



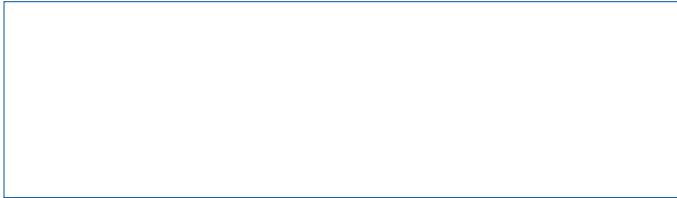
1 Elmcroft Road
Stamford, Connecticut 06926-0700
www.pitneybowes.com

Read Me First!

DM100i / DM125 / DM200L / DM225
Digital Mailing Systems

Quick Install Guide

For Service or Supplies



Customer Support: 1.800.522.0020

Product Name: DM100i, Model P700
Product Name: DM200L, Model P7L1
Product Name: DM125, Model PR00
Product Name: DM225, Model PRL1

PB Form AW22103 Rev A 10/09
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AW22103REVA



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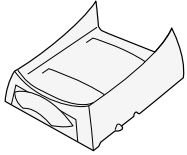


Contents

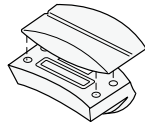
Mailing System



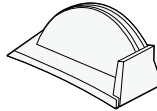
Base
(DM200L and DM225
only)



Scale
(optional)



Stacker



Moistener
and EZ-Seal
(optional)



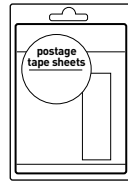
Ink Cartridge
(Reorder #793-5)



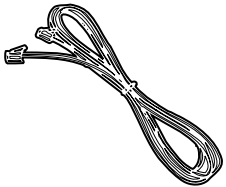
Print Head
in Package



Tape Sheets



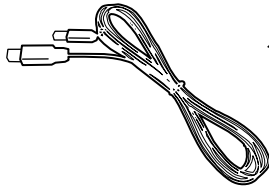
Phone Cord



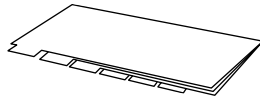
Power Cord



USB Cable



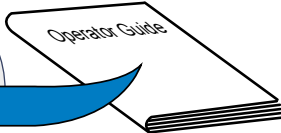
Quick Reference



CD



Operator Guide
(PDF on CD)



Quick Install Guide
(this document)



Scale codes for locations in Alaska and California

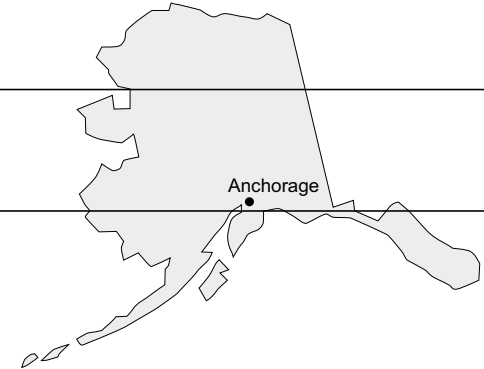


Locations near a boundary may enter either code.

Location Code = 27

Location Code = 26

Location Code = 23



Location Code = 16

Location Code = 15

Location Code = 14

Location Code = 13



Scale codes for locations in the United States

Locations near a boundary may enter either code.



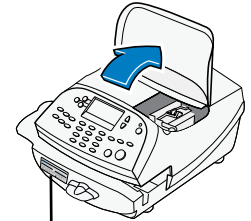
State	Code	State	Code
Missouri		Oregon	
North of Springfield	15	Salem and north	18
Springfield and south	14	South of Salem	17
Montana		Pennsylvania	16
Helena and north	18	Rhode Island	16
South of Helena	17	South Carolina	13
Nebraska	16	South Dakota	17
Nevada	13	Tennessee	13
New Hampshire	17	Texas	
New Jersey	16	NE of Colorado River	12
New Mexico	11	SE of Colorado River	11
New York		Utah	13
Kingston and north	17	Vermont	17
South of Kingston	16	Virginia	
North Carolina		North of Roanoke	15
Raleigh and north	14	Roanoke and south	14
South of Raleigh	13	Washington DC	15
North Dakota	18	Washington State	18
Ohio		West Virginia	15
Akron and north	16	Wisconsin	
South of Akron	15	Green Bay and north	18
Oklahoma		South of Green Bay	17
North of Oklahoma City	14	Wyoming	15
Oklahoma City and south	13		



For best results, we strongly encourage you to follow the steps in this guide in sequential order.

