mailone™
Integrated Mailing & Accounting

mailone™
Set-Up and Installation Guide

Checking the contents of the package

1 – mail**one**™ Installation CD
2 – mail**one**™ Activation Code (if ordered)
3 – 2-USB/Serial Converters
4 – 2-9 Pin Serial Cables
5 – Endorsement Card
6 – Endorsement Card Instructions
7 – Interfaced excel**scale**™ (optional)
8 – excel**scale**™ Cable (optional)
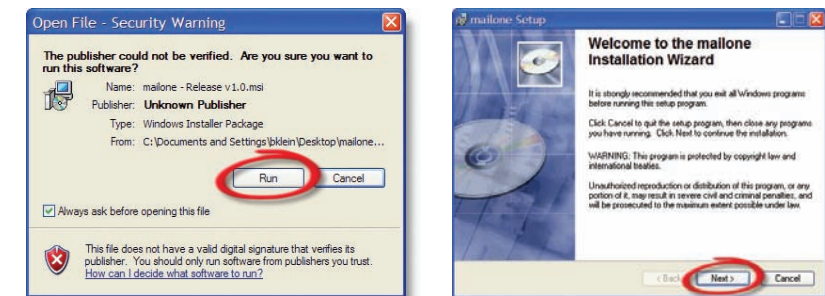

1

OFF

x2

x2
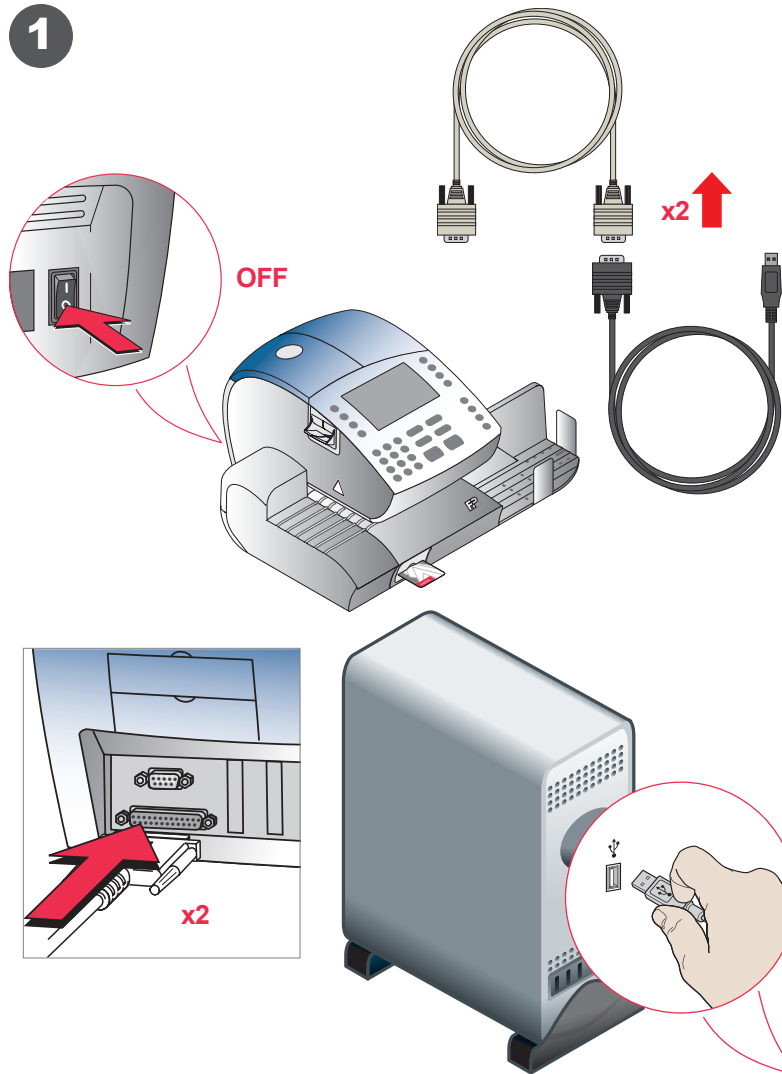
- Make sure that the ulti**mail**™/centor**mail**™ is updated with the most recent version of Firmware (Dealer-Installed)
- Start by turning the power OFF on your mailing machine
- Connect the USB Converters to the provided Serial Cables as shown
- Connect both of the Serial Cables to the mailing machine as shown
- Connect both of the USB Converters to your PC as shown
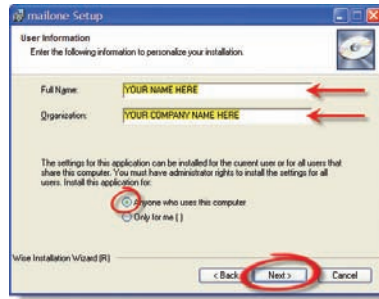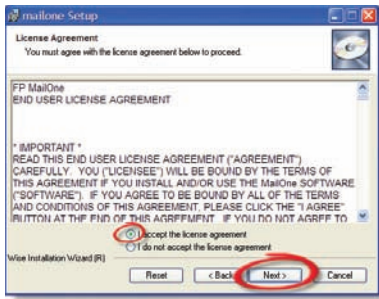

