

# Pitney Bowes Customer Technical Support

Count on our team of certified technicians to prevent problems and quickly resolve any issues. Flexible service options integrate maintenance, technical support and systems monitoring to support your business needs.

## Standard SLA

**Service Contracts** provide access to factory-trained technicians with skills, experience, insight and ability to advise or perform any necessary maintenance for your product.

Pitney Bowes is at the ready to provide the technical and operational expertise needed to help you get peak performance and optimal value from your Pitney Bowes solution.

We offer two service offerings for nearly every serialized piece of hardware purchased from Pitney Bowes. A **Standard Service Level (SLA)** agreement is available in nearly every geographic location in North America, and we offer a **Performance Service Level Agreement** for select products and select geographic locations. Please contact your local Pitney Bowes Sales Representative for details on available Performance SLAs.

Clients with or without a service contract can resolve many common issues or technical questions by visiting our product support web page <https://www.pitneybowes.com/us/support.html>.

## Remote Product Support

We have several methods to reach us for support. Please have your product model and serial number ready to help direct your inquiry to the correct team. The remote support agent can determine if your solution is covered by a service contract, and provide a quote for support options if you do not currently have coverage. There is no limit on the number of contacts a client can make for support. All channels of support are available in English and French languages.

### By Phone Dial 844 256 6444



Our automated voice message system is live 24-hours a day. You can hear account balance information and recent account activity. You can also listen to easy instructions for finding answers to your questions on our Support site. \*Representatives are available Monday through Friday between 8am and 8pm ET.

Our goal is to answer the phone within 60 seconds.

### By Chat



You can locate a link to open a live chat session directly from the web support page for every product. Please have your model and serial number available so the agent can locate your account information.

\*Live chat is available Monday through Friday between 8am and 8pm ET.

Our goal is to respond to a live chat request within 30 seconds.

### Create a Case



The feature [Create a Case](#) allows you to make your own support requests. Submit questions about your account, billing, make a service request for technical support, or view your cases anytime.

**Note:** You must first [create a profile](#) to access case management online. Once you submit your case, you will receive a confirmation number, and a Pitney Bowes representative will contact you.

*\*Normal Business Hours are Monday through Friday between 8am and 8pm ET, excluding locally recognized holidays.*

## Onsite Field Support

Our remote support agents will make every effort to resolve technical issues via your preferred contact method. When efforts exceed 60 minutes to resolve remotely, our support effort will result in the need to dispatch a service technician to a client location. Our goal is to meet the onsite response time for the level of offering and the coinciding zone based on the service contract.

Our SLA offering availability for field support from our certified technicians is zoned based. Details are outlined below:

|                           | Standard SLA     |                   |                   | Performance SLA 8 Hour / 4 hour |
|---------------------------|------------------|-------------------|-------------------|---------------------------------|
| Zone                      | 1                | 2                 | 3                 | *Zone 1 & 2 only                |
| Onsite Response Time Goal | 8 business hours | 12 business hours | 24 business hours | 8 or 4 hours guaranteed         |

\*In specific geos only, postal code based eligibility. Please contact your local Pitney Bowes Sales representative to determine your zone and available Performance SLA options.

For a client in Zone 1, with a **Standard SLA** contract, we will have a service technician onsite within 8 business hours from the point of dispatch. This is considered an escalation to the field service team for onsite support.

For a client in Zone 2, with a **Standard SLA** contract, we will have a service technician onsite within 12 business hours from the point of dispatch. This is considered an escalation to the field service team for onsite support.

For a client in Zone 3, with a **Standard SLA** contract, we will have a service technician onsite within 24 business hours from the point of dispatch. This is considered an escalation to the field service team for onsite support.

For a client in with a **Performance SLA** contract, we will have a service technician onsite within 4 or 8 business hours from the point of dispatch based on the contract. This is considered an escalation to the field service team for onsite support.

For clients with no service contract, we can provide a quote for the Time (Labor) and Materials (Parts) to send a technician; the service commitment is best effort. The Technical Support Agent will provide an estimated time.

**\*Point of Dispatch** is at the end of the initial contact with the Remote Product Support agent, when it is determined onsite support is required.

**Zone Codes:**  
Zone 1: 25 miles from district base (district base is typically the center of major metropolitan areas)  
Zone 2: 26 - 50 miles from district base  
Zone 3: 51 - 150 miles from district base

## Service by Replacement

In some cases, we may opt to send a replacement unit overnight to resolve the issue with your hardware solution. The Technical Support Agent will inform you if the hardware will be serviced by replacement, and provide further details to support you through the exchange process.

