Model GLS30

Model #:_____

Serial #:_____

**NTEP Approved
Meets NIST
Handbook 44 Criteria
Legal for Trade**

Power supply

Instruction Manual for Globe Price Computing Scale Model GLS30

For all after sales support, visit www.globefoodequip.com

- **Complete the Warranty Registration**
- **Find an Authorized Servicer**
- **View Parts Catalogs**

For additional Technical Support call Globe at 1-866-260-0522.

- IMPORTANT SAFETY NOTICE -

This manual contains important safety instructions which
must be strictly followed when using this equipment.

Maintain and use this manual as a reference for training.

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Important Notice

IMPORTANT!

YOU MUST CALL THE LOCAL WEIGHTS AND MEASURES OFFICE BEFORE USING YOUR NEW SCALE. WEIGHTS AND MEASURES IS NORMALLY A DEPARTMENT WITHIN THE COUNTY AUDITOR'S OFFICE. THIS SCALE MUST BE CERTIFIED BEFORE IT CAN BE USED.

NOTE: YOU RUN THE RISK OF BEING FINED IF THIS SCALE IS NOT CERTIFIED BY YOUR LOCAL WEIGHTS AND MEASURES DEPARTMENT.

Safety Tips

This manual contains a number of precautions to follow in order to help promote safe use of this equipment.

Warnings affecting your personal safety are indicated by:

⚠WARNING

Warnings related to possible damage to the equipment are indicated by:

⚠CAUTION

⚠CAUTION

To ensure safe operation, the general safety tips below must be followed.

- **DISCONNECT** scale from power source (unplug) before servicing or opening.
- **ONLY** use trained and qualified service personnel for repairs.
- **ONLY** use correct type and rating of parts.
- **NEVER** immerse scale in water.
- **NEVER** put scale in a dishwasher.

Unpacking & Installation

UNPACKING:

1. Inspect the package carefully before unpacking. Note any damage on the delivery paperwork and take pictures.

2. Unpack the price computing scale immediately after receipt. If the machine is found to be damaged, immediately contact us at help@globefoodequip.com or call 1-800-347-5423 ext. 256. Please include your name, serial #, item that is damaged, explanation of the damage and photographs if possible. The damage must be reported to Globe within 7 days from the time of shipment. Refer to Globe's Freight Damage policy for more information. https://globefoodequip.com/support/order-return-policy.html

INSTALLATION:

NOTE: The scale comes packaged with a plastic cover. The scale can be used with or without the plastic cover. Make sure the plastic cover is secure on the scale and does not touch the weigh platter. Weighing results may be affected if the plastic cover touches the weigh platter.
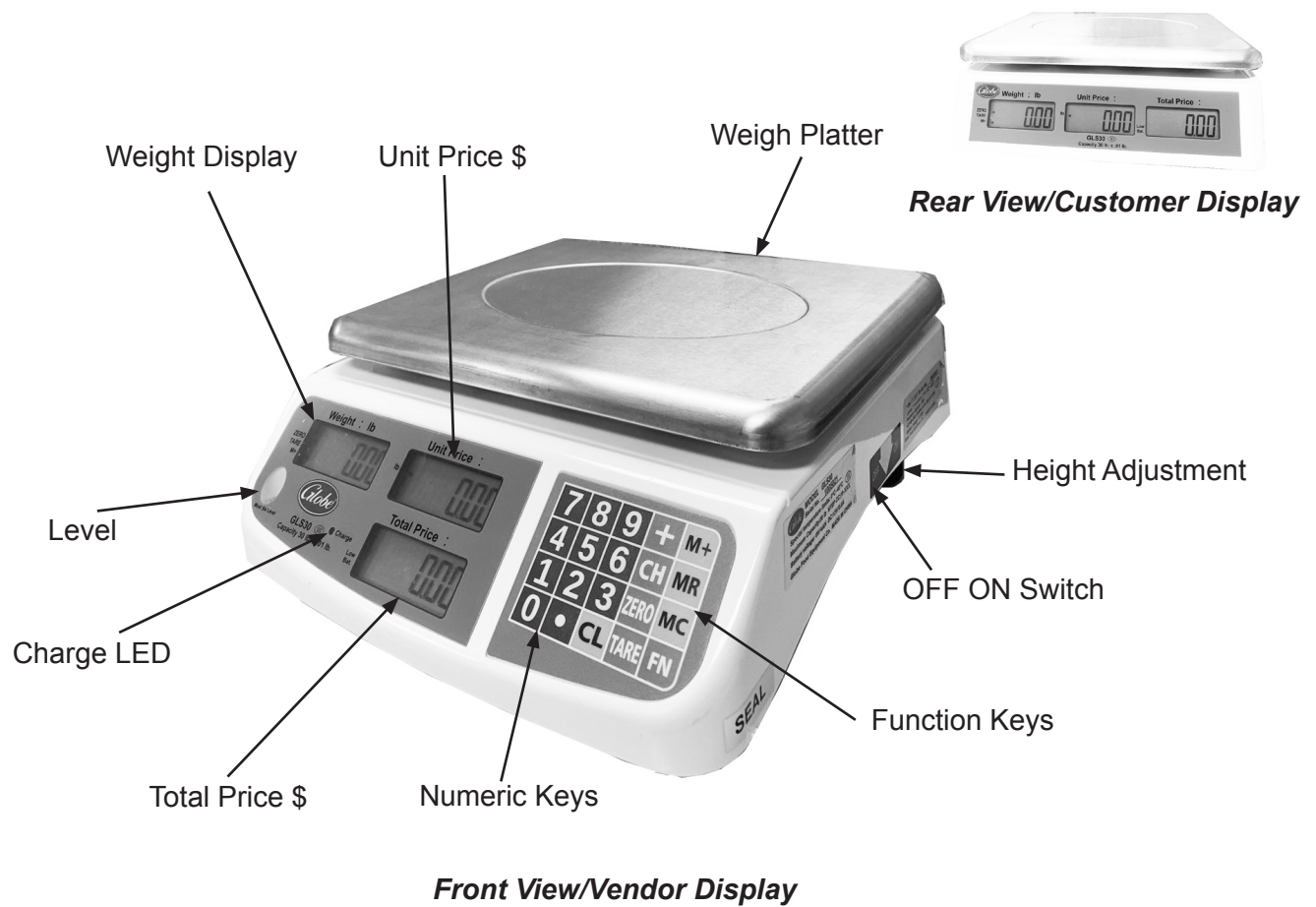
1. Put scale on a stable, flat surface.

