

Mettler Toledo

PS15 Scale Installation Instructions

Read Me First



METTLER TOLEDO

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Installation Instructions MT PS15 Shipping Scale

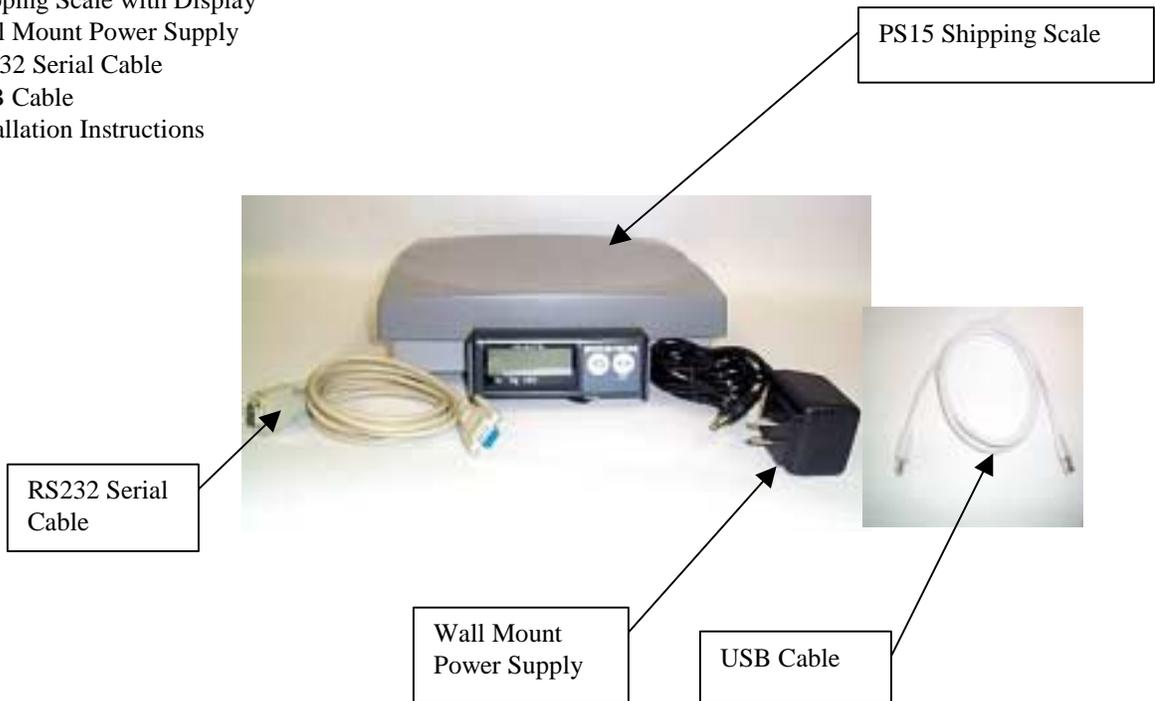
Welcome and thank you for purchasing your Mettler-Toledo Shipping Scale. Please read and follow these simple instructions to get the maximum benefit and satisfaction from your new scale.

Please follow the easy setup procedures in this manual to setup your new Mettler-Toledo Shipping Scale.

Unpack the Scale

Remove the scale from the box. Set aside all packing materials. Inspect the contents. Each box contains the following.

- Shipping Scale with Display
- Wall Mount Power Supply
- RS232 Serial Cable
- USB Cable
- Installation Instructions

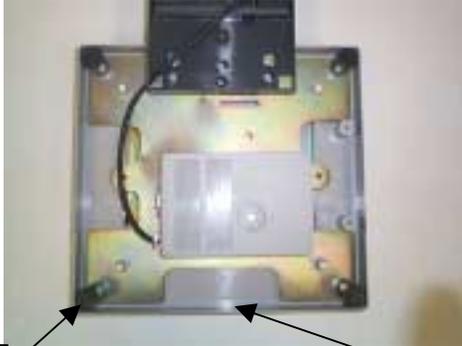


Place the scale on a level surface.

Place the scale near a power outlet. Ensure the scale is not touching objects that may affect the weight reading.

Level the scale.

Level the scale by turning the scale feet until the leveling bubble is centered and the scale does not wobble. The leveling bubble is located underneath the platter. See photo.



Incorrect
Bubble is not
Within circle



Correct
Bubble is
Within circle

Leveling Feet
(4) per unit

Leveling Bubble

Place platter on scale.

Gently place the platter on the scale.

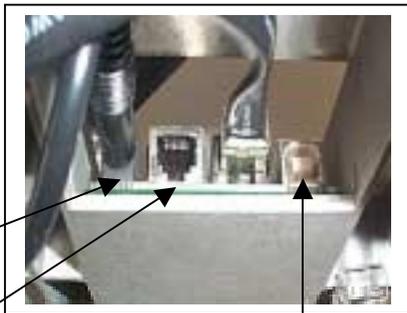


Plastic Cover

Plug the Scale in.

Tilt the scale on its side and plug the power connector into the bottom of the scale. Plug the power supply or power cord into a power outlet. Note: If using the USB connection, it is not necessary to plug the scale into a power outlet. The scale will be powered through the USB connection.

