



DM400 DP430 (1D20 / 1M20 / 1R20) Series New tariff download Instructions

New Postal Tariff & Services – rate change 2nd April 2013 Your machine needs to be updated with the latest Royal Mail products, services and rates. You will need to follow these steps to download and install the updates to your machine. The new tariffs will become available to download from 2nd April 2013.

Your download instructions:

Note: If you use a lock code, you will need to enter it during this update.

If you use MeterNet with your mailing system, you should first be logged into the operators franking screen to allow the required selections, or if you choose to update the Control Panel off the base, just follow the instructions below:

1. Check that your system is connected as for a normal postage refill. Depending upon model, this can be via Phone line or LAN connection.
2. On the Intellilink Control Centre keyboard Press 'Funds' Button. Or, if the Intellilink Control Centre is off the base then at the "Control Panel Not on Base" screen press the screen key to select the 'Refill / View funds' option.
3. Select 'Postage By Phone Balance' option. The machine will connect to the Pitney Bowes infrastructure.
4. The balance will be shown. Now select 'OK'.
5. Option 'Get update Now' will appear. Select this option to start the update. Rate file download(s) will take place.
6. When the update is complete, follow the prompts, if any, until you return to the main screen or the 'Control Panel not on Base' screen.
7. You may receive a request to 'Connect Now' for a further upload/download. Proceed by re-connecting and follow any further prompts.

Your new rates will automatically activate on the effective date.

You may be prompted to change your pre-sets upon rates activation.

Important Information, please read carefully On the Rate Change Effective date...

CHANGES TO 1ST/2ND CLASS AUTO WOW + DOW MODE (DM575 / 800i / 800 / 925 / 1000)

Due to changes in Royal Mail Services, you should not process mail larger than Large Letter using Auto WOW + DOW. Please instead choose either Small Parcel or Medium Parcel rate accordingly.

EFFECTS ON PRESETS

For continued use of your machine, You should check / change your Job preset(s) to ensure they reflect the latest Royal Mail updates. If you do not make the necessary changes, your Preset(s) may not function as expected and could apply an incorrect tariff to mail pieces result in Royal Mail adding surcharges.

<p>This is especially the case where your Job preset(s) contain information relating to services that have changed or have become obsolete. The table below gives guidance covering the machine behaviour from 2nd April. Current Job preset content</p>	<p>Effect on Job preset from 2nd April</p>	<p>Actions required to ensure correct operation of your Job preset</p>
<p>1st Class/2nd Class Packet</p>	<p>1st Class/2nd Class Packet is no longer available.</p>	<p>Change to: 1st Class/2nd Class Small Parcel rate or 1st Class/2nd Class Medium Parcel rate.</p>
<p>1st Class/2nd Class Packet, with Recorded Delivery</p>	<p>Recorded Delivery is obsolete therefore dropped from the Job preset.</p>	<p>Change to: RM Signed For 1st Class/2nd Class Small Parcel rate or RM Signed For 1st Class/2nd Class Medium Parcel rate.</p>
<p>1st Class/2nd Class Letter, or Large Letter with Recorded Delivery</p>	<p>Recorded Delivery is obsolete therefore dropped from the Job preset</p>	<p>Change to: RM Signed For 1st Class/2nd Class Letter or Large Letter rate if proof of delivery is still required.</p>
<p>Business Mail, Business Mail 1 Or Business Mail 1 +</p>	<p>These Services are now obsolete therefore will be dropped from the Job preset.</p>	<p>The Business Mail Advance services are still available on your franking machine.</p>
<p>Parcels UK</p>	<p>Parcels UK is obsolete therefore dropped from the Job preset</p>	<p>Change to: RM Signed For 1st Class/2nd Class Small Parcel or Medium Parcel rate.</p>