



### METERMAN INSTRUCTIONS

After insertion of a valid 'METERMAN' CARD the following parameters can be viewed/modified using the 'EMERGENCY CREDIT' (**GREY**) and 'DISPLAY' (**BLUE**) buttons on the meter.

**METERMAN CARDS MUST BE KEPT AWAY FROM MAGNETIC SOURCES SUCH AS MOBILE PHONES, SPEAKERS, MICROWAVE OVENS ETC**

DISPLAY	REMARKS
#PROGRAMMING#	
RATE 1 XXX.XXppu	Sets the pence per unit in 1/100 of a pence steps. Settable in the range 0 to 999.99ppu.
DEBT/WK	Sets the weekly debt to be recovered from the consumer. This value is divided by 100 and deducted every 100 <sup>th</sup> of a week from the total debt and the pre-paid credit (or added to the debt) until the total debt becomes zero. Settable in the range £0 to 99.99
T.DEBT	Sets the debt owed by the consumer. This value is reduced 100 times per week by the debt collection per week divided by 100, this same amount is also deducted from the remaining credit or added to the debt until the total debt become zero. Settable in the range £0 to 9999.99
STCH/WK	This value is divided by 100 and then deducted every 100 <sup>th</sup> of a week from the remaining credit.
TIME HH:MM	Current time
E.CRED £XXX.XX	The amount of emergency credit available to the consumer. Settable in the range £0 to 99.99.
E.AVAIL £XXX.XX	This is the value that the remaining pre-paid credit must fall to before emergency credit can be selected. Settable in the range £0 to 99.99.

01803 297179 | 01803 299488



## METERMAN PROGRAMMING INSTRUCTIONS FOR A WESTWOOD RECONDITIONED AMPY CARD METER

### STEP 1

- Place the “meterman” card in the card token aperture making sure that the printed information is uppermost and that the arrows are pointing in the direction of the meter.
- Insert the card all the way until the LCD display reads: “REMOVE CARD”
- On removing the card the display will change to: “#PROGRAMMING#”

### STEP 2

- Using the DISPLAY (**BLUE**) button on the front of the meter, advance through each of the parameters by pressing and releasing the button until you reach the desired parameter to re-programme.

### STEP 3

- When you arrive at the parameter you wish to alter, depress the EMERGENCY CREDIT (**GREY**) button to move the flashing cursor until it is under the decimal digit that you wish to change at which point do not release the EMERGENCY CREDIT (**GREY**) button but continue to hold down.

If you do release the EMERGENCY CREDIT (**GREY**) button before making the change, simply continue to press the EMERGENCY CREDIT (**GREY**) button until the cursor returns to its place under the digit you want to change

- Whilst keeping the EMERGENCY CREDIT (**GREY**) button depressed, push the DISPLAY (**BLUE**) button at the same time to increase the digits to the required setting.
- To adjust another parameter setting, simply advance through the display cycle using the DISPLAY (**BLUE**) button and repeat the above procedure.
- When you have finished making your alterations you can either continue to press the DISPLAY (**BLUE**) button to reach the programme end or leave the display to return to the default setting of the usual display mode.

If you pause whilst in programming mode for longer than 30 seconds the meter will return to its usual display mode – this is a security measure. If this happens you will need to re-insert your “meterman” card and start the procedure again.

01803 297179 | 01803 299488



## RESETTING THE METER USING THE METERMAN CARD

Carrying out the following process will set all of the parameters on the meter to zero and will also clear any credit held on the meter to “zero”.

- Access the ‘PROGRAMMING’ mode with the “meterman” card and set the pence per unit parameter to zero, as follows:-
  - Insert the “meterman” card, when the display shows “REMOVE CARD” withdraw the “meterman” card – display now shows “PROGRAMMING”
  - Press the DISPLAY (**BLUE**) button to get to the pence per unit parameter - R1PPU
  - Press the EMERGENCY CREDIT (**GREY**) button to move the cursor under the digit that you want to zero, when you get to the number you want to change keep the EMERGENCY CREDIT (**GREY**) button pressed and use the DISPLAY (**BLUE**) button to set the digit to zero. Repeat this process for each digit until the display reads 000.00
- Press the DISPLAY (**BLUE**) button to advance through the parameters until you reach the end of the programming cycle when the display will read ‘**EC&DIS TO CLEAR**’. Press both the EMERGENCY CREDIT (**GREY**) and DISPLAY (**BLUE**) buttons **together**, the following parameters are reset to zero :-
  - a) Emergency credit value
  - b) Emergency credit availability point
  - c) Pence per kWh for all rates
  - d) Outstanding debt
  - e) Debt collection per week
  - f) Standing charge per week
  - g) Total cards
  - h) Total credit
  - i) Credit (debt)
  - j) Reverse running

Having carried out the above procedure, you will need to re-enter the “meterman” card to gain access to the programme to reset the pence per unit and emergency credit to your desired values (plus any other parameters you had set, for example the debt collection or standing charge parameters).

01803 297179 | 01803 299488