

HASLER

WJ185, WJ220, WJ250 - Loading Rates Using Online Services

Introduction

When a new rate is announced by the USPS:

- An email notification is sent to the email address provided on your online profile about the pending rate change.
- A Generic Call must be performed to download the new rate.
- The rate update will not occur until the USPS effective rate change date.

Perform A Generic Call

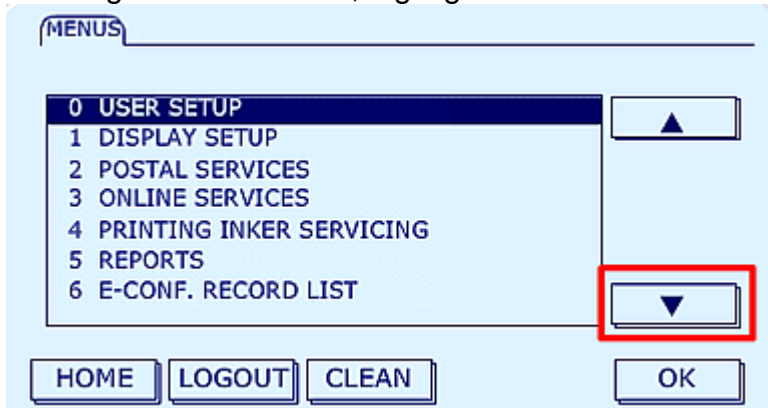
Once an email notification about the pending rate change is received, a Generic Call must be performed to connect to the Online Services server to download the new rate.

- The mailing machine must be declared and covered by Total Rate Protection.
- If the mailing machine is not covered by Total Rate Protection, contact your authorized service provider to obtain the new rate package.

1. Touch **MENU**.



2. Using the down arrow, highlight **ONLINE SERVICES**.



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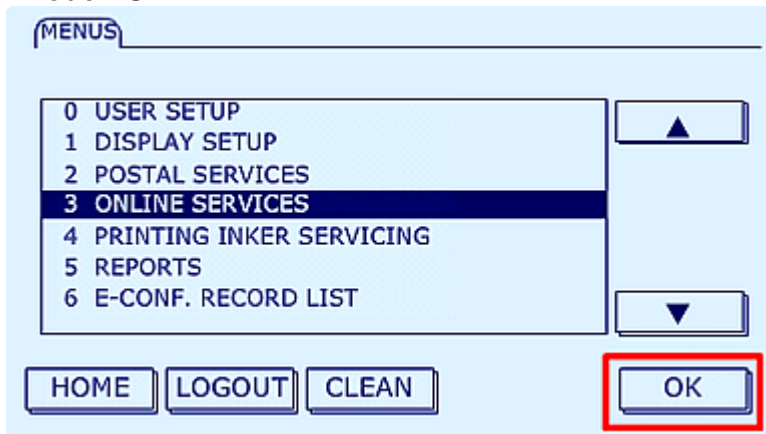
Limitations of this Document

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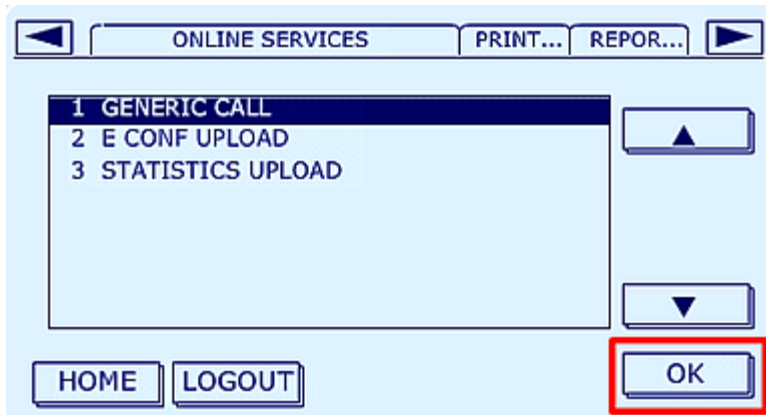
3. Select **ONLINE SERVICES**.

- Touch **OK**.

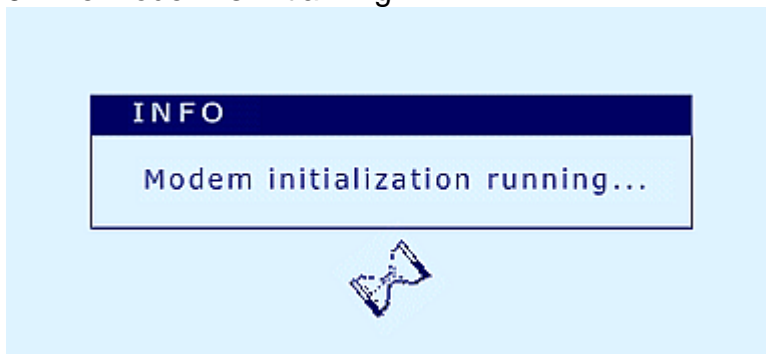


4. Select Generic Call.

- Touch **OK**.

