Program Memory in MyMail MAX

A  Start with the Home Screen.

B  Follow directions to the right for 2- or 3-decimal memory

C  Save Rate to Memory
   1. Select MENU using arrow keys.
   2. Press the E key.
   3. Select CONFIGURATION.
   4. Press the E key.
   5. Select MEM.
   6. Press the E key.
   7. Select the MEMORY you wish to name or override.
   8. Press the E key.
   9. Scroll down to CHANGE NAME.
  10. Press the E key.
  11. Press the C key until clear.
  12. Type your MEMORY NAME using keypad.
  13. Press the E key.
  14. Arrow up once to store to memory.
  15. Press the E key.
  16. Press the HOME key.

D  Verify Memory Program
   1. Select MEM.
   2. Press the E key.
   3. Select the MEMORY KEY you just saved.
   4. Press the E key. The rate you saved will appear in the upper right-hand corner of the screen.

2-Decimal (e.g. $0.35)
Enter rate amount using keypad.

3-Decimal (e.g. $0.485)
Before entering 3-decimal rate, ensure that you have installed rate card for May 31, 2015 or late.

  1. Select RATE with Arrow keys.
  2. Press the E key.
  3. Select FIRST CLASS.
  4. Press the E key.
  5. Select LETTER.
  6. Press the E key.
  7. Press the HOME key.
  8. Place a lightweight envelope on SCALE (the display should show “0.48”).
  9. Insert envelope into slot and PRINT postage. It should print $0.485 (May 31, 2015 rate).