



OPTIMAIL 30

Mailing System



Addendum to the Operator Manual

/USA/

What you need to know

This addendum complements the OptiMail 30 System Operator Manual.

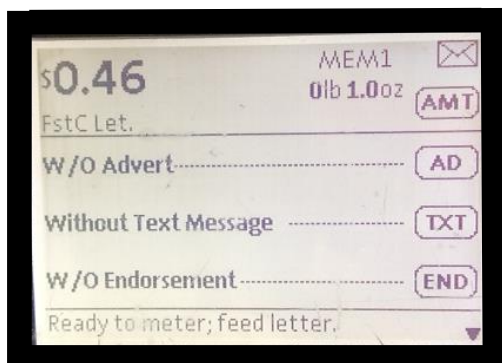
This document solely covers:

- checking the Rate Table version
- reprogramming saved memories

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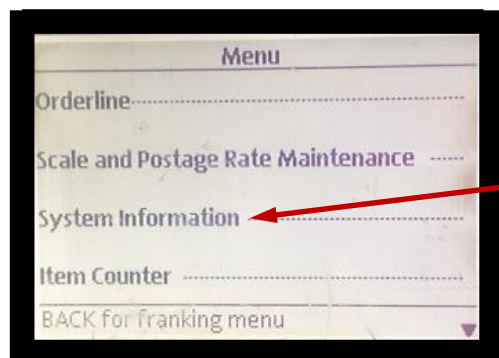
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1 Checking the Rate Table Version

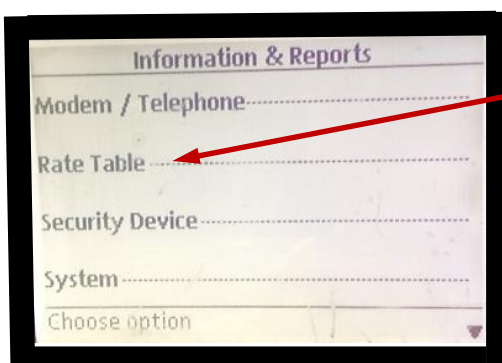


The Home screen appears after the OptiMail 30 is turned on and the start routine has been successfully completed.

Begin by selecting the MENU button.



Select the corresponding key for SYSTEM INFORMATION.



Select the corresponding key for RATE TABLE.

| Rate Table Information | |
|------------------------|-------------|
| Rate Table 1 | Current |
| Revision | 00.11.05.00 |
| Valid from | 01/27/2013 |
| CID/CSID | 1/0 |
| To print: Feed paper | |

The Rate Table Information shows the active Rate Table version as well as the date from which it was valid.

Note: This Rate Table reflects the 2013 Rate Table version and validity date.

| Rate Table Information | |
|------------------------|-------------|
| Rate Table 2 | Valid |
| Revision | 00.12.01.00 |
| Valid from | 01/26/2014 |
| CID/CSID | 1/0 |
| To print: Feed paper | |

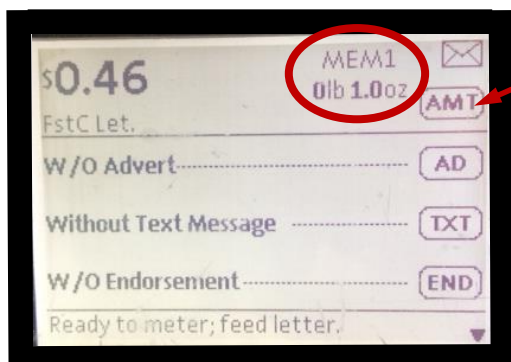
If you scroll down further, you will see Rate Table 2 being displayed.

Rate Table 2 will reflect the Rate Table in queue.

Note: This Rate Table reflects the 2014 Rate Table version and validity date.

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.

