

DM300c/M, DM400c/M, DM450c/M, DM475c/M (G920/G922)

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 your 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. Use the **Page Down** key to scroll through the menu and select "**Data Centre Options**"
3. Select "**Phone Settings**"
4. Select "**PbP Phone#**"
5. Select **Continue**.
6. Press **Back/C** key to remove existing number.
7. Key in **0203 808 6622** then select **OK** or press **Enter**.
8. Press the **Home** key to return to the home screen.
9. Once you have saved the new telephone number, power down your meter using the switch on the rear of the machine or removing the power cord for 10 seconds and restart.
10. Check your connection by completing a balance enquiry. To do this press the **Refill Postage** key.
11. Select "**Check PbP Balance**" to connect your machine to the Pitney Bowes Infrastructure.
12. Once the balance is displayed select **Continue**.
13. Follow the prompts to return to the home screen.

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

