



Scale Calibration Instructions
Adapted from Perspective Enterprises



VERIFYING CALIBRATION OF DIGITAL SCALES

1. Turn scale on and allow the scale to read “0” (zero).
 - a. The display may read “0.0”, “0”, “0 lb. 0 oz.”, depending upon the model and resolution of the scale.
2. Starting with the smallest precision test weight in your set, place test weight on scale platform (or in the case of an infant scale, on the weighing seat or tray) and allow the scale to stabilize.
3. Observe the display/read-out.
 - a. The weight displayed on the read-out should match the weight of the test weight and should read + or – within the tolerance listed by the manufacturer.
 - a. Example: A Doran DS6100 weighs to within .2 lbs. If a 20-pound test weight is placed on the scale, an accurate reading for this scale would be 19.8, 20.0, or 20.2.
4. Remove the test weight from the scale and allow the read out to return to “0”. If a weight reading is being held in the display, you may need to press a “zero” button to return to zero.
5. Place additional test weights on the scale and repeat steps 2-4 above. Repeat these steps until you have reached at least half of the capacity of the scale.
6. If you find the accuracy of the scale is outside the tolerance specified by the manufacturer and outside the tolerance you require of your scales, you should have the scale re-calibrated. Some scales can be calibrated by the user or a field technician, while others may have to be sent back to the distributor or manufacturer for calibration.



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VERIFYING CALIBRATION OF BEAM BALANCE SCALES

1. Slide both sliding weights, on beam, to extreme left.
NOTE: If you are using a diaper or paper cover on the scale when taking a weight measurement, be sure to place diaper or paper on the scale before you complete the following steps.
2. Be sure both sliding weights are in “0” position (usually indicated by a small notch). The weights should not be beyond the zero position.
3. Check the “zero” position of the scale. If the scale is properly zeroed, the beam will float up and down and come to rest in the center of the indicator. No further adjustment is needed; proceed to step 5.
4. If the beam is not in the center of the indicator, adjustments are needed. Proceed to the following:
 - a. Leave sliding weights in zero position
 - b. Locate the zeroing screw (usually located to the left or right on the beam).
 - c. Using a small screwdriver (some models have a thumb screw and may not need a screwdriver), turn the screw clockwise or counter clockwise, in small amounts, until the beam rests in the center of the indicator. Proceed to step 5.
5. Starting with one 20 lb precision test weight, place weight on platform (or in the case of an infant scale, on the weighing seat or tray).
6. If verifying an **infant scale**:
 - a. Slide the sliding weight that indicates pounds to the 20-lb. notch on the beam.
 - b. The beam should come to rest in the center of the indicator.
 - c. If the beam does not rest in the center, move the sliding weight that indicates ounces, to the left or right.
 - d. The indicated weight should read +/- 1 ounce of 20 lbs.
 - e. Add another 20-lb. test weight to the platform.
 - f. Slide the sliding weight that indicates pounds to the 40-lb. notch on the beam and repeat steps 6b and 6c above. The indicated weight should read +/- 1 ounce of 40 lbs.
 - g. If the beam will not match the test weights +/- 1 ounce, an adjustment will have to be made by a local skilled technician, or by user. If adjustment instructions are needed, please call Perspective Enterprises, (800) 323-7452.
7. If verifying a **child/adult** beam scale:
 - a. Slide the smaller sliding weight that indicates pounds to the 20-lb. mark on the beam.
 - b. The beam should come to rest in the center of the indicator
 - c. If the beam does not rest in the center, move the small sliding weight to the left or right.
 - d. The indicated weight should read +/- ¼ pound of 20 lbs.
 - e. Add another test weight to the platform.



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- f. Using the combination of the smaller and larger sliding weights that indicate pounds, slide them to the pound marking on the beams that match the amount of test weights on the platform and repeat steps 6b and 6c above. The indicated weight should read $\pm 1/4$ pound of total test weights on platform of scale.
- g. Repeat steps e and f until 150 lbs. of weights have been placed on the platform of the scale and the accurate readings have been verified.
- h. If the beam will not match the test weights $\pm 1/4$ pound, an adjustment must be made by a local skilled technician, or by user. If adjustment instructions are needed, please call Perspective Enterprises, (800) 323-7452.



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VERIFYING CALIBRATION OF STATURE MEASURING UNITS

1. Using calibration measuring rod, place the rod vertically on the standing surface where patients/clients are to be measured.
2. Measuring rod should be parallel to measuring unit.
3. Slide/position head piece on top of measuring rod, making sure the rod remains parallel to measuring unit
4. After placing the head piece on top of the measuring rod, the reading indicator on the measuring unit should read the length of the measuring rod.
5. If the reading indicator does not read accurately, the following adjustments can be made:
 - a. Wall mounted measuring units:**
 - 1) If indicator reads more than the length of the rod, raise the entire unit until the reading indicator does read the length of the rod (be sure head piece remains flush on top of rod).
 - 2) If indicator reads less than the length of the rod, lower the entire unit until the reading indicator reads the length of the rod (be sure head piece remains flush on top of rod).
 - b. Scale mounted measuring rods:**
 - 1) These cannot be adjusted; however, it is possible that the rod or the head piece could be replaced.



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VERIFYING CALIBRATION OF INFANT LENGTH MEASURING UNITS

1. Place one end of calibration rod against stationary head piece of infantometer and position rod, lengthwise, down the center of the unit.
2. Be sure that rod runs completely parallel to the measuring tape on the unit.
3. Slide the foot piece to the other end of the rod. The reading indicator of the unit should read exactly the length of the rod. If it does not, contact the manufacturer for adjustment instructions. If the unit is manufactured by Perspective Enterprises and has the model #PE-RILB-STND or PE-RILB-BRG2, the following adjustment can be made.

Adjustments

1. Remove calibration rod from unit.
2. Loosen screws in head piece so head piece will move back and forth, slightly.
3. Slide foot piece so that the “**READ HERE**” mark is on length of rod exactly.
4. Place rod against foot piece and run lengthwise, down the center of the unit making sure it runs parallel to the measuring tape on the unit. Adjust head piece so that other end of rod fits flush against it and tighten the screws in the head piece to secure it.

If you have any questions regarding any procedure, please contact Perspective Enterprises, Inc. by phone at (800) 323-7452, by fax (269) 327-0837 or by e-mail at pepdc@net-link.net.