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WJ60/90 TMS GUIDE

(Serial numbers beginning with 151, 152...)

Downloading Funds

1. From the main metering screen (displaying Hasler), press the **green button** under USER in the lower right hand corner. (The user *might* be prompted to enter a pin number. If so, enter it here. If departments were set up, select the appropriate department.) Now you will be in the main metering screen.
2. Press the moneybag key. Enter the desired amount. Press **OK**. If the amount displayed is correct, press the **green button** below CONFIRM AMOUNT. The meter will begin to dial. Note: if the meter has previously failed to download then it will retain the amount that was originally requested.

Verify/Edit Phone Number

1. Enter the SUPERVISOR menu from either the main screen (Hasler screen) or from the metering screen press the **menu button** and select SUPERVISOR from the menu.
2. 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.
3. 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.
5. From this screen you can see the POSTAGE REFILL NUMBER, which is at the top, and the PREFIX, which is the fourth one down.
6. 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.
7. From here enter the TMS WJ number 18004466029 then press **OK**.
8. 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**.
9. After the postage number and prefix (if necessary) are entered and appear in TELEPHONE SETTINGS press **C** until you back to the Hasler screen.

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Audit/Update Registration

1. To do an audit or update registration, select Supervisor from the main screen (Hasler). Enter the supervisor pin 9430.
2. Once in SUPERVISOR select SETUP and press **OK**.
3. From the SETUP screen, use the up and down arrows to select REGISTRATION (#9) and press **OK**.
4. In the REGISTRATION screen you will have 3 selections: *Change Address*, *Audit* and *Withdraw*. Choose *change address* if the meter has an incorrect zip or account # and it has already been changed in our system. Press **OK** twice
5. To perform an audit, choose *audit* and press **OK** once to begin the transaction.