pelouze®

P R E C I S I O N™

ADVANCED INTERNET DOWNLOADABLE POSTAL & SHIPPING SCALE

Download Rates at WWW.PELOUZE.COM

MODEL PS5DL
5 lb. Capacity

™
Small/Large Packages

OPERATOR'S MANUAL

Please take a few minutes to read the Operator's Manual so that you can become acquainted with the proper usage and special features of your PELOUZE® DIGITAL SCALE.

Save the original shipping carton and inner packing materials.

Congratulations

We at Pelouze® would like to take this time to thank you for purchasing one of our Internet Downloadable, Rate-Calculating products. You have chosen a state-of-the-art scale that features a precision loadcell weighing mechanism. As with all Pelouze products, Model PS5DL received careful inspection and testing in accordance with our stringent manufacturing standards. One of our highest priorities is to establish a long term business relationship with our customers by manufacturing products of the highest quality and dependability. Our reputation is based on over 100 years of "Scale Building" experience.

Your Pelouze Scale is easy to use, however, it is important that you read and carefully follow the instructions in this manual. Once you are completely familiar with the proper operating procedures and special features you will be able to use the scale efficiently. Be sure to save these operating instructions for future reference.

Important

Due to continuous improvement, you may have to log-on to www.pelouze.com for the latest instruction manual and help guides. If you have questions, please call 1-800-638-3722.

Specifications

Dimensions: 8" W x 6" D x 1-7/8" H (including feet)
Platform Size: 5-3/4" W x 5-3/4" D
Capacity: 5 lb.
Increments: 0.1 oz.
Power Source: 1 9V Alkaline Battery or 120V AC Adapter
(Pelouze ADPT2 - not included)
Model No.: PS5DL
Not Legal for Trade

Table of Contents

Contents of Carton

- Pelouze Internet Downloadable Rate Calculating Scale
- Operator's Manual
- Serial/RJ11 Cable (This cable will have a phone jack connection on one end and a serial port on the other end)

Key Features

Weight Capacity
PS5DL
- Weighs up to 5 lbs. in 0.1 oz. increments.

Calculates the Following Rates
- Domestic US Postal Service (including Alaska and Hawaii)
  - 1st Class to 13 oz.*
  - Priority over 13 oz.*
  - Express (Post Office to Addressee)
- Canada (Rates available up to 4 lbs)
  - Letter-post (Airmail)
- Mexico (Rates available up to 4 lbs)
  - Letter-post (Airmail)

USPS Rate Shopping
- Design allows user to toggle through comparisons between different USPS services.

Display
- Easy to read display shows weight, dollar charge and shipping mode.
- Cursor indicates shipping mode.

Internet Ready
- Rate updates via the Internet.
- Download rates at
  WWW.PELOUZE.COM

Auto Off
- Extends battery life

Programmed Rates

Your new PELOUZE Internet Downloadable scale is shipped without rates. To obtain the latest version of mailing & shipping rates go to **WWW.PELOUZE.COM** to download rates necessary for your scale.

How to Download

Set up your scale

Connect RJ11 end of the cable (the one that looks like a phone cord connector) into your scale.
Connect serial end of the cable to PC.
Connect power adapter to scale and wall outlet, or insert a new battery.
Start your Web browser and logon to www.pelouze.com.

Once you are at www.pelouze.com you will need to register and download files containing client software, client license, and rate files to your PC.

3

* A nonmachinable surcharge will apply to letters weighing under 1 oz that are smaller than 5"L x 3 1/2"H or larger than 11 1/2"L x 6 1/8"H. There are additional criteria that will cause your letter to incur the nonmachinable surcharge. Please consult your USPS Service Guide or www.usps.com for complete details.

How to Download (cont.)

Follow the directions on the website to register and download the files. Additional information can be found in the guides by clicking on the Quick Reference Guide link.

Register yourself
Click on the **Downloadable Scales Register** link of the website and follow the directions to register yourself or your company.

