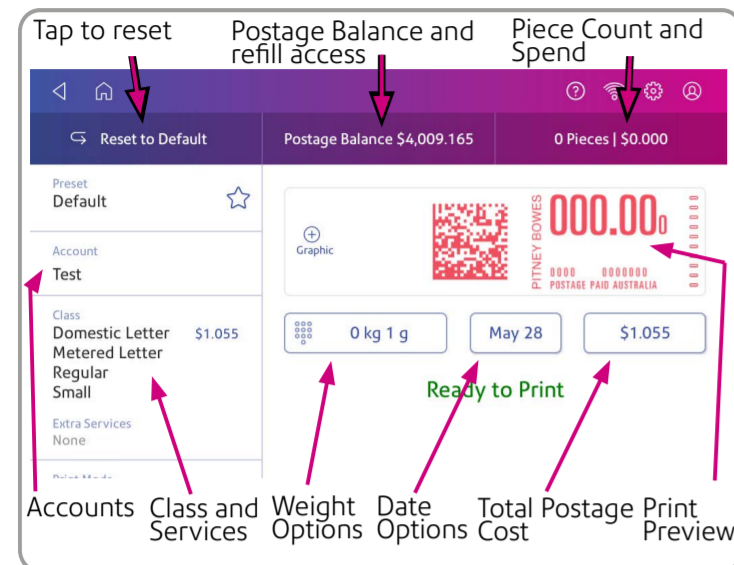


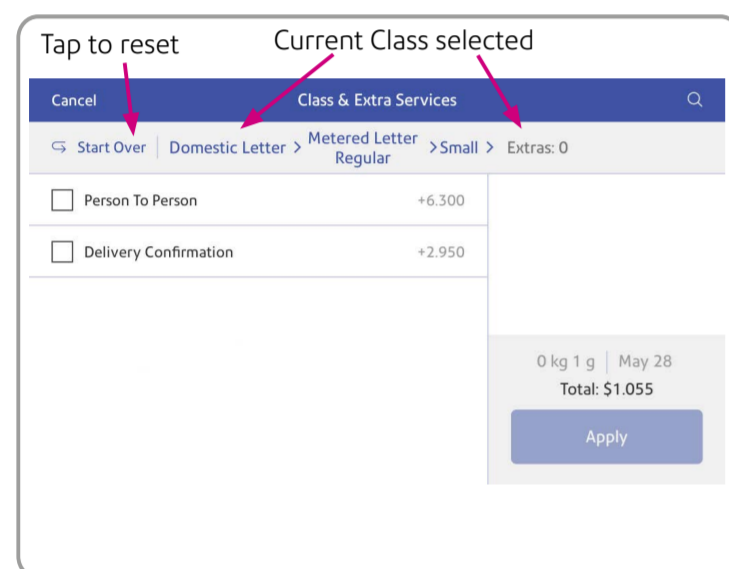
Envelope Printing

Select **Envelope Printing** from the Home Screen.

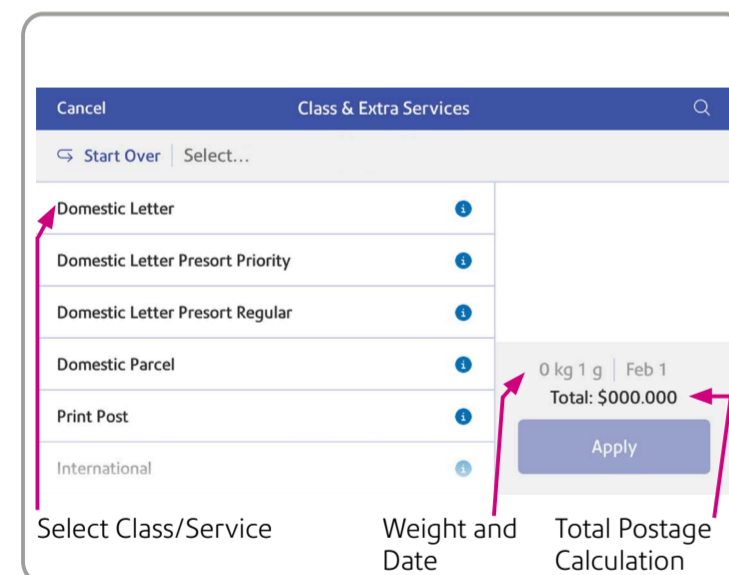
Set up your chosen Account (if enabled), Print Mode, Class, Graphic/ Ad and Date. You are also able to refill, check your postage balance and view piece count and spend data from this screen.



