Step 1. Remove the shipping materials.

If you’re replacing another Pitney Bowes meter with this one, you’ll need to first remove the postage funds from your old meter. Refer to the “return” or “transfer” documents provided.

Open the top cover of the meter and remove any packing material, protective foam, or tape that may be present. Close the cover.

Step 2. Connect.

You’ll need to connect to the Pitney Bowes Data Center to add postage funds, download software updates, and perform USPS required inspections.

Use the included LAN Adapter (only available with DM125/DM225 models) to connect to your network. Follow Step 3. Connect via LAN setup.

If a direct LAN connection is not available (DM100i/DM200L and/or DM125/DM225 clients without LAN capability), please install the PC Meter Connect™ Desktop application, available online at www.pitneybowes.com/support/pcmc. After you’ve installed the PC Meter Connect Desktop Application, follow the onscreen instructions, which will guide you through the rest of the system setup process. You won’t need to refer to this Quick Install Guide again.

For best results, we strongly encourage you to follow the steps in this guide in sequential order.
Step 3. Connect via LAN setup.

Connect the short USB extension cable (approximately 6”) from the back of your meter to the LAN adapter as shown. Make sure that the other two ports remain open, as shown by the red Xs in the diagram.

Step 4. Plug your meter into a power outlet.

Connect the power cord from the back of your meter to a power outlet.

Choose a power outlet that is not controlled by a wall switch, so the meter stays powered on.

If you have this model, turn the On/Off switch on.
Step 5. Select your language.

When you power on the meter, it will perform a brief self-check process, after which you can select the language you wish to use. Simply press the small round button next to your language choice.

Step 6. Set your local time.

Make sure that your meter is set to the correct local time. Otherwise, the Post Office may return your mail unsent. You’ll set hours first, then minutes.

If the hour value displayed (HH) is correct, simply select OK and Continue. If the hour value is wrong, key in the correct value before pressing OK and Continue.
Step 6. Set your local time. (continued)

Again, if the minutes value displayed (MM) is correct, simply select **OK and Continue**. If the minutes value is wrong, key in the correct value before pressing **OK and Continue**.

![Image of setting local time]

**Important:** You must set the AM/PM correctly. If the local time is off by 12 hours then your system may print the wrong date on your mail, which could result in its rejection by the Post Office.

![Image of selecting AM or PM]

Check one last time, paying special attention to the AM/PM setting. If the current local time is correct, select **This is correct**.
Step 7. Install the print head.

Next, you should see the following prompt. Follow steps A-F to install the print head.

A. Open the top cover.

B. Unlatch and flip up the ink cartridge guard.

C. Remove the print head from its packaging.
Step 7 Install the print head. (continued)

**Important:** In order to prevent damage to your meter, be careful while performing this step.

D. Remove the tape strip from the bottom of the print head.  

OR  

Remove the plastic cap from the bottom of the print head.

E. Slide the print head pegs into the lower set of grooves.

F. Squeeze the tabs and push the print head flush against the meter walls.
Step 8. Install the ink cartridge.

A. Remove the ink cartridge from the bag. The silver foil strip on the bottom of the cartridge should remain in the bag when the cartridge is withdrawn.

B. Drop the cartridge in next to the print head. The label on the top of the cartridge should face front.

C. Close the guard and click to secure.

D. Close the top cover. The meter will automatically prepare the ink cartridge for use.
Step 9. Print a test pattern.

When prompted, insert a spare envelope or a tape sheet for a test print.

![Diagram of a printing machine with registration wall and mail feed]

For proper printing, position mail flat against registration wall and gently slide mail to the right on feed deck.

The system will detect the envelope and automatically pull it through the printing mechanism.

Good test print - no missing lines

Poor test print

If the test print is good, press the green **Yes/Enter** button on the front of the meter.

If the test print is poor, press **No** to perform additional maintenance.
Step 10. Check your available funds for postage.

For your security, your meter is not shipped with preloaded postage.

When your account is accessed at the Postage-by-Phone Data Center, you will see your current balance (Prepaid) and your current credit line (Other). You can transfer some (or all) of the postage funds you’ve already purchased (Prepaid) in the next step.

