Contents

Safety Notes

Follow the normal safety precautions for office equipment when using this postage meter.

- Use only the AC adapter/power supply included with this postage meter.
- To protect against electric shock, plug the AC adapter into a properly grounded wall outlet only.
- The wall outlet should be near the postage meter and easily accessible.
- Do not remove the ground pin from the AC adapter and plug.
- Avoid using wall outlets controlled by wall switches or shared with other equipment.
- Do not route the AC adapter cable over sharp edges or trap it between furniture.
- Do not remove covers; if the postage meter has been dropped or has otherwise had the enclosure stressed in any way, call Pitney Bowes.
- Do not place lighted candles, cigarettes, cigars, etc., on the postage meter.
- Use only United States Postal Service-approved, Pitney Bowes ink cartridges.
- Keep fingers, long hair, jewelry and loose clothing away from moving part at all times.
- Read all instructions before you attempt to operate the meter.
- Use the equipment only for its intended purpose.

This postage meter connects directly to telephone lines, therefore, adherence to the following safety precautions is recommended:

- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- 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 line in the vicinity of a gas leak.

2

1. Getting Acquainted

United States Postal Service Guidelines

Since your meter is licensed by the United States Postal Service (USPS) you must follow a few basic rules:

- Mail must have the correct date and postage amount in the meter stamp.

- Metered mail must bear the ZIP code location of the Post Office where the mail is being deposited.

- If you move to another ZIP code location, the USPS requires you to update the ZIP code on your postage meter. You can do this by calling Pitney Bowes.

- The USPS requires you to report the amount of postage used at 90- day intervals. This is done automatically with each postage refill. If more than 90 days elapses between refills, the meter will warn that an inspection is due. If 120 days elapses, the inspection must be performed in order for the meter to print postage. See the Troubleshooting section for instructions on clearing the inspection messages.

Benefits

- Print official postage.

- Instantly refill postage by telephone 24 hours a day.

- Promote your business and give envelopes a personal ized look with one of the preprogrammed ads that come with your meter! Create personalized look by ordering a custom advertisement for your business.

- Track and manage postage costs. Account for and keep secure all postage. And when you use your meter with a scale, you can save 10-20% on postage.

- Very easy to use. Quick reference guide conveniently located at the base of the meter.
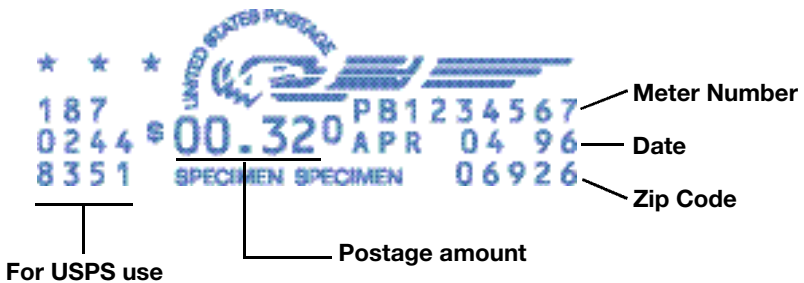
Parts of the Postage Meter

Card Slot
For Ad Cards
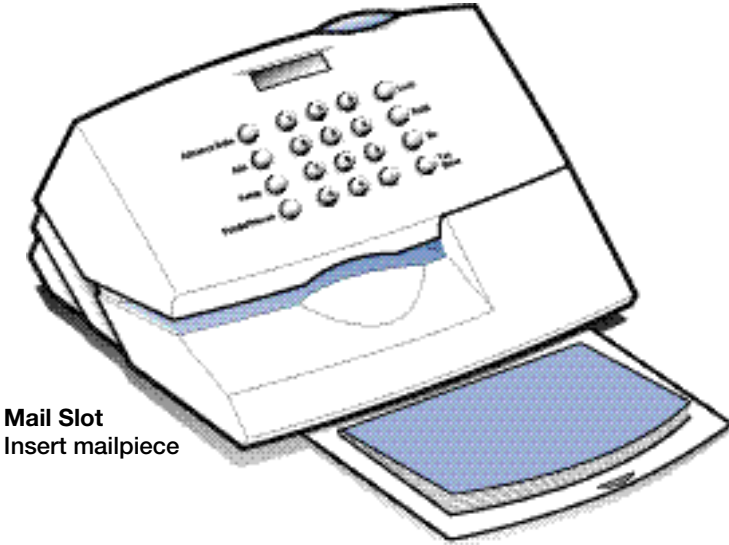
Mail Slot
Insert mailpiece

