

INTRODUCTION

Congratulations on choosing the Hasler WJ185/220/250 mailing machine. The WJ185/220/250 is the result of the expertise and innovative capabilities of a worldwide Hasler group and, using ink jet technology, it will integrate into your working environment to enhance your mail processing operation.

The WJ185/220/250 has many capabilities that will be important to your business:

As well as being **productive** (up to 250 letters per minute for machine only, and up to 125 letters per minute in dynamic scale mode), the WJ185/220/250 is designed to be a **user friendly** machine that can fit into any working environment with its innovative and attractive design, simple user settings and very low noise level. The high volume capacity and sealed ink system makes it easy and safe to handle, and the user interface is particularly clear with a graphic interface, pop up menus and 10 memories to store favorite jobs.

The WJ185/220/250 is **adaptable** and as such can handle many different types of mail. The optional feeder can be used to process, in a continuous cycle, items of different sizes (ranging from postcards to large flats in portrait format) and thick items (up to 5/8 inch), with automatic imprint shift. For thicker mail items or packages, adhesive labels can be automatically dispensed.

The WJ185/220/250 is **connectable**. It can exchange data with Hasler scales printers and PC's in order to provide optimal mail processing and reporting.

Finally, the WJ185/220/250 is a unique **communication** tool for your company. Its high quality printing combined with its integrated library of advertisement messages, mail class dies and free format text will afford you extra tools to enhance your company's image and the impact of your mail.

You will very soon discover for yourself that the WJ185/220/250 is the ultimate in quality and productivity for mail processing equipment.

WARNING!

Do not remove any secured covers or attempt to repair the WJ185/220/250, there are no user serviceable parts contained and the WJ185/220/250 product is licensed for use under the conditions of the Post Office. This license is issued subject to the product being secure at all times. Any removal of covers or dis-assembly of the product will result in the license being revoked and may result in the Post Office requesting Hasler to remove the product from use.

The inking system used within the WJ185/220/250 contains Post Office approved ink. This cartridge should not be tampered with in any way or the use of non approved inks be attempted. This will breach any Post Office licence agreement on the product and may result in the Post Office requesting Hasler to remove the product from use.

FCC COMPLIANCE STATEMENT

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this instruction manual, may cause harmful interferences to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interferences at his own expense.

The internal modem of this equipment complies with Part 68 of the FCC rules.

INSTALLATION

The power plug on this equipment is intended to serve as the device for isolation of the electrical supply. The equipment should be installed in close proximity to easily accessible electrical outlet and telephone wall connector.

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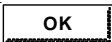

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GETTING STARTED

- 1 Switch on the machine;
- 2 Enter your PIN number using the numeric keys and validate by touching  (see "Specifications" for initial access code);
- 3 Enter the postage print value using the numeric keys;
- 4 Place an envelope on the feed platform;
- 5 Press  .

Congratulations! You have succeeded in metering an envelope.

Special icons



Signals an essential piece of information that cannot be missed.



Signals an important issue.



Indicates an interesting idea or trick



Illustration through an example



According to the machine configuration, the menu lists may change.

SECTION A: BASIC FUNCTIONS

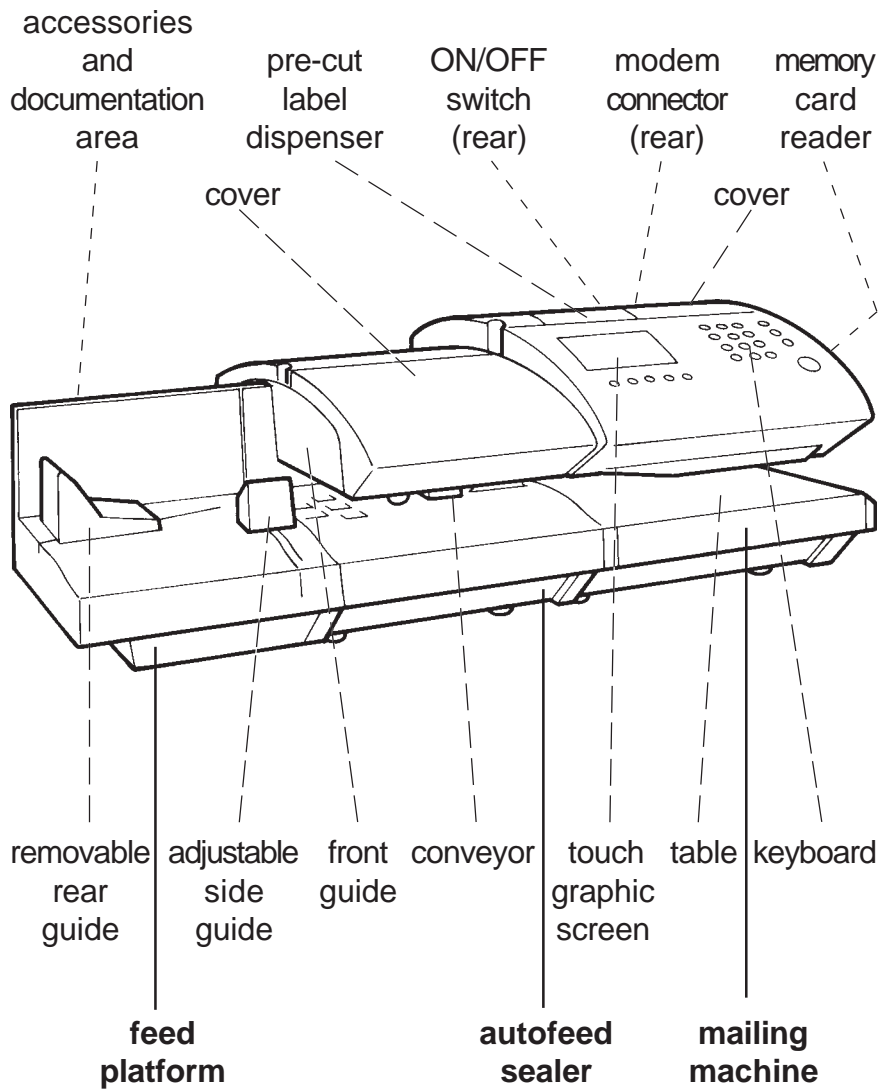
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1. OVERALL PRESENTATION

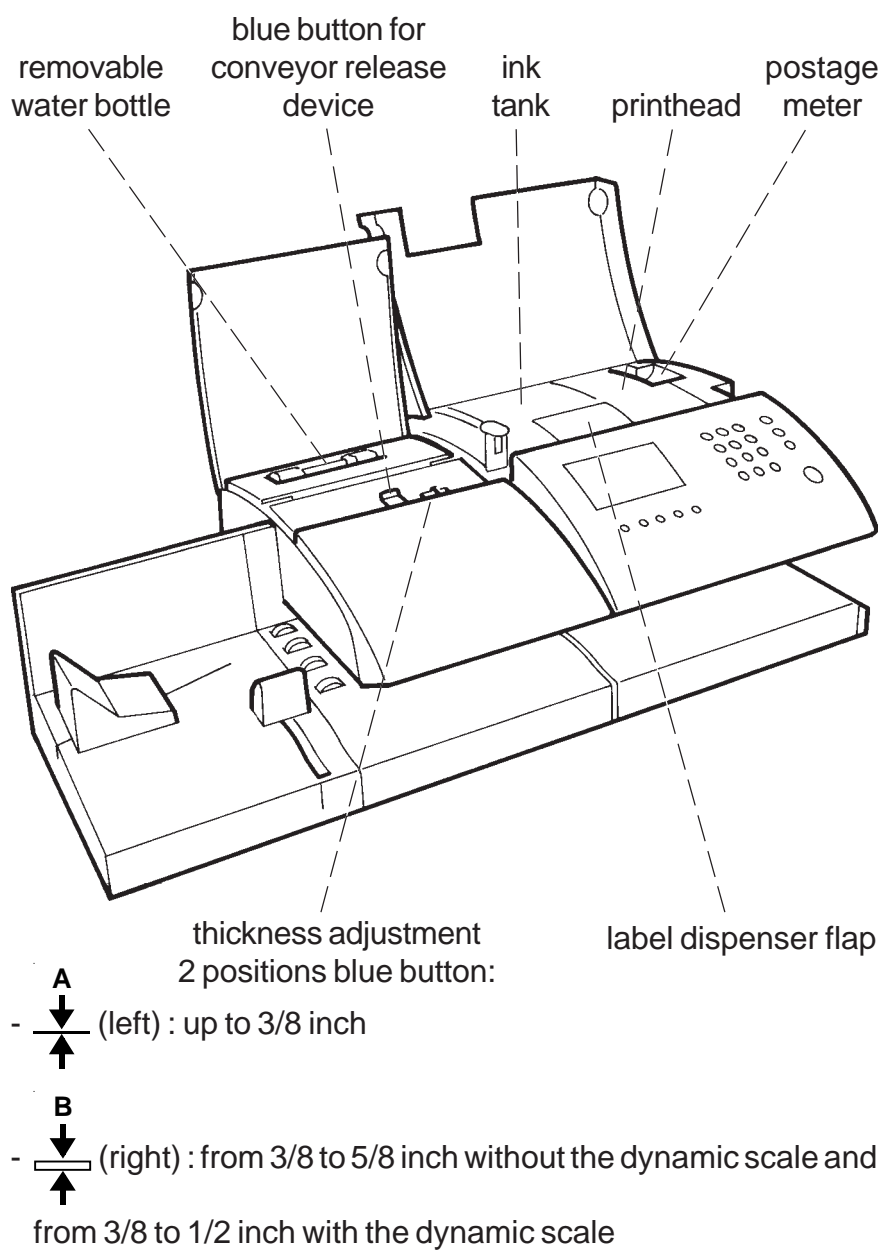
1.1 Overview

1.1.1 Overall view (mailing machine and optional standard automatic feeder)



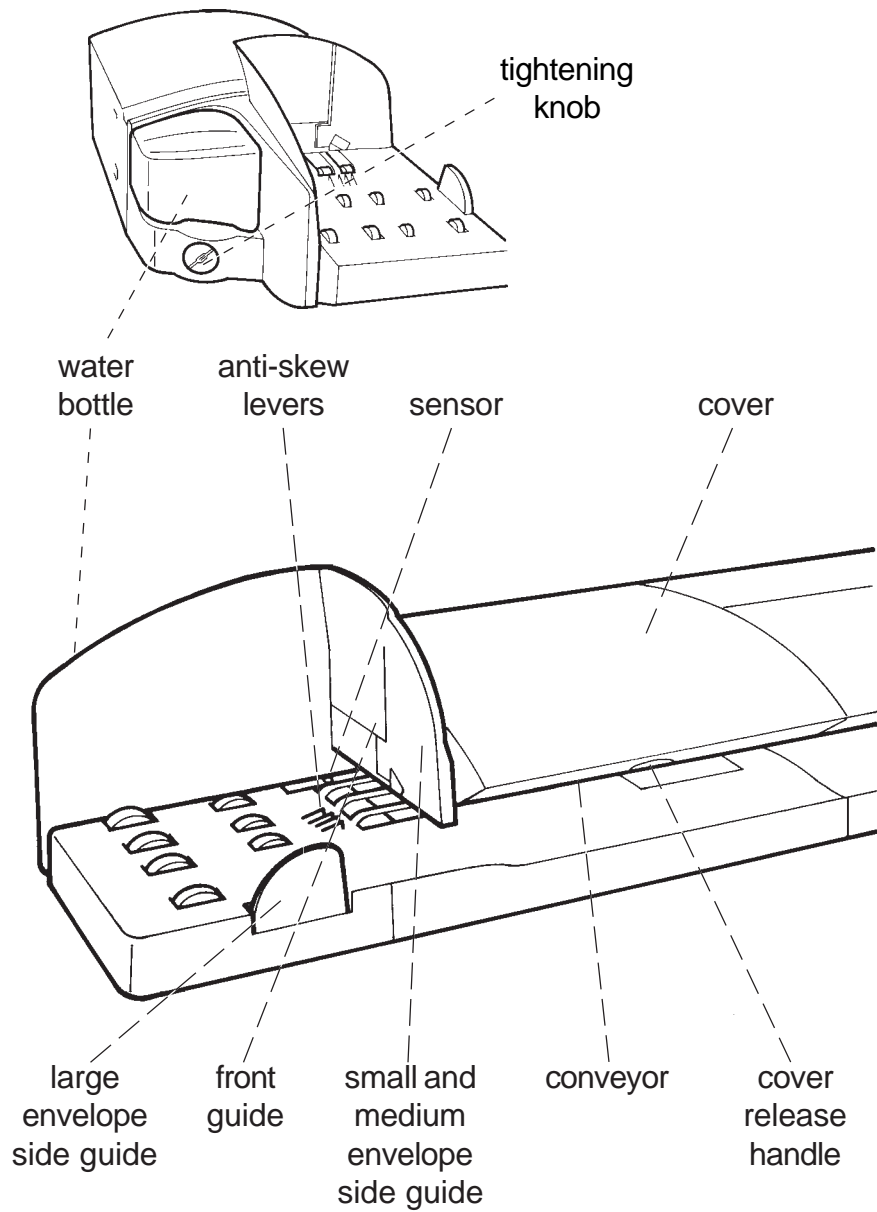
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1.1.2 Overall inside view with optional standard automatic feeder



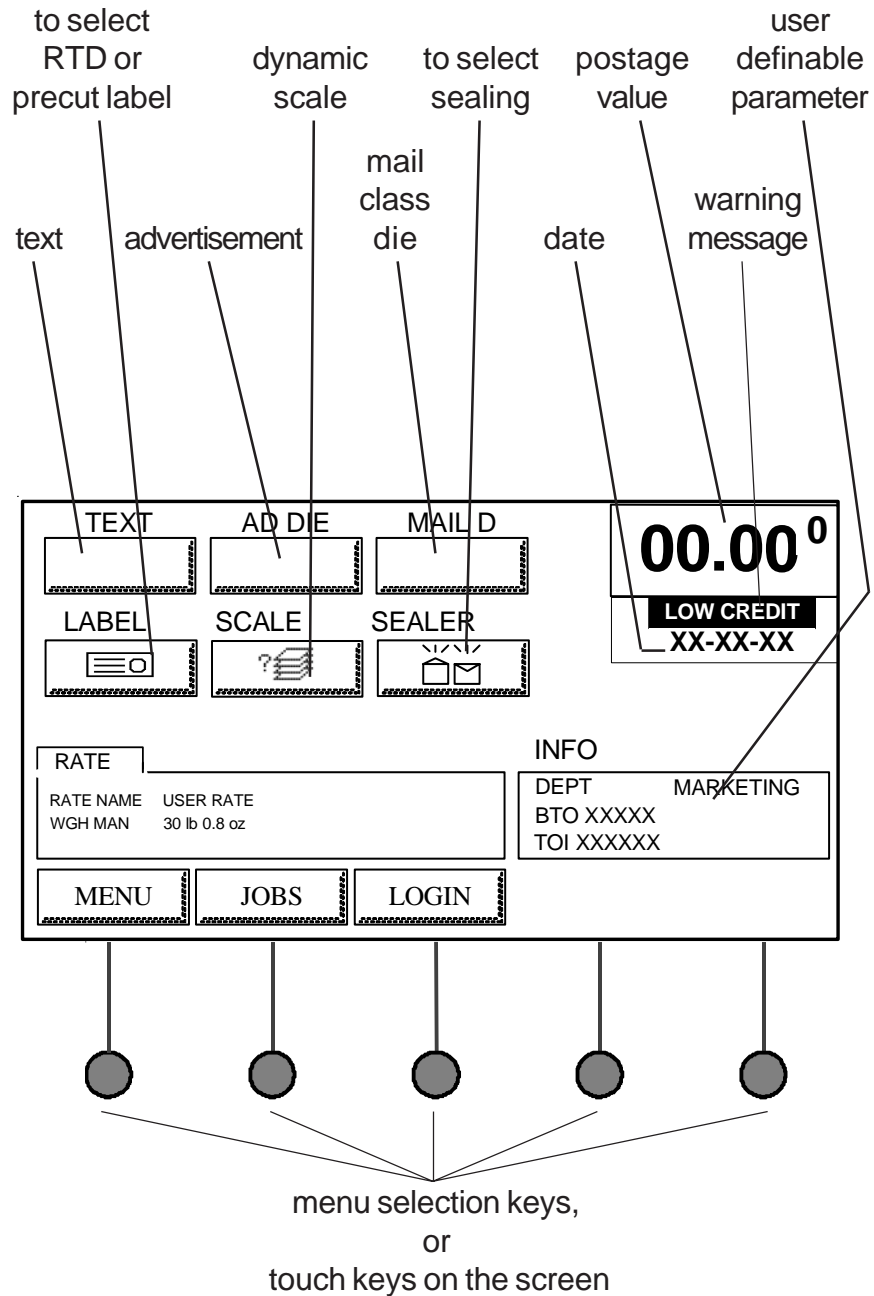
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1.1.3 Mixed-mail feeder (optional)






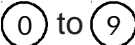



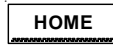







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1.1.4 Touch screen and keyboard



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-  : locking and standby mode
-  : return to main menu with default settings
-  : label mode selection
-  : input value reset (including postage)
-  : switching on/off envelope or label feed
-  : numeric entry keys
-  or  : validating a selection
-  : return to previous menu with no validation
-  : return to main menu with no validation (except timeout)
-  : access to Supervisor mode every time
-  : return to User mode
-  : indicates that there are other choices settable in the next page
-  : indicates that there are other choices settable in the next and previous pages
-  : indicates that there are other choices settable in the previous page

1.2 Installation

1.2.1 Preparation of the mailing machine

The mailing machine should be installed on a flat horizontal surface.

Allow sufficient free space as follows:

- above the machine to enable the opening of the covers
- at the rear for the machine cooling.

With the O/I switch in the “ O ” (OFF) position, connect the power cord to the rear of the machine and to an 110V AC electrical outlet.

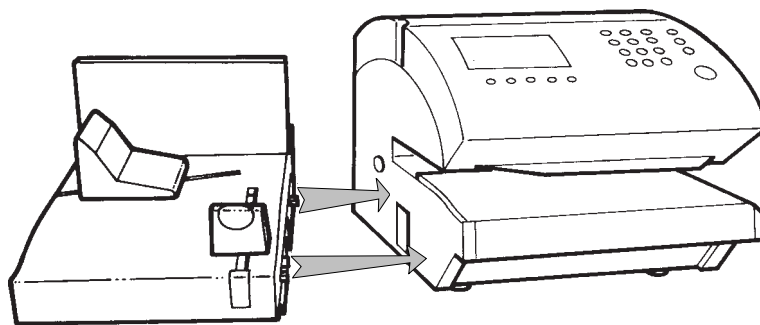
Insert one end the telephone cable into the modem connector at the rear of the machine and the other to an analog telephone wall jack for Tele-Meter Setting® resetting connection.



For security purposes, please ensure that all the items are correctly assembled prior to switch on the configuration.

1.2.2 Installation with the feed platform

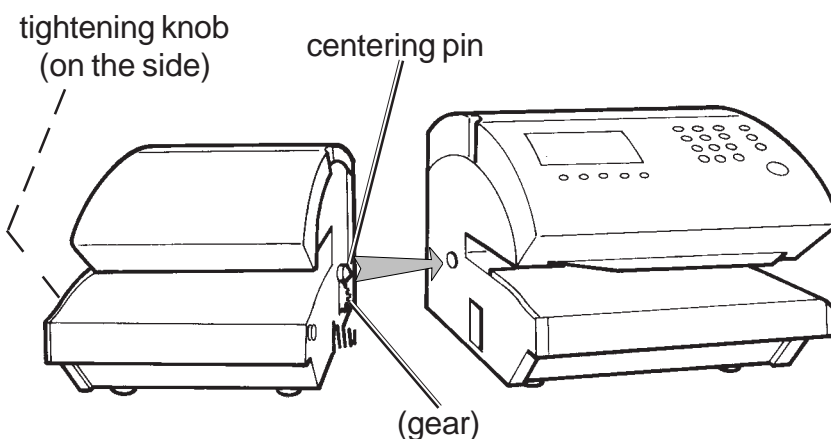
Assemble the feed platform with the mailing machine.



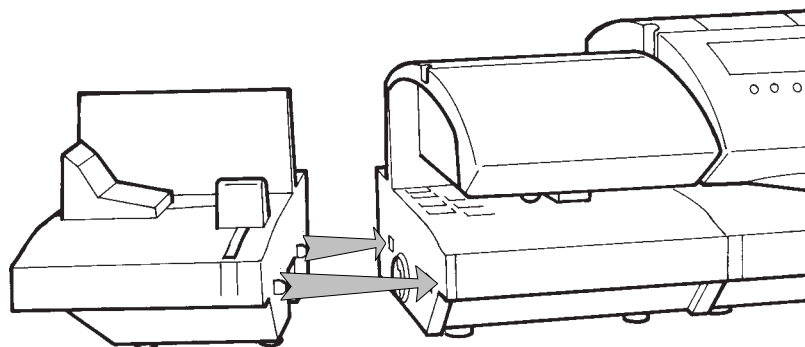
Prior to moving the whole machine, you must separate the mailing machine from the feed platform.

1.2.3 Installation of the standard automatic feeder (optional: available on WJ185 only)

- Align the feeder with the mailing machine;
- Push the feeder towards the machine, taking care to keep the centering pin aligned as indicated;
- Thread the feeder screw in the mailing machine. Then, using the knurled tightening knob, push and screw to lock (if the two devices are not closing properly, slightly rotate the gear protruding from the feeder and repeat the operation).



- Assemble the feed platform with the feeder as indicated.

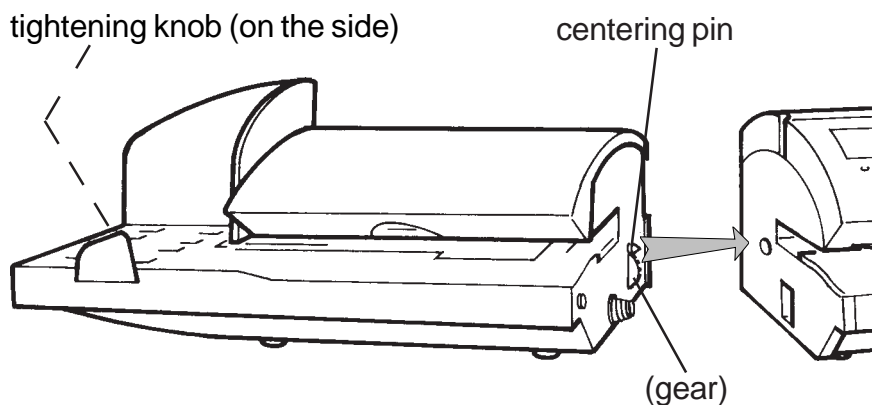


Prior to moving the whole machine, the mailing machine, the feeder and the platform must be separated.

1.2.4 Installation of the mixed-mail feeder (optional)

! *The mixed-mail feeder operates with an optical sensor next to the feed platform. Thus, it should not be installed in an area exposed to any excessive light source.*

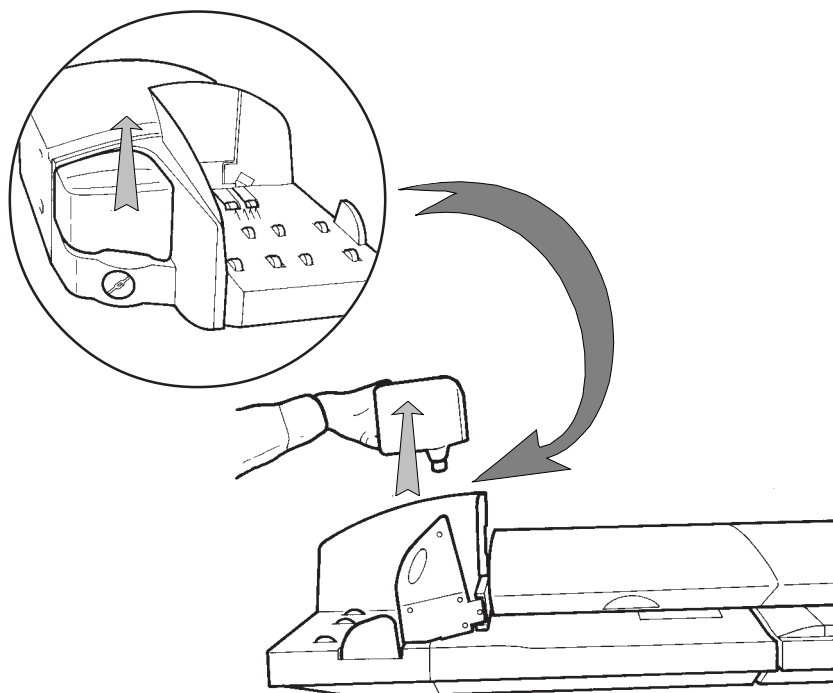
- Align as much as possible the feeder with the mailing machine;
- Push the feeder towards the mailing machine (or the dynamic scale), taking care to keep the alignment using the centering pin;
- Insert the feeder screw into the mailing machine (or the dynamic scale), then using the knob, tighten while pressing the screw to lock it (if the units are not properly brought close together, gently turn the gear protruding from the feeder and repeat the procedure):



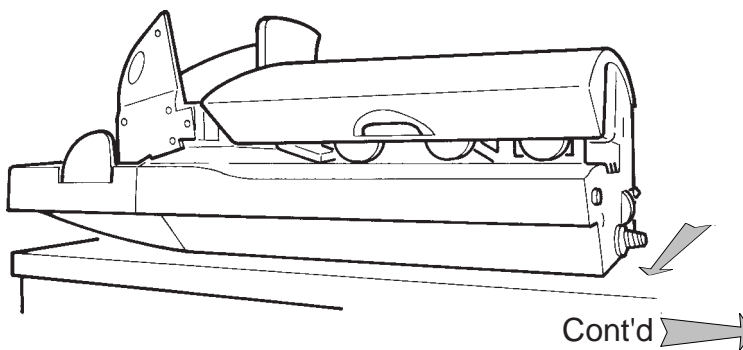


When the whole assembly needs to be moved, the units should be separated:

- **Separate the units;**
- **Disconnect the cables at the rear;**
- **Remove the feeder water bottle;**

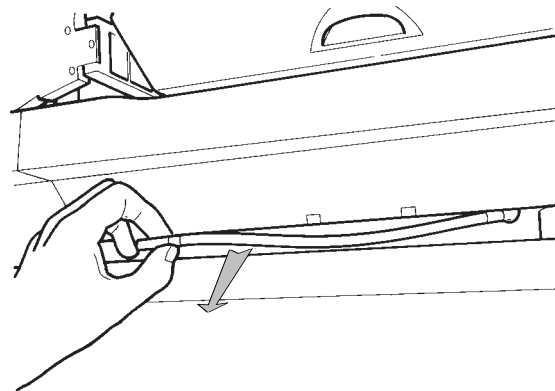
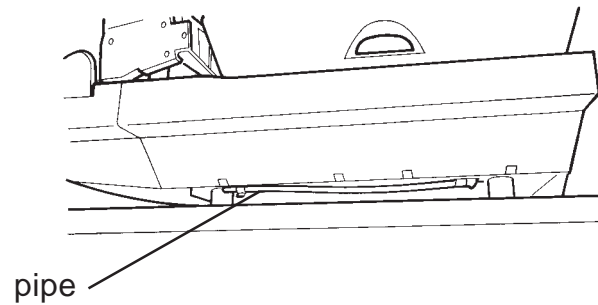


