

IJ-30/35/40/45/50



approved
manufacturers, suppliers and
maintainers of franking machines

Fitting Instructions

PLEASE ONLY LOAD THE CARD ONCE BEFORE 4th APRIL 2022, 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/prices2022 for details).

If you experience any problems after loading the new tariff, turn the machine OFF then ON. Call the Tariff Change Help Desk on: 0845 880 0000 or Email: www.quadient.com/en-GB/customer-care

1

FROM NEOPOST SCREEN SELECT **SUPERVIS** (SUPERVISOR MODE). ENTER PIN
7610

2

SELECT LINE NUMBER 4 (LOAD FROM MEMORY CARD) PRESS
OK

3

DISPLAY WILL SAY "**INSERT CARD**"
INSERT CARD IN RIGHT-HANDED SIDE WITH GOLD CHIP AT THE
BOTTOM FACING 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
"**LOADING COMPLETE**"

6

TO RETURN TO NEOPOST SCREEN (STANDBY MODE) TURN THE MACHINE OFF AT
THE POWER SUPPLY, WAIT FOR 5 SECONDS THEN RESTART MACHINE. THE CARD
CAN NOW BE REMOVED