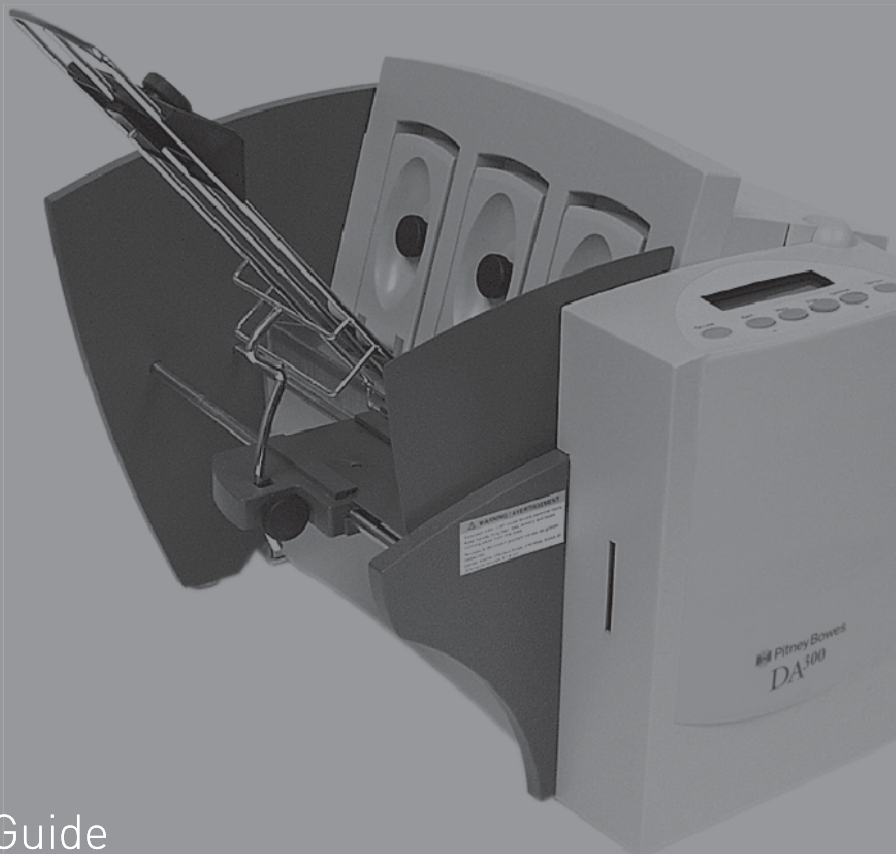# Pitney Bowes

Engineering the flow of communication

AddressRight™ Printer
DA300

Operator Guide

FCC Notice

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the user manuals, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at this own expense. Shielded cables must be used with this unit to insure compliance with Class A limits.

Safety EN60950 (IEC950)

This device passes conformity testing to standards for safety of electrical equipment (IECEE) CB scheme.

Canadian Interference-Causing Equipment Regulations

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Let appareil numerique de la classe A respecte toutes les exigences du Reglement sur le materiel brouilleur du Canada.

Chapter 1- DA300 Overview

Chapter 2 - Setting Up the DA300 Printer

Chapter 3 - DA300 Basics

Chapter 4 - Using DA300 With Your Computer

Chapter 5 - Printer Maintenance

Chapter 6 - Troubleshooting

Appendix A - Control Panel Menus

Appendix B - DA300 Specifications

Index

Chapter 1

The DA300 Printer Overview
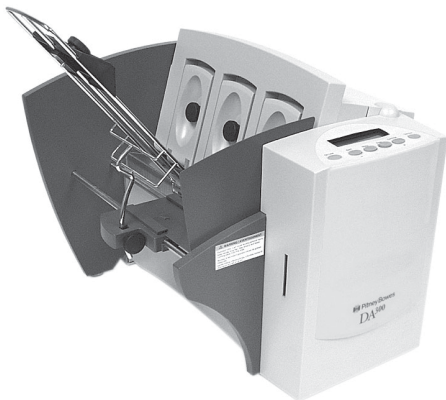
The Pitney Bowes DA300 is a versatile, easy-to-use desktop printer designed for addressing applications.

This chapter explains what's in this guide, and tells you how to order supplies and where to get more information about using your DA300.

In this chapter:

Welcome to the DA300

The Pitney Bowes DA300 ink jet printer is a desktop printer used to print address and other information on a wide range of material of various sizes, construction and composition. With the DA300 you can define the font, placement, print quality and bar code characteristics for your addresses.

This Operator Guide shows you how to:
- Set up the DA300 printer
- Connect it to your computer
- Define your envelope layout
- Print a test mail piece
- Send a mail job to the printer from your computer application.

Using This Guide

Refer to this guide for information about printer setup, operation and troubleshooting. It is divided into the following chapters:

Chapter 1, Introduction
Contains an overview of the DA300 Operator Guide, information about ordering supplies and a list of help resources.

Chapter 2, Setting Up the DA300
Contains instructions for assembling your printer.

Chapter 3, DA300 Basics
Explains how to set up your printer to run a job.

Chapter 4, Using the DA300 With Your Computer
Contains instructions for installing the printer driver, selecting the printer from your software program and sending a mail job from your computer.

Chapter 5, Printer Maintenance
Describes how to keep the printer clean and functioning properly.

Chapter 6, Troubleshooting
Contains a list of possible problems and their solutions.

Appendix A, Control Panel Menus
Explains the Main Menu and Setup Menu options available on the DA300 control panel.

Appendix B, Specifications
Provides hardware and material specifications. Your printer will run at its best when your material conforms to our specifications.

System Requirements

In order to operate the DA300 with your computer, your system must meet the following requirements:

CPU
Pentium III or equivalent
64 MB RAM or greater

Operating System*
Windows 98 (2nd Edition), Windows ME, Windows2000, WindowsXP

Printer Cable
A parallel cable is supplied with your printer. You may also choose to use a serial cable. In either case, make sure the cable is no longer than 10 feet.

*NOTE: Subject to change. Below is a table of the Microsoft operating systems currently supported and the dates Pitney Bowes expects to stop providing support for the drivers that run in those systems.

Microsoft Windows Operating System	Microsoft's "Not Supported" Date*	Last Date Pitney Bowes will support drivers installed with Microsoft Windows Operating System in conjunction with AddressRight and DocuMatch**	Recommended Replacement
95	December 31, 2001	April 30, 2003	Windows 2000 Pro or XP Pro
98 and 98 (2nd ed.)	January 16, 2004	July 31, 2004	Windows 2000 Pro or XP Pro
Millennium (Me)	December 31, 2004	July 31, 2004	Windows 2000 Pro or XP Pro
NT 4.0	June 30, 2003	July 31, 2004	Windows 2000 Pro or XP Pro
XP Home	December 31, 2006	December 31, 2006	To be determined
2000 Professional	March 31, 2007	March 31, 2007	To be determined
XP Professional	December 31, 2008	December 31, 2008	To be determined

* Source: Microsoft.com (posted 1/15/03)
** Dates subject to change, including any change due to Microsoft's support cessation dates or if USPS changes requirements. Should dates change, they will be posted on our web site at www.pb.com/support.

Getting Help

As you use your printer, there may be times when you need help to solve a specific application problem, or you may want additional information about printer operation. Pitney Bowes provides several information resources.

Online Help
The DA300 Print Driver has a help system built into it. To get to the driver, click on Properties from Windows print dialog box. Then click on the Help button.

If you're using Pitney Bowes programs such as Envelope Designer™ Plus or SmartMailer™, press the **F1** key while you're using the program to display information about the open screen. Select the Help menu to display a list of topics or search for a term. Refer to the documentation supplied with these programs for more information.

The World Wide Web
We encourage you to visit our web site at:

http://www.pb.com/support

You'll find the latest information about our products and services as well as answers to frequently asked technical questions.

Phone Support
If you need technical support, call Pitney Bowes Technical Support at:

(800) 253-6565

Before You Call...
Please see *Chapter 6, Troubleshooting*, for a description of common problems and their solutions. If you need to call, please have the following information at hand:
- Product model: **W655**
- Serial number: See back of unit.
- Nature of problem: What happens and when does it happen?
- The steps you've already taken to solve the problem and the results.

Printer Options

Pitney Bowes offers several very useful options for your DA300:

- Envelope Designer™ Plus lets you create a professional looking envelope in a matter of seconds—you don't have to bother with the print driver or make manual settings.
- The W853 Ink Dryer helps to eliminate smudging on difficult materials like glossy stock.
- The W760 Power Stacker holds up to 300 #10 envelopes. It helps maintain a neat stack in ZIP Code order when you run long jobs.

Ordering Supplies

The World Wide Web
We encourage you to visit our web site at:

http://www.pb.com/supplies

You'll have the ability to order all your DA300 printer supplies and options to enhance your printing needs.

By Phone
You can order supplies for your DA300 printer directly through the Pitney Bowes Supply Line℠. To place an order, call:

(800) 243-7824

The following supplies are available for your DA300 printer:

- Ink Cartridge (order number 771-4)
- Cleaning Kit (order number 902-0)

Chapter 2

Setting Up the DA300 Printer

This chapter explains how to unpack, assemble and connect your new printer.

In this chapter:

Unpacking the Printer

As you remove the DA300 contents from the box, check the parts against the list on the opposite page.
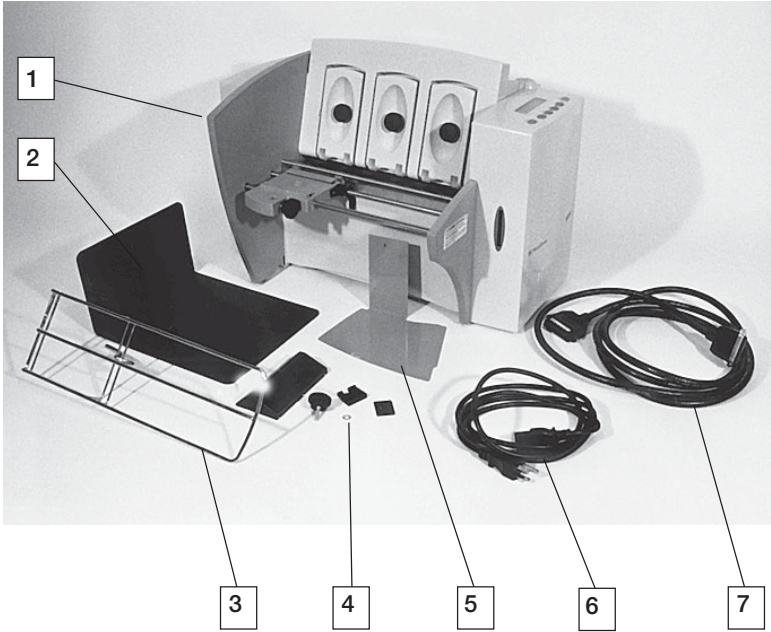
Package Contents

Package Contents

1. DA300 Printer
2. Output Stacker
3. Wire Frame (Input Material Stacker)
4. Material Prop with Washer and Retaining Knob
5. Sliding Fence (long)
6. Power Cord
7. Parallel Cable

Not Shown:

- Sliding Fence (short)
- Printer Operating Guide
- Printer Driver Software
- Ink Jet Cartridge
- Quick Setup Instructions
- Operator Training Guide
- PostNet™ Certificate
- Installation Quality Report
- Operator Safety Tip Card

Setting Up the DA300

The assembled printer should look like the picture below. The parts you have to put together are identified.

Wireframe Input Stacker — Material Prop and Lock Knob — Sliding Feed Fence — Output Stacker (Not Shown)
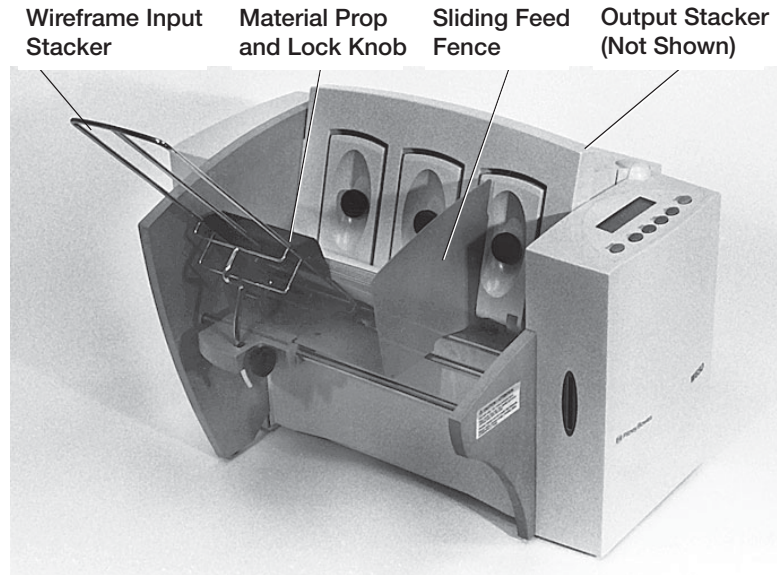
Refer to this picture as you set up your printer. Follow the steps on pages 2-7 through 2-14.

Choosing a Location for Your Printer

Follow these guidelines and safety precautions when selecting a location for your printer.

- Place the printer on a table or other stable, level surface within the parallel cable's length (10 feet maximum) of your computer.
- Allow for adequate space. The DA300 is 14.7 inches high, 16.2 inches wide and 21.7 inches deep, without the wire frame input stacker.
- Allow for adequate ventilation around the base and rear of the printer.
- Protect the printer from heat, dust and moisture. Avoid placing the printer in direct sunlight.

Important Safety Notes

- To protect against electric shock, plug the machine into a properly grounded wall outlet. DO NOT use an adapter plug. Use of an adapter could compromise the ground and cause a possible shock hazard or damage to the equipment in the event of a short circuit.
- DO NOT remove the ground pin from the line cord.
- Avoid using outlets controlled by wall switches. Someone could accidently shut your printer off.
- The power cord wall plug is the primary means of disconnecting the machine from the AC power. The wall outlet should be near the machine and easily accessible.
- DO NOT route the power cord over sharp edges or trap it between pieces of furniture.
- Insure that there is no strain on the power cord where it passes between the equipment, walls or furniture.
- Be certain the area in front of the wall receptacle into which the machine is plugged is free from obstruction

Important Safety Notes (continued)

- Do not remove covers. The machine covers serve to enclose hazardous parts. If the machine has been dropped or has otherwise had the covers stressed in any way, report it to your Pitney Bowes Customer Service Representative.
- To reduce the risk of fire and/or electrical shock, do not attempt to disassemble this machine. If service is required, contact your Pitney Bowes Customer Service Representative.
- Keep fingers, loose clothing, jewelry and long hair away from the moving parts.
- Use only Pitney Bowes approved supplied ink cartridges and cleaners. Read all instructions before attempting to operate the equipment.

In addition, follow any specific occupational safety and health standards for your workplace or area.

Assembling the DA300

Once you've placed the printer in a suitable location, assemble the printer components in the following order:

NOTE: Do not plug the printer into the power source until you've completed steps 1-5.

