

**A. Basic setup:**

1. Take the scale, pole display, platter, and accessories bag out of the box.
2. Install the pole display: **Note:** *Make certain that none of the wires are being crimped when you are installing the pole display.*
  - a. Connect the display connectors together.
  - b. Place the Pole Display properly into the bracket making sure that the connectors are slipped inside of the pole (upwards.)
  - c. Attach the two display pole screws (2 larger screws) to securely fasten the pole to the bracket.
  - d. Finally, attach the bracket-plate to the bracket and fasten it with the 4 smaller screws.
3. Place the scale in the area where it will be used which should be a rigid and level surface. Using the leveling feet and leveling gage, make sure that scale is level. The leveling gage is located on the right-side rear of the scale by the pole bracket; the leveling feet are located at the bottom of the scale chassis. **Note:** *The leveling foot located on the front-right side of the bottom of the scale (closest to the numeric keypad) is **not** adjustable. Please **do not** try to adjust this leveling foot; instead, use the other three feet to adjust the level.*
4. Place the platter on the scale platform and then connect the AC cord to the LS-100. The AC cord (power cord) goes connected to the left-side of the scale; there is a label on the scale by the connector ports which indicates what each connector is for.
5. Make sure that the power switch is in the OFF position which is located above the AC cord connector.
6. Plug the scale into an AC source. **Note:** *The AC source must be 85V ~ 240V DC 50/60 Hz ±5%.*
7. Turn the power switch to the ON position. The scale will do the display test and then go to zero.
8. Press the **FEED** key 2 or 3 times collecting the labels as they are fed out each time you zero the key.
9. The scale should be in the **Initial State**; all the displays should read: 

**B. How to program PLUs:**

**Note:** *In order to save the PLU "as-is" you can press the **SAVE** key at any point in PLU programming. Pressing this key will store the PLU, print a PLU Verification Label, and take you back to step 3.*

1. Begin at the **Initial State** and then press the **SET** key.
2. Using the numeric keys, enter the 4 digit password and press **PRINT** .
3. Enter the PLU number you wish to **Create** or **Edit** and then press **PRINT**; **or** press **ESC** **SET** to go back to the **Initial State**. PLU numbers can be up to 6 digits (1 to 9999.) Keep in mind that PLUs 1 to 60 will be automatically assigned to Speed keys 1 to 60.
4. Now select the PLU Type: By Weight or By Count. Press  to select By Weight;  for By Count.
5. Using the Alpha-Keypad, type the name for this PLU's 1<sup>st</sup> Line and then press **PRINT**.
6. Using the Alpha-Keypad, type the name for this PLU's 2<sup>nd</sup> Line and then press **PRINT** 3 times.
7. **(By Weight PLUs go to step 8)** Enter the piece count for this By Count PLU and then press **PRINT**. The piece count can be from 1 to 99 (2 digits). If you wanted to price something at "3 for \$1.00", you would enter "3" at this point and then "1.00" at step 8.
8. Enter the Unit Price for this PLU and then press **PRINT**. The Unit Price can be 6 digits (0.00 to 9999.99.) If this is a By Weight PLU then the Unit Price represents the "Price-per-Pound" for this PLU.
9. Enter the Shelf Life for this PLU and then press **PRINT**. The Shelf Life can be 3 digits (0 to 366) and is the number of days used to calculate the "Sell By" date that can be printed on the label. If you set the Shelf Life to 0 then the "Sell By" date will not be printed on the label; if Shelf Life = 1 then the "Sell By" date will be the same as the "Packed On" date; if Shelf Life = 2 then the "Sell By" date will be the "Packed On date + 1"; etc.
10. **(By Count PLUs go to step 11)** Enter the Tare weight for this PLU and then press the **PRINT** key. The Tare weight can be 4 digits (0.00 to 29.99) and is the weight of the container for this PLU. Tare weight is in pounds.
11. **(By Weight PLUs go to step 12)** Enter the Net Weight Statement for this PLU and then press **PRINT**. The Net Weight Statement can be up to 4 digits (0 to 9999) and is the approximate weight of the commodity for this PLU. Net Weight is in ounces, is not weighed by the scale, and it needs to be the same or less than the actual weight of the commodity.
12. Enter the 1<sup>st</sup> Line of Ingredients for this PLU and then press **PRINT**. You can have up to 56 characters for every line of Ingredients and there is a maximum of 10 lines.
13. Enter the 2<sup>nd</sup> Line of Ingredients for this PLU and then press **PRINT**. You can continue doing step 13 until you reach Line 10. Once you are done typing the Ingredients for Line 10, you can press **PRINT** to save the PLU and go back to step 3; **or** you can press **SAVE** to save the PLU, print a PLU verification label, and then go back to step 3.

