DM100i / DM200L Digital Mailing Systems
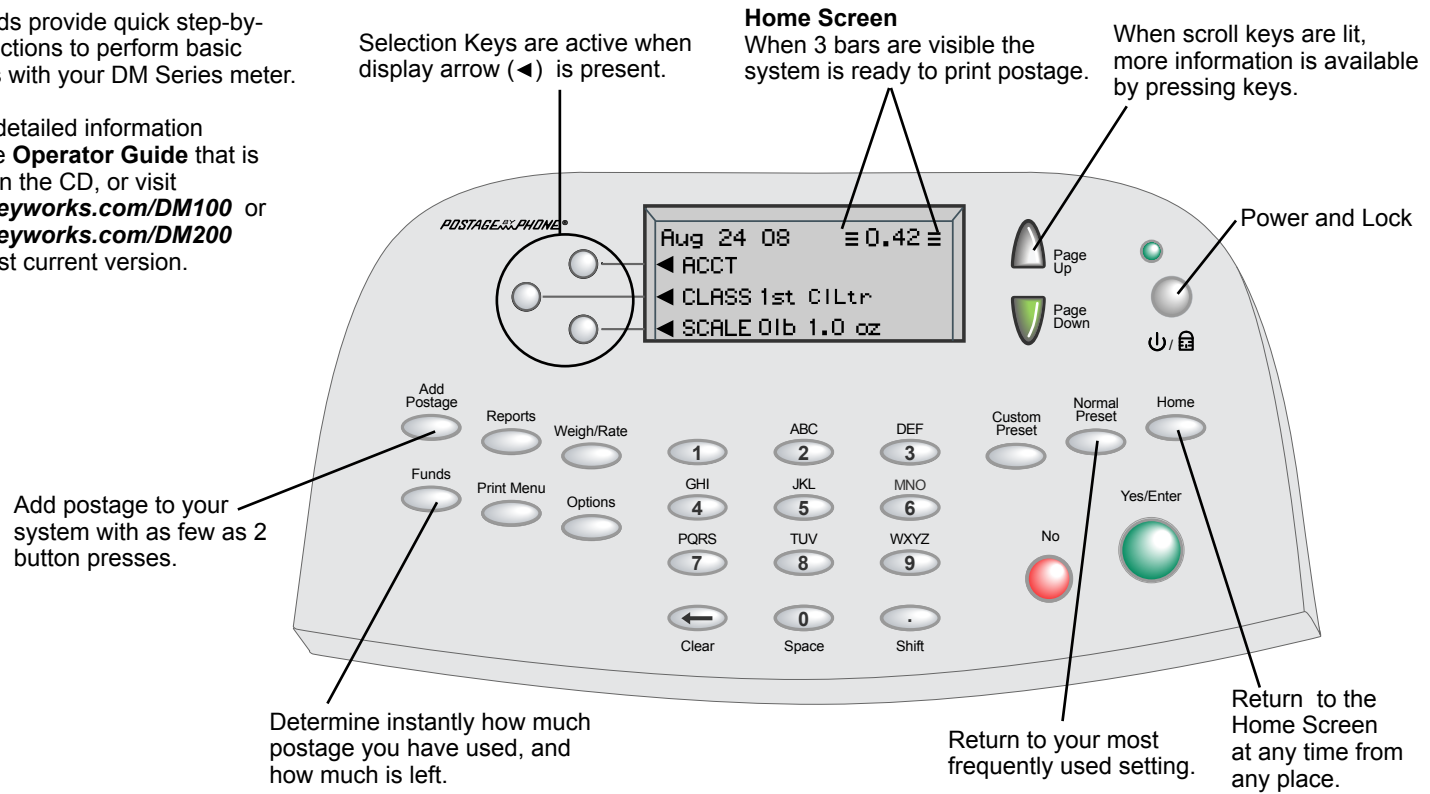# Quick Reference Guide
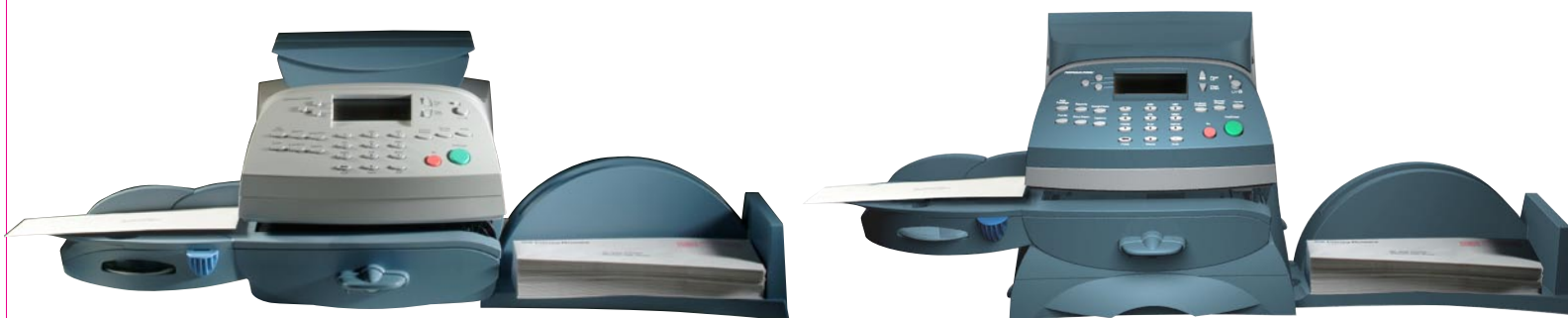
Pitney Bowes

