pitney bowes

DM Series

LAN Connection

AU

Setup Guide

AU

Contents

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Introduction

About LAN Connection

LAN Connection allows your meter to connect to the internet via your network (LAN) to provide a connection that is always available.

You will obtain a quick and reliable connection when your franking machine connects to Pitney Bowes for services such as; Postage refill, System Updates, Electronic Postal Inspection and Data Centre Information Exchange.

Is it secure?
Yes, the system has been approved by ICSA, a company specialising in custom evaluation and certification testing services for information technology products.

You can download the full report from **www.icsalabs.com/vendor/pitney-bowes**

IMPORTANT: Availability of products varies by country. Inclusion of a product in this guide does not guarantee availability within your country.

Products covered in this guide

This guide covers use of LAN Connection on the following products:

DM100 Enhanced Series

DM300

DM400 series

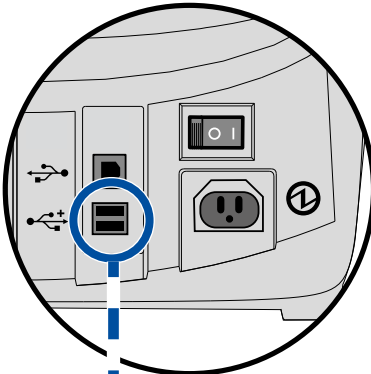## Information About Advanced Setup

In most cases simply connecting your LAN device as described in this guide will result in a reliable and secure connection.

However, if you experience difficulties while following the process or have already experienced connection issues before being directed to this guide, please proceed to the Advanced IT Setup Information provided in this document.
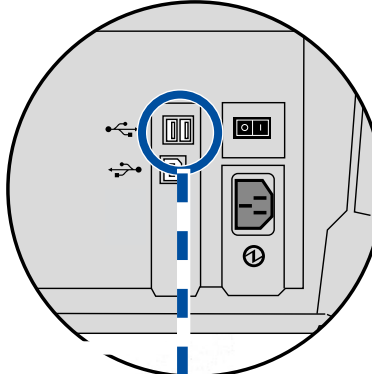
Please note: You may require assistance from your Network/ IT Department Administrator to proceed through the Advanced Setup stages.

AU

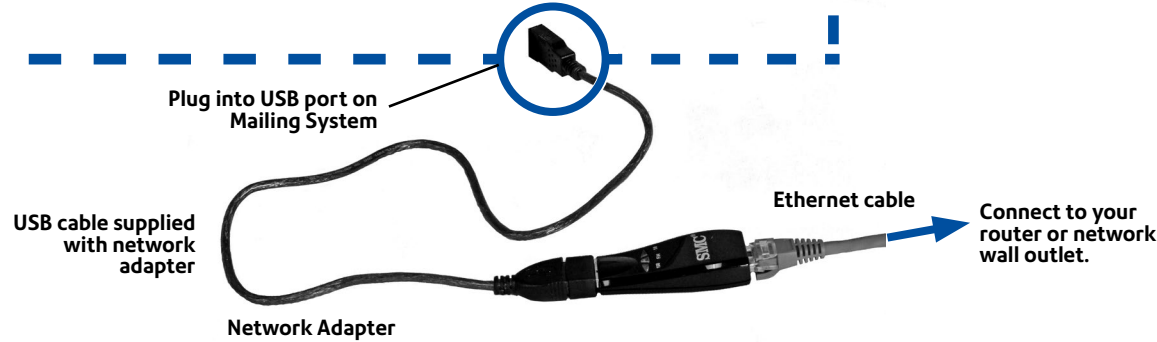# How to physically connect your system to the Network router port or Ethernet wall outlet

DM100

DM300/400

Please note- Whether your system has an on/off switch is dependant on model.

Plug into USB port on Mailing System

USB cable supplied with network adapter

Ethernet cable

Connect to your router or network wall outlet.

Network Adapter

1. Turn off power to the System.

2. Plug the Ethernet cable into your router or network wall outlet.

3. Attach the Network Adapter to the Ethernet cable and then plug the Network Adapter into one of the USB Ports on the Mailing System using the short USB cable that comes with the Adapter.

4. Turn the System power back on.

5. Once the System starts and displays the Mail Run/Home screen, the LED's on the Network Adapter should light up or flicker within 15 seconds. This indicates there is a connection to the network.

If you are performing an installation on a new machine, please now return to you Installation guide. If you are changing connection method on an existing machine, please now check that your new connection is working by performing a balance inquiry. If your connection is successful your Account balance will display. If you experience any issues with connection please proceed to Advanced IT Setup on the next pages. You may need to contact your Network/ IT Department Administrator.

Advanced IT Setup

If you have experienced issues in connecting via LAN, the following information explains the Advanced Setup Procedure.

Network configuration

You may need the help of your Network/IT Administrator to complete the information below.

This checklist ensures that your network settings have been made and, where necessary, you have a note of the settings to allow the Mailing System to be configured.

Connection-

You will need to connect to your network via a Network connection point - Included cable is 5 meters.

