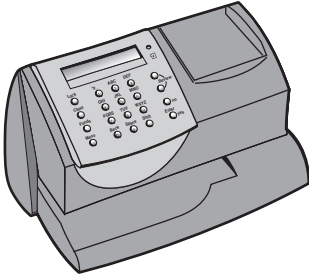
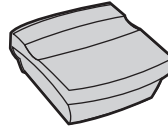


Contents

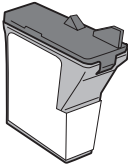
mailstation 2™



Scale



**Ink Cartridge
Reorder #797-M**

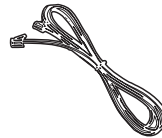


**Sample Pack of
Tape Sheets**

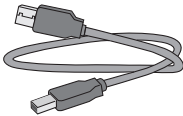


Reorder #612-9

Phone Cord



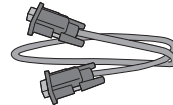
USB Cord



Power Cord



**Scale Extension
Cable #978-6
(Optional)**



Quick Install Guide



System Requirements:

Windows 2000, Windows XP, Vista, Windows 7 - latest Service Packs

1.2 GHz processor

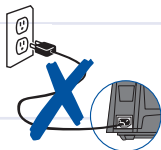
512 Mb RAM

Set-up: Using PC

NOTE: THE METER IS SHIPPED WITHOUT POSTAGE.

You transfer funds to the meter as part of the setup process

1 mailstation 2™ Installation



Please **do not** apply power to your *mailstation 2™* until instructed to.

If your PC has an Internet connection:

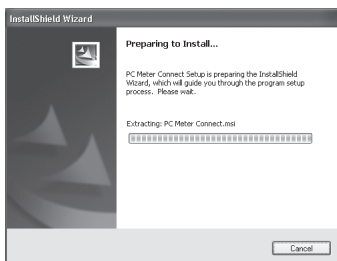
Download and install the latest PC Meter Connect Desktop Application from www.pb.com/support/pcmc. Continue with Step 2.

NOTE: Administrative privileges may be required before you can install the software on your system.

If you do not have a PC with an internet connection

Turn to *Set-up for Analog Phone Line Use* on page 11.

2 Preparing your computer

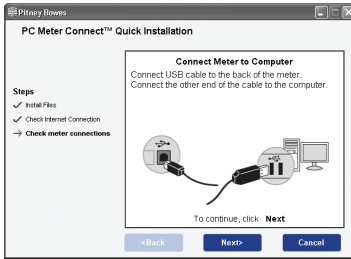


First the *mailstation 2™ PC Meter Connect Install Software* checks your system for two things:

- Does it meet the minimum requirements
- Does it have what is needed to run PC Meter Connect™.

The software will add any missing components and connect to Pitney Bowes services. This process may take several minutes to complete.

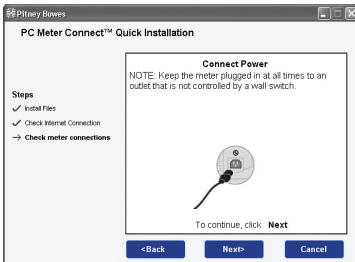
3 Connect the Meter to the Computer



When prompted connect the USB cable to the back of the meter. Connect the other end of the cable to the PC.

NOTE: For printing postage, the *mailstation 2™* does not have to be connected to a computer. However, if you add funds frequently, we recommend you keep it connected.

4 Connect Power

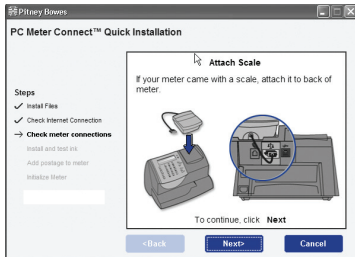


Plug the power cord into the unit as shown and into a convenient outlet that is **not controlled by a switch or power strip**.

There is no On/Off switch on your meter.

The meter takes a few moments to start up. Then the computer tells you when it can communicate with the meter.

5 Install Optional Scale



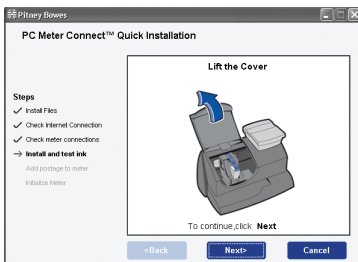
Position the scale on top of the meter as shown.