DM100i / DM200L

Getting to know the **DM100i / DM200L**

These cards provide quick step-by-step instructions to perform basic operations with your DM Series meter.
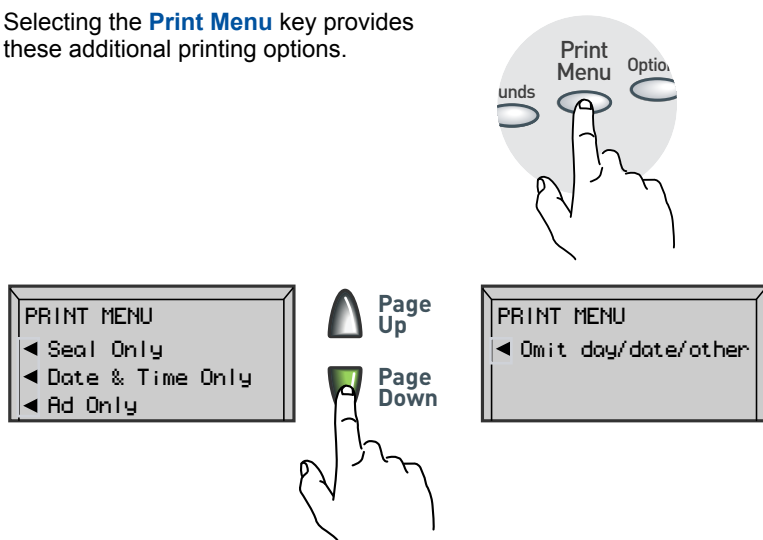
For more detailed information refer to the **Operator Guide** that is included on the CD, or visit *www.pitneyworks.com/DM100* or *www.pitneyworks.com/DM200* for the most current version.

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.

Power and Lock

```
Aug 24 08    ≡ 0.42 ≡
◄ ACCT
◄ CLASS 1st ClLtr
◄ SCALE 0lb 1.0 oz
```

Page Up
Page Down

Add Postage
Reports
Weigh/Rate
Funds
Print Menu
Options

Custom Preset
Normal Preset
Home
Yes/Enter
No

```
        ABC   DEF
  1     2     3
GHI    JKL   MNO
  4     5     6
PQRS   TUV   WXYZ
  7     8     9
  ←     0     .
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.

Return to your most frequently used setting.

Return to the Home Screen at any time from any place.

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.

unds | Print Menu | Option

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

Page Up
Page Down

```
PRINT MENU
◄ 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 allows you to print a "received" stamp, usually placed on incoming mail. Nothing except this stamp is printed in this mode.

