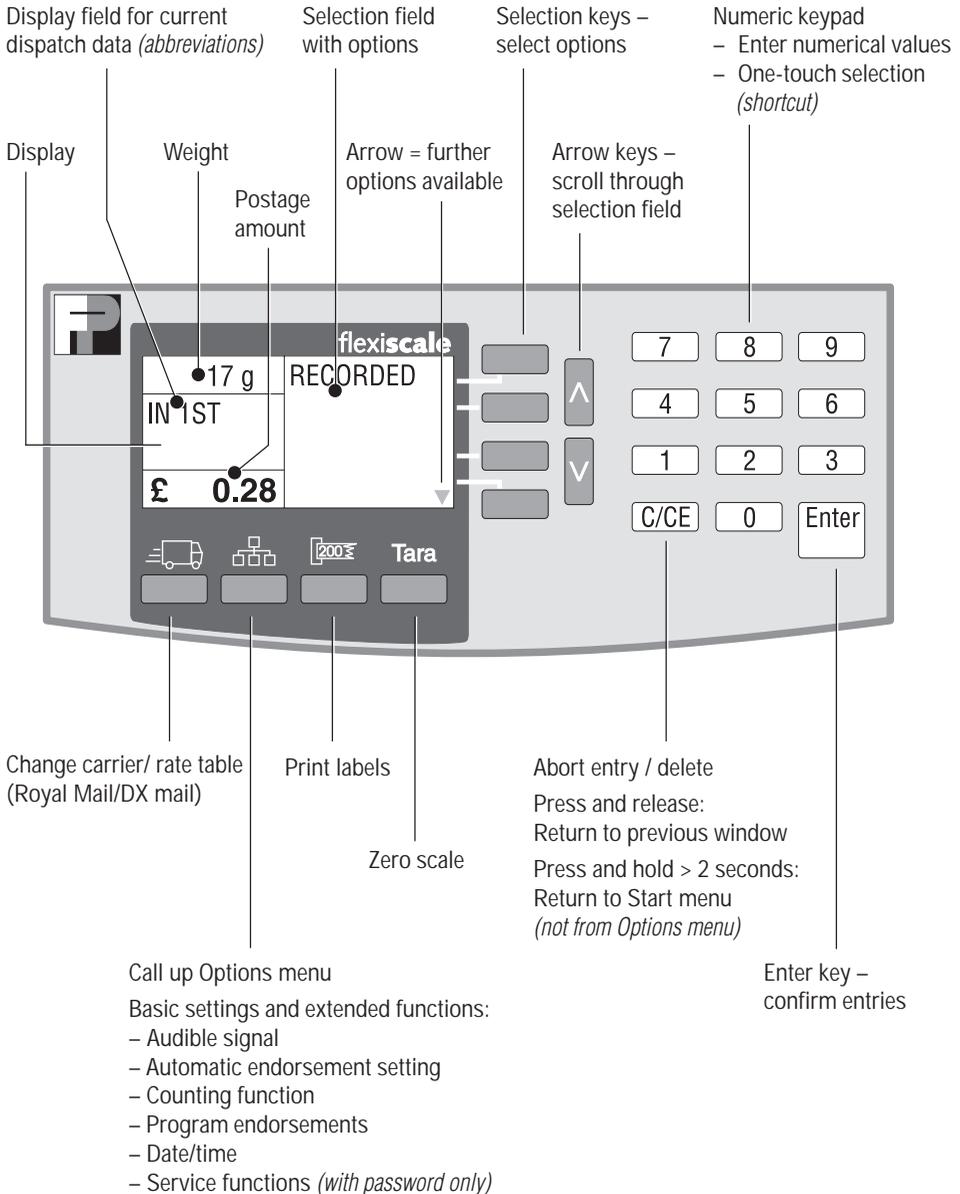


Operator Manual



flexiscale postage calculator

Control panel – display and keyboard





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About this Operator Manual

Please read this operator manual before operating your flexiscale postage calculator. Keep this manual near flexiscale for easy reference.

The following symbols and cautions represent important warnings in this manual:



Warning! indicates a potential hazard which may result in injury.



Caution! indicates a potential hazard that may result in damage to your postage calculator or which may impair the weighing process and rate calculation.

Typography

Please note the following typographic features:

Chapter headings and information of particular importance are printed in **semi-bold type**.

Elements in the display (options, system and error messages ...) are highlighted in the text by italics, e.g. *SYSTEM START – PLEASE WAIT ...*



Tips marked in this way offer advice and suggestions on the efficient use of the flexiscale.



1 Safety tips

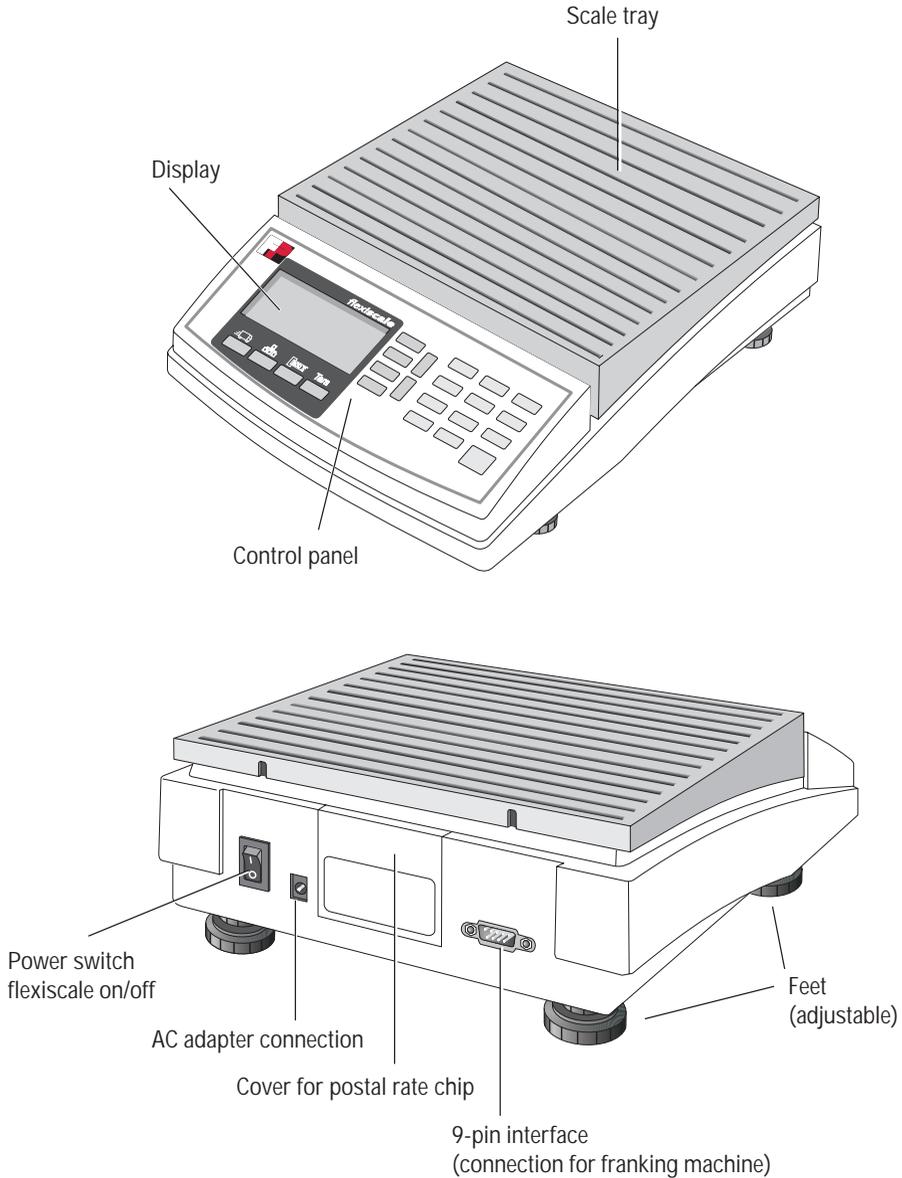
flexiscale is intended exclusively for the weighing of letters and packets and for the automatic calculation of the amount of postage due.

