



PostBase

Mailing system



Addendum to the Operator Manual
| CAN |

What you need to know

This addendum complements the PostBase Mailing System Operator Manual.

This document solely covers the country-specific particularities with handling the PostBase mailing system. You will find information about

- the Home screen
- the meter imprint for carrying by Canada Post
- special imprints (Correction, Redate, ...)
- possible equipment versions of the mailing system.

Further documents

The **Installation instructions** (flyer) and the **First steps** manual which were supplied with your mailing system contain all relevant information on installing, commissioning and handling the PostBase mailing system.

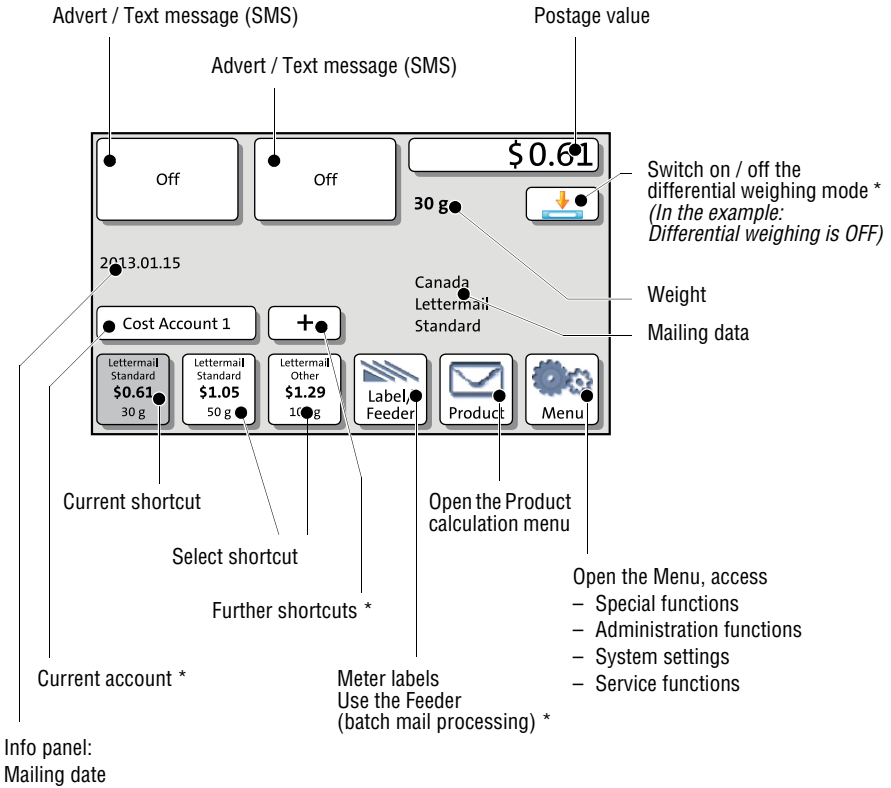
The **PostBase Operator Manual** (Reference Guide) contains a complete description of the mailing system and all optional components and features.

For basic information on handling the PC software for PostBase please read **User Manual NavigatorBasic / NavigatorPlus**.

Please observe the instructions on intended use and the safety instructions in the PostBase Operator Manual.

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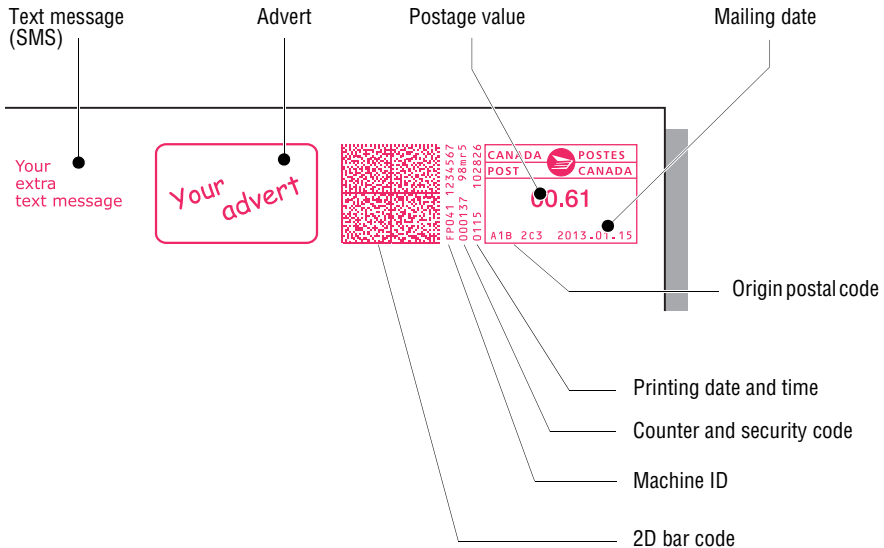
1 The Home screen