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 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.

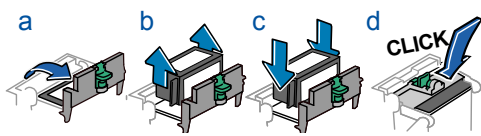Day omitted

Date omitted
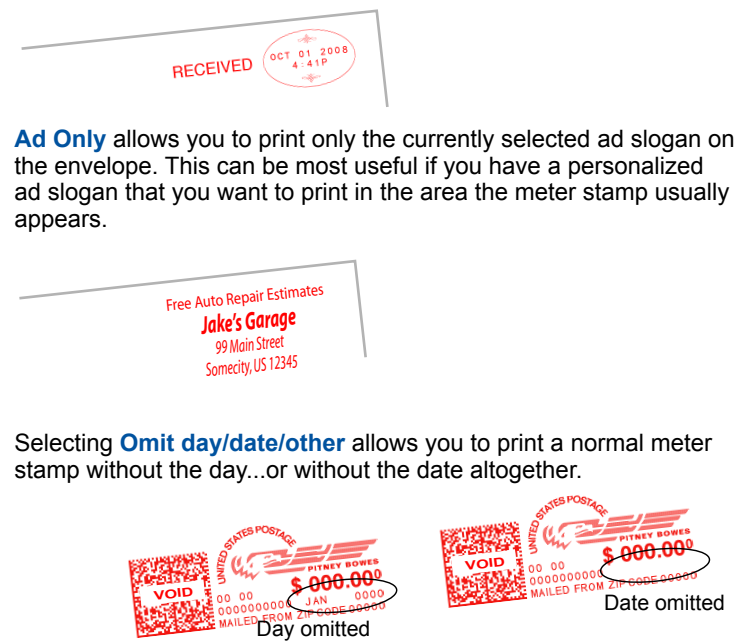
Changing the Ink Cartridge

1 Remove the scale by placing your hands in the left and right scoops and lifting straight up. (**DM200L only.** The scale does not have to be removed for DM100i.)

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

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

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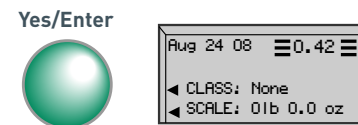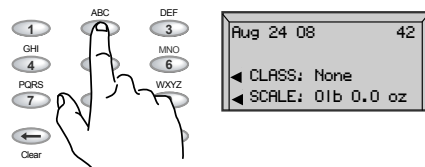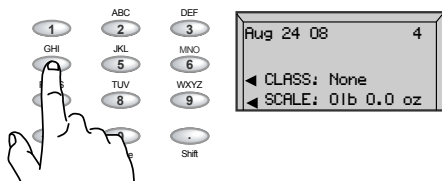
5 Close the cover. The system will automatically recognize the new cartridge, perform a brief maintenance operation, and return you to the home screen.

6 Replace the scale. **(DM200L 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 08   4
◄ CLASS: None
◄ SCALE: 0lb 0.0 oz

2 Select **2**.

Aug 24 08   42
◄ CLASS: None
◄ SCALE: 0lb 0.0 oz

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

Yes/Enter

Aug 24 08   ☰0.42☰
◄ CLASS: None
◄ 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 guide it through the printing mechanism.
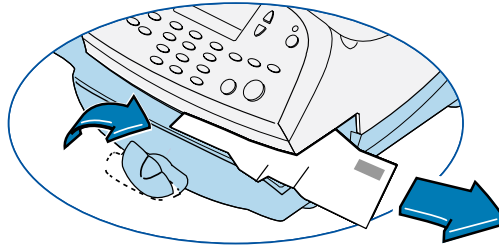
If you're mailing a package, or your letter is too thick to pass through the meter, you may print a postage tape. Tape sheets may be fed and printed the same as envelopes.

