

DM100i / DM125 / DM200L / DM225

Digital Mailing Systems

Quick Reference Guide



Getting to know your system

These cards provide quick step-by-step instructions to perform basic operations with your DM Series meter.

The latest **Operator Guide** can be found using the Support URLs listed below. For product support go to:

Product Name: DM100i, Model P700
URL: <http://www.pb.com/support/DM100>

Product Name: DM200L, Model P7L1
URL: <http://www.pb.com/support/DM200>

Product Name: DM125, Model PR00
URL: <http://www.pb.com/support/DM125>

Product Name: DM225, Model PRL1
URL: <http://www.pb.com/support/DM225>

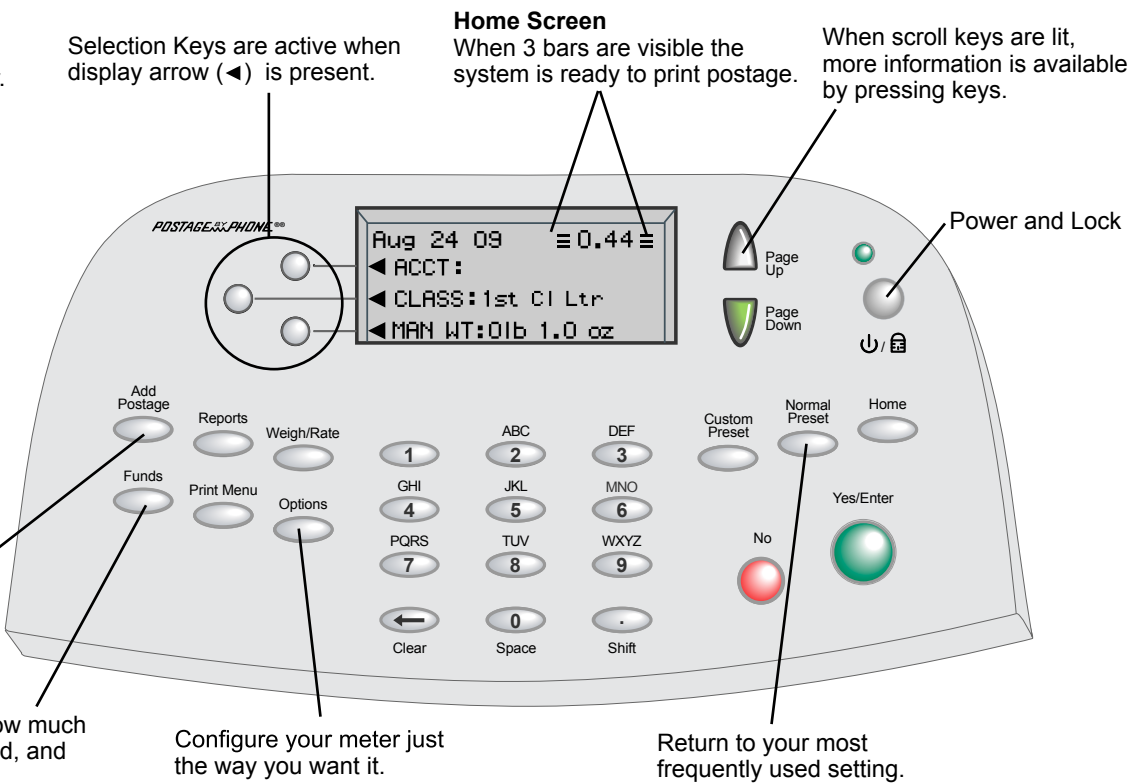
i You can identify your model from the label on the front of your meter

Add postage to your system with as few as 2 button presses.

Determine instantly how much postage you have used, and how much is left.

Configure your meter just the way you want it.

