

PostPerfect™ B700 Series Programmable Postage Meter



Meter Shown with Optional Moistener

Setup and Operating Guide

FCC Notice

This equipment has been tested and found to comply with the limits established for a Class B digital device pursuant to part 15 of FCC rules. These limits are designed to provide reasonable protection against unwanted interference when the equipment is operated in a residential environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause unwanted interference to radio communications. Operation of this equipment with other, non-complying equipment is discouraged. If this equipment does cause interference to radio or television reception, which you can determine by turning the equipment off and on, you may be able to correct the problem by taking one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the distance between the equipment and the receiver
- Connect the equipment to an outlet that's on a circuit different from the one the receiver is on

Use shielded cables with this equipment to insure compliance with the Class B limits.

Second Edition, July, 1995

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We have made every reasonable effort to assure the accuracy and usefulness of this manual, however we cannot assume responsibility for errors or omissions or liability for the misuse or misapplication of our products.

Due to our continuing program of product improvement, equipment and material specifications as well as performance features are subject to change without notice.

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About Your Meter

The B700 is a compact, programmable postage meter that combines simplicity of operation with user-changeable features that let you tailor its operation to your own unique requirements. The meter is supplied pre-programmed, so you can start processing mail right away using its factory settings. You can change some of these settings at the push of a button; or, if you wish, you can easily program the meter with your own settings.

The meter's advanced features include:

- Sleek, compact design
- An easy-to-use, multi-purpose keypad
- 11-character operator display
- Self-prompting setup menus
- Automatic date advance
- Daily piece count printing
- Keyboard-selectable ads and inscriptions
- Easy addition of advertising slogans or inscriptions by means of a removable slogan cartridge
- Easy, convenient funds refill via POSTAGE BY PHONE®
- Digital printing technology eliminates dies, ink rollers and ink
- Sharp 8 dot/mm printing resolution for clear, crisp meter imprints
- Optional accounting feature tracks postage spent by department name. This feature supports up to 10 accounts.
- Password protection provides an added measure of security by limiting access to key meter functions to authorized personnel
- Communications port for an optional Pitney Bowes electronic scale or other peripheral devices
- Report printing: the meter generates and prints a register summary; setup summary; and POSTAGE BY PHONE summary

About this Book

The **Introduction** lists the important features of your meter, provides material and equipment specifications and a brief glossary of terms. It also includes important notes about using your meter safely.

Getting Acquainted explains the purpose and shows the location of each control and machine feature. Please read this section carefully. It provides a foundation for the instructions given in later sections of this book.

Using the Meter explains how to process mail. The operations covered here are the ones you'll use most often.

Setting Up the Meter provides step-by-step instructions for customizing meter operation to suit your own needs.

Refilling the Meter explains how to add postage funds to your meter using Pitney Bowes' convenient POSTAGE BY PHONE service.

Replacing the Ribbon provides instructions for removing and replacing the ribbon cassette.

Troubleshooting explains the error and warning messages that might appear on the meter's display during the course of operation.

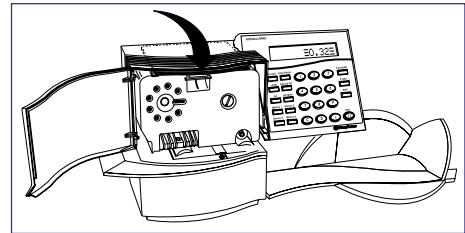
About this Book

Options/Supplies describes available equipment that adds to the versatility of your meter. Options include a moistener to assist envelope sealing; a slogan cartridge for adding more ad slogans and inscriptions; and a DataLink (Electronic Interface Unit or EIU) that expands account capacity from 10 to 100 and connects the meter to external devices such as a Pitney Bowes electronic scale, modem, serial printer or personal computer.

This chapter also lists the supplies available for your meter and explains how to order them.

The Quick Reference Guide

Don't like reading manuals? Try the *Quick Reference Guide* supplied with your meter. It's located in the ribbon compartment just above the cassette. It contains condensed instructions for most of the topics covered in this book.



Specifications

Equipment

Size: 11.75"L x 9.75"W x 7"H in. (30 cm x 25 cm x 18 cm)

Weight: 17.6 lbs. (8 kg), approximate

Power Requirements: 120 VAC, 60 Hz, 3A

Operating Temperature: 40°F (4°C) to 109°F (43°C)

Average Throughput: 30 envelopes per minute maximum. Actual throughput will vary, depending on the material used and the skill of the operator.

Ribbon Life: 1,200 impressions maximum; this will vary, depending on the number of ads printed.

Material

Minimum Size: 3" x 3" (76 mm x 76 mm)

Maximum Size: 10" x 13.5" (250 x 340 mm)

Minimum Thickness: 0.007" (0.2 mm)

Maximum Thickness: .24 in. (6 mm)

IMPORTANT: For best results, make sure that your material (envelopes, postcards) conforms fully to these specifications. We do not recommend textured or rough-surfaced papers because they may cause poor print quality. Mail that presents an uneven surface to the print mechanism may also cause poor print quality. (Tapping mail contents to the top right envelope corner may help.) Use tape sheets to apply postage to rough surfaced or oversize mailpieces.

Meter Settings

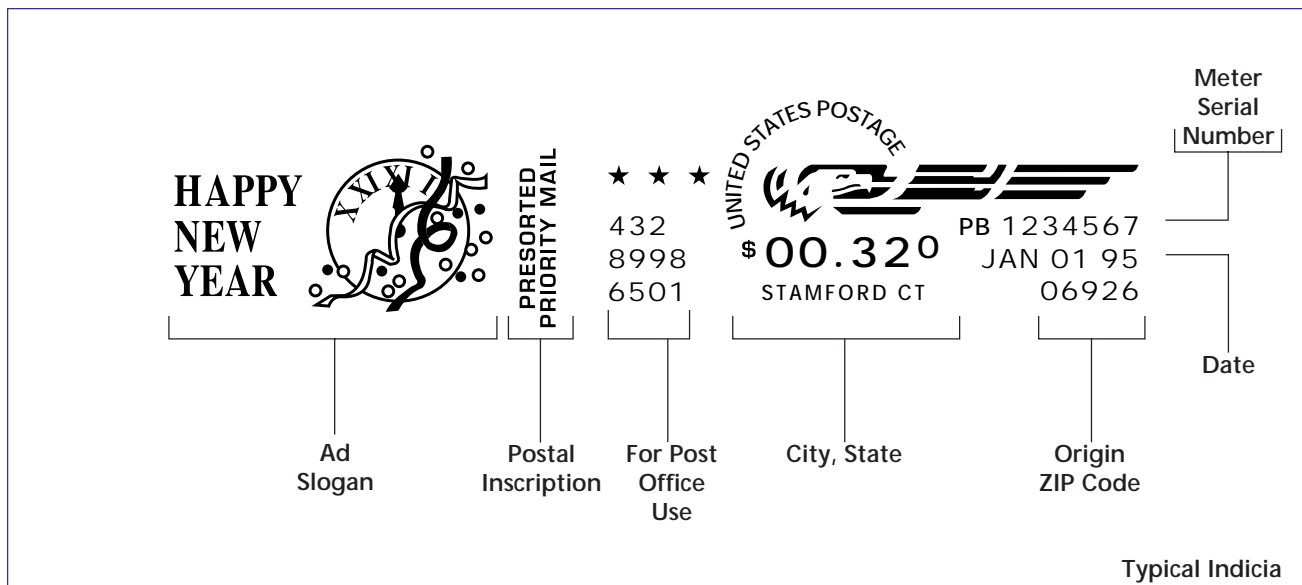
Maximum Imprint: \$99.999

Reset Type: Postage-By-Phone

Piece Count: Up to 8 digits (nonresettable)

Postage Used Register: 10 digits

Postage Unused Register: 8 digits



Glossary

Some of the words used in this manual may be new to you. This little glossary explains what they mean.

Account—A department or other entity to which postage is charged. The meter allows you to select from up to 10 accounts. You may identify accounts by a unique name when you set your meter up. Accounting is an optional feature.

Ascending Register (\$ Used)—The total amount of postage used since the meter was placed in service.

Batch Register—A part of the meter's memory that stores the total postage spent and the number of mailpieces processed. If your meter has the optional departmental accounting feature, it stores this data in memory for each account. You can clear the contents of the batch register if you want.

Default—A value or setting the meter automatically returns to after a set period of time. As delivered, your meter has factory-set defaults. You may change these if you wish.

Descending Register (\$ Available)—The postage funds available for use.

Indicia—The imprint produced by the postage meter as shown in the figure above. The word “indicia” means “postal markings.” The markings may include:

- **An Ad Slogan.** This is an optional part of the indicia that lets you convey your own special message to the mail recipient. You may choose from a great variety of standard and custom ads available from the PB Supply LineSM. Ads are supplied in a plug-in slogan cartridge. See Chapter 8.
- **A Postal Inscription.** This information appears next to the indicia or ad slogan and complies with postal regulations concerning the class of delivery or service. An endorsement is similar to an inscription but appears in the area normally reserved for the ad slogan because of space requirements. Inscriptions are available from the PB Supply LineSM (page 8-4).

Glossary

- The Date
- The City/State
- The Meter's Serial Number
- Origin ZIP Code
- Information for Post Office Use

Refill—The process of adding postage funds to your meter using the Pitney Bowes POSTAGE BY PHONE® Service. Sometimes called “resetting” the meter.

Setup—The process of customizing the meter to best suit your own needs.

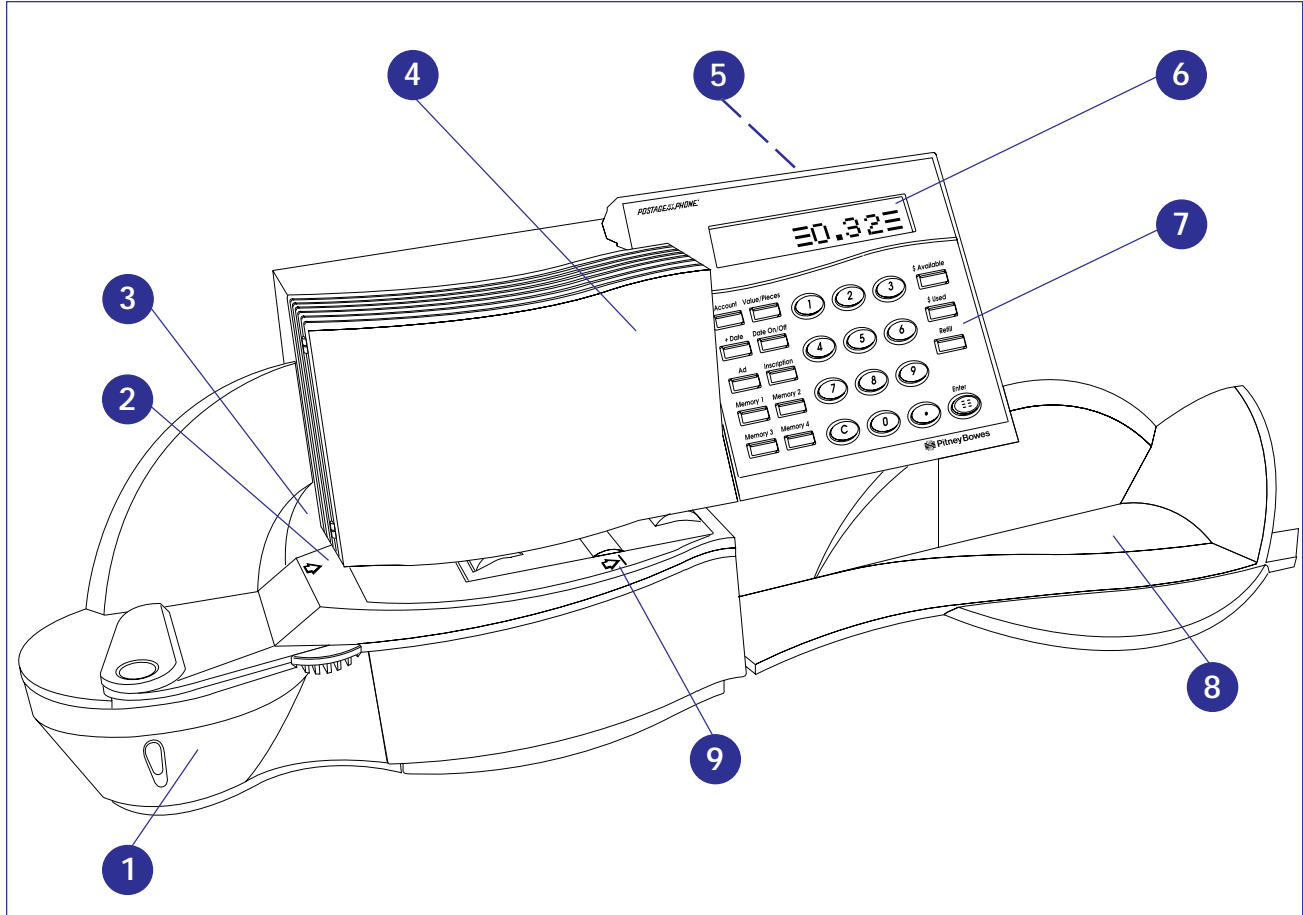
Timeout—A period of time, measured from the last key press or meter trip, after which the meter automatically returns to its default settings. You can set timeout length when you set the meter up.

Trip—The process of dispensing and accounting for postage. The meter is said to “trip” when it senses the envelope and starts printing.

Safety Notes

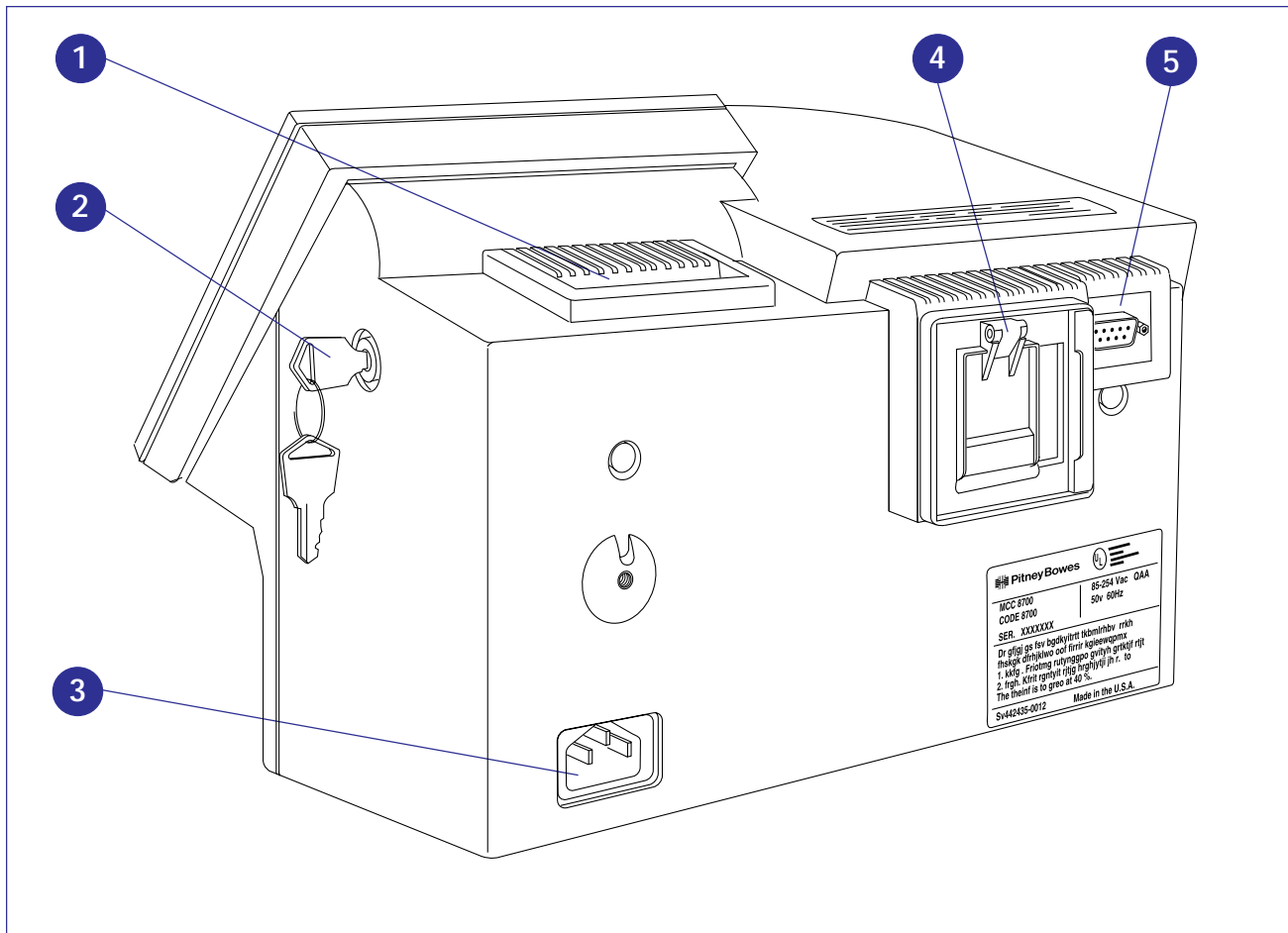
Please follow these common-sense precautions whenever you use your meter:

- Plug the meter into a properly grounded wall outlet. This reduces the risk of shock and equipment damage in the event of a short circuit. **DO NOT** remove the power cord's ground pin and **DO NOT** use a ground adapter.
- The power cord wall plug is the primary means of disconnecting the meter from the AC supply. The meter is on whenever it is plugged into a live receptacle, even though the key switch and operator display may be off.
- Place the meter close to an easily accessible wall outlet. Avoid using wall outlets controlled by wall switches or shared by other equipment.
- Make sure the area in front of the wall outlet into which the meter 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 meter. The cabinet encloses hazardous parts. If the meter was dropped or otherwise damaged, report such damage to your Pitney Bowes Customer Service Representative.
- Keep fingers, long hair, jewelry and loose clothing away from moving parts at all times.
- Read all instructions before you attempt to operate the meter.
- Use the equipment only for its intended purpose.
- Printhead temperature can reach 103° F (43° C), making it warm to the touch.
- Always follow the specific occupational safety and health standards prescribed for your workplace.
- Switch the meter OFF when you change the ribbon cassette.



