

DM400-DM1000 Mega Series **(1D20/1M20/1R20)**

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. Select **Set Up**.
3. Select "**Phone/Network Set Up**"
4. Select "**PB Phone No.**"
5. Press the **C/Clear** key to remove the existing number.
6. Key in **0203 808 6622** then press **Enter**.
7. Press the **left** arrow key to return to the home screen.
8. Power cycle the machine by switching off for 15 seconds then restarting.
9. Check your connection by completing a balance enquiry. To do this press the **Funds** key.
10. Select "**Postage by Phone Balance**", your meter will connect to Pitney Bowes.
11. Select **OK** once prompted.

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

