CAUTION: use a solid and steady table, far from any door or fan.

1. **Check the box contents.**

2. **INSTALL THE HAND FEED TABLE AT THE LEFT OF THE BASE:**
   - Fit the slots of the Base over the tabs of the table.

3. **CONNECT THE LAN** to a network RJ45 plug of the Base and to the LAN wall socket using the LAN cable.

4. **OPEN THE BASE COVER,** remove the headset protecting strips and insert the headset in its compartment, then push the headset back until it clicks.

5. **WRITE DOWN THE PSD number,** you may need the number later.

6. **INSTALL THE PSD** in the slot and then close the cover.

7. **CONNECT THE SYSTEM POWERPLUG.** Follow the installation wizard on the screen. Refer to the installation section in the User Guide.

For more information about your mailing system, please visit: kb.quadient.us
Getting to know your mailing system

**Screen main zones**

- **D1** Rate & services
- **D2** Date printed
- **D3** Weighing method
- **D4** Stamp position offset on
- **D5** Postage and weight
- **D6** Memorized imprint (can contain rate, stamp settings and account)
- **D7** Current account

**Shortcut keys**

- **K1** Rates and services selection
- **K2** Memorized imprints (rate, stamp settings, account)
- **K3** Weighing modes
- **K4** Funds management
- **K5** Type of stamp and stamp settings
- **K6** Sleep / wake (amber / green)
- **K7** Stops printing
- **K8** Starts printing

**Switch**

- If needed, power on or off your system with this switch, located near the power cord.

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**Applying postage**

1. **To reset previous settings...** Press ...
   - If needed, press to get back to the home screen.
   - To get back to default rate settings, press on the keyboard.
   - If the system is asleep, press to wake it up with default settings.

2a. **To weigh your mail...**
   - **Put your mail on the scale**
     - 1. Check that the D3 icon is .
     - 2. Otherwise press , select the option Standard weighing, and then place your mail on the scale.

2b. **Or Enter the weight manually**
   - 1. Press and then select the option Manual weight entry.
   - 2. Enter the weight and press OK.

3. **When the weight is displayed...**
   - **Choose Class and Services to determine the rate**
     - Current rate and selected services are displayed in this zone of the screen.
     - To change the rate and/or add services:
       - 1. Press . The Rate selection screen is displayed.
       - 2. Use the keypad to select an available Class and/or Services, or select key 8 for the wizard.
       - 3. Press OK to validate your selection and return to the home screen.

4. **When postage is displayed, you are now ready to print Postage**
   - Press the start button to begin processing.
   - Feed the mail piece into the feeder, top of the envelop against the back guide rail (stamp printing position on the upper right side).

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**Changing the ink cartridge**

1. On the new ink cartridge, remove the protective strips from the printing heads.
2. Raise base cover and follow instructions printed on sticker inside.

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**If jamming occurs...**

1. Press on the control panel to stop the motor.
2. Under the base, lift up the release handle and, using your other hand, remove stuck envelope.

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**Adding funds**

- **Press , type 2 and follow instructions onscreen.**

**Note:** To complete this operation successfully, your postal services account must have a positive credit balance of the corresponding amount. Your machine needs to be connected to the internet to reset postage funds. We recommend a LAN connection for best experience.