Step 1 Remove Shipping Tape

Open the top cover of the meter and remove any packing material, protective foam, or tape that may be present. Close the cover.



Step 2 Select a Connection Method and Setup Your Meter

You must connect to the Pitney Bowes Data Center to add postage funds, download software updates, and perform USPS required inspections.

If you have Internet access, we recommend you install the PC Meter Connect™ software provided on the enclosed CD. This software provides the quickest data transfers.

DM100i and DM200L - Insert the enclosed CD into your PC. After you have installed the PC Meter Connect software, you must return to this Guide and complete the meter setup starting at Step 5. The PC onscreen directions will direct you to do so.

DM125 and DM225 - Insert the enclosed CD into your PC. The PC onscreen instructions will guide you through the complete system setup including both PC Meter Connect software and system setup. You need not refer to this Guide again.

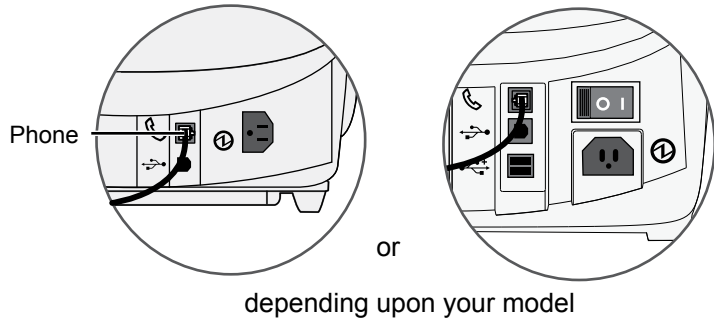


You can identify your model from the label on the front of your meter shown in Step 1.



Step 3 Connect Phone Line

Select a location for the meter near an analog phone line and connect the phone cord between the back of your meter and an analog phone jack.



i Phone systems installed in some businesses are not analog and may damage your system. If you are unsure about your phone line, contact your telephone company or local network administrator.

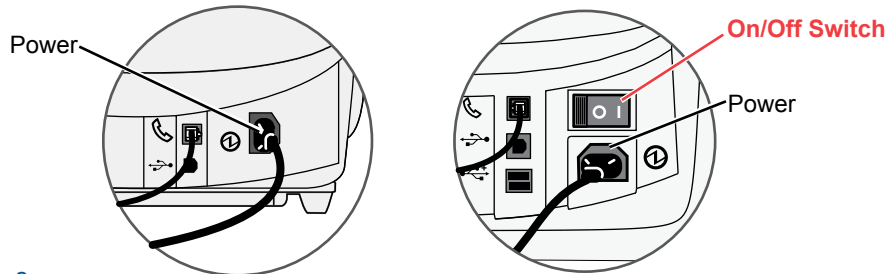
The following are usually analog phone lines:

- Fax lines
- Residential phone lines
- Lines used by modems or credit card readers

Step 4 Connect Power

Connect the power cord between the back of your meter and a convenient outlet.

i Keep the meter plugged in at all times to an outlet not controlled by a wall switch.



If you have this model, turn the On/Off switch on.

Scale codes for locations in the United States

Locations near a boundary may enter either code.



State	Code	State	Code
Alabama		Illinois	
Birmingham and north	13	North of Springfield	16
South of Birmingham	12	Springfield and south	15
Alaska (see map on page 16)		Indiana	
Arizona		North of Indianapolis	16
Phoenix and north	12	Indianapolis and south	15
South of Phoenix	11	Iowa	
Arkansas	13	North of Des Moines	17
California (see map on page 16)		Des Moines and south	16
Colorado		Kansas	
Denver and north	13	North of Wichita	15
South of Denver	12	Wichita and south	14
Connecticut	16	Kentucky	14
Delaware	15	Louisiana	12
Florida		Maine	18
W Palm Beach and north	11	Maryland	15
South of W Palm Beach	10	Massachusetts	17
Georgia	12	Michigan	
Hawaii	9	NW of Lake Michigan	18
Idaho		SE of Lake Michigan	17
N of Salmon River Mtns.	17	Minnesota	18
S of Salmon River Mtns.	16	Mississippi	
		Kosciusko and north	13
		South of Kosciusko	12

Troubleshooting

No Dial Tone –

Check that you are using an analog line such as

- a) most fax machine lines;
- b) lines used by computer modem or credit card reader;
- c) residential phone lines.

