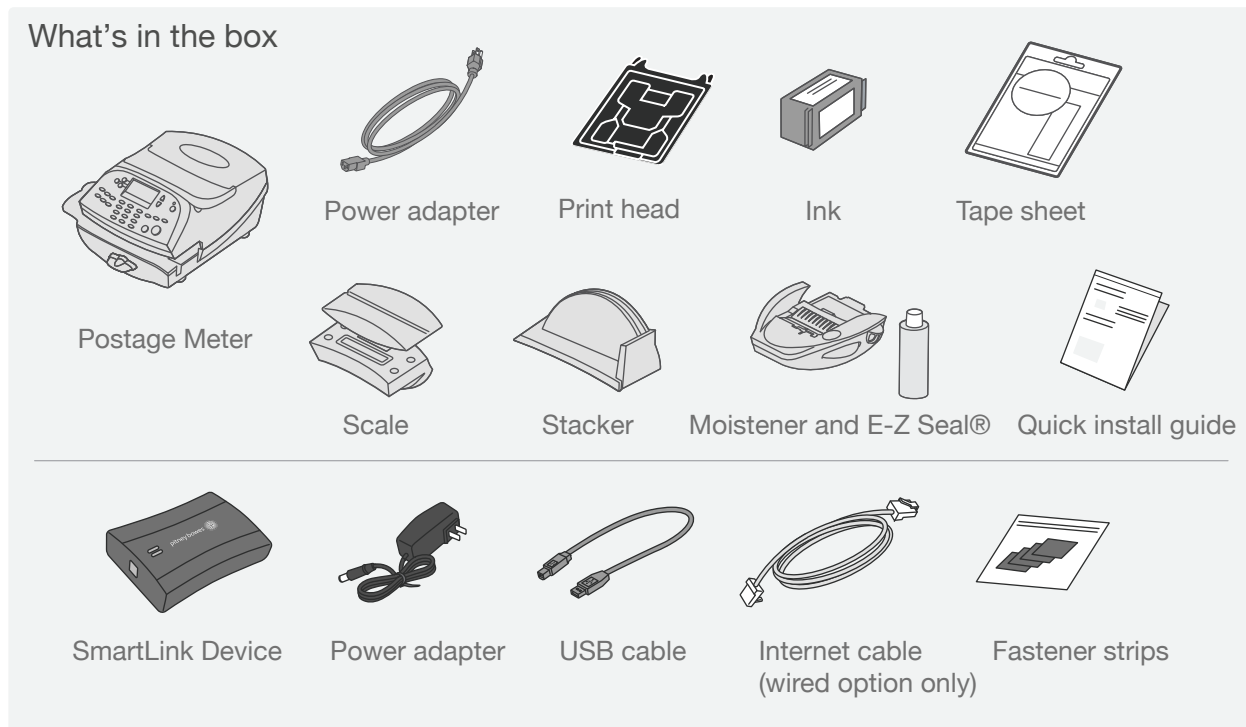
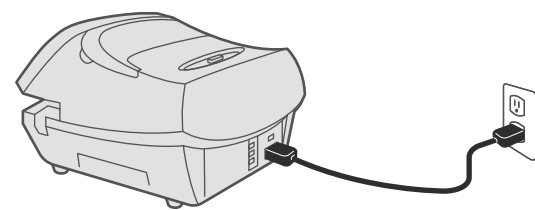


**Watch an online tutorial.**

For a tutorial of the installation, visit: [pitneybowes.com/us/dm100isetup](http://pitneybowes.com/us/dm100isetup)  
As you follow these steps, also follow the screen prompts on your meter.



**1. Connect your meter to a power source.**



Plug the power adapter to the back of your meter and plug it into a power outlet.

**2. Choose your connection.**

**Wired**

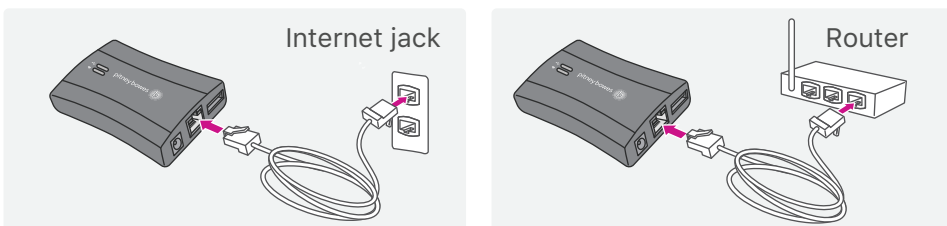
- Installation takes about 10 minutes
- Requires an available internet jack and power outlet.
- Continue to Step 3 for instructions

