

Rates - Loading Rates

Supervisor

Menu - Options And Updates - Rate Management



Your mailing system uses rate tables to calculate postage amounts. The Online Services Server loads new rate tables into your mailing system and your mailing system automatically switches to the approved rate table on the effective date of rate change.

NOTE:

- Rate table files are identified by a date.
- The mailing system has to be connected to the Online Services Server to load rates.

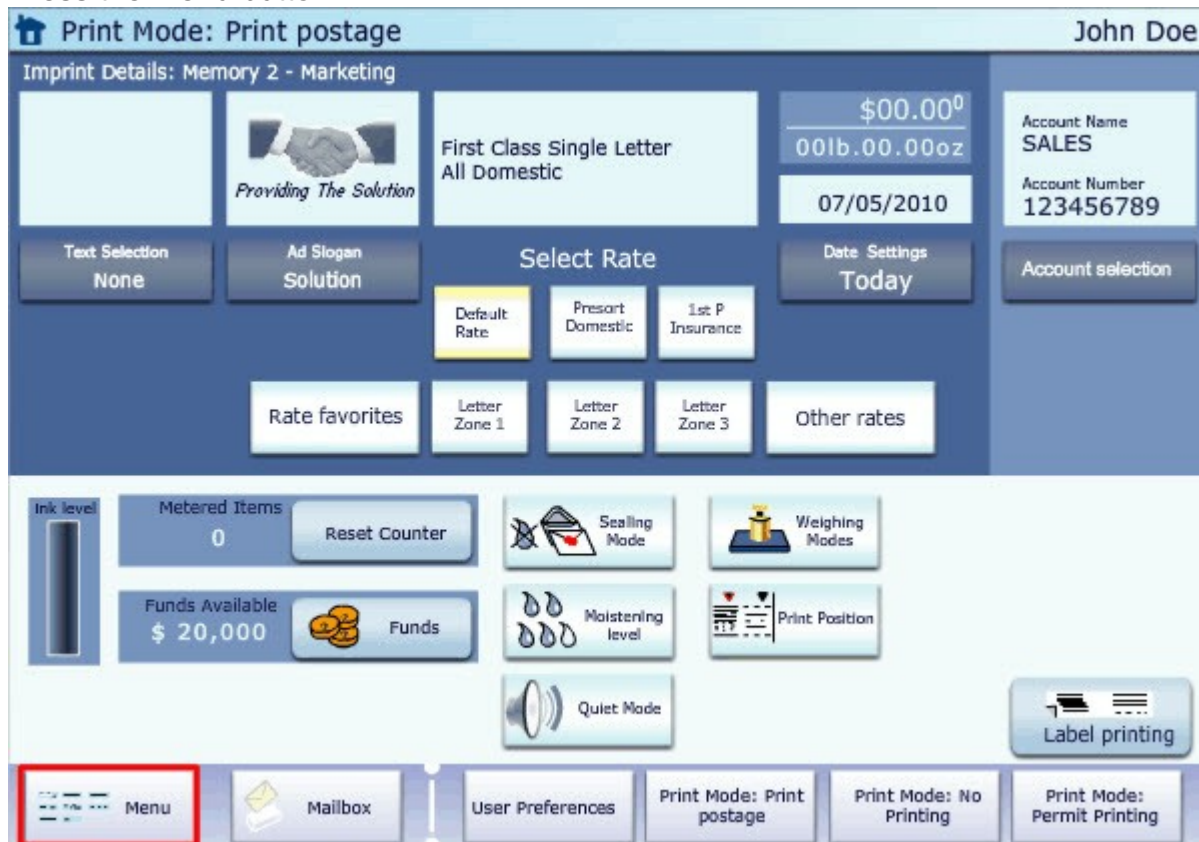
Loading Rates

Basic Steps

- Login as Supervisor
- Select Options And Updates.
- Select Rate Management.
- A list of rate tables currently installed is displayed.
- Press Check For Updates.
- New Rates are loaded into the mailing system.

