







## UC-CW UC-GT UC-HTT UC-HTT Compact Scale User's Guide

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UC-CW UC-GT UC-HTT User's Guide

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#### Publication Revision History

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C16525600A Rev 04	10/06	Added UC-HTT; restructured manual

#### Disposal



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We, Mettler-Toledo (Albstadt) GmbH Unter dem Malesfelsen 34 D-72458 Albstadt, Germany

declare under our sole responsibility that the product

#### Retail Scale type UC - CW

starting from serial number 2671796 to which this declaration relates, is in conformity with the

following directives and standards:

Directive	Standard
relating to electromagnetic compatibility 89/336/EWG; amended by 92/31/EWG; 93/68/EWG	EN 61000-6-1 EN 61000-6-3
relating to electrical equipment to be used within specified voltage limits 73/23/EWG; amended by 93/68/EWG	EN 60950
relating to non automatic weighing instruments 90/384/EWG; amended by 93/68/EWG	EN 45501
relating to electromagnetic compatibility (EMC) - Part 3-2: Limits for harmonic current emissions (equipment input current < 16 A per phase) extension prA14 15.09.2000	EN 61000-3-2

Albstadt, June 2005

Peter Bürker, General Manager

Mettler-Toledo (Albstadt) GmbH

Dr. Andreas Rinn, Quality Manager

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# Chapter 1.0

Thank you for purchasing a UC Scale. You have chosen the most capable scale instrument available. Mettler Toledo designed the UC for your current and future requirements. The UC can easily adapt to changing process and data requirements. This flexibility protects your investment and helps you keep pace with rapidly changing production and customer demands.



Note: for additional information regarding the UC family of scales, please refer to one of the following manuals:

- UC Software Technical Manual
- UC Service Manual
- UC-CW, UC-GT or UC-HTT specific Parts Catalog

## **Overview**

The METTLER TOLEDO<sup>®</sup> UC family of SmartTouch<sup>®</sup> scales offers very easy programming with a user friendly interface and an open architecture system based on the Microsoft Windows<sup>®</sup> operating system. All scales contain a built-in thermal label printer which is designed for quick and easy roll changes. Also the UC family of scales provides both text and graphical preset keys for easy PLU look-up.

Within the UC family, the UC-CW scale is a low profile counter scale which provides unlimited connectivity. The UC-CW is also available in a dead deck configuration, which is designed to connect to an external scale base and does not have the internal loadcell or customer rear display.

The UC-GT and UC-HTT scales are tower versions of the same UC scale. The UC-GT scale is designed for self-service applications and includes a large 12" color display. It has no rear display. The UC-HTT offers the same large operator display as well as a 12" customer rear display which permits easy readability and the highest impact in added value promotion, merchandizing, and cross-selling to a consumer.

## **Customer Display**

On the UC-CW counter scale and the UC-HTT tower scale the customer display screen can show merchandising messages and graphics. The UC-HTT can display color images as well as graphics. These images can be linked to the specific PLU entered into the scale.





Customer Display on a UC-CW Counter Scale

Customer Display on a UC-HTT Counter Scale

## **Operator Touchscreen**

The Operator display is an easy-to-use Graphical Touchscreen combining an LCD display and touch sensitive keyboard into one unit. It can display text-based preset keys or Graphical image-based preset keys.



## **Power Switch**

The power switch and power cord jack are located under the bottom near the left front of the unit. Press the (-) on the switch to turn the scale power to ON. To turn the scale power off, always exit any editing screens, than press the (o) on the switch to turn power OFF.

Always turn the power switch to off before cleaning the scale.



Power Cord Jack

Located under the front of the unit

## **Network Connection**

The UC family can connect to your Ethernet network using a cable or using a wireless radio. If you use a wired network connection and experience connection problems, make sure your Ethernet cable is connected and seated securely in the jack, located under the touchscreen at the front of the scale.

If you are connected using a wireless radio, you will see a cover protruding from the left side of the counter scale, or the right side of the tower scales, indicating a wireless radio is installed.



RJ45 Ethernet Jack for wired network connections.



Cover for Wireless Radio Ethernet network connection (shown on a counter scale)

## Chapter 2.0 Loading Labels

## **UC-CW Compact Printer**

A label loading diagram can be found on the inside of the printer door for quick reference. Here are detail instructions for loading your labels in to the UC-CW Scale.



Open the printer door by pressing down on the release tab.



Pull the printer out using the green pull-tab on the printer.



Unlock and raise the printhead by pulling up on the latch.

**Note**: when changing a label roll, always look for any buildup. See Chapter 5 for details in cleaning. Note: A 3" label width is usually

compact printer

for the UC-CW.

used in the

Install the label roll on the supply spool and remove about 6 inches of labels from the liner. Slide the labels under the guides and printhead as shown in the illustration.

**Note:** Do not use excessive force to pull out on the green knob!

The knob does not come out all the way. Using excessive force to pull on the knob can result in a broken locking mechanism.



Pull the liner back and route it under the bottom guide. Gently pull out on the green knob on the liner takeup (1) and then slide the liner into slot in the roller (2).

Note: The green knob does not come all the way out!

Note: Do not use excessive force to push the green knob in to lock the liner. Always remove all spent liner from the takeup roller before pushing the knob back in. Using excessive force to push the knob in can result in broken locking tabs on the green knob.



Gently push in on the green knob to lock the liner into place, and then turn the roller clockwise to take up some of the slack in the liner.



Press down on the printhead latch until it locks down.



Shown is the printer with properly installed labels.

Push the printer back in and close the door.

## **UC-GT / UC-HTT Tower Printers**



Open the printer door and refer to the label threading diagram backplate on the printer for reference in loading labels.



Unlock and raise the printhead by pressing the green release latch.

