Contact List
If you need assistance:
For Setup or Getting Started questions, call 1-877-817-2463

Machine identification
Product Name: DM100i Digital Mailing System
Model Number: P700
Product Name: DM125 Digital Mailing System
Model Number: PR00
Product Name: DM200L Digital Mailing System
Model Number: P7L1
Product Name: DM225 Digital Mailing System
Model Number: PRL1

Resources
To obtain product help through tutorials, troubleshooting pages, downloads, chat, and forums, go to:
http://www.pb.com/support

To order Pitney Bowes supplies and accessories, go to:
http://www.pitneybowes.com and click on Supplies OR
order by phone at 1-800-243-7824 (M-F 8:00 AM to 8:00 PM E.T.)

To view a list of your equipment, pay invoices online, or ask questions about your Postage-by-Phone account go to:

For questions about your Pitney Bowes account or the product, call the Pitney Bowes Customer Care Center at 1-800-522-0020
(M-F 8:00 AM to 8:00 PM E.T.).

To contact the United States Postal Service® (USPS), visit:
http://www.USPS.com
Getting to know your system

These cards provide quick step-by-step instructions to perform basic operations with your DM Series meter. The latest Operator Guide can be found at http://www.pb.com/support.

**Product Name:** DM100i, Model P700

**Product Name:** DM200L, Model P7L1

**Product Name:** DM125, Model PR00

**Product Name:** DM225, Model PRL1

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Print menu

The Print Menu key provides quick access to what will, or will not, be printed on your mail.

Selecting the Print Menu key provides these additional printing options.

- **Seal Only**
- **Date & Time Only**
- **Ad Only**
- **Omit day/date/other**

**Date & Time Only** - This option allows you to print an oval graphic containing the current date and time.

**Ad, Date & Time Only** - This option prints the date and time oval as described above and allows you to choose an Ad to be printed to the left of the oval. You can choose to place the “Received” ad next to the date and time.

**Ad Only** allows you to print only the currently selected ad slogan on the envelope. This can be most useful if you have a personalized ad slogan that you want to print in the area where the meter stamp usually appears.

Selecting **Omit day/date/other** allows you to print a normal meter stamp without the day...or without the date altogether.

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Power and Lock

Determine instantly how much postage you have used, and how much is left.

Configure your meter just the way you want it.

Return to your most frequently used setting.

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Changing Ink Cartridge

You can identify your model from the label on the front of your meter shown in Step 1.
Changing the ink cartridge

1. If you have a DM200L or a DM225, you must remove the scale to change the ink cartridge. Place your hands in the left and right scoops and lift straight up.

2. Open the top cover. The Top Cover Open message will appear on the display.

3. Select Replace Ink Tank to continue.

4. Unlatch and flip open the ink cartridge cover. Lift and remove the old ink cartridge.

5. Close the cover. The system will automatically recognize the new cartridge, perform a brief maintenance operation, and return you to the home screen.

6. Replace the scale. (DM200L / DM225 only)

Lower the new ink cartridge into position. The printing on the top of the cartridge should face the front of your system. Return the cover to the closed position and click to secure.

Key in postage

If you know the value of the postage you want to print... simply key it in!

1. For example: At the home screen Select 4.

2. Select 4 again.

3. Select Yes / Enter. Your system is ready to print postage.

Print a meter Stamp.

Place the long edge of the envelope flush against the registration wall. Slide the mail into the meter. The system will detect the envelope and automatically pull it through the printing mechanism.

Print a tape

If you're mailing a package, or your letter is too thick to run through the meter, you may print a postage tape. Tape sheets may be fed and printed the same as envelopes. After printing, peel the tape strip from the backing and place it on your package.
Clear Jam / Moistener
Rate Preview

Clear a jam
To clear a jam, do the following:
1. Turn the jam clearance lever to the right (clockwise).
2. Remove the mail piece.
3. Rotate lever back to its home position.

Using the moistener
You may moisten, seal, and print postage in one smooth operation.

