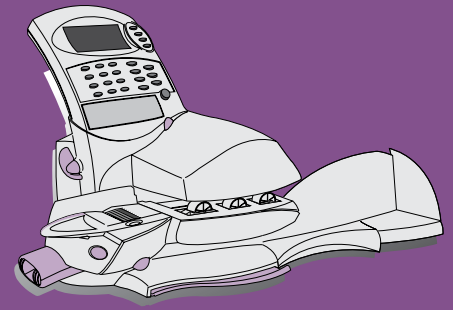


# HOW TO RETURN YOUR POSTAGE METER



## Please Check Your Meter Model and Choose the Appropriate Step

### STEP 1: HOW TO TRANSFER REMAINING POSTAGE MODEL DM200, PCN-F800/F8M0 *(This is similar to the postage refill process)*

- A:** Press the **[Setup]** key to view the setup menu options
- B:** Press the **[Setup]** key repeatedly, until "Go to advance functions menu" displays on the screen
- C:** Press the **[Enter]** key for **YES**
- D:** Press the **[Setup]** key until "Take meter out of service" displays on the screen
- E:** Press the **[Enter]** key for **YES**
- F:** Select option **1 Meter – remove funds**
- G:** Follow the prompts to withdraw the funds from the meter

*The postage meter dials into the Postage By Phone® Data Center (this may take a few moments). Various screens display, letting you know the status of the process.*

### STEP 1: HOW TO TRANSFER REMAINING POSTAGE MODEL DM300, PCN-F900/F9M0 *(This is similar to the postage refill process)*

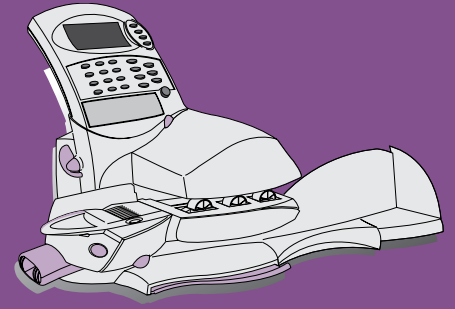
- A:** Press the **[Options]** key
- B:** Select option **5-Setup Menu**
- C:** Select option **6-Advanced Functions**
- D:** Select option **4-Remove funds from Meter**
- E:** Press the **[Enter]** key for **YES**
- F:** Follow the prompts to withdraw the funds from the meter

*The postage meter dials into the Postage By Phone® Data Center (this may take a few moments). Various screens display, letting you know the status of the process.*

### STEP 2: HOW TO TRANSFER REMAINING POSTAGE MODEL DM300, PCN-F900/F9M0 *(This is similar to the postage refill process)*

- G:** Press the **[Fund]** key
- H:** Wait 10 seconds
- I:** Insert an envelope

# HOW TO RETURN YOUR POSTAGE METER



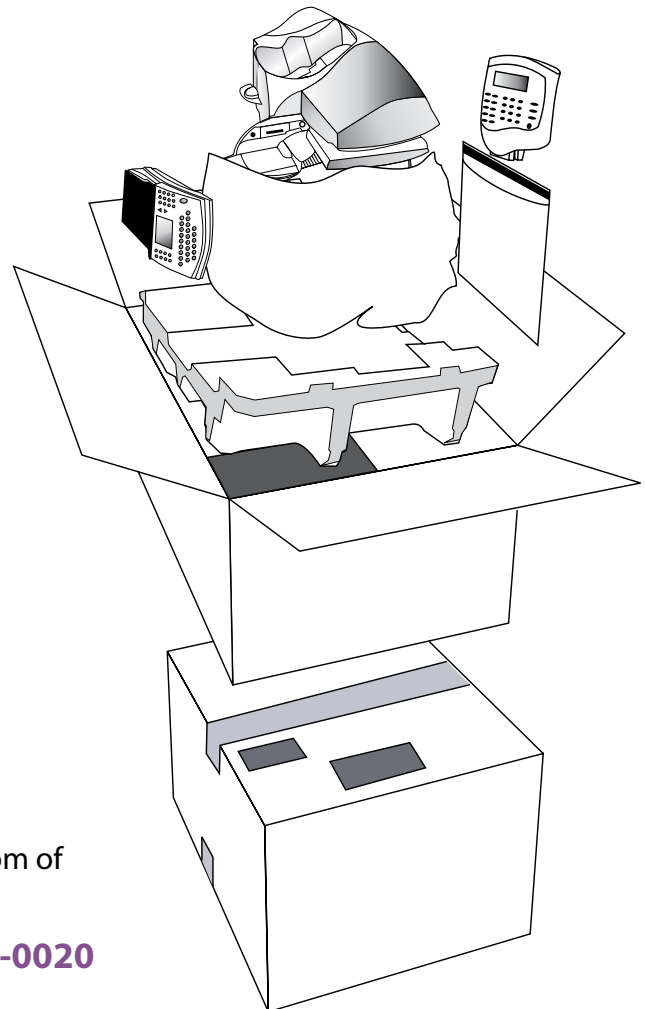
## HOW TO PACK YOUR POSTAGE METER FOR RETURN

Everything you need to return your Pitney Bowes equipment is provided with your new system. The kit includes:

- Pre-paid shipping label
- Large plastic bag
- 8 x 11 Yellow jiffy bag (for meter head)
- Shipping carton
- Packing tape to close carton
- Instructions

## PACK AND PREPARE YOUR CARTON FOR SHIPPING

1. Remove the meter from its base, and place it in the jiffy bag (yellow bubble wrap bag) provided in your kit.
2. Remove the moistener, drain the remaining water, and discard it.
3. Remove the ink cartridge and discard it.
4. Place the base unit into the large plastic zip-lock bag, and seal it tightly.
5. Place the base in the center of the box.  
*(leave white styrofoam at bottom, discard top)*
6. Place the meter (in the yellow jiffy bag) into the box.
7. If you have a scale, please put that in the box also, resting on its side.
8. Additional peripherals, such as power cords and interface cables, may also be placed in the box.
9. Tape up the shipping carton across the top, using the tape provided in your kit.
10. Remove any existing address labels from the outer box.
11. Place the new pre-printed return address label on the top of the box, and contact UPS for a pick-up.
12. Peel off the small UPS tracking number at the very bottom of the label, and keep it for your records.



*If you have questions, call customer support at **1-800-522-0020**  
or visit our website at **[www.PBDirectReturn.com](http://www.PBDirectReturn.com)***