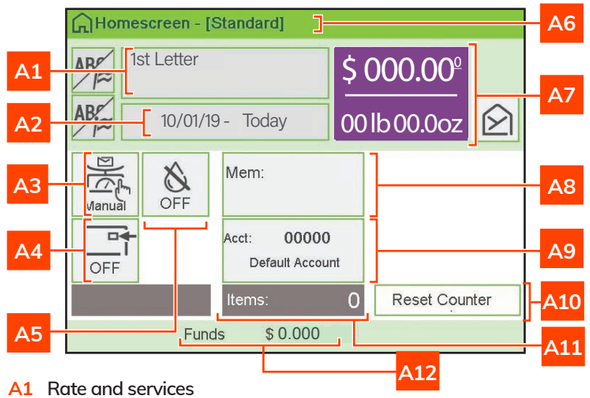
Mint 310 Series Mailing System Quick Start Guide

FORMAX®

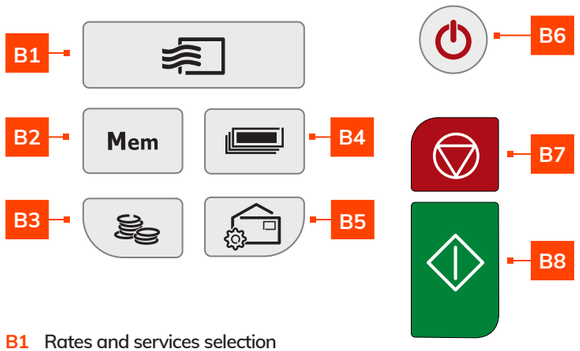
Getting to Know Your Mailing System

Screen information



- A1 Rate and services
- A2 Date printed
- A3 Weighing type
- A4 Imprint position offset
- A5 Envelope sealing
- A6 Type of imprint (to change: B5)
- A7 Postage value and weight of mail piece
- A8 Memorized job (can contain rate, stamp settings and account)
- A9 Current selected account
- A10 Reset Counter
- A11 Number of items
- A12 Funds remaining

Shortcut keys



- B1 Rates and services selection
- B2 Memorized jobs (rate, stamp settings, account)
- B3 Funds
- B4 Label printing
- B5 Type of imprint and imprint settings
- B6 Sleep/wake (amber/green)
- B7 Stops printing
- B8 Starts printing

Quick Steps to Metering Your Mail

1 General settings :

C — to clear the information on the screen

to wake the machine up with default settings

to return to the home screen

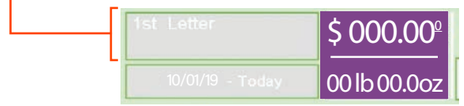
2 To weigh an item :

Ensure machine is in standard weighing mode by checking scale icon.

Standard

3 Select a rate and service(s) :

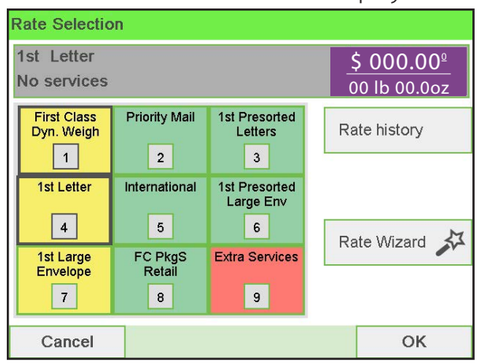
Currently selected rate and services are indicated at the top of the screen.



Change/add services:

1. Press

The rate selection screen is displayed.



2. Use rate buttons 1 to 9 to select an available class and/or service, or select Rate wizard.
3. Place your mail on the platform.
4. When done, press OK to confirm your selection and return to the home screen.

4 Print the letter or label :

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

1. Press to start the motors of your mailing system.
2. When the rollers start, insert the mail into the mailing system 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 A5 area on the screen to activate or deactivate the sealer.

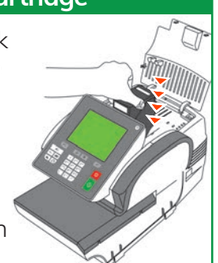
To reorder supplies :

- Visit www.formax.com
- Call 1-800-232-5535 between 8:00 AM - 5:00 PM ET
- Contact your local Formax authorized dealer

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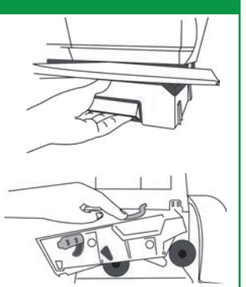
Changing The Ink Cartridge

1. When installing an ink cartridge, remove the protective strips from the printing heads.
2. Lift mailing system 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 and release handle, and using your other hand, 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 Funds

Press button to access **'Funds'** menu and select #2 : Add Funds. Follow prompts on screen.