**Purpose:**

This procedure describes the operation and maintenance of the Scout Pro digital scale. The Scout Pro Digital Balance allows weights to be measured up to 2000gm.

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| **Procedure A: Calibration Performed Quarterly** |  |
| **1** | * Start with balance off.
* Press the ON/ZERO key for 5 seconds.
	+ MENU is displayed and then CAL.
		- Press ON/ZERO once for 1 second to accept CAL.
			* The C will flash setting its internal calibration to zero.
			* Then a preset weight will appear for you to match with a standardized weight for calibration purposes.
 |  |
| **2** | * + - * + After the weight is accepted, remove the weight and the scale returns to zero, ready for use.
 |  |
| **Procedure B: Operation** |  |
|  | **Keys** | **Functions/Action** |  |
| **1** | * **ON/ZERO *Off* Key**
 | * Primary Function: key turns on balance. If balance is on, this zeros the display.
 |  |
| * Secondary Function: key turns balance off after being held for 3 seconds.
 |  |
| * Menu Function: An extended pressing of this key (>5 seconds) during power up will cause the balance to enter Menu Mode. A short press is used to accept a setting on a display.
 |  |
| **2** | * **Print Unit Key**
 | * Press and hold scrolls through different units of measure. Release key to select.
 |  |
|  | **Action** | **Related Documents** |
| **Procedure C: Maintenance** |  |
| **1** | * Cleaning only needs to be done as necessary.
 |  |
| **2** | * Moisten a cloth with water or mild detergent and clean housing and platform.
 |  |
| **3** | * Check under the platform for possible debris.
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**References:**

Standards for Blood Banks and Transfusion Services, Current Edition: American Association of Blood Banks. AABB Press, Bethesda, MD.

Scout Pro Digital Balance Operating Instructions