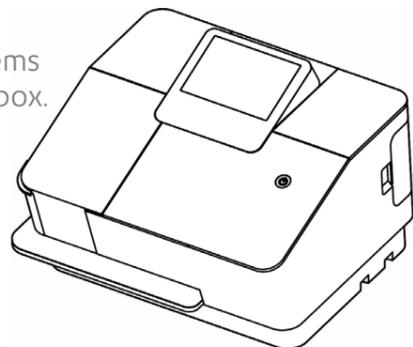# SendPro® Mailstation
Quick Installation Guide

UK

Please unfold this leaflet fully and carefully follow the installation instructions (Steps 1-7).

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

Power Cord   LAN/ Internet Cable   Your SendPro® Mailstation
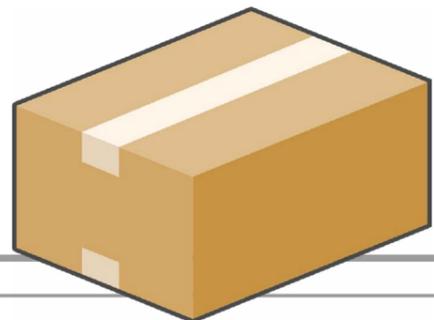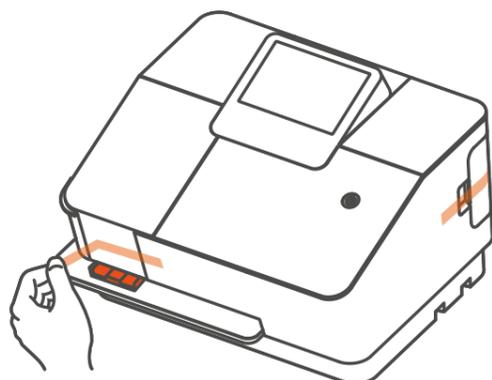
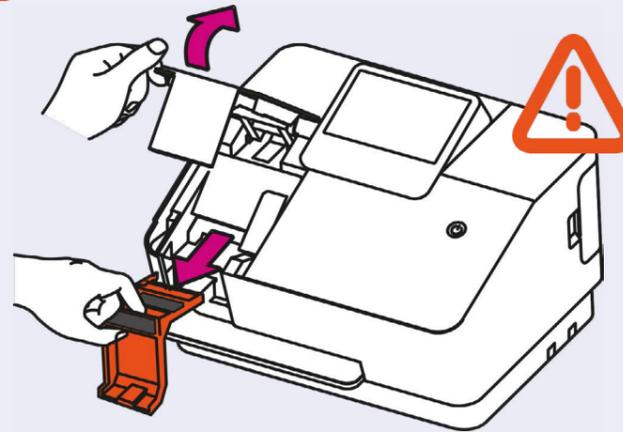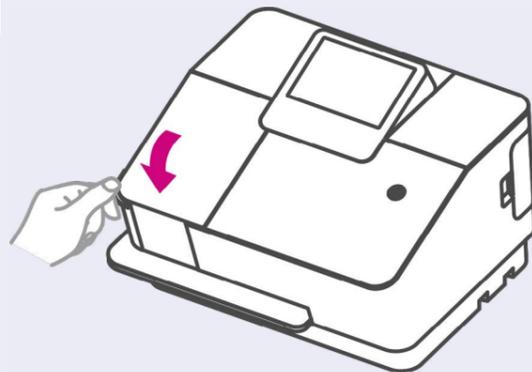Ink Cartridge   Tape Sheets   Scale   Scale stand