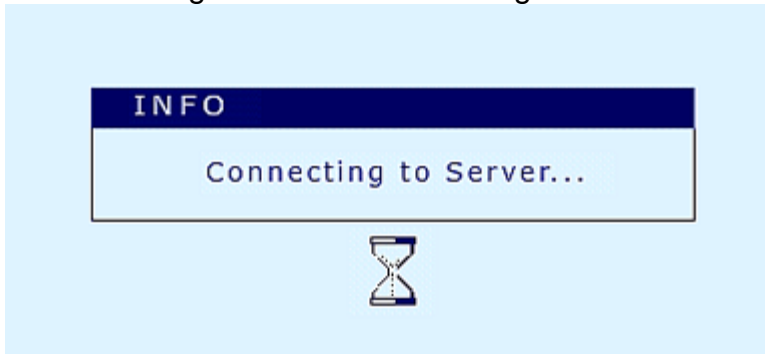


5. The modem is initializing.

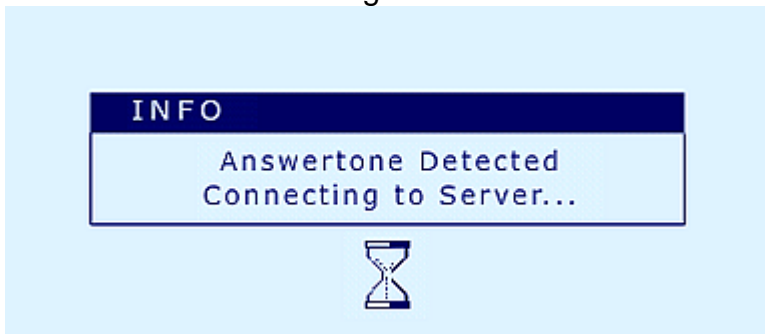


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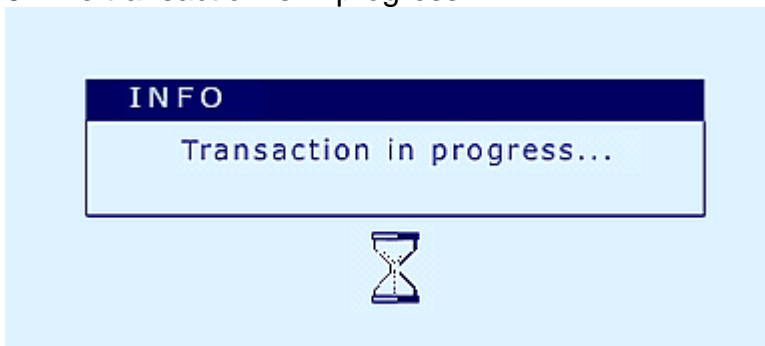
6. The mailing machine is connecting to the server.



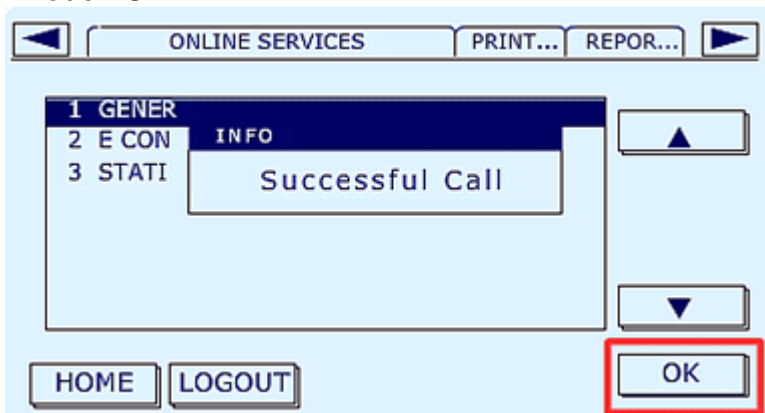
7. The server is answering the call.



8. The transaction is in progress.



9. The call finished successfully.
- Touch **OK**.

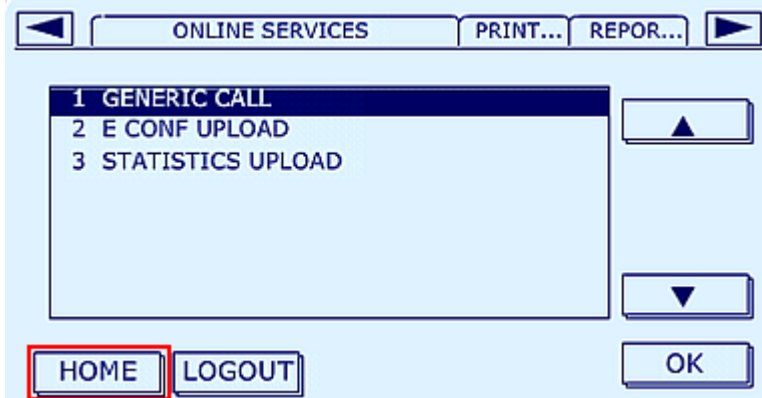


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10. After the new rate is loaded successfully, a message is sent to the Supervisor mailbox.
- Touch **OK**.



