



IJ-40, IJ-50, IJ-60 – 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 server call must be performed to download the new rate.
- The rate update will not occur until the USPS effective rate change date.

Perform A Server Call

Once an email notification about the pending rate change is received, a server 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. Press the **LOCK** button.



2. Press the **SUPERVIS** button.



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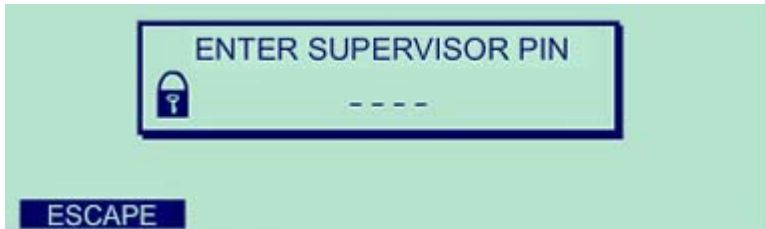
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3. Enter the **SUPERVISOR PIN, 9430.**

- Press **OK.**



4. Using the down arrow button, select **ONLINE SERVICES.**

- Press **OK.**



5. Select **ONLINE SERVER CALL.**

- Press **OK.**



6. The modem is dialing.

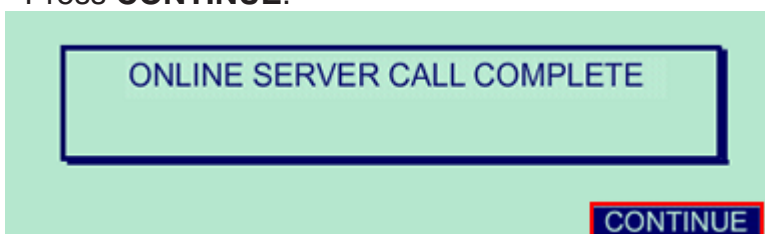


7. The transaction is in progress.



8. The call finished successfully.

- Press **CONTINUE.**



9. After the new rate loading is successfully completed, a message is sent to the supervisor mailbox.

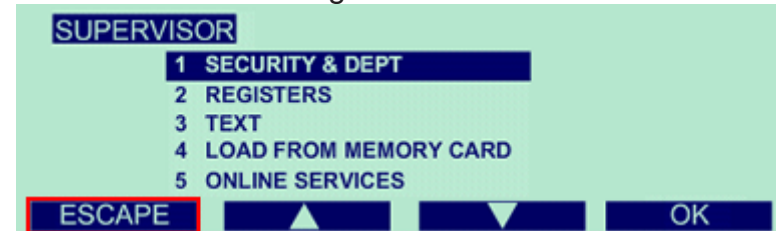
- Press **ESCAPE**.



10. Press **ESCAPE** to go back to the main menu.



11. Press **ESCAPE** to go back to the main menu.



New Rate Confirmation

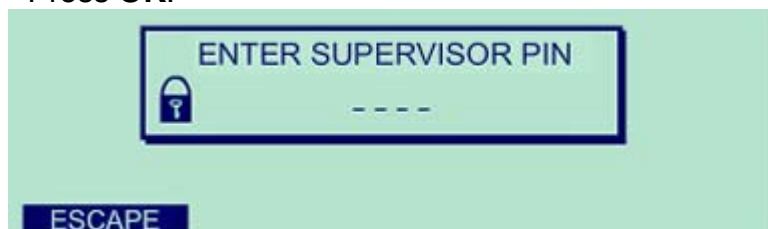
To retrieve the message and confirm the new rate download, log into Supervisor mode.

1. Press the **SUPERVIS** button to access the Supervisor mode to retrieve the message.



2. Enter the **SUPERVISOR PIN, 9430**.

- Press **OK**.



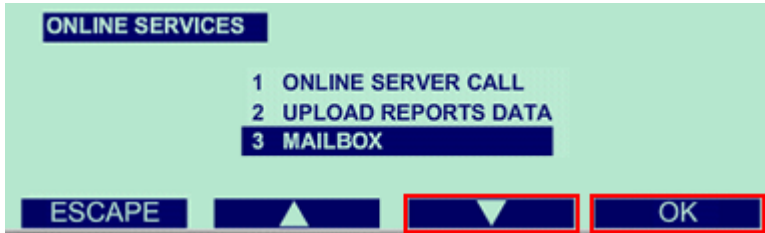
3. Using the down arrow button, select **ONLINE SERVICES**.

- Press **OK**.



4. Using the down arrow button, select **MAILBOX**.

- Press **OK**.



5. The message in the mailbox will be displayed.

- Verify that the correct file, **10.01R**, has been downloaded.

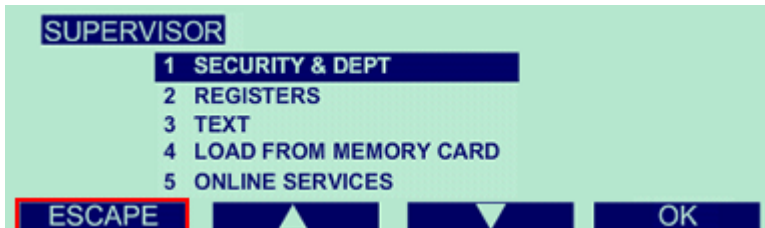
- Press **ESCAPE** to close the mailbox.



6. Press the **ESCAPE** button return to the main screen.



7. Press the **ESCAPE** button return to the main screen.



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

