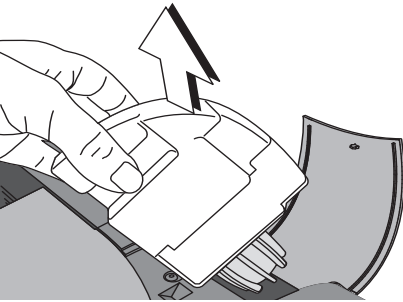
- Be extremely careful when handling liquids. Immediately pull out the power plug if any liquid has penetrated the interior of the ultimail. Have the ultimail franking system checked by Francotyp-Postalia service before starting it up again.
- It is advisable to switch off the franking machine before removing the water tank and changing the sponge.



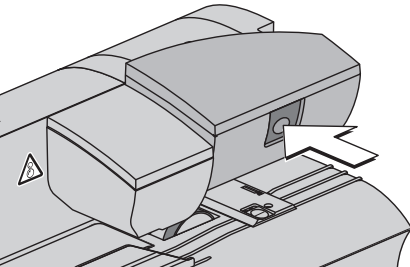
- Switch off the franking system:
Switch the power switch on the back of the franking machine to the **OFF** position.



- Release the flap by pressing on the recess, and fold up as far as it goes.



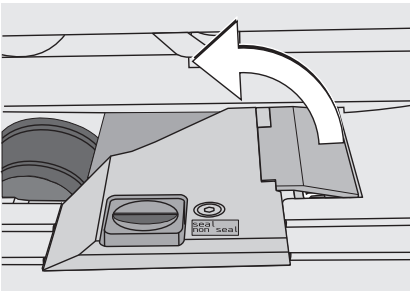
- Remove water tank out of housing and put it at a safe place.



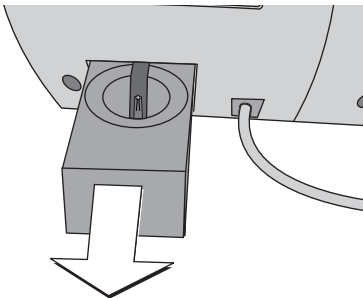
- Release roller transport by pressing on release key.

Roller transport moves upward.

Now you have access to the moistening brush beneath the roller support.

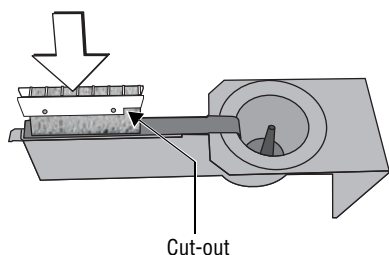
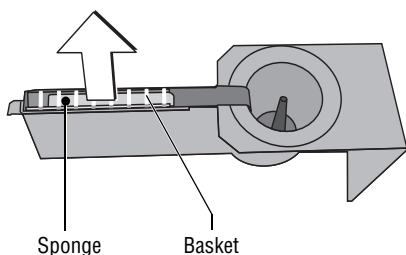


- Lift the brush up and to the left.



At the rear of feeder / sealer:

- Carefully pull out to the back the water tray.
- Empty water tray.

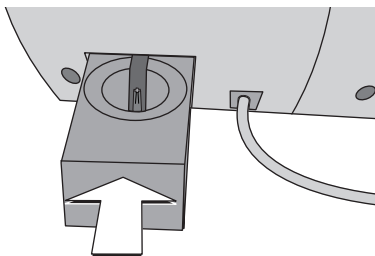
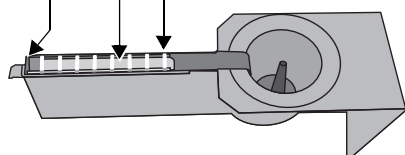


Checks:

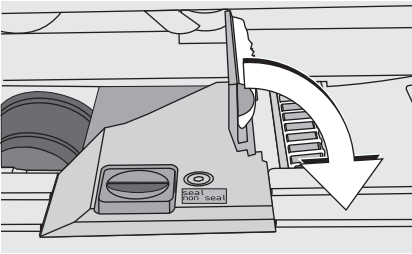
Sponge closely below the bars
(without protrusion)

Basket on the
extreme left

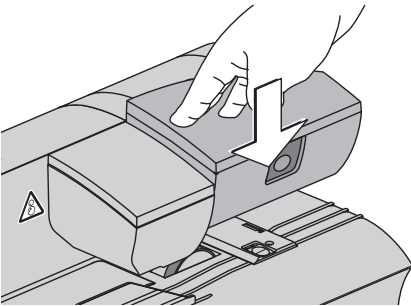
Basket flushed on top



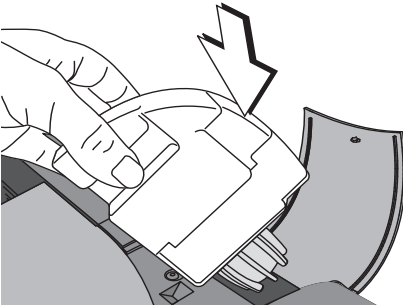
- Lift out of the water tray the basket with the sponge. Remove sponge from basket.
- Clean sponge or replace with a new one.
- Put a new sponge into water before inserting it, and let soak completely. The flaps are thus correctly moistened from the first letter on.
- Insert sponge in basket. Sponge must be closely positioned to the bars and rest on the lateral limit. Ensure that sponge is not pressed by the bars. Two flaps on the longitudinal side hold sponge to the basket.
- Insert basket with sponge into water tray as shown in the figure. Mind the position of the cut-out.
- Check if the basket is correctly seated: It must rest on the extreme left in the water tray and close on top in a flushed manner.
- Insert the complete water tray into the housing until it clicks into place.
- Check if the sponge is correctly seated. It should be directly below the moistening felt and brush.



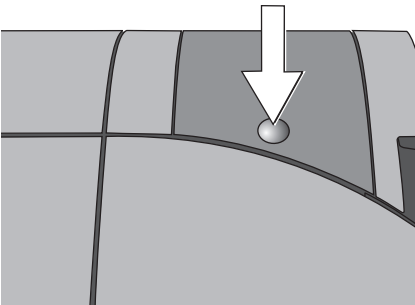
- Check if moistening felt and brush are well moistened. If necessary, apply some water and stroke with your finger several times over the brush.
- Lower the brush into the horizontal position.



- Press roller transport down until it clicks into place.



- Fill 'sealit' sealing liquid into water tank. Check for leakages. (For further information see chapter 14.6.)
- Insert water tank into the housing with the cover downward.



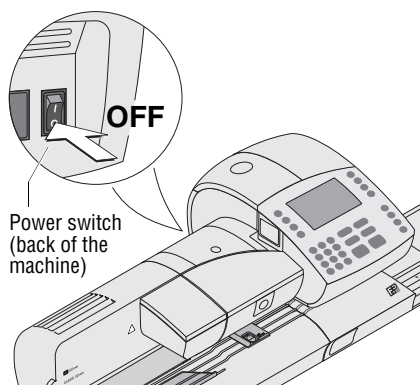
- Close the flap and lock with some pressure on the recess.

You can switch on the franking system again.

14.9 Cleaning / changing the moistening brush

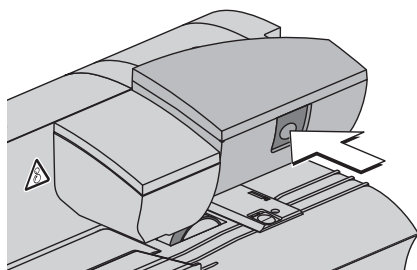
(feeder / sealer ultimail)

Feeder and sealer are supplied with the same moistening unit. Cleaning / changing the brush is done the same way.



- Switching off the franking system:
Switch the power switch on the back of the franking machine to the **OFF** position.
- Separate the feeder / sealer from the franking machine. This facilitates changing the moistening brush and prevents you from injury due to lacking elbow-room.

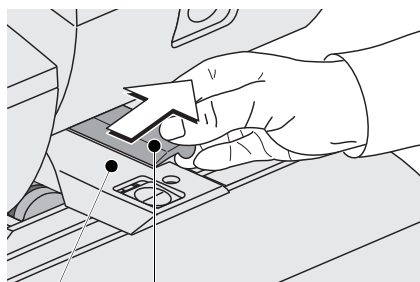
For details on separating the feeder / sealer from the franking system, read pages 184 to 187.



- Release roller transport by pressing on release key.

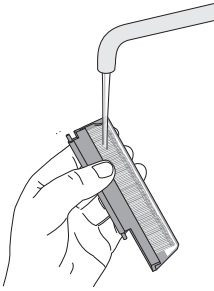
Roller transport moves upward.

Now you have access to the moistening brush beneath the roller support.

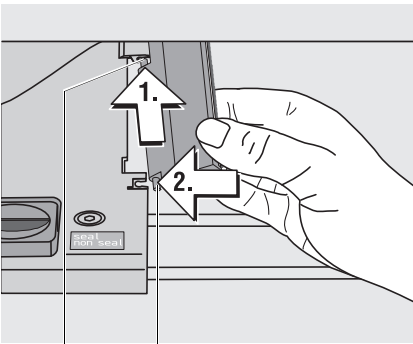


On both sides, the brush is provided with pins that are snapped in clips on the sword.

- Slightly lift the brush and pull it off the sword in the direction of the arrow.



