Pitney Bowes

Small Office Series™

mailstation 2™
Digital Postage Meter

User Guide
US English Version

Declaration of Conformity According to FCC Rules Part 2 , Paragraph 2.1077

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Responsible party: Pitney Bowes, 1 Elmcroft Rd., Stamford, CT 06926-0700.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

CAUTION: Changes or modifications to this equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Shielded I/O and USB cables must be used with this equipment to ensure compliance with the limits. Use of unshielded cables is prohibited.

Servicing

This equipment is not intended to be serviceable. Please refer to the warranty information if problems occur. Failed units will be returned to the Pitney Bowes U.S. Service Center. For reference purposes, the Pitney Bowes U.S. Service Center contact address is: Pitney Bowes Inc., 1 Elmcroft Road, Stamford, CT, 06926-0700. All inquiries can be done by calling 1-800-468-8454 and following the telephone prompts. Customer Service Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.

FCC Part 68 Compliance of the Modem

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the bottom of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

This equipment is designed to be connected to a Facility Interface Code 02LS2 network with RJ11C network interface.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The ringer equivalence number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, this model is 03 which is a REN of 0.3).

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify you as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, please contact Pitney Bowes, 1 Elmcroft Rd., Stamford, CT 06926-0700, for repair or warranty information (also see *Servicing* section above). If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved. This equipment is not intended to be repaired by the customer (user).

Connection to party-line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If the installation site has specially wired alarm equipment connected to the telephone line, ensure the installation of this mailing machine does not disable the alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Industry Canada

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The Ringer Equivalence Number (REN) of this terminal equipment is 1.0 (with the exception of the K7M0, which is 0.3). The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all devices does not exceed five.

The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

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Pitney Bowes Contact List

Machine Identification

Product Name: *mailstation 2™* digital postage meter

Model Number: K700 (Product Code K7M0)

Resources

For frequently asked questions, go to:
www.pitneyworks.com/welcomeK7M0.

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

All other inquiries can be done by calling 1-800-468-8454 and following the telephone prompts. There are prompts for:

- Questions on your postage funds on your account (also known as your Postage By Phone® meter payment account).
- Ordering Pitney Bowes supplies and accessories
- Questions on an invoice or statement
- Technical support
  NOTE: Customer Service Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.

To contact the United Stated Postal Service® (USPS), visit:
www.USPS.com

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1 • Introduction

What's in this Guide

1 • Introduction

About the Pitney Bowes Small Office Series™

Pitney Bowes Small Office Series™ is a line of unique mailing solutions for small businesses and those with home offices. The line has products for all volumes and types of postage usage from less than $30/month in postage to $300/month and more as well as products developed specifically for people shipping mostly packages. Pitney Bowes is dedicated to helping small businesses manage their mailing needs while avoiding time-consuming trips to the Post Office.

About Your Machine

Your machine digital postage meter features include:

- Space-saving, compact footprint
- Easy-to-read display shows system status and prompts you through setup operations
- Automatic date advance
- Keyboard-selectable envelope ads and postal inscriptions
- Convenient postage-adding via Pitney Bowes Postage By Phone® meter payment system (requires analog phone line or a PC with Internet connection)
- Ink jet printer provides clear, crisp imprints
- Optional scale weighs mail pieces
- Optional rating feature calculates correct postage
- Date and time stamp for use on incoming mail or on sensitive documents
- Optional accounting feature tracks postage costs by department
- Password protection limits access to authorized personnel
- Full report printing capability provides hard-copy records of your postage transactions
- USB communication port which allows you to do postage refills/ meter updates quickly and conveniently from your PC with Internet connection.

Sections of the Meter Stamp

These are the Chapters that make up the meter stamp printed on your mail piece.

Optional Printing   *Required Printing*

*required only for certain classes of mail
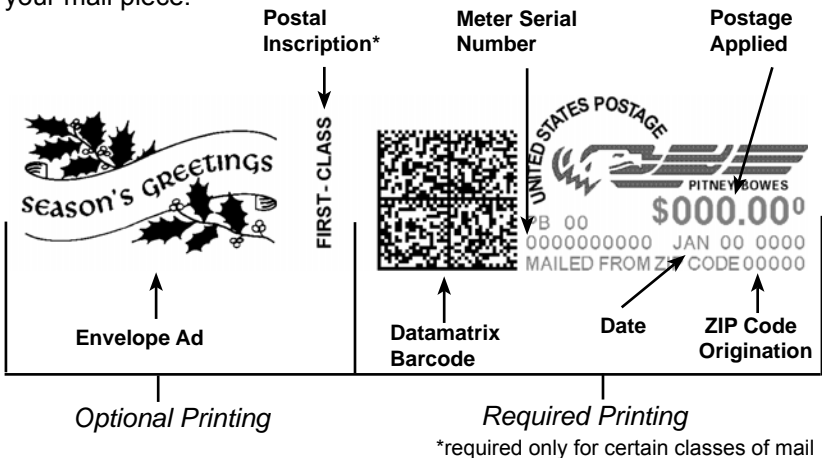
What is IntelliLink™?

Your mailing system takes full advantage of IntelliLink™, your digital gateway to an entire suite of services and information that can move your mail more efficiently and enhance your business performance. IntelliLink™ technology gives you the ability to:

Add postage funds conveniently
You can add funds to your machine electronically via Pitney Bowes Postage By Phone® (requires analog phone line or a Windows PC with Internet connection).

Download Postal Rate Updates
The latest postal rates can be downloaded precisely when you need them.

Add Features On Demand
You can easily download envelope ads, postal inscriptions, and optional features such as standard accounting (see *Pitney Bowes Contact List* at start of guide)

Keep Your System Current
Electronic software download capability means you'll always have the latest version of your machine's operating system.

Postal Requirements

The meter on your mailing machine is licensed by the United States Postal Service (USPS®) and you must follow some basic requirements.

- Mail must have the correct date and postage amount in the meter stamp (indicia).
- Metered mail must bear the ZIP Code location of the post office where the postage meter (mailing machine) is registered.
- If you move to another ZIP Code location, you must update the ZIP Code by calling our Customer Care Center (see *page v)*.
- The USPS® requires a postal inspection of your machine every 120 days. This postal inspection requirement can be automatically met by connecting to the Pitney Bowes Data Center to check your Postage By Phone® meter payment account balance or to add postage to your meter.

    (i) *NOTE:* If the interval between inspections is more than 90 days, your machine's display prompts "Inspection Due." If the interval between inspections is more than 120 days, the display prompts "Inspection Required." At this point, you won't be able to use your mailing system until your system is inspected. In either case, to satisfy the postal inspection requirement, simply:

    - Follow the prompts on the "Inspection Due" screen or
    - Press **Funds**, scroll to and select "Check Amt available to download". This connects you to the Pitney Bowes Data Center and allows you to check (view) your Postage By Phone Account. This does not decrease or change the funds in your account, and can be used just to fullfill the USPS® inspection requirement.

- Tape sheets are used to apply postage on mail pieces that are too thick or too large to run through your machine. These sheets must conform to postal specifications. For best performance, we recommend Pitney Bowes tape strips (see *Chapter 11, Supplies and Options* and page v for ordering information).

About PC Meter Connect™

PC Meter Connect™ is PC-based software that allows you to use your PC's high-speed Internet to connect your mailing machine to the Data Center, as well as provide convenient access to mailing machine settings from your PC.

You simply load the PC Meter Connect™ software from the CD included in your starter kit into a PC with an internet connection (broadband, DSL, network, etc.) and connect a USB cable between your meter and a PC with Internet connection. As an extra bonus, PC Meter Connect™ also walks you through the entire installation of your machine if you use this method when your machine is first set up.

Using PC Meter Connect™ directly from your PC, you can easily:

• add postage and perform USPS inspections and rate updates
• see status messages (such as "low funds") from the meter
• see or print your postage refill history
• set machine settings, such as date and time, printing options, presets, etc.
• run accounting reports

PC Meter Connect™ also includes links to:

• demos to walk you through common procedures
• a PDF version of this User Guide
• the machine online support
• the Pitney Bowes Online Store, which provides an easy and convenient way to order ink cartridges, E-Z Seal®, envelopes, and other supplies for your machine.

See also *Appendix A - PC Meter Connect*™ or refer to the PC Meter Connect™ software for more information.

> ⓘ **NOTE :** Topic headings in this manual that refer to a PC Meter Connect™ procedure will be listed in **green text.**

Other Sources of Information

Other sources of information for your machine meter include:

• The machine Quick Reference Guide, located in the front pull-out tray. It has condensed versions of many of the topics covered in this book.
• The PC Meter Connect™ application (when installed on your PC)
• The *Pitney Bowes Contact List* at the start of this guide, which provides helpful websites and phone numbers

Specifications

Equipment

Size	*Base Model* 8.4" (213 mm) H x 13.8" (351 mm) L x 10.4" (264 mm) D *Base Model With Scale* 9.1" (231 mm) H x 13.8" (351 mm) L x 10.4" (264 mm) D
Weight	7.9 lbs. (3.6 kg.) without scale 8.7 lbs. (4.0 kg.) with scale
Power Requirements	100-120 VAC, 50/60Hz. 0.3A
Ports	1 USB; 1 RJ-11, 1 Serial
Operating Temperature	55°F (14°C) to 95°F (35°C)
Sound Level	Machine noise is less than 70dba in accordance with Regulation 3. GPSGV, 06.01.2004, EN ISO 7779, and ANSI 12.10.
LCD Display	2 lines, 20 characters long
Throughput	Up to 18 letters per minute Actual throughput will vary, depending on the material used, graphic printed, machine environment, and the skill of the operator.
Print Resolution	300 x 600 dpi
Print Image Area	1" (25.2 mm) x 5.5" (140 mm)
Ink Cartridge Life	Your actual ink usage will vary, based on how frequently you use the machine, the graphic printed and environmental conditions. Yields up to 400-800 imprints (or 4-6 months).
Tape Sheets	Self-adhesive type, dual tape sheets for use on mail pieces that are too thick or too large to run through your machine.
Internal Envelope Ad Storage	Up to 15
Internal Postal Inscription Storage	Up to 15
Maximum Imprint	$99.999

Specifications (cont'd)

Material (see figure below)

Minimum Size	5" x 3.5" (127 mm x 89 mm
Minimum Thickness	0.007" (0.18 mm)
Maximum Thickness	5/16" (8.0 mm)

IMPORTANT: For best results, always make sure your material conforms to these specifications.
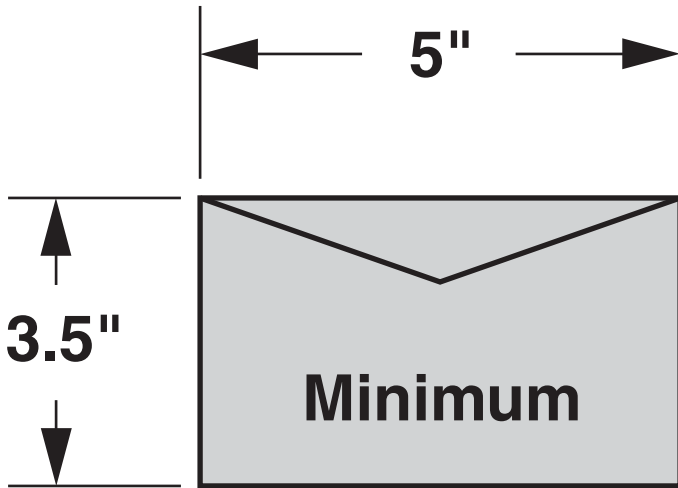
Important Safety Notes

Follow the normal safety precautions for all office equipment.

- Please read all instructions before you attempt to operate the system. Save these instructions for future use.

- Use only Pitney Bowes-approved supplies, in particular aerosol dusters. Improper storage and use of aerosol dusters or flammable aerosol dusters can cause an explosive-like condition that could result in personal injury and/or property damage. Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster label.

- Use the power cord supplied with the machine and plug it into a properly grounded wall outlet that's located near the machine and easily accessible. Failure to properly ground the machine can result in severe personal injury and/or fire.

- The power cord wall plug is the primary means of disconnecting the machine from the AC supply. The unit is on whenever it is plugged into a live receptacle, even though the operator display may be blank.

- Place the mailing machine base close to an easily accessible wall outlet. DO NOT use a wall outlet controlled by a wall switch or one that is shared with other equipment.

- Do not use an adapter plug on the line cord or wall outlet.

- Do not remove the ground pin from the line cord.

- Make sure the area in front of the wall outlet into which the machine is plugged is free from obstruction.

- DO NOT route the power cord over sharp edges or trap it between pieces of furniture. Make sure there is no strain on the power cord.

- To reduce the risk of fire or electrical shock, DO NOT attempt to remove covers or disassemble the control panel or its base. The cabinet encloses hazardous parts. If you should drop or otherwise damage the unit, call Pitney Bowes.

- Use only Pitney Bowes approved ink, tape strips, and cleaners. To obtain Material Safety Data Sheets (MSDS) for OSHA requirements, please go to **www.pb.com/msds**. When prompted, enter the product name, manufacturer, the Pitney Bowes MSDS Number, or reorder number of the item you are interested in.

- Keep fingers, long hair, jewelry and loose clothing away from moving parts at all times.

Important Safety Notes (cont'd)

- Avoid touching moving parts or materials while the machine is in use. Before clearing a stall (jam), be sure machine mechanisms come to a complete stop.
- To prevent overheating, do not cover the vent openings.
- When removing stalled material, avoid using too much force to protect against minor personal injury and damage to the equipment.
- Use the equipment only for its intended purpose.
- Always follow the specific occupational safety and health standards prescribed for your workplace.

CAUTION: In case of an ink spill, leaking ink or excessive ink accumulation, immediately disconnect the power cord from the wall plug and contact Pitney Bowes. See page *v* for contact information.

Important Telephone Safety Instructions

The machine may connect directly to an analog telephone line. For your protection, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons. These safety precautions include:

> **WARNING:** To reduce the risk of fire, use only the 26 AWG telecommunication line cord supplied with your mailing machine.

- Never install telephone wiring during a lightning storm.
- Disconnect the system's telephone line during a lightning storm.
- Avoid using a telephone or equipment that connects to a telephone line during an electrical storm; there may be a remote risk of electrical shock from lightning.
- Do not use the telephone or equipment connected to the telephone to report a gas leak if the telephone is in the vicinity of the leak.
- Never install telephone jacks in wet locations.
- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.

2 • Getting to Know Your System

Parts of the Machine

Item	Part	Description
1	*Control Panel*	Allows you to enter and set up information on your meter.
2	*LED*	Lights amber when your machine is low on ink (one blink indicates the machine is out of ink).
3	*Scale (optional)*	Allows you to weigh a mail piece so you (or the machine, if you purchased the optional internal rating feature) can calculate the correct postage.
4	*Top Cover*	Opens up to allow replacement of the ink cartridge. See *Chapter 9 - Ink Maintenance* for instructions.
5	*Mail Deck*	Supports your envelope, post card or tape sheet as you insert for printing.

Control Panel
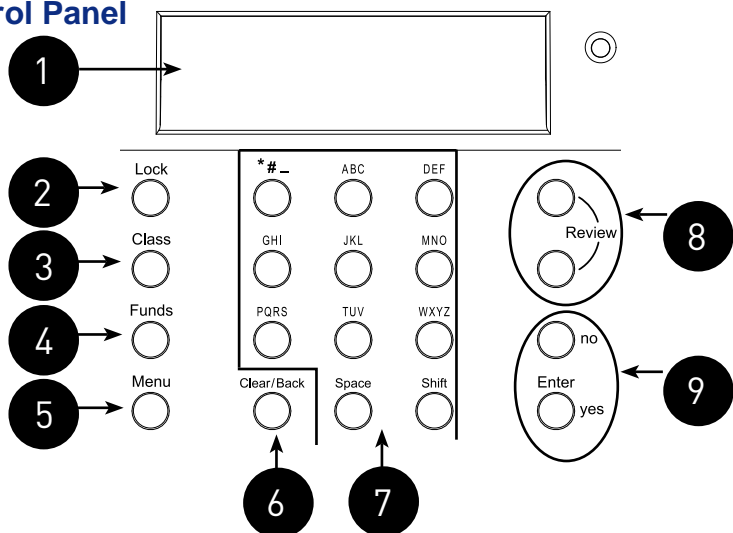
Item	Part	Description
1	*LCD Display*	Shows the current status of your machine and prompts you through all setup operations in a two-line LCD.
2	*Lock Key*	Prevents unauthorized use of your machine if the lock feature is set up and the machine is in "sleep mode"; entering your four-digit password unlocks (awakens) the meter.
3	*Class*	Allows you to select class and calculate postage based on the service selected if you have the optional internal rating system feature. See *Chapter 3 - Running Mail.*
4	*Funds*	Allows you to check and add postage funds to your machine See *Chapter 5 - Adding Postage.*
5	*Menu*	Allows you access to settings of the machine, such as date, time, etc. See *Chapter 6 - System Settings*.
6	*Clear/Back*	Allows you to clear or cancel an entry or return to the previous screen/level of menu.
7	*Alpha/ Numeric Keypad*	Allows you to type in numbers and letters for account names, postage values, and other information. See also *Appendix A - Entering Text.*
8	*Review Keys*	Allows you to scroll through choices in the LCD display or review the current settings.
9	*Enter/Yes* and *No*	Allows you to confirm an operation or answer "Yes" or "No" to a prompt.

