



**TRANSCELL TECHNOLOGY, INC.**



***MODEL***  
***SPS-30 Plus***  
**DIGITAL POSTAL SCALE**

**User Manual**

Revision 1.1 July 18, 2007

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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.

**Installation**

- Ensure that the scale is placed securely on a flat 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. Shock-loading and overloading may damage the load cell and void the warranty.

**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:

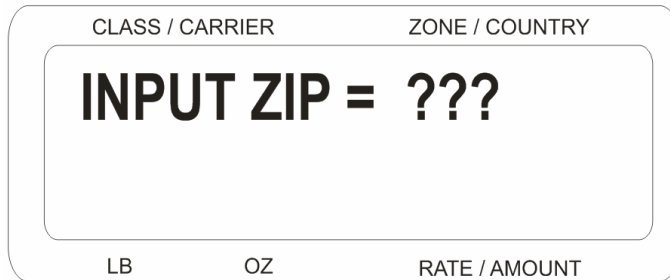
- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio / TV technician for help.

## Getting Started

1. After removing scale from carton, assemble the sub-platform to the scale using the four screws and hex wrench provided. Once the sub-platform is secure, place the stainless steel cover on top of the spider.
2. Plug the supplied AC Adapter into the scale first, then into an AC outlet.
3. Place the scale on a stable and firm table.
4. Switch on the scale begin the initialization. The power switch is located on the bottom of the scale, towards the rear and on the right.

## Initialization –

When the scale is switched ON for the first time, the scale will display some information and then prompt you for the origination ZIP Code. Your origination ZIP code is the ZIP code from which you will mail or ship items. ***This step is vital to obtaining the correct postal rates from your scale.***

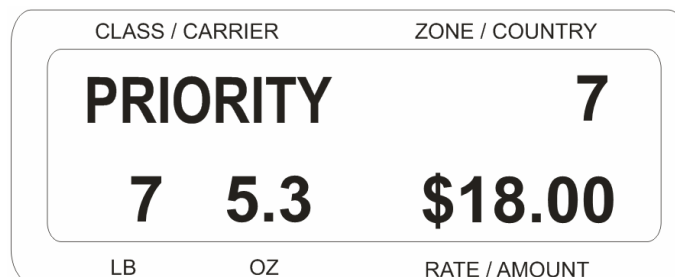


Enter the first three digits of your ZIP Code. For example, if your ZIP code is 60089, then you would enter 600. The scale displays the ZIP Code entered and asks you to confirm. Press the ENTER (Yes) key to resume normal operation. If the ZIP code is incorrect, press the CLEAR (No) key to re-enter your ZIP code.

**NOTE:** The scale displays the origination ZIP code as part of its start up sequence. To verify your origination ZIP code, switch the scale OFF and then ON again. Then look for the message 'ZIP xxx' in the lower left hand corner, e.g. ZIP 600.

Your scale is now ready for operation.

## Keyboard and Display Description



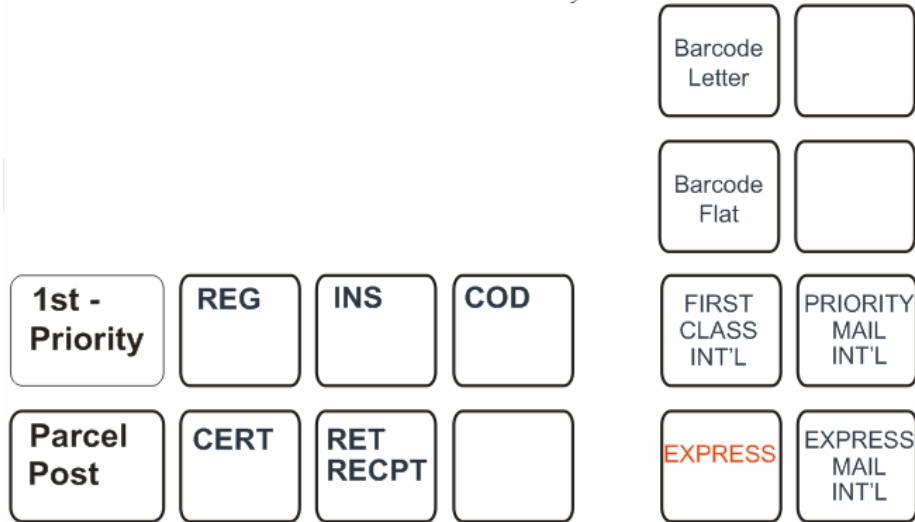
As shown in the figure above, the scale displays the class of mail, weight, shipping charge (rate) and destination zone or country. When additional information is needed, the scale will prompt for the information.