Tape sheet

Registration wall
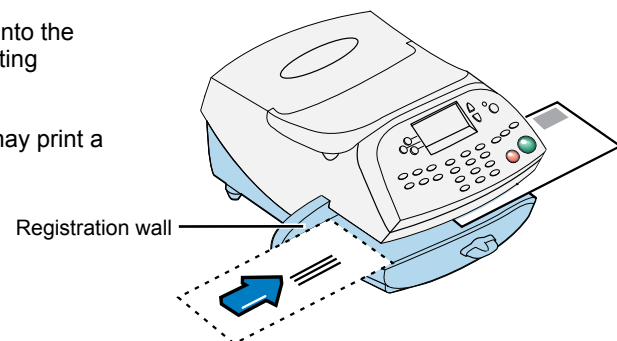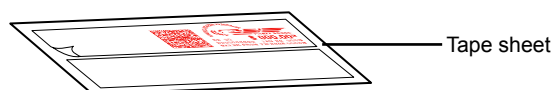
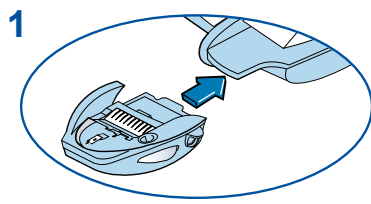## Clear a Jam

To clear a jam, do the following:

1 Turn the jam clearance lever to the right (clockwise).
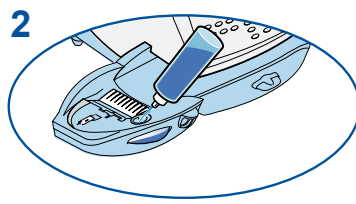
2 Remove the mail piece.

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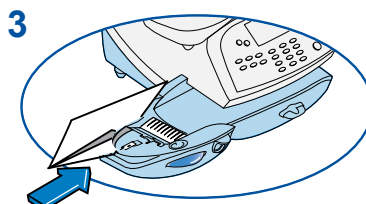
Using the Moistener

You may moisten, seal, and print postage in one smooth operation.
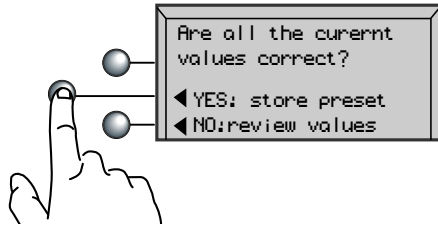
1 Install moistener as shown.

**2** Fill reservoir with *E-Z Seal™ Sealing Solution.*

3 Guide envelope flap around gray edge of moistener deck as shown.

5 If these values are acceptable, select **YES: store preset**.

```
Are all the curernt
values correct?

◄ YES: store preset
◄ NO:review values
```

6 Return to the Home Screen by selecting **Home** or **Clear**.

From this point on whenever you select the **Normal Preset** key the values you just chose will be set on your meter.
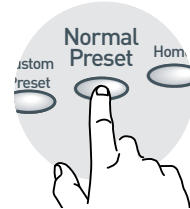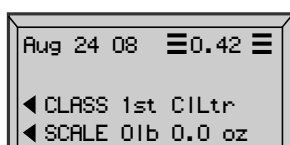
Setting the Normal Preset to a Class

If you define a preset based on a Postal Class (e.g. First Class Letter) instead of only a value (e.g. $0.42) your preset will update automatically whenever the postal rates change. *This is highly recommended.*

1 Select **Class**.
Set up a class of mail (for example, select **1st Class** followed by **Letter**, followed by **Done**).

Confirm that the screen now shows the correct class (in this example, it should read "Class: 1st ClLtr" and "0.42").

```
Aug 24 08   ≡0.42 ≡

◄ CLASS 1st ClLtr
◄ SCALE 0lb 0.0 oz
```

2 Set up a preset.
Press the **Custom Presets** key.
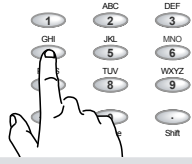Select **Define Normal Preset**.
Select **YES: store preset**.