- Select Yes/Enter to transfer postage into the meter.

For troubleshooting see page 18.
Step 11. Fill your meter with postage.

Now you fill your meter by transferring postage from your account. Key in the amount of postage you wish to add, in whole dollars.

- Select **Continue**.

Press **Yes/Enter** or **No** for a receipt.
Step 12. Print your postage receipt.

To print a receipt, follow the screen directions.

Please insert envelope or tape sheet to print receipt.
Step 13. Update your software.

In this last step you’ll download the current USPS rates and install any additional features you may have ordered.

• Select **Get update now**.

• Your system will auto-install the updates. Follow the screen prompts.

• When the software installation process has finished, select **Continue**.

- Select OK.

To customize your meter settings and learn all about using your system, see the Operator Guide, or check the Quick Reference Guide.

Optional Steps: Install any additional components.

If your system came with the optional scale, attach it now. The scale consists of two pieces. Place the platform on top of the base unit, making sure the pegs on the platform are inserted into the corresponding holes in the base unit.

DM100i / DM125 platform

DM200L / DM225 platform

DM100i / DM125 base unit

DM200L / DM225 base unit
Optional: Install your scale

Position the assembled scale as shown. Now plug the connector on the bottom of the base unit into the matching connector on your system.

DM100i / DM125
DM200L / DM225

You’ll need a scale code to calibrate the scale. If you have just attached your scale, key in the correct scale code for your location. Codes for each state can be found in the back of this guide on Page 19-20. Select Continue.

Optional: Install your moistener.

The optional moistener allows you to moisten, seal, and apply postage to your envelopes—all in one smooth step.

Position the moistener on the left side of the deck as shown. Hold down the blue release lever and slide moistener from left to right, with the lip of the moistener above the deck.
Optional: Install your moistener. (continued)

Fill the moistener reservoir with Pitney Bowes E-Z Seal sealing solution. You may fill it later if you don’t plan on moistening and sealing envelopes right now.

Optional: Install your stacker.

The stacker is a tray that catches your processed mail. Position the stacker next to the system as shown. Just slide it into place. It does not connect mechanically to the system.
Frequently asked questions

Where can I download the PC Meter Connect Desktop application?
The PC Meter Connect Desktop application can be downloaded here: www.pitneybowes.com/support/pcmc.

Why must I add postage funds to my meter?
For your safety, and to prevent any unauthorized use, your meter is shipped without postage funds in it. The money you paid when you signed up for your DM system has been deposited into your “Postage-by-Phone” (PbP) account, and is immediately available to you. You will be required to transfer an amount from your PbP account into the meter during the installation process. Please note that this is not an additional expense — you’re just moving over the money you deposited when you acquired your meter.

What is PC Meter Connect?
PC Meter Connect is a small desktop application you install on your PC to allow your meter to connect to the Pitney Bowes Data Center through your PC’s Internet connection. It allows for faster, more efficient postage refills and system software updates.

How do I run the PC Meter Connect Desktop application?
After installing PC Meter Connect, you should see its icon on your Windows desktop. Launch the application by double-clicking on this icon. Alternately, you can launch the application from the Windows Start button > All Programs > Pitney Bowes > PC Meter Connect.

PC Meter Connect is now running and you may connect to the Pitney Bowes Data Center. Alternately, you may click on the Start button >> All Programs >> Pitney Bowes >> PC Meter Connect.

How do I know PC Meter Connect is running?
When the application is running you’ll see a smaller PC Meter Connect icon in your Windows system tray at the bottom of your screen.
Frequently asked questions (continued)

**What is a scale location code?**
The accuracy of any scale is affected by its geographic location on the earth (specifically, how far it is from the Equator) and its altitude above sea level. The scale location code provided by Pitney Bowes helps calibrate the scale to be as accurate as possible for your particular location.

**Where is my Operator Guide?**
The latest Operator Guide can be found using the Support URLs listed below. The Guide is in Adobe PDF format, so you easily view or print it.