## Additional Benefits of the Standard SLA

1. **SELF HELP.** 24/7 access to web self-help, user guides and product support articles.
2. **REMOTE TECHNICAL SUPPORT.** PB provides all technical support via chat or phone ("Remote Support") unless otherwise specified. To receive Remote Support you will be asked for your model and serial number and any error codes to expedite the process of validating the client and coverage entitlement. The support agent will view product and case history, and begin the effort to understand the technical problem. It is advised that the caller can be near the machine to help provide feedback and perform test functions to narrow down the root cause. Our goal in remote support efforts is to have the client back in operation and possibly avoid additional down time waiting for an onsite technician.
3. **ONSITE REPAIR (TRAVEL & LABOR).** Travel cost and labor are included in when your products are covered under a Standard SLA contract. A certified technician will come to the installed location to further diagnose a technical issue with your solution. They carry the tools, test equipment and advanced product knowledge needed to get your solution operational. Our Field Service professionals will also consult and make recommendations on getting the highest value from your solution.
4. **PARTS.** Our service technicians carry vehicle inventory for the OEM parts required to service your equipment. In some cases, due to the sensitivity of components in the (heat or cold) environment of a vehicle, or the rare failure rate of a component, certain parts are not carried. When a technician does not have the part in inventory, they will order from their mobile device for an expedited delivery, and arrange a follow up repair visit to coincide with the part arrival.  
  
\*Some wearable parts are considered consumable, they can be ordered through our supplies web site, but they will not be included in the Standard or Performance SLA. These items are outlined in the contract terms for your specific product. The remote support agent and/or the field service technician can also consult with you on managing supplies.
5. **PREVENTIVE MAINTENANCE.** With SLA coverage, you are entitled to two (2) preventative maintenance service calls per calendar year. PBI will notify you when preventative maintenance is due or you can request preventative maintenance service by contacting our remote support teams. Note: Our service technicians customarily inspect the hardware product on every service call to ensure you have trouble free operation and minimal downtime. They will replace any worn parts during every service event and provide an update of work performed as preventive maintenance.

## Additional Benefits of the Performance SLA

The Performance SLA includes every feature of the Standard SLA with the addition of the guaranteed response time and one additional benefit.

1. **TWO-HOUR APPLICATION CONSULTATION.** One two-hour application consultation for your mailing and shipping needs is included with the solution order. Please contact your Sales Representative for more details and scheduling this session.

## Software Maintenance Agreements

Pitney Bowes offers a world-class level of technical support to our clients, providing assistance in the resolution of technical issues with Pitney Bowes software products, ensuring that our clients have access to the most up to date versions available of their licensed software, and updates to data subscriptions.

[\\*Clients can contact support through the same methods outlined for Standard and Performance SLAs.](#)

Software Maintenance Agreements (SMA) do not include professional services, custom development, new feature additions, hardware support, hardware parts or consumable supplies, equipment support, system back-ups, training or other services, which, if purchased by you, will be set forth elsewhere in your license agreement or in a separate agreement with PB.

Two (2) levels of Software Maintenance Services (“SMA” or “Maintenance Services”) are available to clients, based on the client’s needs and elected at time of purchase. SMA Tier 1 is a basic offering and SMA Tier 2 offers an additional benefit of onsite support. A Premier Support Add-On Supplement option is available for purchase for both SMA Tier 1 and SMA Tier 2 offerings in the United States only. Additional detail is outlined below.

### SMA Tier 1 Overview

As part of SMA Tier 1 Maintenance Services, PB will provide you with the following:

1. **SELF HELP.** 24/7 access to web self-help and user and product support articles.
2. **TECHNICAL SUPPORT.** PB provides all technical support over the phone and via the Internet (“Remote Support”) unless otherwise specified. To receive Remote Support you will be requested to provide access to your system or computer, and it is within your discretion to determine the level of access granted to PB to receive Remote Support, which you grant at your own risk. When logging an issue it is required that you provide information in sufficient detail for PB to reproduce the problem. PB can also assist you in the diagnosis of your IT environmental or infrastructure issues for an additional fee.
3. **FIXES.** Corrections or changes to the Product to correct errors or otherwise make the Product materially conform to the applicable Product documentation (commonly referred to as “fixes” or “patches”).
4. **PRODUCT UPDATES.** PB will provide you with customer-installable updates, some that may be required to support industry compliance or continued use of the Products, as they become commercially available (“Updates”). Updates may include fixes or minor changes to the Product or additional carrier functionality or routine revisions to comply with carrier requirements. Updates may include changes to the Product documentation to reflect changes included in the applicable Update. You must be fully current with the installation of all Updates to be eligible to receive Maintenance Services. New features or functionality for the Product and non-routine or non-generally applicable revisions (“Upgrades”) may become available from time to time, for an additional fee. PB reserves the right not to add functionality or carrier services, even though they may be available from the carrier.
5. **DATA UPDATES.** If your Product includes data that is licensed separately as a subscription (“Data”), PB will distribute to you each Update to the Data as they are made available to PB by its third party vendors, or with the frequency set forth in your license agreement or Order. If you require additional distribution of the Data or a Data Update, an additional service charge may apply.

