

PLEASE FOLLOW THESE INSTRUCTIONS TO  
UPDATE THE POSTAGE RATES IN YOUR FRANKING  
MACHINE **PLEASE PRE-LOAD IN TIME FOR MONDAY 25<sup>th</sup> MARCH 2019**



### Model: FP mymail



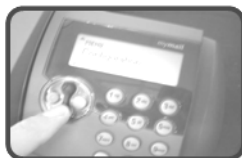
#### STEP 1

Turn the mymail on and ensure it is at the 'Home' screen



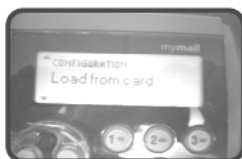
#### STEP 2

Scroll down to the "Menu" option and press the green 'E' button



#### STEP 3

Scroll down to "Configuration" and press the green 'E' button



#### STEP 4

Scroll down to "Load from card" and press the green 'E' button



#### STEP 5

Scroll down to "Rate table" and press the green 'E' button



#### STEP 6 - Insert your Rate card

When "Insert card" is displayed on the screen, insert your new Rate card ensuring the gold chip is facing the rear



#### STEP 7 - Load the Rates

Press the green 'E' button to continue to load the Rate card



#### STEP 8 - Return to 'Home' screen

Once loading has completed, remove the Rate card from the machine and press the red 'C' button 3 times to return to the 'Home' screen

**IF ANY OF THE ABOVE STEPS FAIL, PLEASE SWITCH YOUR MYMAIL OFF AT THE MAINS AND THEN  
PLUG IT BACK IN AND START AGAIN FROM STEP 1.  
IF YOU ARE STILL HAVING DIFFICULTIES, PLEASE VISIT [WWW.FPMAILING.CO.UK](http://WWW.FPMAILING.CO.UK)**