

# Operating Guide

**Mailing Systems  
And Solutions**

**HASLER**  
*America's better choice*

## **WJS5 & WJS10** Electronic Scales



An ISO 9001 Quality System  
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**WJS5 & WJS10 Operating Guide**

**04/2002 Form 50810**

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**Note:**

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 when the equipment is operated in a commercial environment.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

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### Introduction To The HASLER Model WJS5/WJS10 Postal Computing Scale

The Hasler Model WJS5 / WJS10 Digital Postal Computing Scales are designed for low volume mailroom applications. It is equipped with many helpful features that guide the operator through the day to day mailing activities.

There are two versions of the WJS5/WJS10 scale. The WJ series is an RS-232 scale which interfaces only with the WJ Series meters. The non-WJ series interfaces with the current loop and TTL style meters.

The scale is available in two weight capacities. The Model WJS5 which has a maximum weighing capacity of 5 pounds and the Model WJS10 which has a maximum weighing capacity of 10 pounds.

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.

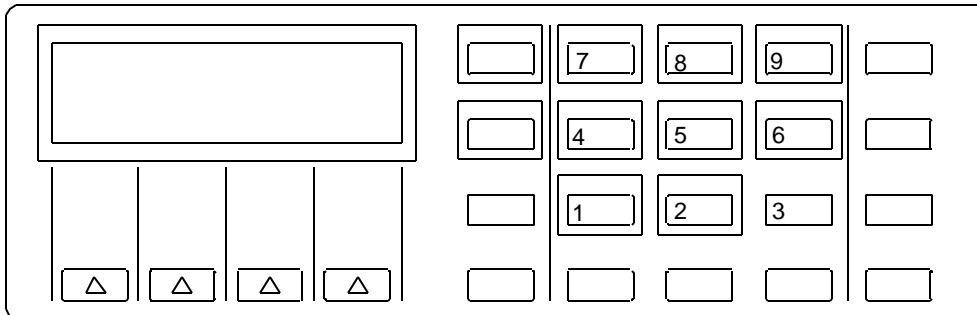


FIGURE 1-1: WJS5 / WJS10 Front Panel

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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.

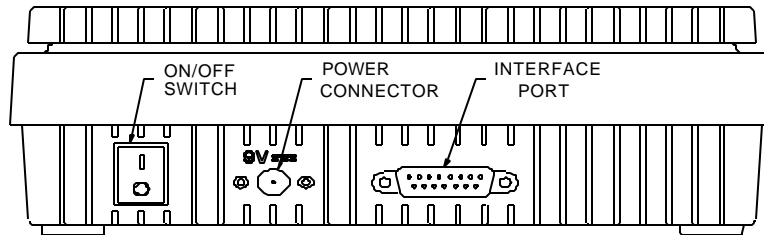


Figure 2-1: WJS5 / WJS10 Back Panel

### Step 1. Install the Rate Module.

1. Remove the Rate Module from the container.
2. Remove the Rate Module cover from the top of the scale.
3. Install the Rate Module in the scale with the component side of the module facing the rear of the scale.
4. Replace the Rate Module cover.

### Step 2. Install the Platter.

1. Locate the plastic platter.
2. Position it over the top of the scale so the sloping edge is facing to the front of the scale. **Note:** The underside of the platter has an arrow that shows the position of the platter when it is pointed towards the front of the scale.
3. Place the platter on top of the scale and move it around until the four legs of the platter line up with the four holes in the top of the scale.
4. When the legs of the platter are aligned with the holes in the scale, press down on the platter until it is in place.

Continued on the next page.

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

1. After placing the scale in its area of use, locate the Model T1206 AC Adapter.
2. Connect the female end of the AC Adapter to the connector on the rear of scale, then plug the adapter into an AC outlet.

**Step 4. Turn the scale's AC power "ON" to begin the initialization.**

**Step 5. Initialization** - The first time the scale is turned on you will be required to enter the serial number, origin ZIP Code and Setting Code. This information is printed on the Bill of Lading included with the scale.

1. When the AC power switch is placed "ON" position, the scale prompts for the "Serial Number".
2. Enter the serial number from the Bill of Lading.
3. Press the "ENT" key. The scale displays the serial number entered and prompts you to verify (Yes or No) if the serial number displayed is correct.

### 3.1 Display

The display is an LCD (Liquid Crystal Display) display capable of displaying the various sizes of characters and graphic images.

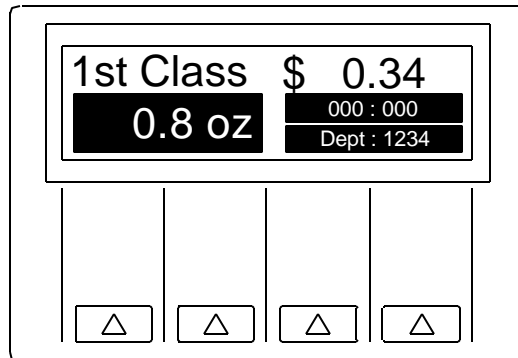


FIGURE 3-1: WJS5/WJS10Display Detail

As shown in Figure 3-1, the scale displays the prime rate, weight, shipping charge, destination ZIP code/zone and department. When additional information is needed, the scale will prompt for the information in pop-up windows or display other menu selections.

### 3.2 Sleep Mode (Display Blanking)

If the scale is left unattended for five minutes, no keyboard activity or keys pressed, it will automatically go to sleep (blank the display) to conserve energy. While in the “sleep” mode, the scale retains in memory the last transaction information. When weight is placed on the platter or you press a key, the returns to the normal operating mode.

### 3.3 Keyboard

The keyboard is composed of rate keys, operator keys and four soft keys. Refer to Figure 3-2 for the overall layout and key locations.

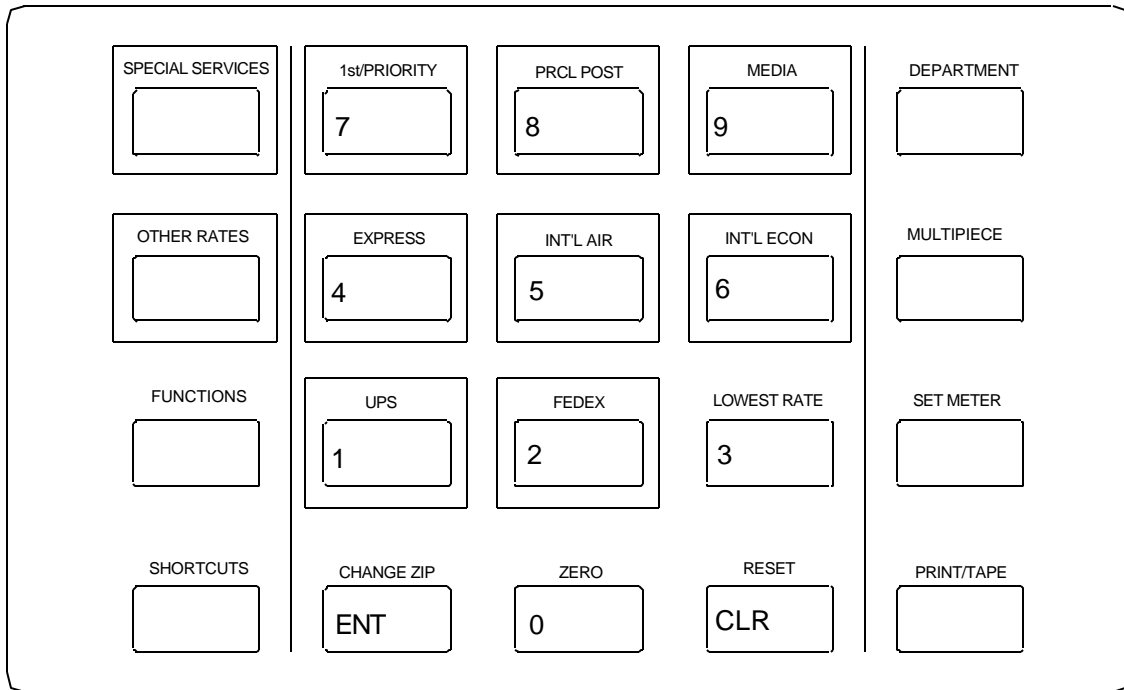


FIGURE 3-2: Rate Keys and Operator Keys Layout

#### 3.3.1 Soft Keys

Both the graphic display and the four keys located below the graphic display make up the soft keys. These four keys interact with the graphic display and are used to make menu selections that guide you through the rate calculation process.