Your flexiscale complies with standard safety regulations for office equipment of this type.

Before operating your flexiscale, please read the following tips to assure safe operation.

- Follow the instructions for setting up and commissioning flexiscale carefully.
- Use only the AC adapter supplied. A damaged AC adapter should be replaced immediately.
- Install the AC adapter so that it cannot be damaged and no one can trip over it. Ensure that access to the mains connection remains unobstructed.
- Only connect flexiscale to a power mains, that conforms to power requirements as shown on the AC adapter's type label.
- For connection to a franking machine, use only the interface cable supplied or a cable approved by Francotyp-Postalia.
- Ensure that no liquids or objects enter the interior of flexiscale. Pull out the power plug immediately if such an accident occurs. Have flexiscale checked by your servicing dealer before using it again.
- Never open flexiscale. All maintenance and repair must be done by an authorized Francotyp-Postalia technician. Non-observance of this rule will void your warranty. Francotyp-Postalia will not be held liable for any resulting damages.

2 Getting to know your new postage calculator





Useful information about flexiscale



Method of operation

flexiscale is a letter and packet weighing device which calculates the amount of postage due (postage calculator). flexiscale determines the weight and the postage due for postal items weighing between 3 and 5000 grams.

The operator guidance provided via the illuminated display will guide you quickly and reliably through all functions, helping you to make the desired settings.

flexiscale runs through all the dispatch data in succession which are required to calculate the postage amount. Each key stroke is confirmed by flexiscale with a brief audible signal (can be disconnected); for control purposes the current dispatch setting is shown on the visual display.

17 g	RECORDED
IN 1ST	
£ 0.28	

When an item is placed on the scale tray, the display shows the weight and the amount of postage. If incomplete data is entered, or in the case of combinations which are impermissible for postal purposes, flexiscale does not calculate the postage or displays an *ERR* message.

Additional functions

Other performance features include:

- One-touch selection (shortcut). Stores complete dispatch settings.
- Transmission of postage data to a franking machine.
- Controls label printing at an FP franking machine with a label dispenser.
- Counting function.

Updating

In the event of a change in postal regulations, you can update your flexiscale with a new postal rate chip from Francotyp-Postalia.

3 Unpacking, setting up and commissioning

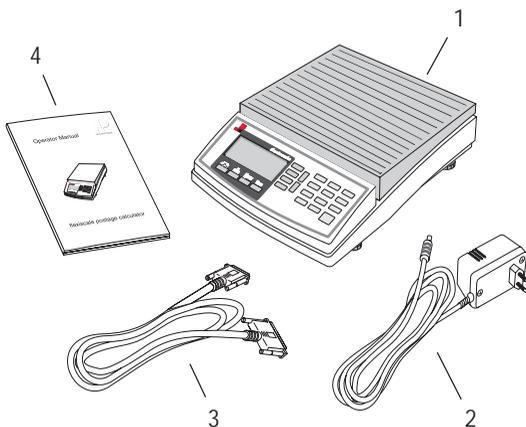
Carry out the following tasks as described. In a few moments your flexiscale will be ready for operation.

Unpacking

- Remove flexiscale and accessories from the packaging.
- Check that everything is complete and undamaged.

Delivery contents

- 1 flexiscale
- 2 AC adapter
- 3 Interface cable/adaptor cable
- 4 Operator Manual



Save the packaging. Use it again if ever you need to return flexiscale to Customer Service.



Warning! If parts are damaged or missing, do not under any circumstances operate flexiscale. Please refer to Francotyp-Postalia Customer Service.

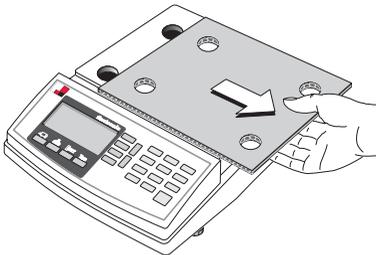


Caution! It is essential to remove the cardboard transport safety insert located beneath the scale tray. Otherwise flexiscale will calculate false weights and postage.



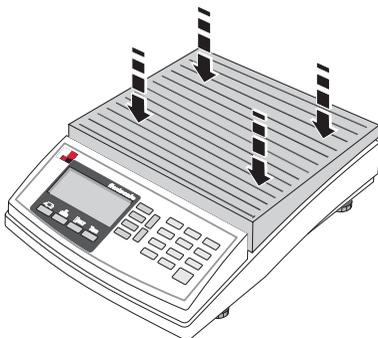
Removing transport safety insert

- Grasp the scale tray and release it evenly.
- Lift the scale tray up and off.

