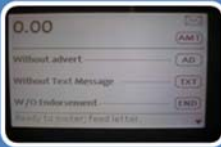




**PLEASE FOLLOW THESE INSTRUCTIONS TO  
TO LOAD YOUR RATE CARD**



**Model: FP optimail 30**



**STEP 1**

Turn the optimail 30 on and ensure it is at the 'Home' screen



**STEP 2**

Ensure your 'Master card' is inserted



**STEP 3**

Press the 'Menu' button



**STEP 4**

Using the down arrow key, scroll down to "Load from chipcard" and select using the adjacent 'soft key'



**STEP 5**

When instructed onscreen, remove the Master card



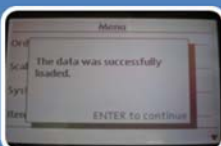
**STEP 6 - Insert your Rate card**

Insert your Rate card ensuring the gold chip is facing the rear and press 'Enter'



**STEP 7 - Load the Rates**

When prompted to confirm the loading of the new rates, please press 'Yes'



**STEP 8 - The data was successfully loaded**

Once loading is complete the machine will display "The data was successfully loaded". Please remove your Rate card and press 'Enter'. Press 'Back' twice 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](http://www.fpmailing.co.uk)**

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