

*Electronic
Postage
Meter*

Model 6900/6909
POSTAGE BY PHONE[®]
System



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 harmful 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 instructions, may cause harmful interference to radio communications. However, there is not guarantee that interference will not occur in a particular installation. If this equipment does cause harmful 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.

POSTAGE BY PHONE® Data Center Operating Hours

Monday-Friday: 8:00 am to 8:00 pm EST

Saturday: 8:00 am to 3:00 pm EST

VRU 24 Hours x 6 Days

Closed Sundays and some Holidays

See POSTAGE BY PHONE payment procedure on pages 19 and 20.

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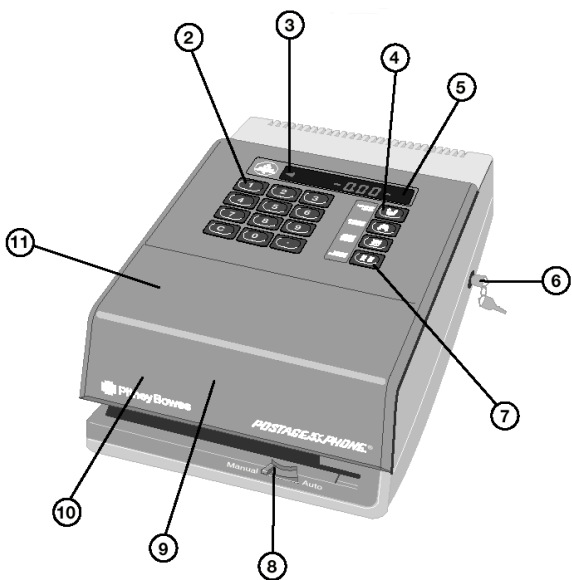
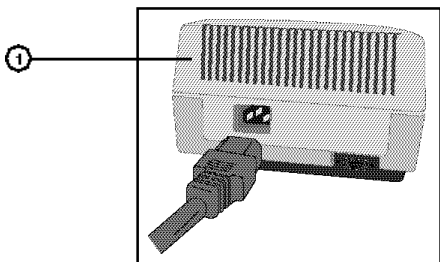
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Introduction

1. MACHINE IDENTIFICATION



- | | |
|--------------------------------|---|
| 1. Unit Power Cord Receptacle | 7. Select Postage Key |
| 2. Value Selection Keys | 8. Automatic Envelope Ejector Lever |
| 3. Check Date Indicator | 9. Print (Omit) Dater Lever (under dater cover) |
| 4. Blue Function Keys | 10. Printing Mechanism |
| 5. Eight Digit Numeric Display | 11. Dater Cover |
| 6. ON/OFF Key Switch | |

Introduction

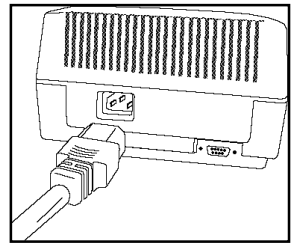
2. TO THE OPERATOR

The Model 6900/6909 Electronic Postage Meter is another example of Pitney Bowes technologically advanced products. The meter includes a pushbutton telephone-configuration-type keypad, a large digital display, and a remote meter resetting feature, all designed for ease of operation.

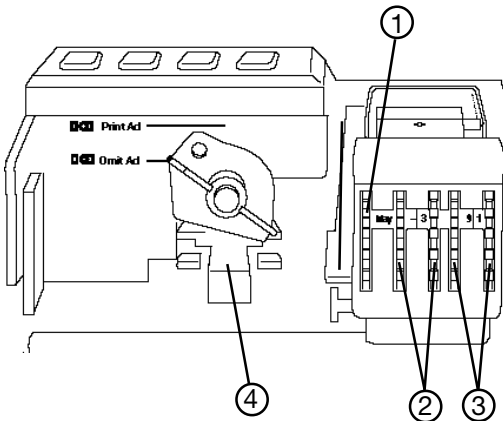
3. SETUP PROCEDURES

Connect one end of the power cord to the meter and insert the other end into wall receptacle. Turn meter key switch to the ON position.

NOTE: Use an outlet near the machine that is easy to reach.



Change date daily. (Refer to Section 5.)



