



TRANSCELL TECHNOLOGY, INC.



MODEL **SPS-10**

DIGITAL POSTAL SCALE

User Manual

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THIS EQUIPMENT CONTAINS NO USER SERVICEABLE COMPONENTS.

Servicing of the equipment must only be carried out by trained and authorized personnel. Use only the AC adapter supplied with the scale. Other adapters may cause damage.



Routine maintenance

Harsh abrasives, solvents, scouring cleaners and alkaline cleaning solutions should not be used; especially on the display window.

The outside of the product may be wiped down with a clean cloth, moistened with water containing a small amount of soap.

Installation

- Ensure that the scale is placed securely on a flat and level surface.
- Avoid installing the scale in areas of direct sunlight and high humidity. Also avoid drafts, vibrations and dusty conditions.
- Do not mix the type of batteries. Replace all batteries at the same time.
- If the scale is not to be used for a long period of time, remove all batteries from the battery compartment to avoid leakage which may cause damage to the instrument.
- To extend the life of your digital scale, do not drop items to be weighed onto the platform or overload the scale beyond its rated capacity. Shock-loading and overloading may damage the load cell and void the warranty.

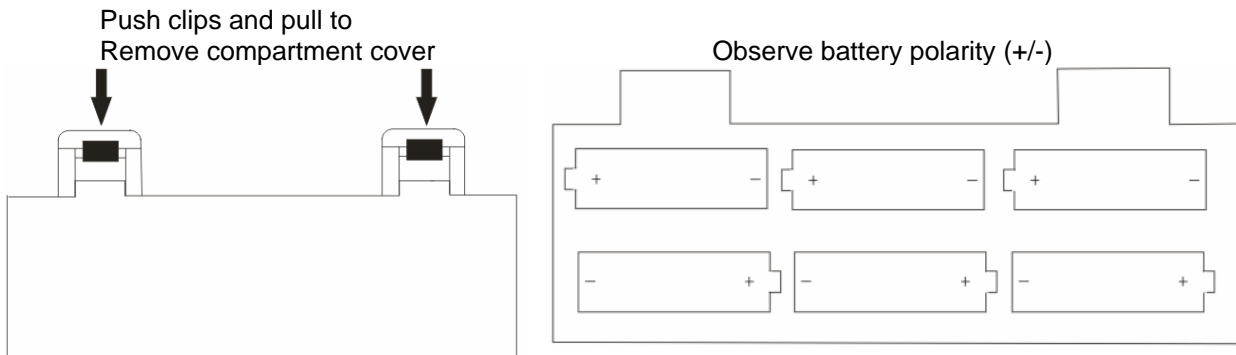
Federal Communications Commission (FCC) Statement

This equipment has been tested and found to comply with the limits for a Class A 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 experienced radio / TV technician for help.

Getting Started

1. After removing scale from carton, pull out the cardboard protection that is located between the platter and the scale enclosure. **Do not remove the platter – simply pull out the cardboard protection and discard.**
2. Plug the supplied AC Adapter into the scale first, then into an AC outlet. For portable operation, install 6-AA size alkaline batteries (not included) into the battery compartment located underneath the scale. To install batteries, remove the compartment cover on the underside of the scale, fit the 6 AA batteries in the spaces provided (observe polarity markings) and re-engage the cover clips.
3. Place the scale on a stable and firm table.
4. Press the ON (9) key to begin the initialization.



Initialization –

When the scale is switched ON for the first time, the scale will display some information and then prompt you for the origination ZIP Code. Your origination ZIP code is the ZIP code from which you will mail or ship items. ***This step is vital to obtaining the correct postal rates from your scale.***

