pitney bowes

3001 Summer Street
Stamford, Connecticut 06926
www.pitneybowes.com

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: **http://www.pb.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:
http://www.USPS.com

---

pitney bowes

DM100i/DM125/DM200L/DM225

Digital Mailing Systems

Quick Reference Guide

US English Edition

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

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

Selection Keys are active when display arrow (◄) is present.

Home Screen
When 3 bars are visible the system is ready to print postage.

When scroll keys are lit, more information is available by pressing keys.

```
Aug 24 16      ≡0.49≡
◄ ACCT:
◄ CLASS:1st Cl Ltr
◄ MAN WT:0lb 1.0 oz
```

Power and Lock

Page Up
Page Down

Add Postage   Reports   Weigh/Rate
Funds   Print Menu Options

Custom Preset   Normal Preset   Home

Yes/Enter

No

Clear   Space   Shift

Add postage to your system with as few as 2 button presses.

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

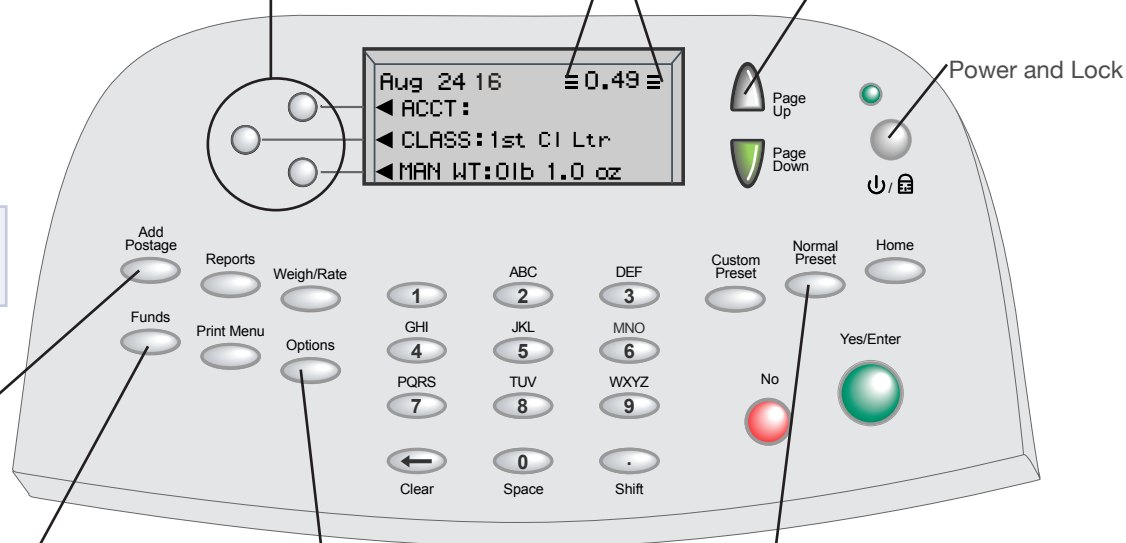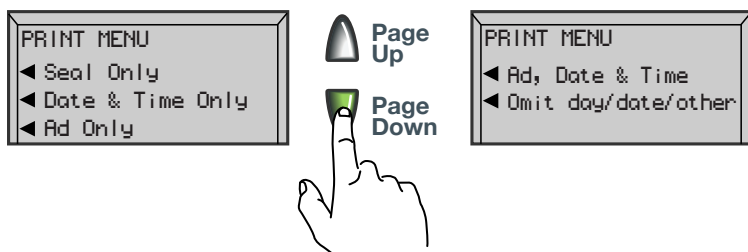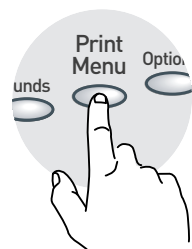Configure your meter just the way you want it.

Return to your most frequently used setting.

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.

