

Operating Guide

**Mailing Systems
And Solutions**

HASLER
America's better choice®

PostLink™ **Postage Meter and Scale**

An ISO 9001 Quality System
Certified company



Serial Number of PostLink™

(located on the bottom side of unit)

Serial Number of SAFE CV™

(located on the SAFE CV™)

Authorization Number

(available on the Hasler barcode shipping label)

PIN Number

(available in the Welcome letter)

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PostLink™ Operating Guide 05/2003 Form 50693

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Introduction

Your PostLink™ Postage Meter has been designed to meet the needs of small office and small business users processing up to twenty-five mail pieces per day.



By using the PostLink™ Meter, you will eliminate the need to travel to the post office, wait in line, and keep track of postage receipts for accounting purposes. The PostLink™ Meter allows you to process mail accurately and efficiently, at your convenience, enabling you to spend your business hours doing business ... not running errands. Best of all PostLink™ keeps track of your mailing expenses, cutting down on unnecessary paperwork.

The PostLink™ Meter and the USPS IBIP Concept

The PostLink™ Meter's compact, integrated scale design provides an easy and straightforward metering process. You simply place a letter or small package on the integrated scale and input your USPS mail class and special service selections; the PostLink™ Postage Meter automatically calculates proper postage! A single USPS approved Information Based Indicia (IBI) is generated, printed onto Hasler tape label stock, ejected from the tape roll contained within the unit, and affixed manually to the mail piece.

Your PostLink™ Postage Meter is designed for the U.S. Postal Service's vision of mail service for the twenty-first century – the Information Based Indicia Program.

IBIP is an integral part of a comprehensive USPS strategy to provide customers with convenient, cost-effective, and secure postage while enhancing postage revenue security and deterring counterfeiting. The IBIP indicia incorporate elements that expedite the sorting of mail, improve mail processing and delivery accuracy, and increase USPS productivity.

The IBIP solution renders each indicia unique to the mail piece – many of the two-dimensional barcode data elements in the indicia are specific to your PostLink™ Meter – and duplicates (and possible counterfeit activity) are easily detected.

The lowered incidence of fraud and heightened processing and delivery efficiencies of the USPS IBIP program help keep postage rates low. Low rates, together with the faster, more accurate mail delivery, will enhance your SOHO business.

PostLink™ Capabilities

Automatic Metering

The PostLink™ Postage Meter provides automatic USPS postage calculation for scale-indicated weights up to five pounds and for specified sets of Mail Classes and Special Services.

Mail Class	Special Services
First Class	Registered
Priority Mail	Insured
Post Card	Certified
Express Mail	Oversized
International Letter	Return Receipt Requested
- Canada	Add Flat Fee
- Mexico	
- Group 3, 4, 5	

Manual Metering

The PostLink™ Postage Meter requires manual entry of postage when no weight registers on the scale. The meter is automatically in Manual Postage mode when the integrated scale is inoperative or disabled. When one indicium tape is thereby metered, multiple indicia can be metered without manual re-entry of postage.

Forward Dating

The PostLink™ Postage Meter permits up to 20 days of forward pre-dating. If you need to mail a large number of letters or packages, you can plan ahead and pre-post.

Postage Chargeback Accounts

The PostLink™ Meter allows the creation of as many as five separate postage chargeback accounts, so that you can efficiently track and assign your postage costs to clients, departments, or tasks. Because PostLink™ maintains your accounting records for you, summaries of account activities are available for review (and export to your PC applications) at your convenience.

Security Access

The PostLink™ Meter permits restricted access to all or part of PostLink™ functions. A PIN security code restricts access only to users that you authorize.

Register Capabilities

Maximum Indicia Print Value: \$99.999

Maximum Descending Register Value (Maximum TMS® Download Amount): \$500.00

Maximum Ascending Value: \$99,999.999

Accounts: Five 4-character accounts for piece count and postage value totals.

High-Block Value Alert

Program your PostLink™ Meter to display an alert screen when the user attempts to print an indicia which exceeds the selected value (for example: \$0.99).

This section covers initial set-up of the PostLink™ Meter. Basic Operation is covered in Section 2.

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Unpack and Review

Carefully unpack and review the contents of your PostLink™ Meter.

- PostLink™
Postage Meter
- Secure
Authenticating Funds
Engine Crypto Vault
(SAFE CV™)
- SAFE CV™
Anchor Plate
- PostLink™ Meter
Weighing
Platform
- Postage Meter
Tapes
- PostLink™ Power Supply
- Power Supply Cord
- Modem Cable
- PC Connector Cable
- Operator's Guide

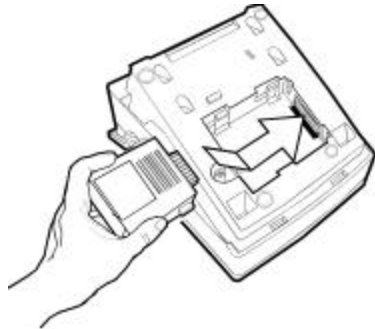


Installing The SAFE CV™

Remove the **Secure Authenticating Funds Engine Crypto Vault (SAFE CV™)** from its protective plastic envelope and remove the protective shield from the SAFE CV™ connector.

A. Carefully install the SAFE CV™ in the base of the PostLink™ Meter. The SAFE CV™ identification label must be visible. Installation may require firm pressure. Do not force the SAFE CV™ into its PostLink™ Meter connection.

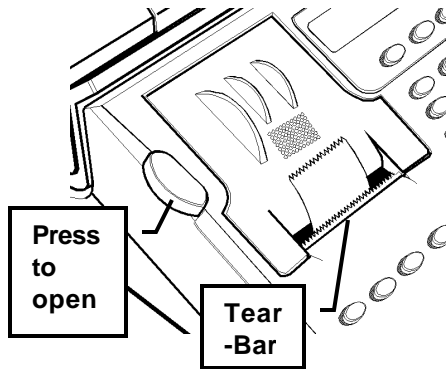
B. Secure the SAFE CV™ with the SAFE CV™ Anchor Plate as shown and tighten the attachment screw. Do not over-tighten.



Loading the Tape Roll

- 1 Open the print/tape compartment door.
- 2 Drop in an Hasler printing tape roll with the tape (stamp side) facing out.

Be sure that the tape extends from the underside of the roll and that the beginning edge of the tape emerges from the closed compartment and extends beyond the tear-bar. Be sure to use the compartment door close point when shutting the print/tape compartment door.

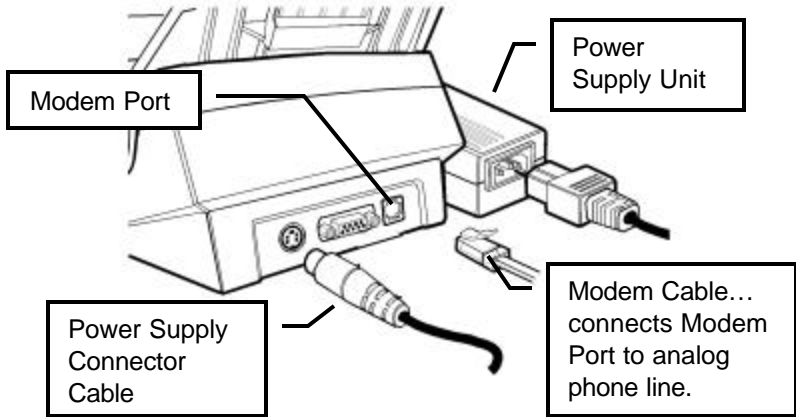


Installing the Weighing Platform

Place the PostLink™ Meter weighing platform in the scale platform slot, aligning with the two holes. No further attachment is necessary.



Connecting the PostLink™ Meter



1	Connect the Power Supply Cable	Connect the PostLink™ Meter to the Power Supply Unit with the Power Supply Connector Cable. Connect the Power Supply Unit and the Power Supply Cord.
2	Connect the Analog Phone Line	<p>Plug the analog phone line into the modem connector port. Be sure that the telephone line to which the PostLink™ Meter is connected is an analog phone line. PostLink's™ internal modem can be damaged if a digital (PBX) line is used. A fax machine's phone line is usually an analog line.</p> <p>The PostLink™ Meter need not be connected to a telephone outlet at all times; it need only be connected for TMS® funds downloads.</p> <p>Prior to printing indicia tapes, your Hasler PostLink™ must be loaded with funds. Hasler's TMS® (Tele Meter Setting) provides the means to download funds from your TMS® Bank Account. With TMS®, you maintain a TMS® Bank Account into which you deposit money for postage by either mailing a check to Hasler or by automatically debiting an account that you designate. These funds are deposited into your TMS® Bank Account and are then available to download at any time into the PostLink™ Meter.</p>

Initial Power Up

Plug the PostLink™ Meter into an AC electrical power outlet. Upon power-up, the PostLink™ Meter runs diagnostics and informs the user if there are any problems. The process takes no more than a few seconds. While initiating diagnostics, the screen will display:

Diagnostics Screen:

POSTLINK CHECK
(C) 2000 Hasler

Next, when diagnostics are being performed, the screen will display:

WAITING FOR SAFE
V1.31 Oct 17

Upon completion of diagnostics, the screen will then transition to the permission display.

Where is the “POWER ON” switch?

There is no switch: The PostLink™ Meter is automatically “ON” and ready for operation as long as it is plugged into an AC electrical power outlet.

Initial Authorization PIN Access

Newly purchased PostLink™ Meters are inoperable. An Authorization Number of 20 digits and a 6-digit PIN number are needed to enable the PostLink™ Postage Meter and are required to commence operation of your PostLink™ Postage Meter. The PIN number is provided in your Welcome letter and the Authorization Number will be on a barcode label on the side of the shipping box. You will only need to enter the Authorization and PIN numbers once unless you reset the PostLink™ memory. It is not required when the PostLink™ Postage Meter is powered down, “asleep” or inactive over a period of time.

Software and Rate Change Updates:

The PostLink™ Meter will require entry of a different Hasler-issued 20-digit Authorization number when the U.S. Postal Service enacts postage rate changes or there is a software upgrade. Hasler notifies PostLink™ Meter users of upcoming USPS rate changes and instructs users to download updated rates. Rates are date-coded and are automatically updated in the PostLink™ processor to prevent against use of expired rate schedules. When a rate change takes place, the user is prompted for a new 20-digit Authorization Number in the Power-Up window. This 20-digit number will be provided with the new rates (software) and will only be required to be entered once.

