



# Ultima System Operator Manual

<b><u>COP Device #</u></b>	<b><u>GMO Models</u></b>	<b><u>Product Description</u></b>	<b><u>Service Reference #</u></b>
<i>Ultimc4-1</i>	<i>U2000CP1</i>	<i>Control Panel (30)</i>	<i>ML – 28811</i>
<i>Ultimc2-1</i>	<i>U2000CP2</i>	<i>Control Panel (30)</i>	<i>ML – 28821</i>
<i>Ultimc3-1</i>	<i>U2000CP3</i>	<i>Control Panel (102)</i>	<i>ML – 28810</i>
<i>Ultimc1-1</i>	<i>U2000CP4</i>	<i>Control Panel (102)</i>	<i>ML – 28820</i>
<i>Ultimp1-1</i>	<i>U2000P1</i>	<i>Printer</i>	<i>ML – 28812</i>
<i>Ultimp2-2</i>	<i>U2000P2</i>	<i>Printer</i>	<i>ML – 28819</i>
<i>Ultimsp-1</i>	<i>U2000P3</i>	<i>2<sup>nd</sup> Printer</i>	<i>ML – 28813</i>
<i>Ultimsa-1</i>	<i>U2000S1</i>	<i>Stand Alone Scale</i>	<i>ML – 28808</i>
<i>Ultimsn-1</i>	<i>U2000S2</i>	<i>NSW Scale</i>	<i>ML – 28816</i>
<i>Ultimsc-2</i>	<i>U2000S3</i>	<i>Scale Conveyor</i>	<i>ML – 28859</i>



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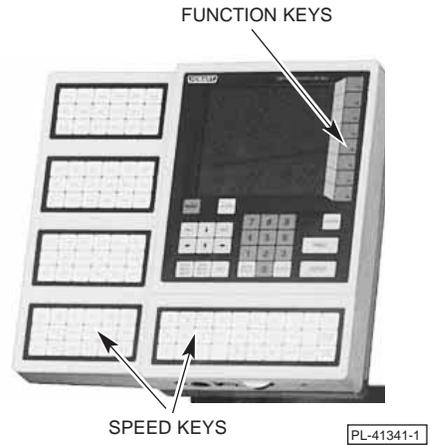
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# Chapter One: Introduction

- ◆ Introduction
- ◆ FCC Note
- ◆ Verify Correctness of Weight & Price
- ◆ Operator Manual Overview

**Introduction**

The Ultima Scale Printer System can handle a broad variety of products for meat, produce, fish, cheese, or bakery departments. It functions as a prepack system with Hobart wrapping and labeling equipment. It gives you merchandising capabilities with multiple fonts, graphics, and label types and allows for flexibility in label design.



*Ultima 2000*

The easy to use control panel allows for productive operation. All necessary operator data appears on the screen and Function Keys (F1-F8) provide easy access to PLU information. Speed Keys can be used for the most frequently used PLUs. An optional panel is available with 72 additional Speed Keys.

This Operator Manual describes product weighing and label printing. The companion Supervisor Manual covers programming and setup.

**FCC Note**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference; in which case, the user will be required to correct the interference at his own expense.

**Verify Correctness of Weight & Price**

Verification of information on labels should be made routinely. Check the multiplication of price-per-pound times weight, and check the indicated weight against printed weight. Weigh the same package several times to verify consistency. Keep in mind that some packages which weigh near the middle of the .01 lb. increment will normally vary up or down by .01 lb. Greater variation than .01 lb. indicates a need for adjustment of the system. In such cases, or whenever necessary, contact your authorized Hobart service representative.

**Operator Manual Overview**

This manual will use the following methods to explain keystrokes and data entry procedures:

- ◆ The word PRESS means to press a key on the Control Panel.
- ◆ The word TYPE means to press a series of keys on the Control Panel followed by the [ENTER] key.
- ◆ The word SELECT means to choose an item from the display.
- ◆ The word ENTER means to press the [ENTER] key on the Control Panel. Be aware that, in normal operation, the [ENTER] key and [DOWN ARROW] key perform the same function.
- ◆ Words in uppercase enclosed in brackets (for example [ENTER]) represent specific keys.

The following special instructions are used in the manual:



### Note

A note is information that you need to know, but it is not an actual step in the procedures.



### Tip

A tip is additional information that may be useful when you are using the system.



### Look At This

Look At This is information to alert you that you may be doing something that will permanently alter your system.

## Chapter Two: Understanding the System

- ◆ **Electrical Connections**
- ◆ **Communication Connections**
- ◆ **Using the Console**
  - **The Keypad**
  - **User Display**
- ◆ **Loading Labels**
- ◆ **Removing and Replacing the Label Cassette**

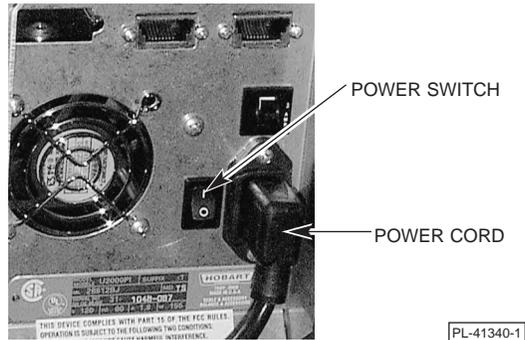
## Understanding the System

Utilizing memory from 1 MB expandable to 6 MB, the system can store information on thousands of products. This information includes NutriFacts and Safe Handling instructions (which enable you to meet labeling law requirements), Expanded Text (which is used for Ingredients), Health Tips, Meal Planners, Recipes and Cooking Instructions, as well as, Merchandising Graphics.

The Ultima System should be installed or moved only by qualified Hobart Service Technicians. It can operate in a temperature range from 32°F to 104°F (0°C to 40°C).

## Electrical Connections

A Power Cord and Main Power Switch are located at the back of the printer. An electric power of 120 volts, 60Hz, Phase 1 (3-wire plus ground) is required. The Main Power Switch turns the system ON (I) and OFF (O).



## Note

The POWER key on the console is used to turn the User Display on or off only. This does not impact the system power. The Power key should be used at the end of the day, **not** the Main Power Switch.

## Communication Connections

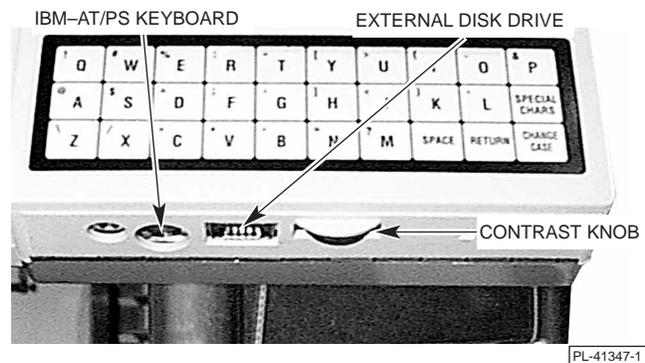
In addition to the electrical connections, there are up to four (4) additional communication connections. There are several ports which can be configured for peripherals.

At the rear of the printer:

- ◆ Disk Player/Recorder & Cassette Player/Recorder (RS232)
- ◆ Parallel Port for Printer (80 column Dot Matrix) – Optional
- ◆ RJ-11 Jack for RS-485 Communications (ScaleMaster)
- ◆ RJ-45 Jack for Ethernet 10BaseT Connector (TCP/IP) (Wireless TCP/IP – Symbol wireless Ethernet card)

At the front of the printer:

- ◆ External Disk Drive or Secondary Printer (MODNET)
- ◆ IBM-AT/PS keyboard



### Note

You can use an IBM-AT/PS keyboard in place of the keypad. To purchase the keyboard kit or the interface cable, contact your local Hobart Representative.

## Using the Console

The console consists of:

- ◆ User Display - displays all information to the user.
- ◆ Keypad - enables you to enter information into any field.
- ◆ Speedkey Panel (Optional) - adds 72 additional Speedkeys.

**The Keypad**

Refer to the following table for specific key descriptions.

