

IN/IS/IM Mailing System Interface Guide

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EMS enhanced
mailing &
shipping
by Quadi⁷ent



Change Control

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1 Overview

EMS communicates to the IN/IS/IM series mailing systems through an application called the “iMeter for 4/5/6 Series Server”. This server gets installed locally on the PC when EMS is installed. The iMeter Server controls the communications between the IN/IS/IM Mailing Machine and the EMS. This server is referred to as the XBUS when configuring the mailing system. The iMeter Server configuration menu in the Windows System Tray is used to configure, control and monitor all communication. In a multi station configuration the iMeter Server is installed on each computer that an IN/IS/IM Mailing Machine is connected to.

EMS will communicate to the IN/IS/IM Series via a network connection.

2 Supported Configurations

Base Model	Minimum Base Firmware				Meter Type
	EMS Version	Base Firmware Version	DWP Firmware Version (if applicable)	Feeder Firmware Version	
IN 600/700 Series	9.10.06 or Higher	4.17 or Higher	18 or Higher	NA	112 - Neopost 116 - Hasler
IS/IM 400 Series	9.10.06 or Higher	4.13B or Higher	18 or Higher	N/A	112 - Neopost 116 - Hasler
IS5000/6000 IM5000/6000	9.10.06 or Higher	2.0.0.13.5 or Higher	N/A	N/A	122 - Neopost 126 - Hasler

3 Installation summary – Read First


To have the most stable and successful installation of an EMS and an IN/IS/IM mailing system, the following steps need to be performed:

1. Verify that MAS is enabled on the IN/IS/IM series
2. Configure the Network
3. Setup Remote Account Management on the IN/IS/IM Series
4. Configure EMS
5. Configuring a Meter Server Delay if needed



4 Verifying that MAS is enabled on the IN/IS/IM Series

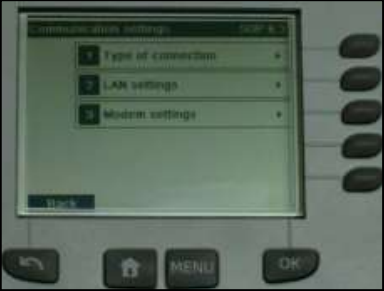
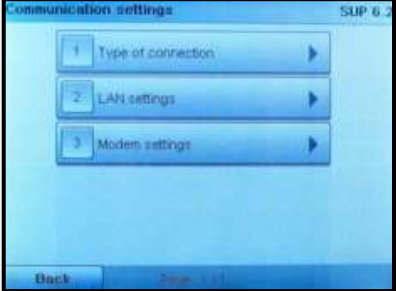

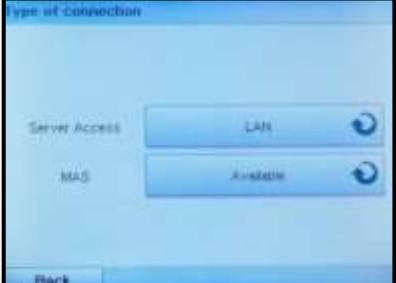
In order for the Mailing systems to communicate properly the MAS function needs to be enabled on it. This step is not needed on an IS/IM6000.

IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 – IS/IM 5000
1. Press the “Menu” button.		
		
2. Scroll down and select “13 Supervisor”. Select “OK”.		
		
3. Enter the service pin code of 17930. Select “OK” to continue.		
		
4. Select 4 – “Service Tools”. Select “OK” to continue.		



IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 – IS/IM 5000
<p>5. Select 1 – “Connections”. Select “OK” to continue</p>		
<p>6. Select 1 – “LAN Settings”. Select “OK” to continue.</p>		
<p>7. (IS/IM420 – IS/IM440) Verify “MAS” is set to ON.</p>		
<p>8. (IS/IM440plus – IS/IM5000) Select 2 – “Type of Connection”.</p>		



IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 – IS/IM 5000
		
<p>9. (IS/IM440plus – IS/IM5000) Verify that MAS is set to “Available”.</p>		
		



5 Configuring the Network

The preferred and recommended method for connecting an IN/IS/IM to EMS is with the use of a router. This document covers this scenario exclusively as it is the most dependable method.

The purpose of using a router is to create a separate network that is isolated from the customer's "house" network. This configuration isolates the systems from network traffic, noise, and other instances of Bonjour services. This configuration is proven to help mitigate connection issues with the mailing systems connected to EMS.

The configuration will allow the mailing machine and computer to connect with the customer's network, but isolates the IN/IS/IM machine and computer to its own subnet. This document was written for the Linksys WRT120 router. The principles outlined can be used with other routers.

| **Note:** This configuration should only be used with approval of the customer's IT staff. Other methods that are not recommended are outlined in Appendix C

| **Note:** This setup is only to be used for Static IP addresses. DHCP will not be a supported configuration

5.1 Parts Needed

Product	Quantity
WRT120N Home Router (PN = Wireless-Router)	1
Ethernet cables (straight through cables)	3

5.2 Configuring the WRT120N Router

This section will cover configuration of the router.

| **Note 1:** Do not use the install CD. No drivers or programs will need to be installed for this configuration.

| **Note 2:** The router should only be connected to the customer's network after it's been configured.

1. Connect one end of an Ethernet cable into port 1 on the router. Connect the other end to the LAN port on the PC





2. Connect the power supply to the Router and plug it in to the AC wall outlet



3. Open a web browser on the PC (i.e. Internet Explorer). Type in the default router IP address of 192.168.1.1 in to the address bar



4. A new window will prompt for a User name and Password. User name and password are both “admin”

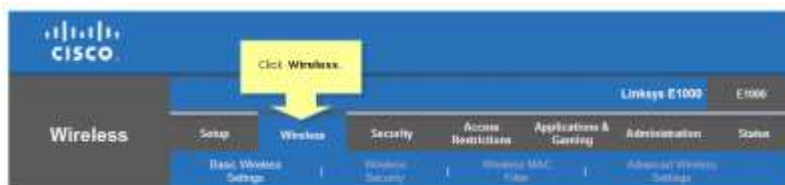


Note: If you are unable to Access the Router’s Web-Based Setup Page, reset the router for 30 seconds. Try accessing it with the default IP address “192.168.1.1”. If you are encountering problems please visit <http://homesupport.cisco.com/en-us/support>

5.2.1 Disabling Wi-Fi

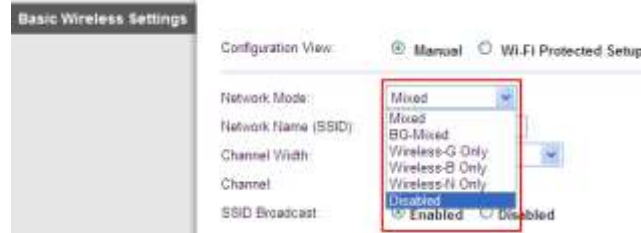
The wireless function of the router will not be needed in this configuration. Follow the steps below for disabling the Wi-Fi connection.

1. On your router’s web-based setup page select “Wireless”

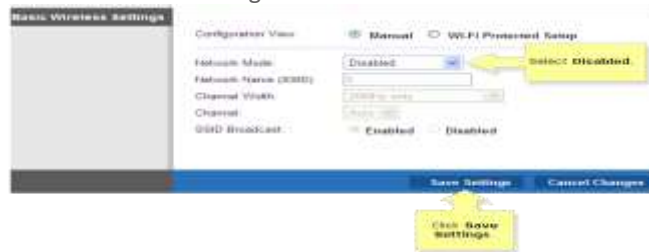




2. On the Basic Wireless Settings sub tab, look for Network Mode



3. Select Disabled and then click Save Settings

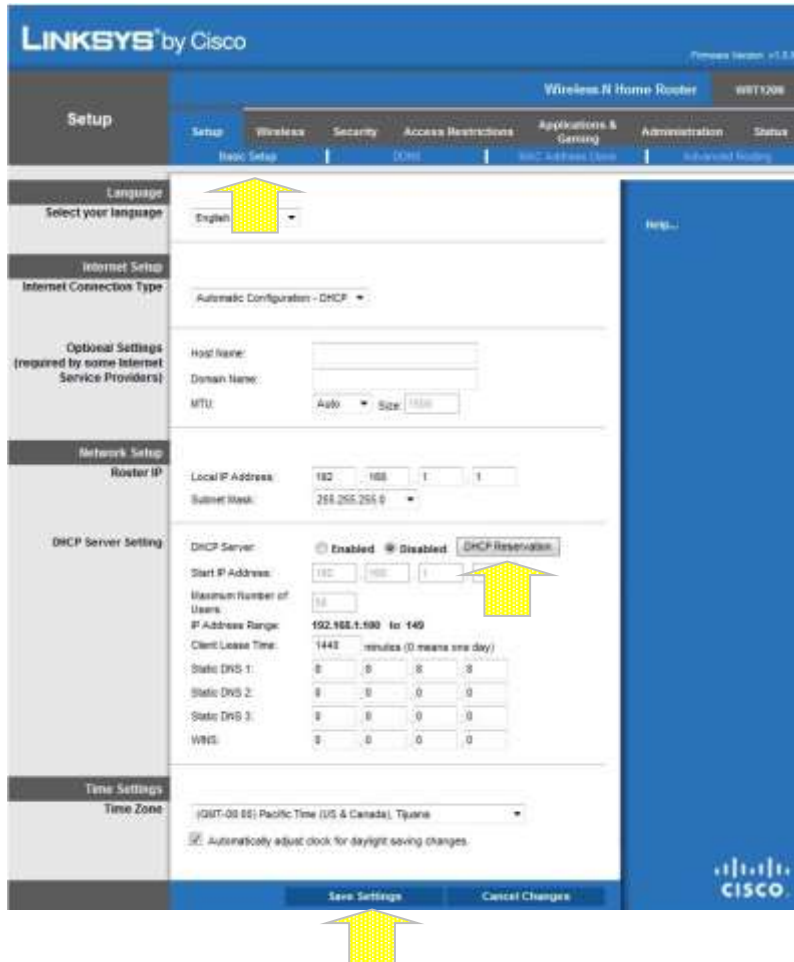




5.2.2 Disabling the DHCP server function

Note: It is imperative that the DHCP function is disabled on the Router. If the DHCP server is enabled and one of the ports on the router is inadvertently plugged into the customer's network the router will start to broadcast IP addresses which will conflict with the customer's network. This will create widespread network issues including phone issues on a VOIP network.

