

Installation setup instructions

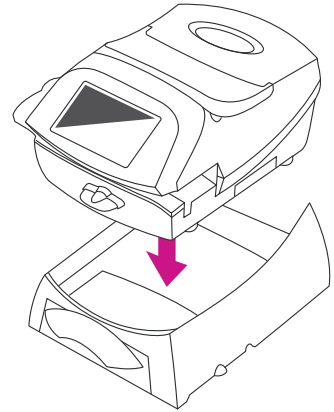
Watch an online tutorial.
 For a tutorial of the installation, visit: pitneybowes.com/us/support/
 As you follow these steps, also follow the screen prompts on your meter.

What's in the box

 SendPro 300	 Power adapter 1	 Quick install guide	 Lifter base
 Print head	 Ink	 Tape sheet	 Power adapter 2
 Scale	 Moistener and EZ Seal	 Stacker	 Internet cable
 Label printer	 Sheet roll	 Stacker tray	 Power adapter 3
			 USB cable

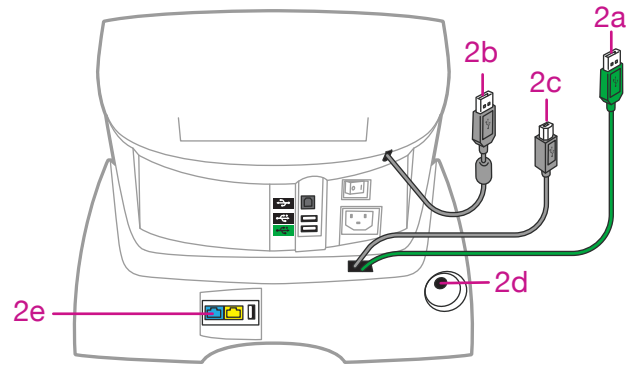
1. Assemble your meter and lifter base.

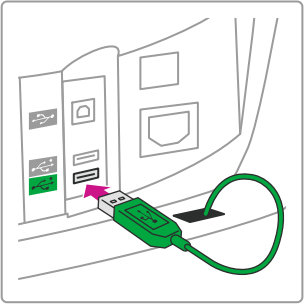
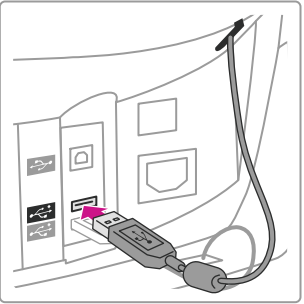
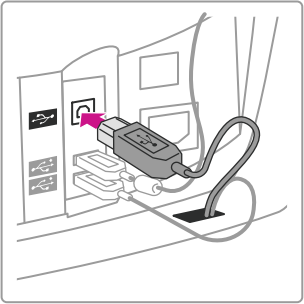
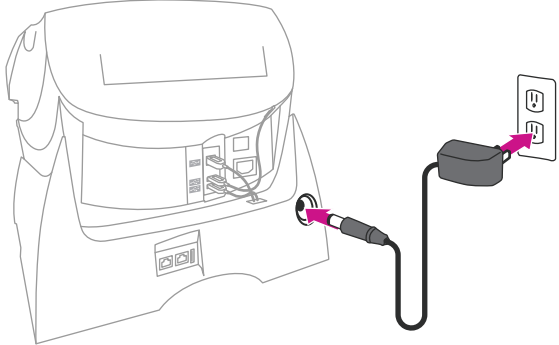
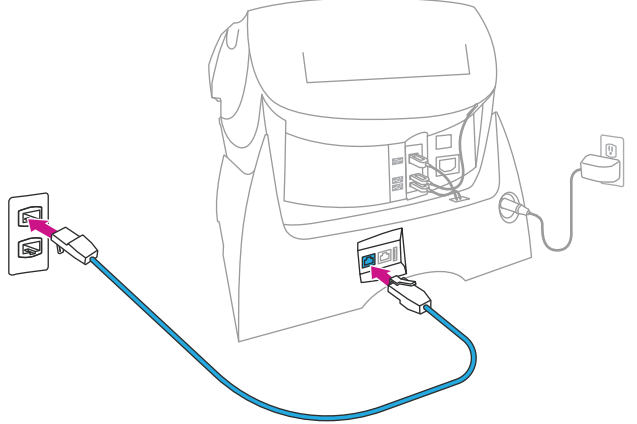
Put your meter on top of the lifter base.



