



ULTIMAIL

Mailing System



Addendum to the Operator Manual

/USA/

What you need to know

This addendum complements the UltiMail System Operator Manual.

This document solely covers:

- checking the Rate Table version
- reprogramming saved memories

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1 Checking the Rate Table Version

SCALES	0.46 ^{\$}
ACCOUNT 1 MASTER	FIRST CLASS RETAIL
SEASONS GREETINGS	WITHOUT LOGO
MEMORY 1	01/03/14
MODE: METERING Machine ready.	

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

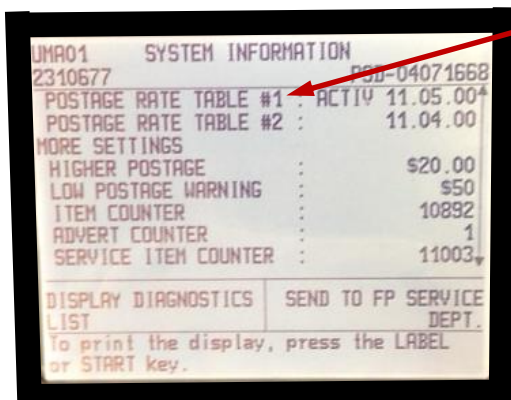
Select the SET UP button.

SET UP	
SYSTEM SETTINGS	ACCOUNT ADMINISTRATION
MODE SETTING	EDIT MEMORY
DISPLAY SYSTEM INFORMATION	EDIT PRINT IMAGE/SMS TEXT
EDIT POSTAGE TABLE DATA	ORDERING LINE
Please select a main group.	

Select the corresponding key for DISPLAY
SYSTEM INFORMATION.

SET UP	
SYSTEM SETTINGS	ACCOUNT ADMINISTRATION
MODE	MEMORY
DISP INFO	PRINT TEXT
EDIT POSTAGE TABLE DATA	ORDERING LINE
Data being updated. Please wait ...	
Please select a main group.	

You will be prompted with the message
DATA BEING UPDATED. PLEASE WAIT . . .



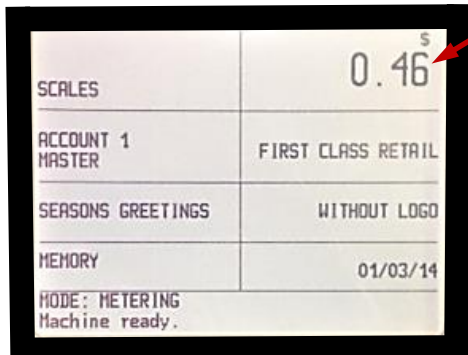
A system information screen will appear. Scroll down until you locate **POSTAGE RATE TABLE #1**. The UltiMail system will display two Rate Table versions, the ACTIVE version (Rate Table #1) and the version in QUEUE (Rate Table #2).

For example, if you uploaded the new rate table, the new version would be located in POSTAGE RATE TABLE #2 until the new rates take effect. Once the new rates take effect, your queued rate will become ACTIVE and the old rate will show in the QUEUE.

Note: the example above shows the active Rate Table version for 2013 and the past Rate Table version for 2012. The new rate table has not been queued yet.

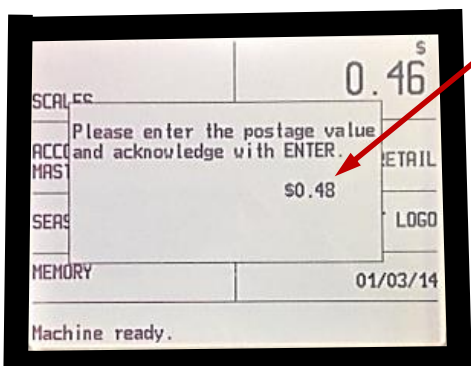
To verify what the current Rate Table Version is, please check fp-usa.com/ratechange to find the Rate Table version number that applies to the latest rate change.

2 Reprogramming the Memory



The Home screen appears after the UltilMail is turned on and the start routine has been successfully completed. Be sure to have your MasterCard inserted.

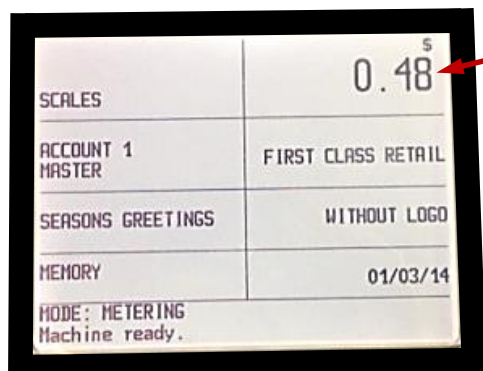
To change the rate, press the corresponding key next to the current rate.