Detailed Instructions

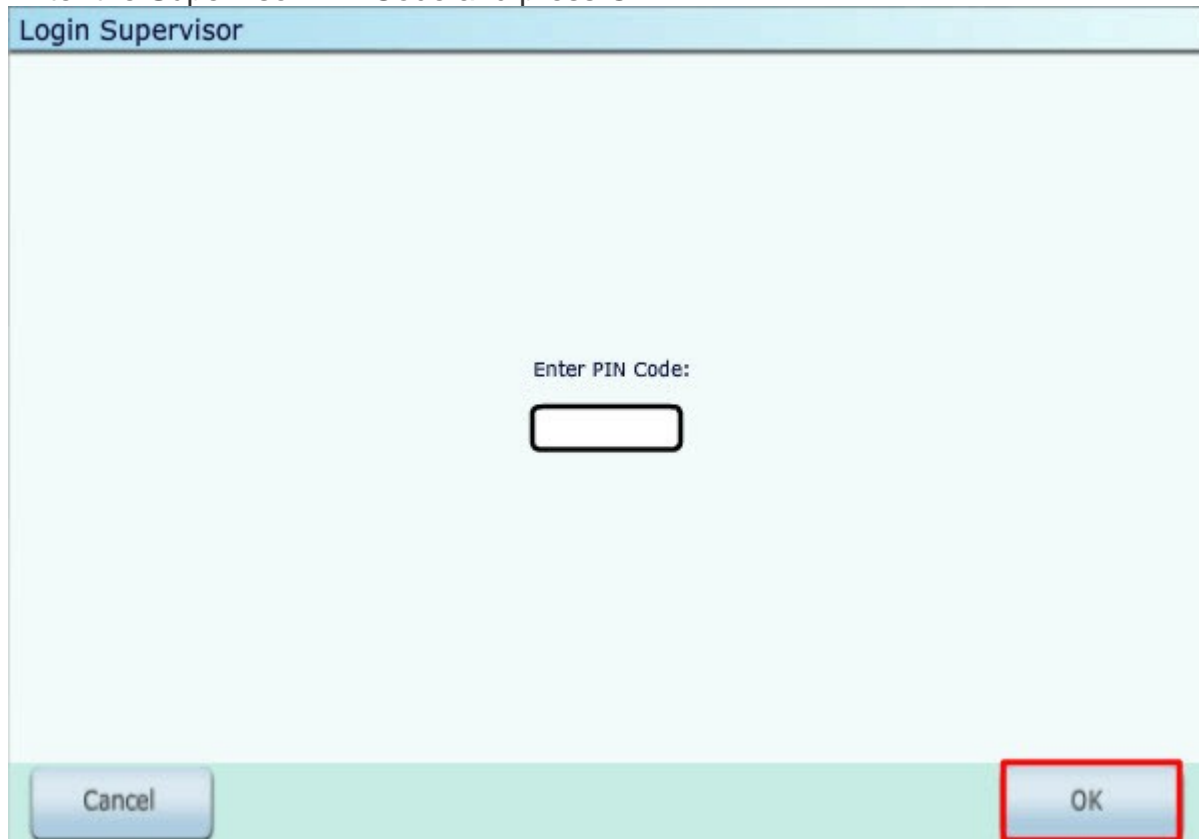
1. Press the Menu button.



