

Operating Guide

**Mailing Systems
And Solutions**

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WJS70 Electronic Scale



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WJS 70 Operating Guide 04/2002 Form 50809

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P.O. Box 858
19 Forest Parkway
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HASLER

19 Forest Parkway
Shelton, CT 06484-6140

Telephone: 800/793-0180, 203/926-1087

Fax: 203/929-6084

E-Mail: info@ahmail.com

Web Site: <http://www.ascomhasler.com>

Note:

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 the instructions manual, may cause harmful interference 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 interference at his/her own expense.

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Hasler Model WJS 70 Postal Computing Terminal

The Hasler Model WJS 70 Digital Postal Computing Terminal is designed for low to medium volume mailroom applications. It is equipped with many helpful features that guide the operator through the day to day mailing activities.

The terminal is interfaced to the WJP Series (WJP-30 or WJP-70) remote weighing platform. The weighing accuracy of the platforms are:

Model	Max Weight Capacity	Weighing Accuracy
WJP - 30	30 Pounds	0 to 5 lb x 0.005 lb 5 to 30 lb x 0.02 lb
WJP - 70	70 Pounds	0 to 5 lb x 0.005 lb 5 to 70 lb x 0.02 lb

Prior to using the terminal, please read this user's guide carefully and completely. Store the manual in a safe and convenient place so it will be available if you have questions concerning the operation of the terminal.

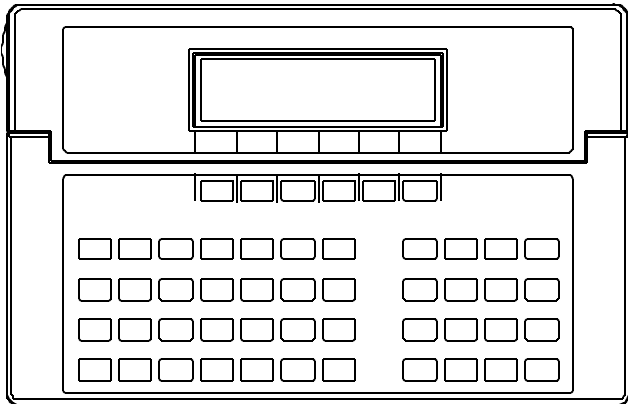


Figure 1-1: WJS-70 Front Panel

Note 1: All rates and/or functions indicated as optional are non-standard and must be purchased from Hasler.

Note 2: The statement "Only Available with Mail Accounting" indicates the key is standard on the terminal but the function is only available if the mail accounting option is purchased.

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After unpacking the terminal and weighing platform, a small amount of preparation is required before the system can be used for mailing or shipping. Please refer to Figure 2-1 below as needed.

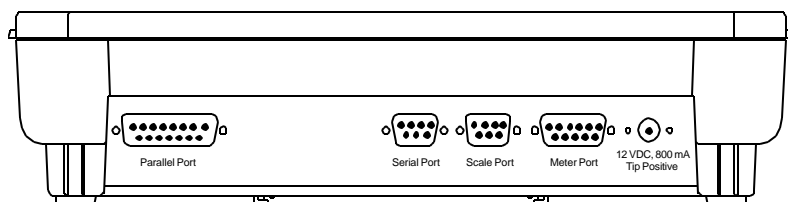


Figure 2-1: WJS 70 Back Panel

Step 1. Install the Rate Module.

1. Remove the Rate Module from the container.
2. Remove the Rate Module cover from the right side of the terminal
3. Install the Rate Module in the terminal with the label with the customer information facing up.
4. Replace the Rate Module cover.

Step 2. Connect the Weighing Platform to the Terminal.

1. Set the Weighing Platform's power switch to the ON position.
2. Locate the Weighing Platform interface cable, P/N 7465244.
3. Position the Weighing Platform in its area of use and connect the interface cable between the platform and the port labeled "Scale" on the back of the terminal.

Step 3. Install the AC Adapter.

1. After placing the terminal in its area of use, locate the Model A41408 AC Adapter.
2. Connect the female end of the AC Adapter to the male power connector on the rear of terminal.
3. Connect the other end of the AC Adapter into the AC power outlet.

Step 4. Turn the terminal's AC power "On" to begin the initialization.

The power switch is located on the right side of the terminal towards the back. Also check that the remote platform's power on LED is on. Continued on the next page.

Step 5. Initialization

The first time the terminal is turned on you will be required to enter the serial number, origin ZIP Code and Setting Code. This information is printed on the Bill of Lading included with the terminal.

1. Turn the AC power switch to the "ON" position, the terminal prompts for the "Serial Number".
2. Enter the serial number from the Bill of Lading.
3. Press the "ENT" key. The terminal displays the serial number entered and prompts you to verify (Yes or No) if the serial number displayed is correct.
 - a. If the serial number displayed is correct, press the "Yes" soft key to continue.
 - b. If the serial number is incorrect, press the "No" soft key and enter the correct serial number.
 - c. Press the "Yes" soft key. The terminal prompts for the origin ZIP Code.
4. Enter the origin ZIP Code. The terminal displays the ZIP Code entered and prompts you to verify (Yes or No) if the ZIP Code displayed is correct.
 - a. If the ZIP Code is correct, press the "Yes" soft key to continue.
 - b. If the ZIP Code is incorrect, press the "No" soft key and enter the correct ZIP Code.
 - c. The terminal prompts for the Setting Code.
5. Enter the Setting Code from the Bill of Lading. The terminal displays the options configured for the Serial Number, ZIP Code and Setting Code entries and prompts for verification (Yes or No).
 - a. If the options displayed are correct, press the "Yes" soft key to complete the initialization.
 - b. If the options displayed are incorrect, repeat this procedure or contact the local Hasler Representative.

Step 6. Weighing Platform Weight Configuration

The first time the system is used the terminal must be configured manually to match the weighing capacity of the remote weighing platform. This is Service Mode setup and must be done by the Hasler technician.

Display

The display is a LCD (Liquid Crystal Display) capable of displaying various sizes of characters and graphic images.

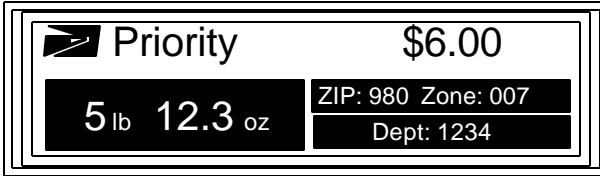


Figure 3-1: WJS 70 Display Detail

The terminal displays the prime rate, weight, shipping charge, destination ZIP Code/Zone and department (see Figure 3-1). When additional information is needed, the terminal prompts for the information in a pop-up window or displays other menu selections.

Keyboard

The keyboard is composed of rate keys, operator keys, numeric keys and six soft keys. Refer to Figures 3-2a and 3-2b for the overall layout and key locations.

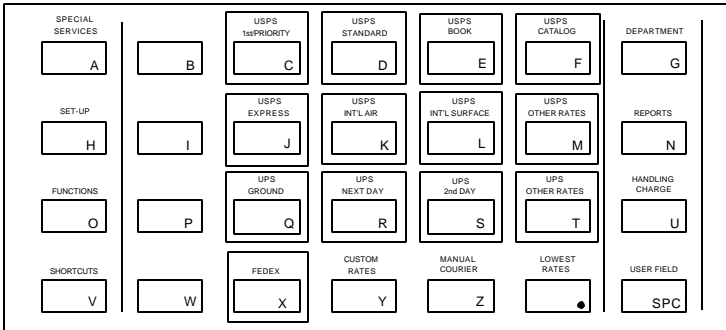


Figure 3-2a: Rate Keys and Operator Keys Layout

Continued on the next page.

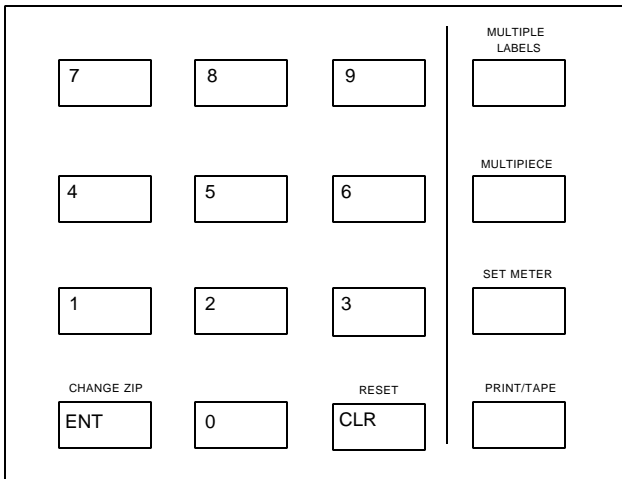


Figure 3-2b: Numeric Keys and Operator Keys Layout

Soft Keys

Both the graphic display and the six keys located below the graphic display make up the soft keys. These six keys interact with the graphic display and are used to make menu selections that guide you through the rate calculation process.

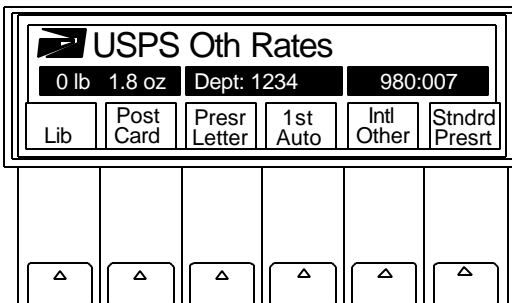


Figure 3-3: Soft Keys

USPS, UPS and Federal Express Rate Keys

The following keys are used to access the rates (USPS, UPS and Federal Express) available on the Model WJS 70 Terminal. When you press a rate key, the terminal displays the selected rate. If the selected rate is associated with a soft key, the soft key selections are displayed. **Note:** The rates indicated as optional are not standard and must be purchased from Hasler.

United States Postal Service (USPS) Rates

1st/Priority (C) – Selects the 1st Class/Priority mail rate or used as the “C” key for data entry.

Standard (D) – Selects the Standard Single Piece and Standard Parcel Post /Intra or Inter BMC rate and used as the “D” key for data entry.

Book (E) – Selects the Special 4th Class Single-Piece (Book) rate or used as the “E” key for data entry.

Catalog (F) – Selects the 4th Class Bound Printed Matter (Catalog) rate or used as the “F” key for data entry.

Express (J) – Selects the Express Post Office to Addressee (PO-ADR) rate or Express Post Office to Post Office (PO-PO) rate. The key is used as the “J” key for data entry.

Int'l Air (K) – Selects the International Air rate or used as the “K” key for data entry.

Int'l Surface (L) – Selects the International Surface rate or used as the “L” key for data entry.

Continued on the next page.

Other Rates (M) – Selects the USPS Other (optional and standard) rates via the soft keys or used as the “M” key for data entry.

•**Postcard** (standard) – 1ST Class Single Piece Postcard rate.

•**Int'l Other** (optional) – Express Demand Letter and Publisher's Periodicals rates.

•**Standard Presort** (optional) – Standard Presort rate.

•**Library** (optional)– Special 4TH Class Library Single Piece rate.

•**Presort Letter** (optional) – 1ST Class Non-Automation Presort Letter rate.

•**1ST Automation** (optional) – 1ST Class Automation Basic Letter and Flat rates.

Basic Letter - 1st Class Automation Basic Letter rate.

