



FlexiScale

A Rate Calculating Scale for Letters and Small Packages



Operation Manual

Version 1.1
April 13, 2007

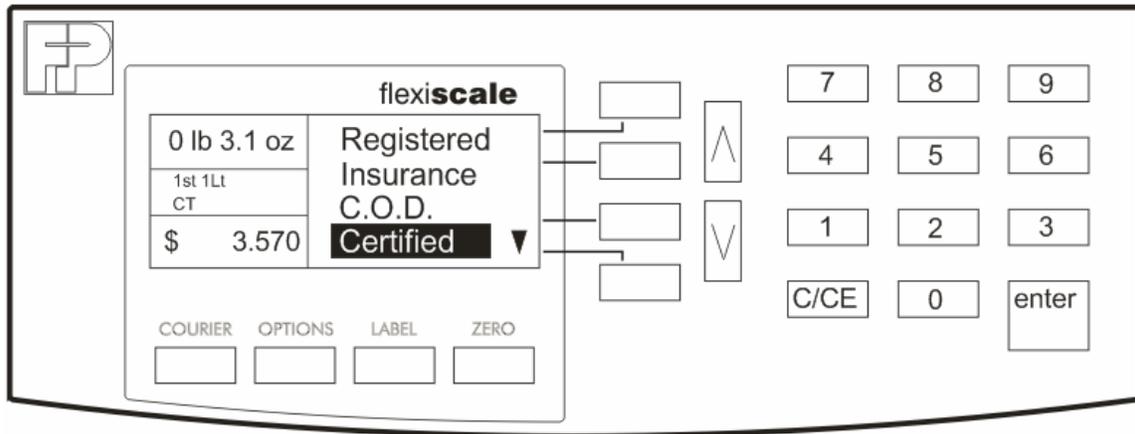
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Section 1. Introduction

1.1 Intended Use

The FlexiScale is a rate calculating scale for letters and small packages weighing between 0.1 oz. and 30 lb. Rates include international and domestic U.S.P.S., domestic U.P.S. and domestic FedEx Express. Appendix A includes a complete list of included rates.



Prior to using the scale, please read this manual carefully and completely.

1.2 Safety Tips

The FlexiScale complies with standard safety regulations for office equipment of its type. Before operating a FlexiScale, read the following tips to assure safe operation.

- After the FlexiScale has been in weather below 50 degrees Fahrenheit, wait at least two hours before installation.
- If any liquid is spilled onto the FlexiScale, disconnect the plug from the outlet immediately. Before connecting the scale again, have it checked by a local service representative.
- Interface cables should not be handled unless both the scale and the postage meter are powered off. Never attempt to plug or unplug the interface cable during a thunderstorm.
- Repairs to the FlexiScale should be conducted by a local service representative. Attempting to repair the scale yourself will void all warranty rights.

Section 2. Installing the FlexiScale

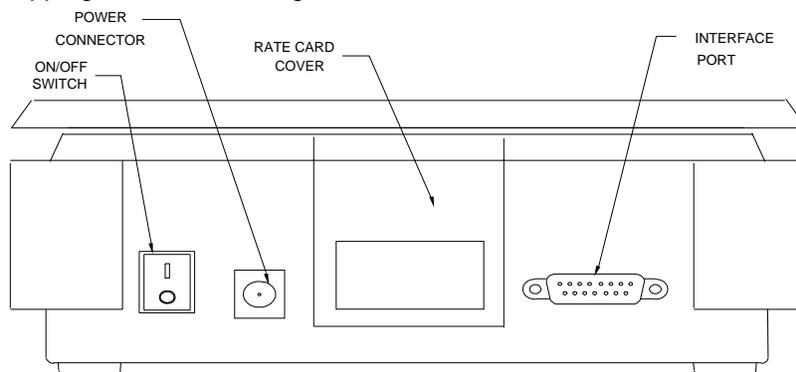
2.1 Unpacking the FlexiScale

Your package includes the following parts:

- FlexiScale
- Weighing platter
- Operator's manual
- AC Adaptor
- Interface cable

2.2 Setting up the FlexiScale

After unpacking the scale, a small amount of preparation is required before the scale can be used for mailing or shipping. Refer to the diagram below as needed.



Step 1. Remove the platter protection.