Key/Highlight	Function
POWER	Turns the screen and the keyboard ON/OFF.
Function Keys (F1-F8)	Enables you to make selections from the menu screens.
Numeric Keypad	Enables you to enter numeric data.
BACKSPACE	Enables you to remove the character to the left of the cursor.
CLEAR	Enables you to reset a numeric field to zero. This key is not active in a text field.
ESCAPE	Enables you to return to the previous screen.
PRINT	Enables you to print a label or report.  <b>NOTE:</b> This is only available in specific modes; Manual Weigh, Manual Repeat and Supervisor.
ENTER	Enables you to accept the selected data and advance to the next field or screen.
PREV (Previous)	Moves you back one page.  <b>NOTE:</b> This can also be used to print Subtotals.
NEXT	Moves you to the next page.  <b>NOTE:</b> This can also be used to print Totals.
ARROW KEYS	UP and DOWN Arrow Keys enable you to move the cursor from field-to-field or LEFT and RIGHT Arrow Keys enable you to move the cursor from character-to-character within a field.
SAVE/RECALL	Press this key to have the system remember a series of keystrokes which can be recalled later by entering a reference number (Macro ID).  <b>NOTE:</b> This key should be used in Supervisor mode only.
SUPER MENU ON/OFF	Enables you to access the Supervisor Menu.
REZERO	Enables you to set the scale to 0.00 pounds/0.000 grams.
HELP	Enables you to access the Help Screens. The system is equipped with context sensitive Help Screens to assist you in quick, efficient operation. From the Run Screen in the Operate mode, it enables you to access the On Screen Library and select a PLU. Refer to the Glossary for a complete description of the On Screen Library.

Key/Highlight	Function
ALPHA CHARACTERS	Enables you to enter upper case or lower case alpha characters while in a text field.
SPECIAL CHARS.	Press this key to type a special character (found in the upper left corner of each alpha-key). <u>You must press Special Chars. For each special character you type.</u>
CHANGE CASE	Enables you to switch between Upper or Lower case. <u>You must press Change Case each time you want to change the case in the text field.</u>
RETURN	Advances the cursor to the next field or inserts the End-of-Line in a text field.
SPACE	Enables you to type (add) a space between words and characters.

**Tip**

The optional keyboard interface cable is REQUIRED for programming on a remote keyboard.

The optional IBM AT/PS keyboard is helpful when entering large amounts of data at one time.

**User Display**

The Ultima System’s User Display has several common screen highlights that assist you in interacting with the system. The highlights act the same regardless of your screen location.

<b>Highlight</b>	<b>Description</b>
Active Field	A box surrounding text or numeric fields indicates that the field is active. If you begin typing from the keyboard or control panel, data is entered into this field.
Bar Cursor	A bar cursor (█) indicates that the field is a text field.
Block Cursor	A block cursor (■) indicates that the field is a numeric field.
Changeable Fields	If a field has a dotted line (.....) under it, the field can be changed or edited.
Grayed Fields	If a field or selection is grayed, it is not available for that particular screen or transaction.
Prompt Line	The Prompt Line is white text, reversed out of a black box. It is typically located at the bottom portion of the screen. It prompts you on what your next step should be. (Depending on your configuration, it may be black text reversed out of a white box.)
Screen Title	The Screen Title identifies the screen name and function that you are attempting to complete. It is typically located at the top left corner of the screen.

## Loading Labels

In order to accommodate different label stock widths the system uses different label cassettes.

The Ultima 2000 uses a cassette for standard label stock and another cassette for narrow label stock.



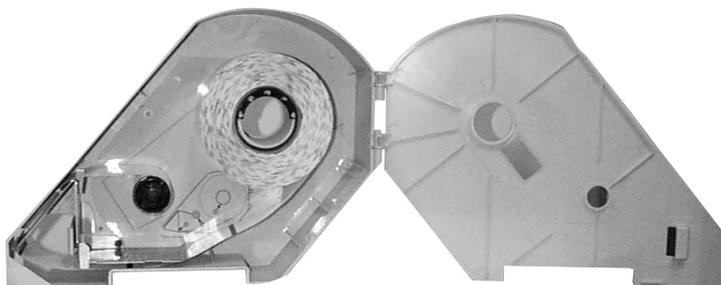
### Note

If you want to change label stock, contact your local Hobart Service Office to make the necessary adjustments.

Your Hobart Representative can create custom labels to accommodate your unique merchandising needs.

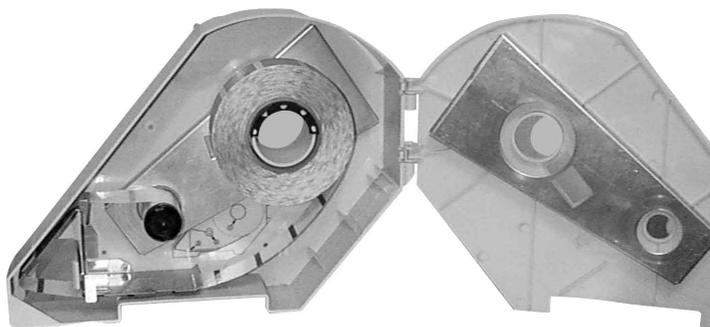
The Ultima 2000 uses:

- A Standard Label Cassette for standard (2.25") wide label stock.



PL-41338

- A Narrow Label Cassette for narrow (1.5") wide label stock.



PL-41339



**Tip**

To promote cleanliness and sanitation, Hobart recommends you do not remove the label cassette to load labels.

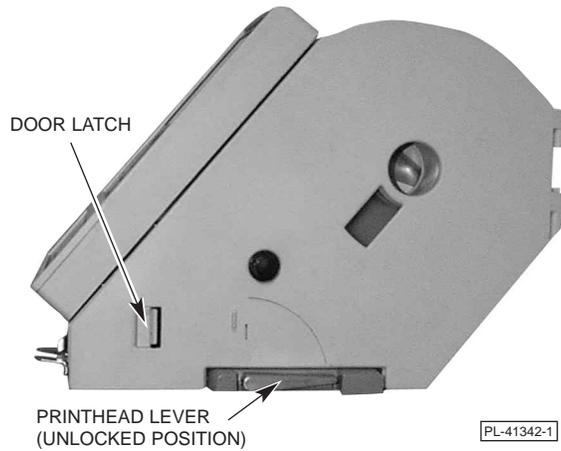


**Note**

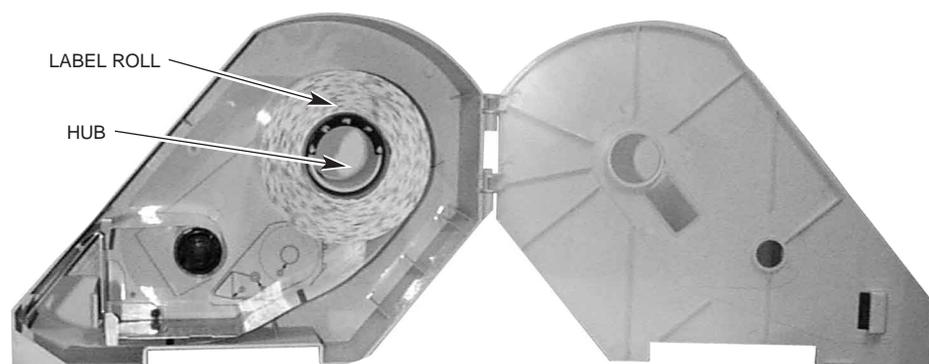
Labels load the same for a narrow cassette and standard cassette. The following are photos of the standard cassette.

To load labels:

1. Open the label cassette door.
2. Rotate the printhead lever clockwise to the unlocked position.
3. Push the door latch in while opening the cassette door from the bottom.

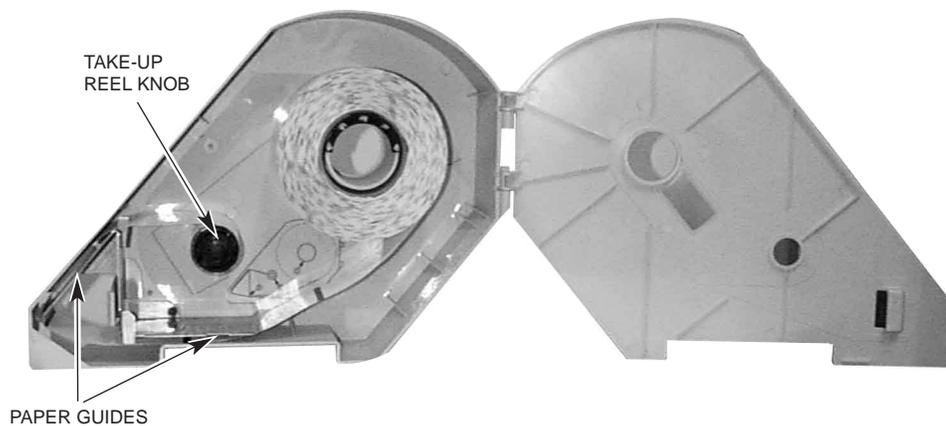


4. Remove labels from the first eighteen (18) inches of the label roll. This creates a leader which attaches to the take-up reel.
5. Place the label roll on the hub in the cassette. (The leader feeds from the bottom of the roll in a clockwise direction.)



