IS/IM300 Series - Replacement Guide

A On your EXISTING mailing system:

1. Remove ink cartridge
2. Disconnect AC power
3. Remove meter
4. Disconnect LAN cable or modem
5. Remove entry table

Save all parts that you have removed. They will be used in your replacement mailing system.

B On your REPLACEMENT mailing system:

6. Unbox unit & remove packing tape
7. Install meter
8. Install ink cartridge
9. Connect LAN cable or modem
10. Attach entry table
11. Connect AC power

The mailing system will begin the swap process. See the next page to continue with the setup.

If equipped, turn power switch to the ON position.
The swap base process will automatically begin:

Congratulations! Your mailing system is now ready for use.

For more detailed instructions, please visit bit.ly/IS300Swap
For additional technical information, please visit kb.neopostinc.com

• Place the old unit in the box and refit the packaging.
• Close the box and seal with packing tape.
• Attach the shipping label emailed to you by the Neopost call center.
• Contact FedEx® within 15 days for pick-up.

The system will stop on the home screen once the automated server call is completed.

Once the power-up sequence is finished, the system will make a server call.

Then, please complete a Postal Inspection:

\[\text{Congratulation}s!\ \text{Your mailing system is now ready for use.}\]