



DM50 Series Digital Mailing System (K700 series)

Your new system has been designed to let you set it up on your own. It should take approximately 20-25 minutes to complete the installation.

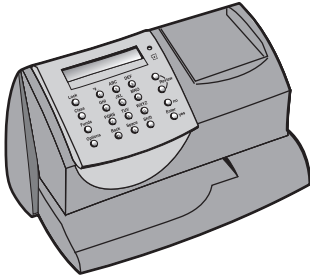
It is important that you carefully read and follow the sequence of steps in this guide to successfully install this product.



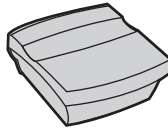
Quick Install Guide
UK Version

Step 1 Check you have the following...

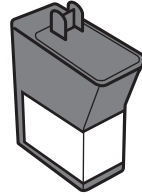
Mailing Machine



Weighing Platform



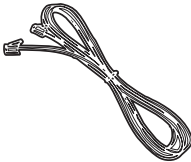
Ink Cartridge



Pitney Bowes Postage Meter Labels



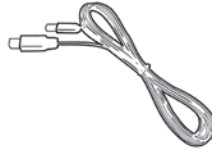
Phone Cord



Power Cord



USB Cable



Phone Line Splitter

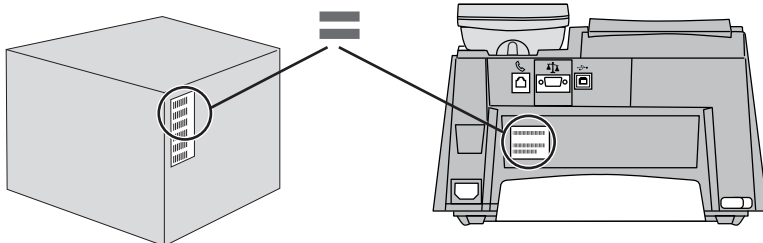


NOTE: If you have received a replacement system, you will only have a Mailing Machine and a Pitney Bowes Ink Cartridge.

If anything is missing, please contact our support team at:

customerservicesccc@pb.com

Check that the Mailing Machine 'Meter #' matches the meter number on the side of the packaging:



If the numbers do not match, **contact Pitney Bowes immediately** and do not continue with the steps in this guide.

Step 2 Position your system



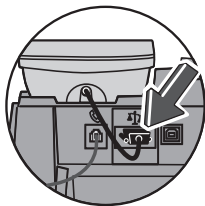
Please do not apply power to your machine until Step 4.

Remove all packing material.

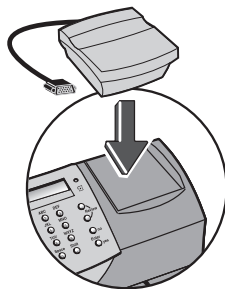
Choose a location for your system where it can remain plugged in and turned ON at all times. Also, locate the system so that it can be plugged into an internet enabled PC or an analogue telephone socket. This is essential for refilling the machine with postage.

Installation requires contact with our Data Centre. The Data Centre is open from 7am to 8pm Monday to Saturday including Bank Holidays. **Please do not attempt to install your system outside these times.**

Position the weighing platform as shown.



Plug the platform's connector into the matching connector on the back of the machine. Tighten the connector screws.



Step 3 Choose a Connection Method

You have to connect to the Pitney Bowes Data Centre to add postage funds, get software updates, and perform required Postal Authority inspections.

You have the choice of connecting either via an internet enabled PC using Pitney Bowes PC Meter Connect™ software or via an analogue telephone line.

Connection using PC Meter Connect™ is much faster and incurs no telephone call charges. Pitney Bowes therefore recommends this method.

- To install PC Meter Connect™, go to...

europe.pb.com/PCMeterConnect/setup.exe

Choose the **'Run'** option to install the software and be sure to select **'English (UK)'** as your installation language. You will need administrator rights on your PC to install the software.

When the software is installed, continue with **Step 5** of this guide.

- If you choose not to use the PC Meter Connect™ software, continue with **Step 4**.

Step 4 Connect to the Phone and Power

Only follow this step if you have chosen to connect using an analogue telephone line and you are **not** using PC Meter Connect™.

