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Congratulations on the purchase of your new Royal RC40 Rate Calculating Shipping Scale.

We recommend that you read this manual carefully to become familiar with the operation of the product. The manual explains, in simple steps, how to set-up, operate and maintain your new scale. Please retain this guide for further reference.

If you have questions regarding the RC40 set-up or operation, please call the Royal Customer Support Hotline at (908) 429-HELP (4357); or visit Royal's web site at <http://www.royal.com>.

This product is an electronic, rate calculating shipping scale that weighs parcels up to 40 pounds and calculates the shipping rates of various carriers and shipping methods. Carriers include the U.S. Postal Service (USPS), United Parcel Service (UPS[®]), Federal Express (FedEx[®]), and Airborne Express. The RC40 allows the comparison of shipping charges between the various carriers and for different shipping methods, such as standard ground service, two-day, overnight express, etc. The shipping charges or postage rates will depend on the package's weight and the origin and the destination Zip Codes; the two zip codes determine a Zone for each carrier. The scale will internally store all the Rate tables and Zip Code and Zone tables to allow you to easily check shipping charges on the scale. The RC40 is also designed to update the Zip Code and Zone tables and the various rate charts it uses directly from the Internet by downloading the necessary files from the Internet to your PC and then transferring the latest files from your PC directly to the scale through an RS232 port (PC software and RS232 Serial Cable included). This provides you with quick and easy update capabilities.

IMPORTANT NOTICE:

The RC40 Scale is a stand-alone unit, and a PC is not required for the day-to-day operations of the scale. However, access to an IBM compatible PC and the Internet is required to periodically update the RC40 Scale and the RC40 PC Software.

Royal has made every effort to ensure that the most-up-to-date and accurate postal and shipping information is used in the RC40 Scale and its associated PC software. However, rates and zones by each of the various carriers are subject to updates and changes at any time. As described in more detail in the Quick Set-up section of this manual, we very strongly recommend that the first thing you do is install the PC software and update the PC software and the RC40 Scale. This will ensure that the most current and accurate information is used in the PC software and the scale; and that you are updated with any changes that may have occurred between the time of production and the time you purchased and installed the scale.

IMPORTANT NOTICE:

We also highly recommend that you periodically check for any updates by performing a "Download from the Internet" in the PC software, and immediately update the RC40 Scale if any updates were downloaded from the Internet to your PC software.

INTRODUCTION (continued)

IMPORTANT NOTICE:

Please note that the rates provided are for **reference and informational purposes only**. It is not intended that the rates be used or relied upon for any commercial use. Rates are also subject to change at any time without notice.

In addition, the RC40 Scale and the accompanying PC software provide you with the various carriers' published rates. If you have an account or any arrangements set-up with the carrier(s), they may extend discounts to you that the Royal RC40 Scale does not calculate in the rate it displays. Conversely, the scale can calculate temporary surcharges the carriers may impose, such as a temporary fuel surcharge; however you must correctly set any such surcharges for each carrier in the PC software before performing a download to the scale.

SPECIFICATIONS

SPECIFICATIONS and FEATURES

MODEL:	RC40 PCUA #17024Q UPC CODE: 0-22447-17024-5
TYPE:	ELECTRONIC, RATE CALCULATING SCALE
DISPLAY:	LCD
POWER:	9V 100mA AC-ADAPTER OR TWO 9-VOLT BATTERIES
AUTO SHUT-OFF:	AUTO SHUT-OFF FEATURE WILL ACTIVATE AFTER 60 SECONDS OF INACTIVITY OR NO WEIGHT
WEIGHT CAPACITY:	40 LBS. (18KG.) MAXIMUM
RESOLUTION (INCREMENTS):	0.2 OZ. (5 GRAMS)
ACCURACY:	+/-1.0 OZ. (25 GRAMS)
UNITS OF MEASURE: (USER SELECTABLE)	POUNDS AND/OR OUNCES: (LB-OZ, OZ. ONLY OR LB. ONLY) METRIC: (KG.-G).
OPERATING TEMPERATURE:	0-40 DEGREES CENTIGRADE / 32-104 DEGREES FAHRENHEIT
UNIT DIMENSIONS:	10" x 11.25" x 2.25"
BOX DIMENSIONS:	14.75" x 11.375" x 3.75"
UNIT WEIGHT:	4.5 LBS.
BOX WEIGHT:	6.5 LBS.

NOT LEGAL FOR TRADE

SAFETY INSTRUCTIONS AND PARTS LIST

Always follow basic safety precautions when using this product to reduce risk of injury, fire, or electric shock.

1. Read and understand all instructions in the owner's manual.
2. Do not install the RC40 in places subject to high humidity and excessive dust, in areas exposed to direct sunlight or in places subject to temperatures below 32°F (0°C) or above 104°F (40°C).
3. Unplug this product from wall outlets before cleaning.
4. Do not use this product near water or when you are wet. If the product comes in contact with any liquids, unplug the line cord immediately. Do not plug the product back in until it has been dried thoroughly.
5. Install the product securely on a stable, level surface.
6. Install this product in a protected location where no one can step on or trip over the power cord. Do not place objects on the cord that may cause damage or abrasion.
7. The scale should not be placed on a porous surface or one that has been treated with a substance that may interact with the rubber feet. Depending on the surface or cleaning solution, the composition of the rubber may leave marks on the surface. As a precaution, do not place the scale on any valuable surface, such as antique or precious/fine wood tables, desks, etc.
8. Remember to save your sales receipt in case you need warranty service. Complete and return the enclosed Warranty Registration Card or register your warranty on-line at <http://www.royal.com>. If this product does not operate normally, refer to the Warranty and Service section of this instruction manual.
9. Do not store or keep any weight or items on the scale for long periods of time. For long term storage, shipping or any transport, the scale should be packed in its original box and packaging.
10. CAUTION: The total weight on the scale may NOT exceed 40-pounds (18-kilograms), otherwise the scale may be damaged.

SAVE THESE INSTRUCTIONS & THE SALES RECEIPT

PARTS LIST

Make sure your RC40 includes the items listed below:

- AC Adapter (9V 100mA)
- RS232 Serial Cable
- CD-ROM with PC Software
- Instruction Manual
- Warranty Card

9-Volt Batteries not included

QUICK SET-UP

The following is a brief but complete set of instructions for getting your scale ready for use.

On the RC40 Scale:

- 1) Remove all packing material; specifically remove any packing material (protective plastic tabs marked "REMOVE") from around or under the scale platform.
- 2) Plug in the AC adapter provided with the scale. The AC adapter must be used for this initial set-up and any future downloads to the scale. Do NOT use battery power during this initial set-up or any future download process.
- 3) Connect the RS232 Serial Cable (provided with the RC40) to the scale and a serial port on the PC.
- 4) Turn on, re-boot or restart the PC.

On the PC:

- 5) Install the RC40 PC Software on the CD-ROM included in the box with the scale.
 - a) Insert the CD into your PC's CD-ROM drive. It should start automatically; make sure you are not running any other programs. If after one minute the CD has not started, then:
 1. Select "Run" from the "Start" menu.
 2. Click "Browse" and navigate to your CD-ROM drive.
 3. Select the file "SetupRC40.exe" on the CD-ROM and click "Open".
 4. Click "OK".

Once the software installation is complete, you will need to customize the software and the scale for your shipping needs and update them with the latest and most current information.

