

Franking machine installation guide - Mailbase Plus (+)

Read now **BEFORE** you unpack your equipment



Continue reading below

Right, let's get your franking machine up and running quickly...

Let's first get together the things you will need:

- The box containing your new franking machine.
- A red letter from Royal Mail titled 'Your Licence'.

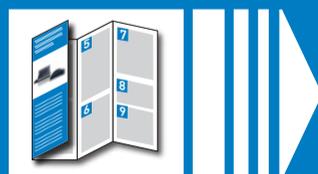
If you have not received the letter from Royal Mail, do not go any further with this installation. Please call Royal Mail Customer Services on 08457 950950. If they ask you for the franking machine serial number, it can be found on a label on the outside of the box.

If you have everything you need, check that the serial numbers on your box and the letter from Royal Mail are identical. If they are, continue to work through this set-up. If not, call Mailcoms on 01543 572 776.

Installation requires contact with the Data Centre. Please only attempt installation during the opening hours of 8am to 8pm weekdays or 8am to 5pm weekends and public holidays.

We all know that different people work in different ways, so we've provided two alternative methods that you can use to install your franking machine, depending on your preference:

- This paper guide Open the guide **fully** and follow **steps 1 - 10**.



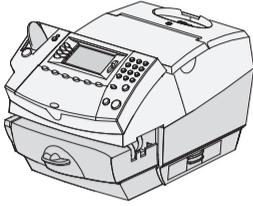
- An online guide A step-by-step guide with helpful videos. Go to www.mailcoms.co.uk/support/mailcoms/mailbase-plus-support/ and click on the 'installation guide' link.

1 Open the box and unpack

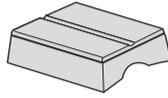
Here's a diagram and explanation of the items you should find in your box, if anything is missing give us a call on 01543 572 776. Depending on how you install your franking machine, you might not need all of these items.

If you have any problems during this installation, refer to 'Troubleshooting' overleaf.

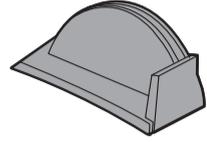
Franking Machine



Scale



Stacker



Print Head (in plastic packaging)



Blue ink Cartridge



Postage Meter Tape Strips



Operating Guide



Network Adapter



LAN (network) Cable



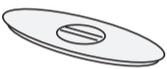
USB Cable



Power Cord



Scale Connector Cover



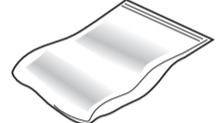
Moistener



Sealing Solution



INVIEW Kit



Package contains USB memory stick and other components

2 Decide where to site your system and how to connect it

Please **DO NOT** connect power until instructed.

Your franking machine has to connect to the Data Centre to add postage funds, get software updates, and carry out the required Royal Mail updates for MailMark™ (if applicable).

This connection is made via the internet using your LAN (network). This provides a constant connection for ease of use and trouble free communications.

LAN (Network) Connection

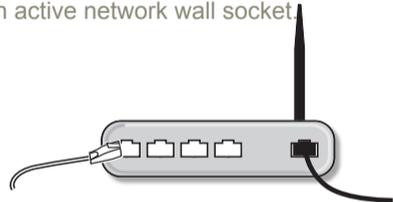
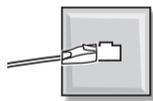
You can use a suitably configured network connection (LAN) that gives access to the internet. **Mailcoms strongly advises LAN connection.**

Benefits

Fastest.
Always connected.
Ease of use.

Requirements

A standard (RJ45) network connection on your router (as found in a normal domestic wired setup) or an active network wall socket.



The technical stuff...

For plug-and-play setup, the connection must use DHCP (automatic configuration), be open to all HTTPS traffic and must NOT be using a PROXY server.

If you're unsure about the requirements for LAN connection or you are using a proxy server, our online LAN guide can help. Go to www.europe.pb.com/docs and enter the code **8026** to download the guide.

Wireless networking is not covered in this document. If you wish to connect using Wi-Fi, please contact Mailcoms.