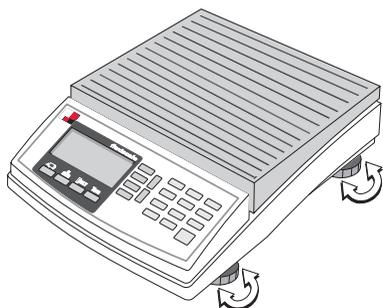


- Remove the cardboard transport safety insert and save along with the other packaging materials.

Installing the scale tray



- Hold the scale tray with the small edge facing the back.
- Locate the scale tray with its 4 studs in the 4 housing apertures.
- Press the scale tray down gently and evenly onto the housing.



Installing flexiscale

- Select a location at which the following environmental conditions apply:
Temperature: 10 °C to 40 °C
Relative humidity: 15 % to 80 %
(free from condensation).
- Set up the scale on a firm, level and horizontal surface. This is the only way to obtain correct results.
- Adjust the feet by rotating them so that flexiscale stands firm without wobbling.

Connecting flexiscale

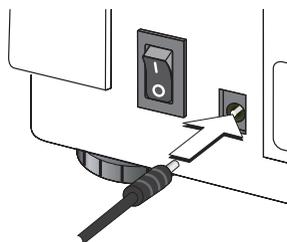


Warning! Use only the AC adapter supplied. A damaged AC adapter should be replaced immediately.

Install the AC adapter so that it cannot be damaged and no one can trip over it. Ensure that access to the mains connection remains unobstructed.



Caution! If flexiscale has been moved from a cold environment (i.e. below 10 °C) into a warmer environment, wait at least two hours before starting operation. flexiscale will then adapt to the new temperature. Any condensation will escape.



- Connect the AC adapter to a power mains, that conforms to power requirements as shown on the type label.
- Connect the plug at the other end of the AC adapter to the socket at the rear of flexiscale.



For details of how to connect your flexiscale to a franking machine in order to frank items automatically with the postage data displayed, please refer to Chapter 8.3.



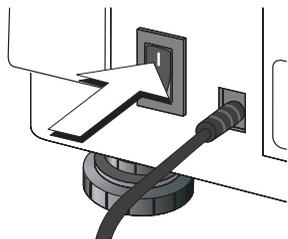
4 Turning flexiscale on / off

Turning on



Caution! flexiscale zeros itself automatically when it is turned on. There must be no load on the scale tray. flexiscale might otherwise calculate false weights and postage.

- Turn power switch at the rear of the scale from **O** to **I**.



Whilst the start-up routine is running, system information is displayed (e.g. the version number of your flexiscale software). flexiscale zeros itself.

0 g	RECORDED
IN 1ST	

Following the system start, you will see the default setting displayed along possible methods of dispatch (special services) for selection and the weight *0 g*.

flexiscale is ready for operation.

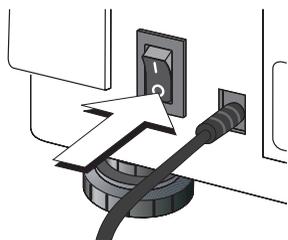
Default setting



During pauses in operation, the display illumination switches off after approx. 2½ minutes. The next time data is entered or an item is placed on the scale, the illumination is reactivated.

Turning off

- Turn power switch at the rear of the scale from **I** to **O**.



5 Postage calculation

5.1 Using the default setting

(First class letter)

- Turn on flexiscale. The scale tray must be empty.

Following the system start, flexiscale displays the default setting *IN 1ST* (Inland – Letters 1st).

- Place the letter on the scale tray and read off the postage amount from the display.

The selection field shows available special services that may be selected.

If you wish to use a special service:

- Press the associated selection key to choose the desired special service option.

flexiscale accepts the selection into the display field and shows the new postage amount.

To return to the default setting ...

If you have been working temporarily with other dispatch settings, simply press the key. flexiscale reverts to the default setting.

Default setting

17 g	RECORDED
IN 1ST	
£ 0.28	

Calling up the default setting



5.2 Setting / changing dispatch data

General method of procedure

Dispatch data are set as part of a dialogue with flexiscale, i.e. flexiscale presents a succession of dispatch data in a selection field and you choose the desired setting using the selection keys.

If more than 4 options are available, an arrow will appear in the display on the right. Use the arrow keys \downarrow / \uparrow , to scroll up or down until the desired option appears in the selection field.

flexiscale successively runs through all of the information required to calculate the postage amount.



You will find an overview of possible dispatch settings on pages 40 to 41.

Postage Calculation Start Menu

0 g	INLAND
	EUROPE
	OUT.EUROPE
	AIRMAIL Z1 ▼

How to delete dispatch data settings

- Press and hold the C/CE key (approx. 2 seconds).

The Postage Calculation Start Menu appears in the display.

Destination? 

How to set dispatch data

In the selection field flexiscale shows available destination options.

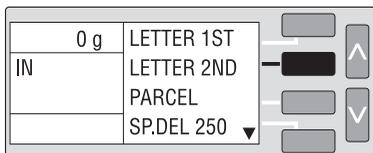


Selection field Selection keys

- If necessary: use the arrow keys \downarrow / \uparrow , to scroll up or down until the desired option appears in the selection field.
- Press the associated selection key to choose the desired destination option (in the example *INLAND*).

flexiscale accepts the selection in the display field and moves on to query the next parameter.

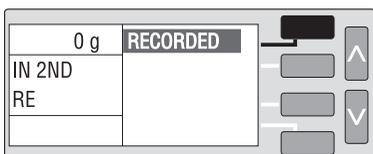
Type of mail? 



- If necessary: use the arrow keys  / , to scroll up or down until the desired option appears in the selection field.
- Press the associated selection key to choose the desired option (in the example *LETTER 2ND*).

flexiscale accepts the selection in the display field. In the selection field flexiscale shows available special service options.

Special services? 



Depending on the selected dispatch data, the Royal Mail offers various special services (recorded delivery, advice of delivery...). It is possible to select a number of different special service options.

- If necessary: use the arrow keys  / , to scroll up or down until the desired option appears in the selection field.
- Press the associated selection key to choose the desired option (in the example *RECORDED* delivery).

flexiscale accepts the selection in the display field. The selected special service appears in the selection field with a dark background.

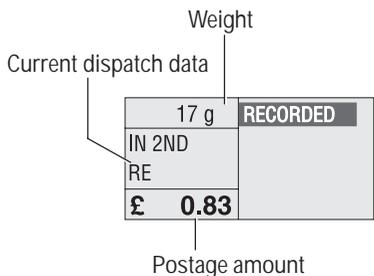
To cancel a special service ...

