



## OPERATING MANUAL

### BASIC SERVICES AVAILABLE

1. Standard Letter (SL)
2. Large Letter (LL)
3. Local Parcel (LP)
4. Parcel Post (PP, DPP)
5. Within 50 Km (50)
6. Express Post Parcel (EP, DEP)
7. ECI – Express Courier International (E)
8. Air Mail International (A)
9. Economy Air International (e)

### INTERNATIONAL ZONES

Zone New Zealand (NZ), Asia Pacific Zone 1-3 (AP), Zone 4, Zone 5

### DOMESTIC ZONES

N1, N2, V1, V2, Q1, Q2, Q3, Q4, S1, S2, NT1, W1, W2, W3, T1, NF

### SPECIAL FEATURES

1. Tare Upon Turn On
2. Strain Gauge Loadcell Technology
3. Automatic User Calibration of 2 Kilograms
4. Programmable Lodgment Zone
5. Calculates Distance Charges for PARCEL POST and EXPRESS POST
6. Franked and Metered Rates Available
7. Online Software Update Capability Using Postage Australia PC Program (No need to replace scale data chip)

### BASIC TECHNICAL DETAILS

Maximum Capacity	: 2000 g (Including Tare)
Accuracy	: 1 g
Power Supply	: 15 volt AC adapter
Power Consumption	: Approx. 400mW
Dimensions/Weight	: Overall: 7¾" x 5½" x 2¼"
Platform	: 5" x 5½" (opens for flats)
Unit Weight	: 520 g
Packaged Weight	: 1050 g

### CHANGES IN POSTAL RATES

The Postage Australia Internet Rate Download Enabled scale has capabilities for online software updates. Replacement chips are no longer needed. When there are rate changes, it is very easy to update the scale software. Just register your scale online, pay for a software update, download and install Postage Australia PC Program for free and use it to update your scale's software.

For more details, please contact us by email before the effective date of a rate change and we will send you ordering and payment instructions for scale software update.

# INSTRUCTIONS

## A. START-UP INSTRUCTIONS and DISPLAY

1. Plug the mains adapter supplied with the scale into the mains and connect the adapter's output plug to the input socket at the rear of the scale. The scale has no on/off key – it consumes extremely little power and constant power makes the scale much more accurate.
2. Place the scale on a firm level surface away from air drafts then switch on the mains supply.
3. The scale will turn on by itself and then go through an electronic self-test for 1 to 3 seconds. If the scale is not stable, the display will not change. If the scale exceeds its maximum capacity (including tared weight), the display shows overload. After successful self-test, the scale is ready for weighing. Default service and display will be shown on the scale's LCD.

### THE DISPLAY

#### a. POSTAL SERVICES

The default display shows the service on the leftmost part of the first line of the LCD. In this case, 'SL' is displayed (default service is Standard Letter). For International Services, the zone entered will be displayed right after the display for service.

#### b. WEIGHT

The weight is displayed at the rightmost part of the first line.

#### c. POSTAGE

The corresponding postage fee is displayed on the second line, just below the weight display.

4. It is recommended to leave the scale always plugged in – do not switch off mains power socket. A small current will keep the weighing mechanism in operating temperature even while the scale is off.
5. To tare the current weight on the scale, press the '**Tare**' key. Pressing this key will not extend the maximum weighing capacity of the scale.
6. To view the 8-digit serial number of the scale, press '**Tare**' key during scale startup (LCD display is ©Elane.....). We suggest you to register your scale or the new software by filling up our web form located at [http://www.elane.net/PortoPlus/PostageAustralia/postageAustralia\\_registration.htm](http://www.elane.net/PortoPlus/PostageAustralia/postageAustralia_registration.htm)

## B. KEYBOARD LAYOUT



## C. POSTAL SELECTIONS

### PROGRAMMING THE LODGMENT ZONE

Before Postage Australia Internet Rate Download Enabled scale can calculate distance charges for Parcel Post and Express Post Parcel services, it is important that it will be told where it is (Lodgment Zone). After this, distance charges can be calculated according to the programmed lodgment zone and the destination zone. To program the lodgment zone of your scale:

1. Unplug the scale from the power supply.
2. Plug scale to the power supply and press Airmail International key during startup (LCD display is ©Elane.....).
3. Press EMS key to program lodgment zone.
4. Then, press any of the 9 keys labeled with domestic zones.
5. When you have selected a lodgment zone, press Enter to memorize the lodgment zone.
6. Your scale will restart and rates according to the programmed lodgment zone will now apply to Parcel Post and Express Post Parcel services.

