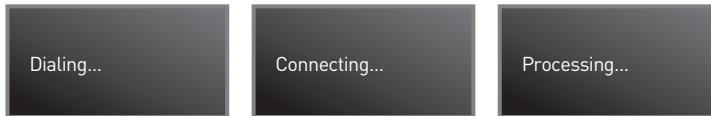# Download Your New Rates

1 Prepare to Get New Rates
a. Connect your meter as you normally would for a postage refill e.g. Local Area Network (LAN), PC Meter Connect or Analog Phone Line.

2 Connect to Pitney Bowes For a Balance Inquiry
a. Press the **Refill Postage** key.
b. Select *"Check PbP Balance"*.
*A series of messages will appear on the display:*

Dialing...	Connecting...	Processing...

When the connection is complete your Postage by Phone™ balances will appear.
c. Review your account balances and select *"Continue"*.

3 Request New Rates
a. Select *"Download Now"* or *"Get Update Now"* by pressing the adjacent soft key
A series of messages will appear on the display:

Downloading Updates...	# of Files...	% Complete...	Installing Update...
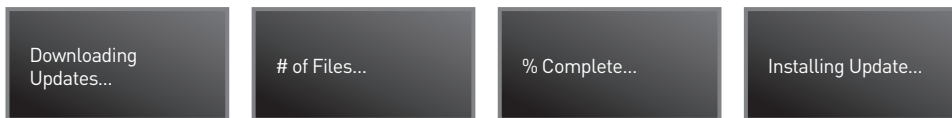
4 Complete Update
When the system update is complete various prompts will display:
a. System Update Complete – Select *"Return Home"*
b. Print Download Report? – Select *"Print Report"* or press **Enter** to proceed

Congratulations!
You will know the rates have downloaded successfully when your system returns to the Ready Screen.

Have Questions?
Visit the Technical Support resource on our website at **www.pitneybowes.ca/ratechange**
or see below for Quick Tips!

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 the Normal Preset For Domestic Standard Lettermail

1

Weigh Mail Piece
Using Your Scale – Place envelope weighing less than 30 grams on platform.
Manual Weight Entry – Press **Weigh / Rate**, select *"Enter Weight Manually"*, enter weight in grams and select *"Accept"*.

2

Select Class
a. Select *"Letter"*, then select *"Dom Standard"* and press **Enter**.

3

Store Preset
a. Press **Menu** (Page Down if required), select *"Preset Options"* and then select *"Set Normal Preset"*.
b. Press **"Yes"** to save the Normal Preset and then press **Home** to continue.

Creating Additional Custom Presets
• Follow steps 1 – 2 above.
• Press **Menu** (Page Down if required), select *"Preset Options"*, then select *"Create New Custom Preset"*.
• Create a name for your preset using the keypad and select *"Accept"*and then select *"Yes"* to continue.

4

Accessing Normal Preset & Custom Presets
a. **Normal Preset** - Press **Normal Preset** and place envelope on the scale - You can now process mail.
b. **Custom Presets** – Press **Custom Presets**, select desired preset (scroll down if required) and place envelope on the scale – 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 Menu button, then press **Page Down**, then select *"Data Centre Options"*, and then select *"Phone Settings"*.
b. Select *"Dialing Prefixes"* and enter "9" or the appropriate dialing prefix and select *"Accept"*.
   Note: To remove a dialing prefix select *"No Prefix Required"*.

3

For more information on faster rate and software updates and more reliable connections using Broadband instead of telephone dial-up for your meter go to www.pitneybowes.ca/meterconnectivity-options

Pitney Bowes