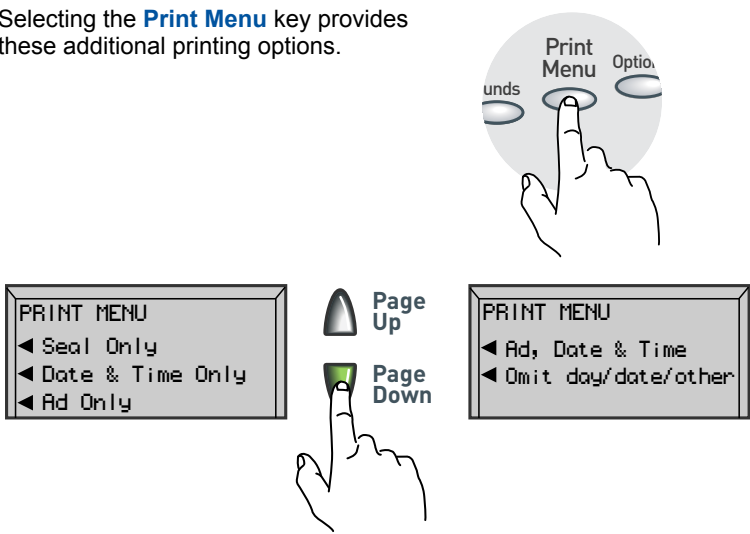
Return to your most frequently used setting.



Print Menu

The Print Menu key provides quick access to what will, or will not, be printed on your mail.

Selecting the **Print Menu** key provides these additional printing options.



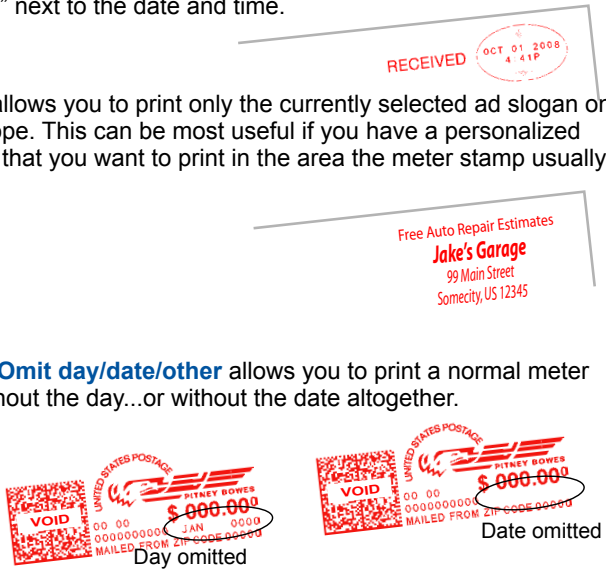
Seal Only allows you to use your system moistener and transport mechanism to wet and seal envelopes. In this mode nothing will be printed on the envelope as it moves through the system.

Date & Time Only - This option allows you to print an oval graphic containing the current date and time.

Ad, Date & Time Only - This option prints the date and time oval as described above, but allowed you to choose an Ad to be printed to the left of the oval. This choice most frequently used to place "Received" next to the date and time.

Ad Only allows you to print only the currently selected ad slogan on the envelope. This can be most useful if you have a personalized ad slogan that you want to print in the area the meter stamp usually appears.

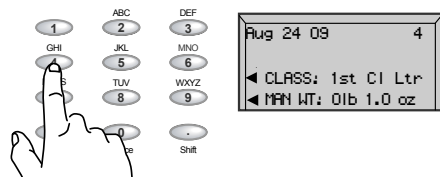
Selecting **Omit day/date/other** allows you to print a normal meter stamp without the day...or without the date altogether.



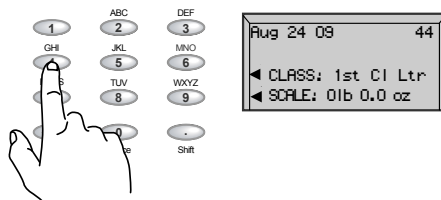
Key in Postage

If you know the value of the postage you want to print... simply key it in!

- 1** For example: At the home screen
Select **4**.

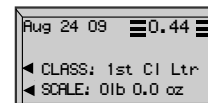


- 2** Select **4** again.



- 3** Select **Yes / Enter**.
Your system is ready to print postage.

