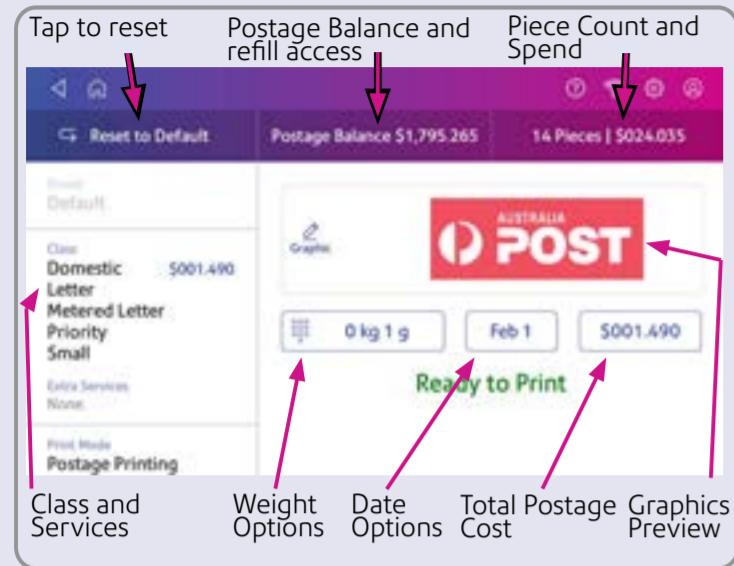


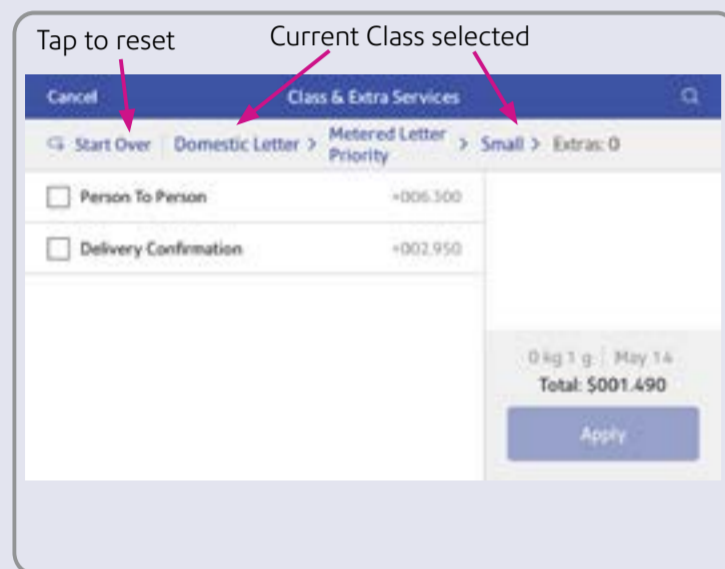
# Envelope Printing

Select Envelope Printing from the Home Screen.

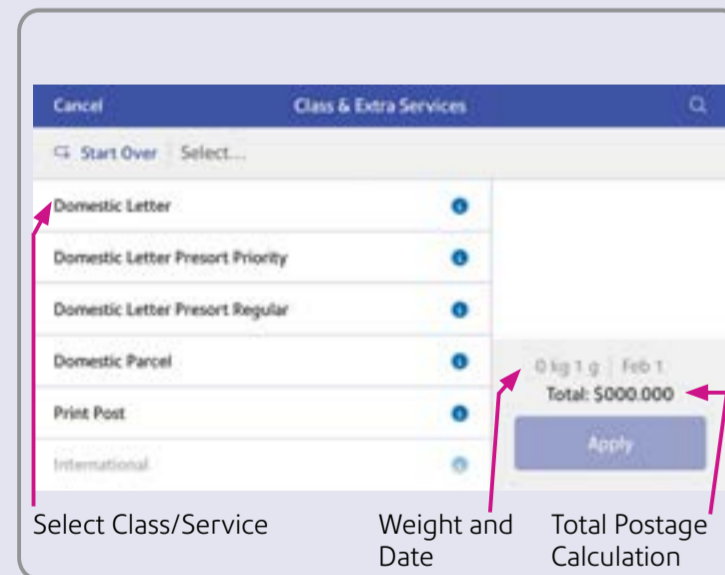
Set up your chosen Print Mode, Class, Graphic/ Ad and Date. You are also able to refill, check your postage balance and view piece count and spend data from this screen.