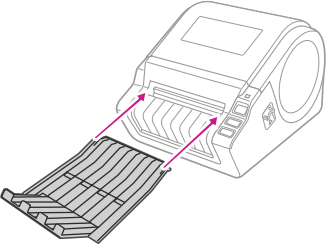
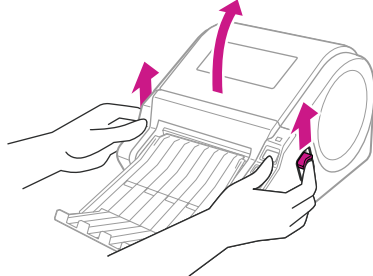
2. Connect the cables to your meter.

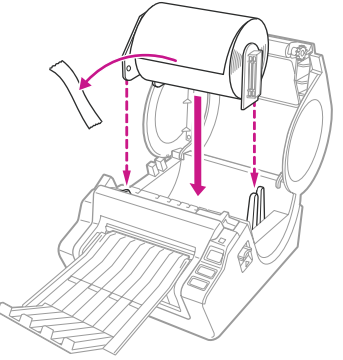
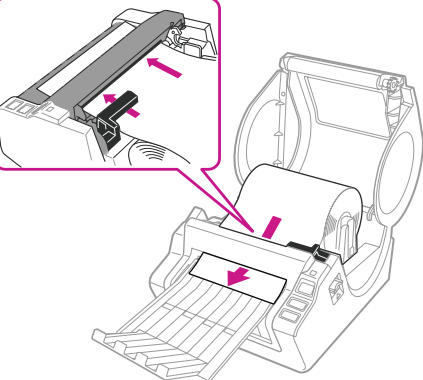
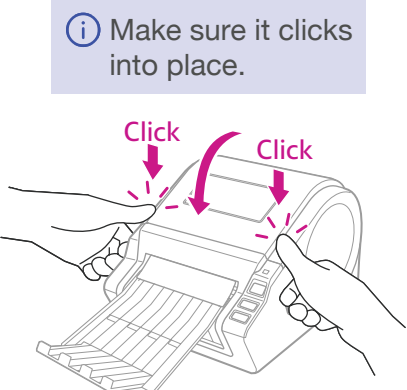
Look on the back side of your meter. You'll see several attached USB cables. Connect them to the appropriate ports as shown.

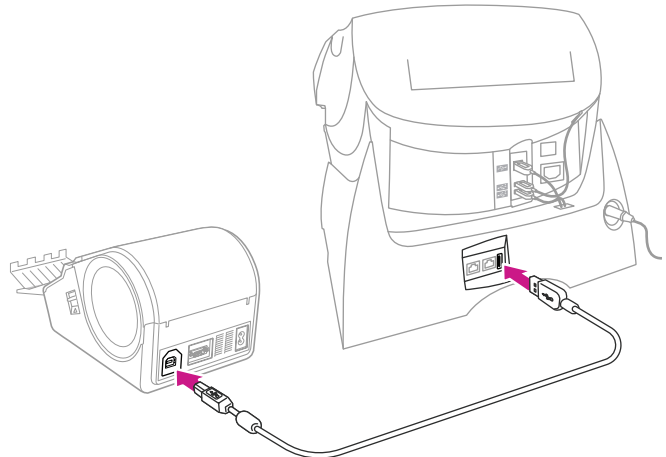
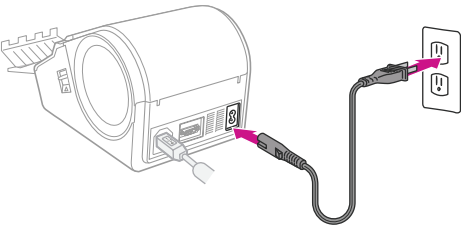


