

The Endicia Label Server Printable Postage interface allows you to print postage stamps through the PostalMate **Quick Postage** screen directly through PostalMate (no other software is required).

If you already have an Endicia account, you can use the same account to set up ELS Printable Postage at no additional charge.

### Dymo label printer: (Required to print stamps.)

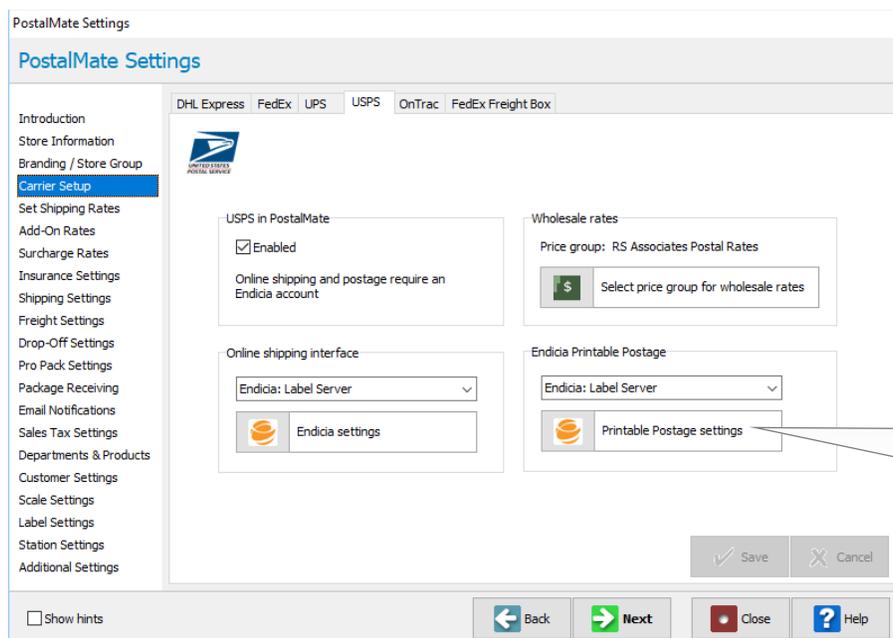
Windows will typically install this printer automatically once the printer is connected to the computer. If not, use the CD that came with your Dymo label printer to install the appropriate driver in Windows, or manually download the appropriate driver from [www.dymo.com](http://www.dymo.com).

- Supported Printers: Dymo 400 & 450 LabelWriter, Dymo 400 & 450 Twin Turbo printers.
- DYMO Stamps Postage label stock #30915.

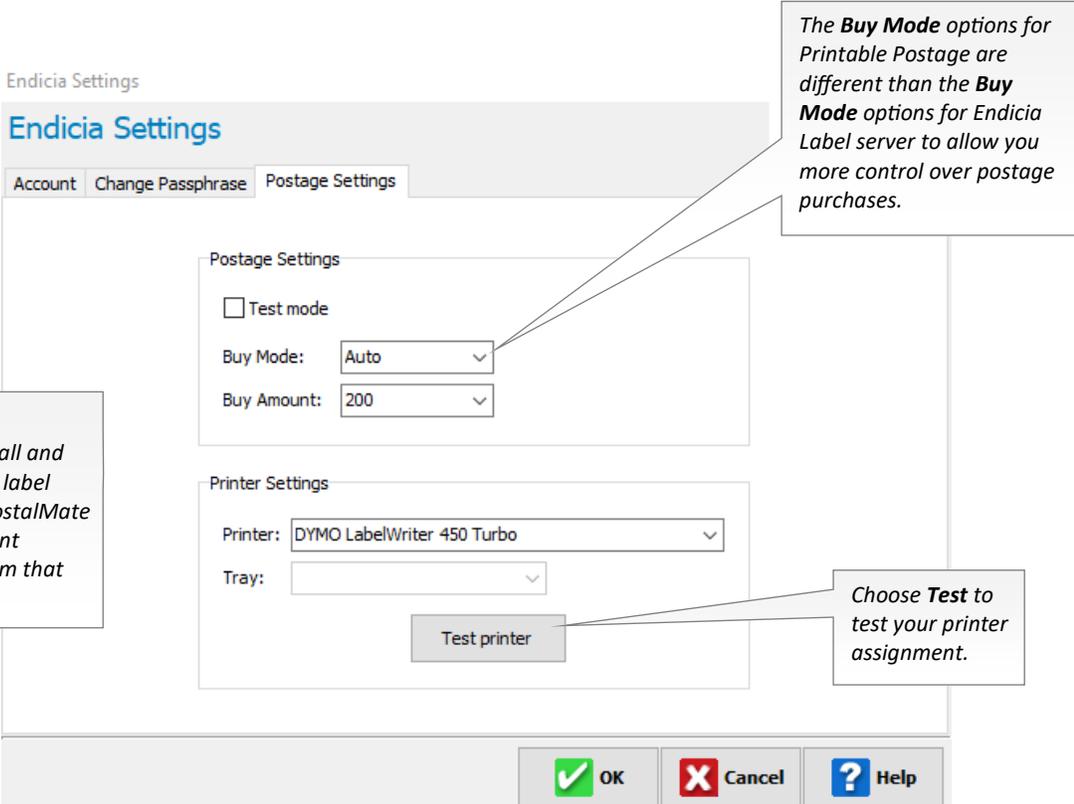
### Setup Endicia Label Server Printable Postage in PostalMate

