

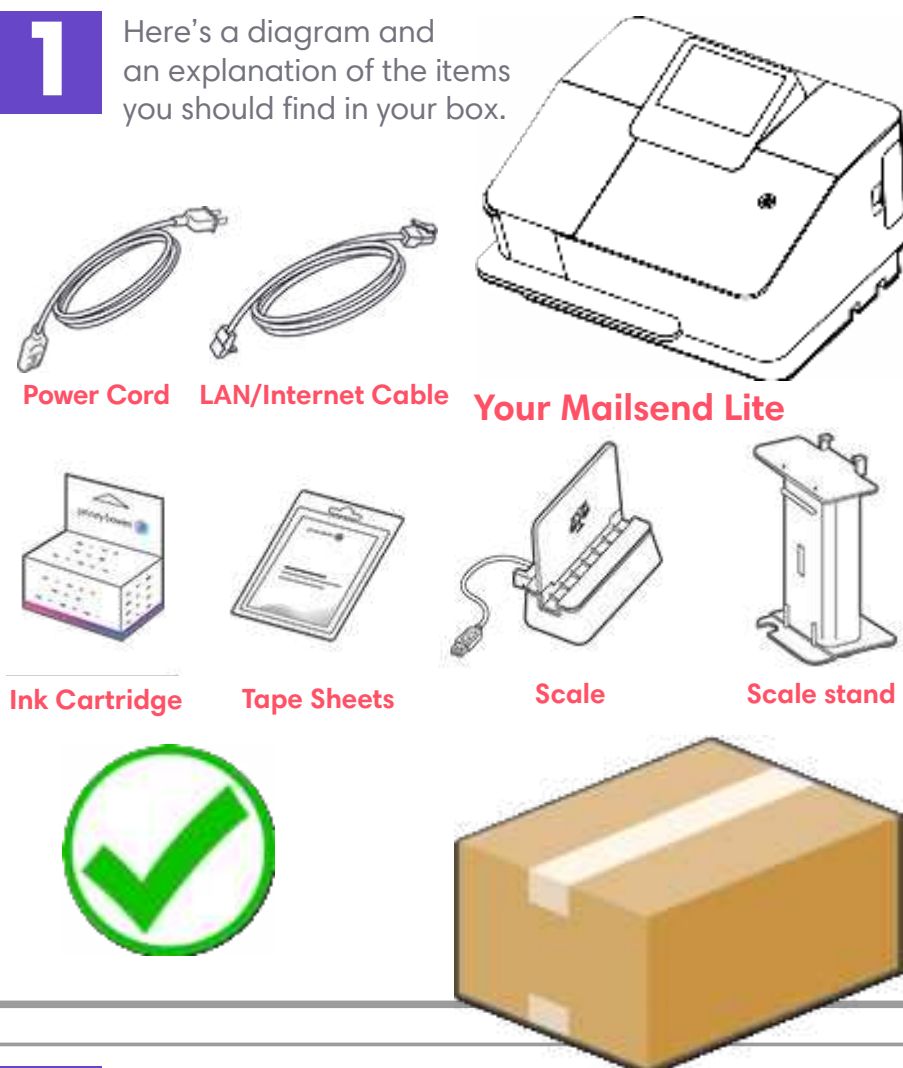
Mailsend Lite

Quick Installation Guide

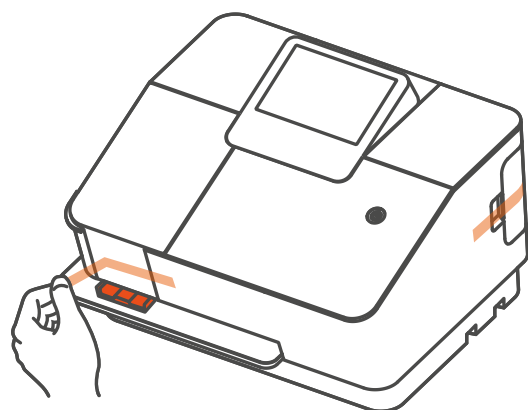


Please unfold this leaflet fully and carefully follow the installation instructions (Steps 1-7).

