MyMail MAX
Mailing System

Addendum to the Operator Manual
/USA/
What you need to know

This addendum complements the MyMail MAX System Operator Manual.

This document solely covers:

- checking the Rate Table version
- reprogramming saved memories
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What you need to know

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3 Service
1. Checking the Rate Table Version

1. Arrow down to highlight **MENU**
2. Press the **E** button
3. Scroll down to **REPORTS**
4. Press the **E** button
5. Scroll down to **CONFIGURATION**
6. Press the **E** button
7. The screen will prompt you to insert an envelope
8. Insert a blank envelope
9. Your MyMail machine will print a Configuration Report onto the inserted envelope.
10. Your MyMail machine’s current Rate Table version is listed.

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

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 later.
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).
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