



# PostPerfect™ Postage Meter B700, B702



**Setup and Operator Guide**  
US English Version

## **FCC Notice**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against unwanted interference when the equipment is operated in a residential environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause unwanted interference to radio communications. Operation of this equipment with other, non-complying equipment is discouraged. If this equipment does cause interference to radio or television reception, which you can determine by turning the equipment off and on, you may be able to correct the problem by taking one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the distance between the equipment and the receiver
- Connect the equipment to an outlet that's on a circuit different from the one the receiver is on.

Use only a shielded interface cable with this equipment to insure compliance with the Class B limits.

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We have made every reasonable effort to ensure the accuracy and usefulness of this manual; however, we cannot assume responsibility for errors or omissions or liability for the misuse or misapplication of our products.

Due to our continuing program of product improvement, equipment and material specifications as well as performance features are subject to change without notice. Your postage meter may not have some of the features described in this book.

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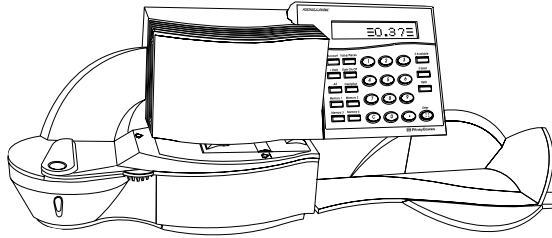
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# 1 • Introduction



This chapter lists the key features of your postage meter, tells you what's in this book, and presents important safety information.

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# 1 • Introduction

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**About Your Meter** The B700/B702 is a compact, programmable postage meter that combines simplicity of operation with user-changeable features that let you tailor its operation to your own unique requirements. The meter is supplied pre-programmed, so you can start processing mail right away using its factory settings. You can change some of these settings at the push of a button; or, if you wish, you can easily program the meter with your own settings.

The meter's advanced features include:

- Sleek, compact design
- An easy-to-use, multi-purpose keypad
- 11-character operator display
- Self-prompting setup menus
- Automatic date advance
- Daily piece count printing
- Keyboard-selectable ads
- Keyboard-selectable inscriptions (B700 only)
- Easy addition of advertising slogans by means of a removable slogan cartridge
- Easy addition of inscriptions via download (B700 only)
- Easy, convenient funds refill via Postage By Phone®
- Digital printing technology eliminates dies, ink rollers and ink
- Sharp 8 dot/mm printing resolution for clear, crisp meter imprints
- Optional accounting feature tracks postage spent by department name. This feature supports up to 10 accounts (B700 only).
- Password protection provides an added measure of security by limiting access to key meter functions to authorized personnel
- Communications port for an optional Pitney Bowes electronic scale or other peripheral devices (B700 only)

- Report printing: the meter generates and prints a register summary, setup summary, and Postage By Phone® summary. The B700 also generates and prints a setup summary.

## About this Book

The **Introduction** lists the important features of your meter, provides material and equipment specifications and a brief glossary of terms. It also includes important notes about using your meter safely.

**Getting Acquainted** explains the purpose and shows the location of each control and machine feature. Please read this section carefully. It provides a foundation for the instructions given in later sections of this book.

**Using the Meter** explains how to process mail. The operations covered here are the ones you'll use most often.

**Setting Up the Meter** provides step-by-step instructions for customizing meter operation to suit your own needs.

**Refilling the Meter** explains how to add postage funds to your meter using Pitney Bowes' convenient Postage By Phone® service.

**Replacing the Ribbon** provides instructions for removing and replacing the ribbon cassette.

**Troubleshooting** explains the error and warning messages that might appear on the meter's display during the course of operation.

**Options/Supplies** describes the optional ad slogan cartridge and explains how to use it. In addition, optional equipment specific to the B700 model is featured. Items include a moistener to assist envelope sealing and Datalink (Electronic Interface KUnit or EIU) that expands account capacity from 10 to 100 accounts and connects the meter to external devices such as a Pitney Bowes electronic scale, modem, serial printer or personal computer.

This chapter also lists the supplies available for your meter and explains how to order them.

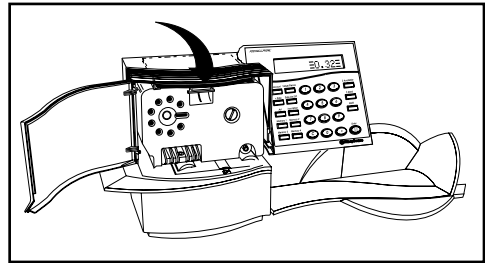
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## The Quick Reference Guide

Don't like reading manuals? Try the Quick Reference Guide supplied with your meter. It's located in the ribbon compartment just above the cassette.

It contains condensed instructions for most of the topics covered in this book.



## Specifications

### **Equipment**

Size: 11.75"L x 9.75"W x 7"H in. (30 cm x 25 cm x 18 cm)

Weight: 17.6 lbs. (8 kg), approximate

Power Requirements: 120 VAC, 60 Hz, 3A

Operating Temperature: 40°F (4°C) to 109°F (43°C)

Average Throughput: 30 envelopes per minute maximum.

Actual throughput will vary, depending on the material used and the skill of the operator.

Ribbon Life: 1,200 impressions maximum; this will vary, depending on the number of ads printed.

### **Material**

Minimum Size: 3" x 3" (76 mm x 76 mm)

Maximum Size: 10" x 13.5" (250 x 340 mm)

Minimum Thickness: 0.007" (0.2 mm)

Maximum Thickness: .24 in. (6 mm)

**IMPORTANT!** For best results, make sure that your material (envelopes, postcards) conforms fully to these specifications. We do not recommend textured or rough-surfaced papers because they may cause poor print quality. Mail that presents an uneven surface to the print mechanism may also cause poor print quality. (Tapping mail contents to the top right envelope corner may help.) Use tape sheets to apply postage to rough surfaced or oversize mailpieces.

**Meter Settings**

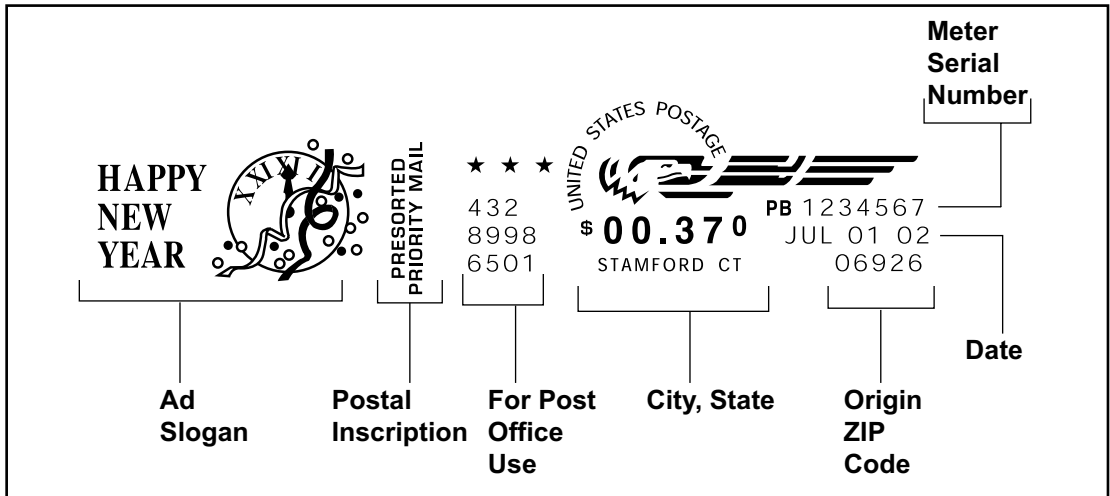
Maximum Imprint: \$99.999 (B700) or \$9.999 (B702)

Reset Type: Postage By Phone®

Piece Count: Up to 8 digits (non-resettable)

Postage Used Register: 10 digits

Postage Unused Register: 8 digits



**Typical Indicia**

**Glossary**

Some of the words used in this manual may be new to you. This little glossary explains what they mean.

**Account (B700 Only)**

A department or other entity to which postage is charged. The B700 meter allows you to select from up to 10 accounts. You may identify accounts by a unique name when you set your meter up. Accounting is an optional feature on the B700.

**Ascending Register (\$ Used)**

The total amount of postage used since the meter was placed in service.

# 1 • Introduction

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## Glossary (continued)

<b>Batch Register</b>	A part of the meter's memory that stores the total postage spent and the number of mailpieces processed. If your meter has the optional departmental accounting feature, it stores this data in memory for each account. You can clear the contents of the batch register if you want.
<b>Default</b>	A value or setting the meter automatically returns to after a set period of time. As delivered, your meter has factory-set defaults. You may change these if you wish.
<b>Descending Register (\$ Available)</b>	<p>The postage funds available for use. The imprint produced by the postage meter as shown in the figure on page 1-5. The word "indicia" means "postal markings." The markings may include:</p> <p><b>An Ad Slogan:</b> This is an optional part of the indicia that lets you convey your own special message to the mail recipient. You may choose from a great variety of standard and custom ads available from the PB Supply Line™. Ads are supplied in a plug-in slogan cartridge. (See Chapter 8).</p> <p><b>A Postal Inscription:</b> (B700 only) This information appears next to the indicia or ad slogan and complies with postal regulations concerning the class of delivery or service. An endorsement is similar to an inscription, but appears in the area normally reserved for the ad slogan because of space requirements. Inscriptions are available from the PB Supply Line™ (See Chapter 8).</p> <p><b>The Date</b></p> <p><b>The City/State</b></p> <p><b>The Meter's Serial Number</b></p> <p><b>Origin ZIP Code</b></p> <p><b>Information for Post Office Use</b></p>

<b>Refill</b>	The process of adding postage funds to your meter using the Pitney Bowes Postage By Phone® Service. Sometimes called “resetting” the meter.
<b>Setup</b>	The process of customizing the meter to best suit your own needs.
<b>Timeout</b>	A period of time, measured from the last key press or meter trip, after which the meter automatically returns to its default settings. You can set timeout length when you set the meter up.
<b>Trip</b>	The process of dispensing and accounting for postage. The meter is said to “trip” when it senses the envelope and starts printing.

## Safety Notes

Please follow these common-sense precautions whenever you use your meter:

- Plug the meter into a properly grounded wall outlet. This reduces the risk of shock and equipment damage in the event of a short circuit. **DO NOT** remove the power cord's ground pin and **DO NOT** use a ground adapter.
- The power cord wall plug is the primary means of disconnecting the meter from the AC supply. The meter is on whenever it is plugged into a live receptacle, even though the key switch and operator display may be off.
- Place the meter close to an easily accessible wall outlet. Avoid using wall outlets controlled by wall switches or shared by other equipment.
- Make sure the area in front of the wall outlet into which the meter is plugged is free from obstruction.
- **DO NOT** route the power cord over sharp edges or trap it between pieces of furniture. Make sure there is no strain on the power cord.

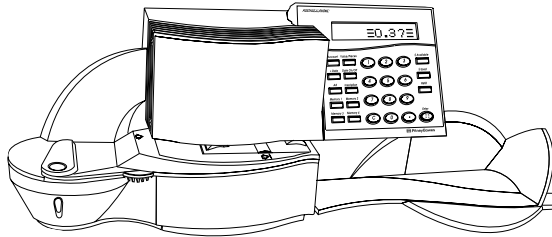
## 1 • Introduction

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### **Safety Notes (continued)**

- To reduce the risk of fire or electrical shock, DO NOT attempt to remove covers or disassemble the meter. The cabinet encloses hazardous parts. If the meter was dropped or otherwise damaged, report such damage to your Pitney Bowes Customer Service Representative.
- Keep fingers, long hair, jewelry and loose clothing away from moving parts at all times.
- Read all instructions before you attempt to operate the meter.
- Use the equipment only for its intended purpose.
- Printhead temperature can reach 103° F (43° C), making it warm to the touch.
- Always follow the specific occupational safety and health standards prescribed for your workplace.
- Switch the meter OFF when you change the ribbon cassette.

# 2 • Getting Acquainted



This chapter lists the controls, indicators and machine features of your meter.

