

Model VP-70

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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.

**General Guidelines**

- Ensure that the scale is placed securely on a flat, firm and level surface.
- Avoid installing the scale in areas of direct sunlight and high humidity. Also avoid drafts, vibrations and dusty conditions.
- 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.

**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.

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Warranty Page

## 1.0 INTRODUCTION

The Triner Model VP-70 Digital Postal Computing Scale is designed for USPS retail and mailroom shipping applications. It is equipped with many helpful features that guide the operator through the day-to-day mailing activities. It provides speedy, user-friendly operation, and is fully updateable to future postal rates and zone changes. The scale has a maximum weighing capacity of 70 pounds and is factory calibrated.

Prior to using the scale, please read this user's guide carefully and completely. Store the manual in a safe and convenient place so it will be available if you have questions concerning the operation of the scale.

### 1.1. UNPACKING AND VERIFYING CONTENTS

The VP-70 is a sophisticated electronic instrument, designed specifically to meet USPS requirements for accuracy in operation. When unpacking, be sure to guard against dropping the scale.

Carefully unpack and inspect the carton contents:

- VP-70 Scale
- Weighing Platform
- AC adapter
- USB Computer Cable
- Operation Manual
- Warranty Registration Card
- Meter Interface Cable (If purchased separately)



#### **PREPARING THE SCALE FOR OPERATION**

After verifying and inspecting the carton contents, the simple steps described in Section 2, "Getting Started" must be followed in order to assure proper operation of the scale.

Not following the specified steps can result in  
**INNACURATE WEIGHING AND RATING.**

## 2.0 GETTING STARTED

After unpacking the scale, a small amount of preparation is required before the scale can be used for mailing or shipping. Please refer to Figure 2-1 below as needed.

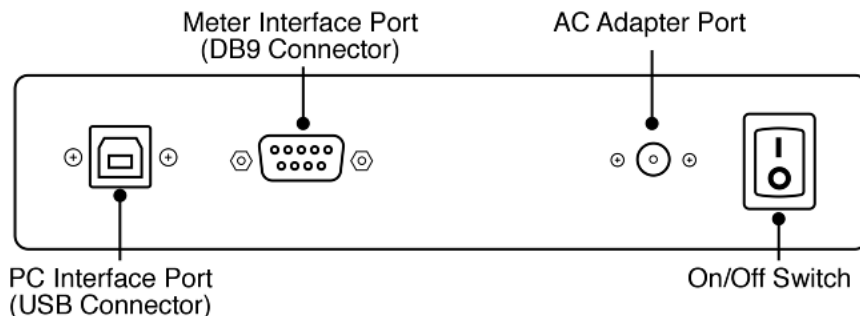


Figure 2-1: VP-70 Rear Panel

**Step 1. Lift the stainless steel platform off the scale and discard the shipping cardboard. Place the platform back onto the scale.**

**Step 2. Position the scale in its area of intended use. Observe the following guidelines for suitable location.**

1. Choose a firm and stable table, counter, or other surface.
2. Do not share an AC outlet with electrical noise producing equipment, such as refrigeration units. This includes products with electrical motors and/or relays.
3. Do not place the scale in an area with changing ambient temperature and/or high humidity.
4. Do not place the scale in an area prone to exposure to direct sunlight, wind, or dust.
5. Do not place the scale in an area with vibrating equipment.

**Step 3. Install the AC Adapter.**

1. After placing the scale in its area of use, locate the Model A41408 AC Adapter.
2. Connect the female end of the AC Adapter to the connector on the rear of scale, and then plug the adapter into an AC outlet.

**Step 4. Adjust the leveling feet so that the scale is level and not “rocking” corner to corner.**

**Step 5. Turn the scale ON to begin the initialization.**

**Step 6. Initialization - The first time the scale is turned on you will be required to enter your origination ZIP Code.**

1. When the AC power switch is placed “ON” position, the scale prompts for your “Origin ZIP Code”.
2. Enter the first three digits of the ZIP Code from which all items will be mailed. There is no need to press the ENTER key.

### 3.0 BASICS OF OPERATION

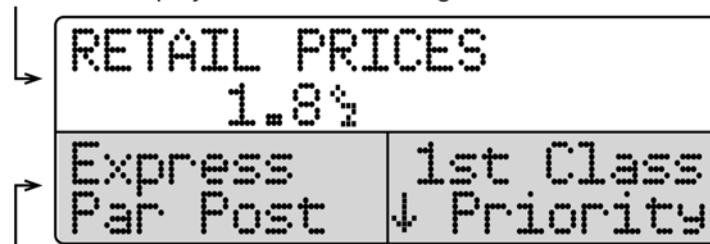
#### 3.1 DISPLAY

The LCD display is divided into two main sections. The upper half is the status screen, and the lower half is the selection screen.

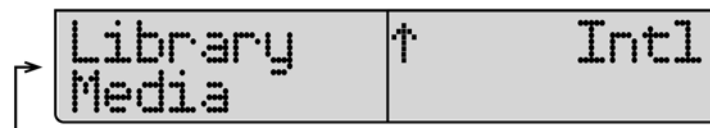
When the scale is at “Home”, the status screen displays the rate table (Retail or Commercial) and the weight on the scale. The selections screen displays the available primary services. There are two screens for available primary services. See Figure 3-1 below.

##### WHEN THE SCALE IS AT “HOME”

Status screen displays rate table and weight on scale



Selection screen displays available primary services (one of two screens)  
Press the “Screen Down” key to view the second screen.



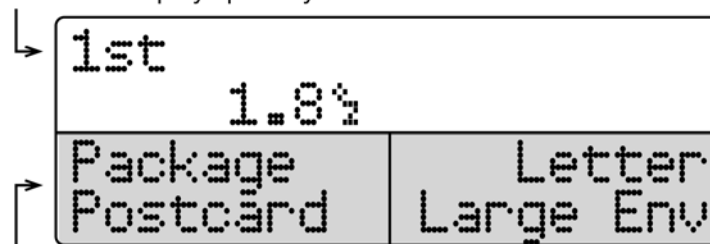
Second screen for available primary services

Figure 3-1: Home Screen

After a primary service has been selected, the status screen then displays the primary service along with the weight. The selection screen displays the available classes of the primary service. See Fig 3-2 below.

##### AFTER A PRIMARY SERVICE IS SELECTED

Status screen displays primary service



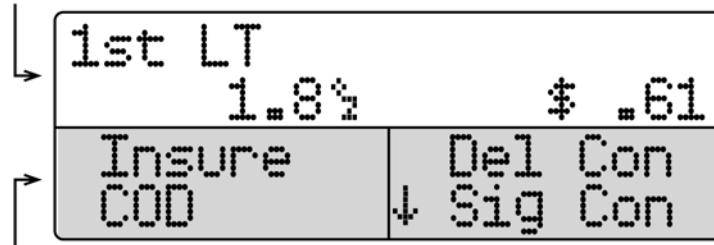
Selection screen displays the available classes of the primary service

Figure 3-2

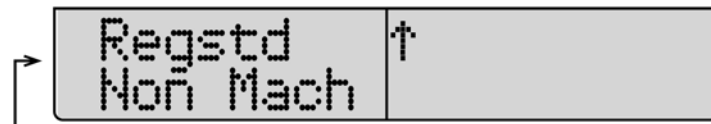
After the class of mail has been selected, the status screen displays the class of mail, the weight and the price. The selection screen displays the available special services. See Figure 3-3 for details.

**AFTER A CLASS OF MAIL IS SELECTED**

Status screen displays class and price



Selection screen displays the available special services (one of two screens)  
Press the "Screen Down" key to view the second screen.



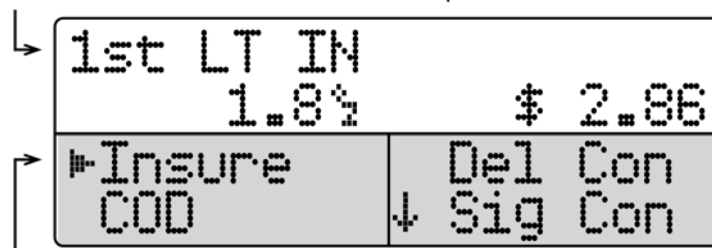
Second screen for available special services

Figure 3-3

After a special service has been added, a triangle arrow displays next to it, and its abbreviation displays in the status screen. See Figure 3-4 below.

**AFTER A SPECIAL SERVICE IS ADDED**

Status screen includes abbreviations for special services added



Selection screen displays a triangle arrow next to special service added

Figure 3-4

Figure 3-5 below identifies the soft keys and the elements of the display.

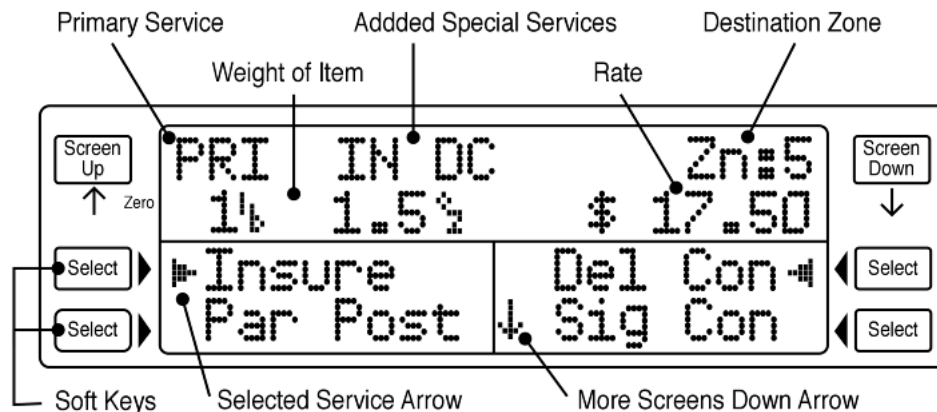


Figure 3-5

### 3.2 KEYBOARD

The keyboard is composed of soft keys, operator keys, numeric keys and shortcut keys. For more information on shortcut keys see section 5.1.

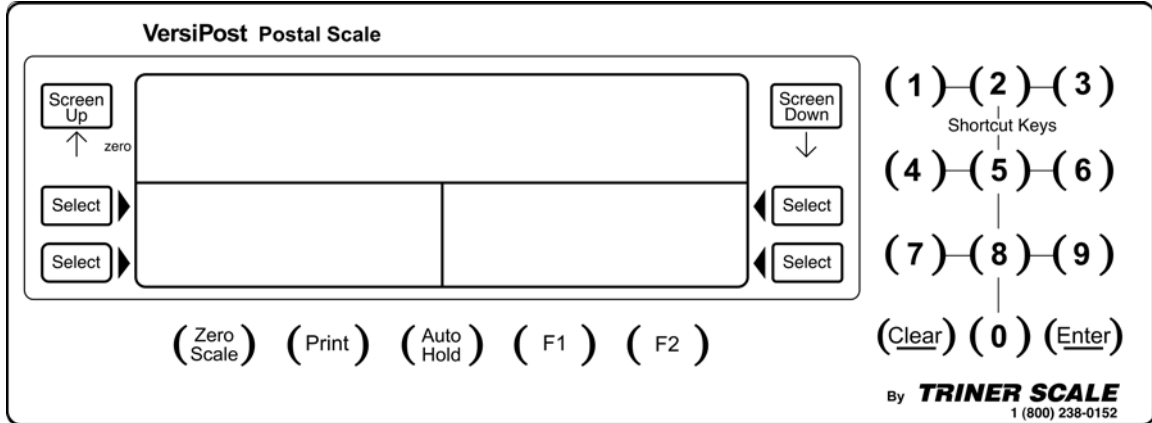


FIGURE 3-6: VP-70 Front Panel and Keyboard

#### 3.2.1 SOFT KEYS

The LCD and the six bright green keys located next to the LCD make up the Soft Keys. The soft keys are used to navigate through the menus and make selections.