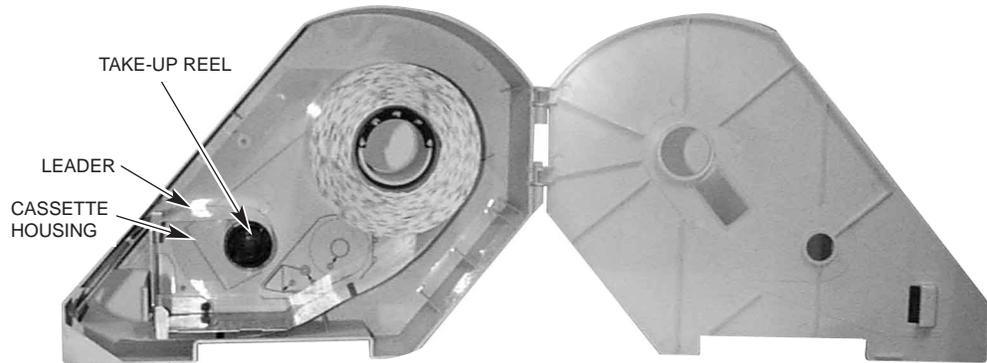
PL-41338-1

6. Thread the leader around the paper guides, as shown on the label instructions on the inside of the cassette.
7. Pull out the take-up reel knob.



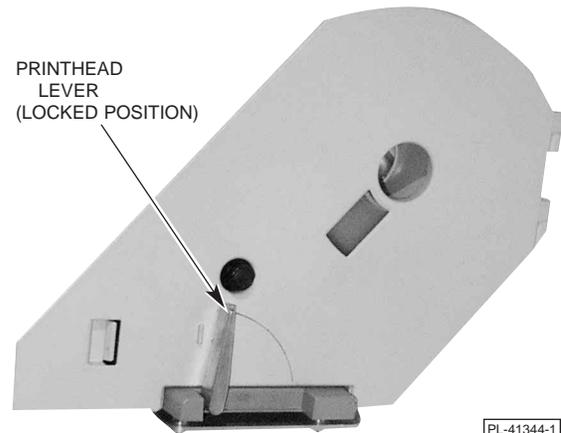
PL-41338-2

8. Fold about 1/2" of the leader and insert the leader into the slot on the take-up reel.
9. Align the leader until it is straight.
10. Push in the take-up reel knob.
11. Wind the remaining leader without labels onto the take-up reel.
12. Tighten the take-up reel by turning the knob clockwise. Be sure the leader is flush against the cassette housing.



PL-41338-3

13. Close the cassette door.
14. Rotate the printhead lever counterclockwise to the locked position. One or two blank labels are issued as the system determines the size of the labels.



PL-41344-1



**Note**

You should clean the printhead and pressure roller when refilling the label supply. Refer to *Cleaning the Printhead* for detailed procedures.

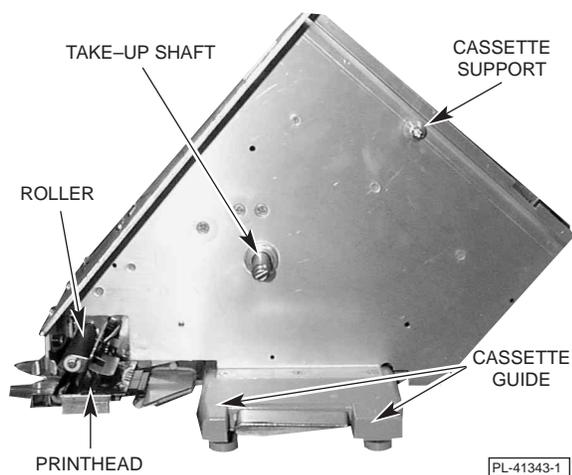
## Removing and Replacing the Label Cassette

To remove label cassette:

1. Rotate the printhead lever clockwise to the down position.
2. Push the label cassette up while pulling it towards you.

To replace label cassette:

1. Align the cassette guide with the open base at the bottom of the cassette.



2. Carefully slide the cassette into place making sure the cassette is aligned with the cassette support and take-up shaft. Also, the label leader should be in between the roller and printhead.
3. Rotate the printhead lever counterclockwise to the locked position. One or two blank labels are issued as the system determines the size of the labels.



## Chapter Three: Start-Up Procedures

- ◆ Powering Up the System
- ◆ Setting the Date & Time
- ◆ Understanding the Start a Run Screen
  - Verifying Zero Weight
  - Rezeroing the Scale
  - Weigh Types
  - Totals Types
  - Selecting Weigh and Totals Types
  - Entering Operator IDs
- ◆ HELP Key Functions
  - Help on “F” Keys
  - About the Keyboard
  - Basic Help
  - Moving Through the System
- ◆ Accessing the On Screen Library

## Start-up Procedures

In this section, you will learn how to:

- ◆ Power up the System
- ◆ Set the Date and Time (on Initial Setup)
- ◆ Check the Date and Time
- ◆ Understanding & Using the Start a Run Screen

## Powering Up the System

To power up the system:

1. Verify that Power Cord is connected and Power Switch is turned on.
2. Remove any objects from the scale platter/weigher.
3. At the console, PRESS [POWER] to begin the Power-up Sequence. The System Screen displays *Power-up test in progress*. The *Start a Run* Screen displays when the scale is ready. There may be a slight delay (depending on room temperature) until the *Zero* weight appears on the screen.



### Note

Power Key on console should be used to turn console on and off at the beginning and at the end of each day, **not** the Main Power Switch.

## Setting the Date & Time

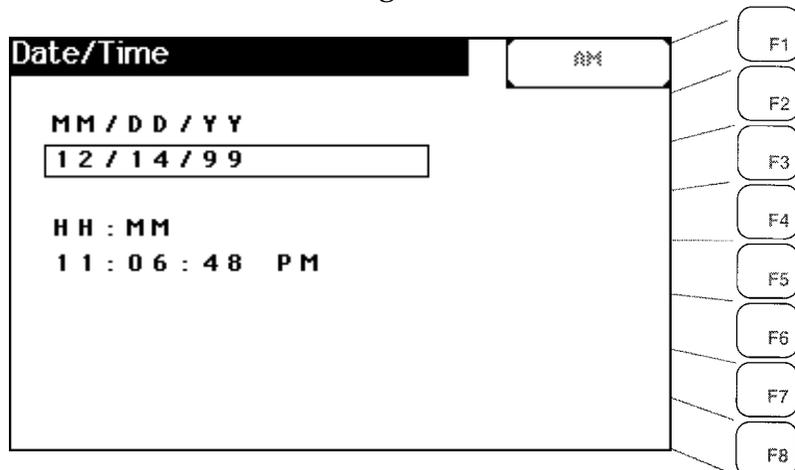
To set the Date and Time:

1. From the *Start a Run* Screen, PRESS [F1].
2. With the cursor in the Date field, TYPE the current Date. Enter the Date as a six-digit number (MM/DD/YY).

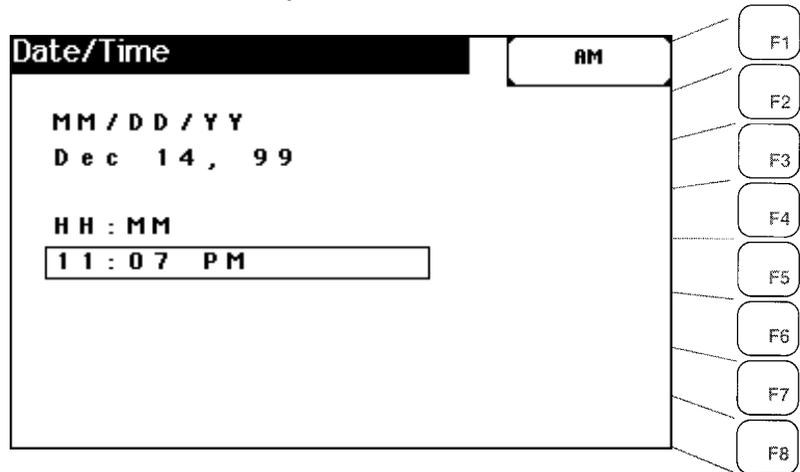
### QUICK STEPS

*From the Start a Run Screen:*

1. PRESS [F1]
2. TYPE the Current Date
3. PRESS [ENTER] or [▼]
4. TYPE the Current Time and PRESS [F1] - If Needed
5. PRESS [ESC]



3. PRESS [ENTER] or [DOWN ARROW (▼)] to move the cursor to the Time field.
4. Enter the Time as a four-digit number (HH:MM). If you need to change AM or PM, PRESS [F1] to select the correct time of day.



5. PRESS [ESC] to save the changes and return to the *Start a Run* Screen.



### Note

If designated during *Scale Setup*, any operator may be permitted to change the Date/Time.

## Understanding the Start a Run Screen

The *Start a Run* Screen is the initial Operator location. All operations begin and end from this screen. The following lists the keystrokes you can use to move around on the *Start a Run* Screen:

- ◆ To move the cursor use the UP ARROW (▲) and DOWN ARROW (▼) Keys.
- ◆ To move the cursor between Weigh type and Total type, use the LEFT ARROW (◀) and RIGHT ARROW (▶) Keys.
- ◆ The “active” column is shown in Reverse Video (White letters on a Black field).
- ◆ PRESS [ENTER] to select the task.



