SPEE-DEE DELIVERY TOOLS · INSTALL GUIDE

Install shipit+ in about 2 minutes

shipit+ is the new Spee-Dee Ship: a Windows desktop companion to shipit. Run the installer, then finish a 5-screen setup wizard that signs you in, copies your pickup address and address book from Spee-Dee Ship, and sets up your printer.

Download shipit+ | Log in to shipit

1 DOWNLOAD
Get the installer from the shipit page.

2 INSTALL
Windows installs shipit+ in about 20 seconds.

3 SET UP
Sign in with your shipit login and finish 5 quick screens.

Before you start

- **Your shipit username and password**
  shipit+ uses the same login as shipit. No account yet? Request one on the shipit page, or call shipit Support at (800) 862-5578 Ext 510.
- **The shipit+ installer from Spee-Dee**
  Use the Download shipit+ button above.
- **Your label printer and scale**
  Turned on and connected, plus your USB shipping scale if you use one.
- **An active Spee-Dee account**
  You need one to ship with Spee-Dee.
- **Spee-Dee Ship, if this PC has it**
  Install shipit+ before removing it: setup copies your pickup address and address book from it.

SYSTEM REQUIREMENTS

Operating system	**Windows 11**
Processor	**2 GHz or faster**
Memory	**8 GB RAM**
Storage	**1 GB free space**
Internet	**Connection required**

shipit+ doesn't run on Apple computers. Mac users can use web-based shipit.

PART 1

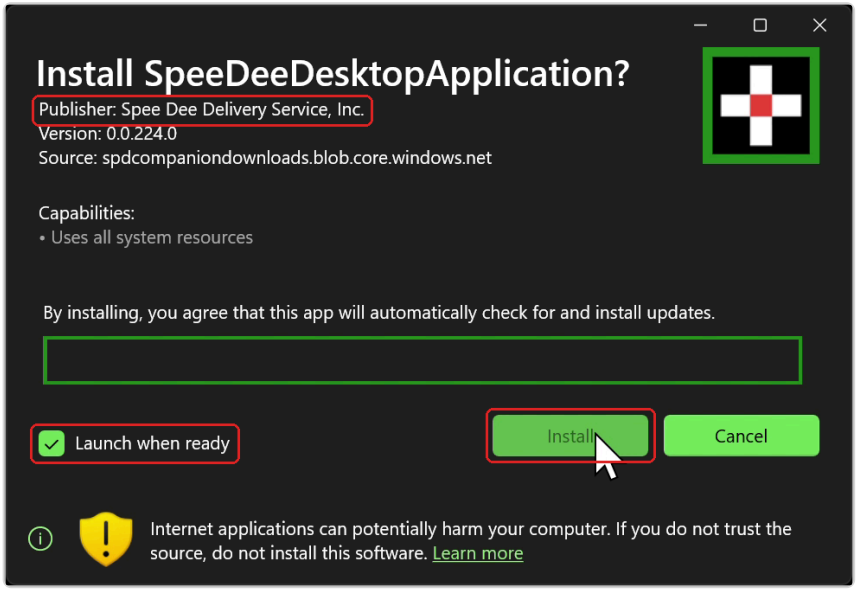
Install the app

1 Open the installer and click Install

Download the shipit+ installer and open it.

Check that **Publisher** reads *Spee Dee Delivery Service, Inc.* Leave **Launch when ready** checked, then click **Install**.

