



Small Office Series™

mailstation™ Digital Postage Meter



User Guide

US English Version

SV61374 Rev. G

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We have made every reasonable effort to ensure 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. Your digital mailing system may not have some of the features described in this book. Available features vary, depending on the model of your mailing system, installed options, system software level, how your system is set up and the country it is designed to operate in.

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

This device, *mailstation™* digital postage meter, complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Responsible party: Pitney Bowes, 1 Elmcroft Rd., Stamford, CT 06926-0700, (800) 522-0020.

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

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

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

A shielded USB cable must be used with this equipment to ensure compliance with the limits. Use of an unshielded cable is prohibited.

FCC Part 68 Compliance of the mailstation™ Modem

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

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

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

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

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

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

If trouble is experienced with this equipment (*mailstation™* digital postage meter), please contact Pitney Bowes, 1 Elmcroft Rd., Stamford, CT 06926-0700, (800) 522-0020 for repair or warranty information. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved. This equipment is not intended to be repaired by the customer (user).

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

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

Servicing

This equipment is not intended to be serviceable. Please refer to the warranty information if problems occur. Failed units will be returned to the Pitney Bowes U.S. Service Center. For reference purposes, the Pitney Bowes U.S. Service Center contact address is: Pitney Bowes Inc., 1 Elmcroft Road, Stamford, CT, 06926-0700, (800) 522-0020.

Industry Canada

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

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

Pitney Bowes Contact List



If You Need Assistance

- Product Name: *mailstation™ Digital Postage Meter*
- Model Number: K700
- For frequently asked questions, go to:
www.pitneyworks.com/mailstation.
- To order Pitney Bowes supplies and accessories, call 1-800-468-8454 and follow the telephone prompts, or go to:
www.pb.com and click on **Online Store.**
- All other inquiries can be done by calling 1-800-468-8454 and following the telephone prompts. There are prompts for:
 - Questions on your postage funds on your account (also known as your Postage By Phone® meter payment account).
 - Ordering Pitney Bowes supplies and accessories
 - Questions on an invoice or statement
 - Technical support

NOTE: Customer Service Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.

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Section 1

Introduction

About the Pitney Bowes Small Office Series™

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

About Your mailstation®

Your *mailstation*™ digital postage meter features include:

- Space-saving, compact footprint
- Energy Star® compliant design lowers operating costs and helps preserve the environment
- Easy-to-read display shows system status and prompts you through setup operations
- Automatic date advance
- Keyboard-selectable envelope ads and postal inscriptions
- Convenient postage-adding via Pitney Bowes Postage By Phone® meter payment system (requires analog phone line)
- Ink jet printer provides clear, crisp imprints
- Optional scale weighs mail pieces
- Optional rating feature calculates correct postage
- Date and time stamp for use on incoming mail or on sensitive documents
- Optional accounting feature tracks postage costs by department
- Password protection limits access to authorized personnel
- Full report printing capability provides hard-copy records of your postage transactions
- USB communication port (for future optional features).

1 • Introduction

About Downloads to Your mailstation™

Your *mailstation™* meter uses the Pitney Bowes IntelliLink® postage meter system, which allows you to download information directly into your machine. The IntelliLink® postage meter system technology gives you the ability to:

Add postage funds conveniently via internal modem

You can add funds to your *mailstation™* meter electronically via the Pitney Bowes Data Center (requires analog phone line).

Download Postal Rate Updates

The latest postal rates are downloaded precisely when you need them.

Add Features On Demand

You can download envelope ads, postal inscriptions, and optional product enhancements such as departmental accounting. Please contact Pitney Bowes to order (see *Pitney Bowes Contact List* at start of guide).

Keep Your mailstation™ Meter Current

Software download capability means you'll always have the latest version of your *mailstation™* meter's operating system.

Postal Requirements

Your *mailstation™* meter is issued under the oversight of the United States Postal Service (USPS) and you must follow some basic requirements.

- Mail must have the correct date and postage amount in the meter stamp (indicia).
- Metered mail must bear the ZIP Code location of the post office where the *mailstation™* meter is registered.
- If you move to another ZIP Code location, you must update the ZIP Code. You can do this by calling Pitney Bowes (see *Pitney Bowes Contact List* at start of guide).
- Each time you add postage to the *mailstation™* meter, the Pitney Bowes Data Center automatically performs a postal inspection. If the interval between inspections is more than 60 days, your *mailstation™* meter's display prompts "Inspection Due." Perform an inspection as instructed in *Section 5 - Adding Postage* to satisfy the inspection requirement. If the interval between inspections is more than 90 days, the display prompts "Inspection Required." You won't be able to use your *mailstation™* meter until you add postage or connect to the Pitney Bowes Data Center for inspection.
- The tape sheets for putting postage on larger items must conform to postal specifications. For best performance, we recommend Pitney Bowes tape sheets. See *Section 11 - Supplies and Options* for order part numbers.

1 • Introduction

Other Sources of Information - Quick Reference Guide

Don't like reading manuals? Try the Quick Reference Guide located in the front pull-out tray. It has condensed versions of many of the topics covered in this book.

Specifications

Equipment

Size of Base Model:

8.4" (213 mm) H x 13.8" (351 mm) L x 10.4" (264 mm) D

Size of Base Model with Optional Weighing Platform:

9.1" (231 mm) H x 13.8" (351 mm) L x 10.4" (264 mm) D

Weight: 7.9 lbs. (3.6 kg.) without scale, 8.7 lbs. (4.0 kg.) with scale.

Power Requirements: 100-120 VAC, 50/60 Hz, 0.30 A

Communications Ports: 1 USB; 1 RJ-11, 1 Serial.

Operating Temperature: 55°F (14°C) to 95°F (35°C)

Sound Level: Machine noise is less than 70dba in accordance with Regulation 3. GPSGV, 06.01.2004, EN ISO 7779, and ANSI 12.10.

LCD Display: 2 lines, 20 characters long.

Throughput: Up to 18 letters per minute.

Actual throughput will vary, depending on the material used, graphic printed, machine environment, and the skill of the operator.

Print Resolution: 300 x 600 dpi

Maximum Print Image Area: 1" (25.2 mm) x 5.5" (140 mm)

Ink Cartridge Life: Your actual ink usage will vary, based on how frequently you use the *mailstation™* digital postage meter, the graphic printed and environmental conditions. Yields up to 400-800 imprints (or 4-6 months).

Tape Sheets: self-adhesive type (dual tape sheets).

Internal Envelope Ad Storage: up to 15.

Internal Postal Inscription Storage: up to 15.

Departmental Accounting (optional): 5 or 10 accounts.

