ABCON®

Scales & Balances

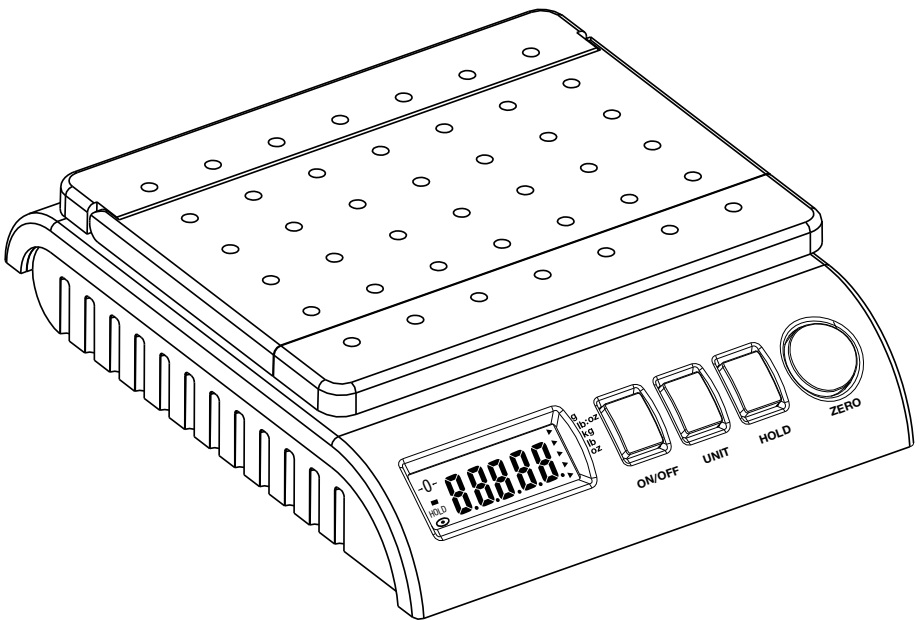# P⊗STSHIP®

The ultimate multi-purpose digital scale
Ideal for letters, parcels and large boxes

INSTRUCTION MANUAL

CONTENTS

Please retain these instructions for future use.

All safety messages are identified by the words **"WARNING"** and **"CAUTION"**. These words mean the following:

⚠ WARNING	**Important information to alert you to a situation that might cause serious injury and damage to your property if instructions are not followed.**
⚠ CAUTION	Important information that tells how to prevent damage to the equipment.

When using the scale, the following safety precautions should always be followed:

⚠ WARNING

- Use only the correct AC adaptor with the scale. Other adaptors may cause permanent electrical damage.
- **DO NOT** use AC adapter at the same time as batteries, use only one power source.

⚠ CAUTION

- This is not a toy, children should be supervised at all times if using this product.
- Always use on a stable level surface.
- Avoid placing the scale in direct sunlight, this may cause discoloration or malfunction.
- 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 this scale.
- Avoid overloading the scale, as this may cause permanent damage and void your warranty – **DO NOT** EVER exceed the maximum capacity of the scale.
- Keep the scale away from water – this scale is not water resistant. Shock, injury and electrical damage can occur if used in a wet location!
- **DO NOT** operate a mobile or cordless phone or any other electronic device with strong magnetic field (i.e. computer, radio, TV) within 3m of this device.

SAFETY PRECAUTIONS

⚠ **BATTERY INSTALLATION AND REPLACEMENT**

- Always take care to fit your batteries correctly, observing the plus and minus markings.
- Always replace a whole set of batteries at one time. **DO NOT** mix old and new batteries.
- Only use the same or equivalent recommended type of batteries, **DO NOT** mix type.
- Always store unused batteries in their packaging and away from metal objects that may cause a short circuit.
- Remove dead batteries from the product and remove batteries if you will not be using the product for an extended period.
- Always make sure battery compartments are secure.
- **NEVER** dispose of batteries in fire - Risk of batteries exploding.
- **NEVER** attempt to recharge normal batteries.
- Rechargeable batteries should be removed from the appliance before being charged.

