

# RATE CHANGE



## INSTRUCTIONS

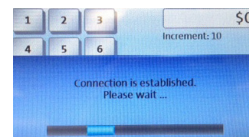
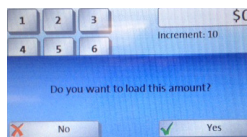
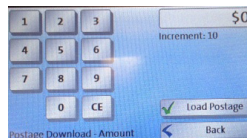
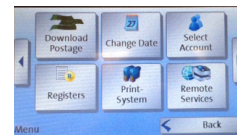
Product: **PostBase**

# Instructions to Update the Rate Table on Your PostBase Machine via Modem or Ethernet Connection

PLEASE FOLLOW THESE SIMPLE INSTRUCTIONS FOR UPDATING YOUR FP POSTBASE:

### FP POSTBASE SERIES RATE CHANGE INSTRUCTIONS

1. Verify your PostBase is connected to a modem or ethernet. For information on how to manage your PostBase connectivity, refer to Section 10.9 of the Operator Manual Reference Guide.
2. From the Home Screen, press the Menu button.
3. From the Menu Screen, select Download Postage.
4. The Postage Screen will appear. If you need to add additional postage to your meter you may. Otherwise, zero postage is okay to start the process. Select Load Postage.
5. A Load Postage Confirmation Screen will prompt you to select Yes to begin the process. A completion screen will not appear once the process is done.



**Note:** Due to the new rates, you may need to reprogram saved shortcuts in your PostBase machine.

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

If you have any questions, please contact your local FP Authorized Dealer or visit FP's website: [www.fp-usa.com](http://www.fp-usa.com)

Note: If using mailone 2.0 for PostBase, please visit [www.fp-usa.com/ratechange](http://www.fp-usa.com/ratechange) to download the new rates.

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