**Note:** A 2<sup>*r*</sup> label width is normally used in the tower printer for the UC-GT and UC-HTT.



For stripped label operation, install the label roll on the supply spool and remove about 6 inches of labels from the liner. Slide the labels in the guides as shown.



Press down on the printhead latch until it locks down.



For your notes

UC-CW/UC-GT/UC-HTT User Guide

## Chapter 3.0 Operating Instructions

This chapter covers operating instructions and explains the various functions on the Main Screen and PLU edit screens. In addition, pricing modes and overrides are explained.

## **Main Screen**

Shown below is the main screen with the various parts of the screen identified.



## **PLU Edit Screen**

Shown below is the Operator by-weight PLU edit screen. If the boxes are white, the values can be changed for that transaction. If the box is not white, the value cannot be changed. This is determined in Setup Mode.



\* = When allowed. See PLU Transaction Setup in Service Scale Setup.

## **Customer Display**

After a PLU is called up by the Operator, the screens below show the PLU data that is displayed on the Customer screens.

1.26 Ib Marco 200 - 2 10 Rel POIX CHOP CHITE CUT Service State Points Sala Poi	1.26 lb	
Member Unit Price Member Total Price \$2.99 per lib \$3.77 Member Saulings: \$0.63	Net Capacity 30b x 0.01 RIB PORK CHOP CENTER CUT	
	Service Unit Price \$3.49 per lb	Total Price \$4.40
Customer Display on UC-CW	Member Unit Price \$2.99 per lb	Member Total Price \$3.77
IOT AVAIIADIE ON DECA DECK)	Member Savir	ngs: \$0.63



Customer Display on UC-HTT (not available on UC-GT)

## **Basic Operation – Print Labels**

There are two ways to call up PLU records: **Preset Buttons** and **Numeric Entry**. Your application could be set up for either text or graphical Presets. Below left is the Main Screen set up for Text based Preset Buttons and below right is a graphical preset screen. You just press the button to call the PLU.



Text Based Presets

**Graphical Presets** 

These buttons select the preset page. PLUs can also be grouped into categories or departments.

ber	U Num	er PLI	Ent	Department Deli Oct 17, 2003 5:23 PM UntilD Deliscale Service		Touch to Zere O.OO Ib Gross Kottor Capacity 30x101 ib	
0							
				8	Database On-Line	Primary	
CLEAR	9. 9.	8	1	PLUF 4 Hard Salami	PLUV 3 Beet Bologna Echrich	PLU#2 Smoked Turkey	PLUF 1 Honey Smoked Ham
	6	5	4	PLU: B Honey Smoked Ham	PLUP 7 Sliced Turkey	PLU# 6 Roast Beef Healthy Chol	PLUES Sliced Ham Water Added
RITER	3	2	1	PLUE 12 Pastrami Armour	PLUS 51 Bilced Munister Cheese	PLUs 10 Italian Irovalone Chees	PLU#9 Amish Swiss Cheese
	DACK SPACE	1	0	PLUE 16 Head Cheese	PLU# 15 Smoked Bacon Sliced	PLU¢ 14 Genoa Salami Armour	PLUE 10 Ham Water Added
Search	ations	) Oper	Settip	PLU/ 20 Menteray Jack	PLU# 15 Baby Swiss Cheese	PLUF 18 Cooked Ham	PLUE 17 Olive Leaf Armour
aton Mo			Béndiy	Virginia Baked	Livenvurst	PLUx 22 anced Armou	PLU# 21 Garile Bologe
	Chicker	și î	Rea	loaves	s ham	cheese	del

Category Buttons/Preset Tab bar

Shown below is the Numeric Keypad. You key in the PLU number, then press ENTER to call the PLU.

Tour O.C	1 to Zero 00 lb acty 30 x 0.01 lb	Departm Oct 17, 2003 UntilD D Gew	Filer PLU Number			o	
	Primary	Database On-Line		7	8	9	CLEAR
PLU# 1 Honey Smoked Ham	PLUS 2 Smoked Turkey	PLU/ 3 Beet Bologna Echrich	Hard Jami	<u> </u>	Ě	Ě	
PLU# 5 Sliced Ham	PLUE 6 Roast Beef	PLU#7 Silced	PL #2	4	5	6	
PLU#9 Amish Swiss Cheeso	PLUE 10 Italian Irovalorie Chees	PLUA 11 Sliced Munster Cheese	PLU 12 Pasta bi Armo	1	2	3	DITER
PLUE 10 Ham Water Added	PLU# 14 Genoa Salami Armour	PLUX 15 Smoked Bacon Sliced	PLUE 16 Head Chees	0		BACK SPACE	
PLUE 17 Olive Loaf Armour	PLUF 18 Gooked Ham	PLU# 19 Baby Swiss Cheese	PLU/ 20 Monterey Jack	80.	6	rations	wareh
PLUF 21 Gartic Bolegna	PLUE 22 Pepperoni Shced Armou	PLU# 20 Livenvurst	PLUE 24 Virginia Baked	bianciry		(	Datch Mod

Numeric Keypad

If forced tare or count is turned on, you will see the following force data wizard screen next. You can place the tray or wrapper on the platter and click "Platter Tare", click "Clear Tare" for none, or click "Enter Tare" using a keypad. Click "Done" when you are finished.



Force Data Wizard Screen

The PLU Edit Screen will display next. On this screen, you can change items like the Shelf-Life or Use-By Date if the box is white. If the field is blue (not white) the value cannot be changed. This is only temporary and the values will revert back to the original values when you press the Clear button or when the screen returns to the Main Screen.



If a box is white, the field can be over-ridden.

PLU Edit Screen

#### **Printing Labels - Service Mode/By Weight**

When you are ready, place the item on the scale and press the **Print** button to print a label. After you take the label and remove the item from the platter, the scale will return to the home screen.

#### **Print Labels - Service Mode/By Count**

Enter the PLU number for a by-count item and press the **Print** button to print a label. After you take the label and remove the item from the platter, the scale will return to the home screen.