Remove the plastic platter by lifting up on it. Then, remove the cardboard protector that is situated between the four legs of the platter. Place the platter on top of the scale and move it around until the four legs of the platter line up with the four holes in the top of the scale. When the legs of the platter are aligned with the holes in the scale, press down on the platter until it rests firmly in place.

Step 2. Install the postage meter.

If you are using the FlexiScale without an FP postage meter, continue to Step 4.

Step 3 Locate the interface cable.

After placing the scale in its area of use, locate the interface cable. Connect the small end of the interface cable to the connector on the rear of the scale. Connect the large end of the interface cable to the connector on the rear of the meter. Configure the scale for your meter type (See Section 6). Locate the AC Adapter. Connect the female end of the AC Adapter to the connector on the back of the scale, and then plug the opposing end of the adapter into an AC outlet.

Step 4 Turn the power switch to the "ON" position to begin Initialization.

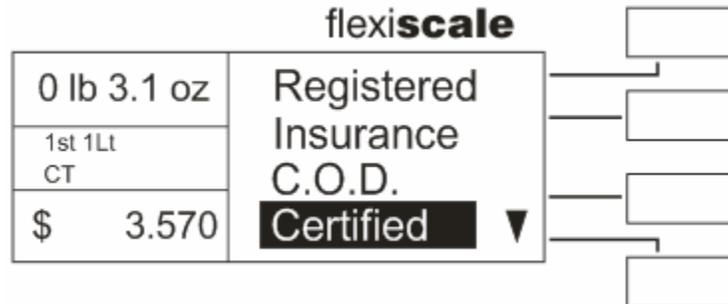
Step 5 Initialization-entering the origin postal code.

When the power switch is in the "ON" position for the first time, the scale prompts for the origin postal code. Enter the origin zip code. The scale displays the postal code entered and prompts you to verify (Yes or No) if the postal code displayed is correct. If the postal code is correct, press the "ENTER" key to complete the initialization. If the postal code is incorrect, press the "C/CE" key and enter the correct postal code.

Section 3. Display and Keyboard

3.1 Display

The display is an LCD (Liquid Crystal Display) capable of displaying various sizes of characters and graphic images.



As shown in the diagram above, the scale displays the class of mail available, selected extra services, weight and calculated rate. When additional information is needed, the scale will prompt for the information in pop-up windows or display other menu selections.

3.2 Sleep Mode

If the scale is left unattended for five minutes, it will automatically go to sleep (darken display) to conserve energy. While in the "SLEEP" mode, the scale retains the last transaction information in memory. When weight is placed on the platter or a key is pressed, the display returns to normal operating mode.

3.3 Keyboard

The keyboard is composed of numeric keys, operator keys and four soft keys. The four operator keys are located directly beneath the display. The numeric keys are grouped on the far right side of the keyboard while the four soft keys are located directly to the right of the display.

3.3.1 SOFT KEYS

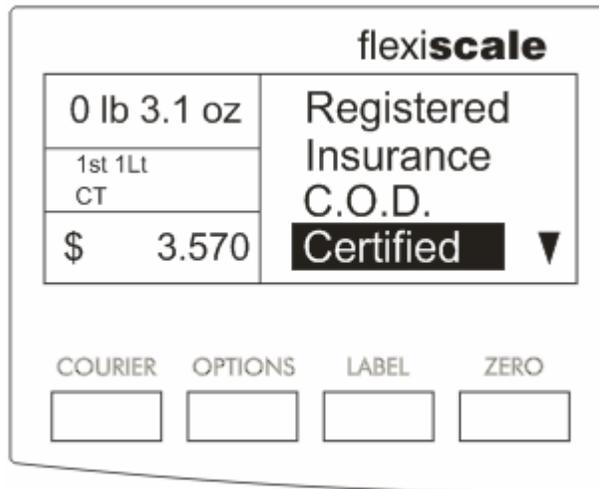
The four keys located to the right of the graphic display are the soft keys. These keys interact with the graphic display and are used to make menu selections that guide you through the rate calculation process. The two arrow keys to the right of the soft keys allow you to move the soft key selections up and down as indicated by the arrow in the display.

3.3.2 NUMERIC KEYS

The numeric keys (0-9) are used when numeric data needs to be entered into the system. The ENTER key is used to enter the displayed data while the C/CE key is used to clear the current numeric entry. The C/CE key also returns you to the previous screen.

3.3.3 OPERATOR KEYS

The four keys shown in the diagram below are located below the display and perform a variety of operator functions related to rate calculations as well as actual scale operation. In each case, pressing the key will activate the chosen function, or display multiple selections.