RIGHT SIDE

A AC adaptor Socket
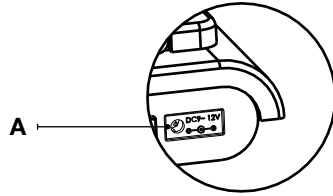
FRONT

B ON/OFF KEY
Turns the scale power on/off

C UNIT KEY
Changes weighing units, e.g. **kg** or **lb.**

D HOLD KEY
The item's weight reading will
remain on the display

E ZERO KEY
(for TARE 100% to full capacity)
Sets display to zero or subtracts
weight of a container
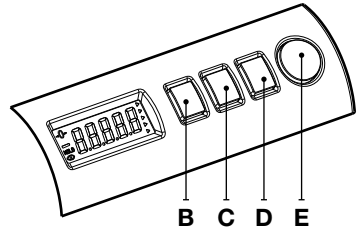
DISPLAY

F ZERO Indicator

G Weighing Unit

H Negative Value Indicator

I Hold Indicator

J Stable Indicator
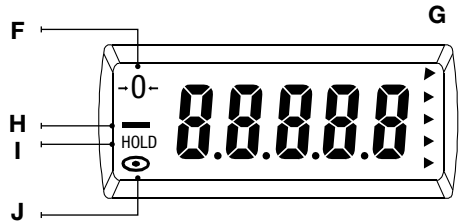
TOP

K Platform:
Slots into top of scale base when
setting up scale for first use

L Base of scale
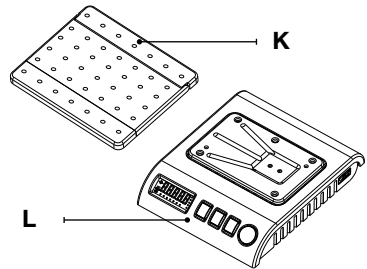
BOTTOM

M Battery compartment cover

N Use 6 x AA 1.5V batteries

FUNCTIONS

HOLD FUNCTION

Once the **HOLD** button is pressed, the indicator will remain on the display for 120 seconds after the item has been removed from the scale so the weight can easily be read.

1. Place the item on the scale platform.

2. Wait for the stable indicator to be displayed.

3. Press the **[HOLD]** button. The **HOLD** hold indication will turn-on.
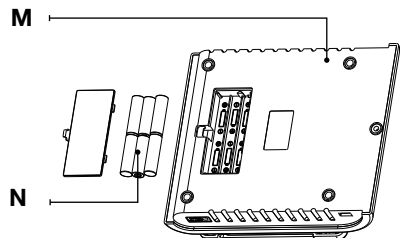
4. Remove the item from the scale platform. The item's weight will remain on the display for 120 seconds. Convert this to other measuring units (example: **lb** to **kg**) by pressing the **[UNIT]** button.

5. To quit **HOLD** function, press the **[HOLD]** button again.

MEASURING UNIT CHANGE / CONVERSION

BEFORE PLACING ITEM ON PLATFORM:

The measuring unit (i.e. **g** or **oz**) can be chosen before placing item onto weighing platform by pressing **[UNIT]** button.

WHILST ITEM IS ON PLATFORM (CONVERSION):

If you did not choose the desired measuring unit before placing item onto platform, it is still not too late to change (covert) it. Simply press the **[UNIT]** button with the item still on the platform (or when in Hold mode) and the unit reading will be converted to your new chosen unit [i.e. **lb:oz** to **kg**].

PROGRAMMABLE FUNCTION SETTINGS (Auto Off / Auto Backlight / Auto Hold)

ENTERING CHANGE FUNCTION MODE:

In order to change the current function settings, it is required to enter the Change Function mode by first ensuring the scale is switched **OFF**. Then press and hold the **[ZERO]** button whilst pressing the [**ON/OFF**] button. Now the display will show:

<div align="center">

A_ON or **A_OFF**

</div>

1. AUTO SHUT OFF MODE:

    Press the **ZERO** button, the display will show **A_ON** or **A_OFF**. **A_ON** means the auto shut off function is active. Press **[ZERO]** again, the display will show **A_OFF**, this means the auto shut off function is inactive.

2. AUTO BACKLIGHT MODE:
    Press **[UNIT]** button until the display shows **L_ON** or **L_OFF**, press **[ZERO]**, selection to display **L_ON**, this means backlight function active, press **[ZERO]** again, the display will show **L_OFF**, this means backlight function inactive.

3. SELECTION OF AUTO HOLD MODE:
    Press **[UNIT]** button until the display shows **H_ON** or **H_OFF**, press **[ZERO]**, selection to display **H_ON**, this means **AUTO-HOLD** function active, press **[ZERO]** again, the display will show **H_OFF**, this means **AUTO-HOLD** function inactive.

4. RETURN TO WEIGHING MODE:
    Press **[ON/OFF]** to turn the power off, press **[ON/OFF]** again to turn on the power and the scale will return to weighing mode.

WEIGHING

Whenever possible, please allow the scale to warm up for several seconds after first turning the power on so that the scale will function properly and accurately.

ERROR MESSAGES:

EEEE or **Err-O**   = Overload

, **Lob** or **LoBatt**   = Low Battery

WEIGHING PROCEDURES

1. Press **[ON/OFF]** to turn on the scale. The display will count down from **"999999"** to **"111111"** and then **"0"** appear on the display.