1. Month
2. Day
3. Year
4. Meter Ad

NOTE: The postage meter will not operate with the meter ad removed. The meter is shipped with a blank ad plate. To order an ad plate contact your local Pitney Bowes office.

Check the total of UNUSED postage. This is the amount of postage available for use.



4. GENERAL DESCRIPTION

The meter keypad was designed for simple and convenient value selection and is the data and control input to the meter. The pushbutton keys are color-coded to distinguish between data entry and control functions.

The following instructions provide a description of the keypad and key functions and will familiarize you with the operation of the meter.



4.1 Numeric Entry Keypad

Numeric data, such as postage value selection and combinations for Remote Meter Resetting, are entered using keys 0 through 9 and "." (decimal point).

The "C" (Clear) key clears previously entered data from the meter and the display.

NOTE: When selecting postage values of whole dollars, it is not necessary to enter the zeros, simply enter the value and decimal point. For example: entering 2 = 2.00.

Introduction

4.2 Special Function Keys

The special function keys located on the right side of the keypad, when depressed, will display register readings as follows:

Postage USED key will display the total amount of postage used.



Postage UNUSED key will display the amount of postage unused.



BATCH VALUE/COUNT (6909 only) key will display the Batch Value and Batch Count.



PIECE COUNT (6900 only) key will display the "cumulative count" of pieces (letters and/or tapes) which have been run by the meter. This count is non-resettable.



The SELECT POSTAGE key signals the meter that the postage value selection process is complete. Pressed twice, the SELECT POSTAGE key will unlock the programmable high value lock (\$ LOCK), which guards against unintentional printing of high value postage.



Introduction

4.3 Eight-Digit Numeric Display



The Model 6900/6909 meter display consists of an eight-digit readout, which displays the postage value entered via the keypad, allows the instant monitoring of the meter registers (described earlier), and provides meter status reporting.

4.4 Check Date Indicator

The Check Date Indicator prompts the operator to check that the date has been set.



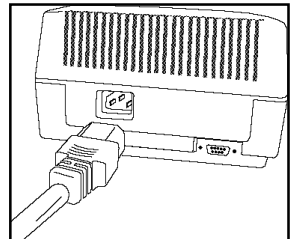
Operation

5. GENERAL OPERATING PROCEDURE

5.1 Power Cord

Connect the power cord to the meter and plug the other end into the wall receptacle.

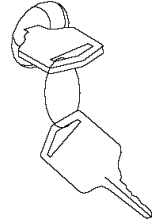
NOTE: Use an outlet that is near the machine and easy to reach.



Operation

5.2 Operating the Meter

Turn the ON/OFF key switch to the ON position. The meter will initialize (set itself to zero) and the CHECK DATE Indicator and the display will flash, prompting the operator to check that the correct date has been set.



After setting the correct date, press the CHECK DATE key located under the front cover.



NOTE: An Err display indicates a procedural error or that the meter contains an internally detected fault. This condition may be further designated by a row of decimal points when the Err display extinguishes.



To recover from this condition, turn the meter power switch to the OFF position, wait a few seconds, then turn the switch to the ON position. If the Err display does not appear, the meter is operable. If, after several attempts the meter does not initialize properly, call the nearest Pitney Bowes office for assistance.

Select the postage by entering the value required, then press the SELECT POSTAGE key. The selected amount will appear in the display between the ready designators.

Example: ≡ **0.34** ≡

Maximum Imprint- \$9.999



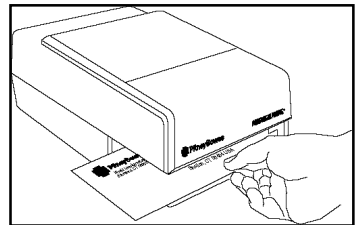
Operation

- The use of the decimal point key is not normally required since the meter automatically assumes the value selected will be in cents. For fractions of a cent, however, the decimal point must be used.
- If postage selected exceeds the high value lock (usually \$1.00, but may be adjusted by PB Customer Service Representative at time of installation if required), the SELECT POSTAGE key must be pressed a second time before the meter will operate.
- If postage is selected above the highest printable value of the meter, *Err* will be displayed and after several seconds the previously selected amount will appear. Select postage within the maximum range of the meter.
- If the display flashes, this indicates that the postage selected is in excess of the amount remaining in the UNUSED postage register. (See Resetting Instructions on page 14.)
- If the decimal point in the display flashes, this indicates that the postage UNUSED is below the low postage warning level. This will remind the operator that the meter should be reset with additional postage. The meter will lockout (no longer print postage) when the postage UNUSED register reads zero (0.00).



