



**IJ-25  
Rate Change Software Update  
(For use with WP4)**

Dear Valued Neopost Customer,

Effective May 14, 2007, the United States Postal Service will be changing their domestic and international mail rates. Attached to this letter is an updated rate card, which when installed, will update your IJ-25 Postage meter (with four pound scale) to provide you with the latest rates as defined by the USPS.

Installing your new rates is a simple process that should take less than five minutes. Before installing the new rates please review the enclosed installation instructions (Steps 1-10). **After installing the rates, please make sure to reset your Preset Postage Value.** Instructions for changing the "Preset Value" are also enclosed (steps 11-15).

Please note: it is the sole responsibility of the customer to install and verify that the rates are properly installed. Neopost Inc will not be liable for rates that were not verified or installed properly.

Should you have any administrative or technical questions concerning this 2007 Rate Change you can contact Neopost as described below. Please follow the steps as outlined within this document to help us provide you with a quick solution.

- If you have internet access, please try visiting our website web site at <http://www.neopostinc.com> for complete rate change information, including access to new USPS mail classes.
- When contacting us, please have your product model number, product serial number and your customer number available so that our representatives can assist you in an efficient manner.
- Please contact by telephone, fax or email us at

**Customer Service (Order / Billing / General Rate Change questions)**

Monday to Friday: 7:00 AM to 7:00PM (Central Time)

Phone: (800) 934.2257

Fax: (510) 429.6721

Email: [NeopostRateChange@neopostinc.com](mailto:NeopostRateChange@neopostinc.com)

**Technical Services (Rate Change Installation/ Equipment questions)**

Monday to Friday: 7:00 AM to 7:00PM (Central Time)

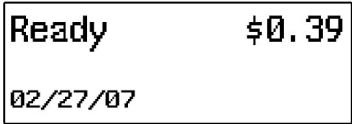


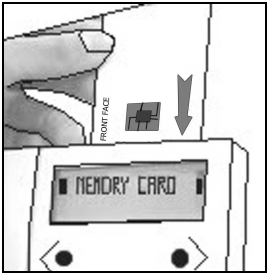

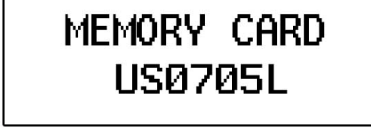
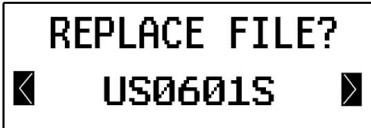

Phone: (800) 259.2678

Fax: (972) 241.9355

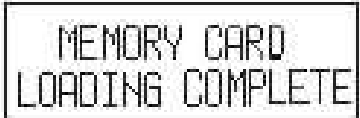

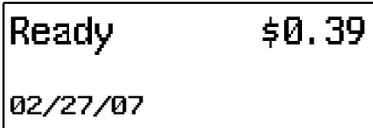

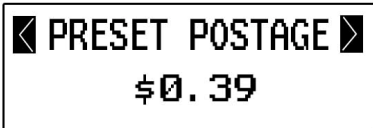
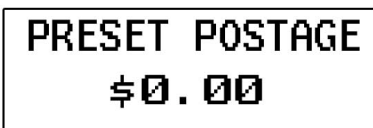
Email: [support@neopostinc.com](mailto:support@neopostinc.com)

For more information on the rate and structure change please see the USPS web site at <http://www.usps.com/ratecase/> .

## IJ25 Rate Installation Procedure: REV USPS07

| Step | Action  | Figure  |
|------|---|---|
| 1    | From the "Ready" screen (shown).<br>Press the <b>MENU</b> button.   |    |
| 2    | When you see 'Adverts' press the right button below the screen (Right), until you see 'Memory Card' (Shown Below).  |     |
| 3    | Once you see "Memory Card" Insert the Rate Card.  |    |
| 4    | Insert card in slot located on top of the IJ25 meter.<br><b>Important:</b> The chip must be facing you (shown).<br>Then press <b>OK</b> on the keypad.                                    |   |
| 5    | If the Rate Card is not properly inserted then base will display "Insert Card" (shown).<br>Take the card out and reinsert it, as previously shown, then press <b>OK</b> .                 |  |
| 6    | The rate to be loaded will display on the screen.<br><b>Note:</b> The rate on your screen should be US0705L.<br>Press <b>OK</b> .   |   |
| 7    | The meter will prompt you to replace the previous rate file.<br>Press <b>OK</b><br><b>Note:</b> If you have a new meter then you will not see this screen. Proceed with the instructions. |   |
| 8    | Wait for the loading to complete.   |   |

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| Step | Action  | Figure   |
|------|---|--|
| 9    | <p>Once the loading is complete the base will display a '<b>Loading Complete</b>' message.</p> <p>You can take the card out of the meter now.</p> <p>Press the '<b>C</b>' button on the keypad.</p>                       |  <p>MEMORY CARD<br/>LOADING COMPLETE</p>                |
| 10   | <p>From this screen press '<b>C</b>' until you return to the "<b>Ready</b>" screen.</p> <p>Your new rates have been successfully loaded.</p> <p><b>Note:</b> The update will not occur until the USPS effective date.</p> |  <p>MEMORY CARD<br/>US0705L</p>                          |
| 11   | <p>If the meter shows last years rate, after the effective date is reached, then the <b>Preset Postage Value</b> has to be changed.</p> <p>From the main screen press the <b>Menu</b> button.</p>                         |  <p>Ready                    \$0.39<br/>02/27/07</p>     |
| 12   | <p>Press the left <b>Blue</b> or <b>Red</b> button until you see "<b>Setup</b>". Then press the <b>OK</b> button.</p>   |  <p>◀                    SETUP                    ▶</p> |
| 13   | <p>Press the left <b>Blue</b> or <b>Red</b> button until you see "<b>Preset Postage</b>". Then press the <b>OK</b> button.</p>  |  <p>◀ PRESET POSTAGE ▶<br/>\$0.39</p>                  |
| 14   | <p>Now the postage value will be blinking. Enter the new postage value that you will use most often. Then press <b>OK</b>.</p> <p><b>Note:</b> For 0.41 enter the numbers 41 and press <b>OK</b>.</p>                     |  <p>PRESET POSTAGE<br/>\$0.00</p>                      |
| 15   | <p>Press the <b>C</b> button until you get to the <b>Ready</b> screen.</p> <p><b>Note:</b> In order for the new <b>Preset Postage</b> to take effect, unplug the power cord and plug it back in to restart the meter.</p> |  |