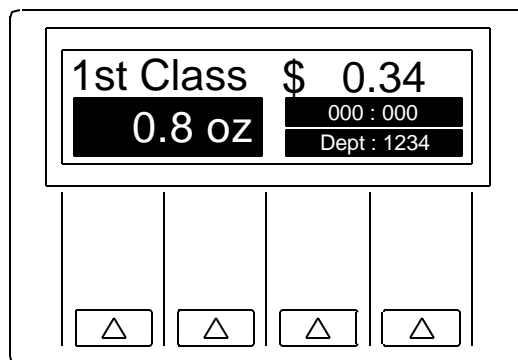


FIGURE 3-3: Soft Keys

**3.3.2 USPS, UPS and FEDEX Rate Keys**

The following keys allow the access to the USPS rates, UPS rates and the Federal Express rates on the scale keyboard. In each case, pressing the key will select the chosen rate or display the multiple selections over the soft keys.

**3.3.2.1 USPS Rate Keys**

**1st/Priority (7)** - This key is used to select the 1st Class or Priority mail rate class. The scale defaults to the 1st Class mode whenever the scale is turned on. This key is also used as the numeric 7 key when numeric entry is required.

**Prcl Post (8)** - This key is used to select the Package Services Parcel Post /Intra BMC or Inter BMC rate. The key is also used as the numeric 8 key when numeric entry is required.

**Media (Book) (9)** - This key is used to select the Package Services Media Mail (Book) rate and is also used as the numeric 9 key when a numeric entry is required.

**Express (4)** - This key is used to select the Express Post Office to Addressee (PO-ADR) rate and is also used as the numeric 4 key when a numeric entry is required.

**International (Economy & Airmail)** - The following two keys are used to select either the International Airmail rate or the International Economy rate.

- **International Air (5)** - This key is used to select the International Airmail rate. The key is also used as the numeric 5 key when numeric entry is required.
- **International Econ (6)** This key is used to select the International Economy rate. The key is also used as the numeric 6 key when numeric entry is required.

**Other Rates** - This key is used to select the additional USPS rates (maximum of six) assigned in Supervisor Setup and accessed via the soft keys. Refer to section 6.2.4 for the Other Rates key setup procedures.

- **Library** - Selects the Package Services Library Mail single piece rate.
- **Catalog/Bound Printed Matter** - Selects the Package Services Bound Printed Matter Single Piece rate. When selected the scale will prompt you for a three digit ZIP code.
- **Postcard** - Selects the 1st Class Single Piece Postcard rate.
- **Non-Automation Presort Letter** - Selects the optional 1st Class Non-Automation Presort Letter rate.
- **Automation Basic Letter** - Selects the optional 1st Class Automation Basic Letter rate.
- **Automation Basic Flat** - Selects the optional 1st Class Automation Basic Flat rate.
- **Automation 3-Digit Letter** - Selects the optional 1st Class Automation 3 Digit Letter rate.
- **Automation 5-Digit Letter** - Selects the optional 1st Class Automation 5 Digit Letter rate.

- **Automation 3/5-Digit Flat** - Selects the optional 1st Class Automation 3/5 Digit Flat rate.

### 3.3.2.2 UPS (United Parcel Service) Rate Key and Numeric Key 1

The UPS key is optional and the rates included with the key are accessed via soft keys. The UPS key is also used as numeric key 1 when a numeric entry is required. **Note:** All UPS rates, with the exception of Canada/Mexico Letter, require a valid ZIP Code entry. The Canada/Mexico Letter rate requires a valid zone entry.

- **Ground Commercial/Residential** - Selects the Ground Commercial rate or the Ground Residential rate depending on which soft key is pressed.
- **Next Day Air Letter/Package** - Selects either a Next Day Air letter or Package depending on which soft key is pressed.
- **Second Day Air Letter/Package** - Selects either a Second Day Air letter or Package depending on which soft key is pressed.
- **Canada/Mexico Air Letter** - Selects the Canada/Mexico Air Letter rate.

### 3.3.2.3 FEDEX (Federal Express) Rate Key and Numeric Key 2

The Fed Ex key is optional and the rates included with the key are accessed via soft keys. The key is also used as the numeric 2 key when numeric entry is required.

- **Priority Overnight Letter** - Selects Priority Overnight Letter rate.
- **Standard Overnight Letter** - Selects Standard Overnight Letter rate.
- **Economy 2 Day Letter** - Selects Economy 2 Day Letter rate.

### 3.3.3 Operator Keys

The remainder of the keys acts as various function keys. Some have to do with rate calculations and some have to do with actual scale operation. In each case, pressing the key will activate the chosen function or display multiple selections over the soft keys.

#### 3.3.3.1 Special Services Key

This key is used to select the special services for each carrier. The valid special services for the selected class of service is indicated on the display above the corresponding soft keys and all accessed via the soft keys.

- **Registered With/Without Postal Insurance** - If this service is selected, the scale prompts you to "*Enter Registered Amount*". The insurance fee based on the amount entered is indicated on the display for two seconds.
- **Certified** - If this service is selected, the appropriate fee for the transaction is indicated on the display for two seconds.

Continued on the next page.

- **Return Receipt** - If this service is selected, the scale displays “*Return Receipt with Addressee?*” with “*Yes*” and “*No*” above the soft keys. If you select “*Yes*”, the scale displays the Return Receipt for Addressee fee for two seconds. If you select “*No*”, the scale displays the Return Receipt fee for two seconds.
- **Oversize** - If this service is selected, the scale applies the oversize fee to the shipment and displays “*Oversize Applied*”.
- **Collect On Delivery (C.O.D.)** - If this service is selected, the scale displays “*Enter C.O.D. Amount \$*”. Once the value is entered, the scale displays the C.O.D. fee based on the amount entered for two seconds. The maximum COD amount allowed is \$999.99.
- **Insurance** - If this service is selected, the scale displays “*Enter Insurance Amount \$*” and allows you to enter the insured amount. After an amount is entered the scale displays for two seconds the insurance fee based on the amount entered.
- **Restricted Delivery** - If this service is selected, the appropriate fee for the transaction is indicated on the display for two seconds.
- **Delivery Confirmation** - If this service is selected, the appropriate fee for the transaction is indicated on the display for two seconds.

### 3.3.3.2 Shortcut Key

When the SHORTCUT key is selected, all key sequences that were programmed through the shortcut key setup in the Supervisor Menu are played back keystroke for keystroke. Four shortcuts are available through the shortcut key. Refer to Section 6.2.3 for the Shortcut Key setup procedure. Refer to Section 5.1 for the Shortcut key operation procedure.

### 3.3.3.3 Multipiece Weighing Key

The Multipiece Weighing key is an optional function that allows you to place a stack of items on the scale and weigh each piece as it is removed. When the Multipiece key is enabled, the scale will display a Multipiece icon “*M*” in the display. Refer to Section 5.1 for the Multipiece Weighing operation procedure.

### 3.3.3.4 Lowest Rate Key (3)

The LOWEST RATE key is used to select the least expensive rate that has been configured into the system. Refer to Section 6.2.2 for the Lowest Rate key setup procedure. Refer to Section 5.3 for the Lowest Rate key operation procedure. This key is also used to select the numeric 3 key when in a data entry mode.

### 3.3.3.5 Enter/Charge Zip Key

The ENTER/CHANGE ZIP key is used to accept data when in data entry mode or to change the current ZIP code/country code. If a domestic class of mail has been selected, this key is used to enter a new ZIP code. If a USPS International class of mail has been selected, this key is used to enter a new country code.

**3.3.3.6 Clear Reset Key**

The CLEAR/RESET key is used to clear the current entry or reset the scale. If an incorrect data entry is made, pressing this key will only clear the current data from the display.

**3.3.3.7 Zero Key (0)**

The ZERO key is used to Zero the scale or Tare the scale. When the scale is in the shipping mode with nothing on the weighing platform, and this key is selected the scale zeros the weight. If a container is on the scale and the key is selected, the weight of the container is tarred. This key is also used for the numeric 0 key when in data entry mode.

**3.3.3.8 Set Meter Key**

The SET METER key is used to set the current USPS charges on the meter or send the current UPS charges to the register. If the "Department Prompt" is enabled in the Supervisor Menu, and the Set Meter key is pressed, the scale will first prompt for a department before setting the meter.