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



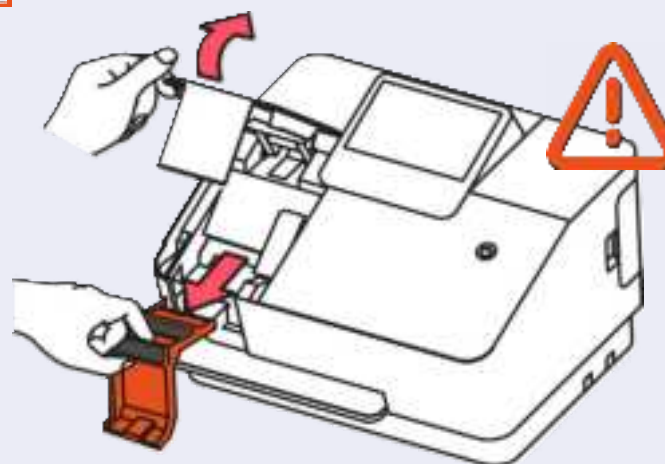
- 2** Remove all packing materials from the device.



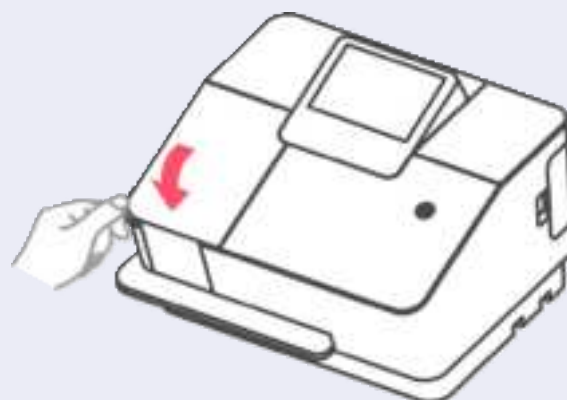
- 3** Open the ink cover and remove the orange protector.



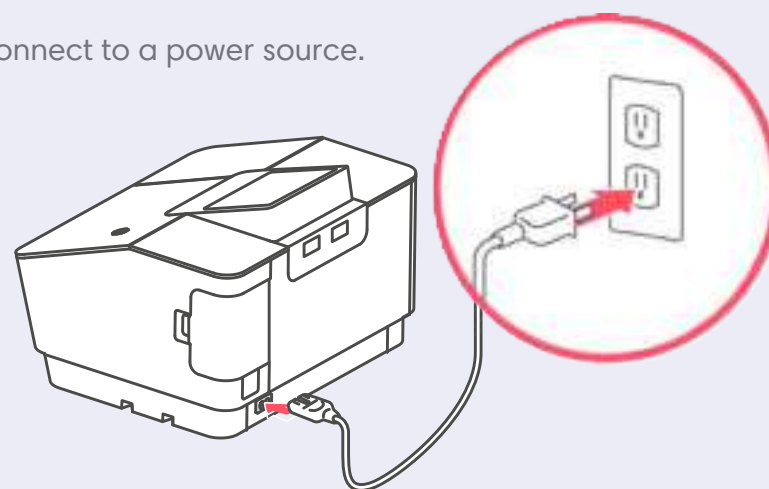
Do not install the ink cartridge yet.



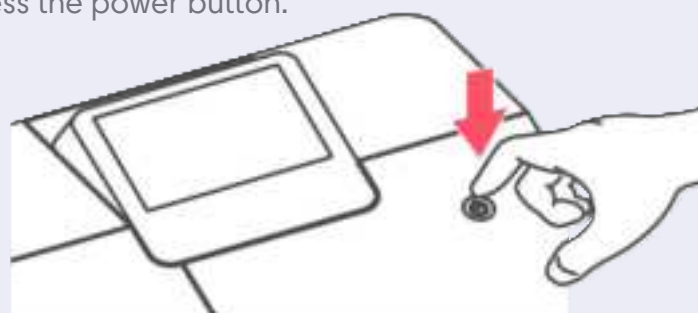
- 4** Close the ink cover.