## Numeric & Function Keys

UPS Ground Com <b>1</b>	UPS Ground Res <b>2</b>	UPS Next Day <b>3</b>	ZIP ZONE
UPS 2nd Day <b>4</b>	CANADA <b>5</b>	MEXICO <b>6</b>	Country
FEDEX Priority <b>7</b>	FEDEX Standard <b>8</b>	FEDEX 2Day <b>9</b>	ZERO
<b>CLEAR</b> No	<b>DEL CON</b> 0	<b>ENTER</b> Yes	PIECE COUNT

<u>Key</u>	<u>Description</u>
<b>0 – 9</b>	Enters numeric data when prompted; usually a ZIP code or country code
<b>UPS Ground Com (1)</b>	Selects UPS Ground commercial
<b>UPS Ground Res (2)</b>	Selects UPS Ground residential
<b>UPS Next Day (3)</b>	Selects UPS Next Day Air. After a valid ZIP code is entered, use this key to toggle thru commercial/residential package and commercial/residential letter
<b>ZIP/ZONE</b>	Allows you to enter a new three digit ZIP code
<b>UPS 2<sup>nd</sup> Day (4)</b>	Selects UPS 2 <sup>nd</sup> Day Air. After a valid ZIP code is entered, use this key to toggle thru commercial/residential package and commercial/residential letter
<b>CAN (5)</b>	Automatically selects Canada while the scale is prompting for a country code
<b>MEX (6)</b>	Automatically selects Mexico while the scale is prompting for a country code
<b>Country</b>	Allows you to enter a new three digit country code
<b>FEDEX Priority (7)</b>	Selects FedEx Priority Overnight. After a valid ZIP code is entered, use this key to toggle thru commercial/residential package and commercial/residential letter
<b>FEDEX Standard (8)</b>	Selects FedEx Standard Overnight. After a valid ZIP code is entered, use this key to toggle thru commercial/residential package and commercial/residential letter
<b>FEDEX 2Day (9)</b>	Selects FedEx 2Day. After a valid ZIP code is entered, use this key to toggle thru commercial/residential package
<b>Zero</b>	Re-zeroes the scale
<b>CLEAR (No)</b>	Clears the current entry, clears the extra service fees applied and answers a YES/NO question
<b>DEL CON (0)</b>	Selects Delivery Confirmation
<b>ENTER (Yes)</b>	Accepts data when in data entry mode or answers a YES/NO question
<b>PIECE COUNT</b>	Places the scale into piece counting mode

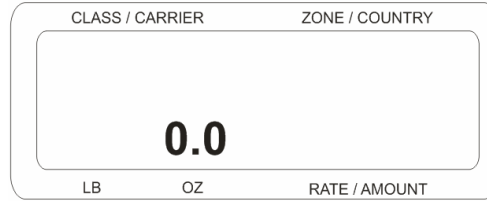
**Rating Keys**



<u>Key</u>	<u>Description</u>
<b>1<sup>ST</sup> - Priority</b>	Selects First Class or Priority Mail. The scale automatically switches to Priority Mail for items weighing more than the First Class weight limit
<b>Parcel Post</b>	Selects domestic Parcel Post. The scale automatically determines if the rate should be Inter-BMC/ASF or Intra-BMC/ASF
<b>REG</b>	Selects Registered Mail
<b>CERT</b>	Selects Certified Mail
<b>INS</b>	Selects Insurance
<b>RET RECPT</b>	Selects Return Receipt
<b>COD</b>	Selects Collect on delivery (COD)
<b>Barcode Letter</b>	Selects First Class automation letters. NOTE: Press the 1 <sup>st</sup> – Priority key first
<b>Barcode Flat</b>	Selects First Class automation flats. NOTE: Press the 1 <sup>st</sup> – Priority key first
<b>First Class Int'l</b>	Selects First Class International
<b>Express</b>	Selects domestic Express Mail (PO to Addressee)
<b>Priority Mail Int'l</b>	Selects Priority Mail International
<b>Express Mail Int'l</b>	Selects Express Mail International

