



DM300c / 400c / 475 (G920) DP355 Series Important Information, please read carefully

On the Rate Change Effective date...

CHANGES TO 1ST/2ND CLASS AUTO WOW + DOW MODE (DM475)

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 (ALL MODELS)

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1 st Class/2 nd Class Packet, with Recorded Delivery	Recorded Delivery is obsolete therefore dropped from the Job preset.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1 st Class/2 nd Class Letter, or Large Letter with Recorded Delivery	Recorded Delivery is obsolete therefore dropped from the Job preset	Change to: RM Signed For 1 st Class/2 nd Class Letter or Large Letter rate if proof of delivery is still required.
Business Mail, Business Mail 1 Or Business Mail 1 +	These Services are now obsolete therefore will be dropped from the Job preset.	The Business Mail Advance services are still available on your franking machine.
Parcels UK	Parcels UK is obsolete therefore dropped from the Job preset	Change to: RM Signed For 1 st Class/2 nd Class Small Parcel or Medium Parcel rate.