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WJ185, WJ220, WJ250 – January 2012 USPS Rate Change – Loading Rates

To install the January 2012 USPS Rate Change on the WJ185, WJ220, WJ250:

1. Press the **LOCK** button.
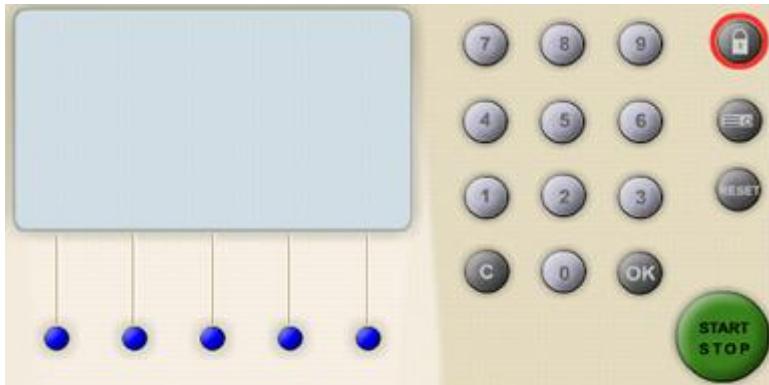
2. Touch **LOGIN**.
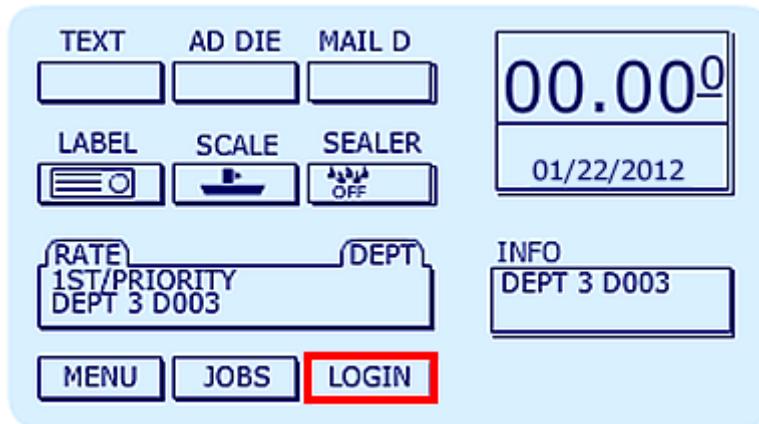
3. Enter the Supervisor **PIN NUMBER, 9430**. Press the **OK** button.
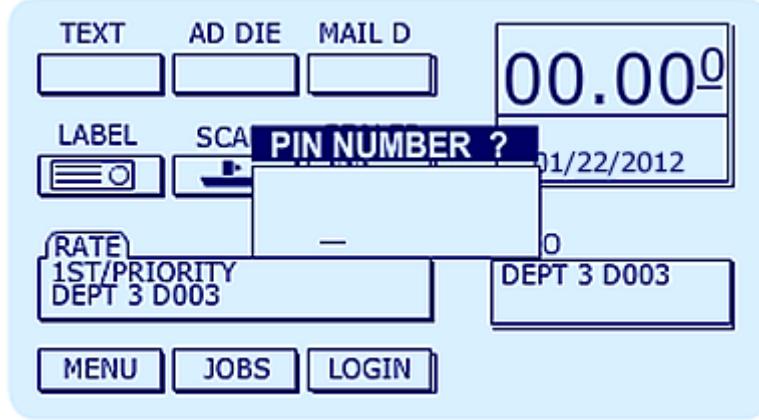
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4. Touch **MENU**.
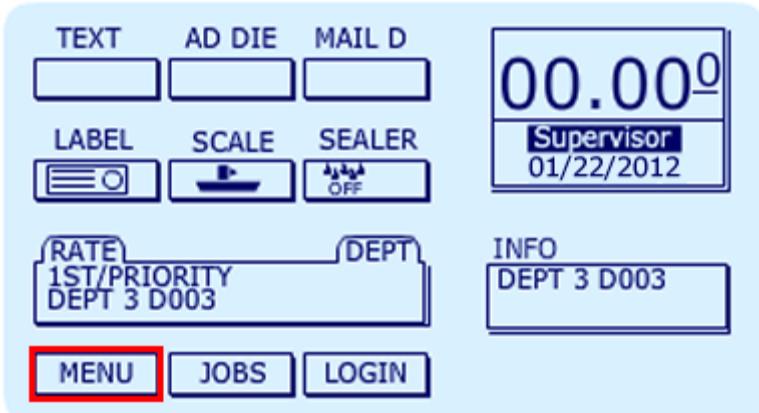
5. Using the down arrow, select **Option 1, SUPERV. SETUP**. Touch **OK**.
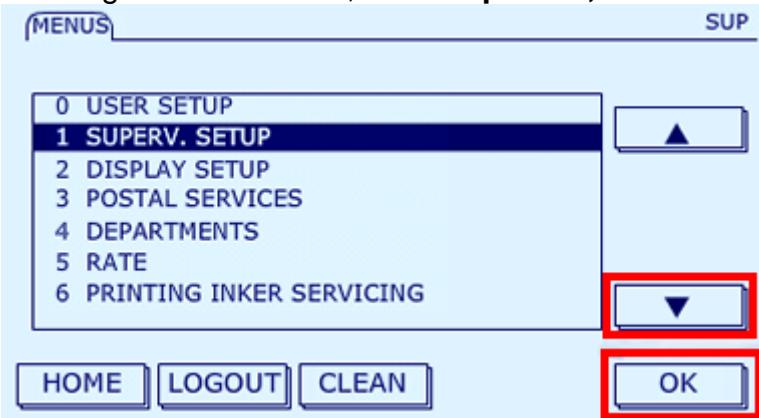
6. Using the down arrow, select **Option 5, LOAD RATE**.
- Insert the rate card with the model number facing up into the slot on the side of the mailing machine.
If the rate card is not inserted properly, the following error message will be displayed:
**'E102 Waiting for memory card, insert and retry.'**
- Touch **OK**.
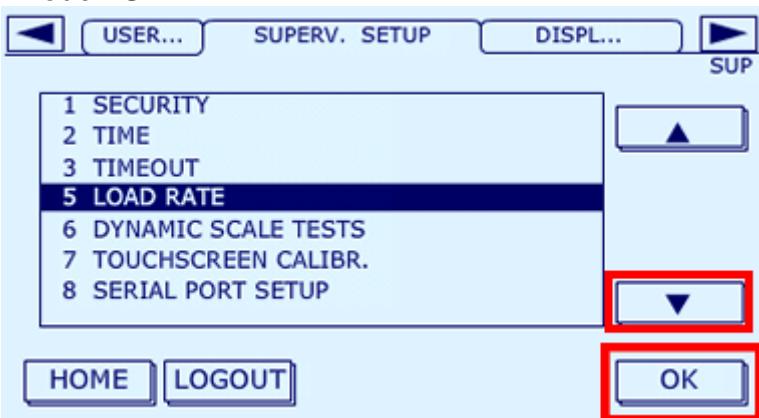
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**7. Loading in progress** will be displayed.
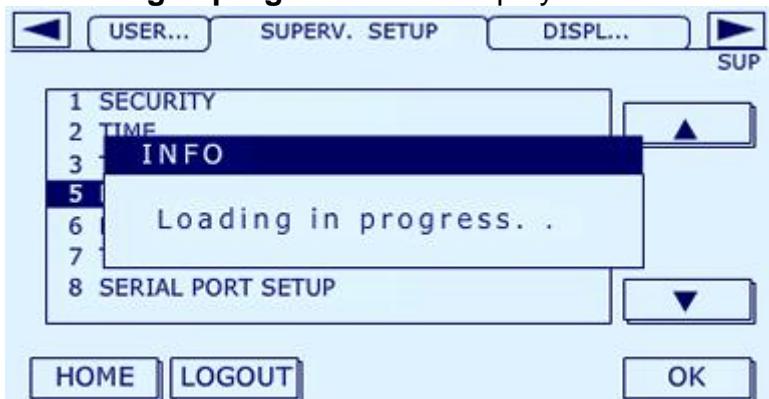
8. Once the new rates have been loaded, **Loading successful** will be displayed.
- Touch **OK**.