**OR Wireless**

- Installation takes about 15 minutes
- **For Wireless Instructions, go to [pitneybowes.com/us/smartlinksetup](http://pitneybowes.com/us/smartlinksetup)**
- Wireless installation utilizes 'BlinkUp technology'
- Requires access to a wireless network
- **Do NOT proceed to the following steps here**

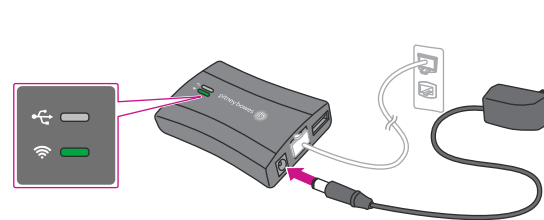
**Wired Instructions Only**

**3. Connect the SmartLink Device to either a wall internet jack or router with the included internet cable.**



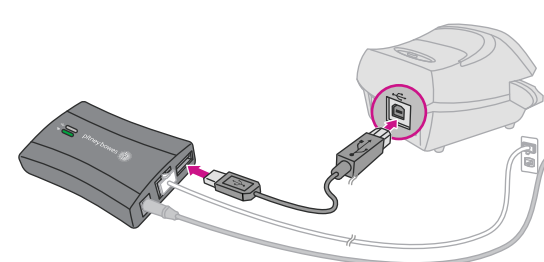
Note: lights on the device will remain off.

**4. Plug the Power adapter into the SmartLink Device and into a power outlet.**



- The SmartLink Device's lights will change color.
- Once the device is connected to the Internet, the Network Connectivity light will blink green.
- In addition, the SmartLink device's Ethernet port lights will show green for successful connection status and yellow for network activity.

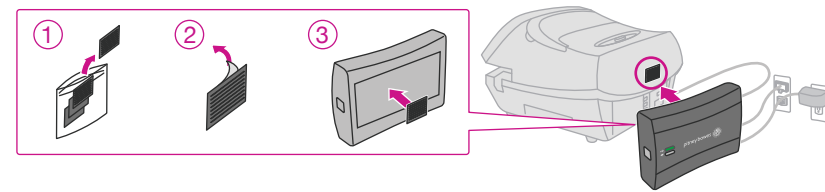
**5. Plug the USB cable into the SmartLink Device and into the back of your meter.**



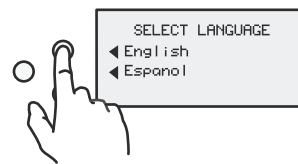
- The USB cable is the short cable
- The SmartLink Device's lights will again change color.
- Once a network connection had been established, the SmartLink device's USB Connectivity light will turn green and its Network Connectivity light will blink green.

For troubleshooting, visit: [pitneybowes.com/us/smartlinkhelp](http://pitneybowes.com/us/smartlinkhelp)

**6. Attach the SmartLink Device to your meter with the included Adhesive Fastener Strips.**



**7. Select language.**



**8. Select local time.**

Be sure to set the time correctly - this will affect the operation of the meter.

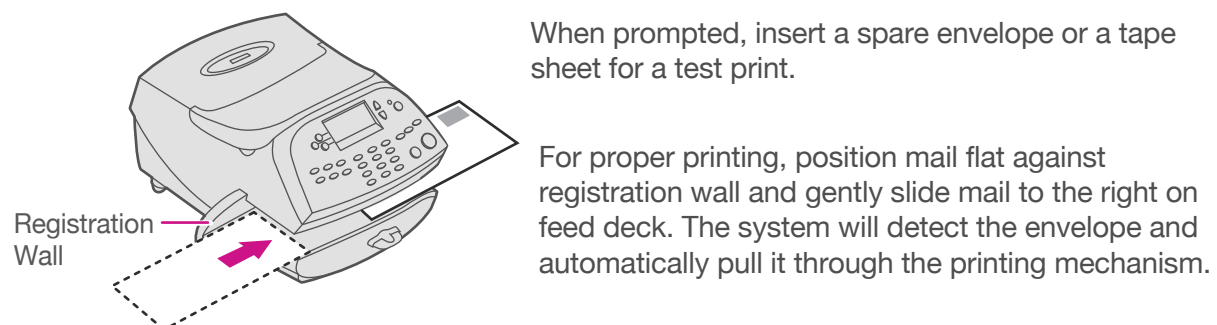
**9. Install the print head.**

- 9a. Open the top cover of the meter.
- 9b. Unlatch and flip up the ink cartridge guard.
- 9c. Remove the print head from its packaging and remove the plastic cap from the bottom of the print head.
- 9d. Slide the print head pegs into the lower set of grooves, squeeze the tabs, and push the print head flush against the walls.

