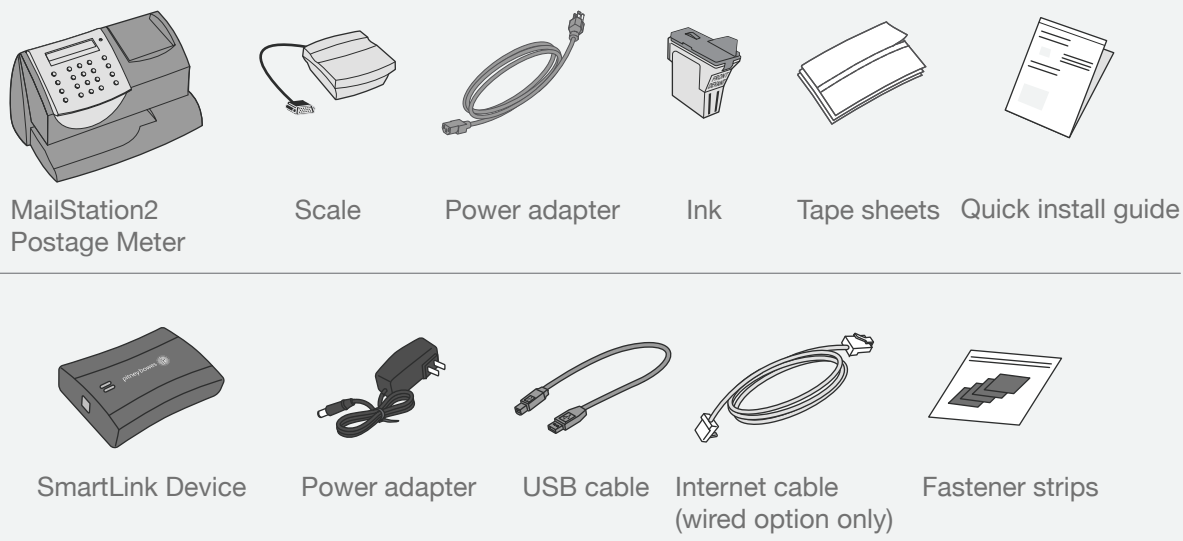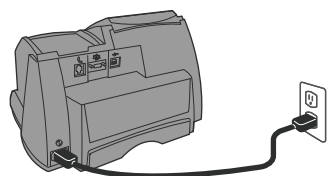## Watch an online tutorial.
For a tutorial of the installation, visit **pitneybowes.com/us/mailstationsetup**
As you follow these steps, also follow the screen prompts on your meter.

What's in the box

MailStation2 Postage Meter	Scale	Power adapter	Ink	Tape sheets	Quick install guide

SmartLink Device	Power adapter	USB cable	Internet cable (wired option only)	Fastener strips

1. Connect your meter to a power source.

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

When the meter asks if you have an internet connection, press Enter and continue to Step 2.
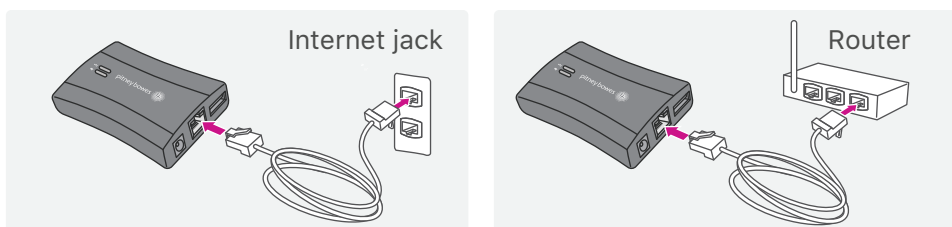
2. Choose your connection.