1. From the Setup > Basic Setup tab under "DHCP Server Setting" select Disabled. Select "Save Settings" after doing so





5.3 Assigning a Static IP to the Computer

The computer will have to be configured with a Static IP address. On the local computer, a static IP address must be configured prior to establishing communication with the IN/IS/IM mailing machine.

5.3.1 Window 7 Professional

1. Select Start> Control Panel > Network and Sharing Center. Click on the Local Area Connection, and select “Properties”



2. Highlight Internet Protocol Version 4 (TCP/IPv4) and select “Properties”



3. Use the following IP address range and Preferred DNS server address. Manually type in a desired IP address for the computer. The Subnet Mask should automatically populate based on the class of the IP address. The default gateway will be the IP address assigned to the router which is 192.168.1.1. Use the IP configuration values listed below for programming the computer:

IP Address	192.168.1.2 (example) valid range: 192.168.1.2 to 192.168.1.255
Subnet Mask	255.255.255.0
Default Gateway	192.168.1.1
Preferred DNS server	8.8.8.8 (Google’s DNS servers)



5.4 Configuring the Mail Machine

1. Connect one end of an Ethernet cable into port 2 on the router. Connect the other end to the LAN port on the Mailing Machine





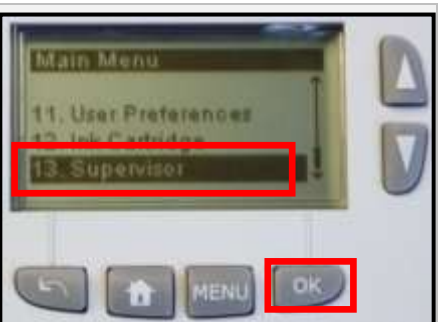
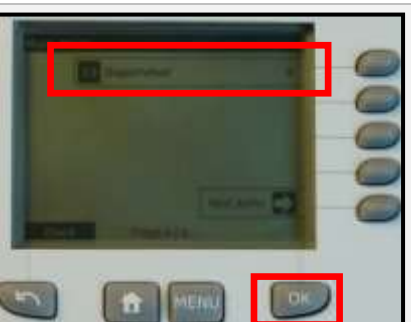
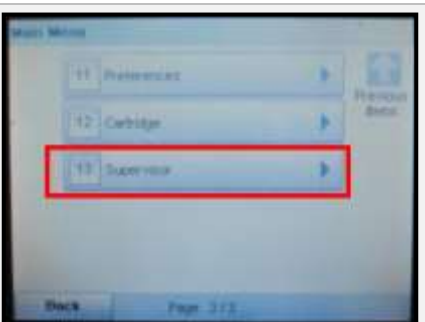
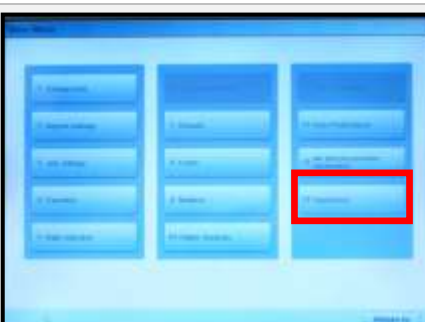


2. The IN/IS/IM mailing machine will need to be configured with a static IP address. Use the chart below for programming the mailing machine:

IP Address	192.168.1.3 (example) valid range: 192.168.1.2 to 192.168.1.255
Subnet Mask	255.255.255.0
Default Gateway	192.168.1.1
Preferred DNS server	8.8.8.8 (Google's DNS servers)

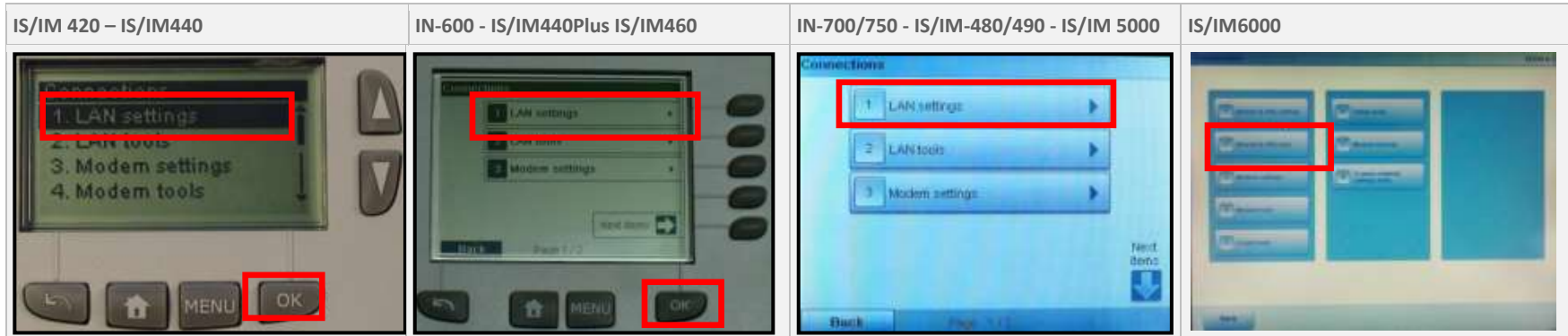


5.4.1 Assigning a Static IP on the IN/IS/IM systems

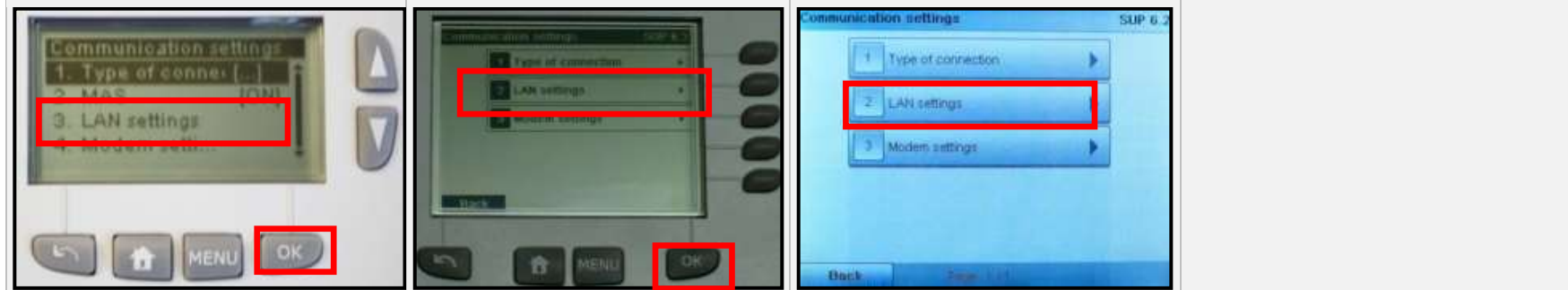
IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 - IS/IM 5000	IS/IM6000
On the IS/IM Base, select “Menu”			
			
Select “Supervisor”			
			
Enter the PIN number 09430 and select “OK”			



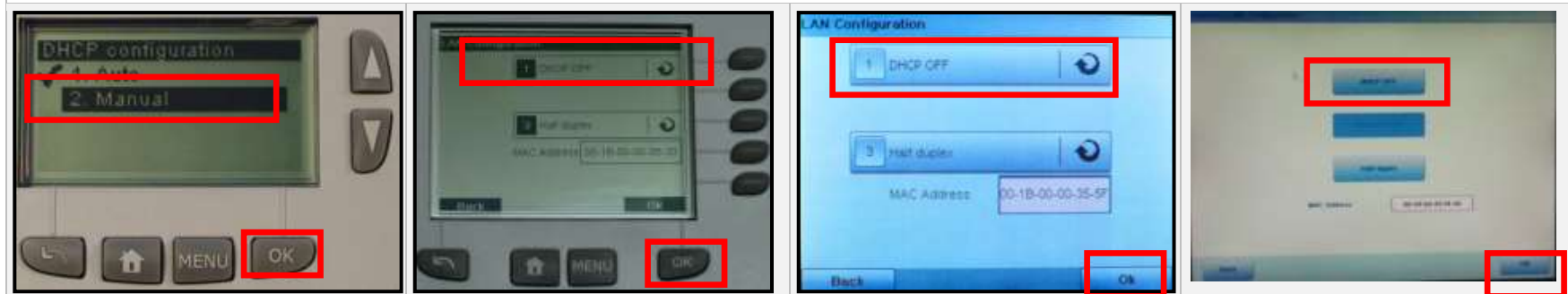
IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 - IS/IM 5000	IS/IM6000
			
Select 4 – “Service Tools”.			
			
Select 1 – “Connections”.			
			
Select 1 – “LAN Settings”.			



Select 3 - "LAN Settings". For IS/IM6000 proceed to step 8.


