

Instructions for Downloading New Postage Rates

1. Make sure your machine has a connection (as if you were adding postage)
2. Press the MENU key
3. Scroll down and select "SUPERVISOR"
4. Enter the supervisor PIN code (**09430**).....press OK
5. Scroll down and select "OPTIONS & UPDATES" button
6. Scroll down and select "RATES MANAGEMENT" button
7. The "Rate Management" screen is displayed
8. Select "CHECK for UPDATES"
9. (Several screens will be displayed as the machine connects to the server.)

- **DO NOT INTERRUPT THIS PROCESS!**

10. When new rates have been loaded "SERVER CALL FINISHED SUCCESSFULLY" is displayed on the screen.
11. Press "OK"
12. The "Rate Management" screen is displayed again
13. You should see the file dated **US01-USPS-012719** (it will be unchecked until January 27. Then after that date occurs it should be checked)

If you see this file at all (either checked or unchecked) then your update was successful. There is nothing else you need to do. Your machine knows to activate this file.