Register your scale
The next step is to register your scale at **Add a Scale**. Complete your information and click on the Accept button.

Download Client Software
Once you have added all of your scales click on the **Download Client Software** to go to that page. Please read the directions to download the software.
Take note of the location of these files on your PC - you will need them for future rate updates.

Download Client License
Next step is to download the **Client License** by clicking on the indicated link and follow the directions to download the license.

Download Rate Files
Next step is to download the **Rate** files. Click on the indicated link. Follow the directions to successfully download the rates.

How to Download (cont.)
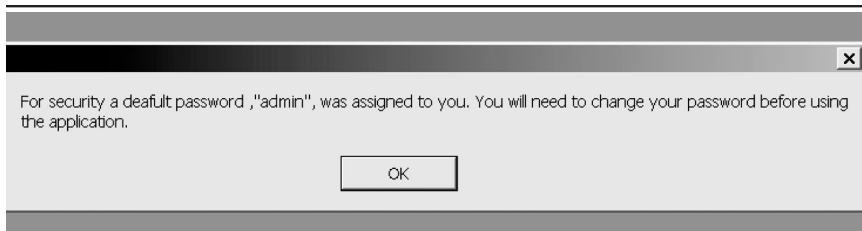
Your scale must be turned on to download the rates.
The next step after registering and downloading all of the files from
www.pelouze.com is to transfer the rates from your PC to your new scale.
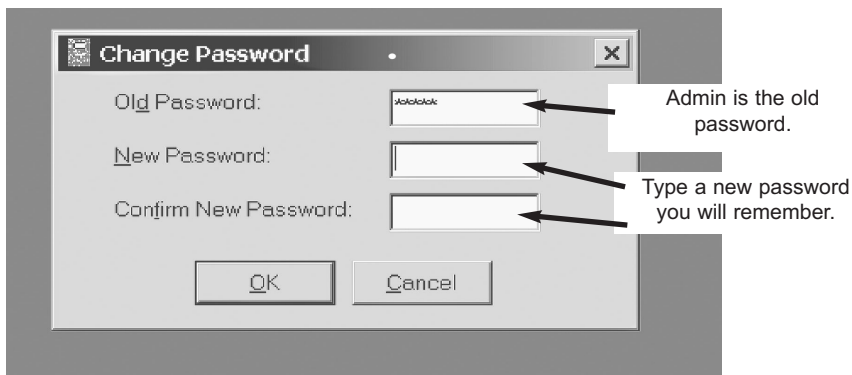
Transfer Rate Files

Turn on your scale. Open the **Client Software** on your PC by opening the file Pelstar (default location is C:\Program Files\Pelstar).

First time users will see the following screen.

For security a deafult password ,"admin", was assigned to you. You will need to change your password before using the application.

OK

The next screen instructs you to change your password.

Change Password

Old Password:

New Password:

Confirm New Password:

OK   Cancel

Admin is the old password.

Type a new password you will remember.

5

Select your scale   Select USPS.   Select Download.

Your scale now has the latest postal rates. Please refer to the section "How to Use the PS5DL" for instruction on how to use these rates with your scale.

** To select your scale, click on the line your scale is on. The selected line will be highlighted green.

How to Update Rates In a Previously Registered Scale

Go to LOG IN

Go to **WWW.PELOUZE.COM**. Click on **LOG IN** from the home page. If you are not using the same PC you used to register the scale, you must transfer the client software files from the original PC to the one you are using to download the new rates.

Enter your user name established during your original registration process (registered email address).

Enter your password established during the registration process.

Download Client License

Download a new copy of the **Client License** by clicking on the indicated link and following the directions to download the license.

Download Rate Files

Download the new rates to your PC by clicking on the indicated link. Follow the directions to successfully download the rates.

Transfer Rate Files

Turn on your scale. From your PC open the **Client Software** by opening the file Pelstar (default location is C:\Program Files\Pelstar). Download the new rates from your PC to your scale. Refer to page 7 for more information.

