



**Model 7820 B
UPS Revenue Recovery Scale
User's Manual**

For Technical Support call 1-800-458-7062

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NCI Model 7820 B Specifications

Construction:	Die Cast aluminum load bridge and base, stainless steel weight platter, aluminum display handle
Capacity:	0 – 200lb x 0.05lb or 0 – 100kg x 0.02kg
Accuracy:	+/- 1 division (0.05lb / 0.02kg)
Display:	6-digit backlight LCD, in extruded aluminum housing w/ 7-foot off the shelf CAT-5 cable
Display Size:	6" L x 3" D x 1½" H
Platter Size:	14" L x 12½" D
Power Supply:	Input 120 VAC 60 Hz, Output 14VDC 750mA
Battery:	12 VDC / 1.3AH Sealed Lead Acid Battery

Unpacking Your Scale



Attention

Before using your scale for the first time, use the AC adapter to plug the scale into a power outlet for 8+ hours. This will allow the scale to fully charge the battery prior to use.

Carefully unpack and inspect the shipping container for evidence of shipping damage. If such evidence is discovered, stop unpacking and immediately notify the carrier to arrange to have the shipment inspected by an authorized representative.

1. Open the box and carefully remove the scale from the shipping carton.
2. Remove the AC adapter from the packaging material.
3. Before using your scale for the first time, use the AC adapter to plug the scale into a power outlet for 8+ hours. This will allow the scale to fully charge the battery prior to use.
4. Remove protective plastic covering from weight platter.

Weights And Measures Sealing

If your local Weights and Measures requires your scale to be sealed and will not allow the weight hold feature to be active, see the section *Weight Hold – Weights And Measures Sealing* for details on how to configure the scale to deactivate the weight hold feature. Calibration may be required prior to Weights and Measures inspection. Please contact the service department at 1-800-458-7062 for the nearest dealer in your area.

Battery Operation

Charging The Battery

Each unit includes a sealed lead acid battery. A fully charged battery will provide power to the unit for 12 to 40 hours (depending upon display backlight usage). When the scale detects the battery has approximately 1 hour of use remaining before full shutdown, the display will flash “LobAt” every 15 seconds.

To charge the battery, plug the AC adapter into the rear of the scale. The *AC PWR* annunciator will indicate the unit is plugged into a live AC outlet and charging the battery. After 5 minutes of no activity, the scale will go into sleep mode, and display *CHARG*. To remove this message and use the scale, press the **ZERO** key.

Battery Replacement

Remove the cover on the underside of the scale by loosening the 2 screws. See Figure 1. Unplug the battery cables and replace with a new battery, black cable to (-) terminal, red cable to (+) terminal. Refit the cover and tighten the screws.

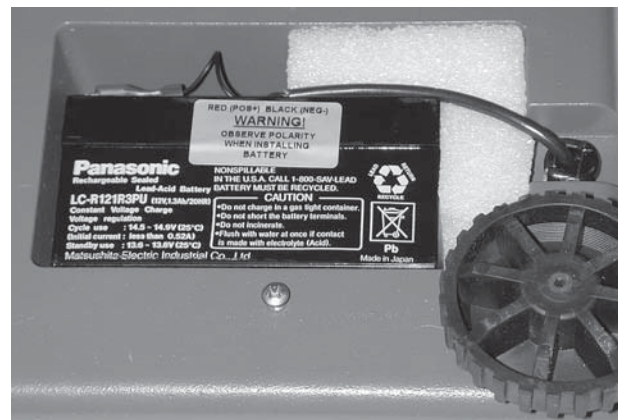


Figure 1
Battery compartment

Operation

Keys

ZERO key



Attention

*If the scale does not display 0.00 weight, press the **ZERO** key before placing the parcel on the scale.*

The NCI Model 7820 B has two keys to operate the scale plus a **RESTART** pushbutton. See Figure 3.

