**Purpose:**

This procedure describes the operation and maintenance of the Mettler AE163 Balance located in the Chemistry Department in Room GWH47. The balance has an upper limit of 160.0000 g.

**Procedure:**

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| --- | --- | --- |
|  | **Action** | **Related Documents** |
| **SWITCHING THE BALANCE ON/OFF** |  |
|  | * Switching on:
* Briefly press the control bar once.
* All display elements light up for several seconds:

 *8.8.8.8.8.8.8.8.** Then *0.0000* is displayed.
* Switching off:
* Briefly lift the control bar @ mode. (if you lift the control bar at on/off nothing happens)
* If the balance displays *OFF*, the control bar must be pressed again briefly.
 |  |
| **CALIBRATION**  |  |
|  | * The balance must be calibrated each day before its first use.
* Set the balance in the calibration mode:
* Press the control bar until *CAL* is displayed.
* Release the control bar:

*CAL - - - -* will appear in the display.* As soon as *CAL 100* appears (the *100* blinks), slowly move the calibration lever (located on the lower right hand side of the balance) towards the rear all the way to the stop.
* First *CAL - - - -* appears, then *100.0000* is displayed.
* When *CAL 0* appears (the 0 blinks), move the lever back to its original position.
* *- - - -* followed by *0.0000* appears.
* The balance is now calibrated.
 |  |
| **TARING** |  |
|  | * Place a container on the pan. Weight is displayed.
* Briefly press the control bar.
* Display is blanked out, then *0.0000* is displayed.
* The tare on the container is now completed.
 |  |
| **WEIGHING** |  |
|  | * There are three sliding doors on the balance, one on each side and one on top.
* Open a sliding door on the side and place a weigh boat on the pan.
* Press the control bar to tare.
* When *0.0000* is displayed, dispense the sample to be weighed in the weigh boat.
* Read the weight from the display as soon as the small dot to the left of the digits is no longer displayed.
 |  |
| **MAINTENANCE** |  |
|  | * Maintenance is performed by the Chemistry Department of Harborview Medical Center.
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**References:**

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

Mettler AE163 Balance Operating Instructions