Check that you have entered a dialing prefix if your phone system needs a number to reach an outside line.

If you are using a DSL line you may require a DSL filter.

Contact your telephone company or local network administrator

Cannot Reach Data Center –

Check that you have entered a dialing prefix if your phone system needs a number to reach an outside line.

Not Enough Funds –

You have tried to add more postage to your meter than you have in your account at Pitney Bowes.

To Change Information Entered during the Install Procedure –

- Press **Clear** key on numeric keypad.
- At **Install Not Complete**, either go back to the previous step or start the installation procedure over again.

To Change Selection after the Setup Program is Complete –

- Press the **Options** key.
- Press the green Page Down button twice.
- Select **Advanced Features**.
- Press Page Down.
- Select **Run Install Mode**.

Still have questions?

For installation support call: 1.800.522.0020. Alternately, your questions may be answered in the Operator Guide or online. The Operator Guide can be found on the CD or at the following websites.

Product Name: **DM100i** Model: **P700**
<http://www.pitneyworks.com/DM100>

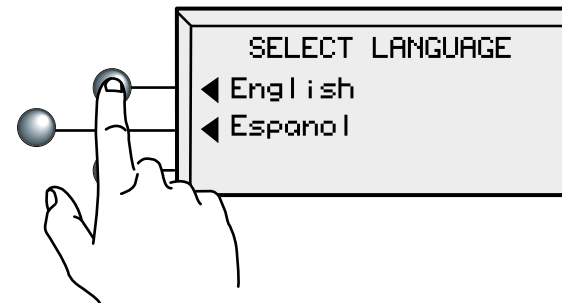
Product Name: **DM125** Model: **PR00**
<http://www.pb.com/DM125support>

Product Name: **DM200L** Model: **P7L1**
<http://www.pitneyworks.com/DM200>

Product Name: **DM225** Model: **PRL1**
<http://www.pb.com/DM225support>

Step 5 Select Language

After the system powers up and completes a self-check, select the language you wish to use. Simply press the small round button next to your choice.



Step 6 Set Local Time

Your meter must be set to the correct local time.



If the hour value displayed (HH) is correct, simply select **OK and Continue**. If the hour value is wrong, key in the correct value before pressing **OK and Continue**.

Step 6 Set Local Time (continued)

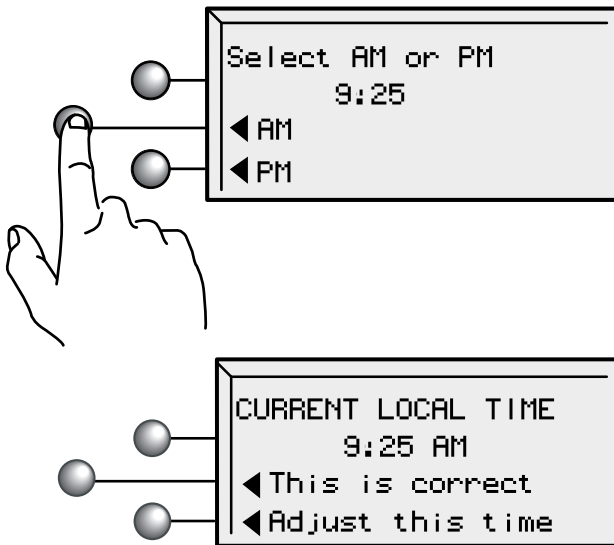


Again, if the minutes value displayed (MM) is correct, simply select **OK and Continue**. If the minutes value is wrong, key in the correct value before pressing **OK and Continue**.



ATTENTION:

You MUST set the AM/PM correctly. If the local time is off by 12 hours your system may print the wrong date on your mail and it may be returned by the Post Office.



Check one last time, paying special attention to the AM/PM setting. If the current local time is correct, select **This is correct**.

Frequently Asked Questions (continued)

How do I start up the PC Meter Connect software?



You can start the PC Meter Connect software by double-clicking on the desktop icon placed on your Windows desktop during the installation process. Double-clicking places a much smaller PC meter Connect icon in your Windows system tray at the bottom of your screen.

