

RATE CHANGE







INSTRUCTIONS

Product: **OptiMail 30**

Instructions For “Electronically” Downloading Your New Postage Rates On Your OptiMail 30

PLEASE FOLLOW THESE SIMPLE INSTRUCTIONS FOR UPDATING YOUR FP OPTI**MAIL** 30:

1. Begin by connecting your OptiMail 30 to an analog phone line.
2. Switch the OptiMail 30 system **ON**.
3. Insert your MasterCard, if it is not already in your machine.
4. Before downloading the new rates, check your RSI number:
 - Select **MENU** 
 - Select **MODEM AND TELEPHONE NUMBERS**
 - Select **CHANGE DIAL UP NUMBER**
 - Select **RSI**
 - If 18889888407 or 16303968488 are shown, select **CANCEL** and proceed to Step 5.
 - If any other number is programmed, select **NEW NUMBER**.
 - Type in 18889888407 and select **SAVE**.
5. Press the **MENU** button. 
6. Select **SCALE AND POSTAGE RATE MAINTENANCE** option.
7. Select **UPDATE RATE TABLE** option.
8. The message **DO YOU REALLY WANT TO UPDATE THE RATE TABLE** is shown.
 - Press **CONTINUE** to begin the process.
9. The message **PLEASE ENSURE THAT THE MODEM CABLE IS CORRECTLY CONNECTED** is shown.
 - Press the **ENTER** button to continue. 
10. The message **PLEASE WAIT; THIS PROCESS CAN TAKE A FEW MINUTES** is shown.
 - The messages **CONNECTING VIA MODEM** and **PROCESSING** are shown in the corner.
11. Upon completion, the message **THE NEW RATE TABLE HAS BEEN ACTIVATED** is shown.
12. Press **ENTER** button to continue. 
13. You are now ready to use the new rates!



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