**3.3.3.9 Print/Tape**

The PRINT/TAPE key is used to print a USPS tape or to print a UPS register tape. If a USPS transaction is processed, pressing the Print/Tape key will send the USPS charges to the meter to generate a postage tape. If a UPS transaction is processed, pressing the Print/Tape key will send the UPS charges to the meter to generate a register tape. If the "Department Prompt" is enabled in the Supervisor Menu, and the PRINT/TAPE key is pressed, the scale will first prompt for a department before printing a tape.

**3.3.3.10 Department**

The Department key is used to enter a department for postage charge backs. When you press the key, the scale prompts for a department number (maximum four digits). If less than four digits are entered, press the Enter key to complete the entry. If four digits are entered, the scale automatically completes the entry. If the department key is pressed again before the transaction is processed, the scale will display the current department number.

There are two prompting modes available in the Department Setup. Refer to Section 6.2.1 for the Department Prompting setup procedure.

**3.3.4 Functions Key (Soft Keys)**

The function key is used to access less frequently used scale operations. The available functions are shown on the display and accessed via the soft keys. The soft key functions are: Manual Weight, Multiple labels, Auto-set, Piece Count and Setup. Refer to Section 6 for the Functions key procedures.

**3.3.4.1 MN WGT (Manual Weight)**

The Manual Weight function allows for a weight to be manually entered into the system. The maximum weight that can be entered manually is 20 lb. Refer to Section 5.5 for the Manual Weight operation procedure.

**3.3.4.2 LBL5 (Multiple Labels)**

The Multiple Labels function is used to generate a quantity of labels on the postage meter. Refer to Section 5.6 for the Multiple Labels operation procedures.

**3.3.4.3 HDLG (Handling Charge)**

The Handling Charge function allows you to configure a default handling charge. The “**H**” icon is displayed when handling charge is enabled. Refer to Section 5.7 for the Handling Charge setup and operation procedure.

**3.3.4. AU SET (Auto-Set)**

The Auto-set mode is only used for USPS transactions. In this mode the scale will automatically set the meter when a new rate value is computed by either selecting a rate, selecting a service or via a weight change with a previous value. If the scale is configured to prompt for a department, the scale will prompt you for a department before automatically setting the meter. The “**A**” is displayed when the scale is in Auto-set mode. The Auto-set function takes the place of the Set Meter function. Refer to Section 5.8 for the Auto-set operation procedures.

**3.3.4.5 PCNT (Piece Count)**

The Piece Count function puts the scale into a counting mode. Refer Section 5.9 for the Piece Count operation procedure.

**3.3.4.6 Setup (System setup)**

The system setup function configures the scale for the customer's specific application. Both Supervisor and Service setup menus are accessed through this menu. Refer to the Section 6 for the System Setup procedures.

Continued on the next page.

### 3.4 General Scale Operation

#### 3.4.1 System Prompts

The WJS5/WJS10 scale prompts for information in two ways.

- Numeric Entry - This type of prompt appears as a text box with underscores. Use the numeric keys to enter the requested data and press the ENT key to complete the entry. If you make a mistake during the entry, press the CLEAR key to start over.

- Menu - These prompts are answered by selecting the appropriate keyboard soft key.

#### 3.4.2 Soft Keys

The soft keys are rate and function keys that are not present on the keyboard and must be accessed via a keyboard key. The following are notes on the soft keys:

- The scale displays valid soft key selections in a normal video mode surrounded by a box.
- The scale displays the selected soft key selection in a reverse video mode.
- The scale displays invalid soft key selections in a normal video mode without a box.
- If more than four menu selections are available, then the fourth soft key will always be “More”. More indicates additional selections from the next level of soft keys.
- If only two selections are available, only the first and third soft key are used.
- The soft key functions are abbreviated. Refer to the Appendix “D” for the abbreviations.

#### 3.4.3 Mailing or Shipping an Item

There are five basic steps to shipping a letter or package. Refer to Section 4 for detailed examples.

1. Place the letter or package on the scale’s platter and allow the weight indication to stabilize. For more information on weighing an item, see Section 3.4.4.
2. Press a rate key to select the mailing or shipping method. Refer to Section 3.4.5 for more information on selecting the desired class of mail.
3. If the method of shipment and/or the weight of the item requires a ZIP Code or country code, the scale prompts (displays three underscore lines with the first underscore flashing) for a three digit code. Use the numeric keys to enter the destination ZIP Code or country code. Refer to Section 3.4.6 for more detailed information on entering a ZIP Code or Section 3.4.6.2 for more detailed information on entering a country code.

4. If required, select a special service (i.e. Insurance, C.O.D., etc.). Press the SPECIAL SERVICES key and use the appropriate soft key to select the desired special service. Refer to Section 3.4.7 for more detailed instructions on the SPECIAL SERVICES key.

5. If the scale is connected to a USPS postage meter or UPS register, press the SET METER or PRINT/TAPE key to send the current charges to the device.

#### **3.4.4 Weighing a Letter or Package**

Before weighing an item, make sure the scale shows a zero weight indication. If it does not, remove all items from the platter and press the ZERO key.

To weigh an item, place it on the center of the weighing platter. Once the weight stabilizes, the scale displays the weight. If the scale detects motion, it displays "Unstable". If the item weight exceeds the scale's weight capacity, it displays "Scale Wt Exceeded".

#### **3.4.5 Selecting a Class of Service**

To select a mailing or shipping rate, simply press the appropriate rate key. The available rates are listed in Section 3.3.2.

#### **3.4.6 Entering a Zip Code or Country Code**

##### **3.4.6.1 Zip Code Entry**

If the method of shipment and/or the weight of the item requires a ZIP Code the scale will prompt for a ZIP Code entry.

- When the scale prompts you for a ZIP Code, enter the three digit destination ZIP code. When you enter third digit, the scale automatically completes the entry.
- You may also enter a ZIP code with less than three digits. For example, to enter ZIP code 055, press "5" "5" then press the ENTER key to complete the entry.
- If the scale displays "Invalid ZIP" re-enter a valid ZIP Code.
- If you want to change the displayed ZIP Code, press the CHANGE ZIP key and enter the new ZIP Code.

Continued on the next page.

### 3.4.6.2 Country Code Entry

When one of the International rate keys is selected, the scale prompts you for a three-digit numeric country code and displays "List" as the fourth soft key option.

- Refer to the Country Code Chart in Appendix E and enter the three-digit destination country code.

- If the country code is not known, select the "List" soft key at the country code prompt. The scale displays the country names (in alphabetical order and in groups of six) and their associated country codes. All the countries can be accessed through the soft keys.

1. Use the first soft key to Page Up to the next selection of six countries.
2. Use the second soft key to Page Down to the next selection of six countries.
3. Use the third soft key to toggle between the two columns of country names.
4. Use the fourth soft key to highlight the country.
5. Once the desired country has been highlighted, press the ENT key to accept the country.

- If an invalid country code is entered, the scale displays "Invalid Country" and prompts you again for the country code.

### 3.4.7 Selecting Special Services

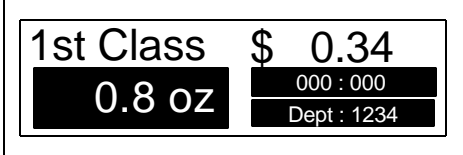
After selecting a rate, press the Special Services key to select a service. The available services are displayed above the soft keys and all accessed via the soft keys. If the Special Services key is pressed before a rate is selected the scale prompts you to select a rate first.

When a value must be entered to determine the special service fee (COD, Registered, Insurance), the scale allows for a numeric entry. As the number is entered, the value shifts to the left until the required value is indicated. Press the ENT key to accept the input.

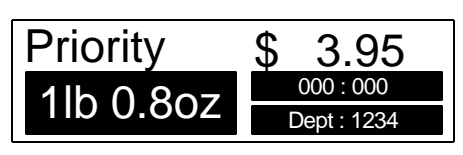
To select another special service, the SPECIAL SERVICES key must be pressed again.

4.1 Sending A Letter Or Parcel By USPS FIRST CLASS/PRIORITY Mail


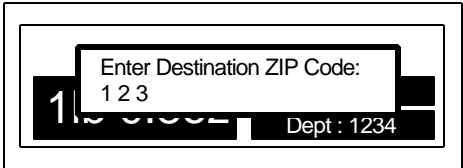
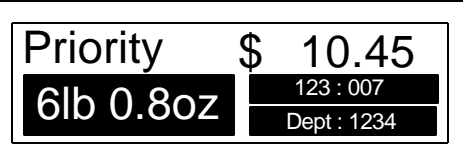
1. 1ST Class Mail (Weight Less Than or Equal To 13 ounces)

ACTION	DISPLAY EXAMPLE
1. Press the 1st/ PRIORITY (7) key. No further action is necessary.	