PC Meter Connect is now running and you may connect to the Pitney Bowes Data Center.

Alternately, you may click on the Start button >> All Programs >> Pitney Bowes >> PC Meter Connect.

How do I know PC Meter Connect is running?

The small system tray icon will be visible whenever PC Meter Connect is running.



What is a scale location code?

The accuracy of any scale is affected by its geographic location on the earth (how far it is from the Equator) and its altitude above sea level. The scale location code provided by Pitney Bowes helps calibrate the scale to be as accurate as possible for your particular location.

Where is my Operator Guide?

Your Operator Guide may be found on the CD that came with your meter. Simply place the CD into your computer and select the View Operator Guide button. The Guide is in Adobe PDF format, so you may easily view it and print out individual sections or the entire Guide as you wish.

Frequently Asked Questions

If I choose to connect via phone line, why must it be “analog?”

Your DM system contains an internal modem for connecting to the Pitney Bowes Data Center over standard telephone lines.

Manufacturers of digital phone systems (so called PBX systems) are not required to adhere to the same restrictions on their inside lines as the phone companies mandate for standard analog lines. Several PBX manufacturers have designed phone systems that deliver much more current to the phone than does the phone company’s analog lines.

Your modem was designed to work with a small current, one that may be substantially less than the power put out by some PBX systems. As a result, if you connect your modem to a PBX line, thinking that it’s an analog line, you could damage your modem with too much current and not even know it.

Why must I add postage to my meter?

For your safety, and to prevent any unauthorized use, your meter is shipped without money in it. The money you paid when you signed up for your DM system has been deposited into your “Postage-by-Phone” (PbP) account, and is immediately available to you. You will be required to transfer an amount from your PbP account into the meter during the installation process. Please note that this is not an “additional expense,” just moving money you have already paid when you acquired your meter.

What is PC Meter Connect?

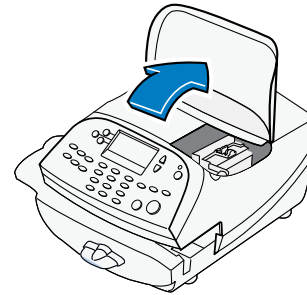
PC Meter Connect is a small software application you install on your PC to allow your meter to connect to the Pitney Bowes Data Center through your PC’s Internet connection rather than over a standard telephone line. Postage refills, and system software updates will be completed efficiently and much quicker via the Internet.

Step 7 Install the Print Head

The following screen will appear.

No print head detected. Open cover to install print head and ink tank.

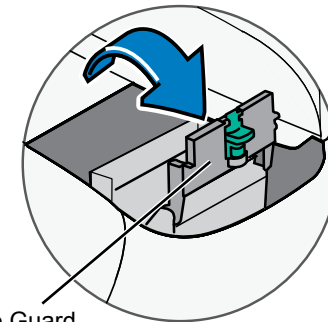
A. Open the top cover.



When you open the cover the screen will prompt....

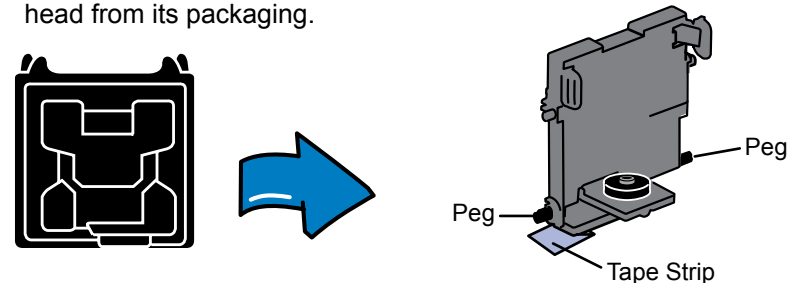
Please install print head & ink tank. Close cover when completed.

B. Unlatch and flip up the guard.



Ink Cartridge Guard

C. Remove the print head from its packaging.

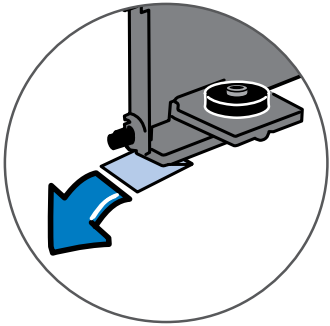


Step 7 Install the Print Head (continued)

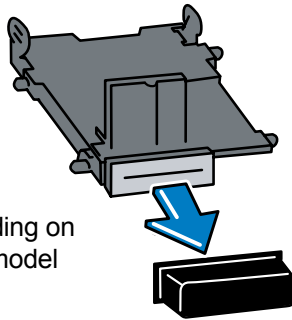


ATTENTION:

This step is critical to prevent system damage.



