DYMO®
by pelouze®

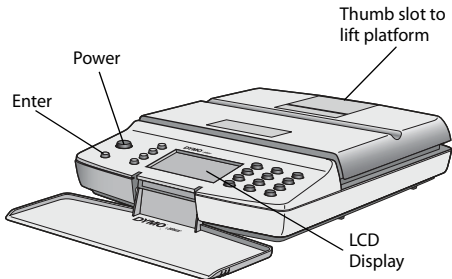# MODEL **PS20DL**
20 lb Downloadable Postal Scale

USER **GUIDE**

DYMO by Pelouze Downloadable Postal Scale

Your new Downloadable Postal Scale weighs items up to 20 pounds (9 kg) in 0.1 ounce (2 g) increments. This document provides instructions for using the scale.

Setting Up the Scale

The scale is powered through the included power adapter. Optionally, the scale can be powered by six AAA batteries.

Unpacking the Scale

The scale comes with a serial cable for connecting the scale to your computer.

To unpack the scale

1. Unpack the scale.
2. Set the scale on a firm, flat surface.
3. Plug the RJ11 end of the cable into the RJ11 connector on the back of the scale.
4. Plug the other end of the cable into an available serial port on your computer.

(!) If your computer does not have a serial port, you can connect to a USB port using a serial to USB adapter.
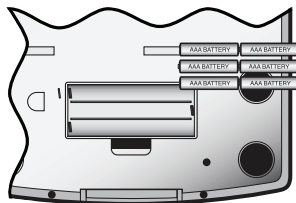
Connecting the Power

The scale can be powered through the included power adapter or by six AAA batteries.

To connect the power adapter

1. Plug the power adapter into the back of the scale.
2. Plug the other end of the power adapter into a power outlet.

To insert the battery

1. Disconnect the power adapter from the scale and the power outlet.
2. Turn the scale over.
3. Remove the battery compartment cover.
4. Insert six AAA batteries into the battery compartment as shown.
5. Replace the battery compartment cover.

(!) Remove the batteries if the scale will not be used for a long period of time.

Turning on the Power

When using batteries to power the scale, the scale automatically turns off after two minutes of inactivity.

To turn the scale on

♦ Press the **Power** button on the front of the scale to turn the scale on and off.

When the scale is first turned on, wait a few seconds for the scale to stabilize before weighing items. The display shows **88 88.8** for a few seconds and then **00 00.0** when ready.

Downloading Postal Rates

You can use your scale to calculate the postage amount for an item. You must download the latest postal rates to your scale before you can use your scale to calculate postage. For information on how to download the latest postal rates to your scale, visit the DYMO Web site, www.dymo.com/scaledownload.

Using the Scale

You can use the scale to determine the weight of an item and to calculate the postage amount for an item.

Weighing an Item

Always wait for **00 00.0** to display before placing an item on the scale platform.

After placing an item on the scale, wait for several seconds for the weight to appear.

To weigh an item

♦ Place an item on the scale platform.
♦ Lift the top center part of the scale platform to a 90-degree position and place large envelopes in an upright position on the platform.

Using the Tare Feature

You can weigh small items or items that cannot be easily placed on the scale platform by placing the items in a container and using the Tare button to eliminate the weight of the container.

(!) Pressing the Tare button always returns the scale to zero.

To use the Tare feature

1. Place an empty container on the platform.
2. When the scale is ready, press the **Tare (0)** button. The display is set to zero.
3. Place the items to be weighed in the container.
4. After removing the container, press **Tare** to reset the scale to zero.

Using the Hold Feature

When an item being weighed extends over the front of the scale and you cannot see the display, you can freeze the display so that the weight is still displayed after removing the item.

To use the Hold feature
1. Press the **Hold** button.
   Hold flashes in the display.
2. Place the item on the scale platform.
3. After a few seconds, the display shows **Hold** without flashing and the scale makes a beeping noise.
4. Remove the item from the scale.
   The weight continues to be displayed.
5. Press **Hold** to reset the scale to zero.

