

USPS Rate Update Instructions for DM100i, DM200L, DM125, DM225 Mailing Systems

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Rate Update Instructions

Before You Start:

Connect your meter using one of the following options:

Analog phone line that is not shared with a fax or other device

Internet connection via a PC and PC Meter Connect desktop application

This rate data update should take 5 minutes or less.

Note: Images and meter messaging may vary slightly between software versions.

1. Connect to the Pitney Bowes Data Center.

Starting at the HOME screen:

Press the **Options** key.

Press the **Page Down** key **two (2)** times.

Select **Connect-Data Center**.

Select **Uploads & Downloads**.

(A series of communications messages will appear on the screen.)



2. Perform update.

When the screen displays "*Update Available*" or "*Update Required*"

Select **Get Update Now**

Do not unplug or disconnect any cables during this process. Doing so can damage the meter.

3. Select "**Don't show again**" at *New Rates Now Active* message

Select **OK** when *New Rates Effective* is displayed

Select **Continue**

Once you process the download on your meter, you're done. Your meter will automatically switch over to the new rates on January 27th.

To confirm that your meter has been updated with the new rates visit our [Rates and Updates](#) web page, click on

your Product Code Number and type in your serial number to view the rate status of your meter.

Note: If you see the *Postal Inspection Required* message, please follow the prompts and check your PbP Balance.

4. We recommend you always set up your presets with a Postal Class so that they automatically update when new rates are downloaded. If prompted to set up your presets, follow the instructions below, otherwise press **Clear** to return to the *Home* screen.

Setting up your presets:

Choose the Select a carrier option

Select US Domestic

Select 1st Class

Select Letter