For product support go to 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

**How do I set up access if I’m using a firewall?**
We recommend that you connect your meter through a firewall. If your organization requires restricted access, you can set up the meter to access Pitney Bowes’ servers by allowing outbound HTTP (80) and FTP (21) access to range 199.231.44.25 - 199.231.44.40.

If your particular firewall supports unrestricted access to these ports, then the meter will automatically connect to Pitney Bowes’ servers when you initiate requests from the meter such as a refill requests or software downloads.

**What type of communication does the meter use while connecting to the Pitney Bowes Data Center servers?**
The meter uses (HTTP) on Port 80 and FTP on Port 21. Port 80 is used to communicate XML-formatted messages requesting services.
Does my meter’s Constant Connection use “active” or “passive” FTP?
When the meter connects to certain Pitney Bowes Data Center servers, it uses “active” FTP.

Does the meter’s Constant Connection support static and dynamic addressing? If so, how can I configure the IP addressing?
Your meter supports both dynamic (Table 1) and static (Table 2) IP addressing. The IP address is defaulted to automatic addressing from a DHCP Server. To view or change your IP addressing, follow these steps (depending on the type of IP addressing your network uses):

- Press the **Options** key.
- Press the **Page Down** key twice.
- Select **Connect-Data Center**.
- Select **LAN Settings**.

If your network uses dynamic IP addressing:
Verify **Get IP** is set to Auto.
Press the **Home** key to return to the Mail Run Screen.

If your network uses static IP addressing:
Your network admin will need to provide you with an IP address, Subnet Mask, and Default Gateway for you to enter into the meter. Once you have those piece of information:

- Select **Get IP**.
- Select **Manually**.
- Select **IP**.
- Enter the IP value determined by your network administrator.
- Select **Accept IP Addr** to continue.
- Select **Sub**.
- Enter the Sub value determined by your network administrator.
- Select **Accept Sub Addr** to continue.
- Select **Gwy**.
- Enter the Gwy value determined by your network administrator.
- Select **Accept Gwy Addr** to continue.
- Press the **Home** key to return to the Mail Run Screen.
Troubleshooting

Problem: I’m getting a “not enough funds” message.
You’ve tried to refill your meter with an amount that exceeds what you have available in your Pitney Bowes account. Add more postage funds using “Pay-by-Phone” and then try again.

Problem: I need to edit the information I entered during installation.
To Change Information Entered during the Install Procedure –
• Press Clear key on numeric keypad.
• At Install Not Complete, either go back to the previous step or start the installation procedure over again.

To Change Selection after the Setup Program is Complete –
• Press the Options key.
• Press the green Page Down button twice.
• Select Advanced Features.
• Press Page Down.
• Select Run Install Mode.

Problem: My adaptor isn’t working / No LED indicators are ON.
Either the 10 or 100 LINK LED indicators should be ON (solid green), indicating your connection’s data transfer rate.

If neither of these LED indicators are ON, check the following items:

• Verify the LAN cable, LAN extension cable, and LAN adapter are properly installed and plugged firmly into their ports or power source.
• Turn OFF the meter using the ON-OFF switch, wait 10 seconds, and turn ON the meter.
• Repeat steps 1 and 2 using the other USB port on the meter.
• If you’re connecting the meter to a LAN, make sure that none of the PC’s on your LAN are running the PC Meter Connect application.
Troubleshooting (continued)

Problem: One of the Link LAN LED indicators is ON, but I still can’t connect to the Pitney Bowes Data Center.

We recommend you download a diagnostic utility. Install the **Meter Test Connectivity** utility on a computer connected to your LAN. You can download this utility here: www.pitneybowes.com/ConstantConnection

Click on the “Test Now” button on the right side of the page. Scroll down the Constant Connection Testing Utility page to follow the **Install the Test Application** procedure. The utility emulates the connections the meter will perform and creates a log of activities that occurred during the connection attempt. This log can provide valuable diagnostic information to share with a Pitney Bowes Technical Support Representative.

**Still have questions?**
For installation support call: 1-877-817-2463. Alternately, your questions may be answered in the Operator Guide or online. The Operator Guide can be found at http://www.pb.com/support.

