
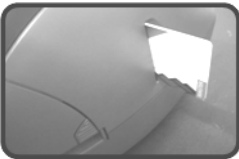



PLEASE FOLLOW THESE INSTRUCTIONS TO
UPDATE THE POSTAGE RATES IN YOUR FRANKING
MACHINE **PLEASE PRE-LOAD IN TIME FOR MONDAY 25th MARCH 2019**




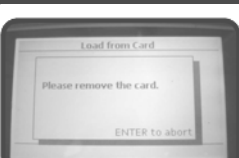
Model: FP opti


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STEP 1
Turn the optimail 30 on and ensure it is at the 'Home' screen
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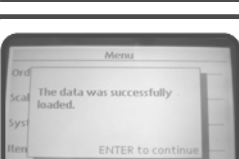
STEP 2
Ensure your 'Master card' is inserted
- 

STEP 3
Press the 'Menu' button
- 

STEP 4
Using the down arrow key, scroll down to "Load from chipcard" and select using the adjacent 'soft key'
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STEP 5
When instructed onscreen, remove the Master card
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STEP 6 - Insert your Rate card
Insert your Rate card ensuring the gold chip is facing the rear and press 'Enter'
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STEP 7 - Load the Rates
When prompted to confirm the loading of the new rates, please press 'Yes'
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STEP 8 - The data was successfully loaded
Once loading is complete the machine will display "The data was successfully loaded". Please remove your Rate card and press 'Enter'. Press 'Back' twice to return to the 'Home' screen

**IF ANY OF THE ABOVE STEPS FAIL, PLEASE START AGAIN FROM STEP 1.
IF YOU ARE STILL HAVING DIFFICULTIES, PLEASE VISIT WWW.FPMAILING.CO.UK**