

## USPS Update Instructions for the DM500 through DM1100 and Infinity Mailing Systems

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Products affected: **DM500 through DM1100 and Infinity**

USPS Update Instructions for the DM500 -- DM1100 and Infinity
<p><b>Before you start:</b></p> <ul style="list-style-type: none"> <li>&gt; Print all necessary accounting reports (if you are using the optional accounting feature).</li> <li>&gt; If AccuTrac™, SendSuite™ Shipping or Ascent™ is connected to the system, power down the accounting system.</li> <li>&gt; Upload Confirmation Service records. All records in memory will be lost if they are not uploaded first.</li> <li>&gt; Connect your meter using one of the following options: <ul style="list-style-type: none"> <li>Analog phone line that is not shared with a fax or other device</li> <li>Local area network (LAN)</li> </ul> </li> <li>&gt; If your meter requires a Lock Code, you will need to enter it to begin the update.</li> </ul> <p>This rate data update should take 5 minutes or less, but more time (up to 30 minutes) could be required if your meter also needs a software update.</p>
<p><b>Update your meter:</b></p>
<p><b>Note:</b> Meter messaging may vary slightly between software versions.</p>
<p>1. Connect your meter to an analog phone line or Local Area Network (LAN).</p>
<p>2. Press the <b>Funds</b> key.</p>
<p>3. Using buttons on the left side of the screen, select <i>Get Postage by Phone Balance</i>.</p>
<p>4. When the Balance Inquiry is complete, select <b>Done</b>.</p>
<p>5. Select <b>Get Update Now</b>.</p>
<p>6. The update is complete when <i>Download Complete</i> displays. Select <b>OK</b> to return to your home screen.</p> <p>If applicable, turn AccuTrac, SendSuite, Shipping or Ascent back on.</p> <p>Check any presets and accounts that were set up previously to ensure they are consistent with the new features of the software and update as necessary.</p>

**7. Confirm that the update was successful:**

Once you process the download on your meter, you're done. Your meter will automatically switch over to the new rates on January 27th.

To confirm that your meter has been updated with the new rates, visit our [Rates and Updates](#) web page, click on your Product Code Number and type in your serial number to view the rate status of your meter.