

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

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

Model: FP Qi2000 / Qi3000

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

- 1** FROM YOUR USER SCREEN
SELECT **MENU**
- 2** PRESS **ONLINE SERVICES**
- 3** PRESS **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 **RETURN TO CURRENT TASK**
TO RETURN TO YOUR USER 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**