

# IS-240/280

## download instructions



**approved**  
manufacturers, suppliers and  
maintainers of franking machines

### Connection via PC Link Software

The 2018 tariff change will be effective from **26th March 2018**.

**THESE INSTRUCTIONS MUST BE CARRIED OUT BETWEEN THE 12TH MARCH AND 26TH MARCH TO ENSURE THE CORRECT TARIFF IS LOADED.**

If you experience any problems after loading the new tariff, turn the machine **OFF** then **ON**.  
Call the Neopost Tariff Change Help Desk on 0845 604 0786. Email [tariffchange@neopost.co.uk](mailto:tariffchange@neopost.co.uk).

1

CLICK ON  
**ONLINE SERVICES**



2

CLICK ON  
**OLS GENERIC CALL**



3

WHEN YOU SEE THE  
FOLLOWING SCREEN  
CLICK **OK**



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

THESE INSTRUCTIONS MUST BE CARRIED OUT BETWEEN THE 12TH MARCH AND 26TH MARCH TO ENSURE THE CORRECT TARIFF IS LOADED.

For further details of the new Royal Mail postal tariffs, including the effective date, please refer to [www.royalmail.com/prices2018](http://www.royalmail.com/prices2018).

If you experience any problems after loading the new tariff, turn the machine OFF then ON.  
Call the Neopost Tariff Change Help Desk on 0845 604 0786. Email [tariffchange@neopost.co.uk](mailto:tariffchange@neopost.co.uk).

1

PRESS **MENU** AND SCROLL DOWN TO  
**OPTION 9 (ONLINE SERVICES)**  
PRESS **OK**



2

SCROLL DOWN TO **GENERIC CALL**  
PRESS **OK**



3

A '**SERVER CALL SUCCESSFUL**'  
MESSAGE WILL BE DISPLAYED WHEN  
THE CALL IS COMPLETE AND THE NEW  
RATE HAS BEEN DOWNLOADED

PRESS **OK** TO CONTINUE