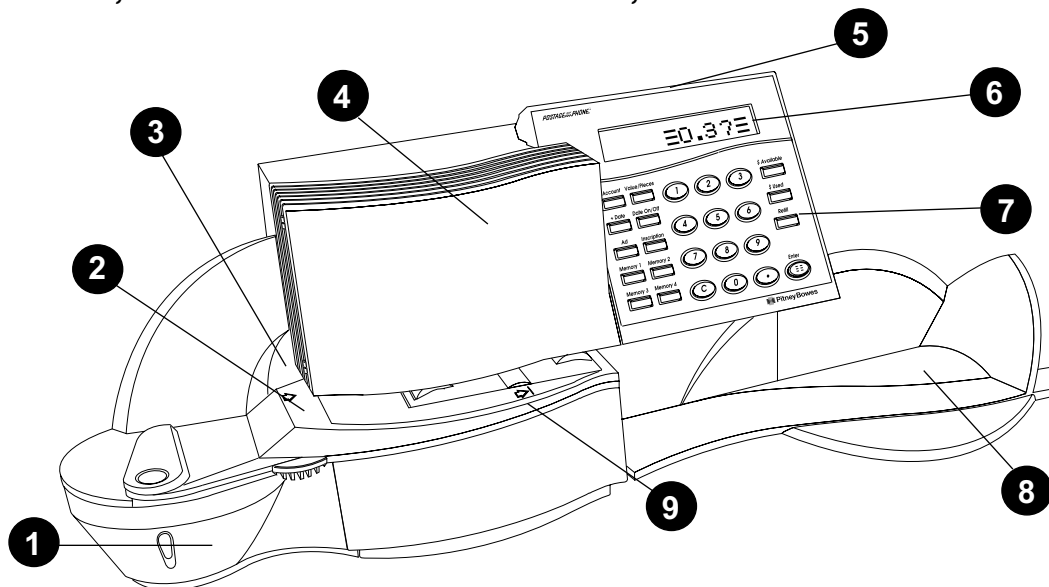
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## 2 • Getting Acquainted

### The B700/B702

#### Controls, Indicators and Machine Features, Front View

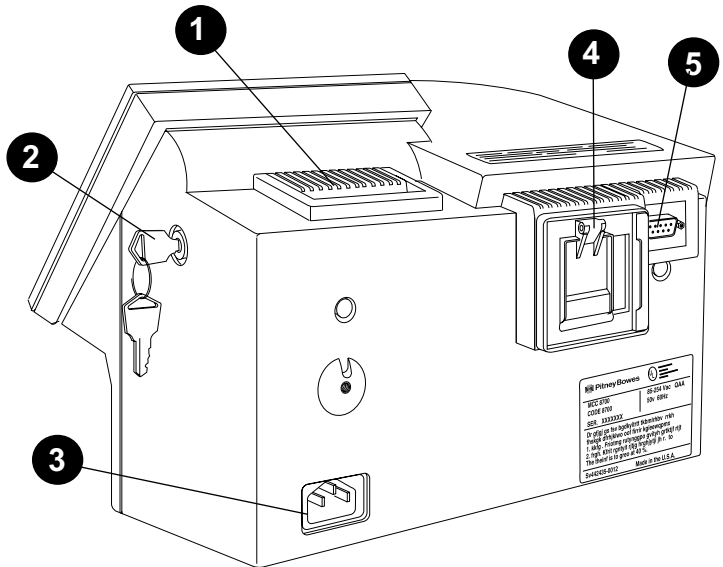


1. **Moistener (Optional)**—Moistens and helps to seal an envelope as you guide it onto the meter. (B700 only)
2. **Feed Deck**—Supports your envelope, post card or tape sheet as it passes through the indicia printer. Place your envelope or tape sheet face up on this deck. Push it up against the rear wall to align it and move it to the right, up to the trip mark (item 9).
3. **Rear Wall**—Serves as an alignment guide for your envelope.
4. **Access Door**—The ribbon cassette and Quick Reference Guide are behind this door. Open the door from the right.
5. **Ad Slogan Cartridge Well**—The optional ad slogan cartridge goes here.
6. **Operator Display**—This 11-character display shows the current status of the meter, normally displaying the default postage value. You can choose to display the postage used and postage available, the date and the ad. The B700 displays the current account and inscription as well. The display also prompts you through the entire setup routine.
7. **Keypad**—Enter your postage amount or commands here. See pages 2-3 and 2-4 for a description of each button's function.

8. **Stacker**—Completed mailpieces are stacked here.
9. **Trip Mark**—When feeding an envelope, make sure you guide it up against the rear wall (item 3). Then guide it to the right until its lead edge touches this mark; the meter senses the envelope, prints the postage amount and conveys the piece into the stacker.

### Controls, Indicators and Machine Features, Rear View

1. **Ad Slogan Cartridge Well**—Additional ads (and inscriptions for B700) are available by plugging the optional ad slogan cartridge in here.
2. **Lock**—Prevents unauthorized use of your meter. Insert the key and turn it to the right to unlock the meter. Always keep the key in a safe place. The meter has no ON/OFF switch.
3. **Power Cord Connector**—Connect the power cord here and plug the other end into a 120 VAC, 60 Hz grounded wall outlet.

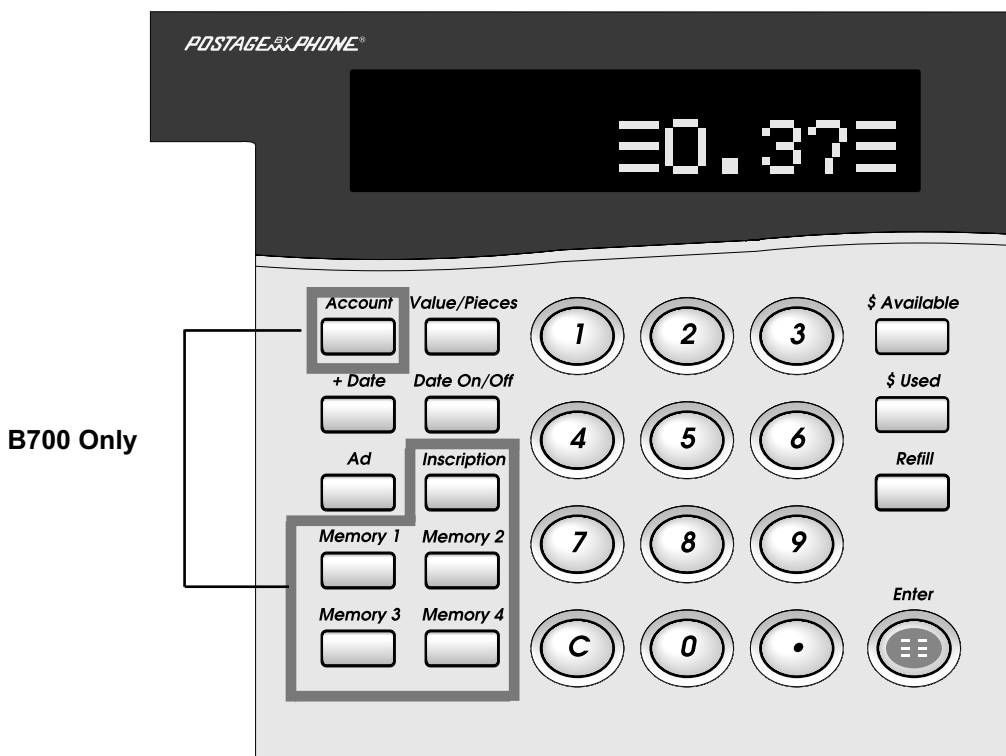


**WARNING!** Don't use an ungrounded outlet or a ground adapter. Adapters may NOT ground the equipment properly. In the event of a short circuit, a faulty ground could damage the meter and result in a possible shock hazard to the user.

4. **Security Door**—The USPS Seal is located here. The door is for use by Postal only. (Some meters may not have a security door.)
5. **Communications Port**—Allows your meter to communicate with a Pitney Bowes electronic scale or other devices. (Not active in the B702)

## 2 • Getting Acquainted

### B700/B702 Keypad (User Mode)



Your meter has two modes of operation: user, for routine, day-to-day operations; and setup, which lets you customize the meter to suit your own needs. The keyboard functions differently, depending on which mode you're in.

In the User Mode, the keys function as follows

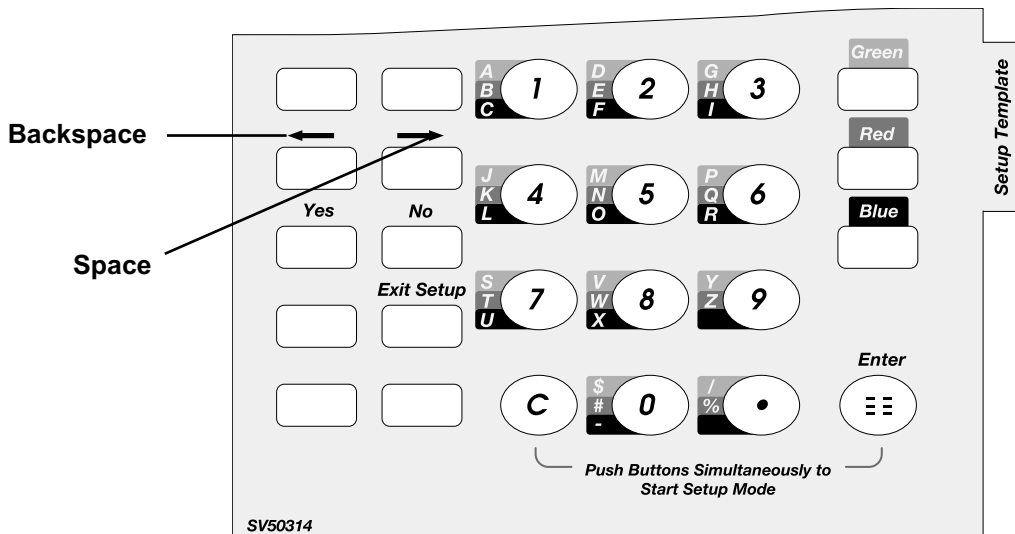
- **Account (B700 Only)**—Accounting is an optional feature) Press to see the current account number or change accounts.
- **Value/Pieces**—Displays the contents of the batch register, that is, the total postage spent since the batch register was last cleared. Press this button again to see the total number of mailpieces (batch count) processed.

If your B700 is equipped with the optional accounting feature, you can view the total postage applied to and the number of pieces processed for any account.

- **+ Date**—Press to see the date that will be printed as a part of the meter imprint. This is usually the current date. You can also advance the date up to a maximum of 30 days from the current date.
- **Date On/Off**—Allows you to print the date, omit the date or omit (“duck”) the day.
- **Ad**—Press to see the name of the ad that will print when the meter is tripped. Press the key repeatedly to select different ads.
- **Inscription (B700 only)**—Press to see the current inscription or change the inscription.
- **Memory Keys 1, 2, 3 and 4 (B700 only)**—Press to select a pre-programmed meter configuration. A “configuration” specifies a postage amount, ad slogan number and inscription number. You program the memory keys using the B700's setup menus.
- **Numeric Keys (0-9)**—Use these to enter a numeric value for a postage amount or to select a particular menu choice.
- **Clear (C)**—Press to clear an entry. You may also use this key along with the Value/Pieces key to reset the batch count registers to zero.
- **Decimal (.)**—Press to enter a decimal point. You have the option of entering the decimal point manually or letting the meter enter it for you. You must always type a decimal point first when you enter a fractional value such as 15.8¢ (enter this value as .158).
- **\$ Available**—Press to display the total amount of postage funds remaining.
- **\$ Used**—Press to display the total amount of postage the meter has dispensed since it was placed in service.
- **Refill**—Press to begin the process of refilling the meter using the Pitney Bowes Postage By Phone<sup>®</sup> service.
- **Enter**—Press to accept a selection.

## 2 • Getting Acquainted

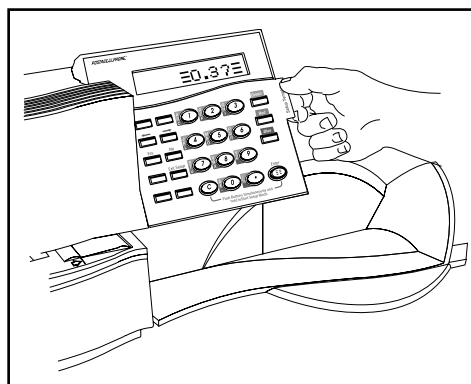
### Keypad Template (Setup Mode)



Use the Setup Mode to tailor meter operation to your own exact needs. To get into the Setup Mode, place the keypad template on the keypad as shown (below, right). You'll find the template in a pocket on the inside rear cover of this book. Press the **C (Clear)** and **Enter** keys at the same time. (B700 only-If your meter's password feature is on, the display will ask you to enter your password. See *Chapter 4* for complete instructions.)

In the Setup Mode the keys function as follows:

- **Backspace** (←)—Press to erase the rightmost character displayed.
- **Space** (→)—Press for a space between characters.
- **Yes**—Press to accept the setup menu choice.
- **No**—Press to reject the setup menu choice.

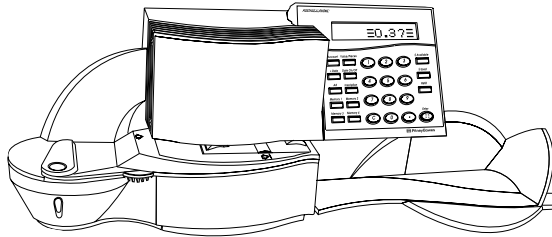


**Place Template on Keypad (Store template in pocket located on the inside rear cover for future use)**

- **Green, Red, Blue**—Use to enter alpha characters (letters). Press the appropriate color and numeric keys at the same time to get an alpha character. For example:
  - **Green** and **1** for **A**;
  - **Red** and **8** for **W**;
  - **Blue** and **5** for **O**.
- **Exit Setup**—Press to leave the setup mode.
- **Clear**—Press to remove an entry.
- **Enter**—Press to accept an entry.



# 3 • Using the Meter



This chapter explains how to use your postage meter.

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## 3 • Using the Meter

### Turning the Meter On

#### **Before You Apply Power**

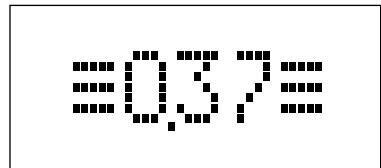
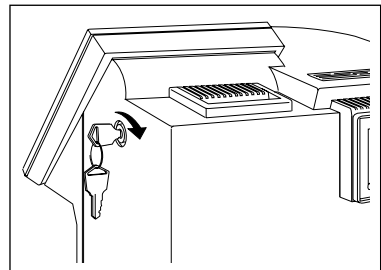
- Make sure the meter is plugged into a properly grounded receptacle.
- If you're using an optional advertising slogan cartridge, make sure it's in place (Chapter 8).
- Check that the stacker is in position (see instructions below).
- Make sure the ribbon cassette is properly loaded (Chapter 6).
- If you're using a Pitney Bowes electronic scale with your meter, make sure it's connected properly. Follow the instructions supplied with the scale. (B700 only)
- Add E-Z Seal® to the optional moistener if necessary. Follow the instructions supplied with your moistener. (B700 only)

The instructions that follow assume the meter is set up the way you want. If not, go to Chapter 4 for step-by-step setup instructions.

#### **Applying Power**

Insert the key and turn it clockwise. After you turn it on, the meter performs a self test for several seconds and operates the envelope transport mechanism.