Connections on Back of Machine
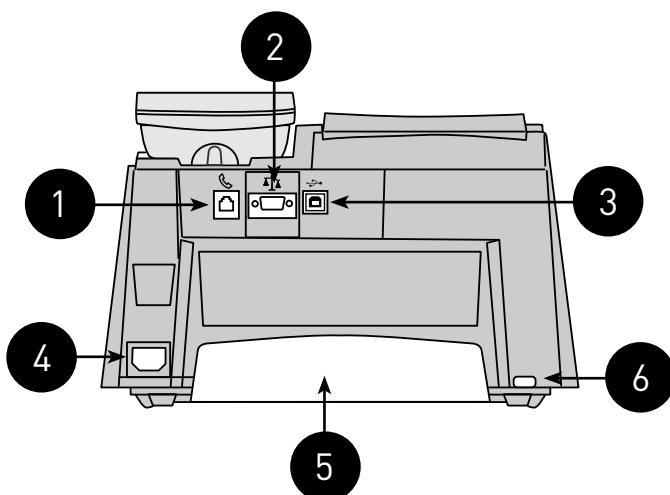
Item	Part	Description
1	*Phone Jack*	Allows you to connect to an analog phone line via a standard RJ-11 phone plug (the same as a Fax machine) and connect to the Pitney Bowes Data Center to download postage and software updates (see also *Chapter 5, Adding Postage*).
2	*Serial Port*	Allows you to connect the optional scale to weigh your mail piece.
3	*USB Port*	Allows you to attach a USB cable connected to a Windows PC that has Internet access (known as PC Meter Connect™). See *Chapter 5, Adding Postage* and *Appendix A - PC Meter Connect™* for more information.
4	*Power Receptacle*	Connects to AC power cord (supplied)
5	*Ink Tray*	Holds excess ink that results from the printing process. See also *Chapter 9 - Ink Maintenance.*
6	*Ink Tray Lever*	By sliding lever, it allows you to remove the ink tray

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3 • Running Mail

Home Screen

When you power up your system, the Home screen appears on the operating display. If your system has been set up to require a Lock Code or password, you are prompted to enter it.

A typical Home screen is show below (with optional scale connected and optional internal rating feature).

```
$0.44          0lb 0.0oz
1st Cl Ltr      MAY 26
```
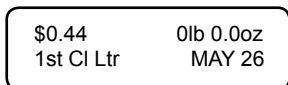
Checking the Funds (Postage) in Your Machine

At a PC Using the PC Meter Connect™

At the *Add Postage* tab (which is the default tab that displays when you first launch the program), view "Current Meter Balance".

At Meter

1. Press **Funds**. The amount left in the meter displays.
2. Press **Clear/Back** to return to main screen.

Determining the Amount of Postage to Use

The amount of postage on a mail piece is based on USPS regulations and involves factors such as:

- class of mail
- weight
- shape (for certain size letters and all packages)
- how fast you want the mail piece delivered

If you have purchased the optional internal rating feature, the machine can make the process much easier as it calculates the postage automatically for most mail pieces based on the choices you select (weight, class, etc). In addition, if you have purchased the optional scale, the weight of the mail piece can be used by the meter's internal rating feature to further streamline the postage calculation process.

If you need to manually calculate the postage, please contact your local Post Office or go to **www.USPS.com** for the latest rates and fees.

Optional Add-On USPS Services

If you want to use any of the optional add-on USPS Services (such as insurance, COD, Delivery Confirmation, Signature Confirmation, Return Receipt, etc.), please contact your local Post Office to complete the postage process. You will have to attach specific labels and/or fill out forms and pay additional fees to include these services on your mail piece.

Applying Postage

There are several ways you can apply postage using your
™ meter. Each method is described in its own Chapter that follows.

ⓘ **NOTE 1:** For applying postage, the meter does not have to be connected to the Pitney Bowes Data Center. However, when you need to add funds to your meter, you must be connected (see *Chapter 5 - Adding Postage/Connecting to Data Center* for more information).

ⓘ **NOTE 2:** The meter automatically advances the date at 12:00 AM.

Keying In the Postage Directly

Use this method when you already know the exact amount of postage.

1. From the main screen, enter the postage using the numeric keys and press **Enter/yes**. NOTE: You do not need to enter the decimal point.
2. Slide the envelope (or tape sheet if mail piece is too big for machine) into the mail deck. The meter prints the digital indicia and indicates when to remove the mail piece when finished.
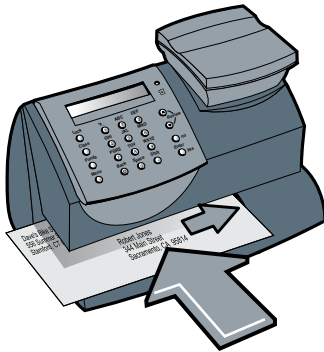
Applying Postage (cont'd)

Using the Optional Scale with Optional Internal Rating

Use this method when you are using the optional scale and optional internal rating feature.

1. Place mail piece on scale. The weight of the mail piece appears on the display.

    (i) **NOTE 1***:* If there was no class specified on the display when you placed the mail piece, you may need to scroll and select the desired class (if you are unsure if a particular class is best for your mail piece, call your local post office or visit **www. USPS.com**). Otherwise, the meter selects a class based on the weight of the mail piece.

    (i) **NOTE 2***:* The meter allows you to enter either a ZIP code or a Zone number for those USPS classes that require a des-tination entry (e.g., Priority class over 1 lb.). When prompted to enter a ZIP or Zone in these cases, you may either key in the 5-digit ZIP code or one-digit Zone number (0-8). In any case, the ZIP/Zone entered should represent the ZIP/Zone of the mail piece destination, not the machine.

2. The display shows the final postage amount and class chosen.

3. Slide the envelope (or tape sheet if mail piece is too big for ma-chine) into the mail deck. The meter prints the digital indicia and indicates when to remove the mail piece.

Applying Postage (cont'd)

Entering Weight Manually with Optional Internal Rating

Use this method when:

- you already know the weight of a mail piece and you are not using the optional scale.
- you are using the optional scale and the weight of the mail piece exceeds that weight limit of the scale (2 or 5 lbs., depending on model).

1. Press **Menu**.
2. Use the Review keys to scroll to "Type in a Weight?" and press **Enter/yes.**
3. Key in pounds and press **Enter/yes**.
4. Key in ounces and press **Enter/yes.**

   ⓘ **NOTE 1** *:* If there was no class specified on the display when you placed the mail piece, you may need to scroll and select the desired class (if you are unsure if a particular class is best for your mail piece, call your local post office or visit **www. USPS.com**). Otherwise, the meter selects a class based on the weight of the mail piece.

   ⓘ **NOTE 2** *:* The meter allows you to enter either a ZIP Code or a Zone number for those USPS classes that require a destination entry (e.g., Priority class over 1 lb.). When prompted to enter a ZIP or Zone in these cases, you may either key in the 5-digit ZIP Code or one-digit Zone number (0-8). In any case, the ZIP/Zone entered should represent the ZIP/Zone of the mail piece destination, *not* the machine.

5. The display shows the final postage amount and class chosen.
6. Slide the envelope (or tape sheet if mail piece is too big for machine) into the mail deck. The meter prints the digital indicia and indicates when to remove the mail piece.

Applying Postage (cont'd)

Weight Hold Mode

The weight hold mode, when activated (see *Chapter 6 - System Settings*), allows you to rate a piece of mail even if the weight is re-moved from the scale. You would use this mode when the size of the mail piece covers the display screen. The meter holds the weight in memory until you select a class and finish the rating process. When using this mode:

- "WH" displays when the weight is in memory.
- The weight remains for 10 seconds after the piece is removed.
- To extend the time, press **Enter/yes**.
- To clear the weight before the 10 seconds finish, press **Clear/Back**.

Checking and Clearing the Batch Count

Your system has the ability to keep track of batches of mail if desired. You may use this feature to track the amount of mail going out per day, per week, per month, etc. The system stores the postage value and piece count information in a "batch register". You can view and print the batch register values at any time. You can also clear/ reset the batch register to zero when necessary.

Viewing (Checking) the Batch Count

1. Press **Funds.**
2. Use the Review keys to scroll until you see a screen similar to below. The number of pieces are shown on the top line and the accumulated postage is on the bottom line.

> Batch   Pcs: x
> $xx.xx

3. Press **Clear/Back** to return to the main screen.

Checking and Clearing the Batch Count (cont'd)

Printing the Batch Count

1. Press **Menu**.
2. Use the Review keys to scroll to "Select a report?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Print funds report?" and press **Enter/yes**. When prompted, insert an envelope or tape strip into the mail slot. The batch count and batch value are printed (see sample below).
4. When prompted to stay in reports, press **No** to return to the main screen.

Funds Report	Used: $031.600		Account No.: 99999999
	Available: $068.400	Batch Count: 3	MAY 26 09
			4:33p
	Total Pieces: 29	Batch Value: $002.720	
	Control Sum: $100.00	PBI Serial No.: 1100024	

Used – the total of all postage ever used in the meter

Available – the amount of postage left in the meter

Total Pieces – the total number of mail pieces run through the meter that had postage applied

Control Sum – the total of all postage refills for the meter and equals the amount *Used* plus *Available.* This is a postal requirement that verifies an accurate accounting of the postage in your machine.

Batch Count – the number of mail pieces that had postage applied since the last time the batch count was cleared

Batch Value – the amount of postage applied since the last time the batch value was cleared

PBP Serial No. – serial number of this meter (normally meter number)

Checking and Clearing the Batch Count (cont'd)

Clearing the Batch Count

IMPORTANT: Make sure you really want to clear the batch count; once you do, you can't restore the data.

1. Press **Funds.**
2. Use the Review keys to scroll to "Reset batch postage and pieces?" and press **Enter/yes.**
3. Press **Enter/yes** to confirm that you want to clear these value. The values return to zero.
4. Press **Clear/Back** to return to the main screen.

4 • Printing Options

Printing Options

There are various printing options available when processing mail through your machine. Refer to the table below.

Printing Option	*Used for Outgoing Mail*	*Used for Incoming Mail*
Print a normal meter stamp (postage indicia)	X	
Turn off and on the printing of the date as part of the meter stamp (for certain classes of mail only)	X	
Add an envelope ad as part of the meter stamp	X	
Add a postal inscription as part of the meter stamp	X	
Print the date and time only (no meter stamp)		X
Print the envelope ad only (no meter stamp)		X

Sections of the Meter Stamp

These are the sections that make up the meter stamp printed on your mail piece.
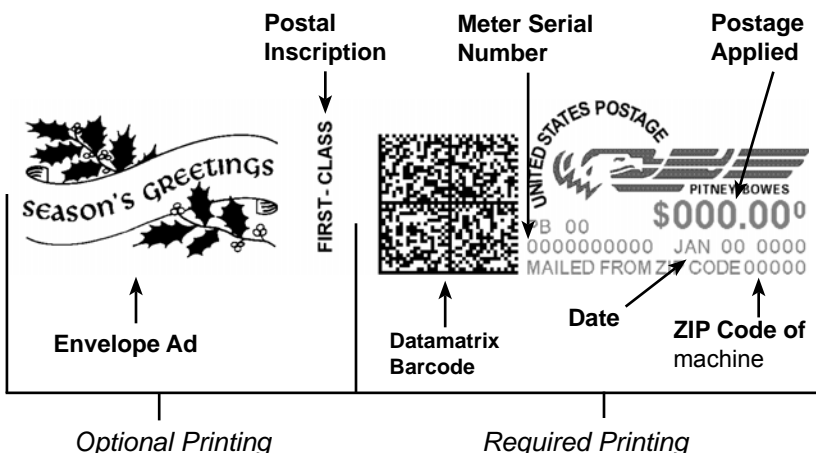
Optional Printing   *Required Printing*

Printing a $0.00 Meter Stamp

If you want to check the ink imprint (meter stamp) on your machine, you can generate a $0.00 meter stamp for this purpose. At the Home screen, simply press **Zero**, then press **Enter/yes**, and slide an envelope (or tape strip) through the machine.

Auto-Advance of Printed Date for the Meter Stamp

The machine automatically advances the printed date on the meter stamp (as well as its internally held date) when the system time reaches 12:00 AM.

Manually Changing Printed Date for the Meter Stamp

You may want to advance the date printed on the meter stamp if it is after normal business hours and you want to prepare outgoing mail for a future business day's mailing.

IMPORTANT:
- You can advance the date up to 30 days from the current date.
- Changing the printed date does not change the meter's internally held date.
- You can always return the printed date to the current date.
- You cannot change the printed date to a date earlier than the meter's internally held date (in an effort to "backdate" the mail).
- Accounting data is posted on the actual date the mail piece is run (per the internal clock/calendar in the mailing system), *not by the date printed on the meter stamp.*

Manually Changing Printed Date for Meter Stamp (cont'd)

At PC Using PC Meter Connect™

1. At the *My Meter* tab, select **Meter Settings**.
2. Select **Date and Time**.
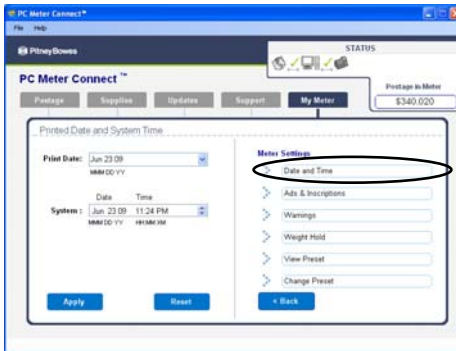
3. In the Print Date field, access the dropdown calendar. Use the **<** or **>** keys to select the month, then click on the day you want to print on your meter stamp.
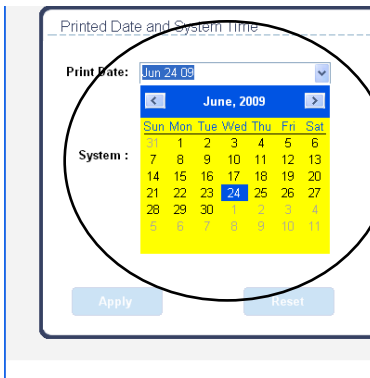
4. Click **Apply**. A confirmation screen displays the new date. Click **OK.**
5. To set the date on your mail back to the current date, repeat steps 1-4 and select today's date.

Manually Changing Printed Date for Meter Stamp (cont'd)

At Meter

1. Press **Menu.**
2. Use the Review keys to scroll to "Change date and time settings?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Change printed date?" and press **Enter/yes.**
4. Use review keys to select a date. A message confirms your choice and the main screen displays.
5. To set the date on your mail back to the current date, repeat steps 1-4 and select today's date.

Turning On or Off Date Printing for the Meter Stamp

For most mailings, you normally print the date as part of the meter stamp. However, for certain classes of mail, you may want to turn off the date. Call your local post office or visit **www.USPS.com** for further information.

1. Press **Menu**.
2. Use the Review keys to scroll to "Change date and time settings?" and press **Enter/yes.**

   Turning OFF Date Printing - Use the Review keys to scroll to "Turn OFF date printing?" and press **Enter/yes.** A message confirms your choice and the main screen displays with dashes instead of a date (see below for example).

   ```
   $0.44          0lb 0.0oz
   1st Class         ---- --
   ```

   Turning ON Date Printing - Use the Review keys to scroll to "Turn ON date printing?" and press **Enter/yes.** A message confirms your choice and the normal main screen displays with the date.
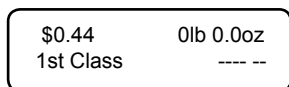
Adding/Removing an Envelope Ad to the Meter Stamp

At a PC Using PC Meter Connect™

1. At the *My Meter* tab, select **Meter Settings**.
2. Select **Ads & Inscriptions**.

3. In the Envelope Ads field, use the dropdown list to select the desired Ad, or select the blank option to remove an ad. If you've chosen an ad, the ad displays on the screen.

4. Click **Apply**.

Adding/Removing Envelope Ad to Meter Stamp (cont'd)

At Meter

1. Press **Menu**.
2. Use the Review keys to scroll to "Change Ad?" and press **Enter/ yes.** The current ad (if any) is listed.

    Adding an Ad - Use the Review keys to scroll to the ad desired and press **Enter/yes**. A message confirms your choice and the main screen displays.

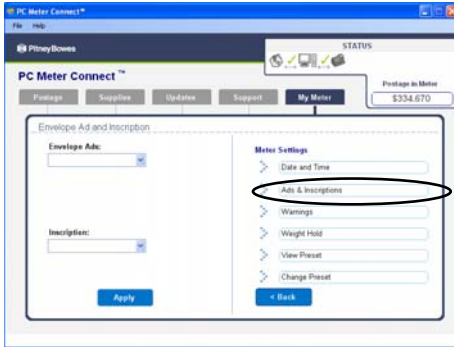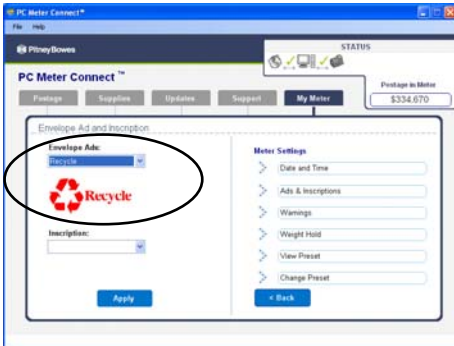   *Removing an Ad* - Use the Review keys to scroll to "None" and press **Enter/yes**. A message confirms your choice and the main screen displays.