- Use the SCREEN DOWN key to scroll the selection page down. If more screens are available a down arrow (↓) will appear in the lower middle of the screen.
- Use the SCREEN UP key to scroll the selection page up. If more screens are available an up arrow (↑) will appear in the lower middle of the screen.
- Use the SELECT keys to make your selection.

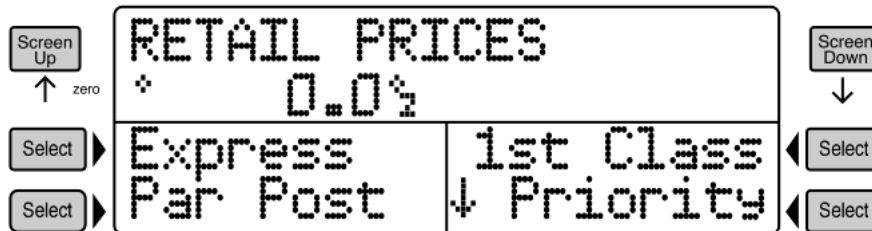


FIGURE 3-7: Soft Keys Layout

#### 3.2.2 OPERATOR KEYS

The operator keys access certain scale functions. Pressing an operator key will activate the chosen function or access additional functions.



FIGURE 3-8: Operator Keys Layout

**Zero Scale** - This key is used to zero out the weight display.

**Print** - This key is used to send weight information out to the serial port. It is also used to print and dispense a postage label when connected to a compatible Postage Meter.

**Auto Hold** - This key is used to enable or disable the automatic weight hold mode.

**F1** – This key allows you to access the following functions:

- System Information
- Rate Table Information
- Price Categories (USPS Retail or Commercial). To change price categories see section 5.7.
- Scale Configuration Menu
- Scale Service Menu

**F2** - This key allows you to access the following functions:

- Manual Meter Value Entry (Used in conjunction with a postage meter)
- Adjust Price (rate) Entry
- Zip Code or Country Code Edit
- Manual Weight Entry
- Piece Counting Mode
- Remote Scale

### 3.2.3 NUMERIC AND SHORTCUT KEYS

The numeric keys are used to enter information into the scale when prompted. They are also used as programmable Shortcut keys to save keystrokes (see section 5.1 for more information on creating and using Shortcuts).

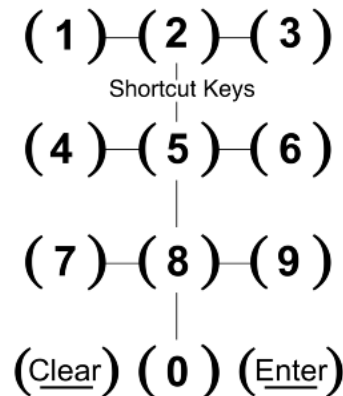


FIGURE 3-9: Numeric Keys Layout

The CLEAR key performs many useful and intuitive functions.

- Press and Hold the CLEAR key at any time to return to the Home Screen.
- Use the CLEAR key to return to the previous soft key screen level
- When entering data, use the CLEAR key to clear the current entry
- Use the CLEAR key to clear all special services selected at once

The ENTER key is used to accept and confirm a selection or entered data.

### 3.3 GENERAL SCALE OPERATION

#### 3.3.1 SYSTEMS PROMPTS

The VP-70 scale prompts for information in two ways.

1. **Numeric Entry** - This type of prompt appears as an “Enter Value” message. 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 CLEAR key to start over.
2. **ZIP Code/ Country Code Entry** - This type of prompt appears as a message with three dash marks. Use the numeric keys to enter the requested data. There is no need to press the ENTER key to complete the entry. If you make a mistake during the entry, press the CLEAR key to start over.

#### 3.3.2 MAILING OR SHIPPING AN ITEM

There are three basic steps to shipping a letter or package. Refer to the next section for detailed examples.

1. Weigh the item you wish to mail

Remove all items from the platter, press the ZERO SCALE key and then place the item on the weighing platter.

2. Select the desired mailing service by using the soft keys.

Use the soft keys to select a class of mail, making additional selections as necessary. If the method of shipment and/or the weight of the item require a ZIP Code or Country Code, the scale prompts for a three-digit code. Use the numeric keys to enter the destination Zip Code or Country Code.

3. If desired, use the soft keys to select a special service (i.e. Insurance, C.O.D., etc.).

When a value must be entered to determine the special service fee (e.g. COD, Registered, and Insurance), the scale prompts for a numeric entry. After the amount is entered, press the ENTER key to accept the input.

#### 3.3.3 ADVANCED COUNTRY CODE OPERATION

If you don't know the country code, there are two options:

1. **List All** – This selection lists all countries on the screen in alphabetical order.

Press the SCREEN UP or SCREEN DOWN key to page up or down thru the list. Press and Hold the SCREEN UP or SCREEN DOWN key to quickly scroll through the entire list. Press a soft key to select the desired country.

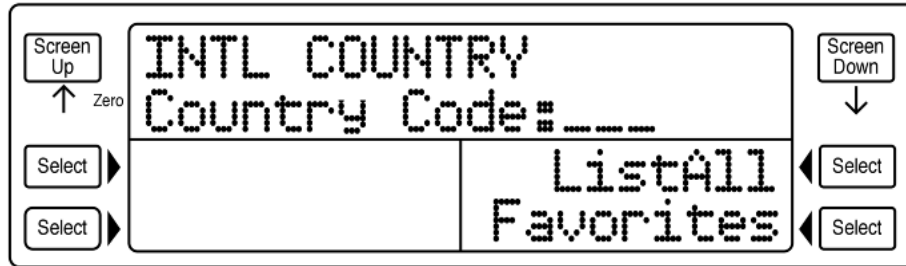


Figure 3-10: Country Code Entry

2. **Favorites** – This selection displays an alphabetical user created list of countries. The user may add up to 32 countries to this list. See section 5.2 for more information on programming the Favorite Country List.

Press the SCREEN UP or SCREEN DOWN key to page up or down through the list. Press and Hold the SCREEN UP or SCREEN DOWN key to quickly scroll through the entire list. Press a soft key to select the desired country.

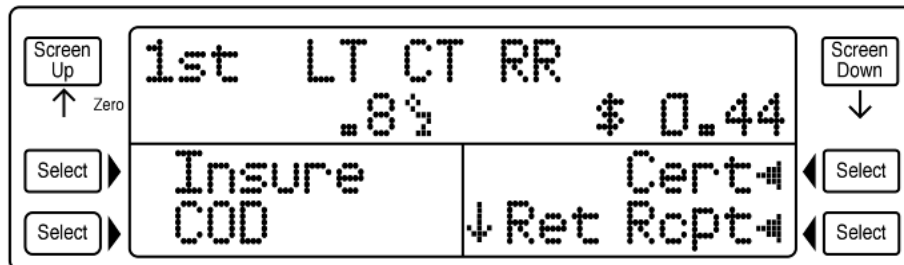
## 4.0 EXAMPLES OF OPERATION

Calculating postal rates with the VP-70 is fast and easy. Follow the examples below to become familiar with the process of weighing and rating an item.

**IMPORTANT** Always make sure the scale weight display reads zero before placing an item on the platform. If the scale does not read zero press the ZERO SCALE key.

### 4.1 Sending a First Class Mail Letter with Certified and Return Receipt

1. Place item on scale platform (3.5 oz or less).
2. Press the 1<sup>st</sup> CLASS soft key.
3. Press the LETTER soft key.
4. Press the CERT soft key. Certified is added and the selected arrow (◀) appears next to Cert.
5. Press the RET RCPT soft key. Return Receipt is added and the selected arrow (◀) appears next to Ret Rcpt.
6. The postage rate is displayed on the right middle side of the screen.



#### \*TIP

- To remove a single Special Service: Press the corresponding soft key.
- To remove all Special Services: Press the CLEAR key
- To return to the Home Screen: Press and Hold the CLEAR key until the scale double beeps or remove the item from scale.

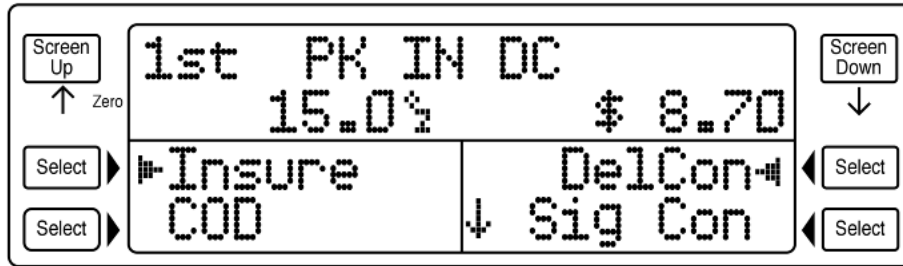
#### DETAILS

- If Return Receipt is selected before Certified the scale will display an **“Invalid Sequence”** error. This is because Return Receipt is not valid without Certified.
- Likewise, if Certified is deselected before Return Receipt an **“Invalid Sequence”** error will occur and both special services will be automatically deselected.

### 4.2 Sending a First Class Mail Package with Delivery Confirmation and Insurance

1. Place item on scale platform (13 oz or less).
2. Press the 1<sup>st</sup> CLASS soft key.
3. Press the PACKAGE soft key.
4. Press the DEL CON soft key. Delivery Confirmation is added and the selected arrow (◀) appears next to Del Con.
5. Press the INSURE soft key and the scale will prompt for the insurance value.

- Input the value of insurance desired and press the ENTER key. Insurance is added and the selected arrow (◀) appears next to Insure.

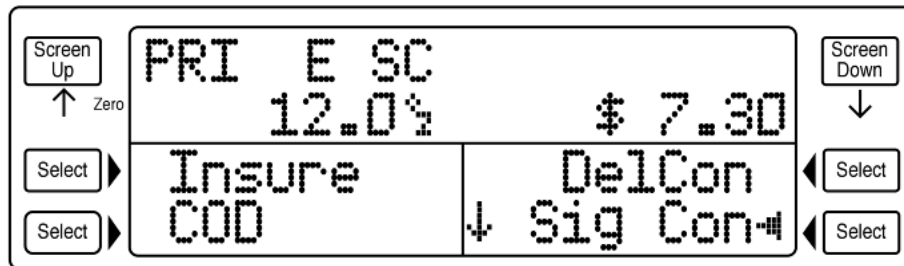


**NOTE**

- If a mistake is made when entering an Insurance value press the CLEAR key to erase the value.
- If a different Insurance value is desired, press the INSURE soft key to deselect Insurance. Press the INSURE soft key again to prompt for a new Insurance value.