### Note

If your system requires an Operator ID, the Operator ID block displays at the bottom right corner of the *Start a Run* Screen.

**Verifying Zero Weight**

Verify zero weight before you begin operation. To verify zero weight, from the *Start a Run* Screen, check the top, left side of the screen to see if *Zero Weight: 0.00 lb* displays. *Zero Weight: 0.00 lb* must display before you enter a PLU.

**Rezeroing the Scale**

If *Zero Weight: 0.00 lb* doesn't display on the screen, you must REZERO the scale.

To rezero the scale:

1. Remove any item(s) from the weighing mechanism.
2. PRESS [REZERO].

**Weigh Types**

The following list gives you a brief overview of how each Weigh Type selection functions within an operation. Use the UP ARROW (▲) and DOWN ARROW (▼) keys to move the cursor to the Weigh Type you require.

<b>Weigh Type</b>	<b>Description</b>
Auto Weigh	Enables you to weigh, print and apply a label. If used with a fully automatic system, the package is also wrapped.
Auto Repeat	Enables you to print duplicate labels automatically while a fully automatic system is running.
Semi-Auto Weigh	Enables you to weigh, print and apply a label on pre-packaged products.
Semi-Auto Repeat	Enables you to print duplicate labels automatically.
Manual Weigh	Enables you to control label generation. You must PRESS [PRINT] for the system to issue a label.
Manual Repeat	Enables you to continually duplicate labels.
Countdown	Enables you to specify the amount to be labeled by weight, value, or packages and the number of cartons.

## Totals Types

All Totals Types, except Production, are created by the Supervisor and enable reporting of totals information. For example, you could keep track of items on sale this week. The list below provides you a list of additional examples for Totals Types you may want to track.

- ◆ Production
- ◆ Ad Items \*
- ◆ Manager's Specials \*
- ◆ Coupon Items \*

Use the ARROW Keys to move the cursor to the Totals Type.



### Note

\* Totals Types marked with an asterisk are examples only.

## Selecting Weigh and Totals Types

To select the weigh and totals type:

1. PRESS the [UP ARROW (▲)] or [DOWN ARROW (▼)] key to select your choice of Weigh Types.
2. PRESS the [RIGHT ARROW (▶)] key to move the cursor to the Totals Type column. Pressing the [LEFT ARROW (◀)] key will move you back to the Weigh Type column.
3. PRESS the [UP ARROW (▲)] or [DOWN ARROW (▼)] key to select your choice of Totals Types.
4. PRESS [ENTER] to select the Weigh and Totals Type required for your operation. The *Run* Screen displays.

## Entering Operator IDs

Although you selected a Weigh Type and Totals Type, you may also be required to enter your identification number prior to beginning a task.

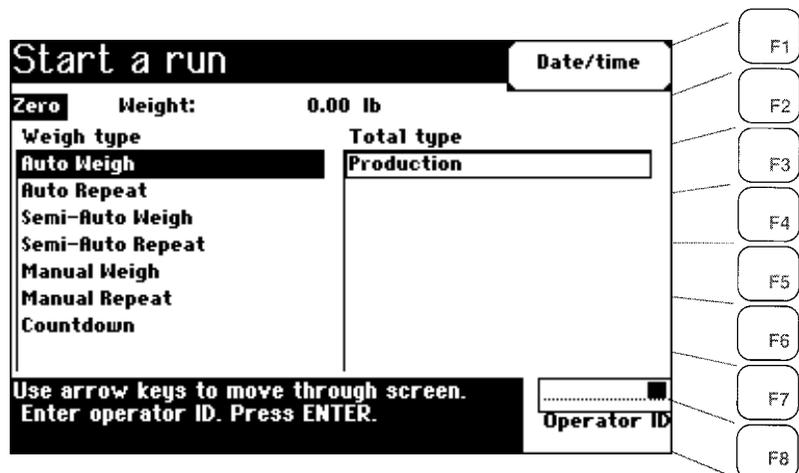
### QUICK STEPS

From the *Start a Run* Screen:

1. TYPE your Operator ID
2. PRESS [ENTER]

To enter the Operator ID:

1. From the *Start a Run* Screen, type your Operator ID number.



2. PRESS [ENTER].

## HELP Key Functions

The system is equipped with context sensitive Help Screens to assist you in quick, efficient scale operation. The HELP Function has four (4) levels of assistance.

- ◆ Help of “F” Keys
- ◆ About the Keyboard
- ◆ Basic Help
- ◆ Moving Through the System



### Note

In addition to assisting you with scale operation, you can also press HELP to access the On Screen Library.

To access Help Screens from the *Start a Run* Screen:

1. PRESS [HELP].
2. PRESS desired function key [F1 - F4].
3. PRESS [ESCAPE] to exit Help Screen.

### Help on “F” Keys

By pressing [F1] on the *Help* Screen, you get an explanation of the functions that can be performed when you select the various “F” Keys available for the current function (i.e., the function for which you pressed HELP). An explanation of Date/Time is the only “F” Key available on that screen.

### About the Keyboard

By pressing [F2] to select “About the Keyboard,” you get a detailed explanation of the following keys:

- |              |                     |
|--------------|---------------------|
| ◆ ENTER      | ◆ PRINT             |
| ◆ ESCAPE     | ◆ NEXT              |
| ◆ ARROW KEYS | ◆ REZERO            |
| ◆ BACKSPACE  | ◆ SAVE/RECALL       |
| ◆ CLEAR      | ◆ SPEEDKEYS         |
| ◆ POWER      | ◆ SUPER MENU ON/OFF |

### Basic Help

When you press [HELP], the default automatically sends you to the Basic Help Screen(s) for the selected function or field. As you might suspect, Basic Help gives you a brief description of the function or selected field, including notes to help you process the transaction better. From any other HELP selection, PRESS [F3] to access Basic Help.

**Moving Through the System**

Moving Through the System is found by pressing [F4] while in the HELP mode. When you select [F4], you get an explanation of how to:

- ◆ Return to the Previous Screen
- ◆ Execute a Forced Operator Log-on
- ◆ Access the Supervisor Menu

**Accessing the On Screen Library**

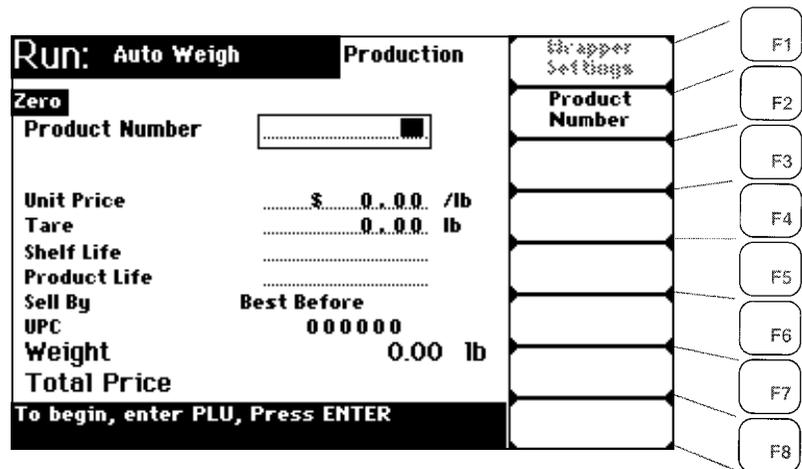
To access the On Screen Library:

1. From the *Run* Screen, PRESS [HELP]. The On Screen Library displays with Class Numbers shown in [ ] brackets.

**QUICK STEPS**

*From the Run Screen:*

1. PRESS [HELP]
2. PRESS [▲] or [▼]
3. PRESS the [RIGHT ARROW]
4. PRESS [▲] or [▼] - Repeat Step 4 as needed
5. PRESS [ENTER]
6. Weigh as applicable



2. PRESS the [UP ARROW (▲)] or [DOWN ARROW (▼)] key until the Class is highlighted.
3. PRESS the [RIGHT ARROW (▶)] key to view the Subclasses or PLUs.
4. To move through the list, use the [UP ARROW (▲)] or [DOWN ARROW (▼)] key until the SubClass or PLU is highlighted.
5. PRESS [ENTER]. Product information for the PLU displays.
6. Weigh the product as applicable.



