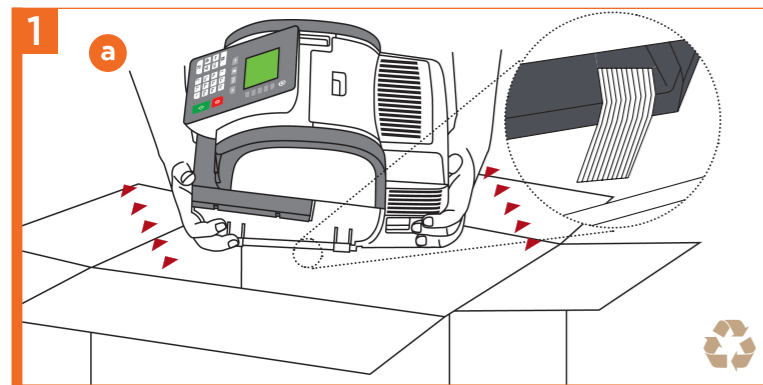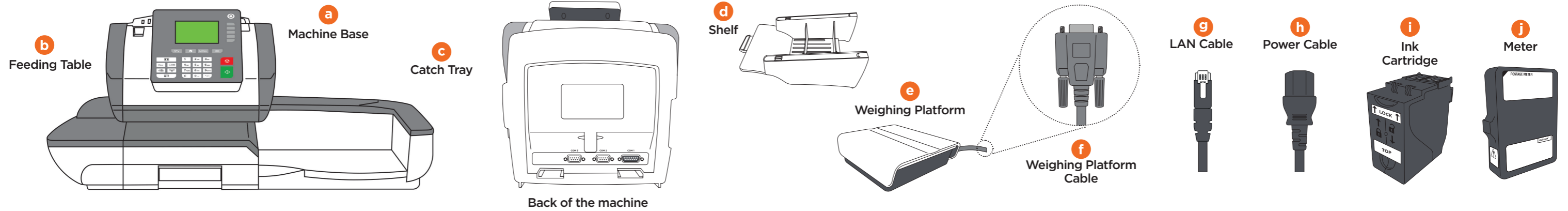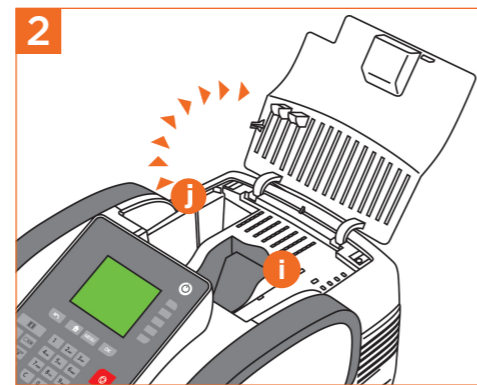# iX-5 Series Base
Quick Installation Guide

For more help with your installation, please visit: **kb.quadient.co.uk/ix5_install**

quadient
Because connections matter.

Machine components:

a Machine Base
b Feeding Table
c Catch Tray

d Shelf
e Weighing Platform
f Weighing Platform Cable

Back of the machine

g LAN Cable
h Power Cable
i Ink Cartridge
j Meter

1
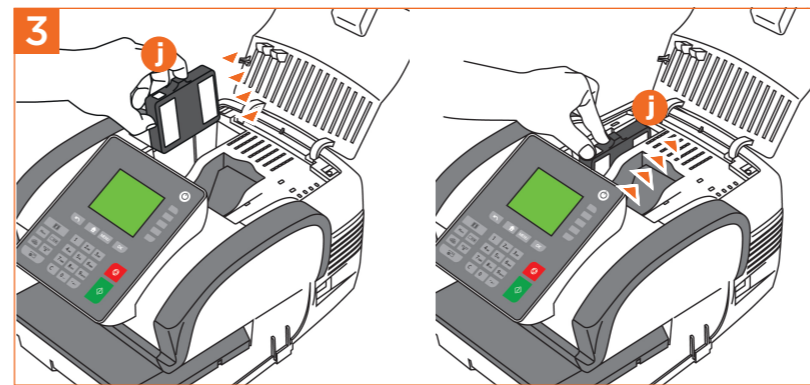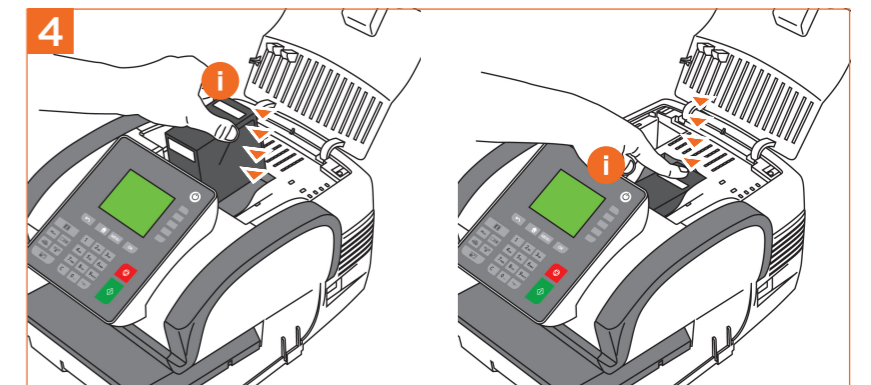
Unpack all components from the box, remove packaging and any transit tape.

