

## IS Series Server Connection Instructions

IS-280/350/420/440/480/5000/6000

### Automated Calls

To receive all of the benefits that E-Services offers, your Mail 'n Ship Station should be permanently connected to a live analog telephone line or network connection (LAN) so that it can link to the E-Services Server automatically whenever required.

For Reporting Services, your Mail 'n Ship Station will automatically connect to the E-Services Server at the end of each month to upload Accounting and postal category statistics. Your Mail 'n Ship Station automatically initiates the automated call for our Ink Management Service when your Ink Cartridge reaches the low ink threshold.

### Manual Calls

Manual calls allow you to connect to the E-Services Server in order to retrieve incoming information or to enable features and options on demand. To ensure that the pricing stored in your Mail 'n Ship Station is accurate for 2021, please complete a manual call to the E-Services Server to initiate the download of the 2021 Canada Post pricing file.

You can initiate a call to the E-Services Server using the PC Meter Link Application for the IS-280 or from the User Menu for all other IS series Mail 'n Ship Stations.

When the connection type is set to PC-Meter Link, manual calls are only available through the PC Meter Link window.

### To initiate a call using PC Meter Link connection for the IS-280

1. Ensure your Mail 'n Ship Station is set to the home screen
2. Click on Download data
3. Click on Call E-Services Server
4. A message will appear indicating server connection status

### To initiate a manual call as a User for the IS-350/420/440/480/5000/6000

1. Press MENU and select the path: > E-Services > Standard Call

*Your Mail 'n Ship Station connects to the server and downloads any information that is waiting to be downloaded such as price files, slogans, feature upgrades etc.*

2. Check your Mailbox for messages to confirm that your downloads have been completed.

### To read messages as a User:

1. Log in as a User, then: Press MENU and type 8 or select the path: > Mailbox. (The Mailbox Screen appears.)
2. Select the message to read and press [OK].
3. Select Delete Message if you wish to erase the message after you have read it.