

WJ150 - Loading Rates Using Online Services

Introduction

When a new rate is announced by the USPS:

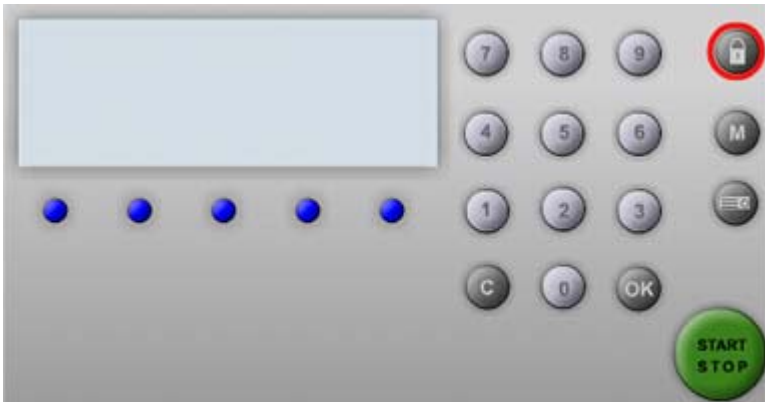
- An email notification is sent to the email address provided on your online profile about the pending rate change.
- A Generic Call must be performed to download the new rate.
- The rate update will not occur until the USPS effective rate change date.

Perform A Generic Call

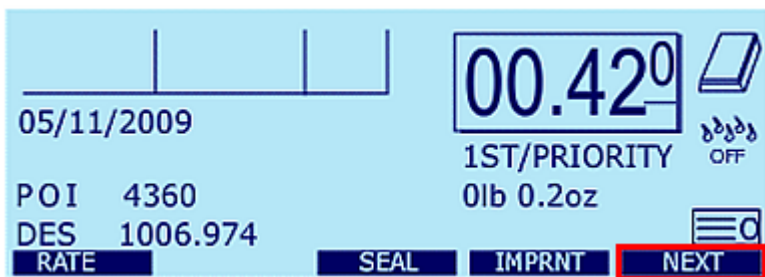
Once an email notification about the pending rate change is received, a Generic Call must be performed to connect to the Online Services server to download the new rate.

- 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.

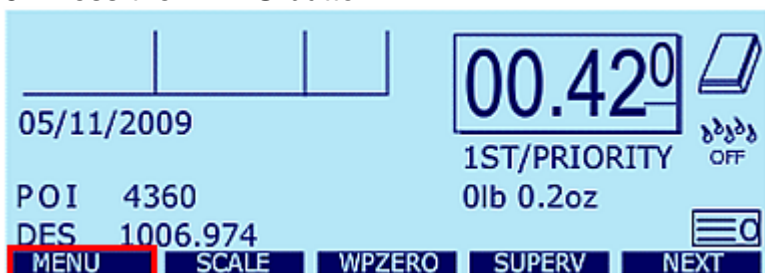
1. Press the **LOCK** button.



2. Press the **NEXT** button.

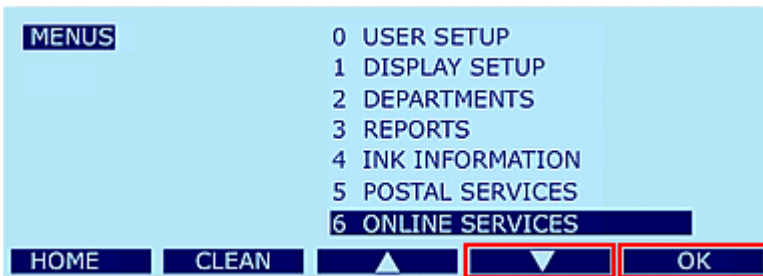


3. Press the **MENU** button.



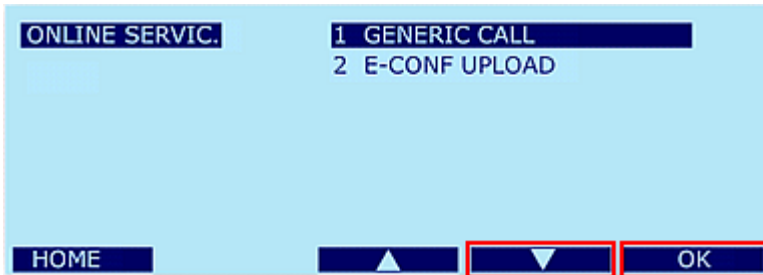
4. Using the down arrow button, select **ONLINE SERVICES**.