Basic Flat – 1ST Class Automation Basic Flat rate.

3-Digit Letter – 1ST Class Automation 3 Digit Letter rate.

5-Digit Letter – 1ST Class Automation 5 Digit Letter rate.

3/5-Digit Flat – 1ST Class Automation 3/5 Digit Flat rate.

Carrier Route – 1ST Class Automation Carrier Route Letter rate.

United Parcel Service (UPS) Rates – Optional

Ground (Q) – Selects the Ground (Commercial or Residential) rate or used as the “Q” key for data entry.

Next Day (R) – Selects the Next Day Air (Letter and Package) rate or used as the “R” key for data entry.

2nd Day (S) – Selects the 2nd Day Air (Letter and Package) rate or used as the “S” key for data entry.

Other Rates (T) – Selects the Other rates that are accessed via soft keys or used as the “T” key for data entry.

3-Day – 3-Day Select Package rate.

Canada – Canada Air (Letter/Package) and Canada Ground Standard Package rates.

Mexico - Mexico Air Letter and Package rates.

Int'l Express – Express Air Letter and Package rates.

Federal Express Rates (X) –Optional

Selects the Federal Express rates that are accessed via soft keys or used as the “X” key for data entry.

Priority Overnight – Soft key with the Priority Overnight Letter or Package rate.

Continued on the next page.

Standard Overnight – Soft key with the Standard Overnight Letter or Package rate.

Economy 2-Day Package – Soft key with the Economy 2-Day Package rate.

MANUAL COURIER (Z) – Optional and only available with Mail Accounting

The MANUAL COURIER function is used to manually enter basic carrier rate information. The key is also used as the “Z” key for data entry. Refer to page 5-9 for the Manual Courier operation procedure.

Custom Rates (Y) - Optional

The CUSTOM RATES function is used to manually enter a maximum of six user-defined rates or as the “Y” key for data entry. Refer to page 6-7 for the Custom Rates key setup procedure.

Numeric Keys

The numeric keys (0-9) are used to make a numeric entry, such as a ZIP code.

Operator Keys

The rest of the keys are classified as function keys and are used to control the operation of the terminal. Pressing the key will activate the selected function or display multiple selections over the soft keys.

Special Services Key (A)

This key is used to select the carrier special services. The valid special services are indicated on the display above the corresponding soft keys and accessed via the soft keys. The key is used as the “A” key for data entry.

Continued on the next page.

- Reg** (Registered) – When selected, the terminal displays “*Registered with Insurance?*” with “*Yes*” and “*No*” above the soft keys. If you select “*Yes*”, the terminal prompts you to “*Enter Registered Amount*” and will include the postal insurance. If you select “*No*”, the terminal prompts you to “*Enter Registered Amount*” but will not include postal insurance. The insurance fee is based on the amount entered and displayed for two seconds. USPS
- Cert** (Certified)- When selected, the fee for the transaction is displayed for two seconds. USPS
- Retrn/Rcpt** (Return Receipt) - When selected, the terminal displays “*Return Receipt with Addressee?*” with “*Yes*” and “*No*” above the soft keys. If you select “*Yes*”, the terminal displays the Return Receipt for Addressee fee for two seconds. If you select “*No*”, the terminal displays the Return Receipt fee for two seconds. USPS
- Oversize** – When selected, the terminal applies the oversize fee to the shipment and displays “*Oversize Applied*”. USPS and UPS
- COD** (Collect On Delivery) – When selected, the terminal displays “*Enter C.O.D. Amount \$*”. Once the value is entered, the terminal displays the C.O.D. fee based on the amount entered for two seconds. The maximum COD amount allowed is \$999.99. USPS and UPS
- Insur** (Insurance/Declared Value) – When selected, the terminal displays “*Enter Insurance Amount \$*” and allows you to enter the insured amount. After the amount is entered the terminal displays for two seconds the insurance fee based on the amount entered. USPS and UPS
- Spec Delvry** (Special Delivery) - When selected, the Special Delivery fee is displayed for two seconds. USPS
- Rest Delvry** (Restricted Delivery) – When selected, the appropriate fee for the transaction is displayed for two seconds. USPS
- Special Handling** – When selected, the appropriate fee for the transaction is displayed for two seconds. USPS
- Sat Delvry** (Saturday Delivery) – When selected, the appropriate fee for the transaction is displayed for two seconds. UPS
- Add Hndlg** (Additional Handling) – When selected, the appropriate fee for the transaction is displayed for two seconds. UPS
- DCR** (Delivery Confirmation Request) – When selected, the terminal displays “*DCR with Signature?*” with “*Yes*” and “*No*” above the soft keys. If you select “*Yes*”, the terminal displays the DCR with Signature fee for two seconds. If you select “*No*”, the terminal displays the DCR without Signature fee for two seconds. UPS
- PAL** (Parcel Air Lift) – When selected, the appropriate fee for the transaction is displayed for two seconds. USPS

Shortcuts Key (V)

The Shortcuts key is used perform a maximum of six predefined sets of keystrokes or the “V” key for data entry. Refer to page6-3 for the Shortcut Key setup procedure and page 5-1for the Shortcut key operation procedure.

Multipiece Key - Optional

The Multipiece Weighing key function allows you to place a stack of items on the weighing platform and weigh each piece as it is removed. When enabled and the key is pressed, the terminal displays the Multipiece icon “M”. Refer to page 5-1 for the Multipiece Weighing operation procedure.

Lowest Rates Key (.)

The Lowest Rate key is used to select the cheapest rate from a maximum of six rates previously programmed into the terminal. Refer to Page 6-1for the Lowest Rate key setup procedure. Refer to page 5-2 for the Lowest Rate key operation procedure. This key is also used as the Period (.) key for data entry.

Enter/Change Zip Key

The Enter/Change Zip key is used to conclude a data entry when the terminal is in the data entry mode or to change the current ZIP Code for domestic mail and the country code for international mail.

Clear Reset Key

The Clear Reset key is used to clear the current entry or reset the terminal. If an incorrect data entry is made, press the key to only clear the current data from the display. Each subsequent press of the Clear Reset key takes you back one level until the operation of function is cleared.

Zero Key (0)

The Zero key is used to zero the weight displayed when no weight is on the weighing platform and the terminal is in the shipping mode or to tare weight placed on the weighing platform for Piece Count. This key is also used as the numeric 0 key.

Set Meter Key

The Set Meter key is used to send the displayed USPS charges to the meter. If department prompting is enabled, the terminal prompts for a department entry before setting the meter.

Print Tape Key

The Print Tape key is used to print the USPS meter tape. If department prompting is enabled, the terminal prompts for a department entry before printing the meter tape.

Department Key (G)

The Department key is used to enter the department name or number (maximum twelve alphanumeric characters) for postage charge backs. When you press the key, the terminal prompts for a department entry. If less than twelve characters are entered, press the Enter key to complete the entry. If twelve characters are entered, the terminal automatically completes the entry. The key is also used as the "G" key for data entry.

There are three prompting modes available in the Department Setup. Refer to page 5-7 for more Department Prompting information and page 6-4 for the Department Prompting setup procedure.

Multiple Labels Key

The Multiple Labels key is used to print a quantity of labels for USPS transactions when the meter has been enabled in the Service Setup menu. Refer to page 5-8 for the Multiple Labels operation procedure.

Handling Charge Key (U)

The Handling Charge key is used to enable or disable the handling charge applied to transactions. The handling charge can be configured as a percentage of the total charge, a dollar amount which is added to the total charge or for both a percentage and a dollar amount added to the total charge. The "**H**" icon is displayed when the handling charge is applied. This key is also used as the "G" key for data entry. Refer to page 5-2 for the Handling Charge operation procedure or page 6-7 for the default Handling Charge setup procedure. Continued on the next page.

Reports Key (N) – Only Available with Mail Accounting

The Reports key is used to print the system reports, to create a user defined report, clear daily memory and to clear period memory. Refer to page 5-3 for the Reports key operation procedure. The key is used as the “N” key for data entry.

User Field Key (Space) - Only Available with Mail Accounting

The User Field key is used to assign an eighteen digit alpha/numeric tracking, invoice or other type number to a transaction. The key is used as the “Space” key for data entry.

Functions Key (O)

The Function key is used to access the additional terminal functions not represented by individual keys on the keyboard but are represented with soft keys. Refer to page 5-9 for the Functions key procedures. The key is used as the “O” key for data entry.

Manual Weight – Use to enter the item weight (maximum of 70 lb.) via the terminal keyboard. Refer to page 5-9 for the Manual Weight operation procedure.

Auto-Set (USPS Only) – Used to automatically set the meter when you select a new rate, a new special service or change the weight. The “**A**” icon is displayed when the terminal is in the in the Auto-Set mode. The Auto-Set function takes the place of the Set Meter function. Refer to page 5-10 for the Auto-set operation procedures.

Piece Count – Used to count items placed on the scale. Refer page 5-10 for the Piece Count operation procedure.

Error Correct - Used to transfer the shipping charges from one department to another department.

Meter Info (Meter Information) – Used to display the current meter readings (serial number, ascending and descending registers).

Standby – A security function used to disable the keyboard.

Audible Tone – Used to enable or disable the Audible Tone. When enabled, the terminal emits a tone when you press a key or when an error condition occurs.

Continued on the next page.

Date/Time – Used to change the terminal's date and/or time.

Real Time (Only Available with Mail Accounting) - Used to print the line by line audit report.

Inter Trans (Computer Interface) - Only Available with Mail

Accounting – Used to send the transactional information from the terminal to a host computer.

The information can be transmitted real time (each time a transaction is processed the data is transmitted to the computer) or batch (the transactional data is stored and transmitted to the computer when the Send Batch function is enabled).

Setup Key (H)

The Setup function is used to access both the Supervisor and Service setup menus and as the “H” key for data entry. Refer to the page 6-1 for the System Setup procedures.

General Operation – System Prompts

The WJS 70 terminal prompts for information in two ways:

1. Alphanumeric Entry - This prompt appears as a text box with underscores. Use the alpha or numeric keys to enter the requested data and press the ENT key to complete the entry. If a mistake is made during the entry, press the CLEAR key to start over.
2. Menu - These prompts are answered by selecting the appropriate keyboard soft key.

General Operation – Soft Keys

The six keys located below the display are designated as Soft keys and contain additional rates and functions not represented by individual keys on the keyboard. If more than six menu selections are available, then the sixth soft key will always be “More”. More indicates additional selections are available from the next level of soft keys.

General Operation – Mailing or Shipping an item

There are five basic steps to shipping a letter or package. Refer to Chapter 4 for detailed examples.

1. Place the letter or package on the weighing platform and allow the weight indication to stabilize. For more information on weighing an item, see page 3-11 Weighing A Letter or Item.
2. Press a rate key to select the mailing or shipping method. Refer to page 3-12 for more information on selecting the desired class of mail.
3. If the method of shipment and/or the weight of the item require a ZIP Code or country code entry, the terminal displays three underscore lines with the first underscore flashing. Use the numeric keys to enter the destination ZIP Code or country code. Refer to page 3-12 for additional instructions on entering a ZIP Code or on entering a country code.
4. If required, press the SPECIAL SERVICES key and use the appropriate soft key to select the desired special service. Refer to page 3-13 for additional instructions on the SPECIAL SERVICES key.
5. If the terminal is connected to an USPS postage meter or UPS register, press the SET METER or PRINT/TAPE key to send the current charges to the device.