#### **Print Labels - Prepack Mode**

Prepack Mode allows you to weigh multiple items of the same PLU. If you are in Prepack Mode, the label will automatically print after placing the item on the platter. After the first label prints, remove the first item from the platter and place the next item to weigh on the platter. After you remove the label from the printer, the next label will print. Repeat this procedure until you are finished. To exit this PLU, press the **Clear** button to return to the home screen.



**Print** button prints the label.

## **PLU Pricing Modes**



PLU is an abbreviation for Price Look Up. The PLU is a reference number assigned to access a product's record that includes fields such as the description, price, tare, etc. Different PLU's will have different pricing modes. Meat is normally sold "By Weight" by the pound or kilogram. Many bakery products are sold "By Count". Other products may be sold in a standard package that all weighs the same (or assumes all weight is the same or a minimum value). The different pricing modes are described in the following sections.

## **By-Weight PLU**

Examples of products sold by weight are meats, cheese, poultry, produce. By-Weight items can be priced in three ways:

**Priced "Per Pound"** - Typically weighed items are priced per the pound. The weight multiplied by the unit price equals the total price of the product to the customer.

**Priced "Per Fraction of a Pound"** (fractional) - The item may also be priced by a fraction of a pound (where legal and desired). Pricing per 1/4 pound and per 1/2 pound is available where it is legal for trade.

**"Pounds for"** price - The PLU may be sold with a pounds for price (rather than price per pound). (2 pounds for \$1.00).

## **By-Count PLU**

Examples of items sold by the count are fruits and vegetables, cookies, donuts, rolls, bread, etc. Example: 4 Apples for \$0.69. The By-Count PLU allows the operator to use the scale for a labeling operation. Pricing is entered as a certain quantity of items for a set price.



## **Standard Pack PLU**

Examples of items sold by Standard Pack include whole chickens, sheet cakes,

bread, etc. The Standard Pack PLU is similar to By-Count and also allows the operator to use the scale for a labeling operation. The labels indicate the net weight of the item and total price of the item.





## **Temporary Overrides**

If the displayed field box is white, you can perform a temporary override.

In the PLU screen below, the Tare, Unit Price, Shelf Life, Use by Date, Extra Text, Label Format, and Accumulator boxes are white, indicating they can be changed. Note that this is only a temporary override and the values will revert to the original the next time the PLU is called.

Note: fields for the Pack Date and Total Price are not white and cannot be changed.



Touch the white field to bring up the various override windows.



Price Override Keypad

## **Operator ID and Password**

Depending on how your system has been setup, you may need to enter both an Operator ID and a Password in order to complete a transaction. By having this required, it adds additional security, as well as reporting and tracking features, to be enabled.

If required, prior to printing or storing a transaction a screen will appear asking for your **Operator ID**. Enter your Operator ID using the keypad. Hit Enter.



Then the **Operator Password** screen will appear. Enter your numeric password using the keypad. Hit Enter.



The PLU transaction will then continue.

## **Memory Mode**

With the UC memory mode, you can store multiple transactions and print one label with the totals for all of the items. To use memory mode, call up the PLU and from the PLU Edit Screen (below), place the item on the platter, and then press the "Memory" button. The screen will return automatically to the home screen for the next transaction.



#### **PLU Edit Screen**

After completing all of the transactions, press the Memory button on the home screen.

U.UUID Gross Motion Capacity 30 x 0.01 lb Printer On-Line - Primary Databasse On-Line PLU# 1 Horney Smoked Ham PLU# 2 PLU# 2 PLU# 3 Beef Bologna Ectricitic PLU# 7 Sinced Ham Water Added Hard Salami PLU# 7 Sinced Ham Water Added Hard Sologna Hard Sologna Horey Sinced Ham Water Added Hard Sologna Horey Sinced Ham Water Added Hard Sologna Horey Sinced Ham Hard Sologna Horey Sinced Ham Hard Sologna Horey Sinced Ham Hard Sologna Horey Sinced Ham Hard Sologna Horey Sincked Ham	er PLU Number				Department: Deli Enter			h to Zero Departme		
Printer On-Line - Primary Databasse On-Line       PLU# 1       PLU# 2       PLU# 2     PLU# 3       Bent Bologna     PLU# 4       Homey     Bent Bologna       Echricht     Hard Salami       PLU# 5     PLU# 6       Sinced Ham     Roast Ekeet       Sinced Ham     Plu# 6       Water Added     Healthy Chel	0					Unit ID: Deliscale Service		UID 1011/10 x 0.01 lb	O.OO ID Gross Motion Capacity 30 x 0.01 lb	
PLU# 1 Horrey Smoked Ham     PLU# 2 Beef Belogna Estrich     PLU# 4 Hard Salami       PLU# 6 Sliced Ham     PLU# 6 Rosst Beef Healthy Choi     PLU# 7 Sliced Ham				0	7	n-Line	rimary Databasse O	Printer On-Line - Pi		
PLU# 6 Sliced Ham Water Added Healthy Choi Turkey Smoked Ham						PLU# 4 Hard Salami	PLU# 3 Beef Bologna Echrich	PLU# 2 Smoked Turkey	PLU# 1 Honey Smoked Ham	
			6	5	4	PLU# 8 Honey Smoked Ham	PLU# 7 Sliced Turkey	PLU# 6 Roast Beef Healthy Choi	PLU# 5 Sliced Ham Water Added	
PLUF 9 Amish Swiss Italian Sliced Pastrami Chesse Tovalone Chess Munster Chess Armour	INTER	EN	3	2	1	PLU# 12 Pastrami Armour	PLU# 11 Sliced Munster Cheese	PLU# 10 Italian Provalone Chees	PLU# 9 Amish Swiss Cheese	
PLU# 13 Ham Water Added Armour Sliced PLU# 16 Back SPACE			BACK SPACE	·	0	PLU# 16 Head Cheese	PLU# 15 Smoked Bacon Sliced	PLU# 14 Genoa Salami Armour	PLU# 13 Ham Water Added	
PLU# 17 Olive Loaf Armour Coked Ham Baby Swiss Armour Chesse Jack Setup Operations Search	earch	Se	ations	Oper	Setup	PLU# 20 Monterey Jack	PLU# 19 Baby Swiss Cheese	PLU# 18 Cooked Ham	PLU# 17 Olive Loaf Armour	
PLUS 21 PLUS 22 PLUS 23 PLUS 23 PLUS 23 PLUS 24 Nestory Bologna Bilced Armou					Memory	PLU# 24 Virginia Baked	PLU# 23 Liverwurst	PLU# 22 Pepperoni Sliced Armou	PLU# 21 Garlic Bologna	
deli cheeses han loaves Roast Chicken		en	Chick	st	Roas	loaves	s ham	cheese	deli	