- Press **OK**.

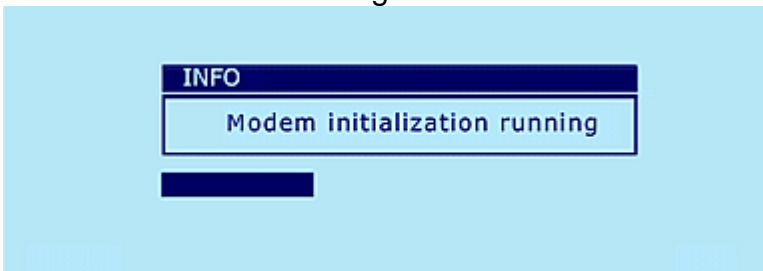


5. Using the down arrow button, select **GENERIC CALL**.

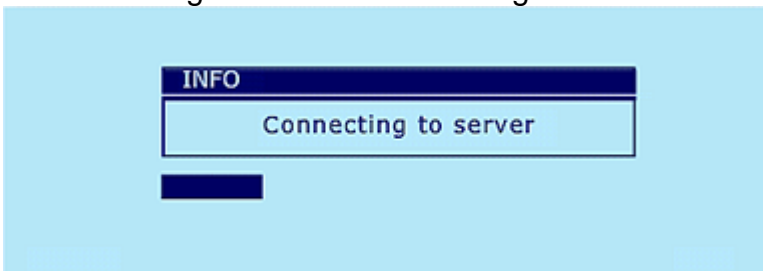
- Press **OK**.



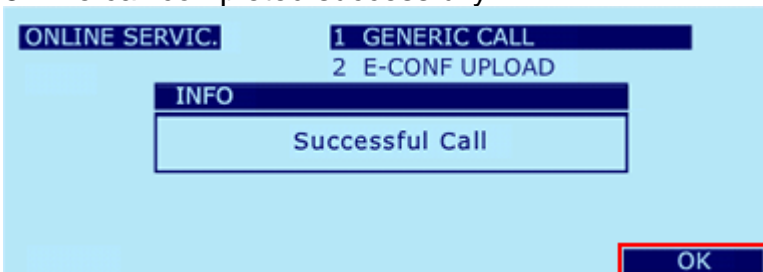
6. The modem is initializing.



7. The mailing machine is connecting to the server.

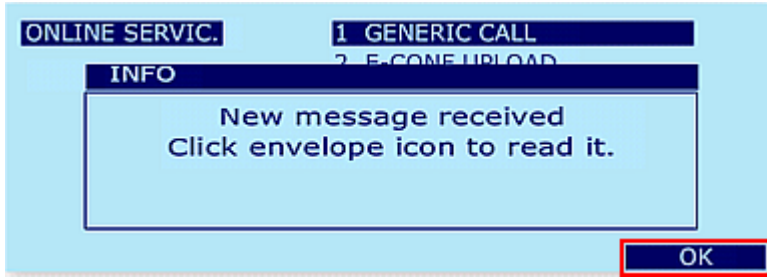


8. The call completed successfully.

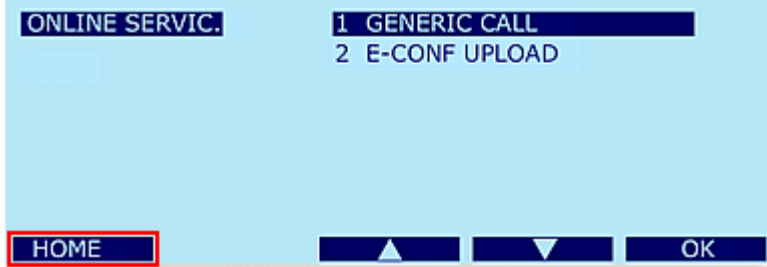


9. After the new rate loading is successfully completed, a message is sent to the Supervisor mailbox.

- Press **OK**.



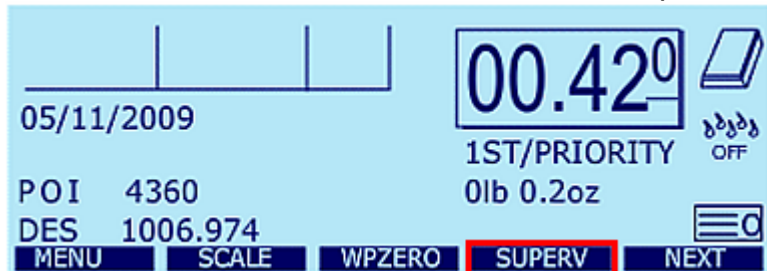
10. Press the **HOME** button to return to the main screen.