**4.3 Sending a Priority Mail Flat Rate Envelope with Signature Confirmation**

- Place item on scale platform.
- Press the PRIORITY soft key.
- Press the SCREEN DOWN key.
- Press the FLT ENV soft key.
- Press the SIG CON. Signature Confirmation is added the selected arrow (◀) appears next to Sig Con.

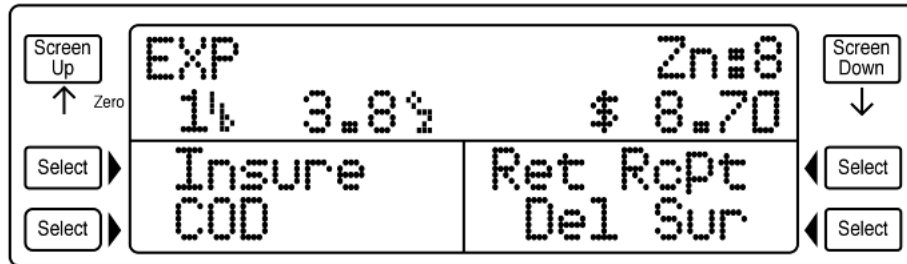


**4.4 Sending an Express Mail Parcel**

- Place item on scale platform.
- Press the EXPRESS soft key.
- Press the PARCEL soft key.
- Input the first three digits of the Destination Zip Code and the Express Mail rate is displayed.

**NOTE**

- If a mistake is made when entering a Zip Code press the CLEAR key to erase the entry.
- To change the Destination Zip Code or Country Code press the F2 key, then press the ZIP/CNTRY soft key.



#### 4.5 Sending a Large Priority Mail Package Using Auto-Hold and the DIM Function

**NOTE** The DIM function allows the user to enter dimensions of an item to determine its eligibility for:

- Dimensional Weight - Priority Mail
- Balloon - Priority Mail or Parcel Post
- Oversized - Parcel Post

**\*TIP** Use the handy Auto Hold feature whenever a large package covers the display screen.

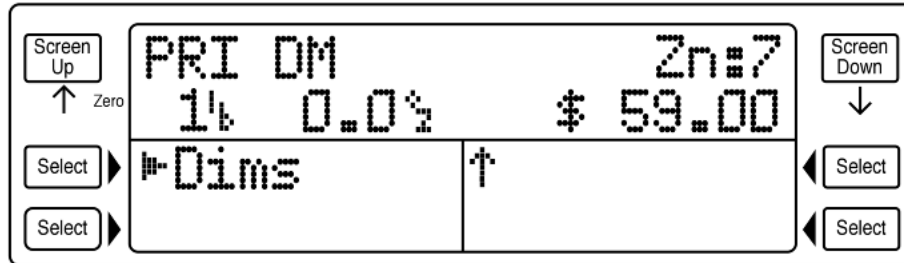
1. Press the AUTO HOLD key. The message “**Auto Hold Enabled**” will briefly display along with an “h” icon.
2. Place item on scale platform (20 lbs or less). After about 2 seconds the scale will “**Beep**”. This indicates the weight is frozen.
3. Remove item from scale.
4. Press the PRIORITY soft key.
5. Press the PARCEL soft key.
6. Input in the first three digits of the Destination Zip Code.
7. Press the SCREEN DOWN key two times and then press the DIMS soft key.
8. Input the Length of the item in inches then press ENTER. Do the same for the Width and Height. In this example lets use 20x 20 x 20.
9. The Destination Zone (Zn) is displayed in the upper right corner of the screen.
  - a. If the Zone is 1-4 go to step 12.
  - b. If the Zone is 5-8 go to step 10.
10. After entering the dimensions the scale will ask if the item is “**Square/Rectangular**”, if it is press the YES soft key. If the item is odd shaped press the NO soft key.
11. Priority Dimensional weight rate will be calculated and the selected arrow (◀) appears next to Dims.
12. Priority Balloon weight rate will be calculated and the selected arrow (◀) appears next to Dims.
13. Press the AUTO HOLD key to disable the hold and return the scale to zero.

**NOTE**

- To change the Dimensions entered, press the DIMS soft key to deselect Dimensions. Press the DIMS soft key again and the scale will prompt for the new dimensions.
- Dimensional weight only applies to packages mailing to destination zones 5-8. Items sent to destination zones 1-4 will be charged the Balloon rate.

**NOTE**

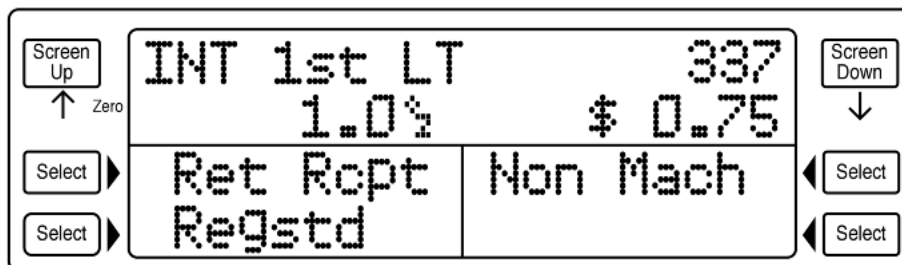
- When an item is too large to be mailed the message “*Item Too Large*” is displayed.
- When an item is too small the message “*No Surcharge*” is displayed.

**4.6 Sending a First Class International Letter**

1. Place item on scale platform (3.5 oz or less).
2. Press the SCREEN DOWN soft key.
3. Press the INTL soft key.
4. Press the 1<sup>ST</sup> CLASS soft key.
5. Press the LETTER soft key.
6. The scale will prompt for the three-digit country code. There are three ways to enter a country code:
  - a. Input the three-digit numeric country code using the table in Appendix D.
  - b. Use the LIST ALL function to view all countries in alphabetical order and select from the list.
  - c. Use the FAVORITES function to view the user created list of countries and select from the list.
7. In this example press the FAVORITES soft key then select the CANADA soft key.
8. The First Class Int'l to Canada rate is displayed.

**NOTE**

- For more information on programming the Favorites List see chapter 5.2.



## 5.0 ADVANCED FEATURES AND OPERATION

### 5.1 PROGRAMMABLE SHORTCUT KEYS



The scale contains 10 programmable shortcut keys, which are very powerful macros that can be used to save keystrokes and valuable time. The shortcuts are stored and retrieved by using the numeric keys 0-9.

All 10 shortcuts must be shared between the two USPS Price Categories (Retail and Commercial). Therefore, a shortcut key programmed for a Priority Retail Package will not apply for a Priority Commercial Package.

To use a shortcut, the user must first switch to the price category in which it was originally created.

Out of the box there are six (6) preprogrammed factory shortcuts for USPS Retail. These shortcuts can be changed, modified or deleted to suit your application.

Key Number	Shortcut Description
1	First Class Letter
2	First Class Large Envelope
3	First Class Parcel
4	Priority Parcel
5	Express Package
6	Parcel Post
7	<OPEN>
8	<OPEN>
9	<OPEN>
0	<OPEN>

Factory Default USPS Retail Shortcuts



The most important thing to remember about shortcuts is that they will save you time and are easy to program on the fly. To create a shortcut, simply place a letter on the scale, navigate to the service then press and Hold a number key. When the scale double-beeps and displays "**Shortcut Saved**", you are done.

You can then run a shortcut at anytime by pressing a single number key!

#### 5.1.1 How to Program Shortcuts

1. Place a letter on the scale platform.
2. Select the class of mail and (if desired) special services.
3. Press and Hold a numeric key (0-9) of your choice.
4. When you hear the double beep and the screen says "**Shortcut Saved**" you may release the numeric key

### Example #1: Create a shortcut for a First Class Mail International Letter

1. Place a letter on the scale platform.
2. Press the SCREEN DOWN key.
3. Press the INTL soft key.
4. Press the 1<sup>ST</sup> CLASS soft key.
5. Press the LETTER soft key.
6. Input country code 337 (Canada).  
**NOTE** When the shortcut is run the scale will prompt for a new country code.
7. Press and Hold the number "0" key until the screen says "**Shortcut Saved**" then release the key.

### Example #2: Create a shortcut for a First Class Letter with Certified and Return Receipt

1. Place a letter on the scale platform.
2. Press the 1<sup>ST</sup> CLASS soft key.
3. Press the LETTER soft key.
4. Press the CERT soft key.
5. Press the RET RCPT soft key.
8. Press and Hold the number "0" key until the screen says "**Shortcut Saved**" then release the key.

#### 5.1.2 How to Run a Shortcut

Generally a shortcut can be run at any time by pressing the number key assigned to that shortcut. The procedure is as follows:

1. Place item on scale platform.
2. Press the NUMBER (0-9) key of the shortcut to execute.
3. Shortcut runs then proceed with the weighing and rating session.

Below are some notes and tips for running shortcuts:

#### **NOTE**

- To use a shortcut, make sure to switch to the price category (Retail or Commercial) in which it was originally created.
- When a shortcut is run the scale will prompt for any additional information as needed (i.e. Zip Code, Country Code, Insurance Value, etc).

#### **\*TIP**

- With the factory default shortcuts on keys 1,2, and 3 you can quickly switch between 1<sup>ST</sup> Class Letters, Large Envelopes, and Packages.
- With the factory default shortcuts on keys 4,5,and 6 you can quickly rate shop between Priority, Express and Parcel Post.

### 5.1.3 How to delete a Shortcut

In most cases there is no need to delete a shortcut. If you wish to change a shortcut simply create a new one and the old one will be overwritten. However if you wish to totally remove a shortcut follow the steps below.

1. Press and Hold the CLEAR key until a double beep is heard to get to the Home Screen.
2. Press and Hold the numeric key corresponding to the shortcut you wish to erase until the screen says "**Shortcut Saved**".

## 5.2 COUNTRY FAVORITES LIST

The scale has a programmable Favorites List for destination countries used most often. Save time by using the Favorites List to select a country instead of listing all the countries.

### 5.2.1 How to add countries to the Favorites List

1. Place an item on the scale and select an International class of mail.
2. Press the LIST ALL soft key.
3. Press the SCREEN DOWN or SCREEN UP arrow keys to scroll to the page that lists the destination country to be added.
4. Press and Hold the soft key next to the country to be added until the scale displays "**Country Saved**".
5. To view the newly added country, press the CLEAR key then press the FAVORITES soft key.

### 5.2.2 How to delete countries from the Favorites List

1. Place an item on the scale and select an International class of mail.
2. Press the FAVORITES soft key.
3. Press the SCREEN DOWN or SCREEN UP arrow keys to scroll to the page that lists the country to be deleted.
4. Press and Hold the soft key next to the country to be deleted until the scale displays "**Country Deleted**".

## 5.3 AUTO HOLD

This handy function is used to help rate an oversized item which, when placed onto the scale, would block the display. This feature will not work for items weighing less than 5 oz.

### 5.3.1 How to use Auto Hold

1. Remove all items from the scale platform.
2. Press the AUTO HOLD key. The message "**Auto Hold Enabled**" will briefly display along with an "h" icon.
3. Place oversized item on scale platform. After about 2 seconds the scale will "**Beep**".
4. Remove item from scale and the weight will be frozen.
5. Continue the normal rating process.
6. There are two ways to disable Auto Hold:

- a. Press the AUTO HOLD key anytime.
- b. Press the CLEAR key while at the home screen.

## 5.4 PIECE COUNTING

See Chapter 7 for details on Bulk Mailing and Piece Counting.

