



CENTORMAIL MAX

Mailing System



Addendum to the Operator Manual

/USA/

What you need to know

This addendum complements the CentorMail MAX System Operator Manual.

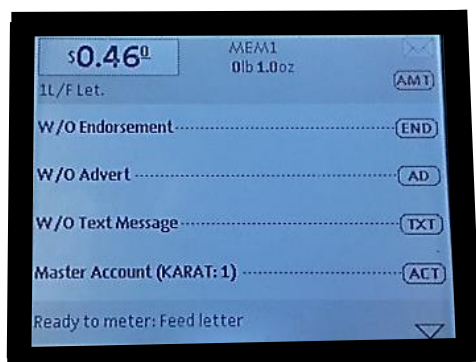
This document solely covers:

- checking the Rate Table version
- reprogramming saved memories

Contents

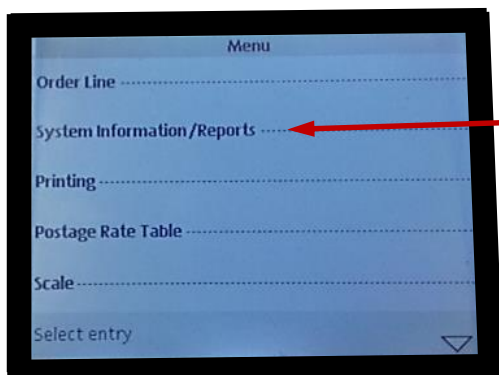
	What you need to know_____	1
1	Checking the Rate Table version_____	3
2	Reprogramming the memory_____	5
3	Service_____	9

1 Checking the Rate Table version

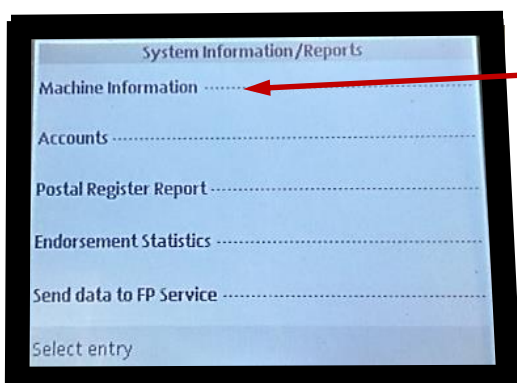


The Home screen appears after the CentorMail MAX is turned on and the start routine has been successfully completed. Depending on your settings, you may have to select a user and enter the PIN.

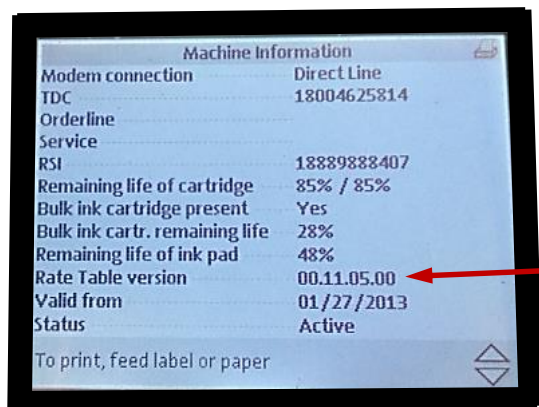
Select the **MENU** button to begin the Rate Table version check process.



To access the Machine Information, select **SYSTEM INFORMATION/REPORTS**.



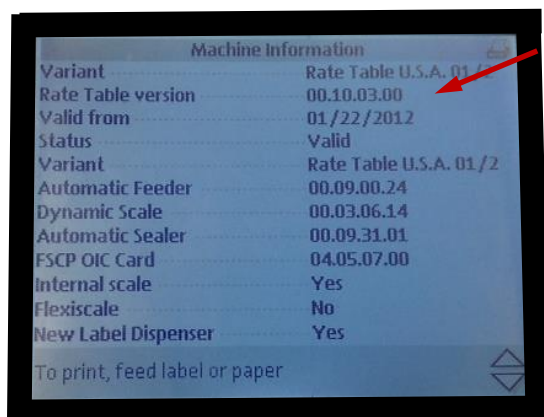
To access the Rate Table version, select **MACHINE INFORMATION**.



Machine Information	
Modem connection	Direct Line
TDC	18004625814
Orderline	
Service	
RSI	18889888407
Remaining life of cartridge	85% / 85%
Bulk ink cartridge present	Yes
Bulk ink cartr. remaining life	28%
Remaining life of ink pad	48%
Rate Table version	00.11.05.00
Valid from	01/27/2013
Status	Active
To print, feed label or paper	

This selection will give you all of your CentorMail MAX mailing machine's information. To access the current Rate Table version, simply scroll down until the Rate Table version is shown on the screen.