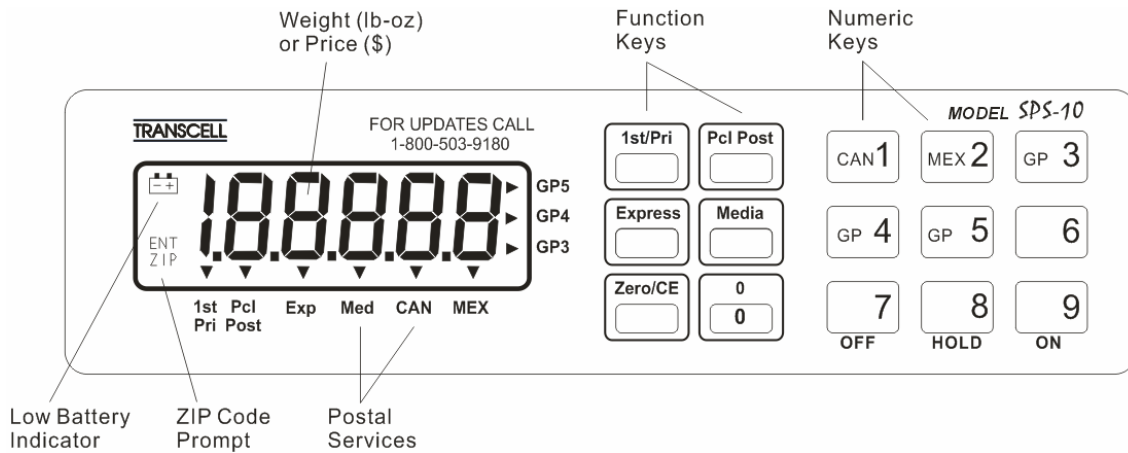


Enter the first three digits of your ZIP Code. For example, if your ZIP code is 60089, then you would enter 600. The scale displays the ZIP Code entered and then resumes normal operation.

NOTE: The scale displays the origination ZIP code as part of its start up sequence. To verify your origination ZIP code, switch the scale OFF and then ON again. Then look for the numbers that appear after the "oZIP_" message.



Keyboard and Display Description



Function Keys

- 1ST/Pri** Selects First Class or Priority Mail. The scale automatically switches to Priority Mail for items weighing more than the First Class weight limit.
- Pcl Post** Selects domestic Parcel Post. The scale automatically determines if the rate should be Inter-BMC/ASF or Intra-BMC/ASF.
- Express** Selects domestic Express Mail (PO to Addressee).
- Media** Selects domestic Media (Book) Mail.
- Zero/CE** Clears a numeric entry, revert back to weighing mode or re-zero the scale; in that order of precedence.

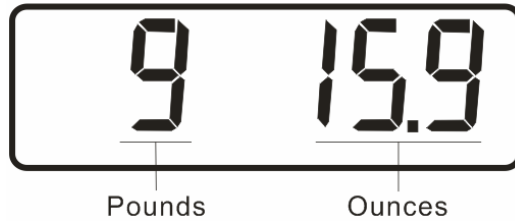
Numeric Keys

NOTE: Some numeric keys are dual purpose

- 0-9** Enters numeric data when prompted; usually a ZIP code.
- CAN (1)** Selects First Class International to Canada. **NOTE:** For items weighing more than the current weight limit, the scale will automatically switch to Priority Mail International rates.
- MEX (2)** Selects First Class International to Mexico. **NOTE:** For items weighing more than the current weight limit, the scale will automatically switch to Priority Mail International rates.
- GP (3) (4) (5)** Selects First Class International to Group 3, 4 and 5 countries respectively.
- OFF (7)** Press and hold three to four seconds to switch scale OFF.
- HOLD (8)** Places scale into hold mode (weight mode only).
- ON (9)** Press once to switch scale ON.

Scale Operation

When the scale is first switched on, it will display some information and then default to weighing mode. In weighing mode, the scale will display pounds and ounces. **NOTE:** If your item weighs less than one pound, the pounds display will be blank.



Before you place an item on the scale, make sure that the display shows zero weight (0.0). If the scale does not show zero, press the **Zero/CE** key once.

How to obtain the rate for a letter or package:

1. Select the desired class of mail by pressing one of the scale's function keys.

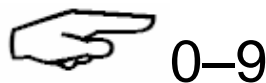


2. Place the item on the center of the scale's platter and allow the reading to stabilize.

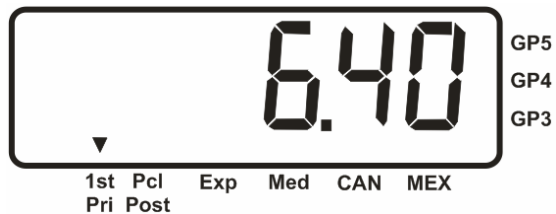
If the class of mail you have selected requires a destination ZIP code, the scale will automatically prompt you.