Purchasing Other Envelope Ads for Your machine

Your machine comes pre-loaded with six envelope ads. If you want another envelope ad, contact Pitney Bowes (see the *Pitney Bowes Contact List* at start of this guide). Ready-made items can be purchased and downloaded directly into your machine. We can also work with you to create custom ads.
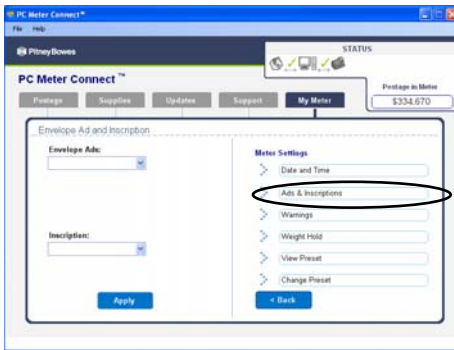
Adding/Removing Postal Inscription to the Meter Stamp

IMPORTANT:
The postal inscription that prints on the meter stamp is a separate setting from the postal class you have chosen to rate your mail piece. The two normally should match for your mail piece. However, changing one on your meter does NOT automatically change the other. You need to change each in their separate settings (see *Chapter 3, Running Mailing* for changing the postal class for rating).

At a PC Using PC Meter Connect™

1. At the *My Meter* tab, select **Meter Settings**.
2. Select **Ads & Inscriptions**.

3. In the Inscription field, use the dropdown list to select the desired inscription, or select the blank option to remove an inscription. If you've chosen an inscription, the inscription displays on the screen.
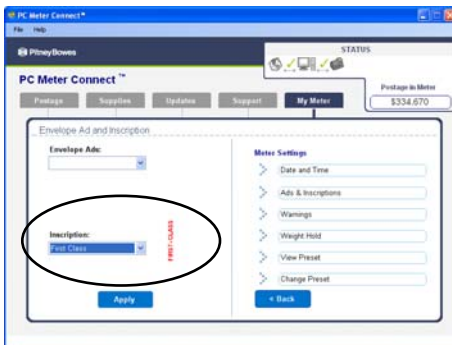
4. Click **Apply**.

Adding/Removing Postal Inscription to Meter Stamp (cont'd)

At Meter

1. Press **Menu**.
2. Use the Review keys to scroll to "Change inscription?" and press **Enter/yes.**

    Adding a Postal Inscription - Use the Review keys to scroll to the inscription desired and press **Enter/yes.** A message confirms your choice and the main screen displays.

    Removing a Postal Inscription - Use the Review keys to scroll to "None" and press **Enter/yes.** A message confirms your choice and the main screen displays.

Purchasing Other Postal Inscriptions for Your machine

Your machine comes pre-loaded with two postal inscriptions. If you want another postal inscription, contact Pitney Bowes (see the *Pitney Bowes Contact List* at start of this guide). Inscriptions can be pur-chased and downloaded directly into your machine.

Printing the Date and Time Only (no meter stamp)

You may want to use this feature to time-stamp incoming mail or sen-sitive documents.

1. Press **Menu**.
2. Use the Review keys to scroll to "Change meter stamp type?" and press **Enter/yes.**

    Turning ON Date and Time Only Printing - Use the Review keys to scroll to "Print date and time only?" and press **Enter/yes.** The main screen displays with the date and time only.

MAY 26 09 3:29 PM	RECEIVED	MAY 26 07
-Date/Time only-		3 : 39p

Sample Printed Date/Time Stamp

Turning OFF Date and Time Only Printing - Use the Review keys to scroll to "Print normal postage?" and press **Enter/yes.** The normal main screen displays.

Printing Envelope Ad Only (no meter stamp)

You may want to use this feature to add your company's message to incoming mail.

1. Press **Menu**.

2. Use the Review keys to scroll to "Change meter stamp type?" and press **Enter/yes.**

    Turning ON Ad Only Printing - Use the Review keys to scroll to "Print ad only?" and press **Enter/yes.** If you have already se-lected an ad for your normal meter stamp, that is the one used; otherwise, you are prompted to choose an ad. When completed, the main screen displays with the ad only.

    Ad: Seasons Greetings
    -Ad only-

    Sample Printed Envelope Ad

    Turning OFF Ad Only Printing - Use the Review keys to scroll to "Print normal postage?" and press **Enter/yes.** The normal main screen displays.

This page was put in as a placeholder so you to print this entire guide in a duplex (double-sided) mode while keeping the proper page positions.

5 • Adding Postage/ Connecting to Data Center

Postage and Your Machine

Postage is stored internally in your meter. When you need to add more, you simply establish communications between your meter and the Pitney Bowes Data Center, and specify the amount of postage you wish to download. The postage is electronically transferred to your meter from your Pitney Bowes Postage By Phone® meter payment account.

You must establish a Pitney Bowes Postage By Phone® meter payment account and have funds available in it before you can download the funds (for postage) to your meter. There are several ways you can arrange to have funds put in your Postage By Phone® meter payment account (send in a check, direct withdrawal, establish credit, etc.). See the *Pitney Bowes Contact List* at start of this guide to call for further information.

Establishing Communications Between Your Machine and the Pitney Bowes Data Center

You can establish communications between your meter and the Pitney Bowes Data Center in two ways:.

• Install the PC Meter Connect™ software on a Windows PC that has Internet access and connect a USB cable between your meter and the PC (see *Appendix A - PC Meter Connect*). If it is already installed, see page 5-5.

• Connect the meter to an analog phone line if you do not have Internet access via a PC (see page 5-8).

ⓘ *NOTE:* Postage refills, software upgrades and rates downloads will typically be much faster using an Internet connection as is used in PC Meter Connect™.

IMPORTANT:
For printing postage, the meter does not have to be connected to the Pitney Bowes Data Center. However, we recommended you keep your meter in a "ready-to-connect" state to the Pitney Bowes Data Center on a permanent basis (using one of the above connection methods).

Downloads from the Data Center to Your Machine

When you connect to the Pitney Bowes Data Center to add postage or perform other transactions, the Data Center may activate other downloads while the machine is connected. If some type of software/ postal update or download is available, a message stating so displays.

- If a download is not mandatory, you will be prompted with either "Get Update now" or "Skip; Get later". Select the one that makes sense to you at that time.
- If a download is mandatory, only "Get Update now" displays and you must perform the download.

After the download has completed, a message stating so displays.

- If you need to reboot the system, the prompt "Restart now" displays. Select this to restart the system.
- If no rebooting is necessary, simply select "Continue" to return to the Home screen.

IMPORTANT:
You should not remove power or the analog/Internet connection to the Pitney Bowes Data Center during a software upgrade or rates download.

Wait until the meter has finished processing before disconnecting the meter. You will know this has occurred when the meter's Home screen showing postage and date displays.

Downloads from the Data Center to Your Machine (cont'd)

The following downloads/activities may occur when your system is connected to the Pitney Bowes Data Center:

System/Software Update
If there has been an important update to the software that runs your system, you will be notified that a required update is necessary.

Envelope Ads/Postal Inscriptions
If you ordered new envelope advertisements or postal inscriptions, you will be notified that you can perform a download to obtain these.

Postal/ZIP Code Update
If the Postal Code on record at the Pitney Bowes Data Center does not match the Postal/ZIP Code of your system, the code will be downloaded into your system. (When a system is moved to a new Postal Code, the Data Center enters the new code into the record. The system is updated when a connection is made to the Data Center.)

Postal Inspection
The USPS® requires a postal inspection of your machine every 120 days. This postal inspection requirement can be automatically met by connecting to the Pitney Bowes Data Center to check your Postage By Phone® meter payment account balance or to add postage to your meter.

ⓘ *NOTE:* If the interval between inspections is more than 90 days, your machine's display prompts "Inspection Due." If the interval between inspections is more than 120 days, the display prompts "Inspection Required." At this point, you won't be able to use your mailing system until your system is inspected. In either case, to satisfy the postal inspection requirement, simply:

- Follow the prompts on the "Inspection Due" screen, or
- Press **Funds** and select ""Check amt available to download?" (this will not decrease or change the funds in your account).

Downloads from the Data Center to Your Machine (cont'd)

Postal Rate Update

Postal rates change periodically by the USPS®. If new rates are available, you can download them quickly and easily directly from the Pitney Bowes Data Center. The new rates are normally available for download at least seven days before the effective date.

The display tells you when a Rate Change update is complete. It also tells you if the update is immediate or takes effect at a later date by listing the new date. Once the effective date has been reached, the system automatically switches to the new rates.

ⓘ **NOTE**: If you decide to take the update and the rates go into effect in the future, you will not be printing postage at the new rates until the effective date is reached.

If the rate for a First Class letter has changed and is effective immediately, a screen displays showing the present preset postage and asks you if you want to reset the normal preset postage. Press **Enter.** A screen displays for you to enter the new rate.

ⓘ **NOTE**: When a Rate Change update takes place it may also affect the preset you have set in your mailing machine. You must check your preset to insure that it conforms to the new rates. See *Chapter 6, System Settings* for instructions on changing the preset value.

As part of downloading the new rates, we recommend that you print the last rates update report (see figure below) when prompted.

Last Rates Update	**System will begin using new rates on the date effective.**				
	Description	**Version**	**Effective**	**Meter No.:**	3231234
	Zip/Zone	C .01	DEC 06 08	**Page** 1	**of** 1
	US Rates	F .02	MAY 12 09		
	Downloaded: MAY 11 09 11:59A			**Printed:** MAY 13 09 12:05P	

Description – the specific type of rate that is affected

Version – the alpha-numeric identifier used for this rate

Effective Date – the date the new rate takes effect

Meter No. – the serial number of this meter

*Downloaded* – the date and time the new rates were downloaded into the machine

Printed – the date and time this report was printed

Using *PC Meter Connect™* to Establish Communications *(Preferred Method)*
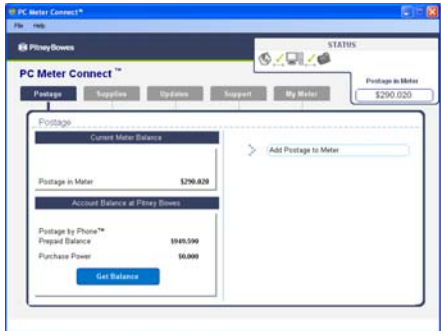
Double-click the desktop icon or the system tray icon to open the PC Meter Connect™ Main window. Your Postage-By-Phone account balance, meter funds, and any needed updates are displayed automatically.

**Desktop
Shortcut Icon**
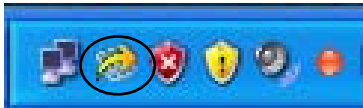
Icon in System Tray

PC Meter Connect™ **Main Window**

ⓘ **NOTE**: If the PC Meter Connect™ software was <u>not</u> running for some reason (you'll know this when you don't see the PC Meter Connect™ icon in the system tray), double clicking on the desktop icon will restart the software. Alternately, you may click on the Start button > All Programs > Pitney Bowes > PC Meter Connect. A PC Meter Connect™ icon will then appear in system tray.

If you connect or disconnect your machine from the PC, messages display from the PC Meter Connect™ icon in the system tray:

• "Meter Not Connected" displays when you disconnect your meter from the PC. The red "x" stays on the icon thereafter.

• "Meter detected" displays when you connect your meter to the PC (after it had been disconnected). The red "x" disappears.

For further information, see *Appendix A- PC Meter Connect™.*

Using an Analog Phone Line to Establish Communications *(Alternate Method)*

If you do not have Internet access available, you may establish communications to the Pitney Bowes Data Center using an analog phone line. The following are usually analog phone lines:

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

Plug the telephone line (supplied) into the connector on the back of the meter. Use a dedicated analog phone line if possible (one that is not shared with other devices) to avoid possible issues.

Plug phone line in here

IMPORTANT:
- 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.
- If you have a DSL line and want to connect your meter using the analog phone jack on the back for the meter, you should install a DSL filter obtained from your DSL provider before connecting the meter.
- You should not remove power or analog/Internet connection to the Pitney Bowes Data Center during a software upgrade or rates download. Wait until the meter's main screen showing postage and date displays before disconnecting and moving the meter.
- Postage refills, software upgrades and rates downloads will typically be much faster using an Internet connection as is used in PC Meter Connect™.
- If you want to use the PC Meter Connect™ method of connecting to the Data Center, unplug the analog phone line from the back of the machine, then connect the USB cable between your machine and your PC.

Checking the Funds (Postage) in Your Machine

At a PC Using PC Meter Connect™

At the *Postage* tab (which is the default tab that displays when you first launch the program), view "Current Meter Balance".

Using an Analog Line Connection (at Back of Meter)

1. Press **Funds**. The amount of postage in the machine displays.
2. Press **Clear/Back** to return to main screen.

Printing a Funds (Postage) Report

(only accessible at the meter itself)

A funds report allows you to print a record of how much postage has been used and how much is remaining in the machine.

1. Press **Menu**.
2. Use the Review keys to scroll to "Select a report?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Print funds report?" and press **Enter/yes.**
4. When prompted, insert tape sheet or envelope into machine.
5. The report is printed (see sample below) and you return back to the reports menu. Follow prompts to return to main screen.

Funds Report			
Used: $031.600		**Account No.:** 99999999	
Available: $068.400	**Batch Count:** 3	MAY 26 09	
Total Pieces: 29	**Batch Value:** $002.720	4:33p	
Control Sum: $100.00	**PBI Serial No.:** 1100024		

Used – the total of all postage ever used in the meter

Available – the amount of postage left in the meter

Total Pieces – the total number of mail pieces run through the meter that had postage applied

Control Sum – the total of all postage refills for the meter and equals the amount *Used* plus *Available.* This is a postal requirement that verifies an accurate accounting of the postage in your machine.

Batch Count – the number of mail pieces that had postage applied since the last time the batch count was cleared

Batch Value – the amount of postage applied since the last time the batch value was cleared

PBP Serial No. – serial number of this meter (normally meter number)

Checking Your Account Balance in the Postage By Phone® System

(i) **NOTE***:* The Postage By Phone® account balance represents the funds in your account, *not* the amount in your meter.

At a PC Using PC Meter Connect™

At the *Postage* tab (which is the default tab that displays when you first launch the program), view "Account Balance at Pitney Bowes".

Using an Analog Line Connection (at Back of Meter)

1. Connect your machine to an analog phone line.
2. Press **Funds**. The amount left in the machine displays.
3. Use the Review keys to scroll to "Check amt available to download?" and press **Enter/yes.**
4. The machine dials into the Pitney Bowes Data Center. When connected, the amount in your Postage By Phone® (PbP) system account displays.

   Prepaid - amount you have left of those funds you paid for in advance (by sending in a check, direct withdrawal, etc.).

   Other - amount you have left of those funds you established as credit with Pitney Bowes (such as Purchase Power®, etc.).

   (i) **NOTE***:* If you have purchased your postage by credit card, both lines (Prepaid and Other) will be "zero."
5. Press **Clear/Back** to return to the main screen.

Adding Postage to Your Machine

You can add postage to your machine any time as long as you have enough funds in your Postage By Phone® system account.

At a PC Using PC Meter Connect™

1. At the *Postage* tab, click on "Add Postage to Meter".
2. Enter in the amount you desire, or choose one of the pre-set amounts for quicker selection. Click **Confirm** to continue.
3. A status bar displays, letting you know the progress of the transaction. After the postage has been downloaded into your meter, you have choice to print a receipt from your PC:

   A. To bypass the printing of the receipt, click **Skip**.

   B. To print, click **Print Receipt**. The Refill Receipt screen displays.

Refill Receipt from *PC Meter Connect™*

   C. Click **Print** to continue. The receipt prints at your PC printer. Click **Done** when finished.

Postage in Meter - amount of postage (funds) in your meter.

Prepaid on Account - amount you have left in your Postage By Phone® system account of those funds you paid for in advance (by sending in a check, direct withdrawal, etc.)

Credit Line Available - amount you have left in your Postage By Phone® system account of those funds you established as credit with Pitney Bowes (such as Purchase Power®, etc.).

Refill Amount - amount of your refill.

Account No. - your Postage By Phone® system account number.

Meter No. - your meter serial number (on record with the USPS) which is printed on the meter stamp.

Adding Postage to Your Machine (cont'd)

Using an Analog Line Connection (at Back of Meter)

1. Connect your machine to an analog phone line.

2. Press **Funds**. The amount left in the machine displays.

3. Use the Review keys to scroll to "Refill postage?" and press **Enter/yes.** If you do not see this option, do the following:

   A. Press **Lock** to enter sleep mode. Press **Enter/yes** to confirm.

   B. When meter is in sleep mode, press any key to waken it.

   C. Enter the password for the lock code (*not* a password for an account) and press **Enter/Yes.** See supervisor if you need help.

   D. Press **Funds** and continue at the beginning of this step.

4. Key in the refill amount (whole numbers only). NOTE: The minimum amount of postage you can add is $1.

5. At the refill amount confirmation prompt, press **Enter/yes**.

6. The machine dials into the Pitney Bowes Data Center. Various screens display, letting you know the status of the process. When complete, the refill successful message displays.

7. Press **Enter/yes**. When prompted for a receipt, insert an envelope/tape sheet in the machine (see sample refill receipt with explanations below). When finished, you return to the main screen.

Refill Receipt		
Postage in Meter: $071.120	**Refill Amount:** $050.000	
Prepaid on Account: $999.000	MAY 26 09	
Credit Line Available: $999.000	10:25A	
	Account No.: 99999999	
	Meter No.: 1100024	

Postage in Meter - amount of postage (funds) in your meter.

Prepaid on Account - amount you have left in your Postage By Phone® system account of those funds you paid for in advance (by sending in a check, direct withdrawal, etc.)

Credit Line Available - amount you have left in your Postage By Phone® system account of those funds you established as credit with Pitney Bowes (such as Purchase Power®, etc.).

Refill Amount - amount of your refill.

Account No. - your Postage By Phone® system account number.

Meter No. - your meter serial number (on record with the USPS) which is printed on the meter stamp.

