Fn Series 9 Quick User Guide

Getting to know your Franking Machine

Touchscreen main areas

Homepage - [Normal]

1st Inl. Lett — No services — £000.00
24.05.16 - Today — 00000 g
Standard — OFF — Mem:
ON — Acct: 01 KD
Items 36 — Reset counter
Credit £851.48
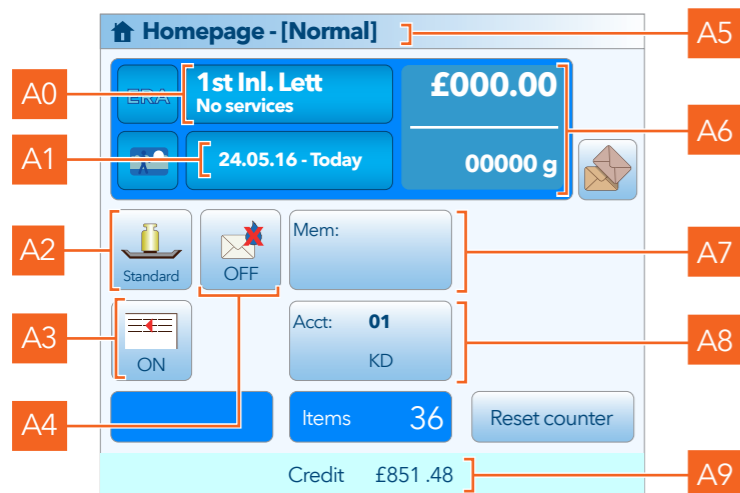
- A0 — Rate and services (to change: B1)
- A1 — Date printed
- A2 — Weighing type (to change: B5)
- A3 — Imprint position offset
- A4 — Envelope sealing
- A5 — Type of imprint
- A6 — Postage and weight
- A7 — Memorized job (can contain rate, stamp settings and account)
- A8 — Current account
- A9 — Credit (adding funds: B3)

Shortcut keys
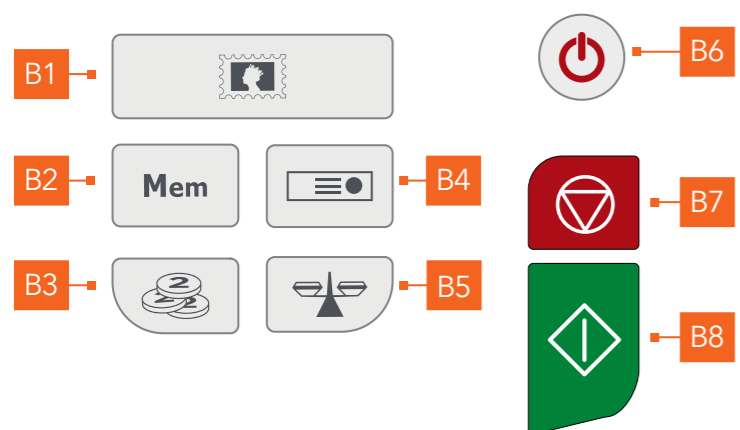
- B1 — Rates and postal services selection
- B2 — Memorized jobs (rate, stamp settings, account)
- B3 — Credit management
- B4 — Label printing
- B5 — Weighing modes
- B6 — Sleep/wake (amber/green)
- B7 — Stops printing
- B8 — Starts printing

## Quick steps to franking your mail

1 To reset the machine press:

C to clear the information on screen.

(power) to wake the machine up with default settings.

(home) to return to the home screen.

2 To weigh an item:

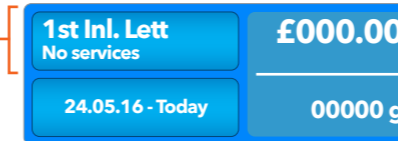1. Tap the **A2** area on the screen and select **Standard**

If Jamming occurs

1. Press (stop) on the key pad to stop the motor.

2. Under the base, lift up the release handle and, using your other hand, remove stuck envelope.

3. On feeder (if applicable), raise the cover and push down on the upper blue lever to release the mail runner. Remove the jammed item and push down on the mechanism to click back into place.
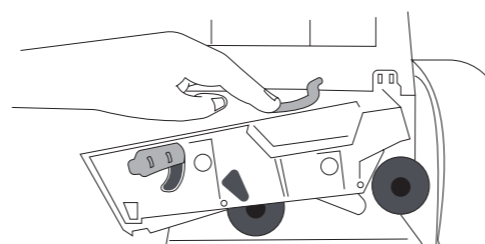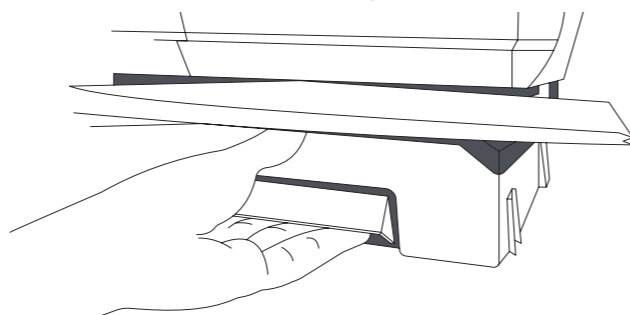
3 Select a rate (and services):

Current rate and selected services are displayed in this area of the screen.

1st Inl. Lett — No services — £000.00
24.05.16 - Today — 00000 g

Change/add services:

1. Press (rate button)

The Rate selection screen is displayed.

Rate selection — 4
1st Inl. Lett — £ 000.00
No services — 00000 g

| 1st Class 1 | 2nd Class 2 | Rate history |
| Inland 4 | International 5 | Rate wizard |

Cancel — OK

2. Use rate buttons 1 to 9 to select an available Class and/or Services, or select Rate wizard.

3. Place your mail on the platform.

4. When done, press **OK** to confirm your selection and return to the home screen.

Changing the ink cartridge

1. On the new ink cartridge, remove the protective strips from the printing heads.

2. Lift machine cover and follow instructions printed on sticker inside.

4 When all steps are completed print the stamp:

If you want to print on a label or automatically seal the envelope, check additional options below.

1. Press (green) to start the motors of your franking machine.

2. When the rollers start, insert the mail into the machine from the left hand side.

To print on labels:

1. Insert labels into the dispenser until a click, printing side facing the right.

2. Press (button) to enter the number of labels to print and then press (green)

To seal the envelopes:

1. Tap the **A4** area on the screen to activate or deactivate the sealer.

Adding credit

Press (credit) choose **'Credit'** and follow the instructions on screen.

Note: in order to add credit to the machine there must be funds available in your postage account.

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