

Mailsend Lite

Quick Installation Guide



1 Before you begin

Register for Your Account

Before you begin installing your new Mailsend Lite, you need to register for **Your Account**. To register for **Your Account** you will need your account number and serial number that can be found on your welcome email or by contacting Mailcoms.



Registering for Your Account

pb.com/uk/register

Choose how to connect to the internet

Decide what type of connection (wired or wireless) you wish to use.



Wired Connection

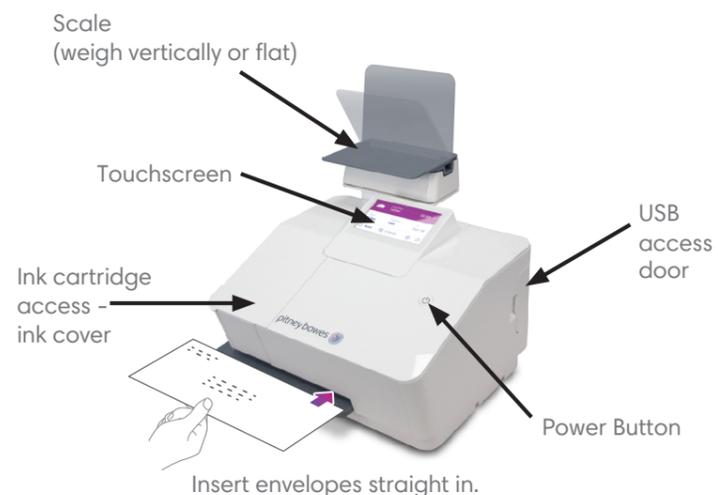
- Takes about 10 minutes to set up
- Requires access to a network port and power outlet.



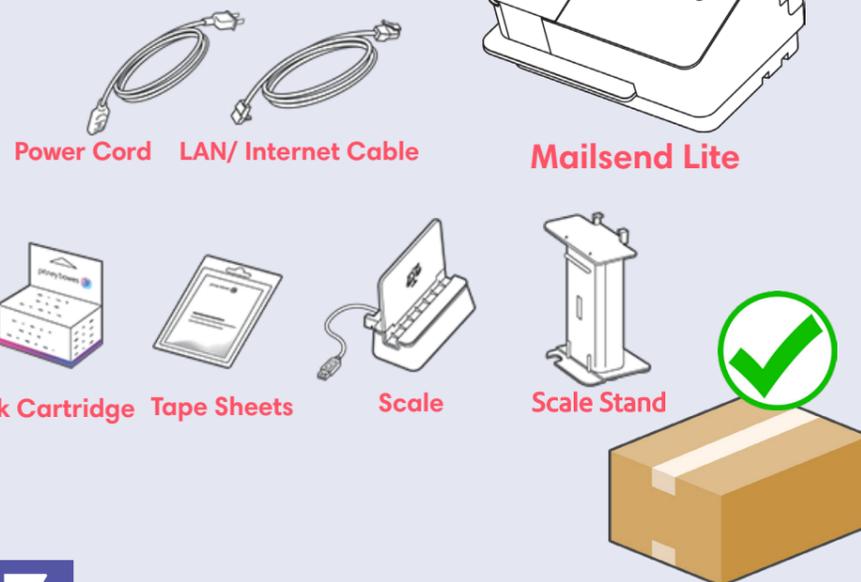
Wireless connection

- Takes about 15 minutes to set up
- Requires access to a wireless network (router) and power outlet.
- Require a wireless network name and password

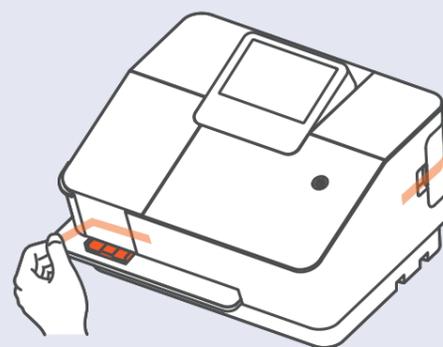
Get to know your device



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



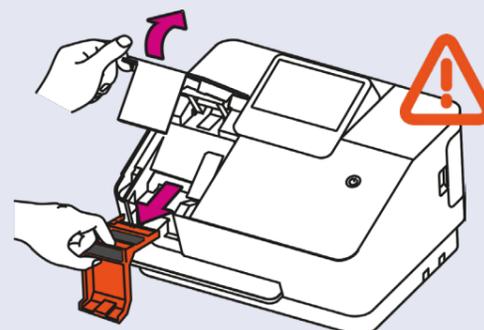
3 a. Remove all packing materials from the device.



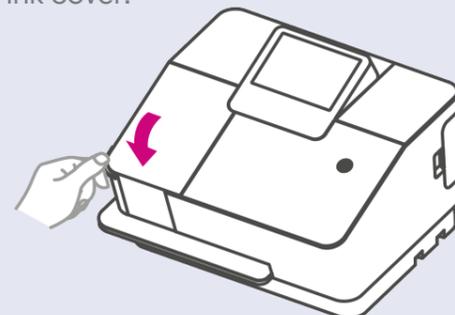
b. Open the ink cover and remove the orange protector.



Do not install the ink cartridge until you are prompted via the screen.

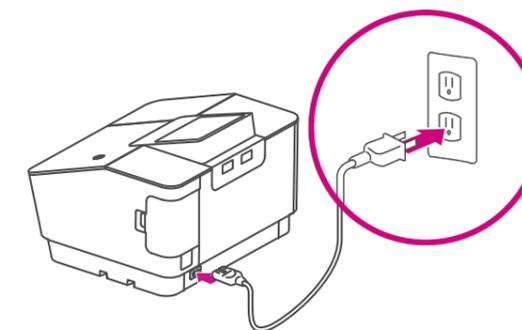


c. Close the ink cover.



