



# TOP LOADING DIAL SCALE SETUP and OPERATION

## Unpacking and Setup

1. Remove the instrument from the shipping carton and then remove the packing material.
2. DO NOT remove the wooden stop that is taped to the platform support until the top plate is assembled.
3. Slide one side into the “nest” until the other side snaps in.
4. Hold the uprights with one hand and slowly turn the top plate 90° (one-quarter turn).
5. Remove the wooden stop with a small pen knife or razor.
6. Turn the zero adjusting screw until the indicator is on “0”.

## Under and Over Tolerance Feature

1. The scales have an under and over feature of 8, 4, or 2-ounce spreads.
2. Turn the OUTER Rotating Dial so that the center line of the desired spread is over the weight of the desired portion in the INNER Dial.

### EXAMPLE:

If you are portioning a 12-ounce commodity with a 4-ounce spread ( $\pm 8$  oz); move the center line of the under and over 4-ounce spread indicator to 12 ounces on the inner dial. If a container is being used, advance the spread of the weight of the container.

## Portion Control Feature

- Step 1.** Insure that the wooden support under the platform has been removed before using, then place the container on the scale platform. Turn the rotating dial clockwise until “0” lines up with the pointer. This offsets the weight of the container (tare).
- Step 2.** If you are measuring individual portions, weighed on the same size container, the scale will now show the weight of each portion, on the rotating dial, without the weight of the container.
- Step 3.** If you are measuring multiple ingredients, first offset the weight of the container as explained in Step 1. Now, add the first ingredient. The pointer will show you when reaching the weight required on the rotating dial.
- Step 4.** Then move the rotating dial ahead to “0” offsetting the weight of the container and the first ingredient.
- Step 5.** Now add the next ingredient until the rotating dial shows the required weight. Before adding each additional ingredient, simply move the rotating dial to “0” and then add the proper quantity.

## Care and Cleaning

Your Top Loading Dial Scale, (when cared for the way you would any precision instrument) will provide years of accurate weighing operation. Although the scale is protected against moderate overloads, extreme overloading, dropping the scale, or subjecting it to physical shock or abuse may damage or destroy it.

1. **DO NOT** drop loads on the platform and avoid overloading the scale.
2. **DO NOT** submerge the scale in water, pour or spray water directly on it.
3. **DO NOT** use acetone, thinner, or other volatile solvents for cleaning.
4. **DO** place the load on the center of the platform. This will insure fast, accurate weighing.
5. **DO** check the “zero” balance before using, especially if the scale is moved. (Re-set if necessary by turning the adjusting screw located under the platform on the front part of the scale).
6. **DO** clean the scale with a damp soft cloth and mild non-abrasive detergent.

## Models with Air Dashpot

1. For models equipped with the air dashpot, periodically remove the left side panel, and loosen or remove the air dashpot adjustment screw.
2. Move the platform up and down a few times to clear any foreign substances or water that might be blocking the air hole.
3. Replace the air dashpot adjustment screw and re-adjust to desired stabilizing action.
4. Reinstall the left side panel. The scale is now ready for use.