

Canada Post Rate Change January 14, 2013**Canada Post Rate Change for
Ascent™ /Package Manager****Why Do I Need This
Update?**

This package contains the CD and the Software Update Bulletin you need to update your Pitney Bowes system with the most current carrier rates and services.

Install this update to comply with changes in rates and services that become effective with the Canada Post rate change on January 14, 2013.

This page explains the enhancements and service changes. The following pages give you detailed instructions for installing your new rates and services.

**What's Changed in
This Update?**

- Software update to version 3.38
- Rate increase for Letter and Parcel services
- Domestic and International updates
- Code to Zone update

For more information, please check out the Canada Post website:
<http://www.canadapost.ca/cpo/mc/business/productsservices/rates.jsf>

**Ascent™ / Ascent™ Solo Canada Carrier Manifest System
Canada Post Rate Change Instructions****Before You Begin**

NOTE: This update can only be run on Ascent version 3.35 or greater
If you have not upgraded to 3.35, please call Pitney Bowes Customer Support at
1-800-839-7286 between 7 AM and 7 PM Central time for assistance.

About this Update

This package contains your Canada Post Rate Change CD-ROM.

Part Number: T182702

Once you have successfully upgraded to version 3.35 or greater, determine the type of system you are updating from the following:

- Stand-Alone System, including Ascent Solo: A single Ascent workstation. Follow the Stand-Alone Workstation Instructions below.
- Network System: Ascent installed on a Master station with one or more client workstations connected to it. Follow the Master Update Instructions for the master station.

Software Update Bulletin

Stand-Alone Workstation Instructions

1. Close all manifests and print all outstanding reports.
2. Make sure there are no future shipments in the system.
3. Exit Ascent and shut down any other programs running on the workstation.
4. Insert the rate change CD.
If the rate change application does not start automatically, open the CD drive in My Computer and double-click setupmgr.exe.
5. Click the Rate Change button.
6. When the successfully completed message displays, click OK.
7. Click Close to exit the rate change program.
8. Remove the CD from the drive.
9. Start Ascent Processing and answer Y to the rebuild index prompt.
You may now resume normal processing.

Master Update Instructions

1. Close all manifests and print all outstanding reports.
2. Make sure there are no future shipments in the system.
3. Exit Ascent and shut down any other programs running on the master station.
4. Shut down and power off all peer stations.
5. Insert the rate change CD.
6. If the rate change application does not start automatically, open the CD drive in My Computer and double-click setupmgr.exe.
7. Click the Rate Change button.
8. When the successfully completed message displays, click OK.
9. Click Close to exit the rate change program.
10. Remove the CD from the drive.
11. Start Ascent processing on the master station.
12. Answer Y to the Rebuild Index prompt.
13. Reboot the peer stations.
You may now resume normal processing.

Where to Call for Help

Installation Questions: If you have any questions about installing your new rates and services, please call Pitney Bowes Customer Support at 1-800-839-7286 between 7 AM and 7 PM Central time.

You may experience delays reaching a representative on or around the effective date of the change.

Thank you for choosing Pitney Bowes as your shipping solutions provider.

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