

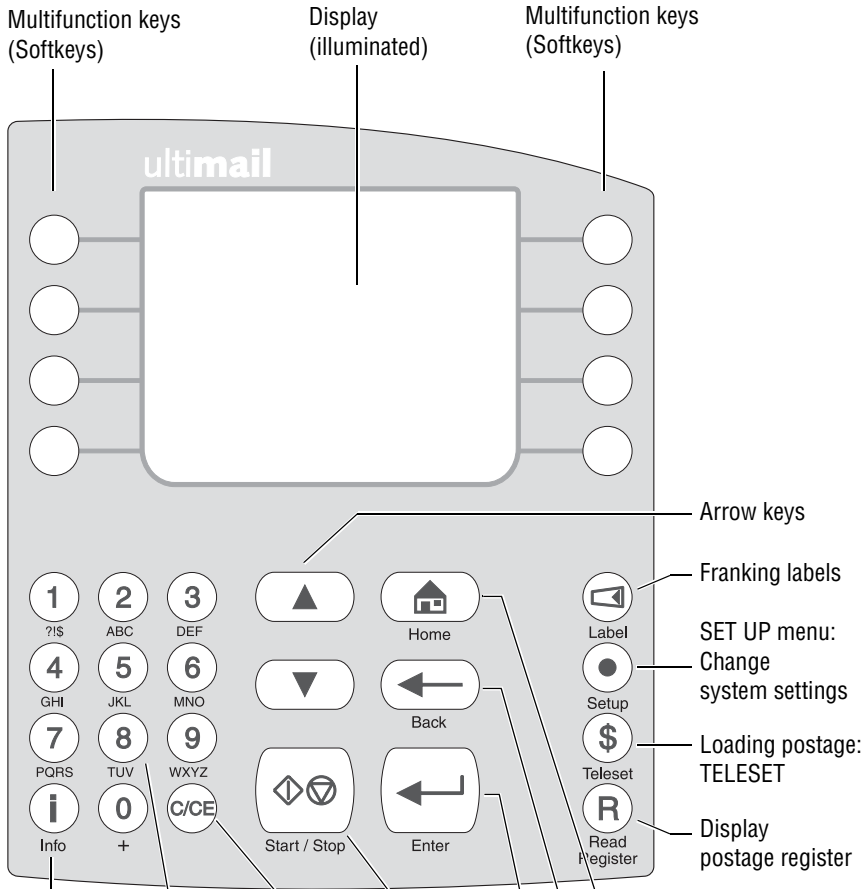
ultimail

Franking System



Operator Manual

2 | The control panel – display and keyboard



Info key:
Display help

Numeric keys:

- Enter digits
- Enter letters, punctuation and special characters

Start/Stop key:
Start letter transport/
franking

C/CE key:
- Delete input
- Call default setting

In the home menu, press C/CE for **3 seconds**:
Home menu is reset to standard

Enter key:
- Confirm the input
- Acknowledge error messages

Back to the home menu

Go back to the higher
window/menu level

Arrow keys

Franking labels

SET UP menu:
Change
system settings

Loading postage:
TELESET

Display
postage register

About this operator manual	7
1 Safety tips	9
2 A short description of the ultimail	10
3 Switching the ultimail ON/OFF	12
4 ultimail Operating Basics	14
4.1 Access control by MasterCard/UserCard	14
4.2 The operating menu	15
4.3 Trial run	16
5 Franking	17
5.1 Preparations	17
5.1.1 Setting up catch tray	17
5.1.2 Letter guide adjustment (<i>only feeder/sealer</i>)	17
5.1.3 Switch on/off seal function (<i>only sealer/feeder</i>)	20
5.2 Setting the franking imprint	21
5.2.1 Postage value	21
5.2.2 Logo imprint	23
5.2.3 SMS-text	24
5.2.4 Type of mail endorsement	25
5.2.5 Date of franking imprint	26
5.2.6 Using the memory	27
5.3 Change account	28
5.4 Positioning and franking a letter	29
5.4.1 ultimail with manual positioner	29
5.4.2 ultimail 60 with sealer	30
5.4.3 ultimail 90 with feeder	31
5.4.3.1 Positioning letters in stack	31
5.4.3.2 Positioning single letters	32
5.5 Franking labels (<i>optional</i>)	33
6 Postage calculation (<i>optional</i>)	34
6.1 Scales menu	34
6.2 Setting postal rates for postage calculation	36
6.3 Weighing, determining postage, franking	38
6.4 Saving postal rates and calling them from memory	39

7	Special functions	40
7.1	Working with pre-select counter	40
7.2	Using the ultimail as incoming mail stamp	41
7.3	Only seal letters (<i>optional</i>)	43
7.4	Using an external postage calculator	44
7.4.1	Connecting an external postage calculator	44
7.4.2	Determining postage and franking	45
8	Postage register	46
9	Loading postage – TELESET	47
10	Account administration	49
10.1	Set up a new account	49
10.2	Change settings for existing accounts	52
10.2.1	Change standard setting for the logo and the SMS-text	52
10.2.2	Release/block TELESET access	54
10.2.3	Changing budgets and assigning credits	55
10.2.4	Change name	57
10.3	Generate/block UserCard(s) for an account	58
10.4	Switch on/off “access card required?”	60
10.5	Display and print account information	61
10.6	Set account counter to zero	63
10.6.1	Set one account to zero	63
10.6.2	Set all accounts to zero	63
10.7	Delete accounts	64
10.7.1	Delete one account	64
10.7.2	Delete all accounts	64
11	System settings	65
11.1	Setting the operating mode	65
11.2	Display, print and send system information	67
11.3	Setting low postage warning – limit	68
11.4	Setting high postage – limit	69
11.5	Tone signal	70
11.6	Display contrast	71
11.7	Display and reset item counter	72

11.8	Time	73
11.8.1	Summer/winter time	73
11.8.2	Adjusting the current time	75
11.8.3	Setting time zone	75
11.9	Print image data administration	76
11.9.1	Logo display and printing	76
11.9.2	Change the logo names	77
11.9.3	Enter/change/save SMS-texts	78
11.9.4	Loading print image data from card	80
11.9.5	Delete print image data	81
11.10	Short code memories	82
11.10.1	Saving settings	82
11.10.2	Display and print saved settings	84
11.10.3	Delete memories	85
11.11	Internal scales <i>(optional)</i>	86
11.11.1	Tare	86
11.11.2	Setting weighing mode	87
11.11.3	Switching on and off automatic type of mail endorsement	88
11.11.4	Postage table update	89
11.11.5	Delete all rate tables	90
11.12	Setting print head standby time	91
11.13	Setting letter transport run-on time	92
11.14	Modem configuration – adjusting dialling parameters	93
11.15	Generate MasterCard	95
11.16	Selecting the user interface language	96
11.17	Account administration extension	97
11.18	Changing phone numbers	98
12	Maintenance and care	99
12.1	Cleaning the ultimail franking system	99
12.2	Changing the ink cartridges	100
12.3	Adjust the ink cartridges	105
12.4	Cleaning the print system	106
12.5	Filling the water tank <i>(optional)</i>	107
12.6	Cleaning / changing the moistening sponge <i>(optional)</i>	109
12.7	Adjust moistening level <i>(optional)</i>	113
12.8	Changing the battery	114

13 Troubleshooting	117
13.1 Problems and remedies	117
13.2 Removing letter jams	123
13.3 Attach adjustable letter guide to feeder/sealer	125
13.4 Display, print and send diagnostics list	126
Appendix	
Moving the ultimail to another location	127
Dismantling the ultimail franking system	128
Reinstalling the ultimail franking system	132
Access rights	136
SET UP menu (overview)	138
Tips and tricks	139
How to enter text	139
How to prepare letter stacks for batch mailing with the feeder ultimail 90	142
How to prevent jamming and double-feeding during batch mailing	143
How to feed similar mail pieces at the sealer ultimail 60	145
Glossary	146
Technical Data	148
Declaration of Conformity	153
Index	155
Service	165

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)*.

Quick reference

The quick reference 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.

“Dial ...”

Prompts and messages are highlighted by quotation marks.



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

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.
- Use only the power and modem 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.
- Use the 'Sealer ultimail 60' only with the ultimail 60 franking machine. It is not possible to operate the sealer without the ultimail 60 franking machine.
- Use the 'Feeder ultimail 90' only with the ultimail 90 franking machine. It is not possible to operate the feeder without the ultimail 90 franking machine.
- Only use original ink cartridges from Francotyp-Postalia. Observe the information enclosed with every cartridge.
- 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 127 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, manual positioner and catch tray.

The franking machine is available as model

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

Menu-supported user interface The user interface in the lit display will lead to the desired results in a fast and safe way. 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 On one glance, the home menu will show you the current settings for the franking imprint. You simply position the letter – the ultimail will seize 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 prints a logo of your choice on every mail piece. Moreover, you may imprint freely editable text messages (SMS-texts).

TELESET Load new postage by TELESET procedure via the built-in modem – fast, comfortably and, if necessary, 24 hours a day.

Protection against unauthorised use The MasterCard/UserCard functionality protects the ultimail against unauthorised use and facilitates the assignment of individual access rights.

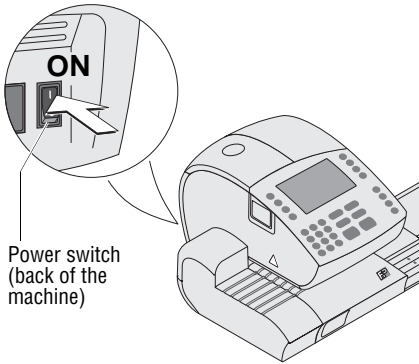
- Additional functions* You will quickly appreciate the following comfortable functions:
- Account function. Recording and accounting of postage according to accounts.
 - 6 short codes for frequently used postage imprint settings.
 - Stamp of receipt. Imprint 'Received on: ...' for stamping incoming mail.
 - Printing of account data, postage register states, system information.
 - Warning in case of high postage and too low amount of postage available.
 - Telediagnosics. You can transfer important system data via the built-in modem to the Francotyp-Postalia service.

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.

- Options* The following components are available for functionality extension:
- **Internal scales.** When the equipment includes internal scales, the 'postage calculation' function is available. The ultimail calculates the postage on the basis of selected mailing data in a fast and reliable way. Postage and type of mail endorsement are set automatically.
 - **Label dispenser** to print self-adhesive labels for large/thick mail pieces.
 - **Sealer ultimail 60.** Automatic sealer for the ultimail 60 to moisten and seal letters. The letters are positioned manually.
 - **Feeder ultimail 90.** Automatic feeder with sealer for the ultimail 90. The letters are separated from the stack, optionally moistened and sealed, and fed to the ultimail 90 franking machine.

You will find an overview of the ultimail system components on pages 162 to 164.

3 Switching the ultimail ON/OFF



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

Switching on

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

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

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

Home menu (example)

○ SCALES	0.00	○
○ ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	○
○ WITHOUT SMS-TEXT	WITHOUT LOGO	○
○ MEMORY	15.06.03	○
MODE: METERING Machine ready.		

Note: The example shows the complete home menu.

SCALES only appears with a system with internal scales.

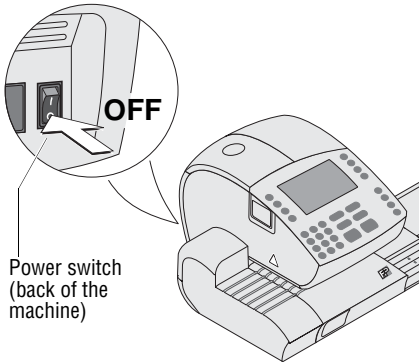
ACCOUNT only appears if an access card is plugged in or if access control is switched off.



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. Only in that way can you prevent drying and maintain a constant printing quality.



- Make sure the ultimail displays the home menu.
If necessary: call the home menu by pressing the  key.
- Switch the power switch to the  position.

The ultimail finishes all operations which are currently in process and moves the printing system to sealed position (switch off routine “Shutting down machine”). This process may take some time.

ultimail switches off thereafter. 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 handle the operating menu.

4.1 Access control by MasterCard/UserCard

MasterCard and UserCard, both designated as access cards, control access rights to use the ultimail.

A MasterCard allows you to access all functions. Among others, you need a MasterCard for the following functions:

- Setting up accounts
- Assigning UserCards to an account
- Switching access control ON/OFF
- Changing high postage limit.

A UserCard allows you to access selected functions only.

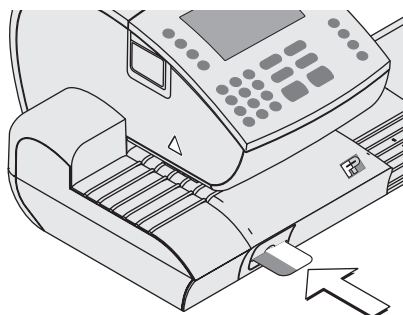
- Franking to the assigned account.
- Assigning a logo and SMS-text to the account.



The authorization for franking can be set so that no access card is necessary. Then franking will be possible without MasterCard or UserCard to all accounts.



You will find an overview of the access rights on page 136.



How to plug the access card into the card reader

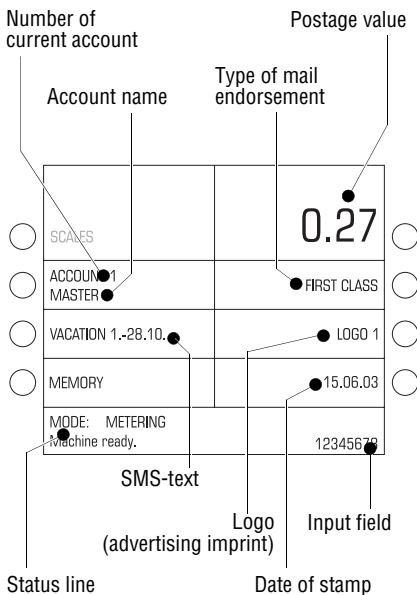
- Plug access card into the card reader in the direction of the arrow. The chip on the card should face downward.
- Push access card in as far as it goes. You will feel the card snap in.

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. The total of the ultimail user interface works 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 and successful completion of the start routine. On one glance, you will see all settings for the franking process.

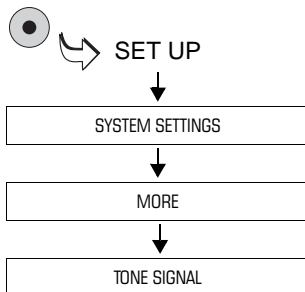
In the home menu, you can

- set the franking imprint (postage value, type of mail endorsement, logo, date)
- call saved franking imprint settings (MEMORY)
- change to postage calculation (SCALES). This postage calculation function is only available on systems with internal scales.

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

How menu sequences are visualised

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



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 multifunction keys.



For fast orientation you will find an overview of the SET UP menu on page 138.

4.3 Trial run

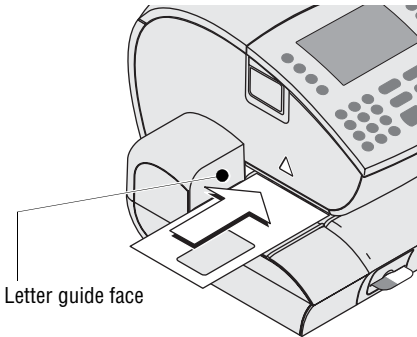


You can check the settings for franking imprint by doing a trial run with postage value "0.00" (zero imprint).

○ SCALES	0.00	○
○ ACCOUNT 1 MASTER	FIRST CLASS	○
○ VACATION 1.-28.10.	LOGO 1	○
○ MEMORY	15.06.03	○
MODE: METERING Machine ready.		



- Type the postage value "0" in the home menu.
- The digit "0" appears at the bottom right of the status line.
- Confirm with the key for postage value. (This is the multifunction key at the top right - directly next to the postage value display.)


Postage value is set to "0.00".



- 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.

 You can also start letter transport with the  key.

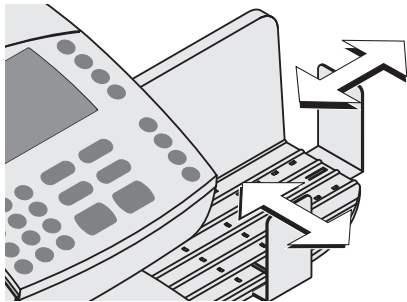
 Position, in the same way, an empty envelope for trial run at the sealer or at the feeder. For details how to handle sealer and feeder, read Chapter 5.

5 Franking

5.1 Preparations

5.1.1 Setting up catch tray

The catch tray can be adjusted to various envelope formats – up to ISO C5 maximum. You work without catch tray when processing larger formats.

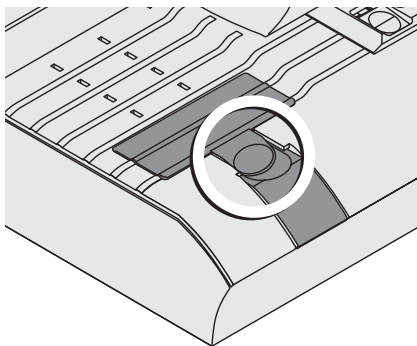


- Slide the two limit guides until they engage into the desired position.

The limit guides are provided with three notches for the most frequently used envelope formats.

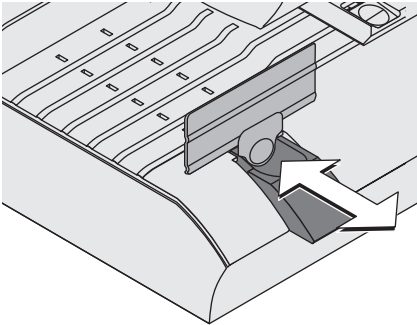
5.1.2 Letter guide adjustment *(only feeder/sealer)*

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.



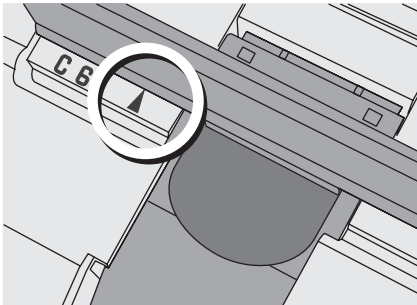
At the sealer

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

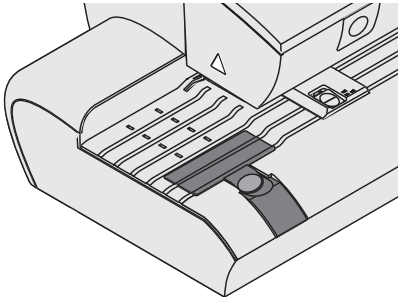


Move the letter guide upwards.

- 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.

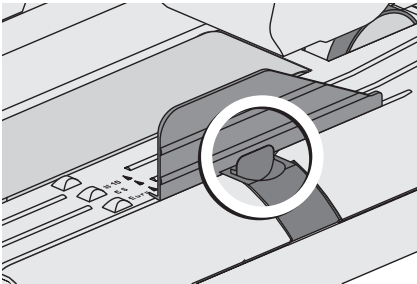


For large deliveries:

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

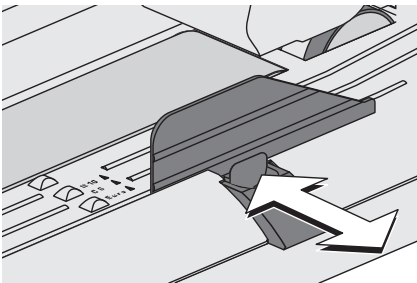
On the feeder

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

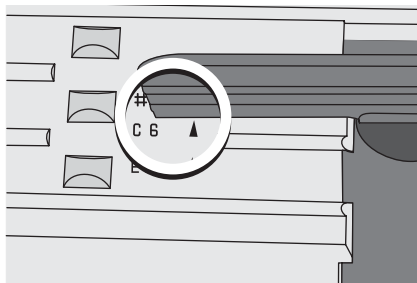


Move the letter guide upwards.

- 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.

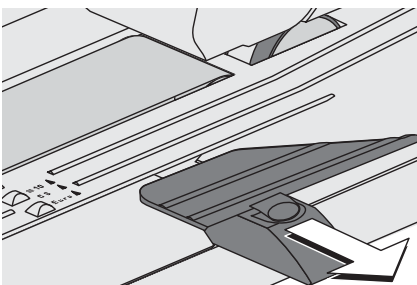


The letter guide is adjusted correctly if the format marking arrow points to the exterior of the letter guide.

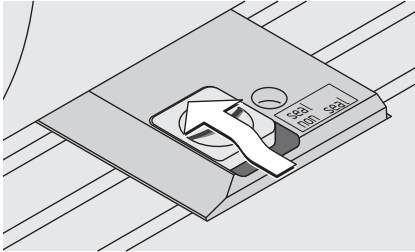


For large deliveries:

- Pull the bar as far as it goes, and fold down the letter guide.



5.1.3 Switch on/off seal function *(only sealer/feeder)*



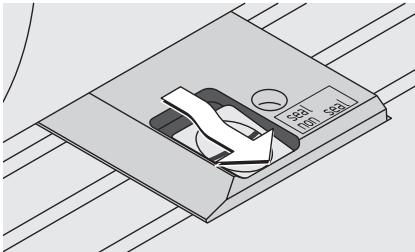
Sealing:

If the letters are to be sealed:

- Place the switch to the rear into **seal** position.
- Check filling level in water tank.
- Fill more water if required. Read Chapter 12.5 on page 107.



The envelopes should be suited for sealing by machinery. For details to envelope specifications, read on page 151.

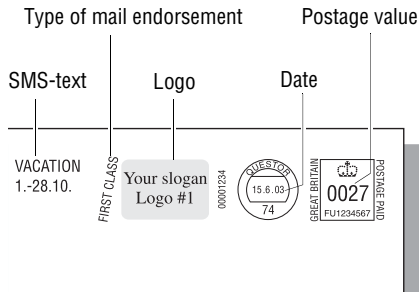


Not seal

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

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

5.2 Setting the franking imprint




The following settings determine the franking imprint:

- Postage value
- Logo (advertising imprint)
- SMS-text
- Type of mail endorsement
- Date for franking imprint (= current date of deposit of the mail piece).

You set the franking imprint in the home menu. After switching on and successful completion of the start routine, the display always shows the home menu with current settings for the franking imprint.

