

Endicia for Mac

Endicia
247 High Street
Palo Alto, CA 94301
800-576-3279 x140
sales@endicia.com

www.endicia.com



- **Getting Started**

- Installing the Software
- Printing Postage
- Mailing Log
- Address Book
- DYMO Stamps® and Printable Postage

- **Tips and Tricks**

- Printers and Scales
- Streamline your Process

- **Get the Most from the USPS**

- **Q&A**

Getting Started





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Downloading and Installing

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Need help?
Call Technical Support at
1-800-576-3279 Ext 130
Mon-Fri, 7am-5pm Pacific



Sign Up for Endicia

► Step 1
Choose a Plan

► Step 2
Create an Account

► Step 3
Set Up Payments

► Step 4
Review & Submit

► Step 5
Confirmation

Let's Begin by Choosing Your Plan

Save time and money on shipping and mailing with Endicia Internet Postage. We can help you simplify your fulfillment process and serve your customers better.

Select your platform ☐ Windows ☒ Mac

Choose Your Service Plan,
They are All Free for 30 Days

Please Help Me Choose

Continue

Endicia for Mac

[Learn More](#)

- ☐ \$15.95/month
☐ \$174.95/year (save \$16.45)

Promotions and Prior Purchases

If you have a Promotional Code enter it here

Try it free for 30 days

How it works:

- Sign up for any Endicia Service Plan.
- Switching is easy. Upgrade at any time.
- We'll waive your service fees for the first 30 days. You only pay for the postage and insurance you use.
- After 30 days, service fees will be charged to your credit card every month or year, depending on the payment plan you select.
- You can cancel your service at any time. Unused postage funds are refunded to you when you close your account.



Printing Postage Labels

Domestic Mail				
	Envelopes	Packages	Express Mail	APO/FPO (Military)
Inkjet or Laser Printer	Yes, Directly onto mail piece*.	Yes 8.5"x5.5" half-sheet labels.	Yes 8.5"x5.5" half-sheet labels.	Yes 8.5"x5.5" half-sheet labels. <i>Customs forms print separately.</i>
DYMO Labelwriter	DYMO Labels #30383, #30384	DYMO Labels #30383, #30384, #30387 <i>Delivery and Signature Confirmation require 30387 labels.</i>	No	DYMO Labels #30383, #30384, #30387 Postage and addresses Only. <i>Customs forms print separately on inkjet or laser printer.</i>
DYMO 4XL or Zebra 2844	No	4"x6"	4"x6"	4"x6" Postage and addresses only. <i>Customs forms print separately on inkjet or laser printer.</i>

*USPS regulations for envelope printing require that the printer be able to print within 1/8th of an inch of the edge of the envelope. Not all laser or ink-jet printers meet this requirement.



Printing Postage Labels

Printing an Envelope:

Endicia for Mac - **TEST SERVER**

Ben Ocken
Endicia
247 High St.
Palo Alto CA 94301

\$0.44 US POSTAGE
FIRST-CLASS MAIL
* SAMPLE *
Mailed from ZIP 21093
VOID - DO NOT MAIL
TEST SAMPLE 071M00589035

BEN OCKEN
ENDICIA
247 HIGH ST
PALO ALTO CA 94301-1041

Account Summary

Current Balance:	\$494.56
This Print:	\$0.44
Ending Balance:	\$494.12

Insurance Details

Endicia Insurance: \$0.00
Insurance is billed monthly to your account.

Print Summary

HP Color LaserJet 3800
[DBF6C1]
#10 (4.125" x 9.5")

Print a Test Envelope Printer Setup Cancel Print Envelope

Estimated transit time: -- Ship date: 0000/00/00

Optional Details

☐ Use Endicia Insurance (\$0.00)
When used, insurance is billed monthly to your account.

☐ Print as Reply Postage

Description:

Value: \$0.00 Reference Number:

To Email: ben@endicia.com

To Phone: 650 321-2640

Last Confirmation Number:

Prepare Envelope for Printing...



Printing Postage Labels

Printing a Shipping Label:

Endicia for Mac - **TEST SERVER**

New Label

From: Ben Ocken, Endicia, 247 High St., Palo Alto CA 94301

Mail

Options

Print a Test Label

Printer Setup

Cancel

Print Label

Last Confirmation Number: 420 94301 9101 8052 1390 7328 9779 72

Prepare Label for Printing...