1. Attach the material prop to the wireframe (page 2-7).
2. Install the wireframe input stacker (page 2-8).
3. Install the sliding fence (page 2-9).
4. Position the output stacker (page 2-10).
5. Connect the parallel cable (page 2-11).
6. Attach the power cord and turn the printer ON (page 2-12).
7. Install the ink jet cartridge (pages 2-13, 2-14).

Assembling the DA300 (continued)

1. Attach the Material Prop

1. The material prop has three grooves on its back side Place it on the wire frame so the grooves engage the bars of the frame and the hole for the lock knob is facing up.
2. Place the small washer on the lock knob.
3. Push the threaded portion of the lock knob through the hole in the material prop.
4. Position the plastic clamp and nut plate on the other side of the material prop and turn the lock knob clockwise until the prop is secure.

   The position of the material prop will change, depending on the material you run. You'll find out how to adjust it in the next chapter.

Wireframe Input Stacker

Lock Knob

Clamp

Nut Plate

Material Prop
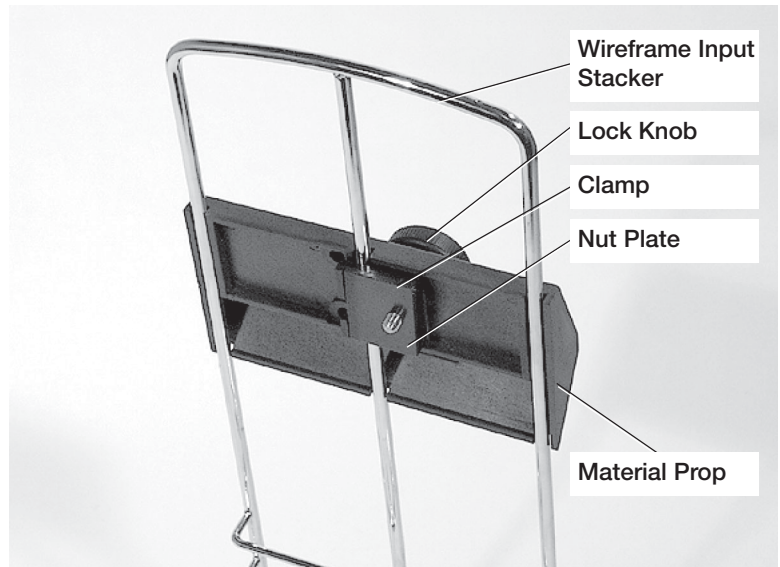
Assembling the DA300 (continued)

2. Attach the Wire Frame to the Printer.

1. Hook the bottom edge of the wire frame under the tabs in the frame slide.

2. Rotate the wire frame and insert the curved metal bar on the bottom of the frame into the height adjustment slot. See the photo on the next page.

Tabs   Lock Lever

Height Adjustment Slot   Lock Knob

3. Adjust the height of the wireframe so it's positioned at about a 45 degree angle. Turn the lock knob on the side of the slide clockwise to hold the wireframe in position.
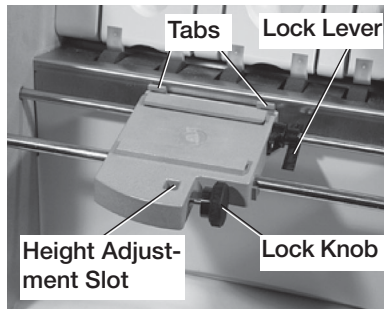
   You can adjust both the height and side-to-side position of the wireframe to accommodate the size and type of the material you're running. We talk about this in the next chapter.

Assembling the DA300 (continued)

3. Install the Sliding Fence

The DA300 has two fences—a long one and a short one. Use the short fence when printing material smaller than a #10 envelope. Use the long fence for larger material. Slide the square edge of the sliding fence into the slots on the frame slide as shown below. The next chapter explains how to set the fence to the width of the material you're running.

Feed Fence in Position
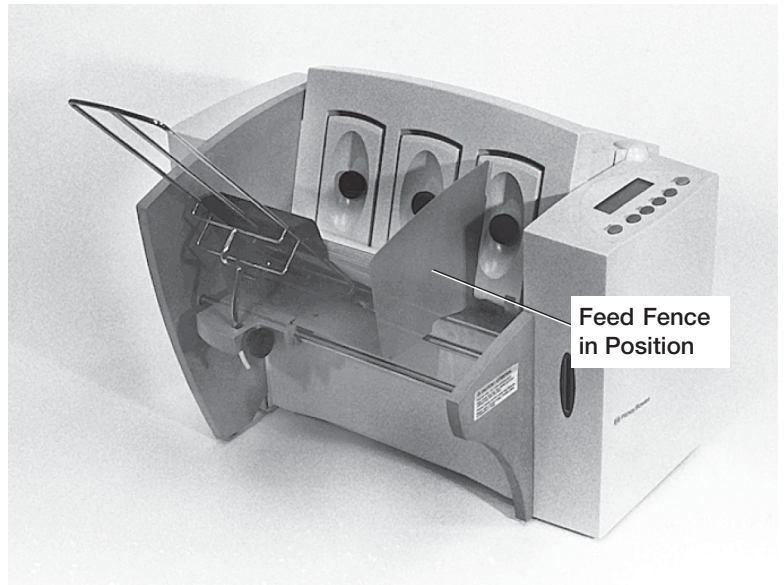
Assembling the DA300 (continued)

4. Position the Output Stacker Tray

Printed material is deposited in the output stacker tray. The tray can stack up to 150 #10 envelopes. Slide it into position under the back of the printer as shown below.

Stacker Tray
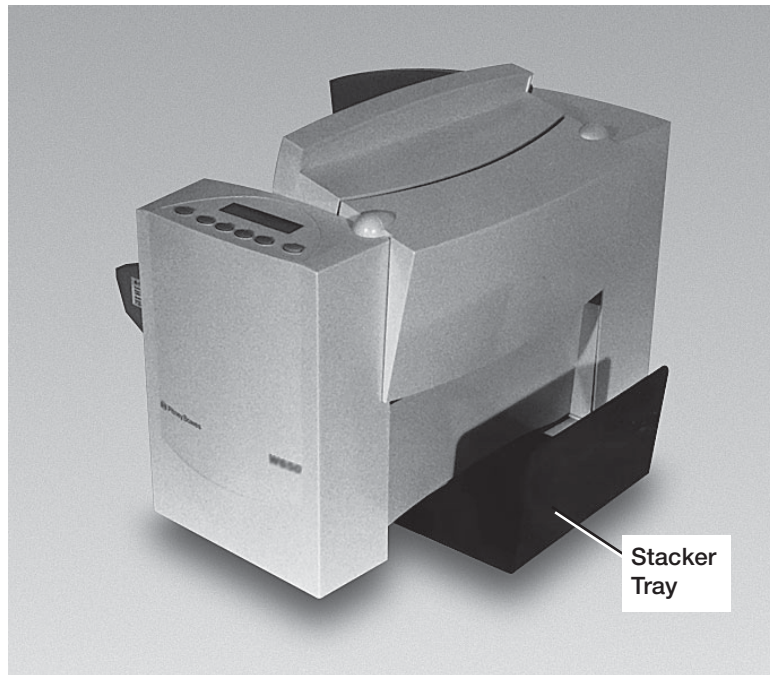
Connecting the DA300 to Your Computer

5. Connect the Printer Cable

Use either the a parallel cable supplied or a serial cable of your own to connect the DA300 to your computer.

1. *Parallel Cable* - Align the end of the cable connector labelled "Printer" with the parallel port on the printer's interface panel and push the cable connector into the port.

   Serial Cable - Align one end of the cable connector to the serial port on the printer's interface panel and push the cable connector into the port.

Serial Port   Parallel Port
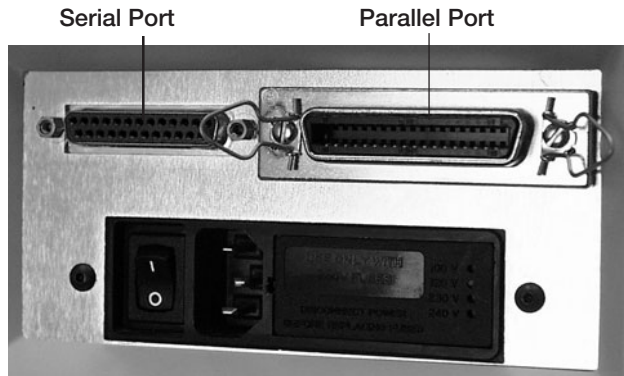
2. *Parallel Cable* - Secure the connector by snapping the two wire clips over the corresponding tabs on the connector.

   Serial Cable - Secure the connector by screwing in the small nuts on either side of the connector.

3. *Parallel Cable* - Align the other end of the cable connector labelled "Computer" with the printer port on your computer and push the cable connector into the port.

   Serial Cable - Align the other end of the cable to the serial connector on your computer and secure it by screwing in the small nuts on either side of the connector.

Plugging the DA300 In

6. Connect the Power Cord

1. Connect the power cord to the printer at the interface panel, shown below.

Power Switch   Power Receptacle
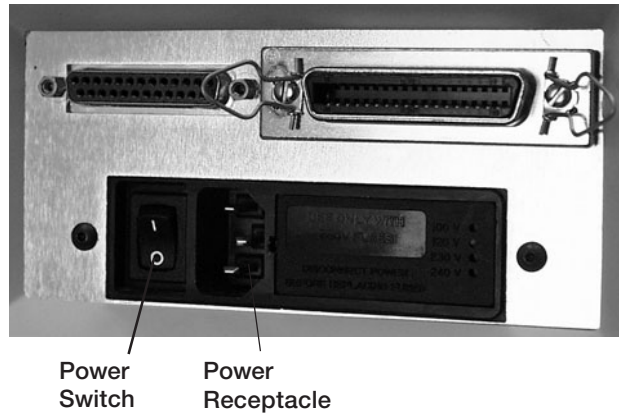
2. Plug the power cord into a grounded outlet. Please review the safety information on pages 9 and 10.

Turning the DA300 On

7. Turn On Power

Once you've connected the cable, press the printer's power switch to the "|" (ON) position. The switch is located next to the power cord receptacle.

When you turn the printer on:

- The LCD menu displays that the printer is initializing and automatically displays "ON LINE".
- The print head carriage moves to the right and parks in the maintenance station.

Installing and Removing the Ink Jet Cartridge

8. Install the Ink Jet Cartridge

The printer uses an Ink Jet Cartridge for printing. You must install the cartridge before you can print. To begin:

1. With the printer on, press the On Line key until the display reads OFF LINE.
2. Open the back cover of the printer.
3. Press the + key on the control panel to move the carriage to the middle of the printer.
4. Remove the cartridge from its shipping container by peeling the top cover off. Be careful not to touch the copper ribbon.

> ⚠ **WARNING!** The ink in the cartridge may be harmful if swallowed. Keep new and used cartridges out of reach of children. Discard empty cartridges immediately.

5. Gently remove the tape covering the ink nozzles on the print cartridge, being careful not to touch the copper nozzles.
6. Gently insert the cartridge into the carriage at approximately a 45 degree angle with the green arrow on the cartridge top pointing toward the inside of the printer.
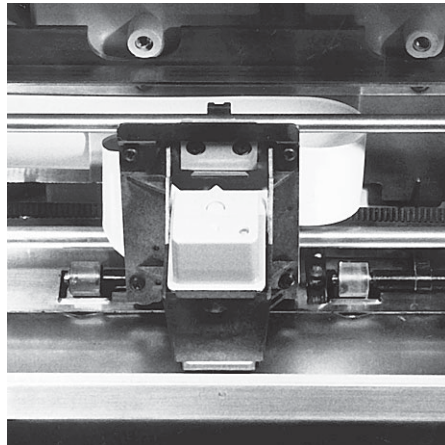
Installing and Removing the Ink Jet Cartridge

7. Push the cartridge back in the direction of the arrow until it snaps into place.
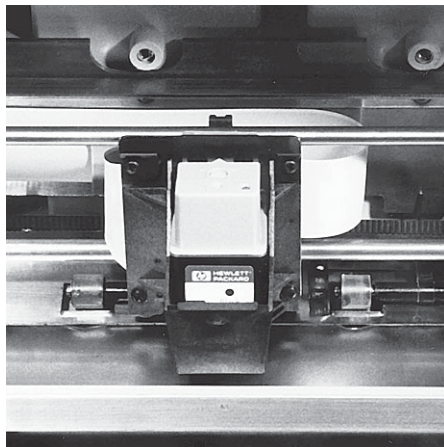
Removing the Ink Jet Cartridge
When you need to remove or replace the ink jet cartridge, follow these steps:

1. With the printer on, press the On Line key until the display reads OFF LINE.
2. Open the back cover of the printer.
3. Press the Cartridge key on the control panel.
   This moves the carriage to the middle of the printer.
4. To remove the ink jet cartridge, hold the green cartridge top while placing your thumb on the cartridge cradle.
5. Pull the cartridge top toward you until the cartridge pops loose, then lift the print cartridge out of the cradle.

Chapter 3

DA300 Basics

In this chapter you'll learn about key features of the DA300 printer and how to adjust it to meet the requirements of your print jobs.

In this chapter:

Printer Features

The DA300 has the following features:
Speed (pieces per hour): 4,200 # 10 envelopes (based on 3 line address, 10pt, 18 characters per address line)
Print Qualities: Draft, Letter, Executive
Internal Fonts: 5
Font Point Size: 4pt - 30pt
Material Thickness: 0.003" to 1/16"

Speed
Printer speed refers to the number of pieces of mail that can be processed in an hour. The DA300 can process 4200 # 10 envelopes per hour, depending on the address content and configuration. Printer speed depends on the number of characters per line, the number of lines, character size, font, interface, barcode, material size and graphics.

Print Qualities
The printer has three selectable print qualities: Draft (fastest speed), Letter (medium speed) and Executive (slowest speed).

Internal Fonts
A font is a set of characters (letters, numbers and symbols) that use the same typeface. The DA300 has five internal typefaces: Courier, Sans Serif, Roman, OCR-A, and OCR-B. You can select these fonts from the printer control panel menus. If you set up a print job from your computer, however, you can use any font that is available from your software application.

Font Size
Font size refers to the size of each typeface. The DA300 uses a 12 point size for each internal font. When you are using downloaded fonts, you can select other sizes.

Printer Features (continued)

Material Thickness

Thickness refers to the size of the material that is processed through the printer. The DA300 can handle material from .003" up to 1/16" thick.

Media Size

The DA300 can print on the following range of material sizes

	Width	Height	Thickness
Minimum	5 "	3.5"	.003"
	(127 mm)	(89 mm)	(.0762 mm)
Maximum	12.75"	13.5"	.062"
	(324 mm)	(343 mm)	(1.57 mm)

For envelope addressing purposes, the DA300 is compatible with any word processor or database application that can print a mailing label.

Approved Media Types

The printer can be used with the following types of material:

- Envelopes
- Booklets
- Catalog envelopes
- Postcards
- Self Mailers
- Paper

All envelopes must be without windows, empty and unsealed. Any folded material needs to be tabbed on the leading edge. Refer to *Appendix B, Specifications*, for more information, including specific requirements for using each type of material.

