

Mailstation / Mailstation2 Return Instructions for Upgrade

IMPORTANT NOTICE: Postage Meter Return is Mandatory. Please follow the prepaid shipping instructions to return postage meter. Following these steps will avoid the \$1000 fee for failure to return your meter.

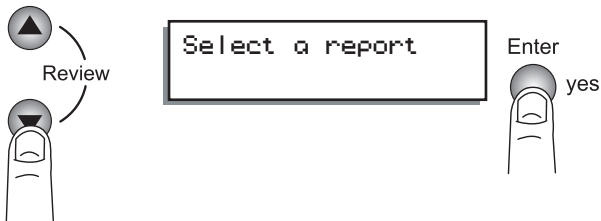
1. Print record of postage amount.

To have a record of the amount of postage in the meter, print the **Funds Report**.

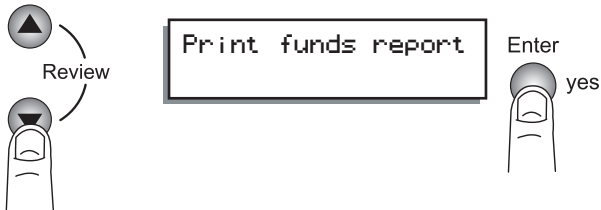
A. Press **Menu**.



B. Use the Review keys to scroll to **Select a report** and Press **Enter/yes**.



C. Use the Review keys to scroll to **Print funds report** and Press **Enter/yes**.



D. When prompted, insert tape sheet or envelope into the machine.

E. The report is printed (see sample below). Follow prompts to return to main screen.



When prompted, insert envelope.

Funds Report	Used: \$74.000	99999999
	Available: \$037.800	Batch Count: 3
	Total Pieces: 7	Batch Value: \$002.720
	Control Sum: \$100.00	PBP Serial No.: 1100024
		MAY 08 17 4:33P

2. Withdraw the remaining funds from your meter.

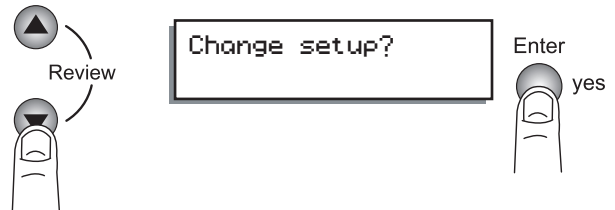
Note: Follow step 2 to transfer all postage funds on your meter, back to the original funding source(s). This transfer of funds will deactivate your meter. Your funds will then be available to download to your new meter. If you are unable to withdraw your remaining funds, then proceed to Step 3. Pitney Bowes will transfer your funds into your Postage by Phone account within 6-10 days of receiving your meter.

Keep your meter connected as you normally would for a postage refill.

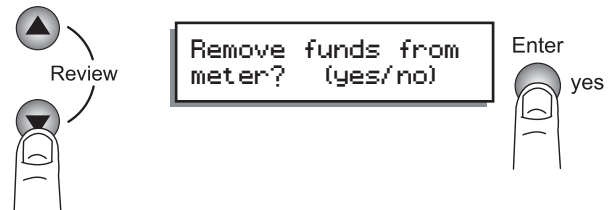
A. Press **Menu**.



B. Select Change Setup.



C. Select Remove funds from meter.



D. Connect to Postage by Phone.

- The meter will connect.
- You will see:

\$xxxx.xx transferred to postage by phone

- Press Clear/Back and you will see:

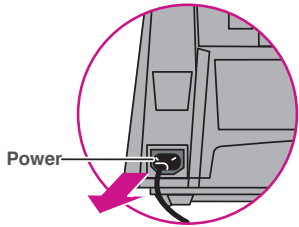
Your meter was taken out of service

If you see any other message press **Clear/Back** and call Pitney Bowes at **1-800-522-0020**

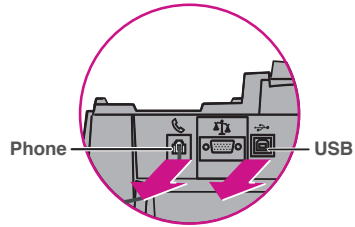


E. Recommended: print accounting reports that you may want to keep a record of. Your available funds should now be \$000.00.

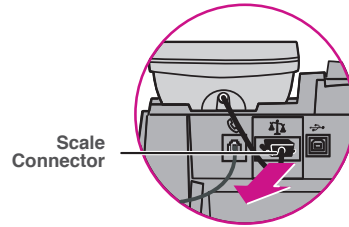
3. Remove the plugs.



Unplug the power.



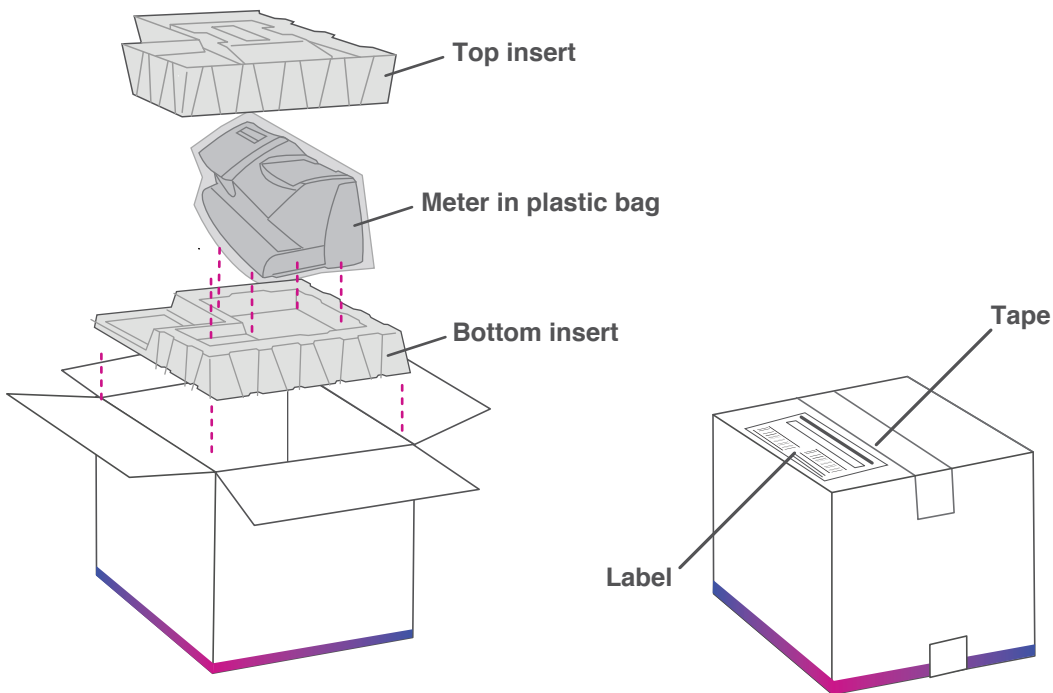
Unplug the phone or usb.



Unplug the optional scale.

4. Pack the meter for shipment back to Pitney Bowes

- A. Place meter only in the plastic bag provided and pack as shown below.



- B. Seal the top of the carton with tape provided.

- C. Apply a prepaid UPS shipping label to each box over old shipping labels and return via your local UPS agent or drop off location.

- D. Retain the customer portion of the prepaid shipping label for tracking purposes.

If additional packaging is needed or if you have questions, contact client support at www.pitneybowes.com/us/returns