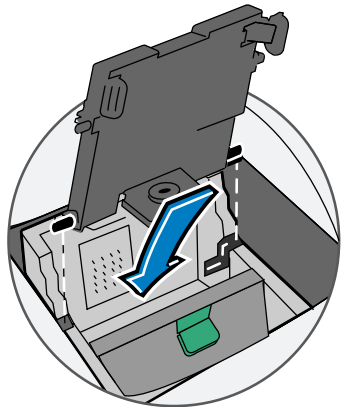
- D. Remove the tape strip from the bottom of the print head.



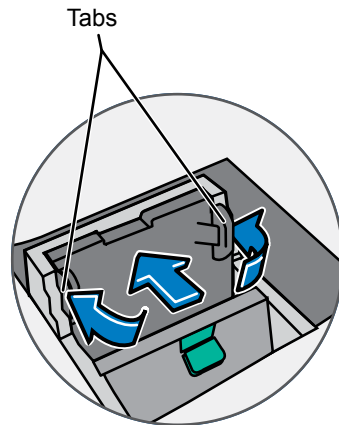
Depending on your model

OR

- Remove the plastic cap from the bottom of the print head.

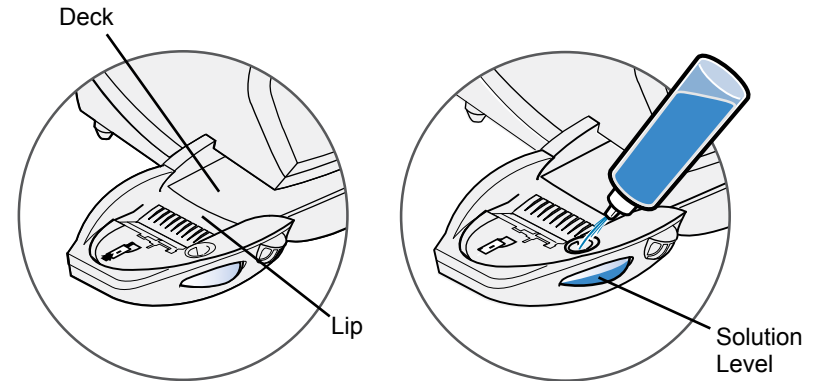


- E. Slide the print head pegs into the lower set of grooves.



- F. Squeeze the tabs and push the print head flush against the wall.

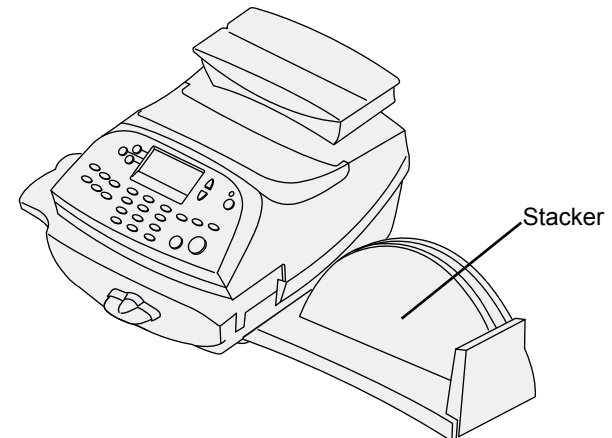
Moistener (continued)



Fill the moistener reservoir with Pitney Bowes E-Z Seal sealing solution. You may fill it later if you don't plan on moistening and sealing envelopes right now.

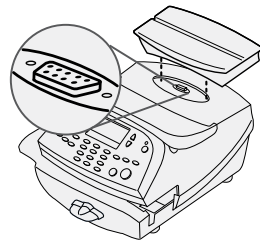
Stacker

The stacker is a tray that catches your processed mail. Position the stacker next to the system as shown. Just slide it into place. It does not connect mechanically to the system.