<p>2a. Connect USB (green cable) to the bottom port.</p> 	<p>2b. Connect USB to the middle port.</p> 	<p>2c. Connect USB to the top port.</p> 
<p>2d. Connect power adapter 2.</p> 	<p>2e. Connect the Internet cable to blue jack.</p> 	

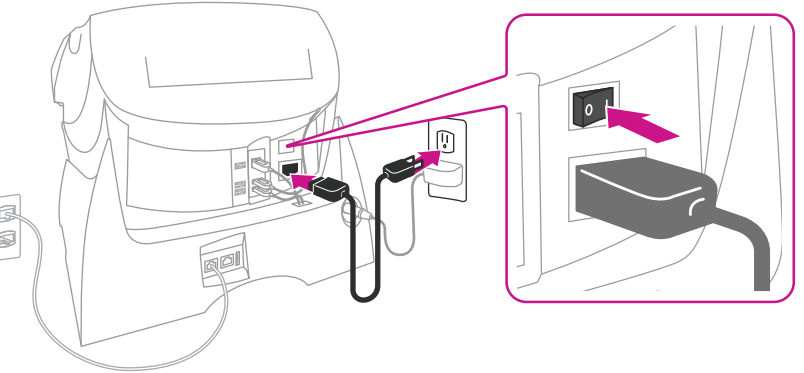
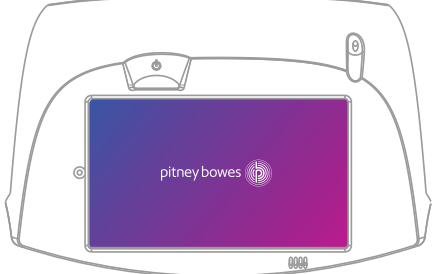
3. Connect your label printer to your meter.

<p>3a. Attach the stacker tray.</p> 	<p>3b. Open the cover.</p> 	<p>3c. Remove the protective sheet.</p> 
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<p>3d. Insert the sheet roll.</p> 	<p>3e. Make sure the sheet is fed properly.</p> 	<p>3f. Close the cover.</p> <p><i>Make sure it clicks into place.</i></p> 
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<p>3g. Connect your label printer to your meter with the USB cable.</p> 	<p>3h. Connect your label printer to a power source.</p> 
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4. Connect your meter to a power source.

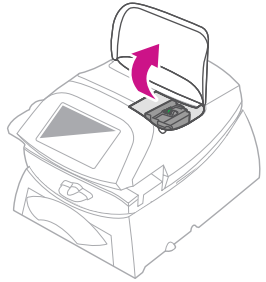
<p>4a. Connect your meter to a power source, and turn on the power switch at the back.</p> 	<p>4b. When you see the touchscreen come on you can continue with setup</p> <p><i>⚠ Wait until you see the touchscreen turn on. This can take up to 30 seconds.</i></p> 
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5. Select local time.

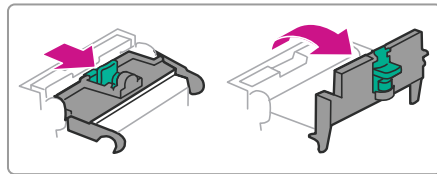
Be sure to set the time correctly - this will affect the operation of the meter.

6. Install the print head.

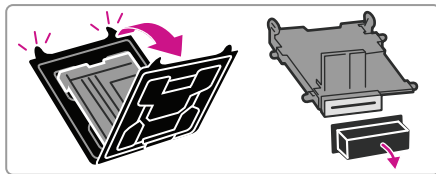
6a. Open the top cover of the meter.



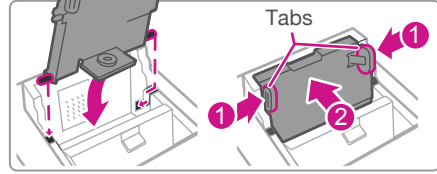
6b. Unlatch and flip up the ink cartridge guard.



6c. Remove the print head from its packaging and remove the plastic cap from the bottom of the print head.

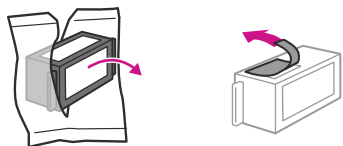


6d. Slide the print head pegs into the lower set of grooves, squeeze the tabs, and push the print head flush against the walls.