- **Move the feeder to the edge of the table;**

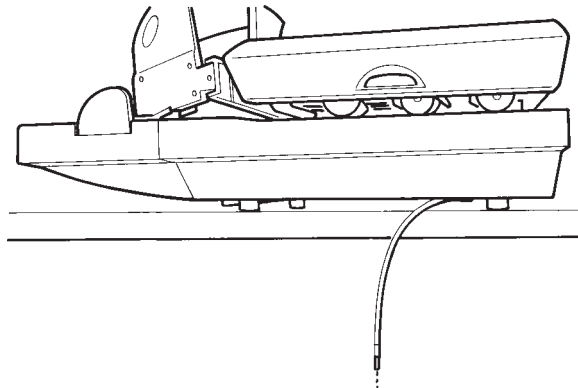


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- **take the pipe under the unit and remove the plug (hold the pipe upwards so as not to get wet);**



- **empty the water remaining the feeder;**

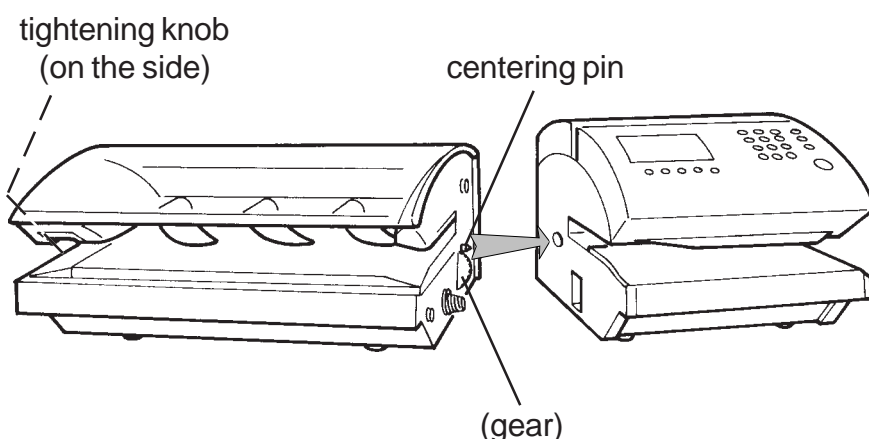


- **insert the plug and put the pipe back in its place.**

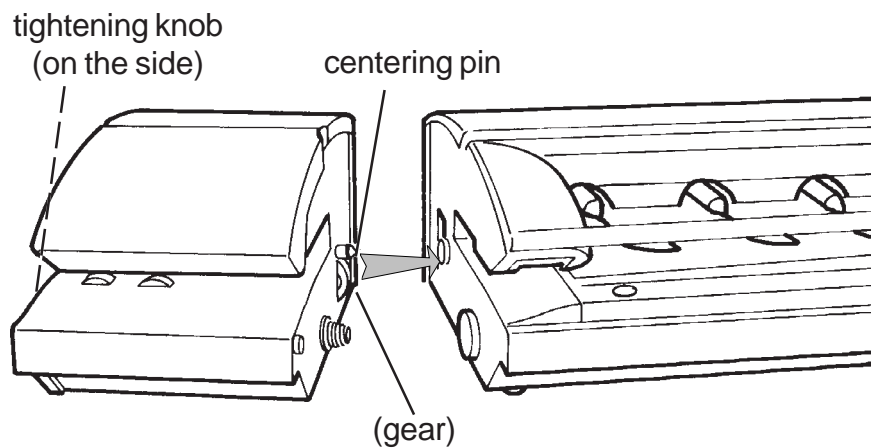
1.2.5 Installation of the dynamic scale (optional)

! *The equipment including a dynamic scale (the whole system representing approximately 120 lbs) requires the use of a steady and rigid table, in order to prevent any weighing problem. Be sure not to install the machine in an area exposed to the sunlight or to excessive air currents.*

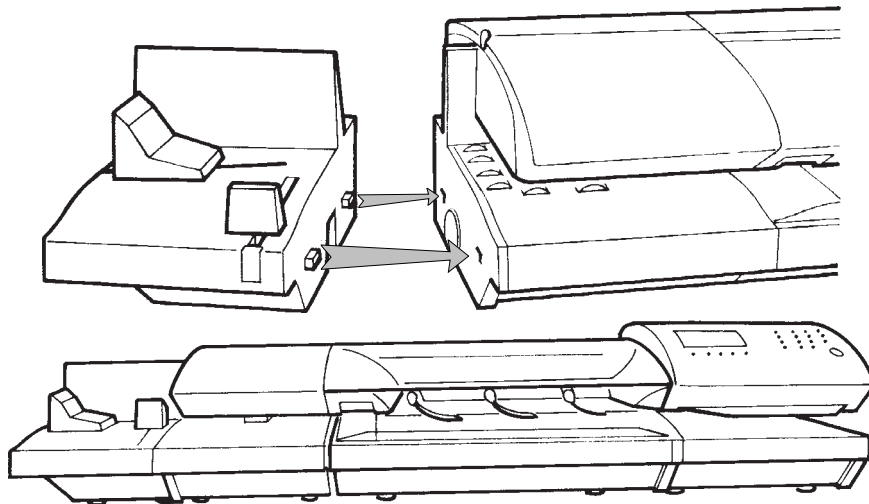
- Align the dynamic scale with the mailing machine;
- Push the dynamic scale towards the machine, taking care to keep the centering pin aligned as indicated;
- Thread the dynamic scale screw in the mailing machine. Then, using the knurled tightening knob, push and screw to lock (if the two devices are not closing properly, slightly rotate the gear protruding from the dynamic scale and repeat the operation).



- Align the feeder with the dynamic scale;
- Push the feeder towards the dynamic scale, taking care to keep the centering pin aligned as indicated;
- Thread the feeder screw in the dynamic scale. Then, using the knurled tightening knob, push and screw to lock (if the two devices are not closing properly, slightly rotate the gear protruding from the feeder and repeat the operation).



- Assemble the feed platform with the feeder as indicated:



Whole configuration



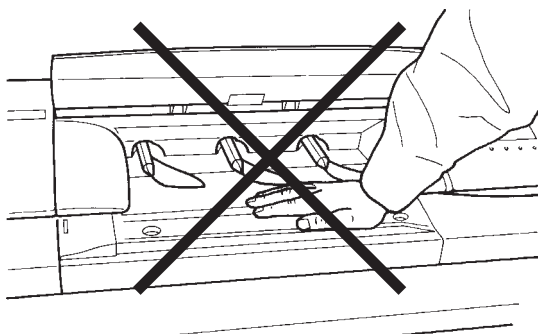
When the whole system needs to be shifted manually, the mailing machine, the dynamic scale, the feeder and the platform should be separated from one another.



When the machine is to be moved using any mechanical equipment, please, contact the customer service.

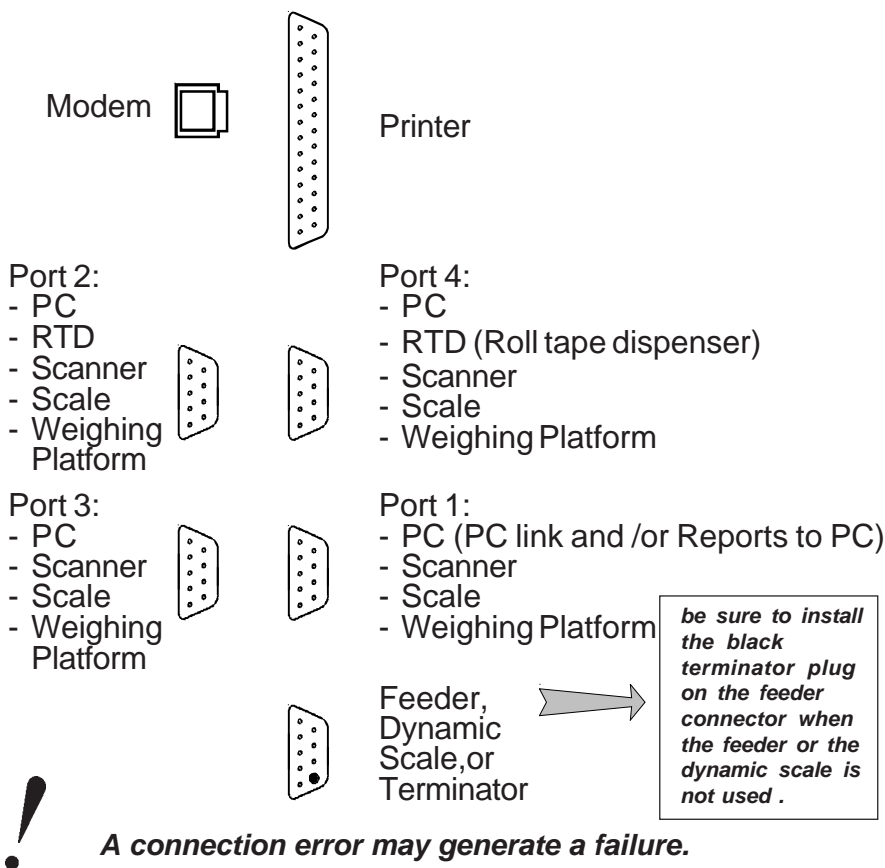


Do not apply pressure on the dynamic scale tray.



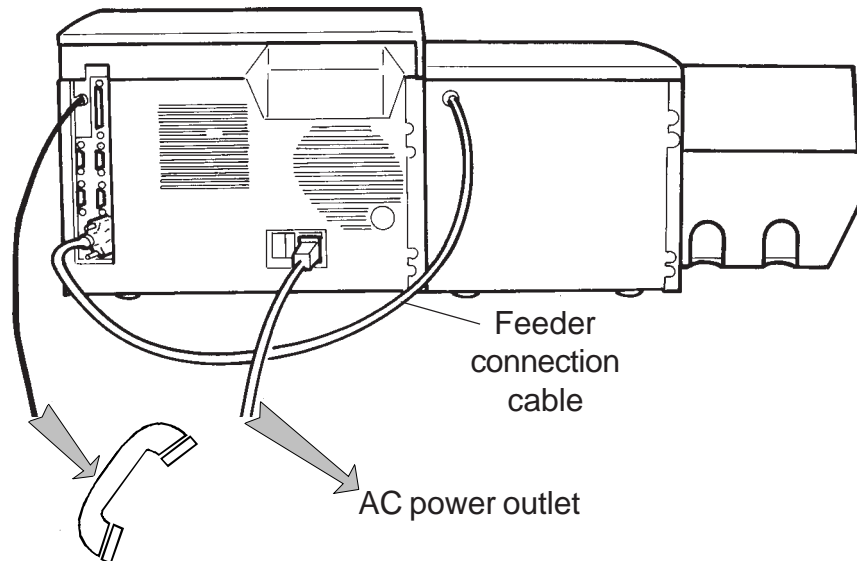
1.2.6 Connections at the rear of the units

Connections at the rear of the mailing machine



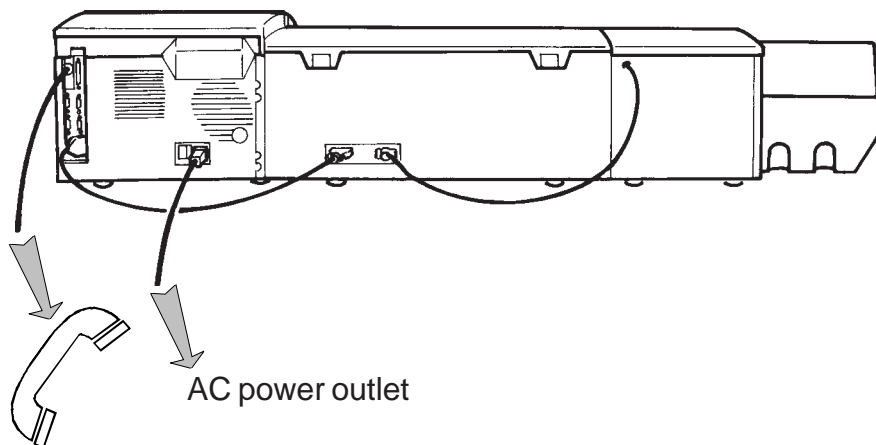
Connections with a standard automatic feeder

The feeder will automatically be switched on at the same time as the mailing machine.

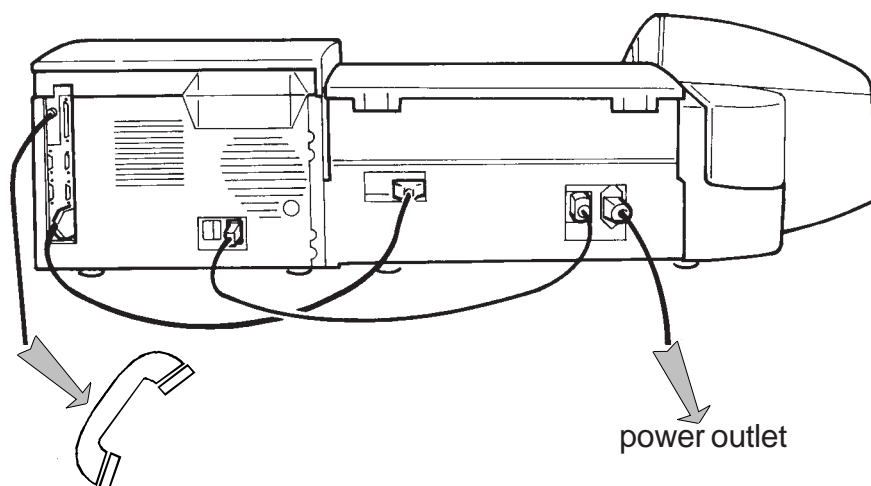


Connections with a standard automatic feeder and a dynamic scale

The feeder and the dynamic scale will automatically be switched on at the same time as the mailing machine.



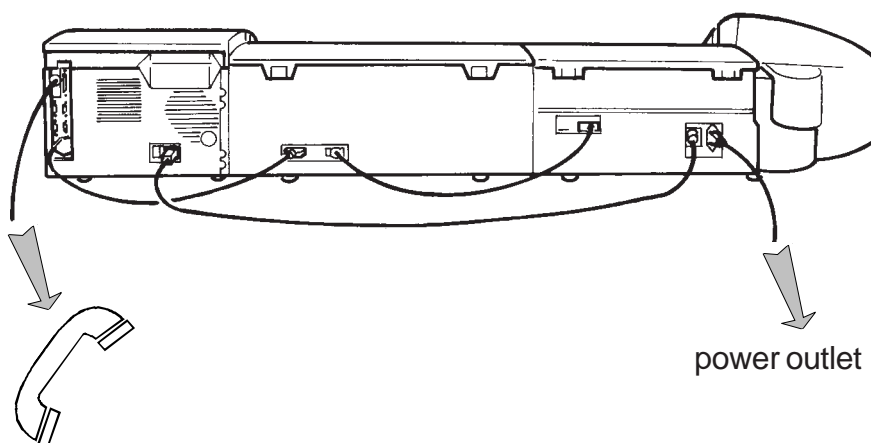
Connections with a mixed-mail feeder



- ! **The mixed-mail feeder remains energized (when connected to the power outlet) even if the mailing machine is turned off.**

Connections with a mixed-mail feeder and a dynamic scale

The dynamic scale will automatically be switched on at the same time as the mailing machine.

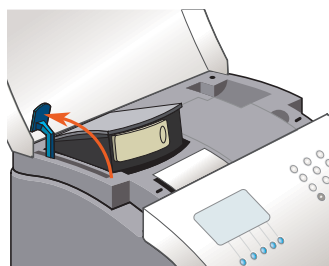


1.2.7 Ink tank and printhead

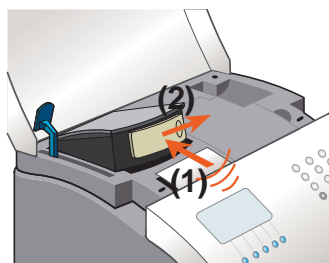
- When the message "ink low" is displayed, it is possible to continue to print;
- When the message "ink very low" is displayed, it is possible to continue to print, but it is strongly recommended to replace the ink tank;
- When the message "ink out" appears, there is no more possibility to print.

INK TANK REPLACEMENT (WJ220/110)

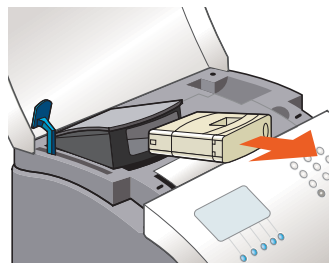
- Open the top cover and lift up the blue lever;



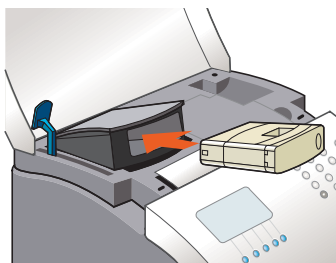
- Press on the front of the ink cartridge **(1)**, then on the right hand side **(2)** in order to remove it;



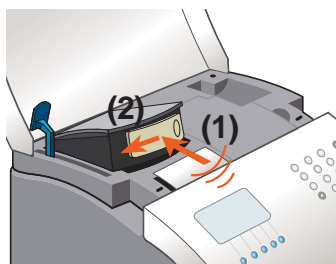
- Remove it;



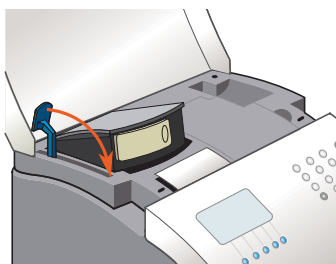
- Insert the new ink cartridge;



- Press on the front of the ink cartridge **(1)**, then on the left hand side **(2)** in order to lock it;



- Lay down the blue lever and close the top cover;

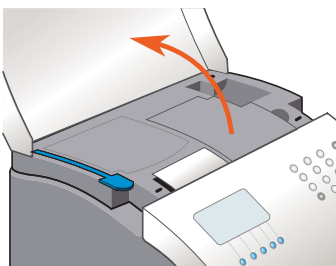


PRINthead REPLACEMENT (WJ185/220/250)



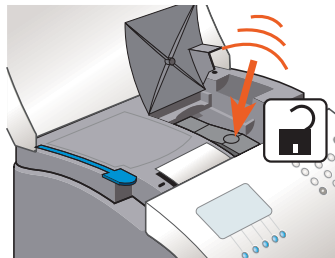
The machine must be switched on.

- Open the top cover and printhead cover: the printhead will move to the "replacement" position;

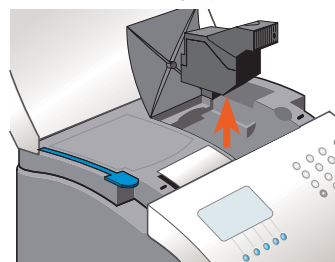


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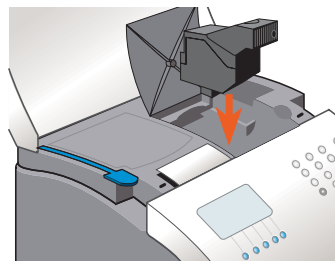
- Press on the front of the printhead in order to remove it;



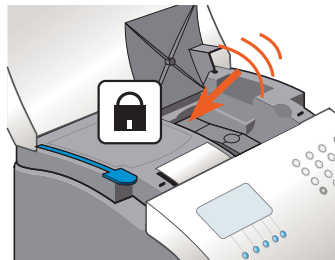
- Remove it;



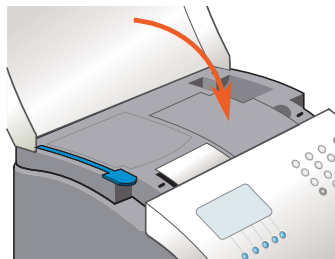
- Insert the new printhead;



- Lock it in position by pinching the rear of the printhead;



- Close the printhead cover and top cover (the printhead is automatically reset in the “protection” position).



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1.2.8 Installation of the Weighing Platform

INSTALLATION ON SERIAL PORTS

The abbreviation WP will stand for Weighing Platform. WP supported are WP30 and "Easyweigh range" Weighing Platform. Port configuration: a Weighing platform can be connected on all serial ports.

LICENCE NUMBER


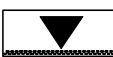
The WP SETUP screen is accessible on Supervisor mode, to allow entering the Licence Numbers.

Those ones allow the settings of the standard Normal mode (AN1 code) and/or Differential weighing Mode (AN2 code): authorization, status and settings for the maximum value capacity.



Licence numbers will not be required if your systems is activated for Online Services.

- Go in Supervisor Mode by touching **LOGIN** softkey (enter the supervisor pin code to validate).
- Select **MENU**:

MENUS		SUP	
0	USER SETUP	 	
1	SUPERVISOR SETUP		
2	DISPLAY SETUP		
3	POSTAL SERVICES		
4	DEPARTMENTS		
5	PRINTING INKER SERVICING		
6	REPORTS		
HOME LOGOUT CLEAN		OK	

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MENUS		SUP
7	WP SETUP	▲
8	INK INFORMATION	
		▼
		⏮
<div>HOME</div> <div>LOGIN</div> <div>CLEAN</div>		OK

- Select the WP SETUP menu, then

OK

 to validate:

REPORT...		WP SETUP	SUP
SERIAL NUMBER :	430411003411		
LICENCE NUMBER :	<div>123456789</div>		
GEO CODE :	<div>11002</div>		
ROUNDING MODE :	<div>RETAIL</div> <div>POSTAL</div>		
CHANGE MODE :	<div>MANUAL</div> <div>EVENT</div>		
CAPACITY :	30 lbs DIFF WEIGH : 30 lbs		
<div>HOME</div> <div>LOGOUT</div>		OK	

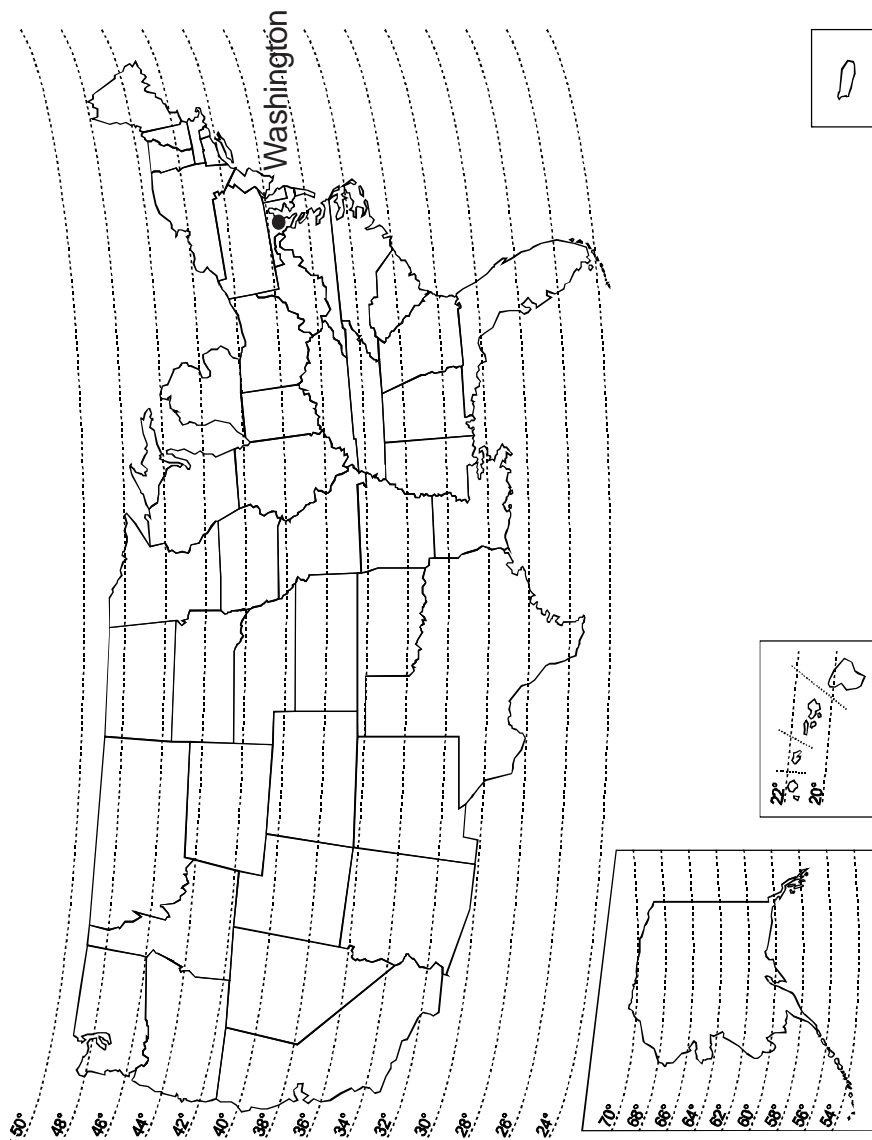
LICENCE NUMBER											
OLD VALUE: X											
NEW VALUE : _											
<table border="1"> <tr> <td>0</td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> </table> <div>←</div>		0	1	2	3	4	5	6	7	8	9
0	1	2	3	4							
5	6	7	8	9							
<div>ESCAPE</div> <div>OK</div>											

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- Touch the Licence Number touch area in the WP SETUP tab.
- Enter the Licence Number for Normal Mode and/or Differential Weighing. A different licence number validates the ability and the capacity value for each mode.
- You can also set the GEOCODE value and ROUNDING MODE precision for WP.



Washington DC's latitude is between 39° and the 40°, and the altitude is under 650 ft, so the code is 10528.