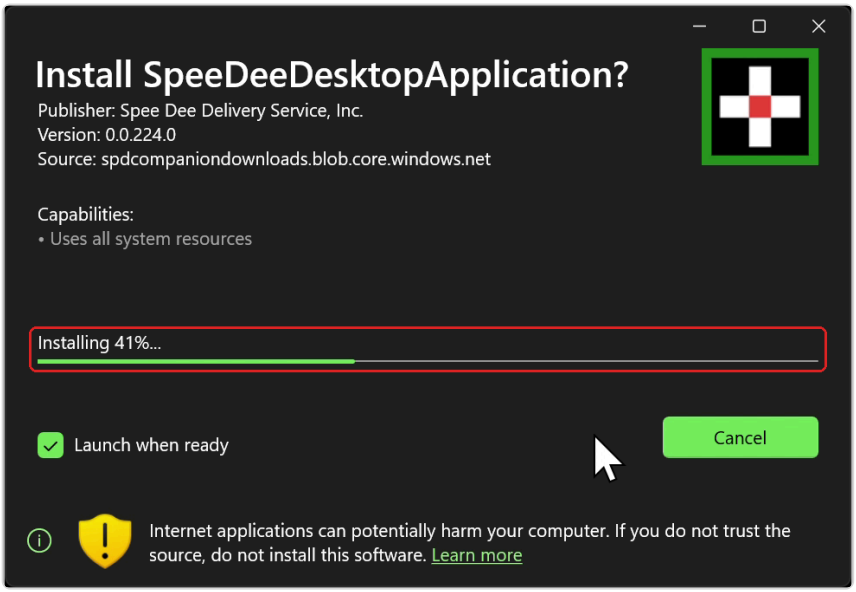
Good to know: Windows shows the yellow warning for any app from the internet; the Publisher line confirms this one is from Spee-Dee. If an earlier try was canceled, the box above the buttons says "installation canceled"; just click **Install** again.



2 Wait for the install to finish

The status line reads “Getting the system ready for install…” and then counts up from “Installing 0%…”. It takes about 20 seconds.

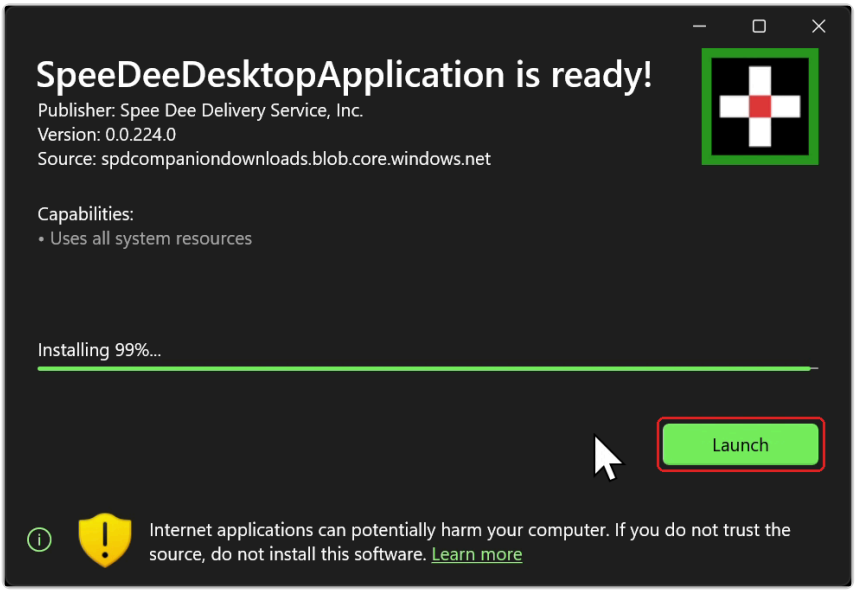
Don’t click **Cancel**.



3 Let shipit+ open

At 100%, the window briefly says it’s ready and closes on its own. The screen may stay blank for a few seconds before shipit+ opens.

If you unchecked **Launch when ready**, click **Launch** instead.



PART 2

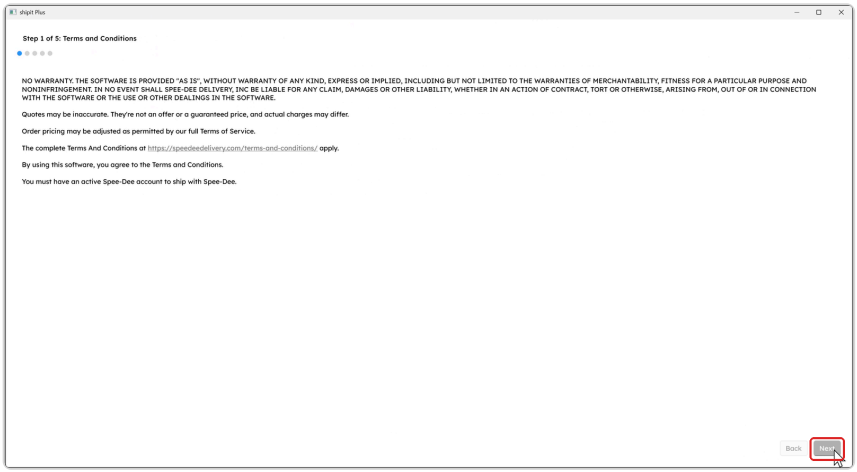
Complete the setup wizard

shipit+ opens to a 5-screen setup wizard. The dots under each title show your progress, and **Back** returns to the previous screen.