Home Screen Memory Button calls all of the transactions.

When in Memory Mode, this button will display in **bold `Memory**". When the Memory button is pressed at the home screen, the contents of all the transactions can be viewed, as shown below. From this screen you can continue with another transaction by pressing the "Return" button, delete the entire order by pressing "Clear Order", delete one item by touching the PLU number box for the item and pressing the "Delete Item" button, or print the label with all items tallied on it by pressing the "Print" button.

	View Memory							
Dept #	PLU #	Description	Unit Price	Count Weight	Extended Price			
10	14	Genoa Salami	\$4.98	4.71	\$23.46			
10	9	Amish Swiss Cheese	\$3.99	2.04	\$8.14			
10	2	Smoked Turkey	\$1.99	3.78	\$7.52			
10	18	Cooked Ham	\$2.99	4.67	\$13.96			
10	5	Sliced Ham	\$2.39	5.78	\$13.81			
10	1	Honey Smoked Ham	\$2.89	3.03	\$8.76			
		Total			\$75.65			
Dele	te Item	Clear Order F	leturn		Print			

View Memory Screen

## **Country of Origin Labeling (COOL)**

In software version 2.0 and above, the UC-CW scale supports Country of Origin Labeling (COOL) in conjunction with the new Host CommandV2 only. COOL is supported through specialized Extra Text Records and lists of extra text records that are downloaded to the scale with the V2 Host Commands. The lists are then associated to the PLU record and the application allows the user to choose a preconfigured COOL statement or, in some cases, create custom COOL statements.

#### **Preconfigured COOL Statements**

Preconfigured COOL statements can be one of four types:

- Default COOL preconfigured text.
- Current Preconfigured COOL text.
- Most recently used preconfigured text.
- List of possible preconfigured text for that PLU.

Each is identified on the Preconfigured COOL Statement screen. The current text is the one that is currently selected and would be used if proceeding with the transaction. The most recently used text is the text statement that was last used to complete a transaction and was printed on a label for that PLU.

If COOL is not forced on a PLU, meaning you are able to complete a transaction without selecting a COOL statement to be printed on the label, a No COOL button is available. After selecting the appropriate COOL statement, the user presses the Enter button to proceed. The Cancel button will stop processing of the current transaction and return the user to the main screen.

If the PLU selected has data that will allow the user to construct a custom COOL statement, the Custom button is available.



#### **Custom COOL Statements**

Custom COOL statements are constructed from keywords or production steps and country names. If a PLU record has custom COOL production steps and country names associated with it, a **Custom** button will appear at the bottom of the Preconfigured COOL Declaration screen. If there is no preconfigured COOL text associated with the PLU, the user will be immediately taken to the Custom COOL dialogs.

At this point, the user may select a production step followed by a country and continue in that fashion until they are satisfied with the new custom COOL declaration. At that point, the user touches the **Done** button. The **Undo** button will undo the last entry and you may continue to undo until all countries and production steps are removed. The **Clear** button will completely clear the custom declaration allowing a new declaration to be built.



#### **Forced COOL**

There is a flag on the V2 PLU record that indicates that COOL is to be forced on that PLU. There is also a scale setting within Service Scale Setup that enables forced COOL on the scale. When both of these are set, the scale will not allow a transaction to complete without a COOL statement selected for printing on the label.

#### **COOL Pretext**

COOL Pre-Text is a single text record associated with the PLU in the PLU record. It is not changeable and is always printed on the label. The most common use of it is to identify if seafood is farm raised or caught in the wild.





## **Operations Menu**

When you press the **Operations** button, the Operations screen will display. In this screen you can perform the following functions.

	Operations
1	Void Transactions
	Verify Labels
	Launch User Application
	Return
	Retur

#### **Void Transactions**

Use this feature to void previous transactions so your totals collection will remain accurate. Highlight the transaction, then click the **Void** button.



## **Verify Labels**

This function is used if you wish to print labels of all or selected PLUs. The information printed on the label is determined by the Verify Label Format selected.



### Launch User Application

This function is used to start custom programs that have been configured in your scale. These will vary or may not be used at all in your location. Consult your system administrator for further information.

Launch User Application	
Your Intranet	КоруКаке
-	-
	Return

## **Self Service Mode**

When the scale is in Self Service Mode, no overrides are possible by the user. This is ideal for placement on the floor within a department for Customers to use.

In addition, the Operations button is disabled and removed and the Setup button can be replaced with a different graphic. To return to the Operations menu touch the **UC Graphic** at any time.

Self Service Mode screens are shown below. The self service screen may be configured with or without the numeric keypad. If the Main Screen is configured **without** the keypad, it can easily be accessed by touching the **Keypad** button in the top right.



Self Service Mode with Keypad



Self Service Mode without Keypad

The Keypad can also be centered or to the side of the PLUs. To do so go to **Unit Settings**  $\rightarrow$  Scale Settings  $\rightarrow$  Next and check Self Service Mode with Centered Keypad and then the SAVE button. This will center the keypad rather than have it on the right.