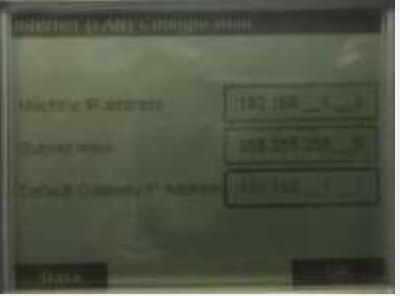
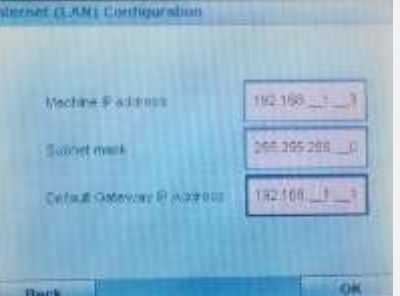

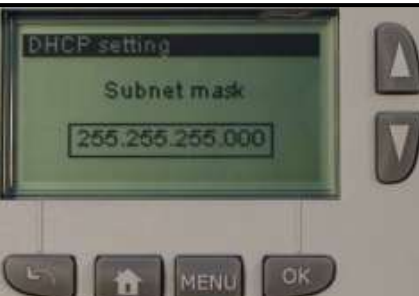



Turn DHCP OFF by selecting "2 Manual" (IS/IM420/440). All other systems Select 1 to turn DHCP off.

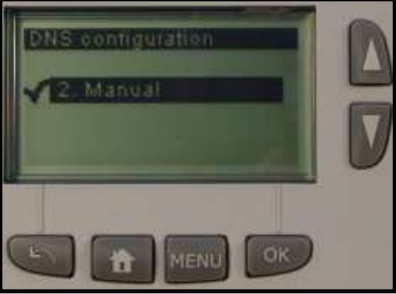







Enter the IP Address information of:

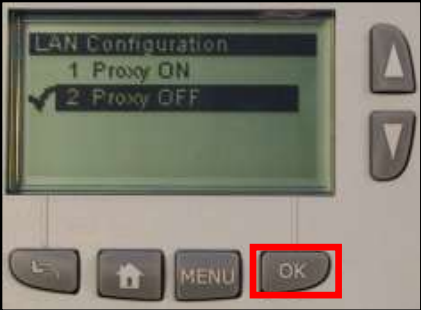
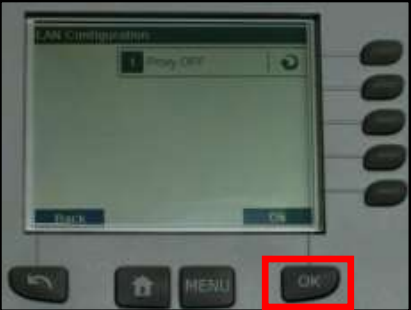
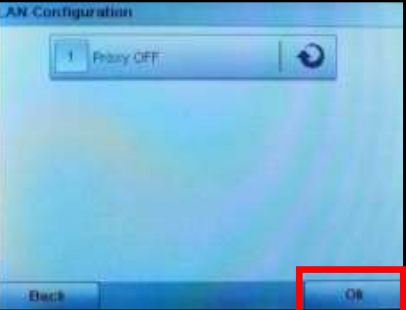



IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 - IS/IM 5000	IS/IM6000
			
			
			
<p>Enter DNS Information of:</p>			



IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 - IS/IM 5000	IS/IM6000
			
			
			
<p>Verify Proxy is set to "Off". Select "OK"</p>			



IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 - IS/IM 5000	IS/IM6000
			



5.5 Attaching the router to the Customer's Network

The router will need to be attached to the customer's network to provide internet access. The router will be on its own private network and have its own subnet.

1. Connect the port labeled "Ethernet" to the customer network with a standard Ethernet cable



Check to see if the router has an IP address assigned to it by the customer's network:

1. Open web browser and type the following URL: <http://192.168.1.1>
2. Enter the user name and password (admin for both)
3. Click the check Status tab and it will display the network configuration
4. In the event that this information is not displayed, verify all cables are connected
5. If everything is connected and there is still no network information displayed, use the Release IP Address function, followed by Renew IP Address. Give this a few minutes and the network information should be displayed



| Note: If you are encountering problems please visit <http://homesupport.cisco.com/en-us/support>



6 Remote Account Management Setup



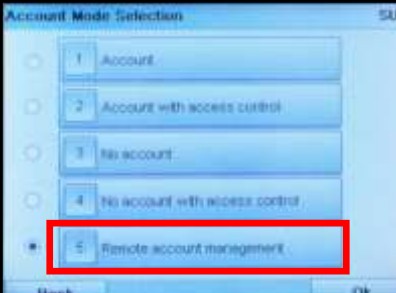

Remote Account Management is a feature offered in the IN/IS/IM Series, which allows a remote device to handle all accounting abilities and provide access directly through the Mailing Machine Interface.

IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 - IS/IM 5000	IS/IM6000
On the IN/IS/IM Base, select “Menu”.			
			
Select “Supervisor”.			
			
Enter the PIN number 09430 and select “OK”.			

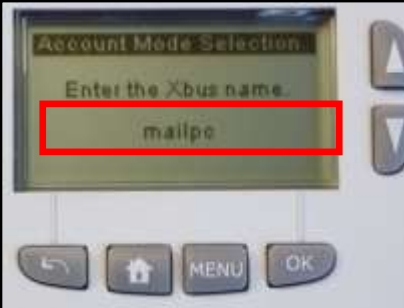
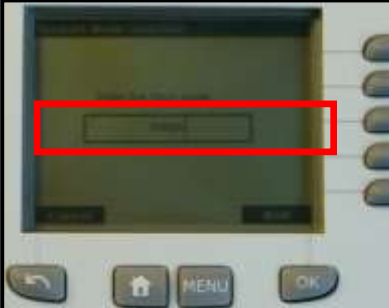
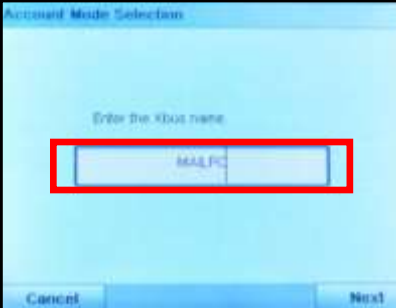
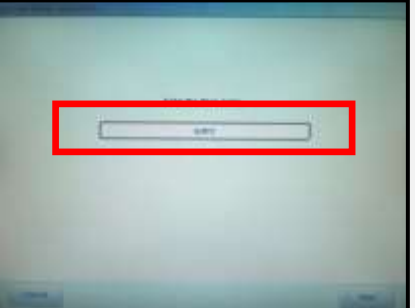


IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 - IS/IM 5000	IS/IM6000
			
Select "Account Management".			
			
Select "Account Mode Selection".			
			
Select "Remote Account Management", and then select "OK".			

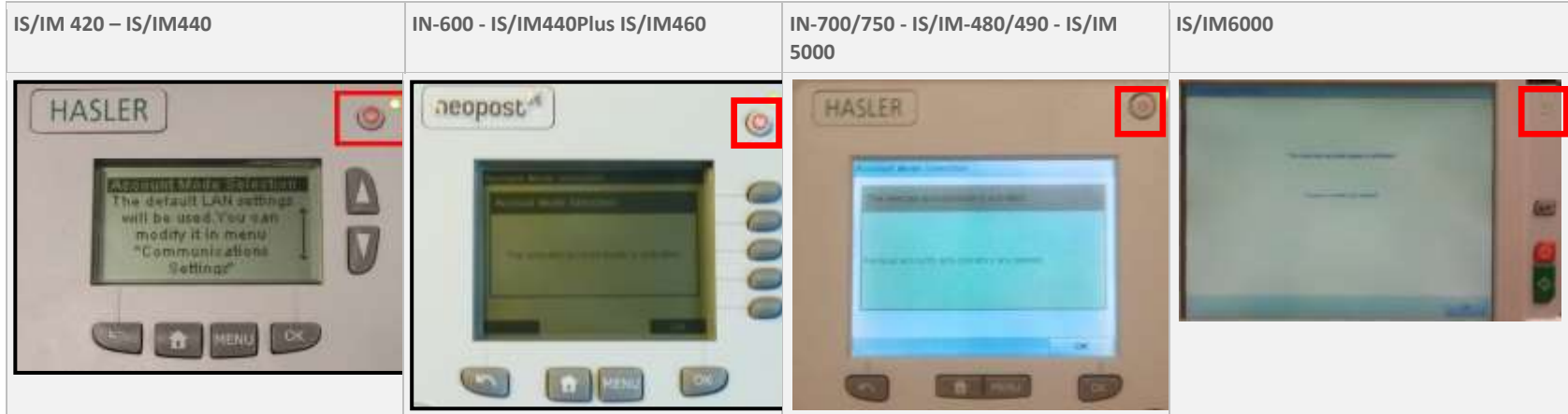


IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 - IS/IM 5000	IS/IM6000
			

For *Enter the Xbus configuration*, type in the computer name from the keypad.
Example: If the computer name is MAILPC, then you would enter MAILPC as the Xbus configuration name.

			
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When the *Account Mode Selection* message appears on the mailing machine, press the Sleep button, located on the upper-right corner of the Mailing Machine Interface.


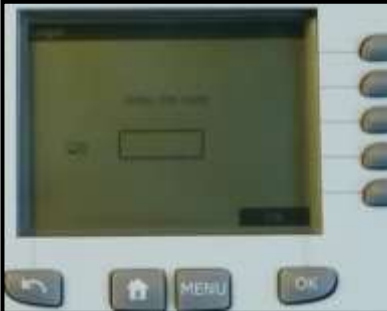
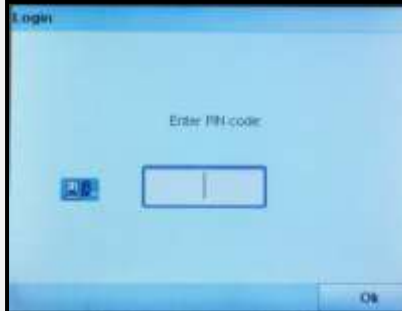



Press the Sleep button again to wake the IN/IS/IM Base. Once the Base is completely awake, check the following:
iMeter Server: If a valid connection has been successfully established, the Meter/Base information of the IN/IS/IM Series should be displayed



If a valid connection has been successfully established, the display should display "Enter PIN code".