General Operation – Weighing A Letter or Package

Before weighing an item, make sure the terminal shows zero weight. If the terminal displays a weight, remove any items from the weighing platform and press the ZERO Key to zero the displayed weight.

To weigh an item, place it on the center of the weighing platform. Once the weight stabilizes, the terminal displays the weight. If the terminal detects motion on the weighing platform, it displays “*Unstable*”. If the item weight exceeds the terminal’s weight capacity, it displays “Terminal Wt Exceeded”.

General Operation – Selecting A Class of Service

To select a mailing or shipping rate, simply press the appropriate rate key. The available rates are listed on page 4-1 **Note:** The terminal defaults to the USPS 1st Class/Priority rate when turned on or when the terminal is RESET.

General Operation – Entering A Zip Code or Country code**ZIP Code Entry**

The terminal automatically prompts for a ZIP Code for some rates and weights.

- When prompted, enter the three digit destination ZIP code. When you enter third digit, the terminal automatically completes the entry.
- You may also enter a ZIP code with less than three digits. For example, to enter ZIP Code 055, press “5” “5” then the ENTER key to complete the entry.
- If the terminal displays “Invalid ZIP” re-enter a valid ZIP Code.
- If you want to change the displayed ZIP Code, press the CHANGE ZIP key and enter the new ZIP Code.

Country Code Entry

When one of the International rate keys is selected, the terminal prompts you for a three digit numeric country code or the first letter of the destination country.

- Refer to the Country Code Chart in Appendix E and enter the three digit destination country code.
- If the country code is unknown, enter the first letter of the country and press the Enter key. The terminal displays the country names (in alphabetical order and groups of eight) and their associated country codes.
 1. Use the first soft key to Page Up to the next selection of eight countries.
 2. Use the second soft key to Page Down to the next selection of eight countries.
 3. Use the third soft key to toggle between the two columns of country names.
 4. Use the fourth soft key to highlight the country. Press the ENT key to accept the country.

General Operation – Selecting Special Services

After selecting a rate, press the SPECIAL SERVICES key to select a service. The available services are displayed above the soft keys and accessed via the soft keys. If the SPECIAL SERVICES key is pressed before a rate is selected the terminal prompts you to select a rate first.

When a value must be entered to determine the special service fee (COD, Registered, or Insurance), the terminal allows for a numeric entry. As the number is entered, the value shifts to the left until the required value is indicated. Press the ENT key to accept the input.

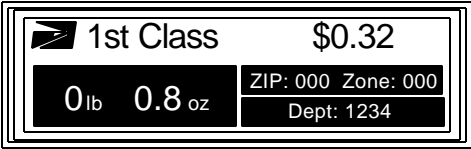
To select additional special service, press the SPECIAL SERVICES key again.

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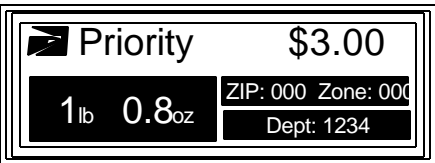
HASLER CH 4 Examples of Operation

Sending A Letter or Parcel by USPS First Class/Priority Mail


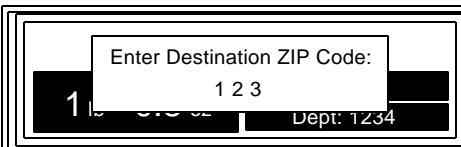
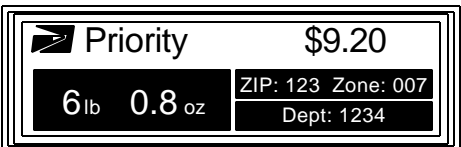
1st Class Mail (Weight Less Than or Equal To 11 ounces)

Action	Display
Press the 1st/PRIORITY (C) key. No further action is necessary.	 <p>The display shows a postage meter screen for a 1st Class Mail item. It features a postage icon, the text "1st Class" and "\$0.32", a weight of "0 lb 0.8 oz", and a ZIP code of "000" with a "Zone: 000" and "Dept: 1234".</p>

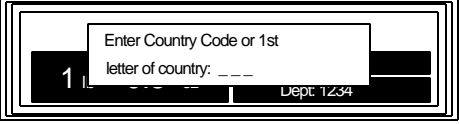
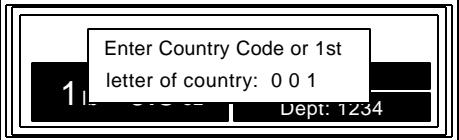
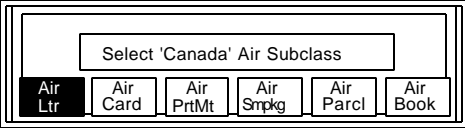
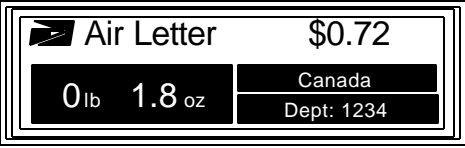
Priority Mail (Weight From 1 Pound to 5 Pounds)

Action	Display
Press the 1st/PRIORITY (C) key. No further action is necessary.	 <p>The display shows a postage meter screen for a Priority Mail item. It features a postage icon, the text "Priority" and "\$3.00", a weight of "1 lb 0.8 oz", and a ZIP code of "000" with a "Zone: 000" and "Dept: 1234".</p>

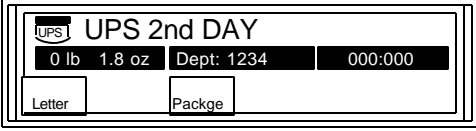


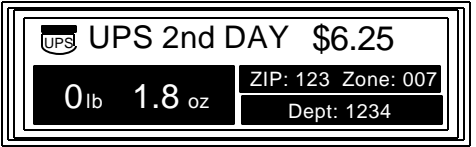
Priority Mail (Over 5 Pounds)

Action	Display
Press the 1st/PRIORITY (C) key.	 A rectangular screen display with a double border. At the top, it says "Enter Destination ZIP Code:". Below this, there is a large number "1" on the left, followed by a series of dashes "----" and a cursor. At the bottom right, it says "Dept: 1234".
Enter the first three digits of the destination ZIP code using the numeric keys. In this example, we will use ZIP code 123.	 A rectangular screen display with a double border. At the top, it says "Enter Destination ZIP Code:". Below this, there is a large number "1" on the left, followed by the digits "1 2 3" and a cursor. At the bottom right, it says "Dept: 1234".
Screen after entering a ZIP code of 123.	 A rectangular screen display with a double border. At the top left, it shows a Priority Mail icon followed by "Priority" and "\$9.20". Below this, there is a large number "6 lb 0.8 oz" on the left. To the right of this, it says "ZIP: 123 Zone: 007". At the bottom right, it says "Dept: 1234".

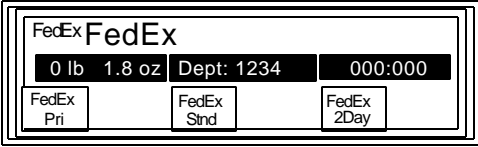
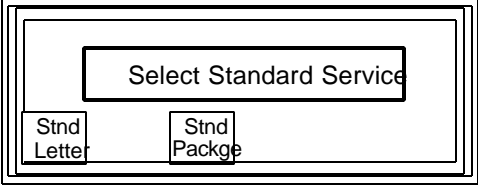
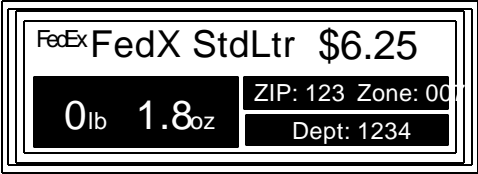
Sending An International Air Letter By USPS

Action	Display
<p>Press the INT'L AIR (K) key.</p>	
<p>Enter the country code from Appendix D. In our example, we will choose Canada which has a country code of 001. You can also press 1 then press the ENTER key.</p>	
<p>Select the Air Sub-Class. In our example, we will press the "Ltr" soft key.</p>	
<p>Screen after selecting "Ltr".</p>	

Sending A Letter By UPS Second Day Air

Action	Display Example
<p>Press the UPS 2nd DAY (S) key. The terminal prompts you to select the package type.</p>	
<p>Press the "Letter" soft key to select 2nd Day Air Letter Service. The terminal prompts you to enter the destination ZIP code.</p>	
<p>Enter the first three digits of the destination ZIP code using the numeric keys. In this example, we will use ZIP code 123.</p>	
<p>Screen after entering ZIP code of 123.</p>	

Sending A Letter By Federal Express Standard Overnight

Action	Display Example
<p>Press the FEDEX (X) key. The terminal prompts you to select the FedEx service type.</p>	
<p>Press the "FedEx Std" soft key to select Standard Overnight Air Service. The terminal prompts you to select the package type.</p>	
<p>Press the "Std Letter" soft key to select Letter Service.</p>	

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HASLER CH 5 Functions Key Operation

Key	Operation
<p>SHORTCUT (V) Key</p> <p>This function performs a series of pre-programmed keystrokes to minimize the time required to process a transaction.</p> <p>Refer to page 6-2 for the Shortcut key setup procedure.</p>	<ol style="list-style-type: none"> 1. Place the item to be shipped on the weighing platform. 2. Press the "SHORTCUTS (V)" key. 3. Press the soft key associated with the desired shortcut (Shrt1, Shrt2, Shrt3, Shrt4, Shrt5 or Shrt6). <p>Note: If only one shortcut is programmed, the terminal defaults to that shortcut.</p> <ol style="list-style-type: none"> 4. Enter any additional information needed to complete the transaction.
<p>CUSTOM RATES (Y) Key</p> <p>The Custom Rates key is used to access the rates programmed during Custom Rates setup. Refer to page 6-3 for the Custom Rates setup procedure.</p>	<ol style="list-style-type: none"> 1. Place the item to be shipped on the weighing platform. 2. Press the "CUSTOM RATES (Y)" key. 3. Press the soft key associated with the desired custom rate. 4. Enter the zone. 5. Enter the additional information needed to complete the transaction.
<p>MANUAL COURIER (Z) Key - Only Available with Mail Accounting</p> <p>This key is used to manually enter basic rate information for couriers (maximum of 6) not supported by the terminal.</p>	<ol style="list-style-type: none"> 1. Press the MANUAL COURIER (Z) key. 2. Press the desired manual courier soft key. If "Other" is selected, the terminal prompts for the name. Otherwise, the terminal prompts for the number of pieces. 3. If required, enter the courier name (maximum of twelve characters) and press the ENT key. 4. Enter the number of pieces in the transaction and press the ENT key. 5. Enter the amount of the transaction and press the ENT key. 6. Press the RESET key to return the terminal to normal operation.

Continued on the next page.