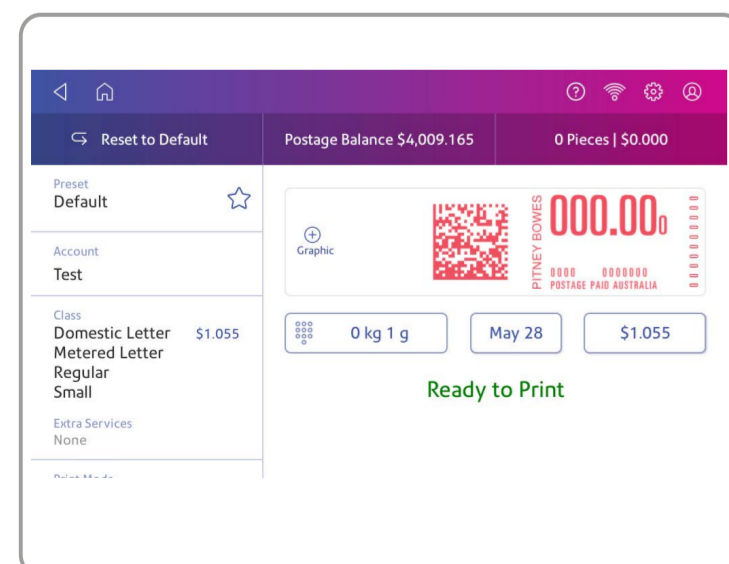
Tap the **Class** button to see the current Class selected.



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



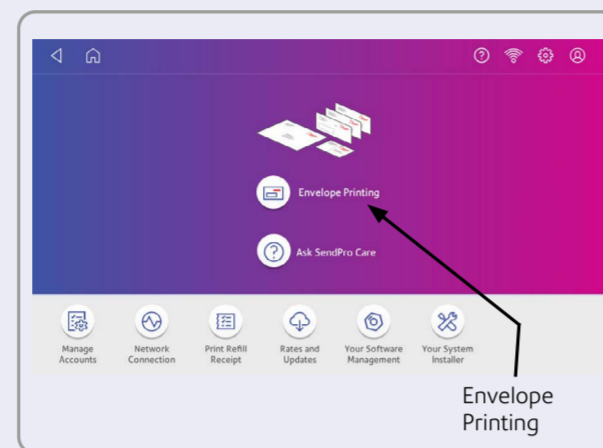
Select your class and other services from the list. The total postage cost displays. Next, tap **Apply**.



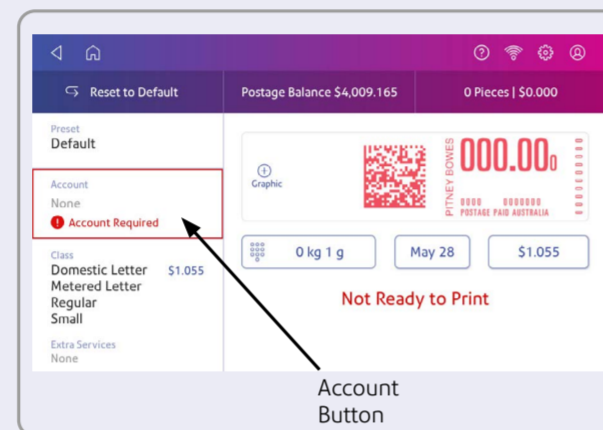
You will be returned to the Home Screen and you can then print your envelope.