2. Get power to unit (see power supply options below).

    a. AC Power - Connect AC Adaptor to receptacle located on bottom of scale and plug it into an electrical outlet.

    b. DC Power - Scale can be operated by the built-in rechargeable lead storage battery.

       NOTE: The battery will last for 100 hours of continued use. Once the LOW BATT indicator lights up, scale will keep working 10 hours until scale automatically shuts down.

       To recharge battery, connect AC adaptor to scale and plug it into an electrical outlet. It will take about 20 hours to fully charge battery.

3. Put the stainless steel weigh platter over top portion of scale.

4. Rotate four adjustment feet until level bubble is aligned in the center of circle. This indicates the scale is level.

Key Scale Components

Weight Display   Unit Price $ Weigh Platter

Rear View/Customer Display

Height Adjustment

Level

OFF ON Switch

Charge LED

Function Keys

Total Price $ Numeric Keys

Front View/Vendor Display

Keypad Functions & Display Indicators

KEYPAD FUNCTIONS

0 9 — Numeric Entry
Used to key in numeric data (unit price).

• — Decimal Point
Used to enter decimal point.

CL — CLEAR
Used to clear unit price entry.

+ — Plus Symbol
Used to enter value of non-weighed item.
Also functions as a calculator.

CH — CHANGE
Calculates the change due to customer after payment.

ZERO — ZERO
Used to adjust scale weight to zero.

TARE — TARE
Used to subtract weight of food container or handling paper.

M+ — Memory Unit Price
Used to show total price of several weighed items. Display accumulation results in Total Price window.

MR — Memory Recall
Used to recall data stored in memory. Display accumulation results in Total Price window.

MC — Memory Clear
Used to clear data stored in memory unit price and plus symbol.

FN — Function Key
Used to enable/disable scale backlight and display battery voltage.

DISPLAY INDICATORS

Low Bat.	Arrow indicator displays when the battery level becomes low.
ZERO	Arrow indicator displays when the weight value is zero.
TARE	Arrow indicator displays when a tare weight has been set.
M+	Arrow indicator displays during accumulation.
Charge	When used with AC power supply. Red LED indicates the battery is being charged. Green LED indicates the battery is fully charged.
Unit	Arrow indicator displays unit lb.
Table Stability Arrow Indicator	When enabled, arrow indicator displays above the ZERO display text.

FUNCTION KEYS

FN + 0	Enable or Disable backlight.
FN + 5	Displays battery voltage. Press CL key to return to weighing mode.
FN + 4	Enable or Disable in order to display the weight is stable. By default the function is always disabled.

Operating Instructions

⚠ WARNING   *To disconnect AC power supply, remove electrical plug from electrical outlet.*

NOTE: Turning scale off at end of day will lengthen the life of scale display.

Weighing Single Items

1. Make sure nothing is on or touching weigh platter.

2. Use OFF ON switch to turn scale on. A beep will sound, display will cycle through 000000-999999, then the display will show scale specifics, another beep will sound and then display will show 0.00. The ZERO indicator arrow and lb indicator arrow will display.

3. To enter tare weight:

   a. Put tare weight item or container on weigh platter and press TARE key to save setting. The TARE indicator arrow will display.

      NOTE: To display the tare weight, remove the weight item or container from the platter. The tare weight will then display as a negative number.

   b. Put item onto weigh platter. The ZERO indicator arrow will no longer be displayed.

