Fx Series 9 Quick Start Guide

FRAMA
mail. message. managed.

Getting to know your franking machine

Touchscreen main areas

Homepage - [Normal]

1st Inl. Letter
No services

00000

20.07.18 - Today

00005 g

Manual

OFF

Mem:

Acct: 00000
Default Account

OFF

Items   0

Reset counter

Credit   £ 1,000.00

A5
A0
A1
A6
A2
A7
A3
A8
A4
A9
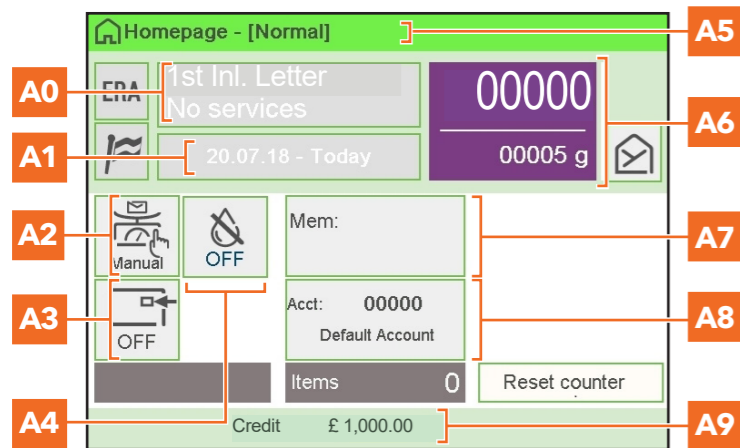
- **A0** Rate and services
- **A1** Date printed
- **A2** Weighing type
- **A3** Imprint position offset
- **A4** Envelope sealing
- **A5** Type of imprint (to change: B5)
- **A6** Postage and weight
- **A7** Job Memory (can contain rate, imprint settings and account)
- **A8** Current account
- **A9** Credit

Shortcut keys

B1
B6
B2
B4
Mem
B3
B5
B7
B8
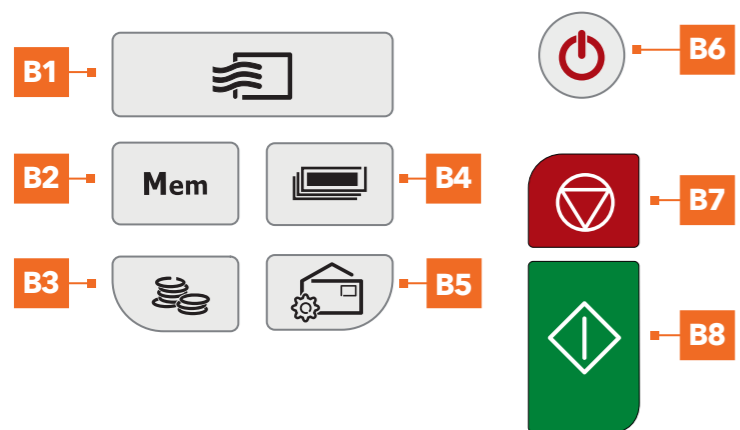
- **B1** Rates and services selection
- **B2** Job Memory (rate, imprint settings and account)
- **B3** Credit management
- **B4** Label printing
- **B5** Type of imprint and imprint settings
- **B6** Sleep/wake (amber/green)
- **B7** Stops printing
- **B8** Starts printing

Quick steps to franking your mail

1 To reset the machine press :

C to clear the information on screen.

to wake the machine up with default settings.

to return to the home screen.

2 To weigh an item :
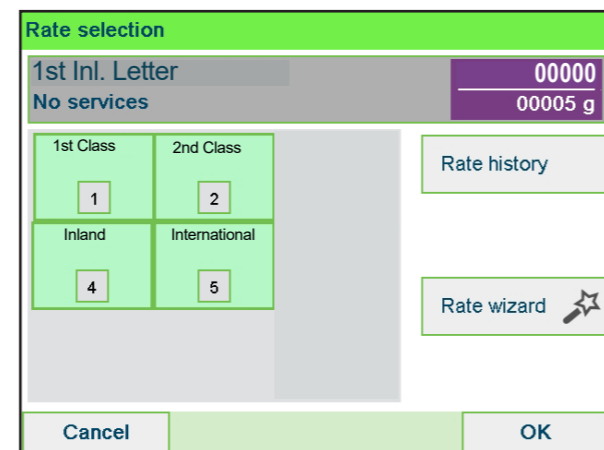
1. Tap the **A2** area on the screen and select

Standard

3 Select a rate (and services) :

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

1st Inl. Letter
No services

00000

20.07.18 - Today

00005 g

Change/add services:

1. Press

The Rate selection screen is displayed.

Rate selection

1st Inl. Letter
No services

00000
00005 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 to confirm your selection and return to the home screen.

4 When all steps are completed print the imprint :

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

1. Press 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 to enter the number of labels to print and then press

To seal the envelopes:

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

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.

If Jamming occurs

1. Press on the keypad to stop the motor.

2. Under the base, lift up the release handle and use your other hand to remove the jammed envelope.
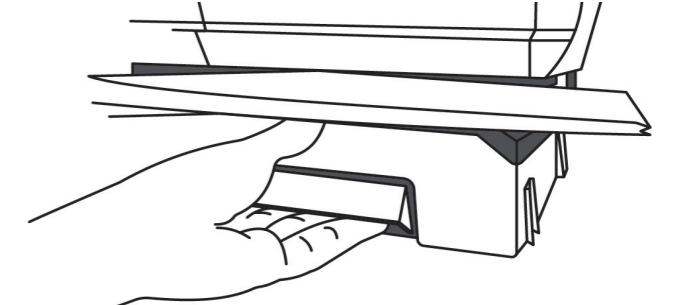
3. On feeder (if applicable), raise the cover and push down on the upper blue lever to release the mail runner. Remove the jammed item and push down on the mechanism to click back into place.
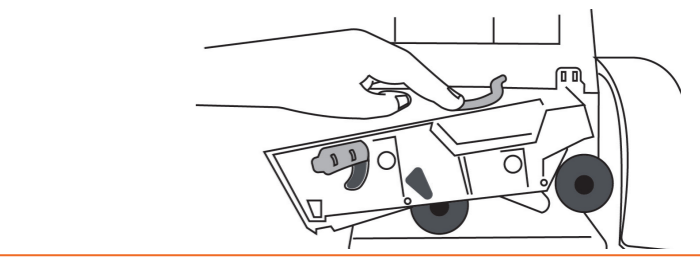
Adding credit

Press 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.

To access your full user guide, please visit :
www.frama.co.uk/Fx9