If the **primary database** for the scale is off-line, there is an indicator to store personnel to take corrective action. When the primary database is on-line, the background of the PLU number field is **white**. When the primary database is off-line, the background changes to **yellow**. When yellow and off-line, the scale references the **secondary database** in the scale and can still be used.



#### **Using Self-Service Mode**

The screens can be set up as category keys. Pressing one of the images, such as the "Citrus" key as shown on the above example screen will open pages assigned under this main key (see example screen below).

To call up a PLU and print a label, press the image of the item.



This will call up the PLU screen for that item. The PLU screen will look different based on if the item is by count, by weight or a pre-packed item. Also, if enabled, additional information on the PLU may be displayed.



By - Count display with additional information

By – Pack display with no additional information

Place the item on the platter, and then press the **PRINT** button to print the label. After the label prints, the screen will return to the Main screen.


### Search in Self-Service Mode

If an item isn't found on the screen, press the "Search" button on the Main Screen. This will call up the Search Screen.



By typing in the first few letters of the item, the UC will return a list of items.



Highlight the item by touching it with your finger to call that PLU and return to the PLU Edit Screen or prompt for by-count.

# Search in Service Counter Mode

The **Search** Function is available in both Self-Service and Service Counter (normal) modes. The process of Searching by name or partial name is the same as in Self-Service mode.

However in Service Counter mode you can change Departments via a dropdown menu.



Also in Service Counter mode the "Next" and "Previous" buttons are not available; instead the returned search list is browsed via a scroll bar.



# Chapter 4 Setup

This Chapter covers the Setup screens commonly accessed by an Operator. These include: **Printer & Label Setup**, **Preset Setup**, **Quick Edits**, and **Launch External Application**.

Additional Setup functions are available to the administrator of the scale. These are discussed in the **UC Software Technical Manual**.

Setup is accessed by pressing the **Setup** button on the Main screen. **Note**: if in **Self Service Mode** the **Setup** button may be hidden by a graphic, if so **Setup** can be accessed by pressing the graphic.

The **Setup** screen is shown below. Touch the specific button to enter into the desired setup topics. To return to the Main screen, press the **Return** button.



**Note**: Your particular unit may be configured differently than outlined in this chapter. A password may be required to access setup and not all setup features may be available to you.

# **Printer and Label Setup**

This screen is used to choose store logo, configure the printer, to set up the bar codes printed by the printer, and delete custom label formats.



# **Choose Store Logo**

Select a store logo that will be used on all labels printed on this unit.



# **Label Printer Setup**

From the Label Printer Setup screen you can do a variety of functions to help configure the label.



Label Printer Setup. Initial view - use the scroll bar to view additional formatting options.

## **Refresh and Save/Cancel Buttons**

When the application starts, it loads the available label formats into an internal cache for quick and easy retrieval. Pressing the **Refresh** button causes the application to update its internal cache of the label formats that are available to the scale. So if new label formats or changes to existing label formats have been loaded to the scale, they will only be available after pressing the **Refresh** button.

After you have modified all of the label options, and hit the **Refresh** button, hit the **SAVE** button to save the configuration and return to the **Printer & Label Setup** Main screen.

To exit without saving, hit the CANCEL button.

# **Current Label Stock**

The length of the labels listed in **Current Label Stock** must match the length of the labels that are loaded into the printer.

Standard sizes available include: 1.9", 2.1", 2.4", 3.3", 3.7", 4.2", 4.7", 5.1", and Continuous (roll stock).

# **Run Total Label Format**

Select the style of the label to use when printing totals labels.

#### **Stripped Delivery**

This function enables or disables the take-up motor and label taken sensor. This box should be checked when labels are taken stripped from the liner. The take-up motor will wind up the used liner on the take-up spool and the label taken sensor will prevent another label from printing when one remains in the printer. When this box is not checked, the take-up motor is disabled and the label taken sensor is ignored. Continuous stock should always be run with this unchecked (disabled).

### **Eject Length**

This is the position the label will stop at after printing. If the Eject Length is increased, the label is ejected further outward from the printer. If the Eject Length is decreased, the label moves inward towards the printer. (Default value: 10.0 mm) For example, if the labels are falling off the liner, decrease the value; if labels stick too much to the liner, increase the value.

### **Image Offset**

The Image offset is used to adjust the vertical position of the image printed on the label. It is measured in mm from the rear gap sensor to the printer's print head. On increasing the image offset the image is moved up on the label and on decreasing the value the image moves down on the label. (Default value: 0.0mm)



The printing is **too high** on the label on the left. To lower the printing so it is centered vertically on the label, decrease the Image Offset value.



The printing is **too low** on the label to the left. To raise the printing so it is centered vertically on the label, increase the Image Offset value.



The printing is **properly centered** vertically on the label to the left. No adjustment is necessary.

## **NF Label Format**

Select the label length that will be used for a NutriFact label. Default size is 1.9 inch.

# By Weight Label Formats, By Count Label Formats, Std Pack Label Formats, Prepack Formats, and Process Products Format

Select the default (0) format and alternate formats (1-7) to use for the Printer. This corresponds to the label format field in the PLU record. Setup screen is shown below.



**Barcode Setup** 

Barcodes are configured according to your scanner requirements. See your store IT department and the **UC Software Technical Manual** and **UC Service Manual** for additional information.



Note: use the scroll bar along the bottom of the Label Printer Setup screen to access these formatting options.

# **Printer Adjustment**

The Printer Adjustment menu is used to set the printer density, select the print speed, measure labels, calibrate the printer sensors, and to print a test label.



**Note: Print Density** and **Print Speed** should only be changed by a qualified technician. **Firmware Version** is a system generated field.