Continued on the next page.

Initial Authorization PIN Access continued

When the PostLink™ Postage Meter is first plugged in, the user is prompted for the 20-digit Authorization Number:

Authorization # _
--

Enter your 20-digit Authorization Number and press [ENTER].

After the Authorization number has been successfully entered, you may be prompted for the 6-digit PIN number.

ENTER PIN _ _ _ _ _

Enter your 6-digit Power-Up PIN number. Press the [ENTER] key. If the PIN number is accurately entered, the PostLink™ Meter will restart, and proceed to the default weight/rate screen. If the PIN number is inaccurate, you will be prompted to enter the number again.

Once you have entered the Authorization and PIN numbers successfully, the PostLink™ Meter will display the rate/weight default.

0 0.0 0.00
1st Class

Please store the Authorization and PIN numbers in a safe place as you may need them in the future.

For added security, the PostLink™ features several options that limit access to indicia printing and menu functions. See the security section for further details.

This section covers the basic operation of the PostLink™ Meter.

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Reading The Display Screen

The Display is a standard 2-line 16-character LCD text screen

The first line of the screen consists of the weight on the scale in pounds and ounces, and the postage value in dollars and cents.

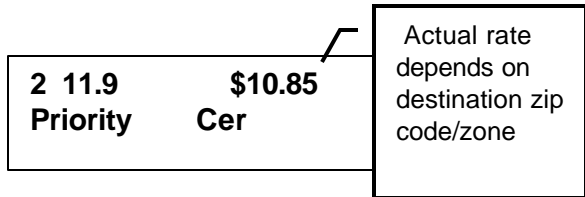
0 0.8	\$0.37
1st Class	

The second line of the screen consists of the class of mail and special services. The class of mail is limited to 12 characters, and special services are limited to 3 characters. Multiple special service selections alternate as one-second displays.

Continued on the next page.

Reading The Display Screen continued

Example: Rate/Weight Screen for a mail piece weighing 2 pounds, 11.9 ounces, posted Priority Mail with Certified Mail as a Special Service selection, at a postage of \$7.30. Remember, special services such as Certified require the attached USPS postal labels to insure proper handling.



Display
OVERLOAD

Message
Displayed when weight of the mail-piece exceeds the scale's 5 pound capacity.

NEGATIVE

Displayed when the scale needs to be zeroed. Press the [ZERO/HOLD] key to reset.

MANUAL

Displayed if the scale is disabled or if user opts to enter a fee manually.

UNSTABLE

Displayed when an item is first put on or taken off the scale platform.

Using the Keyboard

The PostLink™ Postage Meter incorporates a 23-key keyboard. The Keyboard consists of keypad and function keys. The keypad includes the numeric keys, a decimal point, CLEAR (<C>), EXIT and ENTER. The function keys include metering keys (SPECIAL SERVICE, MAIL CLASS, DATE, ZERO, and PRINT), a security key (LOCK), a funds download key (LOAD/POST), an accounting menu key (ACCTG), and a meter-parameter menu key (MENU).

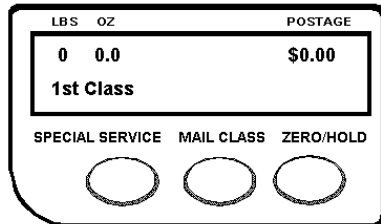
Key	Description
.	Decimal point
0-9	Numeric keys
LOCK	Used to select and program security options including passwords.
ACCTG	Used to access PostLink™ accounting functions.
LOAD POST	Used for viewing the meter registers and for automatically requesting additional funds via TMS®.
DATE	Used to display and configure date
MENU	Used for printing test, redate and correction indicia. Also used for the PostLink™ configuration.
ENTER	Used to enter data, confirm an entry or toggle between selections.
EXIT	Used to exit a menu level and return to the rate/weight display
(C) Clear	Used to delete a single character data entry, or an entire account, or special services
PRINT	The metering key. Initiates generation of the indicia. If account prompting is enabled, it prompts for the account and stores the data in the current account.
MAIL CLASS	Select from the available rates
SPECIAL SERVICE	Goes to the Special Service display
ZERO /HOLD	Used for clearing the scale

Using the PostLink™ to Process Mail

Simply place your mail piece on the scale. Your PostLink™ Meter features an integrated 5-lb. capacity weighing scale that supports automatic postage rate calculations. If the display weight/rate screen shows a weight absent a mail-piece on the scale, press the ZERO Scale key to adjust the display to zero.

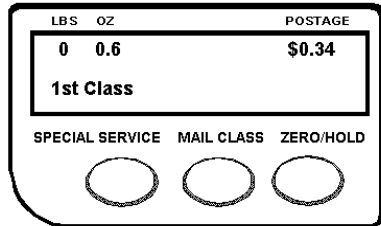
Example:

With no weight on the scale the display should read 0 0.0

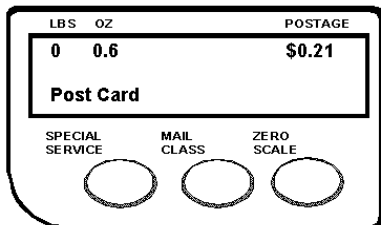


Place an item on the scale (in this example: a card weighing .6 oz.).

The weight will be displayed along with the default mail class (1st Class) and postage.



Press the [MAIL CLASS] key to select Post Card.

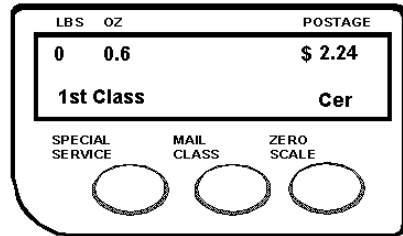


Continued on the next page.

Using the PostLink™ to Process Mail continued

If desired, press the [SPECIAL SERVICE] key to select a special service (in this case Certified) to add to the selected mail class.

[ENTER] key is used to toggle the special services ON or OFF.



[EXIT] is used to return to the main display after selecting a special service.

Press the [PRINT] key to process the mail-piece and print the stamp.

Mail Class Selections

When the [Mail Class] key is depressed, the next mail class (from the current selection) is presented on the Rate/Weight screen. Subsequent presses of the [Mail Class] key will display each of the available mail classes.

The MAIL CLASS menu progression is:

First Class

Priority

Post Card

Express

I-LTR Canada (International Letter Canada)

I-LTR Mexico (International Letter Mexico)

I-LTR Group 3 (International Letter - Group 3)

I-LTR Group 4 (International Letter - Group 4)

I-LTR Group 5 (International Letter - Group 5)

See the USPS web site or contact your local post office for a complete listing of countries for each group.

In the Rate/Weight screen after First Class the next mail class is Priority Mail. The Rate/Weight display would represent a Priority Mail piece weighing 12.7 ounces, and a corresponding automatic rate calculation of \$3.85.

0 12.7 1st Class	\$3.13
-----------------------------------	---------------

0 12.7 Priority	\$3.85
----------------------------------	---------------

If you exceed the weight limit of the mail class, the mail class will no longer be displayed under the [MAIL CLASS] menu since it is not a valid selection for the weight.

Example:

A weight over 1 oz would not show the Post Card selection since Post Card rates have a 1 ounce maximum.

A weight over 13 ounces would not show the First Class selection since First Class has a 13 ounces maximum.

Special Services Selections

When the [Special Service] key is selected, the first of the Special Services is displayed. Each subsequent press of the [Special Service] key displays the next available Special Service.

The SPECIAL SERVICE menu progression is:

Registered	[REG]
Insurance	[INS]
Certified	[CER]
Oversize (surcharge)	[OVS]
Return Receipt	[RR]
Add Flat Fee	[FLT]

If the Special Service is not selected, the Special Service selection screen indicates on line one that the Special Service election is off. Line two consists of the prompt: Toggle [E]; [ENTER] enables the Special Service. The [SPECIAL SERVICE] key will scroll to next available service.

Certified	Off
Toggle [E]	

Certified	On
Toggle [E]	

Continued on the next page.

Special Services Selections continued

You may combine Special Services as long as the total amount does not exceed the maximum indicia print value of \$99.99. Combining Special Services is performed in the same manner as selecting one Special Service.

For example, if you wish to have a Return Receipt Special Service added to the example shown above, after you have selected Certified, press the [SPECIAL SERVICE] key again until the display reads:

Return Recpt	Off
Toggle [E]	

Toggling [ENTER] enables Return Receipt. The display will now show:

Return Recpt	On
Toggle [E]	

Press the [EXIT] key and the display will return to the rate/weight display.

Certain Special Services are not available because of weight limitations or other factors.

For example, Oversized is not available (and hence not displayed as a choice) for weights over 1 ounce.

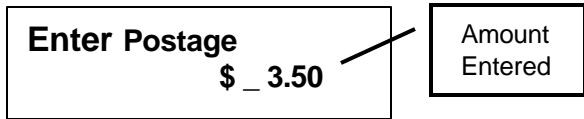
Manual Postage Mode

Non-Automatic Metering from the Rate/Weight Screen

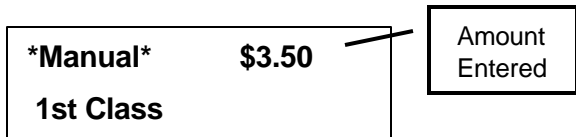
Manual Postage Mode is entered in **one of three ways**:

1. The user enters the amount of postage (using the numeric keys) to be metered and then presses the [PRINT] key.
2. The user is prompted to enter the postage fee when the [PRINT] key is pressed while no weight registers on the scale, and the consequent calculated postage fee is zero.
3. The Meter is automatically in Manual Postage Mode when the scale is disabled.

To manually enter postage, make sure the scale is clear and that the rate/weight display has zero values. Use the numeric keypad to enter the amount you wish to print. For example, if you wish to enter \$3.50, using the numeric keypad, you would enter [3], [5], [0]. The display will read:



Press [ENTER] to accept the value. If you have not enabled either the password, account prompt or high value alert options, the display will read:



The default display for a manually loaded postage fee is the same as normal, except that "Manual" is entered in the weight field.

Continued on the next page.

To exit manual postage ... press [EXIT], then place a weight on the scale and it will default the PostLink™ back to automatic metering mode.