Letter Operation

To print the postage, insert envelope face up into throat opening at the front of the meter and position it all the way to the right and then to the back. A meter stamp will print.



Tape Operation

Tape sheets (two tapes per sheet) are available. (See Section 13 for reorder information.) Set the letter ejector lever to manual and insert the sheet into the letter slot and operate machine as you would for a letter. Remove to the left.

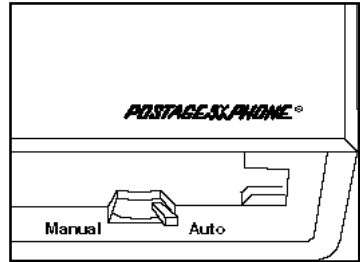
Maximum Envelope Thickness – .225 in (5.7mm)

Minimum Envelope Depth – 3 in (76mm)

Operation

Automatic Envelope Ejector

The meter is equipped with an automatic envelope ejector and stacker tray assembly. Switch the Automatic ejector lever to "Manual" when using tape sheets or if manual envelope removal is desired.



Postage Registers

Each of the registers can be displayed by pressing the desired key for the following functions.



a. Postage USED



b. Postage UNUSED

Batch Value /Count (6909 only)

For 10 seconds, the Batch Value/Count will display the POSTAGE Value of a given number of tapes/letters processed since the Batch Value was last cleared. If the key is pressed a second time while the postage value is displayed, the Batch Count (number of tapes/letters processed since the Batch Count was last cleared) will be shown.



The Batch Value/Count totals can be cleared by pressing and holding the "C" (clear) key for three seconds while either Batch Value or Batch Count is displayed. At the end of three seconds the display shows "CLR" to confirm you are reset to zero for your next batch.

Piece Count (6900 only)

The Piece Count Key is a cumulative count (non-resettable).

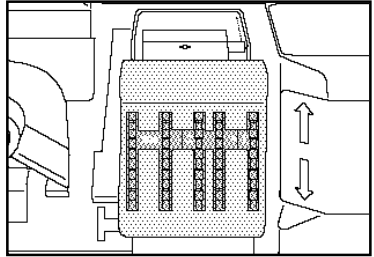


The meter ON/OFF key switch should be turned OFF when not being used.

5.3 Date Change

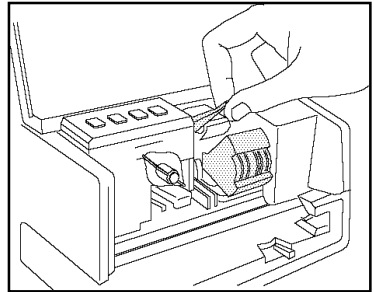
To Change the Date

The date changing wheels are accessible under the front cover. To change the date, rotate the serrated wheel at left for the month, the center wheels for the day, and the right wheels for the year.

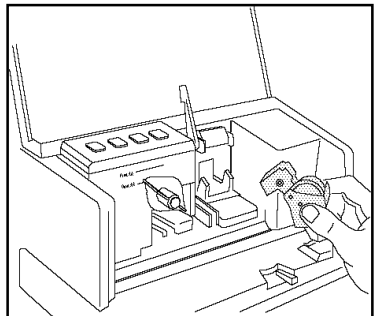


To Remove the Dater (If Necessary)

Lift the front cover, locate and lift the lever on the left side of the dater to the UP position, grasp the dater and lift up and out as shown.



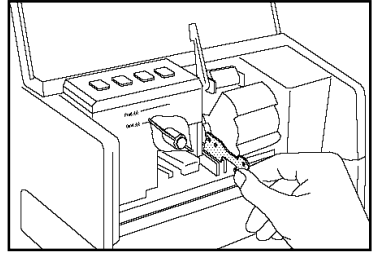
To reinstall, insert the dater into the postage meter, pushing down to seat the dater in place. Move the lever on the left side from the UP position to the DOWN position.