Meter Settings

Maximum Imprint: \$99.999

Reset Type: Postage-By-Phone® meter payment system

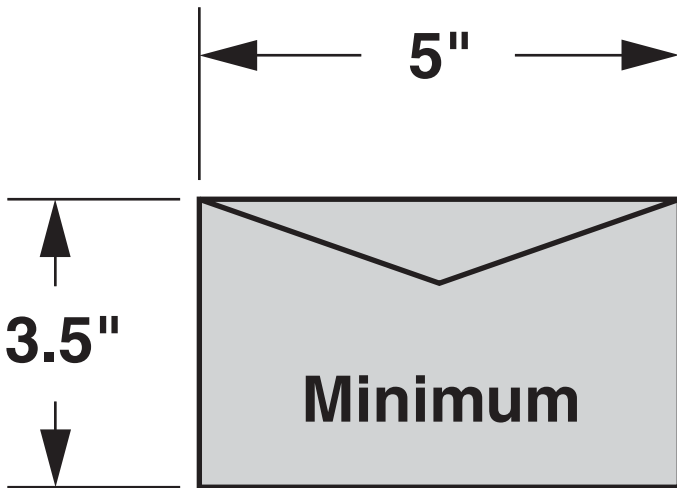
Material (see figure below)

Minimum Size: 5" x 3.5" (127 mm x 89 mm)

Minimum Thickness: 0.007" (0.18 mm)

Maximum Thickness: 5/16" (8.0 mm)

IMPORTANT: For best results, always make sure your material conforms to our published specifications.



1 • Introduction

Important Safety Notes

Follow the normal safety precautions for all office equipment.

- Use only Pitney Bowes approved supplies, in particular aerosol dusters. Improper storage and use of aerosol dusters or flammable aerosol dusters can cause an explosive-like condition that could result in personal injury and/or property damage. Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster label.
- To obtain Pitney Bowes supplies, please contact our Supply Line to place orders. Material Safety Data Sheets can be obtained on the web or from the Supply Line. Refer to the *Contact Information List* in this guide for phone number and web address information.
- Please read all instructions before you attempt to operate the *mailstation™* meter. Save these instructions for future use.
- Use the power cord supplied with the *mailstation™* meter and plug it into a properly grounded wall outlet that's located near the *mailstation™* meter and easily accessible. Failure to properly ground the *mailstation™* meter can result in severe personal injury and/or fire.
- The power cord wall plug is the primary means of disconnecting the *mailstation™* meter from the AC supply. The unit is on whenever it is plugged into a live receptacle, even though the operator display may be off.
- DO NOT use a wall outlet controlled by a wall switch or one that is shared with other equipment.
- Do not use an adapter plug on the line cord or wall outlet.
- Do not remove the ground pin from the line cord.
- Make sure the area in front of the wall outlet into which the *mailstation™* meter is plugged is free from obstruction.

Important Safety Notes (continued)

- DO NOT route the power cord over sharp edges or trap it between pieces of furniture. Make sure there is no strain on the power cord.
 - To reduce the risk of fire or electrical shock, DO NOT attempt to remove covers or disassemble the control panel or its base. The cabinet encloses hazardous parts. If you should drop or otherwise damage the unit, call Pitney Bowes.
 - Keep fingers, long hair, jewelry and loose clothing away from moving parts at all times.
 - Avoid touching moving parts or materials while the *mailstation™* meter is in use. Before clearing a jam, be sure *mailstation™* meter mechanisms come to a complete stop.
 - Use the equipment only for its intended purpose.
 - Always follow the specific occupational safety and health standards prescribed for your workplace.
 - Do not place lighted candles, cigarettes, cigars, etc., on the *mailstation™* meter.
 - To prevent overheating, do not cover the vent openings.
-



CAUTION: In case of an ink spill or leaking ink, immediately disconnect the power cord from the wall plug and contact Pitney Bowes at (see *Pitney Bowes Contact List* at front of guide).

1 • Introduction

Important Telephone Safety Instructions

The *mailstation*TM meter connects directly to analog telephone lines. For your protection, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons. These safety precautions include:



CAUTION: To reduce the risk of fire, use only 26 AWG telecommunication line cord that was supplied with the *mailstation*TM meter.

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

Section 2

Getting to Know Your mailstation™

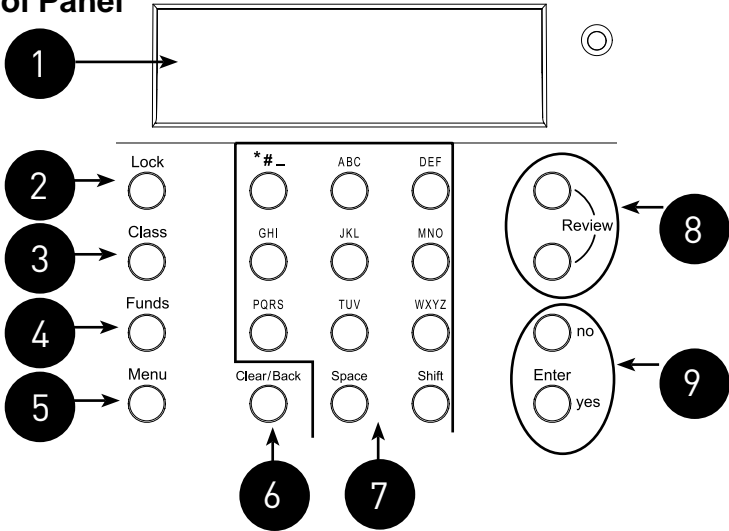
mailstation™ Digital Postage Meter—Front



1. **Control Panel**—allows you to enter and set up information on your meter.
2. **LED**—lights amber when your *mailstation™* meter is low on ink (one blink indicates the *mailstation™* meter is out of ink).
3. **Scale (optional)**—allows you to weigh a mail piece so you (or the *mailstation™* meter, if you purchased the optional internal rating feature) can calculate the correct postage.
4. **Top Cover**—opens up to allow replacement of the ink cartridge. See *Section 7 - Ink Maintenance* for instructions.
5. **Mail Deck**—supports your envelope, post card or tape sheet as you insert for printing.