The **ZERO** key performs three functions:

1. Pressing the **ZERO** key will reset the scale to zero weight.
2. When in the Configuration Mode menu, this key scrolls the display to the next selection.
3. If the scale is drawing power from the battery only and the AC adapter is not connected, press and hold this key for 3 seconds to turn the scale OFF. To turn the scale ON, press the **RESTART** pushbutton located at the rear of the scale (or use the AC adapter to connect the scale to an AC outlet).



Figure 2
Front panel keys

HOLD key

The **HOLD** key performs three functions:

1. This key will enable or disable the Weight Hold feature, which is used to hold and display the stable weight of any large parcel that, when placed on the scale, will block your view of the display.
2. When in the Configuration Mode menu, this key acts to ENTER or ACCEPT the displayed selection. Refer to *Weight Hold Operation*.
3. Press and hold the **HOLD** key for 5 seconds to enter into the Configuration menu.

RESTART button

The **RESTART** button is needed only during battery powered operation. If the scale is not used for more than an hour the unit will power down to save battery power. Press the **RESTART** button to restart the scale.

Sleep / Auto Shutdown Modes

To conserve the battery life, the scale has two features, Sleep and Auto Shutdown.

During Battery Operation:

1. The scale will enter into Sleep mode after 5 minutes of non-use. The scale display will prompt *SLEEP*. Press the **ZERO** key to wake up the scale and return to normal weighing mode.
2. The scale will enter into Auto Shutdown mode one (1) hour after entering into Sleep mode. Press the *RESTART* pushbutton located at the rear of the scale, as shown in Figure 3, to turn the scale on and return to normal weighing mode.

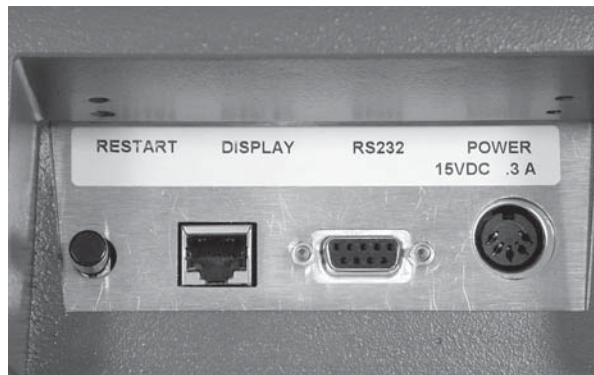


Figure 3
Restart button

During AC POWER Operation:

The scale will enter into sleep mode after 5 minutes of non-use. The scale display will prompt *CHArG*. Press the **ZERO** key to wake up the scale and return to normal weighing mode. The scale will return to zero weight within 5 seconds.

Backlight Operation

AUTO (AUto)

The display backlight operation is controlled by software in the Configuration Mode. The settings are AUTO (*AUto*) or OFF (*oFF*). The default display backlight setting is AUTO.

The backlight will turn off after 5 seconds of non-use at zero weight or 15 seconds of non-use with a weight value displayed. If you place a weight on the scale or press the **ZERO** key the display backlight will activate.

OFF (oFF)

Selecting *oFF*, will turn OFF the display backlight and maximize the battery life.

Weight Hold Operation

SnGI or Single-use Weight Hold



Attention

In Weigh Hold mode, once a parcel is removed the display will alternate between the weight hold value and zero weight every three seconds.

During Weight Hold operations, please allow the parcel weight to stabilize on the scale for at least 1 second.

The Weight Hold feature has two settings, *SnGL* or *AUto*.

The default setting is *SnGL*.

The **SnGI** Weight Hold feature allows you to hold the parcel weight on the display for one parcel only.

1. Press the **HOLD** key. The “WT HOLD” enunciator will activate on the right side of the display.
2. Place a parcel on the scale, then remove the parcel. The scale will hold and display the weight value then alternate with the center-of-zero annunciator.

The **SnGI** Weight Hold will deactivate when one of the following occurs:

1. When you press the **HOLD** key.
2. When you place the next parcel on the parcel scale and weigh it.
3. SnGL Weight Hold automatically deactivates after 15 seconds.

***AUto* or Multi-use Weight Hold**

The *AUto* Weight Hold feature allows you to continue to hold the parcel weight on the display, one at a time, for an unlimited number of parcels in succession.