## Chapter Four: Using the Ultima System

- ◆ Weighing, Printing and Applying (Auto Weigh)
- ◆ Auto Repeat
- ◆ Weighing, Printing and Applying (Semi Auto Weigh)
- ◆ Semi Auto Repeat
- ◆ Weighing and Printing (Manual Weigh)
- ◆ Manual Repeat
- ◆ Printing Subtotals and Totals
- ◆ Setting the Countdown
- ◆ Entering the Sell By or Best Before Dates
- ◆ Changing Product Information (Temporarily)
- ◆ Using Forced Price
- ◆ Using Forced Tare
- ◆ Using Platter Tare

## Using the Ultima System

The following sections explain how to:

- ◆ Weigh, print and apply (auto weigh)
- ◆ Weigh, print and apply duplicate labels (auto repeat)
- ◆ Weigh, print and apply (semi auto weigh)
- ◆ Weigh, print and apply duplicate labels (semi auto repeat)
- ◆ Weigh and print (manual weigh)
- ◆ Weigh and print duplicate labels (manual repeat)
- ◆ Print subtotals and totals
- ◆ Set the countdown value
- ◆ Enter the sell by or best before dates
- ◆ Change product information (temporarily)
- ◆ Use forced price
- ◆ Use forced tare
- ◆ Use platter tare

## Weighing, Printing and Applying (Auto Weigh)

Auto Weigh is used to weigh a package, print a label, and apply the label to the package.

This mode is used most often for a fully automatic system. When used with a fully automatic system, the package is also wrapped.

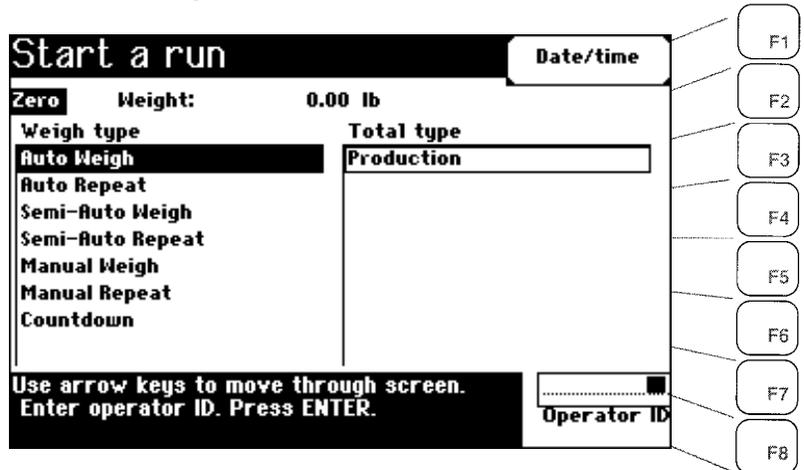
### QUICK STEPS

*From the Start a Run Screen:*

1. Highlight Auto Weigh and PRESS [ENTER]
2. Enter the Operator ID, if applicable
3. Enter the PLU
4. Place the package on the weighing platform

To weigh, print and apply:

1. At the console, from the *Start a Run* Screen, highlight **Auto Weigh** and PRESS [ENTER].



2. Enter your Operator ID (if required). The *Run* Screen displays.
3. Enter the PLU number (PRESS the speed key, Type the PLU number or select from the On Screen Library). The PLU information displays. If Auto Lookup is not on, you may have to PRESS [ENTER].

<b>Run: Auto Weigh</b>		<b>Production</b>	Wrapper	F1
<b>Zero</b>			Set Bags	F2
<b>Product Number</b>	9.8.77	<b>Product Number</b>		F3
<b>Unit Price</b>	\$ 0.00 /lb	<b>Unit Price</b>		F4
<b>Tare</b>	0.00 lb	<b>Tare</b>		F5
<b>Shelf Life</b>		<b>Shelf Life</b>		F6
<b>Product Life</b>		<b>Product Life</b>		F7
<b>Sell By</b> Feb 22, 99	<b>Best Before</b> Feb 22, 99	<b>Sell By</b>		F8
<b>UPC</b>	000000	<b>UPC</b>		
<b>Weight</b>	0.00 lb	<b>Weight</b>		
<b>Total Price</b>		<b>Total Price</b>		
<b>To begin, enter PLU, Press ENTER</b>				

4. Place the package on the weighing platform. A label will automatically print.
5. Place the next package on the weighing platform.  
 --OR--  
 Enter another PLU.  
 --OR--  
 PRESS [ESCAPE] to return to the *Start a Run* Screen.

## Auto Repeat

Auto Repeat works the same as auto weigh, but it also enables you to print duplicate labels automatically. It is used to weigh a package, print duplicate labels, and apply the labels to the package.

This mode is used most often for a fully automatic system. When used with a fully automatic system, the package is also wrapped.

## Weighing, Printing and Applying (Semi Auto Weigh)

### QUICK STEPS

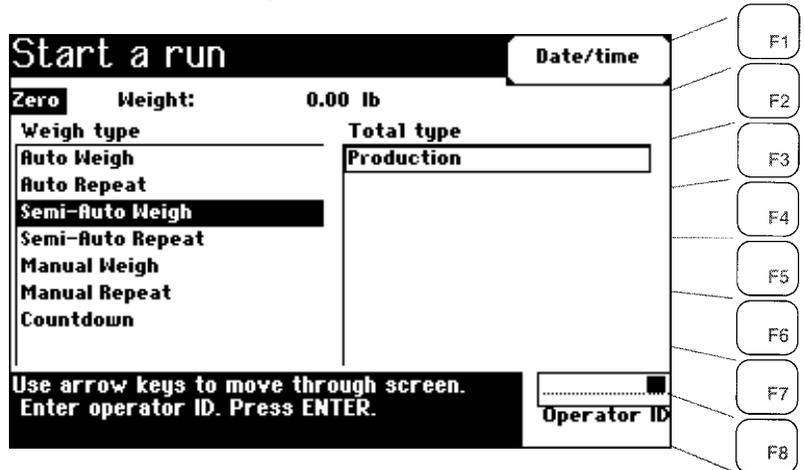
From the Start a Run Screen:

1. Highlight Semi Auto Weigh and PRESS [ENTER]
2. Enter Operator ID, if required
3. Enter the PLU
4. Place the package on the weighing platform

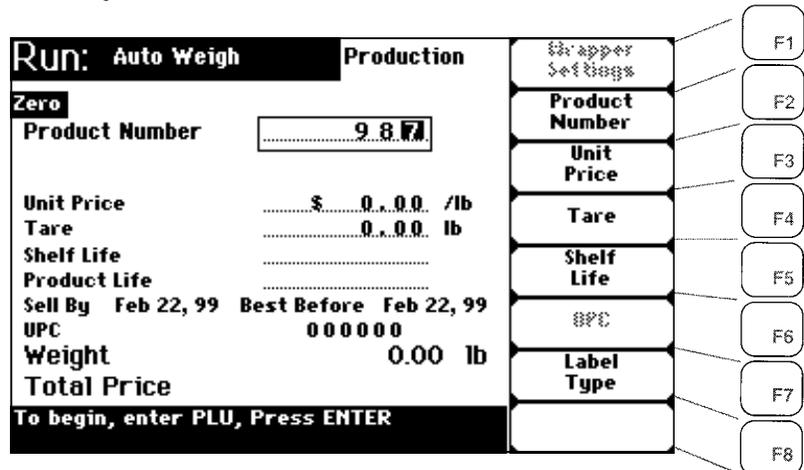
Semi Auto Weigh is the mode most often used with semi-automatic systems (CLA) for pre-packaged products. It weighs a package, prints a label, and applies the label to the package.

To weigh, print and apply:

1. At the console, from the *Start a Run* Screen, highlight **Semi Auto Weigh** and PRESS [ENTER].



2. Enter your Operator ID (if required). The *Run* Screen displays.
3. Enter the PLU number (PRESS the speed key, type the PLU number or select from the On Screen Library). The PLU information displays. If Auto Lookup is not on, you may have to PRESS [ENTER].



4. Place the package on the weighing platform. A label will print automatically.
5. Place the next package on the weighing platform.  
 --OR--  
 Enter another PLU.  
 --OR--  
 PRESS [ESCAPE] to return to the *Start a Run* Screen.

## Semi Auto Repeat

Semi Auto Repeat works the same as Semi Auto Weigh, but it enables you to print duplicate labels automatically. It weighs a package, prints duplicate labels, and applies the labels to the package.

## Weighing and Printing (Manual Weigh)

Manual Weigh is used for weighing a package and printing a label. You would use this to create labels for large prepackaged items.

