pitney bowes

SendPro® Mailstation Quick Start Guide

Get to know your device



SendPro Mailstation Home screen



Using SendPro Online to send items over 13 oz

Included with your device, you have access to SendPro Online where you can:

- View detailed history of your sent items
- Print discounted shipping labels with free tracking, for items over 13 oz
- Choose extra services, such as Certified Mail®
- Manage unlimited cost accounts

Follow these three steps to print discounted shipping labels with free tracking:



Put an item on the scale to display the weight on the touchscreen

2 Log in to SendPro Online on your computer using your PB.com credentials

sendpro.pitneybowes.com



Following the instructions in SendPro Online to generate a shipping label and print from your office printer

What SendPro Online can do



Create Shipping Label

Save up to 40%* on Priority Mail®. Link your UPS® or FedEx® accounts to consolidate sending (multicarrier accounts only).

*Actual savings may vary based on size, weight and proximity to destination.

Detailed History

View and print your SendPro Mailstation history

listory					
SendPro Mailstation	Shipments	Postage	USPS Label R	efunds	Stamp Sheets & Rolls
				6/1/201	9 - 6/5/2019 🗖 All Stamps
Date 🔻	Date - Amount Envelope Type		ре Туре	Cost Ac	Device
6/3/2019	\$0.47	Large B	Envelope 🔊	APPLET	ON 128390213798