PitneyBowes

B700, B702 Quick Install Guide

Your new system has been designed to let you set it up on your own, so you can begin processing mail in just a short time.

Carefully following the sequence of steps presented in this guide will result in a successful installation.

US English Version

IMPORTANT SAFETY NOTES

- 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.

Postage By Phone, PB Supply Line and E-Z Seal are registered trademarks of Pitney Bowes.
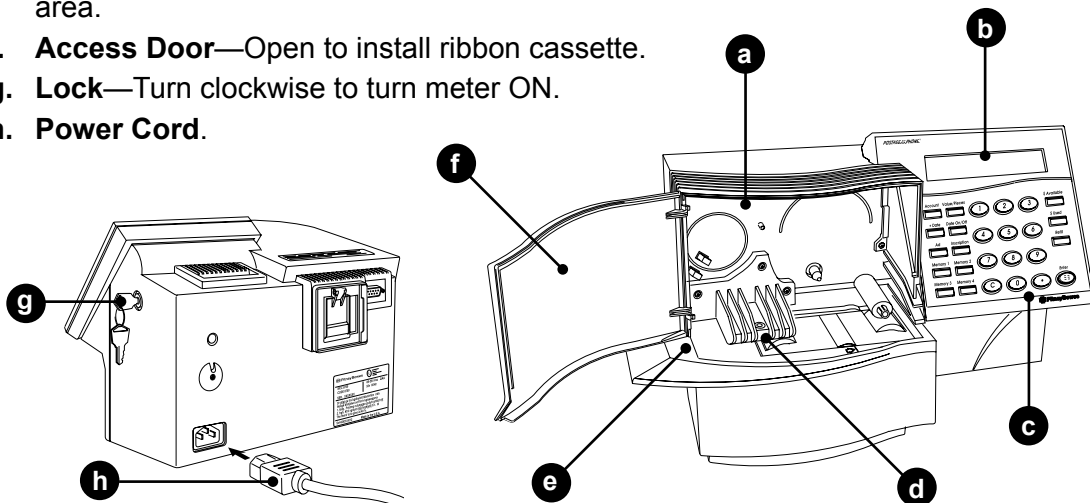
1. Unpack Shipping Carton and Check Contents

Remove the meter and all packing material from the shipping carton. Carefully remove the shipping tape from the cassette compartment access door. Don't throw any packing material away until you're sure you have all the items listed below.

- Setup and Operating Guide
- Quick Reference Guide
- Quality Card
- Postage Meter
- Stacker Assembly
- Keys (2)
- Power Cord

- Ribbon Cassette
- Supply Kit
- Postal Documents
- Postage By Phone® Letter
  This has important information about your Postage By Phone® account. You'll need to refer to it when you put postage in your meter.

If anything is missing, please call the number given on page 8 of this booklet. See the figure below for a brief introduction to your new meter.

A Quick Tour of Your New Meter

a. **Cassette Compartment**—You'll load the ribbon cassette here.
b. **Operator Display**—Shows you the current status of the meter.
c. **Keypad**—Enter your postage amount or commands here.
d. **Printhead**—Applies meter impression to your envelopes.
e. **Feed Deck**—Support your envelope or tape sheet as it passes through print area.
f. **Access Door**—Open to install ribbon cassette.
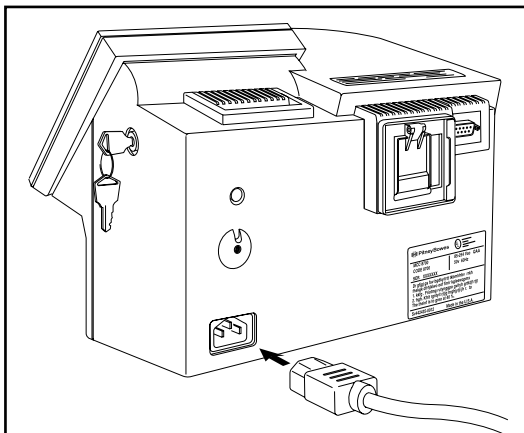g. **Lock**—Turn clockwise to turn meter ON.
h. **Power Cord**.

