Self Installation Guide

Mailing Systems

IS-330 350
## 1 - Check The Following Items Are Present

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
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<tr>
<td>IS-330 / IS-350 Mailing Machine</td>
<td>Ink Cartridge</td>
<td>USB Modem</td>
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<th>D</th>
<th>E</th>
<th>F</th>
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<tr>
<td>Hand Feed Table or Hand Feed Table with Moistener</td>
<td>Telephone Cable</td>
<td>Power Cord</td>
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<td>PSD (Postage Meter)</td>
<td>Operating Guide</td>
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2 – Installing The Feed Table
Connect feed table to the mailing machine’s base.

| A | Hand Feed Table |
| OR |
| B | Hand Feed Table With Moistener |

Remove the shipping tapes from base.
- There are three pieces of tape on each side of the mailing machine.

C
Fit the slots of the base over the tabs of the Hand Feed Table.

Take the feed table or moistener feed table and place it to the left of the mailing machine.
3 – Installing The PSD

The PSD (Postage Meter) contains accounting information and postal funds.

This process consists of:
- Removing the PSD from the packaging.
- Inserting the PSD into the mailing machine.

Remove the PSD from the packaging.

Open the mailing machine’s cover.
- Lift top cover by pulling the open slot.

Insert the PSD into the mailing machine.
- Open postage meter cover.
- Position the PSD so the contacts are facing the rear and the locator runner is towards the bottom.
- Slide the PSD securely into the slot located on the left side.
- Close the PSD cover.
- Close the mailing machine cover.
4 – Installing The Ink Cartridge

Installing the ink cartridge into the base of the mailing machine.

This process consists of:
- Removing the ink cartridge from the packaging.
- Inserting the ink cartridge into the mailing machine.

Remove the ink cartridge from the packaging.
- Take ink cartridge out of the packaging.
- Remove the film strip attached to the bottom of the ink cartridge.

Open the mailing machine’s cover.
- Lift top cover by pulling the open slot.

Insert the ink cartridge into the mailing machine.
- Position the cartridge with the contacts facing the rear.
- Slide the ink cartridge in to the ink cartridge slot located on the right side.
- With your thumb ‘click’ the cartridge towards the back of the machine to the locked position.
- Close the mailing machine cover.
Bring the mailing machine to a location that has an analog phone outlet. The following are usually analog phone lines:
- Fax lines
- Lines used by modems or credit card readers
- Residential phone lines.

Plug one end of the telephone cable connector into the analog phone outlet.

Take the other end of the phone cord and connect it to the USB modem.

Take the end of the USB connector of the modem and plug it into the USB port located on the left side of the mailing machine.

Your connection should resemble image E.

Using the power cord, plug in the female connector of the power cord into the right bottom back corner of the mailing machine. Take the male end and plug into the wall power outlet.
6 – Configuration & Activation

Sets up the connection to the server, contacts the server, and activates the mailing machine.

**A**

**Installation Process**
Welcome to your mailing system. Press "OK" to start the installation.

**OK**

Press the “OK” button.
- If the machine is already plugged in, then the machine may be in sleep mode. Press the Sleep/Wake button to wake the machine.

**B**

**Installation Process**
Do you need prefix for external calls?

| No | Yes |

Enter A Prefix If Needed.
- If a prefix is needed, press the “OK” button to indicate “Yes”. Enter the required prefix and press the “OK” button.

**C**

**Installation Process**
Press "Next" to start the Online services declaration

**Next**

Press the “OK” button to indicate “Next”. Do not interrupt this process.

Various steps will be displayed:
- Preparing for call.
- Dialing the call.
- Connecting to the server.
- Transaction in progress.

**D**

**Server Call**
Declaration
Server call finished successfully.

**OK**

Press the “OK” button.

**E**

**Installation Process**
Do you want to do the headset alignment?

| No | Yes |

Press the back button to indicate “No”.

**F**

**Installation Process**
Installation process is finished. Press "OK" to access to the homescreen.

**OK**

Press the “OK” button.
7 – Adding Funds
Funds are added to the meter via a phone line.

A
Press the “Money” button.

B
Use the down arrow to select “Funds”. Press the “OK” button.

C
Enter the amount to add using the keypad. Press the “OK” button.
- Press the “C” key twice to clear the zero in the dollar field then enter your amount.

D
Do not interrupt the process.
- PSD Resetting preparing for call.
- PSD Resetting dialing the call.
- PSD Resetting transaction in progress.

E
Press the “OK” button.
- The process is complete.
- Funds available in your POC account will be displayed (the amount may vary).

F
Press the button.
- The “Home” screen will be displayed.
This process consists of: 1) weighing the envelope, 2) selecting a mail class or using the rate wizard and 3) printing the indicia.

**A**
Press the button.
- The “Home” screen will be displayed.
- If machine is off, press the “Sleep/Wake” button.

**B**
Verify the weighing method icon is displayed on the homescreen.
- If the weighing method is not displayed press the “Scale” button located on the control panel. Then select “Standard Weighing”.

**C**
Place the envelope on the scale.
- The weight of the envelope will be displayed.

**D**
Press the “Stamp” button.

**E**
Select the mail class or select option 8 “Wizard” to show all mail classes.
1. Select desired mail class.
2. Select format.
3. Select services.

**F**
Press the “print” button, then put the envelope on hand feed table and insert into mailing machine.
- Press the print button to print the indicia on the envelope.
For additional information you can access the Neopost Knowledgebase by:
- Going to www.neopostinc.com
- Click on “Knowledgebase” located in the Customer Support area located on the right side of the web page.
- Type in the search box the product or question you are inquiring about. Press “Search” once text is entered.