

This report is important for tracking departmental budget spending for U.S. postage.

Local Contact: IMS of Dayton

www.IMSofDayton.com

Account#: 7900-0440-6304-3008

Type of Equipment: IS-300 Series

Local Sales & Service, 937-438-8900

Customer Service, 800-636-7678

To Print Reports:

On the back **left side** of the machine, locate the USB drive, insert a thumb drive

On the machine display:

- Select: Menu
- Select: Reports
- Select: Multi Account Report OR Single Account Report
- Select: Dates, Department (to change the dates, select the 'c' key)