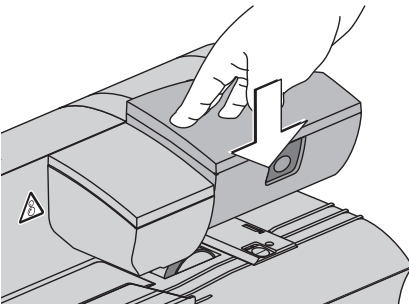
- Clean brush or replace with a new one.
- Moisten a new brush before inserting it.



Pin (rear)

Pin (front)

- Hold the brush as shown in the figure. The bristles must face down.
- Put the rear pin into the clip of the sword as indicated by the arrow.
- Then carefully snap the front pin into the clip of the sword.



- Push the roller transport down until it locks into place.
- Attach the feeder / sealer to the franking machine.

For details on attaching the feeder / sealer to the franking system, read pages 188 to 190.

14.10 Changing the battery

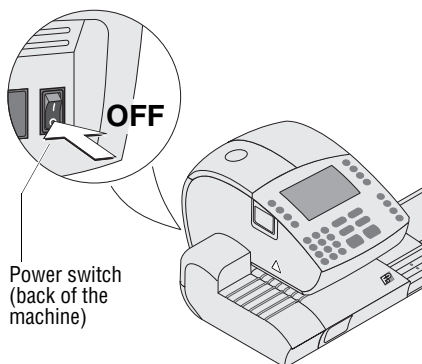
The franking system monitors the battery charge status. An appropriate message appears in the display when it is time to change the battery.



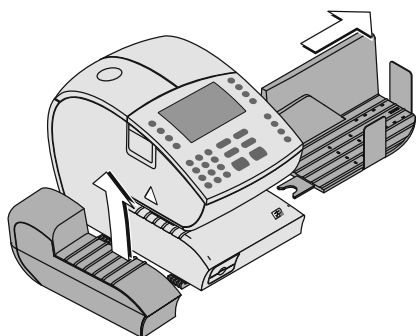
Caution! Only use a battery 90.4701.8004.00 as provided by Francotyp-Postalia. This is not a regular domestic 1.5 V battery.



Warning! Observe the instructions enclosed with the battery for correct use and disposal.



- Switch off the ultimail franking system and all connected external equipment (e.g. PC, external postage scale).
- Remove the power cable from the franking machine and feeder (if any).
- Remove the connecting cable to the feeder or sealer (if any).
- Remove the connecting cable to external equipment (if any).
- Remove weighing platform (if any). Read on page 185.

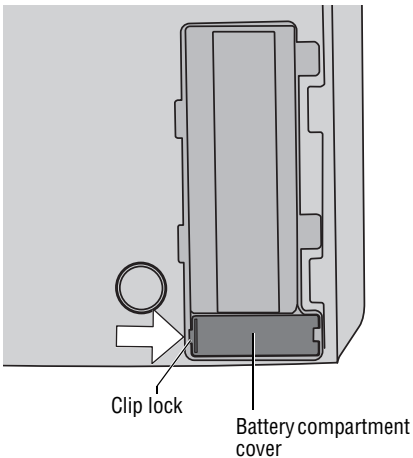


- Remove catch tray and corresponding feeding equipment.

How to remove the catch tray or the hand feed tray or optional feeders, read on page 186.

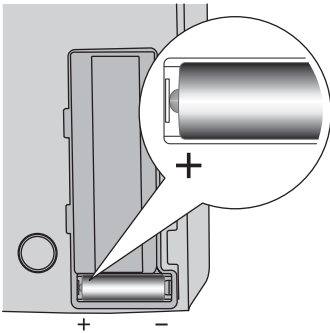
- Tilt the franking machine on the right-hand side.

You now have access to the battery compartment on the bottom of the ultimail.



Opening battery compartment:

- Press the clip lock at the battery compartment cover and take off battery compartment cover.
- Take out the used battery.

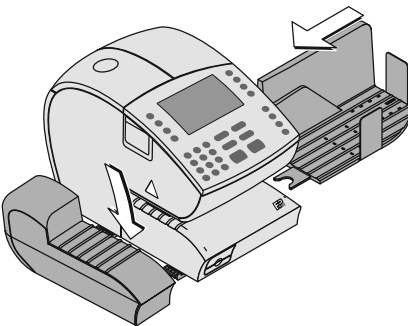


- Insert new battery (90.4701.8004.00). Make sure that the polarity is correct. Symbols in the battery compartment indicate the correct position.
- Close the battery compartment.
- Place franking machine upright again.
- Re-attach weighing platform (if any). Read on page 189.
- Re-attach catch tray and corresponding feeding equipment.

How to attach the catch tray or the hand feed tray or optional feeders, read on page 188.

- Establish all cable connections (see page 189).
- Reconnect the power cable of franking machine and feeder (if any).

Now you can restart the franking system.



15 Troubleshooting

15.1 Problems and remedies

Problem	Possible cause and remedy
...in general	
Blank display.	Check whether the power cable is plugged in correctly and if the power switch is switched on.
Display light on, but display blank.	Software problem. Switch off power switch and pull power plug.
The ultimail does not respond to push button operation.	Caution! The print system possibly is not in sealed position! Let the ultimail finish running before powering off. Wait one minute. Start the ultimail up again.
Functions are missing in the display.	These functions are not available with the currently plugged access card. You will find an overview of access rights on <i>page 192</i> . The mode set (displayed in the status line) does not support this function.
The ultimail does not execute the desired action and 'beeps' several times.	Beeps are a sign that the ultimail cannot execute a function (for instance, if keys are without functions in the current menu, or if the previous action is not yet finished). Carefully read all information in the display.

Problem	Possible cause and remedy
...when setting franking imprint and franking	
Franking not possible.	No access card inserted. Insert USER card or MASTER card.
	Card is not properly inserted. Insert card correctly. (Chip must face down!)
	Card reader does not recognise access card. Remove access card and insert again.
	No product of Royal Mail / no postage value is set. Read <i>chapter 5.1, page 23</i> .
Franking is not possible with the postage value set.	No postage in the franking machine. Please load postage! (<i>See chapter 9, page 63.</i>)
	Too low credit of current account. Have assigned new budget from system administrator.
Franking imprint is incomplete (e.g. ultimail only prints the logo). Functions are 'missing' in the home menu.	The ultimail is not in 'Metering' (franking) mode. Status line shows current mode. Press the C/CE key for 3 seconds. For setting the mode, read <i>chapter 13.1, page 95</i> .
Label franking: – misfeeding – jam.	Before loading the label dispenser: Loosen labels.
	You have used unsuited labels. Only use original labels from Francotyp-Postalia.
	Put in a maximum of 40 labels (as pre-packaged).
Letter jam.	Read " <i>Removing letter jams</i> " on page 170.
Logo from USER card is not automatically set when the card is inserted.	The standard logo for the account set in the account administration menu takes priority over the logo from USER card. Set the logo from USER card for the relevant account as default logo (<i>see chapter 10.2.1, page 69</i>).

Problem	Possible cause and remedy
No weight is determined for the mail piece on the weighing platform.	Scales are overloaded or the weight of the mail piece is too low. Use the scales only for mail pieces within the weight range limits (<i>see page 201</i>).
	Scales fail to detect zero point. Tare the scales (<i>see page 115</i>).
	Scales operate in the 'Differential weighing' mode. The weight is determined upon emptying the weighing platform (<i>see chapter 7.5, page 57</i>).
	ultimail fails to detect the integrated scales / scales are defective. Call Francotyp-Postalia service. Set the weight by hand (<i>see chapter 5.1.3.1, page 30</i>).
Postage value is missing in the display.	No mailing data selected or the setting is incomplete or incorrect. Fully select mailing data (<i>see chapter 5.1.2, page 26</i>).
	No valid weight (display reads = 0 g). <u>ultimail without scales:</u> Select the weight in the product selection menu.
	<u>ultimail with scales:</u> Place a mail piece on the weighing platform.
	The ultimail is in 'Metering and Differential weighing' mode (<i>see chapter 7.5, page 57</i>).
Postage value is flashing.	No access card inserted (no account is set). Insert USER card or MASTER card.
	You have to observe country-specific particularities. Get information about current regulations from the Royal Mail.
Print quality (general).	Use the 'High-quality print' function (<i>see chapter 13.18, page 129</i>).
Print quality – gaps in the imprint.	Clean the print system (<i>see chapter 14.4</i>).

Problem	Possible cause and remedy
Print quality – print image distorted.	Adjust ink cartridges (<i>see chapter 14.3</i>).
Product of Royal Mail is missing from the product selection menu.	For such products you can enter the postage value manually (<i>see chapter 5.1.4, page 32</i>).
SMS text does not fit on the mail piece.	<p>Franking imprint with logo <u>and</u> SMS text exceeds the length of the envelope / post card you are using.</p> <p>Use sufficiently sized envelopes / post cards.</p>
“The imprint does not fit on a label ...”	The imprint must not exceed 126.5 mm when franking labels. Frank without SMS text / without logo.
ultimail does not print, letter transport does not start.	<p>Sensor does not recognise letter.</p> <p>Position the letter again, or start letter transport with Start/Stop key.</p>
	<p>The ultimail does not display the home menu.</p> <p>Press the home key to go to the home menu, and try again.</p>
ultimail does not print SMS texts as expected.	Enter SMS text correctly (<i>see chapter 12.3, page 89</i>).
ultimail transports letters without franking them.	<p>The ultimail is in ‘Only transporting’ mode.</p> <p>Status line shows current mode.</p> <p>Setting the ‘Metering’ (franking) mode:</p> <p>Press the C/CE key for about 3 seconds. For setting the mode, read also <i>chapter 13.1, page 95</i>.</p>

Problem	Possible cause and remedy
...when loading postage (TELESET)	
Desired amount cannot be called.	Impermissible amount. Enter a permissible amount and try again (see chapter 9, page 63).
No access to TELESET.	TELESET-access is blocked for the current account.
ultimail fails to establish a connection to the Teleset data centre.	Check connection configuration (see chapter 13.15, page 120). Check the TDC phone number (see chapter 13.16, page 126). Note: When using the GSM modem, the phone numbers must not contain any blanks! When using mailcredit, please refer to the mailcredit manual. Data centre issue. Try again later.

