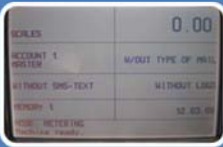




**PLEASE FOLLOW THESE INSTRUCTIONS TO  
LOAD YOUR RATE CARD**



**Model: FP ultimail 60 / 65 and 90 / 95**



**STEP 1**

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



**STEP 2**

Ensure your 'Master card' is inserted



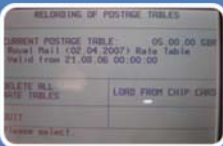
**STEP 3**

Press the 'Setup' button



**STEP 4**

Select "Edit Postage Table Data"



**STEP 5**

Select "Load from Chipcard"



**STEP 6 - Insert your Rate card**

Remove the Master card and insert your Rate card ensuring the gold chip is facing downwards



**STEP 7 - Load the Rates**

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



**STEP 8 - Return to 'Home' screen**

Once loading is complete the machine will display "The data was successfully loaded". Please remove your Rate card and press 'CONTINUE', then press the 'HOME' button

Re-insert your 'MASTER' card

**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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