

Connect+™ Series Models: MSF1 / MSF2 / MSF3 (1W25) New tariff download Instructions

New Postal Tariff & Services – rate change 13th April 2017

Your Pitney Bowes Connect+ franking machine uses the standard An Post Franking Tariff.

Your machine needs to be updated with the latest An Post products, services and rates. You will need to **follow the steps below** to download and install the updates to your machine. The new tariffs will become **available to download from 10th April 2017**. The new tariffs will be held in memory and will **activate automatically on the 13th April 2017**.

Important note: If you have added postage or completed a data upload after 10th April, your machine may have already downloaded the new rates files.

Before you start:

- Your system must be powered on.
- Your system must be connected to the network.
- This update will take approximately 10-15 minutes to complete (depending on connection type / speed).

Please DO NOT unplug your power cord, press the power button or disconnect the machine from the network during these steps. This may cause serious damage to your machine.

IMPORTANT If you use an attached scale on your Connect+ system: after updating the software, if the scale does not appear to be available, you need to restart your system. Return to the Home screen, select Shutdown, and then restart the unit.

Checking for Rates Updates

When you select the Rates and Updates button on the Home screen, the system checks for available updates and downloads.



1. Select the '**Rates and Updates**' button on the Home screen
2. The system checks for updates and additional features.

- A list of available New updates will then be displayed. Select '**Download updates**'. The system begins the download and displays the amount of time required to complete it.
3. We recommend leaving the downloads to continue on screen. However, if you want to continue using the system while the download takes place, select the '**Download in the Background**' button.
 4. Once the download is complete:
 - You are prompted to install updates, **OR if downloaded in the background**
 - The  icon displays in the header bar along the top of the screen. Select this icon to install the updates.
 5. You will be prompted to install now or install later.
 - Select '**Install now**' to install the updates at this time. Follow the prompts to complete the update installation.

NOTE: The system may need to restart to complete the installation.

Once the rates files are installed the new tariffs and services will be active and apply the new postage for mail dated from 13th April 2017.

Auto Scheduler Rates Update

If you have set the rates and updates scheduler to automatically check for and download updates, a status icon will display in the header bar along the top of the screen indicating download availability and progress.

- If you have scheduled the system to check for updates only, start at step 1
- If you have scheduled the system to check for and download updates, skip to step 2

IMPORTANT You must install the rates and software updates once they are downloaded.

1. The  icon displays in the header bar along the top of the screen when rates and software updates are available for download. Select this icon to download the update.
 - Select '**Download updates**'. The system begins the download and displays the amount of time required to complete it.
 - We recommend leaving the downloads to continue on screen. However, if you want to continue using the system while the download takes place, select the '**Download in the Background**' button.
2. The  icon displays in the header bar along the top of the screen when a download is in progress. You can select this icon to view the status of the download.
3. Once the download is complete the  icon displays in the header bar along the top of the screen. Select this icon to install the updates.
4. You will be prompted to Install Now or Install Later
 - Select '**Install now**' to install the updates at this time. Follow the prompts to complete the update installation.
 - **NOTE:** The system may need to restart to complete the installation.

Once the rates files are installed the new tariffs and services will be active and apply the new postage for mail dated from 13th April 2017.

Setting Up the Rates and Updates Scheduler

Your Connect+ Series system can be set up to check for and download rates and software updates automatically at a specific time each day. A series of update status icons will appear in the toolbar at the top of the screen when updates become available.

IMPORTANT You must install the rates and software updates once they are downloaded.

Turning on the Scheduler for the first time:

NOTE: Once you turn on the update scheduler it cannot be turned off.

1. Select '**Set up Scheduler**' when prompted,
OR
Select '**Rates and Updates**' on the Home screen, then select '**Updates Scheduler**'
2. Enter the time of day you want the system to check for rates and updates
3. Select the appropriate update option:
 - Automatically check and download updates
OR
 - Only check for updates
4. Select '**Save Scheduler**' to save your changes

Changing the Scheduler settings:

1. Select '**Rates and Updates**' on the Home screen, then select '**Updates Scheduler**'
2. Follow steps 2-4 in the previous set of instructions to change the scheduler settings

Update Status Icons

The rates and updates status icons indicate download availability and progress. These icons will appear in the header bar along the top of the screen.

-  '**Updates available for download**' – this icon appears when there are rates and updates available for download onto your system
-  '**Updates downloading**' – this icon appears when the system is actively downloading new rates and software updates. You will see this if you have scheduled updates to download automatically, or if you selected the '**Download in the background**' button on the Download dialog box.
-  '**Updates available for install**' – this icon appears once rates and/or software updates are ready to be installed on your system.
-  '**Failed download or connection**' – this icon appears if the system was unable to download the rates and/or updates or if the system failed to make a connection with Pitney Bowes.

Visit www.pitneybowes.com/ie/ratechange for additional assistance and information regarding your Connect+ Series.