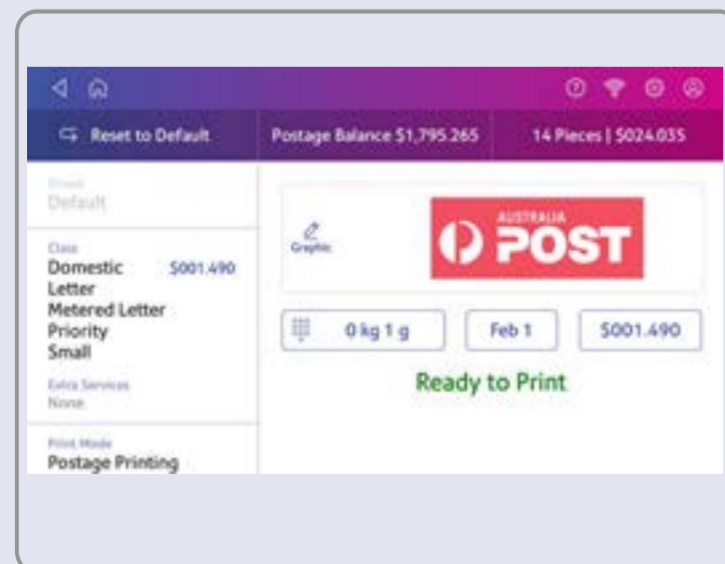
Tapping the **Class** button shows the current Class selected.



Tap **Start Over** to select from the full list of rates available.



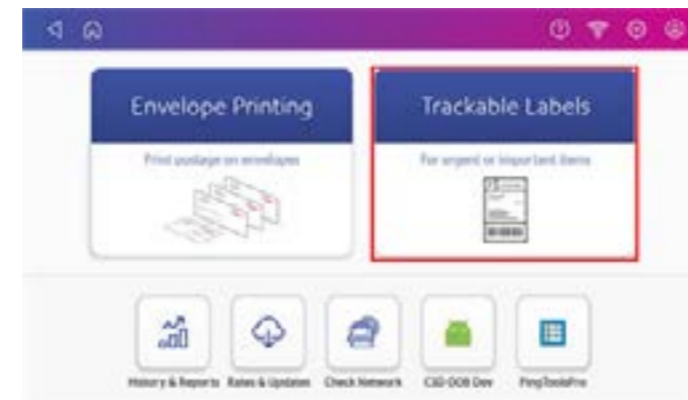
Select your class and other services from the list. The total postage cost displays. Next, tap **Apply**.



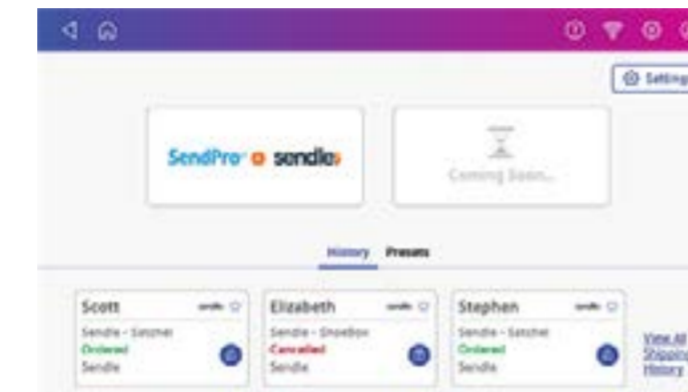
You will be returned to the Home Screen and you can then print your envelope.

# Creating a Trackable Label

Tap **Trackable Labels** on the Home Screen.