Controls, Indicators and Machine Features, Front

1. **Moistener (Optional)** Moistens and helps to seal an envelope as you guide it onto the meter.
2. **Feed Deck** Supports your envelope, post card or tape sheet as it passes through the indicia printer. Place your envelope or tape sheet face up on this deck. Push it up against the rear wall to align it and move it to the right, up to the trip mark (item 9).
3. **Rear Wall** Serves as an alignment guide for your envelope.
4. **Access Door** The ribbon cassette and Quick Reference Guide are behind this door. Open the door from the right.
5. **Ad Slogan Cartridge Well** The optional ad slogan cartridge goes here.
6. **Operator Display** This 11-character display shows the current status of the meter. It normally displays the default postage value. You can also choose to display the postage used and postage available as well as the current account, ad, inscription and date selections. The display also prompts you through the entire setup routine.
7. **Keypad** Enter your postage amount or commands here. See pages 2-3 and 2-4 for a description of each button's function.
8. **Stacker** Completed mailpieces are stacked here.
9. **Trip Mark**—When feeding an envelope, make sure you guide it up against the rear wall (item 3). Then guide it to the right until its lead edge touches this mark; the meter senses the envelope, prints the postage amount and conveys the piece into the stacker.



Controls, Indicators and Machine Features, Rear

1. **Ad Slogan Cartridge Well**—Additional ads and inscriptions are available by plugging the optional ad slogan cartridge in here.
2. **Lock**—Prevents unauthorized use of your meter. Insert the key and turn it to the right to unlock the meter. Always keep the key in a safe place. The meter has no ON/OFF switch.
3. **Power Cord Connector**—Connect the power cord here and plug the other end into a 120 VAC, 60 Hz grounded wall outlet.



WARNING: Don't use an ungrounded outlet or a ground adapter. Adapters may not ground the equipment properly. In the event of a short circuit, a faulty ground could damage the meter and result in a possible shock hazard to the user.

4. **Security Door**—The USPS Seal is located here. The door is for use by Postal Service Personnel only. (Some meters may not have a security door.)
5. **Communications Port**—Allows your meter to communicate with a Pitney Bowes electronic scale or other devices.

Your meter has two modes of operation: *user*, for routine, day-to-day operations; and *setup*, which lets you customize the meter to suit your own needs. The keyboard functions differently, depending on which mode you're in. In the User Mode, the keys function as follows:

Account—Press to see the current account number or change accounts. (Accounting is an optional feature.)

Value/Pieces—Displays the contents of the batch register, that is, the total postage spent since the batch register was last cleared. Press this button again to see the total number of mailpieces (batch count) processed. If your meter is equipped with the optional accounting feature, you can view the total postage applied to and the number of pieces processed for any account.

+ Date—Press to see the date that will be printed as a part of the meter imprint. This is usually the current date. You can also advance the date up to a maximum of 30 days from the current date.

Date On/Off—Allows you to print the date, omit the date or omit (“duck”) the day.

Ad—Press to see the name of the ad that will print when the meter is tripped. Press the key repeatedly to select different ads.

Inscription—Press to see the current inscription or change the inscription.

Memory Keys 1, 2, 3 and 4—Press to select a pre-programmed meter configuration. A “configuration” specifies a postage amount, ad slogan number and inscription number. You program the memory keys using the meter's setup menus.

Numeric Keys (0-9) —Use these to enter a numeric value for a postage amount or to select a particular menu choice.

Clear (C) Press to clear an entry. You may also use this key along with the Value/Pieces key to reset the batch count registers to zero.

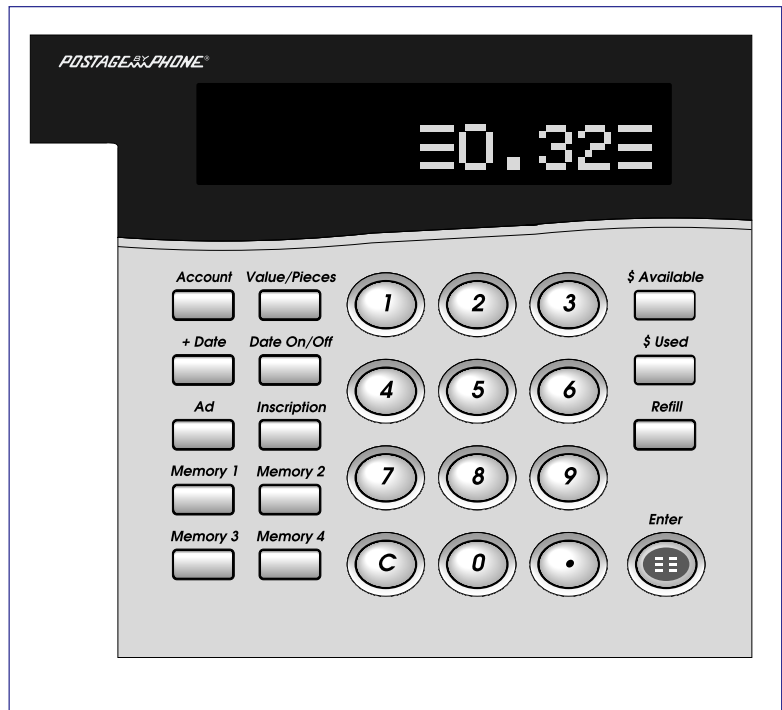
Decimal (.)—Press to enter a decimal point. You have the option of entering the decimal point manually or letting the meter enter it for you. You must always type a decimal point first when you enter a fractional value such as 15.8¢ (enter this value as .158).

\$ Available—Press to display the total amount of postage funds remaining.

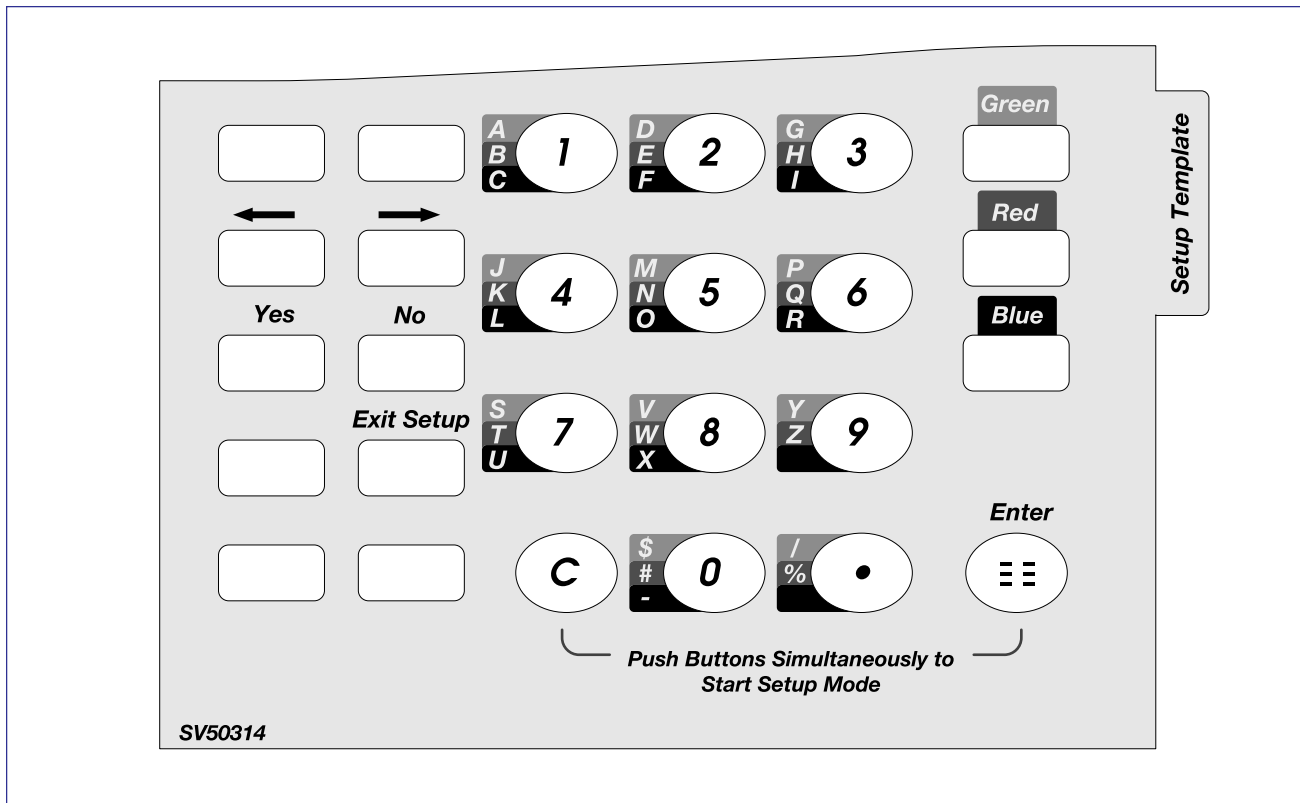
\$ Used—Press to display the total amount of postage the meter has dispensed since it was placed in service.

Refill—Press to begin the process of refilling the meter using the Pitney Bowes POSTAGE BY PHONE® service.

Enter—Press to accept a selection.



Keypad (User Mode)



Keypad Template (Setup Mode)

Use the Setup Mode to tailor meter operation to your own exact needs. To get into the Setup Mode, place the keypad template on the keyboard as shown (below, right). You'll find the template in a pocket on the inside rear cover of this book. Press the C (Clear) and Enter keys at the same time. If your meter's password feature is on, the display will ask you to enter your password. See Chapter 4 for complete instructions.

In the Setup Mode the keys function as follows:

←Backspace Press to erase the rightmost character displayed.

⇒Space Press for a space between characters.

Yes Press to accept the setup menu choice.

No Press to reject the setup menu choice.

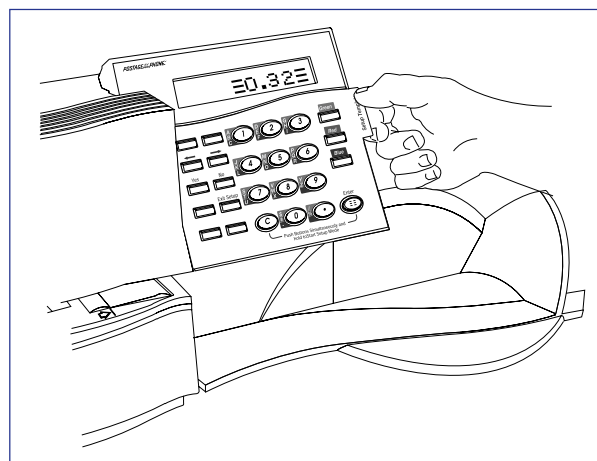
Green, Red, Blue Use to enter alpha characters (letters). Press the appropriate color and numeric keys at the same time to get an alpha character. For example:

- Green and 1 for A;
- Red and 8 for W;
- Blue and 5 for O.

Exit Setup—Press to leave the setup mode.

Clear—Press to remove an entry.

Enter—Press to accept an entry.



Turning the Meter On

Before You Apply Power

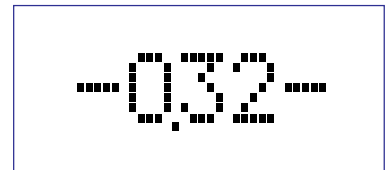
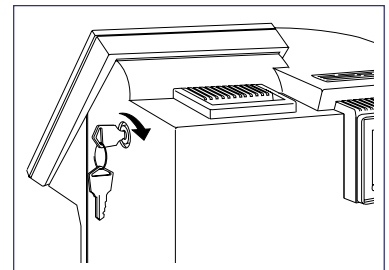
- ✓ Make sure the meter is plugged into a properly grounded receptacle.
- ✓ Add E-Z Seal® to the optional moistener if necessary. Follow the instructions furnished with your moistener.
- ✓ Check that the stacker is in position (see instructions below).
- ✓ Make sure the ribbon cassette is properly loaded (Chapter 6).
- ✓ If you're using a Pitney Bowes electronic scale with your meter, make sure it's connected properly. Follow the instructions supplied with the scale.
- ✓ If you're using an optional advertising slogan cartridge, make sure it's in place (Chapter 8).

The instructions that follow assume the meter is set up the way you want. If not, go to Chapter 4 for step-by-step setup instructions.

Applying Power

Insert the key and turn it clockwise. After you turn it on, the meter performs a self test for several seconds and operates the envelope transport mechanism.

If the self test is OK, the meter shows the default postage value in the operator display as shown at the right (your default value may be different).



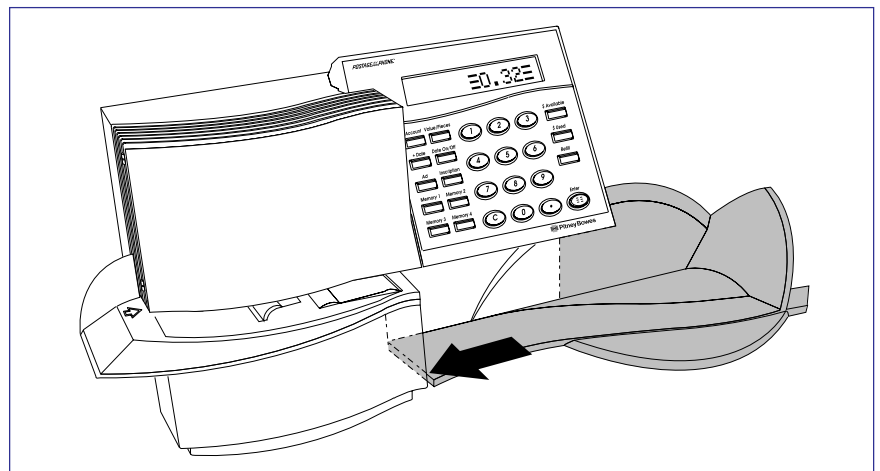
Warning Prompts

If postage funds are low, the operator display flashes “Low Funds” or “Insuf Funds” alternately with the postage value selected. If any other message appears on the display, see pages 7-2 and 7-3 of this guide for an explanation.

HINT: If postage funds are low, it's a good idea to refill your meter. See Chapter 5 for instructions.

Adjusting the Stacker

Slide the stacker into position up against the meter as shown. This position is good for envelopes up to #10. If you're running longer envelopes, move the stacker to the right as necessary to accommodate them.



Checking Postage Funds Available

1. Press **\$ Available** to display the postage funds on hand.
2. Press **\$ Used** to display the amount of postage already used.
3. Press **C (Clear)** to return to the default postage display.