How is the IP address being allocated to your Mailing System? *(Check box as appropriate)*

☐   Dynamically

☐   Statically

For static IP addresses, you will need the following information:

IP address	•	•	•
Subnet mask	•	•	•
Default gateway	•	•	•

☐   Ports to this IP Address are open for

         80 (HTTP)

         443 (HTTPS)

         53 (DNS lookup)

         20/21 (FTP)

Is the connection using a proxy server? *(Check box as appropriate)*

☐   No

☐   Yes

For a proxy server, you will need the following information:

HTTP proxy URL (address)

HTTP proxy port

HTTP proxy username

HTTP proxy password

HTTPS proxy URL (address)

HTTPS proxy port

HTTPS proxy username

HTTPS proxy password

File extensions and URLs that the network/firewall needs to allow

LAN Connection uses the following file extensions that must be allowed through your network and firewall:

Type	Extension
DEC	.dcz
EMD	.zmd
Graphics	.bin
Rate Manager	.rmz
CCD	.bin
Snippet File	.arc

Ports and protocols needed by LAN Connection

LAN Connection uses the following ports and protocols that must be allowed through your network and firewall:

Type	Protocol	Port	Function
DNS	UDP	53	Postage Refill and Web Services
HTTP	TCP	80	Postage Refill and Web Services
HTTPS	TCP	443	Postage Refill, Software and Rates Updates, Graphic Downloads
FTP	FTP	20/21	Software & Rates Updates, Graphic downloads. Note- Firewall must allow active FTP.

Note: If your firewall has restrictions, please allow access to **pitneybowes.com.**

The following pages will explain how to set up a static IP address, configure PROXY settings or obtain the MAC address if required.

Reference - How to configure a static IP address

DM100

DM300/400

DM100

1. Press **Options**.
2. Press **Page Down** twice.
3. Select **Connect - Data Centre.**
4. Select **LAN Settings.**
5. Select **Get IP.**
6. Select **Manually.**
7. Select **IP**. Key in your static IP address. Press **Enter or Accept** to confirm the new setting.

   NOTE: Key in the complete IP address, including the decimal points separating the IP address parts. If one or more sections contain less than 3 digits, use zeros to fill. e.g. 192.168.1.25 should be entered as 192.168.001.025.

8. Select **Sub.** Key in your subnet mask settings in the same way as the IP address. Press **Enter or Accept** to confirm.
9. Select **Default Gwy.** Key in your default gateway in the same way as the IP address above. Press **Enter** or **Accept** to confirm.
10. If requested, press **Enter** again to confirm the settings.
11. Press the **Home** key to exit the setup menu.

DM300/400

1. Press **Options/Menu.**
2. Press **Page Down** twice.
3. Select **Data Centre Options.**
4. Press **Page Down.**
5. Select **Network Settings.**
6. Select **Get IP.**
7. Select **Specify Address Manually.**
8. Select **IP**, then press *C* to clear the existing entry. Key in your static IP address. Press **Enter** or **Accept** to confirm the new setting.

   NOTE: Key in the complete IP address, including the decimal points separating the IP address parts. If one or more sections contain less than 3 digits, use zeros to fill. e.g. 192.168.1.25 should be entered as 192.168.001.025.

9. Select **Subnet,** then, press *C* to clear the existing entry. Key in your subnet mask settings in the same way as the IP address. Press **Enter** or **Accept** to confirm.
10. Select **Gateway,** then, press *C* to clear the existing entry. Key in your default gateway in the same way as the IP address above. Press **Enter** or **Accept** to confirm.
11. If requested, press **Enter** again to confirm the settings.
12. Press the **Home** key to exit the setup menu.

Reference - How to configure for a proxy server

DM100

1. Press **Options.**
2. Press **Page Down** twice.
3. Select **Connect - Data Centre.**
4. Select **LAN Settings**.
5. Press **Page Down**.
6. Select **Proxy**.
7. Select **Enabled**, this will toggle the setting from No to Yes.
8. Enter the HTTP and HTTPS settings required to access your proxy server. These include:
   - the URL (address)
   - the port used
   - the login username
   - the login password
9. When complete, press the **Home** key to leave the setup menu.

DM300/400

Note: Feature not available in all markets. Please check with your supplier for availability.

1. Press **Options/Menu.**
2. Press **Page Down** twice.
3. Select **Data Centre Options.**
4. Press **Page Down.**
5. Select **Network Settings.**
6. Press **Page Down.**
7. Select **Proxy.**
8. Enter the HTTP and HTTPS settings required to access your proxy server. These include:
   - the URL (address)
   - the port used
   - the login username
   - the login password
9. When complete, press the **Home** key to leave the setup menu.

Reference - Network administrator needs MAC address

DM100

1. Press **Options**.
2. Press **Page Down** twice.
3. Select **Connect - Data Centre.**
4. Select **LAN Settings.**
5. Press **Page Down.**
6. The network adapter's MAC address will be displayed. Take a note of this for your Network Administrator.
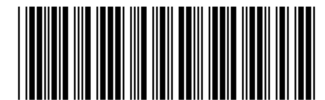7. Press **Home** to return to the Home Screen.

Note- Does not apply if using the PC Meter Connect Utility. If using PCMC use the PC's MAC Address.

DM300/400

1. Press **Options / Menu**
2. Press **Page Down** twice.
3. Select **Data Centre Options.**
4. Press **Page Down.**
5. Select **Network Settings** and press **Page Down.**
6. The network adapter's MAC address will be displayed. Take a note of this for your Network Administrator.
7. Press **Home** to return to the Home Screen.

Note- Does not apply if using the PC Meter Connect Utility. If using PCMC use the PC's MAC Address.

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