2 Remove all packing materials from the device.

3 Open the ink cover and remove the orange protector.
⚠️ Do not install the ink cartridge yet.

4 Close the ink cover.

5 Connect to a power source.
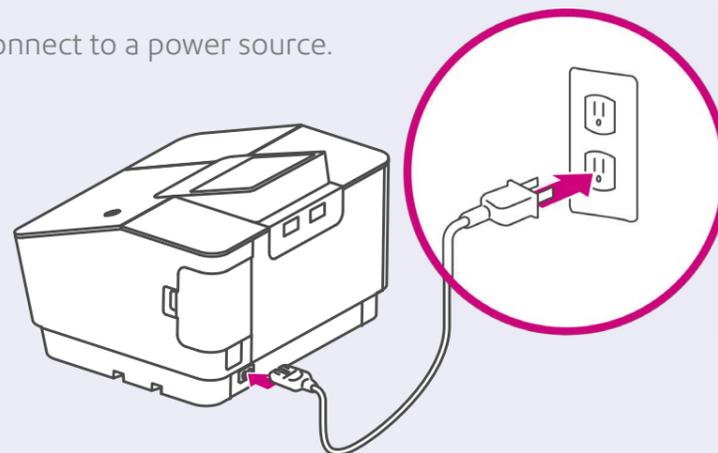
6 Press the power button.
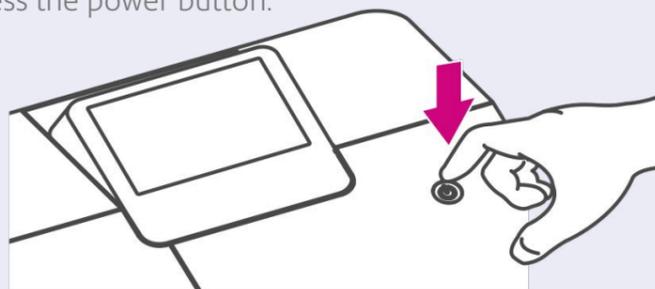
7 Follow the on screen prompts.

⚠️ Install the ink cartridge only when prompted.

1

2

See the back of this leaflet for more useful information about your SendPro Mailstation.

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

Scan the QR code.

SendPro® Mailstation
Quick Start Guide
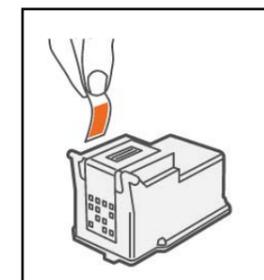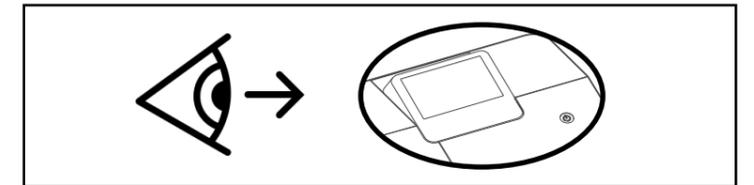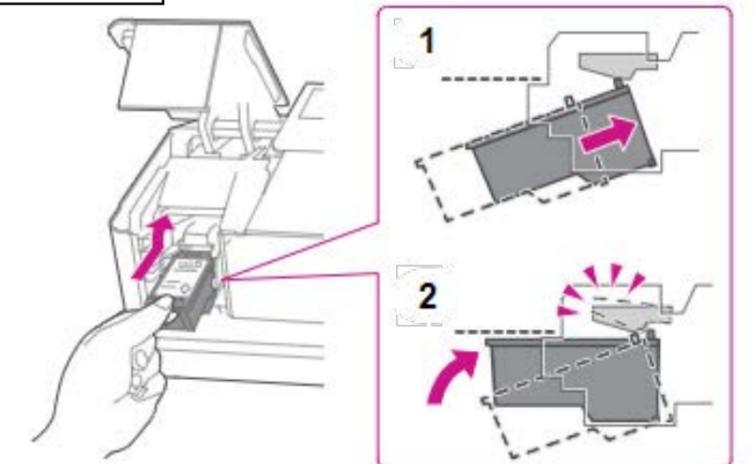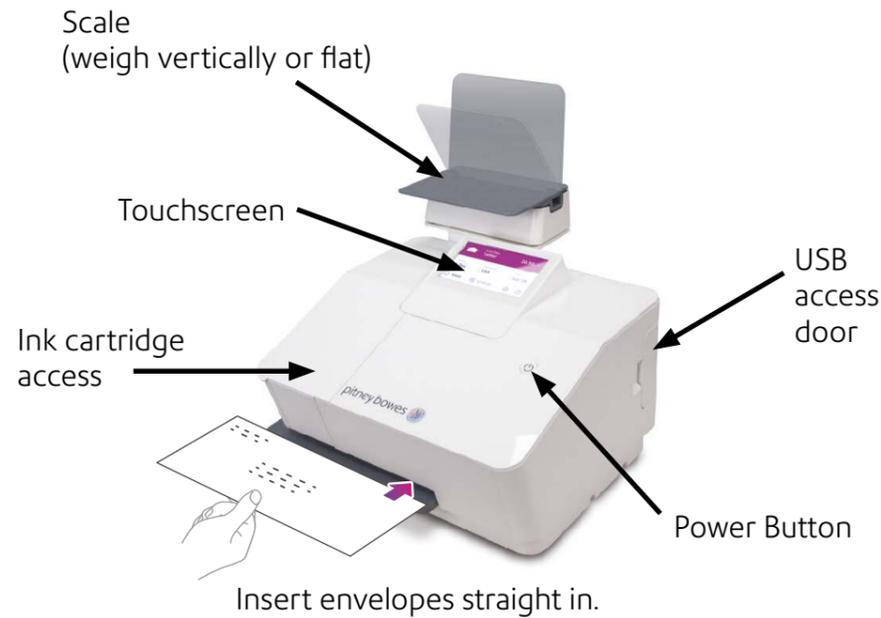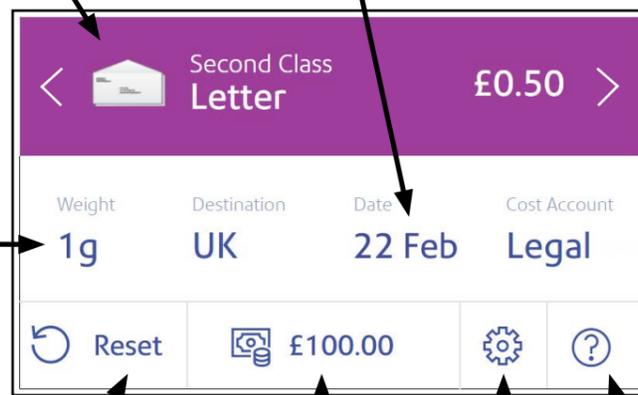## Get to know your device