- Postage value and type of mail endorsement are default settings saved under MEMORY 1.
- The date is set to the current day.
- The logo and SMS-text are determined by the currently set account. Each account is provided with a default setting for the logo and SMS-text (ACCOUNT ADMINISTRATION menu).

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

5.2.1 Postage value

<input type="radio"/>	SCALES	0.00	<input checked="" type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>	VACATION 1.-28.10.	LOGO 1	<input type="radio"/>
<input type="radio"/>	MEMORY	15.06.03	<input type="radio"/>
MODE: METERING Please assign a value.			27

- Enter the desired postage value in pence.

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

- Confirm with the postage value key. (This is the multifunction key at the top right – directly next to the postage value display.)

High postage

The ultimail will warn you if you enter an amount that is higher than the preset. The ultimail thus helps to avoid overfranking and loss of postage. You can change the limit for the monitoring function in the SET UP menu (see page 69).



You can also enter the postage in the following way:


SCALES	0.00	
ACCOU MASTER	Please enter the postage value and acknowledge with ENTER.	MAIL
VACATIO	£ 0.27	GO 1
MEMORY		15.06.03
MODE: METERING		

- Press the postage value key in the home menu. (This is the multifunction key at the top right – directly next to the postage value display.)

The input window for postage value appears.

- Enter the desired postage value.

You will see the input value in £ in the input window.

- Confirm with the  key.

The ultimail closes the input window. The new postage value is set in the home menu.

5.2.2 Logo imprint

<input type="radio"/>	SCALES	0.00	<input type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	WITHOUT LOGO	<input checked="" type="radio"/>
<input type="radio"/>	MEMORY	15.06.03	<input type="radio"/>
MODE: METERING Machine ready.			

- Press the key next to the logo in the home menu.

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 POSTAL CITY	5 PERSONAL IMPRINT	<input type="radio"/>
<input checked="" type="radio"/>	2 CEBIT		<input type="radio"/>
<input type="radio"/>	3 CHRISTMAS		<input type="radio"/>
Please select a logo.			

- Press the key next to the desired logo. In the example, this is the logo CEBIT.

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



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



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

<input type="radio"/>	SCALES	0.00	<input type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	WITHOUT LOGO	<input checked="" type="radio"/>
<input type="radio"/>	MEMORY	15.06.03	<input type="radio"/>
MODE: METERING Please assign a value. 2			

- Type the logo number.

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

- Confirm with the key next to the logo.

5.2.3 SMS-text

<input type="radio"/>	SCALES	0.00	<input type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input type="radio"/>
<input checked="" type="radio"/>	WITHOUT SMS-TEXT	WITHOUT LOGO	<input type="radio"/>
<input type="radio"/>	MEMORY	15.06.03	<input type="radio"/>
MODE: METERING Machine ready.			

- Press the key next to the SMS-text in the home menu.

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

SELECTING SMS-TEXT			
<input type="radio"/>	0 WITHOUT SMS-TEXT	4	<input type="radio"/>
<input type="radio"/>	1 VACATION 1.-28.10.	5	<input type="radio"/>
<input checked="" type="radio"/>	2 SPECIAL OFFER	6	<input type="radio"/>
<input type="radio"/>	3 NEW PHONENUMBER 12345678		<input type="radio"/>
Please select an SMS-text.			

- Press the key next to the desired SMS-text. In the example, this is “SPECIAL OFFER”.

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 23 by the example of the advertising imprint.



Read page 78 on how to enter SMS-texts or edit available texts. This SETUP-function is provided only with MasterCard.

5.2.4 Type of mail endorsement

<input type="radio"/>	SCALES	0.00	<input type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input checked="" type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	WITHOUT LOGO	<input type="radio"/>
<input type="radio"/>	MEMORY	15.06.03	<input type="radio"/>
MODE: METERING Machine ready.			

- Press the key next to the type of mail endorsement in the home menu.

The **SELECTING TYPE OF MAIL ENDORSEMENT** menu offers all available type of mail endorsements.

SELECTING TYPE OF MAIL ENDORSEMENT			
<input type="radio"/>	0 W/OUT TYPE OF MAIL		<input type="radio"/>
<input checked="" type="radio"/>	1 FIRST CLASS		<input type="radio"/>
<input type="radio"/>	2 SPECIAL DELIVERY		<input type="radio"/>
<input type="radio"/>	3 OVERSEAS MAIL		<input type="radio"/>
Please select a type of mail endorsement.			

- Press the key next to the desired type of mail endorsement. In the example, this is "First Class".

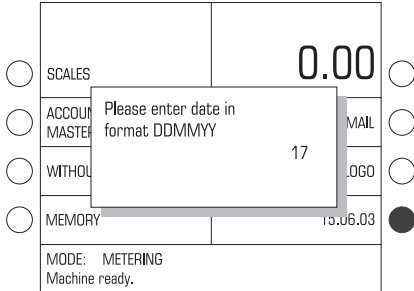
The ultimail goes back to home menu. The type of mail endorsement is set.



You can also directly set the type of mail endorsement in the home menu. The procedure is described on page 23 by the example of the advertising imprint.

5.2.5 Date of franking imprint

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 to set the date backward.




- Press the key next to the date display in the home menu.

The input window 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).

- Enter new date.

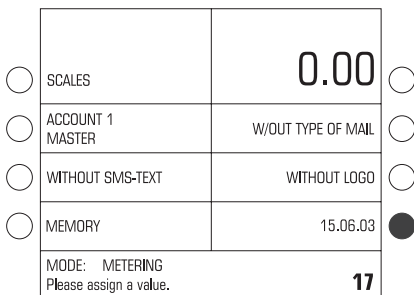
You only have to type the day (DD) for the date. The ultimail automatically adds the month and year details.

- Confirm with the  key.

The ultimail closes the input window and sets the new date in the home menu.




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.

Set back to current date:

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

5.2.6 Using the memory

The ultimail has 6 short code memories. You can call the saved settings for postage value and endorsement in the home menu.

<input type="radio"/>	SCALES	0.00	<input type="radio"/>
<input type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	WITHOUT LOGO	<input type="radio"/>
<input checked="" type="radio"/>	MEMORY	15.06.03	<input type="radio"/>
MODE: METERING Machine ready.			

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

The SELECTING THE MEMORY menu offers the selection of all occupied short code memories. You will see the saved settings for postage value and type of mail endorsement.

SELECTING THE MEMORY			
<input type="radio"/>	1	£ 0.27 W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>	2	£ 0.27	<input type="radio"/>
<input type="radio"/>	3	£ 3.15 W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>	4	£ 0.90 FIRST CLASS	<input type="radio"/>
Please select a memory. To save a memory -->SETUP			

- Press the key next to the desired memory.

The ultimail goes back to home menu and displays the number of the selected memory.

The postage value and the type of mail endorsement saved are set.

If no type of mail endorsement is saved in the memory, the last selected type of mail endorsement remains set in the home menu.

Memory no. 5:
 – Postage value £ 0.82
 – Franking without type of mail endorsement

No type of mail endorsement saved



For saving, changing or deleting of memories, read Chapter 11.10 on page 82.



You can also directly set the short code in the home menu.

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

5.3 Change account

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

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



For account set up and account data evaluation, use account administration in SET UP menu (see page 49).

<input type="radio"/>	SCALES	0.00	<input type="radio"/>
<input checked="" type="radio"/>	ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL	<input type="radio"/>
<input type="radio"/>	WITHOUT SMS-TEXT	WITHOUT LOGO	<input type="radio"/>
<input type="radio"/>	MEMORY	15.06.03	<input type="radio"/>
MODE: METERING Machine ready.			

How you 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 MASTER	£ 156.78 131 PCS	25891 DEVELOPME 346 PCS	<input type="radio"/>
<input type="radio"/>	10006 HEAD OFFI	£ 470.34 393 PCS	28964 PRODUCTIO 51 PCS	<input type="radio"/>
<input type="radio"/>	10456 RECEPTION	£ 551.60 985 PCS	30526 STORAGE 7 PCS	<input type="radio"/>
<input checked="" type="radio"/>	10789 SERVICE	£ 551.60 985 PCS	>> MORE	<input type="radio"/>
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 up.



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.

5.4 Positioning and franking a letter

You can frank letters up to a thickness of 6.35 mm (¼"). For thicker deliveries you should frank the empty envelope or use labels.

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

How to position letters at the manual positioner and work with sealer or feeder, read in Chapters 5.4.1 to 5.4.3.



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 7.1 on page 40.

5.4.1 ultimail with manual positioner

When the display shows the home menu and the ultimail is in METERING (franking) mode, you can position and frank letters.

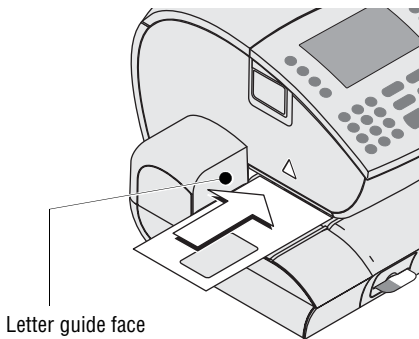
- Place the letter on the letter receiving tray so that:
 - the side to be printed is face up (address window is visible)
 - the upper edge is flush to the letter guide face.
- Push the envelope in until the letter sensor recognises the envelope and starts letter transport.

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

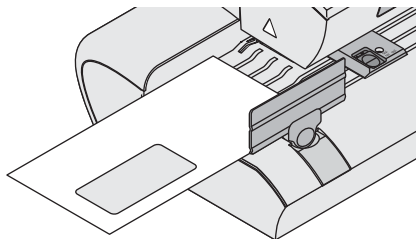
You can also start letter transport with the



key.

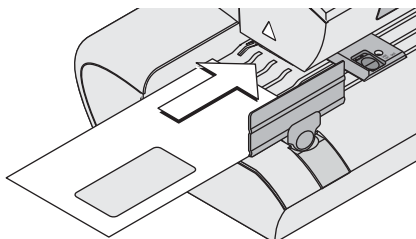


5.4.2 ultimail 60 with sealer




When the display shows the home menu and the ultimail is in METERING (franking) mode, you can position and frank letters.

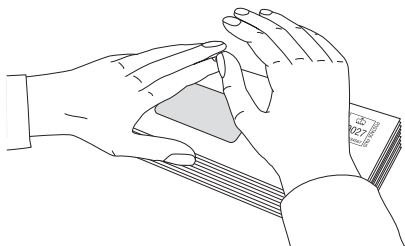
- Place the letter on the letter receiving tray at the sealer so that:
 - the envelope flap is face down
 - the side to be printed is face up (address window is visible)
 - the upper edge is flush to the letter guide face.
- Push the envelope in until the letter sensor recognises the envelope and starts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



You can also start letter transport with the  key.



Press down moistened envelope flaps

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

5.4.3 ultimail 90 with feeder

5.4.3.1 Positioning letters in stack



Caution! Observe the following notes for stack processing:

- Position letters of the same format only (max. 229 mm x 114 mm/9" x 4.5").
- The ultimail processes letters of a thickness up to 6.35 mm (¼").
- Only position letters of nearly the same thickness in the stack (± 1 mm/0.04").
- Only position letters in stack which are to be printed with the same franking imprint (postage, type of mail endorsement...).

Positioning and franking a letter stack

When the display shows the home menu and the ultimail is in METERING (franking) mode, you can position the letter stack into the feeder.

- Align the letter stack to the letter guide face. Place the letters with the flap side face down on the belt conveyor.

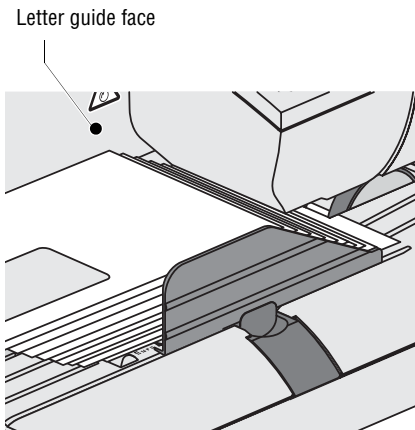
- Observe limits of stack heights.

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

letters  50 mm ▼ and

postcards  CARDS 30 mm ▼.

- The letter stack should have a clearance of abt. 2 to 3 mm (0.08" to 0.1") between the letter guide face and the adjustable letter guide. If necessary, slide the letter guide to adjust the clearance. Make sure that no mail pieces can penetrate underneath the adjustable letter guide.
- Fan the letters so that the lower letter is protruding.
- Align the front edges of the letters to the letter guide slope. You thus achieve optimum processing speed.

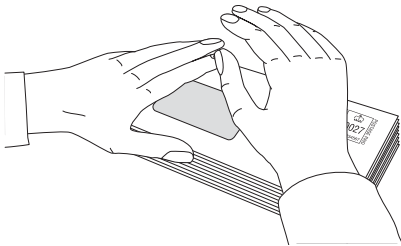


Letter transport starts automatically. The feeder separates the letters individually from the stack, moistens the flap (if seal function is switched on) and transfers the letter to the franking machine. The franked letter is placed in the catch tray.

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



Detailed information on preparing letter stacks for batch mailing with feeder ultimail 90 can be found on page 142.

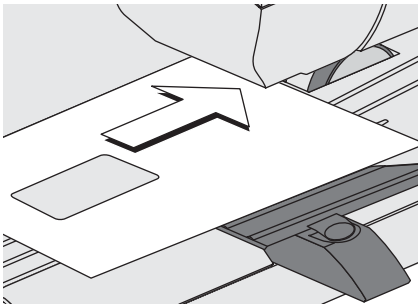


Press down moistened envelope flaps

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

5.4.3.2 Positioning single letters

Position large mail pieces (max. format ISO B4) and deliveries that are not suited for stack processing, individually and manually to the feeder.



- 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.

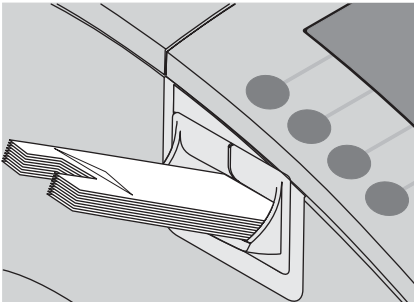
5.5 Franking labels *(optional)*

The ultimail uses the 'Label dispenser' option to print self-adhesive FP labels.



Caution! Only use original FP labels. We can ensure correct label processing only when you comply with this.


Do not put in more than the pre-packaged 40 labels.



- Remove labels from the package.
- Insert labels into the label dispenser with support material face down. The paper side to be printed is face up.
- Set the franking imprint as usual.


When the display shows the home menu and the ultimail is in METERING (franking) mode you can start label printing.

Franking a label

- Press the  key.

The ultimail prints a label.

Franking several identical labels

- 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.

6 Postage calculation *(optional)*

6.1 Scales menu

With the 'Internal scales' option, the home menu makes the function SCALES available.

● SCALES	0.00
○ ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL
○ WITHOUT SMS-TEXT	LOGO 1
○ MEMORY	15.06.03
MODE: METERING Machine ready.	

Calling the scales menu

- In the home menu, press the key to the left of SCALES.

The ultimail opens the scales menu.

○ ADVICE OF DELIVERY	Weight 0.37 ● 5 GRAM	Postage value
○ SWIFTAIR		
○ SWIFTAIR 500		
○ >> MORE		
MODE: METERING AND WEIGHING Machine ready.		

Available postal rates

Europe Letter

Display section

What you should know about the scales menu ...


- You will see, in the left part of the display, the postal rates available: select with multifunction keys to the left of the display.
- You will see the postal rates settings, the weight and the calculated postage value in the right-hand part of the display (display section).
- A postage value appears only if all required postal rates for postage calculation are selected and the scales have determined a weight exceeding 0 g.
- If there are more than four choices: go to next/previous page using MORE / PREVIOUS.
- In the scales menu, the multifunction keys at the right-hand side of the display have no function.

○	RECORDED DELIVERY	0 GRAM
○		
○	Within UK First Class	
○		
MODE: METERING AND WEIGHING Machine ready.		

Default setting

The default setting for postage calculation is: Within UK, First Class.

To set the scales menu back to default setting:

- Press the  key in the scales menu.

Exiting the scales menu

- With the  key you go back to home menu.

When you exit the scales menu, the ultimate saves the current settings.

When you switch off, postal rates are reset to default setting (Within UK, First Class).




You will find basic settings and service functions for the internal scales in the SET UP menu. Read Chapter 11.11 on page 86.

6.2 Setting postal rates for postage calculation

You set the postal rates in a dialogue with the ultimail, i.e. the ultimail requests all the data required for calculating postage one after the other. You select from the postal rates offered each using the multifunction keys.


<input type="radio"/>	WITHIN UK	0 GRAM
<input type="radio"/>	EUROPE	
<input type="radio"/>	OUTSIDE EUROPE	
<input type="radio"/>	>> MORE	
Please use only the keys to the LEFT of the display, and BACK to delete		

Deleting current setting

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

The postal rates setting is deleted. Display section is empty.

Or

- Delete, step by step, the postal rates you have set, with  key.

<input type="radio"/>	WITHIN UK	0 GRAM
<input checked="" type="radio"/>	EUROPE	
<input type="radio"/>	OUTSIDE EUROPE	
<input type="radio"/>	>> MORE	
Please use only the keys to the LEFT of the display, and BACK to delete		

Selecting postal rates

- Select desired setting with the associated multifunction key. In the example, this is EUROPE.

The ultimail shows the selected setting in the display section.

<input checked="" type="radio"/>	LETTER	0 GRAM	
<input type="radio"/>	SMALL PACKETS		Europe
<input type="radio"/>	PRINTED PAPERS		
<input type="radio"/>			
Please use only the keys to the LEFT of the display, and BACK to delete			

- Select the next setting. In the example, this is LETTER.

And so on ...

<input type="radio"/>	ADVICE OF DELIVERY	Europe Letter	3.67 5 GRAM Swift
<input checked="" type="radio"/>	SWIFTAIR		
<input type="radio"/>	SWIFTAIR 500		
<input type="radio"/>	>> MORE		
MODE: METERING AND WEIGHING Machine ready.			

Additional service

If you wish to use special services of the Royal Mail (such as Recorded Delivery, Advice of Delivery):

- Select the desired additional service. In the example, this is SWIFTAIR.



You can select several additional services for one delivery.



Some additional services are only available in combination with others. The ultimate assists you complying with postal regulations by not allowing illegal combinations.

Deselect an additional service

- Press once again the associated multi-function key.

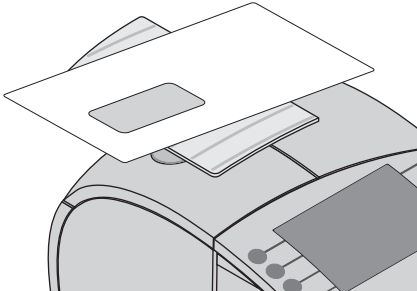
The additional service is cleared in the display section.

6.3 Weighing, determining postage, franking

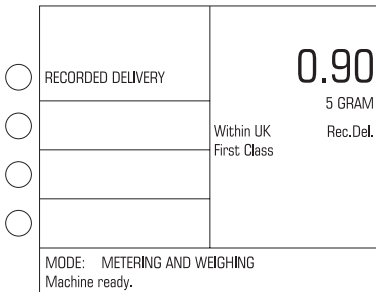


Caution! The integrated scales are designed for a maximum weight of 5 kg (11 lb.).

While you use the 'Postage calculation' function the monitoring function 'High postage' is switched off.



- In the home menu: Set your advertising imprint (logo), SMS-text, and, if required, a type of mail endorsement.
- Call the scales menu.
- Place the mail piece on the weighing platform.
- Set the postal rates.



The ultimail determines the weight and calculates the postage value. The postage value is set for the franking imprint.

In the status line, the ultimail displays readiness for franking.

If you have switched on automatic endorsement setting, the ultimail will also set an appropriate type of mail endorsement.

- Remove the mail piece from the weighing platform and position as usual.

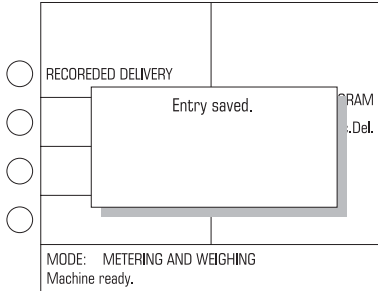
You can also frank labels with the displayed postage value (*only for systems with label dispenser*).



Flashing postage values indicate that special conditions apply to the selected postal rates (e.g. insurance amount is dependent on destination country, dispatch with current settings not permissible in all countries). Please take note of the current postal regulations.

6.4 Saving postal rates and calling them from memory

You can save frequently used postal rates on numeric keys 1 through 9 and call them by pushbutton operation.



Saving postal rates

- Set the desired postal rates.
- Press, for at least 3 seconds, the numeric key to which you wish to save the postal rate ((1) to (9)).
- The ultimail shortly overlays the message “Entry saved”. The displayed rate setting is saved on the selected numeric key.

Deleting/reassigning the memory

You can overwrite the saved rate settings at any time with some new assignment.

Calling saved postal rates

- In the scales menu **briefly** press the key to which you have saved the desired postal rate setting.




The (0) key has been set at factory to default setting WITHIN UK, FIRST CLASS. You cannot change default settings.

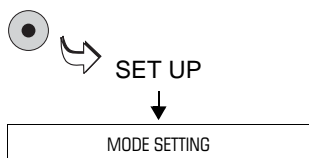
7 Special functions

7.1 Working with pre-select counter

You can use the pre-select 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.




SET MODE	
CURRENT: METERING	
<input type="radio"/> METER ITEMS TO BE SENT	<input type="radio"/>
<input type="radio"/> PRINT LOGO ONLY	<input type="radio"/>
<input type="radio"/> INCOMING STAMP	<input type="radio"/>
<input type="radio"/> ONLY TRANSPORT, NO PRINTING	<input checked="" type="radio"/> PRE-SELECT COUNTER BATCH MAILING 0
Assign value!	50

Current setting:
0 = pre-select counter OFF

Desired piece number (new)

- Call SET UP menu with  key.
- Select MODE SETTING.
- Type the desired number.