Checking the Date

Press **+Date** to check the date. The display shows the date exactly as it will be printed. Any omitted parts of the date appear as dashes. (See *Omitting the Date* below.)

Advancing the Date

1. To advance the date, press the **+Date** key again. This advances the date by one day. Each time you press the **+Date** key, the date advances by one more day. You can advance the date of submission up to 30 days. If you attempt to advance the date more than this, the meter prompts: “30 Days Max” after you press **Enter** and returns to the current date setting.

You can also advance the date by keying in a number—from 1 to 30—and pressing **Enter** while the meter is in the date setting mode. For example, if you press **6** and **Enter**, the date advances by six days and the display returns to the postage amount .

2. To return to the current date, press the **C** key while the meter is in the date mode and press **Enter**. The display returns to the postage amount.

Omitting the Date

1. Press the **Date On/Off** key to see the current selection: “Date On;” “Date Off;” or “No Day.” Pressing the **Date On/Off** key toggles (switches) among these three selections:
 - “Date On” means the complete date is printed as part of the indicia.
 - “Date Off” means the date is not printed.
 - “No Day” means the month and year are printed, but not the day.
2. Select one of the three choices. Press **Enter** to confirm your selection.
3. When you press **+Date**, the display shows the date exactly as it will print. Any omitted parts of the date appear as dashes.

Selecting an Ad Slogan

1. Press **Ad** to see the current ad selection. The display shows the name of the ad slogan. “NONE” means no ad slogan is selected.
2. To change the selection, press the **Ad** key repeatedly until you see the name of the ad slogan you want. Press **Enter** to accept the slogan. The display then returns to the postage amount.

HINT: Ad slogans are optional. See Chapter 8 for details. When you select a slogan, it may take a little time to load. This is normal.

Shortcut: When the meter is in the ad mode you can choose an ad slogan by typing its number on the numeric keypad and pressing **Enter**. You’ll find the ad number on the slogan cartridge label. If the ad isn’t available, the meter displays “No Ad.”

NOTE: The ad you want may be in an ad slogan cartridge you haven’t loaded. See Chapter 8 for loading instructions. Press **C (Clear)** to return to the default postage display *without* changing the ad or to clear an error.

Selecting an Inscription

HINT: Inscriptions are optional. If no inscriptions are enabled, the meter will prompt “No Inscripts” when you press the Inscription key.

1. Press the **Inscription** key to see the name of the current inscription. If the display shows “NONE,” no inscription is selected.
2. To change the inscription, press the **Inscription** key repeatedly until you see the name of the inscription you want. Press **Enter** to accept the inscription. The display then returns to the postage amount.

Shortcut: When the meter is in the inscription mode you can choose an inscription by pressing its number on the keypad and pressing **Enter**. If you enter a wrong number, the meter displays “No Inscript.”

Press **C** (Clear) at any time to return to the default postage display *without* changing the inscription or to clear an error.

Selecting an Account

HINT: Departmental accounting is an optional feature. If your meter is not equipped with it, the display prompts “Accounting Disabled” when you press the Account key.

1. Press **Account** to display the name of the current account.
2. If you want to change the account to which postage is charged, press the **Account** key repeatedly until you see the account name you want. Press **Enter** to accept the account. The display will return to the default postage amount and show the account ID number. (If the account is password protected, the meter prompts you to enter a password. Type in the password—up to four digits—and press **Enter**.)

Shortcut: When the meter is in the account mode (that is, displaying an account), you can choose an account by pressing its number on the keypad and pressing **Enter**. If you select a number the meter doesn’t recognize, the meter displays the message “No Acctt.”

Press **\$ Avail** then **Enter** at any time during the process to go back to the default postage display without changing the account.

Checking and Clearing the Batch Register; Printing Register and Account Reports

The meter's batch register stores the total postage value expended and the number of mail pieces processed since it was last cleared. You can display this information and clear it—return the register to zero—if you want. The procedure for doing so depends on whether your meter is equipped with the optional departmental accounting feature.

Standard Operation (No Accounting)

1. Press the **Value/Pieces** key once. The display shows the total postage (\$) spent. Press the **Value/Pieces** key again to see the total number of mail pieces processed.
2. To clear the batch register (return it to zero), press the **Value/Pieces** key and, while holding it, press **C**. The display prompts “Cleared.”



CAUTION: Be sure you really want to clear the register. Once you've done so, you can't restore its contents. If you want a record of the batch register before you clear it, print a register report as explained on the next page.

Checking and Clearing the Batch Register; Printing Register and Account Reports

Printing a Register Report (With or Without Accounting)

1. Press the **\$ Available** key. The display shows the postage amount currently available.
2. Place a spare envelope or index card on the deck, as though you were about to print postage. Guide the envelope up against the rear wall and slide it to the right until its lead edge is aligned with the trip mark on the deck. (See the figures on the facing page.)
3. The display prompts: "Reg Report Press Enter."
4. Press **Enter**; the meter prompts "Printing..."
5. The meter will print a register report like that shown below. When printing is done, press **Enter** to return to the postage value display and resume processing mail.

REGISTER REPORT	AAA	PB2000002
MAR 17 95		05:18P
ASCENDING REGISTER		\$14.878
DESCENDING REGISTER		\$99985.122
CONTROL SUM		\$100000.000
METER PIECE COUNT		19
BATCH COUNT		18
BATCH AMOUNT		\$14.878

If You Have Departmental Accounting

1. Press the **Account** key repeatedly until you see the account you want to check. Press **Enter** to confirm your selection.
2. Press the **Value/Pieces** key once. The display shows the total postage (\$) charged to the account since the register was last cleared. Press the **Value/Pieces** key again to see the total number of mail pieces processed for the account since the register was last cleared.
3. To clear an account's batch register (return it to zero), press the **Value/Pieces** key and, while holding it, press **C**. The display prompts "Cleared."

Printing an Account Report

1. Press the **Account** key repeatedly until you see the account you want to check. Press **Enter** to confirm your selection. Press the **Value/Pieces** key once.
2. Place a spare envelope in the transport, as though you were about to print postage. The display prompts: "Acct Report Press Enter."
3. Press **Enter**; the meter prompts "Printing..."
4. The meter will print a summary report like that shown below. When printing is done, press **Enter** to display the postage value and resume processing mail.

SINGLE ACCOUNT REPORT	AAA	PB2000002
MAR 17 95		05:45P
ACCOUNT NUMBER		1
ACCOUNT NAME		MFG ENG
BATCH COUNT		10
BATCH AMOUNT		\$3.038

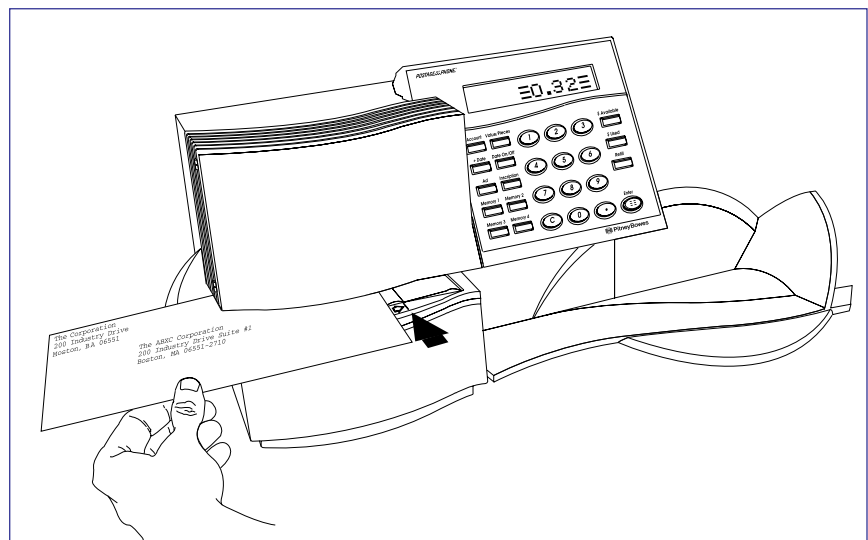
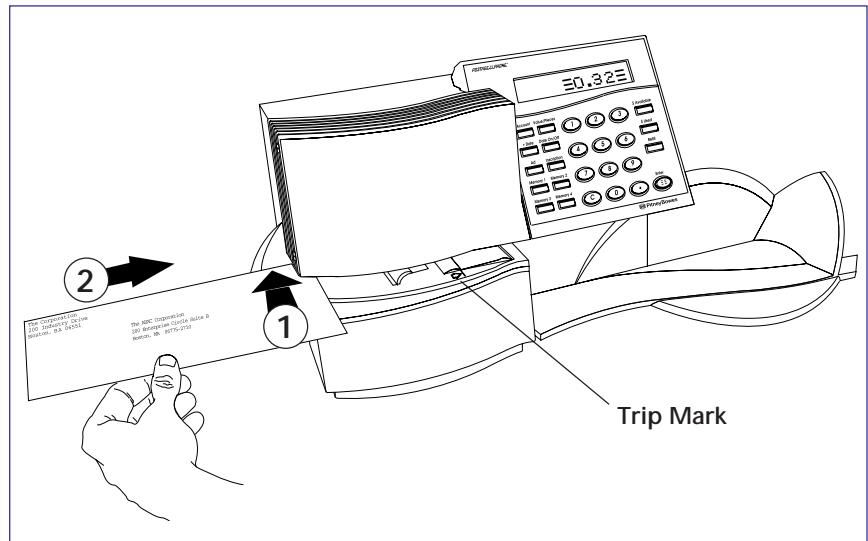
Printing Postage Using the Default Value

The default postage value is set at the factory or by you while the meter is in the setup mode. (This value is often that for first class mail weighing up to one ounce). This value appears in the display after you turn the meter on and the self test is completed. The default value also displays automatically after the meter has been inactive for a period of time.

The meter is ready to use when the default value is shown bracketed by three bars. See the figure at right.



1. Select the account to which you want to charge postage (page 3-3). This applies only if your meter is equipped with the optional accounting feature.
2. Select the advertising slogan and/or the inscription you want to use (page 3-2 and 3-3).
3. To print postage using the default value, place your material (envelope, post card or tape sheet) on the transport *face up* and push it against the rear wall (1). Slide it to the right up to the trip mark (2) and let go as the meter takes the mailpiece. See the figures below.



3. Using the Meter

B700 Postage Meter

Printing Postage Using the Default Value

Changing the Postage Value

4. When the meter senses the envelope, it conveys it through the print area and into the stacker. If your meter is equipped with the optional moistener, follow the instructions in Chapter 8 of this manual.
5. If no change in postage value is necessary, you can insert the next envelope as soon as the previous one enters the stacker.

1. Use the number keys to enter the postage amount you want. You can enter the decimal point (.) manually, or let the meter do it for you. For example, to set a value of 64 cents: press the 6, 4 and Enter keys; or press the decimal (.), 6, 4 and Enter keys. In either case the result is .64. If you want to print a fractional value, always press the decimal point first. To enter 15.8¢, press the decimal point (.), the 1, 5, 8 and Enter keys. The meter displays this value as “0.158”.

The same principle applies if you enter a value of one dollar or more; you can enter the decimal point yourself, or let the meter do it for you. As an example, to set a value of \$1.40: press the 1, 4, 0 and Enter keys; or press the 1, (.), 4 and 0 keys, then Enter. The result is 1.40.

2. If you make a mistake or change your mind, press C to clear the entry. The display shows “_”. Enter the amount you want.
3. If the display shows “Insuf Funds,” the postage amount you selected is more than the funds available in the meter. In this case, you may want to refill the meter. See Chapter 5 for instructions. You may also select a smaller amount of postage and continue processing mail.
4. If the display shows “High Value” alternately with the postage amount selected, the meter is warning you the postage value is more than the high limit specified in the user setup mode. If you want to accept the high value, press Enter.
5. The meter is ready to use when the postage value you selected is shown bracketed by three bars. Process your mail as explained earlier. The display returns to the default value after the meter has been inactive for a certain period of time.



Printing Postage Using the Memory Keys

HINT: The ad slogan and inscription called up by the memory key remain selected even if you enter a different postage value. To clear this, wait until the meter times out or turn it off, then on.

You can also select a preset postage value by pressing one of the four memory keys—Memory 1, Memory 2, Memory 3, Memory 4. The factory defaults for these keys are:

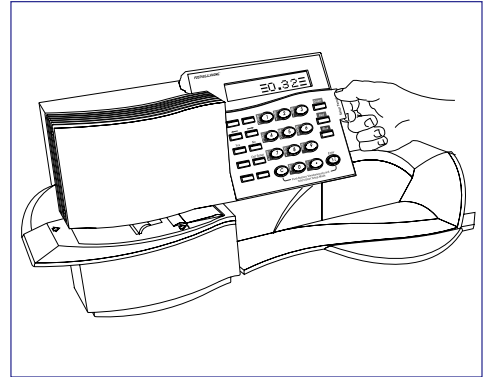
- Memory 1—First Class Letter, 1 oz.
- Memory 2—First Class Letter, 2 oz.
- Memory 3—Express Mail
- Memory 4—Priority Mail

When the preset value appears in the display bracketed by three bars, the meter is ready. Process mail as described earlier.

NOTE: You can program each memory key to store a specific postage value, advertising slogan and inscription. See the setup instructions in Chapter 4.

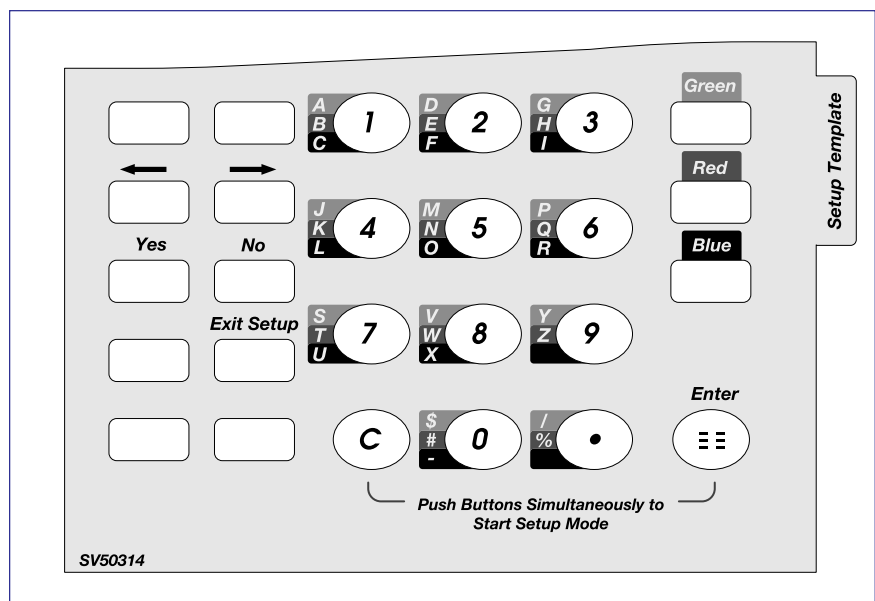
Using the Keyboard Setup Template

When the meter enters the Setup Mode, the keys are automatically redefined so you can enter alphabetical as well as numeric characters and perform other functions easily. You'll find a setup template in the pocket on the inside rear cover of this guide. Place it over the keypad as shown. It shows you exactly how each key functions in the Setup Mode. You'll be able to customize a number of meter features to meet your exact needs. The table on the following two pages lists all of these features.



Entering Setup

With the meter in the default display mode, press the C and Enter keys at the same time. If the password feature is on, the meter prompts you to enter your password (up to four digits). Type it and press Enter to get into the Setup Mode. Press Exit Setup to leave the Setup Mode at any time.



Entering Alpha Characters

To enter an alpha character, press the appropriate function key (Red, Blue or Green) and the appropriate number key. For example,

- To enter A, press Green and 1
- To enter W, press Red and 8
- To enter O, press Blue and 5

You can press the keys at the same time, or one after the other (color key first, number key second).

Entering Numeric Characters

Enter numbers just as you normally would; just press the key. The setup mode doesn't affect the operation of the number keys.