Problem	Possible cause and remedy
...with basic settings, maintenance and care	
Account cannot be created.	All available account memories are already occupied. Delete an account you no longer need.
Cleaning the print system does not improve print quality.	Print heads are heavily stained or dried out. Repeat the cleaning procedure: 'Intensively clean' function (<i>see chapter 14.4 on page 145</i>). If the malfunction persists: clean print heads manually (<i>see page 146</i>).
Data for logo, types of mail or rate table are not loaded into the ultimail from the card.	Card is defective. Call Francotyp-Postalia customer service. The card contains no valid data.
Data transfer to FP-service impossible.	ultimail fails to establish a connection to the data centre.
Rate table updating / loading from the data centre.	Check connection configuration (<i>see chapter 13.15, page 120</i>). Check phone numbers (<i>see chapter 13.16, page 126</i>). For more troubleshooting tips regarding connection problems please refer to <i>page 166</i> .

Problem	Possible cause and remedy
...with envelope sealing (<i>feeder / sealer ultimail</i>)	
Letters are not sealed.	Seal envelope is switched off. Switch on seal envelope (<i>see page 41</i>).
	Water tank is empty. Fill the water tank (<i>see chapter 14.6</i>).
Letters are not correctly sealed.	Use 'sealit' sealing liquid, available from Francotyp-Postalia.
	Rub powerfully with your hand over the letter stack once in the area of the flaps.
	Moistening sponge and brush are dried because the water tank was empty over a longer period of time. Remove sponge and let it soak up completely (<i>see chapter 14.8</i>).
	Sponge is dirty. Clean the sponge (<i>see chapter 14.8</i>).
	Sponge is worn. Exchange the sponge (<i>see chapter 14.8</i>).
	You have used unsuited envelopes. Observe specifications (<i>see page 200</i>).
ultimail does not start when you have positioned mail pieces.	Entry sensor does not recognise the letters. Start letter transport with Start/Stop key.

Problem	Possible cause and remedy
...with automatic feeding from stack (<i>feeder ultimail</i>)	
Double feeding, jam.	<p>Material is unsuited for processing, cards are bent too much, mail pieces stick to each other.</p> <p>Fan <u>thin</u> material to remove paper dust and prevent adherence of the mail pieces.</p> <p>Leaf open <u>card stack</u> on all sides prior to positioning.</p> <p>Press the air out of <u>thick letters</u>.</p> <p>Observe notes for preparing letter stacks (<i>page 46</i>) and envelope specifications (<i>pages 199 / 200</i>).</p>
Jam.	Read " <i>Removing letter jams</i> " on page 170.
Last mail piece of stack is not fed.	Push letter manually in until the feeder seizes the letter.
Mail piece jammed in the entry section.	Letter guide is not correctly adjusted, stack is not sitting on lower letter guide support of.
Mail pieces are mistracking through the ultimail.	Letter guide is not correctly adjusted.
Mail pieces are not fed or not correctly fed.	Slightly lift the stack at the rear part.
ultimail does not start when you have positioned mail pieces.	<p>Entry sensor does not recognise the letters.</p> <p>Start letter transport with Start/Stop key.</p>

15.2 Removing letter jams

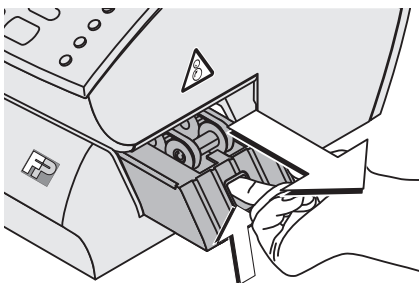
Removing letter jam in the franking machine



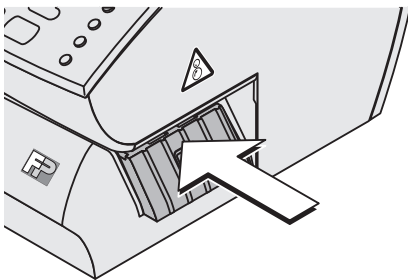
Warning! Do not reach into the danger areas marked with a safety sign. Keep long hair, fingers, loose clothing pieces, shawls and jewellery away from moving machine parts.



Caution! There could be ink residues on the letter transport. Make sure not to soil your clothes or any objects. Use a mat to deposit the letter transport.



- Unlock letter transport:
Reach into the opening and press locking device upward.
- Pull letter transport to the right out of the ultimail.
- Take out jammed letters.



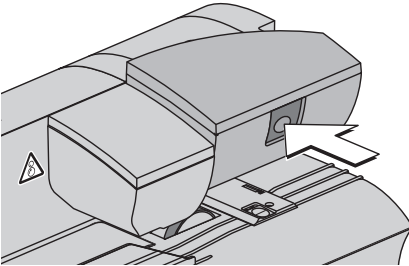
- Insert letter transport. The locking bar clicks into place.

The ultimail is ready for operation again.

Removing letter jams in the feeder or in the sealer



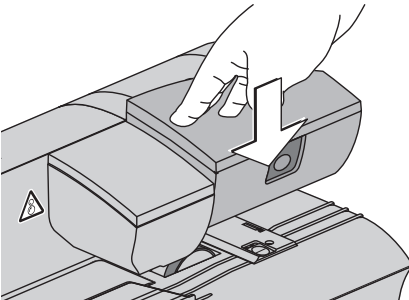
Warning! Do not reach into the danger areas marked with a safety sign. Keep long hair, fingers, loose clothing pieces, shawls and jewellery away from moving machine parts.



- Release roller transport by pressing on release key.

Roller transport moves upward.

- Take out jammed letters.



- Press roller transport powerfully down until it clicks into place.

The ultimail is ready for operation again.

15.3 How to prevent jamming and double-feeding during batch mailing

By simple preventive measures and special care when positioning the stacks, you can reduce feeding incidents and increase processing speed.

Selecting and preparing the mail pieces

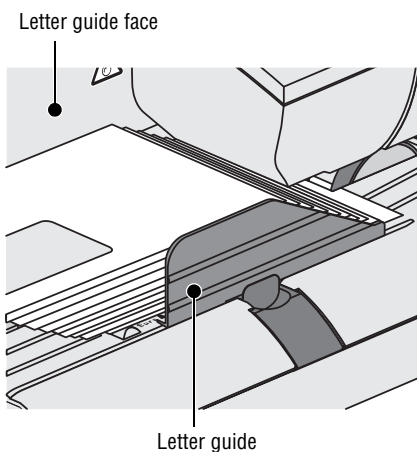
Material and form of the mail pieces are of essential influence on the behaviour during feeding and separating from the stack. We have had good experiences with processing envelopes of gray recycling material.

Thick letters (> 2 mm) Shortly press on the stack to remove any air.

Thin material (< 2 mm) Fan the stack from all sides by waving several times. Air can thus enter between the mail pieces and paper dust will be removed.

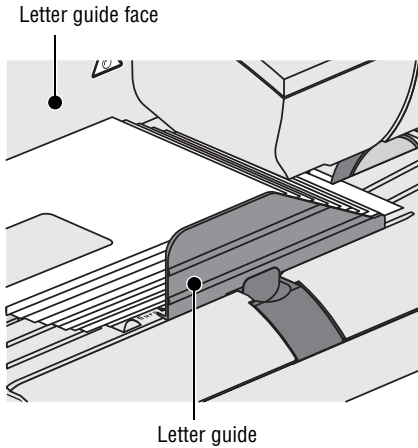
Cards Leaf open the stack from all sides.
Sort out any cards which are too strongly arched (arch > 4 mm).
Sort out any cards with front edge arched upward.

When setting the lateral letter guide



- The stack should have enough clearance between letter guide face and adjustable letter guide (about 2 to 3 mm).
- Avoid too large clearance between letter guide face and adjustable letter guide. If the clearance is too wide, the mail pieces are not correctly guided during feeding. This may result in off straight franking imprints or frequent jamming.
- The adjustable letter guide is provided with a narrow loading area at the inner side. Adjust the letter guide so that the stack is securely sitting on this surface.

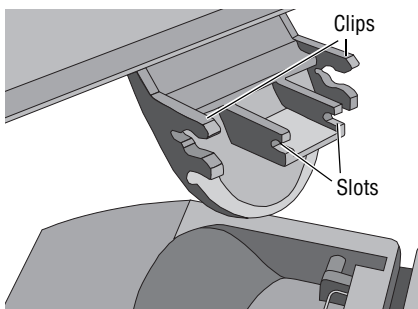
When positioning the letter stack in the feeder



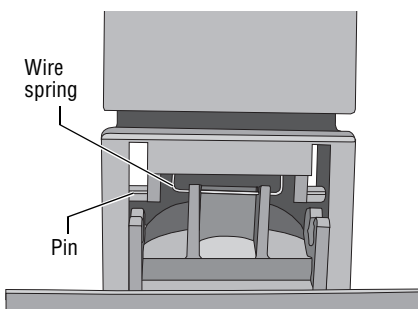
The figure shows how the letter stack should sit in the feeder.

