

# RATE CHANGE



## INSTRUCTIONS

Product: **PostBase**

# Instructions to Update the Rate Table on Your PostBase Machine via Remote Service

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 (analog phone line) or ethernet. For information on how to manage your PostBase connectivity, refer to Section 10.9 of the Operator Manual Reference Guide.

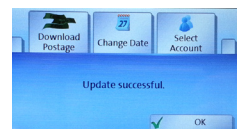
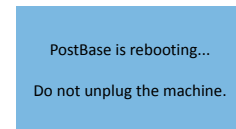
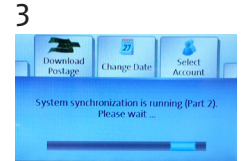
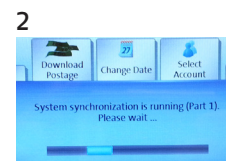
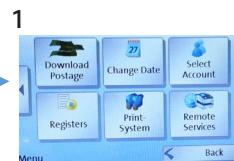
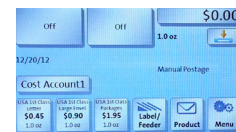
2. From the Home Screen, press the Menu button.

3. From the Menu Screen, press Remote Services. Your PostBase machine will now update the latest rates. This will take a few minutes. **DO NOT POWER DOWN OR UNPLUG THE MACHINE DURING THIS PROCESS.**

4. The PostBase may prompt you to reboot the machine. Once the download is complete, follow the on-screen prompts. **DO NOT UNPLUG THE MACHINE DURING THIS PROCESS.**

5. To verify the Rates were successfully downloaded, you will need to check your Rate Table version. For instructions on how to advance your PostBase date to view the Rate Table, refer to the addendum of your PostBase Operator Manual.

**Note:** Due to the new rates, you may need to reprogram saved shortcuts in your PostBase machine. For steps on how to check your Rate Table version, download the addendum at [fp-usa.com/ratechange/postbase](http://fp-usa.com/ratechange/postbase).



**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.

140 N. Mitchell Ct. Ste. 200 • Addison, IL 60101-5629 • 800-341-6052 • [www.fp-usa.com](http://www.fp-usa.com)

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