

ACCUPOST

10 LB DESKTOP POSTAL SCALE

User Manual

with
USB Port

- Downloads weight direct into your computer
- Easy step by step download information enclosed



PP-110

Dear Customer,
Congratulations on the purchase of your new Postal Scale. Please read these instructions carefully and keep them for later use. The manual explains in simple steps, how to operate and maintain your new scale.

WARNING: To prevent damage to the scale:

DO NOT exceed the total weight capacity of the scale.

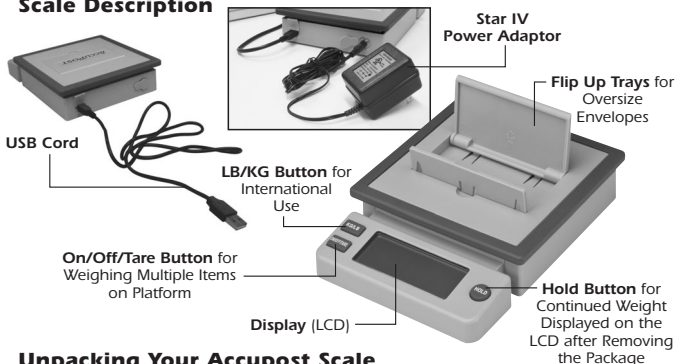
DO NOT drop the scale. The scale contains sensitive electronic components.

The scale may lose accuracy if it is dropped, banged, or handled in a manner other than its intended use and as described in this manual.

There are NO end-user serviceable parts in this scale; and the scale should not be opened.

Attempting to service the scale will void the warranty and may permanently damage the scale.

Scale Description



Unpacking Your Accupost Scale

Carefully unpack and inspect your scale making sure that **all packing inserts have been removed from the underside of the platform.**

Plug the Star IV power adaptor into the unit and 110 volt wall outlet or install 3 AA batteries (not included).

The scale is now ready for use.

1. Normal Mode Operation Instruction

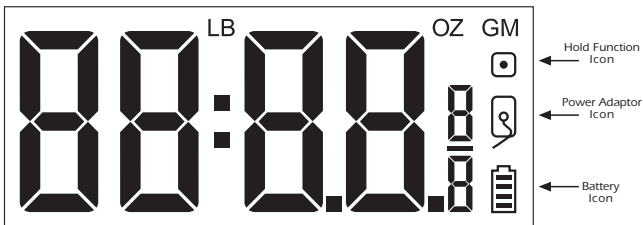
- 1.1. Ensure that the scale is placed on a hard, flat and level surface
- 1.2. Press ON/OFF/TARE button. Do not place anything on the scale platform before or while unit is turning on

NOTE: Scale has 3 buttons:

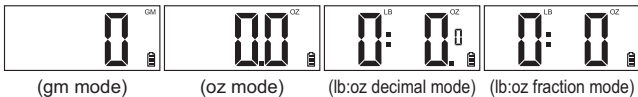
- ON/OFF/TARE – can be used to turn the scale on/off and to tare the scale. TARE means you can weigh a 2nd item without removing the 1st item from the platform
- HOLD – used to retain the weight on the display for longer time
- KG/LB – to change the measurement units (gram, oz, lb:oz decimal or fraction)

- 1.3. All segments show

NOTE: Factory default unit should be LB:OZ

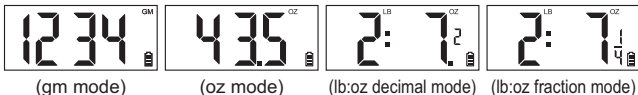


- 1.4. Wait until all digits light for 2 sec, and "0", "0.0", "0:0.0" or "0:0" appears on the display.