If the self test is OK, the meter shows the default postage value in the operator display as shown at the right (your default value may be different).



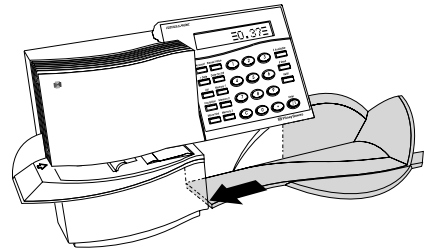
**HINT:** If postage funds are low, it's a good idea to refill your meter. See *Chapter 5* for instructions.

#### **Warning Prompts**

If postage funds are low, the operator display flashes "Low Funds" or "Insuf Funds" alternately with the postage value selected. If any other message appears on the display, see pages 7-2 and 7-3 of this guide for an explanation.

### Adjusting the Stacker

Slide the stacker into position up against the meter as shown. This position is good for envelopes up to #10. If you're running longer envelopes, move the stacker to the right as necessary to accommodate them.



### Checking Postage Funds Available

1. Press **\$ Available** to display the postage funds on hand.
2. Press **\$ Used** to display the amount of postage already used.
3. Press **C (Clear)** to return to the default postage display.

### Checking the Date

Press **+Date** to check the date. The display shows the date exactly as it will be printed. Any omitted parts of the date appear as dashes. (See *Omitting the Date* below.)

### Advancing the Date

1. To advance the date, press the **+Date** key again. This advances the date by one day. Each time you press the **+Date** key, the date advances by one more day. You can advance the date of submission up to 30 days. If you attempt to advance the date more than this, the meter prompts: "30 Days Max" after you press **Enter** and returns to the current date setting.

You can also advance the date by keying in a number—from 1 to 30—and pressing **Enter** while the meter is in the date setting mode. For example, if you press 6 and **Enter**, the date advances by six days and the display returns to the postage amount .

2. To return to the current date, press the **C** key while the meter is in the date mode and press **Enter**. The display returns to the postage amount.

## 3 • Using the Meter

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### Omitting the Date

1. Press the **Date On/Off** key to see the current selection: “Date On;” “Date Off;” or “No Day.” Pressing the **Date On/Off** key toggles (switches) among these three selections:
  - “Date On” means the complete date is printed as part of the indicia.
  - “Date Off” means the date is not printed.
  - “No Day” means the month and year are printed, but not the day.
2. Select one of the three choices. Press **Enter** to confirm your selection.
3. When you press **+Date**, the display shows the date exactly as it will print. Any omitted parts of the date appear as dashes.

### Selecting an Ad Slogan

1. Press **Ad** to see the current ad selection. The display shows the name of the ad slogan. “NONE” means no ad slogan is selected.
2. To change the selection, press the **Ad** key repeatedly until you see the name of the ad slogan you want. Press **Enter** to accept the slogan. The display then returns to the postage amount.

*Shortcut:* When the meter is in the ad mode you can choose an ad slogan by typing its number on the numeric keypad and pressing **Enter**. You'll find the ad number on the slogan cartridge label. If the ad isn't available, the meter displays “No Ad.”

**HINT:** Ad slogans are optional. See *Chapter 8* for details. When you select a slogan, it may take a little time to load. This is normal.

**NOTE:** The ad you want may be in an ad slogan cartridge you haven't loaded. See *Chapter 8* for loading instructions. Press **C (Clear)** to return to the default postage display without changing the ad or to clear an error.

### Selecting an Inscription (B700 Only)

**HINT:** Inscriptions are optional. If no inscriptions are enabled, the meter will prompt “No Inscript” when you press the Inscription key.

1. Press the **Inscription key** to see the name of the current inscription. If the display shows “NONE,” no inscription is selected.
2. To change the inscription, press the **Inscription key** repeatedly until you see the name of the inscription you want. Press **Enter** to accept the inscription. The display then returns to the postage amount.

*Shortcut:* When the meter is in the inscription mode you can choose an inscription by pressing its number on the keypad and pressing **Enter**. If you enter a wrong number, the meter displays “No Inscript.”

Press **C (Clear)** at any time to return to the default postage display without changing the inscription or to clear an error.

### Selecting an Account (B700 Only)

**HINT:** Departmental accounting is an optional feature. If your meter is not equipped with it, the display prompts “Accounting Disabled” when you press the Account key.

1. Press **Account** to display the name of the current account.
2. If you want to change the account to which postage is charged, press the **Account** key repeatedly until you see the account name you want. Press **Enter** to accept the account. The display will return to the default postage amount and show the account ID number. (If the account is password protected, the meter prompts you to enter a password. Type in the password—up to four digits—and press **Enter**.)

*Shortcut:* When the meter is in the account mode (that is, displaying an account), you can choose an account by pressing its number on the keypad and pressing **Enter**. If you select a number the meter doesn’t recognize, the meter displays the message “No Acct.”

Press **\$ Avail** then **Enter** at any time during the process to go back to the default postage display without changing the account.

## 3 • Using the Meter

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### Checking and Clearing the Batch Register

The meter's batch register stores the total postage value expended and the number of mail pieces processed since it was last cleared. You can display this information and clear it—return the register to zero—if you want. The procedure for doing so depends on whether your meter is equipped with the optional departmental accounting feature.

#### ***Standard Operation (B702 and B700 With No Accounting)***

1. Press the **Value/Pieces** key once. The display shows the total postage (\$) spent.
2. Press the **Value/Pieces** key again to see the total number of mail pieces processed.
3. To clear the batch register (return it to zero), press the **Value/Pieces** key and, while holding it, press **C**. The display prompts “Cleared.”



**CAUTION!** Be sure you really want to clear the register. Once you've done so, you can't restore its contents. If you want a record of the batch register before you clear it, print a register report as explained on the next page.

## Printing a Register Report

### *Printing a Register Report (B702 and B700 With or Without Accounting)*

1. Press the **\$ Available** key. The display shows the postage amount currently available.
2. Place a spare envelope or index card on the deck, as though you were about to print postage. Guide the envelope up against the rear wall and slide it to the right until its lead edge is aligned with the trip mark on the deck. (See the figure in *Printing Postage Using the Default Value.*)
3. The display prompts: "Reg Report Press Enter."
4. Press **Enter**; the meter prompts "Printing..."
5. The meter will print a register report like that shown below. When printing is done, press **Enter** to return to the postage value display and resume processing mail.

<b>REGISTER REPORT</b>	<b>AAA</b>	<b>PB2000002</b>
<b>MAR 17 95</b>		<b>05:18P</b>
<b>ASCENDING REGISTER</b>		<b>\$14.878</b>
<b>DESCENDING REGISTER</b>		<b>\$99985.122</b>
<b>CONTROL SUM</b>		<b>\$100000.000</b>
<b>METER PIECE COUNT</b>		<b>19</b>
<b>BATCH COUNT</b>		<b>18</b>
<b>BATCH AMOUNT</b>		<b>\$14.878</b>

### 3 • Using the Meter

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#### Printing Account Reports (B700 Only)

#### *If You Have Departmental Accounting*

1. Press the **Account** key repeatedly until you see the account you want to check. Press **Enter** to confirm your selection.
2. Press the **Value/Pieces** key once. The display shows the total postage (\$) charged to the account since the register was last cleared. Press the **Value/Pieces** key again to see the total number of mail pieces processed for the account since the register was last cleared.
3. To clear an account's batch register (return it to zero), press the **Value/Pieces** key and, while holding it, press **C**. The display prompts "Cleared."

#### *Printing an Account Report*

1. Press the **Account** key repeatedly until you see the account you want to check. Press **Enter** to confirm your selection. Press the **Value/Pieces** key once.
2. Place a spare envelope in the transport, as though you were about to print postage. The display prompts: "Acct Report Press Enter."
3. Press **Enter**; the meter prompts "Printing..."
4. The meter will print a summary report like that shown below. When printing is done, press **Enter** to display the postage value and resume processing mail.

```
SINGLE ACCOUNT REPORT          AAA  PB2000002
MAR 17 95                      05:45P

ACCOUNT NUMBER                  1
ACCOUNT NAME                    MFG ENG
BATCH COUNT                     10
BATCH AMOUNT                    $3.038
```

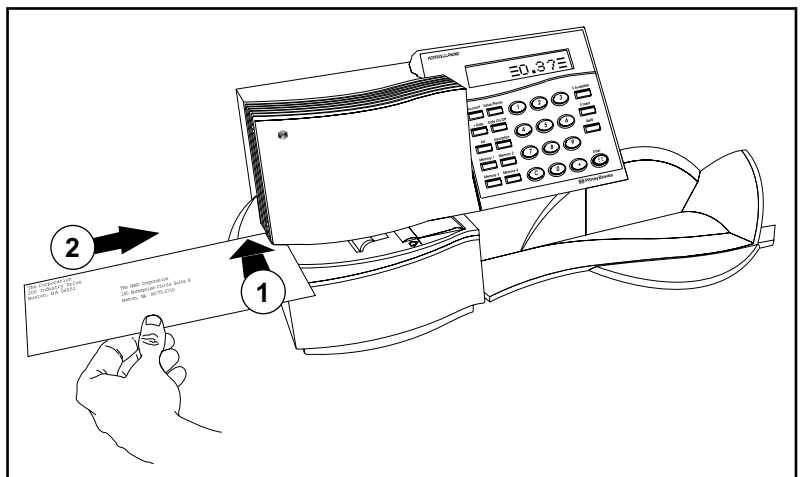
### Printing Postage Using the Default Value

The default postage value is set at the factory or by you while the meter is in the setup mode. (This value is often that for first class mail weighing up to one ounce). This value appears in the display after you turn the meter on and the self test is completed. The default value also displays automatically after the meter has been inactive for a period of time.

The meter is ready to use when the default value is shown bracketed by three bars. See the figure at right.



1. Select the account to which you want to charge postage (*B700 only*, if your B700 is equipped with the optional accounting feature).
2. (*B700 only*) Select the advertising slogan and/or the inscription you want to use .
3. To print postage using the default value, place your material (envelope, post card or tape sheet) on the transport face up and push it against the rear wall (1). Slide it to the right up to the trip mark (2) and let go as the meter takes the mailpiece. See the figures below.

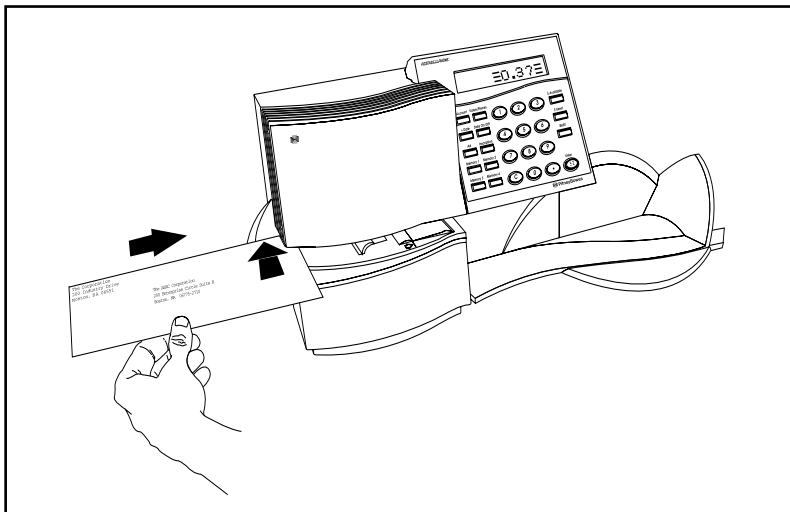




## 3 • Using the Meter

### Printing Postage Using the Default Value (continued)

4. When the meter senses the envelope, it conveys it through the print area and into the stacker. If your meter is equipped with the optional moistener, follow the instructions in *Chapter 8* of this manual.
5. If no change in postage value is necessary, you can insert the next envelope as soon as the previous one enters the stacker.



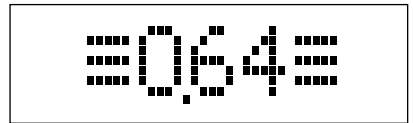
### Changing the Postage Value

1. Use the number keys to enter the postage amount you want. You can enter the decimal point (.) manually, or let the meter do it for you. For example, to set a value of 64 cents: press the **6**, **4** and **Enter** keys; or press the **decimal (.)**, **6**, **4** and **Enter** keys. In either case the result is .64. If you want to print a fractional value, always press the decimal point first. To enter 15.8¢, press the **decimal point (.)**, the **1**, **5**, **8** and **Enter** keys. The meter displays this value as “0.158”.

The same principle applies if you enter a value of one dollar or more; you can enter the decimal point yourself, or let the meter do it for you. As an example, to set a value of \$1.40: press the **1**, **4**, **0** and **Enter** keys; or press the **1**, **(.)**, **4** and **0** keys, then **Enter**. The result is 1.40.

### Changing the Postage Value (continued)

2. If you make a mistake or change your mind, press **C** to clear the entry. The display shows “\_”. Enter the amount you want.
3. If the display shows “Insuf Funds,” the postage amount you selected is more than the funds available in the meter. In this case, you may want to refill the meter. See *Chapter 5* for instructions. You may also select a smaller amount of postage and continue processing mail.
4. If the display shows “High Value” alternately with the postage amount selected, the meter is warning you the postage value is more than the high limit specified in the user setup mode. If you want to accept the high value, press **Enter**.
5. The meter is ready to use when the postage value you selected is shown bracketed by three bars. Process your mail as explained earlier. The display returns to the default value after the meter has been inactive for a certain period of time.



### Printing Postage Using the Memory Keys (B700 Only)

**HINT:** The ad slogan and inscription called up by the memory key remain selected even if you enter a different postage value. To clear this, wait until the meter times out or turn it off, then on.

