



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



Model: FP mymail



STEP 1

Turn the mymail on and ensure it is at the 'Home' screen



STEP 2

Scroll down to the "Menu" option and press the green 'E' button



STEP 3

Scroll down to "Configuration" and press the green 'E' button



STEP 4

Scroll down to "Load from card" and press the green 'E' button



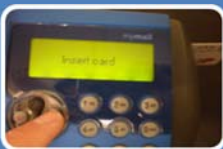
STEP 5

Scroll down to "Rate table" and press the green 'E' button



STEP 6 - Insert your Rate card

When "Insert card" is displayed on the screen, insert your new Rate card ensuring the gold chip is facing the rear



STEP 7 - Load the Rates

Press the green 'E' button to continue to load the Rate card



STEP 8 - Return to 'Home' screen

Once loading has completed, remove the Rate card from the machine and press the red 'C' button 3 times to return to the 'Home' screen

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

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