Print Menu

```
PRINT MENU
◄ Seal Only
◄ Date & Time Only
◄ Ad Only
```

Page Up
Page Down

```
PRINT MENU
◄ Ad, Date & Time
◄ Omit day/date/other
```

Seal Only allows you to use your system moistener and transport mechanism to wet and seal envelopes. In this mode nothing will be printed on the envelope as it moves through the system.

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.

RECEIVED   OCT 01 2008
            4 41P

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.

Free Auto Repair Estimates
Jake's Garage
99 Main Street
Somecity, US 12345

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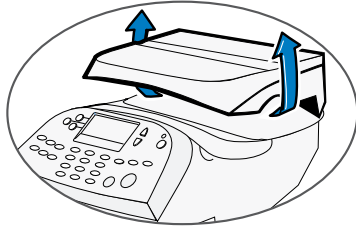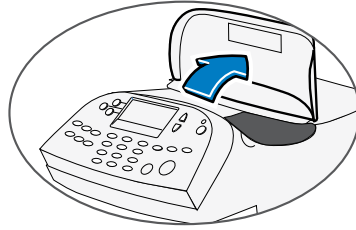
Day omitted

Date omitted

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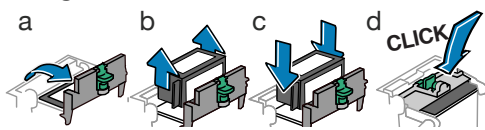
2. Open the top cover. The **Top Cover Open** message will appear on the display.

3. Select **Replace Ink Tank** to continue.

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

a   b   c   d **CLICK**

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.

5. Close the cover. The system will automatically recognize the new cartridge, perform a brief maintenance operation, and return you to the home screen.
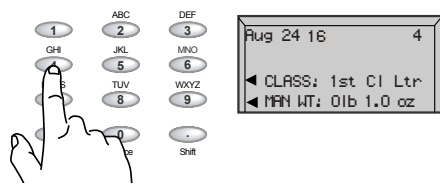
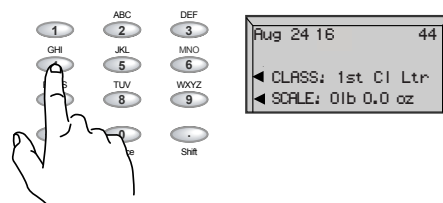**6.** Replace the scale. **(DM200L / DM225 only)**

Key in postage

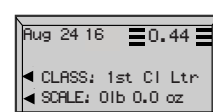If you know the value of the postage you want to print... simply key it in!

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

Aug 24 16   4
◄ CLASS: 1st Cl Ltr
◄ MAN WT: 0lb 1.0 oz

2. Select **4** again.

Aug 24 16   44
◄ CLASS: 1st Cl Ltr
◄ SCALE: 0lb 0.0 oz

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

Yes/Enter

Aug 24 16   ☰0.44☰
◄ CLASS: 1st Cl Ltr
◄ SCALE: 0lb 0.0 oz

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.
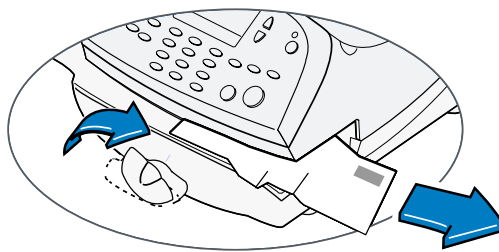
Tape sheet

Registration wall
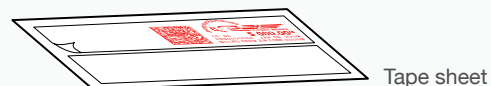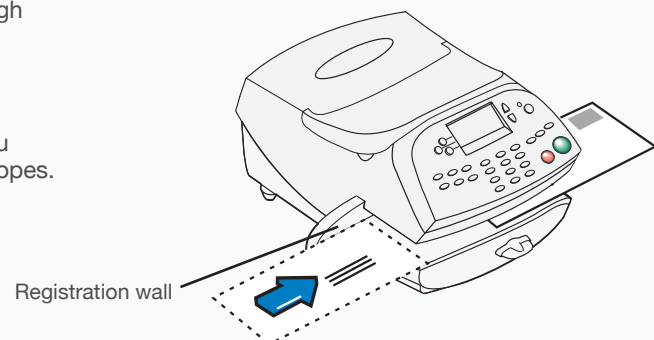
Clear a jam

