

Getting Started



Step 1

Registering and Downloading the Software

If you purchased Shipstream through the Web: **Or** If you purchased Shipstream at a retail store:

- You already registered
- You should have downloaded the software
- Find the welcome letter packed in the box
- Note the sequence number (you'll need it to register)
- Follow the Web link below and register online
- You'll be asked to download the software

If you have not yet downloaded the software, go to <http://www.pbshipstream.com> and click on **DOWNLOAD SOFTWARE**. If you need help, click on the **Quickstart Guide** button under **Manuals** on the same site. It will take you through the entire registration, download and set-up.

- a.** When you completed the online registration, you received a confirmation e-mail from Pitney Boves with your Shipstream ID number.
- b.** You will need this Shipstream ID number the first time you log on to *Shipstream Manager* to set up your account. If you cannot find the e-mail, please check your spam folder.

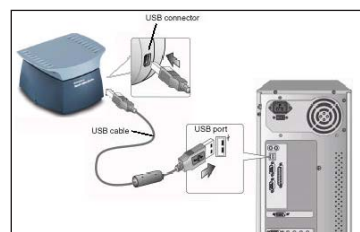
- c.** To begin using Shipstream:
- Double click the icon or open the program from the directory where you saved it
 - Follow the directions to input your Shipstream ID
 - Set your permanent pass phrase
 - Then, set up your scale and printer (see next steps)



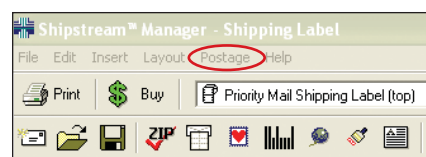
Step 2

Setting up the Scale

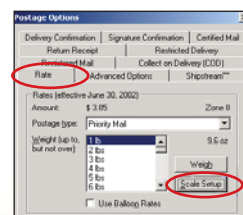
- a.** Plug the smaller end of the USB cable into your scale and plug the larger end into the USB port of your computer.



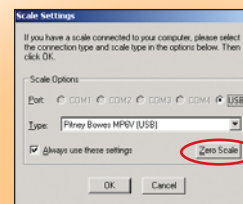
- b.**
- Select **Postage** on the menu bar at the top of the screen (or click on the heart icon)
 - Select **Options** from the drop-down menu



- c.**
- On the **Rate** tab select the **Scale Setup** button in the middle of the screen (remove any items from the scale)
 - On the **Scale Settings** screen, click on the drop-down menu to select the scale type
 - Select Pitney Boves MP6V (USB)
 - Click on Zero Scale
 - Close out of all three windows by clicking **OK** on each



The scale is now zeroed (only needs to be checked periodically). The lit-up green light on the side of your scale indicates it's ready to use.



Step 3

Setting up the Printer (you can use either the Pitney Boves LPS-1 Printer or your own printer)

Configuring the Pitney Boves LPS-1 Printer for Labels

► **Note:** If you are printing envelopes, you must use your own printer. Refer to those directions under "Configuring Your Own Printer."

To purchase the optional LPS-1 Printer, which is designed to work seamlessly with Shipstream Manager, go to www.pitneyworks.com/shipstream/supplies or call 1-877-WEB-SHIP.

Before you start, make sure that your printer is:

- Loaded with the a roll of Pitney Boves Continuous Paper tape (LAO-5 or 256-6) labels.
- Connected to your computer's USB port
- With the printer powered **Off**, insert the driver disc (that is enclosed in the LPS-1 printer box) into your computer's CD Rom drive and follow the prompts to install the drivers.
- Go to <http://www.pbshipstream.com>. Under **Manuals**, select *Configuring Your LPS-1 Printer*. With the printer powered **On**, follow the **Printer Set-up** steps.

Configuring Your Own Printer for Printing Both Labels and Envelopes

You can configure Shipstream Manager for use with your own printer. Go to **File**, choose **Printer set-up** and select your printer from the drop-down menu.

Then, under **File**, choose either **Open Layout** if the label or envelope is already set up or **New Layout** if it has not been created and select a label from the drop down menu.

Before you start, make sure that your printer is:

- Loaded with labels (most common 5168) or paper
- Connected to your computer
- Powered **On**

If you're printing onto labels:

- Try a **Test Print**. Click **Print** and then **Test Print**.
- Save the layout if these settings worked on the test print. Click the **File** menu and **Save Layout As**.

If you're printing onto envelopes:

- Go to **File**
- Open layout
- Select an envelope layout
- Click **OK**
- Select **Printer set-up**
- Select your **Printer Model**
- Select the **Paper Feed Source**
- Select **Envelope Type** under **Printer Paper Size**

If you need help with envelope settings, select the **Guide Me** button or go to <http://pbshipstream.com> and click on **Online Support**.

You're now ready to print your first label with your own printer. Please refer to the *How to Use Shipstream Manager* guide on the other side.

To purchase supplies, go to www.pitneyworks.com/shipstream/supplies or call 1-877-WEB-SHIP.