

RATE CHANGE INSTRUCTIONS






Product: **UltiMail**

The Enclosed Rate Card is for Updating the Shipping Rates on your UltiMail Integrated Postage Scale

PLEASE FOLLOW THESE SIMPLE INSTRUCTIONS FOR UPDATING YOUR FP ULTIMAIL:

FP ULTIMAIL SERIES RATE CARD INSTRUCTIONS

1. Begin with your Master card inserted into the card reader slot 
2. Switch the UltiMail system **ON**
3. Press the **SETUP** button and Select **EDIT POSTAGE TABLE DATA**
5. Select **LOAD FROM CHIP CARD**
6. Follow screen prompts:
 - **PLEASE REMOVE CURRENT CARD** - Remove Master Card 
 - **PLEASE INSERT POSTAGE TABLE CARD** - Insert Rate Card
7. Select **CONTINUE** with the corresponding softkey (a download complete bar is shown)
8. Upon completion, the message **LOADING SUCCESSFULLY COMPLETED** is shown
9. Select **CONTINUE** with the corresponding softkey
10. Press the **HOME** button 
11. Remove the Rate Table card and re-insert your Master/User card. **Retain your rate card in case you need to reinstall your rates in the future**
12. You are now ready to use the new rates!



Note: Due to the new rates, you may need to reprogram saved memories in your UltiMail machine.

YOU ARE ABLE TO DOWNLOAD RATES PRIOR TO THE EFFECTIVE DATE!
THE RATES ARE STORED IN YOUR MACHINE AND WILL AUTOMATICALLY ACTIVATE