

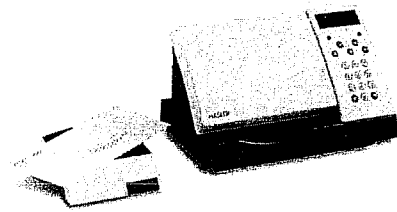
# HASLER

America's better choice.®


## RETURNING YOUR WJ20 POSTAGE METER

Returning your WJ20 Postage Meter to Hasler.

### STEP 1 – FILL OUT THE ACCOUNT INFORMATION (PART A & B) OF THE METER MOVEMENT REPORT



< ADD POSTAGE >  
\$XXX.XX

- A. It is important to complete this section to ensure proper processing of the meter upon receipt at the Hasler facility.
- B. Document Register Readings (Section C of the Meter Movement Report)
  1. From Ready Mode press . You will see the following message:
    - Using the scroll ( < > ) keys, the following registers will appear. Document the register readings on the MMR.
    - "Postage Avail" (DESCENDING REGISTER). The "Postage Avail" will display the postage remaining (how much money I have left).
    - "Postage Used" Register (ASCENDING REGISTER). The "Postage Used" Register will display the total postage spent to date (how much money I have spent on postage).
    - On the MMR Form add the ASCENDING REGISTER plus the DESCENDING REGISTER and the result is your CONTROL TOTAL.
- C. Perform the Withdrawn Function and affix register summary Indicia.

### STEP 2 – PERFORMING THE WITHDRAWAL PROCESS (SECTION D OF MMR)

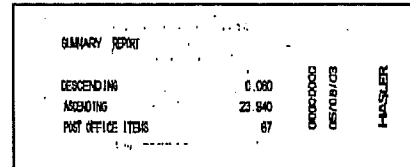
***WARNING: Once a meter has been withdrawn it cannot be reinstalled.***

- A. Connect your postage meter to your telephone line, using your modem cable.
- B. Perform the Audit Function and affix the Register Summary Report
  1. Audit
    - a. From the ready screen, press the Menu key then one of the green scroll buttons under the display until you see Setup, press OK.
    - b. Press the green scroll button until you see Registration, press OK.
    - c. Press the green scroll button until you see Audit. Press the OK button to proceed with the transaction. Once the audit is complete, the display will state AUDIT DONE.
    - d. Press OK to proceed.
  2. Withdrawal
    - a. The main display will show REGISTRATION, press OK.

- b. Press the green scroll button until you see Withdraw. The Withdraw function is in the Registration menu listed after the Audit function.
- c. Press OK twice to proceed with the transaction.
- d. You will be prompted to enter the WITHDRAW PIN. Please enter 9430. The postage master will automatically dial out to withdraw your meter. The meter will display WITHDRAW DONE.
- e. Press one of the green buttons until you see Withdraw. Press the OK button to proceed with the transaction.



**WITHDRAWN INDICIA**



**REGISTER SUMMARY REPORT**

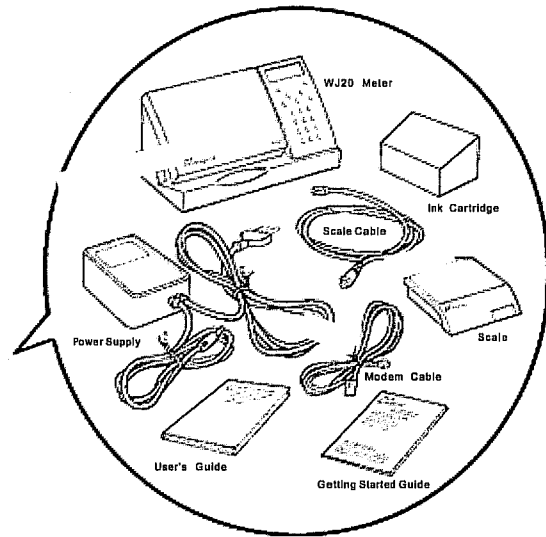
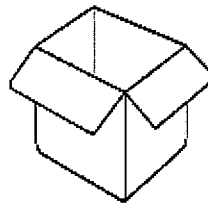
- C. After attaching the withdrawn indicia to the MMR form, sign the form – Section B

**Note: If the document is not signed, we can not process your meter refund.**

- D. Photocopy the completed form. Place the original in the carton and keep the copy for your records.
- E. Funds will be credited to your TMS account upon receipt of the meter.