Key	Operation
<p>LOWEST RATE (-) Key</p> <p>The Lowest Rate key is used rate shop between prime rates previously programmed during Lowest Rate setup.</p> <p>Refer to page 6-1 for the Lowest Rate key setup procedure.</p>	<p>1.Press the ZERO key.</p> <p>2.Place the item to be mailed on the weighing platform.</p> <p>3.Press the LOWEST RATE key. The terminal prompts for the destination ZIP Code.</p> <p>4.Enter the three digit ZIP Code. The terminal cycles through the rates on the Lowest Rates List and displays the least expensive rate.</p> <p>5.If required, press the PRINT/TAPE or SET METER key to complete the transaction. The terminal returns to the normal mode of operation.</p>
<p>HANDLING CHARGE (U) Key</p> <p>The Handling Charge key is used to enable, disable or change the handling charge (dollar amount, percentage of the charge or both) amount applied to a transaction. When enabled, the terminal displays a "H" indicating a handling charge is applied to the transaction.</p> <p>Continued on the next page.</p>	<p>ENABLING THE HANDLING CHARGE</p> <p>1.Press the ZERO key.</p> <p>2.Press the HANDLING CHARGE (U) key. The terminal displays the handling charge condition (enabled or disabled), then prompts you with the following soft key selections. Note: To keep the current value, press the ENT key and proceed to Step # 3.</p> <p>•Amount Selection:</p> <p>a) Press the Amount soft key to add a dollar value to the calculated charge.</p> <p>b) Enter the handling charge amount.</p> <p>c) Press the ENT key.</p> <p>•Percentage Selection:</p> <p>a) Press the Percent soft key to add a percentage of the calculated charge to the calculated charge.</p> <p>b) Enter the handling charge percentage.</p> <p>c) Press the ENT key.</p> <p>Continued on the next page.</p>

<p>Continued from previous page.</p> <p>HANDLING CHARGE (U) Key Refer to page 6-7 for the default Handling Charge setup procedure. This key is also used as the alpha U key when alpha entry is required.</p> <p>If a default handling charge is not assigned in Supervisor's Setup, a one transaction handling charge can be assigned by pressing the Handling Charge key and using the following procedure. The handling charge is printed on the reports but is not added to USPS meter tape value.</p>	<p>Continued from previous page.</p> <p>•Both Selection:</p> <ul style="list-style-type: none">a) .Press the Both soft key to configure the terminal to add both a percentage of the calculated charge and a preset value to the calculated charge.b) Enter the preset handling charge amount and the handling charge percentage on the same line. The decimal point and % sign are fixed on the display.c) Press the ENT key. <p>3.Place an item on the weighing platform 4.Select a prime rate. The amount or percentage is automatically added to the calculated charge.</p> <p>DISABLING THE HANDLING CHARGE</p> <ul style="list-style-type: none">1.Place some weight on the weighing platform.2.Press the HANDLING CHARGE (U) key. The handling charge default value is briefly displayed, then you are prompted with some soft key selections.3.Press the Disable soft key. Follow the steps in page 5-2 to again enable the handling charge.
<p>REPORTS (N) Key - Only Available with Mail Accounting</p> <p>The Reports key is used to print a hard copy of the accounting summaries stored in memory and to clear the data from memory.</p>	<ul style="list-style-type: none">1.Press the REPORTS key (N) and enter the Supervisor password "SUPER" (unless it has been changed) and press the ENT key.2.Select the required report option (Daily Detail, Daily Summary, Period Summary, User Define or Clear Daily).3.Select the report type (Carrier All, Dept. All, User Field, Spcl Svc, Trans All or Time Range).4.Select the report disposition (Print, View, Save or Change).5.Press the RESET key to return to normal terminal operations

DAILY DETAIL REPORTS	The Daily Detail report option contains the transactional data accumulated over the period of time since the last Clear Daily memory was performed. The available reports are: <ul style="list-style-type: none">• Carrier All• Department All (Dept All)• User Field• Special Services (Spcl Svc)• Transaction All (Trans All)• Time Range
DAILY SUMMARY REPORTS	The Daily Summary report option contains the transactional data accumulated over the period of time since the last Clear Daily memory was performed. The available reports are: <ul style="list-style-type: none">•Carrier All•Department All (Dept All)•User Field•Special Services (Spcl Svc)•Zone•Department Correct (Dept Corrct)
PERIOD SUMMARY REPORTS	The Period Summary reports contain carrier and department summary transactional data accumulated over a period of time (weekly, bi-weekly, monthly...etc.). The available reports are: <ul style="list-style-type: none">•Carrier Summary (Carrier Summ)•Department Summary (Dept Summ)•Department List (Dept List)•Time Summary (Time Summ)•Time Detail•Clear Period (see section 5.6.6, Clear Period Reports)

Continued on the next page.

USER DEFINED REPORTS	<ul style="list-style-type: none"> •User Report 1 (User Rpt 1) •User Report 2 (User Rpt 2) •User Report 3 (User Rpt 3) •User Report 4 (User Rpt 4)
CLEAR DAILY REPORTS	<p>The Clear daily report option is one of three clear memory function available on the WJS 70 terminal. The Clear Daily report prints the real time audit report prior to clearing the daily memory. When clear daily memory is performed, the data is clear from the daily memory and transferred to the Period 1 database.</p>
CLEAR PERIOD (1 and 2)	<p>The Clear Period option is use to store shipping data cleared via the clear daily reports option. The following is the sequence of events that occur when you perform the Clear Daily, Clear Period 1 and Clear Period 2 functions:</p> <ol style="list-style-type: none"> 1.Press the REPORTS key (N) and enter the Supervisor password "SUPER" (unless it has been changed) and press the ENT key. 2.Select the required report option (Daily Detail, Daily Summary, Period Summary, User Define or Clear Daily).
CLEAR DAILY MEMORY	<p>Clears the daily transactional data and moves it to Period 1 storage area where it remains until a Clear Period 1 is performed. Example, if you perform a clear daily report each day for a week, the summary data for the week is stored in the Period 1 Buffer.</p> <ol style="list-style-type: none"> 1.At the end of the shipping day, perform steps 1 and 2 in Clear Period (1 and 2). 2.Press the Clear Daily key and follow the terminal direction to clear the daily memory. 3.Press the Reset key to return to normal terminal operation. 4.Repeat steps 1 and 2 until you want to Clear Period 1 memory and print the associated reports.

CLEAR PERIOD 1	<p>Moves the Daily transactional data from the Daily Memory storage area to the Period 1 storage area. When performed, the Period 1 summary data is transferred to the Period 2 storage area. Example, if you perform a Clear Period 1 and print the reports bi-weekly, you will have a hard copy of the shipping activity for the two week period.</p> <ol style="list-style-type: none">1. When you are ready to move the Period 1 shipping activity data to the Period 2 storage area, perform steps 1 and 2 in clear period (1 and 2).2. Press the Period Summary soft key.3. Press the Clear Period soft key.4. Press the Period 1 soft key and follow the terminal directions to clear the Period 1 shipping data and move it to the Period 2 storage area.5. Press the Reset key to return to normal terminal operations.
CLEAR PERIOD 2	<p>Moves the Period 1 summary data from the Period 1 storage area to the Period 2 storage area. When cleared, the transactional data for the period is erased from the terminal's memory and you may start the record keeping process over again. Example, if you perform a Clear Period 2 and print the reports monthly, you will have a hard copy of the shipping activity for the months period.</p> <ol style="list-style-type: none">1. When you are ready to close and print the period 1 shipping activity data, perform steps 1 and 2 in clear period (1 and 2).2. Press the Period Summary soft key.3. Press the Clear Period soft key.4. Press the Period 2 soft key and follow the terminal directions to clear the Period 1 shipping data and delete the data from memory.5. Press the Reset key to return to normal terminal operations.

<p>Continued from previous page.</p> <p>MULTIPIECE KEY (USPS ONLY)</p>	<p>Continued from previous page.</p> <p>7.Remove the first item from the weighing platform and if required enter the ZIP Code. The terminal prompts "Set Meter or Tape?".</p> <ul style="list-style-type: none">a) Press the SET METER key to automatically set the meter to the value of the item remove from the weighing platform.b) Press the PRINT/TAPE key to automatically print a tape with the value of the item removed from the weighing platform. <p>8.Repeat steps 6 and 7 until all of the items placed on the weighing platform are removed.</p> <p>9.Press the RESET key to return to the normal operation mode.</p>
<p>MULTIPLE LABELS KEY (USPS ONLY)</p>	<p>The Multiple Labels key is used to print a quantity of labels. The maximum number of labels that may be printed is 99. The function is only valid for USPS transactions.</p> <ul style="list-style-type: none">1.Press the ZERO key.2.Place an item on the weighing platform or enter the weight via the Manual Weight Entry key.3.Select a prime rate.4.Press the MULTIPLE LABELS key. <p>The terminal prompts for the number of labels to be printed. Note: If this function is selected and the meter is not enabled, "No Meter Enabled" is displayed. If the selected rate is not USPS, "Non USPS Rate" is displayed.</p> <ul style="list-style-type: none">5.Enter the number of labels you want to print.6.Press the ENT key to print the labels.

USER FIELD (SPC) Only Available with Mail Accounting	The USER FIELD key is used to assign an eighteen digit alpha/numeric carrier tracking number or another user defined number to a transaction. The default prompt is "Enter User Field", Refer page6- 9 for the procedure on how to change the User Field prompt. 1. Select the shipping mode and special services. 2. Press the USER FIELD key (SPC). 3. Enter the User Filed number. If less than eighteen characters are entered, press the ENT key to complete the entry. 4. Press the SET METER or PRINT TAPE key to complete the transaction.
FUNCTIONS (O) KEY	The FUNCTIONS key contains nine additional terminal functions that do not have keys assigned to them. The additional functions are accessed via "soft keys" located below the function name.
MANUAL WEIGHT ENTRY (SOFT KEY)	The Manual Weight Entry function is used when an item is not present but you know the weight of the item. The maximum weight entry amount is 70 pounds. 1. Remove all items from the weighing platform. 2. Press the ZERO key. 3. Press the FUNCTIONS key. 4. Press the soft key directly below "Manual Weight". a) Enter the item weight (starting with pounds first). Note: If you press the ENT key before completing the field input, the terminal assumes the missing fields contain zeros and accepts the weight entered. b) Press the ENT key c) Select the prime rate and if required the special services. d) Complete the transaction. e) Press the ZERO (0) key to return to the normal weighing mode.

AUTOSET MODE (SOFT KEY) USPS ONLY	<ol style="list-style-type: none">1.Press the FUNCTIONS key.2.Press the Auto Set soft key. The terminal prompts "Enable Auto set Mode?".3.Press the Yes soft key to enable auto set. The "A" icon lights indicating Auto Set is on.4.Press the RESET key.5.Place the item on the weighing platform.6.Select a USPS prime rate. The postage value displayed is sent to the meter.
PIECE COUNT (SOFT KEY)	<p>This function is used to count items of identical weight. To maintain the count accuracy, the following guidelines should be followed.</p> <p>All items placed on the weighing platform must be of the same weight.</p> <p>The minimum sample count is 10.</p> <p>The minimum individual sample count per piece weight must be 0.2 ounce or greater.</p> <p>The minimum sample count total weight must be 2.0 ounce or greater.</p> <ol style="list-style-type: none">1.Remove all items from the weighing platform.2.Press the ZERO key.3.Press the FUNCTIONS key.4.Press the Piece Count soft key.5.Place the 10 piece sample count on the weighing platform and press the ENT key.6.Remove the sample count from the weighing platform.7.Place the items to be counted on the weighing platform. As items are added to or removed from the weighing platform the display reflects the new count.8.Press the RESET key to return to normal terminal operation.