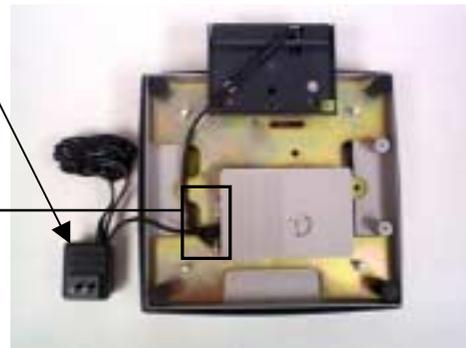
Power Cord



Power cord plug
location

RS232 Connector

USB Connector



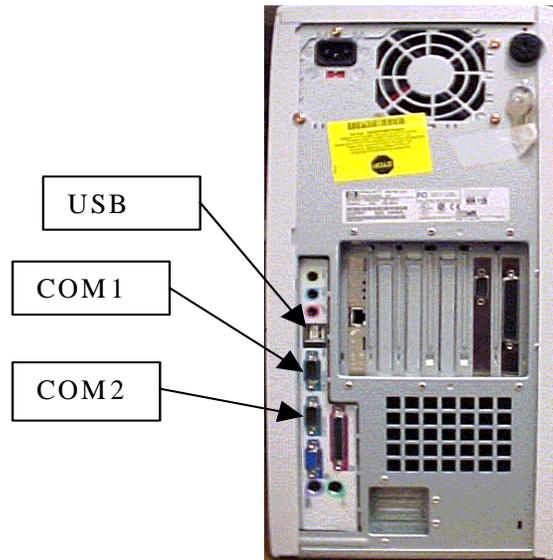
Bottom view of scale

Scale to Communications Port connections

If you are using a PC-Based manifest shipping systems, plug the scale into an open communications port on your computer. The ports should be labeled USB, COM1 or COM2. Use the supplied USB or RS232 cable to make the connection. Both ends on the cable are identical. This picture depicts the COM ports on a typical PC.

NOTE: Make sure the power to your computer is switch off before you change ports. If you have plugged your scale into the incorrect port, you must reboot your computer after changing ports.

NOTE: DO NOT substitute your RS232 serial cable with an ordinary RS232 cable. If you require a longer cable for your application, call our MT Express technical support at **1-800-786-0812** to purchase an additional cable.



USB

USB scale connection is very automatic. When you connect the scale to your PC's USB port, the PC will automatically sense the scale. Different versions of Microsoft's operating systems will vary the set-up slightly.

*** When using USB the power adapter is not necessary. The scale will be powered through the USB cable.***

Windows 98: The set-up for the USB drivers for Windows 98 is fairly automatic but requires some interaction with dialog boxes to complete.

1. A dialog box stating "New Hardware Found" will appear. Immediately, the PC will begin to "Build Driver Information Database".
2. Once this is complete, a "Add New Hardware" Wizard will appear. Select the bottom choice of "Display a list of all the drivers in a specific location, so you can select the driver you want".
3. The "USB Human Interface Device" will appear as the default driver.
4. Click on "OK" and then "Finish"

Windows 2000 / XP: This is more automatic. There are no choices to make. The PC will automatically recognize the scale and install the appropriate driver. With no human interaction required

RS232

NOTE: Make sure the power to your computer is switch off before you change ports. If you have plugged your scale into the incorrect port, you must reboot your computer after changing ports.

NOTE: DO NOT substitute your RS232 serial cable with an ordinary RS232 cable. If you require a longer cable for your application, call our MT Express technical support at **1-800-786-0812** to purchase an additional cable.

Verify power-up sequence when GEOCAL™ is enabled.

When you first plug in the scale, the display shows a brief power-up sequence. This sequence only appears ONCE, so please make sure you do it **carefully**. Once it is done, it displays a prompt for the GEOCAL™ location code.



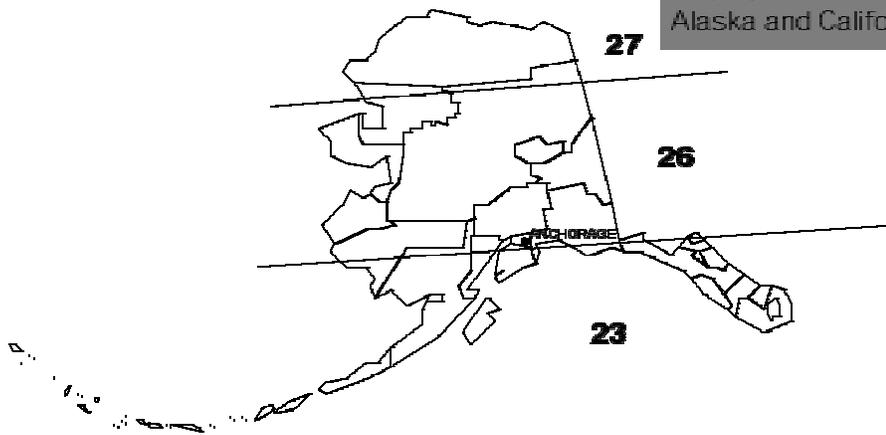
The GEOCAL™ feature allows the scale calibration to be adjusted for gravitational variations in your area.