How to Use the PS5DL

For AC Operation:
1. Plug adapter into jack at rear of scale then into outlet (Standard 120V).
2. To purchase an adapter call Pelouze at 1-800-638-3722.

For Battery Operation:
1. Turn scale over.
2. Remove battery cover.
3. Use 9 Volt alkaline or lithium battery.
4. Install battery. Battery will not fit if polarity is reversed. Do Not Force!
5. Insert terminal end of battery into compartment first.
6. Replace cover.

To Turn Scale On:
1. Platform should be clear of all objects.
2. Press ON/OFF button once.
3. Display will briefly show all LCD functions and flash briefly.
4. Display will default to "straight" weigh mode.

Fundamentals of Correctly Weighing an Object:
1. Press ON/OFF button to turn scale on.
2. Wait for display to show zero or press the ZERO button.
3. Place object on platform distributing weight of package evenly over the platform.
   a. Place small packages on the center of the platform.
   b. Large packages should be placed with their center of gravity over the center of the platform. This balances the package so that it does not tip or lean in any direction.
4. Weight is determined when fluctuating stops.
5. If rate calculating is desired, press RATE key to toggle through selections.
• **Auto Off** – Power will automatically turn off after approximately 20 seconds of inactivity.
• **Deactivate Auto Off** – With the scale off, simply hold down the RATE key and press the ON/OFF key. You will see SHOF. indicating the Auto Off is not working. Turn the scale off and on again to reactivate the Auto Off feature.

To Get a Zero Reading:
1. Remove objects from platform.
2. Press ZERO button.

Tare Feature - To get a Zero Reading with an object on the platform:
• Tare feature permits you to separate the weight of a container from its contents.
1. Start with a "0.0" display.
2. Place empty container on platform.
3. When weight reading has stabilized, press ZERO button once. Display will return to "0.0".
4. Place objects in the container.
5. Display will show weight of contents only.

To Send by US Postal Service

1st Class (under 13 oz) / Priority (over 13 oz.)

1. Place the object to be weighed on the platform.

2. Press RATE key until cursor is on 1st /Priority.

3. If weight is 13 oz. or less, the scale will automatically display the 1st Class rate.
4. If weight is over 13 oz. and up to 5 lbs., display will show ENT, prompting you to press ENTER. After ENTER is pressed, display will show 000, with the first "0" flashing. The scale is prompting you to enter the first three digits of the Destination ZIP Code. Use the UP or DN keys to toggle through 0-9. When the desired digit is seen press ENTER. Continue this until the first three digits are entered. The rate will be displayed. If at any point while entering the Destination ZIP Code you would like to revert back to the previous digit entered, just press and hold the UP or DN key until that digit is flashing.
5. The display will indicate "1st /Priority" with the cursor and show the rate.

Express Mail – Post Office to Addressee
1. Place the object to be weighed on the platform.
2. Press Rate Key button until cursor arrives on Express Mail.
3. Display will indicate "Express Mail" with the cursor and display the rate.

Canada/Mexico/International (Air Mail Only)
1. For Letter/Package up to 4 lb.
2. Place the object to be weighed on the platform.
3. Press the Rate key until cursor arrives on the destination country: CAN for Canada or MEX for Mexico.
4. Display will indicate "MEX" or "CAN" with the cursor and display the appropriate rate.

Key-Pad Options

RATE / UP Button
• Starts the process of calculating rates.
• When the scale is off, depress this key at the same time as the ON/OFF key to deactivate the Auto Off function.
• Toggles up through the Destination ZIP Code digits (0-9)
ZERO / DN Button
• Separates the weight of a container from its contents.
• Toggles down through the Destination ZIP Code digits (0-9)
ENTER Button
• Inputs desired commands or digits.
On/Off Button
• Turns scale on and off.
• When the scale is off, press this key while depressing the RATE/UP key to deactivate the Auto Off function.
Note:
The total combined weight of a container and its contents should not exceed 6 lbs. for the PS5DL.