Changing the Units of Measure

Your scale can display weight in English (pounds) or metric (kilograms) units. The default unit of measure is English.

To change the units of measure
♦ Press the **Kg/Lb (7)** button to toggle between English and metric units.

Calculating the Postage Amount for an Item

Your scale can calculate the postage amount for USPS, UPS, and FedEx.

(!) Airborne/DHL rates shown are no longer valid.

Calculating the USPS Postage Amount for an item

Your scale can calculate the USPS postage amount for an item, including rates for Certified Mail, Registered Mail, Delivery Confirmation, and Return Receipt. Your scale can also calculate the USPS postage amount for First-Class Mail International up to four pounds to Mexico and Canada.

(!) The scale does not calculate postage amounts for Express Mail zones, or for shape-based First-Class Mail or International Mail. The scale calculates Parcel Post Inter-BMC/ASF rates only; the scale does not calculate Parcel Post Intra-BMC/ASF rates.

To calculate the USPS postage amount for an item
1. Place the item on the scale platform.
2. Press the **Carrier** button until the indicator arrow points to USPS.
3. Press the **Calculate rate** button.
4. If **DEST ZIP** is displayed, enter the ZIP Code that you are mailing to, and then press **Enter**.
5. Press the Λ or V button until the service you want to use appears in the lower-right of the display.
   The postage amount appears in the lower-left of the display.

(!) Press the Clear/Esc button at any time to go back and change your selections.

To calculate the Insurance, COD, or Registered Mail postage amount for an item
1. Calculate the USPS postage amount for the item.
2. Press **Insurance (1)**, **COD (2)**, or **Registered (4)**.
3. Enter a value for the item, and then press **Enter**.

  The postage amount appears in the lower-left of the display.

To calculate the Return Receipt, Certified Mail, or Delivery Confirmation postage amount
1. Calculate the postage amount for the item.
2. Press **Return Rec (3)**, **Certified (5)**, or **Confirmation (6)**.

  The postage amount appears in the lower-left of the display.

  (!) Return Receipt is only available in combination with Registered Mail.

To calculate the postage amount for International Mail to Mexico or Canada

(!) The scale does not calculate the postage amount for shape-based International Mail.

1. Place the item on the scale platform.
2. Press the **Carrier** button until the indicator arrow points to USPS.
3. Press the **Calculate rate** button.
4. If **DEST ZIP** is displayed, press **Enter**.
5. Press **Mexico (8)** or **Canada (9)**.

  The postage amount appears in the lower-left of the display.

Calculating the UPS and FedEx Postage Amount for an Item

Your scale can calculate the UPS and FedEx postage amount for an item, including rates for UPS and FedEx with Insurance and COD. The scale does not calculate fuel surcharges when calculating the postage amount

(!) FedEx Home Delivery is the only residential rate supported for FedEx.

To calculate the postage amount for an item
1. Place the item on the scale platform.
2. Press the **Carrier** button until the indicator arrow points to the carrier you want to use.
3. Press the **Calculate rate** button.
4. Enter the ZIP Code that you are mailing to, and then press **Enter**.
5. Press the Λ or V button until the service you want to use appears in the top-left of the display, and then press **Enter**.
6. Press the Λ or V button to select **LTR**, if you are mailing a letter or **PKG**, if you are mailing a package, and then press **Enter**.
7. Press the Λ or V button to select **COMM**, if you are mailing to a business, or **RES**, if you are mailing to a residence, and then press **Enter**.

  The postage amount appears in the bottom-left of the display.

(!) Press the Clear/Esc button at any time to go back and change your selections.

To calculate the Insurance or COD postage amount for an item

1. Calculate the FedEx or UPS postage amount for the item.
2. Press **Insurance (1)** or **COD (2)**.
3. Enter a value for the item, and then press **Enter**.

   The postage amount appears in the lower-left of the display.

Comparing Rates for Different Carriers

You can calculate the postage amount for an item, and then view the postage amount for the same type of service for each carrier.