The Home screen appears after the PostBase was turned on and the start routine has been successfully completed. Depending on the settings, you may have to select a user and enter the PIN.

* Availability depending on PostBase variant / equipment.

2 The meter imprint



For details on how to set the meter imprint, please read the PostBase Reference Guide.

The illustration shows an example of a meter imprint for a Canada Post standard product with two advertising imprints (an SMS text / text message and a graphical advert / logo).

Depending on the selected product settings, the meter imprint may feature certain distinctions:

- For certain products, the meter imprint contains further product information in plain text, e.g. the 'Incentive Lettermail ...' imprint to the left of the 2D bar code. In such cases, only one advertising imprint is allowed.
- When metering Addressed Admail, the mailing date is printed in YYYY.MM format. The day is blanked.
- The 'Return Postage Prepaid' imprint does not include the mailing date and origin postal code.

Further particularities for metering mail pieces for dispatch by Canada Post, e.g. correction of incorrect meter imprints, are described in the following chapters.

3 Special features and imprints

3.1 Zero-rated postal imprint

You can check the settings for metering as well as the imprint quality by doing a zero-rated postal imprint, i.e. a normal meter imprint with postage value '00.00'. Zero-rated imprints are logged in the postage registers.

Setting the zero-rated postal imprint

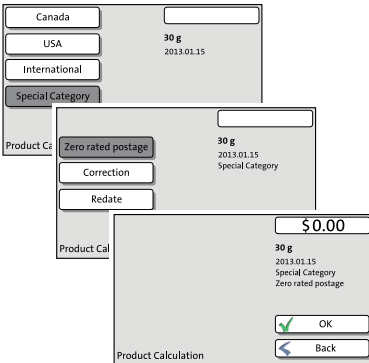
In the Home screen:

- Press the PRODUCT button.



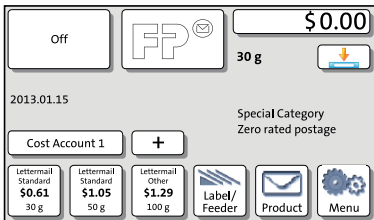
PostBase opens the Product calculation menu.

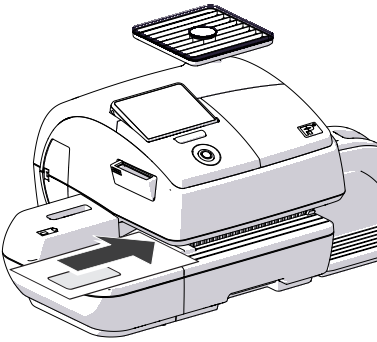
- Select SPECIAL CATEGORY.
- Select ZERO RATED POSTAGE.
- Confirm with OK.



PostBase returns to the Home screen. The postage value '\$ 0.00' is set.

- Select all further settings for the imprint (advert ...).





Printing the zero-rated postal imprint

- Position an empty envelope / a postcard on the hand feed tray.

Or

- Start label printing.

Or

- Use the feeder.



For detailed information on positioning letters, batch processing with the feeder, and label printing, please read the PostBase Reference Guide.

Checking the print quality

Canada Post reserves the right to reject illegible meter imprints. Make sure your PostBase always produces flawless meter imprints.

- Check the zero-rated postal imprint. Pay special attention to the 2D bar code.

The imprint must not contain any offsets, blurred or blank spots.

The following examples help you with checking imprint quality. You get information on possible causes and hints on how to prevent insufficient imprints.

FP 



Good imprint:



This illustration shows a flawless imprint.

Insufficient imprints:



If there are offsets / shifts in the imprint:

- Align the ink cartridges. Read the chapter “Aligning ink cartridges” in the PostBase Reference Guide.

