Pitney Bowes

Engineering the flow of communication™

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

For Service or Supplies

Support Web Site: www.pitneyworks.com/mailstation
Customer Support: 1(800)468-8454.
Product Name: *mailstation™*
Model Number: K700

PB Form AW17479 Rev. B 6/01/05

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Printed in the USA

♻ Printed on recyclable paper

AW17479REVB

Pitney Bowes Small Office Series™

mailstation™ Digital Postage Meter
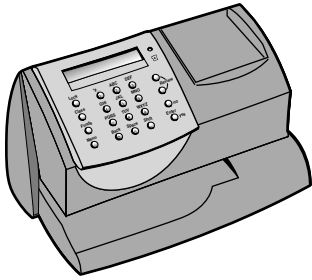
Quick Install Guide

• Add Ink
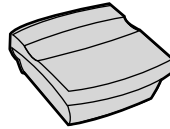• Add Postage Funds
Ready to process mail!

US English Version
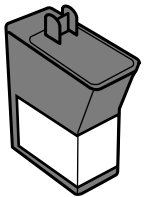
Contents

mailstation™

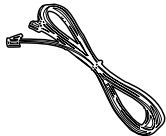**Scale**
(optional)

**To order a scale
call 1(800)468-8454**

**Ink Cartridge
Reorder #797-0**

**Tape Sheets
25 Sheets (50 Labels)
Reorder #612-9**

Phone Cord

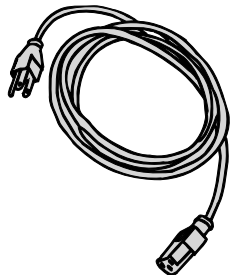**Operating Guide**

Power Cord

Contact List

If You Need Assistance

 • Product Name: *mailstation™*

 • For frequently asked questions, go to:
  www.pitneyworks.com/Kmailstation.

 • To order Pitney Bowes supplies and accessories,
  call **1-800-468-8454** or go to: ***www.pb.com*** and
  click on Online Store.

 • For questions, call ***1-800-468-8454.*** Customer Service
  Representatives are available Monday through Friday,
  8:00 AM - 8:00 PM ET.

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 code to reach an outside line.

If you are using a DSL line you should use a DSL filter obtained from your DSL provider.

Cannot Reach Data Center-

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

Not Enough Funds-

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

To Change information entered during setup -
• Press Clear key on numeric keypad.
• When prompted to Quit press **yes.**
• At "Change communication settings?" press **yes.**
• Press the down arrow key until you see the item you want to modify.
• Press **Enter** to modify information.
• To return to installing your *mailstation™*, press the up or down arrow until "Continue Installation?"
• Press **yes**

For additional Troubleshooting please see user guide.

NOTE: THE METER IS SHIPPED WITHOUT POSTAGE. You transfer funds to the meter as part of the setup process

1 Connect Phone Cord

⚠ **Please do not apply power to your *mailstation™* until Step 3.**
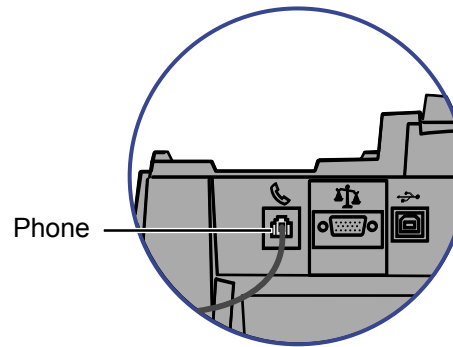
Phone

⚠ **ATTENTION**

Some commercial phone systems use digital lines that may damage the *mailstation™*. Like the *mailstation™*, most fax machines, credit card readers and modems also require analog lines. The *mailstation™* can share a line with these devices. When in doubt, ask the person responsible for your phone systems.

The *mailstation™* requires an analog phone line during the installation process. Connect the phone cord to the *mailstation™* and the other end to an analog phone line.

The following are usually analog lines:
• Fax lines
• Lines used by modems or credit card readers
• Residential phone lines

If you are using a DSL line you should use a DSL filter obtained from your DSL provider.

NOTE: For printing postage, the *mailstation™* does not have to be connected to a phone line. However, if you add funds frequently, we recommend you keep it connected to an analog phone line.