P

US POSTAGE AND FEES PAID
* SAMPLE * Mailed from ZIP 21093
1 lb Priority Mail Rate Zone 8
Commercial Base Pricing

VOID - DO NOT MAIL

TEST SAMPLE 071M00589035

USPS Priority Mail ®

Ben Ocken
Endicia
247 High St.
Palo Alto CA 94301

Ship To:
BEN OCKEN
ENDICIA
247 HIGH ST
PALO ALTO CA 94301-1041

ZIP - e/ USPS DELIVERY CONFIRM

420 94301 9101 8052 1390 7328 9779 72

ELECTRONIC RATE APPROVED #905213907

Account Summary

Current Balance:	\$494.56
This Print:	\$5.44
Ending Balance:	\$489.12

Insurance Details

Endicia Insurance: \$0.00
Insurance is billed monthly to your account.

Print Summary

LabelWriter 400



Printing Postage Labels

International Mail				
	First-Class Mail International	Priority Mail International Flat Rate Envelope	Priority Mail International (Variable Weight and Flat Rate Box)	Express Mail International
Inkjet or Laser Printer	Yes, 8.5"x5.5" half-sheet labels.	Yes, 8.5"x5.5" half-sheet labels.	Yes, Two 8.5"x11" pieces of paper placed in a 2976-E clear plastic envelope.	Yes, Two 8.5"x11" pieces of paper placed in a 2976-E clear plastic envelope.
DYMO Labelwriter	No, USPS requires full-page customs forms printed on inkjet or laser printers.	No, USPS requires full-page customs forms printed on inkjet or laser printers.	No, USPS requires full-page customs forms printed on inkjet or laser printers.	No, USPS requires full-page customs forms printed on inkjet or laser printers.
DYMO 4XL or Zebra 2844	4"x6"Customs forms are integrated.	4"x6"Customs forms are integrated.	No, USPS requires full-page customs forms printed on inkjet or laser printers.	No, USPS requires full-page customs forms printed on inkjet or laser printers.



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Printing Postage Labels

Printing an International Shipping Label:

Endicia for Mac - **TEST SERVER**

PRIORITY MAIL
UNITED STATES POSTAL SERVICE®

From:
Ben Ocken
Endicia
247 High St.
Palo Alto CA 94301
US

To:
BEN OCKEN
ENDICIA
247 HIGH ST
PALO ALTO CA 94301-1041
GREAT BRITAIN AND NORTHERN IRELAND

Customs Declaration Dispatch Note C73

CJ 050 000 136 US

License Number:
Certificate Number:
Invoice Number:
Importer's Telephone/Fax/Email:
Phone: 6508212640
Email: ben@endicia.com

US POSTAGE AND FEES PAID
* SAMPLE * Mailed from ZIP 21093
1 lb Priority Mail Int'l Rate
Commercial Base Pricing
VOID - DO NOT MAIL
TEST SAMPLE 071M00589035

Handdelivery Instructions:
Return to Sender

Contents (e.g. goods subject to quarantine, sanitary/phyto sanitary inspection or other restrictions):
Insured:

Detailed Description of Contents	Qty	Weight (lb)	Value (US \$)	US Item Number	Country of Origin	Insured Amount (US \$)
Shoes	1	0	10	\$20.00	US	

Contents: ☒ Gift ☐ Commercial Sample ☐ Merchandise
☐ Documents ☐ Returned Goods ☐ Other

Sender's Customs Reference: (Phone or VAT number of the addressee, if known)
Sender's Signature: **bodin sutles** Date: **03/05/2010**

Importer's Customs Reference: (Phone or VAT number of the addressee, if known)
Date: **03/05/2010**

PS Form 2976-A-PM: Do not duplicate this form without USPS approval. The International might be opened officially. 1 - Customs Declaration

Account Summary

Current Balance: \$494.56
This Print: \$26.60
Ending Balance: \$467.96

Insurance Details

Endicia Insurance: \$0.00
Insurance is billed monthly to your account.

Print Summary

LabelWriter 400

Print a Test Label Printer Setup Cancel Print Label

Optional Details Description: shoes

☐ Use Endicia Insurance (\$1.65) Value: \$20.00 Reference Number:
When used, insurance is billed monthly to your account. To Email: ben@endicia.com

☐ Print as Reply Postage To Phone: 650 321-2640

International Mail Edit Customs Form Information...

2976-A-PM: 1 item, 10 oz, \$20.00, Gift

Last Confirmation Number: Prepare Label for Printing...