2. Connect the Power Cord

Remove the meter from the shipping carton and place it on your work surface, close to a properly grounded 120 VAC wall outlet. Choose a convenient location—one where you have enough room to establish an efficient work flow.
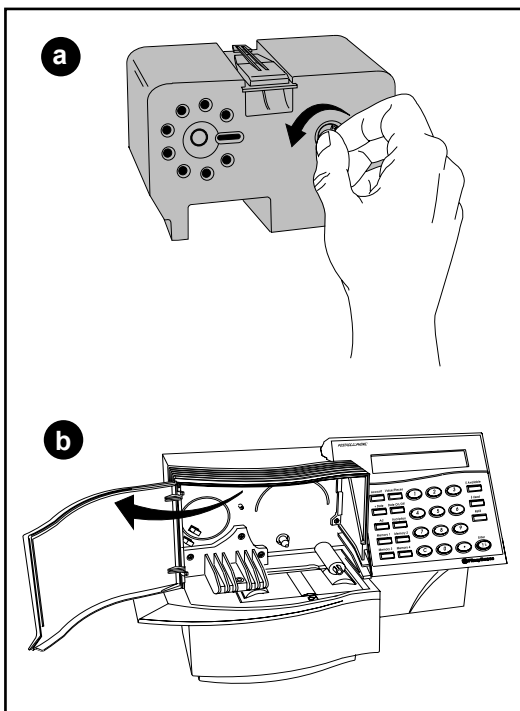
a. Connect the power cord to the receptacle at the back of the meter as shown.

b. Connect the power cord to a properly grounded 120 VAC wall outlet.

WARNING! Always 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. Read the safety notes printed on the inside front cover of this booklet.
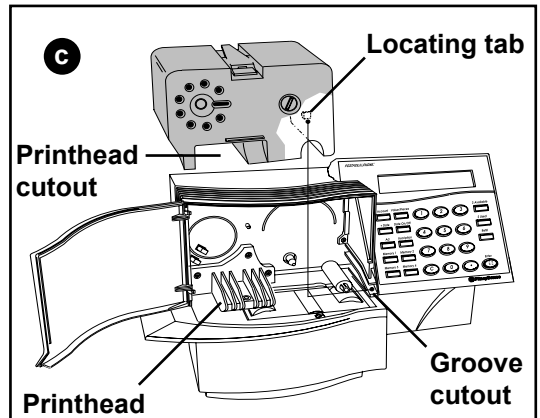
3. Install the Ribbon

a. Unpack the ribbon cassette and remove the shipping tab. If necessary, turn the winder counterclockwise to remove any slack from the ribbon.
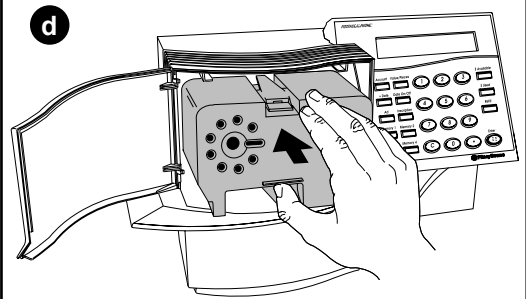
b. Open the cassette door.

c. Hold the cassette with the *ribbon side down* and the cutout aligned with the printhead. Align the locating tab on the right side of the cassette with the groove in the cassette compartment.
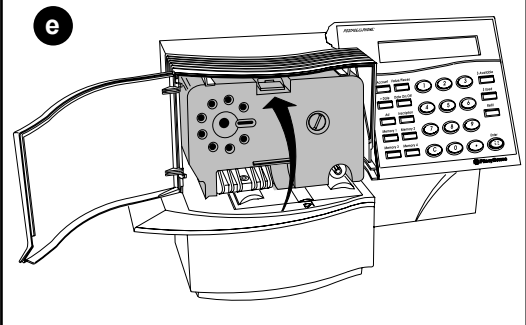
d. Rest the cassette on the deck and push it back into the ribbon compartment as far as it will go.

e. Press in on the top of the cassette near the locking tab to snap it in position.

Close the cassette compartment door. This completes ribbon loading.

4. Unlock the Meter

Follow the steps below to unlock the meter.

a. The lock is on the right side of the meter as seen from the front.

b. Insert the key in the lock.

c. Turn the key to the right (clockwise) to unlock the meter.

   After you turn it on, the meter performs a self test for several seconds and you'll hear it run briefly.

d. The meter displays "Insuf Funds." Now you're ready to put postage into your meter for the first time. You need:

   • Your Pitney Bowes Postage By Phone® Account Number. The letter you received from Pitney Bowes contains this number.

