

**PLEASE FOLLOW THESE INSTRUCTIONS TO
UPDATE THE POSTAGE RATES IN YOUR FRANKING MACHINE**

PLEASE DOWNLOAD [BEFORE TUESDAY 01ST JANUARY 2021](#)

Model: FP Qi1000

Note: Your franking machine must be connected via LAN or modem.

- 1** FROM YOUR HOME SCREEN
PRESS **MENU**
- 2** PRESS **NEXT ITEM**
SELECT **ONLINE SERVICES**
- 3** SELECT **GENERIC CALL**
- 4** A '**SERVER CALL SUCCESSFUL**'
MESSAGE WILL BE DISPLAYED WHEN THE CALL IS COMPLETE
AND THE NEW RATE HAS BEEN DOWNLOADED
PRESS **OK** TO CONTINUE
- 5** PRESS YOUR **HOME** BUTTON TO RETURN TO YOUR HOME SCREEN

If you experience any problems after loading the new tariff,
turn the machine **OFF** then **ON** and repeat from step 1.

If you are still having difficulties,
please visit www.fpmailing.co.uk/franking-machine