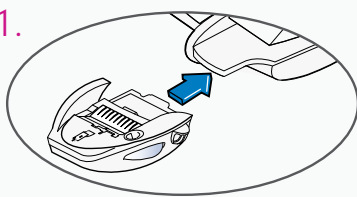To clear a jam, do the following:

1. Turn the jam clearance lever to the right (clockwise).

2. Remove the mail piece.

3. Rotate lever back to its home position.
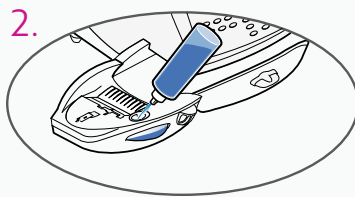
Using the moistener

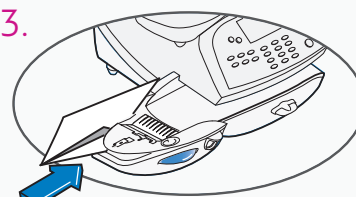You may moisten, seal, and print postage in one smooth operation.

1.

Install moistener as shown.
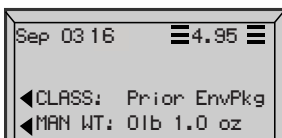
2.

**E-Z Seal™
Sealing Solution.**

3.

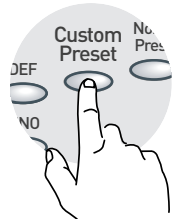Guide envelope flap around gray edge of moistener deck as shown.
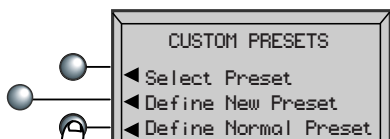
Take Your Snapshot
From the Home screen

```
Sep 03 16      ≡4.95 ≡

◄CLASS:  Prior EnvPkg
◄MAN WT: 0lb 1.0 oz
```

1. Press the Custom Preset key on the control panel.

2. Press the key next to "Define Normal Preset."

```
     CUSTOM PRESETS
◄Select Preset
◄Define New Preset
◄Define Normal Preset
```
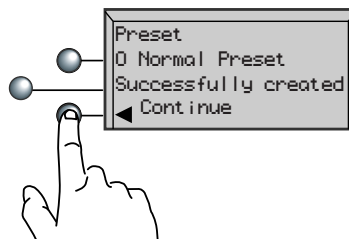
3. The next screen will ask, "Are all the current values correct?" This is referring to the settings you have just selected, so press the key next to the "**YES: store preset**".

4. On the next screen press "Continue". This returns you to the first "Custom Presets" screen.

```
Preset
0 Normal Preset
Successfully created
◄ Continue
```

5. From the Custom Presets screen press the Clear button. This will return you to the Home screen with your new Normal preset loaded.

```
Sep 03 16      ≡4.95 ≡

◄CLASS:  Prior EnvPkg
◄MAN WT: 0lb 1.0 oz
```
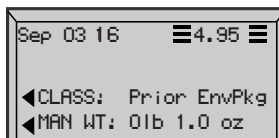
Changing the normal preset to a different class