9. Remove the rate card.
- Press the **LOCK** button to return to the main screen.
- The new rates will not become active until the USPS effective date of January 22, 2012.

10. On the effective rate change date, the screen will display:
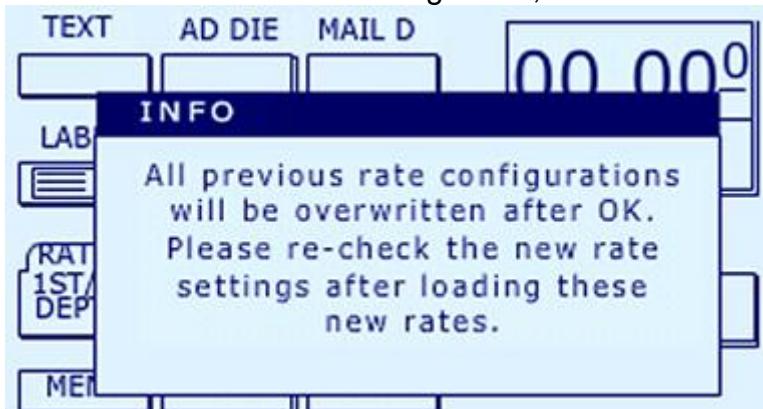
- Select **OK** after this statement. If you do not, the new rate will not become active.

11. Load the new rates only once.
- Loading the rates more than once will delete the current rates.
- If you have any questions, please wait until the rate change date to reload the rates.