



mymail™ MAX Set-Up and Installation Guide



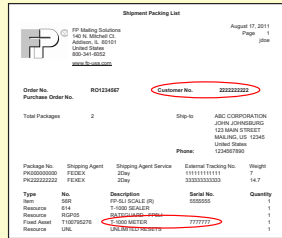
Checking the contents of the package

- 1 – mymail™ MAX Base Unit
- 2 – Power Cable
- 3 – High Speed Cable
- 4 – Analog Phone Line
- 5 – High Speed Cable to USB converter
- 6 – Master Card (if ordered)
- 7 – HP® Inkjet Cartridge (if ordered)
- 8 – Operator Manual
- 9 – FP Shipment Packing List

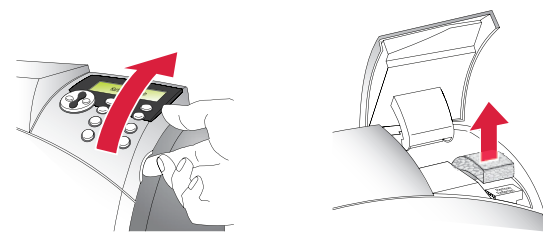
1

Before you begin, activate the mymail™ MAX Meter

- **Locate** the Shipment Packing List included with your shipment; Identify your Customer # and Meter Serial # on this form as shown
- **Call** FP Toll-Free @ 866-750-7570, then select option 1 to look up your PIN
- **Key** in your Account #, Zip Code, and Meter Serial # as directed by the phone prompts



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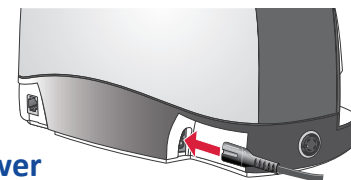


Remove Packing From Ink Cartridge Bay

- Place your mymail™ MAX in the work location in which you wish to install it
- Lift the Keypad Panel as shown to expose the Ink Cartridge Bay
- Remove all foam/cardboard packing material as shown
- Do NOT Install the Ink Cartridge at this time!

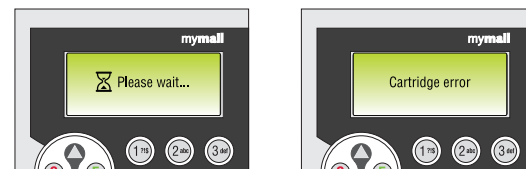
⚠ - Gently close the Keypad Panel

3



Connect Power

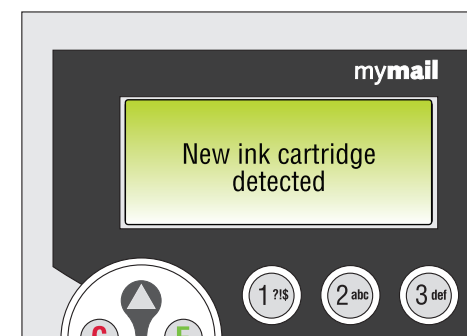
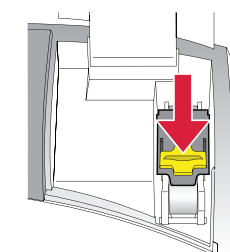
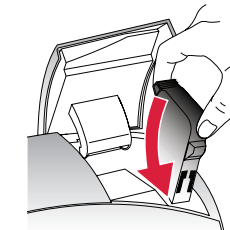
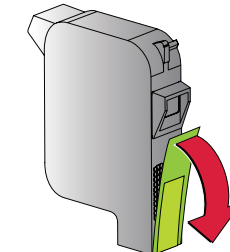
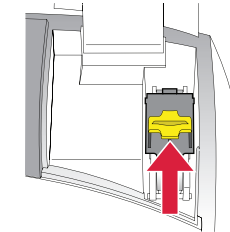
- Locate the power connection on the back of the mymail™ MAX as shown above
- Connect the female end of the included Power Cord to the back of the mymail™ MAX as shown; plug the male end into a nearby power outlet
- Your mymail™ MAX will now automatically startup and display the message "Please wait..." as shown while performing a series of internal system tests
- Once your mymail™ MAX completes its internal testing, your display will read "Cartridge error" to notify you that no ink cartridge is currently installed



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Install mymail™ MAX Ink Cartridge