The Normal Preset <u>must</u> 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.

```
Sep 03 16    ≡0.44 ≡


◄CLASS:  1st Cl Ltr
◄MAN WT: 0lb 1.0 oz
```
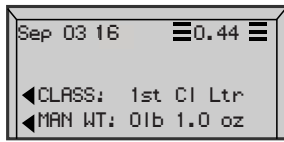
2. You'll see the postal classes list; select the class you wish to assign to your normal preset. (For this example, the illustrations will reflect a user who chooses Priority. The same general procedures will apply, however, to any class selected.)

```
              0lb 1.0 oz
◄1st Class
◄Priority
◄Pkg Service
```
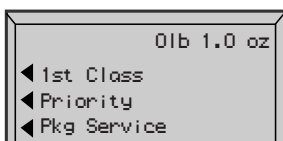
3. If offered, select a sub-category of the selected class. (In this example, the Env/Pkg offering under Priority)

```
              0lb 1.0 oz
◄Env/Pkg       $4.95
◄Flat Rt Env   $4.95
◄Sm Fl Rt Box  $4.95
```
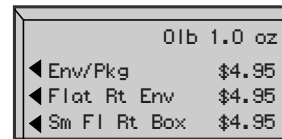
4. Select any USPS fee-based service(s) you wish to include with your new Normal preset. You can use the lighted Page-Up and Page-Down buttons to the right of the screen to review fee-based services available. When you have completed selecting special services, press the **Done** key found on the last line of every screen. This will return you to the Home screen and you are now ready to take your Normal Preset "snapshot".

```
SERVICES      $4.95
◄Insurance
◄COD
◄Done
```
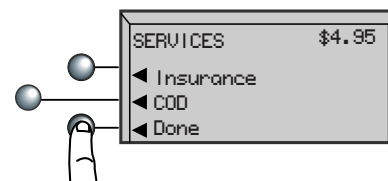
Rate preview

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.

```
Aug 24 16    ≡0.00 ≡


◄CLASS:    None
◄SCALE:    0lb 0.0 oz
```

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.

```
              0lb 10 oz
◄1st Class
◄Priority
◄Pkg. Service
```

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.)

```
              0lb 10 oz

◄Flat          $2.36
◄Parcel        $2.70
```

Page
Up

Page
Down

Lighted scroll keys

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**

```
SERVICES      $2.36
◄Insurance
◄COD
◄Done
```
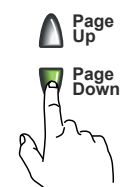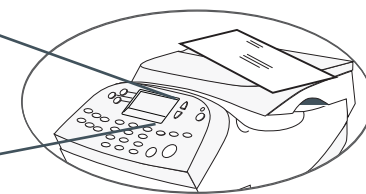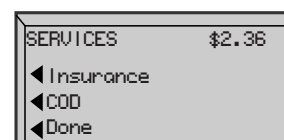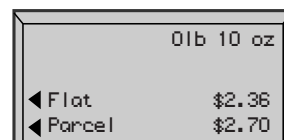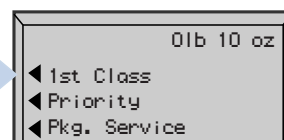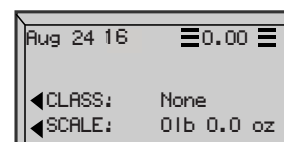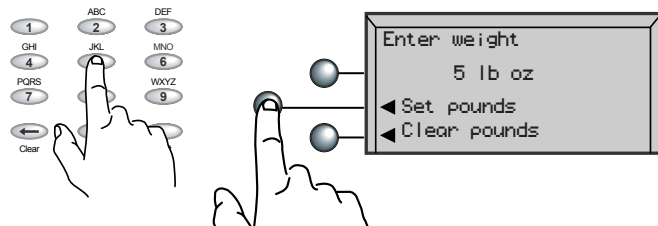
Enter a known weight

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...
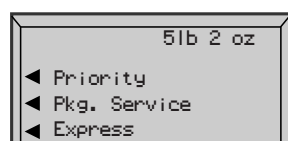
   Select **Weight/Rate** key.