Courier Key. The "COURIER" key is used to select one of the available carriers (e.g. U.S.P.S., FedEx or U.P.S.) to use for rate calculation.

Options Key. The "OPTIONS" key allows access to the scale's extra features including piece counting, service menus and system setup. Refer to Section 6 for the system setup procedures.

Label Key. The "LABEL" key is used to print either single or multiple postage tapes. If a U.S.P.S. postage value appears in the display, pressing the "LABEL" key once will send the charges to the meter, generating a postage tape. Pressing and holding the "LABEL" key for three seconds activates the function to generate a quantity of labels on the postage meter. Refer to Section 5.1 for the multiple labels procedure.

Zero Key. The "ZERO" key is used to zero or tare the scale. When the scale is in the weighing mode with nothing on the weighing platter and this key is selected, the scale zeroes the weight. If a container is on the scale and the key is selected, the weight of the container is tared.

Section 4. Operation

4.1 System Prompts

The FlexiScale prompts for information in two ways.

- **Numeric Entry-** This type of prompt appears as a text box with underscores. Use the numeric keys to enter the requested data and press the “ENTER” key to complete the entry. If you make a mistake during the entry, press the “C/CE” key to start over.
- **Menu-** These prompts are answered by selecting the appropriate keyboard soft key.

4.2 Soft Keys

During normal operation, the soft keys represent class of mail and extra service keys that are not present on the keyboard. The following are notes on the soft keys:

- The scale displays the selected soft key selection in a reverse video mode. This will only be seen at the extra services level.
- If more than four menu selections are available, an arrow appears indicating that additional selections are available by pressing either the up or down arrow key.

4.3 Mailing or Shipping an Item

There are a number of basic steps to shipping a letter or package. Some carriers may require fewer steps. Refer to Section 4.6 for detailed examples.

1. Place the letter or package on the scale’s platter and allow the weight indication to stabilize. For more information on weighing an item, see Section 4.4.
2. Press the “C/CE” key until the class of mail and rate no longer appear on the left side of the display.
3. Press the soft key corresponding to the desired class of mail.
4. If necessary, press the soft key corresponding to the item’s subclass of mail, e.g. letter for international rates.
5. If desired, select an extra service (i.e. registered, insurance, etc.). For more information on selecting extra services, see Section 4.5.

4.4 Weighing a Letter or Package

Before weighing an item, make sure the scale shows a zero weight indication. If it does not, remove all items from the platter and press the “ZERO” key.

To weigh an item, place it on the center of the weighing platter. Once the weight stabilizes, the scale displays the weight. If the scale detects motion, it blanks the weight display. If the scale detects motion for an extended period of time, it displays “UNSTABLE”. If the item weight exceeds the scale’s weight capacity, it displays “OVER WEIGHT”.

4.5 Selecting Extra Services

After selecting the class of mail, press the corresponding “EXTRA SERVICES” soft key to select a service.

When a value must be entered to determine the extra service fee, the scale allows for a numeric entry. As the number is entered, the value shifts to the left until the required value is indicated. Press the “ENTER” key to accept the input.

To select another extra service, press another “EXTRA SERVICES” soft key. To cancel a selected extra service, press the “highlighted” soft key again.

4.6 Operation Examples

To calculate a First Class Letter rate:

Action

1. Press the C/CE key until you see the "READY SCREEN" as shown at right. NOTE: If this screen does not appear, press the "COURIER KEY" and select U.S.P.S.

Resulting Display

0 lb 0.0 oz	1st Class Package/Exp Intl Automation

2. Place your mail on the weighing platter and select First Class rates by pressing the "1ST CLASS" soft key.

0 lb 0.5 oz	1st Letter 1st Flat 1st Parcel Priority
1st	

3. Select First Class Letter rates by pressing the "1ST LETTER" soft key

0 lb 0.5 oz	Registered Insurance C.O.D. Certified ▼
1st 1Lt	
\$ 0.410	

To calculate an international rate:

Action

1. Press the “C/CE” key until you see the “READY SCREEN” as shown at right.
NOTE: If this screen does not appear, press the “COURIER” key and select “U.S.P.S.”

2. Place your mail on the weighing platter and press the “INTERNATIONAL” soft key.

3. Place the “1ST INTL” soft key. The display will prompt for a country code.

4. Use the numeric keypad to enter the country code for your letter’s destination from Appendix B. (In this example, the country code is 137 for Canada.) After entering a valid country code the calculated rate will appear.