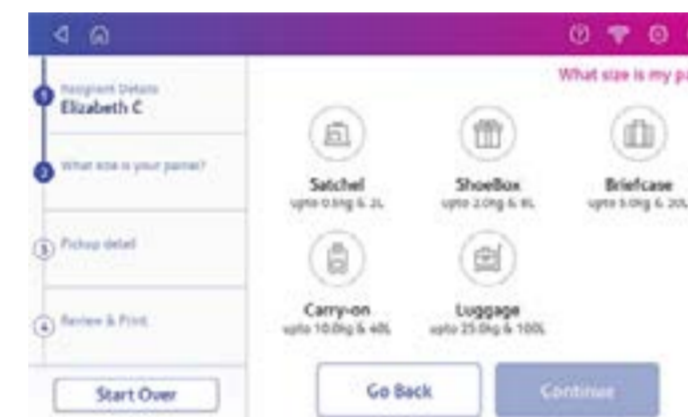


Tap **SendPro+Sendle**.

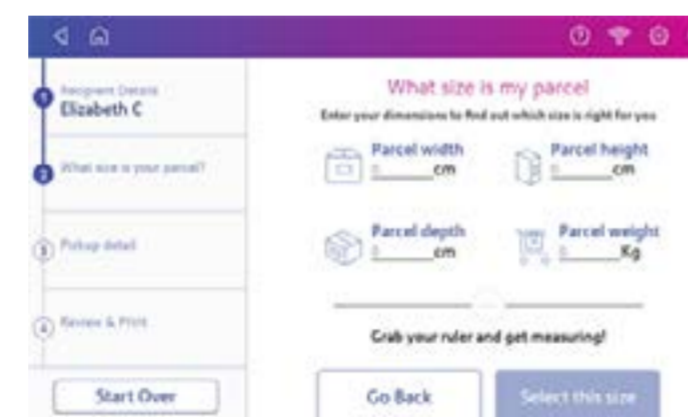


Enter the recipient address. You can manually enter the recipient information or select from the Address Book. To Select from the Address Book, tap the Address icon in the top right hand corner of the screen.

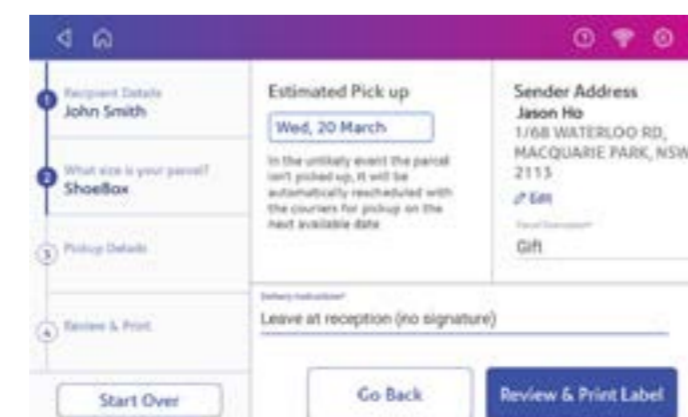
Tap **Continue**. Tap **Package Type** (for example, Satchel, Carry-on or Shoe-box). Then tap **Continue**.



If you are not sure which package type to select, tap **What Size is my Parcel?** and enter the dimensions and weight of the package. If you have an attached scale, place the package on the scale and the weight will automatically appear in the weight field.

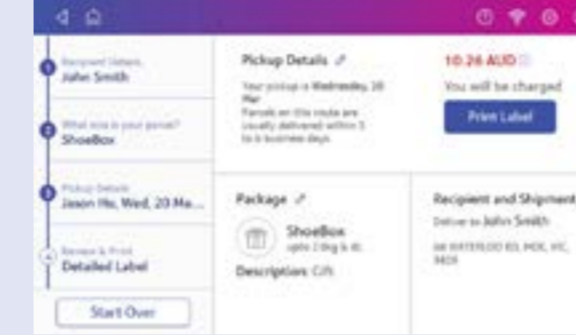


Tap Select Pick-up date to confirm your desired collection date. Add delivery instructions or edit Sender address if required.