## 5.5 MANUAL WEIGHT ENTRY

Manual Weight is used when the weight of an item is known. Simply enter the weight of the item into the scale and then perform any weighing and rating operations. This feature is very handy especially when the item to be weighed is not available.

### 5.5.1 How to use Manual Weight Entry

1. Remove all items from the scale and if necessary press the ZERO SCALE key.
2. Press the F2 key.
3. Press the MAN WT soft key
4. When the scale prompts “**Enter Pounds:**” key in the items weight in pounds and press ENTER. (If the item is less than one pound, press ENTER for zero pounds).
5. When the scale prompts “**Enter Ounces:**” key in the items weight in ounces and press ENTER.
6. Continue the normal rating process.
7. To disable Manual Weight press the CLEAR key while at the Home Screen.

#### NOTE

- An “**M**” icon will be displayed to indicate Manual Weight mode is activated.
- The weight display **MUST** read zero before activating the Manual Weight mode. If it is not the scale will display the message “**Scale not empty**”. Press the ZERO SCALE key.
- If over 70 lbs is entered the scale will display the message “**Maximum 70 lbs!!**”
- If over 15.9 oz is entered the scale will display “**Maximum 15.9 oz!**”

## 5.6 CHANGE DESTINATION ZIP/COUNTRY

This function is used to change the destination ZIP Code or Country without having to remove the item from the scale.

### 5.6.1 How to Change the Destination ZIP or Country

1. At any time, press the F2 key.
2. Press the ZIP/CTNRY soft key.

*If you have selected a domestic class of mail, the scale prompts for the new destination ZIP code*

*If you have selected an international class of mail, the scale prompts for the new destination country code*

3. Key-in the new ZIP code or country code

*Scale displays the rate based on the new destination information*

## **5.7 USPS PRICE CATEGORIES**

The VP-70 calculates USPS Retail and USPS Commercial rates.

### **5.7.1 How to Change between USPS Price Categories**

1. Press the F1 key.
2. Press the PRICES soft key.
3. Press either the RETAIL or COMMERCIAL soft key. An arrow will appear next to the selected price category.
4. Press the ENTER key to accept the selection.
5. Press the CLEAR key to return to normal operation.

#### **NOTE**

- The scale will always display the text “Retail Prices” or “Commercial Prices” at the Home Screen so the user always knows what price category is in use.

## **5.8 ADJUST PRICE FEATURE**

The Adjust Price feature is used to add or subtract fees from the displayed rate.

### **5.8.1 How to ADD a Fee to the Displayed Rate**

The ADD Postage feature is used to manually add a fee to the displayed rate. This feature can be used to add a handling fee or add a fee for an unsupported special service (Certificate of Mailing for example).

1. Place an item on the scale and select the desired class of mail.
2. When the rate is displayed, press the F2 key.
3. Press the ADJ PRICE soft key.
4. Press the ADD soft key.
5. When prompted key in the amount to be added and press the ENTER key.
6. The amount will be added to the rate and **AP** will be displayed indicating postage has been added.

### **5.8.2 How to SUBTRACT an amount from the Displayed Rate**

The SUBTRACT Postage feature is used to manually subtract an amount from the displayed rate.

For example: If a customer already has postage on the item but it is not enough to be mailed the SUBTRACT Postage can be used to calculate the remaining postage that needs to be added to the item.

1. Place an item on the scale and select the desired class of mail.
2. When the rate is displayed, press the F2 key.
3. Press the ADJ PRICE soft key.

4. Press the SUBTRACT soft key.
5. When prompted key in the amount to be subtracted and press the ENTER key.
6. The amount will be subtracted from the rate and **SP** will be displayed indicating postage has been subtracted.

**NOTE**

- A postage rate must be displayed before using the ADD/SUBTRACT postage function. If the rate is not displayed before using the function the message “**Adjust Postage not Available**” will be displayed.
- If the amount to be subtracted is greater than the base rate, the message “**Postage over rate**” message will be displayed.

## 5.9 MANUAL METER SETTING

The manual meter feature is used to set a postage meter to a value determined by the user. This feature will only work if a postage meter is attached to the scale.

1. Remove any items from the scale and make sure the weight displays Zero. If it does not read Zero, press the ZERO SCALE key.
2. Press the F2 key.
3. Press the MAN METER soft key.
4. When prompted key in the postage amount and press the ENTER key.
5. The scale will send the amount to the postage meter.

**NOTE**

- If the scale is not on Zero before Manual Price is selected, the scale will display the message “**Scale not empty**”.
- If there is not a postage meter attached to the scale when Manual Price is selected, the scale will display the message “**Meter Unavailable**”.

## 6.0 SETUP OPERATIONS

The system setup consists of three areas: Configuration, System Information and Service.

### 6.1 CONFIGURE MENU

The Configure Menu is used to access or set up the following functions:

- Origination ZIP code
- Program F2 Key
- Beeper Setup
- Time / Date Setup
- Home Screen Default
- Latitude Zone
- Load Rate

#### 6.1.1 How to change the Origination ZIP Code

In order to calculate the proper postage rates, the scale needs to know the ZIP Code from which the item will be mailed or shipped; this is called the Origination Zip Code. It should have been programmed when you first received the scale, however it can be changed if needed.

1. Press the F1 key.
2. Press the CONFIGURE soft key.
3. Press the ORIG ZIP soft key.

*Scale displays the current origination ZIP code and prompts you to enter in the new one*

4. Key-in the first three digits of the new origination ZIP code

*Scale reverts back to Configure screen; press the CLEAR key to return to normal operating mode*

**IMPORTANT** The correct Origination Zip Code **must** be programmed into the scale. If the wrong Origination Zip Code is entered into the scale, it will not properly calculate the zip-to-zone. This can result in incorrect postage rates.

#### 6.1.2 How to configure the F2 key menus

The F2 key can contain up to six (6) functions, which will appear on the soft key menu. The user can program the functions to be used. Out of the box five functions already appear:

- Piece Counting (Counting)
- Manual Weight Entry (Man Wt)
- Change ZIP/Country (Zip/Cntry)
- Manual Price (Man Price)
- Adjust Price (Adj Price)

1. Press the F1 key.
2. Press the CONFIGURE soft key.
3. Press the F2 SETUP soft key.

*Scale displays the available functions along with the status, i.e. ON or OFF. For example, ManWt – ON means that the Manual Weight function is turned ON.*

4. Press the soft key next to the function you wish to turn ON or OFF  
*The status of the function changes from ON to OFF or from OFF to ON*
5. Press the CLEAR key to exit and save the changes.

### **6.1.3 How to configure the Beeper**

The audible beeper beeps each time a key is pressed and is very useful for sale operation; however it can be disabled.

1. Press the F1 key.
2. Press the CONFIGURE soft key.
3. Press the BEEPER soft key.
4. Press the ON or OFF soft key then press ENTER.
5. Scale reverts back to Configure screen; press the CLEAR key to return to normal operating mode.

### **6.1.4 How to set up the Time and Date**

The VP-70 includes an internal clock. Follow the instructions below to set the time and date.

1. Press the F1 key.
2. Press the CONFIGURE soft key.
3. Press the TIME/DATE soft key.
4. Key in the current date (Day, Month, Year).
5. Key in the current time (Hours, Minutes, Seconds).
6. Press ENTER to accept and save the changes.

To view the current time and date use the System Information Function.

### **6.1.5 How to configure Home Screen Default**

The scale is factory set up to automatically return to the Home Screen each time an item is removed from the scale. This can be changed to remain on the last Class of Mail used when an item is removed.

1. Press the F1 key.
2. Press the CONFIGURE soft key.
3. Press the SET HOME soft key.
4. The scale will display the question "Home Screen Default?"
  - a. To make the scale automatically return to the home screen, press YES.
  - b. To make the scale remain on the last Class of Mail used, press NO.
5. Press the CLEAR key to exit and save the changes.

### **6.1.6 How to view System Information**

The system information function is used to display general information about the scale and its settings. The information displayed is as follows:

- Scale Model Number
- Serial Number
- Capacity
- Origination Zip Code
- Time
- Date

1. Press the F1 key.
2. Press the SYS INFO key.
3. The scale will display information about the scale.
4. Press the SCREEN DOWN key to view the current time and date.
5. Press CLEAR key to exit.

### **6.1.7 Latitude Zone (Factory Use Only)**

The Latitude Zone adjustment allows for Gravity Compensation when the scale is set in a High Resolution Mode. By default this feature is turned off at the factory. To enable gravity compensation the scale must be re-calibrated.

### **6.1.8 Load Rate Function (Future Use)**

The Load Rate function is used to make the scale ready to accept a PC download of new postal rates.

## 6.2 SERVICE MENU

The Service Menu is used to configure the system, run diagnostics and perform scale calibration. The service menu is password protected.



**The Service Menu is only for qualified scale service technicians.**

**DO NOT** attempt to enter the service mode unless you have been instructed by Triner Scale or one of their authorized distributors. If you have any questions about the Service Menu call Triner Scale at 1-800-238-0152.

### 6.2.1 How to perform an Analog to Digital Conversion (A/D) Test

The Analog to Digital Conversion (A/D) Test can be used to troubleshoot a damaged load cell, a bad connection or a faulty internal component.

1. Press the F1 key.
2. Press the SCREEN DOWN key.
3. Press the SERVICE soft key.
4. At the password prompt key in (336699) then press ENTER.
5. Press the A/D TEST soft key.

*Scale displays system information as follows:*

*A/D Index => a/d counter indicates buffer size*

*A/D Count => internal A/D converter counts*

6. Press the ZERO SCALE key to zero the A/D Count.
7. Press the CLEAR key to exit the test

### 6.2.2 How to perform a LCD Test

The LCD Test can be used to troubleshoot a damaged display.

1. Press the F1 key.
2. Press the SCREEN DOWN key.
3. Press the SERVICE soft key.
4. At the password prompt key in (336699) then press ENTER.
5. Press the LCD TEST soft key

*Scale displays various characters on all four lines of the screen for about three seconds followed by a blank screen for about three seconds; sequence is repeated twice more before scale automatically reverts back to the Service screen*

### 6.2.3 How to perform a Keyboard Test

The Keyboard Test can be used to troubleshoot an inoperative key.

1. Press the F1 key.
2. Press the SCREEN DOWN key.
3. Press the SERVICE soft key.
4. At the password prompt key in (336699) then press ENTER.

5. Press the KEY TEST soft key.

*Press any key except CLEAR to see the key code; see table below for the proper key code.*

6. Press the CLEAR key to exit the test.

*Scale reverts back to Service screen; press the CLEAR key to return to normal operating mode.*

Key	Key Code	Key	Key Code
Screen Up	12	0	0
S1	14	1	1
S2	15	2	2
Screen Down	13	3	3
S3	16	4	4
S4	17	5	5
F2	22	6	6
Auto Hold	20	7	7
F1	21	8	8
Print	19	9	9
Zero Scale	18	Enter	11

#### 6.2.4 How to Enable the Postage Meter Interface

The VP-70 can interface to select Francotyp Postallia postage meters. By default the postage meter interface is turned off. To enable the meter interface you must contact the factory to obtain a unique 10-digit setting code. Only scales used by the United States Postal Service are eligible to obtain a setting code.