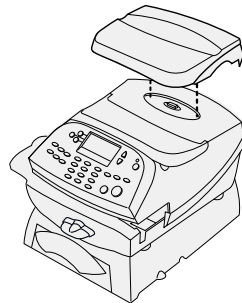


Scale (continued)

Position the assembled scale as shown. Now plug the connector on the bottom of the base unit into the matching connector on your system.

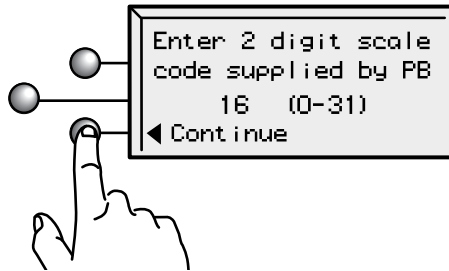


DM100i / DM125



DM200L / DM225

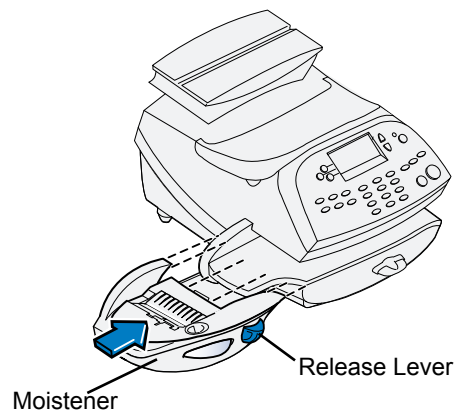
A scale code is needed to calibrate the scale. If you have just attached your scale, key in the correct scale code for your location. Codes for each state can be found in the back of this guide on Page 19-20. Select **Continue**.



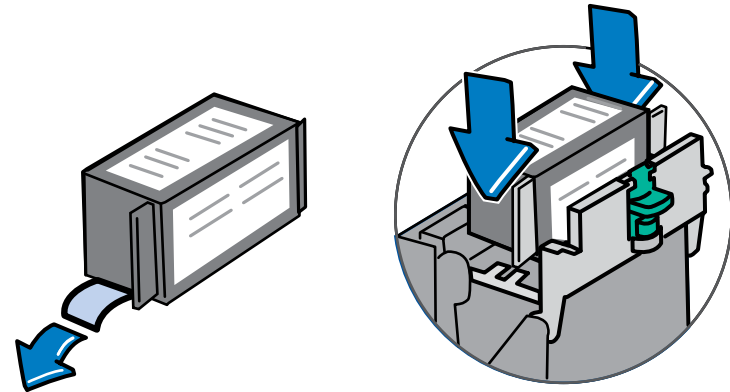
Moistener

The optional moistener allows you to moisten, seal, and apply postage to your envelopes all in one smooth step.

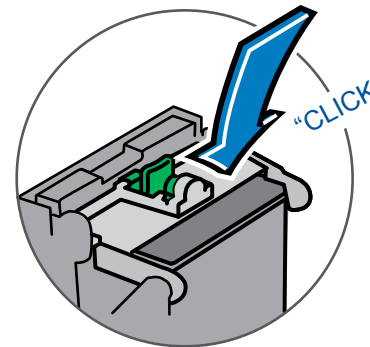
Position the moistener on the left side of the deck as shown. Hold down the blue release lever and slide moistener from left to right, with the lip of the moistener above the deck.



Step 8 Install the Ink Cartridge



- A. Remove the ink cartridge from the bag. The silver foil strip on the bottom of the cartridge should remain in the bag when the cartridge is withdrawn.
- B. Drop the cartridge in next to the print head. The label on the top of the cartridge should face front.



- C. Close the guard and click to secure.
- D. Close the top cover. The meter will automatically prepare the ink cartridge for use.

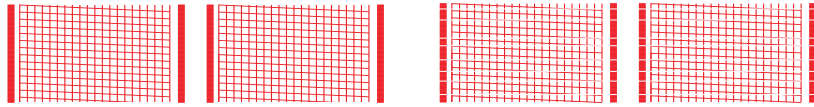
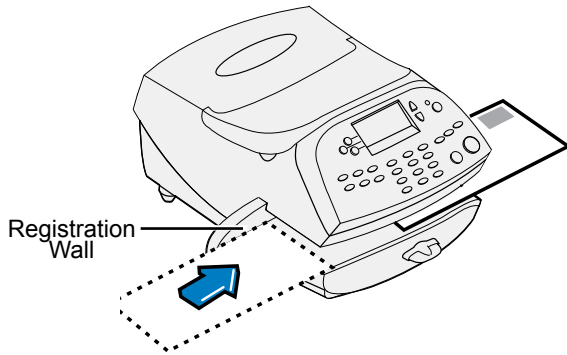
Step 9 Print a Test Pattern

When prompted, insert a spare envelope or a tape sheet for a test print.