If that does not work the scale interface is turned OFF and the PostLink™ is locked in manual mode. You must do the following: (1) Press the MENU key until Scale Interface [E] is display, (2) Press [ENTER], (3) Use the [ENTER] key to toggle the scale interface ON, (4) press the [EXIT] key.


This section covers the various operations of the [DATE] key on the PostLink™ Meter.

No date entry is required. The PostLink™ Meter automatically updates the date once the correct starting date is entered at the factory.

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Confirming the Date

To confirm the date, simply press the [DATE] key. This is the date that will be printed on the meter tape.



07-01-2002
01:03 PM

Press [EXIT] to return to the normal display.

Changing the Date Forward

Post Office regulations permit postage meters to print postage indicia as many as twenty days in advance of the indicia date. The PostLink™ Postage Meter displays the available twenty forward dates in succession.

To change the printed date forward, press the [DATE] key until the display shows:

Set Print Date Forward?

Press the [ENTER] key again and the display will show:

Set Forward To 07-08-2002 [E]

Simply press the [DATE] function key to scroll through the date screens.

Set Forward To: 07-26-2002 [E]

When you have selected the advance date you wish, press the [ENTER] key to make your forward date selection. The PostLink™ Meter will make the change to the new date. The display will indicate the date has been set forward.

Printed Date Is Set Forward [E]

Press the [ENTER] key and the display will show the current date and the advanced date that will be printed on the indicia:

<p>07-08-2002 Today 07-26-2002 Print</p>	<p>← Current Date ← Printed Date</p>
--	--

Press [EXIT] to return to the rate/weight screen.

Resetting the Date Back

To reset the date back to the correct date, press the [DATE] button. The display will show today's date and the advanced date that is printed:

07-08-2002 Today 07-26-2002 Print
--

Press the [DATE] key again and the display will show:

Reset Printed Date? [E]

Press the [ENTER] key to reset the current date as the printed date. The following display will show the current date and time.

07-08-2002 01:03 PM

Press [EXIT] to return to the normal display.

Changing the Time at which the Date Advances

The time at which the date advances is initially set at the factory to 4 PM; thereafter, the PostLink™ meter automatically advances the date at the hour of 4 PM.

In order to change the factory pre-set hour at which the print date advances to the next day, press the [DATE] key until the display shows the Date Advance Time screen. The Date Advance Time screen indicates the current hour at which the print date will be advanced.

**Date Advance
Time: 04-PM [E]**

Press the [ENTER] key to make your Date Advance Hour selection.

**Advance At:
04-PM [E]**

Press the [DATE] function key to scroll through the Date Advance Hour screens. Press the [ENTER] key to make your Date Advance Hour selection.

**Advance At:
06-PM [E]**

The PostLink™ meter will make the change to the hour at which the date advances. The initial display will indicate the date has been set forward. Press [EXIT] to return to the rate/weight display.

**Date Advance
Time: 06-PM [E]**

Removing the Date from the Printed Stamp

The date cannot be removed from the printed stamp.

Setting the Time

It is not necessary to set the time on a PostLink™ Meter; it is set at the factory.

This section covers how to load postage using TMS[®] as well as the various functions under the [LOAD POST] key. TMS[®] (Tele Meter Setting) permits the loading of postage funds into the PostLink[™] Postage Meter over a standard analog telephone line.

Prior to printing indicia tapes, your Hasler PostLink[™] must be loaded with funds.

Hasler's TMS[®] (Tele Meter Setting) provides the means to download funds from your TMS[®] Bank Account. With TMS[®], you maintain a TMS[®] Bank Account into which you deposit money for postage by either mailing a check to Hasler or by automatically debiting an account that you designate. These funds are deposited into your TMS[®] Bank Account and are then available to download at any time into the PostLink[™] Meter. You input a request for downloaded funds by selecting the [LOAD POST] function key.

By connecting the meter to the TMS[®] Center over a standard analog telephone line, you can load funds into your PostLink[™] Meter. You never have to leave your business.

Feature	Page
Available Funds	4-2
Total Funds Used	4-2
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Control Total	4-3
Connecting the analog phone line to the meter	4-4
Loading postage	4-5
Loading postage tips	4-6
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TMS [®] messages	4-11

Available Funds

The [LOAD POST] key can be used to check postage available.

Press the [LOAD POST] key once and the display will show:

<p>Available Funds \$ 96.74</p>

This is the amount of money (postage) available in the meter.

Total Funds Used

The [LOAD POST] key can also be used to check the total postage used.

Press the [LOAD POST] key until the display shows:

<p>Total Funds Used \$ 903.26</p>

This is the amount of money (postage) used over the lifetime of the meter. This figure cannot be reset or cleared.

Number of Items Metered

Press the [LOAD POST] key until the display shows:

Number of Items 145

This is the total number of postage meter labels printed. It cannot be reset or cleared.

Control Total

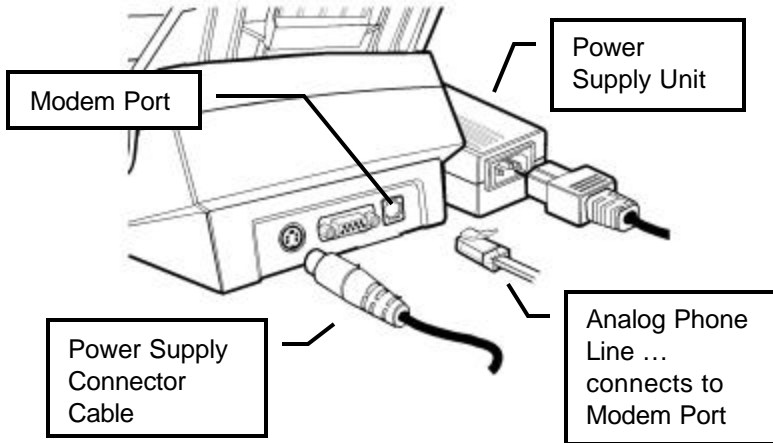
Press the [LOAD POST] key until the display shows:

Control Total \$1000.000

This is the Available Funds and Total Funds Used values added together.

96.74 + 903.26 + = 1,000.000
Available Funds + Funds Used = Control Total

Connecting the PostLink™ Meter



<p>1</p>	<p>Connect the Power Supply Cable</p>	<p>Connect the PostLink™ Meter to the Power Supply Unit with the Power Supply Connector Cable. Connect the Power Supply Unit and the Power Supply Cord.</p>
<p>2</p>	<p>Connect the Analog Phone Line</p>	<p>Plug the analog phone line into the modem connector port. Be sure that the telephone line to which the PostLink™ Meter is connected is an analog phone line. PostLink's™ internal modem can be damaged if a digital (PBX) line is used. A fax machine's phone line is usually an analog line.</p> <p>The PostLink™ Meter need not be connected to a telephone outlet at all times; it need only be connected for TMS® funds downloads.</p> <p>Prior to printing indicia tapes, your Hasler PostLink™ must be loaded with funds. Hasler's TMS® (Tele Meter Setting) provides the means to download funds from your TMS® Bank Account. With TMS®, you maintain a TMS® Bank Account into which you deposit money for postage by either mailing a check to Hasler or by automatically debiting an account that you designate. These funds are deposited into your TMS® Bank Account and are then available to download at any time into the PostLink™ Meter.</p>

Loading Postage

Postage funds Downloads

Prior to printing indicia tapes, your Hasler PostLink™ must be loaded with funds.

Hasler's TMS® (Tele Meter Setting) provides the means to download funds from your TMS® Bank Account. With TMS®, you maintain a TMS® Bank Account into which you deposit money for postage by either mailing a check to Hasler or by automatically debiting an account that you designate. These funds are deposited into your TMS® Bank Account and are then available to download at any time into the PostLink™ Meter.

Loading Postage:

1	Press [LOAD POST] several times until display shows TO LOAD FUNDS PRESS [E]
2	Press [ENTER] until display shows Amount to Load \$___. 0 0
3	Use the numeric keys to enter the desired amount and press [ENTER]. The display reads Confirm \$ xxx.xx [E]=Yes [C]=No
4	Press [ENTER] to confirm.
5	Display will show various steps in the loading process: <ul style="list-style-type: none"> • Dialing the TMS [C] To Stop • Connecting [C] to Stop • Waiting for TMS [C] to Stop • Waiting for SAFE • Call Complete Hanging Up • Call Completed [E] to Continue ... and ... Account Balance X.XXX.XX
6	Press [E] to continue. Display shows Available Funds \$XXX.XX

See **Postage LoadingTips** on the next page.

Loading Postage continued

Postage Loading Tips:

The maximum amount of postage funds that the PostLink™ Meter can hold is \$500.00. You are additionally limited in the amount of your funds download by the amount of funds available in your TMS® Bank Account. **Therefore, your maximum download is \$500.00 minus the current available funds in your TMS® Bank Account.**

Funds loaded must be in whole dollar increments (i.e., \$1.00, \$55.00, and \$100.00).

A \$0.00 entry (zero download) is useful for resetting the 109-day Watchdog Timeout. The Watchdog Timeout requires that the PostLink™ Meter communicate with Hasler's host computer every 109 days or the meter is disabled.

The Account Balance displayed after loading postage is the amount available in your TMS® Bank Account. It is the amount available for future downloads. It is not the amount available in your PostLink™ meter.

You can determine the amount of postage left in your PostLink™ Meter by pressing the [Load Post] key until the display shows:

<p>Available Funds</p> <p>\$xx.xxx</p>
--

You can also determine the amount of money used by the PostLink Meter to the current date. Press the [Load Post] key until the display shows:

<p>Total Funds Used</p> <p>\$xx.xxx</p>

Meter Reset Warning

The United States Postal Service requires the PostLink™ Meter to communicate with Hasler's host computer at least once every 109 days. If there is a failure to communicate with Hasler's host computer over a 109-day period, the Watchdog Timeout function automatically will shut down operational access to your PostLink™ Meter.

Communication with Hasler's host computer occurs every time you download funds into your meter, or every time you perform a \$0.00 reset (download \$0.00). When a 109-day time limit approaches, your PostLink™ Meter will display a LOAD POST (Load Postage) RESET WARNING; you must perform a TMS® reset in order to avoid PostLink™ Meter shutdown.

The PostLink™ Meter will restart upon selection of the [ENTER] key.

If the permission number is valid, the device transitions to the rate/weight screen following the date screen.

If the permission number is not valid, the user will be prompted to enter it again.