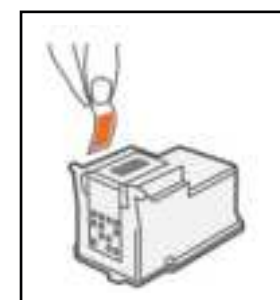
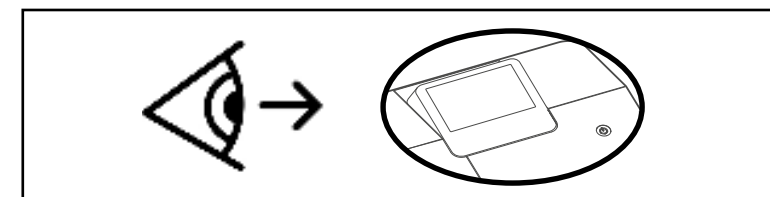
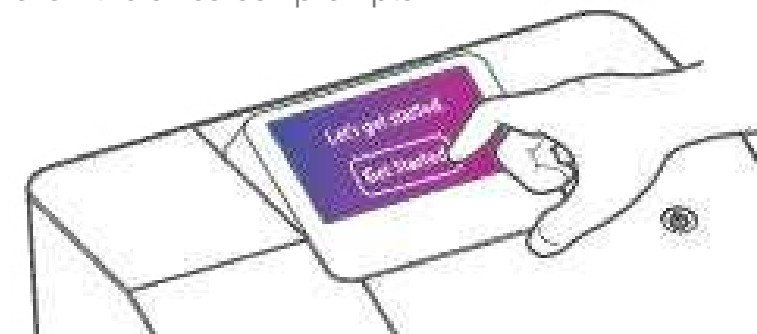
- 5** Connect to a power source.



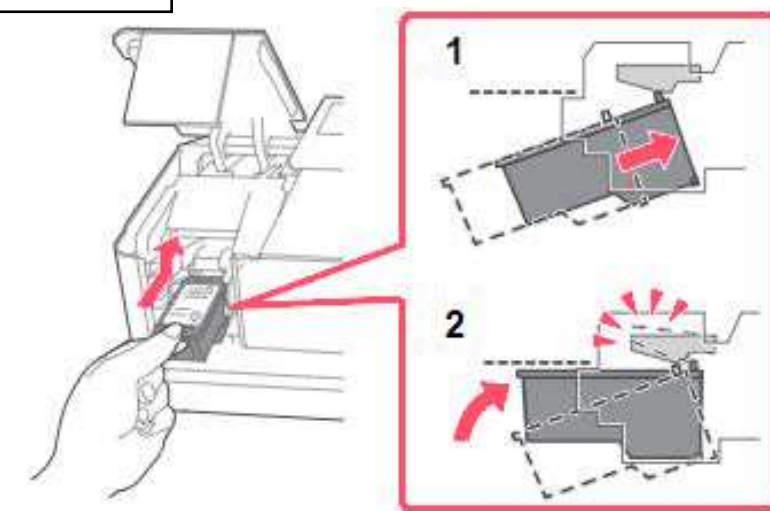
- 6** Press the power button.



- 7** Follow the on screen prompts.



Install the ink cartridge only when prompted.



See the back of this leaflet for more useful information about your Mailsend Lite

If you need support please scan QR code or visit www.mailcoms.co.uk/support_category/mailcoms/mailend-lite/

