UNITED STATES POSTAL SERVICE ®

75 lb / 34 kg Postal Scale with USB Port

PS-75USB User Manual

Downloads weight directly into your computer

Dear Customer,

Congratulations on the purchase of your new Postal Scale. Please read these instructions carefully and keep them for later use. This 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

Power Adaptor

Remote Readout

Wall Mount Bracket

Buttons

Unpackaging Your 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.

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1. Scale Operation

1.1 This scale is a wired remote scale system and it consists of 2 units: scale base and handheld display unit (HHU)

1.2 Scale HHU has 2 buttons: ON and KG/LB
   a. ON button – can be used to turn the scale ON and OFF and to TARE scale.
   b. KG/LB – can be used to keep weight on the LCD longer and change measurement units.
   Note: The adaptor icon will show on the LCD when the AC/DC power adaptor is used. The LCD will show the battery icon if battery power is used.

Hold Indicator
Power Adaptor Indicator
Battery ON Indicator

1.3 Normal Weight Measurement
   a. Operate the scale on a secure flat floor.
   Note: Factory default units lb:oz.

1.4 To start the scale press "ON" button on HHU. All segments show.

1.5 Wait unit all digits light for 2 sec, and "0.00(Kg)", "0.0(LB)" or "0:0(LB:OZ)" appears on the display

| (kg version) | (lb version) | (lb:oz) / (lb:oz fraction version) |

1.6 Press the kg/lb button to change measurement units while the scale is on.

1.7 Place the package on the platform. A double beep will confirm.

| (kg version) | (lb version) | (lb:oz version) | (lb:oz fraction version for weights less than 10 lb) |

1.8 To tare scale, press the "ON" button, the "0.00(Kg)", "0.0(LB)" or "0:0(LB:OZ)" will blink 2 times

1.9 Scale power off:
   a. Automatically in about 90+/-30 seconds after reading is stable or;
   b. Manually by pressing "ON/OFF/TARE" button for 2 seconds.

1.10 Scale is ON permanently if power adaptor is used

2. Hold Mode Operation

2.1 If the package is much larger than the platform, press the "HOLD" button before placing the package on the platform. A beep will confirm when the scale enters the hold mode. A small icon in the shape of 🔒 will appear on the LCD in the right upper corner and flash at 0.5 sec. intervals, indicating that the scale is in the HOLD mode.

2.2 Place the package on the platform. When the weight is stable and displayed on the LCD, the scale will respond with a double beep.

2.3 Remove the package from the scale. Read the weight

| (kg version) | (lb version) | (lb:oz version) | (lb:oz fraction version for weights less than 10 lb) |

2.4 The scale will display weight for 120+/-30 seconds or until the "ON" button is pressed to clear reading.
   Note: The scale powers off automatically in about 120+/-30 seconds in HOLD mode after the reading has been cleared.

2.5 After the scale is cleared, it is ready to weigh again.

2.6 The scale powers off automatically in:
   a. About 120+/-30 seconds in HOLD mode after the reading is cleared.
      • 120±30S seconds after the reading is stable, or
      • Manually by pressing "ON/OFF/TARE" button and hold for 2 seconds
   b. The scale is ON permanently if the power pack is used.

3. Error Messages

3.1 Low battery warning:

3.2 "E - - - -" will display if the weight is over 75 lb or 34 kg.

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4. Remote Housing Installation

4.1 Using the provided template and screws, attach the remote housing to the wall if needed.

5. Using the Software and Transferring the Results to the PC

5.1 Download the PostalScale.exe from http://www.measurement-ltd.com/prd-usps.html to the PC or a temporary directory. Please note the location and name of this directory.
   Note: Use proper installation files for MAC or PC.

5.2 Locate and double click on the PostalScale.exe to run installation.

5.3 Follow prompts to install software.

5.4 Attach your new PS-75USB Postal Scale to the USB port on your computer using included 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 back in again.

5.5 Use of Software with Internet Explorer (IE)
   a. To turn the scale ON, click the ON/OFF/TARE button
   b. Note: If the scale is connected to the PC, the scale buttons are disabled.
   c. The display will show all the segments and then show zero.

5.6 Weighing
   a. Select appropriate weighing units by clicking on the unit buttons in the software window. The selected units will be highlighted in blue.
   b. Place the package on the scale. The software window will show the same reading as the scale display.

5.7 To Tare Scale
   a. Click ON/OFF/TARE in the software button. The scale will TARE and show zero.

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   b. During the tare operation the zero will flash twice.

5.8 Hold Function
   a. Click the Hold button to enable or disable the Hold function.
   b. While Hold function is enabled, the hold icon will flash.

5.9 Turn OFF the Scale

5.10 The PS-75USB scale can be turned OFF by:
   a. Pressing and holding the ON/OFF/TARE button on the scale or software window for 3 seconds. Release the button. The weight will disappear from the main window and the scale will turn OFF. The main software window will still be visible and active on the PC screen.
   b. Close main software. The software will close and the scale will turn OFF.
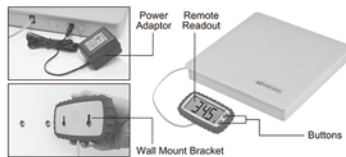
6. Using the Scale with Shipping Websites

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

6.2 Login to your account.

6.3 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.

6.4 Click in the required area on the web page to add the weight, and place the package on the scale. The software will show the result and the result will be automatically copied to the website (applicable to USPS.com, FedEx.com and UPS.com).

6.5 The weight will be automatically updated in the shippers' website window if the weight is changed on the scale.

6.6 Use "Round to integer" in the Option menu if the shipper's website requires the weight in whole numbers.

6.7 If another shipper is used or the user is not logged into the user's account, check "Send weight to clipboard" in the Option menu.

6.8 Place the package on the scale. The software will show the result.

6.9 Using the paste command, copy the weight to the corresponding area on the website

6.10 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 used.

7. Use of Software with Firefox or Google Chrome

7.1 "Send weight to clipboard" is only compatible with Firefox and Chrome

7.2 Check "Send weight to clipboard" in the Option menu

7.3 Using the paste command, copy the weight to the corresponding area on the website

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.

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