- Lift the Key Panel as shown to expose the Ink Cartridge Bay
- Wait for your mymail™ MAX to automatically adjust the position of the ink cartridge holder
- Slide the Yellow Locking Lever backward as shown, then gently swing the upper Ink Cartridge Lock upward towards the back of the machine
- Prepare the Ink Cartridge by removing the protective film as shown
- Insert the Ink Cartridge into the ink cartridge holder as shown with the print head and contacts towards the front of the mymail™ MAX; be sure to snap the cartridge into place by gently pressing down on the back of it
- Gently swing the upper Ink Cartridge Lock back down onto the newly installed ink cartridge, then slide the Yellow Locking Lever forward as shown
- Gently close the Keypad Panel; your mymail™ MAX will now automatically restart and display the message "Please wait..." while performing a series of internal system tests
- Once your mymail™ MAX completes its internal testing, the display will read "New ink cartridge detected" as shown

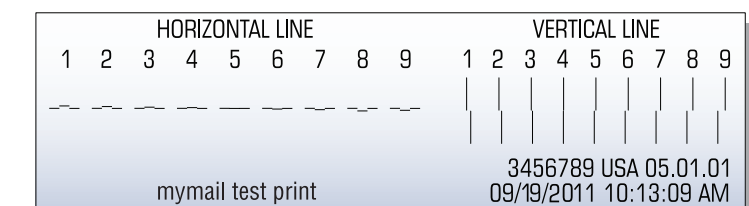


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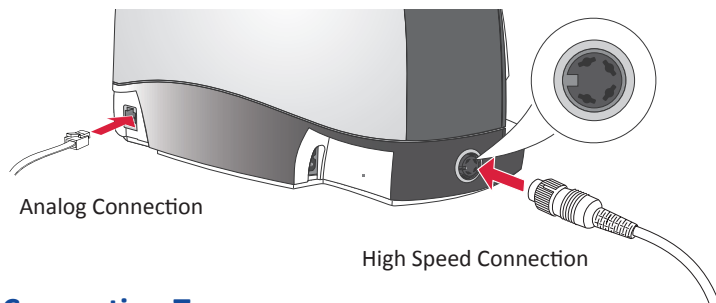


Adjustment of mymail™ MAX Ink Cartridge

- Confirm the "New ink cartridge detected" message by pressing the green **E** key
- Confirm the "Please follow instructions to adjust cartridge" message by pressing the green **E** key
- Confirm the "You will need two envelopes" message by pressing the green **E** key
- Wait for your mymail™ MAX to display "Insert first envelope" then insert a blank envelope as shown
- Do not remove the envelope until your mymail™ MAX completes printing and releases the envelope
- Input the # of the Straightest Horizontal Line as shown below using the numeric pad
- Confirm your entry by pressing the green **E** key
- Input the # of the Straightest Vertical Line as shown below using the numeric pad
- Confirm your entry by pressing the green **E** key
- Wait for your mymail™ MAX to display the message "Insert second envelope" then insert another envelope as before to complete the adjustment procedure
- Do not remove the envelope until your mymail™ MAX completes printing and releases the envelope



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Connection Type

- ⚠ - You must decide now if you will be using an analog phone line or a high speed cable connection**

- Locate the analog and high speed connections on the back and side of your **mymail™ MAX** as shown above

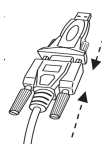
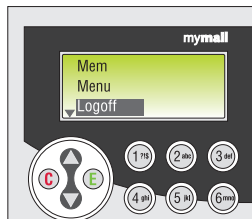
- Choose Connection:

- **If using an analog line:** connect one end of the included Analog Phone Line to the back of the **mymail™ MAX** as shown above; plug the open end into an available analog phone jack.
- Scroll down using the down arrow ▼ key and highlight “Menu,” then press the green (E) key to continue
- Next, scroll down using the down arrow ▼ key and highlight “Configuration,” then press the green (E) key to continue
- Next, scroll down using the down arrow ▼ key to highlight “Use Serial Interface for Connection,” press the green (E) key to continue
- Next, scroll up using the up arrow ▲ key to highlight “Unused,” press the green (E) key to confirm
- Press the red (C) key twice to finish
- You may now skip to **step 8**

-or-

- If using high speed internet connection:

- Press the down arrow to highlight “Logoff”
- Confirm your entry by pressing the green (E) key
- The current date will appear in the display



- Locate the high speed connection on the **mymail™ MAX**; remove shipping cap to reveal connection; next, connect one end of the included High Speed Cable to the side of the **mymail™ MAX** as shown above; tighten connection ring to the machine so connection is secure; join USB adapter to the High Speed Cable as shown; plug the USB adapter into an available USB connection on your PC. You may now move to **step 7**.