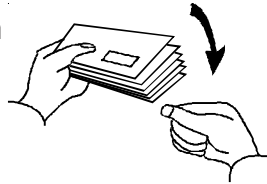
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Latitude	Altitude									
	0 m / 0 ft	200 m / 650 ft	400 m / 1300 ft	600 m / 1950 ft	800 m / 2600 ft	1000 m / 3300 ft	1200 m / 3950 ft	1400 m / 4600 ft	1600 m / 5250 ft	1800 m / 5900 ft
20°	10764	10771	10788	10795	10801	10818	10825	10832	10849	
21°	10757	10764	10771	10788	10795	10801	10818	10825	10832	
22°	10740	10757	10764	10771	10788	10795	10801	10818	10825	
23°	10733	10740	10757	10764	10771	10788	10795	10801	10818	
24°	10726	10733	10740	10757	10764	10771	10788	10795	10801	
25°	10719	10726	10733	10740	10757	10764	10771	10788	10795	
26°	10702	10719	10726	10733	10740	10757	10764	10771	10788	
27°	10696	10702	10719	10726	10726	10733	10740	10757	10764	
28°	10672	10689	10696	10702	10719	10726	10733	10740	10757	
29°	10665	10672	10689	10696	10702	10719	10726	10733	10740	
30°	10658	10665	10672	10689	10696	10702	10719	10726	10733	
31°	10634	10641	10658	10665	10672	10689	10696	10702	10719	
32°	10627	10634	10641	10658	10665	10672	10689	10696	10702	
33°	10610	10627	10634	10641	10658	10665	10672	10689	10696	
34°	10597	10603	10610	10627	10634	10641	10658	10665	10672	
35°	10580	10597	10603	10610	10627	10634	10641	10658	10665	
36°	10566	10573	10580	10597	10603	10610	10627	10634	10641	
37°	10559	10566	10573	10580	10597	10603	10610	10627	10634	
38°	10542	10542	10559	10566	10573	10580	10597	10603	10610	
39°	10528	10535	10542	10559	10566	10573	10580	10597	10603	
40°	10511	10528	10528	10535	10542	10559	10566	10573	10580	
41°	10498	10504	10511	10528	10535	10542	10559	10566	10573	
42°	10481	10498	10498	10504	10511	10528	10535	10542	10559	
43°	10467	10474	10481	10498	10504	10511	10528	10535	10542	
44°	10450	10450	10467	10474	10481	10498	10504	10511	10528	
45°	10436	10443	10450	10467	10474	10481	10498	10504	10511	
46°	10429	10429	10436	10443	10450	10467	10474	10481	10498	
47°	10405	10412	10429	10436	10443	10450	10467	10474	10481	
48°	10399	10399	10405	10412	10429	10436	10443	10450	10467	
49°	10375	10382	10399	10405	10412	10429	10436	10443	10450	
50°	10368	10368	10375	10382	10399	10405	10412	10429	10436	
51°	10344	10351	10368	10375	10382	10399	10405	10412	10429	
52°	10337	10344	10344	10351	10368	10375	10382	10399	10405	
53°	10313	10320	10337	10344	10351	10368	10375	10382	10399	
54°	10306	10313	10320	10337	10344	10344	10351	10368	10375	
55°	10283	10290	10306	10313	10320	10337	10344	10351	10368	
56°	10276	10283	10290	10306	10313	10320	10337	10344	10351	
57°	10252	10269	10276	10283	10290	10306	10313	10320	10337	
58°	10245	10252	10269	10276	10283	10290	10306	10313	10320	
59°	10238	10245	10252	10269	10276	10283	10290	10290	10306	
60°	10214	10221	10238	10245	10252	10269	10276	10283	10290	
61°	10207	10214	10221	10238	10245	10252	10269	10276	10283	
62°	10191	10207	10214	10221	10238	10245	10252	10269	10276	
63°	10184	10191	10207	10214	10221	10221	10238	10245	10252	
64°	10177	10177	10184	10191	10207	10214	10221	10238	10245	
65°	10153	10160	10177	10184	10191	10207	10214	10221	10238	
66°	10146	10153	10160	10177	10184	10191	10207	10214	10221	
67°	10139	10146	10153	10160	10177	10184	10191	10207	10214	
68°	10122	10139	10146	10153	10160	10177	10184	10191	10207	
69°	10115	10122	10139	10146	10153	10160	10177	10184	10191	
70°										

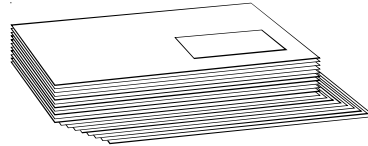
1.3 Envelope feeding

1.3.1 With the standard automatic feeder

- Fan the envelopes to separate them



- Bevel the edge of the stack



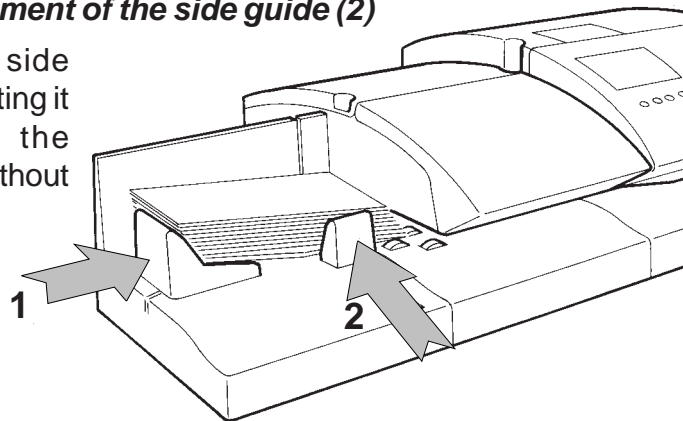
- Place the envelopes on the feed platform, with their upper edge resting against the back of the feed platform.
- Ensure that the envelopes are stacked along the side and front guides.

Adjustment of the rear guide (1)

Adjust the rear guide according to the envelope size. The bottom envelope should rest in the "v" of the guide.

Adjustment of the side guide (2)

Adjust the side guide by resting it against the envelopes without pressing.

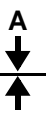





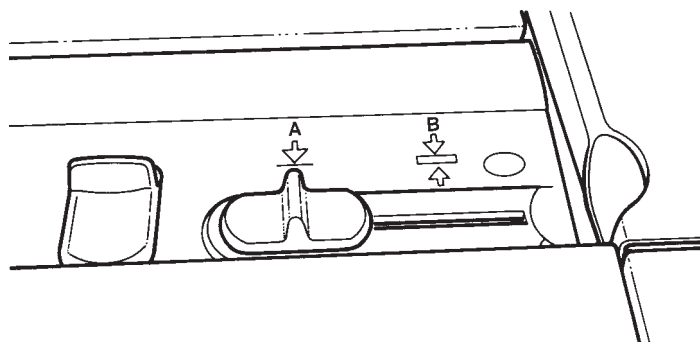
- *It is possible to set to portrait feed a few large size envelopes (10"x13" approx.).*
- *The guides may be retracted when required.*
- *Do not mix moistening and non-moistening.*
- *Arrange the mail according to the size (the largest letters beneath).*
- *Envelopes of different thickness may be mixed together.*

Adjustment according to letter thickness

- Open the top cover of the feeder;
- Move the blue lever to the desired position.

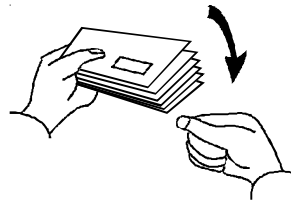
Position  of the conveyor should be used for feeding thin and medium letters (from 0 to 3/8 inch). Sealing is available in this position.

Position  of the conveyor is designed to facilitate the feeding or manual insertion of thick letters (from 3/8 to 5/8 inch without the dynamic scale and from 3/8 to 1/2 inch with the dynamic scale; please use labels instead for thicker mail). Care should be used when sealing thick envelopes. Bulky envelopes could cause a stoppage.



1.3.2 With a mixed-mail feeder

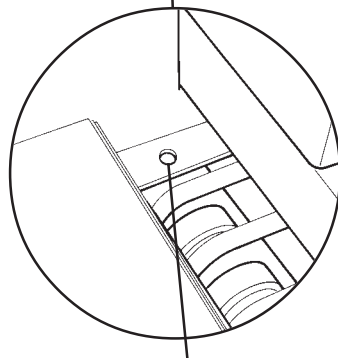
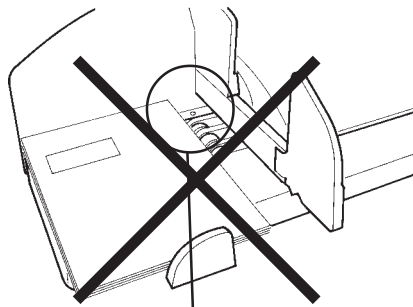
- Fan the envelopes to separate them.



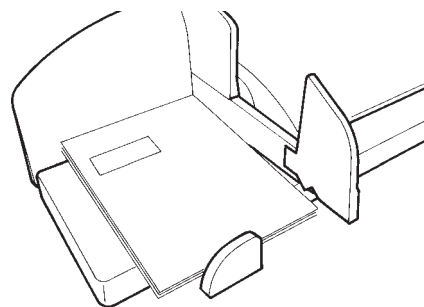
- Place the envelopes on the feed platform, with their upper edge resting against the side guide;
- Stack the envelopes properly along the front guide.



Cover the sensor:



**Wrong: the sensor is
not covered**



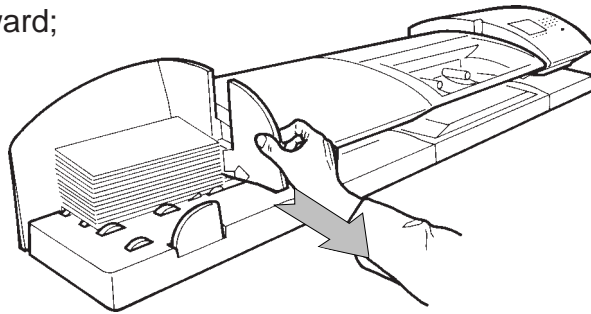
Right: the sensor is covered

Adjustment of the small and medium envelope side guide

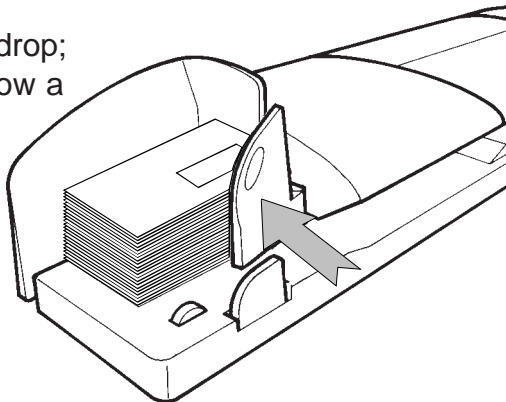


Most envelopes can be processed without side guides. The side guides need to be used if the stack of envelopes is not stable.

- Pull the guide forward;

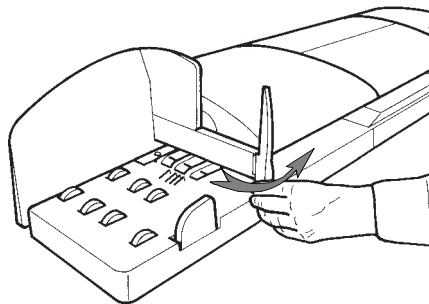
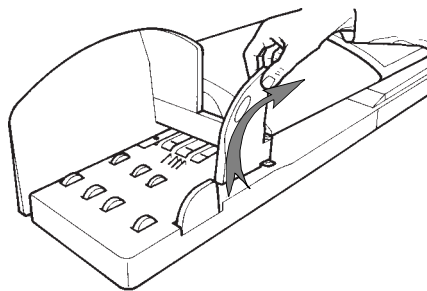


- Turn the guide and let it drop;
- To adjust the guide, allow a small gap between the guide and the envelopes.



To set the guide in the straight position after using it:

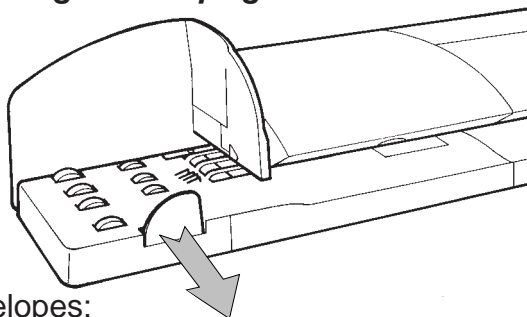
lift the guide towards the right side, turn it and push it.



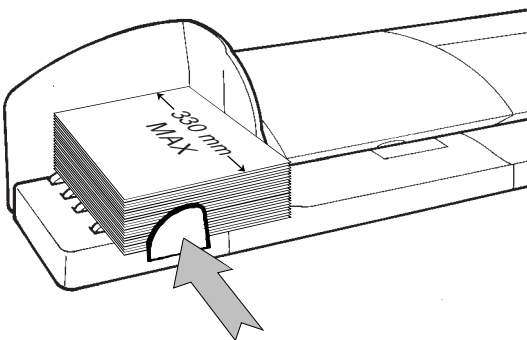
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Adjustment of the large envelope guide

- Pull the guide forward;

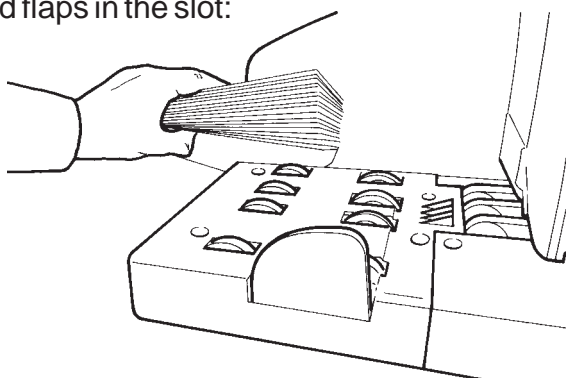


- Place the stack of envelopes;
- To adjust the guide, allow it to rest against the envelopes without pressing.



Positioning of nested envelopes (nested flaps)

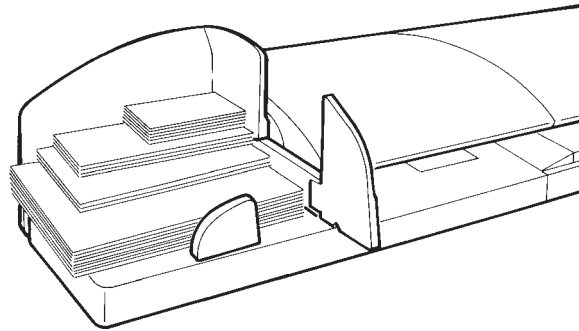
- Insert the nested flaps in the slot:



Some envelopes should be placed with their flap open, in order to allow a proper sealing.



- *It is possible to set the envelopes to portrait feed (maximum length: 13").*
- *Envelopes of different thickness and size may be mixed together.*
- *Maximum weight: 6.6 lbs.*
- *Maximum height of the stack: 7.5"*
- *Arrange the mail according to the size (the largest letters beneath; see figure below).*
- *The maximum amount of nested envelopes that can be processed in one stack is defined by the space for the flaps: 3/8" thickness of envelope flaps.*

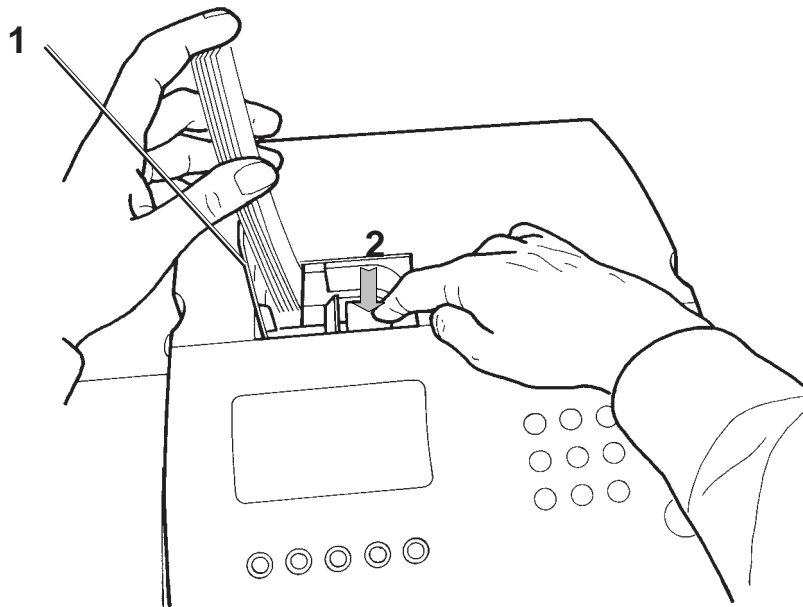


1.3.3 With feed platform alone

Place an envelope on the platform, with the upper edge resting against the side guide and push the envelope towards the mailing machine until it is fed into it.

1.4 Label feeding

- Open the flap **(1)** of the label dispenser.
- Press the blue key **(2)** and insert the labels by stacking them at the bottom of their recess, with the peel off tab facing upwards and the side to be printed facing to the right, in the dispenser.
- Maximum capacity is 80 labels.
- Release the button.



1.5 Filling of the removable water bottle



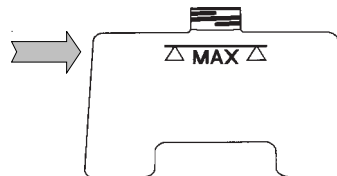
When there is no water left in the bottle, the feeder and the mailing machine can still be operated but no envelope sealing can be done.



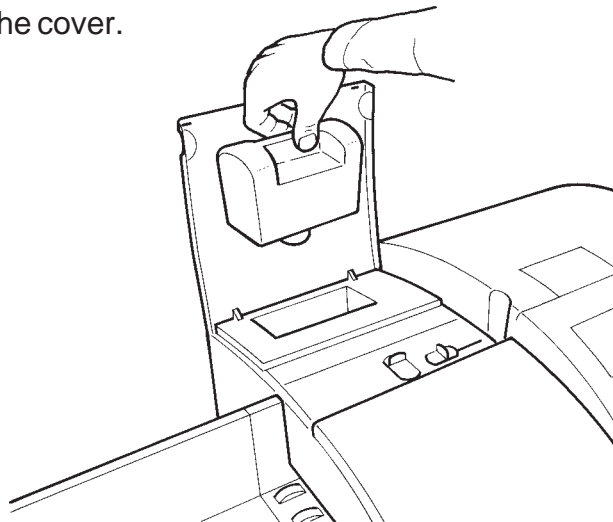
In case of an intensive use of the moistener and for optimal operation of your machine, use Hasler sealing solution.

1.5.1 Standard automatic feeder

- Open the feeder cover.
- Remove the bottle from its recess and turn it over.
- Unscrew the cap.
- Fill the bottle up to the limit marks.

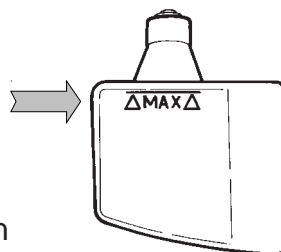


- Screw the cap back on again.
- Put the bottle back in its place.
- Lift the bottle lightly once or twice in order to drive out the air and start the water flow.
- Close the cover.



1.5.2 Mixed-mail feeder

- Remove the bottle and turn it over.
- Unscrew the cap.
- Fill the bottle up to the limit marks.
- Screw the cap back on again.
- Put the bottle back in its place
- Shake the bottle gently once or twice in order to drive out the air and start the water flow.



1.6 Envelope moistening

1.6.1 Standard automatic feeder

Use the moistening for thin or medium letters in the **A** position. Touch the SEAL key. In the moistening mode, the symbol



is displayed on the screen.





Do not insert envelopes that are already sealed when the mail machine is in the moistening mode: This might cause a stoppage.



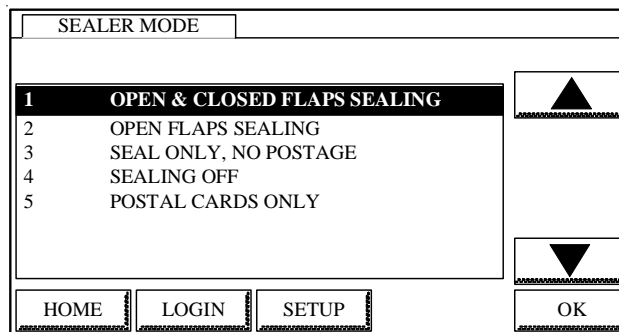
For productivity purpose, you can preset job memories including the SEAL mode (see section B, 2.1).




When touching  (sealing ON), or  (sealing OFF), it switches from one to the other, and vice versa.

1.6.2 Mixed-mail feeder

From the main menu, touch the SEALER key. The menu below will be displayed:

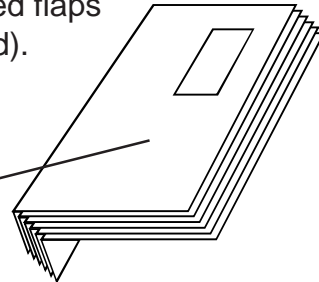


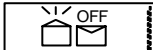
where:

- OPEN & CLOSED FLAPS SEALING: this mode allows mixing together envelopes with open flaps and envelopes with closed flaps (but not sealed). Both types of envelopes will be closed, sealed and printed. The symbol  is displayed on the screen.

- OPEN FLAPS SEALING: this mode allows mixing together envelopes with sealed flaps and envelopes with open flaps (nested).

envelopes with open
flaps (nested)



Envelopes with open flaps will be closed and sealed. The symbol  is displayed on the screen.

- SEAL ONLY, NO POSTAGE: this mode allows mixing together envelopes with open flaps and envelopes with closed flaps (but


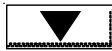
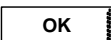
not sealed). Both types of envelopes will be closed, sealed, but not printed. The symbol  is displayed on the screen.

- SEALING OFF: this mode is used to feed envelopes with sealed flaps or envelopes that are not to be sealed. The symbol



is displayed on the screen.

- POSTAGE CARDS ONLY: 

Select the desired mode using keys  and , and press  to confirm.




Some types of envelopes with square flaps might be incorrectly sealed or damaged in the OPEN & CLOSED FLAPS SEALING mode. To avoid this, it is recommended to use the OPEN FLAPS SEALING mode or the SEALING OFF mode for such envelopes.



The default mode selected in the supervisor mode is the mode enabled when the machine is started up again.

Adjustment of the sealer

On the main screen touch , the below menu is displayed:

SEALER MODE	
1	OPEN & CLOSED FLAPS SEALING
2	OPEN FLAPS SEALING
3	SEAL ONLY, NO POSTAGE
4	SEALING OFF
5	POST CARDS ONLY

HOME

LOGIN

SETUP

OK

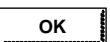
- Touch , the below menu is displayed:

SEALER SETUP	
MOISTENING LEVEL	<div>12345</div>
SPEED	<div>REDUCEDUSUAL</div>

ESCAPE

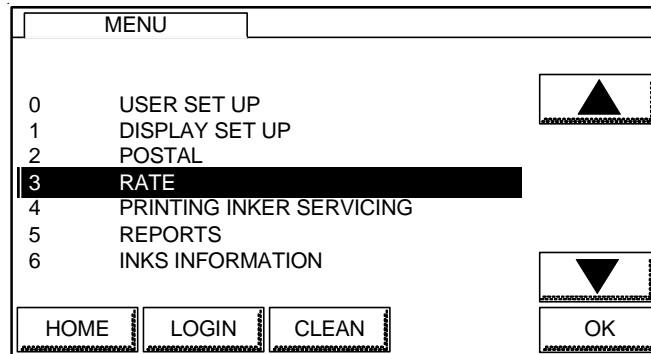
LOGIN

OK

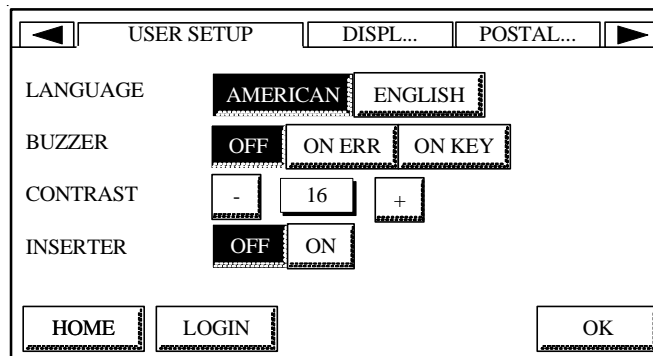
- Enter the new moistening value by pressing on the number; this value should range from 1 (minimum water level) to 5 (maximum water level);
- Enter the speed;
- Touch  to confirm.

1.7 Operation with an inserter

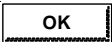
From the main screen, touch **MENU** ,





- Select the USER SETUP menu, and touch **OK** to confirm; the following screen will appear:




- Select **ON** in the INSERTER mode if the mailing machine is behind an inserter;

- Touch  to confirm.

In this case, the high performance automatic feeder and the mailing machine operate continuously when key  is pressed once and until  is pressed again.



In order to use the mailing machine alone, it is necessary to select . If there are double envelopes or bad roll starts, make sure that ON has not been selected.




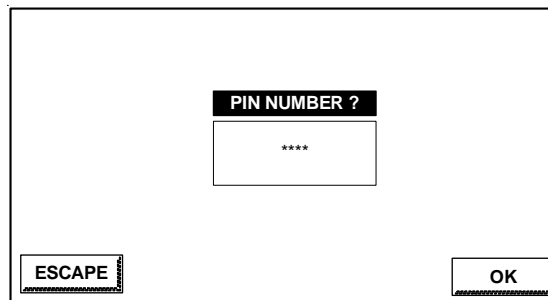
The timeouts are maintained (see Supervisor Mode in section B) but are not taken into account in inserter mode

.

2. PROTECTION BY AN ACCESS PIN CODE

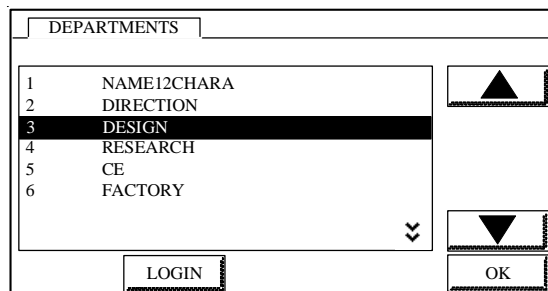
At power-up or when pressing a key if the machine is in the sleep mode, the screen prompts you to enter a 4-digit user pin code (only when access to the machine has been protected by the supervisor).

- From the main screen, touch 



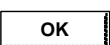


The screen displays a central box with the text "PIN NUMBER ?" above a field containing four asterisks "****". At the bottom left is an "ESCAPE" button and at the bottom right is an "OK" button.

- If the DEPARTMENT mode option is activated, the list of the departments available is displayed as follows:



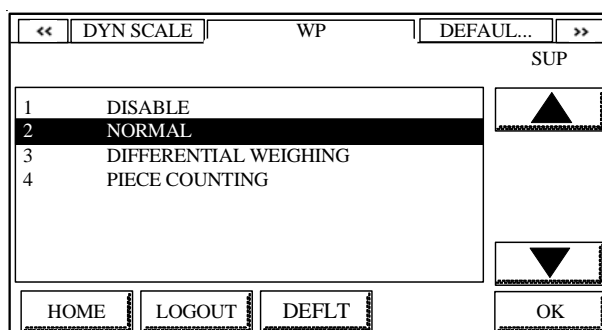
The screen shows a list titled "DEPARTMENTS". The list contains six items, each with a number and a name: 1 NAME12CHARA, 2 DIRECTION, 3 DESIGN (highlighted), 4 RESEARCH, 5 CE, and 6 FACTORY. To the right of the list are two arrow buttons (up and down) and a "LOGIN" button at the bottom left. An "OK" button is at the bottom right.

- Select the desired department using  and  keys;
- Validate the selection by touching  ;
- If the department is protected by a code, enter the code (4 digits), using the numeric pad.
The machine is ready and displays the main menu.

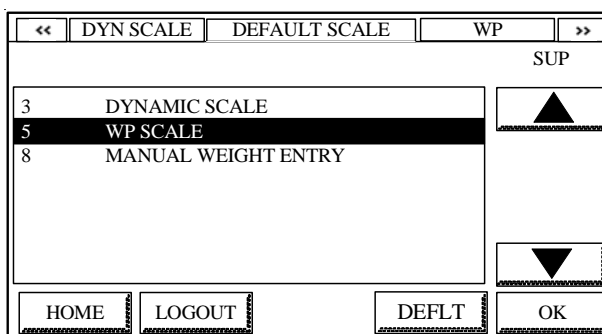
3. USING A SCALE

DEFAULT SCALE

At the power on, you can select, in Supervisor Mode, the default Scale (Dynamic scale or WP in the case where both are connected), by touching **SCALE** to access on WP tab.




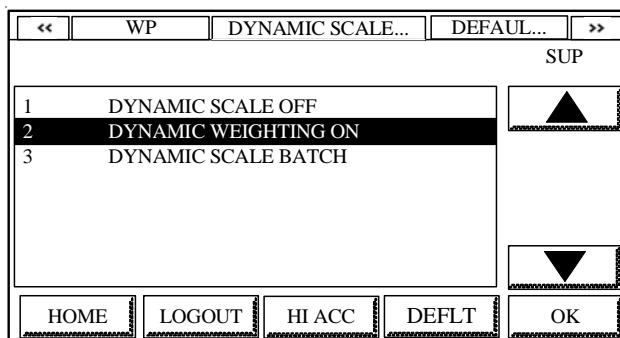
On SCALE SETUP, select the DEFAULT SCALE tab.