Other printer features include:
- Ink Jet technology with single shuttling head.
- Interface to a standard IBM® compatible computer.
- Prints USPS POSTNET™ certified bar code.
- LCD menu display available in six languages.
- Memory capable of storing up to eight jobs.
- Printing virtually anywhere on an envelope.
- Graphic printing capability.

Setting Up A Job

Setting up a print job means adjusting the printer to accommodate the width, height, thickness and weight of your material.

There are two things that determine how reliably your printer feeds: the setup adjustments and the quality of your material. A good setup minimizes misfeeds and jams. Also, your printer will perform at its best when you run material that falls within our published specifications. Please see Appendix B for complete material specifications.

The figure below calls out key machine features and briefly summarizes each adjustment. In the pages that follow, we explain each adjustment in detail.
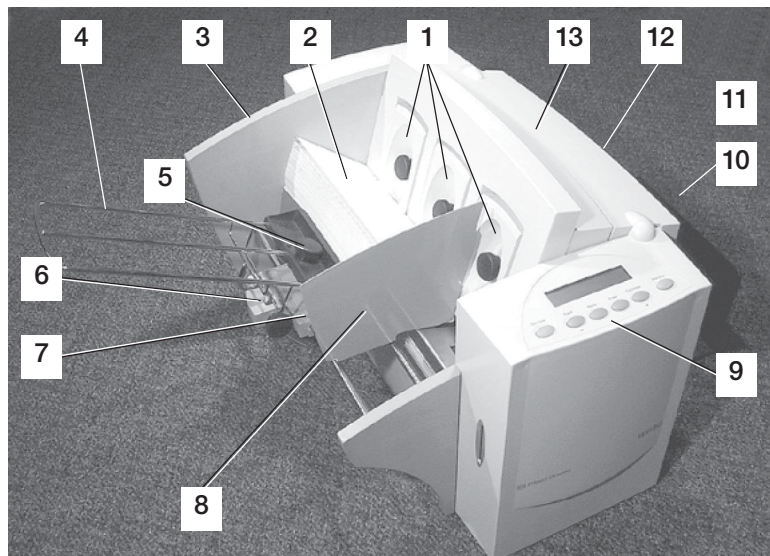
1. H-Block Separators
Adjust to the thickness of your material. The gap between the H-Block separator fingers and the feed rollers should be just enough to allow a single piece to feed through the printer.
2. Input Area
Where you stack material for printing. You'll make most setup adjustments in this general area.

Setting Up A Job (continued)

3. Interface Panel (Not Shown)
Located on the lower part of the rear cover, the panel has the ON/OFF switch, parallel cable connector and power cord receptacle.

4. Wire Frame
Supports the material stack. Adjust the feed angle to accommodate the weight of the material you're running. Adjust its side-to-side position so it's centered under the stack.

5. Material Prop and Lock Knob
The prop adds a gentle slope to the stack to help feeding. Adjust so the top of the prop is even with the top of the stack. Secure the prop with the lock knob.

6. Wireframe Slide
Slides the wireframe side to side. Lock in position with the lock lever (Item7).

7. Wireframe Slide Lock Lever (Not Shown)
Locks the wireframe slide in position.

8. Feed Fence
Helps confine the stack. Adjust to the width of your material plus 1/16" clearance.

9. Control Panel
Use the control panel buttons to access printer menus, define print options, run the print job, position the print carriage and turn the printer on and off line. See *Appendix A, Printer Menus,* for detailed instructions. Selections can be viewed on the 20-character, dual line LCD display. If you have the DA300 print driver loaded on your computer, you can easily perform these functions from within your application.

10. Stacker Tray
Printed material is deposited in the stacker (catch) tray. The tray holds about 5" of material.

11. Output Area
Where printed material is stacked.

12. Exit Rollers (Not Shown)
Guides the printed material as it exits the printer. Adjust so that each roller overlaps the edge of the material by 1/4".

13. Top Cover
Open to gain access to print cartridge and exit rollers.

**Setting Up A
Job
(continued)**

1. Set the Separator Gap

Whenever you switch from one material type to another, you need to set the gap between the separators and the feed roller before printing begins.

To find the correct spacing, see the figure on the next page and follow the instructions below.

Setting the Proper Feed Gap

1. Loosen the lock knobs to unlock all three H-Blocks.

2. Lift the H-Blocks to their highest position and lock in place.

3. Place a sample piece of material between the separator fingers (the lower section of the H-Blocks) and the feed roller.

4. Lower only the "H" Blocks that come in direct contact with the material and let them touch the material.

5. Lock each separator in place. When lowering the H-Blocks, check that the material is between the separator tabs and the feed roller.

   NOTE: If the separator gap is not set properly, the printer will misfeed. If the gap is to big, the printer will feed doubles (two or more pieces at the same time). If the gap is too small, material will jam at the feed roller entrance. If you're running post cards and have feeding problems, set a smaller gap between the H-Block separators and feed rollers.

Setting Up A Job (continued)

1. Set the Separator Gap (continued)

H-Block Separator

Lock Knob

Rear Wall

Place a sample piece against the rear wall and between the separator fingers and the feed roller
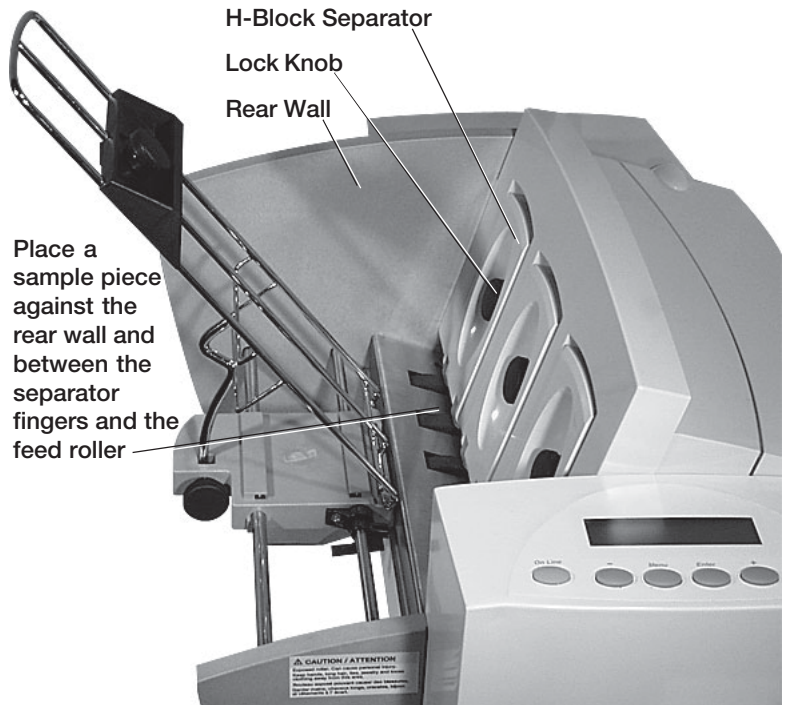
Setup Example Using #10 Envelopes:
When you set the feed gap for a #10 envelope, the width of the envelope will fall completely under the inside and middle H-Blocks, but only half way under the outer H-Block.

In this case, place a second envelope next to the first, under the outer H-Block. Place the second envelope flap down with the short edge under the outer H-Block. (Before you do this, remove the sliding fence in order to fit the second envelope under the outer H-Block). Lock the separator in place.

Setting Up A Job (continued)

2. Center the Wireform under the Material

1. Place a sample piece of material in the feed area, up against the rear wall.

2. Push down on the wireframe lock lever to free the wireframe slide.

3. Center the wireframe under your sample piece of material.

4. Pull up on the lock lever to secure the wireframe in position.

Slide

Lock Lever
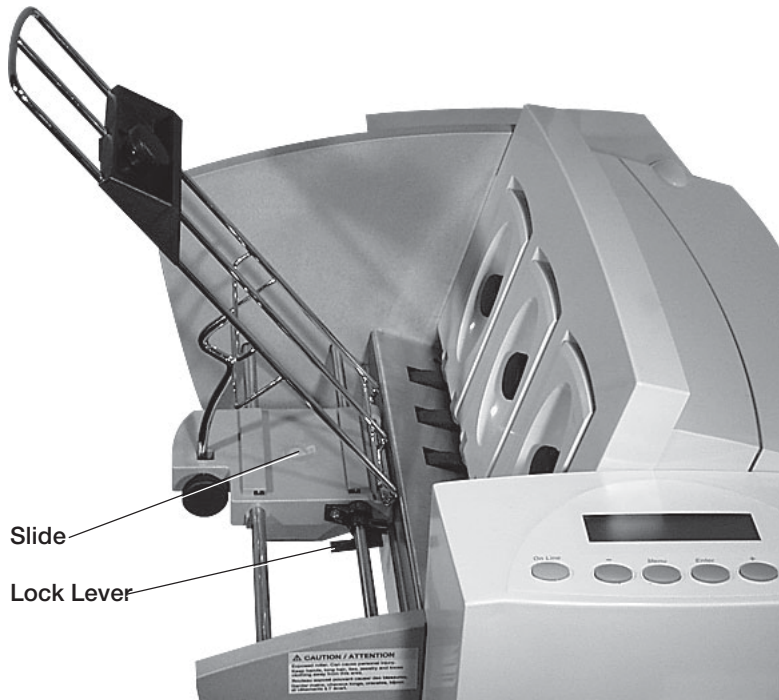
Setting Up A Job (continued)

3. Set the Feed Angle

The feed angle of the wireframe input stacker depends on the type of material you're running:

- Heavy material—adjust to a low angle
- Standard material—adjust to the center (45 degree angle)
- Light material—adjust to a high angle

To make the adjustment:

1. Loosen the lock knob on the wireframe slide.
2. Move the wireframe up or down as required.
3. Tighten the lock knob to secure the wireframe.
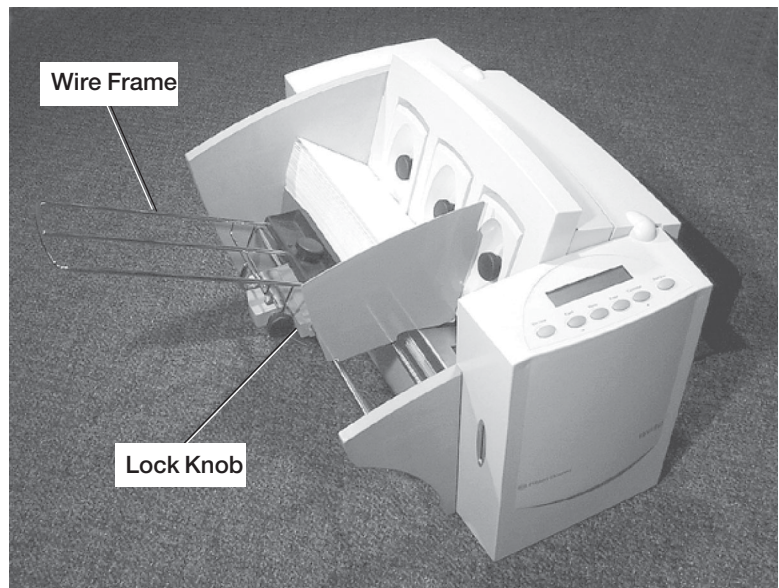
Setting Up A Job (continued)

4. Position the Feed Fence

Your printer comes with two feed fences—a tall one and a short one. Use the tall fence for #10 envelopes and larger materials. Use the short fence for materials smaller than a #10 envelope.

To position the fence:

1. Place a sample piece or trial stack of material in the input area.

2. Slide the fence until it almost touches the stack of material.

3. Check that there's about 1/16" clearance (the thickness of a dime) between the fence and the stack.

NOTE: Proper clearance is important. If you push the fence tight up against the stack, it could retard feeding and cause jams. If the clearance is too great, pieces could skew as they feed into the printer.

Feed Fence
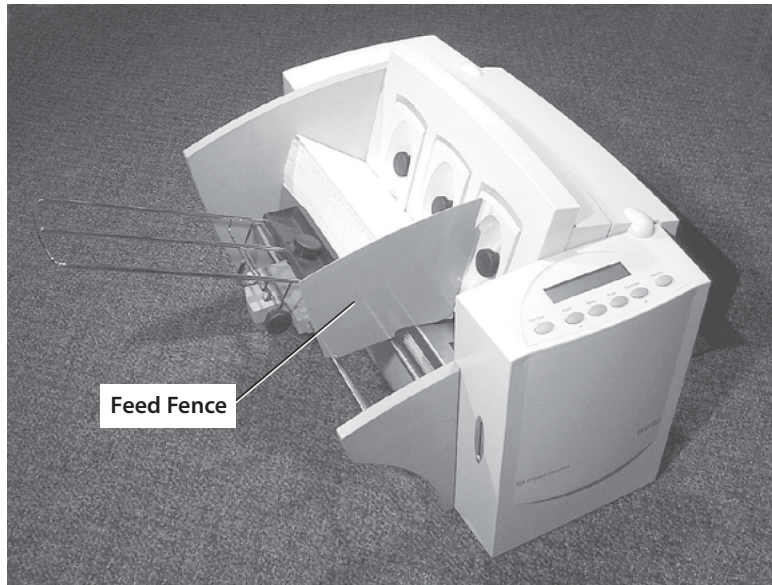
Setting Up A Job (continued)

5. Load Material

Once your printer is set up, you can load material and make a test print.

To avoid misfeeds, follow these instructions

l. Make sure the input area is free of dust and other matter.

2. Take a manageable amount of material and while holding it as shown, fan all sides of the material to separate each piece. This step helps keep misfeeds to a minimum.
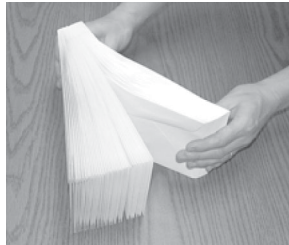
3. Tamp the material on a flat surface, making sure that the stack is square.

4. Shingle the stack as you load it into the input area. Load envelopes so the side to be printed faces up. Flaps should be down and oriented away from the feed roller (flaps trailing). Begin with just a few envelopes to start the stack and get the proper contour, then add several more pieces. Then add the remainder of the stack.

5. Adjust the position of the material prop as described on the next page.

Setting Up A Job (continued)

6. Adjust the Position of the Material Prop

With a stack of material loaded:

1. Loosen the lock knob that holds the prop in position.

2. Lower the prop until its top is even with the top of the stack or the top of the stack reaches the middle of the prop.

