Manuals+ — User Manuals Simplified.

Mailsend Lite Franking Machine

mailcoms Mailsend Lite Franking Machine Owner's Manual

Contents

mailcoms Mailsend Lite Franking Machine

Product Information

Specifications

- **Product Name:** Mailsend Lite
- **Features:** Touchscreen, Ink Cartridge, Scale, PitneyShip Pro Access
- **Connectivity:** Wired, Wireless

Product Usage Instructions

- Before installing your Mailsend Lite, register for Your Account using the account number and serial number from your welcome email.
- Determine if you want to use a wired or wireless connection for internet access.
- Follow the instructions displayed on the screen for further setup.
- Your Mailsend Lite includes access to PitneyShip Pro for printing international labels and various mail classes.
- Create custom graphics using MyGraphics and upload them via your computer to print on your mail with Mailsend Lite.

FAQ

- **Q:** How can I print a label using PitneyShip Pro?
- **A:** Log into Your Account, scroll down to Your Apps, and click on SendPro Online-Powered by PitneyShip Pro to access the companion app for label creation and printing.
- **Q:** How many custom graphics can I save on Mailsend Lite?

- **A:** You can save a maximum of 7 custom graphics on your Mailsend Lite for printing on mail items.

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 which can be found on your welcome email or by contacting Mailcoms.
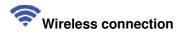
- **pb.com/uk/register**

Registering for
Your Account

Choose how to connect to the internet

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

Wired Connection

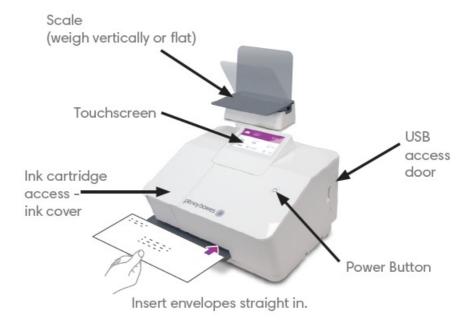- Takes about 10 minutes to set up
- Requires access to a network port and power outlet.

 Wireless connection

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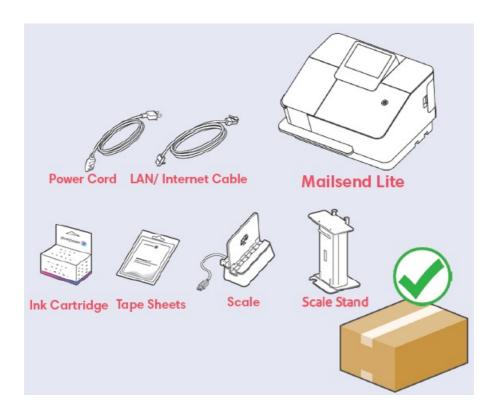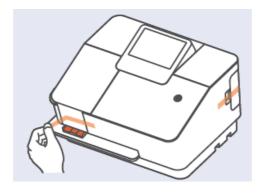- Require a wireless network name and password

Get to know your device

Scale
(weigh vertically or flat)

Touchscreen

USB
access
door

Ink cartridge
access –
ink cover

Power Button

Insert envelopes straight in.

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

What In The Box
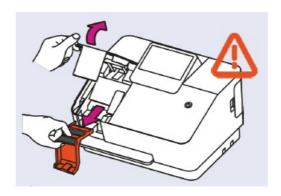
- Here's a diagram and an explanation of the items you should find in your box.

Power Cord   LAN/ Internet Cable   **Mailsend Lite**

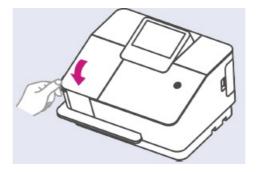**Ink Cartridge Tape Sheets   Scale   Scale Stand**

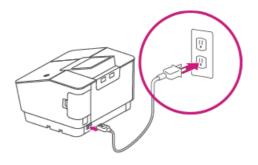- Remove all packing materials from the device.

- Open the ink cover and remove the orange protector.
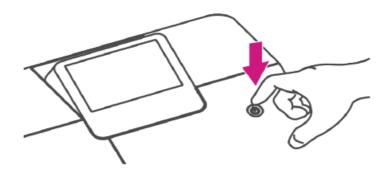- Do not install the ink cartridge until you are prompted via the screen.
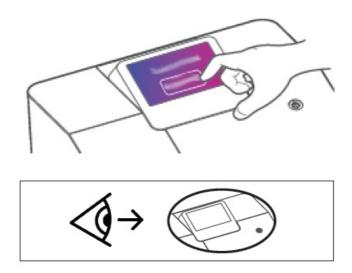

- Close the ink cover.

- Connect to a power source.

- Press the power button.
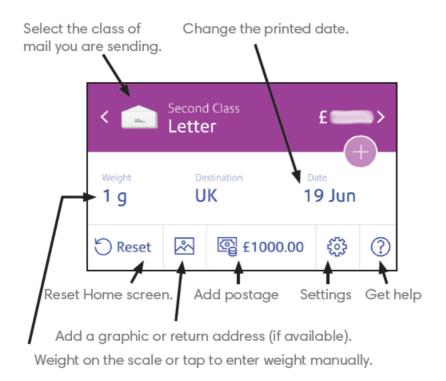
Follow the on-screen prompts

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

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 the history of all sent items.
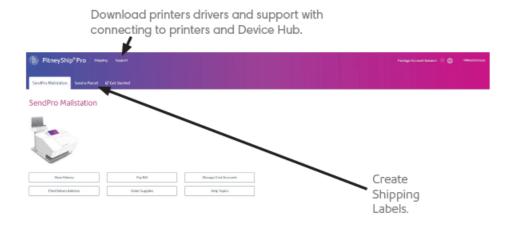- Add postage to your device from your PC.

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.

- 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 graphics 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 URLsUploading a new image and text graphic on the Mailsend Lite **mailcoms.co.uk/support/mailsend-lite-envelope-messaging-support/**

Uploading a new text-only graphic on the Mailsend Lite

- **mailcoms.co.uk/support/mailsend-lite-envelope-messaging-support/**

Uploading a new return address graphic on the Mailsend Lite

- **mailcoms.co.uk/support/mailsend-lite-envelope-messaging-support/**

Support

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

Mailsend Lite
support

Documents / Resources

	mailcoms Mailsend Lite Franking Machine [pdf] Owner's Manual Mailsend Lite Franking Machine, Mailsend Lite, Franking Machine, Machine
	mailcoms Mailsend Lite Franking Machine [pdf] User Guide Mailsend Lite Franking Machine, Mailsend Lite, Franking Machine, Machine
	mailcoms Mailsend Lite Franking Machine [pdf] Installation Guide Mailsend Lite Franking Machine, Lite Franking Machine, Franking Machine, Machine

References

- **pitney bowes**
- **User Manual**