Yes/Enter

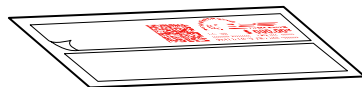


Print a Meter Stamp

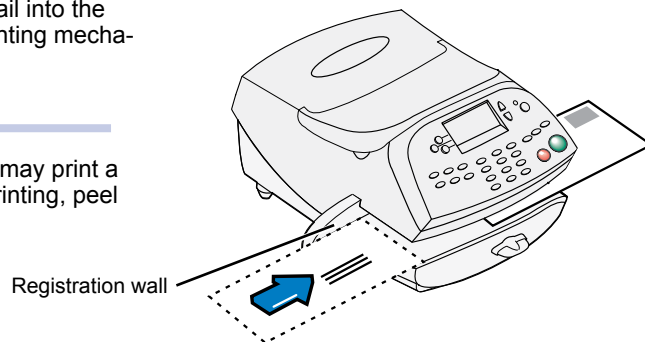
Place the long edge of the envelope flush against the registration wall. Slide the mail into the meter. The system will detect the envelope and automatically pull it through the printing mechanism.

Print a Tape

If you're mailing a package, or your letter is too thick to run through the meter, you may print a postage tape. Tape sheets may be fed and printed the same as envelopes. After printing, peel the tape strip from the backing and place it on your package.



Tape sheet



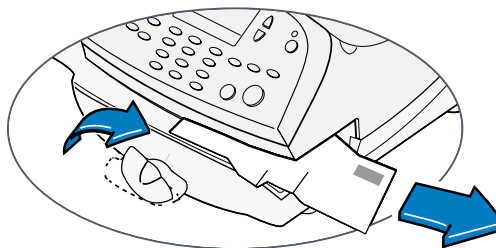
[Overview](#)

[Key in Postage / Meter Stamp](#)

Clear a Jam

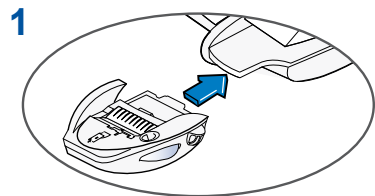
To clear a jam, do the following:

- 1 Turn the jam clearance lever to the right (clockwise).
- 2 Remove the mail piece.
- 3 Rotate lever back to its home position.

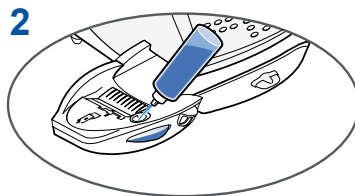


Using the Moistener

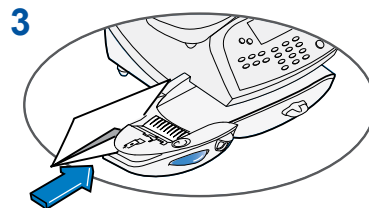
You may moisten, seal, and print postage in one smooth operation.



Install moistener as shown.



Fill reservoir with **E-Z Seal™ Sealing Solution**.



Guide envelope flap around gray edge of moistener deck as shown.

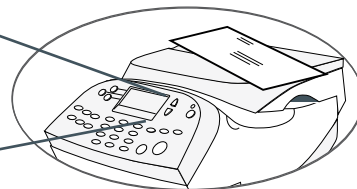
Rate Preview

- 1 Make sure the Class is set to "None". You can set the **Class** to "None" by keying in 0 on the keypad, and pressing the **Yes/Enter** button.

Aug 24 08		0.00
◀CLASS:	None	
◀SCALE:	01b 0.0 oz	

- 2 Put the mail piece on the scale. The weight of the mail piece will appear in the upper right of the display, and possible classes for this weight will be displayed on the screen. If there is no value next to a class name your system needs more information to calculate an accurate rate.

01b 10 oz	
◀1st Class	
◀Priority	
◀Pkg. Service	



- 3 Selecting a key with no associated rate will either prompt you for the additional information needed or present alternative rates. For example, selecting 1st Class on the screen above would present a screen such as:

01b 10 oz	
◀Flat	\$2.36
◀Parcel	\$2.70

(Don't forget the lighted scroll keys to view additional classes and rates.)