2

Lift the cover of the machine to reveal the ink cartridge (i) and meter (j) locations.

3

Place the meter (j) into the meter bay and slide in until it fits securely into position.

4

Insert the ink cartridge (i) at an angle into the machine with the 'TOP' and 'LOCK' stickers facing upwards. Push the ink cartridge (i) towards the back of the machine until you hear a 'click' - close the cover of the machine.

5
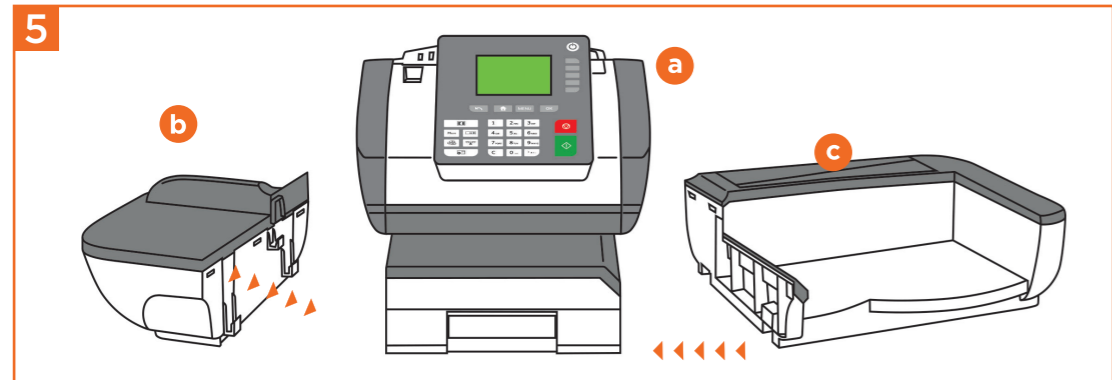
Lift machine slightly on the left hand side and align the hooks to attach the feeding table (b) – attach the catch tray (c) to the right hand side of the machine.

6
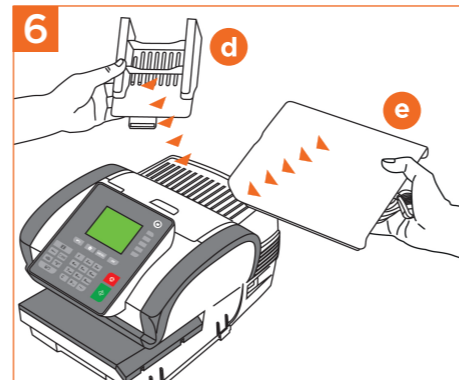
Attach the weighing platform (e) and shelf (if applicable) (d).

7
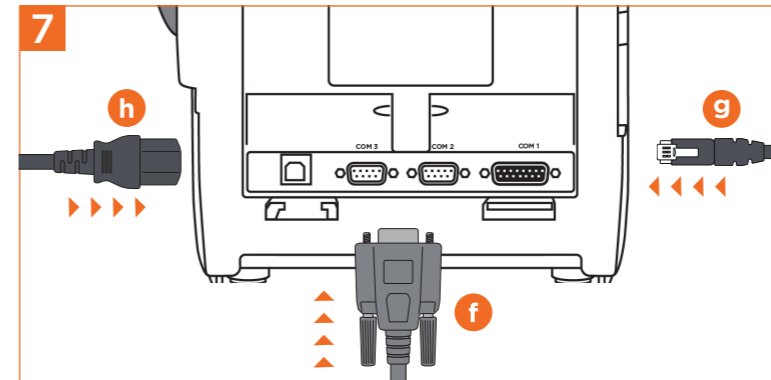
Connect the weighing platform connector (f) into a COM PORT at the back of the machine. Then connect the LAN cable (g) and power cable (h) to either side of the machine.

