

Pitney Bowes

SendPro Enterprise Mailing System

Instructions for printing labels 13 oz or less in Pitney Bowes:

- Open Pitney Bowes and SendPro Enterprise will appear.
- Enter your username or email.
- Enter your password (passwords will need to be changed every 90 days).
- Then click sign in.
- SendPro Enterprise page will appear.
- Click on My Apps.
- Click Stamps or select the GLOBE Icon for Stamps.
- Now the Stamps Page will appear.
- Select Roll.
- Under Stamp Detail Tab, select Quantity and enter the number of envelopes.
- Turn the scales on and place envelope on the scales.
- On the screen, select the SCALES Button, lbs. and/or oz's will appear.
- Leave Service as First Class Mail.
- Under Package, select Letter or Large Envelope/Flat.
- Under Extra Services, leave as ADD.
- Click RATE at the bottom and the Total Cost will appear. Also, a picture of the stamp will appear to the far left with VOID beside it.
- Please Note: Before clicking PRINT, make sure all information is correct. Once you click PRINT, the transaction will be paid with UF funds.
- Click PRINT and a picture of the label will appear with a barcode.
- Move your mouse to the top right and a printer icon will appear, click the printer icon and the print page will appear.
- Turn on the printer of your choice.
- Make sure the printer destination is the correct name of the printer you are printing to. To do that, click destination and choose the correct printer.
- Make sure the correct size of label is selected. To do that, click more settings and change the scale size. Example: for the roll stamps printer, change size to 100.
- Then click print (blue button).
- Close window when done.
- Click Reset to go back to original settings.

For more information about Pitney Bowes SendPro Enterprise, submit a ticket available on the Business Services website:

<https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>. When completing the form, you will enter your UFID, select Extension or 4-H, and then select the appropriate fields from the dropdown menus. There is also an option to provide additional comments and to attach files.

Contact Information Below:

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Saved Under: OneDrive/Documents/Pitney Bowes

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