Quick Reference Guide
Covers most procedures

The Meter Stamp

Meter Number

Date

Zip Code

Postage amount

For USPS use

5

Keypad Functions

Advance Date
Temporarily set the date ahead

Ads
Select an ad to print

Lock
Prevents unauthorized use of funds

Postage Refill
Add funds via POSTAGE BY PHONE®

Clear
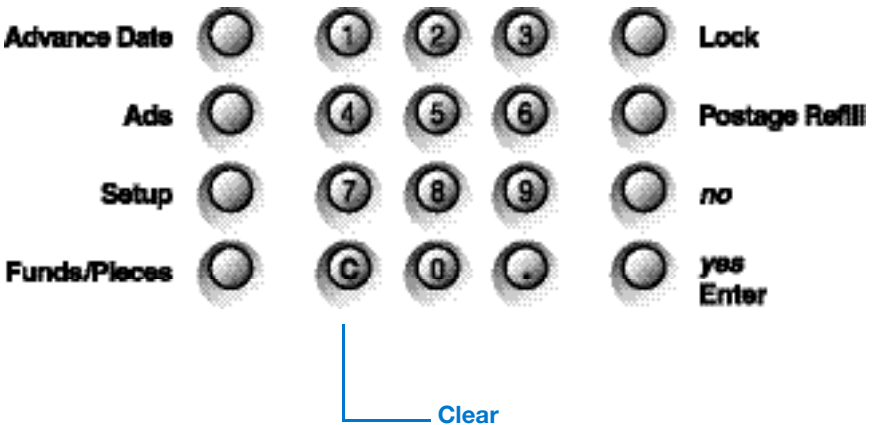
Setup
Turn Date Off/On
Change Date
Change Time
Install Custom Artwork
Enable/Disable Lock
Change Contrast
Change Phone Number
Change Account Number

Use Printer Functions
• Install Ink
• Maintenance
• Printer Test

Funds Pieces
$ Available
$ Used
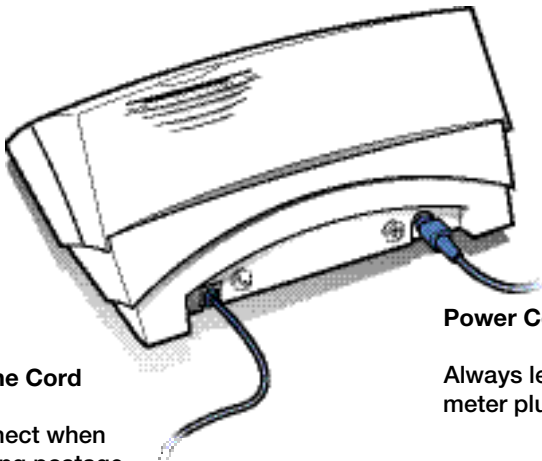Pieces Printed

Locating the Meter

The meter must be plugged in to operate. It is on when it is plugged in; there is no on/off switch.

To keep your meter printing clearly, choose a permanent location for your meter where it will be continually supplied with power. This will ensure the printer maintenance will be performed on a regular basis.

Likewise, always keep fresh batteries in the meter in case of a power failure or the meter is temporarily unplugged. Fresh batteries store the date and keep printer maintenance on schedule.

After 10 minutes of inactivity, the meter enters sleep mode and the display is blank. Press any key to wake it up.

Do not tip the meter more than 45 degrees in any direction or stand it on end; ink may leak from the ink cartridge.

Power Cord

Phone Cord

Always leave the meter plugged in.

Connect when refilling postage.

2. Using the Meter

Printing Postage

Step 1: Checking the Date

Since you must mail your envelope on the day that is printed in the meter stamp, be sure to check the date on the display before you print the postage.

If you plan to mail the envelope after the postal carrier has picked up the mail, set the date for the next day using the advance date function.

To temporarily advance the date

- Press the **Advance Date** key. The current date displays.

- Press the **Advance Date** key again to advance the date.

- Press **Enter** to set the date and return to ready mode.

Always restore the current date when finished. If you do not, the date will remain inaccurate.

To reset to the meter date

- Press the **Advance Date** key.

- Press the **Clear** (**C**) key. The meter date is displayed.

- Press the **Enter** key.

Step 2: Checking Postage Available

Before printing postage, you may want to check how much postage is left in the meter.

- Press **Funds/Pieces**. The amount of postage available displays.

- Press the **Clear** (**C**) to return to ready mode.

Additional key presses of the Funds/Pieces key displays the total amount of postage spent and the total number of pieces printed.

Step 3: Determining the Postage Amount

One of the advantages of using a postage meter is that you can print the exact amount of postage you need.

- Using the postal scale, weigh the mail.

- Using the Rate Circle which pulls out from under the optional scale, look up the postage amount for the weight and class of your mailpiece.

If there is a change in postage rates, contact Pitney Bowes to order a new postage rate chart.

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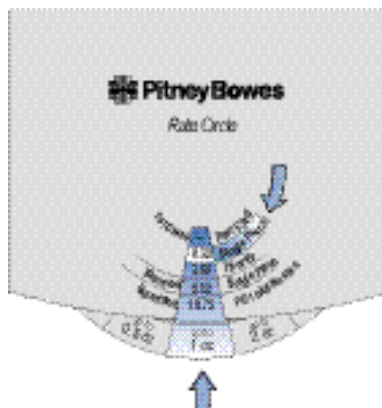
Step 4: Setting the Postage value

🔷 Key in a postage amount and press **Enter**.

Two decimal places are assumed; you need not key in the decimal point. For example, if you want $0.32, key in **3 2 Enter**.

High Value
You can enter any amount up to $99.999. If you enter a postage value of $1.00 or more, the display warns that it is a high value. You must press **yes** to confirm the large amount.

### *Advanced Use:* Setting Fractional Postage
The United States Postal Service offers discounts to mailers that comply with certain regulations. Discounted rates may require a fractional postage value such as $0.165. In these cases, you must press the decimal key in order to enter the fractional amount. For example, to set $0.165 press **. 1 6 5 Enter**.

