



IJ-65/70/75/80/85/90/110



2015 Canada Post Pricing Download Instructions

To ensure that the pricing stored in your mailing system is accurate for 2015, please complete the steps below to download the 2015 Canada Post rates.

Please note that even though you are downloading 2015 pricing prior to the activation date, 2015 prices will not be activated until January 12, 2015.

To complete the download of your 2015 Canada Post rates:

1. Find the 2015 rate card included in your 2015 Rate Change package.
2. Insert the rate card as far as possible into the slot on the right side of your mailing system as indicated in the image above.
3. Select Supervisor Mode or LOGIN, then enter the PIN number 9430.
4. Select NEXT and/or MENU.
5. Select SUPERV SETUP and press OK.
6. Select #5 [LOAD RATE] from the menu and press OK.
7. Wait for the LOADING SUCCESSFUL message to appear.
8. With the download complete, press OK then LOGOUT or press the LOCK button to exit.
9. Pricing on mailing systems with a Dynamic Scale will be updated with 2015 pricing as well.

IMPORTANT: All job memories stored in your mailing system will re-set to the default system settings after the 2015 price file is activated. Please follow the instructions included to set up any lost job memories.

10. Please return the rate card to Neopost Canada after January 12, 2015.
150 Steelcase Road West, Markham, ON L3R 3J9

If you have questions, please contact us through our website at www.neopost.ca or call us at 1-800-661-0200.

Thank you for your continuing business.

1-800-NEOPOST

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Job Memory Set-Up Instructions

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1. Select SUPERVISOR, then enter PIN number 9430 and press OK.
2. Press RATE, then choose the RATE you want to modify and Press MORE. Once you have selected the rate you want save you can change the job memory name by pressing MODIFY. Next, press C key on the numeric keypad, then enter your new job memory name. Press OK to confirm your new job memory name.
3. To Select a new Mail Class press MODIFY, then select a new rate from mail class table and press OK.
4. If you would like to ADD a special service, i.e. REG for Registered Mail press Select Services, select a service and press OK.
5. To complete your job memory set-up press STORE, then press OK to save your changes.

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1. LOGIN and enter the PIN number 9430 and press OK.
2. Press MENU, 5 [RATE] and OK, choose the rate you want to modify and press MORE. Once you have selected the rate you want save you can change the job memory name by pressing Select rate name, then use backspace to Erase the default name. Enter the new job memory name and press OK.
3. To select a new Mail Class press MAIL CLASS and choose a new rate from the mail class table and press OK.
4. If you would like to ADD a special service, i.e. REG for Registered Mail press Select Services, select a service and press OK.
5. To complete your job memory set-up press STORE, then press OK to save your changes.

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