

## Mailhub

download instructions



Authorised  
independent inspector and  
maintainer of franking machines

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

The 2023 tariff change will be effective from **2nd October 2023**.

**THESE INSTRUCTIONS MUST BE CARRIED OUT BETWEEN THE 18TH SEPTEMBER AND 1ST OCTOBER TO ENSURE THE CORRECT TARIFF IS LOADED FOR 2ND OCTOBER 2023.**

For further details of the new Royal Mail postal tariffs please refer to [www.royalmail.com/prices2023](http://www.royalmail.com/prices2023).

If you experience any problems after loading the new tariff, turn the machine OFF then ON.

Call our support on: **01543 572 776** or Email: [info@mailcoms.co.uk](mailto:info@mailcoms.co.uk).

1

FROM YOUR HOME SCREEN  
PRESS **MENU**

2

SCROLL DOWN TO **ONLINE SERVICES**  
2 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