# pitney bowes

# SendPro® P Series Printer
## Installation Instruction
## 1E42

### Read Now BEFORE you unpack your equipment

**Continue reading below**

# Right, let's get your Printer up and running quickly…

Before proceeding with the installation of your SendPro P Series Printer, please ensure that your software is at version 25 or later.

The version can be found on the bottom right hand corner of the start up screen.

Next, open this poster fully and unpack the box that contains your SendPro P 1E42 Printer before following the instructions on the next page.

# 1 Opening the box and unpacking

Here's a diagram and explanation of the items you should find in your box. Please select the correct power cable for your location.

If you have any problems during this installation, refer to the online help available.

**Printer**
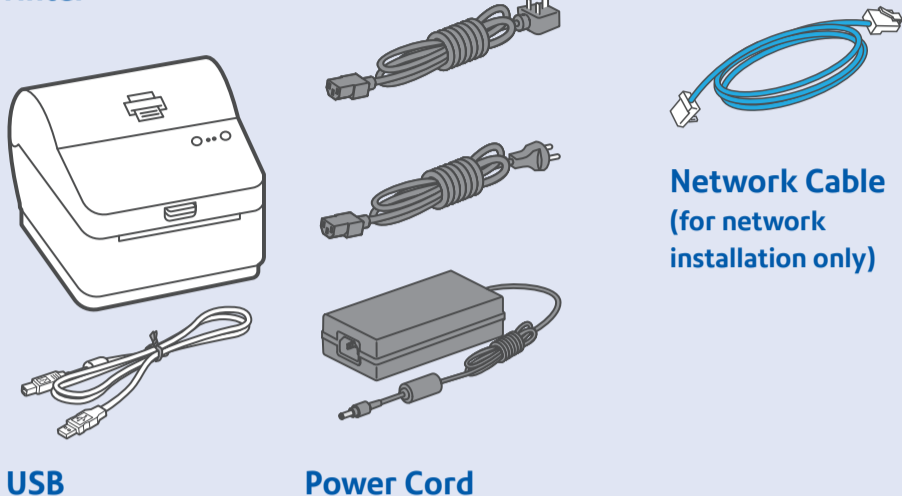


**Network Cable**
**(for network installation only)**

**USB**

**Power Cord**

# 2 Check for updates

Select **Rates and Updates** button on the mailing tile on the home screen. If updates are available, the system will begin the download.

**Note-** Your system must be connected to the network to run this application.

Once the download is complete the Install Updates Dialogue screen will display. Follow the prompts to Install updates.

Select **Install Now.**

**If your system has not automatically shut down after any software updates, please shut down your machine.**

# 3 Connecting the Printer and Powered Hub

We recommend that your Printer and Powered Hub be plugged into one of the USB ports, directly into the side of your SendPro P.

If required, remove USB peripherals (for example- keyboard or mouse) to clear two USB ports ready for the Printer and Powered Hub.

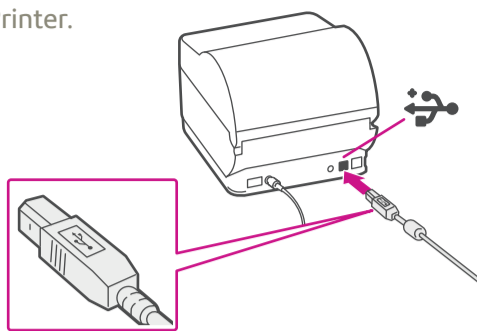Connect the Printer and Powered Hub to the USB ports in the side of your SendPro P.
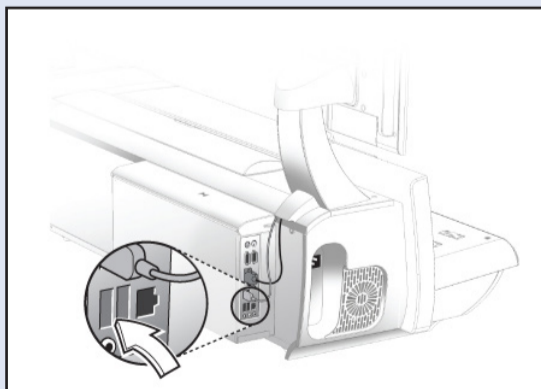


Reconnect any USB peripherals (for example- keyboard or mouse) previously removed from the machine to the remaining USB ports or the Hub.

# 4 Connecting the USB Cable
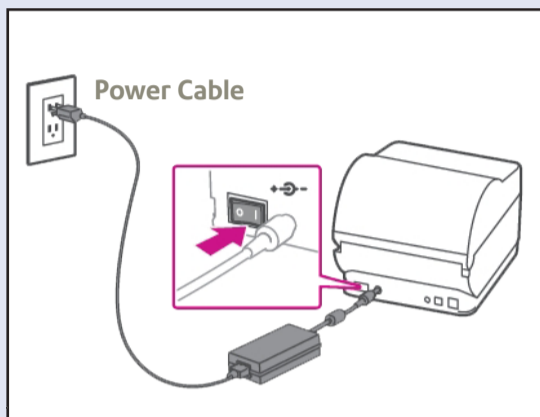
Connect the USB cable to your Printer.



# 5 Connect the Printer

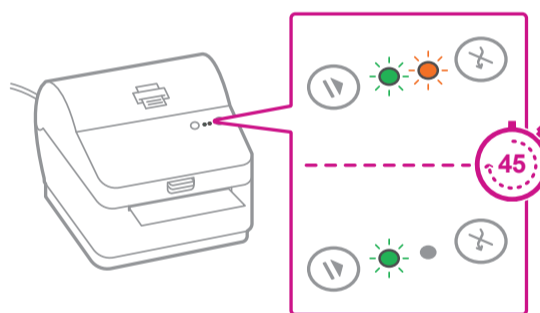Ensure you have the correct power cord for your region.