## **SWITCHING TO FRANKED AND METERED RATES**

To make franked and metered rates as the default rates (only for services with franked and metered rates):

1. Unplug the scale from the power supply.
2. Plug scale to the power supply and press Airmail International key during startup (LCD display is ©Elane.....).
3. Press Tare key to set rates to FM or non-FM rates.
4. You will be prompted to press a key corresponding to the rates that you want to set as default.
5. Press EMS key to set default rates to non-Franked and non-Metered or press Tare key to set default rates to Franked and Metered rates.
6. Your scale will restart and the default rates will change according to what you have selected.

## **DOMESTIC SERVICES**

### **1. Standard Letter (SL)**

The scale wakes up in this service. Maximum weight for this service is 250 grams. Above this weight, the service will automatically switch to Large Letter and corresponding rates will apply.

### **2. Large Letter (LL)**

This service is limited to items weighing 500 grams or less. When an item exceeds 500 grams, the service will automatically switch to Local Parcel and corresponding rates will apply.

### **3. Local Parcel (LP)**

This service is for parcels bound to local destinations.

### **4. Parcel Post (PP, DPP)**

For parcels over 500 grams, the user will be prompted to enter a destination zone. Press a key labeled with the 16 domestic zones. Each key toggles between two zones. After selecting a zone, press Enter to confirm entry. To select another zone, press Parcel Post key again.

### **5. Within 50 Km (50)**

This service is for parcels weighing more than 500 grams.

### **6. Express Post Parcel (EP, DEP)**

For parcels over 500 grams, the user will be prompted to enter a destination zone. Press a key labeled with the 16 domestic zones. Each key toggles between two zones. After selecting a zone, press Enter key to confirm entry. To select another zone, press Express Post Parcel key again.

## **INTERNATIONAL SERVICES**

When an international service is selected, the user will be prompted to enter any of the four international zones. If a correct zone is entered, the selected service will be automatically activated and rates are displayed.

### **7. ECI (E)**

### **8. Airmail (A)**

### **9. Economy Air (e)**

## **D. SCALE SOFTWARE UPDATE**

Updating your scale with its latest software (which may include new rates and/or additional services) can be done using the **Postage Australia PC Program**. This application program can be downloaded for free.

Your scale comes with an interface cable that can be used to connect to your computer.

Please follow these steps in updating the software of your scale:

1. Register your Postage Australia scale online (only if you have not registered your scale before). You may register your scale on this link: [http://www.elane.net/PortoPlus/PostageAustralia/postageAustralia\\_registration.htm](http://www.elane.net/PortoPlus/PostageAustralia/postageAustralia_registration.htm)
2. Purchase a software update for Postage Australia. You may purchase an update on this link: [http://www.elane.net/PortoPlus/PostageAustralia/postageAustralia\\_orderform.htm](http://www.elane.net/PortoPlus/PostageAustralia/postageAustralia_orderform.htm)
3. Download and install the latest version of [Postage Australia PC Program](#).
4. Close all other windows or programs until your scale is successfully updated. Make sure that you are also connected to the Internet before proceeding.
5. Connect your scale to any available serial port of your computer and run Postage Australia PC Program. It will be automatically detected what port in your computer the scale is connected to.
6. The PC Program will detect for a new version of your scale's software. If you have paid for an update, you can avail of this new version and the PC Program will update your scale automatically. You may also avail of a free software update provided that your scale is under a 3-month warranty. You may email us and request for a discount code.
7. Please wait for the entire process to finish ensuring that your scale is updated properly.
8. After a successful scale software update, your scale will restart. New rates and/or services now apply to your Postage Australia scale.
9. If you have problems regarding the scale software update, please send email to [helpdesk@elane.net](mailto:helpdesk@elane.net).

## **E. USER CALIBRATION**

In case the scale loses accuracy, you may perform scale recalibration. The Postage Australia Internet Rate Download Enabled scale can be calibrated using a 2-kilogram standard weight. To start calibrating your scale:

1. Remove any weight on the scale and unplug it from the power supply.

2. Plug scale to the power supply and press Local Parcel key during startup (LCD display is ©Elane.....).
3. Put a 2-kilogram weight on the scale when it prompts you to do so.
4. After a successful calibration, scale restarts and can be used again.