

Mailhub II/IS330/IS350/ IS350c /IS420/IS430/IN360 download instructions



approved
manufacturers, suppliers and
maintainers of franking machines

Note: Your franking machine must be connected via LAN or modem.
The 2018 tariff change will be effective from **26th March 2018**.

**THESE INSTRUCTIONS MUST BE CARRIED OUT BETWEEN THE 12TH MARCH
AND 28TH MARCH TO ENSURE THE CORRECT TARIFF IS LOADED.**

For further details of the new Royal Mail postal tariffs please refer to
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

1

FROM YOUR HOME SCREEN
PRESS **MENU**

2

SCROLL DOWN TO **ONLINE SERVICES**
AND PRESS **OK**

3

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

4

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

5

PRESS YOUR **HOME** BUTTON TO RETURN TO YOUR HOME SCREEN