Connect the scale cable to the scale connector on the back of the *mailstation 2™* 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.

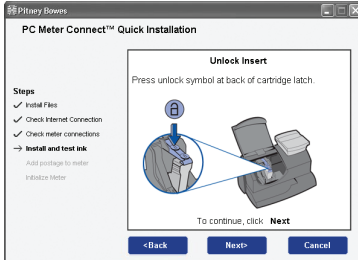
6 Prepare to Install Ink Cartridge



Once the ink bay stops moving and the prompt appears, open the cover.

7 Install Ink Cartridge

- A** 1. Click **Next** on the screen to begin installing the ink cartridge.

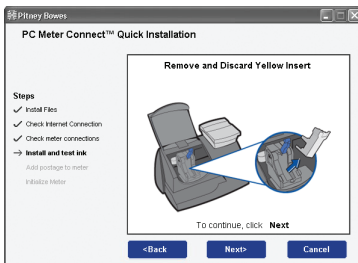


2. Lift the cover.

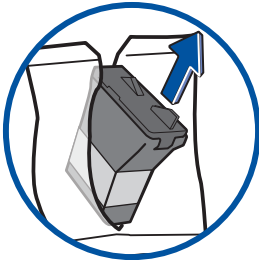
Note: If the cartridge is not visible, close the cover, and on the postage meter press the **Enter** key.

3. Press unlock symbol  to open ink cartridge latch.

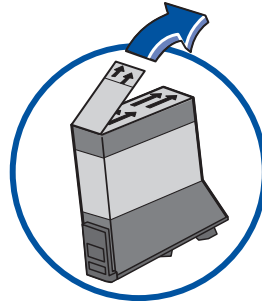
4. Remove and discard the yellow insert.



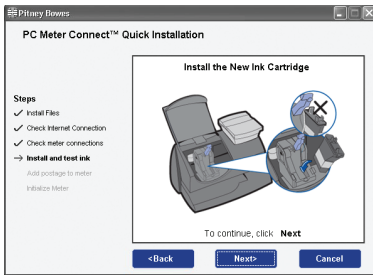
7 Install Ink Cartridge



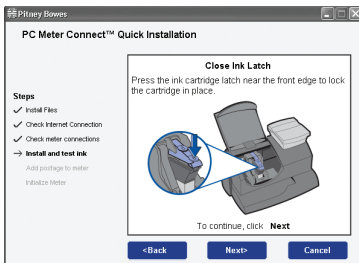
B Remove new cartridge from plastic bag.



C Remove silver foil strip from bottom of ink cartridge.

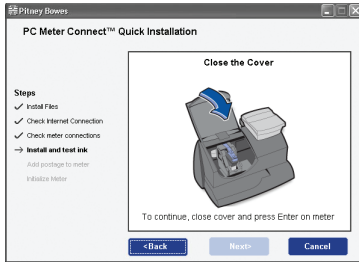


D Install new cartridge into machine.

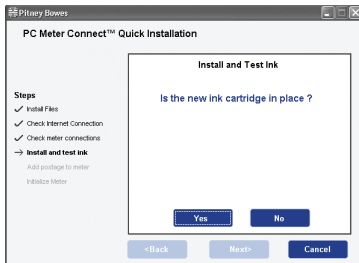


E Press the front edge of the ink latch to lock the cartridge in place.

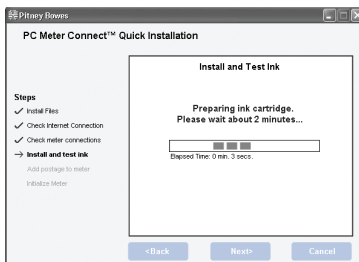
7 Install Ink Cartridge (continued)



F To continue, close the cover and on the meter press **Enter**.

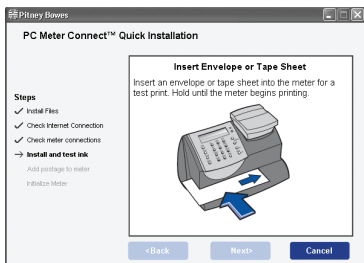


G If the new ink cartridge is in place, click **Yes**.



H Ink preparation takes about 2 minutes to complete.