You can also select a preset postage value by pressing one of the four memory keys—**Memory 1**, **Memory 2**, **Memory 3**, **Memory 4**. The factory defaults for these keys are:

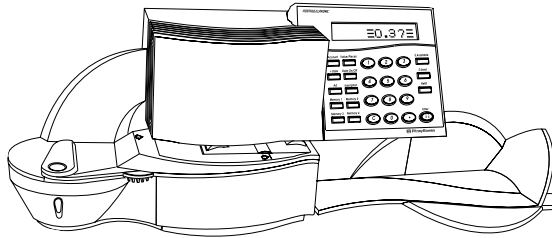
- **Memory 1**—First Class Letter, 1 oz.
- **Memory 2**—First Class Letter, 2 oz.
- **Memory 3**—Express Mail
- **Memory 4**—Priority Mail

When the preset value appears in the display bracketed by three bars, the meter is ready. Process mail as described earlier.

**NOTE:** You can program each memory key to store a specific postage value, advertising slogan and inscription. See the setup instructions in *Chapter 4*.



# 4 • Setting Up the Meter



This chapter explains how to set up the menu options available on your postage meter.

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Menu 29: Set Up EIU (DataLink) ( <i>B700 Only</i> ) .....	4-26

## Using the Keyboard Setup Template

When the meter enters the Setup Mode, the keys are automatically redefined so you can enter alphabetical as well as numeric characters and perform other functions easily. You'll find a setup template in the pocket on the inside rear cover of this guide. Place it over the keypad as shown. It shows you exactly how each key functions in the Setup Mode. You'll be able to customize a number of meter features to meet your exact needs. The table on the following two pages lists all of these features.



## Entering Setup

### Entering Alpha Characters

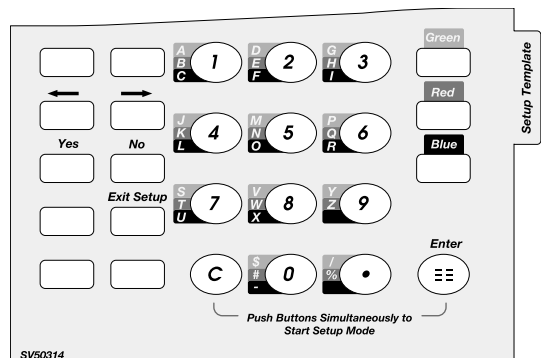
To enter an alpha character, press the appropriate function key (**Red, Blue or Green**) and the appropriate number key. For example,

- To enter **A**, press **Green** and **1**
- To enter **W**, press **Red** and **8**

You can press the keys at the same time, or one after the other (color key first, number key second).

### Entering Numeric Characters

Enter numbers just as you normally would; just press the key. The setup mode doesn't affect the operation of the number keys.



## 4 • Setting Up the Meter

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### Navigating the Menus

Your meter offers two methods for using the setup menus and you can freely combine them:

- **Self-Prompting Menus**—If you choose this method, the meter leads you through the entire setup menu. The display asks you a series of yes/no questions and instructs you to enter a value or text as required.
- **Direct Selection (Shortcut Keys)**—Use the number keys to select the number of the menu you want and press **Enter**. Menu numbers are shown in the flowcharts that follow and the detailed instructions for each setup procedure are arranged by menu number. You can get to any menu choice with no more than three keystrokes.

#### ***B700 Only***

**NOTE:** Some menu choices described in this guide may not be available because they're associated with optional features that haven't been enabled. For example, if you don't have departmental accounting, the setup menu items associated with it are not active. The meter's display will show "Not Avail" when you enter an account-related menu ID while in the Setup Mode.

#### ***B702 Only***

**NOTE:** Some menu options, notably 3,4,5,6,14 and 28 are available, but are not used with B702 meters. Ignore them! Setting up these options will not have an effect on meter operation.

### Setting Up Options

With the meter in the default display mode, press the **C** and **Enter** keys at the same time. If the password feature is on, the meter prompts you to enter your password (up to four digits). Type it and press **Enter** to get into the Setup Mode. Press **Exit Setup** to leave the Setup Mode at any time.

### Setup Up Options (continued)

	Menu ID	Prompt	Function	Go To Page
	1	Change Language?	Selects the language shown in the meter's display.	4-7
<i>B700 Only</i>	3	Set Memory 1 Key?	Programs a postage job that's displayed when you press the memory key. A memory key can store a postage value, ad slogan, and inscription.	4-7
<i>B700 Only</i>	4	Set Memory 2 Key?	As above.	4-7
<i>B700 Only</i>	6	Set Memory 3 Key?	As above.	4-7
<i>B700 Only</i>	6	Set Memory 4 Key?	As above.	4-7
	7	Set Daylite Saving Time?	Selects daylite savig or standard time.	4-9
	8	Set Advert Default?	Selects the default advertisement.	4-9
<i>B700 Only</i>	9	Set Inscript Default?	Selects the default inscription (if inscriptions are enabled).	4-10
<i>B700 Only</i>	10	Set Account Default?	Selects the default account (optional feature).	4-10
	11	Set Low Funds Warn?	Selects the descending register amount that triggers the low funds warning.	4-11
	12	Set Postage Default?	Sets the default postage value.	4-12
	13	Set Timeout Length?	Sets the timeout period, i.e., that amount of time the meter waits following an inactive period before it returns to default display.	4-13
<i>B700 Only</i>	14	Activate Features?	Turns the following features on or off: slogan port, Electronic Interace Unit and inscriptions. You must have an activation code from PB Supply Line <sup>SM</sup> for inscriptions.	4-14



## 4 • Setting Up the Meter

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### Setup Up Options (continued)

	<b>Menu ID</b>	<b>Prompt</b>	<b>Function</b>	<b>Go To Page</b>
<i>B700 Only</i>	15	Print Setup Report?	Prints a report listing the setup parameters you've chosen (requires serial printer).	4-15
<i>B700 Only</i>	16	Print Acct Report?	Prints a report listing all the accounts you've defined.	4-16
<i>B700 Only</i>	17	Clear All Accounts?	Clears the contents of all accounts in a single operation.	4-17
	18	Move Ahead Clock?	Sets the meter's internal clock forward by an amount you specify. Use this feature to correct clock drift.	4-18
	19	Move Back Clock?	Same as above, but moves the clock back.	4-18
<i>B700 Only</i>	20	Create Account?	Create Sets up an account (optional feature).	4-19
<i>B700 Only</i>	21	Delete Account?	Removes an account (optional feature).	4-20
<i>B700 Only</i>	22	Change Acct Names?	Changes account names (optional feature).	4-21
<i>B700 Only</i>	23	Super Pswd Change?	Changes supervisor password.	4-22
<i>B700 Only</i>	24	Password Enable?	Enables password protection.	4-22
<i>B700 Only</i>	25	Enable Accounting?	Enables accounting (optional feature).	4-23
	26	Set Time of Date Change?	Sets the time at which the meter advances the date.	4-24
	27	Set Refill Default?	Sets a default refill amount that your meter displays when you add postage.	4-25
<i>B700 Only</i>	28	Set Printer Connection?	Selects printer connection. This menu item is not available if meter has optional EIU.	4-25
<i>B700 Only</i>	29	Setup EIU?	This menu item is available only if your meter has optional EIU (DataLink). Use it to set up the EIU.	4-26

### Menu 1: Change Language

This menu lets you change the language displayed by your meter. The number of languages from which you can choose depends on what model meter you have.

1. The display prompts “Change Language?”
2. Press **Yes**.
3. The meter prompts “Amr English?”
4. Press **Yes** to accept the language; press **No** to see the next language in the list. When you see the language you want, press **Yes**. The meter advances to the next item on the setup menu.

You can also select a language by entering its number. For example, if Amr English is 1 and Spanish is 2, select Spanish, by typing **2** and pressing **Enter**. If you enter a number the meter can't accept, it displays “Error,” leaves the current language choice unchanged and returns to the setup menu.

### Menus 3, 4, 5 and 6: Set Memory Keys (B700 Only)

This menu option allows you to assign a certain setup to a memory key. The setup choices you assign include postage value, advertising slogan number, and inscription number. The meter recalls these settings whenever you press the appropriate memory key.

**IMPORTANT!** Ad slogans and inscriptions are options which you can purchase at the time of your initial order, or afterwards from the PB Supply Line™ as explained in *Chapter 8*.

The meter can have one “resident” ad slogan and up to four additional slogans loaded via a slogan cartridge. The meter will not “see” additional slogans unless the slogan cartridge is loaded as described in *Chapter 8*.

## 4 • Setting Up the Meter

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### Menus 3, 4, 5 and 6: Set Memory Keys (B700 Only) (continued)

1. The display prompts “Set Memory N Key?”  
**NOTE:** N is the number of the Memory Key.
2. Press **Yes**.
3. The display prompts: “Enter Amnt” and shows current setting.
4. Key in the postage value you want and press **Enter**.
5. The display prompts: “Enter Ad” and shows current setting.
6. Key in the ad number you want and press **Enter**. (Ad numbers range from 0 to 5. 0=no ad. If the ad number is not available, the meter prompts “No Ad” and returns to the “Set Memory N Key?” prompt.) If you do not want an ad, key in **0 (zero)** and press **Enter**.
7. The display prompts: “Enter Inscr” and shows current setting.
8. Key in the inscription number you want and press **Enter**. If you don’t want an inscription, key in **0 (zero)** and **Enter**.  
**NOTE:** The Appendix contains a list of inscription codes. If the inscription is not available, the display shows “No Inscript” briefly and returns to the “Set Memory N Key?” prompt.
9. The display prompts “Mem N Set” (where N is the number of the memory key) and moves on to the next item of the setup menu.

### Menu 7: Set Daylight Saving Time

This menu lets you turn daylight saving time on or off.

1. The display prompts “Set Daylite Saving Time?”
2. Press **Yes**.
3. The meter prompts: “Set Daylite Saving On [Off]?”
4. Press **Yes** or **No** as appropriate to respond to the prompt.
5. The meter prompts “Daylite Time is On [Off],” depending on your answer in step 2.
6. The meter prompts “Now XX:XX a(p) Press Enter” where XX:XX is the time.
7. Press **Enter** to accept the setting. The meter advances to the next item on the setup menu.

### Menu 8: Select Default Advertisement

The meter automatically selects the default ad when you first turn it on and after it has been inactive for a certain period of time. You can change the default as follows:

1. The display prompts “Set Advert Default?”
2. Press **Yes**.
3. The display prompts “Enter Ad Number.”
4. Use the number keys to key in the number of the ad you want to use as the default.

**NOTE:** You'll find ad numbers printed on your slogan cartridge (see *Chapter 8* for more information.) “Valid” numbers may range from 0 to 5. Zero (0) means no ad is selected. If the number you enter isn't valid, the meter briefly displays “No Ad,” leaves the current default ad unchanged, and returns to the “Set Advert Default?” prompt.

5. The meter displays the ad number and ad name or “NONE” if you keyed in **zero (0)**.
6. Press **Enter**.
7. The meter prompts “Ad Set” and goes to the next item in the setup menu.

## 4 • Setting Up the Meter

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### Menu 9: Set Default Inscription (B700 Only)

The default inscription is automatically selected when you first turn the meter on and after it has been inactive for a period of time. You can change the default as follows:

1. The display prompts “Set Inscrpt Default?”
2. Press **Yes**.
3. The display prompts “Enter Insc Number.”
4. Key in the code number of the default inscription using the number keys and press **Enter**. (If the number you enter isn't valid—the inscription isn't available—the meter displays “No Inscript” for one second and returns to the “Set Inscrpt Default” prompt.)

**NOTE:** Inscriptions are options purchased at the time of your initial order or afterwards from the PB Supply Line™. See the Appendix for a list of available inscriptions and their code numbers.

5. The display prompts “Inscrpt Set” and the meter goes to the next item in the setup menu.

### Menu 10: Set Account Default (B700 Only)

The meter selects the default account automatically when you first turn it on and after it's been inactive for a while. You can change the default account as follows:

1. The display prompts “Set Account Default?”
2. Press **Yes**.
3. The display shows the current default account name.
4. Press **No** repeatedly to cycle through the available account names or key in the account ID number and press **Enter**. (Account ID numbers range from 1 to 10. If you have the optional Electronic Interface Unit [“Datalink”], they range from 1 to 100.)

**NOTE:** If the meter can't accept the number you enter, it will prompt “Error” and return you to the “Set Account Default?” prompt.

5. When you've selected the account name you want, press **Enter**.
6. The meter prompts “Account Set” and moves to the next item in the setup menu.

**NOTE:** This menu item is not available when the password feature—Menu Item 24—is enabled.

### Menu 11: Set Low Funds Warning

The meter warns you when the descending register (**\$ Available**) reaches a certain default value. You can set a different amount as follows.

1. The display prompts “Set Low Funds Warn?”
2. Press **Yes**.
3. The display prompts “Enter Amnt” and shows the current value.
4. Key in the low funds amount using the number keys and press **Enter**. You must enter the decimal point. For example, press the **5, 0, (.)** and **Enter** keys for a low funds warning amount of \$50.
5. The display prompts “Amount Set” and the meter advances to the next item in the setup menu.

**NOTE:** If you enter a value the meter can't accept, it prompts “Value Error,” leaves the original default value unchanged and returns to the “Set Low Funds Warn?” prompt.

If you make a mistake while entering the new value, or decide not to change it, press **C (Clear)**, then **Enter**. The low funds amount will not change and the meter returns to the “Set Low Funds Warn” prompt.

## 4 • Setting Up the Meter

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### Menu 12: Set Postage Default Value

Your meter displays the default postage value when you first turn it on and when it has been inactive for a period of time. Think of the default as a standard value the meter always returns to. The factory-set default is the current rate for first class postage for mailpieces weighing up to one ounce. You can change this setting as follows:

1. The display prompts "Set Postage Default?"
2. Press **Yes**.
3. The display prompts: "Enter Amnt" and shows the current value.
4. Key in the default value using the number keys and press **Enter**. You can key in the decimal point or let the meter do it for you. For example, press **3**, **2**, and **Enter** to enter \$0.32.
5. The display prompts "Amount Set" and the meter advances to the next item in the setup menu.