# Printing a Trackable Label

Tap **Review & Print**. You can now see the cost of the label. Tap **Print Label**.



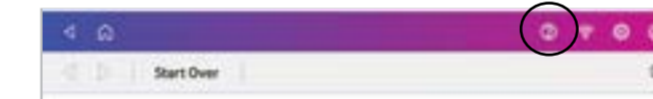
Tap **Print Label** to print your label. On completion of the print you will return to the Carrier Screen and be able to print another label.



# Troubleshooting

## How do I get Support on my device?

Access our Support System from the '?' icon on the top right of the tool bar.



## How do I troubleshoot my Wifi or LAN network connection?

Tap the Check Network app on the Home screen to make sure your device has access to required internet services. These provide updates on rate information, sync your data, and refill your device.

If your device is behind a firewall, you may need an IT professional or someone who has access to your network configuration to provide access to these services.

You can manage your Wi-Fi or wired network settings from the gear icon on the top right of the toolbar.

## How do I get the latest Rates or Software Updates?

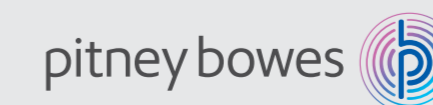
As long as you don't disconnect your device from the internet, it will automatically update whenever your device is idle.

You can confirm that your rates are up to date by tapping the Rates & Updates app from the App Drawer.

If you're still having trouble, then visit [www.pitneybowes.com/au](http://www.pitneybowes.com/au)



Form no: SDC2175A (5-19)  
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# SendPro® C / SendPro® + Quick Install Poster

Read Now BEFORE you unpack your equipment



Australia

Continue reading below

Right, let's get your Postage Meter up and running quickly...

Remove your machine and all items from the box.

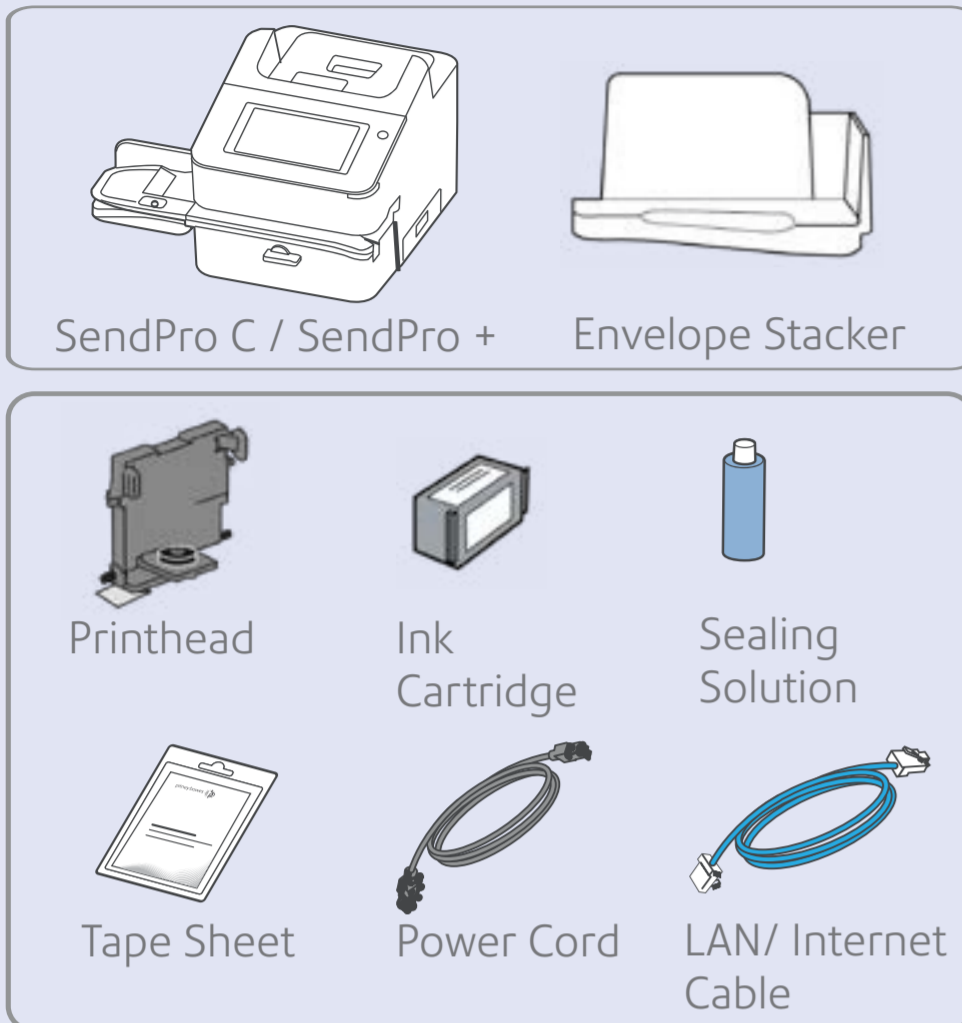
**Caution**  
Be sure to lift the entire feeder, not just the flap.