   Weigh/Rate

2. Select **Enter manual weight**.

   ```
                    0lb 0 oz
   Place mail on scale
   ◄ Enter manual weight
   ◄ Diff. weighing
   ```

3. Key in pounds. Select **Set pounds**.

   ```
   Enter weight
        5 lb oz
   ◄ Set pounds
   ◄ Clear pounds
   ```

4. Key in ounces. Select **Set oz. and Continue**.

   ```
   Enter weight
        5 lb 2 oz
   ◄ Set oz and Continue
   ◄ Clear ounces
   ```
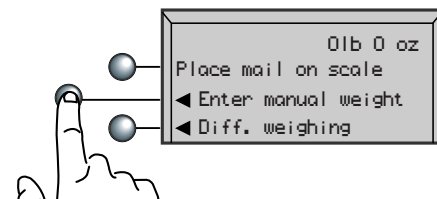
5. You will see the screen as shown on the Rate Preview card. Depending on the weight you enter, you may be asked to enter the destination (ZIP) code, and given the opportunity to add fee based services such as Insurance or COD. Follow the screen prompts.
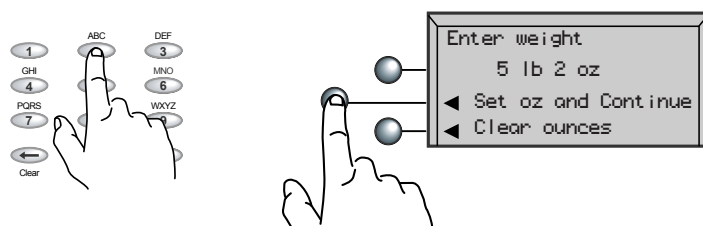   Again, depending on the weight you enter, you may be shown a number of postal classes that apply to your mailpiece. Pick the class and cost that you wish.
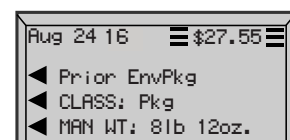
   ```
              5lb 2 oz
   ◄ Priority
   ◄ Pkg. Service
   ◄ Express
   ```

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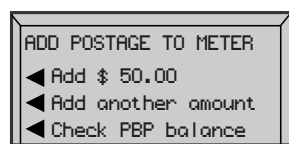
   The bottom line on the home screen will remind you that a manually entered weight was used to compute the postal rate.

   ```
   Aug 24 16    ≡$27.55≡
   ◄ Prior EnvPkg
   ◄ CLASS: Pkg
   ◄ MAN WT: 8lb 12oz.
   ```

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.

   Add Postage   Report

   ```
   ADD POSTAGE TO METER
   ◄ Add $ 50.00
   ◄ Add another amount
   ◄ Check PBP balance
   ```

   * PBP is Postage by Phone
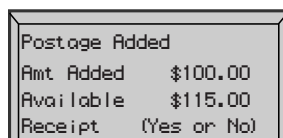
2. Suppose you wish to add $100.00, select **Add another amount**.

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

   ```
   Enter amount of
   postage to add.
       $100.00
   ◄ Continue
   ```
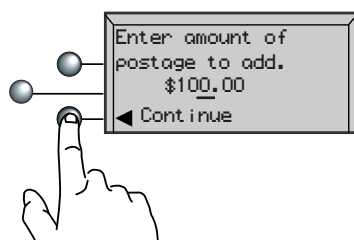
3. You will be asked to confirm the amount requested.

   ```
   CONFIRM ADD POSTAGE
   Adding      $100.00

   (Yes or No) ?
   ```
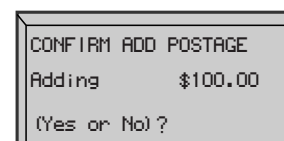
   No   Yes/Enter

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

   ```
   Postage Added
   Amt Added     $100.00
   Available     $115.00
   Receipt    (Yes or No)
   ```

   To print your receipt select **Yes / Enter**.

   No   Yes/Enter

   ```
   Please insert
   envelope or tape
   sheet to print
   receipt.
   ```

   Refill: AUG 24 16 11:38 A   Account No: 12000
   Refill Amount: $100.00   Meter No.: 111114
   Funds Available in Meter: $115.00   AUG 24 16
   Prepaid: $935.000   11:38 A
   Additional Funds Available: 000000000000

   Refill Receipt