Care and Cleaning

•Your Pelouze Scale is a precision instrument, engineered to provide years of valuable service.Care should be given to maintain its accuracy and appearance.
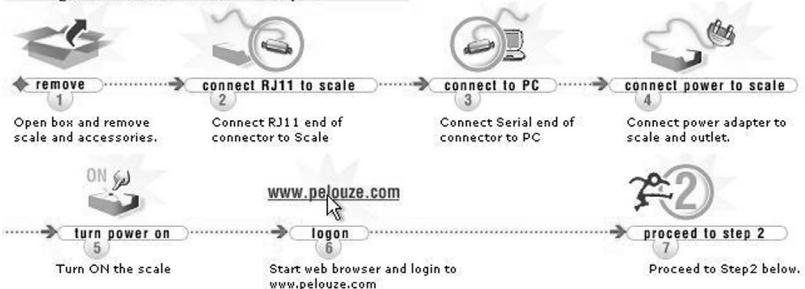
Protect your scale from:

1.Exposure to extreme temperatures. (Do not leave in direct sunlight).
2.Exceeding the weight capacity.
3.Liquid spills
4.Do not leave objects on the scale platform when not in use.
5.This scale should be cleaned by wiping with a soft, damp cloth.
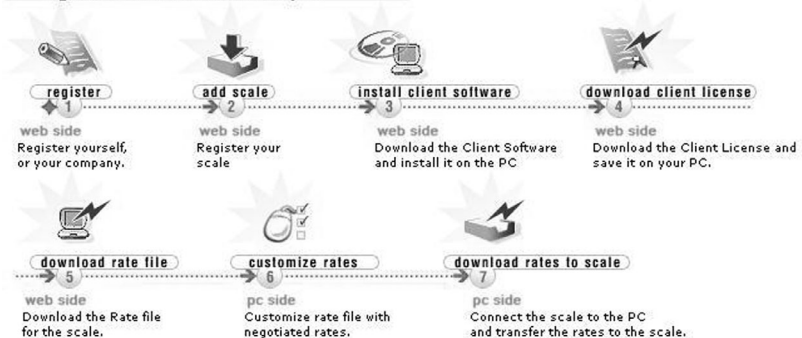6.Do not immerse in water.

Payment Contract

• Please note your first download is free. You are eligible for an additional free update if any rates go up within the first 60 days of purchase.

• Each additional rate increase (after initial 60-day period): $14.99

Quick Reference for Set Up & Downloads

Quick Reference - Step 1

remove 1	connect RJ11 to scale 2	connect to PC 3	connect power to scale 4
Open box and remove scale and accessories.	Connect RJ11 end of connector to Scale	Connect Serial end of connector to PC	Connect power adapter to scale and outlet.

turn power on 5	logon 6	proceed to step 2 7
Turn ON the scale	Start web browser and login to www.pelouze.com	Proceed to Step2 below.

www.pelouze.com

Quick Reference - Step 2

register 1	add scale 2	install client software 3	download client license 4
web side	web side	web side	web side
Register yourself, or your company.	Register your scale	Download the Client Software and install it on the PC	Download the Client License and save it on your PC.

download rate file 5	customize rates 6	download rates to scale 7
web side	pc side	pc side
Download the Rate file for the scale.	Customize rate file with negotiated rates.	Connect the scale to the PC and transfer the rates to the scale.

Standard Definitions United States Postal Service

• **Express Mail** – A mail class that provides expedited delivery service. This is the fastest mail service offered by the USPS.

• **First-Class Mail** – A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. Any mailable matter may be sent as First-Class Mail.

• **Priority Mail** – Priority Mail is a subclass of First-Class Mail comprising First-Class Mail that weighs more than 13 ounces and, at the mailer's option, any other mail matter weighing less than 13 ounces mailed at Priority Mail rates. Priority Mail provides expedited delivery. Any mailable matter may be sent as Priority Mail. For Priority Mail shipments weighing less than 13 oz, please consult your USPS Rate Guide or www.usps.com for the appropriate postage rate.