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The Mailing Log

The Mailing Log:

Status	Date/Time	Type	Postage	Recipient	Optional	Tracking	Weight	Balance	Description
	02/04/10 10:36 A	Priority Mail	\$ 5.44	JOHN S...	e/ USPS	...5984	1 lb	\$494.56	
	02/04/10 10:28 A	Purchase	\$ 500.00					\$500.00	
	05/20/09 09:03 A	Priority Mail	\$ 9.85	RAQUE...	e/ USPS	...6268	4 lb	\$67.30	
	05/20/09 08:44 A	Priority Mail	\$ 9.85	DENNI...	e/ USPS	...3305	4 lb	\$77.15	
	05/20/09 08:41 A	Priority Mail	\$ 9.85	GILBER...	e/ USPS	...0718	4 lb	\$87.00	
	05/20/09 08:39 A	Priority Mail	\$ 9.85	NICOL...	e/ USPS	...6438	4 lb	\$96.85	
	05/20/09 08:17 A	Priority Mail	\$ 13.50	JEFF O...	e/ USPS	...7339	1 lb	\$106.70	
	05/20/09 08:14 A	Priority Mail	\$ 9.85	JOE KA...	e/ USPS	...7484	1 lb	\$120.20	
	05/20/09 07:42 A	Priority Mail	\$ 9.85	MERED...	e/ USPS	...0018	1 lb	\$130.05	

Confirm Service: e/ USPS DELIVERY CONFIRM
Confirm Number: 9101148008600000265984

Print Date & Time: 02/04/10 10:36 AM
Ship Date: 02/04/10
Account: 589035
Device ID: 071M00589035
Type: Stamp
Postage Amount: \$5.44

Address: JOHN SMITH
247 HIGH ST
PALO ALTO CA 94301-1041

Piece Count: 1



The Address Book:

The screenshot displays the 'Endicia for Mac' application window, titled 'Endicia for Mac - **TEST SERVER**'. The interface includes a top navigation bar with icons for 'New Label', 'Buy Postage', 'Mailing Log', 'Addresses', 'Printer Setup', and 'Printable Postage'. Below this, a status bar indicates 'Endicia™ Account 589035 is Active. Balance is \$494.56. Printing to LabelWriter 400.'

The main content area is divided into several sections:

- From:** My Address Book Card (dropdown menu)
- To:** Ben Ocken, Endicia, 247 High St., Palo Alto CA 94301
- Zone:** --
- Address Status:** Invalid (with a 'Validate' button)

Mailing Details

Current Balance:	\$494.56
Base Postage:	\$0.00
Online Savings:	None
Special Services:	Free
Total:	\$0.00
Ending Balance:	\$494.56

Estimated Transit Time: --

Mailpiece: Package (dropdown menu)

Class: Priority Mail (dropdown menu)

Weight: 1 lb (dropdown menu) [Weigh button]

Height: in (dropdown menu) **Length:** in (dropdown menu) **Thickness:** in (dropdown menu)

☐ Nonrectangular ☐ Nonmachinable

Services: Delivery Confirmation (dropdown menu)

Ship Date: Today (03/05) (dropdown menu)

Optional Details

☐ Use Endicia Insurance (\$0.80)
When used, insurance is billed monthly to your account.

☐ Print as Reply Postage

Description: Shoes

Value: \$20.00 **Reference Number:** [text field]

To Email: ben@endicia.com

To Phone: 650 321-2640

Last Confirmation Number: --

[Prepare Label for Printing... button]

Address Book Panel (Right Side):

Address Book (dropdown menu)

Search [text field]

Name	Label	Addr
Ben Ocken	home	Endi
Deb Moskyk	work	Endi
Mario Van B	work	New

[Import Address File... button]