**Scale Operation**

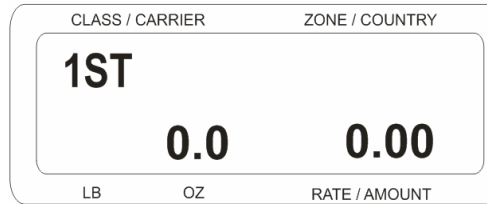
When the scale is first switched on, it will display some information and then default to weighing mode. In weighing mode, the scale will display pounds and ounces. **NOTE:** If your item weighs less than one pound, the pounds display will be blank.



Before you place an item on the scale, make sure that the display shows zero weight (0.0). If the scale does not show zero, press the **Zero** key once.

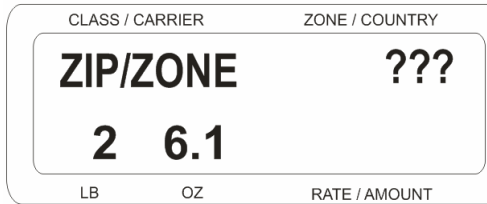
**How to obtain the rate for a domestic letter or package:**

1. Select the desired class of mail by pressing one of the scale's rating keys.

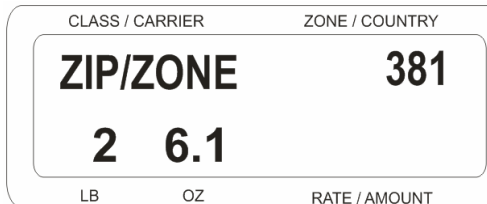
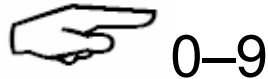


2. Place the item on the center of the scale's platter and allow the reading to stabilize.

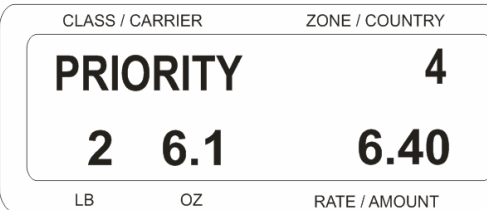
If the class of mail you have selected requires a destination ZIP code, the scale will automatically prompt you.



3. Key-in the first three digits of the destination ZIP code. For example, if you are mailing to ZIP code 381 18, you would enter 3-8-1.



The scale displays the class of mail, destination zone, weight and proper rate.



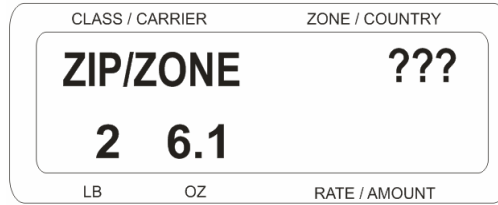
**NOTES:**

1. Not all classes of mail require a ZIP code.
2. If the item being weighed is over the maximum weight limit for that class of mail, the scale will automatically display "ovwt".
3. If the ZIP code you have entered is invalid, the scale will briefly display "Invalid ZIP code".
4. If the ZIP code you have entered is eligible for an Intra-BMC/ASF discount, the scale will display "PP BMC". (Parcel Post only)

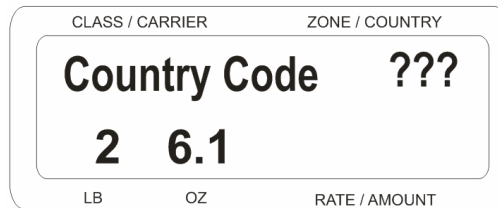
**How to obtain the rate for an international letter or package:**

1. Place the item on the center of the scale's platter and allow the reading to stabilize.

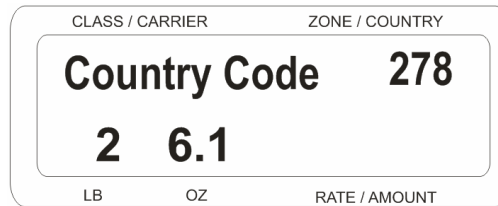
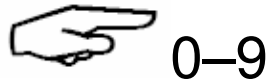
If the class of mail you have selected requires a destination ZIP code, the scale will automatically prompt you.