Step 5: Printing the Meter Stamp

▶ Hold the envelope by the bottom.

▶ Insert it face up into the meter by aligning it with the right wall and sliding it straight back until the meter displays `PLEASE WAIT` .

The postage amount remains set until you change it.
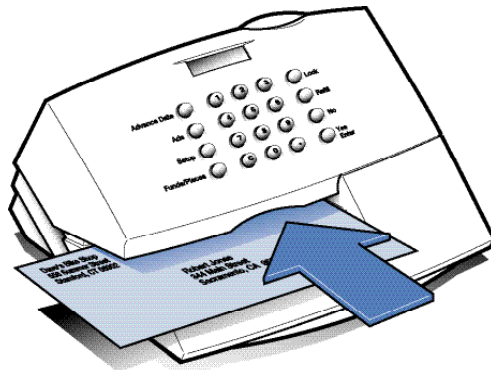
Using Postage Tape Sheets for Thick Envelopes and Packages

If your mailpiece is too thick for the postage meter or difficult to print on, such as a red envelope, print the postage on a tape sheet.

▶ Print the postage on a postage tape sheet.

▶ Peel the tape from the backing sheet and affix to the mailpiece or package.

If the meter stamp smears, the envelope is too thick for the meter. Use a postage tape sheet to avoid damaging the printer.

Do not place objects such as paper clips in the meter stamp section of the envelope. The raised area may interfere with the printhead.

Advanced Use:
Turning OFF Date Printing

Turn Date Off is an option which allows you to prepay the postage on a return envelope. In this instance, the date is not shown in the meter stamp since you do not know when the reply will be mailed.

Consult the United States Postal Service Domestic Mailing Manual, your postal representative, or the local postmaster for complete details on the latest information and when to use this feature.

To turn OFF date printing

● Press **Setup** repeatedly until the `TURN DATE OFF?` prompt displays.

● Press **Clear** (**C**) to return to ready mode.

Remember to turn the date back on when you are finishing with the reply mail.

To turn ON date printing

● Press **Setup** repeatedly until the `TURN DATE OFF?` prompt displays; press **yes**.

● Press **Clear** (**C**) to return to ready mode.

Printing Ads

You can select an ad slogan to print to the left of the meter stamp. There are eight ads available; you may also purchase additional standard and custom ads. Custom ads display your personal message, logo, or other design.

To select an ad

- Press the **Ads** key. The currently selected ad is displayed. Continue pressing the **Ads** key until you find the ad you want.
- Press **Enter**.

To turn ad printing off

- Press the **Ads** key. Continue pressing the **Ads** key until NONE displays.
- Press **Enter**.

These ads are included with your meter.

RECYCLE   IT'S SERVICE   FRIENDS DON'T   UNITED WAY

FLAG   FIRST CLASS   OPEN IMMEDIATELY

Installing Custom Ads

You may purchase ad cards from Pitney Bowes containing customized messages you design or one of the many other standard ads available. For more information on ordering custom ads, see the catalogue included with your meter, or call Pitney Bowes for a copy.

After installing a new ad in your meter, it remains available until you replace it with another new ad. Save custom ad cards in case you ever need to load the ad to the meter again.

To install a custom ad

- Press **Setup** repeatedly until the INSTALL NEW AD? displays.

- Press **yes**.

- At the prompt, insert the ad card face up in the slot with the gold, oval shaped microprocessor at the bottom as shown. The prompt INSTALL OK REMOVE CARD displays when the process is complete.

- Remove the ad card.

- Press the **Clear** (**C**) key to return to ready mode.

The Refill Process - POSTAGE BY PHONE®

Step 1: Add funds to POSTAGE BY PHONE® account

You have the option to pay for postage three ways: you can prepay for postage directly to the US Postal Service, you can charge postage purchases to a designated credit card account, or you can get a bill for postage using our Postal Privilege℠ program.

PB Data Center
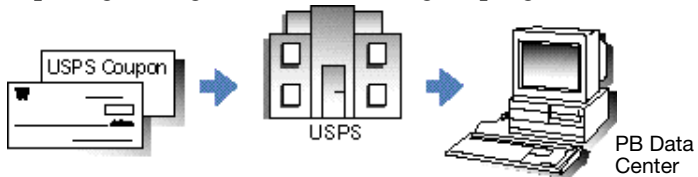
If you choose to prepay for postage, make your check payable to "US Postal Service" and remit your postage payment to the nearest payment-processing center. Please allow up to 7 days from the date you mail your check to the date your check will be posted to your account.

Step 2: Transfer postage to meter

With the postage meter connected to a telephone line, perform a refill. The funds transfer securely to the meter.

Making payments to your account

CMRS-PBP	166	60132-0566
PO BOX 7247-0166	CMRS-PBP	CMRS-PBP
Philadelphia, PA	PO BOX 0566	PO BOX 894766
19170-0	Carol Stream, IL	Los Angeles, CA

If you choose to pay for postage via credit card, please contact our customer service team to provide us with a credit card number for postage charges.