If Security is enabled, the device will default to a password access mode at power-up.

Setup Of TMS Parameters

Parameters are set via the [LOAD POST] key.

The following TMS® parameters can be set:

- Transmission Speed
- Select Mode
- Phone Standard
- Telephone Number

To change any of the TMS® parameters, press the [LOAD POST] key until the display shows:



After entering the Change TMS Parameters menu, you can scroll through the parameters without making changes by pressing the [LOAD POST] key.

Transmission Speed

Then press the [ENTER] key, the subsequent display will show:

Selections:

- 2400 bps
- 1200 bps



Press the [ENTER] key to change the Transmission speed between the selections of 2400 and 1200 baud per second. Press [LOAD POST] to enter your selection and to advance to the next parameter.

The Transmission Speed is normally set at 2400 BPS

Continued on the next page.

Setup Of TMS Parameters continued

Mode Selection

Selections:

Wait Dial Tone
Wait 5 Seconds

Select Mode: Wait Tone [E]

Press the [ENTER] key to scroll between the Wait Tone and Wait 5 Seconds selections. After you have made your selection, press the [LOAD POST] key to enter your selection and advance to the next parameter. (At any point, you can press the [EXIT] key to return to the main menu selection.)

The Mode Selection is normally set at Wait Tone

Phone Standard

Selections:

Tone
Pulse

Phone Standard: [E]

Press the [ENTER] key to scroll between the Phone Standard selections of Tone and Pulse; when you have made your selection, press the [LOAD POST] key to advance to the next parameter.

Pulse is used for a rotary dial phone.
--

Continued on the next page.

Setup Of TMS Parameters continued

Telephone Number TMS Center

<p>Telephone Number TMS Center [E]</p>

Press the [ENTER] key and the display will show:

<p>Tel No 1-800-237- 0696</p>
--

The display shows the default TMS[®] number. If needed use the numeric keys to change the TMS[®] Center telephone number (for example: a "9" for an outside line). If needed, use the [.] to enter one-second pauses. Then press [ENTER].

<p>The TMS Center Phone Number for loading postage is 1 800 237 0696</p>
--

Example: [9] [.] [1] [.] [8] [0] [0] [.] [2] [3] [7] [.] [0] [6] [9] [6] [ENTER]

<p>Tel No. 9.1.800. 237. 0696</p>
--

<p>If your phone system requires nine to dial an outside line, the entering of the TMS[®] Center's telephone number should reflect this: 9. 1. 800. 2370696</p>

When finished, press the [EXIT] key and the display will return to the Change TMS Parameters screen.

<p>Change TMS Parameters [E]</p>

Setting of TMS[®] parameters is complete. Press [EXIT].

TMS[®] Messages

If the connection is bad	TMS ERROR: NO DIAL TONE [C]	Press the [C] key. Check the following: <ul style="list-style-type: none"> • Is the phone line plugged into the back of the PostLink[™] Meter? • Is the correct phone number programmed into the PostLink[™] Meter? • If you need to dial a nine (9) to reach an outside line, is this included in the programmed phone number?
If TMS [®] is canceled	TMS CANCELED! CONTINUE: [C]	Press the [C] key to clear. Check connections and try the TMS [®] Center again.
If TMS [®] is canceled	TMS CANCELED! PLEASE WAIT	The display will show an error message and instructions.
If the TMS [®] line is busy	TMS LINE BUSY TRY AGAIN [C]	Press the [C] key, wait five minutes and try again.
If TMS [®] breaks the connection	TMS CENTER HAS CANCELED! [C]	Call TMS [®] at 1-800-248-8013.
If TMS [®] could not process the loading	TMS -HOST ABORTED MESSAGE: [C]	Press the [C] key to display the reason why TMS [®] aborted. Fix the cause, and try again. If problem persists, call TMS [®] at 1-800-248-8013.
If the TMS [®] parameters are incorrect in the meter	CHECK MODEM - PARAMETERS! [C]	Check that the PostLink [™] Meter's modem parameters are set correctly, and then try again.

Continued on the next page.

TMS^â Messages continued

<p>If the meter displays</p>	<p>SAFE TIMEOUT REFILL SOON [E]</p>	<p>The United States Postal Service requires TMS[®] Meters to communicate with Hasler's host computer every 109 days. This communication occurs every time you download funds into your meter or every time you do a \$0.00 reset (download \$0.00).</p> <ul style="list-style-type: none">• Press [E].• Then do a TMS[®] reset (load funds or a \$0.00 amount).
<p>If the meter displays</p>	<p>SAFE TIMEOUT REFILL NOW [E]</p>	<p>The United States Postal Service requires TMS[®] Meters to communicate with Hasler's host computer every 109 days. This communication occurs every time you download funds into your meter or every time you do a \$0.00 reset (download \$0.00).</p> <p>When the 109-day time limit approaches, the meter will display SAFE TIMEOUT REFILL NOW [E]</p> <ul style="list-style-type: none">• Press [E] to clear the message.• Then do a TMS[®] reset (load funds or a \$0.00 amount).

This section covers the various operations of the [LOCK] keys on the PostLink™ Meter as they relate to security.

The [PRINT], [ACCTG], [LOAD POST] and [MENU] function keys, along with the [LOCK] function key, can be configured to require a security code before access is allowed.

Feature	Page
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Entering a new security code	5-2
Eliminating a security code	5-5
Activating meter security following printing	5-5
Changing a security code	5-6
Programming a security code for TMS® funds	5-7
Accessing TMS® funds with a security code programmed	5-8
If you forget your security code	5-8
"Sleep" Mode	5-9

Entering A Previously Programmed Security Code

Once a security code has been programmed into the PostLink™ Meter, you will need to enter the function's security code. The PostLink™ will display the following prompt.



Using the numeric keypad, enter the security code number and press the [ENTER] key.

If you try to enter an incorrect security code the display will read:	INVALID CODE ENTERED	Press the [C] key. Enter a valid code.
---	-----------------------------	--

Entering A New Security Code

To enter a new security code, press the [LOCK] key until the display shows:

**Security Access
Level [E]**

Press the [ENTER] key and the display will show:

**Print + Menu:
Free Access [E]**

By pressing the [LOCK] key, the display will scroll through the security selections:

1 **Print: Free
Menus: CODE2 [E]**

2 **Print: CODE1
Menus: CODE2 [E]**

3 **Print + Menu
CODE2 [E]**

4 **Print + Menu:
Free Access [E]**

To make a selection, press the [ENTER] key when the desired selection is displayed.

- 1 Allows free access to the printing of an indicia (stamp), but requires a supervisor password (Code 2) for access to any of the function keys
- 2 Requires a user password (Code 1) to allow for the printing of an indicia (stamp), and a supervisor password (Code 2) for access to any of the function keys
- 3 Requires a supervisor password (Code 2) to allow for the printing of an indicia (stamp), and for access to any of the function keys.
- 4 The entire key selection is useable. No password is required to use the PostLink™ Meter.

Entering A New Security Code *continued*

After you make a selection, the display will ask you to input a security code. A PostLink™ Password may incorporate from one to as many as eight numbers.

For example: If you selected the security option of [Printing: Free Menus: CODE2] the display will show:

CODE2 _ _ _ _ _ _ _ _ Password

Using the numeric keypad, enter the desired security code and press the [ENTER] key.

The PostLink™ Meter will not display the numbers that you enter; an X mark will indicate entry of each number.

For example: [1], [2], [3], [4]

CODE2 x x x x Password

Then press [ENTER] and the display will show:

Repeat _ _ _ _ _ _ _ _ Entry:
--

Using the numeric keypad, confirm your security password by repeating entry of the code and press [ENTER]. The security password is active.

Press the [ENTER] key to return to the main menu. The security code is installed. Press [EXIT] to return to the normal display.

Entering A New Security Code continued

Tips

After being programmed, the security code will take effect immediately.

Once a password has been programmed, the password-protected keys will require you to enter the password in order to access associated functions.

Once a code is entered, it does not have to be re-entered until the PostLink™ sleeps or until the user locks the machine. You do not have to enter a password for every indicium.

Eliminating A Security Code

At times it may be necessary to eliminate a security code. Press the [LOCK] key until the display shows:

**Security Access
Level [E]**

Press the [ENTER] key after entering the security code (if required), press the [LOCK] key again until the following is displayed:

**Print + Menus:
Free Access [E]**

Press the [ENTER] key and the security code is eliminated and you are returned to the Security Access Level Menu main display. Press [EXIT] key to return to the normal display.

Activating Security Following Printing

At times, it may be necessary to activate the lock mode immediately following the printing of an indicia. After processing your mail, press the [LOCK] key until the Sleep Now screen is displayed:

Sleep Now [E]

Press the [ENTER] key to activate the security feature. Press the [EXIT] key to return to the previous screen.

If the Sleep mode is active, the meter will automatically lock after a designated time frame. Your PostLink™ Meter is factory set to "sleep" after 5 minutes of non-use.

The security will not activate until after the PostLink™ goes to "sleep mode" or is powered down.

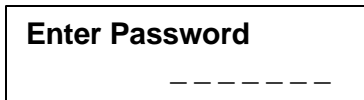
Changing A Security Code

At times it may be necessary to change a security code. The Change CODE 1 and CODE 2 screens are only available when CODE 1 and/or CODE 2 passwords are activated. In order to access the Change CODE screens, press the [LOCK] key until the Change CODE screen is displayed.

For example: CODE 1 has already been programmed, so the display will show:



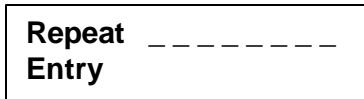
Press the [ENTER] key. As a security precaution, PostLink™ will request entry of the current password:



Enter the current password, and press the [ENTER] key. The display will ask for the new code. Using the numeric keypad, enter your new code and press the [ENTER] key.



Next the PostLink™ will ask you to repeat the new code:



Enter the same numeric code, press the [ENTER] key and the security code is changed. Press [EXIT] to return to the rate/weight screen.

If the code entry you enter the second time is not the same as the first entry:	INVALID CODE ENTERED [C]	Press the [C] key and enter the correct code.
If you try to program a code that already exists:	CODE ALREADY EXISTS! [C]	Press the [C] key to clear. Enter a different code.

Programming A Security Code For TMS^â Funds

Programming a security code for access to TMS^â funds loading is easy.

