



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

**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. IF YOU ARE STILL HAVING DIFFICULTIES, PLEASE VISIT OUR WEBSITE [www.fpmailing.co.uk](http://www.fpmailing.co.uk)**