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If you prefer to get a bill for postage using your Postal Privilege℠ account, simply refill your meter up to your available funds amount displayed on your meter. We'll automatically send you a bill for the postage you ordered and you can take up to 20 days to pay. You can also use your Postal Privilege℠ account to order and pay for Pitney Bowes supplies. The Postal Privilage℠ payment address is:

> **Postal Privilege**
> **PO Box 856042**
> **Louisville, KY 40285-6042**

Visit www.postagebyphone.com for more information about your postage payment options.

Phone line requirements

The modem requires an analog phone line such as a fax line, or residential phone line. If you have a commercial phone system, check that it uses an analog line. If it does not, an analog phone line will have to be installed or you can share use of an existing fax machine line. Simply unplug the fax machine line and plug it into the meter when buying postage. Common telephone jack splitters can also be used to share one analog line.

An analog telephone line can usually be identified as follows:

- A change in tone pitch when buttons are pressed.

- Data label/inscription on telephone set has FCC "Ringer Equivalence Number".

- The telephone line is connected to your facsimile equipment or a credit card reader.

If you do not know whether your phone line is a digital or analog line, consult your building facilities representative or the phone manufacturer.

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Adding postage to the meter

Check that the phone cord is connected between the back of the meter and the wall telephone jack.

- Press the **Postage Refill** key.

- Key in the refill amount in whole dollars. (See page 47 to determine the amount your meter can hold.)

- Press **Enter**.

  The meter dials the **POSTAGE BY PHONE®** Data Center and displays a series of messages telling you the progress of your refill.

- At the `INSERT FORM FOR RECEIPT` prompt, insert a postage tape sheet or piece of paper. Wait for the meter to print your receipt. When finished, the display returns to ready mode.

Number of times remaining that meter can be refilled

```
Date: 02/14/97              Account #: 12345678
Refills Left: 253              Meter #:   7654321
Refill Amount: $100
Account Balance: $49.50
```

Amount remaining in POSTAGE BY PHONE® account at Pitney Bowes

Amount moved from POSTAGE BY PHONE® account into meter

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Checking Postage Available

Checking the postage available in the meter

Use the **Funds/Pieces** key to display the amount of postage in the meter. For detailed instructions, see Step 2 of *Printing Postage* on page 11.

Checking your account balance at the Postage by Phone Data Center

You can easily check your Postage by Phone® available balance for refills by performing the following steps.

- Press the **Refill** key.

- At the `REFILL AMT` prompt, enter 0 (zero) and press **Enter**. The meter dials into POSTAGE BY PHONE and displays your account balance available for refills.

- Press the **Clear** (**C**) to return to ready mode.

If you are a Postal Privilege℠ participant, the account balance displayed is the total of any pre-paid funds in your Postage by Phone® account plus the available credit in your Postal Privilege℠ account.

Using the Lock

Use the lock function to control access to the meter funds.

Turning ON the lock function

When you receive your meter, the lock function is off.

- Press **Setup** repeatedly until the `CHANGE LOCK CODE?` prompt appears.

- Press **yes**.

- Choose a four digit code you will remember. Key in the number and press **Enter**.

- Press the **Clear** (**C**) to return to ready mode.

Turning OFF the lock function

Setting the lock code to **0000** will turn off the lock function.

- Press **Setup** repeatedly until the `CHANGE LOCK CODE?` prompt appears.

- Press **yes**.

- At the `ENTER OLD CODE?` prompt, key in the current lock code.

- Press **Enter**.

- At the `ENTER NEW CODE?` prompt, key in **0000**.

- Press **Enter**.

- Press the **Clear** (**C**) to return to ready mode.

Changing the lock code

Follow the directions above for turning off the lock function except enter your new code in place of the disable code **0000**.

Locking the meter funds

Press **Lock**. The message `METER LOCKED` displays for two seconds. Then the message `ENTER CODE TO UNLOCK` displays.

The meter funds cannot be used without entering the lock code.

Unlocking the meter funds

At the `ENTER LOCK CODE` key in the lock code. After verifying the code, the meter returns to ready mode.

If you forget your lock code, call Pitney Bowes.

3. Setup Options

Setting the Time

AutoDating

The meter clock allows the AutoDating feature to advance the date at midnight each day.

- ⚬ Press **Setup** repeatedly until the CHANGE TIME? prompt appears.

- ⚬ Press **yes**.

- ⚬ Set the time as follows:

| Set time back by hours or minutes | Set time ahead by hours or minutes | Move cursor between hours and minutes |
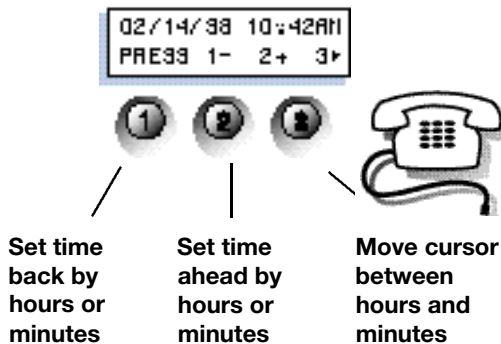
- ⚬ Press **Enter**.

- ⚬ Press the **Clear** (**C**) to return to ready mode.

Adjusting the Display Contrast

There are three levels of contrast for the display. The best contrast depends on where your eye is relative to the display and what sources of light are in the room.

▶ Position the meter where you will use it.

▶ Position yourself where you will be when using the meter.

▪ Press **Setup** repeatedly until the appears.

▪ Press **yes**.

