WESTERN UNION INFORMATION SERVICES COMPUTER SYSTEM

"TELEX COMPUTER COMMUNICATIONS SERVICES"

western union

TCCS

1   <u>Dial 6111.</u>   The computer will activate your answer-back, then identify itself and give a connection number.

> BALLTRANS CGO
> WU ISCS 06/01/69 152NN12503 0915A EDT

2   Transmit message from keyboard or from perforated tape using appropriate format.

A   Example of a single message:

Telegram (PMS)

```
ZCZC  Ø13  PD  YOUR CITY & STATE
PMS ADDRESSEE'S NAME AND ATTENTION LINE
      ADDRESS AND CITY & STATE
BT
TEXT TEXT TEXT TEXT TEXT TEXT TEXT
TEXT TEXT TEXT TEXT TEXT TEXT TEXT
TEXT TEXT TEXT TEXT TEXT TEXT TEXT
      SIGNATURE
NNNN
```

Telex (TLX) or (TWX) Message

```
ZCZC  Ø27 PD YOUR CITY & STATE
TLX ADDRESSEE'S TELEX NO. & ANSWER-BACK
      ADDRESSEE'S NAME, TITLE, ETC.
BT
TEXT TEXT TEXT TEXT TEXT TEXT TEXT
TEXT TEXT TEXT TEXT TEXT TEXT TEXT
        SIGNATURE
NNNN
```

ZCZC: Start-of-message Indicator followed by Message Number (1 to 5 digits)

PD: Paid, followed by Origin (City and State)

PMS: Telegram Indicator

TLX: Telex Service Indicator

TWX: TWX Service Indicator (TLX and TWX must be followed by a SPACE, the proper dial number and the Answer-back as shown in the respective directories)

BT: End-of-address/Begin-text Indicator

NNNN: End-of-message Indicator

The number of characters between the ZCZC and the BT may not exceed 400.

B   Example of a Multiple-Address message with same text to four addresses:

```
ZCZC  MA  ØØ9 PD ROME NY
TLX 254133 BALLTRANS CGO
       E V LARSEN BALL TRANSPORTATION
BT
REDUCE ALL PLASTIC 8375 3 PERCENT
           HYATT, SALES DEPT
NNNN

ZCZC Ø1Ø PD ROME NY
TWX 212649Ø371 EXTROLOT MFS
      R. W. SCOTT
BT
ZCZC Ø11 PD ROME NY
PMS A PLEDGER WALLACE INC
       846Ø ADDOVER ST BUTTE MONT
BT
ZCZC Ø12 COLLECT ROME NY
TLX 253135 SMITHCO CGO
       ATTN H SMITH, VICE PRES
BT
NNNN
```

INSTRUCTIONS FOR MULTIPLE-ADDRESS MESSAGES

MA: Multiple-Address Indicator must appear in the <u>first</u> heading <u>only</u> preceded by <u>ZCZC</u> and a space and followed by a space.

NNNN: End-of-Message Indicator must appear twice. Once after the signature in the message and again after the BT in the last address

Message numbers preceding PD (PAID) or COLLECT must be in ascending order.

A maximum of 100 addresses is permitted.

SERVICE INFORMATION AND SPECIAL OPERATING PROCEDURES

THE TCCS COMPUTER WILL ACCEPT:

All messages to Telex subscribers in the U.S., Canada and Mexico; TWX subscribers in the U.S. (not Canada) whose stations are equipped with a multi-character answer-back device; and PMS messages destined within the United States.

Telex, TWX and PMS as single messages or combined in one multiple-address message.

COLLECT Telex messages when destined only within the continental United States. Transmit COLLECT instead of PD in first line.

OVERNIGHT service on Telegrams (PMS). Transmit NL before PD in the first line.

THE TCCS COMPUTER WILL NOT ACCEPT:

Tel (T) ex messages.

More than 2500 words (15,000 characters) in a single text.

"Rub Outs" (LTRS characters used for making corrections when perforating tape) within the ZCZC, BT and NNNN sequences.

More than 100 single messages or one multiple address message of up to 100 addresses on a single connection.

A combination of single address messages and multiple-address messages.

Transmissions without a text.

A message when transmission is interrupted for more than 9 seconds.

COLLECT TWX and COLLECT PMS messages.

ACKNOWLEDGEMENTS FROM THE TCCS COMPUTERS:

The acknowledgement for accepted messages will read:

> ACCEPTED WU ISCS NUMBER (S)
> 00001

The notice of the rejection of messages will read:

> UNABLE TO PROCESS NUMBER (S)
> 00002
> (Reason for rejection)
> PLEASE CORRECT AND RESEND

If the computer does not acknowledge or reject a complete message due to a premature disconnect, an operator will call you and furnish the acknowledgement. If after a reasonable interval you have not received such an acknowledgement, dial 127724.

WHEN TRANSMITTING:

To MEXICO, add an extra zero before the dial number as it appears in the Mexican Telex Directory, e.g., 00123456

To CANADA, add a zero before the dial number as it appears in the Canadian Telex Directory, e.g., 0123456

To destinations within the UNITED STATES do not add hyphens and spaces shown in current Telex and TWX directories or add leading zeros, e.g., 123456

There is a computer, not an operator, at the opposite end; therefore, questions cannot be asked directly. However, to communicate with personnel in the operations center, dial 127724. Your local Western Union service representative is also available if you have a problem.
Telephone: _____

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