Adding Accounts

Accounting is a feature that is optional and needs enabling if you want to use it. Contact your Pitney Bowes Sales Representative for information about options and pricing. When accounting is enabled on your device, you must select an account before you can print postage.

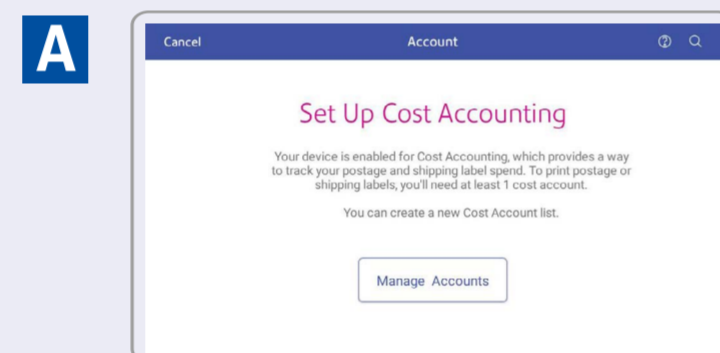


To do this, tap **Envelope Printing** from the Home screen.

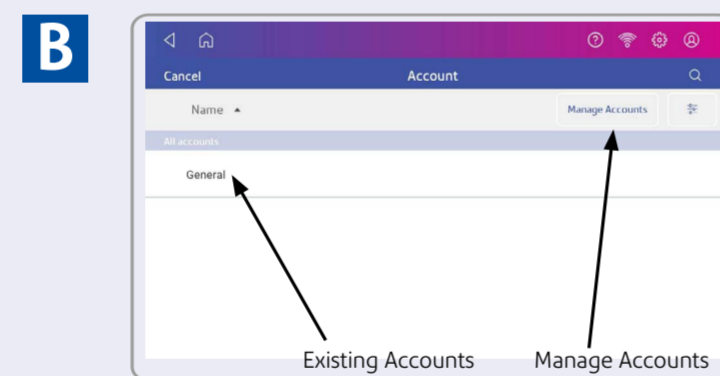


Tap the **Account** button to access the Accounts Screen.

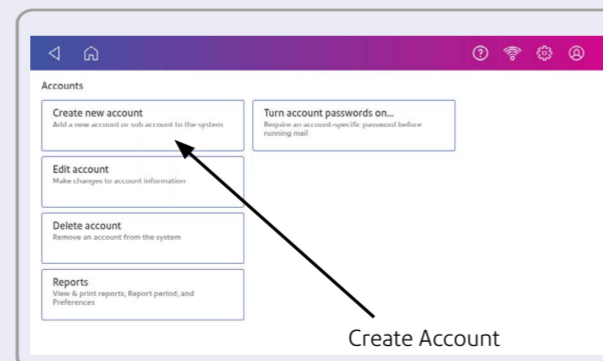
If you are setting up your first account you will see Screen A. Creating subsequent accounts will show Screen B.



A. Tap **Manage Accounts**.



B. Tap **Manage Accounts** to create an account. Where accounts have previously been created, you can see a list and select an existing account here.



Tap **Create New Account** twice.

Enter your chosen name for your account and also a reference code. The code required is of your choosing and can use numbers, letters or a combination of both. The code can be used for quick access to the Account in the future.

Click **OK** and then tap **Continue**.

Tap the back arrow to return to the Accounts list. You can now select an account to use.

Adding Presets

You should now set up a default preset so that you can save your most frequently used settings to use time and time again. This will mean that your device is always ready to use. You can set up presets for all of your frequently used setting combinations.

Create presets to store a group of commonly-used settings. Presets can store settings such as a postage class, an account and a graphic. The maximum number of presets you can have is twenty one. This includes the default preset.