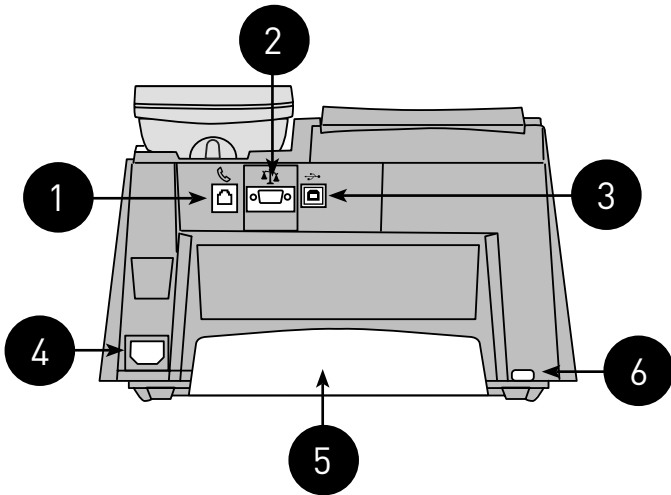
2 • Getting to Know Your mailstation™

Control Panel



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

mailstation™ Digital Postage Meter–Rear



1. **Phone Jack**—allows you to connect to an analog phone line (the same type of line that a Fax machine uses). The jack accepts a standard RJ-11 phone plug (supplied). When your *mailstation™* meter is connected to an analog phone line, you can add postage any time by pressing **Funds** and following the prompts. See *Section 5 - Adding Postage* for details.
2. **Serial Port**—allows you to connect the optional scale to weigh your mail piece.
3. **USB Port**—for future optional features.
4. **Power Receptacle**—connects to AC power cord (supplied).
5. **Ink Tray**—holds excess ink that results from the printing process. See *Section 7 - Ink Maintenance* for further details.
6. **Ink Tray Lever**—by sliding lever, it allows you to remove the ink tray.

2 • Getting to Know Your mailstation

Section 3

Running Mail

Checklist Before Running Mail

Before you run mail on your *mailstation™* digital postage meter, review these items:

- Make sure your *mailstation™* meter is plugged into a properly grounded, 110 VAC receptacle. Always follow the safety precautions listed in *Section 1 - Introduction*.
- Check that you have enough postage for your mail run. Press **Funds** to view your current balance.
- Check that you have a spare ink cartridge if you are low on ink and need to run a large number of mail pieces. See *Section 11 - Supplies and Options* for ordering additional ink cartridges.
- If you plan to apply postage on large or thick pieces and parcels that can't be run through the machine, use the optional tape sheets. See *Section 11 - Supplies and Options* for part numbers of tape sheets. Insert the tape sheets in the machine just like a normal mail piece. Apply the tape sheet on the mail piece or parcel in the upper right-hand corner.
- When you power up or awaken from "sleep mode" your *mailstation™* meter, the main screen appears on the display. A typical main screen is show below (with optional scale connected and optional internal rating feature).

\$0.39	0lb 0.0oz
1st Class	MAY 26

If your *mailstation™* meter has been set up with a lock code and requires a password (see *Section 6 - Machine Settings* for more information), you are prompted to enter one.

If you have purchased and turned on the optional accounting feature (see *Section 9 - Departmental Accounting* for more information), an account must be selected before you can print postage. This ensures that all postage printed is accounted for by one of the meter accounts. In addition, if a password has been assigned to the account, you must enter the 4-digit password before proceeding. NOTE: See *Appendix A - Passwords and Meter Functions*, for information on the effects on meter functions when gaining access to the meter by entering the lock code password versus the accounting password.

3 • Running Mail

Determining the Amount of Postage to Use

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

- class of mail
- weight
- how fast you want the mail piece delivered

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

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

Optional Add-On USPS Services

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

Applying Postage

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

NOTE 1: For applying postage, the *mailstation™* meter does not have to be connected to a phone line. However, when you need to add funds to your *mailstation™* meter, you must be connected to an analog phone line (see *Section 5 - Adding Postage/Connecting to Data Center* for more information).

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

Keying In the Postage Directly

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

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



3 • Running Mail

Using the Optional Scale with Optional Internal Rating

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

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

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

Otherwise, the *mailstation™* meter selects a class based on the weight of the mail piece.

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

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



Weight Hold Mode

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

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

3 • *Running Mail*

Section 4

Printing Options

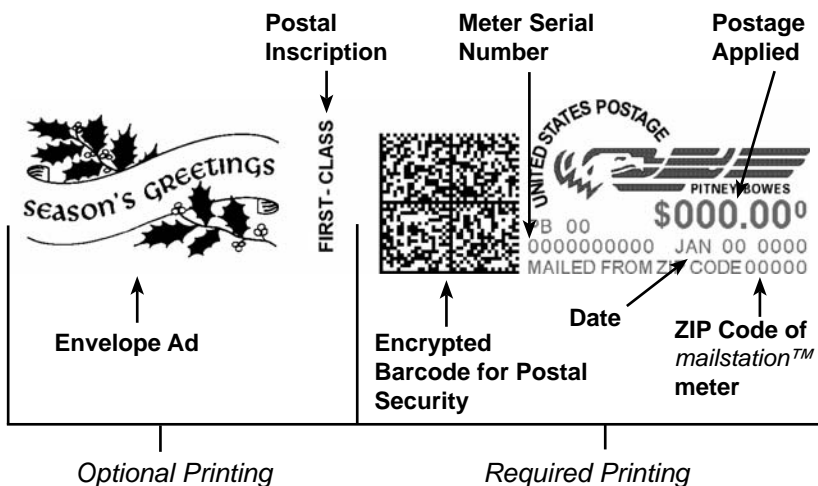
Printing Options

There are various printing options available when processing mail through your *mailstation™* digital postage meter. Refer to the table below.

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

Sections of the Meter Stamp

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



4 • Printing Options

Auto-Advance of Printed Date for the Meter Stamp

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

Manually Changing Printed Date for the Meter Stamp

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

NOTE: Please keep in mind the following when using this feature:

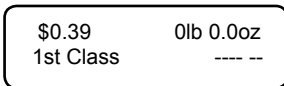
- Changing the printed date does not change the *mailstation™* meter's internally held date.
 - You can always return the printed date to the current date.
 - You cannot change the printed date to a date earlier than the *mailstation™* meter's internally held date (in an effort to "backdate" the mail).
1. Press **Menu**.
 2. Use the Review keys to scroll to "Change date and time settings?" and press **Enter/yes**.
 3. Use the Review keys to scroll to "Change printed date?" and press **Enter/yes**.
 4. Use review keys to select a date. A message confirms your choice and the main screen displays.

Turning On or Off Date Printing for the Meter Stamp

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

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

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



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

Adding/Removing an Envelope Ad to the Meter Stamp

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

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

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

Purchasing other Envelope Ads for Your mailstation™ meter

If you want another envelope ad, contact Pitney Bowes (see the *Pitney Bowes Contact List* at start of this guide). Ready-made items can be purchased and downloaded directly into your *mailstation™* meter. We can also work with you to create custom ads.