Setup Options			
MENU ID	PROMPT	FUNCTION	GO TO PAGE
1	Change Language?	Selects the language shown in the meter's display.	4-10
3	Set Memory 1 Key?	Programs a postage job that's displayed when you press the memory key. A memory key can store a postage value, ad slogan, and inscription.	4-10
4	Set Memory 2 Key?	As above.	4-10
5	Set Memory 3 Key?	As above.	4-10
6	Set Memory 4 Key?	As above.	4-10
7	Set Daylite Saving Time?	Selects daylight saving or standard time.	4-11
8	Set Advert Default?	Selects the default advertisement.	4-11
9	Set Inscript Default?	Selects the default inscription (if inscriptions are enabled).	4-12
10	Set Account Default?	Selects the default account (optional feature).	4-12
11	Set Low Funds Warn?	Selects the descending register amount that triggers the low funds warning.	4-13
12	Set Postage Default?	Sets the default postage value.	4-13
13	Set Timeout Length?	Sets the timeout period, i.e., the amount of time the meter waits following an inactive period before it returns to the default display.	4-14
14	Activate Features?	Turns the following features on or off: slogan port, Electronic Interface Unit and inscriptions. You must have activation code from PB Supply Line SM .	4-14

Setup Options			
MENU ID	PROMPT	FUNCTION	GO TO PAGE
15	Print Setup Report?	Prints a report listing all the setup parameters you've chosen (requires serial printer).	4-15
16	Print Acct Report?	Prints a report listing all the accounts you've defined.	4-16
17	Clear All Accounts?	Clears the contents of all accounts in a single operation.	4-16
18	Move Ahead Clock?	Sets the meter's internal clock forward by an amount you specify. Use this feature to correct clock drift.	4-17
19	Move Back Clock?	Same as above, but moves the clock back.	4-17
20	Create Account?	Sets up an account (optional feature).	4-18
21	Delete Account?	Removes an account (optional feature).	4-18
22	Change Acct Names?	Changes account names (optional feature).	4-19
23	Super Pswd Change?	Changes supervisor password.	4-19
24	Password Enable?	Enables password protection.	4-20
25	Enable Accounting?	Enables accounting (optional feature).	4-20
26	Set Time of Date Change?	Sets the time at which the meter advances date.	4-21
27	Set Refill Default?	Sets a default refill amount that your meter displays when you add postage.	4-21
28	Set Printer Connection?	Selects printer connection. This menu item is not available if meter has optional EIU.	4-22
29	Setup EIU?	This menu item is available only if your meter has optional EIU (DataLink). Use it to set up the EIU.	4-22

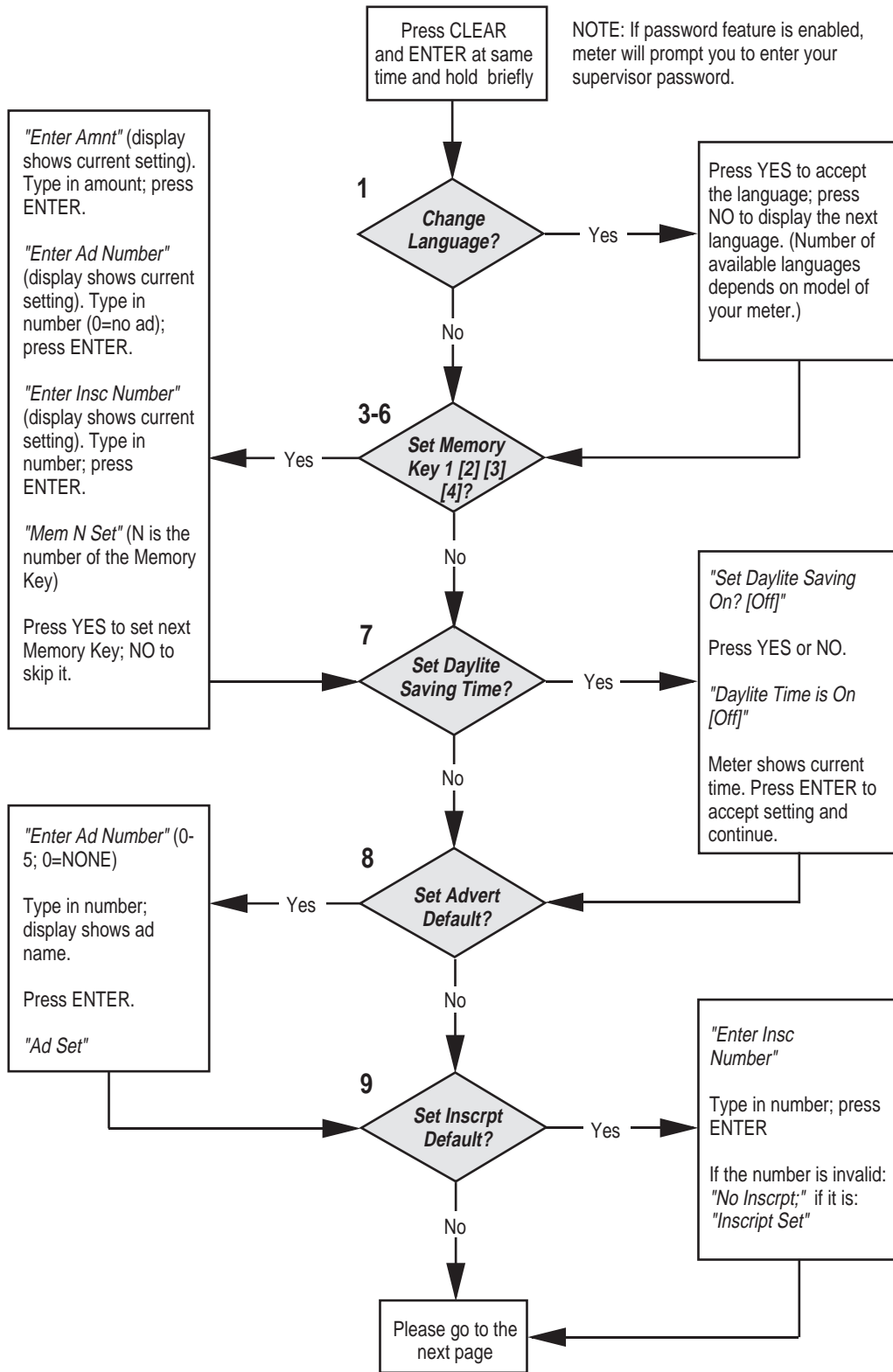
Navigating the Menus

Your meter offers two methods for using the setup menus and you can freely combine them:

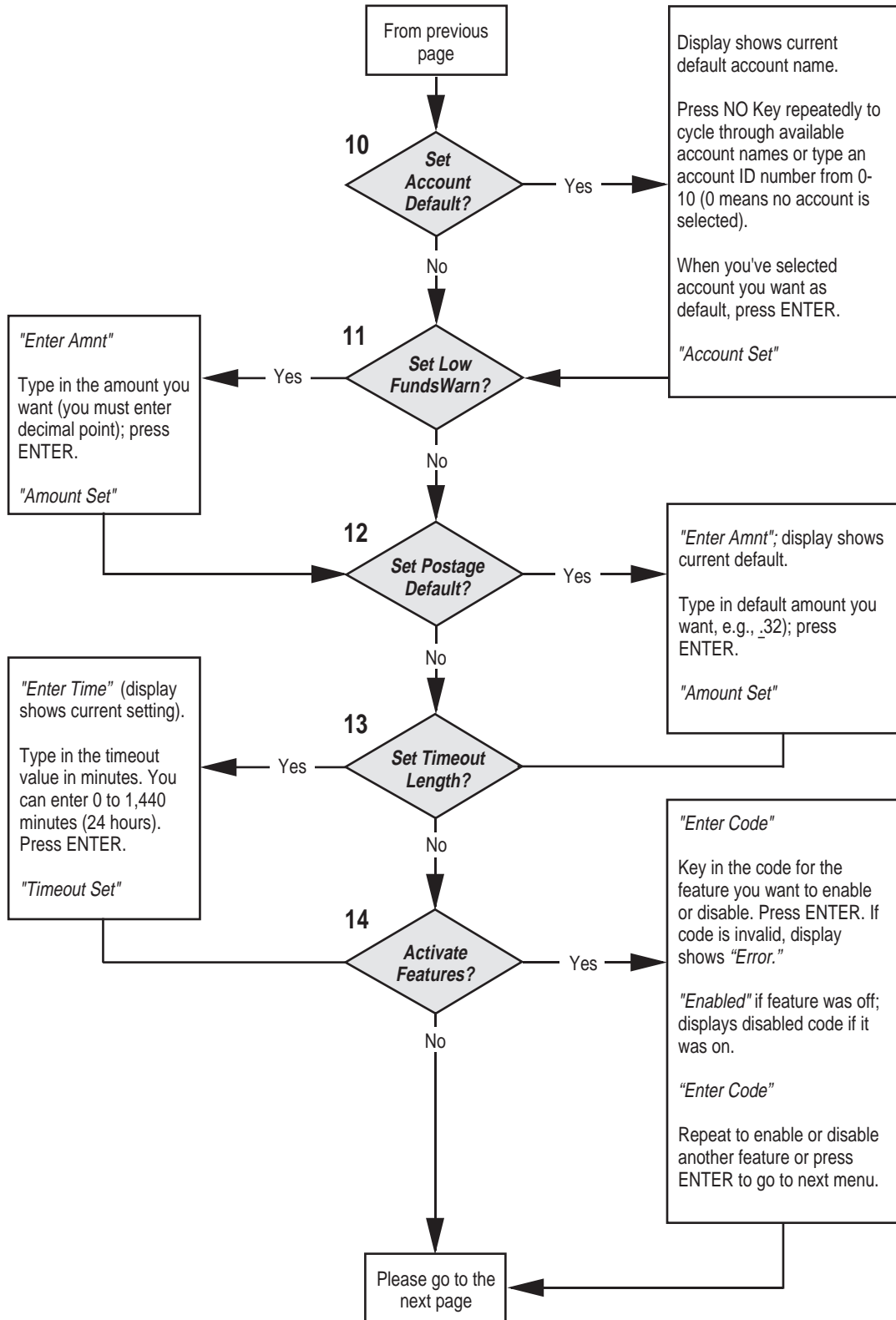
- **Self-Prompting Menus**—If you choose this method, the meter leads you through the entire setup menu. The display asks you a series of yes/no questions and instructs you to enter a value or text as required. The menu trees on the pages following take you through the entire process.
- **Direct Selection (Shortcut Keys)**—Use the number keys to select the number of the menu you want and press **Enter**. Menu numbers are shown in the flowcharts that follow and the detailed instructions for each setup procedure are arranged by menu number. You can get to any menu choice with no more than three keystrokes. Complete, step-by-step instructions for each menu are given on pages 4-10 through 4-21.

NOTE: Some menu choices described in this guide may not be available because they're associated with optional features that haven't been enabled. For example, if you don't have departmental accounting, the setup menu items associated with it are not active. The meter's display will show "Not Avail" when you enter an account-related menu ID while in the Setup Mode.

