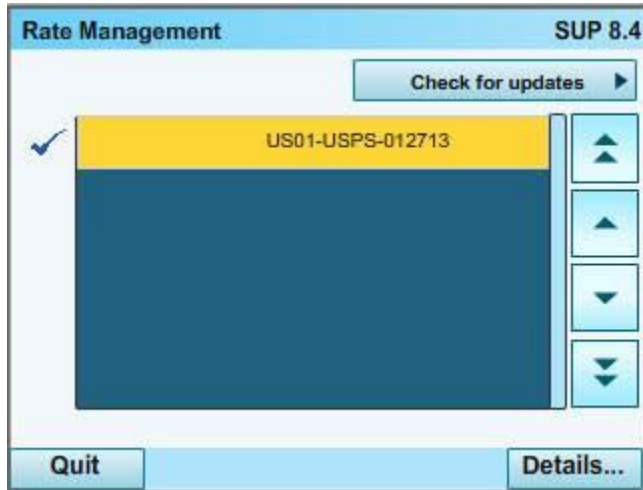


IS / IM 490 Rate Download

- **Basic Steps**



- The newly available rate tables are automatically downloaded into your mailing system by connecting the mailing system to the Online Services server as a user.
- As long as the mailing machine is able to connect to the server by LAN or modem the rates will be downloaded with the same process, typically a "Generic Call".
- Rate tables automatically become active on their effective date.
- The rate tables are identified by the rate effective date.
- When a first class rate change occurs, the default weight will automatically change to the new first class rate at 0.1 ounce.
- [Supervisor Login](#)

- Press the MENU button..
- Select "Supervisor".
- Enter the Supervisor PIN Code and press OK.
- Select "Options and Updates" button.
- Select "Rates Management" button.
- The "Rate Management" screen is displayed.
- Press "Check For Updates".
- Several screens will be displayed as the machine connects to the server. **Do Not Interrupt The Process.**
- When new rates are loaded "Server Call Finished Successfully" is displayed.
- Press OK.
- The Rate Management Screen is displayed. Current rates are indicated with a checkmark.
- Press the "Sleep/Wake" button twice to exit supervisor mode.

- **Detailed Steps**



Step 1

Press the MENU button.



Step 2

Press the "Next Items" button until "Supervisor" is displayed then press the "Supervisor" button.



Step 3

Using the alphanumeric keypad enter the supervisor PIN code and press the OK button.



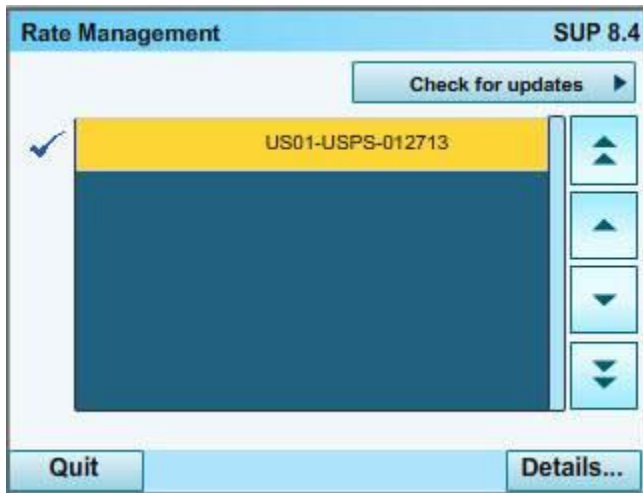
Step 04

Press the "Next Items" button until "Options and Updates" is displayed then press the "Options and updates" button.



Step 05

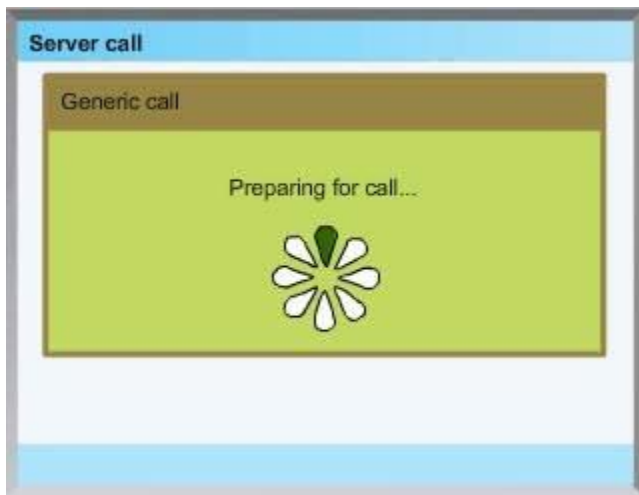
Select "Rate Management".



Step 06

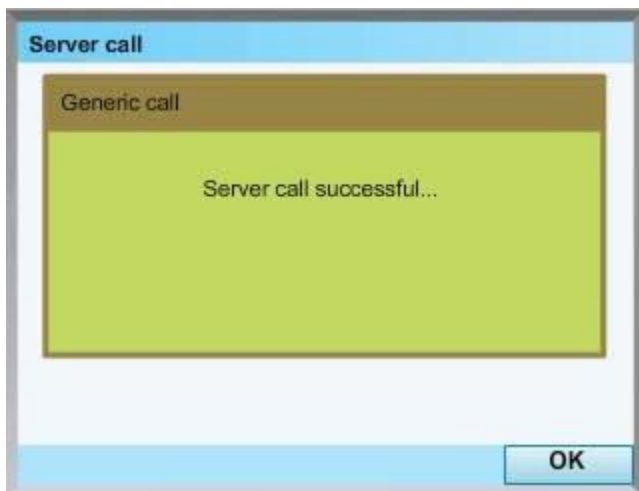
Touch the "Check for updates" button.

- Check [Latest Rate File Versions](#) to view the list of rate file versions .



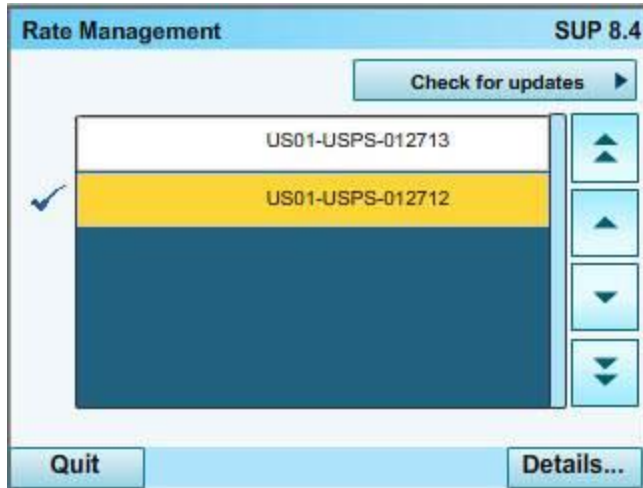
Step 07

Several screens will be displayed as the machine connects to the server.



Step 08

When the display shows "Server Call Successful" press the OK button.



Step 09

The Rate Management screen is displayed.

- The current rates are indicated with a check mark. The new rates should be displayed without a check mark indicating that the rates have downloaded successfully.
- The new rates will become active on the specific date the carrier has determined to be the effective date.

Step 10

Press the "Sleep/Wake" button to exit from supervisor mode.