- 1.5. If need, press KG/LB button to change units during scale ON

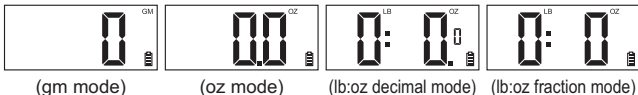
- 1.6. Place package on the platform. Double beep will confirm the scale is ready to show weight. Read the weight on the display as following:



1.7. To Tare Function

The tare function allows for the weighting of items using a larger item as a container

- 1.7.1. If scale is off, press the "ON/OFF/TARE" button to turn scale ON. If the scale is ON go to step 2 below.
- 1.7.2. Place the container on the platform, wait for its weight to be displayed and then press the "ON/OFF/TARE" button again.
- 1.7.3. "0", "0.0", "0:0.0" or "0:0" appears on the display as



- 1.7.4. The scale is now ready for weighing additional items.
- 1.7.5. Place an item into the container. A double beep will confirm the scale is ready to show the item's weight.
- 1.7.6. The display will show the weight of the item, placed inside the container, excluding the weight of the container.
- 1.7.7. The scale will power off.
- 1.8. Scale powers off:
- a) Automatically in about 90+/-30 seconds after reading is stable and no buttons are pressed or;
 - b) By manually by pressing and holding the "ON/TARE/OFF" button and

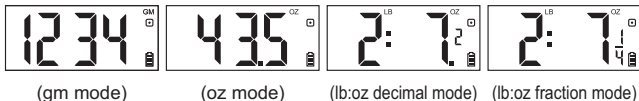
hold for 2 seconds

NOTE: The scale is ON permanently if the power pack is used.

2. Hold Mode Operation Instruction

The HOLD function allows for the weighing of large boxes or items that are larger than the scale platform and block the display, preventing the display from being seen.

- 2.1. Press the "HOLD" button before placing the oversized package on the platform. A beep will confirm that the scale has entered the HOLD mode. A Small Square appears on the LCD right upper corner of the display and flashes at 0.5 sec interval indicating that the scale is in the HOLD mode.
- 2.2. Place package on the platform. When the weight is stable and displayed on the LCD scale will respond with the double beep. This beep notifies you that the display has "locked" in the weight.
- 2.3. Remove the package from the scale. Read the weight as:



- 2.4. The scale will display weight for 120 180+/-30 seconds or until the "ON/OFF/TARE" button is pressed to clear reading which resets the scale for a new weighing cycle.

Note: Scale powers off automatically in about 120+/-30 seconds in HOLD mode after reading had been cleared.

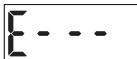
- 2.5. Scale powers off automatically in:
 - a) About 120+/-30 seconds in HOLD mode after reading is cleared or
 - b) 180+/-30 seconds after reading is stable or
 - c) By manually pressing "ON/TARE/OFF" button and holding it continuously for 2 seconds

Note: The Scale is ON permanently if the power pack is used.

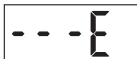
2.6. Low battery warning:



2.7. Overload: "E---" will display if the weight is over "5050g/178.1oz/
11lb 2oz/11lb 2oz"

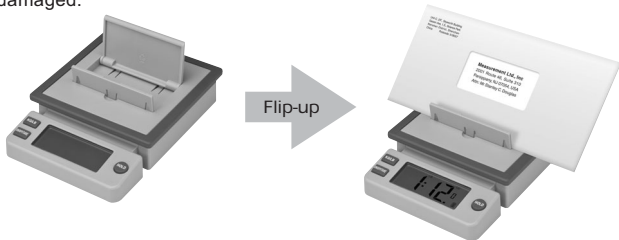


2.8. Underload: "---E" will display if the weight is over "-999/35.2oz/
2lb 2oz/2lb 2oz"



3. Flip-up Stand

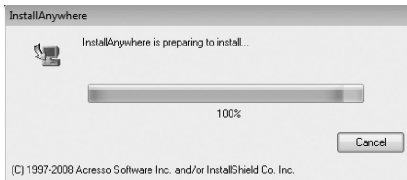
The center part of the platform can be opened and used as a flip-up stand for over-sized envelopes. Simply open the flip-up lid, and lean the envelope against it. Do not place anything heavy against the flip-up lid/stand. Close the lid/stand down after use to prevent it from breaking off or becoming damaged.