Resulting Display

0 lb 0.0 oz	1st Class Package/Exp Intl Automation

0 lb 0.5 oz	1st INTL Pri INTL
INT	

INT’L COUNTRY Country Code: _ _ _

0 lb 0.5 oz	Registered Ret Recpt
INT FCI	
\$ 0.690	

Section 5. Advanced Features

1.1 Multiple Labels

The multiple labels function is used to print a quantity of labels. The maximum number of labels that may be printed is 99.

1. Press “ZERO” key.
2. Place an item on the scale.
3. Select a class of mail and the desired extra services.
4. Press and hold the “LABEL” key for three seconds. The scale prompts for the number of labels to be printed.
5. Enter the number of labels you want to print.
6. Press the “ENTER” key to print the labels.

2.2 Piece Counting

This function is used to count items of identical weight.

- All items placed on the scale must be of the same weight.
- The minimum sample count is 10
- The minimum weight per piece must be 0.1 ounces.
- The total weight of the items sampled must be 1.0 ounces or greater.

1. Remove all items from the scale
2. Press the “ZERO” key.
3. Press the “OPTIONS” key.
4. Press the “PIECES” soft key. The scale prompts you to place a 10 piece sample count on the scale.
5. Place the 10 piece sample count on the scale and press the “ENTER” key. The scale displays the item count.
6. Remove the sample count from the scale.
7. Place the items to be counted on the scale. As items are added to or removed from the scale the display reflects an accurate count.
8. Press the “C/CE” key to return to normal scale operation.

3.3 Remote Rate Change

This function is used to download rates from the remote service center.

- Before starting, the scale must be connected to an FP T-1000 meter with modem switching capability, and that meter must be connected to an available phone line.
 - Once underway, you may press the “C/CE” at any time to exit the remote rate change.
1. Remove all items from the scale.
 2. Press the “ZERO” key.
 3. Press the “OPTIONS” key.
 4. Press the “RATE CHANGE” soft key. The scale prompts you to press the “ENTER” key to begin or the “C/CE” key to exit.
 5. Press the “ENTER” key to begin. The scale displays the current status of the remote rate change. NOTE: You may be required to press the “ENTER” key at certain times during this process.
 6. Upon successful completion of the remote rate change, press the “C/CE” key to return to normal scale operation.

Section 6. Setup Features/Options Key

6.1 System Setup

The system setup function configures the scale for the customer's specific application. The service menu is accessed through this menu.

Press the "OPTIONS" key. The scale displays the available selections on the soft keys. To exit the system setup, press the C/CE key.

6.2 Configuration

The configure menu is used to configure the meter type, endorsement type, beep on/off and origination ZIP code.

1. Perform directions in section 6.1.
2. Press the "CONFIGURE" soft key. The scale lists the available areas to setup.
3. Choose the soft key that corresponds to the area you wish to setup. Follow the instruction on the screen or choose the appropriate soft key.

6.3 Rate Tables

The rate tables menu displays the current rate table that the scale is using. When a rate table is selected, the menu shows the table's version number and effective date.

1. Perform directions in section 6.1. The scale lists the available areas to setup.
2. Choose the "RATE TABLES" soft key.
3. Choose the rate table for which you wish to view information.

6.4 Service

This menu is reserved for Francotyp-Postalia technical personnel and requires a password to gain entry.

Section 7. Rate Changes

When the U.S.P.S. changes their rates, you can use the Rates-by-Modem feature or the rate card in your scale will need to be replaced. A new rate card can be obtained from your local FP dealer. To install, proceed as follows:

1. Turn the scale's AC power switch to the "OFF" position.
2. Remove the weighing platter from the scale.
3. Remove the rate card cover from the scale.
4. Install the rate card in the scale with the component side of the module facing the rear of the scale.

Section 8. Troubleshooting

Problem

Display is blank

Weighing tray is empty,
but displayed weight is not zero.

Postage values are not
transferred from scale
to the postage meter.

Possible causes and solutions

No power:

- Check to make sure FlexiScale is plugged in and the switch is in the “ON” position.

Scale did not automatically reset:

- Press the “ZERO” key to reset displayed weight.

Meter without power:

- Check to see if meter is plugged in and the switch is in the “ON” position.

