

User Guide iX-1 Series:

How to Set [Amount Correction] Mode

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.

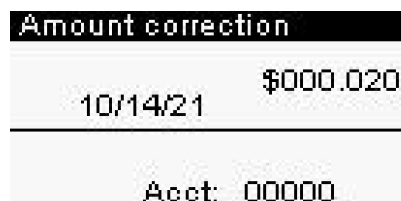


- Only one postage correction indicia (stamp) is permitted.
- On letter size mail, place the postage correction indicia (stamp) on the non-address side of the envelope in the upper right corner.
- If the postage correction indicia (stamp), is printed on a label it may be placed on the address side of 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 home screen indicates the date and amount as illustrated below.



2. **Check or change the type of stamp, if you are not in [Amount Correction] mode.**

Press  and select: Customize Stamp.



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.

3. Select **Amount** and enter the desired amount.



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 [OK] to validate.

On the **[Amount Correction]** home screen:

1. 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

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:

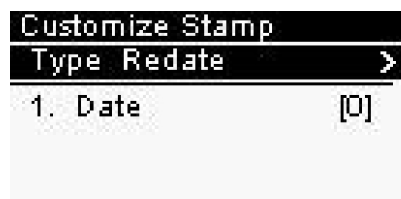
1. Make sure you are on the home screen of the [Redate] type of stamp.

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



2. Check or change the type of stamp, if you are not in [Redate] mode.

Press  and select: *Customize stamp*.



The type of stamp is indicated on line 2 of the screen.

To change the type of stamp, select the **Type** line, press **[OK]** and then select **[Redate]** in the *Type of stamp* screen and press **[OK]**.

To change the date or date format from the *Customize stamp* screen as follows:

Select **Date** and then select a date option in the *Date Advance* Screen. Select **Today's date** if you do not want to print with date advance. Then, press **[OK]**. For more details, see How to Change the Date.

Press  or  to return to the home screen.

On the **[Redate]** home screen:

1. 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.

