SendPro® Mailstation

Quick Installation Guide

UK

1 Before you begin

Register for Your Account

Before you begin installing your new SendPro Mailstation, you need to register for **Your Account**. To register for Your Account you will need your 8-digit Pitney Bowes Limited account number and serial number that can be found on your welcome email.

Registering for Your Account
pb.com/uk/register

Choose how to connect to the internet

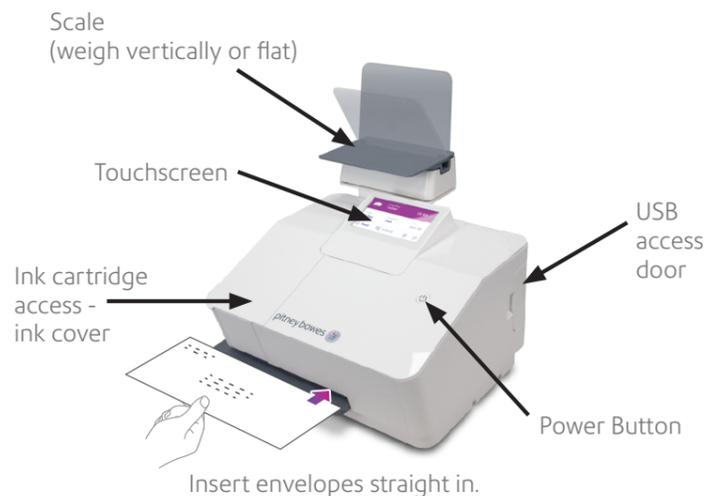Decide what type of connection (wired or wireless) you wish to use.

Wired Connection
• Takes about 10 minutes to set up
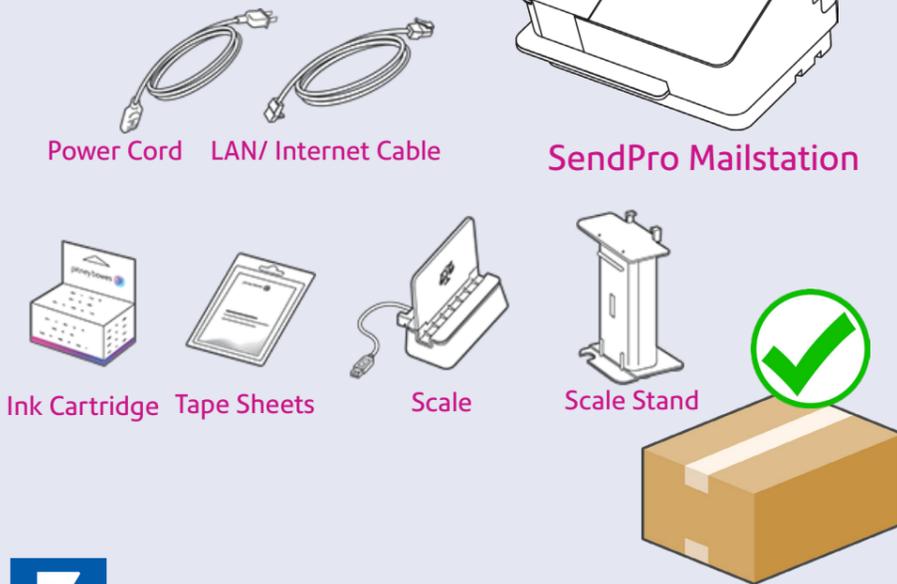• Requires access to a network port and power outlet.

Wireless connection
• Takes about 15 minutes to set up
• Requires access to a wireless network (router) and power outlet.
• Require a wireless network name and password

Get to know your device

Scale (weigh vertically or flat)

Touchscreen

Ink cartridge access - ink cover

USB access door

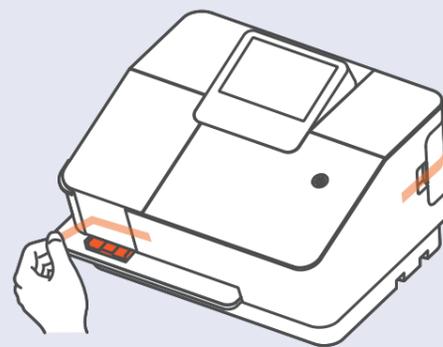Power Button

Insert envelopes straight in.

Please unfold this leaflet fully and carefully follow the installation instructions (Steps 2-5).

