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# MyMail *MAX* Reset Instructions

## Reset using Analog Connection

1. The **MyMail *MAX*** must be connected to an analog phone line.
2. Make sure the outside dialing parameters are set correctly. See Chapter 10.10 of the **MyMail *MAX*** Owner's Manual (log on to the FP Customer site at [www.fp-usa.com](http://www.fp-usa.com) to find a copy of the manual).
3. Reset amounts must be in \$10 increments. Minimum is \$10; maximum is \$5,000.
4. Select "Menu" in the main menu and confirm by pressing the "E" key.
5. Select "Get Postage" and confirm by pressing the "E" key.
6. If you wish to load the amount indicated, press the "E" key to confirm.
7. If you wish to change the amount, clear out the existing amount by pressing the "C" key, then enter the desired dollar amount and confirm by pressing the "E" key.
8. Next it will ask if you want to "Download the Dollar Amount Now." Confirm by pressing the "E" key.
9. The **MyMail *MAX*** will establish a connection with the **TeleSet** Data Center (TDC).
10. When the download is successfully completed it will give the option to print a receipt. If you wish to print a **TeleSet** receipt, press the "E" key to confirm.
11. Place an envelope in the letter slot.
12. The **MyMail *MAX*** prints the **TeleSet** receipt.

## Reset using MailCredit PC Connection

1. Ensure that the meter is correctly configured for use with **MailCredit** (see chapter 10.11 of **MyMail *MAX*** Owner's Manual).
2. Select "logoff" in the main menu and press "E" to confirm selection.
3. Using supplied interface cords connect the **MyMail *MAX*** to the pc.
4. Open the **MailCredit** program on PC
5. The **MyMail *MAX*** must show as "connected in **MailCredit**" in a pop up window in the bottom right hand corner of your PC monitor
6. Press "E" key to wake the meter
7. Select "Menu" in the main menu and confirm by pressing the "E" key.
8. Select "Get Postage" and confirm by pressing the "E" key.
9. If you wish to load the amount indicated, press the "E" key to confirm.
10. If you wish to change the amount, clear out the existing amount by pressing the "C" key, then enter the desired dollar amount and confirm by pressing the "E" key.
11. Next it will ask if you want to "Download the Dollar Amount Now." Confirm by pressing the "E" key.
12. The **MyMail *MAX*** will establish a connection with the **TeleSet** Data Center (TDC).
13. When the download is successfully completed it will give the option to print a receipt. If you wish to print a **TeleSet** receipt, press the "E" key to confirm.
14. Place an envelope in the letter slot.
15. The **MyMail *MAX*** prints the **TeleSet** receipt.
16. You can now disconnect the **MyMail *MAX*** from your pc and close the **MailCredit** program.