▪ Press **1**, **2**, or **3**. As you do so, the display shows the change in contrast.

▪ Once you have chosen your preference, press **Enter**.

▪ Press **Clear** (**C**) to return to ready mode.

Changing the Dialing Prefix

If your phone system requires you to dial a number before dialing am 800 number, you need to set a dialing prefix.

> **It is recommended that you include a pause between the dialing prefix and the number.**

To add a pause in the dialing, press the decimal key (**.**).

To add an "asterisk"(*****) in the dialing, press the **Postage Refill** key.

To add a "pound sign" (#) in the dialing, press the **no** key.

Press **Setup** repeatedly until `CHG DIAL PREFIX?` prompt appears.

- Press **yes**.

- Key in the prefix; press **Enter**.

- Press **Clear** (**C**) to return to ready mode.

Changing the Pitney Bowes Data Center Phone Number

The Pitney Bowes Data Center toll-free phone number is **1-800-848-3764**. It is automatically dialed by the meter when a refill is being performed.

Do not change this phone number unless instructed to do so by Pitney Bowes.

- Press **Setup** repeatedly until `CHG PB PHONE?` prompt appears.

- Press **yes**.

- Key in the new Data Center phone number; press **Enter**.

  Press **Clear** (**C**) to return to ready mode.

Changing the Pitney Bowes Account Number

Your account number is stored when you first set up the meter.

Do not change the account number after performing a successful refill unless instructed by Pitney Bowes.

Activating New Meters

Two steps must be performed to activate a meter:
(1) an account number must be installed;
(2) an inspection, using the **POSTAGE BY PHONE®**
refill process, must be done.

We recommend that you record the account number below for future reference.

POSTAGE BY PHONE Account Number

Step 1: Prepare new ink cartridge

▶ Pull the tape off the ink cartridge.

▶ Set cartridge in meter.

▶ Snap cartridge cover in place.
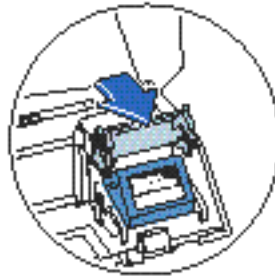
Step 2: Connect Power

▶ Connect power cord to meter.

▶ Plug into wall outlet that is not controlled by a switch.

This powers up the meter; there is no on/off switch.

Step 3: Prime print head

⚙ At the prompt, `ADD INK-PRESS ENTER`
  press **Enter**.

▶ Ink will pump into the print head. This process
  takes about 3 minutes.

Step 4: Set POSTAGE BY PHONE® account number

⚙ Key in account number, press **Enter**. To change
  what you have entered, press the **Clear** (**C**) key.

Clear key
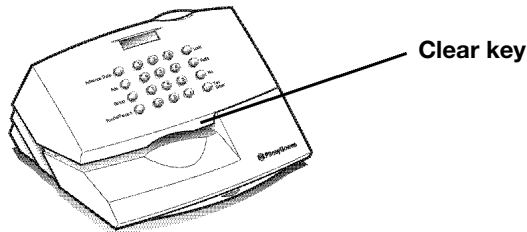
Step 5: Connect phone line

▶ Plug the phone cord into the back of the meter
  and connect to an analog phone jack.

⚙ Press **Enter**.

⚠ **To avoid possible damage to the meter:**

**If you use a commercial phone system check that your
phone line is an analog line. See p. 18 for more on
analog lines.**

Phone

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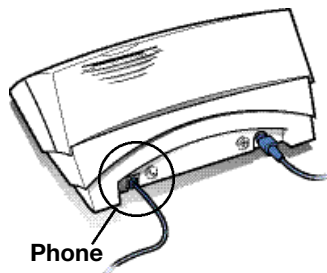
Step 6: Transfer funds to meter (Refill0

- ◦ Key amount of postage to load into meter; press Enter.

- ▶ Meter dials Pitney Bowes an transfers postage into the meter.

- ▶ Insert blank envelope or tape sheet when prompted for receipt.

- ◦ Press Funds/Pieces key to view the postage available in the meter.

If `CANNOT REACH DATA` displays, see *Changing the Dialing Prefix* on page 26.
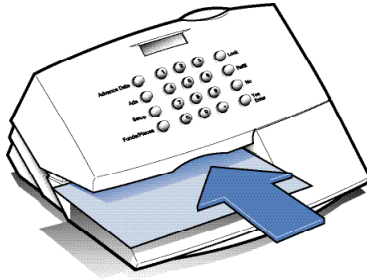
Number of times remaining that meter can be refilled

Date: 02 / 14 / 97   Account #: 1 2 3 4 5 6 7 8
Refills Left: 2 5 3   Meter #: 7 6 5 4 3 2 1
Refill Amount: $ 1 0 0
Account Balance: $ 4 9 . 5 0

Amount remaining in POSTAGE BY PHONE® account at Pitney Bowes

Amount moved from POSTAGE BY PHONE® account into meter

4. Ink Maintenance

Refreshing the Printer

The meter performs automatic maintenance regularly to keep the print nozzles clear. Occasionally, however, you may find that the meter stamp is not complete. When this happens, you may need to refresh the printer nozzles using the `PERFORM MAINTENANCE` function, or you may need to replace the ink cartridge using the `INSTALL INK CARTRIDGE` function.