3. Tighten the material prop's lock knob to hold it in position.

Material Prop
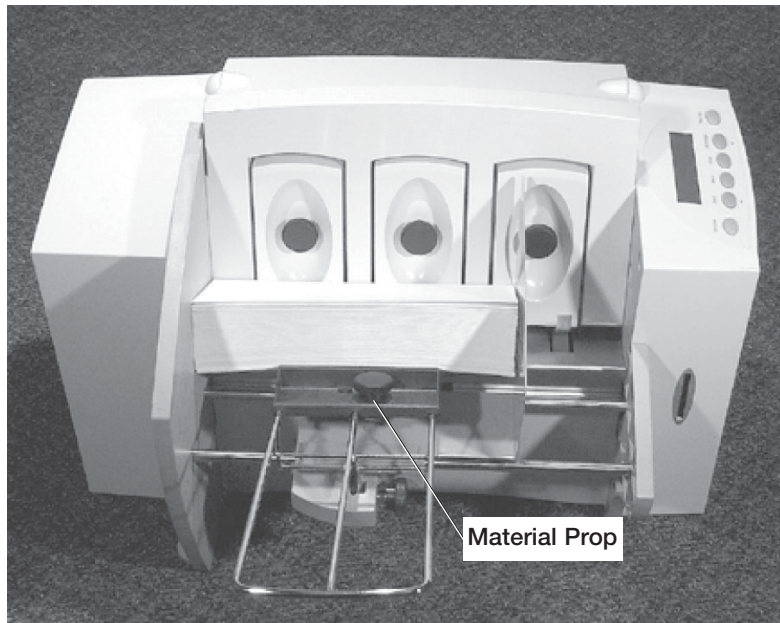
At this point, it's a good idea to recheck your setup adjustments:

- Is the separator gap adjustment correct?
- Is the wireframe centered under the material?
- Is the feed angle okay?
- Is there a slight clearance between the feed fence and the edge of the stack?

Setting Up A Job (continued)

7. Adjust the Media Thickness Lever

The media thickness lever sets the distance between the printhead and the material. Use it to compensate for different material thicknesses. The lever is located inside the printer under the top cover, as shown below.

Media Thickness Lever
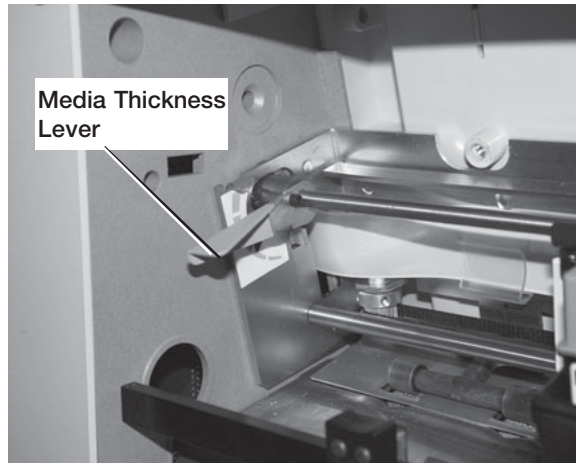
Print a test piece (page 3-15) with the lever in the middle position. If the address appears indistinct or blurred, raise the lever; if the address is too light, lower the lever

A Note about Print Quality
The DA300 is designed to feed and print on a range of materials with various finishes and coatings. However the sharpness of the print may vary with different materials, depending on how absorbent the surface is, as well as other qualities.

You'll get best results using white wove bonded stock. Printing is less sharp on Tyvek, recycled and glossy material. It is also possible that ink may not dry thoroughly on certain very glossy materials. Always test high gloss materials for their drying qualities before you buy them in quantity and attempt to run a print job. Readability is important for appearance and to meet USPS printing standards to achieve postal discounts.

Setting Up A Job (continued)

8. Adjust the Exit Rollers

Adjust the exit rollers so they overlap the left and right edges of the material by 1/4". Slide the rollers from side to side to make the adjustment.

Exit Rollers
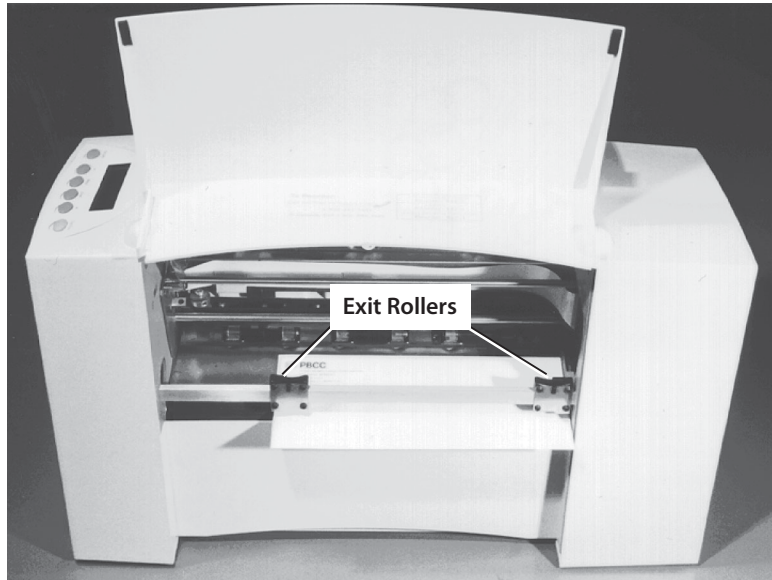
IMPORTANT: Make sure the rollers do not touch any printed area of the material. If this happens, the rollers will act like a printing press and imprint a faint impression at incremental distances on the material. If this happens, move the roller or rollers toward the nearest clear zone, that is, an area free of printing.
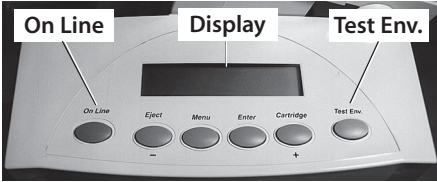
Output Stack Height
The output stacker holds up to five inches of material before it becomes necessary to remove the stack from the bin. The optional W760 stacker increases capacity to 300 #10 envelopes.

NOTE: As the stack approaches the 5" limit, there is a potential for stacking misfeed (pieces not neatly stacked one on top of the other). This can cause envelopes to stack out of ZIP Code sequence.

Setting Up A Job (continued)

9. Print a Test Piece

1. Make sure material is loaded properly. (Or you can use a single test piece if you'd like to check that your setup adjustments are okay.)

2. Turn the printer ON. The On/Off switch is located on the interface panel at the rear of the machine.

3. Press the On Line button on the printer control panel until the LCD display reads OFF LINE.

4. Press the Test Env. button. A single envelope will feed and a sample address should print.

5. Check the print quality. If it's not what you want, adjust the media thickness lever (page 3-13) as required and run another test piece.

When you're satisfied with your setup adjustments, you're ready to run the job. The next chapter explains how to use the printer with your computer.

Chapter 4

Using the DA300 With Your Computer

This chapter has instructions for installing and using the DA300 printer driver from a computer. It also briefly explains Envelope Designer™ Plus, the Pitney Bowes envelope design software that comes with the printer.

In this chapter:

Printer Software

Before you can use your printer with your computer, you must install a printer driver. The driver gives your computer information about the printer you're using, and tells the printer about the settings you want to use in your print job.

Your printer works with the Pitney Bowes DA300 driver. If you have not previously installed the printer driver on your computer, do so now from the Envelope Designer™ Plus CD that comes with your printer.

NOTE: During the DA300 software installation, you have a choice to install the Envelope Designer™ Plus software in addition to the driver. We recommend you use the Envelope Designer™ Plus software for printing addresses on your envelopes (see page 4-18 for a description). However, if you want to use a third-party envelope design software instead, just ignore the Envelope Designer™ Plus option during installation.

Installing the Software

1. Insert the "Envelope Designer™ Plus" CD into the CD drive of the PC. After several moments, the following screen displays (this is an auto-start CD). Click **No** to the question concerning the use of Envelope Designer™ Plus with the DA900 printer.
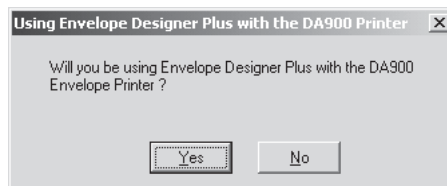
NOTE: If the CD does not auto-start (e.g., the auto-run feature is turned off on your PC), do the following. From the Start Menu, select Run, type: **x:\SETUP.EXE** (where "X" is the letter of the CD drive), and press [Enter].

Installing the Software (continued)

2. Click **OK** at the "ADDRESSRight Printing System" screen. An "Installing" files window displays briefly.

3. Click on the "ADDRESSRight Printer Driver" selection. If you will be using Envelope Designer™ Plus to create your envelope designs, click the "Envelope Designer Plus" selection also. Do <u>not</u> select either of the DocuMatch choices, which are for another product.
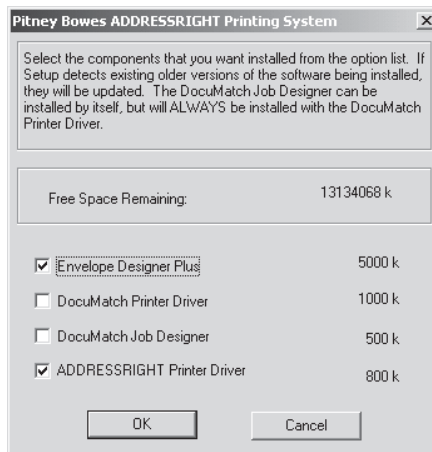
Click **OK** when finished. An "Installing" files window displays briefly

Installing the Software (continued)

4. Click **OK** to accept the default destination directory.

Choose a Destination Directory

Setup will install Envelope Designer(TM) Plus in the following destination directory.
To install to this directory, choose the OK button.
To install to a different directory, enter the directory and choose the OK button.

Destination Directory:

C:\ED

- c:\
- adobeapp
- bmgr_12
- CD-ROM Rev E
- cmdcons
- Config.Msi
- d
- Documents

c:

| OK | Cancel |
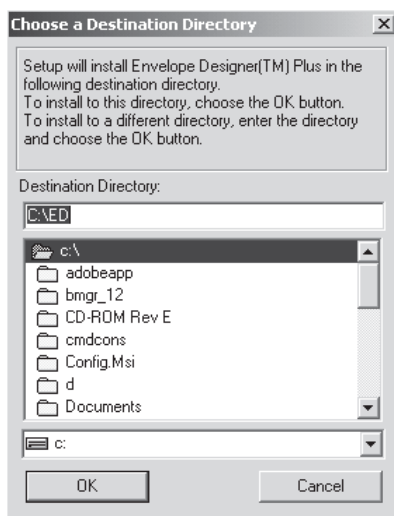
5. Click **OK** to accept the default folder name of Pitney Bowes Printing.

Select Program Folder

Please select the Folder that you would like to place Envelope Designer(TM) Plus' icons into.

You can select from an existing Folder or create a new one.

Folder Name:

Pitney Bowes Printing

- Accessories
- Acrobat
- Administrative Tools
- Adobe
- Adobe Acrobat 4.0
- AT&T Global Network
- Citrix ICA Client
- Client Utils

| OK | Cancel |
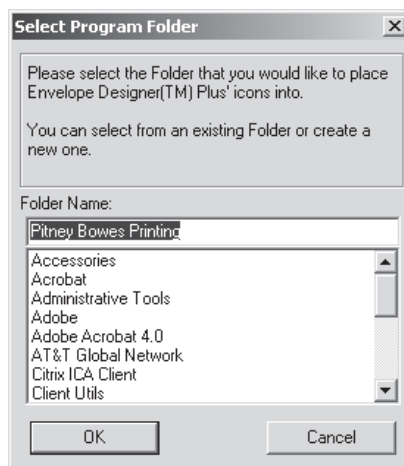
Installing the Software (continued)

6. The "Pitney Bowes Envelope Printer Accelerator Setup" windows displays. Read the window carefully and click **Next**.
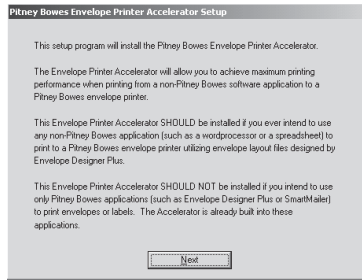
7. At the "3rd Party Envelope Printing Setup" screen, you need to make a choice:

 • If you will be using Envelope Designer™ Plus to create and print envelopes, do <u>not</u> install the Envelope Printer Accelerator, since it is already built-in. Click **Cancel** and skip to Step 9.

• If you will be using Envelope Designer™ Plus to create envelope designs only and print from a third party application like MS Word, <u>install</u> the Envelope Printer Accelerator. Click **Next** to accept the target printer ("e.g., Pitney Bowes DA300") that the "PB Envelope Printer Accelerator" will replace when printing the envelope.
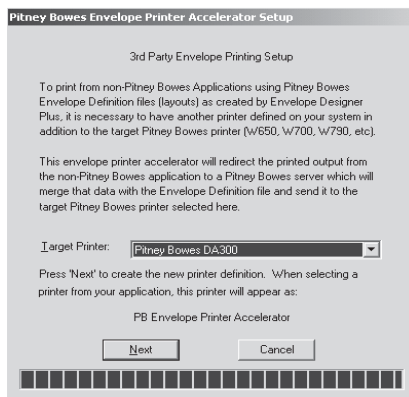
Installing the Software (continued)

8. Click **OK** at the "Successful Configuration" screen that acknowledges the creation of a virtual printer (for the accelerator).

    Successful Configuration

    Virtual Printer

        PB Envelope Printer Accelerator

    has been configured to print using an envelope file to printer:

        Pitney Bowes DA300

    A default envelope has been configured. The envelope to be used and the destination printer can be changed from the Properties for

        PB Envelope Printer Accelerator

    found in the folder: Start - Settings - Printers

    OK

9. An "Install" screen displays for creating a shortcut. Click **Yes** if you want to create a shortcut to Envelope Designer™ Plus on the desktop for the customer.

    Install

    Would you like to create a shortcut to Envelope Designer(TM) Plus on the desktop?

    Yes   No
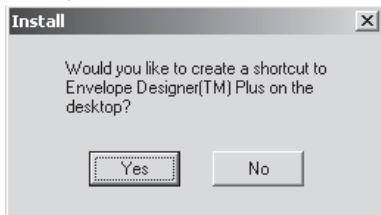
10. An "ADDRESSRight Printing System Setup" screen displays. Click **OK**. The PC will reboot. Don't forget to remove the CD after rebooting and place in a safe place for future use if needed.

    ADDRESSRIGHT Printing System Setup

    ADDRESSRIGHT Printing System Setup was completed successfully.

    Setup has detected that your system has Service Pack 2 installed. It is highly recommended that you re-apply your Service Pack after your computer has restarted, and Setup is complete.

    Setup will now restart your computer.

    OK

Selecting Printer Properties

This section describes printer properties and use of the windows for selecting the available options. To access the main properties window, follow these steps:

1. Click the "Start" button in the task bar, then select "Settings".

2. Click "Printers". The Printer window displays.

3. Right click the Pitney Bowes icon, then left click the Properties option.

The **Properties** window opens and displays seven tabs, each of which allows access to different printer options. Note that the **General** tab window displays when the **Properties** window opens.
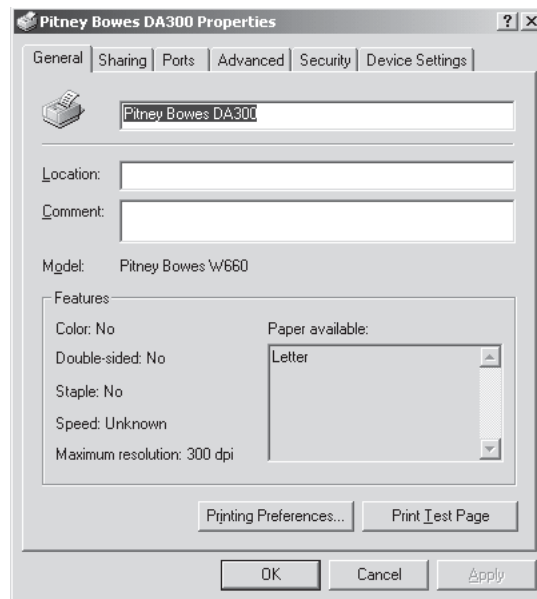
To access another option, left click on the appropriate tab. A window for the selected option displays.