#### **Calibrate Gap Sensor**

Calibrate Gap Sensor is used to calibrate the gap sensor with the label stock in use in the printer.

# **Measure Label**

Measure Label can be used to determine the length of the label stock in the printer.



Once the measurement test determines the length of the stock in the printer, the scale will select the associated label stock and format assignments if you touch the **SAVE** button. If you touch the **CANCEL** button the current setting will remain.

### **Print Test**

**Print Test** can be used to test print density and coverage of the label stock that is installed in the printer.

# Stage Label

When pushed, the **Stage Label** button will eject one blank label and set the next label into position for printing. This is required when changing label rolls or when putting in a new roll when the scale is out of labels.

When the scale is in **Self-Service mode**, this is the only way to stage a label without changing back into service counter mode.

## **Calibrate Both Sensors**

**Calibrate Both Sensors** is used to calibrate the label taken and gap sensor with the label stock in use in the printer.

Before running this test, make sure labels are loaded properly with nothing blocking the label taken sensor. If the label taken sensor is blocked, you will see the following error message.

Remove the item blocking the sensor and retry the calibration.



# **Select Printer Model**

A related setting to **Printer & Label Setup** is selecting the proper Printer Model. You, or your system administrator, may need to change the Printer model. Printer models can be adjusted by going to **Unit Setup**  $\rightarrow$  Scale Settings  $\rightarrow$  Next Page  $\rightarrow$  Select Printer Model.

There are two printer models in the UC scale; the **Tower Printer** (UC-GT, UC-HTT) and the **Compact Printer** (UC-CW).

Currently, if a scale has a serrated tear bar, it is considered a Tower printer.

For the standard CW units, the printer model will default to Compact Printer. For the UC-HTT and UC-GT models, the printer model defaults to Tower Printer.

Scale Settings
Select Printer Model Compact Printer Compact Printer Compact Printer Compact Printer Iocalhost
Slide Show
Product Detail Button Name
Help
Previous Page
Save Cancel

# **Presets Setup**

Presets are used for one-touch call up of PLU records. Instead of entering the PLU number, the preset keys are assigned for a specific PLU number and department. Then, when the preset key is pressed, the PLU is automatically called up. There can be many pages of presets and the PLUs can be called from any department. The pages are selected using the Page Buttons at the bottom of the screen. You must first configure the pages, and then the preset keys for that page can be configured.

The use of Presets are a desirable feature to reduce operator time to access a PLU and to make training easier for a new operator. Presets are typically arranged in a hierarchy method so the PLU can be located easily. For example to locate a "Tangerine", an Operator would push the "Produce" department button, then the "Fruit" category button. Within "Fruit", the Tangerine preset would be displayed.

There are two ways to display Presets: Graphical and Text. Graphical Presets have the advantage of being easier for the Operator, and Customers when in Self-Service Mode, due to uncertainty of product name and in an area where multiple languages are spoken.





UC-CW shown using Text Preset Pages.

UC-CW shown using Graphical Preset Pages.

		Department: Deli Dec 17, 2005 5:23 PM		Enter PLU Number			
U.UU ID Gross Motion Capacity 30 x 0.01 lb		Unit ID: Deliscale Service					0
	Printer On-Line - P	rimary Databasse C	n-Line	7	•		CLEAR
PLU# 1 Honey Smoked Ham	PLU# 2 Smoked Turkey	PLU# 3 Beef Bologna Echrich	PLU# 4 Hard Salami				CLEAR
PLU# 5 Sliced Ham Water Added	PLU# 6 Roast Beef Healthy Choi	PLU# 7 Sliced Turkey	PLU# 8 Honey Smoked Ham	4	5	6	
PLU# 9 Amish Swiss Cheese	PLU# 10 Italian Irovalone Chees	PLU# 11 Sliced Munster Cheese	PLU# 12 Pastrami Armour	1	2	3	ENTER
PLU# 13 Ham Water Added	PLU# 14 Genoa Salami Armour	PLU# 15 Smoked Bacon Sliced	PLU# 16 Head Cheese	0		BACK SPACE	
PLU# 17 Olive Loaf Armour	PLU# 18 Cooked Ham	PLU# 19 Baby Swiss Cheese	PLU# 20 Monterey Jack	Setup		rations	Search
PLU# 21 Gariic Bologna	PLU# 22 Pepperoni Sliced Armou	PLU# 23 Liverwurst	PLU# 24 Virginia Baked	Memory			Batch Mo
deli	cheese	s ham	loaves	Roa	ast	Chicke	

Below are Main Screens examples of Text and Graphical Preset Pages.

Example Screen with Text Based Preset Keys



Example Self Service Screen with Graphical Preset Keys

# **Preset Page Setup**

Press the "Setup" key on the main screen and then the "Presets Setup" key on the Setup screen to display the Preset Setup screen. Shown below is the Preset Setup main screen.

There are three options which allow the Operator to set up the Keys (PLUs), Pages, and select **Display Options**. These are covered in the following sections.



Note: You must first configure the Pages, and then the preset Keys for that page can be configured!

# Add Page

Page 1 Deli Keys 1 PLU# 4 KOSHER BOLOGN PLU# 1 ROAST BEEF PLU# 2 ROAST BEEF ROUND PLU# 3 BOLOGNA 1-Pages 2 Add Page PLU# 8 HONEY HAM PLU# 5 GERMAN BOLOGN/ PLU# 6 THUMANS BOLOGNA PLU# 7 COOKED HAM Go To Page Edit Page PLU# 12 RUSSER OLD FASHION LOA PLU# 9 VIRGINA BAKED HAM PLU# 11 OLD FASHI LOAF PLU# 10 TURKEY HAM Remove Page Add Linked Page PLU# 14 PEPPERED HAM LOAF PLU# 15 COOKED SALAMI PLU# 16 SENOA SALAI PLU# 13 OLIVE LOAF Remove Linked Page Remove All Pages Swap Pages Herb/ Speci Fruits Veggies

To add new pages, press the Pages button (1) then press the Add Page (2) button.



