

## Mailstart/IJ25/IJ25 Pro fitting instructions



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

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](http://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](mailto:tariffchange@neopost.co.uk).

1

FROM YOUR READY SCREEN

2

PRESS **MENU** AND THEN SCROLL (<>) TO MEMORY CARD

3

PRESS **OK**  
THEN INSERT CARD WITH GOLD CHIP AT THE BOTTOM,  
FACING DOWN TOWARDS 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  
"MEMORY CARD LOADING COMPLETE"

6

TO RETURN TO READY MODE TURN THE MACHINE OFF AT THE  
POWER SUPPLY, WAIT FOR 5 SECONDS THEN RESTART THE  
MACHINE. THE CARD CAN NOW BE REMOVED.