3 Special imprints and functions

3.1 Postage correction

You can correct faulty meter imprints on an already metered letter. The correction print must always be printed on the non-address side of the mail piece.

If you have metered a postage value which is too low, print a correction with the missing amount on the non-address side of the mail piece.
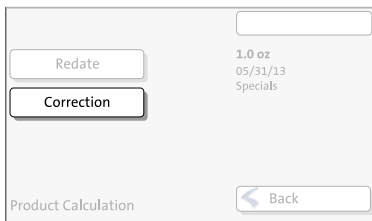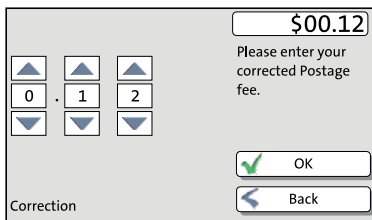
Setting the CORRECTION imprint

In the Home screen:

• Press the PRODUCT button.

PostBase opens the Product calculation menu.
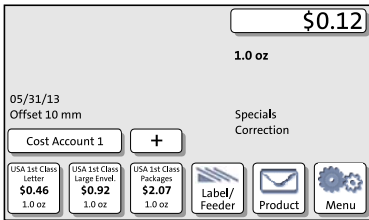
• Select SPECIALS.

• Select CORRECTION.

PostBase opens the Correction menu.

• Set the amount to be imprinted on the mail piece in addition to the postage value already metered.

   Use the arrow buttons to increase or decrease the figure in each digit until the desired amount is displayed in the top right text box.

• Confirm the displayed correction amount with OK.

• Press OK to accept the displayed product setting and to return to the Home screen.

Print postage correction

The Home screen shows the current settings for the correction imprint. You can change the settings (e.g. date, imprint offset) in the same way as with a regular meter imprint.

• Position the mail piece the
  <u>non-address side face up</u>.

PostBase prints the correction imprint.

When printing the postage correction, advertising imprints are not available.
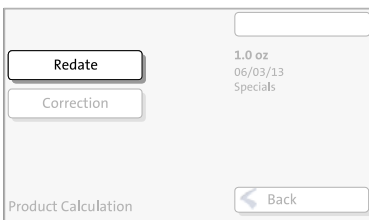
3.2   Redate

If the meter imprint shows an incorrect date, you can print a correction with the correct date on the non-address side of the already metered mail piece.

Setting the REDATE imprint

In the Home screen:

• Press the PRODUCT button.

PostBase opens the Product calculation menu.

• Select SPECIALS.

• Select REDATE.

• Press OK to accept the displayed product setting and to return to the Home screen.

The Home screen shows the current settings for the redate imprint. You can change the settings (e.g. imprint offset) in the same way as with a regular meter imprint.