**NOTE:** If you enter a value the meter can't accept, it prompts "Error," leaves the current default value unchanged and returns to the "Set Postage Default?" prompt.

If you make a mistake while entering the new value, or decide not to change it, press **Clear**, then **Enter**. The default postage amount remains unchanged and the meter returns to the "Set Postage Default" prompt.

### Menu 13: Set Timeout Length

The timeout length is the amount of time in minutes the meter waits following an inactive period before it returns to the default display. To change the timeout value:

1. The display prompts “Set Timeout Length?”
2. Press **Yes**.
3. The display prompts “Enter Time” and shows current timeout setting.
4. Key in the timeout value in minutes using the number keys and press **Enter**. The timeout value can range from 0 to 1,440 minutes (24 hours). For example, press **1, 0** and **Enter** to enter a timeout value of ten minutes. If you want to disable the timeout feature, enter **0 (zero)**.
5. The display prompts “Timeout Set” and advances to the next item in the setup menu.

**NOTE:** If you enter a timeout value the meter can't accept (you chose a number outside of the minimum and maximum limits), the display shows “Error” and returns you to the “Set Timeout Length?” prompt.



## 4 • Setting Up the Meter

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### **Menu 14: Activate Features (B700 Only)**

Use this option to enable (turn on) or disable (turn off) certain optional meter features. These include additional inscriptions. You need a special code number to activate these features. The PB Supply Line™ will give it to you when you place your order.

1. The display prompts "Activate Features?"
2. Press **Yes**.
3. The display prompts "Enter Code."
4. Key in the code for the feature you want to enable or disable; press **Enter**.

**NOTE:** If you enter a bad code number (wrong number of digits or the code doesn't match any of the features in the meter), the meter displays "Error" and returns to the "Enter Code" prompt.

5. The display prompts "Enabled" or "Disabled," depending on the code you entered.
6. The display prompts "Enter Code." To enable or disable another feature, repeat steps 4 and 5. To return to the main setup menu, press **Enter**.

**Menu 15:  
Print Setup  
Report  
(B700 Only)**

Use this menu option to print a report summarizing the setup options you've chosen.

**NOTE:** This menu option is not available unless you select a printer connection. Follow the instructions given for *Menu 28—Set Printer Connection* (page 4-25). Your meter must be connected to a serial printer either directly or through the optional Electronic Interface Unit in order to print this report. Make sure your printer is ON, set to ON LINE and loaded with paper before you print.

1. The display prompts "Print Setup Report?"
2. Press **Yes**.
3. The display prompts "Printing..."
4. Your serial printer produces a report similar to that shown below.

**NOTE:** If no printer is connected, or there is a communications problem, the meter prompts "Error" and advances to the next item of the setup menu.

5. When the report is finished, the meter advances to the next item of the setup menu.

SETUP REPORT	AAA	2000002
MAR 17 95		
ASCENDING REGISTER	10000.00\$	
DESCENDING REGISTER	1000.00\$	
CONTROL SUM	11000.00\$	
METER PIECE COUNT	500	
BATCH COUNT	500	
BATCH AMOUNT	1000.00\$	
INSCRIPTION LIST.....		
INS ID	INS NAME	
19	First Class	
29	Nonprofit Org	
18	Carrier Presort	
31	Nonprofit ZIP+4	
*****		

**Sample Setup Report**

## 4 • Setting Up the Meter

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### Menu 16: Print Account Report (B700 Only)

Use this option to print a report summarizing the contents of all the accounts defined for the meter.

1. The display prompts “Print Acct Report?”
2. Press **Yes**. (If you press **No**, the meter goes to the next item in the setup menu.)
3. The display prompts “Insert Form.”
4. Place a spare envelope or index card on the meter’s deck, up against the rear wall and slide it to the right.
5. The display says “Printing...” and the meter prints the first page of the report.
6. If the report is complete, the meter takes you to the next item in the setup menu. If a second page is needed, the display prompts “Insert Form” again. In this case, repeat steps 4 and 5.

MULTI-ACCOUNT REPORT					
MAR 17 95			AAA	PB2000002	
			05:14P		
No	Pieces	Postage	No	Pieces	Postage
01	270	\$89.10	06	540	\$178.20
02	4	\$11.84	07	0	\$0.00
03	0	\$0.00	08	0	\$0.00
04	683	\$437.12	09	683	\$437.12
05	0	\$0.00	10	0	\$0.00

#### Typical Multi-Account Report

**IMPORTANT!** If your meter is equipped with the optional DataLink, also known as an Electronic Interface Unit (EIU), it can assign postage charges to up to 100 unique departmental accounts. This application requires a serial printer to produce the multi-account report. Please refer to the instructions furnished with your DataLink.

### Menu 17: Clear All Accounts (B700 Only)

Use this menu choice to clear the contents of all accounts in a single operation.



**CAUTION!** Make certain you really want to clear all account registers. Once you do so, you can't undo the operation.

1. The display prompts “Clear All Accounts?”
2. Press **Yes**.
3. The display prompts: “To Confirm Press Yes.”
4. Press **Yes** to clear all accounts. The display will blank out for a short time and then show “Cleared” for one second. The meter then takes you to the next item in the setup menu.
5. If you press **No**—or any other key—while the confirmation prompt is showing, accounts are not cleared and the meter advances to the next item in the setup menu.
6. If you'd like to clear a single account, see page 3-8, *If You Have Departmental Accounting*, for instructions.

## 4 • Setting Up the Meter

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### Menu 18:

#### Move Clock Ahead

*and*

### Menu 19:

#### Move Clock Back

Use these menus to adjust the meter's clock.

1. The display prompts “Move Ahead Clock?” **or** “Move Back Clock?” depending on the menu you're in.
2. Press **Yes**.
3. The display prompts “Now XX:XXa(p) Press Enter” where XX:XX is the current time displayed by the meter's internal clock. For example:

**Now**                      **11:34p**  
**Press Enter**

4. Press **Enter**.
5. The display prompts: “Enter Mins To Advance” or “Enter Mins To Set Back,” depending on which menu you're in.
6. Key in the number of minutes you want to either advance or set back the clock. You can adjust the clock up or down by a maximum of 120 minutes. If you enter a value the meter can't accept, the display prompts “Error,” leaves the time unchanged and lets you start over.

**NOTE:** Once you've moved the clock ahead or back, you no longer have the full adjustment range of 120 minutes. The range is reduced by previous adjustments. For example, if you set the clock back by 30 minutes, the adjustment range remaining is 90 minutes (120-30=90).

7. Press **Enter**.
8. The meter prompts “Now XX-XXa(p) Press Enter” again. If the setting is OK, press **Enter**. The meter automatically goes to the next item in the setup menu. If you want to change the setting, press **C (Clear)** to return to the menu prompt.

### **Menu 20: Create Account (B700 Only)**

In order to use this option:

- Your meter must have the optional accounting feature;
- Accounting must be enabled—see Menu 25 for instructions;
- You must first delete an account or accounts before you can create one—see the instructions for Menu 21 on the following page. The reason for this is that when you first enable the accounting feature, the meter creates 10 accounts named “1” through “10”. You cannot have more than 10 accounts unless your meter is equipped with the optional Electronic Interface Unit (DataLink), in which case you can have up to 100. Therefore you must delete one or more accounts before you can create one.

1. The meter prompts “Create Account?”
2. Press **Yes**.
3. The display prompts “ Enter Acct Name.”
4. Key in an account name. It can be up to 11 characters long. To backspace, press the **left arrow key** ←. To type a space, press the **right arrow key** (or the blue key, then the decimal point key).
5. Press **Enter**. Skip steps 6 and 7 if the password feature is not enabled.
6. If the password feature is enabled, the meter prompts “Enter Acct Password.”
7. Key in a password for the account. You can use numbers only and are limited to four. Press **Enter**.
8. The meter prompts “Account Defined” for a few seconds and then “Enter Account Name.” You can create another account or press **No** to go to the next menu item.

## 4 • Setting Up the Meter

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### **Menu 21: Delete Account (B700 Only)**

To delete an account:

1. The meter prompts “Delete Account?”
2. Press **Yes**.
3. To scroll through the account names, press the **No** key repeatedly. To select the account to delete, press **Yes**. (You can also select an account by keying in its ID number and pressing **Enter**.)
4. The meter prompts “Delete?” and shows the account name.
5. Press **Yes** to delete the account. Press **No** if you changed your mind.
6. If you pressed **Yes** the meter prompts “Deleted” and advances to the next menu item.
7. If you pressed **No** the meter prompts “Delete Account?” Press **No** to advance to the next menu item.

### **Menu 22: Change Account Names (B700 Only)**

In order to use this option:

- Your meter must have the optional accounting feature;
- Accounting must be enabled—see Menu 25 for instructions.

To change an account name:

1. The meter prompts “Change Acct Names?”
2. Press **Yes**.
3. The display shows the current account name.
4. You can:
  - Type in the account ID number you want to change; press **Enter**.
  - Or press **No** repeatedly to scroll through the account names.
5. Press **Yes** to select the account name you want to change.
6. The meter prompts “Name?” and shows the account name.
7. Key in an account name. It can be up to 11 characters long. To backspace, press the **left arrow** ← key. To type a space, press the **right arrow** key (or the blue key then the decimal point key).
8. Press **Enter**. Ignore steps 9 through 12 if the password feature is not on.
9. If the password feature is enabled, the meter prompts: “PSWD” and displays the current password.
10. To leave the password as is, press **Enter**.
11. To change the password, type in a new one for the account. You can use numbers only and cannot enter more than four.
12. Press **Enter**.
13. The meter prompts “Changed” and returns to the “Change Acct Names?” prompt. Press **No** if you want to go on to the next menu item.



## 4 • Setting Up the Meter

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### **Menu 23: Change Supervisor Password (B700 Only)**

To change the supervisor password:

1. The meter prompts "Super Pswd Change?"
2. Press **Yes**.
3. The meter prompts "Enter Super Password."
4. Key in the new password. You may use numbers only and cannot enter more than four.
5. Press **Enter**.
6. The meter prompts "Changed" and advances to the next menu item.

### **Menu 24: Enable Password (B700 Only)**

Password protection is a feature that offers an additional measure of security by limiting access to certain meter operations to authorized personnel only.

**IMPORTANT!** Password protection is available only when the meter's accounting feature is activated and in use.

To use this feature:

1. The meter prompts "Password Enable?"
2. Press **Yes**.
3. The meter prompts "To Enable Press YES."
4. Press **Yes**.
5. The meter prompts "Enter Super Password."
6. Key in the supervisor's password. You may use numbers only and you may not enter more than four. If the meter can't accept the password, it prompts "Error" and returns to the "Password Enable?" prompt.
7. Press **Enter**.
8. The meter prompts "Enabled" and goes to the next menu item.

**NOTE:** With password protection enabled, you must enter the supervisor password to get into the meter's setup mode.

### **Menu 25: Enable Accounting (B700 Only)**

Accounting is an optional feature that lets you charge postage to a particular account. When you enable this feature, the meter creates 10 accounts and automatically assigns the names "1" to "10" to them. If passwords are used, turn them on after enabling accounting and setting up accounts (See page 4-22). Once you enable the accounts feature you can change account names, delete accounts, create accounts and assign password protection to them. To enable this feature:

1. The meter prompts "Enable Accounting?"
2. Press **Yes**.
3. The meter prompts "To Enable Press YES."
4. Press **Yes**.
5. The meter prompts "Enabled."

**NOTE:** With accounting enabled, the meter will ask for an account name when you turn it on (if you've set up a default account, the display will show the account ID number). You can disable accounting by pressing **No** when the display prompts "To Enable Press Yes." When you disable accounting, the meter will save your account names and any account data that has accumulated. These will appear when you enable accounting again.

## 4 • Setting Up the Meter

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### Menu 26: Set Time of Date Change

This menu choice lets you change the time at which the meter advances the date. This is usually set to occur at 12:00 A.M.

1. The meter prompts “Set Time of Date Change.”
2. Press **Yes**.
3. The meter prompts “Now 12:00a Press Enter.” (This is the current setting.)
4. Press **Enter**.
5. The meter prompts “Enter Hour.”
6. Type in the hour you want using the number keys on the keyboard. You can type an hour from 1 to 12. Press **Enter**. If you enter an invalid number, the meter will display “Error” and return to the “Set Time of Day” prompt. If you make a mistake while entering a number, press **C** to clear it. The meter prompts “—.” Enter the value you want.
7. The meter prompts “Enter Min.”
8. Type in the minutes you want. You can type numbers ranging from 00 to 59. Press **Enter**. If you enter an invalid number, the meter will display “Error” and return to the “Set Time of Day” prompt.
9. Meter prompts “AM?”
10. Press **Yes** for AM; **No** for PM.
11. Meter prompts “Now XX:XXa(p) Press Enter” again where XX:XXa(p) is the new time for the date change. If the setting is OK, press **Enter**. The meter will automatically go to the next item on the setup menu.

### **Menu 27: Set the Default Refill Amount**

This menu choice lets you set the default refill amount shown by the meter when you add postage using Pitney Bowes Postage By Phone® service.

1. The meter prompts “Set Refill Default.”
2. Press **Yes**.
3. The meter prompts “Enter Amnt” and shows the current refill value.
4. Key in the new refill amount. You don’t have to type the decimal point.
5. Press **Enter**.
6. The meter prompts “Amount Set” and advances to the next menu item.

