

mailcoms Tariff Change 2025

Mailhub

download instructions



Authorised
independent inspector and
maintainer of franking machines

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

THESE INSTRUCTIONS MUST BE CARRIED OUT BEFORE ROYAL MAIL OFFICIALLY RELEASE THE RATES TO ENSURE THE CORRECT TARIFF IS LOADED READY FOR THE NEWEST RATES.

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