

**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 Qi2000 / Qi3000

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

- 1 FROM YOUR USER SCREEN
SELECT **MENU**
- 2 PRESS **ONLINE SERVICES**
- 3 PRESS **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 **RETURN TO CURRENT TASK**
TO RETURN TO YOUR USER 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**