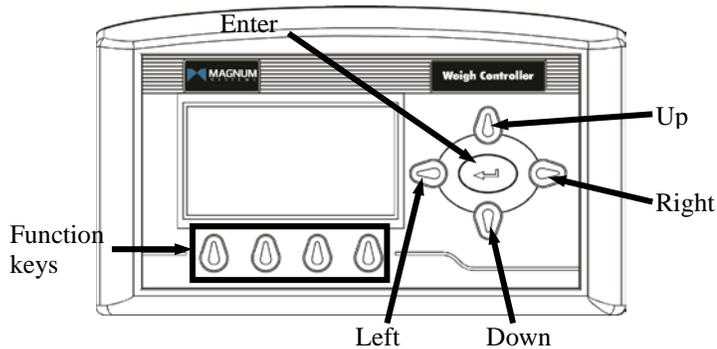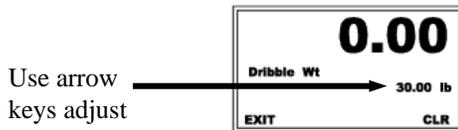# TE100 with T4000 Quick Reference Guide

Important: This document contains condensed information to be used by experienced operators as a quick reference. The operator should have performed a thorough review of the Model TE100 Electronic Small Bagging Scale Operation and Maintenance Manual prior to using this quick reference guide.

Using the Keypad

To the right of the LCD screen is a keypad. It has an Enter key in the Enter, surrounded by four directional arrows. These buttons, along with the four function keys below the LCD screen, are used to navigate the menu system and make adjustments to settings.
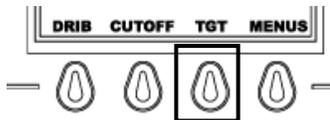

When entering numeric values, the operator will use the left and right arrow keys to move from position to position, and the up and down arrow keys to increase or decrease the number in a specific position.
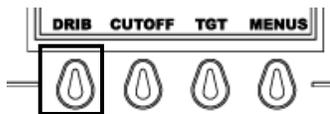

Once the desired number is displayed, the operator will press the Enter key to save the setting.

Setting Dribble, Cutoff, and Target Set points

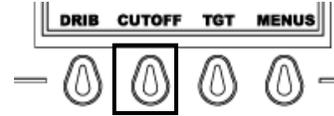1. Press the function key directly below where TGT is displayed on the summary screen.

2. Use the arrow keys to enter the desired Target weight.
3. Press the Enter key to save the entry and return to the summary screen.
4. Press the function key directly below where DRIB is displayed on the summary screen.

5. Use the arrow keys to enter the desired Dribble weight.
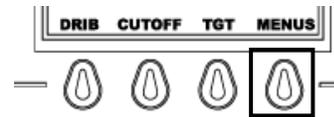6. Press the Enter key to save the entry and return to the summary screen.

7. Press the function key directly below where CUTOFF is displayed on the summary screen.

8. Use the arrow keys to enter the desired Cutoff weight.
9. Press the Enter key to save the entry and return to the summary screen.
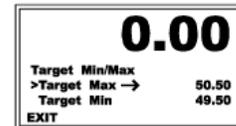
Setting Target Min/Max

1. Press the function key directly below where MENUS is displayed on the summary screen.

2. Use the down arrow button to scroll down to place cursor in front of the Target Min/Max menu line.
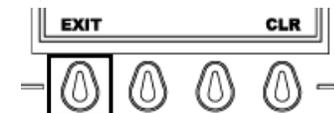

3. Press the Enter key.
4. The cursor should be in front of the Target Max menu line. If it is not, use the up/down arrow buttons to scroll to the Target Max menu line.

5. Press the Enter button.
6. Enter in the desired maximum allowable fill weight.
7. Press the Enter key to save the entry and return to the Target Min/Max menu.
8. Use the down arrow button to scroll down and place the cursor in front of the Target Min menu line.