2 Install optional scale
(if ordered -See inside front cover for ordering information)
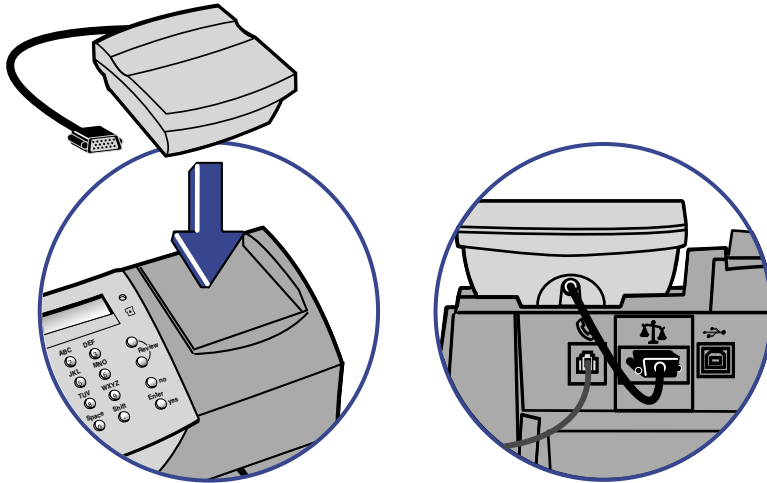
Position the scale on top of the meter as shown.
Connect the scale cable to the scale connector on the back of the *mailstation™* at the scale icon.
Tighten the screws to ensure a secure connection
If you want to place the scale in a different location, an optional four-foot scale cable (#978-6) can be purchased by contacting Pitney Bowes.

3 Connect Power
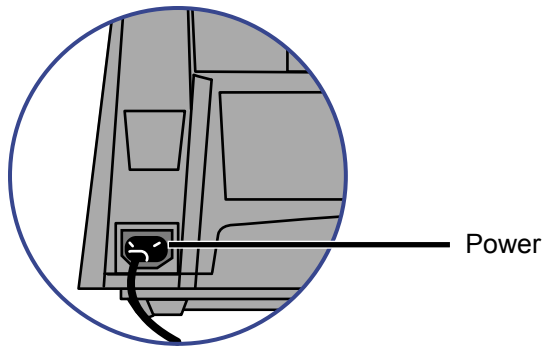
Power

Plug the power cord into the unit as shown and into a convenient outlet that is not controlled by a switch or surge protector. There is no on/off switch on your meter.

7 Checking Your Account Balance and Adding Postage to Your System (continued)

2. Press **Enter** to type in amount of postage to add to the meter.
3. If you would like to add postage in an amount other than the initial default of $100, key in the amount of postage you want to add. You can only enter whole dollar amounts. Confirm this amount by pressing **yes**.
4. After adding postage you will be asked if you want a receipt. Press **yes** if you want a receipt. You will then be prompted to insert an envelope or tape sheet. Press **no** to skip the receipt.

8 Updating Your Software

After loading postage into your system, the *mailstation™* may automatically download any available software updates or features you may have ordered.

If there is an update you will see the screen displaying the status of the update.

If there is no update you will see the ready screen.

```
$0.37              0lb 0.0oz

First Class          MAY 19
```

9 Congratulations! Your *mailstation™* is Operational

Your system is now ready to use. To enter postage, see Quick Reference Guide or type in postage amount.

Also use the Quick Reference Guide under your *mailstation™* for How To's on:
• Printing Postage
• Locking the *mailstation™*
• Replacing Ink Cartridge
• Using Ads / Messages
• Changing the Display Contrast
• And More

6 Connect to Pitney Bowes Data Center

Your postage meter does not come with pre-loaded postage. Any postage that may be included in your order is on your account. You must connect to the Pitney Bowes Data Center to download postage from your account to the meter.

- If the connection is successful the system will display your Postage by Phone™ account status.
- If the connection is not successful, you will be asked if your phone needs a prefix to get an outside line (for example if you have to dial 9).

  - Press **yes** to enter a prefix.
  - Press the number(s) you use to reach an outside line.
  - Press decimal for a pause.
  - Press **yes** to set this dialing prefix.

> **If you are using the same analog line as the fax machine, check if the fax requires a dialing prefix.**

# 7 Checking Your Account Balance and Adding Postage to Your System

Send money to PB Postage by Phone Account

mailstaion™ Digital Postage Meter dials into PB

$ Postage by Phone™ Account

Funds transfered to mailstaion™ Digital Postage Meter

1. When your *mailstation*™ has successfully connected to the Pitney Bowes Data Center, the Postage by Phone™ account balances will display