Refer to the table and chart to determine the geographical two-digit code for your location. Scroll through the list by pressing

the  key. Stop at your code and press the  key twice. The word done will be displayed briefly and the scale will restart itself.

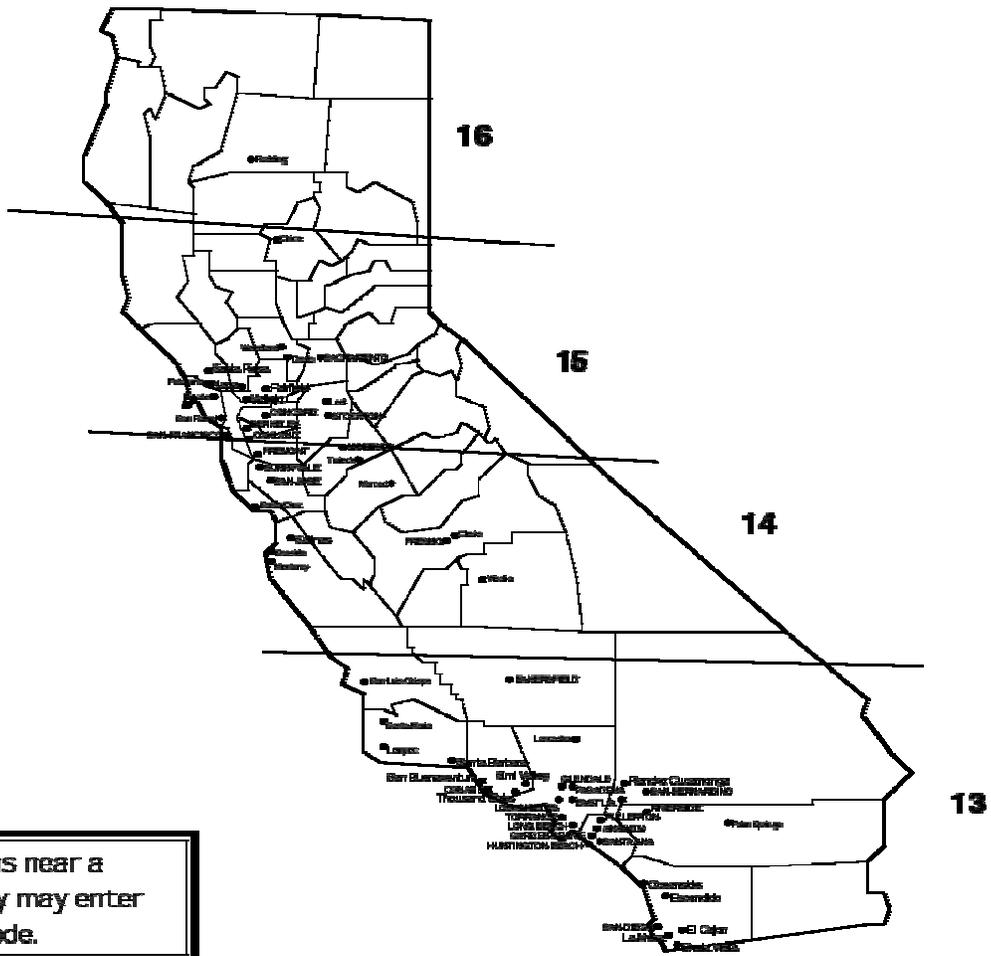
GEOCAL™ Location Codes					
State	Code	State	Code	State	Code
Alabama		Kansas	14	North Dakota	18
Birmingham & North	13	Kentucky	14	Ohio	
South of Birmingham	12	Louisiana	12	Akron & North	16
Alaska	See map	Maine	18	South of Akron	15
Arizona		Maryland	15	Oklahoma	13
Phoenix & North	12	Massachusetts	17	Oregon	
South of Phoenix	11	Michigan		Salem & North	18
Arkansas	13	Northwest of Lake Michigan	18	Between Oakridge & Salem	17
California	See map	Southeast of Lake Michigan	17	South of Oakridge	16
Colorado		Minnesota	18	Pennsylvania	16
Denver & North	13	Mississippi		Rhode Island	16
South of Denver	12	Kosciusko & North	13	South Carolina	13
Connecticut	16	South of Kosciusko	12	South Dakota	17
Delaware	15	Missouri		Tennessee	13
Florida		North of Springfield	15	Texas	
West Palm Beach & North	11	Springfield & South	14	Northeast of Colorado River	12
South of West Palm Beach	10	Montana		Southwest of Colorado River	11
Georgia	12	Helena & North	18	Utah	13
Hawaii	9	South of Helena	17	Vermont	17
Idaho		Nebraska	15	Virginia	14
North of Salmon River Mtns	17	Nevada	13	Washington, DC	15
South of Salmon River Mtns	16	New Hampshire	17	Washington State	18
Illinois		New Jersey	16	West Virginia	15
Bloomington & North	16	New Mexico	11	Wisconsin	
South of Bloomington	15	New York		Green Bay & North	18
Indiana		Albany & North	17	South of Green Bay	17
North of Indianapolis	16	South of Albany	16	Wyoming	
Indianapolis & South	15	North Carolina		North of Casper	15
Iowa		Raleigh & North	14	Casper & South	14
North of Des Moines	17	South of Raleigh	13		
Des Moines & South	16				

Alaska



Maps provided for residents of Alaska and California only.