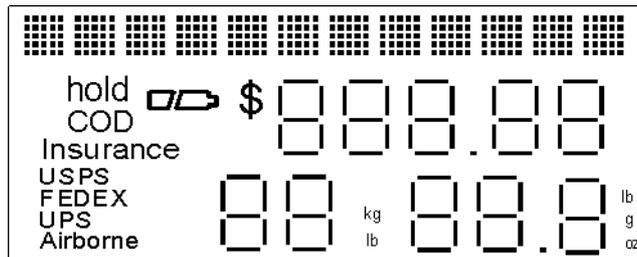
- 6) Connect to the Internet or dial-up your Internet service provider so that you are on-line.
- 7) From your desktop, double click on the RC40 Scale icon, if you didn't already launch the program at the end of the install process.
- 8) Click on the "Disclaimers" button and read through the Software License Agreement and the User Agreement regarding the Use of the Rates before proceeding. When completed, click "OK" if you agree to the terms and conditions of these agreements.
- 9) Click on the "Download latest rates from Internet" button. The software will automatically contact the appropriate Internet site and download any updates. Follow any directions or prompts on the PC screen, if any appear.
- 10) Click on the "Update RC40 scale" button. The "RC40 Scale rate update settings" screen will appear. This screen allows you to customize the setting of the RC40 scale for your needs.
 - a) Enter up to five origin (ship-from) zip codes. A maximum of five origin zip codes can be used in the RC40 Scale. The first zip code, labeled "default", should be your primary shipping location since it will be used as the default zip code in the scale.

QUICK SET-UP (continued)

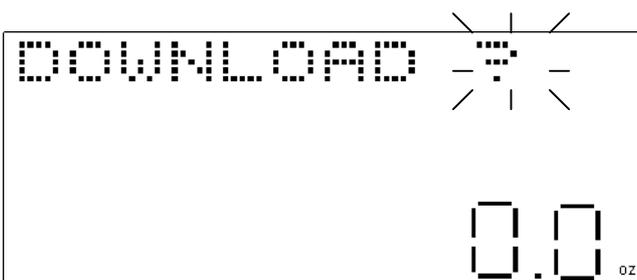
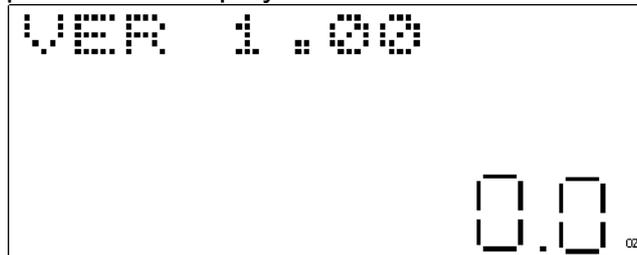
- b) Select or un-select the carriers that you wish to download to the scale; all four carriers' rates and information are already selected by default to be downloaded to the scale when you first use the software.
- c) Click on the "Set surcharges" button to set any surcharges for each carrier, such as a fuel surcharge, which may be temporarily charged in addition to published shipping rates.
- d) Set the correct COM Port through which the scale is connected to your PC via the serial cable.
- e) Click on the "Update RC40 scale" button.
- f) Follow the instructions on the PC screen or the following Steps 11 through 14.

On the Scale:

11) Press the **on** key. All the display segments will light for 1 second.



12) The Version Number will then display for 2 seconds. Press the **hold** key on the front panel of the scale within these 2 seconds, while the Version number is displayed on the screen. "DOWNLOAD ?" will appear on the display.



On the PC:

13) Press the "OK" button on the "RC40 Rate Update" screen prompt that should appear on your PC screen after a few minutes.

On the Scale:

14) Immediately press the **enter** key. "DOWNLOADING" will now appear on the scale display.

After the download is complete, the scale will automatically shut-off. Another prompt will appear on your PC screen advising you whether the download to the scale was successful or not. Follow any directions on the PC. If the download was successful, you are now ready to use the scale. Please refer to the rest of this instruction manual for more detailed instructions on how to use the scale.

SCALE PROMPTS

The following is a list of all the scale display prompts and messages in the RC40 at the time of production. Prompts may be added, removed or changed at anytime without notice or may vary from this list in the future. In addition, the descriptions of the various services offered by each carrier, especially with regards to delivery times and any weight limits are accurate at the time of production and are subject to change by the individual carriers at any time without notice.

Display Message Abbreviations	Descriptions
COD	Cash On Delivery
DES ZIP	Destination or Ship-To Zip Code
DOWNLOAD ?	Would you like to continue with a download from the PC?
DOWNLOADING	Downloading information from the PC.
FEE \$xx.xx ?	Fee for additional or optional service, such as insurance or C.O.D.
INSURANCE	Optional Insurance Coverage (Declared Value)
INVALID	Selected service is not available to or from the specified zip codes, or there is some other entry error.
NO	No / Clear
ORG ZIP	Origin or Ship-From Zip Code
OUT OF RANGE	Weight is out of valid range – object on scale is either over 40 pounds or the scale platform needs to be reset. Remove all weight from the scale platform. Press the <u>tare</u> key. The scale should now read “0.0ozs.” and the scale can be used as normal.
SAVE TO Mx ?	Should the current shipping rate information be saved to the scale’s memory in the displayed memory location (either M1, M2 or M3)?
SERVICE END	No other additional services available.
VALUE \$	Package value for insurance or amount to collect for C.O.D.
VALUE ERROR	Selected service is not available to or from the specified zip codes, or there is some other entry error.
VER X.xx	Software Version Number
YES	Yes / Enter
ZONE	Zone for the carrier based on the origin and destination zip codes.
USPS	United States Postal Service (U.S. Mail®)
1ST CLASS	First-Class Mail® (up to 13-ounces)
PRIORITY	Priority Mail™
EXPRESS	Express Mail®
PARCEL	Parcel Post (Third Class Mail)
CANADA	International Mail to Canada only (up to 4-pounds only)
MEXICO	International Mail to Mexico only (up to 4-pounds only)
INTL	International Mail to all other countries around the world (up to 4-pounds only)
CERTIFIED	Certified Mail
CONFIRMATION	Delivery Confirmation Service
REGISTERED	Registered Mail
RTN RCPT	Return Receipt Requested

SCALE PROMPTS (continued)

FEDEX	Federal Express®
FIRST LTR	First Overnight Letter Envelope (by 8 am next business day) (up to 8-ozs.)
FIRST	First Overnight Package (by 8 am next business day)
PRIORITY LTR	Priority Overnight Letter Envelope (by 10:30 am next business day) (up to 8-ozs.)
PRIORITY	Priority Overnight Package (by 10:30 am next business day)
STANDARD LTR	Standard Overnight Letter Envelope (by 3 pm next business day) (up to 8-ozs.)
STANDARD	Standard Overnight Package (by 3 pm next business day)
2ND DAY	2Day Package (by 4:30 pm second business day)
EXPRESS SV	Express Saver Package (by 4:30 pm third business day).
GROUND	FedEx® Ground to and from a Commercial / Business Address (available in select areas in the Continental US only) - See the FedEx Website for delivery schedule and additional information.
HOME	FedEx® Ground to a Residential Address (available in select areas in the Continental US only) - See the FedEx Website for delivery schedule and additional information.
UPS®	United Parcel Service®
EARLY AM LTR	Early A.M.® Overnight Letter Envelope (by 8 am next business day) (No weight limit, but must fit in UPS Letter Envelope.)
EARLY AM	Early A.M.® Overnight Package (by 8 am next business day)
NEXT DAY LTR	Standard Overnight Letter Envelope (by 10:30 am next business day) (No weight limit, but must fit in UPS Letter Envelope.)
NEXT DAY AIR	Standard Overnight Letter Envelope (by 10:30 am next business day)
AIR SAVER LT	Air Saver Overnight Letter Envelope (by 3 pm next business day) (No weight limit, but must fit in UPS Letter Envelope.)
AIR SAVER	Air Saver Overnight Package (by 3 pm next business day)
2 DAY AM LTR	2-Day A.M. Letter Envelope (by 12:00 noon second business day) (up to 10-ozs.)
2 DAY AM	2-Day A.M. Package (by 12:00 noon second business day)
2 DAY LTR	2-Day Letter Envelope (by end of second business day) (up to 10-ozs.)
2 DAY	2-Day Package (by end of second business day)
3 DAY SEL RS	3 Day Select® Service to a Residential Address (by end of third business day)
3 DAY SEL CM	3 Day Select® Service to a Commercial / Business Address (by end of third business day)
GROUND RS	Standard Ground Service to a Residential Address (see the UPS® Website for delivery schedule)
GROUND CM	Standard Ground Service to a Commercial / Business Address (see the UPS® Website for delivery schedule)