4 • Printing Options

Adding/Removing Postal Inscription to the Meter Stamp

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

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

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

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

Purchasing Other Postal Inscriptions for Your mailstation™ Meter

If you want another postal inscription, contact Pitney Bowes (see the *Pitney Bowes Contact List* at start of this guide). Inscriptions can be purchased and downloaded directly into your *mailstation™* meter.

Printing the Date and Time Only (no meter stamp)

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

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

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



Sample Printed Date/Time Stamp

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

4 • Printing Options

Printing Envelope Ad Only (no meter stamp)

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

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

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

Ad: Seasons Greetings
-Ad only-



Sample Printed Envelope Ad

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

Section 5

Adding Postage/Connecting to Data Center

Postage and Your mailstation™

Postage is stored internally in your postage machine. When you need to add more, you simply connect your machine to an analog phone line, select the menu selection to refill postage, and specify the amount of postage you wish to download. Once you are connected to the Pitney Bowes Data Center, the postage is electronically sent to your meter via the Pitney Bowes Postage By Phone® meter payment system.

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

Checking the Funds (Postage) in Your mailstation™

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

Printing a Funds (Postage) Report

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

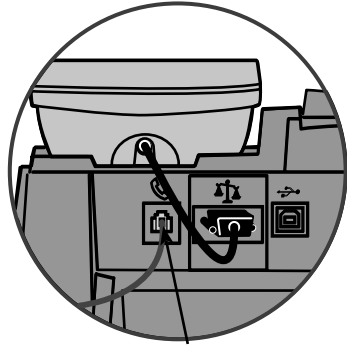
1. Press **Menu**.
2. Use the Review keys to scroll to "Select a report?" and press **Enter/yes**.
3. Use the Review keys to scroll to "Print funds report?" and press **Enter/yes**.
4. When prompted, insert tape sheet or envelope into *mailstation™* meter.
5. The report is printed (see sample below)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

Funds Report	Used: \$031.600	Account No.: 99999999
	Available: \$068.400	Batch Count: 3 MAY 26 06
	Total Pieces: 29	Batch Value: \$002.720 4:33p
	Control Sum: \$100.00	PBI Serial No.: 1100024

5 • Adding Postage/Connecting to Data Center

Connecting Your mailstation™ to Analog Phone Line

Your *mailstation™* meter must be connected to an analog phone line to dial in to the Pitney Bowes Data Center for any reason (add postage, check the balance in your Pitney Bowes Postage By Phone® account, etc.). Plug the telephone line (supplied) into the connector on the back of the *mailstation™* meter (see figure at right). Remember to use a dedicated analog phone line (your home phone is connected to one).



Plug phone line in here

IMPORTANT

- **For printing postage, the *mailstation™* meter does not have to be connected to a phone line.** However, if you add funds frequently, we recommended you keep the meter connected to an analog phone line.
- If you are using a DSL line you should use a DSL filter obtained from your DSL provider.

5 • Adding Postage/Connecting to Data Center

Checking Your Account Balance in the Postage By Phone® System

You can check your Postage By Phone® system account balance at any time.

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

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

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

NOTE: If you have purchased your postage by credit card, both lines (Prepaid and Other) will be "zero."

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

5 • Adding Postage/Connecting to Data Center

Adding Postage to Your mailstation™

You can add postage to your *mailstation™* meter any time you need to, as long as you have enough funds in your Postage By Phone® system account.

1. Connect your *mailstation™* meter to an analog phone line.
2. Press **Funds**. The amount left in the *mailstation™* meter displays.
3. Use the Review keys to scroll to "Refill postage?" and press **Enter/yes**. If you do not see this option, do the following:
 - A. Press **Lock** to enter sleep mode. Press **Yes/Enter** to confirm.
 - B. When meter is in sleep mode, press any key to waken it.
 - C. Enter the password for the lock code (*not* a password for an account) and press **Enter/Yes**. See supervisor if you need help.
 - D. Press **Funds** and continue at the beginning of this step.
4. Key in the refill amount (whole numbers only). NOTE: The minimum amount of postage you can add is \$1.
5. At the refill amount confirmation prompt, press **Enter/yes**.
6. The *mailstation™* meter dials into the Pitney Bowes Data Center. Various screens display, letting you know the status of the process. When complete, the refill successful message displays.
7. Press **Enter/yes**. When prompted for a receipt, insert an envelope/tape sheet in the *mailstation™* meter (see sample below). When finished, you return to the main screen.

Refill Receipt	Postage in Meter: \$071.120	Refill Amount: \$050.000
	Prepaid on Account: \$999.000	MAY 26 06
	Credit Line Available: \$999.000	8:25p
		Account No.: 99999999
		Meter No.: 1100024

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

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

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

Refill Amount - amount of your refill.

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

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

5 • Adding Postage/Connecting to Data Center

Connecting to the Pitney Bowes Data Center

You can connect to the Pitney Bowes Data Center any time to download a feature you ordered, comply with USPS inspection regulations, etc.

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

Downloads from the Data Center to Your *mailstation™*

When you connect to the Pitney Bowes Data Center (using an analog phone line) to add postage or perform other transactions, the Data Center may perform the following:

- Download required software updates to your *mailstation™* meter
- Download advertisements, inscriptions, and optional features you ordered
- Perform a remote inspection of your *mailstation™* meter as required by the USPS
- Download postal code changes and new postal rates as required by the USPS

A description of the type of downloads that can occur in your *mailstation™* meter are presented below and on the following page.

mailstation™ meter Update

If there has been a feature enhancement or other non-essential update to the software that runs your *mailstation™* meter, you will be notified that a system update is available.

Ad/Postal Inscriptions

If there are new postal inscriptions or ads that you ordered available, you will be notified that you can perform a download to obtain these.

5 • Adding Postage/Connecting to Data Center

Software Update

If there has been an important update to the software that runs your *mailstation™* meter, you will be notified that a required update is necessary.

Postal/ZIP Code Update

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

Postal Inspection

Each time you add postage to the *mailstation™* meter, the Pitney Bowes Data Center automatically performs a postal inspection as required by the USPS. If the interval between inspections is more than 60 days, your *mailstation™* meter's display prompts "Inspection Due." If the interval between inspections is more than 90 days, the display prompts "Inspection Required." You won't be able to use your *mailstation™* meter until it is inspected.

To satisfy the inspection requirement, simply connect to the Pitney Bowes Data center for any reason (adding postage, checking Postage By Phone® system account balances, downloading features, etc.). When an inspection is performed, an "Inspection Complete" screen displays upon completion. The display also notifies you of the date the next inspection is due.