Note: the example above shows the active Rate Table version for 2013.



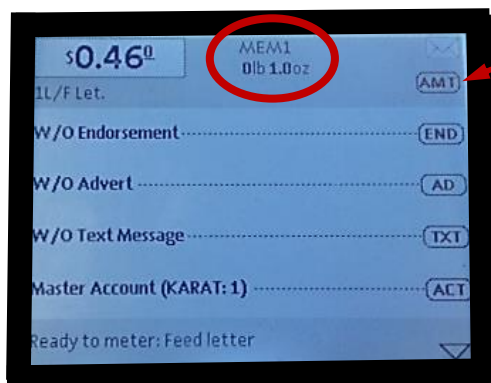
Machine Information	
Variant	Rate Table U.S.A. 01/1
Rate Table version	00.10.03.00
Valid from	01/22/2012
Status	Valid
Variant	Rate Table U.S.A. 01/2
Automatic Feeder	00.09.00.24
Dynamic Scale	00.03.06.14
Automatic Sealer	00.09.31.01
FSCP OIC Card	04.05.07.00
Internal scale	Yes
Flexiscale	No
New Label Dispenser	Yes
To print, feed label or paper	

If you scroll down further, you will find the Rate Table version for the previous year's rate change. If you have loaded the new rates, and they have not taken effect yet, the version will be located here.

To verify what the current Rate Table Version is, please check fp-usa.com/ratechange to find the Rate Table version number that applies to the latest rate change.

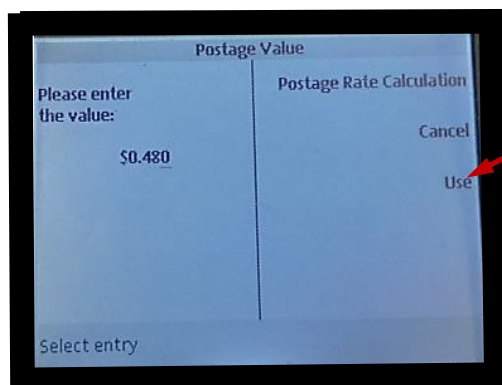
2 Reprogramming the Memory

Due to the 2014 Rate Change, you may need to reprogram your saved memories. The memories currently programmed in your Centormail MAX will reflect the old rates. To reprogram your saved memories to reflect the new rates, follow these simple instructions.



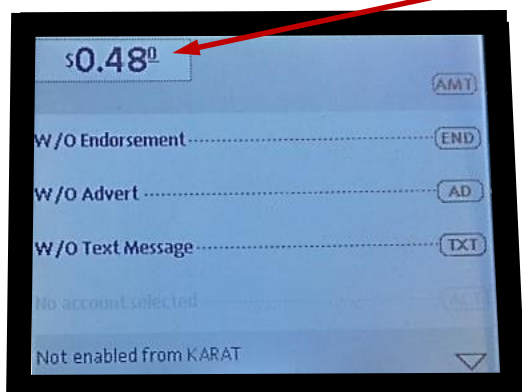
On the CentorMail MAX Home screen, you will select the **AMT** button located in the upper right-hand corner.

Note: After powering up your CentorMail machine, your default Memory will be located in the top center area of the screen.

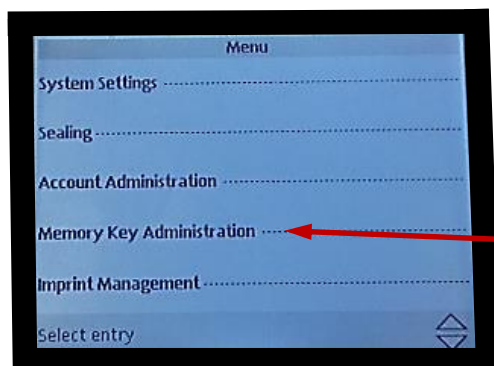


Program the rate amount your mail piece should incur and select **USE**.

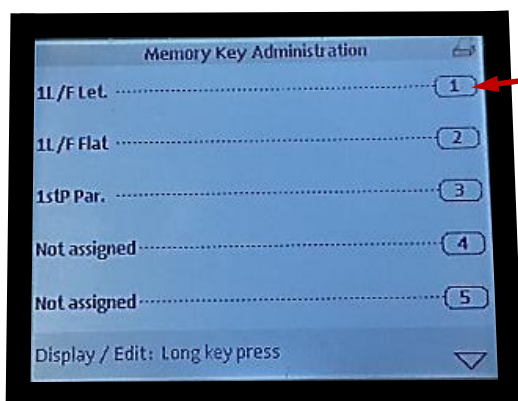
Note: The example shown is for a First-Class Letter.