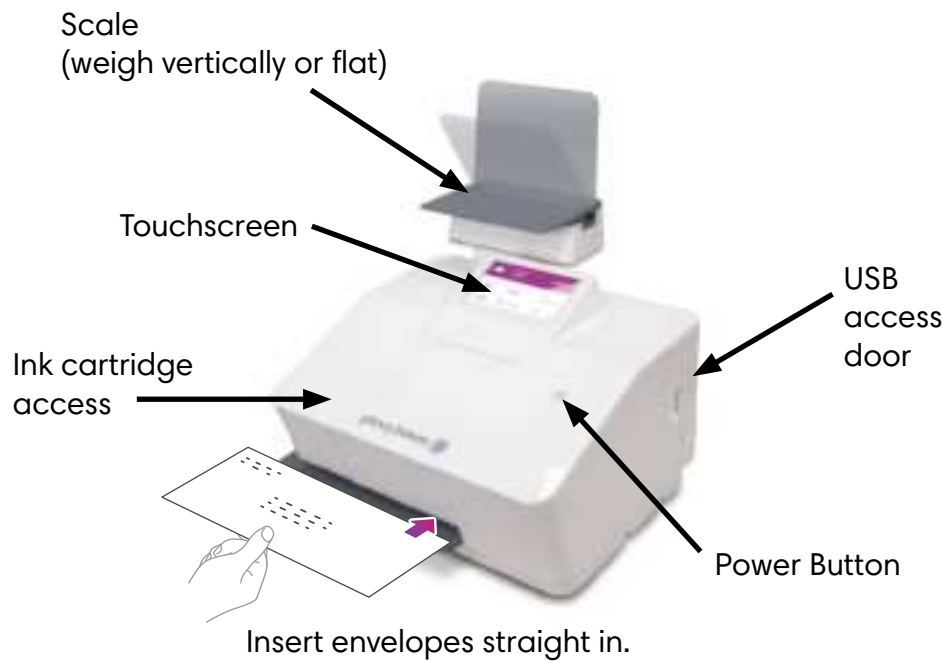


Scan the QR code.

Mailsend Lite

Quick Start Guide

Get to know your device



Mailsend Lite Home Screen



Using Your Online Account

Your Mailsend Lite comes with access to an Online Postage Account which allows you to print more varied postage types and classes, you can do this via your computer using your Online account.

Online Postage Account allows you to:

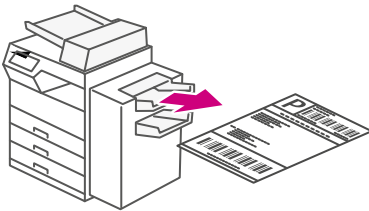
- Access Delivery Confirmation on 1st & 2nd Class parcels.
- Print discounted Parcelforce shipping labels.
- Manage all your cost accounts.
- View history of all sent items.
- Add postage to your device from your PC.

Three steps to printing discounted labels:

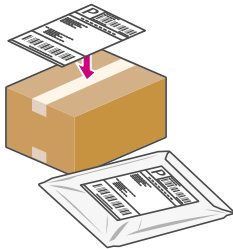
- 1** Log into your Online Account on your computer using your login credentials provided by Mailcoms.

spo.pitneybowes.com

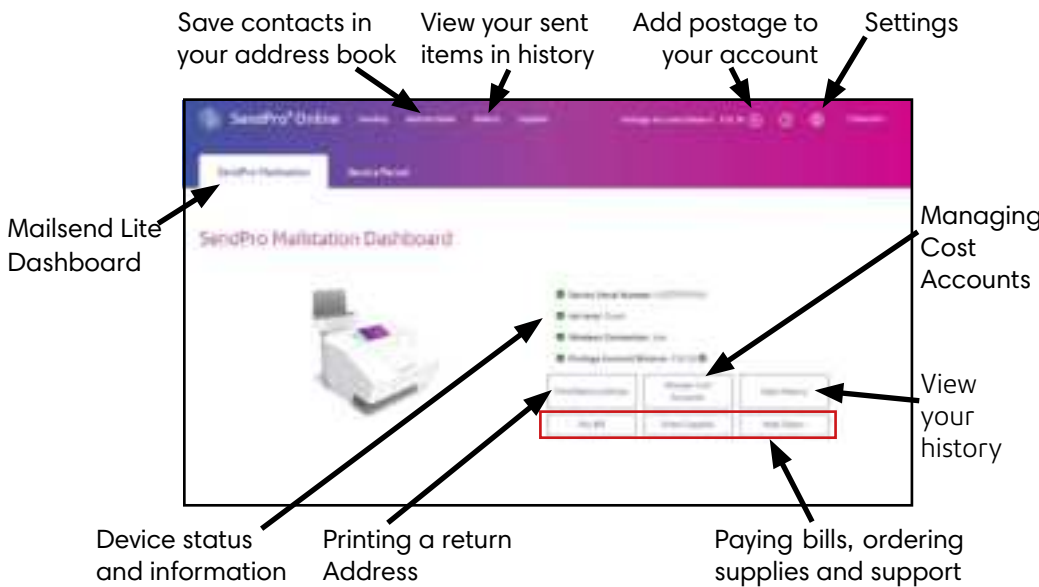
- 2** Follow the instructions in your Online Account to generate a shipping label and print from your computer.



- 3** Apply the label to the package and post at a depot or post office.



Get to know your Online Postage Account



To download printer drivers or get more support on using your Online Account click the ? icon.

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.
- 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 Equipment contains a Radio Frequency Transmitter operating at 2.4 or 5 GHZ ISM band.
- This product may cause interference with other devices if used in residential areas.