

Pitney Bowes DM100 - DM200

Advertising Slogan download instructions for the DM100 - DM200

To check for downloads:

Step 1: Connect the franking machine to an Analogue line (usual refill line)

Step 2: From the Home screen press Options.

Step 3: Press **Page Down** twice.

Step 4: Select **Connect Data Centre**.

Step 5: Select **Uploads & Downloads**.

Step 6: The machine then dials out and after a while should show **Connecting, System Update** then **Update Available – Get Update Now?** Select **Get Update Now**. The machine then downloads the software.

Step 7: The display will eventually change to **Installing Updates**. It then changes to **Software Download Complete. Select Continue**.

Step 8: The machine will then revert you to the home screen.

Step 9: If the display shows **No Updates Available** then select **OK**. The slogan/Rates may have already been downloaded.

Once you've downloaded the slogan you have to tell the machine you want it to print the slogan otherwise the slogan will not print. Also, if you want to save the slogan on the machine so it prints automatically you have to create a **NORMAL PRESET**.

Step 10: From the Home screen press the **Page Down** key.

Step 11: Select **Ad None**.

Step 12: Choose **Select an Ad**.

Step 14: There should be at least three options in front of you. Ignore the top two options. There will be an option on the bottom of the display. It may show the company name or sometimes it says **Return Address. Be aware there may be more than one slogan on the machine so you may need to press Page Down to access the desired slogan**. Select the desired slogan, then the machine returns to the home screen.

Step 15: Select **Zero** then **Enter**. Feed an envelope through the machine. The slogan should now print successfully.

HOW TO CREATE A NORMAL PRESET (Saving the Logo/Rates)

Step 1: Aswell as selecting the Slogan you want to save you will also need to type in the price which you want to appear before you proceed

Step 2: Press the **Custom Presets** key.

Step 3: Select **Define Normal Preset.9 (Bottom Soft key)** The machine then asks you **“Are all the current values correct?”** Press **Yes.(Middle Soft Key)**

Step 4: The machine shows **Please Wait**. It will then show one of two things. It may show **Normal Preset has been successfully created**. Press **Continue** then **Clear**. Otherwise it will show three preset options, if so, just press **Clear**. The slogan will now print automatically and there is no longer the need for the customer to select it manually.