- The letter stack should be flush with the letter guide face.
- The letter stack should be scaled out so that the front edges form a slope in the shape of the adjustable letter guide.
- Make sure that no mail pieces can penetrate underneath the adjustable letter guide.
- Make sure that no envelope flaps can penetrate underneath the belt conveyor.
- With difficult materials, support letter feeding by slightly lifting the rear edges.

15.4 Attach adjustable letter guide to feeder / sealer



The adjustable letter guide is provided with clips for locking the bar. The two slots in the front edge of the plastic will hold the wire spring on the bar.



How to insert the letter guide:

- Pull out the bar for adjusting the letter guide.
- Insert the letter guide so that the wire spring (in the bar) engages into the two narrow slots on the front edge of the plastic.
- Tilt the letter guide downward (in the direction of the letter receiving tray). Place the two clips on the pins at the bar with slight pressure and lock into place.
- Insert the bar.



You can avoid the letter guide being pulled off:

- For adjusting the letter guide, always hold in the recessed grip at the bar.
- Always set the letter guide so that a clearance of about 2 to 3 mm is left.

15.5 Error codes (sample)

UMA 01	ERROR	
66000123		11:44:27
THE REQUIRED ACCOUNT CANNOT BE FOUND!		
ERROR CODE:	D036	
00000000	00000000	
Acknowledge with ENTER!		

An error message appears on the display in case of an error or handling error. An additional beep may also indicate an error (see chapter 13.6 on page 101). Make sure to carefully read the error message. You will be given hints on the error cause and what you can do to remedy it.

In many cases you can eliminate minor faults and problems with the ultimail yourself.

The following pages give additional hints on possible causes and remedies for a number of selected error codes.



Please contact the Francotyp-Postalia service if you cannot remedy an error by means of the display information and the hints given in the present Operator Manual.

Error code	Possible cause and remedy
C104	<p>Probably a consecutive fault (because of an error that occurred before).</p> <p>Switch the ultimail off and on again.</p> <p>If necessary: pull the power cord. Caution! The print system might not be in sealed position! Let the ultimail shut down correctly before you interrupt the power supply.</p> <p>Wait one minute. Switch the ultimail on again.</p>
C105	<p>Ink cartridges are missing or have been incorrectly inserted / incorrectly calibrated.</p> <p>Start the cartridge exchange procedure (see page 144).</p> <p>Check whether both cartridges are correctly locked (the two green catches are in a horizontal position over the cartridges).</p> <p>Correctly insert the ink cartridges and allow the ultimail to calibrate.</p> <p>Read "Insert new ink cartridges" on page 141.</p>

Error code	Possible cause and remedy
<i>(continued)</i>	
	Contacts are dirty.
C105	Clean contacts in the print system (cartridge holder) with the FP cleaning kit 'clean & renew for Ink-Jet Printsystsem', available at Francotyp-Postalia.
C106	Wait a moment, then pull the power cord. Caution! The print system might not be in sealed position! Let the ultimail shut down correctly before you interrupt the power supply. Wait one minute. Switch the ultimail on again.
C113	Change the battery (<i>see page 160</i>).
C114	Caution! Only use a battery 90.4701.8004.00 as provided by Francotyp-Postalia.
C155	Card reader does not recognise access card / contact issues.
D114	Card incorrectly inserted. Insert access card (MASTER or USER card) with the <u>chip facing downward</u> . Continue pushing the card in beyond the pressure point.
C156	Feed the letter once again.
C158	Perform TELESET (loading of postage) with loading amount "0".
C159	Ink cartridges are missing, defective, or do not have any contact.
E127	Ink cartridges were removed and swapped during insertion.
E128	Perform an ink cartridge exchange (<i>see "Starting the exchange procedure" on page 144</i>). Remove and re-insert the cartridges.
E131	
E135	Clean contacts in the print system (cartridge holder) with the FP cleaning kit 'clean & renew for Ink-Jet Printsystsem', available at Francotyp-Postalia.
E136	
E143	
E146	If the error persists: insert new cartridges.
E100	Ink cartridges are incorrectly locked / green catches are not engaged
E108	or cartridge flap is open.
E112	Start the cartridge exchange procedure (<i>see page 144</i>). Check whether both cartridges are correctly locked (the two green catches are in a horizontal position over the cartridges). Close cartridge flap. Terminate exchange procedure with QUIT.

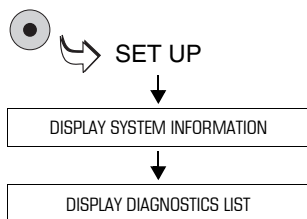
Error code	Possible cause and remedy
E115	The letter transport is not inserted correctly in the ultimail.
E129	Pull the letter transport to the right out of the ultimail and reinsert it (<i>see page 170</i>).
E116	Separation error. Letters are being fed to sealer in too fast a sequence. Increase distance between letters during feeding.
E117	Jam. Remove jammed letters (<i>see page 170</i>).
E124	ultimail has determined new reference values after cartridge exchange (normal fluctuations). Confirm error message. Ink cartridges are incorrectly locked / green catches are not engaged. Start the cartridge exchange procedure (<i>see page 144</i>). Check whether both cartridges are correctly locked (the two green catches are in a horizontal position over the cartridges). Close cartridge flap. Terminate exchange procedure with QUIT.
E126	There is a letter in the ultimail letter guide. Remove the letter.
E132 E133	Roller transport on the sealer / on the automatic feeder is not correctly closed. Open roller transport and close again (<i>see page 155 / 157</i>). The roller transport has to lock into place!
E138	The envelopes do not meet the specifications (too long or too short). Only process mail pieces that meet the specifications (<i>see "Mail piece specifications for franking" on page 199</i>).


Error code	Possible cause and remedy
E139	Ink cartridges are missing, defective, or do not have any contact.
E140	<p>Ink cartridges were removed and swapped during insertion.</p> <p>Switch the ultimail off and on again.</p> <p>Perform an ink cartridge exchange. Read “Starting the exchange procedure” on page 144. Remove and re-insert the cartridges.</p> <p>Clean contacts in the print system (cartridge holder) with the FP cleaning kit ‘clean & renew for Ink-Jet Printsystem’, available at Francotyp-Postalia.</p> <p>If the error persists: insert new cartridges.</p>
E141	<p>Jam during label franking.</p> <p>Remove jammed labels.</p> <p>If necessary:</p> <p>Pull the label dispenser to the top left out of the ultimail.</p> <p>Pull the letter transport to the right out of the ultimail.</p> <p>Reinsert label dispenser and letter transport.</p> <p>Insert the labels correctly (<i>see page 49</i>).</p>
E142	<p>Labels cover the sensor in the label dispenser.</p> <p>Remove the labels from the label dispenser.</p> <p>Switch the ultimail off and on again.</p> <p>If the error occurs on an ultimail without label dispenser: simply confirm the error message.</p>
E147	Clean the ink cartridges (<i>see chapter “Cleaning the print system” on page 145</i>).
G101	<p>No rate table stored.</p> <p>Load rate table (<i>see chapter 13.13 on page 112</i>).</p>
G239	Card incorrectly inserted.
L100	Insert card with the <u>chip facing downward</u> . Continue pushing the card in beyond the pressure point.
M104	Selected product setting is not permitted.
M129	Memory error. Products for which the postage value has to be entered manually cannot be saved as memory items.

Error code	Possible cause and remedy
O007	<p>Connect the modem cable (<i>see page 189</i>).</p> <p>Check the phone numbers (<i>see page 126</i>).</p>
X003	<p>Letter stack is too high. Observe the maximum stack height (<i>see page 46</i>).</p> <hr/> <p>Letter stack not fanned. Always prepare letter stacks for batch mailing (<i>for detailed information refer to pages 46 to 47</i>).</p>
X004	<p>Water tank is empty. Fill the water tank (<i>see page 151</i>).</p> <hr/> <p>Moistening sponge and brush are dried. Remove sponge and let it soak completely (<i>see chapter 14.8 on page 154</i>). Moisten the brush. Stroke with your finger several times over the brush.</p> <hr/> <p>Sponge is worn. Exchange the sponge (<i>see chapter 14.8 on page 154</i>).</p> <hr/> <p>Brush is worn. Exchange the brush (<i>see chapter 14.9 on page 158</i>).</p> <hr/> <p>Moistening felt is jammed and therefore cannot take up any water. Check the moistening felt (<i>see page 157</i>).</p>

15.6 Display and print diagnostics list


The diagnostics list of the ultimail lists the last 150 faults (date, time of day, error code, error description).



- Go to the SET UP menu using the  key.
- Select DISPLAY SYSTEM INFORMATION → DISPLAY DIAGNOSTICS LIST.


You can scroll through the diagnostics list using the arrow keys.

Print diagnostics list

- Print the information on labels using  key (*ultimail with label dispenser only*).

Or

Have some empty envelopes or cards ready. The ultimail will print system information in several parts.

- Start the printing process with .
- Feed an empty envelope or a card.

The ultimail needs some time for print image creation. Letter transport is not started before that. The ultimail prints the first list.

- Position further envelopes if required.

You can follow the print process progress in the display.

16 Withdrawal and disposal of the ultimail franking system



When withdrawing the ultimail franking system, all relevant postal services must be signed off properly.

For withdrawal and disposal of your franking system, please contact the Francotyp-Postalia service.

Moving the ultimail to another location



Warning! Switch off the ultimail and all connected equipment prior to dismantling and transporting the franking system.