Data transfer interrupted:

- Check if interface cables are tightly connected to both units.

“Scale interface” key is not activated on meter

- Check if the scale symbol appears in the meter display. If not, press the “scale interface” key.

Chosen rates are not U.S.P.S.:

- U.P.S. and FedEx rates cannot be transferred to the meter.

ERROR MESSAGES

If the scale encounters an error condition caused either by the operator or the meter, the scale will beep and display a message to alert the operator. A description of each error follows:

<i>Message</i>	<i>Error Condition</i>
Invalid ZIP Code	Indicates that an invalid ZIP code was entered.
Invalid Ctry Code	Indicates that an invalid country code was entered.
Over Weight	Indicates that the weighing capacity of the scale has been exceeded.
Ov Limit	Indicates that the weight for the class of service selected is too heavy.
Under	Indicates that the weight for the class of service selected is too light.
Invalid	Indicates that the selected function, service or rate is invalid.
Not Avl	Indicates that the selected special service is not available with the selected class of mail.
Cty Err	Indicates that the selected country code is not valid.
RRC is not supported	Indicates that the meter currently connected to the scale does not support a remote rate change.
MODEM is not available	Indicates that the meter's MODEM is not functioning for some reason.

Any other error codes encountered during the remote rate change process should be noted and communicated to remote service center personnel.

Section 9. Cleaning the FlexiScale

If you choose to clean your scale, never allow liquid to get inside the housing. Clean only the outside of the scale using a damp cloth. A small amount of rubbing alcohol may be used.

Section 10. Technical Specifications

Capacity: Flexi 5: 5 lb x 0.1oz
Flexi 10: 10 lb x 0.1oz
Flexi 15: 15 lb x 0.1oz
Flexi 30: 0-4 lb x 0.1 oz, 4-30 lb x 0.5oz

Display: 128 x 48 dpi, graphic LCD

Keypad: 24-key silicone rubber type

Legal-for-Trade Operating Temperature Range:

41°F to 95 °F
(5 °C to 35 °C)

Non-Legal-for-Trade Operating Temperature Range:

32°F to 104 °F
(0 °C to 40 °C)

Power Source: AC Adapter, 9VDC, 500 m A, included

Serial Port: Full Duplex RS-232,
Male DSUB9

Weight: Net Weight:7.9 lb (3.6 kg)
Shipping Weight:11.5 lb (5.36 kg)

Dimensions: 224mm x 288mm x 96mm (Width x Depth x Height)

FCC Warning: This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause interference to radio communication. It has been tested and found to comply with the limits for Class “A” computing devices pursuant to Subpart J of part 15 of FCC rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment.

Section 11. Service

Every FlexiScale is checked thoroughly before leaving the factory. Should any faults occur in spite of our extensive quality control, please contact your local servicing dealer listed below, or call (800) 341-6052 for a dealer near you.

FP Authorized Dealer

FP Mailing Solutions
(Francotyp-Postalia, Inc.)
140 N. Mitchell Ct., Suite 200
800.341.6052
www.fp-usa.com

Appendix A Rates, Special Services and Functions

UNITED STATES POSTAL SERVICE (USPS)

- 1st Class Letters, Flats and Parcels/Priority Mail
- 1st Class Presorted Letters and Flats
- 1st Class Automation Letters and Flats (All)
- Parcel Post
- Media Mail (Book)
- Express Mail (PO-Adr)
- International
 First Class International, Priority Mail International
- Library
- Bound Printed Matter Nonpresorted Flats and Parcels

UNITED PARCEL SERVICE (UPS)

- Next Day Air Letter/ Package
- 2nd Day Air Letter/Package
- Ground Commercial/Residential

FEDERAL EXPRESS (FEDEX)

- Priority Overnight Letter/Package
- Standard Overnight Letter/Package
- Economy 2 Day

SPECIAL SERVICES

- Registered with Insurance
- Insurance
- Return Receipt
- Collect on Delivery (COD)
- Certified

FUNCTIONS

- Print Label
- Postal Code Origin
- Auto Set
- Special Services
- Zero
- Endorsements
- Carrier Selection
- Multiple Labels
- Meter Interface
- Set Meter
- Remote Rate Change
- Piece Count