1. Press the F1 key.
2. Press the SCREEN DOWN key.
3. Press the SERVICE soft key.
4. At the password prompt key in (336699) then press ENTER.
5. Press the SCREEN DOWN key two times.
6. Press the MTR ENABLE soft key.
7. Press the ON soft key.
8. At the prompt key in the 10-digit setting code then press ENTER.
9. Press the CLEAR key to save and exit.

#### 6.2.5 How to perform a Postage Meter Test

The Meter Test can be used to troubleshoot or check the postage meter connection.

1. Press the F1 key.
2. Press the SCREEN DOWN key.
3. Press the SERVICE soft key.
4. At the password prompt key in (336699) then press ENTER.
5. Press the MTR TEST soft key.
6. The scale will set the meter for a \$1.20 value.

### **6.2.6 How to set the Meter Type**

The VP-70 can interface to select Francotyp Postalia postage meters. The scale will attempt to automatically set the meter type, however use the steps below to manually set the meter type.

1. Press the F1 key.
2. Press the SCREEN DOWN key.
3. Press the SERVICE soft key.
4. At the password prompt key in (336699) then press ENTER.
5. Press the MTR TYPE soft key.
6. Press the appropriate soft key that corresponds to the type of meter connected to the scale.
7. Press ENTER to save and exit.

### **6.2.7 How to set the Meter Mode**

The VP-70 by default sets the meter automatically when a rate is displayed. If desired the meter can be set manually when a rate is displayed by pressing the ENTER key.

1. Press the F1 key.
2. Press the SCREEN DOWN key.
3. Press the SERVICE soft key.
4. At the password prompt key in (336699) then press ENTER.
5. Press the SCREEN DOWN key.
6. Press the MTR MODE soft key.
7. Select either AUTO or MANUAL by pressing the corresponding soft key.
8. Press CLEAR to save and exit.

### **6.2.8 How to change the Scale Capacity / Resolution**

The scale can be configured to operate with several different resolution settings. Below is a list of the different settings.

- 0-7 lb x 0.1 oz, 7-70 lb x 0.5 oz (Factory Default Setting)
  - 0-7 lb x 0.1 oz, 7-70 lb x 0.2 oz
  - 0-7 lb x 0.05 oz, 7-70 lb x 0.2 oz
  - 0-7 lb x 0.01 oz, 7-70 lb x 0.1 oz (Special Rate Test Mode Only)
1. Press the F1 key.
  2. Press the SCREEN DOWN key.
  3. Press the SERVICE soft key.
  4. At the password prompt key in (336699) then press ENTER.
  5. Press the SCREEN DOWN key.
  6. Press the CAPACITY soft key.
  7. Press the soft key that corresponds to the capacity / resolution desired.
  8. Press the ENTER key to save and exit.

### **6.2.9 How to reset the Factory Defaults**

To reset the VP-70 to its factory defaults follow the steps below.

1. Press the F1 key.
2. Press the SCREEN DOWN key.
3. Press the SERVICE soft key.
4. At the password prompt key in (336699) then press ENTER.
5. Press the SCREEN DOWN key two times.
6. Press the DEFAULTS soft key.
7. Select YES or NO.
8. Confirm the reset to factory defaults by pressing YES if not press NO.
9. The scale will reset all scale parameters to the factory default.
10. Turn the scale off then on to finalize the changes.

### **6.2.10 How to clear the Favorites List**

All of the countries in the favorites list can be cleared at once by following the instructions below.

1. Press the F1 key.
2. Press the SCREEN DOWN key.
3. Press the SERVICE soft key.
4. At the password prompt key in (336699) then press ENTER.
5. Press the SCREEN DOWN key two times.
6. Press the CLEARFAV soft key.
7. Select YES or NO.
8. Confirm the clearing of the favorites list by pressing YES.
9. The scale will clear out all the countries in the favorites list.
10. Turn the scale off the on to finalize the changes.

## 6.2.11 How to perform Scale Calibration

**CAUTION** *Your VP-70 postal scale is **FACTORY CALIBRATED**. There is no need to calibrate the scale!*

**DO NOT** attempt to calibrate the scale unless you have been instructed by Triner Scale or one of their authorized distributors. If you have any questions about the calibration call Triner Scale at 1-800-238-0152.

1. Press the F1 key.
2. Press the SCREEN DOWN key.
3. Press the SERVICE soft key.
4. At the password prompt key in (336699) then press ENTER.
5. Press the SCREEN DOWN key.
6. Press the CALIBRATE soft key.

*The scale will prompt for the "Latitude Zone"*

7. Key in "99" then press ENTER.

*Scale prompts to remove all items from the platter*

8. Make sure the platform is clear then press the ENTER key.

*Scale prompts to place 7 pounds onto the scale*

9. Place 7 pounds of precision test weights on the scale platform then press the ENTER key.

*Scale displays "Please Wait" briefly and then prompts you to place 50 pounds onto the scale*

10. Place 50 pounds of precision test weights on the scale platform then press the ENTER key.

*Scale displays "Please Wait" briefly and then indicates "Calibration Saved" if successful.*

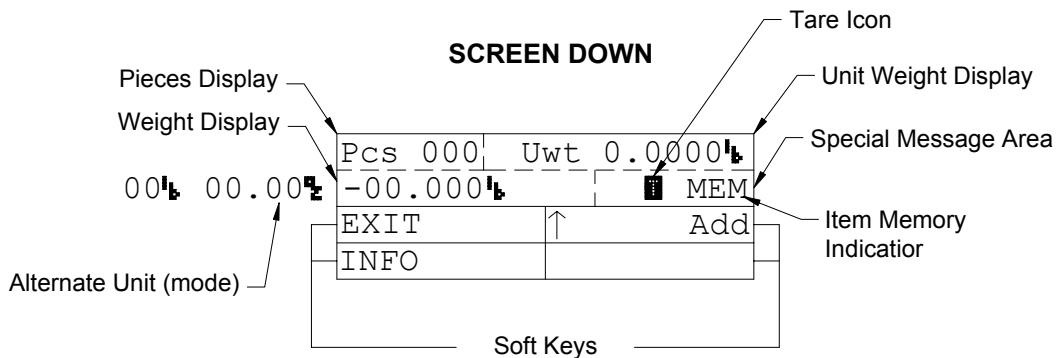
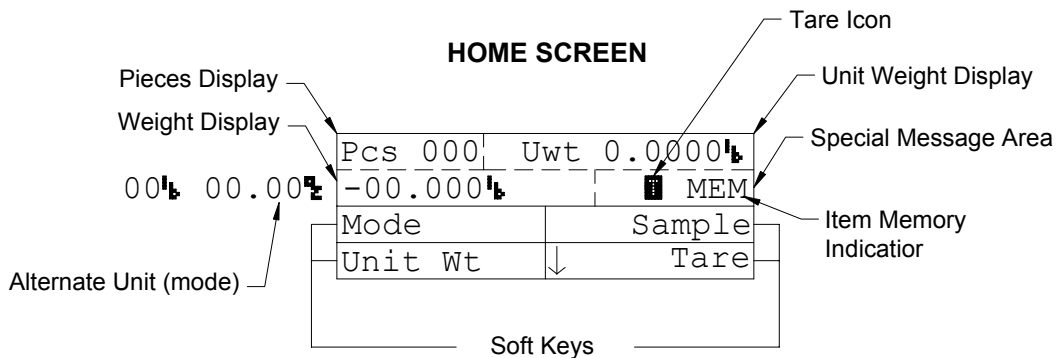
## 7.0 BULK MAILING AND COUNTING MODE

The VP-70 has special Bulk Mailing and Counting Functions. It is an easy to use, high-resolution counting mode featuring keyboard tare and unit weight entry. In counting mode, the scales capacity is limited to 25 lbs.

To enter the Bulk Mailing and Counting Mode press the F2 Key. If necessary, press the SCREEN DOWN soft key to scroll to the next page, then select the COUNTING soft key.

### 7.1 Display Screen

The diagram below represents Home and Screen Down screen.



### 7.2 Soft key Descriptions

There are seven primary soft key function selections.

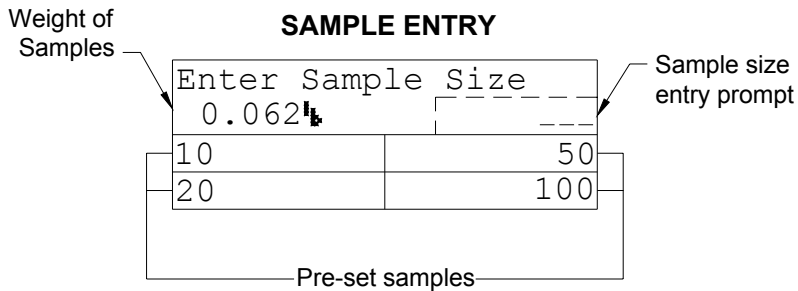
- Sample – Used to start a new piece sample.
- Tare – Allows for two methods of tare entry. Keyboard tare (pre-tare) or Manual tare (place empty container on scale).
- Mode – Switches between LB and LB/OZ weight units.
- Unit Wt – Allows manual unit weight entry. If the unit weight of the piece is known, enter the value. The scale will accurately count pieces based on the unit weight entered.
- Add – Adds current displayed piece data to the accumulator memory.
- Info – Displays the accumulator stats, pieces per pound, and other information.
- Exit – Exits the Bulk Mailing and Counting Mode

## 7.3 General Operation

### 7.3.1 Sample - How to Sample Pieces

Use the following procedure to sample pieces. Note: All pieces MUST be of identical weight.

1. Make sure the scale is on zero by pressing the ZERO SCALE key.
2. Place at least 10 samples on the scale (**the more items sampled, the greater the accuracy**) and press the SAMPLE soft key.
3. The enter sample size screen is displayed.



4. Select a soft key corresponding to the sample size or key in the amount of sample pieces with the numeric keypad and press ENTER.
5. If the input is accepted the scale will revert to the Home Screen. The top half of the screen will be updated with the necessary information.
6. Add more pieces to the scale platform to count the entire batch of items.

When the current counting session is completed simply re-sample a new batch of items or exit the counting mode by pressing the EXIT soft key.

#### \*TIP

To maintain the count accuracy, the following guidelines should be followed:

- All items placed on the scale must be of uniform weight.
- **The more pieces sampled the greater the accuracy. For example, a sample of 50 pieces will result in a MUCH more accurate count than a sample of 10 pieces.**
- Always make sure the scale weight display reads zero prior to sampling.
- The minimum sample count is 10 pieces but always try to sample more pieces especially with light items.
- The minimum weight per piece should be 0.1 ounces or greater.
- The total weight of the items sampled must be 1 ounce or greater.

### 7.3.2 TARE - How To Tare a Container

There are two ways to Tare a Container.

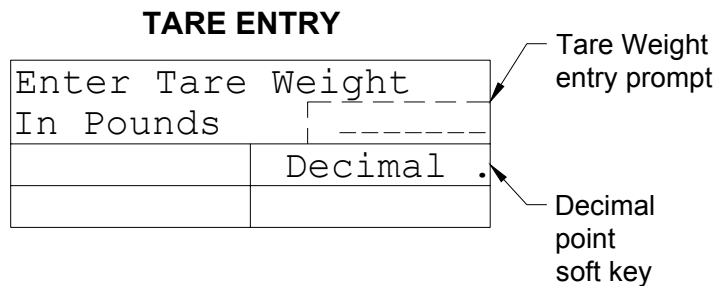
1. Simple Tare (place empty container on scale)
2. Keyboard Tare (pre-tare)

### 7.3.2.1 Simple Tare

1. Make sure the scale is on zero.
2. Place empty container on scale.
3. Press the TARE soft key.
4. The scale will zero itself and place the Tare icon in the special message area of the screen.
5. The scale is ready for weighing or sampling.