3. Key-in the first three digits of the destination ZIP code. For example, if you are mailing to ZIP code 38118, you would enter 3-8-1.



The scale briefly displays the destination zone (for example ZonE4 for Zone 4) before displaying the proper rate.



NOTES:

1. Not all classes of mail require a ZIP code.
2. If the item being weighed is over the maximum weight limit for that class of mail, the scale will automatically display "oL".
3. If the ZIP code you have entered is invalid, the scale will briefly display "Err".
4. If the ZIP code you have entered is eligible for an Intra-BMC/ASF discount, the scale will briefly display "IntrA". (Parcel Post only)

First Class Operation:

First Class pricing now takes into consideration shape (size) as well as weight. Prior to weighing the item, you should measure it to determine whether it is a Letter, a Flat or a Parcel.

Current USPS regulations (subject to change) for these mailpieces are as follows:

- Letter Mailpieces that do not exceed 11-1/2" long, 6-1/8" high, 1/4" thick and 3.5 ounces in weight
- Flat Mailpieces that exceed one (or more) of the dimensions for a Letter and do not exceed 15" long, 12" high or 3/4" thick.
- Parcel Mailpieces that exceed any one of the dimensions for a Flat

Regardless of the size, the scale will automatically progress through the weight-based First Class services when weight is added to (or removed) from the platform:

WEIGHT ON SCALE	DISPLAYED SERVICE
0 to 3.5 oz inclusive	1 st Class Letter
>3.5 oz to 13 oz inclusive	1 st Class Flat
>13 oz	Priority Mail

If your mail piece falls into the Flat or Parcel shape, you can manually select this category by pressing the 1st/Pri key repeatedly until the correct category is displayed. The SPS-10 briefly displays a message prior to displaying the rate: "Ltr" for Letter, "FLt" for Flat, "PCL" for Parcel and "Pri" for Priority Mail. NOTE: Priority Mail is provided for your convenience only.

WEIGHT ON SCALE	TOGGLE SEQUENCE
0 to 3.5 oz inclusive	1 st Class Letter ->1 st Class Flat -> 1 st Class Parcel -> Priority Mail, -> 1 st Class Letter, etc.
>3.5 oz to 13 oz inclusive	1 st Class Flat -> 1 st Class Parcel -> Priority Mail, 1 st Class Flat, etc.
> 13 oz	Scale stays in Priority Mail

UPON RETURN TO ZERO

The scale goes back to automatic mode with First Class Letter rates enabled.

Hold operation:

For weighing large parcels or letters,

1. Switch the scale ON.
2. Select the desired class of mail.
3. Apply letter/parcel to scale. The scale displays the appropriate price.
4. Press the **HOLD (8)** key. The display briefly shows "HoLd".
5. Remove the letter/parcel and the display will continue to show price.
6. To remove the Hold function, press the **HOLD (8)** key again; scale display briefly shows "-HoLd".

NOTE: For zoned rates, it will be necessary to key-in the ZIP code prior to pushing the Hold key.

Auto Shut-off:

When shipped from the factory, the scale is configured to automatically switch off after 2 minutes if not in use. You may disable this feature by performing the following steps:

1. Switch the scale OFF.
2. Press and hold the **CAN (1)** key while turning the scale back ON.
3. When the scale displays dashes ("----"), you may release the **CAN (1)** key. The scale shows "A-oFF" briefly and then the current status of this feature ("on" or "oFF").
4. Use the **GP (4)** key to toggle the status between "on" and "oFF".
5. Press the **ON (9)** key to save the current setting and return to normal operating mode.

Calibration

Your SPS-10 postal scale is ready to use right out of the box. There is no need to calibrate the scale unless you feel that the scale has become inaccurate. It is a good idea to check the calibration of your scale from time to time with a precision test weight.