Product Name: **DM100i**  Model: **P700**

Product Name: **DM125**  Model: **PR00**

Product Name: **DM200L**  Model: **P7L1**

Product Name: **DM225**  Model: **PRL1**
## Scale codes for locations in the United States

Locations near a boundary may enter either code.

<table>
<thead>
<tr>
<th>State</th>
<th>Code</th>
<th>State</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td></td>
<td>Illinois</td>
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</tr>
<tr>
<td>Birmingham and north</td>
<td>13</td>
<td>North of Springfield</td>
<td>16</td>
</tr>
<tr>
<td>South of Birmingham</td>
<td>12</td>
<td>Springfield and south</td>
<td>15</td>
</tr>
<tr>
<td>Alaska (see map on page 16)</td>
<td></td>
<td>Indiana</td>
<td></td>
</tr>
<tr>
<td>Arizona</td>
<td></td>
<td>North of Indianapolis</td>
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<tr>
<td>Phoenix and north</td>
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<td>Indianapolis and south</td>
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<td>Iowa</td>
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<td>Arkansas</td>
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<tr>
<td>California (see map on page 16)</td>
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<td>Des Moines and south</td>
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<tr>
<td>Colorado</td>
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<td>Kansas</td>
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<tr>
<td>Denver and north</td>
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<td>North of Wichita</td>
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<td>South of Denver</td>
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<td>Wichita and south</td>
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<td>Connecticut</td>
<td>16</td>
<td>Kentucky</td>
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<td>Florida</td>
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<tr>
<td>W Palm Beach and north</td>
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<td>Maryland</td>
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<td>South of W Palm Beach</td>
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<td>Massachusetts</td>
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<td>Georgia</td>
<td>12</td>
<td>Michigan</td>
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<td>Hawaii</td>
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<td>NW of Lake Michigan</td>
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<tr>
<td>Idaho</td>
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<td>SE of Lake Michigan</td>
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</tr>
<tr>
<td>N of Salmon River Mtns.</td>
<td>17</td>
<td>Minnesota</td>
<td>18</td>
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<tr>
<td>S of Salmon River Mtns.</td>
<td>16</td>
<td>Mississippi</td>
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</tr>
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<td></td>
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<td>Kosciusko and north</td>
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<tr>
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<td>South of Kosciusko</td>
<td>12</td>
</tr>
</tbody>
</table>
## Scale codes for locations in the United States

Locations near a boundary may enter either code.

<table>
<thead>
<tr>
<th>State</th>
<th>Code</th>
<th>State</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Missouri</td>
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<tr>
<td>North of Springfield</td>
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<td>Salem and north</td>
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<td>Springfield and south</td>
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<td>South of Salem</td>
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<td>Montana</td>
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<td>Nebraska</td>
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<td>New Hampshire</td>
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<td>Texas</td>
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<td>New Jersey</td>
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<td>NE of Colorado River</td>
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<tr>
<td>New Mexico</td>
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<td>New York</td>
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<td>North Carolina</td>
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<td></td>
<td></td>
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<tr>
<td>Raleigh and north</td>
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<td>Washington DC</td>
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<td>Washington State</td>
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<td>Green Bay and north</td>
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<tr>
<td>North of Oklahoma City</td>
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<td>Wyoming</td>
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<td>Oklahoma City and south</td>
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</tbody>
</table>
Scale codes for locations in Alaska and California

Locations near a boundary may enter either code.

Location Code = 27
Location Code = 26
Location Code = 23

Location Code = 16
Location Code = 15
Location Code = 14
Location Code = 13
Contact List

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

Machine Identification

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Description</th>
<th>Model Number</th>
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<tbody>
<tr>
<td>DM100i Digital Mailing System</td>
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<td>P700</td>
</tr>
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<td>DM125 Digital Mailing System</td>
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<td>PR00</td>
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<td>P7L1</td>
</tr>
<tr>
<td>DM225 Digital Mailing System</td>
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<td>PRL1</td>
</tr>
</tbody>
</table>

Resources

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

To order PB supplies and accessories, go to: 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: www.pitneybowes.com and click on My Account

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 Stated Postal Service® (USPS), visit: USPS.com