

mailcoms Tariff Change 2024

Mailhub

download instructions



Authorised
independent inspector and
maintainer of franking machines

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

The 2024 tariff change will be effective from **2nd April 2024**.

THESE INSTRUCTIONS MUST BE CARRIED OUT BETWEEN THE 11TH MARCH AND 1ST APRIL TO ENSURE THE CORRECT TARIFF IS LOADED FOR 2ND APRIL 2024.

For further details of the new Royal Mail postal tariffs please refer to www.royalmail.com/prices2024.

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.

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