The entered amount appears at the right-hand side of the status line.

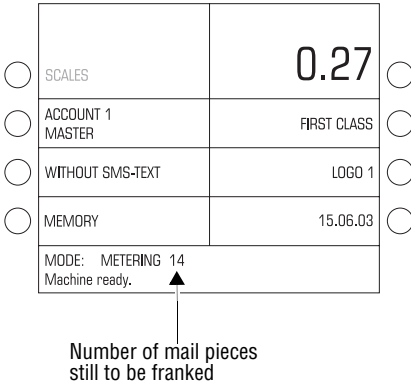
- Confirm with key next to PRE-SELECT COUNTER.
- Go back to home menu with  key.

In the home menu, you will see the number of mail pieces to be franked.

During the franking process, 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.




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



Selecting total pieces in the home menu

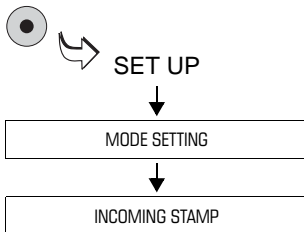
You can also select total pieces directly in the home menu. The pre-select counter in the SET UP menu remains unchanged.

- Type the desired number.
- The entered number appears at the bottom right of the status line.
- Press  key.
- Position the mail pieces as usual.


During franking, you will see the number of mail pieces still to be franked in the status line.

7.2 Using the ultimail as incoming mail stamp

For registering your incoming mail (up to a thickness of 6.35 mm/¼"), 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.



Setting incoming mail stamp function

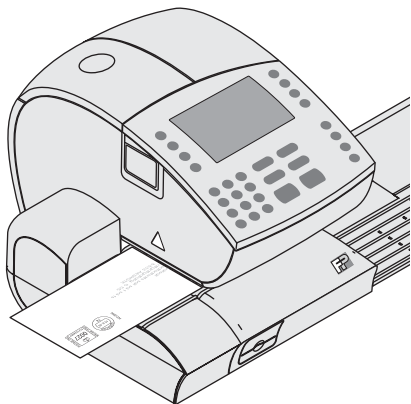
- Call SET UP menu with  key.
- Select MODE SETTING
→ INCOMING STAMP.

○			○
○	ACCOUNT 1 MASTER		○
○			○
○		15.06.03	○
MODE: INCOMING STAMP Machine ready.			

The ultimail sets the incoming mail stamp and goes back to home menu. The home menu only shows the date set and, if required, the account (if an access card is plugged in).

Change date

If necessary, you can change the date in the same way as for the franking imprint (see page 26).




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.

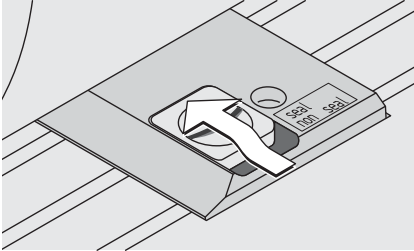
End “Incoming stamp” mode

- Press the  key for about 3 seconds.

The ultimail goes back to METERING (franking) mode.

7.3 Only seal letters (optional)

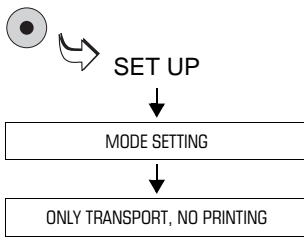
You can seal letters with the feeder or the sealer without franking them.



Switch on sealer

- Place the 'seal envelope' switch to the rear into **seal** position.

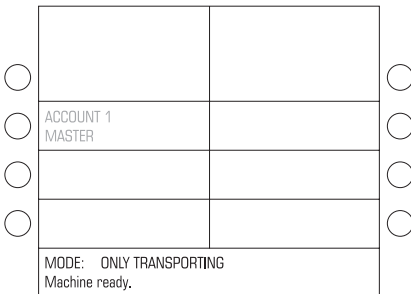
The envelopes must be suited for mechanical sealing (see page 151). Make sure that the quality of the envelopes used is a high one.



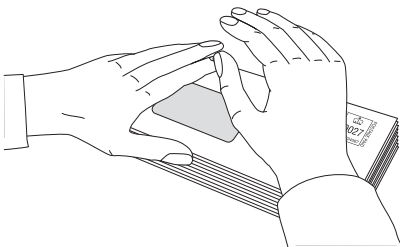
Setting "Only transporting" mode

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

The ultimail goes back to home menu. The home menu does not show any franking imprint settings now. 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.

7.4 Using an external postage calculator

The ultimail is equipped as a standard feature with a 9-pin interface. You can connect to this interface an existing postage calculator made by Francotyp-Postalia (e. g. a flexiscale).

The FP postage calculator determines the weight and calculates the postage value. The postal data (postage and, if necessary, the type of mail endorsement) are automatically transmitted to the ultimail and set in the home menu.

7.4.1 Connecting an external postage calculator

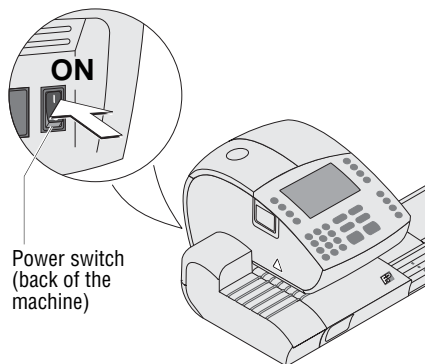
For connecting an external postage calculator to the ultimail, you need a special interface cable. You will be furnished an interface cable on order from Francotyp-Postalia.



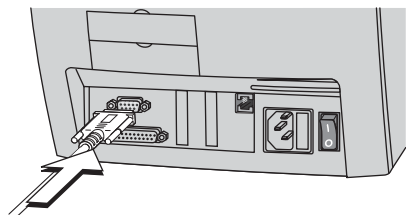
Caution! Never use such interface cables as were received by you for connecting the postage calculator to other franking machines (e. g. optimail).




Caution! Read the Operator's Manual of your FP-Postage calculator before connecting it to ultimail. Obtain information on how to connect the franking machine to the FP-postage calculator and how to set the postage calculator for operation with the franking machine.



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



- 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 calculator.
- Switch on the ultimail.
- Switch on the FP postage calculator.
- Set up the FP-postage calculator for operation on ultimail. Pay special attention to the setting in respect of the automatic endorsements selection.

7.4.2 Determining postage and franking



Caution! Also read the Operator's Manual of your FP-postage calculator. Obtain information particularly, on the safe handling of the FP-postage calculator.

	0.27
ACCOUNT 1 MASTER	W/OUT TYPE OF MAIL
WITHOUT SMS-TEXT	LOGO 1
MEMORY 1	15.06.03
MODE: METERING Machine ready.	

- Switch on the ultimail and wait for the start routine to finish.
- ultimail has to be ready for franking:
- display shows the home menu
 - mode: METERING (franking)
 - status: Machine ready.
- Only thereafter, shall the FP-postage calculator be switched on.
 - Determine the postage value with the FP-postage calculator.

The postal data (postage and, if necessary, the type of mail endorsement) are automatically transmitted to the ultimail and set in the home menu.

- Check further settings for franking imprint on ultimail and adjust if necessary (logo print).
- Frank the mail pieces with ultimail.

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 3456789	REGISTER	PSD-1234x567
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 in £.

R2 – ASCENDING

Total value of all franking imprints performed (in £).


R3 – CONTROL TOTAL

Sum of all loaded values (total) in £.


R4 – TOTAL PIECES

Number of franking imprints performed (including zero imprints).

Print register

- Position an empty envelope or a card.
- Start the printing process with  key.

Or

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

9 Loading postage – TELESET

TELESET is the loading of the desired postage credit via modem. The modem is built into the ultimail. To load postage a connection is made to the TELESET data centre with the ultimail and the desired amount is loaded. Accounting is as per your contract with the Royal Mail.

Make sure that the ultimail is connected to the phone line and that all selection parameters for the modem are correctly set (see Chapter 11.14 on page 93).

Permissible amounts which may be loaded:


Amounts in steps of £ 10 up to a maximum of £ 9,990.00 are permissible.

The maximum amount which may be loaded is dependent on the postage credit still available at your ultimail. When topping up, you must not exceed the upper postage credit limit of £ 9,999.99.

SELECT TELESET	
<input checked="" type="radio"/> TELESET MODEM	<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	
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
TELESET (remote setting) successfully completed. New R1 register value (DESCENDING): £ 1,150.16	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/> CONTINUE
Press CONTINUE to close the procedure.	

Loading postage

- Open the TELESET menu with the  key.
- Select TELESET MODEM to start the TELESET procedure.

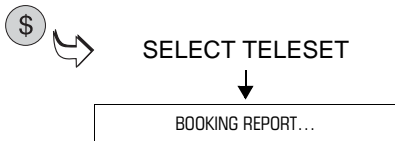
Now simply follow the instructions in the display.

- Maintain 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 will inform you about the status (connection establishment, data transfer...).

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 TELESET:	15.06.03
TIME OF LAST TELESET:	10:23:34
AMOUNT LOADED:	£ 100.00
NEW DESCENDING REG (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 TELESET menu with the key.
- Select BOOKING REPORT...

The ultimail will display information to the last load procedure.

Print report

- Position an empty envelope.
- With the key print the last booking report on the empty envelope.

Or

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

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 MasterCard/UserCard function.

The **ultimail 60** is rated for 10 accounts in serial equipment. You can at any time extend the account function to 50 accounts without problems, even at a later time. Consult your FP partner and read Chapter 11.17 on page 97.

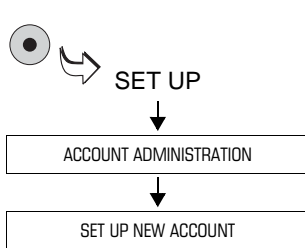
The **ultimail 90** has a standard administration of up to 50 accounts.


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



How to set up accounts for franking, read in Chapter 5.3 on page 28.

10.1 Set up a new account




- Call SET UP menu with 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:

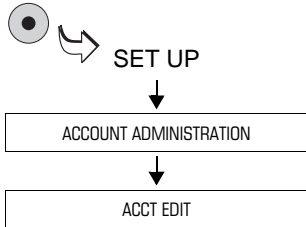
Account number	from 2 to 99999	Account 1 is permanently assigned to MasterCard (MASTER account).
Account name	letters, special characters and digits maximum 19 characters	Please find more information to text input on pages 139 to 141.
Standard logo	NO STANDARD LOGO	When you set up the account for franking, 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:

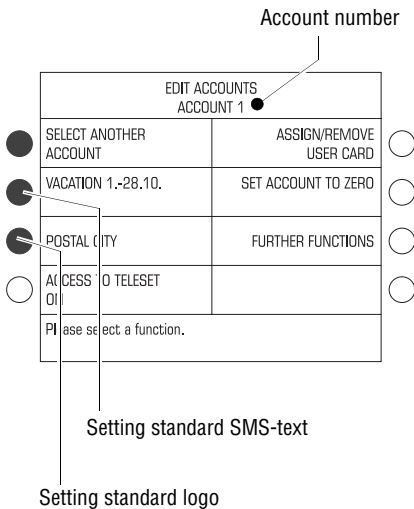
Budget	UNLIMITED	The total postage of the ultimail is available.
	RESTRICTED	Account is supplied with a certain credit (= current limit). When the credit is used up, the ultimail blocks the account until a new credit is assigned (see Chapter 10.2.3 on page 55).
	MONTHLY	The account is provided with a 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



- Call SET UP menu with the key.
- 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 ultimail goes back to the EDIT ACCOUNT menu.

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.



You will find information on the meaning of possible settings for the logo and the SMS-text on page 50.

Other account

Selecting another account

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.

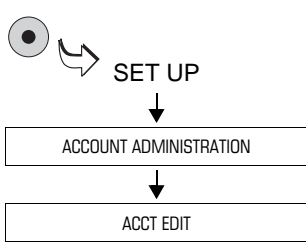
The ultimail goes back to EDIT ACCOUNTS... menu. Now you can change the standard logo and the standard SMS-text for this account.




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



- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT.

The EDIT ACCOUNTS... 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.









Release/block TELESET

In the EDIT ACCOUNTS... menu:

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

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

Account number

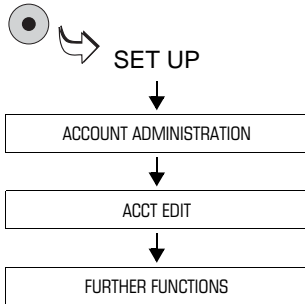
EDIT ACCOUNTS ACCOUNT 12345	
 SELECT ANOTHER ACCOUNT	ASSIGN/REMOVE USER CARD 
 VACATION 1.-28.10.	SET ACCOUNT TO ZERO 
 POSTAL CITY	FURTHER FUNCTIONS 
 ACCESS TO TELESET ON 	
Please select a function.	


Block/release TELESET access

10.2.3 Changing budgets and assigning credits



More information on the meaning of budget settings can be found on page 51.



- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT → FURTHER FUNCTIONS.

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

Account number

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

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

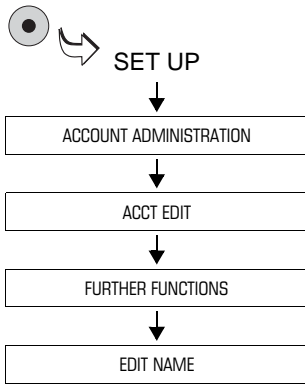
Specify the monthly credit


In the FURTHER FUNCTIONS ACCOUNT... menu:

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

On every change 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



- Call SET UP menu with the  key.
- 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	
<input type="radio"/> SELECT ANOTHER ACCOUNT	<input type="radio"/>
[CUSTOMER SERVICE_]	
<input type="radio"/> CURSOR LEFT	<input type="radio"/> CURSOR RIGHT
<input type="radio"/> QUIT	<input type="radio"/> 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.



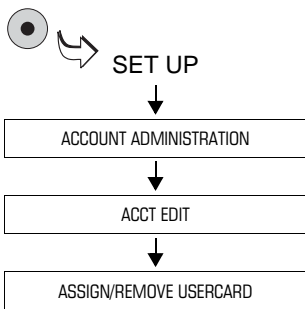
How to enter text, read on pages 139 to 141.


10.3 Generate/block UserCard(s) for an account

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

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

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



- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT → ASSIGN/REMOVE USERCARD.

The ASSIGN/REMOVE USERCARD menu appears.

In the head line, you can see the account number.

If you wish to generate/block a UserCard for another account select the desired account with the SELECT ANOTHER ACCOUNT function.

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 UserCard 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 MasterCard.
- Plug in a UserCard.

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

- Remove UserCard.

The UserCard is valid for the assigned account.

- To generate further UserCards or for any other settings in the account administration, plug the MasterCard in again.



You can rewrite UserCards 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 UserCard(s)

In the ASSIGN/REMOVE USERCARD menu:

- Press the key next to CANCEL ASSIGNMENT.

The assignment account - UserCard(s) is cancelled without further prompt.

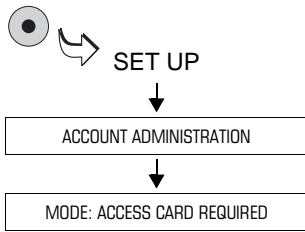
- Confirm the final message "The link... has been deleted" with .

All UserCard(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.



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

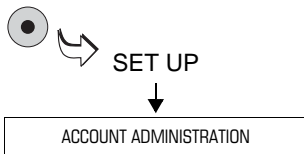
The displayed setting is active.


Possible settings and their meaning:

ON	Franking is possible only with a valid access card (MasterCard or UserCard).
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 overviews. For more information to the overview contents, read page 62.



- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION.

ACCOUNT ADMINISTRATION	
<input type="radio"/> ACCT EDIT 12345	DELETE / ZERO ALL ACCT
<input checked="" type="radio"/> ACCOUNT/S DISPLAY 12345	MODE: ACCESS CARD REQUIRED OFF
<input type="radio"/> SET UP NEW ACCOUNT	SEND LIST OF ALL ACCOUNTS TO PC
<input type="radio"/>	DISP. TYPE OF MAIL STATS. (ALL ACCT)
Please select a function.	

Information on the account...

In the ACCOUNT ADMINISTRATION menu:

- Select ACCOUNT/S DISPLAY.

The ultimail displays a menu with information to the related account.

To display information about another account:

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

Information on all accounts

In the INFORMATION ACCOUNT... menu:

- Select DISPLAY ALL ACCOUNTS.

The ultimail displays a list with information on all accounts.

Type of mail list

In the ACCOUNT ADMINISTRATION menu:

- Select DISP. TYPE OF MAIL STATS. (ALL ACCT).

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

Overview of account information:

Information about the account...

Display of data for one account:

- 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 on all accounts

List of all accounts (listed by numbers)

Display of:

- Account number
 - 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

Evaluation of endorsements across all accounts, display of:



- 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
-



The SEND LIST OF ALL ACCOUNTS TO PC function offers you the chance to transfer account data for further evaluation to a personal computer.

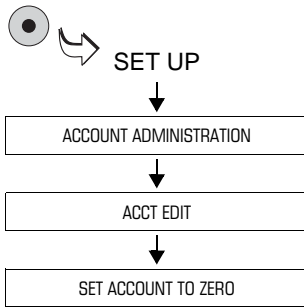



The ultimail can print all account information:

- Position empty envelope or card and start the print with the  key. If necessary, position further envelopes/cards.
- Print the information on labels using the  key *(only for ultimail with label dispenser).*

10.6 Set account counter to zero

10.6.1 Set one account to zero



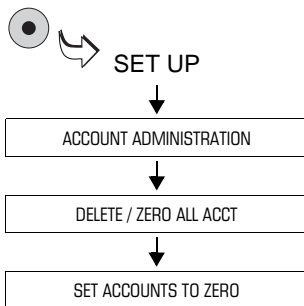
- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT.


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.

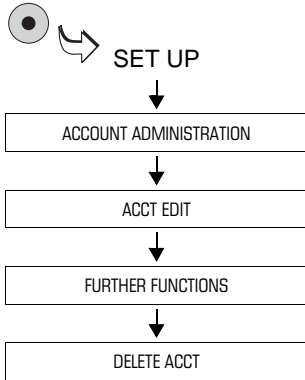
10.6.2 Set all accounts to zero




- Call SET UP menu with the  key.
- 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



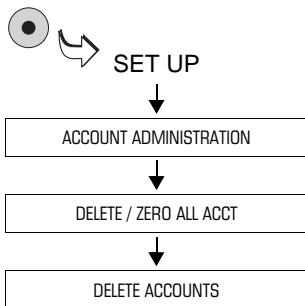
- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → ACCT EDIT → FURTHER FUNCTIONS.


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



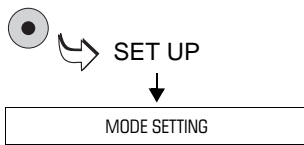
- Call SET UP menu with the  key.
- Select ACCOUNT ADMINISTRATION → DELETE / ZERO ALL ACCT → DELETE ACCOUNTS.
- Follow the instructions in the display.


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

11 System settings











11.1 Setting the operating mode

You can operate the ultimail in different operating modes.



- Call SET UP menu with the  key.
- Select MODE SETTING.

The shown setting is:
'franking mode'

SET MODE	
 CURRENT: METERING	
 METER ITEMS TO BE SENT	
 PRINT LOGO ONLY	
 INCOMING STAMP	
 ONLY TRANSPORT, NO PRINTING	 PRE-SELECT COUNTER BATCH MAILING 0

In the head line, you can see the current setting. How to change the mode:


- 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.

All functions not supporting this mode are switched off.

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

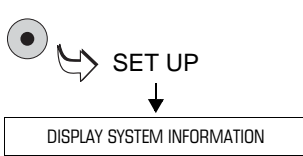
How to set the ultimail back to METERING (franking) mode:


- Press for about 3 seconds the  key.

Possible settings and their meaning:

METER ITEMS TO BE SENT	The ultimail prints the complete franking imprint. Mode: METERING (franking) is the default setting after every switching on.
PRINT LOGO ONLY	The ultimail prints only the logo (advertising imprint).
INCOMING STAMP	The ultimail prints only the current date (ultimail as incoming mail stamping machine). Read Chapter 7.2 on page 41.
ONLY TRANSPORT, NO PRINTING	The franking machine transports letters without printing. This operating mode can be used in connection with a feeder or sealer (see Chapter 7.3).


11.2 Display, print and send system information



- Call SET UP menu with 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

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

Or

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

- Position an empty envelope or a card.
- Start the printing process with the  key.

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.

You can follow the print process progress in the display.

Send system information

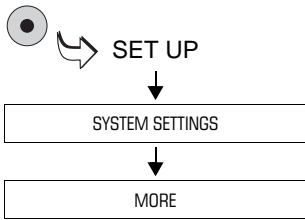
The function SEND TO FP SERVICE DEPT. sends the system information to customer service. Start this function only when requested to do so by Francotyp-Postalia.

11.3 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.



- Call SET UP menu with the key.
- Select SYSTEM SETTINGS → MORE.

SYSTEM SETTINGS	
<input type="radio"/> << PREVIOUS	↑ TONE SIGNAL ON
<input type="radio"/> HIGH POSTAGE £ 3.00	NUMBER OF ACCT 10
<input checked="" type="radio"/> LOW POSTAGE WARNING £ 100	
<input type="radio"/> 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.

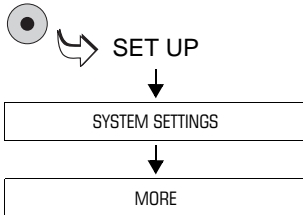
The limit for low postage warning is set and maintained until the next change is made.




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

11.4 Setting high postage – limit

This function gives an alarm if the set postage exceeds a certain limit. You can set the limit for 'High postage'.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MORE.

SYSTEM SETTINGS	
<input type="radio"/> << PREVIOUS	↑ TONE SIGNAL ON
<input checked="" type="radio"/> HIGH POSTAGE £ 3.00	NUMBER OF ACCT 10
<input type="radio"/> LOW POSTAGE WARNING £ 100	
<input type="radio"/> DELETE ITEM COUNTER 538	↓ >> MORE
Select the settings you wish to change. Please assign a value. 500	

How to adjust high postage:

- Type the desired value in pence. The value appears at the right-hand side of the status line.
- Assign the new value with the key next to HIGH POSTAGE.