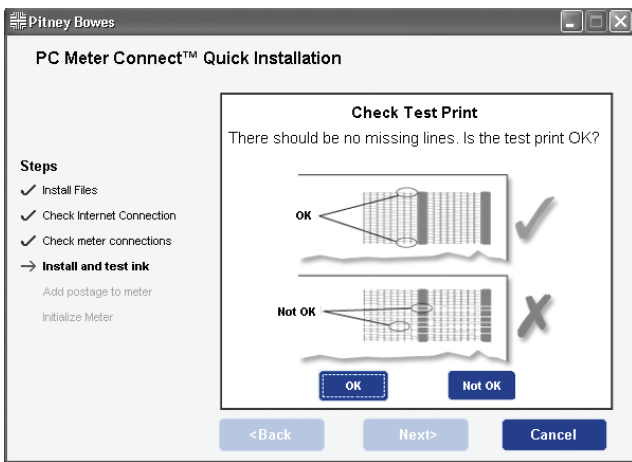
8 Create a Test print



⚠ 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.

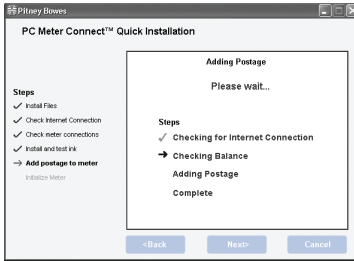


If the test print is poor, click **Not OK** to perform additional printer maintenance and print another test image.

If the test print is good, click **OK**.

9

Connect to Pitney Bowes Data Center



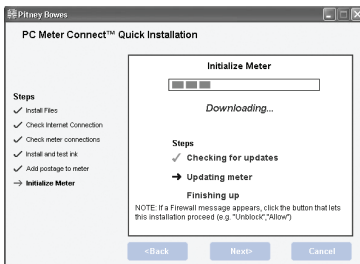
Your postage meter does not come with pre-loaded postage.

The *mailstation 2™* will connect to the Pitney Bowes Data Center to automatically download a basic amount of postage to your meter.

You may then print a receipt for the postage that is downloaded.

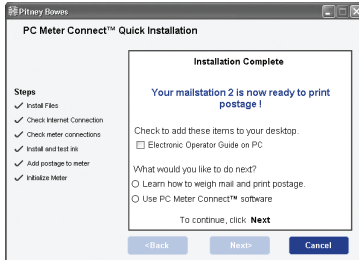
10

Updating Your Software



After loading postage into your system, the *mailstation 2™* may automatically download any relevant updates plus whatever features you may have ordered.

11 Congratulations! Your *mailstation 2*TM is Operational



Your system is now ready to use. You have the option to:

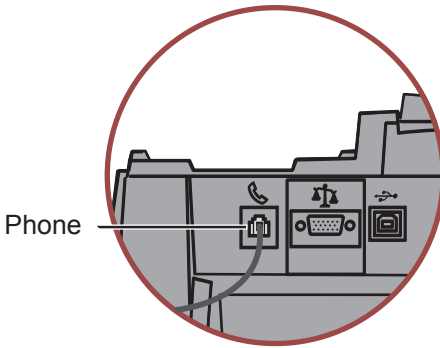
- See a demonstration of how to weigh and print postage
- Use the *mailstation 2*TM
- Exit the software and use your meter to print postage.

Also use the Quick Reference Guide that comes with your *mailstation 2*TM for How To's on:

- Printing Postage
- Locking the *mailstation 2*TM
- Replacing Ink Cartridge
- Using Ads / Messages
- Changing the Display Contrast
- And More

Set-up Using an Analog Phone Line

1 Connect Phone Cord



ATTENTION

Some commercial phone systems use digital lines that may damage the *mailstation 2™*. Like the *mailstation 2™*, most fax machines, credit card readers and modems also require analog lines. The *mailstation 2™* can share a line with these devices. When in doubt, ask the person responsible for your phone systems.

Connect the phone cord to the *mailstation 2™* and the other end to an analog phone line.

