

## WJ135/180/215TMS GUIDE

(Serial numbers beginning with 161, 162...)

### Downloading Funds

1. Make sure the meter is in the main metering screen (USER MODE). It will show 00.00 and ready to run postage
2. In USER MODE press the **green button** below **next** until you see **Credit**. Select **Credit** then enter the desired amount in the *new value* field and press the **OK** button. Note: if the meter previously failed to download then it will retain the amount that was originally requested.

### Verify/Edit Phone Number

1. Press the **green button** corresponding to **next** at the bottom of the screen, until you see **superv**, then press the **green button** below it.
2. Enter the supervisor password (9430) and press **OK**. The word SUPERVISOR should appear under the 00.00
3. Press the **next** button until you see *connec* at the far left corner of the screen. Press the **green button** below *connec* which will bring you to CONNECTION SETUP.
4. In connection setup you will see, from top to bottom: *prefix, telephone no, low postage thresld, TMS pin no.*
5. *Prefix* will already be highlighted. If the customer requires a prefix press the **green button** below **modify**. A pop-up screen will appear that will allow you to select values to enter. You can use the side-to-side & up-and-down arrows to highlight the desired digit. When the digit is highlighted press **next** and that will display the number on the top line. When the number is displayed press the **OK** button and it will be programmed into memory. You can see the number from the CONNECTION SETUP menu.
6. Follow the same steps for '*Telephone no*', if needed, just use the up & down arrows to highlight '*Telephone no*' in CONNECTION SETUP. Then press the **green button** below **modify**. In the pop-up window that appears, enter the phone # 1-800-4466029. **REMEMBER**, you have to highlight the desired number and press **next**, one at a time, even the dashes! After all the numbers appear on the top lines press the **OK** button. If you make a mistake press the **C** button on the keypad to erase any errors.
7. When all the correct numbers appear in CONNECTION SETUP press **OK** to exit from the CONNECTION SETUP screen.
8. Upon return to the SUPERVISOR main menu, press **next** until you see **exit** at the bottom of the screen. Press the **green button** below **exit**. You will now be back in user mode and able to download funds.



Now you've got a better choice.™

### WJ135/180/215TMS GUIDE

(Serial numbers beginning with 161, 162...)

#### Audit/Update Registration

1. Press the **green button** corresponding to **next** at the bottom of the screen, until you see **superv**, then press the **green button** below it.
2. Enter the supervisor password (9430) and press **OK**. The word SUPERVISOR should appear under the 00.00
3. Press the **next** button until you see *connec* at the far left corner of the screen. Press the **green button** below *connec* which will bring you to CONNECTION SETUP.
4. From the CONNECTION SETUP menu you can perform an Audit or Update Registration.
5. In the lower right-hand corner of CONNECTION SETUP sub-menu you will see **audit** and **updreg**. Select the desired option. Note: an updated registration should only be done if a zip code or account number needs to be changed, and it has already been changed in the system.