

## IJ-25 – May 2009 USPS Rate Change - Loading Rates

To install the May 2009 USPS Rate Change on the Neopost IJ-25:

1. From the **Ready** screen, press the **MENU** button.



2. From the **ADVERTS** screen, press the arrow button on the bottom right of the screen, until **MEMORY CARD** is displayed.



3. Once **MEMORY CARD** is displayed, press **OK**.



4. **INSERT CARD** will be displayed.

- Insert the Rate Card with the model number facing forward into the slot located on top of the IJ-25.
- Press the card down until it stops, press **OK**.



5. If the Rate Card is not properly inserted, **INSERT CARD** will still be displayed after **OK** is selected.

- Remove the card and repeat the previous steps.

6. **MEMORY CARD** and the rate to be loaded will display on the screen.

- The rate on the screen should read **US0905L**.
- Press **OK**.



7. The base will prompt to replace the previous rate file.

- If you have a new meter, you will not see this screen.
- Press **OK**.



8. Wait for the new rates to load.



9. Once the loading is finished, the base will display **MEMORY CARD LOADING COMPLETE**.



10. The new rates have been successfully loaded.

- Remove the Rate Card from the base.
- Press the **C** button to return to the **Ready** screen.



11. The new rates will not become active until the USPS effective date of May 11, 2009.

**The Preset Postage Value may need to be changed after the new rates are active. This change should be made on May 11, 2009.**