Performing USPS Meter Inspection

At a PC Using PC Meter Connect™

Select the *Updates* tab*,* then click on "Perform Meter Inspection" After several moments, a Meter Inspection Completed screen dsiplays. Click **OK.**

Using an Analog Line Connection (at Back of Meter)

1. Connect your machine to an analog phone line.
2. Press **Menu.**
3. Use the Review keys to scroll to "Connect to Pitney Bowes?" and press **Enter/yes.**
4. The machine dials into the Pitney Bowes Data Center. When connected, you are told of any downloads available.
5. Follow the prompts to start the download(s) as necessary. Various screens display, letting you know the status of the process.
6. When finished, press **Enter/yes** to return to the main screen.

Downloading Files or Updating System

Use this option when you need to manually:

*   Restart an interrupted download
*   Download postal inscriptions, envelope ads, meter software updates, rate updates, or updating PC Meter Connect™ software

At a PC Using PC Meter Connect™

Select the *Updates* tab, then click on "Update Software". The program will check and inform you if you need any updates. When prompted, click **Continue**. When it is finished, click **Done**.

Using an Analog Line Connection (at Back of Meter)

1. Connect your machine to an analog phone line.
2. Press **Menu.**
3. Use the Review keys to scroll to "Connect to Pitney Bowes?" and press **Enter/yes.**
4. The machine dials into the Pitney Bowes Data Center. When connected, you are told of any downloads available.
5. Follow the prompts to start the download(s) as necessary. Various screens display, letting you know the status of the process.
6. When finished, press **Enter/yes** to return to the main screen.

This page was put in as a placeholder so you to print this entire guide in a duplex (double-sided) mode while keeping the proper page positions.

6 • System Settings

System Settings

Settings settings allow you to customize your machine for the way you run your mail and add security to those features that are sensitive to your organization. These settings include:

- Setting display contrast
- Setting system time
- Using the preset feature
- Setting/disabling lock code
- Setting sleep mode activation time
- Activating sleep mode manually
- Settings for the optional scale
- Setting a high value warning
- Setting a low funds warning
- Entering the prefix for dialing out to data center (via analog line)
- Selecting tone/pulse for dialing out to data center (via analog line)
- Creating Intra BMC (Bulk Mail Center) ZIP Code groups

Setting Contrast of LCD Display

You can adjust the LCD display contrast if necessary.

1. Press **Menu.**
2. Use the Review keys to scroll to "Change set up" and press **Enter/yes**.
3. Use the Review keys to scroll to "Change display contrast?" and press **Enter/yes.**
4. Use the Review keys to select the contrast and press **Enter/yes**.
5. Press **Clear/Back** to return to the main screen.

Setting System Time

(i) **NOTE**: You cannot change the system time to a date earlier than the actual date, and you can advance the time to the next day's date only.

At a PC Using PC Meter Connect™

1. At the *My Meter* tab, select **Meter Settings**.
2. Select **Date and Time**.
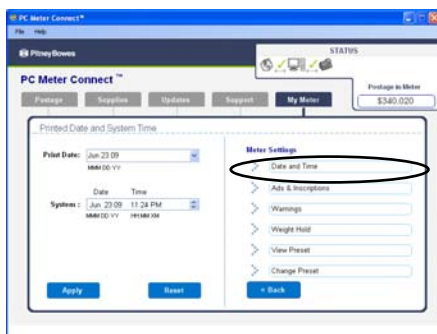
Printed Date and System Time Screen from *PC Meter Connect™*

3. In the system field, place your cursor over the day, hour or minute and use the **^** or **v** keys to select the time/date of your machine.
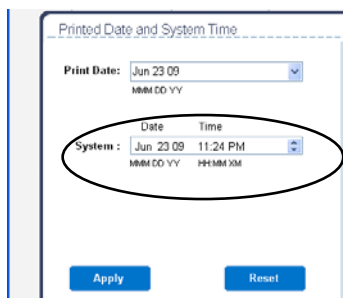
4. Click **Apply**. A confirmation screen displays the new time. Click **OK.**

At Meter

1. Press **Menu.**
2. Use the Review keys to scroll to "Change date and time settings?" and press **Enter/yes**.
3. Use the Review keys to scroll to "Change time?" and press **Enter/yes.**
4. Use the Review keys to advance or set back the time shown. A message confirms your choice and the main screen displays.

Preset Feature

What is a Preset?

A preset is very similar to a "shortcut" on your computer. It recalls a setting that already contains the postage class, the postage value, and possibly other values. The preset values appear on your machine when it is first powered on or after it awakens from a "sleep" mode.

Why Should I Use a Preset?

A preset saves you time. You don't have to concern yourself with individually selecting the class, special services, etc. – all that information is automatically contained in the preset.

The preset is generally set to the most commonly printed postage value you use in your home or office. Many of our customers choose to set the preset for First Class Letter, since that is the cost of mailing a regular business letter.

Why Should I Always Include a USPS® "Class" in my Preset?

The advantage of including a Class as part of your preset is that anytime there is a USPS® rate change, when you download the new rates into your meter, your preset will automatically be updated with the new rate, if applicable. If there is no Class associated with your preset, the system has now way of knowing which value to update.

For example, if you define your preset to be just a value (e.g. $0.42) but no class, your machine has no way of updating this value when new rates become effective. In this scenario, it is your responsibility to manually update your preset (e.g,. from $0.42 to $0.44) when the rates change. By using a class in the preset, however, you can avoid potentially incorrect values being applied to your mail that may result in mail being returned to you by the USPS®.

IMPORTANT:
- You cannot delete the preset, but you can define new values for the preset based on the current condition of the machine.
- The preset values display after you turn on your machine or after you activate the machine from "sleep" mode.
- When a rate change become effective, always check the postage value assigned to the preset to make sure that it complies with the new rates.

Preset Feature (cont'd)

Turning the Preset Feature On or Off

At a PC Using PC Meter Connect™

1. Select the *My Meter* tab*.*
2. Click *Meter Settings.*
3. Click on either "View Preset" or "Change Preset".
4. At the Preset field, select from the dropdown choices **Yes** to activate the preset or **No** to deactivate the preset.
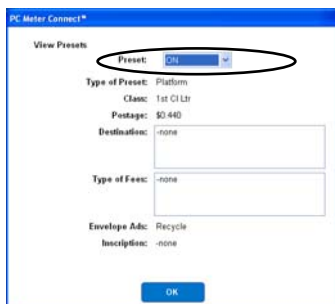
View Presets Screen from *PC Meter Connect™*
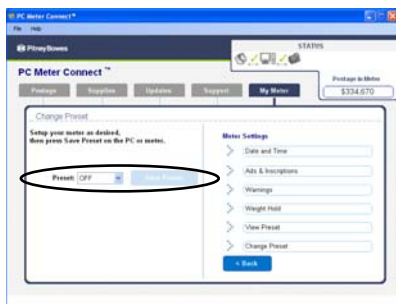
Change Presets Screen from *PC Meter Connect™*

5. Click **OK** (if at the View Preset screen) or **Save Preset** (if at the Change Preset screen).

At Meter

1. Press **Menu**.
2. Use the Review keys to scroll to "Change setup?" and press **Enter/yes.**
2. Use the Review keys to scroll to "Use preset setup?" and press **Enter/yes.**

   Turning ON Preset - Press **Enter/yes** at "Turn preset ON?" prompt. A message confirms your choice. You may view the preset values if you wish. When finished, press **Clear/Back** twice and follow prompts to return to main screen.

   Turning OFF Preset - Use the Review keys to scroll to "Turn preset Off?" and press **Enter/yes.** A message confirms your choice. Press **No** to return to main screen.

3. If you have turned on the preset feature, the main screen reflects the preset settings. If you have turned off the preset feature, the normal main screen displays.

Preset Feature (cont'd)

Viewing the Preset

At a PC Using PC Meter Connect™
Select the *My Meter* tab*,* click *Meter Settings,* then click on "View Preset". See sample screen below. Click **OK** to close.

View Presets Screen from *PC Meter Connect*™

At Meter
1. Press **Menu**.
2. Use the Review keys to scroll to "Change setup?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Use preset setup?" and press **Enter/yes.**
4. At "View stored preset?" prompt, press **Enter/yes.**
5. Scroll through the preset values of class, ad, inscription, date etc.
6. When finished, press **Clear/Back** twice to return to main screen.

Preset Feature (cont'd)

Storing New Values for (Changing) the Preset

At a PC Using PC Meter Connect™

1. Select the *My Meter* tab.
2. Click *Meter Settings.*
3. Click "Change Preset". A Change Preset screen displays.
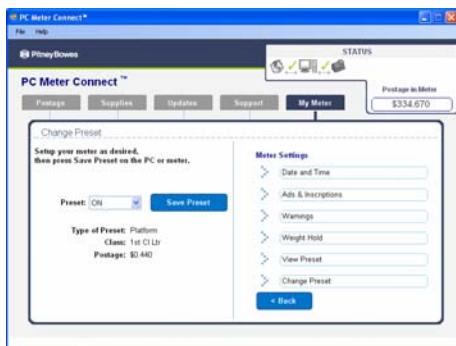
Change Preset Screen from *PC Meter Connect™*

4. Establish the proper settings on your machine that you want the preset to contain (class, destination, envelope ad, etc.).

   (i) *NOTE:* If no class is selected, you may save a postage amount as a preset. Once a class is selected, you can not save a postage amount.

5. When finished, click **Save Preset**.
6. At the preset stored confirmation screen, click **OK**.

Preset Feature (cont'd)

Storing New Values for (Changing) the Preset

At Meter

1. Establish the proper settings on your machine that you want the preset to contain (class, destination, envelope ad, etc.).

    ⓘ **NOTE**: If no class is selected, you may save a postage amount as a preset. Once a class is selected, you can not save a postage amount.

2. Press **Menu**.

3. Use the Review keys to scroll to "Change setup?" and press **Enter/yes.**

4. Use the Review keys to scroll to "Use preset setup?" and press **Enter/yes.**

5. Use the Review keys to scroll to "Store new preset?" and press **Enter/yes.** You have a choice whether to review the settings of the new preset before you store it.

    Yes to Review Settings - Scroll to view the preset settings of class, ad, inscription, date, etc.

    No to Review Settings - Skips the review.

6. When prompted, press **Enter/yes** to confirm the storing of new preset. A message confirms the new preset

7. When finished, follow prompts to return to main screen.

Recalling the Preset to Use for Mailing

You can call up the preset values at any time to use on your mail with this simple procedure.

1. Press **Menu**.

2. Use the Review keys to scroll to "Recall Preset?" and press **Enter/yes.** You return to the main screen with the preset values displayed.

Setting/Disabling the Lock Code

The lock code prevents unauthorized access to your system after the machine has been powered up and/or has entered sleep mode.

1. Press **Menu.**
2. Use the Review keys to scroll to "Change Setup" and press **Enter/yes.**
3. Use the Review keys to scroll to "Use lock code setup?" and press **Enter/yes.** If you have already established a lock code, you are prompted to enter the lock code at this point. Key in the four-digit code and press **Enter/yes**.
4. Use the Review keys to scroll to:

   Turn On Lock Code - Press **Enter/yes** at "Set a Lock Code?" prompt. Type in a four-digit code and press **Enter/yes**. Re-enter the same code to confirm. A message confirms your choice. This option forces the entry of the lock code when the machine is powered on *or* after awakening the meter when the meter was put in sleep mode after pressing **Lock**.

   Change Lock Code - Press **Enter/yes** at "Change Lock Code?" prompt. Key in a new four-digit code and press **Enter/yes**. Re-enter the same code to confirm. A message confirms your choice.

   Setting for Lock on Sleep - Press **Enter/yes** at "Change setting for "Lock on Sleep"? prompt. At the prompt to "Lock on Sleep:", choosing "Yes" forces the entry of the lock code when the machine is awakened after a time-out induced sleep mode.

   Turn Off Lock Code - Press **Enter/yes** at "Turn Lock OFF?" prompt. A message confirms your choice.

5. When prompted to stay in setup, press **No** to return to main screen.

ⓘ **NOTE**: If you have set up a password for an account when using the optional accounting feature (see *Chapter 7, Standard Accounting Option),* you can enter the account password instead of the lock code password to gain access to the meter. If you do this, however, certain features are not accessible, such as the postage refill feature; and Change Accounts, Accounting Functions and Change setup within the menu. *See Appendix A - Passwords and Meter Functions,* for information on the effects on meter functions when gaining access to the meter by entering the lock code password versus the accounting password.

Setting Sleep Mode Activation Time

You can set the amount of time the machine waits until entering "sleep mode". When the machine is in sleep mode, the display is blank (except for the time in the lower right) and you can't process mail. You awaken the machine by merely pressing any button on the control panel.

ⓘ **NOTE**: If you have set up the lock code option to activate on sleep mode (see previous section), you will need to enter a lock code to awaken the meter.

1. Press **Menu.**
2. Use the Review keys to scroll to "Change Setup" and press **Enter/ yes.**
3. Use the Review keys to scroll to "Change sleep timeout?" and press **Enter/yes.**
4. Key in the desired amount of time (in minutes, from 1 - 20) the machine should be idle before the sleep mode activates and press **Enter/yes**. A message confirms your choices.
5. When prompted to stay in setup, press **No** to return to main screen

Activating Sleep Mode Manually

You can put the machine into "sleep mode" at any time. When the machine is in sleep mode, the display is blank (except for the time in the lower right) and you can't process mail. You awaken the machine by merely pressing any button on the control panel.

1. Press **Lock.**
2. At prompt to set system to sleep mode, press **Enter/yes**. The machine enters sleep mode.
3. Press any button on the control panel to awaken the machine*.*

   ⓘ **NOTE**: If you have enabled the lock code option to activate on sleep mode (see earlier topic), you will be prompted to enter the lock code to awaken the meter. Key in the four-digit code and press **Enter/yes.** The available funds amount displays before returning to the main screen.

Settings for the Optional Scale

There are several settings that affect the use of your scale.

Reset Scale to Zero

You can reset the scale to zero to lessen the chance of accidentally printing the wrong postage.

At a Using PC Meter Connect™
Select the *My Meter* tab, then click **Reset Scale To Zero**. A "Scale Has Been Recalibrated" message displays.

At Meter
1. Press **Menu.**
2. Use the Review keys to scroll to "Reset the scale to zero?" and press **Enter/yes.** The weight on the display returns to 0 lb., 0 oz.

View Metric Weight

You can display a weight in metric values (grams or kilograms) when needed. This is helpful when you are using the internal rating feature and need to know the weight of an item when sending to a country whose rates are based on metric values (such as Canada).

1. Place the piece on the scale for which you wish to know the weight.
2. Use the Review keys to scroll to "Metric Weight xxg". The weight on the scale is shown in grams or kilograms.
3. Press **Clear/back** to return to the main screen.

Settings for the Optional Scale (cont'd)

Activating/Disabling Weight Hold Mode

The weight hold mode allows you to rate a piece of mail even if the weight is removed from the scale. You would use this mode when the size of the mail piece covers the display screen. The machine holds the weight in memory until you select a class and finish the rating process.

At a PC Using PC Meter Connect™

1. Select the *My Meter* tab
2. Click *Meter Settings*.
3. Click **Weight Hold**.
4. At the Weight Hold field, select from the dropdown choices **Yes** to activate it or **No** to deactivate it.
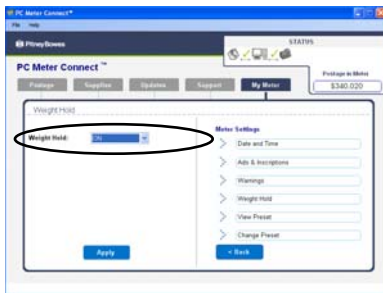
Weight Hold Screen from *PC Meter Connect™*

5. Click **Apply** to save the changes. A confirmation message displays.

At Meter

1. Press **Menu.**
2. Use the Review keys to scroll to "Change Setup" and press **Enter/yes.**
3. Use the Review keys to scroll to "Change weight hold setup?" and press **Enter/yes.**
4. Follow the prompts to turn the feature ON or OFF. A confirmation message displays and you return to the main screen.

Setting the High Value Warning

You can have the machine warn you when you manually key in a postage value that is higher than a maximum amount that you specify. This feature helps prevent you from accidentally printing a postage value that's more than you need.

(i) **NOTE***:* This warning does not display for postage amounts determined by the internal rating feature.

At a PC Using PC Meter Connect™

1. Select the *My Meter* tab
2. Click *Meter Settings*.
3. Click **Warnings.**
4. At the High Value Warning field, enter a value up to $99.000 for which you want the system to prompt you for high warning.
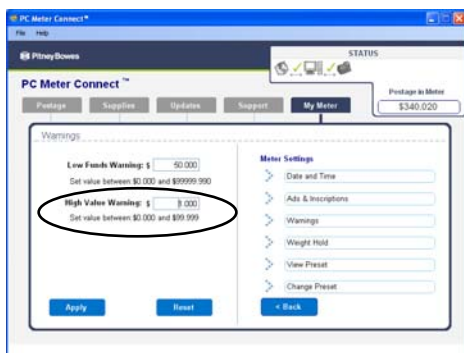
Warnings Screen from *PC Meter Connect™*

5. Click **Apply**.

At Meter

1. Press **Menu.**
2. Use the Review keys to scroll to "Change Setup" and press **Enter/ yes.**
3. Use the Review keys to scroll to "Change high value warning?" and press **Enter/yes.**
4. Key in the desired amount in dollars and cents (do not enter the decimal point; the system knows the last two digits are for cents) for which you want the system to prompt you for high warning, and press **Enter/yes**. A confirming message displays.
5. When prompted to stay in setup, press **No** to return to main screen.

Setting the Low Funds Warning

You can have the machine warn you when your postage (funds) in the machine reaches a certain amount. This warning acts as a re-minder for you to add more postage to your machine (by connecting to the Data Center and downloading funds).