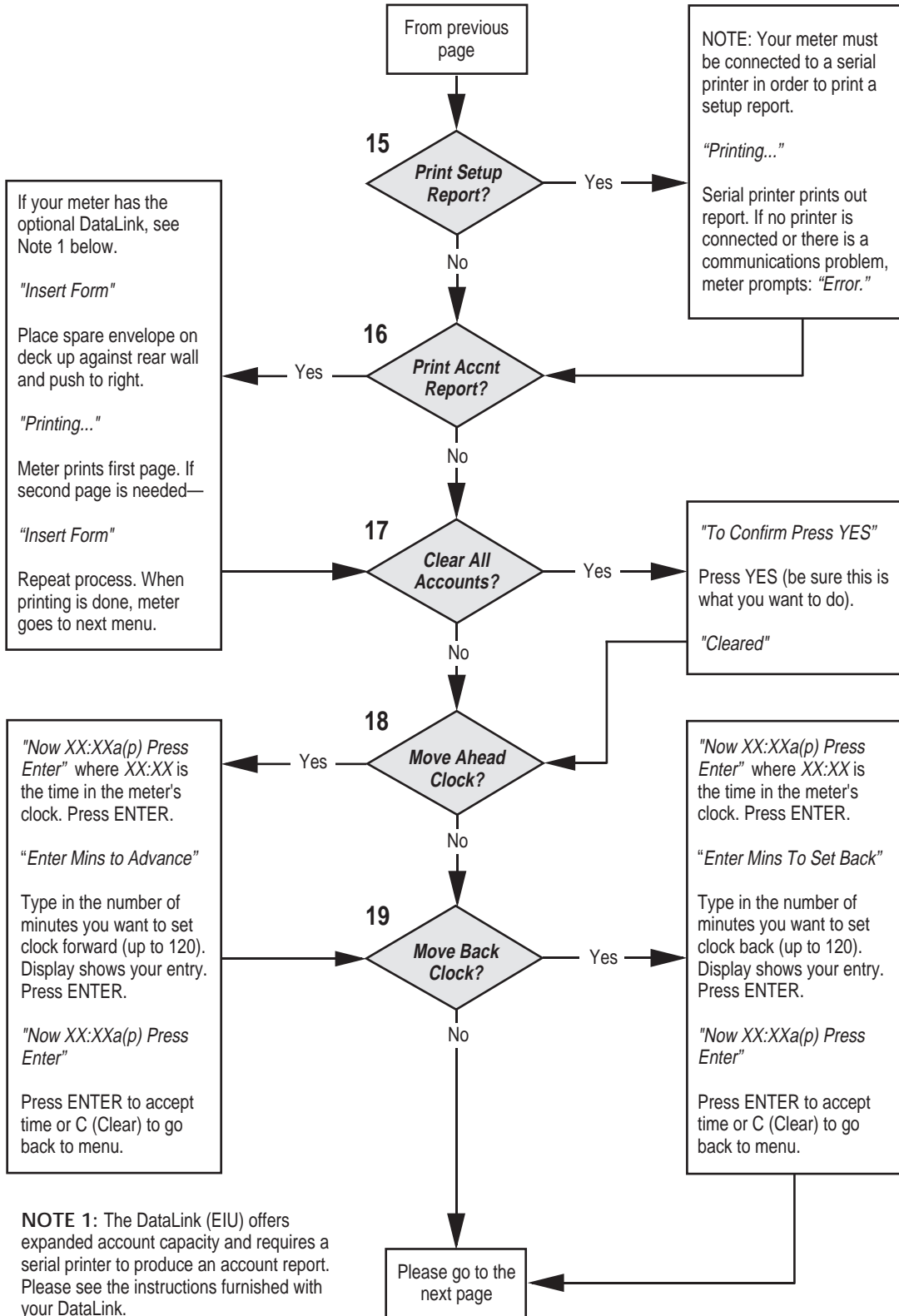
Menu Tree



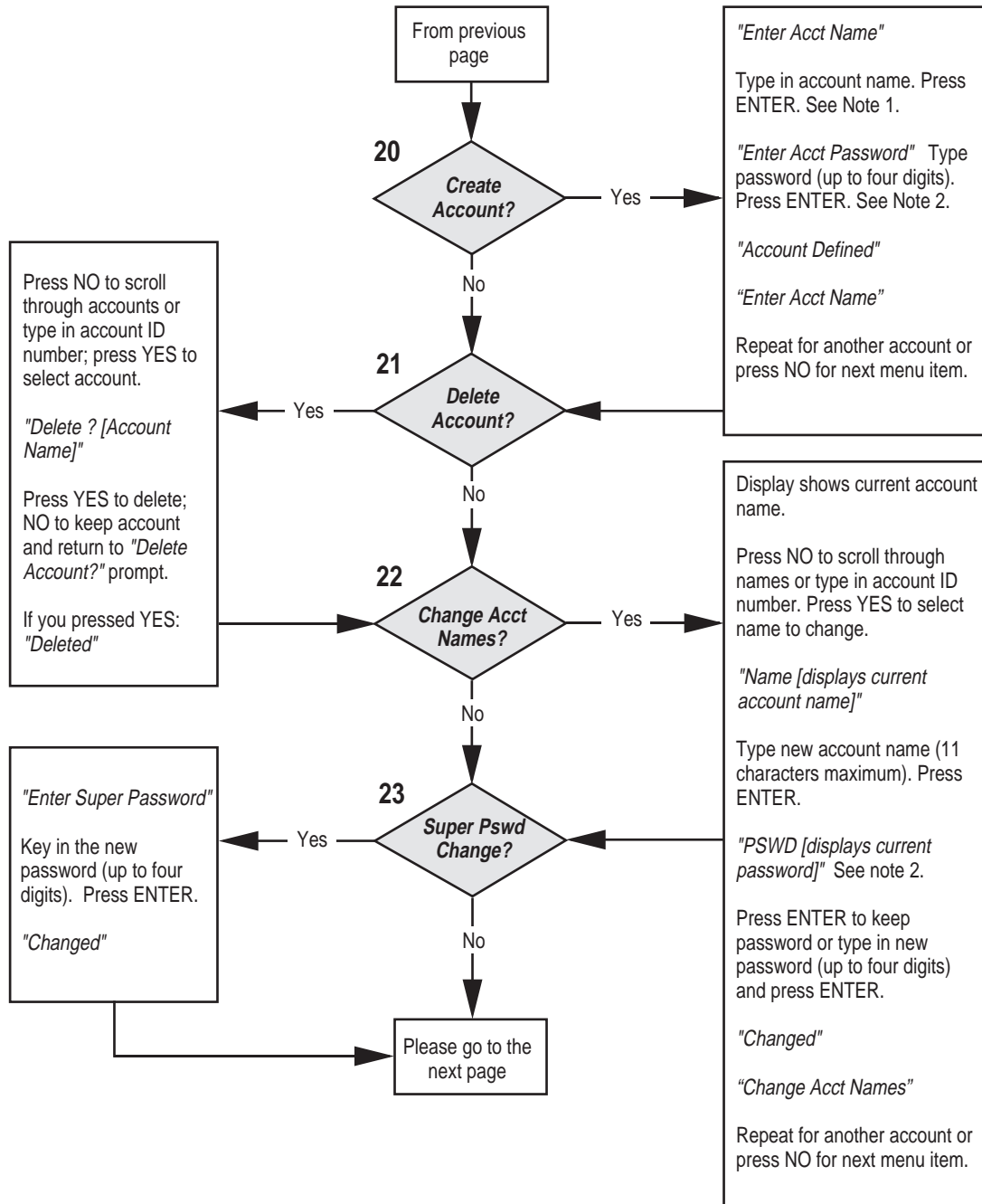
Menu Tree



Menu Tree



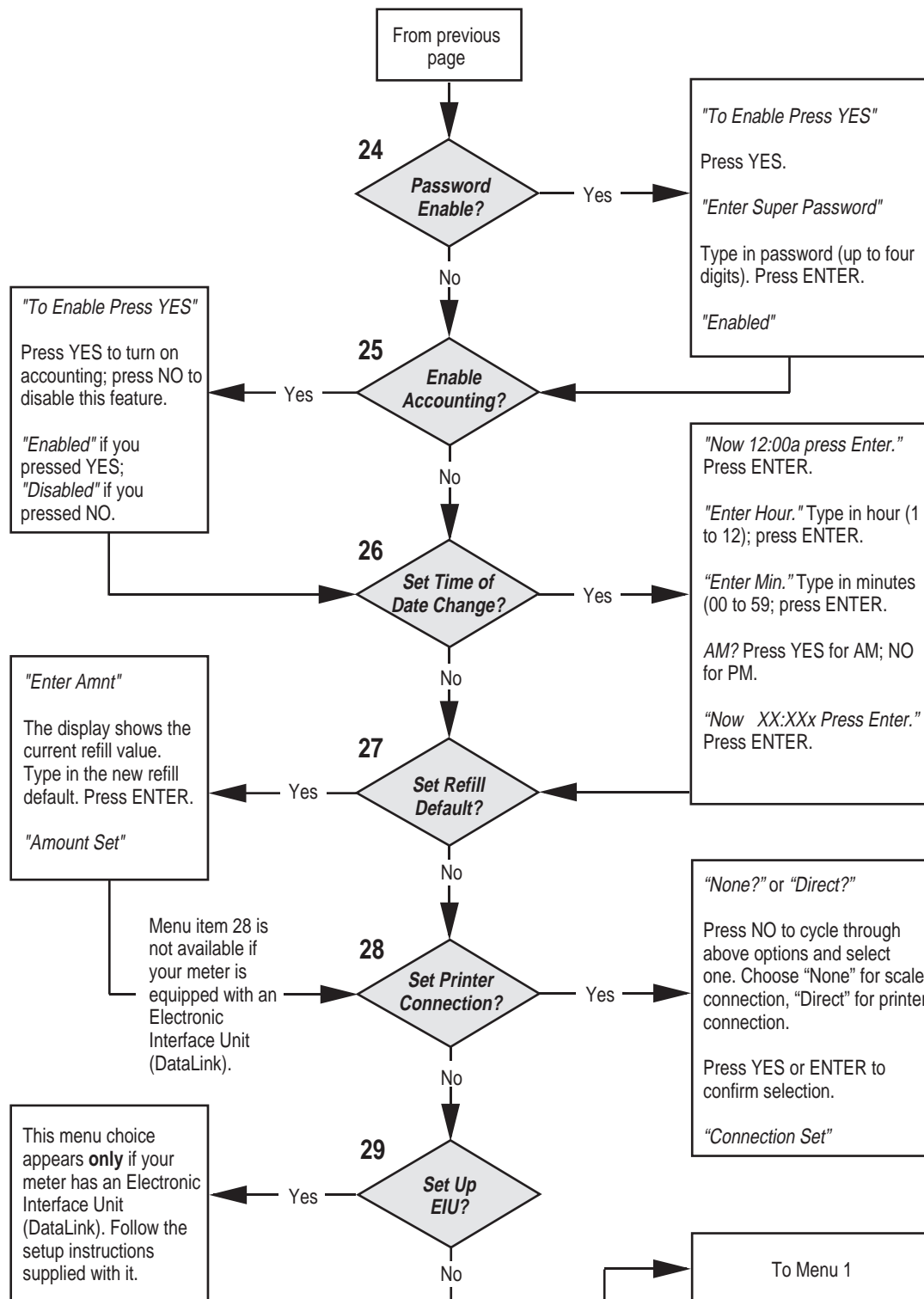
Menu Tree



NOTE 1: You must delete one or more accounts before you can create one. See page 4-18.

NOTE 2: Password prompt will not appear unless password feature is enabled.

Menu Tree



Menu 1: Change Language

This menu lets you change the language displayed by your meter. The number of languages from which you can choose depends on what model meter you have.

1. The display prompts:
“Change Language?”
2. Press **Yes**.
3. The meter prompts “AmrEnglish?”
4. Press **Yes** to accept the language; press **No** to see the next language in the list. When you see the language you want, press **Yes**. The meter advances to the next item on the setup menu.

You can also select a language by entering its number. For example, if AmrEnglish is 1 and Spanish is 2, select Spanish, by typing 2 and pressing **Enter**. If you enter a number the meter can't accept, it displays “Error,” leaves the current language choice unchanged and returns to the setup menu.

Menus 3, 4, 5 and 6: Set Memory Keys

This menu option allows you to assign a certain setup to a memory key. The setup choices you assign include postage value, advertising slogan number, and inscription number. The meter recalls these settings whenever you press the appropriate memory key.

1. The display prompts:
“Set Memory N Key?” (N is the number of the Memory Key.)
2. Press **Yes**.
3. The display prompts: “Enter Amnt” and shows current setting.
4. Key in the postage value you want and press **Enter**.
5. The display prompts: “Enter Ad” and shows current setting.
6. Key in the ad number you want and press **Enter**. (Ad numbers range from 0 to 5. 0=no ad. If the ad number is not available, the meter prompts “No Ad” and returns to the “Set Memory N Key?” prompt.)
7. The display prompts: “Enter Inscr” and shows current setting.
8. Key in the inscription number you want and press **Enter**. If you don't want an inscription, key in 0 (zero) and **Enter**.

IMPORTANT: Ad slogans and inscriptions are options which you can purchase at the time of your initial order, or afterwards from the PB Supply LineSM as explained in Chapter 8.

The meter can have one “resident” ad slogan and up to four additional slogans loaded via a slogan cartridge. The meter will not “see” additional slogans unless the slogan cartridge is loaded as described in Chapter 8.

NOTE: The Appendix contains a list of inscription codes. If the inscription is not available, the display shows “No Inscript” briefly and returns to the “Set Memory N Key?” prompt.

9. The display prompts “Mem N Set” (where N is the number of the memory key) and moves on to the next item of the setup menu.

Menu 7: Set Daylight Saving Time

This menu lets you turn daylight saving time on or off.

1. The display prompts:
“Set Daylite
Saving Time?”
2. Press **Yes**.
3. The meter prompts: “Set Daylite Saving On [Off]?”
4. Press **Yes** or **No** as appropriate to respond to the prompt.
5. The meter prompts “Daylite Time is On [Off],” depending on your answer in step 2.
6. The meter prompts “Now XX:XX a(p) Press Enter” where XX:XX is the time.
7. Press **Enter** to accept the setting. The meter advances to the next item on the setup menu.

Menu 8: Select Default Advertisement

The meter automatically selects the default ad when you first turn it on and after it has been inactive for a certain period of time. You can change the default as follows:

1. The display prompts:
“Set Advert
Default?”
2. Press **Yes**.
3. The display prompts “Enter Ad Number.”
4. Use the number keys to key in the number of the ad you want to use as the default.

NOTE: You’ll find ad numbers printed on your slogan cartridge (see Chapter 8 for more information.) “Valid” numbers may range from 0 to 5. Zero (0) means no ad is selected. If the number you enter isn’t valid, the meter briefly displays “No Ad,” leaves the current default ad unchanged, and returns to the “Set Advert Default?” prompt.

5. The meter displays the ad number and ad name or “NONE” if you keyed in zero (0).
6. Press **Enter**.
7. The meter prompts “Ad Set” and goes to the next item in the setup menu.

Menu 9: Set Default Inscription

The default inscription is automatically selected when you first turn the meter on and after it has been inactive for a period of time. You can change the default as follows:

1. The display prompts:
“Set Inscript
Default?”
2. Press **Yes**.
3. The display prompts “Enter Insc Number.”
4. Key in the code number of the default inscription using the number keys and press **Enter**. (If the number you enter isn't valid—the inscription isn't available—the meter displays “No Inscript” for one second and returns to the “Set Inscript Default” prompt.)

NOTE: Inscriptions are options purchased at the time of your initial order or afterwards from the PB Supply LineSM. The Appendix contains a listing of available inscriptions and their code numbers.

5. The display prompts “Inscript Set” and the meter goes to the next item in the setup menu.

Menu 10: Set Account Default

Please note that this menu item is *not available* when the password feature—Menu Item 24—is enabled.

The meter selects the default account automatically when you first turn it on and after it's been inactive for a while. You can change the default account as follows:

1. The display prompts:
“Set Account
Default?”
2. Press **Yes**.
3. The display shows the current default account name.
4. Press **No** repeatedly to cycle through the available account names or key in the account ID number and press **Enter**. (Account ID numbers range from 1 to 10. If you have the optional Electronic Interface Unit [“Datalink”], they range from 1 to 100.)

NOTE: If the meter can't accept the number you enter, it prompts “Error” and returns you to the “Set Account Default?” prompt.

5. When you've selected the account name you want, press **Enter**.
6. The meter prompts “Account Set” and moves to the next item in the setup menu.

Menu 11: Set Low Funds Warning

The meter warns you when the descending register (**\$ Available**) reaches a certain default value. You can set a different amount as follows.

1. The display prompts:
“Set Low
Funds Warn?”
2. Press **Yes**.
3. The display prompts “Enter Amnt” and shows the current value.
4. Key in the low funds amount using the number keys and press **Enter**. You *must* enter the decimal point. For example, press the 5, 0, (.) and **Enter** keys for a low funds warning amount of \$50.
5. The display prompts “Amount Set” and the meter advances to the next item in the setup menu.

NOTE: If you enter a value the meter can't accept, it prompts “Value Error,” leaves the original default value unchanged and returns to the “Set Low Funds Warn?” prompt.

If you make a mistake while entering the new value, or decide not to change it, press **C** (Clear), then **Enter**. The low funds amount will not change and the meter returns to the “Set Low Funds Warn” prompt.

Menu 12: Set Postage Default Value

Your meter displays the default postage value when you first turn it on and when it has been inactive for a period of time. Think of the default as a standard value the meter always returns to. The factory-set default is the current rate for first class postage for mailpieces weighing up to one ounce. You can change this setting as follows:

1. The display prompts:
“Set Postage
Default?”
2. Press **Yes**.
3. The display prompts: “Enter Amnt” and shows the current value.
4. Key in the default value using the number keys and press **Enter**. You can key in the decimal point or let the meter do it for you. For example, press 3, 2, and **Enter** to enter \$0.32.
5. The display prompts “Amount Set” and the meter advances to the next item in the setup menu.

NOTE: If you enter a value the meter can't accept, it prompts “Error,” leaves the current default value unchanged and returns to the “Set Postage Default?” prompt.

If you make a mistake while entering the new value, or decide not to change it, press **Clear**, then **Enter**. The default postage amount remains unchanged and the meter returns to the “Set Postage Default” prompt.

Menu 13: Set Timeout Length

The timeout length is the amount of time in seconds the meter waits following an inactive period before it returns to the default display. To change the timeout value:

1. The display prompts:
“Set Timeout Length?”
2. Press Yes.
3. The display prompts “Enter Time” and shows current timeout setting.
4. Key in the timeout value in minutes using the number keys and press Enter. The timeout value can range from 0 to 1,440 minutes (24 hours). For example, press 1, 0 and Enter to enter a timeout value of ten minutes. If you want to disable the timeout feature, enter 0 (zero).
5. The display prompts “Timeout Set” and advances to the next item in the setup menu.

NOTE: If you enter a timeout value the meter can't accept (you chose a number outside of the minimum and maximum limits), the display shows “Error” and returns you to the “Set Timeout Length?” prompt.

Menu 14: Activate Features

Use this option to enable (turn on) or disable (turn off) certain optional meter features. These include additional inscriptions.

You need a special code number to activate these features. The PB Supply LineSM will give it to you when you place your order.

1. The display prompts:
“Activate Features?”
2. Press Yes.
3. The display prompts “Enter Code.”
4. Key in the code for the feature you want to enable or disable; press Enter.

NOTE: If you enter a bad code number (wrong number of digits or the code doesn't match any of the features in the meter), the meter displays “Error” and returns to the “Enter Code” prompt.

5. The display prompts “Enabled” or “Disabled,” depending on the code you entered.
6. The display prompts “Enter Code.” To enable or disable another feature, repeat steps 4 and 5. To return to the main setup menu, press Enter.

**Menu 15:
Print Setup Report**

Use this menu option to print a report summarizing the setup options you've chosen.

NOTE: This menu option is *not* available unless you select a printer connection. Follow the instructions given for Menu 28—Set Printer Connection (page 4-22). Your meter must be connected to a serial printer either directly or through the optional Electronic Interface Unit in order to print this report. Make sure your printer is ON, set to ON LINE and loaded with paper before you print.

1. The display prompts:
"Print Setup
Report ?"
2. Press Yes.
3. The display prompts "Printing..."
4. Your serial printer produces a report similar to that shown below.

NOTE: If no printer is connected, or there is a communications problem, the meter prompts "Error" and advances to the next item of the setup menu.

5. When the report is finished, the meter advances to the next item of the setup menu.

SETUP REPORT	AAA	20000002
MAR 17 95		
ASCENDING REGISTER		10000.00\$
DESCENDING REGISTER		1000.00\$
CONTROL SUM		11000.00\$
METER PIECE COUNT		500
BATCH COUNT		500
BATCH AMOUNT		1000.00\$
INSCRIPTION LIST.....		
INS ID	INS NAME	
19	First Class	
29	Nonprofit Org	
18	Carrier Presort	
31	Nonprofit ZIP+4	

Sample Setup Report

Menu 16: Print Account Report

IMPORTANT: *If your meter is equipped with the optional DataLink, also known as an Electronic Interface Unit (EIU), it can assign postage charges to up to 100 unique departmental accounts. This application requires a serial printer to produce the multi-account report. Please refer to the instructions furnished with your DataLink.*

Use this option to print a report summarizing the contents of all the accounts defined for the meter.

1. The display prompts:
“Print Acct Report?”
2. Press Yes. (If you press No, the meter goes to the next item in the setup menu.)
3. The display prompts “Insert Form.”
4. Place a spare envelope or index card on the meter’s deck, up against the rear wall and slide it to the right.
5. The display says “Printing...” and the meter prints the first page of the report.
6. If the report is complete, the meter takes you to the next item in the setup menu. If a second page is needed, the display prompts “Insert Form” again. In this case, repeat steps 4 and 5.