Press the [LOCK] key until the display shows:

**Security Access
Level [E]**

Press the [ENTER] key to change to the security access level mode. Then press the [LOCK] key to scroll through the selections until you reach the display that reads:

**Print: Free
Menus: CODE2 [E]**

Press the [ENTER] key and the display will show:

**CODE2: _ _ _ _ _
Password**

Using the numeric keypad, enter the desired security code and press the [ENTER] key. The PostLinkTM Meter will not display the numbers that you enter; entry of each number will be represented by a small "x." **For example:** [1] [2] [3] [4]

**CODE2 x x x x
Password**

Then press [ENTER] and the display will show:

**Repeat _ _ _ _ _
Entry**

Using the numeric keypad, confirm your security password by repeating entry of the code and press [ENTER]. The security code is installed.

Accessing TMS[®] Funds With A Security Code Programmed

A TMS[®] security access code is required to access the TMS[®] funds loading function whenever **CODE 2** is programmed. To access the TMS[®] funds loading function, you will be prompted to enter the function's security code. The display will show:

<p>Enter Password</p> <p>_____</p>

Use the numeric keypad to enter the security code number and press the [Enter] key to start the TMS[®] funds loading process.

<p>Amount To Load</p> <p>\$ ____ . __</p>
--

If You Forget Your Security Code

You should mark down your code and store it in a safe place for future reference.

If you lose or forget your security code, or if the security code is denied, contact your local Hasler representative.

You will need your PostLink[™] serial number, SAFE CV[™] serial number, and the available funds value when calling your local representative.

The serial number can be found on the bottom of the PostLink[™] Postage Meter. The Available Funds value can be displayed via the [LOAD POST] key.

"Sleep" Mode

"Sleep" Mode is both an energy saving and security feature. When "Sleep" Mode is activated, the PostLink's™ display will go blank after 5 minutes of non-use. The touch of any key will "awaken" the PostLink™ Meter.

If password protection is activated, new users will be required to enter a security code upon "awakening" PostLink™ .

To set your PostLink™ Meter's "Sleep" Mode settings, press the [LOCK] key until the display shows:

Sleep Now [E]

Press the [ENTER] key and the display will go to "sleep" until a key is pressed.

The PostLink™ Meter allows you to keep track of your postage usage by assigning each metering to an account. This accounting information can be downloaded to a PC.

The PostLink™ Meter will hold a maximum of 5 accounts. The account number can be up to 4 digits in length.

Feature	Page
Creating (adding) an account number.	6-2
Enabling the account prompt	6-3
Printing postage with the account prompt on	6-4
Deleting an account number.	6-5
Clearing an individual account's information.	6-6
Checking the postage total run by all accounts.	6-7
Checking an individual account's postage.	6-7
Printing postage totals by accounts	6-8
Exporting accounting data to a PC	6-9

The PostLink™ Meter will hold a maximum of 5 accounts.

The account number can be up to 4 digits in length.

Creating (Adding) an Account Number

The [ACCTG] key allows you to charge postage to separate account numbers within the PostLink™ Meter. PostLink™ allows the assignment of as many as 5 four-digit accounts.

To create an account number, press the [ACCTG] key until you see the following display:



Press [ENTER], and PostLink™ will prompt you to enter an account number. Use the numeric keypad to enter an account number, up to four digits, and then press the [ENTER] key.



To enter a new account number, press [ENTER] and then use the numeric keypad. To return to the previous menu, press the [EXIT] key.

If you try to enter a account that already exists:	DUPLICATE ACCOUNT NAME [C]	Press [C] to enter a different account number.
--	-----------------------------------	--

Enabling the Account Prompt

To prompt for an account number to be selected, press the [ACCTG] key until you see the Account Prompt status display:

Account Prompt Off [E]

Press [ENTER] to enable the account prompt function.

Account Prompt On [E]
--

The Account Prompt is now turned "On" which will allow the meter to prompt you for an account prior to allowing a stamp to be printed.

Press the [ACCTG] key to return to the menu or [EXIT] to return to the rate/weight screen.

With Account Prompting "ON"
The meter will prompt: Current Account
 xxxx [P] or [E]

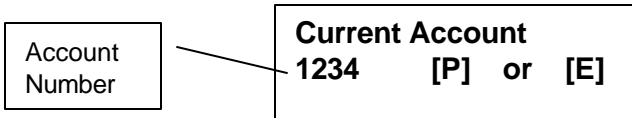
Press [PRINT] to use the current account.
Press [ENTER] to change the current account.

With Account Prompting "OFF"
The meter will not prompt for an account but will use the current account unless the operator changes it.

To change an account the operator must use the [ACCTG] key and use **Current Account** menu to change to the desired account.

Printing Postage with the Account Prompt "On"

Whether you wish to print a stamp by using the scale or by manually entering postage, you can charge the postage amount to a particular account. When you press the [PRINT] key, the display will show:



Use the [ENTER] key to scroll through the different accounts that you have entered. When you have selected the correct account, press [PRINT]. PostLink™ will print the stamp and display the rate/weight screen that was just printed. The PostLink™ will automatically post the metering activity to the designated account.

Press the [C] or [EXIT] key to return to the default rate/weight display.

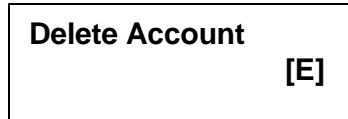
The Account Prompt can only be turned on when you have entered account numbers into the meter.

Printed postage is recorded even if you have not assigned any accounts. The postage will be recorded into the first account.

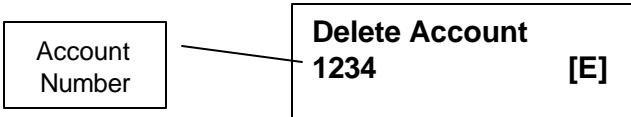
Deleting an Account Number

The [ACCTG] key allows you to delete an already existing account or account number in the meter. **Only accounts that have been cleared of data may be deleted.** The procedure for clearing the data is covered on page 6-6.

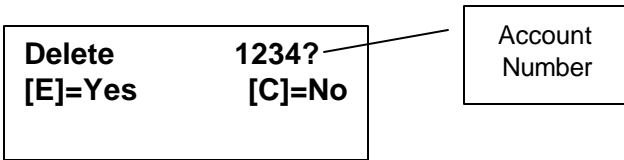
To delete an account number, press the [ACCTG] key until you see the following display:



Press the [ENTER] key to enact the Delete Account select mode. The display will show:



To scroll through the existing accounts you have entered as well as the option of deleting all of the accounts entered, press the [ACCTG] key. When you have selected the account(s) you wish to delete, press the [ENTER] key. The PostLink™ will request confirmation of the order to clear:

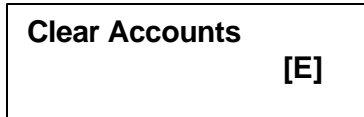


To delete the account selected, press [E]. After pressing [E], the account will be deleted and the display will return to the menu.

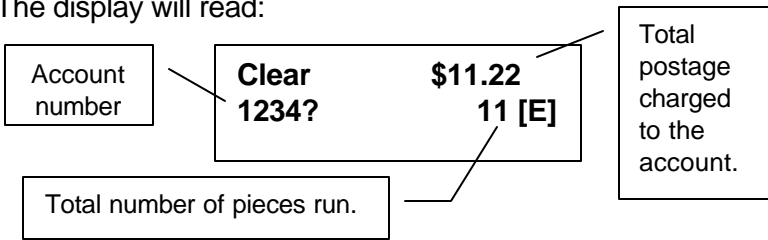
If you do not wish to delete the account, press [C] and the display will return to the menu without deleting the account.

Clearing an Individual Account's Information

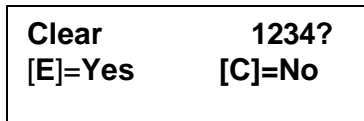
Before an account can be deleted, the individual account's information has to be cleared. To clear an account's information, press the [ACCTG] key until the display reads:



Press the [ENTER] key to enact the Clear Account selection. The display will read:



To scroll through the different accounts you have entered as well as the option to clear all of the accounts entered, press the [ACCTG] key. When you have selected the account(s) you wish to clear, press the [E] key. The PostLink™ will request confirmation of the order to clear:



To clear the account selected, press [E]. After pressing [E], the account will be cleared and the display will return to the menu.

If you do not wish to clear the account, simply press [C] and the display will return to the menu without clearing the account.

Checking Total Postage Run by All Accounts

To check the account data of postage run by accounts, press the [ACCTG] key until the display shows:

Account Totals
[E]

Press [ENTER]. To check the total amount of postage run by all accounts, press the [ACCTG] key and scroll through the available accounts until the display shows:

All	50
	\$ 16.50

Total postage for all accounts

Total number of pieces run by all accounts

Checking an Individual Account's Postage

To check the total amount of postage run by an individual account, continue to press the [ACCTG] key until the display shows the account that is to be reviewed:

No: 4567	10
	\$ 3.30

Account number

Printing Postage Totals by Accounts

To print the total amount of postage run by all accounts (summary report), press the [ACCTG] key until the display shows:

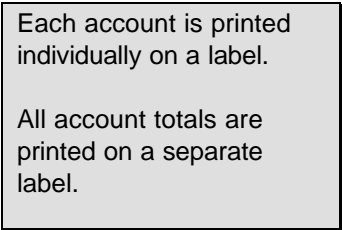
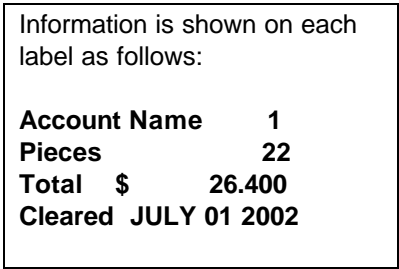


Press the [ENTER] key. The PostLink™ will then print the summary reports of all accounts. After the report is printed, the display will return to the Print Account screen. Press the [ACCTG] key to return to the menu or [EXIT] to return to the rate/weight display.

Sample printout

The Print Accounts function generates an account data report, formatted as follows. All accounts, including empty and unassigned, are printed.

