



## Download Your New Rates

### 1 Prepare to Get New Rates

Connect your meter to an analog phone line or Local Area Network (LAN) if you have selected this connection option.

### 2 Connect to Pitney Bowes

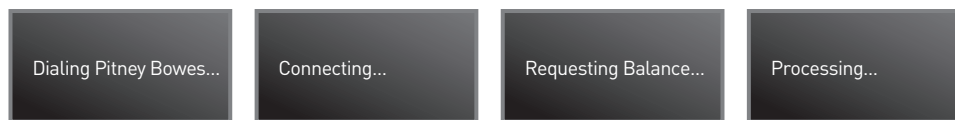
*If meter is Attached to Base:*

- Press the **Funds** button
- Select **"Get Postage by Phone Balance"**

*If meter is Detached from base:*

- Select **"Refill / View Funds"**
- Select **"Get Postage by Phone Balance"**

A series of messages will appear on the display:

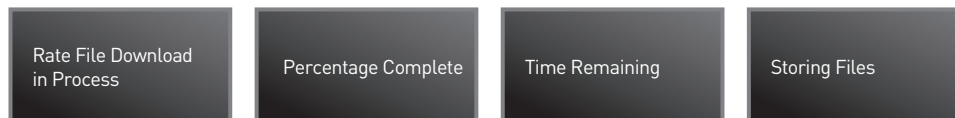


When the connection is complete your Postage by Phone™ balances will appear.

c. Review your account balances and select **"Done"**.

### 3 Request New Rates

a. Select **"Get Update Now"** by pressing the adjacent soft key. A series of messages will appear on the display:



### 4 Complete Update

- You will be prompted with a series of confirmation screens: New Rates Downloaded – Select **"OK"**
- New Rates are in Effect – Select **"OK"**

**Very Important!** Depending on your system configuration you may need to complete Step 5 on the effective date.

### 5 Data Capture Upload

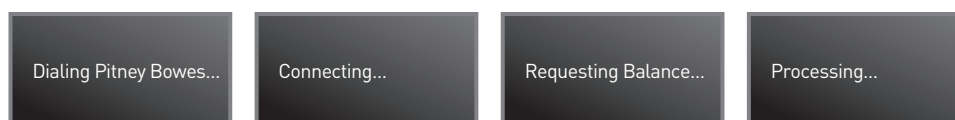
*If meter is Attached to Base:*

- Press the **Funds** button
- Select **"Get Postage by Phone Balance"**

*If meter is Detached from base:*

- Select **"Refill / View Funds"**
- Select **"Get Postage by Phone Balance"**

A series of messages will appear on the display:



c. Review your Postage by Phone Balance and select **"Done"**.

## Congratulations!

You will know the rates have downloaded successfully when your system returns to the Ready Screen.



### Have Questions?

Visit the Technical Support resource on our website at [www.pitneybowes.ca/ratechange](http://www.pitneybowes.ca/ratechange) or see below for Quick Tips!



# Updating Your Presets and Process Mail Faster

Presets allow you to store and access frequently used mail transactions saving you time when processing mail. The steps below explain how to program, store and access presets.

**Important Note:** The Normal Preset on the 1ACT meters is defaulted to Domestic Standard Lettermail. Custom Presets should be programmed for different Canada Post classes of mail.

## Programming Custom Presets For Domestic Standard Lettermail

1

### Weigh Mail Piece

- Using Your Scale** – Press **Mode**, and select **“Attached Scale”** and place envelope on scale.
- Using Manual Weight Entry** – Press **Mode** and select **“Manual Weight Entry”**, enter weight in kilograms and press **Enter**.

2

### Select Class

- Select **“Letterpost”**, then select desired class and then press **Enter**.

3

### Store Preset

- Press **Custom Preset**
- Press the right arrow **“Setup Preset”**
- Select **“Store Current Setting to Preset”**.
- Select “Available” (scroll down if required)
- Enter name for preset using the QWERTY keyboard, press **Enter** twice.

4

### Accessing Normal Preset & Custom Presets

- Normal Preset** – Press the **Normal Preset** button, place envelope on scale or enter weight manually – You are now ready to process mail.
- Custom Presets** – Press **Custom Presets** and select desired preset (Page Down if required), place envelope on scale or enter weight manually – You are now ready to process mail.



## Quick Tips

### Issues Connecting to the Pitney Bowes Data Centre

1

Make sure you are connecting to the Pitney Bowes Data Centre using an analog phone line. Most fax machines use analog phone lines.

2

If you are having problems connecting to the Pitney Bowes Data Centre, review your system’s dialing prefixes. If you need to dial 9 to reach an outside line you may need to modify your dialing prefixes as follows:

- Press **Menu**, then press **“Setup”** and then select **“Phone/Network Setup”**.
- Select **“Dialing Prefix”** and enter “9” or the appropriate number and press **Enter**.
- Use the **Clear** button to return to the Home Screen.

3

For more information on faster rate and software updates and more reliable connections using Broadband instead of telephone dial-up for your meter go to [www.pitneybowes.ca/meterconnectivity-options](http://www.pitneybowes.ca/meterconnectivity-options)