MULTI-ACCOUNT REPORT			AAA	PB2000002	
MAR 17 95				05:14P	
NO	PIECES	POSTAGE	NO	PIECES	POSTAGE
01	270	\$89.10	06	540	\$178.20
02	4	\$11.84	07	0	\$0.00
03	0	\$0.00	08	0	\$0.00
04	683	\$437.12	09	683	\$437.12
05	0	\$0.00	10	0	\$0.00

Typical Multi-Account Report

Menu 17: Clear All Accounts

Use this menu choice to clear the contents of all accounts in a single operation.



CAUTION: Make certain you really want to clear all account registers. Once you do so, you can't undo the operation.

1. The display prompts:
“Clear All Accounts?”
2. Press Yes.
3. The display prompts: “To Confirm Press Yes.”
4. Press Yes to clear all accounts. The display will blank out for a short time and then show “Cleared” for one second. The meter then takes you to the next item in the setup menu.
5. If you press No—or any other key—while the confirmation prompt is showing, accounts are *not* cleared and the meter advances to the next item in the setup menu.
6. If you'd like to clear a single account, see page 3-4, *If You Have Departmental Accounting*, for instructions.

Menu 18:
Move Clock Ahead

Menu 19:
Move Clock Back

Use these menus to adjust the meter's clock.

1. The display prompts:

“Move Ahead
Clock?” or

“Move Back
Clock?”

depending on the menu you're in.

2. Press Yes.
3. The display prompts “Now XX:XXa(p) Press Enter” where XX:XX is the current time displayed by the meter's internal clock. For example:

**Now 11:34p
Press Enter**

4. Press Enter.
5. The display prompts: “Enter Mins To Advance” or “Enter Mins To Set Back,” depending on which menu you're in.
6. Key in the number of minutes you want to either advance or set back the clock. You can adjust the clock up or down by a maximum of 120 minutes. If you enter a value the meter can't accept, the display prompts “Error,” leaves the time unchanged and lets you start over.

NOTE: Once you've moved the clock ahead or back, you no longer have the full adjustment range of 120 minutes. The range is reduced by previous adjustments. For example, if you set the clock back by 30 minutes, the adjustment range remaining is 90 minutes (120-30=90).

7. Press Enter.
8. The meter prompts “Now XX:XXa(p) Press Enter” again. If the setting is OK, press Enter. The meter automatically goes to the next item in the setup menu. If you want to change the setting, press C (Clear) to return to the menu prompt.

Menu 20: Create Account

In order to use this option:

- ✓ Your meter must have the optional accounting feature;
- ✓ Accounting must be enabled—see page 4-20 (Menu 25) for instructions;
- ✓ You must first delete an account or accounts before you can create one—see the instructions for Menu 21 below. The reason for this is that when you first enable the accounting feature, the meter creates 10 accounts named “1” through “10”. You cannot have more than 10 accounts unless your meter is equipped with the optional Electronic Interface Unit (DataLink), in which case you can have up to 100. Therefore you must delete one or more accounts before you can create one.

1. The meter prompts:
“Create Account?”
2. Press **Yes**.
3. The display prompts:
“ Enter Acct Name.”
4. Key in an account name. It can be up to 11 characters long. To backspace, press the left arrow ← key. To type a space, press the right arrow → key (or the blue key, then the decimal point key).
5. Press **Enter**. Skip steps 6 and 7 if the password feature is *not* enabled.
6. If the password feature is enabled, the meter prompts:
“Enter Acct Password”
7. Key in a password for the account. You can use numbers only and are limited to four. Press **Enter**.
8. The meter prompts:
“Account Defined” for a few seconds and then “Enter Account Name.” You can create another account or press **No** to go to the next menu item.

Menu 21: Delete Account

To delete an account:

1. The meter prompts:
“Delete Account?”
2. Press **Yes**.
3. To scroll through the account names, press the **No** key repeatedly. To select the account to delete, press **Yes**. (You can also select an account by keying in its ID number and pressing **Enter**.)
4. The meter prompts:
“Delete?” and shows the account name.
5. Press **Yes** to delete the account. Press **No** if you changed your mind.
6. If you pressed **Yes** the meter prompts:
“Deleted” and advances to the next menu item.
7. If you pressed **No** the meter prompts: “Delete Account?” Press **No** to advance to the next menu item.

**Menu 22:
Change Account
Names**

In order to use this option:

- ✓ Your meter must have the optional accounting feature;
- ✓ Accounting must be enabled—see page 4-20 (Menu 25) for instructions.

To change an account name:

1. The meter prompts:
“Change Acct
Names?”
2. Press **Yes**.
3. The display shows the current account name.
4. You can:
 - Type in the account ID number you want to change; press **Enter**.
 - Or press **No** repeatedly to scroll through the account names.
5. Press **Yes** to select the account name you want to change.
6. The meter prompts:
“Name?” and shows the account name.
7. Key in an account name. It can be up to 11 characters long. To backspace, press the left arrow ← key. To type a space, press the right arrow → key (or the blue key then the decimal point key).
8. Press **Enter**. Ignore steps 9 through 12 if the password feature is not on.
9. If the password feature is enabled, the meter prompts:
“PSWD” and displays the current password.
10. To leave the password as is, press **Enter**.
11. To change the password, type in a new one for the account. You can use numbers only and cannot enter more than four.
12. Press **Enter**.
13. The meter prompts:
“Changed” and returns to the “Change Acct Names?” prompt. Press **No** if you want to go on to the next menu item.

**Menu 23:
Change Supervisor
Password**

To change the supervisor password:

1. The meter prompts:
“Super Pswd
Change?”
2. Press **Yes**.
3. The meter prompts:
“Enter Super
Password”
4. Key in the new password. You may use numbers only and cannot enter more than four.
5. Press **Enter**.
6. The meter prompts:
“Changed” and advances to the next menu item.

Menu 24: Enable Password

IMPORTANT: Password protection is available only when the meter's accounting feature is activated and in use.

Password protection is a feature that offers an additional measure of security by limiting access to certain meter operations to authorized personnel only. To use this feature:

1. The meter prompts:
"Password
Enable?"
2. Press **Yes**.
3. The meter prompts:
"To Enable
Press YES"
4. Press **Yes**.
5. The meter prompts:
"Enter Super
Password"
6. Key in the supervisor's password. You may use numbers only and you may not enter more than four. If the meter can't accept the password, it prompts "Error" and returns to the "Password Enable?" prompt.
7. Press **Enter**.
8. The meter prompts:
"Enabled" and goes to the next menu item.

NOTE: With password protection enabled, you must enter the supervisor password to get into the meter's setup mode.

Menu 25: Enable Accounting

Accounting is an optional feature that let's you charge postage to a particular account. When you enable this feature, the meter creates 10 accounts and automatically assigns the names "1" to "10" to them. Once you enable the accounts feature you can change account names, delete accounts, create accounts and assign password protection to them. To enable this feature:

1. The meter prompts:
"Enable
Accounting?"
2. Press **Yes**.
3. The meter prompts:
"To Enable
Press YES"
4. Press **Yes**.
5. The meter prompts:
"Enabled"

NOTE: With accounting enabled, the meter will ask for an account name when you turn it on (if you've set up a default account, the display will show the account ID number). You can disable accounting by pressing **No** when the display prompts "To Enable Press Yes." When you disable accounting, the meter will save your account names and any account data that has accumulated. These will appear when you enable accounting again.

Menu 26: Set Time of Date Change

This menu choice lets you change the time at which the meter advances the date. This is usually set to occur at 12:00 A.M.

1. The meter prompts:
"Set Time of
Date Change"
2. Press **Yes**.
3. The meter prompts:
"Now 12:00a
Press Enter" (This is the current setting.)
4. Press **Enter**.
5. The meter prompts: "Enter Hour."
6. Type in the hour you want using the number keys on the keyboard. You can type an hour from 1 to 12. Press **Enter**. If you enter an invalid number, the meter will display "Error" and return to the "Set Time of Day" prompt. If you make a mistake while entering a number, press **C** to clear it. The meter prompts "—" Enter the value you want.
7. The meter prompts: "Enter Min."
8. Type in the minutes you want. You can type numbers ranging from 00 to 59. Press **Enter**. If you enter an invalid number, the meter will display "Error" and return to the "Set Time of Day" prompt.
9. Meter prompts: "AM?"
10. Press **Yes** for AM; **No** for PM.
11. Meter prompts: "Now XX:XXa(p) Press Enter" again where XX:XXa(p) is the new time for the date change. If the setting is OK, press **Enter**. The meter will automatically go to the next item on the setup menu.

Menu 27: Set the Default Refill Amount

This menu choice lets you set the default refill amount shown by the meter when you add postage using Pitney Bowes POSTAGE BY PHONE® service.

1. The meter prompts:
"Set Refill
Default"
2. Press **Yes**.
3. The meter prompts:
"Enter Amnt" and shows the current refill value.
4. Key in the new refill amount. You don't have to type the decimal point.
5. Press **Enter**.
6. The meter prompts:
"Amount Set" and advances to the next menu item.

Menu 28: Set Printer Connection

Your meter is equipped with a communications port that allows you to connect it to a serial printer or a Pitney Bowes Electronic Scale. The printer can produce the reports listed below:

- Setup Report
- Multi-Account Report (available only when your meter is equipped with the optional Electronic Interface Unit (DataLink); this option expands departmental accounting to 100 accounts).
- Service Report (can be accessed and printed only by Pitney Bowes Service Personnel).

Menu Option 28 lets you specify the type of printer connection.

IMPORTANT: If your meter is equipped with the optional Electronic Interface Unit (DataLink), this menu option is not available.

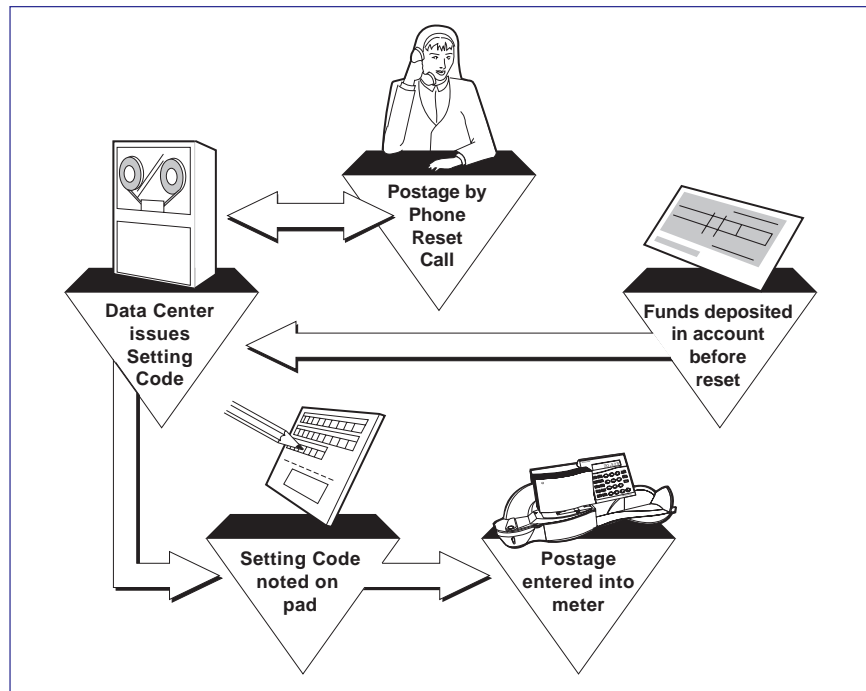
1. The meter prompts:
“Set Printer
Connection?”
2. Press **Yes**.
3. Press **No** repeatedly to cycle through the available options:
 - **None?**—Select this option if your meter is connected to a Pitney Bowes Electronic Scale.
 - **Direct?**—Select this option if your meter is connected to a serial printer.
4. When you’ve selected the option you want, press **Yes** or **Enter** to confirm it. The meter prompts “Connection Set” and advances to the next menu item.

Menu 29: Set Up EIU (DataLink)

This setup option is available *only* if an Electronic Interface Unit is connected to your meter. The EIU or “DataLink” is an expansion module that allows your postage meter to communicate with other devices such as a Pitney Bowes electronic scale. It also offers support for up to 100 departmental accounts.

1. The meter prompts:
“Set Up EIU?”
2. Press **Yes**.
3. Follow the instructions furnished with your EIU (Pitney Bowes Publication SV 50394.)

About POSTAGE BY PHONE®



The Pitney Bowes POSTAGE BY PHONE® system allows you to obtain postage funds for your B700 meter without leaving your office. All you need is a phone and a few minutes of your time.

The process of adding money to the meter is called “refilling” or “resetting.” The diagram above shows how the system works; below are the answers to a few commonly asked questions. We hope they will provide helpful background information on the POSTAGE BY PHONE system.

Q&A

► *How does the system operate?*

The heart of the POSTAGE BY PHONE System is a central computer located in our Data Center. The computer is able to speak to you and request information which you enter via your phone. The computer will then issue a setting combination number which allows you to put more postage into your meter.

POSTAGE BY PHONE is a prepaid system, so you should always have enough money in your postage account before you try to refill your meter. See *How do I make advance postage payments?* on the next page.

► *What Information do I have to provide?*

The computer will ask you for:

- ✓ Your POSTAGE BY PHONE account number
- ✓ Your postage meter’s serial number
- ✓ Your meter’s access code
- ✓ The refill amount, that is, how much postage you want to add

Q&A

In the case of the B700 Meter, you can print out all this information—except your POSTAGE BY PHONE® account number—on a refill report. Take the report with you to the phone. It makes the refill process simple and convenient.

▶ ***What kind of telephone do I need?***

Touch Tone service is required. Your phone must have the asterisk (*) and pound (#) keys.

▶ ***When is the Data Center open?***

Hours are 8:00 A.M. to 8:00 P.M., Eastern Time, Monday through Friday, and 8:00 A.M. to 3:00 P.M. Saturday. Closed Sundays and some holidays.

▶ ***What is the Data Center's phone number?***

From Alaska and Hawaii: 1-800-243-2300

All other states: 1-800-243-7800

▶ ***How do I find my account balance?***

Call the data center just as though you were making a reset (refill) request. When the Data Center says: "Pitney Bowes POSTAGE BY PHONE. Please enter request code," enter 9 9 9 followed by the pound (#) key.

▶ ***What if I have difficulties?***

You are in full control of the procedure at all times. You can enter the following codes at any time during a call to the Data Center:

0 * For customer assistance

7 * To hear the last message again

4 * To end the call

Should you experience difficulties or accidentally enter the wrong information, the computer will ask for the information again. After three unsuccessful attempts the computer will automatically transfer you to customer assistance. If you lose the setting combination before entering postage into your meter, simply make the reset call again using the current meter readings. The computer will reissue the setting combination.

▶ ***How do I make advance postage payments?***

You can make POSTAGE BY PHONE payments in several ways: you can either mail or express your check to the Postal Service's lockbox; or you can make your deposits via ACH Credit or Wire Transfer to the Postal Service's lockbox bank; or, if you participate in our Purchase PowerSM Program, we will advance money on your behalf for postage payments.

- ***For advance payments by check***

Make your check payable to the United States Postal Service (USPS). Be sure to write your POSTAGE BY PHONE account number on the check, and then mail it (at least five business days before you need your meter reset) along with the USPS deposit coupon to the lockbox location that appears on the coupon. Addresses are listed below.

CMRS PBP

PO Box 72470166

PHILADELPHIA PA 19170-0166

Q&A

CMRS PBP
PO Box 0566
Carol Stream IL 60132-0566

CMRS PBP
PO Box 504766
The Lakes NV 88905-4766

- **For rush service (two business days)**
Send your payment via Expedited Mail or private, overnight carrier to:
CITIBANK LOCKBOX OPERATIONS
ATTN Lockbox #0166
1615 Brett Rd
New Castle DE 19720
- **For postage payments made via ACH or Wire Transfer**
Give the instructions below to your company's bank to facilitate easier, faster remittances. The lines in bold print are the fields and syntax for placing the customer number in the ACH and Wire Transfer message formats.

For ACH Credit Transfers

Citibank
CMRS/Pitney Bowes POSTAGE BY PHONE
Account #4067-8633
Routing Transit #021000089
Format: **CCD plus**
Addenda record formatted: **REF*IC*XXXXXXXXX**
or **NTE*ALL*XXXXXXXXX**

For Wire Transfers

Citibank
CMRS/Pitney Bowes POSTAGE BY PHONE
Account #4067-8633
Routing Transit #021000089
Detail Payment Field: **XXXXXXXXX**

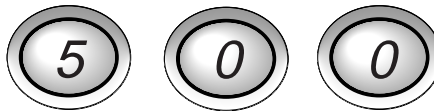
NOTE: In the examples above, the Xs stand for your POSTAGE BY PHONE account number.

