



# *FP-15 / FP-30*

## *Scale*

# Operator's Manual

## Contents

<b>Section 1. Introduction</b> .....	2
<b>1.1 Intended Use</b> .....	2
<b>1.2 Safety Tips</b> .....	2
<b>Section 2. Installing the FP-15 or FP-30</b> .....	3
<b>2.1 Unpacking the FP-15 or FP-30</b> .....	3
<b>2.2 Setting up the FP-15 or FP-30</b> .....	3
<b>Section 3. Display and Keyboard</b> .....	4
<b>Section 4. Postage Meter Interface</b> .....	5
<b>4.1 Connecting the FP-15 or FP-30 to a T-1000</b> .....	5
<b>4.2 Using the Interface Feature</b> .....	5
<b>Section 5. Calculating U.S.P.S. Rates</b> .....	6
<b>5.1 Domestic Mail</b> .....	6
<b>5.2 Zip Code Entry</b> .....	6
<b>5.3 International Mail</b> .....	6
<b>5.4 Extra Services</b> .....	7
<b>5.5 Express Mail</b> .....	7
<b>5.6 International Country Codes</b> .....	8
<b>Section 6. Calculating Domestic U.P.S. and Federal Express Rates</b> .....	9
<b>6.1 To Determine Domestic U.P.S. Rates</b> .....	9
<b>6.2 To Determine Domestic FedEx Express Rates</b> .....	9
<b>Section 7. Special Functions</b> .....	10
<b>7.1 Clear</b> .....	10
<b>7.2 Zero</b> .....	10
<b>7.3 Count</b> .....	10
<b>Section 8. Initialization</b> .....	11
<b>Section 9. Rate Changes</b> .....	12
<b>Section 10. Troubleshooting</b> .....	13
<b>Section 11. Cleaning the FP-15</b> .....	14
<b>Section 12. Technical Specifications</b> .....	15
<b>Section 13. Service</b> .....	16

## **Section 1. Introduction**

### **1.1 Intended Use**

The FP-15 is a rate calculating scale for letters and small packages weighing between 0.1 oz. and 15 lb. The FP-30 is a rate calculating scale for letters and small packages weighing between 0.1 oz. and 30 lb. Rates include international and domestic U.S.P.S., domestic U.P.S. and domestic FedEx Express.

### **1.2 Safety Tips**

Your FP-15 or FP-30 complies with standard safety regulations for office equipment of its type. Before operating your FP-15 or FP-30, read the following tips to assure safe operation.

-After the FP-15 or FP-30 has been in weather below 50 degrees Fahrenheit, wait at least two hours before installation.

-If any liquid is spilled onto your FP-15 or FP-30 , disconnect the plug from the outlet immediately. Before connecting the scale again, have it checked by your local service representative.

-Interface cables should not be handled unless both machines are powered off. Never attempt to plug or unplug the interface cable during a thunderstorm.

-Repairs to your FP-15 or FP-30 scale should be conducted by your local service representative. Attempting to repair the scale yourself will void all warranty rights.

## **Section 2. Installing the FP-15 or FP-30**

### **2.1 Unpacking the FP-15 or FP-30**

Your package includes the following parts:

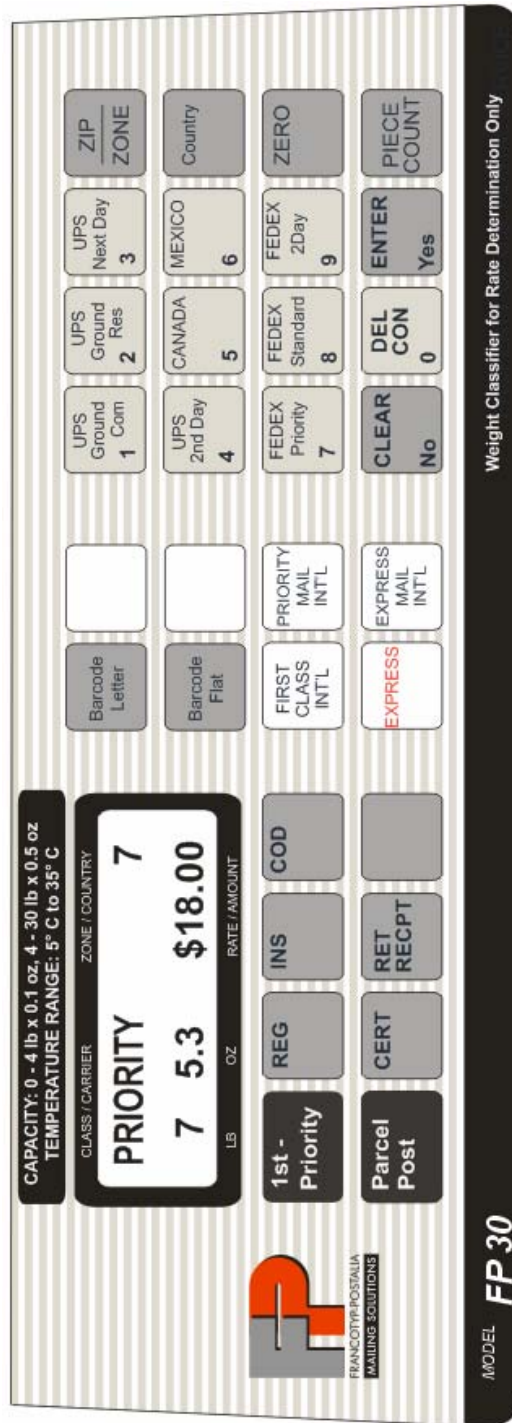
- FP-15 or FP=30 scale
- Weighing tray
- Sub-platform
- Operator's Manual
- AC Adopter
- Interface cable
- Allen wrench
- Four screws