As a backup and **only if you cannot provide a direct connection to your network**, you can use the free PC Meter Connect™ (PCMC) software to connect via any PC with an internet connection.

PCMC Connection (Internet connection via your PC)

If you have a PC with an internet connection nearby, you can install the free PC Meter Connect™ (PCMC) software and use the PC's internet connection.

Benefits

Backup connection method if LAN not possible.

Requirements

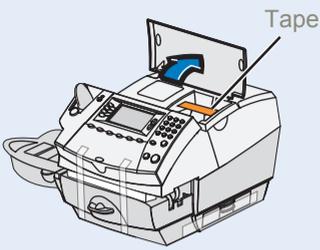
Requires a PC with an active internet connection to be nearby and turned on.
The PC must run Windows Vista or 7 and have PCMC software installed.
PCMC is not available for Mac.

If you cannot meet the requirements of either connection method, refer to **Troubleshooting** overleaf.

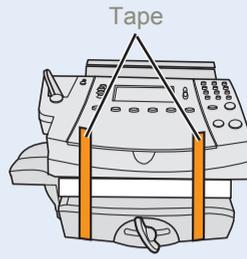
You must also ensure that the franking machine has a constant power supply and you have space around it to work.

3

Prepare Your Machine



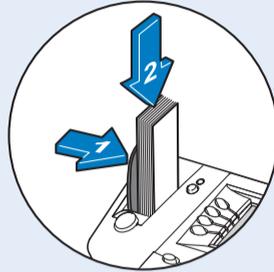
3.1 Open ink access cover and remove tape and shipping material.



3.2 Remove shipping foam and tapes.



3.3 Close feed deck by lifting it and rotating clearance lever anticlockwise.



3.4 Push the tape lever to the right and drop tapes into the slot. The printable side of the tape should be facing towards the right.

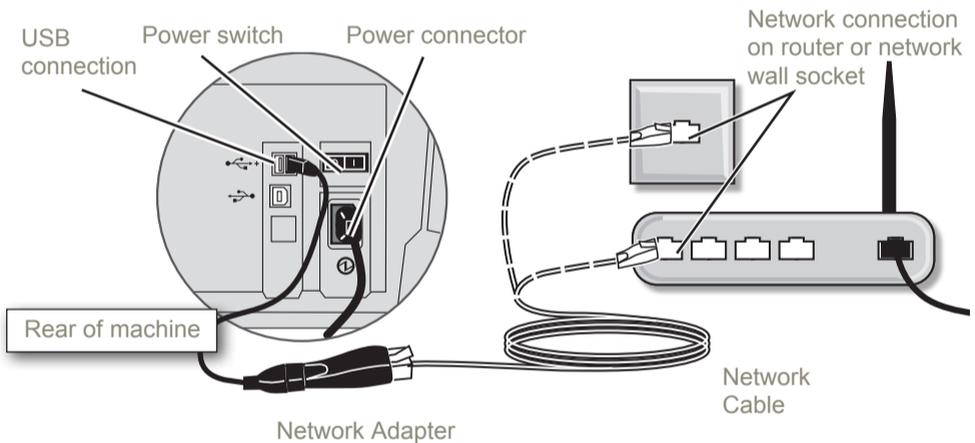
4

Connect to the outside world

Follow the relevant section below for the connection method you've chosen:

4a. LAN (network) connection

Connect the franking machine to your network as shown below:



WARNING: Always plug the equipment into a properly grounded wall outlet. The socket outlet should be near the equipment and should be easily accessible. Use the mains lead supplied with your equipment.

Plug the power cord into a convenient outlet and into the machine. Turn the power switch ON.

When power is turned on, you should see either the 10 or 100 indicator on the network adapter light and the ACT indicator may also flash. If none of the indicators light, check your router/network socket is working correctly before proceeding with **step 5**.

4b. PCMC Connection (Internet connection via your PC)

Before you connect your franking machine to your PC, you need to install the **FREE PC Meter Connect™ software**. To do this, you must have administrator rights on your PC which may require you to contact your IT department. Please note that the software is not Mac compatible.