### 7.3.2.2 Keyboard Tare (pre-tare)

1. Make sure the scale is on zero.
2. Press the TARE soft key while the scale is on zero and empty.
3. You will be prompted to enter the Tare weight of the Container. See screen below:



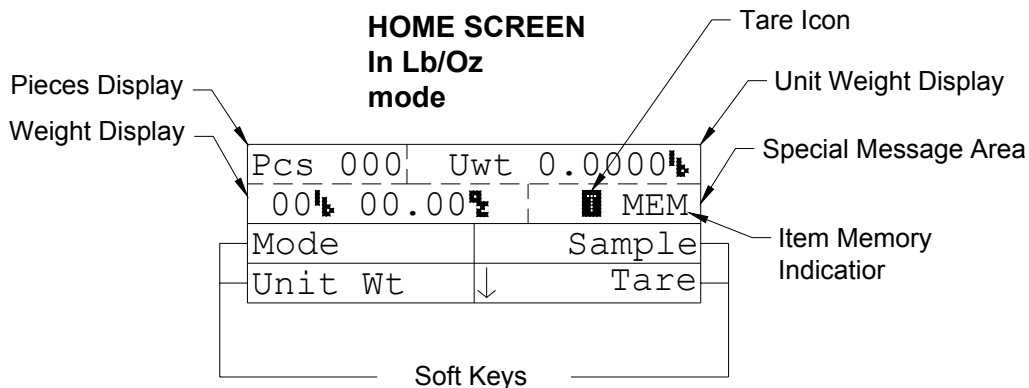
4. Key in the tare weight in pounds. Use the DECIMAL soft key to enter a decimal point. Press enter to accept the entry. Press clear to erase entry.
5. When the input is accepted, the scale is ready for weighing or sampling.

### 7.3.2.3 Removing a Tare Weight

To clear a Tare Weight, remove the container and all items from the scale. Press the TARE soft key. The scale will be reset and the "T" icon will be removed from the display.

## 7.3.3 MODE – How to change the weighing units

Press the MODE soft key to change the weighing units from pounds to pounds/ounces.



### 7.3.4 ADD - Memory Accumulator

The ADD function is used to accumulate multiple batches of items placed on the scale. Press the ADD soft key to accumulate weight and piece data for each batch.

When items are added to the accumulator MEM will be displayed on the screen to indicate there are items in memory.

### 7.3.5 INFO - Weigh Session Information

Press the INFO soft key to get information about a weigh session.

INFORMATION	
# 001	Uwt 0.0000
Total WT:	000.0000
PCS / lb:	16.1234
Accum PCS:	↓0000

Number of Entries → # 001  
 Pieces per Pound → Uwt 0.0000  
 Accumulated Pieces → PCS / lb: 16.1234  
 Unit Weight → Uwt 0.0000  
 Total Weight → Total WT: 000.0000

- To exit the Information screen press the CLEAR key.
- To reset the data on the Information screen, press and Hold the CLEAR key until the scale double beeps. Note: This will clear the following:
  - Number of Entries
  - Total Weight
  - Accumulated Pieces

### 7.3.6 UNIT WT - Entering a Unit Weight

Allows manual unit weight entry. If the unit weight of the piece is known, enter the value. The scale will accurately count pieces based on the unit weight entered.

1. Make sure the scale is on zero.
2. Press the UNIT WT soft key while the scale is on zero and empty.
3. You will be prompted to enter the Unit Weight of the item to be counted. See screen below:

UNIT WEIGHT ENTRY	
Enter Unit Weight	
In Pounds	
	Decimal .

Unit Weight entry prompt → Enter Unit Weight  
 Decimal point soft key → Decimal .

4. Key in the unit weight in pounds. Use the DECIMAL soft key to enter a decimal point. Press enter to accept the entry. Press clear to erase entry.
5. When the input is accepted, the scale is ready for counting.

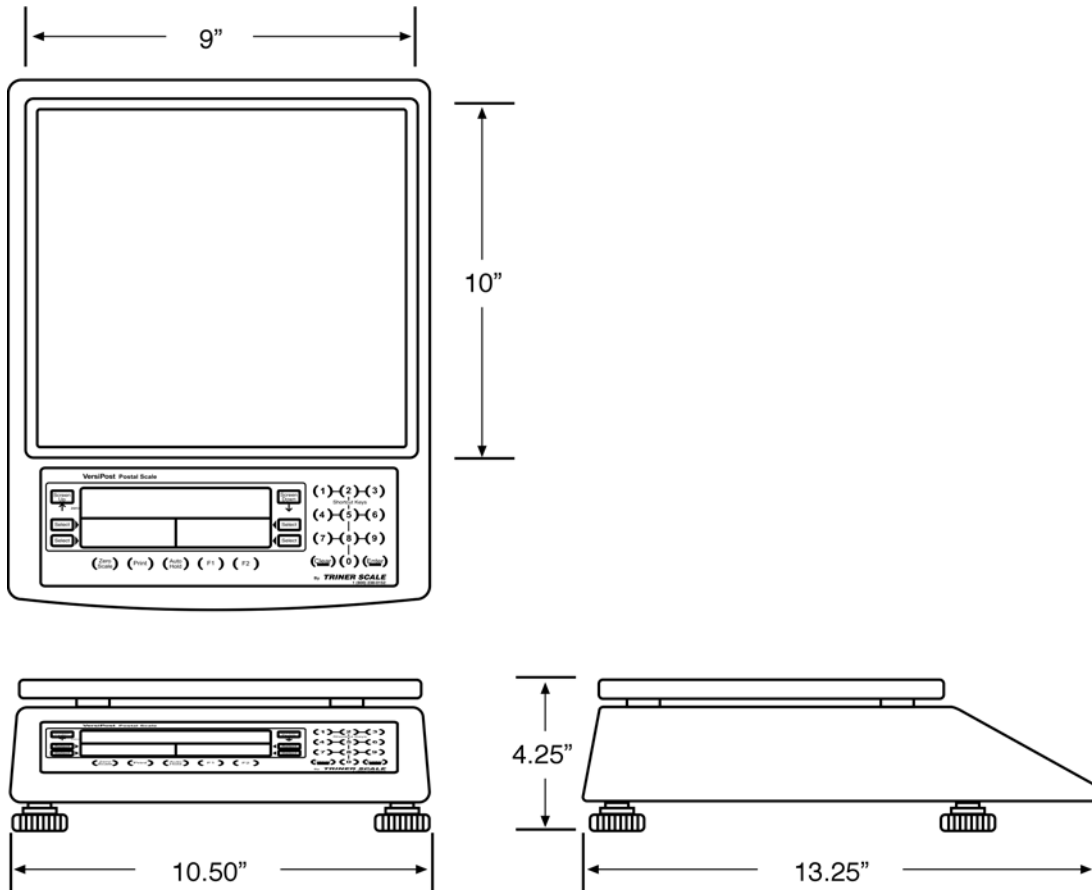
### **7.3.7 EXIT - Exit the Bulk Mailing and Counting Mode**

Press the EXIT soft key to escape from Bulk Mailing and Counting Mode and return to normal weighing and rating.

## APPENDIX A: SPECIFICATIONS

<b>Dimensions:</b>	10.5 in. x 4.25 in. x 13.25 in. 266 mm x 108 mm x 336 mm
<b>Capacity/Division:</b>	0-7 lb x 0.1 oz, 7-70 lb x 0.5oz
<b>Power Source:</b>	12 VDC, 800 mA AC adapter
<b>Operating Temp:</b>	32 to 104°F (0 to 40°C)
<b>Display:</b>	20 x 4 alphanumeric LCD with LED backlight
<b>Keys:</b>	6 soft, 17 hard including 0-9 numeric
<b>Platform Size:</b>	10 in. x 9 in. (254 mm x 229 mm)
<b>Ports:</b>	1 x RS-232C & 1 x USB
<b>Shipping Weight:</b>	14.4 lbs (6.5 kg)
<b>Net Weight:</b>	11.5 lbs (5.2 kg)

### PHYSICAL DIMENSIONS:



## APPENDIX B: SUPPORTED RATES AND SPECIAL SERVICES

USPS - Retail	USPS - Commercial
First Class Letter	First Class 5-Digit Letter
First Class Flat	First Class 3-Digit Letter
First Class Package	First Class AADC Letter
First Class Postcard	First Class Mixed AADC Letter
	First Class Presorted Letter
Priority Mail	First Class 5-Digit Flat
Priority Mail Flat-rate Small Box	First Class 3-Digit Flat
Priority Mail Flat-rate Regular Box	First Class ADC Flat
Priority Mail Flat-rate Large Box	First Class Mixed ADC Flat
Priority Mail Flat-rate Envelope	First Class Presorted Flat
	First Class 5-Digit Parcel
Express Mail	First Class 3-Digit Parcel
Express Mail Flat-rate Envelope	First Class ADC Parcel
Parcel Post	Priority Mail
	Priority Mail Flat-rate Small Box
Library Mail	Priority Mail Flat-rate Regular Box
	Priority Mail Flat-rate Large Box
Media Mail	Priority Mail Flat-rate Envelope
First Class Intl Flat	Express Mail
First Class Intl Letter	Express Mail Flat-rate Envelope
First Class Intl Package	
First Class Intl Postcard	Bound Printed Matter - Flats
	Bound Printed Matter - Parcels
Priority Mail Intl	
Priority Mail Intl Flat-rate Small Box	Library Mail
Priority Mail Intl Flat-rate Regular Box	
Priority Mail Intl Flat-rate Large Box	Media Mail
Priority Mail Intl Flat-rate Envelope	
Express Mail Intl	
Express Mail Intl Flat-rate Envelope	
Global Express Guaranteed	

Special Services	
Certified	Return Receipt for Merchandise
Return Receipt	Non-machineable Surcharge (letters)
COD	Sunday/Holiday Surcharge
Signature Confirmation	Dimension Entry
Delivery Confirmation	
Insurance	
Registered (international)	
Registered (no insurance)	
Registered (w/insurance)	

## APPENDIX C: RATE AND SPECIAL SERVICE ABBREVIATIONS

### C.1 USPS RETAIL

Class of Mail	Displayed Text
First Class Letter	1st LT
First Class Flat	1st LE
First Class Package	1st PK
First Class Postcard	1st PC
Priority Mail	PRI
Priority Mail Flat-rate Small Box	PRI SB
Priority Mail Flat-rate Regular Box	PRI RB
Priority Mail Flat-rate Large Box	PRI LB
Priority Mail Flat-rate Envelope	PRI E
Express Mail	EXP
Express Mail Flat-rate Envelope	EXP E
Parcel Post	PP
Library Mail	LIB
Media Mail	MED
First Class Intl Flat	INT 1st LT
First Class Intl Letter	INT 1st LE
First Class Intl Package	INT 1st PK
First Class Intl Postcard	INT 1st PC
Priority Mail Intl	INT PRI
Priority Mail Intl Flat-rate Small Box	INT PRI SB
Priority Mail Intl Flat-rate Regular Box	INT PRI RB
Priority Mail Intl Flat-rate Large Box	INT PRI LB
Priority Mail Intl Flat-rate Envelope	INT PRI E
Express Mail Intl	INT EXP
Express Mail Intl Flat-rate Envelope	INT EXP E
Global Express Guaranteed	INT GXG