Make sure that no liquids or foreign objects penetrate the interior of the ultimail. If this happens, pull out the power plug immediately. Have the ultimail franking system checked by Francotyp-Postalia service before starting it up again.



Caution! Observe the following notes for preventing damage on the ultimail:

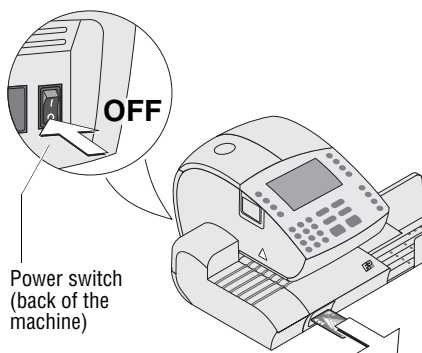
- Fully empty the water tank and water tray before transporting feeders or sealers.
- Never transport the components holding at attachments, such as label dispenser, weighing platform, adjustable letter guide, etc.
- Hold the individual components by the bottom part of the housing.
- Always move the franking system in a horizontal position.
- Once you have set the franking system from a cold environment to the new location: Wait for two hours at least before starting up the ultimail once again. The ultimail adapts to room temperature. Any condensation evaporates.
- We recommend using the original packaging if you wish to move the ultimail or send it to the Francotyp-Postalia service.



This chapter describes how to dismantle and install the ultimail including its optional components. If some of the measures do not apply to your configuration, just continue with the next step.

Dismantling the ultimail franking system

Preparations



- Remove MASTER card or USER card.
- Switching off the franking system:
Switch the power switch on the back of the franking machine to the position **O**.
- Switch off all connected external equipment (PC, external postage scale).

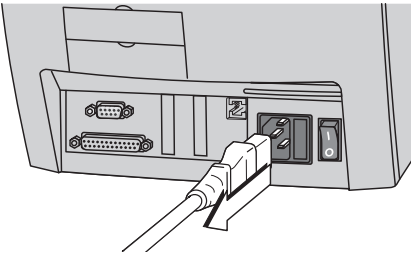
Removing connecting cables



- Pull the franking machine power cable out of the power socket.
- Pull the feeder power cable out of the power socket.
- Pull the phone cable out of the phone socket.

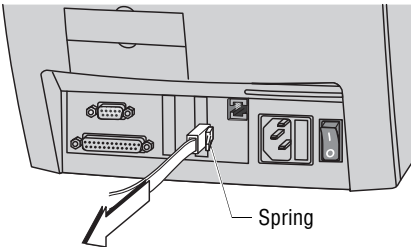
On the feeder:

- Unplug the power cable.

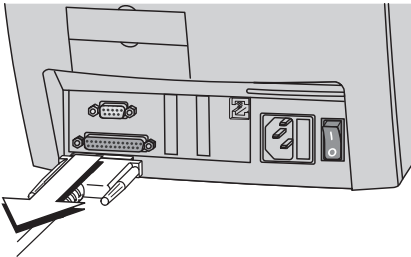


On the franking machine:

- Unplug the power cable.

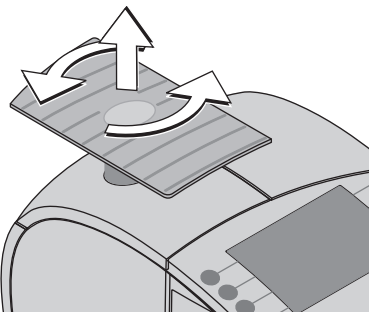


- Removing the phone cable from the franking machine: Press the spring on the plug and pull the plug out of the phone socket.



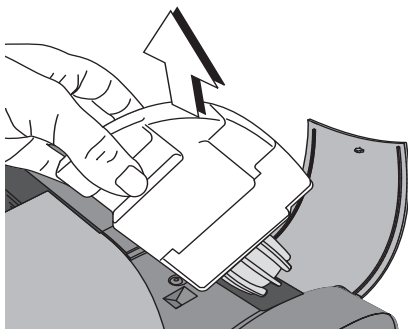
- Removing the connecting cable to the feeder or sealer: Unscrew and carefully pull off the plug.
- Removing connecting cables to other external devices: Unscrew and carefully pull off the plug.

Taking off the weighing platform



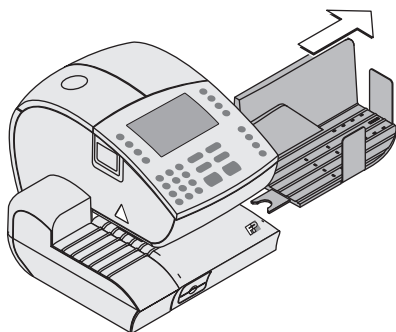
- Release the weighing platform of the integrated scales by turning counter clockwise for a quarter turn.
- Lift off the weighing platform.

Emptying water tank and water tray



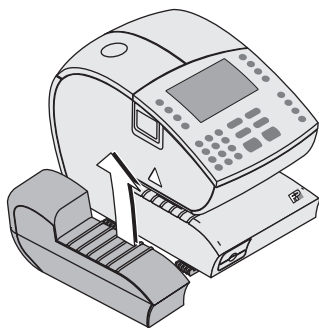
- Take water tank and water tray out of the feeder / sealer and empty. Proceed as shown on pages 154 and 155.

Separate catch tray from franking machine

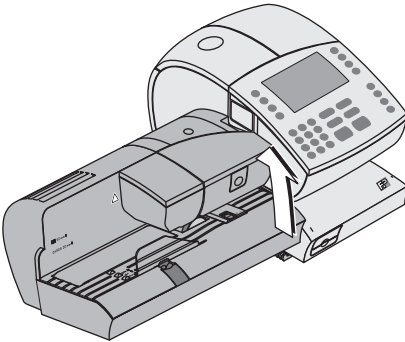


- Pull off catch tray toward the right-hand side of the franking machine.

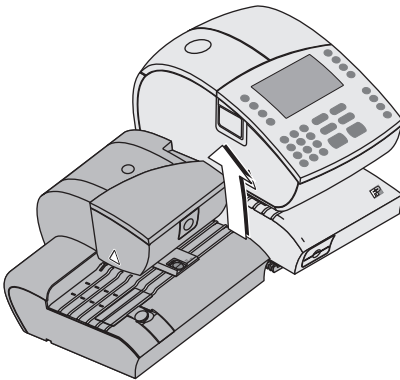
Separate feeder from franking machine



- Taking off **hand feed tray**:
Slightly lift the hand feed tray to release it from the two locking clips on the franking machine.

Or

- Taking off **feeder**: Remove the extension bracket (if present). Slightly lift feeder to release it from the two locking clips on the franking machine.
- Slide the bar for adjustable letter guide so that it is flush with the housing edge.

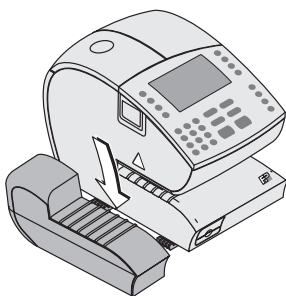
Or

- Taking off **sealer**: Slightly lift the sealer to release it from the two locking clips on the franking machine.
- Slide the bar for adjustable letter guide so that it is flush with the housing edge.
- Fold the adjustable letter guide down to letter receiving tray.

Reinstalling the ultimail franking system

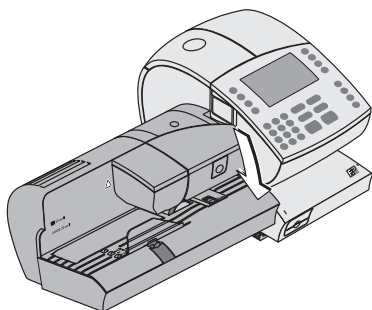
- Install the ultimail franking system on a level, stable surface.

Attaching the feeder



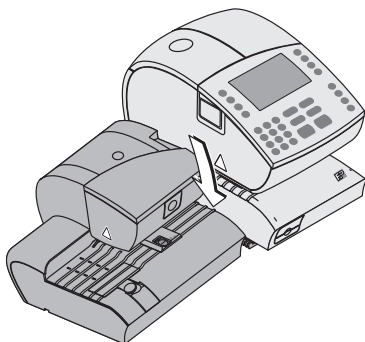
- Place **hand feed tray** on the two locking clips on the franking machine housing.

Or



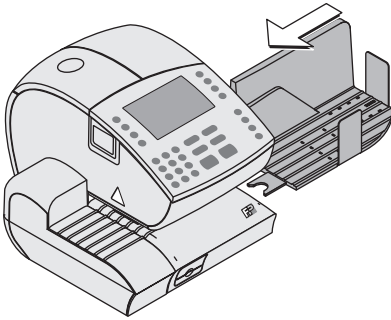
- Place **feeder** on the two locking clips on the franking machine housing. Position the extension bracket.

Or



- Place **sealer** on the two locking clips on the franking machine housing.

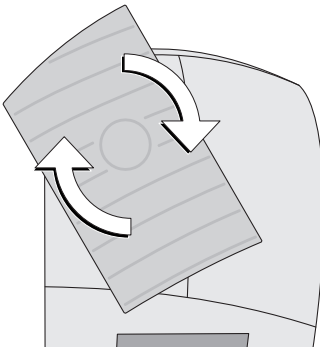
Attaching the catch tray



- Push catch tray from the right-hand side against the franking machine.
- Ensure that the catch tray is flush with the side of the franking machine.