Enter the Rate of which you would like to reprogram in your UltilMail machine.

Once you have entered the rate, press **ENTER.**

The example shown is for a First-Class Letter.



The rate entered should now appear in the upper right-hand corner.

Press the **SET UP** button.

SET UP	
SYSTEM SETTINGS	ACCOUNT ADMINISTRATION
MODE SETTING	EDIT MEMORY
DISPLAY SYSTEM INFORMATION	EDIT PRINT IMAGE/SMS TEXT
EDIT POSTAGE TABLE DATA	ORDERING LINE

Please select a main group.

Select the corresponding key for EDIT MEMORY.

SELECT MEMORY FOR EDITING			
1	\$0.46	5	\$2.50
FIRST CLASS RETAIL		FIRST CLASS RETAIL	
2	\$0.15	6	\$28.25
PRSR STD COM.		W/OUT TYPE OF MAIL	
3	\$2.07		
FIRST CLASS RETAIL			
4	\$0.88		
FIRST CLASS RETAIL			

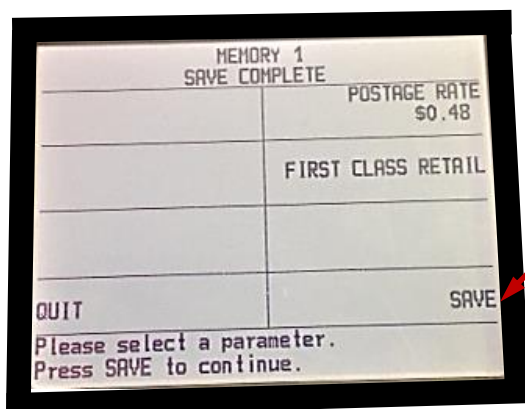
Please select a memory.
Print: START and feed a letter or LABEL.

Select the corresponding key for MEMORY 1 or the corresponding memory key if not Memory 1.

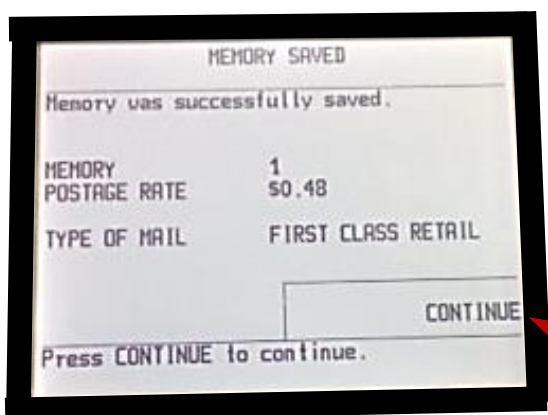
EDIT MEMORY	
	1 \$0.46
T. O. MAIL 1	FIRST CLASS RETAIL
current settings:	\$0.48
T. O. MAIL 1	FIRST CLASS RETAIL
SAVE COMPLETE MEMORY	

Please select a function.

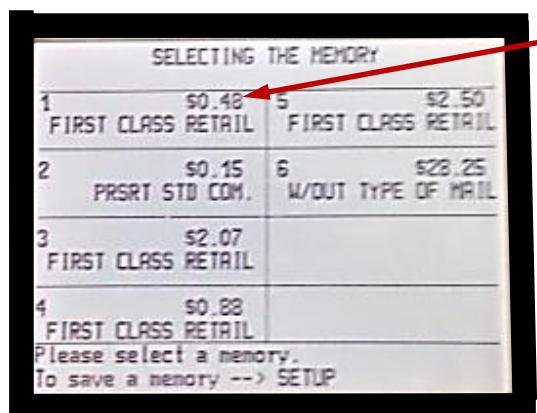
To save the changes, select the corresponding key for SAVE COMPLETE MEMORY.



Select the corresponding key for **SAVE** to continue.



This screen provides you with a recap of the changes you have saved. Select the corresponding key for **CONTINUE** to complete the process.



To check that your new Memory 1 entry successfully saved:

HOME SCREEN/MENU/MEMORY

You will notice the changes in Memory 1 were successfully changed.

Repeat these steps for all memories being reprogrammed.

3 Service

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