1. Press the **HOLD** key.
The “WT HOLD” enunciator will activate on the right side of the display.
2. Place a parcel on the scale, then remove the parcel.
The scale will hold and display the weight value, then alternate with the center-of-zero annunciator.

Once the parcel is removed, the display will alternate between the weight hold value and zero weight every three seconds.

3. Place another parcel on the scale, then remove the parcel.
The scale will hold and display the new weight value.
4. Continue using Weight Hold for as many parcels as desired.

The *AUto* Weight Hold will deactivate when one of the following occurs:

- When you press the **HOLD** key.
- The scale’s Auto Shutdown mode activates after one hour of non-use.

Changing the Backlight Settings

Follow these steps to enter the Configuration mode and change the backlight settings.

1. Remove all weight from the scale and with the zero annunciator, >0<, displayed, press and hold the **HOLD** key for 5 seconds. . .
bACLt is displayed.
2. Press the **HOLD** key once. . .
AUto is displayed.
3. Press the **ZERO** key to scroll to the next selection. . .
oFF is displayed.
4. With the desired setting displayed, press the **HOLD** key once to accept the setting
bACLt is displayed.
5. Press the **ZERO** key twice
donE is displayed.
6. Press the **HOLD** key to exit and return to normal weighing mode.

Changing the Weight Hold Settings

Follow these steps to enter the Configuration mode and change the weight hold settings.

1. Remove all weight from the scale and with the zero annunciator, >0<, displayed, press and hold the **HOLD** key for 5 seconds. . .
bACLt is displayed.
2. Press the **ZERO** key once. . .
HoLd is displayed.
3. Press the **HOLD** key once. . .
AUto or **SnGL** is displayed.
4. Press the **ZERO** key to scroll to the other selection. . .
SnGL or **AUto** is displayed, depending on which mode is currently selected.
5. With the desired setting displayed, press the **HOLD** key once to accept the setting. . .
HoLd is displayed.
6. Press the **ZERO** key once. . .
donE is displayed.
7. Press the **HOLD** key to exit and return to normal weighing mode.

Weight Hold – Weights And Measures Sealing

Menu Mode



Attention

To access Switch setting, remove the weight platter.

The 7820B powers up ready for weighing operations. Access the Menu mode by setting Switch 1, shown in Figure 4, to the OPEN or Menu mode position.

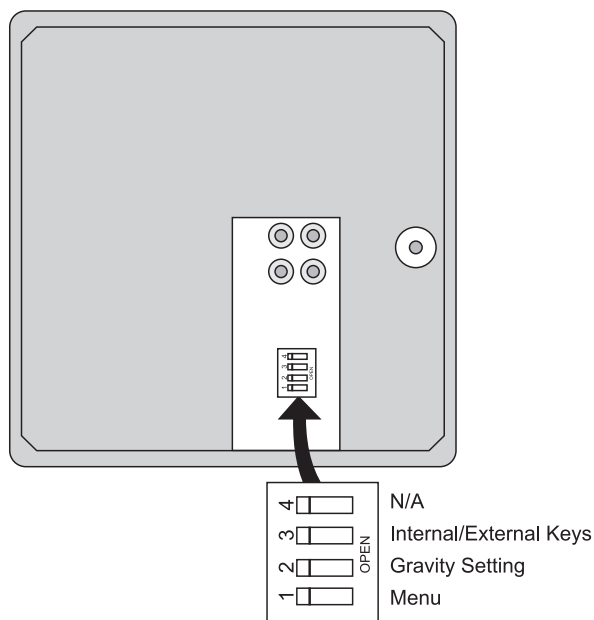


Figure 4
Switch location

There are four modes available to you. They are as follows:

- DIAG (Diagnostic Mode) – To test areas of the scale's function
- CONF (Configuration Mode) – To configure the scale for your application
- CAL (Calibration Mode) – To calibrate the scale
- DISP (Backlight Display Mode) – To change backlight setting

Enabling/Disabling Weight Hold Setting

Follow these steps to enable/disable the Weight Hold function in the CONF menu. Refer to the menu structure in Figure 5.