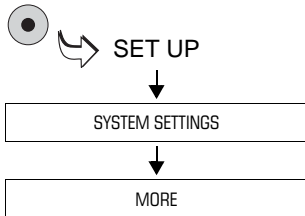
The limit for 'High postage' is set and maintained until the next change is made.




You can reset the default setting for 'High postage' (£ 3.00) with the C/CE key.

11.5 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.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MORE.

SYSTEM SETTINGS	
<input type="radio"/> << PREVIOUS	↑ TONE SIGNAL ON <input checked="" type="radio"/>
<input type="radio"/> HIGH POSTAGE £ 3.00	NUMBER OF ACCT 10 <input type="radio"/>
<input type="radio"/> LOW POSTAGE WARNING £ 100	<input type="radio"/>
<input type="radio"/> DELETE ITEM COUNTER 538	↓ >> MORE <input type="radio"/>
Select the settings you wish to change.	

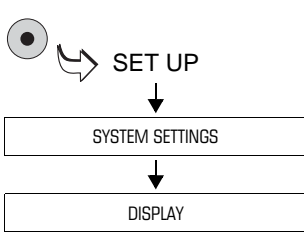
- Press the key next to TONE SIGNAL until you see the desired setting: ON, OFF or ONLY ERROR WARNING.


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

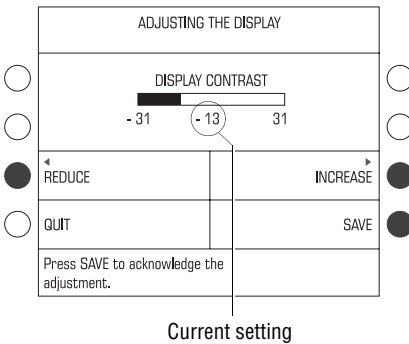
Possible settings and their meaning:

ON	tone signal on every key pressure
OFF	no tone signal
ONLY ERROR WARNING	tone signal due to errors

11.6 Display contrast



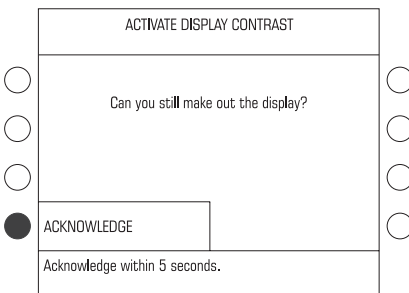
- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → DISPLAY.



- Use the associated keys to REDUCE or INCREASE the display contrast.

After each key activation, you will at once see the display change. Adjust the setting until it is comfortable for your eyes.

- Save the setting with SAVE.



- Press within 5 seconds the key next to ACKNOWLEDGE.

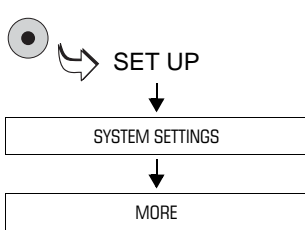
The display contrast is set and maintained until the next change, even if you switch the ultimail off.




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

11.7 Display and reset item counter

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



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MORE.

SYSTEM SETTINGS	
<input type="radio"/> << PREVIOUS	↑ TONE SIGNAL ON
<input type="radio"/> HIGH POSTAGE £ 3.00	NUMBER OF ACCT 10
<input type="radio"/> LOW POSTAGE WARNING £ 100	
<input checked="" type="radio"/> 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.

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

- Confirm the cancellation with YES.

The item counter is reset to zero.

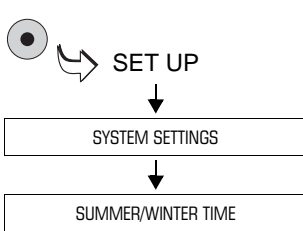
If you do not wish to set the item counter to zero, abort with NO. The displayed total pieces are maintained.


11.8 Time

11.8.1 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



- Call SET UP menu with 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.

How to deactivate/activate automatic change-over:

- 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 <u>not</u> automatically change the clock at the beginning and end of the summer time. |
-

Setting the beginning and end of summer time

SUMMER/WINTER TIME	
BEGIN	END
<input checked="" type="radio"/> MONTH 3 (MARCH)	<input checked="" type="radio"/> MONTH 10 (OCTOBER)
<input checked="" type="radio"/> WEEK LAST	<input checked="" type="radio"/> WEEK LAST
<input checked="" type="radio"/> DAY 1 (SUNDAY)	<input checked="" type="radio"/> DAY 1 (SUNDAY)
<input type="radio"/> AUTO CHANGE-OVER ON	<input type="radio"/>
Please adjust the parameter.	

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

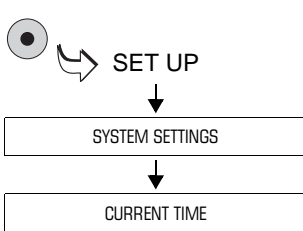
- Press the associated keys several times until month, week in the month and day of the week show the desired setting for BEGIN and END.


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

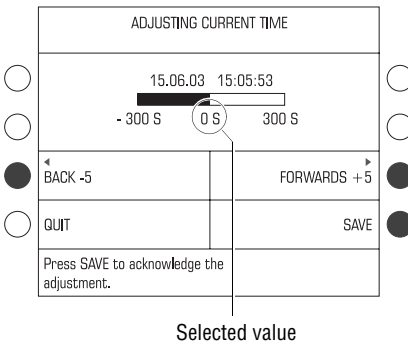
11.8.2 Adjusting the current time

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.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → CURRENT TIME.



- 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.

- Save the setting with SAVE.

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.

11.8.3 Setting time zone

This function is irrelevant in the United Kingdom. Leave the time zone settings unchanged!

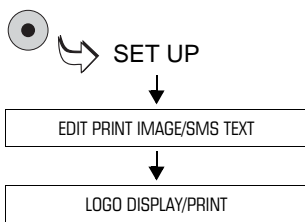
11.9 Print image data administration

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

The following chapters present the functions in detail.

11.9.1 Logo display and printing

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



- Call SET UP menu with the key.
- 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 memory number and logo name.

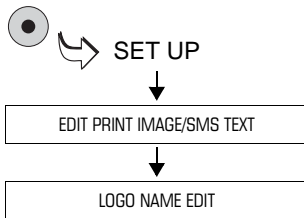
- With or start the printing process.

Or

- With back to overview.

11.9.2 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.



- Call SET UP menu with the key.
- 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.

EDITING NAME OF LOGO 3 CEBIT 2003	
[CEBIT 2003_]	
CURSOR LEFT	CURSOR RIGHT
QUIT	CONTINUE
Enter characters using the numeric keypad. Press C/CE to delete characters.	

The ultimail opens a menu for editing the name.

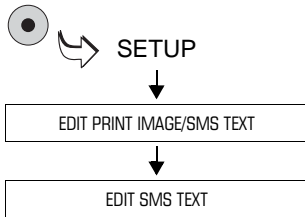
- Change the name for the logo as desired.
- Save the name with CONTINUE and confirm once again.




Read more about text input function on the ultimail on page 139.

11.9.3 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.

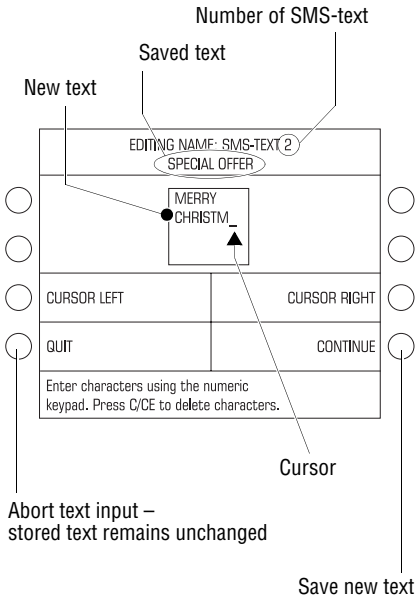


- Call SET UP menu with the  key.
- Select EDIT PRINT IMAGE/SMS TEXT → EDIT SMS TEXT.

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 4-line SMS-text with 10 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.
- Press CONTINUE to save the text and confirm it again.

Key assignment for text input

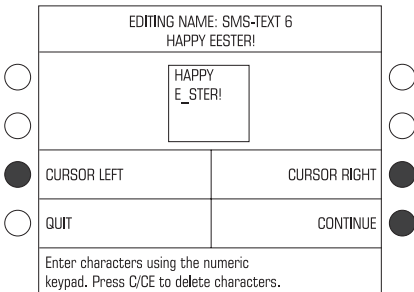
Characters are entered with the numeric keys **2** to **9**.

The assignment is printed to the housing beneath the key.

Punctuation and special characters are entered with the **1** key.
. , ! , ? , ! - & ' ,

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.



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 one character.

Deleting SMS-texts

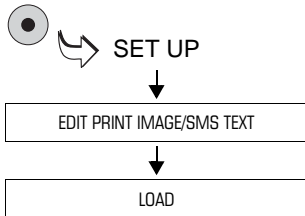
See page 81 to read how to completely delete SMS-texts you do not need any longer.




Text input is described in detail on pages 139 to 141.

11.9.4 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.

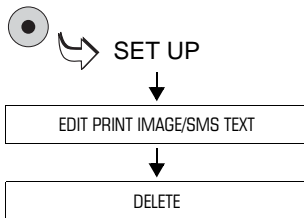



- Call SET UP menu with the  key.
- Select EDIT PRINT IMAGE/SMS TEXT → LOAD.
- Keep card(s) with data ready for loading.
- Follow the instructions in the display. The ultimail will guide you step by step through the loading process.

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

11.9.5 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.



- Call SET UP menu with the  key.
- Select EDIT PRINT IMAGE/SMS TEXT → DELETE.

DELETE PRINT IMAGES	
<input checked="" type="radio"/> LOGO DELETE	<input type="radio"/>
<input checked="" type="radio"/> TYPE OF MAIL DELETE	<input type="radio"/>
<input checked="" type="radio"/> SMS-TEXT DELETE	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
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.

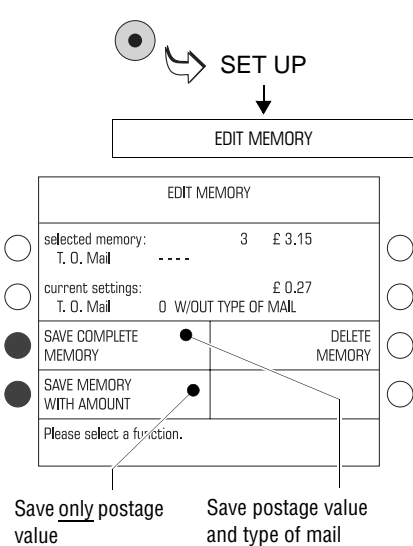
The ultimail deletes the data. A message will inform you about the end of the deleting process.


- Confirm the message with CONTINUE.

11.10 Short code memories

The ultimail has 6 short code memories. In each of the memories, you can store a postage value with a suitable type of mail endorsement. You can directly call the saved settings from the home menu.

11.10.1 Saving settings



- Call SET UP menu with the  key.
- Select EDIT MEMORY.
- Press the key next to the memory under which you wish to save the settings.

The EDIT MEMORY menu appears.

- Select SAVE COMPLETE MEMORY or SAVE MEMORY WITH AMOUNT.

Possible settings and their meaning:

SAVE COMPLETE MEMORY	The ultimail saves <u>postage value and type of mail endorsement</u> . When calling the memory, the ultimail will set both the saved postage value and the type of mail.
SAVE MEMORY WITH AMOUNT	The ultimail saves <u>the postage value only</u> . When calling the memory, the ultimail will set the saved postage value. The currently activated type of mail endorsement remains unchanged.

MEMORY 3 SAVE COMPLETE			
<input type="radio"/>		POSTAL RATE £ 0.27	<input checked="" type="radio"/>
<input type="radio"/>		W/OUT TYPE OF MAIL	<input checked="" type="radio"/>
<input type="radio"/>			<input type="radio"/>
<input type="radio"/>	QUIT		SAVE <input checked="" type="radio"/>
Please select a parameter. Press SAVE to continue.			

Setting the postage value

Type of mail endorsement to select

The ultimail opens the menu for setting the memory values.

- Set the postage and type of mail to be saved as usual.
- Continue with **SAVE** to save the displayed settings.

The ultimail eventually displays the saved settings.

- End the saving procedure to the memories with **CONTINUE**.



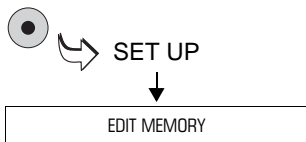
Notes to “Memory 1”


- The settings which you save as memory 1, will be the default settings for postage and type of mail endorsement.
- Memory 1 can only be saved in the complete form (postage and type of mail).











Memories that are already occupied can simply be overwritten with new data.

11.10.2 Display and print saved settings




- Call SET UP menu with the  key.
- Select EDIT MEMORY.

SELECT MEMORY FOR EDITING			
	1	£ 0.27 W/OUT TYPE OF MAIL	
	2	-	
	3	£ 3.15 W/OUT TYPE OF MAIL	
	4	£ 0.90 FIRST CLASS	
Please select a memory.			


Memory 2 = not occupied

You will see current data contents of all short code memories.

Print list of short codes

- Position an empty envelope or a card.
- Start the printing process with the  key.

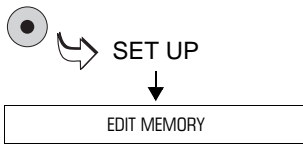
Or


- Print the memory list on a label using the  key (*only for ultimail with label dispenser*).

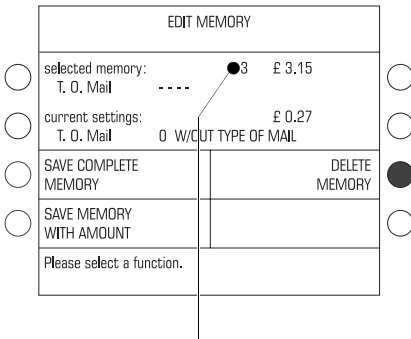
The ultimail needs some time for print image creation. Letter transport is not started before that.

The ultimail prints the memory list.

11.10.3 Delete memories



- Call SET UP menu with the  key.
- Select EDIT MEMORY.
- Press the key next to the memory number that you wish to delete.



For deleting
selected memory

The EDIT MEMORY menu appears.

- Press the key next to DELETE MEMORY.
- If you wish to delete the selected memory now:
- Confirm the security prompt with YES.

The memory concerned is deleted.

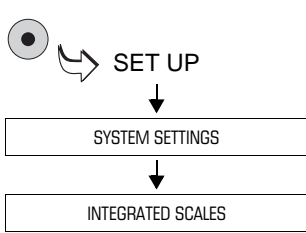


You cannot delete memory 1 since the ultimail must have access to the postage and type of mail saved here as default settings.

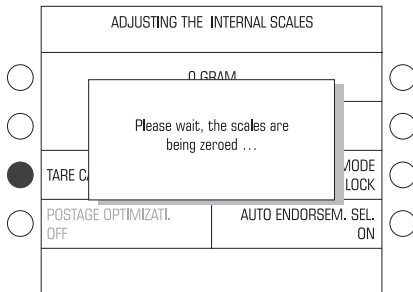
11.11 Internal scales *(optional)*

11.11.1 Tare

The internal scales calibrate automatically. If the scales do not find any zero point, or if you wish to weigh with a preload, you will have to tare the scales.



- Call SET UP menu with the **●** key.
- Select SYSTEM SETTINGS → INTEGRATED SCALES.

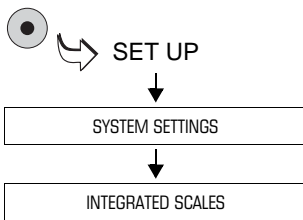



- Press the key next to TARE CALCULATION.


For some seconds the display shows the information that the scales are being zeroed.

11.11.2 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. The NORMAL weighing mode is not available for postage calculation.



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

ADJUSTING THE INTERNAL SCALES	
0 GRAM	
TARE CALCULATION	WEIGHING MODE LOCK 
POSTAGE OPTIMIZATI. OFF	AUTO ENDORSEM. SEL. ON

- Press the key next to WEIGHING MODE. The setting switches between LOCK and NORMAL.

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

Possible settings and their meaning:

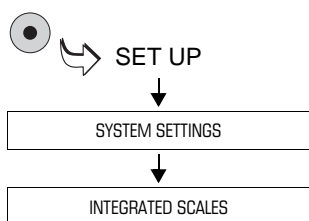
LOCK If you add further mail pieces to the delivery on the weighing tray and take them off again, the scales will not determine any new weight. The original display remains unchanged.


Only if you fall below the initial weight or fully unload the scales, the ultimail determines a new weight (=default setting).


NORMAL The ultimail will continuously determine the loaded weight and display the momentary value.

11.11.3 Switching on and off automatic type of mail endorsement

This setting specifies whether postage calculation should control the setting for type of mail endorsement in the home menu.



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

ADJUSTING THE INTERNAL SCALES	
0 GRAM	
TARE CALCULATION	WEIGHING MODE LOCK
POSTAGE OPTIMIZATI. OFF	AUTO ENDORSEM. SEL. ON 

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

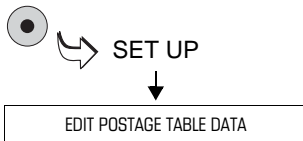
The displayed setting is maintained until the next change, even if you switch the ultimail off.


Possible settings and their meaning:

-
- ON** The ultimail determines, during postage calculation, on the basis of the selected postal rates a suitable type of mail endorsement and sets this one automatically for franking. This type of mail endorsement should be present in your ultimail. If no suitable type of mail endorsement is present, the ultimail franks without type of mail endorsement.
 - OFF** The ultimail does not set type of mail endorsements automatically. The ultimail prints during franking the type of mail endorsement set in the home menu.
-

11.11.4 Postage table update

If postage regulations and rates are changed, you can load new postage table data. The ultimail supports the loading from cards which you can order from Francotyp-Postalia.



- Call SET UP menu with the  key.
- Select EDIT POSTAGE TABLE DATA.

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

RELOADING OF POSTAGE TABLES	
<input type="radio"/>	CURRENT POSTAGE TABLE 01.09.00 GBR Royal Mail (01.01.03) Rate Table Valid from 01.01.03 01:00:00
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	DELETE ALL RATE TABLES
<input type="radio"/>	LAOD FROM CHIP CARD <input checked="" type="radio"/>
<input type="radio"/>	QUIT <input type="radio"/>
Please select whether to load from a chip card or the RRC (if available).	

Loading postage table from card

- Keep the card with new postage table ready.
- 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.

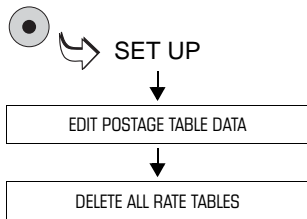
Displays and security prompts will protect you against inadvertent loading of outdated data.

Carefully read all information in the display.



Switch-over to the new postage table is controlled by the system clock of ultimail, i.e. it updates itself automatically as soon as it is valid.

11.11.5 Delete all rate tables



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

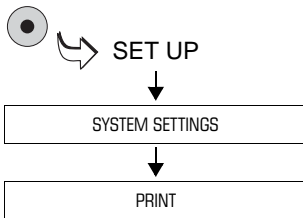
The ultimail deletes all stored rate tables.




You have to load a new rate table before you can use the postage calculation function again.

11.12 Setting print head standby time

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



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → PRINT.

ADJUSTING PRINTING	
<input type="radio"/> LETTER TRANSPORT RUN-ON TIME	<input type="radio"/> CHANGE INK CARTRIDGES
<input type="radio"/> CLEAN PRINT HEAD	<input type="radio"/> ADJUST INK CARTRIDGES
<input type="radio"/> INTENSIVELY CLEAN PRINT HEAD	<input checked="" type="radio"/> STANDBY TIME PRINTH 40
<input type="radio"/> PRINT OFFSET 0 MM.	<input type="radio"/>
Assign value!	60

How to adjust standby time:

- Type the desired amount in seconds. The value appears at the right-hand side of the status line.
- Assign the new time with the key next to STANDBY TIME PRINTHEAD.

You can adjust the standby time between 40 and 80 seconds.

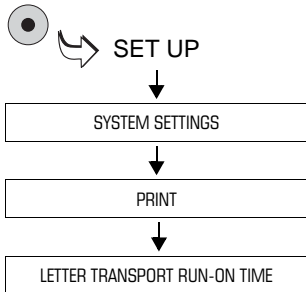
The standby time is set and maintained until the next change, even if you switch the ultimail off.




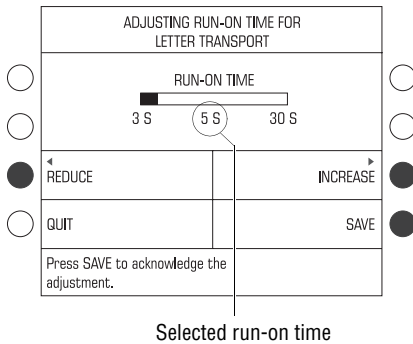
You can reset the default setting for the standby time (40 seconds) with the C/CE key.

11.13 Setting letter transport run-on time

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



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → PRINT → LETTER TRANSPORT RUN-ON TIME.



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

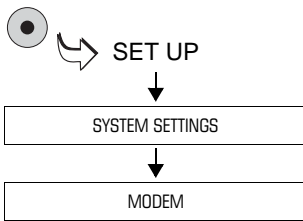
You can adjust run-on time between 3 and 30 seconds in steps of 1 second each.


- 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.

11.14 Modem configuration – adjusting dialling parameters

Francotyp-Postalia customer service sets, during ultimail commissioning, correct dialling parameters for the built-in modem. After moving to new premises or any change of your phone equipment, you should check the settings and adjust them if necessary.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MODEM.

ADJUST MODEM CONFIGURATION	
● EXCHANGE DIGIT: 0	● DIALING METHOD: TONE DIALING
● WAIT OFF	● TYPE OF PHONE LINE: EXTENSION
● PAUSE OFF	● ACCESS METHOD: EXCHANGE DIGIT
● QUIT	● SAVE
Please enter the parameter. To continue, press SAVE.	