Please unfold this poster fully and carefully follow the installation instructions (Steps 1-4) on the reverse.



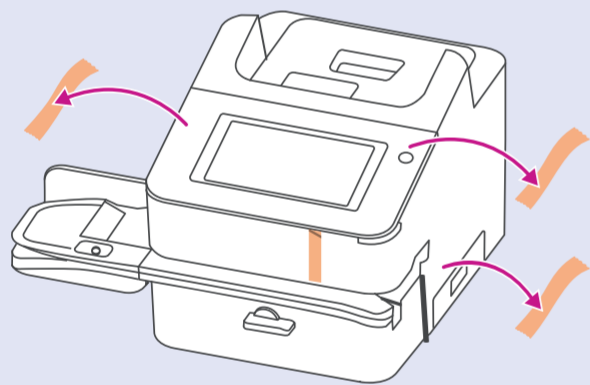
# 1 Checking and getting to know your machine

Here's a diagram and explanation of the items you should find in your box, if anything is missing please contact Pitney Bowes.



**Note- Do not** connect your machine to a power source yet.

Remove all packing materials from the machine before assembling them.



This is how your machine should look when fully assembled.

**Important Note-** The integral scale and (if ordered) optional thermal label printer, will arrive separately. Await both boxes before assembling and installing your machine.

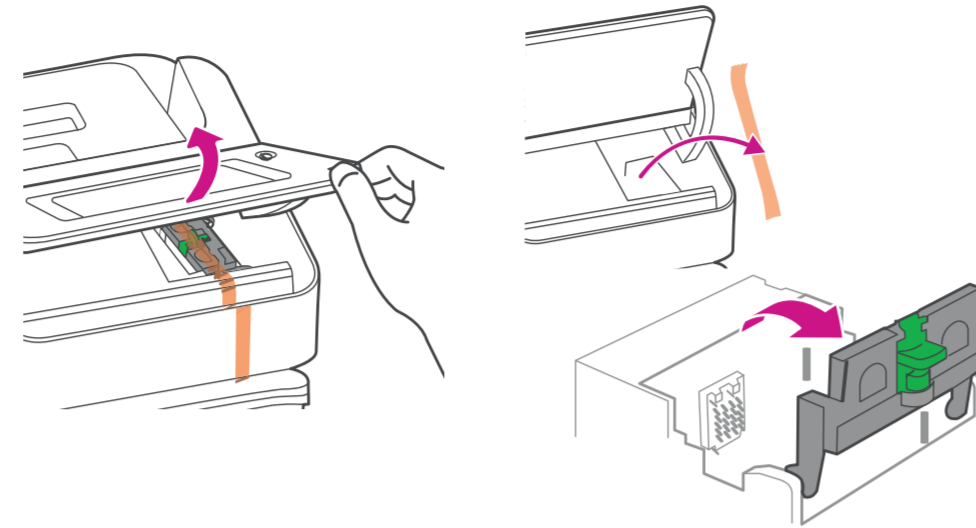
**Optional** thermal label printer for printing trackable labels without using ink.