1. From normal weighing mode, move Switch 1 to the **MENU** Mode or **OPEN** position. (See Figure 4).
DIAG is displayed.
 2. Press the **ZERO** key. . .
CONF is displayed. This stands for configuration.
 3. Press the **HOLD** key. . .
FILTER is displayed.
 4. Press the **ZERO** key twice. . .
SEAL is displayed. This stands for the Weights and Measures sealing method.
 5. Press the **HOLD** key. . .
NSEAL is displayed. This stands for non-sealed.
 6. Press the **ZERO** key. . .
SEALD is displayed. This stands for sealed.
 7. Press the **HOLD** key to accept. . .
- Close Switch 1 to return to normal weighing mode.

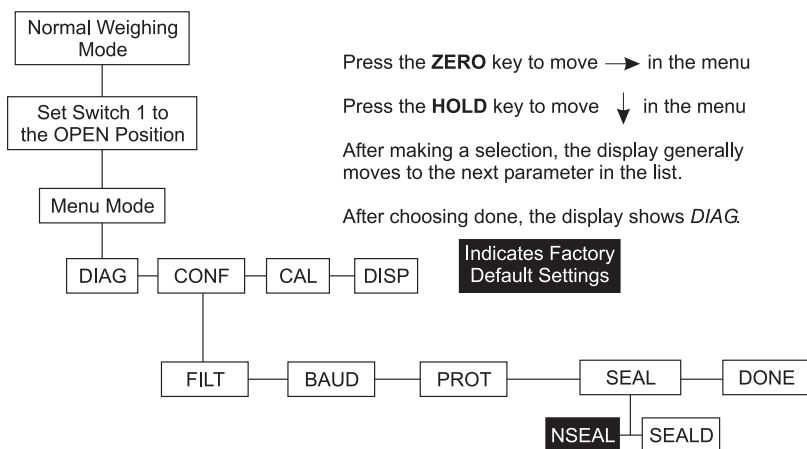


Figure 5
Mode menu structure

Cleaning And Care

1. Handle the scale with care. Dropping the scale may cause damage to the loadcell, which will not allow the scale to weigh properly. This type of damage is considered abuse and violates the product warranty.
2. To avoid damage to the loadcell, place (do not drop) parcels onto the scale and do not weigh objects that exceed 200 pounds.
3. Clean the scale with a slightly damp cloth. DO NOT immerse the scale in water or use chemical/abrasive-cleaning agents.
4. If the scale is not being used for more than three weeks, disconnect the battery or turn off the scale by pressing and holding the **ZERO** key for 5 seconds.

Warranty & Service

For United Parcel Service, this product has a 2-year warranty from the date of factory shipment against defects in material and workmanship. This warranty does not apply if the product was subject to misuse, neglect, damage or abuse. Please contact the Avery Weigh-Tronix service department at 1-800-458-7062.

Service Replacement Parts

Please contact the Avery Weigh-Tronix service department for replacement parts at 1-800-458-7062.

Description	Part Number
Battery, Rechargeable Sealed Lead-Acid	15553-0074
AC Power Supply	1148-16069
Display & Keyboard Assembly	55857-0016
Display Cable, 7-feet	60014-0016
Foot w/ locking nut	60015-0015
Magnetic Strip, 6-inches	1101-16909
Handle, Kit	55880-0017
Battery Cover, Kit	55891-0014
Stainless Steel Weight Platter, Kit	55905-0018
Ball-Top Weight Platter Kit, Kit	55906-0017

Avery Weigh-Tronix



Avery Weigh-Tronix
1000 Armstrong Dr.
Fairmont, MN 56031 USA
Telephone: 507-238-4461
Facsimile: 507-238-4195
e-mail: industrial@weigh-tronix.com
www.wtxweb.com

Avery Weigh-Tronix Canada, ULC
217 Brunswick Boulevard
Pointe Claire, QC H9R 4R7 Canada
Telephone: 514-695-0380
Toll free: 800-561-9461
Facsimile: 514-695-6820
www.weigh-tronix.ca