SCREEN 1 OF 5

4 Accept the Terms and Conditions

This screen notes that quotes are estimates and that the full Terms and Conditions apply. Read it and click **Next**.

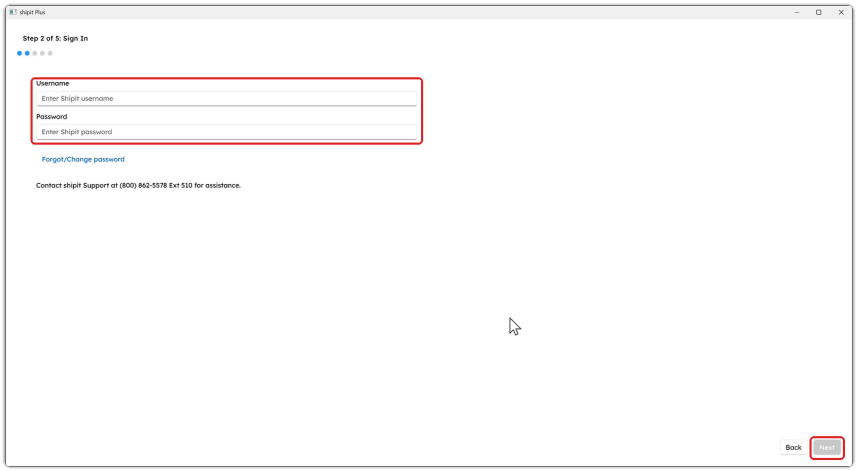


SCREEN 2 OF 5

5 Sign in

Enter your shipit **Username** and **Password** (the same ones you use for shipit), then click **Next**. A spinner shows for a moment while it signs you in.

Forgot your password? Use **Forgot/Change password** on this screen.

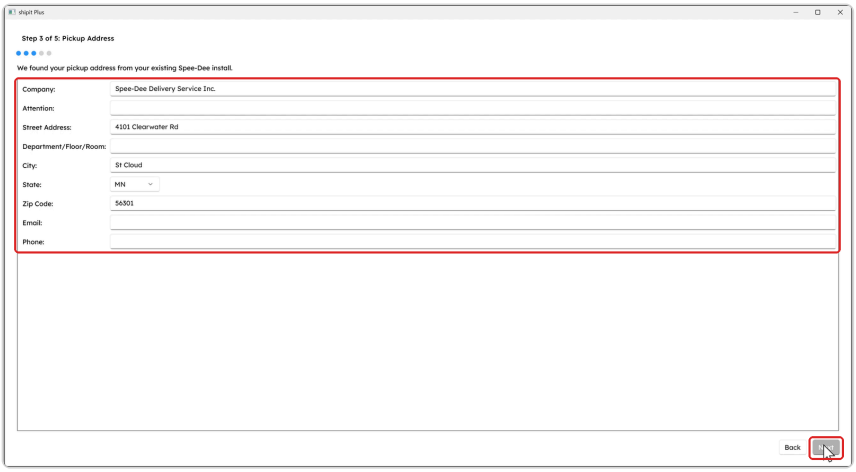


SCREEN 3 OF 5

6 Confirm your pickup address

Your pickup address fills in from Spee-Dee Ship. Check the company, street, city, state and ZIP code, and fix anything that's wrong. If nothing fills in, type the address where Spee-Dee picks up your packages.

Email and **Phone** are optional. Click **Next**.