- Select the default scale by touching **DEFLT**.

MANAGEMENT OF SCALES

- In the main screen, touch ; the screen below is displayed:



- Select the scale (WP or Dynamic Scale).

SCALE ICONS



Dynamic Scale Off mode



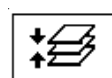
Dynamic Scale On mode



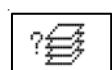
Dynamic Scale Batch mode



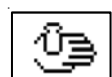
WP Standard mode



WP Differential Weighing mode

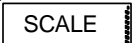


WP Piece Counting mode


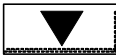





Manual Weight Entry mode



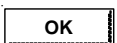
3.1 Using dynamic scale

In the main screen, touch ; the screen below is displayed:


WEIGHTING MODE	
1	DYNAMIC SCALE OFF
2	DYNAMIC SCALE ON
3	DYNAMIC SCALE BATCH
4	WP STANDARD
5	WP DIFFERENTIAL WEIGHTING
6	WP PIECE COUNTING
8	MANUAL WEIGHT ENTRY




- Select one of the 3 dynamic scale menus using  and  keys and validate by touching .

3.1.1 Dynamic scale OFF mode

The displayed icon is 

In this mode, the envelopes are only transported by the dynamic scale; they are not weighed.

3.1.2 Dynamic scale ON mode


The displayed icon is 

In this mode, each envelope is weighed on the dynamic scale (it

is the default mode on power on except if supervisor changed it).
The user selects a postal product. Each mail piece is:

- Transported (one by one) from the feeder to the dynamic scale, which send the weight, the length, the over-size and the thickness to the rate calculator;
- Printed by the mailing machine at the corresponding value, calculated by the rate calculator.

3.1.3 Dynamic scale batch mode

The displayed icon is 

This mode allows to print a whole envelope series at the same value, weighing only the first one.

After validation, the whole envelope series is printed at the defined value, at highest speed.

A new envelope is weighed each time the motor has stopped and

the key  is touched.

3.2 Operation with an external weighing platform

3.2.1 WP standard mode

Use this function when you want to know the weight and the price of postage of your mailpiece

If you put any weight on the WP platform, the weight and Amount

(depending on the current rate) are automatically displayed on the screen.

If you remove the weight on WP, the weight and Amount will not change, until an other weight is placed on the WP platform. This function is used to print an envelope via the feeder and the path of the mailing machine.

TEXT	AD DIE	MAIL D	00.00⁰ LOW CREDIT XX-XX-XX
LABEL	SCALE	SEALER	
<div><div>RATE</div><div>RATE NAME USER RATE WGH MAN 30 lb 0.8 oz</div></div>			<div>INFO</div> <div>DEPT MARKETING BTO XXXXX TOI XXXXXX</div>
MENU	JOBS	LOGIN	WEIGHT

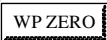
When you put a new weight on the WP platform, the weight value and the amount are recalculated with the current Rate, and are displayed on the screen.

The **WP ZERO** button resets the weighing platform to zero the weight. This operation should be processed with no weight on the WP platform.

TEXT	AD DIE	MAIL D	00.00⁰
LABEL	WEIGHING PLATFORM		LOW CREDIT XX/XXXX
REMOVE ALL ITEM ON WP AND PRESS OK			
<div>RATE</div> <div>RATE NAME RATE 1 Refresh weight WGH 00 LB 20 OZ value</div>	<div>DEPT 0 TOI XXXXXX BTO XXXXX</div>		
MENU	JOBS	LOGIN	WP ZERO

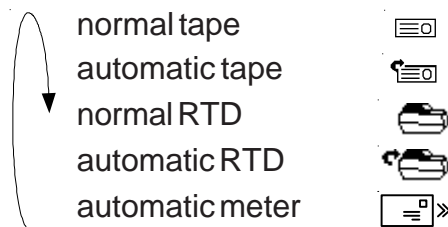
When the weight is under zero, the value of weight display

is set to "— LB —.- OZ".

You must touch  to reset the Zero of WP scale.

3.2.2 Differential Weighing Mode




- In the main screen, touch the SCALE area, select the appropriate mode to activate the differential Weighing.






- Push the touch area to change mode
- Select the target Tape Mode for the printing process
- Select the rate before starting the Differential Weighing process.

TEXT	AD DIE	MAIL D	00.00⁰ LOW CREDIT XX-XX-XX										
LABEL	SCALE	SEALER											
<table border="1"><tr><td colspan="2">RATE</td><td>INFO</td></tr><tr><td>RATE NAME</td><td>USER RATE</td><td>DEPT</td><td>MARKETING</td></tr><tr><td>WGH MAN</td><td>30 lb 0.8 oz</td><td>BTO XXXXX</td><td>TOI XXXXXX</td></tr></table>			RATE		INFO	RATE NAME	USER RATE	DEPT	MARKETING	WGH MAN	30 lb 0.8 oz	BTO XXXXX	TOI XXXXXX
RATE		INFO											
RATE NAME	USER RATE	DEPT	MARKETING										
WGH MAN	30 lb 0.8 oz	BTO XXXXX	TOI XXXXXX										
MENU	JOBS	LOGIN	DIFF										




- Start Differential Weighing by touching **DIFF** .

REMOVE ALL ITEM ON WP AND PRESS OK		00.00⁰											
		LOW CREDIT XX-XX-XX											
<div>    </div>													
RATE <table border="1"> <tr> <td>RATE NAME</td> <td>USER RATE</td> </tr> <tr> <td>WGH MAN</td> <td>30 lb 0.8 oz</td> </tr> </table>		RATE NAME	USER RATE	WGH MAN	30 lb 0.8 oz	INFO <table border="1"> <tr> <td>DEPT</td> <td>MARKETING</td> </tr> <tr> <td>BTO XXXXX</td> <td></td> </tr> <tr> <td>TOI XXXXXX</td> <td></td> </tr> </table>		DEPT	MARKETING	BTO XXXXX		TOI XXXXXX	
RATE NAME	USER RATE												
WGH MAN	30 lb 0.8 oz												
DEPT	MARKETING												
BTO XXXXX													
TOI XXXXXX													
		OK											

- Remove all items on WP and touch **OK** .

ZEROING IN PROGRESS PLEASE WAIT...		00.00⁰											
		LOW CREDIT XX-XX-XX											
<div>    </div>													
RATE <table border="1"> <tr> <td>RATE NAME</td> <td>USER RATE</td> </tr> <tr> <td>WGH MAN</td> <td>30 lb 0.8 oz</td> </tr> </table>		RATE NAME	USER RATE	WGH MAN	30 lb 0.8 oz	INFO <table border="1"> <tr> <td>DEPT</td> <td>MARKETING</td> </tr> <tr> <td>BTO XXXXX</td> <td></td> </tr> <tr> <td>TOI XXXXXX</td> <td></td> </tr> </table>		DEPT	MARKETING	BTO XXXXX		TOI XXXXXX	
RATE NAME	USER RATE												
WGH MAN	30 lb 0.8 oz												
DEPT	MARKETING												
BTO XXXXX													
TOI XXXXXX													
		OK											

- Wait zeroing to end and beep tone from the device.

PLACE ITEMS ON WP AND PRESS OK		00.00⁰											
		LOW CREDIT XX-XX-XX											
<div>    </div>													
RATE <table border="1"> <tr> <td>RATE NAME</td> <td>USER RATE</td> </tr> <tr> <td>WGH MAN</td> <td>30 lb 0.8 oz</td> </tr> </table>		RATE NAME	USER RATE	WGH MAN	30 lb 0.8 oz	INFO <table border="1"> <tr> <td>DEPT</td> <td>MARKETING</td> </tr> <tr> <td>BTO XXXXX</td> <td></td> </tr> <tr> <td>TOI XXXXXX</td> <td></td> </tr> </table>		DEPT	MARKETING	BTO XXXXX		TOI XXXXXX	
RATE NAME	USER RATE												
WGH MAN	30 lb 0.8 oz												
DEPT	MARKETING												
BTO XXXXX													
TOI XXXXXX													
ESCAPE		OK											

Using a scale 57

- Put some envelopes or parcel on WP and touch **OK** to start the Differential Weighing process.

PLEASE WAIT...		00.00 ⁰	
		LOW CREDIT XX-XX-XX	
<div> </div>			
RATE RATE NAME USER RATE WGH MAN 30 lb 0.8 oz		INFO DEPT MARKETING BTO XXXXX TOI XXXXXX	
ESCAPE		OK	

- Wait end zeroing for remove items.

NO WEIGHT ON WP		00.00 ⁰	
		LOW CREDIT XX/XXXX	
<div> </div>		WEIGHING PLATFORM REMOVE ONE ITEM FROM WP OR ADD ITEMS	
RATE RATE NAME RATE 1 Refresh weight WGH 00 LB 20 OZ value		DEPT 0 TOI XXXXXX BTO XXXXX	
		OK	

- Launch print cycle by pressing the green **START STOP** key or **ESCAPE** to cancel.

TEXT	AD DIE	MAIL D	00.00 ^g
RTD	WEIGHING PLATFORM		LOW CREDIT X/XXXX
ZEROING IN PROGRESS PLEASE WAIT...			
RATE	00 LB 20 OZ		0
RATE NAM	TOI XXXXXX BTO XXXXX		
WGH			OK

After printing, a zeroing process is proceed.

- Repeat from the remove item operation until there is no weight on the weighing platform.

TEXT	AD DIE	MAIL D	00.00 ⁰
RTD	WEIGHING PLATFORM		LOW CREDIT X/XX/XXXX
REMOVE ONE ITEM ON WP PRESS ESCAPE TO EXIT			
RATE	RATE 1 Refresh weight value		DEPT 0
RATE NAME WGH	00 LB 20 OZ	TOI XXXXXX BTO XXXXX	
			OK

- Repeat this operation until there is no weight on WP pan.

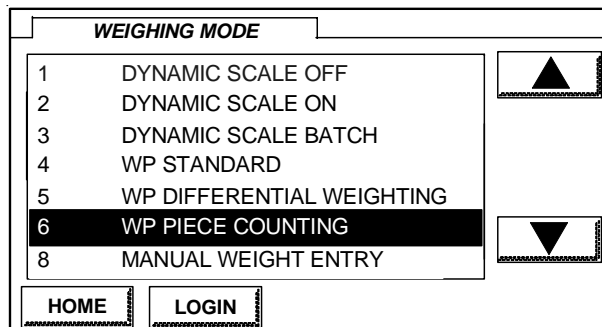
TEXT	AD DIE	MAIL D	00.00 ⁰
RTD	WEIGHING PLATFORM		LOW CREDIT X/XXXX
LAST ITEM DO YOU WANT TO PRINT PRESS OK			
RATE	RATE 1 Refresh weight value		DEPT 0
RATE NAME WGH	00 LB 20 OZ	TOI XXXXXX BTO XXXXX	
			OK

- Check if it is the last item to print.

60 Using a scale

3.2.3 WP piece counting mode

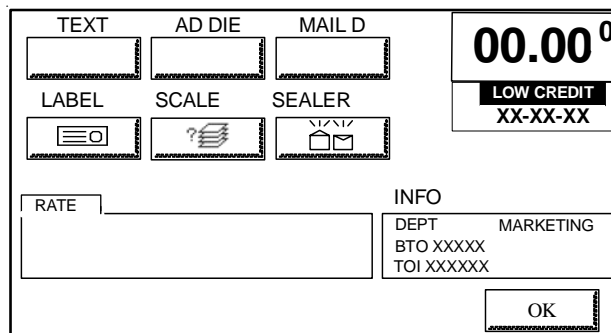
This function is used to count items of identical weight.



The screen displays a menu titled "WEIGHING MODE". It contains a list of options: 1 DYNAMIC SCALE OFF, 2 DYNAMIC SCALE ON, 3 DYNAMIC SCALE BATCH, 4 WP STANDARD, 5 WP DIFFERENTIAL WEIGHTING, 6 WP PIECE COUNTING (highlighted), and 8 MANUAL WEIGHT ENTRY. To the right of the list are up and down arrow buttons. At the bottom are "HOME" and "LOGIN" buttons.

By touching **SCALE**, then selecting the WP PIECE COUNTING menu to start the piece counting process.

- Touch **PIECE**



The screen shows a main menu with several sections. At the top are "TEXT", "AD DIE", and "MAIL D" buttons. Below them are "LABEL", "SCALE", and "SEALER" buttons, each with an icon. On the right, a large display shows "00.00⁰" and "LOW CREDIT XX-XX-XX". At the bottom left is a "RATE" input field. At the bottom right is an "INFO" section with "DEPT MARKETING", "BTO XXXXX", and "TOI XXXXXX". An "OK" button is at the bottom right.

- Touch **OK** and wait for the next touch keyboard screen

PLEASE PLACE REF ITEMS									
NB REF ITEMS > 5									
NEW VALUE : _									
0	1	2	3	4	←				
5	6	7	8	9					
ESCAPE					OK				

- Enter the new value corresponding to the batch of identical mail and touch

OK

. Wait until the next screen appears.

ADD OR REMOVE ITEM		NUMBER OF ITEMS 10		00.00 ⁰											
				LOW CREDIT XX-XX-XX											
<table border="1"> <tr> <td>☰</td> <td>☷</td> <td>☶</td> </tr> </table>		☰	☷	☶											
☰	☷	☶													
RATE			INFO												
<table border="1"> <tr> <td>RATE NAME</td> <td>USER RATE</td> </tr> <tr> <td>WGH MAN</td> <td>30 lb 0.8 oz</td> </tr> </table>			RATE NAME	USER RATE	WGH MAN	30 lb 0.8 oz	<table border="1"> <tr> <td>DEPT</td> <td>MARKETING</td> </tr> <tr> <td>BTO XXXXX</td> <td></td> </tr> <tr> <td>TOI XXXXXX</td> <td></td> </tr> </table>			DEPT	MARKETING	BTO XXXXX		TOI XXXXXX	
RATE NAME	USER RATE														
WGH MAN	30 lb 0.8 oz														
DEPT	MARKETING														
BTO XXXXX															
TOI XXXXXX															

As items are added to, or removed from the scale, the display reflects the new count.

- Touch

ESCAPE

,

PIECE

, then

OK

 to start a new piece count.

3.2.4 Manual weight entry mode

This function is used to count the price of the postage.
The operator has to know the weight and the class of the piece.

WEIGHING MODE	
1	DYNAMIC SCALE OFF
2	DYNAMIC SCALE ON
3	DYNAMIC SCALE BATCH
4	WP STANDARD
5	WP DIFFERENTIAL WEIGHTING
6	WP PIECE COUNTING
8	MANUAL WEIGHT ENTRY

HOME

LOGIN

By touching **SCALE**, then select the MANUAL WEIGHT ENTRY menu to start the process of determining the rate (the weight and rate must be known by the operator).

TEXT	AD DIE	MAIL D	00.00 ⁰ LOW CREDIT XX-XX-XX
LABEL	SCALE	SEALER	
<div><div>RATE</div><div><div>RATE NAME</div><div>USER RATE</div><div>WGH MAN</div><div>30 lb 0.8 oz</div></div><div>INFO</div><div><div>DEPT</div><div>MARKETING</div><div>BTO XXXXX</div><div>TOI XXXXXX</div></div></div>			
<div><div>MENU</div><div>JOBS</div><div>LOGIN</div><div>WEIGHT</div></div>			

- Touch **WEIGHT**

MANUAL WEIGHT ENTRY										
NEW WEIGHT										
OLD VALUE : 10lb00..oz										
NEW VALUE : 30lb08..oz										
0	1	2	3	4	←					
5	6	7	8	9						
ESCAPE						OK				

- Enter the new value corresponding to the weight of the mail. The value to enter is calculated to a tenth of an ounce (00.0 oz) (For example to get 30 lb.08.0 oz., enter 30080).
- Touch **OK**. Wait until the next screen appears.

TEXT		AD DIE		MAIL D		00.00 ⁰
<input type="text"/>		<input type="text"/>		<input type="text"/>		
LABEL		SCALE		SEALER		LOW CREDIT XX-XX-XX
<input type="text"/>		<input type="text"/>		<input type="text"/>		
RATE				INFO		
RATE NAME		USER RATE		DEPT		MARKETING
WGH MAN		30 lb 0.8 oz		BTO XXXXX		TOI XXXXXX
MENU		JOBS		LOGIN		WEIGHT

- Touch **WEIGHT** again to manually calculate another weight or press **SCALE** to change scale modes.

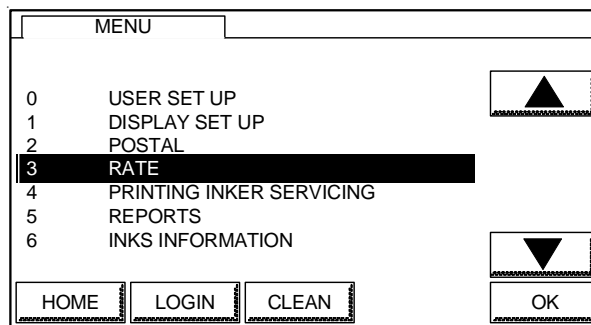
An error message appears if a weight that is invalid has been entered for the class selected : "The weight entered is not valid for this class".

The maximum weight that can be entered manually is equal to the capacity of the weighing platform.

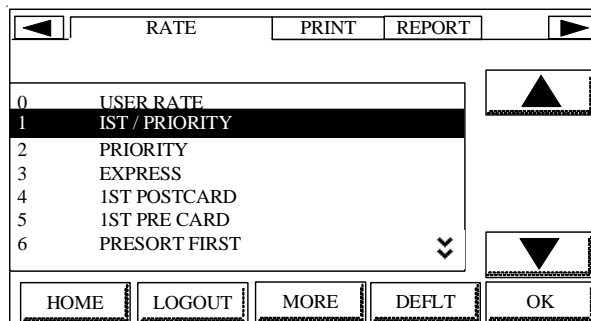
3.3 Country and insurance

To facilitate in sending foreign parcels the user can select a destination using the country name or zone number. The user can also select an insurance value for domestic mail services.

From the main screen touch **SCALE**, then the DYNAMIC SCALE ON menu.



- Select the RATE menu.



- Select the USER RATE menu , then **MORE**.

MODIF RATE		W	30 Lb 0.8 Oz
NAME	USER RATE	AMT	01.370
MAIL CLASS	MAILCLASS1		
FORMAT	FORMAT2		
DESTINATION	Zone 2	Angolla (5)	
SERVICES	NO SERVICE		
ESCAPE		OK	

The DESTINATION mode allows the modifications of the country name or zone number.

COUNTRY NAME ENTRY

The MAIL CLASS has to be an international rate before you can change the DESTINATION.

Touch the DESTINATION mode to select Zone Text or Country Name

DESTINATIONS		SUP
1	ZONE 1	▲
2	ZONE 2	
3	ZONE 3	
4	ZONE 4	
5	ZONE 5	
6	ZONE 6	
		▼
ESCAPE		OK

COUNTRY TEXT	
1	Acores
2	Afghanistan
3	Afrique du Sud
4	Albanie
5	Algerie
6	Allemagne
7	Angola

HOME
CODE VAL
OK

The numeric panel allows a direct selection of the country (see annexe "Country to rate group reference table").

ADDITION OF THE INSURANCE VALUE INTO THE RATE AND JOB

Touch the SERVICES mode then **INSUR.** to get access to the value Keyboard.



ENTER VALUE	
OLD VALUE: X	
NEW VALUE : _	
0	1
2	3
4	5
6	7
8	9
←	
ESCAPE	
OK	

Enter the new value to modify the INSURANCE mode. The new value is calculated in whole dollars.

4. ENTERING POSTAGE VALUE AND MAIL PROCESSING

4.1 Entering postage value

4.1.1 Manually

- Press key  if a value different from zero is displayed and enter the postage value required, using the numeric keys. In case of error, press . When a dynamic scale is present, mode transport should be selected to print on envelope.

4.1.2 With an external scale






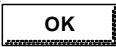

this icon indicates that the external scale function is ON..

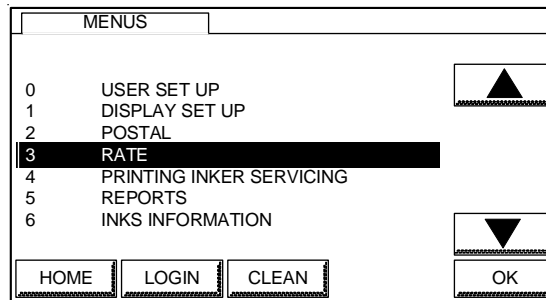
Place a mail item on the external scale and press "Set Meter" or "Print Tape" to transmit the calculated value to the mailing machine. When a dynamic scale is present, the mode of transport should be selected to print on envelope.

4.1.3 With a dynamic scale

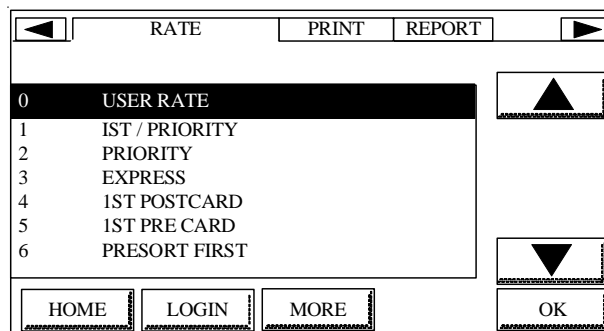



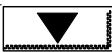
Do not lean on or disturb the system while it is processing in the dynamic weighing mode; it will affect the amount of postage applied to the mail.

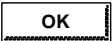
- From the main screen, touch  to select a mode (see section "Use of the dynamic scale"), using arrows  and , and touch  to confirm the selection.
- From the main screen, touch , select the RATE menu, the screen below appears:



- Touch **OK** to validate the selection and make the list of rate names appears.



- Scroll up or down to select a specific name.
- Select a rate configuration from both the user's configuration and the configurations predefined by the supervisor, using arrows  and . The user can get more details about this rate by touching **MORE**. Indeed, that gives more information about that rate : Mail Class, Destinations, Mail Type, Services.

- Touch  to confirm.

To modify a configuration:

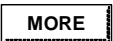
The USER RATE 0 configuration may be modified by the user.
Other configurations should be modified by the supervisor.



***Select a predefined rate configuration, close to that desired.
Once it is modified, this configuration becomes the USER
RATE (the predefined configuration selected first remains
unchanged).***



***Follow the order: MAIL CLASS, DESTINATION and SER-
VICES.***

In order to modify a configuration, touch , from the previous
RATE tab; the following screen appears:

MODIF RATE		W	30 Lb 0.8 Oz
NAME	USER RATE	AMT	01.370
MAIL CLASS	1ST CLASS LETTER		
MAIL TYPE	NONE		
DESTINATION	ZIP CODE 00000		
SERVICES	NO SERVICE		
ESCAPE		OK	

- Select the parameter (MAIL CLASS, DESTINATION or SERVICES) to be modified, by touching the concerned area:
- If MAIL CLASS mode is selected: the list of available mail types appears.
- Select the mail type desired and confirm by touching **OK**.
- If DESTINATION mode is selected: the list of available destinations appears. Select the desired destination and confirm by touching **OK**.
- If SERVICES mode is selected: the list of mnemonics of the associated services appears;
 - touch **ADD**, in order to display the list of proposed services for the mail type and destination already selected. You may add one service at a time. Select a service using keys **▲** and **▼** and touch **OK** to confirm. Repeat the procedure if another service needs to be added.
 - Touch **DELETE** to delete all the services.



To set a predefined rate configuration as a default parameter, see the supervisor mode.


To modify the name or the characteristics of a predefined rate configuration, the same procedure should be followed in the supervisor mode.

4.2 Mail processing

4.2.1 Envelopes with Autofeed Sealer (except batch mode)

- Place a stack of envelopes on the feed platform and press key


 START
STOP

- To stop the envelope feeding, press key  again (or wait for a few seconds until the machine stops automatically when there are no more envelopes to be processed).


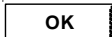
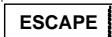



If the selected Mail Class has a ZIP code dependant destination, perform the following steps:


- *Select ZIP as the destination in the rate selection screen;*
- *Put on the feeder a stack of envelopes with same destination ZIP;*

- *When  is pressed, the mailing machine will ask for input of the destination ZIP code (used for the whole batch of envelopes).*


4.2.2 Envelopes with dynamic scale in batch mode

- Place an envelope or a stack of envelopes on the feed platform and press key  : the first envelope is weighed. The rate calculator defines the corresponding value and displays it.
- Touch  to confirm (or  to cancel).

- Press  : the whole envelope series is printed at the defined value.



To stop the batch, press key  again (or wait for a few seconds until the machine stops automatically when there are no more envelopes to be processed).

4.2.3 With the feed platform alone

Press key  to start the mailing machine. Place one envelope at a time on the platform, with its upper edge resting against the side guide and push the envelope towards the mailing machine, until it is fed into the machine.

To stop the envelope feeding, press key  again.

4.2.4 Labels

- Press key ;
- If required, enter the number of labels to be processed (from 1 to 999) at the same value (default value is 1).
- Press on key  : The machine will automatically provide the required number of labels at the displayed value.



For a single label, simply press  and then .

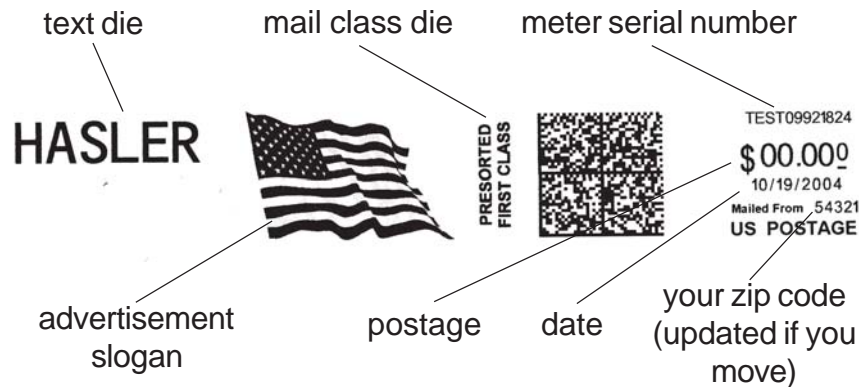


When an RTD is connected to the mailing machine, please refer to paragraph "Operation with a roll tape dispenser (RTD)".



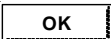
5. MODIFICATION OF THE IMPRINT

The imprint may be modified by selecting:

- the date;
- the scale ;
- the text die;
- the mail class die;
- the print offset (for thick items).



To allow a quicker access, the supervisor may store configurations in memories M1 to M9 (see section B, paragraph "Programming memories 1 to 9").

- In the main screen, select the area to be modified by touching it: the available options are displayed.
- Select an option using keys  and  or by pressing directly the numeric key corresponding to the selection.
- To confirm and return to the previous screen, touch .



To select the print offset menu, touch the postage value area, and touch .



Whenever the machine is switched on or when resuming operation following a standby period, the machine restores the default values defined by the supervisor (advertisement, text, etc.).



***Scales and Mail class dies:**
The mail class dies and standard scales are already loaded in the machine; the supervisor may set a scale or mail class die active to add it to the list available for use. (see example in Section B, 4.1. The procedure is the same for scales and mail class dies).*



6. USING DEPARTMENTS






- In order to use departments, the supervisor must have selected first the department mode (see section B, paragraph "Defining security").
- The machine is supplied with DEPT OFF. In order to use departments, select DEPT ON in supervisor mode.

Total postage used and a number of pieces may be assigned to a department selected from a list, as described below.