2. Select the weighing unit by pressing **[UNIT]** button.

3. The selected weighing unit will be displayed on the cursor next to the weight value.

4. Start weighing. Make sure the display is **"0"**, if not press the **[ZERO]** button to zero the scale.

5. If you are using a container or tray, place the empty container on the scale, wait for the stability indicator to be displayed, press **[ZERO]**, the display will read **"0"** with the tray or container on top.

USING ANY WEIGHT CALIBRATION® SYSTEM

During manufacture the scale is already accurately calibrated. However when the scale is first set up for use it may be desired to calibrate it, or after time and use when mechanical deviations can occur making the scale less accurate. If the scale has been moved to a different altitude or gravitation the scale can lose accuracy as the weight of a mass in one location could be different to that in another location. It is also recommended to calibrate in these circumstances.

What is the The Any Weight Calibration® System?

Normally when a user wishes to calibrate their scale, the manufacturer either requests the unit be sent to its head office service agent or ask that you purchase special accurate and expensive weights.

The Any Weight Calibration® System allows you to calibrate without needing to use any special weights. Instead you can use any object for which you know the weight for easy and quick calibration. This could be, for example, items weighed at the deli or meat counter in the supermarket, bags of pre-packed sugar, flour or even packs of cola cans or coins that you have had pre-weighed on Legal for Trade scales in the supermarket or market. The weight can be in **kg**, **g**, **lb** or **oz** and do not have to be whole units, i.e. could be 3.1kg, 5050g, 12.056lb or 7.8oz.

HOW TO CALIBRATE

It is recommended, but not essential, to use a total weight that is at least 50% of the total capacity. So, for example, if your scale has a capacity of 16kg, then the ideal weight to use would be 8-13kg. You could combine the known weight of several items. Never exceed the total capacity of the scale. Lower calibration weights are OK (i.e. 5kg) if the scale is normally only used with items that weigh less than 50% scale capacity.

1. Turn on the power by pressing **[ON/OFF]** and leave switched on for at least 1 minute before proceeding to step 2 below.

2. Turn off power by pressing **[ON/OFF]**
   - Press **[UNIT]** and **[ON/OFF]** at the same time, now the display will show **"CALu="**
   - Press **[UNIT]** to select the type of calibration unit to be used, i.e. **kg**, **g**, **lb** or **oz**.
   - Press **[ZERO]** to enter the Weight Selection Mode. In this mode you are now able to enter the exact weight of the item you are using to calibrate the scale.

    Press **[HOLD]** = increases the value of the flashing number
    Press **[UNIT]** = moves to next number on the right

CALIBRATION

3   Press **[ZERO]**, the display will now say **"CAL"** and then a 5 digit number which is a special internal reference number. The last number(s) on the right will change up or down slowly. When these numbers are hardly changing and/or the stable indicator is showing press **[UNIT]**. The display will now flash **"- - - - -"** for a second and then flash with the weight you entered.

- Place the item(s) to be used for calibration on the platform, wait for a moment and then press [**UNIT**]. Another 5 digit number will appear on the display which you DO NOT need to worry about.
- Press **[ON/OFF]** to turn scale off to complete and save the calibration.

If a mistake has been made, pressing **[ON/OFF]** before the end of step 3, will turn the scale off and calibration will not have taken place.

To test the calibration was successful, turn on the scale by pressing **[ON/OFF]**, once the scale has finished self testing and the display shows **0**, put item(s) used for calibration on the platform and check the scale is weighing correctly. If not, repeat steps 2 & 3 again.

- Large platform

- Dual range accuracy
  For precise weighing of letters and heavy boxes

- Auto hold *(Programmable on/off)*
  Ideal for weighing large boxes which may hide display

- Auto power-off *(Programmable on/off)*
  To save energy consumption when not in use

- Illuminated / backlit LCD display *(Programmable on/off)*
  Easier reading in darker environments

- Extra large easy press buttons

- Built-in letter, envelope and tube holder

- Displays and converts weight in **lb**, **lb:oz**, **oz**, **g** or **kg**

- Full range tare / Zero function

- Any Weight Calibration® System*

- Runs on batteries (6 x 1.5V AA not included) or AC adapter (optional)