- Press the associated selection key again.

To return to previous selection menu ...

- Briefly press the  key. The dispatch parameter can now be reselected.

By repeatedly pressing the  key you can cancel all entries step by step.



5.3 Weighing and calculating postage

If all of the dispatch data are set correctly in the display field:

- Place the item on the scale tray.
- Read off the weight and postage amount from the display.



For details of how to transmit the postage data displayed to a franking machine for franking, refer to Chapter 8.

Please note the following special features

No postage amount

32 g	LETTER
EEC	SM.PACKETS
	PR.PAPERS

If flexiscale shows only a weight for your item but **no postage amount**, the data entries are incomplete. Some of the dispatch data needed to calculate the postage have not yet been selected.

Flashing postage amount

32 g	SIGNED 500. ▲
EEC LE	AIRSURE
AS5	EIL-INTER
£ 5.53	

Flashing postage amounts indicate that special conditions apply to the selected dispatch data setting (e.g. insurance amount is dependent on destination country). Please take note of current regulations.

ERR

32 g	ADV.OF DEL
A1 LE	SWIFTAIR
AD	SWIFT.500
ERR	SIGNED FOR ▼

ERR indicates that a combination has been selected which is not permissible.

In the example: 'Advice of delivery' may be selected only in combination with 'Swiftair', 'Signed for'...

AIRSURE / SWIFTAIR

If **AIRSURE** is not available for the country of destination, please select **SWIFTAIR**.

6 Extended functions

6.1 Using one-touch selection (shortcut)

Frequently used dispatch settings can be stored under keys ... and called up at the touch of a button.

Please note that one-touch keys can only be programmed for the currently selected rate table. If you have replaced the postal rate chip with a new chip or if you have changed the rate table, you must reprogram your one-touch selections.

Programming one-touch selection



How to store dispatch data

- Set the desired dispatch data in the usual way.
- Press the key (or ...) under which you wish to store the dispatch setting for **at least 3 seconds**.

flexiscale displays *SAVE SHORTCUT!* The dispatch setting displayed is stored at the number key selected.

Make a note of the dispatch settings you have stored. You will find a 'Shortcut' copier template on Page 42.

Deleting / reprogramming memory

You can overwrite the one-touch memory at any time with a new setting.



The key is programmed at the factory with a default setting (*Inland, Letter 1st*). You cannot change the default setting.



Calling up the one-touch memory

How to set dispatch data using one-touch selection

- **Briefly** press the key at which the desired dispatch setting is stored.

flexiscale displays the dispatch data in memory in the display field.

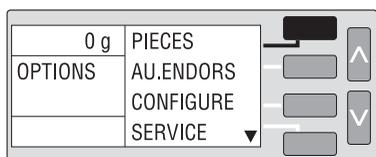
6.2 Counting

You can use the Counting function to quickly and simply determine the number of identical letters, postcards, etc.

- Press the  key.

flexiscale launches the Options menu.

- Press the selection key for *PIECES*.



Now follow the instructions shown in the display.

- Place 10 items out of the total quantity onto the scale tray.

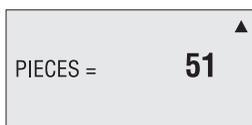
- Press the  key to confirm.

flexiscale determines the unit weight and displays: *PIECES = 10*.

- Now place the entire quantity of letters, postcards, etc. to be counted on the scale tray.

You can now read off the number of units in the display.

Press the  key or  arrow key to exit the counting function.



7 Basic settings

7.1 Zeroing

Automatic zeroing flexiscale zeros itself automatically at each system start. During operation, flexiscale zeros itself as soon as an underweight (weight < 0 g) is detected. A corresponding message appears in the display.

Manual zeroing You must zero flexiscale yourself only if

- you detect a display which deviates from '0 g' when there is no load on the scale tray
- you wish to set a preload (e.g. for a weighing container).

How to zero flexiscale

- Establish the basic conditions for the weighing function (remove load from scale tray or place weighing container onto pan).
- Press the Tara key.

Scale being zeroed..

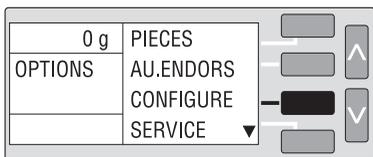
Whilst flexiscale is zeroing, the message *Scale being zeroed* is overlaid in the display.



Caution! If you are using a weighing container, you must not remove this after the scale has been zeroed. Otherwise flexiscale will register an underweight and automatically re-zero itself. You might calculate false weights and postage.



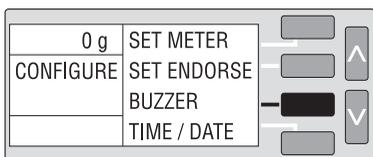
7.2 Switching audible signal on / off



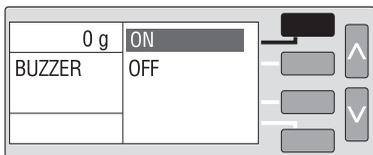
- Press the  key.

flexiscale launches the Options menu.

- Press the selection key for *CONFIGURE*.



- Press the selection key for *BUZZER*.



- Use the associated selection key to switch the audible signal to *ON* or *OFF*.

- Confirm the setting with the  key.

The Configuration menu again appears in the display.

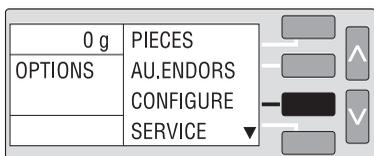
Return to Postage Calculation

- Press the  key to exit the Configuration menu.

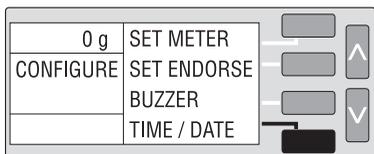
- Press the  key to exit the Options menu.

flexiscale returns to Postage Calculation.

7.3 Displaying and setting date / time



- Press the  key. flexiscale launches the Options menu.
- Press the selection key for *CONFIGURE*.



- Press the selection key for *TIME/DATE*. flexiscale displays date and time.

How to change the date and/or time

When TIME/DATE is selected, the first digit of the date setting flashes (flashing = ready to enter digit). You may now either change the date or press  to accept the existing display.