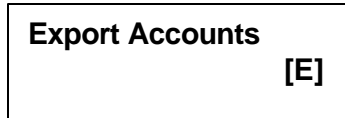
Account Name	Pieces	Fee Total	Last Cleared
0001	3	1.11	March 26, 2002
0002	0	0.00	January 4, 2002
0003	2	0.74	March 26, 2002
0004	1	0.37	March 26, 2002
0005	1	0.37	March 26, 2002



Exporting Accounting Data to a PC

Connect the PC cable provided with your PostLink™ (9-pin female to 9-pin female) from the 9-pin D connector on the meter to the COM port on the back of the PC. The connection should be made to the appropriate COM port and **not** LPT1.

Press the [ACCTG] key until the following is displayed:



Press [ENTER] to commence transmission of accounting data from the PostLink™ Meter to the PC. Press the [ENTER] to download the data.

Move the new file (data) to an appropriate software package for usage.

Export Data Format

The Export Accounts function exports account data in a simple ASCII comma delimited format terminated by a <CR><LF>, as below. All accounts, including empty and unassigned, are transmitted.

```
Account Name 1, Pieces, Dollar Totals<CR><LF>  
Account Name 2, Pieces, Dollar Totals<CR><LF>  
Account Name 3, Pieces, Dollar Totals<CR><LF>  
Account Name 4, Pieces, Dollar Totals<CR><LF>  
Account Name 5, Pieces, Dollar Totals<CR><LF>
```

Continued on the next page.

Exporting Accounting Data to a PC continued

PC Setup

PC setup must be complete before transmitting account information.

The following is the standard Windows 95 setup to download the information:

- 1) Run **WINDOWS 95** and select the **Programs**.
- 2) Select **Accessories**.
- 3) Select the **Hyper Terminal** folder.
- 4) Run **Hypertrm** (double mouse-click the icon).
- 5) Name the file, select icon, [OK].
- 6) Select Connect using: **Direct COM1, COM 2, COM 3, COM 4**
... select a COM port, [OK].
- 7) Select **Communications** from the Settings sub-menu.
 - Set the Baud Rate for **9600**.
 - Set the Data Bits for **8**.
 - Set the Parity for **None**.
 - Set the Stop Bits for **2**.
 - Set the Flow Control for **None**.
 - Set the Connector for *selected COM port*.
 - [OK]
 - Data screen will now appear.
- 8) Select Transfer, Capture Text, Start.

You are ready to transmit from the PostLink™ Meter.

HASLER Section 7 Miscellaneous Key Functions

This section covers the miscellaneous keys and their functions.

Key	Page
[PRINT] key	7-1
[EXIT] key	7-2
[C] key	7-2
[ENTER] key	7-2
[MAIL CLASS] key	7-3
[SPECIAL SERVICE] key	7-4
[ZERO / HOLD] key	7-6
[0]-[9] keys	7-6
[.] decimal key	7-7

[PRINT] Key

The [PRINT] key is used to print an indicia (stamp) on meter tape for application onto a mail piece.

If account prompting is enabled, it prompts the user to enter an account number before printing a stamp.

If the amount to be printed exceeds the High Value Limit, the user is warned. Beyond these, it prints the indicia and stores the data in the current account.

When printing postage, be careful to verify that the correct amount is entered.

For example: For \$0.56, you enter [5] [6] [ENTER]
 The display shows 0.56

Press the [PRINT] key to print the manually entered value.

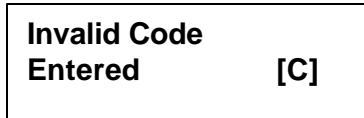
[EXIT] Key

Used to exit a display and return to the previous display without changing the state of the current displayed menu.

[C] or Clear Key

The [C] or Clear key is used to clear an Error Message and, at certain times, to continue on in a menu.

If, for example, you entered an incorrect security password, the PostLink™ Meter would display an error message:



Press the [C] key to clear the error message and return to the previous display.

[ENTER] Key

The [ENTER] key is used to select or confirm an operation or value ... and to enter a sub-menu.

For example:

To set the date forward (enter the sub-menu), press [ENTER].



For example:

Having selected to delete an account, the PostLink™ Meter will prompt for a confirmation. Confirm by pressing the [ENTER] key.



[MAIL CLASS] Key

When the [MAIL CLASS] key is depressed, the next mail class (from the current) is presented on the rate/weight screen. Each subsequent press of the [MAIL CLASS] key will display each of the available mail classes. As you scroll through the different mail classes, the applicable rate for a given weight will be displayed.

Mail Class	Display
First Class	1st Class
Priority	Priority
Post Card	Post Card
Express	Express
International-Canada	I-Ltr Canada
International-Mexico	I-Ltr Mexico
International-Group 3	I-Ltr Group 3
International-Group 4	I-Ltr Group 4
International-Group 5	I-Ltr Group 5

Using the Mail Class Key to calculate postage

Place a mail piece on the weighing platform. Press the [MAIL CLASS] key to select a specific mail class. The display shows the selected class and the calculated postage rate:

00.7	\$0.37
1st Class	

Pressing [MAIL CLASS] advances the mail class to the next mail class. In the Rate/Weight screen example above, the next Mail Class is Priority. The Rate/Weight display would represent a Priority piece weighing .7 ounces, and a corresponding automatic rate calculation of \$3.85.

0 0.7	\$ 3.85
Priority	

Once the desired mail class is selected press [ENTER].

[Special Service] Key

When the [SPECIAL SERVICE] key is selected, the first of the Special Services is displayed. Each subsequent press of the Special Service key displays the next available Special Service.

Special Service	Display
Registered	Reg
Certified	Cer
Return Receipt	RR
Oversized	Ovs
Insurance	Ins
Add Flat Fee	Flt

Note: When multiple Special Services are selected, the three characters will scroll on the display with one being displayed at a time. (Example: Certified + Return Receipt will display **Cer** followed by **RR**)

Press the [SPECIAL SERVICE] key to select the type of service you wish to add to the selected mail class. The display will then prompt you to add the service. Press the [ENTER] key to toggle between turning this Special Service on and off. If you need to add more than one special service, press the [SPECIAL SERVICE] key to select each service. Press the [EXIT] key after you set a service to be added to the calculated rate.

<p>Registered Off Toggle [E]</p>

Upon selecting a Special Service, the PostLink™ meter automatically includes the required additional cost to the mail class selection.

Continued on the next page.

[Special Service] Key continued

If more than one Special Service is selected, the additional fees are added for each service to provide you with the total cost of the postage. The display will alternate the special services selected.

Because some special services are not available with all mail classes, PostLink™ only displays special service selections that are available with the mail class that you have selected.

Once the Special Service and Mail Class have been selected, press the [ENTER] key and the display will show the selected class and rate:

0 0.7	\$7.87
1st Class	Reg

Remember: special services such as Certified require USPS postal forms attached to be handled properly.

Certain Special Services are not available because of weight limitations or other factors.

For example, Oversized is not available (and hence not displayed as a choice) for weights over 1 ounce.

[ZERO HOLD] key

The [ZERO HOLD] key is used to reset the weighing platform to zero (0.00), and allow for accurate calculation of a postal rate. If the display shows a weight without a mail-piece on the scale simply press the ZERO HOLD key to adjust the display to zero

The display shows the selected class and rate:

0 0.1	\$0.37
1st Class	

Once the ZERO HOLD key is pressed the display will show:

0 0.0	\$0.00
1st Class	

The Hold function is used when you need to weigh an unstable item such as a larger package that you may need to balance. You place the item on the scale press and hold the [ZERO/HOLD] key for at least 3 second. Then you can remove the item you are balancing on the scale and the display will "hold" the weight on the display.

Simply press the [ZERO/HHOLD] key to exit the hold mode.

[0] - [9] Numeric Keys

The 0-9 numeric keys are used to enter manual postage, account numbers and values for special service fees such as insurance. In addition, the numeric keys can be used when the PostLink™ is placed into calculator mode.

[.] Decimal Key

The decimal key is used for entering manual postage and when in calculator mode, entering a number into the PostLink™. In addition, the decimal key may be used to signify a one-second pause when dialing the TMS® Center to load funds.

For example:

For \$1.58 you enter [1] [.] [5] [8] [ENTER]

The display shows:

Manual	\$ 1.58
1st Class	

Press the [PRINT] key to print the manually entered value.

In addition, the decimal key may be used to signify a one-second pause when dialing the TMS® Center to load funds. For example: if your phone system requires nine to dial an outside line, the telephone number should reflect this:

Tel No. 9.1.800.237
0696

This section covers the various PostLink™ Meter service functions. The service functions are located at the [Service] sub-menu under the [MENU] key. All service functions are not available to the user; some are for factory use only.

Key	Page
Scale interface	8-2
Special purpose indicia	8-3
Correction indicia	8-3
Redate indicia	8-4
Test indicia	8-4
Service	
S/W version	8-5
SAFE CV™ serial number	8-5
Service PC	8-6
Calibrate scale	8-6
Run diagnostics	8-6
Reset PostLink™ (to defaults)	8-7
Adjust intensity	8-8
Restart PostLink™	8-9
Setup Meter	
High value alert (Block)	8-10
Low funds warning	8-11
Tenth of a cent	8-12

Scale Interface

The PostLink™ Meter automatically calculates postage for packages weighing up to 5 pounds. If you should choose not to use the scale and wish for it to be disengaged, you can do so. This will allow you to only enter postage manually until you turn the scale back on.

To set your PostLink™ Meter's scale interface, press the [MENU] key until the display shows:

Scale Interface On [E]

Press [E] to turn the scale interface off. After you have selected the option you want, press the [MENU] key to return to the menu. Press [EXIT] to return to the rate/weight screen.

Special Purpose Indicia

At times, it will be necessary to print a correction indicia or a re-date indicia.

Correction Indicia

To print a correction indicia, press the [MENU] key until the display shows:

**Correction
Indicia [PRINT]**

Press the [PRINT] key and if the scale has been zeroed, the next display will be the manual postage display. Enter the amount you wish to correct, press [ENTER], then [PRINT], and the PostLink™ Meter will print a correction indicia.

A correction indicia prints a new label with the **additional** postage that is needed on the envelope or parcel. It should be placed on the back non-addressed side of the envelope at least 3/4" from the bottom and not on the envelope flap. On flats or parcels it is placed next to the original indicia.

Continued on the next page.

Special Purpose Indicia continued

Redate Indicia

To print a redate indicia, press the [MENU] key until the display shows:

**Redate Indicia
[PRINT]**

Press [ENTER] and the PostLink™ Meter will print out a redate indicia.