- **For Purchase PowerSM Payments**
Customers participating in our Purchase Power Program should call 1-800-997-9907 to arrange for postage payments.

At the Meter

Follow the instructions below to add more postage to your meter using Pitney Bowes' POSTAGE BY PHONE® service.

1. Press **Refill**.
2. The display prompts "Enter Amnt." If your meter is set to display a default refill amount, the default value will alternate with the "Enter Amnt" prompt. To accept the default, press **Enter** and go to step 5. To key in a different value, go to step 3.
3. Use the number keys to enter the amount of postage you want. Remember that—
 - You must enter whole dollar amounts. You can enter \$50.00, \$150.00, \$300.00 and so on but you can't enter amounts like \$35.25.
 - You don't have to type in a decimal point. (You can if you want to; and if you do, you don't have to type in the trailing zeros.) For example, to enter a value of \$500.00, type in:



- If you make a mistake or change your mind, use the **C (Clear)** key to delete the refill amount and start over again.
4. Press **Enter**.
 - If necessary, the meter automatically inserts a decimal point after you press **Enter**.
 - If you entered the amount incorrectly, the display prompts "Value Error."
 5. If the postage amount you entered is valid, the meter display prompts: "Insert Form."
 6. If you want to print a refill report, place a spare envelope or index card on the meter's feed deck. Guide it up against the rear wall and slide it to the right to trip the meter. The meter will prompt: "Printing..." and print a refill report like that shown below (your refill report will look different).

REFILL REPORT	20000003
MAR 17 95	10:48A
PHONE NUMBER	1-800-243-7800
SERIAL NUMBER	20000003
ACCESS CODE	90000000
REFILL AMOUNT	\$500.00
COMBINATION	

Typical Refill Report

7. If you don't want a refill report, press **Enter** as the display shows "Insert Form." The display will then show the access code. **IMPORTANT:** Make a note of the access code and press **Enter**.

Before You Call the Data Center

Please have the following information at hand; the POSTAGE BY PHONE Data Center will ask you for it:

- ✓ Your POSTAGE BY PHONE® account number
- ✓ Your meter's serial number
- ✓ Your access code
- ✓ The reset amount (the dollar amount of postage you want)

All the information above, except your account number, appears on your refill report.

If you need help during the transaction, press **7** and ***** (asterisk) to hear the last message repeat; press **0** and ***** to speak to a customer representative.

At the Phone

1. Take the refill report (or your access code) and call the POSTAGE BY PHONE Data Center.

From Alaska or Hawaii: 1-800-243-2300

All other states: 1-800-243-7800

2. Data Center: "Pitney Bowes POSTAGE BY PHONE. Please enter your request code."

▶ At the phone, press 5 5 5, followed by the # (pound) key.

3. Data Center: "Postage reset request, please enter your 8-digit account number."

▶ At the phone, enter your POSTAGE BY PHONE account number, followed by the # key.

4. Data Center: "Enter 7-digit meter number."

▶ At the phone, enter the meter's serial number followed by the # key.

5. Data Center: "Enter meter access code."

▶ At the phone, enter the meter access code followed by the # key.

6. Data Center: "Enter reset dollar amount."

▶ At the phone, enter the postage reset dollar amount, followed by the # key.

7. Data Center: "Reset is _____ dollars. Please enter pound sign if OK; otherwise re-enter dollars."

▶ Press the # (pound) key if the reset dollar amount is OK. If not, reenter the correct amount followed by the # (pound) key.

8. Data Center: "The setting/combination number is _____."

▶ Write down this number. You can write it on your refill report if you have one.

At the Phone

9. Data Center: "Please enter request code."
 - ▶ At the phone, press 7 followed by the * (asterisk) to hear the setting/combination number again.
10. Data Center: "Setting number is _____."
 - ▶ Make sure the setting/combo number you wrote in step 8 is correct.
11. Data Center: "Please enter request code."
 - ▶ Press 4 and * (asterisk) to end the call.

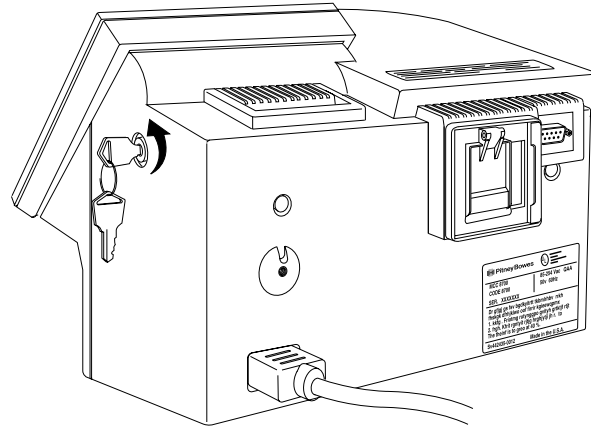
Completing the Refill

1. The meter display prompts: "Enter Combo."
2. Use the number keys to type the combination number the data center gave you. Press **Enter**.
3. If the refill is successful, the display shows "Refill OK" for two seconds and then "\$Avail= XXX.XX" where XXX.XX is the postage amount now available.
4. If the refill was not successful, the display prompts: "Failed."

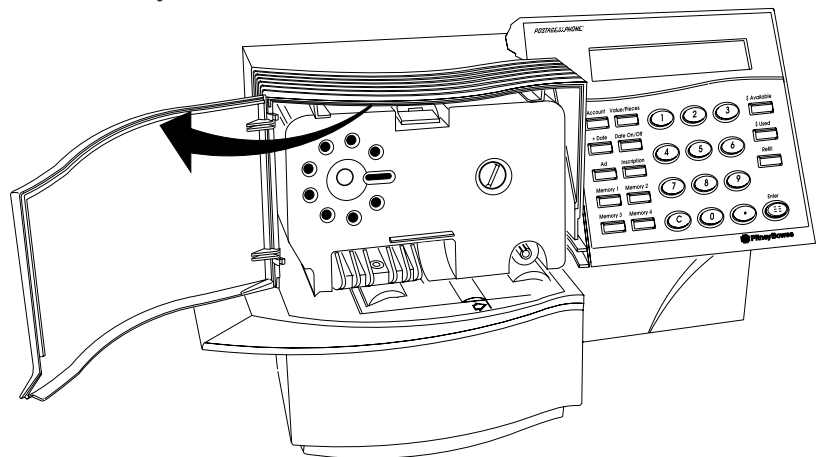
Removing the Used Ribbon Cassette

The meter's display shows "Low Ribbon" when the supply is about to run out. You can still print postage when you see this warning. If you see "Ribbon Out," replace the cassette immediately.

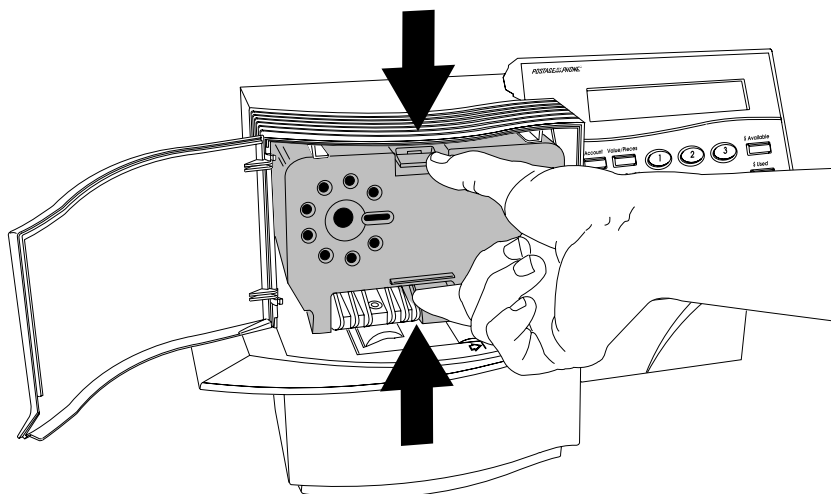
IMPORTANT: If you attempt to use an exhausted ribbon cassette, you may pay for postage without getting a valid meter imprint.



1. Turn the key counterclockwise to switch the meter *OFF*.



2. Open the cassette compartment door.



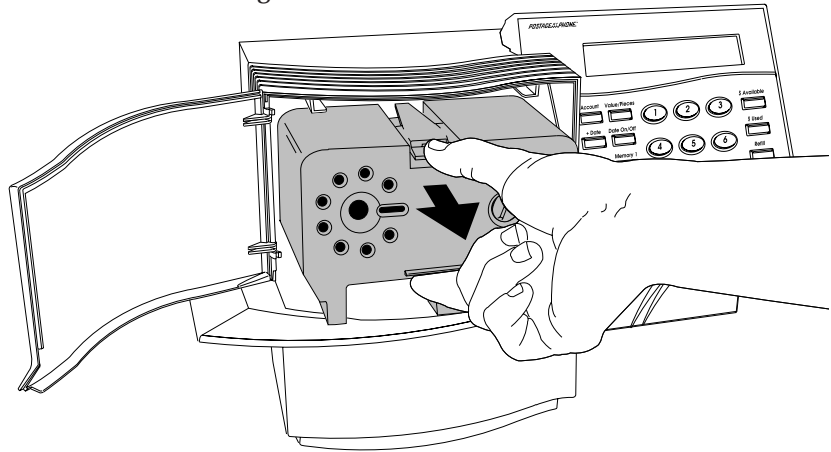
3. Squeeze the locking tab as shown to disengage the cassette.

6. Replacing the Ribbon

B700 Postage Meter

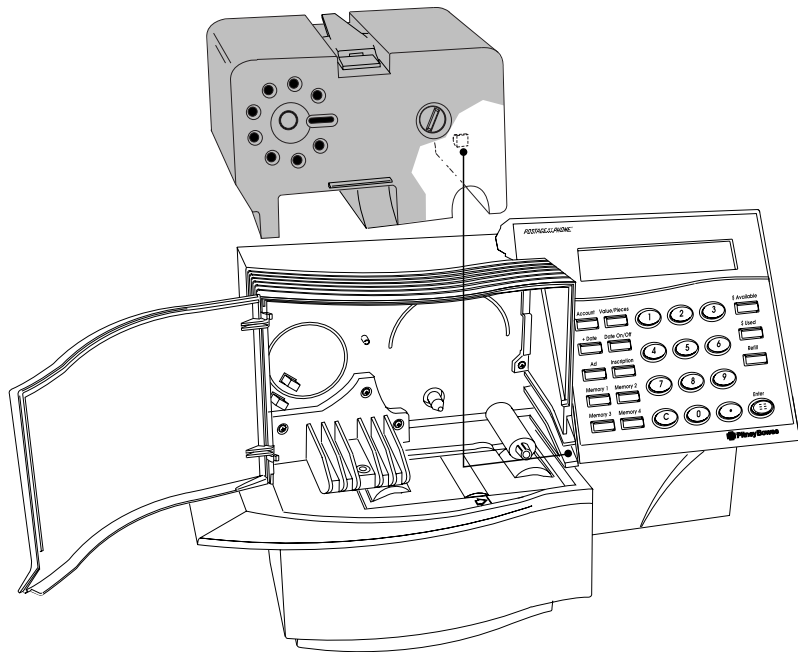
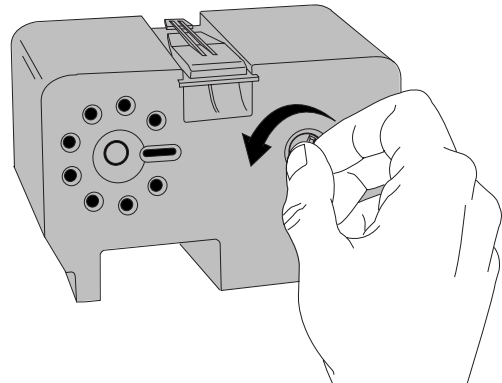
Removing the Used Ribbon Cassette

4. Pull the cassette straight out and discard it.

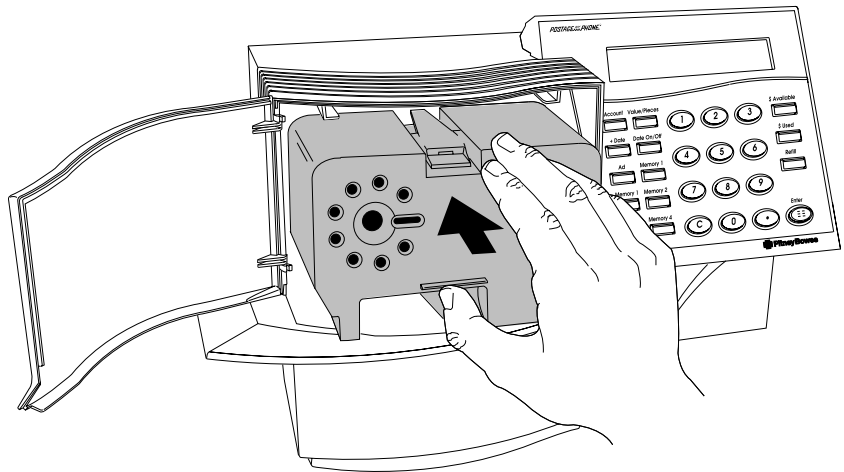


Installing the New Cassette

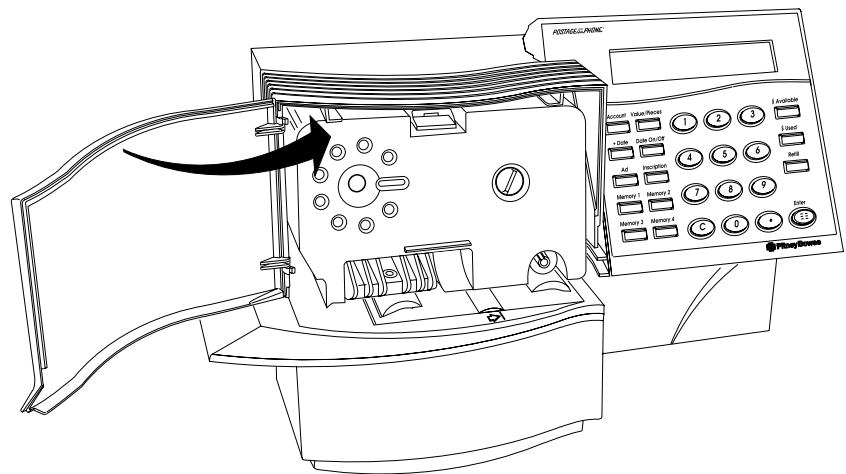
1. Unwrap the new cassette and pull the shipping tab from its back.
2. If necessary, turn the winder slightly counter-clockwise to take up any slack in the ribbon.



3. Hold the new cassette with the ribbon side down and the opening (print head cutout) aligned with the printhead. Rest the cassette on the deck. Align the locating tab on the right side of the cassette with the groove in the cassette compartment. See the figure above.

Installing the New
Cassette

4. Push the cassette back into the ribbon compartment as far as it will go. Firmly press on the upper part of the cassette near the locking tab to snap it into position. **IMPORTANT:** Make sure the cassette snaps into place for proper operation.



5. Close the cassette compartment door.
6. Switch the meter *ON* and resume normal operation.



CAUTION: The printhead needs no maintenance. Please don't touch it with your fingers or any object; you could damage it.

Notes

Error and Warning Messages

The table on the next two pages lists error and warning messages you might see while using your meter. An error message alerts you to a fault which, until you correct it, prevents the meter from tripping. A warning message alerts you to a condition that needs attention, but doesn't prevent meter tripping.

NOTE: Whenever the postage amount displayed is bracketed by three wings, as shown below, the meter is ready to print postage. If the amount is bracketed by one set of wings, you can't process mail until you fix the fault.



Meter is ready to print postage



Meter not ready. It won't trip until you respond to the error or warning message

Fault Messages

If the meter senses a fault it can't correct, it displays the message "FATAL NN" where NN is a code that represents the type of fault. When this display appears, you won't be able to enter many keyboard commands and the meter won't trip.

You may be able to correct the problem by turning the meter off for a few seconds, and turning it back on. If this doesn't correct the problem, please write down the error code and call for service.