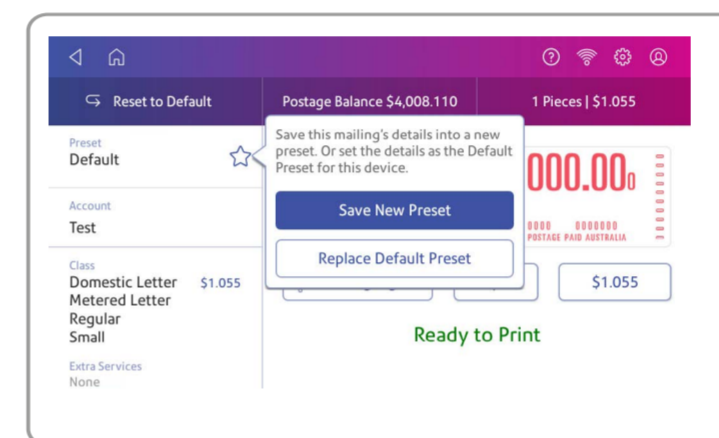
Important: Make sure there is nothing on the scale when you create the preset as the device will also save the weight of the mailpiece.

Tap **Envelope Printing** on the Home screen.

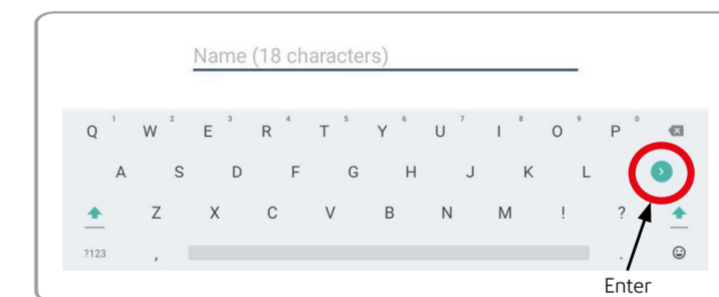
Tap **Class**, select the class and any special services. To add messages or graphics, tap the **Graphic** button.

Verify the settings on the envelope printing screen and tap the **star** in the preset box.

Important: You must modify something in the envelope printing screen for the preset star to appear.



Tap **Save New Preset** to save the settings. If you wish replace the default preset, tap **Replace Default Preset**.



For a new preset, enter a name, then tap the **Enter** button.

Your device is now ready to use.

If you're having trouble, then visit pitneybowes.com/au/support

scan the QR code here

Form no: SDC2175C (6-21)
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SendPro® C, SendPro® C Lite Quick Install Poster

Read Now BEFORE you unpack your equipment



Continue reading below

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

Remove your device and all items from the box.

