

Getting Started

Step 1

Registering and Downloading the Software

If you purchased Shipstream through the Web:

- You already registered
- You should have downloaded the software

Or

If you purchased Shipstream at a retail store:

- 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.

- When you completed the online registration, you received a confirmation e-mail from Pitney Bowes with your Shipstream ID number.
- 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.

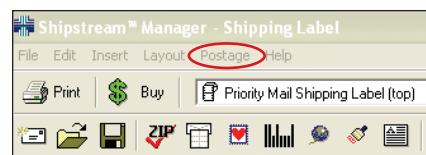
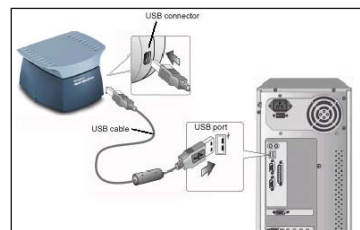
- To begin using Shipstream:
 - Double click the icon or open the program from the directory where you saved it
 - Follow the directions to input your Shipstream ID
 - Set your permanent pass phrase
 - Then, set up your scale and printer (see next steps)



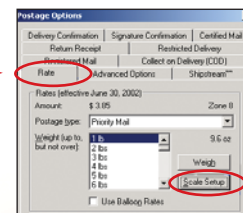
Step 2

Setting up the Scale

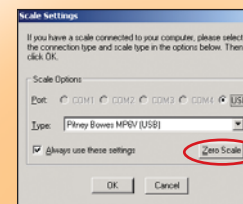
- Plug the smaller end of the USB cable into your scale and plug the larger end into the USB port of your computer.
- Select **Postage** on the menu bar at the top of the screen (or click on the heart icon)
 - Select **Options** from the drop-down menu



- 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 Bowes 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 Bowes LPS-1 Printer or your own printer)

Configuring the Pitney Bowes 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 Bowes 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.