PITNEY BOWES DM50/60
2017 postage rate download instructions

MailServe

1. Check that your system is connected as for a normal postage refill.

2. At the main screen (Date on display) press the 'Funds' key.

3. Use the review 'down' key to scroll to 'Check balance available?'

4. Press the 'Yes/Enter' key.

5. The machine will automatically connect to the PB Infrastructure.

6. Once the meter has connected it will show 'Checking PBP Account Balances'. - The machine then shows 'Prepaid £xx.xx' (the balance of your PBP account).

7. Press the 'Yes/Enter' key to continue.

8. The meter then asks if you wish to Refill Postage. Press the 'No' key to continue.

9. The meter will check for updates and display 'SYSTEM UPDATE REQUIRED – Please Wait'.

10. Press the 'Yes/Enter' key to download and install the new rates.

11. Once completed the display will read 'Download complete Continue – press enter'

12. Press the 'Yes/Enter' key.

13. The display will then show 'During the call: Rate data installed'.

14. Press the 'Yes/Enter' key.

15. You will be asked 'Do you want to print a download report?' - Press the 'No' key.

16. The machine will then return to the main screen. The new rates are now installed.

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