### **2.2 Setting up the FP-15 or FP-30**

1. Choose a place to keep your scale. It should be on a flat, horizontal surface that allows enough room for your postage meter.
2. Connect the AC Adaptor to the back of the scale.
3. Remove the tray and sub-platform from the packing material.
4. Attach the butterfly shaped sub-platform to the scale with the four screws. Tighten them into the center of the platform using the Allen wrench provided.
5. Place the weighing tray on top of the sub-platform.
6. If you intend to connect the FP-15 or FP-30 to your postage meter, please see Section 4 of this manual.
7. To turn on the FP-15 or FP-30, simply press the switch on the bottom of the scale to the On position. The display will illuminate for approximately 5 seconds. The display will then show your scale's model and version number with the current initialized zip code.

When the FP-15 or FP-30 is ready for use, the display will read "0.0". The FP-15 and FP-30 automatically resets every time you turn it on.

### Section 3. Display and Keyboard



FP-30 shown – FP-15 similar

## **Section 4. Postage Meter Interface**

Your T-1000 postage meter can be connected to the FP-15 or FP-30 for automatic postage setting. When the two machines are connected, postage amounts are automatically transferred to the T-1000 for fast mail processing.

### **4.1 Connecting the FP-15 or FP-30 to a T-1000**

Your FP-15 or FP-30 was delivered with an interface cable. This cable connects both machines through the RS-232 serial interface ports. Always disconnect power to both machines before attempting to connect or disconnect the interface cable. Never manipulate the interface cable when either machine is on.

### **4.2 Using the Interface Feature**

1. After the interface cable is securely connected, turn on the scale and the postage meter.
2. Press the "Interface Scale" key on the T-1000 (refer to T-1000 user manual for more information).
3. Place mail onto the FP-15 or FP-30 weighing tray.
4. The T-1000 will beep when it accepts the postage amount.
5. The meter is ready to accept your mail and imprint it with the correct postage.

The FP-15 and FP-30 will only send U.S.P.S. postage amounts to the T-1000 as U.P.S. and Federal Express amounts are not intended for printing by a postage meter.

## **Section 5. Calculating U.S.P.S. Rates**

### **5.1 Domestic Mail**

1. Your FP-15 or FP-30 should have an empty weighing tray and the display should read "0.0".
2. Place your envelope on the tray.
3. Select type of mail by pressing the appropriate key. For example, press the "1st/PRI" key for First Class Mail rates.
4. The envelope weight will appear on the left of the display while the postage amount appears on the right.

For domestic mail, the keys labeled "1st/Priority", "Parcel Post" and "Express" are used. To get the new shape-based pricing for First Class, toggle thru Letters, Flats and Parcels using the "1st/Priority" key

### **5.2 Zip Code Entry**

For items over 13 ounces, First class domestic rates become Priority Mail rates. To determine Priority Mail and Parcel Post rates, the FP-15 or FP-30 requires a destination Zip Code. When necessary, the FP-15 or FP-30 will display the word "ZIP/ZONE" and the prompt "???".

Enter the first three digits of the item's destination Zip Code. After entering the first three digits, the FP-15 or FP-30 will display the correct postage amount. To change the entered Zip Code, press the "Zip/Zone" key and enter your new Zip.

### **5.3 International Mail**

International rates can be accessed by selecting your chosen class of mail, e.g. First Class International, Priority Mail International or Express Mail International.