## C.2 USPS COMMERCIAL

<b>Class of Mail</b>	<b>Displayed Text</b>
First Class 5-Digit Letter	AUT L 5DG
First Class 3-Digit Letter	AUT L 3DG
First Class AADC Letter	AUT L AAD
First Class Mixed AADC Letter	AUT L MIX
First Class Presorted Letter	AUT L PRE
First Class 5-Digit Flat	AUT F 5DG
First Class 3-Digit Flat	AUT F 3DG
First Class ADC Flat	AUT F ADC
First Class Mixed ADC Flat	AUT F MIX
First Class Presorted Flat	AUT F PRE
First Class 5-Digit Parcel	AUT P 5DG
First Class 3-Digit Parcel	AUT P 3DG
First Class ADC Parcel	AUT P ADC
Priority Mail	PRI
Priority Mail Flat-rate Small Box	PRI SB
Priority Mail Flat-rate Regular Box	PRI RB
Priority Mail Flat-rate Large Box	PRI LB
Priority Mail Flat-rate Envelope	PRI E
Express Mail	EXP
Express Mail Flat-rate Envelope	EXP E
Bound Printed Matter - Flats	BPM F
Bound Printed Matter - Parcels	BPM P
Library Mail	LIB
Media Mail	MED

## C.3 Special Services

<b>Extra Service</b>	<b>Displayed Text</b>
Dim Wt, Balloon, or PP Oversized	DM
Certified	CT
COD	CO
Delivery Confirmation	DC
Insurance	IN
Registered	RG
Return Receipt	RR
Return Receipt for Merchandise	RM
Signature Confirmation	SC
Nonmachinable Surcharge (letters)	NM
Sunday/Holiday Surcharge	DS
Postage Add	AP
Postage Subtract	SP

## APPENDIX D: COUNTRY CODE AND ABBREVIATION CHART

Country	Abbreviation	Code
Afghanistan	AFGHANIS	300
Albania	ALBANIA	301
Algeria	ALGERIA	302
Andorra	ANDORRA	303
Angola	ANGOLA	304
Anguilla	ANGUILLA	305
Antigua and Barbuda	ANTIGUA	306
Argentina	ARGENTIN	307
Armenia	ARMENIA	308
Aruba	ARUBA	309
Ascension	ASCENSIO	310
Australia	AUSTRALI	311
Austria	AUSTRIA	312
Azerbaijan	AZERBAIJ	313
Bahamas	BAHAMAS	315
Bahrain	BAHRAIN	316
Bangladesh	BANGLADE	317
Barbados	BARBADOS	318
Belarus	BELARUS	319
Belgium	BELGIUM	320
Belize	BELIZE	321
Benin	BENIN	322
Bermuda	BERMUDA	323
Bhutan	BHUTAN	324
Bolivia	BOLIVIA	325
Bosnia-Herzegovina	BOSNIA-H	326
Botswana	BOTSWANA	327
Brazil	BRAZIL	328
British Virgin Islands	VIRGIN I	329
Brunei Darussalam	BRUNEI D	330
Bulgaria	BULGARIA	331
Burkina Faso	BURKINA	332
Burma	BURMA	333
Burundi	BURUNDI	334
Cambodia	CAMBODIA	335
Cameroon	CAMEROON	336
Canada	CANADA	337
Cape Verde	CAPE VER	338
Cayman Islands	CAYMAN I	339
Central African Republic	CENT AFR	340
Chad	CHAD	341
Chile	CHILE	342
China	CHINA	343
Colombia	COLOMBIA	344

<b>Country</b>	<b>Abbreviation</b>	<b>Code</b>
Comoros	COMOROS	345
Congo (Brazzaville), Republic of the	CONGO RE	346
Congo, Democratic Republic of the	CONGO DE	513
Costa Rica	COSTA RI	348
Cote d'Ivoire (Ivory Coast)	COTE D'L	349
Croatia	CROATIA	350
Cuba	CUBA	351
Cyprus	CYPRUS	352
Czech Republic	CZECH RE	353
Denmark	DENMARK	354
Djibouti	DJIBOUTI	355
Dominica	DOMINICA	356
Dominican Republic	DOM REP	357
Ecuador	ECUADOR	358
Egypt	EGYPT	359
El Salvador	EL SALVA	360
Equatorial Guinea	EQUATORI	361
Eritrea	ERITREA	362
Estonia	ESTONIA	363
Ethiopia	ETHIOPIA	364
Falkland Islands	FALKLAND	365
Faroe Islands	FAROE IS	366
Fiji	FIJI	367
Finland	FINLAND	368
France	FRANCE	369
French Guiana	FRENCH G	370
French Polynesia	FRENCH P	371
Gabon	GABON	372
Gambia	GAMBIA	373
Georgia, Republic of	GEORGIA	374
Germany	GERMANY	375
Ghana	GHANA	376
Gibraltar	GIBRALTA	377
Great Britain and Northern Ireland	GREAT BR	378
Greece	GREECE	379
Greenland	GREENLAN	380
Grenada	GRENADA	381
Guadeloupe	GADELOU	382
Guatemala	GUATEMAL	383
Guinea	GUINEA	384
Guinea-Bissau	GUINEA-B	385
Guyana	GUYANA	386
Haiti	HAITI	387
Honduras	HONDURAS	388
Hong Kong	HONG KON	389

<b>Country</b>	<b>Abbreviation</b>	<b>Code</b>
Hungary	HUNGARY	390
Iceland	ICELAND	391
India	INDIA	392
Indonesia	INDONESI	393
Iran	IRAN	394
Iraq	IRAQ	395
Ireland	IRELAND	396
Israel	ISRAEL	397
Italy	ITALY	398
Jamaica	JAMAICA	399
Japan	JAPAN	400
Jordan	JORDAN	401
Kazakhstan	KAZAKHST	402
Kenya	KENYA	403
Kiribati	KIRIBATI	404
Korea, Democratic People's Republic of	KOREA DE	405
Korea, Republic of	KOREA RE	406
Kuwait	KUWAIT	407
Kyrgyzstan	KYRGYZST	408
Laos	LAOS	409
Latvia	LATVIA	410
Lebanon	LEBANON	411
Lesotho	LESOTHO	412
Liberia	LIBERIA	413
Libya	LIBYA	414
Liechtenstein	LIECHTEN	415
Lithuania	LITHUANI	416
Luxembourg	LUXEMBOU	417
Macao	MACAO	418
Macedonia	MACEDONIA	419
Madagascar	MADAGASC	420
Malawi	MALAWI	422
Malaysia	MALAYSIA	423
Maldives	MALDIVES	424
Mali	MALI	425
Malta	MALTA	426
Martinique	MARTINIQ	427
Mauritania	MAURITAN	428
Mauritius	MAURITIU	429
Mexico	MEXICO	430
Moldova	MOLDOVA	431
Mongolia	MONGOLIA	432
Montserrat	MONTSERR	433
Morocco	MOROCCO	434
Mozambique	MOZAMBIQ	435

<b>Country</b>	<b>Abbreviation</b>	<b>Code</b>
Namibia	NAMIBIA	436
Nauru	NAURU	437
Nepal	NEPAL	438
Netherlands	NETHERLA	439
Netherlands Antilles	NET ANTI	440
New Caledonia	NEW CALE	441
New Zealand	NEW ZEAL	442
Nicaragua	NICARAGU	443
Niger	NIGER	444
Nigeria	NIGERIA	445
Norway	NORWAY	446
Oman	OMAN	447
Pakistan	PAKISTAN	448
Panama	PANAMA	449
Papua New Guinea	PAPUA NE	450
Paraguay	PARAGUAY	451
Peru	PERU	452
Philippines	PHILIPPI	453
Pitcairn Island	PITCAIRN	454
Poland	POLAND	455
Portugal	PORTUGAL	456
Qatar	QATAR	457
Reunion	REUNION	458
Romania	ROMANIA	459
Russia	RUSSIA	460
Rwanda	RWANDA	461
Saint Christopher and Nevis	ST. CHRI	462
Saint Helena	SAINT HE	463
Saint Lucia	SAINT LU	464
Saint Pierre and Miquelon	SAINT PI	465
Saint Vincent and the Grenadines	SAINT VI	466
San Marino	SAN MARI	467
Sao Tome and Principe	SAO TOME	468
Saudi Arabia	SAUDI AR	469
Senegal	SENEGAL	470
Serbia-Montenegro [Yugoslavia]	SERBIA-M	471
Seychelles	SEYCHELL	472
Sierra Leone	SIERRA L	473
Singapore	SINGAPOR	474
Slovak Republic	SLOVAK R	475
Slovenia	SLOVENIA	476
Solomon Islands	SOLOMON	477
Somalia	SOMALIA	478
South Africa	SOUTH AF	479
Spain	SPAIN	480

<b>Country</b>	<b>Abbreviation</b>	<b>Code</b>
Sri Lanka	SRI LANK	481
Sudan	SUDAN	482
Suriname	SURINAME	483
Swaziland	SWAZILAN	484
Sweden	SWEDEN	485
Switzerland	SWITZERL	486
Syrian Arab Republic	SYRIA	487
Taiwan	TAIWAN	488
Tajikistan	TAJIKIST	489
Tanzania	TANZANIA	490
Thailand	THAILAND	491
Togo	TOGO	492
Tonga	TONGA	493
Trinidad and Tobago	TRINIDAD	494
Tristan da Cunha	TRISTAN	495
Tunisia	TUNISIA	496
Turkey	TURKEY	497
Turkmenistan	TURKMENI	498
Turks and Caicos Islands	TURKS &	499
Tuvalu	TUVALU	500
Uganda	UGANDA	501
Ukraine	UKRAINE	502
United Arab Emirates	UNITED A	503
Uruguay	URUGUAY	504
Uzbekistan	UZBEKIST	505
Vanuatu	VANUATU	506
Vatican City	VATICAN	507
Venezuela	VENEZUEL	508
Vietnam	VIETNAM	509
Wallis and Futuna Islands	WALLIS &	510
Western Samoa	W. SAMOA	511
Yemen	YEMEN	512
Zambia	ZAMBIA	514
Zimbabwe	ZIMBABWE	515

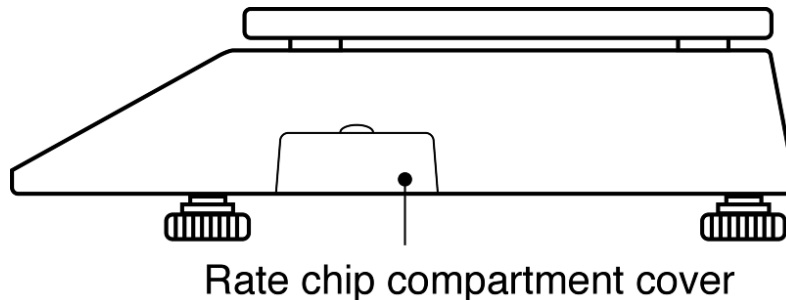
## APPENDIX E: RATE CHANGE INFORMATION

### E.1 RATE CARD UPDATES

When the USPS postage rates change, Triner Scale updates the software. The updates make sure your scale is current. The rates and operating system reside on the Rate Card, which is removable from the scale.