Example of missing lines

Step 1: Performing Maintenance

- Press **Setup**.

- Press **yes** at `USE PRINTER FUNCTIONS?` prompt.

- Press **no** until the `PERFORM` prompt appears.

  Wait while the printer goes through the maintenance process. This takes about 1 minute.

- At the `INSERT FORM FOR TEST` prompt, insert any blank envelope or postage tape sheet.

- Check the test print to be sure that all nozzles are printing.

- If the test print is correct, press **Clear** (**C**) to return to ready mode.

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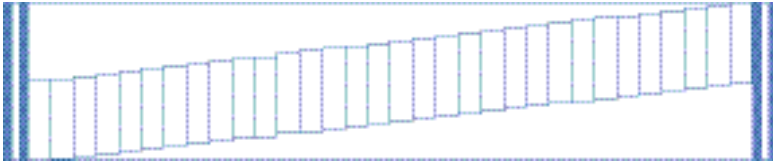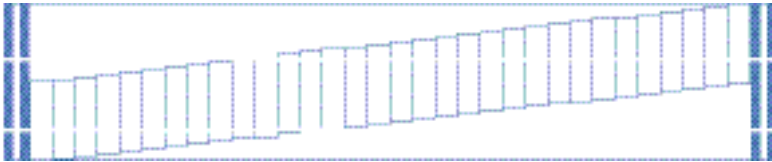
Good Test print.

Bad test print. Notice missing lines.

Step 2: Repeat if Necessary

- If the test print still has blank lines in it, press yes to perform maintenance again.

- At the `INSERT FORM FOR TEST` prompt, insert another test sheet.

- Check the print test.

  If more lines are missing, it is time to replace the ink cartridge. Follow the directions in *Step 3*.

  If the same lines are missing, perform maintenance again as described in *Step 2*.

  If after three tries, the test print is still not complete, call Pitney Bowes.

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Step 3: Replacing the Ink Cartridge

Before replacing the ink cartridge, perform printer mainte-
nance as described in step 1. Refreshing the printer may
clear any clogged nozzles.

Take the following precautions to avoid damage to the
print mechanism:

• Do not leave printhead without an ink cartridge in place;
  if the cartridge runs out of ink and you do not have
  another, leave the empty cartridge in place until you
  can replace it. This will prevent the printhead from dry-
  ing out.

• Always use the `INSTALL INK CARTRIDGE?` function
  via the **Setup** key when replacing an ink cartridge.

• Never install a partially used ink cartridge; automatic
  maintenance is based on installing new cartridges.

• Do not refill used ink cartridges; these cartridges contain
  United States Postal Service-approved ink that is special-
  ly designed to work with your printer. Other inks will
  likely cause damage to your printer and cause your mail
  to be delayed in delivery or returned.

If you do not have a new ink cartridge, leave the empty one in the meter to keep the nozzles from drying out.

To replace the ink cartridge

- Press **Setup**.

- Press **yes** at the `USE PRINTER FUNCTIONS?` prompt.

- Press **yes** at the `INSTALL INK CARTRIDGE?` prompt.

- At the `ADD INK - PRESS ENTER WHEN DONE` prompt, lift the meter cover.

- Squeeze the tabs on each side of the protective bar securing the ink cartridge and rotate the bar up and back.

- Remove the old ink cartridge and discard. Handle it carefully—there may be ink on the bottom of the cartridge.

procedure continues…

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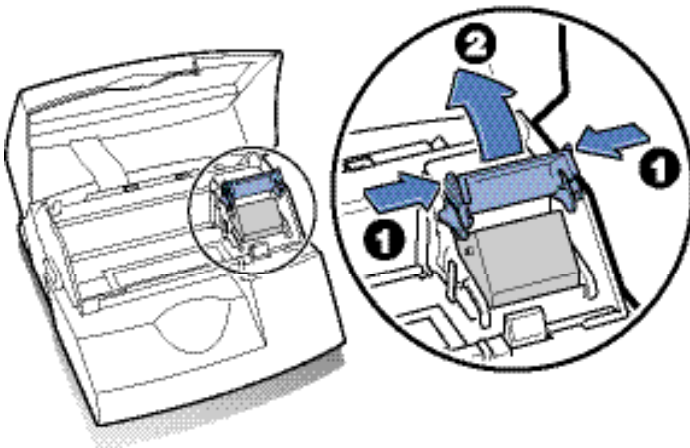
▶ On the new ink cartridge, remove the tape strip covering the ink and vent holes.

▶ Place the new ink cartridge on top of the printhead with the label facing out.

▶ Rotate the protective bar into place and press down on it gently until both tabs snap in place.

▶ Close the meter cover.

procedure continues…
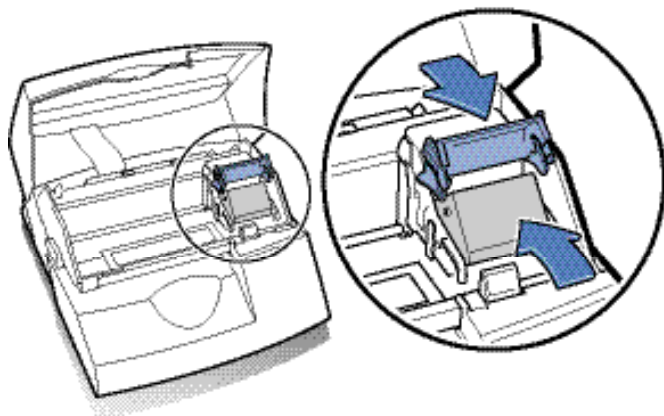
- ⚬ At the `INSTALL INK PRESS ENTER WHEN DONE` prompt, press Enter.