The ADJUST MODEM CONFIGURATION menu offers the selection of possible parameter settings. The table on page 94 lists and explains all parameters.

During setting procedure, all parameters that are not technically reasonable 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.
- Save the parameters with SAVE.
- End the display of the new modem settings with CONTINUE.

Quit modem configuration:

- Quit the ADJUST MODEM CONFIGURATION menu with QUIT.

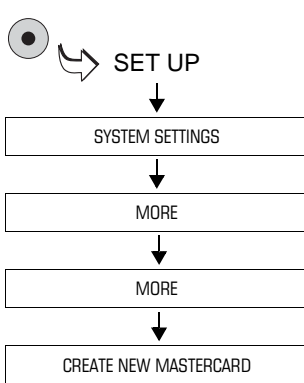
The previous configuration will be restored.

Possible settings and their meaning:

Line	Setting	Explanation
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.
DIALING METHOD	PULSE DIALING (Impulse dialling method)	Both methods are possible from modern extensions.
	TONE DIALING (Multifrequency dialling method)	Tone dialling is faster. If necessary, contact your local phone company.
ACCESS METHOD (Only for type of phone line EXTENSION)	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.
EXCHANGE DIGIT (Only with access method by EXCHANGE DIGIT)	You have to enter the exchange digit by means of numeric keys with the modem configuration. The exchange digit can also have several places.	The exchange digit depends upon the extension equipment. Usually you use a 0 .
WAIT (Only with access method by EXCHANGE DIGIT)	ON	Waits for the dial tone after the exchange digit.
	OFF	<u>No</u> waiting for the dial tone.
PAUSE (Only with access method by EXCHANGE DIGIT)	ON	Adds a dialling pause after you have dialled the exchange digit.
	OFF	<u>No</u> dialling pause after having dialled the exchange digit.

11.15 Generate MasterCard

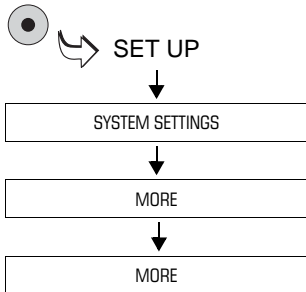
MasterCard holders can generate another MasterCard with this function.




- Call SET UP menu with the ● key.
- Select SYSTEM SETTINGS → MORE → MORE → CREATE NEW MASTERCARD.
- Follow the instructions in the display. The ultimail will guide you step by step through the generating procedure for a new MasterCard.

11.16 Selecting the user interface language

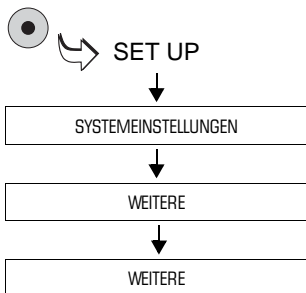
The ultimail user interface supports the languages English and German. Language change-over will have immediate effect.




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

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

How to go back to the English user interface:



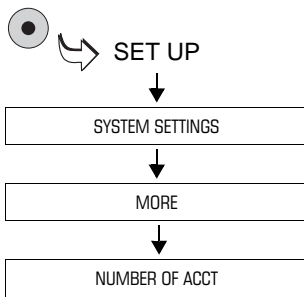
- Call SET UP menu with the  key.
- Select SYSTEMEINSTELLUNGEN → WEITERE → WEITERE.
- Press the key next to SPRACHE.


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




11.17 Account administration extension

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

With an ultimail 90, a total of 50 accounts are supported.



- Call SET UP menu with the  key.
- Select SYSTEM SETTINGS → MORE → NUMBER OF ACCT.

CHANGE TOTAL NUMBER OF ACCOUNTS			
<input type="radio"/>	The number of accounts will be changed.		
<input type="radio"/>	Please enter the authorization code.		
<input type="radio"/>	(00XXXXXX)		
<input type="radio"/>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">QUIT</td> <td style="width: 50%;">CONTINUE </td> </tr> </table>	QUIT	CONTINUE 
QUIT	CONTINUE 		
Please enter the authorization code. Acknowledge with CONTINUE.			

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

Now there are 50 accounts available.

In the SYSTEM SETTINGS menu you will see under NUMBER OF ACCT the number 50.



You can reduce the number of accounts back to 10. The steps are the same as shown for the extension to 50 accounts.



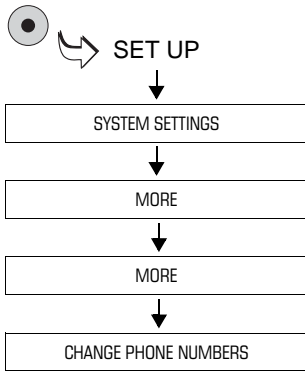
Caution! When reducing to 10 accounts, the accounts 11 to 50 and associated account information are irrevocably deleted. We recommend printing the information on all accounts prior to resetting (see Chapter 10.5 on page 61).

11.18 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.



- Call SET UP menu with the ● key.
- 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.

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.

12 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.

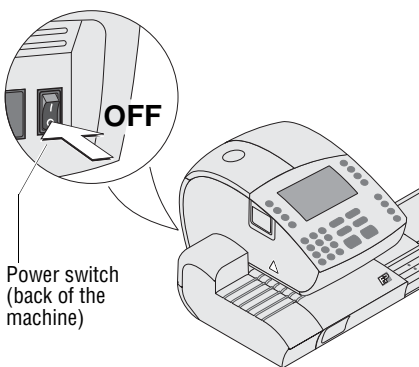
You can carry out yourself the following cleaning and servicing jobs:

- clean the outer housing parts
- exchange ink cartridges
- adjust the ink cartridges
- automatic print head cleaning
- top up the water tank for moistening
- clean/replace moistening sponge
- change battery.

12.1 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.

12.2 Changing the ink cartridges

The ultimail will remind you that the cartridge 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 “Start the exchange procedure...” on page 104.

We recommend always keeping in stock two new ink cartridges as spare parts.



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! Only use original ink cartridges from Francotyp-Postalia.



Caution! Always replace the ink cartridges in pairs. Always use new ink cartridges.



Caution! Only replace cartridges if you are requested to do so by the ultimail. The cartridges will then be in exchange position.

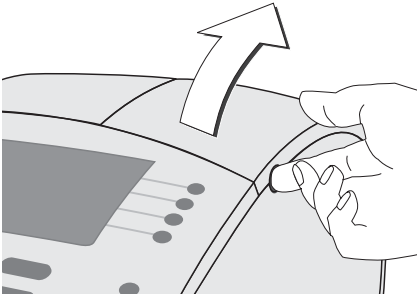
CHANGE INK CARTRIDGES	
Please open the ink cartridge flap. Turn green catch towards display and remove both ink cartridges. Then press CONTINUE ...	
QUIT	CONTINUE
Acknowledge with CONTINUE.	

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.

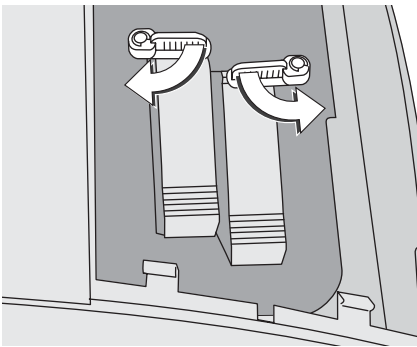
The different steps (open cartridge flap, remove old cartridges...) are described in detail on the following pages.



Remove ink cartridges...

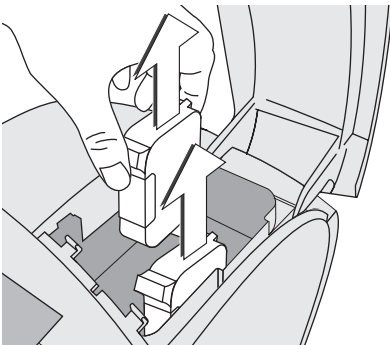
- Open cartridge flap with a **powerful sudden motion** and fold up as far as it goes.

Note: The cartridge flap is provided, at its front edge, about in the centerline, a clip lock engaging into the housing. Do not be shy if the flap slightly jams at this locking point when being opened.

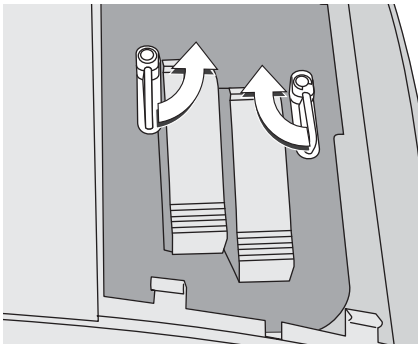
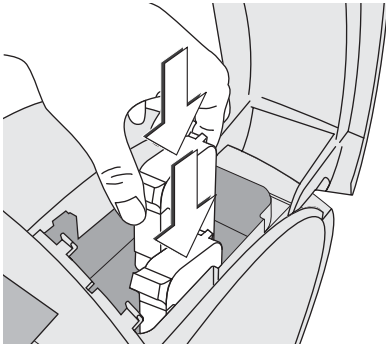
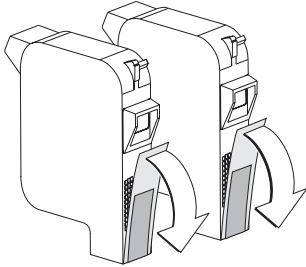


Open the green catches at both of the two cartridges:

- Left-hand catch by a clockwise quarter turn.
- Right-hand catch by a counter clockwise quarter turn.



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



Insert new ink cartridges...

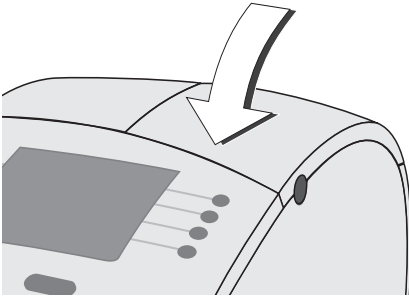
Caution! Insert the cartridges only after the cartridges have adapted to the ambient temperature of the franking machine (e.g. after storage in cellar or after conveyance in a cold vehicle). Else, no correct calibration can be performed.

- Unpack the new cartridges from their packages.
- Remove the protective strip 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:

- Left-hand catch by a counter clockwise quarter turn.
- Right-hand catch by a clockwise quarter turn.

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.

After cartridge exchange, the ultimail will calibrate the cartridges. You can follow the process progress in the display. Have a little patience until calibration is completed.

- Continue with ink cartridge adjustment.

Adjusting the ink cartridges...

It is necessary to adjust the new ink cartridges to obtain a perfect print image without offset.

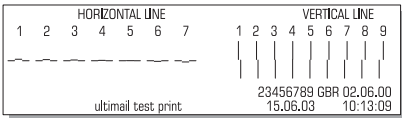
In the ADJUSTING PRINTING menu:

- Press the key next to ADJUST INK CARTRIDGES.

The ultimail will prompt you to position an empty letter.

- Position an empty envelope for ultimail test print.

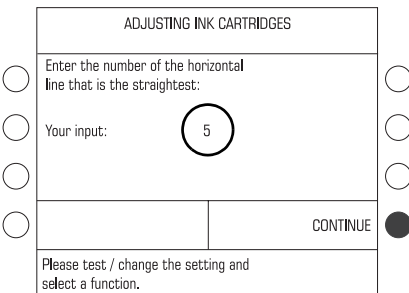
The ultimail prints the test print.



- Determine the number on the test imprint where the horizontal partial lines are most exactly one besides the other.

- Enter the determined number with numeric keys. The entered number appears in the display behind "Your input: ___".

- Confirm with CONTINUE.

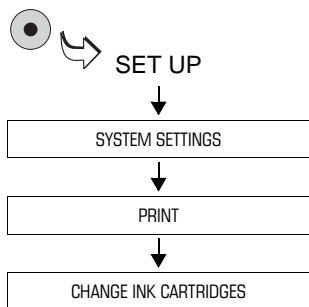



ADJUSTING INK CARTRIDGES	
Please enter number of vertical line where the two sections are as close as possible to being aligned!	
Your input:	5
The procedure is complete when the optimum vertical and horizontal lines are under the number 5!	
END ADJUSTMENT PROCEDURE	TEST NEW ADJUSTMENT
Please test / change the setting and select a function.	

- Determine the number on the test imprint where the vertical partial lines are most exactly one above the other.
- Enter the determined 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.

Start the exchange procedure...

If you wish to change the ink cartridges before being prompted by the ultimail, call the change procedure in the SET UP menu.



- Call SET UP menu with  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.

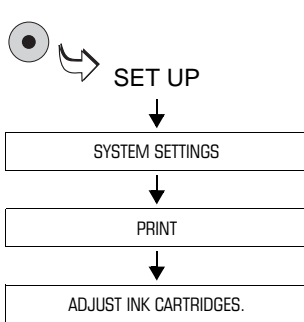
- Change the cartridges. Follow the instructions how to change cartridges on pages 100 to 103.
- Adjust the cartridges. Read pages 103 to 104.


12.3 Adjust the ink cartridges

It is necessary to adjust the ink cartridges to obtain a perfect print image without offset.

It is necessary to do the adjustment:

- after every cartridge exchange
- if the franking imprints contain misalignments.



- Call SET UP menu with  key.
- Select SYSTEM SETTINGS → PRINT → ADJUST INK CARTRIDGES.

The ultimail will start a procedure for cartridge adjustment. Follow the instructions in the display.

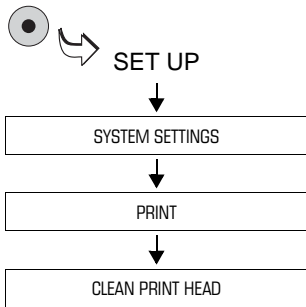
For details of the adjustment procedure, read pages 103 to 104.

12.4 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).



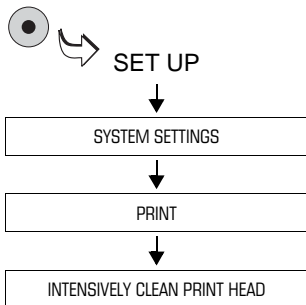
Caution! Never clean the print heads mechanically. You would damage the print heads and destroy them.



Cleaning


- Call SET UP menu with  key.
- 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.

- Call SET UP menu with  key.
- 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 an ultimail test print with postage value “0.00” (see Chapter 4.3 on page 16).

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FIRST CLASS

Your slogan
Logo #1



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If such an intensive cleaning process does not improve imprint quality as expected, contact the Francotyp-Postalia service.

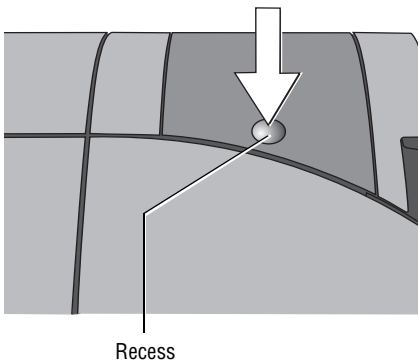
12.5 Filling the water tank *(optional)*

Feeder and sealer are supplied with the same moistening unit. Filling the water tank is done in the same way.

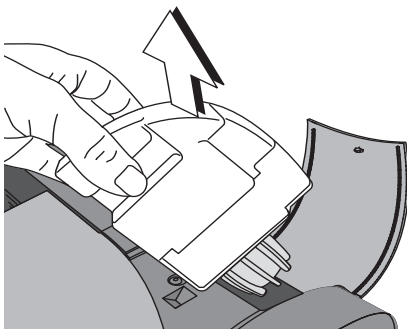


Warning! Please observe the following safety tips when handling the water tank:

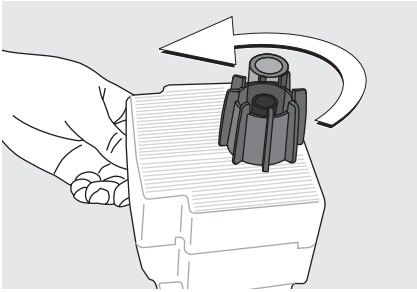
- Make sure that the screw cover on the water tank is firmly tightened and well sealing before inserting the tank into the machine with its opening down.
- Be extremely careful when using water. Immediately pull out the power plug if water has penetrated the interior of the ultimail. Have the ultimail franking system checked by Francotyp-Postalia service before starting it up again.



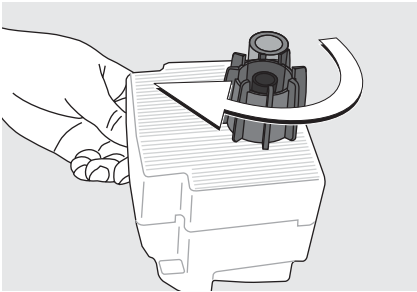
- Release the flap by pressing on the recess, and fold up as far as it goes.



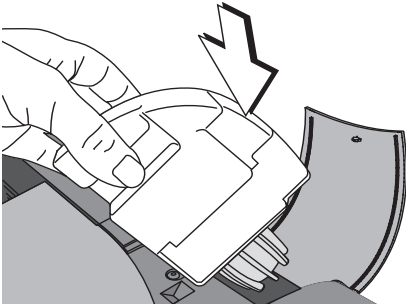
- Remove water tank out of housing.



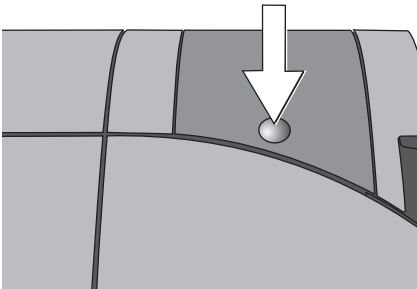
- Unscrew water tank cover.
- Fully empty water tank and, if necessary, clean it.
- Fill tap water into water tank.



- 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.

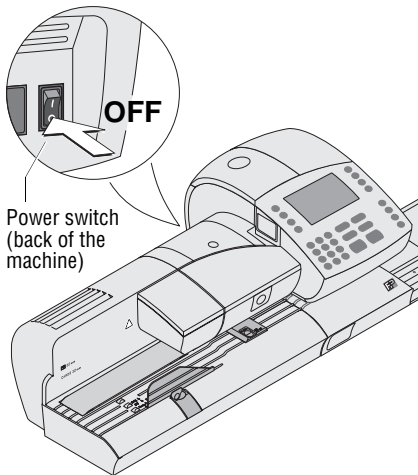
12.6 Cleaning / changing the moistening sponge (optional)

Feeder and sealer are supplied with the same moistening unit. Cleaning/changing the sponge is done in the same way.

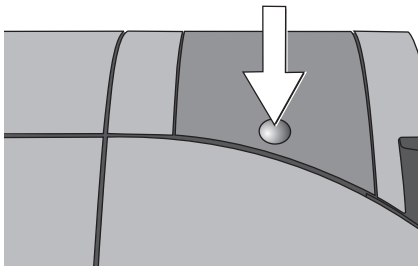


Warning! Please observe the following safety tips for cleaning and changing the sponge on the feeder and sealer:

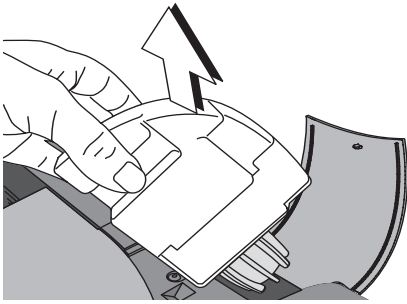
- Be extremely careful when using water. Immediately pull out the power plug if water has penetrated the interior of the ultimail. Have the ultimail franking system checked by Francotyp-Postalia service before starting it up again.
- It is advisable to switch off the franking machine before removing the water tank and changing the sponge.



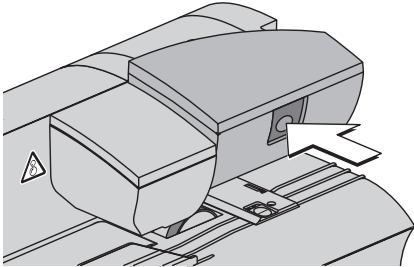
- Switching off the franking system:
Switch the power switch on the back of the franking machine to the **O** position.



- Release the flap by pressing on the recess, and fold up as far as it goes.



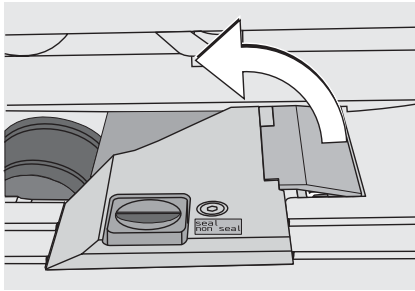
- Remove water tank out of housing and put it at a safe place.



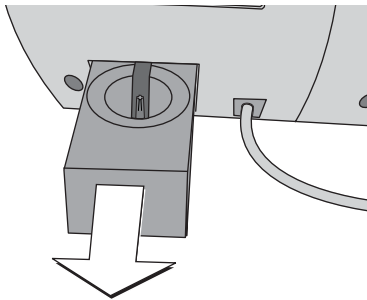
- Release roller transport by pressing on release key.

Roller transport moves upward.

Now you have access to the moistening brush beneath the roller support.

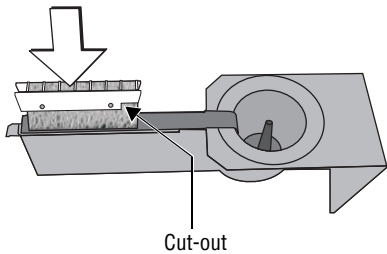
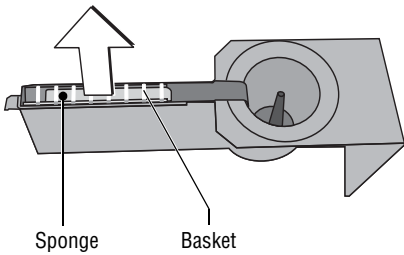


- Lift the brush up and to the left.