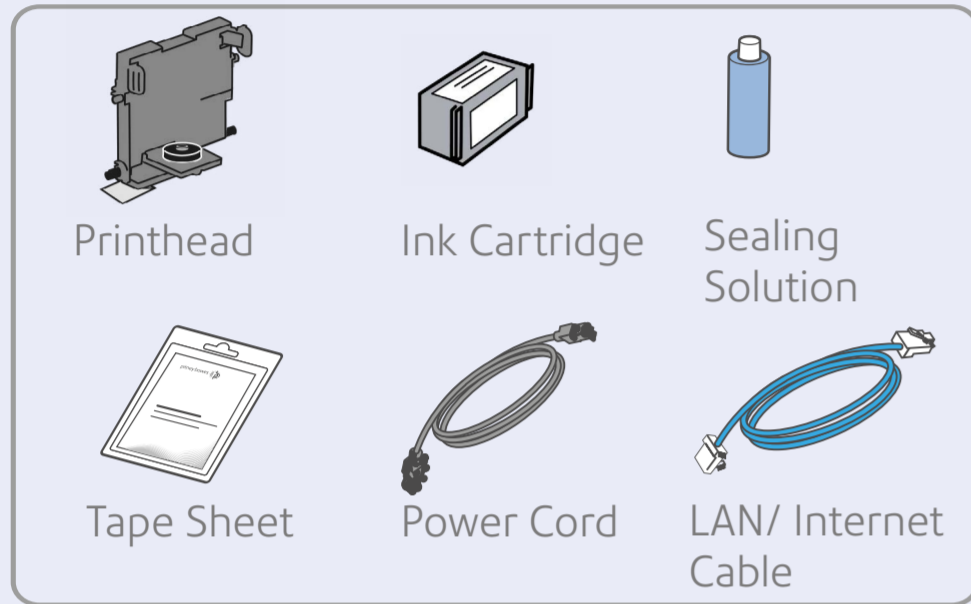
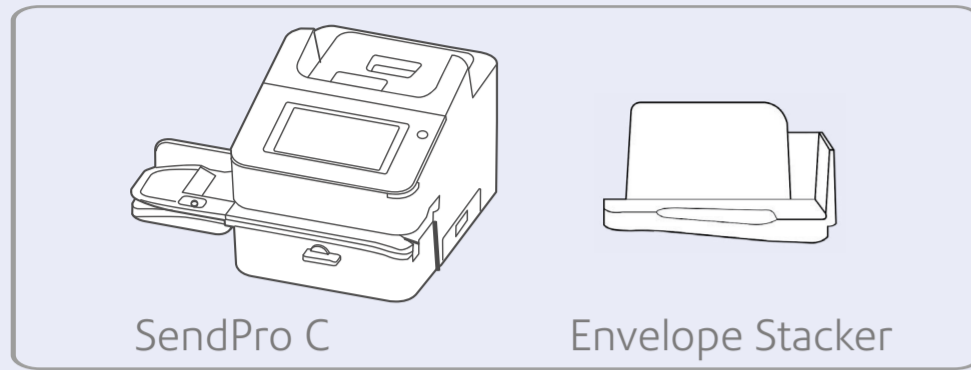
Caution
Be sure to grab hold of the entire feeder, not just the moistener flap when lifting the device out of the box.

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

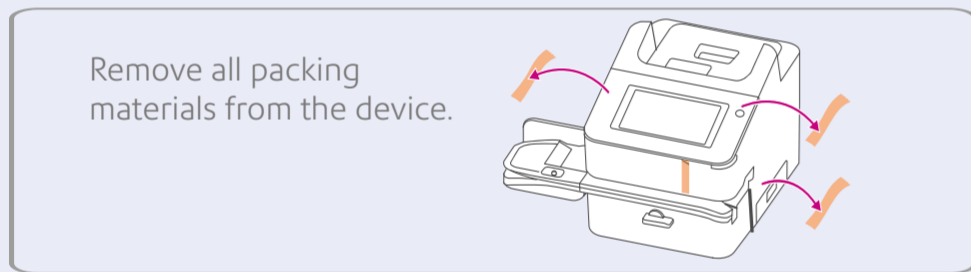
To watch an instructional installation video go to pitneybowes.com/au/sendpro-c-quick-install

1 Checking and getting to know your device

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 device to a power source yet.