Changing date



- Enter 2 digits each for the day, month and year.

Example: '280303' for the 28th of March 2003.

Once the new date has been entered in full, the first digit of the time begins to flash. You may now either change the time or press  to accept the existing display.

Changing time



- Enter 2 digits each for the hours, minutes and seconds.

Example: '082048' for 08:20:48 h.

As soon as the entries are completed, the ready-to-enter marking disappear.

If the date and time are correct:

- Confirm the setting with the  key.



Return to Postage Calculation

The Configuration menu again appears in the display.

- Press the **C/CE** key to exit the Configuration menu.
- Press the **C/CE** key to exit the Options menu.

flexiscale returns to Postage Calculation.



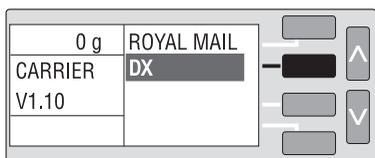
flexiscale will not accept incorrect date and time data.

7.4 Changing carrier / rate table

flexiscale can calculate postage for dispatch by Royal Mail or the private carrier DX mail.

How to change carrier / rate table

- Press the **C/CE** key until the Postage Calculation Start Menu appears in the display.
- Press the **≡☛** key.
- Press the associated selection key to choose the desired carrier (in the example *DX* mail).
- Confirm the setting with the **Enter** key.



flexiscale is now set to postage calculation for dispatch with the selected carrier (in the example *DX* mail).



If the flexiscale is connected to an optimail with DX feature and the scale function at the optimail is switched on, when a change of carrier is entered the flexiscale also switches the optimail to the new carrier. Please read your optimail's operator manual for more details.



8 Using flexiscale with a franking machine



flexiscale
connected to optimail

8.1 Calculating postage and franking

You can connect your flexiscale to a Francotyp-Postalia franking machine (e.g. optimail). flexiscale then controls postage amount setting and optional endorsement setting for the franking imprint.

For instructions on connecting your flexiscale to a franking machine and setting up the device for data transmission, see Chapter 8.3.



Caution! Read the franking machine operator's manual. Familiarise yourself especially with safe handling of the franking machine.

- Put flexiscale and the franking machine into operation in the usual way.
- Ensure your franking machine is in 'scale mode'.
- Place the item on the scale tray.
- Set the desired dispatch data at flexiscale in the usual way (➤ Chapter 5.2).

17 g	RECORDED
IN 1ST	
£ 0.28	

flexiscale determines the weight and calculates the right postage amount.

Endorsement setting

If the automatic endorsement setting is switched *ON*, flexiscale also sets a suitable endorsement (➤ Chapter 8.5).

If no endorsement is set, or if you wish to change the endorsement, you can use the manual endorsement setting function (➤ Chapter 8.6).

Franking

Postage amount and endorsement setting (*optional*) are transmitted to the franking machine.

- Check the other settings for the franking imprint (e.g. slogan imprint).
- Remove the item from the scale tray and frank it in the usual way.

8.2 Franking labels

flexiscale controls label printing (99 labels maximum). This feature is available only, when flexiscale is connected to a franking machine **with a label dispenser**.

2330 g	
IN PAR	
£ 6.62	

- Put flexiscale and the franking machine into operation in the usual way.
- Ensure your franking machine is in 'scale mode'.
- Determine postage amount using flexiscale.

To print one label:

- Briefly press the  key.

To print multiple labels:

- Press the  key **at least 3 seconds**.

flexiscale will ask you to enter the number of labels.

- Enter the number of labels to be franked (99 labels maximum).
- Press the  key to confirm.

GET LABEL NUMBER? _ _



You can stop printing labels by pressing the  key.



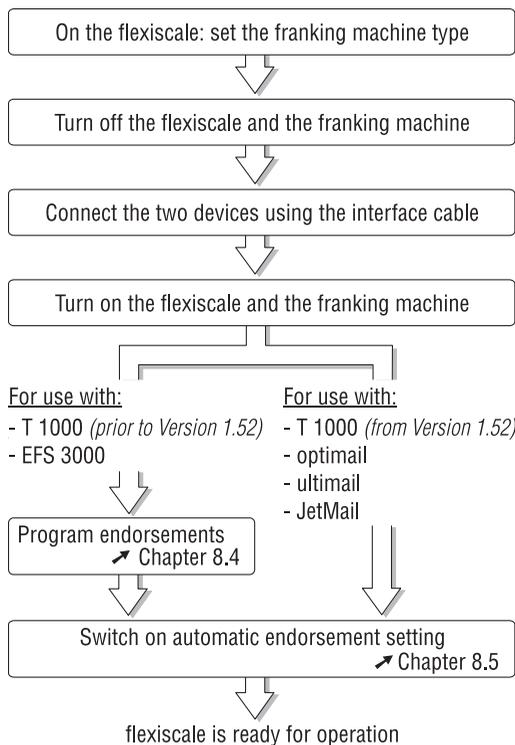
8.3 Setting up flexiscale for use with a franking machine

You can connect flexiscale to these Francotyp-Postalia franking machine types:

- JetMail
- ultimail
- optimail
- T 1000
- EFS 3000.

We recommend the following connection and set-up procedure:

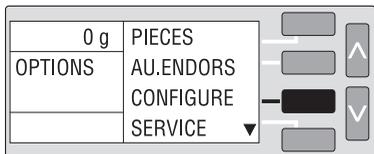
*flexiscale with a franking machine:
commissioning overview*



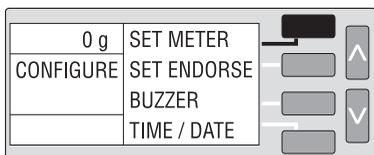
The following pages contain a detailed description and notes on franking machine-specific settings.

Setting the franking machine type ...

- At flexiscale, press the  key.
- flexiscale launches the Options menu.
- Press the selection key for *CONFIGURE*.



- Press the selection key for *SET METER* (franking machine).



- Use the associated selection key to set the franking machine type.

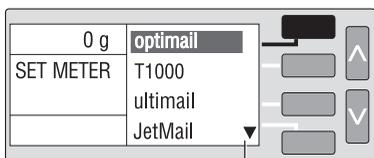
Please note: for the T 1000 the franking machine type setting is dependent on the operating software version. Select

- *T1000* for a T 1000 running version 1.52 or higher
- *T1000_NOID* for a T 1000 running software prior to version 1.52.