This will give you an initial screen that you can select the overall look of the Page. Including the **Page Format (1)** and **Page Layout (2)**.

If you wish the page to be accessed using a button on the bottom of the screen, select the check box **Show on Tab Bar? (3)**. If the page will be used as a link accessed by pressing one of the preset keys, leave the box unchecked.

Page Format: select either "Text-based page" or "Graphical page".







You can add pages automatically by selecting "By Department" for the "Page Type", or manually using "Custom". If you select "By Department", pages of preset keys for all of the PLUs in that department will be created. To program the preset keys manually, select "Custom" from the drop down menu. Select either "By Department" or "Custom" from the drop down list and press **Next>** to continue.



# Adding Preset Pages "By Department"

If you are adding pages by department, next select the department from the drop down list and press **Next>** to continue. Then select the department pages you wish to create from the drop down menu.



The number of pages that will be automatically created by using the PLUs from the selected department will be shown.



Remember to press the SAVE button to save your new presets before exiting the Preset Menu.

You can go back by pressing the **<Back** button, finish by pressing the **Done** button, or cancel all by pressing **Cancel**.

Note: When you are all done programming presets, remember to press the **Save** button before exiting Program Presets to save your settings.

# Adding Pages using "Custom"

First select "Custom" from the dropdown menu, then press Next>.



To edit the page name, press the **Rename Page** button.



Type in the new page name on the keyboard. The **Enter** key will move the cursor to the next line when two or more lines of description are needed.

Press Apply to continue or Cancel to quit without saving changes.

You may also add an **Alternate name** (1) for the page. This name will be used when the **Alternate Language** button (2) is pressed. The exact same process as just outlined is used to set or edit the alternate page name.



Your new page will be displayed and now can be edited.

# **Hide Menus Button**

To preview a page, press the **Hide Menus** button (3) on the Main Preset page. This will preview the complete page layout, without the programming function keys such as "Keys" and "Pages" being displayed.

This will show the page as it will display on the normal operation screen.

Press the **Show Menus** button (4) to return to editing mode.

Note: while viewing the screen in Setup Mode without Menus, the phrase "*This unit is in setup mode*" will display along the bottom of the screen. This phrase does not appear on the normal operation screen.



4

# **Edit Preset**

Use **Keys/Edit Preset** to add or modify a preset key or to select a Page that will display as a preset key for categorical presets including pages that do not show up on the tab bar. To modify a button, (1) press the preset key you wish to edit, press the **Keys** button (2) to display the drop down menu, then press the **"Edit Preset"** button (3).



# **Edit Preset**

Press "Choose PLU" or "Choose Page" to select a PLU or to link to another page.



If you pressed the Choose PLU button, there are two methods to find PLU; List and Search.

### **Choose PLU - List Method**

Select the department where the PLU is located by touching the + button next to the department. You can scroll through the list of PLU numbers. Select the PLU you wish to use by touching it so it is highlighted, then press the **Select** key.



### **Choose PLU - Search Method**

When you touch the **Search** key, you can find a PLU by the PLU number or the Item description.



For example, a search of the description "Man" returned the following results:



Highlight the PLU you wish to use, then press the Select key.

#### **Configure Preset Buttons**

You can then modify the Preset Button description by pressing the **Edit the Description** key, go back to select a different PLU by pressing **<Back**, or complete the procedure by pressing **Done**.

You may also add or edit the **Alternate Description**. This description is displayed when the alternate language button is pressed.

#### **Text Based Page**



#### **Graphic Based Page**

If you are editing a graphic based page, the second screen allows you to select the graphic and edit the descriptions as shown below.



The Service Application Software contains an extensive collection of images for produce, bulk foods, and candy. To select an image to display on the preset key, press the "Choose a Graphic" button.

Scroll through the graphic list using the scroll bars on the right, then touch the file to select the graphic. A picture of the image will display whenever a file is highlighted, as shown below. Touching "Top" will scroll to the top of the image list and touching "End" will scroll to the bottom of the image list.



Click **Done** to confirm the selected image.

At this point, you can press "Edit the Description" to change the default description, Done to quit or program another preset, Cancel to exit, or Back to select a different PLU.

You may also edit or add an alternate description by pressing "Edit Alternate Description". The alternate description is used when the alternate language button is pressed.

# **Display Options**

The Display Options button allows the following items to be configured.



### **Top Page**

**Top Page** allows you to configure the page that displays first, every time you return to the main screen. The selection includes the entire configured page and a feature called "Top Sellers".

# **Display Page**

This feature selects whether to display either the Top Page each time the scale returns to the home screen, or to display the "Last Used" page. If you select Top Page, configure the page you wish displayed under the "Top Page" settings.

### **Auto Configure Settings**

If you select Top Sellers, the UC will automatically configure the page for the PLUs that are used the most. To set the frequency of the auto refresh of the page, refer to the Software Technical Manual. To immediately create or refresh the Top Sellers page, press the "Create/Refresh Page" key.

Display Options Top Rage Top Sellers Auto Configure Settings Create/Refresh Page Auto Configure Return

# **Finishing the Page**

When you are finished programming presets, remember to press the **Save** button to save your work before exiting. To exit without saving any of the changes, press the **Cancel** button.



The **Quick Edits** selection is used to change some of the more common numeric data in a PLU record. The Quick Edit function changes the record in the scale database immediately. Items that can be changed include the price, tare, shelf-life, and use-by date. An external keyboard is not required to use Quick Edits. Quick Edits is not for adding new records or deleting PLU's. When selecting the Quick Edits function, you will first be asked to select the department for the PLU data you wish to change.



Quick Edits is accessed by pressing the **Setup** button on the Main screen. The Setup screen is shown below. To return to the Main screen, press the **Return** button.