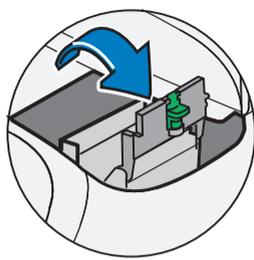
To install, visit www.europe.pb.com/PCMeterConnect/setup.exe and choose the 'Run' option. Select 'English (United Kingdom)' as your installation language and follow the on-screen instructions. This process installs the software and tests your franking machine connection.

When complete, return to **step 5** of this guide to complete the franking machine installation.

5 Install the print head and ink cartridge



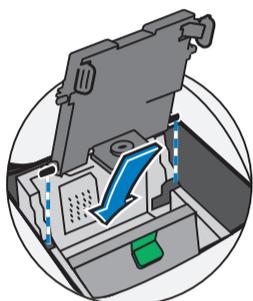
5.1 When the display asks you to install the Print Head, open the top cover.



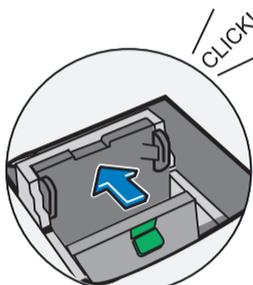
5.2 Flip open the guard.



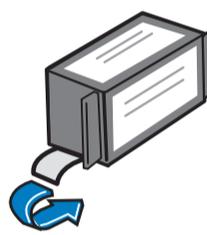
5.3 Remove the print head from its packaging and peel the tape strip from the print head. DO NOT touch the contacts on the print head.



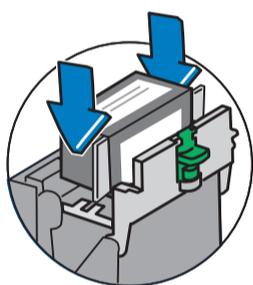
5.4 Slide the print head pegs down into the grooves.



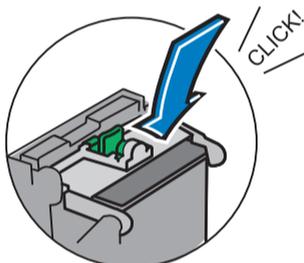
5.5 Push the print head to the left until it clicks into position.



5.6 Unwrap the ink cartridge making sure the tape is removed from the bottom of the cartridge.



5.7 Insert the cartridge. The ridges on the cartridge slide into the grooves.



5.8 Return the guard to the operate position and click to close.

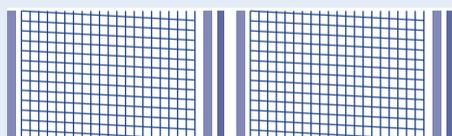


5.9 Close the top cover. The franking machine will now go through a setup cycle which takes up to 2 minutes.

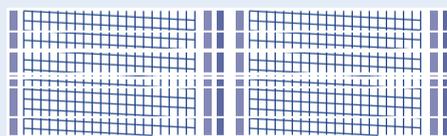
6 Carry out a test print

When prompted to make a test print select **Yes**, then press **Tape** to print a tape strip. The franking machine automatically begins printing.

Review the quality of the test print.



Good print - no broken lines in the centre of the test print



Bad print - broken lines in the centre of the test print

Good quality – select **Yes**.

Poor quality – select **No**, the franking machine goes through another set-up cycle and when complete you should try the test print again. (If you have NO print, check that you have removed the tape from the print head at step 5.3).

IMPORTANT

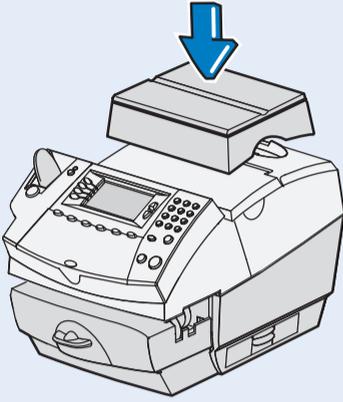
It is very important that the print from your franking machine is of a good quality. If you do not have a good quality print, Royal Mail may refuse or be unable to read the information automatically, this might result in a delay in delivering your post.