If there are blurred or blank spots in the imprint:

- Clean the print system. Read the chapter “Cleaning the print system” in the PostBase Reference Guide.

3.2 Postage correction (Correction)

With PostBase, you can correct faulty meter imprints on an already metered letter. The correction imprint must always be printed on the non-address side of the mail piece.

If you have metered a postage value which is too low, print a correction with the missing amount on the non-address side of the mail piece already metered.



Setting the 'Correction' imprint

In the Home screen:

- Press the PRODUCT button.

PostBase opens the Product calculation menu.

- Select SPECIAL CATEGORY.
- Select CORRECTION.

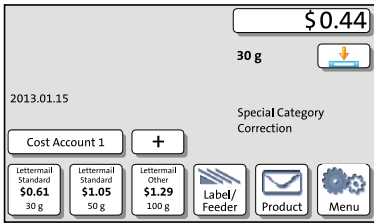
PostBase opens the adjustment menu for the correction amount.

- Type the amount to be imprinted on the mail piece in addition to the postage value already metered.



PostBase does not accept postage values within a certain area that is reserved for standard postal products.

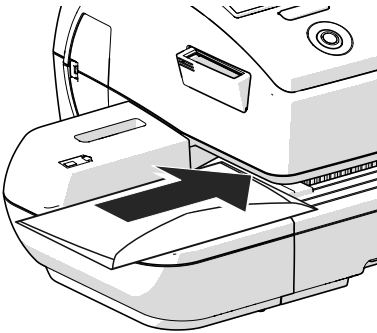
- Confirm the displayed correction amount with OK.
- Press OK to accept the displayed product setting and to return to the Home screen.



PostBase shows the current settings for the correction imprint.

When printing the postage correction, advertising imprints are not available.

You can change the mailing date and the account as usual.



Print postage correction

- Position the mail piece, the non-address side face up on the hand feed tray or on the feeder.

Or

- Print a label.
- Apply it to the non-address-side of the mail piece.



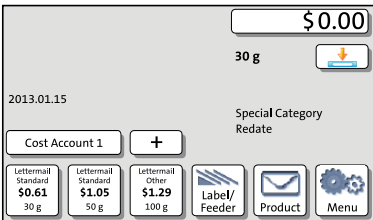
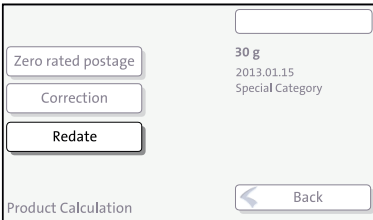
For detailed information on positioning letters, batch processing with the feeder, and label printing, please read the PostBase Reference Guide.



PostBase prints the 'Correction' imprint with the additional postage value.

3.3 Redate

If the meter imprint shows an incorrect mailing date, you can print a correction with the correct mailing date on the non-address-side of the mail piece already metered.



Setting the 'Redate' imprint

In the Home screen:

- Press the PRODUCT button.

PostBase opens the Product calculation menu.

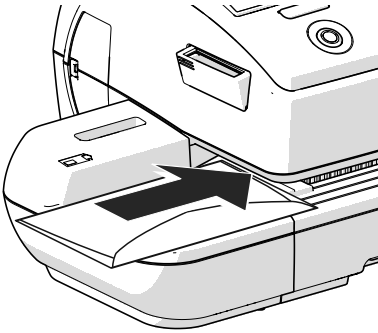
- Select SPECIAL CATEGORY.
- Select REDATE.
- Press OK to accept the displayed product setting and to return to the Home screen.

PostBase shows the current settings for the redate imprint.

When printing the redate imprint, advertising imprints are not available.

Setting the mailing date

- Open the MENU.
- Select CHANGE DATE.
- Type the new mailing date.
- Press SAVE to set the date.



Print redate

- Position the mail piece, the non-address side face up on the hand feed tray or on the feeder.

Or

- Print a label.
- Apply it to the non-address-side of the mail piece.



For detailed information on positioning letters, batch processing with the feeder, and label printing, please read the PostBase Reference Guide.



PostBase prints the redate imprint with the new mailing date.

3.4 Statement of Mailing / Manifest

PostBase can print the special meter imprint for your 'Statement of Mailing' / 'Manifest'. You have to set the postage for the entire order manually.