- In the main screen touch on the touch area under the DEPT tab to display DEPARTMENTS Menu.

DEPARTMENTS			SUP
1	MARKETING	CLOSED	 
2	DIRECTION	OPEN	
3	DESIGN	CLOSED	
3	RESEARCH	OPEN	
5	D005	OPEN	
6	D12	CLOSED	
7	D07	LOCKED	
<div>LOGIN PREV NEXT OK</div>			

- Select a department, using the arrows or by keying in directly the department number via the numeric pad.
- Touch  (displays the previous department list) and  (displays the next department list) to access department page per page instead of scrolling the department list.
- Validate your selection by touching .
- If the department is protected by a code, enter the code to allow access to the department (a PIN can be up to 4 digits).



- The last department selected will be proposed by default when operation is resumed after a standby period or after the machine power-up.

7. OPERATION WITH AN EXTERNAL PC REMOTE CONTROL

Refer to your PC remote control user's guide.





8. TELE-METER SETTING® CONNECTION

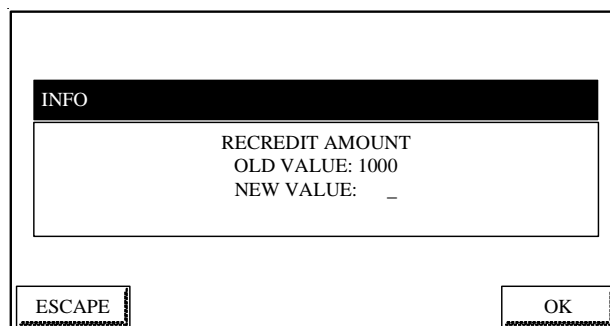
8.1 Adding Postage

Postage may be purchased from the Post Office, using the Hasler Tele-Meter Setting® (TMS) system.


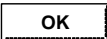
Connect one end of the telephone link cable to the Modem Socket (📞) at the rear of the machine and the other end to an adjacent analog telephone line outlet. Postage may be purchased from the Post Office, using the Hasler Tele-Meter Setting® (TMS) system. The meter only requires connection to the telephone line outlet during the Add Postage or Clear Lockout transaction.

If access to adding postage (crediting) has been protected by the supervisor, the screen prompts up to enter a 4 digit TMS code.

- In the main screen touch , and select the POSTAL SERVICES menu, then the CREDIT menu  and  or by touching directly the numeric key corresponding to the selection.
- To confirm, touch .



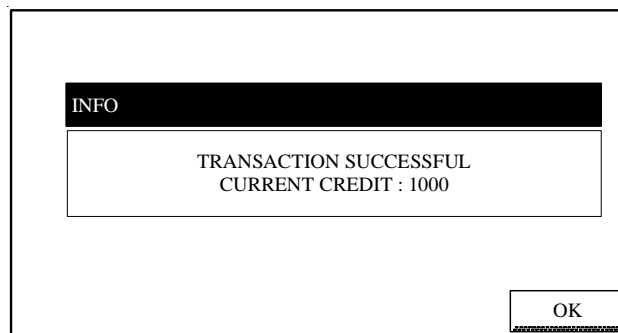
The screenshot shows a screen with a black header bar labeled "INFO". Below the header, the text reads: "RECREDIT AMOUNT", "OLD VALUE: 1000", and "NEW VALUE: _". At the bottom of the screen, there are two buttons: "ESCAPE" on the left and "OK" on the right.

- Enter the amount in units of \$ to be added and touch .
- You will be asked confirmation by .



Press 1 0 0 0 for \$1000.

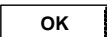
The machine will connect to the Tele-Meter Setting® System. At the end of the transaction, you should see displayed:



8.2 Clearing a PO lockout

USPS regulations require that your meter must be set at least once every three months. The WJ185/220/250 meter has an internal timer that tracks your reset activity. After three months without adding postage, a PO LOCKOUT message is displayed and postage printing is disabled.

To clear the lockout:

- Select the POSTAL SERVICES menu, then select the CREDIT menu;
- Touch  to confirm.

When the Clear Lockout transaction is completed, postage printing is enabled for another 3 months.

8.3 Completing an interrupted add postage transaction

If an Add Postage transaction is accidentally interrupted before the transfer has been completed, an error message is displayed.

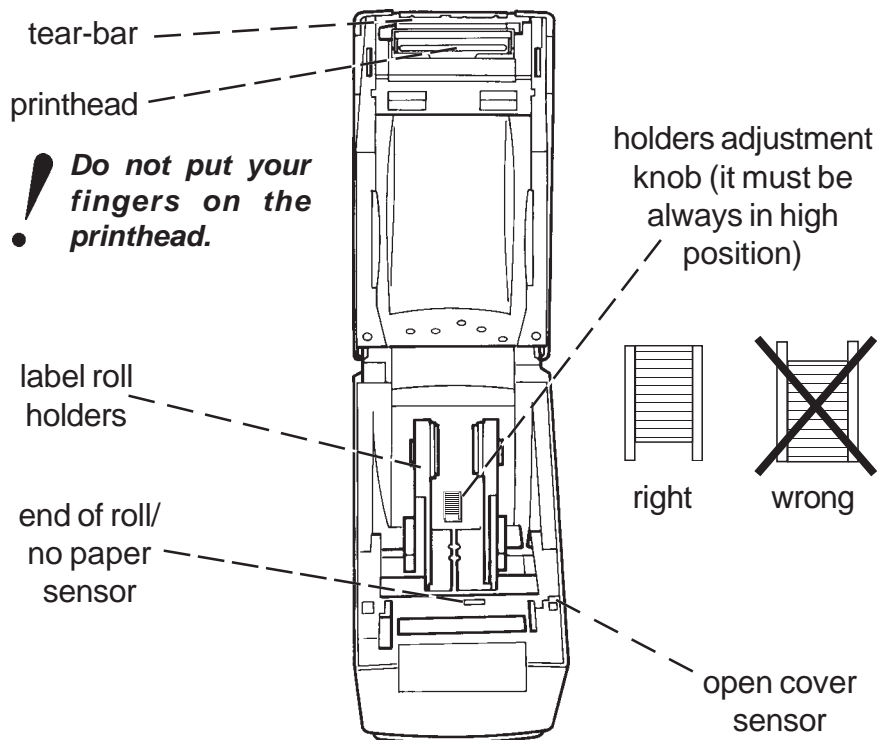
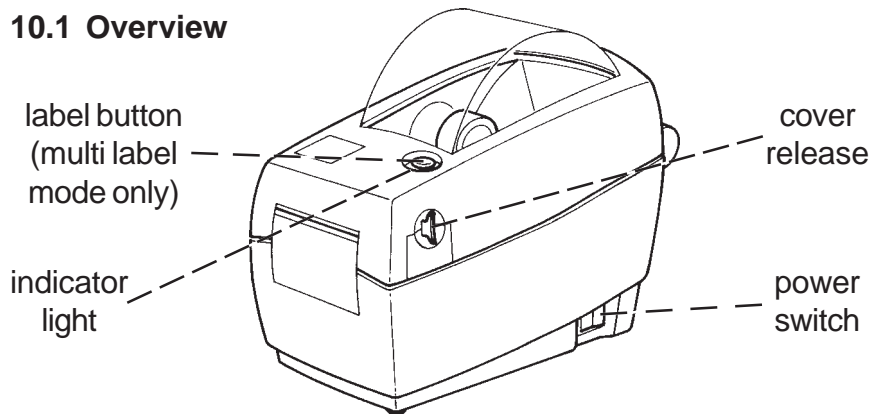
- Select the POSTAL SERVICES menu, then select the CREDIT menu;
- Confirm with to automatically finish the incomplete transaction.

9. ONLINE SERVICES

Refer to your online services user's guide.

10. OPERATION WITH A ROLL TAPE DISPENSER (RTD)

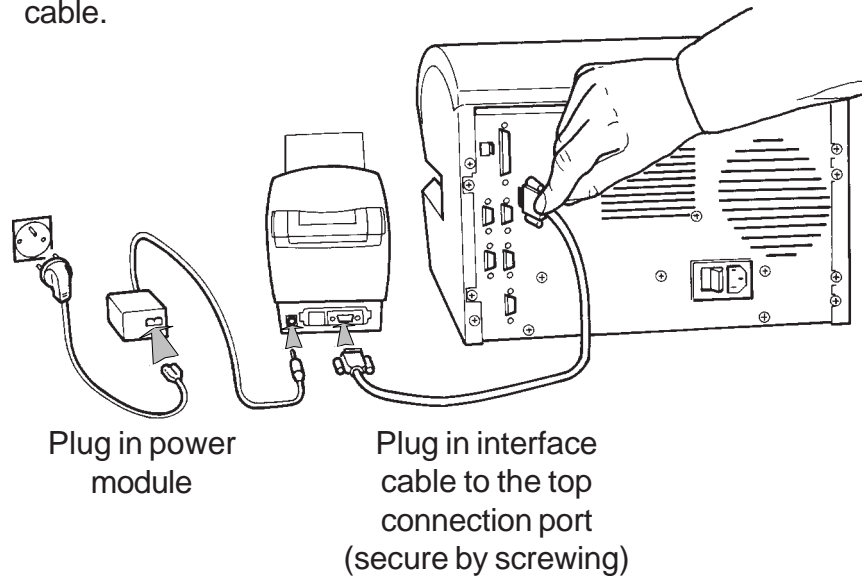
10.1 Overview



Operation with a roll tape dispenser (RTD) 81

10.2 Connections at the rear of the units

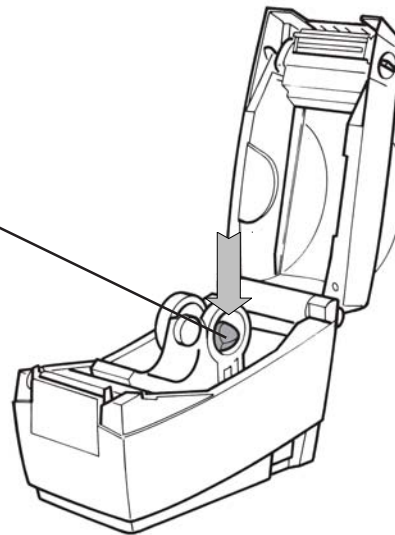
- Turn power OFF before attaching the power module or interface cable.



- Power ON the base, then the RTD

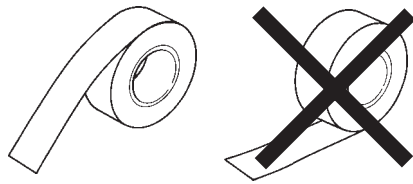
10.3 Loading label roll

- Open RTD cover.
- Check:
 - the two green halves of the label roll core holders are set downward.
 - holders adjustment knob is in high position.
- Insert label roll.

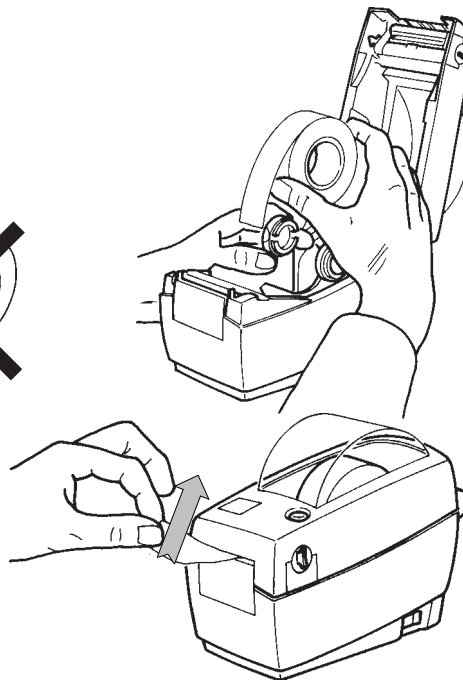


82 Operation with a roll tape dispenser (RTD)

- Use approved label roll only.
- Place label roll onto the label roll holder (green guides).



- Close cover and remove excess label by tearing it off (upward):



It is recommended to wipe off the printhead with the clean pen when replacing the roll, it is mandatory every 5 rolls (i.e. every new box).



DO NOT CLEAN THE BLACK PRINT ROLLER.

RTD Installation Recommendation

- To ensure that the RTD isn't misplaced, it is recommended that it be fastened with the enclosed velcro to the table: attach the mating strips of velcro to the velcro strips under the RTD. Remove the paper backing from the strips. Position the RTD on the table and apply pressure to fasten it.

Usage recommendation



Before printing a label, it is recommended to verify label roll advances freely (and is not stuck to any cover), if unit has not been run for an extended period of time.


YOUR RTD IS READY TO USE.

Switching on the RTD, the connection may take an average 3 min for the first connection to a new postage meter. Then, any other switching on takes usually 30 seconds.



10.4 Using the RTD

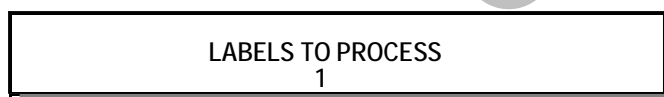
Printing is controlled from the base.

Selecting the printing support

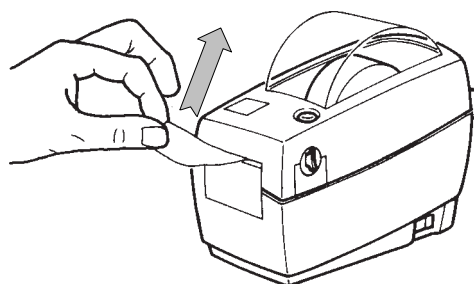
- Touch the LABEL area  or RTD  in the main screen, or in the PRINT menu according to the machine.

Printing a label



- Set the value or use a scale.
- To print the label, press , and press .





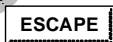
- Remove the label by pulling upwards.



Printing multi labels

- Set the value or use the SET METER mode on the scale.
- Press .
- Enter the desired number of labels (up to 99), then press .

(You may directly type on the *MULTI LABEL* keys with an external scale, to get the labels).

- Remove the label by pulling upwards.
- Press the RTD label button  to get the next label,
or press  (on the machine) to cancel label printing (validate by touching  in the main screen).

Indicator light display

- 1) At initialization, the display is amber when downloading information from the base.
- 2) When ready the RTD displays a plain green light.
When printing, the light turns amber.
The green is blinking if multilabelling.
- 3) The indicator light turns to red when:
 - You have reach the end of roll;
 - The cover is open;
 - There is no paper;
 - RTD non operational.

10.5 Maintenance

Periodic cleaning

- Switch off the RTD.
- Clean the printhead with the cleaning pen, when loading a new roll.
Only use approved cleaning pen (provided with the RTD) to clean the printhead. Order a new one when it is getting dirty or dry.



DO NOT CLEAN THE BLACK PRINT ROLLER.

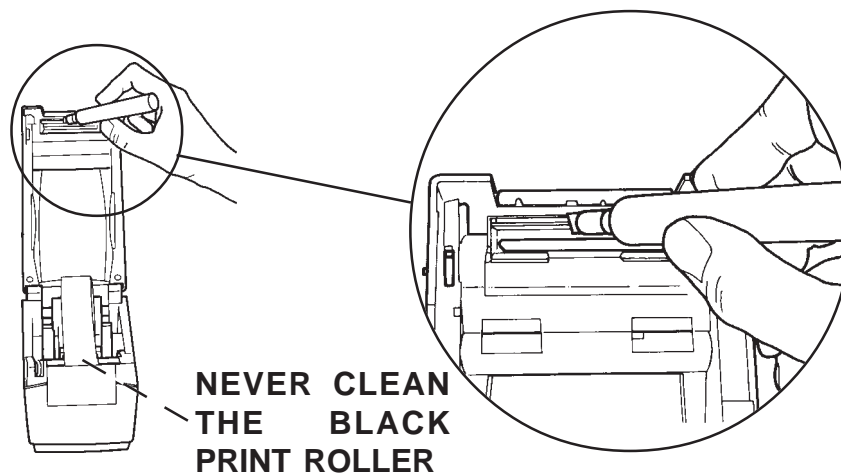
- Other parts of the machine need no cleaning.
- Check sensors (see overview), and remove paper or blow out dust if any.
- Switch on again.

Jam clearing

- Remove the label, pull media, close the cover, and cut excess of paper.

Stand alone test

- Switch off the RTD.
- Disconnect the RTD from the base or switch the base off.
- Switch on the RTD.



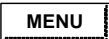


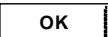
- Wait 10 seconds.
- Press the feed button  until the test label output.
- Cut the test label by pulling upwards.

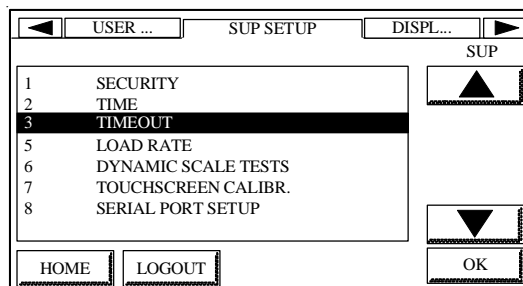
86 Operation with a roll tape dispenser (RTD)

- To reconnect to the base:
 - Switch off the RTD;
 - Connect the cable to the base;
 - Switch on the RTD.

Supervisor mode (see this chapter)

In case of paper type change **ONLY**, it is possible to adjust the print density:

- In the main screen touch , and select the SUPERVISOR SETUP menu or using  and  key directly the numeric key corresponding to the selection.
- To confirm, touch ; the following menu is displayed:




SECTION B: ADVANCED FUNCTIONS

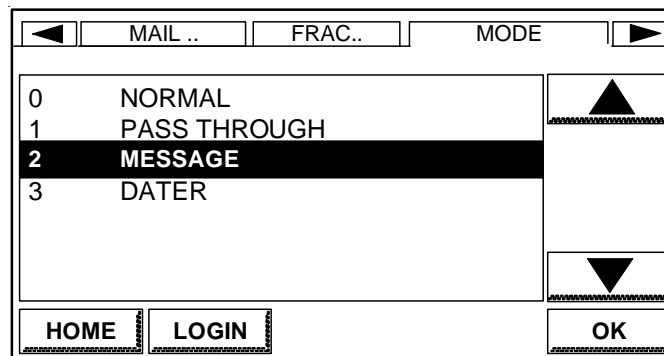
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1. FURTHER FUNCTIONS

1.1 Mode

- Touch the  icon from the main menu, then the mode area; the screen below will appear:



- Select an option using  and  keys or by pressing directly the numeric key corresponding to the selection.
- To confirm, touch .

1.1.1 Pass through (seal only, no postage) mode

This function is designed for the machine to function only as a conveyor; it is commonly used to seal envelopes without printing postage on them.

PASS THROUGH is displayed on the screen.



This mode is compatible with the sealer mode to seal envelopes without any postage printing.

It is possible to use the batch registers to count items processed in this mode (see the paragraph "Batch registers").

1.1.2 Dating mode

This function is designed to print the date instead of a postage imprint.

09-05-04

It is possible to use the batch registers to count items processed in this mode (see the following paragraph "Batch registers").

1.2 Mailing machine general configuration

The following parameters may be set up:

- the language,
 - the buzzer, activated in case of error and/or when pressing a key,
 - the display screen contrast,
 - the inserter mode.
- In the main screen touch **MENU**, and select the USER SETUP menu using **▲** and **▼** keys or by pressing directly the numeric key corresponding to the selection.
 - To confirm, touch **OK**:

The screenshot shows a menu titled "USER SETUP" with navigation arrows on the left and right. Below the title are four settings:

- LANGUAGE**: Two buttons labeled "AMERICAN" and "ENGLISH".
- BUZZER**: Three buttons labeled "OFF", "ON ERR", and "ON KEY".
- CONTRAST**: Three buttons labeled "-", "16", and "+".
- INSERTER**: Two buttons labeled "OFF" and "ON".

At the bottom of the screen are three buttons: "HOME", "LOGIN", and "OK".

- Select the options required by touching them.
- Validate the whole configuration by touching **OK**.







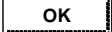
1.3 Configuration of the main screen display



This mode is also accessible in User and Supervisor mode.

In the main screen, the INFO area may display from 3 to 5 items and has a dynamic build up.

From the main screen, touch INFO, the following is displayed:

- Select the register using  and  keys or by touching directly the numeric key corresponding to the selection.
- Select the line simply by touching it (for example, to select the line 2, touch ).
- Then touch .
- If necessary, touch  to go to the next lines 4 and 5.
- To suppress an item, select the line concerned and touch .
- To confirm, touch .



*It is useful to select **DESCENDING** so the amount of postage in your meter is always displayed on the main menu.*

Abbreviations table

ASCENDING	TOT
TOTAL ITEMS	TOI
POSTAL ITEMS	POI
DEPT NAME	DEPT
DEPT TOTE	DTO
DEPT ITEMS	DIT
JOB MEMORY NAME	JOB
BATCH TOTE	BTO
BATCH ITEMS	BIT
PASS THRU ITEMS	PTH
MESSAGE ITEMS	MES
DATER ITEMS	DAT
DESCENDING	DES
CONTROL TOTAL	CTL

2. JOB MEMORY SAVING

2.1 Storing in user memory "0"

After selections have been made (postage value, advertisement scale, mail class die, moistening, shift, etc.) it is possible to take a "photograph" of the machine status. To do so, touch **JOBS**, then **STORE**; the following message is displayed: "CONFIRM SETUP OF JOB MEMORY 0". If yes, touch **OK**: the whole configuration is automatically stored into memory "0" (this operation overwrites the previous content in memory 0).







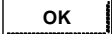
This operation may be very useful when a job in progress has to be interrupted (e.g.: a few items of another type need to be processed as a priority, a phone call, etc.). You are certain to restore the machine to the previous status by recalling memory "0".

2.2 Recalling memories

- From the main screen, simply touch **JOBS**; the list of active memories is displayed:

JOBS MEMORIES	
0	USER JOB MEMORY
1	MARKETING
2	DIRECTION
3	DESIGN

Navigation buttons: **HOME**, **LOGIN**, **STORE**, **OK**

- Select a job using  and  keys or by touching directly the numeric key (from  to ) corresponding to the selection.
- To confirm, touch .





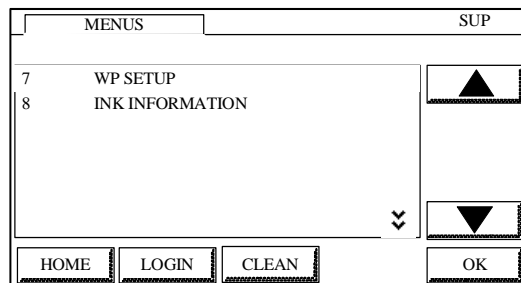
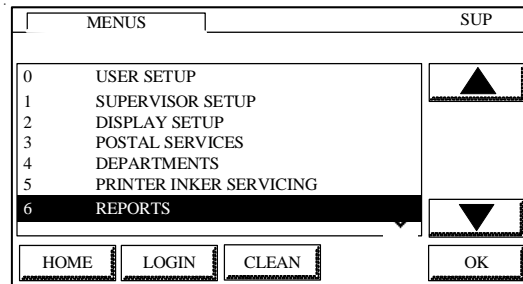
Memories 1 to 9 are preprogrammed by the supervisor - see paragraph "Programming memories 1 to 9" in the supervisor mode section.

3. REPORT PRINTING



Various reports (or statements) may be printed on a printer, on labels, or sent to a PC.



3.1 Operating mode:



- From the main screen, touch **MENU**, and select the REPORTS menu using  and  keys or by touching directly the numeric key corresponding to the selection.



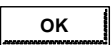



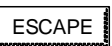

- To confirm, touch **OK**; the below menu is displayed:


WP SE...		REPORTS	
1 MODULES DETAILS 2 SETUP REPORT 3 DEPT SETUP REPORT 4 PRINT VALUE HISTORY 5 POSTAGE SET HISTORY 6 GENERAL REGISTERS 7 BATCH REGISTERS		SUP  	
HOME LOGOUT		OK	


WP SE...		REPORTS	
8 THIS MONTH REPORT 9 PREV MONTH REPORT 10 ANNUAL REPORT 11 POSTAGE SET REPORT 12 DEPARTMENT REPORT 13 ACTIVITY ERROR LIST 14 ACTIVITY HISTORY		SUP  	
HOME LOGOUT		OK	

WP SE...		REPORTS	
15 AUTOMATIC CALL LIST 16 ACTIVE FEATURE LIST		SUP  	
HOME LOGOUT		OK	



- Select a report using  and  keys or by touching directly the numeric key corresponding to the selection.
- To confirm, touch . For example, by selecting the GENERAL REGISTERS menu, the below screen is displayed:

GENERAL REGISTERS			
		PRINTED ON :  LABEL	
DESC	XXXXX	NORM.ITEMS	XXXXXX
ASC	XXXXX	HIGH ITEMS	XXXXXX
CTL	XXXXX	ZERO ITEMS	XXXXXX
		TOTAL ITEMS	XXXXXX
			

- Touch  LABEL to select the label, roll tape or printer (if a printer is connected to the machine):

	LABELS
	RTD
	PRINTER

is displayed. Then, simply select PRINTER.

- Touch : the report will be automatically printed out (touch  if there is more than one page).



In the label mode, make sure that there are labels in the label dispenser. In the printer mode, make sure that the printer is switched on and ready for operation.

3.2 Batch Registers

- Select the BATCH REGISTERS tab to view counters for items processed:

BATCH DATA		
PRINTED ON : ▼ PRINTER		
	ITEMS	ASC
BATCH DATA	XXXXX	XXXXXXXX
PASS THRU	XXXXX	
MESSAGE	XXXXX	
DATER	XXXXX	

ESCAPE RESET PRINT

The batch register counts non-zero postage printing (number of items and total postage). The other register indicates the number of items processed in the pass through, message, or dater mode. The batch register is referred to in the Registers report (subtotal and subtotal of items).



The batch register is useful for counting the total number of pieces and postage printed when doing presort mail.

Each of these registers may be reset (zeroed) separately by touching **RESET** ; the screen below is displayed:

- Select a batch register using keys ▲ and ▼ ; then, when touching **RESET** , the selected batch register is reset to zero.

BATCH REGISTERS		
PRINTED ON :		▼ LABEL
	ITEMS	ASC
BATCH REGISTERS	XXXXX	XXXXXXXXX
PASS THROUGH	XXXXX	
MESSAGE		XXXXX
DATER	XXXXX	
<div>ESCAPE</div> <div>RESET</div> <div>PRINT</div>		

3.3 Automatic Call List

- Select the AUTOMATIC CALL LIST tab to view report data :

AUTOMATIC CALL LIST		SUP
REASON CALL	CALL DATE AND TIME	
STATIC UPLOAD	MM/DD/YYYY HH:MM	
E.CONFIRMATION	MM/DD/YYYY HH:MM	
FILE DOWNLOAD	MM/DD/YYYY HH:MM	
<div>ESCAPE</div>		

The report includes all scheduled automatic call. The automatic call not scheduled will not be displayed on this list. It includes the call planned for OLS server and for the postal server.

3.4 Active Feature List

- Select the ACTIVE FEATURE LIST tab to view report data :

[illegible]

This menu is used to display the features that are activated in the system and the amount of time these features are valid. Only active features are displayed. Extended parameters of the feature such as the serial number for the WP can not be displayed on screen.