Postal Rate Update

Postal rates change periodically by the USPS. If new rates are available, you can download them quickly and easily directly from the Pitney Bowes Data Center.

The new rates are normally available for download at least 7 days before the effective date. Once the effective date has been reached (or passed), you have to download the new rates.

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

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

Section 6

Machine Settings

Machine Settings

Machine settings allow you to customize your *mailstation™* digital postage meter for the way you run your mail and add security to those features that are sensitive to your organization. These settings include:

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

Setting System Time

1. Press **Menu**.
2. Use the Review keys to scroll to "Change date and time settings?" and press **Enter/yes**.
3. Use the Review keys to scroll to "Change time?" and press **Enter/yes**.
4. Use the Review keys to advance or set back the time shown. A message confirms your choice and the main screen displays.
NOTE: You cannot change the system time to a previous date.

6 • Machine Settings

Setting Display Contrast

You can adjust the LCD display contrast if necessary.

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

Using the Preset Feature

The preset feature allows you to save pre-defined values such as postage, class, weight, etc., within your machine that you can call up when necessary.

You don't have to program the values that go into a preset in the traditional sense. Instead, the system takes a "snapshot" of the current values on your machine when you define a preset. For example, if the machine is set up to print an ad, no class is selected, and a postage amount is already on the screen, these are the conditions that will be recorded by the system when you define the preset feature.

If you need to change the values of a preset, just change the machine condition by entering the appropriate settings. The new settings will be picked up when you run the "Storing a New Preset" selection from the menu.

IMPORTANT:

- If you have stored a preset, the machine reverts to the preset values:
 - when the machine is first turned on
 - when the machine "wakes up" after sleep mode
- Preset postage values are subject to the high value warning (this feature helps prevent you from accidentally printing a postage value that's more than you need; see "Setting the High Value Warning" later in this chapter).
- When a rate change is announced, always check the postage values assigned to the preset to make sure it complies with the new rates.

Turning the Preset Feature On or Off

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

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

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

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

Storing a New Preset

1. Establish the proper settings on your *mailstation™* meter that you want the preset to contain. Depending on the current settings on your machine and the options you have purchased, you may be able to store postage, class, destination (ZIP or Zone code), weight, date, envelope ad, and inscription. NOTE: If no class is selected, you may save a postage amount as a preset. Once a class is selected, you can not save a postage amount.
2. Press **Menu**.
3. Use the Review keys to scroll to "Change setup?" and press **Enter/yes**.
4. Use the Review keys to scroll to "Use preset setup?" and press **Enter/yes**.
5. Use the Review keys to scroll to "Store new preset?" and press **Enter/yes**. You have a choice whether to review the settings of the new preset before you store it.

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

No to Review Settings - Skips the review.

6. When prompted, press **Enter/yes** to confirm the storing of new preset. A message confirms the new preset
7. When finished, follow prompts to return to main screen.

6 • Machine Settings

Viewing the Preset

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

Recalling the Preset

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

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

Checking, Printing, and Clearing the Batch Count

You can view the accumulated postage value and the number of pieces in a batch of mail. You can print these for your records. There is also an option to clear (reset) the batch count to zero.

Checking the Batch Count

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

Batch	Pcs: x
\$xx.xx	

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

Printing the Batch Count information

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

Funds Report	Used: \$031.600	Account No.: 99999999	
	Available: \$068.400	Batch Count: 3	MAY 26 06
	Total Pieces: 29	Batch Value: \$002.720	4:33p
	Control Sum: \$100.00	PBI Serial No.: 1100024	

Clearing the Batch Count

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

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

6 • Machine Settings

Setting/Disabling the Lock Code

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

1. Press **Menu**.
2. Use the Review keys to scroll to "Change Setup" and press **Enter/yes**.
3. Use the Review keys to scroll to "Use lock code setup?" and press **Enter/yes**. If you have already established a lock code, you are prompted to enter the lock code at this point. Key in the four-digit code and press **Enter/yes**.
4. Use the Review keys to scroll to:
 - Turn On Lock Code* - Press **Enter/yes** at "Set a Lock Code?" prompt. Type in a four-digit code and press **Enter/yes**. Re-enter the same code to confirm. A message confirms your choice. This option forces the entry of the lock code when the machine is powered on *or* after awakening the meter when the meter was put in sleep mode after pressing **Lock**.
 - Change Lock Code* - Press **Enter/yes** at "Change Lock Code?" prompt. Key in a new four-digit code and press **Enter/yes**. Re-enter the same code to confirm. A message confirms your choice.
 - Setting for Lock on Sleep* - Press **Enter/yes** at "Change setting for "Lock on Sleep"?" prompt. At the prompt to "Lock on Sleep:", choosing "Yes" forces the entry of the lock code when the machine is awakened after a time-out induced sleep mode.
 - Turn Off Lock Code* - Press **Enter/yes** at "Turn Lock OFF?" prompt. A message confirms your choice.
5. When prompted to stay in setup, press **No** to return to main screen.

NOTE: If you have set up a password for an account when using the optional departmental accounting feature (see *Section 9, Departmental Accounting*), you can enter the account password instead of the lock code password to gain access to the meter. If you do this, however, certain features are not accessible, such as the postage refill feature; and Change Accounts, Accounting Functions and Change setup within the menu. See *Appendix A - Passwords and Meter Functions*, for information on the effects on meter functions when gaining access to the meter by entering the lock code password versus the accounting password.

Setting Sleep Mode Activation Time

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

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

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

Activating Sleep Mode Manually

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

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

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

6 • Machine Settings

Settings for the Optional Scale

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

Reset Scale to Zero

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

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

Activating/Disabling Weight Hold Mode

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

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

View Metric Weight

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

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

Setting the High Value Warning

You can have the *mailstation™* meter warn you when you manually key in a postage value that is higher than a maximum amount that you specify. This feature helps prevent you from accidentally printing a postage value that's more than you need. NOTE: This warning does not display for postage amounts determined by the internal rating feature.

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

Setting the Low Funds Warning

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

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

6 • Machine Settings

Entering the Prefix for Dialing Out to Data Center

You can tell the *mailstation*TM meter if you need to dial a prefix number (like 9) to get an outside line when dialing out to the Data Center.

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

Selecting Tone/Pulse for Dialing Out to Data Center

You can tell the *mailstation*TM meter if you use a tone or pulse type phone when dialing out to the Data Center.

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

Creating Intra-BMC ZIPs

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

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

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

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

Create New Group

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

Edit Existing Group

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

Delete Existing Group

- A. Use the Review keys to scroll and select the group you want to delete and press **Enter/yes**.
 - B. Press **Enter/yes** to confirm the deletion.
5. For each option, you have a choice to continue in that mode.
When prompted to stay in setup, press **No** to return to main screen.

