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MAILWAUKEE

MAILING & SHIPPING EQUIPMENT, INC.

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Automatic Date Advance

The Auto Date Advance function automatically proposes to change the date printed on mail pieces at a preset time to the next 'working day' date.

Example: You can set the system to change dates at 17:00 hours and set Saturdays and Sundays to be non-working days. From Friday 17:00 hours to Sunday 23:59, the system will print Monday's date on the envelopes, after a confirmation message to the user.

To set the auto date advance time and days:

- Log in as supervisor:
 - When you are already logged in, press **[MENU]** and type 13
 - Type the supervisor PIN code and press **[OK]**.
- The *Automatic data advance* screen is displayed.
- Select **ON** and press **[OK]** to enable the Auto Date Advance function.
- On the first screen, enter the Automatic Date Advance time (00:00 hours is not allowed) and press **[OK]**.
- Type the day number on the keypad to select/deselect each day, and then press **[OK]**.
- Press **[Return]** to exit.

If you have problems, contact 262-432-2200 to speak to a service representative at MAILwaukee Mailing & Shipping.