

# 1 Get new postage rates today, automatically switch on May 11!

RCG8XX

Your meter will continue to use current rates until May 11, 2009. The new rates you download today will automatically activate on May 11.

## 1 Prepare to get new rates

- As you normally would for a postage refill,
- Connect your meter to an **analog phone line**.

## 2 Connect to Pitney Bowes

- From the Ready screen,
- Press the **Options** key.
  - Select **Setup Menu**.
  - Select **Updates and Add-Ons**.
  - Select **IntelliLink - Get Update**.
- (A series of communications messages will appear on the screen.)*

## 3 Get new rates

- When the screen displays "Update Available",
- Press the **Yes** key.
- (A series of communications messages will appear on the screen. This will take about 3 minutes.)*

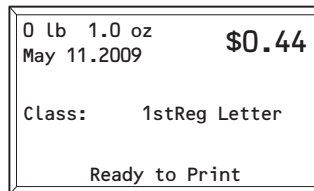
4 If you are prompted to update your presets, it is suggested that you **DO NOT update your presets** at this time. Instead, after your rate update is complete, use our **NEW & IMPROVED** method for setting up presets **on the reverse side**.

## 5 CONGRATULATIONS!

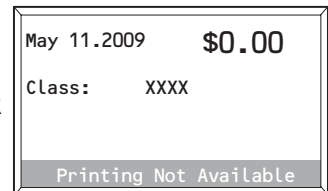
You will know the rates have successfully downloaded when your system returns to the Ready screen.

New rates will take effect on **May 11**.

New rate shown below will appear on May 11, 2009



OR



Ready screen when Control Center is connected to Mailing Machine Base

Ready screen when Control Center is not connected to Mailing Machine Base

Continue on reverse side. ▶

# 2 Never update your presets again!

Set your presets to update automatically when postal rates change.

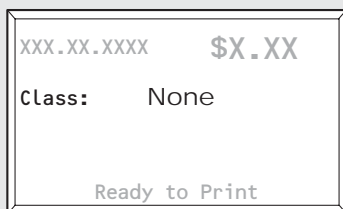
If you set up presets based on postal classes (for example, First Class Letter) instead of postage amounts (for example, \$0.44), your presets will update automatically when postal rates change. Here's how:

## 1 Check current preset

From the Ready screen,

- Press the **Normal Preset** key.

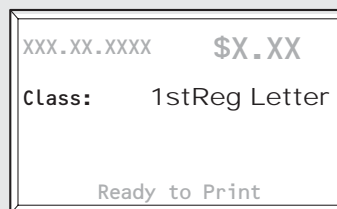
If the screen shows  
"Class: None":



Proceed to step 2 below.

OR

If the screen shows a postal class  
(for example, "Class: 1stReg Letter"):



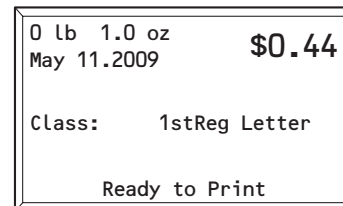
Stop here!

There is nothing else you need to do!

## 2 Choose a class

- Press the **Class** key.
- \* Make sure to have **Use attached scale** or **Enter manual weight** selected before selecting **Change Class**.
- Select **Change Class**.
- Set up a class of mail (for example, select **1st Class Reg**, followed by **Letter**).
- Confirm that the screen now shows the correct class (in this example, it should read "Class: 1stReg Letter" and "0.44").

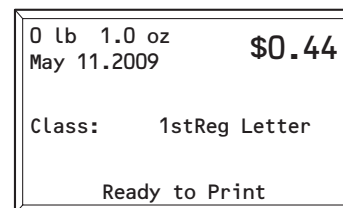
New rate shown below will  
appear on May 11, 2009



## 3 Set up preset

- Press the **Options** key.
- Select **Setup Menu**.
- Select **Preset- normal/custom**.
- Select **Store Current Settings**.
- Select **Normal Preset**.
- Press the **Enter** key.

New rate shown below will  
appear on May 11, 2009



## 4 CONGRATULATIONS!

When the system returns to the Ready screen,  
your normal preset has been updated.

From now on, your normal preset will automatically  
update when the rates change. You'll never need  
to do it again!

For additional assistance with your rates update, visit [www.pb.com/ratechange](http://www.pb.com/ratechange) or call 1-800-962-4088.