Appendix B International Country Codes

100 Afghanistan	172 Gabon	243 Nicaragua
101 Albania	173 Gambia	244 Niger
102 Algeria	174 Georgia, Republic of	245 Nigeria
103 Andorra	175 Germany	246 Norway
104 Angola	176 Ghana	247 Oman
105 Antigua	177 Gibraltar	248 Pakistan
106 Antigua & Barbuda	178 Great Britain & No. Ireland	249 Panama
107 Argentina	179 Greece	250 Papua New Guinea
108 Armenia	180 Greenland	251 Paraguay
109 Aruba	181 Grenada	252 Peru
110 Ascension	182 Guadeloupe	253 Philippines
111 Australia	183 Guatemala	254 Pitcairn Islands
112 Austria	184 Guinea	255 Poland
113 Azerbaijan	185 Guinea-Bissau	256 Portugal
115 Bahamas	186 Guyana	257 Qatar
116 Bahrain	187 Haiti	258 Reunion
117 Bangladesh	188 Honduras	259 Romania
118 Barbados	189 Hong Kong	260 Russia
119 Belarus	190 Hungary	261 Rwanda
120 Belgium	191 Iceland	262 St. Christopher & Nevis
121 Belize	192 India	263 Saint Helena
122 Benin	193 Indonesia	264 Saint Lucia
123 Bermuda	194 Iran	265 Saint Pierre & Miquelon
124 Bhutan	195 Iraq	266 St. Vincent & The Grenadines
125 Bolivia	196 Ireland	267 San Marino
126 Bosnia-Herzegovina	197 Israel	268 Sao Tome & Principe
127 Botswana	198 Italy	269 Saudi Arabia
128 Brazil	199 Jamaica	270 Senegal
129 British Virgin Islands	200 Japan	271 Serbia-Montenegro
130 Brunei-Darussala	201 Jordan	272 Seychelles
131 Bulgaria	202 Kazakhstan	273 Sierra Leone
132 Burkina Faso	203 Kenya	274 Singapore
133 Burma(Myanmar)	204 Kiribati	275 Slovak Republic (Slovakia)
134 Burundi	205 Korea, Dem People's Rep.	276 Slovenia
135 Cambodia	206 Korea, Republic of	277 Solomon Islands
136 Cameroon	207 Kuwait	278 Somalia
137 Canada	208 Kyrgyzstan	279 South Africa
138 Cape verde	209 Laos	280 Spain
139 Cayman Islands	210 Latvia	281 Sri Lanka
140 Central African Republic	211 Lebanon	282 Sudan
141 Chad	212 Lesotho	283 Suriname
142 Chile	213 Liberia	284 Swaziland
143 China	214 Libya	285 Sweden
144 Colombia	215 Liechtenstein	286 Switzerland
145 Comoros	216 Lithuania	287 Syrian Arab Rep
146 Congo Rep of	217 Luxembourg	288 Taiwan
313 Congo Dem Rep of	218 Macao	289 Tajikistan
148 Costa Rica	219 Macedonia	290 Tanzania
149 Cote d'Ivoire	220 Madagascar	291 Thailand
150 Croatia	222 Malawi	292 Togo
151 Cuba	223 Malaysia	293 Tonga
152 Cyprus	224 Maldives	294 Trinidad & Tobago
153 Czech Republic	225 Mali	295 Tristan da Cunha
154 Denmark	226 Malta	296 Tunisia
155 Djibouti	315 Marshall Islands, Rep of	297 Turkey
156 Dominica	227 Martinique	298 Turkmenistan
157 Dominican Republic	228 Mauritania	299 Turks & Caicos Islands
158 Ecuador	229 Mauritius	300 Tuvalu
159 Egypt	230 Mexico	301 Uganda
160 El Salvador	317 Micronesia, Fed States of	302 Ukraine
161 Equatorial Guinea	231 Moldova	303 United Arab Emirates
162 Eritrea	232 Mongolia	304 Uruguay
163 Estonia	233 Montserrat	305 Uzbekistan
164 Ethiopia	234 Morocco	306 Vanuatu
165 Falkland Islands	235 Mozambique	307 Vatican City
166 Faroe Islands	236 Namibia	308 Venezuela
167 Fiji	237 Nauru	309 Vietnam
168 Finland	238 Nepal	310 Wallis & Futuna Islands
169 France	239 Netherlands	311 Western Samoa
170 French Guiana	240 Netherlands Antilles	312 Yemen
171 French Polynesia	241 New Caladonia	314 Zambia
	242 New Zealand	315 Zimbabwe



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