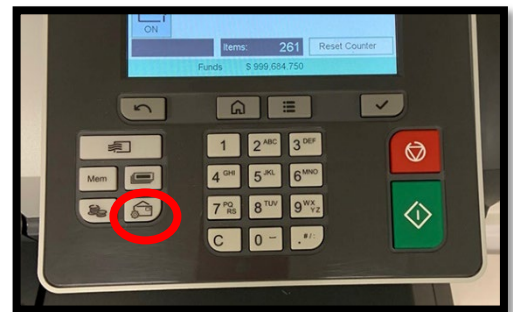


How To Redate Postage

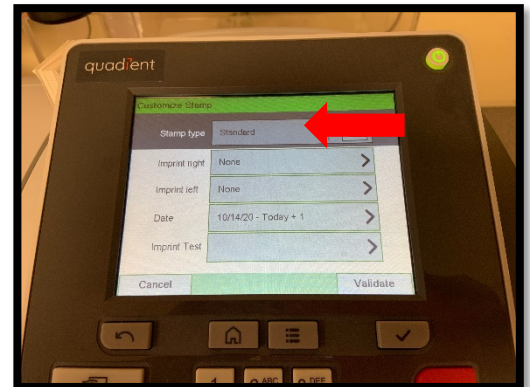
The USPS requires that the current date is printed on a mailpiece the day it goes in the mail. If a mail pickup is missed, you'll need to print the new current date on the mailpiece. To redate postage, follow these simple steps:

IX Series

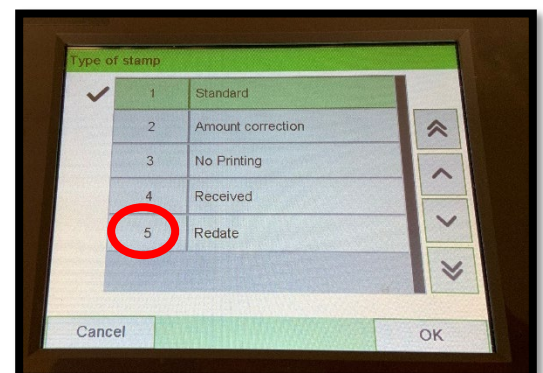
1. On your keypad, click on the key with the envelope and starwheel



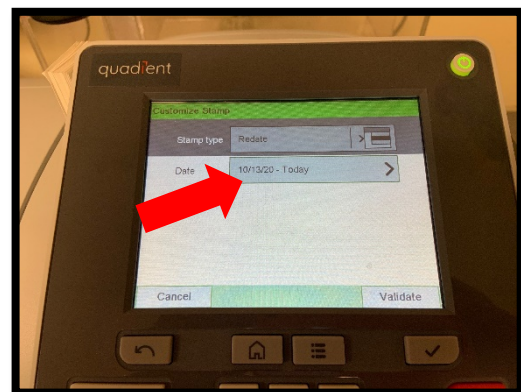
2. Select Stamp Type.



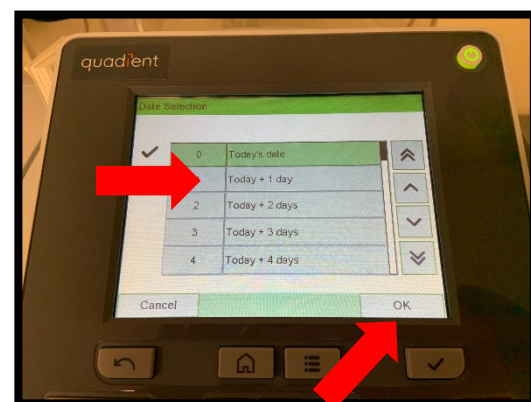
3. Select Redate (Option #5), then press the current date to get to the screen with multiple date options.



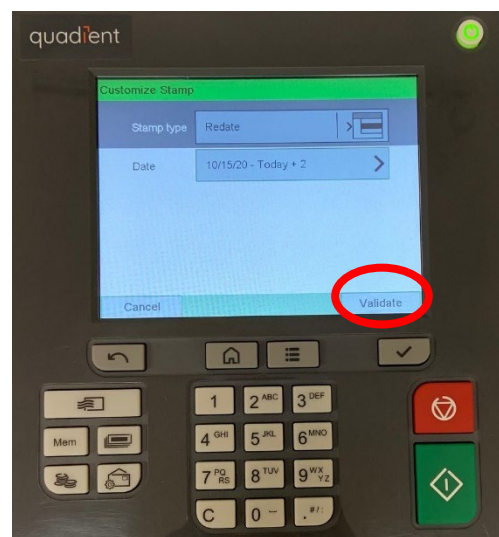
4. Click on the date field to view new date options



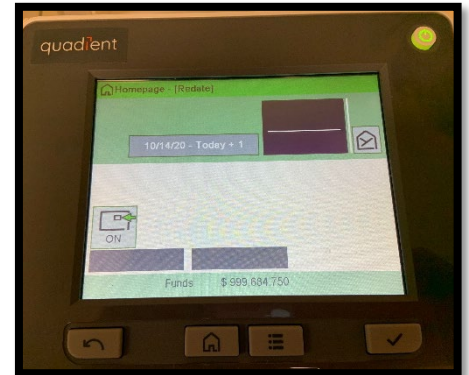
5. Select the new date you want to print on the envelope and click OK



6. A New Date screen will appear. Press Validate.



7. The confirmation screen will indicate no postage (blank) and the new date.



8. Print the new imprint on the backside of the envelope

ISIM Series

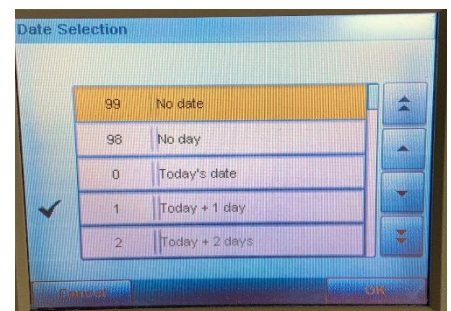
1. On your keypad, enter \$0.00 to make sure no postage prints.



2. Press the current date on your main menu



3. Select the new date you want to print on the envelope



4. Print the new imprint on the back side of the envelope