

DM300C™, DM400C™, and DM475™ (G910) Series

New telephone number update instructions

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

01. Press **Menu** button
 - If necessary, press the green **Down Arrow** to scroll
02. Select *Data Center Options*
03. Select *Phone Settings*
04. Select *PbPhone#*
 - A warning will display stating that the number should only be changed if instructed by a Pitney Bowes employee
05. Select **Continue**
06. Press the **C** (Clear/back) button to erase the current number and type in one of these new numbers below for the Data Center Phone Number:
 - 1 844 449 7224
 - 1 844 449 7223 (alternate)
07. Select *OK*
08. Unplug the power cord (usually black in colour) from the back of the meter
09. Wait 1 minute and plug the power cord back in to meter

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

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

01. Press the **Refill Postage** key
02. Select *Check PBP Balance*
03. Your meter connects to Postage by Phone and displays the balance available
04. Select *Continue* to return to your Main screen

Please complete any software updates if prompted by selecting *Get Update Now* and selecting *Continue or Restart Now* when complete.