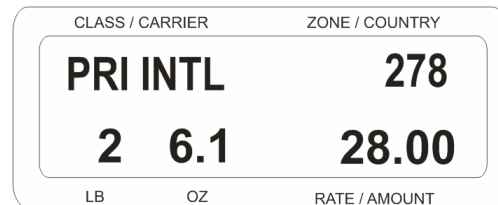
2. Select the desired international class of mail by pressing one of the scale's rating keys.



3. Key-in the three digit country code of the destination country (see next page). For example, if you are mailing to Great Britain you would enter 2-7-8.



The scale displays the class of mail, destination zone, weight and proper rate.



**NOTES:**

1. If you are mailing to Canada or Mexico, you can simply press the hot key (5 for Canada or 6 for Mexico).
2. If the item being weighed is over the maximum weight limit for that class of mail, the scale will automatically display "ovwt".
3. If the country code you have entered is invalid, the scale will briefly display "Invalid Cty code".

**\*\*\* See country code table on next page \*\*\***

200 Afghanistan	272 Gabon	343 Nicaragua
201 Albania	273 Gambia	344 Niger
202 Algeria	274 Georgia, Republic of	345 Nigeria
203 Andorra	275 Germany	346 Norway
204 Angola	276 Ghana	347 Oman
205 Antigua & Barbuda	277 Gibraltar	348 Pakistan
206 Argentina	278 Great Britain & No. Ireland	349 Panama
207 Armenia	279 Greece	350 Papua New Guinea
208 Aruba	280 Greenland	351 Paraguay
209 Ascension	281 Grenada	352 Peru
210 Australia	282 Guadeloupe	353 Philippines
211 Austria	283 Guatemala	354 Pitcairn Islands
212 Azerbaijan	284 Guinea	355 Poland
213 Bahamas	285 Guinea-Bissau	356 Portugal
214 Bahrain	286 Guyana	357 Qatar
215 Bangladesh	287 Haiti	358 Reunion
216 Barbados	288 Honduras	359 Romania
217 Belarus	289 Hong Kong	360 Russia
218 Belgium	290 Hungary	361 Rwanda
219 Belize	291 Iceland	362 St. Christopher & Nevis
220 Benin	292 India	363 Saint Helena
221 Bermuda	293 Indonesia	364 Saint Lucia
222 Bhutan	294 Iran	365 Saint Pierre & Miquelon
223 Bolivia	295 Iraq	366 St. Vincent & The Grenadines
224 Bosnia-Herzegovina	296 Ireland	367 San Marino
225 Botswana	297 Israel	368 Sao Tome & Principe
226 Brazil	298 Italy	369 Saudi Arabia
227 British Virgin Islands	299 Jamaica	370 Senegal
228 Brunei-Darussala	300 Japan	371 Serbia-Montenegro
229 Bulgaria	301 Jordan	372 Seychelles
230 Burkina Faso	302 Kazakhstan	373 Sierra Leone
231 Burma(Myanmar)	303 Kenya	374 Singapore
232 Burundi	304 Kiribati	375 Slovak Republic (Slovakia)
233 Cambodia	305 Korea, Dem People's Rep.	376 Slovenia
234 Cameroon	306 Korea, Republic of	377 Solomon Islands
235 Canada	307 Kuwait	378 Somalia
236 Cape Verde	308 Kyrgyzstan	379 South Africa
237 Cayman Islands	309 Laos	380 Spain
238 Central African Republic	310 Latvia	381 Sri Lanka
239 Chad	311 Lebanon	382 Sudan
240 Chile	312 Lesotho	383 Suriname
241 China	313 Liberia	384 Swaziland
242 Colombia	314 Libya	385 Sweden
243 Comoros	315 Liechtenstein	386 Switzerland
244 Congo Rep of	316 Lithuania	387 Syrian Arab Rep
413 Congo Dem Rep of	317 Luxembourg	388 Taiwan
248 Costa Rica	318 Macao	389 Tajikistan
249 Cote d'Ivoire	319 Macendonia	390 Tanzania
250 Croatia	320 Madagascar	391 Thailand
251 Cuba	322 Malawi	392 Togo
252 Cyprus	323 Malaysia	393 Tonga
253 Czech Republic	324 Maldives	394 Trinidad & Tobago
254 Denmark	325 Mali	395 Tristan da Cunha
255 Djibouti	326 Malta	396 Tunisia
256 Dominica	416 Marshall Islands, Rep of	397 Turkey
257 Dominican Republic	327 Martinique	398 Turkmenistan
258 Ecuador	328 Mauritania	399 Turks & Caicos Islands
259 Egypt	329 Mauritius	400 Tuvalu
260 El Salvador	330 Mexico	401 Uganda
261 Equatorial Guinea	417 Micronesia, Fed States of	402 Ukraine
262 Eritrea	331 Moldova	403 United Arab Emirates
263 Estonia	332 Mongolia	404 Uruguay
264 Ethiopia	333 Montserrat	405 Uzbekistan
265 Falkland Islands	334 Morocco	406 Vanuatu
266 Faroe Islands	335 Mozambique	407 Vatican City
267 Fiji	336 Namibia	408 Venezuela
268 Finland	337 Nauru	409 Vietnam
269 France	338 Nepal	410 Wallis & Futuna Islands
270 French Guiana	339 Netherlands	411 Western Samoa
271 French Polynesia	340 Netherlands Antilles	412 Yemen
	341 New Caladonia	414 Zambia
	342 New Zealand	415 Zimbabwe