2 Here's a diagram and an explanation of the items you should find in your box.

Power Cord   LAN/ Internet Cable

SendPro Mailstation

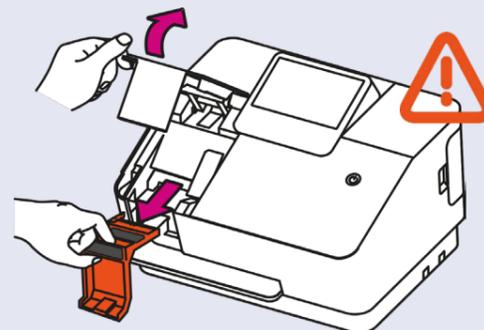Ink Cartridge   Tape Sheets   Scale   Scale Stand

3

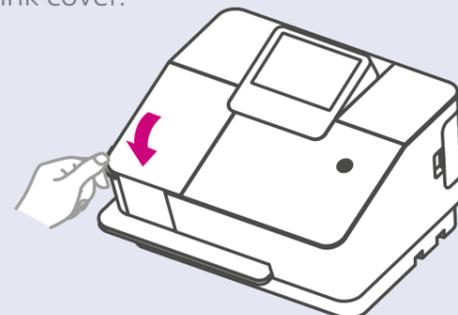a. Remove all packing materials from the device.
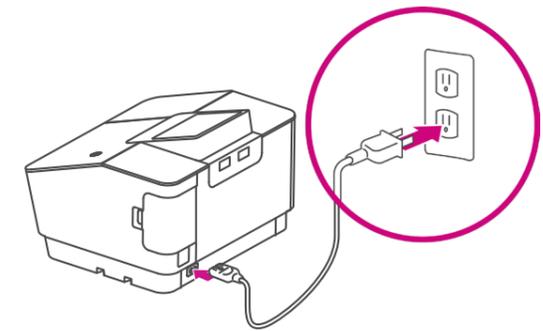
b. Open the ink cover and remove the orange protector.

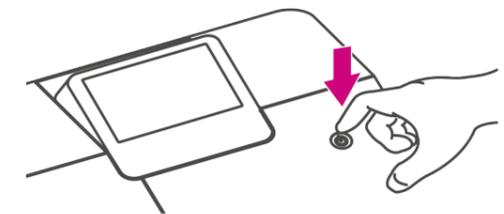⚠ Do not install the ink cartridge until you are prompted via the screen.

c. Close the ink cover.

4

a. Connect to a power source.

b. Press the power button.

5 Follow the on screen prompts.
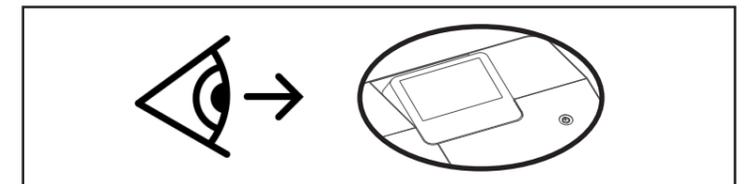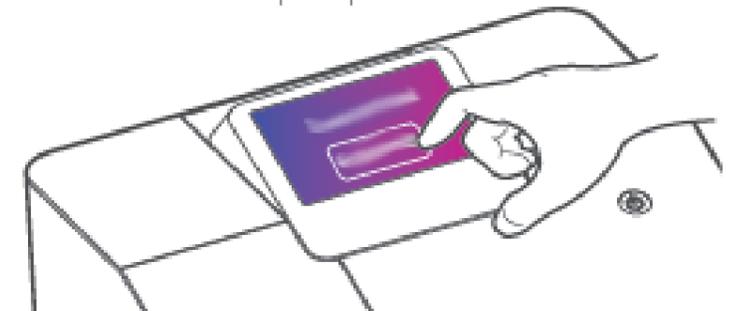
If you would prefer to watch a video or follow the installation process on our website. please scan the QR code on the right using your mobile device or visit pb.com/uk/spmsinstall
If following online please start from step 3.
pb.com/uk/spmsinstall

Installing the SendPro Mailstation

See the back of this leaflet for more useful information about your SendPro Mailstation from the Quick Start Guide.

SendPro® Mailstation
Quick Start Guide

SendPro Mailstation Home Screen

Select the class of mail you are sending.   Change the printed date.