For proper printing, position mail flat against registration wall and gently slide mail to the right on feed deck.

The system will detect the envelope and automatically pull it through the printing mechanism.



Good test print - no missing lines

Poor test print

If the test print is good, press the green **Yes/Enter** button on the front of the meter.

No

Yes/Enter



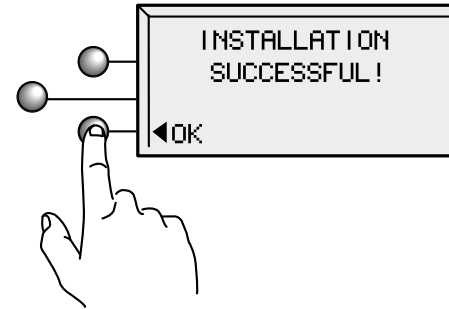
If the test print is poor, press **No** to perform additional maintenance.

Step 15 Congratulations!

Your Mailing System is Ready to Use

- Select **OK**.

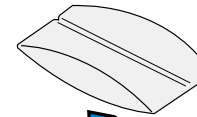
To customize your meter settings and learn all about using your system, **see the Operator Guide on the enclosed CD**, or check the Quick Reference Guide.



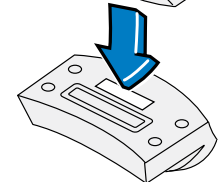
Install Additional Components

If your system came with the optional scale, attach it now. The scale consists of two pieces. Place the platform on top of the base unit, being sure the pegs on the platform are inserted into the corresponding holes in the base unit.

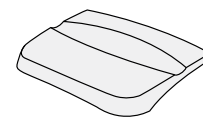
DM100i / DM125 platform



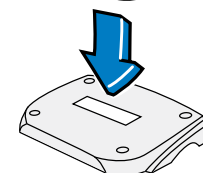
DM100i / DM125 base unit




DM200L / DM225 platform



DM200L / DM225 base unit



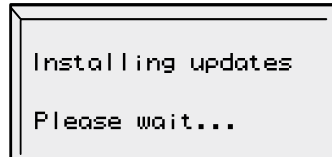
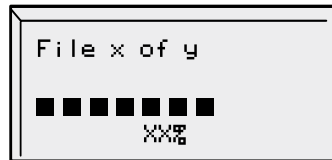
Step 14 Update Your Software

 The last step downloads the current USPS rates in addition to any additional features you may have ordered.

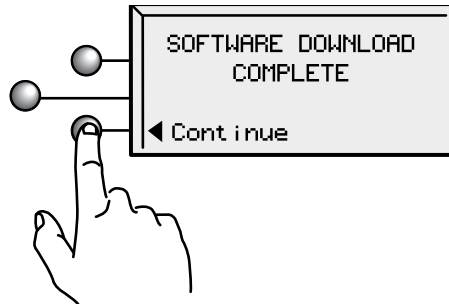
- Select **Get update now**.



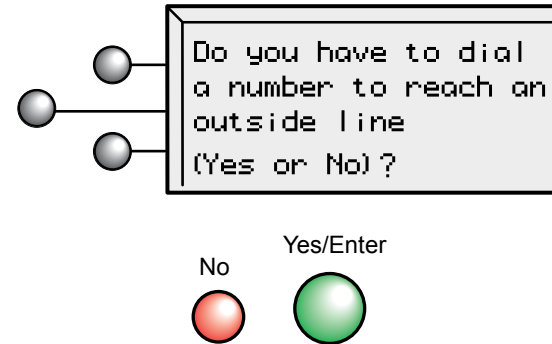
- The updated files will be sent to, and installed on, your system. Follow the screen prompts.



- When the software installation process has finished, select **Continue**.