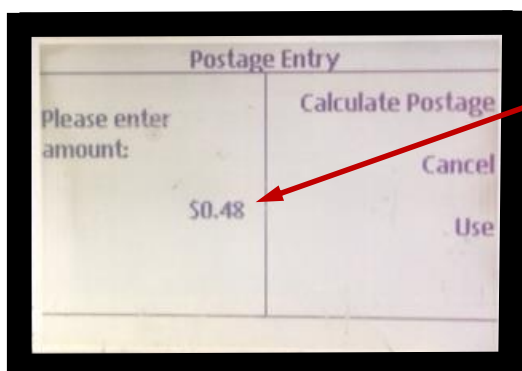
2 Reprogramming the Memory



The Home Screen appears after the OptiMail 30 is turned on and the start routine has been successfully completed.

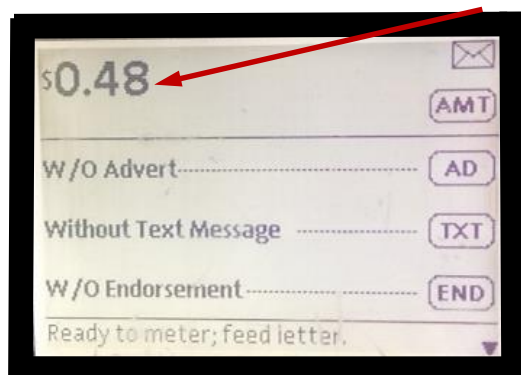
Note: Your default Memory will be located in the top right corner of the screen.

To change the rate, press the corresponding key for AMT.

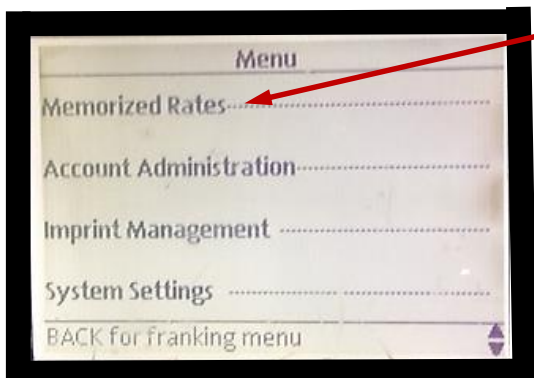


Program the rate your mail piece should incur and select the corresponding key for USE.

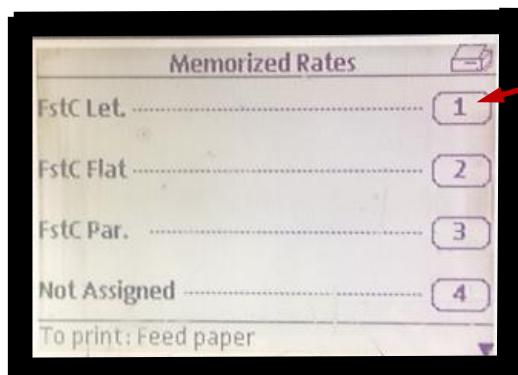
Note: The example shown is for a First-Class Letter.



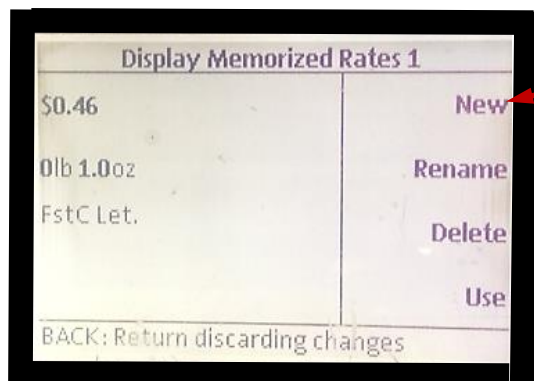
If done correctly, you will notice that the amount in the upper left-hand corner should reflect the new rate amount you entered. (On this screen you can also customize your entry to fit your specific mailing piece, i.e. endorsement). Once you have finished customizing the mail piece settings, click the MENU button.



