

RATE CHANGE



INSTRUCTIONS

Product: **OptiMail 30 with MailCredit**

Instructions For “Electronically” Downloading Your New Postage Rates On Your OptiMail 30 with MailCredit

PLEASE FOLLOW THESE SIMPLE INSTRUCTIONS FOR UPDATING YOUR FP OPTIMAIL 30:

1. Connect OptiMail 30 to PC with working internet access using the supplied USB cord & serial cable.
2. Turn on OptiMail 30 and make sure the meter is on the Home Screen and showing a postage rate.
3. Double click on the MailCredit icon on your PC's desktop. Make sure it says “connected to OptiMail 30” (with serial number at the lower right-hand corner of your PC monitor). If MailCredit was previously open, right click on the envelope icon in the task bar and exit MailCredit, then reopen.
4. Insert you MasterCard, if it is not already in your machine.
5. Before downloading the new rates, check your TDC and RSI number:
 - 5a. **TDC Number:**
 - Select **MENU** 
 - Select **MODEM AND TELEPHONE NUMBERS**
 - Select **CHANGE DIAL UP NUMBER**
 - Select **TDC**
 - If 18004625814 is shown, select **CANCEL** and proceed to Step 5b.
 - If any other number is programmed, select **NEW NUMBER.**
 - Type in 18004625814 and select **SAVE.**
 - 5b. **RSI Number:**
 - Select **MENU** 
 - Select **MODEM AND TELEPHONE NUMBERS**
 - Select **CHANGE DIAL UP NUMBER**
 - Select **RSI**
 - If 18889888407 is shown, select **CANCEL** and proceed to Step 6.
 - If any other number is programmed, select **NEW NUMBER.**
 - Type in 18889888407 and select **SAVE.**
6. Press the **BACK** button one time.
7. Select **SET MODEM PARAMETERS.**
8. Select **CONTINUE.**
9. Select **GSM MODEM** (Do not enter a pin)
10. Select **SAVE.**
11. Press the **MENU** button. 
12. Select **SCALE AND POSTAGE RATE MAINTENANCE** option.
13. Select **UPDATE RATE TABLE** option.
14. The message **DO YOU REALLY WANT TO UPDATE THE RATE TABLE** is shown.
 - Select **CONTINUE** to begin the process.
15. The message **PLEASE ENSURE THAT THE MODEM CABLE IS CORRECTLY CONNECTED** is shown.
 - Press the **ENTER** button to continue. 
16. The message **PLEASE WAIT: THIS PROCESS CAN TAKE A FEW MINUTES** is shown.
 - The messages **CONNECTING VIA MODEM** and **PROCESSING** are shown in the corner.
17. Upon completion, the message **THE NEW RATE TABLE HAS BEEN ACTIVATED** is shown.
18. Press **ENTER** button to continue. 
19. You are now ready to use the new rates!



**YOU ARE ABLE TO DOWNLOAD RATES PRIOR TO THE EFFECTIVE DATE!
THE RATES ARE STORED IN YOUR MACHINE AND WILL AUTOMATICALLY ACTIVATE**