For any international rate, the FP-15 or FP-30 will ask for a country code with the message "Country Code ???". Enter the three digit code as listed in section 5.6. The FP-15 or FP-30 will briefly display the name of the country chosen. Afterwards, the country code will appear in the display along with the selected class of mail and the appropriate rate. To change the entered country code, press the COUNTRY key and enter the new code.

While the scale is prompting you for the country code and if you wish to send your item to Canada or Mexico, simply press the appropriately marked key and the correct postage amount will appear.

## **5.4 Extra Services**

Extra services are registered, certified, return receipt, insurance, delivery confirmation and C.O.D. These services can be chosen after you choose the class of mail. Three of these services (registered, insurance and C.O.D.) require a value entry for the amount of insurance or the amount to be collected. The FP-15 or FP-30 will ask you to specify a value with the message, "ENTER VAL=0". Enter the value and confirm it with the ENTER key. The highest amount that can be entered varies. If an incorrect entry is made, it can be cleared by pressing the "Clear" Key.

If an entered combination is not possible, the message "Service N/A" or "Invalid Service" will appear in the display for a short time and the FP-15 or FP-30 will return to the last entry.

## **5.5 Express Mail**

Express mail can be used in combination with both domestic and international mailings.

If you want to send a domestic mail item by Express Mail simply press the "Express" key. If you want to send an international mail item by Express Mail, press the "Express Mail Int'l" key.



## 5.6 International Country Codes

100 Afghanistan	172 Gabon	243 Nicaragua
101 Albania	173 Gambia	244 Niger
102Algeria	174Georgia, Republic of	245 Nigeria
103 Andorra	175 Germany	246 Norway
104 Angola	176 Ghana	247 Oman
105 Auguilla	177 Gibraltar	248 Pakistan
106 Antigua & Barbuda	178 Great Britain & No. Ireland	249 Panama
107 Argentina	179 Greece	250 Papua New Guinea
108 Armenia	180 Greenland	251 Paraguay
109 Aruba	181 Grenada	252 Peru
110 Ascension	182 Guadeloupe	253 Philippines
111Australia	183 Guatemala	254 Pitcairn Islands
112 Austria	184 Guinea	255 Poland
113 Azerbaijan	185 Guinea-Bissau	256 Portugal
115 Bahamas	186 Guyana	257 Qatar
116 Bahrain	187 Haiti	258 Reunion
117 Bangladesh	188 Honduras	259 Romania
118 Barbados	189 Hong Kong	260 Russia
119 Belarus	190 Hungary	261 Rwanda
120 Belgium	191 Iceland	262 St. Christopher & Nevis
121 Belize	192 India	263 Saint Helena
122 Benin	193 Indonesia	264 Saint Lucia
123 Bermuda	194 Iran	265 Saint Pierre & Miquelon
124 Bhutan	195 Iraq	266 St. Vincent & The Grenadines
125 Bolivia	196 Ireland	267 San Marino
126 Bosnia-Hercegovina	197 Israel	268 Sao Tome & Principe
127 Botswana	198 Italy	269 Saudi Arabia
128 Brazil	199 Jamaica	270 Senegal
129 British Virgin Islands	200 Japan	271 Serbia-Montenegro
130 Brunei-Darussala	201 Jordan	272 Seychelles
131 Bulgaria	202 Kazakhstan	273 Sierra Leone
132 Burkina Faso	203 Kenya	274 Singapore
133 Burma(Myanmar)	204 Kiribati	275 Slovak Republic (Slovakia)
134 Burundi	205 Korea, Dem People's Rep.	276 Slovenia
135 Cambodia	206 Korea, Republic of	277 Solomon Islands
136 Cameroon	207 Kuwait	278 Somalia
137 Canada	208 Kyrgyzstan	279 South Africa
138 Cape verde	209 Laos	280 Spain
139 Cayman Islands	210 Latvia	281 Sri Lanka
140 Central African Republic	211 Lebanon	282 Sudan
141 Chad	212 Lesotho	283 Suriname
142 Chile	213 Liberia	284 Swaziland
143 China	214 Libya	285 Sweden
144 Colombia	215 Liechtenstein	286 Switzerland
145 Comoros	216 Lithuania	287 Syrian Arab Rep
146 Congo Rep of	217 Luxembourg	288 Taiwan
313 Congo Dem Rep of	218 Macao	289 Tajikistan
148 Costa Rica	219 Macendonia	290 Tanzania
149 Cote d'Ivoire	220 Madagascar	291 Thailand
150 Croatia	222 Malawi	292 Togo
151 Cuba	223 Malaysia	293 Tonga
152 Cyprus	224 Maldives	294 Trinidad & Tobage
153 Czech Republic	225 Mali	295 Tristan da Cunha
154 Denmark	226 Malta	296 Tunisia
155 Djibouti	315 Marshall Islands, Rep of	297 Turkey
156 Dominica	227 Martinique	298 Turkmenistan
157 Dominican Republic	228 Mauritania	299 Turks & Caicos Islands
158 Ecuador	229 Mauritius	300 Tuvalu
159 Egypt	230 Mexico	301 Uganda
160 El Salvador	317 Micronesia, Fed States of	302 Ukraine
161 Equatorial Guinea	231 Moldova	303 United Arab Emirates
162 Eritrea	232 Mongolia	304 Uruguay
163 Estonia	233 Montserrat	305 Uzbekistan
164 Ethiopia	234 Morocco	306 Vanuatu
165 Falkland Islands	235 Mozambique	307 Vatican City
166 Faroe Islands	236 Nambia	308 Venezuela
167 Fiji	237 Nauru	309 Vietnam
168 Finland	238 Nepal	310 Wallis & Futuna Islands
169 France	239 Netherlands	311 Western Samoa
170 French Guiana	240 Netherlands Antilles	312 Yemen
171 French Polynesia	241 New Caladonia	314 Zambia
	242 New Zealand	315 Zimbabwe

