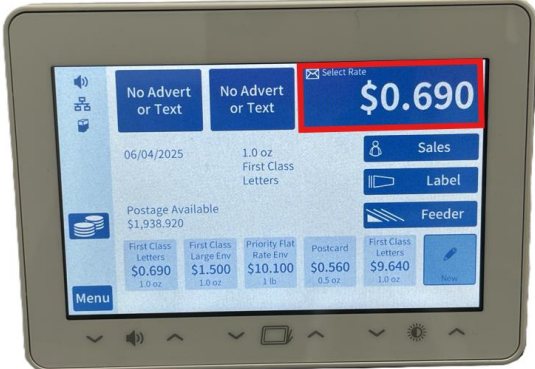
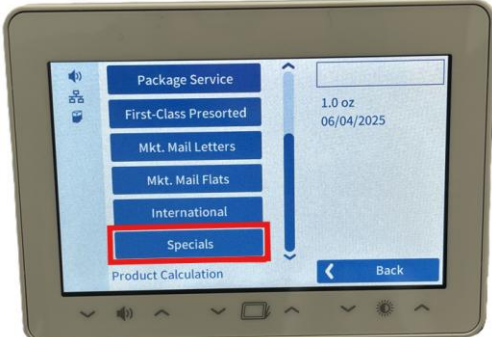
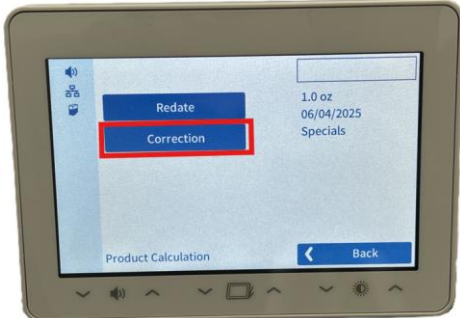
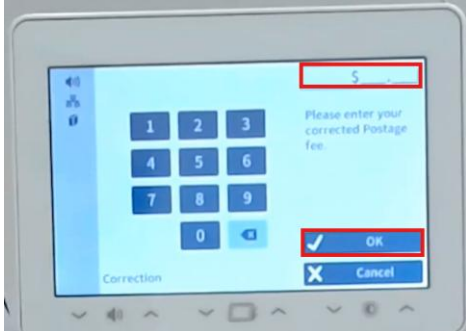


FP Mail Machine: Correcting Incorrect Meter Imprints

This guide will walk through the process of how to print additional postage to correct a shortage with the additional amount printed on the non-address side of the mail piece.

From the Home Screen

<p>1. Tap the Postage Amount</p>	
<p>2. Scroll down to the bottom of the list and choose Specials</p>	
<p>3. Click Corrections</p>	
<p>4. Enter the amount needed and click OK</p> <p>5. The home screen will show the correction amount. Position the mail piece face down and run through the machine</p>	

Note: If excess postage was added to a mail piece, bring it to the post office within 60 days of the imprinted date. If they are not familiar with this process, refer to DMM 604.9.3.3 and DMM 604.9.3.4