



Shipping & Mailing  
Mailing Equipment & Software

# SendPro® Mailstation

## Safety and Compliance Information for Your Meter

### Safety information

- To avoid personal injury or damage to the equipment, familiarize yourself with proper procedures and methods before you install, operate, or repair the system.
- Follow these safety precautions whenever you use your meter.
- Use the equipment only for its intended purpose.
- Always follow the specific occupational safety and health standards prescribed for your workplace.
- Place the meter close to an easily accessible wall outlet. DO NOT use a wall outlet controlled by a wall switch or one that is shared with other equipment.
- Be certain the area in front of the wall receptacle into which the meter is plugged is free from obstruction.
- Place the system in an accessible location to allow for proper venting of the equipment and to facilitate servicing.
- Use the AC power cord included with the meter.
- Plug the AC power cord directly into a wall outlet located near the equipment and easily accessible.
- The AC power cord is the primary means to disconnect this device from the AC power supply.

- DO NOT route the power cord over sharp edges or trap it between pieces of furniture. Make sure there is no strain on the power cord.
- Always unplug the system and discharge static electricity before using aerosol dusters.
- 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, property damage, or both. Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster label.
- If the unit becomes damaged, unplug is from the wall.
- Keep fingers, long hair, jewelry and loose clothing away from moving parts at all times.
- Always follow specific occupational safety and health standards for your workplace.
- DO NOT remove covers. The covers enclose hazardous parts that should only be accessed by properly trained service personnel.
- DO NOT run the system with the top cover open. Running the system with the top cover open increases the risk of entanglement with moving parts.
- DO NOT place lighted candles, cigarettes, cigars, etc., on the system.
- Contact your system supplier for
  - Supplies
  - Material Safety Data Sheets
  - If you damage the unit



**Caution:**

In case of an ink spill, leaking ink or excessive ink accumulation, immediately disconnect the power cord from the wall plug and contact Pitney Bowes. All inquires can be done by calling 1-800 522-0020 and following the telephone prompts. Customer Service Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.

## Servicing

Please refer to the warranty information is problems occur. Failed units will be returned to the Pitney Bowes U.S. Service Center. For reference purposes, the Pitney Bowes U.S. Service Center contact address is: Pitney Bowes, Inc., 3001 Summer Street, Stamford, CT 06926.

For more information, visit our website at

[pitneybowes.com/us/support/sendpromailstation](https://pitneybowes.com/us/support/sendpromailstation)