   • To obtain a combination number as explained in the instructions that follow.

B700 Postage Meter

B702 Postage Meter

5. Refilling Your Meter

Obtaining the Current Meter Access Code

To obtain your meter's current access code:

a. Press the **Refill** button. Your default reset amount will display.

b. Press the **Enter** button if you wish to refill for the amount shown, *OR* enter a new amount, and then press the **Enter** button to confirm.

c. Insert a spare envelope or index card as a form (this will run through the machine) *OR* press the **Enter** button again.

Depending on the action you took in step c, your current access code will either display or will print on the envelope or index card you ran through the machine.

NOTE: Your access code changes as you use postage, so be sure to obtain the current access code each time you refill your meter.

Obtaining the Refill Combination

NOTE: You can refill your meter *either* on the internet *or* on the phone.

Refilling Your Meter on the Internet
In order to refill your meter on the internet, you will need your User ID, password, meter serial number, and current access code from *Step 1: Obtaining the Current Meter Access Code*, above.

a. Go to **www.postagebyphone.com**.

b. Enter your User ID and password. Click **Login**.

c. On the "Transactions" page:
   i. Click on **Refill Your Meter**.
   ii. Enter your 7-digit meter serial number. If prompted, click **Continue**.

d. On the "Refill Meter" page:
   i. Enter the current meter access code.
   ii. Enter the Refill Amount you wish to add to your meter.
   iii. Click **Continue**.

e. On the "Verify Your Choices" page:
   • Click **Refill Meter** if all information is correct, *OR*
   • Click **Re-enter Amount** to change the dollar amount.

Your Setting Combination displays on the "Meter Refill Confirmed" page. You can now go to your meter and follow the steps in *Entering Your Refill Amount into the Meter* on page 8.

Obtaining the Refill Combination (continued)

Refilling Your Meter on the Phone

In order to refill your meter on the phone, you will need your account number, meter serial number, and current access code from *Obtaining the Current Meter Access Code*, on page 7.

a. Dial **1-800-243-7800** (available 24 hours/day, 7 days/week).

b. Key in your 8-digit Postage By Phone® account number followed by the **#** key.

c. Select option **1** to add postage to your meter.

d. If prompted, key in your 7-digit meter serial number followed by the **#** key.

e. Key in the current meter access code followed by the **#** key.

f. Key in the dollar amount you wish to add to your meter, in whole dollars only followed by the **#** key (for example: to add $200 key **200#**).

g. The computer will verify the amount – if correct, press the **#** key again.

h. The phone system will give you a 6-digit refill combination for this request; **write this number down**.

You can now end your call and follow the steps below in *Entering Your Refill Amount into the Meter*.

NOTE: If at any time during this process you have a question, press "**0**" for an agent (available M-F, 8am-8pm, EST).

Entering Your Refill Amount into the Meter

If you have printed a form:

- Your display should read "Enter Combo".
- Key in the 6-digit setting number and press the **Enter** button. Your display will read "Refill OK" and the postage available.

If you have not printed a form:

- Your meter should be displaying your current access code. Press **Enter**. The display will read "Enter Combo".
- Key in the 6-digit setting number and press the **Enter** button. Your display will read "Refill OK" and the postage available.

Payment Options

Purchase Power®

As a Purchase Power or Postal Privilege customer, you can order postage now and pay later when you get your bill. When you receive your invoice, simply write a check payable to Purchase Power or Postal Privilege. Please be sure your 11-digit account number is referenced and send it with your invoice stub to:

Regular Mail Address:	**Overnight Mail Address:**
Purchase Power/Postal Privilege	Purchase Power/Postal Privilege
P.O. Box 856042	5101 Interchange Way
Louisville, KY 40285-6042	Louisville, KY 40229

Reserve Account

Today, when you send a postage check in advance, you receive no added value. At Pitney Bowes, we believe important customers like you deserve more. By sending your pre-payment checks to Reserve Account, you'll earn FREE POSTAGE based on your average daily account balance. This is the smartest way to make postage payments earn money for you!

- **Schedule Electronic Payments –** We've added a new payment-scheduling feature to make funding your Postage By Phone Reserve Account even easier! By signing up online at *www.postagebyphone.com*, you can fund your account by scheduling postage payments weekly, monthly, or once your account balance reaches a specified level.

