

HOW TO TRANSFER YOUR REMAINING POSTAGE

MODEL DM300c



This process will immediately transfer your postage to your Postage By Phone® account. Please note that if you do not complete this process, and you return your meter with remaining postage, it may take up to six weeks to process your refund.

STEP 1: How to Transfer Remaining Postage for Models (DM300c METER PCN-G900/G955)

- A:** Press **Menu**.
- B:** If necessary, press the green down arrow key to scroll through the menu screens.
- C:** Select **Advanced Features**.
- D:** Select **Meter Withdrawal**.
- E:** You will be prompted to "Transfer all funds from meter to PBP account."
- F:** Select **Continue**.

The postage meter dials into the Postage By Phone® Data Center (this may take a few moments). Various screens display, letting you know the status of the process.

STEP 2: Verify Postage Transferred

The Transfer Successful screen displays.

- A:** Select **Print Receipt** to print a meter withdrawal receipt.
- B:** Follow the prompts to print the receipt on an envelope or tape strip.
- C:** Select **Done** to return to the Home page.

STEP 3: You will receive a carton with instructions for returning your old postage meter in 5-7 business days. Failure to return your equipment in a timely manner can result in additional fees.

HOW TO TRANSFER YOUR REMAINING POSTAGE

MODEL DM300c



PTT-9

