



# Resetting Normal Presets For Pitney Bowes Postage Meters

Occasionally the software for a rate change may disrupt your normal preset rates. You can reset these preset rates by finding your machine type and following the instructions below.

(Note: This guide shows you how to set your Normal Preset to a "First Class Letter" rate. If you're setting it to a different rate simply set your rate and skip to step 2.)

## DM100/125/200/225



### 1) Set Machine Rate to First Class Letter

- a. Press "Class" Key to the left of screen
- b. Select "US Domestic"
- c. Select "1st Class"
- d. Select "Letter"
- e. Select "Done"

### 2) Set the Rate to Normal Preset

- a. Press "Custom Presets" Button
- b. Select "Define Normal Preset"
- c. Select "Yes"



# DM300/400/475

## 1) Set Machine Rate to First Class Letter

- a. Press "Class" Key to the left of screen
- b. Select "US Domestic"
- c. Select "1st Class"
- d. Select "Letter"
- e. Press "Enter" Key

## 2) Set the Rate to Normal Preset

- a. Press "Menu" Key
- b. Scroll Down to "Preset Options" and select
- c. Select "Set Normal Preset"



# Megameter Series Meters DM500/800/900/1000/1100



## 1) Set Machine Rate to First Class Letter

- a. Select "Class" using the keys to the left of screen
- b. Select "US Domestic"
- c. Select "First Class Regular"
  - i. For those using WoW functions, you'll want to select your WoW rate
- d. Select "Letter"
- e. Press "Enter" Key

## 2) Set the Rate to Normal Preset

- a. Select "Custom Presets"
- b. Press the "Right" Arrow Key below the screen
  - i. Note how this key is assigned to "Set-up Presets" on the screen above
- c. Select "Store Current Setting to Preset"
- d. Select "Normal"
- e. Press "Enter" Key

**NOTE:** There have been occasional reports of Megameter series meters losing not only their normal, but custom presets during the rate change. To set a custom preset simply prepare your rate, then follow step 2 above but instead of selecting "Normal" assign your custom preset to one of the many slots designated for "Custom" presets.