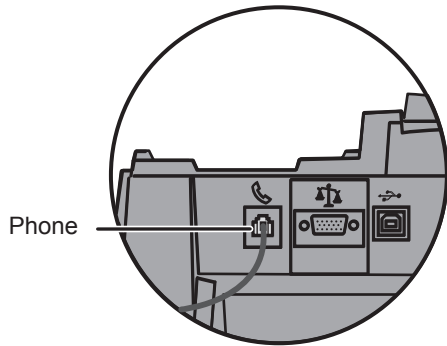


To install your system, you must have an analogue phone line. The following are usually analogue phone lines:

- Fax lines.
- Lines used by modems or credit card readers.
- Residential phone lines.

Some digital phone lines may damage the machine. If you are unsure about your phone line, contact your telephone company or local network administrator.

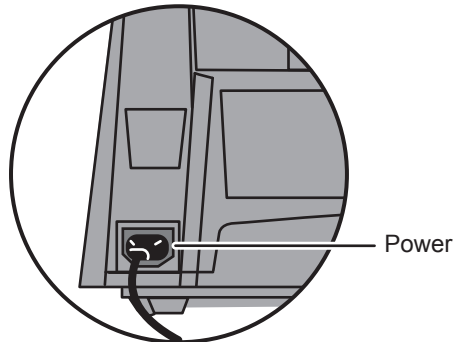
Connect the phone cord between the socket on the rear of the machine and the analogue phone line wall socket.



A phone line splitter is supplied if you want to share the line with a fax etc.

Plug the power cord into a convenient outlet and into the machine.

Please wait about 2 minutes for the machine to initialise.



WARNING:

As no on/off switch is fitted, the power cable is the primary disconnect. The power cable should be in such a position that access may be gained to disconnect the machine.

Always plug the equipment into a properly grounded wall outlet.

The socket outlet should be near the equipment and should be easily accessible.

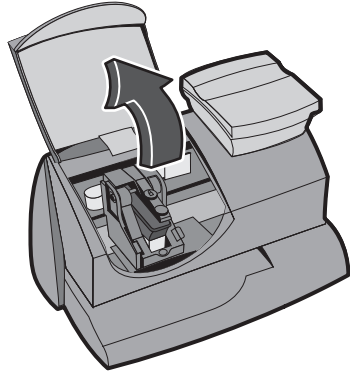
Use the mains lead supplied with your equipment.

Step 5 Install the Ink Cartridge

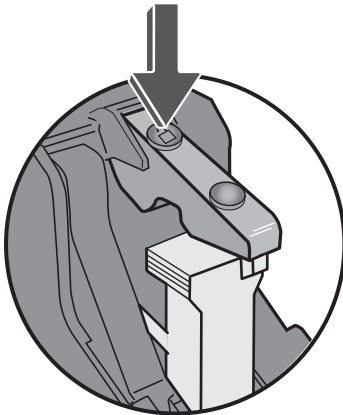
**Add ink cartridge,
Continue - Press Enter**




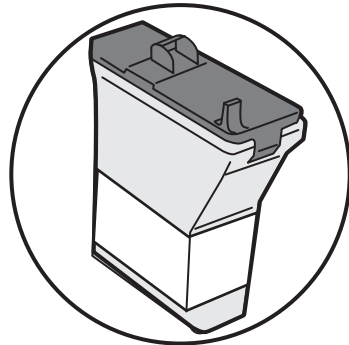
A Press **Enter/yes** on the control panel.



B When prompted, lift the cover.
NOTE: If the carriage is not visible, close the cover and press **Enter/yes** again.

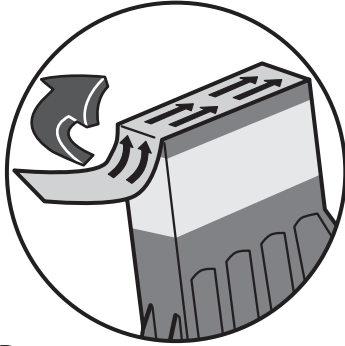


C Press unlock symbol  to open cartridge latch. Remove and discard the yellow packing material.

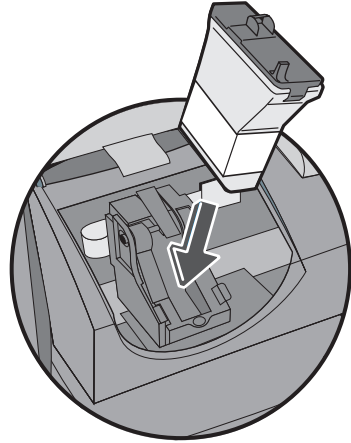


D Remove new cartridge from its plastic wrapping.