New Rate Confirmation

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

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

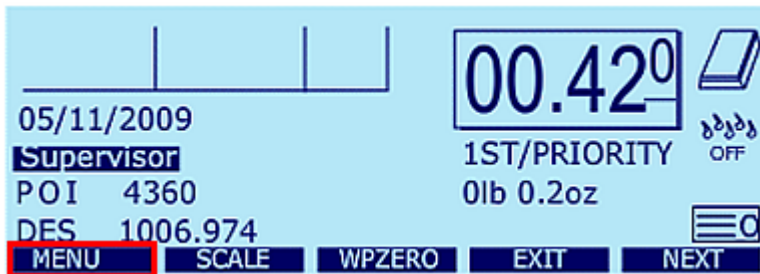


2. Enter the Supervisor **PIN NUMBER, 9430**.

- Press **OK**.

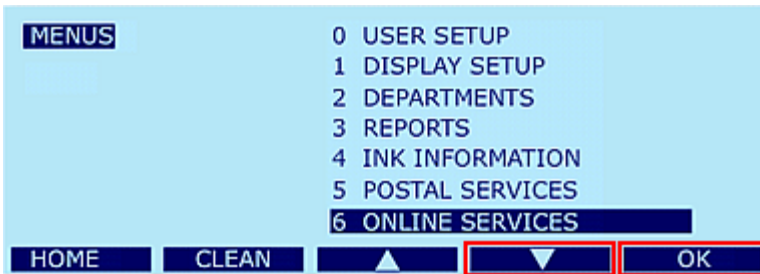


3. Press the **MENU** button.



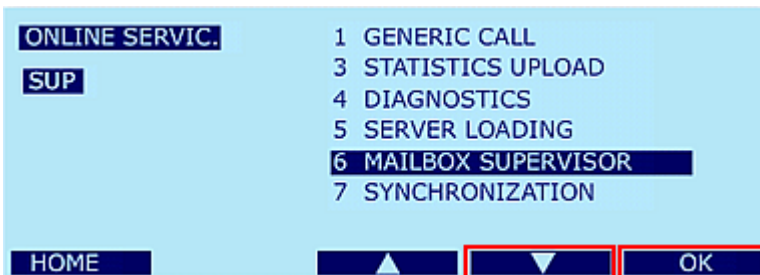
4. Using the down arrow button, select **ONLINE SERVICES**.

- Press **OK**



5. Using the down arrow button, select **MAILBOX SUPERVISOR**.

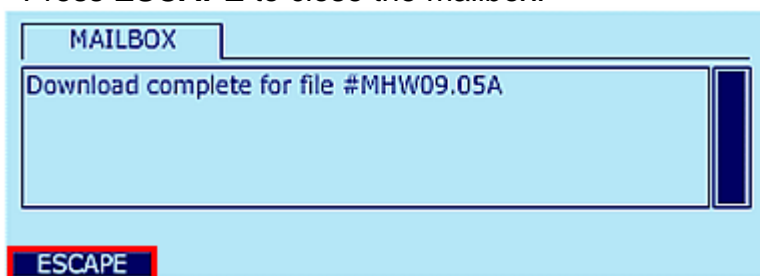
- Press **OK**.



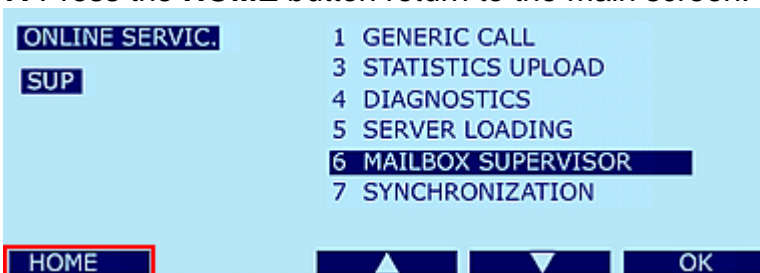
6. The message in the mailbox will be displayed.

- Verify that the correct file, **#MHW09.05A**, has been downloaded.

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



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



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