7

Install the Scale

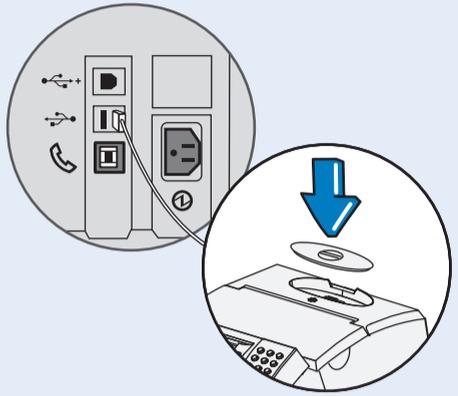
You must now fit and configure the scale.

The system can operate with its integrated scale **OR** an external USB platform, **but not with both**. If you have purchased an external USB platform, install it as described in the right hand column and do not install the integrated platform which may have been supplied with your system.



Integrated Scale

Position the scale as shown. Plug the connector on the scale into the matching connector on the franking machine.



External Platform

Connect the USB cable between the platform and the Mailbase Plus as shown. Fit the scale connector cover.

When the display asks you to enter the scale location code, key in the correct scale code for your location from the map and select **OK**.

CODE 24

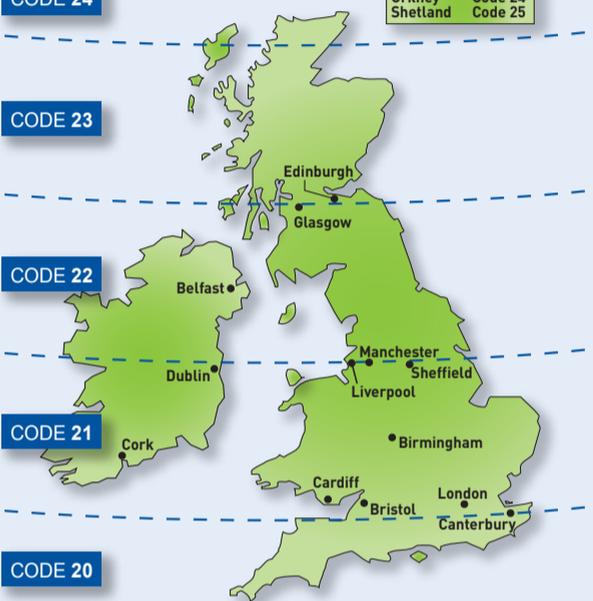
Orkney Code 24
Shetland Code 25

CODE 23

CODE 22

CODE 21

CODE 20



8

Add postage funds

You need to add funds to your franking machine before you can use it.

Connect to the Data Centre

The franking machine automatically connects with the Data Centre and, after a short delay, displays your account balance.

Adding funds

You now need to add postage to your franking machine.

- Select **Refill Postage**.
- Enter the amount you wish to add and then select **OK**. This refill amount must be in increments of £50.
- Confirm the amount to add by selecting **Yes**.
- The franking machine communicates with the Data Centre to add postage and confirms when complete.
- The display asks if you would like a receipt. Select **Print Receipt** and press the **Tape** button to print your receipt on a tape strip.

9

Check for updates

Your franking machine now automatically checks for any new software, including any new Envelope Messages associated with your account.

If the display asks if you wish to install the updates, always select **'GET UPDATE NOW'** or your franking machine will not complete its installation correctly. **DO NOT** switch the machine off during the update process.

The display shows the status of the update. When it shows **'System Update Complete'**, select **Return Home**. The display may also tell you when the next data upload is planned and/or whether daylight savings time has been set. These prompts are for information only, just select **Continue** or **OK**.