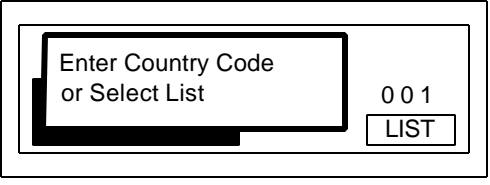
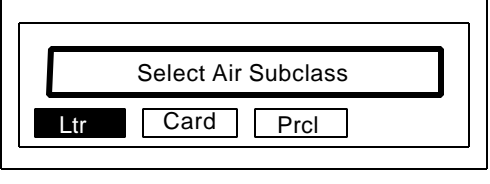
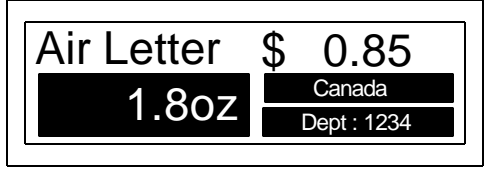
2. Priority Mail (Weight From 1 Pound to 5 Pounds)

ACTION	DISPLAY EXAMPLE
1. Press the 1st/ PRIORITY (7) key. No further action is necessary.	

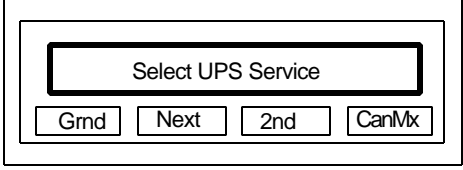
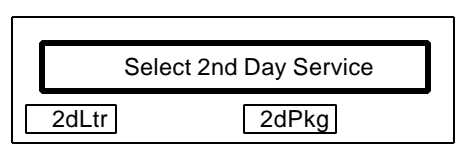
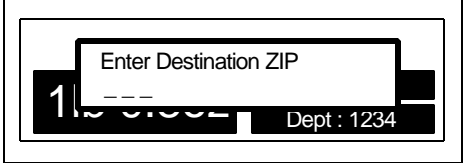
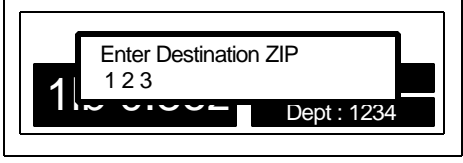
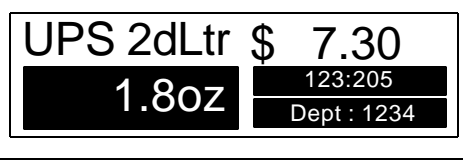
3. Priority Mail (Over 5 Pounds)

ACTION	DISPLAY EXAMPLE
1. Press the 1st/ PRIORITY (7) key.	
2. Enter the first three digits of the destination ZIP code using the numeric keys. In this example, we will use ZIP code 123.	
3. Screen after entering a ZIP code of 123.	

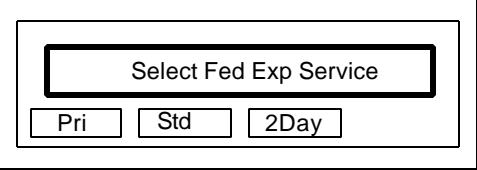
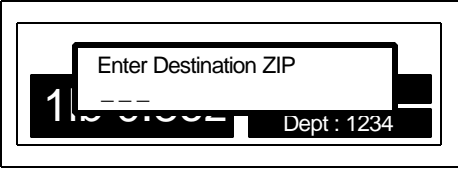
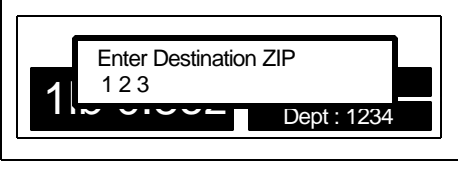
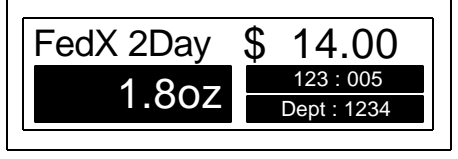
4.2 Sending An International AIRMAIL Letter By USPS

ACTION	DISPLAY EXAMPLE
1. Press the INT'L AIR (5) key.	 <p>The screen shows a text input field with the prompt "Enter Country Code or Select List". To the right of the field is a button labeled "LIST".</p>
2. Enter the country code from Appendix D. In our example, we will choose Canada which has a country code of 001. You can also press 1 then press the ENTER key.	 <p>The screen shows the same text input field as in step 1, but now the number "001" has been entered. The "LIST" button is still present to the right.</p>
3. Select the Air Sub-Class. In our example, we will press the "Ltr" soft key.	 <p>The screen shows a text input field with the prompt "Select Air Subclass". Below the field are three buttons: "Ltr", "Card", and "Prcl". The "Ltr" button is highlighted with a black background.</p>
4. Screen after selecting "Ltr".	 <p>The screen displays the final selection: "Air Letter \$ 0.85". Below this, there are two rows of information: "1.8oz" and "Canada", and "Dept: 1234".</p>

4.3 Sending A Letter By UPS SECOND DAY AIR

ACTION	DISPLAY EXAMPLE
1. Press the UPS (1) key.	
2. Press the "2nd" soft key to select 2nd Day Air Service.	
3. Press the "2dLtr" soft key to select 2nd Day Air Letter Service.	
4. Enter the first three digits of the destination ZIP code using the numeric keys. In this example, we will use ZIP code 123.	
5. Screen after entering ZIP code of 123.	

4.4 Sending A Letter By Federal Express STANDARD OVERNIGHT

ACTION	DISPLAY EXAMPLE
1. Press the FEDEX (2) key.	
2. Press the "Std" soft key to select 2nd Day Air Letter Service.	
3. Enter the first three digits of the destination ZIP code using the numeric keys. In this example, we will use ZIP code 123.	
4. Screen after selecting FedEx Standard Overnight Air Service.	

## 5.1 Shortcut Key

The shortcut function automatically performs a series of predefined keystrokes programmed during the shortcut key setup. Four shortcuts are available through the shortcut key “Sc1” “Sc2” “Sc3” and “Sc4”. If only one shortcut was setup, the scale will default to that shortcut sequence when selected. Once the shortcut key is saved, powering off the scale will not lose the key sequences. Refer to Section 6, Paragraph 6.2.3 for the Shortcut key setup procedure.

1. Place the item to be shipped on the scale.
2. Press the “SHORTCUTS” key.
3. Press the soft key associated with the desired shortcut (Sc1, Sc2, Sc3 or Sc4).  
**Note:** If only one shortcut is programmed, the scale defaults to that shortcut.
4. Enter any additional information needed to complete the transaction (i.e. ZIP Code, COD amount, insurance value...etc.).

## 5.2 Multipiece Weighing (Mailing Machine Required)

The Multipiece Weighing key is an USPS only function that allows you to place a stack of items on the scale and weigh each piece as it is removed. If the Multipiece Weighing key is selected and the option has not been enabled, the scale displays “*Option Not Installed*”. If the function is enabled and the key is selected, the scale is placed into the Multipiece mode. **Note:** When Multipiece is enabled, the scale will display the Multipiece icon “M” in the display.

1. Press a USPS rate key. **Note:** If you press the Multipiece key before selecting the USPS rate, the scale displays the error message “*Select USPS Rate First*”.
2. Press the MULTIPIECE key.
3. Place the items to be mailed on the scale and press the ENT key. The scale and prompts: “Remove Item From Scale”.
4. Remove the first item from the scale. The scale displays the weight and mailing cost of the item removed and prompts: “Select Meter or Tape”.
5. Press the SET METER or PRINT/TAPE key. **Note:** If department prompting is enabled, the scale prompts for a department when you press the SET METER or PRINT/TAPE key.
6. Repeat steps 1 through 5 for the remaining items. When the last item is removed from the scale, press the RESET key to return the scale to normal operation.

### 5.3 Lowest Rate Key

The LOWEST RATE key is used to shop among the various prime rates programmed during the Lowest Rate key setup and select the least expensive method of shipment. Refer to Section 6, Paragraph 6.2.2 for the Lowest Rate key setup procedure.

