

# IS-330/350/350c/420/430 IN-360



**approved**  
manufacturers, suppliers and  
maintainers of franking machines

## download instructions

Note: Your franking machine must be connected via LAN or modem.  
The 2019 tariff change will be effective from **25th March 2019**.

**THESE INSTRUCTIONS MUST BE CARRIED OUT BETWEEN THE 13TH MARCH  
AND 25TH MARCH TO ENSURE THE CORRECT TARIFF IS LOADED.**

For further details of the new Royal Mail postal tariffs please refer to  
[www.royalmail.com/prices2019](http://www.royalmail.com/prices2019).

If you experience any problems after loading the new tariff, turn the machine OFF then ON.  
Call the Neopost Tariff Change Team on 0845 880 0000. Email [tariffchange@neopost.co.uk](mailto:tariffchange@neopost.co.uk)

1

FROM YOUR HOME SCREEN  
PRESS **MENU**

2

SCROLL DOWN TO **ONLINE SERVICES**  
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