- **ACH Credit instructions for your Reserve Account –** If you send an ACH Credit, your funds will be posted to your account within 2 business days by 6:00 p.m. Eastern Time. Use the following information to send an ACH Credit:

Remit To:	Reserve Account C/O Pitney Bowes Bank
Routing Number:	1240-8462-7
Credit to Account Number:	Your 8-Digit Postage By Phone Account #
Company Name:	Your Company Name

Acceptable ACH Credit formats: CTX, CCD/CCD+, PPD/PPD+

Payment Options (continued)

Reserve Account

• **Bank-to-Bank Wiring instructions for your Reserve Account –** If you send a Bank or Federal Wire by 1:00 p.m. Eastern Time, your account is updated the same day by 6:00 p.m. Eastern Time. Use the following information to send a Wire:

Destination Bank:	National City Bank Kentucky
Routing Number:	083000056
City, State:	Louisville, KY
FDN (Beneficiary):	Pitney Bowes Bank, Inc. Reserve Account
AC (Account Number):	754401126
OBI (Other Information):	Your 8-Digit Postage By Phone Account #

If you choose to mail your deposit, make your checks payable to **Reserve Account** and write your 8-digit Postage By Phone® account number on the check. Include a deposit slip with every payment. These slips are located on the bottom of your Post-age By Phone® statement or can be ordered online at *www.postagebyphone.com*. Allow 5 business days for Regular Mail or 2 business days for Overnight Mail and send deposits to:

Regular Mail Address:	**Overnight Mail Address:**
Reserve Account	Reserve Account
P.O. Box 856056	5101 Interchange Way
Louisville, KY 40285-6056	Louisville, KY 40229

Payment Options (continued)

United States Postal Service

- **ACH Debit (EFT) –** If you would like to be one of our ACH debit customers, please apply online at *www.postagebyphone.com* and click on **Pay For Postage**.

- **Bank-to-Bank Wiring or ACH Credit –** If you send a Bank or Federal Wire by 1:00 p.m. Eastern Time, your account is updated the same day. If you send an ACH Credit, your funds will be posted to your account within 2 business days by 6:00 p.m. Eastern Time. Use the following information to send a Wire or an ACH Credit:

Citibank
CMRS/Pitney Bowes Postage By Phone®
Account # 4067-8633
Routing Transit #021000089
Detail Payment Field: XXXXXXXX
(X's are your 8-digit Postage By Phone® account number)
Acceptable ACH Credit formats: CTX, CCD/CCD+, PPD/PPD+

If you choose to mail your deposit to the United States Postal Service, make your check payable to United States Postal Service, and write your **8-digit** Postage By Phone® account number on the check.

Include a deposit slip coupon with every payment (these coupons will be provided and replenished automatically by the Postal Service).

Mail your deposit to one of the Lockbox addresses reflected below (the most efficient location in terms of mail service will be reflected on your deposit slip coupons).

Regular Mail Addresses: (Allow 5 business days)

CMRS-PB	CMRS-PB	CMRS-PB
P.O. Box 7247-0166	P.O. Box 0566	P.O. Box 894766
Philadelphia, PA 19170-0166	Carol Stream, IL 60132-0566	Los Angeles, CA 90189-4766

Performing an Inspection on Your Meter

Postal regulations require a meter holder to contact the manufacturer periodically to add postage or perform an inspection. If you do not add postage within a 90-day period, your meter will begin flashing "**Insp. Due**" but will still allow you to run postage.

If you do not add postage or perform an inspection within the next 30 days, your meter will flash "**Insp. Req.**" and will stop printing postage.

You can satisfy this requirement by calling our automated system at **1-800-243-7800** and adding postage or if you do not need postage, by performing an inspection. Follow the steps below to perform an inspection.

Obtaining the Current Meter Access Code
To obtain your meter's current access code:

a. Press the **Refill** button. Your default reset amount will display.
b. Press the number **5** and then press **Enter**.
c. Press the **Enter** button again.
d. Your current access code displays. **Write this number down**.
e. Press the **Enter** button again.

