



# Manually Adjusting Scale System Date Through Keypad Menus

PRESS AND HOLD THE REPORTS/SUPER BUTTON

PASS will be displayed

Type 111 into the numeric keypad

Press the ZERO button to enter this value as a passcode

BUSY is displayed

USER is displayed

Press the SELECT button once

TIME is displayed

Press the UNITS button

DATE is displayed

Press the SELECT button

SET is displayed

Press the SELECT Button again

YYYY- 20 is displayed

Type in the numeric value of the current year (last two digits won't display but don't worry they're there)

Press ZERO button to confirm entry

MM-1 is displayed

Type in the numeric value of the current month

Press ZERO button to confirm entry

dd-1 is displayed

Type in the numeric value of the day of the month that it is

Press ZERO button to confirm entry

SET is displayed

Press the TARE button several times to exit this menu until

SAVE NO is displayed (if you think you messed up and don't want to save anything press the ZERO button once to exit this menu without saving any of the changes you may have made errantly)

If you want to save your changes

Press UNITS button once



SAVE YES is displayed

Press the ZERO button once to confirm

Press the reports button once followed by the ZERO button to run a scale grand total report and verify date in footer