SCALE PROMPTS (continued)

AIRBORNE	Airborne Express
EXPRESS LTR	Express Overnight Letter Envelope (usually by 10:30 am next business day) (up to 8-ozs.)
EXPRESS	Express Overnight Package (usually by 10:30 am next business day)
NEXT AFT LTR	Overnight Letter Envelope (next business afternoon delivery) (up to 8-ozs.)
NEXT AFT	Overnight Package (next business afternoon delivery) (up to 5-lbs.)
SECOND DAY L	2-Day Letter Envelope (by 5:00 pm second business day) (up to 8-ozs.)
SECOND DAY	2-Day Package (by 5:00 pm second business day)

For further clarification or any additional information regarding the carriers and their services offered, rates, discounts, services levels, delivery times and guarantees, delivery limitations and optional services, please contact the respective carriers directly. Additional information may also be found at each carriers' web site:

United States Postal Service (USPS)

www.usps.com

Federal Express (FedEx)

www.fedex.com

United Parcel Service (UPS)

www.ups.com

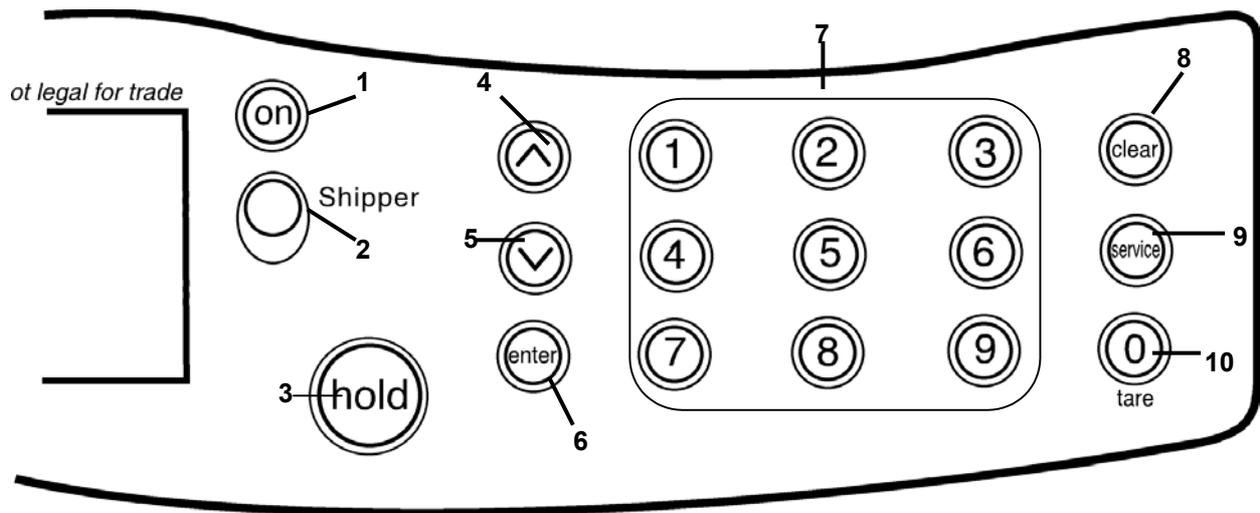
Airborne Express

www.airborne.com

Please note that all rates quoted by the scale and PC software for UPS and Federal Express are valid only for shipping within the 50 states of the United States. Rates quoted by the scale and PC software for Airborne Express are valid only for shipping within the Continental United States (the lower 48 States) and are not valid for shipping to or from Hawaii (HI) or Alaska (AK). Please check with each carrier for further information regarding shipments not handled by the scale or PC software, such as mentioned above and/or to U.S. Military zip codes (APO, FPO, etc.), Puerto Rico (PR), the U.S. Virgin Islands (VI), Guam (GU), all other U.S. Territories and Possessions and all foreign countries or international locations.

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KEYBOARD LAYOUT



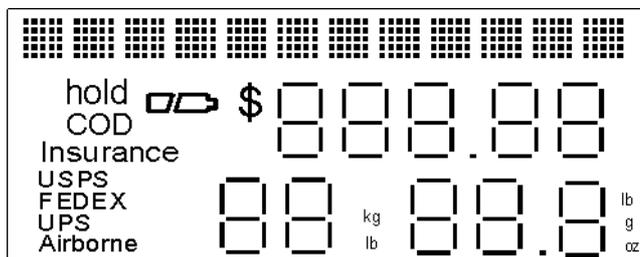
KEY LABEL:

- 1 ON - ON / OFF
- 2 SHIPPER – SELECT SHIPPER (CARRIER)
– MANUAL INPUT OF A WEIGHT
- 3 HOLD – ACTIVATES THE HOLD FUNCTION
- 4 UP ARROW – SCROLL UP THROUGH MENU
– BACKSPACE (DURING CERTAIN NUMERIC ENTRIES)
- 5 DOWN ARROW – SCROLL DOWN THROUGH MENU
- 6 ENTER – CONFIRM SELECTION
– YES KEY
- 7 NUMERIC KEYS 1 through 9
- 8 CLEAR – CLEAR ENTRY OR UNDO THE LAST STEP
– NO KEY
- 9 SERVICE – SELECTION OF COD, INSURANCE AND OTHER SERVICES
- 10 ZERO – NUMERIC 0
– TARE FEATURE (RESET WEIGHT TO ZERO)

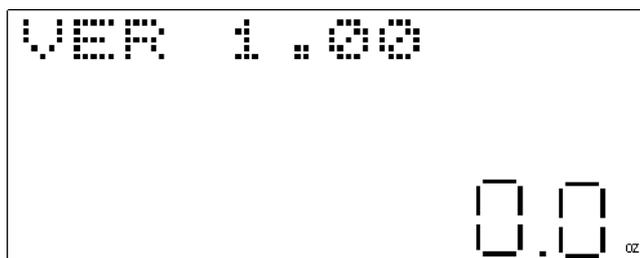
BASIC OPERATIONS

POWER UP

- Press the **on** key. All display segments will be displayed for 1 second.



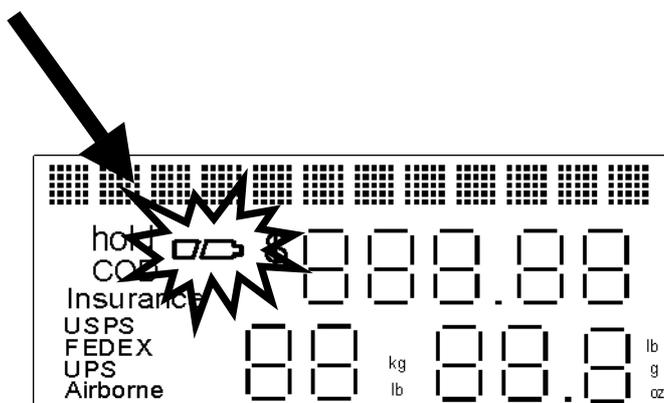
The internal software version number will then be displayed for 2 seconds.



