

DM100 (P720) Series

New Telephone Number Update instructions

With improvements to our IT infrastructure, a change is required to the telephone number used by your Pitney Bowes postage meter. It is important that the telephone number is changed immediately to avoid any disruption to your operations.

Please take action now to make sure that you meter is updated with the latest number. Failure to do so may result in an inability to connect in future.

Follow the simple steps below to update your meter.

1. Press the **Options** key.
2. Press the **Page Down** arrow key to scroll through the menu and select "**Connect-Data Centre**"
3. Select "**Phone Parameters**"
4. Select "**Change PbP Number**"
5. Press the **Yes/Enter** key to continue.
6. If **0203 808 6622** is already present select **OK** or press the **Yes/Enter** key. If there is any other number, press the **No** key to clear the number and key in the new phone number **0203 808 6622**. Select **OK** or press the **Yes/Enter** key.
7. Press the **Page Down** arrow key and select "**Change Local Number**"
8. Press the **Yes/Enter** key to continue.
9. If **0203 808 6622** is already present select **OK** or press the **Yes/Enter** key. If there is any other number, press the **No** key to clear the number and key in the new phone number **0203 808 6622**. Select **OK** or press the **Yes/Enter** key.
10. Press the **Home** key.
11. Once you have saved the new telephone number, **power down your meter** by removing the power cord for 10 seconds and restart.
12. Check your connection by completing a balance enquiry. To do this press the **Add Postage** key and select "**Check PbP Balance**"
13. When the balance is displayed on screen, press the **No** key and follow any prompts to return to the home screen.

For additional assistance, visit www.pitneybowes.com/uk/support.