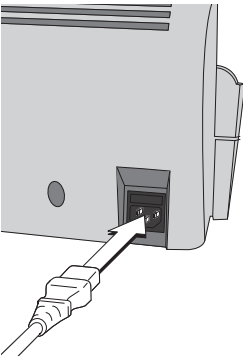
The fork-type lug engages in one foot on the franking machine. The catch tray is thus sufficiently protected against slipping.

Placing the weighing platform



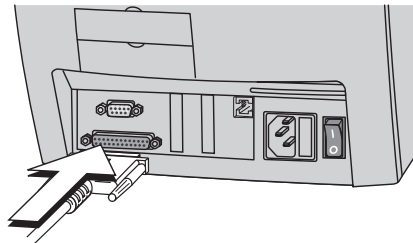
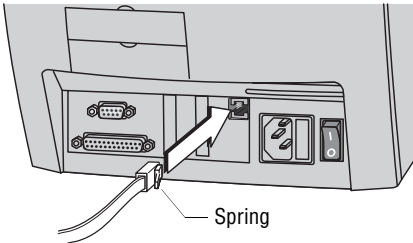
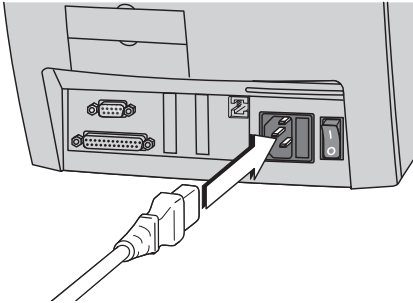
- Position weighing platform as shown in the figure and lock by turning clockwise for a quarter turn.

Plugging power and connecting cables



On the feeder:

- Connect the power cable to the feeder. The socket for the power connection is on the back of the feeder.




On the franking machine:

- Connect the power cable to the franking machine.
The socket for the power connection is on the back of the ultimail franking machine.

- Connect the phone cable to the franking machine phone socket. Make sure that spring is in correct position.

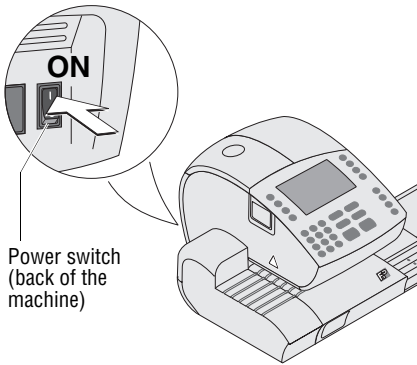
- Plug connecting cable of feeder / sealer in 25-pin interface on franking machine and tighten screws.

The interface is marked with the  sign.

Setting up connections

- Connect franking machine power cable to a grounded single-phase power socket.
- Connect feeder power cable to a grounded single-phase power socket.
- Connect phone cable to a phone socket (analogue). This is usually a fax connection.

Commissioning and function test



- Fill water tank. Read chapter 14.6 on page 151.
- Switching on the ultimail franking system: Switch the power switch on the back of the franking machine to the **I** position.
- Wait until the display shows the home menu. The ultimail is ready for operation.

We recommend the following short function test:

YOUR
TEXT
MESSAGE!



00003215

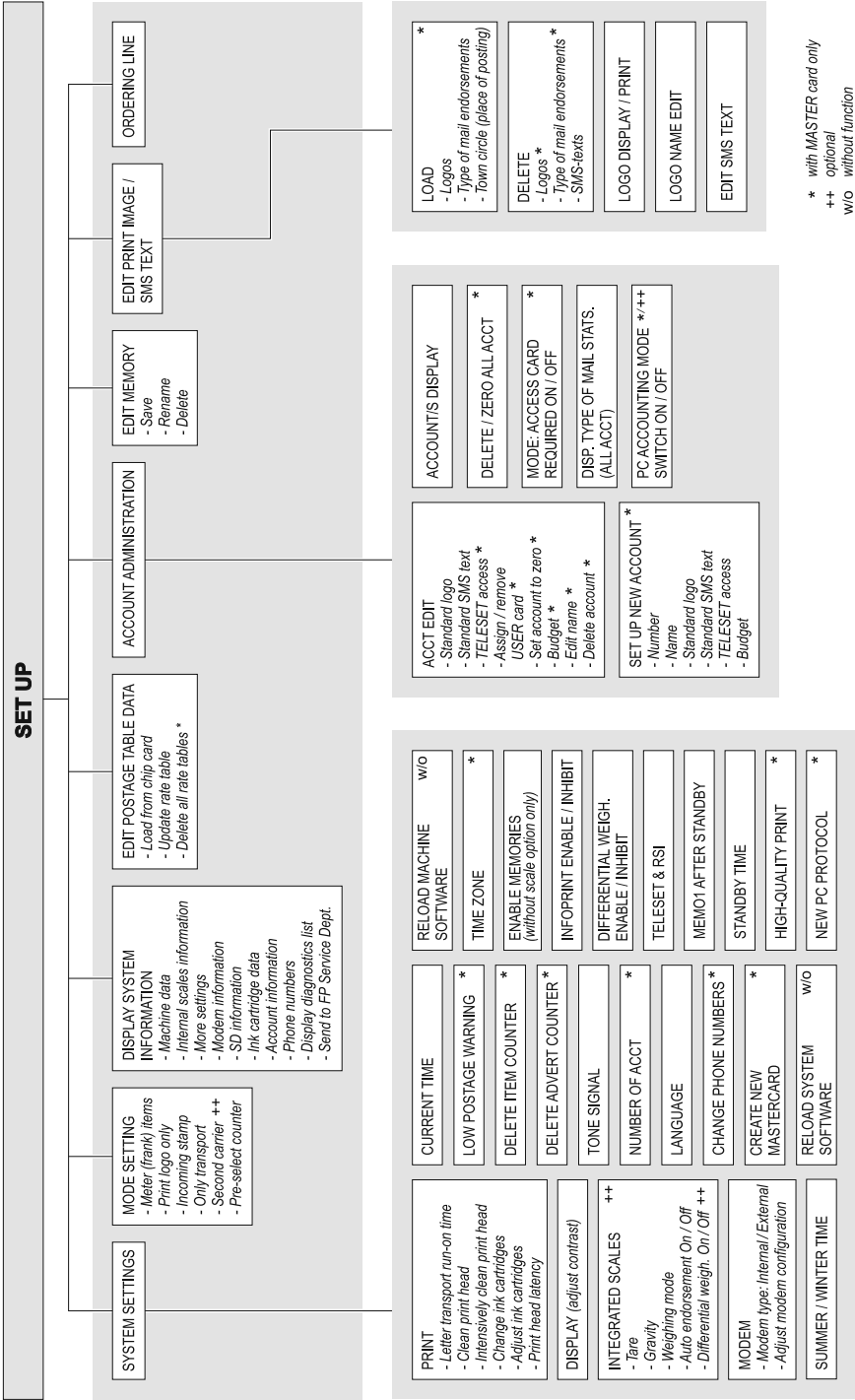


- Do a trial run. For instructions on the trial run, read chapter 4.3 on page 19.
- Adjust the ink cartridges if the franking imprint has shifted position. Read chapter 14.3 on page 144.
- Clean the print system if necessary (e.g. gaps in the print image). Read chapter 14.4 on page 145.

Access rights

Status ► Functions ▼	Without access card	With USER card	With MASTER card	Mode: Access card OFF
Accounts: assign budget			●	
Accounts: create / delete			●	
Accounts: preset logo / SMS text		● <i>only your own</i>	●	●
Accounts: release TELESET access			●	
Accounts: reset account counter			●	
Accounts: view account data	●	●	●	●
Change logo name		●	●	
Create / block USER cards			●	
Edit SMS text		●	●	
Franking on all accounts			●	●
Franking on assigned account		●	●	
Franking: Second carrier (DX mail)		●	●	●
Incoming mail stamp	●	●	●	●

Status ► Functions ▼	Without access card	With USER card	With MASTER card	Mode: Access card OFF
Load postage / TELESET		● <i>if released</i>	●	
Load print image data (logos, type of mail endorsements ...)			●	
Postage register: display / print	●	●	●	●
Seal envelopes without franking	●	●	●	●
System settings	● <i>not all</i>	● <i>not all</i>	●	● <i>not all</i>
Zero test print (Postage value '0000')	●	●	●	●



Glossary

DX	<p>Private carrier. In case the DX feature is enabled, your ultimail can also frank mail pieces for delivery by DX.</p> <p>All DX frankings will be balanced directly with the private carrier.</p>
Franking imprint	<p>Franking mail for carrying by Royal Mail.</p> <p>When franking, the ultimail prints among other things the Royal Mail logo, the postage value, the machine identification, the place of posting and the date as well as a serial number.</p> <p>An advertisement, a text message and an endorsement can also be printed.</p>
Label	<p>Special self-adhesive label which you can frank and stick onto your mail pieces. Necessary for large, heavy and thick mail pieces.</p> <p>Also use labels to attach on the mail piece when the material is not suited for ink-jet printing.</p> <p>Available as:</p> <ul style="list-style-type: none"> – single labels for feeding with label dispenser – double labels for manual feeding.
mailcredit	<p>Software for PCs to connect FP franking machines to the data centre (TDC) via the internet. Lets you also update the software of the franking machine.</p>
MASTER card	<p>Chip card, machine-specific.</p> <p>Access card for system administrator. MASTER card allows access to all system functions.</p>
Modem	<p>The built-in modem or an external modem enables the ultimail franking system to establish a connection to the data centre (e.g. for loading postage).</p>

RSI	Remote Services Infrastructure. Allows the online update of data in the franking system and transmitting diagnosis data to the Francotyp-Postalia service.
SMMC	Security Module Management Centre. Data centre for special service purposes.
TELESET (Remote value setting)	Franking machine accounting system by Francotyp-Postalia. The ultimail franking system and the Teleset data centre exchange value specifications when loading postage which release the desired postage amount. Accounting is as per your contract with Royal Mail.
Teleset data centre (TDC)	Data centre of Francotyp-Postalia. Here the called postage is released and accounts are managed. The Teleset data centre is at your service for data exchanging 24 hours a day.
Test print	Imprint consisting of a series of different patterns. You can align the cartridge with the aid of horizontal and vertical bar patterns.
USER card	Chip card, machine-specific. Access card for an account. A USER card allows the franking to one account and the access to selected system functions.
Zero test print (trial run)	Franking imprint with the postage value '0000'. This enables you to check the settings for the franking imprint and the imprint quality.