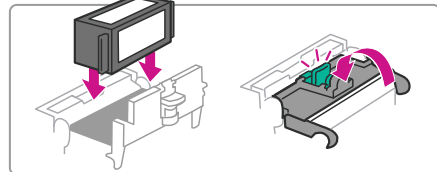


7. Install the ink cartridge.

7a. Find the included ink cartridge and remove the silver foil strip from its bottom.



7b. Drop the cartridge in next to the print head. The label on the top of the cartridge should face front. Close the guard and click to secure.



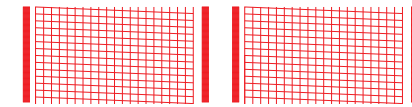
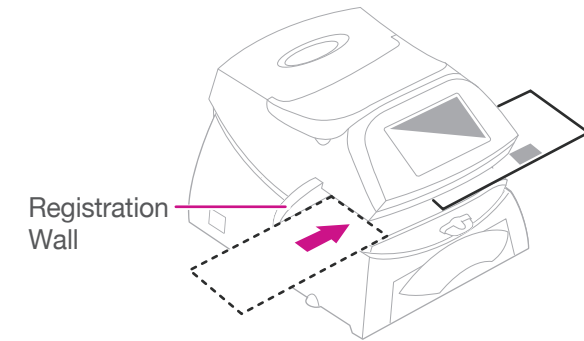
7d. Close the top cover. The meter will automatically prepare the ink cartridge for use.



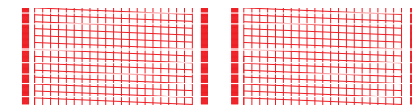
8. Create a test print.

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

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 inside lines.



Poor test print.

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



If the test print is poor, press **No** to perform additional maintenance.

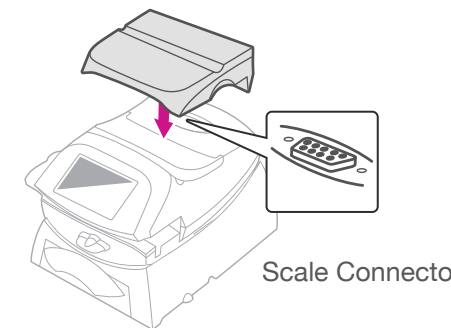
9. Check your account balance and add postage.

Your meter will automatically connect to Pitney Bowes to get your available funds for adding postage. Key in a postage amount to add, then press **Enter**.

Follow the remaining on-screen prompts to complete the installation. If you receive an **UPDATE REQUIRED** message then follow the screen prompts to perform the update.

10. Install the scale. (if purchased as option)

Position the scale as shown. 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. Scale codes can be found in the separated sheet came with the scale or at pitneybowes.com/us/support/DM100i



11. Install the moistener. (if purchased as option)

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

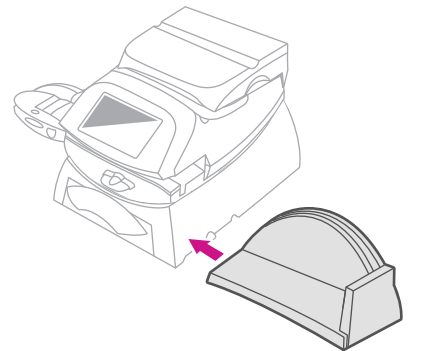
Position the moistener on the left side of the deck as shown. Hold down the blue release lever and slide the moistener from left to right, with the lip of the moistener above the deck.

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.



12. Install the 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.



Link your meter to Pitney Bowes. to check account balance and add postage.

To link your meter to Pitney Bowes and get all these benefits, visit: pitneybowes.com/signin

- Once activated, you get:
- Automatic software and postage rate updates
- The ability to manage your meter through a secure Web portal
- Funds transfer to your meter from your computer
- Customized time and cost savings insights
- One-click supply ordering
- Support and error troubleshooting

If you do not wish to link your meter at this time, follow the on-screen prompts to add postage.

Congratulations! You're ready to start using your postage meter!