### **First Class Operation:**

First Class pricing now takes into consideration shape (size) as well as weight. Prior to weighing the item, you should measure it to determine whether it is a Letter, a Flat or a Parcel.

Current USPS regulations (subject to change) for these mailpieces are as follows:

- Letter Mailpieces that do not exceed 11-1/2" long, 6-1/8" high, 1/4" thick and 3.5 ounces in weight
- Flat Mailpieces that exceed one (or more) of the dimensions for a Letter and do not exceed 15" long, 12" high or 3/4" thick.
- Parcel Mailpieces that exceed any one of the dimensions for a Flat

Regardless of the size, the scale will automatically progress through the weight-based First Class services when weight is added to (or removed) from the platform:

WEIGHT ON SCALE	DISPLAYED SERVICE
0 to 3.5 oz inclusive	1 <sup>st</sup> Class Letter
>3.5 oz to 13 oz inclusive	1 <sup>st</sup> Class Flat
>13 oz	Priority Mail

If your mail piece falls into the Flat or Parcel shape, you can manually select this category by pressing the 1<sup>st</sup>/Pri key repeatedly until the correct category is displayed. For items weighing 13 ounces or less, the SPS-30 PLUS displays a message after "1ST" to designate the category: "LET" for Letter, "FLAT" for Flat, and "PAR" for Parcel.

WEIGHT ON SCALE	TOGGLE SEQUENCE
0 to 13 oz inclusive	1 <sup>st</sup> Class Letter ->1 <sup>st</sup> Class Flat -> 1 <sup>st</sup> Class Parcel -> 1 <sup>st</sup> Class Letter, etc.
> 13 oz	Scale stays in Priority Mail

### **UPON RETURN TO ZERO**

The scale goes back to automatic mode with First Class Letter rates enabled.

### **Calibration**

***Your SPS-30 PLUS postal scale is ready to use right out of the box. There is no need to calibrate the scale unless you feel that the scale has become inaccurate. It is a good idea to check the calibration of your scale from time to time with a precision test weight.***

1. Enter the Calibration Mode by pressing and holding the Mexico (6) key while turning on the scale. When the message "Calibration? Y/N" appears on the screen, you are in Calibration Mode and you may release the Mexico (6) key.
2. Press the ENTER (Yes) key enter the calibration mode. The scale displays the message "C 0 PR ZERO".
3. Remove all items from the scale's platter and then press the ZERO key to zero the scale. The scale displays the message "C 0 PR ENTER".
4. Press the ENTER key to save the zero point value. The scale displays the message "C 4".
5. Place the 4 lb test weight(s) onto the scale's platter. When the weight stabilizes, the scale displays the message "C 4 PR ENTER".

### Calibration - Continued

6. Press the ENTER (Yes) key to save the 4 lb calibration value. The SPS-30 Plus scale displays the message "C 30".
7. Place the 30 lb test weight(s) onto the scale's platter. When the weight stabilizes, the scale displays the message "PR ENTER".
8. Press the ENTER (Yes) key to save the 30 lb calibration value. The scale then displays the message "Calibration End".
9. Turn OFF the scale then turn back ON to resume normal operation.