A redate indicia (or date correction indicia) prints a new label with the correct date that can be used to show the correct date after a wrong date has been printed by mistake. It should be placed on the back non-addressed side of the envelope at least 3/4" from the bottom and not on the envelope flap. On flats or parcels it is placed next to the original indicia.

Test Indicia

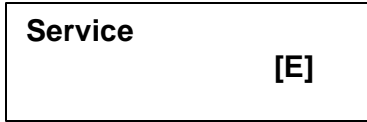
To print a test indicia, press the [MENU] key until the display shows:

**Test Indicia
[PRINT]**

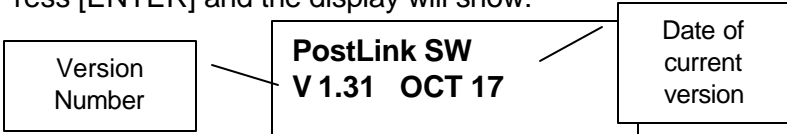
Press [ENTER] and the PostLink™ Meter will print a test indicia.

Software Version

To obtain your PostLink™ Meter's Service Software Version, press the [MENU] key until the display shows:



Press [ENTER] and the display will show:



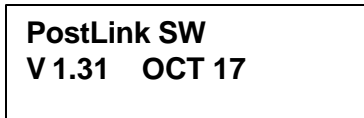
Press the [EXIT] key to return to the previous display.

SAFE CV™ Serial Number

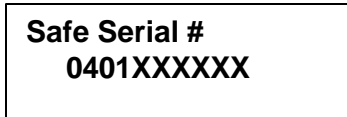
To check the SAFECV™ Serial Number, do the following:
Press the [MENU] key until the display shows:



Press [ENTER] and the display will show:



Press the [MENU] key and the display will show:



Press the [EXIT] key to return to the previous display.

Service PC

Some of the Service Menu functions – the calibration of the PostLink™ Meter's internal scale and the running of the PostLink™ Meter's diagnostic program – can only be accessed by a Service PC operated by authorized Hasler service personnel.

Calibrate Scale

When selected, the user is prompted for a **Service Password (assigned only to service technicians)**. If the password is accepted, the user is asked to remove all weight from the scale. Once this is confirmed (only when the scale is stable), the user is asked to place a 1-pound. Weight on the scale. Once this is confirmed, the user is informed the calibration is complete and is prompted to press the [ENTER] key to exit.

Run Diagnostics

This is for Service Technicians. When selected, the user is prompted for a **Service Password (assigned only to service technicians)**.

Resetting Memory to Defaults

The resetting of PostLink™ memory should only be performed by an Ascom certified technician.

At times it may be necessary to reset the PostLink™ Meter to its original defaults. To reset the PostLink™ Meter, press the [MENU] key until the display shows:

Service [E]

Press [ENTER] to enter the Service Menu. Press the [Menu] key to scroll through until the display shows:

**Reset PostLink
Memory** [E]

Press the [ENTER] key.

The PostLink™ will automatically set the factory defaults and return to the rate/weight display.

Resetting the PostLink™ will delete your accounting data. Print your account totals prior to resetting the PostLink™ memory.

After you reset the PostLink™ memory, you will need to re-enter the Permission Number.

Adjust Intensity

Should the characters on the display appear to be too light, it is possible for you to adjust the intensity of the display. To adjust, press the [MENU] key until the display shows:

Service [E]

Press [ENTER] to enter the Service Menu. To scroll to the Adjust Intensity option, press the [MENU] key until the display shows:

Adjust Intensity [E]

Press the [ENTER] key. The display will then show:

7 – For Lighter 9 – For Darker

Press [7] to adjust the intensity for a lighter display.
Press [9] to adjust the intensity for a darker display.
Press the key until the display is acceptable.
Press [EXIT] to return to the menu.

Restart PostLink

Restart PostLink is used, after loading new software or installing new rates, to restart the PostLink™ meter

Press the [MENU] key until the display shows:

Service [E]

Press [ENTER] to enter the Service Menu. Press the [MENU] key to until the display shows:

Restart PostLink [E]

Press the [ENTER] key.

High Value Alert

(under the Setup Meter menu)

The High Value Alert function programs the PostLink™ to alert the user when postage over a predefined value (default = None) is going to be printed.

To set the value at which the PostLink™ displays a High Value Alert, press the [MENU] key until the display shows:

Setup Meter [E]

Press the [ENTER] key.

Press the [MENU] key until the display shows the current High Value Alert setting (please note that the factory default is none):

High Value Block
None [E]

Press the [ENTER] key to change the High Value Alert select mode. Press the [MENU] key to scroll through the different options:

Selections:

- “None”
- “\$0.99”
- “\$4.99”
- “\$9.99”

High Value Block
\$ 9.99 [E]

When you have made your selection, press the [ENTER] key to accept your chosen value. Press [EXIT] to return to the rate/weight screen.

Low Fund Warning

(under the Setup Meter menu)

The Low Fund Warning provides a reminder to load additional funds into the meter to prevent you from running out of postage. Default setting is None.

To check your PostLink™ Meter's low fund warning limit, press the [MENU] key until the display shows:

Setup Meter [E]

Press the [ENTER] key.

Press the [MENU] key until the screen displays the current LOW FUND WARNING:

Low Fund Warning:
None [E]

Press the [ENTER] key to change the Low Fund Warning select mode. Press the [MENU] to scroll through the Low Funds Warning selections:

Selections:

- "None"
- "\$20.00"
- "\$50.00"
- "100.00"

Low Fund Warning:
\$20.00 [E]

Press the [MENU] key to accept the new value. The display will return to the main meter menu. Press the [EXIT] key and the display will take you to the rate/weight display.

Tenth of a Cent

(under the Setup Meter menu)

The PostLink™ Meter is capable of becoming a decimal meter (10th of a cent or \$0.000).

To turn 10th of a cent “ON” or “OFF”, press the [MENU] key until the display shows:

Setup Meter [E]

Press the [ENTER] key.

Press the [MENU] key until PostLink™ displays the following screen:

10th of a Cent
Off [E]

Press the [ENTER] key to toggle “ON” or “OFF”

When you have made your selection, press the [MENU] key and the display will then return to the main meter menu. Press [EXIT] until you return to the rate/weight display.

This section covers the various PostLink™ Meter warning and error messages. Warning messages can be cleared by pressing the [C] key or, if noted, by pressing [ENTER].

Message	Type	Action/Comments
INVALID CODE ENTERED [C]	Security	<ul style="list-style-type: none"> • The security code entered is incorrect. Press [C] and enter the correct code.
CODE ALREADY EXISTS [C]	Security	<ul style="list-style-type: none"> • The security code entered cannot be used since it is currently being enabled as a password for another code. Press [C] and enter a different code.
PASSWORD MUST BE AT LEAST ONE CHARACTER [C]	Security	<ul style="list-style-type: none"> • When entering a new password, the minimum character required is one. Press [C] and enter a new code, this time using at least one character up to the maximum of eight.
LOW FUND WARN: (current value)	Low Fund Warning	<ul style="list-style-type: none"> • Low Fund Warning signifies when the funds have reached a certain level: \$20.00, \$50.00 or \$100.
HIGH VALUE BLOCK [PRINT] OR [C]	High Value Blocking	<ul style="list-style-type: none"> • High Value Blocking prevents the accidental printing of a stamp over a predefined value. • Press the [PRINT] key to accept the high value stamp or press [C]. • High Value can be set or disabled under the [MENU] key.
DUPLICATE ACCOUNT NAME [C]	Account	<ul style="list-style-type: none"> • The department/account entered already exists. Press [C].
ACCOUNT XXXX MUST BE CLEARED [C]	Account	<ul style="list-style-type: none"> • The department that the operator is trying to delete has information in it. Press [C]. • The department's contents must be cleared before the department can be deleted. This is done using the [Actg] menu.

Continued on the next page.

Message	Type	Action/Comments
PLEASE CLOSE PRINTER DOOR [C]	Misc.	<ul style="list-style-type: none"> The printer door is open. Close the printer door and press [C].
CALL SERVICE! INFO >]	Misc.	<ul style="list-style-type: none"> If this occurs when setting a valid postage value, call your local Hasler dealer.
ERROR ON EXT. DEVICE! [C]	Misc.	<ul style="list-style-type: none"> If this occurs when setting a valid postage value, call your local Hasler dealer.
UNPLUG SAFE AND POWER UP	Misc.	<ul style="list-style-type: none"> Unplug the PostLink™ and power it up again.
OUT OF RANGE	Misc.	<ul style="list-style-type: none"> This display occurs when you have entered a value for either printing a stamp or loading postage that is over the permitted amount. The display will be followed by the minimum and maximum displays. Press [C] to clear the screen and return to the previous menu.
TMS ERROR: NO CONNECTION! [C]	Loading Postage	<ul style="list-style-type: none"> This is usually caused by a bad connection: Is the phone line plugged into the back of the PostLink™ Meter? Is the correct phone number programmed into the PostLink™ Meter? If you need to dial nine (9) to reach an outside line, is this included in the programmed phone number?
TMS CANCELLED CONTINUE [C]	Loading Postage	<ul style="list-style-type: none"> TMS® service was interrupted. Press [C], check connections, and try again.
TMS CANCELLED! PLEASE WAIT	Loading Postage	<ul style="list-style-type: none"> TMS® has been canceled. Instructions will follow on the display.
TMS LINE BUSY TRY AGAIN [C]	Loading Postage	<ul style="list-style-type: none"> TMS® line is busy. Press [C], wait five minutes, and try again.

TMS® Customer Service can be reached at 1-800-248-8013 for questions about loading postage.

Continued on the next page.