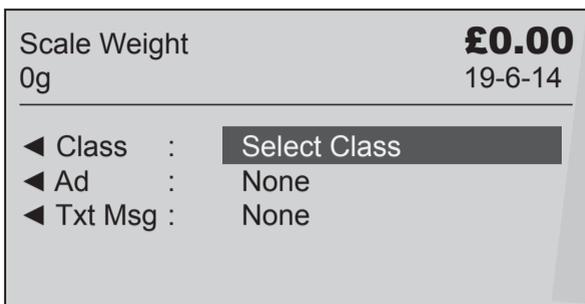
Congratulations - your franking machine is now ready to use. Turn the page and follow Step 10 to frank your first piece of mail.

10

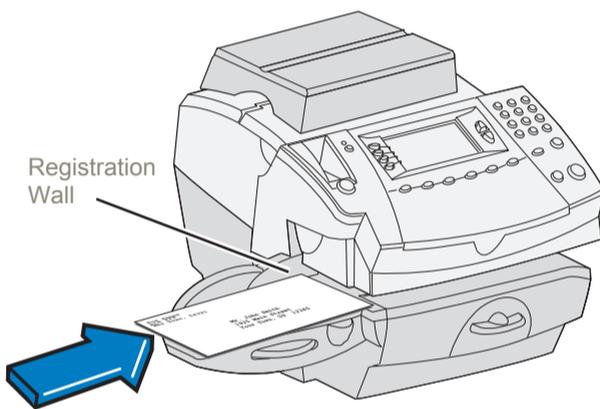
Frank an envelope

Let's now create your first piece of franked mail.

The display should be showing a screen similar to the illustration below. This is called the **Home Screen**.



- Place your item of mail on the scale and the display will show the weight and date.
- You now need to select the Class of mail you require. Press the button alongside **Class** and select the carrier **Royal Mail**. Use the **Page Up** or **Page Down** buttons to scroll until the Class you wish to use is visible and then press the button alongside it to select it.
- Envelope Messaging prints alongside your frank. To select your preferred Envelope Message, press the button alongside **Ad**. Use the **Page Up** or **Page Down** buttons to scroll until the Envelope Message you wish to use is visible and then press the button alongside it to select it. (To ensure your Envelope Message prints automatically in future, see **Pre-setting Options**).
- Position the envelope against the registration wall and slide it to the right until the Franking Machine grasps it. The Franking Machine prints the digital meter stamp and ejects the envelope.



Problems?

- *Can't see the personalised Envelope Message you ordered?* See **Envelope Messaging**.
- *Want to pre-set the franking machine to automatically print your preferred Envelope Message?* See **Pre-setting Options**.
- *Want to learn more about using your new franking machine?* See **Using your franking machine**.

Data Capture/Mailmark™

Your Mailbase Plus is a **Mailmark™** compliant system. At regular intervals defined by Royal Mail, it has to connect to the Data Centre to provide usage data to Royal Mail. The connection will normally happen in the background without you needing to do anything.

If the connection was not made due to your franking machine being turned off, or some other connection problem, the display says *'Data Upload Due'*. To connect, select **Connect Now**.

If, for any reason, a connection has not been made within the 'grace' period allowed by Royal Mail, the display says *'Data Upload Required'*. In this case, you **MUST** make a connection before your franking machine will allow you to continue processing mail.

Mailmark™ is a trademark of the Royal Mail

Envelope messaging

It can take up to about 10 days to create your personalised Envelope Message and if it's not available for download during the installation process, email Mailcoms to see when it is going to be ready. When it is available, carry out a software update as described below to download it into your franking machine.

You can carry out a software update at any time, which automatically downloads any new Envelope Messaging or software updates allocated to your account. To do this:

- Press **Options**.
- Use the **Page Down** button to scroll to **Data Centre Options** then press the button alongside it to select it.
- Select **Check for Updates**.
- Your franking machine connects with the Data Centre and indicates if any updates are available. Follow the prompts on the screen to start the download.

If at any time you would like a new Envelope Message for your franking machine, just contact us. Alternatively, log-in to My Account and click on the Envelope Messaging link at the right hand side of the My Account home screen.

To make your franking machine automatically select your preferred Envelope Messaging when you frank mail, see 'Pre-setting options'.

