

## Rates - Loading Rates

Supervisor

### Menu - Options And Updates - Rate Management



Your mailing system uses rate tables to calculate postage amounts. The Online Services Server loads new rates into your mailing system and your mailing system automatically switches to the approved rates on the effective rate change date.

**NOTE:**

- Rates are identified by date.
- The mailing system has to be connected to the Online Services Server to load rates.

---

### Loading Rates

#### Basic Steps

- Login as Supervisor
- Select Options And Updates.
- Select Rate Management.
- The rates currently installed are displayed.
- Select Check For Updates.
- New Rates are loaded into the mailing system.

#### Detailed Instructions

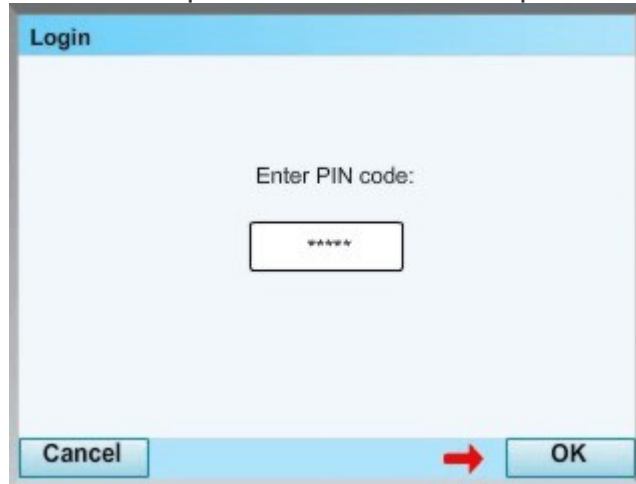
1. Turn the IS-5000 off by switching the ON/OFF button to the OFF position.
  - Disconnect the power cord plug from the wall outlet, wait 10 seconds, then re-insert the power cord plug into the wall outlet.
  - Turn the IS-5000 on by switching the ON/OFF button to the ON position.
2. Press the MENU button.



3. Press Next Items until Supervisor is displayed. Select Supervisor.



4. Enter the Supervisor PIN Code and press OK.



5. The Supervisor Menu is displayed.

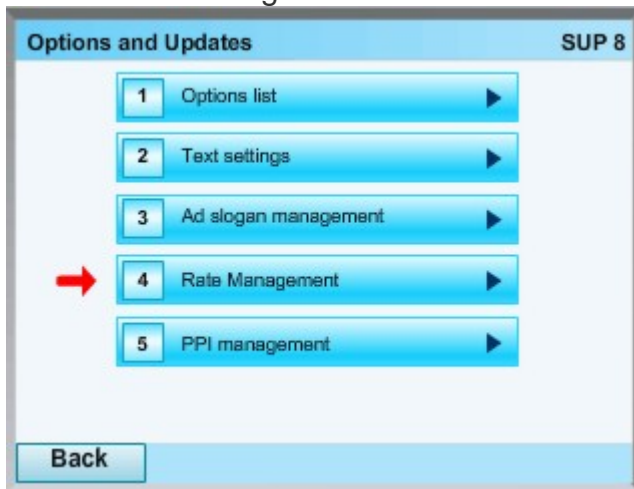


6. Select Options And Updates.

- Press Next Items until the selection is displayed.