California

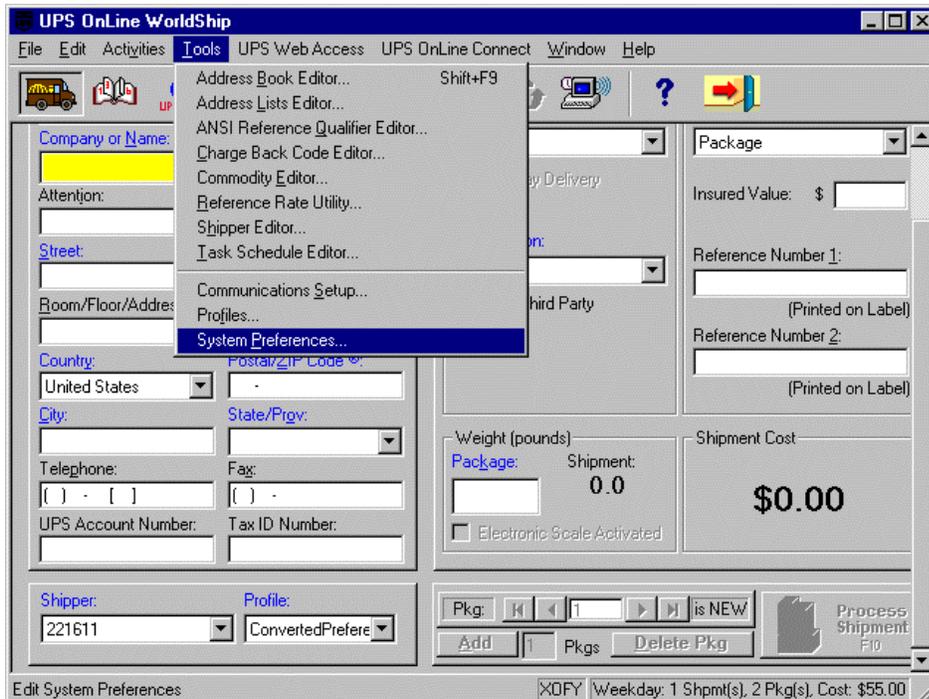


Locations near a boundary may enter either code.

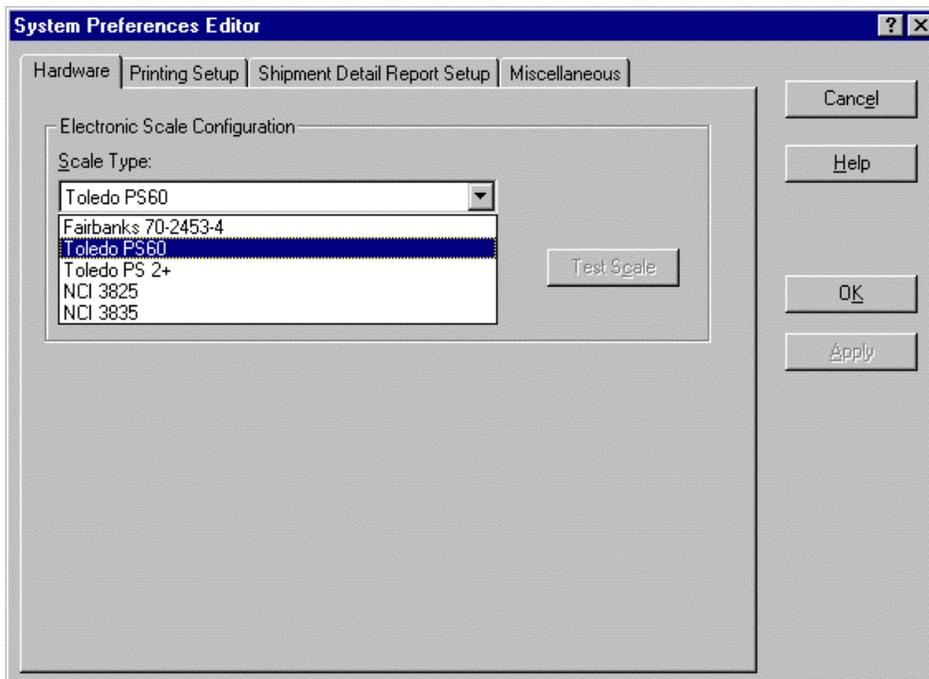
Instructions for UPS Worldship Customers

Please follow these instructions carefully if you are connecting a scale to a PC using UPS Worldship software.