## **Section 6. Calculating Domestic U.P.S. and Federal Express Rates**

You can use the FP-15 or FP-30 to determine Domestic U.P.S. and Federal Express Rates. These amounts will not be transferred to your postage meter because they cannot be paid with U.S.P.S. postage.

### **6.1 To Determine Domestic U.P.S. Rates**

1. Place your package on the scale.
2. Select from the four U.P.S. service options as listed below.
3. The correct rate will appear in the display.
4. If your package is residential, press the key again to see appropriate rates.
5. If your package is a letter, press the key again to see appropriate rates.
6. If you choose to send your package C.O.D. or to insure it, simply press the appropriate key to determine additional cost.

Service rates available for U.P.S. include: Commercial Ground, Residential Ground, Next Day Air and Second Day Air.

### **6.2 To Determine Domestic FedEx Express Rates**

1. Place your package on the scale.
2. Select from the three service options listed below.
3. The correct rate will appear in the display.
4. If your package is residential, press the key again to see appropriate rates.
5. If your package is a letter, press the key again to see appropriate rates.
6. If you choose to send your package C.O.D. or to insure it, simply press the appropriate key to determine additional cost.

Service rates available for FedEx Express include; Priority Overnight, Standard Overnight and Economy Two Day.

## **Section 7. Special Functions**

### **7.1 Clear**

With the clear key you can,

1. Clear an incorrect entry before pressing the enter key.
2. Clear all special services chosen.
3. Return to the ready mode.

If you want to reset the unit to the ready mode and a number has just been entered or special services have been added, simply press the "CLEAR" key a second time. All entries will be deleted and the display will show only the current weight.

### **7.2 Zero**

To reset the displayed weight to 0.0 at any time, press the "ZERO" key. This feature can be used if your scale displays a weight while the weighing tray is empty, or if you want the scale to ignore the weight of an item on the weighing tray.

### **7.3 Count**

This key activates the piece count feature. This feature allows you to count items that have identical weights.

To use the count feature,

1. Press the "COUNT" key.
2. The display will prompt you with the message "Add 10 samples". Place a group of ten identical items on the weighing tray.
3. The display will prompt you to "Press Enter", simply press the enter key.
4. You can now place more or less identical items on the tray and the FP-15 will tell you how many pieces you have.

NOTE: If the total weight of 10 samples is less than 1 oz., it will not register as a full sample. If this occurs, press the enter key and the scale will display the message "Add 20 samples".

To return to the rate calculating mode, you may select another class of mail or simply press the "CLEAR" key.

