



POSTBASE

Mailing System



2014 Supplement to the Operator Manual

/USA/

What you need to know

This addendum complements the PostBase System Operator Manual.

This document solely covers:

- checking the Rate Table version
- reprogramming saved memories
- advancing the PostBase date

Contents

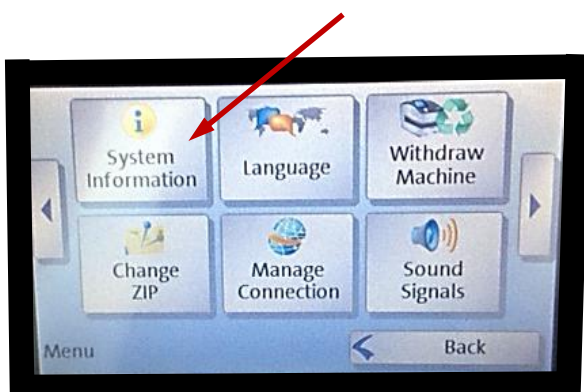
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1 Checking the Rate Table version

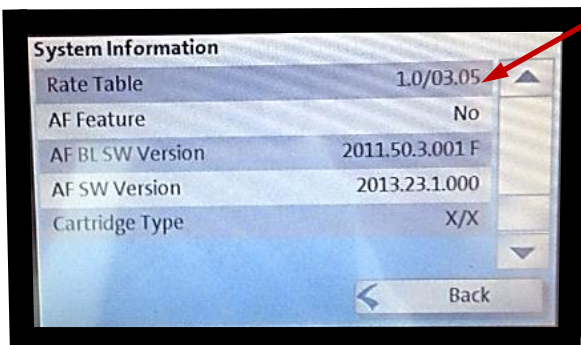


The Home Screen appears after the PostBase is turned on and the start routine has successfully completed.

Select the **MENU** button.



Select the **SYSTEM INFORMATION** button.



The Rate Table information is displayed under SYSTEM INFORMATION.

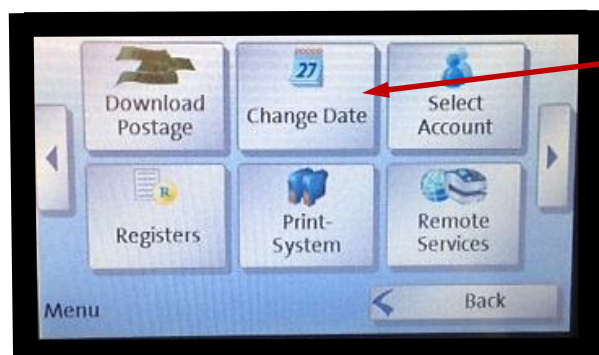
Note: This example shows the 2013 Rate Table version.

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.

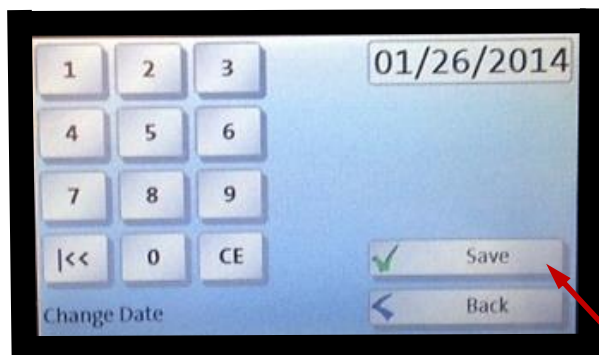
2 Advancing the PostBase Date



Select MENU.

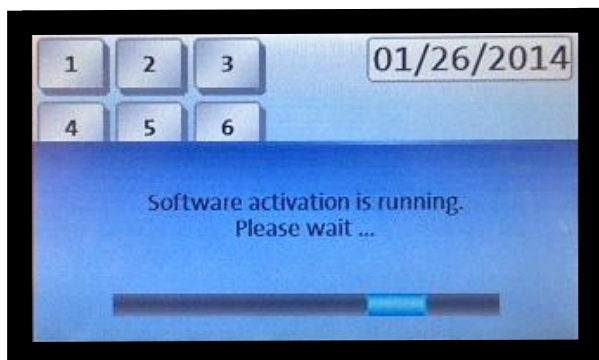


Select CHANGE DATE.



To change the date to the effective rate change date, enter the correct numbers in month/day/year order.

Once you've entered the date, select SAVE.

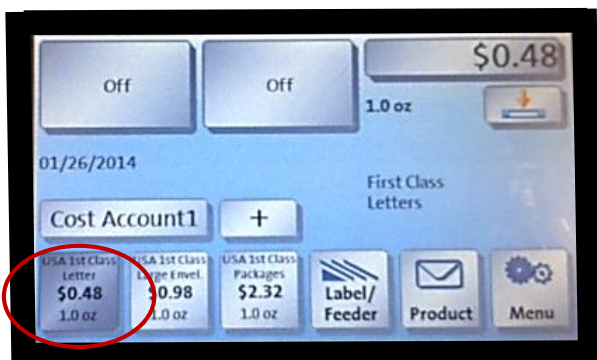


Upon selecting save, a message **SOFTWARE ACTIVATION IS RUNNING. PLEASE WAIT...** will appear.



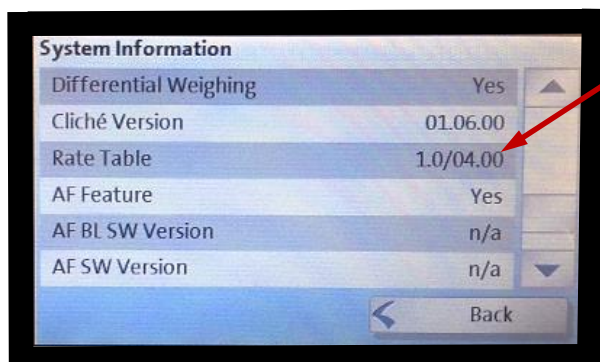
Upon completion, you will be brought back to the main Menu page.

Select **BACK**.



If done successfully, you will notice the amount in the upper right-hand corner should have changed to reflect the rate in effect for the current rate change.

Note: The Rate Table reflects the 2014 Rate Change.

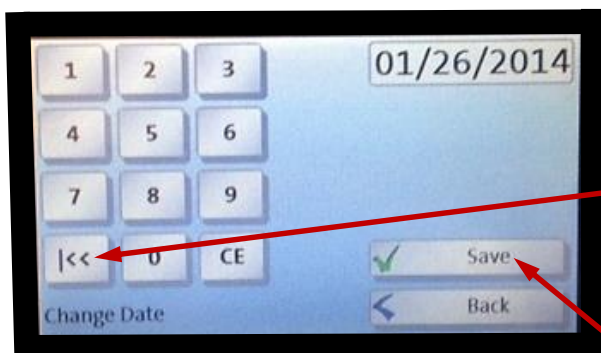


To check the Rate Table version, go to SYSTEM INFORMATION.

MENU/SYSTEM INFORMATION.

Scroll down until you find Rate Table.

Note: The Rate Table reflects the 2014 Rate Change.



To change the date back to the current:

MENU/CHANGE DATE

Select the double arrow button. This will restore the PostBase back to the current date.

Select SAVE.

3 Service

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