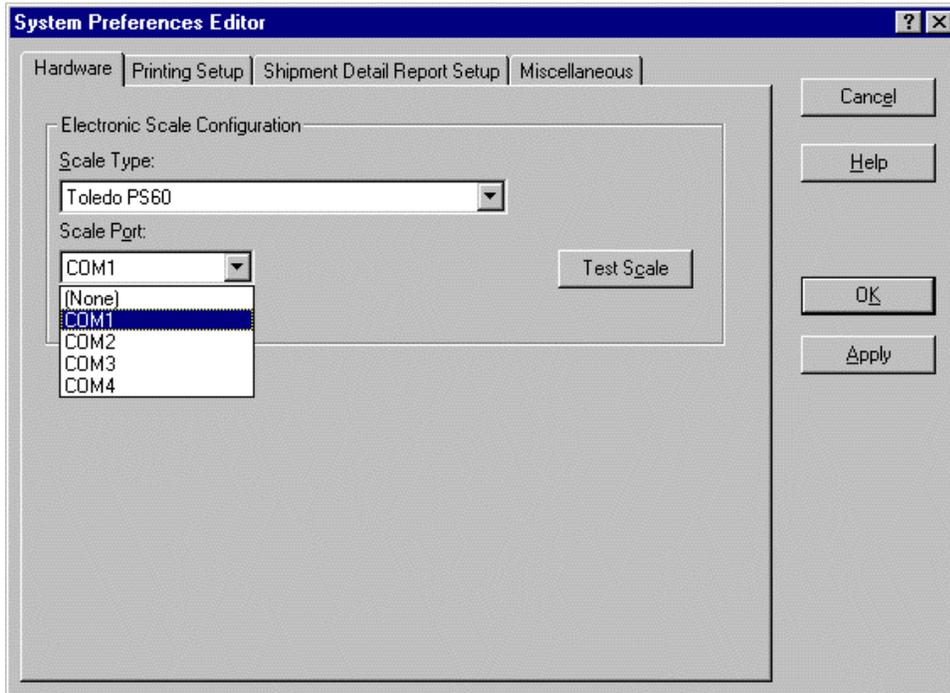
1) From the main UPS Online WorldShip screen select *System Preferences* for the *Tools* menu.



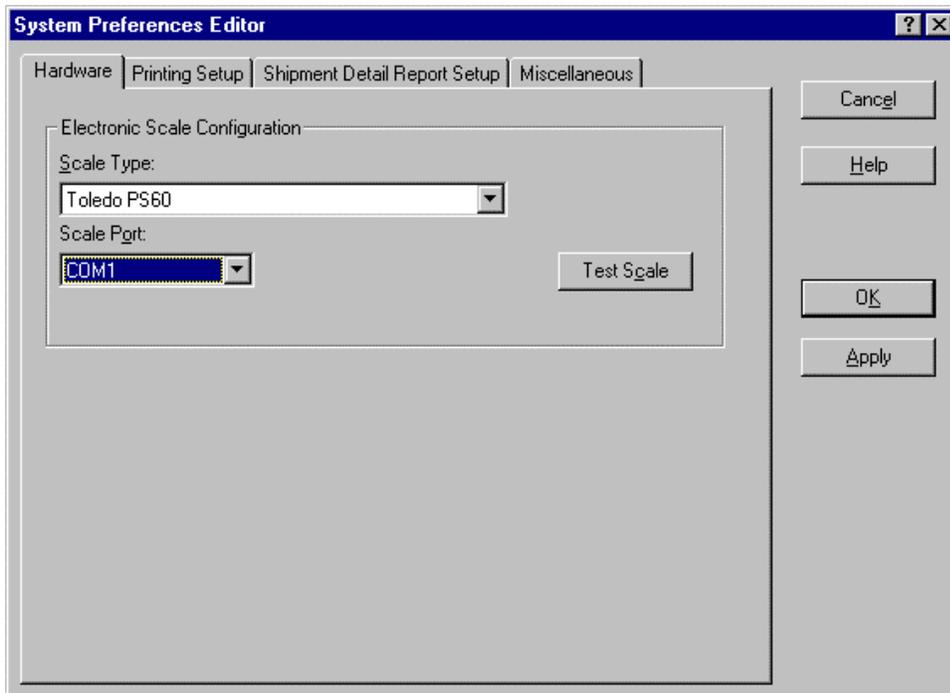
2) Select *Toledo PS60* on the *Scale Type* pull-down menu under the *Hardware Tab*.



3) Determine which COM port the scale is plugged into. Many times this is COM2. COM1 may be used by the internal modem. Select the proper COM port from the *Scale Port* pull down menu.



4) Click the Test Scale button to make sure your scale is communicating with your system.

