



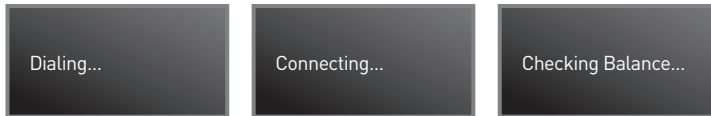
## Download Your New Rates

### 1 Prepare to Get New Rates

- Connect an analog phone line to your meter as you normally would for a postage refill.

### 2 Connect to Pitney Bowes

- At the Home screen, press the **Funds** key, press **Page Down** twice and select **"Check PBP Balance"**.  
A series of messages will appear on the display:

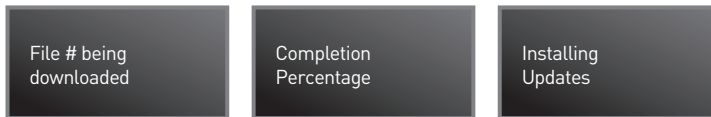


- Review your account balances.
- When prompted to Add Postage (Yes / No) select No – **(Do Not Refill Postage at This Time)**.

### 3 Request New Rates

- Select **"Get Update Now"** to begin the software (CPC Rates) download.

A series of messages will appear on the display:



- When the display reads **"Software Download Complete"** select **"Continue"**.

*Your system may prompt you to complete Step 4 on the effective date.*

### 4 Data Capture Upload

- When the display reads **"Data Capture Upload Required..."** select **"Connect Now"**.

A series of messages will appear on the display:



- Upon completion of the Data Upload select **"Continue"**.

## Congratulations!

When your system returns to the Ready Screen you will have completed your Canada Post Rate Change update.



### 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 – eg: Domestic Standard Lettermail - saving you time when processing mail. The steps below explain how to program, store and access presets.

### Programming Normal Preset For Domestic Standard Lettermail

**1**

#### Weigh Mail Piece

**Using Your Scale** – a. Place empty envelope weighing less than 30 grams on scale

**Note:** If you do not have a scale press **Weigh / Rate**, select **“Manual Weight”** entry and input 20 grams.

**2**

#### Select Class

a. Select **“Canpost”** then select **“Letter”**.

b. Select **“Dom Std \$0.75”** and then select Done.

**3**

#### Store Preset

a. Press **Custom Presets**.

b. Select **“Define Normal Preset”** and select **“Yes: Store Preset”**.

c. Select **“Continue”** and then press the **Clear Back Arrow** to return to the home screen.

#### Creating Additional Custom Presets

- Follow steps 1 – 3a above.
- Select **“Define New Preset”** and then select **“Yes”**.
- Create a name for your preset using the keypad (double-click for the desired letters).
- Select **“Ok”** to continue.
- Select **“Continue”** and then press the **Clear Back Arrow** to return to the home screen.

**4**

#### Accessing Normal Preset & Custom Presets

a. **Normal Preset** - Press **Normal Preset**. You can now process mail.

b. **Custom Preset** - Press **Custom Preset**, press **“Select Preset”**, and chose your desired Preset. You can now 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:

a. Press the Options button, then press **Page Down**, select **“Connect – Data Centre”** and then select **“Phone Parameters”**.

b. Select **“Dialing Prefixes”** and enter “9” or the appropriate dialing prefix and select **“Continue”**.

Note: To remove a dialing prefix use the Clear button to delete the existing prefix and then press **Enter**.