- Confirm the setting with the  key.

flexiscale accepts the setting and returns to the Configuration menu.

- Press the  key to exit the Configuration menu.
- Press the  key to exit the Options menu.



More options (e.g. T1000_NOID):
use the arrow keys to scroll

Return to Postage Calculation



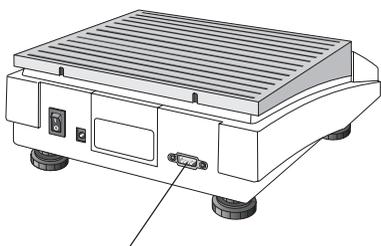
Connecting to a franking machine ...



Caution! Turn off both the flexiscale and the franking machine before you plug or unplug interface cables.



Caution! Read the franking machine operator's manual before you connect the flexiscale.



9-pin interface for connecting a franking machine

- Turn off flexiscale and the franking machine. Pull out the mains plugs.
- Connect the two devices using the interface cable supplied by Francotyp-Postalia. Screw the plugs securely to flexiscale and the franking machine.
- Put flexiscale and the franking machine into operation in the usual way.

Dependent on the franking machine type, a series of system data are transmitted during the start routine and the two devices are coordinated with one another.

- Set up flexiscale for automatic endorsement imprint selection. To do so, you should read the following Chapters (8.4 ... 8.5).



The T 1000 (from Version 1.52), optimail, ultimail and JetMail

- transmit their endorsement imprint data to the flexiscale when switched on. These imprints are permanently assigned to the relevant mail types and special services.
- The franking machine system clock sets the date and time at the flexiscale.



The franking machine type and the machine parameters set at the factory/by Customer Service will influence the interaction between flexiscale and the franking machine. Our Customer Service will be happy to assist you in optimizing your system setup.

8.4 Programming endorsements (optional)

According to the selected mail types, the flexiscale can also determine the selection of a suitable endorsement imprint at the franking machine. To do so, the franking machine endorsement imprints must be programmed into the flexiscale.

You will only need to program the endorsement settings manually if you are using one of the following franking machines:

- EFS 3000
- T 1000, prior to Version 1.52 (*T1000_NOID*).

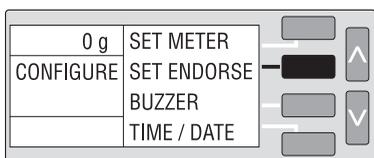
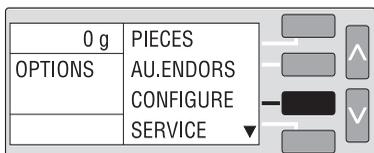
The T 1000 from Version 1.52 onwards, optimail, ultimail and JetMail automatically transmit their endorsement imprint data to the flexiscale when switched on. The endorsement programming menu is non-functional.

How to program endorsements

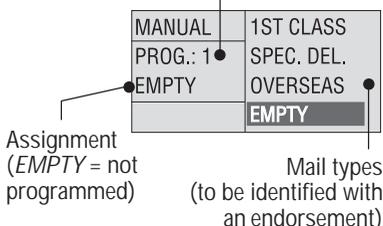
- At flexiscale, press the  key.
- flexiscale launches the Options menu.
- Press the selection key for *CONFIGURE*.
 - Press the selection key for *SET ENDORSE*.

flexiscale launches the Endorsement Programming menu.

- The **numbers** under which the endorsements are stored at the franking machine appear on the left of the display.
- Beneath the endorsement number you will see the mail type assigned to it.
- All mail types to be identified with an endorsement appear in the selection field.

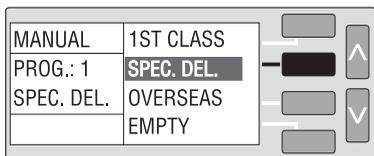


Endorsement number
(franking machine)





Programming endorsements



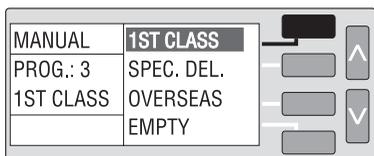
- Use the number keys to enter the endorsement number. The number appears on the left of the display.

- Press the associated selection key.

The selected mail type is shown beneath the endorsement number and appears in the selection field with a dark background.

The following example illustrates the programming procedure.

Example



Franking machine T 1000, 'FIRST CLASS' endorsement is stored under Number 3.

- Enter '3'.
- Press the selection key for *1ST CLASS*.

- Follow the same procedure to successively program all the endorsements.

Once all the franking machine endorsements have been programmed into flexiscale:

End programming

- Press the key to confirm. flexiscale stores the settings and returns to the Configuration menu.

Or:

Abort programming

- Press the key to exit Endorsement Programming without saving your settings.

Return to Postage Calculation

- Press the key to exit the Configuration menu.
- Press the key to exit the Options menu.



Caution! To avoid franking errors, check the programmed endorsements before franking mail.

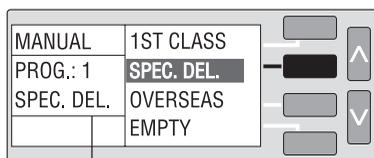
How to check the endorsement programming

- Call up the Endorsement Programming menu
( – CONFIGURE. – SET ENDORSE).

- Enter '1' for endorsement number 1.

The setting for endorsement number '1' appears in the display.

- Check whether the mail type indicated is to be identified with endorsement number '1' at your franking machine.
- Successively check the settings for all your franking machine endorsements.



Franking 'Special Delivery' mail with endorsement number '1'

Incorrectly programmed endorsements can be overwritten by reprogramming them, or they can be deleted.

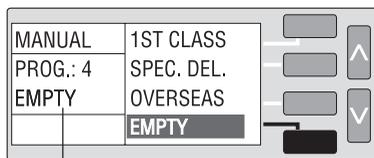
How to delete a programmed endorsement

- Use the number keys to enter the number which you wish to delete.
- Press the selection key for *EMPTY*.

EMPTY appears beneath the endorsement number.

- Confirm this setting with the  key.

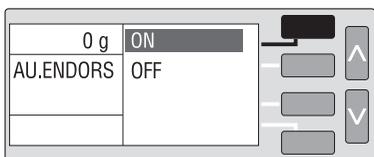
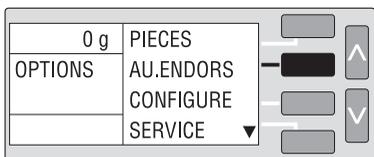
Press the  key to return to Postage Calculation in the usual way.