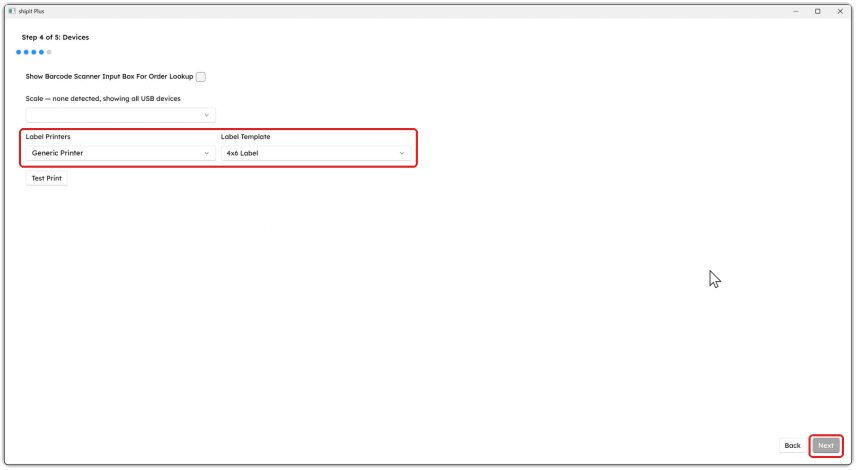


SCREEN 4 OF 5

7 Set up your devices

Set these, then click **Next**:

- **Label Printers:** the printer you print Spee-Dee Delivery labels on.
- **Label Template:** your label size, such as 4x6 Label.
- **Scale:** your USB shipping scale, if you use one. If none is detected, the list shows every USB device so you can pick yours by name; leave it blank if you have no scale.
- **Barcode Scanner Input Box:** check this only if you look up orders with a barcode scanner.
- **Test Print** (optional): prints a test label to check the printer and template.

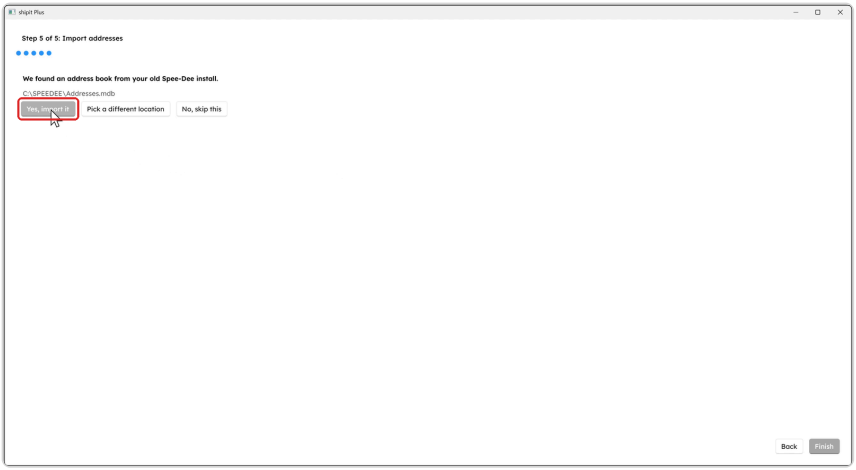


SCREEN 5 OF 5

8 Import your address book

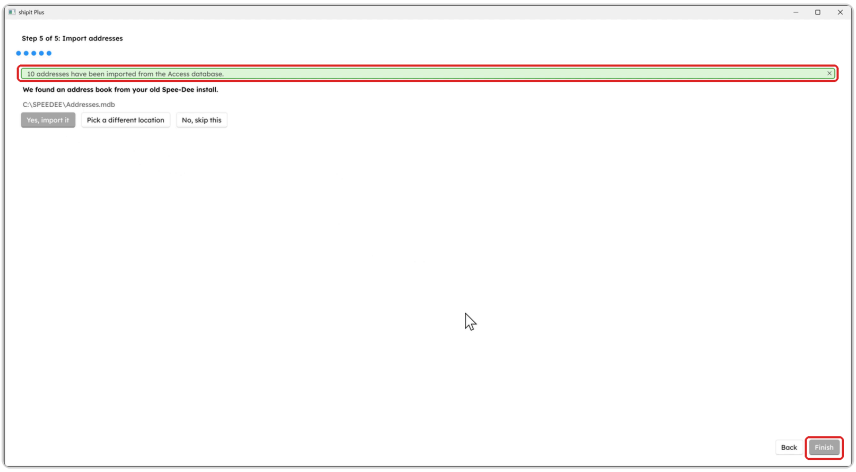
Setup finds the address book from Spee-Dee Ship (for example, `C:\SPEEDEE\Addresses.mdb`). Click **Yes, import it**.

Choose **Pick a different location** if yours is stored elsewhere, or **No, skip this** to start without one.