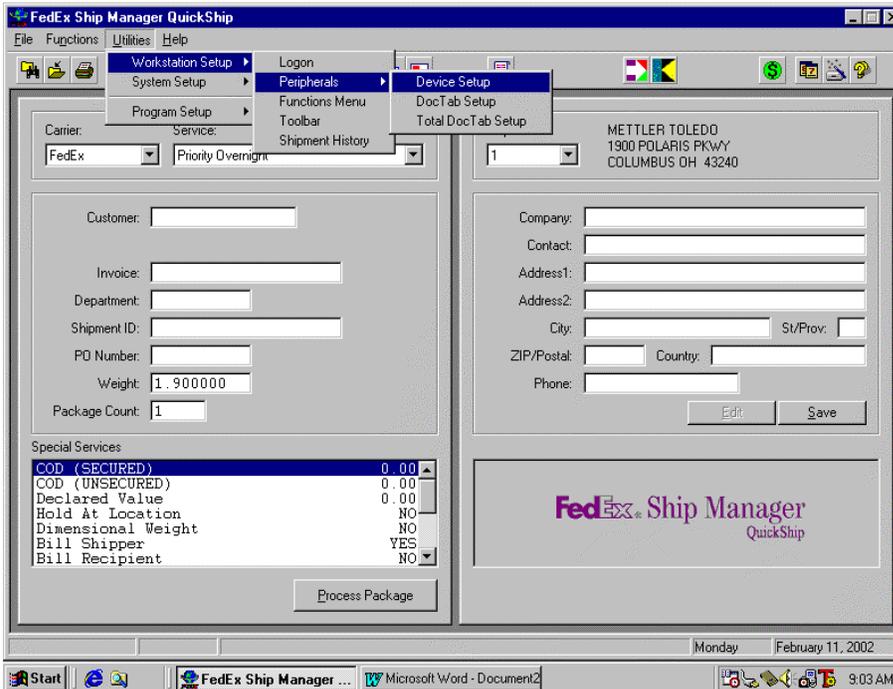


Instructions for FedEx QuickShip Customers

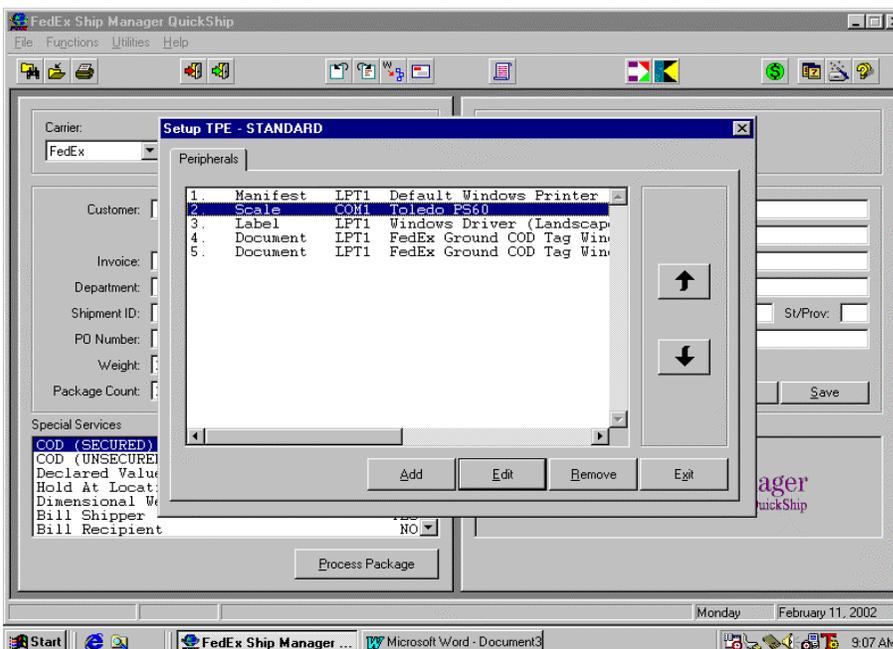
Please follow these instructions carefully if you are connecting a PS scale to a PC using FedEx Quickship software.

The following information will walk you through the setup sessions to have your shipping scale communicate with your FedEx software. If you have any other questions please feel free to contact our tech support at **1-800-786-0812**.

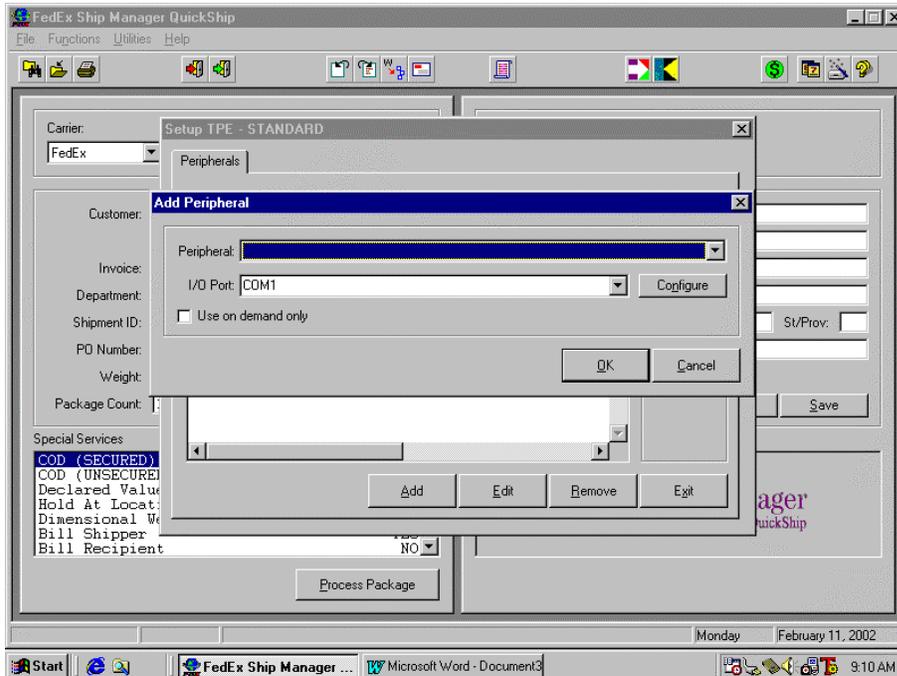
- 1). From the main FedEx screen select *utilities*, *workstation setup*, *peripherals*, and *device setup*.