At a PC Using PC Meter Connect™

1. Select the *My Meter* tab
2. Click *Meter Settings*.
3. Click **Warnings.**
4. At the Low Funds Warning field, enter a value up to $9999.990 for which you want the system to prompt you for low funds warning.
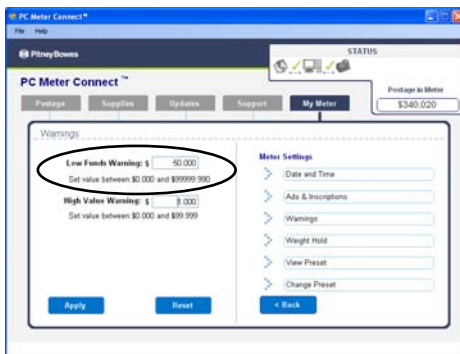
Warnings Screen from *PC Meter Connect™*

5. Click **Apply**.

At Meter

1. Press **Menu.**
2. Use the Review keys to scroll to "Change Setup" and press **Enter/ yes.**
3. Use the Review keys to scroll to "Change low funds warning?" and press **Enter/yes.**
4. Key in the desired amount in whole dollars only (do not enter the decimal point) for which you want the system to prompt you for a low funds warning, and press **Enter/yes**. A confirming message displays.
5. When prompted to stay in setup, press **No** to return to main screen.

Entering the Prefix for Dialing Out to Data Center via Analog Line

You can tell the machine if you need to dial a prefix number (like 9) to get an outside line when dialing out to the Data Center via an analog line.

1. Press **Menu.**
2. Use the Review keys to scroll to "Change Setup" and press **Enter/ yes.**
3. Use the Review keys to scroll to "Change communication settings?" and press **Enter/yes.**
4. Use the Review keys to scroll to "Change outside line number (prefix)?" and press **Enter/yes.**
5. Key in the outside line (prefix) and press **Enter/yes.** A confirming message displays.
6. When prompted to stay in setup, press **No** to return to main screen.

Selecting Tone/Pulse for Dialing Out to Data Center via Analog Line

You can tell the machine if you use a tone or pulse type phone when dialing out to the Data Center via an analog line.

1. Press **Menu.**
2. Use the Review keys to scroll to "Change Setup" and press **Enter/ yes.**
3. Use the Review keys to scroll to "Change communication settings?" and press **Enter/yes.**
4. Use the Review keys to scroll to "Change dial method?" and press **Enter/yes.**
5. Use the Review keys to select tone or pulse and press **Enter/yes.** A confirming message displays.
6. When prompted to stay in setup, press **No** to return to main screen.

Using Intra BMC ZIP Code Groups

Intra BMC (Bulk Mail Center) ZIP Code groups are a USPS pre-sort option for bulk mailings in the USA. To qualify for a discount when using Intra BMC ZIP Code groups:

- You must be sending mail pieces/parcels with origination and destination locations within the same BMC service area, and

- You must create ZIP Code groups by entering the ZIP Code ranges for the postal zones eligible for the discount. (Until the ranges are entered, the Intra-BMC class will not be selectable on your system.)

   (i) *NOTE:* It is not necessary to enter ZIP Code ranges to use the Parcel Post "Local" BMC rate. When you enter 0 as the zone for Pkg Service, Parcel Post, the Parcel Post "Local" BMC rate will be selected.

For more information on your eligibility, contact a specialist at the Post Office that handles your mail.

Using Intra BMC ZIP Code Groups (cont'd)

Creating/Maintaining Intra-BMC ZIP Groups

Before you can set up Intra-BMC (Bulk Mail Center) ZIP Code groups, you must obtain a postal zone chart that is specific to your ZIP Code from your local post office.

Use the postal zone chart to determine if the ending ZIP Code of the parcel falls within your BMC Zone. If it does, the parcel is eligible for an Intra-BMC parcel post rate.

Once you have determined the parcel is eligible, follow the steps below to setup up Intra-BMC ZIP Code groups on you machine.

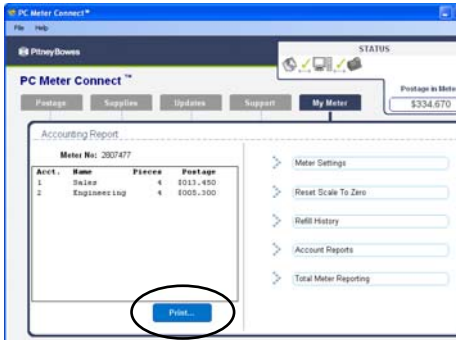1. Press **Menu.**
2. Use the Review keys to scroll to "Change Setup" and press **Enter/ yes.**
3. Use the Review keys to scroll to "Use Intra BMC setup?" and press **Enter/yes.**
4. Use the Review keys to scroll and select the option desired by pressing **Enter/yes** (see list below). NOTE: If you have never used this feature before, "Create new group" is the only available option.

   Create New Group
   A. Key in the first 3 digits of beginning ZIP and press **Enter/yes**.
   B. Key in the first 3 digits of ending ZIP and press **Enter/yes**.

   Edit Existing Group
   A. Use the Review keys to scroll and select the group you want to edit and press **Enter/yes.**
   B. Key in the first 3 digits of beginning ZIP and press **Enter/yes**.
   C. Key in the first 3 digits of ending ZIP and press **Enter/yes**.

   Delete Existing Group
   A. Use the Review keys to scroll and select the group you want to delete and press **Enter/yes**.
   B. Press **Enter/yes** to confirm the deletion.

5. For each option, you have a choice to continue in that mode. When prompted to stay in setup, press **No** to return to main screen.

   (*i*) *NOTE:* When you are rating a parcel using the Parcel Post class and the machine recognizes a destination ZIP Code that falls within an Intra-BMC zone that you've established, it will use the discounted Intra-BMC rate instead of the normal parcel rate.

7 • Standard Accounting (Option)

Overview of Accounting

An accounting feature on a mailing machine allows you to track your postage costs by categories. These categories can represent whatever makes sense to your organization - departments, people, locations, projects, etc. Tracking your mailing expenses by category allows you to manage and budget your postal costs in a more efficient manner.

With this model of mailing machine, you have a choice of using one of the following accounting options:

- *Standard Accounting Option - 5 Accounts*

    This is the base option that allows you to track postage for five accounts.

- *Standard Accounting Option - 10 Accounts*

    This is a higher option that allows you to track postage for 10 accounts.

Your machine stores the following information for each account:

- An account name up to 14 alphanumeric characters long.
- An account number.
- The item total. This is the total number of pieces of mail charged to an account since it was last cleared.
- The value total. This is the total amount of postage charged to an account since it was last cleared.
- An account password (optional)

Turning Accounting Feature ON or OFF

1. Press **Menu**.

   Turning ON Accounting - select "Turn Accounting On?" and press **Enter/yes.** Follow the prompts for either creating an account (if this is the first time using the feature) or selecting an account (see subsequent pages).

   Turning OFF Accounting - scroll to "Use Accounting functions?" and press **Enter/yes.** Use the Review keys to scroll to "Turn off accounting?" and press **Enter/yes**. A confirming message displays. Press **Enter/yes** to continue.

   ⓘ **NOTE***:* You will not be tracking postage by account when this feature is turned off.

2. Follow the prompts to add another account if turning ON accounting or press **Clear/Back** to return to the main screen.

   ⓘ **NOTE***:* Once you turn on the accounting feature, an account must be selected before you can print postage. This ensures that all postage printed is accounted for by one of the meter accounts. In addition, if a password has been assigned to the account, you must enter the 4-digit password before proceeding.

Creating an Account

You need to create an account before you can use the accounting feature to track postage.

1. Press **Menu**.
2. Use the Review keys to scroll to "Use Accounting functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Create an account?" and press **Enter/yes.**
4. Enter the name of this account. It can be up to 14 alpha/numeric characters long and press **Enter/yes**. To access alpha characters, tap the appropriate number key until the desired character displays.
5. Assign a password to this account (if you want) of 4 digits and press **Enter/yes.** Re-enter password to confirm.
6. Follow the prompts to either add another account or stay in the Accounting menu. Follow prompts to return to main screen.

Editing Account Name and Password

You can edit an account name and password if you wish.

1. Press **Menu**.
2. Use the Review keys to scroll to "Use Accounting functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Edit an existing Account?" and press **Enter/yes.**
4. Use the Review keys to scroll to the account you want to edit and press **Enter/yes.**

    ⓘ **NOTE***:* If a password has been assigned to this account, you will be prompted for one. Key in the 4-digit password if necessary and press **Enter/yes.**

    Depending on how the account is set up, you can:

    Edit Account Name - follow prompts to change name.

    *Assign a Password to Account (*if none has yet been assigned) - follow prompts to assign a 4-digit password. Re-enter password to confirm.

    Edit Account Password - follow prompts to change password.

    Delete Account Password - follow prompts to delete password.
5. Follow the prompts to edit another account or return to the Accounting menu. Follow prompts to return to main screen.

Selecting an Account to Track Postage

This procedure assumes you have created an account already.

1. Press **Menu**.
2. Scroll to "Change account?" and press **Enter/yes.** The currently selected account displays.
3. Use the Review keys to scroll to the desired account and press **Enter/yes.**

    ⓘ **NOTE 1***:* If a password has been assigned to this account, you will be prompted to enter one. Key in the 4-digit password if necessary. A message confirms your choice and the main screen displays.

    ⓘ **NOTE 2***:* See *Appendix A - Passwords and Meter Functions,* for information on the effects on meter functions when gaining access to the meter by entering the lock code password versus the accounting password.

Viewing Account Totals

You can view your account totals any time using this option.

At a PC Using PC Meter Connect™

1. At the *My Meter* tab, select **Account Reports**. A report displays, listing the postage and number of pieces for each account.
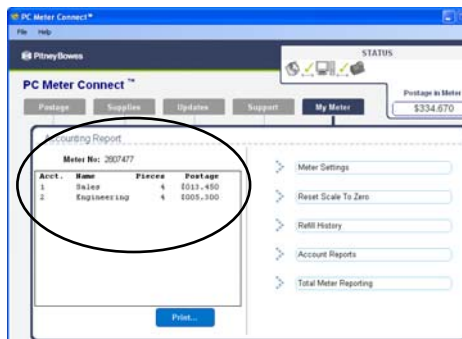
At Meter

1. Press **Menu**.
2. Use the Review keys to scroll to "Use Accounting functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "View Account Postage and pieces?" and press **Enter/yes.**
4. Use the Review keys to scroll to the desired account. The postage and number of pieces for this account displays.
5. Press **Clear/Back** to return to the Accounting menu. Follow prompts to return to main screen.

Printing an Accounting Report

You can view and print your account totals any time. You may want to do this before you clear or delete an account, such as at the end of a fiscal year.

At a PC Using PC Meter Connect™

1. At the *My Meter* tab, select **Account Reports**.
2. Click **Print** at lower left of screen.

3. Click **Print** at lower left of screen again.
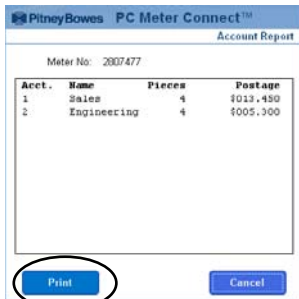
4. Select the desired printer at the Windows Print screen and click **OK.**
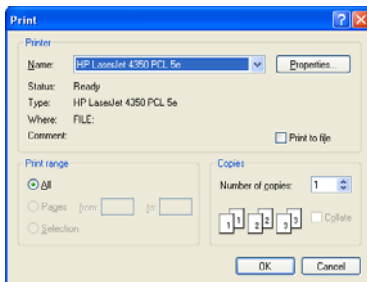
Printing an Accounting Report (Cont'd)

At Meter

1. Press **Menu**.
2. Use the Review keys to scroll to "Use Accounting functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Print an Account Report?" and press **Enter/yes.**
4. Select print single or print multiple report and press **Enter/yes.**

   Print Single Report - Use the Review keys to scroll to the desired account and press **Enter/yes.** When prompted, insert envelope or tape strip.

   (i) **NOTE***:* If a password has been assigned to this account, you will be prompted to enter one. Key in the 4-digit password if necessary and press **Enter/yes**.

   Print Multiple Report - All accounts will print. Insert envelope or tape strip.

   (i) **NOTE***:* If it is a multi-page report, you will be prompted to insert another envelope/tape sheet.
5. The report is printed (see samples below) and you return back to the reports menu. Follow prompts to return to main screen.

Single Account Report

Account Report	
Acct Name: Sales	1100024
Acct Number: 1	MAY 26 09
Pieces: 3	12:28p
Postage: $024.550	

Multiple Account Report

Account Summary			
Account No.:	**Pieces:**	**Postage:**	1100024
1	5	$024.550	MAY 26 09
2	8	$067.470	12:28P
3	9	$009.600	
			Page 1 of 1

Clearing All or Some of the Accounts

You can clear the postage totals on an account when necessary (for example, at the end of a fiscal year).

IMPORTANT: Make sure you really want to clear an account. Once you do, the account information is gone. We suggest you print an accounting report first (see previous topic) before clearing.

1. Press **Menu**.
2. Use the Review keys to scroll to "Use Accounting functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Clear Account value and pieces to zero" and press **Enter/yes.**
4. Select All or One account to clear and press **Enter/yes**.

   Clear All Accounts - Confirm clearing all when prompted.

   (i) **NOTE***:* If a password has been assigned to *any* accounts, you will not be able to clear all accounts by this option.

   Clear One Account - Use the Review keys to scroll to the account you want to clear and press **Enter/yes.** Confirm clearing when prompted.

   (i) **NOTE***:* If a password has been assigned to an account, you will be prompted to enter one. Key in the 4-digit password if necessary and press **Enter/yes**.

5. Follow the prompts to clear another account or return to the Accounting menu. Follow prompts to return to main screen.

Deleting an Account

You can delete an account when necessary (for example, at the end of a fiscal year).

IMPORTANT: Make sure your really want to delete an account. Once you do, the account information is gone. We suggest you print an accounting report first (see previous topic) before clearing.

1. Press **Menu**.
2. Use the Review keys to scroll to "Use Accounting functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Delete an account?" and press **Enter/yes.**
4. Use the Review keys to scroll to the account you want to delete and press **Enter/yes**.

   ⓘ *NOTE:* If a password has been assigned to this account, you will be prompted to enter one. Key in the 4-digit password if necessary and press **Enter/yes.**
5. Confirm deleting when prompted.
6. Follow the prompts to delete another account or return to the Accounting menu. Follow prompts to return to main screen.

8 • Reports

Reports Overview

Your machine allows you to view and print reports for funds usage, postage refills, and other valuable data. The printable reports are done right from your machine on an envelope or tape sheet.

ⓘ **NOTE**: See *Chapter 7 - Standard Accounting* for information on Accounting Reports.

Funds Report

A funds report allows you to print a record of how much postage has been used and how much is remaining in the machine meter.

1. Press **Menu**.
2. Use the Review keys to scroll to "Select a report?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Print funds report?" and press **Enter/yes.**
4. When prompted, insert tape sheet or envelope into the machine.
5. The report is printed (see sample below) and you return back to the reports menu. Follow prompts to return to main screen.

Funds Report		
Used: $031.600		**Account No.:** 99999999
Available: $068.400	**Batch Count:** 3	MAY 26 09
Total Pieces: 29	**Batch Value:** $002.720	4:33p
Control Sum: $100.00	**PBI Serial No.:** 1100024	

Used – the total of all postage ever used in the meter.

Available – the amount of postage left in the meter.

Total Pieces – the total number of mail pieces run through the meter that had postage applied.

Control Sum – the total of all postage refills for the meter and equals the amount *Used* plus *Available*.

Batch Count – the number of mail pieces that had postage applied since the last time the batch count was cleared.

Batch Value – the amount of postage applied since the last time the batch value was cleared.

PBI Serial No.– serial number of this meter (normally meter number).

Account No. – your Postage By Phone® system account number.

Refill Summary Report

At a PC Using PC Meter Connect™

1. At the *My Meter* tab*,* click **Refill History**.
2. Click **Print** at lower left of screen.
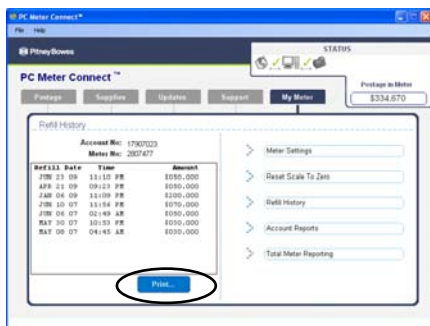
3. Click **Print** at lower left of screen again.
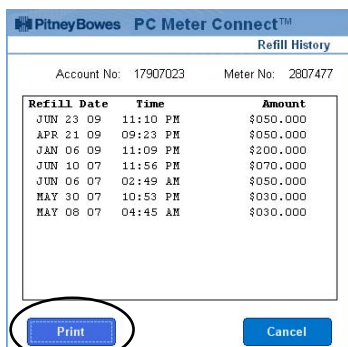
4. Select the desired printer at the Windows Print screen and click **OK.**
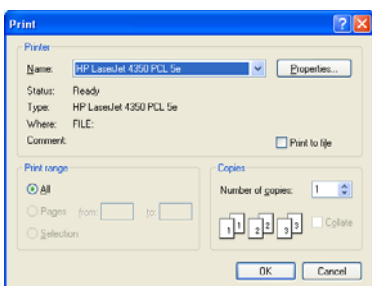
Refill Summary Report (cont'd)

At Meter

1. Press **Menu**.
2. Use the Review keys to scroll to "Select a report?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Print refill summary?" and press **Enter/yes.**
4. When prompted, insert tape sheet or envelope into the machine.
5. The report is printed (see sample below) and you return back to the reports menu. Follow prompts to return to main screen.

