

# DM125 (PREC) Series

## New telephone number update instructions

**Note:** A prefix should not be entered in with the phone number.

01. Press the **Options** button
02. Press the **Page Down** button two times
03. Select *Connect-Data Center*
04. Select *Phone Parameters*
05. Select *Change PBP Number*
  - **Note:** A warning will display stating that the number should only be changed if instructed by a Pitney Bowes employee.
06. Press the **Enter/Yes** button
  - **Note:** A prefix will appear to the left of the current phone number if already programmed
07. Select **No** to erase the current number and type in the new number below for the Data Center Phone Number:
  - 1 844 449 7223
08. Select *Accept/OK*
  - **Note:** You will return to the Phone Parameters menu options
09. Press the **Page Down** button
10. Select *Change Local Number*
  - **Note:** A warning will display stating that the number should only be changed if instructed by a Pitney Bowes employee.
11. Press the **Enter/Yes** button
  - **Note:** A prefix will appear to the left of the current phone number if already programmed
12. Select **No** to erase the current number and type in the new number below for the Local Phone Number:
  - 1 844 449 7224
13. Select *Accept/OK*
14. Unplug the power cord, usually black in colour, from the back of the meter
15. Wait 1 minute and plug the power cord back in

After the meter has powered up, please perform a balance inquiry by following the steps below.

Connect your system to an analog phone line or PC Meter Connect™, the same way you would when adding postage

01. Press the **Funds** key
  02. Press the **down arrow** two times, select *Check PBP Balance*
  03. Your meter dials or connects to Postage by Phone and displays your available balance
  04. Press the **No** key to return to your Main screen as you are not required to add postage at this time.
- Please complete any software updates if prompted by selecting *Get Update Now* and selecting *Continue* when complete.