9 Click Finish

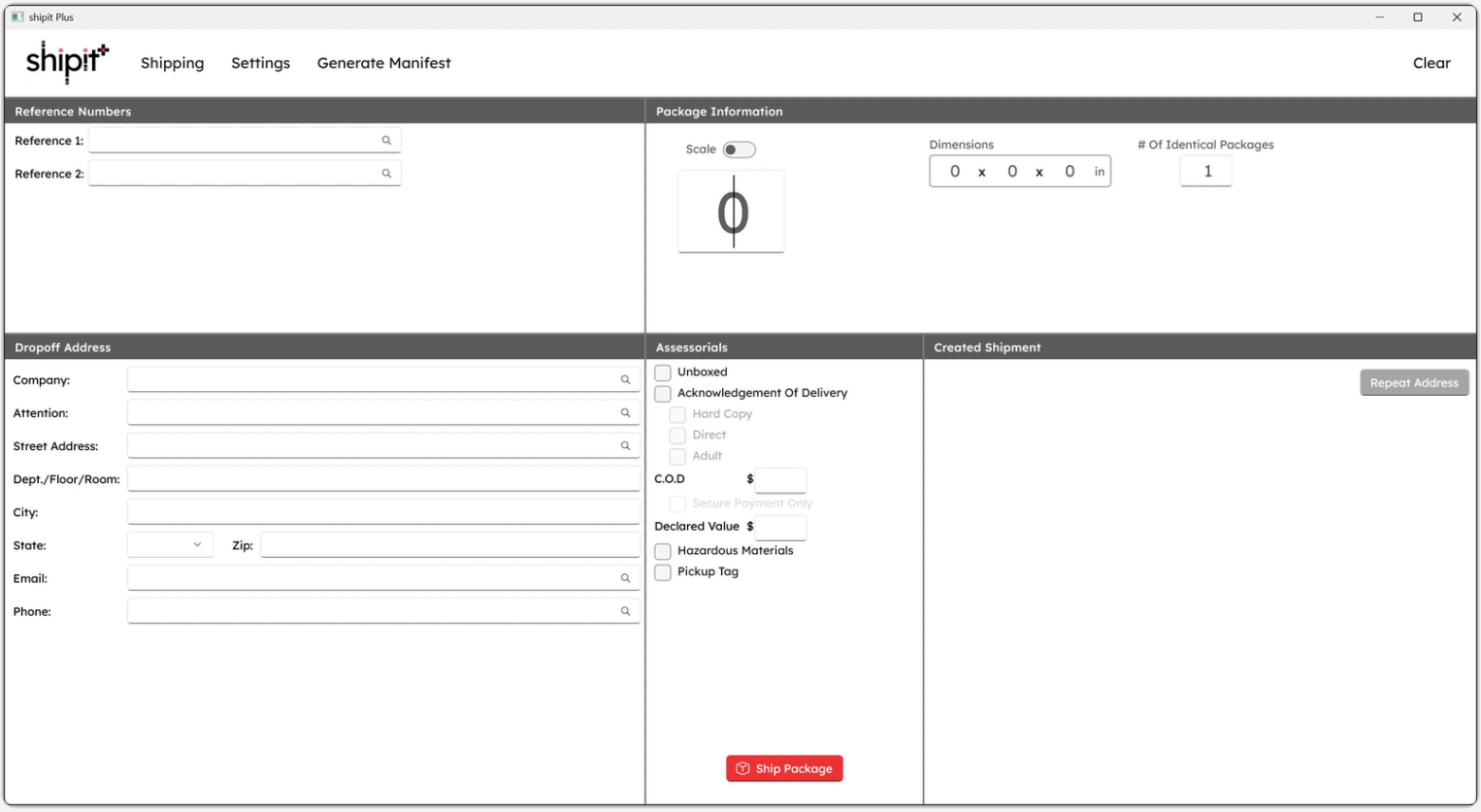
A green banner confirms how many addresses came in. Click **Finish**.



YOU'RE READY TO SHIP

Check that it worked

Setup is done when the main shipit+ screen opens, with **Shipping**, **Settings** and **Generate Manifest** across the top and a red **Ship Package** button.



We’re here to help

Stuck at any step? Call shipit Support at (800) 862-5578 Ext 510, or ask for Customer Relations.

Call 800-862-5578