

ADDING FUNDS ON IX9

In order to print postage, funds need to be purchased and loaded onto the mailing system using the funds server.

- Funds must be available in your Customer Account on the server for download.
- For a credit account, a bill for all funds loaded on the mailing system will be sent.
- The mailing system asks for a PIN code. Enter the PIN code using the numeric keypad and press **[OK]**.
- The mailing system has to connect to a LAN to perform this process.

A. To add funds to the PSD:

Press  or press  and select the path: MY FUNDS

B. Select ADD FUNDS

Funds

1	Funds Used/Funds Available
2	Add Funds
3	Postal Inspection

Date of next call
11/21/2020 19:30:00

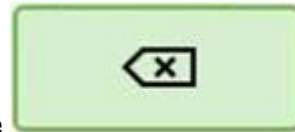
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C. If the system asks for a PIN code, enter the code and press [OK].

- i. The Add Funds screen is displayed.

Add Funds															
Postage Available	\$ 993.500														
Basic unit	\$ 001.000														
Amount to add	<input type="text" value="\$ __,100 ,000"/>														
<table><tbody><tr><td>7</td><td>8</td><td>9</td><td>⬅️ X</td></tr><tr><td>4</td><td>5</td><td>6</td><td rowspan="3">✓</td></tr><tr><td>1</td><td>2</td><td>3</td></tr><tr><td>⌨️</td><td colspan="2">0</td></tr></tbody></table>		7	8	9	⬅️ X	4	5	6	✓	1	2	3	⌨️	0	
7	8	9	⬅️ X												
4	5	6	✓												
1	2	3													
⌨️	0														

By default, the system displays the value of the previous funding amount.



- D. Enter the amount to add using the keypad (Use  on the keypad to clear digits).

- E. Press [OK] to start the connection to the postal server.

- i. If the funding process is successful, the system displays success a message.
- ii. If funding fails, the system displays a failure message together with the value you are allowed to add, depending on your postal account balance.

- F. You can open the Funds used/Funds available screen to check the new values.

(NOTE: In the event of a communication error, the amount previously entered cannot be changed.)