2

ON
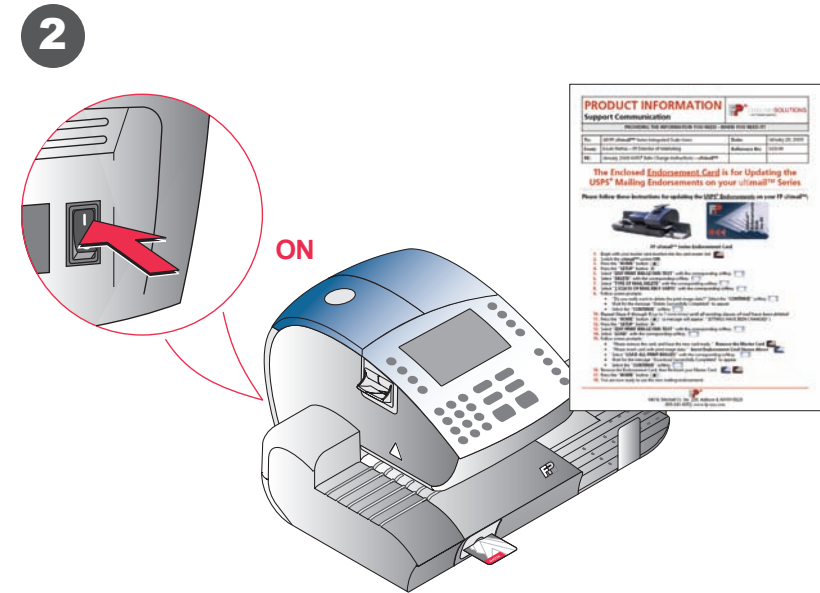
- Restart by powering ON your mailing machine
- Refer to the included instructions to update the endorsements on the mailing machine
- Once the ALL Endorsements are loaded, put the meter into KARAT (PC Accounting Mode) as indicated in the Meter's Operator Manual


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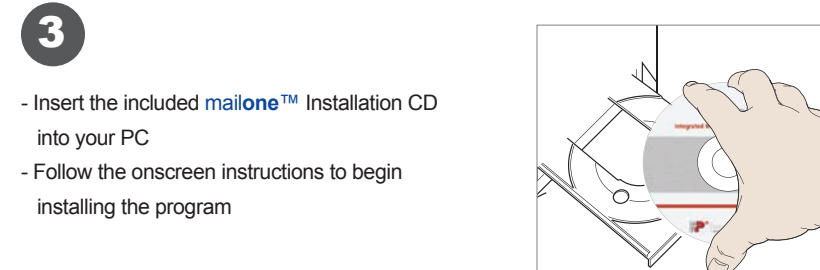
- Insert the included mail**one**™ Installation CD into your PC
- Follow the onscreen instructions to begin installing the program

Open File - Security Warning

The publisher could not be verified. Are you sure you want to run this software?

Name: mailone - Release v1.0.msi
Publisher: **Unknown Publisher**
Type: Windows Installer Package
From: C:\Documents and Settings\bklein\Desktop\mailone...

Run   Cancel

☑ Always ask before opening this file

This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. How can I decide what software to run?

Welcome to the mailone Installation Wizard

It is strongly recommended that you exit all Windows programs before running this setup program.

Click Cancel to quit the setup program, then close any programs you have running. Click Next to continue the installation.

WARNING: This program is protected by copyright law and international treaties.

Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.