Message	Type	Action/Comments
TMS-CENTER HAS CANCELLED [C]	Loading Postage	<ul style="list-style-type: none"> • TMS[®] host has broken the connection. Call Hasler TMS[®] Customer Service at 1-800-248-8013.
TMS-HOST ABORTED MESSAGE: [C]	Loading Postage	<ul style="list-style-type: none"> • Press the [C] key to display the reason why TMS[®] aborted, fix the cause, and try again. • If problem persists, call Hasler TMS[®] Customer Service at 1-800-248-8013.
CHECK MODEM PARAMETERS! [C]	Loading Postage	<ul style="list-style-type: none"> • Check that the PostLink[™] Meter's modem parameters are set correctly, then try again.
SAFE TIMEOUT REFILL SOON [E]	Loading Postage	<ul style="list-style-type: none"> • The United States Postal Service requires the PostLink[™] to communicate with Hasler's host computer every 109 days. This communication occurs every time you download funds into your meter <u>or</u> every time you do a \$0.00 reset (download \$0.00).
SAFE TIMEOUT REFILL NOW [E]	Loading Postage	<ul style="list-style-type: none"> • The United States Postal Service requires the PostLink[™] to communicate with Hasler's host computer every 109 days. This communication occurs every time you download funds into your meter or every time you do a \$0.00 reset (download \$0.00). <ul style="list-style-type: none"> • Press [C] to clear the message. • Then do a TMS[®] reset (load funds or a \$0.00 amount).
ALLOWED RESETS THIS MONTH XX	Loading Postage	<ul style="list-style-type: none"> • Displayed after successful reset – indicates number of resets allowed in a month.
AMOUNT LIMITS EXCEEDED X	Loading Postage	<ul style="list-style-type: none"> • Number of resets allowed in a month has been exceeded.
ACCOUNT NUMBER MISMATCHED	Loading Postage	<ul style="list-style-type: none"> • The TMS[®] account number in the meter does not match the account number archived in AS/400 Database. Call customer service.
CENTER INTERNAL PROBLEM	Loading Postage	<ul style="list-style-type: none"> • Problem in the TMS[®] Processing. Call customer service at 1-800-248-8013.
CENTER OFF LINE CALL BACK LATER	Loading Postage	<ul style="list-style-type: none"> • TMS[®] 90 is offline. System is down for maintenance or is down due to difficulties.

Continued on the next page.

Message	Type	Action/Comments
CONTROL TOTAL MISMATCH	Loading Postage	• Meter and TMS® Database control totals do not match. Return Meter.
DECIMAL PLACE MISMATCH	Loading Postage	• Unable to calculate the same decimal place check. Return Meter.
ERROR # 12	Loading Postage	• Internal Meter Error. Return Meter.
ERROR # 13	Loading Postage	• TMS 90 Internal System Error. Try again.
ERROR # 22	Loading Postage	• System is busy, try again.
ERROR # 34	Loading Postage	• Internal Meter Error. Return Meter.
HOST BUSY CALL BACK AGAIN	Loading Postage	• Database Lock Conflict. Try Again.
INSUFFICIENT FUNDS	Loading Postage	• There are not enough funds in TMS® account to process request.
METER DISABLED	Loading Postage	• Meter has been disabled in TMS 90 system. Call TMS® center.
NO DIAL TONE	Loading Postage	Check modem cable, check for 9 preceding the TMS phone number. See 4-10.
ONLY 0 RESETTING IS ALLOWED	Loading Postage	• The Meter can only perform a \$0 Reset.
REQUEST REJECTED	Loading Postage	• Meter's request has been rejected.
RESET AMOUNT <UNITS TRANSFER	Loading Postage	• If units are available, must reset for at least available unit amount.
RESET AMOUNT MUST BE X	Loading Postage	• Displays exact amount to be reset.
SEQUENCE PROBLEM	Loading Postage	• Meter has an invalid sequence of events. Try again.
UNKNOWN METER	Loading Postage	• The Meter is unknown to the TMS® 90. Call customer service.
UNKNOWN PROTOCOL	Loading Postage	• Unknown Protocol.
NOT ENOUGH FUNDS AVAILABLE	Loading Postage	• Not enough funds are in the TMS® bank account to process request.
NUMBER OF RESETS EXCEEDED X	Loading Postage	• Number of resets allowed in a month has been exceeded.

TMS® Customer Service can be reached at
1-800-248-8013.

Continued from previous page.

Message	Type	Action/Comments
UNSTABLE \$0.00 1st CLASS	Print	<ul style="list-style-type: none"> • The weighing platform detects fluctuations in the weight of a mail piece. Remove the weight on the scale and press [C] to clear the display.
WEIGHT OUT OF RANGE FOR CLASS	Print	<ul style="list-style-type: none"> • This error message occurs when the weight of the mail-piece exceeds the United States Postal Service allowances for the selected mail class. Remove the mail piece from the scale and press [C] to clear the display and return to the regular rate/weight display.
OVERLOAD \$0.00 1st CLASS	Print	<ul style="list-style-type: none"> • The weight of the mail piece exceeds the five pound capacity of the weighing module.
ERROR SCALE MALFUNTION	Print	<ul style="list-style-type: none"> • This display alerts you of a scale malfunction. Further metering will require manual entry of postage.

[SPECIAL SERVICE]

	Registered
	Insurance
	Certified
	Oversized
	Add Flat Fee

[MAIL CLASS]

	1st Class
	Priority
	Post Card
	Express
	I – Ltr Canada
	I – Ltr Mexico
	I – Ltr Group 3
	I – Ltr Group 4
	I – Ltr Group 5

[MENU]

	Correction Indicia Print		
	Redate Indicia Print		
	Test Indicia Print		
	Service _____	PostLink SW	
		SAFE Serial #	
		Run Diagnostics	
		Calibrate Scale	
		Reset PostLink Memory	
		Adjust Intensity	
		Restart PostLink	
	Setup Meter _____	High Value Block _____	None
			\$0.99
			\$4.99
			\$9.99
		Low Fund Warning ____	None
			\$20.00
			\$50.00
			\$100.00
		Tenth of a Cent _____	On
			Off
	Scale Interface _____	On _____	Enter Postage
		Off	

Q: Where do I send my check to put money in my TMS account so that I can download postal funds into the PostLink™ ?

A: See page C-4 of this Operating Guide.

Q: Are there other options available rather than mailing a check to **Hasler** each time I need to deposit funds in my TMS® bank account

A: Yes, ACH allows funds to be transferred to your TMS® Bank Account directly from your checking account. For more information call your local dealer or 1-800-248-8013 and ask for a TMS® account representative.

Q: How do I find my TMS® Bank Account number?

A: Your TMS Bank Account number is (1) on the yellow backing slip sent with each unit and (2) on the Welcome Letter that is sent separately from the unit via First Class Mail.

Q: What is the maximum download amount from TMS?

A: Five hundred dollars (\$500.00).

Q: What is the best phone line to use when connecting to Hasler's TMS computer for postage loading?

A: You need to connect to an analog phone line. The best line to use is a fax line. You do have to disconnect the fax line but can use the "phone" jack available on most faxes.

Q: Can the PostLink™ do multiple labels ... for example a batch mode?

A: No, one tape at a time.

Q: Can the PostLink™ support an ad die?

A: No

Q: How does an operator exit manual mode?

A: The most common way to exit manual mode is as follows: (1) Press EXIT, (2) Place a weight on the scale.

If that does not work the scale interface is turned OFF and the PostLink™ is locked in manual mode. You must do the following: (1) Press the MENU key until Scale Interface [E] is display, (2) Press [ENTER], (3) Use the [ENTER] key to toggle the scale interface ON, and (4) press the [EXIT] key.

Q: How do I obtain more labels for the PostLink™ ?

A: Labels can be ordered by contacting your local dealer. The PostLink™ labels are unique and patented by Hasler and will only be available through the Hasler approved channels. The USPS has made it clear that customers must use USPS approved labels. The part numbers are as follows:

999-091-03 for 3 rolls

999-091-06 for 6 rolls

Each roll contains at least 170 labels.

Q: How will spoiled labels be handled?

A: The customer will need to complete the USPS form 3533 for spoilage (the same as the currently do). The form should be sent to the USPS for processing and refunds. Remember the USPS only refunds 80% of the face value for valid, whole and unused indicia. See the USPS web site at

<http://www.usps.com/forms/allforms.htm> for a copy of the form.

Q: What is the maximum download amount from TMS?

A: Five hundred dollars (\$500.00).

Q: My PostLink™ display shows a negative weight ... what do I do?

A: Remove all weight from the scale platform and press the [ZERO/HOLD] key. This will zero (0.00) the PostLink™ display.

Q: How come certain special services such as Oversized are not available on my [SPECIAL SERVICE] menu?

A: Certain Special Services are not available because of weight limitations or other factors.

Example:

Oversized is not available (and hence not displayed as a choice) for weights over 1 ounce.

Q: How come certain mail classes such as PostCard or First Class selections are not available on my [MAIL CLASS] menu?

A: If you exceed the weight limit of the mail class, the mail class will no longer be displayed under the [MAIL CLASS] menu since it is not a valid selection for the weight.

Example:

A weight over 1 oz would not show the Post Card selection since Post Card rates have a 1 ounce maximum.

A weight over 13 ounces would not show the First Class selection since First Class has a 13 ounces maximum.

Important Notice

**From The United States Postal Service
And Hasler®, Inc.**

1 All checks for postage should be made payable to: **United States Postal Service**

** Your Five digit AMS-TMS Account # must appear on your check.

** Be sure to include your coupon with the green stripe with your check.

2 There are three lock box locations to send First Class Mail. Please use the closest lock box for your location

EASTERN UNITED STATES	MID-WESTERN UNITED STATES	WESTERN UNITED STATES
------------------------------	----------------------------------	------------------------------

CMRS-TMS P.O. Box 7247-0217 Philadelphia, PA 19170-0217	CMRS-TMS P.O. Box 0527 Carol Stream, IL 60132-0527	CMRS-TMS P.O. Box 894757 Los Angeles, CA 90189-4757
---	--	--

Please allow up to 7-10 days for Citibank to process your check.

3 Also, there is one fiscal location for **overnight service delivery.**

ENTIRE UNITED STATES

ATTN: Team One - TMS
Citibank Lockbox # 0217
1615 Brett Rd
New Castle, DE 19720
Please allow up to 48 hours for Citibank to process your check.

4 The Post Office will accept Wire Transfers:

Send Wire Transfers to:

Citibank , 111 Wall St., New York, NY 10043
ABA Routing # 021000089
CMRS/Hasler
Account # 4067-8617

Send ACH Transfers to:

Citibank, 111 Wall St., New York, NY 10043
ABA Routing # 021000089
CMRS/Hasler
Account # 4067-8617

Detail Payment Field: TMS Account #
(Include your TMS Acct # to ensure accurate credit for your transfer

Type :
CCD/CCD+ TMS Postage Account #
in postions in 40 thru 47

5 If we can be of further assistance, please contact any TMS Representative at **1-800-248-8013** or **FAX 800-237-0692**

Please note that the bank updates once a day between 3:30-5:30 PM Eastern Time

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