



Important Announcement

As we are sure you're well aware, there is an imminent *Rate Change* due to go into effect on **January 2nd** that will impact your UPS and FedEx shipping rates, and a USPS *Rate Change* due to go into effect on **January 22nd**. Your **Mail Center Manager (iMCM G2, Postal Consultant, Postal Manager, Master Accountant, Network View)** software will therefore require one (if not two) update(s) to ensure accurate rate calculation for these services.

THE UPDATE FOR THE **JANUARY 2ND** CHANGE **IS AVAILABLE TO DOWNLOAD NOW** (VER. 8.37.00 UPDATE)

THE UPDATE FOR THE **JANUARY 22ND** CHANGE WILL BE AVAILABLE ON **JANUARY 18TH** (TENTATIVELY NAMED 8.37.01 UPDATE)

All updates and patches must be downloaded from the Neopost Software Solutions website at <http://solutions.neopost.com/software> (select the "Resources" tab, choose "Downloads"). Updates may be applied to MCM G2 *at any time on or before* the date that the new rates go into effect, and will become active on the appropriate day.

If you do not ship FedEx or UPS from your G2 installation (all customers using G2 Postal Manager, Master Accountant, or Postal Consultant), you may opt to skip the January 2nd patch, and go straight to installing the January 22nd update when it is available. However there were some "bug fixes" rolled into the January 2nd download, so installation is recommended.

If your configuration includes any G2 NETWORK VIEW stations, keep in mind that all stations must be running the same version of G2 in order to access the database. Therefore, all stations must run the update(s) to remain functional.

Be sure to backup your G2 database prior to performing any updates. To do so from within the G2 program, at the Home Screen click on DATA MANAGER and choose BACKUP/REPLACE DATABASE. In the resulting window, select BACKUP DATABASE>select the database for backup (MCMG2_Data.mdf) and click SAVE>select the location where you would like to save a copy (such as DESKTOP or MY DOCUMENTS), name it and click SAVE. When process is complete click CLOSE.

For those customers whose mailroom computer is not configured for Internet access, we recommend you make arrangements to download the update on a computer that can access the website, burn the downloaded file to a recordable CD (or copy it to a USB flash drive), take that media to the mailroom computer, and load the update in this manner. (You may need to coordinate with your IT Department for access to a computer with Internet access and CD burning / USB flash drive capabilities.)

We will be available for technical support and additional resources if needed.

For technical support, please contact:

Lexington – 859-276-1690

Louisville – 502-238-3196

Charleston – 304-343-0218