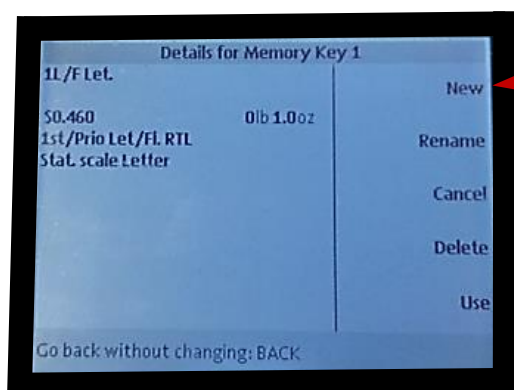
If done correctly, you will notice that the amount in the upper left hand corner should reflect the same amount you entered. (On this screen you can also customize your entry to fit your specific mailing piece, i.e. endorsement). Once you have finished customizing the mail piece settings, click the **MENU** button.



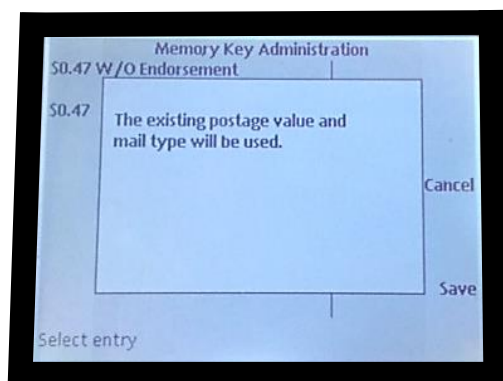
In the MENU options, select the corresponding key for **MEMORY KEY ADMINISTRATION**.



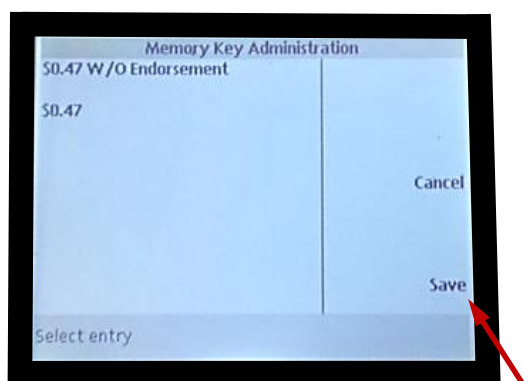
Here you will see all of your old saved entries. Select **MEMORY KEY 1** or the corresponding memory key if not Memory 1.



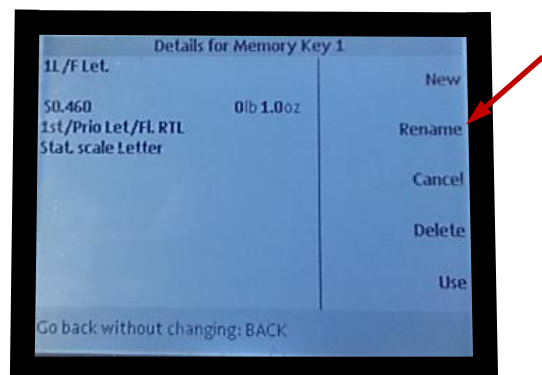
To keep the customizations you created on the main screen, press the corresponding key for **NEW**.



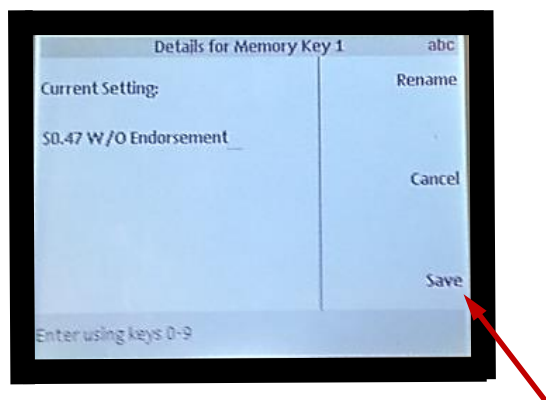
Upon selecting NEW you will be prompted with a screen that says **THE EXISTING POSTAGE VALUE AND MAIL TYPE WILL BE USED.**



To make your customization permanent, select the corresponding key for **SAVE**. You have now successfully reprogrammed that Memory Key.



To rename the memory key, simply open the Memory Key Entry by:
MENU/MEMORY KEY ADMINISTRATION
Select the corresponding key for **RENAME**.



Here you are able to change the Memory Key name to something more personal to your company.

To delete, press C/CE.

Once you are finished, simply press the corresponding key for SAVE.

Repeat these steps for all memories being reprogrammed.

3 Service

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