Do not place anything on the scale platform during this time.

LOW BATTERY WARNING

The "LOW BATTERY" icon will turn on when the battery power is low. Replace the two 9-volt batteries as soon as possible, or switch to using the AC adapter. The scale will not lose any zip code, zone, rate or other carrier information from memory during battery replacement or when switching from battery power to AC power and visa versa.



UNIT OF MEASURE

- Press the **up** or **down** arrow keys to scroll through the various units of measure. The scale can display a weight in either pounds or metric: 0.0oz, 0lb 0.0oz, 0.0lb, or 0kg 0g.

The unit of measure can be changed at any time: while the display shows zero with nothing on the scale platform, after an item has been placed on the platform and the weight is already displayed, or even after the “hold” function has been activated.

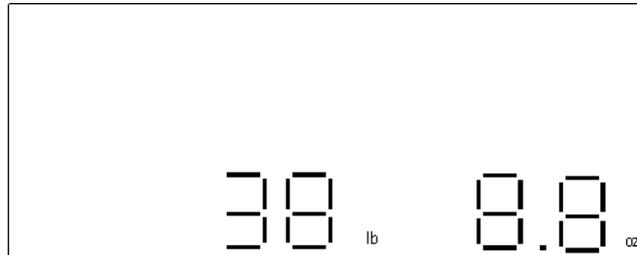
The diagram illustrates four different unit settings for a digital scale, each shown in a rectangular display window. To the right of each window is a box containing the unit name.

- Top display:** Shows "0.0" followed by "oz". The label to the right is "OUNCES ONLY".
- Second display:** Shows "0" followed by "lb", then "0.0" followed by "oz". The label to the right is "POUNDS AND OUNCES".
- Third display:** Shows "0.0" followed by "lb". The label to the right is "POUNDS ONLY".
- Bottom display:** Shows "0" followed by "kg", then "0" followed by "g". The label to the right is "KILOGRAMS AND GRAMS".

WEIGHING AN OBJECT

Once the scale reads zero, either after being first turned on or after removing a weight previously on the platform, an item or weight may be placed on the scale platform and the stable weight value will show within 1.5 seconds.

The unit of measure can be changed at any time by pressing the **up** or **down** arrow keys (see UNIT OF MEASURE section for more information).

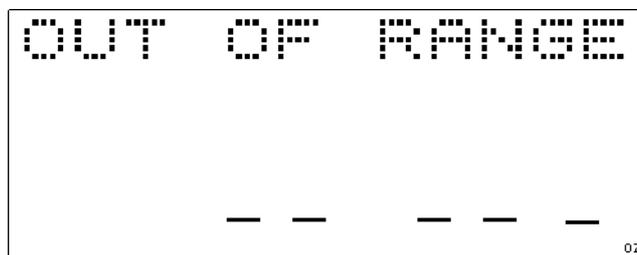


TARE FUNCTION

- While the scale is stable, press the **0 / tare** key to reset the scale to a weight of zero. The tare function works for weight only.

The tare (zero) function allows the measurement of the net weight of an item using a container or box.

- To tare the weight of a container, place the container or box on the scale. Once the weight reading of the container or box is stable, press the **0 / tare** key to reset the scale to a weight reading of zero. Then add the item to be weighed into the container or box. The scale will read the item's weight, excluding the weight of the container or box.
- If the "hold" function was not enabled, the scale should return to a default weight reading of zero once the item is removed from the container or box. Removing the container or box itself (the tared weight) will result in the scale displaying "OUT OF RANGE". Press the **0 / tare** key to reset the weight reading to zero.

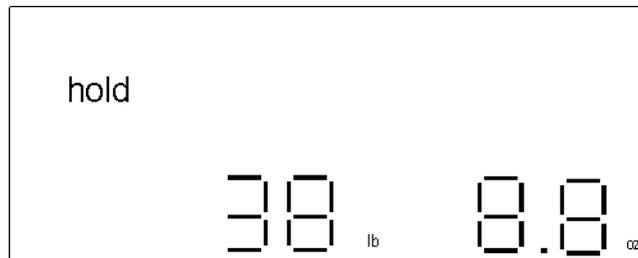


HOLD FUNCTION

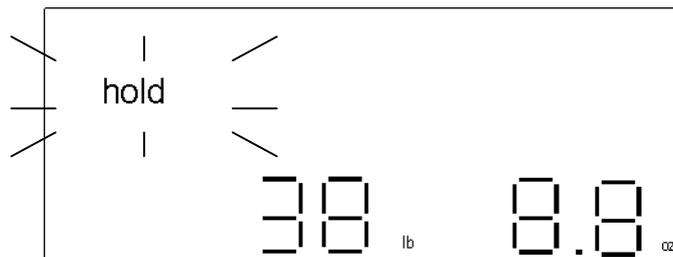
The “hold” function allows the weighing of large boxes or items that hang past the edge of the platform and cover or block the scale display, preventing the weight from being read. Once the **hold** key is pressed, the weight will remain on the display for 120 seconds after the item has been removed from the scale, so the weight can easily be read without any interference and the shipping rate can be calculated, if desired.

- Place an item on the platform.
- Press the **hold** key to hold the weight value on the display. The “hold” icon will turn-on.
- Removing the item from the scale platform will have no change in the weight reading, which will remain on the display.
- Press the **hold** key again to cancel the held reading and return the scale to read zero.

PLEASE NOTE: The “hold” function must be activated or used before determining the shipping rate of a parcel.



Once an item is weighed and the **hold** key is pressed, if the scale senses any change in weight on the platform, besides removing the actual item being weighed, the “hold” icon will blink to alert you of the error. It will stop blinking when either all weight is removed from the scale platform, or the original item whose weight is on “hold” on the display is placed back on the platform.



UPDATING PC SOFTWARE AND FILES

INSTALLING RC40 PC SOFTWARE:

The RC40 PC software should already be installed on the PC from completing the “Quick Set-up” section of this manual. If it is not, then please install the RC40 PC software found on the CD-ROM included in the box with the scale.

- 1) Insert the CD into the PC’s CD-ROM drive. It should start automatically; make sure no other programs are running. If after one minute the CD has not started, then:
 - a) Select “Run” from the “Start” menu.
 - b) Click “Browse” and navigate to the CD-ROM drive.
 - c) Select the file “SetupRC40.exe” on the CD-ROM and click “Open”.
 - d) Click “OK”.

UPDATE THE PC SOFTWARE & DATA FILES FROM THE INTERNET:

- 1) Connect to the Internet or dial-up your Internet service provider so that the PC is on-line.
- 2) From the desktop, double click on the RC40 Scale icon.
- 3) Click on the “Download latest rates from Internet” button on the RC40 software main screen. The software will automatically contact the appropriate Internet site and download any updates to the PC software, the zip code/zone charts and the rate tables. Follow any directions or prompts that may appear on the PC screen.

DETERMINING A SHIPPING RATE ON THE PC

Shipping rates can also be determined using the RC40 PC software without the presence of the scale.

- 1) To do so, double click on the RC40 Scale icon on the desktop.
- 2) Click on the “Lookup a rate” button on the main screen of the RC40 PC software.
- 3) Then, follow the prompts and any instructions shown in the lower left corner of the RC40 Scale software box. For example:
 - a) First select a shipping company (carrier).
 - b) Select a service (shipping method).
 - c) Then enter an origin zip code for the package, if required. (Please note that any valid United States zip code can be used as the origin zip code when determining a shipping rate on the PC using the RC40 PC software. The RC40 PC software is not limited to the 5 origin zip codes programmed and downloaded to the scale.)
 - d) Next enter a destination zip code for the package, if required.
 - e) Enter the package’s weight in pounds and ounces.
 - f) The shipping rate will now appear.
 - g) Check the box if you wish to include any shipping surcharges in the shipping rates quoted.
 - h) Click on the “Add service” box to add any optional services such as C.O.D., insurance, etc.

