



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:

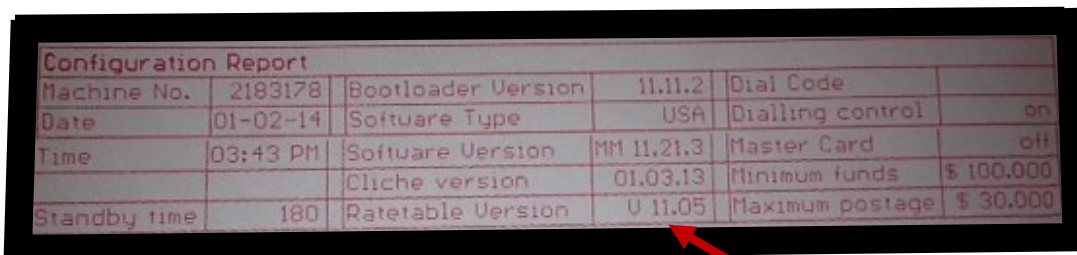
- checking the Rate Table version
- reprogramming saved memories

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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.



Configuration Report					
Machine No.	2183178	Bootloader Version	11.11.2	Dial Code	
Date	01-02-14	Software Type	USA	Dialling control	on
Time	03:43 PM	Software Version	MM 11.21.3	Master Card	off
		Cliche version	01.03.13	Minimum funds	\$ 100,000
Standby time	180	Ratetable Version	U 11.05	Maximum postage	\$ 30,000

Note: This image shows the 2013 Rate Table Version.

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

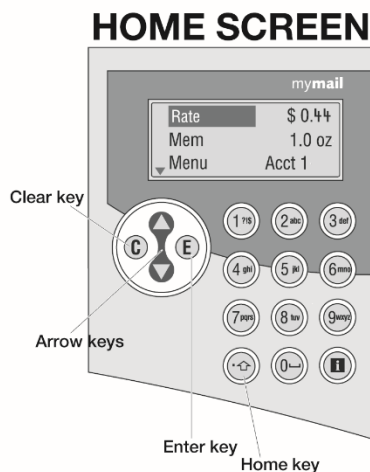
1. Select **MEM**.
2. Press the **E** key.
3. Select the **MEMORY KEY** you just saved.
4. Press the **E** key. The rate you saved will appear in the upper right-hand corner of the screen.

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).



3 Service

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