

WJ185, WJ220, WJ250 - Loading Rates Using Online Services

Introduction

When a new rate is announced by the USPS:

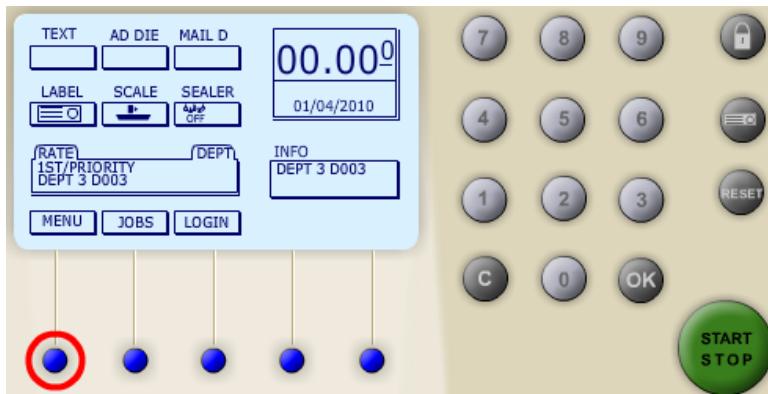
- An email notification is sent to the email address provided on your online profile about the pending rate change.
- A Generic Call must be performed to download the new rate.
- The rate update will not occur until the USPS effective rate change date.

Perform A Generic Call

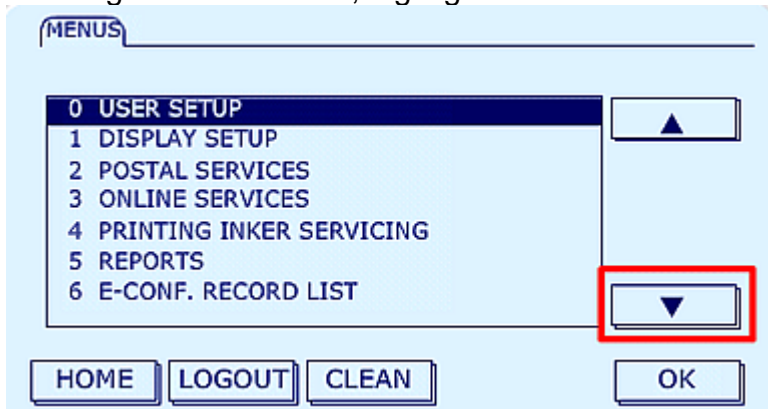
Once an email notification about the pending rate change is received, a Generic Call must be performed to connect to the Online Services server to download the new rate.

- 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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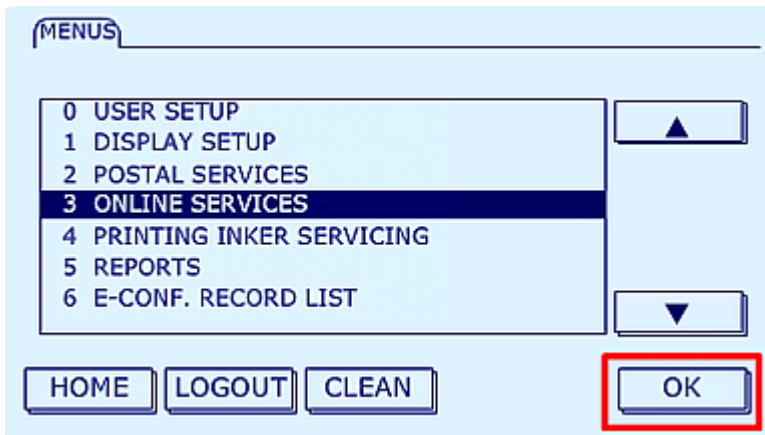
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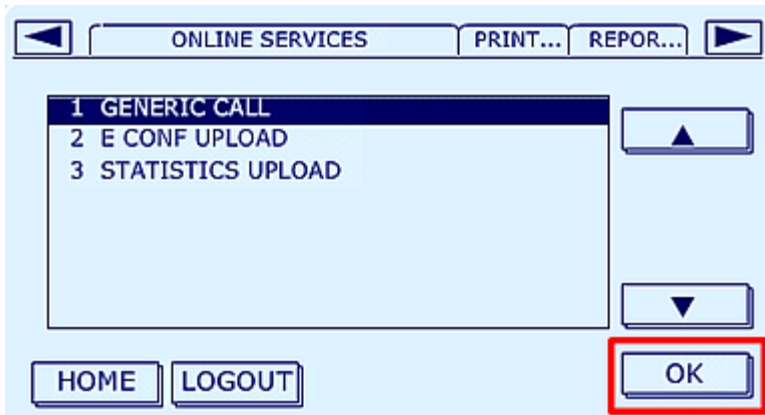
3. Select ONLINE SERVICES.

- Touch **OK**.

