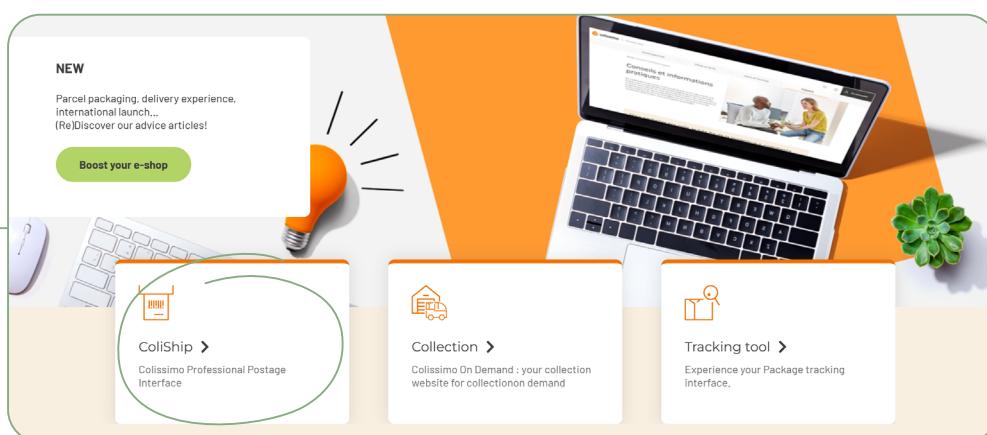# How do you set up your printers and create your labels using file import?
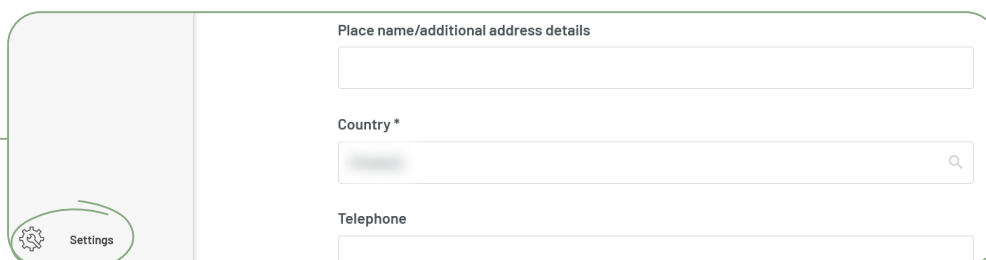

1 Log in to the **Colissimo Box** and click on « **ColiShip** »
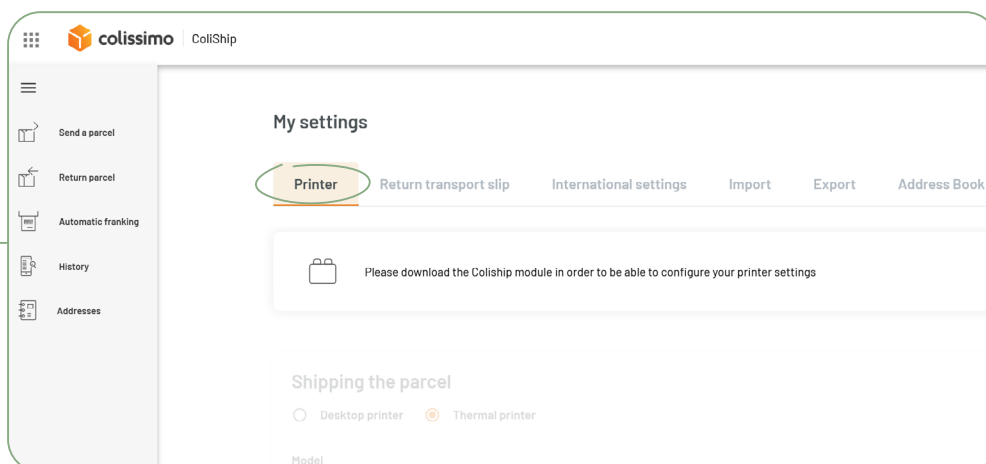

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2 Click on « **Settings** » at the bottom of the side menu to configure your printers and import files.

Place name/additional address details

Country *
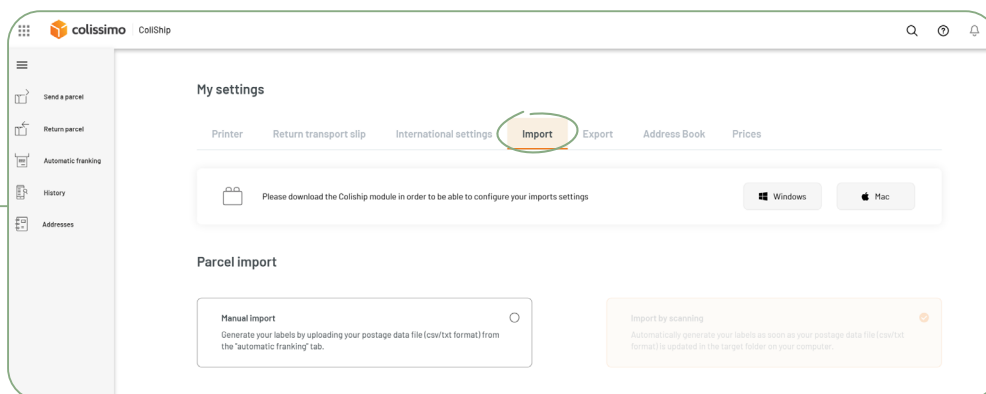
Telephone

Settings

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3 Select the « **Printer** » tab, then download the plugin depending on your operating system (Windows or Mac), install the plugin and enter your login details (identical to those for your Colissimo Box access) in order to configure your printers

4 Then select the « **Import** » tab in the « **Settings** » menu, follow the accompanying tutorial and configure the import as you require

💡 TIPS

There are 2 printing modes available:

→ **Manual import:** import your file each time you print labels

→ **Import by browsing:** import your labels automatically by designating a directory on your computer to store your import files dedicated to ColiShip

📞 CONTACT US

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