Technical Data

Dimensions (Length x Width x Height)	564 x 400 x 273 mm	<i>ultimail 60 / ultimail 90 with hand feed tray and catch tray</i>
	564 x 400 x 299 mm	<i>ultimail 60 / ultimail 90 with scales*, hand feed tray and catch tray</i>
	807 x 400 x 273 mm	<i>ultimail 60 / ultimail 90 with sealer* and catch tray</i>
	807 x 400 x 299 mm	<i>ultimail 60 / ultimail 90 with scales*, sealer* and catch tray</i>
	1028 x 400 x 273 mm	<i>ultimail 60 / ultimail 90 with feeder* and catch tray</i>
	1028 x 400 x 299 mm	<i>ultimail 60 / ultimail 90 with scales*, feeder* and catch tray</i>
Weight	8.9 kg	<i>franking machine ultimail 60 / ultimail 90</i>
	9.6 kg	<i>...with scales* and label dispenser*</i>
	0.4 kg	<i>catch tray</i>
	0.4 kg	<i>hand feed tray</i>
	4.2 kg	<i>sealer ultimail*</i>
	9.7 kg	<i>feeder ultimail*</i>
Power connection	100-240 V / 50-60 Hz	
Power consumption	Max. 70 W	<i>franking machine ultimail 60 / ultimail 90</i>
	Max. 50 W	<i>feeder ultimail*</i>
Battery	3.6 V / 2 Ah / 20 mA, order no. 90.4701.8004.00 ambient temperature: -55 °C to +85 °C	
Performance (with ISO C5/6)	60 letters/min	<i>franking machine ultimail 60</i>
	90 letters/min	<i>franking machine ultimail 90</i>
Display	LCD, illuminated, 320 x 240 pixels	
Noise emission	< 65 dB(A)	<i>franking system ultimail with feeder</i>
	≤ 62 dB(A)	<i>franking system ultimail with sealer</i>
	≤ 60 dB(A)	<i>franking machine ultimail (stand alone)</i>
Print system	Ink jet print system (with 2 ink cartridges, red)	
	Printing range max. 177 mm x 24 mm	
	Printing resolution 300 dpi x 300 dpi	



The Material Safety Data Sheet is available at <http://www.francotyp.com/en/mail-management/material-safety-data-sheets-msds.html>.

*) optional

Equipment

	ultimail 60	ultimail 90
Hand feed tray	●	●
Sealer ultimail (semi-automatic sealer)	○	○
Feeder ultimail (automatic feeder with sealer)	○	○
Catch tray (adjustable, up to max. ISO B4)	●	●
Label dispenser	○	●
Internal modem	●	●
Battery buffered system clock	●	●
Integrated scales	○	○
Postage loading via TELESET	●	●
Card reader	●	●
MASTER cards	● (2)	● (2)
USER cards	○	○
Accounts / <i>*optional</i>	10 / 50*	50 / 200*
Type of mail endorsements: First Class / Special Delivery / Overseas Mail	●	●
Advertising imprints (logos)	up to 9	up to 9
SMS texts, freely editable, max. 5 lines à 20 characters each	● (6)	● (6)
Low postage warning	●	●
Short code memories - ultimail without integrated scales (*optional) - ultimail with integrated scales	4 / 20* 20	4 / 20* 20
Incoming mail stamp	●	●
Differential weighing	○	○
DX feature	○	○
InfoPrint	○	○
9-pin interface (connection to an external device)	●	●
mailcredit Kit	○	○
GSM Modem	○	○
Additional 9-pin interface	—	●

Subject to short-term modification.

Mail piece specifications for franking

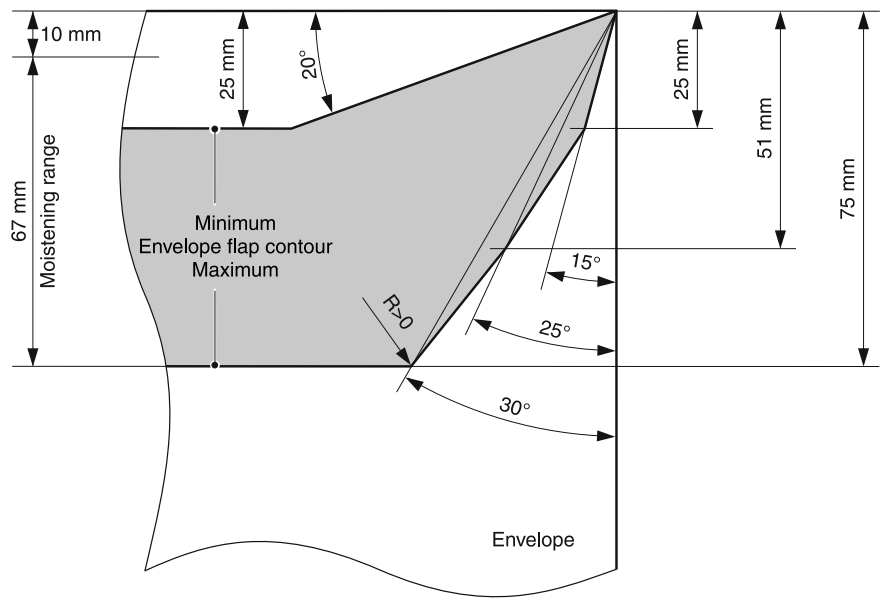
Format	<u>Minimum values:</u> 140 mm x 90 mm 200 mm x 90 mm (<i>franking with SMS text <u>and</u> logo</i>) <u>Maximum values:</u> 353 mm x 250 mm (ISO B4)
Thickness	Postcards: max. 1 mm Letters: max. 6.35 mm (1/4")
Material	Ink absorbent material, on which ink will dry within one minute 75 g/m ² to 120 g/m ² Bleached, coloured or recycling paper Rough through glossy No dark paper No material with air cushions No corrugated paper No high-gloss on the side to be imprinted
Friction coefficient	0.3 to 0.4
Labels	Self-adhesive labels from Francotyp-Postalia, order no. 58.0033.3158.00 (1,000 pieces)
Envelopes with address window	Address window size: max. 115 mm x 45 mm Address window may not be inside the printing range

Envelope specifications for sealing

Flap position On the longitudinal side

Flap height 25 mm to 75 mm

Flap shape and size



You cannot process rectangular, pointed or high flaps.
The side cuts of the flap should be parallel and very close to the side fold edge.

Operating and storage conditions
ultimail franking system and ink cartridges

Operating temperature	+15°C to +35°C Only use in closed rooms Do not expose to direct sunlight
Rel. humidity	15% to 80% non-condensing

Integrated postage scales *(optional)*

Weighing area	3 g to 5 000 g
Smallest display value (display accuracy)	± 1 g

Declaration of Conformity

We, Francotyp - Postalia GmbH,
located in Germany, D-16547 Birkenwerder, Triftweg 21 - 26

herewith declare in our own responsibility that our

FRANKING SYSTEM ultimail, consisting of :

Franking Machine Series: ultimail xxx (x = 0-9)

**with optional, semiautomatic Feeder, Model: Scaler ultimail
or automatic Feeder, Model: Feeder ultimail**

.....
(Type Designation)

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

EN 60950-1

EN 55022

EN 55024

EN 61000-2-3

EN 61000-3-3

TBR 21

.....
in accordance with the rules of European Directives

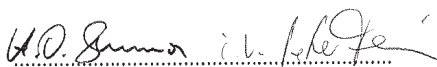
2004 / 108 / EEC (Electromagnetic Compatibility Directive)

2006 / 95 / EEC (Low Voltage Directive)

.....