<p>ERROR CORRECT</p> <p>Only Available with Mail Accounting</p>	<p>The Error Correct function is used to transfer the shipping charges from one department to another department. Note: Error Correct requires the department the shipping charges are being transferred to, be in the database.</p> <ol style="list-style-type: none"> 1.Press the FUNCTIONS key. 2.Press the Error Correct soft key. The terminal prompts “Enter Transaction Number to Transfer”. 3.Enter the transaction number of the transaction you want to transfer the funds from. The program prompts “Transfer Funds to Which Department ID”. 4.Enter the department ID of the department where the funds are going to be transferred. The program displays the amount transferred and the from/to department IDs. <ol style="list-style-type: none"> a) If the information displayed is correct, press the press the Yes soft key to complete the transfer. b) b.If the information displayed is incorrect, press the “No” soft key and repeat steps 2 through 4. <ol style="list-style-type: none"> 5.Press the RESET key to return to the normal scale operation.
<p>METER INFO (SOFT KEY)</p>	<p>The Meter Information function is used to review the meter’s register data.</p> <ol style="list-style-type: none"> 1.Press the RESET key. 2.Press the FUNCTIONS key. 3.Press the soft key located below “Meter Info”. The terminal displays the meter serial number, used postage, remaining postage, and number of items. 4.Press the RESET key to return to normal terminal operations.
<p>STANDBY (SOFT KEY)</p> <p>Continued on the next page.</p>	<p>The Stand By function is a security feature. When it is enabled, a password (current Supervisor’s password) is required to gain access to the terminal</p> <p>Starting Standby Mode</p> <ol style="list-style-type: none"> 1.Press the RESET key. 2.Press the FUNCTIONS key. 3.Press the Standby soft key. 4.Enter the Standby password (Supervisor’s password). 5.The terminal displays “Enter Password to Exit Standby”, indicating Standby is enabled <p>Continued on the next page.</p>

<p>Continued from previous page.</p> <p>STANDBY (SOFT KEY)</p>	<p>Continued from previous page.</p> <p>Ending Standby Mode</p> <ol style="list-style-type: none">1.From the “Enter Password to Exit Standby” display, enter the Standby password and press the ENT key.2.Press the ENT key again to exit from Standby Mode to the Functions menu. Note: If the Terminal is in Standby mode, interfaced to a mailing machine and the meter is used, the Terminal displays “Unaccounted Postage Detected – Adjusting Records” when taken out of Standby mode.3.Press the RESET key to return to the normal operating mode.
<p>AUDIBLE TONE (SOFT KEY)</p>	<p>The Audible Tone function provides a tone when you press a key.</p> <ol style="list-style-type: none">1.Press the RESET key.2.Press the FUNCTIONS key.3.Press the More soft key.4.Press the Audible Tone soft key. The terminal displays “Enable Audible Tone”.5.Press the Yes soft key to enable Audible Tone or press the No soft key to disable the Audible Tone.6.Press the RESET key to return to normal terminal operation.
<p>DATE /TIME (SOFTKEY)</p>	<p>The Date and/or Time function is used to update the date and time stored in memory.</p> <ol style="list-style-type: none">1.Press the RESET key.2.Press the FUNCTIONS key.3.Press the More soft key.4.Press the Date/Time soft key.5.Select the function (Date or Time) to change.<ul style="list-style-type: none">•If you select “Date”, the terminal displays the current date and prompts you for the new date. Enter the new date (MM-DD-YY) or press the Enter key to keep the current date.•If you select “Time”, the terminal displays the current time. Enter the new time (HH-MM-AM/PM) or press the Enter key to keep the current time.6.Press the RESET key to return to the normal operating mode.

<p>REAL TIME (SOFT KEY) Only Available with Mail Accounting</p>	<p>This feature is used to enable or disable Real Time Audit Report printing. When enabled, each transaction processed will print on the audit trail. When disabled, the transactions are stored and may be printed through the REPORT key.</p> <ol style="list-style-type: none"> 1. Press the FUNCTIONS key. 2. Press the More soft key. 3. Press the Real Time soft key. <p>a) Enable Real Time Reporting.</p> <ul style="list-style-type: none"> • Press the Yes soft key. • Select the method (User or Time field) to print on the audit trail. • Press the RESET key to return to the normal operating mode. <p>b) Disable Real Time Reporting.</p> <ul style="list-style-type: none"> • Press the No soft key. • Press the RESET key to return to the normal operating mode.
<p>COMPUTER INTERFACE (SOFT KEY) - Only Available with Mail Accounting</p> <p>Continued on the next page.</p>	<p>The Computer Interface feature is used to transmit the transactional data from the terminal to a host computer. The data may be transmitted in real time (each transaction is sent to the host computer as it occurs) or batch (all of the stored transactions are sent to the host computer at one time). Note: Batch transactions may be re-transmitted multiple times or until the daily memory is cleared.</p> <p>Note: Hasler only assumes responsibility for providing the computer interface data to the terminal's serial port. The user is responsible for interfacing the terminal to the host computer and data collection.</p> <p>A data collection program "not supplied by Hasler" is needed on the host computer to collect the transactional data transmitted from the terminal. Some of the available data collections programs are: HyperTerminal (Windows 95), Procom (Quarterdeck), Wincom (Delrena), and Smartcom (Hayes)</p> <p>Continued on the next page.</p>

<p>Continued from previous page.</p> <p>COMPUTER INTERFACE (SOFT KEY) - Only Available with Mail Accounting</p>	<p>Continued on the next page.</p> <p>A serial interface cable "not supplied by Hasler" is required to communicate between the host computer and the WJS 70 Terminal. The WJS 70 serial port configuration is: Transmits on Pin 3 Receives on Pin 2 Ground on Pin 5</p> <ol style="list-style-type: none">1.Press the FUNCTIONS key.2.Press the More soft key.3.Press the Compt Intr soft key
<p>Output Setup</p>	<p>The Output Setup option is used to select the portion of the data (i.e. Transaction Number, Date of Transaction, Time of Transaction...) record to be transmitted to the host computer.</p> <ol style="list-style-type: none">1.From the Computer Interface prompt, press the Output Select soft key.2.Press the Up or Down arrow soft key to highlight the data you want to transmit to the host computer.3.Press the Select soft key to mark the selection. When selected, an asterisk is placed to the left of the selection.4.Repeat steps 2 and 3 until all of the selections are made.5.Press the Save soft key to save the choices.6.Select the output format (Variable or Fixed Length). Fixed Length – Each record exported to the host computer has the same number of characters. Variable Length – The record exported to the computer is not uniform and the distinctions between the fields are made with commas, tabs or spaces.7.Select the output format (Comma or Tab).

Real Time Data Transmission	<ol style="list-style-type: none">1.Ensure the data collection program on the Host computer is in the data collection mode.2.From the terminal's Computer Interface prompt, press the Computer Interface soft key.3.Press the Real Time soft key.4.Press the "Yes" soft key to enable real time exporting.5.Press the RESET key to return to the normal operating mode. From this point on each time you process a transaction, the transactional data is transmitted to the host computer. This process will continue until the Real Time option is disabled.
Batch Data Transmission	<p><u>Enable Batch:</u></p> <p>At the beginning of the day or when you want to start accumulating the batch transactional data, perform the following:</p> <ol style="list-style-type: none">1.From the Compute Interface prompt, press the Computer Interface soft key.2.Press the Batch soft key.3.Press the Enable Batch soft key.4.Select the Yes option.5.Press the RESET key to return to the normal operating mode. The transactional data for each transaction processed is stored in the terminal's memory.
<u>Send Batch:</u>	<p>At the end of the shipping day or when you want to transmit the accumulated transactional data to the host computer, perform the following:</p> <ol style="list-style-type: none">1.Ensure the data collection program on the Host computer is in the data collection mode.2.From the terminal's Compute Interface prompt, press the Computer Interface soft key.3.Press the Batch soft key.4.Press the Send Batch soft key. The stored transactions are transmitted to the host computer.5.Press the RESET key to return to the normal operating mode.

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System Setup

The system setup function is used to configure the terminal for customer specific applications. Both the Supervisor and Service Menus are accessed through the SETUP key.

1. Press the "RESET" key.
2. Press the "SETUP" key.
3. Refer to page 6-1 Supervisor Setup Options or page 6-9 Service Setup Options to perform the desired setup procedure.

Supervisor Setup Options

The Supervisor Menu is used to setup the Lowest Rate, Shortcut key, Error Correct, Custom Rate, Department, Option Auto Post, Handling Charge, Password and Miscellaneous features.

1. Perform steps 1 and 2 in system setup.
2. From the "Select Area to Set up" display, press the "Super" soft key and enter the Supervisor's password. **Note:** The default Supervisor password is SUPER. If this has been changed, enter the new password.
3. Perform the following procedures, as required.

Lowest Rate

1. From the Select Supervisor option display, press the "Lowest Rate" soft key.
2. Select the Add or Delete option.

Add Lowest Rate

1. From the Lowest Rate Setup Add or Del screen, press the "Add" soft key.
2. Press the "Lowest Rate" 1, 2, 3, 4, 5 or 6 soft key.
 - a. Press the first rate key to be added to the list.
 - b. Press the "LOWEST RATE" key to save the rate to the list.**Note:** Some rates require that a weight be placed on the weighing platform.
 - c. Press the next rate key to be added to the list.
 - d. Press the "LOWEST RATE" key to save the selected rate to the list.
 - e. Repeat this process for the remaining rates you want included on the list.
 - f. Press the "RESET" key until you return to the normal operation mode.
3. Refer to page 5-2 for the Lowest Rate key operation procedure.

Delete Lowest Rate

1. Perform steps 1 and 2 of Lowest Rate section on page 6-1.
2. Press the "Del" soft key.
3. Press the soft key for the lowest rate to be deleted.
4. Press the "ENT" key to confirm that you want to delete the rate.
5. Repeat steps 2, and 3 for additional rates you want to delete.
6. Press the "RESET" key until you return to the normal operation mode.

Shortcut Key

1. From the Select Supervisor option display, press the "Short Cut" soft key.
2. Select the Add or Delete option.

Add Shortcut

1. Perform steps 1 and 2 of Shortcut Key section.
2. Press the "Add" soft key.
3. Press the soft key (Shrt1, Shrt2, etc.) associated with the shortcut to be added.
4. Press the desired keys in the sequence required for playback. If you select a function key that requires additional data entry (i.e. department or COD value), press the "ENT" key without entering any data. If the same data is used for all transaction, enter the data at the required field prompt and press the "ENT" key. The following is an example of how to program a shortcut key sequence.
 - a. Press the "STANDARD" prime rate key.
 - b. Press the "SPECIAL SERVICES" key.
 - c. Press the "COD" soft key.
 - d. Press the "ENT" key.
 - e. Press the "SHORTCUTS" key.
5. Enter a name for the shortcut (up to six characters) and press the "ENT" key.
6. Repeat steps 1, 2, 3 and 4 for any additional shortcuts you want to program.
7. Refer to page 5-1 for the operation procedure.

Delete Shortcut

The Delete function is used to remove the programmed shortcut(s) from the terminal's memory.

1. Perform steps 1 and 2 of Shortcut Section.
2. Press the "Del" soft key.
3. Press the soft key associated with the shortcut you want to delete.
4. Press the "Yes" soft key to delete the shortcut.
5. Repeat steps 2, 3 and 4 for any additional shortcuts you want to delete.
6. Press the "RESET" key until you return to the normal operation mode.