3.5 Modules Details

- Select the **MODULES DETAILS** tab to view information and counters for installed system devices :

MODULES DETAILS			SUP
MODULE	SWVER	SERIALS #	CYCLE
METER	30.11	123456789012	
BASE	1.00.f	123456789012	12346
ALD			12347
RATE	04.07B		

ESCAPE	REF	PRINT	PREV	NEXT
--------	-----	-------	------	------

- Select  to view the reference data:

REFERENCE DATA		SUP
MODULE	SW PART NB	PCB PART NB
BASE BOARD	4132243U-A	PPPPPPPCISSSSS
METER BOARD	4127511Q-B	PPPPPPPCISSSSS
RATE	NOT AVAILABLE	NOT AVAILABLE
ESCAPE		PREV NEXT

3.6 Activity Error List

- Select the ACTIVITY ERROR LIST tab to view information for errors during processing:

ACTIVITY ERROR LIST			SUP
Last reset date : 12/01/1990 00 : 00			
#	ERROR	OCCURRENCE	LAST OCC. DATE
01	P23	001	MM/DD/YYYY HH:MM:SS
02	P65	006	MM/DD/YYYY HH:MM:SS
03	S03	005	MM/DD/YYYY HH:MM:SS
04	P43	008	MM/DD/YYYY HH:MM:SS
05	XX	002	MM/DD/YYYY HH:MM:SS
06	P12	006	MM/DD/YYYY HH:MM:SS
07	U30	025	MM/DD/YYYY HH:MM:SS
ESCAPE		RESET	PREV NEXT

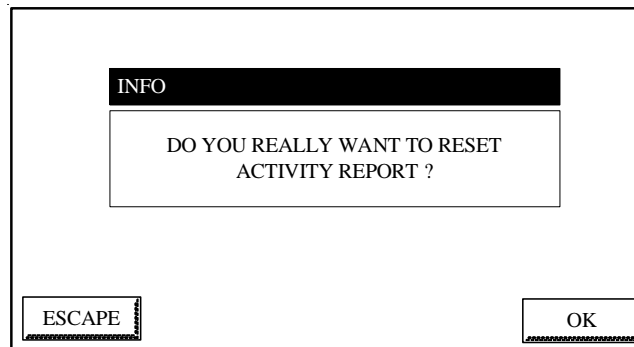
The improved error code management is done on the base board which includes the error code, the number of occurrences of the error and the time and date of the last occurrence. The error that had never occurred is not displayed on this report.

All selected errors (use of error component flags) are stored into a specific table with all possible errors.

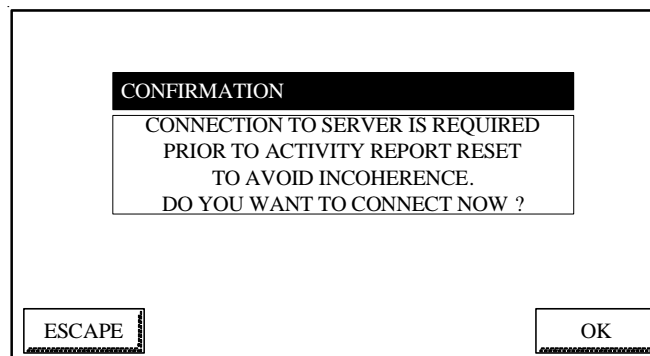
This table can be uploaded to OLS server; at the end of the call, if no error occurred during the log upload, the table will be deleted.

The table can be deleted too by user on the report screen after confirmation.

- Touch **RESET**.



- Touch **OK** to reset activity report and get the confirmation.



When a user requests to reset the activity report, a confirmation message is displayed to be sure the user wants to reset report. If a user validates this message and if the OLS server is declared on the device a second message is displayed to request to send the log to the server prior to resetting them.

3.7 Activity History Report

- Select the ACTIVITY HISTORY REPORT tab to view report data:

ACTIVITY HISTORY					SUP
##	T	REASON CALL	CALL DATE AND TIME	ST	
1	M	STATISTICS UPLOAD	MM/DD/YYYY HH:MM	CX	
2	M	STATISTICS UPLOAD	MM/DD/YYYY HH:MM	OK	
3	A	GENERIC	MM/DD/YYYY HH:MM	CM	
4	A	GENERIC	MM/DD/YYYY HH:MM	OK	
ESCAPE					

This report is used to display all calls made to the postal or Online Services server. It informs the user with the call type (automatic or manual) and with the communication status (connection error, communication error, protocol error or session OK).

This table can be uploaded to OLS server.

The following stus can be display:

- OK: The session completes succesfully,
- CX: The connection cannot be established with the server,
- CM: A time out occurrence during the connection or the session had been stopped with no reason,
- PR: An error occurred during the session and a process did not complete (for example if the statistics are not sent to the server during a statistics upload session.


4. SUPERVISOR MODE

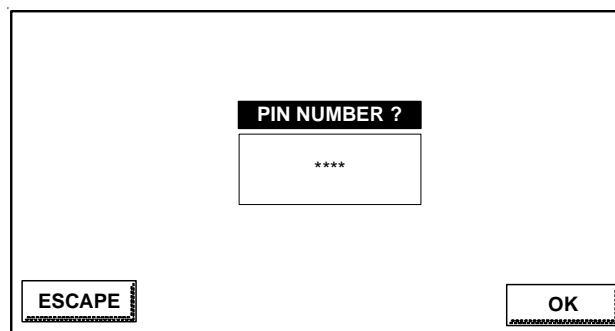
Under this mode, the Supervisor can access all the machine functions, except postage printing. The scrolling procedure from screen to screen is the same as in the user mode, except that the supervisor mode includes a number of extra configuration function keys. By definition, the supervisor has free access to all the departments and as such he is not prompted by the machine to enter any code after the Supervisor PIN has been entered.



Mail processing cannot be done in supervisor mode.


4.1 Enabling the supervisor mode

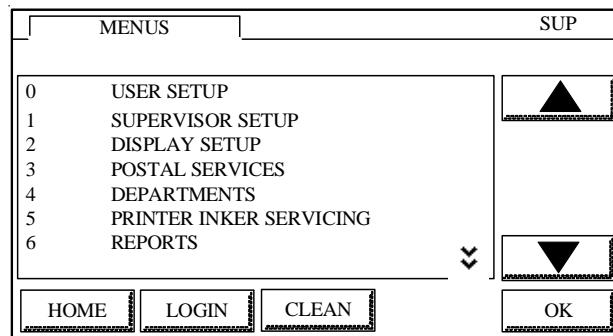
The supervisor mode may be activated by touching .
The screen below will appear :



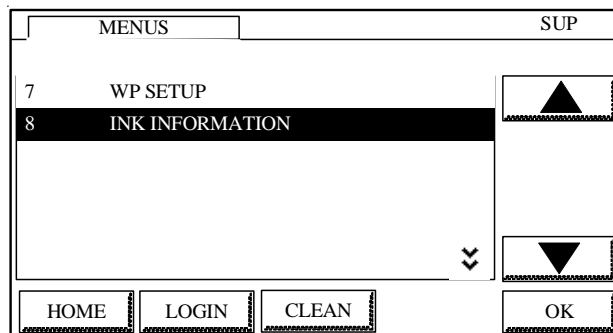
The image shows a screen with a black header bar containing the text "PIN NUMBER ?". Below the header is a white rectangular input field with four asterisks "****" inside. At the bottom of the screen, there are two buttons: "ESCAPE" on the left and "OK" on the right.

- Enter the supervisor code (4 digits) and touch  or .

From the main screen touch . The main menu in the supervisor mode will appear:



then (by touching )



The mini-message "SUP" indication or the menu headings at the top, on the right, indicates that the user is in the supervisor mode.

GENERALITIES

A number of menus or selection keys can only be accessed in the supervisor mode:

- The **MODIFY** button used to modify for instance names (departments, memory, advertisement, etc.) or status (scale, or mini die),
- The **DEFLT** button designed to select a default value,
- The **C** key designed to do a backspace in the alphanumeric entry screen.

In the supervisor mode, the complete lists are displayed on the screen (and not only the opened elements in a list).



On the screens, the default values are signalled by a tick "✓". To change a default value, select a new value and touch **DEFLT** key.

The "✓" tick moves to indicate the new selection.



Selecting a value as a **DEFLT, means that it will be active when the mail machine is powered on or returns from sleep mode.**



In the AD DIE tab, select the third menu, using keys  and  or numeric key (3):

◀	DATE	TEXT	ADVERT DIE	▶	
				SUP	
0	NO AD DIE			<div>▲</div> <div>▼</div>	
1	FLAG				
2	✓ RECYCLE				
3	FIRST CLASS				
4	AIR MAIL				
5	SEASONS GREETINGS				
6	EMPTY				
				⌵	
HOME		LOGOUT	MODIFY	DEFLT	OK

When touching **DEFLT**, the following screen is displayed:

◀	DATE	TEXT	ADVERT DIE	▶	
				SUP	
0	NO AD DIE			<div>▲</div> <div>▼</div>	
1	FLAG				
2	RECYCLE				
3	FIRST CLASS				
4	AIR MAIL				
5	SEASONS GREETINGS				
6	EMPTY				
				⌵	
HOME		LOGOUT	MODIFY	DEFLT	OK



To set an advertisement menu **ACTIVE**, select it in the previous screen and touch **MODIFY**. The following screen is displayed:

ADVERT DIE MODIF		SUP
STATUS	<input checked="" type="button" value="NOT ACTIVE"/> <input type="button" value="ACTIVE"/>	
NAME	<input type="button" value="MARKETING"/>	
NUMBER	1	
EXIT	YES	
<input type="button" value="ESCAPE"/>		<input type="button" value="LOAD"/> <input type="button" value="OK"/>

Select **ACTIVE** by simply touching. Validate with

Principle for making a mail class die or text message active is the same as for advertisement scale.

The advertisement is loaded when the EXIT mode is on YES.

4.2 Automatic date advance

The date advance time is the time at which the printed date automatically advances from the current date to the next. If the mail is picked up at 16.30, operator can enable the WJ185/220/250 to start printing tomorrow's date at 16.30. By doing so, the operator does not have to manually advance the date.

A specific menu is accessible in the supervisor mode, to allow a time settings and an enabled/disabled behaviour.

When the time is reached and the user start manually a print cycle a pop up will ask the user to automatically switch to the new date (current date + 1 day). The question will be prompted only in normal mode to avoid blocking question during the stand by mode or the weekend (to allow an easy connection with the server).

- In the main screen, touch **LOGIN** and enter the supervisor code
- Touch the date on the main screen.

DATE		TEXT	ADVER...	SUP	
200	DATE OFF			<div>▲</div> <div>▼</div>	
100	DAY OFF				
0	NO DATE ADVANCE				
1	TODAY + 1				
2	TODAY + 2				
3	TODAY + 3				
4	TODAY + 4				
HOME		LOGOUT	AUTO		OK

- Touch **AUTO** to get access to the AUTOMATIC ADVANCE SETUP tab.

AUTOMATIC DATE ADVANCE SETUP		SUP
AUTO DATE ADVANCE MODE	OFF	ON
ACTIVATION TIME	1100	
ESCAPE		OK

The AUTOMATIC ADVANCE SETUP tab is disabled if auto date advanced mode is disabled.

- Touch the ACTIVATION TIME mode to get access to the TIME SETUP tab.

AUTO ADVANCE ACTIVATION TIME

OLD VALUE: X
NEW VALUE : _

0	1	2	3	4
5	6	7	8	9

←

ESCAPE OK

- Enter the time and touch  to validate

4.3 User setup (in supervisor mode)

When touching **MENU**, then the USER SETUP menu the screen below appears:

USER SETUP			DISPL...	POSTAL...
LANGUAGE	AMERICAN ENGLISH			
BUZZER	OFF ON ERR ON KEY			
CONTRAST	- 16 +			
INSERTER	OFF ON			
HOME		LOGIN		OK

Select the language, the buzzer function and the contrast simply by touching keys and touch **ok** to validate all the selections.

4.4 Supervisor setup

When touching **MENU**, then the SUPERVISOR SETUP menu (after entering in supervisor mode), the screen below appears:

USER ...		SUP SETUP	DISPL...
		SUP	
1	SECURITY	▲	
2	TIME		
3	TIMEOUT		
5	LOAD RATE		
6	DYNAMIC SCALE TESTS		
7	TOUCHSCREEN CALIBR.		
8	SERIAL PORT SETUP		
HOME		LOGOUT	OK

then (by pressing ▼)

4.4.1 Security

After selecting the SECURITY menu (after entering in supervisor menu, the below menu will be displayed:

SECURITY		SUP
USER PIN #	<input type="text" value="12345"/>	
MACHINE STATUS	<input type="button" value="NORMAL"/> <input type="button" value="LOCKED"/>	
HIGH VAL ALERT	<input type="text" value="12345"/>	
PC ABSENT	<input type="button" value="ACTIVE"/> <input type="button" value="LOCKED"/>	
<input type="button" value="ESCAPE"/> <input type="button" value="OK"/>		

where:

- USER PIN NO : is used to define the user access code (4 digits). *Note: '0000' = free access.*
- MACHINE STATUS : becomes "LOCKED" when the maximum number of pin code attempts is reached.
- PC ABSENT MODE : when active, it will allow the machine to process mailing connected to a PC managing mailing accounts, even if a connection problem happens between the machine and the PC.

Touch to validate all the selections.

DEFINING THE HIGH VALUE ALERT

In the SECURITY menu screen, after selecting the HIGH VAL ALERT menu, the below screen will be displayed:

HIGH VALUE ALERT					SUP
OLD VALUE : 1245					
NEW VALUE : _					
0	1	2	3	4	←
5	6	7	8	9	
ESCAPE					OK

Simply enter the new value, using the numeric keypad (with no point or comma, e.g.:99000 corresponds to 99.000).

4.4.2 Time

After selecting the TIME menu in the main supervisor menu, the screen below will be displayed:

TIME SETUP (HHMM 0000 to 2400)					SUP
OLD VALUE : 1455					
NEW VALUE : _					
0	1	2	3	4	←
5	6	7	8	9	
ESCAPE					OK

To set the time, simply enter the new value, using the numeric keys (max \pm 3hours). Validate with

OK

.

4.4.3 Timeout



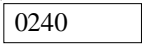

After selecting the TIME OUT menu in the main supervisor menu, the below screen is displayed:

TIMEOUT (SEC)		SUP	
START (10 - 9999)	-	0015	+
STOP (1 - 9999)	-	0005	+
STANDBY (1 - 9999)	-	0060	+
SLEEP (30 - 9999)	-	0240	+
ESCAPE			

The next delays are determined by the supervisor (between 0 and 3600 seconds, with increments of 1 second) and are expressed in seconds:

- START: waiting time for the first document with the transport motor in operation (*this is not settable with an autofeed attached*).
- STOP: time-out before the machine stops after the last document processing.
- STANDBY: time-out before the printhead returns to the protection position, after the motor stops (advised value: 150s).
- SLEEP: time-out before the machine goes into sleep mode after the printhead returns to the protection position (advised value: 120s).

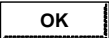


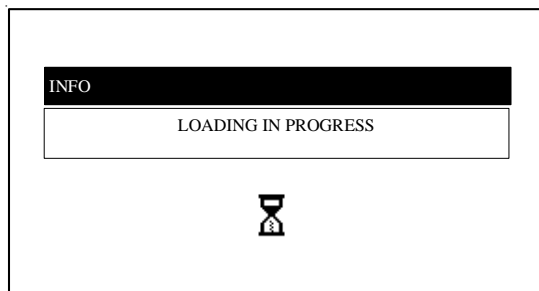
To modify the "SLEEP" time, enter the desired time (in seconds) using  and  keys, or touch  to access to a numeric screen and enter the desired precise value. Confirm with .



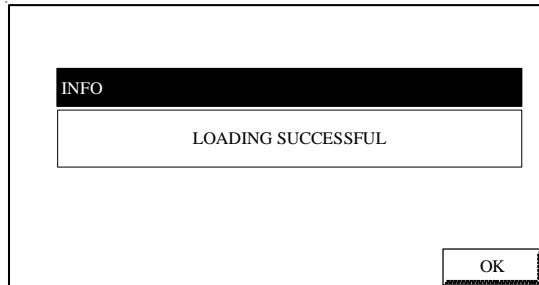
In inserter mode ON, the timeouts are maintained but are not taken into account.

4.4.4 Load rate table

- Select the LOAD RATE TABLE menu in the main supervisor menu.
- Insert the memory card into the reader, on the right side of the machine;
- Touch  to initiate the downloading operation.



then:

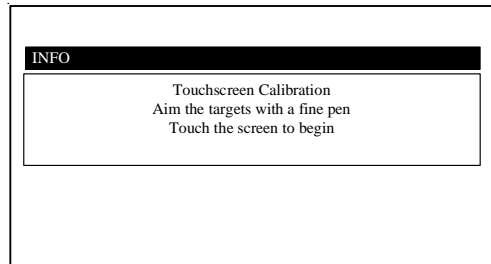


4.4.5 Dynamic Scale Tests

This function should only be used at the technical department's request.

4.4.6 Touchscreen calibration

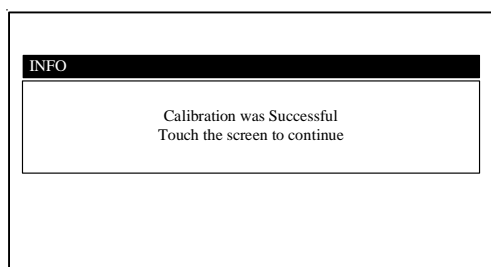
By selecting the TOUCHSCREEN CALIBRATION menu in supervisor setup screen, the calibration input box is displayed:



- Touch the screen; then four crosses will be displayed (one by one) like this:



- Touch the crosses; then the following is displayed (if not, try again):



- Touch the screen to come back to the main supervisor menu.




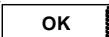
4.4.7 Serial port setup

The SERIAL PORT SETUP menu allows to define which peripheral is connected to a port. When selecting the SERIAL PORT SETUP menu, the following is displayed:



This function should only be used at the technical departments request.

SERIAL PORT SETUP		SUP
PORT1	SCANNER	
PORT2	ROLL	
PORT3	SCALE	
PORT4	PC	
ESCAPE		OK

- When touching a selection (SCANNER FOR EXAMPLE), a list of the possible peripherals is displayed.
- Select a peripheral using  and  keys or numeric key.
- Confirm with .
- Repeat the operations with another port(s).
- Touch .

4.5 Display setup








This mode is also accessible in User and Supervisor mode.




See the paragraph "Configuration of the main screen display" in this section.

4.6 Departments

After selecting the DEPARTMENTS menu in the supervisor menu, the following mode is displayed:

◀	DEPARTMENTS	REPOR...	POSTA...	▶
DEPT MODE ON			SUP	
1	MARKETING	CLOSED	 	
2	DIRECTION	OPEN		
3	DESIGN	OPEN		
4	RESEARCH	OPEN		
5	D005	OPEN		
6	D12	CLOSED		
7	D07	LOCKED		
			⌵	
HOME		LOGOUT	MODIFY	SETUP
OK				

After selecting a department using  and  keys (or by touching directly the numeric key corresponding to the selection), when touching  from the above screen, the following menu is displayed:

DEPARTMENT MODIF		SUP	
STATUS DEPT	  		
DEPT NAME	<input type="text" value="MARKETING901"/>		
DEPT NUMBER	<input type="text" value="123"/>		
DEPT PIN	<input type="text" value="1234"/>		
ESCAPE		RESET	OK

Then, simply by touching the concerned area, the supervisor may:

- create a department (OPEN),

- close a department (CLOSED),
- unlock an automatically locked department: lock out occurs if more than 8 attempts have been made to access this department with a wrong pin code. The department name will disappear in user mode from the menu selection when locked out.
- choose a name (12 characters),
- choose a department number (8 digits only when a scale is not interfaced, 4 digits with a scale),
- choose an access pin code (code 0000 = free access),
- reset the current department register (key **RESET**).



To clear all the registers, select **SETUP in the main DEPARTMENT menu:**

DEPARTMENT SETUP		SUP
DEPARTMENT	ON	OFF
<div>ESCAPE</div> <div>RESET</div>		<div>OK</div>

Then, touch **RESET and touch **OK** to confirm.**

DEPARTMENT : is used to enable the department mode. When this mode is activated, the DEPARTMENT menu is displayed on the main screen.



*The machine is supplied with **DEPARTMENT OFF**; in order to use the departments, select **DEPARTMENT ON** (by touching it). Validate with **OK**. You should then select **DEPARTMENT** in the main supervisor menu to open and define the departments you want to use (see on previous page).*

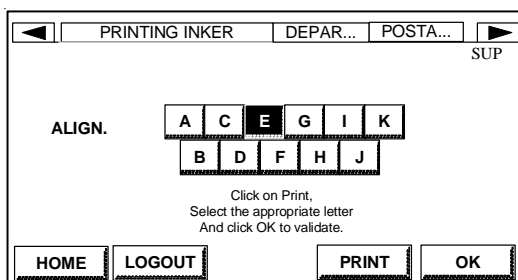
The machine is configured by default as follows:

- With 0000 code for all departments opened by the supervisor,
- With names from D1 to D49 corresponding to n° 1 to 49 for WJ185, and from D1 to D199 corresponding to n° 1 to 199 for WJ220 and WJ250.

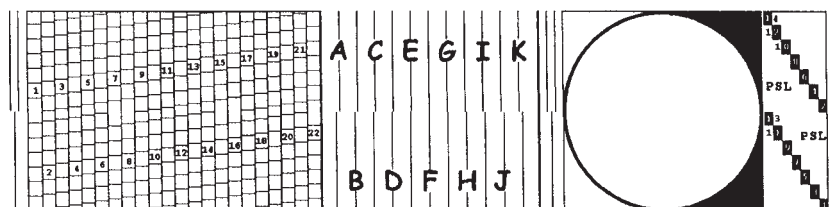
In the NO DEPARTMENT mode, all the values are assigned to a dummy department (D0 MISCELLANEOUS) which cannot be accessed by the user. This department will be reset with the other ones, when the registers are cleared. This department appears on the printed reports.

4.7 Printing inker servicing

- From **MENU**, select the PRINTING INKER menu; the screen displays:



- Load short labels (in preference) and touch **PRINT**; the machine prints a test impression:



In order to adjust the alignment, select the letter corresponding to the straightest vertical line (letter F in the above example), then touch to confirm.



Printing inking servicing is required every time a new printhead is installed.

4.8 Reports

After selecting the REPORTS menu in the main supervisor menu, the following menu is displayed:

WP SE...		REPORTS	
		SUP	
1	MODULES DETAILS	<input type="button" value="▲"/> <input type="button" value="▼"/>	
2	SETUP REPORT		
3	DEPT SETUP REPORT		
4	PRINT VALUE HISTORY		
5	POSTAGE SET HISTORY		
6	GENERAL REGISTERS		
7	BATCH REGISTERS		
HOME		LOGOUT	
		OK	

◀ WP SE... REPORTS ▶		
8 THIS MONTH REPORT	SUP ▲	
9 PREV MONTH REPORT		
10 ANNUAL REPORT	▼	
11 POSTAGE SET REPORT		
12 DEPARTMENT REPORT		
13 ACTIVITY ERROR LIST		
14 ACTIVITY HISTORY	⌵	
HOME	LOGOUT	OK

◀ WP SE... REPORTS ▶		
15 AUTOMATIC CALL LIST	SUP ▲	
16 ACTIVE FEATURE LIST		
	▼	
	⌴	
HOME	LOGOUT	OK



Like in user mode, it is possible to select the label, roll tape or printer (a printer using the optional I/O board is connected to the machine); see this chapter.





*Select the **DEPT SETUP REPORT** menu and touch **OK** :*

DEPT SETUP		REPORT	
		PRINTED ON :	▼ LABEL
NO	NAME	STATUS	PIN
1	XX:XX	XX	XXXXXX
2	XX:XX	XX	XXXXXX
3	XX:XX	XX	XXXXXX
4	XX:XX	XX	XXXXXX
5	XX:XX	XX	XXXXXX
6	XX:XX	XX	XXXXXX
7	XX:XX	XX	XXXXXX ^(1/3) ▼
ESCAPE		PRINT	NEXT PREV

4.9 Ink information

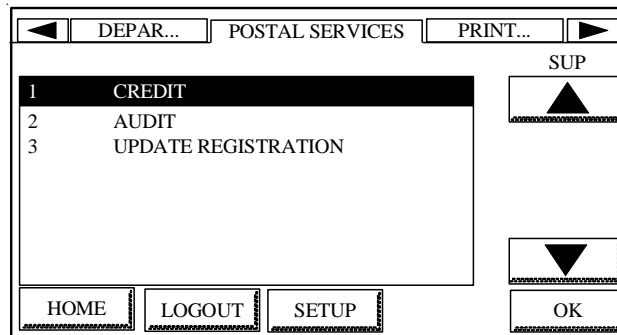
Select the INK INFORMATION menu from **MENU** :

HEADSET		SUP
CONSUMED	: 0 %	 100%
COLOR	: FLUO RED	
STATUS	: READY	
INSTALLATION DATE : 01/01/2003		
MENU		

4.10 Postal services

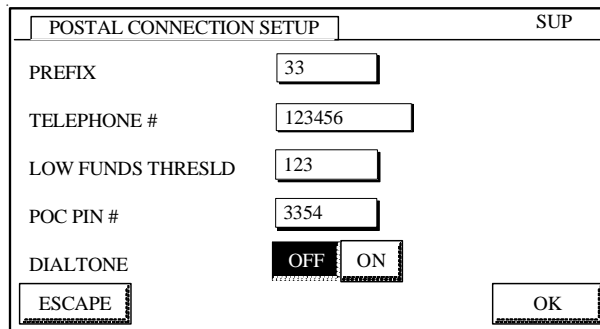
The telephone number for the modem connection to the Tele-Meter Setting® (TMS) credit re-setting center is stored in the mailing machine. This is used when you want to purchase postage.

Modification of the telephone number is possible by selecting the POSTAL SERVICES menu in the supervisor main menu:



A screenshot of the supervisor main menu. At the top, there are three buttons: 'DEPAR...', 'POSTAL SERVICES', and 'PRINT...'. Below these is a list of options: '1 CREDIT', '2 AUDIT', and '3 UPDATE REGISTRATION'. To the right of the list is a 'SUP' label and two arrow buttons (up and down). At the bottom, there are four buttons: 'HOME', 'LOGOUT', 'SETUP', and 'OK'.

Then select **SETUP**. Such a setting may be necessary in case of modification of your telephone network (for example a new prefix for an external line), or if you are advised that this number has changed, it must be entered as detailed below.



A screenshot of the 'POSTAL CONNECTION SETUP' screen. The title bar shows 'POSTAL CONNECTION SETUP' and 'SUP'. The screen contains several fields: 'PREFIX' with value '33', 'TELEPHONE #' with value '123456', 'LOW FUNDS THRESLD' with value '123', 'POC PIN #' with value '3354', and 'DIALTONE' with options 'OFF' and 'ON'. At the bottom, there are two buttons: 'ESCAPE' and 'OK'.



To add or to modify a number, touch the concerned area and enter a number using the numeric keys. Confirm with **OK.**



It may be necessary to enter a pause between the outside line digit and the new telephone number: add a " - " character after the prefix.

TMS PIN NO: is used to define the credit access (4 digits)

"0000" = free access.



LOW FUNDS THRESHOLD

After selecting the LOW FUNDS THRESHOLD mode, the below screen will be displayed:

LOW FUNDS TRHESHOLD					SUP
8 DIGITS MAX					
OLD VALUE : 1245					
NEW VALUE : _					
0	1	2	3	4	
5	6	7	8	9	
ESCAPE					OK

Simply enter the new value, using the numeric keypad (with no point or comma, e.g.:99000 corresponds to 99.000).

When the postage is below the low postage threshold value, a message will be prompted in the main menu.

