

# PRODUCT

## Support Communication



PROVIDING THE INFORMATION THAT CONNECTS US ALL!

<b>To:</b>	All mymail™ Integrated Scale Users	<b>Date:</b>	December 1, 2011
<b>From:</b>	Brian Klein – Product Manager	<b>Reference Number:</b>	028-11
<b>RE:</b>	January 2012 Rate Change Instructions – mymail™		







## The Enclosed Rate Card is for Updating the Shipping Rates on your mymail™ Integrated Postage Scale



Please follow these simple instructions for updating the rates on your FP mymail™:



### FP mymail™ Rate Card Instructions

1. Begin with your Master card inserted into the card reader slot (if included) 
2. Switch the **mymail™** meter **ON**
3. Arrow down to highlight **“Menu”** and press **“E”** 
4. Scroll down and highlight **“Configuration”**
5. Press **“E”** 
6. Scroll down and highlight **“Load from Card”**
7. Press **“E”** 
8. Scroll down and highlight **“Rate Table”**
9. Press **“E”** 
10. Follow screen prompts to load new rates from Rate Card
11. Upon completion the message **“Loading Successfully Completed”** is shown
12. Select **“Continue”**
13. Press the **“HOME”** button
14. Remove the Rate Table card; re-insert your Master/User card (if included) 
15. You are now ready to use the new rates

If you have any questions, please contact your local FP Authorized Dealer or visit FP’s website: [www.fp-usa.com](http://www.fp-usa.com)