

## ST32/MT-32 Weighing Devices

### 2015 Canada Post Pricing Rate Chip Installation Instructions

To ensure that the pricing stored in your external weighing device is accurate for 2015, please complete the steps below to install the 2015 Canada Post rate chip.

Please note that 2015 prices will be activated as soon as the rate chip is installed. Please do not update your scale until January 12, 2015.

#### **To complete the installation of your 2015 Canada Post Rate Chip:**

1. Find the 2015 rate chip included in your 2015 Rate Change package. The rate chip looks like the image to the right.

2. Power off the MT32/ST32 from the switch on the right side of the terminal. Caution: If the old rate module is removed with the power ON, severe damage can occur to the scale.

3. Remove the cover plate located on the right side of the terminal.

4. Carefully remove the old rate chip by pulling it straight out.

5. Insert the new rate chip. There is only one way it can fit in properly.

6. Reinstall the cover plate.

7. Turn on the scale and verify that it is operating correctly.

8. Remember that the new rates will be activated as soon as you install your new rate module, so install it on January 12, 2015, the effective day of the rate change.

9. Place the old rate chip in the return envelope provided and mail it to Neopost Canada after January 12, 2015 at: 150 Steelcase Road West Markham, ON L3R 3J9

If you have questions, please contact us through our website at [www.neopost.ca](http://www.neopost.ca) or call us at 1-800-661-0200.

Thank you for your continuing business.