If You Need Service

Pitney Bowes provides service from most of the major cities of the United States through a nationwide, computerized dispatching network. Should you have questions about your postage meter or require assistance with your particular application, please call the toll-free number below:

1-800-522-0020

Error and Warning Messages

Bad PrintHd

The meter has detected a printhead problem. Call for service.

Check EIU

There is a communication problem between your meter and the EIU (DataLink). Unplug the power cord for 30 seconds, then plug it in to restart the meter. If this fails to correct the problem, call for service.

Clear Jam

The mailpiece has jammed on the feed deck. To clear the jam, turn the meter off, then on. This causes the transport to release the envelope. Carefully pull the envelope out to the *left* to avoid damaging the ribbon.

Date Change

Normal. Occurs at midnight (unless you specified another time) when the meter automatically advances the date.

Date Error

Check the date.

Error

You entered an “illegal” value, that is, a value the meter can't accept.

Fatal 09

The meter displays this message after nine consecutive, unsuccessful attempts to refill it. You cannot refill the meter at this point. Please call for service.

Fatal NN

The meter has a fault which prevents it from operating. "NN" is a code that indicates the nature of the fault to Pitney Bowes Service personnel. You may be able to recover the meter from a Fatal 14 fault by turning it off, waiting a few seconds, then turning it on. If the meter fails to display the default postage amount after you do this, write down the error code and please call for service.

High Value

The postage value you selected is greater than the high value limit set for your meter. This is a warning only; you can accept the value and process the mailpiece by pressing **Enter**.

Inspect Due

The meter is alerting you that a postal inspection is due. Call the POSTAGE BY PHONE® Data Center at 1-800-243-7800 (1-800-243-2300 in Alaska and Hawaii). When you hear the recording, press 0 and the asterisk (*) key for assistance. You may still use your meter after you see this message. If you fail to have the meter inspected, you will see the “Inspection Req” prompt. At this point, the meter is locked out, preventing you from using it until the inspection is completed.

Inspect Req

This message alerts you that the meter requires a *mandatory* inspection. The meter is locked out: you cannot print postage. Call the POSTAGE BY PHONE Data Center using the numbers above for help.

Error and Warning Messages

Insuf Funds

The postage value selected is more than the funds currently available in the meter. You can select a lesser amount of postage. You should also refill the meter at this time (Chapter 5).

Low Funds

The descending register (**\$ Available**) has reached the low funds warning amount. You should refill the meter at this point. See the instructions in Chapter 5. You may continue using the meter until you see the "Insuf Fund" message.

Low Ribbon

The ribbon supply is nearly exhausted. About 80% of the supply is gone at this point. Make sure you have a new cassette on hand. You can continue using your meter until you see the Ribbon Out error message.

Need Acct

If your meter has the optional accounting feature enabled, you must enter a valid departmental account to which postage is charged. If you fail to do so, you'll see this message. Enter the account using the **Account** key (page 3-3) and then select the postage value you want.

No Inscript

The selected inscription is not available; inscriptions have not been enabled. See page 4-14 for instructions on activating features.

No Ribbon

The ribbon is exhausted, broken or no ribbon cassette is loaded. Replace the ribbon cassette (Chapter 6), close the cassette door and press **Enter**.

Please Wait

Printhead temperature is out of range. Wait until it warms up.

Press Enter to Restart

Press **Enter** to restart the meter.

Remove Mail

The mailpiece did not complete its path through the print area. Carefully remove the mailpiece from the transport and reinsert it.

Ribbon Out

The ribbon supply is *critically* low; you must press **Enter** after each mailpiece is processed. Replace the ribbon cassette immediately (Chapter 6).

Slogan Error

The selected slogan is not available. See Chapter 8 for instructions on loading ad slogan cartridges.

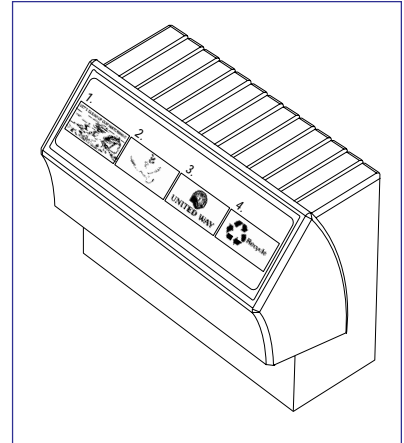
Value Error

You entered an "illegal" value, that is, a value the meter can't accept.

Notes

Advertising Slogan Cartridge

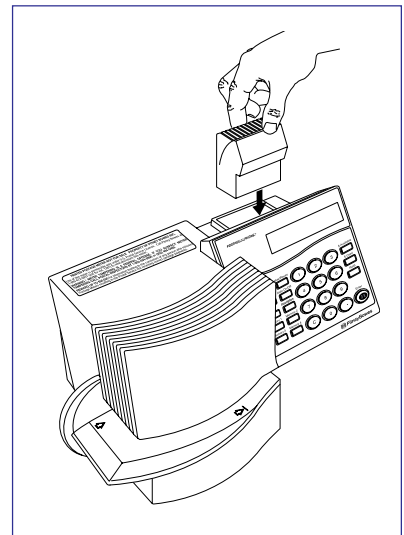
The advertising slogan cartridge is a versatile plug-in option that contains up to four customer ads. A wide variety of standard ads is available direct from the PB Supply LineSM as explained later in this chapter. You can also order customized ads to turn your unused envelope space into a highly visible, hard-working promotional tool. The slogan cartridge may also contain additional postal inscriptions.



Using the Slogan Cartridge

1. Hold the slogan cartridge as shown—with the label facing the front of the meter—and gently push it into the cartridge well as far as it will go.
2. A slogan cartridge holds up to four ads. The cartridge label shows a picture of each ad identified by number (figure above).
3. To select an ad, press the **Ad** key repeatedly until you see the ad name you want. Press **Enter** to confirm your selection. The meter's display then shows the postal amount.

When the meter is in the Ad Mode, you can also choose an ad by typing its number on the meter's keypad and pressing **Enter**. If an ad isn't available, the meter prompts "No Ad."



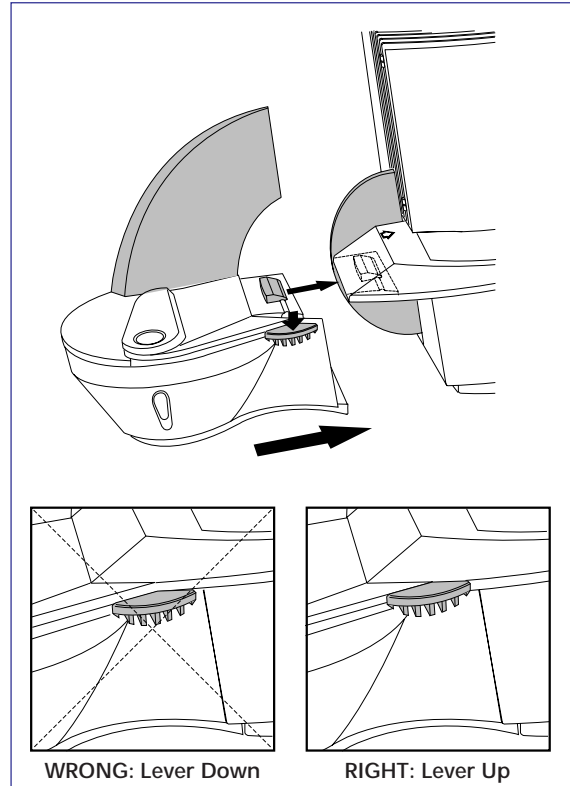
NOTE: Ads are not available for use if you remove the slogan cartridge from its well.

Moistener

The moistener is an option designed to moisten and help seal envelopes as they feed into the postage meter. The instructions below tell you how to attach, fill, use and maintain your moistener.

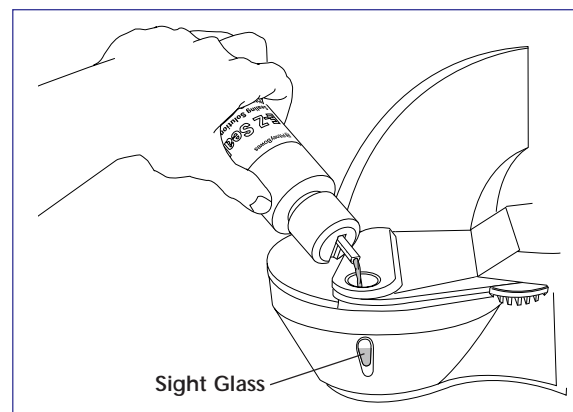
Attaching Moistener

1. Place the moistener assembly to the left of the meter as shown at the right.
2. Slide the moistener to the right up against the meter. Align the pie-shaped back wall of the moistener with the smaller pie-shaped wall of the meter. These areas are shaded in the accompanying figure.
3. When the blue lock lever snaps up level with the meter deck, the moistener is fully locked into position.



Filling Moistener

1. Pour E-Z Seal solution into the fill hole of the moistener brush assembly.
2. Fill until the solution level reaches the top of the sight glass. DO NOT overfill.



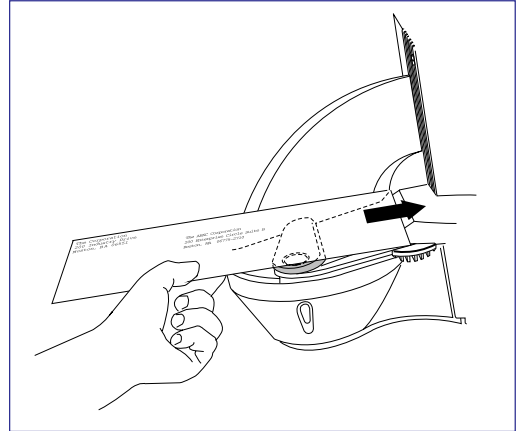
NOTE: You can use tap water in the moistener. But we strongly recommend that, for best results, you use E-Z Seal® instead. It prolongs the life of the moistener brush and reduces maintenance requirements.



Moistener

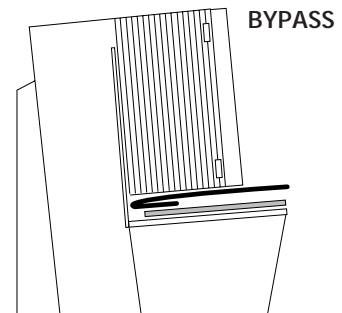
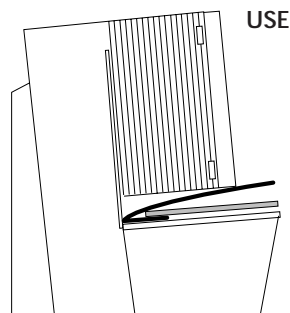
Using the Moistener

1. Select the postage value you want, just as you normally would.
2. Open the envelope flap and feed it *under* the moistener brush assembly as shown.
3. Guide the envelope up against the rear wall and to the right until its lead edge reaches the trip mark on the meter's deck.
4. The meter will then convey the envelope through the printer and into the stacker.
5. To fully seal some flaps, you may have to compress the mailpiece by hand after metering.



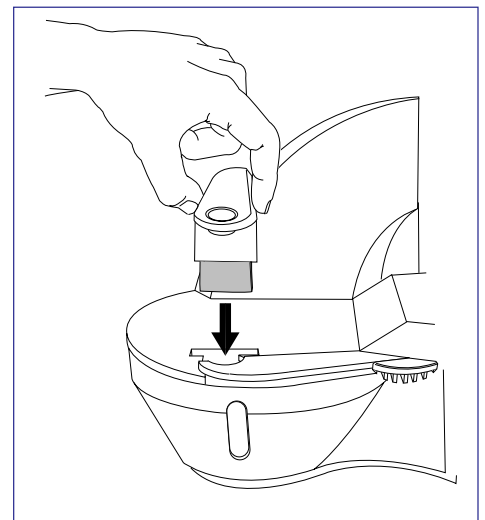
Bypassing the Moistener

Keep the envelope flap *closed* as you feed it *over* the moistener brush (that is, on top of the brush). See figure below, right.



Maintaining the Moistener

1. Using E-Z Seal® will reduce the amount of maintenance required. See page 8-4 for ordering instructions.
2. Periodically remove the wick assembly and wipe excess envelope glue off the deck with a damp sponge or paper towel.
3. To remove the wick assembly, lift it straight up and out of the moistener as shown in the accompanying illustration.
4. If the wick gets dirty, replace the entire wick assembly with a new one. Remove it as described in step 3 above; install the new one as shown. Make sure the new wick assembly is all the way down against the deck.

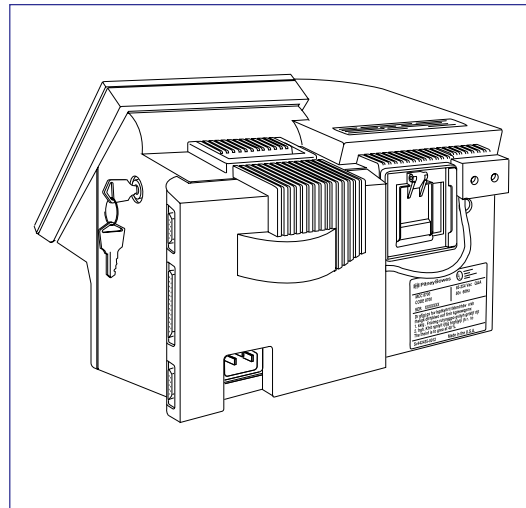


8. Options/Supplies

B700 Postage Meter

DataLink (Electronic Interface Unit)

The DataLink (Electronic Interface Unit or EIU) is an expansion module that's permanently mounted to the back of your postage meter. It increases account capacity from 10 to 100 and provides three communications ports, allowing you to connect your meter to a variety of external devices. These include a Pitney Bowes Electronic Scale, a modem for one-button postage refill, and an IBM-compatible personal computer or serial printer.



Complete operating instructions are furnished with your DataLink.

Ordering Supplies and Options

For options and supplies, call:

PB Supply LineSM

1-800-243-7824



Item	Order Number
✓ Ribbon Cassette	767-0
✓ Postage Tape Sheets	612-7
✓ E-Z Seal [®] Sealing Solution—pint	601-0
✓ Wick Assembly	621-7
✓ Postal Inscriptions	See Appendix
✓ Standard or Custom Advertising Slogans	Call PB Supply Line

Meter Inscriptions

The table below lists the postal inscriptions available for your meter. Use the order number when you place your order with the PB Supply LineSM; use the inscription code number to select the inscription after it's been activated. See page 8-4 for ordering instructions and page 4-14 for activation instructions.

Available Inscriptions

Order Number	Code Number	Inscription
049-7	10	Additional Presort Postage Paid
063-7	11	Bound Printed Matter
057-7	12	Bound Printed Matter Bulk Rate
079-7	13	Bulk Rate
073-7	14	Bulk Rate 5-Digit ZIP+4
069-7	15	Bulk Rate Carrier Route Presort
071-7	16	Bulk Rate ZIP+4
077-7	17	Bulk Rate ZIP+4 Barcoded
013-7	18	Carrier Route Presort
026-7	19	First Class
070-7	20	First Class Carrier Route Presort
017-7	21	First Class Mail Enclosed
075-7	22	First Class ZIP+4 Barcoded
038-7	23	First Class ZIP+4 Presort
102-7	24	Fourth Class Bulk Rate
105-7	25	Fourth Class DBMC
099-7	26	International Priority Mail
054-7	27	Library Rate
074-7	28	Nonprofit 5-digit ZIP+4
080-7	29	Nonprofit Org
014-7, 068-7	30	Nonprofit Org Carrier Route Presort
072-7	31	Nonprofit ZIP+4
076-7	32	Nonprofit ZIP+4 Barcoded
042-7	33	Par Avion/Air Mail
101-7	34	Pound Rate Paid Via Permit
067-7	35	Presorted First Class
104-7	36	Presorted First Class ZIP+4 Barcoded
093-7	37	Presorted Priority Mail
010-7	38	Presorted Special Fourth Class Rate
098-7	39	Printed Matter
011-7	40	Printed Matter Books
103-7	41	Printed Matter Catalogs
018-7	42	Printed Matter Par Avion
050-7	43	Printed Matter Second Class
052-7	44	Printed Matter Sheet Music
060-7	45	Priority Mail
061-7	46	Small Packet
096-7	47	Special Fourth Class Rate
078-7	48	Third Class
097-7	49	US International Air Mail Postage Paid/Par Avion
065-7	50	ZIP+4
066-7	51	ZIP+4 Presort



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