

# PRODUCT

## Support Communication



PROVIDING THE INFORMATION THAT CONNECTS US ALL!

<b>To:</b>	All ultimail™ Integrated Scale Users	<b>Date:</b>	December 1, 2011
<b>From:</b>	Brian Klein – Product Manager	<b>Reference Number:</b>	030-11
<b>RE:</b>	January 2012 Rate Change Instructions – ultimail™		






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



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



### FP ultimail™ Series Rate Card Instructions

1. Begin with your Master Card inserted into the card reader slot 
2. Switch the ultimail™ system **ON**
3. Press the **"SETUP"** button 
4. Select **"EDIT POSTAGE TABLE DATA"** with the corresponding softkey
5. Select **"LOAD FROM CHIP CARD"** with the corresponding softkey
6. Follow screen prompts:
  - "Please remove current card" **Remove the Master Card** 
  - "Please insert postage table card" **Insert Rate Card**
7. Select **"CONTINUE"** with the corresponding softkey (a download complete bar is shown)
8. Upon completion, the message "Loading Successfully Completed" is shown
9. Select **"CONTINUE"** with the corresponding softkey
10. Press the **"HOME"** button 
11. Remove the Rate Table card; then Re-Insert your Master/User card 
12. 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)