Pre-setting options

It's advisable to pre-set some options on your franking machine, as this could save time and possibly prevent errors later. Your franking machine has a 'Normal Preset' for your most used settings which will be set automatically every time the franking machine is turned on or woken from its 'sleep' mode. There are also 10 other 'Custom Presets' that can be recalled with a few button presses. We suggest that you pre-set options for Envelope Messaging and Carrier/Postal Class, but this is entirely up to you.

Creating a preset

You don't have to program the values into the preset memory. Instead, the franking machine memory takes a "snapshot" of the current values on your franking machine. For example, if the machine is set up to print a certain Envelope Message and Second Class is selected, these will be used to define the preset.

If you require more information about presets, please refer to the Operating Guide supplied with your franking machine.

To store your 'Normal Preset'...

To create the 'Normal Preset', ensure that the display shows the values that you would like to save, then follow the instructions below.

- Press **Options**.
- Press **Page Down** and select **Preset Options**.
- Select **Set Normal Preset**.
- Select **OK** to store the preset.
- Press **Home** to return to the Home Screen ready for franking.

Your new 'Normal Preset' is now stored.

To recall your 'Normal Preset' at any time...

Simply press the **Normal Preset** button.

Using your franking machine

Now that you've installed your franking machine, you'll probably want to learn more about its many features.

An **Operating Guide** that covers all aspects of your franking machine is provided. This gives more detail of how your franking machine works, and how you can use it to process your post. In particular...



- Chapter 3 describes how to run mail and how to select your Envelope Messaging.
- Chapter 4 describes setting up the 'Normal Preset' so that your system automatically loads your 'standard' settings, including your preferred Envelope Messaging, etc.
- Chapter 7 describes how to fit the moistener.
- Mail.base Plus systems are supplied with the kit that allows use of INVIEW Postage Reporting. Documentation for using INVIEW is contained in Chapter 12 of the Operating Guide. Details of fitting the INVIEW kit to your franking machine are available on our website.

About Mailcoms products and services

Ordering consumable supplies

Whether it's ink or envelopes for your franking machine, or the more day-to-day routine items like pens and pads to help you manage your office we're here to help. Thousands of our customers have found that we can provide excellent quality goods at very affordable prices, and backed by our fantastic quality guarantee you can't go far wrong.

To find out more about what we can offer just visit our online shop at www.mailcoms.co.uk/franking-machine-ink-labels/. However, if you would like to speak to someone or have any queries about your consumable supplies, just give us a call on 01543 572 776.

My Account

To edit our account, email us at info@mailcoms.co.uk or call us on **01543 572 776**.

Troubleshooting

Sometimes you might need a little help with the installation of your franking machine, here's a few of the more common problems and resolutions for them.

Problems connecting when using a LAN (network) connection

- Check that PC's on your network can access the internet.
- Check you have either the 10 or 100 indicator on the network adapter lit and the ACT indicator may flash. If no indicators are lit, check the network cable and network connection socket or router.

Problems connecting when using PC Meter Connect™

- Make sure the USB cable is connected between the franking machine and the PC.
- Check that your PC is running and has an internet connection.

You cannot meet the requirements of LAN or PC Meter Connect™ connection

If you do not have a LAN connection or an internet enabled PC available to allow your franking machine to connect to the Data Centre, please give us a call on **01543 572 776** to discuss other possible options.

Balance too low

You have tried to add more postage than you have available in your Postage by Phone account. Try again with a lower refill amount that is a multiple of £50 (£50, £100, £150, etc.).

Envelope messaging not available

See the Envelope Messaging section on the left.

Error 11

You have tried to install your franking machine before Royal Mail have fully approved your licence. Please wait 24 hours and try the installation again.

Error 104

You have tried to refill with an amount that is not a multiple of £50. Please try again with an amount that is a multiple (£50, £100, £150, etc.)

If you're still having trouble, then visit www.mailcoms.co.uk/support/mailcoms/mailbase-plus-support/ or give us a call on **01543 572 776**.



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