IS/IM 420 – IS/IM440	IN-600 - IS/IM440Plus IS/IM460	IN-700/750 - IS/IM-480/490 - IS/IM 5000	IS/IM6000
			



7 Configuring EMS

Once the iMeter Server has been properly configured, use the EMS to link the communication for iMeter Server.

Prior to performing this configuration, verify the following three action items:

1. The IN/IS/IM Series Base is currently awake and displaying “Enter PIN code”
2. The meter on the IN/IS/IM Series Base has been funded and a tape or envelope has been run with at least \$.01 worth of postage. Communication to the IN/IS/IM Series Base will fail during this portion of the meter is not prepared properly
3. Increase the Low Funds setting on the IN/IS/IM Series Base to \$99.99 or a set amount designated by the user. This will prevent any warning messages from appearing as transactions are being processed

Once these tasks have been completed, proceed with establishing communication between EMS and the IN/IS/IM Series Base.

1. Log into EMS

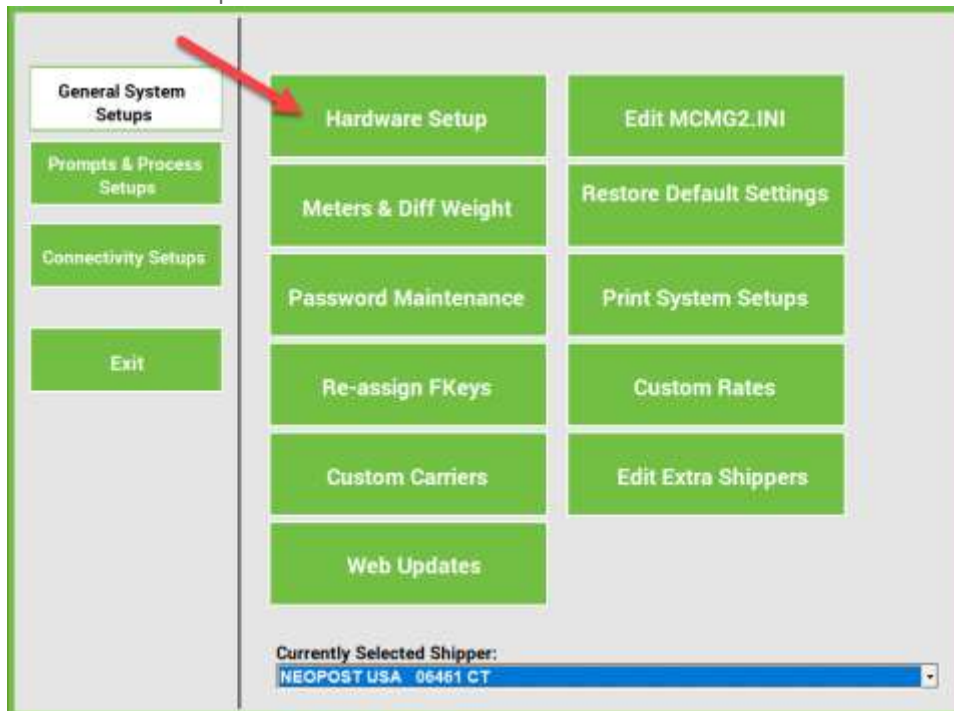




2. Click on "System Setup"



3. Click on "Hardware Setup"





4. Select IS Meter Setup

Hardware Setup

Label Setups

Custom Sounds

Carrier Activations

Restore Menu Selections

Save & Exit

Remote Scale: None | MOS Spectrum

Thermal Label Printer: USB | ZDesigner ZD420-203dpi ZPL

Address Only Label Printer: None

IJ 105 Meter: None

IJ Meter: None

IS Meter Setup | IS Meter NOT Configured

Report Printer: None | Display Printer List when printing BMS Reports

Lexmark Printer: None

Print Multi-Piece Invoice by Shipment
 Auto MPI by Account
 Ctrl Key Lock
 Single Key Special Service
 Use Touch Screen Keyboard
 Print Request To Send Form

5. The meter configured to communicate to the iMeter server should be listed. Select "Use IM Meter", then select "Save"

Use IM Meter

Server Connection Settings

Meter Server Address: DESKTOP-HJROU18 [Test]

Meters Connected to the Server

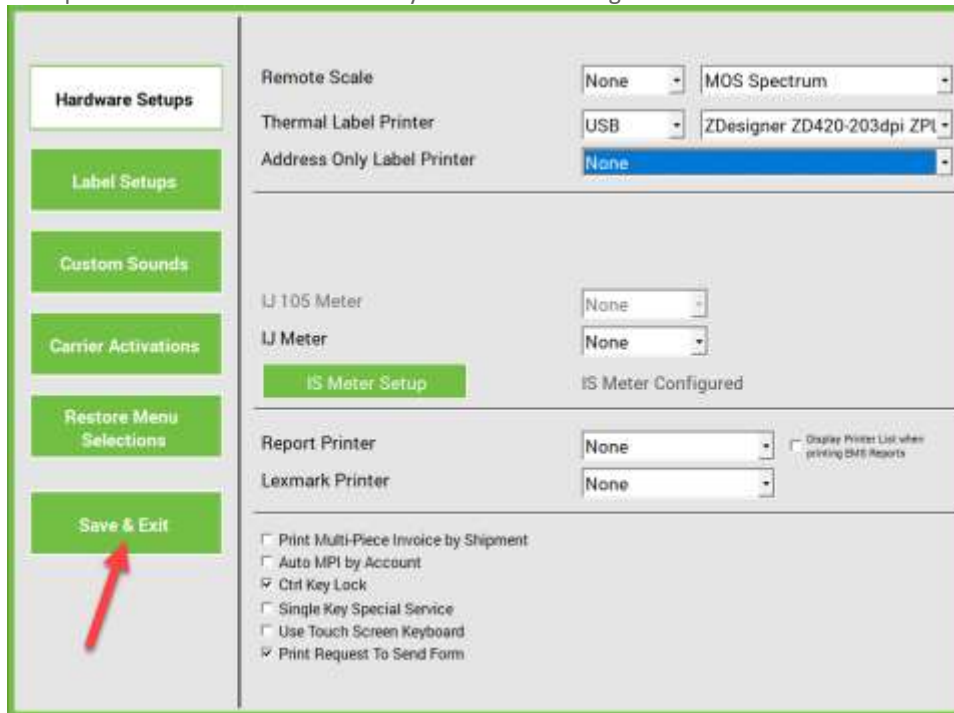
Serial Number	Meter ID	CustomName
041M11202706	1	

[Save] [Cancel]

IM Meter Interface Version: 1.1.7437.35557



6. Once complete select "Save & Exit". The system is now configured



Once connected the IN/IS/IM series screen will now display that it "Controlled by PC Application"



8 Setting an iMeter Server Delay

On some systems when the PC starts the meter server is started prior to the PC's networking services which causes the IN/IS/IM system to fail to connect without restarting the server. It is recommended that with every installation a meter server delay of at least 30 seconds is set.

8.1 Delayed Start Up

Note: The meter server can have a delayed startup between 1 and 99 seconds. This value is an approximation as a computer's CPU and BUS speed can have an effect on the actual delay. To adjust the delays go to the properties of the meter server and change the target path.

To modify the startup time, perform the following.

1. Access the properties of the startup icon
 - a. For Windows 7 Go to Start Menu > All Programs > Startup > right click on "IS Series Meter Server" and select properties



2. Setting the startup delay

Once the IS Series Meter Series Server properties are displayed the delay is entered within the Shortcut Tab on the Target Line. At the end of the target line enter a <space> –dxx where xx represents the amount of the delay in seconds. The example below would create a 60 second delay at startup.



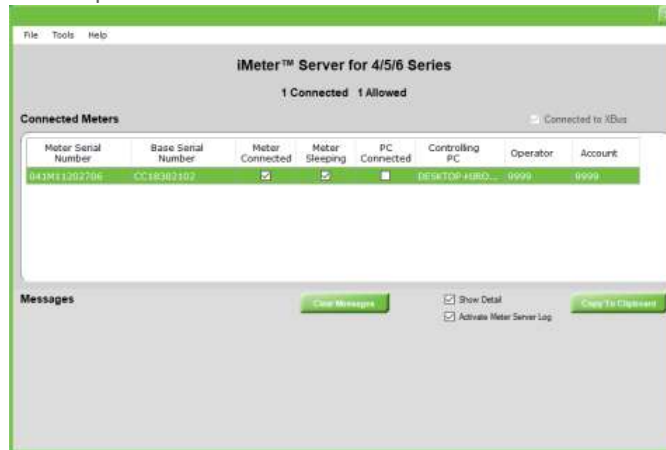


8.2 PC Proper startup sequence

Once the meter server starts it will stay displayed on the system desktop until the operator minimizes it. This is done so that the user can now see that the meter server is fully started and has successfully connected to the XBUS prior to turning on the mailing system.