1. Press the ZERO key.
2. Place the item to be mailed on the scale.
3. Press the LOWEST RATE key. The scale prompts for the destination ZIP Code.
4. Enter the three digit ZIP Code. The scale cycles through the rates on the Lowest Rates List and displays the least expensive rate.
5. If required, press the PRINT/TAPE or SET METER key to complete the transaction.
6. Press the RESET key to return the scale to normal operation.

### 5.4 Department Prompting

Department prompting is used to automatically prompt for a department when you press the SET METER or PRINT TAPE key. There are three prompting options (Department, Clear Department After Recording and Multipiece Batch) available. Refer to Section 6, Paragraph 6.2.1 for the Department Prompting setup procedure.

- Department Prompting - If enabled, the scale automatically prompts for a department when you press the SET METER or PRINT TAPE key. If disabled, the scale processes the transaction without prompting for a department.
- Clear Department After Recording - If enabled, the scale clears the department number after each transaction. If disabled and Department Prompting is enabled, the scale keeps the last department number used until a new number is entered.
- Multipiece Batch - If enabled the scale will only **prompt** for a department when the Multipiece key is selected. All removed items in this mode are charged to one department. If disabled, the scale will prompt for a department each time an item is removed from the scale. The Multipiece Batch Prompting will only work if Enable Department Prompting is enabled.

Continued on the next page.

### 5.5 Manual Weight Entry (Functions Key)

The Manual Weight Entry function is used when an item is not present but you know the weight of the item. The maximum amount of weight that may be entered via Weight Entry is 19 pounds 15.9 ounces.

1. Remove all items from the scale.
2. Press the ZERO key.
3. Press the FUNCTIONS key.
4. Press the soft key directly below "MnWgt". The scale displays "*Enter Weight of Item/ \_ \_ lbs \_ \_ . \_ oz'*".
  - a. Enter the item weight (starting with pounds first). **Note:** If you press the ENT key before completing the field input, the scale assumes the missing fields contain zeros.
  - b. Press the ENT key.
  - c. Select the prime rate and if required, the special services.
  - d. Complete the transaction.

### 5.6 Multiple Labels (Functions Key)

The Multiple Labels function is used to print a quantity of labels. The maximum number of labels that may be printed is 99.

**Note:** If this function is selected and the meter is not enabled, the scale displays "*No Meter Enabled*". If the rate selected is not a USPS rate, the scale displays "*Non USPS Rate*".

1. Press ZERO key.
2. Place an item on the scale or enter the weight via the Weight Entry key.
3. Select a prime rate.
4. Press the FUNCTIONS key.
5. Press the Lbls soft key. The scale prompts for the number of labels to be printed.
6. Enter the number of labels you want to print.
7. Press the ENT key to print the labels.

## 5.7 Handling Charge (Functions Key)

The Handling Charge function will add an additional charge based on the dollar amount or a percentage of the calculated charges.

The Handling Charge function is configured when the scale is at zero weight.

### 5.7.1 Enabling the Handling Charge

1. Press ZERO key.
2. Press the FUNCTIONS key.
3. Press the Hdlg soft key. The scale prompts you to select the default value.

•Amount Selection:

- a. Press the Amt soft key to configure the scale to add a preset value to the calculated charge.
- b. Enter the handling charge amount.
- c. Press the ENT key.

•Percentage Selection:

- a. Press the Pct soft key to configure the scale to add a percentage of the calculated charge to the calculated charge.
  - b. Enter the handling charge percentage.
  - c. Press the ENT key.
4. Place an item on the scale
  5. Select a prime rate. The amount or percentage is automatically added to the calculated charge.

### 5.7.2 Disabling the Handling Charge

1. Place some weight on the scale.
2. Press the FUNCTIONS key.
3. Press the Hdlg soft key. The scale prompts "Handling Charge OFF".
4. Repeat steps 1 through 3 to turn the handling charge on again.

## 5.8 Autoset Mode (Functions Key)

This is a USPS only function that will automatically set the meter when a new rate value is computed.

1. Press the FUNCTIONS key.
2. Press the More soft key.
3. Press the AuSet soft key. The scale prompts: "Enable Auto set Mode?".
4. Press the Yes soft key to enable auto set.
5. Place the item on the scale.
6. Select a USPS prime rate. The postage value displayed by the scale is automatically sent to the mailing machine.

**5.9 Piece Counting (Functions Key)**

This function is used to count items of identical weight. To maintain the count accuracy, the following guidelines should be followed.

- All items placed on the scale must be of the same weight.
- The minimum sample count is 10.
- The minimum weight per piece must be 0.12 ounces for a sample count of 10.
- The total weight of the items sampled must be 10 ounces or greater.

1. Remove all items from the scale.
2. Press the ZERO key.
3. Press the FUNCTIONS key.
4. Press the More soft key.
5. Press the Pcnt soft key. The scale prompts you to place a 10 piece sample count on the scale.
6. Place the 10 piece sample count on the scale and press the ENT key. The scale displays the item count.
7. Remove the sample count from the scale.
8. Place the items to be counted on the scale. As items are added to or removed from the scale the display reflects count.
9. Press the RESET key to return to normal scale operation.

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## **6.1 System Setup**

The system setup function configures the scale for the customer's specific application. Both the Supervisor Menu and Service Menu are accessed through this menu.

1. Press the FUNCTIONS key.
2. Press the More soft key.
3. Press the Setup soft key. The scale displays: "Select Area to Setup".
4. Refer to the Supervisor's Menu section or the Service Menu section for the setup procedures.

## **6.2 Supervisor Menu**

The Supervisor Menu is used to configure the Other Rate key setup, the Lowest Rate setup, the Shortcut key setup, the Department Prompting setup and the Audible Tone setup.

1. Perform steps 1 through 3 in section 6.1.
2. From the "Select Area to Setup" display, press the Super soft key.
3. Perform the following procedures, as required.

### **6.2.1 Department Prompting**

This function is used to setup the three Department prompting options "Enable Department Prompting, Enable Clear Department After Transaction and Multipiece Batch Prompting".

1. From the Select Supervisor option display, press the Dept soft key. The scale prompts: "Enable Dept Prompting".
2. Press the Yes soft key to enable the Department prompting feature or press the No soft key to disable the Department prompting feature. The scale prompts: "Enable Clear Dept?".

**Note:** If "Yes" is selected the scale will prompt for a department on each transaction when you press the SET METER key or PRINT/TAPE key. If "No" is selected the scale will not prompt for a department automatically. If a department must be entered, the operator must manually press the department key before pressing the SET METER or PRINT/TAPE key.

3. Press the Yes soft key to enable the Clear Department feature or press the No soft key to disable the Clear Department feature. The scale prompts: "MultiPc Batch Prompting".

**Note:** If "Yes" is selected, the scale clears the last department number used after each transaction. If "No" is selected, the scale retains the last department number used. If the department key is selected, the scale will display the current department and allow the operator to manually change or clear the department.

Continued on the next page.

4. Press the Yes soft key to enable the Multipiece Batch prompting feature or press the No soft key to disable the Multipiece Batch prompting feature. The scale displays: "Select Function". The Multipiece Batch Prompting only works if Enable Department Prompting is enabled.

**Note:** If yes is selected, the scale only prompts for a department when the Multipiece key is selected. All items removed in this mode are charged to one department. If "No" is selected, the scale prompts for a department each time an item is removed from the scale.

5. Press the RESET key to return to normal scale operation or select another soft key to setup.

### **6.2.2 Lowest Rate Key Setup**

The Lowest Rate Key setup is used to add and delete carriers on the on the lowest rate shopping list.

1. Press the FUNCTIONS key.
2. Press the More soft key.
3. Press the Setup soft key.
4. Press the Super soft key.
5. Press the LwRat soft key. The scale displays "Lowest Rate Setup".
6. Select the Add or Delete option.

#### **6.2.2.1 Add Lowest Rate**

The Add function configures the scale to rate shop up to four carrier rates.

1. Perform steps 1 through 5 of section 6.2.2.
2. Press the Add soft key. The scale prompts you to select up to four rates.
3. Press the Rate1, Rate2, Rate3 or Rate4 soft key.
4. Press the prime rate key to be added to the lowest rate shopping list. The scale displays the Lowest Rate Setup prompt again.
5. Repeat steps 2 and 3 for the remaining prime rates you want to add to the lowest rate shopping list. Each time you add a prime rate to the list, the scale displays the prime rate name above the selected soft key.
6. Press the RESET key until you return to the normal operation mode.