- 4 When you select a class with an associated rate, you may see a screen offering additional (fee based) services. Press **Done** to return to the Home screen and print your postage.

SERVICES	\$2.36
◀Insurance	
◀COD	
◀Done	

Lighted scroll keys

If you are unsure if a particular class is valid for your mail piece, visit www.usps.com

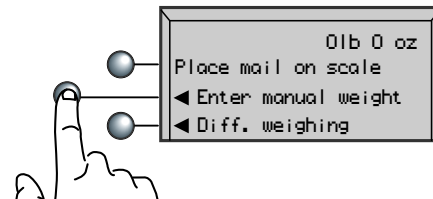
Enter a Known Weight

- 1 If you have not purchased the optional scale, or you know the weight of your mail piece, or if your package is too heavy for the scale...

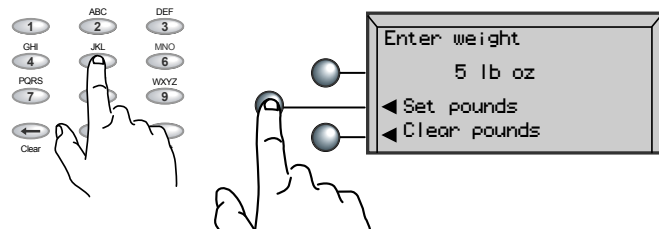
Select **Weight/Rate** key.



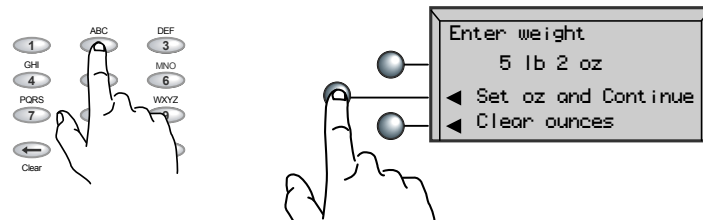
- 2 Select **Enter manual weight**.



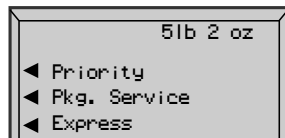
- 3 Key in pounds. Select **Set pounds**.



- 4 Key in ounces. Select **Set oz. and Continue**.

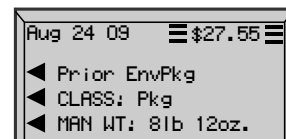


- 5 You will see the screen as shown on the Rate Preview card. Depending on the weight you enter, you may be asked to enter the destination (ZIP) code, and given the opportunity to add fee based services such as Insurance or COD. Follow the screen prompts.



Again, depending on the weight you enter, you may be shown a number of postal classes that apply to your mailpiece. Pick the class and cost that you wish.

- 6 After you have completed the rating process, including any fee services desired (e.g. insurance) you return to the Home screen by selecting **Done**.



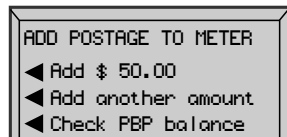
The bottom line on the home screen will remind you that a manually entered weight was used to compute the postal rate.

Adding Postage to Your Meter

It is very simple and convenient to add postage to your meter. Be sure your meter is connected to either an analog phone line or your PC (if using PC Meter Connect).

1 Press the **Add Postage** key.

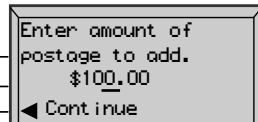
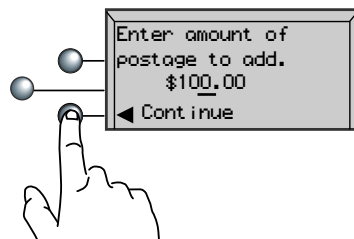
You can pick the default amount shown, key in a different amount to add, or call the Data Center to check your balance.



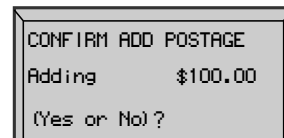
* PBP is Postage by Phone

2 Suppose you wish to add \$100.00, select **Add another amount**.

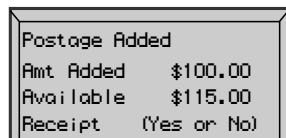
Key in the amount of postage you wish to add. You can only enter whole dollar amounts. Select **Continue**.



