

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 \$ __,100.000

7	8	9	⌫
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.)