

Installing DYMO Label Printer for InstaPostage

These instructions are for the following supported printers:

Dymo LabelWriter 400 and DYMO LabelWriter Twin Turbo

1. **DO NOT** plug in USB cable for DYMO printer until instructed to do so.
 - A. Insert the DYMO software disk that came with your printer.
 - B. Follow the install wizard.
 1. Select USB when asked for the connection type.
 - C. Connect the printer when the wizard instructs to do so.
 - D. When the wizard finishes, the DYMO printer should be located in Printers & Faxes.
 - E. Put a roll of the InstaPostage stamps in the printer.
2. Install the InstaPostage software.
 - A. Go to www.endicia.com
 1. Click on *Support>Downloads* and enter your account information.
 - B. Scroll to the bottom of the page and click on *InstaPostage Setup*.
 - C. Click on *Run*.
 - D. Click on *Run* again.
 - E. A wizard will open and click *Next*.
 - F. Read the software License agreement and click *I Agree*.
 - G. The window will show the install location; click *Next*.
 1. A pop-up may appear to install Microsoft .NET framework; Click Yes.
 2. InstaPostage will install.
 - H. Click *Next* on the InstaPostage release notes window.
 - I. Click *Finish*.
3. An Endicia InstaPostage Sheets wizard will open.
 - A. Click *Next*.
 - B. Enter the necessary information, check the *Remember Pass Phrase* box, and click *Next*.
 - C. Click *Next* on the Test Print window.
 - D. Click *Ok*.
4. The InstaPostage program will open.
 - A. Click on *File>Switch to InstaPostage Rolls*.
 1. The window will change from sheets to rolls.
 - B. Select your printer from the drop down.
 1. Select the correct roll if using the Twin Turbo.
 - C. Click on *Test Print*.
 1. A VOID label will print.
5. Set up the InstaPostage interface in PostalMate.
 - A. Open PostalMate.
 - B. Select *Tools>Options>Shipping Settings*
 1. Select the *Endicia* tab.
 - C. Select *Yes* to enable InstaPostage.
 1. Check the *Test Mode* box if you would like to run the program in test mode.
 2. Uncheck the *Test Mode* box when ready to begin shipping.