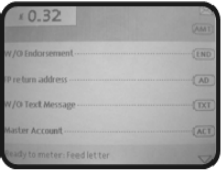


**PLEASE FOLLOW THESE INSTRUCTIONS  
TO UPDATE THE POSTAGE RATES IN YOUR FRANKING MACHINE**

**PLEASE PRE-LOAD IN TIME FOR THE ROYAL MAIL POSTAGE RATE CHANGE**


**Model: FP centormail**




**STEP 1**  
Turn the centormail on and you will see the 'Home' screen  
**Make sure your MasterCard is in the machine**



**STEP 2**  
Press the 'MENU' button



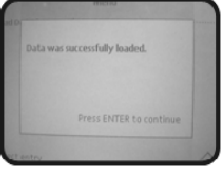
**STEP 3**  
Press the down arrow button and 'Load data from card' will be displayed, press this option




**STEP 4**  
'Please remove the card' will be displayed, remove the Master card and insert the rate table card with the chip facing the rear



**STEP 5**  
Select 'Yes' to load the new postage rate table



**STEP 6**  
After the message 'Data being loaded' you will see 'Data successfully loaded' press the 'Enter' button to continue



**STEP 7**  
Swap the ratetable card for the Master card with the chip facing the rear and press the 'Home' button

**IF ANY OF THE ABOVE STEPS FAIL, PLEASE START AGAIN FROM STEP 1.  
IF YOU ARE STILL HAVING DIFFICULTIES, PLEASE CALL 0800 652 9178**



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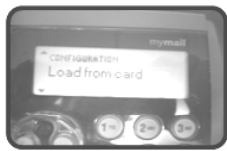






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**PLEASE FOLLOW THESE INSTRUCTIONS  
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**PLEASE PRE-LOAD IN TIME FOR THE ROYAL MAIL POSTAGE RATE CHANGE**

**Model: FP ECO mymail**

-  **STEP 1**  
Turn the mymail on and ensure it is at the 'Home' screen
-  **STEP 2**  
Scroll down to the "Menu" option and press the green 'E' button
-  **STEP 3**  
Scroll down to "Configuration" and press the green 'E' button
-  **STEP 4**  
Scroll down to "Load from card" and press the green 'E' button
-  **STEP 5**  
Scroll down to "Rate table" and press the green 'E' button
-  **STEP 6 - Insert your Rate card**  
When "Insert card" is displayed on the screen, insert your new Rate card ensuring the gold chip is facing the rear
-  **STEP 7 - Load the Rates**  
Press the green 'E' button to continue to load the Rate card
-  **STEP 8 - Return to 'Home' screen**  
Once loading has completed, remove the Rate card from the machine and press the red 'C' button 3 times to return to the 'Home' screen

**IF ANY OF THE ABOVE STEPS FAIL, PLEASE SWITCH YOUR MYMAIL OFF AT THE MAINS AND THEN PLUG IT BACK IN AND START AGAIN FROM STEP 1.**

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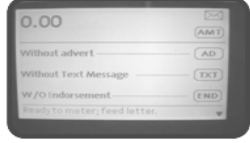



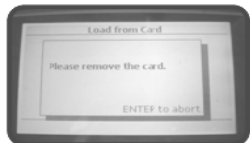


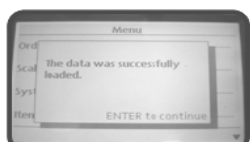


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**PLEASE PRE-LOAD IN TIME FOR THE ROYAL MAIL POSTAGE RATE CHANGE**

**Model: FP optimail range**

-  **STEP 1**  
Turn the optimail 30 on and ensure it is at the 'Home' screen
-  **STEP 2**  
Ensure your 'Master card' is inserted
-  **STEP 3**  
Press the 'Menu' button
-  **STEP 4**  
Using the down arrow key, scroll down to "Load from chipcard" and select using the adjacent 'soft key'
-  **STEP 5**  
When instructed onscreen, remove the Master card
-  **STEP 6 - Insert your Rate card**  
Insert your Rate card ensuring the gold chip is facing the rear and press 'Enter'
-  **STEP 7 - Load the Rates**  
When prompted to confirm the loading of the new rates, please press 'Yes'
-  **STEP 8 - The data was successfully loaded**  
Once loading is complete the machine will display "The data was successfully loaded". Please remove your Rate card and press 'Enter'. Press 'Back' twice to return to the 'Home' screen

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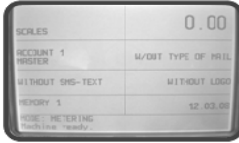

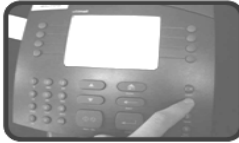



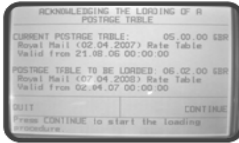
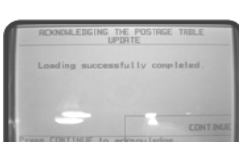


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**PLEASE PRE-LOAD IN TIME FOR THE ROYAL MAIL POSTAGE RATE CHANGE**

**Model: FP ultimail**

-  **STEP 1**  
Turn the ultimail on and you will see the 'Home' screen
-  **STEP 2**  
Ensure your 'Master card' is inserted
-  **STEP 3**  
Press the 'Setup' button
-  **STEP 4**  
Select "Edit Postage Table Data"
-  **STEP 5**  
Select "Load from Chipcard"
-  **STEP 6 - Insert your Rate card**  
Remove the Master card and insert your Rate card ensuring the gold chip is facing downwards
-  **STEP 7 - Load the Rates**  
When prompted to confirm the loading of the new rates, please press 'Continue'
-  **STEP 8 - Return to 'Home' screen**  
Once loading is complete the machine will display "The data was successfully loaded". Please remove your Rate card and press 'CONTINUE', then press the 'HOME' button  
Re-insert your 'MASTER' card

**IF ANY OF THE ABOVE STEPS FAIL, PLEASE START AGAIN FROM STEP 1.  
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