IS-330, IM330, IS-350, IM350 Meter
Withdrawal and Return

A meter withdrawal and return is performed when the IS-330, IM330, IS-350, IM350 meter needs to be returned to Quadient. The meter withdrawal transfers unused postage funds from the meter to your Postage Funding Account. Please note: once the meter withdrawal is complete, your meter will be automatically deactivated with Quadient. You are required to return the meter promptly.

The Meter Withdrawal process consists of the following procedures:

- Print the Funds Summary Report on a label
- Perform the Meter Withdrawal
- Complete the Return

Print A Funds Summary Report

1. Press the “Sleep/Wake” button to power ON the machine.

2. Press the “Menu” button.

3. Select “Reports” and press OK.

4. Select “Funds Summary” and then “Label”. The Funds Summary report will then be printed on a postage label, save this for your records.
Perform A Meter Withdrawal

1. Make sure your phone or LAN cable is connected to the mailing machine.

2. Press the “Sleep/Wake” button if the machine is in sleep mode, otherwise skip to step 3.

3. Press the “Menu” button.

4. Select “Supervisor”.

5. Enter the PIN code (09430).

6. Select “Maintenance”.
8. Select “Processes”.

9. Select “Withdraw A PSD” to confirm.

9. Continue to press “OK” until you are prompted to enter the withdraw code.

10. Enter the withdraw code, 733863.

Packaging And Returning The Meter

1. Securely pack the Postage Meter in an appropriately sized box.

2. Affix the authorized shipping label provided by Quadient.

3. Return the Postage Meter and any corresponding equipment to the Quadient Return Center. Retain a copy of the tracking number(s) for your records.