PHONE NUMBER

After selecting the TELEPHONE # mode , the below screen will be displayed:

ENTER TELEPHONE NUMBER, PRESS OK										SUP	
OLD VALUE : 2455											
NEW VALUE : _											
-	*	0	1	2	3	4	←				
@	#	5	6	7	8	9					
ESCAPE						OK					

Simply enter the telephone number, using the numeric keypad. Some characters have been added within the virtual keyboard to have some pause and handshake during the numbering. When the telephone number is below, a message will be prompted in the main menu.

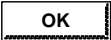
4.10.1 Audit

USPS regulations require that your meter must be set at least once every three months. The WJ185/220/250 meter has an internal timer that tracks your reset activity. After three months without adding postage, a PO LOCKOUT message is displayed and can be cleared by performing a Clear Lockout transaction. If you wish to avoid a PO LOCKOUT, you can perform an AUDIT transaction any time prior to the timer expiration.

After selecting **AUDIT** touch **OK**.

When the Audit transaction is completed, postage printing is enabled for another 3 months.

4.10.2 Update registers

If you have changed your address, call the Hasler Helpdesk. After selecting UPDATE REGISTERS touch . A customer service representative will take your information and guide you through the update procedure.

4.11 Online services

See the "Online services" guide.

4.12 Downloading an advertisement slogan or a mini die



Principle for downloading an advertisement slogan or a mini die is the same.


- From the main menu, select the AD DIE area; the following is displayed:

◀	DATE	TEXT	ADVERT DIE	▶
0	NO AD DIE			SUP ▲
1	FLAG			
2	RECYCLE			
3	FIRST CLASS			
4	AIR MAIL			
5	SEASONS GREETINGS			
6	EMPTY			▼
⌵				
HOME	LOGOUT	MODIFY	DEFLT	OK

- Select a slogan, using keys  and  or numeric key.
- Touch ; the following will be displayed on the screen:

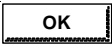
ADVERT DIE MODIF		SUP
STATUS	<input checked="" type="button" value="NOT ACTIVE"/> <input type="button" value="ACTIVE"/>	
NAME	<input type="button" value="MARKETING"/>	
NUMBER	1	
EXIT	YES	
<input type="button" value="ESCAPE"/>		<input type="button" value="LOAD"/> <input type="button" value="OK"/>

- Modify the NAME mode, or insert the memory card into the reader, on the right side of the machine and touch to initiate the downloading operation.

INFO
LOADING IN PROGRESS


then:



INFO
LOADING SUCCESSFUL
<input type="button" value="OK"/>

- Touch .
- The downloaded scale is now accessible in SCALE menu in user mode.

4.13 Rate configuration



To set a predefined rate configuration as a default parameter, see paragraph 4.1 "Enabling the supervisor mode" in this section.

To modify the name (except for "user rate") or the characteristics of a predefined rate configuration, the procedure is the same as in the user mode, followed by touching , then . Then the screen displays:

STORE RATE CONFIGURATION ?

Then, touch .

4.14 Dynamic scale high accuracy configuration mode

The HIGH ACCURACY mode (H. A.) is used to improve the weighing accuracy. When this mode is selected, the speed may be decreased.

To enable or disable the HIGH ACCURACY mode:

- From the main screen (in supervisor mode), touch the SCALE area; the DYNAMICSCALE tab is displayed:

<<	WP	DYNAMIC SCALE...	DEFAUL...	>>	
SUP					
1	DYNAMIC SCALE OFF			▲	
2	DYNAMIC WEIGHTING ON				
3	DYNAMIC SCALE BATCH				
▼					
HOME		LOGOUT	HI ACC	DEFLT	OK

- Touch **HI ACC**, the below screen appears:




HIGH ACCURACY SETUP		SUP
HIGH ACCURACY	ON	OFF
ESCAPE		OK



- Enable (or disable) the function, touching **ON** (or **OFF**), and confirm with **OK**.

4.15 Programming memories 1 to 9

Up to 9 configurations may be stored into memories 1 to 9.

- From the main menu, make all the required selections on the machine (amount, department, text, scale, moistening, etc., verifying that they are active);
- Touch **OK** to return to the main menu.
- Touch **JOBS** in order to display the memory list:

JOB MEMORIES		SUP
0	USER JOB MEMORY	 
1	MARKETING	
2	DIRECTION	
3	DESIGN	
4	M4	
5	M5	
6	M6	
		
HOME LOGOUT MODIFY STORE OK		

- Select a memory using  and  keys or by entering its number.
- In order to assign a name to the memory, touch **MODIFY** instead of **OK**:

MEMORY SETUP		SUP
NAME	DIRECTION	
NUMBER	1	
ESCAPE OK		

To modify the NAME of memory, touch the NAME area to have access to the alphanumerical entry screen (see next paragraph).
Validate by touching .

- Touch to validate the memory; the screen displays:

A rectangular screen with a black header bar containing the word "INFO" in white. Below the header, the text "CONFIRM SETUP OF JOB MEMORY X" is centered. At the bottom of the screen, there are two buttons: "ESCAPE" on the left and "OK" on the right.

or (if the memory "X" is already used):

A rectangular screen with a black header bar containing the word "INFO" in white. Below the header, the text "CONFIRM OVERWRITING OF JOB MEMORY X" is centered. At the bottom of the screen, there are two buttons: "ESCAPE" on the left and "OK" on the right.

- To validate, touch ; the screen displays (if the departments are "ON"):

A rectangular screen with a black header bar containing the word "INFO" in white. Below the header, the text "DEPARTMENT IN JOB MEMORY: YES OR NO" is centered. At the bottom of the screen, there are two buttons: "NO" on the left and "YES" on the right.

- Touch to validate the department previously selected.
You will keep a photograph of the machine status before returning to the initial screen.

4.16 Text modification

The screenshot shows a screen titled "TEXT MODIF..." with a "SUP" label in the top right corner. The screen contains three input fields: "STATUS" with a dropdown menu showing "NOT ACTIVE" and "ACTIVE", "TEXT" with a text box containing "TEXT 4", and "NUMBER" with a text box containing "4". At the bottom, there are two buttons: "ESCAPE" on the left and "OK" on the right.

- From the main menu where is a text to modify, select the text area and **MODIFY**.

The screenshot shows a screen titled "ENTER NAME AND PRESS OK" with a "SUP" label in the top right corner. Below the title, it says "12 CHARS MAX" and "MARKETI_". Below this is a 3x10 grid of characters. The first row contains Q, W, E, R, T, Y, U, I, O, P. The second row contains A, S, D, F, G, H, J, K, L, and a left arrow. The third row contains Z, X, C, V, B, N, M, SPACE, and a right arrow. At the bottom, there are three buttons: "ESCAPE" on the left, "123" in the middle, and "OK" on the right.

- Select the TEXT mode, then **123** allowing to access to the following screen:

ENTER NAME AND PRESS OK										SUP																															
12 CHARS MAX																																									
MARKETI_10_																																									
<table border="1"> <tr><td>0</td><td>7</td><td>8</td><td>9</td></tr> <tr><td></td><td>4</td><td>5</td><td>6</td></tr> <tr><td>.</td><td>1</td><td>2</td><td>3</td></tr> </table>					0	7	8	9		4	5	6	.	1	2	3	<table border="1"> <tr><td>-</td><td>#</td><td>:</td><td>\</td><td>←</td></tr> <tr><td>↵</td><td>@</td><td>/</td><td colspan="2">SPACE</td></tr> </table>					-	#	:	\	←	↵	@	/	SPACE											
0	7	8	9																																						
	4	5	6																																						
.	1	2	3																																						
-	#	:	\	←																																					
↵	@	/	SPACE																																						
ESCAPE										ABC					OK																										

- **ABC** allows to access to the previous screen.
- To select a character, simply touch the desired character.
- Key **C** is used to backspace (with deletion).
- Validate completed name with **OK**.



You can use the "↵" character to print your text within two lines.

4.17 Exiting the supervisor mode

To deactivate the supervisor mode, select the **LOGOUT** key from the supervisor menu (return to the main menu) or press key **i** which will set the machine to the sleep mode.

SECTION C: MAINTENANCE ADVICE

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1. TROUBLE SHOOTING

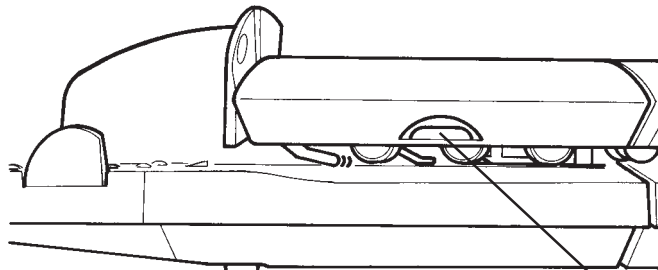
1.1 Misfeed

1.1.1 In the standard automatic feeder

- Open the feeder cover.
- Unlock the conveyor. Press back on the central blue button then lift the conveyor.
- Remove the misfed envelopes.
- Press the conveyor to put it in place again.
- Shut the cover.

1.1.2 In the mixed-mail feeder

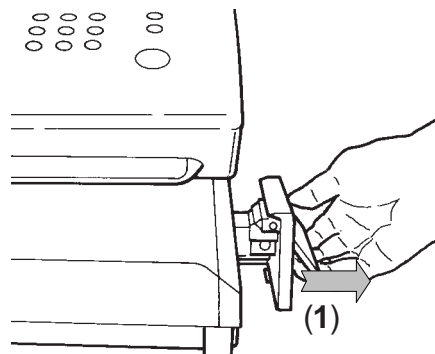
- Pull the handle forward in order to release the feeder cover.



- Remove the misfed envelopes.
- Shut the cover.

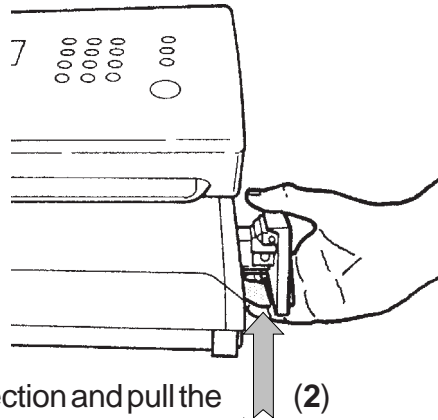
1.1.3 In the mailing machine

- With your fingers, lift and pull the handle located on the right side of the machine, in direction (1).
- Remove the misfed envelopes.
- Push the handle into the machine to close.

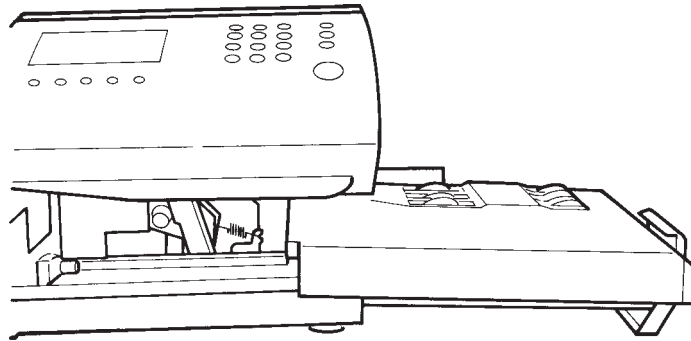


Trouble shooting 139

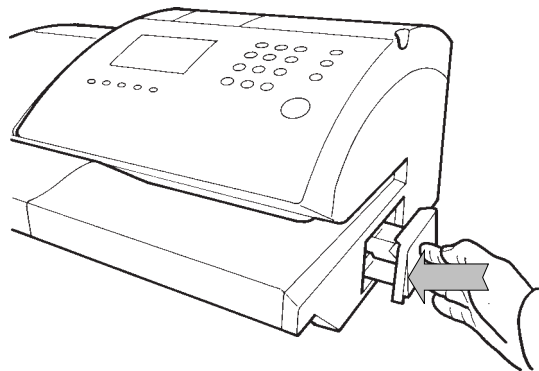
When more free space is required to facilitate the access to the machine, you may shift the whole machine table sideways by lifting the tab under the handle in direction (2).



- With handle open, push lever underneath in an upwards direction and pull the drawer open.
- Then the drawer is fully open



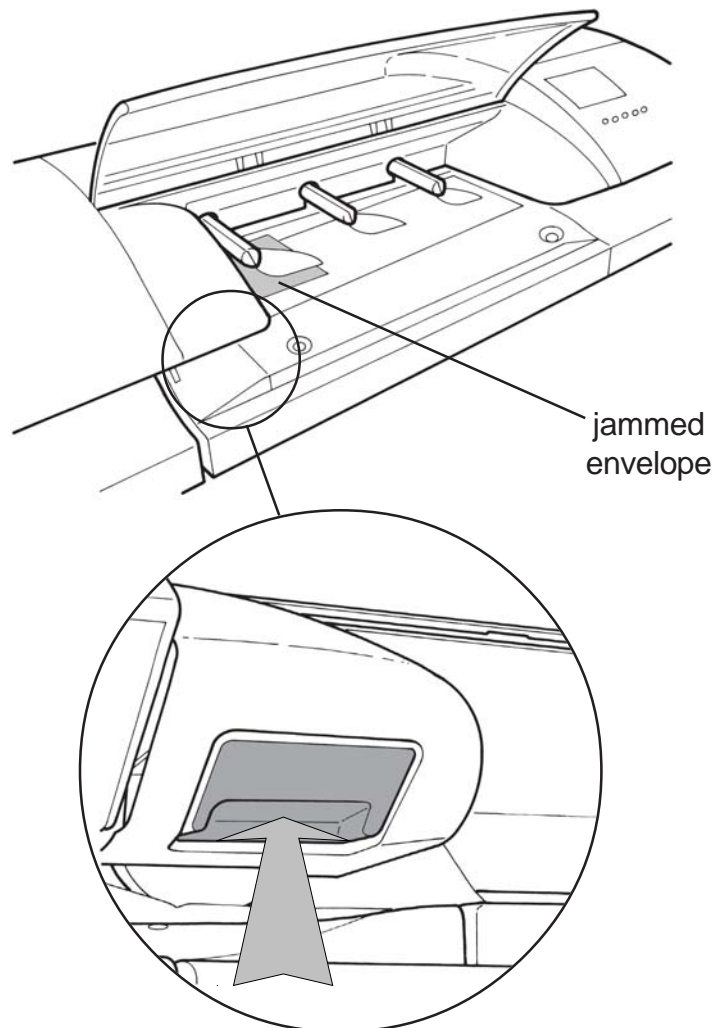
- After the misfeed has been cleared, firmly push the whole assembly into the machine.



1.1.4 In the dynamic scale

In the event of a jam under the conveyor

- Open the cover of the dynamic scale;
- Press the handle on the left side in order to raise the conveyor;



- Remove the envelope jammed;
- Release the handle to restore the conveyor to its position;
- Close the cover.

1.2 Problems machine and feeder

PROBLEM	SOLUTION
The machine cannot get started.	Check the power cord and the connection.
The printer does not operate	<ul style="list-style-type: none">- Is it switched on? Is it connected?- Is the printer mode selected in the SETUP menu?
The feeder does not operate.	<ul style="list-style-type: none">- Make sure that it is properly connected (see page 25).
The machine displays the message "COVER OPEN" at start-up.	<ul style="list-style-type: none">- Make sure that the feeder and machine covers are closed.- Is the feeder connected?- If you have no feeder, make sure that the terminator is fitted (see page 25).
The machine does not print and displays no message.	<ul style="list-style-type: none">- Make sure in menu IMPRNT/MODE that the machine is not in the PASSTHR or the MESSAGE mode (with no message selected). Return to NORMAL mode.- Did you remove the protections from the printhead before inserting it into the machine?- Clean the printhead (menu CLEAN).

PROBLEM	SOLUTION
Poor printing quality	<ul style="list-style-type: none"> - See paragraph "Cleaning the printhead". - Make sure that the side drawer is properly closed.
Envelopes are stained	<ul style="list-style-type: none"> - Make sure that the side drawer is properly closed. - Clean rollers (see "General maintenance" section) and the table.
Poor moistening or no moistening (standard automatic feeder)	<ul style="list-style-type: none"> - Is the machine in the moistening mode? - Make sure that the bottle is not overfilled or empty. - Slightly shake the bottle to eliminate air bubbles. - Check the brush and the sponges (see "General maintenance" section).
Poor moistening or no moistening (mixed-mail feeder).	<p>Is the moistening mode selected appropriate?</p> <ul style="list-style-type: none"> - Make sure that the bottle is not overfilled (see section A, "Filling of the water bottle"). - Gently shake the water bottle in order to eliminate air bubbles. - 1: increase the moistening level - 2: if step 1 is not effective, clean the filter (see "General Maintenance" in section C). - 3: if step 2 is not effective, clean the moistening ramp.

PROBLEM	SOLUTION
Envelopes are not fed properly or are double.	<ul style="list-style-type: none"> - Fan the envelopes (see "Envelope feeding"). - Bevel the edge of envelope stack ("Envelope feeding" page 36). - With the standard feeder, make sure that the feeder A position is selected for thin items. - With the mixed-mail feeder, make sure that the inserter mode is not selected.
Items are not properly ejected.	<ul style="list-style-type: none"> - Make sure that the side drawer is properly closed. - Clean the rollers.
Labels are not properly fed.	<ul style="list-style-type: none"> - Avoid leaving the labels too long in the machine. - Avoid placing too many labels in the dispenser (80 max.)
The scale does not communicate with the machine.	Make sure that it is properly connected.
Communication error	Check the insertion of the meter module.

1.3 Problems roll tape dispenser

PROBLEM	SOLUTION
M267 - RTD absent or not ready Switch RTD off on. Check the cable	STEP 1: Power machine off and on (by switching the on/off button). If the fault is cleared then, print a zero value label to confirm. STEP 2: Check if the serial cable is fitted correctly -
M281 - Unsupported operation Please Set Meter to print Multilabels on the RTD	Wait 5 sec between two labels.
M282 - Operation not allowed on the RTD Please choose ALD	Operation not allowed on the RTD choose ALD for print the IJ test pattern.
R100 - End of RTD roll. Clean printhead, then install new roll.	Step 1: change roll media. Step 2: clean the print head. Step 3: install correctly the paper.
R101 - Missing RTD roll. Clean printhead, then install new roll.	Step 1: install new roll media. Step 2: clean the print head. Step 3: install correctly the paper.
R110 - RTD country code error Call Services	Turn Power machine off and on. If after 2 attempts the fault is still not cleared, then ask for RTD exchange procedure.

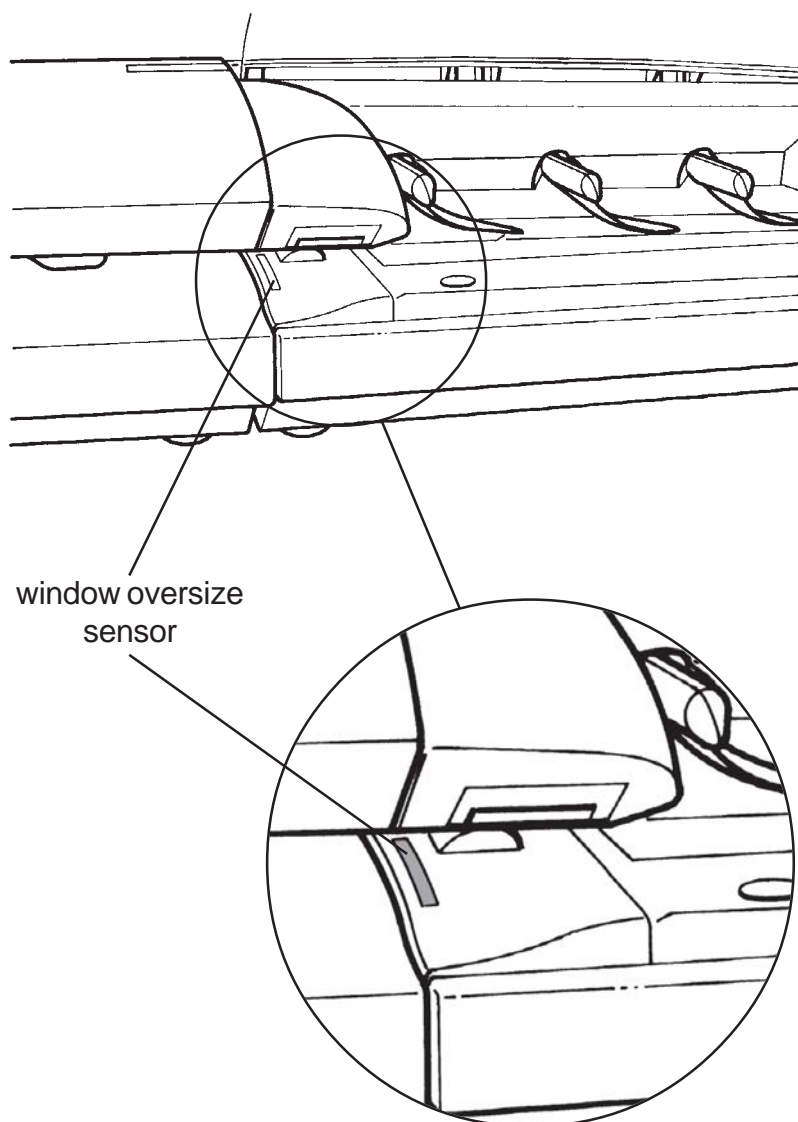
PROBLEM	SOLUTION
R120 – RTD busy	Just wait and retry.
R130 – RTD motor error Call Services	Turn Power machine off and on. If after 2 attempts the fault is cleared then, print a zero value label to confirm. If the fault is still not cleared, then ask for RTD exchange procedure.
R140 - RTD top case open Close the top case	Step 1: close the top case Step 2: If not cleared, turn Power machine off and on. If after 2 attempts the fault is cleared then, print a zero value label to confirm. If the fault is still not cleared, then ask for RTD exchange procedure.
R150 – RTD printhead error Call services	Turn Power machine off and on. If after 2 attempts the fault is cleared then, print a zero value label to confirm. If the fault is still not cleared, then ask for RTD exchange procedure.
R151 - RTD Voltage printhead error Call services	Check the power supply. If it is appropriate to the RTD: output 20 V- 2,5 A.

PROBLEM	SOLUTION
R152 - RTD overheating printhead Call services	Step 1: check if the RTD is close to a heat source or is exposed to direct sunlight. Step 2: if yes, move the RTD. Step 3: wait 15 mn to cool down.
R160 - Communication error Check Cables	Step 1: turn Power machine off and on . If after 2 attempts the fault is not cleared then, Step 2: check if the cable is correctly connected; if not, Step 3: change the cable or ask for RTD exchange procedure.
R170 – Invalid scale for RTD. Choose another scale	Step 1: switch OFF/ON the RTD to reload scale. Step 2: retry to print a "0" value label to confirm. Step 3: if not, choose another scale.
R180 – Signature error. Call services	Turn Power machine off and on. If after 2 attempts the fault is cleared then, print a zero value label to confirm. If the fault is still not cleared, then ask for RTD exchange procedure.

PROBLEM	SOLUTION
R190 – Wrong meter identification Call services	Turn Power machine off and on. If after 2 attempts the fault is cleared then, print a zero value label to confirm. If the fault is still not cleared, then ask for RTD exchange procedure.
R200 – RTD printhead error Call services	Turn Power machine off and on. If after 2 attempts the fault is not cleared, then ask for RTD exchange procedure.
R210 – RTD unknown command Call services	The RTD software version is older than the mailing machine software version. Ask for RTD exchange procedure.

1.4 Problem dynamic scale

MESSAGE	SOLUTION
S105 Oversize sensor error. Clear and clean window under dynamic scale unjam handle.	See below

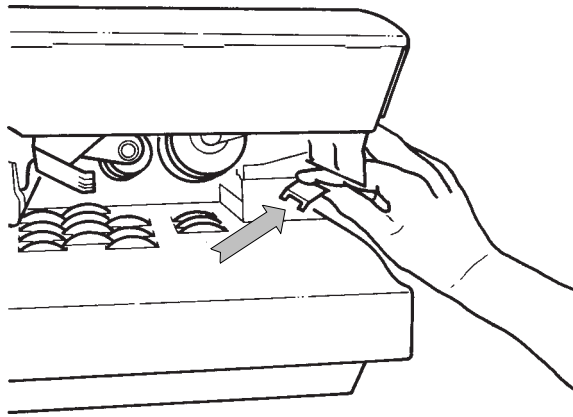


Trouble shooting 149

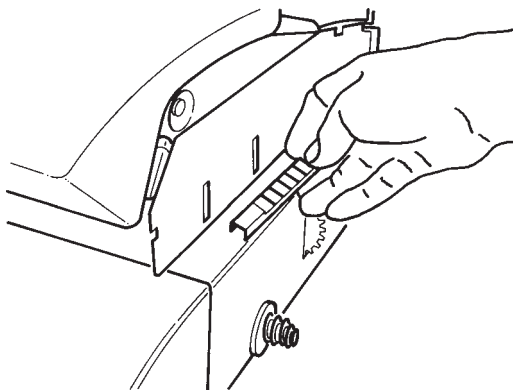
2. GENERAL MAINTENANCE

2.1 Replacement of the brush and moistening sponges

- Switch off the mailing machine.
- Separate the feeder from the mailing machine.
- Unlock the conveyor (central blue button) and lift it.
- To remove the brush, raise it and lightly pull it.
- Install new brush by snapping the clips onto the brush holder.



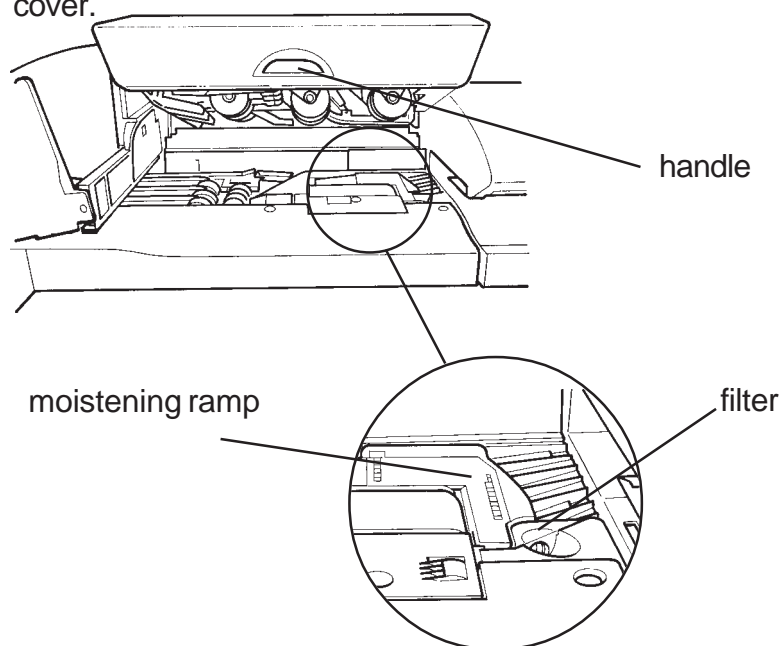
- To remove the sponges, take off the metal sponge retainer.
- Replace sponges (3 required) and reinstall retainer.