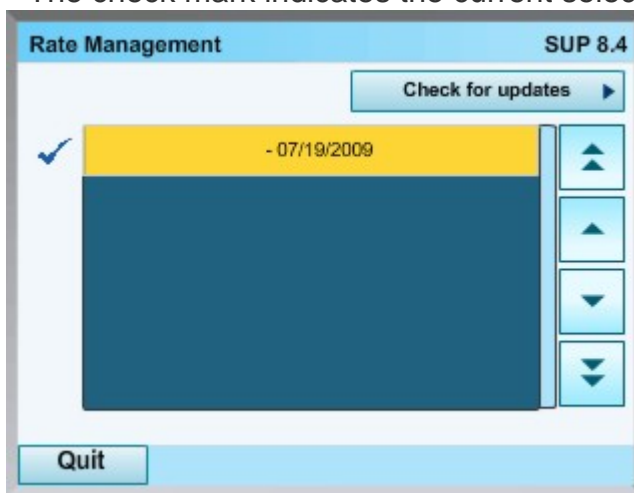


## 7. Select Rate Management.

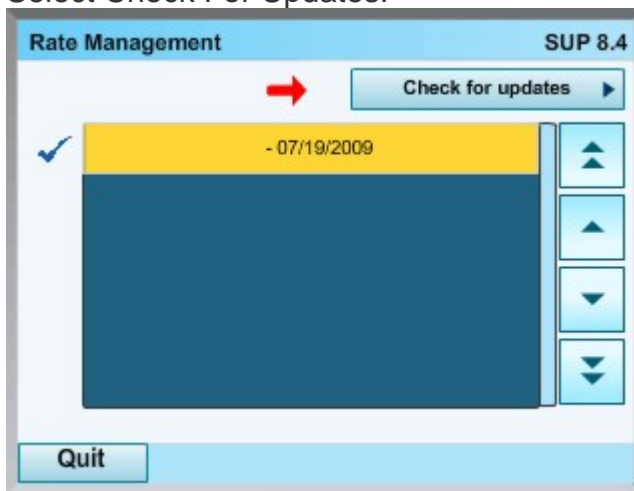


## 8. The rates currently installed are displayed.

- Use the single arrow buttons to move up or down or touch the desired selection.
- Use the double arrow buttons to move up or down a page at a time.
- The check mark indicates the current selection.

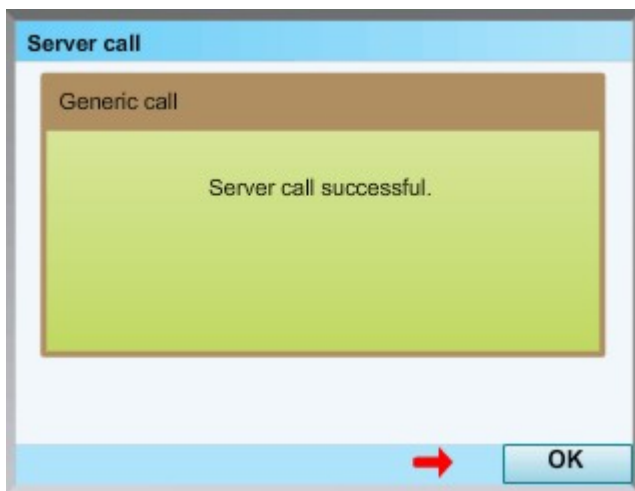
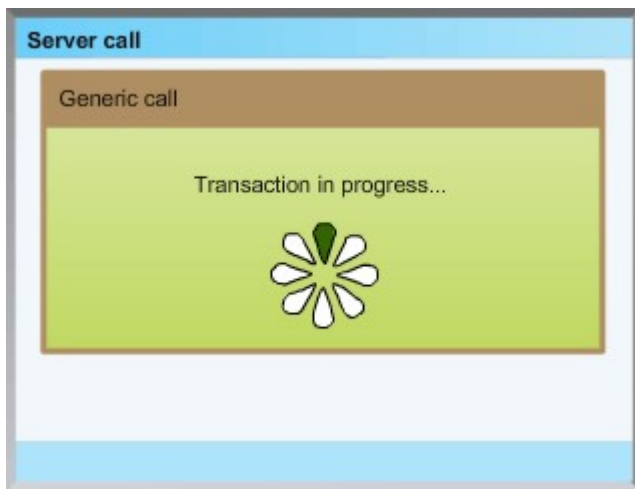
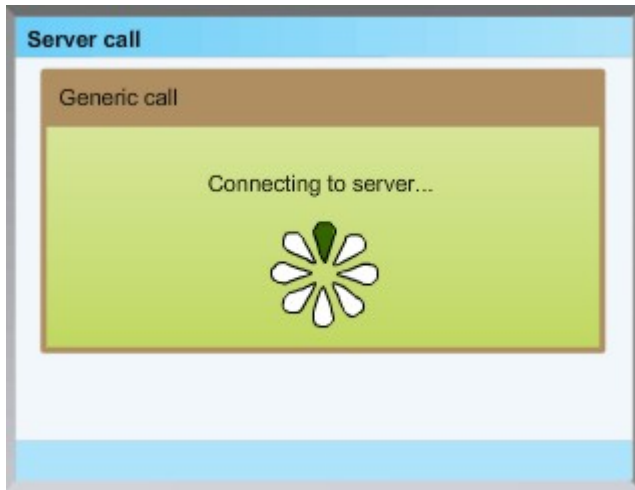


## 9. Select Check For Updates.



10. The new rates are downloaded from the server.

- Press OK when the server call is successful.



11. Press the Sleep/Wake button to exit supervisor mode.