To change the rate card, follow the instructions below:

1. Turn the scale's power switch to the off position.
2. Unplug the A/C adapter power cord from the wall outlet then from the back of the scale.
3. Carefully remove the rate card compartment cover from the right side of the scale. Use the groove at the top with a small key or flathead screwdriver to "pop" it open.
4. Remove the rate card. Grasp the rate card with the thumb and forefinger, wiggle side to side, while pulling the card towards you.
5. Install the new Rate Card with the chip side of the module facing the **Bottom** of the scale. Make sure the card is pushed in all the way until it stops.
6. Replace the rate card cover.
7. Plug the A/C Adapter into the wall outlet then into the back of the scale.
8. Turn the scale power on and follow the on screen prompts.



## APPENDIX F: ERROR MESSAGES

### ERROR MESSAGES

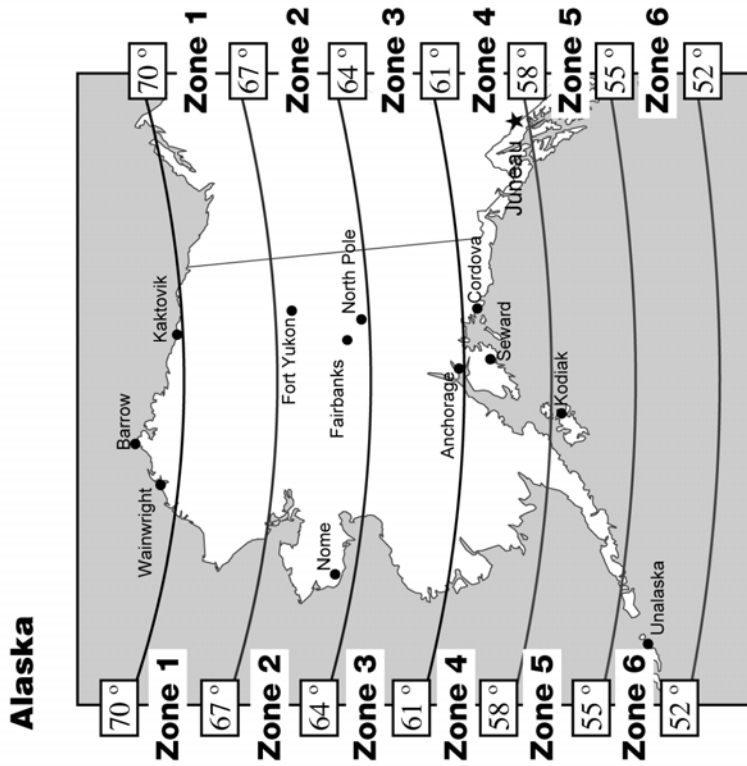
If the scale encounters an error condition, it will display a message alerting the operator. Most error messages are self-explanatory. Below is a list of typical messages and their meaning.

<b>Message</b>	<b>Meaning</b>
<i>OverWt</i>	Indicates that the weight for the class of service selected has been exceeded.
<i>Under Weight</i>	Indicates that the weight reading is less than zero (negative). The scale will automatically attempt to re-zero itself.
<i>Maximum 70 lbs!!</i>	Indicates more than 70 lbs was entered in manual weight mode.
<i>Over Weight Limit</i>	Indicates that the weighing capacity of the scale has been exceeded.
<i>Invalid Zip Code</i>	Indicates that an invalid ZIP code was entered.
<i>Invalid Ctry Code</i>	Indicates that an invalid country code was entered.
<i>Service Unavailable</i>	Indicates that the special service is not valid for the class of mail selected.
<i>Invalid Combination</i>	Indicates that the special service is not valid with the current special service(s) selected.
<i>Invalid Sequence</i>	Indicates the special service is available but another special service must be selected first. (e.g. Return Receipt selected prior to Certified)
<i>Value Under Limit</i>	Indicates that the value entered for insurance, registered mail or COD is under the limit.
<i>Value Over Limit</i>	Indicates that the value entered for insurance, registered mail or COD is over the limit.
<i>Meter Unavailable</i>	Indicates a postage meter is not connected or communication has been disrupted.

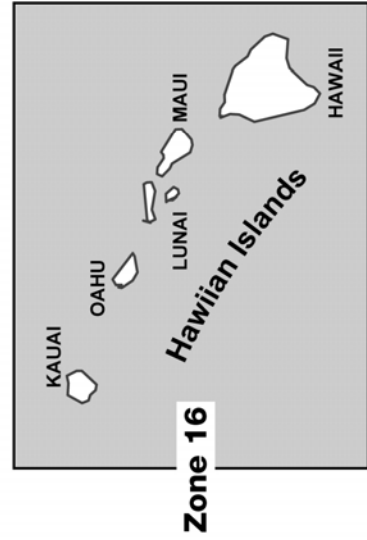
# APPENDIX G: LATITUDE ZONE GUIDE

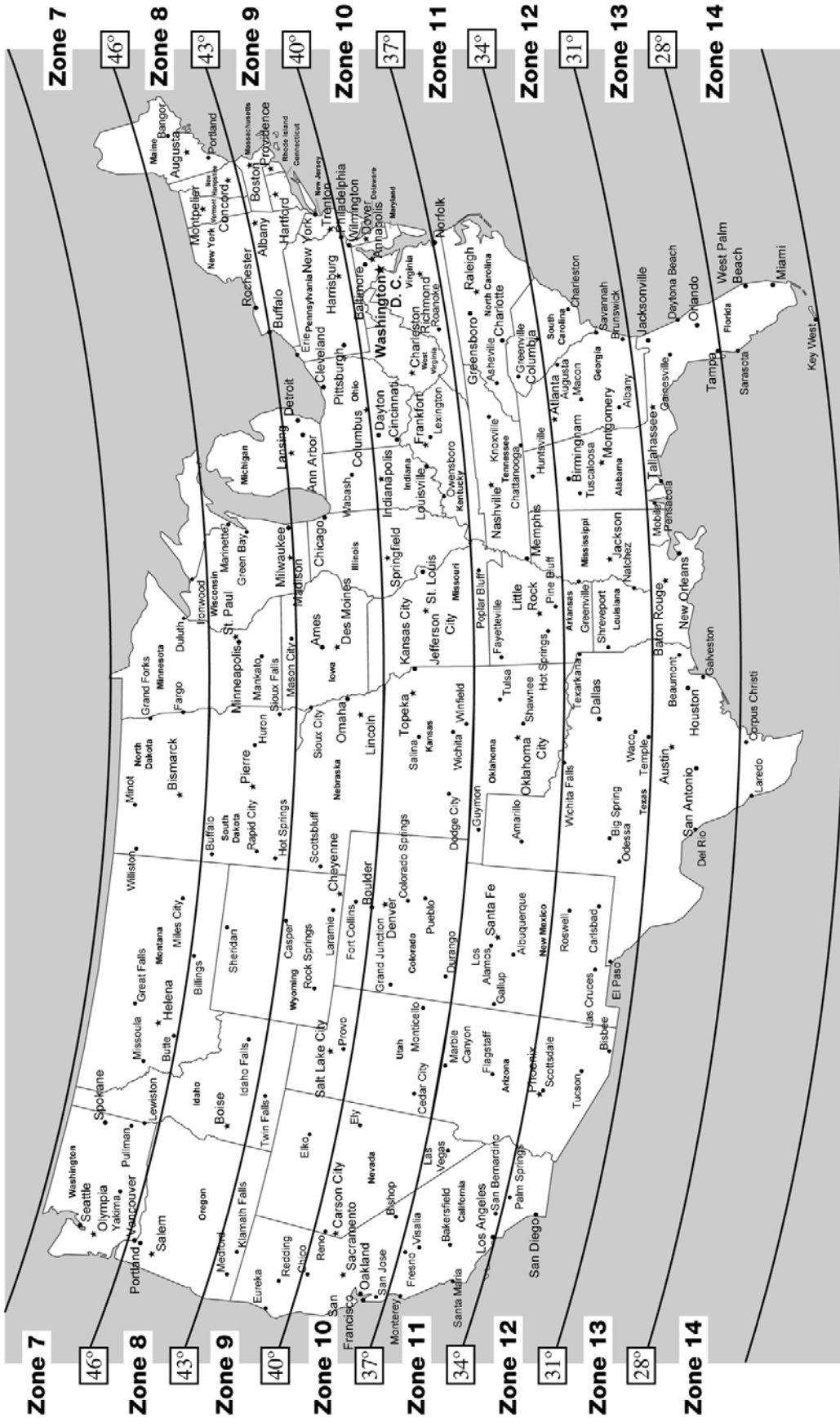
## G.1 Locating your Latitude Zone

To obtain your local Latitude Zone number, refer to the following Latitude Zone Maps.



**All Hawaiian Islands  
Zone 16**





# **TRINER SCALE & MFG. CO, INC.**

## **LIMITED WARRANTY**

**What is Covered:** Triner Scale & Mfg. Co. Inc. warrants to the first end user customer of the Triner Scale product enclosed with this limited warranty statement that the product, if purchased and used in the United States, conforms to the manufacturer's specifications and will be free from defects in workmanship and materials for a period of two (2) years from the date of original purchase.

**What Triner Scale Will Do to Correct Problems:** Should your Triner Scale product prove defective during the warranty period, please call Triner Scale at (800) 238-0152 for warranty repair instructions and return authorization. Triner Scale will, at its option, repair or replace on an exchange basis the defective unit as follows:

### **PARTS**

New or comparable rebuilt parts in exchange for defective parts for two (2) years after original purchase.

### **LABOR**

Carry-In or mail in service for six (6) months from the date of original purchase. Labor and shipping cost after the six-month period will be charged to you.

If you are authorized by Triner Scale to ship the product to Triner Scale for repair, it is your responsibility to securely package the product in its original container or an equivalent and provide proof of the date of original purchase. You will be responsible for shipping costs to Triner Scale repair facility. When warranty service involves the exchange of the product or a part, the exchanged product may be new or previously repaired to the Triner Scale standard of quality. Exchange or replacement products or parts assume the remaining warranty period of the product covered by this limited warranty.

**What this Warranty Does Not Cover:** This warranty covers only consumer use in the United States. Triner Scale is not responsible for warranty service should the Triner Scale label or logo or the serial number be removed or the product fail to be properly maintained or fail to function properly as a result of misuse, abuse, improper installation, neglect, improper shipping, damage caused by disasters such as fire, flood, and lightning, improper electrical current, interaction with non-Triner Scale products, or service other than a Triner Scale Authorized Service. Packaging and shipping costs incurred in presenting your Triner Scale product for warranty service are your responsibility. If a claimed defect cannot be identified or reproduced in service, you will be held responsible for costs incurred.

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No terms, condition, understanding, or agreements, purporting to modify the terms of this warranty shall have any legal effect unless made in writing and signed by a corporate officer of the seller. This warranty gives you specific legal rights, and you may have other rights which vary from jurisdiction to jurisdiction.

### **TRINER SCALE & MANUFACTURING COMPANY INC.**

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