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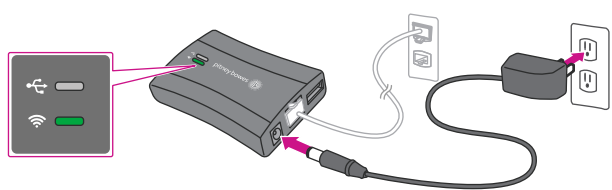- Continue to Step 3 for instructions

OR

Wireless
- Installation takes about 15 minutes
- **For Wireless Instructions, go to pitneybowes.com/us/smartlinksetup**
- 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.
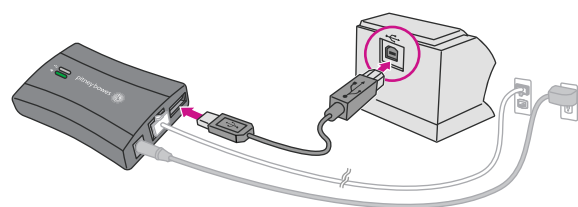

Internet jack

Router

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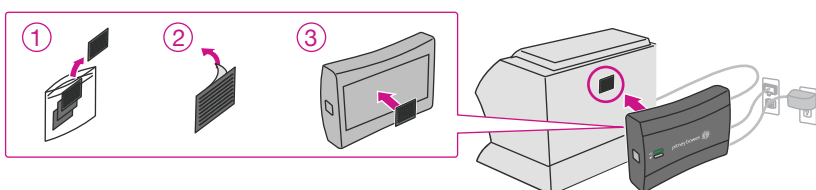
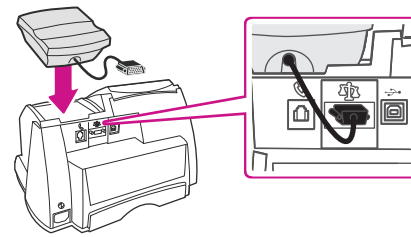## 5. Plug the USB cable into the SmartLink Device and into the back of your meter.

- 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

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

① ② ③

7. Install the scale.

Attach the scale cable to the back of the meter. Tighten the thumb screws.

```
Add ink cartridge.
Continue-Press Enter
```
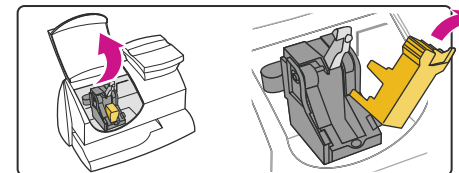
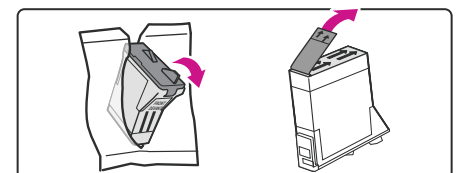## 8. Install the ink cartridge.

8a.

On the meter screen, you should see "Add ink cartridge. Continue-Press Enter." Press **Enter**.
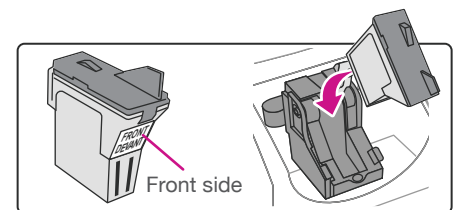
8b.

Lift the cover of your meter and open the ink cartridge latch by pressing down on the unlock symbol 🔓. Remove and discard the yellow insert.

8c.

Find the included ink cartridge and remove the silver foil strip from its **bottom**.

8d.

Front side

Install the ink cartridge into the meter. Then press the top of the cartridge latch down to lock it.
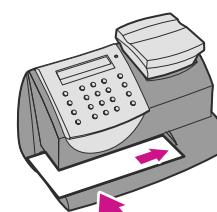
8e.

Close the cover and press **Enter**.

8f.

```
IMPORTANT - Is Ink
Cartridge installed?
```

The meter will ask if the ink cartridge has been installed. Press **Enter**.

9. Create a test print

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

(Note: to print correctly, insert tape or envelope against the rear and side walls. The system will detect the envelope and atuomatically begin printing.)

Good

Poor

A good test print means that there are no missing lines inside. If the test print is good, press **Yes**. If the test is poor, press **No** to perform additional maintenance.

10. 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**
- 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.

pitney bowes

AW31993 Rev. A 06/16   Printed in the USA

AW31993REVA