Custom Rate

Six custom rate soft keys are available with the following conditions:

- Each custom rate has an associated weight table and supports zone entry.
- Zip to zone conversion is not supported.
- If a custom rate was previously configured, the current values are displayed in all setup prompts.

Edit Custom Rate

- 1.From the Custom Rate Mode screen, press the "Edit" soft key.
- 2.Press the soft key corresponding to the Custom Rate (1, 2, 3, 4, 5 or 6) to edit or create

· **Name** - Used to edit the carrier name.

- 1.Press the Name soft key.
- 2.Enter the carrier name. If the carrier name is less than ten characters, press the "ENT" key to conclude the entry.

· **Meter** - Used to enable/disable the USPS meter for the custom rate.

- 1.Press the "Meter" soft key.
- 2.Press the "Yes" soft key if the custom rate is associated with the meter.

· **Report** - Used to select which report the custom rate information will print.

- 1.Press the "Report" soft key.
- 2.Select the Carrier Report type (USPS, UPS, FEDEX or Other).

· **Rate** - Used to enter the weight increment, zone, weight breakpoint and rate value.

1. Press the "Rate" soft key.
 - a. Press the "Pound" soft key to increment the weight in pounds.
 - b. Press the "Ounce" soft key to increment the weight in ounces.
 2. Enter the zone you want to configure.
 3. Enter the first weight brake point and press the "ENT" key.
 4. Enter the first rate amount and press the "ENT" key.
- Press the "Save" soft key.
6. Repeat steps 5, 6 and 7 for the remaining weights and break points.
- Note:** The maximum amount of pounds you may enter is 150 pounds. The maximum amount of ounces you may enter is 2,400 ounces.
- 7.After entering all of the weight break points and rate amounts, press the "Exit" soft key.
 - 8.Press the "CLR" key to return to the Custom Rate Mode.

Continued on the next page.

Note: Use the Save soft key to save the current zone.
Use the Clear soft key to clear the current zone.
Use the Previous soft key to edit the previous break point.
Use the Next soft key to edit the next break point.
Use the Exit soft key to exit.

· **Service** - Used to add special services (maximum of six) to the custom rate.

1. Press the "Service" soft key.
2. Select the special services (maximum of six) you want included with the custom rate.
3. Press the "RESET" key until you return to the normal operating mode.

DELETE CUSTOM RATE

1. From the Custom Rate Mode screen, press the "Delete" soft key.
2. Press the soft key corresponding to the Custom Rate you wish to delete.
3. Press the "Yes" soft key to delete the selected custom rate or press the "No" soft key to ignore the deletion.
4. Press the "CLR" key until you return to the normal operating mode.

PRINT CUSTOM RATE

The PRINT function allows you to print the selected custom rate.

1. From the Custom Rate Mode screen, press the "Print" soft key.
2. Press the soft key that corresponds to the custom rate you wish to print.
3. Press the "CLR" key until you return to the normal operating mode.

DEPARTMENT SETUP (Multi Piece and Valid Department) - Mail Accounting Only

This selection is used to setup the department prompting options (Multi Piece Batch Department Prompting, Department Validation, Create the Valid Departments List, Department Prompting, and Clear Department after Transaction).

1. From the Select Supervisor option display, press the "Dept. Setup" soft key.
2. Select the Valid Dept. or Multi Piece option.

DEPARTMENT SETUP

•Enable Valid Departments:

If the Valid Departments option is enabled, the terminal requires the entry of a department ID, previously entered on the valid department list, before you can process a transaction. Perform the following to create the Valid Departments list.

1. From the Select Department Setup window, select the Valid Dept. option.
2. Press the "Yes" soft key to enable Department Validation.

Continued on the next page.

3. Select the Validation level (No Lookup, ID Lookup or ID Report).
 - **No Lookup** – Prompts for an eight-digit Department ID to complete the transaction. The ID entered is displayed on the terminal and printed on the system reports.
 - **ID Lookup** – Prompts for an eight-digit Department ID to complete the transaction. The ID entered is displayed on the terminal and printed on the reports as the department name.
 - **ID Report** – Prompts for an eight-digit Department ID to complete the transaction. The ID entered is displayed on the terminal as the Department Name and printed on the reports as the Department ID.
4. Select where the Valid Departments list is located (terminal or external).
5. Create the Valid Departments List. When adding departments to the Valid Departments list, the terminal prompts for three entries “Department ID (mandatory), Department Name (optional) and Department Location (optional).
 - a. From the Add or Delete Department screen, press the “Add” soft key.
 - b. Enter the Department ID (maximum of eight numeric digits), mandatory.
 - c. Enter the Department Name (maximum of twelve alpha/numeric characters), optional. If the Department Name is not used, press the “Enter” key to continue.
 - d. Enter the Department Location (maximum of four numeric digits) optional. If the Department Location is not used, press the “Enter” key to continue.
 - e. Press the “Exit” soft key to end the Valid Departments List setup.
6. Select the “Enable Clear Department after Transaction” option.
 - a. Select “Yes” to prompt for a Department ID entry for each transaction.
 - b. Select “No” to prompt for a Department ID entry for the first transaction and use that entry for each transaction until another Department ID is entered via the Department key or the Reset key is pressed.

•Disable Valid Departments:

1. From the Select Department Setup window, select the “Valid Dept.” option.
2. Press the “No” soft key to disable department validation.
3. Select the department prompting option (Yes or No).
 - a. Select “Yes” to prompt for a department entry for each transaction.

Note: You may press the Enter key to process the transaction without a department entry.

 - b. Select “No” to process the transaction without prompting for a department entry.
4. Select the Enable Clear Department after Transaction option.
 - a. Select “Yes” to prompt for a Department ID entry for each transaction.
 - b. Select “No” to prompt for a Department ID entry for the first transaction and use that entry for each transaction until another Department ID is entered via the Department key or the Reset key is pressed.

●Creating the Valid Departments List Off Line:

Users who have a lot of departments to place on the Valid Departments list have the option of adding all of the departments to the list at one time or creating the list over a period of time (Off Line).

To add all of the departments to the Valid Departments list at one time, refer to page 6-4 Enable Valid Departments, Step 5, Create the Valid Department List “.

- 1.From the Select Department Setup window, select the “Valid Dept.” option.
- 2.Select “No” to disable department validation.
- 3.Select “Yes” to enable department prompting.
- 4.Select “No” to not prompt for a department name. If yes is selected, the terminal will prompt for a department name in addition to the department ID for each transaction.
- 5.Select “No” to not prompt for a department location. If yes is selected, the terminal will prompt for a department location in addition to the department ID for each transaction.
- 6.Select the Enable Clear Department after Transaction option.
 - a.Select “Yes” to prompt for a Department ID entry for each transaction.
 - b.Select “No” to prompt for a Department ID entry for the first transaction and use that entry for each transaction until another Department is entered via the Department key or the Reset key is pressed.
- 7.Press the RESET key to return the terminal operation.
- 8.After you have entered all of the department ID's you want placed on the valid departments list, refer to page 6-4 and Enable Valid Departments.

MULTI PIECE DEPARTMENT PROMPTING

The Multi Piece Department Prompting option, if enabled, the terminal prompts for a department entry the first time the Multi Piece key is pressed and all items removed are charged to that department. If disabled, the terminal prompts for a Department entry each time an item is removed. This option requires that the Department Prompting option be enabled.

- 1.From the Supervisor Menu screen, select “Department Setup”.
- 2.Select “Multi Piece”. The terminal displays “Multipiece Batch Prompting”.
 - a.Select “Yes” to prompt for a department ID entry for the first item removed and use that entry until the department ID is changed via the Department key or the RESET key is pressed.
 - b.Select “No” to prompt for a department entry for each item removed from the weighing platform.
- 3.Press the RESET key to return to normal terminal operations.

Continued on the next page.

OPTION

The Options soft key is used to enable or disable the optional rates and features. **Note:** This feature requires a ten-digit factory setting code. If you want to add or delete an option, you must obtain a new setting code from Hasler.

1. From the Select Supervisor option display, press the "Option" soft key. The terminal displays the current serial number and setting code.
2. Press the "ENT" key to proceed. The terminal prompts you to enter a new setting code.
3. Enter the 10 digit numeric factory setting code supplied with the terminal. If the correct setting code is entered, the options associated with the setting code are enabled. If an incorrect setting code is entered, the terminal displays "*Invalid Code*" and prompts for a new setting code. This process continues until the correct setting code is entered.

AUTOPOST

This function is used to automatically print the saved User Defined report(s). Additionally, it will clear the daily memory when the number of stored transactions reaches 300.

1. From the Supervisors Menu, press the "Auto Post" soft key.
2. Press the "Yes" soft key to enable Auto Post.
3. Press the "RESET" key to return to the normal operating mode.

HANDLING CHARGE (HANDLG CHARGE)

This feature is used to configure the Handling Charge (amount, percentage or both an amount and percentage) automatically added to the transaction value displayed by the terminal. **Note:** The handling charge is printed on the audit trail and reports but is not transmitted to the meter.

1. From the Supervisors Menu, press the "Handlg Charge" soft key.
2. Select the default handling charge method.
 - a. Percentage
 1. Press the "Percent" soft key to add a percentage of the calculated charge to the calculated charge.
 2. Enter the handling charge percentage.
 3. Press the "ENT" key.
 - b. Amount
 1. Press the "Amount" soft key to add a preset amount to the calculated charge.
 2. Enter the handling charge amount.
 3. Press the "ENT" key.

Continued on the next page.

•c.Both

1. Press the “Both” soft key to add both a percentage of the calculated charge and a preset value to the calculated charge.
2. Enter the preset handling charge amount and the handling charge percentage on the same line. The decimal point and % sign are fixed on the display.
3. Press the “ENT” key.

•d.None – Select “None” to configure the terminal to process the transaction without adding a handling charge to the transaction.

3. Press the “CLR” key until you return to the normal operating mode.

PASSWORD

The password setup function allows the supervisor to configure a “secret password”. This password is used to access the supervisor menus and to exit from Standby Mode. The default Supervisor’s password is “SUPER”

1. From the Supervisor Menu, press the “Passwd Setup” soft key. The terminal prompts for a new password.
2. Enter in a new password (up to 8 characters) and press the “ENT” key. The terminal prompts you to verify the new password by re-entering it again.
3. Re-enter the new password. If an incorrect password is entered, you have three attempts to enter the correct password. After the third attempt, the terminal defaults to the original password and returns to the “New Password” prompt.

MISCELLANEOUS (MISC)

The Misc Setup soft key is used to configure Multipiece, User Field and Report Setups.

1. From the Supervisor’s Menu, press the “Misc Setup” soft key.
2. Select the “Multi Piece, User Field or Reports” option.

Multi Piece

1. Press the “Multi Piece” soft key.
2. Select the Multi Piece option (Set Meter, Tape, or Both).
 - Set Meter** – Automatically sets the meter and enables batch letter mode for multi piece transactions.
 - Tape** – Automatically Prints a Tape when an item is removed from the platform for Multipiece transactions.
 - Both** - Prompts the user to select the Set Meter or Print Tape option for each Multi Piece transaction.
3. Press the “RESET” key to return to normal operations.