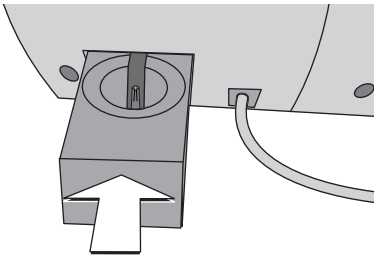
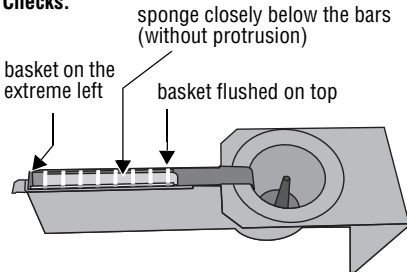


At the rear of feeder/sealer:

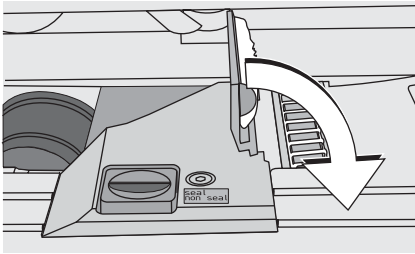
- Carefully pull out to the back the water tray.
- Empty water tray.



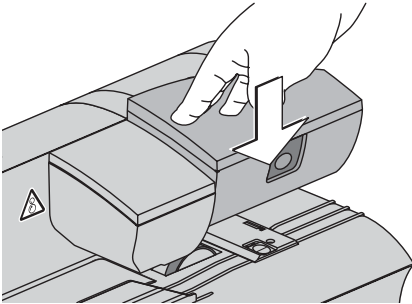
Checks:



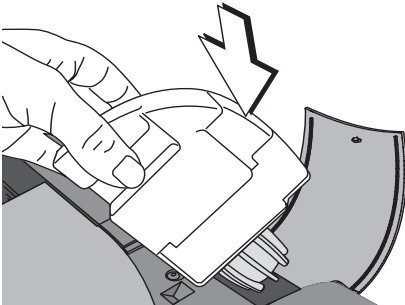
- Lift out of the water tray the basket with the sponge. Remove sponge from basket.
- Clean sponge or replace with a new one.
- Put a new sponge into water before inserting it, and let soak completely. The flaps are thus correctly moistened from the first letter on.
- Insert sponge in basket. Sponge 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.



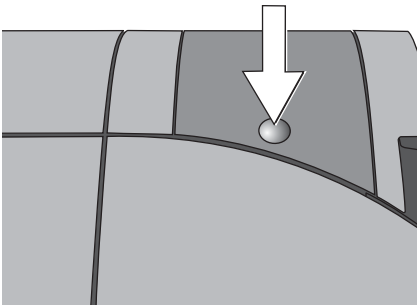
- Check if moistening felt and brush are well moistened. If necessary, apply some water and stroke with your finger several times over the brush.
- Lower the brush into the horizontal position.



- Press roller transport down until it clicks into place.



- Fill tap water into water tank. Check for leakages. (For further information see Chapter 12.5.)
- Insert water tank into the housing with the cover downward.



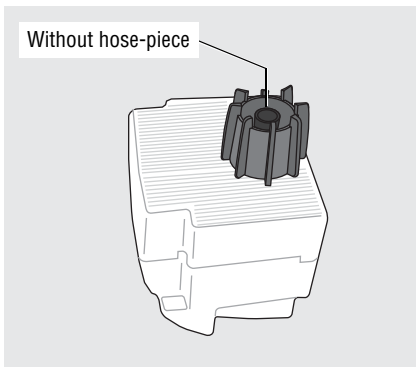
- Close the flap and lock with some pressure on the recess.

You can switch on the franking system again.

12.7 Adjust moistening level *(optional)*

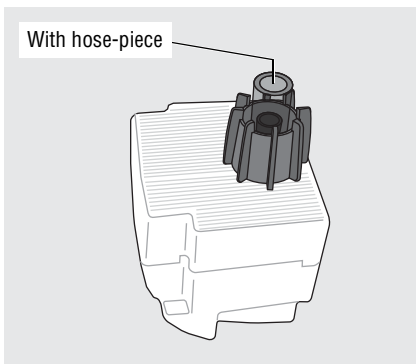
There are two hoses of different length included in the scope of supply, to be mounted on the cover of the water tank. The moistening level can thus be adapted to the letters accordingly. Moistening can be reduced through the insertion of a hose-piece: the longer the hose the weaker the moistening of the envelope flaps.

- Remove water tank out of the housing (for further information see Chapter 12.5 on page 107).



Normal moistening (without hose-piece)

Moistening is factory-set to achieve best results in most cases.



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.

- Insert water tank into the housing with the cover downward. Close the flap (see page 112).

12.8 Changing the battery

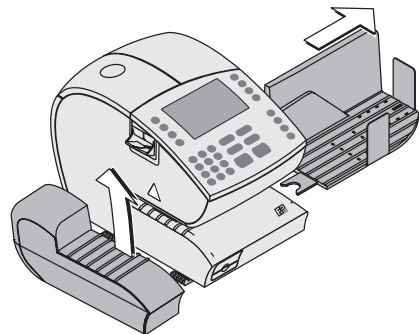
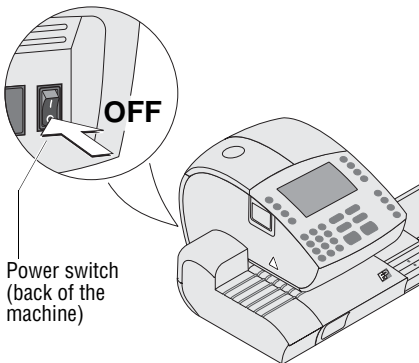
The franking system monitors the battery charge status. An appropriate message appears in the display when it is time to change the battery.



Caution! Only use a battery 90.4701.8004.00 as provided by Francotyp-Postalia.



Warning! Observe the instructions enclosed with the battery for correct use and disposal.

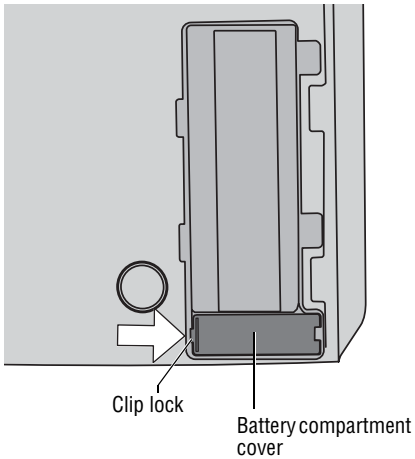


- Switch off the ultimail franking system and all connected external equipment (PC, external postage calculator).
- Remove the power cable from the franking machine and feeder (if any).
- Remove the connecting cable to the feeder or sealer (if any).
- Remove the connecting cable to external equipment (if any).
- Remove weighing platform (if any).
Read on page 129.
- Remove catch tray and corresponding feeding equipment.

How to remove the catch tray or the manual positioner or optional feeders, read on page 130.

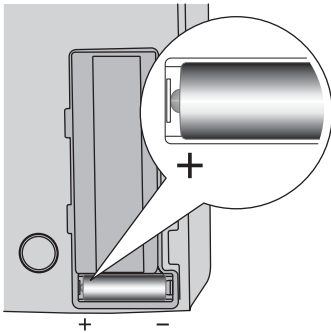
- Tilt the franking machine on the right-hand side.

You now have access to the battery compartment on the bottom of the ultimail.

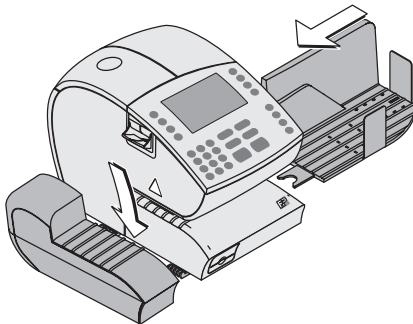


Opening battery compartment:

- 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.



- Replace catch tray and corresponding feeding equipment.

How to attach the catch tray or the manual positioner or optional feeders, read on page 132.

- Establish all cable connections (see page 133).
- Reconnect the power cable of franking machine and feeder (if any).

Now you can restart the franking system.

13 Troubleshooting

13.1 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 pushbutton 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 page 136.
The ultimail does not switch off, does not shut down.	The ultimail was not in home menu when the power switch was actuated. Change to the home menu with the home key. Switch off the ultimail by power switch.
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 franking	
Franking not possible.	<p>No access card plugged in. Plug in UserCard or MasterCard.</p> <p>Card is not properly plugged in. Plug the card in correctly (chip must face down)!</p> <p>Card reader does not recognise access card. Remove access card and plug in again.</p>
Franking is not possible with the postage value set.	<p>No postage in the franking machine. Please load postage!</p> <p>Too low credit of current account. Have assigned new budget from system administrator.</p>
Home menu does not show all functions.	<p>The ultimail is not in "Metering" (franking) mode. Status line shows current mode.</p> <p>Press the C/CE key for 3 seconds. For setting the mode, read Chapter 11.1.</p>
The ultimail does not print, letter transport does not start.	<p>Sensor does not recognise letter. Position the letter again, or start letter transport with Start/Stop key.</p> <p>The ultimail does not display the home menu. Change to the home menu with the home key, and try again.</p>
Problems with label franking.	<p>Before loading the label dispenser: Loosen labels.</p> <p>You have used unsuited labels. Only use original labels from Francotyp-Postalia.</p> <p>Put in a maximum of 40 labels (as pre-packaged).</p>
Franking imprint is incomplete, value stamp is missing.	<p>The ultimail is not in "Metering" (franking) mode. Status line shows current mode.</p> <p>Press the C/CE key for 3 seconds. For setting the mode, read Chapter 11.1.</p>

Problem	Possible cause and remedy
The ultimail transports letters without franking them.	<p>The ultimail is in “Only transporting” mode. Status line shows current mode.</p> <p>Setting the “Metering” (franking) mode: Press the C/CE key for about 3 seconds. For setting the mode, read Chapter 11.1.</p>
Gaps in the imprint.	Clean the print system (see Chapter 12.4).
Print image distorted.	Adjust ink cartridges (see Chapter 12.3).
Letter jam.	Read “Removing letter jams” on page 123.

...when weighing and for postage calculation

Postage is missing in the display.	<p>No postal rates selected or the postal rates are incomplete or incorrect.</p> <p>Fully select postal rates (see Chapter 6.2).</p>
Postage value is flashing.	<p>You have to observe specific postal rates for the country selected.</p> <p>Get information about current regulations from the Royal Mail.</p>
<p>The scales do not determine any weight for the mail piece.</p>	<p>Scales are overloaded or the weight of the mail piece is too low.</p> <p>Use the scales only for mail pieces within the weight range limits (see page 152).</p> <hr/> <p>The scales do not recognise any zero point.</p> <p>Tare the scales (see page 86).</p>

Problem	Possible cause and remedy
...when loading postage	
Desired amount cannot be called.	<p>Impermissible amount. Enter a permissible amount and try again (see Chapter 9).</p> <p>The ultimail cannot connect to the TELESET data centre. Check modem configuration (see Chapter 11.14).</p>
...with basic settings, maintenance and care	
New account cannot be created.	All available account memories are already occupied. Delete an account you no longer need.
Cartridge adjustment does not start automatically after cartridge exchange.	Call adjustment procedure in SET UP menu (see Chapter 12.3).
Data for town circle, logo, types of mail or postage table are not loaded into the ultimail from the card.	<p>Card is defective. Call Francotyp-Postalia customer service.</p> <p>The card contains no valid data. (Note: Data of the card "Town Circle" are always deleted after loading.)</p>

Problem	Possible cause and remedy
...with envelope sealing (<i>only feeder/sealer</i>)	
Letters are not sealed.	Seal envelope is switched off. Switch on seal envelope (see page 20).
	Water tank is empty. Fill more water (see Chapter 12.5).
Letters are not correctly sealed.	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 (see Chapter 12.6).
	Sponge is dirty. Clean the sponge (see Chapter 12.6).
	Sponge is worn. Exchange the sponge (see Chapter 12.6).
	You have used unsuited envelopes. Observe specifications (see page 151).
The ultimail does not start when you have positioned mail pieces.	Entry sensor does not recognise the letters. Start letter transport with Start/Stop key.

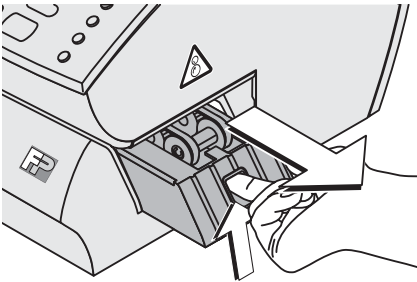
Problem	Possible cause and remedy
...with automatic feeding from stack (<i>only feeder</i>)	
Double feeding, jam	<p>Material is unsuited for processing, cards are bent too much, mail pieces stick to each other.</p> <p>Fan <u>thin material</u> to remove paper dust and prevent adherence of the mail pieces.</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 (page 142) and envelope specifications (page 151).</p>
Jam	Read "Removing letter jams" on page 123.
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 not fed or not correctly fed.	Slightly lift the stack at the rear part.
Mail pieces are mistracking through the ultimail.	Letter guide is not correctly adjusted.
Last mail piece of stack is not fed.	Push letter manually in until the feeder seizes the letter.

13.2 Removing letter jams

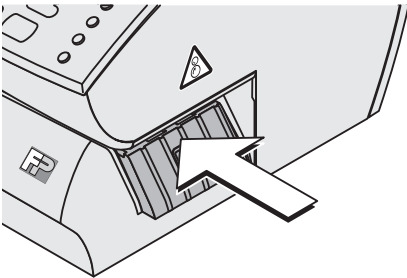
Removing letter jam in the franking machine



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.



- 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.



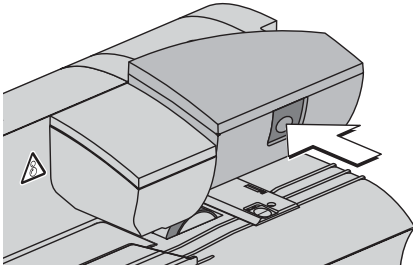
- Insert letter transport. The locking bar clicks into place.

The ultimail is ready for operation again.

Removing letter jams in the feeder or in the sealer



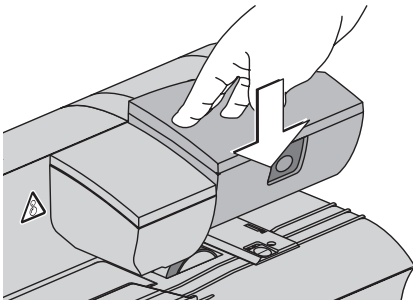
Warning! Do not reach into the danger areas marked with a safety sign. Keep long hair, fingers, loose clothing pieces, shawls and jewellery away from moving machine parts.



- Release roller transport by pressing on release key.

Roller transport moves upward.

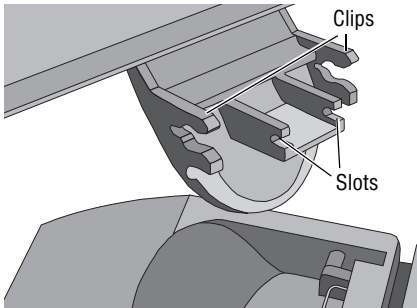
- Take out jammed letters.



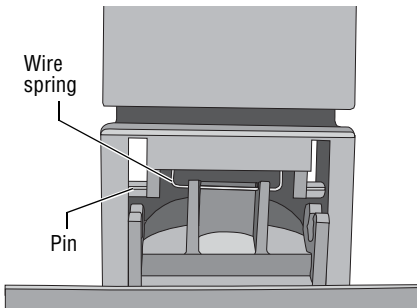
- Press roller transport powerfully down until it clicks into place.

The ultimail is ready for operation again.

13.3 Attach adjustable letter guide to feeder/sealer



On both sides, the adjustable letter guide is provided with clips for locking the bar. The two slots in the front edge of the lug will hold the wire spring on the bar.



How to insert the letter guide:

- Pull out the bar for adjusting the letter guide as far as it goes.
- Insert the letter guide so that the wire spring (in the bar) engages into the two narrow slots on the front edge of the lug.

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.

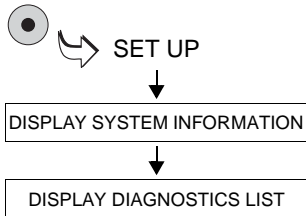



You can avoid the letter guide being pulled off:

- 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 (0.08" to 0.1") is left.
- Fold down the letter receiving tray for large, wide mail pieces.

13.4 Display, print and send diagnostics list


The diagnostics list of the ultimail lists the last 30 faults (date, time of day, error code, error description).



- Call SET UP menu with  key.
- Select DISPLAY SYSTEM INFORMATION → DISPLAY DIAGNOSTICS LIST.


You can scroll through the diagnostics list with the arrow keys.

Print diagnostics list

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

Or

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

- Position an empty envelope or a card.
- Start the printing process with  key.

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.

Send diagnostics list

The function SEND TO FP SERVICE DEPT. sends the diagnostics list to customer service. Start this function only when requested to do so by Francotyp-Postalia.

Moving the ultimail to another location



Warning! Switch off the franking machine 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:

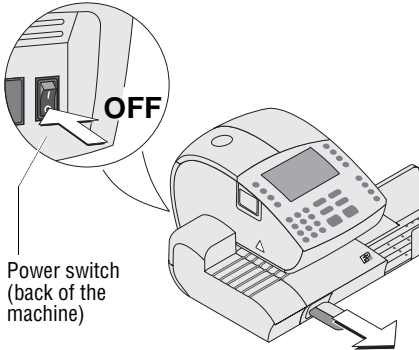
- Fully empty the water tank and water tray before transporting feeders or sealers.
- Never transport the components holding at attachments, such as label dispenser, weighing platform, adjustable letter guide, etc.
- Hold the individual components best by the bottom part of the housing.
- Always move 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 MasterCard or UserCard.
- 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 calculator).

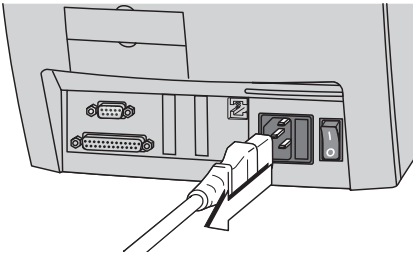
Removing connecting cables

- 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.



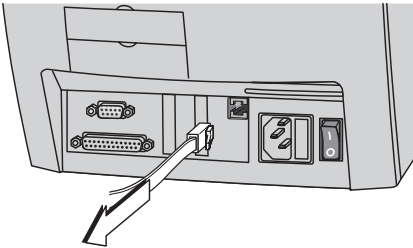
On the feeder:

- Unplug the power cable.

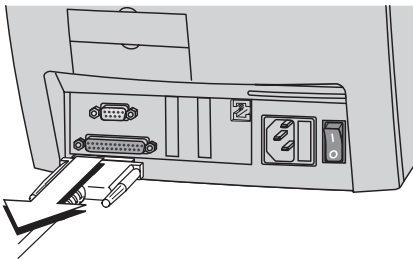


On the franking machine:

- Unplug the power cable.

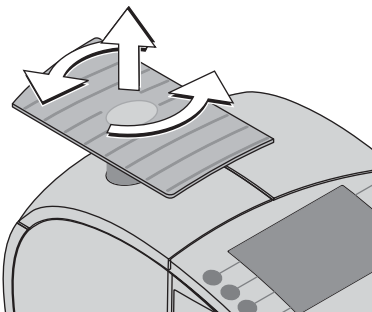


- Removing the phone cable from the franking machine: Press the spring on the plug and pull the plug out of the phone socket.



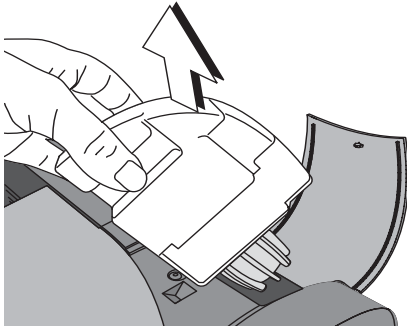
- Removing the connecting cable to the feeder or sealer: Unscrew and carefully pull off the plug.
- Removing connecting cables to other external devices: Unscrew and carefully pull off the plug.

Taking off the weighing platform



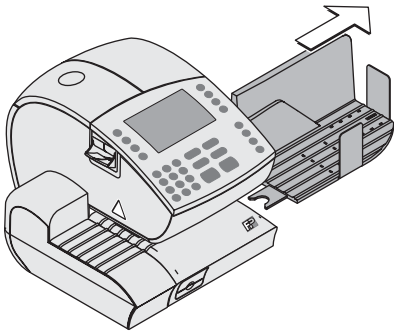
- Release the weighing platform of the internal scales by turning counter clockwise for a quarter turn.
- Lift off the weighing platform.

Emptying water tank and water tray



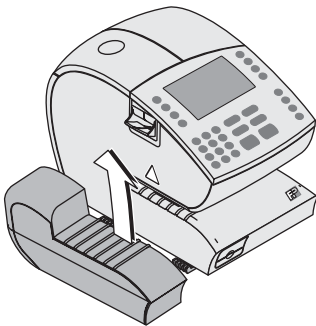
- Take water tank and water tray out of the feeder/sealer and empty. Proceed as shown on pages 109 and 110.

Separate catch tray from franking machine

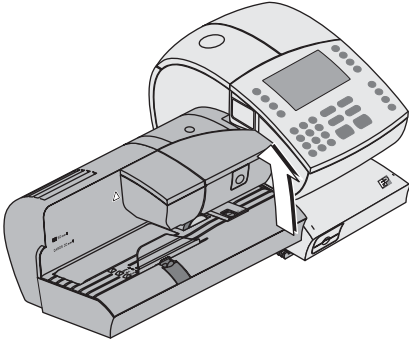


- Pull off catch tray toward the right-hand side of the franking machine.

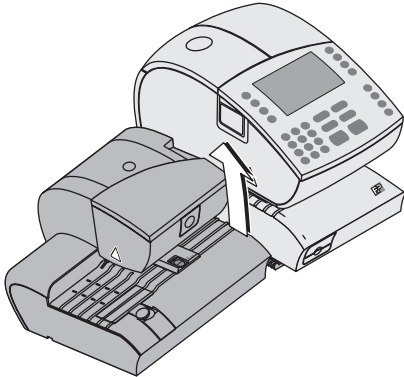
Separate feeder from franking machine



- Taking off **manual positioner**: Slightly lift the manual positioner to release it from the two locking clips on the franking machine.