4

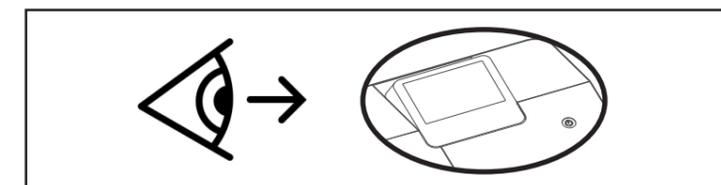
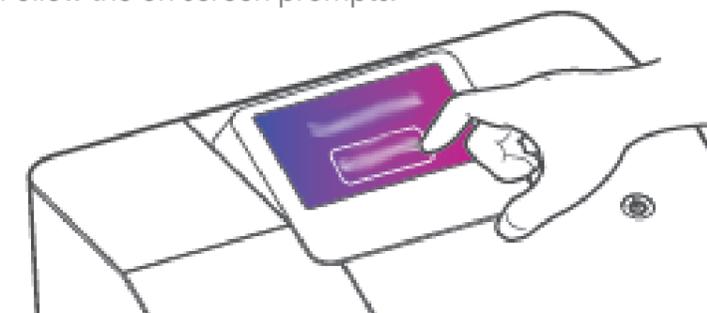
a. Connect to a power source.



b. Press the power button.



5 Follow the on screen prompts.



See the back of this leaflet for more useful information about your Mailsend Lite from the Quick Start Guide.

Please unfold this leaflet fully and carefully follow the installation instructions (Steps 2-5).

Mailsend Lite

Quick Start Guide

Mailsend Lite Home Screen

Select the class of mail you are sending.

Change the printed date.



Reset Home screen.

Add postage

Settings

Get help

Add a graphic or return address (if available).

Weight on the scale or tap to enter weight manually.

Using PitneyShip Pro

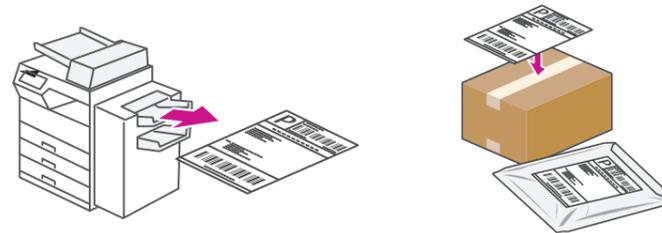
Your Mailsend Lite comes with access to PitneyShip Pro which is a companion app that allows you to print international and more varied classes. You do this via your computer using your PitneyShip Pro account.

PitneyShip Pro allows you to:

- Access Delivery Confirmation on 1st & 2nd Class parcels.
- Print discounted Parcelforce shipping labels.
- Print international shipments for goods.
- Manage all your cost accounts.
- View history of all sent items.
- Add postage to your device from your PC.

Printing a label in PitneyShip Pro

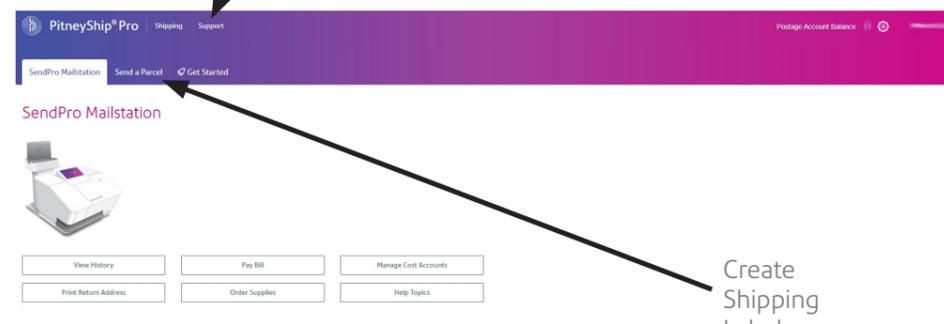
To create and print a label, log into **Your Account**. Scroll down to Your Apps and click on **SendPro Online- Powered by PitneyShip Pro** to access the companion app.



Get to know PitneyShip Pro

Below is an image of your PitneyShip Pro companion app Mailsend Lite Dashboard.

Download printers drivers and support with connecting to printers and Device Hub.



Create Shipping Labels.

To get support with using PitneyShip Pro select **Help Topics**. To access **Settings**, click on the cog icon in the top right corner.

To add more funds to your account, click **Postage Account Balance** in the top right corner. You can also add funds directly from your Mailsend Lite.

Adding Graphics

You can use **MyGraphics** to create a new image and text, text only or return address graphic to print on your mail using your Mailsend Lite. You can create and save a maximum of 7 custom graphics.

You must upload your graphic in **MyGraphics** via your computer before you can add them to your mail.

Uploading a new graphic, text message or return address.

Please scan the QR codes below using your mobile device or visit the support pages via the URLs

Uploading a new image and text graphic on the Mailsend Lite mailcoms.co.uk/support/mailend-lite-envelope-messaging-support/



Uploading a new text only graphic on the Mailsend Lite mailcoms.co.uk/support/mailend-lite-envelope-messaging-support/



Uploading a new return address graphic on the Mailsend Lite mailcoms.co.uk/support/mailend-lite-envelope-messaging-support/



Support

If you need Mailsend Lite support please scan QR code or visit mailcoms.co.uk/support_category/mailcoms/mailend-lite for general support visit our website mailcoms.co.uk/support



Mailsend Lite support