**6.2.2.2 Delete Lowest Rate**

The Delete function is used to remove the carriers from the Lowest Rate Shopping list.

1. Perform steps 1 through 5 of section 6.2.2.
2. Press the Del soft key. The scale prompts you to select the rate to delete.
3. Press the Rate1, 2, 3 or 4 soft key for the prime rate to be deleted.
4. Press the ENT key to delete the rate from the rate shopping list.
5. Repeat steps 2, 3 and 4 for the remaining prime rates you want to delete from the lowest rate shopping list.
6. Press the RESET key until you return to the normal operation mode.

**6.2.3 Shortcut Key Setup**

The SHORTCUTS key is used to reduce the number of keystrokes required to process a transaction.

1. Press the FUNCTIONS key.
2. Press the More soft key.
3. Press the Setup soft key.
4. Press the Super soft key.
5. Press the ShtCt soft key. The scale displays "Shortcut Key Setup".
6. Select the Add or Delete option.

**6.2.3.1 Add Shortcut**

The Add key is used to program the Shortcut key sequence.

1. Perform steps 1 through 5 of section 6.2.3.
2. Press the Add soft key. The scale prompts you to select the shortcut to add.
3. Press the soft key (Sc1, Sc2, Sc3 or Sc4) associated with the shortcut you want to add. The scale prompts you to enter the shortcut sequence.
4. Press the desired keys in the sequence required for playback. If you select a function key that requires additional data entry (i.e. department or COD value), press the ENT key without entering any data. If the same data is to be used for all transaction, enter the data at the required field prompt and press the ENT key.

The following is an example of how to program a shortcut key sequence.

- a. Press the STANDARD prime rate key.
  - b. Press the SPECIAL SERVICES key.
  - c. Press the COD soft key.
  - d. Press the ENT key.
  - e. Press the SHORTCUTS key.
  - f. Press the ENT key to confirm the addition of the shortcut.
5. Repeat steps 1, 2, 3 and 4 for any additional shortcuts you want to program.
  6. Refer to section 5.1 for the operation procedure.

### **6.2.3.2 Delete Shortcut**

The Delete function is used to remove the programmed shortcut(s) from the scale's memory.

1. Perform steps 1 through 5 of section 6.2.3.
2. Press the Del soft key. The scale prompts you to select the shortcut to delete.
3. Press the soft key (Sc1, Sc2, Sc3 or Sc4) associated with the shortcut you want to delete. The scale prompts you to press the enter key to confirm the deletion.
4. Press the ENT key to delete the shortcut.
5. Repeat steps 2, 3 and 4 for any additional shortcuts you want to delete.
6. Press the RESET key until you return to the normal operation mode.

### **6.2.4 Other Rates Key Setup**

This feature allows you to add any six of the nine USPS optional rates listed in section 3.3.2.1 to the OTHER RATES key.

1. Press the FUNCTIONS key.
2. Press the More soft key.
3. Press the Setup soft key.
4. Press the Super soft key.
5. Press the More soft key.
6. Press the Rates soft key. **Note:** A maximum of six rates that can be assigned to the Other Rates key. If more than four rates are assigned to the Other Rates key, the fourth soft key becomes "More" which takes you to the next level of rates. If only one rate is assigned to the rate key, the system automatically defaults to that rate when you press the Other Rates key.

Continued on the next page.

- a. Press the PgUp, PgDn or -  $\bar{\bar{\phantom{x}}}$  soft keys to scroll through the Other Rates list.
  - b. When the highlight bar is on the rate you want to select, use numeric keys 1 through 6 to assign a number to the rate. **Note:** Each purchased or standard prime rate is initially displayed with zero (0) opposite it.
  - c. Repeat steps a and b for any additional rates.
  - d. Press the Save soft key.
7. To remove a rate assigned to a soft key change the value to "0".
  8. Press the RESET key to return to normal scale operations.

### 6.2.5 Options

The Options soft key is used to enable or disable the scale's optional rates and features. This feature requires a ten digit factory setting code. If you want to add or delete an option, you must first obtain a new setting code from Hasler.

1. Press the FUNCTIONS key.
2. Press the More soft key.
3. Press the Setup soft key.
4. Press the Super soft key.
5. Press the More soft key.
6. Press the Optns Rates soft key. The scale momentarily displays the current serial number, then displays the current setting code and prompts you to enter a setting code.
7. Enter the 10 digit numeric factory setting code that was supplied with the scale. If the correct setting code is entered, the scale enables the desired options. If an incorrect setting code is entered, the scale displays "*Invalid Code*" then prompts you for a new setting code. This process will continue until you enter the correct setting code.

### 6.3 Service Menu (Requires a Password)

This area is reserved for Hasler technical personnel and requires a password to gain entry.

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**CAPACITY:**

SE-37: 0–5 lb x 0.1 oz  
SE-57: 0–10 lb x 0.1 oz

**CONSTRUCTION:**

**Housings:** Gray ABS  
**Sub-Platform:** Metal  
**Platter:** Gray ABS  
**Feet:** Non-skid Hard Rubber

**DISPLAY:**

160 x 32 Dots, Graphic LCD

**KEYPAD:**

24-key Silicone Rubber Type

**OVER CAPACITY ANNUNCIATION:**

103% of Full Scale Capacity

**NON-LEGAL-FOR-TRADE OPERATING TEMPERATURE RANGE:**

32°F to 104°F  
(0°C to 40°C)

**LEGAL-FOR-TRADE OPERATING TEMPERATURE RANGE:**

41°F to 95°F  
(5°C to 35°C)

**POWER SOURCE:**

AC Adapter, 9VDC, 500 mA,  
included

**SERIAL PORT: Non-IJ:**

Full Duplex Current Loop & TTL ,  
Male DSUB15

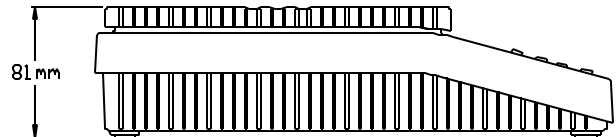
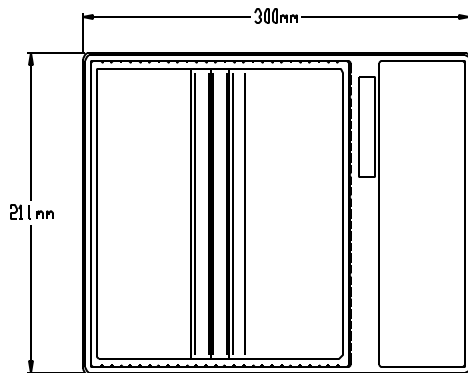
**SERIAL PORT: IJ:**

Full Duplex RS-232,  
Male DSUB9

**WEIGHT:**

**Net Weight:** 8.8 lb (4 kg)  
**Shipping Weight:** 11.5 lb (5.3 kg)

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**PHYSICAL DIMENSIONS:**

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# **HASLER Appendix B : Rates, Special Service, Functions**

## **B.1 Standard Rates, Special Services and Functions**

### **B.1.1 United States Postal Service (USPS)**

- 1st/Priority (Power On Default)
- Express PO-ADR
- Package Services Parcel Post
- Media (Book)
- International (Canada and Mexico)
- Airmail – Letter-Post, Card, Parcel Post, Global Priority Mail
- Economy – Letter-Post, Parcel Post
- Catalog (Bound Printed Matter Single Piece)
- Postcard

### **B.1.2 Special Services (USPS only Unless Indicated)**

- Registered with Insurance
- Restricted Delivery
- Registered without Insurance
- Oversize (USPS/UPS)
- Insurance (USPS/UPS)
- Return Receipt Addressee
- Collect On Delivery (COD) (USPS/UPS)
- Return Receipt
- Certified
- Delivery Confirmation

### **B.1.3 Functions**

- Print Label
- Department
- Clear/Reset
- Auto Set
- Enter
- Multiple Labels
- Shortcut Key
- Meter/Register Interface
- Lowest Rate
- Set Meter
- Manual Weight
- ZIP Code Origin
- Piece Count
- Special Services
- Zero Tare
- Soft Keys (S1, S2, S3, S4)
- Functions
- Handling Charge

Continued on the next page.