Or

- Taking off **feeder**: 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 plane, stable surface.

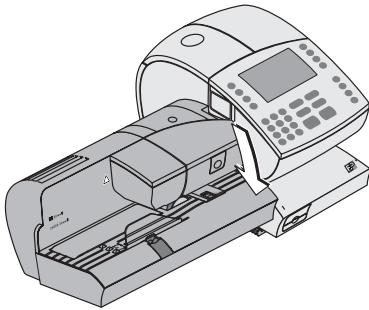
Attaching the feeder



- Place **manual positioner** on the two locking clips on the franking machine housing.

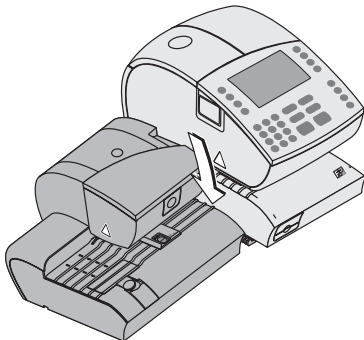
Or

- Place **feeder** on the two locking clips on the franking machine housing.

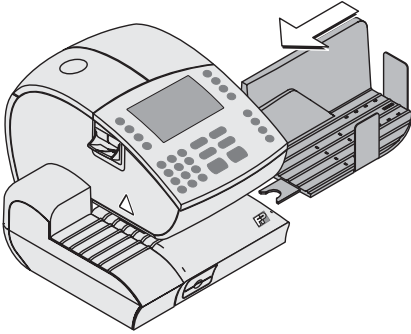


Or

- Place **sealer** on the two locking clips on the franking machine housing.



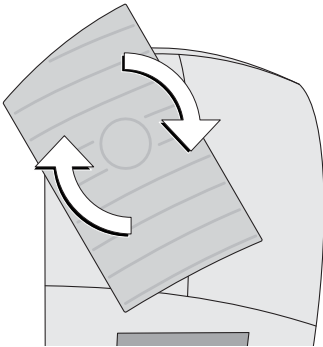
Attaching the catch tray



- Push catch tray from the right-hand side against the franking machine.
- Align catch tray in such a way to franking machine that catch tray and letter eject slot on franking machine are well contacting.

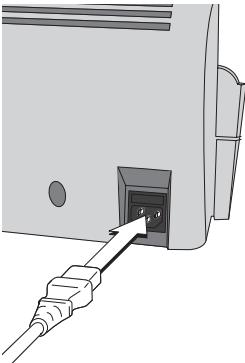
The fork-type lug engages in one foot on the franking machine. The catch tray is thus sufficiently protected against slipping.

Placing the weighing platform



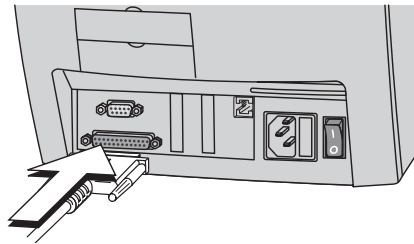
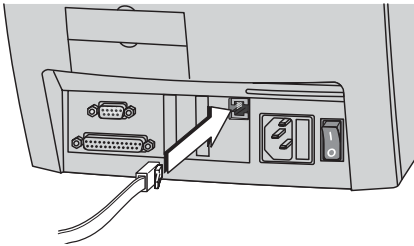
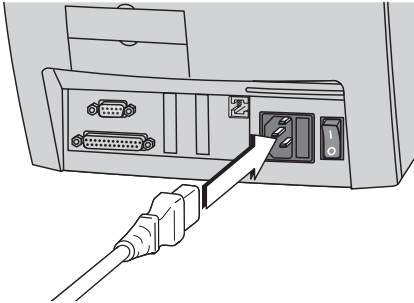
- Position weighing platform as shown in the figure and lock by turning clockwise for a quarter turn.

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.

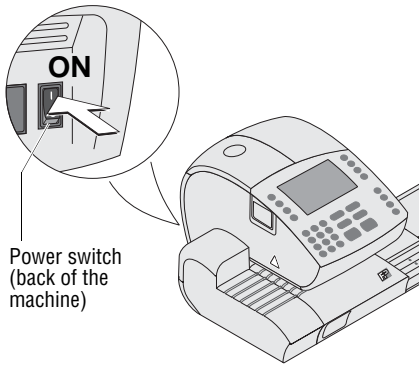
- Plug connecting cable of feeder/sealer in 25-pin interface on franking machine and tighten screws.

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 12.5 on page 107.
- 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:



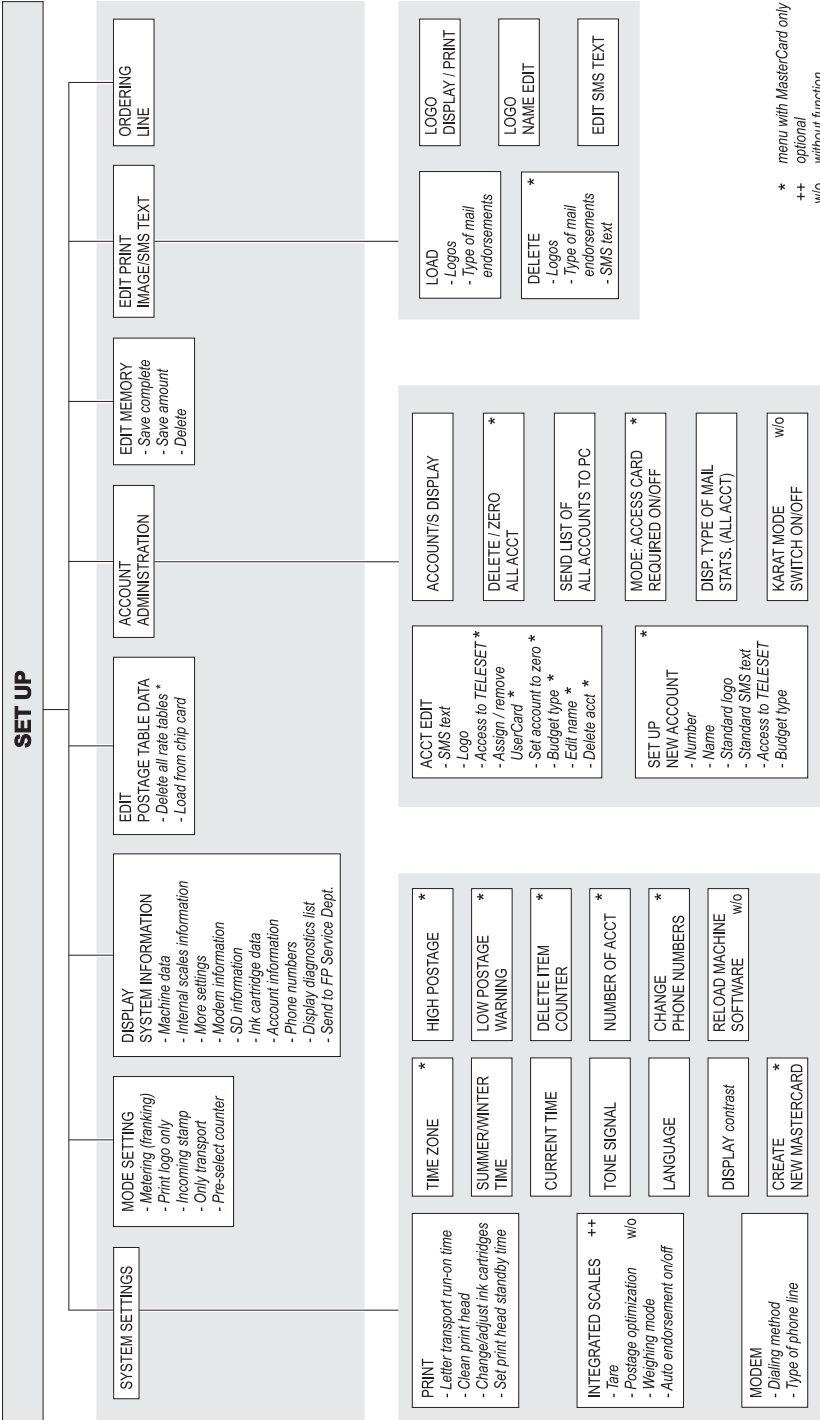
- Do a trial run. For instructions on the trial run, read Chapter 4.3 on page 16.
- Adjust the ink cartridges if the franking imprint has shifted position. Read Chapter 12.3 on page 105.
- Clean the print system if necessary (e.g. gaps in the print image). Read Chapter 12.4 on page 106.
- Tare the scales. Read Chapter 11.11.1 on page 86.

Access rights

Status ► Functions ▼	Without access card	With UserCard	With MasterCard	Mode: Access card OFF
Assign budget for account			●	
Change logo name		●	●	
Create/block UserCards			●	
Create/delete accounts			●	
Display/print postage register	●	●	●	●
Edit SMS text		●	●	
Franking on all accounts			●	●
Franking only on assigned account		●		
Incoming mail stamp	●	●	●	●
Load postage / TELESET		● <i>if released</i>	●	● <i>if released</i>
Preset advertising imprint (logo) for account		● <i>only your own</i>	●	●
Release TELESET access			●	

Status ► Functions ▼	Without access card	With UserCard	With MasterCard	Mode: Access card OFF
Reload print image data (type of mail endorsements/logos ...)		●	●	
Reset account counter			●	
Seal envelopes without franking	●	●	●	●
System settings		● <i>not all</i>	●	● <i>not all</i>
View account data	●	●	●	●
Zero imprint (Postage value "0.00")	●	●	●	●

SET UP

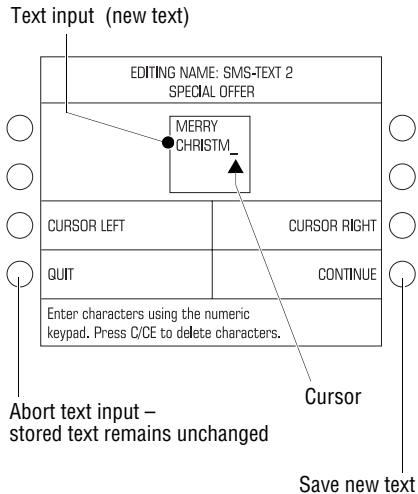


Tips and tricks

This chapter contains supplementary information for handling the ultimail. You can read here, among others, how to prepare the mail pieces for batch mailing and preventing jamming and double-feeding by reasonable positioning.

Text input is described in detail by the example of entering an account name.

How to enter text



Entering characters

For text and name input, the ultimail opens a special text input menu.

A cursor _ marks the position for character 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.

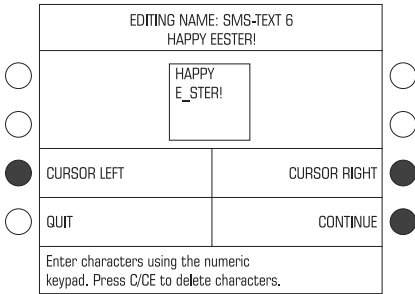
Key assignment for text input

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.



Change/correct text

- 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.

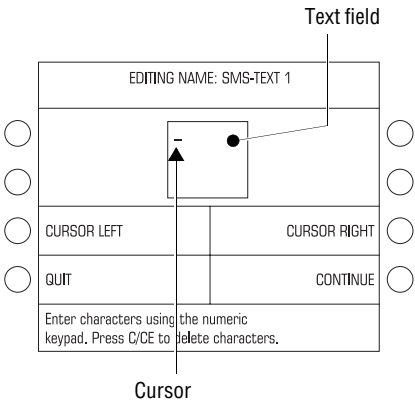
Deleting characters

- You can delete characters with the  key. Every key actuation deletes one character.

Example









You wish to save the following SMS-text:

VACATION
1.-28.10.



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  3 times (=V).
- Press  once (=A).
- Press  3 times (=C).
- Press  once (=A).
- Press  once (=T).
- Press  3 times (=I).
- Press  3 times (=O).
- Press  twice (=N).

Text field with new text

EDITING NAME: SMS-TEXT 1	
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> VACATION 1.-28.10._ </div>	
CURSOR LEFT	CURSOR RIGHT
QUIT	CONTINUE
Enter characters using the numeric keypad. Press C/CE to delete characters.	

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

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

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

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

Press **1** twice (1).

Press **1** once (.).

Press **1** 6 times (-).

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

Press **8** 4 times (8).

Press **1** once (.).

Press **1** twice (1).

Press **0** twice (0).

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.



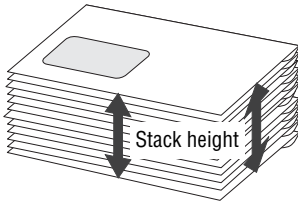
We recommend doing a trial run with postage value "0.00" (zero franking) to check the new SMS-text.

How to prepare letter stacks for batch mailing with the feeder ultimail 90



Caution! Observe the following notes for stack processing:

- Only position in stack letters of the same format max. 229 x 114 mm (9" x 4.5").
- The ultimail processes letters of a thickness up to 6.35 mm (¼").
- Only position letters of nearly the same thickness in the stack (± 1 mm/0.04").
- Only position letters in stack which are to be printed with the same franking imprint (postage value, type of mail endorsement...).

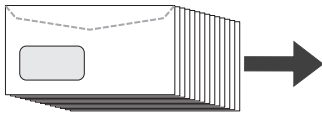
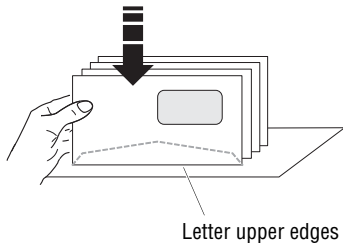


- Sort out any deliveries which are unsuited for stack processing. You feed such mail pieces individually and manually (see page 32).
- Take about as many mail pieces as the ultimail will be able to process in one stack. Maximum stack height depends upon the material.

Type / material of mail pieces	Permissible stack height
Letters	50 mm (2") abt. 70 letters, contents: 1 sheet, non folded
Postcards of a paper weight of at least 250 g/m ² (67 lb.)	30 mm (1.2"), abt. 100 cards
Postcards of a paper weight of less than 250 g/m ² (67 lb.)	15 mm (0.6"), abt. 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.

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/0.08") Shortly press on the stack to remove any air.

Thin material (< 2 mm/0.08") Fan the stack from all sides by waving several times. Air can thus enter between the mail pieces and paper dust will be removed.

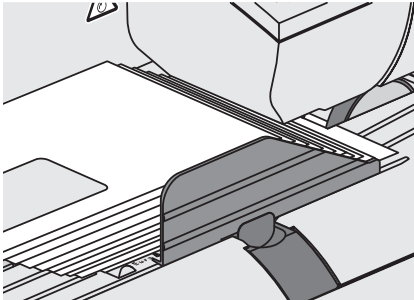
Cards Leaf open the stack from all sides.
Sort out any cards which are too strongly arched (arch > 4 mm/0.15").
Sort out any cards with front edge arched upward.

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/0.08" to 0.1").
- 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

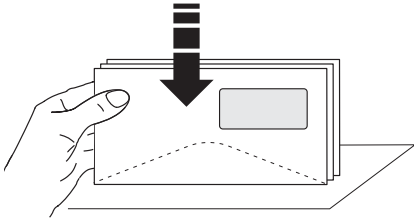
The figure shows how the letter stack should sit in the feeder.



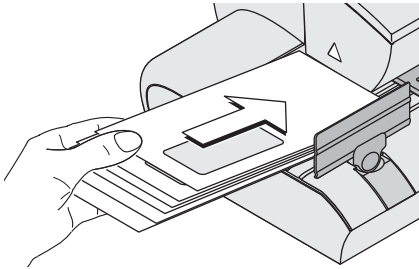
- The letter stack should be flush with the letter guide face.
- The letter stack should be scaled out so that the front edges form a slope in the shape of the adjustable letter guide.
- Make sure that no mail pieces can penetrate underneath the adjustable letter guide.
- Make sure that no envelope flaps can penetrate underneath the belt conveyor.
- With difficult materials, support letter feeding by slightly lifting the rear edges.

How to feed similar mail pieces at the sealer ultimail 60

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.

Glossary

Franking imprint

Franking mail for carrying by the Royal Mail.

When franking, the ultimail prints among other things the Royal Mail logo, the postage value, the machine identification, the date and a serial number on the envelope.

An advertising imprint and an endorsement can also be printed.

Label

Special self-adhesive label which you can frank and stick onto your mail pieces. Necessary for large, heavy and thick mail pieces. Use only labels from Francotyp-Postalia.

MasterCard

Plastic card with a memory chip. Access card for system administrator. MasterCard allows access to all system functions.

Modem

Electronic unit built into the ultimail which enables exchange of code numbers and desired postage amounts over the phone line.

Outside dialling parameters

A single or several "0" and pauses to dial into the public phone network (outside line access).

RRC – Remote Rate Change

Online update of rate table for postage calculation. Data for new rate table are directly loaded to the ultimail via modem from the Remote rate table centre. This service is currently not yet available in Great Britain.

TELESET data centre (TDC)

Data centre of Francotyp-Postalia. Postage is released and accounts managed. The Teleset data centre is at your service for loading postage 24 hours a day via the built-in modem.

TELESET remote value setting	Franking machine accounting system of Francotyp-Postalia AG & Co. KG. The ultimail and the Teleset data centre exchange value specifications via modem when loading postage which release the desired postage amount.
Test print	Imprint consisting of a series of different patterns. You can align the cartridge with the aid of horizontal and vertical bar patterns.
Trial run	Franking imprint with the postage value "0" (zero imprint). This enables you to check the settings for the franking imprint.
UserCard	Plastic card with a memory chip. Access card for an account. A UserCard allows the franking to one account and the access to selected system functions.

Technical Data

Dimensions <i>(Length x Width x Height)</i>	564 x 400 x 273 mm (22.2 x 15.8 x 10.8 ")	<i>ultimail 60/ultimail 90 with manual positioner and catch tray</i>
	564 x 400 x 299 mm (22.2 x 15.8 x 11.8 ")	<i>... and scales*</i>
	807 x 400 x 273 mm (31.5 x 15.8 x 10.8 ")	<i>ultimail 60 with sealer* and catch tray</i>
	807 x 400 x 299 mm (31.5 x 15.8 x 11.8 ")	<i>... and scales*</i>
	1028 x 400 x 273 mm (40.5 x 15.8 x 10.8 ")	<i>ultimail 90 with feeder* and catch tray</i>
	1028 x 400 x 299 mm (40.5 x 15.8 x 11.8 ")	<i>... and scales*</i>
Weight	8.9 kg (19.6 lb.)	<i>franking machine ultimail 60/ultimail 90</i>
	9.6 kg (21.2 lb.)	<i>... with scales* and label dispenser*</i>
	0.4 kg (0.9 lb.)	<i>catch tray</i>
	0.4 kg (0.9 lb.)	<i>manual positioner</i>
	4.2 kg (9.3 lb.)	<i>sealer ultimail 60*</i>
	9.7 kg (21.7 lb.)	<i>feeder ultimail 90*</i>
Power connection	100-240 V / 50-60 Hz	
Power consumption	max. 70 W	<i>franking machine ultimail 60</i>
	max. 70 W	<i>franking machine ultimail 90</i>
	max. 50 W	<i>feeder ultimail 90*</i>
Battery	3.6 V / 2 Ah / 20 mA, order no. 90.4701.8004.00 ambient temperature: -55°C to +85°C	
Performance <i>(with ISO C6/5)</i>	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	

*) optional

Print system	ink jet print system (with 2 ink cartridges) printing range max. 155 x 24 mm (6.1 x 0.9 ") printing resolution 300 dpi x 300 dpi	
Noise emission	< 65 dB(A)	<i>franking system ultimail 90</i>
	≤ 62 dB(A)	<i>franking system ultimail 60</i>
	≤ 60 dB(A)	<i>franking machine (stand alone)</i>

Equipment

	ultimail 60	ultimail 90
Manual positioner	yes	yes
Sealer ultimail 60 (semi-automatic sealer)	optional	no
Feeder ultimail 90 (automatic feeder with sealer)	no	optional
Catch tray (adjustable, up to max. ISO C5)	yes	yes
Postage loading via integrated modem (TELESET)	yes	yes
Battery buffered system clock	yes	yes
Card reader	yes	yes
MasterCards	2	2
UserCards	optional	optional
Internal rate calculation scales	optional	optional
Label dispenser	optional	yes
Advertising imprints (logos)	up to 6	up to 6
SMS-texts, freely editable, max. 4 lines à 10 characters each (up to 6 texts can be stored)	yes	yes
Type of mail endorsements	up to 8	up to 8
Accounts (*optional)	10 (50*)	50
Short code memories	6	6
Low postage warning	yes	yes
High postage warning	yes	yes
9-pin interface (connection to external scales/PC)	yes	yes
Additional 9-pin interface (connection to PC)	optional	optional

Mail piece specifications for franking

Format	min. 140 mm x 90 mm (5.5" x 3.5") max. 353 mm x 250 mm (14" x 10") <u>sealing*</u> : max. 229 mm x 162 mm (9" x 6.3") <u>stack processing*</u> : max. 229 mm x 114 mm (9" x 4.5")
Thickness	postcards: max. 1 mm (1/25") letters: max. 6.35 mm (1/4")
Material	bleached, coloured or recycling paper rough through glossy 75 g/m ² to 120 g/m ² (20 lb. to 32 lb.) colours: white, pale blue, pale gray, pale brown, yellow ink absorbent material, on which ink will dry within one minute 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
Envelopes with address window	address window size: max. 115 mm x 45 mm (4.5" x 1.8") address window may not be inside the printing range