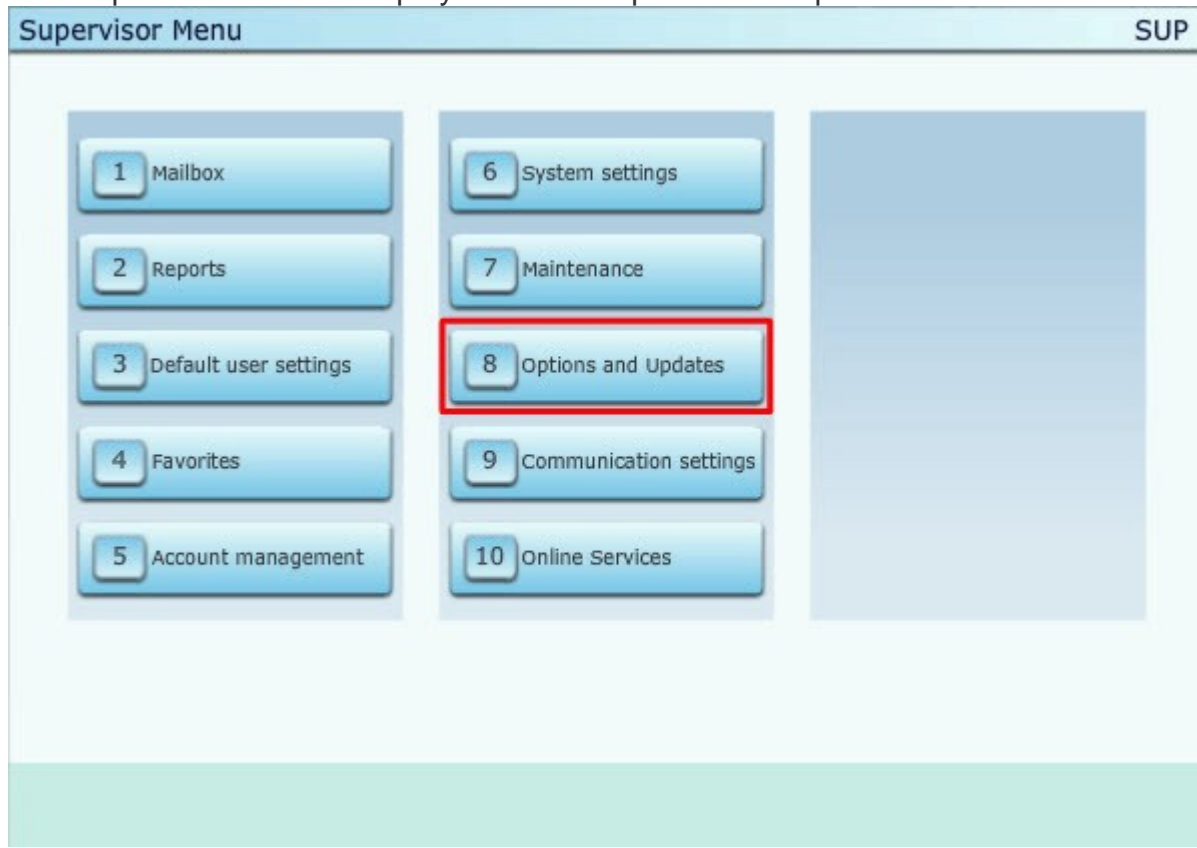
2. Select Supervisor.