Performing the Inspection
In order to perform your meter inspection, you will need your account number, meter serial number, and access code from the steps above.

a. Dial **1-800-243-7800**.
b. Key in your 8-digit Postage By Phone® account number followed by the **#** key.
c. Select option **4** to perform a meter inspection.
d. If prompted, key in your 7-digit meter serial number followed by the **#** key.
e. Key in the current meter access code followed by the **#** key.

The voice response system will respond with a 4-digit combination. You can now end your call.
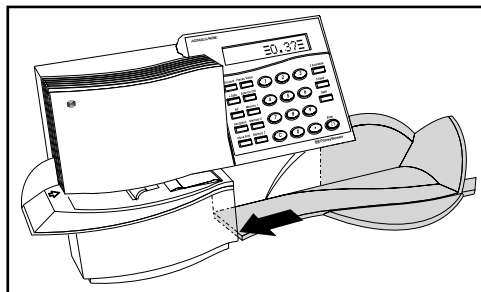
Entering Your Combination in the Meter
Your meter should be displaying "Enter Combo". Key in the 4-digit combination issued in the steps above and press the **Enter** button.

Your meter will display "Refill OK" and the postage will be available.

6. Install the Stacker

Slide the stacker up against the right side of the meter and position it as shown. The stacker sits next to the meter. It's not physically connected to it. In this position, the stacker can handle envelopes up to #10. If you're using longer envelopes, move the stacker to the right to accommodate them.
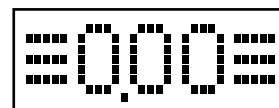
7. Make a Test Imprint
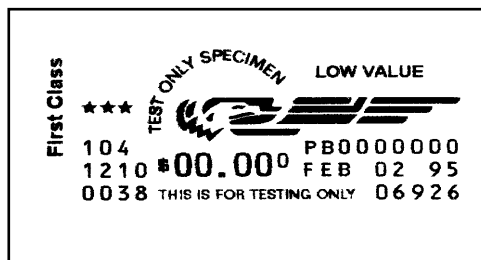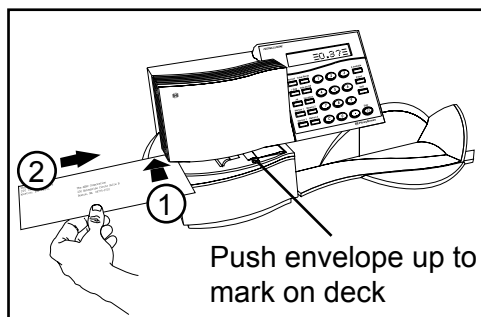
Follow the steps below to make a test imprint.

a. The display normally shows the default postage amount shown at the right. This is usually the rate for first class letter mail weighing up to one ounce.

b. At the keyboard type a 0 (zero) and then Enter.

c. The display now shows zero as the postage value. The meter is ready to use when the amount you entered is bracketed by three bars as shown.

d. Place a sample envelope on the feed deck face up and push it against the rear wall of the meter (1).

e. Slide the envelope to the right (2) until its lead edge touches the trip mark on the feed deck.

f. The meter will sense the presence of the envelope, convey it through the print area and into the stacker. The meter impression should look similar—but not necessarily identical—to that shown in the figure at right.

Default Postage Amount

Zero Postage Value

Push envelope up to mark on deck

8. Printing Postage

Follow the steps below to print postage.

a. If you want to accept the default value displayed by the meter, press **Enter** and go to step d. To enter a different postage value, go to step b.

b. Use the number keys to type in the postage value you want. For example, to key in 64¢, press:

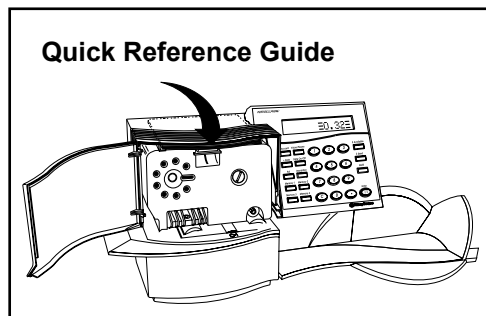You don't have to type a decimal point. The meter automatically adds it.

c. Press Enter to confirm the postage value. The three bars on either side of the postage display tell you the meter is ready to print postage as shown below.

d. Place your envelope on the transport face up and push it against the rear wall of the meter. Slide the envelope to the right until its lead edge touches the trip mark on the feed deck. See the figure at the bottom of the previous page.

e. The meter senses the presence of your envelope, then conveys it into the print area and out to the stacker.

f. You can insert the next envelope as soon as the previous one enters the stacker.