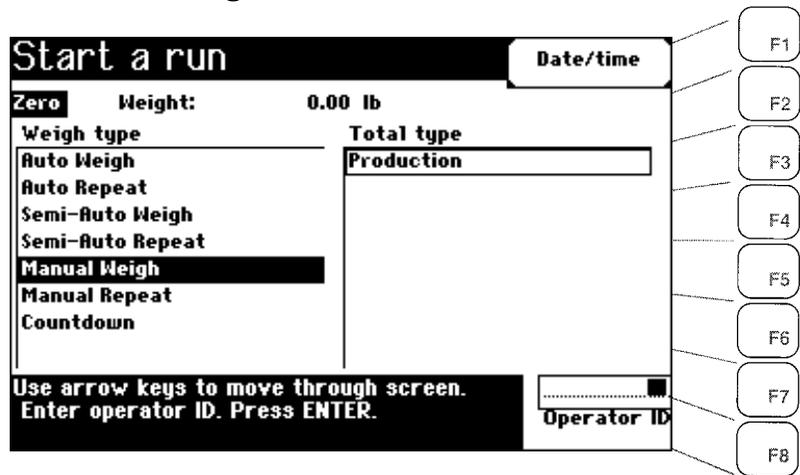
### QUICK STEPS

*From the Start a Run Screen:*

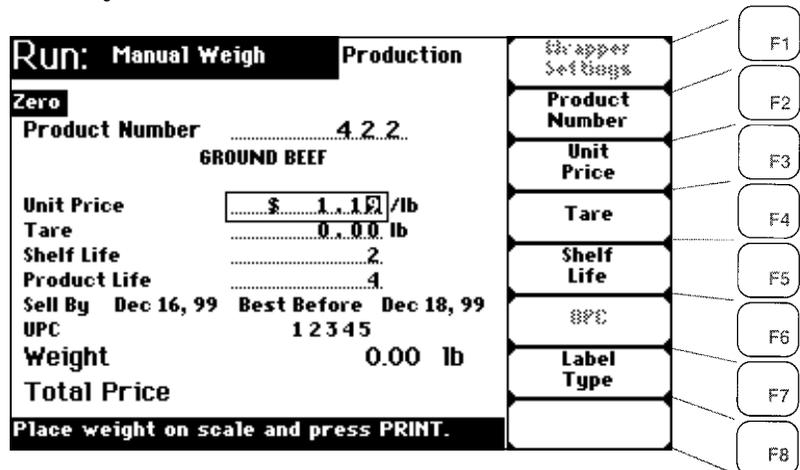
1. Highlight Manual Weigh and PRESS [ENTER]
2. Enter Operator ID, if required
3. Enter the PLU
4. Place the package on the weighing platform
5. PRESS [PRINT]

To weigh and print:

1. At the console, from the *Start a Run* Screen, highlight **Manual Weigh** and PRESS [ENTER].



2. Enter your Operator ID (if required). The *Run* Screen displays.
3. Enter the PLU number (PRESS the speed key, Type the PLU number or select from the On Screen Library). The PLU information displays. If Auto Lookup is not on, you may have to PRESS [ENTER].



- Place the package on the weighing platform. The system weighs the package.
- PRESS [PRINT] to print the label.
- Place the next package on the weighing platform.  
--OR--  
Enter another PLU.  
--OR--  
PRESS [ESCAPE] to return to the *Start a Run* Screen.

## Manual Repeat

Manual Repeat works similar to manual weigh. It is used to continually duplicate labels.

## Printing Subtotals and Totals

You can use Subtotal and Total to print one label for multiple packages. For example, you can print a label that subtotals all of your packages, then print a label that totals all of your subtotals.

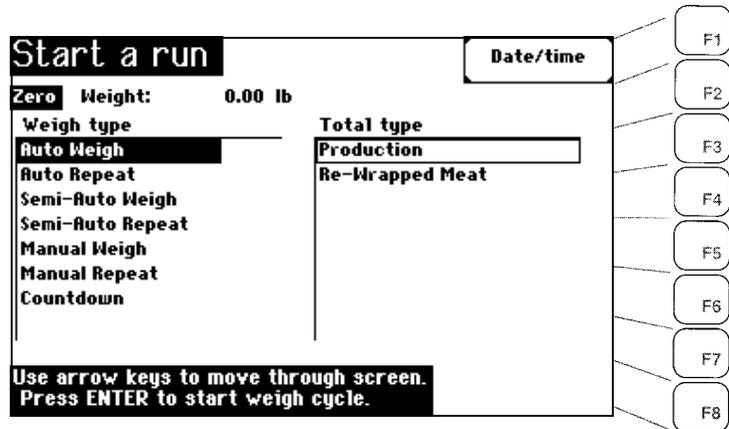
### QUICK STEPS

*From the Start a Run Screen:*

- Select a Weigh Type
- PRESS [ENTER]
- Enter a PLU
- Place the package on the weighing platform.
- Continue weighing packages
- PRESS [PREV] to print a Subtotal label
- Repeat steps 4 thru 6.
- PRESS [NEXT] to print a Totals label
- PRESS [ESCAPE]

To print Subtotals and Totals:

- From the *Start a Run* Screen, use the [UP ARROW (▲)] and [DOWN ARROW (▼)] keys to select a **Weigh Type**. A Weigh Type is selected when it is highlighted.



### Note

Subtotal and Total is not available when you select Manual Repeat and Countdown Weigh Types.

2. PRESS [ENTER]. The *Run* Screen displays.
3. Enter the PLU number (PRESS the speed key, type the PLU number or select from the On Screen Library). The PLU information displays. If Auto Lookup is not on, you may have to PRESS [ENTER].

<b>Run:</b> Auto Weigh	Production		F1
<b>Zero</b>		<b>Product Number</b>	F2
Product Number	.....5..	<b>Unit Price</b>	F3
	C.A.B. BEEF LOIN	<b>Tare</b>	F4
	BONELESS CUBES FOR KABOBS	<b>Shelf Life</b>	F5
Unit Price	.....\$ 3.25	<b>Product Life</b>	
Tare	.....0.00	Sell By	F6
Shelf Life	.....	Dec 01, 95	
Product Life	.....	Best Before	F7
		Dec 01, 95	
Sell By	Dec 01, 95	UPC	F8
		1 1 5 1 8 0	
Weight	0.00 lb	<b>Label Type</b>	
Total Price			
To exit, Press ESCAPE			

4. Place the package on the weighing platform.
  - a. If you selected Auto Weigh or Semi Auto Weigh as your weigh type, a label will automatically print.
  - b. If you selected Manual Weigh as your weigh type, PRESS [PRINT] to print a label.
5. Continue weighing packages until you are ready to subtotal the packages.
6. PRESS [PREV] to print the subtotal label.
7. Repeat steps 4 thru 6 to print subtotals for other groups of packages.
8. PRESS [NEXT] to print a Totals label of all of the groups weighed for that PLU number.

**Note**

If labels are queued to be printed or labels are waiting to be taken from one of the printers, a beep will alert the operator that the [PREV] or [NEXT] key will not print a Subtotal or Totals label.

9. Enter another PLU number.  
 --OR--  
 PRESS [ESCAPE] to return to the *Start a Run* Screen.

**Note**

A subtotal value will rezero once a subtotal label is printed. A totals label will continue to calculate totals until you escape from the *Run* Screen or type in a new PLU number.

## Setting the Countdown

Setting the countdown allows you to specify the amount to be labeled by weigh type and the number of cartons.

One of the following weigh types will be set by your supervisor:

- By Weight
- By Value
- By Packages

Before you begin this procedure ask your supervisor to verify that your Ultima is set up to countdown **by weight**.

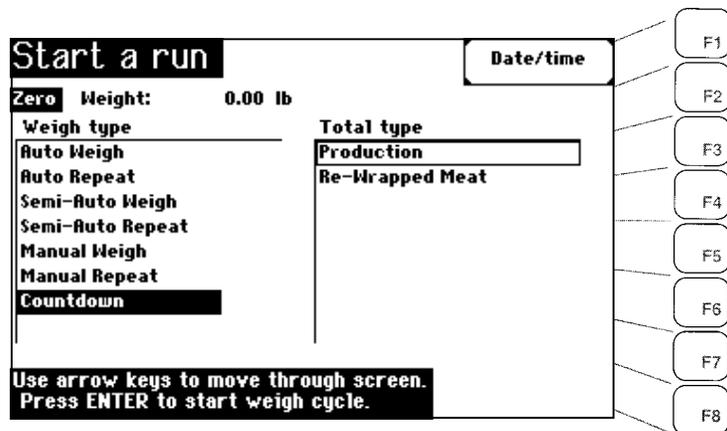
To set the countdown by weight:

1. From the *Start a Run* Screen, select **Countdown**.

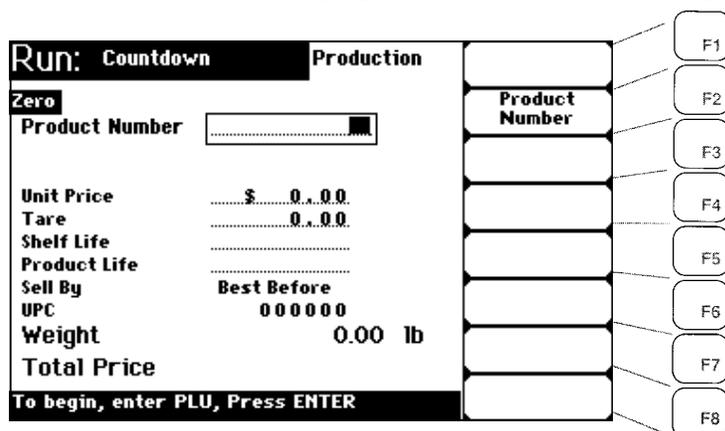
### QUICK STEPS

*From the Start a Run Screen:*

1. Select Countdown
2. PRESS [ENTER]
3. Enter a PLU
4. Enter the kilograms
5. Enter the number of cartons
6. Modify product fields, if applicable
7. Weigh the product
8. PRESS [PRINT] or [ESCAPE]
9. Continue weighing
10. PRESS [PRINT] or [ESCAPE]



2. PRESS [ENTER]. The *Run* Screen displays, with the Product Number field highlighted.
3. Enter a PLU. The appropriate field information displays.