**STEP 3 – PACKING THE RETURN METER**

- A. WJ20 Postage Meter
- B. Ink Cartridge
- C. Power Supply
- D. Modem Telephone Cable
- E. Weighing Platform and Cable (Optional accessory)



**STEP 4 – RETURNING THE WJ20 POSTAGE METER TO HASLER**

- A. Place a signed copy of the MMR in the box
- B. Close box securely.
- C. Apply the FedEx PRP label on the box. Retain a copy of the tracking number.
- D. Hand to your FedEx Ground delivery person or take to a FedEx Ground pick up point such as a FedEx Kinko store. For a FedEx Ground Service location closest to you, please check the FedEx.com website. Hasler is not responsible for any shipping fees incurred as a result of not following this process.

HASLER  
**MMR**

METER MOVEMENT REPORT

**WJ20 Direct Ship Return**

Place original in carton with your meter.  
Maintain a copy for your records.

**A. ACCOUNT INFORMATION**

Date	RA Number	TMS Account #	Maller Agreement #
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**B. CUSTOMER INFORMATION**

Company Name / Address		Address
Customer Telephone	Print Customer Name	

**Customer Signature ( Required)**



**C. WITHDRAWN METER INFORMATION**

<u>Withdrawn Meter Model</u> <b>141</b>	<u>Meter Serial #</u>		<b>141 Direct Shipment Return</b>
<b>Ascending Register</b> Postage Used	\$		
<b>Descending Register</b> Postage Remaining in Meter	\$		
<b>Control Total</b>	\$		

**D. REQUIRED STEPS FOR WITHDRAWAL**

<b>Follow Procedures in the order Listed</b>		<p><b><u>Affix Zero Register Summary Report here</u></b></p> <p><b><u>Affix Withdrawn Indicia here</u></b></p> <p>Any funds remaining on the postage meter will be credited to your TMS funding account upon receipt of the meter and validation of the register readings.</p>
1 <input type="checkbox"/>	Perform Audit Function [see return instructions. Affix Register Summary Report.	
2 <input type="checkbox"/>	Document the register readings, Section C	
3 <input type="checkbox"/>	Perform Withdrawn Function.[see return instructions]. Affix Withdrawn Indicia	
4 <input type="checkbox"/>	Sign form in Section B	
5 <input type="checkbox"/>	Record the tracking information below.	
6 <input type="checkbox"/>	Photocopy the completed form, Place original in carton.	
7 <input type="checkbox"/>	Maintain a copy for your records.	

Affix tracking information below. Retain a copy of the tracking number for your records.

Shipping Tracking #		Shipped Date:	
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Please maintain a copy for your record.  
Thank you!

Failure to return the postage meter will result in an invoice for the cost of the meter.

**HASLER  
MMR**

METER MOVEMENT REPORT

**WJ20 Direct Shipment Return**

Place original in carton with your meter.  
Maintain a copy for your records.

**A. ACCOUNT INFORMATION**

Date	TMS Account #	Mailer Agreement #
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**B. CUSTOMER INFORMATION**

Company Name / Address		Address
Customer Telephone	Print Customer Name	
<b>Customer Signature ( Required)</b>		

**C. WITHDRAWN METER INFORMATION**

<u>Withdrawn Meter Model</u> 141	<u>Old Serial #</u>	<b>WJ20 Direct Shipment Return</b>
<b>Ascending Register</b> Postage Used	\$	
<b>Descending Register</b> Postage Remaining in Meter	\$	
<b>Control Total</b>	\$	

**D. REQUIRED STEPS FOR WITHDRAWAL**

<b>Follow Procedures in the order Listed</b>		<p><u>Affix Register Summary Report and Withdrawn Indicia from meter being returned.</u></p> <p><b>Withdrawn Function locks meter to prevent further usage</b></p> <p>Failure to return the meter will result in an invoice for the cost of the meter.</p>
1 <input type="checkbox"/>	Perform the Audit Function [see instructions]. Affix Register Summary Report	
2 <input type="checkbox"/>	Document register readings. Section C	
3 <input type="checkbox"/>	Perform Withdrawn Function [see instructions] Affix Withdrawn Indicia	
4 <input type="checkbox"/>	Sign form in Section B	
5 <input type="checkbox"/>	Record tracking information below.	
6 <input type="checkbox"/>	Photocopy the completed form, Place original in carton.	
7 <input type="checkbox"/>	Maintain a copy for your records.	
Affix tracking information here. Retain a copy of the tracking number for your records.		
Shipping Tracking #		Shipped Date:

**E. OPTIONAL CASH ADVANCE**

**If a Cash Advance is requested, please complete, sign and fax to: 800-237-0692**

I request Hasler, Inc. to advance funds into my prepayment account with the USPS in the amount of the descending register shown above. When Hasler checks my current meter out of service the funds on that meter will repay the advance. Any discrepancy between the descending register listed above and the amount advanced by Hasler is solely the responsibility of my company and restitution will be made within 7 days of being notified by Hasler of a discrepancy.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cash Advance funds will be available in one hour from receipt of form.**

Thank You!