9. Place the Quick Reference Guide in the Meter

The Quick Reference Guide included with your documentation package provides brief step-by-step instructions for the procedures you'll use most often. Place the guide in the cassette compartment as shown in the accompanying figure.

Quick Reference Guide

10. For More Information

Your meter is designed to streamline your mail processing and accounting procedures. A comprehensive user's guide is packed with it. Please take a few minutes to go through the manual; it explains everything you need to know to take full advantage of the many useful features built in to your meter.

11. Optional Features

Pitney Bowes offers several options designed to enhance the operation and expand the capabilities of your postage meter. These include:

- **Advertising slogan cartridge—**Lets you select additional meter ads and inscriptions. Pitney Bowes offers a wide range of standard meter ads to turn your unused envelope space into a hard-working promotional tool. You can also order custom ads to personalize and add impact to your mailings.
- **A moistener (*B700 Only*)—**Moistens and help seals envelopes as they feed through the meter.
- **An Electronic Interface Unit (DataLink) (*B700 Only*)—**Expands account capacity to 100 and provides communication ports for connection to a Pitney Bowes electronic scale, a PC or serial printer, and a modem for one-button postage refill. See facing page.

12. Meter Supplies

Pitney Bowes also offers a full complement of supplies for your meter, including:

- Replacement Ribbon Cassettes
- Postage Tape Sheets
- E-Z® Seal Sealing Solution (*B700 Only*)

For more information, or to place an order, call the PB Supply Line™ at **1-800-243-7824**.
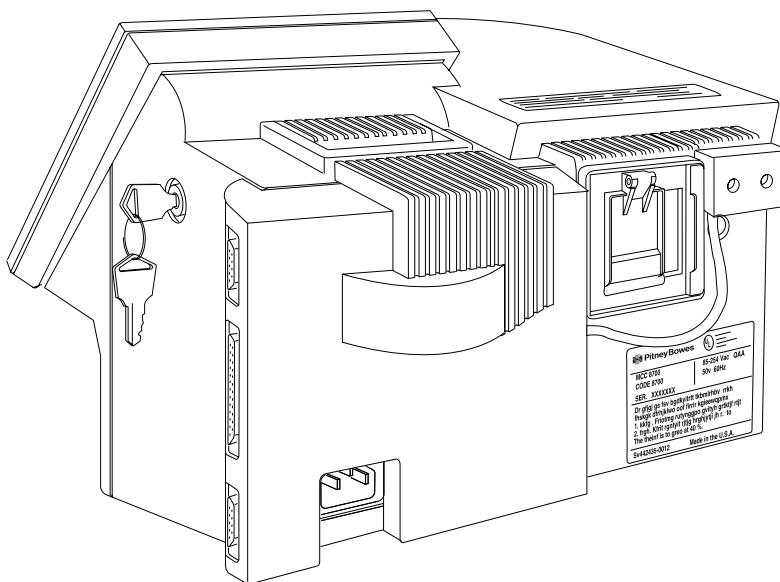
13. Help Us Serve You Better

Please take a moment or two to fill out the Quality Card included with your documentation package and print a register report on it as follows:

a. Press the **Value/Pieces** key.

b. Place the Quality Card on the meter's feed deck, as though you were about to print postage. Guide the card up against the rear wall and to the right, up to the trip mark.

c. The display prompts "Reg Report Press Enter." Press **Enter**. The meter prints a register report on your quality card.

d. Drop the card in the mail. Thank you.

Does the back of your meter look like this? (*B700 Only*)

If so, it's equipped with an expansion DataLink module, also known as an Electronic Interface Unit. It's easy to set up and use and greatly enhances the capabilities of your meter as described on the previous page. It comes with a modem and its own set of step-by-step installation and user instructions (Pitney Bowes Publication SV50394). Please read and follow the instructions carefully and you'll be rewarded with an exceptional set of performance features.

Pitney Bowes

Engineering the flow of communication™

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

For Service or Supplies

Web Site: www.pb.com
Customer Support: 1-800-522-0020
Product Name: B700, B702
Model Number: B700, B702

PB Form SV60943 Rev. B   05/04

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