### **Menu 28: Set Printer Connection (B700 Only)**

Your meter is equipped with a communications port that allows you to connect it to a serial printer or a Pitney Bowes Electronic Scale. The printer can produce the reports listed below:

- Setup Report
- Multi-Account Report (available only when your meter is equipped with the optional Electronic Interface Unit (DataLink); this option expands departmental accounting to 100 accounts).
- Service Report (can be accessed and printed only by Pitney Bowes Service Personnel).

Menu Option 28 lets you specify the type of printer connection.

**IMPORTANT!** If your meter is equipped with the optional Electronic Interface Unit (DataLink), this menu option is not available.

## 4 • Setting Up the Meter

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### **Menu 28: Set Printer Connection (B700 Only) (continued)**

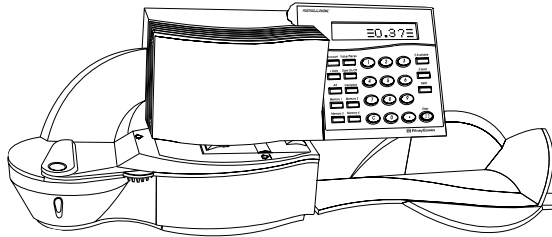
1. The meter prompts “Set Printer Connection?”
2. Press **Yes**.
3. Press **No** repeatedly to cycle through the available options:
  - **None?**— Select this option if your meter is connected to a Pitney Bowes Electronic Scale.
  - **Direct?**— Select this option if your meter is connected to a serial printer.
4. When you’ve selected the option you want, press **Yes** or **Enter** to confirm it. The meter prompts “Connection Set” and advances to the next menu item.

### **Menu 29: Set Up EIU (DataLink) (B700 Only)**

This setup option is available only if an Electronic Interface Unit is connected to your meter. The EIU or “DataLink” is an expansion module that allows your postage meter to communicate with other devices such as a Pitney Bowes electronic scale. It also offers support for up to 100 departmental accounts.

1. The meter prompts “Set Up EIU?”
2. Press **Yes**.
3. Follow the instructions furnished with your EIU (Pitney Bowes Publication SV50394).

# 5 • Refilling Your Meter



This chapter contains the information you'll need to obtain postage funds for your B700/B702 meter without leaving your office. All you need is a phone or internet access and a few minutes of your time.

Obtaining the Current Meter Access Code .....	5-2
Obtaining the Refill Combination .....	5-3
Entering Your Refill Amount into the Meter .....	5-5
Payment Options .....	5-5
Performing an Inspection on Your Meter .....	5-10

## 5 • Refilling Your Meter

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### Obtaining the Current Meter Access Code

To obtain your meter's current access code:

1. Press the **Refill** button. Your default reset amount will display.
2. Press the **Enter** button if you wish to refill for the amount shown, *OR* enter a new amount, and then press the **Enter** button to confirm.
3. Insert a spare envelope or index card as a form (this will run through the machine) *OR* press the **Enter** button again.

Depending on the action you take, your current access code will either display or will print on the envelope or index card you ran through the machine.

**NOTE:** Your access code changes as you use postage, so be sure to obtain the current access code each time you refill your meter.

### Obtaining the Refill Combination

**NOTE:** You can refill your meter *either* on the internet *or* on the phone.

#### ***Refilling Your Meter on the Internet***

In order to refill your meter on the internet, you will need your User ID, password, meter serial number, and current access code from *Obtaining the Current Meter Access Code*, on page 5-2.

1. Go to **www.postagebyphone.com**.
2. Enter your User ID and password. Click **Login**.
3. On the "Transactions" page:
  - a. Click on **Refill Your Meter**.
  - b. Enter your 7-digit meter serial number. If prompted, click **Continue**.
4. On the "Refill Meter" page:
  - a. Enter the current meter access code.
  - b. Enter the Refill Amount you wish to add to your meter.
  - c. Click **Continue**.
5. On the "Verify Your Choices" page:
  - Click **Refill Meter** if all information is correct, **OR**
  - Click **Re-enter Amount** to change the dollar amount.

Your Setting Combination displays on the "Meter Refill Confirmed" page. You can now go to your meter and follow the steps in *Entering Your Refill Amount into the Meter* on page 5-5.



## 5 • Refilling Your Meter

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### Obtaining the Refill Combination (continued)

#### ***Refilling Your Meter on the Phone***

In order to refill your meter on the phone, you will need your account number, meter serial number, and current access code from *Obtaining the Current Meter Access Code*, on page 5-2.

1. Dial **1-800-243-7800** (available 24 hours/day, 7 days/week).
2. Key in your 8-digit Postage By Phone® account number followed by the **#** key.
3. Select option **1** to add postage to your meter.
4. If prompted, key in your 7-digit meter serial number followed by the **#** key.
5. Key in the current meter access code followed by the **#** key.
6. Key in the dollar amount you wish to add to your meter, in whole dollars only followed by the **#** key (for example: to add \$200 key **200#**).
7. The system will verify the amount – if correct, press the **#** key again.
8. The phone system will give you a 6-digit refill combination for this request; **write this number down**.

You can now end your call and follow the steps in *Entering Your Refill Amount into the Meter* on page 5-5.

**NOTE:** If at any time during this process you have a question, press “**0**” for an agent (available M-F, 8am-8pm, EST).

### Entering Your Refill Amount into the Meter

If you have printed a form:

- Your display should read "Enter Combo".
- Key in the 6-digit setting number and press the **Enter** button. Your display will read "Refill OK" and the postage available.

If you have not printed a form:

- Your meter should be displaying your current access code. Press **Enter**. The display will read "Enter Combo."
- Key in the 6-digit setting number and press the **Enter** button. Your display will read "Refill OK" and the postage available.

### Payment Options **Purchase Power®**

As a Purchase Power or Postal Privilege customer, you can order postage now and pay later when you get your bill. When you receive your invoice, simply write a check payable to Purchase Power or Postal Privilege (Please be sure your 11-digit account number is referenced) and send it with your invoice stub to:

#### **Regular Mail Address:**

Purchase Power/Postal Privilege  
P.O. Box 856042  
Louisville, KY 40285-6042

#### **Overnight Mail Address:**

Purchase Power/Postal Privilege  
5101 Interchange Way  
Louisville, KY 40229

## 5 • Refilling Your Meter

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### Payment Options **Reserve Account** (continued)

Today, when you send a postage check in advance, you receive no added value. At Pitney Bowes, we believe important customers like you deserve more. By sending your pre-payment checks to Reserve Account, you'll earn FREE POST-AGE based on your average daily account balance. This is the smartest way to make postage payments earn money for you!

- **Schedule Electronic Payments** – We've added a new payment-scheduling feature to make funding your Postage By Phone® Reserve Account even easier! By signing up online at [www.postagebyphone.com](http://www.postagebyphone.com), you can fund your account by scheduling postage payments weekly, monthly, or once your account balance reaches a specified level.
- **ACH Credit instructions for your Reserve Account** – If you send an ACH Credit, your funds will be posted to your account within 2 business days by 6:00 pm Eastern Time. Use the following information to send an ACH Credit:

<b>Remit To:</b>	Reserve Account C/O Pitney Bowes Bank
<b>Routing Number:</b>	1240-8462-7
<b>Credit to Account Number:</b>	Your 8-Digit Postage By Phone® Account #
<b>Company Name:</b>	Your Company Name

- Acceptable ACH Credit formats: CTX, CCD/CCD+, PPD/PPD+

### Payment Options (continued)

- **Bank-to-Bank Wiring instructions for your Reserve Account** – If you send a Bank or Federal Wire by 1:00 pm Eastern Time, your account is updated the same day by 6:00 pm Eastern Time. Use the following information to send a Wire:

<b>Destination Bank:</b>	National City Bank Kentucky
<b>Routing Number:</b>	083000056
<b>City, State:</b>	Louisville, KY
<b>FDN (Beneficiary):</b>	Pitney Bowes Bank, Inc. Reserve Account
<b>AC (Account Number):</b>	754401126
<b>OBI (Other Information):</b>	Your 8-Digit Postage By Phone® Account #
<b>Company Name:</b>	Your Company Name

If you choose to mail your deposit, make your checks payable to **Reserve Account** and write your 8-digit Postage By Phone® account number on the check. Include a deposit slip with every payment. These slips are located on the bottom of your Postage By Phone® statement or can be ordered online at [www.postagebyphone.com](http://www.postagebyphone.com). Allow 5 business days for Regular Mail or 2 business days for Overnight Mail and send deposits to:

#### **Regular Mail Address:**

Reserve Account  
P.O. Box 856056  
Louisville, KY 40285-6056

#### **Overnight Mail Address:**

Reserve Account  
5101 Interchange Way  
Louisville, KY 40229

## 5 • Refilling Your Meter

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### Payment Options *United States Postal Service* (continued)

- **ACH Debit (EFT)** – If you would like to be one of our ACH debit customers, please apply online at [www.postagebyphone.com](http://www.postagebyphone.com) and click on **Pay For Postage**.
- **Bank-to-Bank Wiring or ACH Credit** – If you send a Bank or Federal Wire by 1:00 pm Eastern Time, your account is updated the same day. If you send an ACH Credit, your funds will be posted to your account within 2 business days by 6:00 pm Eastern Time. Use the following information to send a Wire or an ACH Credit:

Citibank  
CMRS/Pitney Bowes Postage By Phone  
Account # 4067-8633  
Routing Transit #021000089  
Detail Payment Field: XXXXXXXX

- Acceptable ACH Credit formats: CTX, CCD/CCD+, PPD/PPD+
- (X's are your 8-digit Postage By Phone® account number)

If you choose to mail your deposit to the United States Postal Service, make your check payable to United States Postal Service, and write your **8-digit** Postage By Phone® account number on the check.

Include a deposit slip coupon with every payment (these coupons will be provided and replenished automatically by the Postal Service).

Mail your deposit to one of the Lockbox addresses reflected below (the most efficient location in terms of mail service will be reflected on your deposit slip coupons).

**Regular Mail Addresses** - (Allow 5 business days)

*CMRS-PB*

P.O. Box 7247-0166

Philadelphia, PA 19170-0166

*CMRS-PB*

P.O. Box 0566

Carol Stream, IL 60132-0566

*CMRS-PB*

P.O. Box 894766

Los Angeles, CA 90189-4766

## 5 • Refilling Your Meter

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### Performing an Inspection on Your Meter

Postal regulations require a meter holder to contact the manufacturer periodically to add postage or perform an inspection. If you do not add postage within a 90-day period, your meter will begin flashing “**Insp. Due**” but will still allow you to run postage.

If you do not add postage or perform an inspection within the next 30 days, your meter will flash “**Insp. Req.**” and stop printing postage.

You can satisfy this requirement by calling our automated system at **1-800-243-7800** and adding postage or if you do not need postage, by performing an inspection. Below are the steps to perform an inspection:

#### ***Obtaining the Current Meter Access Code***

To obtain your meter’s current access code:

1. Press the **Refill** button. Your default reset amount will display.
2. Press the number **5** and then press **Enter**.
3. Press the **Enter** button again.
4. Your current access code displays. **Write this number down.**
5. Press the **Enter** button again.

### **Performing an Inspection on Your Meter (continued)**

#### ***Performing the Inspection***

In order to perform your meter inspection, you will need your account number, meter serial number, and access code from the steps above.

1. Dial **1-800-243-7800**.
2. Key in your 8-digit Postage By Phone® account number followed by the **#** key.
3. Select option **4** to perform a meter inspection.
4. If prompted, key in your 7-digit meter serial number followed by the **#** key.
5. Key in the current meter access code followed by the **#** key.

The voice response system will respond with a 4-digit combination. You can now end your call.

#### ***Entering Your Combination in the Meter***

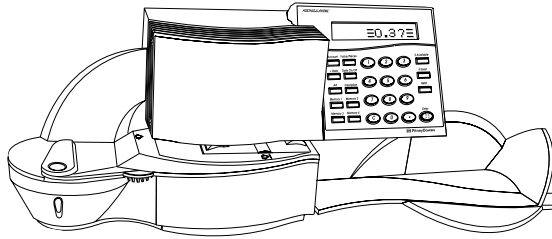
Your meter should be displaying “Enter Combo”. Key in the 4-digit combination issued in the steps above and press the **Enter** button.

Your meter will display "Refill OK" and the postage will be available.





# 6 • *Replacing the Ribbon*



This chapter contains the procedure to remove and replace the ribbon cassette in your postage meter.

Removing the Used Ribbon Cassette .....	6-2
Installing the New Cassette .....	6-4

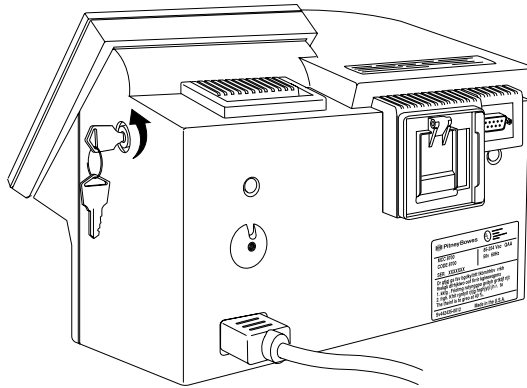
## 6 • Replacing the Ribbon

### Removing the Used Ribbon Cassette

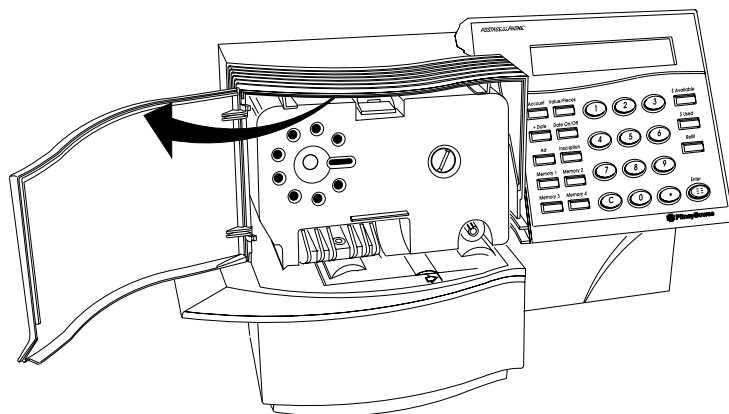
The meter's display shows “Low Ribbon” when the supply is about to run out. You can still print postage when you see this warning. If you see “Ribbon Out,” replace the cassette immediately.