13. November 2008

.....
(Date)



.....
(Name and authorized signature for the company)

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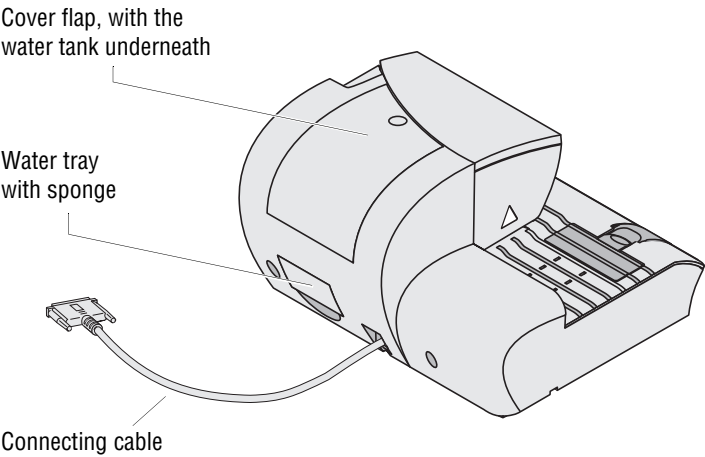
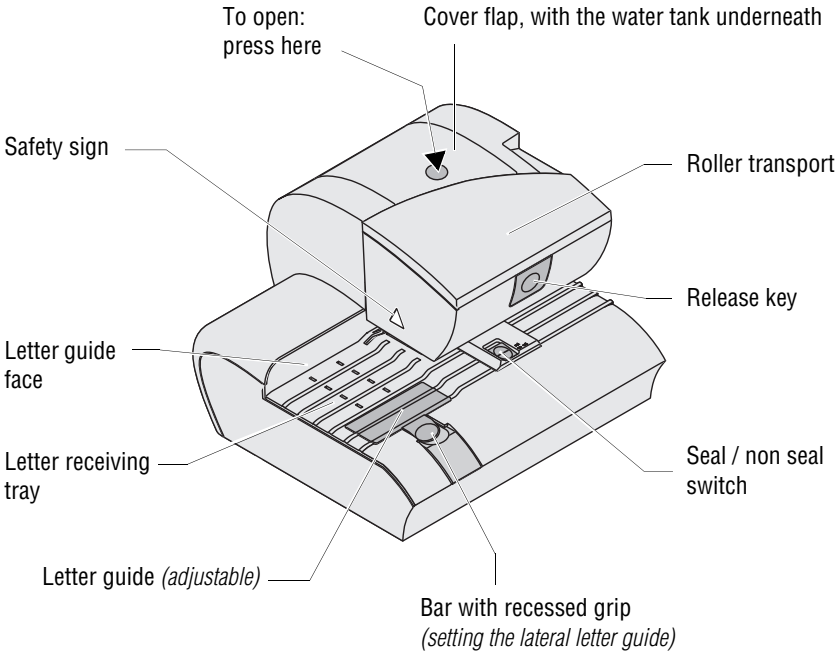
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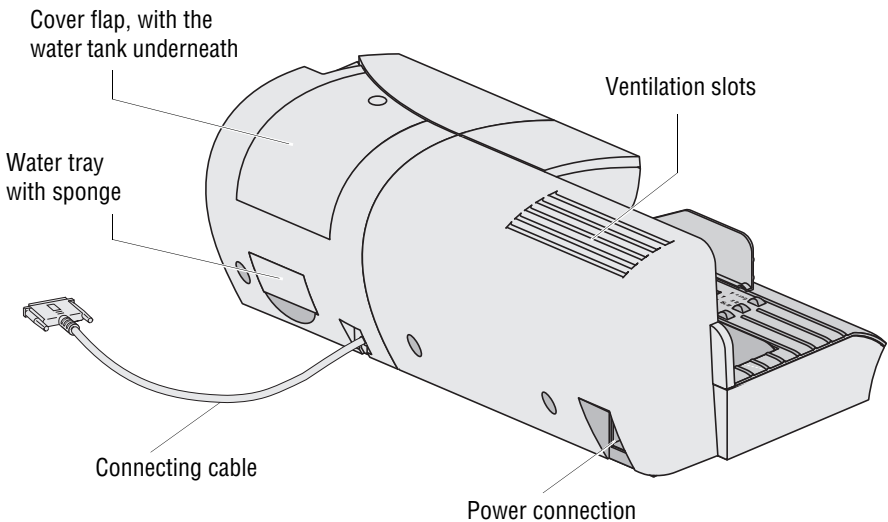
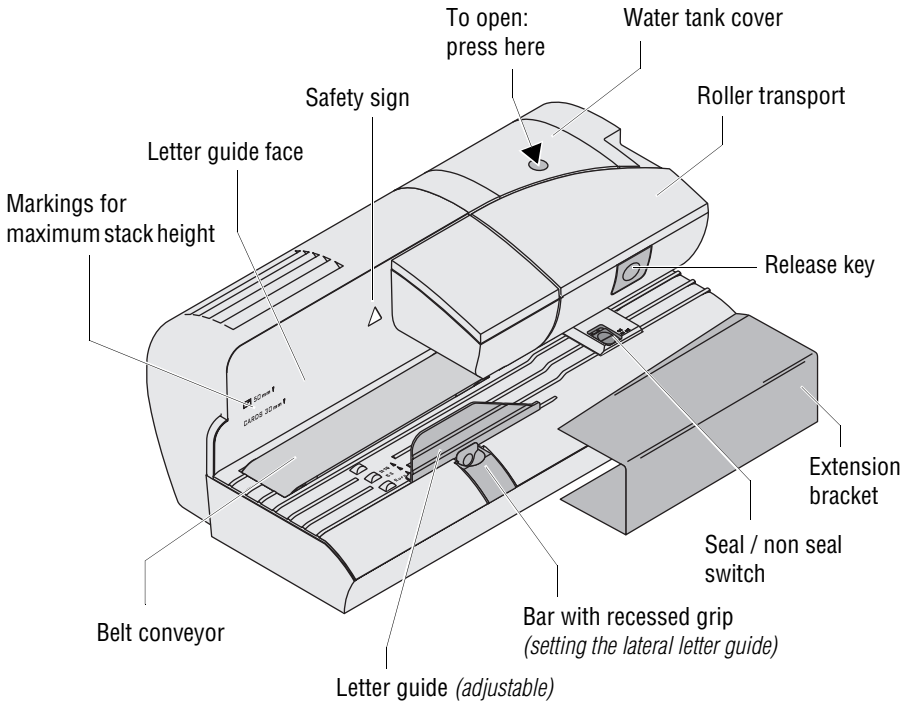
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one account 81

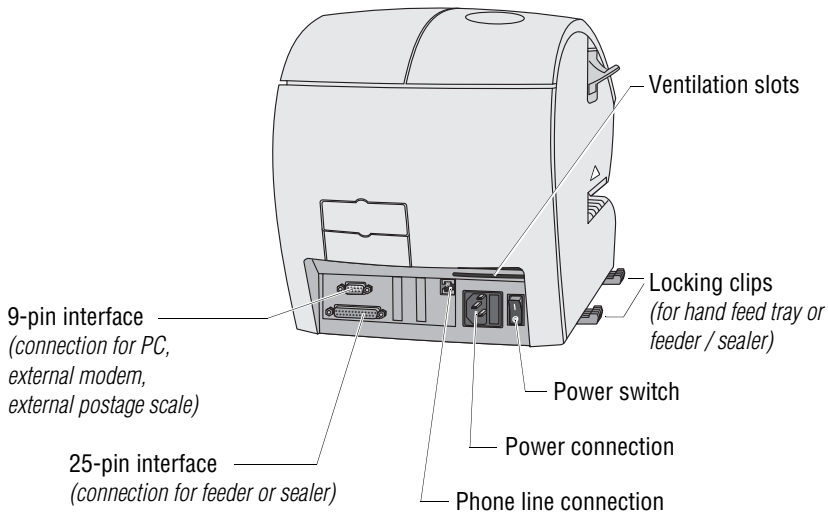
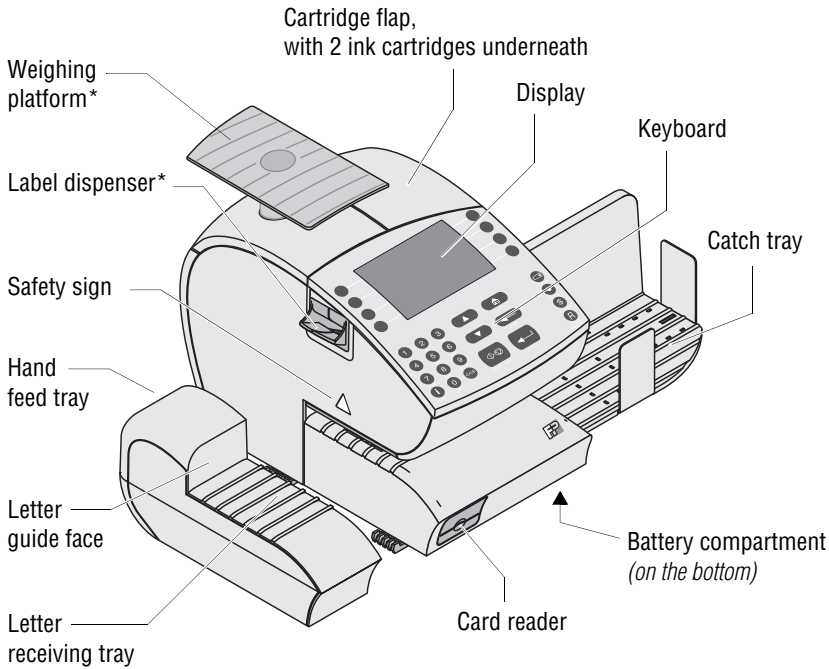
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* *optional*



* optional



* optional

Every ultimail franking system is thoroughly checked before leaving the factory. Should any faults occur with your ultimail in spite of our extensive quality control, please contact Francotyp-Postalia help line.

Our main office will be pleased to tell you the address of your local servicing dealer.



Francotyp-Postalia, Ltd.
Lakeside House,
74 Questor, Powdermill Lane,
Dartford, Kent DA1 1EF

Phone 0844 225 2233
Website www.fpmailing.co.uk



FP Recycling Centre

Francotyp-Postalia Ltd.
 Lakeside House
 74 Questor, Powdermill Lane
 Dartford, Kent, DA1 1EF



Francotyp-Postalia applies DQS-certificated integrated management systems with quality and environmental management (DIN EN ISO 9001, 14001). These are valid for design and manufacturing of franking machines and postal equipment.

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