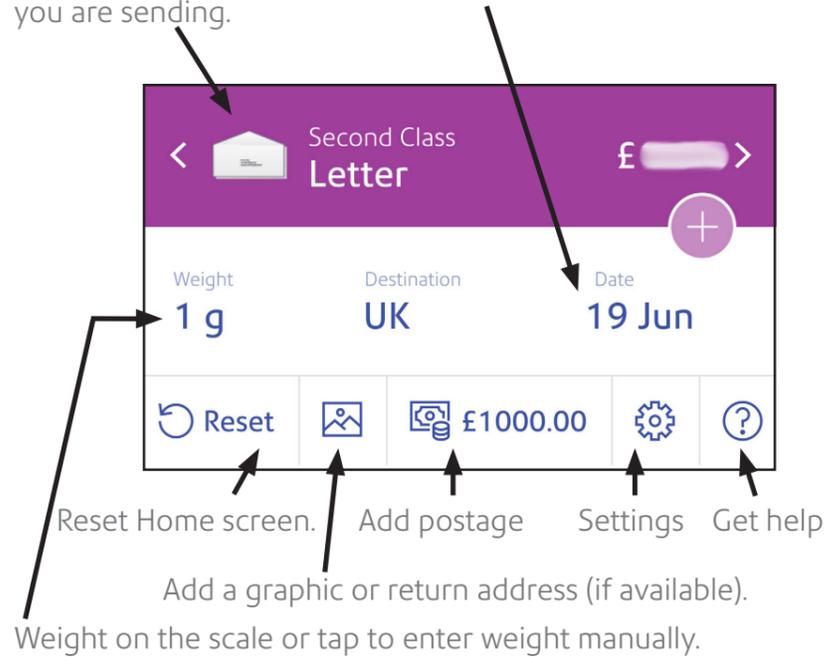|		
Second Class **Letter**		£ ☐ ›
Weight **1 g**	Destination **UK**	Date **19 Jun**
↺ Reset	⌚	💷 £1000.00 ⚙ ❓

Reset Home screen.   Add postage   Settings   Get help

Add a graphic or return address (if available).

Weight on the scale or tap to enter weight manually.

Using PitneyShip Pro

Your SendPro Mailstation comes with access to PitneyShip Pro which is a companion app that allows you to print international and more varied classes. You do this via your computer using your PitneyShip Pro account.

### PitneyShip Pro allows you to:

- Access Delivery Confirmation on 1st & 2nd Class parcels.
- Print discounted Parcelforce shipping labels.
- Print international shipments for goods.
- Manage all your cost accounts.
- View history of all sent items.
- Add postage to your device from your PC.

Printing a label in PitneyShip Pro

To create and print a label, log into Your Account. Scroll down to Your Apps and click on **SendPro Online- Powered by PitneyShip Pro** to access the companion app.

Scan the QR code or enter the URL for instructions on how to create an International label.

pb.com/uk/intlabel
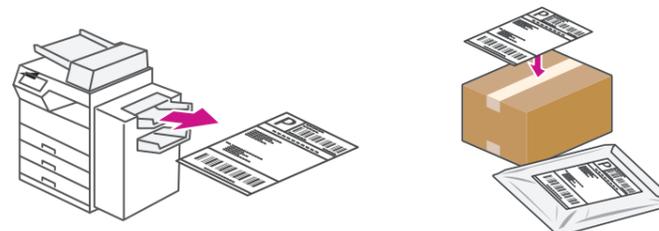
Get to know PitneyShip Pro

Below is an image of your PitneyShip Pro companion app SendPro Mailstation Dashboard.

Download printers drivers and support with connecting to printers and Device Hub.

PitneyShip® Pro Shipping Support	Postage Account Balance
SendPro Mailstation Send a Parcel ⟳ Get Started	

SendPro Mailstation

View History	Pay Bill	Manage Cost Accounts
Print Return Address	Order Supplies	Help Topics

Create Shipping Labels.

To get support with using PitneyShip Pro select **Help Topics**.

To access **Settings**, click on the cog icon in the top right corner. ⚙

To add more funds to your account, click **Postage Account Balance** in the top right corner. You can also add funds directly from your SendPro Mailstation.

Adding Graphics

You can use **MyGraphics** to create a new image and text, text only or return address graphic to print on your mail using your SendPro Mailstation. You can create and save a maximum of 7 custom graphics.

You must upload your graphic in **MyGraphics** via your computer before you can add them to your mail.

Uploading a new graphic, text message or return address.

Please scan the QR codes below using your mobile device or visit the support pages via the URLs

Uploading a new image and text graphic on the SendPro Mailstation
pb.com/uk/spmsit

Uploading a new text only graphic on the SendPro Mailstation
pb.com/uk/spmst

Uploading a new return address graphic on the SendPro Mailstation
pb.com/uk/spmsra

Support

If you need SendPro Mailstation support please scan QR code or visit
pb.com/spms
for general support visit our website
pitneybowes.com/uk/support

SendPro Mailstation support