Operation

Postal Inscription

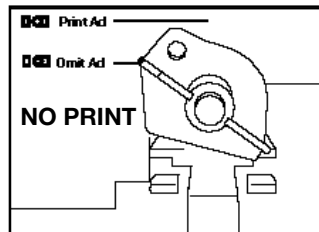
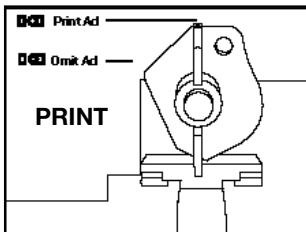
The printing mechanism has a provision for an inscription when one is required. A flat spring locks the inscription die in place. To PRINT, the inscription die must be inserted into the meter with the engraved legend down. To OMIT the legend, remove the inscription die, then insert it into its slot with the engraved legend up.



NOTE: To order a postal inscription die contact your local Pitney Bowes office.

Meter Ad

The meter ad will be printed to the left of the meter stamp. If you want to omit it, lift the front cover, grasp the knob and rotate counterclockwise. To print the ad, return the knob to its original position by rotating it clockwise.



NOTE: The postage meter will not operate with the meter ad removed. The meter is shipped with a blank ad plate.

For Clear Impressions

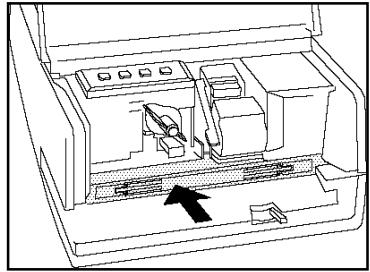
Keep paper clips, staples, etc., away from upper right corner letters where the meter stamp is printed. An uneven surface inside the letter will cause poor impressions.

Before switching OFF the meter power at the end of the day, record register readings in the daily record book (PS Form 3602-A).

6. CHANGING THE INK ROLLER

When light impressions are observed, the ink roller is probably the cause and should be changed. (See Section 13 for reorder information.)

Turn ON/OFF switch to OFF position. Open cover and locate ink roller cartridge.

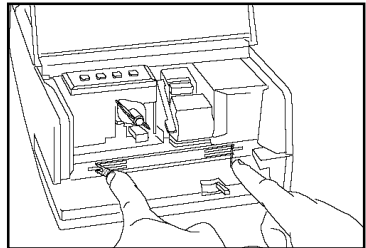


CAUTION: Touching the Ink Roller may get ink on your hands. Wash your hands with soap and water. If ink accidentally comes into contact with your clothing, tell your dry cleaner that it is an oil base ink.

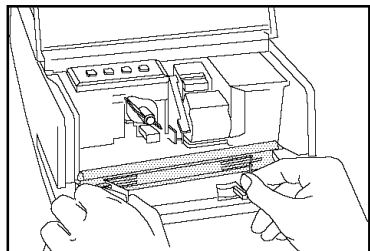
Pull open tabs on front of cartridge and remove ink cartridge by rotating up and pulling out.

NOTE: To reorder see Section 13.

Pull open tabs on new cartridge and pull out of package.



Insert new cartridge into clips by pushing in and rotating down. Release tabs and then press tabs firmly against the cartridge. Close cover.



Maintenance

7. OPERATING SAFETY

To comply with occupational safety and health standards, it is recommended that operators observe all local and normal safety precautions common to the operation of office equipment such as the following:

- Avoid getting loose clothing near moving parts.
- Avoid personal contact with meter mechanisms or materials in motion in the meter.
- Avoid unnecessary handling of electrical wiring and grounding yourself physically between the machine, other machines or appliances, water pipes, etc.

8. IF YOU NEED SERVICE

Pitney Bowes provides service from most principal cities in the United States. Although this guide can be helpful, it may not cover all the answers to your questions. If you need more information, call our Customer Service Representative who serves your area.

9. U.S. POSTAL SERVICE INSPECTION

The USPS requires that all postage meters be physically inspected every six months. When you are notified that the inspection is due, please take your **meter** and **power cord to your licensing post office in the carrying case provided.**

10. FCC REGULATIONS

The Model 6900/6909 Electronic Postage Meter as a separate unit complies with the limits for a Class "B" computing device pursuant to FCC rules sub-part "J" of Part 15. See **NOTE** on inside front cover for additional information.