Selecting Printer Properties (continued)

NOTE: An explanation of items in each window is also available by doing the following:

* Right click an item to display the "What's This" button.

* Right or left click this button to display the information about the selected item.

Use of the window for each tabbed item follows, starting with the **General** tab window.

Using the Printer Properties Window

General Tab

If the **General** tab window is not currently active, left click the **General** tab.
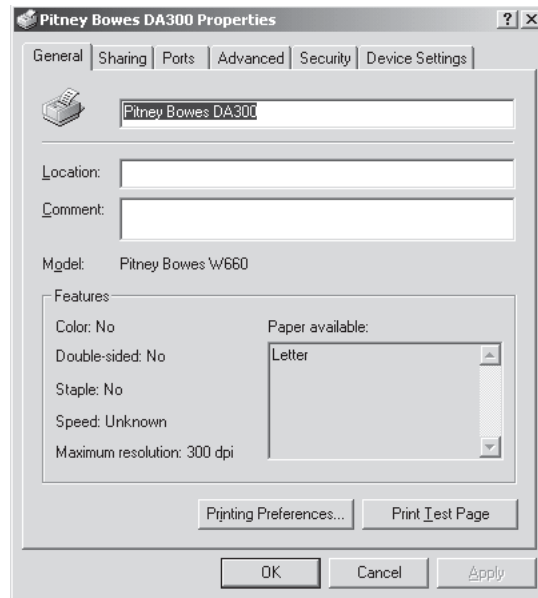
Use the **Location** area to specify where the printer resides. You can use alphanumeric characters to designate the site. For example, if your printer is in building 27 in area C, you could use 27/C as the Location entry.

Using the Printer Properties Window (continued)

Use the **Comment** area to make a statement about the printer. For example, you might want to indicate what the printer should be used for and when it is available.

If this printer is shared, the comment entered in this area displays on the computers sharing this printer. NOTE: Sharing is not supported for the DA300 printer driver.

Click "Printing Preferences" to change the printer's default settings. Default options include document orientation and paper source. Click "Advanced" in the Printing Preferences window to access other settings such as, print quality and paper size.

**Using the
Printer
Properties
Window
(continued)**

Properties Tab

To display the **Sharing** window, left click the **Sharing** tab in the **Properties** window.
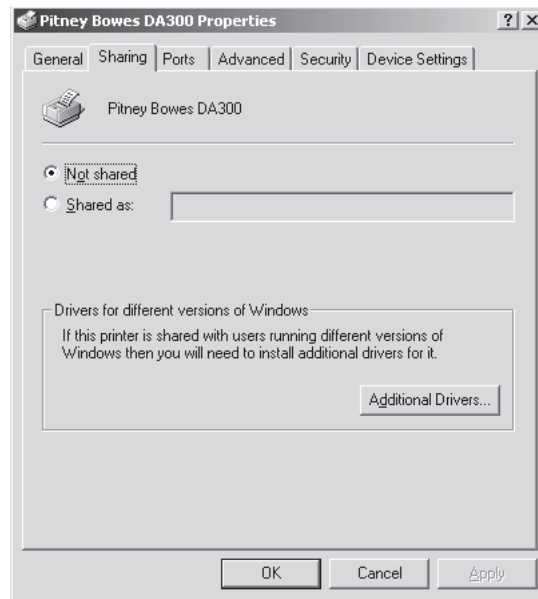
To configure the printer for private use, choose the "Not Shared" option. Only the user logged onto the computer will be able to use this printer.

The window shown here is a standard Windows driver dialog, **not** developed by Pitney Bowes and **not** supported by Pitney Bowes.

The settings in this tab should **not** be changed as Pitney Bowes does **not** support networking of its envelope printers.

Using the Printer Properties Window (continued)

Ports Tab

To display the **Port** window, left click the **Port** tab in the **Properties** window.
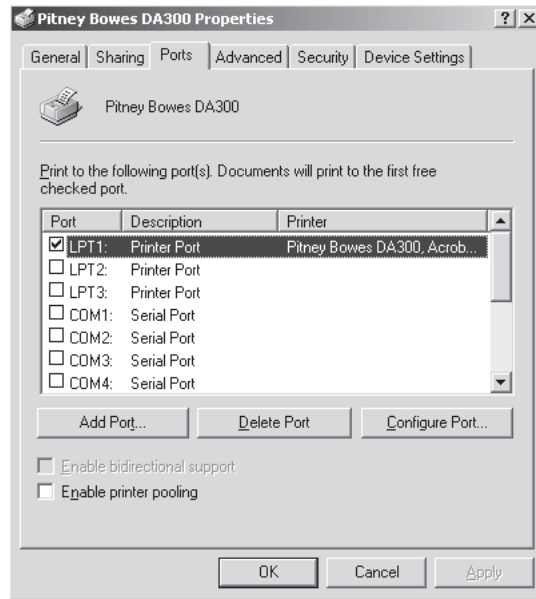
The displayed list shows the available ports, the associated port monitor, and the printers that use the ports.

To add another port to the display list, click "Add Port". Follow the subsequent prompts to identify and name the new port(s).

To delete a port, select the desired port and then click "Delete Port".

To set the transmission retry value, click "Configure Port", enter the desired number of seconds, and then click "OK".

Using the Printer Properties Window (continued)

Advanced Tab

To display the **Advanced** window, left click the **Advanced** tab in the **Properties** window.
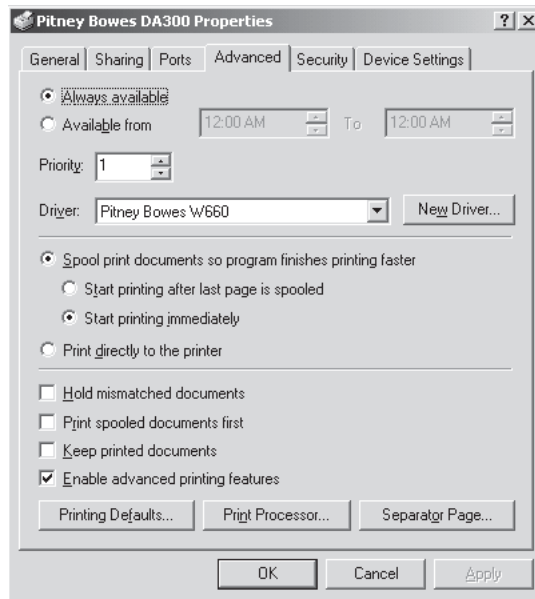
To make the printer available 24/7, select the "Always available" option.

To configure the printer for limited availability, select the "Available from" option, and then enter the desired time frame.

NOTE: If a document is sent to the printer while it is unavailable, the document will be held (spooled) until the printer is available.

Use the Priority area of this window to rank the status of document to be printed. Settings range from 1 to 99, with 1 indicating the highest priority.

Using the Printer Properties Window (continued)

The name of the installed driver displays in the "Driver" area. This usually matches the name of the printer; however, for the DA300, you will see "Pitney Bowes W660" instead.

To install a new driver, click "New Driver" to launch the Add Printer Driver Wizard. Follow the prompts to select and install the desired printer driver.

To change the default document properties:

1. Click "Printing Defaults".

2. Select the default options for document orientation and paper source.

3. Click "Advanced" to access other settings such as, print quality and paper size.

4. Click "OK" to return to the Printer Properties window.

To change the default print processor and/or data type:

1. Click "Print Processor...".

2. Select from the options available.

3. Click "OK" to return to the Printer Properties window.

To insert a page between each printed document:

1. Click "Separator Page".

2. Click "Browse" to search for the file containing the page you want to use as the Separator.

3. Click "OK" to return to the Printer Properties window.

Using the Printer Properties Window (continued)

Spooling and Printing Options
Spooling is the process of storing the document on the hard disk and then sending it to the printer. Right click each option and read the 'What's This?" topic for more information.

Choose the spooling options that best suit your needs:
- To have the document printing in the back ground, select the "Spool print documents so program finishes printing faster" option.
- To ensure that the whole document is ready at the same time for printing, select the "Start printing after last page is spooled" option.
- To start printing as soon as the first page of a document is received by the printer, select the "Start printing immediately" option.

To send the document directly to the printer and by pass spooling, select the "Print directly to the printer" option.

To direct the printer to check that its setup matches the document setup, select the "Hold mismatched documents".

When the option, "Print spooled documents first", is selected, the printer operates at maximum efficiency by selecting to printer documents that have completed spooling regardless of their designated priority.
To direct the printer to keep printed documents in the queue, select the "Keep printed documents" option.

To make the printer's advance d features available, select the "Enable advanced printing features" option.

Using the Printer Properties Window (continued)

Security Tab

To display the **Security** window, left click the **Security** tab in the **Properties** window.
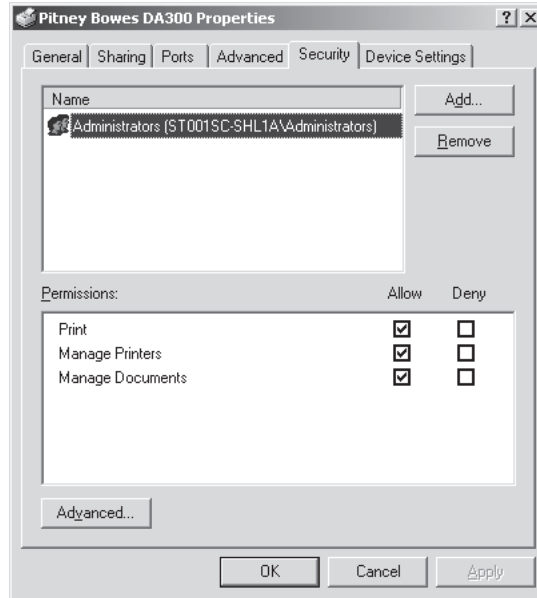
Pitney Bowes does not support Networking. Therefore, adding or removing permissions should not be used.

Using the Printer Properties Window (continued)

Device Settings Tab
To display the **Device Settings** window, left click the **Device Settings** tab in the **Properties** window.
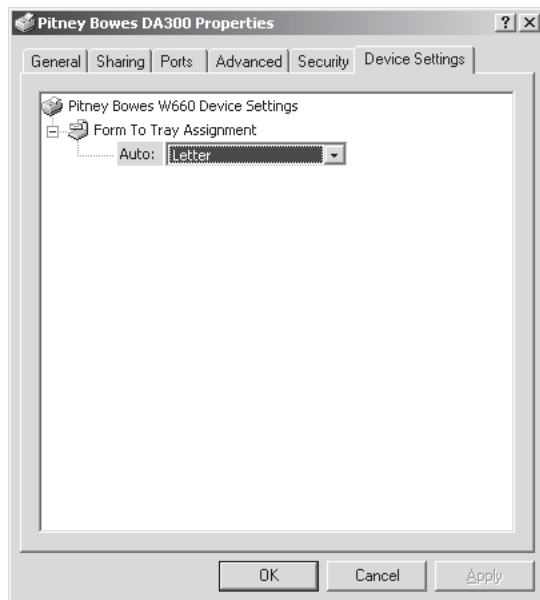
Pitney Bowes recommends that you leave the manufacturer-set default as it is in this window and refer to your envelope printing application to change envelope sizes.

Selecting the DA300 Printer From a Windows Application

The following steps explain how to select the DA300 printer from a Windows software application. The steps are similar for most applications. You can also refer to your application's documentation for specific instructions on installing printer drivers and selecting printers.

1. Start the software application that you use when printing envelopes with the DA300 printer and open the file you want to use.

2. From the File menu, select Print. The Print dialog box appears.

3. Click on the arrow in the printer Name box. When you click on the arrow, a drop-down list box appears containing the names of the available printers. The illustration below shows a typical print dialog box with the DA300.
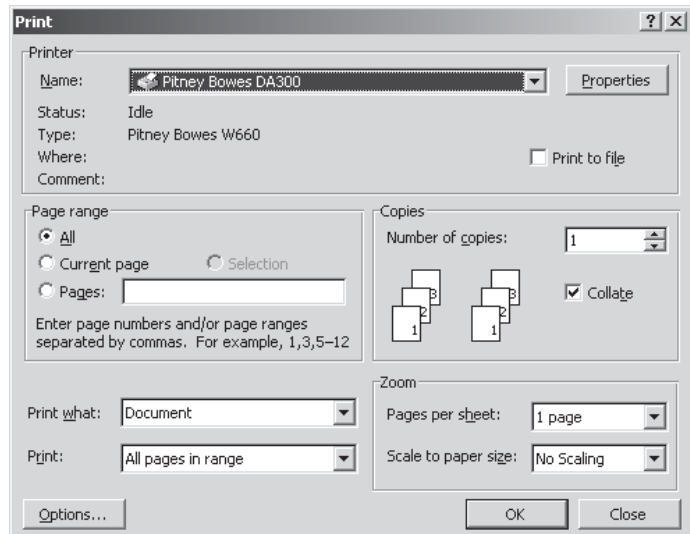
4. Click "OK" to send the job to the printer.

Once you've made this selection, your print jobs will automatically go to the DA300 printer when you select File/Print. Remember to change the printer selection back to your regular printer for your other printing jobs.

Envelope Designer™ Plus

Pitney Bowes Envelope Designer™ Plus is an easy-to-use program that helps you create professional-looking envelope layouts quickly.

With Envelope Designer™ Plus, you can create and position a mailing address, return address, single-line message, barcode and graphics. The application has an extensive online help system and a Wizard that guides you through the entire design process.

Envelope Designer™ Plus virtually eliminates the need for setting up your envelope manually, using either the print driver options or the printer's control panel menu options. NOTE: Settings created in Envelope Designer™ Plus will override the settings entered in Setup on the control panel of the DA300.

To access Envelope Designer™ Plus:

1. Click "Start" in the task bar.

2. Select Programs.

3. Select Pitney Bowes Printing, then left click Envelope Designer™ Plus. The program displays a sample envelope for you to customize.

Chapter 5

Printer Maintenance

This chapter describes the maintenance procedures you should perform on a regular basis to keep your printer running trouble-free.

In this chapter:

Preventive Maintenance

The Pitney Bowes DA300 Ink Jet Printer is designed for trouble- free service with a minimal amount of care. You should schedule regular cleaning of the Feed Rollers, Right Hand Slider, Left Hand Slider and Lower Guide.

Cleaning

⚠️ **CAUTION:** Clean print head, cartridge, ink surfaces and covers with plain water only. Clean all rubber rollers with plain water. Use of any other cleaning solvents will void all warranties. Keep petroleum based cleaning solvents away from rubber or plastic parts. Anything but alcohol will cause premature breakdown of the rubber compound.