Scale
(weigh vertically or flat)

Touchscreen

USB access door

Ink cartridge access

Power Button

Insert envelopes straight in.

Sendpro Mailstation Home Screen

Select the class of mail you are sending.

Change the date in the indicia.

Second Class **Letter**	**£0.50**

Weight	Destination	Date	Cost Account
1g	UK	22 Feb	Legal

↺ Reset | 📷 £100.00 | ⚙️ | ?

Reset Home screen.

Add postage.

Settings

Get help

Weight on the scale or tap to Enter weight manually.

pitney bowes Ⓟ

Form no: SDC2203B (2-22)

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SDC2203B

Using SendPro Online

Your SendPro Mailstation comes with access to SendPro Online which allows you to print more varied postage types and classes, you can do this via your computer using your SendPro Online account.

SendPro Online allows you to:
- Access Delivery Confirmation on 1st & 2nd Class parcels.
- Print discounted Parcelforce shipping labels.
- Manage all your cost accounts.
- View history of all sent items.
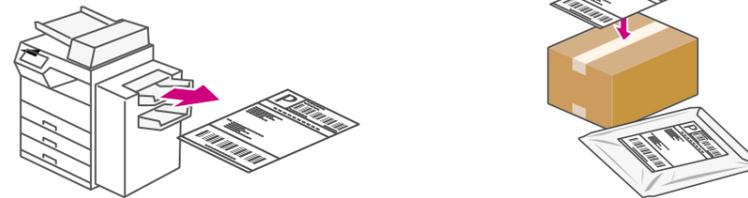- Add postage to your device from your PC.