DOWNLOADING UPDATED FILES FROM PC TO SCALE

IMPORTANT NOTICE:

THE SCALE MUST BE PLUGGED INTO A WALL OUTLET USING THE AC ADAPTER PROVIDED WITH THE SCALE FOR ANY DOWNLOAD TO WORK PROPERLY. DO NOT PERFORM A DOWNLOAD TO THE SCALE USING ONLY BATTERY POWER.

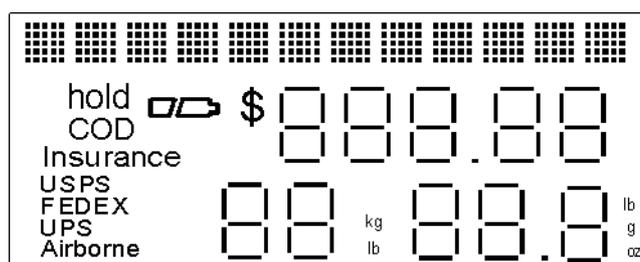
PLEASE NOTE: The PC software and data files should be updated from the Internet (please see "UPDATING PC SOFTWARE AND FILES" on page 15) BEFORE downloading any files from the PC to the scale.

ON THE PC:

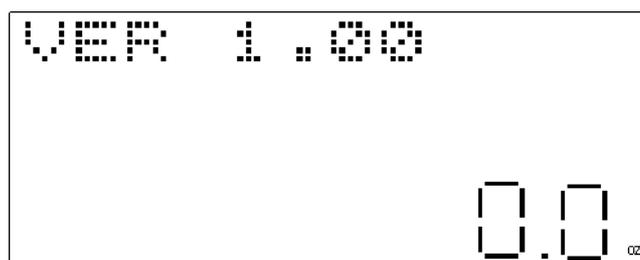
- 1) From the desktop, double click on the RC40 Scale icon.
- 2) Click on the "Update RC40 scale" button on the RC40 software main screen. The "RC40 scale rate update settings" screen will appear. This screen allows the customization of settings for the RC40 scale.
 - a) Enter up to five origin (ship-from) zip codes. A maximum of five origin zip codes can be used in the RC40 scale. The first zip code, labeled "default", should be for your **primary** shipping location since it will be used as the default zip code in the scale. In addition, the five origin zip codes used in the scale can be changed at any time by changing the zip codes on this "RC40 scale rate update settings" screen in the PC software and performing a new download from the PC to the scale. Please note that all valid United States zip codes (an unlimited number) can be used as the origin zip code when determining a shipping rate on the PC using the RC40 PC software.
 - b) Select or un-select the carriers that you wish to download to the scale; all four carriers' rates and information are already selected by default to be downloaded to the scale when you first use the software.
 - c) Click on the "Set surcharges" button to set any surcharges for each carrier, such as a fuel surcharge that may be temporarily charged in addition to published shipping rates.
 - d) Set the correct COM port through which the scale is connected to the PC via the RS232 serial cable.
 - e) Click on the "Update RC40 scale" button.
 - f) Follow the instructions on the PC screen or the following steps.

ON THE SCALE:

- 3) Press the **on** key. All the display segments will light for one second.

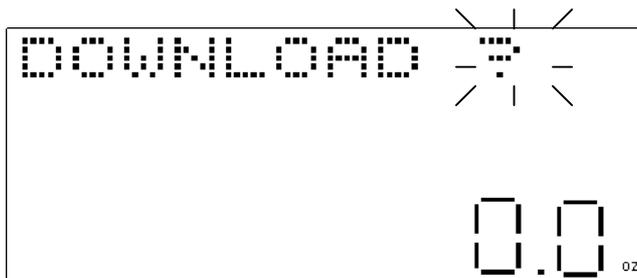


- 4) The version number will then display for 2 seconds. Press the **hold** key during the 2 seconds that the version number is displayed.



DOWNLOADING UPDATED FILES FROM PC TO SCALE (continued)

“DOWNLOAD ?” will appear on the display.



ON THE PC:

- 5) Press the “OK” button on the “RC40 rate update” screen prompt that should appear on your PC screen after a few minutes.

ON THE SCALE:

- 6) Immediately press the **enter** key. The scale will enter the download mode and begin communicating with the PC, ready to accept any data downloaded from the PC. “DOWNLOADING” will now appear on the scale display.



If for some reason the download procedure above is not completed properly or is interrupted for any reason (for example: there is a loss of power or the scale is accidentally disconnected from the PC), go back to the beginning of the procedure “DOWNLOADING UPDATED FILES FROM PC TO SCALE” (at the beginning of page 16) and start the procedure again. Repeat the entire process. The scale may or may not display the correct prompts if the download procedure was not completed properly the first time. Just continue to follow these instructions step by step and the download should be successful. Do not use the scale until a successful download has been completed.

After the download is complete, the scale will automatically shut-off. Another prompt will appear on the PC screen advising whether the download to the scale was successful or not. Follow any directions on the PC. If the download was successful, you are now ready to use the scale.

EXITING THE DOWNLOAD MODE:

- Press the **clear** key while “DOWNLOAD ?” is on the scale display. The scale will exit the download mode and enter the scale mode. It will automatically set to zero and show “0.0oz”. However, once the scale display shows “DOWNLOADING”, the process **cannot** be interrupted and must be allowed to finish.



MANUAL WEIGHT ENTRY:

If you do not have the actual parcel in hand to weigh on the scale, a weight can be manually entered in the scale through the front panel in order to determine a shipping rate.

1) Press the **shipper** key while the scale shows zero.

“INPUT WEIGHT” and “ ___lb___oz” will appear on the scale display.

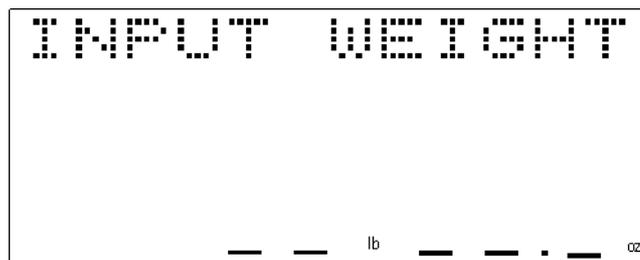
2) Manually enter the weight of the parcel in pounds and ounces for which you are obtaining the shipping rate. Enter pounds first and then whole ounces, followed by any tenth of an ounce weight. All five digits (two digits for pounds, two digits for ounces and one digit for tenth of an ounce) must be entered. If there is no value, then enter a zero. For example, if the weight you intend to enter is 4½ ounces, press **shipper**, then press **zero**, **zero**, **zero**, **four**, **five** and **enter**.

IMPORTANT NOTE:

A maximum of 16.0-ounces may be entered in the ounces section. Since 16.0-ounces equals 1-pound, any weight amount in ounces-only over 16-ounces should be converted and entered as pounds and ounces, for example, 32-ounces should be entered as 2-pounds and 0.0-ounces, or 59.7-ounces should be entered as 3-pounds and 11.7-ounces.

- To change a number already entered, press the **up** arrow key, which acts as a backspace key.

3) When finished entering the weight, press the **enter** key.