4. AccuPost Scale IM for Windows PC

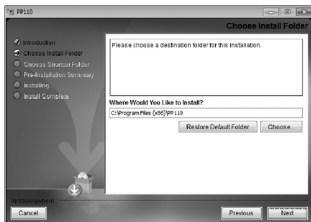
4.1. Installation

- 4.1.1. Download the PostalScale.exe from <http://www.measurement-ltd.com/prd-accupost.html> to desktop or newly created and easy accessible temporary directory. Please note location and name of this directory.
- 4.1.2. Locate and Double click on the *PP110 install.exe* to run installation.

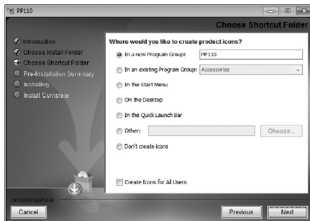


4.1.3. Follow prompts to install software

4.1.4. Choose installation folder



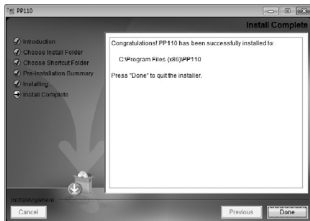
4.1.5. Choose shortcut folder



4.1.6. Software been installed



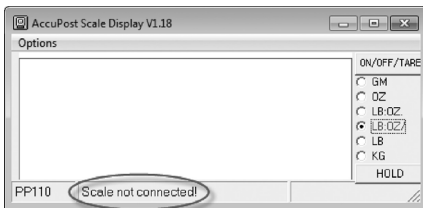
4.1.7. Click "Done". Software is installed



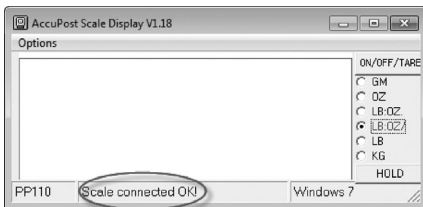
- 4.1.8. Attach your new PP-110 Postal Scale to the USB port on your computer using included USB cable. Wait until scale is recognized as a new USB device and ready for use.

NOTE to Vista and Win 7 OS users. Do not connect scale to PC before PC fully booted and started. If PC started with scale attached and software cannot recognize scale (software is showing "Scale not connected") unplug scale, wait for 30 seconds and plug scale back.

- 4.1.8.1. Start PP-110 Postal Scale software. While the scale is not recognized, "Scale not connected!" message will be shown in the Main software window.



- 4.1.8.2. When scale is recognized and ready for use, "Scale connected OK!" message will be shown in the Main software window.



- 4.1.8.3. Your system now is ready for use

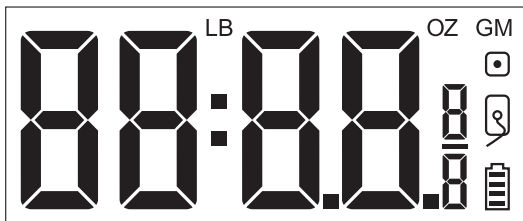
4.2. Use of Software with Internet Explorer (IE)

4.2.1. To turn scale ON:

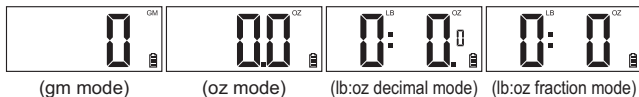
4.2.1.1. Click ON/OFF/TARE button in the software window.

NOTE. If scale connected to PC scale buttons are disabled

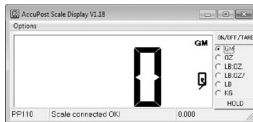
4.2.1.2. Scale display will show all the segments.



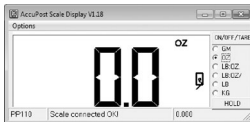
and then show zero



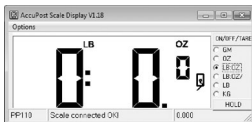
4.2.1.3. The software screen will show zero too



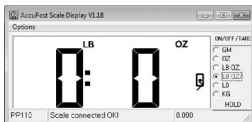
GM screen



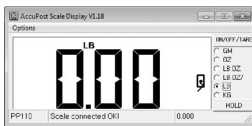
OZ screen



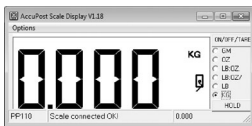
LB:OZ screen



LB:OZ / screen



LB screen



KG screen

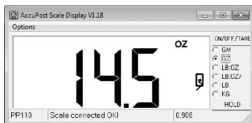
Weighing:

4.2.1.4. Select appropriate weighing units by clicking on the unit buttons in the software window. Selected units will be highlighted in blue.