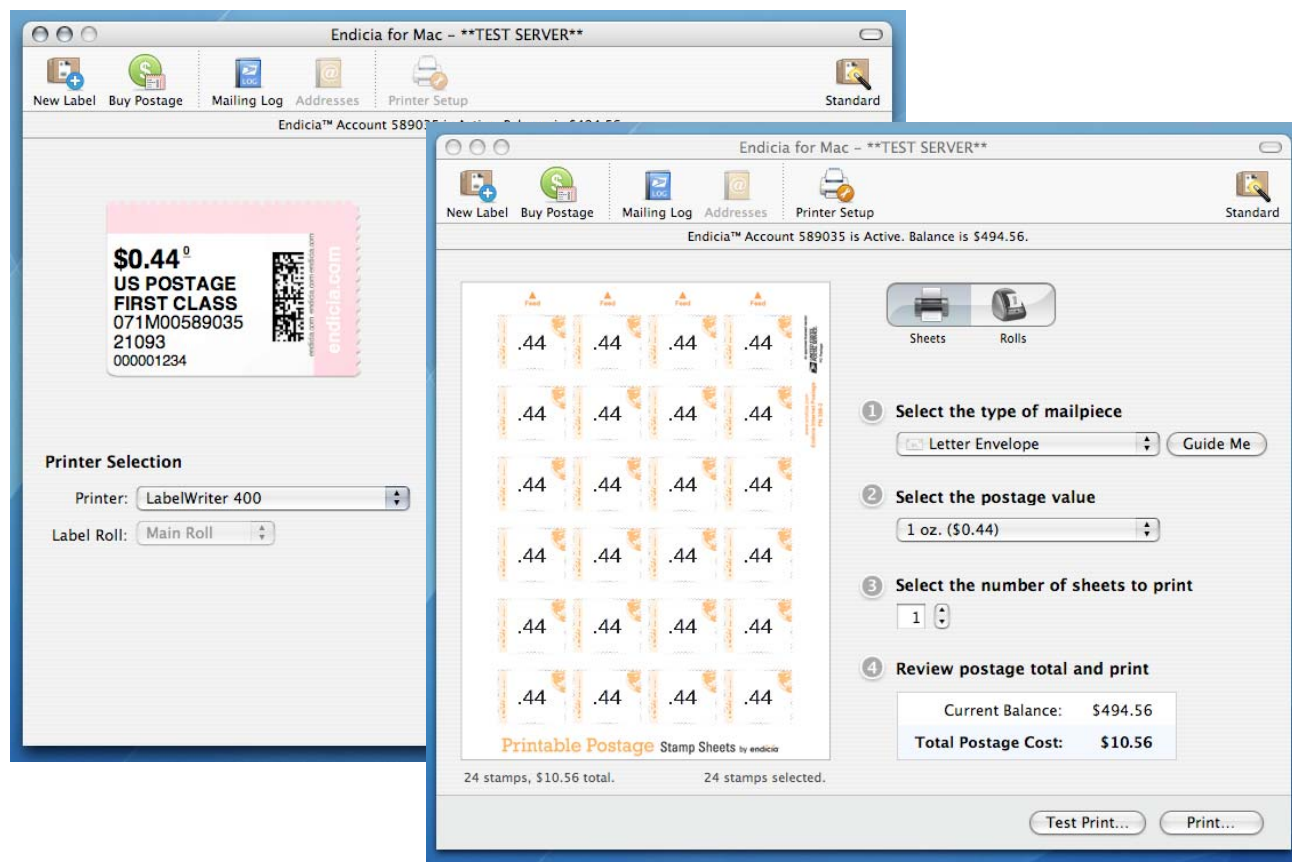
[Open Address Book button]



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Printable Postage

Print Sheets from an Inkjet/Laser Printer or Individual Labels from a DYMO LabelWriter:







Tips and Tricks

Setting up Thermal Printers and Scales:



With Endicia for Mac you can:

Automate your label printing process with:

- XML
- Apple Script
- Endicia URL Types

Learn More: <http://mac.endicia.com/support/>

Integrate your label printing process into our partner software applications:

<http://www.endicia.com/Developers/IntegratedPartners/>

The following partners are known to support Endicia for Mac:

- Art of Books <http://www.theartofbooks.com>
- FillZ <http://www.fillz.com>
- NRG Software <http://www.nrgsoft.com>

Get the Most out of the USPS



- Discounts
 - Priority Mail
 - Express Mail
 - Priority Mail International
 - Express Mail International
 - Delivery and Signature Confirmation
- Free Packaging
- Express Mail Service Commitments
 - <http://webapps.usps.com/expressmailcommitments/landing.jsp>
- Scheduling a Pickup
 - Right from your account page on Endicia
 - http://www.usps.com/pickup/welcome.htm?from=home_shipstartfinish&page=requestfreepickup



If you haven't done so already, please take this time to submit questions to our speakers using the Q&A chat window on your console.

This presentation will be available for download at:
<http://www.endicia.com/Support/Webinars/>

■ Phone

- 800-576-3279
 - Support - Ext 130
 - Sales - Ext 140
 - 7am-5pm Pacific Time

■ Email

- Mac@endicia.com
- Sales@endicia.com

■ Web

- www.mac.endicia.com

■ Social Media

- www.twitter.com/endicia
- www.facebook.com/dymo.endicia
- www.google.com/profiles/dymoendicia