8
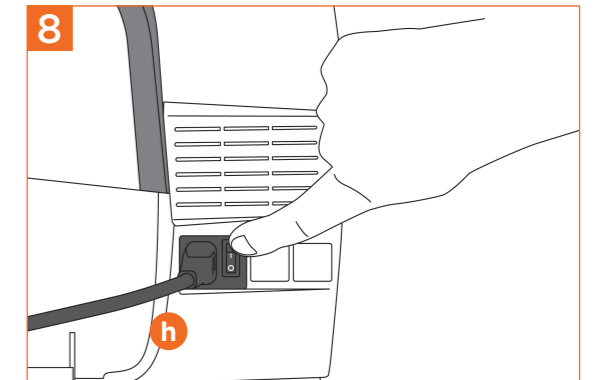
Turn on the machine using the switch behind the power cable (h) and follow the steps on screen.

9

Installation Process
1 LAN
OK
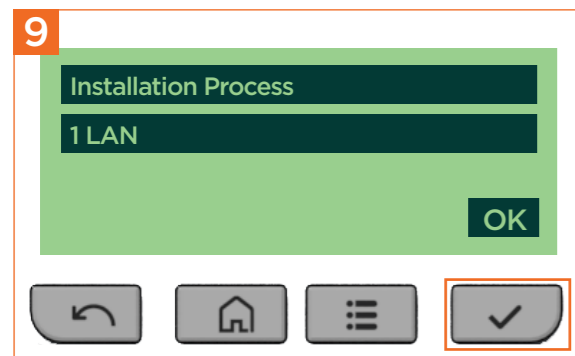
Select LAN and press ✓ to test connection type.

10

www.myquadient.co.uk
Registration PIN

Obtain registration PIN from MyQuadient.

11

Installation Process
Press the 'Next' to start the Online service declaration.
Next
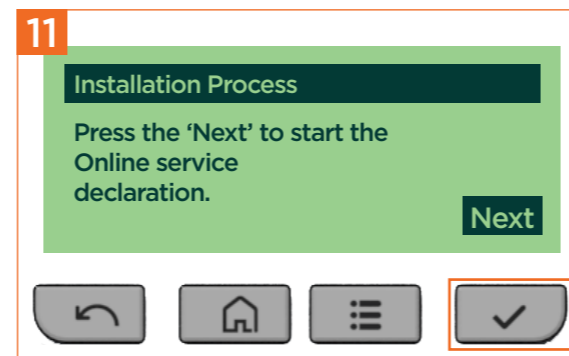
Follow the steps on screen to complete the procedure

For more information or if you experience any issues, please visit : **kb.quadient.co.uk/ix5**

iX-5 Series Quick Start Guide

To order consumables for your machine please call your dealer or visit **www.quadient.co.uk**

For more information about your franking machine and to access a range of support and features, log into your personalised account at **www.myquadient.co.uk** or register today.

Getting to know your franking machine
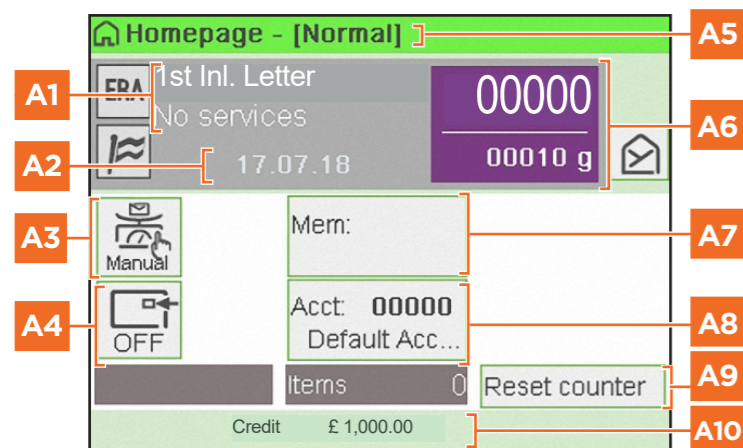
Screen Information

A5	Homepage - [Normal]
A1	1st Inl. Letter
A2	No services
	00000
A6	17.07.18
	00010 g
A3	Manual
A7	Mem:
A4	OFF
A8	Acct: 00000 / Default Acc...
A9	Items 0 / Reset counter
A10	Credit £ 1,000.00

A1 Rate and services (to change: B1)
A2 Date printed (to change: B6)
A3 Weighing Type (to change: B5)
A4 Imprint position offset
A5 Type of imprint (to change: B6)
A6 Postage and weight
A7 Job Memory (can contain rate, imprint settings and account)
A8 Current account
A9 Reset counter : to perform this action, press the button on the right side of the machine (N5)
A10 Credit