## SMA Tier 1 Overview (continued)

6. **RATE CHANGES.** If your Product requires carrier rate information supplied by PB, client-installable rate change replacements will be provided to you based on the carrier coverage selected in the Order. Rate change replacements include postal or carrier rate increases and decreases, zip code or zone changes and changes in service provided by carriers (e.g. required new report formats or geographical expansions) and, if elected on the Order, a single UPS custom rate change per calendar year. Rate changes do not include other custom rate changes, new classes of services offered by carriers, and new rates needed to establish a new home zip code because of a change in location.

7. **DELIVERY; IMPLEMENTATION.** All Updates, Upgrades, fixes, Data Updates and rate changes will be delivered electronically unless physical media options are provided at PB's discretion. All Updates, etc. are your responsibility to install and implement unless otherwise agreed to in writing by PB, which will incur fees at PB's then current rates.

8. **ON-SITE SUPPORT.** On-site support is **not** offered under SMA TIER 1 maintenance service. If you request on-site support, you will incur fees at PB's then-current rates at the time of the request.

## SMA Tier 2 Overview (Available in US only)

**SMA Tier 2** includes all the services provided in **SMA Tier 1**, and if the Remote Support team is unsuccessful at resolving the reported issue, on-site service and support will be provided at your location for no additional charge. If PB determines that support must be provided on-site, such support will be provided Monday through Friday, from 8 am to 5pm in your local time zone, excluding PB observed holidays. Average response time is within one (1) business day of PB determining that on-site support is required. Request for on-site support outside of these hours or without providing PB with access and opportunity to solve issues remotely may result in additional fees.

## Premier Support Clients

Upon initial sign up for Premier Support, your assigned Account Manager will contact you at the phone number you provide with your Order, confirm future preferred method of contact, and discuss the following benefits.

You will be given a premier 4-digit PIN number to access the team of Premier Support Agents and Case Managers. This gives you direct access to Level 2 Support Desk Agents and Case Managers for product support issues.

When you use the premier PIN code, your call will be queued in front of all non-Premier calls and routed to the Level 2 Support Desk Agents. As a result, your call will be answered ahead of any other non-Premier callers.

To learn more detail on service contract offerings for hardware, please visit the web link below.

*What is covered under each Service Level Agreement option for hardware?*

<https://www.pitneybowes.com/us/support/billing/what-is-covered-under-each-service-level-agreement-option.html>

To learn more detail on service contract offerings for software, please visit the web links below.

*What is covered under our Software Maintenance Agreements for software?*

<https://www.pitneybowes.com/us/license-terms-of-use/shipping-and-mailing-maintenance-services-terms.html>

*Software Maintenance Agreements Cut Sheet*

<https://www.pitneybowes.com/content/dam/pitneybowes/us/en/business-services/maintenance-support/pdf/17-ent-06244-pbgs-software-maintenance-agreement-cut-sheet-us-web.pdf>

An outline of the coverage attributes associated to our service offerings is listed below.

| A – Available at an additional charge                                 | Hardware Products |                 | Software Products |            |                     |
|-----------------------------------------------------------------------|-------------------|-----------------|-------------------|------------|---------------------|
|                                                                       | Standard SLA      | Performance SLA | SMA Tier 1        | SMA Tier 2 | SMA Premier Support |
| Self Help: 24/7 access to web self-help and product support articles. | ✓                 | ✓               | ✓                 | ✓          | ✓                   |
| Technical Support: Telephone and Remote, Mon – Fri 8AM – 8PM EST*     | ✓                 | ✓               | ✓                 | ✓          | ✓                   |
| On-Site Support: 8AM – 5PM Local time                                 | ✓                 | ✓               | A                 | ✓          | ✓                   |
| Phone Support First In Line Routing                                   |                   |                 |                   |            | ✓                   |
| 24/7 Emergency Standby Phone Support Coverage                         | A                 | A               | A                 | A          | A                   |
| Next Business Day Onsite Support                                      | ✓                 |                 |                   |            |                     |
| Guaranteed Response Onsite Support                                    |                   | ✓               |                   |            |                     |
| Expedited Overnight Parts Shipment                                    | A                 | A               | A                 | A          | A                   |
| Parts and Labor                                                       | ✓                 | ✓               |                   |            |                     |
| Preventive Maintenance                                                | ✓                 | ✓               |                   |            |                     |
| One 2 Hour Application Consultation                                   | A                 | ✓               |                   |            |                     |
| Assigned Account Support Manager                                      |                   |                 |                   |            | ✓                   |
| Direct Access to Premier Support                                      |                   |                 |                   |            | ✓                   |
| Prep for Move and Post Move Install                                   | A                 | A               | A                 | A          | A                   |
| Refresher Training                                                    | A                 | A               | A                 | A          | A                   |

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