EXIT THE INPUT MODE OR CLEAR A MANUALLY ENTERED WEIGHT:

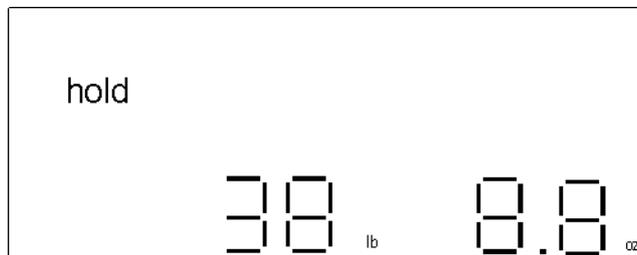
- Press **clear** to exit the “manual weight input” mode, if the **enter** key has not been pressed yet.

If the enter key has already been pressed, and the weight and the “hold” icon appear on the display, then press the **hold** key to clear the manually entered weight.

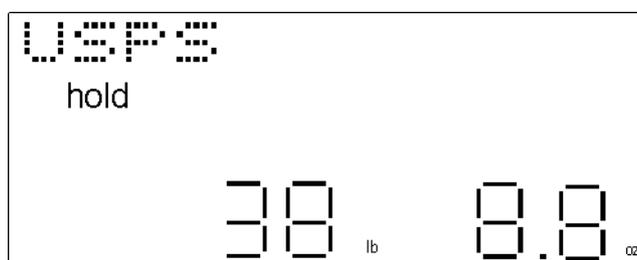
DETERMINING A SHIPPING RATE ON THE SCALE

- 1) Place a parcel on the scale to get a weight reading of the parcel.
- 2) Press the **hold** key.

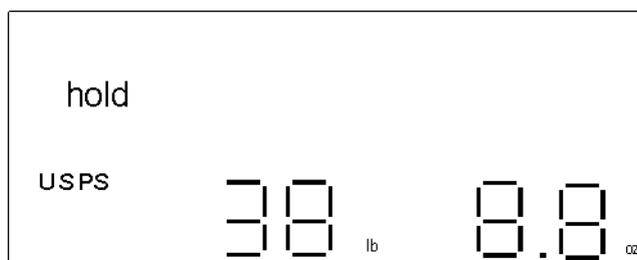
If the parcel is not there to be placed on the scale platform and weighed, then follow the procedures for “MANUAL WEIGHT INPUT” (page 18).



- 3) Next, press the **shipper** key. A carrier name will show on the display. The last carrier selected will display first. If there was no carrier selected the display will show the first carrier in memory.



- 4) Scroll through the various carriers in memory by pressing the **up** or **down** arrow keys.
- 5) Press **enter** to select the carrier. The selected carrier's icon will turn-on.



When the carrier icon is on, the name of one of that carrier's services will appear on the display. The service last selected will appear first; otherwise the first service in memory will appear if the selected carrier was not used since the scale was powered on.

DETERMINING A SHIPPING RATE ON THE SCALE (continued)

6) Press the **up** or **down** arrow keys to scroll through the various delivery services offered by the selected carrier.

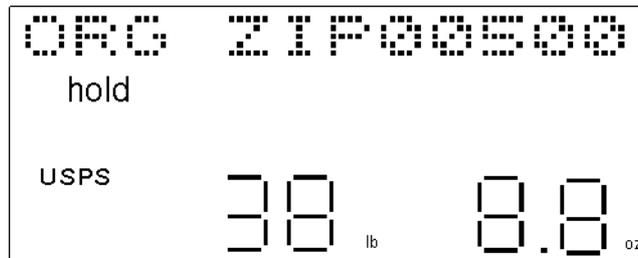


7) Press **enter** when the desired service is displayed, or press the **clear** key to return to selecting a carrier.

If no zip code information is necessary in determining the shipping rate, then the shipping rate or price will be displayed in dollars and cents above the weight. If the service requires zip codes to determine a shipping zone code and the shipping rate, then the price will not display and the scale will ask for the zip code information instead.

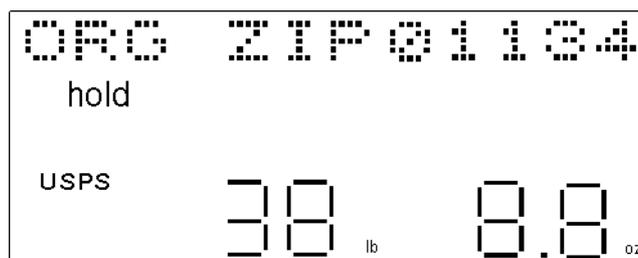
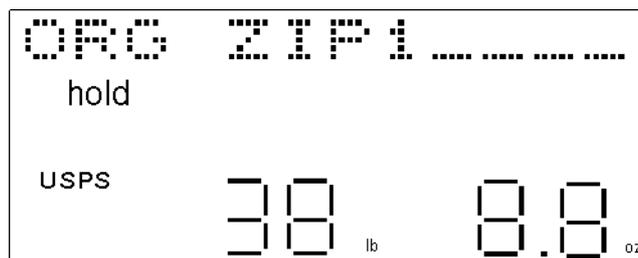
ZIP CODE INFORMATION:

The scale will first ask for the origin or ship-from zip code. The display will show "ORG ZIPxxxx" (xxxxx represents the last origin zip code entered in the scale since the scale was turned-on, or the default zip code set in the scale during the last PC download).



8) Enter the 5-digit origin (ship-from) zip code.

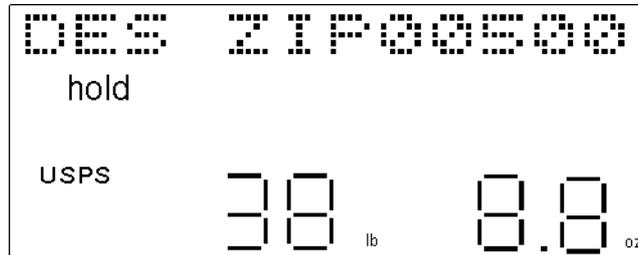
- If an error was made or a number in the zip code needs to be changed, press the **up** arrow key to backspace to that number and re-enter the correct number.
- If the default origin zip code, which appears on the display, is correct, then just press the **enter** key one time and skip Step #9. There is no need to re-enter that zip code.



DETERMINING A SHIPPING RATE ON THE SCALE (continued)

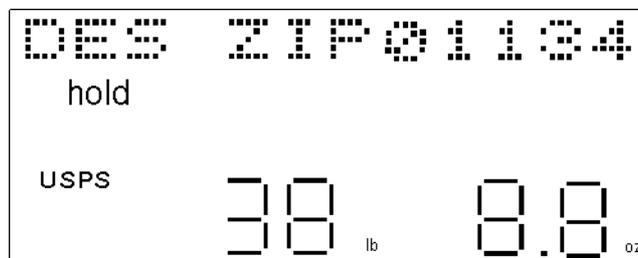
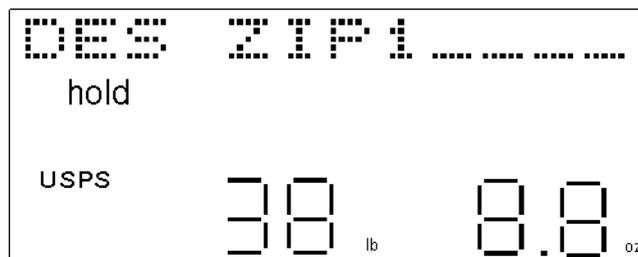
9) Press **enter** or press the **clear** key to return to selecting the service.

Next, the scale will ask for the destination or ship-to zip code. The display will show “DES ZIPxxxxx” (xxxxx represents the last destination zip code entered in the scale since the scale was turned-on, or the default zip code set in the scale during the last PC download).