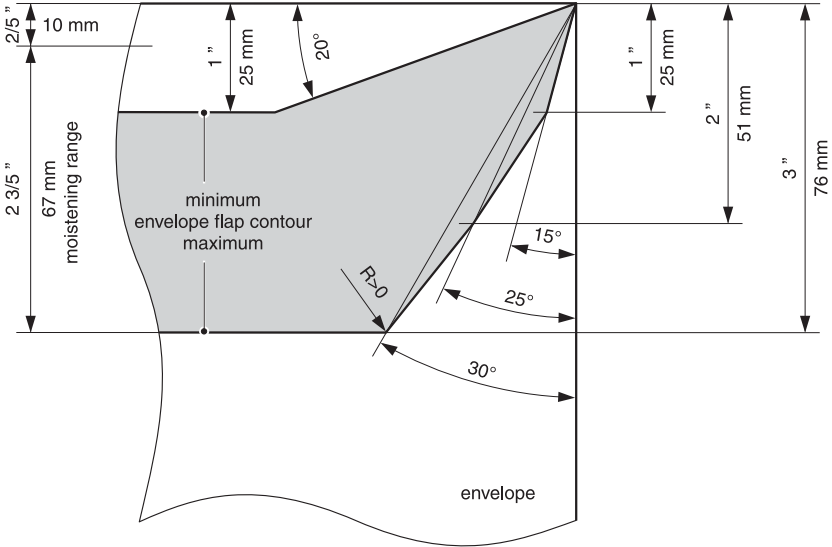
*) *optional*

Envelope specifications for sealing

Flap position on the longitudinal side

Flap height 25 mm to 75 mm (1" to 3")

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.

ultimail – operating and storage conditions

Operating environment	only use in closed rooms
Operating temperature	+10°C to +40°C do not expose to direct sunlight recommended for optimum printing quality: +15°C to +35°C
Rel. humidity	30% to 80% non-condensing recommended for optimum printing quality: 30% to 80%
Storage temperature	-25°C to +60°C

Ink cartridges – operating and storage conditions

Operating temperature	+10°C to +40°C recommended for optimum printing quality: +15°C to +35°C
Rel. humidity	30% to 80% non-condensing recommended for optimum printing quality: 30% to 80%
Storage temperature	-25°C to +60°C

Integrated postage scales

Weighing area	3 g to 5000 g (0.1 oz. to 11 lb.)
Smallest display value (display accuracy)	± 1 g
Weighing accuracy	± 0.1% of final value

Declaration of Conformity

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

herewith declare in our own responsibility that our

FRANKING SYSTEM ultimail, consisting of :

**Franking Machine, Model: ultimail 60 with optionally,
Semiautomatic Feeder, Model: Sealer ultimail 60**

**Franking Machine, Model: ultimail 90 with
Automatic Feeder, Model: Feeder ultimail 90**

.....
(Type Designation)

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

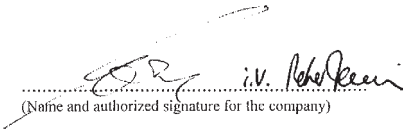
EN 60950 / 2000
EN 55022 / 1998 + A1:2000
EN 55024 / 1998
EN 61000-2-3 / A14
EN 61000-3-3
TBR 21

.....
in accordance with the rules of European Directives

89 / 336 / EEC (Electromagnetic Compatibility Directive)
73 / 23 / EEC (Low Voltage Directive)
89 / 392 / EEC (Machinery Directive)

29. November 2002

.....
(Date)


.....
(Name and authorized signature for the company)

A

- Access card *14*
 - MasterCard *14*
 - plugging *14*
 - removing *14*
 - UserCard *14*
- Access card required
 - OFF *28*
 - switch ON/OFF *60*
- Access card. See also MasterCard, UserCard
- Access method *94*
- Access rights *14, 136*
- Account *49*
 - assign credits *55*
 - change *28*
 - change name *57*
 - current limit *56*
 - delete, all *64*
 - delete, one *64*
 - monthly limit *56*
 - new set up *49*
 - number *50*
 - selecting *53*
 - set to zero *63*
 - standard logo *50, 53*
 - standard SMS-text *50, 52*
 - TELESET access *50*
 - type of budget *51*
- Account information
 - display and print *61*
- Accounts
 - display number of accounts *49*
 - increase number of accounts *97*
- ACCT. See Account(s)
- Additional service
 - deselect *37*
 - select *37*
- Address window *150*
- Advertising imprint. See Logo
- Ascending *46*
- Automatic feeding *31*
- Automatic type of mail endorsement
 - switch on/off *88*
- Available postage *46*

B

- Back to higher menu level *2*
- Batch mailing. See Stack processing
- Battery
 - change *114*
 - permissible type *148*
- Battery compartment *115, 164*
- Belt conveyor *163*
- Booking report
 - display/print *48*
- Budget type
 - change *55*
 - monthly *51*
 - restricted *51*
 - unlimited *51*

C

- Call help *2*
- Card reader *164*
- Cartridge. See Ink cartridges
- Catch tray *164*
 - attaching *133*
 - remove *130*
- Change ink cartridges
 - cartridges are empty *100*
 - cartridges are nearly empty *104*
- Changing moistening unit *109*
- Cleaning
 - housing *99*
 - print system *106*
- Commissioning (after moving) *135*
- Connecting
 - external postage scales *44*
 - feeder *134*
 - feeder power cable *133*
 - franking machine power cable *134*
 - phone cable *134*
 - sealer *134*
- Connecting cable *162, 163*
- Control panel *2*
- Control total *46*
- Counter
 - item counter *72*
 - pre-select *40*

Cover flap
 ink cartridges 164
 water tank 162, 163

Current limit 56

Cursor 78, 139, 140

Customer Service 165

D

Date 21, 26

Day light saving time
 See Summer time

Declaration of Conformity 153

Default setting 2, 21, 35, 39, 52, 53,
 66, 68, 69, 83, 91

Delete 2
 all accounts 64
 memories 85
 one account 64
 print image data 81
 rate tables 90

Descending 46

Diagnostics list 126

Dialling method 94

Dialling parameters 146

Dismantling (franking system) 128

Display 2, 164
 contrast 71
 language 96

E

Envelope
 flap shape 151
 specifications 151
 with address window 150

Equipment 149

Error
 general 117
 in basic settings 120
 postage calculation 119
 scales 86
 signal tones 70
 when franking 118
 when loading postage 120
 when sealing letters 121

when weighing 119
 with stack processing 122

External postage calculator
 connect 44
 using 44

F

Feeder 11, 163
 connect 164
 connecting with franking machine 132
 separating from franking machine 131

Feeding
 large mail pieces 32
 letter stack 31
 letter, postcard 30
 similar mail pieces at sealer 145

Flashing postage values 38

Format markings 18, 19

Franking
 labels 2, 33
 letters 29
 letters from stack 31

Franking imprint 146
 example 21
 set 21

G

Gaps in print image 119

H

High postage 22, 69

Home menu 12, 15, 21
 back to 2
 franking imprint settings 15
 overview 15

I

Impulse dialling method 94

Incoming mail
 position 42
 stamp 41

Incoming mail stamp function

- end 42
- using 41

Ink cartridges 152, 164

- adjust 103, 105
- change 100, 104
- insert 102
- remove 101

Installation (when changing location) 132**Interface**

- 25-pin 164
- 9-pin 164

Internal scales. See Scales**Item counter**

- display 72
- reset 72

K**Key functions 2****Keyboard 2, 164****L****Label 146, 150**

- insert 33
- printing 33

Label dispenser 11, 164**Language (display) 96****Letter guide adjustment 17****Letter guide face 162, 163, 164****Letter guide, adjustable 162, 163**

- adjust at sealer 17
- adjust on the feeder 19
- attach 125

Letter stack

- place 144
- position 31
- prepare 31, 142
- selecting material 143

Letter transport, run-on time 92**Letters**

- franking 29
- large 18, 19
- not seal 20

only seal (not frank) 43

- positioning (feeder) 31
- positioning (manual) 29
- positioning (sealer) 30
- seal 20
- weighing 38

Limit

- current 51
- for high postage warning 69
- for low postage warning 68
- monthly 51

Loading

- postage 47
- print image data 80
- rate table 89

LOCK (weighing mode) 87**Logo 21**

- change names 77
- delete 81
- display 76
- load 80
- printing 66, 76
- set 23
- set standard logo for account 50

Low postage warning 68**M****Manual positioner 164**

- attaching 132
- separating from franking machine 130

MasterCard 14, 28, 146

- generate 95

Memory 82

- call 27
- calling data 39
- delete 39, 85
- display data contained 84
- for postal rates (postage calculation) 39
- memory 'no. 1' 83, 85
- postage value with type of mail 82
- print list 84
- reassigning 39
- save settings 82

Menu 15

- home menu 15
- scales menu 34
- SET UP menu 138

Metering. See **Franking**

Mode

- INCOMING STAMP 41, 66
- METERING 15, 22, 29, 66
- ONLY TRANSPORTING 43, 66
- PRINTING LOGO 66
- set 65

Modem 93, 146

- change dialling parameters 93
- configuration 47, 93
- dialling parameters, overview 94

Moistening

- adjust 113
- changing moistening sponge 109
- cleaning moistening sponge 109

Monthly limit. See **Limit** 56

Multifrequency dialling method 94

Multifunction keys 2

N

Not seal / non seal 20

O

Operating and storage conditions

- ink cartridges 152
- ultimail 152

Operating menu 15

Operating modes 65

P

Phone line connection 164

Phone numbers

- change 98
- customer service 165

Phone socket 164

Postage calculation 34

- call 34
- eliminating faults 119
- exit 35

Postage calculator, external 44

Postage table. See **Rate table**

Postage used 46

Postage value 21

- determining with scales 38
- display in scales menu 34
- display in the home menu 15
- set 21

Postal rates

- calling default setting 35
- delete selection 36
- saving 39
- set 36

Power connection

- feeder 133, 163
- franking machine 134, 164

Power switch 12, 13, 44, 164

Pre-select counter 40

Print head standby time 91

Print image data 76

- delete 81
- editing 76, 77, 78
- loading from card 80

Print image, faulty 119

Print system, cleaning 106

Q

Quick reference 7

Quick select. See **Memory**

R

Rate table

- delete 90
- loading from card 89
- switch-over 89
- update 89

'Received on: ___' 41

Register 2, 46

- display 46
- print 46

Reinstalling 132

Release key 162, 163

Remote setting. See **TELESET**

Removing letter jams *123*
 feeder *124*
 franking machine *123*
 sealer *124*
 Roller transport *162, 163*
 RRC *146*
 Run-on time *92*

S

Safety sign *163, 164*
 Safety tips *7, 9, 127*
 Scales
 external *44, 164*
 internal *11, 86*
 tare *86*
 weighing mode *87*
 Scales menu *34*
 special characteristics *34*
 Seal envelope *162, 163*
 switch off *20*
 switch on *20*
 Sealer *11, 162*
 connect *164*
 connecting with franking machine *132*
 separating from franking machine *131*
 Service *165*
 SET UP menu *2, 138*
 Short code memory
 See Memory
 Signal tone *70*
 SMS-text *10, 21*
 change *24*
 delete *81*
 enter *24, 140*
 enter/change *78*
 save *78*
 select *24*
 set standard SMS-text for account *50*
 Softkey *2*
 Sponge *162, 163*
 change *109*
 cleaning *109*
 Stack height *142*
 markings *163*

Stack processing *31, 142*
 stack height limits *31, 142*
 Stamp of receipt *11, 41*
 Standby time, print head *91*
 Status line *15*
 Stock specifications *150*
 Summer time
 automatic changeover *73*
 setting beginning/end *74*
 Switch 'seal/non seal' *162, 163*
 Switching OFF *13*
 Switching ON *12*
 Symbols *7*
 System clock *75*
 System information *67*
 System settings *2, 65*

T

Tare (scales) *86*
 TDC *146*
 Technical Data *148*
 Telediagnosics *11*
 TELESET *2, 47, 147*
 block access *54*
 error *120*
 loading postage *47*
 modem *47*
 permissible amounts *47*
 release access *54*
 Test print *147*
 Text
 delete *79, 140*
 enter *78*
 input *139*
 Text messages *10*
 Time *73*
 correct *75*
 summer time *73*
 Tone dialling *94*
 Tone signal, setting *70*
 Total pieces *46*
 Trial run *16, 147*
 Troubleshooting *117*
 See also Errors

Type of mail endorsement *21*
 automatic setting *88*
 delete *81*
 set *25*

U

ultimail 60/90 *10*
UserCard *14, 28, 147*
 blocking *58, 59*
 create *58*
 generate *58*

V

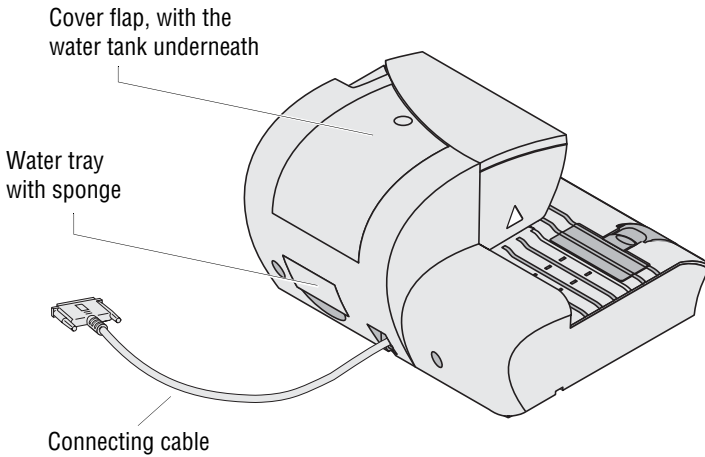
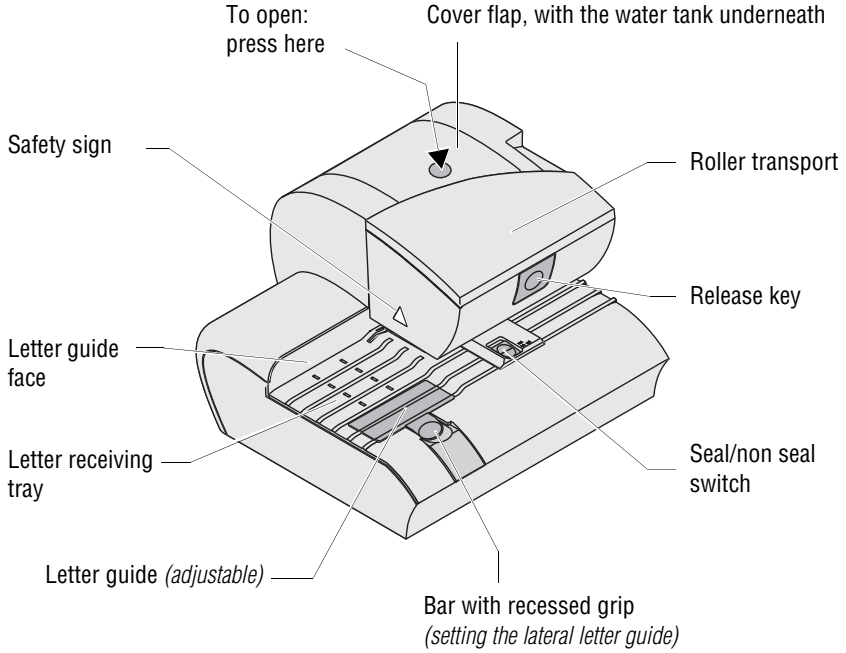
Ventilation slots *163, 164*

W

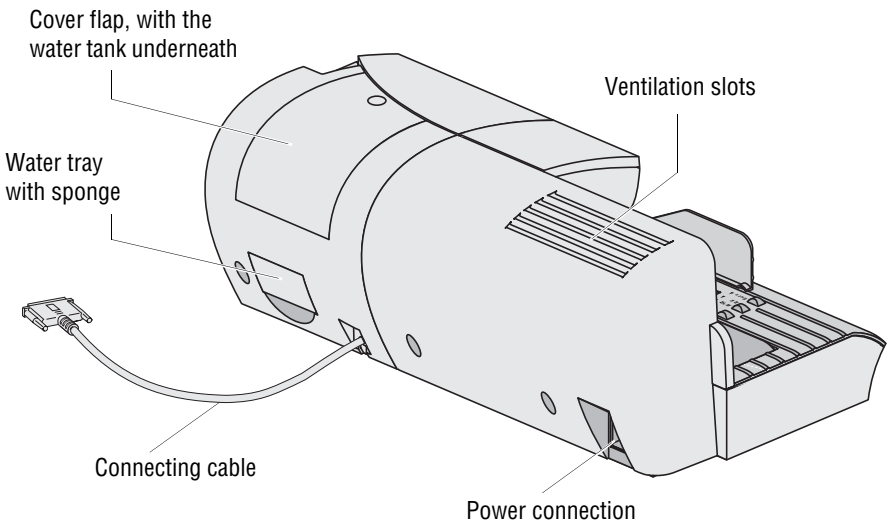
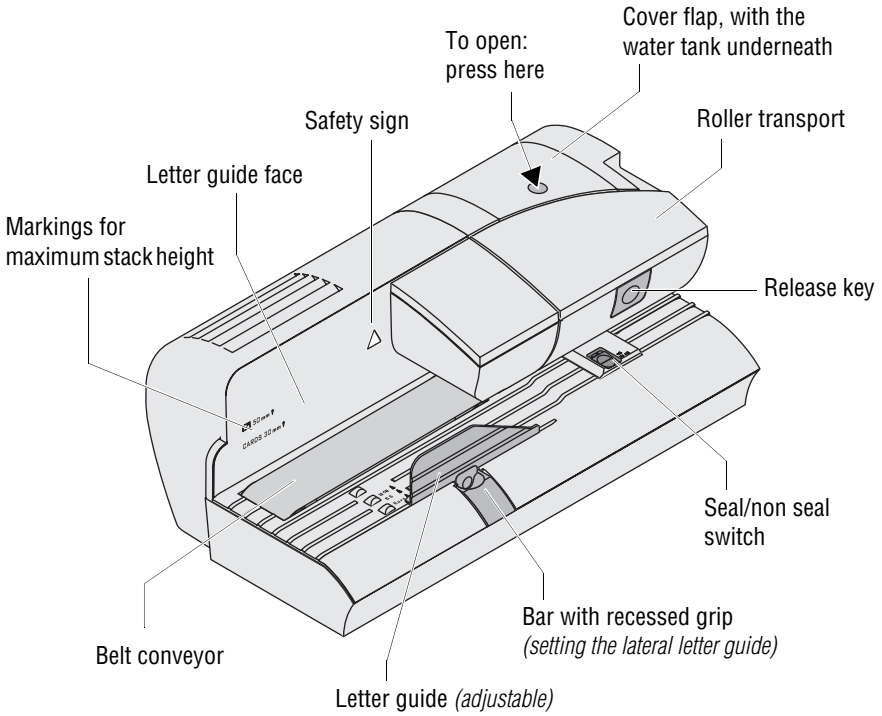
Water tank *162, 163*
 filling *107*
Water tray *162, 163*
Weigh *38*
Weighing mode *87*
 lock *87*
 normal *87*
Weighing platform *164*
 attaching *133*
 remove *129*
Weight display *34*

Z

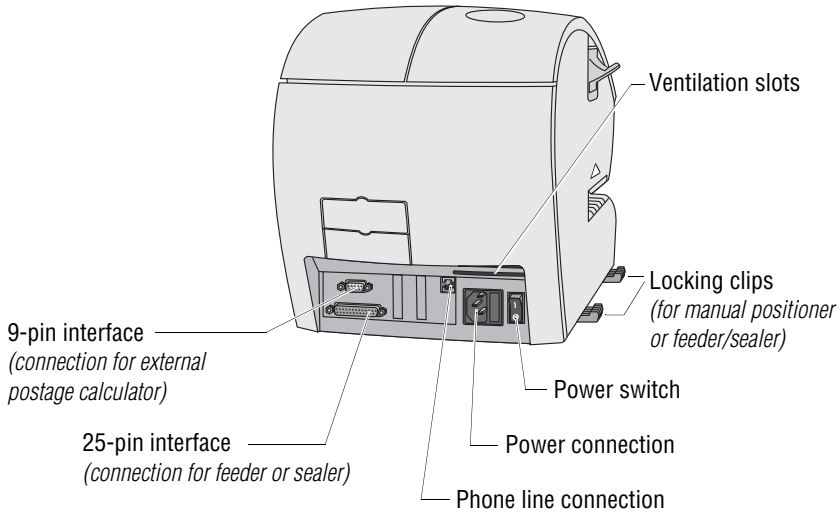
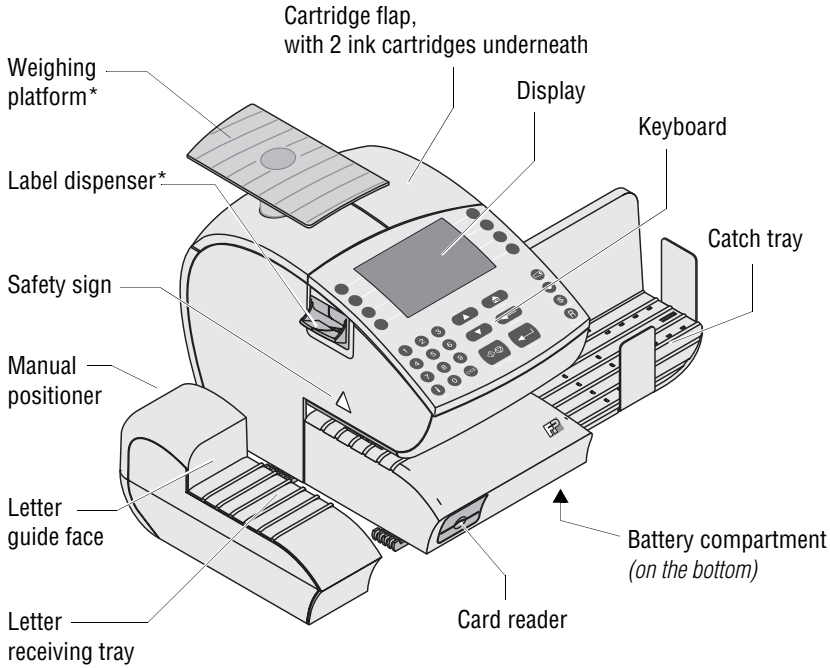
Zero
 all accounts *63*
 one account *63*
Zero imprint *16*



* 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.

The logo consists of the letters 'GB' in a bold, sans-serif font, enclosed within a thin black oval border.

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