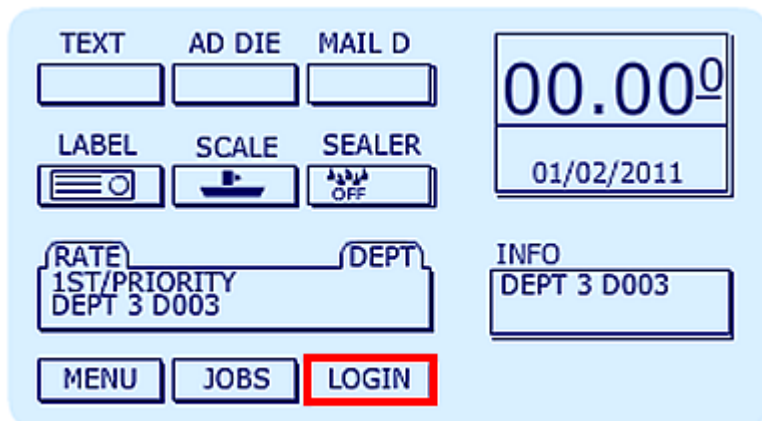
11. Touch **HOME** to go to the main screen.



New Rate Confirmation

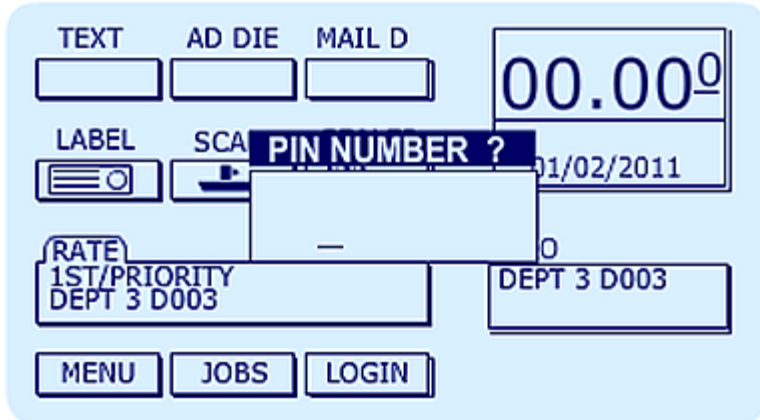
To retrieve the message and confirm the new rate download, log into Supervisor mode.

1. Touch **LOGIN**.

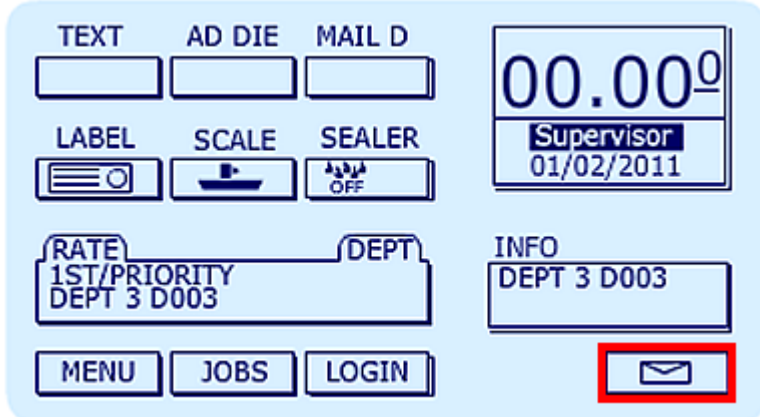


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2. Enter the Supervisor **PIN NUMBER, 9430**.

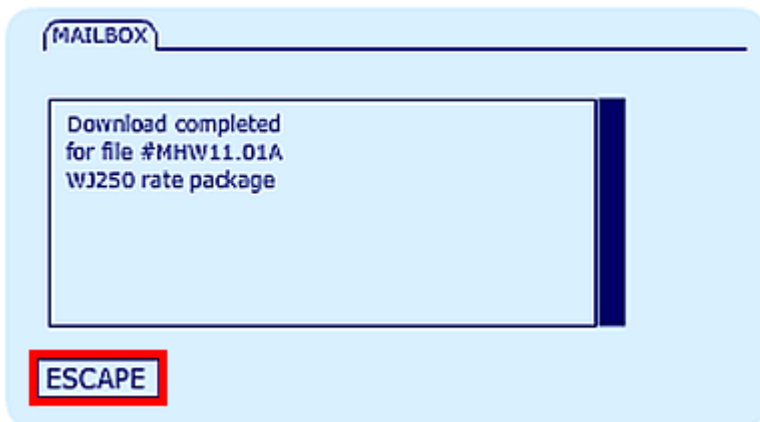


3. Touch the **Envelope Icon** to read the message in the mailbox.



4. The message in the mailbox will be displayed.

- Verify the correct file, **#MHW10.01A**, has been downloaded.
- Touch **ESCAPE** to close the mailbox.



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5. Press the **LOCK** button to exit Supervisor mode and put the mailing machine to sleep.