The proper startup procedure is:

1. With the Mailing System powered down or in a sleep mode turn on the PC and wait until the meter server is displayed on the desktop and indicates that it has connected to the XBUS



2. After the meter server has connected to the XBUS power on the Mailing System. A checkbox will appear below "Meter Connected" once the meter has successfully connected



3. After the Mailing System has registered to the Meter Server you can then launch EMS



9 Appendix A – Program Information

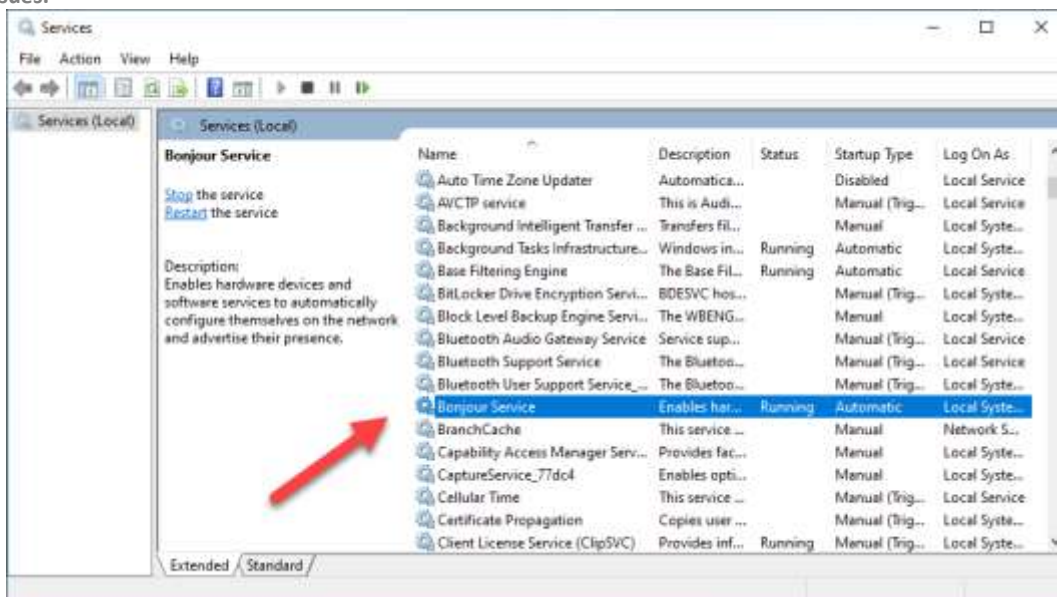
The following table demonstrates the two (2) programs that make up the iMeter Server, in addition to their location and purpose.

Program	Complete Location	Service Name	Purpose
iMeter Server	C:\IS Series Meter Server Runtime\I400MeterServer.exe	** n/a	Captures and handles the communication exchange between the IN/IS/IM Series system and EMS.
Bonjour	C:\Program Files\Bonjour\mDNSResponder.exe	Bonjour Service	Enables the IN/IS/IM Series system, along with other software services, to automatically configure it on a network

9.1 Bonjour Service

When the iMeter Server software is installed, the “Bonjour Service” will be shown in the Windows Services catalog.

Note: It is recommended that the computer be left undisturbed for 5 minutes after startup. Since the Windows Services can take some time starting, waiting for a short period before starting EMS may prevent any communication issues.





9.2 Firewall / Antivirus Permissions Needed

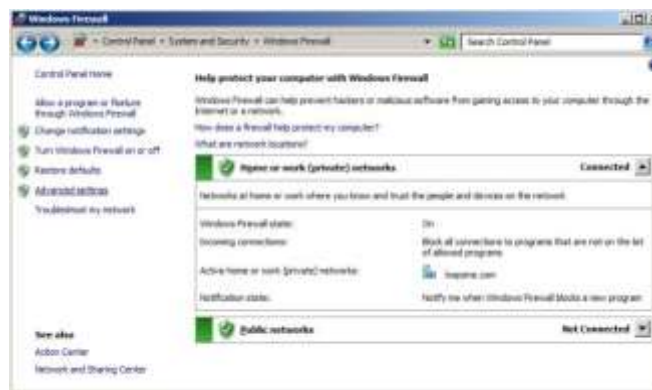
Most computers will have Firewall and Antivirus software of some description installed. The Firewall may be part of the Operating System or it might be a software-based desktop Firewall. The Firewall could also be hardware based, providing security for a private network (LAN) by separating it from the Internet or other networks.

One role of a Firewall, in simple terms, is to block traffic to particular ports. In some circumstances, this could prevent EMS from functioning as intended. The port access permissions for EMS vary according to the configuration used. However, four main instances should be taken into great consideration:

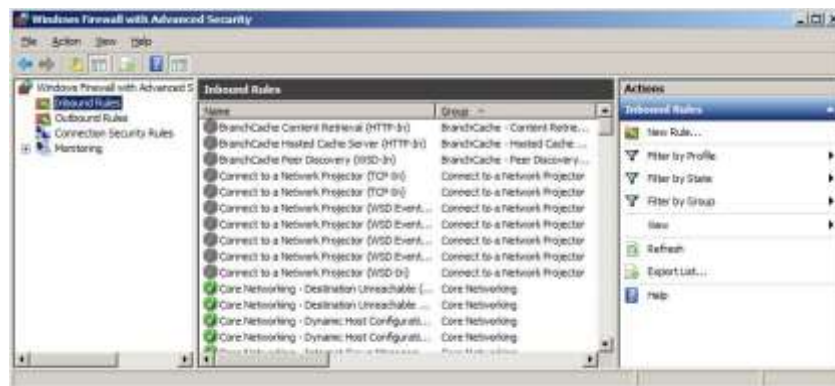
9.2.1 Firewall Exception for Programs in Windows 7

Below are instructions for making an exception for the Windows 7 firewall.

1. Select Start > Control Panel > System and Security. Click on “Windows Firewall”
2. Click “Advanced settings”



3. Right-click “Inbound Rules” and then select “New Rule”





4. Select the radio button for the appropriate exception (for example: Program). Select “Next”



5. Select the radio button for “This program path:” then click “Browse”



6. The programs “mDNSResponder” and “MTIXBus Server” need to be added to the Firewall rules. Start by browsing to C:\Program Files\Bonjour. Select “mDNSResponder” and click “Open”. Click “Next” and on the following screen make sure the radio button for “Allow the connection” is selected, then click “Next”





7. Check the appropriate network configuration that applies to this exception (for example: Domain, Private, etc.) Select “Next”



8. On the next screen type in a name to identify the exception (for example: mDNSResponder). Click Finish
9. Go back to step 6 and repeat the steps to add the MTIXBus Server. The default location for that program is C:\IS Series Meter Server Runtime\MTI.XBus.Server.exe

9.3 Port Firewall Exceptions in Windows 7

Below are the instructions for adding port exceptions in Windows 7 firewall. Please follow steps 1 – 3 above for Firewall Exception for Programs in Windows 7 before continuing with the following steps.

For the specific ports needed please refer to the grid above.

1. Select the radio button for “Port” and click “Next”





2. Select the appropriate radio button for the protocol rules (TCP or UDP). Select “Specific local ports” to manually key in a port number (for example: 7000). Click “Next” to continue



3. Select the radio button for “Allow the connection”, and then select “Next”



4. Check the appropriate network configuration that applies to this exception (for example: Domain, Private, etc.) Select “Next”



5. Type in a name to identify the exception (for example: XBUS). Click “Finish”



10 Appendix B – Test Communications

10.1 Validating the communication with the Xbus Server and the iMeter Server

If the Meter server is no longer communicating with the XBUS the following can be performed to try and correct the issues. This issue can occur if the computer name changed.

1. Locate the iMeter Server icon on the Windows System Tray
2. Double-click on the iMeter Server icon to open the "iMeter Server for 4/5/6 Series"



3. Select "Tools", then select "Options" from the drop-down menu
4. Type sysadmin for the System Administrator password, and then select "OK"





- For the "Xbus Server Address", verify the computer name is listed. If the computer name is not listed, manually type the computer name into the open field

The screenshot shows a 'Configuration Properties' dialog box with the following sections:

- XBus Server Connection:** XBus Server Address: Test
- Collector Mode Recording Setup:** Collector Operating Model: Configure Collector Model
- Collector Mode Options:** Meter operator Login (pin code) required
- Advanced Options:** Setup Defaults: Default Operator ID: Default Account:

Buttons: OK, Cancel

- Select "Test" to validate the computer name as the Xbus address. Select "OK" once validated
If the validation process fails, verify that the computer name and the Xbus Server address are the same name. If not, adjust the settings as necessary. The computer and Xbus Server Address must always be the same name.
- For "Collector Operating Model", select the drop-down menu. Select "G2CollectorModel" from the drop-down. Once selected, the option should be grayed out once it is selected
- Select "OK" and then select "OK" again



9. The iMeter Server will now close. Select "OK"



10. To re-start the iMeter Server, select Start > Programs > Startup > IS Series Meter Server Setup
11. The icon should be present in the Windows System Tray



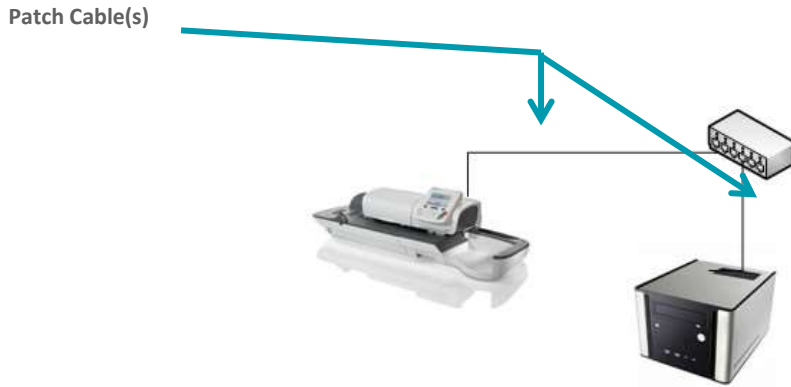
11 Appendix C – Alternative Network Communication Types

There are three other scenarios that can be used when configuring the IN/IS/IM Series to communicate to the computer via the network. These methods have been proven to be not as reliable as using a router. The recondition is to always use a router if possible.

- Utilizing the customers network - DHCP enabled network
- Utilizing customer network - No DHCP
- Creating a separate network isolated from the customers network

Utilizing customer network – “No DHCP” and “Creating a separate network isolated from the customers network” require you to manually specify the network settings on the IN/IS/IM series. The steps for this are the same in both scenarios.

Ethernet switch with patch cables: This type of configuration is most commonly used. If the customers PC and the IN/IS/IM series both reside on the customer’s network then you can simply use it to communicate. If the IN/IS/IM series is not allowed to reside on the customers network that you can add a second Ethernet connection to the PC and set up a separate network to communicate to the mailing system.