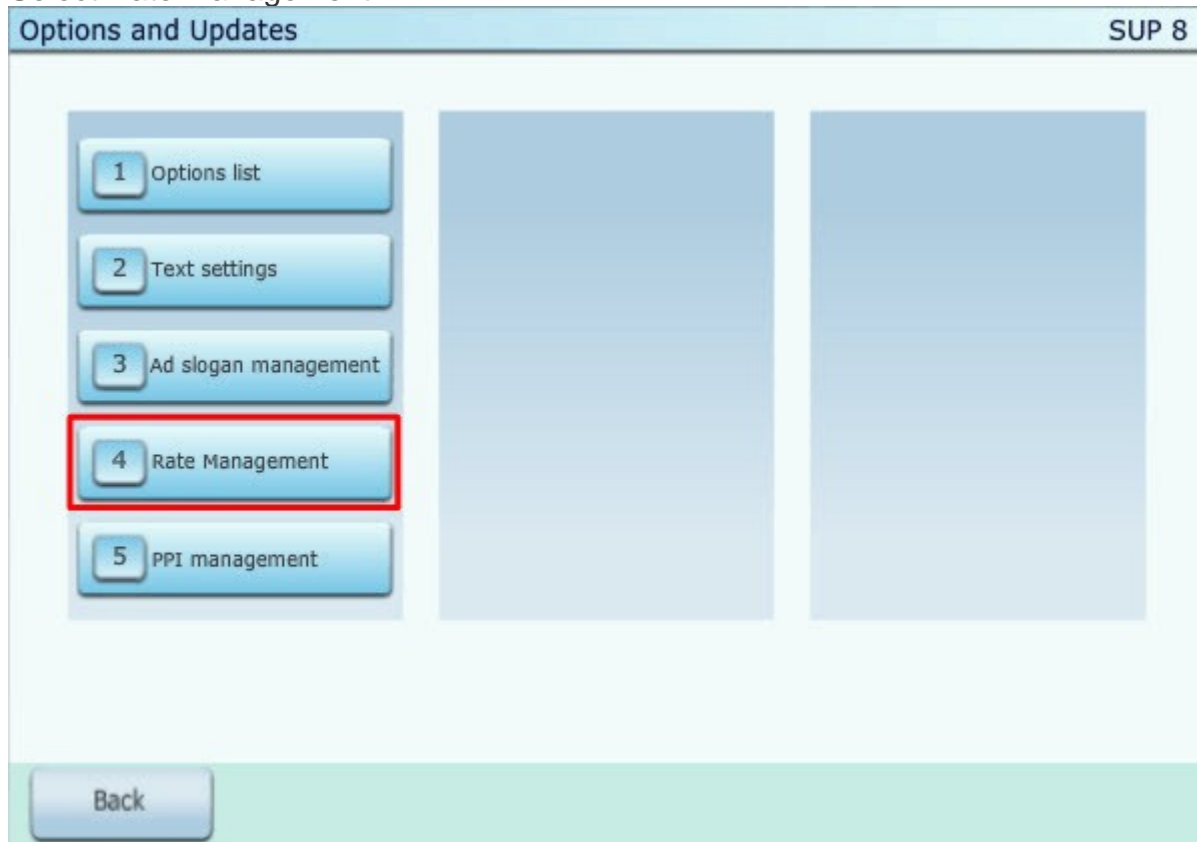
3. Enter the Supervisor PIN Code and press OK.



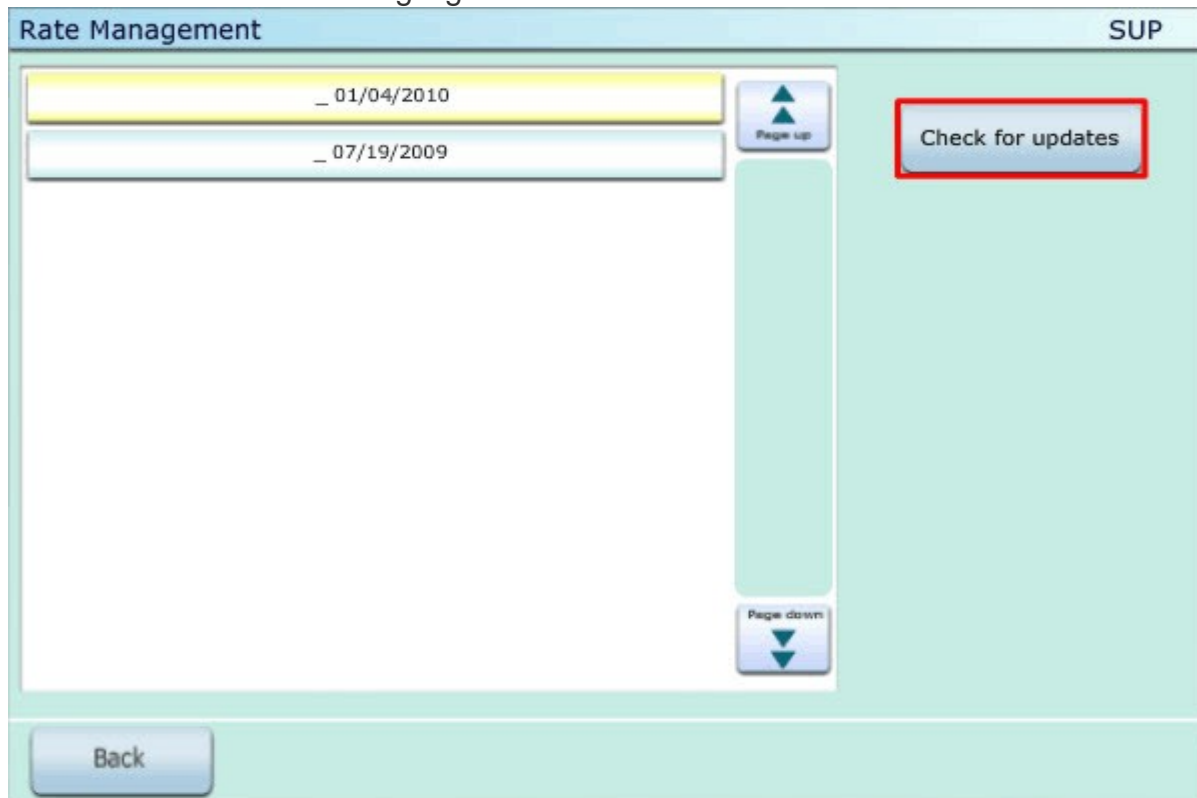
4. The Supervisor Menu is displayed. Select Options And Updates.



