



Scale Tech, Ltd.

5601 Enterprise Blvd.

Toledo, OH 43612

Phone: 419-729-5240 Fax: 419-729-0462

scaletechltd.com

A2LA (ISO/IEC 17025:2005 & ANSI/NCSL Z540-1-1994) Calibration Lab Code: 2369.01



Packaging Lab Balances For Shipment:

Top loader types

1. Always remove the weighing pan (and subpan if there is one) before packaging. Shipping the unit with the pan in place will almost certainly damage the weighing cell. Laboratory balances do not use the same mechanism as scales, and are much more fragile. Pack the pan (and subpan) so that no pressure is applied to the weighing cell.
2. Place the instrument in a plastic bag, to keep cushioning material out of the instrument.
3. Use a large box. An adequate box has room for at least 3 inches of loose-fill material (Styrofoam peanuts, or similar) around the instrument. If possible use a bigger box, with room for more shock absorbing material, and then place this box inside another box with additional cushioning material. Scale Tech always double boxes, with double layers of loose fill. We recommend double boxing for better protection against shipping damage.
4. If the unit uses a wall-mount power supply, include it. Do not send standard power cords.
5. Enclose the Scale Tech Service Request Form Found on our Website; either inside the packing list envelope, or attached directly to the instrument with removable tape.

Analytical Types (units with glass doors)

1. Remove the weighing pan. Wrap it in several layers of bubble-pack material.
2. Place the instrument in a plastic bag, to keep cushioning material out of the instrument.
3. Verify that the floor plate of the weighing chamber is secure, and can't move even if the shipping box is turned upside down.
4. Use a huge box, with room for at least 3 inches of loose-fill material on all sides. SCALE TECH double boxes, using an outer box which is 26" tall, 23" long, and 19" wide.
5. Tape the doors shut using masking tape. Some units can have the doors removed. Call if you need help with this. For Mettler AT's see: "AT -- Packaging and Glass Doors / Mettler." Call SCALE TECH for help.
6. Place any accessories (the wrapped pan, sub pan, and any other parts) in a separate box or bag close to the top of the box.
7. If the unit uses a wall-mount power supply, include it. Do not send standard power cords.
8. Enclose the Scale Tech Service Request Form Found on our Website; either inside the packing list envelope, or attached directly to the instrument with removable tape.

Mettler AT -- Packaging and Glass Doors

Warning:

Mettler uses specially shaped glass doors on these instruments. Unless the instrument is shipped using the precautions below, the glass doors will almost certainly be broken. Cost of doors and glass alone is approximately \$1000. SCALE TECH does not need the glass to repair the instrument, so please do not ship it to us. Please contact us before you ship these instruments.

To Remove glass:

1. Find a box to keep many small parts in. Remove the three screws securing the back panel-- one on the top and two on the bottom. Do not remove the two in the center. Remove the panel. Remove the two screws securing the rear feet.
2. Be on the lookout for the many small parts associated with the door rollers. Notice how this comes apart, since you will have to reassemble it later. Remove the display assembly (two screws; watch out, it will "pop" forward and fall on the floor), which is secured with one screw. Remove all glass and door parts, and set these aside for safe storage. Remove the front glass too; it is secured with two screws.
3. From the rear (about 1/2" below the top, centered left to right), remove the brass post that extends from the rear towards the front. Remove the screw in front of the weighing pan which holds down that white metal shroud. Now the glass at the rear of the weighing chamber can be removed. Replace the back panel and rear feet.

To reassemble:

1. Same as the instructions in #1 above.
2. Top glass is "U" shaped. Reassemble the top door with rollers.
3. Start the top onto the instrument. Be sure the rollers on both sides are properly engaging the tracks; then slide the whole top glass forward.
4. The "L" shaped side doors can now be slipped into the appropriate slots.
5. Attach rear leveling feet, then the rear panel.
6. Attach front glass using two screws.
7. Attach display by plugging it in and securing with one screw from the bottom.

