

2013 UPS® Rate Change Instructions Ascent™

RC00221 Rev. T 12/12

WHAT'S NEW

WHAT'S NEW

WHAT'S NEW

WHAT'S NEW

December, 2012

1 of 2

You must be at Ascent™ Version 8.70 or Higher to Perform this Update!

On December 31, 2012, new rates will go into effect for UPS® domestic and international services. The enclosed CD contains the new rates.

Some changes included with this rate update are:

- Domestic rates and fees have been updated.
- International rates and fees have been updated.
- Surepost rates have been updated.
- Zip to zone has been updated.
- Import rates and zones have been updated.

For additional information on the UPS® rate update, please visit www.ups.com/rates. Visit the UPS web site to download the printable 2013 UPS® Rate and Service Guide.

Before You Begin

This document provides update instructions for different types of Ascent configurations. Determine the type of system you are updating from the following types:

- **Stand-Alone System:** A single Ascent workstation.
- **Network System:** Ascent installed on a Master station with one or more client workstations connected to it.

IMPORTANT: If you know that SendSuite® Desktop is connected to the Ascent system, perform the Special Instructions for SendSuite Desktop on page 2.

HELP? Call Pitney Bowes Customer Support 800-888-0286

Update Instructions

1. Close manifests and print all relevant reports.
2. Exit Ascent and close down any other programs running on the workstation.
If a network system, shut down and power off all peer stations.
3. Insert the Rate Update CD into the CD-ROM drive on the workstation.
4. Click the **Rate Update** button.
5. If you attempt to install this Rate Update update prior to December 31, 2012, a prompt will appear.
6. Click **Yes** to continue.
7. The Rate Update program installs the new rates on the workstation.
8. When the **Rate Update successfully completed** message displays, click **OK**.
9. Click **Close** to exit the Ascent UPS Rate Update program.
10. Remove the CD from the drive.

IMPORTANT: If you had to have your network administrator stop the services on a SendSuite Desktop server, have them now complete Steps 3–4 of the *Special Instructions for SendSuite Desktop* below.

11. If a network system, re-boot the peer stations. You may now resume normal processing.

Special Instructions for SendSuite® Desktop

1. Open the *Services* box within the Control Panel.
2. Stop the *World Wide Web Publishing Service*.
3. After the rate update is done, restart the *World Wide Web Publishing Service*.
4. Restart SendSuite Desktop.

Where to Go for Help

If you have any concerns about this update, there are a number of areas available for help. Please have your model and serial number (printed on the enclosed insert) available when you are contacting us.

- Receive support 24 hours a day, 7 days a week from our web site at: **www.pb.com/ratechange**.
- Call the Rate Change Hotline at **1-800-962-4088** between 8 AM and 8 PM Eastern time.

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