**Note**

If you do not know the PLU number:

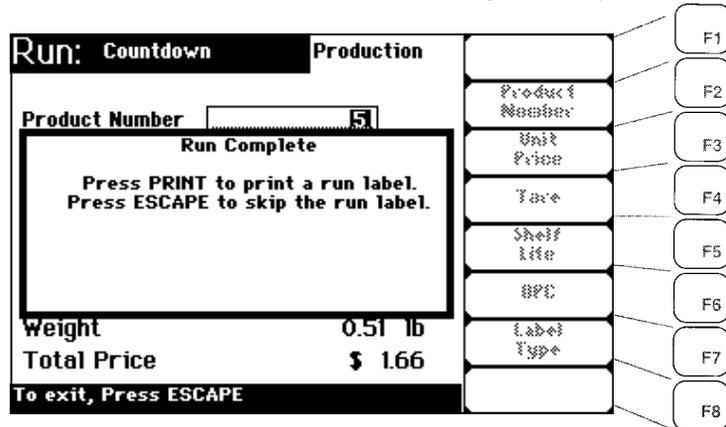
- a. With your cursor at the Product Number field, PRESS [HELP].
- b. Select the product you want.

The PLU number and product description display in the appropriate fields.

4. In the **Countdown - Enter Weight** field, enter the minimum amount of weight from which you want to countdown. This is the amount of weight per carton and can range from 0 to 99.99 pounds or 0 to 99.999 kilograms.

5. In the **Countdown - Enter Cartons** field, enter the number of cartons. You can enter up to 9999 cartons per run.
6. Modify product fields, if applicable.
7. Weigh the product. When you reach or exceed the amount of weight that you specified, the Carton Complete message displays.

8. PRESS [PRINT] to print a carton label. The carton label displays total net weight, the number of packages, and the total price of the product contained in the carton.  
 --OR--  
 PRESS [ESCAPE] to skip the carton label.
9. Continue weighing the product until all cartons are complete. The Run Complete message displays.



10. PRESS [PRINT] to print a run label. The run label displays total net weight of all cartons, the total number of packages and the total price of all cartons.  
 --OR--  
 PRESS [ESCAPE] to skip the run label.
11. PRESS [ENTER] to set up another countdown run.  
 --OR--  
 PRESS [ESCAPE] to return to the *Start a Run* Screen.

## Entering the Sell By or Best Before Dates

This enhancement enables you to modify the Sell By or Best Before Dates directly from the appropriate field on the *Run* Screen. These dates are also automatically calculated by entering a number of days in the Shelf Life or Product Life field.

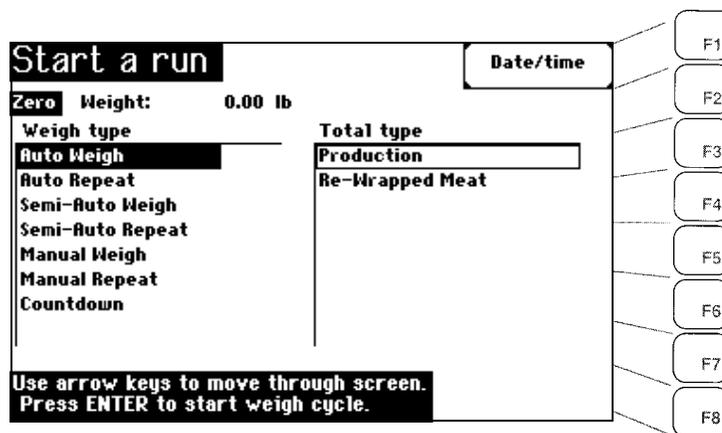
**QUICK STEPS**

*From the Start a Run Screen:*

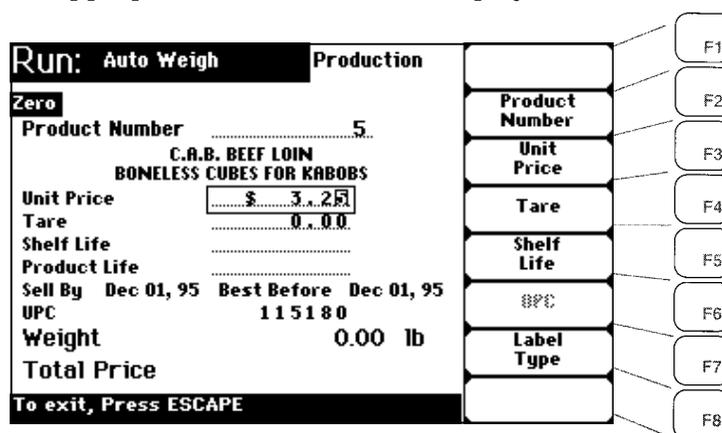
1. Select a Weigh Type
2. PRESS [ENTER]
3. Enter a PLU
4. Enter the date in the appropriate field

To enter the Sell By Date:

1. From the *Start a Run* Screen, use the [UP ARROW (▲)] and [DOWN ARROW (▼)] keys to select a **Weigh Type**. A Weigh Type is selected when it is highlighted.



2. PRESS [ENTER]. The *Run* Screen displays.
3. Enter a PLU in the Product Number field. The appropriate field information displays.



**Note**

If you do not know the PLU number:

- a. With your cursor at the Product Number field, PRESS [HELP].
- b. Select the product you want.

The PLU number and product description display in the appropriate fields.

- Use the [UP ARROW (▲)] or [DOWN ARROW (▼)] key to select the **Sell By** or **Best Before** field.

<b>Run:</b> Auto Weigh	Production		F1
<b>Zero</b>		<b>Product Number</b>	F2
Product Number .....	5..	<b>Unit Price</b>	F3
	C.A.B. BEEF LOIN	<b>Tare</b>	F4
	BONELESS CUBES FOR KABOBS	<b>Shelf Life</b>	F5
Unit Price .....	\$ 3.25	<b>☐☐☐</b>	F6
Tare .....	0.00	<b>Label Type</b>	F7
Shelf Life .....			F8
Product Life .....			
Sell By 12/01/95	Best Before Dec 01, 95		
UPC	115180		
Weight	0.00 lb		
Total Price			
<b>To exit, Press ESCAPE</b>			

- Type the appropriate date and PRESS [ENTER]. The date you enter displays and the cursor moves to the next field.



**Note**

If you change the Sell By date, the Best Before date will automatically update. However, if you change the Best Before date, the Sell By date will not update.

**Changing Product Information (Temporarily)**

Temporarily change the value of any of the fields listed next to the “F” Keys, unless they are grayed. They are modifiable depending on the type of PLU you have selected (i.e. Random Weight, Fixed Weight, etc.).

- ◆ Unit Price/Lb. for Price
- ◆ Tare
- ◆ Shelf Life/Select Shelf Life
- ◆ Label & Graphic Type & Rotation
- ◆ By Count
- ◆ Total Price
- ◆ Net Weight (Oz.)
- ◆ Volume (Fluid Oz.)



**Look At This**

All changes to product information are recorded in the Supervisor Mode and listed by Operator ID (if configured).

**QUICK STEPS****From the Run Screen:**

1. Move the cursor to the field you want
2. TYPE the temporary values

To change product information:

1. From the *Run* Screen, move the cursor to the field you want to change.
2. TYPE the temporary value(s), label type, or graphic ID. (You may need to PRESS [ESC] to return to the PLU screen.)

When the label is generated, the new information prints. The changes revert to their original value when you enter a new PLU or PRESS [ESC].

**Note**

Fixed Weight products do not use the scale weight to calculate Total Price or Net Weight.

**Note**

If the UPC Numbering System for a Fixed Weight or Fluid Ounce PLU equals 0, 6 or 7, you will not be able to edit any of the fields that affect the price (i.e., Net Weight [Oz.], Volume [Fluid Oz.], By Count or Total Price).