Continued on the next page.

User Field

1. Press the "User Field" soft key.
2. Enter the prompt for the User Field (maximum of seventeen alpha/numeric characters).
3. Press the "RESET" key to return to normal operations.

Reports – Mail Accounting only

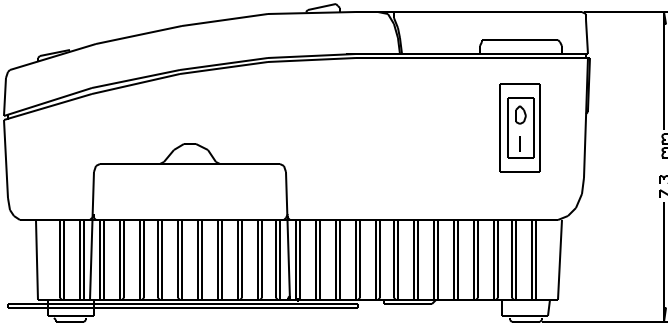
1. Press the "Reports" soft key.
2. Enter the text to appear on the top line of the report. A maximum of twenty one alpha/numeric characters are allowed.
3. Press the "RESET" key to return to normal operations.

SERVICE MENU (REQUIRES A PASSWORD)

This area is reserved for Hasler technical personnel and requires a password to gain entry.

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Non-Legal-For-Trade Capacity	Legal-for Trade operating Temperature range
WP30: 0–5 lb x 0.1 oz 5–30 lb x 0.5 oz	41°F to 95°F (5°C to 35°C)
WP70: 0–5 lb x 0.1 oz 5–70 lb x 0.5 oz	
Construction	Power Source
Housings: Gray ABS Feet: Non-skid Hard Rubber	AC Adapter, 12VDC, 800 mA, included
Display	Serial Ports
240 x 64 Dots, Graphic LCD	[1] Full Duplex Current Loop & TTL , Male DSUB15 [1] Full Duplex Scale Interface, Female DSUB9 [1] Full Duplex GP Interface, Male DSUB9
Keypad	Parallel Port
50-key Silicone Rubber Type	[1] Bi-directional, Male DSUB25
Over Capacity Annunciation	Weight
103% of Full Scale Capacity	Net Weight: 4.2 lb (1.9 kg) Shipping Weight: 6.0lb(2.7kg)
Non-Legal-For-Trade Operating Temperature Range	
32°F to 104°F (0°C to 40°C)	



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Standard Rates, Special Services & Functions

United States Postal Service (USPS)

- 1st/Priority (Power on Default)
- Express PO-ADR / PO-PO
- Standard
- Book
- International (Canada and Mexico)
 - Air - Letter, Card, Printed Matter, Small Packages, Parcel Post, Book
 - Surface - Card, Printed Matter, Small Packages, Parcel Post, Canada Bulk, Book
- Library
- Catalog (Bound Printed Matter Single Piece)
- Postcard

Special Services (USPS Only)

- Registered with Insurance
- Restricted Delivery
- Registered without Insurance
- Oversize
- Insurance
- Parcel Air Lift (PAL)
- Return Receipt Addressee
- Collect On Delivery (COD)
- Return Receipt
- Certified
- Special Delivery
- Special Handling

Special Services (UPS ONLY)

- Oversize
- Insurance (Declared Value)
- Collect On Delivery (COD)
- Additional Handling
- Delivery Confirmation Request
- Saturday Delivery

Continued on the next page.

Functions

- Print Label
- Department
- Clear/Reset
- Auto Set
- Enter
- Multiple Labels
- Shortcut Key (up to 6)
- Meter/Register Interface
- Lowest Rate (up to 6)
- Setup
- Change ZIP
- Audible Tone ON/OFF
- Terminal Diagnostics
- Scale Calibration
- Manual Weight
- ZIP Code Origin
- Piece Count
- Special Services
- Zero Tare
- Soft Keys (S1, S2, S3, S4, S5, S6)
- Functions
- Handling Charge
- Set Meter
- Auto Post
- Custom Rate (up to 6)
- Meter information
- User Tracking Field
- Date/Time Change

Optional Rates and Functions

- International Express Demand
- International Publisher's Periodicals
- Standard Presort (4th Presort)
- 1st Class Automation 3 Digit
- 1st Class Automation 5 Digit
- 1st Class Automation 3/5 Digit
- 1st Class Non-Automation Presort Letter
- 1st Class Automation Basic Letter
- 1st Class Automation Basic Flat
- 1st Class Automation Carrier Route Letter

United Parcel Service (UPS)

- Next Day Air Letter/Package
- 2nd Day Air Letter/Package
- 3 Day Select Package
- Ground Commercial/Residential
- Canada Express Letter/Package
- Canada Standard Package
- international express Letter/Package

Continued on the next page.

Federal Express

- Priority Overnight Letter/Package
- Economy 2 Day Package
- Standard Overnight Letter/Package

Functions

- Multipiece

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Prime Rate and Special Service Abbreviations

Rate Description	Display Abbreviation	Soft Key Abbrev.. Line 1	Line 2
			USPS First 1st Class (<11oz)
USPS 1st Priority (>11 oz)	Priority	1st	Prior
USPS Express PO-ADR	Exprss PoAdr	Exprss	POAdr
USPS Express PO-PO	Exprss PoPo	Exprss	POPO
USPS Standard Single Piece (<16 oz)	Standard	Stndrd	—
USPS Standard Parcel Post (>16 oz)	Standard	Stndrd	—
USPS Standard Parcel Post (>16 oz) BMC ZIP	Standard BMC	Stndrd	BMC
USPS Standard Presort (4th Presort)	Standard Pre	Stndrd	Presrt
USPS Bound Printed Matter (Catalog)	Catalog	Catlg	—
USPS Book	Book	Book	—
USPS Library	Library	Lib	—
USPS International Air Letter	Air Letter	Air	Ltr
USPS International Air Card	Air Card	Air	Card
USPS International Air Printed Matter	Air PrtMt	Air	PrtMt
USPS International Air Small Packages	Air SmPkg	Air	SmPkg
USPS International Air Parcel Post	Air Parcel	Air	Parcl
USPS International Air Book	Air Book	Air	Book
USPS International Surface Card	Sfc Card	Sfc	Card
USPS International Surface Printed Matter	Sfc PrtMt	Sfc	PrtMt
USPS International Surface Small Packages	Sfc SmPkg	Sfc	SmPkg
USPS International Surface Parcel Post	Sfc Parcel	Sfc	Parcl
USPS International Surface Canada Bulk	Sfc Can Bulk	Sfc	CanBlk
USPS International Surface Book	Sfc Book	Sfc	Book
USPS International Express On Demand	Exp On Demnd	Exprss	Demnd
USPS International Publisher's Periodicals	Pub Perdcls	Publ	Prdcls
USPS First Class Non Automation Postcard	Postcard	Post	Card
USPS First Class Non Automation Presort Letter	Presort Letter	Presr	Letter

Continued on the next page.

Rate Description	Display Abbreviation	Soft Key Abbreviation. Line 1	Line 2
			USPS First Class Automation Basic Letter
USPS First Class Automation Basic Flat	Auto Flat	Basic	Flat
USPS First Class Automation 3 Digit Letter	Auto 3Dig	3 Dig	Letter
USPS First Class Automation 5 Digit Letter	Auto 5Dig	5 Dig	Letter
USPS First Class Automation 3/5 Digit Letter	Auto 3/5D	3/5 D	Letter
USPS First Class Automation Carrier Rte. Letter	Auto CR	Car	Route
UPS Next Day Air Letter	UPS Next Ltr	Letter	---
UPS Next Day Air Package	UPS Next Pkg	Package	---
UPS 2nd Day Air Letter	UPS 2nd Ltr	Letter	---
UPS 2nd Day Air Package	UPS 2nd Pkg	Package	---
UPS 3 Day Select Package	UPS 3 Day	Package	---
UPS Canada Air Letter	UPS Can Ltr	Air	Letter
UPS Canada Air Package	UPS Can Pkg	Air	Package
UPS Canada Ground Package	UPS Can Pkg	Grnd	Package
UPS Mexico Air Letter	UPS Mex Ltr	Letter	---
UPS Mexico Air Package	UPS Mex Pkg	Package	---
UPS International Express Letter	UPS Int'l	Intl	Ltr
UPS International Express Package	UPS Int'l	Intl	Pkg
UPS Ground Commercial	UPS Comm	Comm	---
UPS Ground Residential	UPS Resdl	Resdl	---
Fed Ex Priority Letter	FedX Pri Ltr	Pri	Letter
Fed Ex Priority Package	FedX Pri Ltr	Pri	Package
Fed Ex Standard Letter	FedX Std Ltr	Std	Letter
Fed Ex Standard Package	FedX Std Ltr	Std	Package
Fed Ex Economy 2 Day	FedX 2Day	2 Day	Package
Custom Rate	"Custom Rate"		
Manual Courier	Manual Cour	Manual	Cour

SPECIAL SERVICES ABBREVIATIONS

SPECIAL SERVICES ABBREVIATIONS	Soft Key Abbreviation.	Line 2
Special Services Description	Line 1	<u>Line 2</u>
Cash On Demand (COD)	COD	---
Certified	Cert	---
Insurance	Insur	---
Declared Value	Decld	Value
Oversize	Over	Size
Registered	Reg	---
Return Receipt	Retrn	Rcpt
Special Delivery	Spec	Delvry
Restricted Delivery	Rest	Delvry
Delivery Conformation Request	DCR	---
Saturday Delivery	Sat	Delvry
Additional Handling	Add	Hndlg
Parcel Air Lift	PAL	---

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Hasler USPS International Country Code Chart

1	Canada	51	Indonesia	101	Albania
2	Mexico	52	Finland	102	Andorra
3	Panama	53	Croatia	103	Angola
4	Brazil	54	Portugal	104	Ascension
5	Great Britain / North Ireland	55	Malaysia	105	Azores
6	Japan	56	Bolivia	106	Belize
7	Spain	57	Nicaragua	107	Benin
8	France, Monaco	58	Barbados	108	Bhutan
9	Germany	59	Pakistan	109	Botswana
10	Australia	60	Kuwait	110	Brunei Darussalam
11	Italy	61	Guyana	111	Bulgaria
12	Switzerland	62	Egypt	112	Burma
13	Netherlands	63	Hungary	113	Burundi
14	Philippines	64	Haiti	114	Cameroon
15	Belgium	65	Kenya	115	Cape Verde
16	Venezuela	66	Czech Republic	116	Cayman Islands
17	Sweden	67	United Arab Emirate	117	Central African Republic
18	Colombia	68	Uruguay	118	Chad
19	Hong Kong	69	Ghana	119	Comoros
20	South Africa	70	Liberia	120	Congo
21	India	71	Bahrain	121	Corsica
22	Taiwan	72	Romania	122	Djibouti
23	Bermuda	73	Cuba	123	Invalid
24	Israel	74	Suriname	124	Equatorial Guinea
25	Iran	75	Jordan	125	Estonia
26	Greece	76	Paraguay	126	Faroe Island
27	Argentina	77	Iceland	127	Falkland Islands
28	Norway	78	Libya	128	French Guiana
29	Poland	79	Iraq	129	Gabon
30	Jamaica	80	Algeria	130	Gambia
31	New Zealand	81	Zaire	132	Gibraltar
32	Korea, South	82	British Virgin Islands	133	Kiribati
33	Denmark	83	Morocco	134	Greenland
34	Ireland (Eire)	84	Zambia	135	Guadeloupe
35	Ecuador	85	Syrian Arab Republic	136	Guinea-Bissau
36	Singapore	86	Ethiopia	137	Ivory Coast (Cote d'Ivoire)
37	Austria	87	Sri Lanka	138	Cambodia
38	Russia	88	Luxembourg	139	Laos
39	Chile	89	Bangladesh	140	Latvia
40	Peru	90	St. Lucia	141	Lebanon

Continued on the next page.