If a separate network is being created then a second Ethernet connection will be needed to be installed on the PC. A USB to Ethernet adapter works best with this scenario.

Communication Device	Purpose
On-Board NIC	The network interface card (NIC), which is integrated or installed locally on the computer, would be utilized to communicate with the IN/IS/IM Series Mailing Machine.
USB-to-Ethernet Converter	A component designed to utilize an open USB port, but act as a network interface card (NIC) in the event that a NIC is unavailable.



11.1 Utilizing the customers network - DHCP enabled network

11.1.1 Setting up the PC

There is no action required if the PC is already plugged into the customer network. If the computer is not plugged into their network check with the customer IT department. Never use the customer's network without their approval.

11.1.2 Configuring a IS/IM 420 – IS/IM440 with DHCP

Note: If the IN/IS/IM Series is already configured on the customer's network to download funds and communicate with the Online Service Server then the only action is to verify that MAS is enabled.

1. Press the "Menu" button



2. Scroll down and select "13 Supervisor". Select "OK"





3. Enter the service pin code of 17930. Select “OK” to continue



4. Select 4 – “Service Tools”. Select “OK” to continue



5. Select 1 – “Connections”. Select “OK” to continue



6. Select 1 – “LAN Settings”. Select “OK” to continue

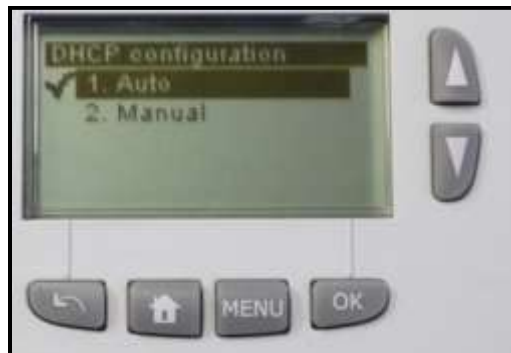




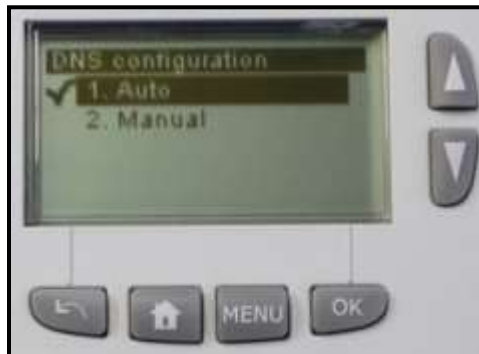
7. Select 3 – "LAN Settings". Select "OK" to continue



8. Verify DHCP configuration is set to "Auto". Select "OK" to continue



9. Verify DNS configuration is set to "Auto". Select "OK" to continue



10. Select the Speed & Duplex setting





11. The MAC Address will now be displayed. Select "OK" to continue



12. If there is no Proxy Server verify the Proxy is OFF. Select "OK". The system is now configured



13. If a Proxy Server is used to access the internet then select Proxy ON. Select "OK"





14. The system will now prompt you for the Proxy Server settings



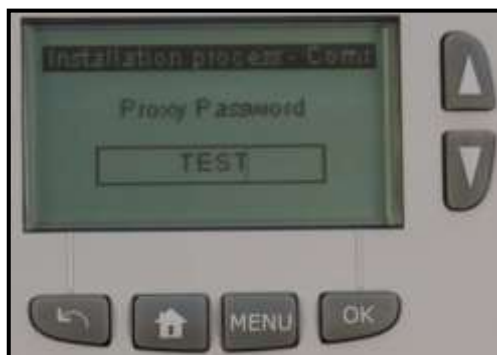
Proxy URL: This is the name of the Proxy Server. This will need to be provided by the customers IT department.



Proxy Port: This is the port number allocated on the network that communicated to the Proxy Server. This will need to be provided by the customers IT department.



Proxy Login: This is a user account created on the Proxy Server that allows internet access. This will need to be provided by the customers IT department.



Proxy Password: This is the password that would be associated to the Proxy Login. This will need to be provided by the customers IT department.

15. The system is now configured



11.1.3 Configuring a IN-600 - IS/IM440Plus/IS/IM460 with DHCP

Note: If the IN/IS/IM series is already configured on the customer's network to download funds and communicate with the Online Service Server then you the only action is to verify that MAS is enabled.

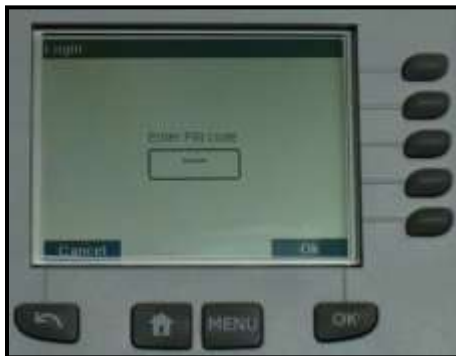
1. Press the "Menu" button



2. Scroll down by selecting "Next items" and then select "13 Supervisor"



3. Enter the service pin code of 17930. Select "OK" to continue





4. Select 4 – “Service Tools”



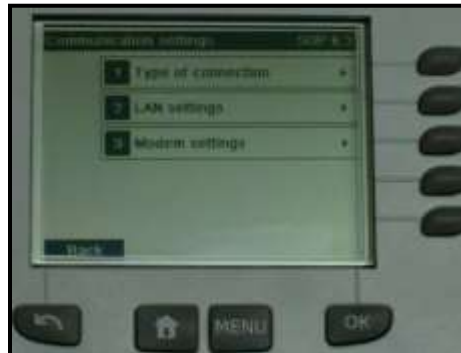
5. Select 1 – “Connections”



6. Select 1 – “LAN settings”



7. Select 2 – “LAN settings”

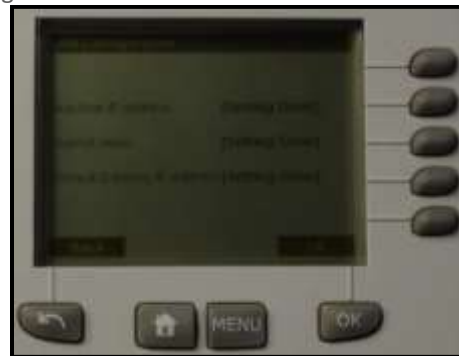




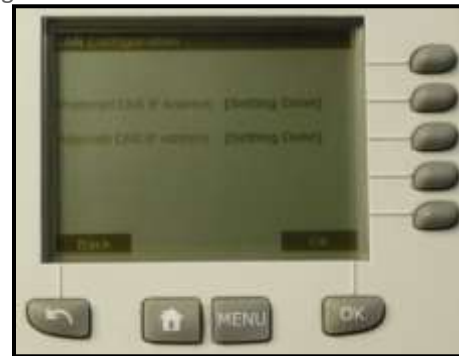
8. Verify "DHCP ON" and "DNS AUTO ON" is enabled. Select "OK" to continue



9. Select "OK" on the following screen



10. Select "OK" on the following screen



11. Verify the Proxy is OFF. Select "OK". The system is now configured





12. If a Proxy Server is used to access the internet then select Proxy ON. Select “OK”

13. The system will now prompt you for the Proxy Server settings



11.1.4 Configuring a IN-700/750 - IS/IM-480/490 - IS/IM 5000 with DHCP

1. Select “Menu”

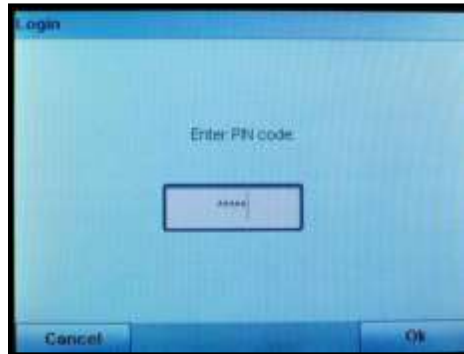


2. Scroll down by selecting “Next items” and then select “13 Supervisor”





3. Enter the service pin code of 17930. Select “OK” to continue



4. Select 4 – “Service Tools”



5. Select 1 – “Connections”

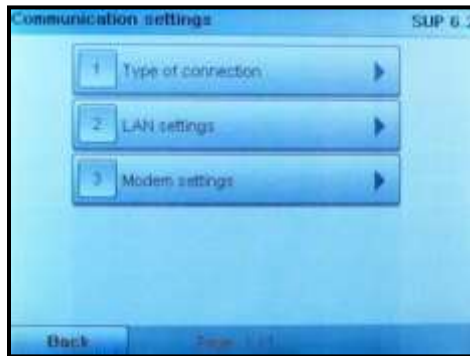


6. Select 1 – “LAN Settings”





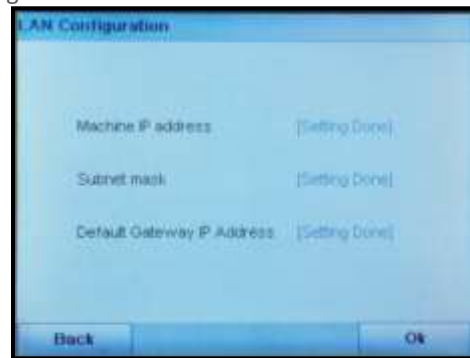
7. Select 2 – “LAN Settings”



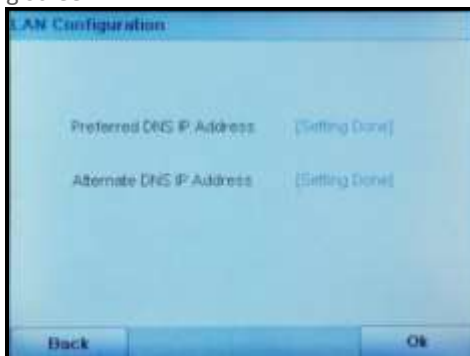
8. Verify “DHCP ON” and “DNS AUTO ON” is enabled. Select “OK” to continue



9. Select “OK” on the following screen



10. Select “OK” on the following screen



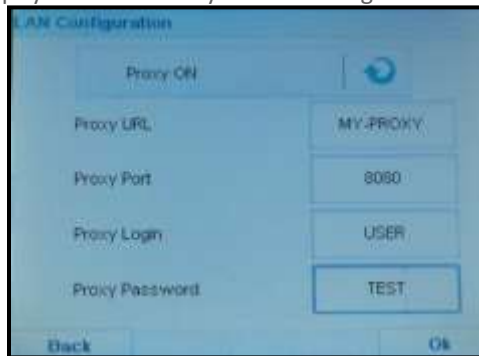


11. Verify the Proxy is OFF. Select "OK". The system is now configured



12. If a Proxy Server is used to access the internet then select Proxy ON. Select "OK"

13. The system will now prompt you for the Proxy Server settings



14. The system is now configured



11.2 Manually configuring Network Settings – No DHCP server

In some unique instances, the LAN settings may have to be programmed into the IN/IS/IM Series Mailing Machine in order to establish a valid connection via LAN. If manual settings need to be used, follow these steps to manually configure LAN settings on an IN/IS/IM.