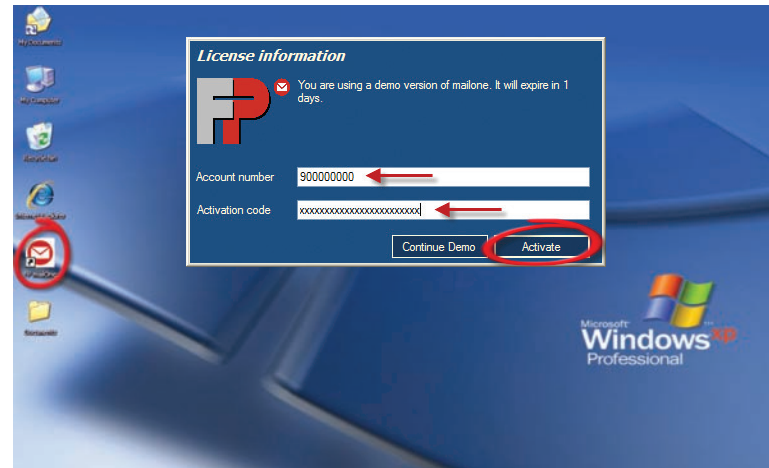Back   Next >   Cancel

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- Review and Accept the EULA, then select 'Next' as shown
- Enter the PC Name and Company Name as shown, then select 'Next'
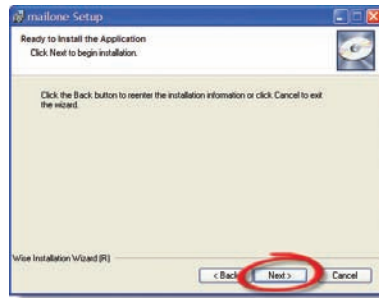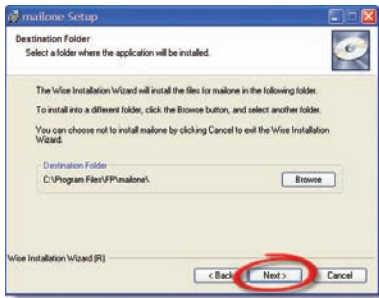
- If mailone™ prompts you to install Microsoft Access 2007 Runtime, you must accept the additional Microsoft License Agreement and install the application for mailone™ to function properly

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- Once the installation has finished, open mailone™ by double clicking the desktop icon as shown
- The software will now prompt you for your license information – if you have your FP 9-digit Account Number AND your mailone™ 24-digit alpha-numeric License Activation Code, enter it as shown
- Otherwise, click 'Continue Demo' to continue with the Free Trial
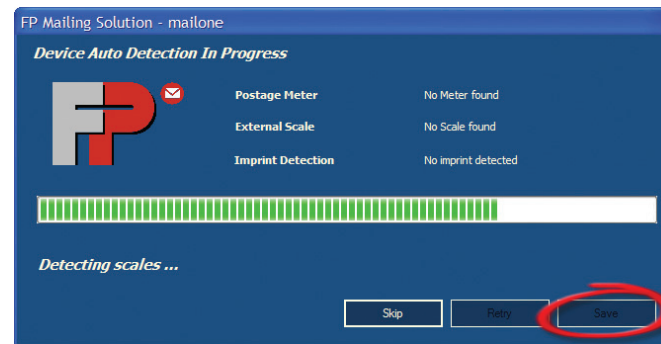
- If you have connected your PC and Meter correctly, mailone™ will automatically detect the postage meter & external scale (optional)
- Once detected, mailone™ will automatically set your meter to $0.00 and prompt you to 'Generate a Zero Imprint' – to do this, simply feed a letter or label through your meter
- Once complete, mailone™ will confirm the COM port connections
- To end the Auto-Detection process, click the 'SAVE' button

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- From the mail processing screen, click the 'Settings' tab as shown
- Enter your 9-Digit FP Account Number & originating ZIP Code as shown
- In order to process Electronic Confirmation Services, you will need to enter your USPS© Mailer ID & Entry Facility ZIP Code as shown

NOTE: If you do not wish to utilize the Electronic Confirmation Services, you must still input a 'dummy' Mailer ID number of 111111111 (9-digits) in order to utilize the Commercial-Base Pricing Discounts

- Click the 'Transfer' tab at the top as shown
- Enter your USPS©-assigned Confirmation Services Login code & Password, then click the 'SAVE' button as shown

NOTE: If you do not wish to utilize the Electronic Confirmation Services, you must still input a 'dummy' USPS© Login of 111111 (6-digits) and a 'dummy' password of 1111111 (7-digits) in order to utilize the Commercial-Base Pricing Discounts
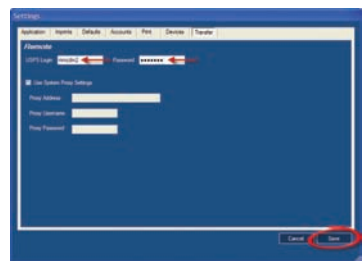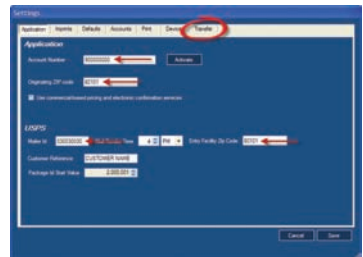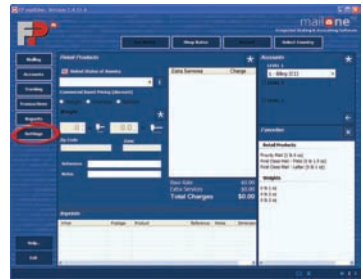
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Congratulations!
You have now successfully installed mailone™
- Please click on the 'Help' button located in the lower-left corner of the mail processing screen to learn about the features and functions of your new mailone™ software
- To order supplies, contact your local Dealer or visit us on the web @ www.fp-usa.com

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