Frequently Asked Questions & Answers

1. What is my username for the Downloadable scales website?
   A.The username is the user's registered e-mail address.

2. What if I cannot remember my password to my client software?
   A. A user can re-set the password on the client software by re-downloading the client license.

3. Do I have to pay for my first download?
   A. No. The first download is free as well as any downloads made 60 days thereafter.

4. My scale doesn't weigh properly or it doesn't weigh at all.
   A. Ensure that the black fork shaped packing guard has been removed. If the problem still occurs, please call Technical Support at 1-800-638-3722.

5. How do I know if my rates have been downloaded to my scale properly?
   A. When a single sheet of paper calculates the correct current postage, the rates have been downloaded properly.

6. What does BATT mean?
   A. Please change battery.

7.What does ENT mean?
   A.Please press ENTER in order to input the first three digits of the destination ZIP Code using the UP and DN keys.

8. I have four half 8 symbols on my screen. What does this mean?
   A. It means that the calibration has been lost in the scale and needs to be re-calibrated. To do this you must call Technical Support at 1-800-638-3722.

9. What if my scale will not communicate with my computer?
   A. Either the scale is off, another device's software is occupying that port, the cable is non-functional, or the COM port is not functioning. If any of these issues cannot be resolved, please contact Technical Support at 1-800-638-3722.

10.What do I do if I am having problems with my COM Port?
   A. From the Pelstar [Scale list] pull-down menu on your PC, select Option→Set COM Port. You will notice the default COM port selected will be COM 1. If download does not work, select COM 2, COM 3 or COM 4 and try to download again.

11.Where can I purchase an adapter for the PS5DL?
   A. Please contact Pelouze for an authorized Pelouze dealer in your area.

12.Are the downloadable scales compatible with Apple software?
   A. Not currently.

13.How can I contact Technical Support?
   A. Call us at 1-800-638-3722
   E-mail us at downloadts@pelstarllc.com
    or downloadcs@pelstarllc.com
   Hours: 8 a.m. until 5 p.m. Central Standard Time
   Monday through Friday.

Record your Passwords

Browser Application
Website User name_____
Website Password _____

Client Software
Pelstar Password _____

Limited One Year Warranty

What Does this Warranty Cover?

Pelstar LLC scales are warranted from date of purchase against defects of materials or in workmanship for a period of 1 year. If product fails to function properly, return the product, prepaid and properly packed to Pelstar. If manufacturer determines that a defect of material or in workmanship exists, customers' sole remedy will be repair or replacement of scale at no charge. Replacement will be made with a new or remanufactured product or component. If the product is no longer available, replacement may be made with a similar product of equal or greater value. All parts including repaired and replaced parts are covered only for the original warranty period.

Who is Covered?

The original purchaser of the product must have proof of purchase to receive warranty service. Pelstar dealers or retail stores selling Pelstar products do not have the right to alter, or modify or any way change the terms and conditions of this warranty.

What is Excluded?

Your warranty does not cover normal wear of parts or damage resulting from any of the following: negligent use or misuse of the product, use on improper voltage or current, use contrary to the operating instruction, abuse including tampering, damage in transit, or unauthorized repair or alterations. Further, the warranty does not cover Acts of God, such as fire, flood, hurricanes and tornadoes. This warranty gives you specific legal rights, and you may also have other rights that vary from state to state, province to province or jurisdiction to jurisdiction.

To get Warranty Service

Make sure you keep your sales receipt or document showing proof of purchase.
Call 1 (800) 638-3722 to receive a return authorization. Attach proof of purchase to your defective product along with your name, address, daytime telephone number and description of the problem. Carefully package the product and send with shipping and insurance prepaid to:

Pelstar LLC
Attention R/A#_____
Repair Department
7400 W. 100th Place
Bridgeview, IL 60455

If your scale is not covered by warranty, or has been damaged, an estimate of repair costs or replacement costs will be provided to you for approval prior to servicing or replacing.

pelouze®