Print Quality Problems

The print head performs a self cleaning cycle periodically. If print quality is unacceptable, try the following:

- Adjust the media thickness lever (page 3-13) to see if print quality improves.
- Clean the print head cartridge: dampen a soft cotton cloth with water and wipe the nozzles clean.
- Install a new ink cartridge (page 2-13).
- From the Setup Menu, select 3. Purge Printhead. The purging process clears any clogged ink on the print nozzle. Often this returns the print quality to a normal level. See *Appendix A, Control Panel Menus*, for information on using this feature.

Exit Rollers

If the right and left exit rollers are misaligned, that is, contact printed surfaces, they can become contaminated with ink. Use water to dampen a soft cloth and remove the ink from the rollers.

Sensor

A film and/or dust can build up on the sensors and cause misfeeds of the material. Lift the back cover and use compressed air to blow dust from the sensors. Cans of compressed air are available from many computer supply houses.

Sensor Location
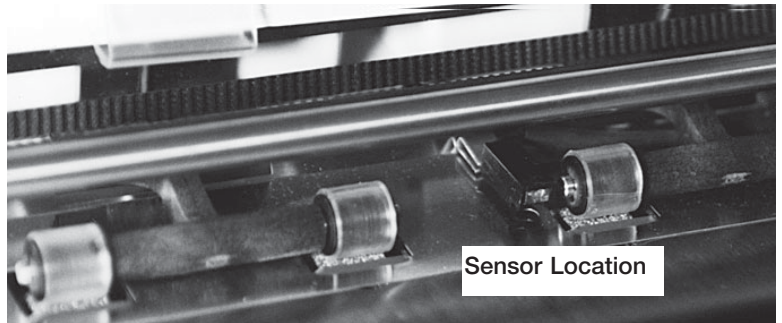
Floor Assembly and Top Cover

Periodically wipe the top cover and floor assembly (feed deck) with a soft cotton cloth, dampened with water only.

Chapter 6

Troubleshooting

This chapter lists some common printer problems and offers suggestions on how to fix them.

In this chapter:

Problems and Solutions

Before calling our Customer Support Center or your Pitney Bowes Customer Service Representative, look for your problem below. If you can solve the problem your-self, you will be able to resume printing sooner. Also, go to our website at **www.pitneybowes.com/support** for the latest up-to-date support information.

Feed Problems

Problem   **Intermittent Feed**
Reason: Material prop not used.
Solution: The material prop adds a gentle slope to the stack and helps feeding. If you're using the prop, check the H-Block gap for proper separation. Also make sure the wire frame is centered under the material. (See pages 3-8 and 3-12.)

Reason: Dirty feed rollers.
Solution: Clean the feed roller with denatured alcohol. DO NOT use any other solvents or detergents. They could damage the feed rollers.

Reason: Paper dust present (yellow or white residue), blocking feed sensor.
Solution: Clean sensor with compressed air (see page 5-3).

Problem   **Multifeed (Feeds Doubles) or Skewing**
Reason: Separators (H-blocks) not set correctly. Also feed fence set incorrectly.
Solution: Adjust H-blocks to thickness of material (see page 3-6). Check feed fence position (see page 3-10.

Print Quality Problems

Problem	**No Print**
Reason:	Ink cartridge problem.
Solution:	Purge ink cartridge. Clean cartridge with soft cotton cloth and water. Change to a new cartridge.

Problem	**Gray or Light Print**
Reason:	Ink supply is low.
Solution:	Check adjustment of the media thickness lever (page 3-13). If this fails to correct the problem, replace ink cartridge (pages 2-13, 2-14).

Problem	**Address Smudging**
Reason:	Incorrect media thickness lever setting. Also, ink may not dry on very high gloss material.
Solution:	Check whether media thickness lever is adjusted too low (page 3-13). Try using less glossy material.

Problem	**Address Printing is not Sharp**
Reason:	Incorrect media thickness lever setting. Also, unsuitable material.
Solution:	Check whether envelope thickness lever is adjusted too high (page 3-13). Print quality is less sharp when using Tyvek, recycled or glossy media.

Print Quality Problems (continued)

Problem	**Unwanted Bolding**
Reason:	Escape sequence turning on bold or bold selection in printer's menu options is set to bold.
Solution:	Turn off bolding in software and/or turn bold selection in printer menu OFF. See Appendix A for instructions. If problem still exists, call Pitney Bowes for service.

Problem	**Addresses "Walking"**
Reason:	Incorrect Address Setup.
Solution:	Count carriage returns and line feeds and adjust Lines Per Address to the same number.
Reason:	Address Termination should be Form Feed.
Solution:	Set Address Setup for 8 lines. Check Line Termination: CR=CR, LF=LF.

Interface Problems

Problem	**No Communications, Printer Does Not Respond**
Reason:	Incorrect print driver, bad parallel cable, bad printer controller board.
Solution:	Use DA300 print driver; replace parallel cable. Make sure cable connections are tight. If the problem still persists, call Pitney Bowes for service.

Motor Problems

Problem **Motor Turning but no Feed Roller Movement**
Reason: Mechanical problem.
Solution: Call Pitney Bowes for Service.

Barcode Problems

Problem **Barcode (Lower Right) is not Printing**
Reason: Barcode not enabled
Solution: Turn barcode ON using Envelope Designer™, or the DA300 print driver or the printer's control panel menus.

Reason: Missing ZIP Code.
Solution: Insert ZIP Code.

Reason: Invalid ZIP Code format.
Solution: Check ZIP Code for invalid character. Example: Zero (0) can only be the number, not the letter (O). Verify that there is a dash inserted between the 5 + 4 ZIP Code per the USPS Domestic Mail Manual (DMM).

Reason: Address too low.
Solution: Verify the bottom of the last line of the address field is not less than 5/8" from bottom edge of the media

Barcode Problems (continued)

Problem	**Address too High**
Reason:	Address field is within .100" of the top edge of the media.
Solution:	Move address field down to the USPS Domestic Mail Manual (DMM) specifications.

Problem	**Barcode Fails MERLIN Standards at USPS**
Reason:	Mail does not meet barcode, address placement, or other acceptance tests of MERLIN (Mail Evaluation Readability Look-up Instrument) at USPS.
Solution:	For more info on MERLIN, go to PB.com. Select Support, click on Search the Support Knowledge base, then search the database for MERLIN.

Other Problems

Problem	**Paper Out or Paper Jam**
Reason:	Input area is empty.
Solution:	Refill the input area.
Reason:	H-Block separators not adjusted correctly.
Solution:	Adjust the H-Blocks to the thickness of the material you're running (see page 3-6).
Reason:	Paper jam obstructing paper path.
Solution:	Clear obstructed path.
Reason:	Dirty paper feed sensor.
Solution:	Clean sensor with compressed air (see page 5-3).

Other Problems (continued)

Problem	**Shuttle Jam**
Reason:	Envelope thickness lever is set too low for material.
Solution:	Open the back of the printer, and adjust the media thickness lever (see page 3-13).
Reason:	Lower rail shaft dirty.
Solution:	Wipe lower rail shaft clean.

Problem	**Memory Card Error**
Reason:	The card was removed while the printer was reading it.
Solution:	Do not remove the card while the printer is in use. If the card has been removed, insert the card, turn the printer off, then turn the printer on again.

Problem	**Out of Memory**
Reason:	The printer can run out of memory when downloading fonts or graphics.
Solution:	This generally means you're trying to use a graphic (artwork) that's too big or you have too many fonts or too large a font size. If the out-of-memory message appears, try reducing the size of your art and limiting the number and size of your fonts. Then shut the printer OFF, then ON and retry.

Appendix   A

Using the Control Panel Menus

The control panel menus can be used to control how your printed material looks. This chapter describes each menu and its options.

In this Appendix:

Using the Control Panel

Use the buttons on the control panel to get to the printer menus, define the print options, run a print job, position the print carriage and turn the printer on line and off line.

If you've installed the DA300 printer driver on your computer, you'll normally perform these actions from within the application you're using to set up your envelope layout.

The buttons on the control panel perform the following functions:

This Button...Does This...

On Line	Toggles (switches) between ON LINE (communicates with host) and OFF LINE (no communications with host). Note that the functions of two buttons, Eject/- and Cartridge/+, vary, depend ing on whether the printer is ONLINE or OFFLINE.
Eject/- (minus)	When printer is offline, press to eject the last printed piece from the printer. When printer is online, press to scroll through menu items from bottom to top.

Using the Control Panel (continued)

Menu   Displays the options on the Main Menu and the Setup Menu. The printer must be OFF LINE to access the menus.

Enter   Press to select the currently displayed menu option.

Cartridge/+ With the printer OFFLINE, press
(plus)   to move the ink cartridge holder to the center of the printer. This makes it easy to remove the cartridge. With the printer ONLINE, press to scroll forward through the menu options.

Test Env. When in OFFLINE, prints a test address on an envelope based on the characteristics selected at the time of print. This is very useful when you set up a print job. When in ONLINE mode, this key is disabled.

Using the Menus

The DA300 has two menus, both displayed on the LCD:

- •The Main Menu controls how your printed material looks.
- •The Setup Menu is used to configure your printer so it will function correctly with your computer.

NOTE: The printer must be OFFLINE in order to access the menu options.

Using the Menus (continued)

To select an option:

1. Press the On Line button until the LCD message displays "OFF LINE".

2. To access the MAIN MENU, press the Menu button.

3. To access the SETUP MENU, press and hold the Menu button for four (4) seconds.

4. Press the plus (+) or minus (–) buttons to move through the list of menu options.

5. When the appropriate menu option appears, press the Enter button to display the choices associated with that option.

6. Press + or – to scroll through the choices. When an option has an asterisk (*) in front of it, it means that option is presently selected.

    Upon receipt of the printer from the factory, the asterisk is typically the default setting.

    When you press the Enter button to define a new option, an asterisk will appear before the selected option.

7. Press the Menu button several times to back out of the Menu until the printer displays OFF LINE. Then press the On Line button to print.

Using the Main Menu

The Main Menu options are:

1. Address Layout
2. Print Quality
3. Font
4. Barcode
5. Address Recovery
6. Clear Counter
7. Job Settings

IMPORTANT: The settings you define in a software application such as SmartMailer™ or Envelope Designer™ Plus override the corresponding settings you choose in the printer menus.

Using the Main Menu (continued)

Main Menu	Menu Options

1. ADDRESS LAYOUT

- A. DISTANCE TO RIGHT
- B. DISTANCE TO BOTTOM
- C. LINE SPACING
- D. ORIENTATION
- E. ORIENTATION CONTROL

2. PRINT QUALITY

- DRAFT
- EXECUTIVE
- LETTER

3. FONT

- A. NAME
- B. SIZE
- C. WIDTH
- D. BOLD
- E. ITALIC
- F. OUTLINE

4. BARCODE

- A. LOCATION
- B. 5 DIGIT ON/OFF
- C. 9 DIGIT ON/OFF

5. ADDRESS RECOVERY

- A. GET ADDRESS
- B. CLEAR MEMORY

6. CLEAR COUNTER

- CLEAR ADDRESS (YES/NO)
- PIECE COUNTERS

7. JOB SETTINGS

- A. LOAD
- B. SAVE

NOTE: An asterisk (*) displays next to the chosen setting when you scroll through the menu options

1. Address Layout

Use the Address Layout option to set up the way an address appears on the printed material. The printable width is limited to 9.4" from the right side of the mail piece. The printable height is 13.5" measured from the bottom edge of the mail piece.

Define the following options from this menu:

A. Distance to Right (Left Margin)
This option sets the start of the address (the left side of the address) as measured from the right side of the envelope. For # 10 envelopes this should be about 5.5". Press the + or – buttons to increase or decrease the Distance to Right, (+ MORE or – LES*S)* defined in inches or millimeters. The left margin is the distance measured from the right edge of the material to the first printable character. Press the Enter button to select the desired measurement.

Distance to Right

XYZ Corporation
123 Adams Road
Anytown, CT 06478-1234
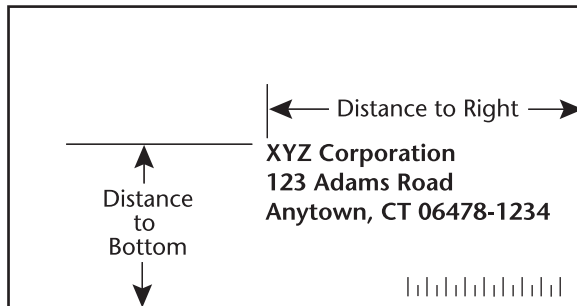
Distance to Bottom

1. Address Layout (continued)

B. Distance to Bottom (Bottom Margin)
Use this option to set the distance from the top address line to the bottom of the envelope. For #10 envelopes this should be about two inches.

Press the + or – buttons to increase or decrease the Distance to Bottom, (+ MORE or – LESS) defined in inches or millimeters. The bottom margin is the distance between the bottom edge of the material and first line of the address. Minimum distance between the last line of the address and the bottom edge of the material is 5/8 inches. If less than 5/8 inches, the lower right barcode will not be printed. Press the Enter button to enable the desired measurement.

C. Line Spacing
Press the + or – buttons to increase or decrease the Line Spacing (i.e., 3, 4, 6, 8 lines/inch or Automatic), defined in lines per inch. Automatic line pitch selection is based on industry-standard definitions for line spacing for each print pitch and style selected. The printer will automatically select the correct setting for the font and size of the characters being printed.

D. Orientation
The choices are Normal and Inverted. Select Normal for most applications. This tells the printer that the bottom edge of the material feeds first, with the right side running against the right side of the printer. The Inverted option tells the printer that the top edge of the material feeds first. Select this option if, for example, you need to feed envelopes flap first.

E. Orientation Control
The choices are Automatic and Manual. For Automatic, the software determines the orientation control of your addresses. For Manual, the settings in the Control Menu determines the orientation control of your addresses.

1. Address Layout (continued)

To use the Address Layout option:

1. Press the On Line button until the display reads OFF LINE.

2. Press the Menu button to display the Main Menu.

3. Press the + or - buttons to scroll through the Main Menu options until 1. ADDRESS LAYOUT appears on the LCD panel.

4. Press the Enter button to select this option.

5. Press the **+** or **–** buttons to scroll through the ADDRESS LAYOUT options.

6. Press the Enter button to select the desired option (A, B, C, D or E).

7. Press the + or - buttons to scroll through the choices associated with each option.

8. When you've finished making selections, press the menu button several times to back out of the menu until the printer displays OFF LINE. Then press the On Line button to enable the printer.

2. Print Quality Use the print quality option to select the resolution of the printed addresses—Executive, Letter or Draft.

A. Executive Quality (600x300 DPI)
This is the darkest of the three print qualities. It prints at the slowest speed, uses the most ink and delivers the best quality printout. Executive quality prints envelopes that require a professional appearance.

B. Letter Quality (300x300 DPI)
Letter quality is used for envelopes that require a finished, polished appearance.

C. Draft Quality (200x300 DPI)
This is the lightest of the three and prints at the fastest speed. Draft quality prints envelopes at the highest speed and saves ink.