9. Press the Enter key.
10. Enter in the desired minimum allowable fill weight.
11. Press the Enter key to save the entry and return to the Target Min/Max menu.
12. Press the function key below the word EXIT twice to return to the summary screen.
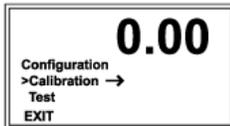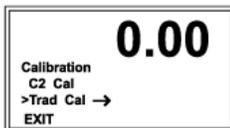

13. The fill speeds are now set.

Calibration

> **Important:** *The following procedure assumes that all load cells are properly installed and that no outside forces are acting on or coming into contact with the scale/vessel. The procedure also assumes that the TE100 is turned on and has been allowed to warm up for a minimum of fifteen (15) minutes and that the T4000 has been properly configured.*
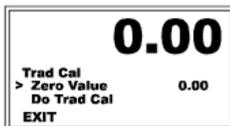
1. Make sure the T4000 has been configured for the intended application. This includes setting the units, decimal point, scale capacity, averages, etc.
2. From the Summary display press the button under MENUS. The Configuration menu appears.
3. Press the down arrow button until the cursor is in front of Calibration.


```
            0.00
Configuration
>Calibration →
 Test
EXIT
```

4. Press the Enter button. The Calibration menu appears.
5. Scroll down to the Trad Cal menu line. Press Enter. This method of calibration uses test weights. Taylor Products recommends that the test weights total 80 – 100% of the desired package weight, and that the weight be distributed uniformly on/in the scale.


```
            0.00
Calibration
 C2 Cal
>Trad Cal →
EXIT
```

6. Press the Enter button. The Trad Cal menu appears.


```
            0.00
Trad Cal
>  Zero Value      0.00
   Do Trad Cal
EXIT
```

7. Press the Enter button. The Zero Value weight menu appears.
8. Traditional Calibration requires a zero point and the physical placement of test weights on the scale. To set the Zero Value Weight:
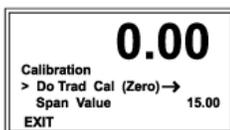   a. Remove all weight "live load" from the Scale. The Zero Value should be 0.0.
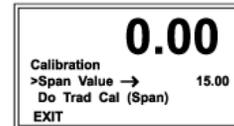
⚠ **CAUTION**   The scale MUST be empty.

   b. Wait 12 seconds or more.
9. Use the left and right arrow buttons to position the cursor. Use the up or down arrow buttons to Enter the Zero Value for this instrument.

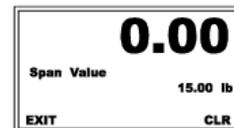   *Note: Most applications will set the Zero Value to 0.00.*

10. Press the Enter button to save the entry.
11. Press the down arrow button until the cursor is in front of "Do Trad Cal " (Zero)".


```
            0.00
Calibration
>  Do Trad Cal (Zero)→
   Span Value      15.00
EXIT
```
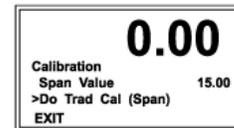
12. Press the Enter button to Do Trad Cal (Zero). The controller may request password verification. Enter the password, press Enter, then select the Do Trad Cal (Zero) again.
    a. A "Cal Completed OK" message appears briefly if the calibration was successful.
    b. An Error number appears if the calibration was not successful. Refer to Troubleshooting in the Model TE100 Electronic Small Bagging Scale Operation and Maintenance Manual.
13. Press the down arrow button until the cursor is in front of Span Value.


```
            0.00
Calibration
>Span Value →        15.00
 Do Trad Cal (Span)
EXIT
```

14. Press the Enter button. The Span Weight menu appears. The last Span Weight is displayed.


```
            0.00
Span  Value
                 15.00 lb
EXIT              CLR
```

15. To set the Span Weight:
    a. Place a certified test weight on the scale.
    b. Use the left and right arrows to position the cursor and the up or down arrows to Enter the value of the test weight. If a 10 lb. weight is used, Enter 10.00.
    c. Press the Enter button to save the entry.
16. Press the down arrow button until the cursor is in front of "Do Trad Cal (Span)".


```
            0.00
Calibration
   Span Value       15.00
>Do Trad Cal (Span)
EXIT
```

17. Press the Enter button to Do Trad Cal (Span). The controller may request password verification. Enter the password, press Enter, then select the Do Trad Cal (Span) again.
    a. A "Cal Completed OK" message appears briefly if the calibration was successful.
    b. An Error number appears if the calibration was not successful. Refer to Troubleshooting in the Model TE100 Electronic Small Bagging Scale Operation and Maintenance Manual.
18. Press the function button under EXIT three times to return to the Standby Screen.
19. The scale is now calibrated.