	Date of Refill:	Time:	Refill Amount:	Account No: 99999999
Last 5 Refills	MAY 23 09	10:25A	$100.000	**Meter No:** 1100024
	APR 15 09	4:29P	$050.000	**Printed:** MAY 26 09
	APR 02 09	9:04A	$075.000	
	MAR 15 09	12:29P	$200.000	
	FEB 23 09	11:32A	$100.000	

Date of Refill – the date of refill

Time – the time of refill

Refill Amount – amount of refill

Account No. – your Postage By Phone® system account number

Meter No. – serial number of this meter (normally meter number)

Printed – the date the report was printed

Software Version Report

This report lists software information about your machine.

At a PC Using PC Meter Connect™

1. At the *Updates* tab*,* view the left "In Your Meter" panel.
2. For more details on the software levels in your meter, click **Details>>**. To hide details (summary mode), click **<<Hide**.
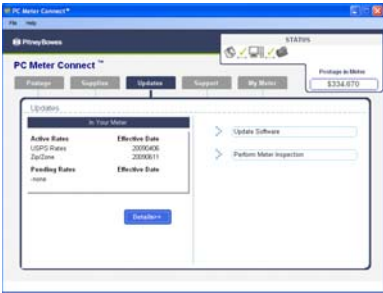
Updates Tab - Summary Screen   **Updates Tab - Detail Screen**
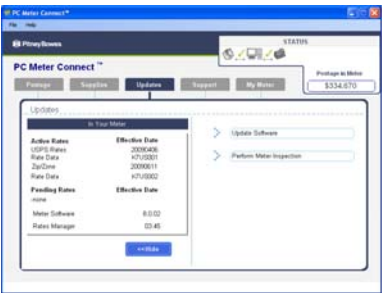
At Meter (Printed)

1. Press **Menu**.
2. Use the Review keys to scroll to "Select a report?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Print Software Version report?" and press **Enter/yes.**
4. When prompted, insert tape sheet or envelope into the machine.
5. The report is printed and you return back to the reports menu. Follow prompts to return to main screen.

View Software Versions (on Meter Display Only)

This report lists software information about your machine on the meter display; it is not printed.

1. Press **Menu**.
2. Use the Review keys to scroll to "Select a report?" and press **Enter/yes.**
3. Use the Review keys to scroll to "View software ver. report?" and press **Enter/yes.**
4. Use the Review keys to scroll through the screens of information.
5. Press **Clear/Back** to return back to the reports menu. Follow prompts to return to main screen.

This page was put in as a placeholder so you to print this entire guide in a duplex (double-sided) mode while keeping the proper page positions.

9 • Ink Installation and Maintenance

Printing a $0.00 Meter Stamp

If you want to check the ink imprint (meter stamp) on your machine, you can generate a $0.00 meter stamp for this purpose. At the Home screen, simply press **Zero**, then **Enter**, and slide an envelope (or tape strip) through the machine.

Messages Indicating Ink Cartridge Replacement

(i) *NOTE:* We recommend that you keep a spare ink cartridge on hand at all times.

Your actual ink usage will vary, depending on whether you routinely print ads, how many pieces of mail you print a day and other factors.

The machine display tells you when the ink supply is low or exhausted with the following messages:

"Low Ink"
Replace the ink cartridge soon. You can print about another 300 impressions or leave the system running for six days without printing. If you don't have a replacement cartridge on hand, you should order one now. See *Chapter 11, Supplies and Options* for part numbers to order this item.

IMPORTANT:
Order a new ink cartridge as soon as you see the "Low Ink" alert.

"Ink Out"
Replace the ink cartridge immediately. The ink supply is gone; you won't be able to print.

Replacing the Ink Cartridge

IMPORTANT:
To avoid damage to the printer:
• Do not leave the print head without the ink cartridge in place.
• Only replace the ink cartridge using the procedure below.

1. Press **Menu**.
2. Use the Review keys to scroll to "Use ink functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Replace ink cartridge?" and press **Enter/yes.**
4. Open the top cover and locate ink cartridge (see white circle below.)
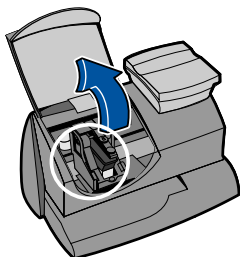
5. Press unlock symbol to open the cartridge holder.
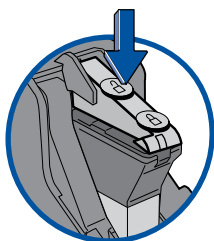
6. Tilt the old cartridge towards you and lift out. Discard old cartridge.
7. Remove new cartridge from its package and pull off protective tape covering the vent and ink holes.

Replacing the Ink Cartridge (cont'd)

8. Tilt new cartridge towards you and insert into print head. Straighten cartridge so it is upright.
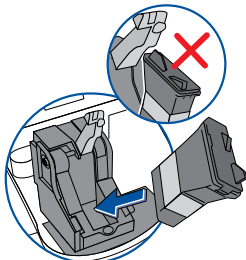
9. Close ink cover by pressing down on lock symbol in circle nearest to you.
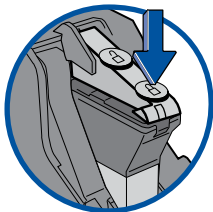
10. Close machine cover. Press **Enter/yes**.
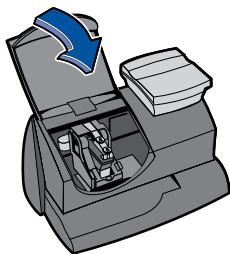
11. Press **Enter/yes** to confirm the replacement. A print head initialization occurs which lasts about 2-3 minutes.

12. When prompted, insert an envelope/tape sheet to print a test pattern to confirm print quality.

13. If test pattern looks good (see figures below), press **Enter/yes**. If it looks poor, proceed with step 5 from *Printing a Test Pattern* procedure on the next page

Printing Test Pattern

Running a print test may help you identify a printing problem.

1. Press **Menu**.
2. Use the Review keys to scroll to "Use ink functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Print test pattern?" and press **Enter/yes.**
4. When prompted, insert an envelope or tape sheet into the *mailstation 2™* meter. After a few seconds, remove envelope when prompted.
5. At "Is test pattern OK" prompt, either press **Enter/yes** if it looks good (you'll return to the main screen), or press **No** and continue at step 3 in the *Cleaning Printer Nozzle* procedure on the next page.
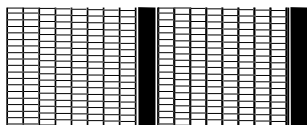
**Good Test Print
(No Missing Lines)**
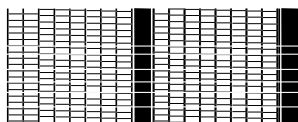
**Poor Test Print
(Missing Lines)**

Cleaning Printer Nozzles

Cleaning the printer nozzles may help you fix a printing problem.

1. Press **Menu**.
2. Use the Review keys to scroll to "Use ink functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Clean printer nozzles?" and press **Enter/yes.** A "Preparing ink Please wait..." message displays as the machine performs its cleaning.
4. When prompted, insert an envelope or tape sheet into the *mailstation 2™* meter.
5. At "Is test pattern OK" prompt, press **Enter/yes**.
6. When finished, follow prompts to return to main screen.

Replacing the Print Head

IMPORTANT:
This procedure should only be done under the direction or with the permission of a Pitney Bowes representative.

1. Press **Menu**.
2. Use the Review keys to scroll to "Use ink functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Install new print head?" and press **Enter/yes.**
4. Open the top cover and locate print head.
5. *Refer to the instructions that came with new print head to remove the old print head and install the new one.*
6. Press **Enter/yes** to confirm the replacement. A print head initialization occurs which lasts about 2-3 minutes.
7. When prompted, insert an envelope/tape sheet to print a test pattern to confirm print quality.
8. If test pattern looks good, press **Enter/yes**.

Replacing the Ink Tray

IMPORTANT:
This procedure should only be done under the direction or with the permission of a Pitney Bowes representative.

1. Press **Menu**.
2. Use the Review keys to scroll to "Use ink functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Replace ink tray?" and press **Enter/yes.**
4. *Refer to the instructions that came with new ink tray to remove the old ink tray and install the new one.*
5. Press **Enter/yes** when completed.

10 • Troubleshooting

Getting Help

There may be times when you need help to solve a problem, or you may want more information about how your mailing system works. Pitney Bowes provides several information resources. See page *v* for our web and phone support information.

Before you contact us, please read the troubleshooting information in this chapter. In many cases, it can help you resolve the problem. Also, you can often restore normal operation by just turning Off and On your system.

If you need to call, please have the following information at hand:

- Model Identification: See *Pitney Bowes Contact List* at the start of this guide.
- Serial number: See the back of the system.
- Nature of problem: What happens and when does it happen? Did the machine display an error message?
- The steps you've already taken to solve the problem and the results.

Error Messages

From time-to-time your system may display an alert or error message. An alert tells you that something needs attention; an error message usually tells you about a condition you can fix. In rare instances you may have to call for service or assistance (see page *v*).

Message	Description	Action
Account Balance Low	Refill amount exceeds funds available or credit limit.	Perform refill procedures for smaller amount, make an advance payment, or call Pitney Bowes for credit (see *Pitney Bowes Contact List* at the start of this guide).
Cannot Reach Data Center	Trouble getting a connection to the Pitney Bowes Data Center.	Try connecting again in a few minutes. Try the steps on page 10-4.

Error Messages (cont'd)

Message	Description	Action
Connection Lost	Connection made but lost before transaction completed.	Press **Clear/Back** (C); try again in a few minutes. If problem persists call Pitney Bowes (see *Pitney Bowes Contact List* at the start of this guide).
Inspection Due Inspection Required	This message displays if a refill has not been performed in 90 days. After 120 days, postage cannot be printed until a refill/or balance check.	Perform a refill procedure or check amount available to download.
No dial tone	Analog phone line not connected to machine.	Connect analog phone line to machine.
Not Enough Funds	Insufficient postage. Postage amount exceeds maximum funds available in meter.	Select a lower postage amount. Perform a funds refill to add funds to the meter.
Refill failed: xxxx. Contact Pitney Bowes.	A failure occurred during a refill.	Call Pitney Bowes (see *Pitney Bowes Contact List* at the start of this guide).
Refill Too High	Refill amount entered is more than the maximum the machine will allow.	Press **Clear/Back** (C). Repeat refill procedure with a smaller postage amount.
Error P20XX Error P21XX Error E25XX Error E22XX Printer fault P2BXX	Meter error codes without descriptions	Press **Clear/Back** (C). If nothing happens in 5 seconds, turn off machine; wait 15 seconds, and then turn on machine. If problem persists, call Pitney Bowes (see *Pitney Bowes Contact List* at the start of this guide).

Blank Display

Symptom	Cause	Solution
Power lamp is not lit on the machine	No power coming into machine	Check that: • power cord is plugged into both mailing machine base and wall outlet • power cord is not connected to a switched wall outlet, power strip, or surge protector
Power lamp is yellow on the machine	Machine in sleep mode	Press any key to "awaken" it.

Display Difficult to Read

You can adjust the LCD display contrast if necessary.

1. Press **Menu.**
2. Use the Review keys to scroll to "Change setup" and press **Enter/yes.**
3. Use the Review keys to scroll to "Change display contrast?" and press **Enter/yes.**
4. Select the contrast you want using the keypad.
5. Press **Clear/Back** to return to the main screen.

Printing is Incomplete, Streaked, or Poor Quality

You may need to clean the printer nozzles to fix the printing problem.

1. Press **Menu**.
2. Use the Review keys to scroll to "Use ink functions?" and press **Enter/yes.**
3. Use the Review keys to scroll to "Clean printer nozzles?" and press **Enter/yes.** A "Preparing ink Please wait..." message displays as the *mailstation 2™* meter performs its cleaning.
5. When prompted, insert an envelope or tape sheet into the *mailstation 2™* meter.
6. At "Is test pattern OK" prompt, press **Enter/yes**. If the printing did not improve, you may need to replace the cartridge or print head (see *Section 7 - Ink Maintenance*).

Problems Connecting to Data Center via Analog Line

Symptom	Solution
Improper phone line or phone line not connected to meter	• Make sure you've connected your meter to a dedicated analog phone line (the same type you connect your home phone to). If you are using a DSL line, you should use a DSL filter obtained from your DSL provider.
	• Verify that the phone line has a dial tone.
	• Make sure the phone line connectors are firmly seated in their receptacles.
	• Try using the alternate method of communicating to the Data Center via the Internet (see *Chapter 6, Adding Postage/Connecting to the Data Center*).
Incorrect setup of system options	Go to the *Chapter 6, System Settings,* and check the following:
	• Does your phone system require you to dial a prefix number to get an outside phone line? Make sure to include this in the setup if needed.
	• Is the dial method correct? You have to tell the machine if your phone uses a pulse or tone for dialing.

Problems Connecting to Data Center via PC Meter Connect

Refer to the Troubleshooting section in *Appendix A - PC Meter Connect.*

Accidentally Printing the Wrong Postage

Once you have printed a meter stamp, the postage funds have been "used up" by the machine, even if the printing is illegible. That's why it is so important to make sure the correct value is shown on the machine before inserting the mail piece or tape strip, and that you do not let the ink level get too low. We recommend you always keep a spare ink cartridge on hand just for this reason.

If you would like a refund, you can go in person to the Post Office where you meter is registered (i.e., the ZIP Code of your meter stamp) within 60 days of the meter stamp date. You will need to bring the specific meter stamps as proof for your claim (they must be legible) and complete form 3533 "Application and Voucher for Refund of Postage, Fees, and Services".

ⓘ *NOTE:* If your application for refund is accepted, the USPS® will refund 90% of the original meter stamp amount.

IMPORTANT: To help prevent you from accidentally printing a postage value that's more than you need, you can have your meter warn you when you manually key in a postage value that is higher than the values you typically use. This setting is known as the high value warning (see *Chapter 6 - System Settings* to set this option). The high warning value feature is effective when you manually key in the postage value, but does not function if the internal rating feature is used.

This page was put in as a placeholder so you to print this entire guide in a duplex (double-sided) mode while keeping the proper page positions.

11 • Supplies and Options

Supplies and Accessories

Contact the Pitney Bowes Supply Line™ or visit the Pitney Bowes web site to order supplies and accessories. Refer to the *Contact Information List* at the front of this guide for more information.

Item	Number
Ink Cartridge, Red Fluorescent	797-M
Deluxe Cleaning Kit (useful when changing your ink)	CK0-3
E-Z Seal® Plus Sealing Solution, 4 oz. dabber bottle	EZ1-7
Tape Sheets—25 sheets (50 labels)	612-9
Tape Sheets—150 sheets (300 labels)	620-9
United We Stand Tape Sheets—25 sheets (50 labels)	613-9
United We Stand Tape Sheets—150 sheets (300 labels)	613-8
Extension Cable for Scale	978-6

Options

- **Internal Rating Feature**
  The internal rating feature allows the machine to calculate postage automatically for most mail pieces based on the weight (either entered manually or using the optional scale) and the class for a mail piece. It provides access to these common USPS classes of mail:

  1st Class

  Priority

  Express

  Postcard

  Flat Rate – Priority Envelope, Priority Box, Express Envelope

  Media Mail - used to ship books, tapes, CDs, etc.

  International - Air Letter, Air Parcel, Global Priority

  (Also allows USPS ZIP/Zone entry)

- **Scale**
  The scale allows you to accurately weigh mail and packages. You have a choice of a 2 lb. or 5 lb. capacity scale. See *Chapter 6 - System Settings* for scale settings.
- **Extension Cable for Scale**
  The extension cable allows you to position the scale up to 48 inches from the machine for extra convenience.
- **Standard Accounting**
  The accounting feature tracks postage costs for departmental accounts. You have a choice of purchasing 5 or 10 accounts. See *Chapter 7 - Standard Accounting* for details on using the accounting feature.
- **Postal Inscriptions/Envelope Ads**
  Your meter comes pre-loaded with the six envelope ads and two postal inscriptions. Postal inscriptions are required on certain classes of mail based on USPS regulations; envelope ads are entirely optional. See *Chapter 4 - Printing Options* for choosing these to print as part of your meter stamp.

Standard Envelope Ads
US American Flag
Please Open Immediately
Seasons Greetings
Recycle
Address Service Requested
Return Service Requested
Standard Postal Inscriptions
First Class Mail
Par Avion Air Mail

Ads and inscriptions can give your mail a professional appearance and can turn your mailings into a powerful promotional tool. Pitney Bowes can provide additional envelope ads and inscriptions if your needs require it, up to a total of 15 ads and 15 inscriptions. Additional inscriptions and ads are convenient to add because they are sent via software downloads to your machine.

Appendix A • PC Meter Connect™

About PC Meter Connect™

PC Meter Connect™ is PC-based software that allows you to use your PC's high-speed Internet (via broadband, DSL, network, etc.) to connect your mailing machine to the Data Center, as well as provide convenient access to mailing machine settings from your PC. As an extra bonus, PC Meter Connect™ also walks you through the entire installation of your machine if you use this method when your machine is first set up.

Using PC Meter Connect™ directly from your PC, you can easily:

• add postage and perform USPS inspections and rate updates

• see status messages (such as "low funds") from the meter

• see or print your postage refill history

• set machine settings, such as date and time, printing options, presets, etc.

• run accounting reports

PC Meter Connect™ also includes links to:

• demos to walk you through common procedures

• a PDF version of this User Guide

• the machine online support

• the Pitney Bowes Online Store, which provides an easy and convenient way to order ink cartridges, E-Z Seal®, envelopes, and other supplies for your machine.