# **HASLER Appendix B : Rates, Special Service, Functions**

## **B.2 Optional Rates and Functions**

### **B.2.1 United States Postal Service (USPS)**

- Library
- 1st Class Automation 5 Digit
- 1st Class Non-Automation Presort Letter
- 1st Class Automation Basic Flat
- 1st Class Automation 3 Digit
- 1st Class Automation 3/5 Digit
- 1st Class Automation Basic Letter

### **B.2.2 United Parcel Service (UPS) (Only Available on WJS10)**

- Next Day Air Letter/Package
- Ground Letter/Package
- 2nd Day Air Letter/Package
- Canada/Mexico Air Letter

### **B.2.3 Federal Express (FED-X) Only Available on WJS10**

- Priority Overnight Letter
- Standard Overnight Letter
- Economy 2 Day

### **B.2.4 Functions**

- Multiple

# **HASLER Appendix C : Rates & Service Abbreviations**

## **C.1 Prime Rate Abbreviations**

<b>Rate</b>	<b>Display Abbreviation.</b>	<b>Soft Key Abbreviation.</b>
USPS 1st Class (=13 oz)	1st Class	1stCl
USPS Priority Mail (>13 oz)	Priority	Pri
USPS Express PO-ADR	Exp PoAdr	Exp
USPS Parcel Post Inter-BMC	Parcl Post	Parcl
USPS Parcel Post Intra-BMC	PP Intra	Parcl
USPS Bound Printed Matter (Catalog)	Catalog	Catlg
USPS Media (Book)	Media	Media
USPS Library	Library	Lib
USPS International Airmail Letter-Post	Air Letter	Ltr
USPS International Airmail Card	Air Card	Card
USPS International Airmail Parcel Post	Air Parcl	Parcl
USPS International Economy Letter-Post	Eco Letter	Ltr
USPS International Economy Parcel Post	Eco Parcl	Parcl
USPS Global Priority Mail – Small Envelope	Small Env	S. Env
USPS Global Priority Mail – Large Envelope	Large Env	L. Env
USPS Global Priority Mail – Variable Weight	Single Pc	S. Pcs
USPS First Class Non Presort Postcard	Postcard	Pstcd
USPS First Class Non Automation Presort Letter	Presort	Presr
USPS First Class Automation Basic Letter	Auto Basic	AuBsc
USPS First Class Automation Basic Flat	Auto Flat	AuFlt
USPS First Class Automation 3 Digit Letter	Auto 3Dig	Au3D
USPS First Class Automation 5 Digit Letter	Auto 5Dig	Au5D
USPS First Class Automation 3/5 Digit Letter	Auto 3/5D	Au3/5
UPS Next Day Air Letter	UPS NxLtr	NxLtr
UPS Next Day Air Package	UPS NxPkg	NxPkg
UPS 2nd Day Air Letter	UPS 2dLtr	2dLtr
UPS 2nd Day Air Package	UPS 2dPkg	2dPkg
UPS Canada /Mexico Air Letter	UPS CanMx	CanMx
UPS Ground Commercial	UPS Comm	Comm
UPS Ground Residential	UPS Res	Resdl
Fedex Priority Overnight Letter	FedX Pri	Pri
Fedex Standard Overnight Letter	FedX Std	Std
Fedex Economy 2 Day Package	FedX 2Day	2day

## **C.2 Special Services Abreviations**

<b>Special Services Description</b>	<b>Soft Key Abbreviation</b>
Cash On Demand (COD)	COD
Certified	Cert
Insurance	Insur
Oversize	Ovrsz
Registered	Reg
Return Receipt	RRcpt
Restricted Delivery	ReDel
Delivery Conformation	DCR

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**Hasler USPS International Country Code Chart**

1	Canada	51	Indonesia	101	Albania
2	Mexico	52	Finland	102	Andorra
3	Panama	53	Croatia	103	Angola
4	Brazil	54	Portugal	104	Ascension
5	Great Britain/ North Ireland	55	Malaysia	105	Azores
6	Japan	56	Bolivia	106	Belize
7	Spain	57	Nicaragua	107	Benin
8	France, Monaco	58	Barbados	108	Bhutan
9	Germany	59	Pakistan	109	Botswana
10	Australia	60	Kuwait	110	Brunei Darussalam
11	Italy	61	Guyana	111	Bulgaria
12	Switzerland	62	Egypt	112	Burma
13	Netherlands	63	Hungary	113	Burundi
14	Philippines	64	Haiti	114	Cameroon
15	Belgium	65	Kenya	115	Cape Verde
16	Venezuela	66	Czech Republic	116	Cayman Islands
17	Sweden	67	United Arab Emirate	117	Central African Republic
18	Colombia	68	Uruguay	118	Chad
19	Hong Kong	69	Ghana	119	Comoros
20	South Africa	70	Liberia	120	Congo
21	India	71	Bahrain	121	Corsica
22	Taiwan	72	Romania	122	Djibouti
23	Bermuda	73	Cuba	123	Invalid
24	Israel	74	Suriname	124	Equatorial Guinea
25	Iran	75	Jordan	125	Estonia
26	Greece	76	Paraguay	126	Faroe Island
27	Argentina	77	Iceland	127	Falkland Islands
28	Norway	78	Libya	128	French Guiana
29	Poland	79	Iraq	129	Gabon
30	Jamaica	80	Algeria	130	Gambia
31	New Zealand	81	Zaire	132	Gibraltar
32	Korea, South	82	British Virgin Islands	133	Kiribati
33	Denmark	83	Morocco	134	Greenland
34	Ireland (Eire)	84	Zambia	135	Guadeloupe
35	Ecuador	85	Syrian Arab Republic	136	Guinea-Bissau
36	Singapore	86	Ethiopia	137	Ivory Coast (Cote d'Ivoire)
37	Austria	87	Sri Lanka	138	Cambodia
38	Russia	88	Luxembourg	139	Laos
39	Chile	89	Bangladesh	140	Latvia
40	Peru	90	St.Lucia	141	Lebanon
41	Guatemala	91	China	142	Lesotho
42	Dominican Republic	92	Cyprus	143	Lithuania

**Continued on the next page.**

43	Trinidad & Tobago	93	Guinea	144	Macao
44	El Salvador	94	Fiji	145	Madagascar
45	Bahamas	95	Zimbabwe	146	Madeira Island
46	Saudi Arabia	96	French Polynesia	147	Malawi
47	Thailand	97	Malta	148	Maldives
48	Nigeria	98	Tanzania	149	Mali
49	Costa Rica	99	Martinique	150	Mauritius
50	Honduras	100	Afghanistan	151	Mauritania
152	Mongolia	188	Yemen		
153	Mozambique	190	Pitcairn Island		
154	Nauru	191	Korea, North		
155	Nepal	192	Antigua & Barbuda		
156	Netherlands Antilles	193	Dominica		
157	New Caledonia	194	Grenada		
158	Vanuatu	195	St. Vincent & Grenadines		
159	Niger	196	Anguilla		
160	Oman	197	Aruba		
161	Papua New Guinea	198	Liechtenstein		
162	Qatar	199	Armenia		
163	Reunion	200	Azerbaijan		
164	Rwanda	201	Belarus		
165	St. Helena	202	Rep. of Georgia		
166	Sao Tome & Principe	203	Kazakhstan		
167	St. Pierre & Miquelon	204	Kyrgyzstan		
168	St. Christopher & Nevis	205	Moldova		
169	Senegal	206	Namibia		
170	Seychelles	207	Tajikistan		
171	Sierra Leone	208	Turkmenistan		
172	Solomon Islands	209	Ukraine		
173	Somalia	210	Uzbekistan		
174	Sudan	211	Montserrat		
175	Swaziland	212	San Marino		
176	Togo	213	Wallis & Futuna Islands		
177	Tonga	214	Bosnia-Herzegovina		
178	Tristan Da Cunha	215	Slovenia		
179	Tunisia	216	Montenegro		
180	Turkey	217	Serbia		
181	Turks & Caicos Islands	218	Macedonia		
182	Tuvalu	219	Slovak Republic		
183	Uganda	220	Eritrea		
184	Burkina Faso				
185	Vatican City				
186	Vietnam				
187	Western Samoa				