Integrated scale

Ink access cover tab (find the model and serial numbers inside)

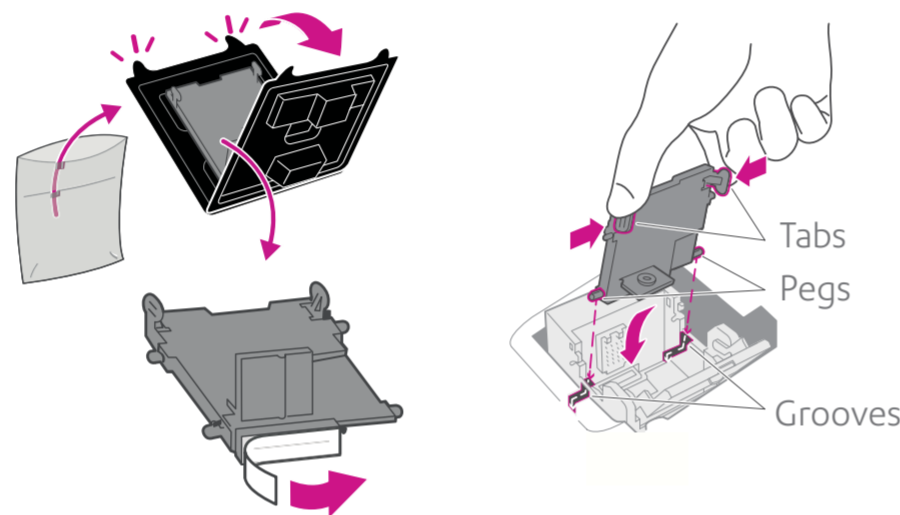


# 2 Install the Printhead and Ink Cartridge



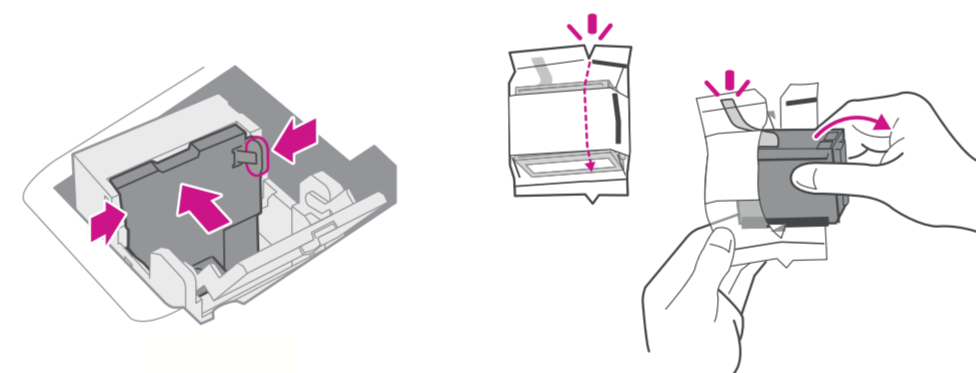
a. Open the cover to access the Ink Carriage.

b. Remove the packing tape from the ink carriage and open the guard.