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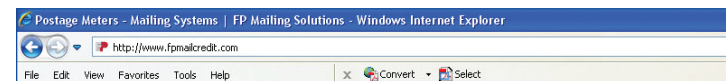
Setup of mailcredit™ (for high speed postage download only)

- ⚠ If you will be using an analog phone line, skip to step 8**

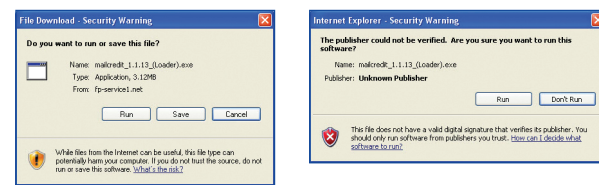
mailcredit™ allows you to download postage via high speed internet connection instead of an analog line.

Instructions below are for Windows XP users only
(please visit www.fpmailcredit.com to see instructions for Windows 7 and Windows Vista)

- Using your PC, quit all running applications
- Visit www.fpmailcredit.com using your internet browser



- Download the latest version of **mailcredit™** to your PC
- You will then get a pop-up window to run the setup file for **mailcredit™**, as shown below



- You will then get a security warning from Internet Explorer as shown above (“Are you sure you want to run this software?”)
- Click “Run”
- The **mailcredit™** installation wizard will then start by clicking “Next”, as shown
- The wizard will then prompt you to confirm the destination path by clicking “Next,” as shown
- Start installation by clicking “Next”

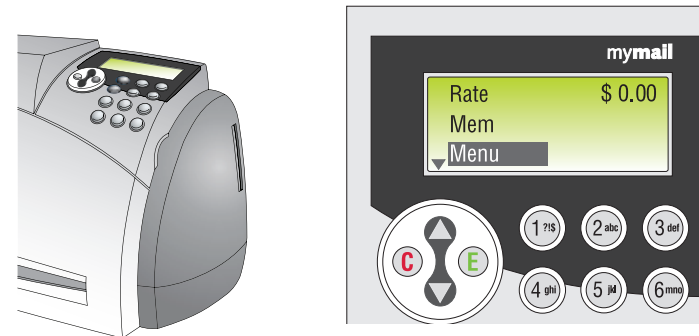
- ⚠ - mailcredit™ is now being installed and can take a few minutes to finish**

- When installation is complete; close the wizard by clicking “Finish,” as shown
- Locate the **mailcredit™** icon on your desktop of your PC
- Using your mouse, double click the **mailcredit™** icon to open
- Confirm **mailcredit™** is connected by viewing the following message and icon from the toolbar on your PC



- Log into your machine by pressing the green (E) key

8



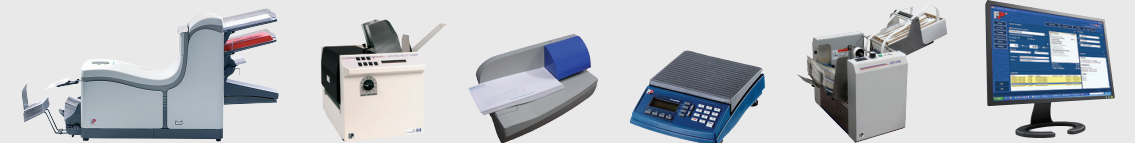
Load Postage Funds Via Remote teleset™ Download

- Highlight the word “Menu” on the **mymail™ MAX** display by pressing the down arrow ▼ key twice as shown
- Confirm the selection by pressing the green (E) key
- Scroll down & highlight the phrase “Get Postage” on the display by pressing the down arrow ▼ key three times
- Confirm the selection by pressing the green (E) key
- Begin the download of postage by pressing the green (E) key
- Enter the postage value (\$) that you wish to download into your **mymail™ MAX** by using the numeric pad
- Confirm your input by pressing the green (E) key
- Your **mymail™ MAX** will now connect to FP’s **teleset™** Data Center, please wait approximately 15-45 seconds to complete
- **⚠ If using mailcredit™ your postage download progress can be seen in the corner of your tool bar on your PC**
- Once the postage download is complete you will see the message “Postage received. Print receipt?” To print a receipt, press the green (E) key, otherwise press the red (C) key to return to the main menu

Did you know FP has other product lines?

Make your postage meter part of a total solution, with these lines from FP.

- ✓ Folder-Inserters
- ✓ Address Imaging Systems
- ✓ Postal Scales
- ✓ Letter Openers
- ✓ Tabber-Labelers
- ✓ Mailroom Software



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Congratulations!

You have successfully set up your **mymail™ MAX**

- Please refer to the included Operator Manual to learn about the full features and functions of the system
- To order Supplies, contact your local Dealer or visit us on the web @ www.fp-usa.com
- Be sure to visit FP’s other web pages for the latest news and product information



When you have questions we have solutions.

In business today, smooth mail center operations must be a given. As an innovative, total mainstream solutions provider, FP Mailing Solutions offers a full range of mail center products and services designed to create seamless mailing systems.

Our uncommon way of doing business ideally positions us to anticipate and respond to customer needs as they happen.