- ⚬ At the `IMPORTANT - IS INK INSTALLED?` prompt, press **yes**.

- ▶ Wait while the printer goes through the ink replenishment process. This takes about a minute.

- ▶ At the `INSERT FORM FOR PRINT TEST` prompt, insert any blank envelope or postage tape sheet.

- ▶ Check the test print to be sure that all nozzles are printing.

- ⚬ If the test print is correct, press **Clear** (**C**) to return to ready mode. If test print is not complete, press **yes** to perform maintenance. Follow the procedure described in previous section *Refreshing the Printer*.

5. Troubleshooting

The information below lists corrections to problems that might arise during use of your meter. If a problem persists, call Pitney Bowes.

Clearing errors
To clear most error conditions, press the **Clear** (**C**) key. If un-successful, unplug your meter, wait 30 seconds, and reconnect.

General

Display difficult to read
Adjust display contrast using Setup key or move meter to another location.

No power display is blank
Check outlet and power supply connection. do not use an outlet controlled by a switch.

A four-digit number displays / `METER ERROR:XXXX` **Clear** (**C**). If unsuccessful, umplug the meter, wait 30 seconds, and reconnect.

`PRINTER JAMMED`
The printhead is jammed. Remove any paper; press **Clear** (**C**).

`READY` **does not display**
1. ZIP code not installed or inspection required. Press **Postage Refill** and enter $0.00 to allow Pitney Bowes to install your ZIP.
2. *Out of ink.* Use `INSTALL INK CARTRIDGE?` function to install a new ink cartridge.

`REMOVE ENVELOPE`
This displays if one of the following occurs:
1. *Printing is complete.*
2. **Enter** *was not pressed when a new postage value was being set.* Remove the envelope; press **Enter**; reinsert envelope to print postage.
3. *The meter woke up when an envelope was inserted.* Remove the envelope so the postage amount can be displayed before you print postage.

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Postage

`ACCOUNT BALANCE LOW`

You do not have enough money in your account at the Data Center to pay for the refill amount. Perform refill procedure for smaller amount or add to your account (see page 17).

`CANNOT REACH DATA CENTER`

Data Center connection could not be made. Repeat call. If unsuccessful, check the dialing prefix you may have added in the `CHANGE DIALING PREFIX?` Setup Option. Try adding a decimal at the end of the prefix to have the meter pause before dialing the preprogrammed 800 number.

`CONNECTION LOST-TRY AGAIN?`

Data Center was disconnected before the refill transaction completed. Press **yes** to repeat the call.

`DATA CENTER PHONE IS BUSY`

A busy signal was detected. Repeat call. If unsuccessful, check the dialing prefix you may have added in the `CHANGE DIALING PREFIX?` Setup Option.

`NO DIAL TONE`

No dial tone is found. Check that the phone cord is connected to the postage meter and the wall outlet. If the line is connected, check that the phone line is an *analog* phone line.

`NOT ENOUGH FUNDS`

Insufficient funds in meter. Key in postage amount again. If funds are low, perform refill procedure.

`POSTAGE VALUE EXCEEDS LIMIT`

The postage amount entered is larger than the maximum amount the postage meter can print. Key in a lower postage amount.

`REFILL TO HIGH - MAX FUNDS LIMIT` *Refill amount plus funds in meter exceeds maximum amount meter can hold.* Press Clear (**C**); enter a smaller refill amount.

`REFILL FAILED - CHECK ACCT#`

Connection was made to Data Center but transaction could not take place. Check that the correct POSTAGE BY PHONE® Account number is entered. Try refill again.

Printing

Lines missing in the meter stamp
Printer maintenance required. May be clogged nozzles or low ink. Perform printer maintenance up to three times. If more lines are out, change ink cartridge using `INSTALL INK CARTRIDGE?` function. If problem persists, call Pitney Bowes.

Meter stamp does not print
Printhead not primed with ink. Check that yellow nozzle cap is removed and that tape on cartridge is removed.

Meter stamp is smudged
Envelope is contacting printhead during printing. Check that envelope does not exceed 5/16" thickness. Do not place objects, such as paper clips inside the envelope, in the meter stamp area.

`LOW INK - ORDER CARTRIDGE SOON`

Cartridge is low or out of ink. Replace cartridge using `INSTALL INK` Printer function under Setup key. If message does not clear, see instructions on page 35.

Refill Required

`CANNOT FIND ZIP - REFILL REQUIRED`

No ZIP has been installed in the meter by the Data Center. Perform a refill to install the ZIP. Press **Postage Refill**. If you do not want to add funds at this time, set the refill amount to $0.00

`INSPECTION DUE - REFILL REQUIRED`

No refill has been performed for 90 days. Press **Postage Refill**. If you do not want to add funds at this time, set the refill amount to $0.00.