11.2.1 Setting up the PC – attached to a customer’s network

There is no action required if the PC is already plugged into the customer network. If the computer is not plugged into their network check with the customer IT department. Never use the customer’s network without their approval.

11.2.2 Setting up the PC – Not attached to a customer’s network

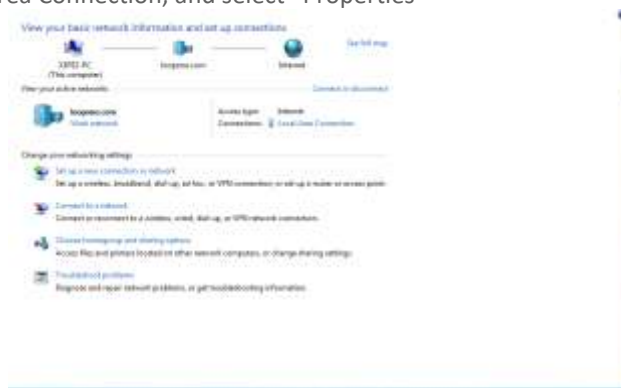
If the PC is on a separate network then you will need to specify a static IP address on it.

Windows 7:

1. Select Start > Control Panel > Network and Sharing Center



2. Click on the Local Area Connection, and select “Properties”





3. Highlight *Internet Protocol Version 4(TCP/IPv4)* and select “Properties”



4. Manually type in a desired IP address for the computer. The Subnet Mask should automatically input, based on the Class of the IP address

Note: Remember the assigned Subnet Mask, because the Subnet Mask will be used later to program into the IN/IS/IM Series Mailing Machine.



5. Select “OK” and then “OK” to exit the Local Area Connection Properties



11.2.3 Configuring an IS/IM 420 – IS/IM440 – Static IP

Note: If the IN/IS/IM series is already configured on the customer's network to download funds and communicate with the Online Service Server then the only action is to verify that MAS is enabled.

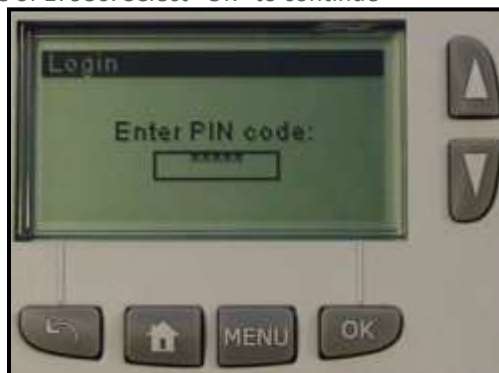
1. Press the "Menu" button



2. Scroll down and select "13 Supervisor"



3. Enter the service pin code of 17930. Select "OK" to continue





4. Select 4 – “Service Tools”



5. Select 1 – “Connections”



6. Select 1 – “LAN Settings”

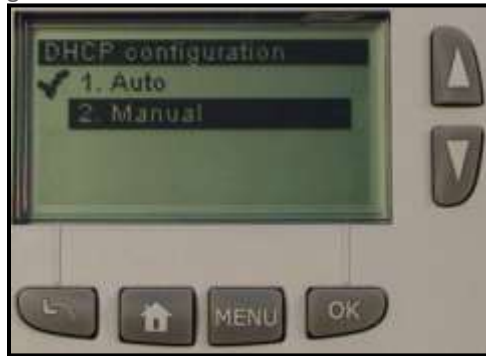


7. Select 3 - “LAN Settings”





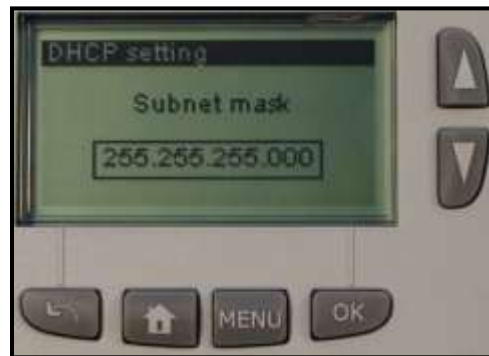
8. Turn DHCP OFF by selecting "1 Manual". Select "OK" to continue



9. Enter the Machine IP Address, which should be provided by the customers IT Department. Select "OK" to continue



10. Enter the Preferred Subnet mask, which should be provided by the customers IT Department. Select "OK" to continue

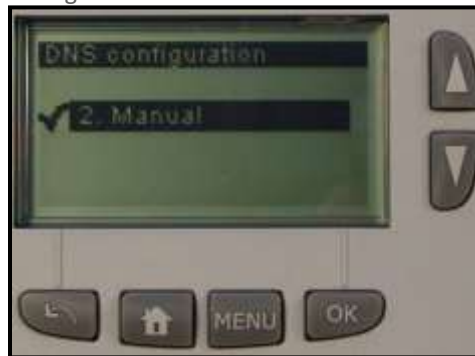




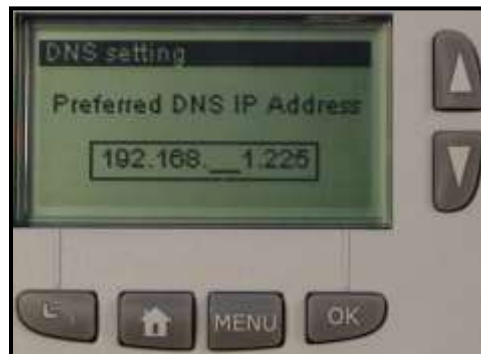
11. Enter the Default Gateway IP Address, which should be provided by the customers IT Department. Select "OK" to continue



12. Press OK to set up the DNS configuration

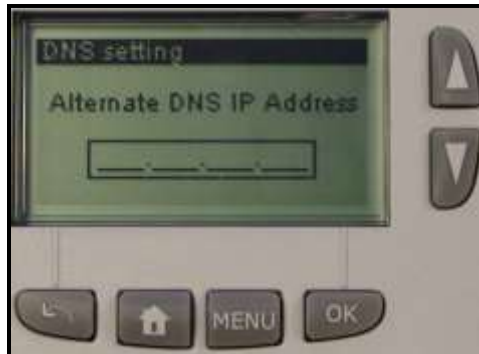


13. Enter the Preferred DNS IP Address, which should be provided by the customers IT Department. Select "OK" to continue

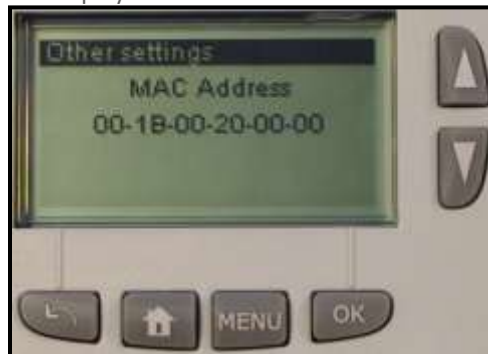




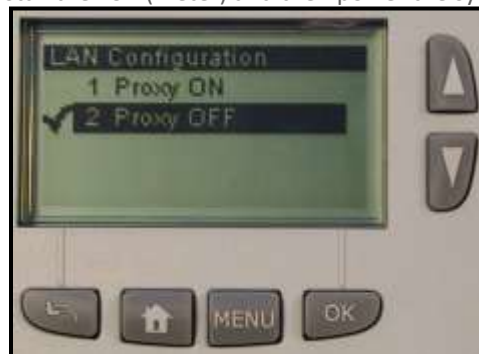
14. The Alternate DNS IP Address is optional and can be left blank. The customer IT department can tell you is an Alternate DNS address is used on their network. Select "OK" when complete



15. The MAC Address will now be displayed. Select "OK" to continue



16. If the network uses a proxy server to authenticate its user then you will need to set up the proxy settings in the mailing machine. These setting will need to be provided by the customers IT department
17. If there is no Proxy Server verify the Proxy is OFF. Select "OK". The system is now configured. Remove the power from the system. Install the PSD (meter) and then power the system back up

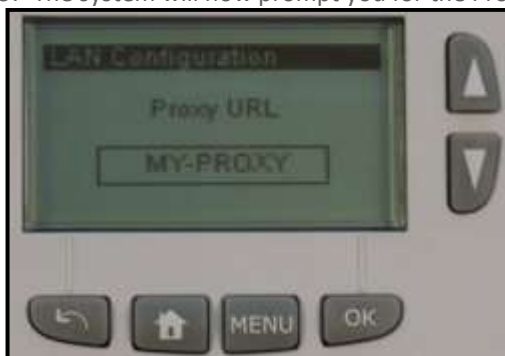




18. If a Proxy Server is used to access the internet then select Proxy ON. Select “OK”



19. The system will now prompt you for the Proxy Server settings



Proxy URL: This is the name of the Proxy Server. This will need to be provided by the customers IT department.



