

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

**THESE INSTRUCTIONS MUST BE CARRIED OUT BEFORE
TUESDAY 01ST SEPTEMBER TO ENSURE THE CORRECT TARIFF IS LOADED.**

Model: FP Qi1000

Note: Your franking machine must be connected via LAN or modem.

- 1** FROM YOUR HOME SCREEN
PRESS **MENU**
- 2** PRESS **NEXT ITEM**
SELECT **ONLINE SERVICES**
- 3** SELECT **GENERIC CALL**
- 4** A '**SERVER CALL SUCCESSFUL**'
MESSAGE WILL BE DISPLAYED WHEN THE CALL IS COMPLETE
AND THE NEW RATE HAS BEEN DOWNLOADED
PRESS **OK** TO CONTINUE
- 5** PRESS YOUR **HOME** BUTTON TO RETURN TO YOUR HOME SCREEN

**If you experience any problems after loading the new tariff,
turn the machine OFF then ON and repeat from step 1.**

**If you are still having difficulties,
please visit www.fpmailing.co.uk/franking-machine**