



GEORGIA FEDERAL-STATE
SHIPPING POINT INSPECTION SERVICE

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CALIBRATION PROCEDURE FOR OHAUS AV4102N SCALES

Ohaus AV4102N scales, like all such scales and balances, should be calibrated when relocated. Calibration is only possible if the scale is unlocked. The steps below explain how to calibrate the scale.

NOTE: The AV4102N scales are already preset to a range of 4000 grams.

1. Power off the scale by pressing and holding the left-hand button until the screen goes blank.
2. Press the power button to turn the scale. Within a second or two, the word **“OHAUS”** will appear on the LCD screen. With a small device such as a straightened paper clip, immediately press and release the small recessed button on the back of the scale. You will know that the scale is unlocked and out of NTEP mode because the brackets around the hundredths digit will disappear. This will allow you to calibrate the scale.
3. Press & hold the Menu button at the right of the scale until **“MENU”** appears on the screen.
4. Press the **“YES”** button. The word **“SPAN”** should appear on the screen.
5. Press the **“NO”** button. The word **“LINEARITY”** should appear on the screen.
6. Press the **“YES”** button. The screen will display **“BUSY”**, then will display **“2000g / PUT WEIGHT”**.
7. Set a 2000g certified test weight (or combination of certified weights) on the scale. The screen will display **“BUSY”**, then will display **“4000g / PUT WEIGHT”**.
8. Set a 4000g certified test weight (or combination of certified weights) on the scale. The screen will display **“BUSY”** momentarily, then **“DONE”** momentarily, then will exit calibration mode and display the weight on the scale (ie, 4000.00g).
9. Press & hold the Menu button at the right of the scale until **“MENU”** appears on the screen.
10. Press the **“NO”** button. The word **“SETUP”** should appear on the screen.
11. Press the **“YES”** button. The words **“LEGAL TRADE”** should appear on the screen.
12. Press the **“YES”** button. The screen should display **“LFT”** and below that, should display **“OFF”**.
13. Press the **“NO”** button. The word **“OFF”** should change to **“NTEP”**.
14. Press the **“YES”** button. The words **“AUTO TARE”** should appear.
15. Press the **“NO”** button twice. The words **“END SETUP”** should appear
16. Press the **“YES”** button.
17. Press the **“NO”** button until the screen displays **“MENU”** with **“END”** below it.
18. Press the **“YES”** button. The scale should now show the weight reading with brackets around the hundredths digit, indicating that it is in NTEP mode.

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