Postage by Phone Account Credit
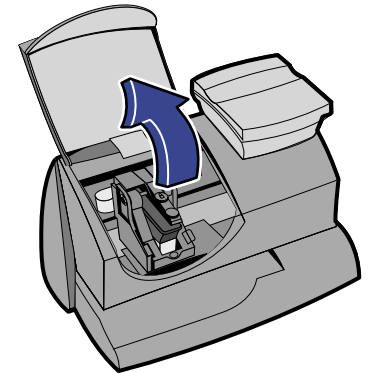
```
On Account:$0.00
Credit: $20.00
```
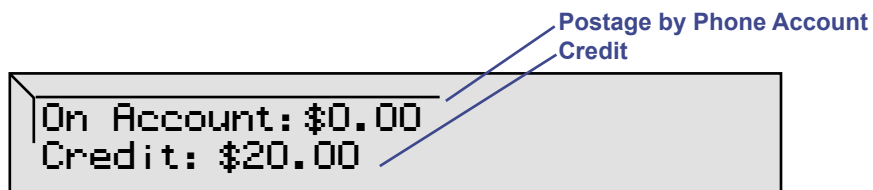
If you are using a credit card to pay for postage, the Postage by Phone Prepaid and Other balances may display $0.00 even though funds for postage are available.
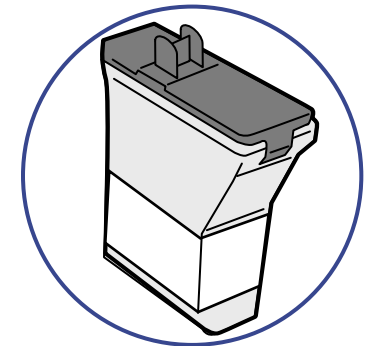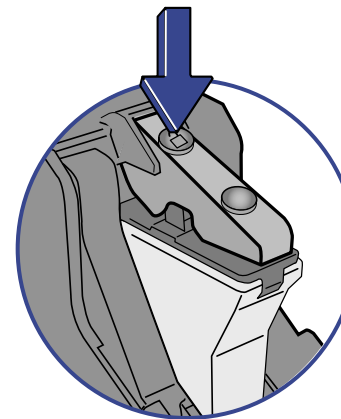
4 Install Ink Cartridge

```
Add ink cartridge,
Continue - Press Enter.
```
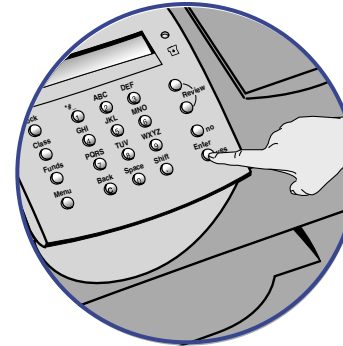

A 1. Press the **Enter** key on the control panel.

2. Lift the cover.

NOTE: If the carriage is not visible close the cover and press **Enter.**

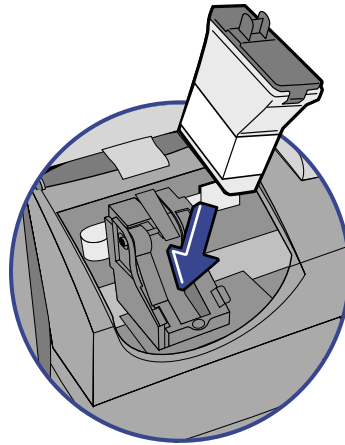NOTE: If there is shipping tape holding down the ink cartridge please remove.

3. Press unlock symbol 🔓 to open cartridge cover.

4. Remove and discard packing material that looks like an ink cartridge.

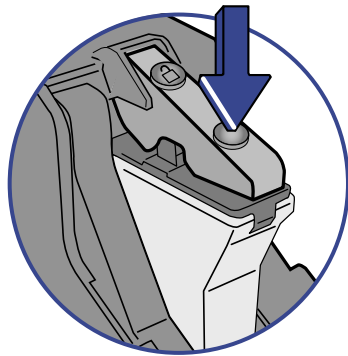**B** Remove new cartridge from plastic bag.
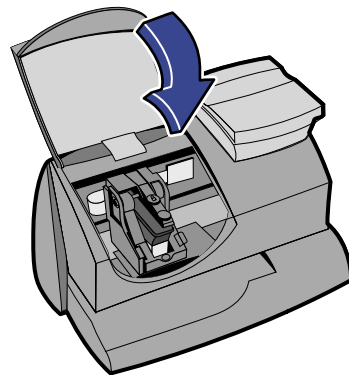
4 Install Ink Cartridge (continued)

C Remove protective strip from bottom of ink cartridge.

D Install new cartridge into machine.

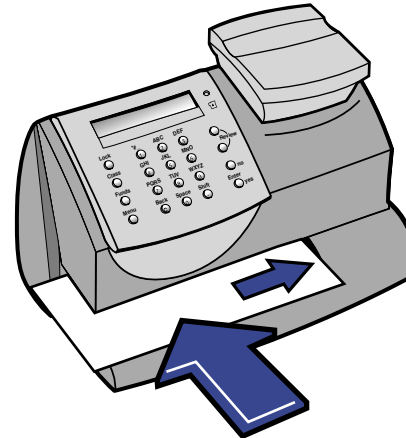**E** Press ink cartridge cover near the front edge to lock the cartridge in place.

Close Cover.

```
IMPORTANT - Is Ink
Cartridge installed?
```
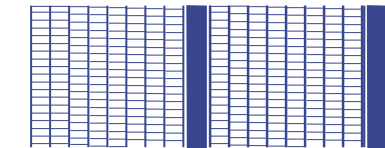
F Press **Enter**. Please wait about 2 minutes.
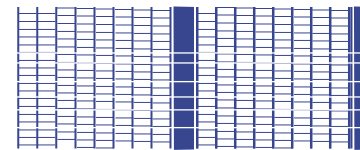
5 Create a Test Print

⚠ **ATTENTION**

To print correctly, insert tape or envelope against the rear and side walls. The system will detect the envelope and automatically begin printing.

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

NOTE: the test print will appear in red ink

Good test print - no missing lines

Poor test print - missing lines

If the test print is poor, press **no** to perform additional printer maintenance and print another test image.