

Mailhub/IJ30/IJ35/IJ40 /IJ45/IJ50



approved
manufacturers, suppliers and
maintainers of franking machines

fitting instructions

PLEASE ONLY LOAD THE CARD ONCE BEFORE 26TH MARCH 2018,
LOADING TWICE WILL DELETE YOUR PREVIOUS TARIFF.

These tariffs can be loaded now. Tariffs will automatically update only
on the effective date (please see www.royalmail.com/prices2018 for details).

If you experience any problems after loading your tariff card,
please turn your machine off then back on again.

Call the Neopost Tariff Change Help Desk on 0845 604 0786 or Email tariffchange@neopost.co.uk.

1

FROM NEOPOST SCREEN SELECT SUPERVIS (SUPERVISOR MODE).
ENTER PIN **7610**

2

SELECT LINE NUMBER 4 (LOAD FROM MEMORY CARD)
PRESS **OK**

3

DISPLAY WILL SAY **"INSERT CARD"**
INSERT CARD IN RIGHT-HAND SIDE WITH GOLD CHIP
AT THE BOTTOM FACING YOU

4

PRESS **OK** TWICE
IF YOUR MACHINE SAYS "REPLACE FILE" PRESS **OK**,
IF NOT, CONTINUE TO STEP 5

5

AFTER A SHORT PERIOD MACHINE WILL SAY
"LOADING COMPLETE"

6

TO RETURN TO NEOPOST SCREEN (STANDBY MODE)
TURN THE MACHINE OFF AT THE POWER SUPPLY,
WAIT FOR 5 SECONDS THEN RESTART MACHINE.
THE CARD CAN NOW BE REMOVED.