`INSPECTION REQUIRED- REFILL`

No refill has been performed for 120 days. The refill procedure must be performed in order for the postage meter to print postage. Press **Postage Refill**. If you do not want to add funds at this time, set the refill amount to $0.00.

Smart Card

`CANNOT READ CARD`

The card is inserted incorrectly. Remove card and reinsert with the gold circle towards you and at the bottom.

`NO AD FOUND - CHECK CARD`

The card inserted does not contain an ad. Check that you inserted an ad card.

Lock Code

`INCORRECT CODE`

An incorrect lock code has been entered. Press **Clear** (**C**); key in code again. If you cannot remember the correct code, call Pitney Bowes.

6. Supplies

Ordering Supplies

For E700 supplies call; **1-800-468-8454**

Item	Order Number
Ink Cartridge	#769-0
Postage tape sheets, 50 pack	#612-9
Dust Cover	#621-9
E-Z Seal® (4 oz. bottle)	#601-7
Custom art cards	

Replacing the Ink Cartridge

When replacing the ink cartridge, follow the *Ink Maintenance* instructions on page 32 to ensure that the ink from the new cartridge is pumped into the printhead.

Glossary

Ad Card. A card that contains an advertising (ad) slogan that can be added to the standard ads.

Ad Slogan. Lets you convey your own special message alongside the meter stamp.

Analog Phone Line. Phone line typically used by fax machines or found in residences. Many commercial phone systems use non-analog lines.

Inspection Due/Required. A regulation of the United States Postal Service (USPS) that requires meter users to contact the Pitney Bowes POSTAGE BY PHONE® Data Center periodically.

Lock Code. A four-digit personal identification number (PIN) you enter to allow access to meter funds.

Mailpiece. Any envelope, post card, package or meter tape.

Meter Serial Number. The USPS number found on the bottom of the meter.

Modem. The part of the machine that dials the POSTAGE BY PHONE® Data Center and transfers data via the phone line.

POSTAGE BY PHONE®. A service available through Pitney Bowes that allows customers to buy postage and check account status electronically over the phone. It also enables convenient postal inspection by phone.

Postage Refill. The process of adding funds to your meter using the Pitney Bowes POSTAGE BY PHONE® service.

Postage Tape Sheets. A strip of self-adhering paper on which you may print postage and apply to a mailpiece.

Ready Mode. The meter display that shows the date, the word READY, and the postage amount.

Sleep Mode. The energy-saving feature of your meter that clears the display after 10 minutes of idle time. Pressing any key will wake up the display.

Energy Star

Pitney Bowes' desire to advise customers about the energy efficiency of our equipment not only includes the bottom line savings but also evaluating our equipment's impact on the environment. Office equipment is the fastest growing electricity load in the world.

The U.S. Environmental Protection Agency (EPA) promotes energy efficiency because electricity generation contributes to air pollution, including 35 percent of all U.S. emissions of carbon dioxide. It also accounts for 70 percent and 33 percent of all U.S. emissions of sulfur dioxides and nitrogen oxides, respectively. By using more energy efficient equipment like the new Pitney Bowes Model E700 Postage Meter, we can reduce this pollution, while saving money.

If there are no envelopes printed or no keys are pressed on the Operator Panel, for a designated period of time, the Auto Shut-off function will activate and the postage meter will enter an energy saving mode.

As an ENERGY STAR partner, Pitney Bowes Inc. has determined that the Model E700 meets the ENERGY STAR guidelines energy efficiency.

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Specifications

Equipment
Power requirements: 120VAC, 60 Hz, 1.5A
Maximum imprint: $99.999
Refill method: POSTAGE BY PHONE$^{®}$
Maximum meter funds for E707 meter: $1000
Maximum meter funds for E709 meter: $100

Your meter type is indicated on the bar code label on the bottom of the meter.

Material
Minimum size: 3" x 5" (125 mm x 76.2 mm)
Minimum thickness: 0.007" (0.18 mm)
Maximum thickness: 5/16" (8 mm)

Important: For best results, make sure your material (envelopes, postcards) conforms fully to these speci-fications. If thicker than the maximum, use a self-adhesive postage tape sheet.

FCC Notice   Stand-alone Operation -Class B

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 communication. However, there is no guarantee that interference will not occur in a particular installation. If this equipment causes 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.

FCC Compliance of Postage By Phone® Modem

This equipment complies with Part 68 of FCC rules. On the label, located on the inside cover, you will find the FCC registration number and the ringer equivalence number (REN) for the Postage by Phone Auto Meter Resetting Modem. If requested, this information must be provided to the telephone company. This equipment is designed to connect to a 2 wire local switch access loop start (facility Interface Code 02LS2) with a standard RJ11C interface. This modem device must not be used with party lines or coin (pay telephone) lines.

The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5). To be certain of the number of devices that may be connected to the line contact the telephone company to determine the maximum REN for your calling area.

If this Modem causes harm to the telephone network, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will be advised of your right to register a complaint with the FCC.

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

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f trouble is experienced with this Modem, please refer to the warranty information provided with this equipment. If the trouble is causing harm to the network, the telephone company may request that you remove the equipment from the network until the problem is resolved.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is part 68 compliant. See installation instructions for details.

Industry Canada Compliance

"**NOTICE:** The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of services in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate."

"**NOTICE: The Ringer Equivalence Number (REN)** assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5." REN=0.4B for this product.

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