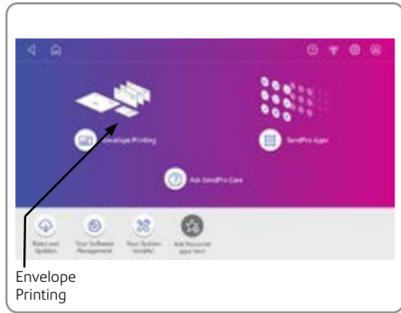
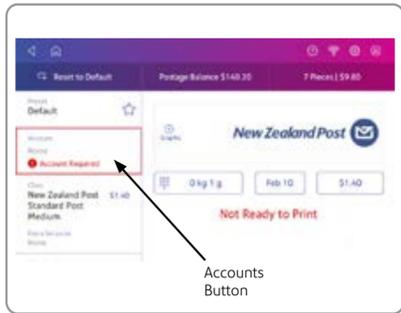


Creating Accounts

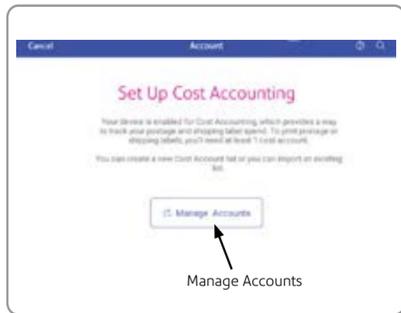
If you have the optional accounting package enabled on your device you can now set up an Account/Accounts.



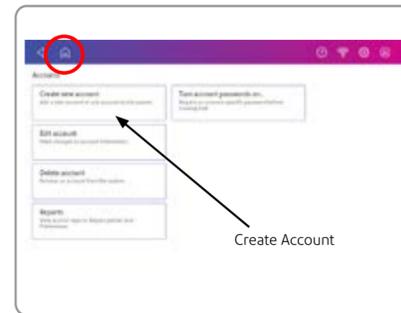
To do this, tap **Envelope Printing** on the Home screen.



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



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 account name and a unique code to identify the account.

Note- Account names can be up to 75 characters long. The code required is of your choosing. You can use the code to access the account quickly. Codes can be alphanumeric or a combination of letters and numbers.

Tap **OK**.

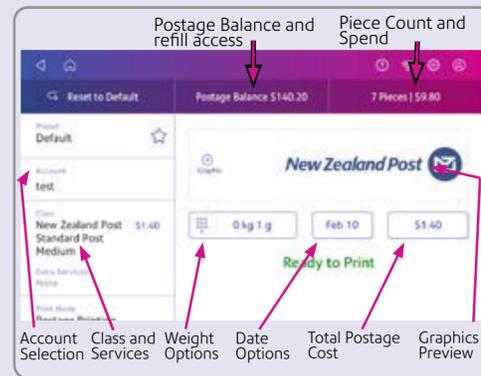
Tap **Continue**.

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

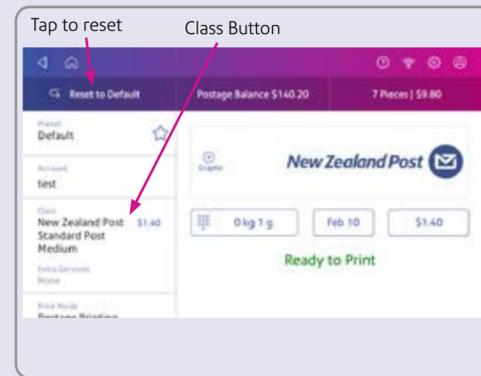
Envelope Printing

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

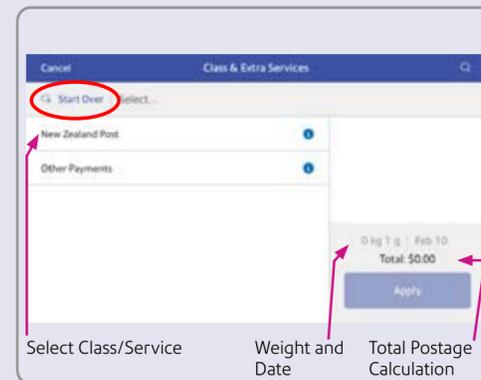
You are able to choose an Account, Print Mode, Class, Graphic/Ad, and Date. You are also able to refill, check your postage balance and view piece count and spend data from this screen.



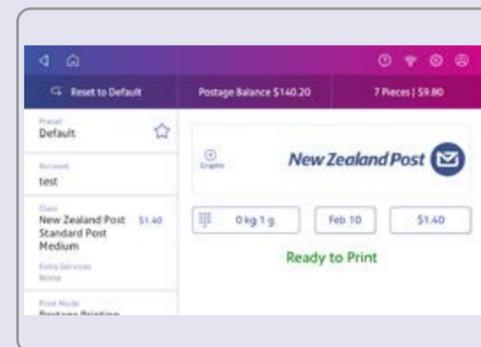
Tap **Account** and select an account if you use accounting.