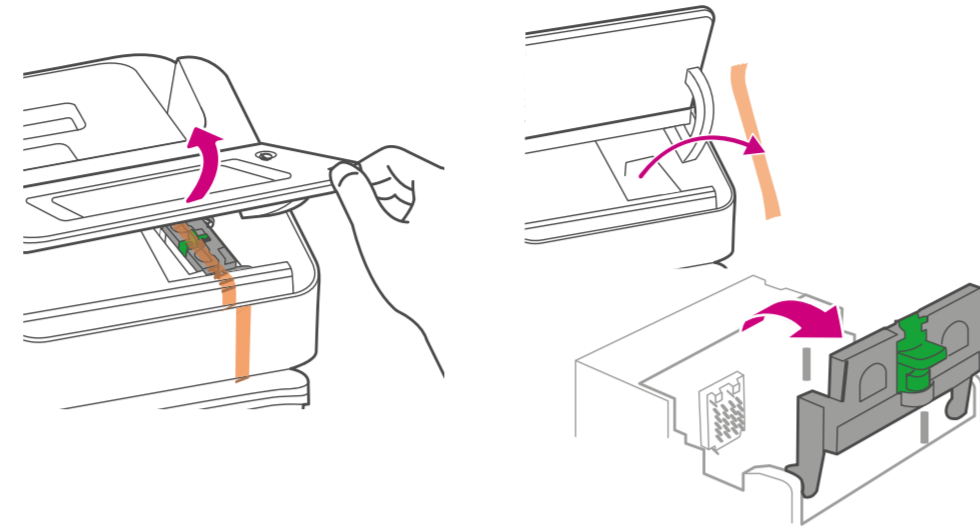


This is how your device should look when fully assembled.

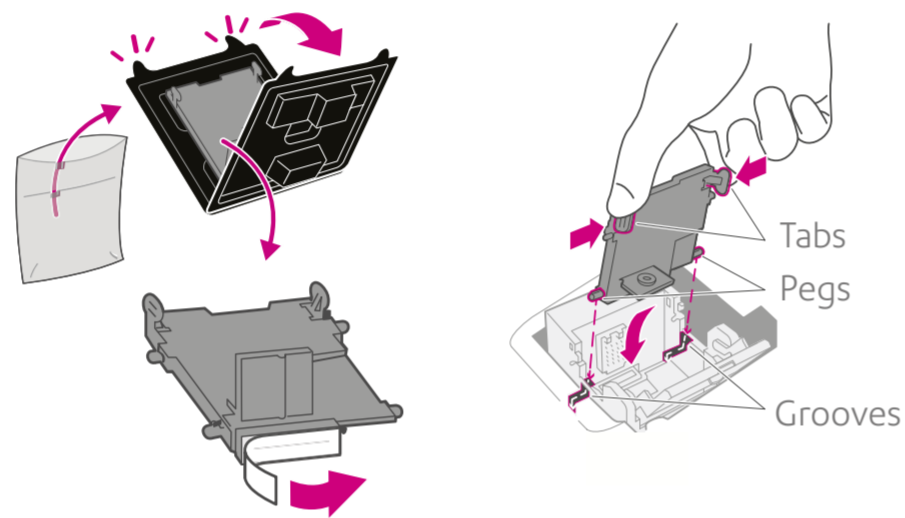
Important: Do not assemble or install your device until all items have arrived. If you have ordered an optional thermal label printer (if available in your market) this will arrive separately.



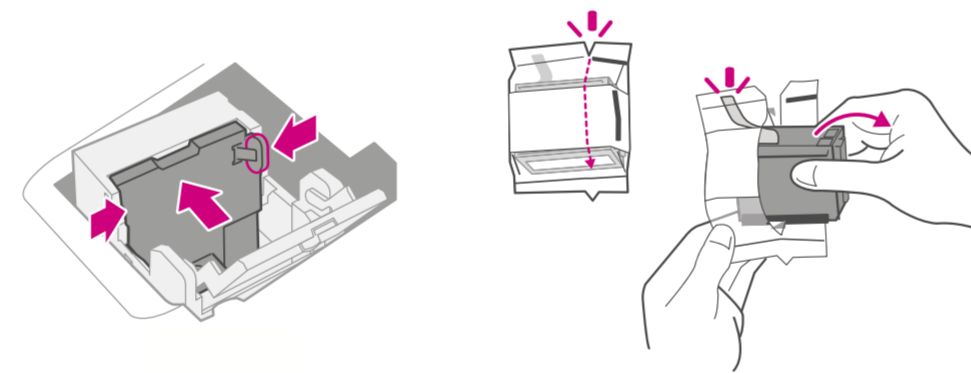
2 Installing the printhead and ink cartridge