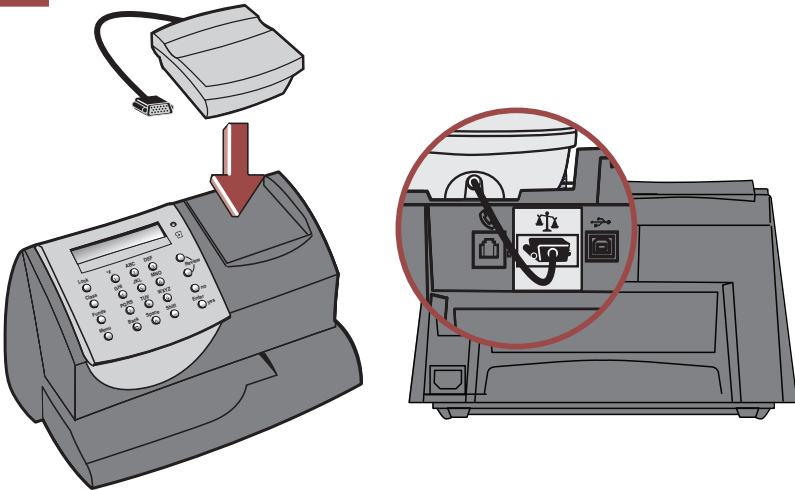
The following are usually analog lines:

- 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 2™* 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



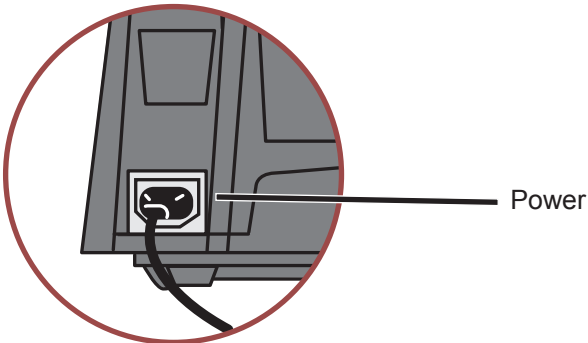
Position the scale on top of the meter as shown.

Connect the scale cable to the scale connector on the back of the *mailstation 2™* 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



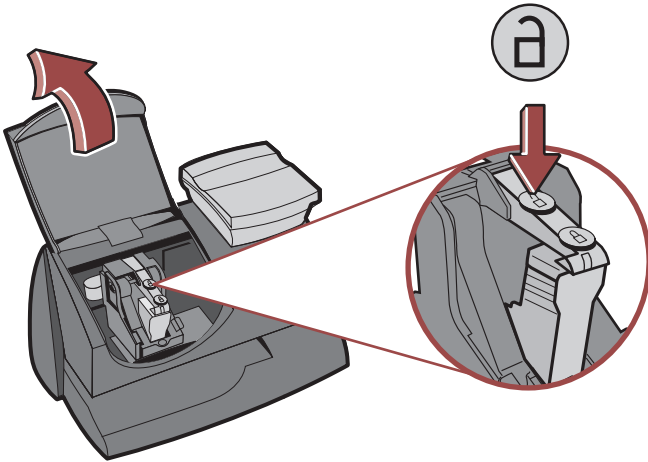
Plug the power cord into the unit as shown and into a convenient outlet that is **not controlled by a switch or power strip**.

There is no on/off switch on your meter.

4 Install Ink Cartridge


Add ink cartridge.
Continue - Press Enter.

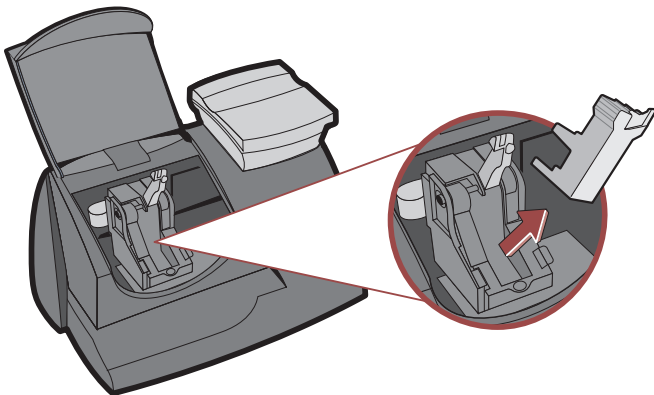
- A** 1. Press the **Enter** key on the control panel.