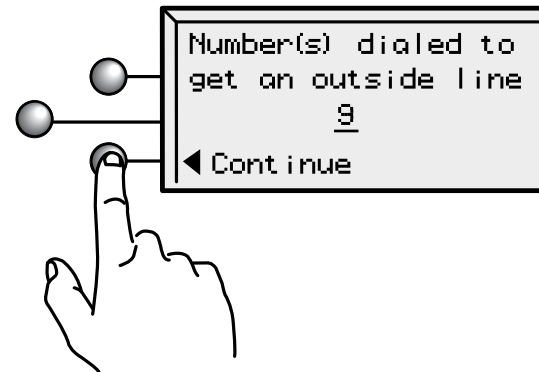


Step 10 Contact Pitney Bowes Data Center



If your phone requires a number to reach an outside line (for example, if you have to dial 9 first), press the **Yes/Enter** key.

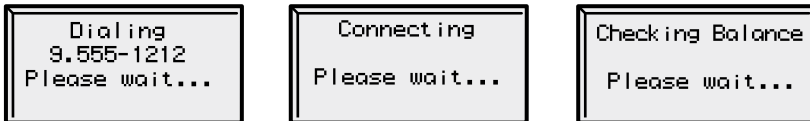
If you select **Yes**, key in your dialing prefix and select **Continue**.



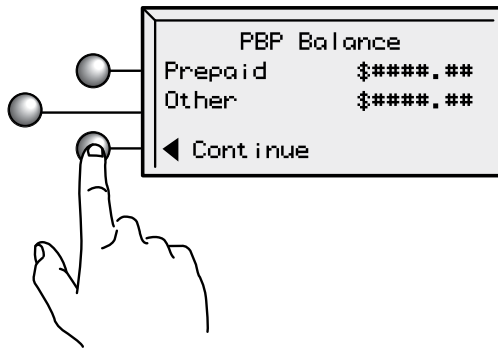
When you select **Continue** (or **No** on the initial screen), the phone will connect to the Pitney Bowes Data Center.

Step 11 Check Your Account Balance

For your security, your meter is not shipped with pre-loaded postage.



Dialing and Connecting screens will appear.



i PBP= Postage by Phone
It is simply your account balance.

When your account is accessed at the Postage-by-Phone Data Center, you will see your current balance (Prepaid) and your current credit line (Other). Some, or all, of the postage funds you have already purchased (Prepaid) you will transfer into your meter in the next step.

- Select **Continue**.

i For troubleshooting see page 18.

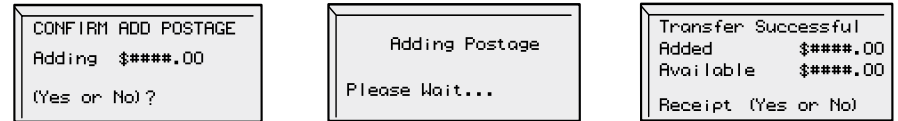
Step 12 Load Postage into Your System

You will now transfer postage into the meter from your account. Key in the amount of postage you wish to add ~ whole dollars only.

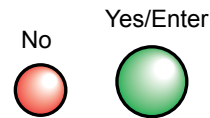


- Select **Continue**.

You will be asked to confirm your choice.

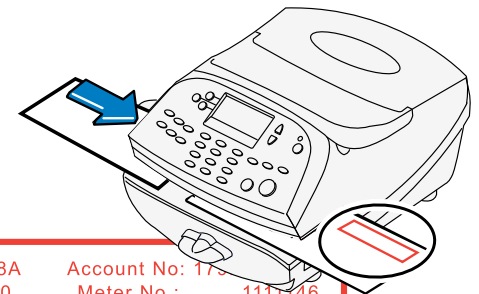
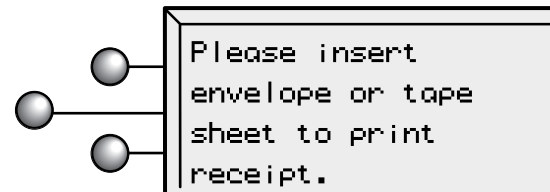


Press **Yes/Enter** or **No** for a receipt.



Step 13 Print Your Receipt

To print a receipt, follow the screen directions.



Refill Receipt	Refill: OCT 23 09 11:38A	Account No.: 175
	Refill Amount: \$100.000	Meter No.: 111146
	Funds Available in Meter: \$115.000	OCT 23 09
	Prepaid: \$935.780	11:38A
	Additional Funds Available: \$000.000	