

# Important Announcement

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## *Upcoming iMCM G2, Postal Consultant, and Postal Manager Update*

Dear Mailroom Manager,

As we are sure you're well aware, there is an imminent USPS Rate Change due to go into effect on April 17<sup>th</sup>, which will impact all USPS Market Dominant Products (e.g. First Class Mail, Standard Mail, Library Mail, Media Mail, etc.) and require an update to your Mail Center Manager (iMCM) software for the correct calculation of rates.

In the past, updates such as this would warrant a new CD to be shipped to you for the purpose of updating your program. However, Neopost Software (formerly "MOS International"), in an effort to reduce costs and lessen their environmental impact, will no longer produce and ship CD's for these updates. **All updates** must now be downloaded from their Software Solutions website at <http://solutions.neopost.com/software> (select the "Resources" tab, then "Downloads"). The update for the April 17<sup>th</sup> change is version **8.36.00** and is posted now. It may be installed on the computer where MCM G2 is loaded at any time on or before the date the rates go into effect, and the new rates will become available the day of the change. **Be sure to backup your data before updating (instructions for doing so can be found in the HELP Menu)!**

Since many of you do not have your mailroom computer configured for Internet access, the best solution would be for you to arrange to download the update on a computer that does have access, 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 drive capabilities.)

We realize that the new procedures will be an inconvenience for some of you, and would like to reassure you that we will be available for technical support and additional resources should you require them.

For a full list of rate updating procedures, please visit our website at:

[www.cbsmailsolutions.com/ratechange.html](http://www.cbsmailsolutions.com/ratechange.html)

For technical support, please contact:

**Lexington – 859-276-1690**

**Louisville – 502-238-3196**

**Charleston – 304-343-0218**