**IMPORTANT!** If you attempt to use an exhausted ribbon cassette, you may pay for postage without getting a valid meter imprint.

1. Turn the key counterclockwise to switch the meter OFF.

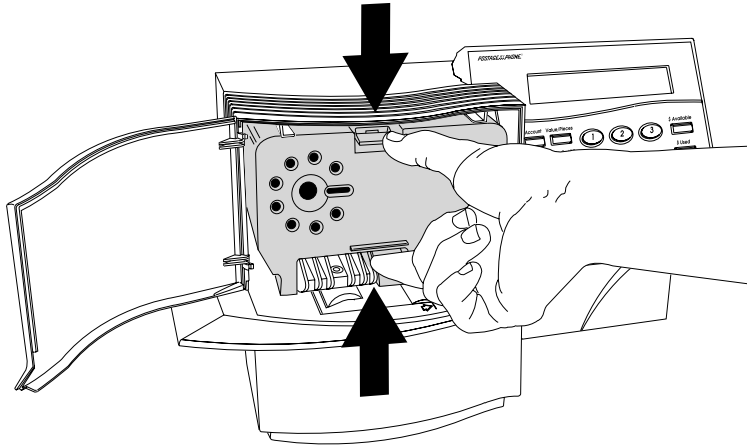


2. Open the cassette compartment door.

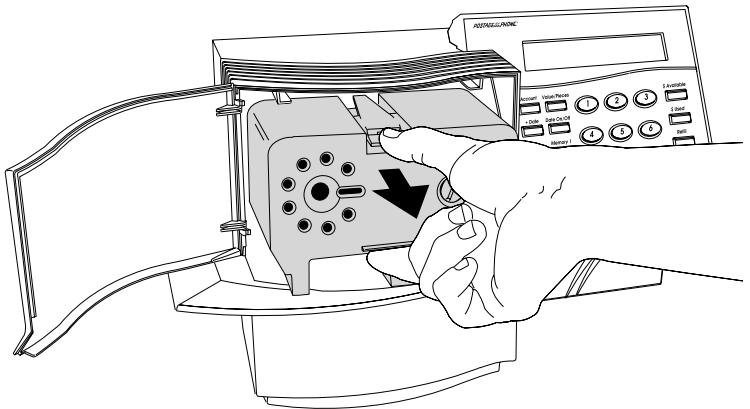


### Removing the Used Ribbon Cassette (continued)

3. Squeeze the locking tab as shown to disengage the cassette.



4. Pull the cassette straight out and discard it.

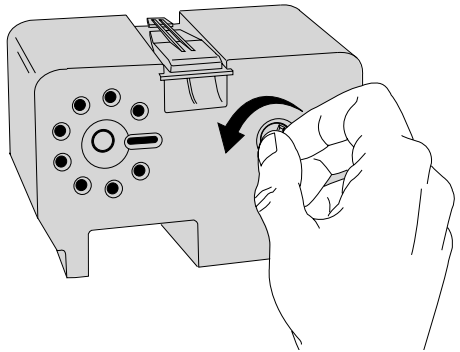


## 6 • Replacing the Ribbon

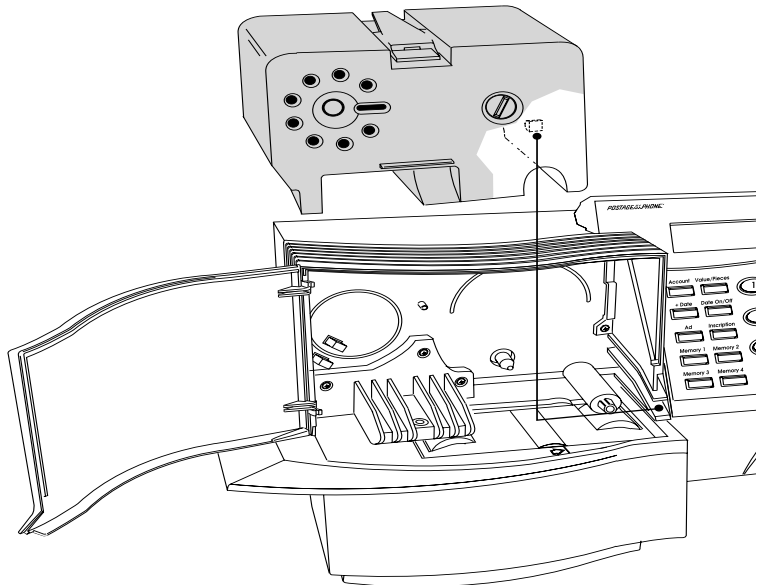
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### Installing the New Cassette

1. Unwrap the new cassette and pull the shipping tab from its back.
2. If necessary, turn the winder slightly counterclockwise to take up any slack in the ribbon.



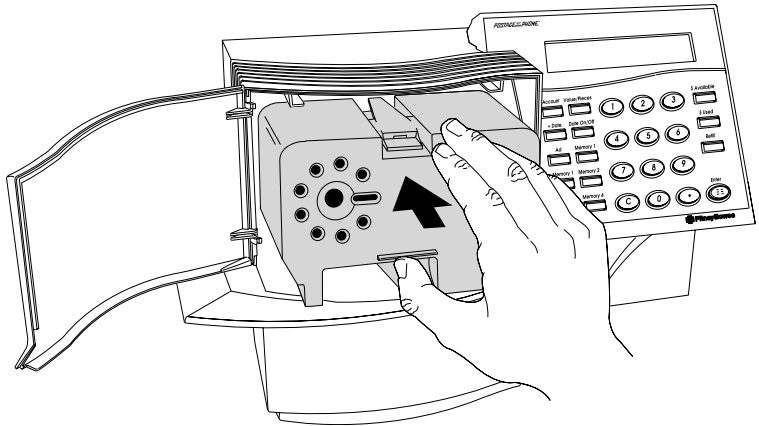
3. Hold the new cassette with the ribbon side down and the opening (print head cutout) aligned with the printhead. Rest the cassette on the deck. Align the locating tab on the right side of the cassette with the groove in the cassette compartment. See the figure below.



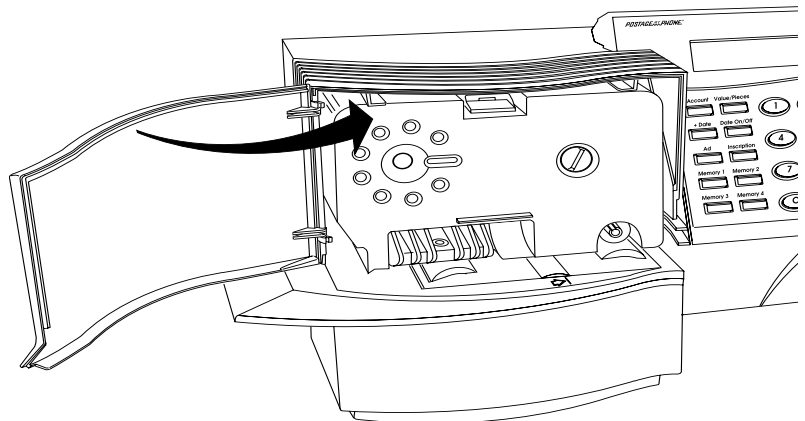
### Installing the New Cassette (continued)

4. Push the cassette back into the ribbon compartment as far as it will go. Firmly press on the upper part of the cassette near the locking tab to snap it into position.

**IMPORTANT!** Make sure the cassette snaps into place for proper operation.



5. Close the cassette compartment door.



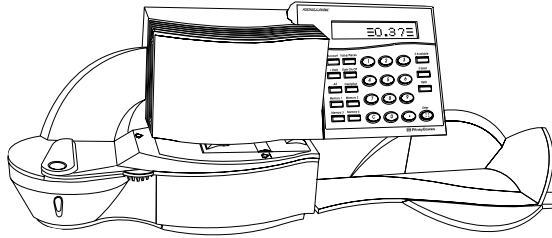
6. Switch the meter ON and resume normal operation.



**CAUTION!** The printhead needs no maintenance. Please don't touch it with your fingers or any object; you could damage it.



# 7 • Troubleshooting



This chapter lists provides you with definitions of error and warning message you may receive on your postage meter.

Error and Warning Messages .....	7-2
Fault Messages .....	7-2
If You Need Service .....	7-2



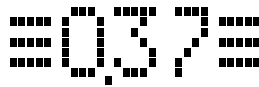
## 7 • Troubleshooting

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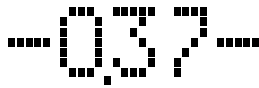
### Error and Warning Messages

The table on the following pages lists error and warning messages you might see while using your meter. An error message alerts you to a fault which, until you correct it, prevents the meter from tripping. A warning message alerts you to a condition that needs attention, but doesn't prevent meter tripping.

**NOTE:** Whenever the postage amount displayed is bracketed by three wings, as shown below, the meter is ready to print postage. If the amount is bracketed by one set of wings, you can't process mail until you fix the fault.



Meter is ready to print postage.



Meter not ready. It won't trip until you respond to the error or warning message.

### Fault Messages

If the meter senses a fault it can't correct, it displays the message "FATAL NN" where NN is a code that represents the type of fault. When this display appears, you won't be able to enter many keyboard commands and the meter won't trip.

You may be able to correct the problem by turning the meter off for a few seconds, and turning it back on. If this doesn't correct the problem, please write down the error code and call for service.

### If You Need Service

Pitney Bowes provides service from most of the major cities of the United States through a nationwide, computerized dispatching network. Should you have questions about your postage meter or require assistance with your particular application, visit our web site:

[www.pitneyworks.com/metersupport](http://www.pitneyworks.com/metersupport) or call **1-800-522-0020**.

### Error and Warning Messages

#### **Bad PrintHd**

The meter has detected a printhead problem. Call for service.

#### **Check EIU (B700 Only)**

There is a communication problem between your meter and the EIU (DataLink). Unplug the power cord for 30 seconds, then plug it in to restart the meter. If this fails to correct the problem, call for service.

#### **Clear Jam**

The mailpiece has jammed on the feed deck. To clear the jam, turn the meter off, then on. This causes the transport to release the envelope. Carefully pull the envelope out to the Left to avoid damaging the ribbon.

#### **Date Change**

Normal. Occurs at midnight (unless you specified another time) when the meter automatically advances the date.

#### **Date Error**

Check the date.

#### **Error**

You entered an "illegal" value, that is, a value the meter can't accept.

#### **Fatal 09**

The meter displays this message after nine consecutive, unsuccessful attempts to refill it. You cannot refill the meter at this point. Please call for service.

#### **Fatal NN**

The meter has a fault which prevents it from operating. "NN" is a code that indicates the nature of the fault to Pitney Bowes Service personnel. You may be able to recover the meter from a Fatal 14 fault by turning it off, waiting a few seconds, then turning it on. If the meter fails to display the default postage amount after you do this, write down the error code and please call for service.

#### **High Value**

The postage value you selected is greater than the high value limit set for your meter. This is a warning only; you can accept the value and process the mailpiece by pressing **Enter**.

## 7 • Troubleshooting

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### Error and Warning Messages

#### **Inspect Due**

The meter is alerting you that a postal inspection is due which you will need to perform. Call the Postage By Phone® Data Center at 1-800-243-7800 (1-800-243-2300 in Alaska and Hawaii). When you hear the recording, press **0** and the asterisk (**\***) **key** for assistance. You may still use your meter after you see this message. If you fail to have the meter inspected, you will see the “Inspection Req” prompt. At this point, the meter is locked out, preventing you from using it until the inspection is completed.

#### **Inspect Req**

This message alerts you that the meter requires a **mandatory** inspection. The meter is locked out: you cannot print postage. Call the Postage By Phone® Data Center using the numbers above for help.

#### **Insuf Funds**

The postage value selected is more than the funds currently available in the meter. You can select a lesser amount of postage. You should also refill the meter at this time (*Chapter 5*).

#### **Low Funds**

The descending register (**\$ Available**) has reached the low funds warning amount. You should refill the meter at this point. See the instructions in *Chapter 5*. You may continue using the meter until you see the “Insuf Fund” message.

#### **Low Ribbon**

The ribbon supply is nearly exhausted. About 80% of the supply is gone at this point. Make sure you have a new cassette on hand. You can continue using your meter until you see the Ribbon Out error message.

#### **Need Acct (B700 Only)**

If your meter has the optional accounting feature enabled, you must enter a valid departmental account to which postage is charged. If you fail to do so, you'll see this message. Enter the account using the **Account** key (*Chapter 3*) and then select the postage value you want.

#### **No Inscript (B700 Only)**

The selected inscription is not available; inscriptions have not been enabled. See *Chapter 4* for instructions on activating features.

### Error and Warning Messages

#### **No Ribbon**

The ribbon is exhausted, broken or no ribbon cassette is loaded. Replace the ribbon cassette (*Chapter 6*), close the cassette door and press **Enter**.

#### **Please Wait**

Printhead temperature is out of range. Wait until it warms up.

#### **Press Enter to Restart**

Press **Enter** to restart the meter.

#### **Remove Mail**

The mailpiece did not complete its path through the print area. Carefully remove the mailpiece from the transport and reinsert it.

#### **Ribbon Out**

The ribbon supply is critically low; you must press **Enter** after each mailpiece is processed. Replace the ribbon cassette immediately (*Chapter 6*).