<u>Country Name</u>	<u>Abbrev.</u>	<u>Country Name</u>	<u>Abbrev.</u>
Afghanistan	Afghan.	Cuba	Cuba
Albania	Albania	Cyprus	Cyprus
Algeria	Algeria	Czech Republic	CzechRp
Andorra	Andorra	Denmark	Denmark
Angola	Angola	Djibouti	Djibouti
Anguilla	Anguilla	Dominican Republic	Dom.Rep.
Antigua & Barbuda	Anti&Ba	Dominica	Dominica
Argentina	Argentin	Ecuador	Ecuador
Armenia	Armenia	Egypt	Egypt
Aruba	Aruba	El Salvador	ElSalva
Ascension	Ascensin	Equatorial Guinea	EquGuin
Australia	Austral	Eritrea	Eritrea
Austria	Austria	Estonia	Estonia
Azerbaijan	Azerbaij	Ethiopia	Ethiopia
Azores	Azores	Falkland Islands	Falkland
British Virgin Isles	B.Virgin	Faroe Islands	Faroels
Bahamas	Bahamas	Fiji Islands	Fijils.
Bahrain	Bahrain	Finland	Finland
Bangladesh	Banglad.	France, Monaco	France
Barbados	Barbados	French Guiana	FrGuian
Belarus	Belarus	French Polynesia	FrPolyn
Belgium	Belgium	Gabon	Gabon
Belize	Belize	Gambia	Gambia
Benin	Benin	Republic of Georgia	Georgia
Bermuda	Bermuda	Germany	Germany
Bhutan	Bhutan	Ghana	Ghana
Bolivia	Bolivia	Gibraltar	Gibralta
Bosnia-Herzegovina	Bosn-Her	Great Britian/Northern Ireland	Gr.Brit
Botswana	Botswana	Greece	Greece
Brazil	Brazil	Greenland	Greenlnd
Brunei Darussalam	Brunei	Grenada	Grenada
Bulgaria	Bulgaria	Guadeloupe	Guadelop
Burkina Faso	Burkina	Guatemala	Guatem.
Burma	Burma	Guinea-Bissau	Guin-Bis
Burundi	Burundi	Guinea	Guinea
Central African Republic	CAfrica	Guyana	Guyana
Cambodia	Cambodia	Haiti	Haiti
Cameroon	Cameroon	Honduras	Honduras
Canada	Canada	Hong Kong	HongKong
Cape Verde	CapeVer	Hungary	Hungary
Cayman Islands	CaymanIs	Iceland	Iceland
Chad	Chad	India	India
Chile	Chile	Indonesia	Indonesi
China	China	Iran	Iran

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<b><u>Country Name</u></b>	<b><u>Abbrev.</u></b>	<b><u>Country Name</u></b>	<b><u>Abbrev.</u></b>
Colombia	Colombia	Iraq	Iraq
Comoros	Comoros	Ireland (Erie)	Ireland
Congo	Congo	Israel	Israel
Corsica	Corsica	Italy	Italy
Costa Rica	CostaRi	Ivory Coast	IvoryCo
Croatia	Croatia	Jamaica	Jamaica
Japan	Japan	Paraguay	Paraguay
Jordan	Jordan	Peru	Peru
Kazakhstan	Kazakstn	Philippines	Philippin
Kenya	Kenya	Pitcairn Islands	Pitcail
Kiribati	Kiribati	Poland	Poland
Kuwait	Kuwait	Portugal	Portugal
Kyrgyzstan	Kyrgyztn	Qatar	Qatar
Laos	Laos	Reunion	Reunion
Latvia	Latvia	Romania	Romania
Lebanon	Lebanon	Russia	Russia
Lesotho	Lesotho	Rwanda	Rwanda
Liberia	Liberia	South Africa	S.Africa
Libya	Libya	South Korea	S.Korea
Liechtenstein	Liechstn	Sierra Leone	S.Leone
Lithuania	Lithuani	San Marino	SanMarin
Luxembourg	Luxem.	Sao Tomes & Principe	SaoTome
Macao	Macao	Saudi Arabia	SaudiAr
Macedonia	Macedon.	Senegal	Senegal
Madagascar	Madagasc	Serbia	Serbia
Madeira Island	Madeira	Seychelles	Seychell
Malawi	Malawi	Singapore	Singapor
Malaysia	Malaysia	Slovakia Republic	SlovakR
Maldives	Maldives	Slovenia	Slovenia
Mali	Mali	Solomon Islands	Solom.Is
Malta	Malta	Somalia	Somalia
Martinique	Matiniqu	Spain	Spain
Mauritania	Mauritan	Sri Lanka	SriLank
Mauritius	Maurtius	St Christopher & Nevis	St.Chris
Mexico	Mexico	St Lucia	St.Lucia
Moldova	Moldova	St Pierre & Miquelon	St.Pierr
Mongolia	Mongolia	St Helena	StHelen
Montenegro	Monten.	St Vincent & Grenadines	StVincnt
Montserrat	Montsert	Sudan	Sudan
Morocco	Morocco	Suriname	Suriname
Mozambique	Mozamb.	Swaziland	Swazilnd
North Korea	N.Korea	Sweden	Sweden
Namibia	Namibia	Switzerland	Switzer
Nauru	Nauru	Syrian Arab Republic	Syria
Nepal	Nepal	Taiwan	Taiwan

**Continued on the next page.**

<u>Country Name</u>	<u>Abbrev.</u>	<u>Country Name</u>	<u>Abbrev.</u>
Netherlands Antillies	NetherA	Tajikstan	Tajikstn
Netherlands	Netherld	Tanzania	Tanzania
New Caledonia	NewCale	Thailand	Thailand
New Zealand.	NewZea.	Togo	Togo
Nicararagua	Nicara.	Tonga	Tonga
Niger	Niger	Trinidad & Tobago	Trin.Tob
Nigeria	Nigeria	Tristan Da Cunha	TristCun
Norway	Norway	Turkmenistan	Trkmnstn
Oman	Oman	Tunisia	Tunisia
Pakistan	Pakistan	Turkey	Turkey
Panama	Panama	Turks & Caicos	TurksCai
Papua New Guinea	NewGuine	Tuvalu	Tuvalu

<u>Country Name</u>	<u>Abbrev</u>
Uganda	Uganda
Ukraine	Ukraine
United Arab Emirate	UnitArab
Uruguay	Uruguay
Uzbekstan	Uzbekstn
Vanuatu	Vanuatu
Vatican City	Vatican
Venezula	Venezula
Vietnam	Vietnam
Wallis & Futuna Islands	Wals&Ful
Western Samoa	WSamoa
Yemen	Yemen
Zaire	Zaire
Zambia	Zambia
Zimbabwe	Zimbawe

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**F.1 Rate Module Installation**

1. Turn the scale's power switch, located on the rear of the scale, to the "OFF" position.

**Note:** If the Rate Module is removed from or installed in the scale with the power "ON", severe damage may occur to the scale.

2. Remove the scale platter.
3. Remove the rate module cover from the top of the scale.
4. Remove the Rate module from the scale.
5. Install the new Rate Module.
6. Replace the Rate Module cover and scale platter.
7. Turn the scale's power switch to the "ON" position.
8. Process a transaction to verify operation of the new Rate Module.
9. Return the old Rate Module in the prepaid padded envelope. If you do not have the envelope, please return the Rate Module in a padded envelope to:

**Hasler, Inc.**  
**Attn: Jaime DaSilva**  
**P.O. Box 858**  
**Shelton, CT 06484-9756**

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**G.1 Error Messages**

If the scale encounters an error condition caused either by the operator or the meter, the scale will beep you and display a message alerting the operator. A description of each display follows:

**G.1.1 Operator Errors**

Invalid Zip/Zone	Indicates that an invalid ZIP code or zone was entered
Invalid Country	Indicates that an invalid country code was entered
Invalid Subclass	Indicates that an invalid subclass was selected
Invalid Special Service	Indicates that an invalid special service was selected
Overweight	Indicates that the weight for the class of service selected has been exceeded
Scale Wt Exceeded	Indicates that the weighing capacity of the scale has been exceeded
No Rate Selected	Indicates that a rate must be selected before the given operation
Service Not Allowed	Indicates that the selected service is not valid with current services.
Invalid Entry	Indicates that the selected function, service or rate is invalid.
Lowest Rate Not Setup	Indicates that the lowest rate key has not been configured.

**G.1.2 USPS Meter Errors**

<b>Error</b>	<b>Solution</b>
Meter Not In Remote	Place the meter in the remote position.
Meter Out Of Money	Add money to the meter.
Meter Communication	Check the communication between the mailing machine and scale.
Meter Is Non Fractional	Fractional value sent to non-fractional meter..
RS232 Meter communication has not been established	Be sure the scale is configured and connected to the IJ Series mailing machine.

**G.1.3 UPS Register Errors**

Register Not In Remote	Place the register in the remote position.
Register Communication	Check the communications between the mailing machine and the register.
Register Is Non Fractional	Fractional value sent to non-fractional register.

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