To use the Print Quality option:
1. Press the On Line button until the display reads OFF LINE.
2. Press the Menu button to display the Main Menu.
3. Press the **+** or **–** buttons to scroll through the Main Menu options until 2. PRINT QUALITY appears on the LCD panel.
4. Press the Enter button to select the option you want.
5. Press the **+** or **–** buttons to scroll through the Print Quality options, until the desired option (Executive, Letter or Draft) is displayed on the LCD panel.
6. Press the Enter button to select the desired option.
7. After you've made your selection, press the Menu button several times to back out of the Menu until the printer displays OFF LINE. Then, press the On Line button to enable the printer.

3. Font Selection

The DA300 has five available fonts (typefaces): Courier, Sans Serif , Roman, OCR-A, and OCR-B. Each one has point sizes from 4 to 30 pt and can be printed in regular, bold, italic, and outline style. The DA300 also supports downloaded fonts. This means that if you are using Windows, all the fonts installed in Windows are available. This also applies to any DOS applications that can download fonts.

The options on this menu are Name, Size, Width, Bold, Italic, and Outline.

A. Name
The printer has five internal fonts: Courier, Sans Serif , Roman, OCR-A, and OCR-B

B. Size
The font size can range from 4 pt to 30 pt.

C. Width
The font width is Normal (100%), thin (75%), condensed (50%), wide (125%) or expanded (150%).

D. Bold
This is the darkest imprint because character stroke weight (thickness of print) is increased. Use Bold to emphasize or highlight text in an address.

E. Italic
Italic characters have decreased stroke weight, print at an oblique angle and print somewhat lighter than standard or bold typefaces. Use italic to provide emphasis and add flair to address text that requires a finished, polished appearance.

F. Outline
The Outline font option creates an outline for each letter, for a slightly 3-D or hollow effect for special purpose use.

3. Font Selection (continued)

To select the font options:

1. Press the + or – buttons to scroll through the Main Menu options until 3. FONT displays on the LCD panel.

2. Press the **+** or **–** buttons to scroll through the Font options until the desired option appears on the LCD panel.

3. Press the Enter button to select the desired option (A, B, C, D, E, or F).

4. Press the + or - buttons to scroll through the choices associated with each option.

5. Press the Enter button to select the desired option.

6. After you've made your selections, press the Menu button several times to back out of the Menu until the printer displays OFF LINE. Then, press the On Line button to enable the printer.

4. Barcode

Use this option to include a USPS-certified barcode on your mailpieces. The DA300 can print a 5- or 11-digit barcode. If you select Off, it means that if the computer sends a 5-digit ZIP Code, it won't print a barcode; only the 9-digit ZIP Codes and Delivery Points will print.

The options on the barcode menu are Location, 5-Digit On/Off, and 9-Digit On/Off

A. Location
Press the Enter and **+** buttons to select the Location where you want the barcode to print. (Lower Right Corner, Above Address, Below Address or turn Barcode Off).

4. Barcode (continued)

B. 5-Digit On / Off
If a 5-digit barcode is required, selecting the 5-digit barcode option (5-Digit ON) lets you print both 5-digit and 11-digit barcodes.

C. 9-Digit On / Off
If a 9-digit barcode is required, selecting the 9-digit barcode option (9-Digit ON) lets you print 9-digit barcodes. **NOTE:** If 9-Digit is ON, 11- or 5-Digit barcodes will not be printed.

To use the Barcode option:

1. Press the + or – buttons to scroll through the Main Menu options until 4. BARCODE is displayed on the LCD panel.

2. Press the Enter button to select this option.

3. Press the + or – buttons to scroll through the Barcode options (Location, 5 -Digit, or 9-Digit) until the desired option appears on the LCD panel.

4. Press the Enter button to select an option.

5. Press the Enter button at the 5-Digit or 9-Digit barcode prompt and use + or – to turn the option ON or OFF.

   OR

   Press the Enter button at the Location prompt and use + or – to select the option (Lower Right Corner, Above Address, Below Address or Off).

6. When you finish making your selections, press the Menu button several times to back out of the menu until the printer displays OFF LINE. Then, press the On Line button to enable the printer.

5. Address Recovery

Use this option to direct the printer's memory to go back a certain number of addresses when an error occurs in order to reprint the address. The options on this menu are: A. Get Addresses and, B. Clear Memory.

A. Get Addresses
Select Get Addresses after a jam is cleared and you want to restart printing at the point where the printer left off just before the jam occurred. To retrieve any address in the data buffer, press the Enter button. The first 16 characters of the first line of the address will be displayed on the LCD. Press the + or – buttons to scroll through the addresses. When the desired address appears, press the Enter button to print that address plus the remaining addresses in the buffer.

B. Clear Memory
Clear Memory should be selected before you start a new batch printing. This is required since the memory will contain some addresses from the previous batch.

To use this menu option:
1. Press the + or – buttons to scroll through the Main Menu options until 5. ADDRESS RECOVERY displays on the LCD panel.
2. Press the Enter button to select this option.
3. Press the + or – buttons to scroll through the Address Recovery options until the desired option (A. Get Address or B. Clear Memory) is displayed on the LCD panel.
4. Press the Enter button to select the desired option.
5. Press the + button to clear addresses, or – button to keep addresses.
6. After you've made your selection, press the Menu button several times to back out of the Menu, until the printer displays OFF LINE. Then, press the On Line button to enable the printer.

6. Clear Counter

Use this option to clear the piece (batch) counter.

1. Press the **+** or **–** buttons to scroll through the Main Menu options until the   6. CLEAR PIECE COUNTER option is displayed on the LCD panel.

2. Press the Enter button to select this option.

3. Press the **+** or **–** button to select CLEAR PIECE COUNTER, (**+** YES or **–** NO).

4. After you've made your selection, press the Menu button several times to back out of the Menu, until the printer displays OFF LINE. Then, press the On Line button to enable the printer.

7. Job Settings

The DA300 Printer can hold eight job presets in memory. This eliminates the need for changes to the printer setup when you change print jobs. The options on this menu are A. LOAD and B. SAVE.

A. Load
Select this option to retrieve a previous job setup. Press + (for more) or – (for less) to increase or decrease the desired job number. Press the Enter button to select the desired number (1 - 8).

B. Save
Use this option to save the current envelope setup (address position, barcode position, number of lines per inch, and so on). The printer saves the setup as a job number (1 - 8). You must keep a record of these setups and the number you assigned. Press + (MORE) or – (LESS) to increase or decrease the desired job number. Press the Enter button to select the desired option.

7. Job Settings (continued)

To use this option to direct the printer to Load or Save the Job Setting as a certain number:

1. Press the + or – buttons to scroll through the Main Menu options until the 7. JOB SETTINGS option appears on the LCD panel.

2. Press the Enter button to select this option.

3. Press the + or – buttons to select A. Load or B. Save.

4. Press the Enter button to select the desired option.

5. After you've made your selection, press the Menu button several times to back out of the Menu, until the printer displays OFF LINE. Then, press the On Line button to enable the printer.

NOTE: If your printer is attached to a computer, use this menu to configure your printer so it is compatible with your computer's setup.

Using the
Setup Menu

To access the Setup Menu, the printer must be OFF LINE. (The LCD display toggles between ON LINE and OFF LINE). If the printer is ON LINE, press the On Line button once so the LCD displays OFF LINE. Then, press and hold the Menu button for four seconds to display the Setup Menu.

The Setup Menu options are:

1. Heavy Media Mode
2. Test Print Head
3. Purge Print Head
4. Lines Per Address
5. Hex Dump Mode
6. Communications
7. Language
8. Envelope Feed Delay
9. Envelope Auto Eject
10. ROM Revision

Using the Setup Menu (continued)

Setup Menu

Menu Options

1. HEAVY MEDIA MODE

2. TEST PRINT HEAD

3. PURGE PRINT HEAD

4. LINES PER ADDRESS

5. COMMUNICATIONS

6. HEX DUMP MODE

7. LANGUAGE

A. SYMBOL SET
B. INCH/MILLIMETER
C. MENU LANGUAGE

8. ENVELOPE FEED DELAY

9. ENVELOPE AUTO EJECT

10. ROM REVISION # AND
    MAINTENANCE COUNT

1. Heavy Media Mode

The only time you need to turn this mode on is when you are using long, heavy envelopes. This option increases motor torque. This option is normally OFF.

To use this option:
1. Press the + or – buttons to scroll through the Setup Menu options until the 1. HEAVY MEDIA LOAD appears on the LCD panel.
2. Press the Enter button to select this option.
3. Press the + or – buttons to select ON or OFF.
4. Press the Enter button to select the desired option.
5. After you have made your selection, press the Menu button several times to back out of the Menu, until the printer displays OFF LINE. Then, press the On Line button to enable the printer.

2. Test Print Head

Before you select this option, make sure that the material is loaded in the printer input area so you can print a test pattern.

To use this option:
1. Press the + or – buttons to scroll through the Setup Menu options until the 2. TEST PRINT HEAD option appears on the LCD panel.
2. Press the Enter button to select this option. The LCD will display "Print test pattern?"

2. Test Print Head (continued)

3. Press **+** for Yes to print the test pattern, or press **–** for No to cancel.

   If you press +, "Please wait...Test pattern is printing" displays. The printer prints a diagonal line across the material. If a gap is present within the diagonal line, the nozzle may be blocked and need to be cleaned.

4. Press the Menu button to back out of the menu until the printer displays OFF LINE. Then press the On Line Button to enable the printer.

3. Purge Print Head

The purging process clears any clogged ink on the print nozzle. Often this will return the print quality to a normal level.

To select this option:

1. Press the + or – buttons to scroll through the Setup Menu options until 3. PURGE TEST HEAD appears on the LCD panel.

2. Press the Enter button to select this option.

3. To select Purge Print Head cycle, press Enter when the "Purge Print Head?" message displays.

   This option can be enabled by pressing the + button (YES) or disabled by pressing the – button (NO). If enabled, the printer will display "Please wait...Ink Jets being purged".

4. Press the Menu button to back out of the menu until the printer displays "OFF LINE". Then press the On Line Button to enable the printer.

4. Lines Per Address

Use this option to set the number of lines in the address field.

1. Press the + or – buttons to scroll through the Setup Menu options until 4. LINES PER ADDRESS appears on the LCD panel.

2. Press the Enter button to select this option.

3. The LCD displays "LINES/ADDRESS + (MORE) or – (LESS)".
    The range can be from 1 to 66 lines. The range can be adjusted by pressing the + button (MORE) or – button (LESS). The printer can print an address which is typically between 3 and 8 lines.

4. Press the Menu button to back out of the menu until the printer displays OFF LINE. Then, press the On Line Button to enable the printer.

5. Communications

Transmitting data from the computer to the DA300 is by way of the parallel interface or the serial interface. The printer automatically senses the interface through which data is being sent. When the computer uses the printer's parallel interface, no communication settings are required.

When the serial interface is used, the DA300 Communications menu settings must be configured to match the computer settings. Configure the computer to use either the XON/XOFF or DTR handshaking settings to communicate with the DA300.

The DA300 serial communications menu settings include:

A. Baud Rate
Baud Rate choices are (1200), (2400), (4800), (9600) and (19200).

5. Communications (continued)

B. Parity

Parity determines the integrity of data that is sent. The choices are (ODD), (EVEN) and (NONE).

C. Word Length

The choices are (7 DATA BITS) and (8 DATA BITS).

D. Line Termination

Typical software line termination is CR=CR;LF=LF. If your software is not typical, the line termination can be modified.

The menu choices are:
(CR=CR;LF=LF)
(CR=CR+LF;LF=LF)
(CR=CR;LF=CR+LF)
(CR=CR+LF;LF=CR+LF)

To set the Communications menu option:
1. Press the On Line button until the display reads OFF LINE.
2. Press the Menu button for four seconds to display the Setup Menu.
3. Press the + or – buttons to scroll through the Setup Menu options until the 5. COMMUNICATIONS appears on the LCD panel.
4. Press the Enter button to select the options you want. Continue to press menu, the + and - buttons and enter to scroll to and select the options' next levels.
5. Press the Menu button to back out of the menu until the printer displays "OFF LINE".
6. Press the On Line button to enable the printer.

6. Hex Dump Mode   The information provided here is for those of our customers who are technically inclined.

The Hex Dump Mode option causes the printer to print all commands and data it receives from the computer in a hexadecimal format. Use this feature to check the integrity of your data. When you enable this option, instead of addresses printing, a HEX dump of the data stream prints on the material. The printer must be attached to a computer in order to use this option.

1. Press the + or – buttons to scroll through the Setup Menu options until 6. HEX DUMP MODE appears on the LCD panel.

2. Press the + or – buttons to select this option which configures the printer to print raw ASCII data. This is very useful when troubleshooting computer (software) installation problems. See the HEX chart on the next page for review.

6. Hex Dump Mode (continued)

MSB

DEC		0	16	32	48	64	80	96	112
	HEX	0	1	2	3	4	5	6	7
0	0	NUL	DLE	SP	0	@	P	`	p
1	1	SOH	DC1	!	1	A	Q	a	q
2	2	STX	DC2	"	2	B	R	b	r
3	3	ETX	DC3	#	3	C	S	c	s
4	4	EOT	DC4	$	4	D	T	d	t
5	5	ENQ	NAK	%	5	E	U	e	u
6	6	ACK	SYN	&	6	F	V	f	v
7	7	BEL	ETB	'	7	G	W	g	w
8	8	BS	CAN	(	8	H	X	h	x
9	9	NT	EM	)	9	I	Y	i	y
10	A	LF	SUB	*	:	J	Z	j	z
11	B	VT	ESC	+	;	K	[	k	{
12	C	FF	FS	,	<	L	\	l	|
13	D	CR	GS	–	=	M	]	m	}
14	E	SO	RS	•	>	N	^	n	-
15	F	SI	US	/	?	O	_	o	DEL

LSB

EXAMPLE:
The capital letter **A** is a **HEX41**. Find the letter **A** on the above chart, and look towards the top of the chart (MSB) and locate the HEX number **4**. Then look to the left side of the chart (LSB) and locate the HEX number **1**. Therefore the HEX number is MSB=4 and LSB 1= 41.

6. Hex Dump Mode (continued)

This chart can be easily understood by memorizing five HEX codes: Capital A is 41 Hex, numbers are 30's (0 is 30 HEX, 1 is 31 HEX etc.), Carriage Return (CR) is OD, Line Feed (LF) is OA and Form Feed is 0C.

When HEX Mode is disabled, a typical address will be printed on a single envelope. When Hex Mode is enabled, the same address will be printed on several envelopes (3 to 5) because HEX codes are two digits each separated by brackets. Since a capital letter A is a Hex [41], there are 4 elements printed for each character of the address.

When reviewing addresses printed in HEX mode, start from the end of the address (ZIP Code 30's number) and count backward toward the beginning of the address. Count the number of CRs [OD] and LFs [0A]. Verify that the printer's address setup has the same number of CRs and LFs as the address printed. If there is a variation in the number of CRs or LFs between addresses, then the address MUST be terminated with a (form feed) FF [0C].

When you're finished using this option, use the Menu button to back out of the menu until the printer displays OFF LINE. Then press the On Line button and send addresses to the printer.

7. Language   The DA300 has several language sets installed. The options on the language menu are: A. Symbol Set, B. Inch / Millimeter, C. Menu Language.