Shortcut keys

B1	
B7	
B2	Mem
B4	
B3	
B5	
B8	
B6	
B9	
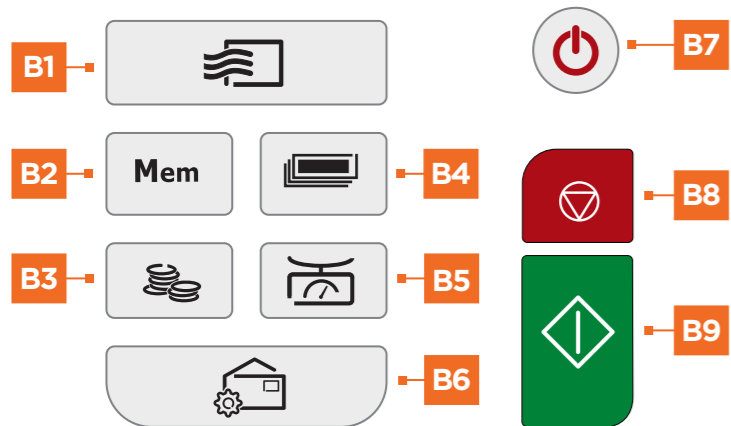
B1 Rates and Services selection
B2 Job Memory (rate, settings and account)
B3 Credit management
B4 Label printing
B5 Weighing modes
B6 Type of imprint and Imprint settings
B7 Sleep/wake (amber/green)
B8 Stops printing
B9 Starts printing

Quick steps to franking your mail

1 To reset the machine...
Press:

C to clear the information on screen.

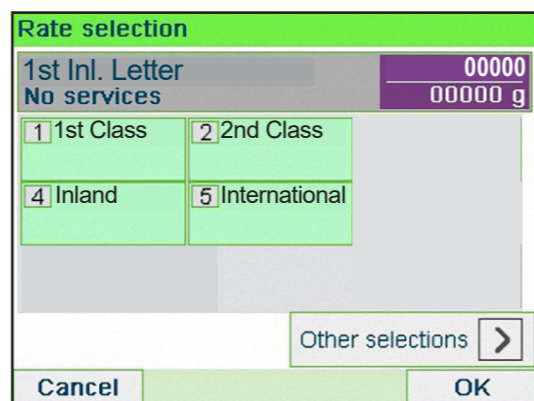(power) to wake the machine up with default settings.

(home) to return to the home screen.

2 Select a rate (and services) :

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

1st Inl. Letter	00000
No services	
17.07.18	00010 g

Change/add services:

1. Press [rates icon]

The Rate selection screen is displayed.

Rate selection	
1st Inl. Letter	00000
No services	00000 g
1 1st Class	2 2nd Class
4 Inland	5 International
	Other selections >
Cancel	OK

2. Use the keypad to choose a rate or service option, or use the wizard for access to more rates.

3. When done, press [✓] to confirm your selection and return to the home screen.

3 To weigh an item:

1. Check that the A3 icon is [Standard]

2. Otherwise press and select the option: **Standard weighing**

4 When all steps are completed print the imprint:

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

1. Press [green] to start the motors of your franking machine.

2. When the rollers start, insert the mail into the machine from the left hand side.

1. Insert labels into the dispenser until a click, printing side facing the right.

2. Press [label] to enter the number of labels to print and then press [green]

To seal the envelopes

1. To seal the envelopes (if applicable) Use the button at the front of the sealer. Check water level in the bottle.
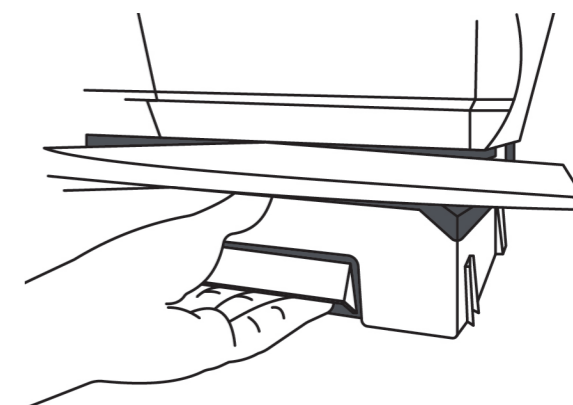
Changing the ink cartridge

1. On the new ink cartridge, remove the protective strips from the printing heads.

2. Lift machine cover and follow instructions printed on sticker inside.

If Jamming occurs

1. Press [⊘] on the keypad to stop the motor.

2. Under the base, lift up the release handle and use your other hand to remove the jammed envelope.

Adding credit

Press [credit] choose **'Credit'** and follow the instructions on screen.

Note: in order to add credit to the machine there must be funds available in your postage account. For more specific information on your franking machine, please visit **www.myquadient.co.uk** and log in to your account.

A0139553/B - 30/03/2021

To access your full user guide, please visit : **kb.quadient.co.uk/ix5_ug**