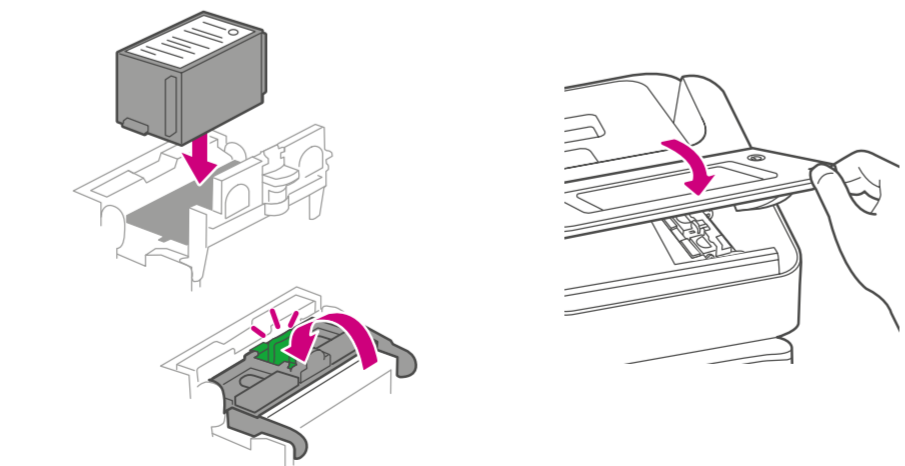
a. Open the cover to access the ink carriage.
b. Remove the packing tape from the ink carriage and open the guard.



c. Unwrap the printhead and remove the protective strip.
d. Squeeze the tabs and slide the printhead pegs into the lower set of grooves.

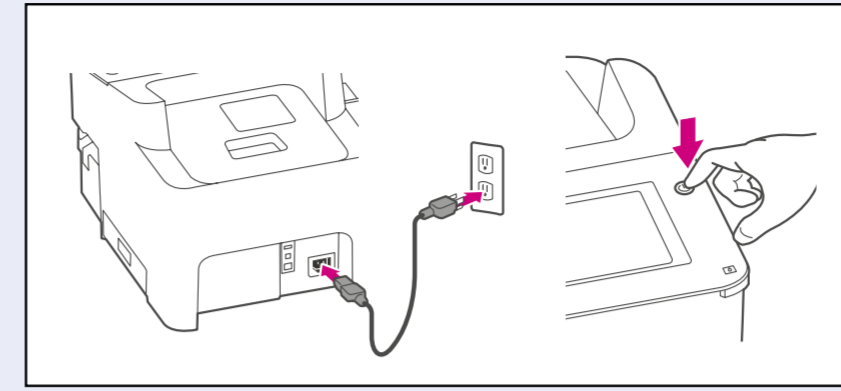


e. Keep squeezing the tabs and push the printhead flat against the wall. The tabs will click open when placed correctly.
f. Unwrap the ink cartridge and make sure you remove the silver foil strip.



g. Install the ink cartridge and close the guard.
h. Close the cover.

