

# QUICK START **VersiPost**<sup>TM</sup> Postal Scale

## BEFORE YOU BEGIN, Enter your origination ZIP:

After powering on for the first time, the scale will display a ZIPCODE SETUP screen. Enter the first 3 digits of your ZIP code.

### ▶ How to weigh and rate an item for Domestic Mail

Place the item to be mailed on the scale platter\*.

#### ▶ Select mail CLASS

- Press the "Select" key next to the desired mail class displayed in the window, or
- Press the down arrow key to display more mail classes to choose from, then press "Select".

#### ▶ Select mail SERVICE

- Press the "Select" key next to the mail service displayed in the window, or
- Press the down arrow key to display more mail services to choose from, then press "Select".

#### ▶ Add extra services if desired

- Available extra services will automatically be displayed in the main window.
- Press the "Select" key next to the desired extra service, or press the down arrow key to display more services, then press "Select". If the extra service requires more input, such as an amount for insurance, follow the prompts displayed in the window.

#### To Shop Another Rate

To shop another SERVICE in the same CLASS:  
Press the "Clear" key. If special services have been added, the first key press removes them, and then the next key press removes the service. If no special services have been added, the first key press removes the service.

To shop another CLASS and SERVICE of mail:  
Press and hold the "Clear" key to clear all selections and return to the home/start screen.

\*NOTE: "Retail Prices" in the top row of the display indicates that the rate table in use is the Retail table (vs. Commercial rate table).

### ▶ How to use the one-touch Shortcut Keys

Shortcut Keys is a very useful and time saving feature. This feature enables any service, or combination of services to be accessed by a single press of a number key. The feature is easily customized to suit the user's preferences. All the 0 through 9 number keys can act as Shortcut Keys.

▶ **To create a Shortcut Key**, simply press and hold any number key after the desired service or combination of services has been selected. The scale will double beep to confirm that the shortcut has been created.

Keys 1 - 6 have been pre-assigned shortcuts as follows:  
1 = 1st Class Letter, 2 = 1st Class Large Envelope, 3 = 1st Class Package, 4 = Priority Mail Parcel, 5 = Express Mail Parcel, 6 = Parcel Post. These shortcuts can be changed at any time by the user.

▶ **To use a Shortcut Key**, simply press the key and the assigned service will be applied to the item on the scale. If additional input is required, such as ZIP, the scale will prompt for the input.

### ▶ How to weigh and rate for International Mail

Place the item to be mailed on the scale platter.

#### ▶ Press the down arrow key to view the next screen

- Press the "Select" key next to "Intl".

#### ▶ Select mail CLASS.

- Press the "Select" key next to the desired mail class displayed in the window.

#### ▶ Select mail SERVICE.

- Press the "Select" key next to the mail service displayed in the window.

#### ▶ Input the Country Code

- Enter the code or select "ListAll" to obtain country code.

**Add extra services if desired.**

By **TRINER SCALE**