**C. How to assign a PLU to a Speed Key:**

1. Begin at the **Initial State** and then press the **SET** key.
2. Using the numeric keys, enter the 4 digit password and press **PRINT** **2**.
3. Press the Speed key you wish to program or press **ESC** **SET** to return to the **Initial State**.
4. Enter the PLU number you wish to assign to that Speed Key, and then press **PRINT**. That Speed key will be assigned and you will go back to step 3.

**D. How to do PLU Quick Price Change:**

1. Begin at the **Initial State** and then press the **SET** key.
2. Using the numeric keys, enter the 4 digit password and press **SET** **F1**. The "F1" key is also Speed key #1.
3. *Select a PLU for Quick Price Change:* you can press a Speed Key **or** enter the PLU number and press **PLU**. You can also exit PLU Quick Price Change by pressing **ESC** **SET**.
4. (**By Weight PLUs go to step 5**) Enter the piece count for this By Weight PLU and then press **PRINT**. The piece count can be from 1 to 99 (2 digits). If you wanted to price something at "3 for \$1.00", you would enter "3" at this point and then "1.00" at step 5.
5. Enter the Unit Price for this PLU and then press **PRINT**. The Unit Price can be 6 digits (0.00 to 9999.99.) If this is a By Weight PLU then the Unit Price represents the "Price-per-Pound" for this PLU.
6. The new PLU price is stored and you are returned to step 3.

**E. How to set the Store Name, Time, and Date:**

1. Turn the scale ON and once the scale is at zero, press the **SET** key.
2. Using the numeric keys, enter the 4 digit password and press **PRINT**. **Note:** *New scale password is 0000 (4 zeros.)*
3. Then press the following key sequence: **3** **1**.
4. Using the left-side keypad (Speed Keys), type the name, address, or any other pertinent information that you would like to see at the bottom of your labels. You can type anywhere from 0 to 28 characters per line and you have up to 2 lines of data. You may need to remove the Speed key Template in order to see the "QWERTY" keys.
5. Once you are done with Store Name Line 1, press the **PRINT** key and continue to type Store Name Line 2.
6. Once you are done typing Store Name Line 2, press the following key sequence: **SAVE** **ESC** **4**.
7. Now enter the time using the numeric keys. You must enter it in **Hours : Minutes : Seconds** format, always entering 2 digits for each unit of time, and you must enter the hour in military format (00 to 23.)
8. Press the **PRINT** key and now enter the date using the numeric keys. You must enter it in **Month-Day-Year** format, always entering 2 digits for each calendar unit.
9. Press the following key sequence: **SAVE** **ESC** **SET**. You are in the **Initial State**.

**F. How to generate sales:**

1. Begin at the **Initial State**.
2. *If you want a tare:* enter a tare value or place an empty container on the scale and press **TARE**.
3. *Select a PLU or use the Misc. PLU:* press a Speed Key, enter the PLU number and press **PLU** **or** go to step 4.
4. **By Count PLUs:** you can change the piece count by entering a new value or press **FOR** to change the price.  
**By Weight PLUs:** you can simply change the price if you wish and then place an item on the platter.
5. **Auto Printing & Clear:** This will print automatically and also allow the PLU to be auto-cleared after every transaction. To use this simply press **AUTO** so that the "AUTO" Lamp in the Total Price Display turns on.  
**Pre-Pack:** This will print automatically but will not auto-clear PLUs after every transaction; press **PRE PACK** so that the "PRE-PACK" Lamp in the Total Price Display turns on.
6. As long as the Total Price is not "0.00", the scale will print automatically or every time you press **PRINT**.
7. You can also press **X**, enter the number label copies you want, and then press **PRINT**.
8. Pressing **C** (clear) or use of the auto-clear function will clear any PLUs from the screen and take you to step 1.