

How to Use Shipstream™ Manager

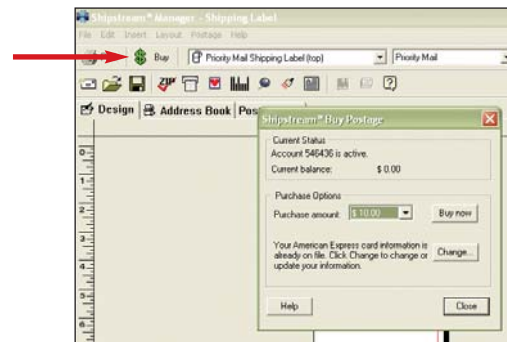
If you have not already downloaded Shipstream software and set up your scale and printer, please follow the directions on the other side. Then begin here. You can go to www.pbshipstream.com and click on Quick Start Guide under Manuals to access the online summary of the How to Use steps and tips.

Step 1 Purchasing Postage

If you haven't already purchased postage during the installation process:

- Click the \$ icon on the menu bar
- Select the desired amount from the drop-down menu

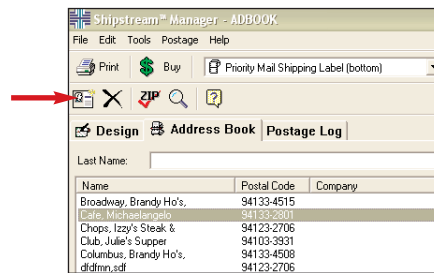
► **NOTE:** The minimum amount of postage you can purchase is \$10. Postage will be charged to your credit card or "bill me later" account, depending on what you selected during registration.



Need help?
Call 1-877-WEB-SHIP
or go to
[www.pbshipstream.com/
support/support.cfm](http://www.pbshipstream.com/support/support.cfm)

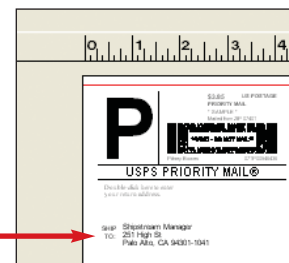
Step 2 Entering Address Information

- Go to **File** and select either **New** or **Open Layout**
- If you're entering a new address, select the **Address Book** tab and fill in the address details at right (clear form using **New Address** icon at farthest left in menu bar)
- Once the address is entered, click on the **Design** tab and the address will appear in the **Ship To** area of the label.
- Click directly inside the address area of the label to enter a one-time address



Or

- Click on the **Address Book** tab if your address is already stored there.
- Click on the selected address and then click on the **Design** tab.
- The selected address will appear in the label **Ship To** area.



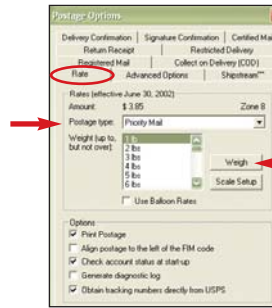
► **Note:** International mail classes and customs information become available when you enter a **Ship To** address that has a country (not the US) as the last line of the address.

Step 3

Selecting the Postage Class

- Click on the **Postage** icon (heart). In the **Postage Options** window:
 - Select **Postage Type** from the drop-down menu in the center of the **Rate** screen
 - Select all other desired postal services (delivery or signature confirmation, return receipt, certified mail, etc.). You can hide postage amount (limited to items with Delivery or Signature Confirmation or Express Mail). Select **Advanced Options** and check **Use key line** (stealth) indicia.
 - Click **OK** when you are finished making your selections.

► **Note:** Your account number and account balance always appear in the lower left corner of the Shipstream screen.



- Place item on scale
- Click the **Weigh** button
- Weight and postage are automatically calculated
- If your package weighs more than 10 pounds, you can enter the weight manually.

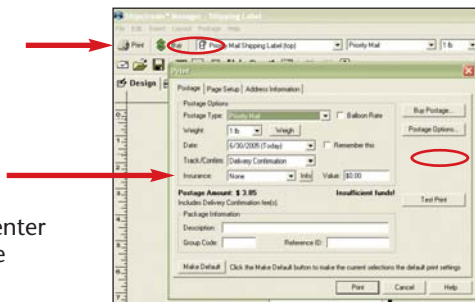
► **Note:** Delivery confirmation is free with **Priority or Express Mail**, and discounted for other classes of mail.



Step 4

Printing a Label

- Select the **Print** icon from the toolbar
- Verify all of your postage selections are correct
- Make changes as needed
- To add insurance, select **Fireman's Fund** from the drop-down menu in the center of the screen and input the value of the shipment
- Do a **Test Print** before you try to print "live" postage.
- Click the **Test Print** button, to print a sample of your label design
- Make adjustments or changes as needed



- If you're printing postage onto envelopes and need to make an adjustment:
 - Go to **File** and click on **Printer Set-up**
 - Adjust the values under **Envelope Offset**
 - When your label appears as you want it, click the **Print** button
 - There are 3 tabs — **Postage**, **Page Setup** and **Address Information**
 - Under **Page Setup**, enter the starting label
 - The label will print out with postage, ready for mailing!
 - If you plan to use this label layout again, be sure to save it. Go to **File**, **Save Layout As**.
- That's it! To learn about more advanced features, click on the **Help** button, or go to our online support center at <http://www.pbshipstream.com/support/support.cfm>.

Free Package Pick-up

Go to <https://carrierpickup.usps.com/cgi-bin/WebObjects/CarrierPickup.woa> to arrange for free carrier pick-up by your local post office (available in most areas) for overnight guaranteed, 2-3 day and International packages. (No limit on number of packages; only 70 lb. weight limit for each package)



The Shipstream™ Manager Interface