- 2). Once you enter into this screen, click on *Scale Toledo PS60* and then *exit*. If you do not see Toledo PS60 go to number three.



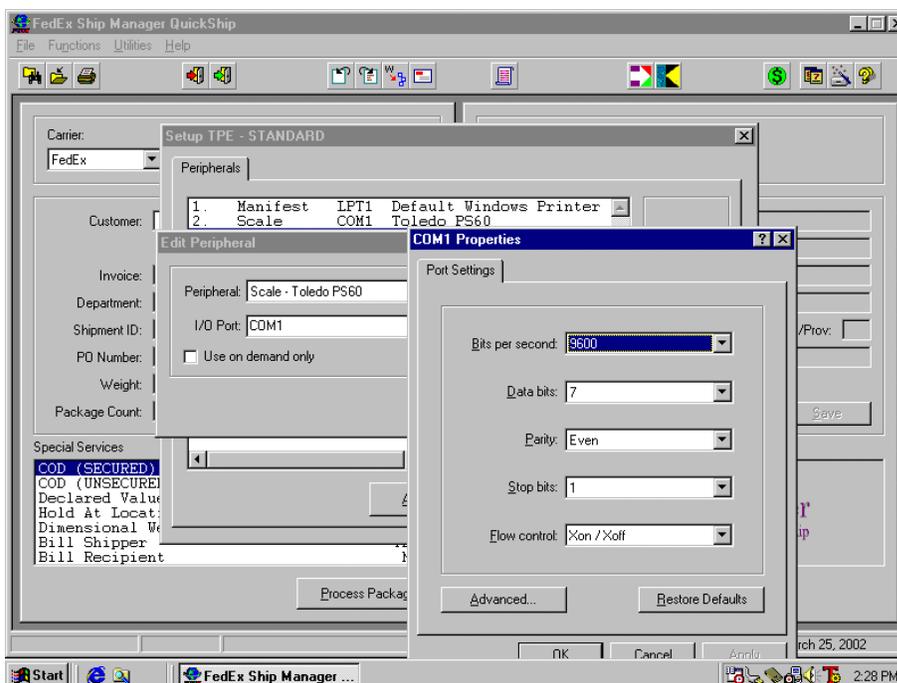
3). If you do not see Scale PS60 from the menu, click on **add** and then the **drop down arrow** until you see **Scale – Toledo PS60**. Then use the second **drop down arrow** to select which **com port** you are connected to on your hard drive.



4). Click **Configure** and change the settings to match the following:

Bits per second: 9600
Data bits: 7
Parity: Even
Stop bits: 1
Flow control: None

5). Click **OK** then **Exit** – this will then take you back to the main screen of FedEx Quickship with an activated scale.



Troubleshooting

1) I don't see a weight on the scale display.

The scale may not be plugged into a wall outlet. The scale needs power and must be plugged into a wall outlet. The scale comes with a wall mount power supply. One end plugs into a wall outlet. The other end plugs into the scale circuit board. The power receptacle on the scale can be found underneath the scale next to the display and serial connector. Once the scale is powered, it steps through its normal start-up sequence and will soon show the weight display. Make sure there is nothing on the scale or touching the top when it first powers-up. If you have verified that the outlet is fine, the scale is plugged in, and you still have nothing on the display, then contact our MT Express technical support department 1-800-786-0812.

2) The scale is not communicating with my UPS Worldship program.

The scale must be properly configured in the UPS Worldship software. Recheck your connection and what port you are connected to (COM1, COM2). Make sure the software is set to the correct port. After you have successfully checked these items, take all items off of the scale so there is no weight on the scale and follow the steps below:

Step One: Hold down the  key until you see the word **SETUP** on the display
Then tap that same key until you see the word **END** appear on the display

Step Two: Hit the  key and the word **DEFAULT** will appear then tap that key until you see **DEF 4**

Then tap the  key - let go and the scale should return back to **0.00** on the display

You may have to reboot your PC after this and log back onto UPS Worldship.

3) The scale is not communicating with my FedEx QuickShip program.