In PostalMate, choose **Tools > PostalMate Settings** and select **Carrier Setup** on the left pane. Choose the **USPS** tab.

1. Below **Endicia Printable Postage**, select **Endicia Label Server** from the drop-down list. Click **Save**.
2. Select the **Printable Postage Settings** button to assign the Dymo label printer and other defaults.



1. Checkmark the **Test mode** box as needed to perform test stamp transactions. Just make sure to come back and un-check the box when you are ready to print live postage stamps.
  2. Select your **Buy Mode** options for postage purchases from Endicia.
  3. Select your Dymo label printer from the drop-down list.
  4. Select the appropriate tray.
    - Dymo 400 & 450 LabelWriters do not have a tray options and will be pre-selected.
    - Dymo 400 & 450 Twin Turbo printers can print stamps from either the left or the right side of the printer. Depending on which side you placed the stamp labels, and how Windows sees your printer installed, you may need to use the **Test printer** option with each tray number until a stamp prints.
1. Choose **Test printer**. If your stamp label prints correctly, choose **OK** to save your settings.



**Endicia Settings**

Account | Change Passphrase | Postage Settings

**Postage Settings**

Test mode

Buy Mode: Auto

Buy Amount: 200

**Printer Settings**

Printer: DYMO LabelWriter 450 Turbo

Tray:

Test printer

OK | Cancel | Help

**Network Users:**  
You'll need to install and assign your Dymo label printer on each PostalMate workstation to print postage labels from that station.

The **Buy Mode** options for Printable Postage are different than the **Buy Mode** options for Endicia Label server to allow you more control over postage purchases.

Choose **Test** to test your printer assignment.

Use the Quick Postage button to print a single or multiple postage stamps. Printable Postage users automatically get a \$.05 discount on First Class Mail stamps. This means a 1oz First Class Mail Stamp will automatically print \$.50 instead of \$.55 when using the Printable Postage interface. *(Note: The 5 cent discount does not apply on pre-affixed postage)*

- Printable Postage items cannot be voided. However, any unused postage labels can be used on future shipments.
- It is recommended to print multiple labels in small batches to prevent lost postage due to a printer glitch or other error.
- If for any reason a stamp label does not print, check your Dymo label printer connections, correct any label feed issues, and reboot your computer. If the printer is performing correctly, any unprinted labels will continue to print upon the reboot. *Do NOT clear the printer queue during this process.*

The Priority Mail and Media Mail quick postage tabs are options that can be turned on or off, based on user preference. Go to **Tools > PostalMate Settings > Shipping Settings > Other** for these options.

Click **Tracking #** to scan in the tracking numbers for Certified and Return Receipt.

Make your selections and choose **Record**.

Click here to print out a \$0.00 postage label.

Printable Postage can be turned off for a single transaction simply by unchecking the **Use Printable Postage** box.