**10. Install the ink cartridge.**

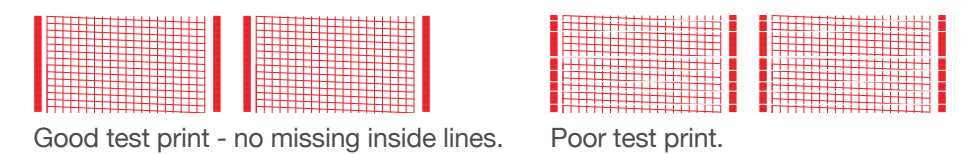
- 10a. Find the included ink cartridge and remove the silver foil strip from its bottom.
- 10b. Drop the cartridge in next to the print head. The label on the top of the cartridge should face front. Close the guard and click to secure.
- 10d. Close the top cover. The meter will automatically prepare the ink cartridge for use.

**11. Create a test print.**



When prompted, insert a spare envelope or a tape sheet for a test print.

For proper printing, position mail flat against registration wall and gently slide mail to the right on feed deck. The system will detect the envelope and automatically pull it through the printing mechanism.



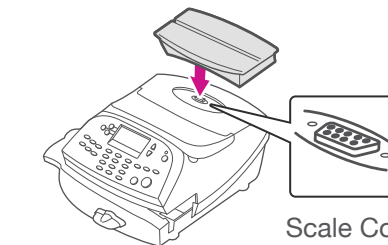
If the test print is good, press the green **Yes/Enter** button on the front of the meter.  
If the test print is poor, press **No** to perform additional maintenance.

**12. Check your account balance and add postage.**

Your meter will automatically connect to Pitney Bowes to get your available funds for adding postage. Key in a postage amount to add, then press **Enter**.

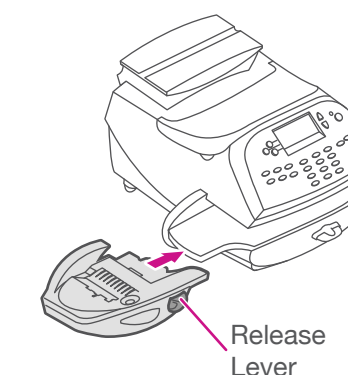
Follow the remaining on-screen prompts to complete the installation. If you receive an **UPDATE REQUIRED** message then follow the screen prompts to perform the update.

**13. Install the scale (if purchased as option)**



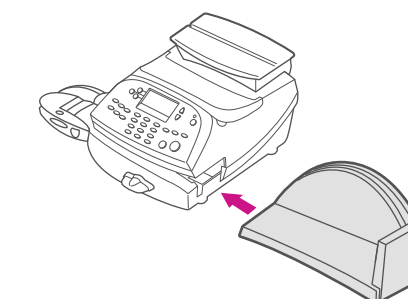
Position the scale as shown. You'll need a scale code to calibrate the scale. If you have just attached your scale, key in the correct scale code for your location. Scale codes can be found at [pitneybowes.com/us/dm100isetup](http://pitneybowes.com/us/dm100isetup)

**14. Install the moistener (if purchased as option)**



The optional moistener allows you to moisten, seal, and apply postage to your envelopes - all in one smooth step. You'll need a scale code to calibrate the scale. Position the moistener on the left side of the deck as shown. Hold down the blue release lever and slide the moistener from left to right, with the lip of the moistener above the deck. Fill the moistener reservoir with Pitney Bowes E-Z Seal® sealing solution. You may fill it later if you don't plan on moistening and sealing envelopes right now.

**15. Install the stacker**



The stacker is a tray that catches your processed mail. Position the stacker next to the system as shown. Just slide it into place. It does not connect mechanically to the system.

**16. Link your meter to your Pitney Bowes account.**

Once linked, you can access the full benefits of SmartLink and the Pitney Bowes Commerce Cloud. Manage your meter - anytime and from anywhere - from our secure online portal.

- Benefits of linking your meter include:
- Automatic software and postage rate updates
  - Low ink and low fund notifications
  - Simplified ordering for meter ink
  - Remote diagnostics with support and error troubleshooting notifications
  - Customized insights on meter and postage usage
  - Adding postage to your meter from your computer

To link your meter to Pitney Bowes, visit: [pitneybowes.com/signin](http://pitneybowes.com/signin)

- Existing pitneybowes.com account users will have equipment added to their profile automatically.
- You will need your account number and meter serial number to create a pitneybowes.com profile:
  - **Account Number:** Available on the enclosed packing slip. This is the SHIP TO number.
  - **Meter Serial Number:** Your Serial Number is usually located on a silver sticker on the front of your meter (7-digits). Must be the serial number for the meter, not for other equipment or supplies

**Congratulations! Your meter is now connected.**

