

IM280, IS-280: Download A New Postal Rate Table

1.

Your mailing system uses rate tables to calculate postage amounts. As supervisor, you can:

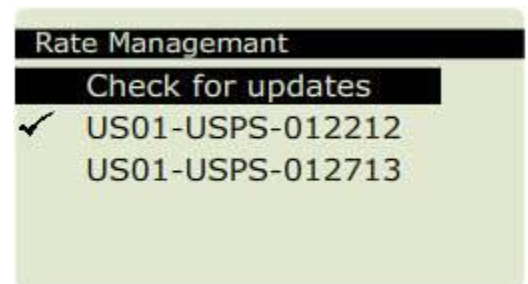
- Display the list of rate tables and see which table the system is currently using
- Download new postal rate tables.



- 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](#)

To Download A New Postal Rate Table

- Press [MENU].
- Select Supervisor.
- Press [OK].
- Enter PIN Code.
- Press [OK].
- Select Options And Updates.
- Press [OK].
- Select Rate Management.
- Press [OK].
- The list of rate tables is displayed.
- Check [Latest Rate File versions](#) to view the list of rate file versions .
- Select Check For Updates..
- Press [OK].
- Press the Sleep/Wake button twice to exit.



Detailed Steps To Download A New Postal Rate Table

Step 1

Press [MENU].



Step 2

Select Supervisor.
Press [OK].

Step 3

Enter PIN Code.
Press [OK].

Step 4

Select Options And Updates.
Press [OK].

Step 5

Select Rate Management.
Press [OK].

Step 6

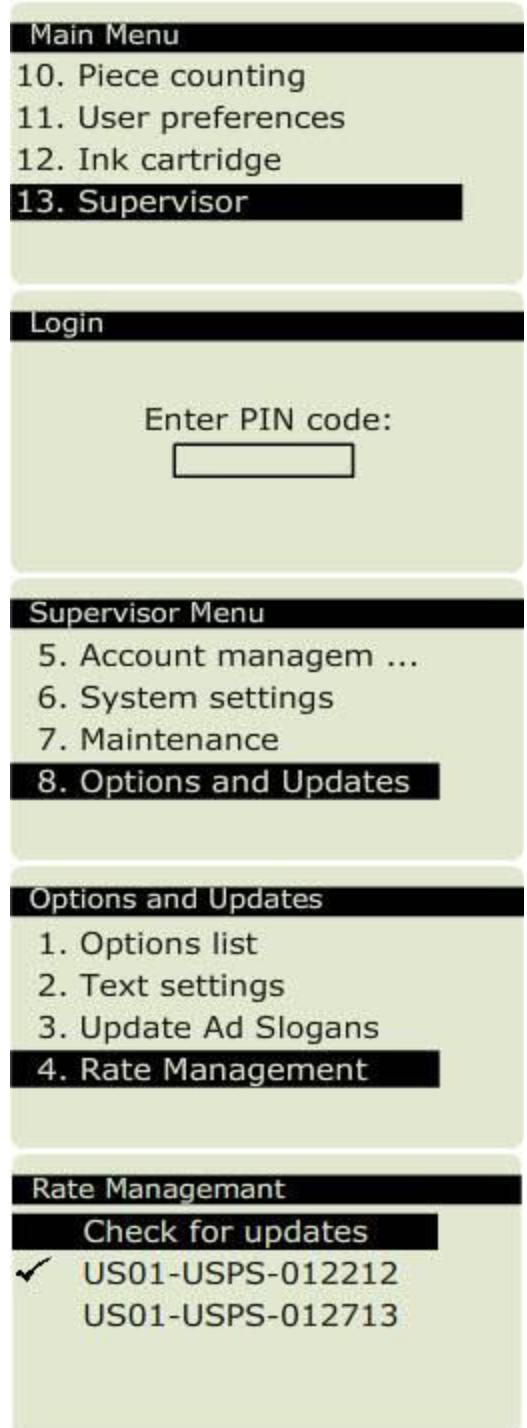
The list of rate tables is displayed.

Select Check For Updates.

Press [OK].

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

- Rate tables automatically become active on their effective date.
- The rate tables are identified by the rate effective date.

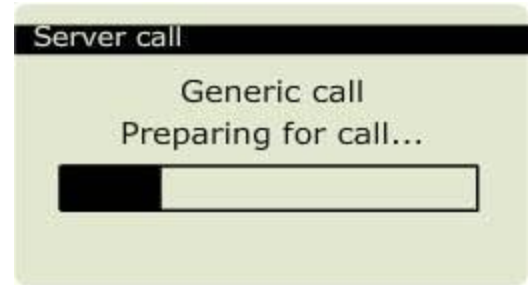


Step 7

The mailing machine will perform a generic call to load the updated rate table.

Do not interrupt the process.

When completed successfully proceed to the next step.

**Step 8**

Press the Sleep/Wake button twice to exit.