The Class button shows the current Class selected. Tap **Class** button to enter the Class screen.



Tap **Start Over** and then tap **New Zealand Post** to show a list of all the available classes. Select your class and other services from the list. The total postage cost displays. Next, tap **Apply**.



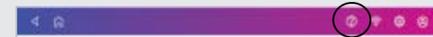
You will be returned to the Home Screen and you can then print your label or envelope.

Your device is now ready to use.

Troubleshooting

How do I get support on my device?

Access support from the '?' icon on the top right of the toolbar at any time or by tapping the Help icon when on the Home Screen.



How do I troubleshoot my Wi-Fi or LAN network connection?

Tap the **Check Network** app on the Home screen to make sure your device has access to required internet services. These provide updates on rate information, sync your data, and refill your device.

If your device is behind a firewall, you may need an IT professional or someone who has access to your network configuration to provide access to these services.

You can manage your Wi-Fi or wired network settings from the gear icon on the top right of the toolbar.



How do I get the latest rates or software updates?

Ensure your device is always connected to the internet. It will automatically update whenever your device is idle.

You can confirm that your rates are up to date by tapping the **Rates & Updates** app from the App Drawer.

If you're still having trouble or for general support, then visit pitneybowes.com/nz/support



scan the QR code here

SendPro® C Lite, SendPro® C Quick Install Poster

Read Now BEFORE you unpack your equipment



New Zealand

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 lift the entire feeder, not just the flap.



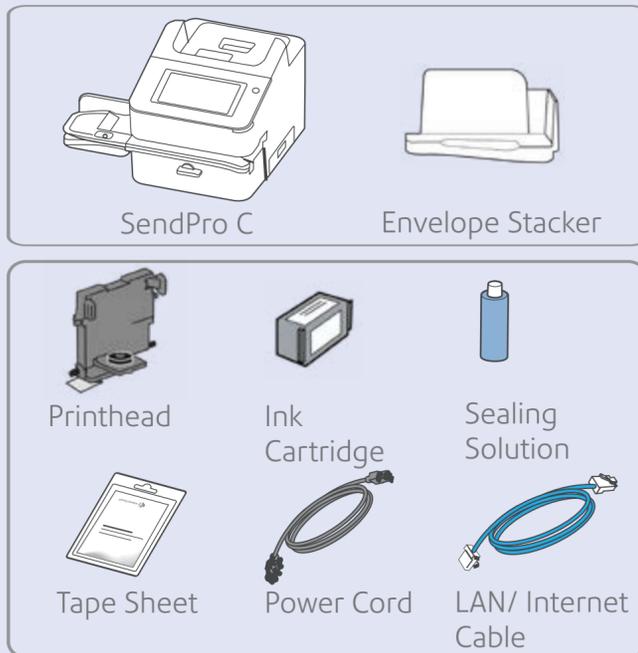
Please unfold this poster fully and carefully follow the installation instructions (Steps 1-4) on the reverse.



Form no: SDC2173A (3-2021)
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1 Checking and getting to know your device

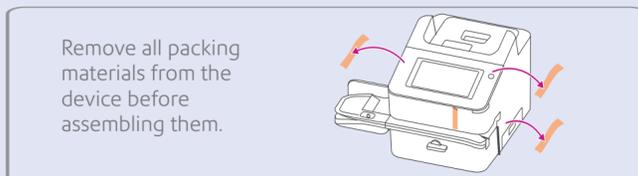
Here's a diagram and explanation of the items you should find in your box.



Do not connect your device to a power source yet.

Check that the serial numbers on your box match those on any sales or delivery documentation. Find the serial number on the underside of the top cover. If they do match, please continue to work through this set-up. If not, contact Pitney Bowes on 0800 PITNEY (748639).

Important- Installation requires contact with our Data Centre. Please only attempt installation during the opening hours of **8:30am until 5pm NZST Monday to Friday.**

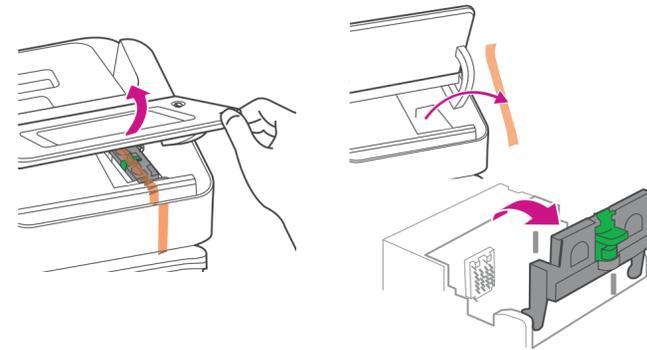


This is how your device should look when fully assembled.