11. PARTS

Meter Record Book. PS Form 3602-A*
ON/OFF Key Assembly 6990010

12. SUPPLIES

Red Ink Roller – Reorder # 616-0
Tape Sheets – Reorder # 612-0

To order any of the above supplies, call the PB Supply Line at
1-800-243-7824.

Contact your local Pitney Bowes office to order:

- Meter Ad Plates; and
- Postal Inscription Dies.

*Request additional copies from USPS

Resetting Instructions

13. USING THE POSTAGE BY PHONE® METER RESETTING SYSTEM

IMPORTANT! DO NOT take this Meter to the post office for a postage resetting!

Please read these instructions once or twice to familiarize yourself with the procedure.

See POSTAGE BY PHONE payment procedure on pages 19 and 20.

POSTAGE BY PHONE Data Center Operating Hours:

- Monday-Friday: 8:00 am to 8:00 pm EST
- Saturday: 8:00 am to 3:00 pm EST
- VRU open 24 hours x 6 days
- Closed Sundays and some holidays

For Meter resetting or account balance inquiry, call the POSTAGE BY PHONE Data Center for your area on a rotary or touchtone phone at:

- Continental U.S. Except Connecticut: 800-243-7800
- Connecticut Only: 800-942-7500
- Alaska/Hawaii Only: 800-243-2300

For customer assistance, call (203) 356-5555.

Resetting Instructions

13.1 Obtaining Meter Setting Combination

Complete the Meter Setting Worksheet. (See Tips & Tallies PB Form 83701.)

Verify POSTAGE BY PHONE Account Number _____.
Verify Meter Serial Number _____.

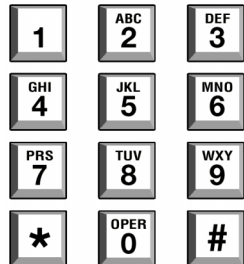
13.2 Transaction

1. Prior to dialing the POSTAGE BY PHONE Center insert the key into the lock located on the right side of the meter. Turn it clockwise to the ON position. Lift the dater door and press the ACCESS CODE key. The Access Code will appear in the display. Record this number (up to seven digits) on the meter setting worksheet pad and take it with you to the telephone. A sample is shown below.



NOTE: For Meter Setting Worksheets see Tips & Tallies manual packaged with your 6900/6909 meter. (See page 20.)

2. Dial POSTAGE BY PHONE Data Center (See page 14). Computer will ask you for a request code. (See page 16).



NOTE: Enter requested information on tone-producing, push-button telephone or tone-generator device. The # and * are located on your phone or tone generator.

3. Tap in 555 followed by #. The computer will ask you for your POSTAGE BY PHONE Account Number.
4. Tap in your eight-digit POSTAGE BY PHONE Account Number followed by #. The computer will ask you for your Meter Number.

Resetting Instructions

5. Tap in your seven-digit Meter Number followed by #. The computer will ask you for the Meter Access Code.
6. Tap in the Meter Access Code followed by #. The computer will ask for the Postage Reset Dollars (amount to be set in meter).



7. Tap in the Postage Reset Dollars (whole dollars only) followed by #. The computer will repeat the Postage Reset Dollars, and prompt you to tap in a # if correct. Otherwise re-enter Postage Reset Dollars. The computer will give you a six-digit setting number. Record this number on the Meter Setting Worksheet pad.

NOTE: If for any reason, the previous setting numbers issued by the Data Center have not been entered into your meter, the computer will give you the UNUSED reset dollars and the UNUSED six-digit setting number. This resetting combination must be entered into your meter before you attempt any additional resets.

8. The computer will ask you for a Request Code to continue on to another transaction or to end the transaction. Tap in one of the following.

| | |
|------|------------------------------|
| 555# | Reset Meter |
| 999# | Balance Inquiry |
| 0 * | Customer Assistance |
| 4 * | End Transaction |
| 5 * | List All Valid Request Codes |
| 7 * | Repeat Last Message |

If 4* is entered, the computer will thank you and hang up.

Resetting Instructions

NOTES: To request a repeat of information tap in 7*. The last computer message will be repeated.

If any information is entered incorrectly, the computer will call this to your attention and ask you to re-enter the information.

If you enter incorrect information three consecutive times, you will be automatically transferred to a Customer Assistance Representative.