## **Section 8. Initialization**

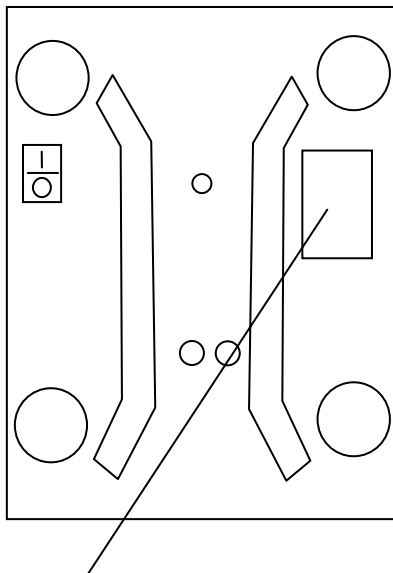
Your FP service representative will initialize your FP-15 or FP-30 scale so that it displays rates from your specific Zip Code. If you move to a new Zip Code, you will need to reset your scale. To change your location Zip Code:

1. Press and hold the “zero” key while switching the scale on.
2. You are now in the programming mode. The message “Zip code OK?” will appear in the display with the current three digit zip in the lower right corner.
3. You must respond by either pressing the No or Yes keys. If you press the Yes key, the display will continue through the programming menu. Pressing the Yes key continually will bring take you out of the programming mode.
4. To change the zip, press the No key.
5. The message “Input Zip= ???” will appear in the display.
6. After entering the first three digits of the zip code, the scale will return to the “Zip code OK?” message.
7. Press the Yes key.
8. To exit the programming mode, press the Yes key until the message “Exit setup? Y/N” appears. Pressing the yes key at this point will return the scale to the ready mode.

## Section 9. Rate Changes

When the U.S.P.S changes their rates, the “rate prom” in your scale will need to be replaced. A new rate prom can be obtained from our local FP dealer. To install, proceed as follows:

1. Switch the scale off and disconnect power.
2. On the bottom of the scale, find the plate and remove the two screws as instructed in diagram.
3. With the flat edge of a screwdriver, pop out the old rate prom.
4. Carefully, insert the new rate prom carrier into the scale until it snaps into place.
5. Replace the metal plate and the two screws in the bottom of the scale, reconnect power.
6. The scale is ready for operation.



Remove plate to uncover rate prom

## Section 10. Troubleshooting

### Problem

Display is blank

Weighing tray is empty,  
But displayed weight is not zero.

Display shows the message  
“ovwt” instead of a rate.

“OVERWT” appears in display

Postage values are not  
transferred from FP-15 or FP-30 to  
postage meter.

### Possible causes and solutions

#### **No power:**

-check to make sure the scale is plugged in and the switch is in the on position.

#### **Scale did not automatically reset:**

-Press the “ZERO” key to reset displayed weight.

#### **Weight of package is too high:**

-The item on the scale exceeds the weight limit for chosen country.

#### **Scale capacity exceeded:**

-The weight of the item on the scale exceeds the scale’s weighing capacity.

#### **Meter without power:**

-Check to see if meter is plugged in and the switch is in the on scale to the position.

#### **Data transfer interrupted:**

-Check if interface cables are tightly connected to both units.

#### **“Scale interface” key is not activated on meter**

-Check if the scale symbol appears in the meter display. If not, press the “scale interface” key.

#### **Chosen rates are not U.S.P.S.:**

-U.P.S. and FedEx Express cannot be transferred to the meter.

## **Section 11. Cleaning the FP-15**

If you choose to clean your scale, never allow liquid to get inside the housing. Clean only the outside of the scale using a damp cloth. A little rubbing alcohol will do the best job.

## Section 12. Technical Specifications

Capacity	<u>FP-15</u> : 15 lb x 0.1 oz <u>FP-30</u> : 0-4 lb x 0.1 oz, 4-30 lb x 0.5 oz
Accuracy	±0.1 oz.
Operating Temperature	41 F to 104 F
Humidity	15 to 85%
Power Consumption	max.300 mA
Power Supply	Input: 120V AC, 60 Hz. Output 12 VDC, 500 mA
Interface	RS-232 port

UL Approved

FCC Warning: This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause interference to radio communication. It has been tested and found to comply with the limits for Class "A" computing devices pursuant to Subpart J of part 15 of FCC rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment.



### **Section 13. Service**

Every FP-15 or FP-30 scale is checked thoroughly before leaving the factory. Should any faults occur in spite of our extensive quality control, please contact your local servicing dealer listed below, or call (800)341-6052 for a dealer near you.

---

FP Authorized Dealer

FP Mailing Solutions  
(Francotyp-Postalia, Inc.)  
140 N. Mitchell Ct., Suite 200  
800.341.6052  
[www.fp-usa.com](http://www.fp-usa.com)



FRANCOTYP-POSTALIA  
**MAILING SOLUTIONS**

*FP Mailing Solutions*  
*(Francotyp-Postalia, Inc.)*  
*140 N. Mitchell Ct., Suite 200*  
*800.341.6052*  
*[www.fp-usa.com](http://www.fp-usa.com)*