1. Remove all items from the platter and turn the scale OFF. Press and hold the **MEX (2)** key while turning the scale back ON.
2. When the scale displays dashes ("----"), you may release the **MEX (2)** key. The scale shows "CAL" briefly then "ZERO".
3. Press the **Zero/CE** key. The scale then shows "SAvE" briefly and then "5 0.0".
4. Place a 5 pound test weight on the platter. The scale displays "Err" and then "5 0.0".
5. Press the **ON (9)** key to save the 5 pound calibration value. Once the 5 pound calibration value has been saved, the scale shows "SAvE" and then "End". The scale then reverts to normal operation mode.

Changing the origination ZIP code setting:

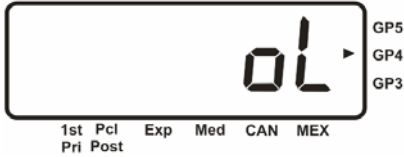
If you change locations or just simply notice at start-up that your origination ZIP code is not set correctly, you may re-program it by performing the following steps:

1. Switch the scale OFF.
2. Press and hold the **GP (5)** key while turning the scale back ON.
3. When the scale displays dashes ("----"), you may release the **GP (5)** key. The scale shows "CLR" briefly then "oZIP".
4. At the "ENT ZIP" prompt, enter the first three digits of your ZIP Code. For example, if your ZIP code is 60089, then you would enter 600. The scale displays the ZIP Code entered and then resumes normal operation.

Error Messages



Indicates that the weighing capacity of the scale has been exceeded. The weight limit of the SPS-10 is 10 pounds.



Indicates that the item on the scale exceeds the weight limit for that class of mail.



Indicates that the weight on the scale is negative. Press the **Zero/CE** key.



Error occurred during calibration mode. The scale is not stable or your test weight is not large enough.

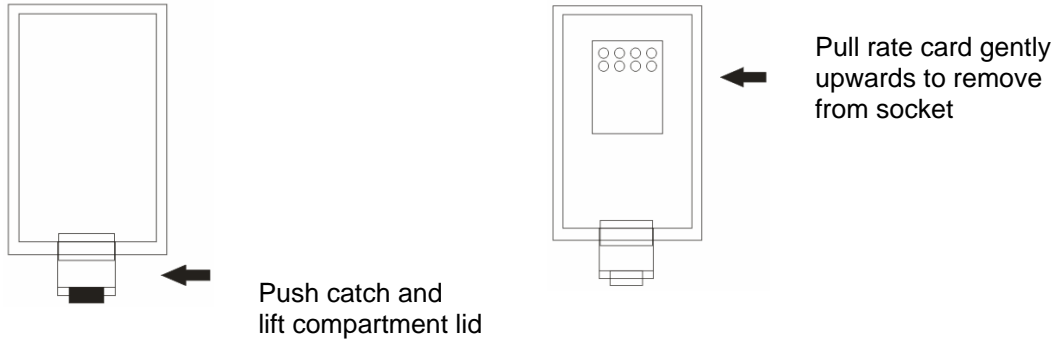
Specifications

Dimensions:	8-1/4" x 8-1/4" x 2" 210mm x 210mm x 51mm
Capacity/Division:	0-10 lb x 0.1 oz
Power Source:	6-AA alkaline batteries or 9VDC, 100 mA AC adapter
Tolerance:	+/- 0.125% of full capacity
Operating Temp:	50 to 104°F (10 to 40°C)
Power Consumption:	50 mA maximum

Postal Rate Card Change Instructions

The SPS-10 postal rate information is contained in a pre-programmed memory device that is mounted on a rate card (a printed circuit board) which plugs into the scale.

The rate card is positioned on the underside of the postal scale. Remove the lid by pushing the catch and pulling upwards. The rate card is situated directly beneath the lid. To remove, gently ease the rate chip from its socket.



When inserting the new rate card, ensure that the replacement is inserted correctly into the socket. Insert the rate chip into place by pushing down gently. Replace the compartment lid and your postal scale will be ready for use.

Postal Rate Change Information

The rates contained within this scale are updated periodically by the United States Postal Service. To receive an order form for an updated rate card when this occurs, please be sure to return the information card found inside the box with your scale. Or simply call the number located on the front panel of the scale.

Limited 12 month Warranty

This product is warranted by Transcell Technology against manufacturing defects in material and workmanship under normal use for twelve (12) months from the date of purchase. For complete warranty details and service information, please contact us at the address below.

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