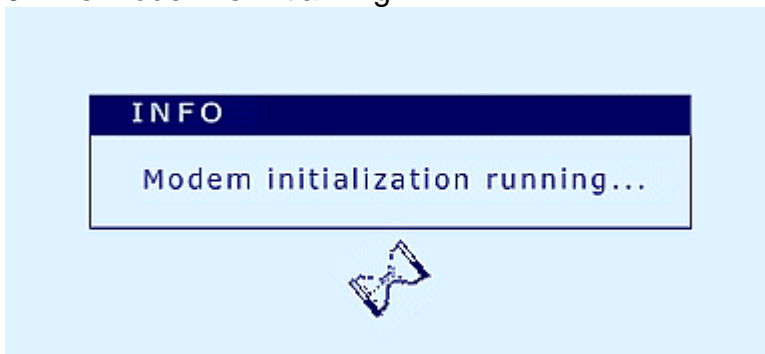


4. Select Generic Call.

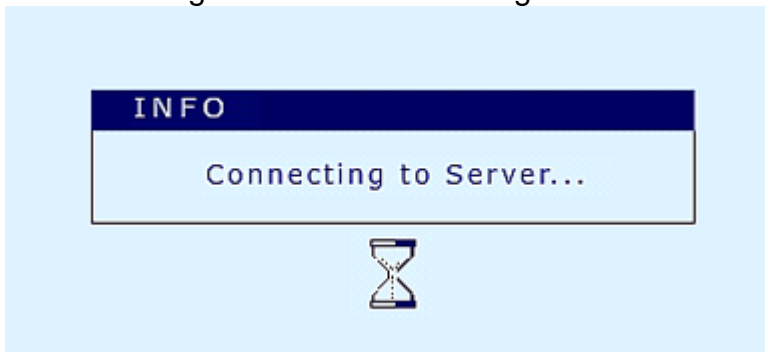
- Touch **OK**.



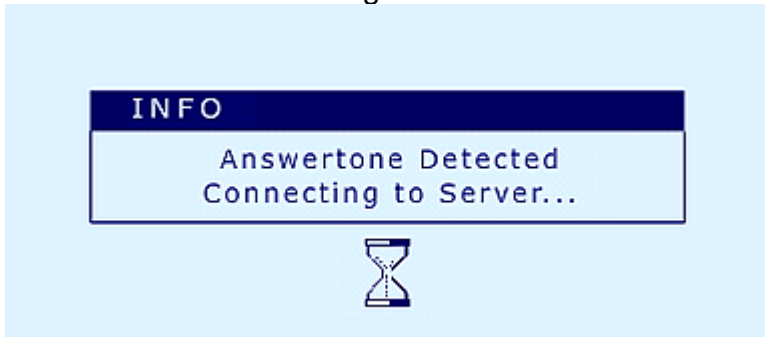
5. The modem is initializing.



6. The mailing machine is connecting to the server.



7. The server is answering the call.

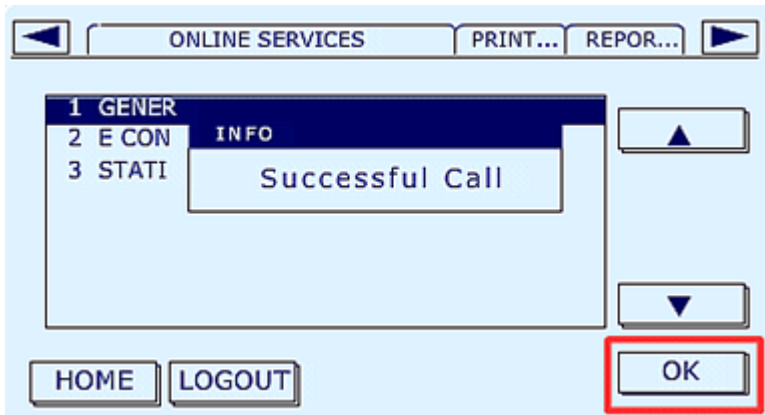


8. The transaction is in progress.



9. The call finished successfully.

- Touch **OK**.

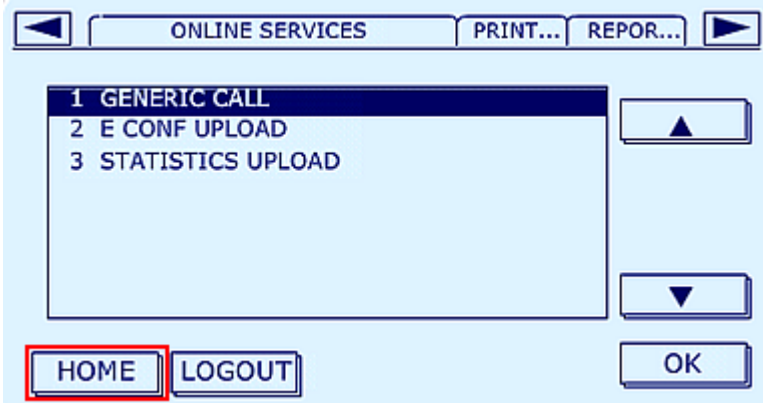


10. After the new rate loading is successfully completed, a message is sent to the Supervisor mailbox.

- Touch **OK**.