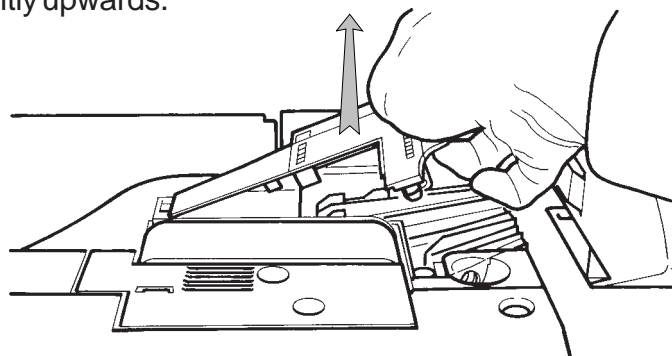
2.2 Mixed-mail feeder

Replacing (or cleaning) the moistening ramp and the filter

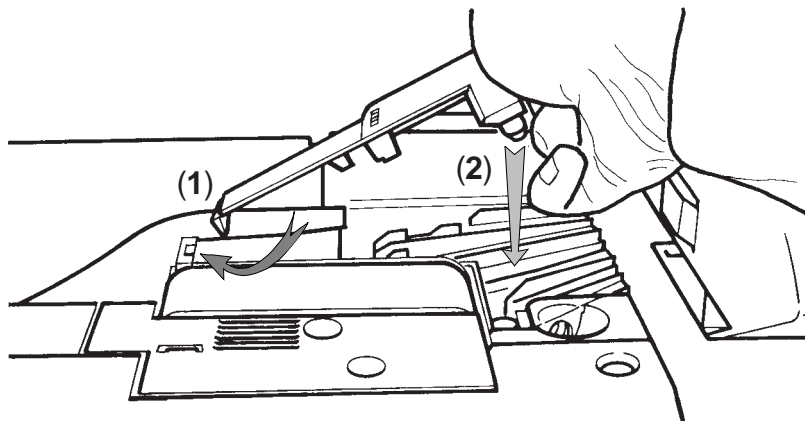
- **Switch the machine off.**
- Pull the handle in the forward direction, in order to release the cover.



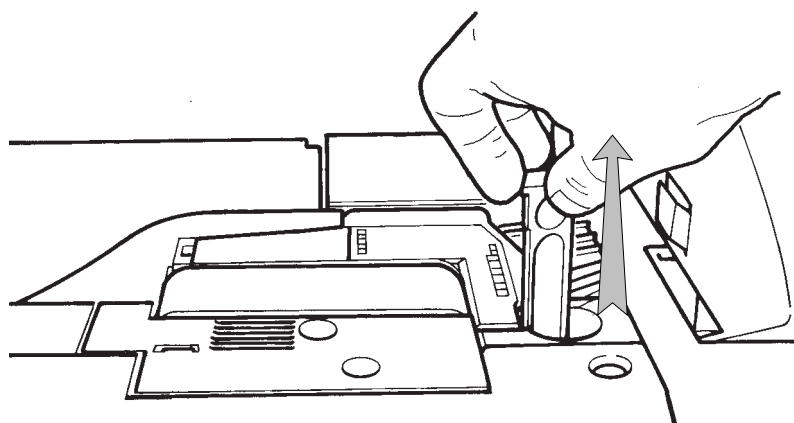
- In order to remove the moistening ramp, straighten it and pull it slightly upwards.



- In order to put the moistening pathway back in its place, insert the left end under the table (1), then lower the moistening ramp (2) and snap it on.



- To remove the filter, carefully pull it upwards:



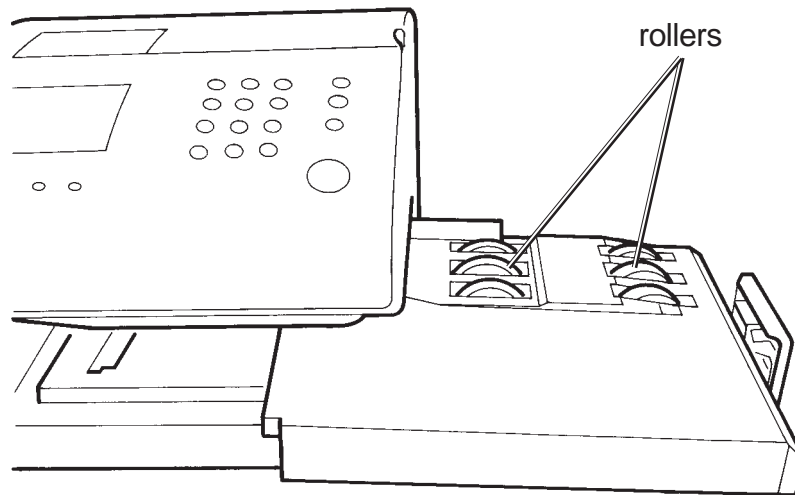
To clean the filter, rinse it with water.



The filter needs to be cleaned once a week if sealing is used.

2.3 Cleaning of the rollers

Shift the machine table sideways by releasing handle (see paragraph 1.1.2 "In the mailing machine" in this section).

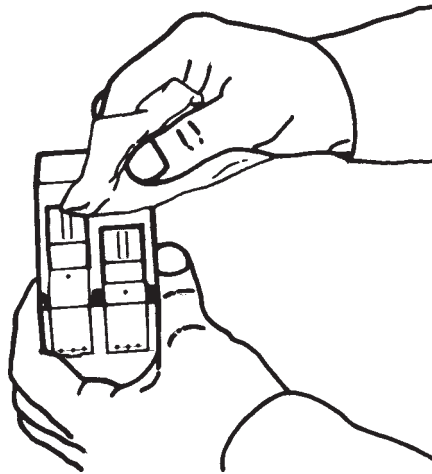


Clean the rollers with a damp cloth.

2.4 Cleaning the printhead

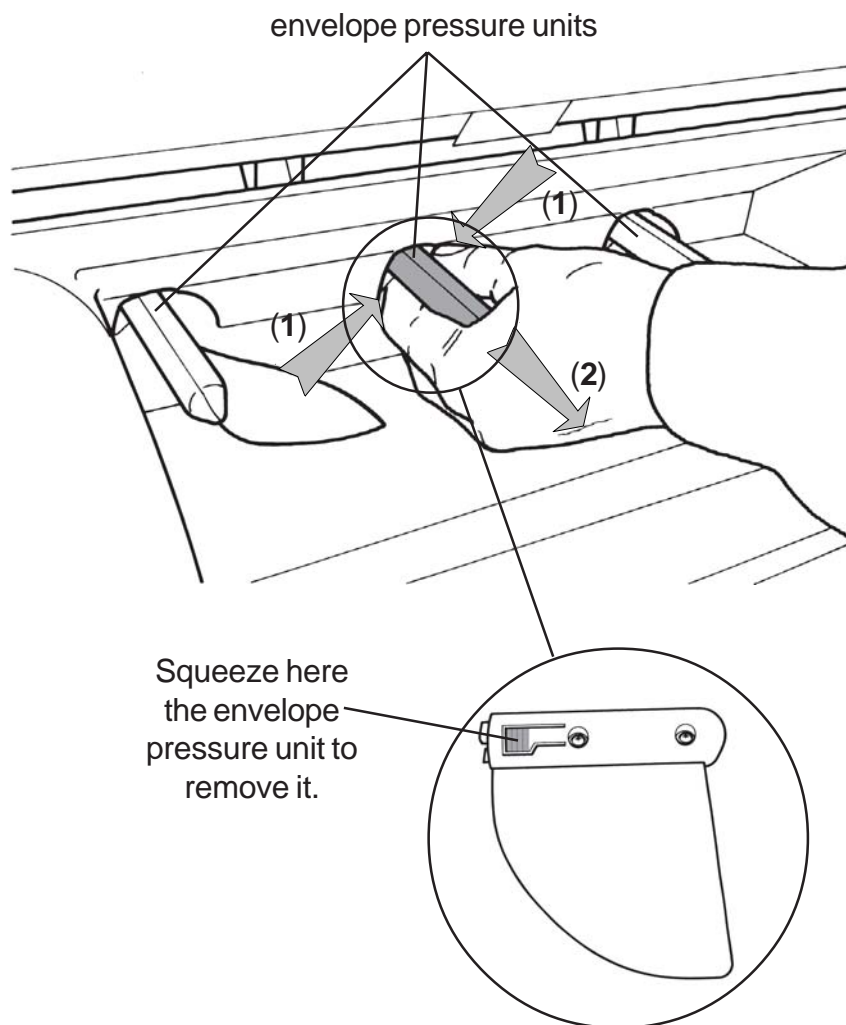
In case of poor printing quality:

- Press **MENU** key then **CLEAN**, in order to run a cleaning cycle for the printhead, when the printing quality is getting poor or if the machine has remained unused for several days.
- If it is not enough, remove the printhead (see paragraph "Ink tank and printhead" in section A) and **clean the ink printhead**.



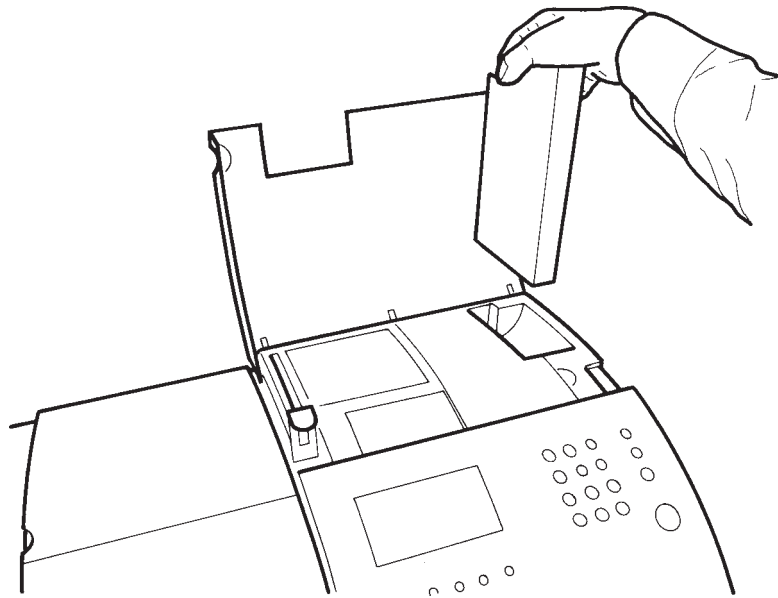
2.5 Replacing the envelope pressure units (dynamic scale)

- Squeeze (1) the pressure unit at the position indicated and pull (2).
- Insert the new pressure unit by pushing it on to the shaft until it snaps in place.



2.6 Removal of the postage meter

- Switch off the mailing machine.
- Open the cover.
- Hold the handle and pull it upwards.



2.7 Touchscreen precautions

- Do not pile up the products nor put any heavy thing on it.
- Do not give any shock or vibration to the product and not drop it.
- Do not apply water, organic solvent or chemicals such as acid and alkali to the product. Do not put the product in such atmosphere.
- Upon carrying the products be sure to hold the glass edge. Do not touch an operating surface may be stained or damaged. Never pull the cable nor give any considerable force to the peripheral circuit or cable may be broken.
- When any dust or stain is observed on a film surface, clean it using a commercial for lenses of glass or something like that.
- Enclosure edge must be between View area & active area and not touch with View area.
- The View area near by the edge of the glass is not rounded and may cause injury.

SECTION D: MAINTAINING YOUR TELE- METER SETTING® ACCOUNT

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1. ACCOUNT NUMBER

After you sign a rental agreement for your meter, you will be assigned a **TMS® (Tele-Meter Setting) Bank Account Number**. An account confirmation Welcome Letter will be mailed to you indicating your TMS® Bank Account Number and your Mailer Agreement Number. These number should be kept in a safe place, yet be readily available, because they are used for all **TMS®** account maintenance transactions.

2. ACCOUNT BALANCE

You can use the Hasler Automated TMS® system to check your TMS® Bank Account status and other important TMS® information.. Simply call **1-800-248-8013** and use your touchtone phone to enter your TMS® Bank Account Number and your Mailer Agreement Number. Then select from the menu options.

You can also go online to (1) www.infonowonline.com or (2) www.haslerinc.com and select Postage Accounts (TMS). You will need to enter TMS® Bank Account Nnumber and your Mailer Agreement Number. Then select from the menu options.

With either system, you can then receive details regarding your **Account Balance** (includes the current balance, the available balance and any unpaid advances), You can also receive information on holiday schedules, meter operating guides, liscensing forms, payment addresses, and customized TMS Bank Account statements.

3. STATEMENTS

You can receive a daily, weekly, monthly, or quartly statement of all activity in your TMS® Bank Account. To be setup on Automatic Statements you must make a request by fax (203-925-5464) or by

calling (1-800-248-8013). This statement includes deposits, remote meter settings, transaction fees and the ending account balance.



- If there is no account activity you will not receive a statement.*
- You can request statements to be emailed or faxed automatically to your location.*

4. POST OFFICE REGULATIONS

United States Postal Service regulations require that your meter must be audited at regular intervals (currently set at 90 days). For your convenience an audit is automatically performed each time you add postage.

If you do not add postage or perform an audit within a 90 day period, a **“PO LOCKOUT”** message is displayed on the meter and postage printing is disabled. To clear the lockout, simply press the **⓪** key and a **CLEAR LOCKOUT** transaction will be processed via the modem connection. When the transaction is completed, postage printing is enabled for another 3 months. See Clear Lockout.

5. POSTAGE NOW

Get the postage you need, when you need it, without having to call ahead of time. PostageNow, a service of the United States Postal Service, gives you the option to seamlessly fund your postage needs simply by setting your postage meter!

With PostageNow™ TeleFunds™

Last-minute mailings are no longer a problem. Now, you can have immediate access to additional postage funds simply by setting your meter! Postage funds will auto-matically be debited from your specified corporate bank account, usually the next business

day, but the postage is provided immediately by the USPS. No prefunding required.

Choosing seamless postage funds availability with PostageNow TeleFunds means you won't have to maintain a minimum balance in your TMS Bank Account. And, with PostageNow TeleFunds, there's never a transfer processing fee—ever.

To begin using PostageNow TeleFunds, simply fill out the ACH Customer Authorization and Agreement form, check the PostageNow TeleFunds option, and fax the form with a voided check to 1-800-237-0692. There is a one-time, \$15 set-up fee for new accounts and a \$10 pre-note (test of the corporate bank account).

With PostageNow OnDemand

If you prefer to have more control over your postage, you may choose instead to call ahead to debit a specified amount of postage funds from your corporate bank account with PostageNow OnDemand. The PostageNow OnDemand option can only be accessed during the operating hours of the TMS Center. There will be a \$5 processing fee each time you call to debit funds. To begin using PostageNow OnDemand, simply fill out the ACH Customer Authorization and Agreement form, check the PostageNow OnDemand option, and fax the form with a voided check to 1-800-237-0692. There is a one-time, \$15 set-up fee for new accounts and a \$10 pre-note (test of the corporate bank account).

6. STANDARD TMS® BANK ACCOUNTS

Standard TMS® Bank Accounts are prefunded and require that money be in your TMS® Bank Account to add postage to your meter. After using the TMS® system to add money to your meter,

your account decreases by the amount of the postage added. Remember to deposit sufficient funds to cover your planned setting withdrawals.

Upon receipt of the check, your TMS® Bank Account will be credited with your deposit (allow 7 to 10 business days for the check to be received and posted).

Make your check out to **United States Postal Service**, and write your TMS® Bank Account on the check.

Always enclose your **Coupon** with your check. This will assure the fastest and most accurate bank processing. You will receive a package of coupons in the mail shortly after setting up your TMS® Bank Account. Replacements are re-ordered automatically when you submit your 20th coupon with your check.

7. WHERE TO MAIL YOUR DEPOSIT:

**From The United States Postal Service
And Hasler , Inc.**

1 All checks for postage should be made payable to: **United States Postal Service**

****** Your Five digit AMS-TMS Account # must appear on your check.

****** Be sure to include your coupon with the green stripe with your check.

2 There are three lock box locations to send First Class Mail.
Please use the closest lock box for your location.

EASTERN UNITED STATES

CMRS-TMS

P.O. Box 7247-0217

Philadelphia, PA 19170-0217

MID-WESTERN UNITED STATES

CMRS-TMS

P.O. Box 0527

Carol Stream, IL 60132-0527

WESTERN UNITED STATES

CMRS-TMS

P.O. Box 894757

Los Angeles, CA 90189-4757

Please allow up to 7-10 days for Citibank to process your check.

3 Also, there is one location for **overnight service delivery**.

ENTIRE UNITED STATES

ATTN: Team One - TMS
Citibank Lockbox # 0217
1615 Brett Rd
New Castle, DE 19720

Please allow up to 48 hours for Citibank to process your check.

4 The Post Office will accept Wire Transfers:

Send Wire Transfers to:

Citibank , 111 Wall St., New York, NY 10043
ABA Routing # 021000089
CMRS/Ascom
Account # 4067-8617

Detail Payment Field:

TMS Account #

Include your TMS Acct# to ensure accurate credit for your transfer

Send ACH Transfers to:

Citibank, 111 Wall St., New York, NY 10043
ABA Routing # 021000089
CMRS/Ascom
Account # 4067-8617

Type:

CCD/CCD+ TMS Postage Account # in positions 40 thru 47

5 If we can be of further assistance, please contact any TMS Representative at **1-800-248-8013** or **FAX 800-237-0692**.

INTERNATIONAL LETTER POST COUNTRY CODE CHART

COUNTRY TO RATE GROUP REFERENCE TABLE

<u>Country</u>	<u>Rate Group</u>	<u>Country</u>	<u>Rate Group</u>	<u>Country</u>	<u>Rate Group</u>
A		Chad	5	Great Britain & Northern	
Afghanistan	5	Chile	5	Ireland	3
Albania	5	China	5	Greece	3
Algeria	5	Colombia	5	Greenland	3
Andorra	3	Comoros	5	Grenada	5
Angola	5	Congo,		Guadeloupe	5
Anguilla	5	Democratic Republic of the	5	Guatemala	5
Antigua & Barbuda	5	Congo, Republic of the	5	Guinea	5
Argentina	5	Costa Rica	5	Guinea-Bissau ¹	5
Armenia	5	Cote d'Ivoire (Ivory Coast)	5	Guyana	5
Aruba	5	Croatia	5	H	
Ascension	5	Cuba	5	Haiti	5
Australia	4	Cyprus	5	Honduras	5
Austria	5	Czech Republic	5	Hong Kong	5
Azerbaijan	5	D		Hungary	5
B		Denmark	3	I	
Bahamas	5	Djibouti	5	Iceland	3
Bahrain	5	Dominica	5	India	5
Bangladesh	5	Dominican Republic	5	Indonesia	5
Barbados	5	E		Iran	5
Belarus	5	Ecuador	5	Iraq	5
Belgium	3	Egypt	5	Ireland (Eire)	3
Belize	5	El Salvador	5	Israel	3
Benin	5	Equatorial Guinea	5	Italy	3
Bermuda	5	Eritrea	5	J	
Bhutan	5	Estonia	5	Jamaica	5
Bolivia	5	Ethiopia	5	Japan	4
Bosnia-Herzegovina	5	F		Jordan	5
Botswana	5	Falkland Islands	5	K	
Brazil	5	Faroe Islands	3	Kazakhstan	5
British Virgin Islands	5	Fiji	5	Kenya	5
Brunei Darussalam	5	Finland	3	Kiribati	5
Bulgaria	5	France	3	Korea, Democratic People's	
Burkina Faso	5	French Guiana	5	Republic of (North)	5
Burma (Myanmar)	5	French Polynesia	5	Korea, Repub. of (South)	5
Burundi	5	G		Kuwait	5
C		Gabon	5	Kyrgyzstan	5
Cambodia	5	Gambia	5	L	
Cameroon	5	Georgia, Republic of	5	Laos	5
Canada	1	Germany	3	Latvia	5
Cape Verde	5	Ghana	5	Lebanon	5
Cayman Islands	5	Gibraltar	3	Lesotho	5
Central African Republic	5			Liberia	5

COUNTRY TO RATE GROUP REFERENCE TABLE

<u>Country</u>	<u>Rate Group</u>	<u>Country</u>	<u>Rate Group</u>	<u>Country</u>	<u>Rate Group</u>
Libya	5	Poland	5	Tanzania	5
Liechtenstein	3	Portugal	3	Thailand	5
Lithuania	5	Q		Togo	5
Luxembourg	3	Qatar	5	Tonga	5
M		R		Trinidad & Tobago	5
Macao	5	Reunion	5	Tristan da Cunha	5
Macedonia, Republic of	5	Romania	5	Tunisia	5
Madagascar	5	Russia	5	Turkey	5
Malawi	5	Rwanda	5	Turkmenistan	5
Malaysia	5	S		Turks & Caicos Islands	5
Maldives	5	St. Christopher (St. Kitts) &		Tuvalu	5
Mali	5	Nevis	5	U	
Malta	5	Saint Helena	5	Uganda	5
Martinique	5	Saint Lucia	5	Ukraine	5
Mauritania	5	Saint Pierre & Miquelon	5	United Arab Emirates	5
Mauritius	5	Saint Vincent & Grenadines	5	Uruguay	5
Mexico	2	San Marino	3	Uzbekistan	5
Moldova	5	Sao Tome & Principe	5	V	
Mongolia	5	Saudi Arabia	5	Vanuatu	5
Montserrat	5	Senegal	5	Vatican City	3
Morocco	5	Serbia-Montenegro		Venezuela	5
Mozambique	5	(Yugoslavia)	5	Vietnam	5
N		Seychelles	5	W	
Namibia	5	Sierra Leone	5	Wallis & Futuna Islands	5
Nauru	5	Singapore	5	Western Samoa	5
Nepal	5	Slovak Republic (Slovakia)	5	Y	
Netherlands	3	Slovenia	5	Yemen	5
Netherlands Antilles	5	Solomon Islands	5	Z	
New Caledonia	5	Somalia ¹¹	5	Zambia	5
New Zealand	4	South Africa	5	Zimbabwe	5
Nicaragua	5	Spain	3		
Niger	5	Sri Lanka	5		
Nigeria	5	Sudan	5		
Norway	3	Suriname	5		
O		Swaziland	5		
Oman	5	Sweden	3		
P		Switzerland	3		
Pakistan	5	Syrian Arab Republic			
Panama	5	(Syria)	5		
Papua New Guinea	5	T			
Paraguay	5	Taiwan	5		
Peru	5	Tajikistan	5		
Philippines	5				
Pitcairn Island	5				

SPECIFICATIONS

- **Speed:**

- WJ185 in weighing mode* : up to 100 envelopes/minute
- WJ185 not in weighing mode* : up to 185 envelopes/minute
- WJ220 in weighing mode* : up to 120 envelopes/minute
- WJ220 not in weighing mode* : up to 220 envelopes/minute
- WJ250 in weighing mode* : up to 120 envelopes/minute
- WJ250 not in weighing mode* : up to 250 envelopes/minute

* with dynamic scale

- **50 departments for WJ185**

200 departments for WJ220 and WJ250

- **10 job memories**

- **Dimensions and weight**

- Mailing machine width : 13 "
- Standard feeder width : 10.6 "
- Mixed-mail feeder width : 28.2 "
- Dynamic scale width : 21.5 "
- Feed platform width : 9 "
- Depth : 18 "
- Height (with standard feeder) : 10 "
- Height (with mixed-mail feeder) : 12.6 "
- Mailing machine weight : 35 lbs.
- Feeder weight : 26 lbs.
- Mailing machine weight : 34 lbs.
- Standard feeder weight : 26 lbs.
- Mixed mail feeder weight : 57 lbs.
- Dynamic scale weight : 48.5 lbs.
- Feed platform weight : 3 lbs.

• **Envelopes dimensions and weights**

	Standard feeder	High perf. feeder
Min. length	5.5 "	5 "
Max. length	13 "	15 "
Min. width	3.5 "	3.5 "
Max. width	10.5 "	12 "
Moistening max thickness	0.3 "	0.4 "
Flap min. height	1.5 "	1 "
Flap max. height	3 "	4 "

- Max. thickness (without dynamic scale) : 5/8 "
- Max. thickness (with dynamic scale) : 1/2 "
- Min. weight (dynamic scale) : 0.1 oz
- Max. weight (dynamic scale) : 35 oz



Some envelopes should be placed with their flap open, in order to ensure proper sealing.

• **Resolution in dynamic weighing mode: 0.1 oz**

• **Label dimensions (pre-cut and self-adhesive)**

- Max. width : 1.6 "
- Min. length : 6 "
- Max. length : 8.3 "

• **Rolls for roll tape**

- Width : 1.45 "
- Length : 150 yd
- Capacity : 600 imprints (± 10 %) with indicium only

- **Power requirements**

- Powersupply : 120 V (\pm 10% -5%) 3 wire grounded circuit (up to standards NFC15-100)
- Frequency : 60 Hz
- Max. current rating (full configuration): 2 A

- **Operating conditions**

- Ambient temperature : 41 to 104 °F
- Relative humidity : 15 to 80 % with no condensation

- **Storage of labels:**

It is recommended at room temperature (77°F) and 50% relative humidity. Mind the "best before" date.

- **Noise: 73 dBA**

ORDERING SUPPLIES

<u>Item</u>	<u>Part Number</u>
Labels (single, pack of 300)	7465233-01
Use when printing meter stamps with or without messages	
Labels (double, pack of 300)	7465593
Use only when printing meter stamps without messages	
WJ185 Ink Cartridge	4102910P
WJ220/110 Printhead	4127025J
WJ220 175 ml Ink tank	4127175Q
WJ250 350 ml Ink tank	4127176R
MMF Water Bottle	4124817J
MMF Moistener Kit	4126848Z
(filter and moistening ramp)	
Moistener Brush	EMFA570/0174
Moistener Sponges (3 each required)	EMFD530/1119
Sure Seal Solution	7457464
Customer Equipment Care Kit	7457283
WJ185/220/250 User's Guide	4127718F
Modem Telephone Cable	4102525N
AC Power Cord	CRAC12379
Rolls (box of 5 rolls)	4122446P
Cleaning pen (RTD)	4122419L
Platen roller kit (RTD)	4122658k

CONTACT INFORMATION

Hasler®, Inc.
19 Forest Parkway
Shelton, CT 06484-6140
www.haslerinc.com

Customer Service Helpdesk

1-800-243-6275

Call for customer service or for your local dealer telephone number for technical support. The Customer Service Helpdesk can also direct you on where to obtain supplies for your Hasler mailing system.

TMS® Automated Account Information

1-800-248-8013

Call to check Account Balance, or other account information via touch-tone telephone. You can also talk to a customer service representative using this number.

TMS® Automated Account Information Online

(1) www.infonowonline.com or (2) www.haslerinc.com and select Postage Accounts (TMS).

An online site that can answer all your details regarding your **Account Balance** (includes the current balance, the available balance and any unpaid advances), You can also receive information on holiday schedules, meter operating guides, licensing forms, payment addresses, and customized TMS Bank Account statements.

TMS® Modem Telephone Number

1-800-446-6029

Modem telephone number set up in meter

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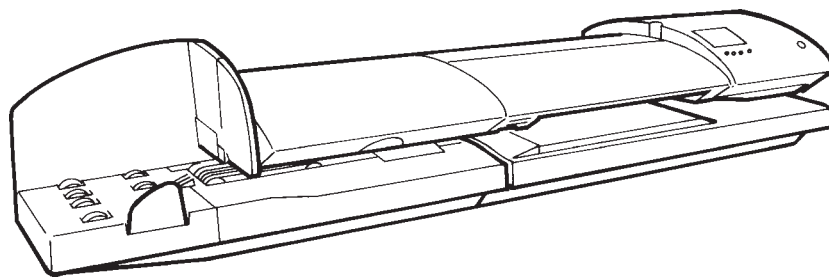
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USER'S GUIDE

WJ185/220/250

MAILING MACHINE



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