



## Canada Post Rate Change

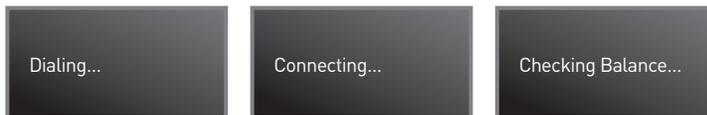
# Download Your New Rates

### 1 Prepare to Get New Rates

- a. Connect an analog phone line to your meter as you normally would for a postage refill (Instructions for using PC METER Connect are on page 2).

### 2 Connect to Pitney Bowes

- a. At the Home screen, press the **Funds** key, press **Page Down** twice and select **"Check PBP Balance"**.  
A series of messages will appear on the display:

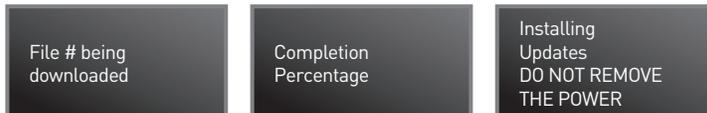


- b. Review your account balances.  
c. When prompted to Add Postage (Yes / No) select No – **(Do Not Refill Postage at This Time)**.

### 3 Request New Rates

- a. Select **"Get Update Now"** to begin the software (CPC Rates) download.

A series of messages will appear on the display:



- b. When the display reads **"New Rates Downloaded, Install Successful"** select **"Continue"**.

***IMPORTANT: Your system must be connected to the data center on the effective date of the Canada Post Rate Change to complete the update. Please repeat steps 1-3 on January 12 2015.***

### 4 Data Capture Upload

- a. When the display reads **"Data Capture Upload Required..."** select **"Connect Now"**.

A series of messages will appear on the display:



- b. Upon completion of the Data Upload select **"Continue"**.

## Congratulations

When your system returns to the Ready Screen you will have completed your Canada Post Rate Change update.



## Have Questions?

Visit the Technical Support resource on our website at [www.pitneybowes.ca/ratechange](http://www.pitneybowes.ca/ratechange) or see below for Quick Tips!



## Using PC Meter Connect™ to download Canada Post Rates into your DM125i (PREC)

- 1 Connect meter via the USB cable to an internet-enabled PC with PC Meter Connect™ software.
- 2 Open the PC Meter Connect™ application on the PC “desktop”
- 3 The application will automatically connect to the Pitney Bowes Data Server and indicate the following steps:
  - Connecting
  - Transferring Files
  - Checking for Meter Updates
  - Storing Files
  - Downloading Files
- 4 Application will show “Meter Update Successful”. You can either “Print Report” or “Skip”.
- 5 Meter will also show “Update Successful”. Follow the prompts on the meter screen to return to the Home screen



## Updating Your Presets and Process Mail Faster

Presets allow you to store and access frequently used mail transactions – eg: Domestic Standard Lettermail - saving you time when processing mail. The steps below explain how to program, store and access presets.

### Programming Normal Preset For Domestic Standard Lettermail

- 1 **Weigh Mail Piece**  
**Using Your Scale** – a. Place empty envelope weighing less than 30 grams on scale  
**Note:** If you do not have a scale press **Weigh / Rate**, select “**Manual Weight**” entry and input 20 grams.
- 2 **Select Class**  
 a. Select “**Canpost**” then select “**Letter**”.  
 b. Select “**Dom Std \$0.77**” and then select Done.
- 3 **Store Preset**  
 a. Press **Custom Presets**.  
 b. Select “**Define Normal Preset**” and select “**Yes: Store Preset**”.  
 c. Select “**Continue**” and then press the **Clear Back Arrow** to return to the home screen.

### Creating Additional Custom Presets

- Follow steps 1 – 3a above.
- Select “**Define New Preset**” and then select “**Yes**”.
- Create a name for your preset using the keypad (double-click for the desired letters).
- Select “**Ok**” to continue.
- Select “**Continue**” and then press the **Clear Back Arrow** to return to the home screen.

- 4 **Accessing Normal Preset & Custom Presets**  
 a. **Normal Preset** - Press **Normal Preset**. You can now process mail.  
 b. **Custom Preset** - Press **Custom Preset**, press “**Select Preset**”, and chose your desired Preset.  
 You can now process mail



## Quick Tips

### Issues Connecting to the Pitney Bowes Data Centre

- 1 Make sure you are connecting to the Pitney Bowes Data Centre using an analog phone line. Most fax machines use analog phone lines.
- 2 If you are having problems connecting to the Pitney Bowes Data Centre, review your system’s dialing prefixes. If you need to dial 9 to reach an outside line you may need to modify your dialing prefixes as follows:
  - a. Press the Options button, then press **Page Down**, select “**Connect – Data Centre**” and then select “**Phone Parameters**”.
  - b. Select “**Dialing Prefixes**” and enter “9” or the appropriate dialing prefix and select “**Continue**”.

Note: To remove a dialing prefix use the Clear button to delete the existing prefix and then press **Enter**.