3 Connecting your machine



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

4 Installing your machine

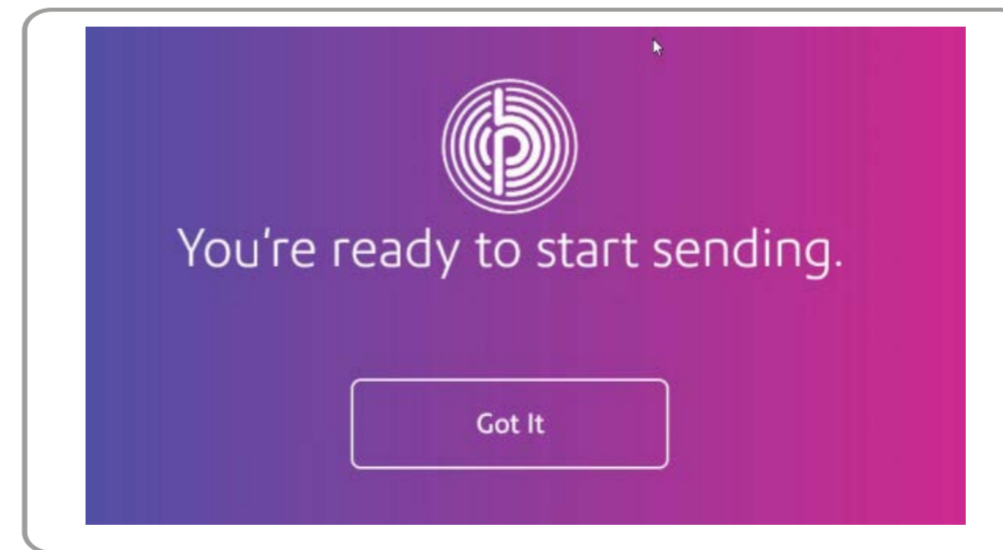


Wait for system startup... Then tap **Get Started** on the touchscreen and continue the installation steps on screen.

Return to the Quick Start section below on completion of on screen setup.

Quick Start

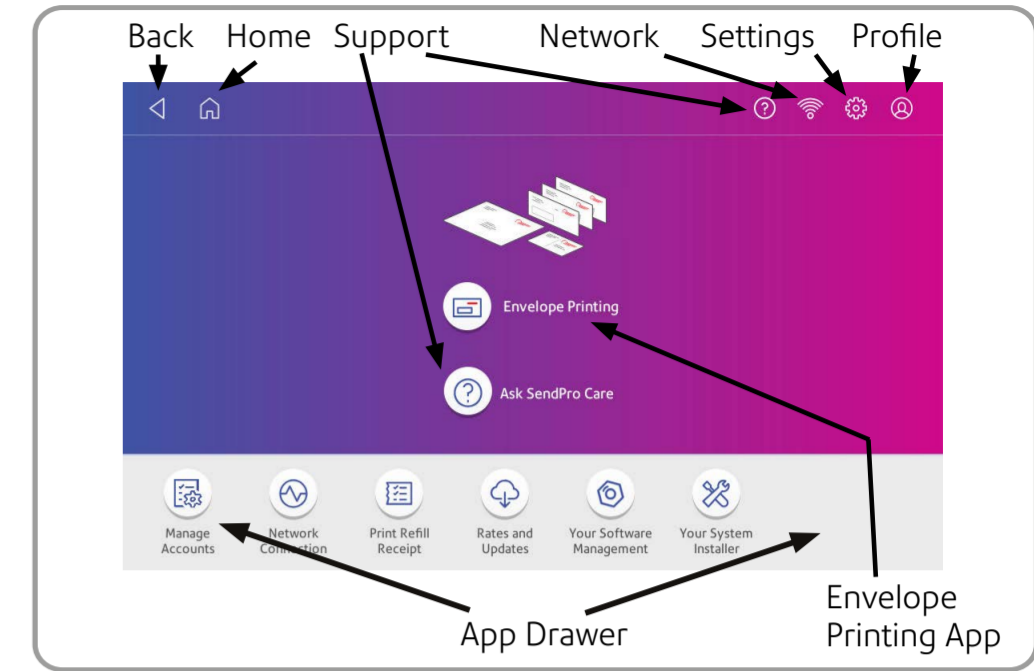
You're almost there...



Before you can begin you may need to set up a local account on your device if accounting is enabled. Refer to **Adding Accounts** on the reverse of this poster to complete your set up and to get sending.

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 complete your setup.

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.
- If the unit becomes damaged unplug the power cord from the wall.
- Do not use an adapter plug on the line cord or wall outlet.
- Do not remove the ground pin from the line cord.
- Do not use wall outlets that are controlled by wall switches and avoid sharing an outlet 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.
- This Equipment contains a Radio Frequency Transmitter operating at 2.4 or 5 GHz ISM band.