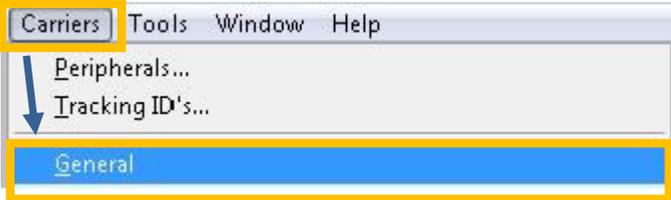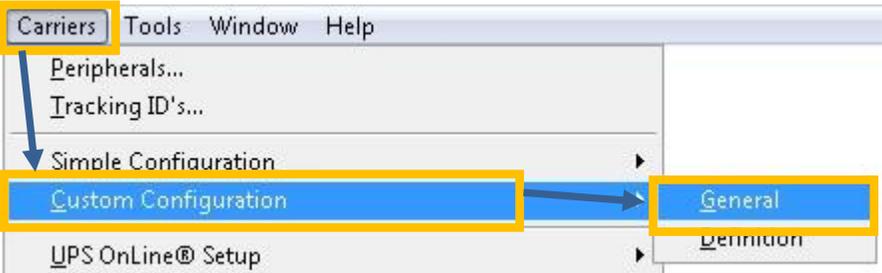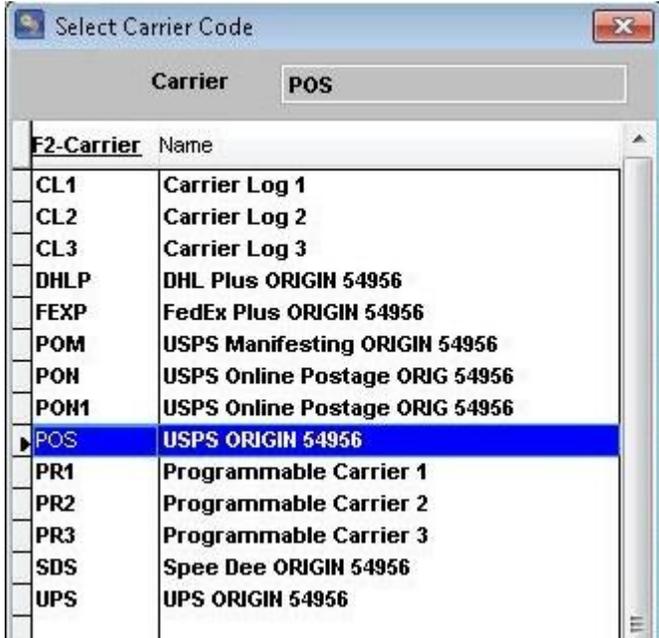**Objective:**   SendSuite Xpress version 2.70 and Ascent version 9.70 (Rate Change) release resets the option of using Pre-Printed labels. If you use Pre-Printed labels with your Ascent or Xpress system, please follow these instructions to enable use of Pre-Printed Labels for USPS POS and POM after updating to Ascent/Xpress version 9.70/2.70.

1	**Close Ascent/Xpress Processing**

2	**Open Ascent/Xpress Setup and log in.**
	
	The Ascent/Xpress Setup Icon can be located in three different areas:
	
	    1) On your desktop labeled Xpress Setup or Ascent Setup.
	
	    2) In a folder on the desktop labeld Xpress or Ascent.
	
	    3) In the Start Menu under All Programs/Xpress or Ascent

3	**From the top menu options select:** **For Ascent:** Carriers/General **For Xpress**: Carriers/Customer Configuration/General

From the top menu buttons, select the List button [List] and then pick the carrier you would like to enable pre-printed labels on (Either POS or POM for USPS).

4

Select Carrier Code

Carrier	POS

F2-Carrier	Name
CL1	Carrier Log 1
CL2	Carrier Log 2
CL3	Carrier Log 3
DHLP	DHL Plus ORIGIN 54956
FEXP	FedEx Plus ORIGIN 54956
POM	USPS Manifesting ORIGIN 54956
PON	USPS Online Postage ORIG 54956
PON1	USPS Online Postage ORIG 54956
POS	USPS ORIGIN 54956
PR1	Programmable Carrier 1
PR2	Programmable Carrier 2
PR3	Programmable Carrier 3
SDS	Spee Dee ORIGIN 54956
UPS	UPS ORIGIN 54956

Select OK at bottom to confirm selection.

[✓ OK]

5	On the right side of the screen will be the options to enable pre-printed labels. From the top menu options select the Edit button ![Edit] and then use the setting below to enable the use of pre-printed labels:
	
	 1) Use Pre-Printed Labels/Externally Provided Tracking# option needs to be set to either:
	  a. Legacy Pre-printed labels (tracking numbers beginning with a 91)
	  b. IMpb Pre-printed Labels (tracking numbers beginning with 92 (POM) or 94 (POS))
	 2) Legacy Pre-printed Label Registered# Length needs to be set to "No Verification – USPS provided"
	 3) Legacy Pre-printed Label Tracking/Certified# Length needs to be set to "No Verification – USPS provided"
	 4) Prompt for Tracking Number in Interface needs to be checked.
	
	 Use Pre-Printed Labels/Externally Provided Tracking# No
	  Legacy Pre-printed labels
	  IMpb Pre-printed Labels
	
	 Legacy Pre-printed Label Registered # Length No Verificat ▼
	 Legacy Pre-printed Label Tracking/Certified # Length No Verificat ▼
	 ☐ Prompt for Trk # in Fast MultiPkg (2nd pkg and up)
	 ☐ Auto Prompt Dimensions for Priority Mail
	 ☑ Prompt for Tracking Number in Interface
	 ☐ Validate\Display Miscellaneous Parameters on Record.

6	When you are finished updating the settings, click the OK button in the upper left of the window.
7	Exit Xpress/Ascent Setup by going to the Xpress Setup icon in the upper left and select close or by selecting Alt+F4 on the keyboard.

8	Open Ascent/Xpress Processing and then your shipping screen. Now when you select Certified Mail, Tracking/Conf or Registered from the Special Service Screen, a box will appear for entering in or scanning in the pre-printed label tracking number.