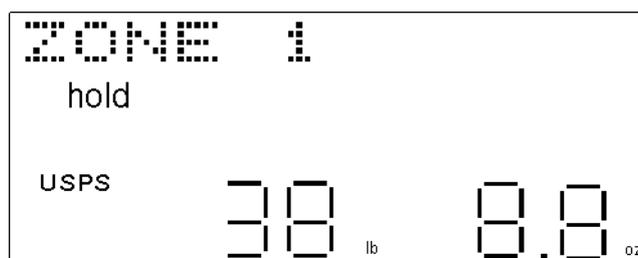
10) Enter the 5-digit destination (ship-to) zip code.

- If an error was made or a number in the zip code needs to be changed, press the **up** arrow key to backspace to that number and re-enter the correct number.
- If the default destination zip code, which appears on the display, is correct, then just press the **enter** key one time and skip Step #11. There is no need to re-enter that zip code.



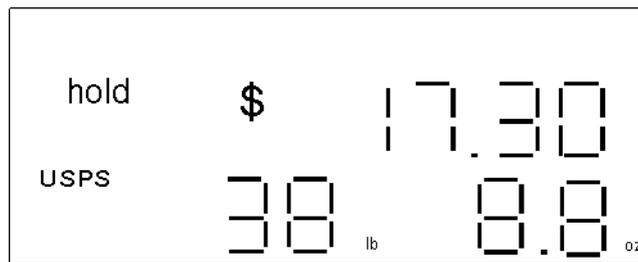
11) Press **enter** or press the **clear** key to return to the origin zip code screen.

The display will show “ZONE xxx” for one second (xxx is the zone number for the selected carrier and service based on the specific origin and destination zip codes provided).



DETERMINING A SHIPPING RATE ON THE SCALE (continued)

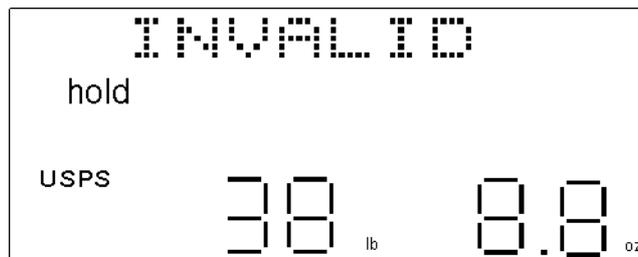
The shipping rate or price will be displayed in dollars and cents above the weight



To exit this mode and clear the price and other information from the display, please read the "PRICE COMPARISON" section of this instruction manual (starting on page 25).

INVALID ZIP CODES:

If any of the zip codes entered are not valid zip codes, the display will read "invalid" for one second, then it will ask for the zip code to be re-entered.



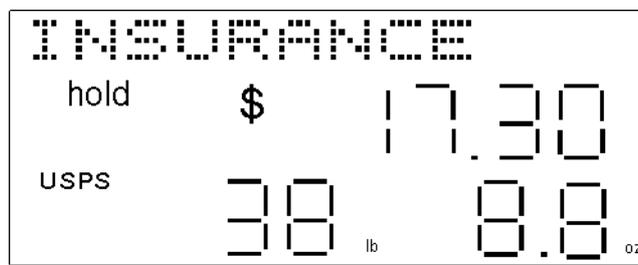
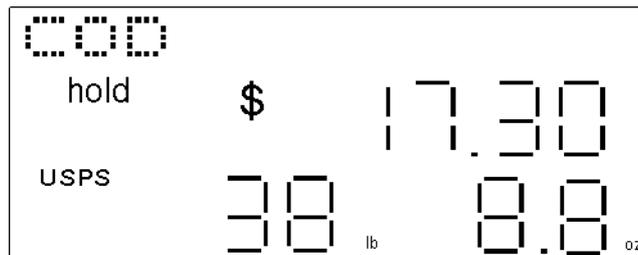
Please remember that only one of the five origin zip codes downloaded to the scale from the PC may be used as valid origin (ship-from) zip codes for calculating shipping rates on the scale. If a different origin zip code is required, then either the shipping rate must be determined using the RC40 PC software on the PC (see page 15 for further instructions); or the five origin zip codes must be changed in the PC software and then a new download must be completed to the scale from the PC (see page 16).

Any valid five-digit U.S. zip code may be used as the destination zip code in both the scale and the RC40 PC software, as long as the selected service and carrier deliver to that zip code.

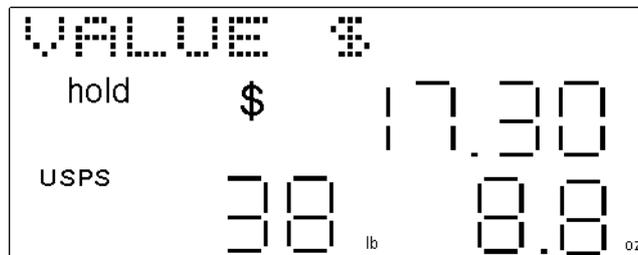
ADDING SERVICES

Once the shipping rate or price has been determined, then optional services may be added to determine the total price of shipping the parcel, including such services.

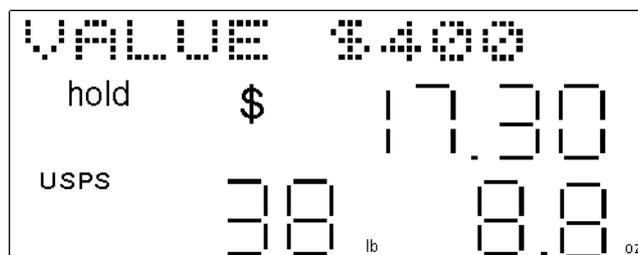
- Press the **service** key. If any additional services are available, one will be shown on the display, for example “COD” or “INSURANCE”.
- Press the **up** or **down** arrow keys to scroll through the various additional services available from that carrier and for that shipping method.
- Press **enter** when the desired service is displayed. If “COD” is selected, then the “COD” icon will be displayed, or if “INSURANCE” is selected, then the “Insurance” icon will be displayed. The other services, if selected, do not have a dedicated icon on the scale display.



If the fee is dependant on the value of the parcel being shipped, such as for insurance, then the scale will ask for the value of the parcel.



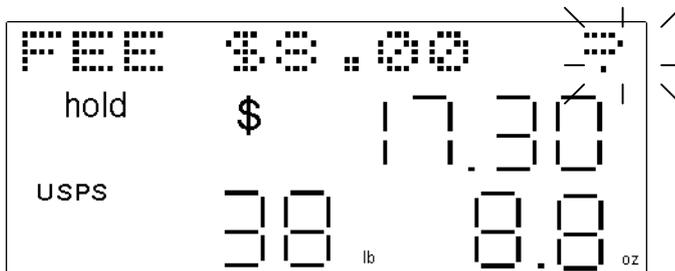
- Enter the numeric value of the parcel in whole dollars and press **enter**. The **up** arrow key functions as backspace.



If the value entered is too large, it will display “VALUE ERROR” for one second then go back to the service selected.

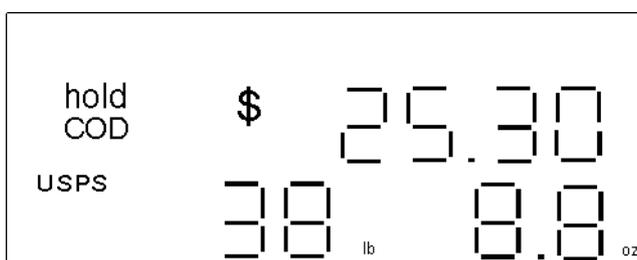
ADDING SERVICES (continued)

- The fee for the selected service will be displayed. Press **enter** to accept the fee and the service.
- Press **clear** before pressing **enter** to decline the service and cancel the operation. Pressing **clear** will back you out of the “additional services” function one step at a time.