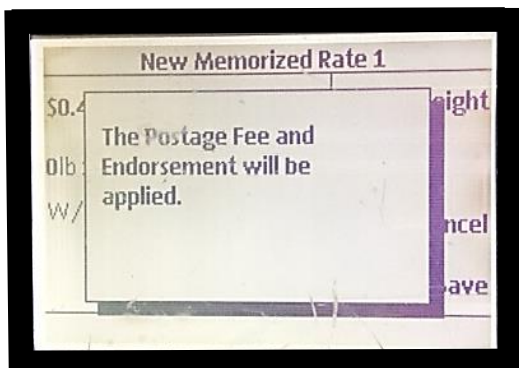
In the MENU options, select the corresponding key for **MEMORIZED RATES**.



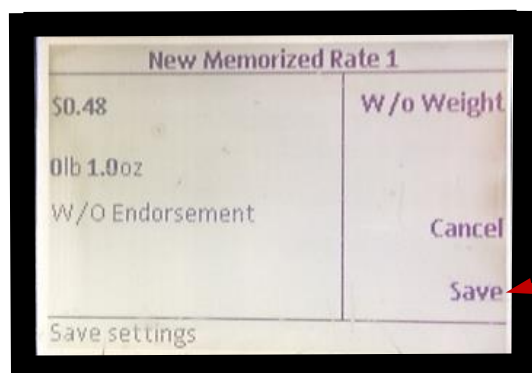
Here you will find your old saved entries. Select **MEMORY KEY 1** or the corresponding Memory Key if not Memory Key 1.



To save the customizations you created on the Home Screen, select the corresponding key for **NEW**.

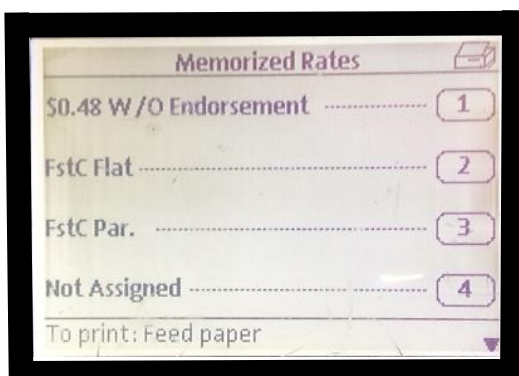


Upon selecting NEW, you will be prompted with a screen that says **THE EXISTING POSTAGE VALUE AND MAIL TYPE WILL BE USED.**

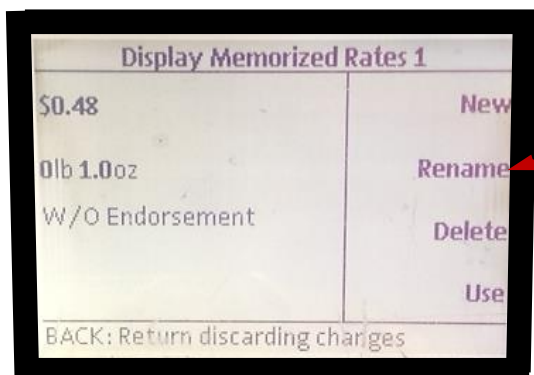


To keep your customization, select the corresponding key for **SAVE**.

You have now successfully reprogrammed that Memory Key.



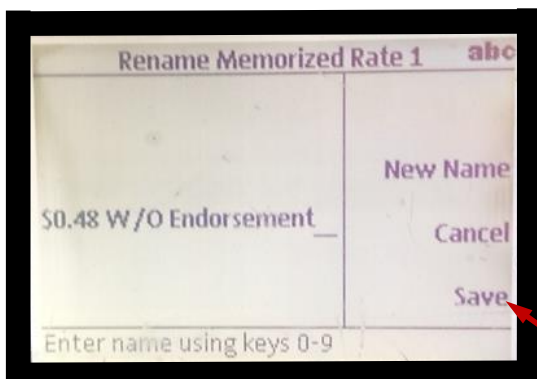
You will now notice that Memory Key 1 will reflect the name of the changes you've made.



To rename the Memory Key, simply open the Memory Key Entry:

MENU/MEMORIZED RATES

Select the corresponding key for **RENAME**.



Here you are able to change the Memory Key name to something more personal to your company.

To delete, press **C/CE**.

Once you are finished, simply select the corresponding key for **SAVE**.

Repeat these steps for all memories being reprogrammed.

3 Service

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