3 Complete the process.
When the system returns to the "Custom Presets" screen, press the **Home** key.

Setting a Normal Preset

Setting the Normal Preset to a Value

The normal preset is a shortcut; a single button selection to call up your most frequently used settings. Many customers choose to set the Normal preset to the cost of a 1 oz First Class letter, since that is the most frequently used setting. Whenever your meter is powered on, or wakes from the sleep mode, it will display the Normal preset values.
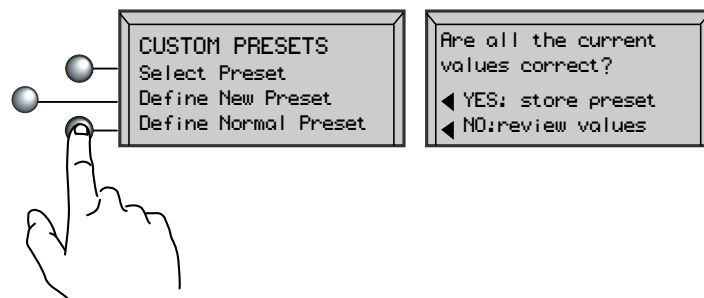
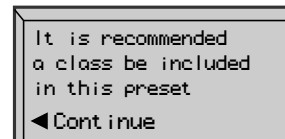**1** Key in the value you wish to make the Normal Preset.
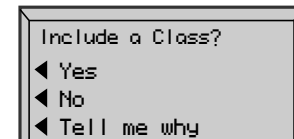
2 Select **Custom Preset** key.
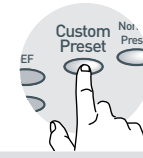
3 Select **Define Normal Preset**. You can view all the values associated with this Normal Preset by selecting **NO: review values**. This will show you which ads and inscriptions, if any, are associated with your Normal Preset.

```
CUSTOM PRESETS
Select Preset
Define New Preset
Define Normal Preset
```

```
Are all the current
values correct?
◄ YES: store preset
◄ NO:review values
```

4 If your meter recognizes the value you keyed in as a commonly used value (such as the cost of a 1 oz First Class letter), you will be prompted to include a class in your Normal Preset.

```
It is recommended
a class be included
in this preset
◄Continue
```

```
Include a Class?
◄ Yes
◄ No
◄ Tell me why
```

Select **Continue.**

Follow the screen prompts to either include the class, or not.

> *i* **Note: It is *strongly recommended* that you INCLUDE the class in your preset. See additional information in the section, "Setting the Normal Preset to a Class."**

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 08    ≡0.00≡

◄CLASS:    None
◄SCALE:    0lb 0.0 oz
```
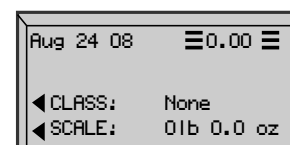
2 Put the mail piece on the scale. The weight of the mail piece will appear in the upper right of the display, and possible classes and rates for this weight will be displayed on the screen. If there is no value next to a class name your system needs more information to calculate an accurate rate.

```
            0lb 10 oz
◄ 1st Class
◄ Priority
◄ Pkg. Service
```
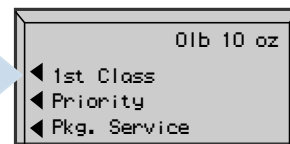
3 Selecting a key with no associated rate will either prompt you for the additional information needed or present alternative rates. For example, selecting 1st Class on the screen above would present a screen such as:

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

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