Connect the power cord and adapter (as shown) to your printer and switch on.

**Power Cable**



# 6 Printer Ready

Wait for approximately 45 seconds until the green light remains constant and the printer is ready.



# 7 Aligning the Label Roll

Press the ✂ button and check that the label feeds out correctly.
**Note-** If the label does not feed correctly please refer to label alignment instructions under the label roll inside the printer.

Tear off the correctly dispensed label.
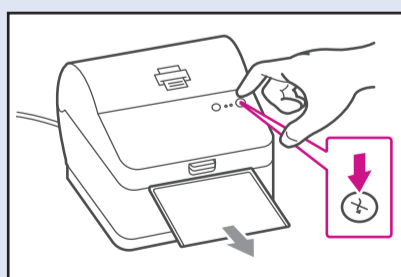


# 8 Power Up SendPro P

Restart your system by pressing the Power Button on the front, left hand side of the machine.

Wait for your SendPro P to start up. This may take a few minutes.

# Creating a Label

1. Select the Print Shipping Label button from the Home screen.
2. Select the Carrier icon required.
3. Type in the recipient's Post Code in the To field or click on the Address Book icon to select a recipient address previously saved to Address Book.

**Note-** The Postal Code entered must be in the correct format before SendPro will allow you to proceed with label set up.

4. Enter the package dimensions into the dimension fields.
5. If your machine has an attached scale, you can place your package onto the scale platform and press the scale icon. Alternatively enter the package weight manually in Kg (Example 100g is 0.100 Kg).
6. Select the blue down arrow to continue.
7. Choose a service from the available carrier options list. The cost of the selected service is displayed on the right hand side of the screen.
8. Select the blue down arrow to continue.

**Note-** Services can be filtered by speed and the dispatch date can be altered if you wish to dispatch at a later date.

9. You may enter a Sender Name and Address in the From field. This will be used as a return address for your package. You can enter this manually or by clicking on the Address Book icon.
10. Enter the Recipient Name and Address. You can enter this manually or by clicking on the Address Book icon.
11. (Optional) If you are using Cost Accounts, select the Cost Account drop down menu at the bottom of the screen and choose the desired Account from the list, or start typing the Cost Account name or number to search for the desired account

**Note-** Only your first 10 Cost Accounts are displayed on the Cost Account menu. If you have more than 10 Cost Accounts and the desired account is not one of the first 10, you must type part of the name or number to search for it.

12. (Optional) Tick Email the Tracking Number if you would like an automated email notification of the package tracking number. Enter the email address for the notification email. Press Return in between email addresses if you require more than one email sent.

# Printing a Label

1. Select Print at the bottom of the screen. The Label Options screen will open.
2. In the Select a print size field, ensure 4x6 is selected for the 1E42 printer.
3. (Optional) To add a note about the shipment, enter up to 50 characters in the Memo field. It will be available in your history file for all carriers.
4. (Optional) Select the magnifying glass icon to zoom in to preview the address. Select it again to zoom back out.
5. (Optional) Select Print Sample to verify that the label aligns correctly when it is printed. When the sample label appears in a new tab, print it and check the alignment.
6. Select Print. The shipping label will be printed by the 1E42 printer.
7. A confirmation of the label you just printed is displayed.

# Using your SendPro®

Now that you've installed your SendPro P Printer, you'll probably want to learn more about your SendPro P system features.

You can access in-depth Online Help that covers all operator and feature aspects of your SendPro P software in detail. To access the guide, press the Help icon from your Home screen. (?) **Click Here** to view the Online Help now.

CE It is certified that the system complies with all applicable Directives of the European Union.

For a formal Declaration of Conformity please contact Compliance Engineering. Contact information is given in this guide or on a separate document supplied with your system.

The system has been designed to work on all Pan-European Telecommunication Networks.

**If you're still having trouble, then visit**
**www.pitneybowes.com/uk**
**and select Support.**

## 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.

- This printer is powered by an external AC power adapter.  Use only the AC power adapter and AC power cord supplied with the printer and plug it into a properly grounded wall outlet that's located near the printer and easily accessible. Failure to properly ground the power adapter can result in severe personal injury and/or fire.

- The power cord wall plug is the primary means of disconnecting the power adapter from the AC supply. The power adapter is  on whenever it is plugged into a live receptacle.

- 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™. Refer to the Contact Information List for more information.

- 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.

- Place the printer so the AC power adapter is close to an easily accessible wall out let. DO NOT use a wall outlet controlled by a wall switch or one that is shared with other equipment.

- 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.

- DO NOT route the DC power cable that plugs into the printer over sharp edges or trap it between pieces of furniture.  Make sure there is no strain on the DC power cable.

- Make sure the area in front of the wall outlet into which the AC adapter  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.

## Scale Safety

Changes or modifications to this equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
Shielded I/O cables must used with this equipment to ensure compliance with the limits. Use of unshielded cables is prohibited.
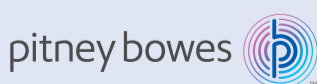
## Precautions

CAUTION: This equipment is intended to be used with limited power circuits with SELV and Non-hazardous energy outputs.

- The scale is not legal for trade
- Do not exceed the scale's maximum weight limit
- Do not place lighted candles, cigarettes, cigars, etc., on the scale.
- Use the equipment only for its intended purpose.
- Use only 9-volt Alkaline battery if needed
- Remove battery if scale is not going to be used for long periods of time or if the scale is powered through the USB cable.
- Dispose of old batteries properly.

- Always follow the specific occupational safety and health standards for your workplace.

- Use only Pitney Bowes approved direct thermal label media.

*SDC2130B*

Form no: SDC2130B (1-24)

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