

How To Add Postage To Your Mail Machine

1. Press Money Key (with 3 coins) on the lower left of the keypad
2. On the Funds screen, select Option #2, Add Funds
3. If there is an amount in the Amount of Postage to Add box, press, the “C” (Clear) key
4. Type in the \$ amount you wish to add (do not include decimals)
5. Select “OK”
6. Machine will display a “Transaction Successful” screen and an account balance. **NOTE:** the account balance is not the amount of postage currently downloaded onto the machine, but the balance in the postage account.
7. Select the “OK” button
8. To verify the funds just added, select the “Funds Used/Funds Available” option
9. Select the Home screen