```
            0lb 10 oz

◄ Flat       $2.36
◄ Parcel     $2.70
```
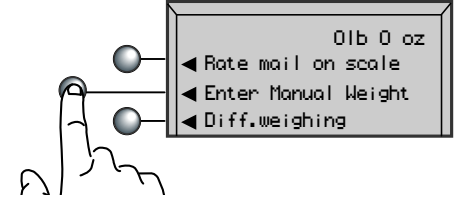
Page Up
Page Down

Lighted scroll keys

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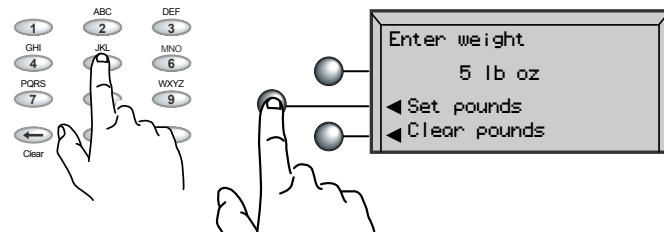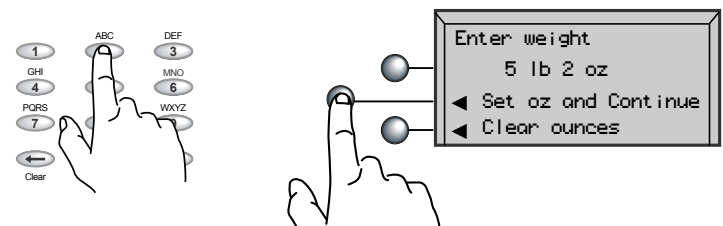
Select **Weight/Rate** key.

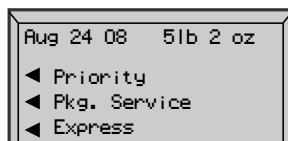Weigh/Rate

2 Select **Enter Manual Weight**.

```
                0lb 0 oz
◄ Rate 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.

```
Aug 24 08    5lb 2 oz
◄ Priority
◄ Pkg. Service
◄ Express
```

In this example, all of the classes available for a 5lb, 2 oz. package will require additional information, such as Destination ZIP Code.

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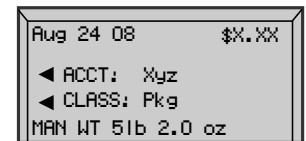
The bottom line on the home screen will remind you that a manually entered weight was used ot compute the postal rate.

```
Aug 24 08        $X.XX
◄ ACCT: Xyz
◄ CLASS: Pkg
MAN WT 5lb 2.0 oz
```

Adding Postage

It is very simple and convenient to add postage to your system.

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
```
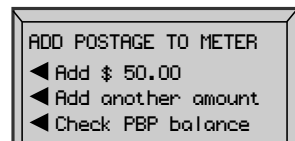
* PBP is Postage by Phone

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

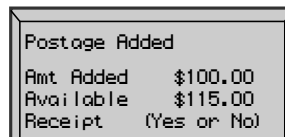Key in the amount of postage you wish to add. You can only enter whole dollar amounts. Select **Continue**.

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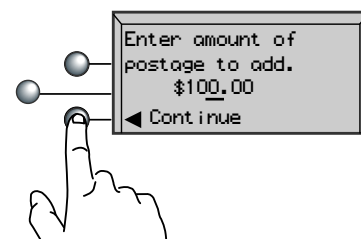
3 You will be asked to confirm the amount requested.

```
CONFIRM ADD POSTAGE
Adding        $100.00
(Yes or No) ?
```
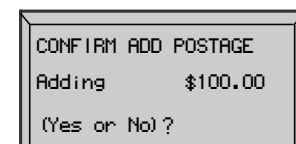
No   Yes/Enter
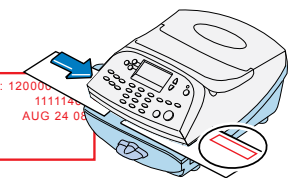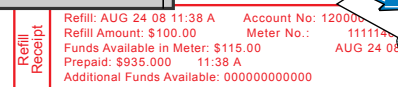
4 The system contacts the *Postage By Phone™ Data Center* automatically. The funds transfer should take less than 60 seconds.

To print your receipt select **Yes**.

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

Yes/Enter

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

Refill: AUG 24 08 11:38 A   Account No: 12000
Refill Amount: $100.00   Meter No.:   11111
Funds Available in Meter: $115.00   AUG 24 08
Prepaid: $935.000   11:38 A
Additional Funds Available: 000000000000
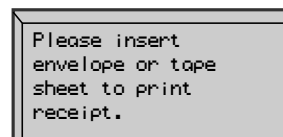
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