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) it will also arrive separately.

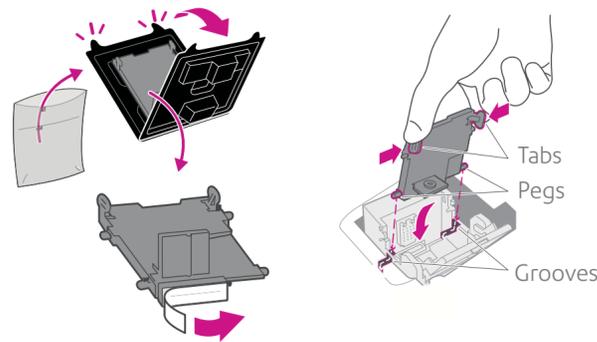


2 Installing the printhead and ink cartridge



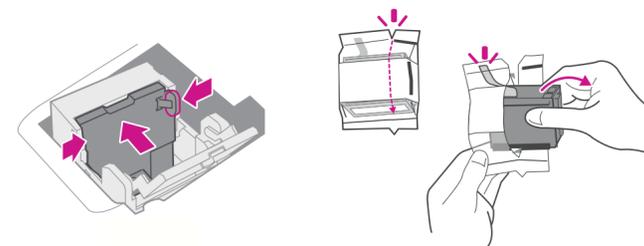
a. Open the cover to access the ink carriage.

b. Remove the packing tape from the ink carriage and open the guard.



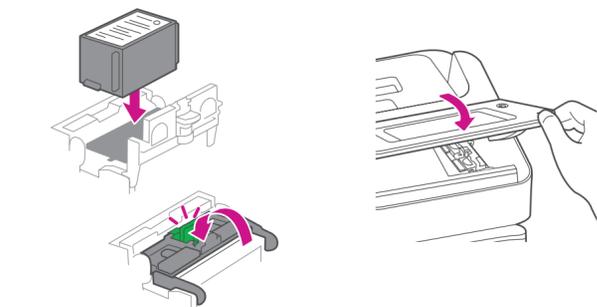
c. Unwrap the printhead and remove the protective strip.

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.

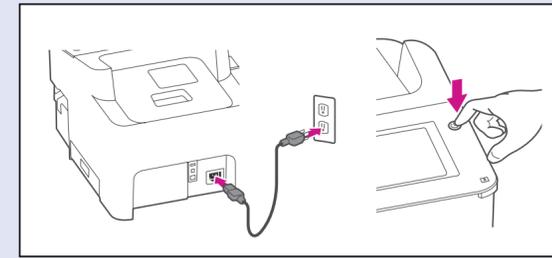
f. Unwrap the ink cartridge and make sure you remove the silver foil strip.



g. Install the ink cartridge and close the guard.

h. Close the cover.

3 Connecting your device



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

4 Installing your device

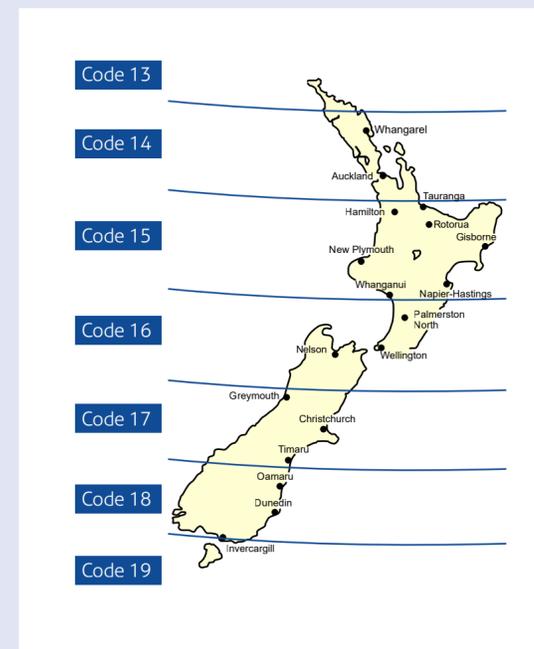


Wait for system startup... Then tap **Get Started** on the touchscreen and continue the installation steps.

During installation you will be prompted for a scale location code. Find it on the map below.

Scale Location Code

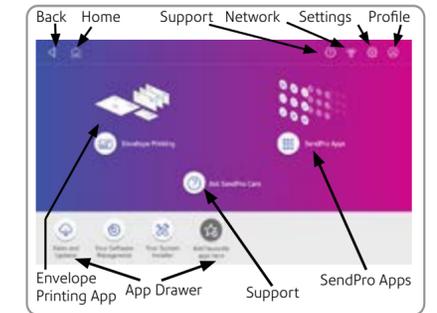
Use this map to find your scale location code.



Quick Start

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 use your new device.

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