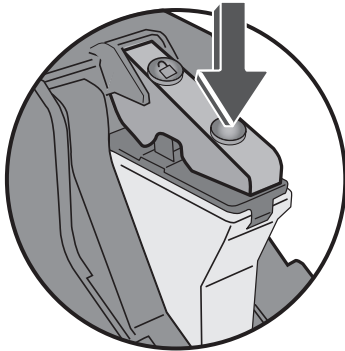
Step 5 Install the Ink Cartridge (continued)



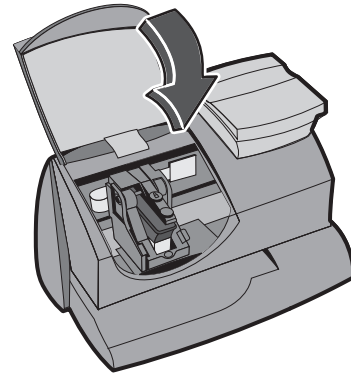
E Remove protective tape from bottom of ink cartridge.



F Install new cartridge into machine. Align base of cartridge first before pushing the top back.



G Press ink cartridge latch where shown until it clicks and loosely holds cartridge in place.



H Close cover. Press **Enter/yes**.

IMPORTANT - Is Ink Cartridge installed?

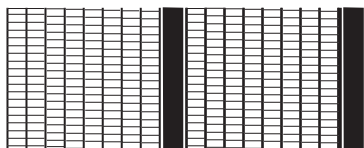
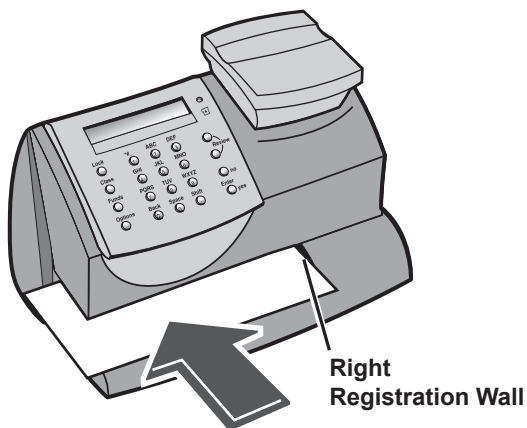
I Press **Enter/yes**. Wait about 2 minutes until prompted to insert an envelope or tape/label sheet.

Step 5 Install the Ink Cartridge (continued)

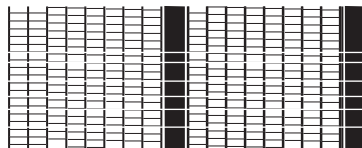
When prompted, insert a spare envelope or a tape/label sheet for a test print.

NOTE:

To print correctly, insert envelope or tape against the **Right Registration Wall** and gently slide it into the machine. The machine will detect the envelope or tape and automatically begin printing. Do not remove until printing has finished.



Good test print - no missing lines



Poor test print - missing lines

If the test print is good, press **Enter/yes** on control panel.

If the test print is poor, press **no** to perform additional maintenance and print another test image.

Step 6 Account Balance, Add Postage and Updating Software

You have to add postage funds to your meter before you use it. If you are installing the system using an analogue phone line, you will be asked if you need to dial a number to reach an outside line (for example, if you have to dial 9). You will not see this message if you are using PC Meter Connect™ software.

Tip: If you are using the same analogue phone line as the fax machine, check if the fax requires a dialling prefix.

**Need number (prefix)
to get outside line?**

If you **do** need a dialling prefix, press **Enter/yes**, then...

- Press the number(s) you use to reach an outside line.
- Press decimal point (.) if you need a pause after the dialling prefix.
- Press **Enter/yes** again to set this dialling prefix.

If you **do not** require a dialling prefix, press **no**.

The system will automatically attempt to connect to the Postage by Phone Data Centre.

Once the system has made a connection to the Postage by Phone Data Centre, your account balance will display.

Prepaid: £xxxxx.xx

You must now add postage to your system.

Press **Enter/yes** and the machine will suggest a refill of £50.