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

6 • Machine Settings

Section 7

Ink Maintenance

Low Ink Warnings

Your actual ink usage will vary, based on how frequently you use the *mailstation™* digital postage meter, the graphic printed and environmental conditions.

The *mailstation™* meter display tells you when the ink supply is low or exhausted.

"Low Ink" and amber LED lit - Replace the ink cartridge soon. If you don't have a replacement cartridge on hand, you should order one now (see 11 - *Supplies, Options and Accessories*).

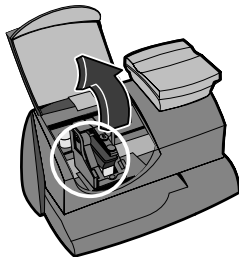
IMPORTANT: Order a replacement ink cartridge as soon as you see the "Low Ink" alert.

"Ink Out" and amber LED blinking once - Replace the ink cartridge immediately. The ink supply is out; you won't be able to print.

Replacing the Ink Cartridge

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

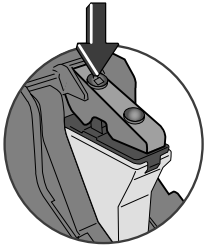
1. Press **Menu**.
2. Use the Review keys to scroll to "Use ink functions?" and press **Enter/yes**.
3. Use the Review keys to scroll to "Replace ink cartridge?" and press **Enter/yes**.
4. Open the top cover and locate ink cartridge (see white circle below.)



7 • Ink Maintenance

Replacing the Ink Cartridge (continued)

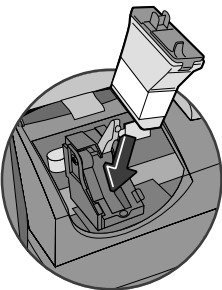
5. Press the top of the ink cartridge latch (on the green "unlock" icon).



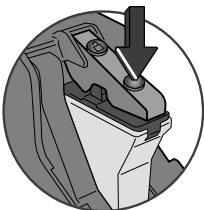
6. Tilt the old cartridge towards you and lift out. Discard old cartridge.
7. Remove new cartridge from its package and pull off protective tape.



8. Tilt new cartridge towards you and insert into print head. Straighten cartridge so it is upright.

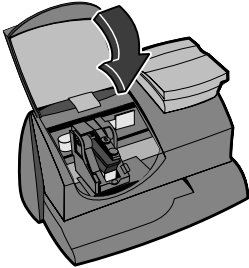


9. Press down on ink cartridge latch firmly until it locks into place.



Replacing the Ink Cartridge (continued)

10. Close *mailstation™* meter cover. Press **Enter/yes**.

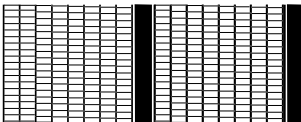


11. Press **Enter/yes** to confirm the replacement. A print head initialization occurs which lasts about 2-3 minutes.
12. When prompted, insert an envelope/tape sheet to print a test pattern to confirm print quality.
13. If test pattern looks good (see figures below), press **Enter/yes**. If it looks poor, proceed with step 5 from "Printing a Test Pattern" below.

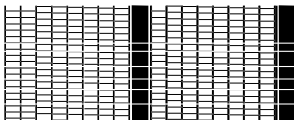
Printing Test Pattern

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

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



**Good Test Print
(No Missing Lines)**



**Poor Test Print
(Missing Lines)**

7 • Ink Maintenance

Cleaning Printer Nozzles

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

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

Replacing the Print Head

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

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

Replacing the Ink Tray

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

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

7 • Ink Maintenance

Section 8

Reports

Reports

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

Funds Report

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

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

Funds Report	Used: \$031.600	Account No.: 99999999
	Available: \$068.400	Batch Count: 3 MAY 26 06
	Total Pieces: 29	Batch Value: \$002.720 4:33p
	Control Sum: \$100.00	PBI Serial No.: 1100024

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

Available – the amount of postage left in the meter.

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

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

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

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

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

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

8 • Reports

Refill Summary Report

This report lists the last five postage refills.

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

Last 5 Refills	Date of Refill:	Time:	Refill Amount:	Account No: 99999999
	MAR 23 05	10:25a	\$100.000	Meter No: 1100024
	NOV 05 05	4:29p	\$050.000	Printed: MAY 26 06
	DEC 28 05	9:04a	\$075.000	
	MAY 25 06	12:29p	\$200.000	

Software Version Report

This report lists software information about your *mailstation™* meter.

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

Software Versions	UIC: 3.3.01	Platform: A0.00	0001100024
	PM: 05.10	Rate Data: K7US002B01	MAY 26 06
	PSD SW Version: 1.00c	K7US001B02	4:33p
	RateMgr: 01.99	Rate Effective: AUG 08 05	JAN 08 06

View Software Versions (not printed)

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

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

Section 9

Departmental Accounting (Optional)

Optional Departmental Accounting Feature

When you purchase the optional accounting feature, you can set your *mailstation*TM digital postage meter up to track postage costs incurred by individuals or departments in your organization (e.g., Tom, Jane, Sales, A/R, etc.), up to five or ten accounts (depending on option purchased). Your *mailstation*TM meter stores the following information for each account:

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

Turning Accounting Feature ON or OFF (if purchased)

1. Press **Menu**.

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

Turning OFF Accounting - scroll to "Use Accounting functions?" and press **Enter/yes**. Use the Review keys to scroll to "Turn off accounting?" and press **Enter/yes**. A confirming message displays. Press **Enter/yes** to continue. NOTE: You will not be tracking postage by account when this feature is turned off.

2. Follow the prompts to add another account if turning ON accounting or press **Clear/Back** to return to the main screen. NOTE: Once you turn on the accounting feature, an account must be selected before you can print postage. This ensures that all postage printed is accounted for by one of the meter accounts. In addition, if a password has been assigned to the account, you must enter the 4-digit password before proceeding.

9 • Departmental Accounting (Optional)

Creating an Account

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

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

Selecting an Account to Track Postage

This procedure assumes you have created an account already.

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

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

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

9 • Departmental Accounting (Optional)

Editing an Existing Account

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

1. Press **Menu**.
2. Use the Review keys to scroll to "Use Accounting functions?" and press **Enter/yes**.
3. Use the Review keys to scroll to "Edit an existing Account?" and press **Enter/yes**.
4. Use the Review keys to scroll to the account you want to edit and press **Enter/yes**. NOTE: If a password has been assigned to this account, you will be prompted for one. Key in the 4-digit password if necessary and press **Enter/yes**.