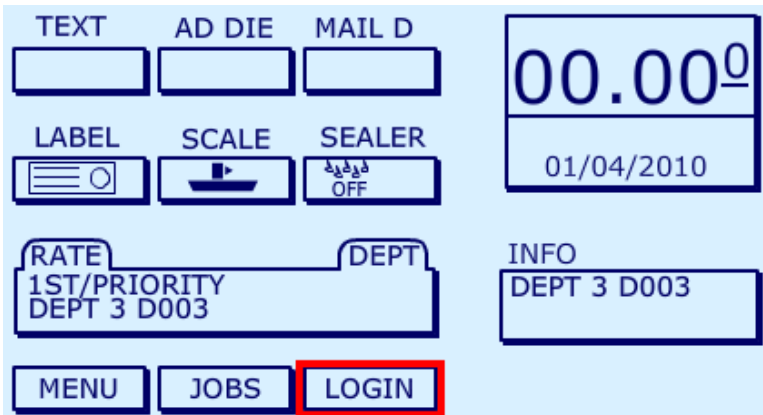
11. Touch **HOME** to go to the main screen.



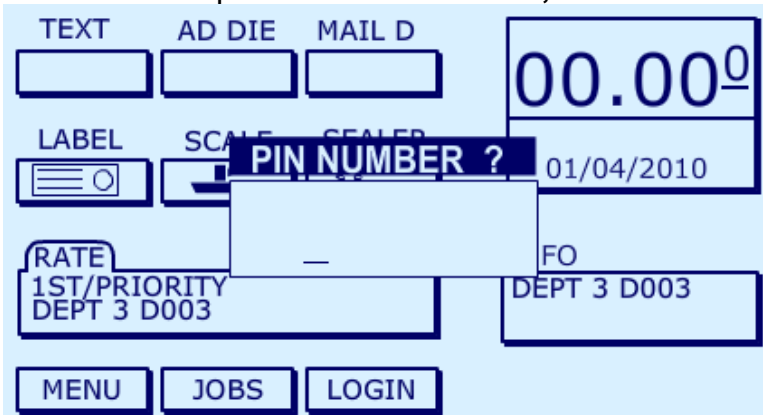
New Rate Confirmation

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

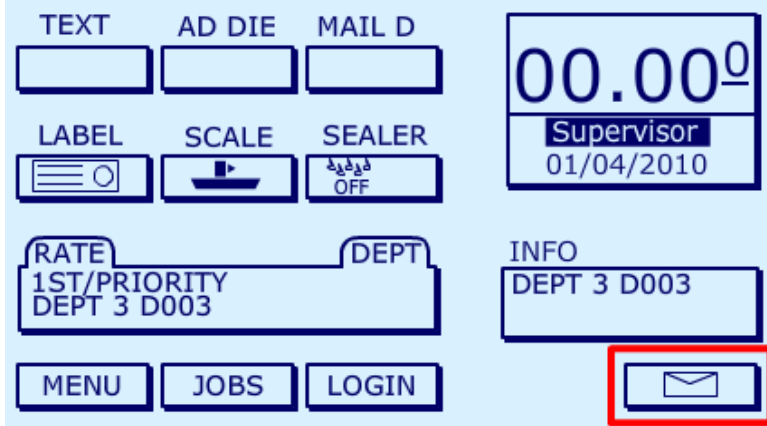
1. Touch **LOGIN**.



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

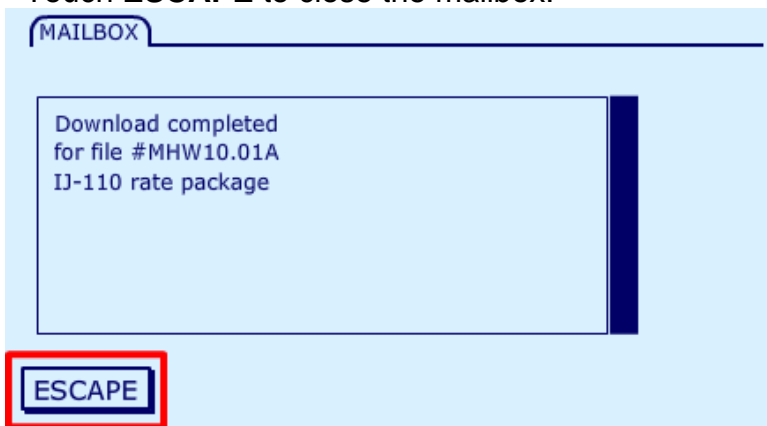


3. Touch the **Envelope Icon** to read the message in the mailbox.



4. The message in the mailbox will be displayed.

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



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