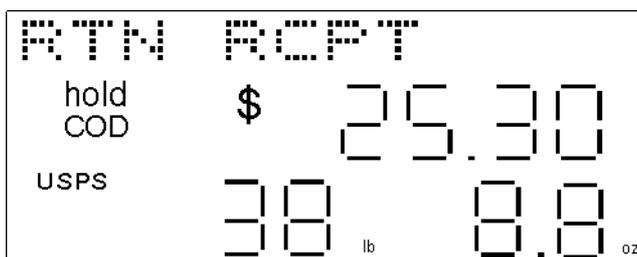
A scale display showing the fee for the 'hold COD' service. The top line shows 'FEE \$8.00'. The second line shows 'hold \$ 17.30'. The third line shows 'USPS 38 lb 8.8 oz'.

The fee for the optional service will be added to the existing shipping rate and the total price for shipping the parcel, including all added services, will be displayed.



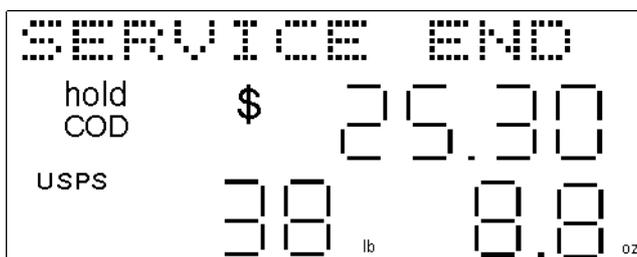
A scale display showing the total price for shipping the parcel with the 'hold COD' service. The top line shows 'hold COD \$ 25.30'. The second line shows 'USPS 38 lb 8.8 oz'.

- Press the **service** key again to add any additional services available, and follow the instructions above.



A scale display showing the total price for shipping the parcel with the 'hold COD' and 'RTN RCT' services. The top line shows 'RTN RCT'. The second line shows 'hold COD \$ 25.30'. The third line shows 'USPS 38 lb 8.8 oz'.

If no additional services are available, the scale will display “SERVICE END” for one second. If the **service** key is pressed again, after “SERVICE END” has been displayed, all the optional services that may have been selected for that parcel will be removed and the basic shipping price only will be displayed.



A scale display showing the 'SERVICE END' message. The top line shows 'SERVICE END'. The second line shows 'hold COD \$ 25.30'. The third line shows 'USPS 38 lb 8.8 oz'.

PRICE COMPARISON

Once a shipping rate has been determined, either with or without additional services, the shipping rate may be saved to memory for future comparison to the shipping rate of another shipping method and/or carrier.

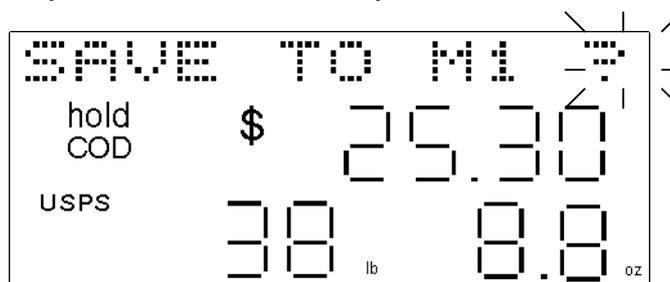
- Determine the final shipping rate (price) of the parcel using the selected carrier and shipping method, including any additional services, as described in the previous pages.
- Press the **shipper** key. The display will show "SAVE TO Mx ?" (x=memory location number 1, 2 or 3).

To save the shipping information for future comparison, see the instructions under "SAVE TO MEMORY" below.

- To exit from this mode and clear the shipping rate without saving the information to memory, press the **clear** key.
- Then press the **shipper** key to determine the shipping rate for that same parcel or weight using a different carrier and/or shipping method, or press the **hold** key to release the weight from the scale and return the scale to zero, if nothing is on the scale platform.

SAVE TO MEMORY:

- Press the **up** or **down** arrow keys to scroll between memory locations M1, M2 and M3.

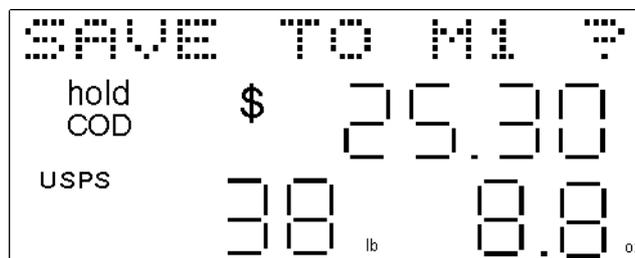


- Press **enter**. The shipping information, including the carrier used, the shipping method, the origin and destination zip codes, any additional services added and the total shipping price will be saved to the memory location selected.
- After saving the shipping information, press **clear** to exit this operation or press **shipper** to obtain the shipping rate for the second shipping method for that parcel, or for another parcel. The RC40 can save a maximum of 3 settings.

COMPARING SHIPPING RATES:

Once all shipping rates have been determined and saved to memory, the data in the three memory locations can be compared.

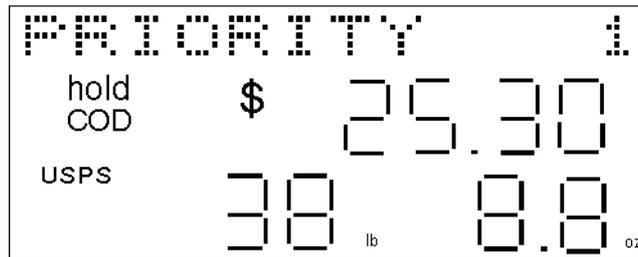
- After determining a shipping rate, press the **shipper** key.



- Then either save the data to memory (see above) or press the **clear** key to delete the current data.

PRICE COMPARISON (continued)

- Then press the **up** or **down** arrow keys to scroll through the saved data on the display. The carrier, shipping method, weight, price and whether COD and/or insurance were added will all appear on the display. The memory location will also appear in the upper right-hand corner of the display as either the number "1", "2", or "3".



- Press the **shipper** key to exit from memory and determine another shipping rate.
- Or press the **clear** key and then the **hold** key to completely exit the memory and rate calculating modes of the scale.

WARRANTY & SERVICE

WARRANTY, REGISTRATION & TECHNICAL SUPPORT

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BE SURE TO KEEP A COPY OF YOUR SALES RECEIPT!

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LABOR: Royal provides labor warranty for NINETY DAYS from date of end-user purchase. Product must be sent postage prepaid and insured to Royal in accordance with the warranty procedures outlined below. At completion of the repair, the consumer will be responsible for return shipping charges from Royal, and for any parts or services no longer covered under warranty.

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WARRANTY & SERVICE (continued)

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TO OBTAIN SERVICE UNDER THE TERMS OF THIS WARRANTY:

In the event you are unable to obtain a replacement product from your retailer, please do the following:

1. Send a copy of your original sales receipt showing original purchase date along with your mailing address and a note describing the nature of the problem to:

Royal Consumer Business Products
Attn: Warranty Processing
P.O. Box 6899
Bridgewater, NJ 08807-0899

Do Not Return the Product to This Address!

2. You will receive a return authorization number within 7-12 business days from the date your return request is received if it is determined that there is a basis for a replacement product. The return authorization form you receive will list the return procedures, applicable charges, if any, and the correct shipping address for the returned product.

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TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR USE OF RATES

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