13.3 To Set Increment of Postage Into Meter

1. Enter the Reset amount used in data center transaction followed by a *decimal point*, via the keypad.

2. Lift the dater door and press the ENTER AMOUNT key.



3. Enter the six digit combination in the same order as received from the Data Center.

4. Lift the dater door and press the ENTER COMBINATION key.



5. To verify that the postage has been added to the "Postage Unused" register, press the POSTAGE UNUSED key. If an "Err" message appears in the display, please repeat Steps 1 - 4 taking special care to enter information correctly.

NOTE: If after 3 or 4 attempts, the "Err" message still appears, call the POSTAGE BY PHONE Data Center to do a request code 555 again, using the same worksheet. Review your setting numbers to see if they were recorded correctly. If they are correct, tap 0* to be transferred to a Customer Assistance Agent.

Resetting Instructions

14. REQUESTING YOUR ACCOUNT BALANCE (BALANCE INQUIRY)

1. Dial the POSTAGE BY PHONE Data Center. Computer will ask for request code.
800-243-7800 Continental U.S. (except CT)
800-942-7500 Connecticut Only
800-243-2300 Alaska/Hawaii
2. Tap in 999# (balance inquiry). Computer will ask for your POSTAGE BY PHONE Account Number.
3. Tap in your 8 digit POSTAGE BY PHONE Account Number followed by a #. Computer will ask for your meter number.
(If you have requested the use of an authorization code, the computer will ask you for this code number following the account number request. Tap in your six digit authorization code and ignore steps D and E below.)
4. Tap in your 7 digit meter number followed by a #.
5. Computer will give you your Account Balance in dollars and cents.
6. Computer will then ask for a request code. Tap in one of the request codes listed on page 16.
7. If 4* is entered, the computer will thank you and hang up.

NOTES: If, as mentioned in Step 3 above, an authorized code has been assigned, the above procedure(s) can NOT be completed without it.

If you enter incorrect information three consecutive times, you will be automatically transferred to Customer Assistance and an Agent will assist you.

To request a repeat of information, tap in 7*. This will cause the last message to be repeated.

Making Postage Payments

15. HOW TO MAKE POSTAGE PAYMENTS

POSTAGE BY PHONE® payments can be accomplished in several ways. You can either mail or express your check to the Postal Service's lockbox, you can make your deposits via ACH or Wire Transfer to the Postal Service's lockbox bank, or by participating in our Purchase PowerSM Program.

Advance Payments By Check

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

CMRS PBP
PO BOX 7247 0166
PHILADELPHIA PA 19170-0166

CMRS PBP
PO BOX 0566
CAROL STREAM IL 60132-0566

CMRS PBP
PO BOX 504766
THE LAKES NV 88905-4766

For Rush Service (two business days)

Send your payment via Expedited Mail or private, overnight carrier to:

CITIBANK LOCKBOX OPERATIONS
ATTN LOCKBOX #01 66
1615 BRETT ROAD
NEW CASTLE DE 19720

Making Postage Payments

For Postage Payments Made Via ACH or Wire Transfer

Provide the instructions below to your company's bank to facilitate easier and faster remittances. The lines in bold print are the fields and syntax for placing the customer number in the ACH and Wire Transfer message formats.

- **For ACH Credit Transfers**

Citibank

CMRS/Pitney Bowes POSTAGE BY PHONE

Account #4067-8633

Routing Transit #021000089

Format: **CCD plus**

Addenda record formatted: **REF*IC*XXXXXXXX**
or **NTE*ALL*XXXXXXXX**

(Xs = Your PBP Account #)

- **For Wire Transfers**

Citibank

CMRS/Pitney Bowes POSTAGE BY PHONE

Account #4067-8633

Routing Transit #021000089

Detail Payment Field: **XXXXXXXX**

(Xs = Your PBP Account #)

For Purchase Power Payments

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

METER SETTING WORKSHEETS

The meter setting worksheets referred to in other sections of this manual are contained in the PB Supply Line Tips & Tallies Manual. This document, which also contains helpful mailing tips and POSTAGE BY PHONE instructions, is packaged with your 6900/6909 series meter. Use customer reorder number 963-6 to reorder Tips & Tallies from the PB Supply Line.

(PB Form 83701)



One Elmcroft Road
Stamford, Connecticut 06926-00700