



## WJ20TMS GUIDE

(Serial numbers beginning with 141...)

### Downloading Funds

1. Start off from the ready screen. You will see “*Ready & 00.00 postage*”. Press the moneybag key, enter the amount to be downloaded and press **OK**. The meter will begin to dial and download funds. Notes: if meter has previously failed to download then it will retain the amount that was originally requested.

### Verify/Edit Phone Number

1. Press the **MENU** button. The screen will say *advert*s. It will be blinking
2. Press the **left green button** until you see *setup*. Press **OK**
3. Press the **left green button** until you see *Telephone*. Press **OK**
4. *Refill No.* will be blinking at the top of the screen. Below it will be the number, if one was entered, or it will say *None*.
5. If it says *None* press **OK**. *Refill No.* will stop blinking and *None* will be blinking. Enter the TMS phone number 18004466029. Note: You do not need commas or dashes. When you are finished press **OK**. Note: If a mistake is made, press **C** to clear any errors.
6. *Refill No.* should now be blinking on the screen. Below it should be the number you just entered.

### If a Prefix is Needed

7. Press the **right green button** until you see *Prefix* blinking. Below it will be a prefix or it will say *None*. If a prefix is required press **OK**. *Prefix* will stop blinking. Enter the prefix number and press **OK**. *Prefix* will be blinking again and you will see the number you just entered.
8. Press **C** until to get back to the ready screen.

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### Audit/Update Registration

1. From the ready screen, press one of the **green buttons** until you see *Setup*, press **OK**. Again, press one of the **green buttons** until you see *Registration*, press **OK**.
2. *Change Address* will be blinking. Press **OK** twice if you need to change the zip code or account number and it has already been changed in the system.
3. To perform an Audit, press one of the **green buttons** until you see *Audit*. Press the **OK** button to proceed with the transaction.
4. Enter the SUPERVISOR pin number 9430. Note: after entering the pin number **do not** press **OK**; the screen will automatically go to the SUPERVISOR MENU.
5. From the SUPERVISOR MENU select SETUP press **OK**. This will take you to the SETUP MENU.
4. Using the arrow keys scroll down to TELEPHONE SETTINGS (#8) then press **OK**. This will take you to the TELEPHONE SETTINGS MENU.
6. From this screen you can see the POSTAGE REFILL NUMBER, which is at the top, and the PREFIX, which is the fourth one down.
7. If the number is missing a POSTAGE REFILL NUMBER, or it is incorrect, then highlight it and press **OK**. This will take you to the POSTAGE NUMBER entry screen.
8. From here enter the TMS WJ number 18004466029 then press **OK**.
9. If a prefix is needed to dial out, select PREFIX (#4) and press **OK**. Then enter the prefix and press **OK**. Select PAUSE and press **OK**, then enter a 1 and press **OK**.
10. After the postage number and prefix (if necessary) are entered and appear in TELEPHONE SETTINGS press **C** until you back to the Hasler screen.