

RATE CHANGE










INSTRUCTIONS

Product: MyMail

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

PLEASE FOLLOW THESE SIMPLE INSTRUCTIONS FOR UPDATING YOUR FP MyMAIL:

FP MyMAIL SERIES RATE CARD INSTRUCTIONS

1. If you use a Master (Security) Card to operate your MyMail, begin with your Master card inserted into the card reader slot. Otherwise, proceed to Step 2. 
2. Switch the MyMail system **ON**
3. Arrow down to highlight **MENU** and Press the  button
4. Scroll down and highlight **CONFIGURATION** and Press the  button
5. Scroll down and highlight **LOAD FROM CARD** and Press the  button
6. Scroll down and highlight **RATE TABLE** and Press the  button
7. If using Master Card, remove the Master Card and insert Rate Card and Press the  button
8. Upon completion, the message **DOWNLOAD COMPLETE RATE TABLE SWITCHED** is shown
9. Press the  button
10. Press the **HOME** button
11. Remove the Rate Card. **Retain your Rate Card in case you need to reinstall your rates in the future**
12. If using a Master (Security) Card, re-insert the Master (Security) Card after removing the Rate Card.
13. You are now ready to use the new rates!



Note: Due to the new rates, you may need to reprogram saved memories in your MyMail machine. For steps on how to reset the memory as well as check your Rate Table version, download the addendum at fp-usa.com/ratechange/mymail.

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

If you have any questions, please contact your local FP Authorized Dealer or visit FP's website: www.fp-usa.com