Installation Requirements

Before installing the PC Meter Connect™ software, make sure your PC meets these minimum requirements:

• Windows® Vista (32-bit only), Windows® XP, or Windows® 2000 operating systems with the latest service packs

• 1.2 GHz processor and 512 MB of RAM

• administrative rights to install software

• an Internet connection

Installation

Locate the PC Meter Connect™ install CD and USB cable supplied with your machine and follow these instructions:

ⓘ **NOTE**: If you cannot use the CD provided, there is a web site that you can download the PC Meter Connect™ software and install it on your PC. Go to **www.pitneyworks.com/welcomeK7M0** and follow the links provided.

1. Do **not** connect the USB cable to your PC or your machine yet.

    Do **not** conect the power to your mailing machine yet.

    You will be prompted at the proper times to do these during the install.

2. Insert the PC Meter Connect™ Installation CD in your CD drive on your PC.

3. The install program automatically starts. Follow the prompts on screen.

4. When installation is complete, a PC Meter Connect™ icon will be installed on your desktop and an icon will reside on your PC's system tray, usually in the lower right corner of the screen (see figures below). You may also see a desktop shortcut icon to the User Guide if you chose that option during the install.

Desktop Shortcut Icon
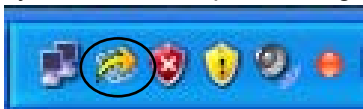
Icon in System Tray

Desktop Shortcut Icon to User Guide

5. To make sure you are running the latest version of the software, launch the application, select *Updates* tab, then select Update Software.

Access/Launching the Application

The program is loaded in the background automatically when you boot up your computer. You will know this by seeing the PC Meter Connect™ icon in the system tray.

ⓘ **NOTE**: If the PC Meter Connect™ software was not running for some reason (you'll know this when you don't see the PC Meter Connect™ icon in the system tray), double clicking on the desktop icon will restart the software. Alternately, you may click on the Start button > All Programs > Pitney Bowes > PC Meter Connect. A PC Meter Connect™ icon will then appear in system tray.

Access/Launching the Application (cont'd)

To access the features of the program, double-click the desktop icon or the system tray icon to open the PC Meter Connect™ Main window. PC Meter Connect™ connects to the Data Center and provides the postage amount in your meter, your Postage-By-Phone account balance, your Purchase Power balance, and lists any updates needed.
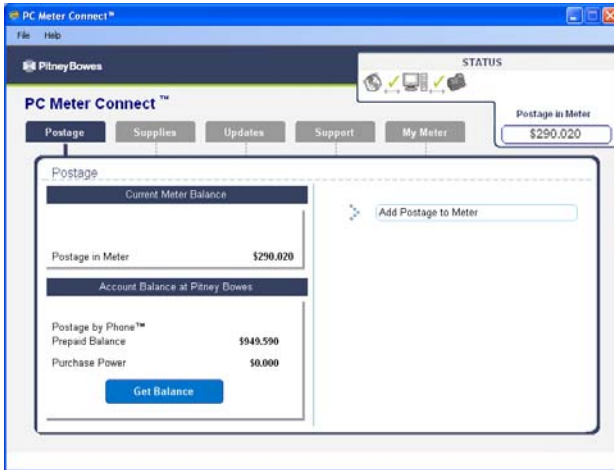
PC Meter Connect™ Main Window (after Connecting to Data Center)

If you connect or disconnect your machine from the PC, messages display from the PC Meter Connect™ icon in the system tray:

• "Meter Not Connected" displays when you disconnect your meter from the PC. The red "x" stays on the icon thereafter.

• "Meter detected" displays when you connect your meter to the PC (after it had been disconnected). The red "x" disappears.

PC Connect Main Window
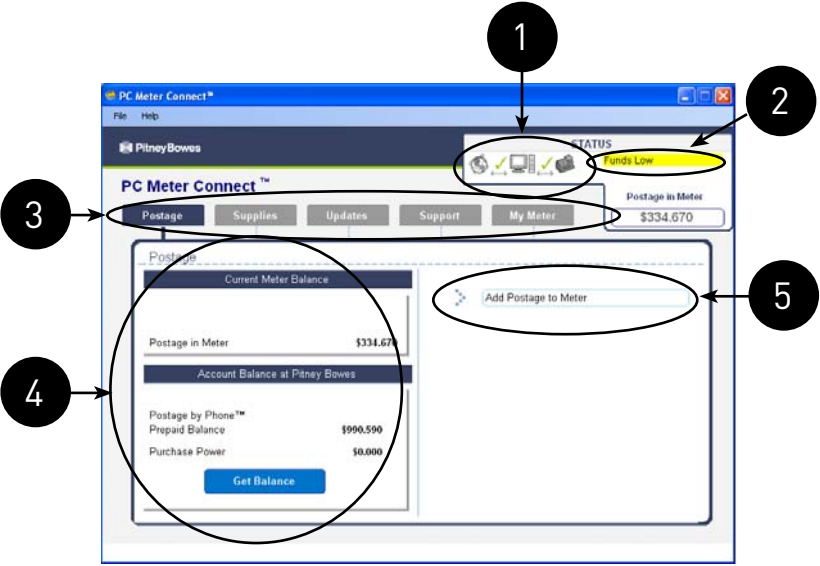
PC Meter Connect™ Main Window

1. Connection Status—indicates whether your PC can communicate with the Internet and to your meter. A green check ✔ indicates a good connection, while a red **X** means the devices can not communicate.
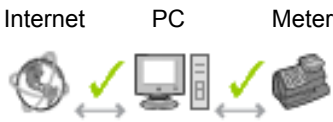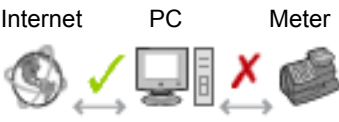
Internet PC Meter	Internet PC Meter	
Good communications	*PC not communicating with meter*	
Internet PC Meter	Internet PC Meter	
PC not communicating with Internet	*PC not communicating with Internet or meter*	

PC Connect Main Window (cont'd)

2. **Messages from Meter**—displays status messages (such as "Funds Low") to help you keep your machine up and running.

3. **Feature Tabs** *(described in detail on the followihg pages)*—allows access to the features of the software:

    Postage - for refilling postage and checking meter balances

    Supplies - for ordering ink cartridges, E-Z Seal®, envelopes, and other supplies for your machine from the Pitney Bowes On-line Store

    Updates - for downloading software updates for your meter, postal inscriptions/envelope ads, perform USPS inspections and rate updates

    Support - provides links to online help, product demos, a PDF of this User Guide, online support, and FAQs.

    My Meter - allows you to set machine settings, such as date and time, printing options, presets, etc.

4. **Support Information**—displays the supporting data for the functions of the feature tab. For example, under the Postage tab, this screen displays funds (postage) available in your meter, in your Postage-by-Phone® account balance, and in your Purchase Power balance.

5. **Task Panel**—lists the tasks you can run from this feature tab. Click on the link to perform the task you want (such as "Add Postage to Meter").

Features Accessible from the System Tray Icon

If you right-click on PC Meter Connect™ icon in the system tray, you can access additional features of the PC Meter Connect™ software.

Options Screen for PC Meter Connect™
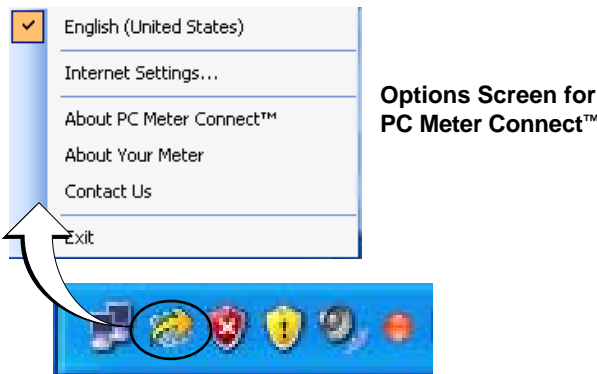
Right Click on PC Meter Connect™ Icon in System Tray

Option	Description
Internet Settings...	Allows you to change your Internet settings for best operation with PC Meter Connect™ (see *Trouble-shooting* section later in this chapter for more details)
About PC Meter Connect™	Lists the PC Meter Connect™ software version
About Your Meter	Displays whether or not the meter is connected to your PC
Contact Us	Provides email and phone number information to contact Pitney Bowes
Exit	Exits the program (to restart, simply click on the PC Meter Connect™ desktop icon)

Feature Tabs

Postage
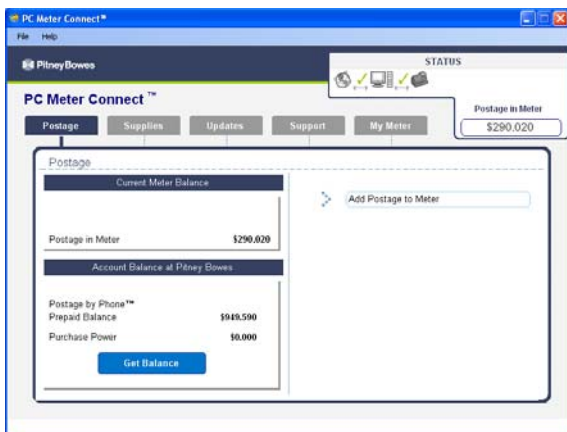
Postage Tab - Main Screen

Support Information

Provides the postage amount in your meter, your Postage-By-Phone balance, and your Purchase Power balance.

Task Panel

Allows you to add postage to your meter. Simply:

1. Click on **Add Postage to Meter**.

2. Select either the amount your used for your last refill or one of the predetermined amounts. (You can also enter another amount and click **Enter**).
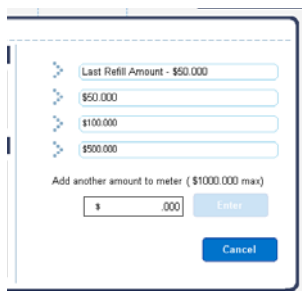
3. Click **Continue** to proceed with the refill (or **Cance**l if you changed your mind).
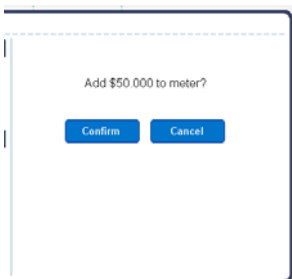
Feature Tabs

Supplies
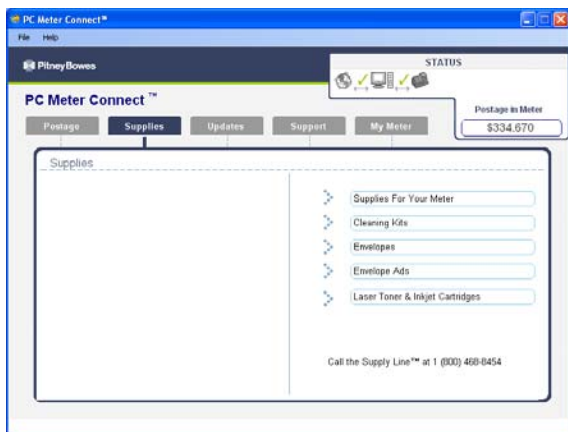
Supplies Tab - Main Screen

Task Panel
Provides links to the respective web pages on **www.pb.com** to order:

• Supplies
• Cleaning Kits
• Envelopes
• Envelope Ads
• Laser Toner and Ink Cartridges

Feature Tabs

Updates
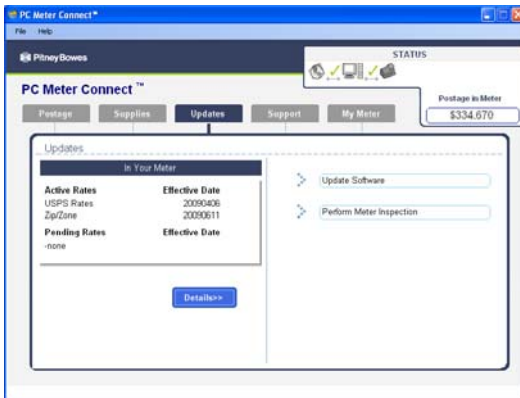
Updates Tab - Summary Mode Screen
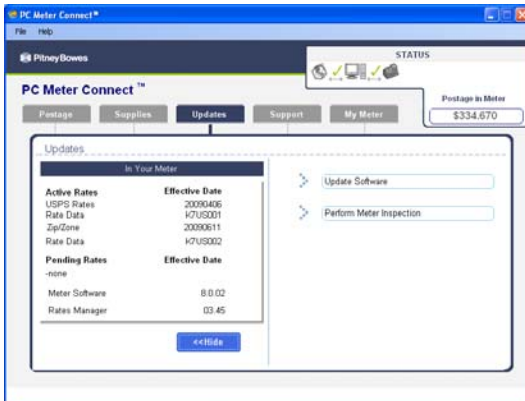
Updates Tab - Detail Mode Screen

Support Information
Provides the rate version information stored in your meter, in either a summary or detail mode**.**

Task Panel
Allows you to connect to the Pitney Bowes Data Center and:

•   update the machine's software
•   perform a meter inspection

Feature Tabs

Support
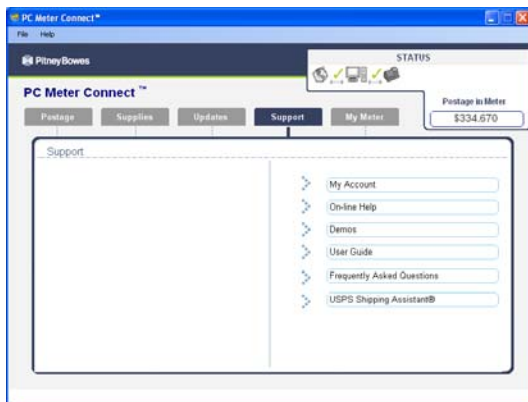
Support Tab - Main Screen
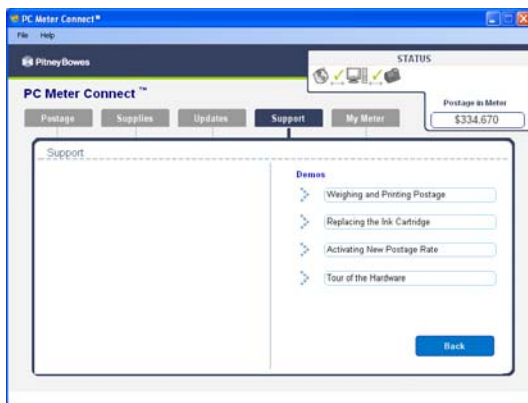
Support Tab - Demos Screen

Task Panel

Provides links to these support functions:

•   My Account on **www.pb.com**

•   On-line Help on **www.pitneyworks.com**

•   demonstrations about your machine (brings up a separate dem-
    os screen to choose from, see above)

•   a PDF of this guide

•   Frequently Asked Questions (FAQs) on **www.pitneyworks.com**

•   USPS Shipping assistant on **www.usps.com**

Feature Tabs

My Meter
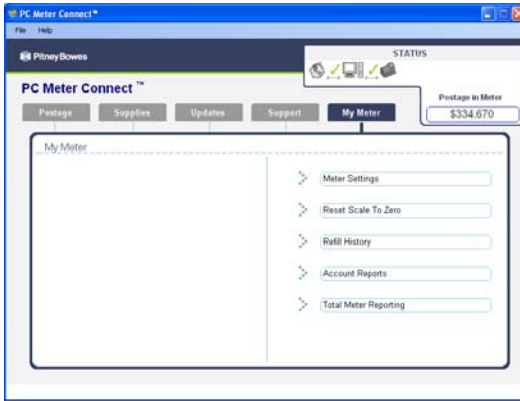
My Meter - Main Screen

Task Panel

Allows you to access to machine features such as:

- meter settings (date, time, preset, etc.). See next pages for details.
- resetting the scale to zero
- link to INVIEW™ Meter reporting on **www.pb.com** (if you have purchased that optional feature)
- viewing or printing Accounting reports (see *Chapter 7 - Standard Accounting*)
- a postage refill history, either onscreen or by printing a report (see *Chapter 8 - Reports*)
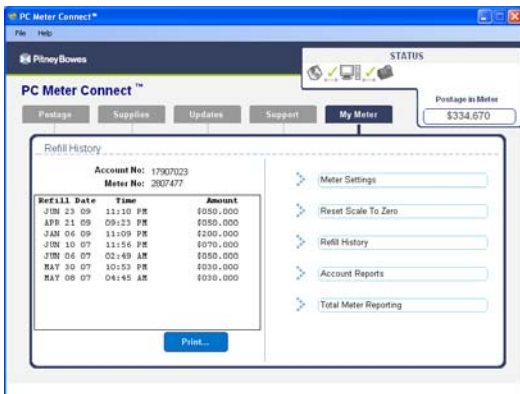
My Meter - Refill History Screen

Feature Tabs

My Meter (cont'd)

Task Panel

The Meter Settings screen (see below) provides access to these ad-dtional machine features:

• Date and Time (see *Chapter 4 - Printing Options*)

• Ads and Inscriptions (see *Chapter 4 - Printing Options*)

• Warnings (see *Chapter 6 - System Settings*)

• Weight Hold (see *Chapter 6 - System Settings*)

• View Preset (see *Chapter 6 - System Settings*)