NOTE: If the machine is left at the Postage by Phone 'account balance' screen for too long, it will automatically suggest £50.

**Enter refill amount:
50.00**

Step 6 Account Balance, Add Postage and Updating Software (continued)

Either press **Enter/yes** to accept this amount, or press **Clear/Back** and type in the amount of postage you wish to add (the amount must be in increments of £10).

Press **Enter/yes** to confirm.

Confirm the amount by pressing **Enter/yes** again. The system will communicate with the Data Centre to add postage.

After a short time, the system will confirm that the funds have been added. Press **Enter/yes** to continue.

After adding postage, you will be asked if you want a receipt.

If you want a receipt, press **Enter/yes** and print an envelope or tape as you did with the test print.

If you don't want a receipt, press **no**.

Your system will now automatically check for available software updates or features (e.g. Graphic Ads) you may have ordered, and will download them if necessary.

The screen will display the status of the update. Once complete, the 'Home' screen will display.

0.00	0 g
postal class	date

Your system is now ready to use.

However, you may wish the system to automatically select Envelope Messaging, postage value, etc. rather than having to select these each time. To do this, you will need to setup what is called a 'Preset'.

Once setup, the system will automatically revert to the preset settings when powered on and when woken from sleep mode.

Step 7 overleaf describes how to select your desired settings and how to store them as a preset.

Step 7 Creating a Preset with your company Envelope Messaging

You don't have to program the values that go into the preset in the traditional sense. Instead, the system takes a "snapshot" of the current values on your machine when you define the preset.

For example, if the machine is set up to print a Graphic Ad, no class is selected, and a postage amount is already on the screen, these are the conditions that will be recorded by your system when you define the preset feature.

To select Envelope Messaging

- From the Home screen, press the down Review ▼ key until "Ad:" is displayed. Press **Enter/yes** to confirm.
- Press the Review ▲▼ keys until you see the Graphic Ad required, then press **Enter/yes** to confirm.

If you cannot see the Graphic Ad you want, refer to 'Graphic Ad not available' in the Troubleshooting section on the following page.

- You will now return to the Home screen with the Graphic Ad selected for printing on your Envelope Messaging.

If you wish your preset to include other items such as a postal value, etc. set these now as described in Chapter 3 of the online Operating Guide.

To store your settings as a preset

- Press **Options**.
- Use the Review ▲▼ keys to scroll to "Change Setup?", then press **Enter/yes** to confirm.
- Use the Review ▲▼ keys to scroll to "Use Preset Setup?", then press **Enter/yes** to confirm.
- At the "Turn Preset on? Y/N" prompt, press **Enter/yes**.
- At the "New postal rates since preset created" prompt, press **Enter/yes**.
- Use the Review ▲▼ keys to scroll to "Store new preset?", then press **Enter/yes** to confirm.
- Press **no** when the system displays "Review settings to be stored?".
- At the "Confirm store new preset" prompt, press **Enter/yes**.
- Press **no** when the system displays "View new preset?".
- Press **no** when the system displays "Stay in setup?".

Your new preset is now stored.

Troubleshooting

No Dial Tone -

Check that you are using an analogue line such as:

- a) Fax lines
- b) Lines used by modems or credit card readers
- c) Residential phone lines

Check that you have entered a dialling prefix if your phone system needs a code to reach an outside line.

Cannot Reach Data Centre -

If you are using PC Meter Connect™, make sure the USB cable is connected between the mailing system and PC and that the PC can connect to the internet.

If you are using an analogue telephone line, check that you have entered a dialling prefix if your phone system needs a code to reach an outside line.

Not Enough Funds -

You have tried to add more postage than you have in your Postage by Phone account.

Envelope Messaging (Graphic Ad) not available -

Any Graphic Ads ordered will be available for download within 10 working days of delivery of your machine. If you cannot see the Graphic Ad you want, it is possible that it is not yet available for your system to download. You can continue using your system, but you will need to connect to the Data Centre again at a later date to download your Graphic Ad. This process is described in Chapter 5 of the online Operating Guide.

If you have any problems...

- Refer to our support website at:

www.pitneybowes.co.uk/welcomeDM50/

... and click on 'Troubleshooting'.



Elizabeth Way,
Harlow, Essex, CM19 5BD, UK
www.pitneybowes.co.uk

PB Form SDC668C RevB (01-12)



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