

**Editing the Memory Key for 1<sup>st</sup> Parcel Rates  
On Neopost / Hasler  
IS / IM / IN 300 – 700 Series Mail Machines**

**Note: make sure there is no mail on your scale before making updates and your scale is in standard weighing mode.**

From Main screen

Select [Menu]

Select #13 Supervisor Code is 09430

Select #4 Predefined Imprint Management

Select (1<sup>st</sup> Parcel)

Select [OK]

Select [Edit]

Select [RATE]

Select [OK]

Select [OK]

Select #28 [FIRST CLASS PkgRtl]. Then [OK]

Enter five-digit zip code, if not populated Then [OK]

Select Parcel or Retail Ground, then [OK]

Select [OK]

Select [OK]

Select [OK]

Select back arrow key

Select back arrow key

To get out of the Supervisor Mode, do a soft reboot of your machine by pressing the small on/off button 2 times