

## How to Set [Amount Correction] Mode printing

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Processing Mail

A postage amount that is too low can be corrected. The sequence is identical to Re-Dating Mail, except that the postage must be set to the desired additional amount.

If you have a mail piece that has been stamped with a postage amount that is not the correct, you must correct the postage amount before mailing. This is done by applying a second stamp on the back of the envelope with the additional postage amount. The total postage will be the front and back stamps.

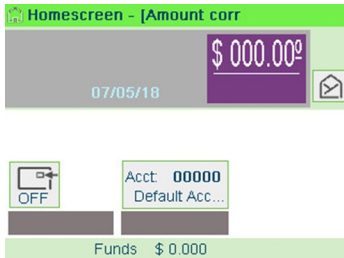


- Only one postage correction indicia (stamp) is permitted.
- On letter size mail, place the postage correction indicia (stamp) on the non-address side of the envelope in the upper right corner.
- If the postage correction indicia (stamp), is printed on a label it may be placed on the address side of the envelope in the lower left corner.


### Required settings:

1. Make sure you are on the home screen of the [Amount Correction] type of stamp.

The type of stamp is indicated at the top of the home screen as illustrated.



2. Check or change the type of stamp.

Press  to access the Customize Stamp screen:

Customize Stamp	
Stamp type	Amount correction >
Amount	\$ 000.000 >
Date	07/05/18 >

Cancel	Validate
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To change the type of stamp, select Stamp type and then select [Amount Correction] in the Type of stamp screen. For more details, see [How to Change the Current 'Type of Stamp'](#) on page 34.



To select an option on the screen, use related keys located on the right hand side of the display.

3. Select Amount and enter the desired amount.


Amount entry
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Enter the Postage Amount


\$ ____.	0
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Cancel	OK
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Press [OK] to validate.

Press  to return to the home screen.

4. [Amount correction] type of stamp also allows you to correct the Date if necessary.


- Select Date and then select a date option in the Date Advance Screen
- Press  to return to the home screen.

You can also apply this optional setting:

1. Move the stamp away from the envelope edge for thick envelopes: see [How to Move the Stamp \(Print Offset\)](#) on page 89.

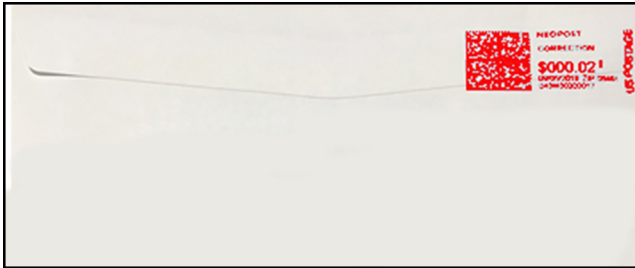
You are now ready to print.

On the [Amount correction] home screen:

1. Press . System motors start running.
2. Insert the mail piece into the mail path against the rear-guide wall, side to be printed facing upwards.



The Mailing System applies the imprint and the mail piece is sent to the catch tray.



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## How to Set [Redate] Mode printing

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If you have a mail piece that has been stamped with a date that is not the actual date you are mailing the piece, you must "Redate" the mail piece before mailing. Redating is done by applying a "0" value date correction indicia (stamp) to the envelope / item.



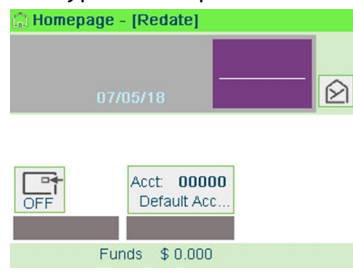


- USPS postal regulations state that the indicia (stamp) must show the actual date the mail is deposited with the post office. The post office may return mail if the correct date is not on the indicia.
- Only one date correction indicia (stamp) is permitted.
- On letter size mail, place the date correction indicia (stamp) on the non-address side of the envelope in the upper right corner.
- If the date stamp is printed on a label, it may be placed on the address side of the envelope in the lower left corner.


### Required settings:

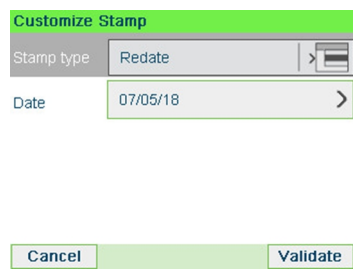
1. **Make sure you are on the home screen of the [Redate] type of stamp.**

The type of stamp is indicated at the top of the home screen as illustrated.



2. **Check or change the type of stamp.**


Press  to access the Customize Stamp screen:



**To change the type of stamp**, select Stamp type and then select **[Redate]** in the Type of stamp screen. For more details, see [How to Change the Current 'Type of Stamp'](#) on page 34.

3. **Select the new Date.**

Select a date option in the Date advance screen. Select Today's date for printing today's date. For more details, see [How to Change the Date](#) on page 99.


Press  to return to the home screen.

You can also apply this optional setting:

1. Move the stamp away from the envelope edge for thick envelopes: see [How to Move the Stamp \(Print Offset\)](#) on page 89.

You are now ready to print.

On the [Redate] home screen:

1. Press . System motors start running.
2. Insert the mail piece into the mail path against the rear-guide wall, side to be printed facing upwards.



The Mailing System applies the imprint and the mail piece is sent to the catch tray.