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

Edit Account Name - follow prompts to change name.

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

Edit Account Password - follow prompts to change password.

Delete Account Password - follow prompts to delete password.

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

Viewing Account Totals

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

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

9 • Departmental Accounting (Optional)

Printing an Accounting Report

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

1. Press **Menu**.
2. Use the Review keys to scroll to "Use Accounting functions?" and press **Enter/yes**.
3. Use the Review keys to scroll to "Print an Account Report?" and press **Enter/yes**.
4. Select print single or print multiple report and press **Enter/yes**.
Print Single Report - Use the Review keys to scroll to the desired account and press **Enter/yes**. When prompted, insert envelope or tape strip. NOTE: If a password has been assigned to this account, you will be prompted to enter one. Key in the 4-digit password if necessary and press **Enter/yes**.
Print Multiple Report - All accounts will print. Insert envelope or tape strip. NOTE: If it is a multi-page report, you will be prompted to insert another envelope/tape sheet.
5. The report is printed (see samples below) and you return back to the reports menu. Follow prompts to return to main screen.

Single Account Report

Account Report	Acct Name: Sales	1100024
	Acct Number: 1	MAY 26 06
	Pieces: 3	12:28p
	Postage: \$024.550	

Multiple Account Report

Account Summary	Account No.:	Pieces:	Postage:	1100024
	1	5	\$024.550	MAY 26 06
	2	8	\$067.470	12:28p
	3	9	\$009.600	
				Page 1 of 1

9 • Departmental Accounting (Optional)

Clearing All or Some of the Accounts

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

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

1. Press **Menu**.
2. Use the Review keys to scroll to "Use Accounting functions?" and press **Enter/yes**.
3. Use the Review keys to scroll to "Clear Account value and pieces to zero" and press **Enter/yes**.
4. Select All or One account to clear and press **Enter/yes**.
Clear All Accounts - Confirm clearing all when prompted.
NOTE: If a password has been assigned to *any* accounts, you will not be able to clear all accounts by this option.
Clear One Account - Use the Review keys to scroll to the account you want to clear and press **Enter/yes**. Confirm clearing when prompted. NOTE: If a password has been assigned to an account, you will be prompted to enter one. Key in the 4-digit password if necessary and press **Enter/yes**.
5. Follow the prompts to clear another account or return to the Accounting menu. Follow prompts to return to main screen.

9 • Departmental Accounting (Optional)

Deleting an Account

You can delete an account when necessary.

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

1. Press **Menu**.
2. Use the Review keys to scroll to "Use Accounting functions?" and press **Enter/yes**.
3. Use the Review keys to scroll to "Delete an account?" and press **Enter/yes**.
4. Use the Review keys to scroll to the account you want to delete and press **Enter/yes**. NOTE: If a password has been assigned to this account, you will be prompted to enter one. Key in the 4-digit password if necessary and press **Enter/yes**.
5. Confirm deleting when prompted.
6. Follow the prompts to delete another account or return to the Accounting menu. Follow prompts to return to main screen.

Section 10

Troubleshooting

Getting Help

There may be times when you need help to solve a problem, or you may want more information about how your *mailstation™* digital postage meter works. Please read the troubleshooting information in this section first. In many cases, it can help you resolve the problem.

If you need to contact Pitney Bowes, please have the following information at hand:

- Product Model: *mailstation™*.
- Meter number: See the back of the *mailstation™* meter.
- Nature of problem: What happens and when does it happen? Did the *mailstation™* meter display an error message?
- The steps you've already taken to solve the problem and the results.

Pitney Bowes provides several information resources (see *Pitney Bowes Contact List* at the start of this guide).

Error Messages

From time-to-time your *mailstation™* meter may display an alert or error message. An alert tells you that something needs attention; an error message usually tells you about a *mailstation™* meter condition you can fix.

Message	Description	Action
<i>Account Balance Low</i>	Refill amount exceeds funds available or credit limit.	Perform refill procedures for smaller amount, make an advance payment or call Pitney Bowes for credit.
<i>Cannot Reach Data Center</i>	Trouble getting a connection to the Pitney Bowes Data Center.	Check Pitney Bowes phone number under Setup. Try connecting again in a few minutes.
<i>Connection Lost</i>	Connection made but lost before transaction completed.	Press Clear/Back (C) ; try again in a few minutes. If problem persists call Pitney Bowes.
<i>Inspection Due</i> <i>Inspection Required</i>	This message displays if a refill has not been performed in 60 days. After 90 days, postage cannot be printed until a refill/ or balance check.	Perform a refill procedure or check amount available to download.

10 • Troubleshooting

Message	Description	Action
<i>Not Enough Funds</i>	Insufficient postage. Postage amount exceeds maximum funds available in meter.	Select a lower postage amount. Perform a funds refill to add funds to the meter.
<i>Refill Too High</i>	Refill amount entered is more than the maximum <i>mailstation™</i> will allow.	Press Clear/Back (C). Repeat refill procedure with a smaller postage amount.
<i>Connect phone cord</i>	Analog phone line not connected to <i>mailstation™</i> .	Connect analog phone line to <i>mailstation™</i> .

If you encounter an error that has no accompanying message (such as "1103", "2215", etc.), press **Clear/Back**. If nothing happens in 5 seconds, turn off machine; wait 15 seconds, and then turn on machine. If problem persists, call Pitney Bowes (see *Pitney Bowes Contact List* at the start of this guide).

Nothing Displays

1. The *mailstation™* meter may be in sleep mode. Press any key to wake it.
2. Is power cord plugged into both the *mailstation™* meter and wall outlet? Make sure the power cord is not connected to a switched wall outlet.
3. Try unplugging the AC power cord, wait 15 seconds, and re-plug in AC cord.

Printing is Incomplete, Streaked, or Poor Quality

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

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

Display is Difficult to Read

You can adjust the LCD display contrast if necessary.

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

Problems Dialing Out

Proper phone line not connected to mailstation™ meter

Make sure you've connected your *mailstation™* meter to a dedicated analog phone line (the same type you connect your home phone to). If you are using a DSL line, you should use a DSL filter obtained from your DSL provider.

Incorrect mailstation™ meter settings

One or more of the *mailstation™* meter options may be set up wrong. Go to *Section 6 - Machine Settings* and check the following:

- Does your phone system require you to dial a prefix number to get an outside phone line? Make sure to include it in the setup if needed.
- Is the dial method correct? You have to tell the *mailstation™* meter if your phone uses a pulse or tone for dialing.