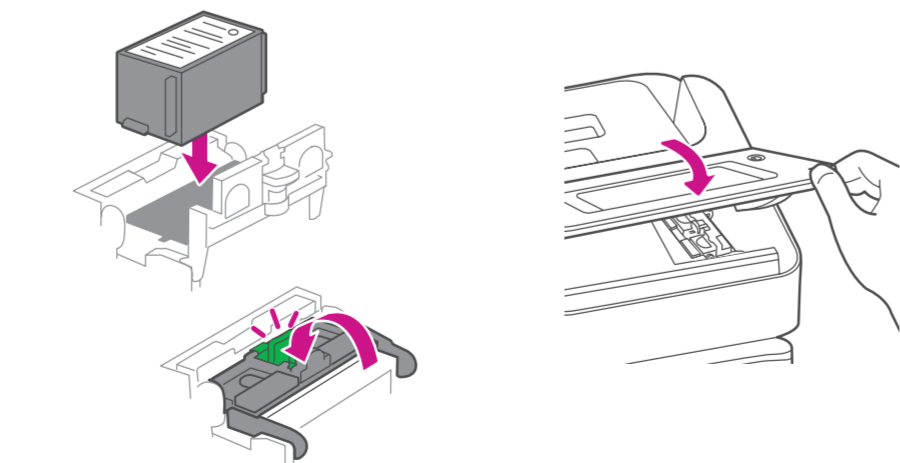
c. Unwrap the Printhead and remove the protective strip.

d. Squeeze the tabs and slide the Printhead pegs into the lower set of grooves.



e. Keep squeezing the tabs and push the Printhead flat against the wall. The tabs will click open when placed correctly.

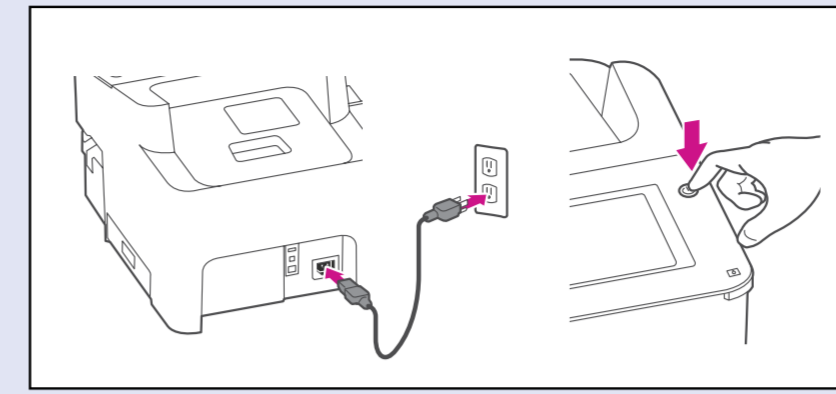
f. Unwrap the Ink Cartridge and make sure you remove the silver foil strip.



g. Install the Ink Cartridge and close the guard.

h. Close the cover.

# 3 Connect your Machine



Connect your machine to a power source and turn on the power switch.

