

mailstation2™ (K7C2) Series

New telephone number update instructions

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

01. Press the **Menu** button
02. Press the **Review Arrow** to scroll until you see, *Change Setup?*
03. Press the **Enter/Yes** button
04. Press the **Review Arrow** to scroll to *Change Communication Settings?*
05. Press the **Enter/Yes** button
06. Press the **Review Arrow** to scroll to *change the Data Center Phone Number*
07. Press the **Enter/Yes** button
08. Press the **C (Clear/back)** button to erase the current telephone number and type in one of these new number below for the Data Center Phone Number:
If one of the telephone numbers below is displayed, go to the next step
 - i. 1 844 449 7224
 - ii. 1 844 449 7223 (alternate)
09. Press the **Enter/Yes** button
10. At *Stay in Setup?*, unplug the power cord (usually black in colour) from the back of the meter
11. Wait 1 minute and plug the power cord back in to the meter

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

Connect your meter using your analog phone line or PC Meter Connect™, so your meter can communicate with the PB Data Center

01. Press your **Funds** key
02. Press your **Review** down arrow two times until *Check amt available to download?* is displayed
03. Press your **Enter/Yes** key

04. Meter dials or connects to POSTAGE BY PHONE® and displays the amount available to download
05. Press your **Clear/Back** key two times to return to your Main screen

Please complete any software updates if prompted by pressing **Enter/Yes** and again pressing **Enter/Yes** when complete.