4.2.1.5. Place load on the PP-110 Postal Scale, software window will show the same reading as scale display.



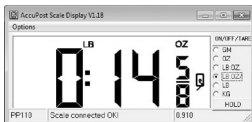
GM screen



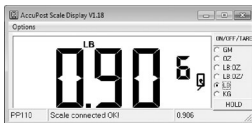
OZ screen



LB:OZ screen



LB:OZ / screen



LB screen



KG screen

4.2.1.6. To Tare Scale Click ON/OFF/TARE in the software button. Scale will tare and will show zero. During the tare operation the zero will flash twice.

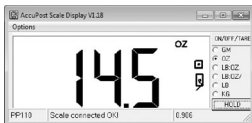
4.2.2. Hold Function:

4.2.2.1. Click HOLD button to enable or disable Hold function

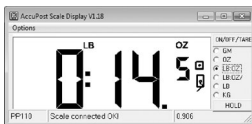
4.2.2.2. While Hold function enabled, the HOLD icon will flash.



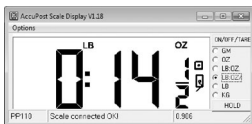
GM screen



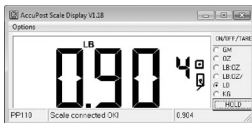
OZ screen



LB:OZ screen



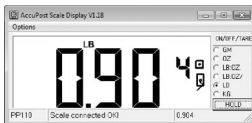
LB:OZ / screen



LB screen



KG screen



LB screen



KG screen

4.2.3. Turn OFF the Scale

4.2.3.1. PP-110 Scale can be turned OFF by:

4.3.3.1.1. Pressing and holding ON/OFF/TARE button on the scale or software window for 3 seconds. Release button, weight will disappear from main window, scale will Turn OFF. Main software window will still be visible on the PC screen and active.

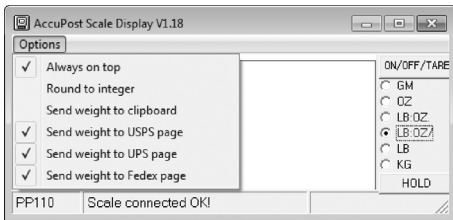
4.3.3.1.2. Close main software window. Software will close, scale will Turn OFF

4.3. Using scale with shipping websites

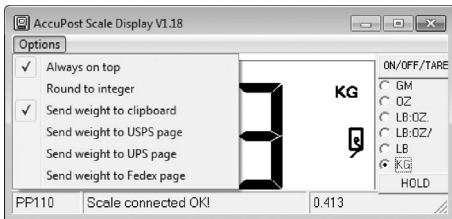
4.3.1. Using IE browser open the shippers' website (USPS, FedEx or UPS)

4.3.2. Login to your account

4.3.3. Change weighing units on the main software window as require by the shipper website and check/uncheck corresponding to the shippers menu "Send weight to...." in the Options menu as needed



- 4.3.4. Click in the required area on the webpage to place weight, place load on the scale, software will show result and result will be automatically copied to the website (applicable to USPS.com, Fedex.com and UPS.com).
- 4.3.5. Weight will be automatically updated in the shippers' website window if weight is changed on the scale
- 4.3.6. Use "Round to integer" in the Option menu if shippers website requires weight in whole numbers
- 4.3.7. If other than USPS, FedEx, UPS shipper is used or user is not logged in to user's account
 - 4.3.7.1. check "Send weight to clipboard" in the Option menu
 - 4.3.7.2. place load on the scale, software will show result
 - 4.3.7.3. using paste command copy weight to the corresponding area on the website



4.3.7.4. if "Send weight to clipboard" in the Option menu is chosen " Send weight to...." is not activated

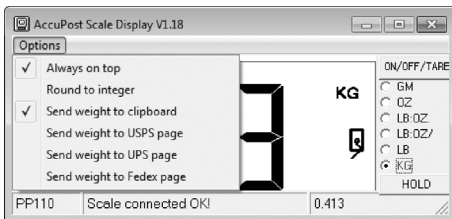
Note: Uncheck "Send weight to clipboard" if copy/paste function is needed.