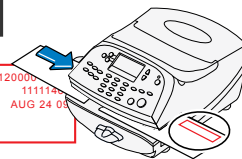
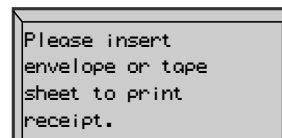
3 You will be asked to confirm the amount requested.



4 The system contacts the **Postage By Phone™ Data Center** automatically. The funds transfer should take less than 60 seconds.



To print your receipt select **Yes / Enter**.



Enter Weight
Adding Postage

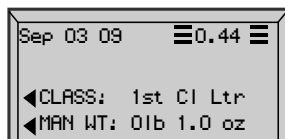
Changing the Normal Preset to a Different Class

The Normal Preset must include a class. You cannot simply key in a value.

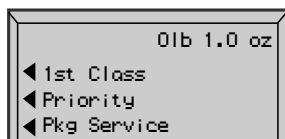
If a standard one-ounce first class letter is not your most frequently used setting, you can change the Normal Preset to any class you wish. The way you define presets is to (1) set the meter just the way you want it, and then (2) take a “snapshot” of this configuration. Just follow the steps below.

Set Your Meter

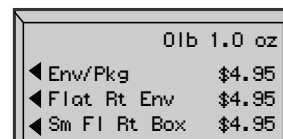
- 1 From the Home screen press the key next to the CLASS line.



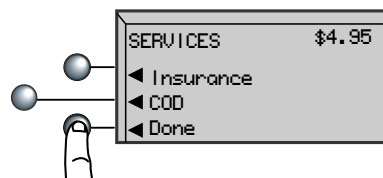
- 2 You'll see the postal classes list; select the class you wish to assign to your normal preset. (For this example, the illustrations will reflect a user who chooses Priority. The same general procedures will apply, however, to any class selected.)



- 3 If offered, select a sub-category of the selected class. (In this example, the Env/Pkg offering under Priority)

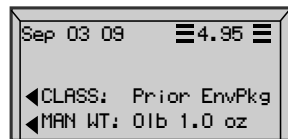


- 4 Select any USPS fee-based service(s) you wish to include with your new Normal preset. You can use the lighted Page-Up and Page-Down buttons to the right of the screen to review fee-based services available. When you have completed selecting special services, press the **Done** key found on the last line of every screen. This will return you to the Home screen and you are now ready to take your Normal Preset “snapshot”.



Take Your Snapshot

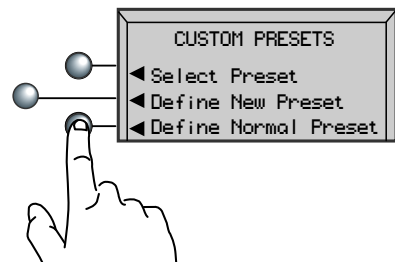
From the Home screen



- 1 Press the Custom Preset key on the control panel.

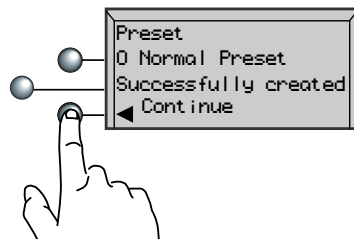


- 2 Press the key next to "Define Normal Preset."

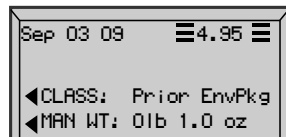


- 3 The next screen will ask, "Are all the current values correct?" This is referring to the settings you have just selected, so press the key next to the **"YES: store preset"**.

- 4 On the next screen press "Continue". This returns you to the first "Custom Presets" screen.

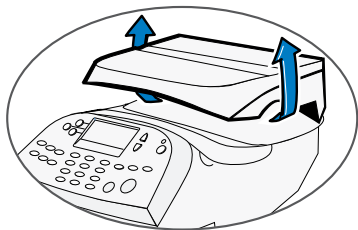


- 5 From the Custom Presets screen press the Clear button. This will return you to the Home screen with your new Normal preset loaded.