Three steps to printing discounted labels:

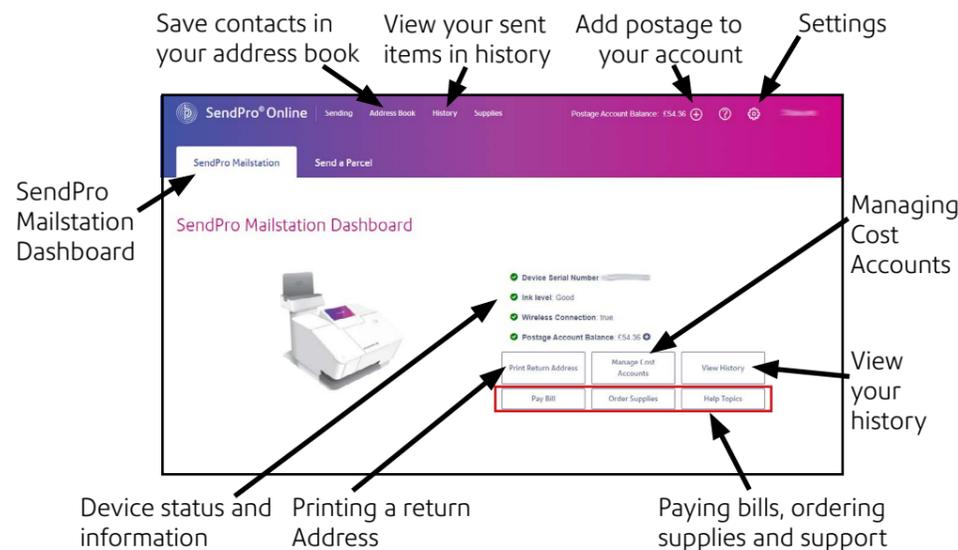**1** Log into SendPro Online on your computer using your Pitney Bowes credentials.

spo.pitneybowes.com

2 Follow the instructions in SendPro Online to generate a shipping label and print from your computer.

3 Apply the label to the package and post at a depot or post office.

Get to know SendPro Online

Save contacts in your address book

View your sent items in history

Add postage to your account

Settings

SendPro Mailstation Dashboard

SendPro® Online

SendPro Mailstation Dashboard

Managing Cost Accounts

View your history

Device status and information

Printing a return Address

Paying bills, ordering supplies and support

? To download printer drivers or get more support on using SendPro Online click the **?** icon.

For full information on setting up and using your Sendpro Mailstation visit:

pb.com/spms

Safety Information

Follow normal safety precautions for all office equipment:

- Use only Pitney Bowes approved supplies, in particular aerosol dusters. Improper storage and use of aerosol dusters or flammable aerosol dusters can cause an explosive-like condition that could result in personal injury and/or property damage. Never use aerosol dusters labelled flammable and always read instructions and safety precautions on the duster label.
- To obtain supplies, please contact our Supply Line™ to place orders
- Material Safety Data Sheets can be obtained through the web or from our Supply Line™.
- Use the power cord supplied with the machine and plug it into a properly grounded wall outlet located near the machine and easily accessible. Failure to properly ground the machine can result in severe personal injury and/or fire.
- Avoid touching moving parts or materials while the machine is in use. Keep hands, loose clothing, jewellery and long hair away from all moving parts.
- Do not remove covers or defeat safety interlock switches. Covers enclose hazardous parts that should only be accessed by properly trained service personnel. Immediately report to service any damaged or non-functioning components that renders the unit unsafe.
- Place the unit in an accessible location to allow for proper venting of the equipment and to facilitate servicing.
- The power cord wall plug is the primary means of disconnecting the machine from the AC supply.
- Do not use an adapter plug on the line cord or wall outlet.
- Do not remove the ground pin from the line cord.
- Avoid using wall outlets that are controlled by wall switches, or shared with other equipment.
- Do not route the power cord over sharp edges or trap between furniture.
- Ensure there is no strain on the power cord and that it does not become jammed between the equipment, walls or furniture.
- Be certain the area in front of the wall receptacle into which the machine is plugged is free from obstruction.
- Before clearing a stoppage, be sure machine mechanisms come to a stop.
- When removing stalled material, avoid using too much force to protect against minor personal injury and damaging equipment.
- To prevent overheating, do not cover any vent openings.
- Operation of this equipment without periodic maintenance will inhibit optimum operating performance and could cause the equipment to malfunction. Contact your machine supplier for required service schedule.
- Read all instructions before attempting to operate the equipment.
- Use this equipment only for its intended purpose.
- Always follow the specific occupational safety and health standards for your workplace.
- This Equipment contains a Radio Frequency Transmitter operating at 2.4 or 5 GHZ ISM band.
- This product may cause interference with other devices if used in residential areas.