Only print the statement of mailing imprint on a self-adhesive label. It is meant to be attached to the special delivery form.

Set and print 'Statement of Mailing'

In the Home screen:

- Press the **PRODUCT** button.



PostBase opens the Product calculation menu.

- Select **CANADA**.
- Select **STAT. OF MAIL**.

PostBase opens the adjustment menu for the postage value.

- Type the postage for the entire order.
- Confirm with **OK**.
- Press **OK** to accept the displayed product setting and to return to the Home screen.

PostBase shows the current settings for metering.

Advertising imprints cannot be used with this product.

You can change the mailing date and the account as usual.



- Print the Statement of Mailing imprint **on a label.**



For detailed information on label printing, please read the PostBase Reference Guide.

4 Glossary

- FP Portal** Via a PC or a laptop, you can access the essentials for your PostBase mailing system, e.g. a complete overview of your data (orders, contracts, invoices, ...), updates, and the shop with accessories and consumables.
- Label** Special self-adhesive label which you can meter and stick onto your mail pieces. Necessary for large, heavy and thick mail pieces. Also use labels to attach on the mail piece when the envelope material is not suited for ink-jet printing.
- Meter imprint** Metering mail for carrying by Canada Post.
The imprint consists of the Canada Post logo, postage value, origin postal code, mailing date and a 2D bar code. Furthermore, with every meter imprint the PostBase prints the machine identification number, a counter, a security code and the creation date and time. Additionally, the meter imprint may contain adverts / text messages (SMS).
- Navigator / NavigatorBasic** Navigator is a user-friendly PC application enabling you to set up, maintain and use the PostBase mailing system.
Navigator enables you to perform your mailing system's basic functions directly on your computer.
In addition to its ease of use, Navigator offers an extended functionality, e.g. entering / editing text messages and setting your frequently used postal products as shortcuts.
- NavigatorPlus** In addition to NavigatorBasics's entire functionality, NavigatorPlus offers easy to handle administration and report features.

PIN Personal Identification Number. The PostBase mailing system can be protected against unauthorized use via a PIN.

Zero-rated postal imprint PostBase prints a normal meter imprint with the postage value '00.00'. Zero-rated postal imprints are logged in the postage registers.

This zero imprint enables you to check the settings for the meter imprint and the imprint quality (refer to page 7).

5 Additional technical specification

5.1 PostBase – variants and equipment

	PostBase 30	PostBase 45	PostBase 65
Hand feed tray	●	●	—
Catch tray (adjustable)	●	●	●
Feeder with sealer	—	○	●
Manual sealer	○	●	—
Label printing	●	●	●
Integrated scale	●	●	●
Weighing range, maximum	3 kg	5 kg	7 kg
Differential weighing	○	●	●
Processing speed (letters per minute)	30	45	65
Interfaces: USB, Ethernet/LAN, CAN bus	●	●	●
External USB modem	○	○	○
Remote services (download postage, rate change, ...)	●	●	●
Rate table	●	●	●
Access control via PIN	●	●	●
Shortcuts for Canada Post products	●	●	●
Cost accounts – standard	20	50	50
– optional	50/100/250	100/250	100/250
Adverts, maximum number	up to 12	up to 20	up to 30
Text messages (SMS)	●	●	●
Using FP Portal	●	●	●
NavigatorBasic (PC software)	●	●	●
NavigatorPlus (PC software)	○	○	○

Subject to short-term modification.

5.2 Postal Security Device (PSD)

The Revenector Security Device (PSD) used in your PostBase mailing system was authorized according to specifications of Canada Post following an internationally valid practice. To commensurate to this standard the cryptographic keys used by the PSD have to be updated or exchanged after a specified period of time. Please, make sure that the mailing system contacts the Server at least once a year (e.g. by loading postage with the value of '\$0'), even if the system may not be in use. Otherwise the Security Device may disable itself and will have to be exchanged with costs for reconnecting the mailing system.

5.3 External USB modem *(optional)*

USB Modem 51.0052.3147.00:

This Class B digital apparatus complies with Canadian ICES-003.

This product meets the applicable Industry Canada technical specifications.

The RINGER EQUIVALENCE NUMBER (REN) for the USB modem is 0.006.

The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface.

The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five.

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