Changing the Ink Cartridge

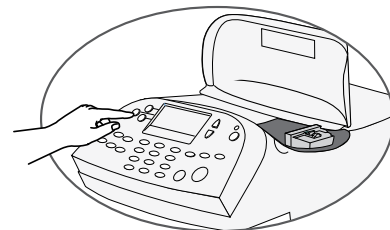
- 1** If you have a DM200L or a DM225, you must remove the scale to change the ink cartridge. Place your hands in the left and right scoops and lift straight up.



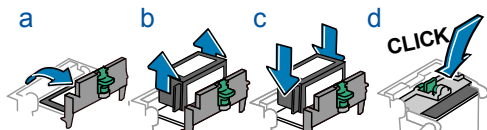
- 2** Open the top cover. The **Top Cover Open** message will appear on the display.



- 3** Select **Replace Ink Tank** to continue.



- 4** Unlatch and flip open the ink cartridge cover. Lift and remove the old ink cartridge.

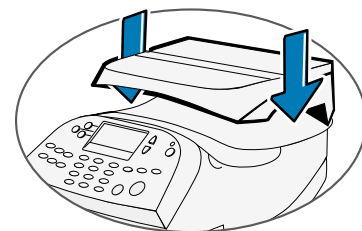


Lower the new ink cartridge into position. The printing on the top of the cartridge should face the front of your system. Return the cover to the closed position and click to secure.

- 5** Close the cover. The system will automatically recognize the new cartridge, perform a brief maintenance operation, and return you to the home screen.



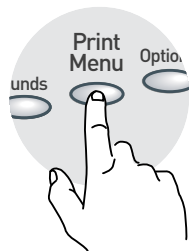
- 6** Replace the scale.
(DM200L / DM225 only)



Print Menu

The Print Menu key provides quick access to what will, or will not, be printed on your mail.

Selecting the **Print Menu** key provides these additional printing options.



Seal Only allows you to use your system moistener and transport mechanism to wet and seal envelopes. In this mode nothing will be printed on the envelope as it moves through the system.

Date & Time Only - This option allows you to print an oval graphic containing the current date and time.

Ad, Date & Time Only - This option prints the date and time oval as described above, but allowed you to choose an Ad to be printed to the left of the oval. This choice most frequently used to place "Received" next to the date and time.



Ad Only allows you to print only the currently selected ad slogan on the envelope. This can be most useful if you have a personalized ad slogan that you want to print in the area the meter stamp usually appears.



Selecting **Omit day/date/other** allows you to print a normal meter stamp without the day...or without the date altogether.



Day omitted



Date omitted



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

Contact List

If you need assistance

For Setup or Getting Started questions, call 1-877-817-2463

Machine Identification

Product Name: DM100i Digital Mailing System
Model Number: P700

Product Name: DM125 Digital Mailing System
Model Number: PR00

Product Name: DM200L Digital Mailing System
Model Number: P7L1

Product Name: DM225 Digital Mailing System
Model Number: PRL1

Resources

To obtain product help through tutorials, troubleshooting pages, downloads, chat, and forums, go to:

DM100i: <http://www.pb.com/support/DM100>
DM125: <http://www.pb.com/support/DM125>
DM200L: <http://www.pb.com/support/DM200>
DM225: <http://www.pb.com/support/DM225>

To order PB supplies and accessories, go to:

<http://www.pb.com> and click on **Supplies**

OR

order by phone at **1-800-243-7824** (M-F 8:00 AM to 8:00 PM E.T.)

To view a list of your equipment, pay invoices online, or you have questions about your Postage-by-Phone account go to:

<http://www.pb.com> and click on **My Account**

For questions about your account or the product, call the Pitney Bowes Customer Care Center at **1-800-522-0020** (M-F 8:00 AM to 8:00 PM E.T.).

To contact the United States Postal Service® (USPS), visit:

<http://www.USPS.com>

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