



January 2001

To: Manually Reset Electronic Postage Meter Users

This letter is important to you if you bring your electronic meter into your local post office to add new postage. The Postal Service is retiring all manually reset electronic postage meters. The retirement of all manually reset electronic postage meters is the second phase of a plan that began in 1995 in cooperation with the authorized meter manufacturers. The first phase removed all mechanical postage meters. Future phases will retire all "letterpress" (electro-mechanical) postage meters that lack adequate security to protect postal revenue.

On May 1, 2000, a *Federal Register* notice was published announcing our plans and reasons. The purpose of this letter is to notify you of the timetable for the retirement of your manually reset electronic postage meter. After the retirement date, your meter will no longer be authorized for use as a postage-evidencing device. Electronic meters that are reset remotely (via telephone) are not being withdrawn from use at this time. However, we are currently working with the meter manufacturers to effect a migration plan to a total digital technology metering system for the future.

To ensure that all mailers using a manually reset meter have adequate time to convert to a remote reset meter, the Postal Service has established the following timetable for the transition:

If your lease, contract, or rental agreement for a manually reset electronic meter expires after January 1, 2001, you may use the meter until the end of the calendar quarter following the quarter in which the agreement expires. **For example, any meter with an agreement expiring during the first quarter (January, February, or March) of 2001 must be retired before the end of the second quarter of 2001, that is by June 30, 2001.**

This timetable gives you at least three months after your lease, contract, or rental agreement expires to replace the manually reset meter with a remote set meter. You must return an affected meter to the manufacturer within 30 business days after it is retired.

Given the rapid pace of new technological developments for secure postage meter technology, you should limit a lease, contract, or rental agreement for postage meter equipment to no more than five (5) years' duration, unless you are investing in new digital printing technology.

You are reminded that all postage meters are the property of the meter manufacturer. If you have a question as to when your lease, contract, or rental agreement expires, please contact your meter manufacturer. If you need specific information regarding this letter, please contact the USPS Postage Technology Management Communications Center at 703-292-3691.

Sincerely,

A handwritten signature in black ink that reads "Wayne A. Wilkerson".

Wayne A. Wilkerson, Manager
Postage Technology Management