## Using Forced Price

Your Supervisor may have set-up a PLU that requires you to enter an item's price. For example, you may sell three grades of ground beef, all with a different price, but use the same PLU Number. When you enter the PLU Number, the system prompts you to enter the Unit Price or Total Price for the grade the customer wants. The following explanation gives you details for using Forced Price.

**Random Weight PLUs**

1. Enter your Operator ID (if required).
2. Enter the PLU Number (Type PLU number or select from the On Screen Library). You are now on the *Run* Screen. If Auto Lookup is not on, you will have to PRESS [ENTER].
3. There is an audible beep and the cursor moves to the Unit Price field. You cannot do anything else until you enter a valid Unit Price.
4. TYPE the Unit Price and PRESS [ENTER].
5. To complete the transaction, follow the steps based on your mode of operation.

*Random Weight - By Count PLUs*

1. Enter your Operator ID (if required).
2. Enter the PLU Number (Type PLU number or select from the On Screen Library). You are now on the *Run* Screen. If Auto Lookup is not on, you will have to PRESS [ENTER].
3. There is an audible beep and the cursor moves to the Total Price field. You cannot do anything else until you enter a valid Total Price.
4. TYPE the **Total** Price and PRESS [ENTER].
5. To complete the transaction, follow the steps based on your mode of operation.

*Fixed Weight PLUs*

1. Enter your Operator ID (if required).
2. Enter the PLU Number (Type PLU number or select from the On Screen Library). You are now on the *Run* Screen. If Auto Lookup is not on, you will have to PRESS [ENTER].
3. There is an audible beep and the cursor moves to the Total Price field. You cannot do anything else until you enter a valid Total Price.
4. TYPE the **Total** Price and PRESS [ENTER].
5. To complete the transaction, follow the steps based on your mode of operation.

## Using Forced Tare

For PLUs that require a tare value, the PLU can be set-up to require you to enter a tare value. This feature might be used if different sized trays are used for the same product, but the trays all weigh differently. By using the Forced Tare option, only one PLU Number is required.

To enter the forced tare:

1. Enter your Operator ID (if required).
2. Enter the PLU Number. (Type a PLU number or select from the On Screen Library). You are now on the *Run* Screen. If Auto Lookup is not on, you will have to PRESS [ENTER].
3. There is an audible beep and the cursor moves to the Tare field. You cannot do anything until you enter a valid Tare value.
4. TYPE the Tare value.
5. PRESS [ENTER] or [DOWN ARROW (▼)]. The cursor then moves to the next active field, Product Number.
6. To complete the transaction, follow the steps based on your mode of operation.



### Tip

A PLU can be set-up to require Forced Price and Forced Tare. In the event this is the case, you will enter the Forced Price first, followed by Forced Tare.

## Using Platter Tare

During the initial scale set-up, the scale may be configured for Platter Tare. This simply means that you can enter the Tare value by placing the “container” on the platter (when the cursor is on the Tare field) and pressing Enter or Down Arrow to accept the weight value.

To enter the platter tare value:

1. Enter your Operator ID (if required).
2. Enter the PLU Number (Type PLU number or select from the On Screen Library). You are now on the *Run* Screen.
3. PRESS [ENTER] or [DOWN ARROW (▼)].
4. Move the cursor to the Tare field by pressing the Arrow Keys.
5. When you are on the Tare field, the Softkey changes to “Platter Tare” or “Keyboard Tare.” PRESS [F4] to select Platter Tare.
6. Place the container on the platter.
7. PRESS [ENTER] or [DOWN ARROW (▼)] to accept the Tare value. Notice that the field and Softkey now read “Tare.”
8. To complete the transaction, follow the steps based on your mode of operation.



## Chapter Five: Cleaning & Maintaining your System

- ◆ Hygiene Requirements for Cleaning & Sanitizing
- ◆ Cleaning the Printhead

**Cleaning and Maintaining your System**

This durable Ultima System has been designed and manufactured to resist scratches, stains, alkaline, protein and food acid when cared for properly. Improper care can permanently damage the electronics and printer.

Proper cleaning prolongs the life and productivity of the machine. This machine should be cleaned routinely during the day and thoroughly cleaned at the end of the day. If the system is not cleaned daily it will not run consistently and will cause service problems. Improper cleaning and sanitation will adversely effect performance of the equipment.

**Hygiene Requirements for Cleaning & Sanitizing**

Carefully clean the exterior of the Ultima with a clean sponge or cloth and warm water solution.

Refer to the following Cleaning and Sanitizing guidelines.

Do	Don't
<p><u>DO</u> cover the complete system during clean up and hose down of surrounding areas.</p> <p><u>DO</u> use mild soap and water solution to clean the exterior of the Ultima (Palmolive Green or Ivory are recommended).</p> <p><u>DO</u> apply EPA-registered sanitizer according to label directions to disinfect surfaces.</p>	<p><u>DON'T</u> dampen labels, electronic parts, or connections.</p> <p><u>DON'T</u> use steam or a pressure (water) hose to clean the system.</p> <p><u>DON'T</u> allow water to enter the openings in the housing.</p> <p><u>DON'T</u> use a hose or pour water in any area.</p> <p><u>DON'T</u> operate and/or store the system in an environment with relative humidity levels consistently in excess of 70%.</p> <p><u>DON'T</u> use:</p> <ul style="list-style-type: none"> <li>• Chloride-Based cleaners</li> <li>• Formula 409</li> <li>• Glass Cleaners (i.e. Scotty's Glass Cleaner)</li> <li>• Citrus-Based Cleaners (i.e. Citro-Sol or Bio-T)</li> <li>• Caustic Cleaners with high pH (i.e. Butchers Block, concentrated Lysol or Pinsol)</li> </ul> <p><u>DON'T</u> exceed EPA and registered recommended concentrations for detergent or sanitizer.</p>

## Cleaning the Printhead

The printhead should be cleaned approximately once each week, or whenever unclear labels are printed. It is a good idea to clean the Printhead Roller whenever a new roll of labels is installed. To obtain a Printhead Cleaning Kit, contact your local Hobart office; request Part Number 00-184326.



### Look At This

*Do not use a metal tool on the printhead.* This could scratch or break the printhead. In addition, labels should not become stuck on machine parts. If they do, remove the labels at once following the instructions in the Printhead Cleaning Kit.

To clean the printhead:

1. Check printhead for labels or adhesive before inserting every roll of labels. Clean the printhead as needed.
2. Turn power off to the printer.
3. Remove the label cassette.
4. Use the plastic "Li' ChiZler" to remove stuck on label stock.
5. To remove burned-on adhesive, gently rub the printhead surface with the eraser.
6. Soak the cotton swab tip with the Printhead Cleaning Solution.
7. Scrub the printhead with the swab until all residue is removed.
8. Moisten the swab as needed.
9. Allow the printhead to dry.
10. Return the Cleaning Kit to its holding box.



## Chapter Six: Troubleshooting

### ◆ Possible System Problems

**Troubleshooting**

In the event that your Ultima System does not operate as expected, please read through the following troubleshooting steps before calling for service.

**Possible System Problems**

If you are experiencing problems with the label applier or printer, review the following scenarios.

<b>Problem</b>	<b>Possible Cause</b>	<b>Action/Solution</b>
When I press [POWER] the system does not respond.	You may not have power running to the system.	Verify that the system is plugged in and the power switch, located on the back of the printer, is turned on.
The <i>Scale Warm-Up</i> message won't go away.	Weight may be on the platter.	Make sure the platter/weigher is clear. Power the printer down and up using the switch on the back.
The Operator ID was not accepted.	You may have entered the wrong ID.	Verify that you are entering the proper ID. If correct, have your Supervisor check the ID number.
The system won't accept the date & time.	You may have entered information in an incorrect format.	Verify that you are entering a valid date & time.
When I press [REZERO] the system responds <i>Outside Zero Maintenance</i> .	There is weight on the platter.	<ol style="list-style-type: none"> <li>1. At the console, PRESS [ESC] and [POWER] to turn power OFF.</li> <li>2. Make sure nothing is touching the platter/weigher.</li> <li>3. PRESS [POWER] to turn power ON.</li> </ol>
Over gross weight displays on screen.	There is too much weight on the platter/weigher.	Make sure the platter/weigher is clear and PRESS [REZERO].
PLU not found	You may have entered an invalid PLU number.	Verify PLU Number.
System prompts you to take label and no label is present.	A portion of the label may be 'hidden' in the label exit.	Make sure that the label exit is clear.
Partial non-printed label is exposed.	The labels may be improperly threaded.	Verify that labels are properly threaded.
<i>Out of Labels</i> message displays.	No labels are loaded.	Load new labels.
System prints blank labels or partially printed labels.	The labels may be improperly threaded or the printhead or pressure roller may be dirty.	Check to see that labels are threaded properly. If the problem persists, clean the Printhead with the Hobart Printhead Cleaning kit.

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