*Worldwide Patents Pending

SPECIFICATIONS

DESCRIPTION	WEIGHT RANGE	ACCURACY/ DIVISION
POSTSHIP® 16kg/35lb	0-1kg / 0-2lb 1-16kg / 2-35lb	2g / 0.1oz 5g / 0.2oz
POSTSHIP® 25kg/55lb	0-1kg / 0-2lb 1-25kg / 2-55lb	2g / 0.1oz 10g / 0.5oz
POSTSHIP® 34kg/75lb	0-1kg / 0-2lb 1-34kg / 2-75lb	5g / 0.2oz 10g / 0.5oz
POSTSHIP® 40kg/88lb	0-5kg / 0-11lb 5-40kg / 11-88lb	5g / 0.2oz 10g / 0.5oz
POSTSHIP® 45kg/99lb	0-5kg / 0-11lb 5-45kg / 11-99lb	5g / 0.2oz 10g / 0.5oz
Platform Size	22cm (w) x 18cm (d)	
Net / Gross Weight	1260g / 1625g	
Package	Standard carton: 33 x 26 x 12.7cm	
Operating Temperature	0-40ºC (32-104ºF) : Optimum: 19-30ºC (66-86ºF)	
Power Source	6 × AA 1.5V batteries (not included)	
	AC Adapter 9V / 100mA DC output (optional)	

* Due to continual product improvement, specification and/or appearance may change.

SPECIAL WARNING

Mobile phones, cordless phones, and any radio-frequency device can cause temporary interference and cause the scale to temporarily not work properly.

Please **DO NOT** use any electronic device near the SCALE. Just like in an airplane, **DO NOT** use your mobile phone near the scale when it is in use.

While there is **NO** risk of permanent damage to the scale, interference can cause an incorrect calibration or incorrect weight readings.

TROUBLESHOOTING AND HELPFUL TIPS

The POSTSHIP® has been designed to be highly robust and give years of reliable and accurate use. **NEVER** overloaded, drop or shock the scale as inside all digital scales are delicate load cells which measure the weight of an item. They are easily and can sometimes be permanently damaged so it's important that if scales are to be shipped or moved anywhere they are packed very well and handled carefully.

The most common reasons for malfunctioning scales and inaccuracy are faulty AC adapters, low batteries or bad battery connections. If a problem is found whilst using an AC adapter, it is recommended to test using batteries. It is also recommended to change batteries on a regular basis.

NEVER use an AC adapter at the same time as having batteries installed.

Digital scales always perform slowly and to some extent inaccurately when cold (under 15°C/59°F) or if they are too hot (over 30°C/86°F), so it's recommended to operate at normal room temperatures of 19-30°C (66-86°F). The operating temperature range of this model is 0-40°C (32-104°F).

1. If the scale does not seem to be accurate, or display shows **Err-C**, recalibrate as described on Pg 9.

2. MEASURED WEIGHT DOES NOT STAY STILL AND CONSTANTLY CHANGES **UP** OR **DOWN**:
   This is usually caused by a faulty AC adapter. Please test unit using a good quality set of batteries to see if this makes a difference. If it does make a difference a new AC adapter can be sent under warranty by contacting your supplier.

3. THE BACKLIGHT OF THE DISPLAY CONSTANTLY FLASHES **ON** AND **OFF**:
   This is usually caused by a faulty AC adapter. Please test unit using a good quality set of batteries to see if this makes a difference. If it does make a difference a new AC adapter can be sent under warranty by contacting your supplier.

4. THE DISPLAY IS PERMANENTLY SHOWING ON **EEEEE**
   This indicates the scale was dropped, shocked or somehow damaged and the delicate load cells have been damaged. Try recalibrating as described on Pg 9. If this does not resolve the problem contact your supplier.

5. THE DISPLAY SHOWS **Err-0**:
   The scale has been overloaded. Ensure that you have not placed a total or combined weight (including when using **ZERO** or **TARE)** in excess of the scales maximum capacity.

6. THE DISPLAY SHOWS **UNST** OR FLASHES **Err-S**:
   This indicates that the scale is not on a level stable surface. Reposition the scale and ensure that there is nothing jamming or stuck between the scale body and platform. If this does not resolve the problem contact your supplier as the load cells maybe fatally damaged.

TROUBLESHOOTING AND HELPFUL TIPS

7. THE DISPLAY BACKLIGHT COMES ON BUT CONSTANTLY BLANK, HOWEVER SCALE BLEEPS WHEN PRESSING BUTTONS:
This could be caused by a faulty AC adapter or graphics IC chip failure. Please test unit using a good quality set of batteries to see if that makes a difference. If it does make a difference a new AC adapter can be sent under warranty by contacting your supplier

8. WHEN CHANGING WEIGHING UNIT, SCALE IS SKIPPING DESIRED UNIT (i.e. skipping g):
This indicates that either the memory IC chip has lost the program or there may be a fault with the AC adapter. Please test unit using a good quality set of batteries to see if that makes a difference. If it does make a difference a new AC adapter can be sent under warranty by contacting your supplier.

CLEANING

Use a slightly damp clean cloth. Cloth must not be dripping wet.

ABCON®

Scales & Balances

POSTSHIP® and Any Weight Calibration® are
registered trademarks of ABCON.
Worldwide Patents Pending.

Not to be disposed
of with other
household waste

RoHS
2002/95/EC