



DP155 / DM100 Series

Important Information, please read carefully

On the Rate Change Effective date...

As a result of changes to Royal Mail Services and 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.

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 2 nd April. Current Job preset content	Effect on Job preset from 2 nd April	Actions required to ensure correct operation of your Job preset
1 st Class/2 nd Class Packet	1 st Class/2 nd Class Packet is no longer available.	Change to: 1 st Class/2 nd Class Small Parcel rate or 1 st Class/2 nd Class Medium Parcel rate.
1 st Class/2 nd Class Packet, with Recorded Delivery	Recorded Delivery is obsolete therefore dropped from the Job preset.	Change to: RM Signed For 1 st Class/2 nd Class Small Parcel rate or RM Signed For 1 st Class/2 nd Class Medium Parcel rate.
1 st Class/2 nd Class Letter, or Large Letter with Recorded Delivery	Recorded Delivery is obsolete therefore dropped from the Job preset	Change to: RM Signed For 1 st Class/2 nd Class Letter or Large Letter rate if proof of delivery is still required.
Parcels UK	Parcels UK is obsolete therefore dropped from the Job preset	Change to: RM Signed For 1 st Class/2 nd Class Small Parcel or Medium Parcel rate.