



# 10 lb Desktop Postal Scale with USB Port

## PS-10USB User Manual



Downloads weight directly into your computer

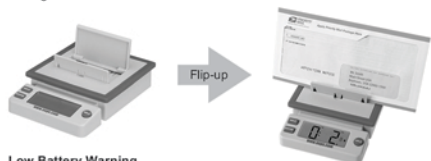
### 5. The Scale powers off automatically in:

- About 120 seconds in the HOLD mode after the reading is cleared or
- About 180 seconds after the reading is stable or
- By manually pressing the "ON/OFF/TARE" button and holding it continuously for 2 seconds

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

### 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.



### Low Battery Warning

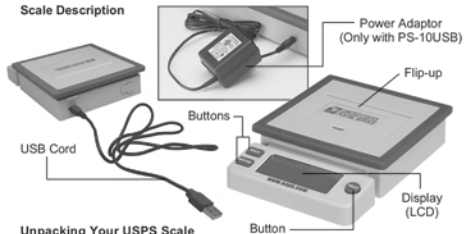


If the display shows **Lo** the batteries are discharged. Insert new batteries into the battery compartment beneath the scale. Make sure you insert the batteries with the correct polarity as marked. Do not mix old and new batteries. Spent batteries do not constitute normal household waste! They should be disposed of in the proper way.

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 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 USPS 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.

### Overload Warning

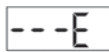
If the display shows



the weight is over \*5050g / 178.1oz / 11lb 2oz / 11lb 2oz

### Underload Warning

If the display shows



the weight is over \*-999g / 35.2oz / 2lb 2oz / 2lb 2oz

### Specifications

Model	Capacity	Resolution (increments)
PS-10USB	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

### 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 product against defects in material or 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 product require service, you may send it back to Measurement Ltd., Inc. for repair or replacement.

### Basic Operation

- Ensure that the scale is placed on a hard, flat and level surface.
  - Press ON/OFF/TARE button. Do not place anything on the scale platform before or while the unit is turning on.
- NOTE: The 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 second item without removing the first 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)
- All segments show



4. In 2 seconds "0.0" appears on the display as



5. If needed, press KG/LB button to change the measurement units while the scale is ON.

### 1. Using the Software and Transferring the Results to a PC

- Turn on the computer, connect to the internet and open the website via <http://www.measurement-ltd.com>
- On the first page of the web site, you will see a picture of your USPS scale and the Windows and MAC icons.
- Download the PostalScale executable file for WIN or MAC computers from <http://measurement-ltd.com/prd-usps.html> to the computer or to newly created and easily accessible temporary directory. Please note the location and name of this directory.

NOTE: Use proper installation files for MAC or PC. Only Win XP, Vista, Win7 and Mac 10.6.8 and up are supported.

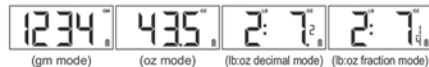
- Locate and double click on the PostalScale.exe or PostalScale.dmg to run installation.
- Follow prompts to install software.
- Attach your new PS-10USB Postal Scale to the USB port on your computer using the enclosed USB cable. Wait until the scale is recognized as a new USB device and ready for use.

NOTE: Do not connect the scale to the PC before the PC is fully booted and started. If the PC is started with the scale attached and the software cannot recognize the scale (software is showing "Scale not connected"), unplug the scale, wait 30 seconds and plug the scale in again.

### 2. Using the Scale with Shipping Websites

- Using IE (v8 and up) or Safari (OS 10.6.8 and up) browsers, open the shippers' website (USPS, FedEx, or UPS).
- Login to your account.
- Change weighing units on the main software window as required by the shipper website and check/uncheck corresponding to the shipper's menu "Send weight to ..." in the Options menu as needed.
- Click on the required area to determine the weight, place the package

- Place the package on the platform. A double beep will confirm that the scale is ready to show the weight. The scale will display the following type of weight measurements depending on the unit measurement that you have selected. The scale is prepared in the factory to display the weight in lb:oz fraction mode.



7. The scale will power off:

- Automatically in about 90 seconds after the reading is stable and no buttons are pressed or
  - By manually pressing and holding the "ON/OFF/TARE" button for 2 seconds
- NOTE: The scale is ON permanently if power pack is used.

### Tare Function

The TARE function allows for the weighing of items using a larger item as a container

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



4. The scale is now ready for weighing additional items

on the scale, so the software will show the weight and the weight will be automatically copied to the website (applicable to USPS.com, Fedex.com and UPS.com).

- The weight will be automatically updated on the shippers' website window, if the weight is changed on the scale.
  - Use "Round to Integer" in the Option menu, if the shipper's website requires the weight in whole numbers.
  - If a shipper other than USPS, FedEx or UPS is used, or the user is not logged into the user's account, check "Send weight to clipboard" in the Option menu."
  - When you place the package on the scale, the software will show the result.
  - Using the paste command, copy the weight to the corresponding area on the website.
  - If "Send weight to clipboard" in the Option menu is chosen, "Send weight to ..." is not activated.
- NOTE: If "Send weight to clipboard" is activated, the PC Copy/Paste function is disabled. Uncheck "Send weight to clipboard" if the copy/paste function is needed to be used.

### 3. Using Software with Firefox or Google Chrome

- Only "Send weight to clipboard" is compatible with Firefox and Google Chrome.
- Check "Send weight to clipboard" in the Option menu
- Using the paste command, copy the weight to the corresponding area on the website.

- The scale will power off:
  - Automatically in about 90 seconds after the reading is stable and no buttons are pressed or
  - By manually pressing and holding the "ON/OFF/TARE" button for 2 seconds

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

### Hold Function

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.

- 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 icon in the shape of a lock will appear on the LCD in the right upper corner and flash at 0.5 second interval indicating that the scale is in the HOLD mode

- Place the package on the platform. When the weight is stable and displayed on the LCD, the scale will respond with the double beep. This beep notifies you that the display has "locked" in the weight
- Remove the package from the scale. Read the weight as:



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

a) Note: The scale turns off automatically in about 120 seconds in the HOLD mode after the reading had been cleared

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This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an authorized radio/TV technician for help.

Caution: Any changes or modifications not expressly approved by the manufacturer of this product and the party responsible for compliance could void the user's authority to operate the equipment.