To compare rates for different carriers

1. Calculate the postage amount for the item with the service you want to use.
2. Press the **Carrier** button to toggle between carriers.

   The scale will only show rates for carriers that provide the service you selected.

Setting the Default Carrier

You can set the default carrier for the scale. This carrier will automatically be selected each time the scale is turned on.

To set the default carrier

1. Press the **Carrier** button until the indicator arrow points to the carrier you want.
2. Simultaneously press **V** and **6 (Confirmation)**.

   The scale displays INVALID ENTRY.
3. Turn the scale off, and then on again.

   The carrier you chose is now selected each time you turn the scale on.

Caring for the Scale

With proper care and handling, your scale will give you years of service. Keep the following in mind when using your scale:

- Your scale works best when operated and stored at normal room temperature. Avoid lengthy exposure to extreme heat or cold.
- Only operate the scale on a stable, vibration free surface.
- Exposure to dust, dirt, moisture, vibration, and air currents; and proximity to other electronic equipment can affect the reliability and accuracy of your scale.
- Using the scale in proximity to wireless devices, such as mobile phones, can cause the scale display to fluctuate when the device is in use.
- Although this scale is designed to be quite durable, gently place items to be weighed on the platform. Avoid rough treatment, as this may permanently damage the internal sensor and void your warranty.
- You can permanently damage the scale by placing significantly overweight items on the scale platform.

- Avoid shaking, dropping, or otherwise shocking the scale. This is a precision instrument and MUST BE HANDLED WITH EXTREME CARE.
- The scale has been calibrated at the factory and will not need to be calibrated again.

Technical Specifications

Capacity	20.0 pounds (9 kg)
Resolution	0.1 oz. (2 g)
Units	lb./oz. (kg/g)
Auto-off	After two minutes of inactivity
Operating Temperature	40° - 104° F (4.5° - 40° C)
Interface	Serial
Power	120 V AC adapter or six AAA batteries

For information about our other scale products, visit www.dymo.com.

Troubleshooting

Problem/Error Message	Solution
No display	Ensure the scale is plugged in, or replace the batteries.
LOW BATT is displayed	Replace the AAA batteries.
UNDER LOAD is displayed	A Tare value was displayed and the items were removed from the scale. Press **Tare (0)** to reset the scale to zero.
OVER LOAD is displayed	The item on the scale platform exceeds the maximum capacity of the scale. Remove the item immediately to prevent damage to the scale.
Display reads **0.0** with an item on the platform	This can happen because: • The Tare button was pressed while an item was on the scale. • Power to the scale was disconnected or turned off and then on again with an item on the scale. In both of these cases, remove the item from the platform and press the **Tare (0)** button to return the display to **0.0**.

If you need further assistance, contact Technical Support at (877) 724-8324. You can also obtain support at www.dymo.com.

Warranty

Your DYMO® Scale comes with a warranty against defects in materials, design, or workmanship, for one year from the original date of purchase, when used in accordance with all operating instructions. Normal wear and tear is not covered, nor is excessive use, abuse or damage caused by a user either intentionally or accidentally.

EXCEPT AS PROVIDED HEREIN, DYMO MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, AND DYMO SPECIFICALLY EXCLUDES WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. DYMO'S LIABILITY UNDER THIS WARRANTY SHALL BE LIMITED TO REPAIR OR REPLACEMENT OF THE SCALE. DYMO SHALL NOT BE RESPONSIBLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER OR NOT FORESEEABLE.

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE AND COUNTRY TO COUNTRY.

In the event of a product failure, please visit www.dymo.com/support or contact DYMO Technical Support to obtain a Return Material Authorization (RMA) number and further instructions to return your product.

Declaration of Conformity

This equipment has been tested and found to comply with the limits for a Class B 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.

A **Newell Rubbermaid** Company

Produced by:
DYMO, Stamford, CT
800-426-7827: www.dymo.com
© 2009 Sanford, L.P.