Accidentally Printing the Wrong Postage

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

If you would like a refund, you can go in person to the Post Office where your meter is registered (i.e., the ZIP Code of your meter stamp) within 60 days of the meter stamp date. You will need to bring the specific meter stamps as proof for your claim (they must be legible) and complete form 3533 “Application and Voucher for Refund of Postage, Fees, and Services”. NOTE: There is a minimum \$35 service fee from the USPS to process your refund.

To help prevent you from accidentally printing a postage value that's more than you need, you can have the *mailstation™* meter warn you when you manually key in a postage value that is higher than a maximum amount that you specify. This setting is known as the high value warning (see *Section 6 - Machine Settings* to set this option). NOTE: This warning does not come up if the internal rating feature is used.

Section 11

Supplies and Options

Supplies and Accessories

Ink Cartridge, Red Fluorescent	797-0
E-Z Seal® Sealing Solution, 4 oz. dabber bottle	601-7
Tape Sheets—25 sheets (50 labels)	612-9
Tape Sheets—150 sheets (300 labels)	620-9
United We Stand Tape Sheets—25 sheets (50 labels)	613-9
United We Stand Tape Sheets—150 sheets (300 labels)	613-8
Extension Cable for Scale	978-6
Ink Tray Replacement	K790002

Options

Pitney Bowes offers a number of flexible options so you can tailor your *mailstation™* digital postage meter to meet your exact needs today, and expand it as your business grows tomorrow. Contact Pitney Bowes to order these options (see *Pitney Bowes Contact List* at start of this guide).

- *Internal Rating Feature*

The internal rating feature allows the *mailstation™* meter to calculate postage automatically based on the weight (either entered manually or using the optional scale) and the class for a mail piece. There are two levels you can purchase, Basic and Enhanced.

Basic – provides access to these common USPS classes of mail:

- 1st Class

- Priority

- Express

- Postcard

(Also allows USPS ZIP/Zone entry)

Enhanced – provides access to the Basic level of classes (see above) plus these USPS classes:

- Flat Rate – Priority Envelope, Priority Box, Express Envelope

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

- International - Air Letter, Air Parcel, Global Priority

(Also allows USPS ZIP/Zone entry)

11 • *Supplies and Options*

- *Scale*
The scale allows you to accurately weigh mail and packages. You have a choice of a 2 lb. or 5 lb. capacity scale. See *Section 6 - Machine Settings* for scale settings.
- *Extension Cable for Scale*
The extension cable (item number 978-6) allows you to position the scale up to 48 inches from the *mailstation™* meter for extra convenience.
- *Departmental Accounting*
The accounting feature tracks postage costs for departmental accounts. You have a choice of purchasing 5 or 10 accounts. See *Section 9 - Departmental Accounting* for details on using the accounting feature.
- *Postal Inscriptions/Envelope Ads*
Your *mailstation™* meter comes pre-loaded with the six envelope ads and two postal inscriptions. Postal inscriptions are required on certain classes of mail based on USPS regulations; envelope ads are entirely optional. See *Section 4 - Printing Options* for choosing these to print as part of your meter stamp.

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

Appendix A

Passwords and Meter Functions

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

NOTE: For information on setting up a password for the meter itself (referred to as a "Lock Code" in this manual), see *Section 6, Machine Settings*. For information on setting up a password for an account when using the optional departmental accounting feature, see *Section 9, Departmental Accounting*.

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

continued on next page ->

Appendix A • Passwords and Meter Functions

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

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

- The account that you have entered the password for becomes the selected account for printing postage and you will not need to enter the Account password again at that time.
- Change Account, Use Accounting Functions, and Change Setup within the menu are *not* available. Refill Postage is *not* available.
- If you want to gain access to all the menu items and the Refill Postage feature, press **Lock** to put the meter in sleep mode, press any button to awaken the meter, and enter the Lock Code password.

Appendix B

How to Enter Text

When is Text Entry Used?

Text is entered when:

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

How is Text Entry Done?

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

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

Account Names

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

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

Appendix B • How to Enter Text

Special Characters

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

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

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

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

Appendix C

Glossary

Account—A department (e.g., “Human Resources”) to which postage is charged (optional feature). You can assign a unique name to each account (up to 5 or 10 accounts, depending on feature purchased). The *mailstation™* digital postage meter stores the total postage used and the number of mail pieces processed for each account.

Ad, Envelope—An advertising message that appears next to the *mailstation™* meter's digital indicia. You can choose from an array of standard and custom ads. See *Section 11 - Supplies and Options* for ordering.

Batch Register—A part of the *mailstation™* meter's memory that stores the total postage spent and the number of pieces of mail processed. Your *mailstation™* meter stores this information in memory for each account. You can clear the contents of the batch register if you want.

Default—A value or setting the *mailstation™* meter automatically uses unless you change it. As delivered, your *mailstation™* meter has factory-set defaults or “normal” settings. You may change these if you wish.

Digital Indicia—The imprint produced by the *mailstation™* meter (the meter stamp). The word “indicia” means postal markings. They may include:

- An Advertisement. This is an optional part of the *mailstation™* meter stamp that lets you convey your own special message to the mail recipient.
- The Date
- The *mailstation™* meter's Serial Number
- Postal Code
- Information for Post Office Use

Appendix C • Glossary

Inspection—The process of examining the postage usage through the *mailstation™* meter to assure accurate postal funds accounting. Your *mailstation™* meter is subject to remote inspection whenever you add postage to it. If you haven't refilled your *mailstation™* meter by modem for 60 days, the display shows the message "Inspection Due"; if you haven't refilled it for 90 days, you'll see "Inspection Required."

To do an inspection, simply add postage or connect to the Data Center as explained in *Section 5 - Adding Postage/Connecting to Data Center*.

IntelliLink® Postage Meter System—A Pitney Bowes technology that allows you to download postage meter features, postal rates, and postage meter software updates via a digital link.

Lock Code—A four-digit code that serves as a user password. It prevents unauthorized *mailstation™* meter use.

Main Screen—The *mailstation™* meter display that shows your current selections. It indicates that you're ready to print postage.

Modem—The part of the *mailstation™* meter that dials into the Pitney Bowes Data Center and transfers information over the phone line.

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

Postage By Phone® Meter Payment System—A service available through Pitney Bowes that allows you to buy postage and check account status over the phone. It also permits convenient postal inspection by phone.

Preset—A *mailstation™* meter setting you can call up instantly at the push of a button. A preset can hold a postage amount, inscription, ad, date, and/or class of service.

Serial Number—The serial number found on the rear of the *mailstation™* meter and on the meter stamp.

Sleep Mode—An energy-saving feature of your *mailstation™* meter that clears the display after a certain period of idle time. Pressing any key wakes up the display.

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

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