



Shipping & Mailing
Franking Machines

INVIEW Kit Installation Instructions

DM220i Series (models DM160i/DM220i) and DM300M/DM300c Series



Introduction

What is the INVIEW Kit?

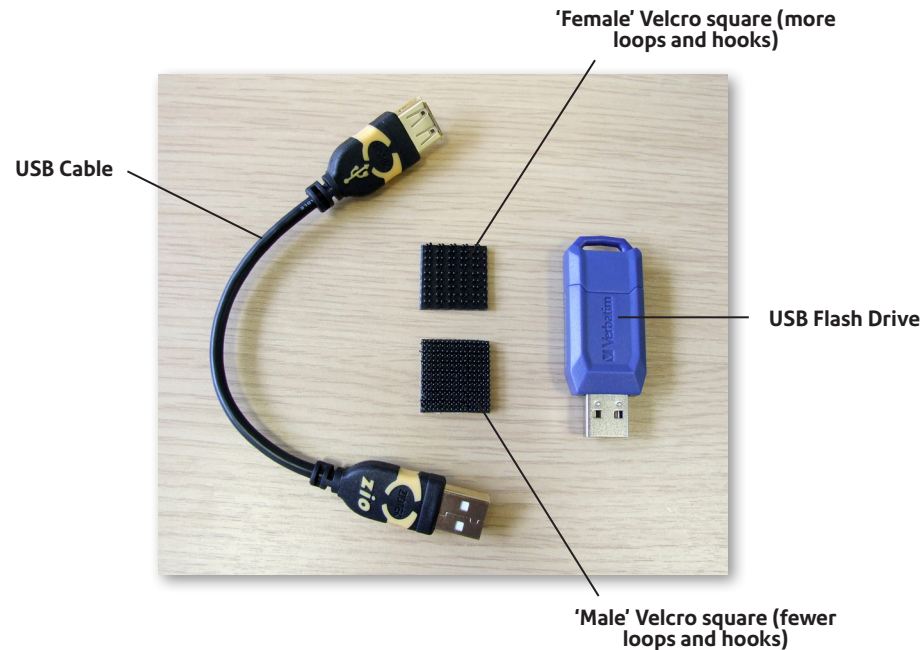
This kit must be fitted to your DM220i/DM300M/DM300c series system to allow you to use the enhanced accounting capabilities of INVIEW.

INVIEW gives access to more accounts and has enhanced features over the normal Departmental Accounting feature. In particular, using INVIEW with a constant connection allows your postage data to be captured. We have created a simple web based interface known as **INVIEW reporting** that will supply you with simple graphical reports that detail your postage expenditure by class and format. These reports are ideal to highlight areas of inefficiency and drive out unnecessary costs.

The INVIEW kit is supplied with your DM220i or DM300M/DM300c model, or can be purchased for use on the DM160i model.

Check the kit contents

The kit contains the following items:



Installing the Kit

Step 1

Take the female Velcro square, peel off the backing paper and attach it to the USB Flash Drive as shown.



Step 2

Take the male Velcro square, peel off the backing paper and attach it to the rear of the system (DM220i series shown, DM300M/DM300c is similar).



Step 3

Plug one end of the USB Cable into the USB Flash Drive and the other end into one of the USB ports on the rear of the system (DM220i series shown, DM300M/DM300c is similar).

Secure the USB Flash Drive to the rear of the system using the Velcro pads.



Prepare the system for use with INVIEW

DM220i/DM160i

Before completing these operations make sure the DM220i series has been fully installed and is ready for normal operation.

Enable INVIEW on the system

1. Press the **Options** key.
2. Select **Turn Items ON/OFF**.
NOTE: If the supervisor password is enabled, you will need to enter it to gain access to all of the Accounting Functions.
3. Select **Accounting**.
4. Select **Turn Accounting ON**.
5. Select **Inview Acct.** the 'Please Wait' screen appears on the display screen while the system enables Inview Accounting (this may take some time).

What next?

You have now 'enabled' INVIEW and it is ready to use. A full Operating Guide for INVIEW is available to download. Go to europe.pitneybowes-support.com and enter the access code **8025**.

DM220M/DM300c

Before completing these operations make sure the DM300M/DM300c series has been fully installed and is ready for normal operation.

Enable INVIEW on the system

1. Press the **Options** key.
2. Select **Accounts**.
NOTE: If the supervisor password is enabled, you will need to enter it to gain access to all of the Accounting Functions.
3. Select **Acct Type:**
4. Select **INVIEW/Budget Manager**. After a few seconds, the INVIEW/Budget Manager main menu will display.

What next?

You have now 'enabled' INVIEW and it is ready to use. A full Operating Guide for INVIEW is contained in Chapter 12 of the Operating Guide supplied with your system.

For Service or Supplies:

PB Form SDC977B RevB (6-15)

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