



**PLEASE FOLLOW THESE INSTRUCTIONS TO  
LOAD YOUR RATE CARD**



**Model: FP centormail**



**STEP 1**

Turn the centormail on and you will see the 'Home' screen



**STEP 2**

Press the 'MENU' button



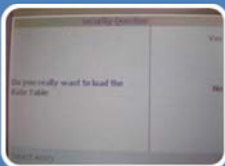
**STEP 3**

Press the down arrow button and 'Load data from card' will be displayed, press this option



**STEP 4**

'Please remove the card' will be displayed, remove the Master card and insert the rate table card with the chip facing the rear



**STEP 5**

Select 'Yes' to load the new postage rate table



**STEP 6**

After the message 'Data being loaded' you will see 'Data successfully loaded' press the 'Enter' button to continue



**STEP 7**

Swap the ratetable card for the Master card with the chip facing the rear and press the 'Home' button

**IF ANY OF THE ABOVE STEPS FAIL, PLEASE START AGAIN FROM STEP 1. IF YOU ARE STILL HAVING DIFFICULTIES, PLEASE VISIT OUR WEBSITE [www.fpmailing.co.uk](http://www.fpmailing.co.uk)**

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