EMPTY = Endorsement imprint cannot be initiated by flexiscale



8.5 Switching automatic endorsement setting on / off



- At flexiscale, press the  key.
 - flexiscale launches the Options menu.
 - Press the selection key for *AU.ENDORS*.
 - Use the associated selection key to switch automatic mail-type setting to *ON* or *OFF*.
 - Press  to confirm the setting.
- The Options menu again appears in the display.
- Press the  key to exit the Options menu.

Automatic endorsement setting ...	How to set endorsements for franking	
	T 1000 prior to Version 1.52 EFS 3000	from Version 1.52 onwards optimail ultimail JetMail

ON	flexiscale automatically sets a suitable endorsement at the franking machine. If there is no appropriate endorsement available, franking proceeds without an endorsement imprint.	
OFF	flexiscale does not determine an endorsement to suit the selected dispatch data.	flexiscale does not determine an endorsement to suit the selected dispatch data.
	flexiscale sets the endorsement setting at the franking machine to „0“ (franking without endorsement).	The last selected endorsement remains set at the franking machine and is not automatically changed or deleted.

8.6 Setting endorsements manually *(optional)*

When the item to be posted is lying on the scale tray, all the dispatch data has been set at flexiscale and the display indicates the postage amount for the item:

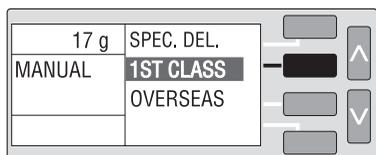
- Press the  key.

flexiscale displays all programmed endorsements in the selection field. If an endorsement has already been set automatically, this appears with a dark background.

- Press the selection key for the desired endorsement.

flexiscale immediately transmits the endorsement information to the franking machine.

The endorsement is set for franking. The selected endorsement is identified in the display (with a dark background).



Aborting endorsement selection

If you do not wish to frank the item with the manually selected endorsement:

- Press the  key to abort the manual endorsement setting.

flexiscale again displays the dispatch setting and the postage amount and resets the franking machine to the original endorsement setting.

Before you can calculate the postage amount for the next item, you must press the  key to end the endorsement selection procedure.

9 Replacing postal rate chip

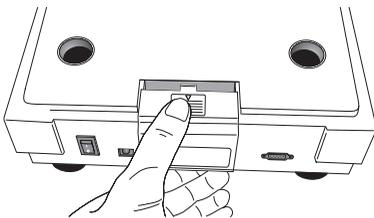
In the event that your postal service introduces a change to the postal regulations, flexiscale can be updated simply by replacing the postal rate chip. An up-to-date postal rate chip can be obtained from Francotyp-Postalia.

How to change the postal rate chip

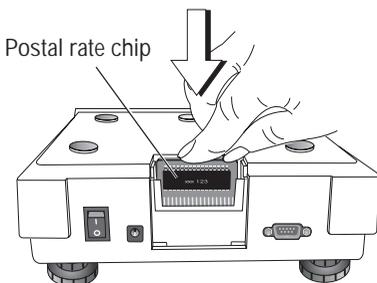
Caution! Turn off flexiscale and all connected equipment. Pull out the mains plug.



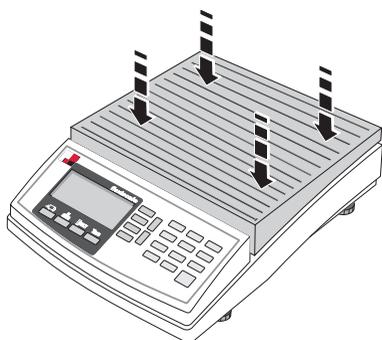
- Grasp the scale tray and release it evenly.
- Lift the scale tray up and off.



- Press firmly on the marking on the cover of the postal rate chip and lift the cover back and off.
- Carefully pull the old postal rate chip upwards out of the housing.



- Insert the new postal rate chip into the socket as illustrated.
- Press the postal rate chip down against the stop.
- Replace the cover onto the housing from behind. You will hear the cover latch in place.



- Hold the scale tray with the small edge facing the back.
- Locate the scale tray with its 4 studs in the 4 housing apertures.
- Press the scale tray down gently and evenly onto the housing.
- Restore the mains connection (see Chapter 3).
- Turn on flexiscale (see Chapter 4).

flexiscale now conducts a series of updating procedures. Messages appear in the display to keep you informed.

- To confirm the displayed details of the rate table which is set, press the key.



If the postage module contains several postage tables / carriers, the flexiscale runs through this routine for each table.



Return the old postal rate chip to Francotyp-Postalia for correct disposal.



10 Cleaning



Caution! Ensure that no liquids or objects enter the interior of flexiscale. Disconnect the power cable from the outlet immediately if such an accident occurs. Have flexiscale checked by your servicing dealer before use.

Dirt can be removed from the housing with a damp cloth. You may also use commercially available cleaning agents.

11 Troubleshooting



Caution! Never open flexiscale. All maintenance and repair must be done by an authorized Francotyp-Postalia technician. Non-observance of this rule will void your warranty. FP will not be held liable for any resulting damages.

You yourself can rectify minor errors and problems in operating flexiscale. The error messages displayed by flexiscale will help you to determine and eliminate the cause of the error. On the following pages you will find some tips and instructions.

Problem / Error message	Cause	Remedy
Display remains blank after flexiscale is turned on.	AC adapter not correctly located in socket.	Insert AC adapter correctly in mains socket outlet.
	Equipment plug not correctly located in connecting socket of flexiscale.	Insert equipment plug correctly at rear of flexiscale (<i>see Chapter 3</i>).
flexiscale shows no postage amount for the item on the scale.	Dispatch data incomplete.	Check setting. Set complete dispatch data.
ERR	Item cannot be sent using the dispatch data selected (combination of dispatch forms not permissible).	Check setting and correct.
OVER	Item is too heavy for the dispatch type selected.	Check setting and correct.
OVER WEIGHT	flexiscale is overloaded.	Empty the scale tray. Use the flexiscale only for items up to 5 kg (11 lb).