### Changing the origination ZIP code setting:

If you change locations or just simply notice at start-up that your origination ZIP code is not set correctly, you may re-program it by performing the following steps:

1. Press and hold the ZERO key while turning on the scale. When the message "ZIP Code OK?" appears on the screen, you may release the ZERO key. The scale prompts "ZIP Code OK?" and displays the current ZIP code.
2. Press the ENTER (Yes) key to accept the displayed ZIP code or press the CLEAR (No) key to change the ZIP code.
  - **Note:** If "Yes" is selected, the scale exits back to normal operating mode. If "No" is selected, the message "Input ZIP = ????" appears in the display.
3. Using the numeric keys, enter the first three digits of the ZIP code you will be mailing from. Once all three digits are entered, the scale prompts "ZIP Code OK?" and displays the current ZIP code. Repeat Step 2.

### Error Messages

Message	Explanation
<i>ovwt</i>	Indicates that the weight for the class of service selected has been exceeded
<i>OVERWT</i>	Indicates that the weighing capacity of the scale has been exceeded
-----	Indicates that the weight reading is less than zero
<i>Invalid Zip Code Invalid Zone #</i>	Indicates that an invalid ZIP code or zone was entered
<i>Invalid Cty Code</i>	Indicates that an invalid country code was entered
<i>Service N/A</i>	Indicates that the extra service is not valid for the class of mail selected
<i>Invalid Service</i>	Indicates that the extra service is not valid with the current extra service(s) selected.

## Specifications

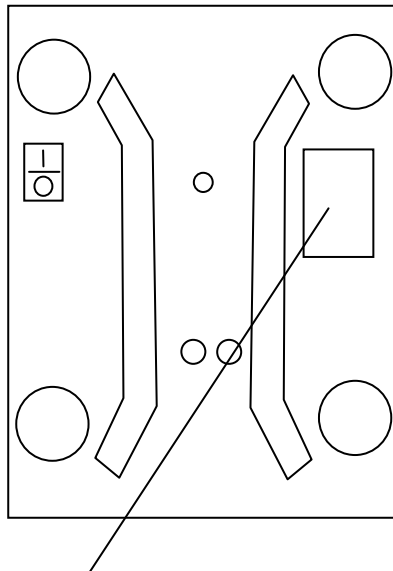
<b>Dimensions:</b>	9-1/8"W x 12-1/4"D x 3-5/8"H 232mm x 311mm x 92mm
<b>Capacity/Division:</b>	0–4 lb x 0.1 oz, 4–30 lb x 0.5 oz
<b>Power Source:</b>	12VDC, 500 mA AC adapter, included
<b>Accuracy:</b>	Meets Class III NIST H-44, NTEP CC # 97-088
<b>Operating Temp:</b>	41 to 95°F (5 to 35°C)
<b>Power Consumption:</b>	250 mA, maximum
<b>Display</b>	16 x 2 Alpha, Liquid Crystal w/ LED backlight

## Postal Rate Chip Change Instructions

**NOTE: Turn the scale's power switch to the OFF position prior to beginning**

The SPS-30 PLUS postal rate information is contained in a pre-programmed memory device that is mounted on a rate chip which plugs into the scale.

The rate chip is positioned on the underside of the postal scale. Remove the lid by removing the two Phillips head screws. The rate chip is situated directly beneath the lid. To remove, gently ease the rate chip from its socket using a small, flat screwdriver.



Remove plate to uncover rate prom

When inserting the new rate chip, ensure that the replacement is inserted correctly into the socket. Insert the rate chip into place by pushing down gently. Replace the compartment lid and your postal scale will be ready for use.

**Postal Rate Change Information**

The rates contained within this scale are updated periodically by the United States Postal Service, United Parcel Service and FedEx Express. To receive an order form for an updated rate card when this occurs, please be sure to return the information card found inside the box with your scale. Or simply call the number below.

**Limited 12 month Warranty**

This product is warranted by Transcell Technology against manufacturing defects in material and workmanship under normal use for twelve (12) months from the date of purchase. For complete warranty details and service information, please contact us at the address below.

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