



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

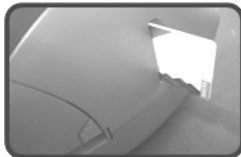
PLEASE PRE-LOAD BEFORE TUESDAY 29th MARCH 2016

Model: opti



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

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