# 4 Install your Machine



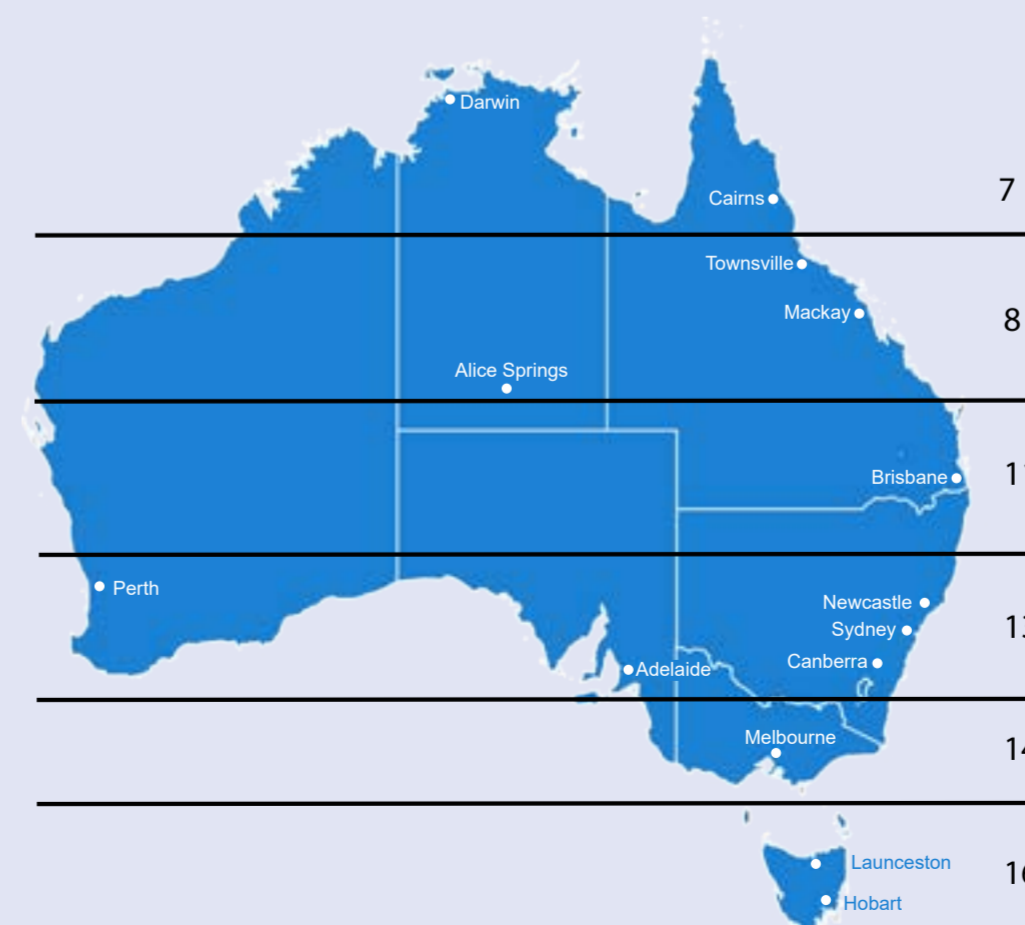
Wait for system startup... Then tap "Get Started" on the touchscreen and continue the installation steps.

During installation you will be prompted for a Scale Location Code. Find it on the map below.

**Congratulations! Your machine is now ready to use.**

## Scale Location Code

Use this map to find your Scale Location Code.



## Creating a SendPro+ Sendle Account

Go to [sendpro.sendle.com/users/sign\\_up](https://sendpro.sendle.com/users/sign_up)

Complete the name, email and password field. You may allocate your own password at this point.

Click 'Get my Free Account'

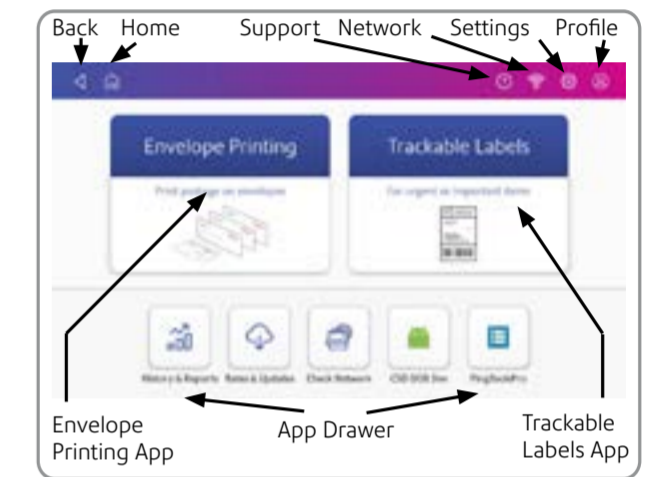
And follow the steps on screen to sign up.

For additional support please visit the Guides section at [www.pitneybowes.com/au/support/sendpro-c-series](https://www.pitneybowes.com/au/support/sendpro-c-series)

## Quick Start

### Orientation

Your Home Screen on start up will look similar to this image. Use the touch screen to make your selections.



See the reverse of this poster for quick reference information on how to use your new machine.

### 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™. Refer to the Contact Information List for more information.
- 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 product contains a lithium ion battery. The battery must be recycled or disposed of properly. If you are leasing this product, you must return it to Pitney Bowes. Alternatively, contact your local waste disposal or recycle facility for instructions on how to dispose of it properly.