4.4. Use of Software with Firefox

4.4.1. Only check "Send weight to clipboard" is compatible with Firefox

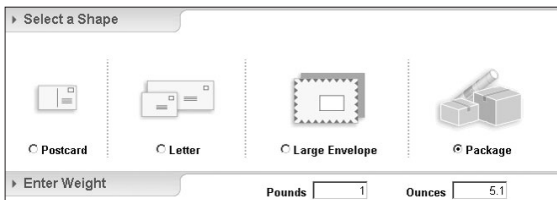
4.4.2. Check "Send weight to clipboard" in the Option menu

4.4.3. Using paste command copy weight to the corresponding area on the website



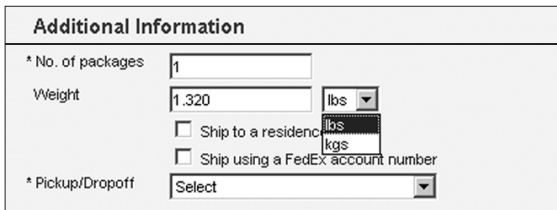
5. Use Shipping Websites

Using browser or software open the shippers' website, place load on scale, point cursor in the weight text box. The weight reading will show in weight text box on shipping webpage.



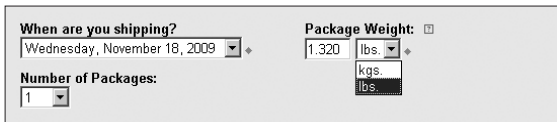
The screenshot shows the USPS website's shipping form. At the top, there is a tab labeled "Select a Shape". Below this tab are four radio button options with corresponding icons: "Postcard", "Letter", "Large Envelope", and "Package". The "Package" option is selected. Below the shape selection is another tab labeled "Enter Weight". Under this tab, there are two input fields: "Pounds" with the value "1" and "Ounces" with the value "5.1".

USPS website screen



The screenshot shows the FedEx website's shipping form. The title is "Additional Information". It contains several fields: "* No. of packages" with a text box containing "1"; "Weight" with a text box containing "1.320" and a dropdown menu set to "lbs"; two checkboxes, "Ship to a residence" and "Ship using a FedEx account number", both of which are unchecked; and "* Pickup/Dropoff" with a dropdown menu set to "Select".

FedEx website screen



The screenshot shows the UPS website's shipping form. It features a "When are you shipping?" dropdown menu set to "Wednesday, November 18, 2009". To the right is a "Package Weight:" section with a text box containing "1.320" and a dropdown menu set to "lbs.". Below the weight section is a "Number of Packages:" dropdown menu set to "1".

UPS website screen

Specifications

Model	Capacity	Resolution (increments)
PP-110	10 lbs / 5 kg	1/8 oz / 1 gr

Power supply:

3 x AA replaceable batteries or 9V Energy Star IV pack AC/DC adaptor

NOT LEGAL FOR TRADE

Cleaning and Care

Please handle this scale with care. Dropping the scale may cause damage to the product's load cell and if this happens, the scale will not weigh properly. To avoid damage to the load cell, keep the scale in a safe place – away from the edge of the desk or table and do not try to weigh packages that exceed the product's recommended capacity.

Clean the scale with a damp cloth and DO NOT immerse the scale in water or use cleaning chemicals or abrasive cleaning agents on the product.

Warranty and Service

Measurement Ltd., Inc. warrants this scale against defects in material of workmanship for a period of one (1) year from the date of purchase and agrees to replace it. This warranty does not cover damage resulting from misuse or abuse of the product. Should your scale require service, you may send it back to Measurement Ltd., Inc. for repair or replacement.



Measurement Ltd., Inc.

www.measurement-ltd.com

Our authorized service center address:

11751 Rock Landing Drive Suite H-7 Newport News,
Virginia 23606 U.S.A.

Attn: Customer Service

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