Touch the **Quick Edits** button to enter the Quick Edits mode. This will give you the **Quick Edits Wizard**.



> Un	Quio	ck Edits	Wizar	d		
Pri		Enter PLU Number				
					0	
Qu		7	8	9	CLEAR	h
Sei	Department: Deli	4	5	6		
Qu		1	2	3	ENTER	
> Sh		0		BACK		ct
	< B:	ack	Cance			
	- Bi	ack	Cance			Retur

Select the department, and then click Next to display the Quick Edit main screen.

The main screen shows the current department. Enter a PLU number on the touchpad and press the Enter key.

The PLU data will be retrieved from the scale database. To change any of the displayed fields, touch the box that displays the data.

Quick Edits					
Tare	Unit Price				
0.00	\$7.99				
	Shelf Life 4/21/06				
PLU: 3430 BOARS HEAD BLACK FOREST HAN	Use By Date 4/21/06				
	Select Label Format				
Frequent Chapper Ture	Eroquent Chapper Value				
None	0.0				
Save	Cancel				

For instance, to change the **Unit Price**, touch the box displaying the Unit Price. You will then be presented with a touchpad that can be used to change the price. Key in the new price and press the Enter key. (Don't forget to enter the decimal point).



The PLU can also be converted to a **Frequent Shopper** price by touching the Frequent Shopper Type and Price boxes.



You can also change the **Shelf Life** or **Use By** dates by touching the appropriate boxes and selecting a new date from the calendar. Touch the arrow keys at the top to change the month. Touch the new date, and then press the OK key.



You can also enter the date numerically by touching the "Use Numerical Keypad" key.

# **Launch External Applications**

Use this function to access the UC Editor, UC Remote Setup, UC SmartLabel, the Report Generator, and Touchscreen Calibrator; as well as any user loaded programs.

You may want to consult your system administrator or consult the **UC Software Technical Manual** or **UC Service Manual** prior to accessing some external applications.



# **UC Editor**

UC Editor is a separate application that is used to manage the scale item database. With UC Editor, you can add, edit, or delete PLU records, Extra Text, Graphics, Nutritional Information, Action Messages, and Grades. Use this editor to create and edit departments in the scale database and manage department information, such as name, UPC, and store address lines.



<mark>∲<mark>UC-Editor</mark> <u>F</u>ile Na<u>vig</u>ate <u>D</u>ata</mark>	De <u>p</u> artment <u>S</u> cale Commu	nication <u>H</u> elp				
PLU Extra Text	Nutrifact Graphic Grav	de Action COOL	COOL List			
DEPT         0         Me           PLU NO         1         1           * Item No         6015         1	at I	DESCRIPT		MISC ASS 10 t Weight(oz) 0 Force Net Weight Manual Mode PLU	Extra Text Action Grade Nutrifact	
COOL Text List 0	COOL Country 1	A Text List	SSOCIATED COOL COOL Production Text List	0 COOL Pre	Text 0	
PRICE PLU Type By Weight / LBS For  Price Per Qty 1		Type None Price 0	IENT SHOPPER	Graphios           Graphio No         0           Dayglo No         0           Sat Graphic         0		
Price	3.99	BACKROOM OPTION	IS Date For bel Turn Lab	warding COOL Tr bel	acking Forc	
Desc Line 2 Size Barcode Type	LABEL FORMATTING Same Size RSS	▼ ▼	RSS Elements	Blank Blank Shelf Life Blank Use By Date	DATE Shelf Life(Days)	
<ul> <li>Statistics</li> </ul>						



To edit PLU information, an optional USB programming keyboard is required.

# **UC SmartLabel**

SmartLabel is used to format custom label formats.

Refer to the UC Software Technical Manual for details on SmartLabel.





For your notes

# Chapter 5.0 Maintenance

# **Unit Cleaning**

• Disconnect power.



- Do not use solvents or commercial cleaners on the unit. They may harm the surfaces or damage the touchscreen.
- Do not spray directly on or at the unit
- Touchscreen and Customer Displays Only use a soft clean cloth dampened with mild detergent and water to clean the Touchscreens and Customer display screen. Do not scrape with sharp objects.
- Covers and Platter Clean using a soft clean cloth dampened with a mild cleaner or detergent and water.



# **Printer Cleaning**

Clean the printhead anytime you notice the print quality has degraded. Slide the printer out, lift the printhead, and cleaning the printhead where it contacts the labels on the bottom using the cleaning pen or alcohol and a cotton swab to remove any label debris or glue.

#### UC-GT / UC-HTT Tower Printer



**Compact Printer:** Lift the green latch to release and raise the printhead.

Tower Printer: Unlock and release the printhead by pressing down on the green latch.

#### **UC-CW Compact Printer**





sharp object to scrape the printhead. This may cause serious damage.

WARNING! Do not use any metal or



Use the Cleaning Pen to clean any glue or debris from the black stripe area of the printhead. A cotton swab and alcohol may also be used in place of the cleaning pen.



**Printer Roller** 

When doing regular maintenance, or when changing a label roll, check for any buildup on the Printer Roller (located under the tear strip).

When the printer is pulled out and before the new label roll is installed, rotate the Roller by pushing the Stage Label button (Setup  $\rightarrow$  Printer/Label Setup  $\rightarrow$  Printer Adjustment  $\rightarrow$  Stage Label). And then use the Cleaning Pen to get rid of excess buildup.

If dirt and dust have gotten built up on the rubber portion of the Printer Roller, it also can be cleaned with alcohol and a cotton swab. Again use the **Stage Label** button to rotate the Roller, wipe the Roller with an alcohol-moistened cotton swab. Rotate the Roller again and repeat the above procedure until the Roller is clean.

FOR SAFETY: Do NOT touch Rollers with your fingers while the Rollers are in motion.



For your notes


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