

mymail Ink Replacement Instructions

The mymail will remind you that the ink cartridge should be exchanged. We recommend that you always keep a replacement cartridge handy. Please follow the instructions below to replace your ink cartridge.



Caution! This avoids faults in the printing system: Leave the power cable plugged in so that the cartridge can move to the changing position. Never lift up the operating panel during the start routine of the mymail.

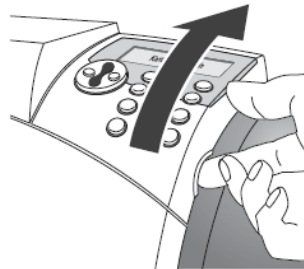


Warning! Ingestion of the ink can be damaging to your health. Avoid contact with the eyes. Keep the ink cartridge away from children. Further instructions for use are enclosed with the ink cartridge.



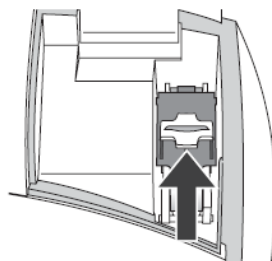
Caution! Only use original ink cartridges from Francotyp-Postalia.

Removing the empty ink cartridge

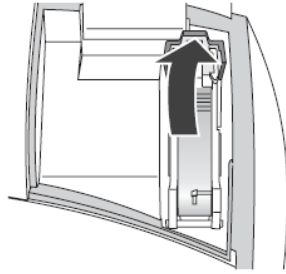


Lift up the operating panel as far as it goes.

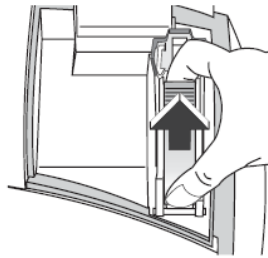
It snaps in in this position. The mymail moves the ink cartridge to the change position.



Push back the yellow bolt.

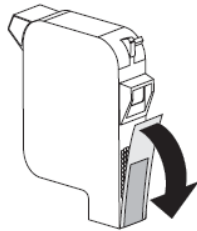


Lift up the cartridge lock.



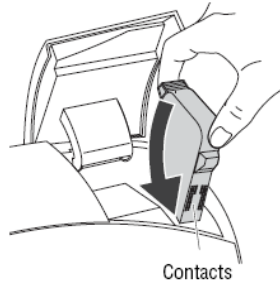
Hold the ink cartridge with your thumb and forefinger and lift it up out of the cartridge compartment.

Preparing the new ink cartridge



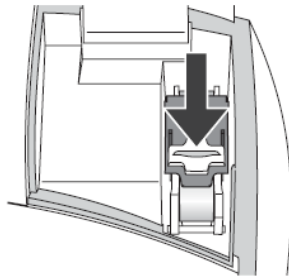
Remove the ink cartridge from the packing and remove the protective strip.

Inserting the ink cartridge



Insert the ink cartridge vertically from above with a light slight into the cartridge holder.

The contacts on the ink cartridge must be at the front!



Press down the cartridge lock, hold it and push the yellow bolt forward.

Do not use force to close the cartridge lock. Remove the cartridge and try again.



Fold down the operating panel back into position.

The mymail restarts. The ink cartridge adjustment procedure then begins.



Caution! Never lift up the operating panel during the start routine. This can cause faults in the printing system.

Adjusting the ink cartridge

The adjustment of the cartridge is necessary to achieve a perfect imprint without misalignments.

To adjust, simply follow the instructions in the display.



For test printing, you can use white paper instead of envelopes:

- Fold an ISO A4 sheet in the middle.
- Insert the folded edge of the sheet into the letter slot.

New ink cartridge detected



Confirm the message with **(E)** and continue.

Please follow instructions to adjust cartridge



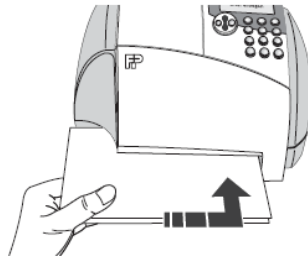
Continue with **(E)**.

You will need two envelopes



Continue with **(E)**.

Insert first envelope



Test print

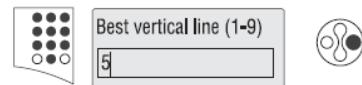
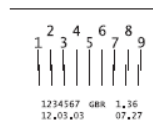
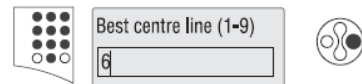
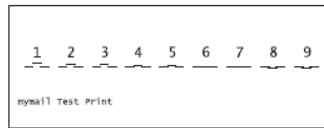
Place an empty envelope in the letter slot.

The mymail generates a test imprint for adjusting the ink cartridge.

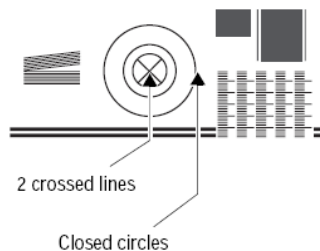
Please wait...

During printing, the display shows the message "Please wait...".

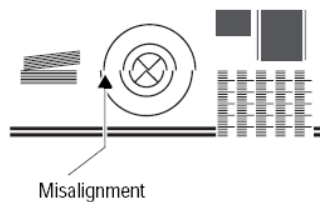
Do not remove the envelope until the mymail has released it.



Correct:



Insufficient:



Horizontal lines

Examine the numbered horizontal lines on the test print.

Determine the number where the three sections of the line are closest to being aligned with one another. This is "6" in the example.

Enter the relevant number using the number keys. Confirm with **E**.

Vertical lines

Examine the numbered vertical lines on the test print.

Determine the number where the two partial vertical lines are closest to being aligned with one another. This is "5" in the example.

Enter the relevant number using the number keys. Confirm by pressing **E** once.

Second test print

Place the second envelope into the letter slot as far as it will go.

The mymail prints the second test print.

Check

Examine the circles on the second test print.

The ink cartridge is well adjusted if the circle pattern looks more or less as shown on the test print in the example.

The adjustment procedure is complete.

If the circle pattern exhibits any misalignment, repeat the adjustment procedure.