

PITNEY BOWES CONNECT+/SENDPRO P SERIES

2017 postage rate download instructions



Before you start

- Your system must be powered on.
- Your system must be connected to the network.
- This update takes approximately 10-15 minutes to complete.
- **DO NOT unplug your power cord, press the power button or disconnect your machine from the network during these steps. This may cause serious damage to your machine.**
- **IMPORTANT** - If you use an attached scale, and the scale does not appear to be available after a rates or software update, you will need to restart your system. Return to the Home screen, select Shut down, and restart the unit.

Automatic Rates and Updates Check

Your system automatically checks for updates and downloads them for you 10 minutes after boot up or according to your update scheduler.

If the Rates and Updates scheduler is setup:

- The system will check for updates at the scheduled time.
- If updates are available, they will be automatically downloaded after the system has checked for updates.
- Once all updates have been downloaded, the system will prompt you to install the updates if the machine is not busy running mail.

If the Rates and Updates scheduler is NOT setup:

- The system will automatically be set to 10 minutes after the system has booted up.
- The system will automatically check for updates, perform downloads and prompt you for installation at that time.

1. After auto-downloading updates, your system will prompt you to install the updates either now, or later.
2. Select 'Install Now' to install at this time. Follow the prompts to complete the update installation.
3. Select 'Install Later' to delay installation. You will be brought to the Rates and Updates Scheduler to set a time to install the update.
4. If you do not click either option, the updates will automatically install.
5. After 4 installation deferrals, the updates will install when the machine is not busy.
6. To complete the update, shut down and restart the system.

Check for Rates and Updates

1. Select the Rates and Updates button on the Home screen.
2. The system will check for updates and additional features. If not already downloaded and available a list of new updates will be displayed. Select 'Download updates'.
3. Once the download is complete your system will prompt you to install the updates either now, or later.
4. Select 'Install Now' to install at this time. Follow the prompts to complete the update installation.
5. Select 'Install Later' to delay installation. You will be brought to the Rates and Updates Scheduler to set a time to install the update.
6. If you do not click either option, the updates will automatically install.
7. After 4 installation deferrals, the updates will install when the machine is not busy.
8. To complete the update, shut down and restart the system.

Setting up the Rates and Updates Scheduler

Your SendPro P/Connect+ Series system can be set up to check for and download rates and software updates automatically at a specific time each day.

Turning on the scheduler for the first time:

NOTE: once you turn on the update scheduler it cannot be turned off.

1. Select 'Set up Scheduler' when prompted, OR select 'Rates and Updates' on the Home screen, then select 'Updates Scheduler'.
2. Enter the time of day you want the system to check for rates and updates. Select 'Save Scheduler' to save your changes.

Changing the Scheduler settings:

1. Select 'Rates and Updates' on the Home screen, then select 'Updates Scheduler'.
2. Enter the time of day you want the system to check for rates and updates. Select 'Save Scheduler' to save your changes.

Please contact our service team with any problems.

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