The scale must be properly configured in the FedEx software. Recheck your connection and what port you are connected to (COM1, COM2). Make sure the software is set to the correct port. After you have successfully checked these items, take all items off of the scale so there is no weight on the scale and follow the steps below:

Step One: Hold down the  key until you see the word **SETUP** on the display
Then tap that same key until you see the word **END** appear on the display

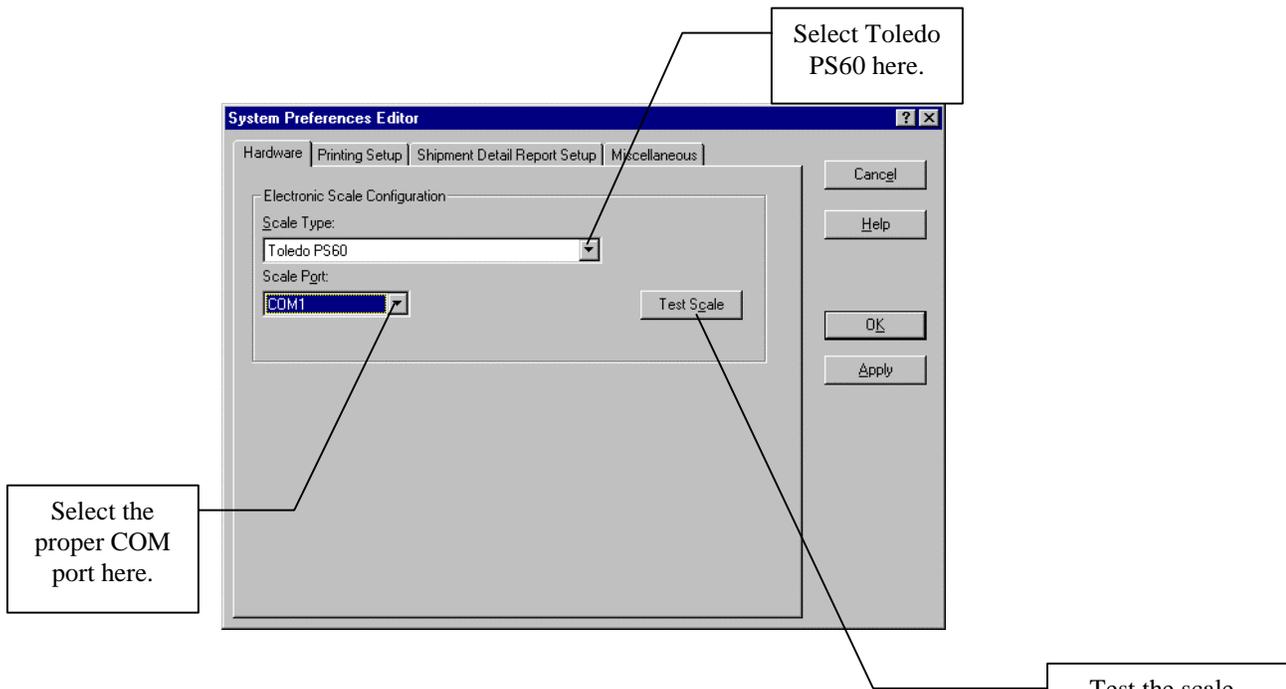
Step Two: Hit the  key and the word **DEFAULT** will appear.

Then tap the  key - let go and the scale should return back to **0.00** on the display

You may have to reboot your PC after this and log back onto FedEx Quickship.

4) I don't know what port to plug the scale into on my computer.

This can be the most complicated and frustrating part of getting a scale to communicate with your system. However, don't worry, we know it will work. Most PC's have two serial communications ports, referred to as COM1 and COM2. When you look at the back of your computer you will find one or two DB9 style serial connectors. Many times these ports are not labeled. The UPS and FedEx software requires that you use a modem to connect to their host systems. The modem can be configured for either COM1 or COM2. The scale will plug into and be addressed at whichever port is not used by the modem. For example, if the modem is using COM1, then the scale will plug into and be addressed at COM2. Find out which port your modem is addressed. What complicates things is that most computers have an internal modem, which disables one of the external COM ports. This may take some trial and error to find which port can be used. Pick one of the ports to plug the scale into and set-up the software to work on that port. The UPS software has a "communication test" that will verify if the scale is communicating. We suggest getting someone who is very familiar with computers, especially modems, to help you if you are having difficulty.



5) The scale is showing funny brackets on the display.

This generally means that the scale was originally powered up with some weight (maybe a package) on it. Simply un-plug the scale from the wall, make sure there is no weight on the scale or that the scale is touching anything, and plug the scale back in. The scale will go through its usual start-up sequence, and the problem should be solved.

6) I am not using the UPS Worldship Program, UPS ONLINE software, or FedEx Software

If you are using software other than the UPS Worldship, UPS Online software, or FedEx software, the scale will need to be reconfigured. UPS and FedEx use a unique communications protocol that other software manufacturers may not use. But don't worry, our scales can be set to work with virtually any software. Please contact our technical support department if this is the case at **1-800-786-0812**.

Technical Support

For **technical support**, contact our MT Express technical support department at **1-800-786-0812**.

Warranty Returns

If you have an out of box failure or should have to return your scale for any reason, contact us at www.upsscales.com for an UPS scale. Or if you purchase a FedEx scale, contact us at www.mtpcchoice.com. If you prefer, you may contact us by calling our MT Express technical support department at **1-800-786-0812**.

Replacement Components

For purchasing replacement components please log onto our website located at www.upsscales.com for a UPS scale. Or log onto our website at You can call our MT Express technical support department at **1-800-786-0812** for ordering replacements.

Replacement Components	Mettler Toledo Part Number
Base Mount Display	02701000000
USB Cable Assembly	*16630200A
9' RS232 Cable	09000322000
Power Supply	*14862000A
Plastic Platter for PS15	*16093800B

* Indicates the part number may have a revision level.

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