• Change Preset (see *Chapter 6 - System Settings*)
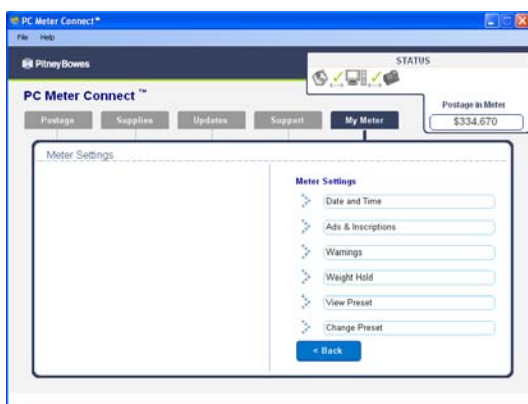
My Meter - Meter Settings Main Screen

Date and Time
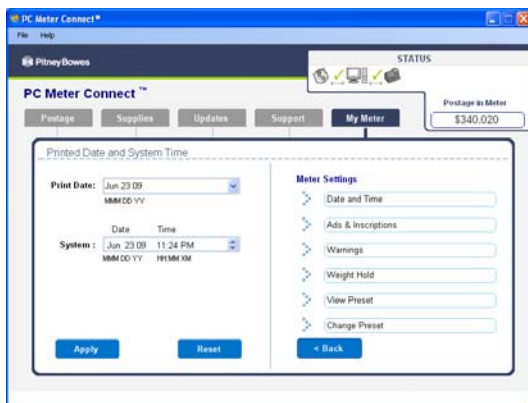
My Meter - Meter Settings Screen - Date and Time

Feature Tabs

My Meter (cont'd)

Task Panel

Ads & Inscriptions

My Meter - Meter Settings Screen - Ads & Inscriptions (None Chosen)

My Meter - Meter Settings Screen - Ads & Inscriptions (Chosen)

Feature Tabs

My Meter (cont'd)

Task Panel

Warnings

My Meter - Meter Settings - Warnings Screen

Weight Hold
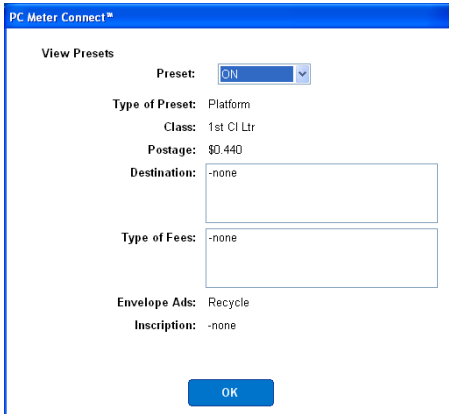
My Meter - Meter Settings - Weight Hold Screen

Feature Tabs

My Meter (cont'd)

Task Panel

View Preset

My Meter - Meter Settings Screen - View Preset (On)

My Meter - Meter Settings Screen - View Preset (Off)

Feature Tabs

My Meter (cont'd)

Task Panel

Change Preset

My Meter - Meter Settings Screen - Change Preset (On)

My Meter - Meter Settings Screen - Change Preset (Off)

Troubleshooting

IMPORTANT:

- When using PC Meter Connect™, disconnect the analog line to your mailing machine.
- If you want to use the analog phone line method of connecting to the Data Center, unplug the USB cable from the back of the machine, then connect the analog phone line.
- If you have virus checking/firewall software installed on your PC (e.g., Norton, McAfee, etc.), please check your settings to ensure that FTP downloads are allowed. If FTP downloads are restricted, this will interfere with your machine downloading information from the Pitney Bowes Data Center when using PC Meter Connect™. If necessary, contact your network/IT administrator to confirm the proper settings.
- If you install PC Meter Connect™ on a PC with other Pitney Bowes applications, you will need to exit PC Meter Connect™ before you can use the other Pitney Bowes applications. Simply right-click on the PC Meter Connect™ icon in the system tray and select **Exit** to exit PC Meter Connect™. To restart PC Meter Connect™, just double-click on the PC Meter Connect™ desktop icon.

Displaying PC Meter Connect™ Icon on System Tray

If you minimize or close the PC Meter Connect™ window, the application will still be running in the background as indicated by the icon in the system tray. If you cannot see the PC Meter Connect™ icon in the system tray and you want to verify that the program is running, follow these steps to display all icons on your system tray.

1. On your desktop taskbar (usually located on the bottom of your screen, although it may be moved to any side of your screen), right click on a blank area.

Blank Area of Desktop Taskbar

2. Click on **Properties** from the list of choices that displays.
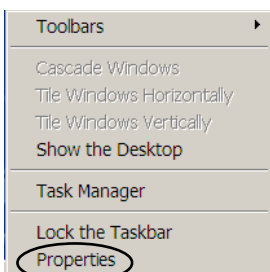
3. At the Taskbar and Start Menu Properties window, on the Taskbar tab, verify that the *Hide inactive icons* field is unchecked (blank). If necessary, click to uncheck it. Click **OK** to finish.
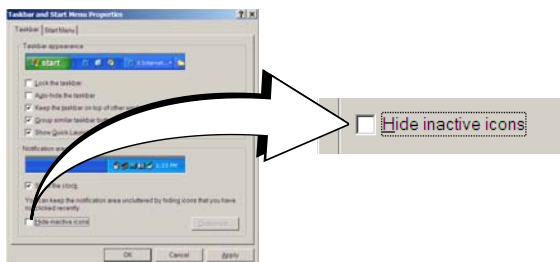
4. If you see the PC Meter Connect™ icon in the system tray, you know the program is running. If you need to start the application, simply double-click the PC Meter Connect™ desktop icon (see figures on previous page).

Problems Connecting to the Data Center via the PC

You cannot access www.pb.com from your PC using Internet Explorer

Contact your IT administrator for any special setup needed to enable your PC and Internet Explorer to access the Internet.

Problems Connecting to the Data Center via the PC (cont'd)

You can access www.pb.com using Internet Explorer but PC Meter Connect™ cannot detect the Internet.

1. Right click on the PC Meter Connect™ tray icon and select "Internet Settings...".

Select "Internet Settings..."

Right Click on Tray Icon
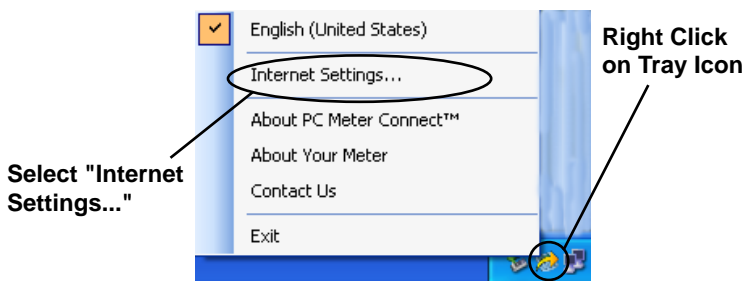
2. At the Internet Settings configuration screen, do either of the following:

    Solution A - Set your PC Meter Connect™ to use the same settings that Internet Explorer uses to connect to the Internet. Choose "Use Internet Explorer proxy settings" under Proxy Address Assignment (see screen below) and click **OK**.
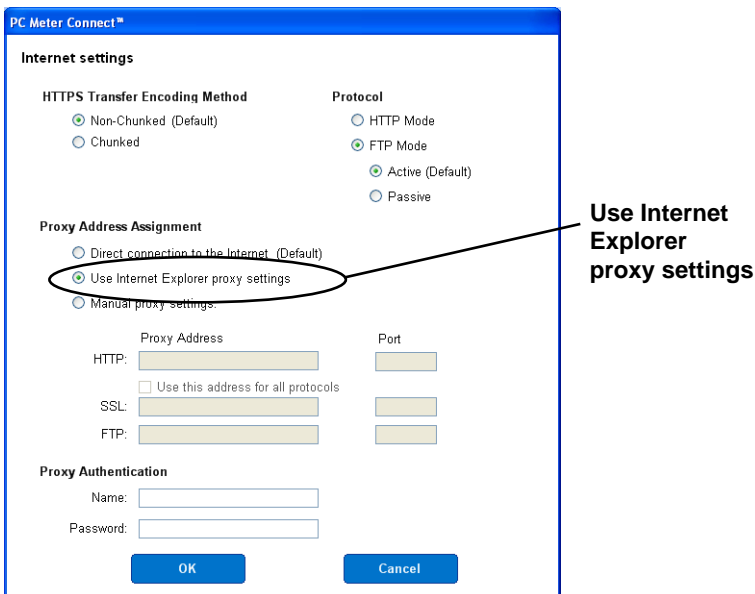
Use Internet Explorer proxy settings

Internet Settings Screen in PC Meter Connect™

Problems Connecting to the Data Center via the PC (cont'd)

You can access www.pb.com using Internet Explorer but PC
Meter Connect*™ cannot detect the Internet (continued)*

> **Solution B -** Enter your own network's Proxy Address and Au-
> thentication settings (if used). Contact your IT administrator for
> these settings. Click "Manual proxy settings", and enter the proxy
> settings and proxy authentication (if used) provided by your IT
> administrator (see screen below). Click **OK.**

Internet Settings Screen in PC Meter Connect™

Problems Connecting to the Data Center via the PC (cont'd)

You can access www.pb.com using Internet Explorer but you are having problems downloading files to your meter.

1. Right click on the PC Meter Connect**™** tray icon and select "Internet Settings...".

Right Click on Tray Icon

Select "Internet Settings..."

2. At the Internet Settings configuration screen, choose "Passive" for FTP Mode (see screen below) and click **OK.**

Use "Passive" for FTP Mode
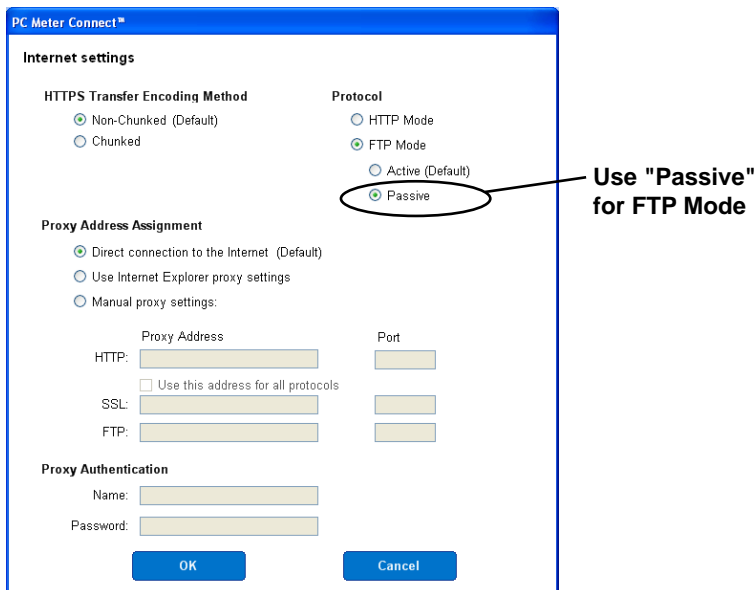
Internet Settings Screen in PC Meter Connect™

Appendix B • Passwords and Meter Functions

Passwords can be set up on your system to prevent unauthorized access to the meter and/or to a specific account. This appendix explains the effects on meter functions when using either or both types of passwords.

(i) **NOTE**: For information on setting up a password for the meter itself (referred to as a "Lock Code" in this manual), see *Chapter 6, System Settings.* For information on setting up a password for an account when using the optional accounting feature, see *Chapter 7, Standard Accounting.*

If you have this:	and have set it to this:	then...
Meter Password (Lock Code) *No Account Passwords activated*	Lock Code activated but "Lock on sleep" option is not set	on power-up, *or* after awakening the meter when the meter was put in sleep mode by pressing **Lock**, you need to enter the Lock Code password
Meter Password (Lock Code) *No Account Passwords activated*	Lock Code activated *and* "Lock on sleep" option is set	on power-up, *or* after awakening the meter when the meter was put in sleep mode by pressing **Lock**, *or* awakening from a time-out induced sleep mode, you need to enter the Lock Code password

If you have this:	and have set it to this:	then...
Meter Password (Lock Code) *An Account Password has been activated*	Lock Code activated but "Lock on sleep" option is not set	on power-up, *or* after awakening the meter when the meter was put in sleep mode by pressing **Lock**, you can enter the Lock Code password *or* an Account password*
Meter Password (Lock Code) *An Account Password has been activated*	Lock Code activated *and* "Lock on sleep" option is set	on power-up, *or* after awakening the meter when the meter was put in sleep mode by pressing **Lock**, *or* awakening from a time-out induced sleep mode, you can enter the Lock Code password *or* an Account password*

*Account Password Restrictions - If you enter an Account password to gain access to the meter, the following results:

• The account that you have entered the password for becomes the selected account for printing postage and you will not need to enter the Account password again at that time.

• Change Account, Use Accounting Functions, and Change Setup within the menu are *not* available. Refill Postage is *not* available.

• If you want to gain access to all the menu items and the Refill Postage feature, press **Lock** to put the meter in sleep mode, press any button to awaken the meter, and enter the Lock Code password.

Appendix C • How to Enter Text

When is Text Entry Used?

Text is entered when:

- Naming an account (with optional Standard Accounting).
- Entering international country names
- Entering Canada and UK Postal Codes when sending mail within those countries

How is Text Entry Done?

Text entry is done via the numeric keypad in a fashion similar to current cell phone text entry. Each key, 2 through 9, has three or four letters displayed above it.

There is no dedicated key to switch between alpha and numeric mode. On those screens (and only those screens) where either an alpha or numeric character may be entered (e.g. preset names, postal codes, account names), tap a numeric key to cycle through the 4 possibilities for that key. For example, tapping the "2" numeric key cycles through "2" - "A" - "B" - "C". Extended character sets are provided for foreign markets on a country-by-country basis. In those cases, a numeric key may be tapped several times (greater than four) to cycle through the complete character set associated with a key.

Account Names

For account names, the first letter of the first word automatically defaults to uppercase.

If you wish to enter two consecutive alpha characters that are located on the same numeric key (such as "DE"), you must wait for the cursor to automatically move right to the second character's position before entering the second character. There is about a 1-second delay following an alpha entry before the cursor moves one position to the right.

Special Characters

Special characters are accessed by repeatedly pressing the "1" key. Special characters include:

Symbol	Name
,	Comma
&	Ampersand
*	Asterisk
.	Period
:	Colon
$	Currency symbol
-	Minus sign (dash)
?	Question mark
/	Forward slash
\	Backward slash
(	Open parenthesis
)	Close parenthesis
!	Exclamation point
@	"at" sign
+	Plus sign
#	Hash mark
%	Percentage
^	Upper carrot
=	Equal sign

The 0 (zero) key on the keypad functions as the space key. The word "Space" is printed on the keypad overlay to indicate this.

The decimal point key also functions as the Shift key. The word "Shift" is printed on the keypad overlay to indicate this. In the alpha character entry mode (any screen that accepts alpha characters), this key toggles between "all uppercase letters" and "all lowercase letters." When an up arrow (▲) displays in the last position, the uppercase mode is activated.

Appendix D • Glossary

Account—set up when using the Accounting option. An account can be an organization, person, department, etc. to which postage is charged. The machine stores the total postage used and the number of mail pieces processed for each account. The total number of accounts available on your machine depends on the option purchased.

Advertisement, Envelope—An advertising message that appears next to the machine's meter stamp. You can choose from an array of standard and custom ads.

Analog Line–a "standard" phone line supplied by the phone company. You use an analog phone line when you connect to the Pitney Bowes Data Center using your machine's modem phone jack. Analog phone lines are usually Fax lines, residential phone lines, and lines used by modems or credit card readers**.** Compare to *Digital Line.*

Default—A value or setting the machine automatically uses unless you change it. As delivered, your machine has factory-set defaults or "normal" settings. You may change these if you wish.

Digital Line–a type of line used on digital phone systems (so called PBX systems). Many PBX manufacturers have designed phone systems that deliver much more current to the phone than does a "standard" analog phone line supplied by the phone company. As a result, if you connect your machine's modem phone jack to a PBX digital line, thinking that it's an analog line, you could damage your modem with too much current and not even know it.

Home Screen—The machine display that shows your current selections. It indicates that you're ready to print postage.

Inspection (Postal)—The USPS® requires a postal inspection of your machine every 120 days to ensure accurate postal funds accounting. This postal inspection requirement can be automatically met by merely connecting your machine to the Pitney Bowes Data Center for any reason (e.g., to check your Postage By Phone® account, add postage to your meter, etc.).

IntelliLink®—A Pitney Bowes technology that allows you to download machine features, and postal rate and system software updates via a digital link to the Pitney Bowes Data Center.

Lock Code—A four-digit code that can be set up which acts as a password to gain access to the machine after it powers up or after it is awakened from a sleep mode.

Meter Stamp (indicia)—The imprint produced by the machine (machine stamp or indicia). Depending on your settings, it may include:

• The indicia (includes the postage amount, date, code, etc.)

• An advertisement, which is an optional part of the machine stamp that lets you convey your own special message to the mail recipient.

Modem–a device on your machine for connecting to the Pitney Bowes Data Center over a standard (analog) telephone line. This modem should NOT be connected to a digital line (as is used on most PBX systems in offices). See also *Digital Line*.

Origin Postal Code—The Postal Code assigned to your city or town. Mail processed on your machine must be posted from a location in your Postal Code area.

PC Meter Connect™–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-By-Phone®—A service available through Pitney Bowes that allows you to buy postage and check account status via a phone line or the Internet. It also permits convenient postal inspection.

Presets—A custom machine setting you can call up instantly at the push of a button. You can assign the preset a number of values, depending on the postage mode you're in, how your machine is set up and what options are installed. A preset will always have a name and postage amount, and could also have an ad, class of service, operating mode and other values assigned to it.

Serial Number—The serial number found on the rear of the machine.

Sleep Mode—An energy-saving feature of your machine that clears the display after a certain period of idle time. Pressing any key awakens the display.

Tape Sheets—self-adhering paper which you print postage on and apply to a piece of mail or package that is too big to be processed through the machine.

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