Problem / Error message	Cause	Remedy
Postage amount is flashing.	Indicates special postage regulations (e.g. in destination country).	Take note of current regulations.
Display shows weight > 0 g when scale tray is empty.	Incorrect zero setting.	Press <input type="button" value="Tara"/> key to re-zero.
Weight values displayed are implausible.	Transport safety insert has not been removed.	Take off scale tray and remove transport safety insert (see Chapter 3).
Franking machine will not accept the postage data displayed by flexiscale.	Interface cable is not connected correctly.	Check whether the interface cable is correctly plugged into both devices and screwed tightly.
	Data transmission fault between flexiscale and franking machine.	Turn off flexiscale and franking machine, wait briefly and turn on.
	Franking machine is not ready to accept data.	Check the franking machine setting, e.g. is scale mode switched on? (Read the franking machine's operator manual.)
	flexiscale is not correctly configured.	Set franking machine type (see Chapter 8.3).
Franking machine will not automatically accept endorsement.	Automatic endorsement setting is switched off.	Activate automatic endorsement setting (see Chapter 8.5).
	Franking machine <u>JetMail</u> is not correctly configured.	<u>JetMail</u> : Set automatic endorsement setting.
	<u>T 1000</u> franking machine does not automatically transmit endorsements to flexiscale.	Set franking machine type T1000 NOID (see Chapter 8.3). Turn off both devices. Turn on and program endorsements (see Chapter 8.4).
	There is no suitable endorsement for the dispatch setting.	



12 Technical specifications

Dimensions 225 mm x 96 mm x 290 mm (8.9" x 3.8" x 11.4")
(Width x Height x Depth)

Weight approximately 2.4 kg (5.3 lb)

Power requirement as shown on the AC adapter's type label
230 V / 50 Hz or 110 V / 60 Hz
50 mA (*current consumption when flexiscale is connected*)

Weighing range 3 g ... 5 000 g (0.1 oz ... 11 lb)

Display accuracy 1 g (0.04 oz)

Weighing accuracy $\pm 0,1$ % of final value

Operating conditions

- **Temperature** +10 °C ... +40 °C
- **Relative humidity** 15 % ... 80 %, free from condensation

Declaration Of Conformity

We, Francotyp - Postalia AG & Co.

located in D-16547 Birkenwerder, Triftweg 21 - 26

herewith declare in our own responsibility that our

Scale "FlexiScale"

.....
(Type Designation)

is designed and assembled in conformity with the following harmonized standards:

EN 50081-1 / 1992, EN 50082-1 / 1997
EN 60950 / 1992 + A1:1993 + A2:1993 + A3:1995 + A4:1997

.....

in accordance with the rules of European Directives

89 / 336 / EEC (Electromagnetic Compatibility Directive)
73 / 23 / EEC (Low Voltage Directive)
90 / 384 / EWG (Non-Automatic Weighing Instruments Directive)

.....

July 22, 1999

.....
(Date)



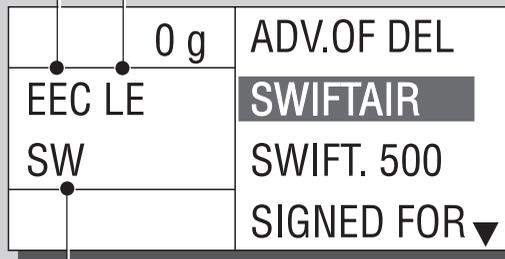
.....
(Authorized signatures for the company)

	Royal Mail service	Dispatch setting	Abbreviation
Destination / Type of mail	Inland	INLAND	IN
	Letters 1st	LETTER 1ST	IN 1ST
	Letters 2nd	LETTER 2ND	IN 2ND
	Parcels	PARCEL	IN PAR
	Special delivery 250 (<i>priority service</i>)	SP.DEL 500	IN S2
	Special delivery 1000 (<i>priority service</i>)	SP.DEL 1000	IN S10
	Special delivery 2500 (<i>priority service</i>)	SP.DEL 2500	IN S25
	Europe	EUROPE	EEC
	Letter	LETTER	EEC LE
	Small Packets	SM.PACKETS	EEC SP
	Printed Papers	PR.PAPERS	EEC PP
	Outside Europe Surface	OUT EUROPE	OE
	Letter	LETTER	OE LE
	Small Packets	SM.PACKETS	OE SP
	Printed Papers	PR.PAPERS	OE PP
	Airmail Zone 1	AIRMAIL Z1	A1
	Letter	LETTER	A1 LE
	Small Packets	SM.PACKETS	A1 SP
	Printed Papers	PR.PAPERS	A1 PP
	Airmail Zone 2	AIRMAIL Z2	A2
	Letter	LETTER	A2 LE
	Small Packets	SM.PACKETS	A2 SP
	Printed Papers	PR.PAPERS	A2 PP
	Special services	Recorded delivery	RECORDED
Advice of delivery		ADV.OF DEL	AD
Swiftair (<i>compensation up to £ 30</i>)		SWIFTAIR	SW
Swiftair £ 500		SWIFT. 500	SW5
Signed for (<i>compensation up to £ 30</i>)		SIGNED FOR	SF
Signed for £ 500		SIGNED 500	SF5
Airsure (<i>compensation up to £ 30</i>)		AIRSURE	AS
Airsure £ 500		AIRSURE 500	AS5

Dispatch settings / Abbreviations

A1 – Airmail Zone 1
A2 – Airmail Zone 2
EEC – Europe
IN – Inland
OE – Outside Europe Surface

1ST – First class letter
2ND – Second class letter
LE – Letter (abroad)
PAR – Standard parcel
PP – Printed Papers
S2 – Special delivery £ 250
S10 – Special delivery £ 1000
S25 – Special delivery £ 2500
SP – Small Packets



AD – Advice of delivery
AS – Airtsure
AS5 – Airtsure £ 500
RE – Recorded delivery
SF – Signed for
SF5 – Signed for £ 500
SW – Swiftair
SW5 – Swiftair £ 500

Key	Shortcut
1	
2	
3	
4	
5	
6	
7	
8	
9	
0	 INLAND - LETTER 1ST



Key	Shortcut
1	
2	
3	
4	
5	
6	
7	
8	
9	
0	 INLAND - LETTER 1ST



Every flexiscale is thoroughly checked before delivery. In the event of a fault becoming apparent despite our best quality control measures, please contact your customer service representative.

Francotyp-Postalia authorized dealer

**Francotyp-Postalia Ltd.
Lakeside House
74 Questor
Powdermill Lane
Dartford, Kent DA1 1EF**

**Phone: (0)1322 405500
Fax: (0)1322 405501
email: customerservice@fpmailing.co.uk
Website: www.fpmailing.co.uk**