#### **No Ad**

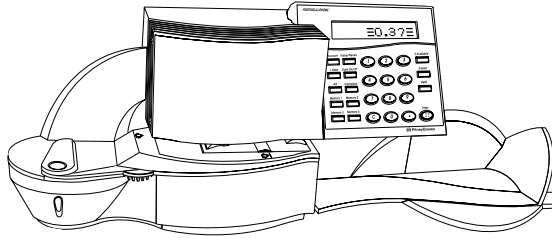
The selected slogan is not available. See *Chapter 8* for instructions on loading ad slogan cartridges.

#### **Value Error**

You entered an "illegal" value, that is, a value the meter can't accept.



# 8 • *Supplies and Options*



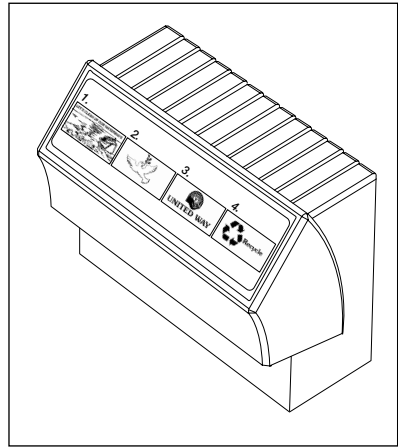
This chapter lists the various supplies and options available with your postage meter.

Advertising Slogan Cartridge.....	8-2
Moistener ( <i>B700 Only</i> ) .....	8-3
DataLink (Electronic Interface Unit) ( <i>B700 Only</i> ) .....	8-6
Ordering Supplies and Options .....	8-6

## 8 • Supplies and Options

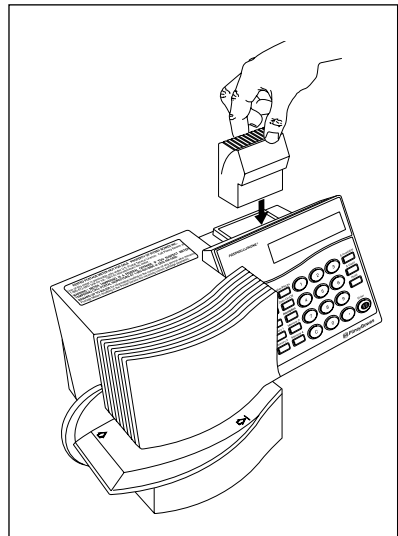
### Advertising Slogan Cartridge

The advertising slogan cartridge is a versatile plug-in option that contains up to four customer ads. A wide variety of standard ads is available direct from the PB Supply Line™ as explained later in this chapter. You can also order customized ads to turn your unused envelope space into a highly visible, hard-working promotional tool. (*B700 only*—The slogan cartridge may also contain additional postal inscriptions.)



### Using the Slogan Cartridge

1. Hold the slogan cartridge as shown—with the label facing the *front* of the meter—and gently push it into the cartridge well as far as it will go.
2. A slogan cartridge holds up to four ads. The cartridge label shows a picture of each ad identified by number (figure above).



### Advertising Slogan Cartridge (continued)

3. To select an ad, press the **Ad** key repeatedly until you see the ad name you want. Press **Enter** to confirm your selection. The meter's display then shows the postal amount.

When the meter is in the Ad Mode, you can also choose an ad by typing its number on the meter's keypad and pressing **Enter**. If an ad isn't available, the meter prompts "No Ad."

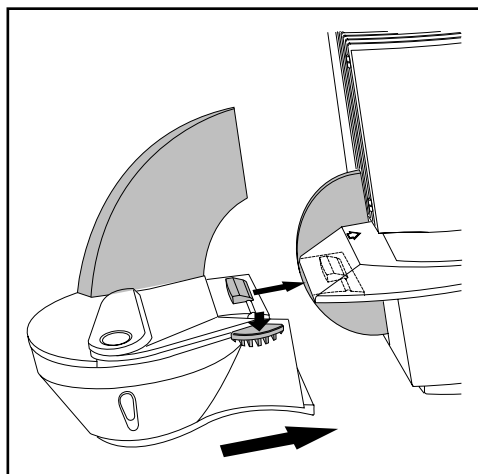
**NOTE:** Ads are not available for use if you remove the slogan cartridge from its well

### Moistener (B700 Only)

The moistener is an option designed to moisten and help seal envelopes as they feed into the postage meter. The instructions below tell you how to attach, fill, use and maintain your moistener.

#### Attaching the Moistener

1. Place the moistener assembly to the left of the meter as shown at the right.
2. Slide the moistener to the right up against the meter. Align the pie-shaped back wall of the moistener with the smaller pie-shaped wall of the meter. These areas are shaded in the accompanying figure.



3. When the blue lock lever snaps up level with the meter deck, the moistener is fully locked into position.



## 8 • Supplies and Options

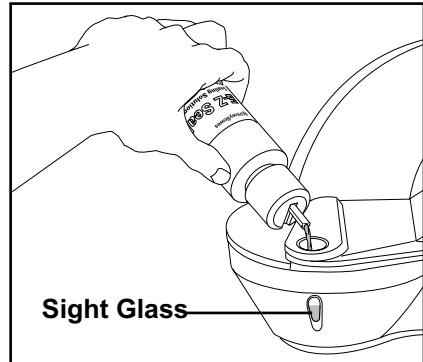
### Moistener (B700 Only) (continued)



**NOTE:** You can use tap water in the moistener. But we strongly recommend that, for best results, you use E-Z Seal® instead. It prolongs the life of the moistener brush and reduces maintenance requirements.

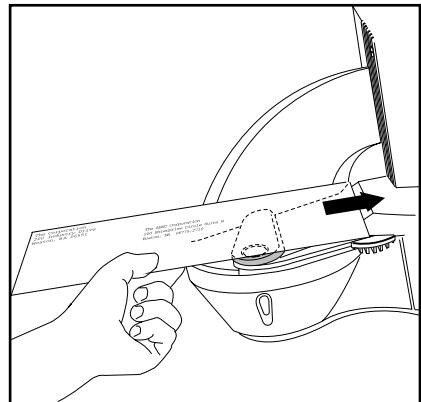
### Filling Moistener

1. Pour E-Z Seal® solution into the fill hole of the moistener brush assembly.
2. Fill until the solution level reaches the top of the sight glass. **DO NOT** overfill.



### Using the Moistener

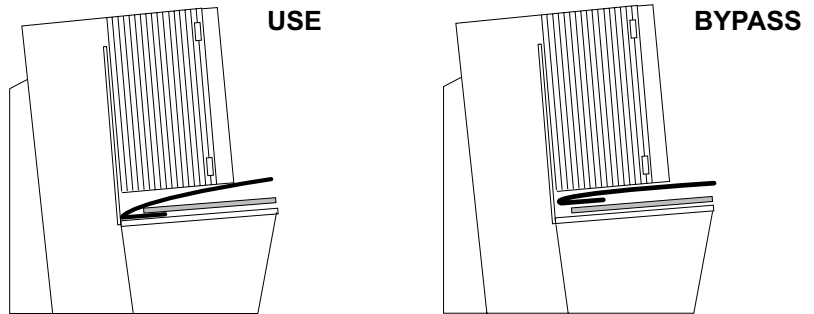
1. Select the postage value you want, just as you normally would.
2. Open the envelope flap and feed it *under* the moistener brush assembly as shown.
3. Guide the envelope up against the rear wall and to the right until its lead edge reaches the trip mark on the meter's deck.
4. The meter will then convey the envelope through the printer and into the stacker.
5. To fully seal some flaps, you may have to compress the mailpiece by hand after metering.



### Moistener (B700 Only) (continued)

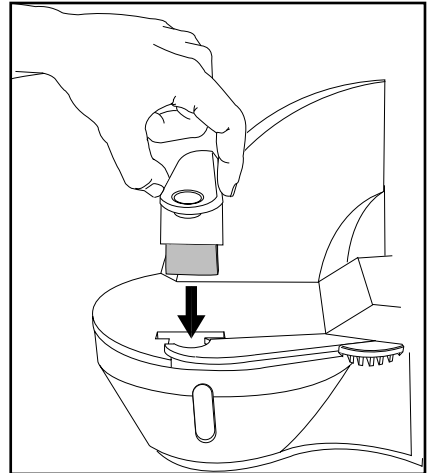
#### ***Bypassing the Moistener***

Keep the envelope flap *closed* as you feed it over the moistener brush (that is, on top of the brush). See figure below, right.



#### ***Maintaining the Moistener***

1. Using E-Z Seal® will reduce the amount of maintenance required. See page 8-6 for ordering instructions.
2. Periodically remove the wick assembly and wipe excess envelope glue off the deck with a damp sponge or paper towel.
3. To remove the wick assembly, lift it straight up and out of the moistener as shown in the accompanying illustration.
4. If the wick gets dirty, replace the entire wick assembly with a new one. Remove it as described in step 3 above; install the new one as shown. Make sure the new wick assembly is all the way down against the deck.

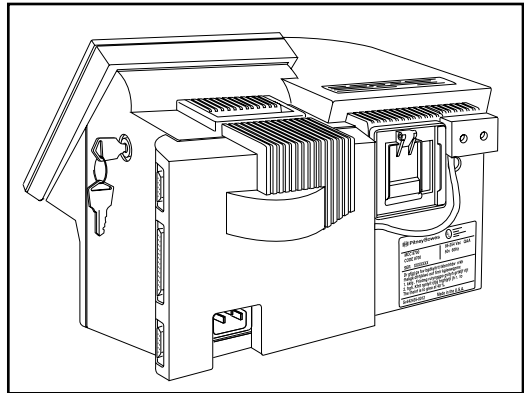


## 8 • Supplies and Options

### DataLink (Electronic Interface Unit) (B700 Only)

The DataLink (Electronic Interface Unit or EIU) is an expansion module that's permanently mounted to the back of your postage meter. It increases account capacity from 10 to 100 and provides three communications ports, allowing you to connect your meter to a variety of external devices. These include a Pitney Bowes Electronic Scale, a modem for one-button postage refill, and an IBM-compatible personal computer or serial printer.

Complete operating instructions are furnished with your DataLink.



### Ordering Supplies and Options

For options and supplies, visit our web site: [www.pb.com](http://www.pb.com)

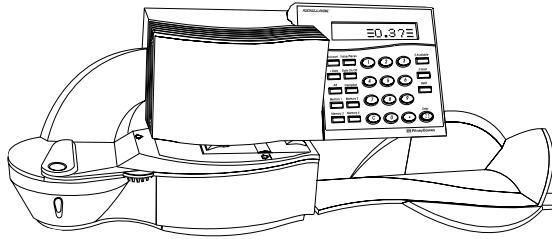
Go to **My Account Access** and select **Supplies Online**.  
Select **B700 Post Perfect™**.

You may also call the PB Supply Line™ at **1-800-243-7824**.

<b>B700 and B702</b>	<b>Item</b>
Ribbon Cassette	767-0
Postage Tape Sheets	612-7
Standard or Custom Advertising Slogans	Call PB Supply Line™

<b>B700 Only</b>	<b>Item</b>
E-Z Seal® Sealing Solution (pint)	601-0
Wick Assembly	621-7
Postal Inscriptions	See Appendix

# Appendix



This appendix lists the postal inscriptions available for your postage meter.

Meter Inscriptions ..... A-2

## Appendix

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### Meter Inscriptions

The table below lists the postal inscriptions available for your meter. Use the order number when you place your order with the PB Supply Line™; use the inscription code number to select the inscription after it's been activated. See page 8-4 for ordering instructions and page 4-14 for activation instructions.

Available Inscriptions		
Order Number	Code Number	Inscription
049-7	10	Additional Presort Postage Paid
063-7	11	Bound Printed Matter
057-7	12	Bound Printed Matter Bulk Rate
079-7	13	Bulk Rate
073-7	14	Bulk Rate 5-Digit ZIP+4
069-7	15	Bulk Rate Carrier Route Presort
071-7	16	Bulk Rate ZIP+4
077-7	17	Bulk Rate ZIP+4 Barcoded
013-7	18	Carrier Route Presort
026-7	19	First Class
070-7	20	First Class Carrier Route Presort
017-7	21	First Class Mail Enclosed
075-7	22	First Class ZIP+4 Barcoded
038-7	23	First Class ZIP+4 Presort
102-7	24	Fourth Class Bulk Rate
105-7	25	Fourth Class DBMC
099-7	26	International Priority Mail
054-7	27	Library Rate
074-7	28	Nonprofit 5-digit ZIP+4
080-7	29	Nonprofit Org
014-7, 068-7	30	Nonprofit Org Carrier Route Presort

<b>Available Incriptions</b>		
<b>Order Number</b>	<b>Code Number</b>	<b>Inscription</b>
072-7	31	Nonprofit ZIP+4
076-7	32	Nonprofit ZIP+4 Barcoded
042-7	33	Par Avion/Air Mail
101-7	34	Pound Rate Paid Via Permit
067-7	35	Presorted First Class
104-7	36	Presorted First Class ZIP+4 Barcoded
093-7	37	Presorted Priority Mail
010-7	38	Presorted Special Fourth Class Rate
098-7	39	Printed Matter
011-7	40	Printed Matter Books
103-7	41	Printed Matter Catalogs
018-7	42	Printed Matter Par Avion
050-7	43	Printed Matter Second Class
052-7	44	Printed Matter Sheet Music
060-7	45	Priority Mail
061-7	46	Small Packet
096-7	47	Special Fourth Class Rate
078-7	48	Third Class
097-7	49	US International Air Mail Postage Paid/ Par Avion
065-7	50	ZIP+4
066-7	51	ZIP+4 Presort





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For Service or Supplies

Web Site: [www.pb.com](http://www.pb.com)  
Customer Support: 1-800-522-0020  
Product Name: B700, B702  
Model Number: B700, B702

PB Form SV60941 Rev. B 05/04

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