      NOTE: The item on the platter, must include the weight item or container used to set the tare. The item weight cannot be calculated if the tare weight item has been removed.

4. Use the numeric keys to key in unit price, dollar value first, then press the decimal point key and then cents. Display will show weight, unit price and total price.

5. Remove item from platter.

    NOTE: The unit price and tare weight are stored until new values are keyed in.

   a. Press CL key to clear unit price.
   b. Press TARE key to clear tare weight. The TARE indicator arrow will no longer be displayed.

Weighing Multiple Items With A Cumulative Total

1. Follow steps 1 through 5 above for weighing single items. Before removing item, press M+ key to add total price into memory. The M+ indicator arrow will display.

Example:
   A customer buys 2.2 lb of product, with a unit price $8 and 1.1 lb of product, with a unit price $5.
   1. Put the 1st item (2.2 lb) on the weigh platter then enter unit price ($8).
   2. Press M+, the total price is added to the accumulated memory.
      Display will show: Weight as Add=01, Unit Price as blank and Total Price as current total.
   3. Remove 1st item, put the 2nd item (1.1 lb) on the weigh platter. The display will not change. Enter the 2nd items unit price ($5).
   4. Press M+, the total price is added to the accumulated memory.
      Display will show: Weight as Add=02, Unit Price as blank and Total Price as the new total.
   5. Press CL to clear unit price and return to weighing state.

Operating Instructions

Add Non-Weighed Items To A Cumulative Total

1. Follow step 1 and Example steps 1-5 for weighing multiple items.

Example:

A customer buys two non-weighted items.

1. Enter first item's price ($15)
2. Press + to add $15 to total price.
3. Enter second item's price ($50)
4. Press + to add $50 to total price.

NOTE: Weighed and non-weighed items can be added at the same time for a singe total price.

Recall Memory Of Items Entered

Recall Memory is used to recall the items a customer has purchased.

Example:

To recall memory of the 4 items the customer has purchased.

1. Press MR to recall 1st item (Add-01), its weight, unit price and total price.
2. Press MR to recall 2nd item (Add-02), its weight, unit price and total price.
3. Press MR to recall 3rd item (Add-03), its weight, unit price and total price.
4. Press MR to recall 4th item (Add-04), its weight, unit price and total price.
5. Press MR again to display accumulated times and accumulated amount.

Change Function

Change Function is used to enter in amount received from a customer, in order to calculate and show change required.

Example 1:

A customer purchases 4 items with total price $88.10 and pays with $100.

1. Press CH key. Total price owed from items weighed or entered will display in Unit Price.
2. Enter dollar amount received from customer. Change due will display in Total Price.
3. Press CH key to return to normal operation.

NOTE: Additional items can be added to the total even after the Change Function has been started. Press the CH key to return to normal operation. Add additional items as normal and press the CH to re-enter the Change Function with the new total.

4. Press MC key to clear accumulation memory. Arrow indicator for M+ will no longer be displayed.
5. Press TARE key to clear tare.

Example 2:

For single weighed items the M+ button must be pressed before the scale will calculate the change.

1. Follow the Weighing Single Items instructions on page 8.
2. Press the M+ key.
3. Follow the Change Function instructions, Example 1, Item steps 1-5 above.

Example 3:

For single non-weighed items the "+" button must be pressed before the scale will calculate the change.

1. Enter the item price.
2. Press the "+" button.
3. Follow the Change Function instructions, Example 1, Item steps 1-5 above.

Cleaning & Maintenance

⚠ WARNING

To ensure your personal safety, DISCONNECT THE AC POWER SUPPLY BEFORE CLEANING.

⚠ CAUTION

- **NEVER** place the scale in a sink or dishwasher.
- **DO NOT** hose down or pressure wash any part of the scale.
- **DO NOT** allow moisture to get into the load cell mounted under the scale weigh platter. Water damage **IS NOT** covered under the limited warranty.

1. If scale is operating on AC power, unplug scale.

2. Remove stainless steel platter and wash it with warm, soapy water. Spray or dip platter only in sanitizer per HACCP requirements.

3. Soak a clean cloth in a mild detergent and warm water solution. Ring out excess water from the cloth. Clean and wipe down entire scale. Use a mild, non-bleach, non-chlorine sanitizer, making sure to dilute sanitizer per the supplier's instructions.

Troubleshooting

PROBLEM	SOLUTION
Nothing happens when power switch is turned on	Make sure the scale is plugged into a live outlet
Reading weight is unstable	Make sure the weigh platter is seated properly and no objects are touching the weigh platter from above, side or below
	Make sure scale is level
	Check for air currents, vibration or unstable mounting surface
Weight display shows "EEEEEE" or does not show "0.00" with an empty platter	Make sure the weigh plater is seated properly and no objects are touching the weigh platter from above, side or below, then press the "ZERO" key.
Charge light does not come on when scale is plugged in.	Make sure the scale is plugged into a live outlet
	Replace AC/DC adapter
The scale does not weigh properly	Requires calibration