2. Lift the cover.

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

3. Press unlock symbol  to open cartridge cover.



4. Remove and discard the yellow insert.

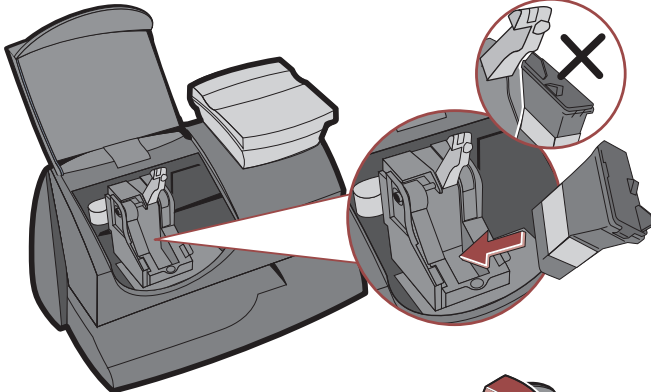
4 Install Ink Cartridge (continued)



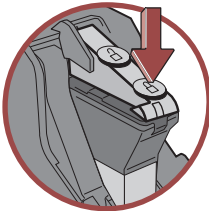
B Remove new cartridge from plastic bag.



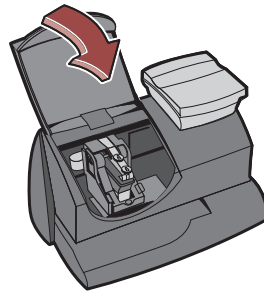
C Remove silver foil strip from bottom of ink cartridge.



D Install new cartridge into machine.



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

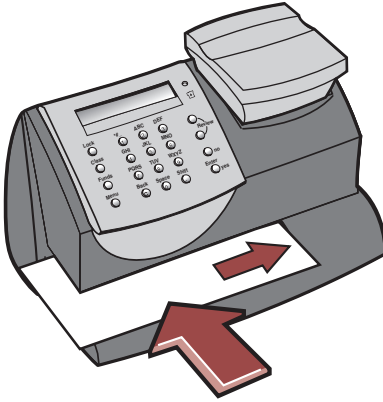


F Close Cover. Press **Enter**.

IMPORTANT - Is Ink Cartridge installed?

G Press **Enter**. Please wait about 2 minutes.

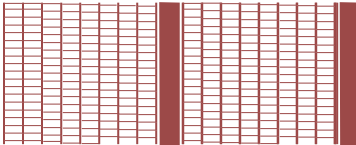
5 Create a Test Print



ATTENTION

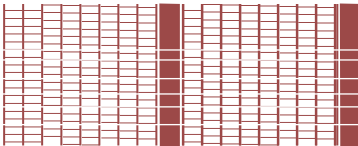
To print correctly, insert tape or envelope against the rear and side walls. The system will detect the envelope and automatically begin printing.

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



Good test print - no missing inside lines

NOTE: The test print will appear in red ink.



Poor test print - missing inside lines

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

If the test print is good, press **yes**.

8 Congratulations! Your *mailstation 2™* 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 2™* for How To's on:

- Printing Postage
- Locking the *mailstation 2™*
- Replacing Ink Cartridge
- Using Ads / Messages
- Changing the Display Contrast
- And More

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 to the meter 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 2™*, press the up or down arrow until “Continue Installation?”
- Press **yes**

**For additional Troubleshooting please see user guide.
It can be downloaded from <http://support.pb.com/K7M0>**

Contact List

If You Need Assistance

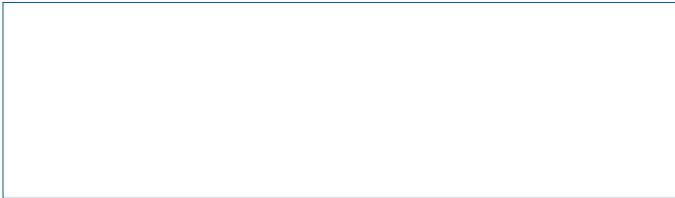
- Product Name: *mailstation 2™*
- For Setup or Getting Started questions, call **1-877-817-2463**
- For Product support go to: ***http://support.pb.com/K7M0***
- To order Pitney Bowes supplies and accessories, call **1-800-243-7824** or go to: ***www.pb.com*** and click on Online Store.
- For other questions, call **1-800-522-0020**. Customer Service Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.



Engineering the flow of communication™

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

For Service or Supplies



Support Web Site: <http://support.pb.com/K7M0>
Getting Started Customer Support: 1(877) 817-2463
Product Customer Support: 1(800) 522-0020
Product Name: *mailstation 2™*
Model Number: K7M0
AW20307 Rev. F 10/10

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