A. Symbol Set
The symbol set contains the International Standards Organization (ISO) character set substitution tables. They include the following:

> ISO 6 ANSI ASCII
> ISO 69 FRENCH
> ISO 21 GERMAN
> ISO 4 UK
> ISO 60 NORW/DAN
> ISO 11 SWED/FIN
> ISO 15 ITALIAN
> ISO 17 SPANISH
> ISO 61 NORW/DAN
> ISO 10 SWED/FIN
> ISO 16 PORTUGUESE
> ISO 8859
> Roman 8
> WINDOWS LATIN 1
> PC 8

**7. Language
(continued)**

B. Inch / Millimeter
This option selects the printer Measurement system—Inch or Millimeter.

C. Menu Language
This option changes the LCD control panel menu to the language you want. Supported languages are English, French, Italian, Polish, German, Spanish, and Dutch.

To use this option:

1. Press the + or – buttons to scroll through the Setup Menu options until 7. LANGUAGE appears on the LCD panel.

2. Press the Enter button to select this option.

3. Press Enter to select the Language option you want to use—A, B or C.

4. Press the **+** button or **–** button to view the menu languages available. Press Enter to select an option.

5. When you've finished making selections, press the Menu button to back out of the menu until the printer displays OFF LINE. Then, press the On Line Button to enable the printer.

8. Envelope Feed Delay

Use this option to feed very glossy material or if extra ink drying time is needed. This option slightly reduces the overall throughput of the printer.

To use this option:

1. Press the + or – buttons to scroll through the Setup Menu options until 8. ENV. FEED DELAY appears on the LCD panel.

2. Press the Enter button to select this option.
    The time delay (0.0 to 30.0 seconds, in tenth second increments) can be adjusted by pressing the **+** button (MORE) or **–** button (LESS).

3. When you've finished making selections, press the Menu button to back out of the menu until the printer displays OFF LINE. Then, press the On Line Button to enable the printer.

9. Auto Envelope Eject

Use this option to automatically eject the last envelope in your job.

To use this option:

1. Press the + or – buttons to scroll through the Setup Menu options until 9. AUTO ENVELOPE EJECT appears on the LCD panel.

2. Press the Enter button to select this option.

3. Press the + button (ON) or the - button (OFF).

4. Press the Menu button to back out of the menu until the printer displays "OFF LINE". Then, press the On Line Button to enable the printer.

10. ROM Revision Number

This option is extremely useful whenever it is necessary to verify the Firmware Revision installed in the printer. It is also useful to determine if your printer requires an upgrade.

The Maintenance Count, which is the total number of print cycles accumulated, is also displayed. This information is helpful in determining solutions to printer problems.

To momentarily view the ROM Revision and the Maintenance Count:

1. Press the + or – buttons to scroll through the Setup Menu options until 10. ROM REVISION # appears on the LCD panel.

2. Press the Enter button to select this option. The LCD panel displays the ROM revision and Maintenance Count.

3. Press the Menu button to back out of the menu until the printer displays "OFF LINE". Then, press the On Line Button to enable the printer.

Appendix B

DA300 Specifications

This Appendix contains detailed hardware and material specifications for the DA300 printer.

In this chapter:

Equipment Specifications

Physical Dimensions
14.7" high; 16.2" wide; 21.7" deep (without wireform).

Weight
40 lbs., including print cartridge and catch bin.
Shipping weight: 45 lbs.

Electrical
Domestic (W655): 120VAC, 60Hz, 1A, 127 watts
International (W656): 220-240VAC, 50Hz, 0.5A, 127 watts

Agency Approvals
UL/cUL/VDE-GS

Interfaces
Centronics Parallel (see next page for pin assignments) and Serial RS232C port.

Control Language
PCL5, modified

Driver Compatibility
Windows 98 (2nd Edition), Windows Me, Windows NT, Windows 2000, Windows XP (see also note on page 1-3)

Address Recovery
Memory buffer holds a minimum of 32 KB of received data with a maximum of 20 addresses recoverable.

Print Modes (Print Resolution)
- Draft: 200 x 300 dpi
- Letter Quality: 300 x 300 dpi
- Executive: 600 x 300 dpi

Drying Times
- Draft: 2 seconds
- Letter Quality: 4 seconds
- Executive: 8 seconds

Drying times based on the use of Acclaim #10 WW Commercial, Regular.

Centronics Parallel Pin Assignments			
Pin	Signal	Direction	Description
1	Strobe	In	A low pulse greater than 1µs causes the printer to read one byte of data.
2	DATA0	In	Data Bit 0
3	DATA1	In	Data Bit 1
4	DATA2	In	Data Bit 2
5	DATA3	In	Data Bit 3
6	DATA4	In	Data Bit 4
7	DATA5	In	Data Bit 5
8	DATA6	In	Data Bit 6
9	DATA7	In	Data Bit 7
10	Acknlg	Out	The printer sends a low pulse to indicate that it has accepted a byte of data and is ready for more data.
11	Busy	Out	The printer sends a high logic level to indicate to the host that it cannot receive data due to data entry, a full buffer or error condition.
12	Paper Error	Out	The printer sends a high logic level to indicate to the host that it is out of paper.
13	On Line	Out	The printer sends a high logic level to indicate to the host that it is on line.
14, 15			Not Used
16	Sig Gnd		
17	Chassis Gnd		
18	HI	Out	The printer outputs a high logic level (+5V through a 2.2K ohm resistor) on this pin when it is turned on.
19-30	Sig Gnd	In	
31	Reset/Input		A low pulse greater than 10µs sent by the host that resets the printer and clears the print buffer. NOTE: The printer may not work when this line is held low.
32	Error	Out	The printer sends a low logic level to the host to indicate that it is in an error state; self test failed or carriage position lost.

Equipment Specifications (continued)

Fonts

Resident (Internal) Fonts
- Courier, 4-30 pt.
- Sans-Serif, 4-30 pt.
- Roman, 4-30 pt.
- OCR-A, 4-30 pt.
- OCR-B, 4-30 pt.

Resident (Internal) Font Enhancements
- Bold
- Condensed
- Italic
- Underline
- Expanded
- Outline (hallow)

Downloadable Fonts

Supports bitmapped, downloadable fonts as well as bitmapped graphics (logos) which are downloaded as picture fonts. Also supports PCL raster graphics. Approximate memory available for downloading is 30K (includes space for macros).

Cartridge Fonts

Not required. Fonts are downloaded with addresses.

User-Definable Parameters
- Font Characteristics
- Address Placement
- Barcode Characteristics
- Print Quality

Barcode Printing Position

The DA300 can print barcode in one of three positions:
- lower right of the envelope
- above the address block
- below the address block

Equipment Specifications (continued)

Barcode Printing Types
The DA300 canprint the following barcodes:

1-Dimensional
- The printer is capable of printing a USPS Certified POSTNET bar code. All types of barcodes can be printable including FIM, 3 of 9, 4 state bar code (UK, Canadian, Euro, Australia, etc.) and others.
- The printer is capable of printing 5-, 9,- or 11- digit bar codes. 5-digit bar code printing may be disabled through menu selection.
- Delivery point bar code is generated by transmitting the three digits.
- The printer is capable of printing planet bar code used for delivery confirmation servces.

2-Dimensional
- The printer is capable of printing an USPS Certified IBIP bar code as well as all types of 2-D barcodes defined for the countries (UK, Canadian, Euro, Australia etc.) and others to the defined standards. Reference applicable Postal Standards.

FIM (Facing Identification Mark)
The printer is capable of printing an approved FIM bar code to the defined standards. FIM is used to "face" first class mail with certain types of IBI (information-based indicia) mail. NOTE: Pitney Bowes Envelope Designer™ Plus software does not support the creation of FIM barcode.

Stacker Capacity
Input Stacker: 200 #10 Envelopes
Output Stacker: 150 #10 Envelopes

Equipment Specifications (continued)

Throughput

Up to 4,200 pieces per hour, depending on print mode, media size, number of address lines, and barcode imprinting. The following throughput specifications are typical for #10 envelopes:

Destination address (3 lines only with no bar code)

Media	Draft	Letter	Executive	Left Margin
#10	4200	4200	3400	5 inches

Destination address (4 and 5 lines alternating with no bar code)

Media	Draft	Letter	Executive	Left Margin
#10	2950	2950	2400	5 inches

Destination address (3 lines only with Address Block Bar Coding first line)

Media	Draft	Letter	Executive	Left Margin
#10	3100	3100	2400	5 inches

Destination address (3 lines only with Lower Right Bar Coding)

Media	Draft	Letter	Executive	Left Margin
#10	2800	2800	2150	5 inches

Destination address (4 and 5 lines alternating with Address Block Bar Coding first line)

Media	Draft	Letter	Executive	Left Margin
#10	2200	2200	1750	5 inches

Effective Print Area

The printable width is 9.4 inches measured from the right side of the mailpiece. The printable height is 13.5 inches measured from the bottom edge of the mailpiece. See the figure at the top of the next page.

Printhead/InkJet Cartridge

Cartridge: User-replaceable ink jet
Printhead order number: 711-4

Noise Level

Idle Mode: <6.6 Bel (A)
Operating Mode: <7.3 Bel(A)
Operator Position: no more than 65 dBa referenced to 20 µpa.

Equipment Specifications (continued)

Print Position Accuracy
For #10 envelope (Acclaim #10 WW Commercial, Regular):
    Horizontal: within +/- 1.5mm
    Vertical: within +/- 1.5mm
    Skew: within +/- 1 degree

For other media:
    Horizontal: within +/- 3.0mm
    Vertical: within +/- 3.0mm
    Skew: within +/- 2-1/2 degrees

Environmental Limits
Operating Conditions Temperature: 55 to 95°F
Humidity: 20 to 70%
Maximum Wet Bulb Temperature: 80°F (27°C)
Storage Conditions
    Temperature (Printer): 15 to 120°F
    Humidity (Supplies): 5 to 95%
    Maximum Wet Bulb Temperature: 85°F (29°C)
Shipment Conditions:
    Temperature (Printer): -40 to 140°F
    Humidity (Supplies): 5 to 100%
    Maximum Wet Bulb Temperature: 85°F (29°C)

Recommended Usage
Pitney Bowes has tested this machine under many different conditions and recommends that you do not exceed the usage levels specified below:

- Monthly usage limit of 25,000 pieces
- Yearly usage limit of 300,000 pieces

NOTE: Usage beyond these recommended cycles is not covered under your Equipment Maintenance Agreement.

- Product life is 5 years or 1,500,000 pieces, whichever comes first.

Material Specifications

Approved Media

The paper types listed below are approved for use with the DA300 Printer. Please note that the dimensional limits above apply in all cases, and that all media (flats, envelopes, postcards, catalog envelopes, etc.) must be without windows, unstuffed and unsealed.

- White Wove
- Bond paper
- Recycled paper
- Coated paper
- Card stock
- Brown kraft
- Manila
- Perforated stock

Effective Print Area

Trailing Edge (Top)

Feed Direction

Left   Right

Leading Edge (Bottom)
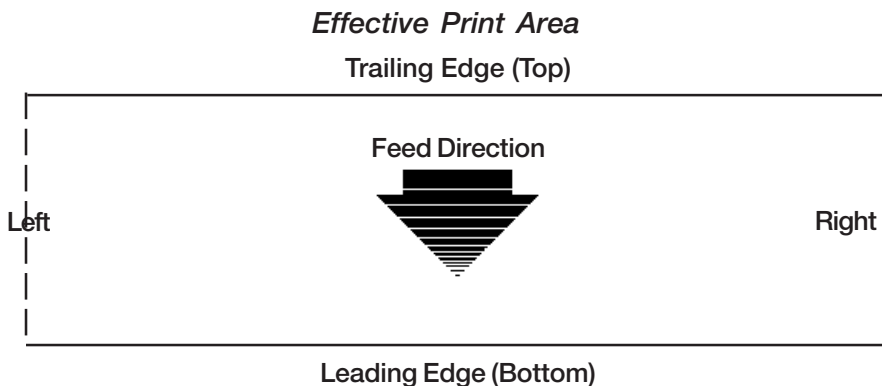
NOTES:
1. All edges are viewed from the front surface of the material.
2. Two clear zones, each 0.3 inches wide, are required on the mailpiece to allow clearance for the exit rollers.
3. Printing is allowed to the top edge of the media, however print quality will be degraded. Printing of the FIM will meet postal requirements.
4. The lower 5/8 inch of the material is reserved for the lower right barcode when it is used.

Material Specifications (continued)

Material Notes

Envelopes have a flap along the long edge and are processed by the printer non-flap edge first. Envelopes may have either a diagonal or straight edge along the envelope flap.

Booklets are defined as media having physical dimensions 6 x 9" or larger. Booklets have an opening along their long edge which is covered by a flap with an adhesive seal.

Catalog envelopes have an opening along their short edge which is closed by a flap with an adhesive seal.

Postcards have no folds or bends. The printable side may have a higher surface roughness than the non-printable side.

Self-mailers may be of "C," "Z," or 1/2-folded construction. They may not exceed the maximum allowable thickness as specified on the previous page and must be tabbed per postal regulations.

A catalog may consist of multiple pages bound by adhesive or tabs on the feed edge or at 90 degrees with respect to the feed edge.

Sheet stock may consist of 16 to 28 lb. bond as well as 60 to 80 lb. coated stock. The size and thickness constraints specified above apply.

Material Size and Thickness

	Width	Height	Thickness
Minimum	5" (127mm)	3" (76mm)	.003" (.0762mm)
Maximum	12.75" (324mm)	13.5" (343mm)	.062" (1.57mm)

Also see the table on the next page.

Envelope Sizes

Name	Style	Dimensions (Inch) Height x Width	Dimensions (Metric) Height x Width
#6-1/4		3-1/2 x 6"	89 x 152 mm
#6-1/2	Square	6-1/2 x 6-1/2"	165 x 165
#6-3/4	Commercial	3-5/8 x 6-1/2"	216 x 165
#8-1/2	Square	8-1/2 x 8-1/2"	261 x 261
#4	Baronial	3-5/8" x 5-1/8"	92 x 130
#5	Baronial	4-1/8 x 5-5/8"	105 x 142
#5-1/2	Baronial	4-3/8 x 6-3/4"	110 x 171
#6	Baronial	4-3/4 x 6-1/2"	121 x 165
#7-3/4	Official	3-7/8 x 7-1/2"	98 x 190
#7	Official	3-3/4 x 6-3/4	95 x 171
#8-5/8	Official	3-5/8 x 8-5/8"	92 x 219
#9	Official	3-7/8 x 8-7/8"	98 x 225
#10	Official	4-1/8 x 9-1/2"	104 x 241
#11	Official	4-1/2 x 10-3/8"	114 x 263
#12	Official	4-3/4 x 11"	120 x 279
#14	Official	5 x 11-1/2"	127 x 292
Monarch		3-7/8 x 7-1/2"	98 x 190
C4	DIN C4	9 x 12-3/4"	229 x 324
C5	DIN C5	6-3/8 x 9"	162 x 229
C6	DIN C6	4-1/2 x 6-3/8"	114 x 162
DL		4-3/8 x 8-11/16"	110 x 220

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