1. Install moistener as shown.
2. E-Z Seal™
Sealing Solution.
3. Guide envelope flap around gray edge of moistener deck as shown.

Take Your Snapshot
From the Home screen

1. Press the Custom Preset key on the control panel.
2. Press the key next to “Define Normal Preset.”
3. The next screen will ask, “Are all the current values correct?” This is referring to the settings you have just selected, so press the key next to the “YES: store preset”.
4. On the next screen press “Continue”. This returns you to the first “Custom Presets” screen.
5. From the Custom Presets screen press the Clear button. This will return you to the Home screen with your new Normal preset loaded.

Changing the Normal Preset to a Different Class
Changing the normal preset to a different class

The Normal Preset must include a class. You cannot simply key in a value.
If a standard one-ounce first class letter is not your most frequently used setting, you can change the Normal Preset to any class you wish.
The way you define presets is to (1) set the meter just the way you want it, and then (2) take a “snapshot” of this configuration. Just follow the steps below.

Set Your Meter

1. From the Home screen press the key next to the CLASS line.

2. You’ll see the postal classes list; select the class you wish to assign to your normal preset. (For this example, the illustrations will reflect a user who chooses Priority. The same general procedures will apply, however, to any class selected.)

3. If offered, select a sub-category of the selected class. (In this example, the Env/Pkg offering under Priority)

4. Select any USPS fee-based service(s) you wish to include with your new Normal preset. You can use the lighted Page-Up and Page-Down buttons to the right of the screen to review fee-based services available. When you have completed selecting special services, press the Done key found on the last line of every screen. This will return you to the Home screen and you are now ready to take your Normal Preset “snapshot”.

Rate preview

1. Make sure the Class is set to “None”. You can set the Class to “None” by keying in 0 on the keypad, and pressing the Yes/Enter button.

2. Put the mail piece on the scale. The weight of the mail piece will appear in the upper right of the display, and possible classes for this weight will be displayed on the screen. If there is no value next to a class name your system needs more information to calculate an accurate rate.

3. Selecting a key with no associated rate will either prompt you for the additional information needed or present alternative rates. For example, selecting 1st Class on the screen above would present a screen such as:

(Don’t forget the lighted scroll keys to view additional classes and rates.)

4. When you select a class with an associated rate, you may see a screen offering additional (fee based) services. Press Done to return to the Home screen and print your postage.

If you are unsure if a particular class is valid for your mail piece, visit www.usps.com
Enter a known weight

1. If you have not purchased the optional scale, or you know the weight of your mail piece, or if your package is too heavy for the scale...

   Select Weight/Rate key.

2. Select Enter manual weight.


5. You will see the screen as shown on the Rate Preview card. Depending on the weight you enter, you may be asked to enter the destination (ZIP) code, and given the opportunity to add fee based services such as Insurance or COD. Follow the screen prompts. Again, depending on the weight you enter, you may be shown a number of postal classes that apply to your mailpiece. Pick the class and cost that you wish.

6. After you have completed the rating process, including any fee services desired (e.g. insurance) you return to the Home screen by selecting Done.

   The bottom line on the home screen will remind you that a manually entered weight was used to compute the postal rate.

Adding postage to your meter

It is very simple and convenient to add postage to your meter. Be sure your meter is connected to your PC (if using PC Meter Connect) or to the Internet (DM125 or DM225 only) via LAN adapter and ethernet cable.

1. Press the Add Postage key.

   You can pick the default amount shown, key in a different amount to add, or call the Data Center to check your balance.

2. Suppose you wish to add $100.00, select Add another amount.

   Key in the amount of postage you wish to add. You can only enter whole dollar amounts. Select Continue.

3. You will be asked to confirm the amount requested.

   The system contacts the Postage By Phone™ Data Center automatically. The funds transfer should take less than 60 seconds.

4. The system contacts the Postage By Phone™ Data Center automatically. The funds transfer should take less than 60 seconds.

   The bottom line on the home screen will remind you that a manually entered weight was used to compute the postal rate.

To print your receipt select Yes / Enter.

   Please insert envelope or tape sheet to print receipt.