41	Guatemala	91	China	142	Lesotho
42	Dominican Republic	92	Cyprus	143	Lithuania
43	Trinidad & Tobago	93	Guinea	144	Macao
44	El Salvador	94	Fiji	145	Madagascar
45	Bahamas	95	Zimbabwe	146	Madeira Island
46	Saudi Arabia	96	French Polynesia	147	Malawi
47	Thailand	97	Malta	148	Maldives
48	Nigeria	98	Tanzania	149	Mali
49	Costa Rica	99	Martinique	150	Mauritius
50	Honduras	100	Afghanistan	151	Mauritania
152	Mongolia	186	Vietnam		
153	Mozambique	187	Western Samoa		
154	Nauru	188	Yemen		
155	Nepal	190	Pitcairn Island		
156	Netherlands Antilles	191	Korea, North		
157	New Caledonia	192	Antigua & Barbuda		
158	Vanuatu	193	Dominica		
159	Niger	194	Grenada		
160	Oman	195	St.Vincent & Grenadines		
161	Papua New Guinea	196	Anguilla		
162	Qatar	197	Aruba		
163	Reunion	198	Liechtenstein		
164	Rwanda	199	Armenia		
165	St.Helena	200	Azerbaijan		
166	Sao Tome & Principe	201	Belarus		
167	St.Pierre & Miquelon	202	Rep. of Georgia		
168	St.Christopher & Nevis	203	Kazakhstan		
169	Senegal	204	Kyrgyzstan		
170	Seychelles	205	Moldova		
171	Sierra Leone	206	Namibia		
172	Solomon Islands	207	Tajikistan		
173	Somalia	208	Turkmenistan		
174	Sudan	209	Ukraine		
175	Swaziland	210	Uzbekistan		
176	Togo	211	Montserrat		
177	Tonga	212	San Marino		
178	Tristan Da Cunha	213	Wallis & Futuna Islands		
179	Tunisia	214	Bosnia-Herzegovina		
180	Turkey	215	Slovenia		
181	Turks & Caicos Islands	216	Montenegro		
182	Tuvalu	217	Serbia		
183	Uganda	218	Macedonia		
184	Burkina Faso	219	Slovak Republic		
185	Vatican City	220	Eritrea		

HASLER Appendix E : Country Name Abbrev.

<u>Country Name</u>	<u>Abbrev.</u>	<u>Country Name</u>	<u>Abbrev.</u>
Afghanistan	Afghanistan	Cuba	Cuba
Albania	Albania	Cyprus	Cyprus
Algeria	Algeria	Czech Republic	CzechRep
Andorra	Andorra	Denmark	Denmark
Angola	Angola	Djibouti	Djibouti
Anguilla	Anguilla	Dominican Republic	Dom.Rep.
Antigua & Barbuda	Anti & Barbuda	Dominica	Dominica
Argentina	Argentina	Ecuador	Ecuador
Armenia	Armenia	Egypt	Egypt
Aruba	Aruba	El Salvador	El Salvador
Ascension	Ascension	Equatorial Guinea	EquGuin
Australia	Australia	Eritrea	Eritrea
Austria	Austria	Estonia	Estonia
Azerbaijan	Azerbaijan	Ethiopia	Ethiopia
Azores	Azores	Falkland Islands	Falkland Is
British Virgin Isles	B.Virgin Is	Faroe Islands	Faroe Is
Bahamas	Bahamas	Fiji Islands	Fiji Islands
Bahrain	Bahrain	Finland	Finland
Bangladesh	Bangladesh	France, Monaco	France
Barbados	Barbados	French Guiana	FrGuian
Belarus	Belarus	French Polynesia	FrPolyn
Belgium	Belgium	Gabon	Gabon
Belize	Belize	Gambia	Gambia
Benin	Benin	Republic of Georgia	Georgia
Bermuda	Bermuda	Germany	Germany
Bhutan	Bhutan	Ghana	Ghana
Bolivia	Bolivia	Gibraltar	Gibraltar
Bosnia-Herzegovina	Bosnia-Herz	Great Britian	Grt Britian
Botswana	Botswana	Northern Ireland	
Brazil	Brazil	Greece	Greece
Brunei Darussalam	Brunei	Greenland	Greenlnd
Bulgaria	Bulgaria	Grenada	Grenada
Burkina Faso	Burkina	Guadeloupe	Guadelop
Burma	Burma	Guatemala	Guatemala
Burundi	Burundi	Guinea-Bissau	Guin-Bis
Central African Republic	CAfrica	Guinea	Guinea
Cambodia	Cambodia	Guyana	Guyana
Cameroon	Cameroon	Haiti	Haiti
Canada	Canada	Honduras	Honduras
Cape Verde	Cape Verde	Hong Kong	HongKong
Cayman Islands	Cayman Is	Hungary	Hungary
Chad	Chad	Iceland	Iceland
Chile	Chile	India	India
China	China	Indonesia	Indonesia
		Iran	Iran

<u>Country Name</u>	<u>Abbrev.</u>	<u>Country Name</u>	<u>Abbrev.</u>
Colombia	Colombia	Iraq	Iraq
Comoros	Comoros	Ireland (Erie)	Ireland
Congo	Congo	Israel	Israel
Corsica	Corsica	Italy	Italy
Costa Rica	Costa Rica	Ivory Coast	IvoryCoast
Croatia	Croatia	Jamaica	Jamaica
Japan	Japan	Paraguay	Paraguay
Jordan	Jordan	Peru	Peru
Kazakhstan	Kazakstan	Philippines	Philippines
Kenya	Kenya	Pitcairn Islands	Pitcairn Is
Kiribati	Kiribati	Poland	Poland
Kuwait	Kuwait	Portugal	Portugal
Kyrgyzstan	Kyrgyztn	Qatar	Qatar
Laos	Laos	Reunion	Reunion
Latvia	Latvia	Romania	Romania
Lebanon	Lebanon	Russia	Russia
Lesotho	Lesotho	Rwanda	Rwanda
Liberia	Liberia	South Africa	S.Africa
Libya	Libya	South Korea	S.Korea
Liechtenstein	Liechtenstein	Sierra Leone	S.Leone
Lithuania	Lithuania	San Marino	SanMarino
Luxembourg	Luxem.	Sao Tomes & Principe	SaoTome
Macao	Macao	Saudi Arabia	SaudiAr
Macedonia	Macedonia	Senegal	Senegal
Madagascar	Madagascar	Serbia	Serbia
Madeira Island	Madeira Is	Seychelles	Seychell
Malawi	Malawi	Singapore	Singapor
Malaysia	Malaysia	Slovakia Republic	SlovakR
Maldives	Maldives	Slovenia	Slovenia
Mali	Mali	Solomon Islands	Solom.Is
Malta	Malta	Somalia	Somalia
Martinique	Martinique	Spain	Spain
Mauritania	Mauritan	Sri Lanka	SriLank
Mauritius	Mauritius	St Christopher & Nevis	St.Chris
Mexico	Mexico	St Lucia	St.Lucia
Moldova	Moldova	St Pierre & Miquelon	St.Pierr
Mongolia	Mongolia	St Helena	StHelen
Moldova	Moldova	St Pierre & Miquelon	St.Pierr
Mongolia	Mongolia	St Helena	StHelen
Montenegro	Montenegro	St Vincent & Grenadines	StVincnt
Montserrat	Montserrat	Sudan	Sudan
Morocco	Morocco	Suriname	Suriname
Mozambique	Mozamb.	Swaziland	Swaziland
North Korea	N. Korea	Sweden	Sweden
Namibia	Namibia	Switzerland	Switzerland
Nauru	Nauru	Syrian Arab Republic	Syria
Nepal	Nepal	Taiwan	Taiwan
Netherlands	NetherAntil	Tajikstan	Tajikstn
Antillies			

<u>Country Name</u>	<u>Abbrev.</u>	<u>Country Name</u>	<u>Abbrev.</u>
Netherlands	Netherlands	Tanzania	Tanzania
New Caledonia	New Caledoni	Thailand	Thailand
New Zealand.	New Zealand	Togo	Togo
Nicararagua	Nicara.	Tonga	Tonga
Niger	Niger	Trinidad & Tobago	Trin.Tob
Nigeria	Nigeria	Tristan Da Cunha	TristCun
Norway	Norway	Turkmenistan	Trkmnstn
Oman	Oman	Tunisia	Tunisia
Pakistan	Pakistan	Turkey	Turkey
Panama	Panama	Turks & Caicos	TurksCai
Papua New Guinea	NewGuinea	Tuvalu	Tuvalu

<u>Country Name</u>	<u>Abbrev.</u>
Uganda	Uganda
Ukraine	Ukraine
United Arab Emirate	UnitArab
Uruguay	Uruguay
Uzbekstan	Uzbekstn
Vanuatu	Vanuatu
Vatican City	Vatican
Venezula	Venezula
Vietnam	Vietnam
Wallis & Futuna Islands	Was&Ful
Western Samoa	WSamoa
Yemen	Yemen
Zaire	Zaire
Zambia	Zambia
Zimbabwe	Zimbawe

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HASLER Appendix F : Rate Change Information

Rate Updates

Hasler periodically updates the carrier structure and rates contained in the rate module.

1. Turn the terminal's AC power switch to the Off position.
2. Remove the Rate Module cover from the terminal.
3. Install the Rate Module in the terminal with the label facing up.

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Error Messages

If the terminal encounters an error condition caused either by the operator or the meter, the terminal will beep you and display a message alerting the operator. A description of each display follows:

Operator Errors

Invalid Zip/Zone	Indicates that an invalid ZIP code or zone was entered
Invalid Country	Indicates that an invalid country code was entered
Invalid Subclass	Indicates that an invalid subclass was selected
Invalid Special Service	Indicates that an invalid special service was selected
Overweight	Indicates that the weight for the class of service selected has been exceeded.
Scale Wt Exceeded	Indicates that the weighing capacity of the scale has been exceeded.
No Rate Selected	Indicates that a rate must be selected before the given operation.
Service Not Allowed	Indicates that the selected service is not valid with current services.
Invalid Entry	Indicates that the selected function, service or rate is invalid.
Lowest Rate Not Setup	Indicates that the lowest rate key has not been configured.

USPS Meter Errors

<u>Error</u>	<u>Solution</u>
Meter Not In Remote	Place the meter in the remote position.
Meter Out Of Money	Add money to the meter.
Meter Communication	Check the communication between the mailing machine and scale.
Meter Is Non Fractional	Fractional value sent to non-fractional meter.

UPS Register Errors

Register Not In Remote	Place the register in the remote position.
Register Communication	Check the communications between the mailing machine and the register.
Register Is Non Fractional	Fractional value sent to non-fractional register.

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