Proxy Port: This is the port number allocated on the network that communicated to the Proxy Server. This will need to be provided by the customers IT department.



Proxy Login: This is a user account created on the Proxy Server that allows internet access. This will need to be provided by the customers IT department.



Proxy Password: This is the password that would be associated to the Proxy Login. This will need to be provided by the customers IT department.

20. The system is now configured. Remove the power from the system. Install the PSD (meter) and then power the system back up

11.2.4 Configuring a IN-600 - IS/IM440Plus/IS/IM460 – Static IP

Note: If the IN/IS/IM series is already configured on the customer's network to download funds and communicate with the Online Service Server then the only action is to verify that MAS is enabled.

1. Press the "Menu" button

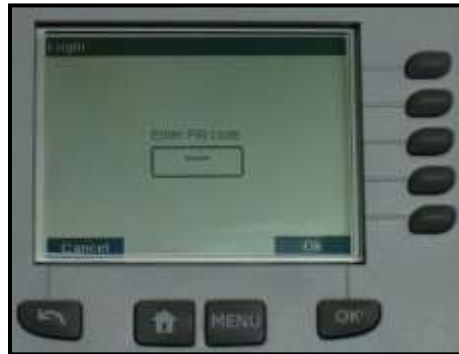


2. Scroll down by selecting "Next items" and then select "13 Supervisor"





3. Enter the service pin code of 17930. Select “OK” to continue



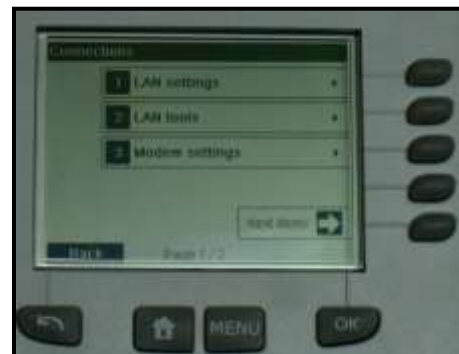
4. Select 4 – “Service Tools”



5. Select 1 – “Connections”

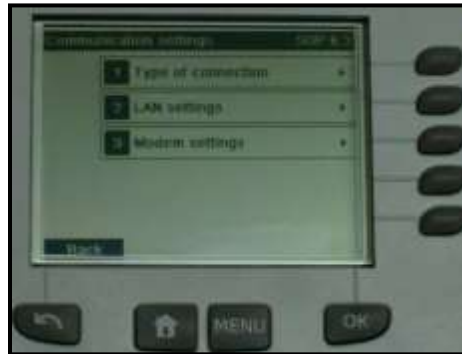


6. Select 1 – “LAN Settings”





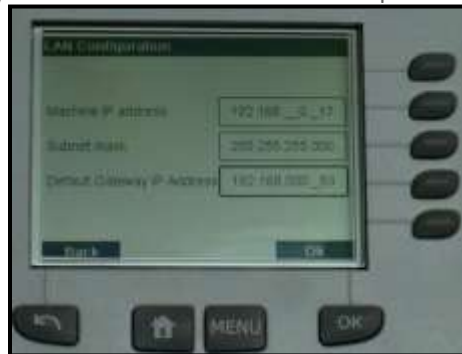
8. Select 2 - "LAN Settings"



9. Turn DHCP OFF by selecting "1". Select "OK" to continue

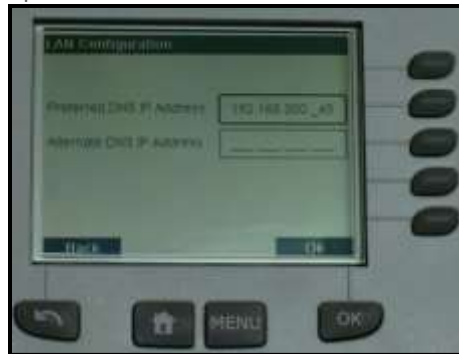


10. Enter the following addresses provided by the customers IT Department: Machine IP address, Subnet mask, and Default Gateway IP address. Select "OK" when complete





12. Enter the Preferred DNS IP Address, which should be provided by the customers IT Department. The Alternate DNS IP Address is optional and can be left blank. Select "OK" when complete



13. If the network uses a proxy server to authenticate its user then you will need to set up the proxy settings in the mailing machine. These setting will need to be provided by the customers IT department
14. Verify the Proxy is OFF. Select "OK". The system is now configured. Remove the power from the system. Install the PSD (meter) and then power the system back up



15. If a Proxy Server is used to access the internet then select Proxy ON. Select "OK".
16. The system will now prompt you for the Proxy Server settings

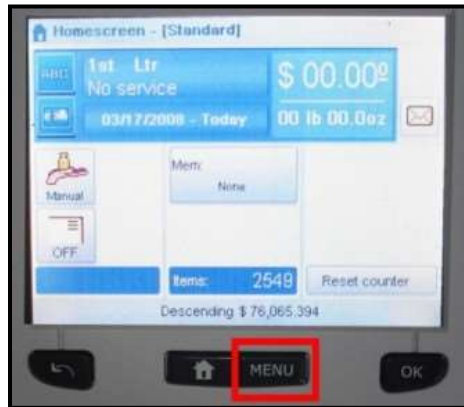


17. The system is now configured



11.2.5 Configuring a IN-700/750 - IS/IM-480/490 - IS/IM 5000– Static IP

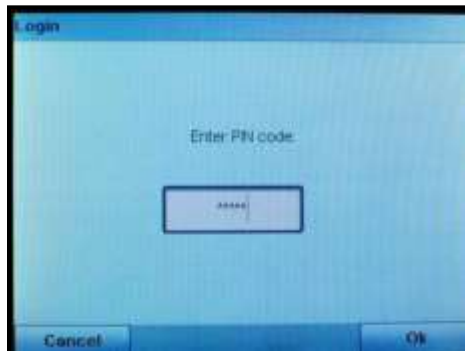
1. Select “Menu”



2. Scroll down by selecting “Next items” and then select “13 Supervisor”



3. Enter the service pin code of 17930. Select “OK” to continue





4. Select 4 – “Service Tools”



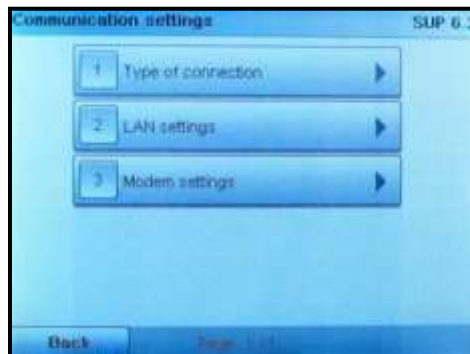
5. Select 1 – “Connections”



6. Select 1 – “LAN Settings”

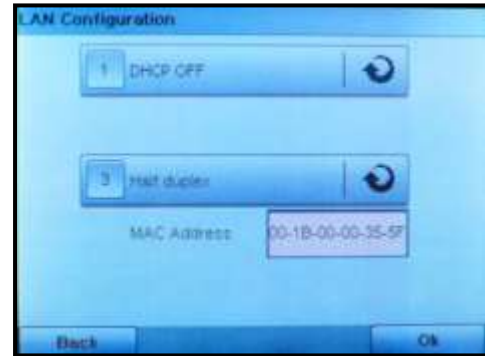


7. Select 2 - “LAN Settings”

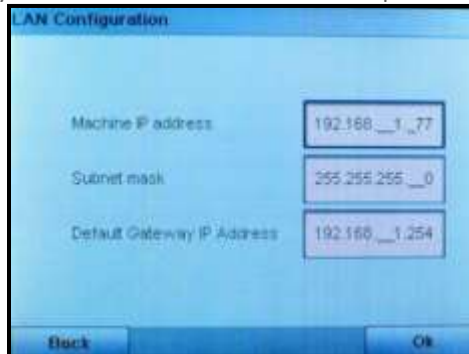




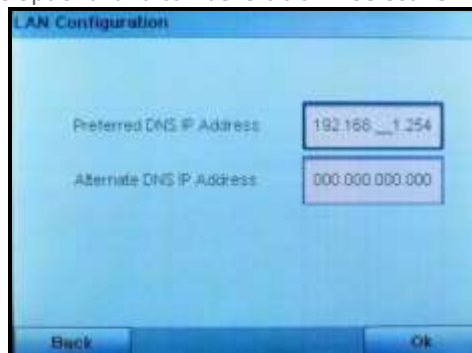
8. Turn DHCP OFF by selecting "1". Select "OK" to continue



9. Enter the following addresses provided by the customers IT Department: Machine IP address, Subnet mask, and Default Gateway IP address. Select "OK" when complete



10. Enter the Preferred DNS IP Address, which should be provided by the customers IT Department. The Alternate DNS IP Address is optional and can be left blank. Select "OK" when complete



11. If the network uses a proxy server to authenticate its user then you will need to set up the proxy settings in the mailing machine. These setting will need to be provided by the customers IT department

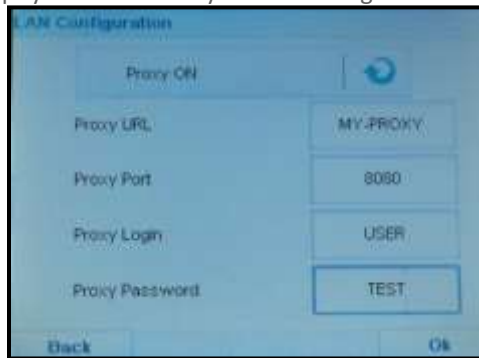


12. Verify the Proxy is OFF. Select "OK". The system is now configured



13. If a Proxy Server is used to access the internet then select Proxy ON. Select "OK"

14. The system will now prompt you for the Proxy Server settings



15. The system is now configured