

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).