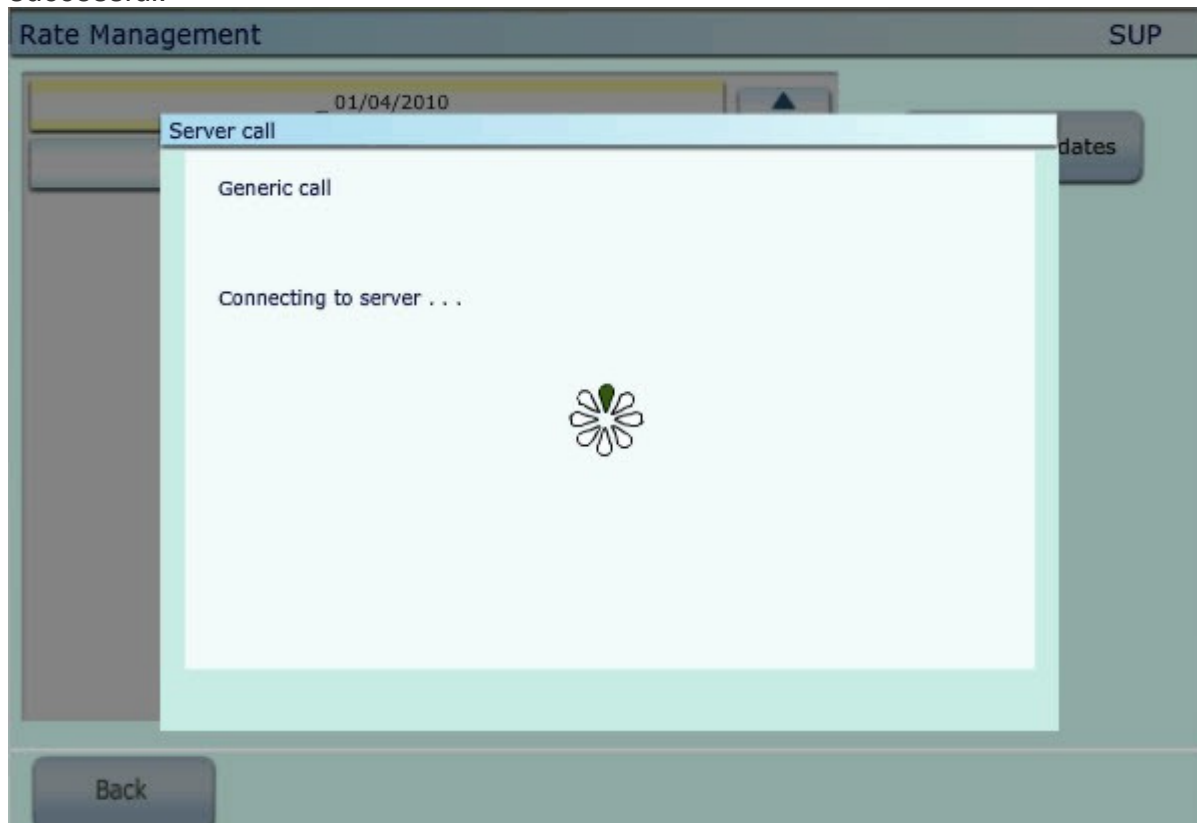
5. Select Rate Management.

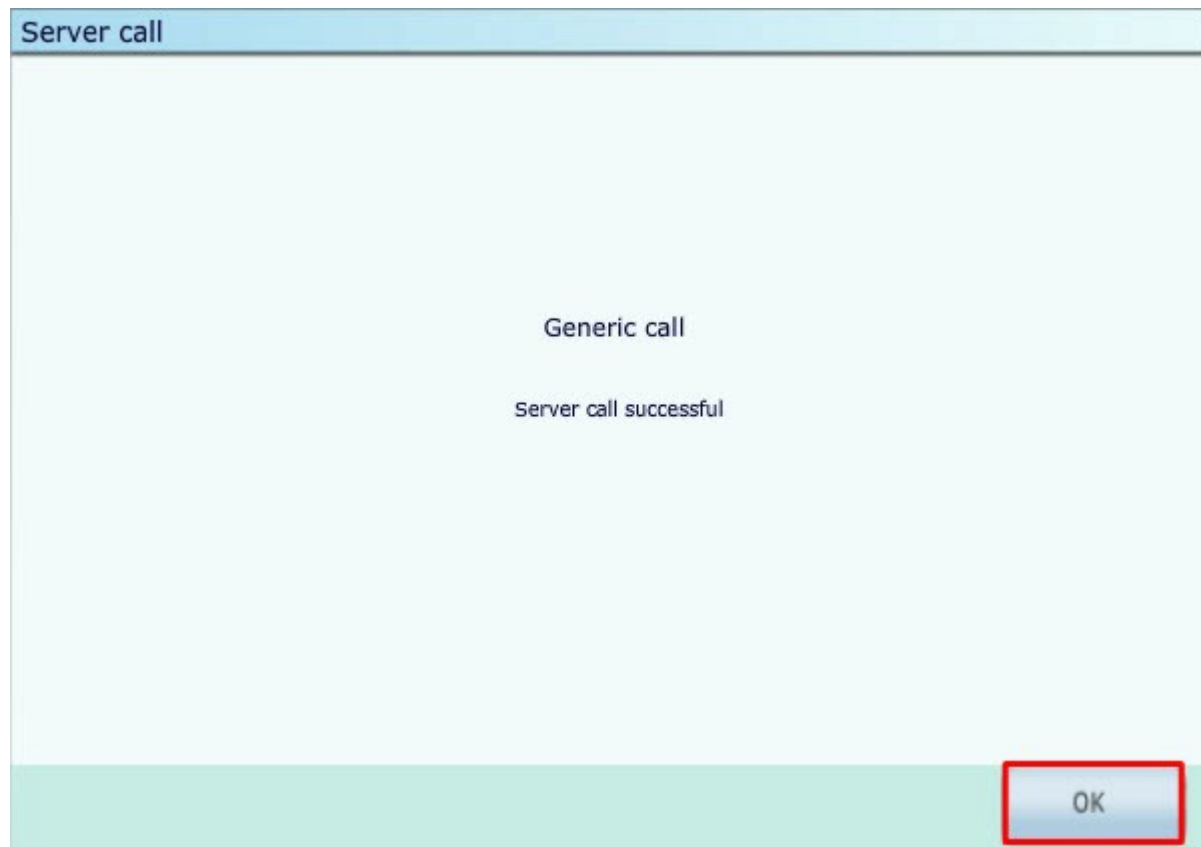
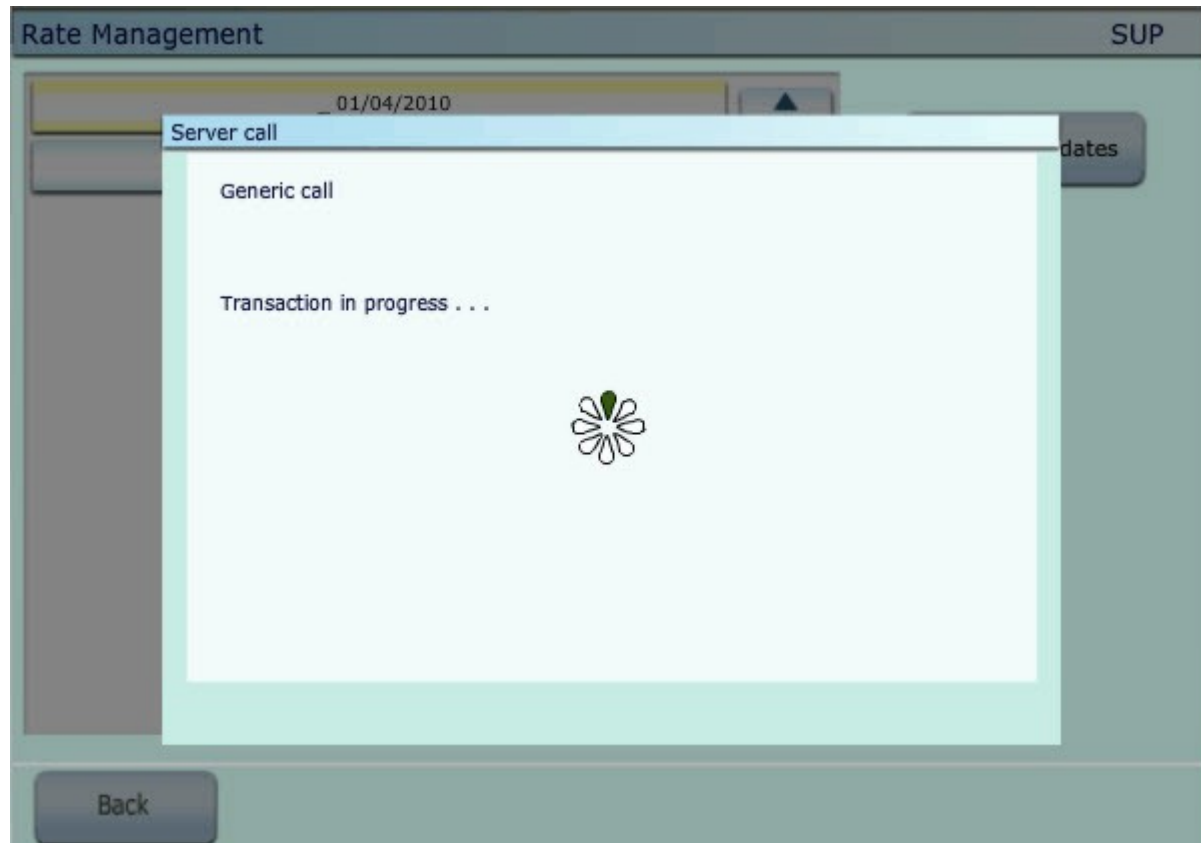


6. A list of rate tables currently installed is displayed. Press Check For Updates.
- The current selection is highlighted.



7. The new rates are downloaded from the server. Press OK when the Server Call is successful.





8. Press the Sleep/Wake button to exit supervisor mode.

